OE12
Handbook

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1 Welcome to OE12!

OE12 is your comfortable and reliable tool to organise individual O events, both single day and multiday competitions. It is the most used and most popular one of the famous SportSoftware event applications for orienteering written by *Stephan Krämer*, which are the universal and world wide leading O event software.

OE12 comes in several editions.

This help is designed both as a course in using OE12 and as an ongoing reference while you are working with the program. It may even teach you a bit in organising O events...

Getting started – new users

If you was not using the previous V.11.0 but only V9 or V10, then you are considered as a new user.

- Please study the Introduction and Quick Start Tutorial sections to familiarize yourself with the basics of the program.
- Don't forget to read the context help of every window which you are working in.

Getting started – users upgrading from SportSoftware V.11.0

- See the New features in V12 for a quick summary of the major improvements.
- Even if you are an experienced SportSoftware V11 user, please run through the Quick Start Tutorial section quickly to get up to speed with what has changed in this new version of the program. Please pay special attention to the new user interface. Once you are accustomed to it, you will find everything which you know from V11 very easily.
- For reference purposes, you can use the table of contents as an index. Look into the contents table of the Quick start tutorial and the Advanced tasks and pick out the task you need more information. Look there and follow the links given to the reference section. The latter is the normal application help. You can access those chapters also by clicking on the help button within each form.

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2 Introduction

The topics in this section provide some basic information about OE12, what it is for and what you can do with it.

How to get started

➤ See <u>Getting help</u> for details on using this help and getting more information about OE12.

➤ Study this Introduction chapter and <u>The user interface</u> sections to familiarize yourself with the program.

➤ Then work through the <u>Quick start tutorial</u> to familiarize yourself with the most common tasks.

Learning more

➤ Look into the contents table of the <u>Quick start tutorial</u> and the <u>Advanced tasks</u> and pick out the task you need more information. Look there and follow the links given to the <u>reference</u> section.

➤ You may also look into the contents table of the <u>Reference</u> section directly. You will get the same help topic displayed if you click on Context help in the corresponding window.

➤ You can also use the index table to search for the information you need.

➤ Check out the Demo events for more information.

➤ Have a look at the <u>SportSoftware web site</u>. You will find there current information, bug fixes, add ons and more for download.

2.1 About OE12

Purpose and history

OE12 is your comfortable and reliable tool to organise individual O events, both single day and multiday competitions (2 to 6 stages). It is the most used and most popular one of the famous SportSoftware event applications for orienteering written by myself, *Stephan Krämer*, which are the universal and world wide leading O event software.

OE12 comes in several editions.

The software is based on my more than 40 years' experience in upper level orienteering, as well as in organising many high level orienteering events. As an informations engineer, I began writing suitable software for orienteering (and other sports) events in 1980. One of the first releases of my software had been awarded the 1st price at the IOF Software Contest in 1986. In 1996, I joined the SportIdent development. This valuable cooperation and the common marketing made both the SportIdent electronic punching system and the SportSoftware event applications to the worldwide leaders. Many well known and (much more than I) experienced organisers all over the world had contributed their ideas to improve the software.

I thank you all for your great work!

The support of the electronic punching system *SportIdent ®* which is implemented here, is based on my know how which I could contribute as the co-developer of this system. This helped me also very much in implementing the *Emit* support. Of course I needed a competent and reliable source to learn and understand everything about Emit. My warmest thanks go to *Jouni Laaksonen (FIN)*, who had provided me the most valuable help.

This current version V.12.1 provides an uptodate and modern user interface for Windows10. This part of the software has been reengineered completely, while the underlying user functions have been kept almost the same. This is now the best basis for extending the user functions, for which I already have precise plans for the nextcoming releases. For more details see the New features in V12 topic.

Preconditions for working with OE12

OE12 runs on any PC under Windows10 and newer. It should work on Win7 also, however this is not tested sufficiently. So far I can't imagine what, but there may be new features implemented which require Win10 and newer. There are no special hardware requirements. If the operating system runs smoothly, then also OE12 should do so. F. ex. for Win10 this means 4GB main memory as a minimum (better 8GB), a suitable graphic card and a HD monitor which should have 1024x768 resolution as a minimum. Working with less memory and smaller screens is possible but you may notice some performance and display restrictions.
All Windows installed printers will work. I recommend the use of a laser printer.

The disk space which is required by the OE12 installation, its settings and the data does actually not matter today where we have hundreds of GBs free on our hard disks. An average user will stay well below 100-200MB at all.

As a user you should be familiar with Windows applications. Additionally, you should have some practice as an orienteer. Special orienteering terms will be used in this manual without any explanation.

Experience in O-organising will be helpful but is no precondition. Just learn organising O-events using OE12!

Application limits

The maximum number of competitors, clubs, classes, etc. is limited only by available disk space, the edition and some output restrictions. For edition limits, see How to buy OE12.

Some other limits are well defined but not actually a limitation for you...

numbers of stages	2 - 6
max. running time	59999:59 min or 999:59:59 h
max. start fee amount	999999999.99
max. start number	99999
max. chip number	99999999
max. class number	99999999
max. start box	99
max. club number	99999999
max. control code	9999

max. controls per course	192

Notice: The SportIdent SICard5/8 supports only 36 controls (30 with times). Other SportIdent SICard versions can store 64, 128 or 192 punches. The Emit ECard supports only 50 controls (incl. start, finish and read punch).

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2.2 New features in V12

Compared to the previous V.11, this new V.12.1 provides a new user interface which has been reengineered completely to a level which is required for Win10. Besides the new visual appearance, there are some basic changes how the menus and settings panels work and look like. See the chapters about the UI in the Quick start tutorial and the Reference sections.

As a user of the V.11, you will learn this very quickly and you will find nearly everything what you are used to from V.11 at similar places in V.12.

Even if you are an experienced SportSoftware user I recommend that you work through the Quick Start Tutorial chapter of this help briefly before you start working with the new version. This will be quicker and more convenient for you than just searching by trial and error.

The most important functional improvements of the SportSoftware V.12 are

- the support of up to 192 controls per chip or course
- the new *ChipReader* apps which allow to read chips at smartphones or Windows PCs and transfer them to OE12 by a wireless connection
- the automatic detection and setup of chip devices.

➖ Special features of OE12

Improvements

➖ Courses with more than 64 controls

This improvement means a basic change in the data structure. It concerns all functions which have to do with courses and/or chips and punches.
Now courses can have up to 192 controls (the capacity of SICard6*) and the chips are computed accordingly. This feature is available in the *Pro* and *Pro Large* licenses.

➖ Multiple event types supported

Now OE12 distinguishes between 3 different event types. The event type is shown in the status bar next to the chip system.

Standard: Individuals, normal O courses, teams supported
This is the normal individual competition, and you can have teams. In all reports the teams are shown like a single competitor, with all names of the team mates in the name column. Just like so far.

Teams only, normal O courses
You can edit an extra name for the team. Team mates can be from different clubs.
In all reports the teams are shown with their team name and optionally the names of the team mates in extra lines, just like you are used to from relay teams.

Teams only, courses with distributed controls
These are special team competitions where predefined controls can be punched by only one team mate. Additionally there can be a normal course which must be punched by all team mates. This is the event type which had formerly been computed by *OT2003 (OLTeam) V10*. The report layout is the same as given above.

➖ Start list - Organisation by clubs (time blocks)

In these Corona times the time blocks became more important, also for single day competitions. I got valuable hints from some users, which I implemented here.
In the settings panel at the left you see a summary of how many competitors are in each block now. Any change of a time block will update this list. With multidays, you see the list of the stage column which is focused.
I have also added this summary about the time blocks at the end of the overview report.

➖ Start list - Organisation/Draw by classes/courses (using time blocks)

In these Corona times the time blocks became more important, also for single day competitions. I got valuable hints from some users, which I implemented here.
If a class/course has a mass start, this is now handled similar to normal interval start.
In the start organisation, the class/course will show a mass start at the same time in each time block.

The draw will put the competitors of this class/course to the right mass start in the right time block. In the overview table, all (and only those) start times which are occupied by a mass start will be displayed and marked by asterisks ***You may even use this feature for assigning preliminary start times to classes which have a punched real-time start.

▬ Entries

More comfort with handling teams
Now it is allowed to assign the same start number to all team members.
If the class of a team member is modified, then all other team members will be assigned to that class automatically. *Formerly you had to release the whole team, change the class for all members and finally rebuild the team, if you wanted to change the class.*

Entries Import
The XML import now supports the *TeamEntry* tag and the special team handling of Eventor. So teams can be imported by XML. Teams and individuals can be mixed in the same file.

Mixed classes
Now it is possible to define classes as mixed, means for both genders.

▬ Entries - Entries of the day

You can restrict the classes available for the input here with a selection by class types.
With multidays, the stage cannot be changed anymore. It will be fixed to the stage set in the mainform and the title will show the stage name.

▬ Split time results

NCed competitors do not count anymore for intermediate placings. *Formerly they counted.*

Label printing has been removed from these reports. Usually split time sheets are only printed from Read chips, Chip evaluation and Result print service.

▬ Results - Split time sheets

The default layouts have been reviewed and reordered. Now the layouts for the Thermo printers are on top of the list. There are also some new layouts available.

Extended format
In the current class result, nced competitors are put to the end as nc now. *Formerly they were classified in the result.* Also, nced competitors do not count anymore for the intermediate placings.
If the competitor to be printed is one of the equal-timed leaders at a control, now always his name is given there. *Formerly this could be one of the other equal-timed competitors, but there was place 1 shown with time behind 0:00.*

▬ Common basic features of the SportSoftware V.12

Improvements

▬ ChipReader apps: reading chips wirelessly

Using the new *ChipReader* apps for Android and Windows, you can read in the chips and transfer them to OE12 over WLan. The result is then displayed in a large form on the smartphone or PC monitor, which you can display to the competitor. In OE12, you need to run the new Chip Reader Server to compute them.

▬ User interface (UI)

This is just a short summary of the new UI features. For more details, see the User interface reference.
- New flat Win10 like graphical appearance
- You can select the font which is used in the UI (SportSoftware or Windows default setting).
- The basic UI design has been changed from MDI (Multi Document Interface with all windows inside the main form) to singular seperate windows like long-time users know from the SportSoftware V10. The main

reasons for this step was first that many users wished that (f.ex. to be able to place result reports freely on multiple monitors), and second that Windows10 does no longer support MDI.

- The main menu is now a single-level mega menu similar to what you can find on many web sites. Once you get accustomed to it, you may find all the functions on similar places like in V.11.

- Besides the main form you find an extra window which shows all open windows in several listboxes. You can use it to display minimized windows or bring the desired window to the front. You can also define your own favourites there to access them with a single mouseclick.

- Most reports have been moved from the according working form to the main menu. For example, in V11 you had to open the entries form to be able to display entries reports. Now they are available in the main menu.

- Basic settings are available via buttons in the title bar. These are mostly the display formats and the columns appearance of the tables, also the help. Formerly they were in the left slide bar. In the main form, this means that the application settings (f.ex. the language and the license) have been moved from the main menu to the title bar.

- Also via the title bar you can hide/show the main parts of a form. F.ex. you can customize the display of report windows to maximize the space available for the real report output.

- The left slide bar only includes functional options for the report or working form. So in many reports there is no left slide bar anymore because the format settings are accessible via the title bar.

- Input errors are now shown by a light red error panel below the corresponding input field or table column. This allows to handle multiple errors in a single step. Formerly you had to step through multiple error messages displaying a single input error each.

Automatic update detection

OE12 will detect available updates of itself or translated help files automatically. To enable this, you need internet access and the firewall must not block OE12. Also, some license validation will happen automatically. **But do not worry!** If you don't have internet access during a competition out in the forest, this will not be a problem. Only after a large number of connection failures, you will get some warning but OE12 will still continue working.

Handling the Windows scaling

Windows10 allows 125% and more scaling on High DPI monitors, which are all monitors with resolution greater than 1920x1200. Even on HD screens which are 24" and larger the scaling is enabled by default. I did already something on this subject with the SportSoftware V11, but this is not fully sufficient for a modern software, since the Windows built-in automatic scaling is still quite poor and blurry. So I had to create my own solution which fulfills my own (and also yours, the Sportsoftware users) demand on a good Windows software.

The scaling should work as following.
Every single form or dialog of OE12 will recognize the current monitor's scaling and scale itself accordingly. If you move a form of OE12 to a second monitor with a different scaling, then it will be rescaled automatically. The main objective of my special handling is that this is not just a (mostly blurry) magnifying. Instead, there are precise rules implemented which font sizes and which icon sizes are to be used with a certain scaling factor. Also, borders and lines of all kind will always be displayed sharp.
The same will happen if you change the scaling on the current monitor via Win10 display settings. All windows on this monitor will be rescaled automatically.
And for the insiders: the option Override DPI scaling must be **unchecked** now! Should be set correctly by the setup.

Chip system devices

This is valid for all functions which require a chip system device to read chips or collect online punches. The devices are detected automatically. The function tries to activate the last used Com port or the only device which is connected. If there are more than one devices connected, then you can select the right one. Since the baud rate (communication speed) of the reading devices both of Emit and SportIdent is well defined, this will be set automatically. For online punch devices you can set the baud rate manually if necessary.

Check for updates

Only the help and Pdf files of the current language will be preselected if there is a newer one.

Class types

Class type 2 has been removed. The former class type 1 is the only class type now. Formerly the class types were handled by the translation and the extra field translation only, and the class type descriptions were the same for all events on a specific PC. Also the number of class types was fixed to 10.
Now the class types are part of the event data and they can be customized specifically for each event. Their number is unlimited. However, in the normal case you will have less than 10 types (and no unused types called 7, 8, 9 anymore).
When creating a new event, the class types are preset by the definitions in the translation table. The same procedure happens if older events of V11 are updated to the new V12 format. You can customize them in the classes table. The types will also be modified by a XML classes import.

▬ Incremental search

The incremental search function has been improved. In addition to a better search behaviour, the search button at the left is enabled now and it just searches for the next occurrence of the search text entered in the field.

▬ Entries

In the Edit Entries working form you will find two new edit panels at the right side for editing and displaying club and address details directly. They will be opened when you click on the *Club* or *Adresses* or *Details* buttons in the menu.
Formerly there were extra dialogs for that.

▬ Entries - Classes

There is a new class properties panel at the right where you can add class types or change a class type description.

▬ Reports by classes

Since there is only a single class type now, the visual appearance of the quick selection has changed.

▬ Live results

With the Live results feature you can provide the results on big monitors in the finish area which will be updated continuously.

▬ SportIdent/Emit settings

The options for using the start and finish punch have been streamlined. Now there are two identical options available for both chip systems: *Read punch from chip* and *Online punch*.

▬ Competition day - Chip Reader Server

New function
This is the server module in OE12 for the Chip Reader apps!

▬ Competition day - Evaluate chips

There is only a single step now to confirm the deletion of a chip.

▬ Competition day - Not started competitors

This function now supports radio punches from the start also (including check and clear).
For that reason, this function has been moved from *Evaluate SI stations* to the main menu of the *Competition day*.

▬ Competition day - Missing competitors

This report now supports radio punches from the start (including check and clear) and the finish also.

▬ Speaker - Speaker support

New function: *Move wrongly assigned time* for controls which appear multiple times on the course (branching nodes).

▬ Speaker - Radio controls

This function has been redesigned completely. Now you can edit every single radio control of every class in a table. F.ex. to remove classes from a control which they have on their course but they should not be reported for the speaker.
You can also define all the special controls as radio controls: Clear/Check, Start and Finish.

▬ Speaker - Online monitor client

Now this function supports all kinds of punches, which are not controls: Clear, Check, Start and Finish. For the receive mode, you can choose if you want to use the radio controls definitions or if you want to select which fixed function the code numbers below 31 should have.
You can define the Winsock port number for the communication with the Online monitor server.
With the Send again function, you can now select a single chip or control additionally.

▬ Speaker - Online monitor client Web

Now this function supports the online services from *ROC olresultat* (like so far), *SportIdent Center* and *Emit online service*.

The function supports all kinds of punches, which are not controls: Clear, Check, Start and Finish. The functions will be assigned to the code numbers according the radio controls definitions.
You can define the Winsock port number for the communication with the Online monitor server.
With the Send again function, you can now select a single chip or control additionally.

▬ Speaker - Online monitor client TCP

New function This client collects the punches from its Receiver Winsock port. This is designed for those add-ons which formerly sent the punches to the Winsock port of the Speaker online monitor server.

▬ Speaker - Online monitor server

Now this function supports all kinds of punches, which are not controls: Clear, Check, Start and Finish. If defined with the chip system settings, then the start and/or finish punches will be computed as official start or finish times.
You can define the Winsock port number for the communication with the Online monitor client.
Also, the punches can be sent to a 3rd party app which listens at another Winsock port which you can define.
There is also a Send again function, by which you can resend selected punches if something went wrong.
This allows to select a single control, chip or start number in addition to the time range.

▬ Time taking

These functions have been improved a lot. F.ex. you can pre-enter a row of incoming start numbers into a list, not just the next one only.
The times can be sent to a 3rd party app which listens at a Winsock port which you can define (f.ex. for live broadcasting). There are comfortable functions to handle all cases of errors or changes in this area.

The support for ALGE and MicroGate devices has been removed.

▬ Archive - Update from the event

This function supports the IOF Id fully now.

▬ Pdf outputs

Fixed and improved many insufficient appearances, especially with right-aligned columns and label fields.

▬ Reports and labels

Introduced a version detection mechanism, so that you can't use the layouts of V.11 by chance.

Improved the performance of all reports and their exports, especially of the results.

▬ Label layout editor

The available fields in the selection list appear in alphabetic order now.

▬ CSV export/import formats

Most CSV formats have been changed. Please export the right report to get a sample of the new format. You can recognize whether there is a new format by the file id given in the first column of the first line. **All new formats include the appendix _V12.**
For imports, you cannot simply change the id only! You must check out where are the differences to the V11 format and include them in your import file!

Bug fixes from V11

XML exports

Fixed a problem with multiple & characters in text of all kinds. *Now they are all converted to &.*

Start list - Organisation by clubs (time blocks)

The sort order by the column Quantity (number of competitors of this club) did not work correctly. *(It sorted alphabetically, not by values.)*

Competition day - Read chips

Switching from standard to extended format and viceversa did not update the number of sheets per page. *Now the Print labels dialog will show up and allow you to customize or to confirm the number of sheets and the printer settings.*

If a missing control was a code which appears multiple times in the course (butterfly nodes), then this code was not shown with the error text.

Speaker - Online monitor client Web

With *ROC*, now the start date will be computed, to avoid downloading old punches from previous days of a multiday event.

Speaker - Online monitor server

There were still some problems with multiple punches from the same control.

Speaker - Display board

There were mixings of running times if multiple windows were open to drive the board with different classes.

Results

The results by clubs did not show the nc status (as the placing) of such competitors.

Reports by courses

In the reports by courses (f.ex. start list or results) the course length was not formatted properly.

Archive - Copy classes into the event

The function did not copy the fields *Age To* and *Classified*.

Archive - Restore

This function did not work if there was no archive selected.

Help - Restore demos

I have hopefully found the reason why sometimes the demos could not be copied.

2.3 Release Notes V.12.1

This topic gives you all information about what has been done in a specific release of V.12.1.

The information about the last release will always be expanded. Click on the ✚ button of a previous release to expand its paragraph.

If you are a new user to OE12 V.12.1, then please take your time and read the chapter about the New features in V12.

— 28.3.2024

Improvements

— Handling of additional chips

New feature

For IOF competitions like WOC, WSOC and also JWOC (I believe, please correct me...), the IOF prescribes the use of two touchfree chips, this is *SIAC* with *SportIdent* and *EmiTag* with *Emit*. Every competitor must wear them at the same arm. When downloading in the finish, it is demanded that if the first chip is missing punches, the second chip must be examined. If a missing punch is found on the second chip, this has to be added to the first chip so that the competitor gets a valid result. All of this must happen very quickly in the finish, so that no wrong live results will appear anywhere.

Now OE12 provides the perfect and automatic solution for this IOF rule. You can enter or import the additional chips into a special column designed for this purpose with the entries. Both chips can be included in entries and start list reports, so that every competitor will get the right chips. This can be controlled before the start. When downloading the chip and the code checking finds a missing punch, then the operator is prompted to download the additional chip of this competitor. OE12 does a possible merging automatically and it will print the (correct) split time sheet. Both chips will be saved and assigned to the competitor. So this is documented in the event data. It is also possible to download all additional chips by default.

The chips can be examined in *Evaluate chips*. There is a hint in the chip comment what exactly has been merged. You can also merge chips manually here.

The *Speaker Online Monitor Server* detects if a radio punch comes from a pair of chips. It saves the first of them and it ignores the second punch. The punch is saved for the main chip number, no matter from which of both chips it came.

This all works both for one-day competitions as well as multidays. Sometimes WRE races are part of a multiday competition.

Please read the details about handling the additional chips in the context help of Entries, Import chip numbers , Online monitor - Server, Read chips, Merge chips and Evaluate chips. Scroll to the bottom in those topics, there you find it.

— Entries - Import

Also **Extras - Import competitors**

The personal nation of the competitor is now included in the CSV file and it can be imported. This field is added at the end of the record, so existing imports from 3rd sources should keep working.

Export an entries or start list report to CSV, to get a sample.

— Entries - Import chip numbers

New function

This new import is designed to import the main and additional chips at IOF competitions which are held right after each other with the same competitors or a selection of them.

— Competition day - Evaluate chips

On courses with butterflies there will be at least one control which has to be punched 3 times as a minimum. If the first of these punches was missing, then the code checking gave the right result (mispunched) but the visualization was irritating because OE12 considered the second punch of the butterfly control as the first one. This has now been improved so that in most cases the visualization should be correct.
This is a side effect of the new chip merge feature. Missing butterfly punches of the first chip must be inserted into the right place from the second chip if they are on the second chip only.

▬ Competition day - Merge chips

New function

This is a new dialog where you can merge an additional chip with a main chip manually or view the result of an automatic merge. This dialog can be invoked out of <u>Evaluate chips</u>.

▬ Results

Official results and Preliminary results by classes (only these!)
There is a new option *nc at the end*. This is checked by default which is the normal behaviour as usual. If you *uncheck* this option, then the nc competitors who have a valid result will be sorted into the list without a place but signed with *nc*.
Background: There are often national championships where some competitors are not allowed to be counted officially (because they don't have the right registration or are from abroad). This option allows to show where they would have been ranked.

▬ SportIdent Chip system options

New feature

Now you can define for each class individually, whether the class should have a start punch. This is the same option like it has been there for the ***Emit*** chip system all the time.

Background: So far, with ***SportIdent*** this has been handled automatically. If you had a predrawn start time and a start punch with option *start punch* checked, then the start punch counted. Some organisers noticed that competitors cheated by punching a start station nearby which was not intended for them but the open classes only. Since the start punch is always later than the predrawn start time, this was an unfair advantage.

Bug fixes

▬ Event - New

If there was no event selected before creating the new event, then after pressing ***OK*** the action aborted with an exception.
Actually the event had been created, but without the relevant data like name, date, zero time etc. You could select this nameless event and edit the missing fields.

▬ Entries - Import

Also **Download entries** from web services (which is actually the entries import).

Importing teams - XML
Personal addresses were not imported.

▬ Competition day - Evaluate chips

The panel showing the radio punches was not scaled correctly with High DPI monitors.

On the input dialog to *Insert/Edit a punch* the tab order of the input fields and buttons was wrong.

The title bar button *Chip System* 🎌⚙ was not disabled/enabled correctly, according to the current edit status.

At events using ***Emit*** with option *Time taking only, no code checking*, competitors without chips were displayed with status Error. But it is usual that at such events there are no chips downloaded but only times recorded via radio controls. So the correct status is *None* (no chip) now.

▬ Competition day reports

Check check punches, Result sheets
After the option panel at the left had been minimized, then it disappeared.

▬ Emit Chip system options

In the dialog (table) for the *classes and startpunches*, the context help was not shown.

At multidays you can switch the stage to set the options for another stage. In this case the dialog (table) for the *classes and startpunches*, did not switch the stage. You can set the start punch flag for a class specific and different for every stage.

27.11.2023

Improvements

▬ Unique Display format settings

There is a *new Settings dialog* called *Display formats* in the main menu. You can define a unique time format and name layout for all reports and working forms. If you check the option *Use these format settings in all reports/working forms* then this setting overrides the local setting in all reports or working forms.

▬ User definable competitor status

For the competitor status (classifier like *mp*, *dns*, etc.) there are now 3 user definable options available in addition. By default they are named as *User 1..3*. You can customize this text in the Extra fields dialog. The status can be set manually in Evaluate chips.

▬ Chip devices - Backup memory

There are several chip devices both from *SportIdent* and *Emit*, which have a backup memory for chip data or online punches. In the dialogs where you can download data from the backup memory, there is also a button by which you can clear the backup memory. To avoid loosing data by mistake, there is a confirmation required before this action now.

▬ XML exports

The exports to the old IOF XML V.2.0.3 have been removed. The current XML V3 is now there for more than 10 years, so everyone should be able to import this format.

▬ Entries - Entries

Some users have complained about the check whether the option *Use archive club no.* is correct. Especially with test events this is mostly wrong. *So this check will be skipped from now.* In countries where this option is still important, the checkmark should be set once and then this is kept.

The input fields of the detail panels at the right side are now limited to the number of possible characters for the associated data field. These are the panels for *addresses*, *club details*, *teams* and *class types*.

▬ Start list - Draw

Drawing by classes or courses
If the presorting is by *Rank* or *IOF Rank* and *descending*, then the best athlete (the one with rank 1 or just the lowest of all) should start last. But so far those without any rank were drawn as to start behind the best rank because *no value* was treated and sorted as *zero*. *Now these competitors will be drawn before those with rank and after the vacants.*

▬ Competition day - Read chips

SportIdent
So far OE12 expected a master station to be set to *38400 baud*. In all other cases, there was an error *SportIdent not ready*. Sometimes a station has been set to 4800 baud. OE12 detects and accepts this now and it issues a warning in this case.

▬ Competition day - Evaluate chips

The field Comment has been enlarged from 20 to 60 characters maximum, to allow more and longer descriptions than so far.

▬ Competition day - Evaluate SI stations

The various SIAC modes are supported now.

▬ Competition day - Maximum time

New function

This function disqalifies all competitors to *ot (Overtimed)* who exceeded a maximum time of your choice.

▬ Competition day - Voided legs

New function: Create voided legs including a specific code number
If a wrongly placed or missing control should be ignored, then you have to define all legs to and from this control for all classes as voided legs. Now you can enter this code number and OE12 does this work for you with a single mouseclick.

New: time limit
You can define a time limit for a voided leg. If a competitor takes longer for this leg, then only the time limit will be subtracted from his running time. So competitors can't wait an indefinite time at a road crossing for a following competitor or just resting.

▬ Results - Live results

So far there was the same behaviour with the selection like in other reports: if more than 10 items were selected (in this report the classes) then the next time you had to select the classes again. Now the selection will be restored always, independently of the number of classes selected. Only if OE12 detects that obviously you are working with a new event, then you will be asked to select.

▬ Web - Upload results

This is valid for the automatic uploads of radio punches and complete results to *OResults.eu* and *ol-events.ch*. So far the automatic uploads aborted immediately if the connection to the host or internet in general was interrupted. Now the automatic uploads are not aborted anymore in this case. After the connection is working again, the uploads will continue.

▬ Web - ol-events.ch

ol-events.ch has changed the URL for Api functions. OE12 supports this now.

Bug fixes

▬ Entries/Start list reports

At multiday events with option *All stages* selected, always all start times are displayed, independently of the stage which is selected in the main menu. But the label printouts to printer and Pdf files did only print up to the stage of the main menu. *Now all stages are printed in this case as well.*

▬ Entries - Import

Also **Download entries** from web services (which is actually the entries import).

Importing teams
if there were only teams in the import file and no individual entry, then the import aborted with "No entries found".
Teams without names of team mates were not imported.
For teams with a single team mate included, the team was not imported but the competitor as individual.
The IOF definition allows to omit team mates in the XML file. Now teams with less than two team mates given will be imported correctly and they will be filled up to two (nameless) team mates.

▬ Speaker - Intermediate results XML export

Also **Upload Live results** to web services (which is actually the speaker result).
There was a wrong structure in the XML export of teams (*TeamResult*). The web services could not import this.

▬ Results - XML exports

Export of team results
There was a violation against an *Attribute* definition in the IOF-XML which was designed for relays but is without any meaning for teams in team competitions (where all team members start together). *This*

misinterpretation is different to and does not have to do with the team XML bug in the speaker result mentioned above.
For insiders: the result data (*Time*, *Position*, etc.) have been moved from *TeamMemberResult* to *TeamMemberResult-OverallResult*. Any 3rd parties who import this format (especially web services) may review their import functions. For more details please ask the author.

Results - Split times by classes/courses

With event types *Teams only, normal courses* and *Teams only, distributed controls*, in the printouts to Pdf files and to printers the split times of the very first competitor on the report were repeated on top of every new page.

Speaker - Radio controls

Emit only
If finish radio controls are defined, then these codes must be saved under the Chip system settings as finish codes also. This was not the case.

Web - Upload start list

With event types *Teams only, normal courses* and *Teams only, distributed controls*, the special report layout for teams was not displayed.

CSV imports

In some rare cases, the import of an Ansi encoded file aborted due to some strange incompatibility with Windows. There was no sufficient error handling. Now you get a hint to convert this file to UTF-8 encoded, which will always work with Win10 and newer.

Confirmation dialogs

If a confirmation dialog had more than one button at the bottom, then there were sometimes problems to focus the right button, so that just pressing *Enter* did not behave like expected.

1.6.2023

Improvements

Speaker - Online monitor Client

The handling of multiple client windows has been improved. Formerly a second or later client window tried to connect to the first available device (COM port). Since this is occupied by the first client window, it issued one or more error messages. It switched to Receive mode, although the port was not available at all. The user had to react and select another port/device from the list manually.
Now a second or later client window will connect to the first port/device which is really available automatically. It will switch to Receive mode only if it can access the COM port and the device doesn't seem to be a singular SI/Emit device but a multiplexer or so.

Speaker - all Online monitor Client functions

If the connection to the Online monitor server is lost, then the punches will be saved but not sent to the server. After the connection has been restored, those punches will be resent automatically now. *Formerly, they had to be sent manually.*

Speaker - Online monitor Client Web

This function supports the radio controls from OResults.eu (Bluebox) now.

Competition day - Evaluate chips

There is an extra column available which displays the radio punches of this competitor.

Competition day - Read chips

The handling of multiple download windows has been improved. Formerly a second or later download window tried to connect to the first available device (COM port). Since this is occupied by the first window, it issued one or more error messages. The user had to react and select another port/device from the list manually. Now a second or later download window will connect to the first port/device which is really available automatically.

If there are already other windows active with devices connected (f.ex. the speaker clients), this works in the same way.

Competition day - Missing competitors

If a competitor is reported as missing (no chip and no finish time), then there will be an additional line displayed which includes his radio punches, if available. Perhaps this could help to find out where he "got lost".

Web - OResults.eu

New functions

OE12 supports the new Czechian live results service *OResults.eu* now. This service is similar to the well-known LiveResultat. It has a very easy-to-use web UI and publishing results there is free. All upload functions can be run directly out of OE12.

Chip system settings dialog

If the dialog should be closed by *Cancel* or *Close* and there were modifications, then there is a confirmation required now.

For Multidays, there is now the stage selector available. So you can switch through all stages and do the right settings for each day. *Formerly it was necessary to change the stage in the main form, to access the chip settings of a specific stage.*

Bug fixes

Sex of vacant places

When inserting vacant places with the start list draw, these competitors get the sex of the class. If the sex of the class is Mixed, then the vacant places got no sex. This lead to problems with exports and label printing. *Now vacants of mixed classes are set to Male by default.*

Competition day - Evaluate SI stations/Reading device backup

After the first invocation of the *Download SI station backup* dialog, the dialog could not be closed before any action had been done in this dialog.

15.3.2023

Improvements

Event - Settings

New option *Time taking only, no code checking*

This is designed for non-O competitions where you have time taking only. Normally at these competitions you have radio controls for one or two intermediate times, which you have to define as the "course" for a class. Consequently, if you downloaded the chips after the finish, competitors who missed a radio punch were computed as mispunched so far. This is not reasonable at this point.

Now you can check this option in the event settings. This implies several improvements for this kind of competition.

- When downloading the chip, every competitor is considered as OK. More, you can run the Online punches update to insert missing radio punches from the chips.

- Evaluate chips behaves accordingly.
- There are two new report layouts in the split time results by classes, which are especially designed for this kind of competitions. One for the normal and one for the extended report. One difference to the orienteering split time results is that there are 3 columns only and thus a larger default font can be used. The other difference is that in the header line of the intermediate times columns there is the text description of the control displayed, instead of f.ex. 3(56) for orienteering controls. You can enter the description in the controls table.

Entries - Entries

New data fields for *IOF rank*, *IOF ranking points* and personal *nation*. Basically the nation of a competitor is determined by the club's nation. However, there are competitions like WMOC where the individual nation can be different and this must be displayed in reports. In the reports, the individual nation has priority over the club's nation.

Notice: All default layouts of entries and start list reports have been updated to include the *IOF rank* and the *IOF ranking points*. If you are unsure how OE12 behaves with updated layouts, then please follow the instructions given in the Reports reference. Scroll down to the bottom in that topic.

Entries - Import ranking

Import IOF ranking
The athletes are identified by their IOF-Ids. So far there was a check for the name of the athlete. If the name in the import file was different to the name in the event data, then an error was shown in the protocol and the ranking was not imported. This happened quite often with athletes from Eastern countries (especially Poland and Czechia) because the IOF file does not care about special characters in these languages.
Nowadays one can rely that all IOF-Ids are correct. So different writings will be mentioned in the report but the ranking will be imported.

The *IOF rank* and *IOF ranking points* will be imported into new extra data fields now. National rankings will keep imported into the so far existing data fields for rank and ranking points. This allows to draw the start list based partly on IOF-rankings (WRE-Elite classes) and partly on national rankings (for other classes at national championships).

Courses - Competitors

The *start time* and the new data fields for *IOF rank* and *IOF ranking points* can be displayed in the table now.

Start list - Draw (Classes and Courses)

The following presortings are available now: *start block*, *rank*, *ranking points*, *IOF rank* and *IOF ranking points*. Also you can select whether the presorting should be *ascending* or *descending*. This allows to draw the start list based partly on IOF-rankings (WRE-Elite classes) and partly on national rankings (for other classes at national championships).
All these columns can be displayed in the class table using the *Customize table layout* button.

When creating vacant places, they will get the sex of the class now.

Start list - Chase start

The input validation for required fields has been made a bit simpler, to avoid problems when switching the chase start on or off. *Now you have to fill all columns or leave all blank* (to exclude a class/course from the chase start). Only start place is optional now.

Result reports

New report: Radio controls by classes or courses
This is similar to the split time result. Instead of split times from the chip it shows the intermediate times which came from radio controls. This is useful for events without code checking, if you did not download the chips in the finish but had times from radio controls. The text description of the radio controls definition will be displayed as the header for the time columns.
This report is available only with the OE12 Pro and Pro Large licenses, where the speaker functions are available.

Results- Statistics

The status ot (overtime) is now included with an extra line in the report.

Web - Eventor

Eventor had changed its response format, so that OE12 could not display the errors from Eventor anymore. This has been fixed.

With IOF Eventor, uploads of start lists and results had been refused if the stage was not 1. Also, the club numbers in the OE12 event data are normally unknown to IOF Eventor, since the entries came usually not from Eventor. So Eventor aborted the upload.
Now the stage is always set to 1 and the club numbers are removed from the upload, so that IOF Eventor will accept it.

Web - SportIdent Center

New functions
OE12 supports the SportIdent Center result service now. The only functions available (so far...) are the settings and the upload of results.

Emit settings

The Emit eScan2 device is supported now for downloading EmiTags and ECards.

Re-engineering of the Http access functions

OE12 has many built-in functions with Http access. These are the functions which communicate directly with web servers out of the application. Examples are the Web functions (Eventor, ORIS, ol-events.ch, SICenter) and the Speaker Client Web (ROC, Emit, SICenter).
With the old approach, there were problems with simultaneous calls to web servers, f.ex. automatic live result uploads to ol-events.ch and downloading online punches from SICenter and ROC at the same time.
This has been re-engineered now and the reliablilty and the performance have been improved a lot.

Bug fixes

Entries and start list reports

Overall reports including all stages
These reports do not have a local stage selector, because in the report there are always all stages displayed. But the CSV and XML exports included only those stages up to the stage which was selected in the main menu.
These exports do now include all stages like it had been the case with OE2010 V11.

Speaker - Online monitor server

The punch times, especially start and finish punches, are sent by the speaker client in their original format HH:MM:SS,HH (hundredths). They are truncated by the online monitor server according to the time keeping accuracy, which is mostly HH:MM:SS (seconds). In the protocol, the punch time and the running time were displayed in the orginal punch format.
Notice: *The internally calculated time was always rounded correctly, this was only a wrong display. Nobody may have noticed that since in this server window the predefined display setting is HH:MM:SS.*

Edit buttons

In some edit fields you find a special button at the right. Mostly these are input fields for folder or file names, and the button at the right opens the folder or file dialog. The hints of these buttons were not displayed.

Main menu

For the checkboxes in the Web menu (*Use Eventor* etc.), the icons were not scaled properly with large Windows scalings.

Result sheets Extended format

The result sheets in extended format include a *list of leaders* at every control and a *current class result*. In

these parts, special Eastern characters (most important Polish and Czechian) were not printed correctly if a name was highlighted.

1.12.2022

Improvements

Entries reports

With events of type *Teams only*, it is now possible to include one record per competitor in the CSV export. This will happen if the option *Include runners* is checked and they are displayed in the report. This format can be used for reimports into the event later. If the option is unchecked, then (only) one record per team is exported.

Competition day - Evaluate chips

The column Xtra start number can be displayed in the table now.

Competition day - Read chips, Registration, Chip Reader Server

If there is a mispunch detected, then this is made a bit better visible now. All fields in the bottom bar are coloured with light red and there is a beep.

Speaker - Online monitor Client Web

Emit Online Service
If there are multiple Emit units in the list, after every call to the online service the earliest last time of all units is saved as the time where to start with the next call. However, if from one of the units no punches came in anymore, then the time of this unit stayed as the start time for the other units which were still active. As a consequence, always all later punches of the other units got inserted again.
Now this has been improved so that such an obviously inactive unit will not be computed for the next start time.
Notice: the start time which is shown for the next call to Emit online service is the time at which the last punch had been recorded on the Emit server. It may be different to the last punch time which is displayed in the list.

Speaker - Online monitor Server

The data structure which is sent to a 3rd party has been modified. Now this record includes the start no. More details are given in the specification of this feature. Interested programmers may ask the author for that.

Help files

I worked through the help files and updated all older screenshots. There were still many screenshots coming from OE12 V.12.0 which had a slightly different graphical appearance compared to V.12.1. I also found some small errors there which had been corrected.

Bug fixes

Start list - Chase start by courses

Calculate chase start times
The chase start parameters were not displayed in the selection table. The chase start could not be calculated.

Competition day - Evaluate chips

Teams
If the status of the team leader was changed, the status of the other team mates were not changed accordingly in all cases. F.ex. this lead to mistakes in the *Missing competitors* report.

Mixed code checking

If a competitor was missing one or more of the arbitrary controls, then all arbitrary controls were reported as missing. There was no mistake with the code checking, just a wrong display.

▬ Competition day - Read chips

With a *multiday license* of OE12 the team events with distributed controls were not recognized. This means that the team code checking always resulted as OK and the special team label layout was not loaded.

Mixed code checking

If a competitor was missing one or more of the arbitrary controls, then all arbitrary controls were reported as missing. There was no mistake with the code checking, just a wrong display.

▬ Speaker - Display board

Directly after opening the window, the *control* to be watched was not shown in the window's title bar.

▬ Archive - New

The upmost field showing the current *archive root folder* was not displayed.

▬ Reports - Selection

In some cases, the last used selection (up to 10 records) was not restored correctly.

▬ 28.9.2022

Improvements

▬ Team event types

The event types *Teams only, Normal and distributed controls* are fully supported now. All functions which deal with teams, f.ex. Entries, Courses, Chip evaluation, Results have been enhanced to cover the right calculations and the right visual appearance. Almost all reports where teams are included have a special layout which is similar to the layouts of the OS12 relay application.
There is also a new demo event which was the German team championship with distributed controls, held by my club in 2005 (using OLTeam V10 at that time).

▬ Entries - Check teams

New function
This report is available for team events only. It checks whether in each class all teams have a consistent team size.

▬ Competition day - Read chips

Team handling
If you enter a start number for an unknown chip and the start number is assigned to multiple team members, then so far there was only an error message. Now the chip is saved as Reserve and the (multiple) start number is focused in the bottom table. *So with the next mouseclick (or two) you can assign the chip to the right team member.*

▬ Extras - OLTeam V10

New function
This function migrates an event from OLTeam V10 into OE12. I have used it for my programming and testing with real competitions. You may find it useful to insert your own OLTeam competition into OE12.

▬ Help - Check for Updates

If a new setup had been downloaded, then it will be launched automatically now.

▬ Code numbers with SportIdent

SportIdent had changed its specification how code numbers over 255 are saved on the chips. This happened

some time ago with a firmware update, already before OE12 had been published. So code numbers over 255 were decoded and saved wrongly. *Now OE12 decodes them correctly from the chip again.*

▬ Time input

When entering times into time fields or time columns, there is an automatic adjustment of the format. F.ex. with the default time format of HHMMSS, an input of 10:00 is adjusted to 10:00:00. While this is convenient for clock times, it turned out to be error-prone with non-clock times, f.ex. start interval or chase start length. *Now there is no adjustment anymore for non-clock times and there will be issued a format error if necessary.*

▬ OEDisplay DLL

The OEDisplay DLL has just been recompiled using the current state of my programming library.

Bug fixes

▬ Event - Copy

If *Create a new event* was not checked (to overwrite the current event), then the folder name was changed according to the input into the event description field. So a new event was created.

▬ Entries - Import

With IOF XML V3, the IOF Id had been imported both into OE12's data field *IOFId* and into *Text2*. The latter was used before I introduced the IOFId field.

▬ Entries report by competitors

Checking the option *Rented chips only* did not work.

▬ Competition day - Read chips

When asking for the start number of an unknown chip, the window jumped up to the main form.

▬ Automatic detection of chip devices

There were still cases where the automatic connection to a chip device at a COM port got hung. In these cases, OE12 had to be aborted by the task manager.
I got a decisive hint about standard COM ports for Bluetooth, so I could reproduce that. I hope I have found the ultimate solution for this situation now. *Bluetooth COM ports are ignored now.*

▬ Reports

In some reports, the *selection table is a calculated list* (see f.ex. results by nations). In this case the Refresh of the selection table did not work.

▬ 30.6.2022

Improvements

▬ Small improvements

When working on OS12 I found a number of small UI improvements in both applications.

▬ Entries - Import

The handling of the EntryId for team entries (XML tag *TeamEntry*) has changed. Now every team mate gets the same EntryId of the team which is delivered in the file from the entry portal. Formerly there was a special unique EntryId calculated for every team mate. The new handling avoids problems when uploading start lists and results to the same portal later.

▬ Entries - Import Pirilä-Format

Now the last used settings will keep saved for the next import.

Speaker - Intermediate results

In the selection table all classes are included now. In the class result, all competitors are included who have a valid start time as a minimum. So in addition to the previous solution all start times and all classes will be included for an upload to a live results portal. *This means that there is no requirement anymore to upload start lists or normal results additionally.*

Web - ol-events.ch

Upload results and live results
The automatic algorithm has been made much more stable. There is also a new possibility to limit the number of log files created by this process.

Help files

When working on the help files for OS12, I found some places in all languages which had to be improved. All 5 languages are updated now.

Bug fixes

Time calculation

The result times for teams could not be calculated. *This was a new bug only in the version of 13.5.22.*

Entries - Entries, Entries - Direct entries

When inserting a new entry from the archive and the address panel was displayed, then the address of the competitor was not saved into the event.

Entries - Import Pirilä-Format

If there was no archive selected, then the import aborted without any notice.

Results - Split results

If *Time taking - Online punch* was set with the Emit chip system, then the finish punches were displayed as additional punches in the report.

Web - Eventor - Upload start list

The time shift did not work.

Web - ol-events.ch - Upload radio controls

If there was more than one radio control for a class, then the data in the XML file got puzzled and were not usable.

HTML exports

There were still some wrong displayings with special Eastern characters at some places in the HTML output file.

13.5.2022

Improvements

Speaker functions: Finish punch

The speaker display functions (Speaker support and Prewarning) have been improved with the handling and display of the finish punch.

▬ Web - ORIS - Youngster classes draw

There is a new file format for 2022. OE12 supports both the old and the new format now.

Bug fixes

▬ Event - Copy

If *All* was not checked, then the class types were not copied.

▬ Entries - Import

Import from ORIS
If the special note text contained a *semicolon (;)*, then the record was not imported.

▬ Competition day - Evaluate SI stations

Remove punches
The quick selection for a station or unknown chips did not clear the previous selection.

▬ Speaker - Manual input

If *online punches* (finish radio controls) are used for the time taking, then removing a radio finish punch did not remove the official finish time.

▬ 10.3.2022

Improvements

▬ SI/Emit chip system settings

New option Timekeeping accuracy
This defines the time format (timekeeping accuracy) by which start and finish times must be calculated in this event or the stage at multidays. If this option has been modified in the chip system settings dialog, then the times will be recalculated automatically like this already was the case after you modified other options like zero time or finish punch.
When opening an event which had been created with a previous version of OE12, the accuracy will be set to the default format HHMMSS (seconds). Please ***change this*** if you need another timing accuracy. Do not forget to ***check out all stages*** of a multiday event!

▬ Benefits of the new event wide timekeeping accuracy

- *Formerly this had to be defined as the time format in each singular working form* which calculates start/finish times, f.ex. Read chips or Evaluate chips and more. This lead to mistakes if those forms were working on different PCs in the network. Now the format settings in these forms are strictly for display only. **The chip settings dialog is the only place where this setting must be defined once for the whole event or stage.**

- **All radio punches, punches on the chip and times from external time taking systems keep saved in their original resolution**. So you can change the setting at any time, and all start/finish times will be recalculated correctly.

- *Formerly the automatic recalculation computed the start and finish punches of the chips only.* Now this recalculation computes also the online finish times from the time taking system and the online punches. So you can use the chips for recording start and finish times only without having to read them in the finish. This is recommended for non orienteering (running) competitions.

- In split time result reports, now the split and intermediate time rankings depend on the timekeeping accuracy (which ensures always the right calculation) and not on the resolution of the start punch. This resolution is different for different SICard types.

▬ Courses - Import

OCAD and Condes allow to omit the climb meters. But in their XML export they write this as 0m. *Now 0 climb will be imported as no climb (field climb is empty).*

After the import, existing radio control definitions will be removed. They have to be redefined. There is a message about this in the protocol. The reason for this is that controls on a course could have been moved or even deleted with the new import.

Competition day - Read chips / Chip Reader Server

If some fields do not fit on the split time label, then there was an error message each time when a chip was downloaded. Now this is a message in the log window, so that further chips can be processed without any interruption.

Competition day - Evaluate chips

Emit chip system
There have been some improvements in the chip handling. The finish punch is now also displayed in the punch list and it is marked in purple. Also in the backup label the finish punch is shown.

Inserting punches manually
If the maximum of punches is reached (Standard: 64, Pro: 192), then there is an error message now. *Formerly there were only the menu items in the punch menu disabled, which lead to misunderstandings.*

Speaker - Radio controls

New field Text. This text can describe the location of the radio control on the course, f.ex. distance from start, something like "Spectator control", etc.

Speaker - Online monitor - Client Emit

There is a new button now by which you can recall all punches/times from an ETS/ECB unit's memory. New times will be inserted and existing times will be overwritten normally by the same values.

Speaker - Manual input

The function now supports the control code numbers for start and finish controls which are defined in the Radio controls. The previous special code number 999 for finish is no longer supported here.

Time taking

The time taking functions display the timekeeping accuracy in the settings panel at the left now. You can invoke the chip system settings dialog from there to change the format.

New web service

OE12 now supports the Swiss entry and results portal *ol-events.ch*. You can download classes and entries, as well as upload radio control definitions, start lists and results. As a special feature, preferred start times or start blocks can be specified on ol-events.ch and they can be included by option in the entries download. So far, ol-events.ch supports single day events only.

Reports - HTML exports

There is a new option to create HTML exports as UTF8-encoded files. This is the default setting now.

Bug fixes

Installing OE12

There were still problems if OE12 was installed on a PC where no previous version of OE was installed. If selecting a language different to English with the very first launch, then finally OE12 displayed the web update dialog and it hung with continuous error messages.
With such a fresh installation the demo events were not copied automatically.

Event - Select/Copy/Delete

In the event list sorting by the column zero time was wrong.

▬ Entries - Entries

Function Reset to vacant place
The EntryId was not cleared. If the competitor was assigned to a team, the team handling was insufficient.

▬ Entries - Start fee reports

If in the start fee report by clubs *Separate pages* was selected, then an extra empty page was printed before the last page with the summary.

▬ Startlist - Draw

Extra characters of Eastern character sets were not displayed correctly in the overview table, while in all other places of the form they were shown correctly.

▬ Competition day - Evaluate chips

Emit chip system
If you marked a punch in the punch list, then it was not marked on the backup label.

▬ Competition day - Not started competitors

The not started competitors are listed and then the user is prompted to confirm the action finally. While the prompt is displayed, one of the competitors in the list finishes and downloads his chip. So now he has a result. But confirming the prompt set him to Not started.
Now in this case the result is kept as valid.

▬ Competition day - Missing competitors

Teams were not handled properly in most cases. Now all missing team members are displayed if they carry their own chip. Team members without chip are always considered to be finished if the team member carrying the chip has finished.

▬ Results

In the split time results by classes and courses, the best split times were not highlighted, in the default non extended format.

▬ Speaker - Online monitor - Client Emit

Sometimes some punches got lost with ETS/ECB/ECU. I made this a bit more robust. This is also an advantage for all other online functions, also with SportIdent.

▬ Dialogs

Some dialogs did not save the input, if the cursor was in a numeric field and the *Enter key* was pressed.

▬ XML exports

If the time format was HHMMSS,HH (precision hundredths), then only rounded tenths were exported, not hundredths.

▬ HTML output

If the underlying report window was shown with Windows scaling more than 100%, the column widths were too wide.
There was also a bug (since V11 times...) with wrong column widths in the header lines (f.ex. class in results), independently of the Windows scaling.

▬ Web - Settings ORIS and Eventor

The settings got lost after having entered them for the first time and having closed OE12. The second time you had to enter them again and only after that they kept saved.

5.11.2021

A fundamental statement
As I wrote on 15.9.2021 (first edition of OE12 V.12.1), I have switched to a new version of my development tool Delphi. It turns out that this version has many small breaking changes which also break some previously well working code on my side, even that one of V.12.0. All these bugs given below and those of the last update from 27.10. belong to this category. This is not a lack of my programming skills! Of course I can solve this all once I get a feedback. For this I thank all the early adopters of OE12 V.12.1 who sent me their feedback!
The good news is that of course these bugs did not influence the computing of any event in a negative way.
So keep confident! *You can rely on the SportSoftware!*

Improvements

Web - ORIS - Settings

There is a new option *Display all* which allows to display all events on ORIS (also from other clubs) to be selected for working on them. Sometimes people help other clubs in their work with ORIS.

Bug fixes

Event - New, Event - Settings

The field with the event root folder was not visible. With *Event - New*, the event folder could not be edited.

Reports

Sometimes reports did not show up and ended with "Could not create complete report". Especially this happened sometimes with the *Preliminary results*. The reason was some erraneous behaviour of the database lib with special characters of foldernames (f.ex. German umlauts). In Preliminary results the event folder name is saved if you have automatic results.

Context help

The context help in the functions and reports did not show the contents tree at the left side. Parts of it were shown shortly and disappeared afterwards.

PDF output

The exports to PDF created empty pages only.

Dialog borders

The mouse cursor at dialog borders turned into the resize cursor (double-sided arrow) as if the dialog could be resized. Of course this is not the case.

27.10.2021

Improvements

Minor improvements

When updating OEScore V.12.0 to V.12.1, I found some minor things to be improved in both applications. So OE12 and OEScore are in exactly the same state now.

Web - ORIS Settings

Now inofficial training events are also listed in the list of competitions. So you can select them for further

processing.

Bug fixes

Event - Copy

The input field for the folder name did not change its colour when changing from *ReadOnly* to *enabled* and vice versa. This status depends on the option *Create new event*.

Competition day - Evaluate chips

Sometimes the punches list or the course list was not sized correctly with Windows scaling.
Now you can fix that using the Reset table layout menu item.

Competition day - Not started competitors

With multidays, the function always opened with stage 1, no matter what was the current stage in the main menu. You could not change this since the stage field was disabled.
Now it shows the right stage and you can switch the stage in this report.

XML imports and exports

Eastern characters were not transferred correctly with UTF8. This was important for the Czechian users and the interaction with their portal *ORIS*.

15.9.2021

First official release of OE12 V.12.1

For users who already have the V.12.0: new features in V.12.1, compared to V.12.0!

Improvements

ChipReader apps: reading chips wirelessly

Using the new *ChipReader* apps for Android and Windows, you can read in the chips and transfer them to OE12 over WLan. The result is then displayed in a large form on the smartphone or PC monitor, which you can display to the competitor. In OE12, you need to run the new Chip Reader Server to compute them.

Competition day - Chip Reader Server

New function
This is the server module in OE12 for the Chip Reader apps!

User Interface

I have switched to a new version of my Delphi development tool. This allowed me many improvements "below the surface", especially with the behaviour with Windows scaling. The visual appearance has changed a bit more to the appearance of Windows 10. This means the appearance of the form titles, the form borders and the borders of input fields. The screenshots in this help file will be updated later step by step.

Some standalone dialogs with data grids (f.ex. Check for updates) now have a Reset grid button ⬚ in the title bar, to allow resetting the grid's layout to the default.

The reports have a Layout menu ⬚ similar to that one in working forms, to be able to Optimize ⬚ or Reset ⬚ the layout of the selection table.

Chip system devices

This is valid for all functions which require a chip system device to read chips or collect online punches.

The devices are detected automatically. The function tries to activate the last used Com port or the only device which is connected. If there are more than one devices connected, then you can select the right one. Since the baud rate (communication speed) of the reading devices both of Emit and SportIdent is well defined, this will be set automatically. For online punch devices you can set the baud rate manually if necessary.

Evaluate Chips

If the current chip is empty, now the menu items for report functions like Validate code checking remain active .

Emit: if there is no chip (can happen with out-of-battery ECards), then the expected pins in the Emit label are displayed and *you can print a sheet which shows those pins*. This can be used to check out the backup label of the competitor.

Eventor

If an upload is refused by Eventor, then you see the error messages now, the same as in the Eventor web interface.

Report exports

The exports to XML V.3 now provide a new option UTF8. This is the default setting now and it exports the XML file as UTF8-encoded. The previous export into the national Windows codetable is still available by unchecking this option.
The XML V.3 header with the event information includes the zero time now. This is required by some hosts for start list and result uploads.

11.12.2020

First (in-) official release of OE12 V.12.0

Notice: OE12 V.12.0 will be officially published in 2021, after we will have back a "normal" situation concerning the organisation of O events. There will be no official news about OE12 V.12.0 at the SportSoftware web site before that date. The users will be informed by email.

Copyright

Like the copyright on the software itself, Stephan Krämer also holds all rights on the information contained in this electronical document. Copies imply permission by Stephan Krämer.

2.4 Getting help

There are a number of different sources of help for the SportSoftware. In addition to this help file, you can look at the SportSoftware web site or contact the free and quick SportSoftware email support.

To get started, your main source of information should be this help file. We have designed it to provide all the information you will need for using and learning OE12.

Before contacting support, please make sure that you really can't find the information you need here. Thanks!

▬ Displaying the help

The quickest way to display the help is to press *F1*. If context-sensitive help is available it will be displayed automatically.

In all working forms and report forms and in most dialogs you find the *Help button* **?** in the title bar.

▬ Getting a help file in your language

By default, OE12 installs the English help file only. When you select a different language, OE12 V.12.1 will look automatically in the web whether there is a help file available in this language. OE12 also checks automatically if there is any update of the help available and it will install it if you wish that.

You can also initiate this check yourself by the Check for updates function which you find when clicking at the Help button **?** of the main form.

▬ Getting a printed user manual

There is a PDF version of this help file available for download. Use the Check for updates function to download and install it.

▬ Looking in the web

Visit the SportSoftware web site.

Visit your national support page. Have a look at the SportSoftware support page to find the right link.

▬ Contacting SportSoftware support

Free direct email support is available from SportSoftware at hotline@sportsoftware.de. You can send an email to this address by clicking on the link in the *Help-About dialog*. Please write in German or English. Don't hesitate, you will be amazed how unexpectedly quick this is!

However, you may prefer to ask your national contact person in your own language. Have a look at the SportSoftware support page to find the right address.

2.5 How to buy OE12

SportSoftware editions

OE12 comes in different editions.

Standard	Up to 400 competitors, courses up to 64 controls
Pro	Up to 1000 competitors, including speaker and finish functions, courses up to 192 controls
	Event type Teams only, courses with distributed controls
Pro Large	More than 1000 competitors, including speaker and finish functions, courses up to 192 controls
	Event type Teams only, courses with distributed controls
Multiday option	The multiday functions, can be ordered in addition to any of the above

The **trial version** is limited in some ways:

- You cannot print, publish or export anything.
- You can work on the demo events and the demo archive only.
- Some functions are completely disabled.

Purchasing directly from SportSoftware

If you are from within Europe, then you can order directly from me by email. With the delivery of the license you will get an invoice which you can pay by bank transfer.

If you are from outside Europe, you have the possibility to buy your software in the SportSoftware online shop and to pay by credit card. This shop is powered by MyCommerce and you can buy all standard SportSoftware products there.

Ordering from your national distributor

There are also few national distributors who are authorized to sell the SportSoftware in their countries. If you are in doubt, contact the author or ask your national contact person.

3   Quick start tutorial

This section provides a quick start to into the most common tasks you will use when working with OE12. The help topics are in the same order as you should work step by step when organising an orienteering competition. You may notice that this also matches the order of the menu items in the program. Just browse through this section using the browse buttons at the top and learn step by step how to organise an O competition using OE12. Every topic contains comprehensive links to detailed information in the reference section.

For reference purposes, you can use the table of contents as an index. Just pick out the task you need more information, look there and follow the links given to the reference section.

More information

Once you have learned the common tasks in this section, see Advanced tasks to learn what else you can do with OE12.

The OE12 setup has installed the backups of several **demo events** which had actually taken place and a **sample archive**. Many thanks to the organisers who allowed me to include their events here. These are multi day and single day events. When you are working on your own event/archive, you may always check out how things had been done in the sample events or the sample archive.

With the very first launch, the samples will be restored into your self-defined event and archive root folders. If you lose them for some reasons, then use the function **Help - Restore demos**. If you want to restore a single demo event only, then use Restore event. You can find the backup files in the subfolder **Backup\Samples** of your Application settings root folder.

See also

Introduction

Advanced tasks

Reference

Restore event

Restore archive

3.1 User interface

The topics in this section provide some basic information about the user interface.

Since this had been changed thoroughly up to the current state of the art, this section should be read carefully also by experienced SportSoftware users.

Read a quick description of the main parts of the user interface:

- Main window
- Working form
- Reports
- Dialogs

See also
> User interface reference

3.1.1 Main window

The main window provides the *main menu* from where you can invoke all working forms and reports of OE12. Those windows can be arranged freely on screen. You can use multiple monitors without any restriction.

At the left side of the main form, lists of the *open working forms and reports* are shown in an extra window.

You can use it to display minimized windows or bring the desired window to the front. You can also define your own favourites there to access them with a single mouseclick.

Notice

By default, when starting OE12, the windows list and the main window will be placed in the top left corner of the monitor. You can move both windows freely on all available monitors. However, you will find it as a good practice to keep the default position and size!

The *title* always shows the current event which you are working on.

At the right side of the title bar you see the *settings* and the *help button*. For more details, see the UI reference.

In the *main menu* you see the main function groups. Clicking on an item there opens a submenu which provides all corresponding user functions and reports.
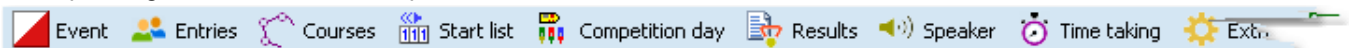
The *status bar* shows you various information about the current event and your version of OE12.

When you launch OE12, the main window and the windows list will be placed in the top left corner of the screen. All working forms which had been left open the previous time will be restored automatically. Reports and other secondary windows will not be reopened automatically.

See also

User interface reference

3.1.2 Working form

A working form is a window where you can work on data, (rarely) display reports on those data and perform other actions. As an example, have a look at the *entries* form.

The *title* shows the name of the form.

The *settings buttons* in the title bar provide basic settings for the form. Also, you find the context help button there (you can also invoke it by the *F1* shortcut). Every button opens either the according settings dialog or a submenu with more options. For more details, see the UI reference.
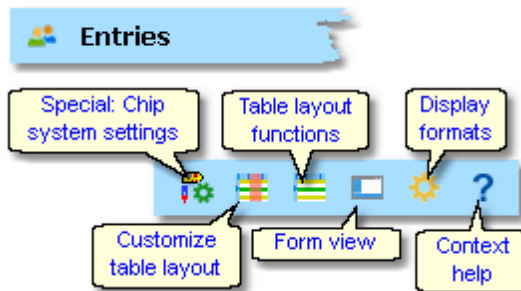
Chip system settings is a special option which is available in the entries form.

The *Edit toolbar* is common to all working forms.

Besides the standard edit functions, it may contain special functions. At the right side there may be switches to display additional Details panels which you can edit together with the main data table. The samples displayed here are from the Entries form.

Move with the mouse over a button to get a hint about its purpose. For more details, see the data grid reference.

Many forms in OE12 do display the *stage selector*, if a multi day event is loaded. For more details, see the stage selector reference.

The *settings panel* offers special settings like in this example for entries handling. You can open and close it by clicking on its header. In the same way you can click on the headers of the sub-boxes to minimize and reopen them.

The main component of a working form is the *data grid*. Here you can browse and edit the data, in this example the entries. You can customize the layout of the grid in various ways: which columns should be displayed in which order and size and how the table should be sorted. For more details, see the data grid reference.

In some forms there may be an additional panel with a *helper grid*. This is mostly read only but also a data grid. In this example this is the archive grid to speed up entries input. You can open and close it by clicking on its header.

The *status bar* shows you the edit status. Sometimes there is more information provided like the punching system device status led in this sample.

You can customize the appearance of a working form in the way you need and like it. You can hide/show the settings, details and helper panels, adjust the layouts of the grids and customize the size and position of the form.

OE12 will save those settings and restore the form in the same way when you reopen it. Some forms may always show the settings panel in the beginning, so that you won't miss important options.

See also

User interface reference

3.1.3 Reports

Most reports are accessible directly from the main menu, f.ex. the start list reports. Some special check or overview reports can be launched directly in their parent working form.
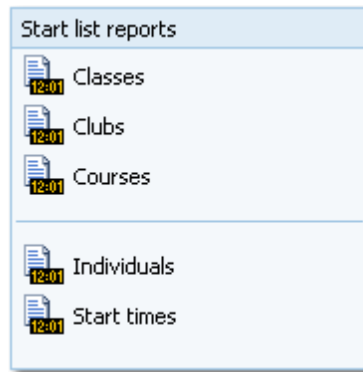
Clicking on a report item creates a report window using the selection from the last time. **Note:** only small selections below 10 records will be restored, otherwise always all records will be preselected.
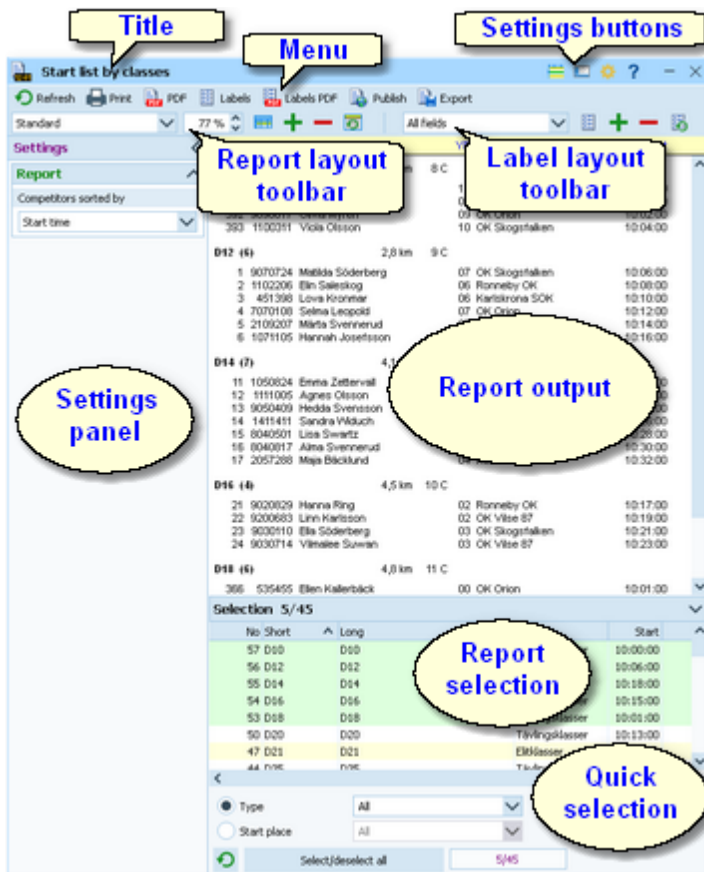
The report window will stay visible until you explicitly close it.

The *title* shows the name of the report.
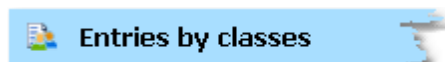
In the *menu* you find the basic report functions. For more details, see the UI reference.

⟳ Refresh   🖶 Print   📄 PDF   📋 Labels   📄 Labels PDF   📲 Publish   📑 Export

The *settings buttons* in the title bar provide basic settings for the report. Mostly these are the Selection layout, the View settings and Display formats. Also, you find the context help button there (you can also invoke it by the *F1* shortcut). For more details, see the Reports reference.
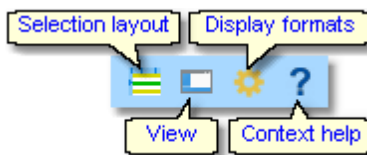
The *Report* and the *Label layout toolbar* provide the functions to manage and edit the layouts. Both work nearly identically. You can have multiple layouts both for the report itself and the labels. You can select the desired layout from the list box.

For more details, see the UI reference. For details on how to edit layouts, see the Report layout editor reference and the Label layout editor reference.

The *settings panel* offers special options for the report output. You can open and close it by clicking on its header. In the same way you can click on the headers of the sub-boxes to minimize and reopen them.

The *report output* is the purpose of this window. ;-)

In the *selection panel* you can select the records which should be reported. Sometimes there are *quick selection* options available, f. ex. by the class type in this sample.
The sort order of the selection table will be used for the report. To change the report sort order, first change it in the selection panel and then refresh the report.
For more details, see the UI reference.

For the average report, there is no *status bar* visible. However, there are "live" reports which display the progress here.

See also
[User interface reference](#)

3.1.4 Dialogs

Dialogs are modal windows. This means, nothing else can be done except working in the dialog until it will be closed

by **OK** ✓ OK or **Cancel** ✗ Cancel . Sometimes those buttons do have other captions but the actions behind them are quite the same.

All dialogs are fairly self-descriptive and additionally you have a context help available in the most cases. Just one sample here:
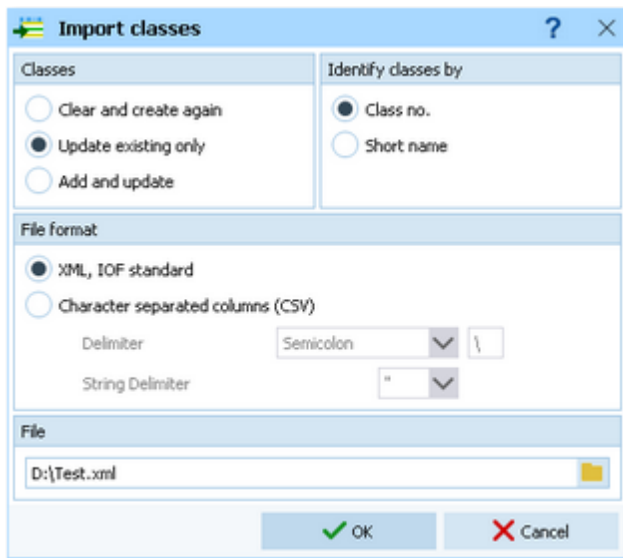
See also
[User interface reference](#)

3.2 Beginning with the event

The *Event* main menu topic offers you all functions which are necessary for managing multiple events. The most important of them are described in this topic. For the others, look into [Managing events (Advanced tasks)](#).

📄 Creating a new event

To create a new event, click on *Event - New*. If you have the multiday license, then you will be asked which kind of event you want to create.
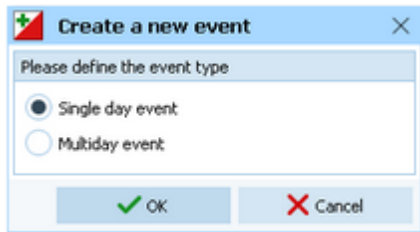
For now, we will continue with a single day event:
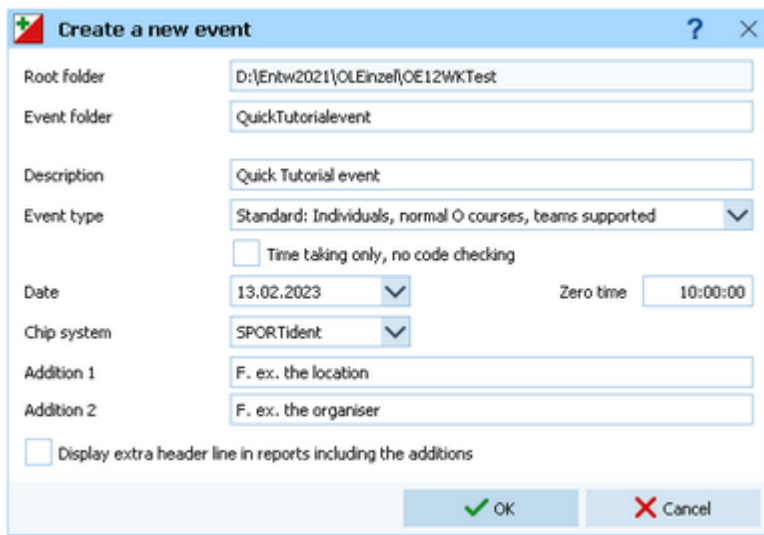
Just fill in the required fields and click *OK* to create the new event. Note that the event folder name will be automatically adjusted when entering the event name. Of course, you can choose another folder name if you want.

When opening a user function for the first time, you will be prompted
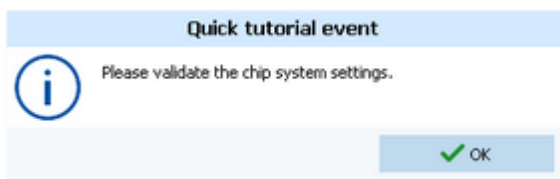
Just do so ...
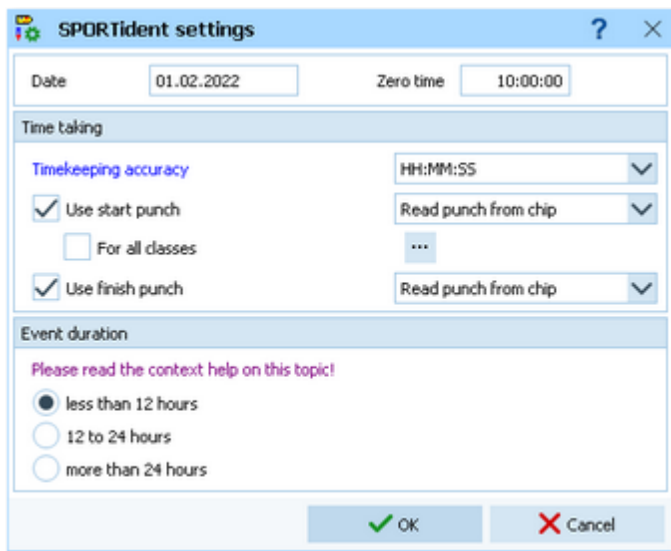
.. and acknowledge with **OK**. Refer to SportIdent settings for more details.

Opening an existing event

By default, the last used event will be opened automatically when you launch OE12. To select another event, click on **Event - Select**.
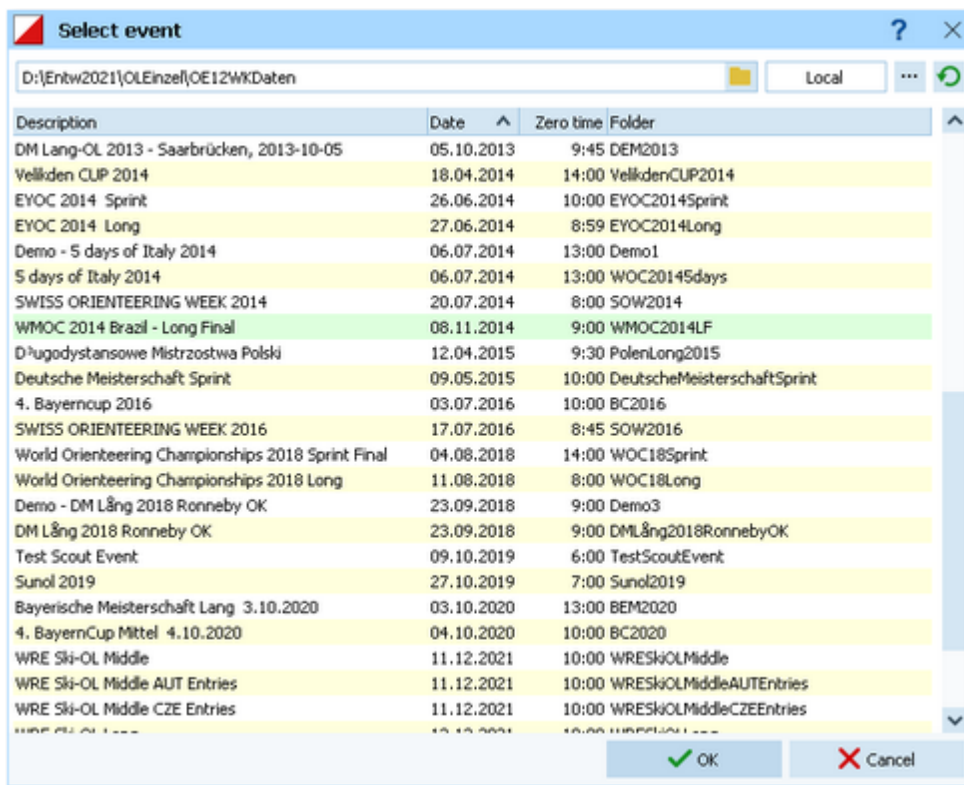
The obvious first task with a new event is defining the classes and entering the entries. However, sometimes you may want to begin with defining the courses.

See also
Managing events - Task based help

3.3 Managing entries

The *Entries* main menu topic offers you all functions which are necessary for working with the entries.
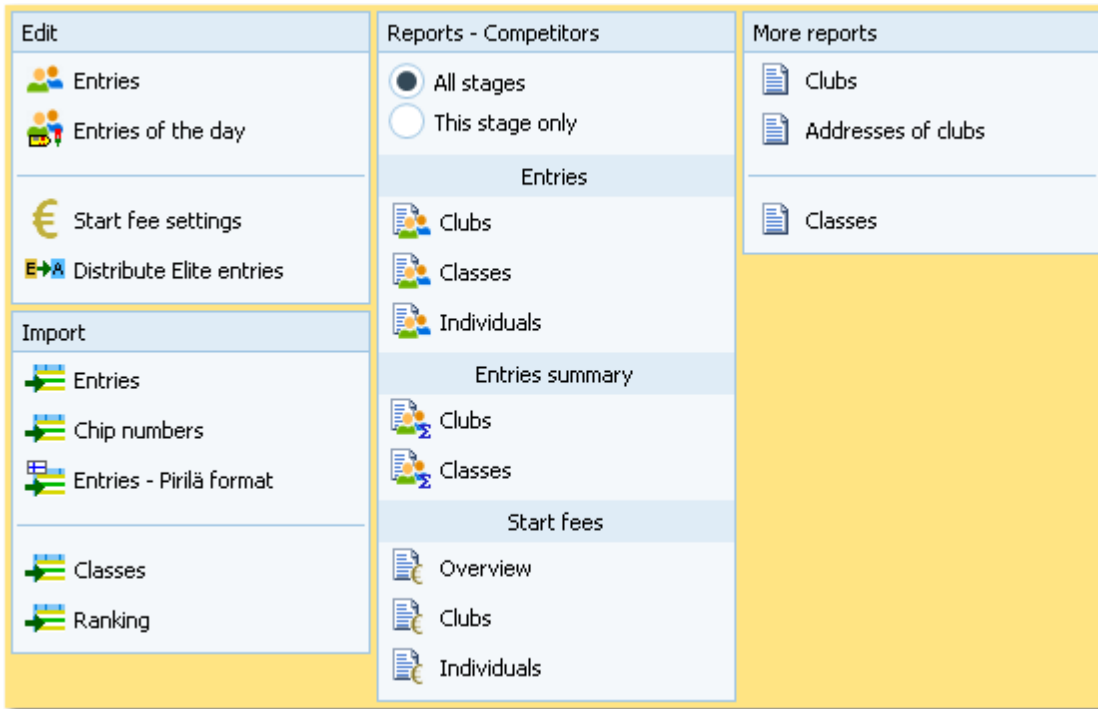
With *Entries - Entries*, you open the entries form. The entries form has three grids where you can edit competitors, clubs and classes. Look at the tabs at the top of the data grid.
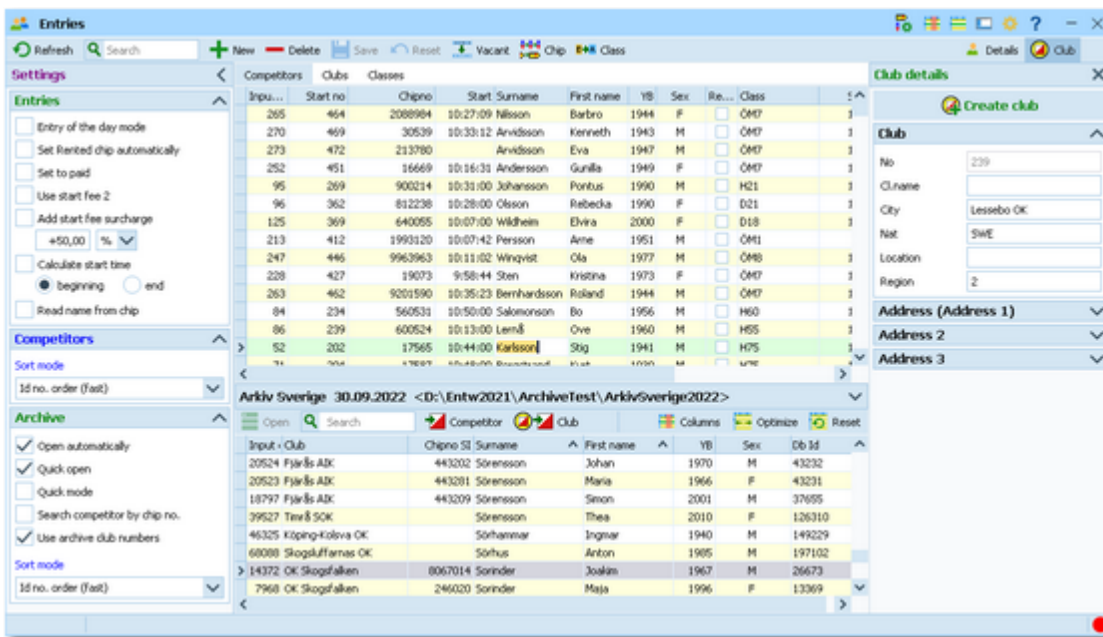
If you need more details about editing in the data grid, have a look into the data grid reference.

▬ How to enter classes

Normally the first task is to enter the classes. Click on the classes tab Classes to display the classes grid. Just enter them as given in your invitation. You need not to take care of the class numbers. They will be preset to the next available value. However, to have more flexibility for later additions, you may prefer to enter class numbers in steps of 10. Have a look into the demo events to get a feeling about suitable class short and long names as well as class numbers.

No ^	Short	Long	Start fee	Sex	Age from	Age to	Type
17	H40	H40	120,00 €	M	40		Tävlingsklasser
19	H35	H35	120,00 €	M	35		Tävlingsklasser
22	H21	H21	170,00 €	M			Elitklasser
25	H20	H20	120,00 €	M		20	Tävlingsklasser
28	H18	H18	70,00 €	M		18	Tävlingsklasser
29	H16	H16	70,00 €	M		16	Tävlingsklasser
30	H14	H14	70,00 €	M		14	Tävlingsklasser
31	H12	H12	70,00 €	M		12	Tävlingsklasser
32	H10	H10	70,00 €	M		10	Tävlingsklasser

For more details, look at the Classes reference.

If your entry portal provides an export of the classes, then this can be imported into OE12. For more details see the Import classes reference. OE12 supports some portals directly, see f.ex. the Eventor - Download classes reference.

How to enter competitors (entries)

Be sure that you are displaying the competitors grid Competitors . Select *Table layout* - *Layout: Pre entries*. This will change the layout of the grid, so that you only see those columns which are important right now. Just begin to enter some names.

To enter a class, click on the dropdown button in the class field and select one. You can also use the keyboard. Just begin with the first character of the class. Then the class list will popup. Play a bit around what happens if you type further to get a feeling for that. You can also move with the arrow keys in the list and finally enter the class by *Enter*.

Entering the club just works in the same way as with the class. However, there is one difference. To insert a new club, you can use the Create club button Create club in the club details panel. See the next paragraph for more details.

I... ^	Chipno	Start	Surname	First name	YB	Sex	Class	Start fee	Club
8	18543	10:44:00	Myrén	Felicia	2014	F	Insk	70,00 €	OK Orion
9	9071219	10:34:00	Myrén	Filip	2007	M	H12	70,00 €	OK Orion
10	9090817	10:02:00	Myrén	Olivia	2009	F	D10	70,00 €	OK Orion
11	550812	10:46:00	Nilsson	Per	1955	M	H60	120,00 €	Stigmännen Karlshamns OK
12	1570402	10:14:00	Nilsson	Birgitta	1957	F	D55	120,00 €	Stigmännen Karlshamns OK
13	8051022	10:33:00	Håkansson	Anders	1970	M	H45	120,00 €	OK Orion
14	8151022	10:23:00	Håkansson	Oliver	2005	M	H14	70,00 €	OK Orion
15	8021031	10:35:00	Håkansson	Jenny	1972	F		120,00 €	OK Orion

To enter *entries of the day* or *direct entries*, you have two possibilities.

You can *stay in this entries form* and check the option *Entries - Entry of the day mode*. Select *Table layout* - *Layout: Entries of the day*. This will look similar to the Pre entries layout, but additionally with start number and start time. Sort the table by input order. You have also some more options on how to calculate the next available start time, or add start fee surcharges for late entries. You can read the competitor's name from his chip if you like (SportIdent SICard6 and newer only).

Or you can use the *special entries of the day form: Entries - Entries of the day*.

In both cases, you will see the EOD panel:
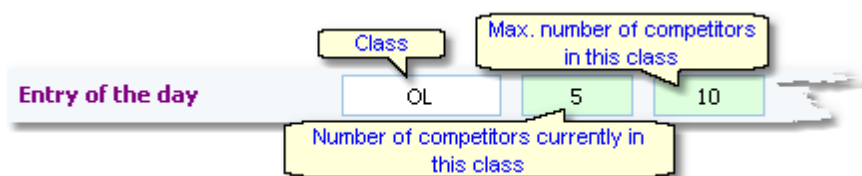
This will help you to control the allowed number of entries for direct classes. When saving a new entry which exceeds the maximum number of competitors in this class, you will get a warning.

For more details on editing entries, see the Entries reference and the Entries of the day reference.

How to enter clubs

The quickest method to edit club details and enter a new club for a new entry is to use the club details panel. Click on the Club details button 🟡 Club to open it. To create a new club, just click on the button 🟢 Create club. You can also display the clubs grid Clubs and enter there.

For more details on editing clubs, see the Clubs reference.

How to use the archive

The archive is normally a national database which includes all runners of the country. This can be used to speed up the entries input. Think about such fields like Chip number, Database Id and address which are quite time consuming and error-prone to be entered manually. In many countries the O federation maintains such a database which is ready-to-use for the SportSoftware. You may ask your federation or other SportSoftware users in your country for that.

First have a look on how to select, create and edit archives with OE12.

You can see the characteristics of the current archive in the Archive header.

You can click on it to show/hide the archive table.

First you will see an empty table. Just click on the Open archive 📊 button to open it. You can check the option *Archive-Open automatically* to have it opened automatically the next time.

Now you can search for the desired competitor and then doubleclick on him to insert him into the event. You can also move using the arrow keys and press *Enter* to insert a competitor. The third choice is to click on the Copy Competitor ![icon] button. Do so with all competitors. Of course, there will be some competitors who are not in the archive. Simply enter them manually.

For more details on using the archive in the entries form, see the Using the archive reference.

For more information on how to set up and manage archives, see Managing archives - Task based help.

How to manage start fees

In the class table you can enter the start fees per class. When you enter a new competitor, his individual start fee field will be filled with this value from the class. If you for any reason decide that this is not suitable, just modify the individual start fee.

There are also some fees which must be entered for the club, like chip rent fee or accommodation, etc. You can define those extra fees via the main menu item *Entries - Start fee settings* which will show the start fee settings dialog. In the club grid, you can enter the numbers how much items of a specific extra fee a club has ordered.

For more details on start fees, see the Entries, Classes and Clubs references.

Importing entries from external sources

There are numerous web sites which offer an online entries service. In the leading orienteering countries, this is offered by the federation. OE12 allows an easy, flexible and transparent mix of both imports and editing entries manually. There may also import files for the classes be offered, so that you only need to define the classes once.

For more details on web services, see Interacting with web services - Task based help.

Reports

There are various entry reports available in the *Entries* main menu topic. Just try and explore them!

For more details, see the Entries reports reference.

Note
Don't forget regular backups!

See also
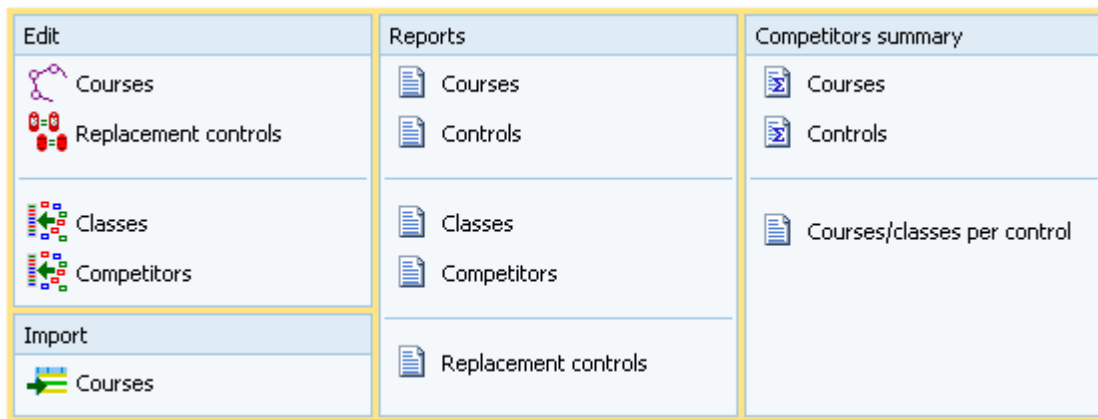   Entries Overview
    Archive reference

3.4 Course setting

The course setting is obviously one of the core tasks when organising an O event.
It is also most important to get the courses and controls into the event data without any mistakes. Only then the competition and the automatic code checking will run smoothly.
You have two choices to get the courses into OE12: either you *enter them manually* or you *import* them from OCAD or Condes.

The **Courses** main menu topic offers you all course setting functions.

Edit	Reports	Competitors summary
〰 Courses	📄 Courses	🔢 Courses
👣 Replacement controls	📄 Controls	🔢 Controls
📑 Classes	📄 Classes	
📑 Competitors	📄 Competitors	📄 Courses/classes per control
Import		
⬇ Courses	📄 Replacement controls	

With **Courses - Courses**, you open the courses form. The Courses form has two grids where you can edit courses and controls. Look at the top of the data grid.

No ^	Description	Length	Climb	Controls	Code checking	Divider
9001	DE (DE, D19AK, D19AL)	3,300	20	[14] 58 50 47 65 52 53 31 56 41 42 83 61 78 100	Normal	
9002	HE (HE, H21AK, H21AL, H20)	4,200	25	[17] 39 48 46 45 41 59 63 43 53 31 52 65 51 55 79 73 100	Normal	
9003	D10 - Start2	1,300	0	[9] 102 104 105 106 107 103 109 110 100	Normal	
9004	D14 (D12, D14)	2,400	15	[10] 32 77 72 43 61 44 65 80 56 100	Normal	
9005	D18 (D16, D18)	3,300	20	[13] 54 85 46 49 42 51 52 53 31 64 61 62 100	Normal	
9006	D35 (D35, D40)	2,600	15	[12] 33 35 71 85 84 80 48 44 50 61 60 100	Normal	
9007	D45 (D45, D50)	2,500	10	[10] 37 50 55 63 76 43 81 60 90 100	Normal	
9008	D55 (D55, D60)	2,300	10	[10] 69 71 85 57 63 87 78 88 79 100	Normal	
9009	D65 (D65, D70, D75)	1,900	10	[7] 77 70 62 59 78 73 100	Normal	
9010	H10 - Start2	1,300	0	[9] 102 104 105 106 107 103 109 110 100	Normal	
9011	H14 (H12, H14)	2,900	15	[12] 35 77 81 76 74 82 44 84 56 73 90 100	Normal	
9012	H18 (H16, H18)	3,800	20	[15] 38 57 63 43 54 40 41 52 53 31 50 47 84 67 100	Normal	
9013	H35 (H35, H40)	3,700	20	[14] 34 67 46 49 42 82 61 64 70 72 76 63 60 100	Normal	
9014	H45 (H45, H50)	3,400	20	[12] 71 83 75 87 73 51 49 41 40 37 54 100	Normal	
9015	H55 (H55, H60)	2,900	15	[11] 45 84 78 82 75 43 81 72 70 56 100	Normal	
9016	H65 (H65, H70, H75, H80)	2,300	10	[7] 36 62 59 88 87 74 100	Normal	
9017	DirLL - Start2	2,200	5	[14] 109 103 104 106 105 108 111 112 113 114 107 101 11C	Normal	
9018	DirML - Start2	1,900	5	[10] 110 101 107 108 111 112 113 103 109 100	Normal	
9019	DirKL - Start2	1,400	0	[9] 103 107 106 105 104 101 102 109 100	Normal	

If you need more details about editing in the data grid, have a look into the data grid reference.

➖ How to enter controls

Before you can enter any course, you must have defined the controls. Click on the controls tab [Controls] to display the controls grid. Just enter them.

For more details, look at the Controls reference.

How to enter courses

Be sure that you are displaying the courses grid [Courses].

Enter the courses each after another. You need not to take care of the course numbers. They will be preset to the next available value. However, to have more flexibility for later additions, you may prefer to enter course numbers in steps of 10.

	No ^	Description	Length	Climb	Controls	Code checking	Divider
	9001	DE (DE, D19AK, D19AL)	3,300	20	[14] 58 50 47 65 52 53 31 56 41 42 83 61 78	Normal	
	9002	HE (HE, H21AK, H21AL, H20)	4,200	25	[17] 39 48 46 45 41 59 63 43 53 31 52 65 51	Normal	
>	9003	D10 - Start2	1,300	0	[9] 102 104 105 106 107 103 109 110 100	Normal	
	9004	D14 (D12, D14)	2,400	15	[10] 32 77 72 43 61 44 65 80 56 100	Normal	
	9005	D18 (D16, D18)	3,300	20	[13] 54 85 46 49 42 51 52 53 31 64 61 62 10(	Normal	
	9006	D35 (D35, D40)	2,600	15	[12] 33 35 71 85 84 80 48 44 50 61 60 100	Normal	
	9007	D45 (D45, D50)	2,500	10	[10] 37 50 55 63 76 43 81 60 90 100	Normal	
	9008	D55 (D55, D60)	2,300	10	[10] 69 71 85 57 63 87 78 88 79 100	Normal	

For more details on editing courses, see the Courses reference.

Importing courses

Today most O organisers are using OCAD or Condes for the course setting. And mostly this part is done by somebody different to the edp responsible. Via **Courses - Import**, you can import the courses into OE12. Depending on which export format you are using from OCAD/Condes, the assignments to classes and competitors will be imported, too. For more details, see the Import courses reference.

How to assign courses to classes and competitors

To enable the automatic code checking, the courses must be assigned to the classes. If some or all classes are running individual courses, then the courses must be assigned to those competitors individually.
If you had imported the courses, then sometimes the assignments had already been imported also, depending on the import format you had used.

To *assign courses to classes*, click on **Courses - Classes** which opens the respective form with its grid.

	No ∧	Short	Long	Ind. courses	Course
	50	D14	D14 (Damen bis 14)	☐	D14 (D12, D14)
	60	D16	D16 (Damen bis 16)	☐	D18 (D16, D18)
>	70	D18	D18 (Damen bis 18)	☐	D18 (D16, D18)
	80	D19AK	D19AK (Damen ab 19 A	☐	DE (DE, D19AK, D19AL)
	85	D19AL	D19AL (Damen ab 19 A	☐	DE (DE, D19AK, D19AL)
	90	D35	D35 (Damen ab 35)	☐	D35 (D35, D40)

If a class is running individual courses, then check the Ind. courses flag and don't enter a course here. Instead, you have to open the Assign Competitors - Courses form via **Courses - Competitors** and *assign the courses to those competitors* individually.

	In...	Sta... ∧	Chipno	Surname	First name	Class	Club	Course
>	1636	1	408189	Patana	Mikko	H21E	Ikaalisten Nouseva-Voima	H21E-1 ∨
	1594	2	65793	Detkov	Sergei	H21E	Hiisirasti	H21E-2
	1647	3	409732	Sorvisto	Juha	H21E	Vaajakosken Terä	H21E-1
	1616	4	142110	Lehto	Jonne	H21E	Vehkalahden Veikot	H21E-2
	1610	5	130438	Kodeda	Stepan	H21E	MS Parma	H21E-1
	1590	6	152451	Asikainen	Aaro	H21E	Kalevan Rasti	H21E-2
	1622	7	93320	Mattila	Tuomas	H21E	Vehkalahden Veikot	H21E-1

Note that in this table only those competitors are displayed who really run individual courses.

For more details on individual courses and assigning courses, see the Assign Classes - Courses and Assign Competitors - Courses references.

▬ Reports

Besides the overviews (f.ex. all courses with their class assignments), you have some summary reports which show how many competitors run on a specific course or control. Just try and explore them!

For more details, see the Courses reports reference.

See also

Course setting reference

3.5 Creating start lists

If you have pre-entries and your event is a ranking or championship competition, then you will most likely need to create a start list with predrawn start times.

The *Start list* main menu topic offers you all functions to create the start list and to display start list reports
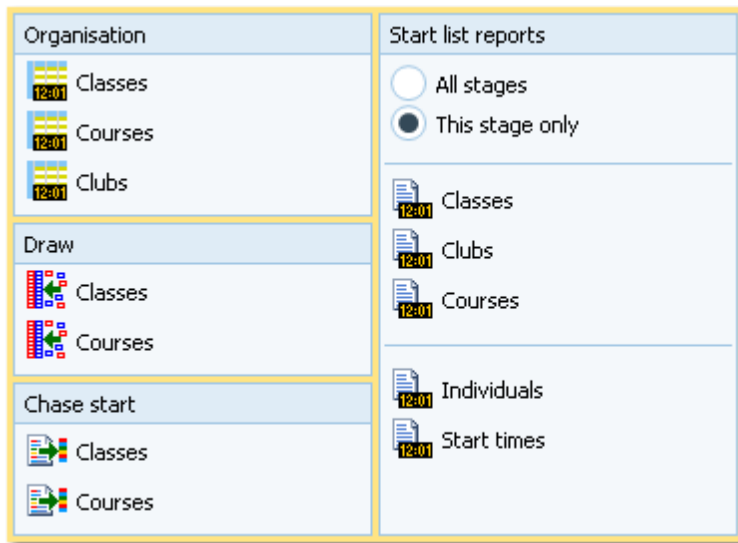
Preparing the start list draw

With the Start list organisation, you define the basic structure for the start list draw.

A start list can only be drawn without errors if there is an error-free underlying organisation. For instance, you have to ensure distributing start numbers uniquely. Within a single start box, there must not be any start time with two runners starting. As a basic rule, equal start intervals should be maintained within each class. Building up the start organisation visually on screen, you can fulfil all these preconditions easily.

Besides the normal overview report, OE12 provides a comprehensive check report and an automatic adjust function if you had received many late entries.

In most cases you will draw the start list by classes. Then you have to do the necessary definitions with *Start list - Organisation - Classes*. For more details, see the Start organisation by classes reference.

Its is also possible to draw the start list by courses or in a manner which allows the members of the same club having their start times within a predefined time range. For more information on that, see the Start organisation by courses and Start organisation by clubs references.

Performing the start list draw

If you had defined the start organisation by classes or clubs, then you can draw the start list using *Start list - Draw - Classes*.

If necessary, you can modify the result of this draw by simply dragging competitors to the desired start times. You can also distribute the start numbers there and seperate the competitors of each club if the rules demand that. For more details see the Start list draw - Classes reference.

The start list draw by courses works in the same way. See the Start list draw - Courses reference.

How to modify/enter start times manually

There are several ways how to modify or enter start times manually.

- Editing Entries
  You can sort the entries table by classes and start times and enter or modify the times manually. Use this method if you want to assign extraordinary start times for some reason or if you defined start times without any draw at all. See also the Entries reference.
- Dragging/editing within the start list table

If you want to change start times according the start organisation, then invoke the start list draw form and drag the respective competitors into the right places. If you want to assign an extraordinary start time to a competitor, you can either drag him in the overview table or you can enter his start time manually in the bottom competitor panel. For more details see the Start list draw - Classes and Start list draw - Courses references.

- Editing the start time in Evaluate Chips
  This is recommended if you want to change a start time after the competitor had finished. See also the Evaluate chips reference.

Publishing start lists

Before the event, you will have to publish the start lists in the web. Use the HTML or PDF upload function if you want to publish the HTML or PDF output of OE12 directly or upload an export file if the web site renders its own format. If you are publishing HTML pages, check out if the fonts and columns are sized properly before you upload the files.

At the competition, you will need numerous printed start lists for different purposes. Don't forget the start lists for the start personnel. With OE12 you can print customized start lists by start times down to the level of a single start place or start box.

For more information, have a look into the Start list reports and Upload files references.

See also
Start list reference

3.6 Running the competition

This topic gives you a short overview about the main tasks during the competition. Have also a look into the Advanced tasks chapter for more specialized tasks during the competition day.

They are available in the *Competition day* main menu topic.

Chips	Reports	Special functions
Read chips	Chips	Not started
Evaluate chips	Wrong punches	Maximum time
Chip Reader Server	Check punches	Enter times
Read chips - Registration	Result sheets	Voided legs
Reading device backup	Missing competitors	Start interruption
Log files	Not classified competitors	Prize giving
Evaluate SI stations	Finish times	
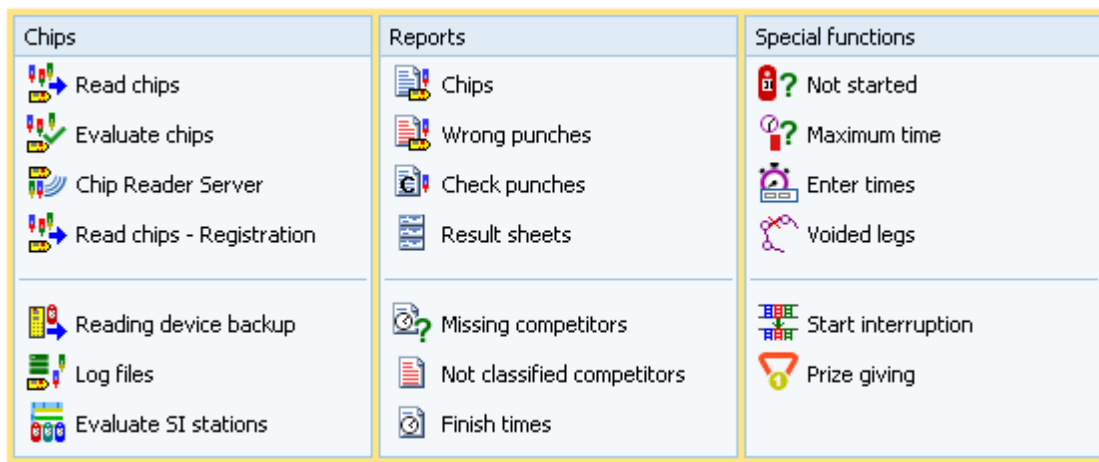
— Setting up the computer environment

It should be obvious that you must have all the PCs, printers and other components **tested and set up before** the competition day! Think about the network, the peripheral units incl. printers and chip system devices and testing OE12 in that network.

This will allow you a quick and smooth assembling at the competition day.

See also the Working in a network - Task based help and the Working with restricted user rights - Task based help.

— Reading (downloading) chips

Reading the chips in the finish will deliver you uptodate results during the running competition.

There are two different download functions available. Normally you should use the *Competition day - Read chips*. For small events without pre-entries the special function *Competition day - Read chips - Registration* is designed.

Depending on the load in the finish chute, you may need to provide several download PCs in the network running the Read chips form. However, with the modern USB read devices both from Emit and SportIdent it is also possible to run two ore more Read forms with one device connected to each on the same PC.

For more information, see the Read chips and the Read chips - Registration references.

— Not started competitors

An important task which protects you from waiting for missing competitors in vain, is registering the not started competitors towards the end of the competition. There are two ways how to do.

If you are maintaining a start protocol, then use this to enter the not started competitors. The best place for this is the *Competition day - Enter times* function. See the context help of this function for more information.

However, in the time of electronic punching systems, this is no longer necessary, especially with the SportIdent punching system. You can use start, check or clear stations to record the competitors at the start. Then you can read the backup memories of those stations into OE12. Alternatively or in addition to that, punches can be sent from radio controls at the start. These punches can be computed by the function *Competition day - Not started*. See the context help of this function for more information.

— Handling all issues around the chips

The *Competition day - Evaluate chips* form is one of the most important working areas during the running competition. Here you can handle all issues with (wrong) chip assignments, check mispunches, modify chip contents, and more. See the context help of this function for more information.

Retrieving useful information

Towards the end of the competition, several reports may become important, f.ex. the Missing competitors report. You find them under **_Competition day - Reports_**. See the Reports (Finish) reference.

The **_Competition day - Prize giving_** report delivers you useful information about which classes are ready for the prize giving. See the Prize giving reference.

Publishing results

You find the result reports under the main menu topic **_Results_**.
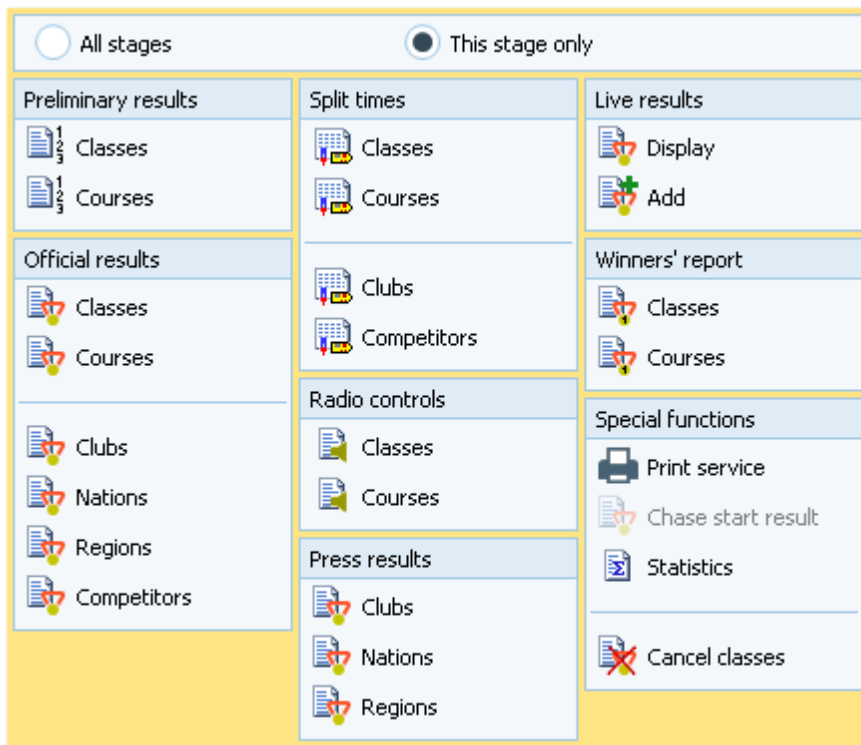
During the competition you can continuously publish results, either in printed form or uploading them to a web site using the HTML or another export. There are numerous different result formats for different purposes. The main types are the preliminary, split times and official reports. It is possible to have the results printed and/or uploaded to the web automatically. With the Live results feature you can provide the results on big monitors in the finish area which will be updated continuously.

See the Result Reports reference.

Note
Don't forget regular backups during the event! Have a look into Data security - Task based help.

See also

Competition day reference

Results reference

Data security - Task based help

4 Advanced tasks

The topics in this section describe all the tasks which are not described in the Quick start tutorial section. Some topics do just provide more details compared to the Quick start section, others do describe tasks which are not basically necessary to organise an O competition.

Nevertheless, it is good to know about them and this may help you to simplify you work as an O organiser. Many of those functions had been implemented based on user requests, so not only I myself but also every user should profit from how they are doing the things!

There are also those functions described which are only available if you own the Pro version.

For reference purposes, you can use the table of contents as an index. Just pick out the task you need more information, look there and follow the links given to the reference section.

More information

In the Quick start tutorial you find all the tasks which are essential for organising an orienteering competition.

The OE12 setup has installed several *demo events* which had actually taken place. Many thanks to the organisers who allowed me to include their events here. These are multi day and single day events. Besides working on your own event, you may always check out how things had been done in the sample events.

4.1 Managing events

The *Event* main menu topic offers you all functions which are necessary for managing multiple events.

Event		Maintenance	
Select		Backup	
Settings		Restore	
New		Repair	
Delete		Copy	

On starting, OE12 always selects the previously selected event. Via *Event - Select*, you can select another event. See the Select event reference for more details.

To create a new event use *Event - New*. This will display the event settings dialog, where you can enter the characteristics of the new event. Look at the Create a new event reference to learn more.

If you want to modify the event settings later, use *Event - Settings*. See the Event settings reference for more details.

In the course of time old events, saved event status, or even test data will enlarge the event selection list unnecessarily. To delete an event, use *Event - Delete*. See the Delete event reference for more details.

Do not forget backing up your current event after each working session with OE12. It is also recommended to make regular backups during the competition. This is the function *Event - Backup*. See the Backup event reference for more details.

If you followed a well thought out backup strategy, you have the chance to restore your event data in error cases. Use *Event - Restore* which is described in detail in the Restore event reference.

Due to faulty network settings or other reasons (you can't imagine what can happen...) you may have got corrupted data. You can try to repair this yourself using *Event - Repair*. See the Repair event reference for more details.

You may wish to duplicate an event, for example as a simple backup. Or you might wish to keep intermediate status of an event for later reuse. Or you may wish to use parts of a previous event as a starting point for the new one. This all can be done with *Event - Copy*. See the Copy event reference for more details.

See also
Beginning with the event

4.2 Managing archives

You can define the same archive root folder for all SportSoftware applications. This means *that you can use exactly the same archive* from all SportSoftware applications simultaneously.

The *Archive* main menu topic offers you all functions which are necessary for managing multiple archives.

On starting, OE12 always selects the previously selected archive. Via *Archive - Select*, you can select another archive. See the Select archive reference for more details.

To create a new archive use *Archive - New*. This will display the archive settings dialog, where you can enter the characteristics of the new archive. Look at the Create a new archive reference to learn more.

To edit the archive, means the competitors, club, classes and the settings, use *Archive - Edit*. See the Edit archive reference for more details.

In the course of time old archives, saved archive status, or even test data will enlarge the archive selection list unnecessarily. To delete an archive, use *Archive - Delete*. See the Delete archive reference for more details.

Do not forget backing up your current archive after each session where you had edited it. This is the function *Archive - Backup*. See the Backup archive reference for more details.

If you followed a well thought out backup strategy, you have the chance to restore your archive data in error cases. Use *Archive - Restore* which is described in detail in the Restore archive reference.

Due to faulty network settings or other reasons (you can't imagine what can happen...) you may have got corrupted data. You can try to repair this yourself using *Archive - Repair*. See the Repair archive reference for more details.

Usually, you will create the competitors' archive by an *import* from an external database. This is done by the import functions for competitors, classes and clubs. See also the Imports into the archive reference.

Due to the import from a federation database, you may already have a well defined class table template for your events. Then copy this class table from the archive into the event using *Archive- Copy classes* and use this as your starting point. For more details see the Copy classes into the event reference.

Sometimes it may be preferred to Copy the clubs from the archive into the event beforehand: *Archive - Copy clubs*.

OE12 provides a comfortable function to maintain the archive based on event data: *Archive - Update from the event*. This function works perfectly if the event had been computed using the same archive, but it is also easy to use if the archive had not been used in the event. For more details see the Update archive from the event reference.

See also

Managing entries - Task based help

4.3 Interacting with web services

OE12 can interact in various ways with web services which offer different tasks. In the leading orienteering countries, the federation is responsible for a central web service which offers most tasks mentioned in this topic. There are also many web sites offering their services for online entries, online results, split times, etc.

Some prominent web services provide a direct communication between them and OE12, f.ex. *Eventor*, *ORIS* and *ol-events.ch*. For more information see the Web reference and its subtopics.

Many other web services provide just file export and imports. This topic describes how to work with them in OE12.

Maintaining the archive

In some countries, the archive is offered ready-to-use for OE12. You can just download the archive backup and restore it. See the Restore archive reference for more information.

In other countries, import files are published by a central place, mostly the federation. You can import them into OE12. See the Imports into the archive reference for more details. However, with large archives like those in Sweden, Finland and Switzerland, the import will take some time. So providing a ready-to-use archive should be preferred in that case.

One important topic is the class table. A template can be included in the archive (even if the competitors therein are not assigned to classes), which can be copied into the event and customized for the particular event. See the Copy classes into the event reference.

Entries and start lists

There are numerous web sites which offer an online entries service. Almost all of them do support the CSV interface to OE12 or the IOF XML format. Use the export of the entries reports and the entries import to exchange data with those web services. See also the Reports and Import entries references.

Sometimes the class table of the event can also be provided by the entry service. Then you can import this file into OE12. See the Import classes reference.

Mostly you will also publish the start lists at those sites.

Results

During the event, you can continuously upload automatic results or intermediate times to a web site for online reporting. See the Result Reports reference.

After the event, you can upload the official results and split times. There are numerous services for visualization of split times available, sometimes together with displaying the routes on the map. Nearly all of them support the OE12 CSV format or at least the IOF XML format.

See also

Managing archives - Task based help

Web

Import entries

Reports

4.4 Handling teams

With its first releases, OE12 V.12.1 provides 3 different competition types which handle teams differently. The event type is shown in the status bar next to the chip system. Based on user feedback, there may be more competition types in future.

Standard: Individuals, normal O courses, teams supported
This is the normal individual competition, and you can have teams. In all reports the teams are shown like a single competitor, with all names of the team mates in the name column. Just like so far.

Teams only, normal O courses
You can edit an extra name for the team. Team mates can be from different clubs.
In all reports the teams are shown with their team name and optionally the names of the team mates in extra lines, just like you are used to from relay teams.

Teams only, courses with distributed controls
These are special team competitions where predefined controls can be punched by only one team mate. Additionally there can be a normal course which must be punched by all team mates. This is the event type which had formerly been computed by **OT2003 (OLTeam) V10**. The report layout is the same as given above.

Theoretically, OE12 can support teams with an unlimited number of members. In practice, there will be limits which allow reasonable report layouts. For the event type *Teams courses with distributed controls*, there is a maximum of 5 members per team allowed.

The basic rule is that the team members start, run and finish together.
In the event types *Standard* and *Teams normal courses*, at least one team mate must carry a chip which counts for the whole team. If there are more chips in the team (every team mate can have one), then all of them must have punched the course correctly to get a valid result.
In the event type *Teams courses with distributed controls*, all team mates must carry their own chip. The code checking depends on the distribution mode which is defined for the course.

➖ Predefinitions for teams

There is no pre-definition for teams necessary, f.ex. with the class. It is possible to have both teams and individuals in the same class.

➖ Entries

You can enter all team members individually as usual. Use the Team column to assign the competitors to the right teams. You can use the Team Panel to create new teams and give them a descriptive name. The team mates must be of the same class but they can be from different clubs. In the teams only event types, you may omit the clubs and use the team names only. See the Entries reference for more details.

For the two event types Teams only, usually all teams within a class should have the same size. This can be validated by the report Check teams.

➖ Computing teams

In the event types *Standard* and *Teams normal courses*, normally a team should carry a single chip. For the result, this chip counts. This means the code checking, the start punch and the finish punch. If several (up to all) team members carry their own chips and punch with them (much fun for kids!), then they all must have punched the course correctly. For the running time, the first start punch (if used) and the last finish punch count.

In the event type *Teams courses with distributed controls*, all team mates must carry their own chip. The code checking depends on the distribution mode which is defined for the course. For the running time, the first start punch (if used) and the last finish punch count.

See the Event settings and the Evaluate chips references for more information.

Teams in reports and export files

In the entries and start fee reports, all competitors are displayed and counted individually. There is an optional column for the *team* which shows the team name.

In start list and result reports and the speaker function, there is only a single line for the team. The names of all members will be given in the *Name* column or optionally in extra lines.

In import/export files in **CSV format** for entries, there is one record per competitor, together with his *team assignment*, which will be imported correctly.

In export files in **CSV format** of start lists and results, there is obviously one record per team, with all team mates given in the *Name* column. Those export files **can't be used** for a re-import into OE12.

In the import/export files in **IOF XML V3 format**, teams are given by the special *Teamxxx* records (*TeamEntry*, *TeamStart*, *TeamResult*). This is fully supported by OE12.

See also

Event settings reference

Courses reference

Entries reference

Start list draw - Classes reference

Start list draw - Courses reference

Start list reports reference

Evaluate chips reference

Result Reports reference

4.5 Chip systems

The SportSoftware V12 for orienteering supports the two existing chip systems *SportIdent* and *Emit*. OE12 had been specially designed to make using those electronic systems as easy as possible for you and to provide you the best benefit. Of course you can use OE12 without any chip system also, but with pin-punching.

There are numerous functions which deal with the chip systems. Just click on the links to get more information on each topic.

General	Handling the chip system devices
	Serial port settings
	SportIdent settings
	Emit settings
Reading chips	Read chips
	Read chips - Registration
	Reading device backup
Evaluation and results	Evaluate chips
	Evaluate SI stations
	Result Reports
	Find competitors who did not start
Speaker support	Speaker
Other functions	Replacement controls
	Log files

4.6 Advanced competition day tasks

There are several functions under the *Competition day* main menu item which will not be used at the average event but they may help you to solve special issues or provide you more comfort during the event.

Replacement controls

It may happen that controls get lost or stop working during the event.

With SportIdent, you have the possibility to prepare some reserve stations in advance and use them to replace the faulty stations quickly. All you have to do is to enter the replacement. There is no extra preparation of a new station during the the competition necessary. These stations should carry code numbers which are not defined in the controls table.

With Emit, you may use this feature to put out controls with different code numbers for the same official code number.

You can also use this function to "correct" your own mistakes, f.ex. wrong code numbers at the wrong places. However, this is violating basic rules of the orienteering sport, so this may be used at low level events only.

See the Replacement controls reference for more details.

Voided legs

Sometimes you may wish to exclude a part of the course (one or more legs) from calculating the running time. For example, if the competitors have to cross a busy main road on their course, then the time required for the crossing should not be included. Now you can place one control on either side of the road and exclude the time of this "leg".

It is even possible to define any control of the course as the finish, means counting the time until this control only. For this, you just have to void all subsequent legs.

You can also use this feature to "correct" your own mistakes, f.ex. excluding wrongly placed or stolen controls from the course. However, this is violating basic rules of the orienteering sport, so this may be used at low level events only.

See the Voided legs reference for more details.

Notice: You may think about simply removing a faulty control from the course definition. However, this would not look reasonably on the split time results, so use the Voided legs instead.

Start interruption

Sometimes it may be necessary to have a start interruption. This may happen at large multidays where you have a compulsory public transport to the start and the finish area which may have arrived too late.

With this function you can shift all start times beginning at a specified one by a specified time interval. The action can be restricted to specific start places and/or start boxes if necessary.

See the Start interruption reference for more details.

Reading device backup

You can download the backup memory of a SportIdent or Emit reading device and insert the chips into the event. This function is often used if you had downloaded the chips into a standalone reading device, f.ex. the SportIdent printer set, and afterwards you want to load them into OE12 to be able to publish the results.

At events with pre-entries, this function can be used to restore all or selected downloaded chips if they had been damaged or lost in the event data and if they can't be restored using the Log files function.

See the Reading device backup reference for more details.

Log files

For backup reasons, all downloaded chips will be saved in a local log file. This is useful for restoring after a crash or network problems. In the most cases, you may look for a single chip which may have become lost in Chip evaluation by removing it accidentally.

See the Log files function for more details.

Automatic result print service

Using this result print service function, you can offer a ***print service point*** at your competition, where the competitors can get instant results and their own split time sheet, using their chip as the key.

See the Automatic result print service function for more details.

Live results

You can display live results on big screens for the competitors and spectators in the finish area.
See the Live Results reference for more details.

See also

Competition day reference

Results reference

4.7 Speaker support

The *Speaker* main menu topic offers you all functions which you need to operate for the speaker support and the handling of the online controls.
This main menu item is available only if your license allows that, f.ex. OE12 *Pro* version.

Speaker	Online punches
Speaker support	Radio controls
Prewarning	
Intermediate Results	Online monitor - Client
	Online monitor - Client Web
Special functions	Online monitor - Client TCP
Biographies	Online monitor - Server
Import biographies	
	Online punches update
Display board	Manual input
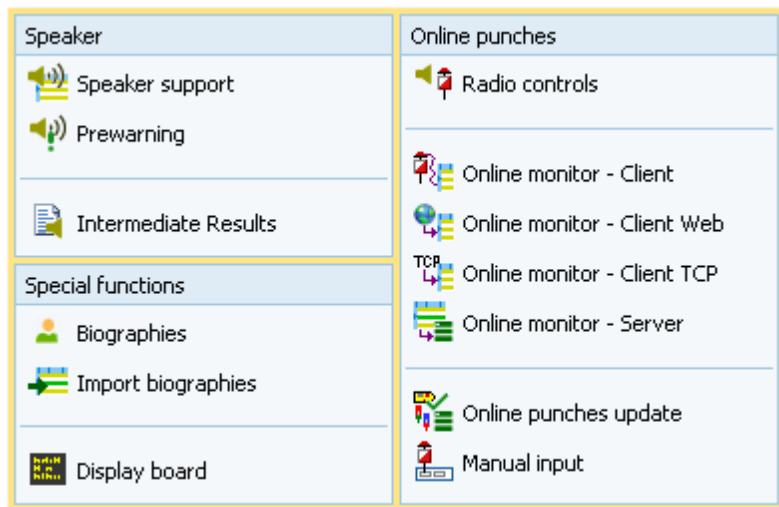
It should be mentioned here that the speaker functions are also valuable without any radio controls. A speaker can just watch what is happening in the finish based on the finish times which are delivered by the chip download.

▬ Where are radio controls useful?

Normally the course setter defines from which controls intermediate times for the speaker should be reported. This can be out in the forest or a spectator control near or in the finish area. He should have in mind that there is a natural limit of how much information a speaker can master and talk about it. For example, it is never useful to have a radio control from half the course for all competitors at a sprint race. The load in the finish is so heavy there that the speaker would not be able to talk about intermediate times at all. One solution for that would be to have the most important (Elite) classes started later than the rest.

One application of radio controls which is very common also for smaller events, is the last control. The speaker can use the prewarning window which shows the competitors who are currently in the run-in. However, this does not make sense if the run-in is shorter than 400m, because then the competitor will most likely have finished before the speaker can talk about him. In this case, the last but one control would be the better choice. Then you could use a control which is specific for the interesting classes which would also improve the network performance because of less data flow.

At high level championships (if they are allowed to use finish punches at all...), the finish controls may be used to give the speaker the official time immediately. But this is not necessary for the ordinary event. You will get the official time from the chip download which should be done within some seconds after the finish.

▬ Time taking: Radio punches or Time taking function?

With OE12, you have basically two different ways to record and compute start and finish times automatically. Either you can use start and/or finish controls as radio controls and use the Online monitor-Server function for computing them, or you can use the special time taking functions.

If you want to compute the start or finish punches directly, then the easier way is to define them as radio controls. This is especially true for *SportIdent Air+* (SIAC) and *Emit EmiTag*, whose touchfree punches are the preferred time taking procedures today.

If you have another special device for time taking (light bar or timing button) and use the start/finish punches just for identification, then you must use the time taking functions.

▬ About the hardware required

Receiving online punches continuously and watching at multiple speaker windows implies a heavy continuous

workload on both the PCs and the network. Since the slowest PC determines the overall network performance, you need uptodate network switches (100M would be best) and uptodate PCs with high CPU and network performance. All PC units should be at appr. the same preformance level, also those which are used for other tasks like downloading chips.

One word to WLAN: **never use WLAN!** Especially in a finish area where many people are using their mobile phones, there will be a very bad WLAN speed. And the rest of the (wired) network will have to stick to this speed also.

Of course everything works with slow PCs or a slow network also but a low performance (which could mean that online punches may take 15 seconds until they will be saved in the system) is not what the speaker needs to have.

Normally you would need multiple PCs which are destinated for the various speaker tasks. At smaller events, it would be possible to have the (only one) speaker online client and the server window running on the same PC. The speaker support windows where he is watching the competition must always run on extra PCs with no other task running there.

For more information about setting up the network see the Working in a network - Task based help and the Working with restricted user rights - Task based help.

Setting up the radio controls

Of course, first you have to put out the controls and verify if all control stations and the radio components are working properly. To get the online punches into the event data, there are several functions of OE12 involved.

Speaker - Radio controls
Before the event, define the radio controls. See the Radio controls reference for more details.
If you have individual courses, then follow the guidelines given in the Handling individual courses reference.

Speaker - Online monitor - Server
Launch the server monitor at the (network) server. For more details see the Online monitor - Server reference.

Speaker - Online monitor - Client
Connect the radio units or the directly wired online controls to the PCs in the network. In the times of USB ports, it may be possible to have multiple units connected to the same PC. If necessary, you should have the appropriate USB drivers installed. (This is a task which has to be done **before** the race...)
Launch the client monitor on every PC and for each of the devices which are connected to that PC. Every device which is connected to a specific port requires its own client monitor window. Be sure to set the right Com port and speed. See the Serial port settings reference for more information.
Verify that the online punches are working. Just punch at every control. The punch must be seen first in the client window and then in the server window.
For more details about the client monitor see the Online monitor - Client reference.

Speaker - Online monitor - Client - Web
This is a similar function which collects the punches, but from a web server. Some radio punch systems collect the radio punches from the control stations and then send them to a web server. From there they can be downloaded using this function.
For more details about this client monitor with web connection see the Online monitor - Client Web reference.

Speaker - Online monitor - Client - TCP
This function collects the punches from a TCP Winsock port. For more details about this client monitor see the Online monitor - Client TCP reference.

Speaker - Online punches update
Launch this window on the (network) server. For more details see the Online punches update reference.

External result services
OE12 has well defined interfaces to external systems which report live results. There is an event-driven interface for the radio punches and there are automatic result uploads which can be updated in predefined intervals.
For more details see the Online monitor - Server and Intermediate results references.

Setting up the speaker environment

OE12 offers two windows for the speaker.

Speaker - Speaker support
This is the classic window for the speaker where he can watch what is going on with radio times and finish times for selected classes. You can also use it for simply watching results without using any radio control. See the Speaker support reference for more details.

Speaker - Prewarning

This window shows all punches at the selected control. So it is mainly designed for the last (or last but one) control to allow the speaker to announce incoming competitors. A quick result panel helps him to see where a specific runner is placed in his class. You can also use it for simply watching finish times and quick results without using any radio control. See the Prewarning reference for more information.

You can have multiple speaker and prewarning windows open so that the speaker has much information available without having to operate or to switch between the windows. Use large screens and distribute the windows to several PCs if necessary.

Driving an external display device

With OE12, you can drive an external display device so that it can display online information about intermediate times and finish times. These can be display boards in the finish or virtual "display devices" which display the information online on TV or in the internet. OE12 offers a well defined interface to external DLLs which can be implemented by any 3rd party. See the Display board reference for more details.

Other speaker features

There are some more functions which help to provide the necessary information for the speaker and the spectators.

Speaker - Intermediate results

During the competition, you can display and print the intermediate results from the radio controls. With the automatic uploads you can update external web result systems continuously. See the Intermediate results reference for more details.

Speaker - Manual input

In addition to online connected controls, you may have other radio controls, from where you receive intermediate times, f.ex. by phone. You can enter them here. They will appear automatically in a speaker window of the appropriate class. See the Enter intermediate times manually reference for more details.

Speaker - Biographies

Especially at top level competitions, you can support the speaker by offering a biographical text or other additional information about the competitors. This text can be displayed in the speaker window. The biographies can be imported from external sources. See the Biographies and the Import biographies references.

See also

Speaker reference

4.8 Time taking

Besides the most common time taking method using the finish punch, you may have the need to enter finish times manually or use an external time taking system or the PC clock for time taking.

You find these functions in the main menu under *Time taking*. This main menu item is available only if your license allows that, f.ex. OE12 *Pro* version.
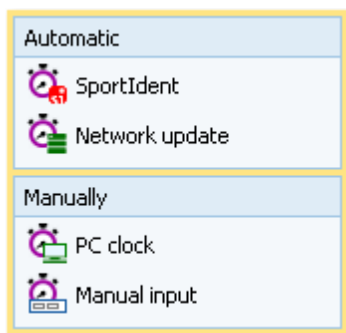
SportIdent and Emit provide special time taking devices. They can be used together with a control station for the identification punch.

▬ When is external time taking useful?

The electronic punching systems SportIdent and Emit provide their own natural method of time taking. This is punching (optionally) the start time at the start and punching the finish time on the finish line. Even at sprint championships the finish punch had become popular. Nowadays the touchfree systems *SportIdent Air+* (SIAC) and *Emit EmiTag* are used for this purpose.

So an external time taking will only be used where the rules demand it, f.ex. at high level championships with TV broadcasting like WOC.

▬ About the hardware required

Like the radio controls and the speaker functions, also the time taking functions contribute to a heavy continuous workload on both the PCs and the network.

You need an extra PC which records the finish times with the time taking device connected to it. If you are recording the start times also, you could use the same PC and an additional time taking window but it is wise to have an extra PC for that task.

For more information about setting up the network see the Working in a network - Task based help and the Working with restricted user rights - Task based help. See also the instructions given in the Speaker support - Task based help.

▬ Setting up the time taking device

Open the *right time taking window* (SportIdent or Emit). The function is displayed in the menu, depending on the chip system.

Connect the time taking device and (if necessary) the control station for the identification punch to the PC. If necessary, you should have the appropriate USB drivers installed. (This is a task which has to be done **before** the race...)
Be sure to set the right Com ports and speeds for both devices. See the Serial port settings reference for more information.
Verify that the time taking and the identification punches are working. Just trigger a time and punch at the control. Both must be protocolled in the window.

Be sure to read the Time taking - Basic principles reference first and then the context help of the time taking window you are using.

▬ Other time taking features

There are some more functions for the time taking available.

Time taking - Manual input

For some reasons, it may be necessary to enter finish times manually, f.ex. if you are using an external time taking system which had a failure for some time. However, the best known purpose of this form is that you can *enter not started competitors very quickly* here. See the Manual input reference for more details.

Time taking - Network update

During a network break the clients which collect the times and punches can switch to local mode (emergency mode) and just continue working locally. Later those times must be uploaded with this function from each client. See the Time taking - Network update reference for more information.

See also

Time taking reference

Results reference

4.9 Special multiday tasks

If you are working on a multiday event, then in many forms you will see the stage selector.

Working in those windows is the same as when working on a single day competition but it applies to the selected stage. Often you can switch the stage to do the same work for the next stage, f.ex. the start list draw.

In other forms, the stage selector is deactivated just for display purposes, f.ex. the speaker window. Those forms will always use the stage only by which they had been invoked from the main menu.

See the stage selector reference for more information.

Some forms have just more input fields or columns available for stage specific data, like the Event settings dialog or the Entries form.

Please observe that the SportIdent and Emit settings must be defined for every stage individually. For more details have a look into the SportIdent settings and Emit settings references.

The entries, start list and result reports let you choose whether you want to have a single stage only or all stages in the report.
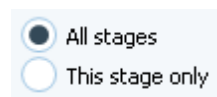
Some functions had been especially designed for multidays, but they can also be used (not so commonly) for single day events.

Results - Cancel classes

Start list - Start organisation by clubs

There is a single function which is available for multiday events only.

Start list - Chase start by classes
or
Start list - Chase start by courses

The point scoring is the only feature (not function) which is available for multidays only. You can find this in the Result reports and the Chase start function.

See also

Event settings reference

SportIdent settings reference

Emit settings reference

Entries Overview reference

Start list reference

Competition day reference

Results reference

4.10 Data security

Especially when nobody expects it, computer hardware, especially hard disks, or the network may fail or humans will make mistakes. [Murphy's law]

The SportSoftware event applications are nothing else than serious business data processing applications like those you may be working with in your company. In such companies, precise and well-defined data security and backup strategies are a matter of course. A data loss may cost much money or ruin the company at all.

With orienteering event data, this is a similar scenario. A failure before the event may cost you much time to rebuild the data, and you won't be sure if you then have everything like before. A failure during the competition may stop and break it and you may not be able to provide results. By a failure after the event, you may lose all results if you did not upload them into the web yet.

To minimize your risk, OE12 provides various functions and features which should help you here. However, you as the user are the one who must **DO** it!

▬ Regular backups

OE12 provides easy-to-use *Backup* and *Restore* functions. Using other backup methods is not recommended since they may not save all necessary data. In our days, the USB stick is the best backup medium. See the Backup event and Restore event references.

It is recommended to make a backup

- after every session before the event (mainly entries)
- just before the start list draw
- after the start list draw, before publishing the start lists
- just before the event begins on the competition day
- on a regular basis (30-60 mins) during the event
- after the event has been finished

Most important is the backup with the data before the event starts. This may serve as a basis for rebuilding the data later, using log files etc.

▬ Log files

All functions which collect data, are saving their data into *local log files* also. OE12 provides easy functions which you can use to restore anything out of the log files back into the event. The backup memories of the SportIdent master stations and the Emit MTR units are another kind of sources which could be used to restore data.

For more details, refer to the following references:

Read chips
Read chips - Registration
Log files
Reading device backup
Online monitor - Client

▬ Emergency mode

The *Emergency mode* helps you to overcome network breaks. The basic idea is that during a network break the data collecting clients can switch to local mode and just continue working locally. Later those chips and finish times can easily be read from the log file into the main event, after the network is up again.

For more details, refer to the following references:

Read chips
Read chips - Registration
Log files
Time taking - Basic principles
Time taking - Network update

See also

[Working in a network - Task based help](#)

4.11 Working with restricted user rights

The SportSoftware supports working with restricted user rights. However, there are some preconditions to be observed.

When installing OE12, Windows 10 will raise the user rights where it is necessary.

Basically it is always recommended to run the SportSoftware with admin rights. This had been the standard up to Windows Vista, so nobody did take care of that and the previous SportSoftware version 10.x did not experience any discussions about user rights. Now with Windows10 we have the situation that the standard is the restricted user. This is fully supported by the SportSoftware version 12 but you must ensure some preconditions.

OE12 is working on three basic types of data files, which are the application settings, the event data and the archive data. See the Application folders reference for more details. The following instructions are valid both for local and network operation.

— Setting up the folder access rights

Windows 10 allows to define precise access rights for all files and folders down to a single-user-basis.

To be able to work on any data and settings files, OE12 requires full read/write access to the required folders and files. By default, Windows 10 grants full access only to privileged users with admin rights and to the owner (creator) of the files.

This means f.ex.

- If an administrator had set up the application settings path or created an event or archive, they will not be accessible for any other user with restricted rights.
- If a restricted user had set up the application settings path or created an event or archive, they will be accessible for him and every user with admin rights but not for other restricted users.

To overcome this, you have to set full access rights manually for the required folders. If you are using a reasonable folder organisation, then it will be sufficient to set the rights for the common root folder only. Those rights will be inherited automatically by all folders and files below this folder.

For example, if you are using the recommended SportSoftware standard for application folders, you simply have to set the rights for the folder *C:\SportSoftwareV12*.

Right-click on the folder name in the explorer and select *Properties*. In the properties dialog, select the *Security tab*. Click on *Edit*.

You may find the Administrators group selected which has full access rights by default. Select the group Users below that. Check the box for Full Control and save this setting by *OK*.
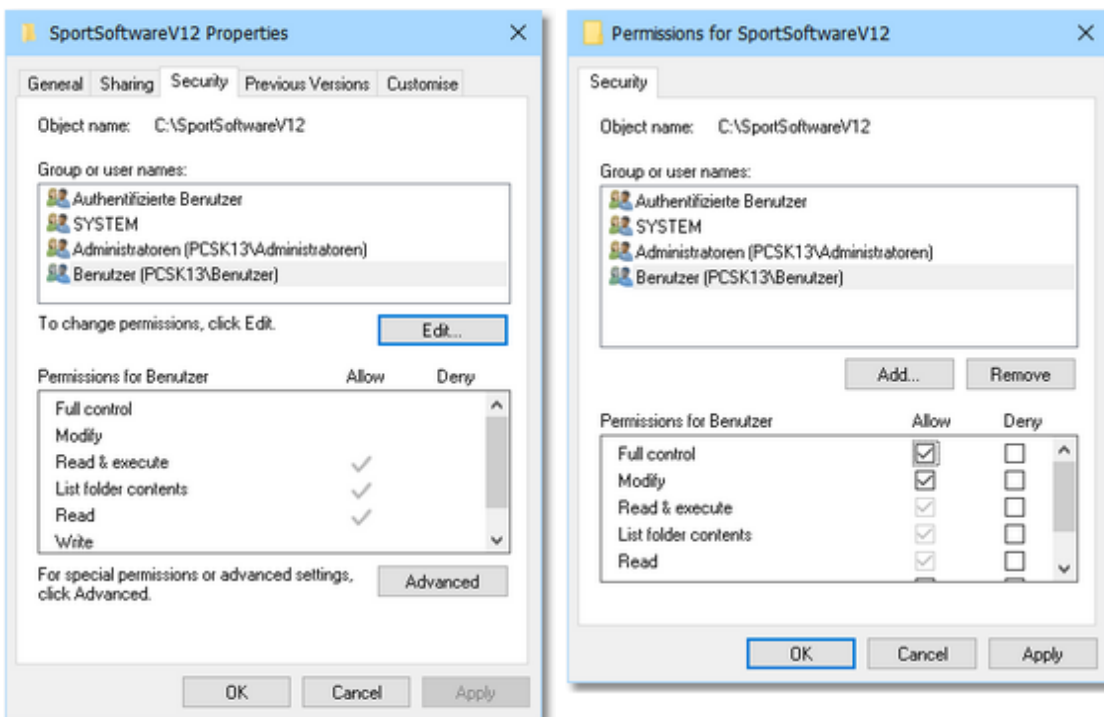
⊖ Troubleshooting

OE12 will prompt you if it detects that you don't have the necessary access rights on any data.

This check is done whereever it seems to be reasonable, f.ex. when selecting an event. To fix this, please check out the rights for all users on that folder and all parent folders. See the instructions given above.

Disclaimer

The author refers to his common license agreement. With the current state of PC technology, it is not possible to implement a software running under MS Windows, which behaves equal with all possible configurations. The author offers his assistance for troubleshooting.

See also

Application folders reference

Working in a network - Task based help

4.12 Working in a network

Please ensure that you had understood the principles which are explained in the Application folders reference!

The SportSoftware supports networking. From the users' view, this means that multiple PCs can access the same event or archive concurrently, which is saved on a central PC's hard disk. In the following, the central PC is called the *server* while the others are called the *clients*.

Each PC node must have the application installed locally. On a first glance, it looks like this would be not necessary for the server, but there are strong reasons to do so, see below.

OE12 should always be installed locally and be launched from the local hard disk. Experienced network users could think about installing the application on the server only and run it from there on all clients. With the V12 Application folders concept, this would be possible but it is not according the idea of the SportSoftware. Think about what you will do at network breaks. No further processing possible...

Only the event data and the archive data on the server can be accessed concurrently! Application settings should always be saved locally.

▬ Setting up the network

This guideline is valid for all Windows versions. It is also valid for both the events and the archive. You can have both locally or remote, independently of each other. However, this is not recommended... Either you should have both remote or you should have both locally. The following instructions for the events are also valid for the archive.

- First of all, you should have executed OE12 at least once. When launched, OE12 checks some settings which are necessary for a reliable and safe data processing. You will be prompted if OE12 found some problems here and you will be asked to rerun the setup and reboot in order to fix this. This is especially important for the server, so you must have installed OE12 on the server. There will be some more tasks which can be done best on the server directly, so there is no reason why not to install OE12 there.
- Share the event and/or archive root folder on the server PC, including all subfolders. Allow full read/write access for all clients.
- Of course, you may have to check out how the firewall behaves on every PC. Normally it should be possible to allow full access for anybody in the local network. Or you may have to allow every client to access the server individually. If you don't have an internet connection (which is often the situation at O events...) then you may just shut up the firewalls. There are no studies available how much the performance improves without a firewall, but it is most likely that this will be the case.
- On every client PC, go into *Event - Select* and select the event root folder on the server there. For more details see the Select event reference
- Consequently, at the server you have to select the same folder which is local to this machine.

▬ The networking limits of Windows

In Windows10, Microsoft has limited the maximum number of clients in peer to peer networks (which is being used here) to 20 connections. This does not mean the overall number of PCs in a certain network, but the number of PCs which can access the same event (= the same data) concurrently. The limit is valid for the server PC.

Note that the SportSoftware V12 **runs on Win10 only**. It may be possible on Win7, but this is not supported.

If you need to connect more clients to your network, then you must use a Windows Server Edition at the server PC, and you have to purchase the appropriate license which covers the expected number of clients.

▬ Checking out the performance

The default settings of Windows are not perfect for a fast multi-user peer-to-peer database access in a network. This will not matter for small networks at small events, since the underlying DBIsam database system is so fast that you will be pleased with that. But it may become important at large events and especially if you are using a Windows server OS and client PCs with Win10. I have collected some hints and you may have a look for that in Optimizing network performance - Task based help.

More hints

Some functions require **exclusive access** to the event data (e.g. some imports). At this moment, there must not be any clients accessing the same event.

Before using a network configuration at an event, be sure to **test it thoroughly with the application**. Verify the settings given above. Test exactly those machines which will be used at the event!

If you are working in the network, this will be indicated in the status bar. If a client loses the connection to the server, it will try some seconds to continue until you will be prompted by the Network lost dialog.

> **Network connection lost**
>
> ⚠️ The network connection is down.
> You have two choices how to continue:
>
> **Abort the application   (recommended)**
> The application will be aborted.
> Solve the network problem.
> Restart the application afterwards.
> If necessary, you can continue working in local mode.
>
> **Stay in the application**
> The application will continue accessing the data through the network.
> But in most cases, the application will hang.
>
> ⛔ Abort the application   ✔ Stay in the application

However, there are rare situations where staying in the application will help. In most cases it is recommended to abort the application and restart later after having solved the problem. Have in mind that OE12 provides some methods to continue working during network breaks, f.ex. the Emergency mode of the Read chips form.

Disclaimer

The author refers to his common license agreement. With the current state of PC technology, it is not possible to implement a software running under MS Windows, which behaves equal with all possible configurations. Above all, this is true for network installations. The author offers his assistance for troubleshooting.

See also

4.12.1 Optimizing network performance

The default settings of Windows are not perfect for a fast multi-user peer-to-peer database access in a network. This will not matter for small networks at small events, since the underlying DBIsam database system is so fast that you will be pleased with that. But it may become important at large events.

In former times of Windows XP together with Windows Server 2003 you never had to take care of this. Win7 and Windows Server 2008 introduced some new network settings which should boost the performance but they don't do so in most cases. More, they are contraproductive for peer-to-peer networks which use shared ISAM databases like the SportSoftware. This is also true for Windows10. I have collected some hints and you may work through the steps given here.

There are tons of sites in the internet where you can get information about this topic. So, if you don't fully believe what I am writing here, just do a Google search for *Win Server network performance* or simply one of the *setting names* given below.

Some of the hints given in this topic are also helpful if you are working standalone and always locally. Just read everything…

Before you begin

All of the settings described below have to be done as **Administrator**!

Before you begin with changing the settings on your computers, *create a System Restore Point* and give it a descriptive name. If you are not familiar with this, then look into the Windows help or google it.

Write down the previously existing settings carefully. If a PC is one which you (or others) are using at work, then it will be necessary to reset it back to the original values after the event. You can do this by restoring from the System

Restore Point, but it is always good to be able to verify that everything is again as it had been before.

If this is your private PC, then it would be worth thinking about keeping the changes. Most have clear advantages also outside the SportSoftware...

After every step, you will always have to reboot your computer to get the changes into effect.

Set up your network like it is given in the Working in a network - Task based help, paragraph *Setting up the network* .

You may not see the effects immediately, testing with a small network outside a running event. But you can be sure that you will profit from them during a running event.

Use fixed IP addresses

Relevance Should always be done when working with the SportSoftware.

By default, Windows computers are set to be as flexible as possible with respect to networking. One example is the default setting that a PC should *obtain its IP address automatically*. This may be right for WLANs, but for local networks (LAN) this is always slow and unreliable not only for multi-user database access. You will even see the difference when trying to access a file on the server PC via the Windows explorer.

Set a fixed IP address
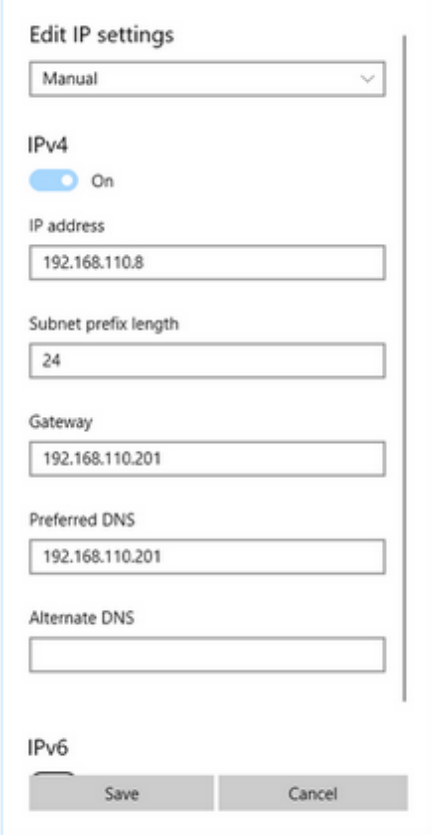
Click on the LAN symbol 🖳 in the taskbar and open the Network and Internet settings. Click on Ethernet and then on the symbol of your Ethernet which will show your Ethernet settings. Scroll down to IP Settings. Click on the Edit button below the IP settings. This will display the Edit IP settings dialog.

Select *Manual* in the upper listbox. Set the switch IPv4 to *On*.

Enter an appropriate IP address. IPv4 addresses usually have the form like 192.168.11.1, where the first two numbers are predefined by some standard. 192.168. is a well known default for private LANs. The 3rd number identifies the LAN and it must be the same for all PCs in your LAN. The last number identifies the singular PC or even another unit like a printer or Internet router. It must be unique within your LAN. Define a useful numbering scheme for your LAN and set all your PCs.

The Subnet prefix length is always set to 24 and it should not be changed.

The Gateway is necessary only for web access. In this case it must carry the IP address of your Internet router, otherwise it can be left blank. The same goes for the Preferred DNS.

Define the Workgroup

Rightclick on This PC and there on Properties. This will display the
System properties. Click on Advanced system settings which will open
the System properties dialog. Click on the tab *Computer name* and there
on the button *Change*. This opens the Computer Name/Domain Changes
dialog.

Define a descriptive workgroup name and use this for all PCs in the LAN.
The default setting is something like *Workgroup* and you may even leave
it as it is.

Finally close all dialogs by *OK*.
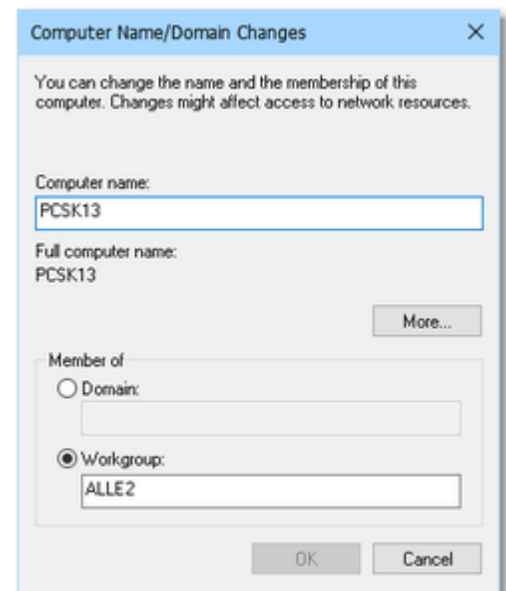
Having finished these settings, reboot all PCs. Experience how easy you can access remote files using the Windows
explorer. It is just like accessing files locally, and this is how networking should work.

Notice: Firewall

Of course, you may have to ***check out how the firewall behaves***. Normally it should be possible to allow full access
for anybody in the local network. Enter your IP range as a trusted zone into the firewall settings. For more details,
look into the help of your firewall. Or you may have to allow every client to access the server individually.
If you don't have an internet connection, then you may just shut up the firewall. There are no studies available how
much the performance improves without a firewall, but it is most likely that this will be the case.

➖ Set the virtual memory

Relevance Necessary for all PCs, independently of the SportSoftware.

The size of the virtual memory is a setting which is by default set to be *managed automatically by Windows*. However,
it is an old rule coming from the beginning of Windows that a fixed value for the virtual memory size improves the
overall performance of the PC. This rule is still valid for the newest hardware and Win10.

Rightclick on This PC and there on Properties. This will display the System properties. Click on Advanced system settings which will open the System properties dialog. Click on the tab *Advanced* and there on the *Settings* button of the Performance (mostly the topmost settings panel).

This will open the Performance options dialog. Click on the tab *Advanced*. There you see a panel called Virtual memory. Click on the button *Change*. this opens the Virtual memory dialog.

Uncheck the *Automatically manage paging file size for all drives* check box. In the drive listbox keep the preselected drive. Click on *Custom Size*. There, enter the same value as initial and maximum values. Windows will propose a value here. Simply use that one (and insert the same value for the initial size) if this looks reasonable and if this is about 150% of your hardware memory.

Click on *Set*.

Finally close all dialogs by *OK*.

Reboot the computer as you are asked to do so.
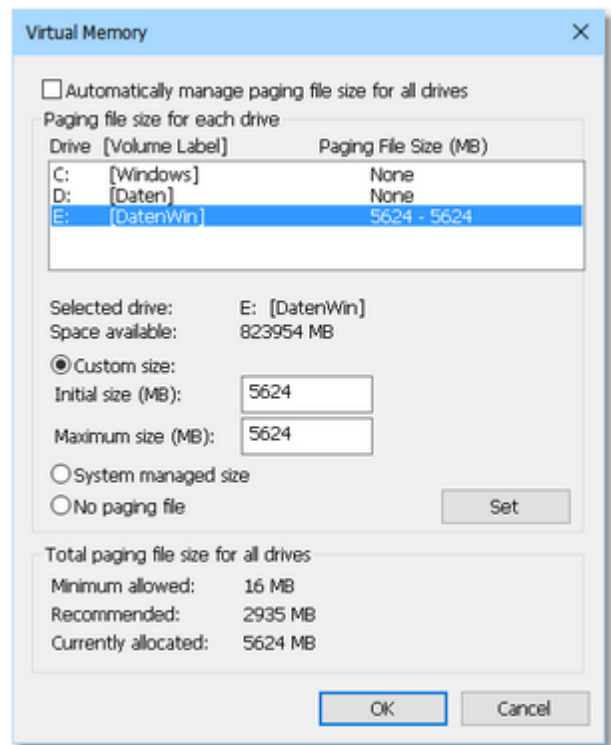
➖ Map a drive to the server folder

Relevance All client PCs.

It is wise to *assign a drive letter* to the server's event root folder. This will cause that Windows will try to search for this network drive automatically when starting up. So you will have it available automatically when you want to select the event.

Rightclick on This PC and there on Map Network drive. This will open the respective dialog.

Select a drive letter from the drive listbox. Use a letter by which you easily recognize that this should be a network drive, f.ex. something like K:, L: etc. Click on the *Browse* button and *select the network drive* or folder which you want to map. **Notice: *you must map at least the event root folder on the server***, not only the folder where the event is saved. Of course, any folder above the event root folder or the whole drive could also be mapped.

Check Reconnect at sign-in to enable the automatic detection when booting the computer.

Close the dialog by *Finish*. Reboot the computer.
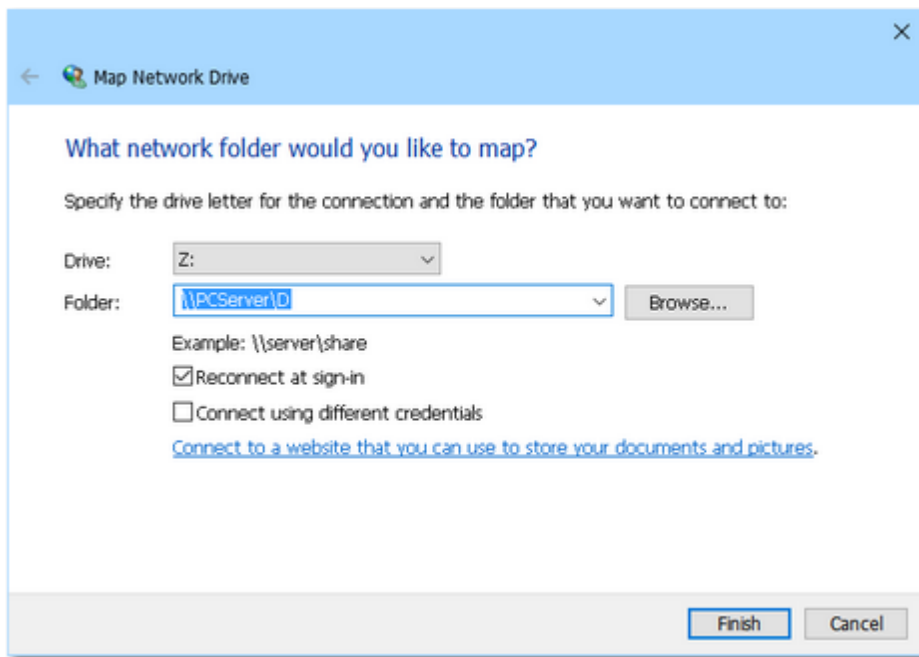
Check out the virus scanner

Relevance All PCs.

This hint is not really network-related, so everyone should take care of this.

I got sporadic feedback that some functions of OE12 could not be invoked or the application hung unexpectedly. No bugs were the reason for that but an over zelous virus protection software installed on those computers. It may happen that such virus software modifies an application exe file erroneously. Especially the applications of Avira AntiVir and Avast, which are available for free, are well-known and have a bad reputation for that.

OE12 and its setup program are signed by a trusted certificate. This means, no virus checker should touch them anymore. Instead, you will get a prompt if Windows detects that the exe file had been manipulated.

The same thing can happen to data files and temporary data files which will be used by the database system.

Usually the virus checking software provides an exception list where you can enter those files/folders which should be considered as trusted and therefore should not be checked. Enter all folders there which are given in the Application folders dialog:

- Application installation folder
- Application settings folder
- Event data root folder
- Archive root folder
- the folder where you usually save your downloads (-> setup files)

For more information, read the Application folders reference.

If you had those problems described above with OE12, then reinstall it after you had done the settings in the virus software. Re-download the setup (since this one may also be damaged) and reinstall the software. It is not necessary to deinstall it beforehand, a simple reinstall should be sufficient.

Of course, to just evaluate whether the virus checker was actually the problem, you may simply deactivate it for some time.

Disable all background applications

Relevance All PCs.

There may be numerous programs running in the background which had been launched when booting the PC, f.ex. Update checkers, Office task bar, etc. All of them eat up PC performance and mostly also network performance.

Check out everything, whether you need this during working with the SportSoftware in a network at an event. Stop or disable all unnecessary programs.

Registry settings

All necessary registry settings had been done with the OE12 setup.

Disable Remote differential compression API support

Relevance All PCs

Remote Differential Compression (RDC) had been introduced in WinServer 2003 and it is available on all later versions of Windows. It is enabled by default. RDC allows data to be synchronized with a remote source (server) using compression techniques to minimize the amount of data sent across the network.

Open the Control Panel, click on Programs and there choose Programs and Features. There click on Turn Windows features on or off. This will open the Windows features dialog.

Uncheck the option Remote Differential Compression API support.

Close the dialog by *OK*. Reboot the computer.
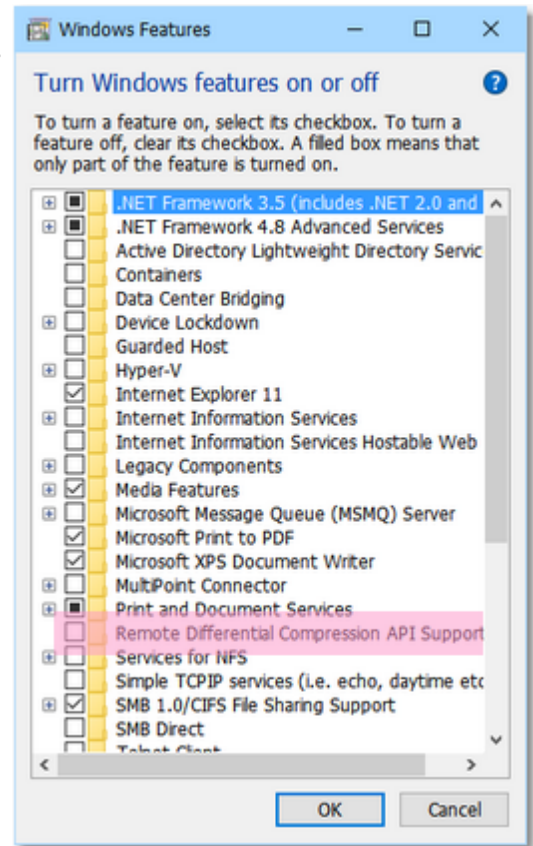
Turn off Windows Search Indexing

Relevance All PCs.

In order to speed up the file search process, the Windows search indexing service scans through the files and folders on the Windows system continuously and records information about them in an index file and the memory. This can take up a lot of memory and resources and will certainly affect your computers performance. It might even be indexing locations that you never intend to search for files on.

You may ask yourself: how often are you using the Windows search to look for a distinct file over the whole disk? If the answer is: not more than once a week (I believe it will be much less), then you can turn off this feature. A search without index does not take that long. So you don't need to suffer from low performance all the time only to shorten a file search once a week from 30 seconds to 5 seconds.

This is especially helpful for the server PC.

Go into the Windows explorer or into *This PC* and *rightclick* drive C:\ (the root folder). This will open the Local disk properties dialog.

Uncheck the option Allow files on this drive to have contents indexed in addition to file properties. Also look at the other option Compress this drive to save disk space. This one is unchecked by default. If this is not the case, then uncheck this also.

Click on *OK*.

You will be asked whether you want to disable indexing for drive C:\ only or C:\ including all subfolders. Select the latter option. Windows will take some time to change this attribute.

Repeat this procedure with all drives on this PC.

Finally reboot the PC (you only need to do so after the last hard disk).
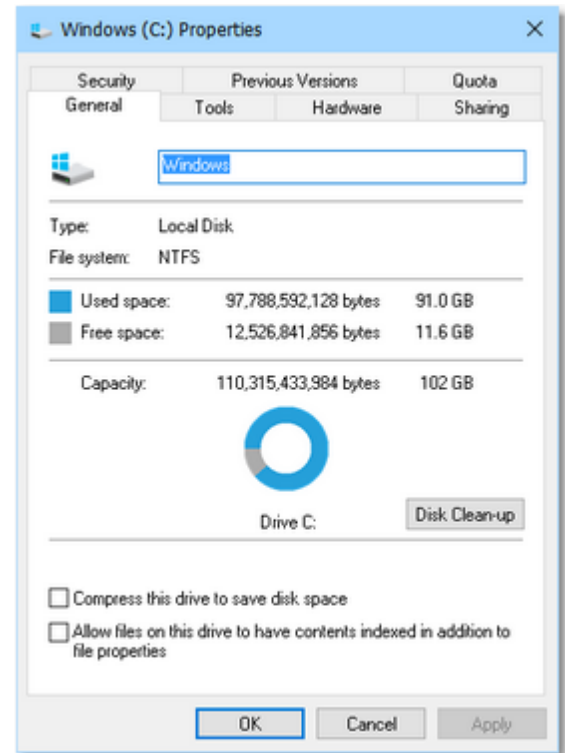
Turn off Power saving settings

Relevance All PCs.

Especially for notebooks, the energy or power options are set in a way *to save battery power*. But this is not advisable and not necessary when working with the SportSoftware at an event. So you should **set them to full power**, so that nothing except the monitor will be shut off automatically during the event.

Open the Control Panel, click on System and Security and there choose Power options. This will show the Power Options settings (now called power plan). Check the option *High performance*. If this is not visible, then first click on *Show additional plans* to display it.
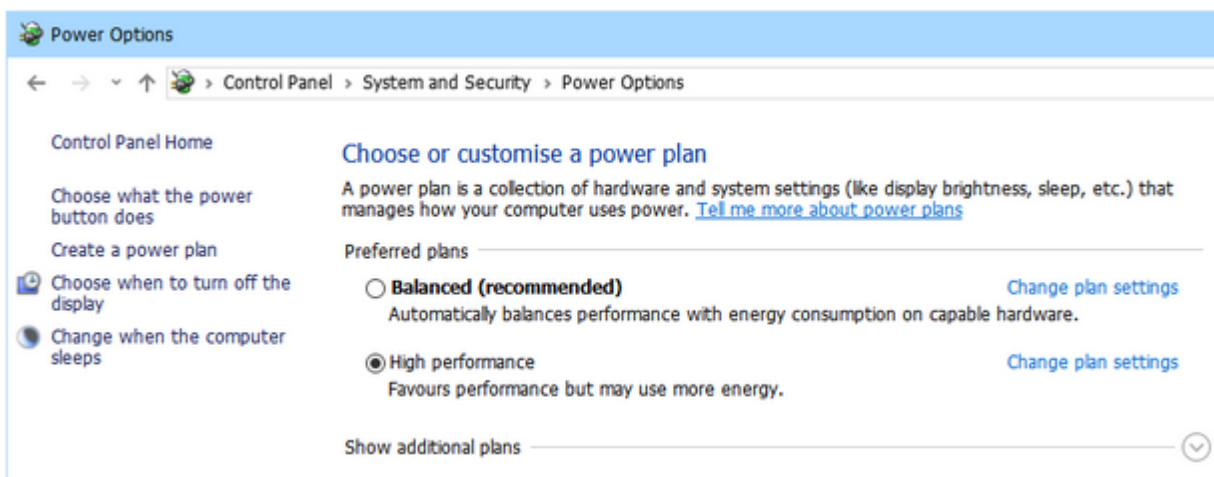
WLAN

After you had done all those tweaks to improve your network peformance, then you should not destroy all those efforts by using a WLAN for data processing. So a strict rule is:

<div align="center">**Do not use a WLAN for the local data exchange!**</div>

With local data exchange I mean:

- no PC should access the SportSoftware event data via the WLAN

- no PC should access any printer or other device in your wired LAN via WLAN

The background is that WLAN communication is extremely slower and much more interference prone than the wired LAN. You may ask why, since this is not the case with internet access. The answer is that the peer to peer database access of the SportSoftware is completely different to what is performed with an internet access.

On the other hand, it is **no problem if the WLAN is used for Internet access only**. You can easily connect to a WLAN hotspot (which must not be a node in the LAN) and via that one to the internet. But have in mind what I wrote above about background applications. Only do what is necessary. F.ex. you may have a single PC in the network which has the internet connection for continuous result uploads to the web.

Disclaimer

The author refers to his common license agreement. With the current state of PC technology, it is not possible to implement a software running under MS Windows, which behaves equal with all possible configurations. Above all, this is true for network installations. The author offers his assistance for troubleshooting.

The author disclaims all responsibilities for damages arising out of performing or inability to perform the hints given in this topic.

The screenshots given above are taken from Windows10 version 1903 and they may change with future versions of Windows10.

See also

Working in a network - Task based help

5 Reference

This section contains reference documentation of all OE12 working forms and the common dialogs which will be invoked from there. You will get the same help topic displayed if you click on Context help in the corresponding window.

For a better understanding, there are extensive cross-references and links to the Quick start tutorial and Advanced tasks sections.

5.1 User interface

The topics in this section provide full information about the user interface.

Since this had been changed thoroughly up to the current state of the art, this section should be read carefully also by experienced SportSoftware users.

Just browse through this section using the browse buttons at the top. For reference purposes, you can use the table of contents as an index. Just pick out the feature you need more information and look there.

See also

User interface - Quick start

5.1.1 Main window

The main window provides the *main menu* from where you can invoke all working forms and reports of OE12. Those windows can be arranged freely on screen. You can use multiple monitors without any restriction.

At the left side of the main form, lists of the ***open working forms and reports*** are shown in an extra window.

You can use it to display minimized windows or bring the desired window to the front. You can also define your own favourites there to access them with a single mouseclick.

Notice

By default, when starting OE12, the windows list and the main window will be placed in the top left corner of the monitor. You can move both windows freely on all available monitors. However, you will find it as a good practice to keep the default position and size!

The ***title*** always shows the current event which you are working on.

At the right side of the title bar you see the ***settings*** and the ***help button***.

The ***Settings*** ⚙ submenu provides basic application settings. For more information see the Settings reference.
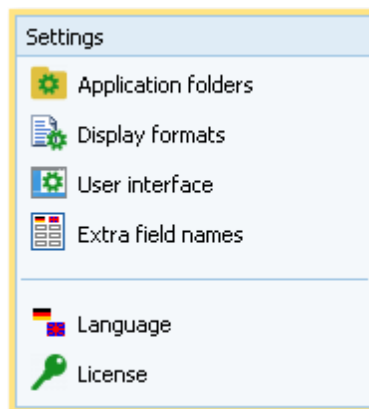
Via the **Help** ❓ submenu you can Restore the demo events, run the Check for updates function manually and obtain information from the local help, from the SportSoftware web site and about your license of OE12.
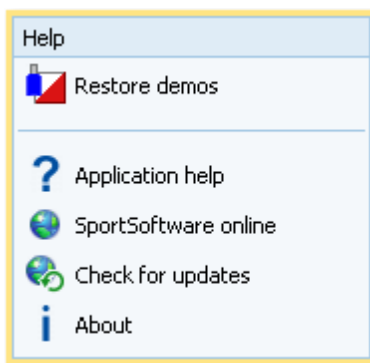
In the *main menu* you see the main function groups. Clicking on an item there opens a submenu which provides all corresponding user functions and reports.
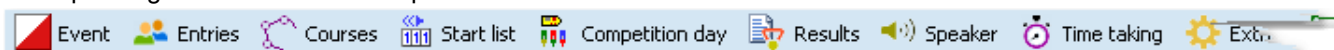
The *status bar* shows you various information about the current event and your version of OE12.

When you launch OE12, the main window and the windows list will be placed in the top left corner of the screen. All working forms which had been left open the previous time will be restored automatically. Reports and other secondary windows will not be reopened automatically.

5.1.2 Working form

A working form is a window where you can work on data, (rarely) display reports on those data and perform other actions. As an example, have a look at the *entries* form.

The *title* shows the name of the form.
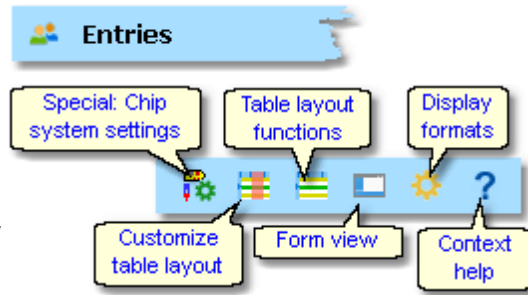
The *settings buttons* in the title bar provide basic settings for the form. Also, you find the context help button there (you can also invoke it by the *F1* shortcut). Every button opens either the according settings dialog or a submenu with more options. For more details, see the UI reference.

Chip system settings is a special option which is available in the entries form.

In the *Customize table layout* submenu you can do exactly that: hide/show the table columns and change their order. Columns displayed with yellow background can't be hidden.
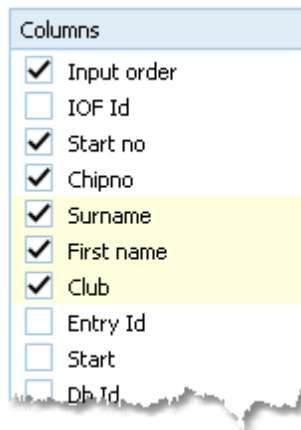
With the *Table layout functions* you can change or reset the data grid layout and define how the data should be displayed. The sample is from the entries form and it provides some predefined layout options. For more details, see the data grid reference.
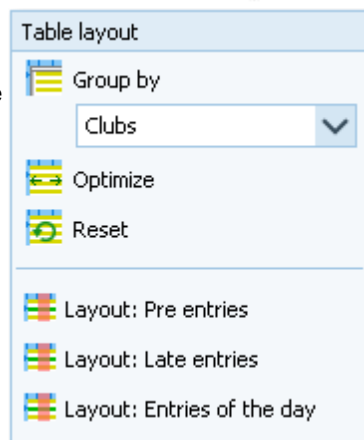
Use the *View* submenu to hide/show some elements of the window. For working forms you can hide/show the text in the toolbar.
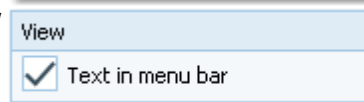
The *Display formats* submenu offers format settings for the form, like the time format shown here.

The *Edit toolbar* is common to all working forms.

Besides the standard edit functions, it may contain special functions. At the right side there may be switches to display additional Details panels which you can edit together with the main data table. The samples displayed here are from the Entries form.

Move with the mouse over a button to get a hint about its purpose. For more details, see the data grid reference.

Many forms in OE12 do display the **stage selector**, if a multi day event is loaded. For more details, see the stage selector reference.

The **settings panel** offers special settings like in this example for entries handling. You can open and close it by clicking on its header. In the same way you can click on the headers of the sub-boxes to minimize and reopen them.

The main component of a working form is the **data grid**. Here you can browse and edit the data, in this example the entries. You can customize the layout of the grid in various ways: which columns should be displayed in which order and size and how the table should be sorted. For more details, see the data grid reference.

In some forms there may be an additional panel with a *helper grid* . This is mostly read only but also a data grid. In this example this is the archive grid to speed up entries input. You can open and close it by clicking on its header.

The *status bar* shows you the edit status. Sometimes there is more information provided like the punching system device status led in this sample.

You can customize the appearance of a working form in the way you need and like it. You can hide/show the settings, details and helper panels, adjust the layouts of the grids and customize the size and position of the form. OE12 will save those settings and restore the form in the same way when you reopen it. Some forms may always show the settings panel in the beginning, so that you won't miss important options.

5.1.2.1 Data grid

The main component of a working form is the *data grid*. Here you can browse and edit the data. You can customize the layout of the grid in various ways: which columns should be displayed in which order and size and how the table should be sorted.

▬ Editing in the grid

Editing in the grid is just intuitive. Type and move around to get a feeling for it. However, you should be aware of the most important shortcuts. Those functions are provided by the Edit toolbar.
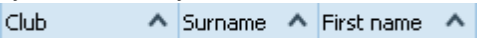
🔄 Refresh - *F5* | The table will be refreshed. This is useful especially if you are working with multiple windows simultaneously or in a network.

🔍 Search | The search function searches in the column(s) by which the grid is currently sorted. This is an incremental search. This means with every additional typed character you will get closer to the result. If you want jump to the next occurrence of the same search text, then click on the magnifier 🔍 at the left end of the field. This may be useful when searching for clubs, which are sorted by club no by default.

➕ New - *Ins* | Inserts a new record into the table. Some values may be preset, sometimes depending on the previous record. When saving, the grid will remain in insert mode. Finish the insert mode by the button *Reset* or by clicking on a previous record in the table.

➖ Delete - *Ctrl+Del* | Deletes the current record.

💾 Save - *Enter* | Saves modifications of the current record.

↺ Reset - *Esc* | Restores the record to the previous values.

Besides the standard edit functions, the edit toolbar may contain special functions. At the right side there may be switches to display additional Details panels which you can edit together with the main data table. The samples displayed here are from the Entries form.

▬ Sorting the grid
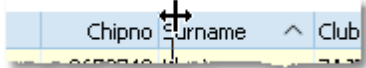
To sort the grid by a column, just click on the column header. Then the arrow will indicate that the grid is sorted by this column Surname ^ . Any subsequent click on the same column header will sort the grid by this column in the reverse order.

You can also sort the grid by as many columns as you like. Click on the first column. Then hold the *Shift*-key down and click on all additional columns. Club ^ Surname ^ First name ^

▬ Customizing the layout of the grid

To **hide/display a column**, click on the Customize table layout button 🔡 in the title bar.
This will display the Columns list. Just check/ uncheck the columns like you want to have it. You can also move the columns in this list by dragging them up or down. Columns displayed with yellow background can't be hidden.
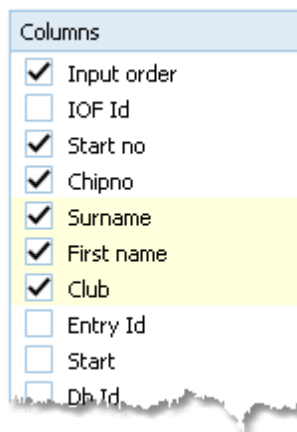
Columns
- ☑ Input order
- ☐ IOF Id
- ☑ Start no
- ☑ Chipno
- ☑ Surname
- ☑ First name
- ☑ Club
- ☐ Entry Id
- ☐ Start
- ☐ Db Id

To **resize a column**, grab the right edge of the header and drag it to the right size.

Chipno ✛urname ^ Club

To **move a column**, just grab its header and drag it to the desired position.

There are also some functions provided by the
Table layout button ▦ in the title bar.
The sample is from the entries form and it
provides some predefined layout options. See
also the Entries reference.
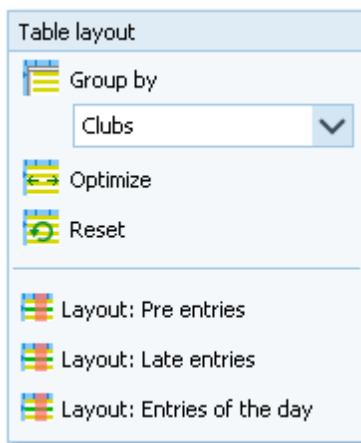
▦ Group by

Groups the records in the table by the selected column. This is
available in a few working forms only. See the entries reference for an
example.

▦ Optimize

This optimizes the column widths. However, some columns may
become too wide due to a single long text in the column. Resize
them manually.

▦ Reset

Resets the grid to the default layout.

5.1.2.2 Selection grid

A selection grid is a special readonly data grid where you can select one or more records for further actions. The
most used example is the report selection grid, see also the report reference.

No	Cl.name ^	City	Region	Nat
5335		Turengin Sarastus	Häme	FIN
5283		Turun Metsänkävijät	Varsinais-Suomi	FIN
5296		Turun NMKY	Varsinais-Suomi	FIN
5348		Turun Suunnistajat	Varsinais-Suomi	FIN
5393		Turun Visat	Varsinais-Suomi	FIN
5403		Tuusulan Voima-Veikot	Uusimaa	FIN
5445		Ulvilan Ura	Satakunta	FIN
5458		Urjalan Urheilijat	Häme	FIN

Left-click on a record to select or unselect it.

To select a range, click on the first record. Then scroll to the last record and *Shift*-Click it. Existing selections will
persist.

There is also another method to select a range. Click on the first record. Then drag the mouse (still pressing the left
mouse button) down to the last record. Release the mouse button. All those records will be selected. The difference
to the first method is that this selection cancels any previous selection.

To sort the grid by a column, just click on the column header. Then the arrow will indicate that the grid is sorted by
this column Surname ^ . Any subsequent click on the same column header will sort the grid by this column in the
reverse order. You can also sort the grid by as many columns as you like. Click on the first column. Then hold the

Shift-key down and click on all additional columns. Club ^ Surname ^ First name ^
The sort order of the selection table will be used for the report.

There are also some selection grids where you can select a single record only, like in the Select event dialog.

5.1.2.3 List box selectors

When editing in a data grid, you can often select the value from a listbox. F.ex. in the entries form, you can select the
class, the club, the course and some more values in that way. As an example, see here the description of how to use
the class list box.

To enter a class, you can either begin typing the class description or click the dropdown button ☑. Then the list will

pop up:

No	Class		
90	H21B		
100	H21C		
10	H21E		
110	H35A		
120	H35AL		
130	H40A		
140	H40AL		
150	H45A		

Now you have two choices. Either you scroll the list and select the desired class with a mouseclick. Or you narrow the search by typing additional letters of the class. In the sample the typing was H4:

No	Class	
130	H40A	
140	H40AL	
150	H45A	
160	H45AL	

Now only those classes beginning with H4... are displayed. You can now select the right class easily. This can be done with a *mouseclick*, or moving up and down using the *arrow keys* and *Enter*. Of course you can also continue typing until the right class is left alone in the list, which will select this automatically then.

You can resize the list if it is too short or too narrow for your purpose. Just drag the resize button at the bottom right corner   .

Since the list box selector is actually a small data grid, you have also all the same options for resizing its columns and sorting the list by clicking on the column headers.

5.1.2.4 Stage selector

Many forms in OE12 do display the stage selector, if a multiday event is loaded.

    S 2

To select the right stage, use the arrows.

If the stage selector is visible, working in that form depends more on less on the current stage. This is also the case with stage dependent reports. Just select another stage and update to get the same report from another stage.

The stage can be modified locally for nearly every open form or report.

5.1.3 Reports

Most reports are accessible directly from the main menu, f.ex. the start list reports. Some special check or overview reports can be launched directly in their parent working form.

Start list reports
- Classes
- Clubs
- Courses

- Individuals
- Start times
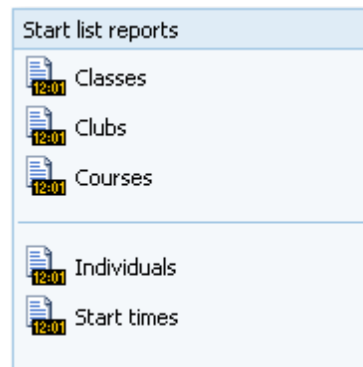
Clicking on a report item creates a report window using the selection from the last time. **Note:** only small selections below 10 records will be restored, otherwise always all records will be preselected.
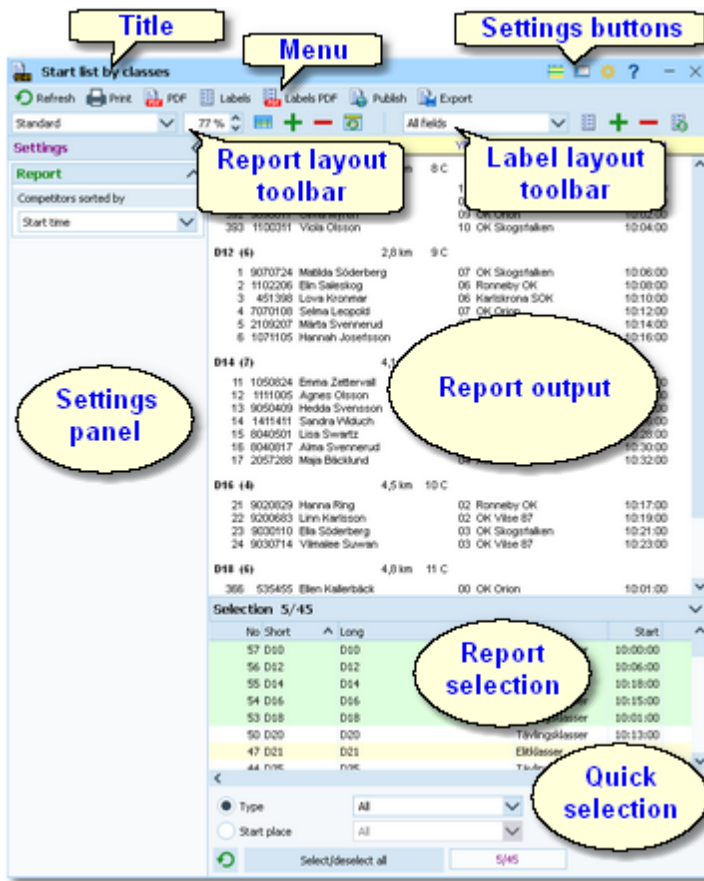
The report window will stay visible until you explicitly close it.

➖ Report window components

The *title* shows the name of the report.
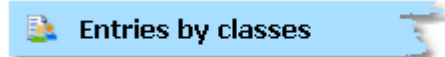
In the *menu* you find the basic report functions. For more details, see the paragraph below.

The *settings buttons* in the title bar provide basic settings for the report. Mostly these are the Selection layout, the View settings and Display formats. Also, you find the context help button there (you can also invoke it by the *F1* shortcut). See below for more details.
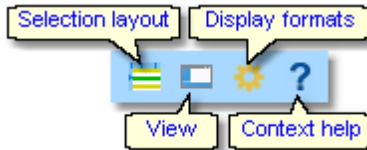
With the *Selection layout functions* 🟰 you can optimize or reset the selection grid layout.
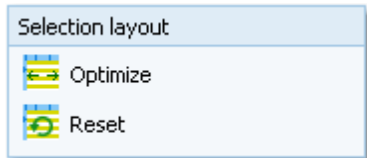
Use the *View* ⬜ submenu to hide/show some elements of the report window. You can hide almost all elements located at the window borders, to get the most space for the report output.
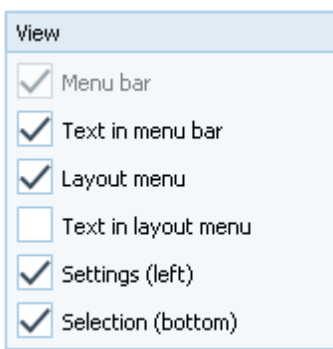
View	
✓	Menu bar
✓	Text in menu bar
✓	Layout menu
☐	Text in layout menu
✓	Settings (left)
✓	Selection (bottom)

The *Display formats* ⚙ submenu offers format settings for the form, like the time format shown here.

Time format
HH:MM:SS ⌄
real clock time ⌄
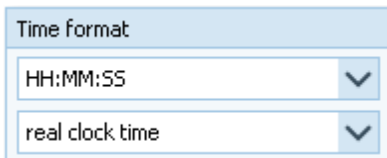
The *Report* and the *Label layout toolbar* provide the functions to manage and edit the layouts. Both work nearly identically. You can have multiple layouts both for the report itself and the labels. You can select the desired layout from the list box.
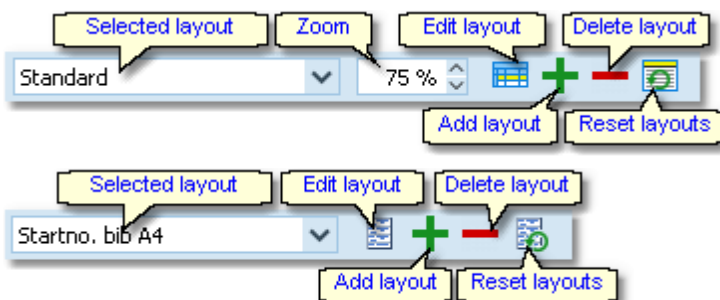
For more details, see the paragraphs below. For details on how to edit layouts, see the Report layout editor reference and the Label layout editor reference.

The *settings panel* offers special options for the report output. You can open and close it by clicking on its header. In the same way you can click on the headers of the sub-boxes to minimize and reopen them.

Report	⌃
Competitors sorted by	
Start no	⌄
☐ Rented chips only	

The *report output* is the purpose of this window. ;-)

Stno	Chipno	Name		YB	Club	Start
D10 (4)			2,3 km	8 C		
403	741000	Håkansson Meja		10	Ronneby OK	9:58:00
391	10410	Lundberg Disa		09	Karlskrona SOK	10:00:00
392	9090817	Myrén Olivia		09	OK Orion	10:02:00
393	1100311	Olsson Viola		10	OK Skogsfalken	10:04:00
D12 (6)			2,8 km	9 C		
1	9070724	Söderberg Matilda		07	OK Skogsfalken	10:06:00
2	1102206	Saleskog Elin		06	Ronneby OK	10:08:00
3	451398	Kronmar Lova		06	Karlskrona SOK	10:10:00
4	7070108	Leopold Selma		07	OK Orion	10:12:00
5	2109207	Svennerud Märta		07	Karlskrona SOK	10:14:00
6	1071105	Josefsson Hannah		07	OK Skogsfalken	10:16:00
D14 (7)			4,1 km	10 C		
11	1050824	Zettervall Emma		05	Karlskrona SOK	10:20:00
12	1111005	Olsson Agnes		05	OK Skogsfalken	10:22:00
13	9050409	Svensson Hedda		05	OK Orion	10:24:00
14	1411411	Widuch Sandra		04	Karlskrona SOK	10:26:00
15	8040501	Swartz Lisa		04	OK Orion	10:28:00
16	8040817	Svennerud Alma		04	Karlskrona SOK	10:30:00

In the *selection panel* you can select the records which should be reported. Sometimes there are *quick selection* options available, f. ex. by the class type in this sample. The sort order of the selection table will be used for the report. To change the report sort order, first change it in the selection panel and then refresh the report. For more details, see the selection grid reference.

Selection 3/45					∨
No	Short	∧ Long		Type	Start
57	D10	D10		Tävlingsklasser	10:00:00
56	D12	D12		Tävlingsklasser	10:06:00
55	D14	D14		Tävlingsklasser	10:18:00
54	D16	D16		Tävlingsklasser	10:15:00
53	D18	D18		Tävlingsklasser	10:01:00
50	D20	D20		Tävlingsklasser	10:13:00
47	D21	D21		Elitklasser	10:28:00
44	D35	D35		Tävlingsklasser	10:00:00

● Type	All ∨
○ Start place	All ∨
↻	Select/deselect all	3/45

For the average report, there is no *status bar* visible. However, there are "live" reports which display the progress here.

Chip1 1
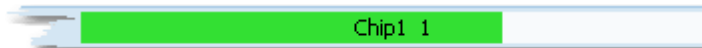
Report menu

The report menu provides the basic functions of a report.

↻ Refresh   🖶 Print   📄 PDF   📋 Labels   📋 Labels PDF   📤 Publish   📤 Export
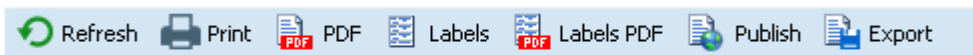
↻ Refresh - *F5*	The report will be refreshed. Do so after you had changed the selection or other report options. It may also necessary to refresh the report if you expect that the underlying data had changed in the meantime. Some special results do refresh themselves automatically.
🖶 Print	The report will be printed. See also the Print dialog reference.
📄 PDF	The report will be printed to one or more PDF file(s). See also the PDF dialog reference. You may publish this on your web site or elsewhere. You have the choice to upload this immediately to the web. See the Upload files reference for more details.
📋 Labels	The report will be printed on labels. See also the Label print dialog reference.
📋 Labels PDF	The labels will be printed to one or more PDF file(s). See also the Label PDF dialog reference. You may publish this on your web site or elsewhere. You have the choice to upload this immediately to the web. See the Upload files reference for more details.
📤 Publish	The report will be written to one or more HTML or TXT file(s). See also the Publish dialog reference. You may publish this on your web site or elsewhere. You have the choice to upload this immediately to the web. See the Upload files reference for more details.
📤 Export	The report will be written to a CSV or XML file. See also the Export dialog reference. You may compute this file using an external application, e.g. for graphical evaluations or rank list calculations. You have the choice to upload the file immediately to your web server where you can perform further computing, f.ex. for an online entries or result service. See the Upload files reference for more details.
📧 Send EMails	Some reports do also offer the Send EMails button. See the Send Emails reference for more information.

Report layout toolbar

The report layout toolbar offers the functions to administer and customize multiple layouts for the report.

Please observe: It is wise not to modify the preinstalled default layouts. If you want to customize a layout, create a new one and modify that one. Thus you will always keep the original default layouts as templates.
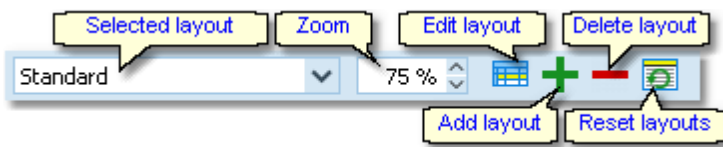
Selected layout	You can select a layout from the list. **Note:** the first layout created automatically by OE12 will always be called *Standard*. You can modify this name in the Report layout editor if you like.
Zoom	Sets the zoom for the report. You may change it quickly by directly typing into the field.
Edit	Invokes the Report layout editor. See the Report layout editor reference for more details.
Add layout	Duplicates the current layout into a new one. So, if you want to *create an additional report layout*, then first select the one which looks as a good starting point. Then click on *Add*. It will be selected automatically. Finally customize the new layout and rename it properly.
Delete layout	Deletes the current layout. **Note:** You cannot delete the first layout.
Reset layouts	This resets the complete layout set for this report back to the default layouts which had been installed with OE12. All your customized layouts will be lost by this action!

Label layout toolbar

The label layout toolbar offers the functions to administer and customize multiple label layouts for the report. The buttons are the same as in the report layout toolbar except that there is no zoom field.

Please observe: It is wise not to modify the preinstalled default layouts. If you want to customize a layout, create a new one and modify that one. Thus you will always keep the original default layouts as templates.
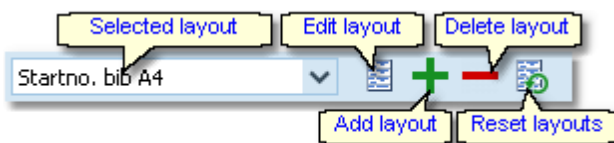
Selected layout	You can select a layout from the list.
Edit	Invokes the Label layout editor. See the Label layout editor reference for more details.
Add layout	Duplicates the current layout into a new one. So, if you want to *create an additional label type*, then first select the one which looks as a good starting point. Then click on *Add*. It will be selected automatically. Finally customize the new layout and rename it properly.
Delete layout	Deletes the current layout. **Note:** You cannot delete the first layout.
Reset layouts	This resets the complete label layout set for this report back to the default layouts which had been installed with OE12. All your customized layouts will be lost by this action!

Notice: Some reports of the same kind are using the same common pool of label layouts. That means f.ex., if you modify a layout in the split times by classes result report, this will also be used in all other split time reports.

What to do if OE12 installed new or updated layouts

With upcoming releases or updates of OE12, there may be updates of particular report or label layouts, f.ex. to support new data fields. Such updates will not overwrite your customized layouts but they will be installed into the default layouts.

When you display a report with updated default layouts for the first time, OE12 will detect which layouts had been added or updated and it will add them to your working layout file, leaving the existing layouts unchanged. OE12 will then prompt you:
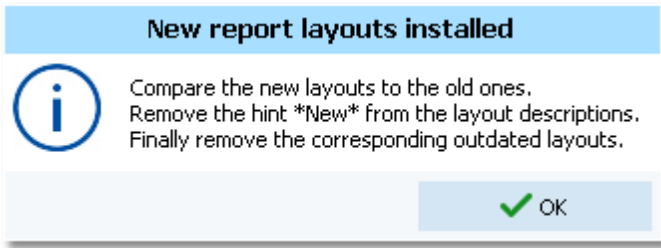
The same dialog will appear if label layouts had been updated, with the difference that it tells you New **label** layouts installed in the title. You can recognize the new layouts by a preceding *New* in the layout description.

Perform the steps given in the dialog.

- *Compare the new layouts to the old ones*
  Switch between the new layout and the corresponding outdated one to see whether you had done special customizations there. If yes, then implement your customizations into the new layout. Please try to remember on which preinstalled layouts your own ones are based on. You have to recreate them based on the right updated default layout.
  Notice: If there is an update of the first layout (mostly called Standard), then it will replace its predecessor on top of the layout list but the old version will be saved to a higher place in the layout list.

- *Remove the hint *New* from the layout descriptions*
  You may have updated them in the first step, or these are completely new layouts.

- *Finally remove the corresponding outdated layouts*
  But only remove those for which you got an updated one!

And of course you can shorten this procedure by simply clicking the *Reset layouts* button to restore the complete default file (if you never had customized anything for this report).

With every new release of OE12, new and updated layouts are documented in the Release Notes V.12.1. It is a good practice to invoke those reports and check out the new layouts immediately after you had installed the update. This will avoid surprises during a running event.

5.1.3.1 Report layout editor

The name of this dialog couldn't describe its task better... :-)
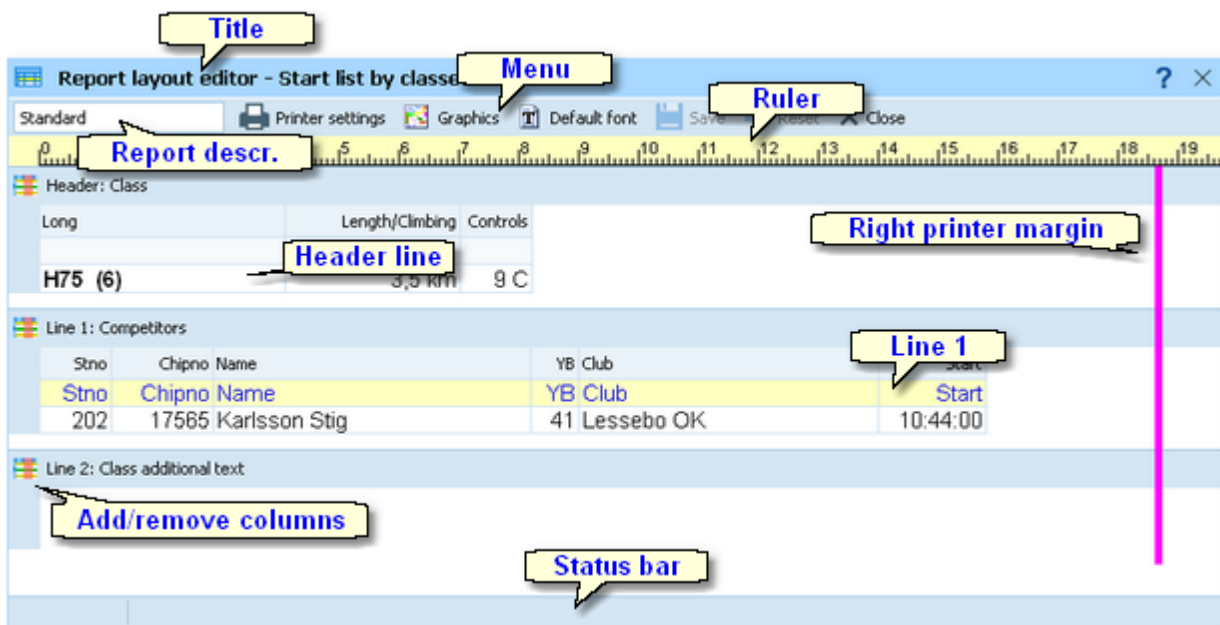
Report layout editor components

The *title* shows the name of the report.

In the *menu* you find the basic report layout editor functions. For more details, see the paragraph below.

The *ruler* is just an aid for sizing the columns.

The *header line* and the *line 1* are the two differently formatted lines (for different purposes) which can be customized here. A header line is mostly class or club at reports by classes or clubs. In general, there may be more lines and often no header. Customizing the layout is the same for all lines, see the paragraph below.
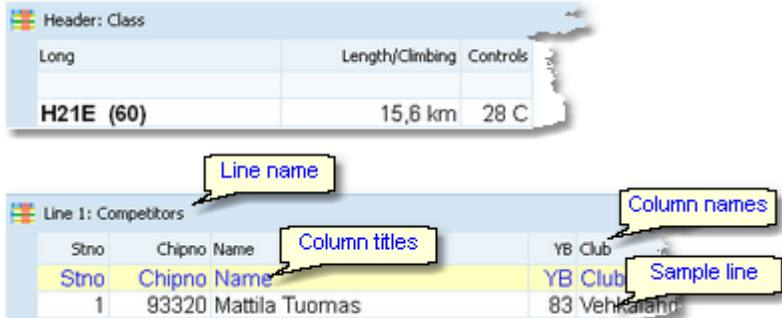
The *right printer margin* shows the margin given by the printer's page width. You can change this by choosing another printer or paper format. See the menu paragraph below.

The *status bar* shows you the edit status.

Report layout editor menu

The menu provides the main functions which concern the report layout as a whole.
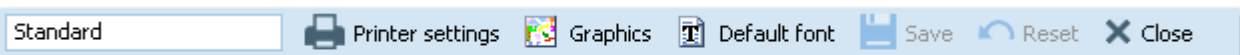
Report description	You can give the report layout a description which tells you for what it is designed for.
Printer settings	This invokes the printer settings dialog which is actually the print dialog. The settings from there will be saved with the layout. You may use this to change the page width indicated by the right margin line. For more details see the Print dialog reference.
Graphics	Invokes the report graphics designer. You can enhance your layout by including graphics on the page. For more details see the Report graphics designer reference.
Default font	You can select the default font for the report. This should be the one which is basically used for the most content, which is normally represented by line 1. Of course the font can be defined individually for every column. However, if you decide to change the font of the report, this is much less work if you need not to do this change for every column individually.
Save	Saves the layout.
Reset	Resets all unsaved changes.

Customizing a line layout

To be able to customize the layout, it is necessary to understand its representation in the editor.

The line name and the sample line show you which kind of line you are working on. In the sample line, every column is displayed WYSIWYG, using the column's font. The column names are predefined by OE12 while you can modify the column titles. Usually the column titles are preset to the column names.

The line's layout representation is actually a data grid, so customizing its column layout is just similiar to the data grid.

To **select a column**, just click anywhere on the column. The column title will be marked in green. Unselected columns are displayed in yellow colour.

To **select multiple columns**, *Shift-Click* or *Ctrl-Click* all of them.

To **hide/display a column**, click on the Add/remove columns button at the top left of the grid.

This will display the columns list of the line. Just check/uncheck the columns like you want to have it. You can also move the columns in this list by dragging them up or down.

To **resize a column**, grab the right edge of the header and drag it to the right size.

To **move a column**, just grab its header and drag it to the desired position.

Customizing a column's properties

The column layout is not the only thing which you need to customize in the report layout editor. Besides the size and order, each column has additional properties like font, text, etc. Those properties can be customized via the **column's popup menu**. This can be activated with *right-clicking* the column. **Note:** if multiple columns are selected, this modifies all the selected columns.

Align	Sets the alignment of the column.
T Font	Sets the font for this column.
TE Text	This will popup a dialog where you can modify the heading text of this column.
T Default font	Resets the column's font to the report default font.
TE Default text	Resets the header text to the default, which is mostly the column's name.
Adjust related columns	Sometimes there are several columns of the same type in a single line (e.g. split times). You can customize one of them. Use this function to copy the settings of the current column to all others of the same type. This helps to get equal column widths, alignments and fonts.
Adjust column widths	All selected columns will get the same width as the one from where you had invoked the popup menu.
Page width	The layout will be adjusted to fit to the printer's page width. Use this feature after you had changed the printer for this report. If you check the option Scale font, then the fonts will be scaled accordingly, otherwise the font sizes will not be changed.

▬ About series columns

Series columns are columns of the same data type which normally must follow a natural order. For example these are the result columns for the stages of a multiday overall result.

(Only) for special purposes, you have the possibility to puzzle the order of those columns, f.ex. show the last stage first in an overall result. In this case, the editor will issue a prompt where you have to confirm that.

Normally, the headers of those columns will be defined by OE12 by appropriate text, like the stage numbers. You can customize them by just entering the desired text. If you want to get back the default headers, then simply reset to the *Default text*. For more details see the paragraph above.

Explore the standard layouts of multiday "All stages" reports or the split time result reports to get a feeling for that.

Notice

Any change (especially of the fonts) will be reflected by the WYSIWYG display of the sample line.

The data size of the printout which is produced by the printer driver for a particular report, depends on how many and how large fonts you are using. More and larger fonts will imply more print data and slower report printing. Also graphics will increase the printout data size and they will have a by far more negative effect on the performance. The optimum performance will be achieved if you will use the report default font only and as few as possible small graphics only.

Since you can open multiple windows simultaneously with the same report, you may accidentally modify the same layout from different report windows. The last one saved will be kept.

The report layouts are saved in the subfolder Report of your Application settings folder. See the Application folders

reference for more details. If a layout had been damaged or removed externally (Windows explorer), then the default layout will be used automatically.

OE12 includes a report layout management tool which helps you to exchange the layouts with other users or other clients in your network. See the Report layouts reference for more information.

Report graphics designer

With the report graphics designer you can include graphics in your report layout.
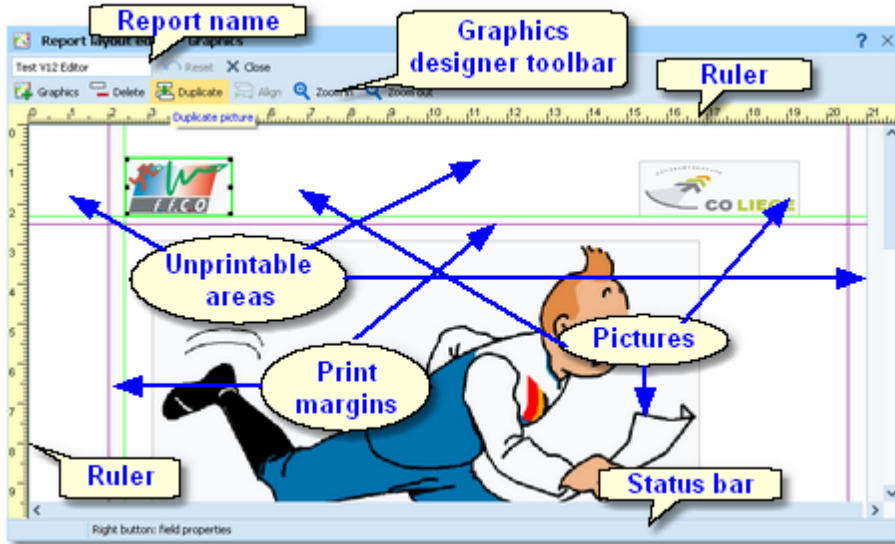
The report graphics designer works nearly in the same way as the Label layout editor, with the main difference that here you have graphics fields only.

Report graphics designer components

At the top left the *name of the report* is shown.

Test V12 Editor

In the *toolbar* you find the basic designer functions. For more details, see the paragraph below.
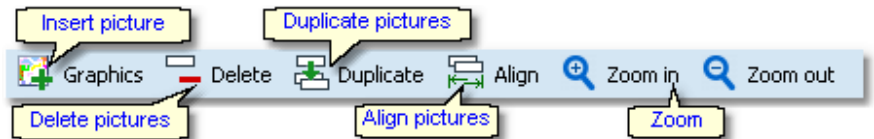
The *rulers* are just an aid for sizing and positioning the pictures.

The *print margins*, which you had defined in the report layout, are shown by purple lines.

The *pictures* are shown in WYSIWYG preview.

The *status bar* shows you the edit status.

Modified

Report graphics designer toolbar

Don't forget that the menu itself has the ordinary Reset button:

Reset

The toolbar provides the main functions to manage the pictures on the page.
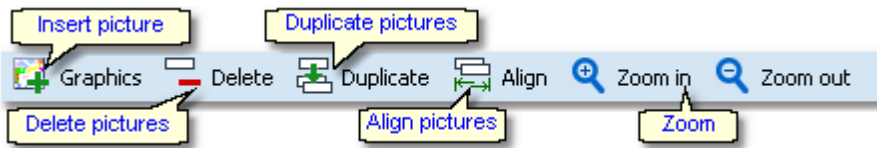
 Insert picture

Inserts a new picture field. This field has no picture assigned initially. *Right-click* and select an image file via the popup menu. For more details see the next paragraph.

 Delete pictures - *Del*

Deletes the selected pictures.

 Duplicate pictures

Duplicates the selected pictures.

 Align pictures

Aligns the selected pictures according to the last selected picture which is marked in blue colour. You can align to the left, right or bottom edge, or adjust the widths.

Zoom

Use Zoom in to get more precision in positioning and sizing the pictures, and Zoom out to get a better overview.

Working in the designer

The first task with a fresh created empty picture field is to assign an image file to it. *Right-click* and the context menu will pop up:
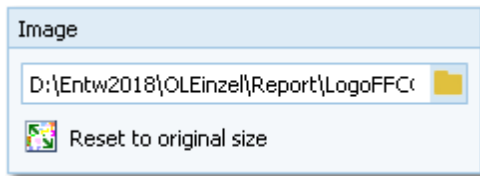

Image

Select the image file here.

 Reset to original size

Resets the picture to its original size after you had changed it.

To *select a picture*, just click anywhere on it. It will be marked by a green box. The green helper lines should help you to get the best precision when positioning the picture.
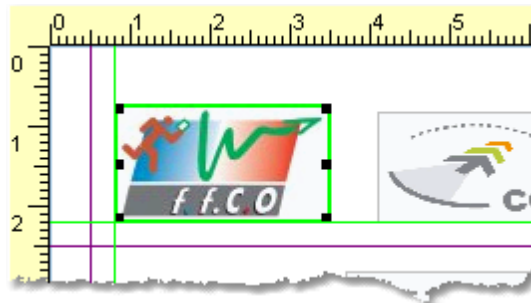
To *select multiple pictures*, *Shift-Click* or *Ctrl-Click* all of them. Note that the last selected picture is marked by the blue box. This is the one which is used as the reference for the Align function, see the above paragraph.
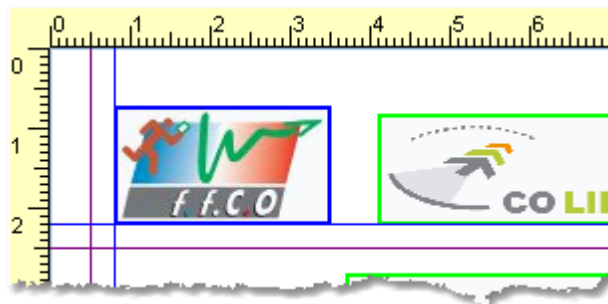
Sometimes it may be easier to use the selection rectangle. Click anywhere left and above the left-top-most picture you want to select. Note that you must not click into a picture since in this case you would select this picture only. Hold the left mouse button down and drag the mouse to the bottom right. The selection rectangle will appear and it will follow your mouse moves. When you have all

pictures inside the rectangle then release the mouse button. All pictures will be selected which were completely inside the rectangle.

To *resize a picture*, grab one of the black resizer points and drag it to the desired size. Note that this will always preserve the aspect ratio of the picture. This means the height will be increased automatically.

To *move pictures*, first select all of them and then drag them to the desired position.

Notice

Any change will be reflected by the WYSIWYG display of the pictures.

The data size of the printout which is produced by the printer driver for a particular report, depends (among others) on how many and how large pictures you had included. Many and large pictures will imply more print data and slower report printing. Therefore, it is urgently recommended to use high performance laser printers only if you are using pictures here.

5.1.3.2 Label layout editor

The name of this dialog couldn't describe its task better... :-)
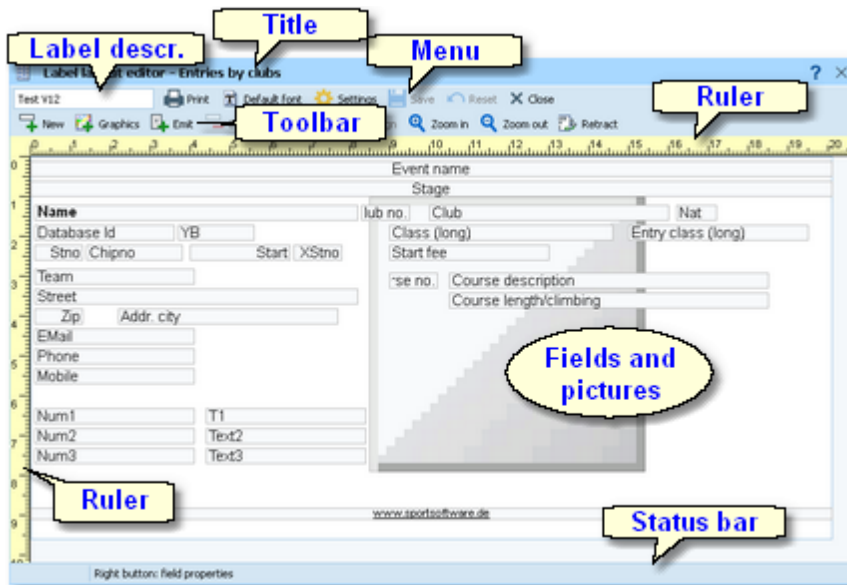
Label layout editor components

The **title** shows the name of the report.

In the **menu** you find the basic label layout editor functions. For more details, see the paragraph below.

In the **toolbar** you find the basic designer functions. For more details, see the paragraph below.
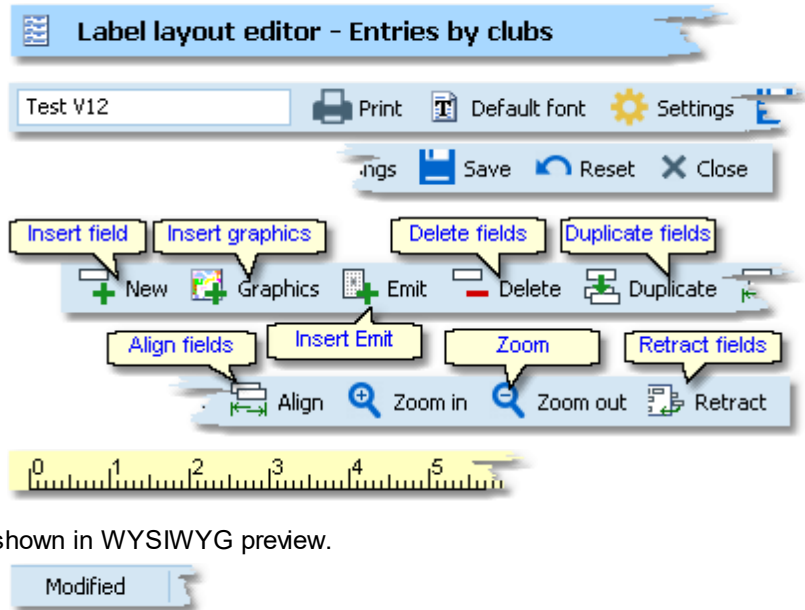
The **rulers** are just an aid for sizing and positioning the fields.

The **fields** and among them the **pictures** are shown in WYSIWYG preview.

The **status bar** shows you the edit status.

Label layout editor menu

The menu provides the main functions which concern the label layout as a whole.
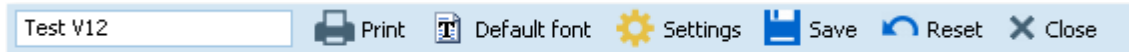
Label description	You can give the label layout a description which tells you for what it is designed for.
Print	Prints a sample page using the current printer settings.
Default font	You can select the default font for the label. This should be the one which is used for the most fields. Of course the font can be defined individually for every field. However, if you decide to change the font of the label, this is much less work if you need not to do this change for every field individually.
Settings	This invokes the printer settings dialog which is actually the label print dialog. The settings from there will be saved with the layout. For more details see the Label print dialog reference.
Save	Saves the layout.
Reset	Resets all unsaved changes.

Label layout editor toolbar

The toolbar provides the main functions to manage the fields on the page.
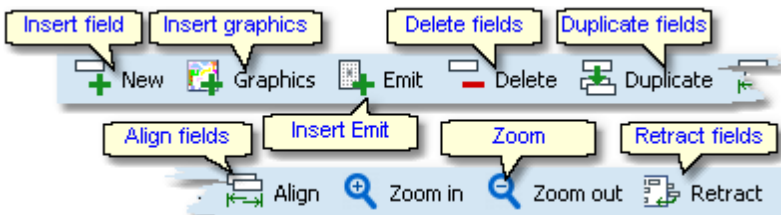
Insert field - *Ins*	Inserts a new field. This field has no type or text assigned initially. *Right-click* and select a data field or enter a fixed text via the popup menu. For more details see the next paragraph Customizing a field's properties.

Insert graphics	Inserts a new graphics field. This field has no picture assigned initially. *Right-click* and select an image file via the popup menu. For more details see the paragraph about Handling a graphics field below.
Insert Emit backup label	When using Emit as the chip system and editing a split time sheet, you see this additional button to insert the Emit backup label. This prints the backup label how it should look like according to the electronic punches saved. For more details, see the Evaluate chips reference.
Delete fields - *Del*	Deletes the selected fields.
Duplicate fields	Duplicates the selected fields.
Align fields	Aligns the selected fields according to the last selected field which is marked in blue colour. You can align to the left, right or bottom edge, or adjust the widths.
Zoom	Use Zoom in to get more precision in positioning and sizing the fields, and Zoom out to get a better overview.
Retract fields	Sometimes you will be notified that there are fields outside the label. This may happen if you had changed the printer or modified the number of rows or columns. Click on the button to retract them into the label. They will be moved to the top left corner.

Customizing a field's properties

Note: this paragraph is valid for normal data fields only. A graphics field has different properties, see the paragraph about Handling a graphics field below.

The first task with a fresh created empty field is to assign a data field or a text to it. *Right-click* and the context menu will pop up:
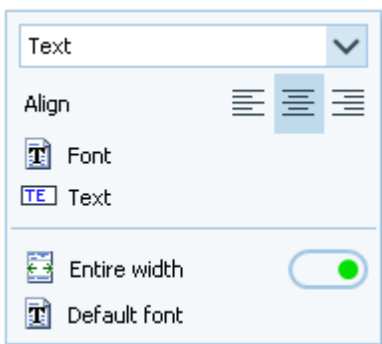
There are also additional properties like the font etc. **Note:** if multiple fields are selected, this modifies all the selected fields.

Data field selector	By default, a new field is initialized as a text field. Select the right data field from the list box. This list offers all data fields which are available in the report's context. Additionally you can define plain text fields and horizontal lines.
Align	Sets the alignment of the field.
Font	Sets the font for this field.
Text	This will popup a dialog where you can enter the text if this is a text field.
Entire width	If set to **ON**, then the field will always cover the whole label width. You can use this for fields which should be centered on the label.
Reset to label default font	Resets the field's font to the label default font.

Working in the editor

The visual editor works similar to any graphics software. Of course it is a bit easier to handle since it is designed for SportSoftware labels.

To *select a field*, just click anywhere on it. It will be marked by a green box. The green helper lines should help you to get the best precision when positioning the field.
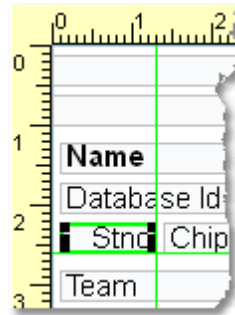
To *select multiple fields*, *Shift-Click* or *Ctrl-Click* all of them. Note that the last selected field is marked by the blue box. This is the one which is used as the reference for the Align function, see the above paragraph.
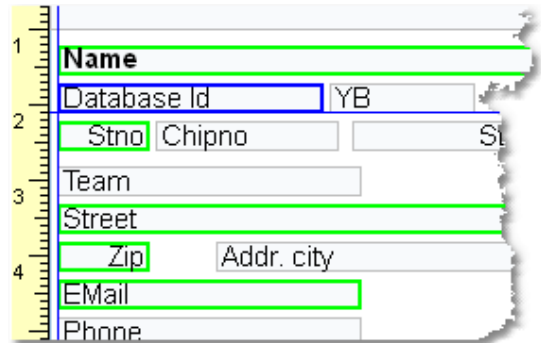
To *select many fields*, it may be easier to use the selection rectangle. Click anywhere left and above the left-top-most field you want to select. Note that you must not click into a field since in this case you would select this field only. Hold the left mouse button down and drag the mouse to the bottom right. The selection rectangle will appear and it will follow your mouse moves. When you have all fields inside the rectangle then release the mouse button. All fields will be selected which were completely inside the rectangle.

To *resize a field*, grab one of the black resizer points and drag it to the desired size. Note that you can only change the field's width since its height is calculated by the font size.
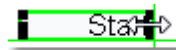
To *move fields*, first select all of them and then drag them to the desired position.

Handling a graphics field

Handling a graphics field is a bit different to normal data fields. Basically this is the same as in the Report graphics designer.

The first task with a fresh created empty graphics field is to assign an image file to it. *Right-click* and the context menu will pop up:

Image

D:\Entw2018\OLEinzel\Report\LogoFFC

Reset to original size
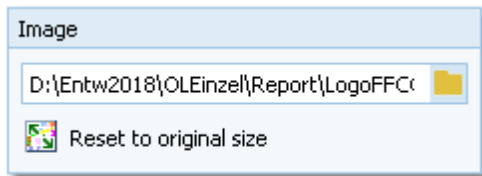
Image

Reset to original size

Select the image file here.

Resets the picture to its original size after you had changed it.

To *resize a picture*, grab one of the black resizer points and drag it to the desired size. Note that this will always preserve the aspect ratio of the picture. This means the height will be increased automatically.

About series fields

Series fields are a special feature of the label layout editor.

With a data field, it may depend on the context whether it will be interpreted normally or as a series field. These fields will be filled subsequently with the appropriate values. The fill in order depends on their order on the label, from left to right and from top to bottom.

Examples give the fields for extra fees on the receipts as well as code number, punch time and split time on the result sheets. Another example is the start time. It is a normal field in a single day competition or a single stage report of a multiday competition. In a multi day's "All stages" report, it will be called stage start time and this is a series field which is filled with all stage start times subsequently.

Explore the standard label layouts of multiday "All stages" reports or the entries start fees reports to get a feeling for that.

Restoring layouts from V11

You **can't use** the V11 labels in this new SportSoftware V12. But you can "copy manually" (only!) those which you want to use in future also. This is not much work and by this way you get rid of all those many layouts which had been left unused over the years.

Proceed as following:

- Print the old layout from OE12 V11. This will show you the fields as boxes.
- Scan this print into a Bmp file.
- Define a new layout in the right report. Use a similar predefined layout as the template.
- Open this new layout in the editor and insert your scan as graphics.
- Now you have a picture of your old layout beneath the working panel. So you can easily move existing fields or create new ones in the right way.
- After you are finished, don't forget to remove the underlying graphics.

Notice

Any change (especially of the fonts or images) will be reflected by the WYSIWYG display of the fields.

The data size which is produced by the printer driver for a particular label printout, depends on how many and how large fonts you are using. More and larger fonts will imply more print data and slower label printing. Also graphics will increase the printout data size and they will have a by far more negative effect on the performance. The optimum performance will be achieved if you will use the label default font only and as few as possible small graphics only. Therefore, it is urgently recommended to use high performance laser printers only if you are using pictures here.

Since you can open multiple windows simultaneously with the same report, you may accidentally modify the same layout from different report windows. The last one saved will be kept.

The label layouts are saved in the subfolder Report of your Application settings folder. See the Application folders reference for more details. If a layout had been damaged or removed externally (Windows explorer), then the default layout will be used automatically.

OE12 includes a label layout management tool which helps you to exchange the layouts with other users or other clients in your network. See the Report layouts reference for more information.

5.1.3.3 Print dialog

The print dialog is shown before every printout. Some automatic printouts will display this dialog with the first printout only and not with subsequent ones.
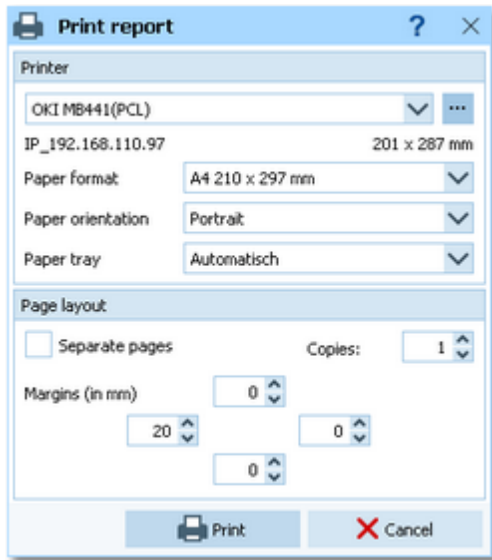
Printer	Select the printer from the list box.
	With the other listboxes you can define the Paper format, the Paper orientation and the
	Paper tray. Click on the button ··· to open the Windows printer properties dialog, where you can define additional properties.
	The paper size will be displayed.
Separate pages	If checked, the sections of the report will be printed to different pages. For example, a result report by classes will print every class on a new page.
Copies	Enter the number of copies. Note that this number will be saved with the report settings, so pay some attention on this with the subsequent printouts to avoid paper waste.
Margins	Set up the print margins like you need. You may require extra space for the margins if you want to include sponsor logos f.ex. See the Report graphics designer reference for more details.

See also

Reports

Report layout editor

5.1.3.4 Label print dialog

The label print dialog is shown before every label printout. Some automatic printouts will display this dialog with the first printout only and not with subsequent ones.

Printer	Select the printer from the list box.
	With the other listboxes you can define the Paper format, the Paper orientation and the Paper tray. Click on the button ⋯ to open the Windows printer properties dialog, where you can define additional properties.
	The paper size and the size of a single label will be displayed.
Label description	Shows the name of the label.
Rows/Columns	Define how the labels should be arranged on a page. The single label size above will give you additional information.
Margins	Set up the print margins like you need.

See also

Reports

Label layout editor

5.1.3.5 PDF dialog

The PDF dialog is shown before printing to PDF. Some automatic reports will display this dialog with the first display only and not with subsequent ones.

File name	Enter the output file name here. See the <u>Select file</u> reference for more details.
Unique file names by time stamps	The files are named like Date_Time_<Filename>.*. This is useful if you want to compute those files by a third party application on your computer or on a web server. So they can be identified easily and older outputs will not be overwritten. Of course, you or your application must take care to clean up all obsolete files...
Seperated files	In conjunction with the option Separate pages, you can define if each seperated section will be printed into a seperate file, or if there will only be a new page and the output is printed to a single file.
Upload files to the web	Check this if you want to upload the files automatically. See the <u>Upload files</u> reference for more information.
Separate pages	If checked, the sections of the report will be printed to different pages. For example, a result report by classes will print every class on a new page. See also the description about Seperated files above.
Paper size	Select the desired paper size.
Orientation	You can select between *Portrait* and *Landscape*.
Margins	Set up the print margins like you need. To avoid problems when printing the PDF file on a printer, each margin should not be lower than 7mm. You may require extra space for the margins if you want to include sponsor logos f.ex. See the <u>Report graphics designer</u> reference for more details.

See also

<u>Reports</u>

<u>Upload files</u>

<u>Report layout editor</u>

5.1.3.6 Label PDF dialog

The label PDF dialog is shown before printing labels to PDF. Some automatic reports will display this dialog with the first display only and not with subsequent ones.

File name	Enter the output file name here. See the <u>Select file</u> reference for more details.
Unique file names by time stamps	The files are named like Date_Time_<Filename>.*. This is useful if you want to compute those files by a third party application on your computer or on a web server. So they can be identified easily and older outputs will not be overwritten. Of course, you or your application must take care to clean up all obsolete files...
Seperated files	You can define if each label should be printed into a seperate file.
Upload files to the web	Check this if you want to upload the files automatically. See the <u>Upload files</u> reference for more information.
Paper size	Select the desired paper size.

Orientation	You can select between *Portrait* and *Landscape*.
Label description	Shows the name of the label.
Rows/Columns	Define how the labels should be arranged on a page.
Margins	Set up the print margins like you need. To avoid problems when printing the PDF file on a printer, each margin should not be lower than 7mm. You may require extra space for the margins if you want to include sponsor logos f.ex. See the Label layout editor reference for more details.

See also

Reports

Upload files

Label layout editor

5.1.3.7 Publish dialog

The publish dialog is shown before publishing the report into html or txt files. Some automatic reports will display this dialog with the first display only and not with subsequent ones.

File format	Select HTML or TXT.
Separate pages	This setting works similar to the printed reports. Each section of the report is saved to a separate HTML file. For example, a result report by classes will write every class to a new file. In this case, the file with the original file name will contain an index page.
Colorize lines	Every other row in the table will be displayed in white or yellow.
UTF8	By default, the export file is UTF8-encoded. Uncheck this option if you explicitly wish to have the file encoded by the Windows codepage.
Insert tabs	If not checked, then the columns will be filled up with spaces (blank characters). If checked, then there will be a Tab character preceding each column. This will enable you to publish this using a non-monospace TrueType font and variable column layout. Format the tabs using your text processor.
File name	Enter the output file name here. See the Select file reference for more details.
Unique file names by time stamps	The files are named like Date_Time_<Filename>.*. This is useful if you want to compute those files by a third party application on your computer or on a web server. So they can be identified easily and older outputs will not be overwritten. Of course, you or your application must take care to clean up all obsolete files…
Upload files to the web	Check this if you want to upload the files automatically. See the Upload files reference for more information.

See also

Reports

Upload files

Send Emails

5.1.3.8 Export dialog

The export dialog is shown before exporting the report into CSV or XML files. Some automatic reports will display this dialog with the first display only and not with subsequent ones.
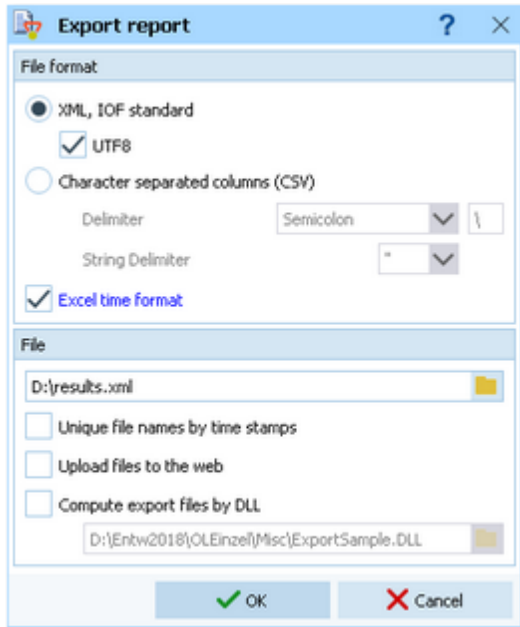
File format	Select XML or CSV.
CSV	The record structure is given in a special header line at the beginning of the file. The first column is always empty, headed by a unique identification of the export file. There are many exports of OE12 which can also be imported using the same format. The imports use the identification to check if this is a file of the right format. If you want to create such an import file by a 3rd party application, then just do an export to get a sample. For more information see the various import functions.
XML	This is the XML format defined by the IOF.
UTF8	By default, the export file is UTF8-encoded. Uncheck this option if you explicitly wish to have the file encoded by the Windows codepage.
Delimiter, String delimiter	Normally you can leave the defaults *Semicolon* and *"* here. If the application, which will compute this export file, requires other delimiters, then set them accordingly.
Excel time format	Times below one hour will be formatted f.ex. as 00:01:25 to ensure that Excel and other programs can interpret this in the right way.
File name	Enter the output file name here. See the Select file reference for more details.
Unique file names by time stamps	The files are named like Date_Time_<Filename>.*. This is useful if you want to compute those files by a third party application on your computer or on a web server. So they can be identified easily and older outputs will not be overwritten. Of course, you or your application must take care to clean up all obsolete files...
Upload files to the web	Check this if you want to upload the files automatically. See the Upload files reference for more information.
Compute export files by DLL	Use the export DLL interface for further computing of the export files. See the paragraph below. Enter the right DLL file name here.

⊟ Export DLL interface

Often it is not enough to just upload the export files to a web site or another computer. Additionally, there should be some function triggered which works on every new export file. Some web sites provide API calls which should be used for updating live results by new data which come from export files. Many web sites support OE12's own CSV

format as well as the IOF XML format, f.ex. Winsplits.

OE12 provides a well defined interface to external DLLs. The export DLL interface provides just a single function called ExecuteExportFile.This function can be implemented by any 3rd party to perform any additional action on the export file. If the export is defined as a task of an automatic result report, then the DLL call is performed automatically with every update of the report.

With OE12, a demo DLL named *ExportSample.DLL* is included. You find it in the subfolder *\Misc* of your OE12 installation folder. This just displays the export file in a dialog. Since there may be different DLLs available for different tasks with different reports, you can select the right DLL file which will be saved specific to the report.

Interested programmers or users can find the source code (Delphi 6 Pascal) of this DLL under *<Installation folder>\Misc\ExportSample.dpr*. This is easily to understand and the definitions may be converted to any other programming language, for example C++ or even C#. The external DLL can be written in any programming language.

See also

Reports

Upload files

Result Reports

5.1.3.9 Upload files

The upload files dialog is shown before uploading files to the web. It is invoked by the Publish dialog or the Export dialog if you had checked the *Upload option* there. Some automatic exports will display this dialog with the first upload only and not with subsequent ones.
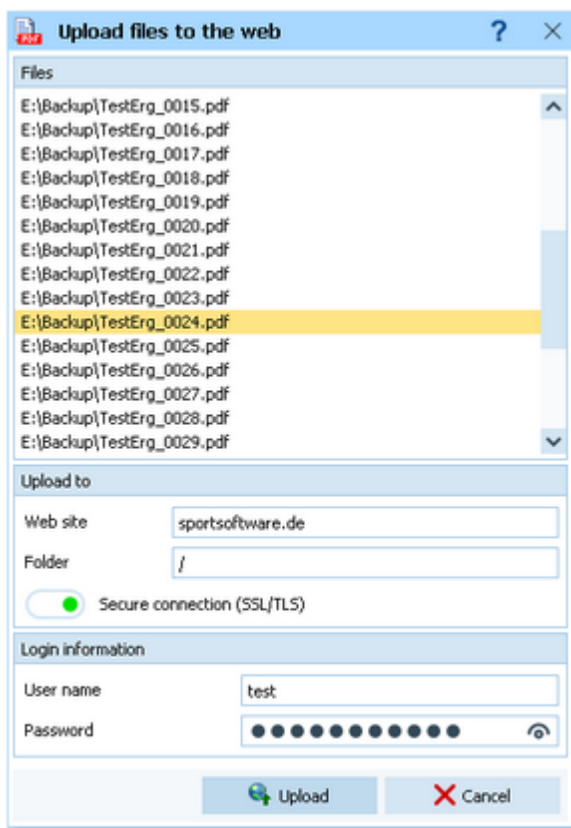
Files	Displays all the files which had been created by the Publish or Export function of the report.
Upload to	Enter the URL of your web site and the destination folder on this server.
Login information	To be allowed to login on this server, you will need a valid user name and password. Ask the owner or web master of this site for the correct settings. Secure connection: Set this option to **ON** if your mail server requires SSL/TLS secure encryption.

After having launched the upload by clicking on the *Upload* button, the status dialog will show you the progress.
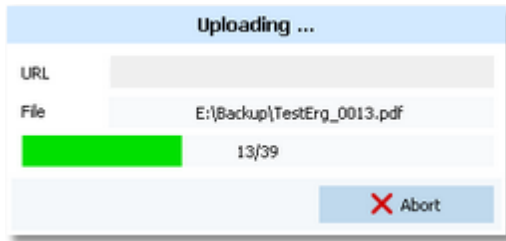
See also

Reports

Publish dialog

Export dialog

Send EMails

5.1.3.10 Send EMails

The send emails functions can be found with the *Send EMails menu item* which is available in some reports by clubs. This will open a submenu
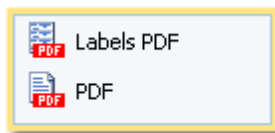
where you can select whether the report or a special label layout should be used as email attachment.

The most important application of this feature may be the entries confirmation to the clubs. See the Entries reference for more details. Another new possibility would be to send every club its split time sheets after the race, printed to PDF labels. See the Result Reports referencefor more details.

First you will have to define the file name and other specific parameters. The dialog for the labels works in a similar way.
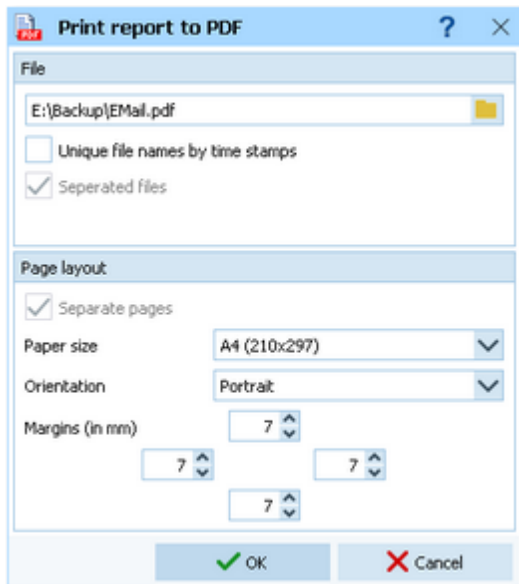
The report will be printed to PDF with the *Seperated files* option which creates an extra file for every addressee. It is a good idea to check *Unique file names by time stamps* and have those email attachments saved in a special folder. This way you have some kind of logged information what you did and you will be able to resend a file manually if necessary. Additionally you should save the report of this action into the same place, see below.

After creating the attachments the report form will be displayed.
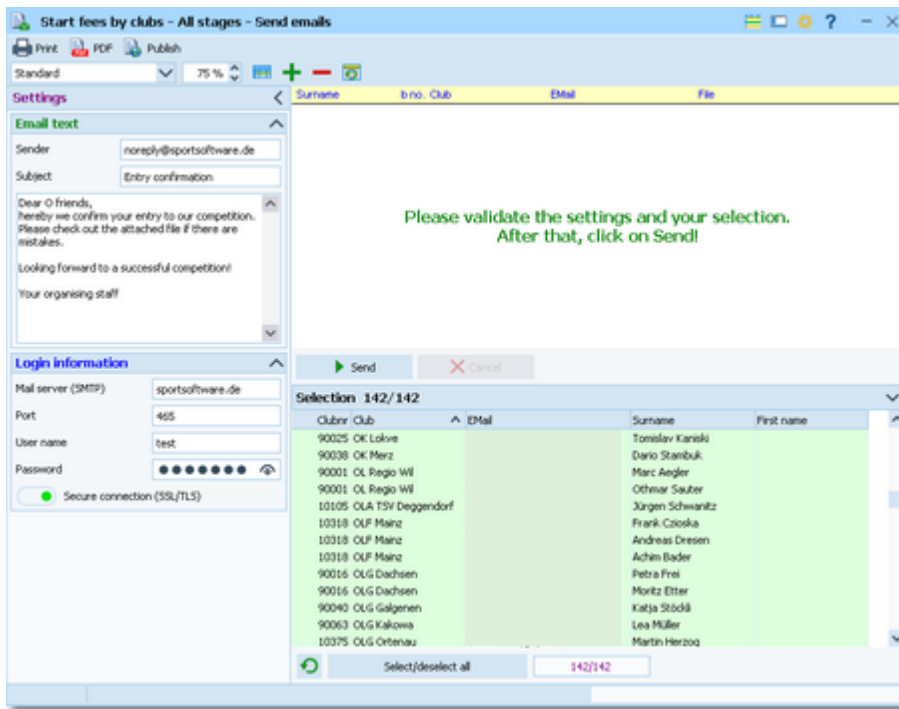
Check out the settings at the left. Normally you will set up this the first time you are sending and keep this unchanged afterwards.

Email text	Enter your email address as the sender. This will be used as the reply to address if necessary. Enter subject and text like you are used to from writing emails.
Login information	Enter the correct information into the login fields. Have a look into your mail client and copy this information from there. Secure connection: Set this option to **ON** if your mail server requires SSL/TLS secure encryption. Port: There are different default ports defined, depending on whether you are using a secure connection or not. Without SSL this is *port 25*, while SSL uses normally *port 465 or 587*.

Check out the addressees' selection at the bottom right.

Click on *Send*.

The PDF files will be attached unzipped. The action will be logged in the report. Adjust the report layout if this is necessary, f.ex. if the email address or file name columns are too narrow.

Never forget to print this report! Or publish and save it together with the sent attachments.

See also
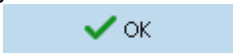
Reports

PDF dialog

Publish dialog

Label PDF dialog

5.1.4 Dialogs

Dialogs are windows which can't be arranged within the main window, because they are modal windows. This means,

nothing else can be done except working in the dialog until it will be closed by *OK*   [✓ OK]   or *Cancel*

   [✗ Cancel]   . Sometimes those buttons do have other captions but the actions behind them are quite the same.

All dialogs are fairly self-descriptive and additionally you have a context help available in the most cases. Just one sample here:
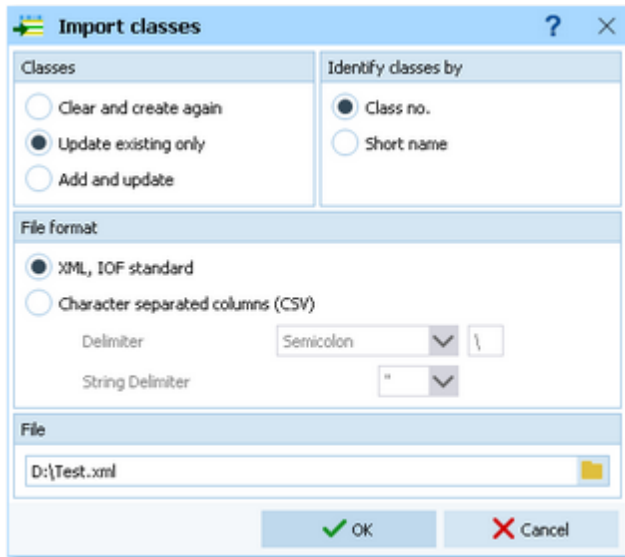
5.2 Event

The *Event* main menu topic offers you all functions which are necessary for managing multiple events.

On starting, OE12 always selects the previously selected event. Via *Event - Select*, you can select another event. See the Select event reference for more details.

To create a new event use *Event - New*. This will display the event settings dialog, where you can enter the characteristics of the new event. Look at the Create a new event reference to learn more.

If you want to modify the event settings later, use *Event - Settings*. See the Event settings reference for more details.

In the course of time old events, saved event status, or even test data will enlarge the event selection list unnecessarily. To delete an event, use *Event - Delete*. See the Delete event reference for more details.

Do not forget backing up your current event after each working session with OE12. It is also recommended to make regular backups during the competition. This is the function *Event - Backup*. See the Backup event reference for more details.

If you followed a well thought out backup strategy, you have the chance to restore your event data in error cases. Use *Event - Restore* which is described in detail in the Restore event reference.

Due to faulty network settings or other reasons (you can't imagine what can happen...) you may have got corrupted data. You can try to repair this yourself using *Event - Repair*. See the Repair event reference for more details.

You may wish to duplicate an event, for example as a simple backup. Or you might wish to keep intermediate status of an event for later reuse. Or you may wish to use parts of a previous event as a starting point for the new one. This all can be done with *Event - Copy*. See the Copy event reference for more details.

See also
Beginning with the event

5.2.1 Select event

On starting, OE12 always selects the previously selected event. If this event cannot be found, you will get a message. OE12 will then appear with no selected event. One reason may be that you might have renamed, moved or deleted the event folder or the event root folder "from outside".
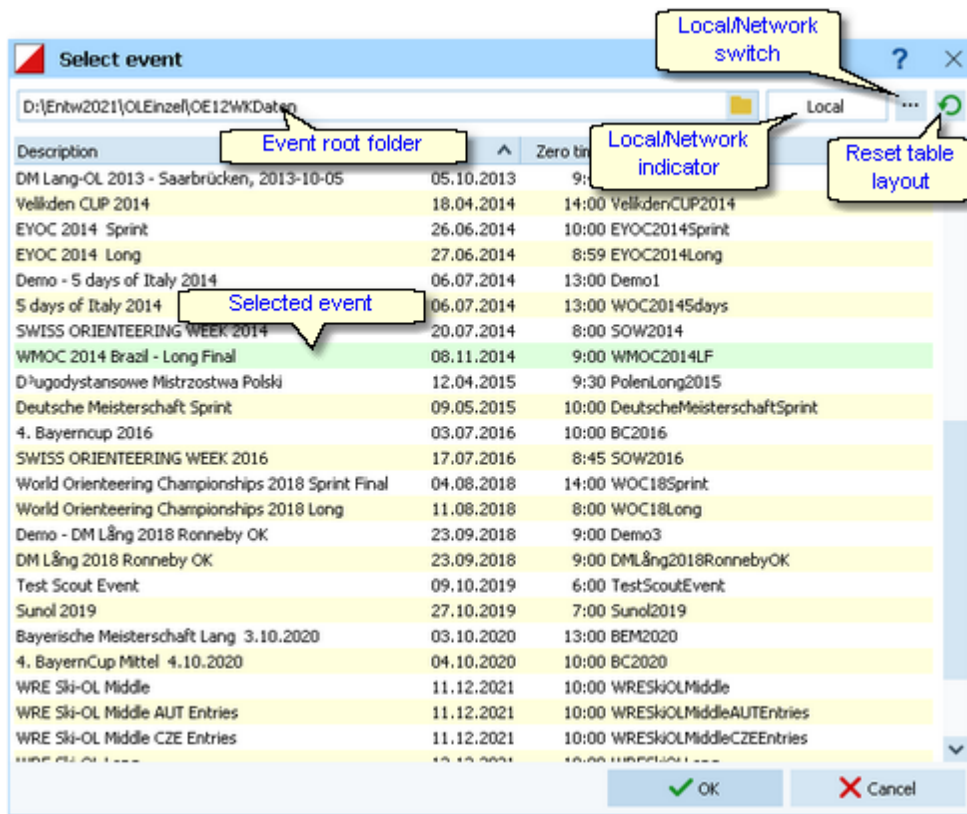
When opened, this dialog displays all the relevant events which can be found in the current event root folder. Relevant events are all those SportSoftware events which match the type and license of the application. The sample had been shown by OE12 with multiday option, so it displays all single day and all multiday events which can be found in the event root folder.

You can select another event root folder if necessary. Mostly this will only be used when switching to a network folder which resides on a remote machine and its hard disk. For more details on how to use the folder list box see the Select folder reference. For more details on the application folders see the Application folders reference.

The indicator field shows you if the event root folder (and thus the events shown in the list) is on the local hard disk or via the network on a remote hard disk. With the Local/Network switch you can switch between the last used local and network folders by a single mouseclick. See also the paragraph about Working in a network below.

You can customize the grid layout and sort the table like you prefer. The most useful sort order is by date (which is the default). Use the Reset table layout button to do exactly that. For more details on customizing the layout or sorting the table see the Selection grid reference.

To *highlight* an event, click on it or move using the arrow keys. To *select* it, doubleclick on it, press Enter or click on *OK*.

The characteristics of the selected event will be displayed on the main window.

⊟ Working in a network

You can have the event root folder on any remote hard disk without any limits. Once you had used a remote folder, OE12 remembers that one in addition to the local event root folder. That's how the Local/Network switch works.

Of course there are some requirements to be observed when working in a network. Please read carefully the topic Working in a network!

Notice: If you are working with different restricted user accounts, then please first study the Working with restricted user rights chapter.

See also

Managing events - Task based help

Working in a network - Task based help

Working with restricted user rights - Task based help

5.2.2 Event settings

Single day event

This is the event settings dialog for a single day event.

You can modify the event description and the date. The date format is as predefined in your Windows settings. You can enter it manually or use the calendar popup.

Check the option Time taking only, no code checking if this is a non-orienteering competition without code checking. At such events, there will be no code checking when computing the chips and there are special report layouts for the split time results available.

Define the zero time using the format *HH:MM:SS*. You may omit the seconds here, this will be adjusted automatically.

Select the event type. OE12 distinguishes between 3 different event types. The event type is shown in the status bar next to the chip system.

Standard: Individuals, normal O courses, teams supported
This is the normal individual competition, and you can have teams. In all reports the teams are shown like a single competitor, with all names of the team mates in the name column. Just like so far.

Teams only, normal O courses
You can edit an extra name for the team. Team mates can be from different clubs.
In all reports the teams are shown with their team name and optionally the names of the team mates in extra lines, just like you are used to from relay teams.

Teams only, courses with distributed controls
These are special team competitions where predefined controls can be punched by only one team mate. Additionally

there can be a normal course which must be punched by all team mates. This is the event type which had formerly been computed by *OT2003 (OLTeam) V10*. The report layout is the same as given above.

Notice: This competition type is not available with OE12 *Standard*!

Select the chip system. With the *Chip system* 🔧 button, you can define the settings for *SportIdent* or *Emit*. For those settings, the event date and the zero time are very important. For more details see the SportIdent settings reference or the Emit settings reference.

In the printed reports, the event description is printed on top of every page. If you want to display more information about the event there, you can use an extra line in the report header. There are two addition fields where you can enter any text. If you check *Display extra header line in reports including the additions*, this text is displayed there. Addition 1 will be shown at the left and addition 2 will be shown at the right of the line.

Multiday event

For a multiday event, there is a different settings dialog.

There are some additional fields compared to the one day events.

Define the number of stages (valid 2-6). Although it is possible to modify this value at any time, you should define it correctly on creating the event. In several forms it will be used for validation checks. Layouts of start list and result reports will be checked depending on this value.

Decide whether you want to have a chase start at the last stage or not. This option should not be changed after start list draw.

Enter a name for each stage. They will appear on all stage start list and stage result reports.

Enter the zero time for each stage.

The selection of the event type is not available here, because for multidays this is fixed to the default type *Individual*.

Notice:

The Chip system settings button 🔧 is only visible if you had invoked this dialog by *Event - Settings*. During the step of creating a new event, the same dialog will be shown but without this setting button.

When opening a working form or this dialog the next time, you will be prompted
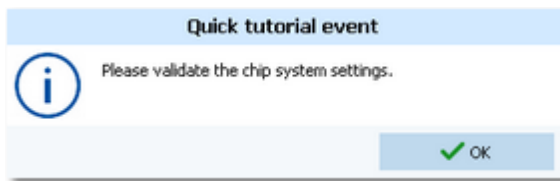
Just do so ...

See also

5.2.3 Create a new event

When creating a new event, the Event settings dialog will be displayed. See the Event settings reference for more details.

OE12 will switch into this new event automatically.

See also

5.2.4 Delete event

In the course of time old events, saved event status, or even test data will enlarge the event selection list unnecessarily. To delete an event, select it from the list and click *Delete*.
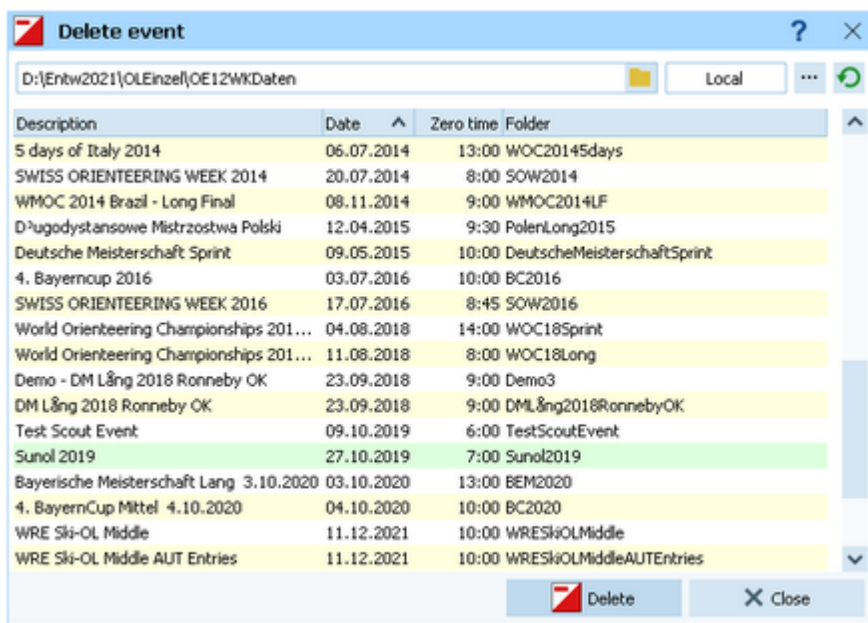
Notice: If you are working with different restricted user accounts, then please first study the Working with restricted user rights chapter.

See also

5.2.5 Backup event

Do not forget backing up your current event after each working session with OE12.
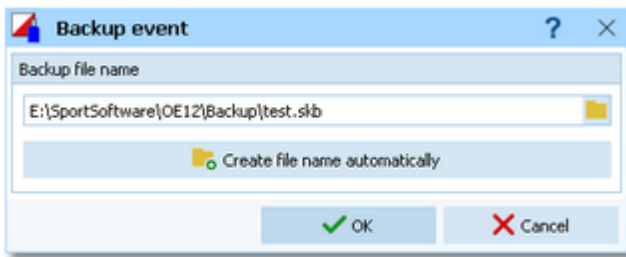
This function saves your event into a single compressed file of type *.skb*.

Select or edit the backup file name. For more details on how to use the file selector see the Select file reference. It is recommended to backup data to an USB stick or to a remote node in the network.

Use the button **Create file name automatically** to get an appropriate new file name quickly. They are named like *<Event>_Date_Time.skb*. This is useful during an event to get identifyable backup sets quickly. Those files will be created into the folder which is entered in the input field. **Notice:** If you enter a new folder for this purpose, make sure that it will be terminated by the backslash \. Then it will be created automatically.

Backup during the event (important!)

Normally, a backup requires exclusive data access. During the event, this is nearly impossible to get, because all users are working with open windows.

Ignore the warnings and ask all users to have a short break. This is especially important for those client PCs where chips are being read and those where evaluations and entries are handled.

See also

Managing events - Task based help

5.2.6 Restore event

With a periodical backup, you have the chance to restore your event data in error cases.
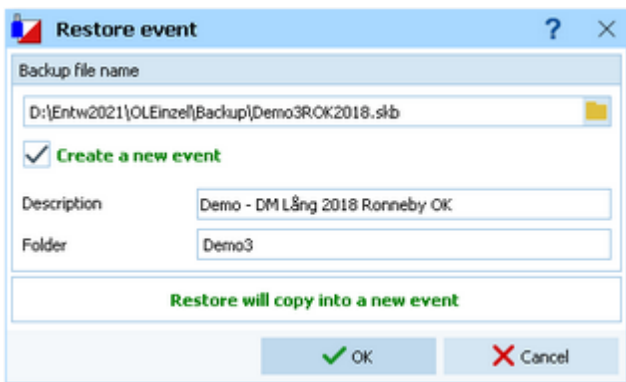
Select the backup file which contains your backup dataset. Normally this should be preset from the previous backup.

If you let Create a new event checked, then this backup will be copied into a new and empty event. In this case, you will be able to edit the folder name which had been preset based on the event description found in the backup set.

If you want to restore the backup **into the current event**, then just uncheck the option Create a new event.

Notice

You can only restore backup files which are valid for OE12. If this is an invalid backup or the file does not exist, then the Description field will display **Backup: invalid file format**.

See also

Managing events - Task based help

5.2.7 Repair event

You can try to repair corrupted data yourself. This may have happened due to faulty network settings. Or you may simply want to change the database sort order.
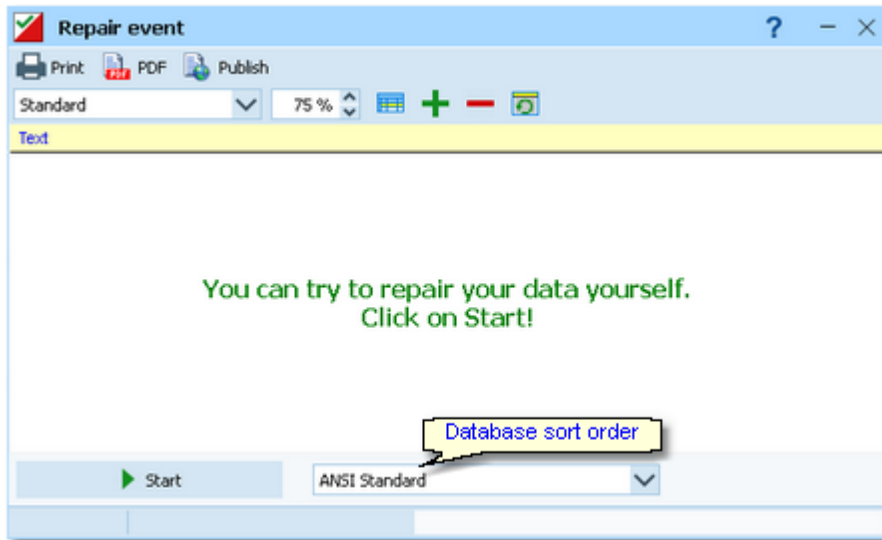
Click on *Start*. The data will be repaired. Internal structures and file size will be optimized, using the selected database sort order.If you need, you can print the protocol.

Notice

The database sort order is independent of the application language. It defines how the text fields (f.ex. names) are sorted within the event database. When creating a new event, the default setting of your Windows configuration will be used. As far as your Windows configuration allows this, you can switch to any foreign sort order here.

Actually this setting is only important for entries, start lists and result reports where you have the option to sort the competitors by names within the classes or clubs. The sorting in the working grid always uses your Windows default setting which should be the right one.

See also

Managing events - Task based help

5.2.8 Copy event

You can duplicate any event as often as you need. For example, this may be a simple backup method. Or you might wish to keep intermediate status of an event for later reuse.
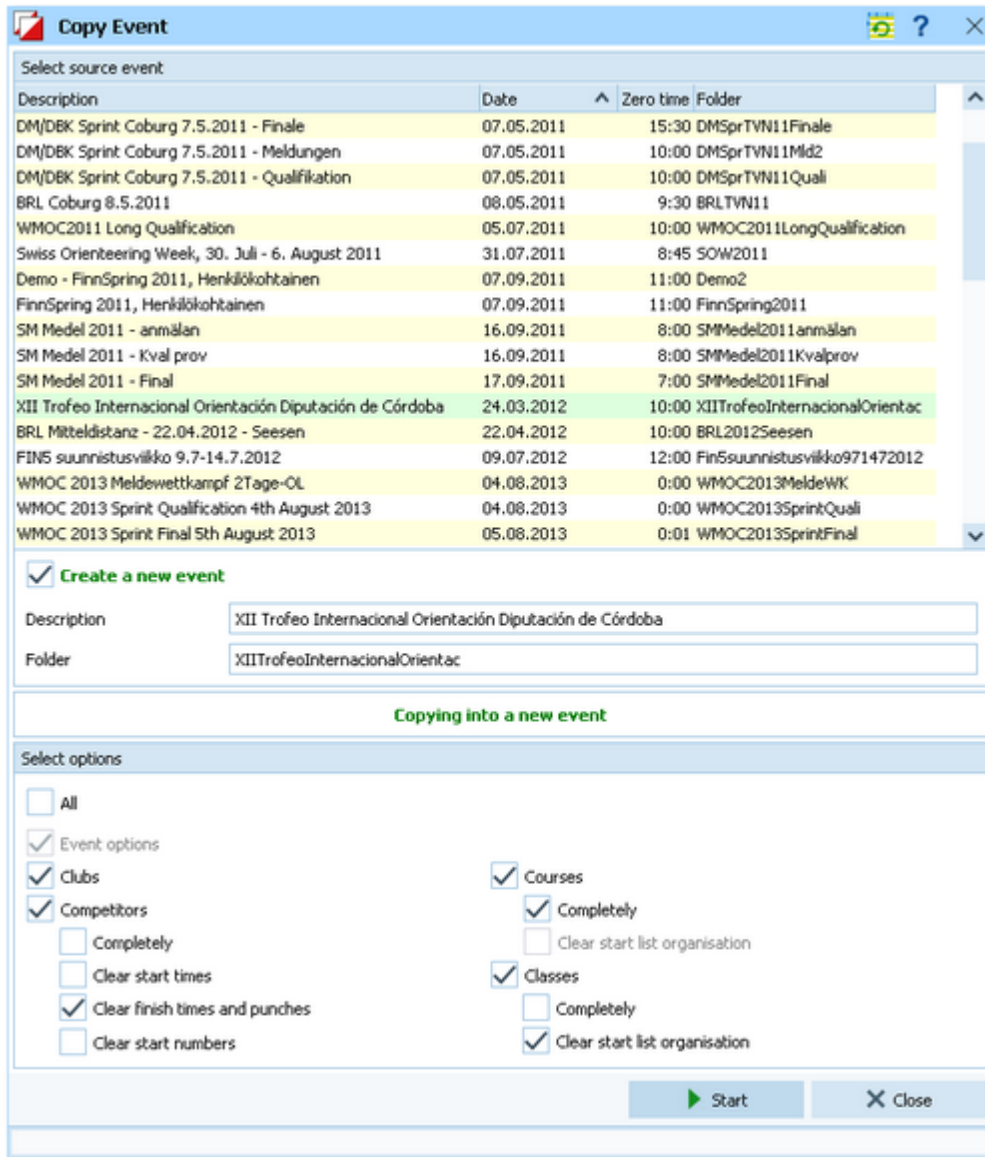
When opened, the source events list displays all the relevant events which can be found in the current event root folder. Relevant events are all those SportSoftware events which match the type and license of the application. The sample had been shown by OE12 with multiday option, so it displays all single day and all multiday events which can be found in the event root folder.

Select the source event.

If you let Create a new event checked, then the source event will be copied into a new and empty event. In this case, you will be able to edit the event description and the folder name which had been preset based on the source event. It is wise to modify the description at this point. Otherwise you will have the same description twice in the event list since this will be copied into the new event.

If you want to copy the source **into the current event**, then just uncheck the option Create a new event.

With option All selected, the complete source event will be copied.

However, the main purpose of this function is the possibility to copy parts of the source event as a starting point for the new one. Deselect All to enable the detailed options.

Event options	The chip system settings and the zero time will be copied.
Clubs	The club table will be copied.

Competitors	You can clear several fields to set up a new event with the same participants. You can select start times, finish times and punches, and start numbers.
	Notice: Classes and courses will be copied automatically. If you clear the start times, then the finish times and punches will be cleared also.
Courses	The courses will be copied. As an option, you can clear the start list organisation, if you had drawn by courses. This will enable you to set up a new startlist from the beginning.
Classes	The classes table will be copied. As an option, you can clear the start list organisation. This will enable you to set up a new startlist from the beginning.
	Notice: If you don't copy the courses, then the assignments of courses to classes will be cleared.

Click on *Start* to launch the copying process.

See also

[Managing events - Task based help](#)

5.3 Entries Overview

The *Entries* main menu topic offers you all functions which are necessary for working with the entries.
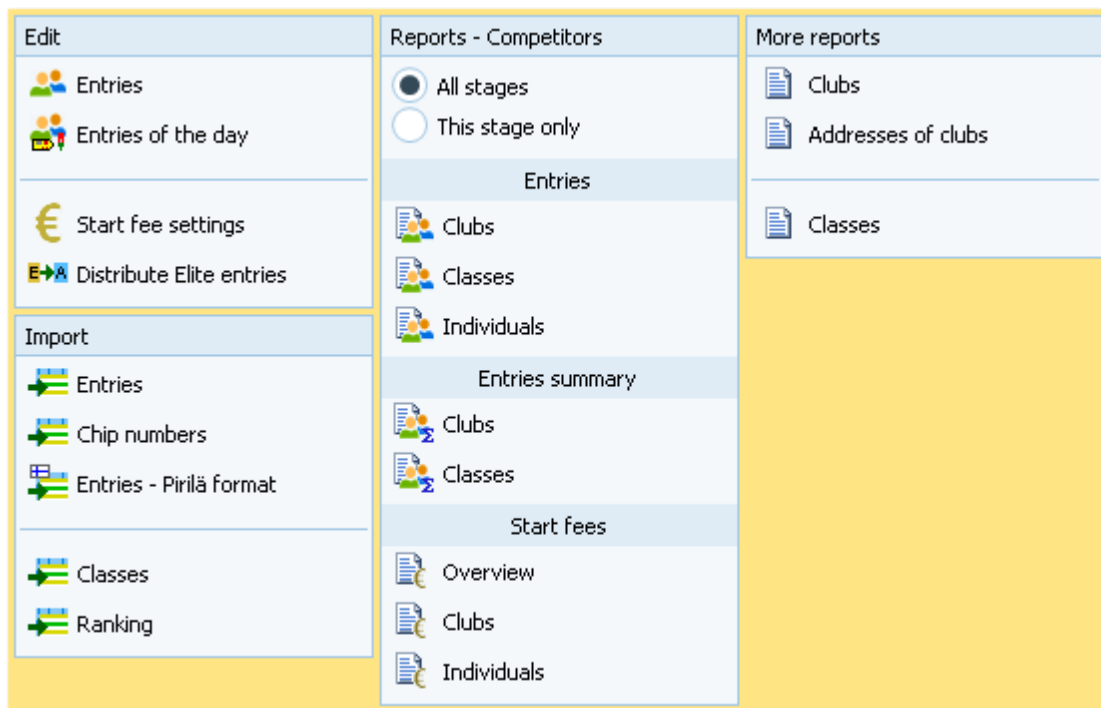
With *Entries - Edit*, you open the entries form. Since the entries form is very complex, the reference had been split to several topics:

- Entries (competitors)
- Classes
- Clubs
- Start fee settings

For entries of the day, you can decide whether you want to use the normal entries form with the EOD option or the special Entries of the day form.

To begin with the event, you can import the classes which may be delivered from an entry web service.

You can import the entries, f.ex. if they had been delivered by a web service. In some countries special formats are used for the import. For IOF events you can import the chip numbers if the chips are provided to the athletes for more than one competition.

In some countries (so far I personally know Sweden and Finland only), the Elite classes are limited to a maximum number of competitors. Everyone who is qualified, can first enter for Elite. However, after the entries deadline, the organiser will import the current ranking points and then use the Distribute Elite entries function to select the best ranked for Elite and move those beyond the limit into an A or E2 class.

There are various reports about entries available.

See also

     Managing entries - Task based help

5.3.1 Entries

The Entries form has three grids where you can edit competitors, clubs and classes. Look at the top of the data grid.
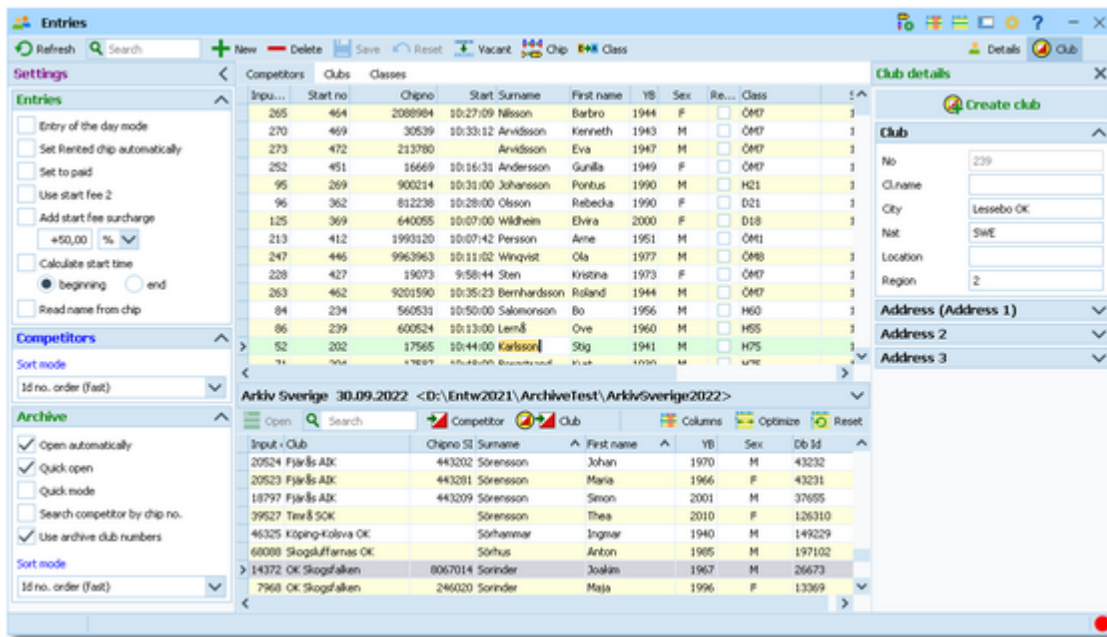
This topic deals with the Competitors grid of the entries form only. For more information on clubs and classes see the Clubsreference and the Classes reference.

If you need more details about editing in the data grid, have a look into the data grid reference.

Customizing the grid layout

You can customize the layout of the grid in various ways: which columns should be displayed in which order and size and how the table should be sorted. These functions are available with the Customize table layout button ⬚ and the Table layout button ⬚ in the title bar. For more details, see the data grid reference.

Additionally, for the entries form you have some predefined layouts available.

Pre entries	Layout to be used for pre entries. This displays columns only which are useful for entering competitors before the start list draw.
Late entries	Layout to be used for late entries. Here you see all columns which may be necessary after the start list draw, f.ex. start number and start time.
Entries of the day	Use this layout for entries of the day or direct entries. This is like the pre entries layout but including start number and start time.

You can use any of the predefined layouts as a starting point for your customizations.

Customizing the settings

| Chip system 🔧 | This will open the ***Chip system submenu***. You can select and restart the device, and define the Chip system settings. For more information see the Handling the chip system devices reference. |
| Display formats ⚙ | You can define the Time format and the Name format. |

Entries

These settings define the behaviour of this function when adding competitors.

| Entry of the day mode | In this mode, the EOD panel will be displayed. For more details, see the Entries of the day paragraph below. |
| | **Multidays only:** Only the columns for the current stage will be displayed and validated, f.ex. start time, nc, ... The start fee will be calculated from the start fee for a single stage. |

Set Rented chip automatically	If a competitor will be inserted without a chip number, Rented will be set automatically. Afterwards, you may assign a rent chip.
Set to paid	The Paid column will be checked automatically with a new entry. This is useful for entries on the day, since normally they come, pay and run.
Use start fee 2	With the classes, you can define a second start fee. Sometimes it is used for two different start fees for direct classes.
	If checked, then this second start fee will be used for new entries.
Add start fee surcharge	If you have higher start fees for late entries, you can use this feature. From the listbox, select whether the actual start fee should be calculated in percent of the original fee or as an absolute surcharge. In the left field, enter the value. You can also enter negative values to get credits for early entries f.ex.
Calculate start time	You have the possibility to calculate a start time immediately for a new entry. This feature is useful for late entries outside the vacant places or for entries on the day. You can choose whether the start time should be calculated before the first existing or after the last existing start time in this class.
	Notice: The absolute precondition that this will work is that you have defined a valid start organisation for this class!
Read name from chip	With SportIdent and the right SICard type you have the possibility to read the competitor's details from the chip. This setting has priority over using the archive.
	If you check this option, then the name, club, address, age and sex will be read from the SICard. This works together with SICard6 and newer only. Sex is saved as text on the SICard. Therefore, this text must match the terms which are displayed by OE12 in reports. Otherwise the competitor will be saved as male.

Competitors

Sort mode	You can define the sort mode for classes, clubs and teams. They can be sorted by their Id numbers (class, club or team number) or alphabetically. The latter may be too slow sometimes for large events. Choosing the Id no. order will optimize the load time of this form.

Archive

These settings affect how entries will be inserted from the archive. See the paragraph about Using the archive below.

Editing competitors (entries)

Before you can begin here, you must have the classes defined. See the Classes reference.

Be sure that you are displaying the competitors grid Competitors .

Competitors	Clubs	Classes							
I... ∧	Chipno	Start	Surname	First name	YB	Sex	Class	Start fee	Club
8	18543	10:44:00	Myrén	Felicia	2014	F	Insk	70,00 €	OK Orion
9	9071219	10:34:00	Myrén	Filip	2007	M	H12	70,00 €	OK Orion
10	9090817	10:02:00	Myrén	Olivia	2009	F	D10	70,00 €	OK Orion
11	550812	10:46:00	Nilsson	Per	1955	M	H60	120,00 €	Stigmännen Karlshamns OK
12	1570402	10:14:00	Nilsson	Birgitta	1957	F	D55	120,00 €	Stigmännen Karlshamns OK
13	8051022	10:33:00	Håkansson	Anders	1970	M	H45	120,00 €	OK Orion
14	8151022	10:23:00	Håkansson	Oliver	2005	M	H14	70,00 €	OK Orion
15	8021031	10:35:00	Håkansson	Jenny	1972	F		120,00 €	OK Orion

When working on the competitors, please observe the following hints for the columns.

Class	To enter a class, click on the dropdown button in the class column ⌄ and select one. You can also use the keyboard. Just begin with the first character of the class. Then the class list will popup. Play a bit around what happens if you type further to get a feeling for that.

You can also move with the arrow keys in the list and finally enter the class by *Enter*.

Club

Selecting and assigning an existing club just works in the same way as with the class. You can add new clubs and edit club details together with the competitor.

Click on the Club details button 🔴 Club to open this panel.

Club details	✕
🔷 **Create club**	

Club	∧
No	95
Cl.name	
City	TV 1894 Coburg-Neuses
Nat	GER
Location	
Region	

Address (Address 1)	∧
First name	Heinrich
Surname	Muster
EMail	muster@web.de
Street	Am Wald 1
Line2	
Zip	D-99999
City	Musterdorf
Phone	
Mobile	
Fax	

Address 2	∨
Address 3	∨
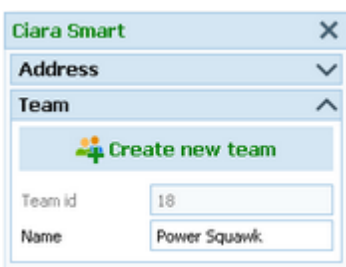
To create a new club, just click on the button 🔷 **Create club** to create it and enter its details. See the clubs reference for more details about the input fields.

Team

For team-based competitions, you can define the team in this column and omit the club. Selecting and assigning an existing team just works in the same way as with the club and class. The team dropdown list will display the teams of the class only. You can add new teams and edit team details together with the competitor.

Click on the Details button 👤 Details to open this panel.

Ciara Smart	✕
Address	∨
Team	∧
👥 **Create new team**	
Team id	18
Name	Power Squawk

To create a new team, just click on the button 👥 **Create new team** to create it and enter its details. The Team Id is an internal number which you can't edit. Be sure to have different names for different teams!
A team is only possible with competitors of the same class. The club does not matter, but you can assign the competitors to their clubs for start fee calculations if necessary.
Notice:
For events of type *Teams only, courses with distributed controls*, there is a maximum of 5 members per team. This is not checked herein, but the special report Check teams should

find any errors.

To **release a member from a team**, just clear the team field. Obsolete (empty) teams will be removed automatically.

To **change the class of a team**, just change it for one team member. The other team mates will be corrected accordingly.

If you **move a competitor into another team** (in the same class), then he will be assigned to the team's start no. and start time, if they are unique for the team and if they don't have finished.

To **move a competitor into another team in another class**, first clear the team and save. In the next step you can change the class and assign the competitor to the desired team.

YB	Enter the year of birth in the full four-digit format. This may be required for calculations. In the reports the last two digits will be displayed only.
Input order	This number can't be modified since it is filled automatically. You can sort by this column to get just the input order.
Start number	If this column is visible in Insert mode, then it will be preset with the next available start number. Team members can have the same start number, otherwise it must be unique.
XStno, XStno Text	If this is necessary, you can edit the Xtra start numbers manually. *Please be very cautious here*, since there is no check if the start no. is valid. Normally the Xtra start numbers should only be distributed by the start list draw. Have in mind that *at a multiday event the Xtra start number is a stage dependend value*. See the Start list draw - Classes reference for more details.
Start time(s)	If a start time column is visible, then a value must be entered there. With Multidays, this is only the case if Entry/Stage is checked. **Negative times:** You can enter start times before the zero time. To do so, first *set the time format to relative to zero time*. Then enter a negative time (-...). Then set the time format *back to absolute time*. Entering the time in absolute time does not work because then this time will be assumed to be after the zero time.
Start fee	For a new entry, the start fee will be filled with the value defined for the class. If necessary, you may modify this value individually. If you change the class when editing an existing competitor, the start fee will be recalculated.
Paid	If you receive the start fee payments in advance, you may administer this using the field Paid. Use this flag ONLY if you receive payments from each runner individually. If you get the payments from the clubs, then the simpler method is to enter this with the club.
Rented	Check this if the competitor wants to rent a chip. This will be computed with the start fee reports. **Notice:** If you maintain a pool of rent chips in the archive (see the archive reference), and such a chip is used in the event, then you will be asked whether this flag should be checked if you did not check it manually.
NC	Check this if the competitor should be not classified.
Block	Means start block. Sometimes you may wish to presort runners within a class for the start list draw. Criteria may be their expected performances (favourites at the end) or simply individual start time preferences (early or late start times). Use this column for this purpose. Valid values are 1-9999. The higher the number, the later the runner will start. Runners with block left empty will get the earliest start times. With multidays, you can define a different block for each stage. If you want to draw the startlist by time blocks, the block accords to a time interval which you can define in the startlist organisation. In most cases it is preferred to assign a time block to the whole club. If you enter time blocks for runners individually here, this overwrites his club setting.
Nation	Normally, the nation of a competitor is determined by the nation of his club. If the nation of the competitor is different to that one, you can enter his nation here. In all reports, the nation of the competitor has priority over the nation of the club.
Rank, Ranking points, IOF Rank, IOF Ranking points	Usually these values are imported by the Import rankings function. The values can be used for a presorting for the start list draw.
Address	You can edit the individual address of the competitor.

Click on the Details button 👤 Details to open this panel.

Fabian Scheler	✕

Address ⌃

EMail	fabi@tvn.com
Street	Am Wald 1
Line2	
Zip	D-99999
City	Musterdorf
Phone	
Mobile	
Fax	

Course

This column is designed for classes which have individual courses (loop orienteering). **It should be only used for entries of the day here and only if those competitors will run individual courses.**

With pre entries, this course assigment should be done using the right course setting functions. See the Assign Classes-Courses and the Assign Competitors-Courses reference.

Editing the course works in the same way like the class, see above.

Entry Id

External entry web services may provide their own entry id to be able to allow an identification between the entry system and OE12. This field can be transferred by import files following the IOF XML format. Normally you should not touch this value.

Entry class

You will need this column only if you have classes which which have an attendance limit, like the elite classes sometimes. With a new entry then entry class will be filled with the class in the normal class column. If you have to change the class later, the entry class will be kept for reference. Anyway, you can edit this column in the same way like the normal class.

Extra fields Num1,2,3

Extra fields Text1,2,3

You can use those fields for any purpose. You can define your customized names for those columns in the Extra fields dialog.
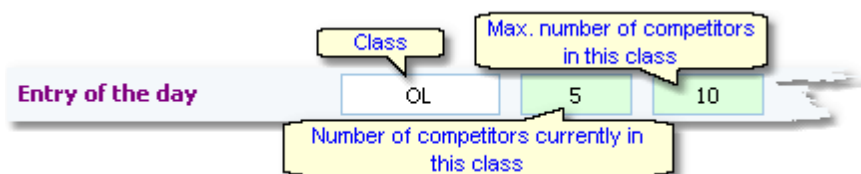
➖ Entries of the day

You can also use this grid to enter *entries of the day* or *direct entries*.

Check the option *Entries - Entry of the day mode*. Select *Table layout ☰ - Layout: Entries of the day*. This will look similar to the Pre entries layout, but additionally with start number and start time. Sort the table by input order. You have also some other options available which affect how entries of the day will be added. Look at the Customize the settings paragraph above for more details.

In Entry of the day mode, you will see the EOD panel:

This will help you to control the allowed number of entries for direct classes. When saving a new entry which exceeds the maximum number of competitors in this class, you will get a warning.

There is also some visual signalling, so that you become aware when the number gets near to the limit. Green means OK, Orange means only a few left and Red means above the limit.

Notice:

If you are inserting direct entries in a network simultaneously, then OE12 will adjust the start number automatically if the preset start number had already been assigned by another operator.

There is also an *extra form* available for *Entries of the day* like the Direct entries form in previous versions of the SportSoftware. Its main difference to the normal entries form here is that its operation is reduced to just Entries of the day. However, if you need to change classes or clubs during editing the entries, then this normal entries form would be the better choice.

For more details see the Entries of the day reference.

Filling vacant places

At many events, free places for late entries must be predrawn with the start list draw. Late entries can only be accepted as long as there are free vacant places for the respective class. OE12 provides a **special handling when editing a vacant place** compared to editing a "normal" existing competitor.

If you had set the option Archive: Search competitor by chip no., then the competitor will be looked up in the archive and his details will be inserted after leaving the chip no. column by *Tab*. You can also use the other methods to insert a competitor from the archive, see the next paragraph. The class will remain unchanged but the start fee will be recalculated using the current *Late start fee settings*.

Using the archive
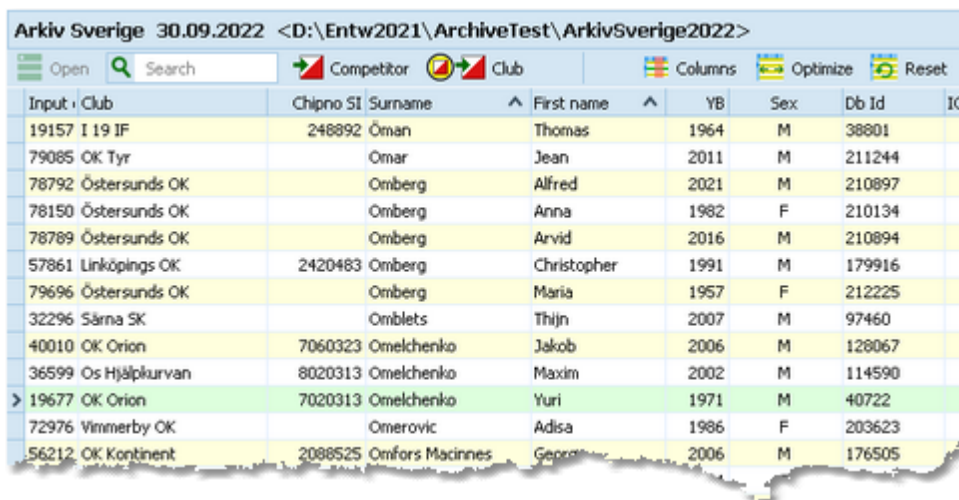
The archive is normally a national database which includes all runners of the country. This can be used to speed up the entries input. Think about such fields like Chip number, Database Id and address which are quite time consuming and error-prone to be entered manually. In many countries the O federation maintains such a database which is ready-to-use for the SportSoftware. You may ask your federation or other SportSoftware users in your country for that. Also have a look on how to select, create and edit archives with OE12.

You can see the characteristics of the current archive in the Archive header.

Sample Archive 08.09.2010 <D:\Entw2018\Archive\ArchiveDemo1>

You can click on it to show/hide the archive table.

First you will see an empty table. Just click on the Open archive ▤ button to open it. If you would like to have the archive opened automatically, then check the option *Open automatically*.

Now you can search for the desired competitor and then doubleclick on him to insert him into the event. You can also move using the arrow keys and press *Enter* to insert a competitor. Another choice is to click on the Copy Competitor button. Do so with all competitors. Of course, there will be some competitors who are not in the archive. Simply enter them manually.

Sometimes a competitor is not found in the archive but his club (with other competitors). So you need to enter him manually but you want to copy the club from the archive because of addresses etc. To do so, enter the competitor manually. Then search in the archive for the club and highlight any competitor of this club. Click on the button Insert a new club from the archive to insert the club.

Under the Settings tab, you find the paragraph **Archive**. Those settings determine how inserting competitors from the archive works.

| Open automatically | With large archives (more than about 10000 competitors) it will take some seconds to load the form, especially in a network. If you don't need the archive right now, then uncheck this option. In this case, you have the possibility to open the archive manually |

using the Open archive ▤ button.

Quick open	For large archives like the Swedish and Finnish ones, opening it takes too long since the whole database must be read into memory. The Quick open mode is the same quick way of computing like in previous versions of the SportSoftware. However, there are some restrictions with sorting and searching capabilities.
	OE12 will remind you to set this if the archive has more than 20000 competitors. Also, the opposite will be reminded: if you have an archive smaller than 20000, you should unselect the Quick open mode. Of course, if your machine is fast enough, you can always use the normal mode.
Quick mode	Use the Quick mode to have the competitor saved into the event automatically. This works only if the input is complete (class!). Thus you can stay in the archive grid and can insert each competitor after the other into the event.
	If you are sure that you have to add data manually (e.g. start times of late entries or the class because it can't be calculated), then turn off the quick mode.
Search competitor by chip no.	You may read the chip of the competitor or enter the chip number manually and move into the next column by *Tab*. Then his details will be copied from the archive. This option only works with new entries or when filling vacant places.
Use archive club numbers	New clubs will be created in the event automatically if necessary. Use this setting to determine how the club numbers should be handled.
	By default, this option is not selected. That means, each new club will get the next available club number in the event. However, it may be required that the clubs should keep the club number from the archive. Then select this option. Each club which is inserted from the archive will keep the same number.
	New clubs which were not in the archive before, will get club numbers beginning with 90000.
Sort mode	You can define the sort mode for classes and clubs. They can be sorted by their Id numbers (class number or club number) or alphabetically. The latter may be too slow sometimes for large archives. Choosing the Id no. order will optimize the load time of this form.

⊟ Start fees

In the class table you can enter the start fees per class. When you enter a new competitor, his individual start fee field will be filled with this value from the class. If you had checked Use start fee 2, then the second start fee of the class will be inserted. If you for any reason decide that this is not suitable, just modify the individual start fee.

There are also some fees which must be entered for the club, like chip rent fee or accommodation, etc. You can define those extra fees via the main menu item ***Entries - Start fee settings*** which will show the start fee settings dialog. In the club grid, you can enter the numbers how much items of a specific extra fee a club has ordered.

See also the classes reference and the clubs reference.

Currency sign

OE12 uses the currency sign of your Windows settings. To change it, go to *System Panel-Country settings*. There you can also define the layout of currency amounts, whether the sign should be shown before or behind the value.

⊟ Using the group by feature

Sometimes you prefer to use the group by feature to get a better overview. You find it in the ***Table layout functions*** ▤.

You can group by clubs or classes:
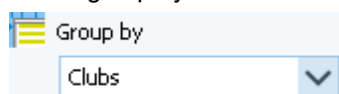
This will change the display of the grid:

Input o...	Chipno	Start	Surname	First name	YB	Sex	Class	Start fee	Club
+ Kalmar OK									
− Lessebo OK									
52	17565	10:44:00	Karlsson	Stig	1941	M	H75	120,00 €	Lessebo OK
71	17587	10:48:00	Bergstrand	Kurt	1939	M	H75	120,00 €	Lessebo OK
87	202556	10:09:00	Petersson	Bo	1959	M	H55	120,00 €	Lessebo OK
198	17081	10:55:00	Rundgren	Göran	1945	M	H70	180,00 €	Lessebo OK
+ Linköpings OK									
+ Markaryds FK									
+ Nybro OK									

You can now expand the club which you want to focus on. Independently of the club sort order, you can sort the competitors by any different column. Grouping by classes works in the same way.

See also the Working form reference.

Special functions

Reading the chip no. from the chip

You may read the chip using a reading device and insert the chip number automatically. With an existing entry, this will overwrite the chip no. With a new entry, you can let OE12 search the competitor by the chip no. in the archive and insert his details. See the paragraph about Using the archive above.

Notice:

In the archive, the Rented flag has a different meaning compared to what it means within the event. In the archive, it is used for administering a pool of chips which are to be rented at events. If such a chip is detected here, then only the chip no. will be copied from the archive into the event. All other fields will not be transferred, so that you have to add the real name of the competitor. Consequently, the Rented flag for the event will be set.

The functions for the handling of the chip system device are provided by the **Chip system button** 🔧 in the title bar. See the   Handling the chip system devices reference for more details.

If you are using additional chips, you can read in both chips here. Scroll down to the paragraph *Handling additional chips* for more instructions.

Reading the competitor's details from the chip

See the Settings paragraph above.

Next competitor without chip

You can also use the hotkey *F12*. The next competitor without a chip will be highlighted. You can use this feature together with reading the chip number from the chip. This may be helpful if you want to assign rented chips before the event.

Reset competitor to a vacant place

You may need this function if you want to put a competitor into a different class after the start list draw. If you have a predrawn start list which follows well-defined competition rules, then it is not possible to just change the class. Instead, the competitor must be set into a free vacant place of the destination class while his original start place within the wrong class must be reset to a vacant place. This function perfoms the second step with a single mouseclick.

Join classes

You can move all competitors of one class into another. This may become necessary if a class requires a minimum of runners, e.g. at championships.

Handling additional chips

For some IOF competitions the IOF prescribes the use of two touchfree chips. As usual, the main chip is to be entered into the column *Chipno*. **Display** the (hidden by default) column *2 Chipno* by clicking on the Customize table layout button 🎨 in the title bar. There you can enter the number of the additional chip for every competitor.
To simplify and speed up the handling when downloading in the finish, it is a well-proven practice to use different colours for the main chip and the additional chip.
Both chips can be included in entries and start list reports, so that every competitor will get the right chips. This can

be controlled before the start.

You can use a chip reading device to read in both chip numbers. If the column *2 Chipno* is visible, then OE12 will fill in the numbers into both fields and then move to the next competitor.

If you prefer to read in all the main chips first and after that the additional chips, then proceed as following. First hide the column *2 Chipno*. You can read in all main chips as usual. Then display *2 Chipno* again. Scroll up to the first competitor and read in the additional chips.

Notice: If both numbers are filled for a competitor, the reading device is not allowed to overwrite them. If you want to change a chip number, then either remove the old number and read the new chip with the device or edit it manually.

After the additional chips had been downloaded and assigned, you will see the corresponding reserve "competitors" in the table:

	In...	Sta... ∧	Chipno	2 Chipno	Surname	First name	YB	Sex	Class	Club
	239	33	1004514	81004514	Todoroski	Jovan	2000	M	M16	Macedonia
	469	33	81004514		Todoroski	Jovan		M	Res	Additional Chip
>	35	34	1003449	81003449	Wolfram|	Clemens	1999	M	M16	Austria
	417	34	81003449		Wolfram	Clemens		M	Res	Additional Chip
	16	35	1003329	81003329	Hirš	Otakar	1998	M	M16	Czech Republic
	410	35	81003329		Hirš	Otakar		M	Res	Additional Chip

In the table the additional chip "competitors" are highlighted with light purple colour. To work with them, sort the table by *start no.* or the *name*. This will show the "normal" competitor and the accompanying additional chip "competitor" just below each other. For more details see the Evaluate chips reference.

In practice, at ***IOF event weeks*** there will be several competitions, both individual and relay. The competitors will carry the same chips the whole week. Read in the Import chip numbers reference how to handle the chips for more than one competition.

⊟ Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.

Besides the start time, there are more fields which can be entered for each stage individually, like nc, block, chip, etc.

OE12 supports entries for single stages. Uncheck the stages where the competitor does not enter (columns E1, E2 etc.). He will not be drawn for this stage and can be specially computed in start fee calculations. If you have checked the option Entry of the day, the competitor will be checked for the current stage only.

With a new entry, the chip number of the first valid stage (determined by Entry/stage) will be copied into the valid remaining stages. Reports show the chip number of the current stage.

🎖 Copy chip numbers

Sometimes you don't preenter the chip numbers but assign them in the finish at the first stage. This means that they will not be assigned to the subsequent stages automatically. Another scenario is that at the first stage a competitor comes with a different chip number than pre-entered and he will use this new chip for all stages. This function copies the chip numbers of all competitors from the current stage (set in the window) to the subsequent ones, but only where the competitor has the entry/stage flag set and no result yet. You can choose whether existing (different) chip numbers should be overwritten or not.

See also

Managing entries - Task based help

Entries reports

Entries of the day

Import entries

Import chip numbers

5.3.2 Entries reports

There are various entries reports. You find them in the main menu under *Entries*.

Reports - Competitors	More reports
● All stages	📄 Clubs
○ This stage only	📄 Addresses of clubs
Entries	
👥 Clubs	📄 Classes
👥 Classes	
👥 Individuals	
Entries summary	
👥 Clubs	
👥 Classes	
Start fees	
📄 Overview	
📄 Clubs	
📄 Individuals	
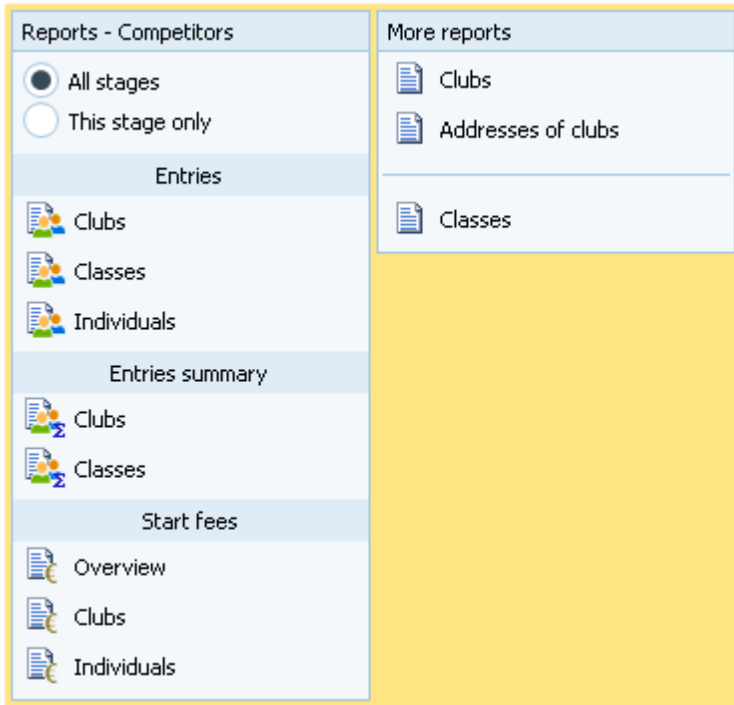
The titles should be self-explaining.

There are some special options in the reports about entries.

Display formats ⚙	You can define the Time format and the Name format.
Quick selection	In the selection panel of the entries report by classes you find the Quick selection combobox Normal; Championship ▼. You can use this to select all classes with the desired class types by checking them. For more information about class types see the Classes reference.
	In the selection panel of the report about club addresses you find a similar Quick selection. This one allows to select which address types should be included in the report. For more information see the Clubs reference.
Competitors sorted by	This is available for club and class reports. Within a class/club the competitors will be sorted by the selected field.
Teams: Include runners	The teams are shown with their runners.
Rented chips only	This restricts the entries report on those competitors without a chip.

In the start fee reports by clubs and competitors, you see an additional menu button 🔲 Blank receipts . Print blank receipts which you can use on the competition day for direct or late entries.

In the report about clubs (the clubs list) you can select whether and which addresses should be included in the report.

For general information about reports, see the reports reference.

Teams

The team representation depends on the event type.

With all event types, you can display the teams in a single line. All names of the team mates are displayed in the name column, and the team (name) column can be displayed in this line.

With the event types Teams only, you have the additional option to display the names of the team mates in extra lines, just like you are used to from relay teams. For these two event types, usually all teams within a class should have the same size. This can be validated by the report Check teams.

For more details, see the Handling teams - Task based help and the Entries reference.

Label layouts

The Entries reports are using the same pool of label layouts. That means f.ex., if you modify a layout in the Entries by classes report, this will also be used in all other Entries reports.

CSV export

Most reports can be exported to CSV format. The record structure is given in the header line within the output file (format header). The export file of an entry report has the same structure as the input file required by the event import. Thus it is possible to export and re-import the event as often as it is required. The import of entries requires the same format.

Note that there are different formats for exporting single day reports (also from multiday events) and multiday reports with all stages.

With the event types Teams only, there are two different CSV exports possible. If you check the option *Include runners*, then one record per competitor is exported. This format can be used to export end reimport later. If the option *Include runners* is unchecked, then one record per team is exported. Normally this format can't be used for a reimport.

The *report by Individuals* offers two export formats. *Standard* is the normal format which is the same like in all other entries report types. *Additional chips* is a special format if you are using additional chips. For more information see the Import chip numbers reference.

Notice: The CSV file formats have been changed from V.11.0 to V.12!!

XML export

You can export the start list report into the IOF standard, document type EntryList. You can select between XML V2 and V3. If possible, then the newer format is to be preferred. With XML V2, the export is possible with the report sorted by clubs only, because this IOF document type requires that sort order. XML V3 is available for all sort orders. In the **IOF XML V3 format**, teams are given by the special *TeamEntry* records.

Note that there is the same format for both multidays and single days.

This is the same format as for the entries XML import.

For more details, see the exports reference.

Sending emails

Display an entries or start fees report by clubs. In the report's menu, you will then find the Send EMail button
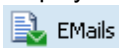
EMails . Click on it to send each club its own entry list as a confirmation. This requires an email address to be entered with the club address. For more details, see the Send EMails reference.

Notice

If you are working on a ***multiday event***, you will see this selection on top of the report menu items. All stages shows the reports including relevant columns for all stages (f.ex. start times), while This stage only will show the same report for this stage like for a normal single day event.
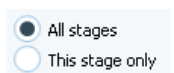
See also

Entries
Reports

5.3.3 Entries of the day

Although there is a similar Entries of the day mode in the normal entries form, here is an extra form available for the same task. This one should allow the most easy and secure operation on the competition day.

This form works nearly in the same way like the normal entries form and its layout is quite the same. If you are new to the entries function, then please first read the Entries reference very carefully before you continue. The paragraph below explains the differences only.

If you need more details about editing in the data grid, have a look into the data grid reference.

▬ Special features - differences to normal entries

Compared to the normal entries form, this EOD form has a reduced layout and the operation had been optimized to the needs of EOD. Also, you have a better overview since the table displays the latest entries only.

Competitor grid only	Only the competitor grid is displayed, no grids where you can modify classes or clubs.
Latest entries only	The table displays the latest entries only, beginning with the time when you opened this form. So at the beginning it will be empty. **Notice:** if you are working with multiple clients in the network, the table will show the latest entries from the other clients also, each time when it is updated (normally after saving an entry).
Insert mode by default	By default, the form starts in insert mode. Just enter one entry after another. However, if you need to change or delete a previous entry, you can cancel the insert mode and edit in the table as usual. To prevent you from overwriting an existing entry by accident, you have to confirm that.
Sorted by input order only	The entries in the table are sorted by input order and you can't change that, for a better overview.
Required functions only	Functions of the normal entries form which are not required here, are not available, f.ex. reports or the group by function.
Restrict to classes allowed	Using the class type selection on top of the settings, you can restrict the classes for which new direct entries can be entered. Usually you can assign a class type called *Open* to all *open or direct classes*, so that the class column will only offer those classes in the listbox. For more details about class types, see the Classes reference.
Switch start fees individually	First, the start fee is set to start fee 1 or 2 of the class according to the option at the settings panel. Additionally you can switch to the other fee just for this entry by simply clicking the Start fee 2 checkbox. This works in insert mode only.
Protected options	Some settings are disabled to protect them against accidental changes and some are preset to the right value. These are *EOD mode*, *Quick mode, Use archive classes* and *Use archive club numbers*.

Notice:

If you are inserting direct entries in a network simultaneously, then OE12 will adjust the start number automatically if the preset start number had already been assigned by another operator.

Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.

The entries of the day are assigned to the current stage only, that means the chip number, the start time and the course will only be entered for this stage and the entry per stage flag will only be set for this stage.

See also

Managing entries - Task based help

Entries

5.3.4 Classes

The Entries form has three grids where you can edit competitors, clubs and classes. Look at the top of the data grid.

This topic deals with the Classes grid of the entries form only. For more information on clubs and competitors see the Clubs reference or the Entries reference.

If you need more details about editing in the data grid, have a look into the data grid reference.

Loading the class table from the web entry portal

Your web entry portal should provide an export of the classes definitions. Download this file and import it into the event. See also the Import classes reference.

Some web portals are supported directly by OE12 under the **Web** main menu item. All of them provide a direct download of the classes by a single mouseclick. See for example the ol-events.ch - Download classes reference.

Loading a class template from the archive

If you are using the archive, you may already have a well defined class table template (offered from your federation) for your event. Then copy this class table from the archive into the event and use this as your starting point. For more details see the Copy classes into the event reference.

➖ Editing classes

Before you can enter competitors, you have to define the classes. Click on the classes tab Classes to display the classes grid. Just enter them as given in your invitation.

No ∧	Short	Long	Start fee	Sex	Age from	Age to	Type
17	H40	H40	120,00 €	M	40		Tävlingsklasser
19	H35	H35	120,00 €	M	35		Tävlingsklasser
22	H21	H21	170,00 €	M			Elitklasser
25	H20	H20	120,00 €	M		20	Tävlingsklasser
28	H18	H18	70,00 €	M		18	Tävlingsklasser
29	H16	H16	70,00 €	M		16	Tävlingsklasser
30	H14	H14	70,00 €	M		14	Tävlingsklasser
31	H12	H12	70,00 €	M		12	Tävlingsklasser
32	H10	H10	70,00 €	M		10	Tävlingsklasser

When working on the classes, please observe the following hints for the columns.

No	The class number identifies the class uniquely. In insert mode, this input field will be filled with the next available number as a default. However, to have more flexibility for later additions, you may prefer to enter class numbers in steps of 10. Have a look into the demo events to get a feeling about suitable class short and long names as well as class numbers. A class number must be unique. In addition to the class name, reports (e.g. start or result lists) can be sorted by this number. Thus you can define a class order of your choice by assigning suitable numbers.
Short, Long	The short name must be unique and should be as short as possible to speed up keying in the entries. Typing two or three letters without blanks is very fast and it will speed up also the selection from the automatic list box. The long name can be more descriptive and longer and include blanks. Short and long names can be used alternatively in reports. Just select what you prefer. In some cases the short name will appear on reports for limited space reasons. Use capital letters for them, so it looks reasonable on the reports.
Start fee	The start fee will be used as the default for new entries of this class. Any modification of this value will take effect for future entries only. Thus be sure to have the start fees defined in the right way before the first entry! ***Currency sign*** OE12 uses the currency sign of your Windows settings. To change it, go to *System Panel-Country settings*. There you can also define the layout of currency amounts, whether the sign should be shown before or behind the value.
Start fee 2	For special purposes, you can define a second start fee. You can customize the description of this field with the extra fields. See also the Entries reference and the Entries of the day reference for how you can use this value.
Sex, Age from, Age to	Enter values for Sex, Age from and/or Age to if you want to calculate the appropriate class of competitors being inserted from the archive. It is sufficient to have Age to only for youngster classes and Age from only for veteran classes. See the Entries reference for more details.
Type	You can assign a class to a class type. The class types provide you additional selections for start list and result reports. To modify the class type, click on the dropdown button in the column ⌄ and select one. You can also use the keyboard. Just begin with the first character of the class type. Then the types list will popup. Play a bit around what happens if you type further to get a feeling for that. You can also move with the arrow keys in the list and finally enter the class type by ***Enter***. At the right, you see the Class type panel.

To create a new class type, just click on the button to create it and enter its details. The No is an internal number which you can't edit. Be sure to have different descriptions for different class types!

Classified

This column is checked by default which means that in the results the class will be classified by times and places. If you uncheck this, then in the result of this class the competitors will not be ranked but displayed in alphabetical order. In the result report options you can decide whether their times should be displayed or only a comment whether they did their course correctly. See also the Result Reports reference.

Max. competitors

Sometimes you have an attendance limit for some classes. You can use this for entries of the day. The number given here may be the number of maps prepared for a direct class. So you can check this when entering and perhaps direct the competitor into another class if no more maps are available.

You may use it also for Elite classes. You may use this value to shift competitors beyond the limit into lower A classes. See also the Distribute Elite entries reference.

Text

You can define a text which can be shown on start list and result reports as a class specific hint.

Notice: If you are using the *Emit punching system*, please check out the *start punch setting* for all new classes! See the Emit settings reference for more details.

➖ Special hints for multidays

The stage selector does not matter for editing the classes and not for the classes report.

The number of max. competitors can be entered for each stage.

There is also an additional column Start fee/Stage. This will be used for competitors, who do not enter for all stages. See the entries reference for more details.

See also

Managing entries - Task based help

Copy classes into the event

Import classes

Eventor - Download classes

ORIS - Download classes

ol-events.ch - Download classes

5.3.5 Clubs

The Entries form has three grids where you can edit competitors, clubs and classes. Look at the top of the data grid.

This topic deals with the Clubs grid of the entries form only. For more information on classes and competitors see the Classesreference or the Entries reference.

If you need more details about editing in the data grid, have a look into the data grid reference.

▬ Editing clubs

Normally you enter a new club together with the first entry (competitor) of this club. See the entries reference for more details. The clubs grid is mainly designed for doing modifications and administering start fee payments. Click on the

clubs tab   Clubs   to display the clubs grid.

When working on the clubs, please observe the following hints for the columns.

No	The club number identifies the club uniquely. In insert mode, this input field will be filled with the next available number as a default. A club number must be unique. Like other fields, reports (e.g. start or result lists) can be sorted by this number. Thus you can define a club order of your choice by assigning suitable numbers.
	If you are using the archive, it is recommended to copy the club number from the archive, so you need not to take care of the club number in this case. See the entries reference for more details.
City, club name	Editing a club is split into those two fields to allow a reasonable alphabetical sort order by the city which is part of the full club name. In the reports, the full club name will be composed of the club name and the city.
	Examples: In many countries, clubs are written like TuS Mitterteich, TV Coburg-Neuses, TOLF Berlin, etc. Those clubs should be entered with TuS as the club name and

Mitterteich as the city and so on. See the (German) demo events. There are also other clubs in which names the city is naturally at the beginning, like Ronneby OK. Those clubs should be entered completely into the city and the name should be left blank. In some countries, it is usual that they don't use full city names at all, but only the abbreviation, like USOC, HAVOK, AIRE, GRAMP, etc. In this case, the abbreviations must be entered into the city field.

Location, Region	Use those columns to allow even more sort orders for clubs in reports.
Nation	The nation abbreviation should only be entered for foreign clubs.
Addresses	You can enter up to three addresses per club.

Click on the button Addresses to open this panel.

TV 1894 Coburg-Neuses	✕
Address (Address 1)	⌃
First name	Heinrich
Surname	Muster
EMail	muster@web.de
Street	Am Wald 1
Line2	
Zip	D-99999
City	Musterdorf
Phone	
Mobile	
Fax	
Address 2	⌄
Address 3	⌄

You can define your own description for the three addresses with the extra fields.

Num1, Num2, Text1, Text2	There are four additional fields available for numerical or text data. You can define your own description for these columns with the extra fields.
Paid	This is the field where you can administer the start fees and enter the amount which the club had paid in advance. For more details on the start fees, see the next paragraph.
Paid-Ind.	This readonly field shows the sum which had been paid by those competitors who got the individual paid flag. See also the entries reference.
Extra fees 1-5	You can enter up to 5 different extra fees or credits which will be added to the start fee amount of the club. Think about extra fees for late entries, lodging, breakfast, parking. Define the names for those fees with the Start fee settings.

➖ Start fees

You can administer the prepaid start fee amounts by entering those values into the Paid column of the clubs. If you want to do this individually for every competitor, then you have to use the flag Paid which is offered with the entries.

If you have direct or late entries and are computing the start fees by clubs, there may be a mixture of both methods. In the readonly column Paid-Individuals, you see the amount which is calculated from individual payments.

The total amount paid by the club is given by the sum of both Paid-columns. So the following procedure is recommended (only if you are calculating by clubs!). For pre entries, do not enter individual flags in entries but only the amount which had been paid by the club in advance. For late and direct entries, use the individual flag but do not change the paid amount of the club here (where those runners normally are not included).

You can also administer some extra fees with the clubs (see the above paragraph). One extra fee which is not mentioned explicitly here is the chip rent fee. You can define its value in the Start fee settings. Set the flag Rented of a competitor to indicate that the club has to pay a rent fee for him.

Currency sign

OE12 uses the currency sign of your Windows settings. To change it, go to *System Panel-Country settings*. There you can also define the layout of currency amounts, whether the sign should be shown before or behind the value.

See also

Managing entries - Task based help

5.3.6 Start fee settings

This dialog will be invoked by the function *Entries - Start fee settings*.

You can define the description and the price for up to 5 extra fees and the price of the chip rent fee.

In the club grid, you can enter the numbers how much items of a specific extra fee a club has ordered. They will be computed with the start fee reports.

See also

Entries

Classes

Clubs

5.3.7 Import classes

Use this function to import the classes. This import file can be delivered by a web entry service or any other source. Be sure to have created all classes before beginning with importing the entries. This is the same import function like the Event classes import which can be invoked from the Extras main menu item.

Classes	Select the right working mode of the import. Since *Clear and Create again* will lose all special class settings like start list definitions, be careful when using it!

Identify classes by	Define by which field existing classes should be identified. Obviously the class no. should be preferred.
File format	Select XML or CSV.
CSV	The record structure is given in a special header line at the beginning of the file. The first column is always empty, headed by a unique identification of the export file. To get a sample of the right CSV file format, just export a <u>class</u> report. When editing this export file or creating a new one, be sure to preserve the first (empty) column which identifies this file as the right one for this import.
XML	This import requires the IOF XML format, document type *ClassList*. For more information on the IOF XML formats, have a look at the IOF web site.
Delimiter, String delimiter	Normally you can leave the defaults *Semicolon* and *"* here. If the application which created this import file used other delimiters, then set them accordingly.
File name	Select the import file here. See the <u>Select file</u> reference for more details.

Notice: If you are using the ***Emit punching system***, please check out the *start punch setting* for all new classes! See the <u>Emit settings</u> reference for more details.

The import will create a comprehensive report about itself which will help you to fix possible errors.

Notice
The CSV file format had been changed from V.11.0 to V.12!!

If your import file contains errors then this may damage your event data.

See also

5.3.8 Import entries

Use this function to import entries, if you are registering them using an external software, f.ex. on a web entry page. Compared to the <u>import of the complete event</u>, this function provides some special features required for entries handling. The archive can be used in the same way as with the <u>manual entry function</u>. The import and the manual function can be used concurrently without any restrictions.

If you had exported the event for special evaluations and now want to re-import it, then use the function <u>Extras - Import competitors into the event</u> which is specially designed for this purpose.

Competitors	Select the right working mode of the import. *Add and update* is to be preferred. Using the option *Add new ones only*, you can use an import file which contains all entries but import the new entries only. Use *Add all* if the import file definitely contains new entries only and there is no field provided by which existing competitors can be identified. Although OE12 has some built-in control features, it is your responsibility to make sure that no entries will be imported twice from the web site. If you don't have this possibility from the web site, then it should assign a unique number or text to the database id, so that both OE12 and the web site have a common identification field. The very best solution would be if the web site could use the same archive as it is used locally.
Identify competitors by	Define by which field existing competitors should be identified. It is recommended to identify existing competitors by the entry id or the database id. One of them must be delivered by the import file. Checking the competitors against the archive is not useful here. OE12 must presume that entries from the web are error-free. If you are working with the archive, it should be available at your web entry page also. If there is no start fee given in the import line, then the start fee of the class will be inserted. See below how clubs and classes are computed.
Late entries, Entries from	This option is available for imports in **XML format only**. If the import file contains the entry dates of the competitors and if you had checked one of the special late entries handlings, then only those competitors will be considered who had entered beginning with this date. Leave the field blank if you want to compute all entries included in the file according to those options.
Late entries, Calculate start times	You have the possibility to calculate a start time for the imported competitor. This feature is useful for late entries outside the vacant places. You can choose whether the start time should be calculated before the first existing or after the last existing start time in this class.

	Notice: The absolute precondition that this will work is that you have defined a valid start organisation for this class! Otherwise the competitor will be imported but get no start time. This will be displayed in the log window.
Late entries, Add start fee surcharge	Normally, OE12 inserts the start fee of the class for every new competitor. If you have higher start fees for late entries, you can use this feature. From the listbox, select whether the actual start fee should be calculated in percent of the original fee or as an absolute surcharge. In the left field, enter the value. You can also enter negative values to get credits for early entries f.ex.
Clubs	Define how clubs should be handled. *Keep existing* is to be preferred. With this setting, new clubs will always be inserted. They will be identified by the club number or the club name. Possible name conflicts will be bypassed by issuing suitable names. This will be shown in the report of this import.
	The pure club number would be enough to identify the club if the club will be copied from the archive or if it is already defined in the event.
	If you had checked *Insert from archive*, then new clubs will be searched in the archive and copied into the event including all available addresses. A given club number will be ignored if you had selected *Copy archive cub no*. If you are not using the archive, then the club will be created using the given club number.
	If you did not include a club number in the import file, then the club will be searched by name and city and be handled in the same way as explained above. In this case, new clubs will be created either with the club number from the archive or with the next free number within the event. When using the archive, then new clubs not found in the archive will get club numbers above 90000.
	See also the **Using the archive** section in the entries reference.
Classes	Classes will not be changed by this import. In the import file, you can use the class number or the class short name. If the class is unknown, then the record will not be imported. Please ensure that the class table implemented on your web entry page exactly matches the OE12 class table!
File format	Select XML or CSV.
CSV	The record structure is given in a special header line at the beginning of the file. The first column is always empty, headed by a unique identification of the export file. To get a sample of the right CSV file format, just export an entries report. With a multiday event, be sure to export a report of all stages. Note that those export files do include more fields than needed for the entries import, f.ex. start times, etc. In the import file, those fields should be left empty but they must be included, just as given in the header line. When editing this export file or creating a new one, be sure to preserve the first (empty) column which identifies this file as the right one for this import.
XML	This import requires the IOF XML format, document type *EntryList*. For more information on the IOF XML formats, have a look at the IOF web site.
Delimiter, String delimiter	Normally you can leave the defaults *Semicolon* and *"* here. If the application which created this import file used other delimiters, then set them accordingly.
Export file of a single day event	This option is available only if you are working on a multi day event. There are two different formats available for multi days and single days. For example, with the multiday format you can import the flags entry per stage.
File name	Select the import file here. See the Select file reference for more details.

The import will create a comprehensive report about itself which will help you to fix possible errors.

⊟ Importing teams

With the CSV format the team data can be included in the file. To get a sample, just export an entry report which includes teams.

With the XML format, teams can be imported in two ways. The normal way is that the import file should provide the *TeamEntry* structure. This is how the IOF XML V.3 has designed it. The second possibility is the *special team handling of Eventor*. OE12 supports that.

➖ Importing courses with the entries

The CSV format of OE12 supports *importing the course* with the entries, since in some countries like UK or USA you can enter not only your age class but also a course (commonly called coloured courses).

However, the multiday CSV format does not include multiple courses. So at multidays you have to proceed as following.

- *Import* the entries without courses using the multiday CSV format. This will include f.ex. the entry/stage flags but no courses.
- Then perform an *import for every stage* using the single-day CSV format which includes the course of this stage. Set the import option to *Update only* and take care that you have set the right stage in the main menu before.

Notice
The CSV file format had been changed from V.11.0 to V.12!!

If your import file contains errors then this may damage your event data.

Avoid importing a club with number 0! Pre-existing running times will be preserved in *Update* mode. But it is obvious that an import of existing runners during or after the event is not the purpose for which this function is designed for!

See also
Import entries (special formats)

Import chip numbers

Import classes

Import clubs into the event

Export dialog

Entries

5.3.9 Import chip numbers

At *IOF event weeks* there are usually several competitions, both individual and relay. The competitors will carry the same chips the whole week. This import function helps you to handle that quickly and reliably.
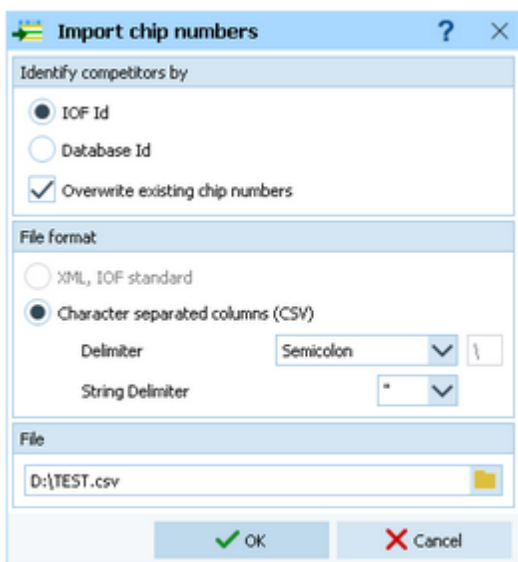
Identify competitors by	By default, the competitors must be identified by the IOF Id. There can be national competitions where the Database Id would be the better choice.
File format	This import is available in CSV format only.
CSV	The record structure is given in a special header line at the beginning of the file. The first column is always empty, headed by a unique identification of the export file. To get a sample of the right CSV file format, just export an entries report about individual

competitors and use the special format for chip numbers.

Delimiter, String delimiter	Normally you can leave the defaults *Semicolon* and *"* here. If the application which created this import file used other delimiters, then set them accordingly.
File name	Select the import file here. See the <u>Select file</u> reference for more details.

The import will create a comprehensive report about itself which will help you to fix possible errors.

At such IOF weeks with several competitions, the nations will enter all their athletes into an overall "event". Shortly before each race they decide who of them should participate with their chips which they carry the whole week. So the following procedure has proved to be useful.

- Create a Master event where you download the complete entries.
- Assign the chip numbers in the <u>Entries</u> function, using a reading device.
- Print the necessary reports which allow to provide the chips to the athletes.
- Display an *Entries report by individual competitors*. Export this into a CSV file by using the special format for Additional chips.
- For the singular races, create normal events as usual. Import (download) the entries there.
- Add the right chip numbers there by this import function.

Notice:

This import can also be used if you provide a single chip only and no additional chips.

If you prefer to add the chip numbers by another procedure, just export the chip number file without chip numbers.

This file can also be imported into OS12 for relay races.

See also

5.3.10 Import entries (special formats)

In some countries special formats are used for the import.

Currently there is only a special format for Finland supported.

Basically the special imports work in the same way like the normal <u>entries import</u>. There may be some options fixed. Read more about general conditions for the import in the <u>Import entries</u> reference.

Finland (Pirilä)

Competitors	Select the right working mode of the import. *Add and update* is to be preferred. Using the option *Add new ones only*, you can use an import file which contains all entries but import the new entries only. Use *Add all* if the import file definitely contains new entries only and there is no field provided by which existing competitors can be identified. Although OE12 has some built-in control features, it is your responsibility to make sure that no entries will be imported twice from the web site. If you don't have this possibility from the web site, then it should assign a unique number or text to the database id, so that both OE12 and the web site have a common identification field. The very best solution would be if the web site could use the same archive as it is used locally.
Identify competitors by	Define by which field existing competitors should be identified. It is recommended to identify existing competitors by the database id.This is delivered by the import file. Checking the competitors against the archive is not useful here. OE12 must presume that entries from the web are error-free. If there is no start fee given in the import line, then the start fee of the class will be inserted. See below how clubs and classes are computed.
Clubs	Define how clubs should be handled. *Keep existing* is to be preferred. With this setting, new clubs will always be inserted. They will be identified by the short club name. **Note:** The import file always delivers the unique *short club name for identification*. In the event data and the archive data, the short club name is *saved into the Text1 field*. *Insert from archive* and *Copy archive club number* are fixed options here. The club will either be found in the event or it will be inserted from the archive, copying all details from there. If the club short name can't be found neither in the event nor in the archive, then this club will be inserted, get a club number above 90000, and the city (long name) will be set equal to the short name.
	See also the **Using the archive** section in the entries reference.
Classes	Classes will not be changed by this import. In the import file, the class short name is given. If the class is unknown, then the record will not be imported. Please ensure that the class table implemented on your web entry page exactly matches the OE12 class table!
File format	Fixed Pirilä format.
File name	Select the import file here. See the Select file reference for more details.

Every import will create a comprehensive report about itself which will help you to fix possible errors.

Notice

If your import file contains errors then this may damage your event data.

Pre-existing running times will be preserved in *Update* mode. But it is obvious that an import of existing runners during or after the event is not the purpose for which this function is designed for!

See also

> Import entries
>
> Import classes
>
> Import clubs into the event
>
> Export dialog
>
> Entries

5.3.11 Import rankings

In some countries (so far I personally know Sweden and Finland only), the Elite classes are limited to a maximum number of competitors. Everyone who is qualified, can first enter for Elite. After the entries deadline, the organiser can update the ranking points by a special import file and then use the Distribute Elite entries function to select the best ranked for Elite and move those beyond the limit into an A or E2 class.

As a second option you can import the IOF ranking CSV file which is offered at the IOF web site. The imported rankings can be used for the start list presorting at WRE.
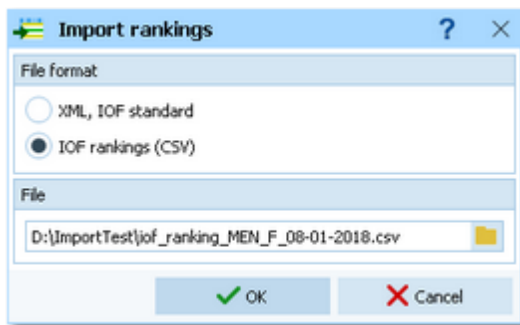
File format	Select XML or CSV.
XML	This import requires the IOF XML format, document type *Rank List*. For more information on the IOF XML formats, have a look at the IOF web site.
IOF rankings (CSV)	This import requires the IOF ranking file which is offered for download by the IOF.
File name	Select the import file here. See the Select file reference for more details.

The identification of the competitors works differently for both imports.
With XML, the competitors have to be identified by the database id, since it is expected that the ranking list had been exported from the same database on which the archive is based on. The ranking file includes both a ranking position and a ranking point value for every competitor.
With CSV IOF rankings, the competitors have to be identified by the IOF Id. The IOF Ids have to be delivered with the entries and they may have been imported from an entry system or entered manually. To avoid errors with wrong IOF Ids, the name in the IOF file is checked against the name in the event data. This check accepts different spellings of Umlauts like ä, ö, ü, or á, è etc. These are mostly not correct in the IOF's CSV file. Differences are listed in the import protocol and the ranking data are imported for this IOF Id. *Check out the import protocol and decide what to do!*
The ranking file includes both a ranking position and a ranking point value for every competitor.

Notice: National rankings (XML) and IOF rankings (CSV) are imported into different fields in the database. This allows to use both national rankings and IOF rankings for a start list presorting at WRE which are often embedded into national championships.

See also

> Distribute Elite entries

5.3.12 Distribute Elite entries

In some countries the Elite classes are limited to a maximum number of competitors. Everyone who is qualified, can first enter for Elite. After the entries deadline, the organiser can update the ranking points by a special import file and then use this function to select the best ranked for Elite and move those beyond the limit into an A or E2 class.

Notice: it does not matter from where the ranking points are coming. You can also enter them manually with the entries.
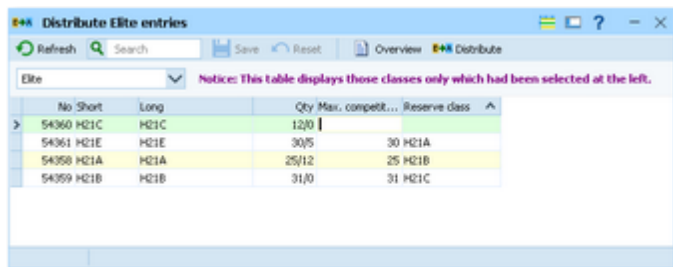
Select the right class type(s) to reduce the table to the relevant classes. In the sample, there is a class type called *Elite* which selects the Men Elite and the corresponding reserve classes only. For more information about class types see the Classes reference.
However, it is no problem if you display all classes in the table and work on the relevant ones only.

For each class, you can define the maximum number of competitors and the reserve class where the remaining entries will be shifted to. The quantity column shows the current state of the class, how many are in the class and how many already had been shifted to the reserve class.

➖ Special functions

E→A Distribute elite entries
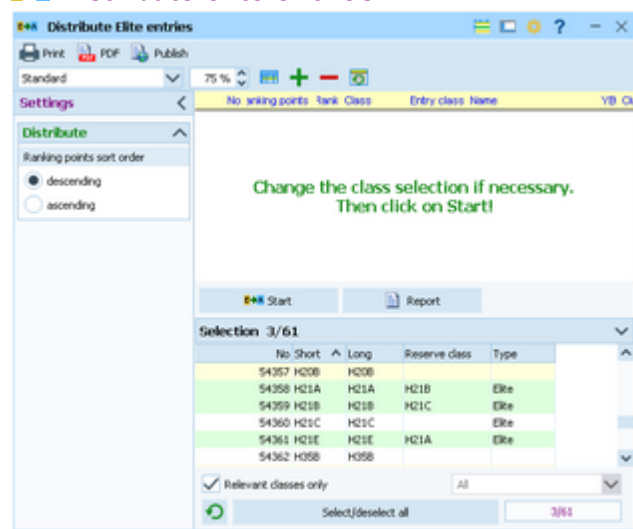
By default, the relevant classes (those which have a reserve class assigned) are preselected. You may change this selection, f.ex. to distribute a single class only.
Click on the *Start* button to launch the task. The competitors will be displayed in the report together with their class.

Use the *Report* button to simply display the current status of the selected classes, without any changes of the class assignments.

In the report, the competitors of every class are sorted by the ranking points. Define if this should be *descending* or *ascending* (in some countries 0.00 is the best ranked). *Not matching competitors* (f.ex. those who should not be in the elite class) are marked by an asterisk *****.

You can repeat the distribution as often as you need to get the desired result. You can keep both the definition table and the distribution report open, modify a value in the table and repeat the distribution for this class.

Chained or hierarchical distribution

It may be necessary to distribute entries among several classes. F.ex. the mens' entries should be sorted into H21E, H21A, H21B and H21C. There, the last H21E entries will be moved to H21A, which will move the worst H21A entries into H21B and so on. It may even be possible that a competitor with a very low ranking had entered for H21E but he will fall down to H21C.

This mode requires some special care. You must make sure that the classes will be distributed in the right order. So try to find a suitable sort order which computes them in a row. Often the order by class numbers or by reserve classes provides the right sort order. If this is not possible, you will have to do the distribution for each class individually from top to down. Every single step will be added to the protocol, so it is wise to print it (on paper or PDF) for reference purposes.

➖ Reports

The **Overview report** supplies a complete summary of the definitions.

For general information about reports, see the [reports](#) reference.

See also
> [Import rankings](#)

5.4 Course setting

The *Courses* main menu topic offers you all course setting functions.
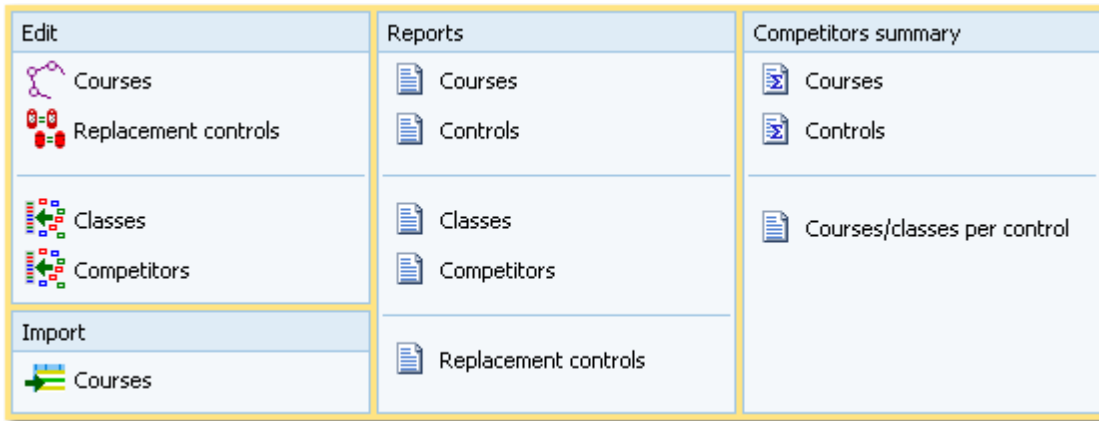
These are the *Courses form*, Replacement controls, Import courses, Assign Classes - Courses and Assign Competitors - Courses.

With *Courses - Courses*, you open the courses form. It has two tables where you can edit the Courses and the Controls.

Besides the overviews (f.ex. all courses with their class assignments), you have some summary reports which show how many competitors run on a specific course or control. For more details, see the Courses reports reference.

See also
    Course setting - Task based help

5.4.1 Courses

The Courses form has two grids where you can edit courses and controls. Look at the top of the data grid.

This topic deals with the Courses grid of the courses form only. For more information on controls see the Controls reference.

If you need more details about editing in the data grid, have a look into the data grid reference.

Editing courses

Be sure that you are displaying the courses grid Courses .

	No ∧	Description	Length	Climb	Controls	Code checking	Divider
	9001	DE (DE, D19AK, D19AL)	3,300	20	[14] 58 50 47 65 52 53 31 56 41 42 83 61 78	Normal	
	9002	HE (HE, H21AK, H21AL, H20)	4,200	25	[17] 39 48 46 45 41 59 63 43 53 31 52 65 51	Normal	
>	9003	D10 - Start2	1,300	0	[9] 102 104 105 106 107 103 109 110 100	Normal	
	9004	D14 (D12, D14)	2,400	15	[10] 32 77 72 43 61 44 65 80 56 100	Normal	
	9005	D18 (D16, D18)	3,300	20	[13] 54 85 46 49 42 51 52 53 31 64 61 62 10(	Normal	
	9006	D35 (D35, D40)	2,600	15	[12] 33 35 71 85 84 80 48 44 50 61 60 100	Normal	
	9007	D45 (D45, D50)	2,500	10	[10] 37 50 55 63 76 43 81 60 90 100	Normal	
	9008	D55 (D55, D60)	2,300	10	[10] 69 71 85 57 63 87 78 88 79 100	Normal	

When working on the courses, please observe the following hints for the columns.

No	The course number identifies the course uniquely. In insert mode, this input field will be filled with the next available number as a default. However, to have more flexibility for later additions, you may prefer to enter course numbers in steps of 10. If you had imported the courses, then the course numbers had been determined by that function. See the Import courses reference for more details.
	A course number must be unique. In addition to the course description, reports (e.g. start or result lists) can be sorted by this number. Thus you can define a course order of your choice by assigning suitable numbers.
Description	The description must be unique.
Length, Climb	Enter those values. Climb is optional since often this is not important.
Controls	This column shows the current number of the course's controls together with a list of them. To edit the controls, click on the edit button ⋯. For more details, see the next paragraph.
Code checking, Divider	These columns define the type of code checking for this course.
	In the event types *Standard* and *Teams normal courses*, by default, a course has the ***normal*** code checking and the divider needs not to be entered. OE12 does also support a ***mixed code checking***. See the paragraph below for more details.
	In the event type *Teams courses with distributed controls*, you can select between several ***distribution methods***. The default setting is the *German method*. See the paragraph below for more details.
	Notice: If the event is a non-orienteering competition with time taking only, then these two columns are not available.

Defining the controls

To edit the controls, click on the edit button ⋯ in the controls column. The course dialog will be displayed.
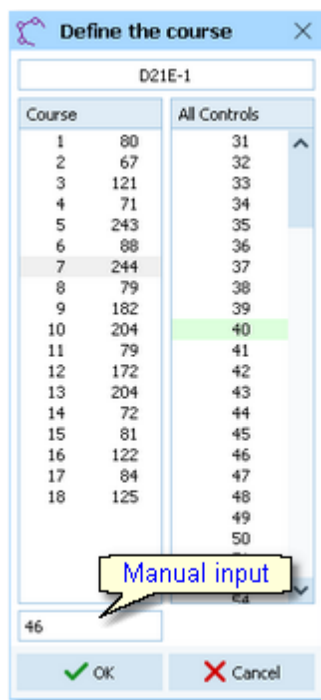
The course with its current controls is shown in the left listbox while all available controls are shown on the right. Be sure to have all controls defined in the controls grid .

To add a control to the course, drag it from *All Controls* into the *course*. To change a control's position, drag it there. To remove a control from the course, simply drag it back to *All controls*.

You may prefer to use the keyboard:

Tab and Shift-Tab	Switch the list
Arrow keys	Move in the list
Enter	Insert control
Del	Delete control

You can also type in the code numbers manually using the input field. Press *Enter* to insert the code number into the course.

Mixed code checking

OE12 offers the feature to omit the check of the punch order for the whole or parts of a course. This is useful for some kinds of mass starts or Score events without point results.
Set the code checking type to Mixed. Define a course which is composed of all controls where the order has to be checked. Add all controls at the end which can be punched in any order.
As the divider, enter the code number of the last control on the fixed course. Normally, this is the last control before the finish. The divider means that all controls after that one can be punched in a free order. The divider control can be used more than once within the fixed course. In this case, the last control with this code number will be taken.

Example 1

1(51)-2(52)-3(53)- now 61,62,63 in free order, then - 4(54)-5(55)- 64,65,66 free - 6(56) - 7(99)
Define the course: 51,52,53,54,55,56,99,61,62,63,64,65,66. Enter 99 as the divider.
See the screenshot at the right.
OE12 does only check whether the free controls had been punched at all. If you need to check f. ex. whether 61-63 had really been punched between 53 and 54, then you have to do this manually using the split time sheet.

Example 2

All controls can be punched in any order.
Enter all controls in any order and leave the divider field empty. (But do not forget to set to Mixed code checking.)

Courses with distributed controls

In the event type *Teams courses with distributed controls*, there is a special team-based code checking.
Entering the courses is quite the same as with mixed code checking. You have a fixed course which are also called obligate controls below. The last control of this course has to be entered as the divider. All controls after the divider are called distribution controls.

You can select between several *distribution methods*.

German method

The obligate controls must be punched in the predefined order like a normal course. Distributed controls can be punched inbetween.
Each runner must punch the first obligate control as the very first one and the last obligate control as the very last one. All distributed controls which had been punched before and afterwards, will not be counted.

This method is used in Germany for team O championships.

Harris method

This method is nearly the same as the German method. The difference is that it is allowed to punch distributed controls at any time, also before and after all obligate controls. This method got its name from the Harris event, which is held every year by the British Army as a part of their O championships.

Open method

There is no predefined order for the obligate controls. Every runner can punch them in arbitrary order.

▬ Special functions

🔁 Duplicate course

You can copy the current course into a new one and edit it afterwards.

▬ Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.

All editing applies to the current stage.

See also

> Course setting - Task based help
>
> Controls
>
> Import courses
>
> Assign Classes - Courses
>
> Assign Competitors - Courses
>
> Courses reports

5.4.2 Courses reports

There are various courses reports. You find them in the main menu under *Courses.*

Reports	Competitors summary
📄 Courses	Σ Courses
📄 Controls	Σ Controls
📄 Classes	📄 Courses/classes per control
📄 Competitors	
📄 Replacement controls	
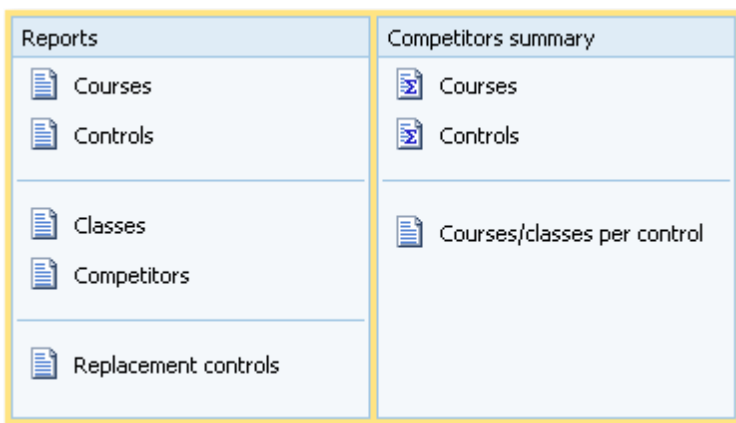
The titles should be self-explaining. The reports in the left box are simple overview reports, while those in the right box give summaries which may be valuable for several purposes.

There are some special options in the reports.

Display formats ⚙	You can define the Time format.
Quick selection	In the selection panel of the classes report (Assign classes-courses) you find the
	Quick selection combobox [Normal; Championship ⌄]. You can use this to select all classes with the desired class types by checking them. For more information about class types see the Classes reference.
Layout: Include classes	This is available for the Competitors per course report. Classes will be included

according to this setting.

The Replacement controls report lists all replacement definitions together with a comment. This shows whether there are violations to the basic rules (see Replacement controls).

Possible comments are

- The replacement code number is a normal control.
- The replacement code number is assigned to multiple controls.
- The control is assigned to multiple replacement code numbers.

Please check out whether you can avoid such cases.

For general information about reports, see the reports reference.

CSV export

The Courses report can be exported to CSV format. The record structure is given in the header line within the output file (format header). The export file of a Courses report has the same structure as the input file required by the course import (SportSoftware CSV format). Use this format if you want to export the courses, do some evaluations (maybe using Excel) and reimport them.

Notice: The CSV file formats have been changed from V.11.0 to V.12!!

For more details, see the exports reference.

See also

Course setting

Reports

5.4.3 Controls

The Courses form has two grids where you can edit courses and controls. Look at the top of the data grid.
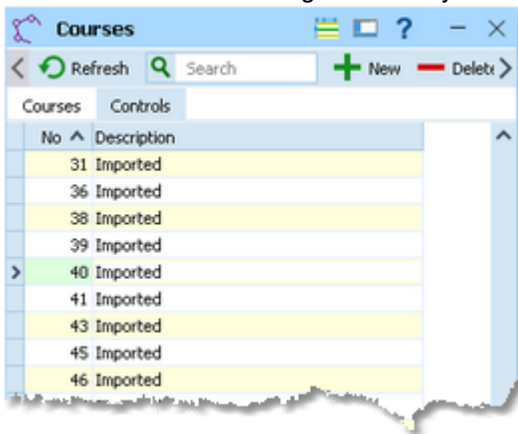
This topic deals with the Controls grid of the courses form only. For more information on courses see the Courses reference.

If you need more details about editing in the data grid, have a look into the data grid reference.

▬ Editing controls

Be sure that you are displaying the controls grid Controls .

When working on the controls, please observe the following hints for the columns.

No   The code number must be unique. In insert mode, this input field will be filled with the next available number as a default.

Description You can enter a description for the control or simply keep the default text.

Notice: With a non-orienteering competition, the controls will be radio controls for intermediate times. Please enter a suitable description here which will be displayed in the split time results.

⊖ Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.

All editing applies to the current stage.

### See also

Course setting - Task based help

Courses

Courses reports

5.4.4 Replacement controls

It may happen that controls get lost or stop working during the event.

With SportIdent, you have the possibility to prepare some reserve stations in advance and use them to replace the faulty stations quickly. These stations should carry code numbers which are not defined in the controls table.

With Emit, you may simply have reserve controls with other code numbers only.

After replacing a control, you have to enter this as quickly as possible into this table. Enter the original code number (as it is defined in the courses) and the replacing one. The code checking will now accept punches from both controls for the original code number.

If you need more details about editing in the data grid, have a look into the data grid reference.

Notice:

Normally a replacement should follow *two basic rules*: the *replacement code number should not be defined as an ordinary control* and there should be a *unique replacement code* for the original code number.

However, there are many possible reasons why this can't be fulfilled. So OE12 allows any violation of these rules. The best known reason is that *Emit controls* are carrying fixed code numbers, so you have to use what you have available. You can have normal code numbers as replacement codes, multiple replacements for the same original code, and the opposite which is assigning the same replacement code to multiple original codes. The report will display such violations. For more details, see the Courses reports reference. Of course, you as the organiser are responsible to ensure that this will still allow a correct code checking!

There is one special indication where you could use a normal code number as a replacement. If you had exchanged two controls by mistake when putting them out, then just define each of both as the replacement of the other one. (Have in mind that this is surely a violation of competition rules...)

➖ Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.

All editing applies to the current stage.

See also
Running the competition - Task based help

Advanced competition day tasks - Task based help

Courses

Courses reports

Evaluate chips

5.4.5 Assign Classes - Courses

To enable the automatic code checking, the courses must be assigned to the classes.

If you need more details about editing in the data grid, have a look into the data grid reference.

Editing assignments

	No ∧	Short	Long	Ind. courses	Course
	50	D14	D14 (Damen bis 14)	☐	D14 (D12, D14)
	60	D16	D16 (Damen bis 16)	☐	D18 (D16, D18)
>	70	D18	D18 (Damen bis 18)	☐	D18 (D16, D18)
	80	D19AK	D19AK (Damen ab 19 A	☐	DE (DE, D19AK, D19AL)
	85	D19AL	D19AL (Damen ab 19 A	☐	DE (DE, D19AK, D19AL)
	90	D35	D35 (Damen ab 35)	☐	D35 (D35, D40)

Please observe the following hints.

Ind. courses
At a "normal" individual O event, each class has its course which has to be run by all competitors in this class. However, there are also other event types, where every competitor (or some classes) has his own individual course. Well known are loops (one man relay) and butterflies. You can define this for every class seperately.
If you check this option, then don't assign a course here but assign the courses to the competitors individually. Only if you want to watch this class in the speaker window, you should assign a course here. See the Assign Competitors - Courses reference and the Handling individual courses reference for more information.

Course
Just select the right course from the listbox. See also the List box selectors reference for more details.

Assigning a course to multiple classes

Often several classes run the same course. There is a special function to speed up such assignments. Click on the *Assign course* button 🔲. The form will change its appearance.
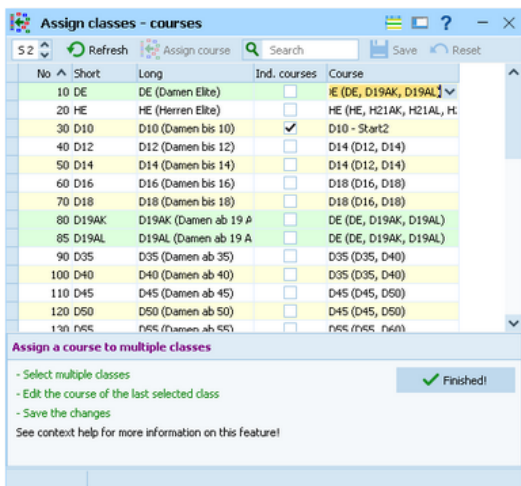
In this mode, you can select multiple classes. Unlike with the report selection, you have to *Ctrl-Click* to select the records.
For the last selected class, enter the right course and save it. This course will be assigned to the other selected classes as well. **Note** that you must edit the course of the class which you had *selected at last*. This is not necessarily the last one of all selected in the list.
If you are finished with all those multiple assignments, then click the *Finished!* button to return to normal working mode.

Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.

All editing applies to the current stage.

See also
Course setting - Task based help
Courses

5.4.6 Assign Competitors - Courses

At a "normal" individual O event, each class has its course which has to be run by all competitors in this class. However, there are also other event types, where the competitors (or specific classes only) run their own individual courses.

Two types are well-known:
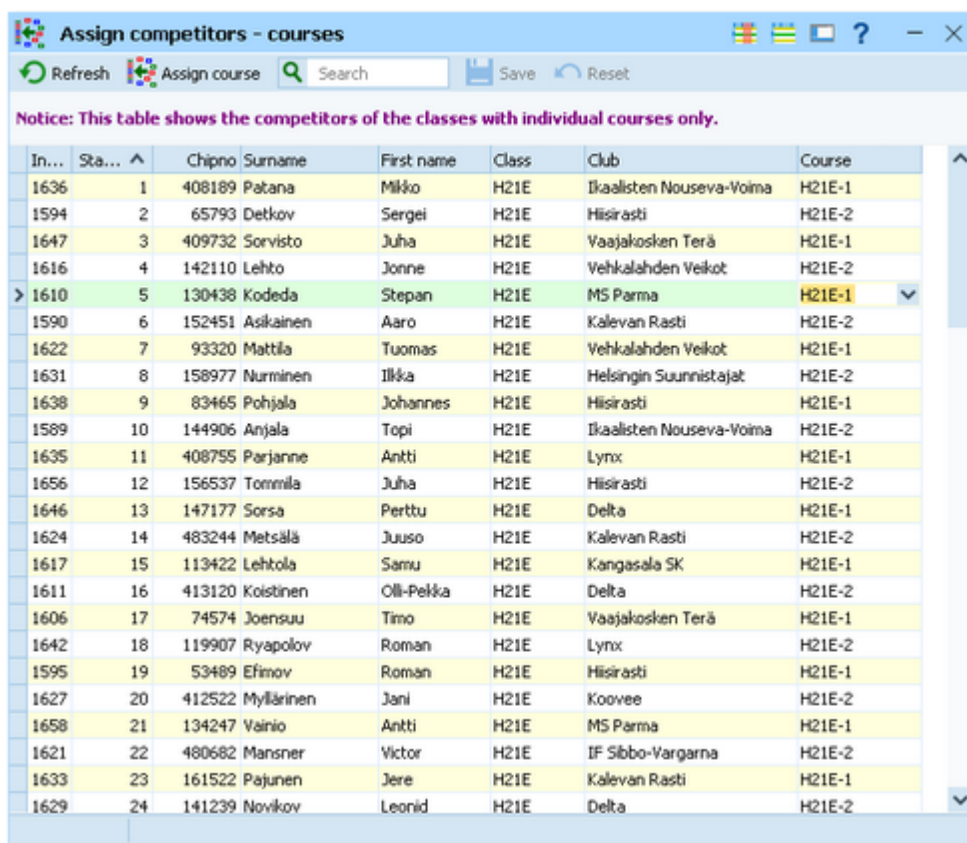
- One man Relay or Loop orienteering. Those events mostly use mass start.
- Normal courses with butterflies.

To enable the automatic code checking, the courses must be assigned to the competitors.

Notice

To be able to assign courses to competitors individually, you must have set the Individual courses flag of the class.

If you want to watch such a class in the speaker window, first read the Handling individual courses reference carefully.

If you need more details about editing in the data grid, have a look into the data grid reference.

━ Editing assignments

In...	Sta... ∧	Chipno	Surname	First name	Class	Club	Course
> 1636	1	408189	Patana	Mikko	H21E	Ikaalisten Nouseva-Voima	H21E-1 ∨
1594	2	65793	Detkov	Sergei	H21E	Hiisirasti	H21E-2
1647	3	409732	Sorvisto	Juha	H21E	Vaajakosken Terä	H21E-1
1616	4	142110	Lehto	Jonne	H21E	Vehkalahden Veikot	H21E-2
1610	5	130438	Kodeda	Stepan	H21E	MS Parma	H21E-1
1590	6	152451	Asikainen	Aaro	H21E	Kalevan Rasti	H21E-2
1622	7	93320	Mattila	Tuomas	H21E	Vehkalahden Veikot	H21E-1
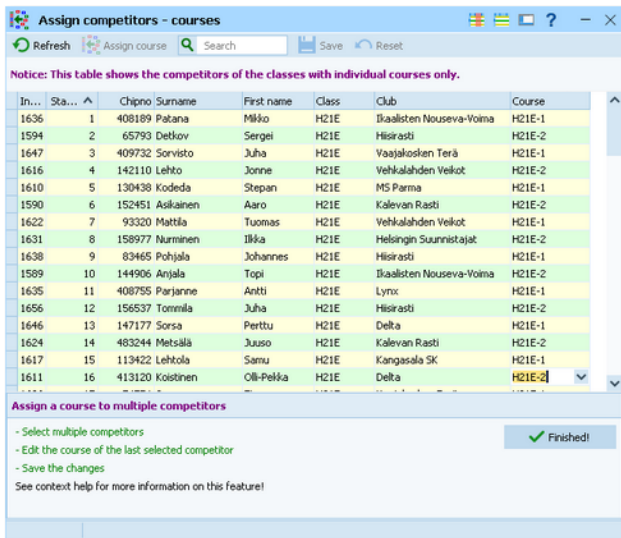
Please observe the following hints.

Course	Just select the right course from the listbox. See also <u>List box selectors</u> reference for more details.
Grid layout	You have the possibility to display and sort by additional columns like <u>Rank</u>, <u>Ranking points</u> and others, if this would be helpful for the course distribution.

━ Assigning a course to multiple competitors

Of course there will be many competitors running the same course. There is a special function to speed up such assignments. Click on the **_Assign course_** button ⬛. The form will change its appearance.

In this mode, you can select multiple competitors. Unlike with the report selection, you have to _Ctrl-Click_ to select the records.

For the last selected competitor, enter the right course and save it. This course will be assigned to the other selected competitors as well. **Note** that you must edit the course of the competitor which you had _selected at last_. This is not necessarily the last one of all selected in the list.

If you are finished with all those multiple assignments, then click the **_Finished!_** button to return to normal working mode.

━ Special hints for multidays

If you are working on a multiday event, then you will see the <u>stage selector</u>. See the <u>stage selector</u> reference for more information.

All editing applies to the current stage. Only those competitors will be displayed who have set the <u>Entry/day flag</u>.

See also

<u>Course setting - Task based help</u>

<u>Assign Classes - Courses</u>

<u>Courses</u>

<u>Courses reports</u>

<u>Handling individual courses</u>

5.4.7 Import courses

Use this function to import courses from *OCAD* (OCAD AG) or *Condes* (Finn Arildsen). Any other software may create a file either with the CSV export format of OE12 or the *IOF standard XML format*.
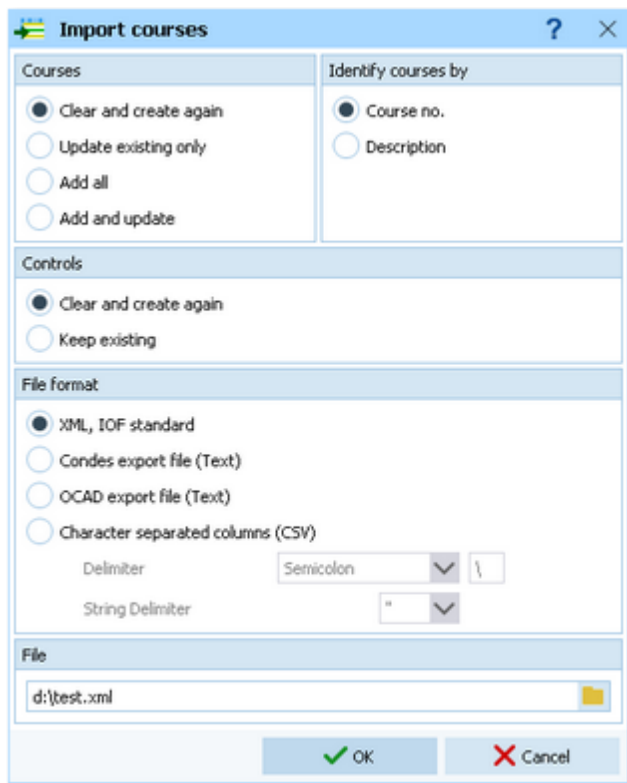
Courses	Select the right working mode of the import. *Clear and create again* is to be preferred as long as you don't have defined the course assignments. For more details on the latter task, see the Assign Classes - Courses reference or the Assign Competitors - Courses reference. After you had done the assignments, you may also need to import late modifications of the courses. Then the option *Update existing only* should be better. As a precondition, you should ensure that the course descriptions and class names used in OCAD or Condes are matching those which you have defined in OE12. See the paragraph below for more details.
Identify courses by	Define by which field existing courses should be identified. With imports from Condes or OCAD, it is recommended to choose the *Description* here. In all other cases, the *Course number* should be preferred.
Controls	Define how the controls should be handled.
File format	Select the right file format.
XML, IOF standard (Condes, OCAD)	This import requires the IOF XML format, document type *CourseData*. This format can be exported by both Condes and OCAD. For normal class courses, you should prefer this format. For one man relays, use the OCAD text format. Condes creates course numbers only temporarily for its export. Thus they may not match the definitions in OE12. Please check this out carefully after an import from Condes/OCAD using the option *Update*! Alternatively, you can allow the courses to be identified by the descriptions. To avoid any problems with different course numbers, you have to *disable the course numbers when exporting* from Condes or OCAD. If defined, the *assignments to classes* will be imported also. OE12 must search for the classes by their short names (class numbers are not available in Condes/OCAD). So be sure that the class names match in both programs. ***To enable troubleshooting, be sure to print a courses report before and after each import!***
Condes (Text)	This is the export from older Condes versions. Condes does not export course numbers. Thus, with option *Update* the courses must be *identified by the description*.

OCAD (Text)	This is the export from older OCAD versions, also available as Courses version 8 (Text) in OCAD versions 9 and later.
	OCAD does not export course numbers. Thus, with option *Update* the courses must be *identified by the description*.
	Use this export format from OCAD if you are importing individual courses (one man relay). Thus you can import the assignments to the competitors by the start numbers.
CSV	This format is recommended for imports from other 3rd parties or if you want to export, do some external modifications and reimport the courses.
	The record structure is given in a special header line at the beginning of the file. The first column is always empty, headed by a unique identification of the export file. To get a sample of the right CSV file format, just export a courses report. When editing this export file or creating a new one, be sure to preserve the first (empty) column which identifies this file as the right one for this import.
Delimiter, String delimiter	Normally you can leave the defaults *Semicolon* and *"* here. If the application which created this import file used other delimiters, then set them accordingly.
File name	Select the import file here. See the Select file reference for more details.

The import will create a comprehensive report about itself which will help you to fix possible errors.

Notice

The CSV file format had been changed from V.11.0 to V.12!!

If your import file contains errors then this may damage your event data.

Except when using XML (see above), you have to assign courses to classes manually.

New courses with missing course numbers will get course numbers beginning with 9001.

Existing Radio control definitions will be removed. There may be changes in the courses which affect the radio controls. Re-defining the radio controls after a course import is a matter of a few mouseclicks.

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information. All imports apply to the current stage.

See also

Courses

Radio controls

5.5 Start list

The *Start list* main menu topic offers you all functions to create the start list and to display start list reports.
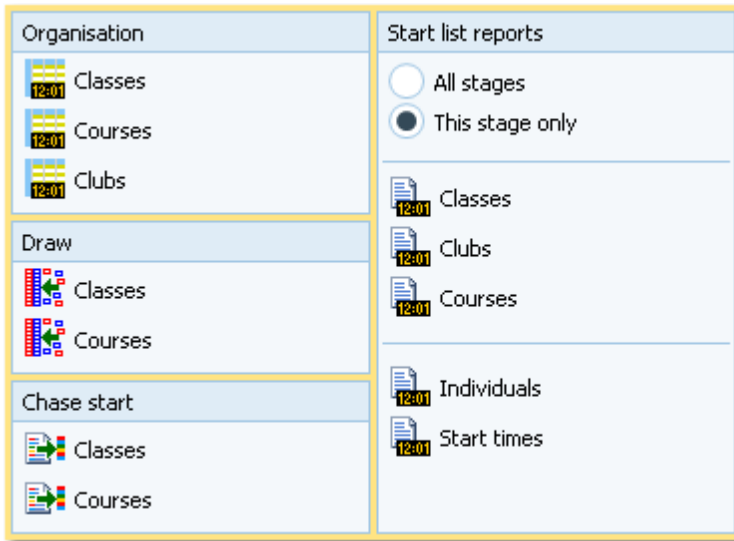
With the *Start list organisation*, you define the basic structure for the start list draw. According to how you want to draw, you have to define it either by classes or by courses. If you are using time blocks, then you will have to define them for the clubs.

The *start list draw* can then be done by classes or courses, respectively.

With a multiday event, you will have the option to define the *chase start* by classes or by courses.

The start list reports can be displayed from this menu with a single mouse click.

See also

Creating start lists - Task based help

5.5.1 Start organisation by classes

To be able to draw a start list according to basic competition rules, you have to define the start organisation.

A start list can only be drawn without errors if there is an error-free underlying organisation. For instance, you have to ensure distributing start numbers uniquely. Within a single start box, there must not be any start time with two

runners starting. As a basic rule, equal start intervals should be maintained within each class. Building up the start organisation visually on screen, you can fulfil all these preconditions easily.

Customizing the settings

Display formats ⚙   You can define the Time format.

Start list

These settings define the defaults for inserting classes into the start organisation.

Start boxes	Increase the number of start boxes to the number of how many competitors should start concurrently. Within a start box, only one competitor should start at the same time. Use this as an organisational tool, for example to ensure that no competitors with the same course start concurrently.
Vacant places	Each class will be provided as much vacant places as are given by this value. You can select if this should be calculated as a percentage of the competitors in the class, or if this should be a fixed number.
Start interval	The default start interval will be used when inserting a class into the table. Afterwards, you may require to change this to another value. In practice, it is always suitable to have a common start interval for all classes.
Use time blocks	At larger events, especially multi days, you may prefer to spread all classes over the whole start time range and distribute start times for each club or even for single competitors into predefined intervals. Further definitions for this kind of start list draw must be made in startlist organisation by clubs. In the table, a class will then occupy all matching start times within its start box. Only the first 120 min are shown here, since this is the same from 0.00 until the end.

Building up the start organisation

Basically, you should *display all start places* in the table. For more details on working with start places, see the paragraph below.

On the form you see two tables. The left one is the start organisation table. It will be blank initially. The right one is a list of all remaining classes. For each class you see the course and the first control. You can sort the list by those columns to get a better overview for dragging them to the right start box.

Drag a class from the right list into the table. Drop it on the desired first start time in the desired start box. The class will be inserted into the start list. In the class panel you will see the actual values for this class. Modify the given values if necessary (mostly the start interval or the number of vacants) and click on *Save*. Repeat with all classes.

Within the start organisation table, it is easy to move a class. Just drag any start time of this class to a new first start time and/or start box. If you want to drag a class into a new start box, then first create one by increasing the value in the settings panel.

You can also rearrange the start boxes by dragging them to the right position. F.ex. you can add an empty new start box at the right and then move it into the mid of the table if you need that. This will be of special help if you are using the start places.

If there are start time conflicts within a start box, the box column header will be shown in red. Scroll down until you see the conflicting start time which is highlighted in red colour. If you don't see all classes, then enlarge the box column.

Click on any class to display its settings in the **class panel**.

You can modify any of the start organisation values. Click on the *Save* button to save the changes. The start organisation table will be updated. The class panel works also with the list of remaining classes. Instead of dragging into the table, you can also insert a class by just adding all required values.

One word to the Start place. This is an optional field and it can be used if you have several start points. The start place can be used to select the right classes for the start list reports. See the paragraph below and the Start list reports reference.

If there is a conflict so that two or more classes will get the same start time within a box, then the green browse buttons `<` `>` will be shown. Switch to the desired class and do the necessary corrections.

Click on the *Remove* button to remove a class out of the start organisation back to the remaining classes list.

Classes with mass start (start interval 0) will be shown at their (only) start time and will be marked by three asterisks ***.

The Search field finds the first start time of the class in the start organisation table.

Working with multiple start places

If you have multiple different start places, you have to enter them into the right field. In addition to that, this scenario requires some extra care. F.ex. you have to make sure that every start box includes classes of the same start place only.

The header of each start box displays the start place(s) if there is one: Box 1 - 1 . If you see more than one start place here, then you will have to fix this.

At large events with many start boxes, it will help you to *filter the start organisation table* by the start place. Use the list box at the top panel Start place All for this purpose. **Notice:** If there are multiple start places in the same start box, then the filtered view will display only the classes of the selected start place! So fix this issue first...

If you drag a new class into the start organisation table, which is filtered by a start place, then this class will get this start place assigned automatically.

The check report includes two paragraphs indicating missing start places (only if you are using them at all...) and multiple start places in the same start box.

Special functions

Adjust start times

You can repair conflicting start times automatically. This may be necessary if you had entered additional competitors after the start list definition.

Reports

The **Overview report** supplies a complete summary of the start organisation. Classes are sorted by startbox and 1st start time herein.

The **Check start list organisation report** shows possible errors in your start organisation. Decide on your own how

to handle the errors.

For general information about reports, see the reports reference.

Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.

You have to define the start organisation for each stage seperately except the last one, if you will have a chase start there.

Copy start organisation

You can copy the start organisation from another stage into the current one. Select the source stage in the dialog.

See also

Start list draw - Classes

Start list reports

5.5.2 Start organisation by courses

Besides the more usual draw by classes, it is also possible to draw by courses. All competitors with the same course will be drawn in a row. This is often desired for small or low level events.
However, at championships it is mostly not allowed to mix runners of different classes with the same course! Please check the rules which are valid for your event!

The handling in this window is the same as with the start organisation by classes. This function also supports the individual courses.

A start list can only be drawn without errors if there is an error-free underlying organisation. For instance, you have to ensure distributing start numbers uniquely. Within a single start box, there must not be any start time with two runners starting. As a basic rule, equal start intervals should be maintained within each course. Building up the start organisation visually on screen, you can fulfil all these preconditions easily.

Customizing the settings

Display formats ⚙   You can define the Time format.

Start list

These settings define the defaults for inserting classes into the start organisation.

Start boxes	Increase the number of start boxes to the number of how many competitors should start concurrently. Within a start box, only one competitor should start at the same time. Use this as an organisational tool, for example to ensure that no competitors with similar courses start concurrently.
Start interval	The default start interval will be used when inserting a course into the table. Afterwards, you may require to change this to another value. In practice, it is always suitable to have a common start interval for all courses.
Use time blocks	At larger events, especially multi days, you may prefer to spread all courses over the whole start time range and distribute start times for each club or even for single competitors into predefined intervals. Further definitions for this kind of start list draw must be made in startlist organisation by clubs. In the table, a course will then occupy all matching start times within its start box. Only the first 120 min are shown here, since this is the same from 0.00 until the end.

⊟ Building up the start organisation

When opening the form or refreshing the table, you may get various warnings. Two warnings are quite important here:
Some competitors don't have courses assigned. This means that you have individual courses for some classes and some competitors of those classes don't have courses assigned. For more information about assigning courses to competitors, see the Assign Competitors - Courses reference.
Some classes don't have courses assigned. This means that some classes are missing the course assignments. For more information about assigning courses to classes, see the Assign Classes - Courses reference.

Please make sure that every competitor has a course assigned by one of the two possibilities.

Important! Creating the vacant places

The vacant places can't be created by the course definitions because normally several classes belong to a course. Thus, proceed as following:
First define a (dummy) start organisation by classes. For each class, there is only the number of vacant places important. You can use any start times (dummies!). See the Start list draw - Classes reference for more information.

When opening this form or at every refresh of the display, OE12 will check if the actual number of vacants matches your definitions. If there is a difference then you will be asked to correct this and create the desired vacant places. Be careful here if you are viewing this table after the start list draw! Most likely then there will be vacant places already occupied by real competitors, so the check will always report differences.

On the form you see two tables. The left one is the start organisation table. It will be blank initially. The right one is a list of all remaining courses. For each course, the first control is displayed. You can sort the list like you need it to get a better overview for dragging them to the right start box.

Drag a course from the right list into the table. Drop it on the desired first start time in the desired start box. The course will be inserted into the start list. In the course panel you will see the actual values for this course. Modify the given values if necessary (mostly the start interval) and click on *Save*. Repeat with all courses.

Within the start organisation table, it is easy to move a course. Just drag any start time of this course to a new first start time and/or start box. If you want to drag a course into a new start box, then first create one by increasing the value in the settings panel.

You can also rearrange the start boxes by dragging them to the right position. F.ex. you can add an empty new start box at the right and then move it into the mid of the table if you need that.

If there are start time conflicts within a start box, the box column header will be shown in red. Scroll down until you see the conflicting start time which is highlighted in red colour. If you don't see all courses, then enlarge the box column.

Click on any course to display its settings in the **course panel**.

You can modify any of the start organisation values. Click on the **Save** button to save the changes. The start organisation table will be updated. The course panel works also with the list of remaining courses. Instead of dragging into the table, you can also insert a course by just adding all required values.

If there is a conflict so that two or more courses will get the same start time within a box, then the green browse buttons will be shown. Switch to the desired course and do the necessary corrections.

Click on the **Remove** button to remove a course out of the start organisation back to the remaining courses list.

Courses with mass start (start interval 0) will be shown at their (only) start time and will be marked by three asterisks ***.

The Search field finds the first start time of the course in the start organisation table.

⊟ Special functions

📋 Adjust start times

You can repair conflicting start times automatically. This may be necessary if you had entered additional competitors after the start list definition.

⊟ Reports

The **Overview report** supplies a complete summary of the start organisation. Courses are sorted by startbox and 1st start time herein.

The **Check start list organisation report** shows possible errors in your start organisation. Decide on your own how to handle the errors.

For general information about reports, see the reports reference.

⊟ Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.

You have to define the start organisation for each stage seperately except the last one, if you will have a chase start there. There are no problems to draw some stages by classes and the other ones by courses.

🗂 Copy start organisation

You can copy the start organisation from another stage into the current one. Select the source stage in the dialog. In difference to the classes, you can define different courses for each stage. Thus, you must take care of having identical course numbers in both stages if you want to copy the start organisation from another stage.

Creating the vacant places

A specific handling may be required for multidays. If you want to draw another stage by classes, then first define the start organisation by classes for that stage and do the draw. This will create the desired vacant places.

See also

Start organisation by classes

Start list draw - Courses

Start list reports

[Assign Classes - Courses](#)

[Assign Competitors - Courses](#)

5.5.3 Start organisation by clubs

If you are [using time blocks](#), you have to make basic definitions here.

You can enter time blocks for each club. You may do this manually or use the *automatic distribution* (see below).

━ Customizing the settings

Display formats 🔧   You can define the Time format.

Start list

These settings define the time blocks.

Number	Number of time blocks.
Length	Length of each time block.
Last start time	The last start time which is calculated by *Number*Length*.
	Notice: this read-only value is shown as relative start time to be stage-independent at multidays.

Below these settings you find a summary of how many competitors are assigned to each time block. This may help to achieve a balanced load for the time blocks.
Notice: These numbers depend on the club time blocks which are defined here. Individual time blocks which are assigned in entries, are not computed here.

━ Special functions

▤ Distribute time blocks

You can distribute the time blocks randomly. With a multiday event, you will be asked for the stage first.

━ Reports

The report supplies an overview of the block distribution.

For general information about reports, see the [reports](#) reference.

⊟ Special hints for multidays

You can define the time blocks for all stages. The list with the number of competitors per time block always shows the numbers which belong to the column (stage) which has the focus. Click into the right stage to see its numbers.

🔝 Duplicate time blocks

If you want to have the same distribution at all stages, then you can copy the time blocks of the first stage into all other stages.

See also
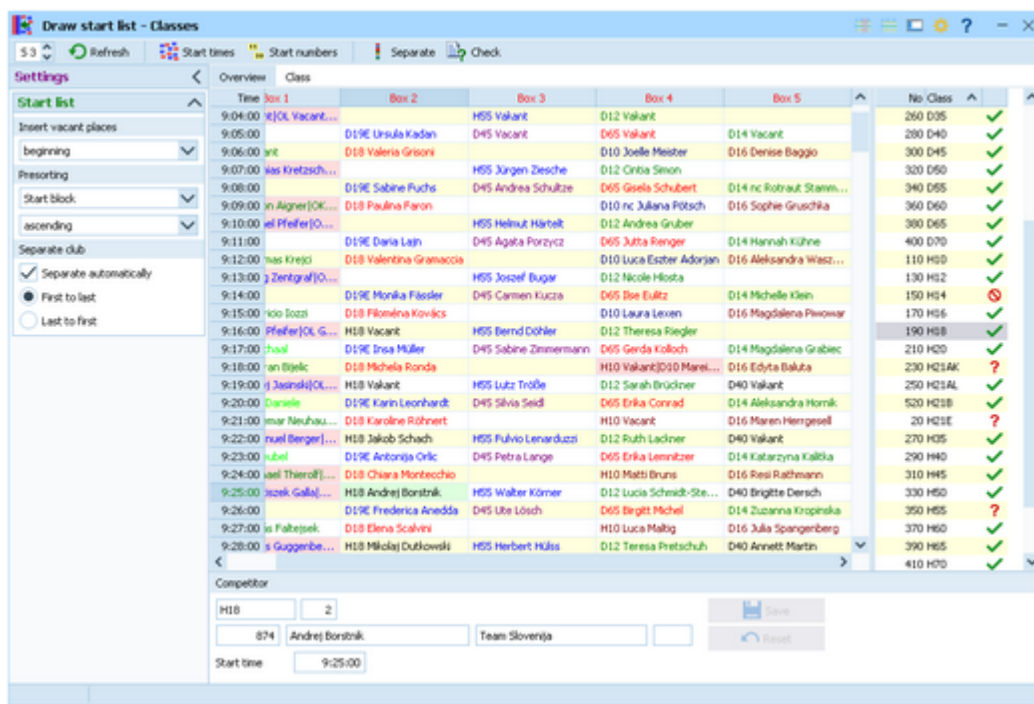
Start organisation by classes

Start list draw - Classes

Start list reports

5.5.4 Start list draw - Classes

If you had defined the start organisation by classes, then you can draw the start list now and modify the draw manually.

First, OE12 checks the start organisation.

If you receive an error message from this check, you may notice some restrictions for working on the start list. For example, this may be the case if you already had occupied some vacant places. If necessary, correct the start list organisation first.

This form provides an Overview table which shows all competitors (similar to the start organisation table) and a Class table where you can work on each class seperately. It is recommended to begin with the overview table. There you can draw the start times and distribute the start numbers for all classes. After that, you can switch to the class table and check out and perhaps modify the draw of each class individually.

See the following paragraphs for more details.

⊟ Customizing the settings

Display formats ⚙   You can define the Time format and the Name format.

Start list

Insert vacant places	Define where the vacant places should be inserted: at the *beginning* or at the *end* of the classes, or if they should be *drawn* like normal competitors. It is possible to draw all classes with a specific setting first and then redraw singular classes using a different setting.
Presorting	For the presorting within a class, you can use the *start block*, the (IOF or national) *rank* or the (IOF or national) *ranking points*. You can select whether the sort order should be *ascending* or *descending*. It is possible to draw all classes using start blocks first and then redraw singular classes using the ranking points. Another possibility is to use national rankings first and after that the IOF rankings for WRE classes at national championships.
Time blocks	If you are using time blocks, then this box is displayed instead of the above two. It just shows the current settings for the time blocks. For more information about time blocks, see the Start organisation by clubs reference.
Separate club	*Separate club automatically* This option is activated by default. It means that the Separate club algorithm should be processed after a start list draw automatically. Of course, you still have the possibility to uncheck this option if you don't want to separate competitors of the same club.
	Select *First to last* or *Last to first* to define the direction in which this algorithm should work. Most competition rules demand from the end to the beginning (Last to first) because in this case those who will be inserted inbetween subsequent club starters will have no disadvantage from this action since they will be moved to a later start place. If there had been unseparated pairs left, then try the opposite direction additionally or look for them in the Validation report and solve those cases manually.

Working in the Overview table

This table provides you an overview over the whole start list.

As the first steps of the start list draw, you should

Draw the start times for all classes.

Distribute the start numbers for all classes.

Sometimes you may prefer to distribute the start numbers by clubs, especially at multiday events.

If rules demand that, you can separate the competitors of each club.

After each of these tasks, the Validation report will be displayed automatically. You find these functions in the *Start times* and *Start numbers* menu items.

If there are start time conflicts within a start box, the box column header will be shown in red. Scroll down until you see the conflicting start time which is highlighted in red colour. If you don't see all competitors of this time, then enlarge the box column.

To *modify a single competitor's start time*, just drag him into the desired time.

Notice: You can drag a competitor within his start box only. Modifying a competitor's start time in this table does not affect any other start times.

Click on a competitor to display his details together with the class status in the ***competitor panel***.

You can edit his start time here which has the same effect like dragging him.

If there is a conflict so that two or more competitors have the same start time within a box, then the green browse buttons will be shown. Switch to the desired competitor if you want to change something here.

Classes with mass start (start interval 0) will be shown at their (only) start time and will be marked by three asterisks ***. No individual competitors of this class will be shown and you can't modify the start time here. This has to be done in the start organisation.
To display the competitors and work on the start numbers, switch to the class table.

Notice: If you are using time blocks, there will be one mass start per time block, where you could have assigned the competitors.

Working in the Class table

Here you can work on each class seperately. Select the class from the class list at the right.

H21E	Stno	XStno	Name	Club
9:18:00	513	HE 7	Vedran Bijelic	OK Bjelovar
9:21:00	853	HE 8	Ingemar Neuhauser	Team Trentino
9:24:00	1	HE 9	Michael Thierolf	TV 1898 Alsbach
9:27:00	364	HE 10	Lukás Faltejsek	SV Mietraching
9:30:00	451	HE 11	Denis Müller	Treptower SV 1949
9:33:00	765	HE 12	Adem Alajbegovic	OC Vihor
9:36:00	792	HE 13	Bálint Varga	Team Zala
9:39:00				
9:39:30	852	HE 14	Daniele Meneghel	Team Trentino
9:42:00	613	HE 15	Sandro Schachner	Team Steiermark
9:45:00	390	HE 16	Christoph Brandt	SSV Planeta Radebeul
9:48:00	848	HE 17	Vladimir Fujak	Kysucke Nove Mesto
9:51:00	888	HE 18	Daniele Pagliari	Team Veneto
9:54:00	391	HE 19	Robert Krüger	SSV Planeta Radebeul
9:57:00	665	HE 20	Winston Franssen	TROL

Using the functions of the *Start times* and *Start numbers* menu items, you can

Draw the start times for this class.

Shift the start times of this class. It may become necessary to change the first start time and/or the start interval

after the draw, while the drawn start order should be kept.

First, change the corresponding values in the start list organisation. Then display the class in the class table and shift it.

Distribute the start numbers for this class.

If rules demand that, you can separate the competitors of each club. If there will be unseparated pairs left, check out the Validation report.

Assign X (Xtra) start numbers to this class. See the paragraph about special functions for more details.
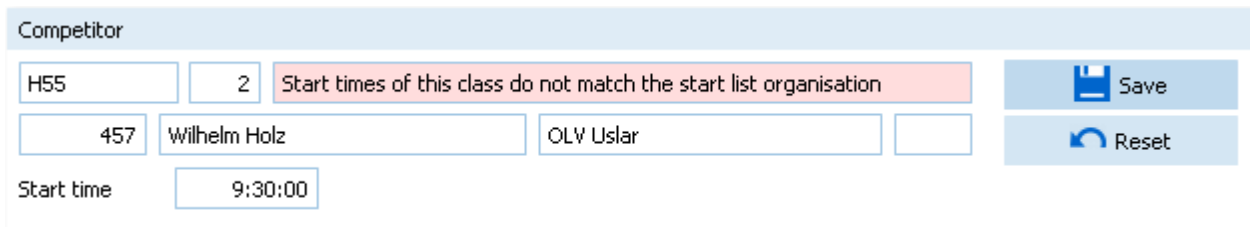
Start times which do not match the start organisation will be shown in red. The competitors will be highlighted in red colour, also those without any start time.

To *modify the start order manually*, just drag the competitors like you wish. All other competitors will be adjusted accordingly.

Notice: If at least one competitor of the class has a finish time, then no changes are possible to this class anymore, except editing singular start times.

If you are *using time blocks*, then a competitor's start block will be marked with red colour if he could not be set into the desired time block.

Click on a competitor to display his details together with the class status in the **competitor panel**.

You can edit his start time here. In this table, this is not the same like dragging him since the other competitors will not be adjusted.

Using the Class selection list

Use the class selection list at the right to select a class. If you are working in the overview table, this will jump to the first competitor of this class. If you are working in the class table, this will display this class there.

There is a status indicator which tells you something about the draw status of the class:

✔ *OK* The class is drawn according to the definition and you are able to modify the start order or redraw it.

❓ *Errors* The class is not drawn yet or some competitors do not have start times according to the start organisation. Display the class to check out what is the matter and correct this if necessary.

🚫 *Locked* No start time draw allowed anymore for this class because one or more competitors do already have finish times.

Notice: Nevertheless, you have the possibility to modify start times of competitors without a finish time of this class, but only in the overview table since this does not affect any other competitors. If you want to modify start times of finishers, then you must do this in the Chip evaluation. See the Evaluate chips reference for more details.

Teams

First read the task based description of Handling teams.

Basically *a team will be handled like an individual competitor here*. The team is displayed with all members as the "name". All team members will get their team's start time and start number.

▬ Special functions

Distribute start numbers

After the start list draw, you can distribute start numbers to the competitors in various ways. This is an optional task which won't be absolutely necessary for small and training events. However, for large or ranking events, it is recommended to distribute the start numbers even if you don't offer start no. bibs to the competitors. This gives you an additional sort order which may be useful sometimes.

For all classes This is available in the overview table. You will be prompted for the first start no and whether you want to have the start numbers in ascending or descending order according to the start times.

For a single class This is available in the class table. You will be prompted for the first start no and whether you want to have the start numbers in ascending or descending order according to the start times. It is possible first to distribute start numbers for all classes and afterwards change this for selected classes. F.ex. you may wish to have special start numbers for the Elite classes or have the opposite order there.

For all clubs This is available in the overview table. You will be prompted for the first start no. only. Use this method at multiday events or at small events where it is not necessary to have start numbers according to the start order.

Distribute Xtra start numbers

Xtra start numbers are a special feature which had been used first at the chase start of multidays. There, it is often wished to have extra start numbers by which the spectators and the speaker can recognize the leading competitors and in which class they are running. Mostly this is used for the Elite classes only.

Xtra start numbers must be distributed for each class seperately and you can have different Xtra bibs for all stages at a multiday event. Click on the Distribute button .
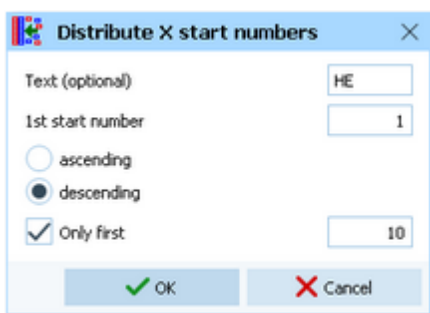
This is a sample how the x start numbers may be distributed for the leading 10 Elite runners in a chase start. All of them will show their place and class on the bib.

To clear erroneous Xtra start numbers, use the Clear button

▬ Reports

The **Validate start list draw report** shows possible errors in your start list. Decide on your own how to handle the errors. This report pops up automatically after every task of the overview table which performs on all classes.

For general information about reports, see the reports reference.

▬ Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.

You have to perform the start list draw for each stage seperately except the last one, if you will have a chase start there. If you have a *mixed scenario with a chase start for a part of the classes* and the others not, then only draw the start list for the latter here. It is wise to enter at least a dummy chase start information for the chasing classes beforehand. This will exclude those classes from this draw automatically.

Start number distribution by clubs is recommended because each competitor will keep the same number on all stages. If distributing by classes, the start numbers will match the start order of the current stage.
Notice: Start numbers will be distributed to all competitors. Some competitors may be missing in the display for the current stage because they have got the *No entry flag* for this stage and thus can't be drawn for that day. For more

information about this flag, see the Entries reference.

See also
Start organisation by classes
Start list reports

5.5.5 Start list draw - Courses

Besides the more usual draw by classes, it is also possible to draw by courses. All competitors with the same course will be drawn in a row. This is often desired for small or low level events.
However, at championships it is mostly not allowed to mix runners of different classes with the same course! Please check the rules which are valid for your event!

The handling in this window is the same as with the start list draw by classes. This function also supports the individual courses.
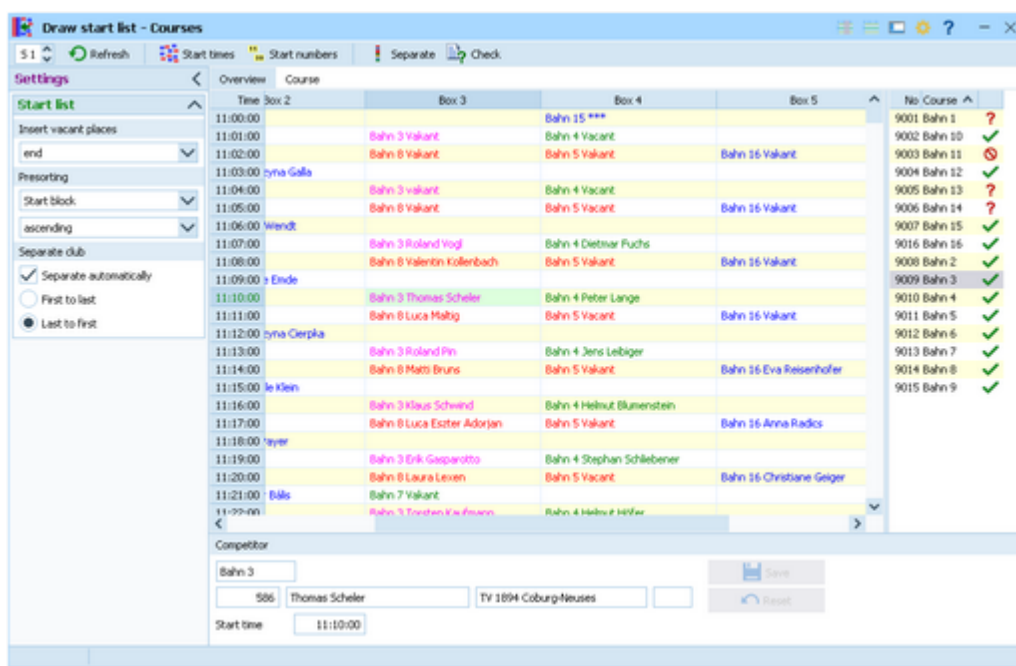
First, OE12 checks the start organisation.

If you receive an error message from this check, you may notice some restrictions for working on the start list. If necessary, correct the start list organisation first.

When opening the form or refreshing the table, you may get various warnings. Two warnings are quite important here:
Some competitors don't have courses assigned. This means that you have individual courses for some classes and some competitors of those classes don't have courses assigned. For more information about assigning courses to competitors, see the Assign Competitors - Courses reference.
Some classes don't have courses assigned. This means that some classes are missing the course assignments. For more information about assigning courses to classes, see the Assign Classes - Courses reference.
Please make sure that every competitor has a course assigned by one of the two possibilities.

Important! Handling the vacant places
The vacant places can't be created by the course definitions because normally several classes belong to a course. For more details on how to define the vacant places when drawing the start list by courses, see the Start organisation by courses reference.

When opening this form or at every refresh of the display, OE12 will check if the actual number of vacants matches your definitions. If there is a difference then you will be asked to correct this and create the desired vacant places. Be careful here if you are working in this form after the start list draw! Most likely then there will be vacant places already occupied by real competitors, so the check will always report differences.

This form provides an Overview table which shows all competitors (similar to the start organisation table) and a Courses table where you can work on each course seperately. It is recommended to begin with the overview table.

There you can draw the start times and distribute the start numbers for all courses. After that, you can switch to the course table and check out and perhaps modify the draw of each course individually.

See the following paragraphs for more details.

⊟ Customizing the settings

Display formats ⚙	You can define the Time format and the Name format.

Start list

Insert vacant places	Define where the vacant places should be inserted: at the *beginning* or at the *end* of the courses, or if they should be *drawn* like normal competitors. It is possible to draw all courses with a specific setting first and then redraw singular courses using a different setting.
Presorting	For the presorting within a course, you can use the *start block* , the (IOF or national) *rank* or the (IOF or national) *ranking points*. You can select whether the sort order should be *ascending* or *descending*. It is possible to draw all courses using start blocks first and then redraw singular courses using the ranking points. Another possibility is to use national rankings first and after that the IOF rankings for WRE classes at national championships.
Separate club	*Separate club automatically* This option is activated by default. It means that the Separate club algorithm should be processed after a start list draw automatically. Of course, you still have the possibility to uncheck this option if you don't want to separate competitors of the same club. Select *First to last* or *Last to first* to define the direction in which this algorithm should work. Most competition rules demand from the end to the beginning (Last to first) because in this case those who will be inserted inbetween subsequent club starters will have no disadvantage from this action since they will be moved to a later start place. If there had been unseparated pairs left, then try the opposite direction additionally or look for them in the Validation report and solve those cases manually.

⊟ Working in the Overview table

This table provides you an overview over the whole start list.

As the first steps of the start list draw, you should

Draw the start times for all courses.

Distribute the start numbers for all courses.

Sometimes you may prefer to distribute the start numbers by clubs, especially at multiday events.

If rules demand that, you can separate the competitors of each club.

After each of these tasks, the Validation report will be displayed automatically. You find these functions in the *Start times* and *Start numbers* menu items.

If there are start time conflicts within a start box, the box column header will be shown in red. Scroll down until you see the conflicting start time which is highlighted in red colour. If you don't see all competitors of this time, then enlarge the box column.

To *modify a single competitor's start time*, just drag him into the desired time.

Notice: You can drag a competitor within his start box only. Modifying a competitor's start time in this table does not affect any other start times.

Click on a competitor to display his details together with the course status in the *competitor panel*.

Competitor			
Bahn 3	Start times of this course do not match the start list organisation		Save
586	Thomas Scheler	TV 1894 Coburg-Neuses	Reset
Start time	11:11:00		< >

You can edit his start time here which has the same effect like dragging him.

If there is a conflict so that two or more competitors have the same start time within a box, then the green browse buttons < > will be shown. Switch to the desired competitor if you want to change something here.

H20 *** — Courses with mass start (start interval 0) will be shown at their (only) start time and will be marked by three asterisks ***. No individual competitors of this course will be shown and you can't modify the start time here. This has to be done in the start organisation.
To display the competitors and work on the start numbers, switch to the course table.

Notice: If you are using time blocks, there will be one mass start per time block, where you could have assigned the competitors.

Working in the Course table

Here you can work on each course seperately. Select the course from the course list at the right.

Bahn 1	Stno	XStno	Name	Club	Class
12:37:00	76	HE 33	Alessandro Dipace	Team Lombardia	H21E
12:40:00	77	HE 34	Yaakku Murtomäki	Kepardi	H21E
12:43:00	78	HE 35	Alexander Lubina	DJK Adler Bottrop	H21E
12:46:00	79	HE 36	Davide Rusconi	Team Lombardia	H21E
12:49:00	80	HE 37	Karsten Leideck	USV TU Dresden	H21E
12:52:00	81	HE 38	Urs Widler	OLG Weisslingen	H21E
12:55:00	82	HE 39	Peter Wiesinger	TSV Grünwald	H21E
12:58:00	83	HE 40	Emiliano Corona	Team Trentino	H21E
13:01:00					
13:02:00	84	HE 41	Franciszek Galla	HKS Azymut Mochy	H20
13:04:00	85	HE 42	Philipp Müller	Post SV Dresden	H21E
13:07:00	86	HE 43	Lajos Sárecz	Team Zala	H21E
13:10:00	87	HE 44	Peter Fodor	Team Somogy	H21E
13:13:00	88	HE 45	Klaus Schgaguler	Team Steiermark	H21E

Using the functions of the *Start times* ⊞ and *Start numbers* ⁱ¹ menu items, you can

🔲 Draw the start times for this course.

🔲 Shift the start times of this course. It may become necessary to change the first start time and/or the start interval after the draw, while the drawn start order should be kept.
First, change the corresponding values in the start list organisation. Then display the course in the class table and shift it.

🔲 Distribute the start numbers for this course.

🔲 If rules demand that, you can separate the competitors of each club. If there will be unseparated pairs left, check out the Validation report.

🔲 Assign X (Xtra) start numbers to this course. See the paragraph about special functions for more details.
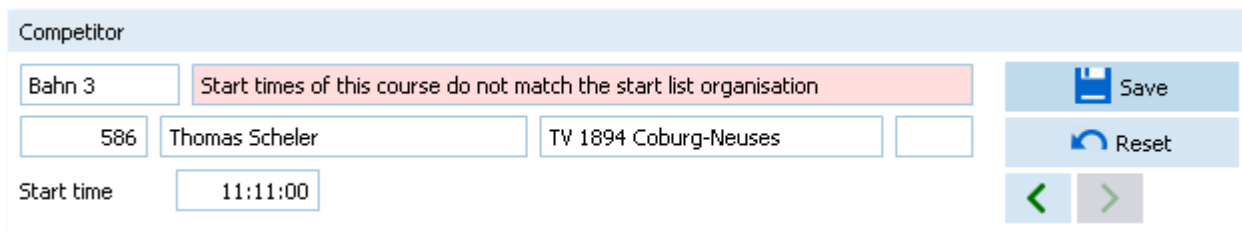
Start times which do not match the start organisation will be shown in red. The competitors will be highlighted in red colour, also those without any start time.

To *modify the start order manually*, just drag the competitors like you wish. All other competitors will be adjusted accordingly.

Notice: If at least one competitor of the course has a finish time, then no changes are possible to this course anymore, except editing singular start times.
If you are *using time blocks*, then a competitor's start block will be marked with red colour if he could not be set into the desired time block.

Click on a competitor to display his details together with the course status in the *competitor panel*.

Competitor			
Bahn 3	Start times of this course do not match the start list organisation		💾 Save
586	Thomas Scheler	TV 1894 Coburg-Neuses	↺ Reset
Start time	11:11:00		‹ ›

You can edit his start time here. In this table, this is not the same like dragging him since the other competitors will not be adjusted.

▬ Using the Course selection list

No	Course	∧	
9001	Bahn 1		❓
9002	Bahn 10		✔
9003	Bahn 11		🚫
9004	Bahn 12		✔
9005	Bahn 13		❓
9006	Bahn 14		❓
9007	Bahn 15		✔
9016	Bahn 16		✔
9008	Bahn 2		✔
9009	Bahn 3		❓
9010	Bahn 4		✔

Use the course selection list at the right to select a course. If you are working in the overview table, this will jump to the first competitor of this course. If you are working in the course table, this will display this course there.

There is a status indicator which tells you something about the draw status of the course:

✔ *OK* The course is drawn according to the definition and you are able to modify the start order or redraw it.

❓ *Errors* The course is not drawn yet or some competitors do not have start times according to the start organisation. Display the course to check out what is the matter and correct this if necessary.

🚫 *Locked* No start time draw allowed anymore for this course because one or more competitors do already have finish times.
Notice: Nevertheless, you have the possibility to modify start times of competitors without a finish time of this course, but only in the overview table since this does not affect any other competitors. If you want to modify start times of finishers, then you must do this in the Chip evaluation. See the Evaluate chips reference for more details.

➖ Teams

First read the task based description of Handling teams.

Basically *a team will be handled like an individual competitor here*. The team is displayed with all members as the "name". All team members will get their team's start time and start number.

➖ Special functions

Distribute start numbers

After the start list draw, you can distribute start numbers to the competitors in various ways. This is an optional task which won't be absolutely necessary for small and training events. However, for large or ranking events, it is recommended to distribute the start numbers even if you don't offer start no. bibs to the competitors. This gives you an additional sort order which may be useful sometimes.

For all courses This is available in the overview table. You will be prompted for the first start no and whether you want to have the start numbers in ascending or descending order according to the start times.
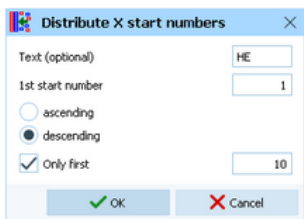
For a single course This is available in the course table. You will be prompted for the first start no and whether you want to have the start numbers in ascending or descending order according to the start times. It is possible first to distribute start numbers for all courses and afterwards change this for selected courses. F.ex. you may wish to have special start numbers for the Elite courses or have the opposite order there.

For all clubs This is available in the overview table. You will be prompted for the first start no. only. Use this method at multiday events or at small events where it is not necessary to have start numbers according to the start order.

Distribute Xtra start numbers

Xtra start numbers are a special feature which had been used first at the chase start of multidays. There, it is often wished to have extra start numbers by which the spectators and the speaker can recognize the leading competitors and in which class they are running. Mostly this is used for the Elite classes only.

Xtra start numbers must be distributed for each course seperately and you can have different Xtra bibs for all stages at a multiday event. Click on the Distribute button [H1 H2] .

This is a sample how the x start numbers may be distributed for the leading 10 Elite runners in a chase start. All of them will show their place and course on the bib.

To clear erroneous Xtra start numbers, use the Clear button .

➖ Reports

The **Validate start list draw report** shows possible errors in your start list. Decide on your own how to handle the errors. This report pops up automatically after every task of the overview table which performs on all courses.

For general information about reports, see the reports reference.

➖ Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.

You have to perform the start list draw for each stage seperately except the last one, if you will have a chase start

there. If you have a *mixed scenario with a chase start for a part of the courses* and the others not, then only draw the start list for the latter here. It is wise to enter at least a dummy chase start information for the chasing courses beforehand. This will exclude those courses from this draw automatically.

Start number distribution by clubs is recommended because each competitor will keep the same number on all stages. If distributing by courses, the start numbers will match the start order of the current stage.
Notice: Start numbers will be distributed to all competitors. Some competitors may be missing in the display for the current stage because they have got the *No entry flag* for this stage and thus can't be drawn for that day. For more information about this flag, see the Entries reference.

See also

Start organisation by courses

Start organisation by classes

Start list reports

5.5.6 Start list reports

There are various start list reports. You find them in the main menu under *Start list.*
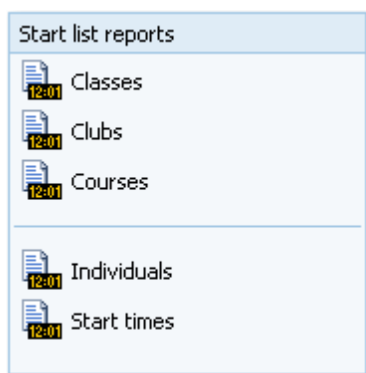
The titles should be self-explaining.

There are some special options in the reports which should be explained here.

Display formats ⚙	You can define the Time format and the Name format.
Quick selection: class types or start places	This is available for class reports. You can use this to select all classes with the desired class types or start places by checking them. For more information about class types see the Classes reference. For more information about start places see the Start organisation by classes reference.
Quick selection: start places, start boxes and start times	This is available for the report by start times. You can select start places and start boxes, and additionally a specific time range. So it is possible to print a specific start list for every start box at every start place which contains the starters in this box only.
Selecting start times in the start list by start times	**Negative start times:** If you have start times before the zero time, select them in this way. First *set the time format to relative to zero time*. Then enter a negative time into the from field (-…). Then set the time format *back to absolute time*. Entering the time in absolute time does not work because then this time will be assumed to be after the zero time.
Teams: Include runners	The teams are shown with their runners.
Competitors sorted by	This is available for class, courses and club reports. Within a class/club/course the competitors will be sorted by the selected field.

For general information about reports, see the reports reference.

Teams

The team representation depends on the event type.

With all event types, you can display the teams in a single line. All names of the team mates are displayed in the name column, and the team (name) column can be displayed in this line.

With the event types Teams only, you have the additional option to display the names of the team mates in extra

lines, just like you are used to from relay teams.

For more details, see the Handling teams - Task based help and the Entries reference.

Label layouts

All reports are using the same pool of label layouts. That means f.ex., if you modify a layout in the classes report, this will also be used in all other start list reports.

CSV export

All reports can be exported to CSV format. The record structure is given in the header line within the output file (format header). There is only a single line for each team. Note that there are different formats for exporting single day reports (also from multiday events) and multiday reports with all stages.
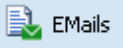
Notice: The CSV file format has been changed from V.11.0 to V.12!!

XML export

You can export the start list report into the IOF standard, document type StartList. You can select between XML V2 and V3. If possible, then the newer format is to be preferred. This export is possible with the report sorted by classes only, because this IOF document type requires that sort order. However, OE12 also allows the reports by courses to be exported into that format. The courses will appear as "classes" in that XML document. Note that there is the same format for both multidays and single days.

For more details, see the exports reference.

Sending emails

Display a start list report by clubs. In the report's menu, you will then find the Send EMail button ![EMails]. Click on it to send each club its own start list. This requires an email address to be entered with the club address. For more details, see the Send EMails reference.

Notice

If you are working on a ***multiday event***, you will see this selection on top of the report menu items. All stages shows the reports including relevant columns for all stages (f.ex. start times), while This stage only will show the same report for this stage like for a normal single day event.
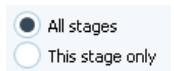
See also

Reports

5.5.7 Chase start by classes

This function is available for multidays only.

If you want to carry out a chase start at the last stage, you have to define some additional parameters. At the latest, do this after closing the last but one stage. In most cases you will plan this before the race. But it is wise to adjust the parameters according to the actual standings, especially the chase start length of each class.

If you have a *mixed scenario with a chase start for a part of the classes* and the others not, then it is wise to enter at least a dummy chase start information for the chasing classes here. This will exclude those classes from the normal start list draw automatically.
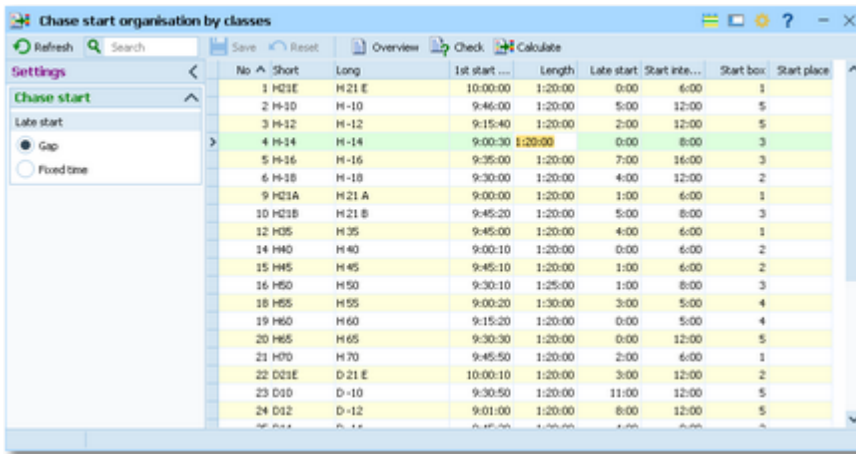
It is not necessary to have chase start definitions for all classes. Think about direct classes f.ex.

Customizing the settings

Display formats ⚙

You can define the Time format.

Chase start

Late start Competitors outside the chase start will be started using the defined interval, beginning with the Late start time. The option Late start defines how the late start time should be computed.

Gap The first non-chasing competitor will start immediately after the last chase starter at the next full minute, plus the gap. (Default)

Fixed time The non-chasing competitors begin exactly with the given time. This option gives you the opportunity to start the late starters of all classes at the same time. It is even possible to start the late starters before the normal chase start, or to have a mass start (start interval 0) for them.

Editing the chase start parameters

No ∧	Short	Long	1st start time	Length	Late start	Start inte...	Start box	St
1	H21E	H 21 E	10:00:00	1:20:00	0:00	6:00	1	
2	H-10	H -10	9:46:00	1:20:00	5:00	12:00	5	
3	H-12	H -12	9:15:40	1:20:00	2:00	12:00	5	
4	H-14	H -14	9:00:30	1:20:00	0:00	8:00	3	
5	H-16	H -16	9:35:00	1:20:00	7:00	16:00	3	
6	H-18	H -18	9:30:00	1:20:00	4:00	12:00	2	
9	H21A	H 21 A	9:00:00	1:20:00	1:00	6:00	1	
10	H21B	H 21 B	9:45:20	1:20:00	5:00	8:00	3	
12	H35	H 35	9:45:00	1:20:00	4:00	6:00	1	
14	H40	H 40	9:00:10	1:20:00	0:00	6:00	2	
15	H45	H 45	9:45:10	1:20:00	1:00	6:00	2	
16	H50	H 50	9:30:10	1:25:00	1:00	8:00	3	
18	H55	H 55	9:00:20	1:30:00	3:00	5:00	4	
19	H60	H 60	9:15:20	1:20:00	0:00	5:00	4	

Please observe the following hints for the columns.

1st start time This is the start ime of the leader.

Length This is the maximum time difference which is allowed to be in the chase start. All others (also vacants and those who are not classified due to mp etc.) will be started using the defined interval, beginning with the Late start time.

Late start This is the start time of the first competitor outside the chase start. For more information,

see the description of the option Gap/Fixed time in the paragraph above.

Start interval	This is the start interval for the non-chasing competitors.
Start box	Use the start box to define the start channel. At large events you may have several channels which can be processed by different persons. Together with the start place, you can use it to print specific start lists.
Start place	This is an optional field and it can be used if you have several start points. The start place can be used to select the right classes for the start list reports. See also the Start list reports reference.

➖ Special functions

📊 Calculate chase start times
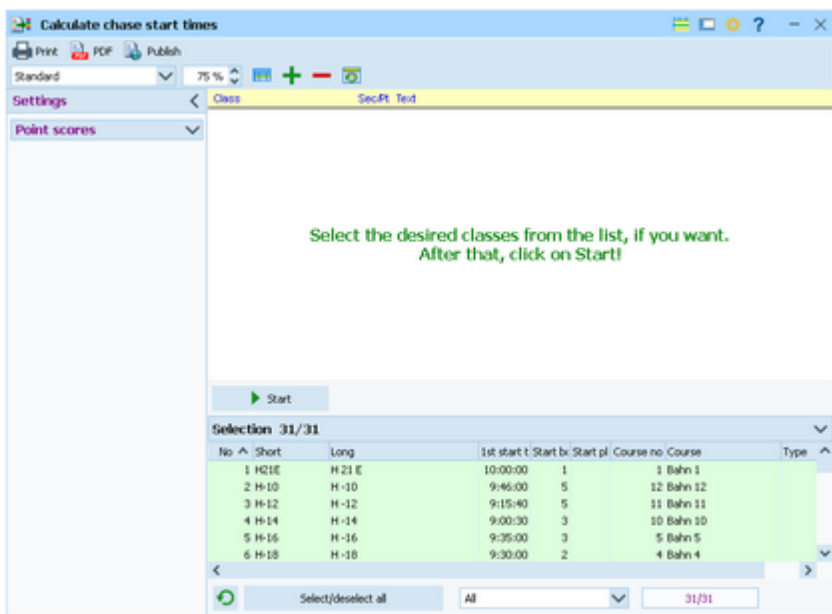
Select the classes for which you want to calculate the start times. Click on the *Start* button to launch the task.

If you are using point scores for calculating the chase start, then expand the option panel **Point scores**.

To calculate the points instead of times and use them as the basis for calculating the chase start times, check the option *Compute point scores* and define the right settings.

Select the scoring method how to calculate each competitor's points. For more details about the scoring methods see the Result Reports reference. Define how many results until the last but one stage should be taken to calculate the overall point score. Usually, it is allowed to eliminate one result, e.g. take the 4 best out of 5 results. Define the Precision by the number of Decimal places and how they should be calculated (Rounded or Truncated).

Decide whether the Best time should be *Calculated by the mean (average)* of the previous winning times or it should be a *fixed value*. Note that the latter will be the same for all classes which you have selected for this step. This option is available for all scoring methods except Standard.

If you have few but not all classes with a chase start, then select only those few for calculating the chase start. It is even possible to have some classes calculated by points and others by times. Just check/uncheck the option *Compute point scores* and perform the chase start calculation for the respective classes only.

To calculate the start times, it is necessary to convert the points back to times. This depends on the scoring method. The report about this action shows the value of a point in seconds for each class.

Standard

The time behind the leader in seconds is given by

(Leader's points - competitor's points) * (average standard deviation)/200.

The average standard deviation is calculated from the standard deviations of all previous stages.

1000 points

The time behind the leader in seconds is given by

Winning time * (leader's points - competitor's points)/1000.

Define if the winning time should be the average of the previous winning times or a fixed value. Note that the latter will be the same for all classes which you will select here.

Per cent and Danish

The time behind the leader in seconds is given by

Winning time * (leader's points - competitor's points)/Maximum points.

Define if the winning time should be the average of the previous winning times or a fixed value. Note that the latter will be the same for all classes which you will select here. The maximum points is the value which you had chosen for the points calculation.

Notice:

With a normal chase start by time differences, the overall result accords to the finishing order. This is normally **not the case with point scores**! You must take **only the finishing order** of the chase start as the final result. There is a special kind of result report available for this case, see the Result Reports reference.

The **Brazilian** and **Welsh** point calculation methods are not suitable for calculating chase start times. Thus they are not available for the selection.

Reports

The **Overview report** supplies a complete summary of the chase start organisation.

The **Check chase start organisation report** shows the missing classes. Have in mind that there can be classes without chase start.

For general information about reports, see the reports reference.

See also

Special multiday tasks - Task based help

Chase start by courses

Result Reports

Event settings

5.5.8 Chase start by courses

This function is available for multidays only.

Besides the more usual chase start by classes, it is also possible to perform it by courses. All competitors with the same course will be computed together, using the course definitions of the last stage. Of course, you must ensure that the results in those classes can be compared to each other, which means that they must have had the same courses also in the preceding stages.

You have to define some additional parameters. At the latest, do this after closing the last but one stage. In most cases you will plan this before the race. But it is wise to adjust the parameters according to the actual standings, especially the chase start length of each course.

If you have a *mixed scenario with a chase start for a part of the courses* and the others not, then it is wise to enter at least a dummy chase start information for the chasing courses here. This will exclude those courses from the normal start list draw automatically.
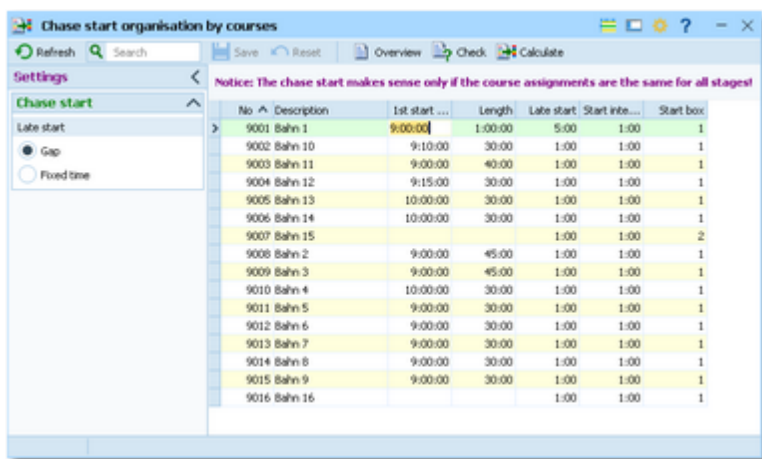
It is not necessary to have chase start definitions for all courses. It is no problem to mix both chase starts by classes and by courses. The only thing which you must observe is to enter the necessary definitions in the right places and to select the right classes or courses when calculating the chase start times.

Customizing the settings

Display formats ⚙   You can define the Time format.

Chase start

Late start   Competitors outside the chase start will be started using the defined interval, beginning with the Late start time. The option Late start defines how the late start time should be computed.

Gap The first non-chasing competitor will start immediately after the last chase starter at the next full minute, plus the gap. (Default)

Fixed time The non-chasing competitors begin exactly with the given time. This option gives you the opportunity to start the late starters of all courses at the same time. It is even possible to start the late starters before the normal chase start, or to have a mass start (start interval 0) for them.

Editing the chase start parameters

	No ∧	Description	1st start ...	Length	Late start	Start inte...	Start box
>	9001	Bahn 1	9:00:00	1:00:00	5:00	1:00	1
	9002	Bahn 10	9:10:00	30:00	1:00	1:00	1
	9003	Bahn 11	9:00:00	40:00	1:00	1:00	1
	9004	Bahn 12	9:15:00	30:00	1:00	1:00	1
	9005	Bahn 13	10:00:00	30:00	1:00	1:00	1
	9006	Bahn 14	10:00:00	30:00	1:00	1:00	1
	9007	Bahn 15			1:00	1:00	2
	9008	Bahn 2	9:00:00	45:00	1:00	1:00	1
	9009	Bahn 3	9:00:00	45:00	1:00	1:00	1
	9010	Bahn 4	10:00:00	30:00	1:00	1:00	1

Please observe the following hints for the columns.

1st start time	This is the start ime of the leader.
Length	This is the maximum time difference which is allowed to be in the chase start. All others (also vacants and those who are not classified due to mp etc.) will be started using the defined interval, beginning with the Late start time.
Late start	This is the start time of the first competitor outside the chase start. For more information, see the description of the option Gap/Fixed time in the paragraph above.
Start interval	This is the start interval for the non-chasing competitors.

Start box

Use the start box to define the start channel. At large events you may have several channels which can be processed by different persons. You can use it to print specific start lists.

Special functions

Calculate chase start times
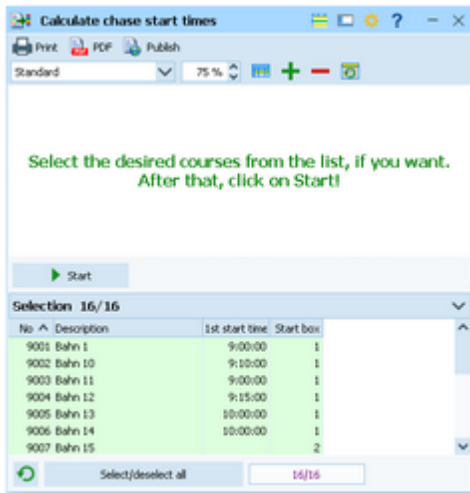
Select the courses for which you want to calculate the start times. Click on the *Start* button to launch the task.

Reports

The **Overview report** supplies a complete summary of the chase start organisation.

The **Check chase start organisation report** shows the missing courses. Have in mind that there can be courses without chase start.

For general information about reports, see the reports reference.

See also

Special multiday tasks - Task based help

Chase start by classes

Result Reports

Event settings

5.6 Competition day

The *Competition day* main menu topic offers you all functions which you need to operate during the competition.
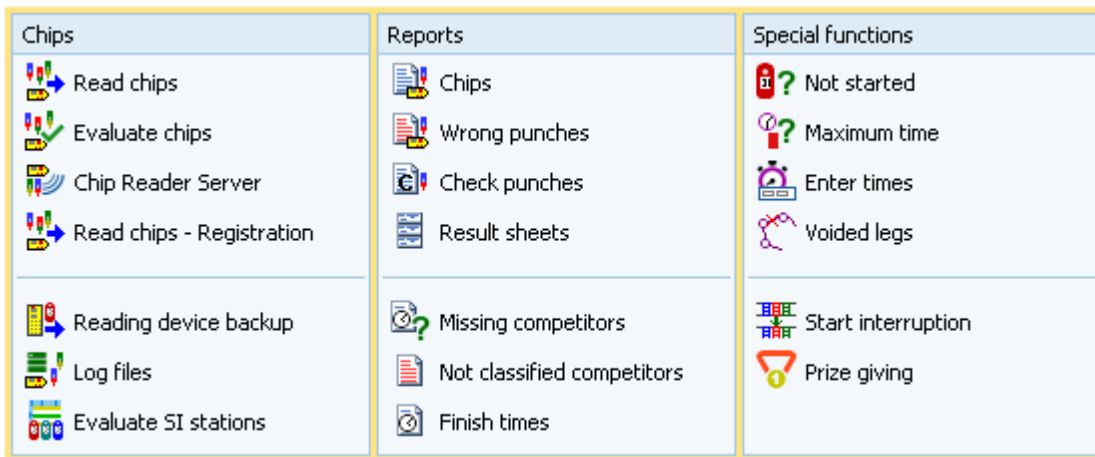
The two most important functions during a competition are Read chips and Evaluate chips. If you are downloading the chips on smartphones or PCs using the *Chip Reader client app*, then you need to run the Chip Reader Server of OE12.

At small events without pre-entries, the Read chips - Registration function is more suitable than its normal version.

If necessary, you can enter finish times manually in a similar way like Read chips.

Towards the end of the competition, several reports become important. As usual, they can be displayed from this menu with a single mouse click. Also, you can check out which classes are ready for the prize giving ceremony.

There can be various punches before and at the start with both chip systems. The best known of them is the obligate check punch of SportIdent. If those punches have been recorded from radio controls at the start, or (with SportIdent) downloaded from the stations' backup memories, then you can use this information to find the competitors who did not start.

Sometimes there is a rule to disqualify competitors who had exceeded a predefined maximum time.

There are some special functions for handling unexpected situations during the event:

- Voided legs
- Start interruption
- Reading device backup
- Log files
- Evaluate SI stations

See also

Running the competition - Task based help

Advanced competition day tasks - Task based help

Special multiday tasks - Task based help

Time taking - Task based help

5.6.1 Read chips

The Read chips form is one of the most important functions during the running competition.
Notice: depending on the load in the finish chute, you may need to provide several download PCs in the network running the Read chips form. However, with the modern USB read devices both from Emit and SportIdent it is also possible to run two ore more Read forms with one device connected to each on the same PC.
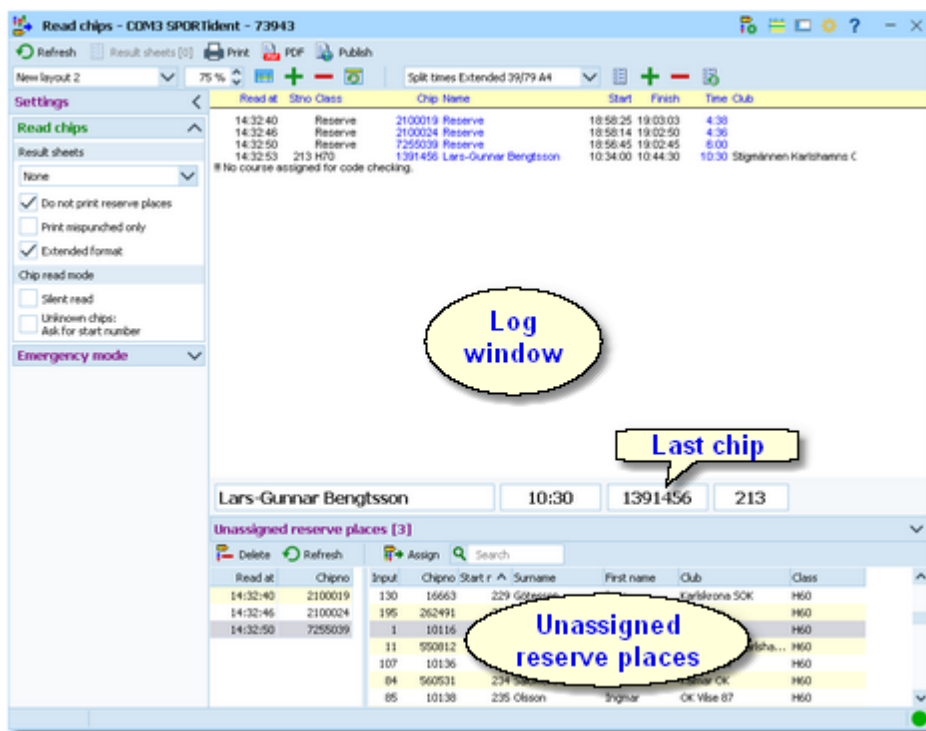
This function expects that the entries are pre-registered. Although you are able to read all unknown chips into reserve places here, OE12 provides a much better Read chips function if you don't have pre-registered entries. See the Read chips - Registration reference for more information.

The function detects a SportIdent or Emit reader device which is connected to the PC automatically. If it finds multiple devices, then click on the Chip system button 🎛 and select the right one from the device combobox. See also below.

In the normal case, reading the chips will run smoothly and they will be reported in the log window including all details. Errors detected by the automatic code checking will also be shown. Rented chips will be notified. The last chip will be displayed a bit larger in the bottom panel.

However, there will happen two sorts of situations where the operator of this function must interfere: **unknown chips** and **network failures**. See the paragraphs below.

Customizing the settings

Chip system 🎛	This will open the ***Chip system submenu***. You can select and restart the device, and define the Chip system settings. For more information see the Handling the chip system devices reference.
Display formats ⚙	You can define the Time format and the Name format.

Read chips

These settings define the behaviour of this function.

Result sheets	OE12 creates a result sheet for each chip including all punch and split times. Select the desired print mode here.	
	Automatic	Result sheets will be printed automatically. The number of sheets per page accords to the selected label layout. Only full pages will be printed automatically. To avoid delays, you may wish to print incomplete pages by button Result sheets.
	Spooled	Result sheets will be queued and be printed by pressing the Result sheets button. The current number of queued sheets is shown on the button.
	None	No sheets will be printed.
Do not print reserve places	Normally, result sheets for reserve places are nonsense, unless you are intentionally using reserve places only because there are no pre-entries.	

Print mispunched only	If you don't want to provide result sheets in the finish, you may need those of the mispunched for handling them.
Extended format	You can print the sheets in normal format or in *Extended format*. When switching this option, a different pool of label layouts will be loaded. In addition to the normal sheets, the extended format sheets show the current places on all split times, the current leaders on each split/int. time as well as the current result standings of the competitor's class.
	So you can hand out complete intermediate results to every competitor after he had downloaded his chip in the finish. Since this is quite a heavy function especially for large events, please perform thorough performance tests before your race and before you promise that to the competitors.
Silent read	Normally, OE12 will prompt you if you are going to read a chip for the same competitor a second time. In silent mode, such a chip will be saved to a reserve place automatically.
Unknown chips: Ask for start number	If checked, then you will be asked for the start number of an unknown chip. If you cancel the prompt, then the chip will be saved to Reserve as usual. Checking this option may be reasonable if the competitors are wearing start no. bibs.
	If the start number is assigned to multiple team members, then the chip is saved as Reserve and the (multiple) start number is focused in the bottom table. *So with the next mouseclick (or two) you can assign the chip to the right team member.*

Reserve places - handling unknown chips

Unknown chips will be saved to reserve places automatically. In this case the operator will be notified by a beep and the Reserve places panel will pop up if not yet visible. In silent mode, a chip will also be put into a reserve place when it had been read the second time. If necessary, you can enlarge the panel by dragging the upper edge.

Select the reserve chip from the left panel and the right destination competitor on the right. Assign the chip using the

button 🏷️➡️. To find the competitor quickly, use an appropriate sort order and the quick search field at the top right. The assigned chip will be reported in the log window and it will be queued for the result sheets.

If you know that the reserve chip is obsolete, f.ex. because it had been downloaded twice, then delete it using the

button 🏷️➖.

The reserve places may also be handled by another person in Evaluate chips. In this case, use the Refresh button 🔄 to update the reserve list from time to time. This does also refresh the competitors table. Perhaps you may need the refreshing for the latter purpose only if you have many direct entries during the race.

Notice: You can check the option *Unknown chips: Ask for start number*. Sometimes you may prefer this method. For more details see the Settings paragraph above.

Network break - Emergency mode

The Emergency mode helps you to overcome network breaks. The basic idea is that during a network break the clients which do the Chip downloading can switch to local mode and just continue reading chips locally. Later those chips can easily be read from the log file into the main event, after the network is up again.

Since the emergency mode is a task which makes sense in local mode only, it is not available when working on a remote event in the network.

Preparations

On every download client PC, prepare a local event to which you can switch back for local operation. It makes sense

if this is a local copy of the original event.

What to do during a network break

- If the network is down, you will be notified by somebody of your staff or OE12 will notify you by the network lost dialog.
- Close OE12 and restart it. Now it will switch back to local mode and select your prepared local event if you had it open as the last local event.
- Open the Read chips form.
- Pop down the Emergency mode tab in Settings and click on the **Start** button.
- The window will indicate that now you are working in emergency mode:

Emergency mode active	D:\Entw2021\OLEinzel\Logs\ChipLog1_EM.DAT	3

Read at	Stno	Class	Chip	Name	Start	Finish	Time	Club
14:32:40		Reserve	2100019	Reserve	18:58:25	19:03:03	4:38	
14:32:46		Reserve	2100024	Reserve	18:58:14	19:02:50	4:36	

- The top panel also shows the name of the extra log file of emergency mode and the number of chips saved there.
- Just continue downloading the chips. They will be saved into the local event. If this is a local copy of the main event, then known chips will be handled like in the original event with code checking and you can print the split time sheets. Unknown chips will be saved to reserve places. **Notice: *Do not assign those reserve places to real competitors in emergency mode!*** You must handle them after uploading the emergency log file into the main event. That's why the reserve table is not available here.

What to do after the network is up again

- Close the Read chips window.
- Switch back to the main event from the network.
- In this event, reopen the Read chips form and continue downloading as usual.
- Additionally, open the Log files function.
- Open the emergency log file by the respective button and upload all chips which had been saved during the emergency mode. For more information see the Log files reference.

More details about the emergency log files

The emergency log files will be saved into the *Logs* subfolder of your Application settings folder. For more details look at the Application folders reference. They consist of two files which are named like *ChipLog1_EM.dat* and *ChipLog1_EM.idx* where 1-6 is the number of the stage (1 for single day events). If you like to upload them at a central place (maybe directly on the server), then collect them from the download PCs and copy them into a central place. You can then load the right chips into the main event using the Log files function.

For every event the same emergency log file will be used. If OE12 finds chips from previous dates in the emergency log file, you will be asked to remove them when switching to emergency mode.

However!

If you are running a smaller event using 2 or 3 PCs in the network and a single download PC only, then the recommended way of doing is to ***use the server itself for downloading***. Thus network breaks won't matter and you can continue anyway. No emergency mode needed.

⊟ Handling additional chips

For some IOF competitions the IOF prescribes the use of two touchfree chips. You can enter both chip numbers in the entries table. See the Entries reference for more details.
To simplify and speed up the handling when downloading in the finish, it is a well-proven practice to use different colours for the main chip and the additional chip.

Download the main chip first. If the code checking detects missing punches, then OE12 will prompt you to download the additional chip. OE12 does a possible merging automatically and it will print the (correct) split time sheet. Both chips will be saved and assigned to the competitor. So this is documented in the event data. It is also possible to download all additional chips by default.

You can view both chips together in Evaluate chips.

Notice: *If the additional chip has not been assigned to the right competitor automatically*, but saved as a "normal" reserve chip, then the reason is most likely a mistyping of the chip number in Entries. Go to Evaluate chips quickly and *merge the additional chip manually*!

➖ Special hints for team events with distributed controls

For the team event type with distributed controls, this function uses a special label layout pool which cover the special requirements for this kind of code checking. Since the code checking is valid only after all chips of a team are complete, this sheet is printed only after the last team mate has downloaded. You see a hint in the protocol as long as a team is not complete.

One remark to the layout. There is only one block to be defined for the split times of a single team mate. This will be used for all team mates which will be printed each after another. See the pre-installed layout!

➖ Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.

See also

    Running the competition - Task based help

    Chip Reader Server

    Read chips - Registration

    Evaluate chips

    Log files

    Device backup memory

5.6.2 Evaluate chips

The Evaluate chips form is one of the most important working areas during the running competition. Here you can handle all issues with chip assignments, check mispunches, modify chip contents, and more.

The data grid is just a readonly selection grid. The contents of the competitor's chip are displayed in the bottom panel. You can sort the grid like you want and search for a competitor quickly using the search field. For example, if

you want to check out the mispunched competitors, it is a good idea to sort them by the Classification column, so will have all mispunched in a row.

If you need more details about browsing in and customizing the data grid, have a look into the data grid reference.

⊖ Customizing the settings

Chip system settings 🖼️⚙️

This will open the SportIdent settings or the Emit settings dialog, depending on the chip system in use. If you make a change which is relevant for calculating the (punch) times, they will be recalculated and the form's display will be updated.

Display formats ⚙️

You can define the Time format and the Name format.

Competitors

Sort mode

You can define the sort mode for classes and clubs. They can be sorted by their Id numbers (class number or club number) or alphabetically. The latter may be too slow sometimes for large events. Choosing the Id no. order will optimize the load time of this form.

If you prefer that, then you can activate the **Automatic refresh** function. This will especially help at large events, where you have operators at the crying wall, who are working with this window continuously.
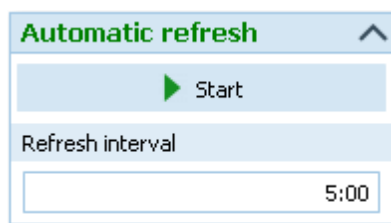
Set the right Refresh interval. An interval of some minutes is sufficient.

Click on the *Start* button to start the automatic refreshing.

Notice: If you are editing a chip, then the automatic refresh will be suspended. After saving the chip, the automatic refresh will be restarted automatically.

⊖ Editing the chip contents

The bottom panel consists of three sections for times and classification, the chip contents and the course.
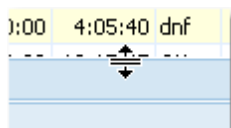
Drag the splitter bar to resize the bottom panel, so that you will see more punches in the chip panel.

Start, Finish (Times)
Start, Finish (Chip)

The start and finish fields in the Chip panel mean the start and finish punches saved on the chip. The corresponding fields in the Times panel mean the actual start/finish times which are saved for the competitor. They may have been calculated or editable according to the SportIdent or Emit settings. F.ex., only one of the finish fields will be enabled depending on whether you are using the finish punch for time taking.
Negative times: You can enter times before the zero time. To do so, first *set the time format to relative to zero time*. Then enter a negative time (-…). Then set the time format *back to absolute time*. Entering the time in absolute time does not work because then this time will be assumed to be after the zero time. **Use this possibility only in the extraordinary case if there is really a competitor who had started before the zero time!**

Time

The (running) time is always calculated based on the other input fields. For teams, the team's time is displayed. See also the paragraph about teams below.

Class., Comment

You can change the classification if necessary. If you like, you can add a comment in the respective field.

Credit, Penalty

You can enter a manual time credit and/or penalty which will be computed when calculating the time.

Check, Clear

Read-only fields, SportIdent only.

Read

This is a read-only punch field for Emit only. Normally this is the "250-punch", which means the punch time of the 250 reader. Since there may have been several reads done

with the same chip, all those 250 punches are displayed in the punch list. The one which is considered to be the reference punch for the time calculation is displayed in green colour. This punch is also shown in the Read field. If you think the wrong 250 punch had been used, then you can switch to the previous/next one using the *Switch buttons* ⌄ ⌃ .

Background: Since the Emit ecard does not carry a clock time, the correct punch time calculations depend on the reading PC's clock time (shown in the Last read field) and the zero time. The referenced 250-punch will be set equal to the chip read time and all other punch times will be calculated accordingly. There may be problems if a chip had been downloaded several times because inbetween the ecard's clock had been stopped. If necessary for extraordinary cases, you have the possibility to insert an appropriate 250-punch manually and assign it as the reference.

Voided legs, Last read, Last edited, chip status

Read-only fields

1	37	10:47:30
2	75	10:48:08
3	77	10:51:09
4	71	11:04:29
5	79	11:08:20
6	69	11:09:15
7	80	11:11:46
8	44	11:18:40
9	83	11:22:07
10	40	11:28:47
11	81	11:33:05
12	39	11:38:25
13	78	11:39:22

In the punch list, missing punches are marked with red colour, wrong (additional) punches are shown in purple colour and valid punches are shown in black.
To modify a punch, *rightclick* it to display the context menu. You can change the code number and the punch time, insert/add a new punch or delete the current one. You can use the shortcuts *Ins* or *Del* or *doubleclick* a punch to perform the default action. After editing punches, the classification will be set to mp/OK automatically if necessary. Any obviously manually edited classification like dns or dnf will never be changed automatically.
Inserting a missing punch: To insert a missing punch (f.ex. if the control had been defective or stolen), just *dblclick* it and press *OK* in the Insert punch dialog. The punch will be inserted using a special dummy punch time which is displayed as 0.00. If you don't like this, feel free to change this to a reasonable punch time.
With defective or stolen controls, there are usually many competitors affected. Use the function **Insert missing control** instead. For more information, see the next paragraph.

Hide code checking This function is available in the context menu.
If you have the same control multiple times in the course, and (only) the first of them is missing, then the numbering of the correct punches gets somewhat puzzled since OE12 takes the next (existing) punch of this control as the correct one. There are also other situations where the wrong and correct punches can't be displayed in the right way. Hide code checking removes the numberings, so that you have all punches just in order and you can compare more easily to the correct course displayed at the right.

1	90 (65)	
2	198 (42)	
3	166 (101)	
4	85 (60)	
5	121	
6	76	
7	168 (103)	
8	194 (38)	
9	193 (37)	
10	196 (40)	

Notice: If you are using Replacement controls, they will be displayed in brackets (...) in the course panel. For more details see the Replacement controls reference

---

▬ Emit backup label

This feature is available for the ***Emit punching system only***.

Right of the course panel, the panel of the Emit backup label is displayed.
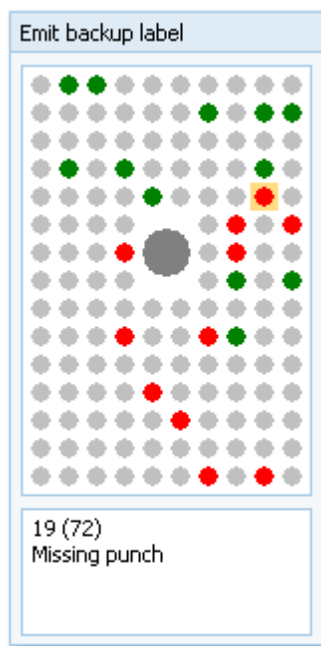
The pins are displayed how they they should look like on the competitor's backup label, based on what is saved from the chip. There are different colours used.

● Green   Correct punches according to the course.

● Red   Missing punches. If you click on a missing punch, then also the possible alternatives are displayed in a lighter red colour ● if there are reserve controls defined.

● Purple   Additional punches of the competitor which are not on the course.

If you click on a pin, then this pin is highlighted in orange colour and there is a comment in the bottom text field. If there are possibly more than one punches represented by the same pin, then this is shown in the text.

You can also highlight a pin by clicking on the punch in the punch list.

The normal task will be to investigate the red pins (which are missing on the chip data), and look for them on the original paper backup label of the competitor.

Notice

The Emit backup label can also be *printed on the split time sheets*. When editing a split time sheet layout, you have an additional button available to insert the Emit backup label. The pins are given in black and white:

● Black   Correct punches according to the course.

◇ Ring   Missing punches

● Gray   Additional punches of the competitor which are not on the course. Mostly these may be wrong punches.

➖ Teams

First read the task based description of Handling teams.

Display the column Teams. Move it near the surname/first name columns to give you a better overview. If a competitor is assigned to a team, then the name of his team is given in this column. When displaying the chip contents, the hint Team will be given in the information text field left of the punch list.

In the event types *Standard* and *Teams normal courses*, normally a team should carry a single chip. For the result, this chip counts. This means the code checking, the start punch and the finish punch. If several (up to all) team members carry their own chips and punch with them (much fun for kids!), then they all must have punched the course correctly. For the running time, the first start punch (if used) and the last finish punch count.

In the event type *Teams courses with distributed controls*, all team mates must carry their own chip. The code checking depends on the distribution mode which is defined for the course. For the running time, the first start punch (if used) and the last finish punch count. If the team code checking finds errors, then all team mates will be set to mispunched automatically.

With team members, always the times which belong to the whole team will be shown.

The time credits/penalties can only be entered for that team member where the **team name** is displayed in **bold**.

➖ Special functions

🔢 Assign current chip to another competitor

Assigns the current chip (read for the wrong competitor) to another competitor. It is also possible to *exchange* both chips. Follow the given instructions.

🔴 Delete current chip

Deletes the current chip. You can decide whether the chip number should be kept or not.

✅ Validate code checking

Performs the code checking for all competitors. This may help you, if you encountered errors in your course definitions during the event. Fix the course definition and run this function. All competitors whose results had been changed will be reported.

You can keep this report window open and repeat this action when you need it. The new content will be added at the end of the report.Thus you can collect this all in a single report and print it at the end or save it in any publishing format.

🖼️ Insert missing control for all competitors

Inserts a defective or stolen control for all competitors concerned.

You can keep this report window open and repeat this action or insert additional controls when you need it. The new content will be added at the end of the report.Thus you can collect this all in a single report and print it at the end or save it in any publishing format.

⌨️ Print result sheet

Prints the result sheet of the current competitor. The label print dialog will appear automatically. If you want to select another label layout, then Cancel this dialog, select the layout, set the option Extended format in the right way and print the label from the report menu.

Actually this is the function Result sheets - Selection with that single competitor selected.

➖ Handling additional chips

For some IOF competitions the IOF prescribes the use of two touchfree chips. See the Entries reference for how to enter them. Read in the Read chips reference about how the chips will be merged automatically.

Both chips have been saved and assigned to the competitor. So this is documented in the event data.

The column *2 Chipno* which contains the additional chip numbers will be displayed automatically, if at least a single additional chip can be found in the event. You can also display/hide this column manually.

The additional chip is saved as a *reserve chip*. This reserve "competitor" gets the name and the start number of the original competitor. It is assigned to a "club" called *Additional chip*, so that you can recognize this easily. For both chips there is a note in the comment field what has been done.

In the chip table the additional chips are highlighted with light purple colour. To work with additional chips, sort the table by *start no.* or the *name*. This will show the main chip and the accompanying additional chip just below each other:

In...	Sta... ∧	Chipno	2 Chipno	Surname	First name	Class	Club
237	54	1004503	81004503	Mirceski	Kristijan	M16	Macedonia
468	54	81004503		Mirceski	Kristijan	Res	Additional Chip
118	55	1003891	81003891	Leduc	Benjamin	M16	France
439	55	81003891		Leduc	Benjamin	Res	Additional Chip
391	56	1400569	81400569	Polsini	Tino	M16	Switzerland
500	56	81400569		Polsini	Tino	Res	Additional Chip

There is a special function available, by which you can view both chips or assign the additional chips manually.

Click on the main chip in the table. Then click on the button *Merge chips* 🖼️.

OE12 detects automatically if the additional chip has already been assigned. These two will be displayed in the Merge chips dialog. OE12 will also detect if the additional chip has been downloaded (only, to a "normal" reserve place) and display both chips in the Merge chips dialog.

In all other cases, the *Merge chips panel* will be shown and you can select the chip which should be merged manually with the main chip in the table above the panel. Follow the given instructions. Both chips will be displayed in the Merge chips dialog.

Normally the download of the chips should run smoothly, so that a manual merging should not be necessary. However, there could be some extraordinary situations. For example, if the number of an additional chip was inserted wrongly, so this additional chip has been saved as a (normal) reserve chip.

Notice:

You can only merge a main chip with an unassigned reserve chip. For the selection, the table offers only "real"

Reserve, not assigned chips.

If you need to "repair" something which has gone wrong with the assignments, then you can reset the wrong additional chip to Reserve and later on assign the right one manually. For more details continue reading in the Merge chips reference.

➖ Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.

See also

Read chips

Merge chips

Chip Reader Server

Competition day reports

Voided legs

Replacement controls

Manual input (f.ex. not started)

Result sheets - Selection

5.6.2.1 Merge chips

This dialog has three purposes. It will be invoked in Evaluate chips.

1 - Display how an additional chip has been merged to the main chip
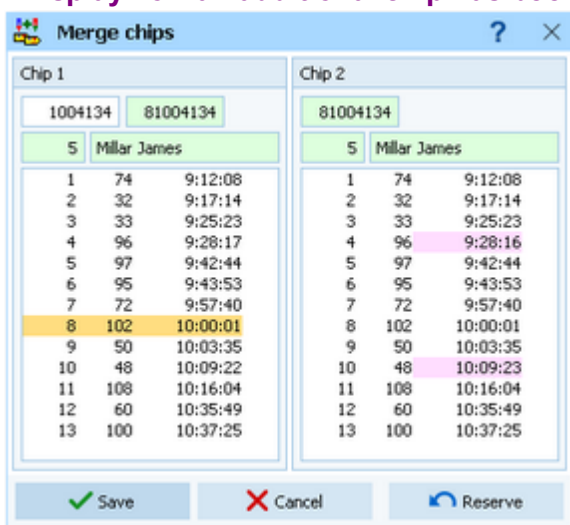
Punches in the main chip which had been inserted from the additional chip are highlighted with orange colour.

Differing times in the additional chip are highlighted with purple colour.

Normally the fields at the top will be highlighted in green colour since they must correspond to each other. If there are differences (f.ex. if you had changed the name of the competitor but not for his additional chip) this will be highlighted in red colour. Clicking on ✔ *Save* here will correct any differences.

2 - Merge a main chip with a reserve chip
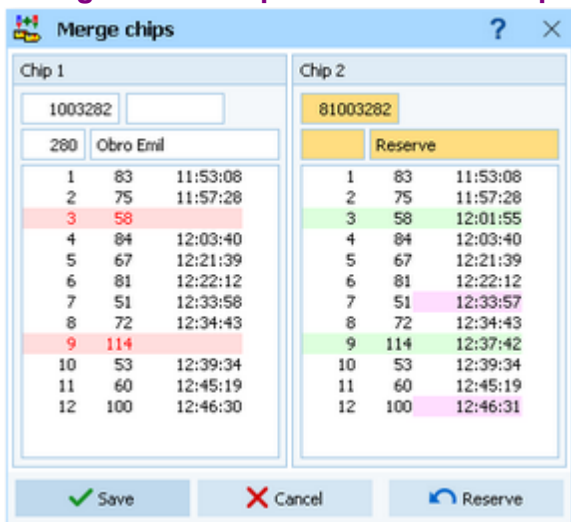
Normally the download of the chips should run smoothly, so that a manual merging should not be necessary. However, there could be some extraordinary situations. For example, the number of an additional chip was inserted wrongly, so this additional chip has been saved to a (normal) reserve chip. Read in the Evaluate chips reference about how to select the two chips.

Normally the fields at the top of the Chip 2 should be highlighted with orange colour like in the screenshot above. This indicates that this additional chip can be assigned to the competitor.
Missing punches in the main chip are highlighted in red colour. Accompanying punches in the additional chip, which can be inserted, are displayed in green colour. Differing times in the additional chip are highlighted with purple colour. After the reserve place has been assigned as additional chip, it will be removed.

Click on ✔ **Save** and the reserve chip will be assigned and merged to the main chip.

Be cautious if you observe the following.

Different chip numbers
If the number of the additional chip had been entered before the race, then it is displayed in the second (at the right) chip no. field on top of the Chip 1. The number of the chip to be assigned is given on top of the Chip 2. If both are different, then they will be highlighted in red colour and you may decide whether this matters. This is the situation after an additional chip number had been entered wrongly in Entries.

Many different punch times
If there are many punch times highlighted with purple colour, then it is most likely the wrong additional chip.

3 - Reset the additional chip back to Reserve

If you need to fix a wrong assignment, then you can unassign the additional chip by clicking on the ↶ **Reserve** button. This *resets* the (formerly) additional chip back to a "normal" reserve chip. After that you are able to assign another additional chip to this competitor manually and/or you can assign this reserve chip to another competitor.
Notice: This action **does not remove any punches** on the main chip which had been inserted by a merge before!

See also

5.6.3 Chip Reader Server

New in OE12 V.12.1, you can read the chips in the finish, using the *Chip Reader Apps* on your smartphone or a Windows PC. These devices communicate with OE12 over WLan. You can have multiple smartphones runing the app and multiple PCs with the Windows app running in multiple instances on them. These Chip Reader (app) windows are called the *Chip Reader clients*.

For more information about these apps and how to install them, download the Chip Reader Pdf handbook from the 🌐

SportSoftware web site.

The Chip Reader clients search for a Chip Reader Server running in the network. To distribute the workload at large competitions, it is possible to have multiple server windows running on different PCs. In this case, the clients will be able to select the right one.

This Chip Reader server window waits for connections from clients. Each connected client can then read a chip and send it to this server function. The chip will be computed here in exactly the same way like in Read chips. The only difference to Read chips is the source of the chips.
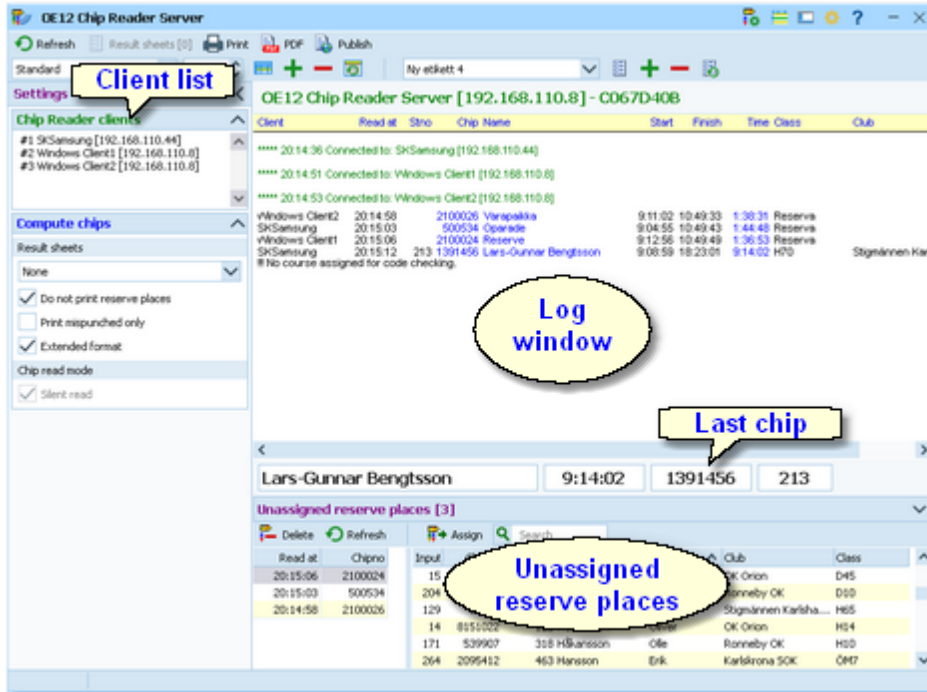
In the normal case, reading the chips will run smoothly and they will be reported in the log window including all details. Errors detected by the automatic code checking will also be shown. Rented chips will be notified. The last chip will be displayed a bit larger in the bottom panel.

However, there will happen two sorts of situations where the operator of this function must interfere: **unknown chips** and **network failures**. See the paragraphs below.

Customizing the settings

Chip Reader settings

This will open the *Chip Reader Server submenu*.
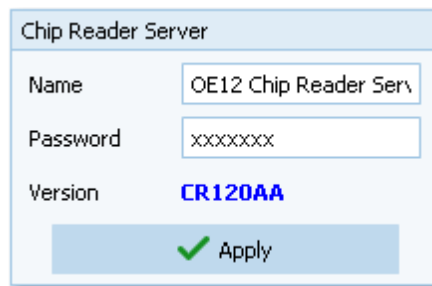
You have to define how Chip Reader clients should detect and communicate with this server window. Define a descriptive name. This will be displayed in the Chip Reader clients after they have connected to this server. Define a password for the clients. The clients must have the same password to be allowed to connect to this server.

Notice: The **Chip Readers must have the same version** like displayed here.

Display formats

You can define the Time format and the Name format.

Compute chips

These settings define the behaviour of this function.

Result sheets	OE12 creates a result sheet for each chip including all punch and split times. Select the desired print mode here.

	Automatic	Result sheets will be printed automatically. The number of sheets per page accords to the selected label layout. Only full pages will be printed automatically. To avoid delays, you may wish to print incomplete pages by button Result sheets.
	Spooled	Result sheets will be queued and be printed by pressing the Result sheets button. The current number of queued sheets is shown on the button.
	None	No sheets will be printed.

Do not print reserve places	Normally, result sheets for reserve places are nonsense, unless you are intentionally using reserve places only because there are no pre-entries.
Print mispunched only	If you don't want to provide result sheets in the finish, you may need those of the mispunched for handling them.
Extended format	You can print the sheets in normal format or in *Extended format*. When switching this option, a different pool of label layouts will be loaded. In addition to the normal sheets, the extended format sheets show the current places on all split times, the current leaders on each split/int. time as well as the current result standings of the competitor's class. So you can hand out complete intermediate results to every competitor after he had downloaded his chip in the finish. Since this is quite a heavy function especially for large events, please perform thorough performance tests before your race and before you promise that to the competitors.
Silent read	Silent mode is fixed here. "Problematic chips" will be always saved to a reserve place. On the Chip Reader client there will be an extra status shown: **Validation required!** The competitor must be asked to go to an operator place where this can be solved. Normally this is the operator of this window, see below.

Reserve places - handling unknown chips

Unknown chips will be saved to reserve places automatically. In this case the operator will be notified by a beep and the Reserve places panel will pop up if not yet visible. In silent mode, a chip will also be put into a reserve place when it had been read the second time. If necessary, you can enlarge the panel by dragging the upper edge.

Unassigned reserve places [3]							
🔻 Delete ↻ Refresh	🔺 Assign 🔍 Search						
Read at	Chipno	Input	Chipno	Start r ^	Surname	First name	Club	Class
14:32:40	2100019	85	10138	235	Olsson	Ingmar	OK Vilse 87	H60
14:32:46	2100024	154	264152	236	Larsson	Pontus	OK Skogsfalken	H55
14:32:50	7255039	87	202556	237	Petersson	Bo	Lessebo OK	H55
		203	8180360	238	Jungstrand	Ulf	OK Skogsfalken	H55
		86	600524	239	Lernå	Ove	Kalmar OK	H55

Select the reserve chip from the left panel and the right destination competitor on the right. Assign the chip using the
button 🔺. To find the competitor quickly, use an appropriate sort order and the quick search field at the top right.
The assigned chip will be reported in the log window and it will be queued for the result sheets.
If you know that the reserve chip is obsolete, f.ex. because it had been downloaded twice, then delete it using the
button 🔻.
The reserve places may also be handled by another person in Evaluate chips. In this case, use the Refresh button ↻
to update the reserve list from time to time. This does also refresh the competitors table. Perhaps you may need the
refreshing for the latter purpose only if you have many direct entries during the race.

▬ Network break - Emergency mode

Unlike the normal Chip read window, there is no Emergency mode offered here. If you have Chip Reader clients running on Windows PCs, then use them to start OE12 and run the Read chips with emergency mode there.

▬ One remark to WLan vs wired network

Everywhere and always I have demanded **NOT to use WLan** for the SportSoftware but only wired configurations. **Do not mix up things here!**
You must distinguish between two different scenarios.

The normal scenario (like so far) is that we have OE12 installed and running on the client PCs. Those PCs read and write on the event data directly, which are saved on the server PC. In this scenario WLan is a NoGo, you must use cables and switches.

The new *Chip Reader app* creates a new scenario. The Chip Reader app does NOT access the event data directly. Instead it sends the chip data to this Chip Reader server module which replies with the result to the Chip Reader. Only this server works on the event data directly. *Only this scenario allows using WLan.* But it is also possible to connect Windows Chip Reader clients by cable.

▬ Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.

See also

Running the competition - Task based help

Read chips

Evaluate chips

Log files

5.6.4 Read chips - Registration

For small events (well, there is no limit actually) without pre-entries, the Read chips with registration in the finish form is one of the most important functions during the running competition.

The function detects a SportIdent or Emit reader device which is connected to the PC automatically. If it finds multiple devices, then click on the Chip system button 🔧 and select the right one from the device combobox. See also

below.

This function saves the chips for non existing competitors only. The only exception is if the chip is already in the event, then it will ask you to overwrite it. If you have pre-entries, then you must use the (normal) Read chips function. See also the <u>Read chips</u> reference.

The most comfortable feature of this function is that the course will be determined automatically. However, this requires some **preconditions**:

- This form will use the first class which is defined and assign all competitors to this class. So you must have defined a single class.
- The first class must have the <u>individual courses flag</u> set.
- All courses must be predefined but need not be assigned to any class.
- You must use both start and finish punch in this event.

You will be notified if one of these preconditions is not fulfilled. OE12 will calculate the course, assign the competitor to the first class and assign the course to the competitor individually. Consequently, you will have to report the <u>results by courses</u> only.

You have the best benefit of this function if you have an archive where almost all possible competitors are included with the right chip numbers. When downloading a chip, OE12 will look for the chip number in the archive. If the chip can be found and the competitor is not yet registered in the event, then OE12 copies the archive data of this competitor into a new entry and assigns the chip details. Then OE12 calculates the course and assigns it to the competitor. If no course matched, then it is obviously a mispunch. OE12 will then try to find the course with the most matching controls. If this is wrong, then you can change this assignment using <u>Assign Competitors - Courses</u>. If you are not using the archive, then all chips will first be saved to reserve places and then you will have to enter the competitors manually. The same happens if the chip is not found in the archive.

In the normal case, reading the chips will run smoothly and they will be reported in the log window including all details. Errors detected by the automatic code checking will also be shown. Rented chips will be notified. The last chip will be displayed a bit larger in the bottom panel.

However, you will have to do something if the chip is not known in the archive or if the chip comes the second time. See the paragraphs below.

Customizing the settings

Chip system 🔧	This will open the ***Chip system submenu***. You can select and restart the device, and define the Chip system settings. For more information see the <u>Handling the chip system devices</u> reference.
Display formats ⚙	You can define the Time format and the Name format.

Read chips

These settings define the behaviour of this function.

Result sheets	OE12 creates a result sheet for each chip including all punch and split times. Select the desired print mode here.	
	Automatic	Result sheets will be printed automatically. The number of sheets per page accords to the selected label layout. Only full pages will be printed automatically. To avoid delays, you may wish to print incomplete pages by button Result sheets.
	Spooled	Result sheets will be queued and be printed by pressing the Result sheets button. The current number of queued sheets is shown on the button.
	None	No sheets will be printed.
Do not print reserve places	Normally, result sheets for reserve places are nonsense, since you will assign them to real persons here.	
Print mispunched only	If you don't want to provide result sheets in the finish, you may need those of the mispunched for handling them.	
Extended format	You can print the sheets in normal format or in *Extended format*. When switching this option, a different pool of label layouts will be loaded. In addition to the normal sheets, the extended format sheets show the result standings of	

the competitor's class.

So you can hand out complete intermediate results to every competitor after he had downloaded his chip in the finish. Since this is quite a heavy function especially for large events, please perform thorough performance tests before your race and before you promise that to the competitors.

Mass start

One precondition that you are able to use this function is that you are using start and finish punches. However, training events can also have a mass start and then you don't have any start punches. In this case, check this option. Then all competitors without a start punch will get the zero time as their start time. So it would be possible to have a mass start AND punched start at the same time.

Silent read

Normally, OE12 will prompt you if you are going to read a chip for the same competitor a second time. In silent mode, such a chip will be saved to a reserve place automatically.

Archive: Quick open

For large archives like the Swedish and Finnish ones, opening it takes too long since the whole database must be read into memory. The Quick open mode is the same quick way of computing like in previous versions of the SportSoftware. However, there are some restrictions with sorting and searching capabilities.

OE12 will remind you to set this if the archive has more than 20000 competitors. Also, the opposite will be reminded: if you have an archive smaller than 20000, you should unselect the Quick open mode. Of course, if your machine is fast enough, you can always use the normal mode.

Archive: Use archive club numbers

This option is disabled here. You should not change it. It can only be changed when working on the entries.

New clubs will be created in the event automatically if necessary. This setting determines how the club numbers should be handled. Checked means that the clubs will keep the club number from the archive. Unchecked means that each new club will get the next available club number in the event. New clubs which were not in the archive, will get club numbers beginning with 90000.

⊟ Reserve places - handling unknown chips

Unknown chips will be saved to reserve places automatically. In this case the operator will be notified by a beep and the Reserve places panel will pop up if not yet visible. In silent mode, a chip will also be put into a reserve place when it had been read the second time. If necessary, you can enlarge the panel by dragging the upper edge.

Select the reserve chip from the left panel and the right destination competitor from the archive on the right. Assign the chip using the *Archive* button 📇➡️. To find the competitor quickly, use an appropriate sort order and the quick search field at the top. If the competitor can't be found in the archive, then you can open the input panel using the *New* button 👥➕.

Just enter the name and the club and save the competitor. You can select the club from the Select clubs dialog using the button ⋯ in the club field. For more details to that dialog, see the Select club reference.

The assigned chip will be reported in the log window and it will be queued for the result sheets.

If you know that a reserve chip is obsolete, f.ex. because it had been downloaded twice, then delete it using the button **_Delete_** 🏁.

The reserve places may also be handled by another person in Evaluate chips. In this case, use the Refresh button ↻ to update the reserve list from time to time.

➖ Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.

See also

Select club

Insert new club

Running the competition - Task based help

Read chips

Evaluate chips

Classes

Assign Classes - Courses

Courses

Log files

Device backup memory

5.6.4.1 Select club

In the function Read chips - Registration there may finish competitors who are not stored in the archive. You can enter them manually. You can select the club in this dialog.
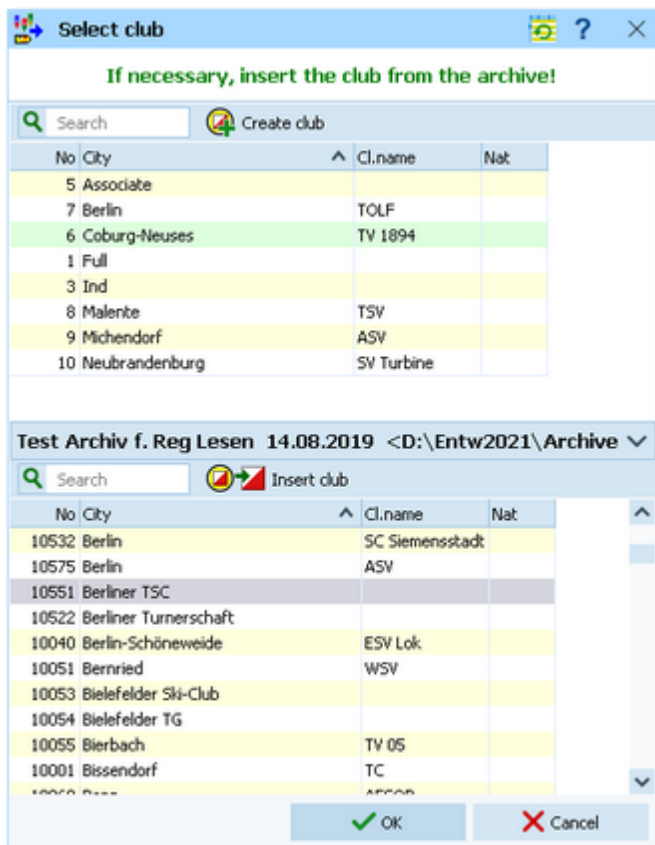
The upper list shows the *clubs which are already saved in the event*. If you find it there, then *dblclick* it or select it and click on **OK** ✔ to assign it to the new competitor.

The bottom table shows all *clubs in the archive*. If the club is not yet in the event, then you can select it in the bottom table and insert it into the event. Just *dblclick* it or click on the button **Insert club** 🟡▶🔻. Then click on **OK** ✔ to assign it to the new competitor.

If the club is neither in the event nor in the archive, then you must create it manually. To do so, click on the button **Create club** 🟢➕ which will open a new dialog. Look into the <u>Insert new club</u> reference for more details.

The new club will be inserted into the upper table and you can click on **OK** ✔ to assign it to the new competitor.

See also

<u>Read chips - Registration</u>

<u>Insert new club</u>

5.6.4.2 Insert new club

This dialog can be invoked from the <u>Select club</u> dialog if you need to enter a new club which is not yet in the event and can't be found in the archive.

Insert new club			? ×
No	Cl.name	City	Nat
11	A	New club	GER
Location			
Region			
	✔ OK	✘ Cancel	

This dialog offers only a few main fields to define the club. For such events with *Registration in the finish* this should be sufficient. If you want to add more details to new clubs later (f.ex. an address), then add them in the <u>clubs table</u>.

No	The <u>club number</u> identifies the club uniquely. In insert mode, this input field will be filled with the next available number as a default. A club number must be unique. Like other fields, reports (e.g. start or result lists) can be sorted by this number. Thus you can define a club order of your choice by assigning suitable numbers.
City, club name	Editing a club is split into those two fields to allow a reasonable alphabetical sort order by the city which is part of the full club name. In the reports, the full club name will be composed of the club name and the city. For more details, see the <u>Clubs</u> reference.
Location, Region	Use those columns to allow even more sort orders for clubs in reports..
Nation	The nation abbreviation should only be entered for foreign clubs.

Click on **OK** ✔ to insert the new club into the event.

See also

<u>Read chips - Registration</u>

<u>Select club</u>

<u>Clubs</u>

5.6.5 Competition day reports

There are some check reports which help you mainly towards the end of the competition. You find them in the main menu under *Competition day*.
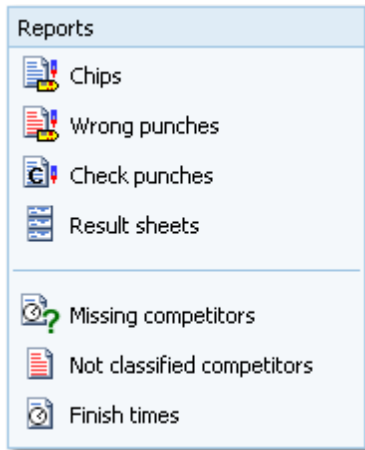
In all reports, you can set the Display formats ⚙: Time format and Name format.

Chips

This report supplies a list of all chips. Select Edited chips only to report only them. The punches are given with clock times. With team members, the result values of the team are displayed.

Wrong punches

This report supplies a list of all chips with wrong punches.

Check punches

This report checks if all competitors had taken their check punch within the predetermined time. This may help you to detect irregular start times. Enter the right time margins in the settings panel. This report is available with *SportIdent only*.
Notice: If you had read the backup memory of check stations, then the punch times from those stations will be displayed and marked by **#**. Punches from the backup memories are necessary if you have SICard5 in use, and to see those additionally who did not finish yet.

Emit code 99

This report shows a summary and a list of all punches which had generated a code 99 punch. This punch is issued by a control when its battery is running down. This report is available with *Emit only*.

Result sheets

Behaves like a report. You can select multiple competitors and then print their result sheets. The punches are shown as split times of the competitor. For more details see the Result sheets - Selection reference.

Missing competitors

This report shows which competitors are still missing at the finish. At the beginning you will get a summary by classes, below a list of those competitors. A complete result list must also include them. If you *set them to dns or dnf*, then they will no longer appear in this report. For more details see the Evaluate chips or Finish times Manual input references.
In addition to this main section, there are three other sections which show competitors with missing finish times, competitors with a finish time but no chip downloaded and completely not registered chips which had punched the start station.
Notice: If you have radio punches from the start (also clear and check) and/or the finish, or you have downloaded the backup memories of SportIdent stations with such punches, then those punch times will be displayed and marked by **#**.

📄 Not classified competitors

This is a report about those competitors (not only mispunched).

🕐 Finish times

This report gives a simple list about the finished competitors. You may select the right sort order and select the required range. F.ex., if you are interested what happened in a specific time range, just sort by finish times and select the right times.

For general information about reports, see the reports reference.

See also

Result sheets - Selection
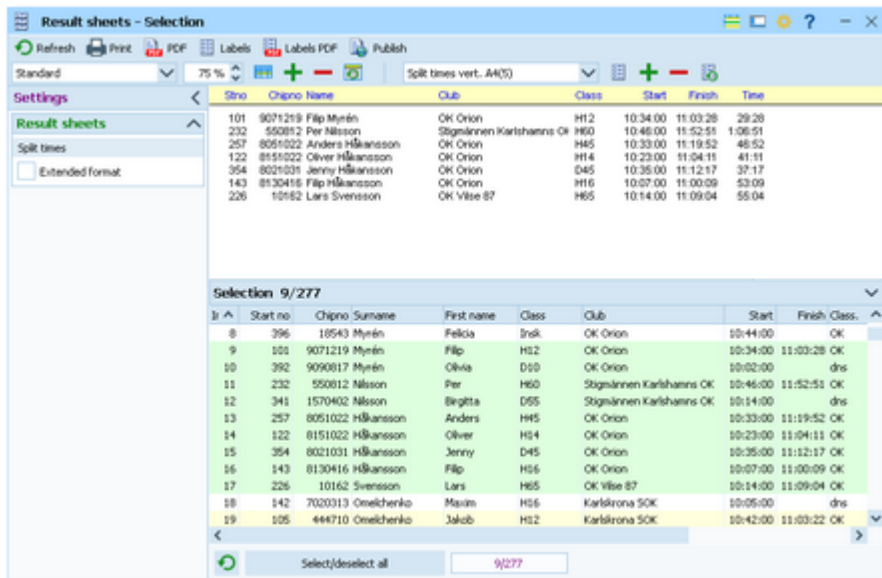
Evaluate chips

Evaluate SI stations

Enter times

5.6.6 Result sheets - Selection

You can select one or several competitors to print their result sheets.

First they are shown in the report. Then you can print their result sheets either in *Normal* or *Extended* format using the label print functions.

A special usage of this function is printing a single result sheet out of Evaluate chips. Then this single competitor is preselected and the label print dialog will appear automatically.

➖ Customizing the settings

Display formats ⚙

You can define the Time format and the Name format.

Result sheets

Extended format

You can print the sheets in normal format or in *Extended format*. When switching this option, a different pool of label layouts will be loaded. In addition to the normal sheets, the extended format sheets show the result standings of the competitor's class and his intermediate placings at all controls.

Special hints for team events with distributed controls

For the team event type with distributed controls, this function uses a special label layout pool which cover the special requirements for this kind of code checking.
One remark to the layout. There is only one block to be defined for the split times of a single team mate. This will be used for all team mates which will be printed each after another. See the pre-installed layout!

See also
Evaluate chips

5.6.7 Find competitors who did not start

There can be various punches before and at the start with both chip systems. The best known of them is the obligate check punch of SportIdent. If those punches have been recorded from radio controls at the start, or (with SportIdent) downloaded from the stations' backup memories, then you can use this information to find the competitors who did not start.
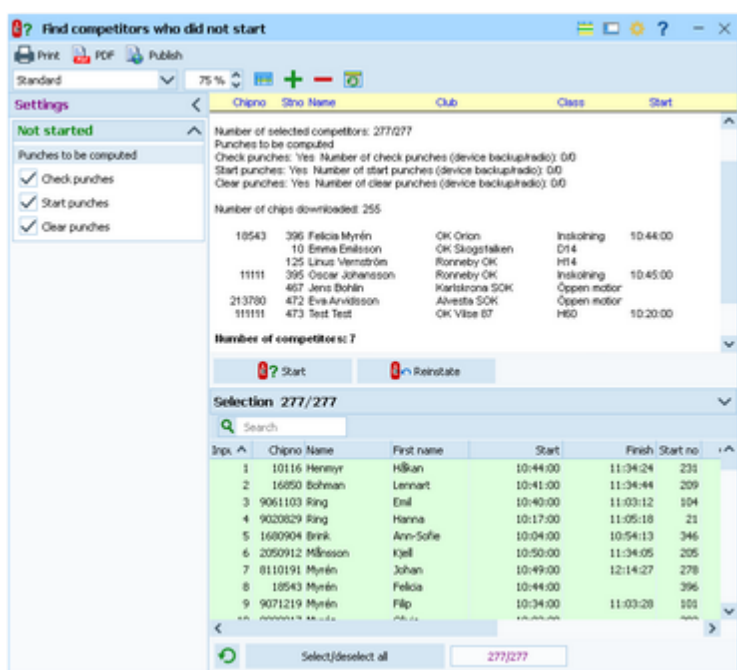
In addition or as an alternative to the check punches, you can also use the clear and start punches for this function.

When the start is over, *download the punches* of all required stations. See the Evaluate SI stations reference for more details. This function computes those punches from the SI station backup memories, as well as radio punches which can be sent by both chip systems from the start. If necessary, you can narrow down the procedure by selecting the desired competitors at the bottom.

Click on *Start* 🔴❓. You will get a report of all competitors who do not have a check/clear/start punch together with some overall numbers of downloaded punches.
Cancel this action if you are not sure if you had downloaded all required stations. You can print the report and check it out. If you continue with *Yes*, then all reported competitors will be *set to Not started*. Print the report.

Of course, it is no problem if competitors had been caught by this function by mistake. If you download more stations later and repeat this function, then all actually started competitors will be reset to OK.

The final status of a competitor will be defined when downloading his SI card in the finish.

Of course, there is an *Undo* function available. Click on *Reinstate* 🔴↩ to reinstate those competitors to OK, who had been previously set to Not started (may be by mistake). This task affects all competitors who don't have the required punch and did not download their SICard, but are set to Not started.

➖ Customizing the settings

Display formats ⚙   You can define the Time format and the Name format.

Not started

Punches to be computed   Select the types of punches which you want to compute here. By default, all 3 types are preselected.

➖ Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.

In this form, the stage selector is deactivated just for display purposes. The form will always use the stage only by which it had been invoked from the Evaluate SI stations form.

See also

Running the competition - Task based help

Advanced competition day tasks - Task based help

Download SI station backup

Evaluate SI stations

Radio controls

5.6.8 Disqualify competitors who exceeded the maximum time

Sometimes there is a rule to disqualify competitors who had exceeded a predefined maximum time. You can do this here.
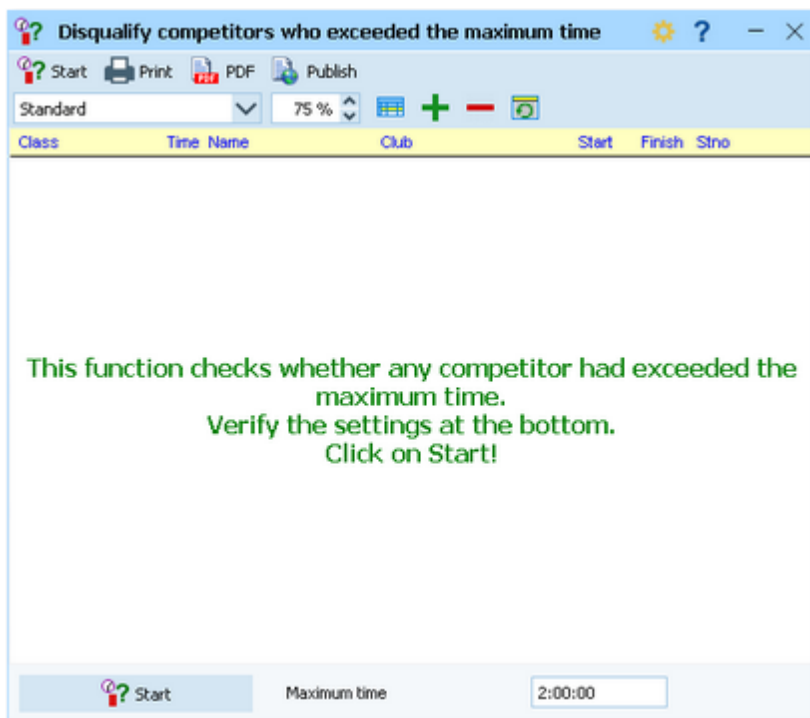
Define the maximum time. Click on *Start*.

All times will be checked against the maximum time. Competitors with longer times will be reported. You will be prompted if you really want to disqualify them. This action can only be canceled manually! If you are not sure, issue *No* and print the report. Repeat this action and acknowledge by *Yes* to disqualify these competitors finally.

The disqualified competitors will be set to "Overtime". If you want to change this back or check this later, you can use the report on Not classified competitors for this purpose.

━ Customizing the settings

Display formats ⚙   You can define the Time format and the Name format.

━ Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.

In this form, the stage selector is deactivated just for display purposes. The form will always use the stage only which is set in the main menu.

See also
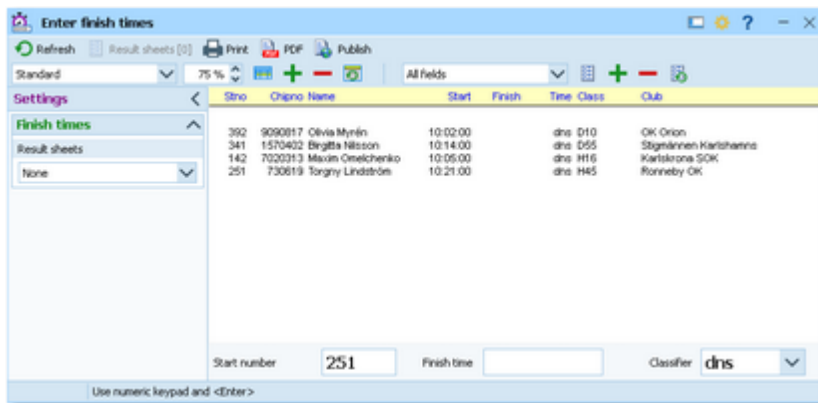
Running the competition - Task based help

Advanced competition day tasks - Task based help

5.6.9 Enter times

For some reasons, it may be necessary to enter finish times manually, f.ex. if you are using an external time taking system which had a failure for some time. However, the best known purpose of this form is that you can *enter not started competitors very quickly* here.

This function is available both from the ***Competition day*** and the ***Time taking*** main menu items.

Enter the start number, the finish time and the classifier. To *enter not started* (or maybe disqualified...) competitors, just set the classifier to the right value, leave the finish time blank and enter the start numbers.

For a quick input, switch the numerical keypad to "numerical" and use those keys. Instead of the colon (:), you may also use the dot or the comma on the num key pad. In this form, the ***Enter key*** is available for fast switching from one input field to the next.

The competitors will be listed above together with their finish and running times. If the competitor already had received a finish time, you will hear a warn beep and the previous finish time will be reported. Thus previous errors in entering start numbers will be noticed. At any time, you can correct a wrong finish time by entering the (correct) time again.

━ Customizing the settings

Display formats ⚙   You can define the Time format and the Name format.

Finish times

Result sheets   OE12 creates a result sheet for each competitor including his time. Select the desired print mode here.

Automatic	Result sheets will be printed automatically. The number of sheets per page accords to the selected label layout. Only full pages will be printed automatically. To avoid delays, you may wish to print incomplete pages by button Result sheets.
Spooled	Result sheets will be queued and be printed by pressing the Result sheets button. The current number of queued sheets is shown on the button.
None	No sheets will be printed.

➖ Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.

See also

Time taking - Task based help

Evaluate chips

5.6.10 Voided legs

Sometimes you may wish to exclude a part of the course (one or more legs) from calculating the running time. For example, if the competitors have to cross a busy main road on their course, then the time required for the crossing should not be included. Now you can place one control on either side of the road and exclude the time of this "leg".

It is even possible to define any control of the course as the finish, means counting the time until this control only. For this, you just have to void all subsequent legs.
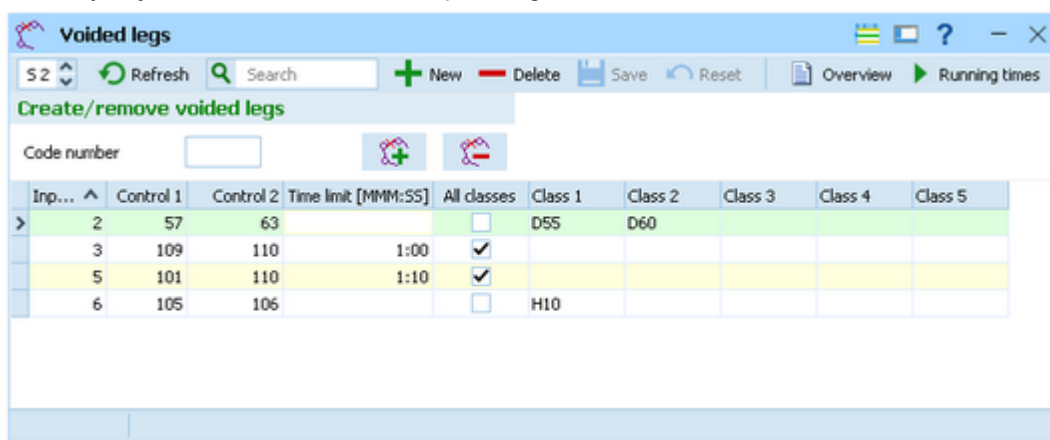
Define the two controls (code numbers) of this leg. Note that the direction is important: only those courses will be computed where this leg is done from the first towards the second control. If the same leg has to be voided in the reverse direction also, then define another leg by swapping the code numbers.

There are special code numbers available: code number 998 means the start and code number 999 means the finish.

Especially for road crossings, a time limit could be useful. If a competitor takes longer for this leg, then only the time limit will be subtracted from his running time. So competitors can't wait an indefinite time for a following competitor or just resting. Enter the time using the format *MMM:SS* (minutes, seconds).

If this leg must be voided for all classes, then check this column. In this case, any input into the class columns will be ignored. To void a leg for special classes only, then uncheck the column All classes and enter up to 5 classes into the appropriate columns. If you have more than 5 classes where this applies, then define the same leg as often as you need to enter all those classes.

Having defined voided legs here does not mean that the results will be adjusted automatically. Use the button **Recalculate running times** ▶ to do this. This recalculation is done automatically when you are closing the window.

Notice:

After editing the voided legs, all clients (especially those where chips are downloaded) have to close and reopen their open windows or to refresh them.

➖ Create/remove voided legs automatically

In the top panel you find the function to create voided legs including a specific code number. If a wrongly placed or missing control should be ignored, then you have to define all legs to and from this control for all classes as voided legs. OE12 does this work for you with a single mouseclick.

Enter the code number. Click on the button *Create/remove voided legs* 🔧➕. OE12 will browse through all classes and courses and it will insert all legs to and from this control.
If you want to *remove* all legs of a specific control, then enter the code into the code number field and press the button *Remove voided legs* 🔧➖.

➖ Reports

The report supplies an overview of the voided legs.

For general information about reports, see the reports reference.

➖ Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.

See also

Running the competition - Task based help
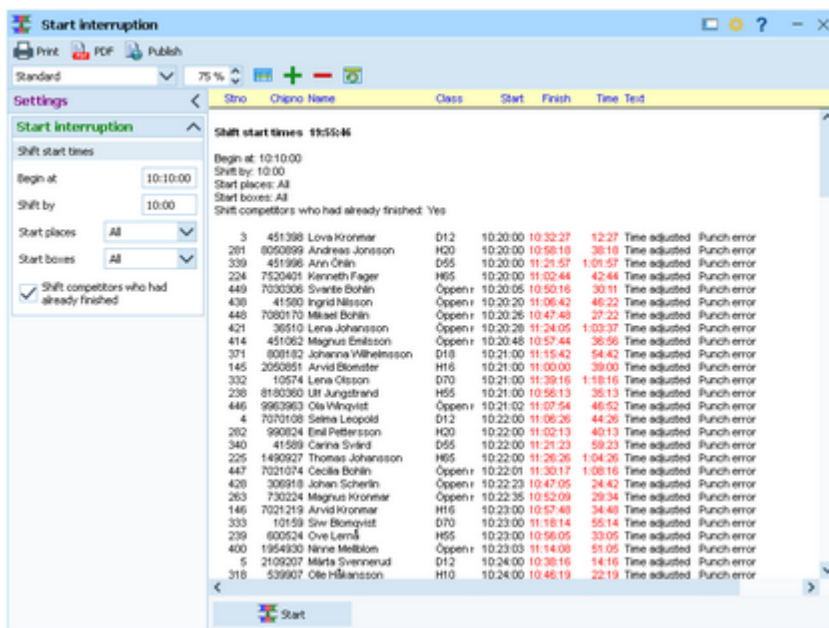
Advanced competition day tasks - Task based help

Evaluate chips

5.6.11 Start interruption

Sometimes it may be necessary to have a start interruption. This may happen at large multidays where you have a compulsory public transport to the start and the finish area which may have arrived too late.

With this function you can shift all start times beginning at a specified one by a specified time interval.

You get a protocol of this action. Every competitor will be commented whether there were errors when shifting the start time. This may happen if some had started at their original time and some not or if you made a mistake. Examine the messages and try to solve the issues in Evaluate chips. In case of a mistake, it should be possible to undo this by just changing the Shift by value to its negative equivalent.

The following messages may be displayed.

Time adjusted	You had checked the option Shift competitors who had already finished and the competitor had already finished. This means his running time had been recalculated. The new time will be displayed together with the finish time in red colour (using the standard layout).
Time error	This is a finisher and his finish time is before the new start time. Most likely you did a mistake by shifting the wrong start times.
Punch error	This is a finisher and his first punch is before the new start time. Most likely you did a mistake by shifting the wrong start times.

Customizing the settings

Display formats ⚙	You can define the Time format and the Name format.
Shift start times	
Begin at	Enter the first start time when the start interruption began. Be sure to use the right time format here, especially relative or real clock time! It is recomended to use clock times only here.
Shift by	Enter the length of the interruption, which is the interval how much the start times must be shifted. Negative intervals are also possible to allow fixing a previous error.
Selection: start places and/or start boxes	If you have several start places, the start interruption may happen to one of them only. You can restrict this action to the selected start places and/or start boxes. For more information about start places and start boxes see the Start organisation by classes reference.
Shift competitors who had already finished	You must decide on your own, depending on the time when you are doing this action. If you do this immediately after the first shifted competitors had actually started, then it is wise to uncheck this option. If you do it some time after the actual restart time, then some of the competitors concerned may already have finished and got a wrong time since this was still based on the original (unshifted) start time. If you check this option, then the times will be adjusted. See also the explanations given above.

Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.

In this form, the stage selector is deactivated just for display purposes. The form will always use the stage only by which it had been invoked from the main menu.

See also

Running the competition - Task based help
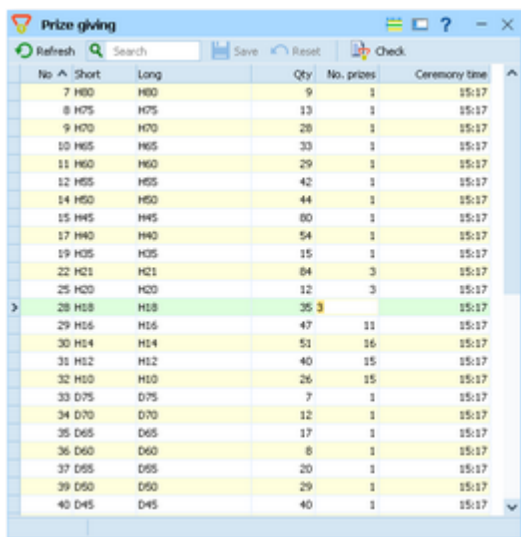
Advanced competition day tasks - Task based help

Start list draw - Classes

Start list draw - Courses

5.6.12 Prize giving
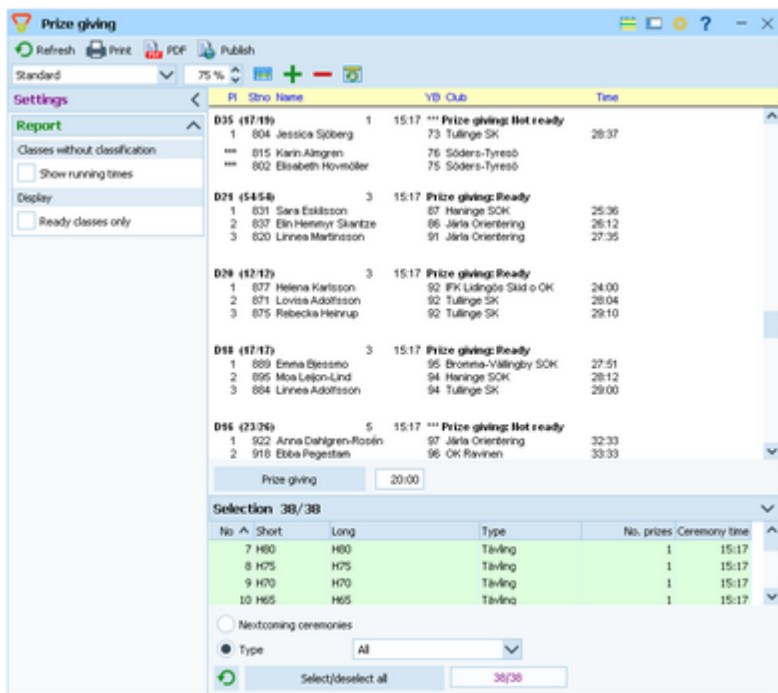
This function helps you to prepare the prize giving ceremonies during the event. At many events, the start list is scheduled in that way so that during the competition some classes will be complete while others are still running. It is often wished to have several (short) prize giving ceremonies during the race. A class is ready for the prize giving if no missing competitor can beat the first n places anymore, for which prizes will be offered.

Enter the Number of prizes and optionally the Ceremony time. However, preplanning the latter is not necessary. See below.

While entering the numbers here is a quite simple task, the main work has to be done using the *Check report*. Click on the *Check* button to display it:

In the selection panel only those classes will be available for which you had *entered a number of prizes*. For the selected classes, a result is displayed including the top n places (which you need for the ceremony). Below that, there are those competitors reported who can still beat the top n places. They are marked by a **+** sign in the place column. There will be a *tolerance of 5 minutes* more than the time to beat, to include those who are still waiting in the finish for the download. There are also competitors reported who apparently had forgot to download their chip. They are marked by asterisks *******. OE12 will report those competitors here who don't have a finish time and currently have more than an estimated maximum time. This is calculated by the winning time + 1 hour, if the winning time is below 1 hour, and 2 x winning time otherwise.

With the class name at the top you see the number of competitors finished vs. the total number and the status Ready

or Not ready. A class is considered as not ready, if there are additional competitors reported as described above. For not to be classified classes, all finishers will be displayed (no matter which number of prizes) and all missing ones.

Read more in the paragraphs below on how to operate this report by setting the right options. By default, the report will always preselect the nextcoming ceremonies.

Notice

It is most important that the **PC clock is exactly synchronized to the official event time**! The displayed times of the missing competitors are calculated using the PC clock.

If you are *viewing an older event* just for test purposes, you may see the missing competitors without times. That's because for calculating the time of missing competitors, OE12 must use the event date. To see the right times, you will have to adjust the event date to the current day and maybe set the PC clock to appropriate times to simulate specific situations during the event.

Customizing the settings

Display formats ⚙️ | You can define the Time format and the Name format.

Settings (Report)

Classes without classification: Show running times	There may be classes with the *Classified* flag unchecked (beginners). You can decide whether their results should show the times or just a text that they have done their course. See also the Classes reference.
Display: ready classes only	If you think that the not ready classes are correct, then you can restrict the report to the ready classes only. Check the option and refresh the report.
Quick selection: Nextcoming ceremonies	This is the default. All classes will be selected whose scheduled ceremony time is in the future or which don't have one entered. Normally you can leave this setting and then refine the selection manually or together with the option Ready classes only.
Quick selection: Type	As for all class reports, you can use this to select all classes with the desired class types by checking them. For more information about class types see the Classes reference.

How to use this function

As a precondition, you must have defined the numbers of prizes for all relevant classes. Even if you have a rough time schedule of when specific classes should be processed, *don't enter those times here*.

If you think now is the time for the first ceremony, invoke the check report. For the first time, all classes should be selected and every class should be classified by ready or not. *Examine the not readies.* If you think this is OK, then you can restrict the report to the Ready classes only. Check this option and refresh the report. If you don't want to process all of them now, then just *unselect the respective classes* in the selection table and refresh the report. If you have the right classes in the report, then *assign* them the (actual) ceremony time. Enter the time into the time field below the report and press the **Prize giving** button. The report will be refreshed automatically, showing the time together with the class header now. Print this report and use it for the ceremony.

Invoke the report again when it is time for the next ceremony. By default, the *previously processed classes will not be included in the report*, since they have a ceremony time which is in the past. Work on the report as given above.

Repeat this step as often as you need.

Notice: To put the additional competitors out of the list (*to get the class ready*), you have to assign them a finish time or status like dns and then refresh the report. You may even ignore the class status if you know about the unsolved competitors and include the class in the next ceremony.

Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.

All editing applies to the current stage. The check report always belongs to the stage from which it had been invoked

from the input form. In the report, check *Overall time* if you want to have the prize giving according to the overall result after this stage.

See also

5.6.13 Reading device backup

You can download the backup memory of a SportIdent or Emit reading device and insert the chips into the event. This function is often used if you had downloaded the chips into a standalone reading device, f.ex. the SportIdent printer set, and afterwards you want to load them into OE12 to be able to publish the results.

The working mode of this form is similar to the Log files function, with the main difference that you get the chips from the device memory instead of the log file.

Click on *Download*. This will open either the Download SI station backup, the Download Emit MTR backup, or the Download Emit ECU/MTR5 backup dialog, depending on the chip system which you are using. This dialog will stay on top of this form. You can work with the devices (maybe download several devices). Every action will be protocolled in the log window. All chips downloaded will be collected in the list at the bottom. If necessary, you can close the device dialog and reopen it later with a click on the *Download* button. Besides their main purpose (downloading), the device dialogs offer some additional maintenance functions. Before continuing reading in this topic, it is recommended to look at the Download SI station backup reference, the Download Emit MTR backup reference or the Download Emit ECU/MTR5 backup reference for more details.

You can select the desired competitors or chips from the list of chips downloaded at the bottom.. Use a suitable sort order and the quick search field at the top left of the selection table. Click on *Insert* and watch the log report window. **Notice:** the sort order of the selection table will be changed automatically to input order. This is necessary to handle multiple assignments of the same chip in the right order. Well, if you had downloaded from several devices, then you are responsible yourself what happens with multiple chips.

With button *Clear* you can clear the list of chips downloaded.

▬ Customizing the settings

Display formats ⚙   You can define the Time format and the Name format.

Insert

These settings define how the chips should be computed when uploading them into the event.

Assign chips to competitors	Use the same chip multiple times	A chip from the backup will be saved to a reserve place, if it had been already saved for a competitor but appears multiple times in the backup. Work on them in <u>Evaluate chips</u>. If unchecked, the same chip will be overwritten.
	Insert from archive	If the chip is new for the event, then it will be looked up in the archive. If the chip had been found there, this competitor will be inserted into the event from the archive. **Notice: This assignment works in the same way as in Read chips - Registration.** The same preconditions (start punch, individual courses) are required, and OE12 will calculate the best matching course automatically. For more details see the <u>Read chips - Registration</u> reference.
Operating mode	This defines how the chips will be saved.	
	Insert/overwrite all	Existing chips will be overwritten and new ones be inserted.
	Insert new ones only	Only new ones will be inserted, existing ones won't be touched.
	Overwrite existing only	Only existing chips will be overwritten, new ones will be ignored.
	Overwrite existing only, newer downloads only	Existing chips will be overwritten with the same chip only if this has a later reading time.
	Save all to reserve places	All chips will be saved to reserve places.
Unknown chips	Save to reserve places	Unknown chips will be saved to reserve places.
	Ignore	Unknown chips will be ignored.

▬ Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.

See also

5.6.14 Log files

For backup reasons, all downloaded chips will be saved in a local log file. This is useful for restoring after a crash or network problems. In the most cases, you may look for a single chip which may have become lost in Chip evaluation by removing it accidentally. The working mode of this form is similar to the Reading device backup function, with the difference that you get the chips from the log file instead of the device memory.

The Process log files form opens the local log file of the current event automatically.
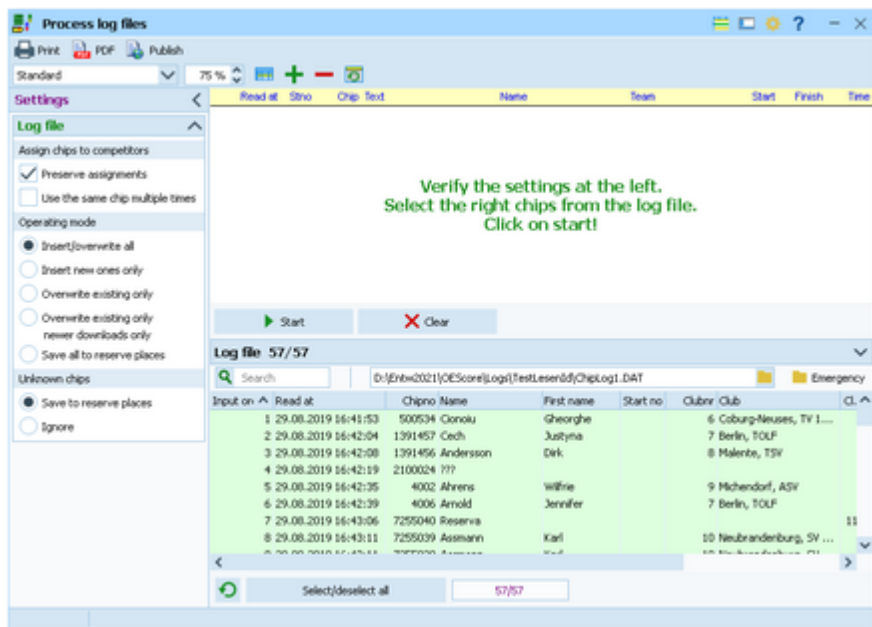
You can select the desired competitors from the log file. Use a suitable sort order and the quick search field at the top left of the selection table. Click on **Start** and watch the log report window. **Notice:** the sort order of the selection table will be changed automatically to input order. This is necessary to handle multiple assignments of the same chip in the same way as it had been done when reading the chip.

By default, the current active log file is displayed. You can also select another log file and load its chips into the event. You may collect the log files from all clients in a network, which you want to process from a central place. The files are saved into the *Logs* subfolder of your Application settings folder. For more details look at the Application folders reference. In the *Logs* folder, you will find subfolders which have the same names as the event data folders. For remote events on the server, the local folder name is the event folder name plus *_R* (for remote). Inside every *Logs\<Event folder>*, you find the log files of that event.They consist of two files which are named like *ChipLog1.dat* and *ChipLog1.idx* where 1-6 is the number of the stage (1 for single day events).

With button **Clear** you can clear the log file.

A special case is processing the emergency log file. See below for more details.

− Customizing the settings

Display formats ⚙   You can define the Time format and the Name format.

Log file

These settings define how the chips should be computed when uploading them into the event.

Assign chips to competitors	Preserve assignments	If the competitor exists, the same assignment will be done as in the log file. This option does only work properly with the same event as the log file comes from. Using this option to upload a log file from another event will cause inpredictable results! If you uncheck this option, then the assignments will be done just like reading the chip, using the chip number.
	Use the same chip multiple times	A chip from the log file will be saved to a reserve place, if it had been already saved for a competitor

but appears multiple times in the log file. Work on them in Evaluate chips.
If unchecked, the same chip will be overwritten.

Operating mode	This defines how the chips will be saved.	
	Insert/overwrite all	Existing chips will be overwritten and new ones be inserted.
	Insert new ones only	Only new ones will be inserted, existing ones won't be touched.
	Overwrite existing only	Only existing chips will be overwritten, new ones will be ignored.
	Overwrite existing only, newer downloads only	Existing chips will be overwritten with the same chip only if this has a later reading time.
	Save all to reserve places	All chips will be saved to reserve places.
Unknown chips	Save to reserve places	Unknown chips will be saved to reserve places.
	Ignore	Unknown chips will be ignored.

▬ Emergency mode log file

If you need more information about the emergency mode, see the Read chips reference.

When the network is up again after a break, you can quickly upload all chips to the main event which had been saved locally only in emergency mode. Click on the *Emergency* button at the top right of the log file table. This will load the local emergency log file which should contain those chips only which had been downloaded during the network break. Just click on *Start* to insert them into the event.

Notice: the log file settings are not used for these chips. These chips will be handled like at the download: the right competitor will be searched by the chip number and the chip will be assigned to this competitor. If there is any problem (unknown etc.), then the chip will be saved to a reserve place.

Since the emergency button works only with the local emergency log file, it is recommended to process this log file at each client locally. One more reason to do so is that the operator on this PC has the best knowledge to decide in case of uncertainties. However, you may prefer to collect the log files and process them from a central place. The emergency log files are saved into the *Logs* subfolder of your Application settings folder. For more details look at the Application folders reference. They consist of two files which are named like *ChipLog1_EM.dat* and *ChipLog1_EM.idx* where 1-6 is the number of the stage (1 for single day events).

▬ Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.

See also

Running the competition - Task based help

Advanced competition day tasks - Task based help

Evaluate chips

Read chips

Reading device backup

5.6.15 Evaluate SI stations

You can download the punches from the backup memory of a SportIdent control station. This is mainly used to find not started competitors from missing check or start punches but also to solve complaints about missing punches etc.

In the menu you find some special functions. See the paragraph about special functions below for more details.

One other task which you can perform here is to *solve complaints about mispunches*. If the competitor did not wait for the feedback signal when punching, there will be no punch saved into the SI card. However, this punch will be saved in the station's backup memory with an error code. Usually the competitor will complain and assert that he had waited for the signal and thus should have this punch.

You can download the stations from that control and search for this punch using the SI card number. Two cases are possible.

- There is a punch with an error code
  Those punches are shown in the form ErrA to ErrF, where the last character tells you when the SI card had been removed from the station. An error code proves that the runner did not wait for the signal. This means, he does not have a valid punch from that control.

- There is no punch found
  Then the runner did not punch at all here.

However, the IOF rules and almost all national competition rules do strictly stick to what is found on the chip and they do not allow any evaluation by downloading punches from controls. But showing the evidence to the mispunched competitor may raise his confidence in electronic punching and in your competence as an O organiser.

Customizing the settings

Set the time format ⚙ here. The times will be displayed according to this setting.

Special functions

➡ Read: Download punches

This will open the Download SI station backup dialog. This dialog will stay on top of this form. You can work with the devices (maybe download several devices). Punches downloaded from the backup memory will be saved into the table. If necessary, you can close the device dialog and reopen it later with a click on the button. Besides its main purpose (downloading), the device dialog offers some additional maintenance functions. It is recommended to look at the Download SI station backup reference for more details.

Remove punches

You can remove unwanted punches. F.ex. if punches had been downloaded and truncated to the wrong resolution.

Inpu...	Cod...	Task	Time ∧	Chip	Surname	First name	Club	Class	Start no	Start	Finish	SI Station
1015	1	Clear	9:28:16	439698	Salomon-Sörens	Marcus	Attunda OK	H12	578	10:05:00	10:34:04	144888
2216	4	Clear	9:29:02	261534	Junegard	Axel	Tullinge SK	H12	1200	9:59:00	10:24:50	112948
1016	1	Clear	9:29:37	448462	Halldin	Max	Bromma-Vällingby S(	H10	614	10:01:00	12:05:53	144888
2217	4	Clear	9:29:45	452183	Halldin	Vile	Bromma-Vällingby S(	U1	1051	10:01:33	10:32:21	112948
2218	4	Clear	9:32:01	997814	Vister	Martin	Järla Orientering	H21	347	10:00:00	10:27:48	112948
1017	1	Clear	9:34:10	940411	Imark	Cecilia	Tullinge SK	D18	883	10:01:00	10:38:18	144888
2219	4	Clear	9:34:48	450245	Nord	Albert	Södertälje IF	U1		9:59:37	10:28:19	112948
1636	4	Clear	9:34:59	8661	--- Chip not four							112948
1018	1	Clear	9:35:11	442181	Eriksson	Henrik	Tumba-Mälarhöjden	ÖM8		10:02:32	11:06:16	144888
1637	4	Clear	9:35:24	961027	Rahlén	Yngve	OK Ravinen	H16K	1097	11:55:00		112948
1638	4	Clear	9:37:20	930717	--- Chip not four							112948
1639	4	Clear	9:37:59	245994	--- Chip not four							112948
1019	1	Clear	9:38:22	980822	Skog	Märta	Tullinge SK	D14	926	10:03:00	10:33:56	144888
2220	4	Clear	9:38:23	29913	Skog	Anders	Tullinge SK	H50	192	10:01:00	10:33:48	112948
1020	1	Clear	9:38:28	419789	Kjellman	Daniel	OK Ravinen	H12	576	10:01:00	11:40:12	144888
1640	4	Clear	9:38:31	404134	Westergren	Lennart	Söders-Tyresö	H80	8	10:34:00	11:22:21	112948
1641	4	Clear	9:38:47	27270	Wester	Per	Gustavsbergs OK	H85	1070	10:40:00	11:36:17	112948
1642	4	Clear	9:38:53	36941	Åleberg	Ulla-Britt	Attunda OK	D80	1071	10:39:00	11:33:35	112948
1643	4	Clear	9:38:58	451625	Billstam	Birgitta	Järfälla OK	D65	668	10:17:00		112948

Remove punches 621/2763

Select the punches and remove them!

🔋– Remove

✔ Finished!

Quick selection

🔋 SI station	? Unknown	↺ Reset

In this mode, you can select multiple punches. Unlike with the report selection, you have to *Ctrl-Click* to select the records. Normally, you will use the Quick selection buttons. *SI station* selects all punches from the same station like the currently selected punch. *Unknown* selects all punches with unknown SICards which may stem from previous events. Use *Reset* to unselect the punches and try again.

Click on *Remove* to remove the selected punches. It is recommended to remove the punches in several steps using the quick selection, so there is no need to select all at once manually.

If you are finished with that, then click the *Finished!* button to return to normal working mode.

▬ Reports

The **Punches report** supplies a list of all downloaded punches.

The **SI stations report** gives a list of all download actions.

For general information about reports, see the reports reference.

▬ Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.

See also

Running the competition - Task based help

Advanced competition day tasks - Task based help

Download SI station backup

Find competitors who did not start

5.6.16 Download SI station backup

SI controls and master stations have an internal backup memory to save punches and SI cards there. You can download them and insert them into the event. Depending on the context, this dialog accepts either master stations (Read SI cards) or ordinary stations (controls, start, finish, check stations) only. For more information about the forms from where this dialog can be invoked, see the Reading device backup reference or the Evaluate SI stations reference.

Although the dialog keeps staying on top of the invoking form, you can keep it open, download here and work alternatively in the underlying form with the insert operations.
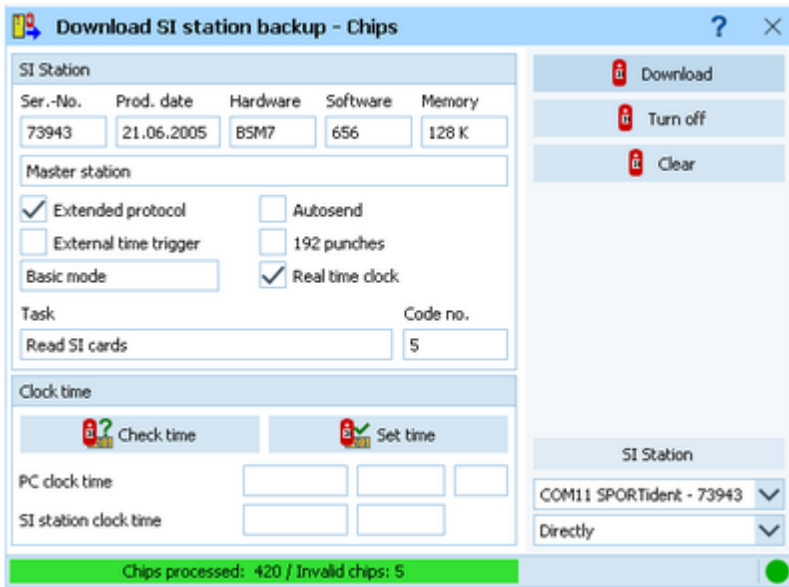
The main purpose of this dialog is to download the contents of the backup memory. However, there are also some maintenance functions available. Every function first reads and displays the SI device characteristics and then continues with its special task. All actions will be protocolled in the form from where you had invoked the dialog.

SI Station	Select the right device.
Directly/Master	Decide whether you want to read the connected SI station directly or whether to use it as master station to compute other (control) stations.
Download	Depending on the context, the chips or the punches will be downloaded from the station's memory and they will be sent to the form from where the dialog had been invoked. **Notice:** At the end, the underlying protocol shows the number of downloaded chips and the number of invalid chips. Those may be the result of frequent read errors which may one of the following reasons. 1. You are downloading an old BS6 or earlier through a new BS7/8 master station. Then switch the speed of the master station, see below. 2. If your master station and the downloaded one are of the same version or you are downloading the master station directly, then this could be caused by connection problems and/or USB- or COM port driver problems. First try at another PC if there is the same problem. Perhaps you will have to check and reinstall your driver. Also check out if there are unnecessary programs running in the background which may slow down the computer's performance.
Turn off	Since in most cases you don't want to have the station running another couple of hours, you can turn it off, just like using the Off stick.
Clear	Clears the backup memory. In the normal case, this is useful for all stations BSF7 and newer.
Check time Set time	Checks or sets the station's clock time with the PC clock time. The result will be displayed in green or red colour.

See also

5.6.17 Download Emit MTR backup

The Emit MTR has an internal backup memory to save ECards there. You can download them and insert them into the event. This dialog is invoked by the Reading device backup function if you are using the Emit chip system.

Although the dialog keeps staying on top of the invoking form, you can keep it open, download here and work alternatively in the underlying form with the insert operations.
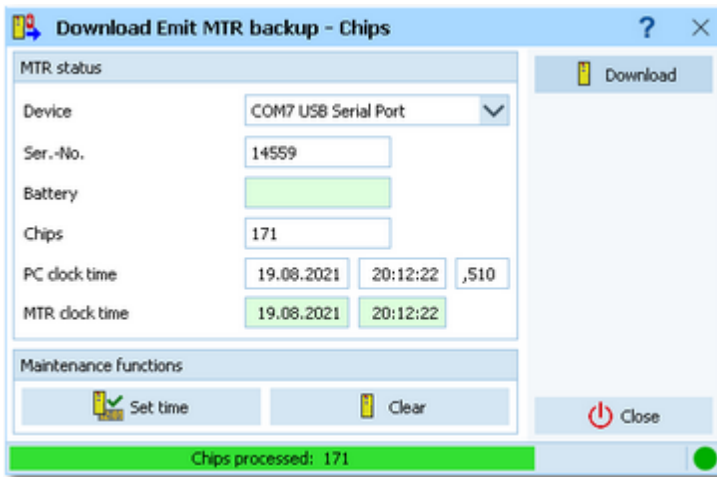
The main purpose of this dialog is to download the contents of the backup memory. However, there are also some maintenance functions available. Every function first reads and displays the MTR characteristics and then continues with its special task. All actions will be protocolled in the log window of the form from where you had invoked the dialog.

Device	Select the right device.
Download	The chips will be downloaded from the MTR's memory and they will be sent to the form from where the dialog had been invoked. **Notice:** At the end, the underlying protocol shows the number of downloaded chips and the number of invalid chips. Those may be the result of frequent read errors which may be caused by connection problems and/or USB- or COM port driver problems. If you have many read errors, then first try at another PC if there is the same problem. Perhaps you will have to check and reinstall your driver. Also check out if there are unnecessary programs running in the background which may slow down the computer's performance.
Clear	Clears the backup memory.
Set time	The MTR clock time is checked against the PC clock time when its properties are read. The result will be displayed in green or red colour. If necessary, you can set the MTR clock time.

See also

5.6.18 Download Emit ECU/MTR5 backup

The Emit ECU/MTR5 has an internal backup memory to save EmiTags there. You can download them and insert them into the event. This dialog is invoked by the Reading device backup function if you are using the Emit chip system and EmiTag.

Although the dialog keeps staying on top of the invoking form, you can keep it open, download here and work alternatively in the underlying form with the insert operations.
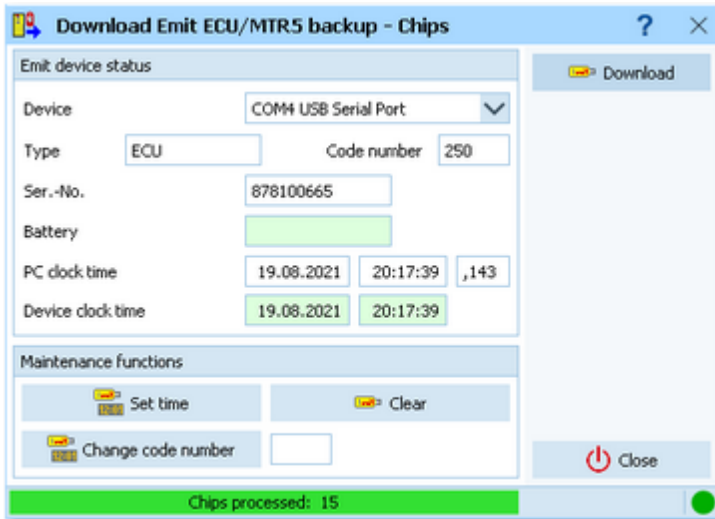
The main purpose of this dialog is to download the contents of the backup memory. However, there are also some maintenance functions available. Every function first reads and displays the ECU/MTR5 characteristics and then continues with its special task. All actions will be protocolled in the log window of the form from where you had invoked the dialog.

Device	Select the right device.
Download	The chips will be downloaded from the ECU/MTR5's memory and they will be sent to the form from where the dialog had been invoked. **Notice:** At the end, the underlying protocol shows the number of downloaded chips and the number of invalid chips. Those may be the result of frequent read errors which may be caused by connection problems and/or USB- or COM port driver problems. If you have many read errors, then first try at another PC if there is the same problem. Perhaps you will have to check and reinstall your driver. Also check out if there are unnecessary programs running in the background which may slow down the computer's performance.
Clear	Clears the backup memory.
Set time	The ECU/MTR5 clock time is checked against the PC clock time when its properties are read. The result will be displayed in green or red colour. If necessary, you can set the ECU/MTR5 clock time.

PC clock time	03.10.2022	18:34:36	,470
Device clock time	03.10.2022	18:34:36	

Change code number	For ECU/MTR5, the code number has a special meaning. It defines how the chip reading process behaves. For use with OE12, the code number must be set to 250-253. Emit also defines numbers of 240-243, but this can't be used with OE12.

See also

Handling the chip system devices

Reading device backup

Serial port settings

5.7 Results

You find the result reports under the main menu topic *Results*.

See more details in the next topic.

Using the Live Results you can arrange multiple live result reports on multiple monitors.

At large competitions, you may like to offer a special print service to the competitors.

Sometimes you may have to cancel the race or a single stage at multiday events for several classes.

5.7.1 Result Reports

There are various result reports. You find them in the main menu under *Results*.
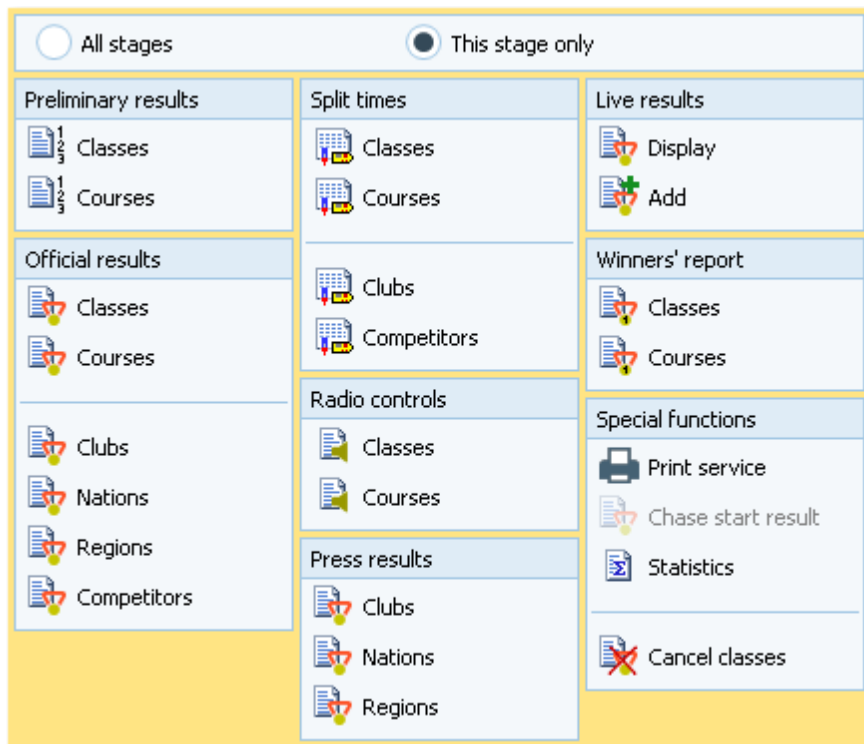
The titles should be self-explaining.

Notice: Use only the Preliminary results during the competition. Only those have an indication at the top of each class/course, how many runners are still missing. Use the other formats after the competition only.

There are some special options in the reports which should be explained here.

Display formats ⚙	You can define the Time format and the Name format.
Quick selection: class types	This is available for class reports. You can use this to select all classes with the desired class types by checking them. For more information about class types see the Classes reference.
Preliminary results: Large format (2 lines)	There are two lines per competitor to allow very large font sizes.
Official club results: Extended format	The extended format displays the leading competitors per class together with the competitors of the club. You can define how many leading competitors should be shown. The official results by nations or regions are displayed in the same extended format and include all runners of all clubs of the respective country or region. For more information about nations and regions, see the Clubs reference.
Competitors sorted by	This is available for club results. Within a club the competitors will be sorted by the selected field.
Teams: Include runners	The teams are shown with their runners.

How many competitors?	Set those options to get shortened results for the press etc.
Classes without classification: Show running times	There may be classes with the *Classified* flag unchecked (beginners). You can decide whether their results should show the times or just a text that they have done their course. See also the Classes reference.
nc at the end	This is available for official results and preliminary results by classes (only these!). This is checked by default which is the normal behaviour as usual. If you *uncheck* this option, then the nc competitors who have a valid result will be sorted into the list without a place but signed with *nc*.
Seperate classes	This is available for official and preliminary results by courses, but only if there is at least one class running on individual courses. If checked, then the courses will be seperated by course and class. Select the right *sort order* for the classes from the listbox.
Seperate courses	This is available for official and preliminary results by classes, but only if there is at least one class running on individual courses. If checked, then the classes with individual courses will be seperated by class and course. Select the right *sort order* for the courses from the listbox.

For general information about reports, see the reports reference.

Press results

This format is available by clubs, regions and nations. It is similar to the respective official extended formats (see above). The difference is that the result is shown by classes including all competitors of the selected clubs/regions/countries in the same class list plus the specified number of leading competitors. These extended reports are especially designed to create ***customized result reports for the press***.

Automatic reports

With results by classes or courses, there is an additional option panel available: **Automatic report** ∨.
Click on the title to expand it:

Automatic report ∧

▶ Start

Refresh interval

[0:10]

Automatic actions

☑ Print
☐ PDF
☐ Labels
☐ Labels PDF
☐ Publish
☐ Export
☐ Scroll automatically

Set the right Refresh interval. The sample report will be refreshed every 10 seconds. However, this is not recommended to avoid huge workloads on the server and the network… Additionally, you can define which action(s) should be performed after every refresh. You can print the report, print it on labels and create PDF, publish or export files. The appropriate setup dialogs will appear only once at the beginning. It is even possible to activate or deactivate those options during the running automatic task.

You can also have the report scrolling automatically, f.ex. if you want to expose a running PC screen to the public. Since the report always jumps to the beginning when it is refreshed, it is wise to have the refresh interval large enough so that the whole report can be displayed.

Click on the *Start* ▶ button to start the automatic report.

Preliminary results by classes provide the additional *Display* option.

Display

☑ Changed classes only

↺ Reset

If checked, then only those classes will be included in the report where there had been a change since the last printout. Click on the *Reset* button to include all classes again with the next printout.

Point score results

These are the point scoring results for multidays. Point scores are available with multidays only and there mainly for All stages results. The only single day result where the points can be displayed, is the preliminary result by classes. Note that the points will be displayed in the Time diff column there. If point scoring is available for a particular report, then expand the option panel **Point scores**.

To calculate and display the points instead of times, check the option *Compute point scores* and refresh the report. Before the refresh, you should define the right settings.

Select the scoring method how to calculate each competitor's points. For more details, see below. Define how many results until the current stage should be taken to calculate the overall point score. Usually, it is allowed to eliminate one result, e.g. take the 4 best out of 5 results. Select the right stage to show the overall result after this stage. Define the Precision by the number of Decimal places and how they should be calculated (Rounded or Truncated).

If you have few but not all classes with a chase start, it may be necessary to display their results in an extra step with the appropriate number of valid stages.

Standard

A competitor's points are given by

1000 + 200*(Mean time - competitor's time)/standard deviation.

Mean time and standard deviation are calculated from all running times of the class. This formula is the mathematical standard for normalizing data. It is often used in sports to allow to add results which have to be measured by different units. In orienteering, a similar formula is used for the world rankings. Multi day events with a chase start should use this formula.

With the *Preliminary stage results*, you can display the current parameters (mean time=1000 points and points per minute) in the class extra line. Activate this line in the report layout editor, if necessary.

1000 Points

A competitor's points are given by

1000*winner's time/competitor's time.

This formula had been used at the Scottish 6days in former times, thus it had been called the *Scottish method* in previous versions. Of course it will determine the correct winner. However, the point score of the remaining competitors depends extremely on the winning time and the terrain specific time differences. Thus the calculation of chase start times may be not objective enough.

Per cent

Define the Maximum points.

A competitor's points are given by

Maximum points - (competitor's time-winner's time)/winner's time*100.

In other words, the point score is the maximum value minus the time difference as a percentage. A maximum value of 100 means that all competitors who are more than 100% behind the leader (the doubled winning time), will get zero points.

This method is being used for many national and regional ranking systems. It is also suitable if you are performing a chase start.

Danish

Define the Maximum points.

A competitor's points are given by

Maximum points - difference to the winner in full minutes.

Only full minutes count for the difference. That means that all competitors within the same difference minute will get the same points. Especially, all competitors within less than one minute will get the maximum points like the winner. This method comes from Denmark.

Brazilian

This is a special algorithm used in Brazil. Shortly said, the best 35 places will be awarded points with special credits for the first 3 places, similar to cars' Formula1. There are special rules how to decide places with the same points, based on the running times and on how many races those competitors had finished.

Welsh

This is a special calculation which is used at the Croeso Multidays in Wales.

A competitor's points are given by

        1250 + 600*(ParTime-competitor's time)/ParTime.

ParTime is the average time of the leading 50% of starters. Starters mean all those who have started, no matter if they have a valid result. So mped etc. count for this number. If less than 50% of the starters have a valid result, then the ParTime is taken as the average time of 90% of all those with a valid result. The ParTime can be calculated either based on the current class only or based on all classes (competitors) who ran the same course. If you want to use the second choice, then leave the option *Course method (Welsh)* checked, which is the default, otherwise uncheck it.

Special result: radio controls

This is similar to the split time result. Instead of split times from the chip it shows the intermediate times which came from radio controls. This is useful for events without code checking, if you did not download the chips in the finish but had times from radio controls. The text description of the radio controls definition will be displayed as the header for the time columns.

This report is available only with the OE12 Pro and Pro Large licenses, where the speaker functions are available.

Special result: chase start

If you calculate multiday results by points and based on that calculate the chase start, then you need this special format for the overall results. Because then only the run in after the chase start counts as the result and not a sum of points or times.

Notice: this report is useful only if you had calculated the chase start times based on point scores. With a "normal" chase start based on overall times after the last but one stage, the report looks also reasonable. However, by design (and the nature of this report), all competitors who where outside the chase start limits will get overtimed as the result, since their chase start times do not accord to their differences to the leader.

Teams

The team representation depends on the event type.

With all event types, you can display the teams in a single line. All names of the team mates are displayed in the name column, and the team (name) column can be displayed in this line.

With the event types Teams only, you have the additional option to display the names of the team mates in extra lines, just like you are used to from relay teams.

For more details, see the Handling teams - Task based help and the Entries reference.

Label layouts

The best known usage of this function is printing certificates from the normal results.

CSV export

All reports can be exported to CSV format. The record structure is given in the header line within the output file (format header). There is only a single line for each team. Note that there are different formats for exporting single day results (also from multiday events) and overall results with all stages.

Notice: The CSV file format has been changed from V.11.0 to V.12!!

XML export

You can export the result reports into the IOF standard, document type ResultList. You can select between XML V2 and V3. If possible, then the newer format is to be preferred. This export is possible with the report sorted by classes only, because this IOF document type requires that sort order. However, OE12 also allows the reports by courses to be exported into that format. The courses will appear as "classes" in that XML document. Note that there is the same format for both multidays and single days.

For more details, see the exports reference.
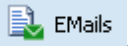
Special export formats

For some reports, there is a special format available.

Special format: Finland

This format is available from the official result by classes. It is required by the Finnish O fed. Be sure to select all competitors here since this file must include the mispunched etc.

Sending emails

Display a result report by clubs. In the report's menu, you will then find the Send EMail button [EMails]. Click on it to send each club its own results. It would be even possible to send the split time sheets (printed to PDF labels) to every club after the event. This requires an email address to be entered with the club address. For more details, see the Send EMails reference.

Notice

If you are working on a *multiday event*, you will see this selection on top of the report menu items. All stages shows the reports including relevant columns for all stages (f.ex. start times), while This stage only will show the same report for this stage like for a normal single day event.
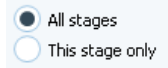
See also

Reports reference

Prize giving

5.7.2 Live Results

You can display live results on big screens for the competitors and spectators in the finish area. You find the necessary functions in the box Live results which is part of the *Results* menu.
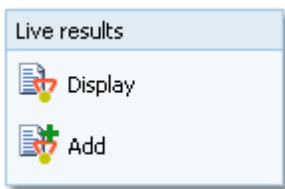
You can display all previously designed live result reports by a single mouseclick on *Display*.
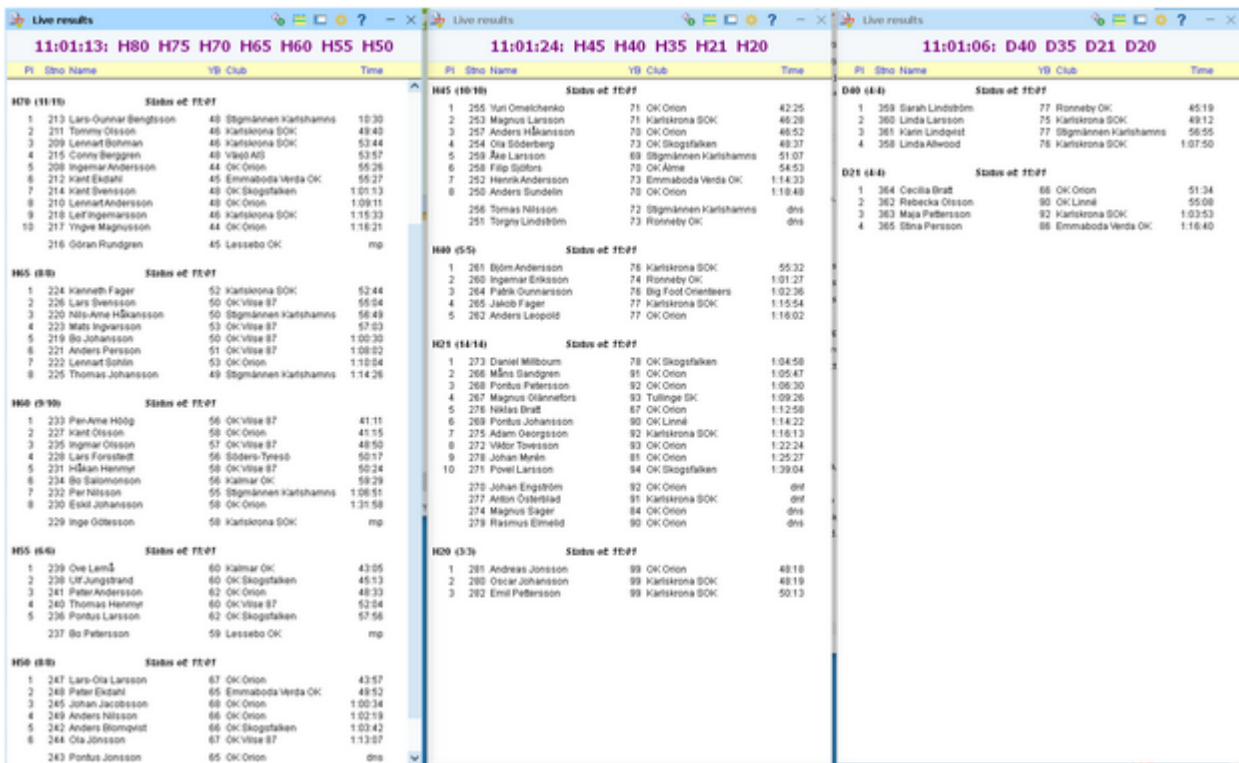
To begin designing your live results layout or to add one more result window, click on *Add*. See below how to build up your live result screen layout.

How to build up the live result screen(s)

With OE12 you can arrange multiple live result reports on one or more monitors.

Click on ⊞ *Add* to display the first result window. OE12 will ask you to select one or more classes to be displayed in this report. Just select them and click on ↻ *Refresh*. Then resize the window like you need it. If you need to customize the report layout, first *display the Layout menu* via the ▭ *View* button in the title bar. After you are finished, then *close this first live result report*. This will save all your customizations, so that every additional live result report window will have the same appearance.

Reopen this first live result by ⊞ *Add*. Now you can add more result windows, place them at the right position (even on multiple monitors) and select the right classes for every window. After you are finished, click on the main menu *Results - Live results* and there on ✖ *Close*. This will close all live results with a single mouseclick and, most important, **it saves your layout**.

The live result reports are preliminary results with a special layout. Most report window components like the report menu, the layout menu or the report selection panel are hidden by default to provide the maximum space for the results. If you want to *customize a setting*, f.ex. the time format, then do so in one of the live result reports. Then ✖ *Close* and ⊟ re-*Display* the live results and they will show up all with the same setting. Of course, if you just want to edit the class selection in a report, then this is local to that one and it will be used the next time the report is updated.

The live result reports are updating and scrolling automatically. You can customize the update interval and the scrolling speed. For more details see the paragraph below.

Notice: The ⊟ *Display* and ✖ *Close* menu items are visible depending on the context. The class selection depends on the current event and it is saved as a local property of the report window(s). So, with another or new event the selections will have gone lost or different and you have to select the classes of this other event.

Customizing the settings

All settings are available via the buttons in the title bar. Read in the previous paragraph how to customize settings which are common to all live report windows.

View ▭	By default, all report window components which are not necessary for the running display are hidden. You have to display them if necessary.
	With the report layout menu you can edit the report layout.
	To change the class selection, display the report selection panel at the bottom. Your modified selection will be used the next time the report is updated.
	The only item in the report menu bar is ↻ *Refresh*. Normally you won't need it since the report is updated automatically.
Live settings ⚙	You can customize the update interval and the scrolling speed. Press *Apply* to get your new settings working.
	Notice: These settings will be recognized by all running live windows automatically.
Display formats ⚙	You can define the Time format and the Name format.

Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.

In this form, the stage selector is deactivated just for display purposes. The form will always use the stage only by which it had been invoked from the main menu.

See also

    Result Reports

5.7.3 Automatic result print service

Using this result print service function, you can offer a *print service point* at your competition, where the competitors can get a result list of their class and their own split time sheet, using their chip as the key.

Define which documents in which appearance a competitor should receive from the printer: result sheet, official class results and/or complete class split time results. At multiday competitions, also the overall result is available. The competitor inserts his chip into the attached reading device and he will get the right documents printed.

The function detects a SportIdent or Emit reader device which is connected to the PC automatically. If it finds multiple devices, then click on the Chip system button 🔧 and select the right one from the device combobox. See also below.

The function will open extra windows for every selected report. In the log window you see what had happened.
At the beginning, as well as every time you select a document or another label layout for the split time sheet, the Printer Dialog will pop up which belongs to the respective report. Select the right printer and the page format. The settings will then be used for all printouts of the respective report.

⊟ Customizing the settings

Chip system 🔧	This will open the *Chip system submenu*. You can select and restart the device, and define the Chip system settings. For more information see the Handling the chip system devices reference.
Display formats ⚙	You can define the Time format and the Name format.

Print service

These settings define the behaviour of this function.

Result sheets - Print	Define whether the personal result sheet of the competitor should be printed.
	This option is especially useful if you want to provide the extended result sheet with all placings and the class result (which are complete at the end of the race), in addition to the normal sheet handed out in the finish.
Result sheets - Extended format	You can print the sheets in normal format or in *Extended format*. When switching this option, a different pool of label layouts will be loaded. In addition

to the normal sheets, the extended format sheets show the current places on all split times, the current leaders on each split/int. time as well as the current result standings of the competitor's class.
So you can hand out complete results to every competitor towards the end of the competition.

Print results | Select which kind of results should be printed for the competitor. See also the paragraph below.

▬ Customizing the result reports

If you *select* the official and/or split time results to be printed, OE12 will open an extra result report window for every result type. At the beginning, the accompanying Printer dialog will pop up and ask you to select the printer and do the necessary settings. This will be used for all subsequent printouts.

You can acivate the (still empty) result report window and *customize* the report as usual. See the Result Reports reference for more details. **Notice:** if you *switch between the extended and non-extended formats* of the split time results, be sure to *refresh* the report (even if it is empty), to get the changes working.

If you *unselect* a report option, then OE12 will close the respective report window.

▬ Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.
In this form, the stage selector is deactivated just for display purposes. The form will always use the stage only by which it had been invoked from the main menu.

See also

Result Reports
Advanced competition day tasks - Task based help

5.7.4 Cancel classes

Unfortunately, you may have to cancel the race or a single stage at multiday events for several classes due to wrongly situated controls or other reasons.
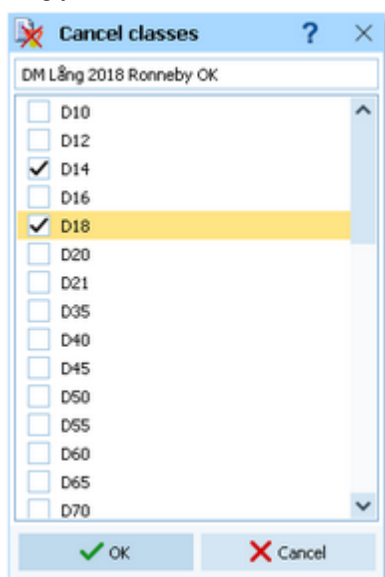
Check the cancelled classes in the list. Uncheck a class to reset it. Acknowledge by *OK*.

The result of a cancelled class does not show the places.

With multidays, the stage result of cancelled class does not show the places. Reporting overall results, results of the

cancelled stage will be shown without places and they will not be included in calculating the overall times.

5.8 Speaker

The *Speaker* main menu topic offers you all functions which you need to operate for the speaker support and the handling of the online controls.
This main menu item is available only if your license allows that, f.ex. OE12 *Pro* version.

Speaker	Online punches
🔊 Speaker support	◀📻 Radio controls
🔊 Prewarning	
	📻 Online monitor - Client
📄 Intermediate Results	🌐 Online monitor - Client Web
	TCP Online monitor - Client TCP
Special functions	Online monitor - Server
👤 Biographies	
Import biographies	📻 Online punches update
	📻 Manual input
Display board	
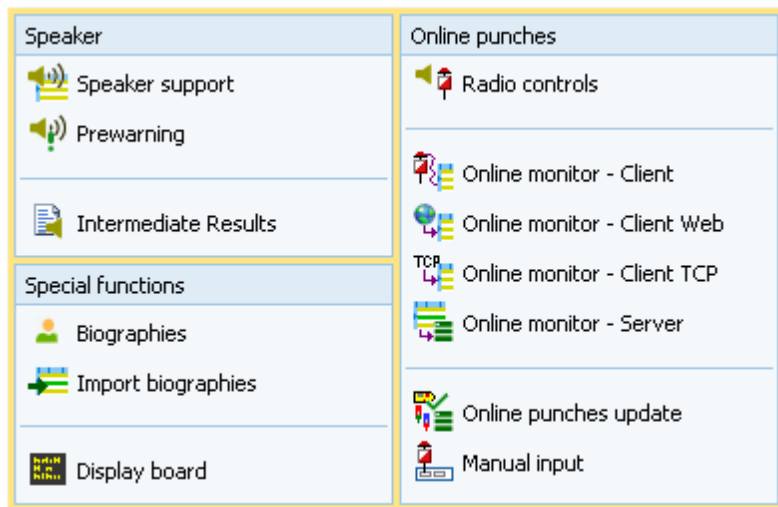
The main purpose of this function group is the Speaker support window. To watch the competitors' flow at a specific point, the Prewarning function is designed for.

You can print intermediate results from each radio control and publish them in the finish area. Nowadays there are automatic updates and uploads to a results server, so everybody can watch the competition in the web browser or via a smartphone app. Additionally, live results may be displayed on monitors in the finish area.

To retrieve any online information for the speaker, you need to define the Radio controls, set up those controls and collect the punches from there. For performance and reliability reasons, the online monitor is split into a client and a server part. There are different clients available which compute punches coming in from different sources. These client functions can receive the punches from devices attached directly to the PC, from Web online services and from a TCP Winsock port. All client functions can be used concurrently if needed. They send the incoming punches to the Online monitor - Server which assigns the punches to the right competitors and controls.

There is a flexible function available which you can use to update and validate the online punches against the chips after they had been downloaded in the finish.

You can also enter intermediate times manually from (radio-) controls which are not connected online.

For top level events, you can prepare biographical information for each competitor which can be displayed in the speaker window. You may prepare them in an Excel sheet, which you can import then.

OE12 provides a DLL interface which 3rd party developers can implement to drive an external display board.

See also

Speaker support - Task based help

Running the competition - Task based help

Time taking - Task based help

5.8.1 Speaker support

This function provides online information for the speaker.

Select the class on the top panel. You can open multiple windows for different classes and watch them. See the paragraph below for more details.

Adjust the table layout as usual to meet your requirements. You can use any sort order to find a competitor quickly. However, the most time you will have the table sorted by times. After having the columns in the right order, it is a good practice to use the ***Optimize*** button to adjust the column widths. If you feel unsure about how to adjust the table layout, have a look into the Data grid reference.

In the table, the running times of all competitors are shown. Not yet started competitors are displayed with running negative times until they have started.

If you are collecting the finish punches by the Online Monitor, you will see time and place of a competitor immediately after he had finished. As long as this time is unofficial (only from the finish punch), it is marked with orange colour. After the code checking (reading the chip), the colour will disappear indicating that now the time is official.

Because the speaker will talk about final results the most time, it is a good idea to *sort the table by time*. The running times of the not yet finished competitors will be sorted into the current result. Thus you can see very easily which place the next expected competitor can achieve.

If there is a new time (of any kind) for a competitor, his name and the time will be highlighted. Use the Highlighting setting to define a maximum place up to which the times should be highlighted. This gives you a better overview with large classes.

The speaker can talk about the highlighted information and afterwards the operator can *clear the marking* by doubleclick. You can also *highlight a competitor* manually to direct the speaker's attention to this incoming competitor and his running time. You can define a time interval after which the highlightings should be *cleared automatically*.

Use the ***Highlighted*** button to clear all markings quickly.

Notice

It is most important that the **PC clock is exactly synchronized to the official event time**! The displayed running times are calculated using the PC clock.

If you are running multiple speaker windows concurrently, a high performance PC is required.

After reading a chip, the online punches of this competitor will be updated by the Online punches update process.

  ➖ Customizing the settings

Display formats ⚙️   You can define the Time format and the Name format.

View

Refresh intervals
  Finish times
  Split times
	Define how often the table should be updated automatically. Use a low value for the finish times and a larger interval for the split times from the radio controls. Note that the split times value must be a multiple of the finish times value. OE12 will adjust the split times value if necessary.
	
	Press **Apply** ✔ to get the new values into effect.
	
	The default values are 3 seconds for the finish times and punches and 9 seconds for the split times. Shorter intervals will grant faster information for the speaker in the finish but this will increase the workload on the network and the PC. Increasing the intervals will have the reverse effect. You may test and decide what are the best values for you. The standard values have proved to be suitable at large events. Shorter intervals will be better f.ex. at sprint events.

Highlighting
  Only first
  Clear after
	You can define a maximum place up to which new incoming times should be highlighted. This gives you a better overview with large classes.
	
	The highlightings will be cleared automatically after the period you have entered.

Display biographies	Checking this option will display a sliding panel at the bottom where you can see the biographical information of the current competitor. You may have marked several competitors as VIPs. They will be highlighted by purple colour to attract the speaker's attention. See the Biographies reference for more information.
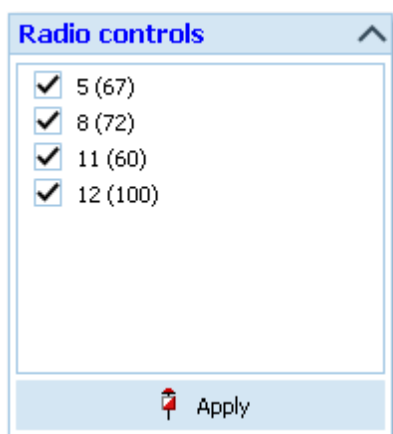
Radio controls

Select the controls which you want to watch for this class. Press **Apply** 📍 to get this into effect.

There will be all controls in this list which you had defined in the Radio controls dialog and which are actually on the course of this class.

Classes with *individual courses* can also be processed. Obviously a radio control must be one which is passed by all competitors of this class. To get this working in the right way, there is a simple solution available. **Please read** the Handling individual courses reference carefully!

➖ Special functions

Selecting competitors to watch
If the class has many competitors, you can reduce the view on the interesting competitors. Check them in the leftmost column. Then check *Show selected competitors only* on the top panel. To return to the whole class (or to select additional competitors), deselect this option.

Start number quick search
Enter the start number of an announced competitor and press *Enter*. Then this competitor will be highlighted in the table.

Highlighting a competitor
To highlight or reset a competitor manually, *doubleclick* him.

Clear invalid intermediate time

Due to mispunch, sometimes an invalid intermediate time can appear in the table which puzzles the speaker. To remove such a time, click on the *Clear* button 🔔⏱ in the menu. Then you are asked to click on the invalid time to clear it. You have to confirm this action explicitly. To abort the task, simply click elsewhere in the table, press the *Esc*-key or the *Cancel* button ✗ in the top panel.

Move wrongly assigned time

If you have the same control on the course multiple times, then this is mostly a branching control for butterflies or at one man relays. Such controls are clearly favourites to be used as radio controls. It can happen that the first radio punch will be missed for some reason. Then the second punch will be assigned wrongly to the first occurrence of this code number, and so on. You can fix that quickly by clicking on the *Move* button 🔔✓ in the menu. Then you are asked to click on the wrongly assigned time to move it. You have to confirm this action explicitly. To abort the task, simply click elsewhere in the table, press the *Esc*-key or the *Cancel* button ✗ in the top panel.
Notice: The clicked time will be moved to the next intermediate time of the same control. This one must be empty (not assigned). Otherwise the function will fail with an error beep.

▬ Working with multiple speaker windows

You can open multiple windows for different classes and watch them. Arrange them on the screen like you need.

OE12 will save the properties of each window seperately. This means, after closing and reopening the speaker windows, they will be arranged in the same manner and they will display the same class again. Of course not all settings are seperate, like the order of the columns and the update intervals. Just try yourself to experience this.

Please have in mind that both the update interval and the number of open speaker windows determine your PC's performance. See also on top of this topic.

▬ Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.
In this form, the stage selector is deactivated just for display purposes. The form will always use the stage only by which it had been invoked from the main menu.

Check *Overall time* to watch the running overall time instead of the time in the current stage.

▬ How to work with a chase start at multidays

To get the best out of the speaker window at a chase start stage, please observe the following hints.

Display the overall times

Check this option to display the overall times. Then you will see that all competitors in the chase start (obviously) have the same time, while those outside the chase start normally have longer running times, depending on their start times.
But this may be not sufficient, since the chase starters are displayed in an arbitrary order, while you want to see them according their rankings before the chase start (= start order). So, then additionally

Sort by start times!

If you sort by start times, then you see a true picture of what is going on. If you prefer to have the table sorted by a radio control or the overall time, then first sort by this time column and additionally by start times. *(You remember: Shift-Click the second column...)*

See also

[Prewarning](#)

[Display board](#)

[Handling individual courses](#)

[Speaker support - Task based help](#)

[Working in a network - Task based help](#)

5.8.2 Prewarning

With this function, the speaker can watch a particular control, preferably one near the finish area.
This function is also **valuable if you don't have online radio controls**. Just watch the finish! The finish times will appear in the display after the competitor's chip had been downloaded.

Compared to the normal speaker window, it is recommended to use this function if you want **to observe several classes simultaneously**. Just select the right classes and display the quick result when it becomes necessary.

Select the control on the top panel. You can open multiple windows for different controls and watch them. If necessary, select the classes which you want to observe in the settings tab at the left. See the paragraphs below for more details.

Adjust the table layout as usual to meet your requirements. Normally the table should be sorted by the punch time. However, you can use *other sort orders* to get *special overviews*, f.ex. by class and time. But if you want to watch a class in this manner, then the Speaker window would be the better tool for that. After having the columns in the right order, it is a good practice to use the **Optimize** 🔳 button to adjust the column widths. If you feel unsure about how to adjust the table layout, have a look into the Data grid reference.

In the table you see all punches of the selected control which are inside your defined time slot backwards from now. Punches which get beyond the time limit will be swapped out of the view automatically.

If there is a new punch for a competitor, his name, current place and the time will be highlighted. Use the Highlighting setting to define a maximum place per class up to which the times should be highlighted. This gives you a better overview.

The speaker can talk about the highlighted information and afterwards the operator can *clear the marking* by doubleclick. You can also *highlight a competitor* manually to direct the speaker's attention to this incoming competitor.

Use the **Highlighted** ↩ button to clear all markings quickly.

By option, you can click on a competitor and display a quick result list of his class in the bottom panel. For more details, see the paragraph below.

You may have marked several competitors as VIPs. They will be highlighted by purple colour to attract the speaker's attention.
See the Biographies reference for more information.

Notice

It is most important that the **PC clock is exactly synchronized to the official event time**! Otherwise the time slot will not work in the desired way.

If you are *viewing an older event* just for test purposes, you may not see anything in this window. That's because for calculating the time slot, OE12 must use the event date. To see the punches, you will have to adjust the event date to the current day and maybe enlarge the time slot.

The places of the competitors at this control will not be updated automatically for performance reasons. If you wish that, then just *Refresh* ⟳ the table.

➖ Customizing the settings

Display formats ⚙   You can define the Time format and the Name format.

Classes

This selection works just like the selection for reports. By default all classes are selected. You may select a few classes only to get a better overview, especially if you are watching the last control or the finish.

View

Update interval   Define how often the table should be updated automatically and how long
Time slot   backwards the punches should be displayed.

Press *Apply* ✔ to get the new values into effect.

The default values are an update interval of 5 seconds and a time slot of 15 minutes. A shorter interval will grant faster information for the speaker, especially for controls near the finish, but this will increase the workload on the network and the PC. Increasing the interval will have the reverse effect. Increasing the time slot will have a negative effect when refreshing the view, since the placing of every competitor at that control will be recalculated.
You may test and decide what are the best values for you. The standard values have proved to be suitable at large events.

Scroll automatically   If there was a new punch, then the display scrolls to show that punch.
                           Notice: This is independent of the quick result, see below.

Highlighting   You can define a maximum place up to which new incoming times should be
  Only first   highlighted.
  Clear after
                           The highlightings will be cleared automatically after the period you have
                           entered.

Quick result

Display   Checking this option will display a sliding panel at the bottom where you can
Only first NN   see the quick result of the current competitor's class. To improve performance
                           and get a good overview, set the Only first value appropriately. See the
                           paragraph below for more information.

Last punch automatically   If there was a new punch, then this record is focused and the right Quick result
                           is displayed automatically.

Overall results   This option is visible for *multiday events only* after stage 1. You can choose
                           whether the quick result should display the day result or the overall result.

Quick result

Quick result - M18 (104/108)						⌄
Stno	Place	11 (60) ∧	Diff.	Name	Club
283	1	45:04	0:00	Ojanaho Olli	Finland
248	2	49:01	+3:57	Malyshev Vladislav	Russia
256	3	49:43	+4:39	Raitanen Topi	Finland
301	4	50:11	+5:07	Lillevold Olai Stensland	Norway
282	5	50:36	+5:32	Rzenca Krzysztof	Poland
279	6	51:37	+6:33	Šmelik Martin	Slovakia
288	7	51:40	+6:36	Perrin Arnaud	France
273	8	51:46	+6:42	Scalet Riccardo	Italy
294	9	52:15	+7:11	Pavlenko Aleksandr	Russia
281	10	52:24	+7:20	Fürst Matouš	Czech Republic
280	14	53:49	+8:45	Obro Emil	Denmark

Checking the option *Quick result - Display* will display a sliding panel at the bottom where you can see the quick result of the current competitor's class at this control.

You can *click on any competitor* in the upper table to get the quick result of his class. There will be the first n places displayed which you had defined by Only first plus the competitor himself if he is outside this range. He will be highlighted in purple.
.

Working with multiple prewarning windows

You can open multiple windows for different controls and different classes and watch them. Arrange them on the screen like you need.

OE12 will save the properties of each window seperately. This means, after closing and reopening the prewarning windows, they will be arranged in the same manner and they will display the same control and classes again. Of course not all settings are seperate, like the order of the columns and the update intervals. Just try yourself to experience this.

Please have in mind that both the update interval and the number of open prewarning windows determine your PC's performance. See also on top of this topic.

Special functions

Highlighting a competitor
To highlight or reset a competitor manually, *doubleclick* him.

Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.
In this form, the stage selector is deactivated just for display purposes. The form will always use the stage only by which it had been invoked from the main menu.

From stage 2 on, you will be provided an additional option for quick results to display the overall results. See above.

Also, on those stages, you have the possibility to display additional columns for overall time, -place and -time behind in the table. You can set them to visible via the table layout menu when you open the prewarning window for the first time at a multiday event with stage 2 or higher. A subsequent usage of the prewarning at a single day event will hide them automatically.
Notice: For performance reasons, the overall results will only be calculated if the overall time column is visible. Thus you will have to refresh the table manually after displaying the column for the first time.

See also
Speaker support

Handling individual courses

Speaker support - Task based help

Working in a network - Task based help

5.8.3 Intermediate results

During the competition, you can display and print the intermediate results from the radio controls. Nowadays there are automatic updates and uploads to a results server, so everybody can watch the competition in the web browser or via a smartphone app. Additionally, live results may be displayed on monitors in the finish area.

You have the possibility to show any selection, a single one or all radio times of all classes, sorted by any column. Like with the normal results, you can display automatic reports including automatic uploads to a web site. For more details, see the paragraphs below.

Notice

The report selection table only shows those classes which actually have radio controls defined.

  Customizing the settings

Display formats ⚙   You can define the Time format and the Name format.

Automatic report
See the paragraph below.

More options

Quick selection: class types   You can use this to select all classes with the desired class types by checking them. For more information about class types see the Classes reference.

How many competitors?   The default setting is *Classified only* since the not classified may have irregular radio times if they gave up.
At large events, you may want to *print the best n* at every radio control only.

Selecting radio controls for each class

In the selection panel, the row for every class provides the **Select radio controls** button ···. Click on it to show the radio controls available for this class. Select the columns which you want to display and define the column by which the class should be sorted. Don't forget to save this by clicking **OK** ✓.

Besides the Standard layout for multiple radio control columns, the report provides a second default layout called Single Int. time Large. This may be the most appropriate one for publishing printed intermediate results in the finish area. It displays the first selected radio time only. Please make sure that this column is also defined as the sort order.

Automatic reports

Click on the title to expand the Automatic report options: **Automatic report** ⌄.

Set the right Refresh interval. The sample report will be refreshed every 10 seconds. However, this is not recommended to avoid huge workloads on the server and the network... Additionally, you can define which action(s) should be performed after every refresh. You can print the report and create PDF, publish or export files. The appropriate setup dialogs will appear only once at the beginning. It is even possible to activate or deactivate those options during the running automatic task.

You can also have the report scrolling automatically, f.ex. if you want to expose a running PC screen to the public. Since the report always jumps to the beginning when it is refreshed, it is wise to have the refresh interval large enough so that the whole report can be displayed.

Nowadays the most important purpose of this feature is the upload of export files to external web result systems, which are to be updated in predefined intervals.

Click on the **Start** ▶ button to start the automatic report.

Exports

CSV export

The report can be exported to CSV format. The record structure is given in the header line within the output file (format header).

Notice: The CSV file format has been changed from V.11.0 to V.12!!

XML export

You can export the report into the IOF standard, document type ResultList. You can select between XML V2 and V3. If possible, then the newer format is to be preferred.

For more details, see the exports reference.

Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.

In this form, the stage selector is deactivated just for display purposes. The form will always use the stage only by which it had been invoked from the main menu.

See also

Result Reports

Reports reference

Speaker support - Task based help

5.8.4 Radio controls

You have to define all the controls explicitly which you want to monitor. This need not only to be "classic" radio controls, but all controls which you want to display for any class in the speaker window.

If you need more details about editing in the data grid, have a look into the data grid reference.

 Creating radio controls

In the top panel you find the functions to create the radio controls.

Create/remove radio controls

Enter the code number of a radio control. Click on the button *Create/validate radio controls* . OE12 will browse through all classes and courses and it will insert the control no and code no for every class where it is used into the table. You can also invoke this function *to complete or correct the table* after you had done some changes in the courses or even mis-edited something here in the table.
Notice: controls which appear several times on a course ("**butterfly nodes**") are fully supported.
If you want to *remove* all occurrences of a specific radio control, then enter the code into the code number field and

press the button *Remove radio controls* .

Special functions

Besides the normal controls on the courses, it is also possible to have controls with the special functions Start, Clear , Check and Finish as radio controls. If start and/or finish punches should be computed as official start/finish times, then you have to select the option *Online punch* in the SportIdent settings or the Emit settings. This enables the speaker window to see the punched start times during the race and also the finish times before the chip will be downloaded after the finish. Also, radio transmitted clear or check punches can be used for investigating who has

really started during the race.

Select the function from the listbox and click the button ***Create radio control with this function*** ⊹. This creates the radio control with a default code number below 31. You may edit the code number if necessary. **Do not touch the control number of these controls!** For more details see below.

For more information about working with radio controls, see the references Online monitor - Client, Online monitor - Client Web, Online monitor - Client TCP and Online monitor - Server.

⊟ Editing radio controls

Even if this is a bit more circumstantial than using the functions explained above, you can also insert, edit or remove radio controls individually in the table.
Especially *removing unwanted radio controls* will make sense here. A radio control can be on the courses of classes which you don't want to watch by the speaker. So just remove them individually from the table. Radio punches from these classes will be recorded but not saved into the speaker database. So this will improve the performance of the speaker functions, especially at large competitions.
Please observe the following hints.

Control number	For a normal control, this is the number of the control within the course. For a special control, this is the internal code for the function. *Do not edit that one!*
Code number	This is the code number of the control. For a normal control, it must be on the course with the right control number. For a special control, it should be below 31 and it must be unique in the table.
Text	Enter a descriptive text here. This text is displayed as column header of the intermediate time columns in the Radio times result report.
Class and course	You cannot edit these columns. If you want to insert a control for a specific class then simply focus an existing control of this class and then insert. For a new special control, focus an existing control with this function and then insert. The new radio control will be preset in a suitable way.

⊟ Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.

All editing applies to the current stage.

See also

Speaker support
Online monitor - Client
Online monitor - Client Web
Online monitor - Client TCP
Online monitor - Server
Online punches update
Display board
SportIdent settings
Emit settings
Assign Classes - Courses
Handling individual courses
Speaker support - Task based help

5.8.5 Handling individual courses

Usually there is a course for each class which does not make any problem for the speaker functions, even if there are controls on the course which are passed several times.

Watching classes with individual courses is not so obvious since every competitor runs his own course. For more information on individual courses, read the Assign Classes - Courses reference.

However, the most common situations where you are using individual courses, are loops (one man relay) and butterflies. In these cases, you must have common controls which are passed by all competitors. OE12 provides an easy solution here. *Just assign one of the individual courses to the class!* Every course of the class must contain the common controls, so they will then appear in the speaker window of this class (if you had defined them as radio controls). Sometimes not all variants may have the common controls at the same position within the course, but this does not matter here. OE12 will always save and display the online punches in the right way.

If you have completely different courses with no common controls, then you may define a "dummy" course with all controls you want to watch and assign it to the class. But before doing so, think about if this makes sense... ;-)

See also

Speaker support

Radio controls

Assign Classes - Courses

Speaker support - Task based help

Courses

5.8.6 Online monitor - Client

This is the function which collects the punches from the attached SportIdent or Emit (radio) controls. There must be the server monitor function active on the same or another PC in the network in order get the punches been saved into the event database. Read the description of the server monitor, how to set up a working system. See also Speaker support - Task based help for a more task oriented description.
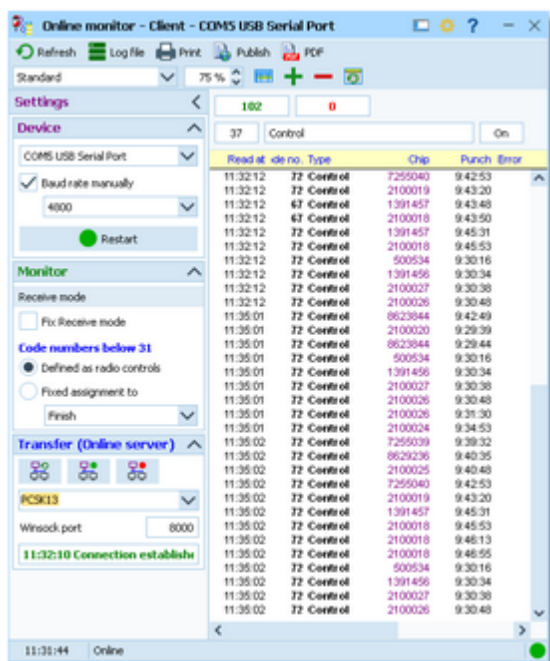
The form has a variable layout depending on the chip system, mainly because with SportIdent you can identify the station and display its characteristics on the form.

First, the client form tries to connect to the last used server. After that, it tries to activate the last used control device. Actually this is possible for SI devices only which are connected directly to the form. If OE12 detects any error, you have to interfere here and solve the problem manually.

All punches received will be displayed in the form and saved into the local log file. If the server connection is running, then the punches will be sent to the server automatically. The accompanying server window will then save the

punches into the event database.

If there is a communication break, then you will see a message in the window. There is also a display of the status, showing how many punches had been received and how many could not be sent to the server. Please watch this from time to time.

Notice: You can open as many client forms as you need for multiple devices. A limit is given only by your computer's performance and the number of available Com or USB ports. Every instance of the form saves its settings seperately. So each instance of the form will always use the port it had used the last time.

Customizing the settings

Display formats ⚙

You can define the Time format.

Device

This is the device which is active in this window. See the next paragraph.

Monitor

These are settings which are specific for each chip system. See a specific paragraph below.

Transfer (Speaker server)

This defines the connection to the speaker server function, see below.

Device

The Online monitor detects devices which are connected to the PC automatically. Only the SportIdent USB devices can be identified with their brand. All other devices will be listed in a more neutral way like in the screenshot below. Most devices used here may have a serial plug, connected via a Com port to USB converter.
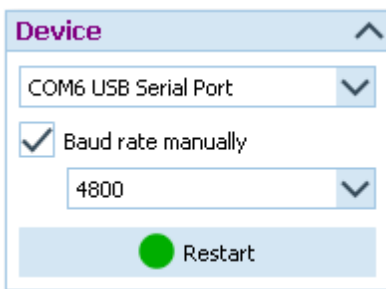
Select the right device from the combobox.

Baud rate manually

if *unchecked*, OE12 tries to set the baudrate automatically. If you know that the value displayed can't work, then *check* this option and select the right baud rate value from the list.

The best known values for the baud rate are 4800 for SportIdent serial stations and 9600 for Emit serial controls. Other devices like Samlingsbox or other multiplexers may require different values.

Notice: If you change any field here, then the active device will be stopped.

You can *restart the device* manually by a click on the 🟢 Restart button or the device LED 🟢.

Selecting and connecting to the server

This client function requires an accompanying server function, running at another PC in the network. When starting, the client form tries to connect to the last used server. The result will be displayed in the status field on the settings panel.

If there was an error or you are using this form the first time, then you have to connect to the right server manually. Enter the server name or select it from the listbox. The listbox shows a list of PCs in the network. This list will not be updated automatically. To *update the list*, click on the **Refresh servers** button.

Enter a suitable Winsock port number. The server function must listen at this port number for the punches. *Choose any number between 5000 and 15000* and *check out if the connection to the server function works*. There may be other applications running on your PC which may occupy some ports, so try a different port if this doesn't seem to work.

Connect to the server with the **Connect** button. Normally, you won't need

the *Disconnect* button. This is available for emergency cases, to stop sending the punches to the server.

After a connection to the server has been established, then the form first sends all unsent punches from the log file and then it waits for new punches from the attached device.

Notice

It is highly recommended to have the server form running on another PC in the network. This gives you the best reliability and the best performance (of course provided the network is set up properly). Of course it is possible to run both forms on the same PC. Check out whether the performance is good enough at peak times.

If the connection fails, then first check whether the server PC is reachable at all. Use f.ex. Win explorer for that. Check whether the server form is actually running on the server PC. Finally check out the firewall. If there had been a blocking firewall at the server PC, then you will have to restart the server in the server form, although this form may show the server as working.

If the server is available again after a connection break, then this client window will detect this automatically and resend all unsent punches.

Handling of the log file

All punches will be saved in a local log file. At the top panel, you see the number of punches in the log file and the number of unsent punches. Click on the menu item *Log file* which will show its submenu:

Having solved a network problem, you can resend the punches to the server using *Send again* .

You can choose either to resend the not transferred punches or do a more precise selection by time, and/or code no. and/or chip no. Leave a field blank to keep this value unlimited.

You can also *Clear* ✕ the whole log file if necessary.

The log files are saved into the *Logs* subfolder of your Application settings folder. For more details look at the Application folders reference. In the *Logs* folder, you will find subfolders which have the same names as the event data folders. For remote events on the server, the local folder name is the event folder name plus _R (for remote). Inside every *Logs\<Event folder>*, you find the log files of that event.They consist of two files which are named like *PunchLog1.dat* and *PunchLog1.idx* where 1-6 is the number of the stage (1 for single day events).

You may collect the log files from all clients in a network, which you want to process from a central place. To resend them, use *Send again (other log file)* . Please be cautious not to overwrite existing log files when collecting them at a central place, since the file names are identical on all clients. You will be prompted by the same selection dialog as given above.

⏤ SportIdent specifics

At the top panel you see the properties of the station if it is connected directly to the PC. Validate the code number and the autosend status. This must be set to *On*, otherwise the station cannot send any punches to the client form.

If you are receiving the punch times from a (radio) multiplexer, the form will switch into Receive mode only. In this mode, it is not possible to display a station's properties at the top. The window may *receive punches of different types* from the multiplexer, not only controls but also finish, start, clear and check punches.

The code numbers 31 and higher will be considered as ordinary controls. For the special code numbers below 31 you have two choices. If you have defined them as radio controls, then OE12 knows which function a specific code number has. See the Radio controls reference for more details. If you expect only a single special function in this window (f.ex. finish punches only), then you can choose the Fixed assignment and select the right function. Besides the finish punches, these can also be start, clear or check punches.

If you encounter difficulties with the automatic Receive mode and/or the automatic Com port settings, then *check the option* Fix Receive mode. This allows to fix the Com port baudrate, and OE12 will not change this by its own checks.

⏤ Emit specifics

Be sure to check out the Emit settings when opening the client form.

Option Control
You can define the fixed code number for the connected control.
If you are using the Samlingsbox, the Online control or the EmiTag devices ETS/ECB, then the code numbers will be included in the protocol. Thus you should select the second option. This allows to have different controls connected to the same Samlingsbox, or to send different online controls through the same Emit radio transmitter.

Option Emit device
Emit offers three alternatives, the normal RS232 control with its 9-pin DSub connector, the EmiTag devices ETS/ECB and the special Online control which you can recognize by its 8-pin round connector.

Notice: If you change the Emit device type, then the active device will be stopped.

From RS232 and Online controls, the punch time is calculated from the PC clock. **Please take care of having set the PC clock correctly!** ETS/ECB deliver their own device times.
Please have in mind that radio controls must have the original code number from the course definition. Normally the fixed code no. will do the job. **Replacement controls can't be computed here!**

If you are using *EmiTags*, then you can recall the punches from the ETS/ECB memory. Just press the button
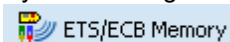
🖳 ETS/ECB Memory   and watch the protocol.

⏤ Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.
In this form, the stage selector is deactivated just for display purposes. The form will always use the stage only by which it had been invoked from the main menu.

See also

Radio controls

Online monitor - Server

Speaker support - Task based help

Working in a network - Task based help

5.8.7 Online monitor - Client Web

This is another function which collects the punches, but from a web server. Some radio punch systems collect the radio punches from the control stations and then send them to a web server. From there they can be downloaded into OE12's event data. This function supports the SportIdent Center, the Emit Online Service, the Czechian system OResults.eu and the Swedish system ROC olresultat which works with both chip systems. Except the way how the punches are retrieved, this client function works in a similar way like the Online monitor - Client for punch devices which are connected directly. You can drive both client windows simultaneously. You can also have multiple windows of this function running simultaneously, using f.ex. the ROC olresultat and the Emit online server.

There must be the server monitor function active on the same or another PC in the network in order get the punches been saved into the event database. Read the description of the server monitor, how to set up a working system. See also Speaker support - Task based help for a more task oriented description.

Notice: Do not worry about the term *server* in this topic. You have to distinguish between the online monitor server as a function of OE12 and the web server from where the radio punches are downloaded.
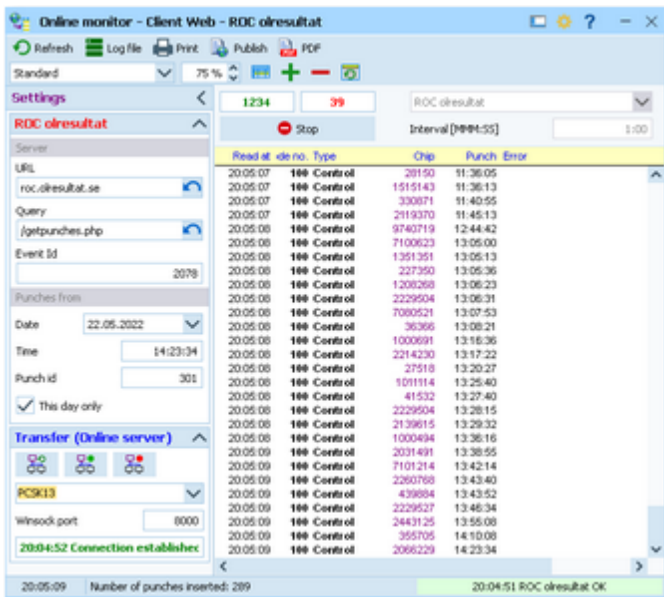
First, the client form tries to connect to the last used (speaker online monitor) server. Click on the ▶ *Start* button to activate the connection to the selected web service. OE12 will begin to send the queries for downloading punches from the web server. Set an appropriate time interval for the downloads.

All punches received will be displayed in the form and saved into the local log file. If the server connection is running, then the punches will be sent to the server automatically. The accompanying server window will then save the punches into the event database.

If there is a communication break, then you will see a message in the window. There is also a display of the status, showing how many punches had been received and how many could not be sent to the server. Please watch this from time to time.
Errors and status messages of the downloads are displayed in the status line. The errors will also be logged in the protocol. If there was no new punch for 15 minutes, then this will be notified in the protocol. You have to observe this and react if necessary.

➖ Customizing the settings

Display formats ⚙   You can define the Time format.

See the paragraphs below for the settings in the left panel.

Selecting and connecting to the server

This client function requires an accompanying server function, running at another PC in the network. When starting, the client form tries to connect to the last used server. The result will be displayed in the status field on the settings panel.

If there was an error or you are using this form the first time, then you have to connect to the right server manually. Enter the server name or select it from the listbox. The listbox shows a list of PCs in the network. This list will not be updated automatically. To *update the list*, click on the **Refresh servers** button.

Enter a suitable Winsock port number. The server function must listen at this port number for the punches. *Choose any number between 5000 and 15000* and *check out if the connection to the server function works*. There may be other applications running on your PC which may occupy some ports, so try a different port if this doesn't seem to work.

Connect to the server with the **Connect** button.

Normally, you won't need the **Disconnect** button. This is available for emergency cases, to stop sending the punches to the server.
After a connection to the server has been established, then the form first sends all unsent punches from the log file.

Notice

It is highly recommended to have the server form running on another PC in the network. This gives you the best reliability and the best performance (of course provided the network is set up properly). Of course it is possible to run both forms on the same PC. Check out whether the performance is good enough at peak times.

If the connection fails, then first check whether the server PC is reachable at all. Use f.ex. Win explorer for that. Check whether the server form is actually running on the server PC. Finally check out the firewall. If there had been a blocking firewall at the server PC, then you will have to restart the server in the server form, although this form may show the server as working.

If the server is available again after a connection break, then this client window will detect this automatically and resend all unsent punches.

Handling of the log file

All punches will be saved in a local log file. At the top panel, you see the number of punches in the log file and the number of unsent punches. Click on the menu item **Log file** which will show its submenu:

Having solved a network problem, you can resend the punches to the server using ***Send again*** 📇.

You can choose either to resend the not transferred punches or do a more precise selection by time, and/or code no. and/or chip no. Leave a field blank to keep this value unlimited.

Resend punches ✕

◯ Not transferred punches only

⦿ Select punches (blank field->All)

Time from	9:15:00	to	10:23:00
Code no.	63		
Chipno			

✓ OK   ✕ Cancel

You can also ***Clear*** ✕ the whole log file if necessary.

The log files are saved into the *Logs* subfolder of your Application settings folder. For more details look at the Application folders reference. In the *Logs* folder, you will find subfolders which have the same names as the event data folders. For remote events on the server, the local folder name is the event folder name plus _R (for remote). Inside every *Logs\<Event folder>*, you find the log files of that event.They consist of two files which are named like *PunchLog1.dat* and *PunchLog1.idx* where 1-6 is the number of the stage (1 for single day events).

You may collect the log files from all clients in a network, which you want to process from a central place. To resend them, use ***Send again (other log file)*** 📇. Please be cautious not to overwrite existing log files when collecting them at a central place, since the file names are identical on all clients. You will be prompted by the same selection dialog as given above.

➖ Web service settings

At the top panel, you can select the right web service. Then the accompanying options panel will be displayed at the left. Set a suitable polling interval. OE12 uses this interval to send the queries for the latest new punches to the web server. Use the format *MMM:SS*. The default value of 10 seconds should be a good choice.
If you need to modify the options during the operation or simply to interrupt the automatic downloads, then press the ⛔ ***Stop*** button. Then modify the options at the left. See below for more details.

To resume the automatic downloads, press the ▶ ***Start*** button.

The web services have some **common options**.

URL	This is the URL of the web server. It will be preset with the right default value, so normally you don't need to modify this setting. If you had tried a wrong value accidentally, you can reset this to the default setting by the *Reset* ↺ button.
Query	This is the query function which is sent to the web server. It will be preset with the right default value, so normally you don't need to modify this setting. If you had tried a wrong value accidentally, you can reset this to the default setting by the *Reset* ↺ button.
Date/Time	This is the first punch time which OE12 will fetch from the web server. By default, it is set to the date and zero time of the event. During the operation, these fields will be updated continuously. However, the *SportIdent Center* and *ROC olresultat* are maintaining an additional Punch Id which has higher priority.
This day only	This will help for all three services if you want to download punches again of a multiday event. Also it will help for the Emit Online Service, not to overwrite punches with those of other events where the same devices had been used later. This option is checked by default. Normally it will have to be unchecked for night competitions only.

ROC olresultat

The Event Id identifies your event on the ROC web server. You can see this in ROC's event configuration dialog. If necessary, consult the ROC documentation for more details.

The radio punches saved by the ROC web server are identified by a unique Punch Id, which is specific for your event. Initially this value is set to 0, to begin with the first punch. OE12 shows the id of the last punch downloaded in this field. Normally you don't need to modify this value. However, you can set it to a lower value to try to re-download older punches which seem to be missing.

The radio controls (Bluebox) from *OResults.eu* use the same ROC protocol. There are different settings necessary:
  URL: api.oresults.eu
  Query: /roc
  Event Id: The Id of the event on OResults.eu.

SportIdent Center

To be able to access the SportIdent Center, you need to be a registered user there. In your account, you find your API key which will allow OE12 to access your events at SportIdent Center. Enter this API key here. You may copy and paste this long sequence.

The Event Id identifies your event on the SportIdent web server. You can see this in SportIdent's event configuration dialog. If necessary, consult the SportIdent Center documentation for more details.

The radio punches saved by the SportIdent web server are identified by a system-wide unique Punch Id. Initially this value is set to 0, to begin with the first punch. OE12 shows the id of the last punch downloaded in this field. Normally you don't need to modify this value. However, you can set it to a lower value to try to re-download older punches which seem to be missing.

Emit Online Service

Emit Online Service

Server

URL

api.emit.se

Query

/v1/incidents/

Punches from

Date   15.02.2020

Time   14:42:04

☑ This day only

Emit Unit Ids

876100212
876100352
876100398

At the Emit Online Service, there is no event-based data structure available. Instead, you have to *register your devices* there by their Unit Ids. To access the punches, you have to enter these Emit Unit Ids here. As a starting point, the date and zero time of the event is preset.

OE12 will then request the punches of all units in a loop, beginning with the first punch time which is updated continuously.

Notice: the start time which is shown for the next call to Emit online service is the time at which the last punch had been recorded on the Emit server. It may be different to the last punch time which is displayed in the list.

⚊ Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.

In this form, the stage selector is deactivated just for display purposes. The form will always use the stage only by which it had been invoked from the main menu.

See also

> Radio controls
>
> Online monitor - Server
>
> Speaker support - Task based help
>
> Working in a network - Task based help

5.8.8 Online monitor - Client TCP

In previous versions, OE12 allowed to send punches from external systems directly to the Winsock port of the Online monitor - Server. This is no longer possible now, to protect OE12's internal stability. Instead, starting with the SportSoftware V.12.1, there is this extra TCP client function available. The punches can be sent from any 3rd party application into the receiving Winsock port.

Notice: Your radio punch delivery service will tell you that it delivers the punches into a Winsock port for this function. At the time of the first edition of OE12 V.12.1, existing solutions for the previous version OE2010 V.11.0 should work here. Programmers of such services can contact the author for the detailed specification of this protocol. There may be changes in future.

Except the different source, this function behaves in the same way like the other client monitor functions. There must be the server monitor function active on the same or another PC in the network in order get the punches been saved into the event database. Read the description of the server monitor, how to set up a working system. See also Speaker support - Task based help for a more task oriented description.
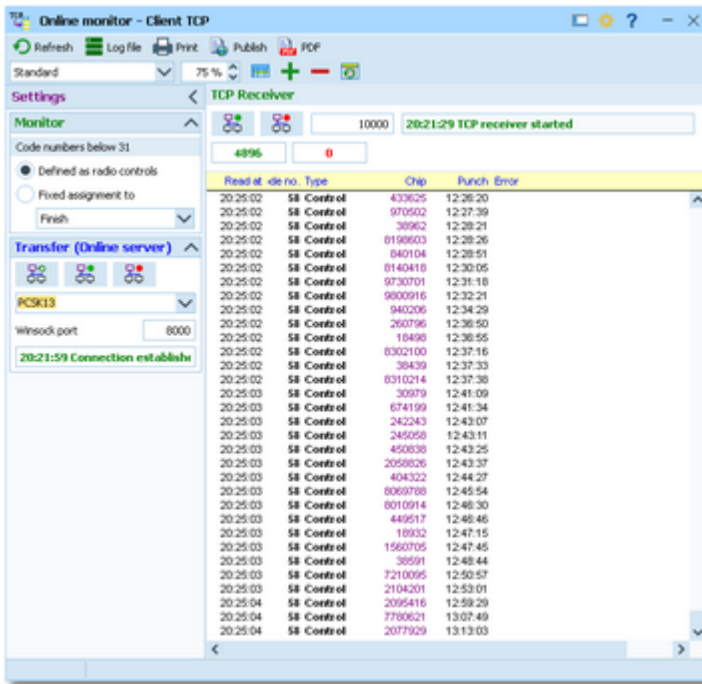
First, the client form tries to connect to the last used server. After that, it tries to start the TCP receiver.

All punches received will be displayed in the form and saved into the local log file. If the server connection is running, then the punches will be sent to the server automatically. The accompanying server window will then save the punches into the event database.

If there is a communication break, then you will see a message in the window. There is also a display of the status, showing how many punches had been received and how many could not be sent to the server. Please watch this from time to time.

Customizing the settings

Display formats ⚙   You can define the Time format.

See the paragraphs below for the settings in the left panel.

Selecting and connecting to the server

This client function requires an accompanying server function, running at another PC in the network. When starting, the client form tries to connect to the last used server. The result will be displayed in the status field on the settings panel.

If there was an error or you are using this form the first time, then you have to connect to the right server manually. Enter the server name or select it from the listbox. The listbox shows a list of PCs in the network. This list will not be updated automatically. To *update the list*, click on the ***Refresh servers***

🖳 button.

Enter a suitable Winsock port number. The server function must listen at this port number for the punches. *Choose any number between 5000 and 15000* and *check out if the connection to the server function works*. There may be other applications running on your PC which may occupy some ports, so try a different port if this doesn't seem to work.

Connect to the server with the ***Connect*** 🖳 button. Normally, you won't need the ***Disconnect*** 🖳 button. This is available for emergency cases, to stop sending the punches to the server.

After a connection to the server has been established, then the form first sends all unsent punches from the log file.

Notice

It is highly recommended to have the server form running on another PC in the network. This gives you the best reliability and the best performance (of course provided the network is set up properly). Of course it is possible to run both forms on the same PC. Check out whether the performance is good enough at peak times.

If the connection fails, then first check whether the server PC is reachable at all. Use f.ex. Win explorer for that. Check whether the server form is actually running on the server PC. Finally check out the firewall. If there had been a blocking firewall at the server PC, then you will have to restart the server in the server form, although this form may show the server as working.

If the server is available again after a connection break, then this client window will detect this automatically and resend all unsent punches.

Handling of the log file

All punches will be saved in a local log file. At the top panel, you see the number of punches in the log file and the number of unsent punches. Click on the menu item *Log file* which will show its submenu:

Having solved a network problem, you can resend the punches to the server using *Send again*.

You can choose either to resend the not transferred punches or do a more precise selection by time, and/or code no. and/or chip no. Leave a field blank to keep this value unlimited.

You can also *Clear* the whole log file if necessary.

The log files are saved into the *Logs* subfolder of your Application settings folder. For more details look at the Application folders reference. In the *Logs* folder, you will find subfolders which have the same names as the event data folders. For remote events on the server, the local folder name is the event folder name plus _R (for remote). Inside every *Logs\<Event folder>*, you find the log files of that event.They consist of two files which are named like *PunchLog1.dat* and *PunchLog1.idx* where 1-6 is the number of the stage (1 for single day events).

You may collect the log files from all clients in a network, which you want to process from a central place. To resend them, use *Send again (other log file)*. Please be cautious not to overwrite existing log files when collecting them at a central place, since the file names are identical on all clients. You will be prompted by the same selection dialog as given above.

Determining the punch type

The window may *receive punches of different types* from the source, not only controls but also finish, start, clear or check punches.

The code numbers 31 and higher will be considered as ordinary controls.
For the special code numbers below 31 you have two choices. If you have defined them as radio controls, then OE12 knows which function a specific code number has. See the Radio controls reference for more details. If you expect only a single special function in this window (f.ex. finish punches only), then you can choose the Fixed assignment and select the right function. Besides the finish punches, these can also be start, clear or check punches.

Notice: Independently of any radio control definition, a punch with code no. 999 will always be considered as finish punch.

Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.

In this form, the stage selector is deactivated just for display purposes. The form will always use the stage only by which it had been invoked from the main menu.

See also

Radio controls

Online monitor - Server

Speaker support - Task based help

Working in a network - Task based help

5.8.9 Online monitor - Server

This is the server monitor function which receives the punches from the client forms.

Normally, you will have several client monitor forms running on dedicated PCs, and a server form running on an extra PC. This PC needs not to be the database server, where the event data are saved! It can also be another (data) client.

Tests may show which is the best solution. You can also have more than one online server form running on several PCs. In this case, you must connect every client form to the right online punch server.

Read the descriptions of the different client monitors for more information about the clients. These client functions can receive the punches from devices attached directly to the PC, from Web online services and from a TCP Winsock port.

See also Speaker support - Task based help for a more task oriented description.

If a punch is sent from a client, then the right competitor/control no. will be calculated for it and it will be saved into

the event database. The punches will appear automatically in a <u>speaker window</u> of the appropriate class.

Notice

Please set the correct time format! If you are using the time formats by tenths or hundreds of seconds, then the times will be recorded with that accuracy. All other time formats will record the times with an accuracy of seconds.

With SportIdent, the punch time is sent in absolute clock time from the SI control station. With Emit, the punch time is calculated from the PC clock. The punch times will be converted into running event time relative to the zero time. **Please take care of having the correct zero time set from the beginning on!**

Please have in mind that radio controls must have the original code number from the course definition. **Replacement controls can't be computed here!**

This code no. is not defined as a radio control.

This message will appear if somebody punches a radio control, but it is not defined as such for his class. This will happen if you have removed classes from a radio control, because you do not need to watch them for the speaker. In this case, (only) the first five punches of this class at this control will be protocolled with this warning. After that, they will be ignored. For more information see the <u>Radio controls</u> reference.

If this was wrong, then *you can fix that*. First *add the radio controls*. Then click on *Refresh* ↻ here in this window, so that the *radio controls definitions will be updated*. Finally *resend all punches* from this control from the online client monitor. For more information see the <u>Online monitor - Client</u> reference.

⊟ Customizing the settings

Display formats ⚙   You can define the Time format and the Name format.

Time taking

You can receive start and/or finish punches from radio controls which can be computed as official start or finish times. The options are readonly and they are checked if you have selected *Online punch* in the <u>SportIdent settings</u> or the <u>Emit settings</u>. If necessary or just to verify, you can modify them by clicking on the *Chip system* 🔧 button. **Notice:** These controls must be defined as radio controls.

Online transfer (external)

This defines the connection to an external 3rd party, see a specific paragraph below.

⊟ Starting the server

The form will start the server automatically. The status is shown in the top panel:
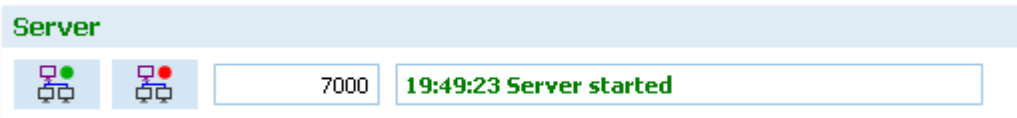
Enter a suitable Winsock port number. This server function must listen at this port number for the punches which will be delivered by the various client functions. *Choose any number between 5000 and 15000* and *check out if the connection to the client function works*. *Set the same port in the client functions!* There may be other applications running on your PC which may occupy some ports, so try a different port if this doesn't seem to work.

If you need to stop the server or restart it again, you can do that manually using the *Start server* button or the *Stop server* button..

One situation where you may need to do so, would be if the server PC had been protected by a firewall. The server displayed as ready but no client could connect. In this case, first make sure that the firewall allows the PC to act as a server or simply disable the firewall. Then restart the server, although it may show itself as ready. Only after that the clients will be able to connect to this server.

⊟ Time taking: Radio punches vs. Time taking function

With OE12, you have basically two different ways to record and compute start and finish times online. Either you can use start and/or finish controls as radio controls and use this function, or you can use the special <u>time taking</u> functions.

If you want to compute the start or finish punches directly, then the easier way is to define them as radio controls and use this function. This is especially true for **SportIdent Air+** (SIAC) and **Emit EmiTag**, whose touchfree punches are the preferred time taking procedures today.

If you have another special device for time taking (light bar or timing button) and use the start/finish punches just for identification, then you must use the time taking functions.

Online transfer (external)

As an option, you can transfer the punches to an external 3rd party application. This can be used for implementing additional tasks for which the punches are necessary, f.ex. live web updates, live reporting on a display board, etc. This external transfer works in the same way like the transfer of the punches between the online monitor client functions and this server function.

Interested programmers may ask the author for a specification of the protocol.

This function requires an external app which runs on any PC (herein called *receiver*) in the network and listens at a Winsock port. When starting, the form tries to connect to the last used receiver and port. The result will be displayed in the status field on the settings panel.

If you are not using this feature, simply set the receiver to *- Not used -*.

Enter the receiver name or select it from the listbox. The listbox shows a list of PCs in the network. This list will not be updated automatically. To *update the list*, click on the **Refresh servers** button.

Enter a suitable Winsock port number. The external app must run on the receiver and listen at this port number for the punches. *Choose any number between 5000 and 15000* and *check out if the connection to the external app works*. Be sure to **use a port number which is different** to the one you are using for OE12's internal communication between online client and server!

There may be other applications running on your PC which may occupy some ports, so try a different port if this doesn't seem to work.

Connect to the receiver with the **Connect** button. Normally, you won't need the **Disconnect** button. This is available for emergency cases, to stop sending the punches to the receiver.

At any time, you can resend the punches to the external app using **Send again** .

You can choose either to resend the not transferred punches or do a more precise selection by time, and/or code no. and/or chip no. and/or start no. Leave a field blank to keep this value unlimited.
Notice: It must be *either* chip no *or* start no, and the chip no has priority.

Handling additional chips

For some IOF competitions the IOF prescribes the use of two touchfree chips. You can enter both chip numbers in the entries table. See the Entries reference for more details.

One problem with radio punches is that both chips would be recorded always which would cost valuable performance. Now this server function detects if a radio punch comes from a pair of chips. It saves the first of them and it ignores

the second punch. The punch is saved for the main chip number, no matter from which of both chips it came.

➖ Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.
In this form, the stage selector is deactivated just for display purposes. The form will always use the stage only by which it had been invoked from the main menu.

See also

Radio controls

Online monitor - Client

Online monitor - Client Web

Online monitor - Client TCP

SportIdent settings

Emit settings

Speaker support - Task based help

Working in a network - Task based help

5.8.10 Online punches update

This function updates the online punches from the contents of the chips read in the finish. If there had been lost punches from the radio controls or entered wrongly, then this will be updated now by the information from the chips.
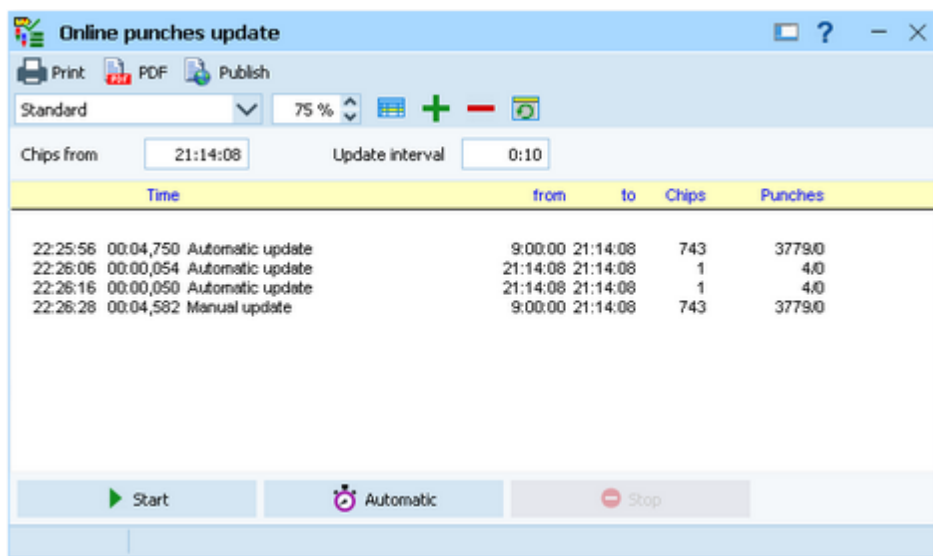
Click on ▶ *Start* to run the update process once. At the top left, you can enter the read time of the first chip which should be computed. All chips which had either been read or been manually edited after this time will be checked out. This field will show automatically the time of the last chip which had been checked before. You can *reset this value* by setting it to blank. Then all cards will be checked again.

A subsequent update begins with a tolerance of 15 seconds before the displayed time. Nevertheless, **you must take care that all clients in the network have synchronized clocks**!

You can also have automatic updates. Enter the update interval at the top right and click on ⏱ *Automatic*. To stop the automatic updates, click on ⛔*Stop*.

Every update task will be reported in the log window.

Notice: This function needs not to be run on the (data) server directly. More, it is recommended to run it from a client!

➖ Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more

information.

In this form, the stage selector is deactivated just for display purposes. The form will always use the stage only by which it had been invoked from the main menu.

See also

Speaker support

Radio controls

Online monitor - Client

Online monitor - Client Web

Online monitor - Client TCP

Online monitor - Server

Speaker support - Task based help

5.8.11 Enter intermediate times manually

In addition to online connected controls, you may have other radio controls, from where you receive intermediate times, f.ex. by phone. You can enter them here. They will appear automatically in a speaker window of the appropriate class.

Enter the start number, the code number of the control and the time. The time must be given in running event time relative to zero time or as absolute clock time, depending on your preferred setting.

For a quick input, switch the numerical keypad to "numerical" and use those keys. Instead of the colon (:), you may also use the dot or the comma on the num key pad. In this form, the *Enter key* is available for fast switching from one input field to the next.

The competitors will be listed above together with their times. If the competitor already had received an intermediate time at this control, you will hear a warn beep and the previous time will be reported. At any time, you can correct a wrong input by repeating it correctly. Leave the time field blank to *remove* a wrongly entered time.

➖ Customizing the settings

Display formats ⚙   You can define the Time format and the Name format.

Times

Automatic times   If you check this option, then you can leave the time field blank. Each competitor will get the *current PC clock time automatically*. This is recommended if the operator has a phone connection to a manned control. Then this person can simply announce the start numbers which will be entered here immediately. In this case, the **PC clock must be synchronized to the**

running event time!

Uncheck this option, if you want to enter the times explicitly. Then your input into the time field will be validated and saved. Leave the time field blank to clear an existing (wrong) one.

⊟ Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.

In this form, the stage selector is deactivated just for display purposes. The form will always use the stage only by which it had been invoked from the main menu.

See also

Speaker support

Speaker support - Task based help

5.8.12 Biographies

Especially at top level competitions, you can support the speaker by offering a biographical text or other additional information about the competitors. This text can be displayed in the speaker window.

Enter the text into the input field. The text can consist of multiple lines and the maximum length is 255 characters. Note that in the table view the lines will be seperated by #.

You can mark the competitor as a VIP by checking that value. This means that this competitor will always be highlighted in purple colour in the speaker and the prewarning window, and the speaker may talk about this VIP independently of his performance.

⊟ Importing text from external sources

Display a report about the biographies. Export this report into a CSV file. This one can be computed further in Excel (as an example) or used as a template for the import file. The import file format is the same as that of the export file.

 Now you have two choices:

a) You can add the text to the export file in Excel.

b) Or you already have a file containing all the text. Then insert the missing columns to obtain the right file format according to the sample export file. Now you must fill the right information to at least one of the fields which can be used to identify the competitors for the import. These are name, start no., database id, or chip no.

Use the menu item ***Speaker - Import biographies*** to import this file. For more details see the Import biographies

reference.

Notice:

OE12 supports line feeds within the text. In the import file, they must be marked by a "#". Insert a "#" for every line feed. (Compare the sample export file to understand this.)

Reports

The report supplies an overview of the biographies. Select the option Edited text only to display just the interesting competitors in the report.

The Export creates a CSV file which you can use for further processing. See the paragraph above for more information.

For general information about reports, see the reports reference.

See also

Import biographies

Speaker support

Running the competition - Task based help

5.8.13 Import biographies

You can import the biographies. Please read first the guidelines how to prepare an import file.
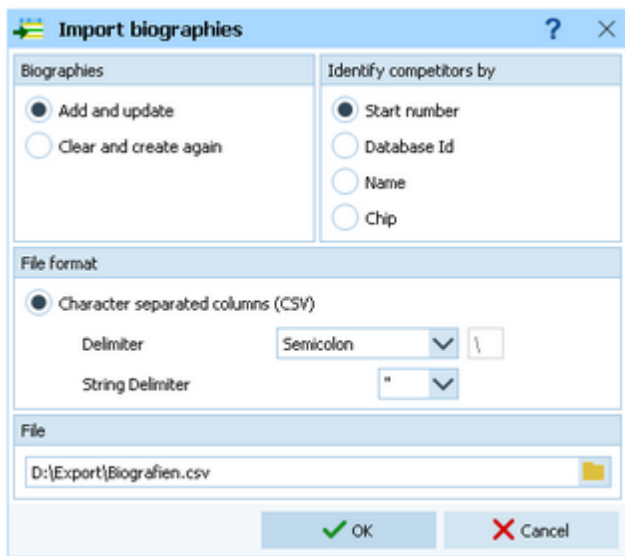
Biographies	Select the right working mode of the import. *Add and update* should be sufficient in most cases.
Identify competitors by	Define by which field the competitors should be identified. Obviously the start number should be preferred.
File format	Only CSV is available here.
Delimiter, String delimiter	Normally you can leave the defaults *Semicolon* and *"* here. If the application which created this import file used other delimiters, then set them accordingly.
File name	Select the import file here. See the Select file reference for more details.

The import will create a comprehensive report about itself which will help you to fix possible errors.

See also

Biographies

Speaker support

5.8.14 Display board

Using this function, you can drive any display board.

An ancestor of this function had been used in 2002 at the Park World Tour for the live TV broadcasting from the races in Finland and Sweden. This is just a special kind of display board.

This function offers a well defined interface to external DLLs which can be implemented by any 3rd party. For more details, see the paragraph about that at the bottom.
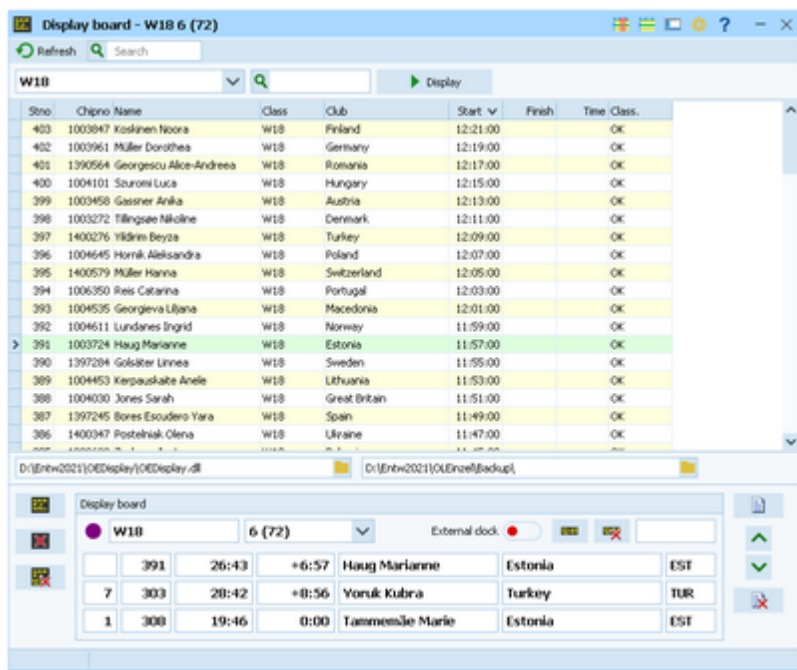
Select the class on the top panel. You can open multiple windows for different classes and watch them. In the table, the start, finish and result times of all competitors of this class are shown. If a runner is mped or otherwise not classified, his time and classification will be marked with light red colour.

You can select any competitor in the table. *Doubleclick*, press *Enter* or click the ▶ *Display* button to show him in the Display board panel at the bottom. Another possibility is to use the Quick search field. Enter the start number of the competitor and press *Enter*. Then this competitor will be displayed in the Display board panel. See the paragraph below for more details about how to drive the display board.

Adjust the table layout as usual to meet your requirements. You can use any sort order to find a competitor quickly.

After having the columns in the right order, it is a good practice to use the *Optimize* button to adjust the column widths. If you feel unsure about how to adjust the table layout, have a look into the Data grid reference.

Notice
It is most important that the **PC clock is exactly synchronized to the official event time**! The displayed running times are calculated using the PC clock.

⊟ Customizing the settings

Display formats ⚙	You can define the Time format and the Name format.

Display board

DLL file name	This is the file name of the DLL.
Output folder	This is the folder where the output files of the list function should be placed. The display driver can fetch them from there and display the content. The files are named like *Class_Control_Date_Time.csv*.

Notice: If you are working with multiple windows, then these input fields are enabled on the first window only!

➖ Working with the display board

On the display board panel at the bottom, the selected competitor will be displayed.

In the two lines below the next to beat runner and the current leader are shown. If the time is running, this running time will be displayed on the board. The next to beat runner will be updated automatically as the time progresses. The time will stop automatically and display the competitor's final time when he had got his time (either by punching or by crossing the finish line). Then his current place will be shown.

If the competitor *already has a finish time*, just his final time and his current place will be displayed.

If you are displaying the progress at the *start*, then the competitor is displayed with a counting down time until he has started.
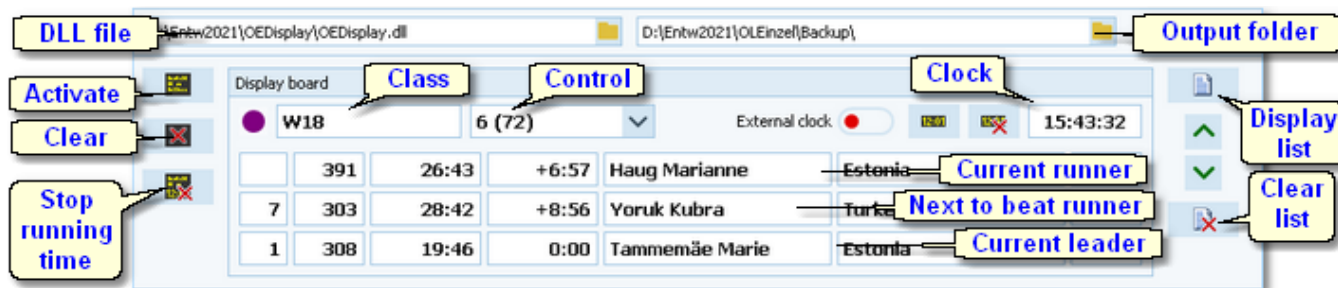
To drive the display board, there are several functions available.

Select which time

The control listbox provides the start, finish and all radio controls which had been defined for the class. You can select them from the listbox or use one of the shortcuts:

F6 Start
F7 1st intermediate time (mostly this is enough...)
F8 Finish

Clock time

Use the ***Display clock time*** 🔳 or ***Clear clock time*** 🔳 button to start/stop displaying the clock time on the display board.
By default, the display on the board will be updated every second completely by OE12. That means, also the clock times running there will be driven completely by OE12. However, many display boards have their own built-in clock. Then set the option External clock to *On*. Then the clock of the board will be initialized by the correct value and afterwards it will continue independently.

🔳 Activate display board

The current panel contents will be displayed on the board. This function sends first a call to draw the basic frame on the screen and afterwards the details. They will be updated online on the screen as long as this window remains online. The LED will show in green 🟢.
If there had been another window active on the board before then this one will keep running locally until it will be activated again.

❌ Clear display

The display will be cleared and the communication to the board will be closed. The LED will show in purple 🟣.

🔳 Stop time

You can stop the time running on the board manually for any reasons.

📄 Display matching list

You can show the matching list on the board. This is either a start list or a list of the result which is currently watched in this window. This is independent of the online display.

⬛ Clear list

Remove the list from the board.

Scrolling up/down the list

Use the *Up/Down* buttons to scroll the list at the board.

➖ Working with multiple display windows

You can open multiple windows for different classes, between which you can switch and show the display of the current window at the board. So you can easily prepare several views and change them on the board by a single mouseclick.

OE12 will save the properties of each window seperately. This means, after closing and reopening the display board windows, they will be arranged in the same manner and they will display the same class again. Of course not all settings are seperate, like the order of the columns. Just try yourself to experience this.

➖ Teams

First read the task based description of Handling teams.
You can display the column Team to see the team names. The names of all team members are given in the Surname column.
On the display board, a team name is displayed in the Club field. If the team does not have a team name assigned, then the club name is displayed.

➖ Display board DLL

OE12 provides a well defined interface to external DLLs. These can be implemented by any 3rd party to drive any display board.

With OE12, a demo DLL named *OEDisplay.DLL* is included. This emulates an external display in an extra window. This will be loaded by default. You can find it in the subfolder *Misc* of your OE12 installation folder.

To drive a "real" display board, you can implement your own DLL. Select this DLL file in the input field to get it loaded.

Interested programmers or users can ask the author for the documented source code (Delphi Pascal) of this DLL. This is easily to understand and the definitions may be converted to any other programming language, for example C++ or even C#. The external DLL can be written in any programming language.

➖ Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.
In this form, the stage selector is deactivated just for display purposes. The form will always use the stage only by which it had been invoked from the main menu.

See also

Speaker support

Radio controls

5.9 Time taking

Besides the most common time taking method using the finish punch, you may have the need to enter finish times manually or use an external time taking system or the PC clock for time taking.

You find these functions in the main menu under *Time taking*. This main menu item is available only if your license allows that, f.ex. OE12 *Pro* version.
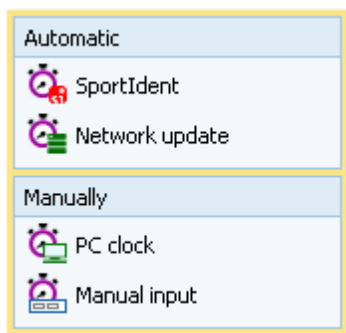
You can enter the times manually. This function can also be used for entering not started competitors quickly.
You can take the times by the PC clock or using one of the special time taking devices from SportIdent or Emit. The right function of these two will be displayed in the menu, depending on the chip system.

Before beginning to work with these functions, be sure to understand the basic principles of time taking with the SportSoftware.

During a network break, you will have to record the times locally in emergency mode. After restoring network operation, you can upload those times to the server using the Network update function.

See also

Time taking - Task based help

Time taking - Basic principles

5.9.1 Time taking - Basic principles

The various time taking functions are working all in the same way. So the general working of the time taking will be described in this topic. As a sample, see the screenshot of the time taking using SportIdent below.
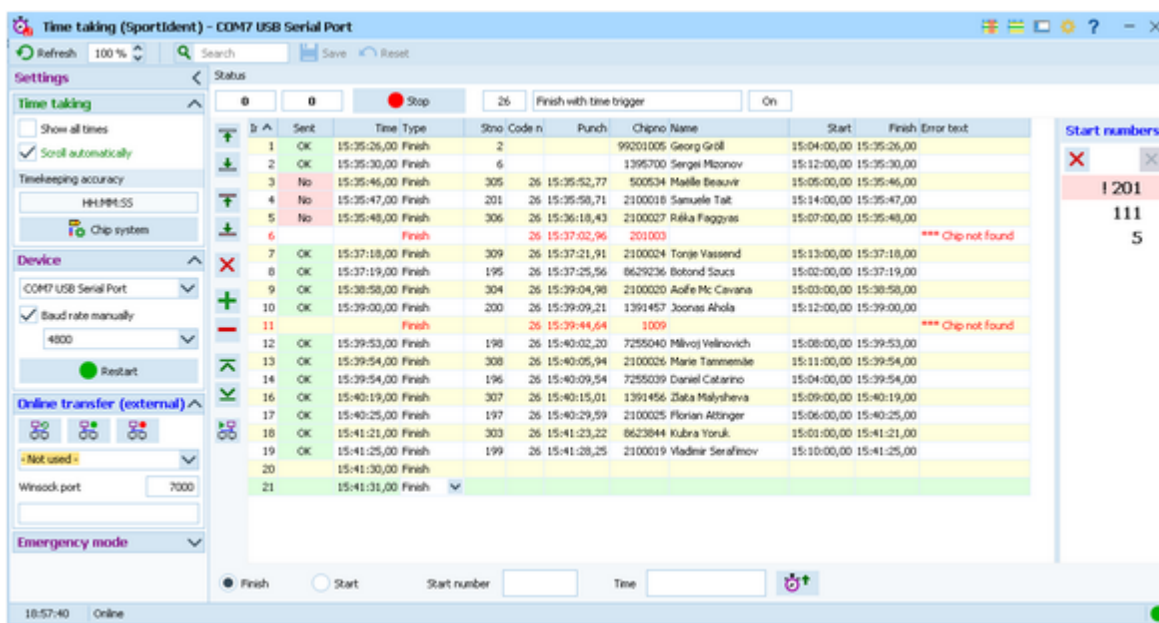
Emit and SportIdent provide special time taking devices with light bars and start bars. For the special features of each time taking system look into its specific help topic. With both systems, the anonymous time delivered from the timing device will be assigned to the right competitor by an identification punch with his chip. Additionally you can assign the times by entering start numbers manually. Also, you can enter new times manually.

See also Time taking - Task based help for a more task oriented description.

Notice

The time taking functions will only work reasonably **if the competitors are wearing start number bibs**.

Customizing the settings

Display formats ⚙   You can define the Time format and the Name format.

Time taking

Show all times   By default, only the times of the selected type (finish/start) will be displayed.
                              However, sometimes it may be wished to display all times.

Scroll automatically   By default, this option is selected. This means that always the last received
                              time or punch will be focused and displayed. If you had selected the sort order
                              by input order or by time, then it will be displayed at the bottom or top after an
                              automatic scroll.

                              Notice: You can select ascending or descending sort order. This way you can
                              specify how you prefer to have the display: the last time at the top or at the
                              bottom. If you had selected another sorting, f.ex. by start numbers, then the
                              last received time/punch will be moved into view also but it will be not
                              necessarily at the top or bottom.

Timekeeping accuracy   This is the time resolution (format) by which the times and punches should be
                              calculated in this competition. Usually you have HH:MM:SS (by seconds). At
                              sprint competitions the time taking may be done by tenths (HH:MM:SS,T).

                              If you need to change this, then press the button *Chip System* 🔧 and edit it in
                              the Chip system settings.
                              Notice: This setting is independent of the time display format here!

Device

This is the device which is active in this window. See the next paragraph.

Online transfer (external)

This defines the connection to an external 3rd party, see a specific paragraph below.

Emergency Mode

See the paragraph below for more information.

There will be additional special options which belong to the time taking system. See the special topics for more details.

Device

The time taking window detects devices which are connected to the PC automatically. Only the SportIdent USB devices can be identified with their brand. All other devices will be listed in a more neutral way like in the screenshot below. Most devices used here may have a serial plug, connected via a Com port to USB converter.
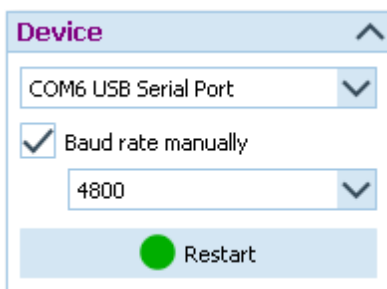
Select the right device from the combobox.

Baud rate manually
if *unchecked*, OE12 tries to set the baudrate automatically. If you know that the value displayed can't work, then *check* this option and select the right baud rate value from the list. OE12 will restart the device automatically.

The best known values for the baud rate are 4800 for SportIdent serial stations and 9600 for Emit serial controls. Other devices like Samlingsbox or other multiplexers may require different values.

Notice: If you change any field here, then the active device will be stopped.

You can *restart the device* manually by a click on the 🟢 Restart button or the device LED 🟢.

➖ Before you begin

There are some preconditions which must be checked out before beginning with the time taking.

- **Check the Chip system settings**
  The options Use start station and/or Use finish station must not be checked. Those options mean that the start and/or the finish time are computed based on the punch from the chip or a radio control. Exactly that is what you do not want to have here! Instead, you want to take the times by an external time taking system. Those times shall not be overwritten by downloading the chip data in the finish. For more information about those settings, see the SportIdent settings and the Emit settings references.

- **Set the right time format**
  Only the time format by tenths or hundreds will record the times with that accuracy. All other time formats will imply recording the times by seconds. This is independent of the time format which the time taking system is sending. However, current IOF rules are telling that any other resolution than seconds *"has no meaning for orienteering"*.

- In some cases, it is necessary that the **PC clock is synchronized to the event time**. See the specific topics for each time taking system for more information.

- For both devices, **set the serial port** in the right way! For more details, see the Serial port settings reference.

➖ Working in the time taking window

Incoming times and identification punches will be recorded and displayed continuously. See also the paragraph about the identification below. You can also assign the times manually. For more details see the paragraph about that below.

You can also insert times manually. To do this, enter the missing time into the Manual input field at the bottom right

and save it by clicking the button *Insert time* ⏱⬆ or pressing the *Enter* key.
Notice: If you had entered times manually then the input order may no longer correspond to the order by times.

In the table you see the competitor and the time flag (Start/Finish). Errors will be coloured and be documented by an error text

On the right side, you can compare the current official start and finish time of the competitor. If there is a difference to the time sent by the time taking system (left), then this will be highlighted in red colour. A possible reason may be that a single competitor had got several times assigned. In this case, only the latest assignment is valid and the others are highlighted as errors. Delete those faulty assignments. Normally those times will belong to other competitors.

At the left button bar, you find some special functions to handle errors.

- ⬆ Assign competitor to previous time
  The competitor will be moved one time up and be assigned to that time. Only unassigned times with the right flag will be computed.

- ⬇ Assign competitor to next time
  The competitor will be moved one time down and be assigned to that time. Only unassigned times with the right flag will be computed.

- ⬆ Swap time with previous competitor
  The competitor will be moved one time up and be assigned to that time. If this time had already been assigned to another competitor, then the times will be swapped.

- ⬇ Swap time with next competitor
  The competitor will be moved one time down and be assigned to that time. If this time had already been assigned to another competitor, then the times will be swapped.

- ✖ Clear assignment of competitor to this time
  The time will be kept in the table but cleared for that competitor. If this was a faulty assignment (light red) then this has no effect on the competitor's official time.

- ➕ Duplicate time
  Duplicates the highlighted time.

- ➖ Remove time
  The time will be removed from the table. This is only possible if it is not assigned to a competitor.

⊼ Jump to the first record

⩔ Jump to the last record

⊞ Resend time
    You can resend any time to the external 3rd party manually. For more details see the paragraph about Online transfer (external) below.

Interrupt automatic receiving

If necessary, you can interrupt the automatic receiving using the 🔴*Stop* button. All subsequent times and punches will be queued. Click on the 🟢*Start* button to restart the automatic receiving.

Normally, you should not need to use this feature. If you have a high frequency of incoming times, then receive the punches and times in one window. Open another window in offline mode (which shows the same data) and handle all errors there.

Notice

When opening the form or refreshing the table, all recorded finish and start times will be displayed. During operation, only those times will be added which had been received by the window. This is designed to get a better overview when recording from multiple devices in multiple windows.

⊟ Which times will be recorded (start and/or finish)?

At the left bottom, you can select if you are recording start or finish times.

With SportIdent, this setting is fixed depending on the station type if OE12 had detected a start or finish station with time trigger. If there is no station connected, then the setting can be switched manually. All incoming punches will be saved according the setting Start/Finish.

With Emit or the PC clock the setting must always be defined manually.

Theoretically it is possible to record all times in a single window. However, it is recommended to have at least one window each for start and finish. You should do that with several clients in a network. You can also open several time taking windows at the same PC simultaneously. With an external time taking system, you can connect the right devices to each window and watch the automatic processing.

Use the option Show all times to show all times, not only those which are recorded.

⊟ How the identification works

At the *finish*, first the time taking device sends the accurate time from the finish light bar (or the PC clock). After that, the competitor punches at the SportIdent station or the Emit control. Using the chip number, the first unassigned time will be assigned to this competitor.

At the *start*, you have the reverse proceeding. The identification punch will be done first and afterwards the start time (which had been sent by the time taking device) will be assigned to the first punch without an official time.

In both cases, the search algorithm begins with the last previously assigned time.

If you had entered a start number for manual assignment, then this has priority. The punch will be added to the already assigned time. So it would even be possible to work without any identification punch. See also the next paragraph.

➖ Assigning the times manually

If you want to assign the times manually, then you can enter the incoming (or starting) start numbers in advance. They will be queued in the list to the right.

If you enter a start number which has already a time assigned, then this number will marked by an exclamation mark ! and highlighted in light red colour.

Editing the list is quickly possible with the mouse. To **remove** a start number, *Rightclick* it. To **move** a start number to another position, just do so by *drag&drop*. To clear the list entirely, use the **Clear** ✖ button.

If you were missing some numbers, then the times will be saved "standalone" for now. You can then add the start numbers later directly in the grid. Save a record using the **Save** 💾 button or the **Enter** key.

If you don't want to enter start numbers manually, then you can hide this list with the **Close** ✖ button. This button is enabled only if the list is empty. To display the list again, just enter a start number.

Notice: This manual assignment **does not work for teams** if all team mates have the same start number!
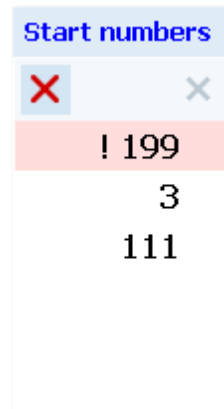
➖ Time taking: Radio punches vs. Time taking function

If you want to compute the start or finish punches directly, then you have to define them as radio controls and use the speaker online functions. This is especially true for **SportIdent Air+** (SIAC) and **Emit EmiTag**, whose touchfree punches are the preferred time taking procedures today.

If you have another special device for time taking (light bar or timing button) and use the start/finish punches just for identification, then you must use these time taking functions.

➖ Online transfer (external)

As an option, you can transfer the times to an external 3rd party application. This can be used for implementing additional tasks for which the times are necessary, f.ex. live web updates, live reporting on a display board, etc.

This external transfer works in the same way like the transfer of the Speaker online monitor server.

Interested programmers may ask the author for a specification of the protocol.

This function requires an external app which runs on any PC (herein called *receiver*) in the network and listens at a Winsock port. When starting, the form tries to connect to the last used receiver and port. The result will be displayed in the status field on the settings panel.

If you are not using this feature, simply set the receiver to - *Not used* -.

Enter the receiver name or select it from the listbox. The listbox shows a list of PCs in the network. This list will not be updated automatically. To *update the list*, click on the **Refresh servers** button.

Enter a suitable Winsock port number. The external app must run on the receiver and listen at this port number for the punches. *Choose any number between 5000 and 15000* and *check out if the connection to the external app works*. Be sure to **use a port number which is different** to the one you are using for OE12's internal communication between speaker online client and server!

There may be other applications running on your PC which may occupy some ports, so try a different port if this doesn't seem to work.

Connect to the receiver with the **Connect** button. Normally, you won't need the **Disconnect** button. This is available for emergency cases, to stop sending the punches to the receiver.

The Sent status of each time is given in the table. Already sent times are marked by **OK** and unsent times are marked by **No**. To send a particular time again, select the record in the table and click on the *Resend time* 🖥️ button.

➖ Network break - Emergency mode

The Emergency mode helps you to overcome network breaks. The basic idea is that during a network break the clients which collect the times and punches can switch to local mode and just continue working locally. Later those times can easily be uploaded into the main event, after the network is up again.

Since the emergency mode is a task which makes sense in local mode only, it is not available when working on a remote event in the network.

Preparations

On every time taking client PC, prepare a local event to which you can switch back for local operation. It makes sense if this is a local copy of the original event.

What to do during a network break

- If the network is down, you will be notified by somebody of your staff or OE12 will notify you by the network lost dialog.
- Close OE12 and restart it. Now it will switch back to local mode and select your prepared local event if you had it open as the last local event.
- Open the right time taking form.
- Pop down the Emergency mode tab in Settings and click on the *Start* button.
- The window will indicate that now you are working in emergency mode:
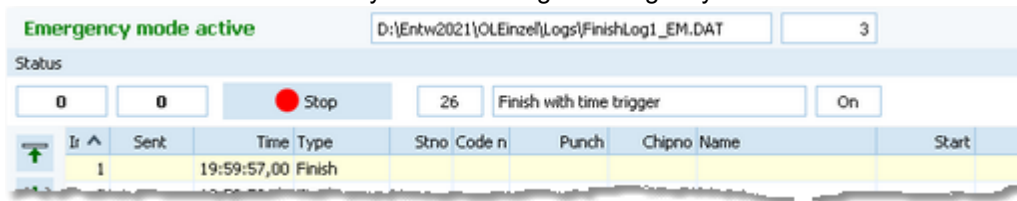
The top panel also shows the name of the extra log file of emergency mode and the number of times saved there.

- Just continue recording the punches and times. They will be saved into the local event. If this is a local copy of the main event, then known chips or start numbers will be handled like in the original event and the times will be assigned automatically.

What to do after the network is up again

- Close the time taking window.
- Switch back to the main event from the network.
- In this event, reopen the right time taking form and continue recording as usual.
- Additionally, open the Time taking - Network update function.
- Upload all times which had been saved during the emergency mode. For more information see the Network update reference.

More details about the emergency log files

The emergency log files will be saved into the *Logs* subfolder of your Application settings folder. For more details look at the Application folders reference. They consist of two files which are named like *FinishLog1_EM.dat* and *FinishLog1_EM.idx* where 1-6 is the number of the stage (1 for single day events). If you like to upload them at a central place (maybe directly on the server), then collect them from the time taking PCs and copy them into a central place. You can then load the right times into the main event using the Network update function.

For every event the same emergency log file will be used. If OE12 finds times from previous dates in the emergency log file, you will be asked to remove them when switching to emergency mode.

⊟ Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.

In this form, the stage selector is deactivated just for display purposes. The form will always use the stage only by which it had been invoked from the main menu.

See also

Time taking - Task based help

Time taking - Network update

Time taking - PC clock

Time taking - SportIdent

Time taking - Emit

Results

SportIdent settings

Emit settings

Serial port settings

5.9.2 Time taking - PC clock

You can use the **PC clock** together with any of the two punching systems Emit and SportIdent for the identification punch.

The various time taking functions are working all in the same way. The general working of the time taking is described in the Time taking - Basic principles reference. Be sure to read this first if you are not yet familiar with time taking in OE12.

This topic only adds the specific handlings of using the PC clock for time taking.
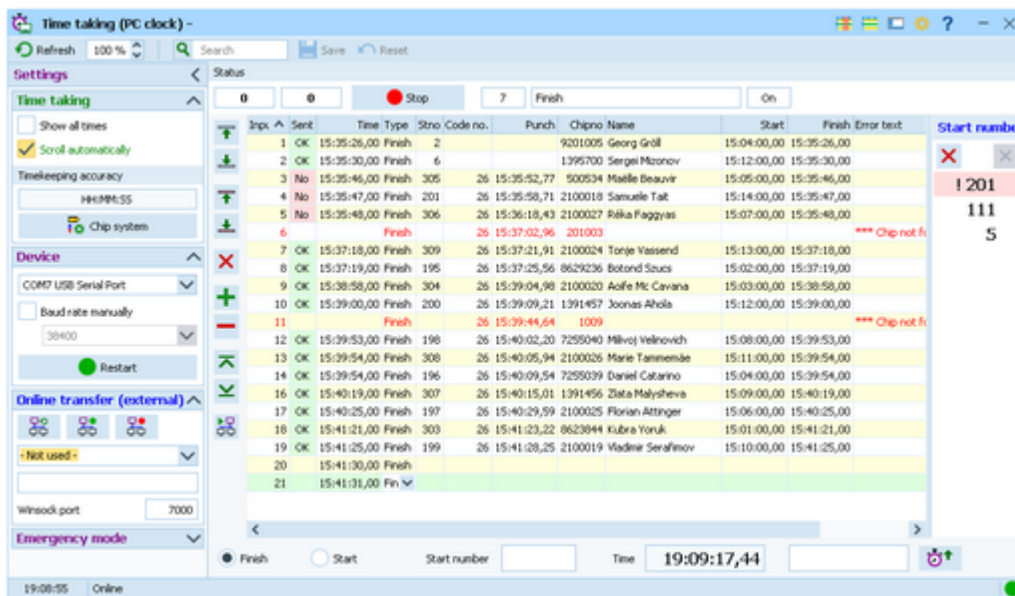
The times are calculated from the PC clock. **Please take care of having set the PC clock correctly!**
The time field shows the running PC clock time. Pressing the **space bar** saves the current time in the table.

Notice:

With SportIdent, this function *requires controls with the functions Start or Finish* (no time trigger!) for the identification punch. With Emit, normal online controls are allowed. Without an identification punch, you can assign the start numbers manually.

━ Customizing the settings

Emit

These options are displayed if you are using the Emit chip system. They specify the type of the online control which is used for identification.

Option Control

You can define the fixed code number for the connected control. If you are using the Samlingsbox, the Online control or the EmiTag devices ETS/ECB, then the code numbers will be included in the protocol. Thus you should select the second option.This allows to have different controls connected to the same Samlingsbox, or to send different online controls through the same Emit radio transmitter.

Option Emit device

Emit offers three alternatives, the normal RS232 control with its 9-pin DSub connector, the EmiTag devices ETS/ECB and the special Online control which you can recognize by its 8-pin round connector.

Notice: If you change the Emit device type, then the active device will be stopped.

From RS232 and Online controls, the punch time is calculated from the PC clock. **Please take care of having set the PC clock correctly!**

The code number is of minor importance since the incoming punches will be inserted as start or finish identification punches according to the selection at the bottom panel.

See also

Time taking - Task based help

Time taking - Basic principles

Time taking - Network update

Serial port settings

5.9.3 Time taking - SportIdent

You can use the ***SportIdent sprinter station*** for time taking.

The various time taking functions are working all in the same way. The general working of the time taking is described in the Time taking - Basic principles reference. Be sure to read this first if you are not yet familiar with time taking in OE12.

This topic only adds the specific handlings of the time taking using SportIdent.
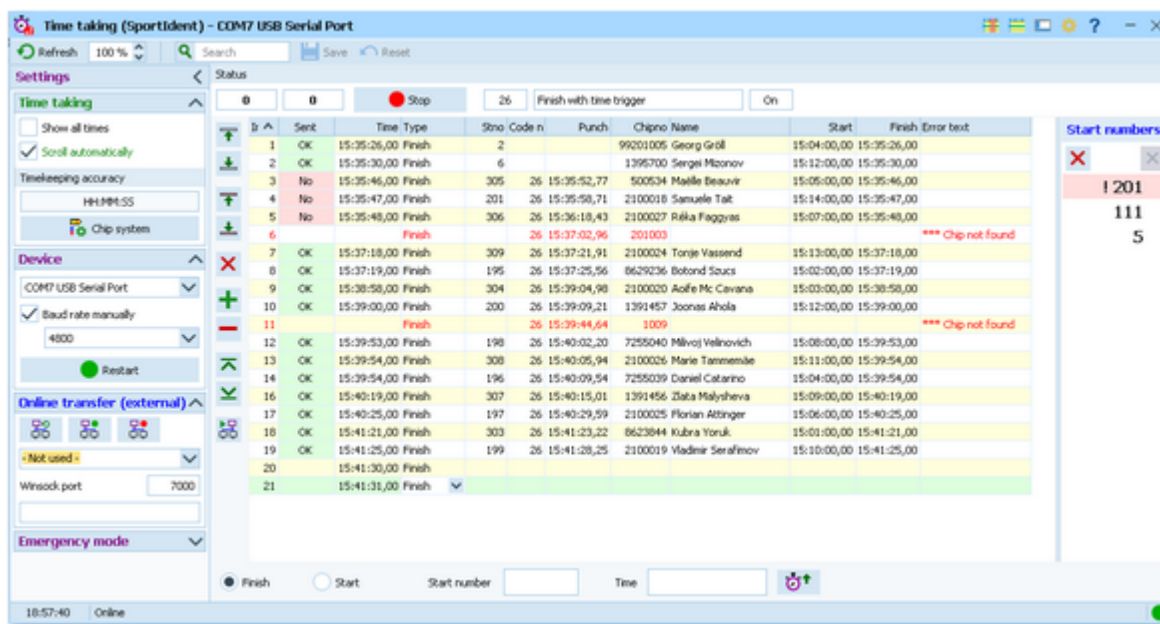
This function is designed for the SportIdent sprinter stations in the special start or finish mode with time trigger. Those stations send both the times from the light bar and the identification punches.

If OE12 had detected a station with the task start or finish, then the start/finish option will be fixed to that type. If there is no station connected, then the setting can be switched manually. All incoming punches/times will be saved according the setting Start/Finish.

Because only start **or** finish times can be recorded from the same device, it is absolutely necessary to have two different windows running for start and finish.

⊟ Customizing the settings

For a description of the basic options, see the Time taking - Basic principles reference.

See also

    Time taking - Task based help

    Time taking - Basic principles

    Time taking - Network update

    SportIdent settings

    Serial port settings

5.9.4 Time taking - Emit

You can use the *Emit ETR/RTR* time taking device or the EmiTag touchfree chip together with the *ETS/ECB* devices for time taking. For the identification punch you can use any online control.

The various time taking functions are working all in the same way. The general working of the time taking is described in the Time taking - Basic principles reference. Be sure to read this first if you are not yet familiar with time taking in OE12.

This topic only adds the specific handlings of the Emit time taking devices.
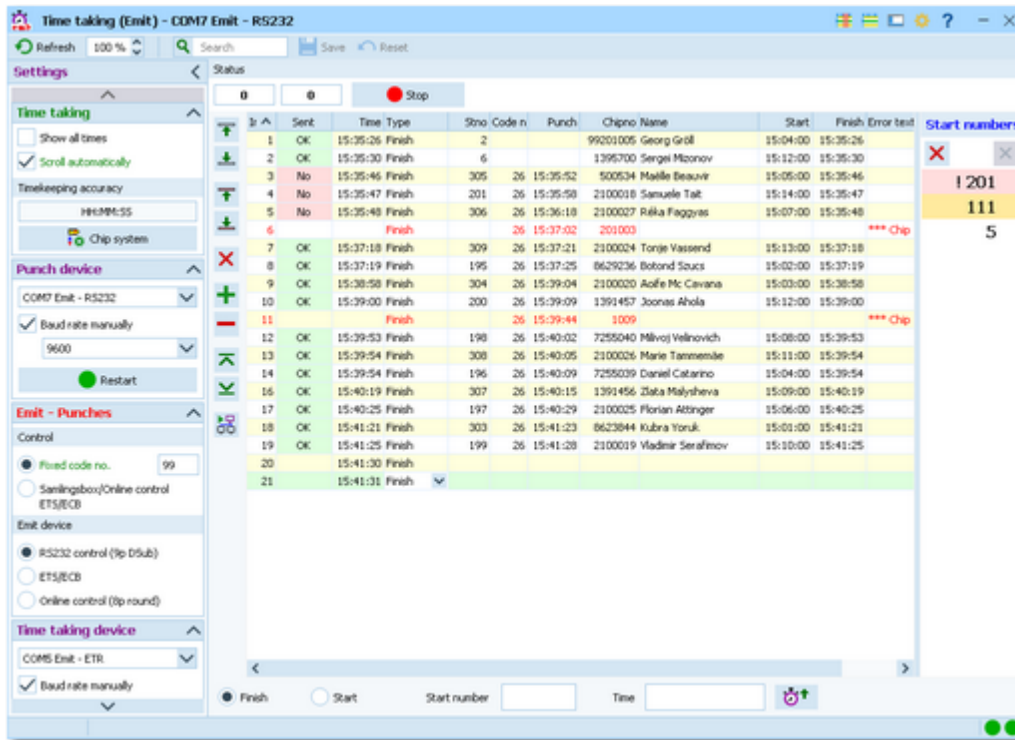
Set the right time type at the left bottom. The times will be recorded by the ETR/RTR or ETS/ECB and they will be identified by the punches from the control.

Notice:

With this time taking function, **it is not possible to use EmiTag and ETS/ECB both for time taking and the identification punch**! If you are using EmiTag as the chip system, you have to define the start and/or finish controls as radio controls and use the speaker online functions.

Customizing the settings

For a description of the basic options, see the Time taking - Basic principles reference.

There are two device boxes since you have two devices here: the **Punch device** and the **Time taking device**. You can't select the same device in both boxes. For more information see the description of the device box in Time taking - Basic principles.

There are two special paragraphs with **Emit options**.

Emit - Punches

The options specify the type of the online control which is used for identification.
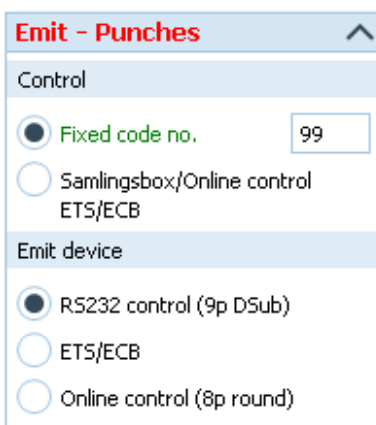
Option Control

You can define the fixed code number for the connected control. If you are using the Samlingsbox, the Online control or the EmiTag devices ETS/ECB, then the code numbers will be included in the protocol. Thus you should select the second option.This allows to have different controls connected to the same Samlingsbox, or to send different online controls through the same Emit radio transmitter.

Option Emit device

Emit offers three alternatives, the normal RS232 control with its 9-pin DSub connector, the EmiTag devices ETS/ECB and the special Online control which you can recognize by its 8-pin round connector.

From RS232 and Online controls, the punch time is calculated from the PC clock. **Please take care of having set the PC clock correctly!** ETS/ECB deliver their own device times.

The code number is of minor importance since the incoming punches will be inserted as start or finish identification punches according to the selection at the bottom panel.

Emit - Time taking

ETS/ECB or ETR/RTR	Select the right time taking device.
Time = Contact circuited	This is a special option for using the ETS/ECB with a light bar or a manual time trigger. These devices do always issue two times: one when the contact is broken and one when it is closed (circuited). According to Emit, their order is different with different trigger devices. *But for the time taking, always the first time must be used.* With a trigger button, you can check this out easily. Press the button, keep it pressed for a while and finally release it. If you got the time when pressing the button, then the setting is correct. If you got the time when releasing the button, then you have to change the setting. A similar procedure can be done with a light bar.

Notice: If you change any of the above device types, then both devices will be stopped.

You have to *restart each device* manually by a click on the according 🟢 Restart button or the device LED 🟢.

🔴 How to set up the ETR/RTR to work together with OE12

Select program 10 for time taking and record the times. For more information, read the Emit handbook.

Select the right device and set the baudrate to 1200bps. **Note:** this is different to using the ETR for downloading chips!

🔴 How to set up the ETS/ECB to work together with OE12

Select the right device and set the baudrate to 115200bps.

Set up the device and the loops/time triggers like you need them. For more information, read the Emit handbook.

See also

Time taking - Task based help

Time taking - Basic principles

Time taking - Network update

Emit settings

Online monitor - Client

Online monitor - Server

Serial port settings

5.9.5 Time taking - Network update

In Emergency mode, the times will be saved into a local log file. If you need more information about the emergency mode, see the Time taking - Basic principles reference.

The form opens the emergency log file of this PC automatically.
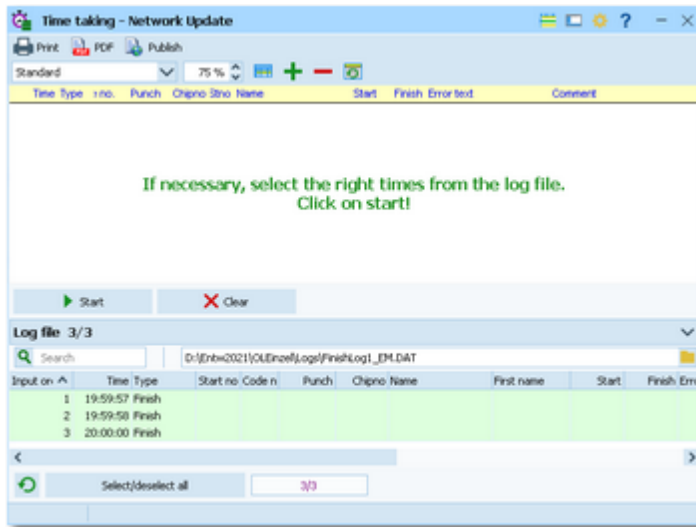
When the network is up again after a break, you can quickly upload all times to the main event which had been saved locally only in emergency mode. The local emergency log file should contain those times only which had been recorded during the network break. Just click on ▶ **Start** to insert them into the event.

In extraordinary cases, you may have to select singular times or a range, f.ex. if there were several breaks during the competition. Use a suitable sort order and select the right times.

With button ✗**Clear** you can clear the log file.

Since the form loads the local emergency log file automatically, it is recommended to process this log file at each client locally. One more reason to do so is that the operator on this PC has the best knowledge to decide in case of uncertainties. However, you may prefer to collect the log files and process them from a central place. The finish emergency log files are saved into the *Logs* subfolder of your Application settings folder. For more details look at the Application folders reference. They consist of two files which are named like *FinishLog1_EM.dat* and *FinishLog1_EM. idx* where 1-6 is the number of the stage (1 for single day events).

⊟ Customizing the settings

Display formats ⚙   You can define the Time format and the Name format.

⊟ Special hints for multidays

If you are working on a multiday event, then you will see the stage selector. See the stage selector reference for more information.

In this form, the stage selector is deactivated just for display purposes. The form will always use the stage only by which it had been invoked from the main menu.

See also

Time taking - Task based help

Time taking - Basic principles

5.10 Web

Under the *Web* main menu item you find online functions which offer direct connections to some prominent web services.

At the left side you can select which service you need to use.

Web portals

- Eventor ☐
- ORIS ☑
- ol-events.ch ☐
- SportIdent Center ☐
- OResults.eu ☑

Check the option ⬜ *Eventor* to display the functions for working with *Eventor*. For more details, see the Using Eventor - Overview.

Eventor

- Settings

Download
- Classes
- Entries

Upload
- Start list
- Results

Archive
- Clubs
- Competitors

Check the option ▨ *ORIS* to display the functions for working with *ORIS*. For more details, see the Using ORIS - Overview.

ORIS

- Settings

Download
- Classes
- Entries
- Ranking
- Youngster classes draw

Archive
- Clubs
- Competitors

Check the option 🏃 **ol-events.ch** to display the functions for working with **ol-events.ch**. For more details, see the Using ol-events.ch - Overview.

ol-events.ch
🏃 Settings
Download
🌐 Classes
🌐 Entries
Upload
🌐 Start list
🌐 Radio controls
🌐 Live results
🌐 Results
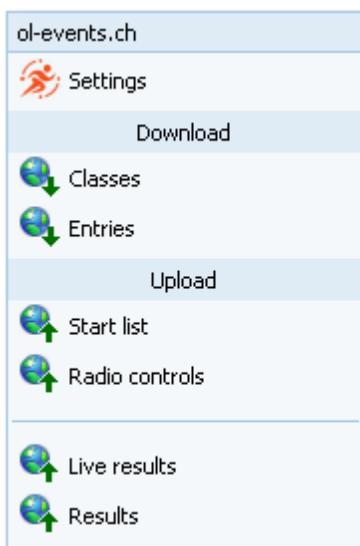
Check the option 🔴 **SportIdent Center** to display the functions for working with **SportIdent Center**. For more details, see the Using SportIdent Center - Overview.

SportIdent Center
🔴 Settings
Upload
🌐 Results
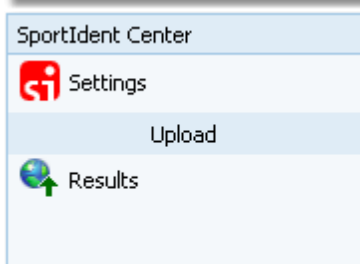
Check the option 🔵 **OResults.eu** to display the functions for working with **OResults.eu**. For more details, see the Using OResults.eu - Overview.

OResults.eu
🔵 Settings
Upload
🌐 Start list
🌐 Radio controls
🌐 Live results
🌐 Results
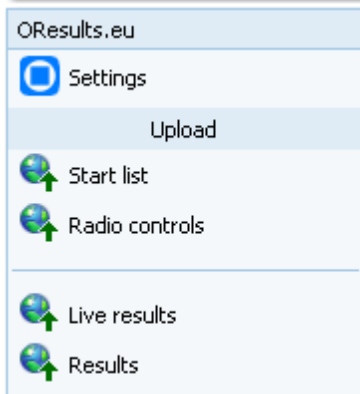
5.10.1 Using Eventor - Overview

Eventor is an international web-based IT system. It works as an entry portal and you can upload start lists and results. Also it maintains a national database which can be downloaded and imported into OE12's archive for local usage. Currently there are installations for 🇸🇪 *Sweden*, 🇦🇺 *Australia* and the 🏁 *IOF*. Further national installations will be implemented here also.

OE12 has direct access to your event data on Eventor. OE12 saves all downloads directly into its event data.

Of course all data transfer is also possible manually by using the right functions on Eventor and the import/export functions of OE12. But in some cases OE12 does special changes in the files downloaded from Eventor automatically which are necessary.

Notice: These are the same functions which formerly were implemented in the add-on application **EventorManager** V11.

Working with Eventor follows well-defined rules.

➖ Preparations

Create your event on Eventor. Define the classes and start fees and collect the entries there. At any time, you can

create your local event here in OE12 also.
Notice: On IOF Eventor, all competitions have to be created by special authorized persons. On the other national installations, there may be national level competitions which also have to be created by the federation.

Define the connection between Eventor and your OE12 event

First of all, create and select your event in OE12.

Then go into **Web - Eventor - Settings**. Enter all parameters for accessing Eventor and select the right event from Eventor. The event will then be displayed at the top panel of all Eventor download and upload windows. For more details, see the Eventor settings reference.

Download the classes

After having defined the classes in Eventor, you can download them directly into OE12. You don't need to define them twice. After the download it is necessary to check out the result, especially if the start fees are correct. For more details, see the Eventor - Download classes reference.

Of course you can also define the classes in OE12 manually. This requires some special care since the class numbers and class names must match in both systems.

Download the entries

From time to time (and the last time just before you draw the start list) you can download and update the entries. Find more details in the Eventor - Download entries reference.

You can also enter additional entries directly into OE12 without any problem. However, this is not the way of working for which Eventor is designed for. As long as you don't have the start list, you should enter all changes/additions of entries into Eventor.

Upload the start list

This function displays the start list by classes. The upload of the XML export requires a single mouseclick only. See the Eventor - Upload start list reference for more details.

Upload the results

This function displays the split time result by classes. For more details see the Eventor - Upload results reference.

Handling the archive

You can select an archive and then you can update it from Eventor when you want to. Just download the clubs and the competitors from Eventor's database, and they will be imported automatically. For more information look into the references Eventor - Download archive clubs and Eventor - Download archive competitors.

Special hints for IOF WRE

The **IOF** offers its own Eventor installation for the handling of WREs.
Since the very most of the WREs are embedded into normal orienteering competitions with all age classes, handling a WRE on IOF Eventor is a bit extraordinary.

- Each WRE competition has to be defined as a single day individual competition, even if the race is part of a multiday event.
- Entries will be handled through another web entry portal for all classes.
- Only the Men and Women Elite classes have to be handled on IOF Eventor. This implies that both classes have to be defined manually in the same way like they are defined in the main event (class numbers and class names).
- The interaction between IOF Eventor and OE12 includes two tasks only: the uploads of start lists for both classes before the competition and the upload of results after the competition. Both uploads include the two

elite classes only. Nevertheless, all other (maybe useful) Eventor functions of OE12 keep available with the IOF Eventor.

Please observe the special hints for IOF WRE given in the context help of the respective Eventor download and upload functions.

5.10.1.1 Eventor settings

To be able to download the right data from Eventor into your OE12 event data, you have to define the connection to Eventor and to select the right event from Eventor.

First select your installation of Eventor. OE12 can work either on *TestEventor* or on the running *Eventor* web site. Check *Use TestEventor* if you want to work on your test events.

The Eventor access data are valid for all tasks which you can do with the help of OE12 on that event. Enter your User name and Password which you are using for logging in into Eventor. **Notice:** You must have *event administrator rights* to be able to work on Eventor using OE12. Remember that you can have a different user name/password on TestEventor and the running Eventor web site!

To find the right settings for your club, click on the upper Search button 🔶 (*search club*). Now you see a list of all clubs to which you belong:

Notice: It is possible that the *same user is assigned to several clubs and/or federations*, to allow him to work on the right events. At the time of writing this help text, *Eventor does not provide the names of the federations* of which a user may be a member. So a dummy name has to be inserted by OE12.
After selecting your club its properties will be shown in the dialog under Eventor access data.

After that, you have to select the right event from Eventor. To avoid a long list of all events, enter a suitable interval into the from and to date fields. Click on the lower Search button 🔶 (*search event*). Now you see a list of events on

Eventor which belong to your club:
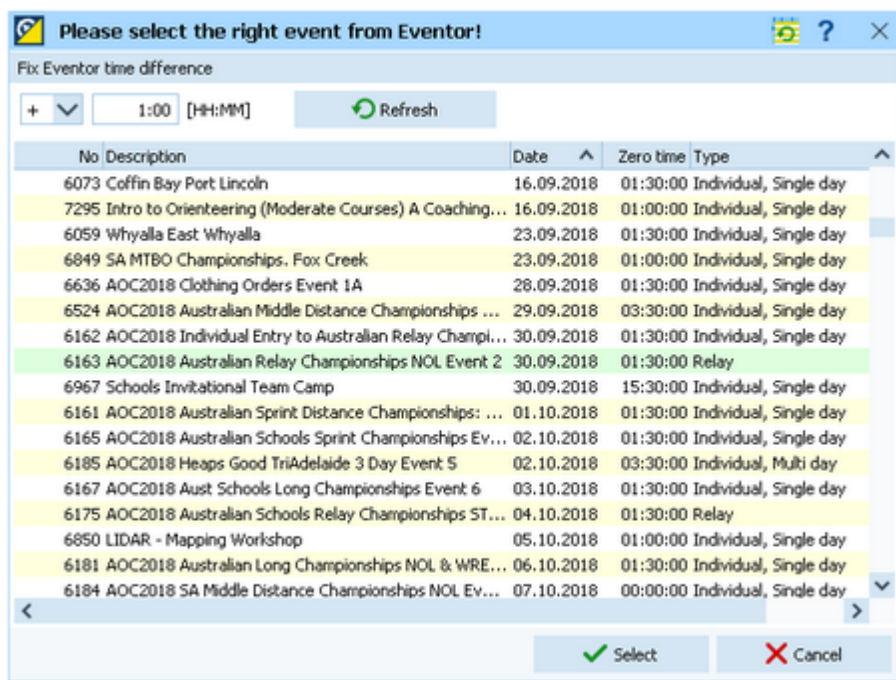
Fix Eventor time difference

Eventor seems to save the zero time in *international time zone format* internally. Sometimes this may lead to some confusion, because the zero time on Eventor does not match the OE12 zero time. Enter the appropriate time difference here to be able to display the right zero times. Click on the Refresh button ⟳ to view the result in the list.

After selecting the right event its properties will be shown in the dialog under Event on Eventor. Click on **OK** to save the input. The event properties from Eventor will also be displayed at the top panel of all Eventor download and upload windows, so that you always know that you are working with the right event:
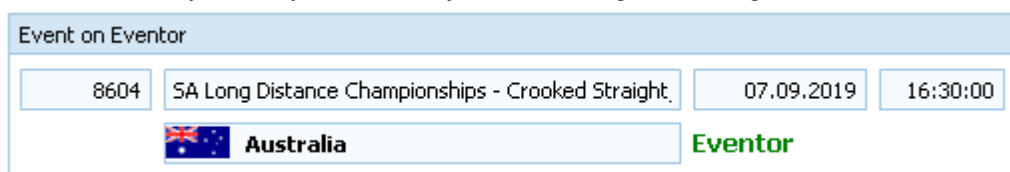
At the right you see an indicator whether you are working with the real **Eventor** or on **TestEventor**.

⊟ Special hints for IOF WRE

The very most of the WREs are embedded into normal orienteering competitions with all age classes. *Assign this normal, overall competition to the IOF WRE competition on the IOF Eventor.* This assignment will only be used for the uploads of start lists and results for the WRE Elite classes.

If you are a 🇸🇪 *Swedish* or an 🇦🇺 *Australian* organiser who needs to use your national Eventor installation as well, then work with that one as usual. *Switch the Eventor installation and your specific access data only for those two uploads* and then return back to your national Eventor installation for the normal working with all classes.

See also
    Using Eventor - Overview

5.10.1.2 Eventor - Download classes

Use this function to download the classes from Eventor.
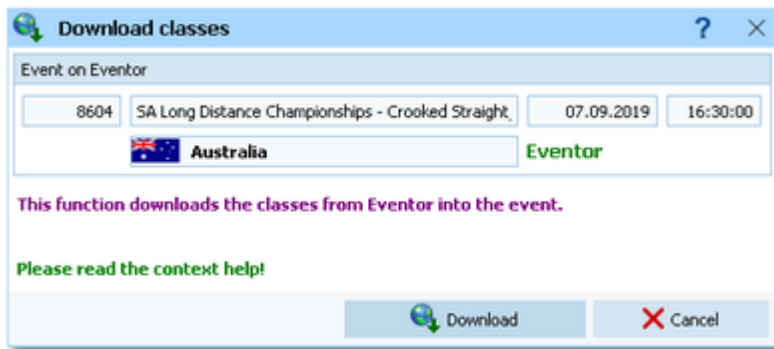
This function will always remove the existing classes in OE12 and insert the downloaded ones. The import will create a comprehensive report about itself which will help you to fix possible errors.

Please observe the following hints

- With an *individual single day competition*, the primary start fee delivered by Eventor should be correct, **but maybe not the start fee 2 in all cases**. Look into the class table of OE12 and check out the start fee 2. If there is no start fee 2 in some classes, *set them to 0.00*. Also check out the Classified status of those beginners' classes *where you don't want to have times recorded*.

- For an *individual multidays competition*, Eventor does only deliver the start fee per stage correctly, because on Eventor you can only define the fee per stage. However, OE12 will calculate the overall start fee correctly and insert it into the class table. Like with the single day competition, **you have to control the start fee 2**. To do that, look into the OE12 class table. If there is no start fee 2 in some classes, *set them to 0.00*. Also check out the Classified status of those beginners' classes *where you don't want to have times recorded*.

➖ Defining classes manually

Of course you can define the classes in OE12 manually.

You can download the class file from Eventor manually and use the Import classes function which will provide you more computing options if you need that. This should give you the same result like with this download function.

➖ Special hints for IOF WRE

The very most of the WREs are embedded into normal orienteering competitions with all age classes.

The IOF WRE competition which has to be defined on IOF Eventor does only include the two WRE Elite classes. Define both classes manually on Eventor in the same way like they are defined in the main OE12 event (the same class numbers and class names). **Do not download them from IOF Eventor into OE12!**

On IOF Eventor*, process all steps* which are necessary until the event shows *Upload start list* as the next step. This includes defining (dummy…) start fees, location and more.

See also

Using Eventor - Overview

Eventor - Download entries

Import classes

5.10.1.3 Eventor - Download entries

Use this function to download the entries from Eventor.

This function works in the same way like Import entries.

Competitors	Select the right working mode of the import. *Add and update* is to be preferred. Using the option *Add new ones only*, you can use an import file which contains all entries but import the new entries only. Files from Eventor will never hold doublettes. *Add all* should only be used in extraordinary cases.
Which entries?	Enter which data range you want to import. If you leave one or both fields blank, then the respective end is open. Normally there are two cases: *Importing all normal entries* (no late entries): Leave the Date from blank and enter the date for the last normal entries into Date to. *Importing late entries only:* Enter the first date for late entries into Date from and leave the Date to blank.
Late entries **Calculate start times,** **Entries from**	You have the possibility to calculate a start time for the imported competitor. This feature is useful for late entries outside the vacant places. You can choose whether the start time should be calculated before the first existing or after the last existing start time in this class. Only those competitors will be considered who had entered beginning with the date **Entries from**. Leave the field blank if you want to compute all entries included in the file according to those options. **Notice:** The absolute precondition that this will work is that you have defined a valid start organisation for this class and the draw had already been done! Otherwise the competitor will be imported but get no start time. This will be displayed in the log window.
Clubs	Define how clubs should be handled. *Keep existing* is to be preferred. With this setting, new clubs will always be inserted. They will be identified by the club number or the club name. Possible name conflicts will be bypassed by issuing suitable names. This will be shown in the report of this import.

The import will create a comprehensive report about itself which will help you to fix possible errors.

− Importing entries manually

Of course you can also import the entries manually.

You can download the entries file from Eventor manually and use the Import entries function which will provide you more computing options if you need that. This should give you the same result like with this download function.

⚊ Special hints for IOF WRE

The very most of the WREs are embedded into normal orienteering competitions with all age classes.
So the entries have to be handled on a different web site than IOF Eventor. **There is no entries download necessary from IOF Eventor.**

See also

[Using Eventor - Overview](#)

[Eventor - Download classes](#)

[Import entries](#)

5.10.1.4 Eventor - Upload start list

This function displays a start list report.

You have all usual possibilities to adjust the layout and select specific classes.

After you are ready, click on the *Upload* 🌐 button to upload. After the upload look into your account on Eventor and check out if everything is OK.

Notice: For a multiday competition you have to upload the *start list for every single stage* separately.

Fix Eventor time difference

Eventor seems to save the start times in *international time zone format* internally. Sometimes this may lead to some confusion, because the start times on Eventor do not match the OE12 start times. Enter the appropriate time

difference here to be able to display the right times on Eventor.

▬ Solving upload errors

If the upload did not work, then OE12 will issue an error message like Invalid syntax or Unknown request. In most cases, there are situations which Eventor can't handle. Normally you can read a detailed description in the error message. Try to solve it.

But you can find them out by *uploading the same file manually*. Log in to Eventor and go to Upload start list. Select the last uploaded file. The files are saved into the *Logs* subfolder of your Application settings folder. For more details look at the Application folders reference. In the *Logs* folder, you will find subfolders which have the same names as the event data folders. For remote events on the server, the local folder name is the event folder name plus *_R* (for remote). Inside every *Logs\<Event folder>*, you find files named like *Ev_20201001_120003419_Down.xml* and *Ev_20201001_120003419_Up.xml*. These are the files which had been down- or uploaded before. Select the upload file with the last date/time and upload it to Eventor. This will issue a list of errors why Eventor could not import the file.

Some well known errors are:

Unknown Entry Id

If a competitor has an entry id in OE12's data, then this must stem from Eventor's event data (a download of the entries before). To solve that, remove the faulty entry Ids from OE12's data. Competitors without entry ids will always be accepted and inserted as new entries.

Unknown class

Define this class in Eventor! Or exclude it from the report if this class should not appear on Eventor.

▬ Special hints for IOF WRE

The very most of the WREs are embedded into normal orienteering competitions with all age classes.

For the upload to IOF Eventor, *select the two WRE Elite classes* only, ↻ *Refresh* the report and 🌐⬆ *Upload* it. If the WRE race is part of a multiday event, then be sure to display the start list of the right stage.

See also

Using Eventor - Overview

Eventor - Upload results

5.10.1.5 Eventor - Upload results

This function displays a result report with split times.

You have all usual possibilities to adjust the layout and select specific classes. **Notice:** Except with IOF WRE, Eventor requires that you have to *include all competitors* in the result report.

After you are ready, click on the *Upload* button to upload. After the upload look into your account on Eventor and check out if everything is OK.

Notice: For multidays an overall result is displayed. You have to upload an *overall result for every single stage* separately. The upload file contains split times and results of the selected stage only.

Solving upload errors

If the upload did not work, then OE12 will issue an error message like Invalid syntax or Unknown request. In most cases, there are situations which Eventor can't handle. Normally you can read a detailed description in the error message. Try to solve it.

But you can find them out by *uploading the same file manually*. Log in to Eventor and go to Upload result. Select the last uploaded file. The files are saved into the *Logs* subfolder of your Application settings folder. For more details look at the Application folders reference. In the *Logs* folder, you will find subfolders which have the same names as the event data folders. For remote events on the server, the local folder name is the event folder name plus _R (for remote). Inside every *Logs\<Event folder>*, you find files named like *Ev_20201001_120003419_Down.xml* and *Ev_20201001_120003419_Up.xml*. These are the files which had been down- or uploaded before. Select the upload file with the last date/time and upload it to Eventor. This will issue a list of errors why Eventor could not import the file.

Some well known errors are:

Unknown Entry Id

If a competitor has an entry id in OE12's data, then this must stem from Eventor's event data (a download of the

entries before). To solve that, remove the faulty entry Ids from OE12's data. Competitors without entry ids will always be accepted and inserted as new entries.

Unknown class
Define this class in Eventor! Or exclude it from the report if this class should not appear on Eventor.

▬ Special hints for IOF WRE

The very most of the WREs are embedded into normal orienteering competitions with all age classes.

For the upload to IOF Eventor, *select the two WRE Elite classes* only, ↻ *Refresh* the report and 🌐 *Upload* it. If the race is part of a multiday event, then OE12 will display the right single day result here. Be sure to have the right stage selected in this case!

See also

Using Eventor - Overview
Eventor - Upload start list

5.10.1.6 Eventor - Download archive clubs

To update your local archive with its current status on Eventor, you can download the clubs from Eventor and import them into the archive.
Notice: The imports will be saved into the local archive which you had selected before. The currently selected archive is given at the top of the dialog. Always ***download the clubs first*** and after that the competitors.
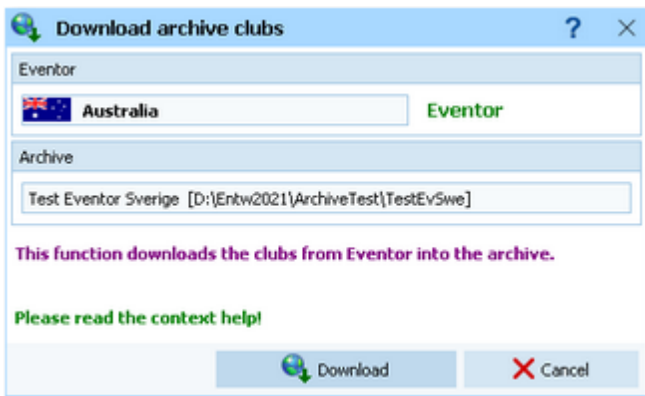
This function works in the same way like Import clubs into the archive.

The import will create a comprehensive report about itself which will help you to fix possible errors.

▬ Importing archive clubs manually

Of course you can also import the archive clubs manually.

You can download the club file from Eventor manually and use the Archive - Import clubs function which will provide you more computing options if you need that. This should give you the same result like with this download function.

See also

Using Eventor - Overview
Eventor - Download archive competitors
Select archive
Import clubs into the archive

5.10.1.7 Eventor - Download archive competitors

To update your local archive with its current status on Eventor, you can download the competitors from Eventor and import them into the archive.

Notice: The imports will be saved into the local archive which you had <u>selected before</u>. The currently selected archive is given at the top of the dialog. Always <u>download the clubs</u> first and *after that the competitors*. **This import will take some minutes**, so please keep patient!
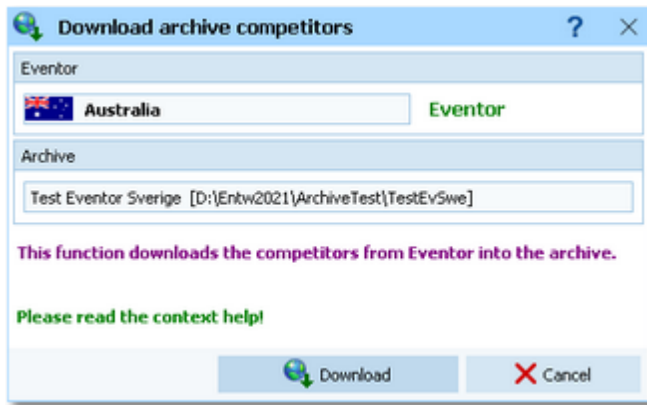
This function works in the same way like <u>Import competitors into the archive</u>.

The import will create a comprehensive report about itself which will help you to fix possible errors.

⊟ Importing archive competitors manually

Of course you can also import the archive competitors manually.

You can download the competitors file from Eventor manually and use the <u>Archive - Import competitors</u> function which will provide you more computing options if you need that. This should give you the same result like with this download function.

See also

<u>Using Eventor - Overview</u>

<u>Eventor - Download archive clubs</u>

<u>Select archive</u>

<u>Import competitors into the archive</u>

5.10.2 Using ORIS - Overview

ORIS is the web portal of 🗾*CSOS*, the Czechian O Federation. It works as an entry portal and you can upload start lists and results. Also it maintains a national database which can be downloaded and imported into OE12's archive for local usage.

At the moment the uploads can't be computed by OE12 itself. Instead, you have to export the right reports in OE12 and upload them manually with the ORIS web interface.

Notice: These are the same functions which formerly were implemented in the add-on application *OrisManager* V11.

Working with ORIS follows well-defined rules.

⊟ Preparations

Create your event on ORIS. Define the classes and start fees and collect the entries there. At any time, you can create your local event here in OE12 also.

⊟ Define the connection between ORIS and your OE12 event

First of all, create and select your event in OE12.

Then go into **Web - ORIS - Settings**. Select your club for accessing ORIS and select the right event from ORIS. The event will then be displayed at the top panel of all ORIS download windows. For more details, see the ORIS settings reference.

Download the classes

After having defined the classes in ORIS, you can download them directly into OE12. You don't need to define them twice. After the download it is necessary to check out the result, especially if the start fees are correct. For more details, see the ORIS - Download classes reference.

Of course you can also define the classes in OE12 manually. This requires some special care since the class numbers and class names must match in both systems.

Download the entries

From time to time (and the last time just before you draw the start list) you can download and update the entries. Find more details in the ORIS - Download entries reference.

You can also enter additional entries directly into OE12 without any problem. However, this is not the way of working for which ORIS is designed for. As long as you don't have the start list, you should enter all changes/additions of entries into ORIS.

There are additional functions available to download ranking points and import the youngster classes draw.

Upload the start list

So far, ORIS does not support the possibility to upload start lists directly out of OE12. So you have to export the start list and upload the export file using the ORIS web interface.

Upload the results

So far, ORIS does not support the possibility to upload results directly out of OE12. So you have to export the results and upload the export file using the ORIS web interface.

Handling the archive

You can select an archive and then you can update it from ORIS when you want to. Just download the clubs and the competitors from the ORIS database, and they will be imported automatically. For more information look into the references ORIS - Download archive clubs and ORIS - Download archive competitors.

5.10.2.1 ORIS settings

To be able to download the right data from ORIS into your OE12 event data, you have to select the right event from ORIS.

The ORIS access data are valid for all tasks which you can do with the help of OE12 on that event.

To find the right settings for your club, click on the upper Search button 🔴 (*search club*). Now you see a list of all clubs on ORIS:

After selecting your club its properties will be shown in the dialog under ORIS access data.

After that, you have to select the right event from ORIS. To avoid a long list of all events, enter a suitable interval into the from and to date fields. Click on the lower Search button 🔴 (*search event*). Now you see a list of events on ORIS which belong to your club:

Sometimes you may need to work with an event of another club. If you *check* the option Display all, then all events within the time range, regardless of the club, will be displayed in the list. Select the right one.

After selecting the right event its properties will be shown in the dialog under Event on ORIS. Click on *OK* to save the input. The event properties from ORIS will also be displayed at the top panel of all ORIS download windows, so that you always know that you are working with the right event:

See also
Using ORIS - Overview

5.10.2.2 ORIS - Download classes

Use this function to download the classes from ORIS.

This function will always remove the existing classes in OE12 and insert the downloaded ones. The import will create a comprehensive report about itself which will help you to fix possible errors.

Please observe the following hints
- Normally, ORIS should deliver all primary and secondary (start fee 2 for late entries) start fees correctly. However, it is always worth the effort to look into the class table of OE12 and check out the start fees.
- For an *individual multidays competition*, ORIS **does not deliver a start fee per stage**. If you need this for Entries on the day, then look into the class table of OE12 and enter them.

⊟ Defining classes manually

Of course you can define the classes in OE12 manually.

You can download the class file from ORIS manually and use the Import classes function which will provide you more computing options if you need that. Always use the XML V.3.0 format from ORIS only! This should give you the same result like with this download function.

See also

5.10.2.3 ORIS - Download entries

Use this function to download the entries from ORIS.

This function works in the same way like Import entries.

Competitors	Select the right working mode of the import. *Add and update* is to be preferred. Using the option *Add new ones only*, you can use an import file which contains all entries but import the new entries only. Files from ORIS will never hold doublettes. *Add all* should only be used in extraordinary cases.
Which entries?	Enter which data range you want to import. If you leave one or both fields blank, then the respective end is open. Normally there are two cases: *Importing all normal entries* (no late entries): Leave the Date from blank and enter the date for the last normal entries into Date to. *Importing late entries only:* Enter the first date for late entries into Date from and leave the Date to blank.
Late entries Calculate start times, Entries from	You have the possibility to calculate a start time for the imported competitor. This feature is useful for late entries outside the vacant places. You can choose whether the start time should be calculated before the first existing or after the last existing start time in this class. Only those competitors will be considered who had entered beginning with the date Entries from. Leave the field blank if you want to compute all entries included in the file according to those options. **Notice:** The absolute precondition that this will work is that you have defined a valid start organisation for this class and the draw had already been done! Otherwise the competitor will be imported but get no start time. This will be displayed in the log window.

| Clubs | Define how clubs should be handled. *Keep existing* is to be preferred. With this setting, new clubs will always be inserted. They will be identified by the club number or the club name. Possible name conflicts will be bypassed by issuing suitable names. This will be shown in the report of this import. |

The import will create a comprehensive report about itself which will help you to fix possible errors.

➖ Importing entries manually

Of course you can also import the entries manually.

You can download the entries file from ORIS manually and use the Import entries function which will provide you more computing options if you need that. Always use the XML V.3.0 format from ORIS only! This should give you the same result like with this download function.

See also

> Using ORIS - Overview
> ORIS - Download classes
> Import entries
> ORIS - Download ranking
> ORIS - Import Youngster classes draw

5.10.2.4 ORIS - Download ranking

At the national events in Czechia, the H/D21 classes are limited to a maximum number of competitors. Everyone who is qualified, can first enter for his preferred class. After the entries deadline, the organiser can download the ranking files from ORIS and then use the Distribute Elite entries function to fill the H/D21 E,A,B according the ranking points.
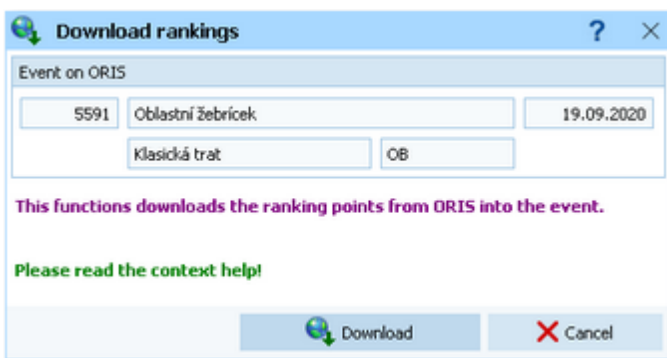
First the function downloads the mens ranking file and after that the womens ranking file. If there are women starting in mens classes, then they will get their points assigned from the mens file.

The competitors are identified by the database id. The ranking file includes both a ranking position and a ranking point value for every competitor.

➖ Importing rankings manually

The manual Import rankings function of OE12 **can't be used here** since this function does not support the special format which ORIS delivers.

See also
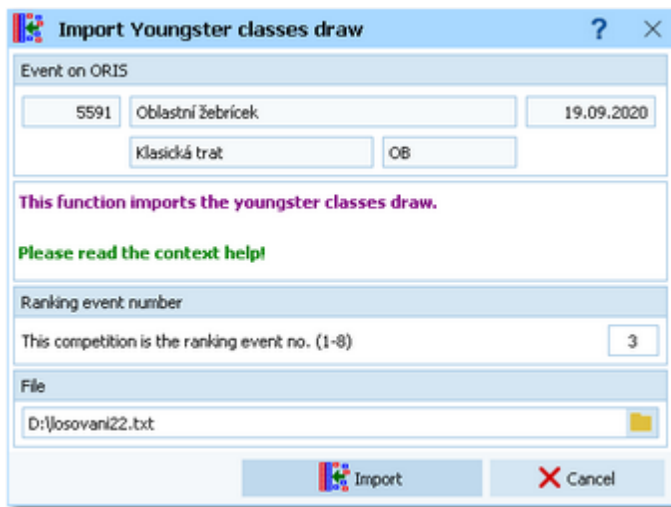
> Using ORIS - Overview
> ORIS - Download entries
> ORIS - Import Youngster classes draw

5.10.2.5 ORIS - Import Youngster classes draw

For Czech national ranking events, the competitors for the top youngsters classes D/H 16/18/20 A have to be registered at CSOS. Before the season, CSOS does a start list draw in advance for all those classes and all 8 ranking events. The result is provided by CSOS in a file which must be imported into the OE12 event.

Ranking event number	Enter the number 1-8 of the national ranking event.
File name	Select the import file here. See the Select file reference for more details.

The file contains all registered youngsters, together with their class, database Id and a drawn number for each ranking event. The competitors will be identified by the database Id and their draw number will be inserted as the start block of this competitor.

The protocol displays the competitors who had been found in the competition. For your convenience, the import line is shown against the competitor who had been found in the event by the database Id. **Please check out this protocol carefully, if there are strange things.** If the class in the event does not match the class in the import file, then there is a message about that but the start block is imported. The start block works as the presorting for the start list draw in OE12.

Notice

After the import, *you have to do the start list draw* with the youngsters classes, just like with all other classes. The difference to the "normal" classes is, that the youngsters classes are presorted by the start blocks from the CSOS draw, which means that the start order is exactly what CSOS had drawn. Please have a look into the class table with the start times and check out whether every runner had got a start block. Those without a start block were not contained in the import file and maybe they were not registered by CSOS.

See also

Using ORIS - Overview

ORIS - Download entries

ORIS - Download ranking

Start list draw - Classes

5.10.2.6 ORIS - Download archive clubs

To update your local archive with its current status on ORIS, you can download the clubs from ORIS and import them into the archive.

Notice: The imports will be saved into the local archive which you had selected before. The currently selected archive is given at the top of the dialog. Always *download the clubs first* and after that the competitors.
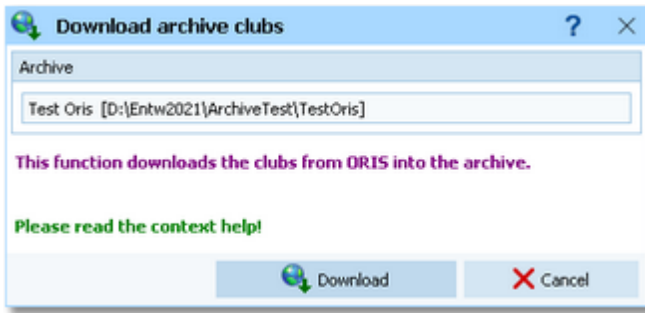
This function works in the same way like Import clubs into the archive.

The import will create a comprehensive report about itself which will help you to fix possible errors.

➖ Importing archive clubs manually

Of course you can also import the archive clubs manually.

You can download the club file from ORIS manually and use the Archive - Import clubs function which will provide you more computing options if you need that. Always use the XML V.3.0 format from ORIS only! This should give you the same result like with this download function.

See also
Using ORIS - Overview
ORIS - Download archive competitors
Select archive
Import clubs into the archive

5.10.2.7 ORIS - Download archive competitors

To update your local archive with its current status on ORIS, you can download the competitors from ORIS and import them into the archive.
Notice: The imports will be saved into the local archive which you had selected before. The currently selected archive is given at the top of the dialog. Always download the clubs first and *after that the competitors*. **This import will take some minutes**, so please keep patient!
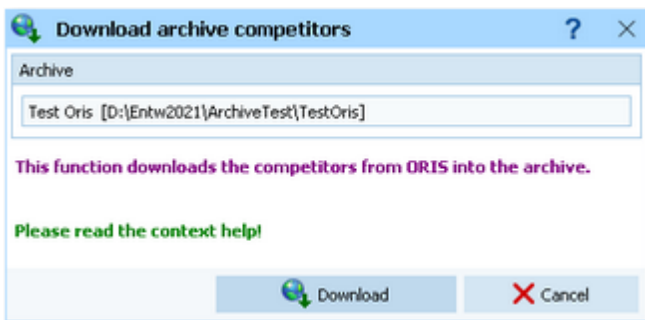
This function works in the same way like Import competitors into the archive.

The import will create a comprehensive report about itself which will help you to fix possible errors.

➖ Importing archive competitors manually

Of course you can also import the archive competitors manually.

You can download the competitors file from ORIS manually and use the Archive - Import competitors function which will provide you more computing options if you need that. Always use the XML V.3.0 format from ORIS only! This should give you the same result like with this download function.

See also
Using ORIS - Overview
ORIS - Download archive clubs

Select archive

Import competitors into the archive

5.10.3 Using ol-events.ch - Overview

ol-events.ch 🏃 is a new Swiss orienteering web portal. So far they are offering this service for Switzerland only. An international expansion is on their roadmap. It works as an entry portal and you can upload start lists and results. With OE12 you can upload the radio control definitions and live results from radio controls.

Working with ol-events.ch follows well-defined rules.

▬ Preparations

Create your event on ol-events.ch. Define the classes and start fees and collect the entries there. At any time, you can create your local event here in OE12 also.

▬ Define the connection between ol-events.ch and your OE12 event

First of all, create and select your event in OE12.

Then go into *Web - ol-events.ch - Settings*. Copy&paste your access token into the input field and search for the event on ol-events.ch. The event will then be displayed at the top panel of all ol-events.ch download and upload windows. For more details, see the ol-events.ch settings reference.

▬ Download the classes

After having defined the classes in ol-events.ch, you can download them directly into OE12. You don't need to define them twice. After the download it is necessary to check out the result. For more details, see the ol-events.ch - Download classes reference.

▬ Download the entries

From time to time (and the last time just before you draw the start list) you can download and update the entries. Find more details in the ol-events.ch - Download entries reference.

You can also enter additional entries directly into OE12 without any problem. However, this is not the way of working for which ol-events.ch is designed for. As long as you don't have the start list, you should enter all changes/additions of entries into ol-events.ch.

▬ Upload the start list

This function displays the start list by classes. The upload of the XML export requires a single mouseclick only. See the ol-events.ch - Upload start list reference for more details.

▬ Upload the radio control definitions

This function displays a report of the radio controls. The upload of the XML export requires a single mouseclick only. See the ol-events.ch - Upload radio controls reference for more details.

▬ Upload live results

This function displays the speaker result which includes the punches from the radio controls. For more details see the ol-events.ch - Upload radio punches reference.

⊟ Upload the results

This function displays the split time result by classes. For more details see the <u>ol-events.ch - Upload results</u> reference.

5.10.3.1 ol-events.ch settings

To be able to download the right data from ol-events.ch into your OE12 event data, you have to select the right event from ol-events.

In your ol-events.ch account you find the API access token for your event. This is a long row of hexadecimal digits, so just copy&paste it into the input field.

Click on the Search button 🏃 to display the event data which are stored on ol-events.ch. If the token is wrong, then you will get an error message.
Click on *OK* to save the input.

The event properties from ol-events.ch will also be displayed at the top panel of all ol-events.ch download and upload windows, so that you always know that you are working with the right event:

See also
Using ol-events.ch - Overview

5.10.3.2 ol-events.ch - Download classes

Use this function to download the classes from ol-events.ch.

This function will always remove the existing classes in OE12 and insert the downloaded ones. The import will create a comprehensive report about itself which will help you to fix possible errors.

Defining classes manually

Defining the classes in OE12 manually is not a good idea. ol-events.ch does not publish the class numbers on the website, so you depend on the download.

ol-events.ch offers some manual download functions, but these are for the previous version OE2010 V11 only.

See also

5.10.3.3 ol-events.ch - Download entries

Use this function to download the entries from ol-events.ch.

This function works in the same way like Import entries.

Competitors	Select the right working mode of the import. *Add and update* is to be preferred. Using the option *Add new ones only*, you can use an import file which contains all entries but import the new entries only. Files from ol-events.ch will never hold doublettes. *Add all* should only be used in extraordinary cases.
Entries	On ol-events.ch, you can enter start time preferences. This can be either a precise start time or a time range (f.ex. late or early start). In the second case, ol-events.ch calculates a start block for the competitor.
	Check the option Import start times to import them with the entries. Accordingly, check the option Import start blocks to import them.
	Normally you will always import all entries in the file. However, you have the possibility to select.
	Enter which data range you want to import. If you leave one or both fields blank, then the respective end is open. Normally there are two cases:
	Importing all normal entries (no late entries): Leave the Date from blank and enter the date for the last normal entries into Date to.
	Importing late entries only: Enter the first date for late entries into Date from and leave the Date to blank.
Clubs	Define how clubs should be handled. *Keep existing* is to be preferred. With this setting, new clubs will always be inserted. They will be identified by the club number or the club name. Possible name conflicts will be bypassed by issuing suitable names. This will be shown in the report of this import.

The import will create a comprehensive report about itself which will help you to fix possible errors.

See also

Using ol-events.ch - Overview

ol-events.ch - Download classes

5.10.3.4 ol-events.ch - Upload start list

This function displays a start list report.

You have all usual possibilities to adjust the layout and select specific classes.

After you are ready, click on the *Upload* 🌐 button to upload. After the upload look into your account on ol-events.ch and check out if everything is OK.

➖ Solving upload errors

If the upload did not work, then OE12 will issue an error message like Invalid syntax or Unknown request.
In most cases, there are situations which ol-events.ch can't handle. Normally you can read a detailed description in the error message. Try to solve it.

You can also try to *upload the same file manually*. Log in to ol-events.ch and go to Maintain start list. Select the last uploaded file. The files are saved into the *Logs* subfolder of your Application settings folder. For more details look at the Application folders reference. In the *Logs* folder, you will find subfolders which have the same names as the event data folders. For remote events on the server, the local folder name is the event folder name plus _R (for remote). Inside every *Logs\<Event folder>*, you find files named like *olEv_20220201_120003419_Down.xml* and *olEv_20220201_120003419_Up.xml*. These are the files which had been down- or uploaded before. Select the upload file with the last date/time and upload it to ol-events.ch.

See also

Using ol-events.ch - Overview

ol-events.ch - Upload radio controls

ol-events.ch - Upload radio punches

ol-events.ch - Upload results

5.10.3.5 ol-events.ch - Upload radio controls

If you want to display live results with intermediate times from radio controls during the competition on ol-events.ch, then you can upload the radio control definitions.

This function displays a list of the radio controls.

Click on the *Upload* button to upload.

Solving upload errors

If the upload did not work, then OE12 will issue an error message like Invalid syntax or Unknown request.
In most cases, there are situations which ol-events.ch can't handle. Normally you can read a detailed description in the error message. Try to solve it.

See also

Using ol-events.ch - Overview

ol-events.ch - Upload start list

ol-events.ch - Upload radio punches

ol-events.ch - Upload results

5.10.3.6 ol-events.ch - Upload radio punches

If you want to display live results with intermediate times from radio controls during the competition on ol-events.ch, then you need to upload the radio punches during the competition.

This function displays a Speaker result of intermediate times.

You have all usual possibilities to adjust the layout and select specific classes.

After you are ready, click on the *Upload* button to upload. Usually you will activate the automatic updates

Automatic report . Just watch the messages in the status line from time to time and the display on ol-events.ch.

Since the automatic report creates an upload file in the log folder every time, you have the possibility to limit the number of log files. Enter your preferred value into Settings - Maximum number of log files.

➖ Solving upload errors

If the upload did not work, then OE12 will issue an error message like Invalid syntax or Unknown request.
In most cases, there are situations which ol-events.ch can't handle. Normally you can read a detailed description in the error message. Try to solve it.

You can also try to *upload the same file manually*. Log in to ol-events.ch and go to Maintain results. Select the last uploaded file. The files are saved into the *Logs* subfolder of your Application settings folder. For more details look at the Application folders reference. In the *Logs* folder, you will find subfolders which have the same names as the event data folders. For remote events on the server, the local folder name is the event folder name plus _R (for remote).

Inside every *Logs\<Event folder>*, you find files named like *olEv_20220201_120003419_Down.xml* and *olEv_20220201_120003419_Up.xml*. These are the files which had been down- or uploaded before. Select the upload file with the last date/time and upload it to ol-events.ch.

However, for automatic uploads all potential problem sources should have been eliminated before the race... ;-)

See also

[Using ol-events.ch - Overview](#)

[ol-events.ch - Upload start list](#)

[ol-events.ch - Upload radio controls](#)

[ol-events.ch - Upload results](#)

5.10.3.7 ol-events.ch - Upload results

This function displays a result report with split times.

You have all usual possibilities to adjust the layout and select specific classes.

After you are ready, click on the *Upload* button to upload. Usually you will activate the automatic updates . Just watch the messages in the status line from time to time and the display on ol-events.ch.

Since the automatic report creates an upload file in the log folder every time, you have the possibility to limit the number of log files. Enter your preferred value into [Settings - Maximum number of log files](#).

➖ Solving upload errors

If the upload did not work, then OE12 will issue an error message like Invalid syntax or Unknown request. In most cases, there are situations which ol-events.ch can't handle. Normally you can read a detailed description in the error message. Try to solve it.

You can also try to *upload the same file manually*. Log in to ol-events.ch and go to Maintain results. Select the last uploaded file. The files are saved into the *Logs* subfolder of your Application settings folder. For more details look at the Application folders reference. In the *Logs* folder, you will find subfolders which have the same names as the event data folders. For remote events on the server, the local folder name is the event folder name plus _R (for remote). Inside every *Logs\<Event folder>*, you find files named like *olEv_20220201_120003419_Down.xml* and *olEv_20220201_120003419_Up.xml*. These are the files which had been down- or uploaded before. Select the upload file with the last date/time and upload it to ol-events.ch.

However, for automatic uploads all potential problem sources should have been eliminated before the race... ;-)

See also

Using ol-events.ch - Overview

ol-events.ch - Upload start list

ol-events.ch - Upload radio controls

ol-events.ch - Upload radio punches

5.10.4 Using SportIdent Center - Overview_2

SportIdent Center 🔴 is the results web portal of the *SportIdent manufacturer*. You can upload the results there. This portal offers enhanced features for split times analysis. The map and the courses can be uploaded directly out of *OCAD* and be displayed there.

You can also use SportIdent Center to upload radio punches via the *SportIdent LTE modems*. You can download them into OE12 with the Online monitor - Client Web.

Working with SportIdent Center follows well-defined rules.

➖ Preparations

Create your event on SportIdent Center. At any time, you can create your local event here in OE12 also.

➖ Define the connection between SportIdent Center and your OE12 event

First of all, create and select your event in OE12.

Then go into *Web - SportIdent Center - Settings*. Copy&paste your access token into the input field and search for the event on SportIdent Center. The event will then be displayed at the top panel of all SportIdent Center upload windows. For more details, see the SportIdent Center settings reference.

➖ Upload the results

This function displays the split time result by classes. For more details see the SportIdent Center - Upload results reference.

5.10.4.1 SportIdent Center settings

To be able to upload the results from your OE12 event to the right event on SportIdent Center, you have to enter the access key and select the right event from SportIdent Center.

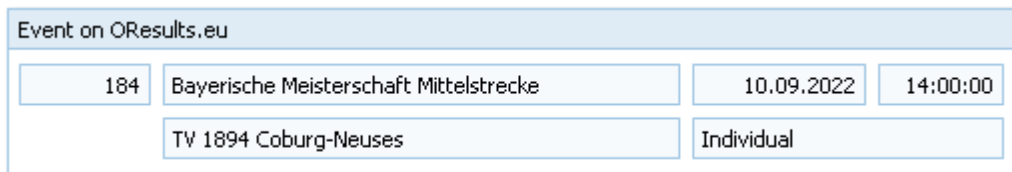In your SportIdent Center account you find the API access token. This is a long row of hexadecimal digits, so just copy&paste it into the input field. If you are working with a test event at the SportIdent Staging site (test site), then *check* Use Staging.

Select the right event from SportIdent Center. To avoid a long list of all events, enter a suitable interval into the from and to date fields. Click on the Search button . Now you see a list of your events on SportIdent Center:

After selecting the right event its properties will be shown in the dialog under Event on SportIdent Center.
Click on *OK* to save the input.

The event properties from SportIdent Center will also be displayed at the top panel of all SportIdent Center upload windows, so that you always know that you are working with the right event:

See also

Using SportIdent Center - Overview

5.10.4.2 SportIdent Center - Upload results

This function displays a result report with split times.

You have all usual possibilities to adjust the layout and select specific classes.

After you are ready, click on the *Upload* ⬆ button to upload. Usually you will activate the automatic updates **Automatic report**. Just watch the messages in the status line from time to time and the display on SportIdent Center.

Since the automatic report creates an upload file in the log folder every time, you have the possibility to limit the number of log files. Enter your preferred value into Settings - Maximum number of log files.

➖ Solving upload errors

If the upload did not work, then OE12 will issue an error message like Invalid syntax or Unknown request.
In most cases, there are situations which SportIdent Center can't handle. Normally you can read a detailed description in the error message. Try to solve it.

You can also try to *upload the same file manually*. Log in to SportIdent Center, select your event and click on Results . Click on Import results. Select the last uploaded file. The files are saved into the *Logs* subfolder of your Application settings folder. For more details look at the Application folders reference. In the *Logs* folder, you will find subfolders which have the same names as the event data folders. For remote events on the server, the local folder name is the

event folder name plus _R (for remote). Inside every *Logs\<Event folder>*, you find files named like *SIC_20220201_120003419_Up.xml*. These are the files which had been uploaded before. Select the upload file with the last date/time and upload it to SportIdent Center.

However, for automatic uploads all potential problem sources should have been eliminated before the race... ;-)

See also

Using SportIdent Center - Overview

5.10.5 Using OResults.eu - Overview

OResults.eu 🔵 is a new Czechian orienteering web portal. It works as a live results portal, which is similar to the well-known LiveResultat. It has a very easy-to-use web UI and publishing results there is free. The visual layout of the result pages is suited perfectly for smartphones.
With OE12 you can upload start lists, the radio control definitions, live results from radio controls and the normal results including all split times.

You can also use OResults.eu to upload radio punches via the *OResults Bluebox modems*. You can download them into OE12 with the Online monitor - Client Web.

➖ Preparations

Create your event on OResults.eu. Besides the pure event definition, there are no additional preparations necessary in the web UI of OResults.eu. At any time, you can create your local event here in OE12 also.

➖ Define the connection between OResults.eu and your OE12 event

First of all, create and select your event in OE12.

Then go into **Web - OResults.eu - Settings**. Copy&paste your api key into the input field and search for the event on OResults.eu. The event will then be displayed at the top panel of all OResults.eu download and upload windows. For more details, see the OResults.eu settings reference.

➖ Upload the start list

This function displays the start list by classes. The upload of the XML export requires a single mouseclick only. See the OResults.eu - Upload start list reference for more details.

➖ Upload the radio control definitions

This function displays a report of the radio controls. The upload of the XML export requires a single mouseclick only. See the OResults.eu - Upload radio controls reference for more details.

➖ Upload live results

This function displays the speaker result which includes the punches from the radio controls. For more details see the ol-events.ch - Upload radio punches reference.

➖ Upload the results

This function displays the split time result by classes. For more details see the OResults.eu - Upload results reference.

5.10.5.1 OResults.eu settings

To be able to upload the results from your OE12 event to the right event on OResults.eu, you have to enter the access key and select the right event from OResults.eu.

In your OResults.eu account you find the API key for your event. Just copy&paste it into the input field.

Click on the Search button ⬤ to display the event data which are stored on OResults.eu. If the key is wrong, then you will get an error message.
Click on *OK* to save the input.

The event properties from OResults.eu will also be displayed at the top panel of all OResults.eu upload windows, so that you always know that you are working with the right event:

See also

Using OResults.eu - Overview

5.10.5.2 OResults.eu - Upload start list

This function displays a start list report.

You have all usual possibilities to adjust the layout and select specific classes.

After you are ready, click on the *Upload* 🌐 button to upload. After the upload look into your account on OResults. eu and check out if everything is OK.

➖ Solving upload errors

If the upload did not work, then OE12 will issue an error message like Invalid syntax or Unknown request.
In most cases, there are situations which OResults.eu can't handle. Normally you can read a detailed description in the error message. Try to solve it.

You can also try to *upload the same file manually*. Log in to OResults.eu, select your event and go to Upload start list. Select the last uploaded file. The files are saved into the *Logs* subfolder of your Application settings folder. For more details look at the Application folders reference. In the *Logs* folder, you will find subfolders which have the same names as the event data folders. For remote events on the server, the local folder name is the event folder name plus _R (for remote). Inside every *Logs\<Event folder>*, you find files named like *ORes_20220201_120003419_Down.xml* and *ORes_20220201_120003419_Up.xml*. These are the files which had been down- or uploaded before. Select the upload file with the last date/time and upload it to OResults.eu.

See also

Using OResults.eu - Overview

OResults.eu - Upload radio controls

OResults.eu - Upload radio punches

5.10.5.3 OResults.eu - Upload radio controls

If you want to display live results with intermediate times from radio controls during the competition on OResults.eu, then you can upload the radio control definitions.

This function displays a list of the radio controls.

Click on the *Upload* button to upload.

 Solving upload errors

If the upload did not work, then OE12 will issue an error message like Invalid syntax or Unknown request.
In most cases, there are situations which OResults.eu can't handle. Normally you can read a detailed description in the error message. Try to solve it.

See also

5.10.5.4 OResults.eu - Upload radio punches

If you want to display live results with intermediate times from radio controls during the competition on OResults.eu, then you need to upload the radio punches during the competition.

This function displays a Speaker result of intermediate times.

You have all usual possibilities to adjust the layout and select specific classes.

After you are ready, click on the *Upload* 🌐 button to upload. Usually you will activate the automatic updates

Automatic report ▼ . Just watch the messages in the status line from time to time and the display on OResults.eu.

Since the automatic report creates an upload file in the log folder every time, you have the possibility to limit the number of log files. Enter your preferred value into Settings - Maximum number of log files.

➖ Solving upload errors

If the upload did not work, then OE12 will issue an error message like Invalid syntax or Unknown request.
In most cases, there are situations which OResults.eu can't handle. Normally you can read a detailed description in the error message. Try to solve it.

You can also try to *upload the same file manually*. Log in to OResults.eu, select your event and go to Upload results. Select the last uploaded file. The files are saved into the *Logs* subfolder of your Application settings folder. For more details look at the Application folders reference. In the *Logs* folder, you will find subfolders which have the same names as the event data folders. For remote events on the server, the local folder name is the event folder name plus

_R (for remote). Inside every *Logs\<Event folder>*, you find files named like *ORes_20220201_120003419_Down.xml* and *ORes_20220201_120003419_Up.xml*. These are the files which had been down- or uploaded before. Select the upload file with the last date/time and upload it to OResults.eu.

However, for automatic uploads all potential problem sources should have been eliminated before the race... ;-)

See also

5.10.5.5 OResults.eu - Upload results

This function displays a result report with split times.

You have all usual possibilities to adjust the layout and select specific classes.

After you are ready, click on the *Upload* 🌐 button to upload. Usually you will activate the automatic updates **Automatic report** ✔. Just watch the messages in the status line from time to time and the display on OResults.eu.

Since the automatic report creates an upload file in the log folder every time, you have the possibility to limit the number of log files. Enter your preferred value into Settings - Maximum number of log files.

➖ Solving upload errors

If the upload did not work, then OE12 will issue an error message like Invalid syntax or Unknown request.
In most cases, there are situations which OResults.eu can't handle. Normally you can read a detailed description in the error message. Try to solve it.

You can also try to *upload the same file manually*. Log in to OResults.eu, select your event and go to Upload results. Select the last uploaded file. The files are saved into the *Logs* subfolder of your Application settings folder. For more details look at the Application folders reference. In the *Logs* folder, you will find subfolders which have the same names as the event data folders. For remote events on the server, the local folder name is the event folder name plus _R (for remote). Inside every *Logs\<Event folder>*, you find files named like *ORes_20220201_120003419_Down.xml* and *ORes_20220201_120003419_Up.xml*. These are the files which had been down- or uploaded before. Select the upload file with the last date/time and upload it to OResults.eu.

However, for automatic uploads all potential problem sources should have been eliminated before the race... ;-)

See also

Using OResults.eu - Overview

OResults.eu - Upload start list

OResults.eu - Upload radio controls

OResults.eu - Upload radio punches

5.11 Extras

Under the *Extras* main menu item you find some extra functions which are not just O organising tasks.

Report layouts offers you an administration function for report and label layouts. You can use it to exchange the layouts with other users or copy them to other clients in the network.

With events of type Team you can migrate an event from OLTeam V10 into OE12.

Power users may want to perform changes on the event data outside of OE12. They can do so by exporting the right report, performing the changes and finally reimporting this file into the event. You can import classes, clubs or competitors directly into the event, using the appropriate CSV file format.

Basically, these imports are **designed for computer experts only** who have thorough experience with spread sheets. Such persons may export and re-import the data after some special evaluations. For example, they may need to draw the start list according to special rules and then re-import the data.

To get a sample of the right CSV file format, just export the right report. See the detailed sub-topics for more information.

5.11.1 Report layouts

This is an administration function for report and label layouts. You can use it to *exchange the layouts* with other users or copy them to other PCs.
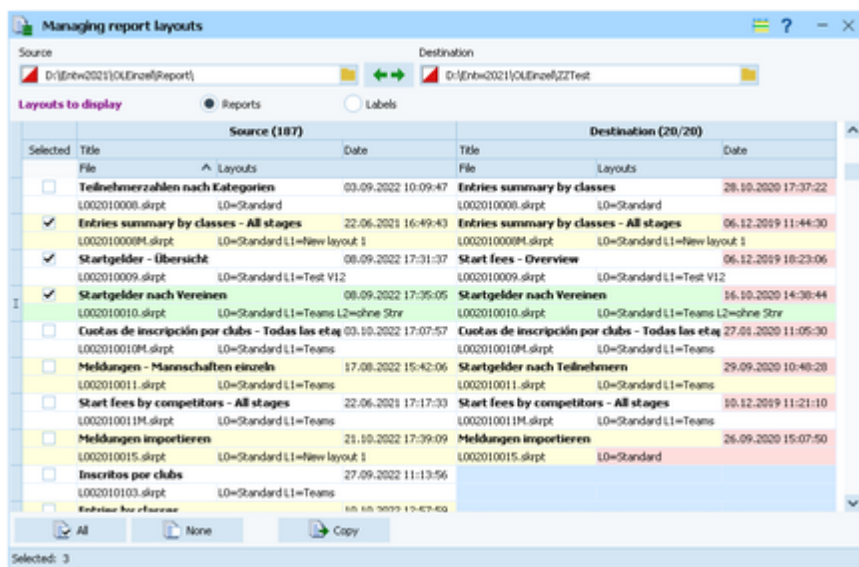
Select the folder with the source layouts and the destination folder. Select **which layouts** you want to copy: *Reports* or *Labels*. The existing layouts in both folders will be displayed.

If a layout does not exist in the destination folder, then this will be highlighted in blue colour. Differences of the file date and the layout names are highlighted in red. Use a suitable sort order to find the interesting layouts quickly. F. ex., if you sort by date, then you can display the last edited layouts on top of the table.

Check the layouts which you want to copy and copy them using the *Copy* button. Use the buttons *All* or *None* to

select/deselect all layout files quickly. Observe the status message in the status line.

Use the ▰ button to *switch into the application layout folder* either as the source or as the destination. This is the *\Report* subfolder of your application settings folder. With the ⬅➡ button, you can *exchange both folders* to invert the direction for copying.

OE12 checks whether layouts in both folders are from the right application and of the right version. You cannot work with layouts of other applications than OE12 V.12.1 and not with those of older versions like the Sportsoftware V11.

You can either copy the layouts directly to another client PC in the network, or you can copy them to an USB stick and use the USB stick as the source on other PCs to copy the layouts in there.

Notice

Sometimes, you will see the title **--- Missing title**. If all layouts in one of the two columns are showing no title, then you are most likely working on the default layouts folder. **Never touch the default layouts folder** with this function! This may damage the defaults in that way so that you may have to reinstall OE12.
Background: The default layouts had been copied by the setup into the subfolder *\Default* of your applications installation folder. They don't carry any customized settings, f.ex. no title and no printer settings. If you are displaying a report for the first time, then its layout will be copied into the *\Report* subfolder of your application settings folder. This file will be used to save all your customized settings and especially all your additional self-made layouts. Thus the number of layout files found in the *\Report* folder depends on which reports you had already displayed or which labels you had already printed. Since this function is designed for exchanging your customized layouts, it makes no sense to deal with the default layouts here.

See also

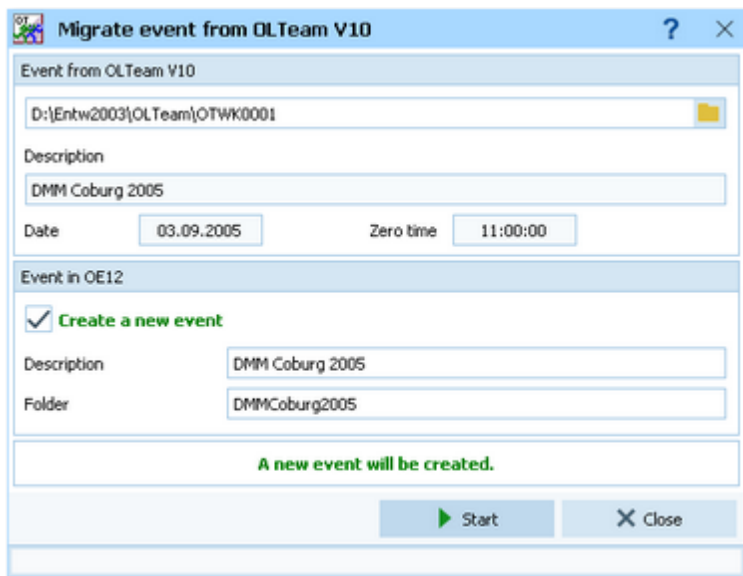[Application folders](#)

[Reports](#)

[Report layout editor](#)

[Label layout editor](#)

5.11.2 OLTeam V10

This function migrates an event from OLTeam V10 into OE12.
This function is available only with events of type Team.

Select the event from OLTeam V10. In this software, the event folder names are fixed names like *OTWK0001*. The last digits are the internal event number of OLTeam. The event folders are subfolders of the OLTeam installation folder. You see the description and the date of this event.

If you let Create a new event checked, then the OLTeam event will be migrated into a new and empty event. In this case, you will be able to edit the event description and the folder name which had been preset based on the source

event.

If you want to migrate the source **into the current event**, then just uncheck the option Create a new event.

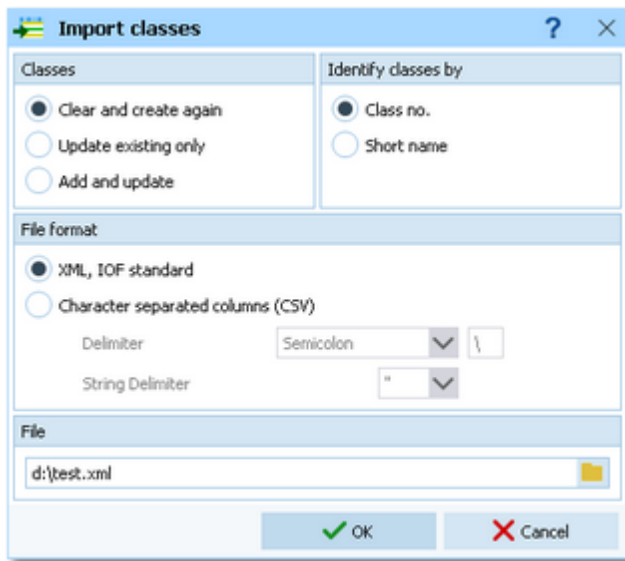Click on *Start* to launch the migration process.

See also

5.11.3 Import classes into the event

You can import classes directly into the event, using the correct CSV file format or the IOF XML format. This is the same import function like the Entries classes import which can be invoked from the Entries main menu item.

Basically, this import is **designed for computer experts only** who have thorough experience with spread sheets. Such persons may export and re-import the class table after some special evaluations.

Classes	Select the right working mode of the import. Since *Clear and Create again* will lose all special class settings like start list definitions, be careful when using it!
Identify classes by	Define by which field existing classes should be identified. Obviously the class no. should be preferred.
File format	Select XML or CSV.
CSV	The record structure is given in a special header line at the beginning of the file. The first column is always empty, headed by a unique identification of the export file. To get a sample of the right CSV file format, just export a class report. When editing this export file or creating a new one, be sure to preserve the first (empty) column which identifies this file as the right one for this import.
XML	This import requires the IOF XML format, document type *ClassList*. For more information on the IOF XML formats, have a look at the IOF web site.
Delimiter, String delimiter	Normally you can leave the defaults *Semicolon* and *"* here. If the application which created this import file used other delimiters, then set them accordingly.
File name	Select the import file here. See the Select file reference for more details.

Notice: If you are using the *Emit punching system*, please check out the *start punch setting* for all new classes! See the Emit settings reference for more details.

The import will create a comprehensive report about itself which will help you to fix possible errors.

Notice

The CSV file format had been changed from V.11.0 to V.12!!

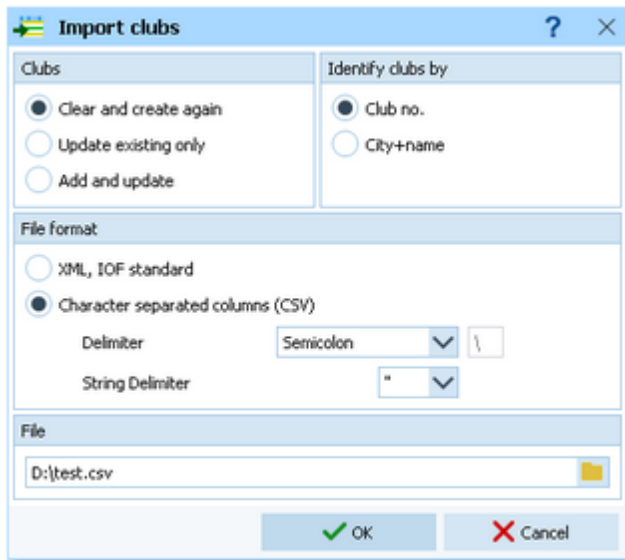If your import file contains errors then this may damage your event data.

See also

5.11.4 Import clubs into the event

You can import clubs directly into the event, using the correct CSV file format or the IOF XML format.

Basically, this import is **designed for computer experts only** who have thorough experience with spread sheets. Such persons may export and re-import the club table after some special evaluations.

Clubs	Select the right working mode of the import. Since *Clear and Create again* will lose all special club settings like start list definitions, be careful when using it!
Identify clubs by	Define by which field existing clubs should be identified. Obviously the club no. should be preferred.
File format	Select XML or CSV.
CSV	The record structure is given in a special header line at the beginning of the file. The first column is always empty, headed by a unique identification of the export file. To get a sample of the right CSV file format, just export a clubs report. When editing this export file or creating a new one, be sure to preserve the first (empty) column which identifies this file as the right one for this import.
XML	This import requires the IOF XML format, document type *ClubList (V2.0.3)* or *OrganisationList (V3.0)*. For more information on the IOF XML formats, have a look at the IOF web site.
Delimiter, String delimiter	Normally you can leave the defaults *Semicolon* and *"* here. If the application which created this import file used other delimiters, then set them accordingly.
File name	Select the import file here. See the Select file reference for more details.

The import will create a comprehensive report about itself which will help you to fix possible errors.

Notice
The CSV file format had been changed from V.11.0 to V.12!!

If your import file contains errors then this may damage your event data.

See also

5.11.5 Import competitors into the event

You can import competitors together with classes and clubs directly into the event, using the correct CSV file format.

Basically, this import is **designed for computer experts only** who have thorough experience with spread sheets. Such persons may export and re-import the complete event after some special evaluations. For example, they may need to draw the start list according to special rules and then re-import the data.

To get a sample of the right CSV file format, just export an entries report. When editing this export file or creating a new one, be sure to preserve the first (empty) column which identifies this file as the right one for this import.

Competitors	Select the right working mode of the import.
Identify competitors by	Define by which field existing competitors should be identified.
Clubs, Classes	Define how clubs and classes should be handled. *Keep existing* is to be preferred if the import file stems from a previous export. Thus you will not lose additional settings, f.ex. for start list organisation. With *Keep existing*, missing clubs or classes will always be inserted. They will be identified by the club or class number. Possible name conflicts will be bypassed by issuing suitable names. This will be shown in the report of this import.
Time format	Select the time format which is used by your import file. Start and finish times are expected to be in relative event time.
File format	Only CSV is available here.
Export file of a single day event	This option is available only if you are working on a multi day event. There are two different formats available for multi days and single days. If checked, then the import file will be imported into the current stage.
Delimiter, String delimiter	Normally you can leave the defaults *Semicolon* and *"* here. If the application which created this import file used other delimiters, then set them accordingly.
File name	Select the import file here. See the Select file reference for more details.

The import will create a comprehensive report about itself which will help you to fix possible errors.

Notice
The CSV file format had been changed from V.11.0 to V.12!!

If your import file contains errors then this may damage your event data.

Avoid importing a club or class with number 0!

If you are registering the entries using an external software or by a web page, then don't use this import here, but the special entries import function.
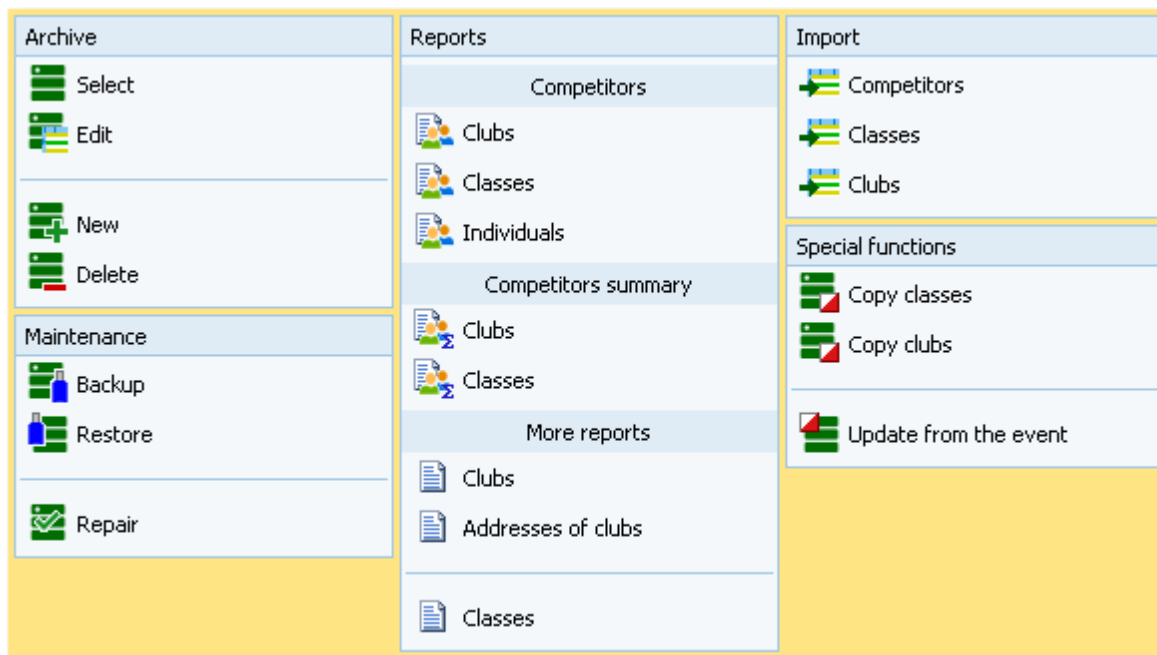
See also
Import classes into the event

Import clubs into the event

Export dialog

5.12 Archive

You can define the same archive root folder for all SportSoftware applications. This means *that you can use exactly the same archive* from all SportSoftware applications simultaneously.

The *Archive* main menu topic offers you all functions which are necessary for managing multiple archives.

On starting, OE12 always selects the previously selected archive. Via *Archive - Select*, you can select another archive. See the Select archive reference for more details.

To create a new archive use *Archive - New*. This will display the archive settings dialog, where you can enter the characteristics of the new archive. Look at the Create a new archive reference to learn more.

To edit the archive, means the competitors, club, classes and the settings, use *Archive - Edit*. See the Edit archive reference for more details.

In the course of time old archives, saved archive status, or even test data will enlarge the archive selection list unnecessarily. To delete an archive, use *Archive - Delete*. See the Delete archive reference for more details.

Do not forget backing up your current archive after each session where you had edited it. This is the function *Archive - Backup*. See the Backup archive reference for more details.

If you followed a well thought out backup strategy, you have the chance to restore your archive data in error cases. Use *Archive - Restore* which is described in detail in the Restore archive reference.

Due to faulty network settings or other reasons (you can't imagine what can happen...) you may have got corrupted data. You can try to repair this yourself using *Archive - Repair*. See the Repair archive reference for more details.

Usually, you will create the competitors' archive by an *import* from an external database. This is done by the import functions for competitors, classes and clubs. See also the Imports into the archive reference.

Due to the import from a federation database, you may already have a well defined class table template for your events. Then copy this class table from the archive into the event using *Archive- Copy classes* and use this as your starting point. For more details see the Copy classes into the event reference.

Sometimes it may be preferred to Copy the clubs from the archive into the event beforehand: *Archive - Copy clubs*.

OE12 provides a comfortable function to maintain the archive based on event data: *Archive - Update from the event*. This function works perfectly if the event had been computed using the same archive, but it is also easy to use if the archive had not been used in the event. For more details see the Update archive from the event reference.

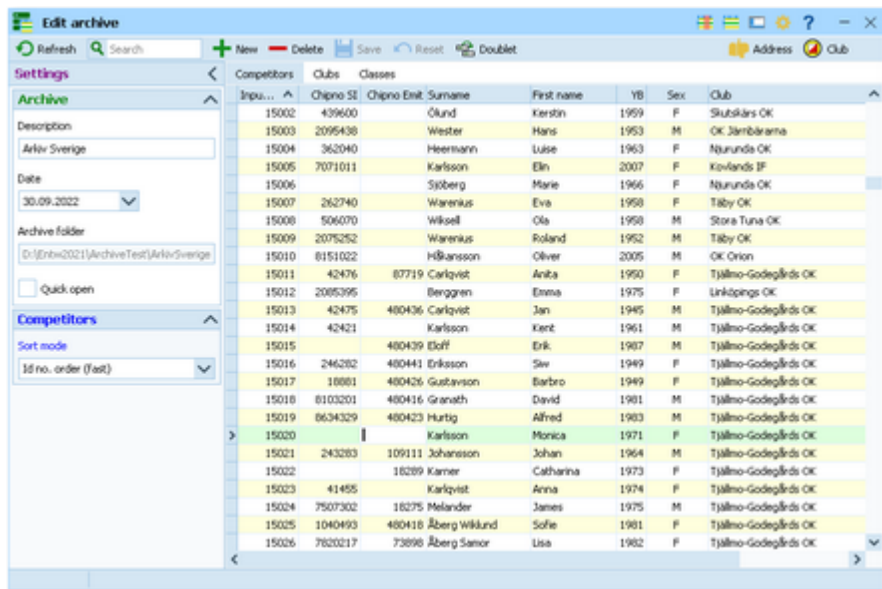## See also

Managing entries - Task based help

5.12.1 Edit archive

Usually, you will create the competitors' archive by an import from an external database. You can maintain the archive, edit, delete and insert competitors.

The Archive form has three grids where you can edit competitors, clubs and classes. Look at the top of the data grid.

If you need more details about editing in the data grid, have a look into the data grid reference.

➖ Customizing the settings

Archive

You can modify the description and the date of the archive. These settings will be displayed in reports, the archive selection dialog and several working forms, f.ex. the entries form.

Quick open   For large archives like the Swedish and Finnish ones, opening it takes too long since the whole database must be read into memory. The Quick open mode is the same quick way of computing like in previous versions of the SportSoftware. However, there are some restrictions with sorting and searching capabilities.

OE12 will remind you to set this if the archive has more than 20000 competitors. Also, the opposite will be reminded: if you have an archive smaller than 20000, you should unselect the Quick open mode. Of course, if your machine is fast enough, you can always use the normal mode.

Competitors

You can define the sort mode for classes and clubs. They can be sorted by their Id numbers (class number or club number) or alphabetically. The latter may be too slow sometimes for large archives. Choosing the Id no. order will optimize the load time of this form.

➖ Editing competitors

Be sure that you are displaying the competitors grid `Competitors` .

Competitors	Clubs	Classes					
Inpu... ⌃	Chipno SI	Chipno Emit	Surname	First name	YB	Sex	Club
15006			Sjöberg	Marie	1966	F	Njurunda OK
15007	262740		Warenius	Eva	1958	F	Täby OK
15008	506070		Wiksell	Ola	1958	M	Stora Tuna OK
15009	2075252		Warenius	Roland	1952	M	Täby OK
15010	8151022		Håkansson	Oliver	2005	M	OK Orion
15011	42476	87719	Carlqvist	Anita	1950	F	Tjällmo-Godegårds OK
15012	2085395		Berggren	Emma	1975	F	Linköpings OK
15013	42475	480436	Carlqvist	Jan	1945	M	Tjällmo-Godegårds OK
15014	42421		Karlsson	Kent	1961	M	Tjällmo-Godegårds OK
15015		480439	Eloff	Erik	1987	M	Tjällmo-Godegårds OK
15016	246282	480441	Eriksson	Siw	1949	F	Tjällmo-Godegårds OK

When working on the competitors, please observe the following hints for the columns.

Class   The class is an optional field here. You have the possibility to assign the class here in the archive and copy it later together with the competitor into the event. As an alternative, you may omit the class. In this case, enter year of birth and sex of the competitor, so that the class can be calculated when the competitor will be inserted into the event from the archive. See also the Entries reference.

To enter a class, click on the dropdown button in the class field ⌄ and select one. You can also use the keyboard. Just begin with the first character of the class. Then the class list will popup. Play a bit around what happens if you type further to get a feeling for that. You can also move with the arrow keys in the list and finally enter the class by *Enter*.

Club   Selecting and assigning an existing club just works in the same way as with the class. You can add new clubs and edit club details together with the competitor.

Click on the Club details button 🔲 Club to open this panel.

Club details   ✕

    🔲 **Create club**

Club   ⌃

No	95
Cl.name	
City	TV 1894 Coburg-Neuses
Nat	GER
Location	
Region	

Address (Address 1)   ⌃

First name	Heinrich
Surname	Muster
EMail	muster@web.de
Street	Am Wald 1
Line2	
Zip	D-99999
City	Musterdorf
Phone	
Mobile	
Fax	

Address 2   ⌄
Address 3   ⌄

To create a new club, just click on the button to create it and enter its details. See the paragraph about Editing clubs below for more details about the input fields.

YB	Enter the year of birth in the full four-digit format. This may be required for calculations. In the reports the last two digits will be displayed only. See also the description of the class above.
Input order	This number can't be modified since it is filled automatically. You can sort by this column to get just the input order.
Chipno SI, Chipno Emit	**Please do distinguish precisely between these two columns!** When inserting a competitor into the event, the right chip no. will be copied according to the chip system which is used at the event.
Rented	You can use the column Rented to use the archive for *administering a pool of chips which are to be rented* at events. You can indicate such chips by a special "name" and "club".
	If such a chip ("person") will be inserted into the event, then only the chip no. will be copied. All other fields will not be transferred, so that you have to add the real name of the competitor. See also the Entries reference.
Address	You can edit the individual address of the competitor.

Click on the Address button to open this panel.
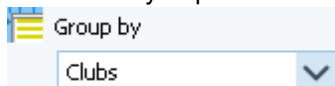
Extra fields Num1,2,3	You can use those fields for any purpose. You can define your customized names for those columns in the Extra fields dialog.
Extra fields Text1,2,3	

▬ Using the group by feature

Sometimes you prefer to use the group by feature to get a better overview. You can group by clubs or classes:

This will change the display of the grid:

You can now expand the club which you want to focus on. Independently of the club sort order, you can sort the competitors by any different column. Grouping by classes works in the same way.

See also the Working form reference.

Editing classes

You can build your own archive classes table as a template for your events. You may do this manually or import the classes from an external database.

See the paragraph above for more information about handling classes with the archive.

Click on the classes tab [Classes] to display the classes grid.

When working on the classes, please observe the following hints for the columns.

No	The class number identifies the class uniquely. In insert mode, this input field will be filled with the next available number as a default. However, to have more flexibility for later additions, you may prefer to enter class numbers in steps of 10. Have a look into the demo archive to get a feeling about suitable class short and long names as well as class numbers.
	A class number must be unique. In addition to the class name, reports can be sorted by this number. Thus you can define a class order of your choice by assigning suitable numbers.
Short, Long	The short name must be unique and should be as short as possible to speed up keying in the entries. Typing two or three letters without blanks is very fast and it will speed up also the selection from the automatic list box. The long name can be more descriptive

and longer and include blanks. Short and long names can be used alternatively in reports. Just select what you prefer. In some cases the short name will appear on reports for limited space reasons. Use capital letters for them, so it looks reasonable on the reports.

Start fee	The start fee will be important here if you are using this archive table as a template for your events. It will be copied together with all other columns into the event.

Currency sign

OE12 uses the currency sign of your Windows settings. To change it, go to *System Panel-Country settings*. There you can also define the layout of currency amounts, whether the sign should be shown before or behind the value.

Start fee 2	For special purposes, you can define a second start fee, which will also be copied into your event. See also the entries reference.
Sex, Age from, Age to	Enter values for Sex, Age from and/or Age to if you want to calculate the appropriate class of competitors being inserted from the archive. It is sufficient to have Age to only for youngster classes and Age from only for veteran classes. See the Entries reference for more details.
Type	You can assign a class to a class type. The class types provide you additional selections for start list and result reports.

To modify the class type, click on the dropdown button in the column ⌄ and select one. You can also use the keyboard. Just begin with the first character of the class type. Then the types list will popup. Play a bit around what happens if you type further to get a feeling for that. You can also move with the arrow keys in the list and finally enter the class type by *Enter*.

At the right, you see the Class type panel.

To create a new class type, just click on the button **➕ New class type** to create it and enter its details. The No is an internal number which you can't edit. Be sure to have different descriptions for different class types!

Classified	This column is checked by default which means that in the results the class will be classified by times and places. If you uncheck this, then in the result of this class there will only be a comment whether the competitors did their course correctly.

➖ Editing clubs

Normally you enter a new club together with the first competitor of this club. See the paragraph above about editing competitors. The clubs grid is mainly designed for doing modifications. Click on the clubs tab Clubs to display the clubs grid.

When working on the clubs, please observe the following hints for the columns.

No	The club number identifies the club uniquely. In insert mode, this input field will be filled with the next available number as a default. A club number must be unique. Like by other fields, reports can be sorted by this number. Thus you can define a club order of your choice by assigning suitable numbers.
City, club name	Editing a club is split into those two fields to allow a reasonable alphabetical sort order by the city which is part of the full club name. In the reports, the full club name will be composed of the club name and the city.

Examples: In many countries, clubs are written like TuS Mitterteich, TV Coburg-Neuses, TOLF Berlin, etc. Those clubs should be entered with TuS as the club name and Mitterteich as the city and so on. See the (German) demo events. There are also other clubs in which names the city is naturally at the beginning, like Ronneby OK. Those clubs should be entered completely into the city and the name should be left blank. In some countries, it is usual that they don't use full city names at all, but only the abbreviation, like USOC, HAVOK, AIRE, GRAMP, etc. In this case, the abbreviations must be entered into the city field.

Location, Region	Use those columns to allow even more sort orders for clubs in reports.
Nation	The nation abbreviation should only be entered for foreign clubs.
Addresses	You can enter up to three addresses per club.

Click on the button 👍 Addresses to open this panel.

You can define your own description for the three addresses with the extra fields.

Num1, Num2, Text1, Text2	There are four additional fields available for numerical or text data. You can define your own description for these columns with the extra fields.

⊟ Special functions

🖧 Search next doublet

You can also use the hotkey *F12*. This function searches always in the current sort order. Mostly it will be used to search for multiple chip numbers or database ids.
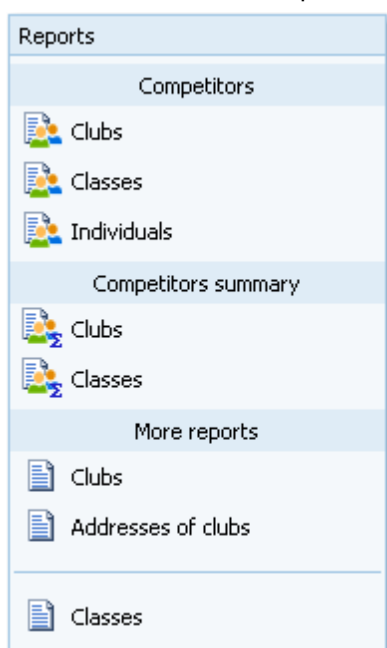
See also

Managing archives - Task based help

Update archive from the event

Archive reports

5.12.2 Archive reports

There are various archive reports. You find them in the main menu under *Archive.*

The titles should be self-explaining.

There are some special options in the archive reports.

Display formats ⚙   You can define the Name format.

Quick selection   In the selection panel of the competitors report by classes you find the Quick selection combobox `Normal; Championship ⌄`. You can use this to select all classes with the desired class types by checking them. For more information about class types see the Classes reference.

In the selection panel of the report about club addresses you find a similar Quick selection. This one allows to select which address types should be included in the report. For more information see the Clubs reference.

In the selection panel of the report by competitors you find the quick selection button *Addresses only*. You can use this to select all competitors who have an address entered with a single mouseclick. Note that you have the possibility to sort the selection grid (thus the report output) by zip code and city.

Competitors sorted by   This is available for club and class reports. Within a class/club the competitors will be sorted by the selected field.

In the report about clubs (the clubs list) you can select whether and which addresses should be included in the report.

For general information about reports, see the reports reference.

Label layouts

The Competitors reports are using the same pool of label layouts. That means f.ex., if you modify a layout in the Competitors by clubs report, this will also be used in all other Competitors reports.

CSV export

The competitors, classes and clubs reports can be exported to CSV format. The record structure is given in the header line within the output file (format header). These export files have the same structure as the input files required by the corresponding archive import.

Notice: The CSV file formats have been changed from V.11.0 to V.12!!

XML export

You can export the competitors, classes and clubs reports into the IOF standard with the relevant document type. This is the same format as for the archive XML import.

For more details, see the exports reference.

See also

Archive

Reports

5.12.3 Select archive

On starting, OE12 always selects the previously selected archive. If this archive cannot be found, you will get a message when you will attempt to open it, f.ex. in the entries form. This form will then indicate that there is no archive selected. One reason may be that you might have renamed, moved or deleted the archive folder or the archive root folder "from outside".
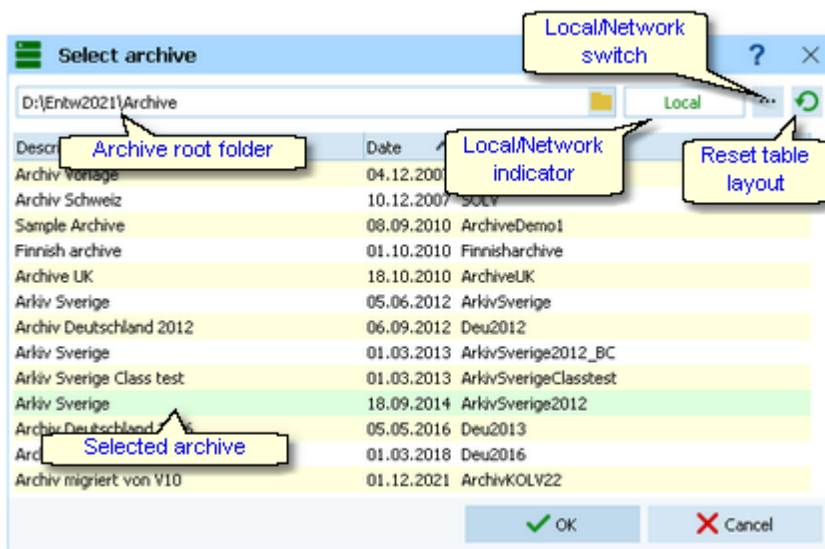
When opened, this dialog displays all the archives which can be found in the current archive root folder.

You can select another archive root folder if necessary. Mostly this will only be used when switching to a network folder which resides on a remote machine and its hard disk. For more details on how to use the folder list box see the List box selectors reference. For more details on the application folders see the Application folders reference.

The indicator field shows you if the archive root folder (and thus the archives shown in the list) is on the local hard disk or via the network on a remote hard disk. With the Local/Network switch you can switch between the last used local and network folders by a single mouseclick. See also the paragraph about Working in a network below.

You can customize the grid layout and sort the table like you prefer. The most useful sort order is by date (which is the default). Use the Reset table layout button to do exactly that. For more details on customizing the layout or

sorting the table see the Selection grid reference.

To *highlight* an archive, click on it or move using the arrow keys. To *select* it, doubleclick on it, press Enter or click on *OK*.

⊖ Working in a network

Basically you can have the archive root folder on any remote hard disk without any limits. Once you had used a remote folder, OE12 remembers that one in addition to the local archive root folder. That's how the Local/Network switch works.

Of course there are some requirements to be observed when working in a network. Please read carefully the topic Working in a network!

Notice: If you are working with different restricted user accounts, then please first study the Working with restricted user rights chapter.

See also

     Managing archives - Task based help

     Working in a network - Task based help

     Working with restricted user rights - Task based help

5.12.4 Create a new archive

When creating a new event, the New archive dialog will be displayed.

You can modify the archive description, the folder and the date. The date format is as predefined in your Windows settings. You can enter it manually or use the calendar popup.
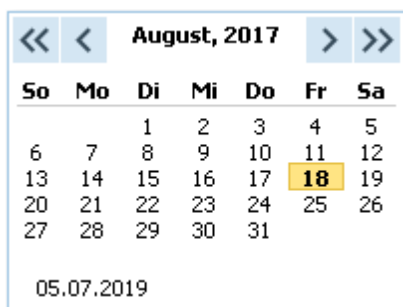
OE12 will switch into this new archive automatically.

See also

     Managing archives - Task based help

5.12.5 Delete archive

In the course of time old archives, saved archive status, or even test data will enlarge the archive selection list unnecessarily. To delete an archive, select it from the list and click *Delete*.
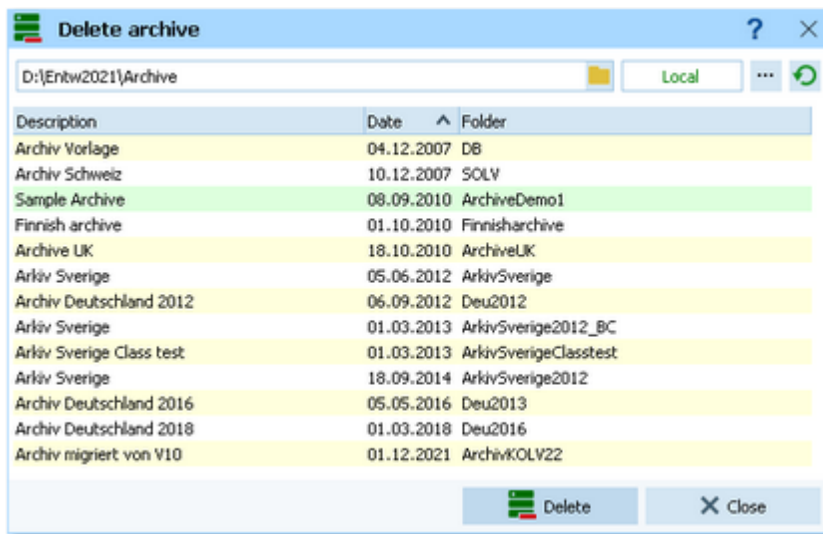
Notice: If you are working with different restricted user accounts, then please first study the Working with restricted user rights chapter.

See also

Managing archives - Task based help

Working with restricted user rights - Task based help

5.12.6 Backup archive

Do not forget backing up your archive after each working session on it. Especially use the backup file to exchange the archive with other users.
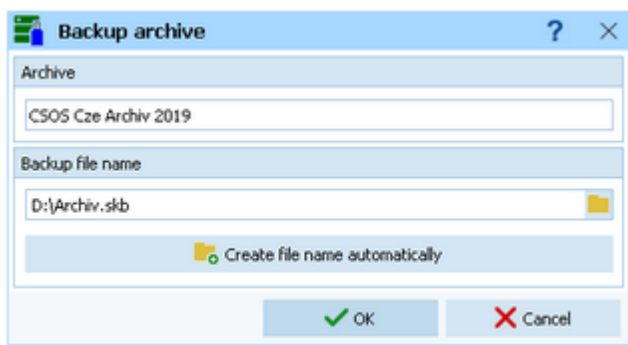
This function saves your archive into a single compressed file of type *.skb*.

Select or edit the backup file name. For more details on how to use the file selector see the Select file reference. It is recommended to backup data to an USB stick or to a remote node in the network.

Use the button *Create file name automatically* to get an appropriate new file name quickly. They are named like *<Archive>_Date_Time.skb*. Those files will be created into the folder which is entered in the input field. **Notice:** If you enter a new folder for this purpose, make sure that it will be terminated by the backslash ****. Then it will be created automatically.

See also

Managing archives - Task based help

5.12.7 Restore archive

With a regular backup, you have the chance to restore your archive data in error cases. However, the main purpose of the restore function is to copy an archive which had been prepared elsewhere (federation) into OE12.
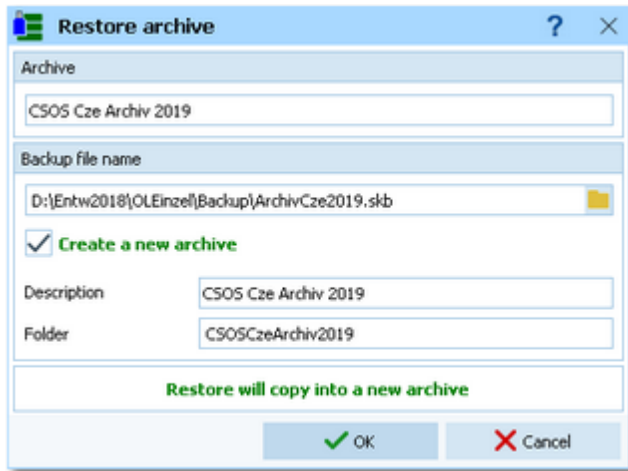
Select the backup file which contains your backup dataset. Normally this should be preset from the previous backup.

If you let Create a new archive checked, then this backup will be copied into a new and empty archive. In this case, you will be able to edit the folder name which had been preset based on the archive description found in the backup set.

If you want to restore the backup **into the current archive**, then just uncheck the option Create a new archive.

Notice

You can only restore backup files which are really archives. If this is an invalid backup (maybe an event backup) or the file does not exist, then the Description field will display **Backup: invalid file format**.

See also

Managing archives - Task based help

5.12.8 Repair archive

You can try to repair corrupted data yourself. This may have happened due to faulty network settings. Or you may simply want to change the database sort order.
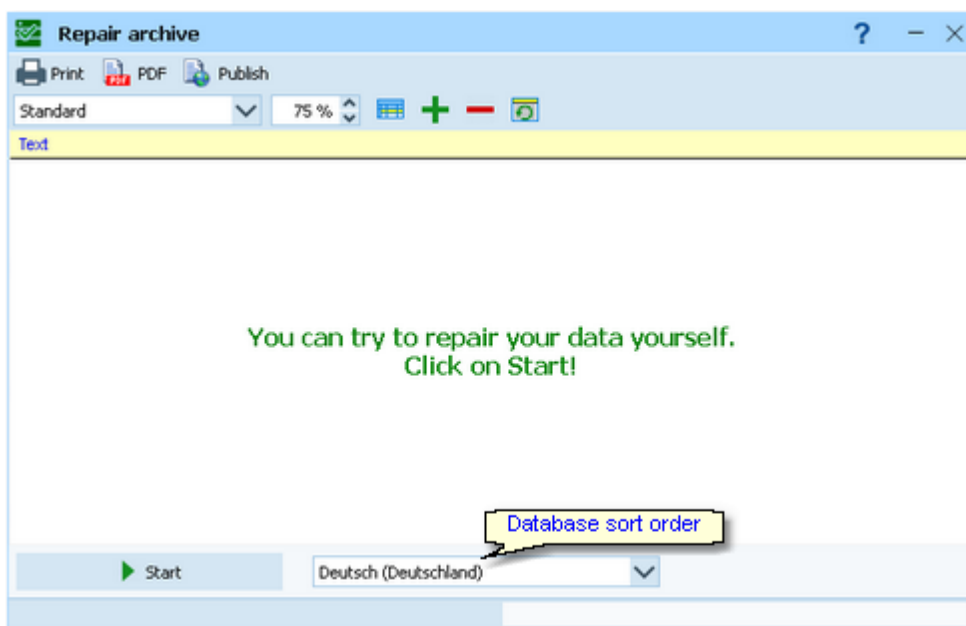
Click on *Start*. The data will be repaired. Internal structures and file size will be optimized, using the selected

database sort order.If you need, you can print the protocol.

Notice

The database sort order is independent of the application language. It defines how the text fields (f.ex. names) are sorted within the archive database. When creating a new archive, the default setting of your Windows configuration will be used. As far as your Windows configuration allows this, you can switch to any foreign sort order here.

Actually this setting is only important for competitors reports where you have the option to sort the competitors by names within the classes or clubs. The sorting in the working grid always uses your Windows default setting which should be the right one.

See also

Managing archives - Task based help

5.12.9 Imports into the archive

You can import classes, clubs or competitors into the archive, using the appropriate CSV file format or an XML file which follows the IOF standard.
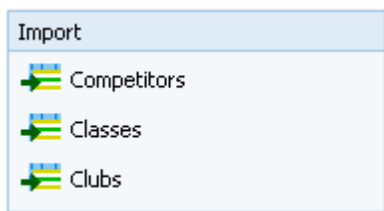
The average user will not have to deal with exports out of and imports into the archive. In most countries there is a ready-to-use archive available which you simply can make available by the Restore archive function.

Nevertheless, importing the archive from centrally provided CSV or XML files is also simple as long as you are only creating a new archive.

Only **maintaining the archive** by exports and imports is **reserved for computer experts only** who have thorough experience with spread sheets. Such persons may export and re-import the data after some special evaluations or update procedures.

To get a sample of the right CSV file format, just export the right report. See the detailed sub-topics for more information.

To get the right information about the IOF XML standard formats, have a look at the IOF web site.

Notice

The CSV file formats had been changed from V.11.0 to V.12!!

If your import file contains errors then this may damage your archive data.

See also

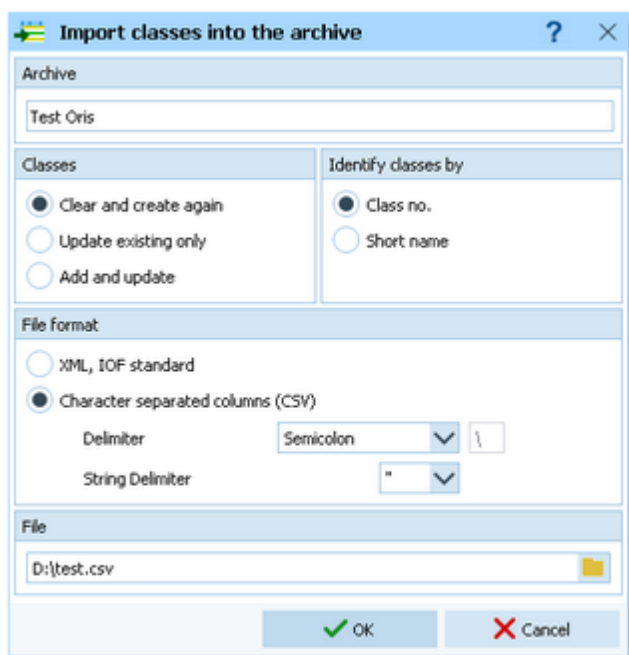Import competitors into the archive

Import clubs into the archive

Import classes into the archive

Export dialog

5.12.9.1 Import competitors into the archive

You can import competitors together with classes and clubs into the archive.

The average user will use an import file which had been provided by the federation or another central place. Just select *Clear and create again* and select the right file.

Only **maintaining the archive** by exports and imports is **reserved for computer experts only** who have thorough experience with spread sheets. Such persons may export and re-import the data after some special evaluations or update procedures, or just provide the right import files for the users in their country.

Competitors	Select the right working mode of the import.
Identify competitors by	Define by which field existing competitors should be identified.
Clubs, Classes	Define how clubs and classes should be handled. *Keep existing* is to be preferred if there were extra clubs and classes imports previously. If the competitor file is the only import file by which you create a new archive, then select *Clear and create again*. With *Keep existing*, missing clubs or classes will always be inserted. They will be identified by the club or class number. Possible name conflicts will be bypassed by issuing suitable names. This will be shown in the report of this import.
File format	Select XML or CSV.
CSV	The record structure is given in a special header line at the beginning of the file. The first column is always empty, headed by a unique identification of the export file. To get a sample of the right CSV file format, just export an archive competitors report. When editing this export file or creating a new one, be sure to preserve the first (empty) column which identifies this file as the right one for this import.
XML	This import requires the IOF XML format, document type *CompetitorList*. For more information on the IOF XML formats, have a look at the IOF web site.
Delimiter, String delimiter	Normally you can leave the defaults *Semicolon* and *"* here. If the application which created this import file used other delimiters, then set them accordingly.
File name	Select the import file here. See the Select file reference for more details.

The import will create a comprehensive report about itself which will help you to fix possible errors.

Notice
The CSV file format had been changed from V.11.0 to V.12!!
If your import file contains errors then this may damage your archive data.

See also
Import clubs into the archive
Import classes into the archive
Export dialog

5.12.9.2 Import classes into the archive

You can import classes into the archive.

The average user will use an import file which had been provided by your federation or another central place. Just select *Clear and create again* and select the right file.

Only **maintaining the archive** by exports and imports is **reserved for computer experts only** who have thorough experience with spread sheets. Such persons may export and re-import the class table after some special evaluations or update procedures, or just provide the right import files for the users in their country.

Classes	Select the right working mode of the import.
Identify classes by	Define by which field existing classes should be identified. Obviously the class no. should be preferred.
File format	Select XML or CSV.
CSV	The record structure is given in a special header line at the beginning of the file. The first column is always empty, headed by a unique identification of the export file. To get a sample of the right CSV file format, just export an archive classes report. When editing this export file or creating a new one, be sure to preserve the first (empty) column which identifies this file as the right one for this import.
XML	This import requires the IOF XML format, document type *ClassList*. For more information on the IOF XML formats, have a look at the IOF web site.
Delimiter, String delimiter	Normally you can leave the defaults *Semicolon* and *"* here. If the application which created this import file used other delimiters, then set them accordingly.
File name	Select the import file here. See the Select file reference for more details.

The import will create a comprehensive report about itself which will help you to fix possible errors.

Notice
The CSV file format had been changed from V.11.0 to V.12!!

If your import file contains errors then this may damage your archive data.

See also
Import competitors into the archive

Import clubs into the archive

5.12.9.3 Import clubs into the archive

You can import clubs into the archive.

The average user will use an import file which had been provided by your federation or another central place. Just select *Clear and create again* and select the right file.

Only **maintaining the archive** by exports and imports is **reserved for computer experts only** who have thorough experience with spread sheets. Such persons may export and re-import the club table after some special evaluations or update procedures, or just provide the right import files for the users in their country.

Field	Description
Clubs	Select the right working mode of the import.
Identify clubs by	Define by which field existing clubs should be identified. Obviously the club no. should be preferred.
Import restriction	Some suppliers (web services) of the import file may deliver a file which includes many obsolete clubs. Normally they have club numbers above a special limit. If you check *Do not import clubs beginning with club no.* and enter this limit here, then those clubs will not be imported.
File format	Select XML or CSV.
CSV	The record structure is given in a special header line at the beginning of the file. The first column is always empty, headed by a unique identification of the export file. To get a sample of the right CSV file format, just export an archive clubs report. When editing this export file or creating a new one, be sure to preserve the first (empty) column which identifies this file as the right one for this import.
XML	This import requires the IOF XML format, document type *ClubList (V2.0.3)* or *OrganisationList (V3.0)*. For more information on the IOF XML formats, have a look at the IOF web site.
Delimiter, String delimiter	Normally you can leave the defaults *Semicolon* and *"* here. If the application which created this import file used other delimiters, then set them accordingly.
File name	Select the import file here. See the Select file reference for more details.

The import will create a comprehensive report about itself which will help you to fix possible errors.

Notice
The CSV file format had been changed from V.11.0 to V.12!!

If your import file contains errors then this may damage your archive data.

See also

[Import competitors into the archive](#)

[Import classes into the archive](#)

[Export dialog](#)

5.12.10 Copy classes into the event

You can copy the class table from the archive into the current event. Most national archives offer a template class table. You can use this as a starting point for the actual class table of your event.

Please make sure to copy only into a new event! If you would copy the classes into an event which was not empty, you may lose classes which had been already referred by some entries, or you may lose start list settings.

This action will create a comprehensive report about itself which will help you to fix possible errors.

See also

[Classes](#)

[Archive](#)

[Import classes into the event](#)

5.12.11 Copy clubs into the event

You can copy the clubs from the archive into the current event.

Please make sure to copy only into a new event! If you would copy the clubs into an event which was not empty, you may lose clubs which had been already referred by some entries or the existing club numbers may point to the wrong clubs. However, there will be no problem if you had entered those entries using the same archive and the option Use archive club numbers.

This action will create a comprehensive report about itself which will help you to fix possible errors.

Notice: Normally, clubs will be inserted automatically with the entries. This ensures that you only have those clubs in your event which had actually entered. Please use this import only if you really need to have all clubs from the archive within your event.

See also

[Clubs](#)

[Archive](#)

[Import clubs into the event](#)

5.12.12 Update archive from the event

Usually, national archives will be maintained by somebody of the federation and you will create the competitors' archive by an [import](#) from an external database.

However, for special purposes (f.ex. frequent training events), you can maintain your own (smaller) archive. This function provides you a powerful tool for that.

It is a good practice to have this form open together with the edit archive form and arrange them side by side. So you can do necessary edits or checks quite easily, f.ex. inserting new clubs.

Basically updating the archive consists of 4 steps:

- Validating the club assignments
- Displaying the differences between the event and the archive
- Selecting competitors for the update
- Updating the selected competitors

It is recommended to perform the last two steps in several rounds. See the paragraphs below for more details.

Notice: Please have in mind two basic rules. Inserting new clubs must be done manually in the edit archive form. Also the database ids for new competitors in the archive must be defined in the archive form.

Step 1: Validating the club assignments

When opening the form, OE12 checks the clubs in the event and tries to assign them to the clubs in the archive. This is easy and straightforward if you had already used the same archive for the event and if you had set set the Copy archive club no. flag for the entries. For more details see the Entries reference. However, this may not be the case. OE12 will detect automatically whether the club numbers from the archive had been used. If this is not the case, then it tries to identify the clubs by the club name and city.

You will be prompted to validate the assignments.

Differences between the event club and its archive assignment are displayed in red colour while missing assignments are shown in purple. In most cases, the club could not be found in the archive because it had been written differently in the event. That's normal if you did not use the archive...

So the next task is to assign all those clubs manually until the really new ones will remain only.

In the upper assignment table, highlight a club whose assignment is missing. Look for the club in the bottom archive table. If you found it, then click the *Assign* button or *doubleclick* the club in the archive.

If you need to clear a previous assignment, highlight the club in the upper table and click the *Delete* button or press the *Del* key.

Finally, the remaining unassigned clubs should be those which are actually new for the archive. Now you should switch into the Edit archive form and enter them there. Please take care of assigning appropriate club numbers. Look into the Edit archive reference if necessary.

After that, refresh the archive table at the bottom and assign the new clubs. At the end, you should only leave those clubs unassigned which should definitely not be entered into the archive, f.ex. foreign clubs at an international competition.

Notice: You can use any sort order and customize the layout as usual. However, hiding and resizing the columns is possible in the left event table only. The columns of the right archive table will be adjusted automatically so that you get the best overview. You can also arrange the columns in two lines for each record.

Step 2: Displaying the differences between the event and the archive

Differences

Identify competitors by
- (●) Database Id
- ( ) Chip
- ( ) IOF Id
- ( ) Name
  - [ ] Year of birth
  - [ ] Club

Select the right fields by which you want to identify the competitors. If the entries had been done using this archive, then select Database Id, otherwise Name and Year of birth will be the right choice. For World Ranking events, the IOF Id may be a good choice. The priorities are given by the order of the items. Always the most propable competitor will be assigned. F.ex., if you had selected database id and name, and there is only a single competitor with the right database id but another name in the archive, then this one will be assigned. Click on the *Differences* button.

Differences

Total	783
Not definite in the archive	138
Not in the archive	216
Chip	412
IOF Id	97
Name	26
Year of birth	12
Sex	3
Club	4
Address	0

At the left, you see a summary of the differences.
Not definite in the archive means both those who can't be determined uniquely from the archive and those where the club is not assigned to an archive club (see the above paragraph).

		Event				Archive			
Selected	Surname	First name	YB	Sex	Surname	First name	YB	Sex	
Input order	Club	Db Id	IOF Id	^	Chip	Club	Db Id	IOF Id	Chip
[ ]	Tesarová	Markéta	1994	F	Tesarová	Markéta	1994	F	
502	SK Žabovresky Brno	ZBM9456	5884	9201068	SK Žabovresky Brno	ZBM9456	5884	8660416	
[✓]	Topinková	Monika	1980	F	Rollier	Monika	1980	F	
557	OK 99 Hradec Králové	PHK8051	5982	515494	OK 99 Hradec Králové	PHK8051	5982	8680379	
[ ]	Wolowczyk	Mariola	1968	F	--- Club not found in th				
889	UNTS Warszawa	28P6851	6454	895015					
[✓]	Burdová	Adéla	1991	F	Havlová	Adéla	1991	F	
576	OK Jiskra Nový Bor	BOR9161	759	7434894	OK Jiskra Nový Bor	BOR9161	759	8660528	
[ ]	Bravený	Vít	1991	M	Bravený	Vít	1991	M	
496	SK Žabovresky Brno	ZBM9102	7924	888891	SK Žabovresky Brno	ZBM9102	7924	8660450	
[ ]	Chromý	Adam	1988	M					
488	SK Žabovresky Brno	ZBM8841	8435	896975					

Only those competitors with differences to the archive or those who are not in the archive will be displayed. Differences to the archive are displayed in red colour and missing assignments are shown in purple. Indefinite assignments are shown in blue, also those whose club has no assignment in the clubs table.

Notice: You can use any sort order and customize the layout as usual. However, hiding and resizing the columns is possible in the left event table only. The columns of the right archive table will be adjusted automatically so that you get the best overview. You can also arrange the columns in two lines for each record.

If a competitor has a rented chip, then he will be displayed without this chip no, since he should not be assigned to this chip in the archive.

Step 3: Selecting competitors for the update

✓ Select

Quick selection

● All

○ None

○ Modifications only

○ New inserts only

Selected　　　　　　5

Select the competitors whom you want to update in the archive. Use one of the quick selection possibilities and/or select or deselect competitors individually. It is recommended to work in several rounds, see the *How to* paragraph at the bottom.

Step 4: Updating the selected competitors

Update archive

Update these columns

☑ Chip

☑ IOF Id

☐ Name

☑ Year of birth

☐ Sex

☑ Club

☐ Address

First check the columns which you want to update and then click on the ***Update archive*** button. The table of competitors will be updated automatically. You may check the numbers given in the summary before and after this task to get an idea whether everything worked as expected.

Be careful with updating names and sex! Most likely they are wrong in the event and not in the archive. That's why they are not selected by default.

The selection is not valid for new inserts into the archive, since all details of those competitors will be copied in this case.

The database id must be maintained in the archive table directly.

How to work effectively

For an effective working, you will have to repeat the steps 3 and 4 several times with different goals. Every loop will reduce the number of competitors in the table of differences until there will be no one left in the best case. Try using different sort orders which help you in the best way.

If you had used the archive for the event, first use the database id for identification. For the remaining competitors, try identifying them by name or chip.

1. **Check the Club not founds**

   If a competitor is marked in blue with this message, then this means that his club is not assigned to an archive club. Check out all those clubs as given under step 1 above. After that, refresh the competitors table using the ***Differences*** button.

2. **Update the existing competitors**

   Quick select *Modifications only*. Scroll through the table and verify all differences displayed in red whether this should be written into the archive. If you are unsure for a certain competitor, deselect him for now. Mostly there will be new chip numbers or club changes. Perform the update.

3. **Check out name changes**

   There may be changes of names because of marriage f.ex. This step is only important if you are not using the database id. You can try to find such competitors by identifying them by the chip number. You will easily see if there is such a case among the competitors displayed. Just select each of them manually and update him individually. Don't forget to select the *Update name* option for this step only.

4. **Insert competitors not found in the archive**

   If necessary, set the identifying criterium back to name and display the differences.

   Those competitors displayed in purple can actually be new for the archive but most likely they are not found there because their names are written wrongly in the event. Look in the archive competitors table for the

competitor and assign him manually using the *Assign* button or by *doubleclick*. Also check out the blue ones for the right archive person.

Finally, there should remain those unassigned who really must be inserted into the archive. Quick select them using the option *New inserts only*. Scroll through the table to verify the selections. If you are sure for the changes of competitors whom you had assigned manually, select them manually. Perform the update.

5. Work on all remaining competitors individually

Try to find out what is the matter with the remaining competitors. Again, there may be those not identified from step 4 (since your manual assignment had been reset). Just check out all the others. If this would be the better choice, edit them in the archive directly.

6. Add the database ids in the archive

In the edit archive form, sort the table by input order. At the end, you will see the new inserts without a database id. Enter appropriate database ids manually.

See also

Managing archives - Task based help

Edit archive

5.13 Settings

There are several application-wide settings which can be found via the **_Settings button_** ⚙ in the main form's title bar.
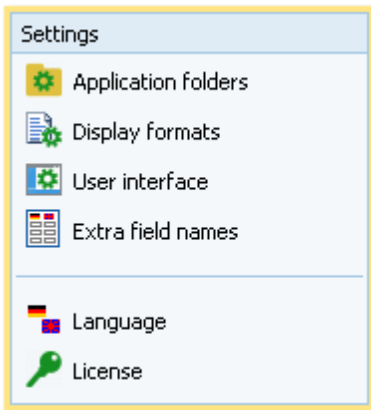
All settings items in this menu are quite self-explaining.

Just browse through this section using the browse buttons at the top. For reference purposes, you can use the table of contents as an index. Just pick out the setting you need more information about and look there.

5.13.1 Application folders

The SportSoftware V12 has a data organisation which follows the standard of Windows10. Basically this means that the application settings like report layouts, the event data and also the archive data can not be saved in subfolders of the installation folder. Instead there are special user folders designed for that. With the SportSoftware V12, you can use predefined folder sets or define your own ones. This is the task of this dialog.
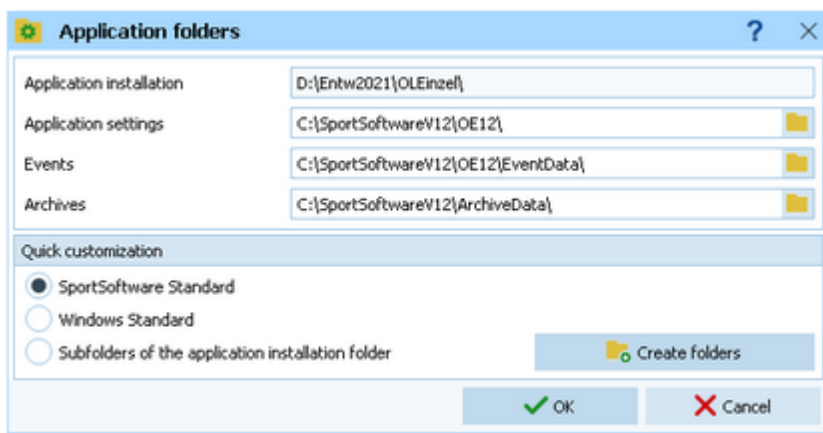
Application installation	This shows the folder where OE12 is installed.
Application settings	This is the folder where all application settings will be saved. This includes Ini files for the forms, report layouts, label layouts and more.
Events	This is the event root folder. This means, all events will be saved in subfolders there, so that you are able to see them all in the selection list.
	This folder can also be changed when selecting another event. See the Select event reference. You can also enter a folder in the network here. See the Working in a network - Task based help for more details.
Archives	This is the archive root folder. This means, all archives will be saved in subfolders there, so that you are able to see them all in the selection list. Enter a folder here which is neutral to all SportSoftware applications, so that you can use the same archive from different SportSoftware applications simultaneously.
	This folder can also be changed when selecting another archive. See the Select archive reference. You can also enter a folder in the network here. See the Working in a network - Task based help for more details.

You can define the folders freely like you want to have them. **Notice:** You cannot select a subfolder of *C:\Programs* here!

For your convenience, OE12 offers three quick settings which can be selected in the Quick customization box.

SportSoftware Standard | This is the default setting.

Application settings	C:\SportSoftware\OE12
Events	C:\SportSoftware\OE12\EventData
Archives	C:\SportSoftware\ArchiveData

Windows Standard | This is the setting like Windows would define this by default.

Application settings	C:\Documents and Settings\All Users\Application data\SportSoftware\OE12
Events	C:\Documents and Settings\All Users\Application data\SportSoftware\OE12\EventData
Archives	C:\Documents and Settings\All Users\Application data\SportSoftware\ArchiveData

Subfolders of the application installation folder | **Notice:** Only use this option if you did *NOT* install into *C:\Programs\...* !

Application settings	*<Application installation folder>*
Events	*<Application installation folder>*\EventData
Archives	*<Application installation folder>*\ArchiveData

Select one of the options and then click on **Create folders** to create them and display them in the dialog. Save this with **OK**.

Notice:

You can change any of the folders (individually) at any time.

If you change the settings folder then you will be asked how to handle the settings.
Choose *Use the settings from the new folder* if you want to maintain several different application settings pools.
Choose *Keep current application settings* if you want to copy the current settings into the new folder.
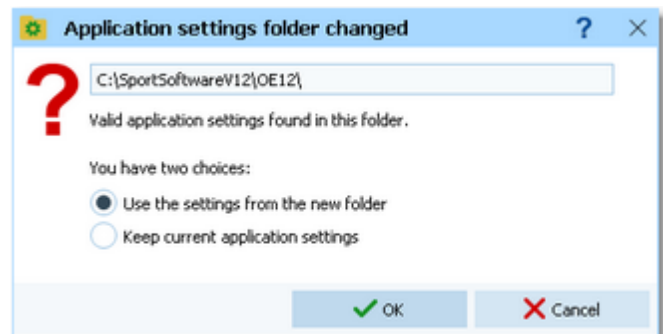
If you change the event root folder or the archive root folder, then nothing will be copied. This allows you to maintain multiple event lists and multiple archive lists for special purposes.

If you are working with different restricted user accounts, then please first study the Working with restricted user rights chapter.

See also

Managing events - Task based help

Managing archives - Task based help

Working in a network - Task based help

Select event

Select archive

Select folder

Working with restricted user rights - Task based help

5.13.2 Display formats

You can define a unique time format and name layout for all reports and working forms.
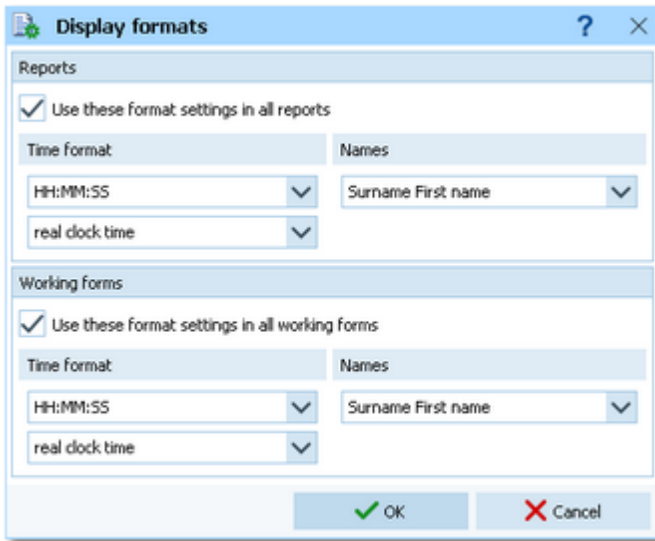
If you check the option *Use these format settings in all reports/working forms* then the format overrides the local setting in all reports or working forms.

Notice: If you prefer a different setting in a special report or working form, then you can change this in this window locally. But this will not be saved permanently. The next time when you invoke this report or form, the general setting from this dialog will be restored. If you don't want to have it this way, then you have to uncheck the option *Use these format settings in all reports/working forms.* This gives back the behaviour which OE12 had before this dialog had been introduced.

5.13.3 User interface

You can customize the appearance of the user interface.

You can select which font you want to use in OE12. The SportSoftware Standard is the Tahoma font with a size of 8px. The Windows Standard is the Segoe UI font with a size of 9px. These are the basic sizes defined for a HD monitor (96 ppi). If you have set a scaling factor of more than 100% for any monitor connected to your PC, then the 96ppi sizes are the basis for scaling the font in OE12. For more details about Windows scaling, see the New features in V12.

Notice

Modern notebooks and monitors have a higher resolution than 96ppi. This is often called 2HD, 4HD, UHD or something similar. So for sure you have set a scaling factor of 125% or higher. You may experiment a bit with both options and decide which option looks better for you. With 125%, the Windows font should look better than Tahoma. For all scalings 150% and higher you should give the SportSoftware font a try. I personally would prefer that one because the Tahoma is sharper and better readable with those scaling factors.

If you have a normal (desktop) monitor with 96ppi HD (these are all 1920x1200 or 1280x720 monitors and similar) and no scaling (100%) then the SportSoftware Tahoma is the right choice, since Segoe UI looks very blurry on these monitors.

5.13.4 Extra fields

You can define your own names for the extra fields.
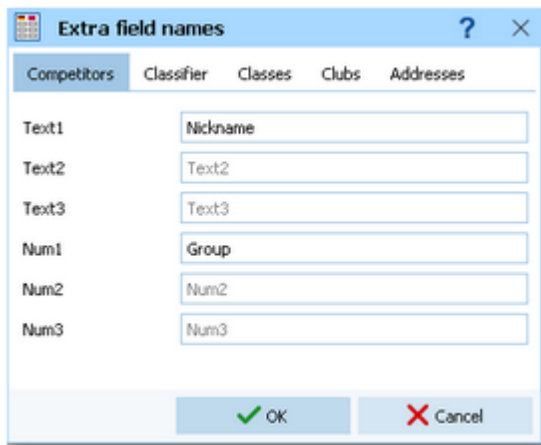
[Extra fields](#) are free definable fields. You can use them for any purpose. Define here the descriptions of the extra fields. Those will be used everywhere within the application. This applies also to the reports. Please check a suitable report whether your description fits into the available space.

Notice: A description given here overwrites any language translation. The default translation is displayed in gray colour.

5.13.5 Language

You can switch the language at any time.

If there is a translated help file for the language, then this will be selected, otherwise you will be asked to [check if one is available](#) from **SportSoftware online**. If this is not the case (or you did not download it), then the English help will be used.

Notice

If the application does not support your language yet, please contact the author. He will provide you his powerful [Multi Language Manager](#), by which you can translate the application yourself.

See also

[Check for updates](#)

5.13.6 License

OE12 comes in different editions. See <u>How to buy OE12</u> for more details.

You can enter and validate your serial number here.

Enter your club and the serial number. Click on *Validate license*. This will show the license details in the License box. If the serial number is invalid, you will get an error message.

If you close this dialog without a valid serial number, then the application will work in trial mode.

See also

5.14 Common Dialogs

There are several common dialogs which can be invoked from many forms. So they will be explained in this section.

Just browse through this section using the browse buttons at the top. For reference purposes, you can use the table of contents as an index. Just pick out the topic you need more information and look there.

5.14.1 Select folder

In several forms or dialogs, you can enter or select a folder in a combo box.

You can edit the field by typing or you can open this *Select folder dialog* by clicking on the folder symbol at the right:
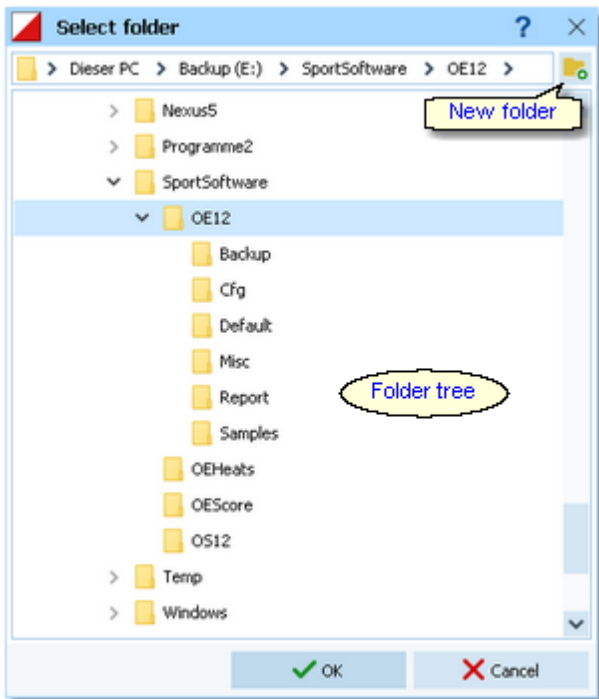
You can resize the dialog like you need. The handling in this dialog is nearly the same as in *Windows Explorer*.

If you want to create a new folder, then click on the New folder button . This will insert the new folder into the tree:
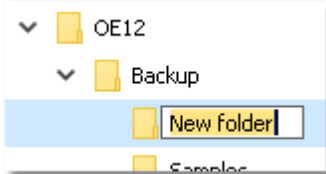
You can edit the folder name.

If you *Rightclick* on a folder in the tree, this will pop up the folder submenu:
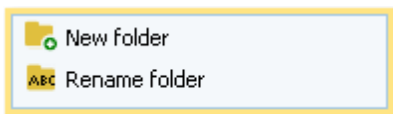
You can also create a new folder from there or rename an existing folder.

See also
Select file

5.14.2 Select file

In several forms or dialogs, you can enter or select a file in a combo box.

E:\SportSoftware\OE12\Backup\test.skb
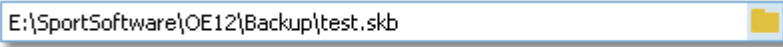
You can edit the field by typing or you can open this *Select file dialog* by clicking on the folder symbol at the right:
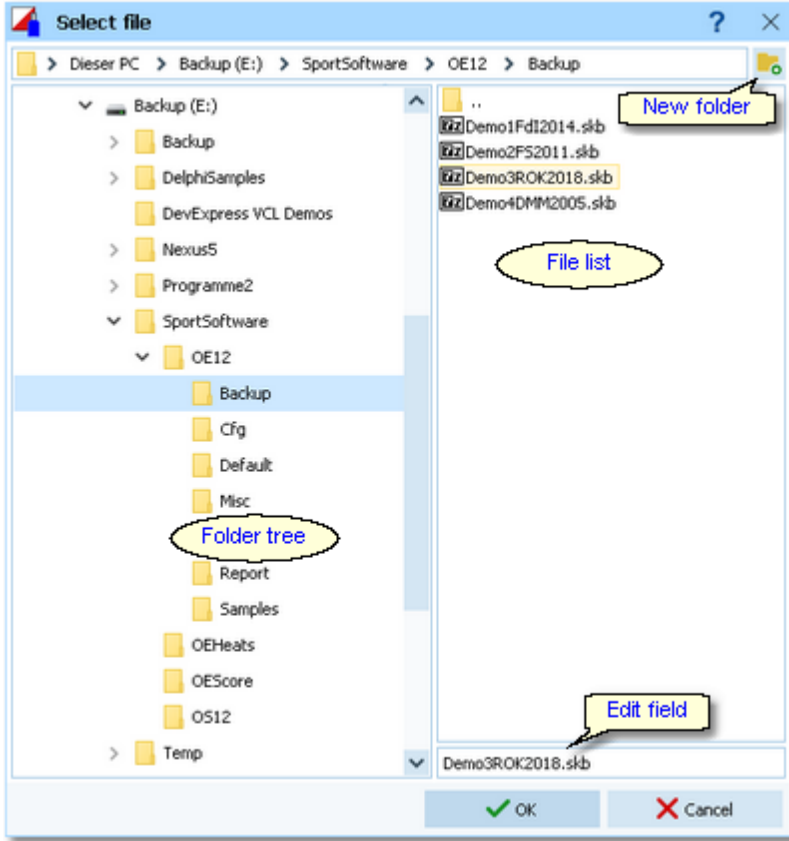
You can resize the dialog like you need. You can also adjust the widths of the folder tree and the file list by dragging the bar between both elements. The handling in this dialog is nearly the same as in *Windows Explorer*.

If you want to create a new folder, then click on the New folder button . This will insert the new folder into the tree:

You can edit the folder name.

If you *Rightclick* on a folder in the tree, this will pop up the folder submenu:
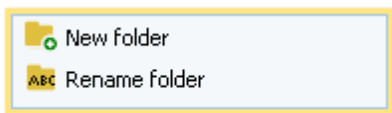
You can also create a new folder from there or rename an existing folder.

In the file list, you will see the context-relevant files only. In this sample, these are the backup files (.skb). Select the desired file. If you want to create a new file, then just enter the new file name into the edit field.

See also
[Select folder](#)

5.14.3 Check for updates

This function can be found via the ***Help button*** ❓ in the main form's title bar.

First OE12 tries to connect to ***SportSoftware online*** and to recall the information about available updates from there. Then it displays them in a list.

Download?	Description	Version	Status	Installed	For download	File	Size
☐	OE12 Setup	12.1	✓	27.10.2022	29.09.2022	oe121setup.exe	28,0MB
☐	OE12 Help file Deutsch	12.1	🌐	--------	28.09.2022	OLEinzel1.chm	13,5MB
☐	OE12 PDF handbook Deutsch	12.1	🌐	--------	28.09.2022	OE12_Handbook_Ger.pdf	16,7MB
✔	OE12 PDF handbook English	12.1	🌐	--------	28.09.2022	OE12_Handbook_Eng.pdf	16,5MB
☐	OE12 Help file Svenska	12.1	🌐	--------	28.09.2022	OLEinzel3.chm	13,2MB
☐	OE12 PDF handbook Svenska	12.1	🌐	--------	28.09.2022	OE12_Handbook_Swe.pdf	17,1MB
☐	OE12 Help file Suomi	12.1	🌐	--------	28.09.2022	OLEinzel8.chm	13,3MB
☐	OE12 PDF handbook Suomi	12.1	🌐	--------	28.09.2022	OE12_Handbook_Fin.pdf	17,0MB
☐	OE12 Help file Español	12.1	🌐	--------	28.09.2022	OLEinzel15.chm	13,8MB
☐	OE12 PDF handbook Español	12.1	🌐	--------	28.09.2022	OE12_Handbook_Esp.pdf	17,0MB

Save updates to: D:\Backup\

[🌐 Download] [✗ Cancel]

The files available on ***SportSoftware online*** are checked against what is installed locally on the PC. Every download which appears to be already installed locally, will be marked with status OK ✓ while the others will get the status to be downloaded 🌐. The check marks in the Download? column will be preset accordingly. Only the help files in the current language will be checked if necessary. However, this is only the preselection done by OE12. You are free to select/deselect any download manually.

Click on the ***Download*** button to start the downloads. The files will be saved into the folder which you had entered into the field Save updates to. **Notice:** This folder **must not be a system folder** like *C:\programs\...*! It must be a private folder with full access rights.

After the download, the help files and the PDF handbooks will be *copied into your application installation folder*. OE12 will insert a *shortcut for the PDF handbooks* into the SportSoftware start menu. **Notice:** For this step, OE12 launches a small application called ***SKUpdater.exe***. You will be asked by the Windows User account control (UAC) to *allow to elevate to admin rights*, so that these actions can be performed.

Besides this manual check, OE12 does automatic checks for updates from time to time and when you switch the language.

See also
[Language](#)

5.14.4 Handling the chip system devices

In every form which works with chip reading devices, you will find the *Chip system button* 📇⚙ in the title bar. This button either opens the Chip system settings dialog directly or it shows the Chip system submenu:

```
Chip system
  🟢  Restart
  📇⚙  Settings
        Reading device
  COM11 SPORTident - 73943    ▼
```
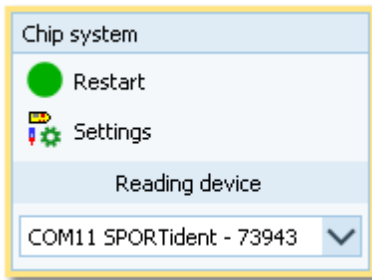
Just select the right device in the combo box.
SportIdent USB master stations can be distinguished by their serial numbers. *Emit* devices can't be determined automatically. They will be displayed with the device type which you have defined in the Emit settings. If this doesn't seem to work, then check the devicetype definition!

The *Restart* button initializes (activates) the device. In most cases, OE12 sends some initialization commands to the device by which it tests whether the device is connected and has the right port settings. There may also be some possibility to identify the device.

This will turn the Device status LED in the status bar to the right colour:

🟢 Ready

🟣 Busy

🔴 Off or not available (not ready)

There are some devices which don't support such commands at all like the Emit 250 reader. In this case the device status will simply be switched to Ready.
This *Restart* can also be performed by just *clicking on the Device status LED* in the status bar.

The *Settings* button opens the Sportident settings dialog or the Emit settings dialog. There you can define how the chip system should be used in your event. See the SportIdent settings reference or the Emit settings reference for more information.

In the forms for time taking and the speaker Online monitor - Client the devices are shown in the settings panel at the left:

```
Device                      ⌃
  COM6 USB Serial Port      ▼
  ✓ Baud rate manually
    4800                    ▼
       🟢  Restart
```
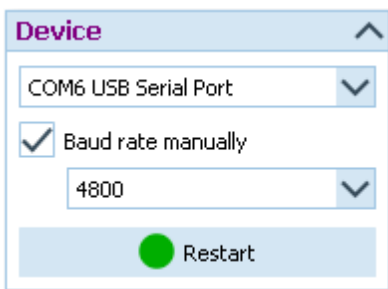
For more details see the Serial port settings.

See also

SportIdent settings

Emit settings

Serial port settings

5.14.5 Serial port settings

In forms with reading devices, the speed settings can be done automatically since they are well defined by Emit and SportIdent.

In the forms for time taking and the speaker Online monitor - Client you can set the baud rate (speed) manually, if necessary.
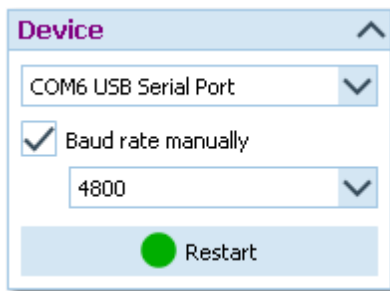
Check the option Baud rate manually and select the right baud rate in the combobox.

See the following table for recommended settings. The devices with serial COM port plugs must be connected to the PC via an USB converter.

SportIdent stations BSF7 and newer with serial COM port plug	4800bps
Emit RTR, Emit ETR	1200bps
Emit ETS/ECB USB	115200bps
Emit ETS/ECB RS232	9600bps

If you encounter any problems connecting a device to your PC, please contact the author.

See also

      Handling the chip system devices

      SportIdent settings

      Emit settings

5.14.6 SportIdent settings

In the SportIdent settings dialog you define how to use SportIdent in the event.
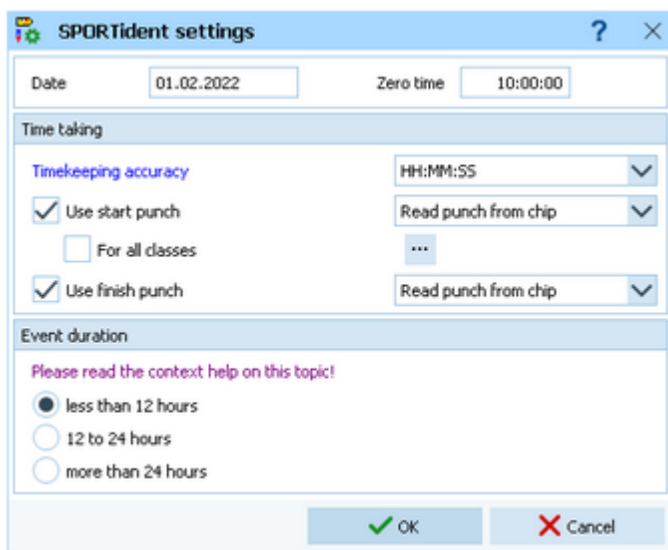
Note: in this topic, the term *SICard6* means all SportIdent chips of the type *SICard6 and higher or newer*.

Date   The date will become important if you are using SICard6 **and** will have an event duration of more than 24 hours.

Zero time	SI station clocks had been set to the current clock time before the event. Each SI station writes its clock time to the SI card on punching. To ensure correct punching time calculation (not to forget punched start or finish times), you have to update the zero time to the actual value, f.ex. after a start delay. It is recommended to do this before reading the first SI card. Thus, result sheets will be correct from the beginning on. However, there will be no problem to change this later. The application will adjust all times automatically. For more details see the Evaluate chips reference.

With SportIdent, you have several choices how to perform the **time taking** at your event. You can use the start punch and/or the finish punch in two different ways. *Read punch from Chip* means that the punch will be read from the chip. This is the traditional way. *Online punch* means that the punch will be received online from a radio control, to provide this information for the speaker. If the radio punch is still missing when the chip is downloaded after the finish, then the punch from the chip will be used. **Notice:** to get the online punches to work, you must define the start and/or finish controls as radio controls.

For more details read the references about Radio controls, about the Speaker functions and there especially how the various client functions and the Online monitor server are working.

Timekeeping accuracy	This is the time resolution (format) by which the times and punches should be calculated in this competition. Usually you have HH:MM:SS (by seconds). At sprint competitions the time taking may be done by tenths (HH:MM:SS,T). **Notice:** This setting is independent of the time display formats in the forms!
Use start punch	You can use a SI station at the start. Competitors have to punch this station when going off. If you *check* this option with *Read punch from chip*, the usual (predrawn) start time will be replaced by the punched one on reading the chip. The running time will be calculated using this real start time. This is the preferred method to organise small events without predrawn start times.
	For more information see the Read chips reference.
	You can also record the real start times by an independent time taking using the *SI Sprinter* stations and start bars. Then this option must be *unchecked*. For more information see the Time taking reference.
For all classes	If you have a mixed competition with direct classes punching the start and all the other classes with predrawn start times, then *check* this option. OE12 will take the start punch if one is found, otherwise the predrawn start time. **Notice:** This requires that **predrawn starters must not punch the start**!
	If you are not able to ensure this, then you can do a more precise selection. *Uncheck* this option and select the classes with start punch. See the paragraph about Selecting classes for the start punch below.
Use finish punch	Competitors punch the SI station (placed on the finish line) which provides their finish time. This is the default and most used method when using an electronic punching system. With SI Air+ you can implement a touch free electronic finish line which records the the finish punches automatically.
	You can also record the finish times by an independent time taking using the *SI Sprinter* stations and light bars. Then this option must be *unchecked*. For more information see the Time taking reference.

Define the **event duration**. This does not mean the overall duration of the whole event but the maximum time which is expected for a single competitor. According to this setting, the data stored on the SICard5 and the SICard6 will be computed in different ways.

The reason are the different time formats which are used to save the times on the chips. The SICard5 saves the times in 12h format only. SICard6 uses a 24h format, together with a day information which allows a maximum event duration of 28 days.

Less than 12 hours	SICard5: The finish time will be adjusted when rolling over 12:00 or 24:00. This applies to the punch times also, but all of them must be earlier than the finish time.
	SICard6: The finish time will be adjusted when rolling over 24:00. This applies to the punch times also, but all of them must be earlier than the finish time. The day information will not be computed.

12 to 24 hours	SICard5: Every single punch time will be adjusted when rolling over 12:00 or 24:00. There is a tolerance of 30min (to exclude faulty stations). The finish time is computed as the last punch time.
	SICard6: The finish time will be adjusted when rolling over 24:00. This applies to the punch times also, but all of them must be earlier than the finish time. The day information will not be computed.
More than 24 hours	SICard5: Every single punch time will be adjusted when rolling over 12:00 or 24:00. There is a tolerance of 30min (to exclude faulty stations). The finish time is computed as the last punch time.
	SICard6: The day information will be computed for all punch times and the finish time.
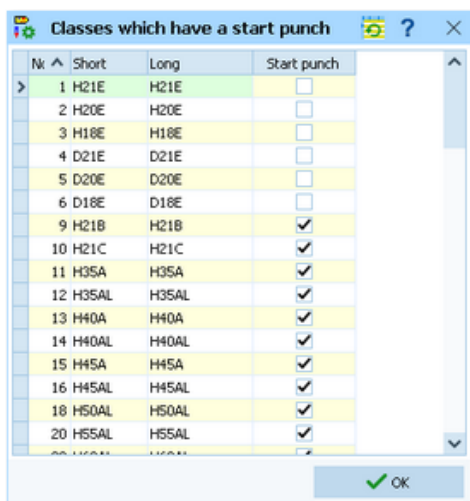
Notice: The punch times will always be saved to the database in the original state. Thus you can change the event duration at any time, and the SportSoftware will compute the times automatically in the right way, according to the description above.

Selecting classes for the start punch

If you don't have the start punch for all classes, then click on the button ⋯ which will display a list of all classes.

Check the start punch for all classes which have it.

Special hints for multidays

The SportIdent settings can/must be set individually for every stage!

At a multiday event, this dialog will display an additional box at the top, where you can select the stage.

Switch through all stages and select the right settings. You have to save them by *OK* for every stage.

See also

Handling the chip system devices

Serial port settings

Emit settings

Read chips

Evaluate chips

Time taking

Radio controls

5.14.7 Emit settings

In the Emit settings dialog you define how to use Emit in the event.
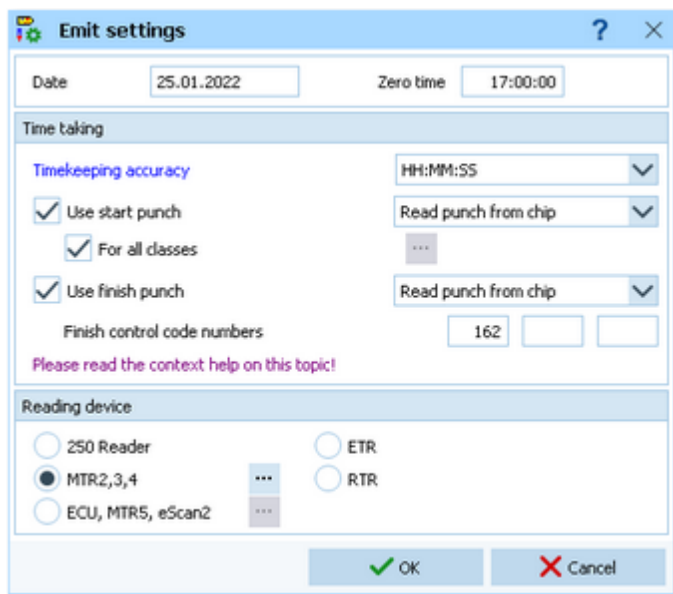
Date	The date does actually play no role for the Emit chip system.
Zero time	Since the Emit ecard does not carry a clock time, the correct punch time calculations depend on the reading PC's clock time and the zero time. If you are using predrawn start times, this is the basis to get correct race results at all. To ensure correct punch time calculation, you have to update the zero time to the actual value, f.ex. after a start delay. It is recommended to do this before reading the first chip. Thus, result sheets will be correct from the beginning on. However, there will be no problem to change this later. The application will adjust all times automatically. For more details see the Evaluate chips reference.

With Emit, you have several choices how to perform the **time taking** at your event. You can use the start punch and/ or the finish punch in two different ways. *Read from Chip* means that the punch will be read from the chip. This is the traditional way. *Online punch* means that the punch will be received online from a radio control, to provide online information for the speaker.
For more details read the chapter How to set up the Emit online finish below.

Timekeeping accuracy	This is the time resolution (format) by which the times and punches should be calculated in this competition. Usually you have HH:MM:SS (by seconds). At sprint competitions the time taking may be done by tenths (HH:MM:SS,T). **Notice:** This setting is independent of the time display formats in the forms!
Use start punch	The time runs from the moment when the runner lifts his ecard off the start unit. If you *check* this option with *Read punch from chip*, the usual (predrawn) start time will be replaced by the punched one on reading the ecard. The running time will be calculated using this real start time. This is the preferred method to organise small events without predrawn start times. For more information see the Read chips reference.
	Although this is not common in the Emit world, the option Online punch is available here and it can be used for the start times in the same way like for the finish times. For more details read the chapter How to set up the Emit online finish below.
	You can also record the real start times by an independent time taking using *ETR/RTR* devices and start bars. Then this option must be *unchecked*. For more information see the Time taking reference.
For all classes	Uncheck this option only if some classes do have predrawn start times and the others not. In this case, you have to define the classes which shall use the start punch. See the paragraph about Selecting classes for the start punch below.
Use finish punch	Competitors punch the control (placed on the finish line) which provides their finish time.

This is the default and most used method when using an electronic punching system. However, since every single Emit ECard carries its own time, for championships the Online punch method may be used. For this, the finish controls have to be defined as radio controls and the punches are delivered by the speaker online monitor functions. For more details read the chapter How to set up the Emit online finish below.

You can also record the finish times by an independent time taking using *ETR/RTR* devices, online controls for recording the run-in and light bars, loops or other trigger devices. Then this option must be *unchecked*. For more information see the Time taking reference.

Finish control code numbers   If you have selected *Read punch from chip*, then you can enter up to 3 control code numbers of the finish controls. If you have selected *Online punch*, then up to 3 control codes of the finish radio controls will be filled in there. However, it is always recommended to have the same code on all finish controls.

At the bottom, select the **Reading device**. All possible Emit devices are supported: 250 Reader, MTR2,3,4, ETR and RTR for the ECard, as well as ECU, eScan2 and MTR5 for the touch-free EmiTag chips. Since Emit has well defined serial port settings for each type, they will be set automatically. However, you must adjust the port number manually if this is necessary. See the Serial port settings reference for more information.

If you are using the MTR, OE12 provides some functions to prepare this device properly. See the paragraph about Setting the MTR below. The EmiTag devices ECU/MTR5/eScan2 have similar features which can be set.

How to set up the Emit online finish

This chapter describes the finish only, but you can also use it for taking the start times by online punches.

The Emit online finish is the preferred method when the most accurate time taking is wanted for all competitors and there is no need for an external time taking system.

There are two usual scenarios for the online finish. You can use the finish control as an *online control*. When the PC gets notified about the punch, then the official finish time will be taken from the PC clock. Or you can use *EmiTags* and the accompanying *ETS/ECB* devices. These devices deliver the times of their internal clock. If the radio punch is still missing when the chip is downloaded after the finish, then the punch from the chip will be used.

Please follow these steps to set up the online finish.

1. In Emit settings check Use finish punch and select *Online punch*.
2. Define finish as a radio control with the code that actually is the code of the online devices on the finish line.
3. Receive online punches in the same way as from other radio controls. Set the Fixed code number to the one of the finish radio controls.

For more details read the references about Radio controls, about the Speaker functions and there especially how the Online monitor - Client and the Online monitor server are working.

Selecting classes for the start punch

If you don't have the start punch for all classes, then click on the button ⋯ which will display a list of all classes.
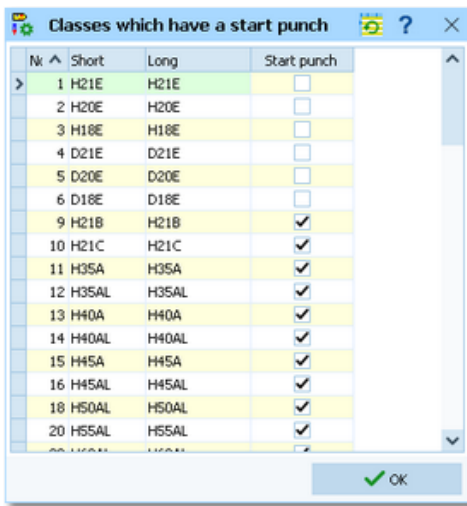
Check the start punch for all classes which have it.

Setting the MTR

With MTR there is meant MTR2,3,4 which work together with the ECard. MTR5 is a device which has a different protocol and a different dialog, see the next paragraph.

With the button *MTR: Set clock…* you can invoke a dialog where you can transfer the PC clock time to the MTR and clear its backup memory.
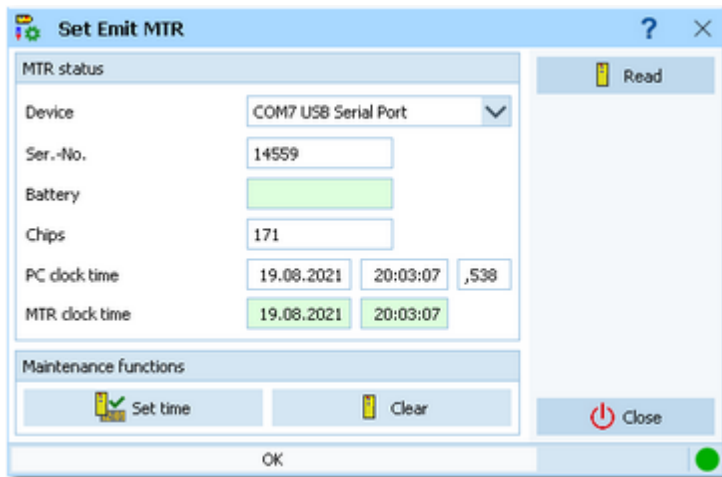
The MTR status is displayed automatically. If reading the status did not work automatically, then fix this (is MTR on? etc.) and try again using the **Read** button. Use the maintenance functions to prepare your MTR for the event.

Device	Select the right device.
Clear	Clears the backup memory.
Set time	The MTR clock time is checked against the PC clock time when its properties are read. The result will be displayed in green or red colour. If necessary, you can set the MTR clock time.
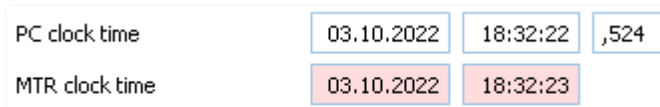
Notice: the MTR must always carry the official competition time! You could also set it manually on the device. However, it is more convenient first to set the PC clock and then the MTR by this function.

Setting the ECU/MTR5

ECU and MTR5 are the reading devices for the touch-free EmiTag chips.

With the button *EmiTag: Set clock…* you can invoke a dialog where you can transfer the PC clock time to the ECU/MTR5, set the code number and clear its backup memory.
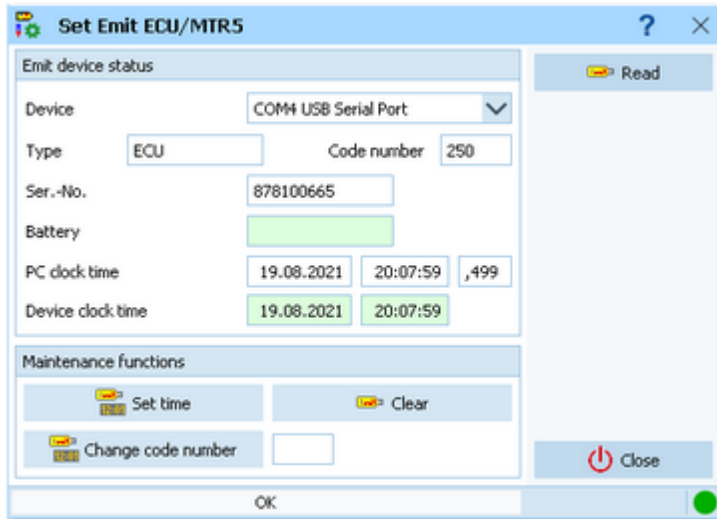
The ECU/MTR5 status is displayed automatically. If reading the status did not work automatically, then fix this (is MTR5 on?, ECU connected, etc.) and try again using the **Read** button. Use the maintenance functions to prepare your ECU/MTR5 for the event.

Device	Select the right device.
Clear	Clears the backup memory.
Set time	The ECU/MTR5 clock time is checked against the PC clock time when its properties are read. The result will be displayed in green or red colour. If necessary, you can set the ECU/MTR5 clock time.
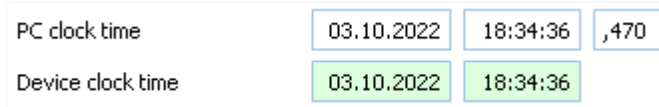
Notice: The ECU clock will always be started at 12:00 o'clock when it is connected to the PC. Thus for reading the EmiTag chips in the finish, always the PC clock will be used. The same applies to MTR5. See also the Read chips reference.

Change code number For ECU/MTR5, the code number has a special meaning. It defines how the chip reading process behaves. For use with OE12, the code number must be set to 250-253. Emit also defines numbers of 240-243, but this can't be used with OE12. In the read chips window, OE12 checks the number and sets it to a useful one automatically.

Special hints for multidays

The Emit settings can/must be set individually for every stage! This is especially important for the *finish control code numbers*.

At a multiday event, this dialog will display an additional box at the top, where you can select the stage.
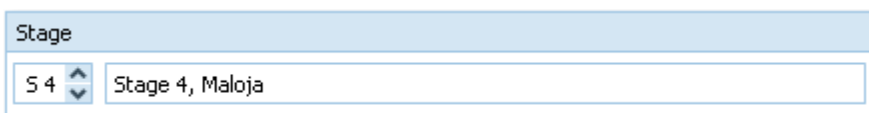
Switch through all stages and select the right settings. You have to save them by *OK* for every stage.

See also

Evaluate chips

Time taking

Online monitor - Server

Radio controls

Index

- Z -

Stephan Krämer

Stephan Krämer is the owner, programmer and distributor of the SportSoftware.

Being a professional software engineer and a passionate orienteer, he had committed himself to writing software to help organising O events since the late 70ies during his study. As one of Germany's top O organisers, he implemented (and still does so) all his know how into the SportSoftware.

In 1986, he won the first price of the IOF software contest with an early DOS version of the multiday software. In the early 90ies he became a freelancer, which allowed him to contribute decisively to the development of the SPORTident electronic punching system. For the SportSoftware, this meant that many highly experienced O organisers around the world contributed their know how.

Today the SportSoftware also supports the Emit punching system and it is the worldwide leading and most used event software not only in orienteering.

One of the highlights of Stephan Krämer's (right) active orienteering career was a marvellous race at WMOC 2010 together with former downhill champion Peter Müller (SUI)