

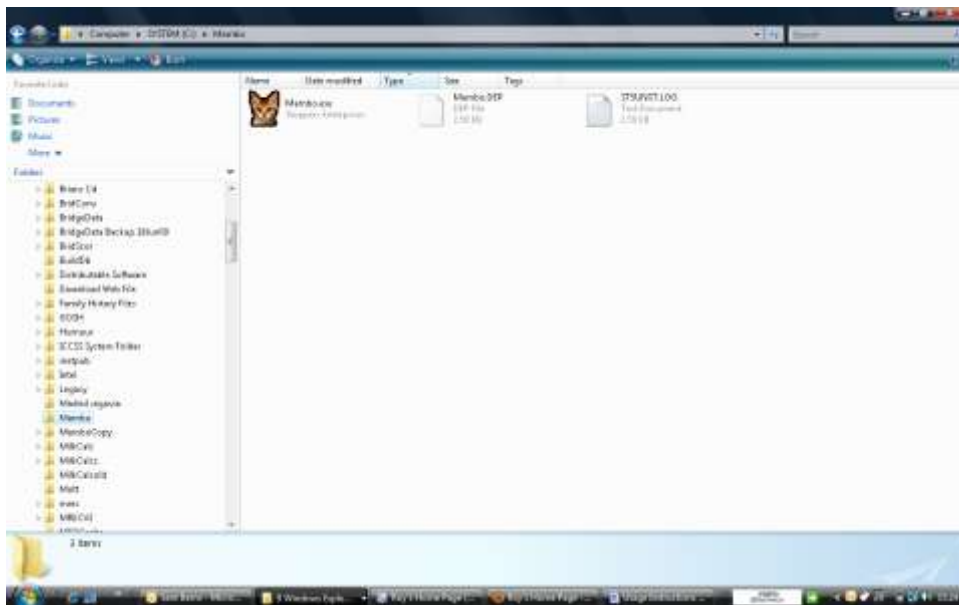
Usage Instructions for Mambo.

Mambo is a system for managing the membership database for a bridge club. It was designed originally for use at Isle of Wedmore Bridge Club. It uses an underlying Access Database. However an Access licence is not required for legal usage of the system. The system may be used without any licensing issues on any Windows operating system from Windows 98 upwards. To date it has not been tried under Windows 7 but it is extremely likely to work as is. If you do have Access installed on your machine be very careful not to open/alter the Mambo databases.

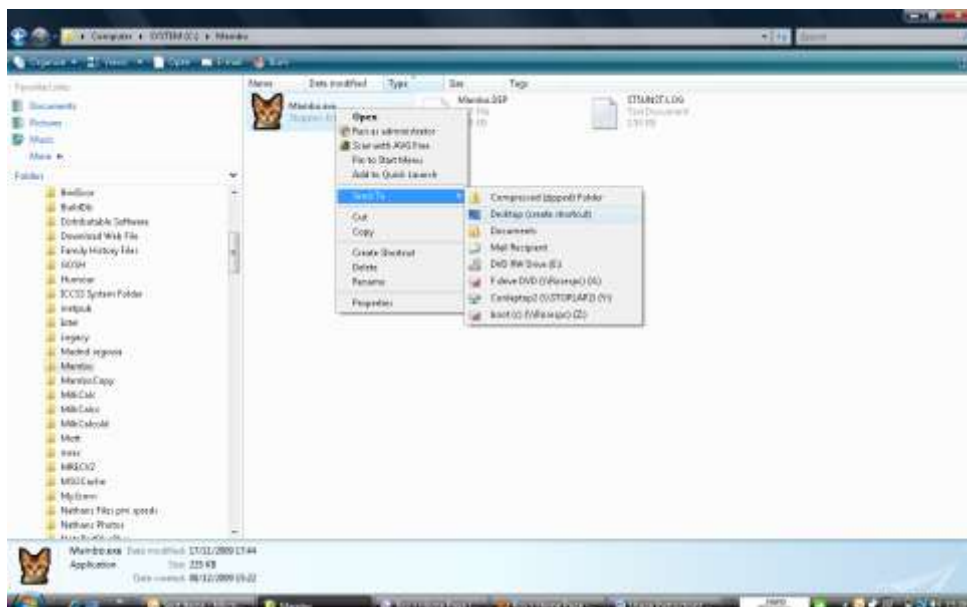
Having installed Mambo (see separate instructions) you may start Mambo by locating the application in the Mambo folder and clicking – however you might prefer to create a desk top icon for it. To do so do the following.

Create a desktop icon

Right click the Windows Start button (bottom left of main screen). Scroll (up probably) to the Mambo directory (C:\Mambo) – and click the folder Mambo on your “C” Drive, and you should see something like



Note that the Mambo application (or .exe) as an icon of a cat. Right click on the application and then click “Send To” and then “Desktop (create shortcut)”. This will create a shortcut on your desktop (main Windows screen) to Mambo.

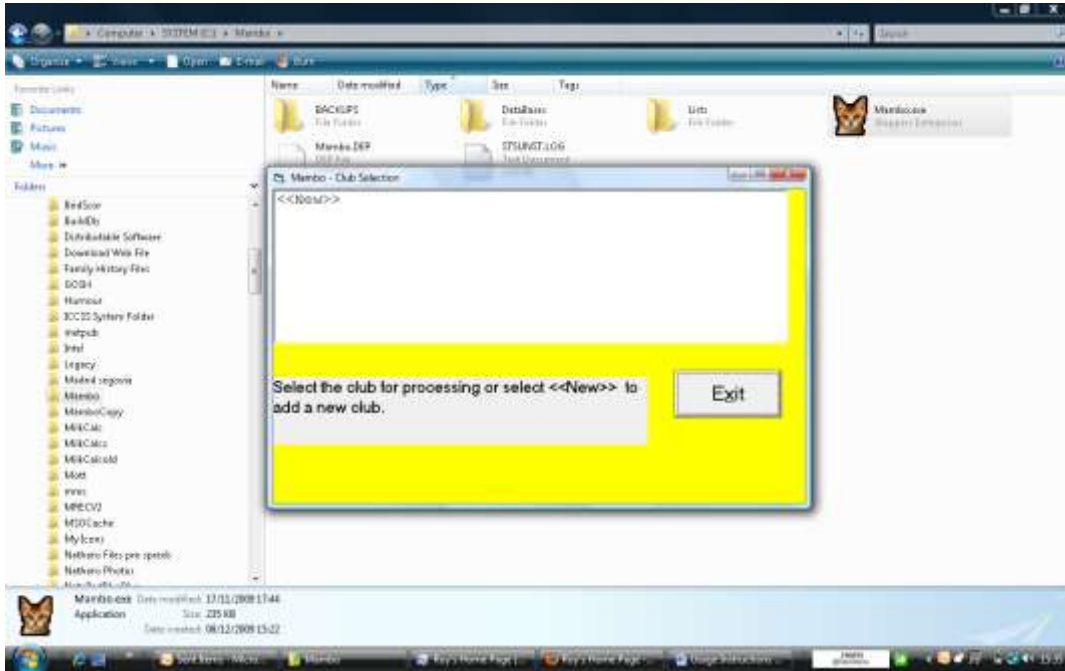


Start Mambo

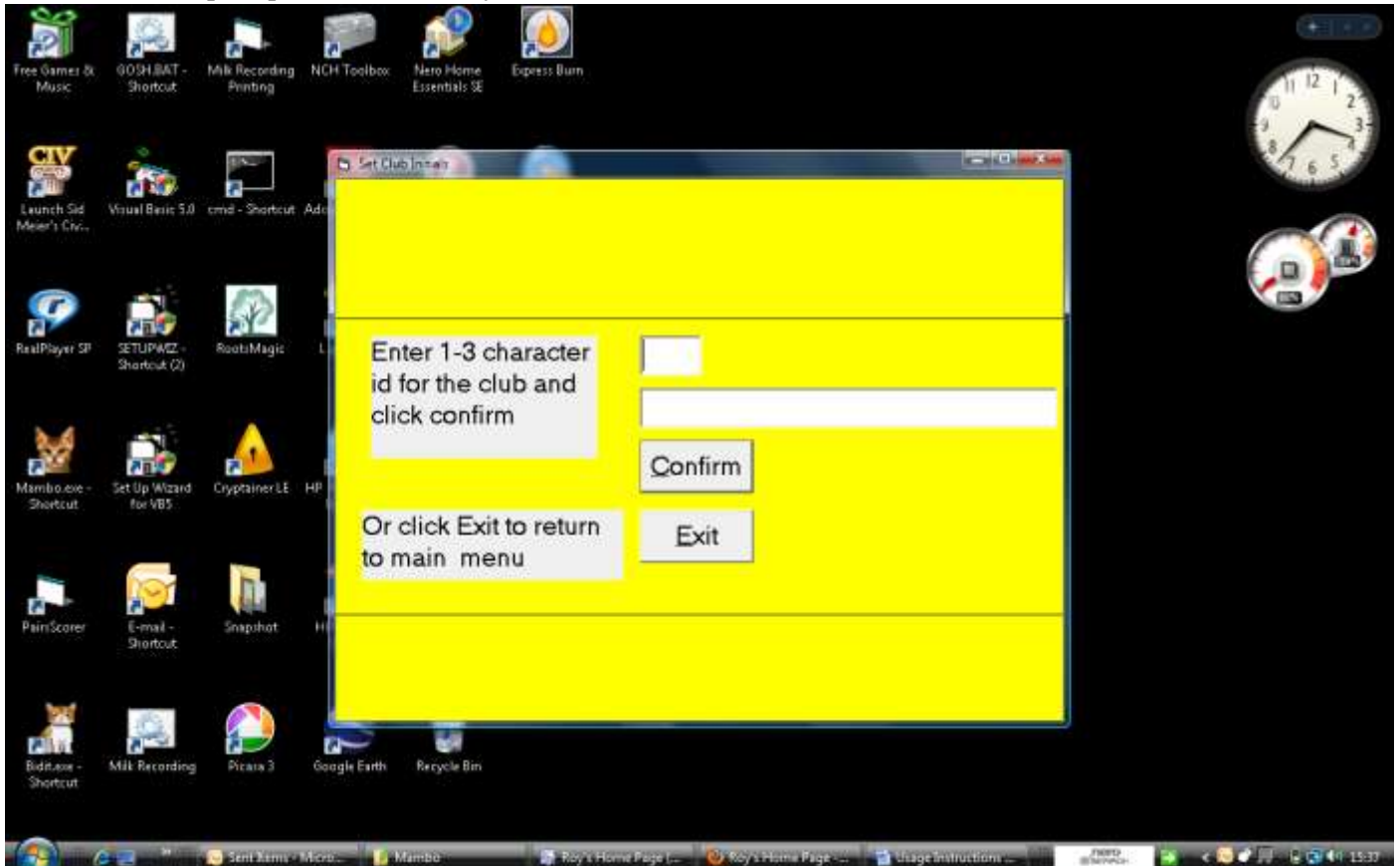
Start Mambo by clicking the desktop icon (as created above) or by double clicking on the application in the Mambo folder.

First Time Usage

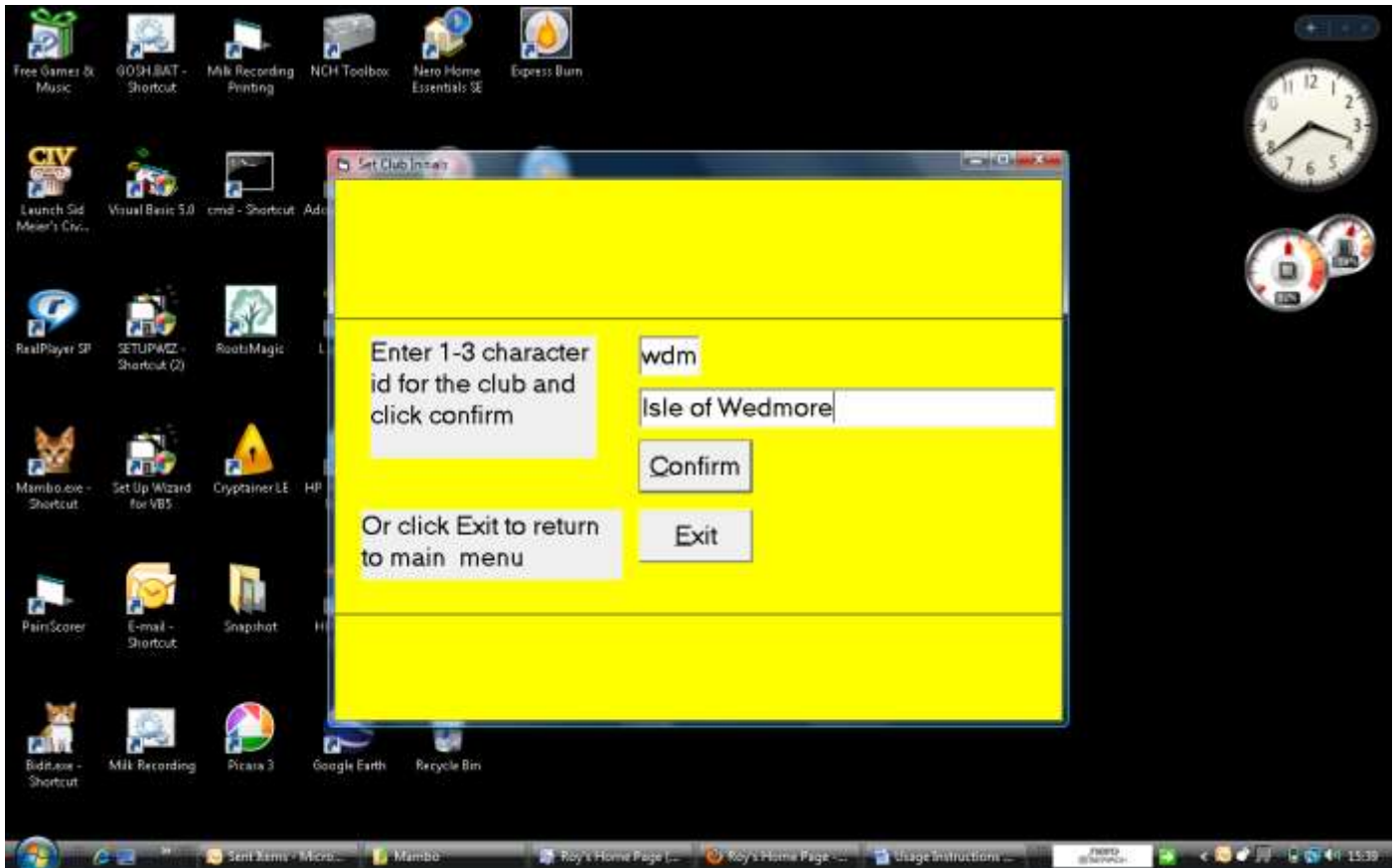
The first time you use it will prompt you to select a club database – click the “<<New>>” – to create an empty database.



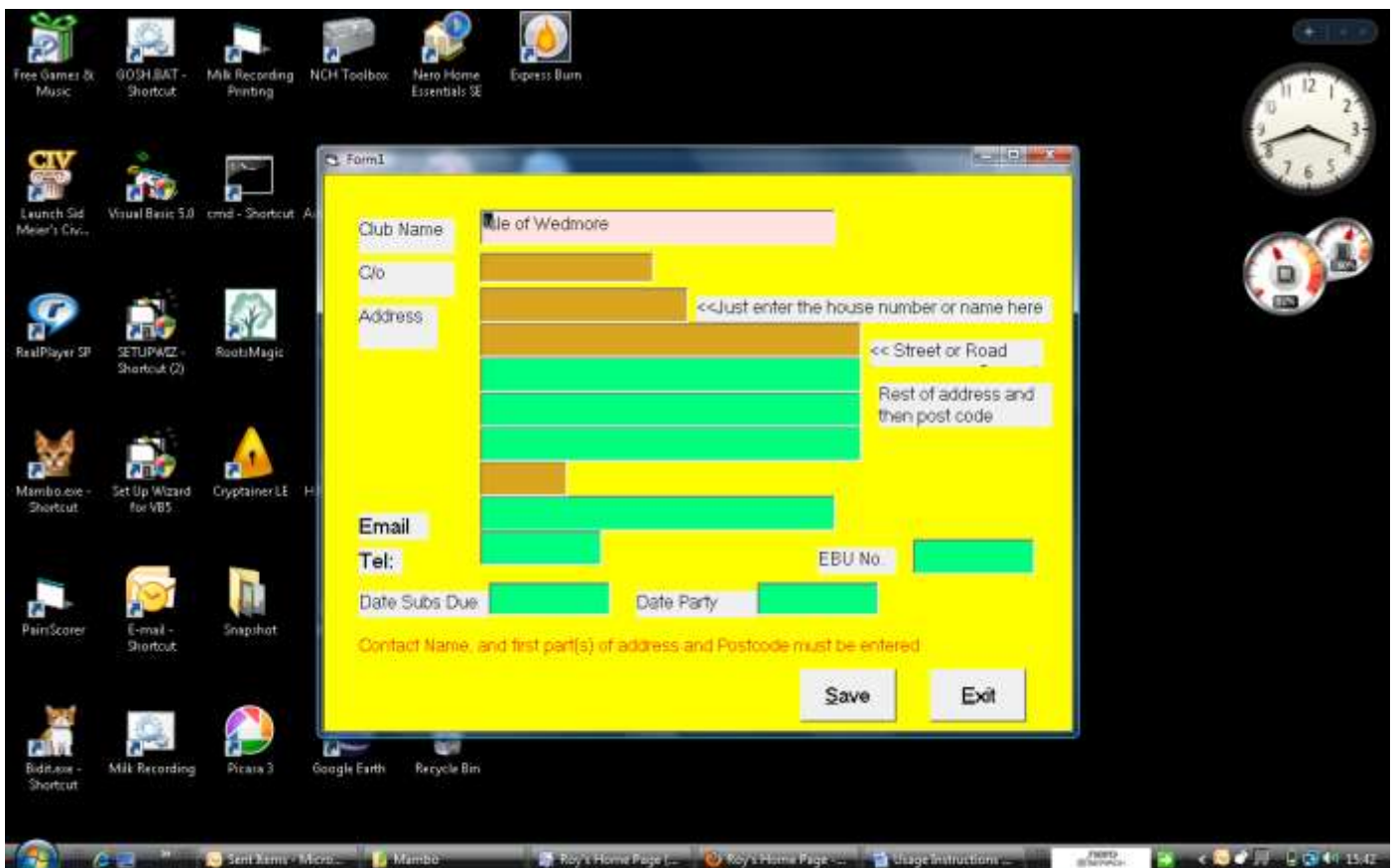
You will then be prompted for details of you new club database.



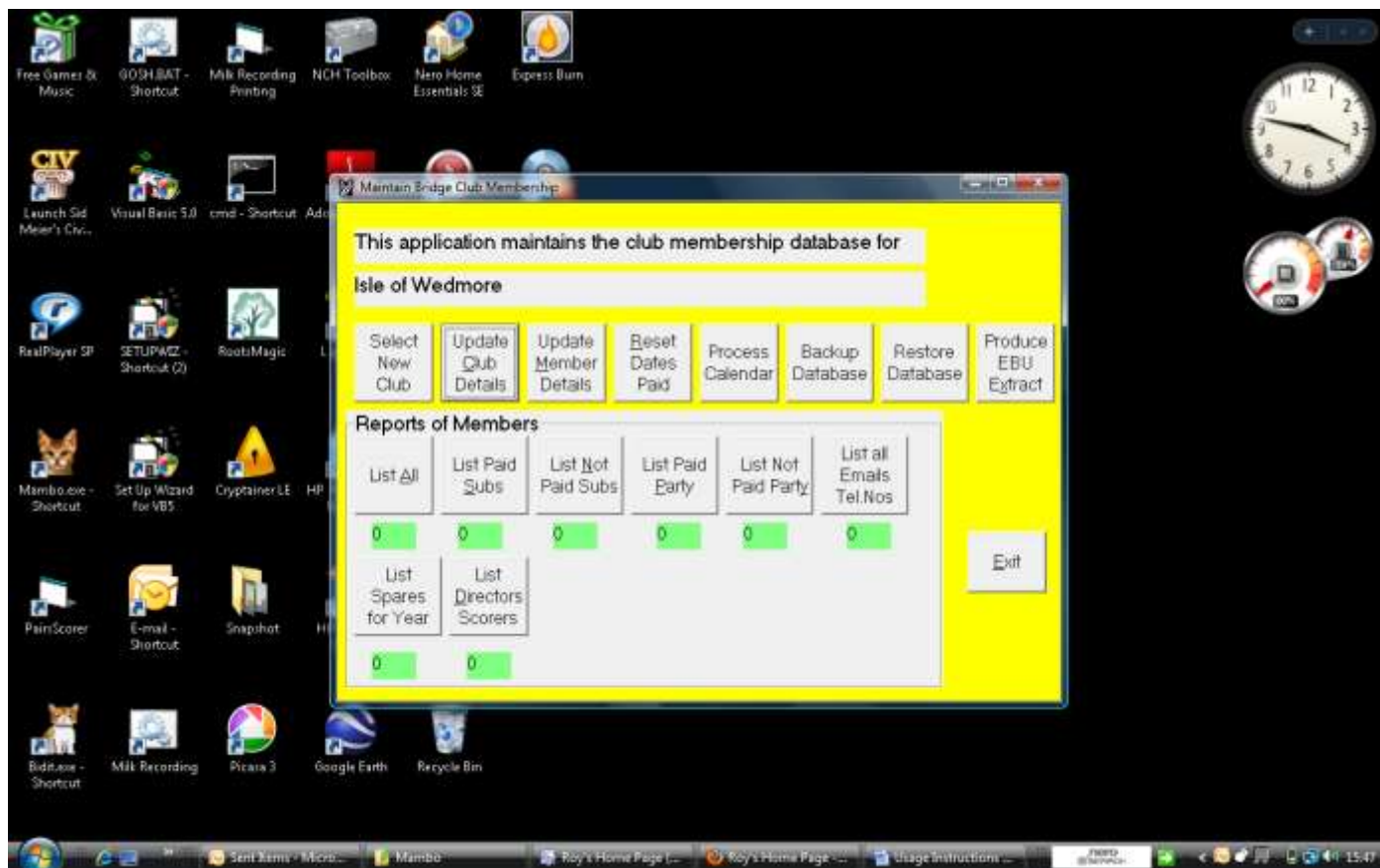
Enter a three character mnemonic for the club e.g. wdm for Wedmore, and the Club Name - and click Confirm



Click OK to the confirmation that you want to create a new club, and you will then be prompted for basic club details.



The fields in Brown are mandatory. You should complete with the details of the contact details for the club membership secretary (or administrator). If the club has an EBU number you may enter it on this screen. Optionally you may enter the date on which subscriptions are due and the date of an annual party (typically Christmas) if your club has one. Click 'Save' when all the data is entered (you will get confirmation the data has been saved) and then click 'Exit'. You will then be returned to the main screen for Mambo.



The main screen will be displayed when you next/normally start Mambo.

Taking the options from left to right.

Select New Club – enables you to select/create a new club. Most users will not use this option as they will only manage one club – if you do have more than one then you can select which one you want to process.

Update Club Details – allows you to update the basic club details as entered above when you first started the system.

Update Member Details – allows you to select a member for updating or to create a new one. Normally you would add your members one at a time. However if you have an existing membership database/spread sheet/file I can probably manipulate it to be loadable direct into Mambo – thus avoiding a lot of typing! Contact me with the details.

Reset Dates Paid - reset all dates paid for subscriptions and party – normally you would do this at the beginning of a club year when membership subscriptions are due.

Process Calendar enables you to allocate directors/spares for each playing session automatically or to update a particular date to reflect spare players/directors or venues.

Backup Database enables you to backup the club database on any media attached to your computer (including removable disks, network drives, CD etc). All backups are uniquely time stamped as part of the file identity so you have unlimited backup capability. I recommend you take a backup roughly once a month.

Restore Database enables you to restore the database from any backup you have taken.

Produce EBU Extract will produce an extract of the database for sending to the EBU if your club is affiliated

The remaining buttons all produce fairly self explanatory listings – all are simple Notepad viewable text files which can be printed or manipulated further at your leisure.