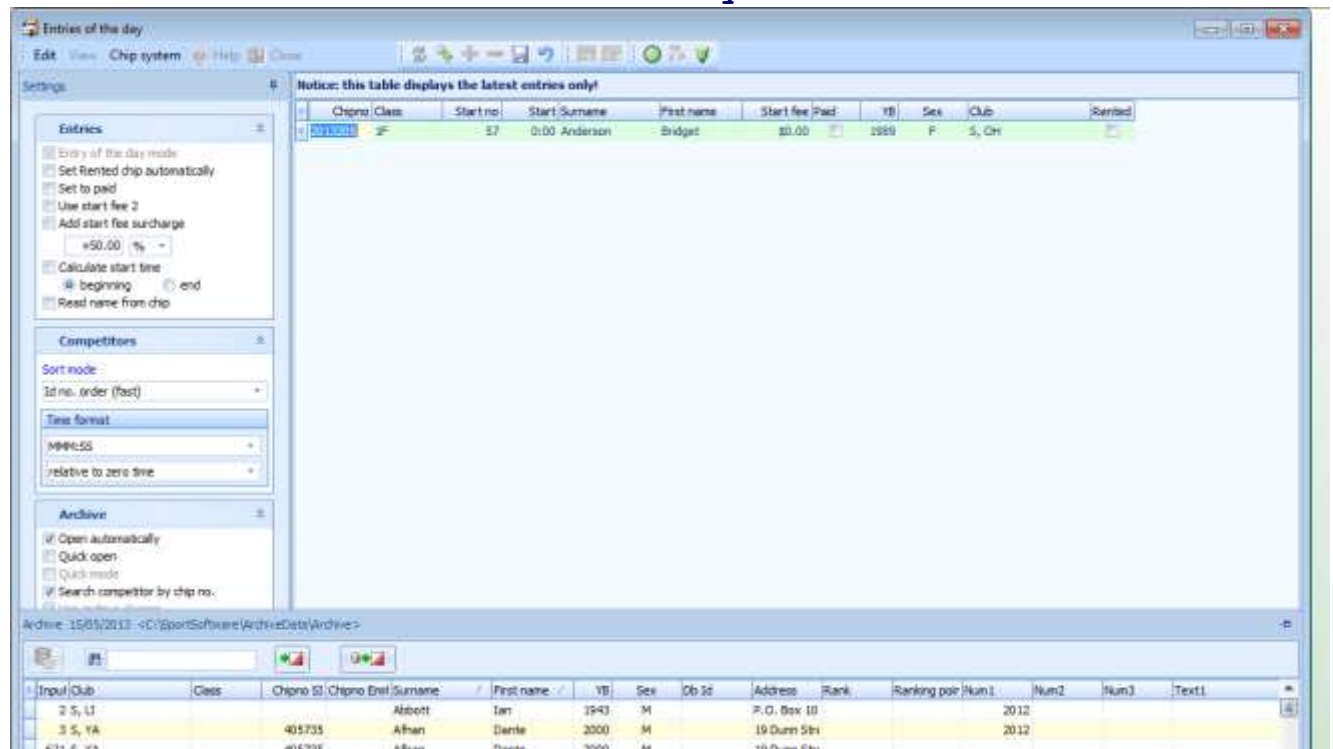


Please note: These guidelines only cover the basics. A comprehensive manual can be found in the Sportsoftware\OE2010 directory on your computer or can be downloaded from: <http://www.sportsoftware.de/downloads/v11/>

1. START: Inputting Competitor's Course Details

1.1 Entries Manually Using Archive

Access via the **Entries-> Entries of the Day**



- Archive: Tick open automatically & Search competitor by chip number.
- If a competitor has their own SI stick & they are in the archive simply enter their SI number and press tab.
- You can also Enter first few letters of entrants surname in the search box in Archive window, the person or someone similar will then be highlighted.
- Double click required name and the details will be transferred to the entries screen
- Check that details are correct ie SI chip no, name, club.
- If the person does not own an SI chip or details of the number are not in database, then the details will need to be entered manually.
- Select appropriate course or class.
- Click rented box if person is renting an SI chip.
- After all details are entered and correct, hit **ENTER** key, this transfers details to entry window. Note: If you do not press the ENTER key the details will be overwritten by the next competitors details.
- If an error is made, it can be corrected using the **Entries->Edit** menu option, see later for a detailed description.

1.2 Entry With Duplicate SI chip Usage

- When entering other people in a group this will happen or if the person is entering a second course using the same SI chip, or a different person is using the same SI chip, an error message displays as shown:

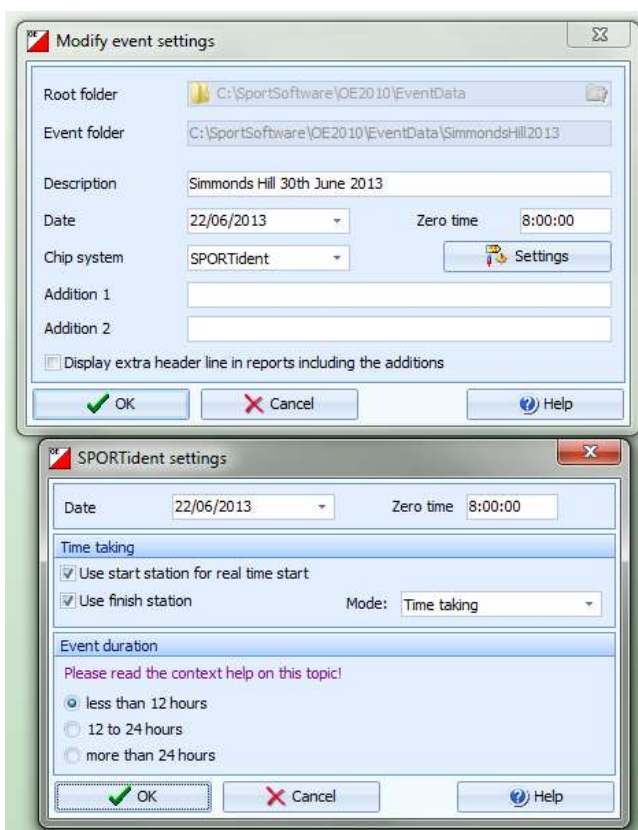


- Select **OK** and the following option is displayed:

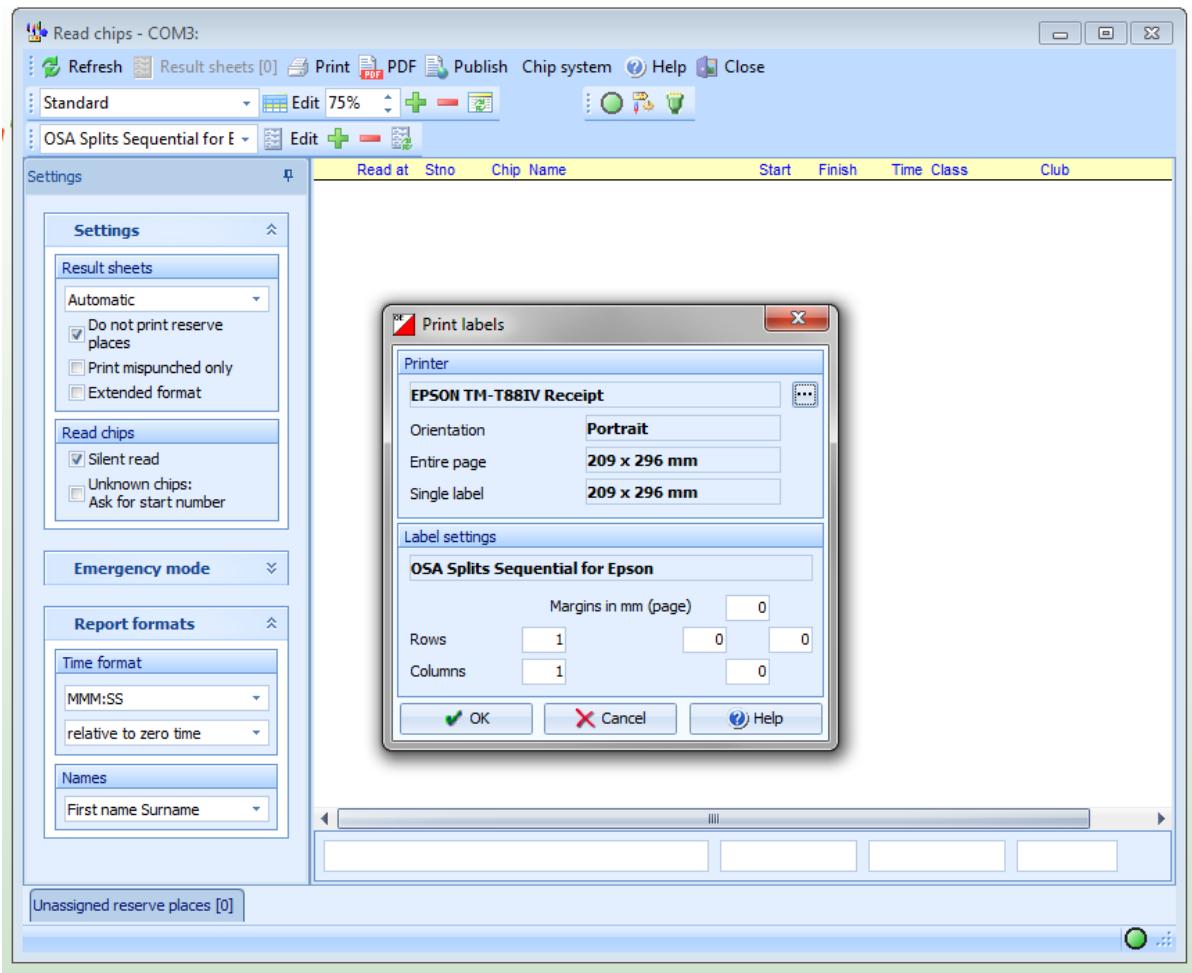


- Select **Yes** if you want the details to be accepted

2. FINISH

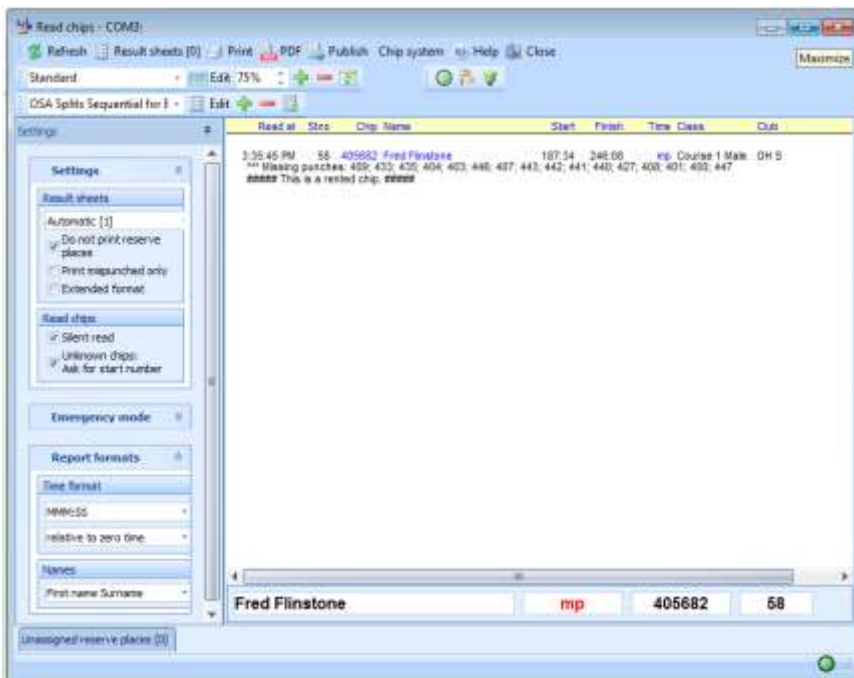


- Go to Event - > Settings. Settings should be as to the left , date and zero time may differ for your event.
- Use **Competition Day->Read chips** from the main menu, or short cut icon:
- Slect Epson TM T88IV Receipt if Splits Printer is being attached to this computer. For clubs with a lable printer select it from the drop down menu & also select the block printer option where it says OSA Splits Sequential for Epson
- Ensure SI Master station is connected. Click small green button on toolbar to activate if



required, button in bottom left should also be green.

- If it still does not activate or you get a station not ready message click on the port settings



button to the right of the top green button. When competitor inserts card into Master Station, the **green** button will turn **purple** as details are read from card.

- Competitor results are then displayed in results window.
- Note if SI chip is rented, a note to that effect is displayed below the result as in the example.

Dealing with Problems

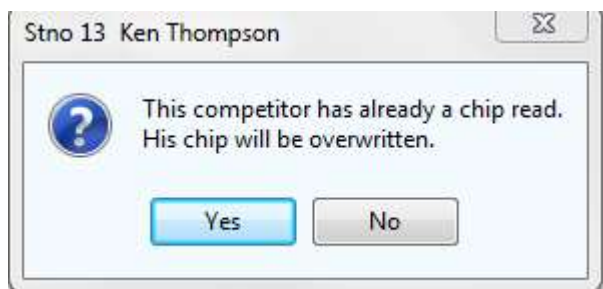
A feature in OE2010 allows you to **click silent read on the Read SI chips screen as shown above**. In this mode, SI chips which can't be assigned automatically will be saved into a reserve place without

any action necessary by the operator. Make a note of the details at the time and correct as time permits. Generally this option is not recommended. What follows assumes this option has not been selected.

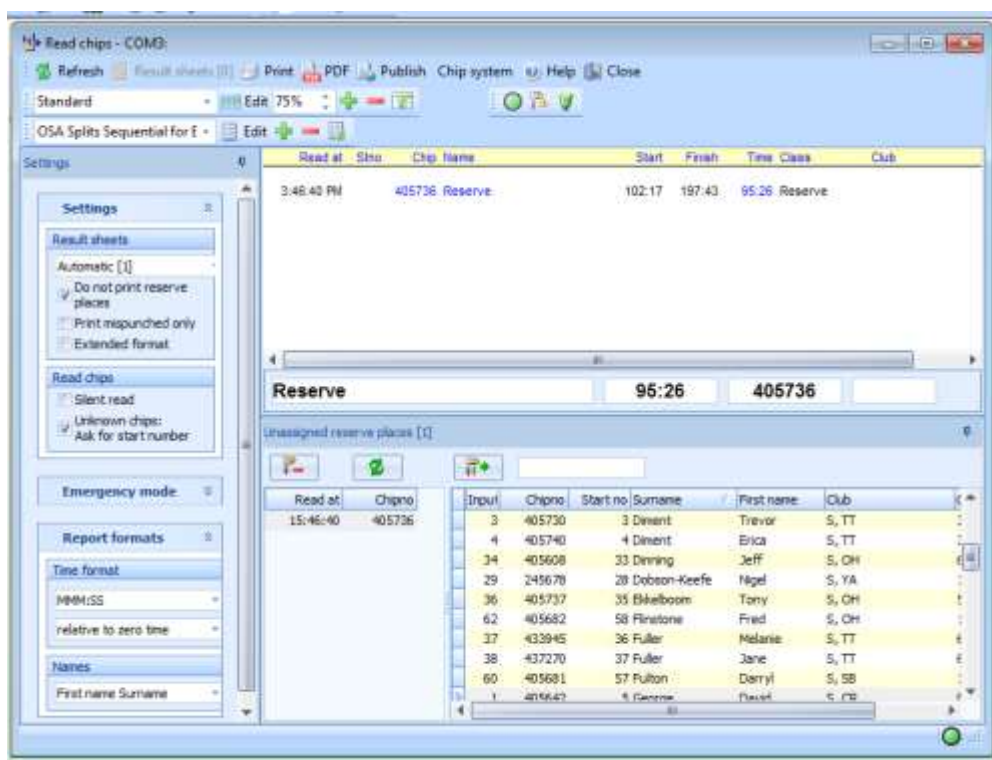
2.2 Runners entering two courses or same SI chip being used twice

Note that the following only works only if the previous result for this SI chip is no longer displayed in the results window.

- In the case where the competitor has entered two courses using the same SI chip, or the same SI chip has been used by more than one person, the following message is displayed



- Choose **No** if you do not want the previous result to be overwritten but want this result assigned to a different course or person
- Choose **Yes** if you do want result to be overwritten



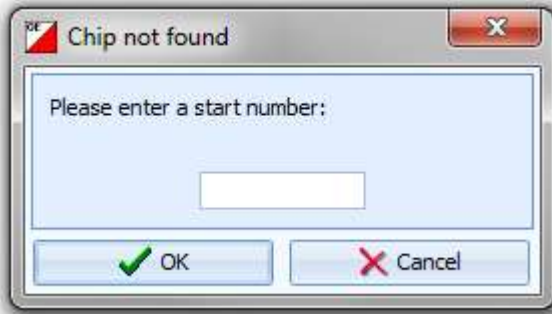
- When **No** Is selected, the result will be put in a reserve place as shown. Select the competitor that the result belongs to and click the right arrow to assign the reserve result to them.
- When a group comes in deliberately creating a reserve entry for each person and then moving it across as above

is a good way of dealing with this. You will need to close the Read Chips window each time & then re-open it for this to work.

- You will need to enter the start number for the competitor (either same person on their second course or different person using same SI chip)
- When start number entered, the following screen is displayed

2.3 Runner finishing whose details have not been entered

- When a runner finishes whose details have not been entered, the following message is displayed when they enter SI chip into master station

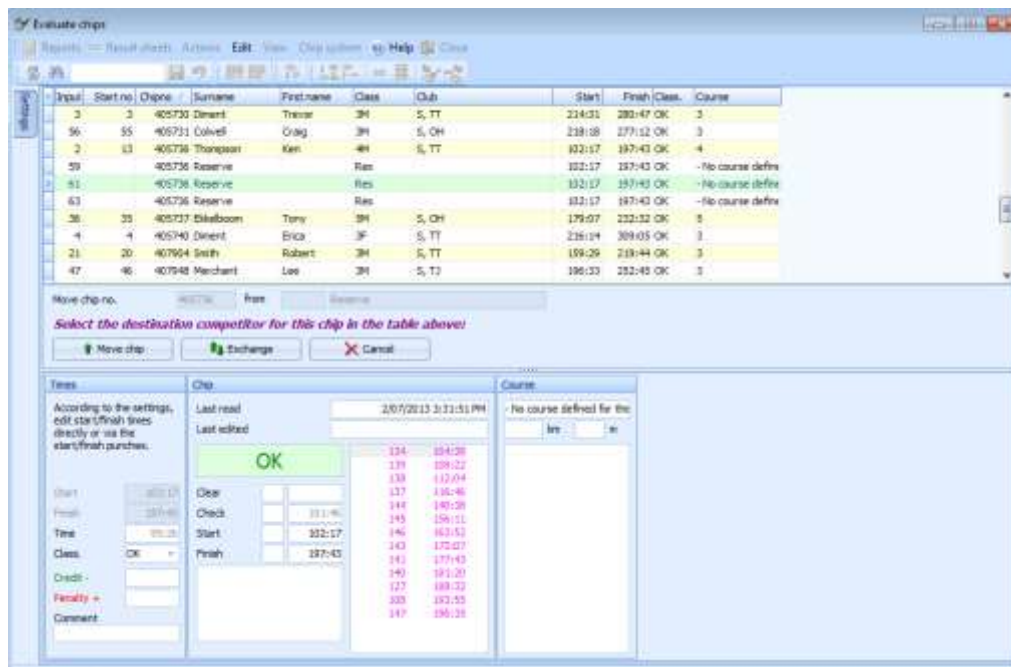


- Because they have not been entered, they will not have a start number, so choose CANCEL and they will be put into a reserve place
- The result is added with the word Reserve instead of the runner's name, and for the course as shown in the example above.
- Once they have been entered click the refresh button on the Read Chips screen and move the reserve result to that competitor as described above. If for some reason the Read Chips screen has been closed the same thing can be done using Competition Day -> Evaluate Chips and click Assign Chip to another runner button:

Assign current SI chip to another runner function. The steps are:

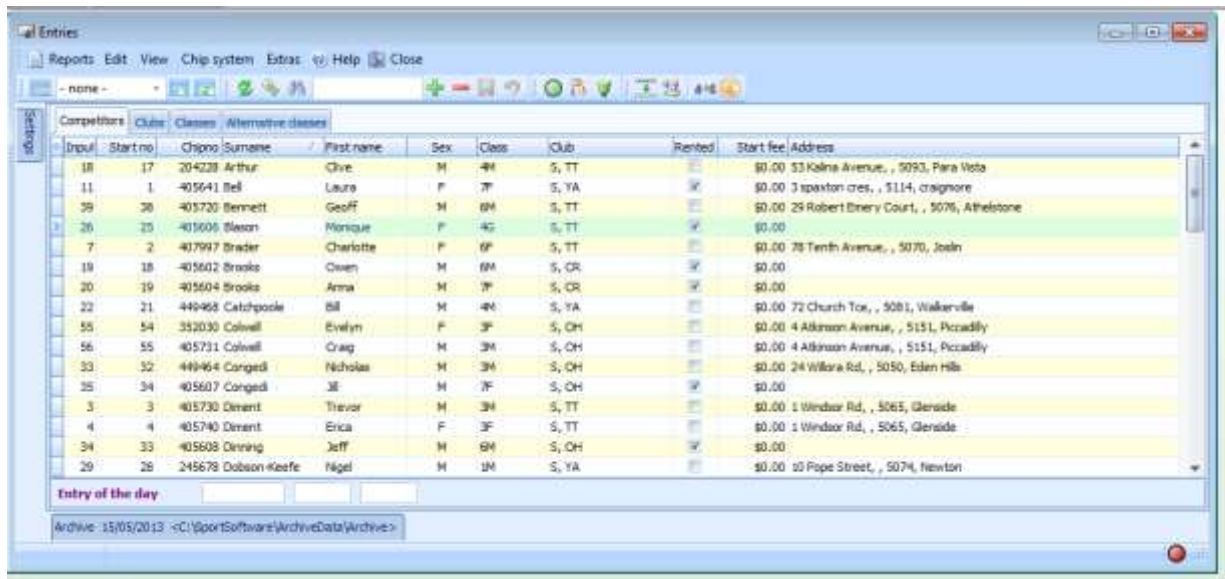
- Sort Evaluate chips screen by SI chip.
- Find and select Reserve entry of competitor
- Click **Assign current SI chip to another runner** icon
- Highlight competitor and select click **Move chip**.

It is possible to use this same technique to exchange SI chip results



2.4 Editing Entries

- To edit the result ie assign Name, club and course, the screen accessible from **Entries->Edit** is used
- Find the appropriate entry and edit details ie enter name, select club and course
- Hit enter when **ALL** details are complete, otherwise you will be asked to save changes.



The screenshot shows a software window titled 'Entries' with a menu bar (Reports, Edit, View, Chip system, Extras, Help, Close) and a toolbar. Below the toolbar are tabs for 'Competitors', 'Clubs', 'Classes', and 'Alternative classes'. The main area contains a table with the following columns: Input, Startno, Chipno, Surname, First name, Sex, Class, Club, Rented, Start fee, and Address. The table lists 29 entries with details such as names (e.g., Arthur, Bell, Bennett), clubs (e.g., S, TT, S, YA), and addresses. At the bottom of the window, there is an 'Entry of the day' field and a status bar showing the date '15/05/2013' and the file path 'C:\SportSoftware\ArchiveData\Archive>'.

Input	Startno	Chipno	Surname	First name	Sex	Class	Club	Rented	Start fee	Address
18	17	20428	Arthur	Olive	M	44	S, TT		\$0.00	53 Kaina Avenue , 5093, Para Vista
11	1	405641	Bell	Laura	F	7F	S, YA	X	\$0.00	3 ipaxton cres , 5114, craignore
39	38	405720	Bennett	Geoff	M	8M	S, TT		\$0.00	25 Robert Emery Court , 5076, Athelstone
26	25	405605	Bleason	Mirique	F	4G	S, TT	X	\$0.00	
7	2	407997	Brader	Charlotte	F	6F	S, TT		\$0.00	78 Tenth Avenue , 5070, Joeln
19	18	405602	Brooks	Owen	M	8M	S, CR	X	\$0.00	
20	19	405604	Brooks	Anna	M	7F	S, CR	X	\$0.00	
22	21	449468	Catchpole	Bil	M	4M	S, YA		\$0.00	72 Church Tor , 5081, Walkerville
55	54	352030	Colwell	Evelyn	F	3F	S, OH		\$0.00	4 Atkinson Avenue , 5151, Piccadilly
56	55	405731	Colwell	Craig	M	3M	S, OH		\$0.00	4 Atkinson Avenue , 5151, Piccadilly
33	32	449464	Congdell	Nicholas	M	3M	S, OH		\$0.00	24 Wilora Rd , 5050, Eden Hills
35	34	405607	Congdell	JE	M	7F	S, OH	X	\$0.00	
3	3	405730	Dement	Trevor	M	3M	S, TT		\$0.00	1 Windsor Rd , 5065, Glenaide
4	4	405740	Dement	Erica	F	3F	S, TT		\$0.00	1 Windsor Rd , 5065, Glenaide
34	33	405608	Dinning	Jeff	M	8M	S, OH	X	\$0.00	
29	28	245678	Dobson-Keefe	Nigel	M	1M	S, YA		\$0.00	23 Pipe Street , 5074, Newton

2.5 Editing SI chip Data

- A convenient way to inspect the information read from the SI chip is to use the **Competition Day->Evaluate SI chips** screen. As described below, it is possible to edit the Start and Finish times and the competitors classification (DNF/OK/DNS..). It is not possible to edit the entry information, this is covered in Section 2.4.
- On this screen times can be edited, and DNFs etc assigned
- Under the “Class” selection, if a runner has completed course, they are shown as OK. Select DNF if they need to be registered as a DNF.
- *Hit ENTER for any changes made to be recorded*
- The Start and Finish times can be edited in the appropriate input boxes in the centre bottom of the window
- *Again hit ENTER for any changes made to be recorded*

3.0 General Tips

3.1 Refresh button

When runners come in, it is necessary to activate the refresh button to update reports. This green button is found at top left of each screen.

3.2 Screen Format

Many screens with lists eg

[Entries->Edit](#)

[Competition Day->Evaluate chips](#)

[Archive](#)

Have the option of displaying details in varying order, and choosing which columns are displayed.

- Click the small * STAR SHAPE at top left beside first column to select columns to be displayed
- Note some fields are mandatory entries when they are displayed, so if data is not entered the message “**Input Not Complete**” may be displayed when an attempt is made to save data. If the item is not needed use above to hide it.
- To sort the entries click the heading you want to sort by.

3.3 Print Format

In some situations you may only want to print certain classes or want to order them differently. The example below works with all printed reports.

- Select a report eg Preliminary Results by classes
- Click Selection at bottom left
- By clicking column header you can re sort
- You can also then select specific classes for printing

The screenshot shows a software window titled "Preliminary results by classes". The main area contains a table with columns: P#, Sino, Name, YB, Club, and Time. The data is grouped by course:

P#	Sino	Name	YB	Club	Time
Course 1 Male (3/3) Status of: 4:35 PM					
1	25	Nigel Dobson-Keefe	83	VA S	1:22:10
	57	Darryl Fulton	88	SB S	np
	58	Fred Finatone	56	OH S	np
Course 2 Female (1/2) Status of: 4:35 PM					
1	39	Olivia Spred	95	TT S	80:26
Course 2 Male (1/1) Status of: 4:35 PM					
1	8	Andrew Kennedy	88	WA S	78:45
Course 3 Female (4/4) Status of: 4:35 PM					
1	54	Evelyn Colwell	58	OH S	82:10
2	4	Eric Dimert	83	TT S	82:51
3	8	Kate Marshall	75	TT S	99:00
	15	Sally Young	96	TT S	dn
Course 3 Male (11/11) Status of: 4:35 PM					
1	56	Greg Rowberry	81	WA S	50:22
2	22	Jason Nicolson	86	VA S	51:45
3	16	Phil Hazell		TT S	55:48
4	46	Lee Merchant	53	TJ S	56:12
5	65	Craig Colwell	67	VA S	69:47

At the bottom, there is a "Selection" window with columns: No, Short, Long, Type 1, and Type 2. It shows a list of selected items:

No	Short	Long	Type 1	Type 2
1	1F	Course 1 Female	Normal	Normal
3	1S	Course 1 Groups	Normal	Normal
2	1M	Course 1 Male	Normal	Normal
4	2F	Course 2 Female	Normal	Normal
6	2S	Course 2 Groups	Normal	Normal

Buttons for "Select/deselect all" and "27/27" are visible at the bottom of the selection window.

3.3 RECOVERING FROM A SERVER CRASH

Section A notes assume (ideally) you have made at least one backup of the event onto the other computer or on a memory stick.

This should **always** be done before the event starts and again at regular intervals after that.

Section B covers the situation where this has not happened.

A) On another computer assuming a backup has been made at some point

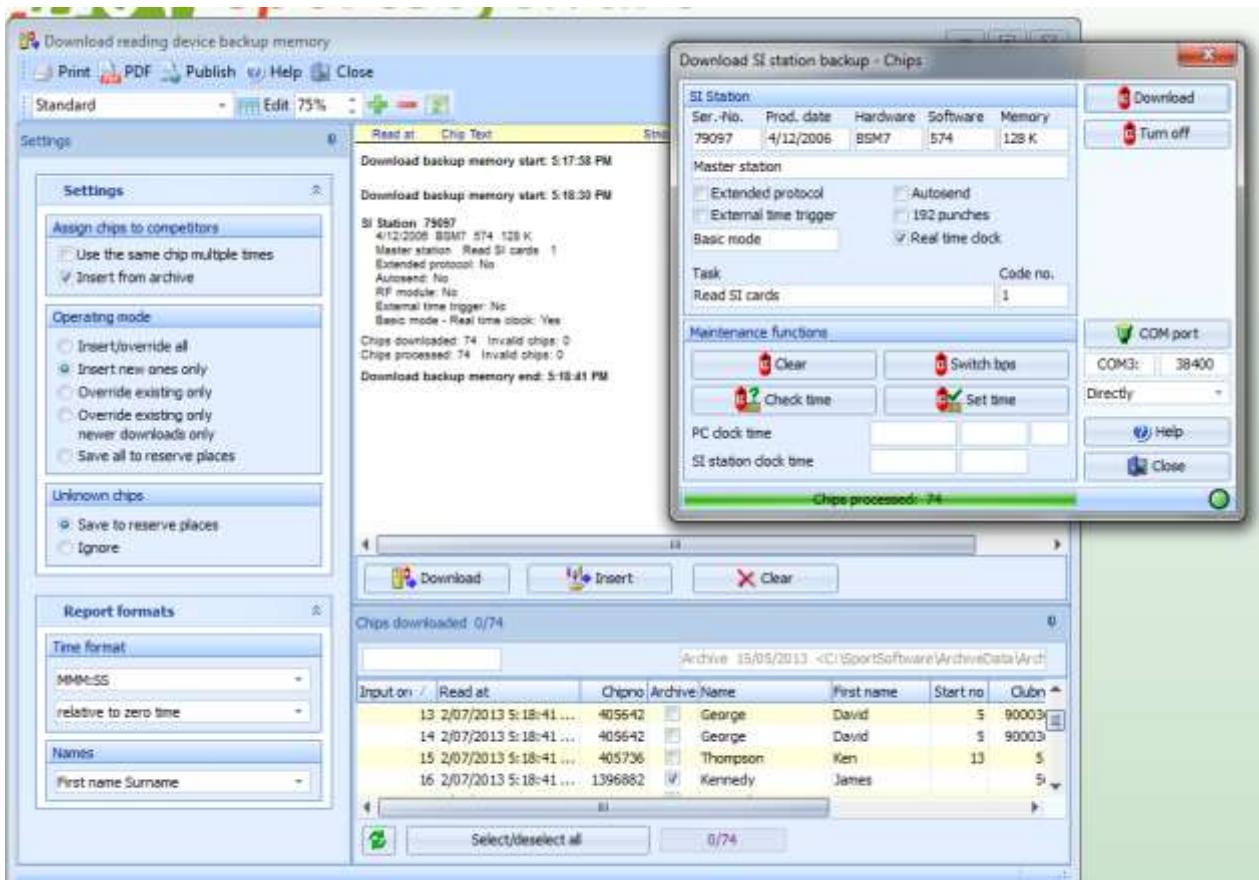
- Event -> New -> OK and give it a suitable description that distinguishes it from the original eg Pymptonrestore. Enter correct date This can always be altered in settings later once all is well.
-
- Event -> Restore -> Select source of backup data -> OK Note: Although the event will now have the same date & settings as original it will be in the Pymptonrestore folder

Pymton 30/8/2015 30/08/2015 8:00 Pymtonrestore

- Connect SI Download Station to this computer
- Competition Day > Reading Device Backup >

The settings you choose will depend on the particular situation but what is suggested below will work if a recent backup of the event has been restored and you are just aiming to import anything that has happened since then. By selecting Insert from archive names and SI numbers will be matched which will save you a lot of time. Names have been put in since backup or are not in the archive will need to be re-entered. Their result will be in a reserve place which you can edit with their correct name (Entries -> Edit).

- Normally you would select all. If the download station was not cleared prior to the event look at the read at column to work out which ones belong to your event



- Click Download

The above steps insert the data from the SI Download Station into the event.

- Any reserve place problems or other corrections you dealt with after your last backup will have to be re-fixed
- Any competitors entered after your last backup will have to be re-entered and exchanged for reserve places unless they have been picked up from the archive.
- You can either select all to insert or just selected entries.

B) **On another computer when no backup has been made at any stage.** Do not despair. All is not lost!

- Event -> New -> OK and give it a suitable description that distinguishes it from the original eg Pymptonrestore. Enter correct date and start time. This can always be altered in settings later once all is well.
- Copy the appropriate template in to the event
- Optional: If it was a pre entry event & you have internet access you may want to consider downloading the entries preferably using Eventor Manager
- Connect SI Download Station to this computer
- Competition Day > Reading Device Backup >

Use settings as above. By selecting Insert from archive names and SI numbers will be matched which will save you a lot of time. Names that are not in the archive will need to be re-entered. Their result will be in a reserve place which you can edit with their correct name (Entries -> Edit).

- Normally you would select all. If the download station was not cleared prior to the event look at the read at column to work out which ones belong to your event
- Click Download

3.4 RECORDING NAMES AND RESULTS FOR ALL MEMBERS OF A GROUP

So that results are complete for all participants which helps us with our participation statistics and acknowledges the efforts of everyone in the group. :

Recording Entries:

1. Enter the members of a group as separate entries, course should be the relevant G (group) course
2. Assign them all the same SI Card
3. Write the start numbers for each person on the entry card and keep it aside (although these can be looked up when doing the results as well)

Results for a Group:

1. Person with SI Card downloads as normal
2. See Section 2.2 to see how others in group can have their result recorded.
3. Another option is to do it manually afterwards using Competition Day Evaluate Chips and copying their start and finish times from the first person who downloaded and change their classification to OK.
4. All members in the Group are assigned the same placing
5. Use the Competition Day - > missing competitors report to ensure you have dealt with all group members.

Please send any suggestions or corrections to Ken Thompson IT Manager Orienteering SA
itmanager@sa.orienteeing.asn.au