OS12
Handbook

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1   Welcome to OS12!

OS12 is your comfortable and reliable tool to organise relay O events. Besides OE12 for individual competitions, it is the main one of the famous SportSoftware event applications for orienteering written by *Stephan Krämer*, which are the universal and world wide leading O event software.

OS12 comes in several editions.

This help is designed both as a course in using OS12 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 OS12, 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 OS12.
- ➢ 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 🌐SportSoftware web site. You will find there current information, bug fixes, add ons and more for download.

2.1 About OS12

Purpose and history

OS12 is your comfortable and reliable tool to organise relay O events. Besides OE12 for individual competitions, it is the main 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.

OS12 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 OS12

OS12 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 OS12 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 OS12 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 OS12!

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 OS12.

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

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. club number	99999999
max. number of runners per team	10 legs plus max 10 Xtra runners
max. number of Xtra runners per leg	9

max. course number	9999
max. variants per course part	10
max. number of course parts	10
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 OS12 by a wireless connection

- the automatic detection and setup of chip devices.

Special features of OS12

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.

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.

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 OS12 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 OS12, 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

OS12 will detect available updates of itself or translated help files automatically. To enable this, you need internet access and the firewall must not block OS12. 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 OS12 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 OS12 will recognize the current monitor's scaling and scale itself accordingly. If you move a form of OS12 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 OS12 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 - 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.

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 &.*

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.

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 OS12 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 OS12 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. OS12 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.

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 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 - Read chips

So far, I had implemented an algorithm which automatically exchanged the assignments of chip numbers if it looked like the chips had been mixed up by the members of a team. Several users had the opinion that nowadays this will do more harm than it is useful. It was useful in the beginning of both chip systems where this happened very often. This is no more the case today. But if a competitor simply had caught the wrong map or there was a wrong assignment of the course variation, then the automatic most likely went wrong which caused much trouble for the user. *I agree with that and I removed this automatic algorithm.*

➖ 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 OS12 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 Evaluate chips.

Bug fixes

➖ Entries - Entries

After there was an input error shown in the legs table, it was often not possible to correct this error and save.

➖ Competition day - Evaluate chips

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.

➖ Competition day reports

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

➖ 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* and *class types*.

Competition day - Read chips

SportIdent
So far OS12 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. OS12 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.

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 OS12 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. OS12 supports this now.

Bug fixes

Event - Copy

Courses was not checked by default.

Entries - Entries

When deleting a chip number for which the chip had been downloaded, there was an exception "field not found".

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.

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

▬ 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.

▬ Speaker - Radio controls

The control number (number of the control with the code within the course) is available in the table now (like in OE12). You can use it to define the order of the radio controls. This has become necessary to make the uploads to web services more reliable.

▬ Speaker - Speaker support

The order of the radio controls can't be changed in the speaker window anymore. Instead, define it by the control numbers in the Radio controls definition.

▬ 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 and 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 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.

▬ Speaker - Intermediate results, Web - Upload live results

The export to XML delivers the relative punch time of the runner (leg) now. *Due to a misinterpretation of the IOF definition, formerly there was the punch time relative to the team.*

▬ Web - OResults.eu

New functions

OS12 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 OS12.

▬ 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.

Bug fixes

▬ 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

▬ 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 OS12 could not display the errors from Eventor anymore. This has been fixed.

▬ Emit settings

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

▬ Re-engineering of the Http access functions

OS12 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) 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 or 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

▬ Event - Copy

When copying an event using the option *Competitors - Clear finish times*, the process aborted with an error message "file TeilnSt not found".

▬ 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 you have always set a display format of 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.

━ 1.12.2022

Improvements

━ 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.

Bug fixes

━ 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.

━ 26.10.2022

Improvements

━ Courses - Course distribution

Report Check Course distribution
If a class/leg runs in *Simple mode*, then the combination will show the number of the simple mode alternative and the imported combination text, if available. This is now the same appearance like in the overview report of the course distribution.

━ Speaker - Online monitor Server

The data structure which is sent to an external application has been modified. Now this record includes the start no. and the leg. Details are documented in the specification of this feature. Interested programmers may ask the author for that.

━ Help - Check for Updates

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

━ 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 has a different graphical appearance compared to V.12.1. I also found some small

errors there which had been corrected.

━ 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 OS12 had been published. So code numbers over 255 were decoded and saved wrongly. *Now OS12 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.*

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.

━ Results - Split times by classes

Printing to printer and Pdf
If a class/leg was continued on the next page, then the first place of this class/leg was printed at the top.

━ Archive - New

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

━ 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, OS12 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.*

━ 22.7.2022

Improvements

━ New functions

All missing functions have been added:

- Start list - Restart incl. all reports
- Entries - Report Adresses of competitors
- Speaker - Display board incl. sample demo DLL
- Results - Live results
- Competition day - Chip Reader Server
- Time taking all functions

━ Start list exports

The IOF XML V3 export includes the class start time for every single leg/runner now, to avoid problems with LiveResultat.se.

━ Speaker - Intermediate results

The report includes all runners who have started now, even before their first radio punch. The IOF XML V3 export includes them accordingly. So every snapshot for a result portal like LiveResultat.se includes all competitors running currently or finished on this leg.

XML exports generally

All IOF XML V3 exports from any report include the IOF Id now, to avoid problems with IOF Eventor.

Help files

Also the help files are complete in all translated languages now.

Bug fixes

Start list - Late start

The *Enter* key did not save the input.

Competition day reports

The selection tables had the club columns headed with "Club" which was not translated.

Competition day - Evaluate chips

Split time sheets of reserve places could not be printed. *This was a very old bug from V11.*

Competition day - Chip reports incl. Result sheets

Reserve places were not included in the selection table. So they could not be included in the reports and split time sheets of them could not be printed. *This was a very old bug from V11.*

Speaker - Speaker support

When switching to another class which has less legs than the last displayed leg number, then there was no adjustment to the last leg of the new class.

Speaker - Intermediate results

The report did not use a customized order of radio control columns like they had been defined in the speaker window.

Web - Eventor

The functions Eventor - Download archive clubs and Eventor - Download archive competitors were not activated.

Web - ol-events.ch - Upload radio controls

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

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.

17.6.2022

First official release of OS12 V.12.1

Copyright

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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 OS12.

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, OS12 installs the English help file only. When you select a different language, OS12 V.12.1 will look automatically in the web whether there is a help file available in this language. OS12 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 OS12

SportSoftware editions

OS12 comes in different editions.

Standard	Up to 400 competitors (not teams!), courses up to 64 controls
Pro	Up to 1000 competitors (not teams), including speaker and finish functions, courses up to 192 controls, courses up to 192 controls
Pro Large	More than 1000 competitors, including speaker and finish functions, courses up to 192 controls

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 OS12. 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 OS12. 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 OS12.

The OS12 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. 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 OS12. 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 OS12, 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.
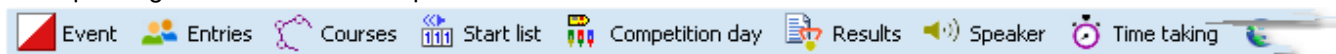
The **status bar** shows you various information about the current event and your version of OS12.
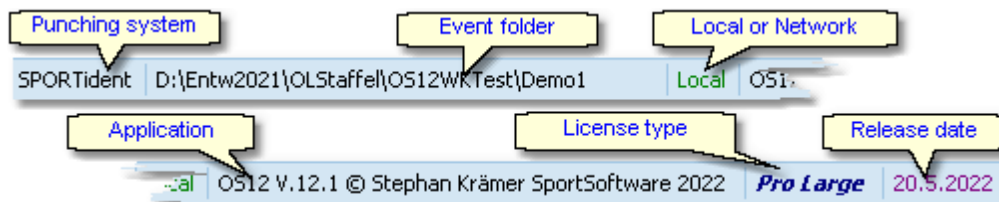
When you launch OS12, the main window and the windows list will be placed in the top left corner of the screen. All working forms which had been left open the previous time will be restored automatically. Reports and other secondary windows will not be reopened automatically.

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.

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.

Settings	‹
Entries	∧
☐ Entry of the day mode	
☐ Set Rented chip automatically	
☐ Set to paid	
☐ Use start fee 2	
☐ Add start fee surcharge	
+50,00 % ∨	
☐ Calculate start time	
● beginning ○ end	
☐ Read name from chip	
Competitors	∧
Sort mode	

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.

Teams	Clubs	Classes					
I. ∧	Start no	Class	Club	Descr	Start fee	Paid	∧
329	206	H16	Mullsjö SOK		105,00 €	☐	
330	207	H16	OK Klyftamo		105,00 €	☐	
331	208	H16	OK Skogshjortarna		105,00 €	☐	
332	209	H16	OK Tranan		105,00 €	☐	
333	210	H16	Ryda SK		105,00 €	☐	
334	211	H16	Rydboholms SK		105,00 €	☐	
335	212	H16	Ulricehamns OK		105,00 €	☐	
336	221	H14	Falköpings AIK		105,00 €	☐	
337	222	H14	Hestra IF	1	105,00 €	☐	
338	223	H14	Hestra IF	2	105,00 €	☐	
339	224	H14	IK Ymer		105,00 €	☐	
340	225	H14	Istrums SK		105,00 €	☐	
341	226	H14	Lidköpings Vinter-SK		105,00 €	☐	
342	227	H14	Mariestads FK		105,00 €	☐	
343	228	H14	Markbygdens OK		105,00 €	☐	

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.

Arkiv Sverige 30.09.2022 <D:\Entw2021\ArchiveTest\ArkivSverige2022>

Open   Q Search   Competitor   Club   Columns   Optimize   Reset

Input	Club	Chipno SI	Surname ∧	First name ∧	YB	Sex	Db Id	IC
19157	I 19 IF	248892	Öman	Thomas	1964	M	38801	
79085	OK Tyr		Omar	Jean	2011	M	211244	
78792	Östersunds OK		Omberg	Alfred	2021	M	210897	
78150	Östersunds OK		Omberg	Anna	1982	F	210134	
78789	Östersunds OK		Omberg	Arvid	2016	M	210894	
57861	Linköpings OK	2420483	Omberg	Christopher	1991	M	179916	
79696	Östersunds OK		Omberg	Maria	1957	F	212225	
32296	Särna SK		Omblets	Thijn	2007	M	97460	
40010	OK Orion	7060323	Omelchenko	Jakob	2006	M	128067	
36599	Os Hjälpkurvan	8020313	Omelchenko	Maxim	2002	M	114590	
19677	OK Orion	7020313	Omelchenko	Yuri	1971	M	40722	
72976	Vimmerby OK		Omerovic	Adisa	1986	F	203623	
56212	OK Kontinent	2088525	Omfors Macinnes	Geor...	2006	M	176505	

The *status bar* shows you the edit status. Sometimes there is more information provided like the punching system device status led in this sample.
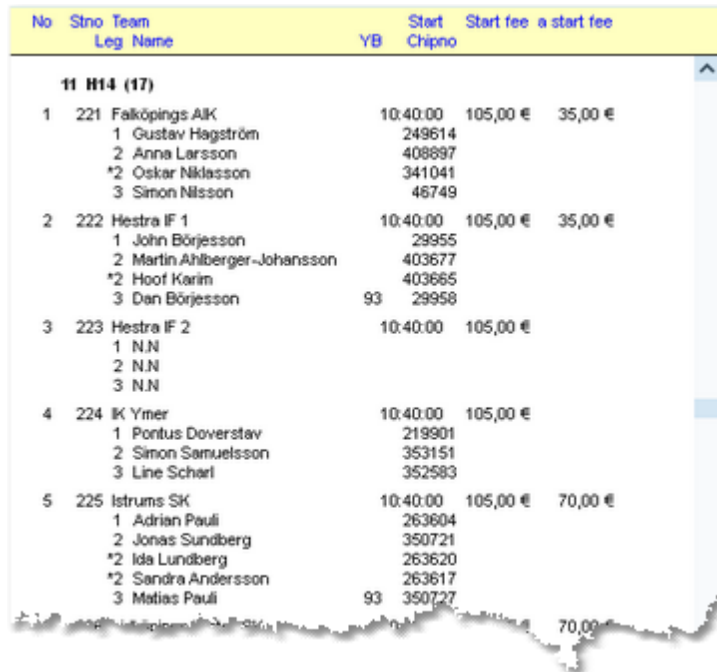
You can customize the appearance of a working form in the way you need and like it. You can hide/show the settings, details and helper panels, adjust the layouts of the grids and customize the size and position of the form. OS12 will save those settings and restore the form in the same way when you reopen 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.
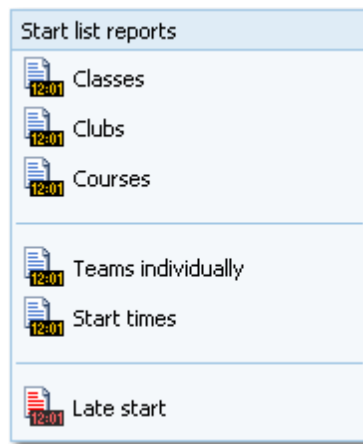
Clicking on a report item creates a report window using the selection from the last time. **Note:** only small selections below 10 records will be restored, otherwise always all records will be preselected.
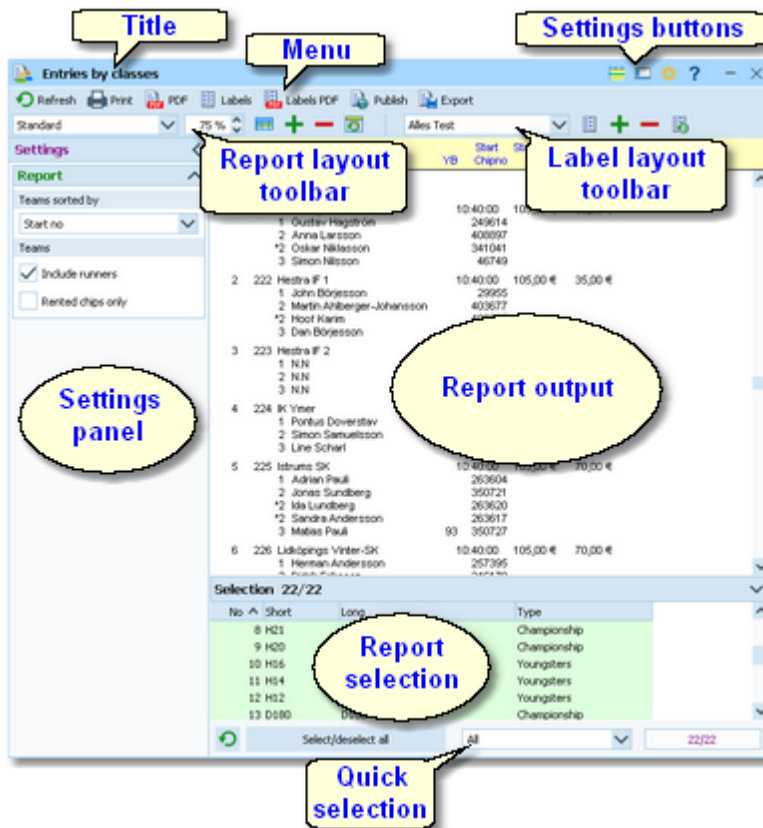
The report window will stay visible until you explicitly close it.

The *title* shows the name of the report.

In the *menu* you find the basic report functions. For more details, see the UI reference.
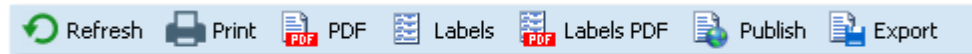
The *settings buttons* in the title bar provide basic settings for the report. Mostly these are the Selection layout, the View settings and Display formats. Also, you find the context help button there (you can also invoke it by the *F1* shortcut). For more details, see the Reports reference.

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:
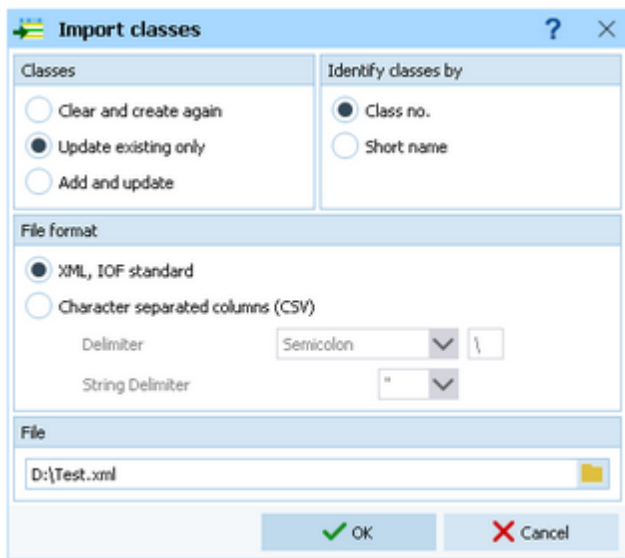
See also

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*.

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 OS12. To select another event, click on *Event - Select*.
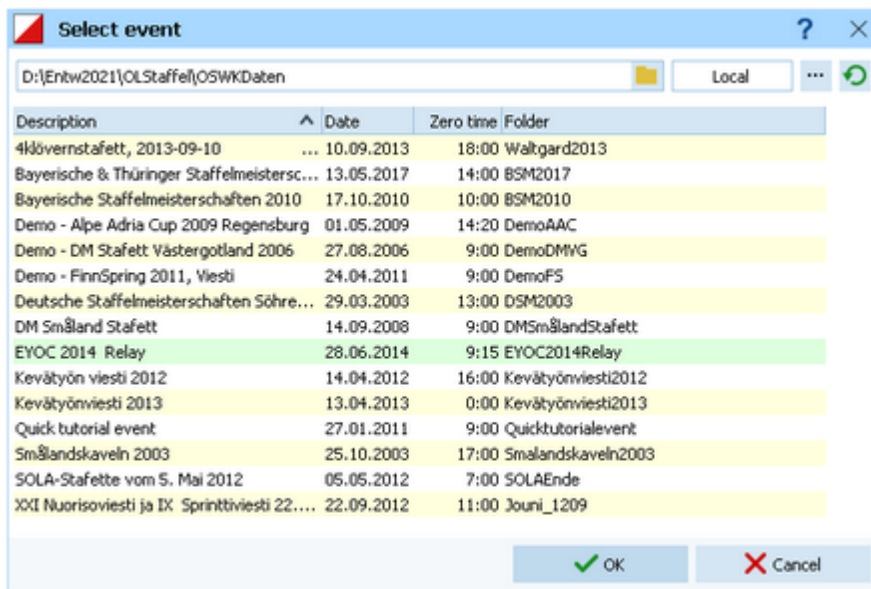
The obvious first task with a new event is defining the classes and entering the entries. However, sometimes you may want to begin with defining the courses.

See also
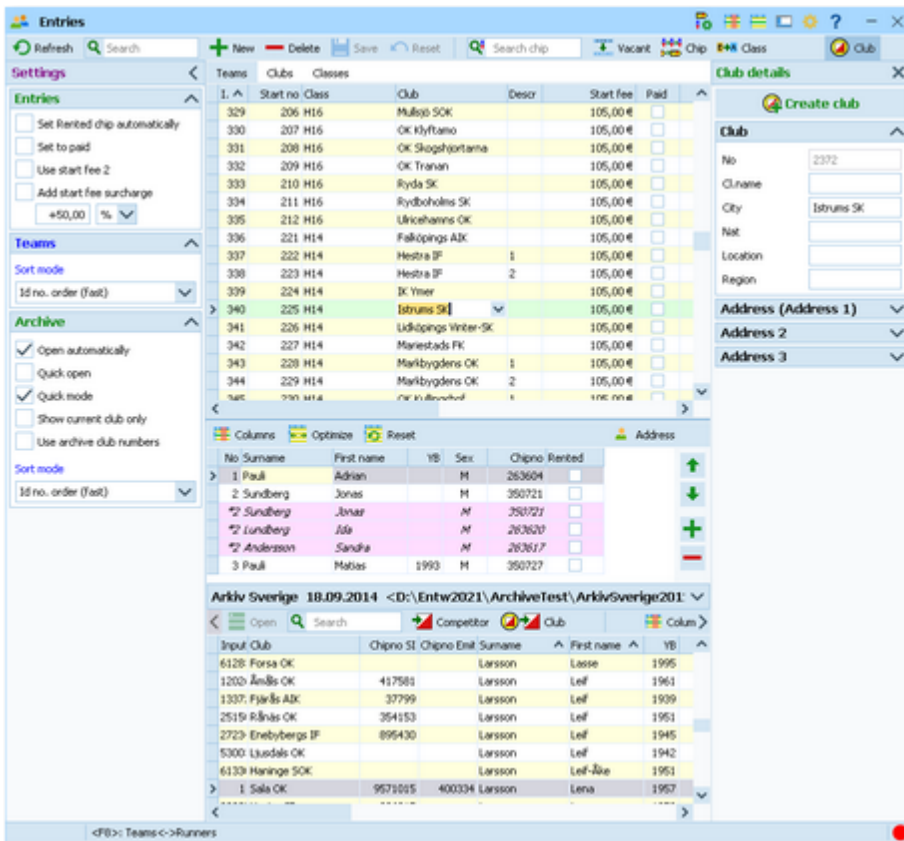
Managing events - Task based help

3.3 Managing entries

The *Entries* main menu topic offers you all functions which are necessary for working with the entries.
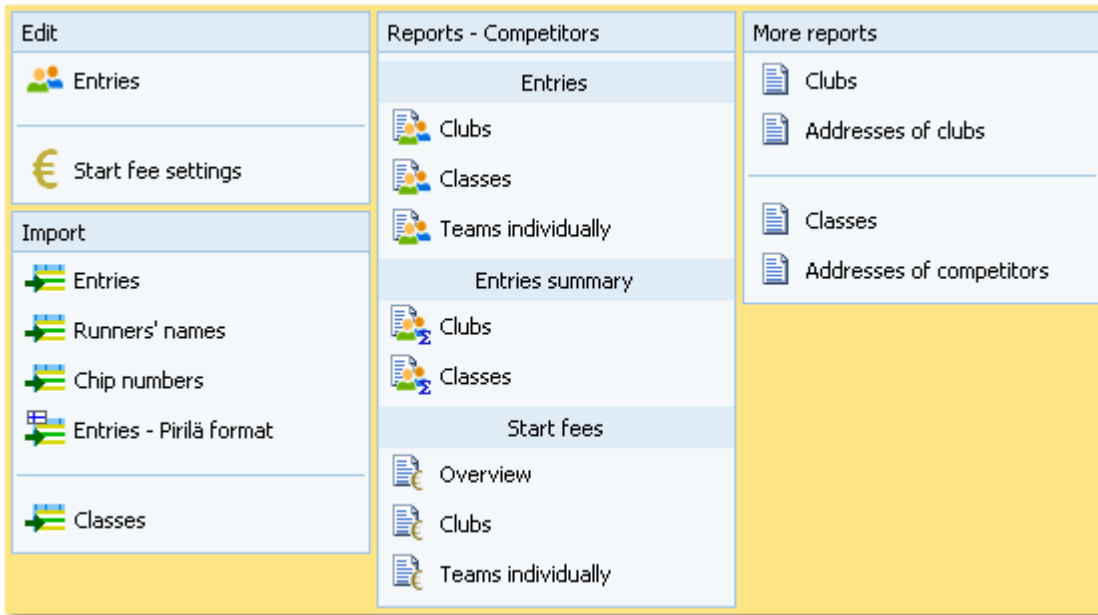
With *Entries - Entries*, you open the entries form. The entries form has three grids where you can edit competitors, clubs and classes. Look at the tabs at the top of the data grid.

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.

Teams	Clubs	Classes					
No ∧	Short	Long	Legs	Start fee	Xtra start fee	Xtra2	Type
7	H35	H35	3	240,00 €	0,00 €	☐	Championship
8	H21	H21	3	240,00 €	0,00 €	☐	Championship
9	H20	H20	3	240,00 €	0,00 €	☐	Championship
10	H16	H16	3	105,00 €	35,00 €	✔	Youngsters
11	H14	H14	3	105,00 €	35,00 €	✔	Youngsters
12	H12	H12	3	105,00 €	35,00 €	✔	Youngsters
13	D180	D180	3	240,00 €	0,00 €	☐	Championship

For more details, look at the Classes reference.

If your entry portal provides an export of the classes, then this can be imported into OS12. For more details see the Import classes reference. OS12 supports some portals directly, see f.ex. the Eventor - Download classes reference.

How to enter teams (entries)

Be sure that you are displaying the teams grid ⬚ Teams . 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 teams. **Notice:** in insert mode the bottom panel for the legs' details is not visible.

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 menu. For more details, see the next paragraph.

| Teams	Clubs	Classes			
I. ∧	Class	Descr	Club	Start fee	Paid
334	H16		Rydboholms SK	105,00 €	☐
335	H16		Ulricehamns OK	105,00 €	☐
336	H14		Falköpings AIK	105,00 €	☐
> 337	H14	1	Hestra IF	105,00 €	☐
338	H14	2	Hestra IF	105,00 €	☐

At the bottom you see the table with the leg details of the current team. You can switch between both grids using the hotkey *F8*.

	No	Surname	First name	YB	Sex	Chipno
>	1	Pauli	Adrian		M	263604
	2	Sundberg	Jonas		M	350721
	*2	Sundberg	Jonas		M	350721
	*2	Lundberg	Ida		M	263620
	*2	Andersson	Sandra		M	263617
	3	Pauli	Matias	1993	M	350727

Normally, you will receive those names and chip numbers only shortly before the event. You can enter them at any time, at latest during the race. Using the archive or importing the names from a web service will simplify this task.

For more details on editing entries, see the Entries and the Import runners names references.

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.

	No ∧	City	Cl.name	Nat	Location
	90001	Wil	OL Regio	SUI	
	90002	Moravsky kras		CZE	
>	90003	WGSC 1901		AUT	
	90004	Erste Bank	LC	AUT	
	90005	Kalksburg OL		AUT	
	90006	Bjelovar	OK	CRO	
	90007	BOF		HUN	

Teams | Clubs | Classes

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 input of the runners' details. Think about such fields like Chip number and Database Id 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 OS12.

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. You can check the option *Archive-Open automatically* to have it opened automatically the next time.

Arkiv Sverige 30.09.2022 <D:\Entw2021\ArchiveTest\ArkivSverige2022>

Open | Search | Competitor | Club | Columns | Optimize | Reset

Input	Club	Chipno SI	Surname	∧	First name	∧	YB	Sex	Db Id	IC
19157	I 19 IF	248892	Öman		Thomas		1964	M	38801	
79085	OK Tyr		Omar		Jean		2011	M	211244	
78792	Östersunds OK		Omberg		Alfred		2021	M	210897	
78150	Östersunds OK		Omberg		Anna		1982	F	210134	
78789	Östersunds OK		Omberg		Arvid		2016	M	210894	
57861	Linköpings OK	2420483	Omberg		Christopher		1991	M	179916	
79696	Östersunds OK		Omberg		Maria		1957	F	212225	
32296	Särna SK		Omblets		Thijn		2007	M	97460	
40010	OK Orion	7060323	Omelchenko		Jakob		2006	M	128067	
36599	Os Hjälpkurvan	8020313	Omelchenko		Maxim		2002	M	114590	
> 19677	OK Orion	7020313	Omelchenko		Yuri		1971	M	40722	
72976	Vimmerby OK		Omerovic		Adisa		1986	F	203623	
56212	OK Kontinent	2088525	Omfors Macinnes		Geprg		2006	M	176505	

Now you can search for the desired competitor and then doubleclick on him to insert him into the right leg. 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 🔲 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 team, its 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. OS12 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 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 and course distribution into OS12: either you *enter them manually* or (more common) you *import* them from OCAD or Condes.

The **Courses** main menu topic offers you all course setting functions.
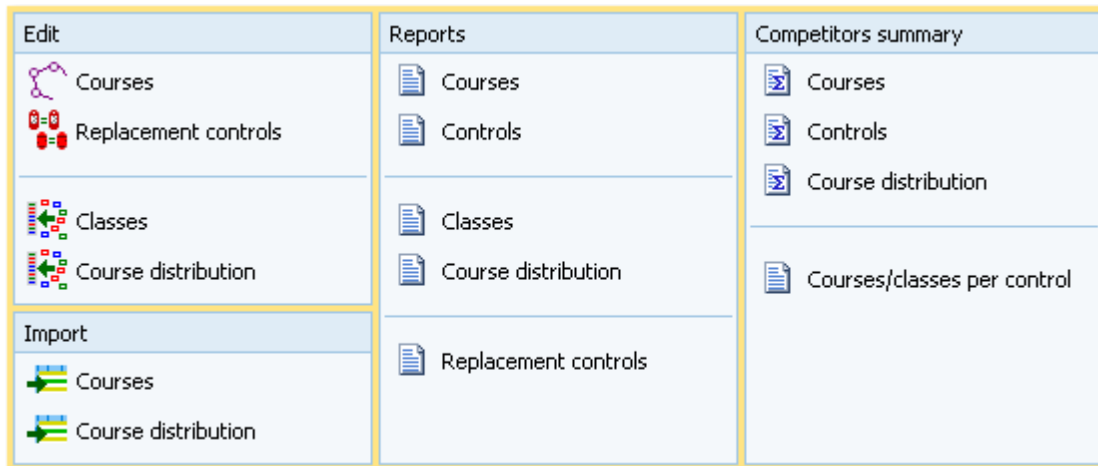
With **Courses - Courses**, you open the courses form. The Courses form has two grids where you can edit courses and controls. Look at the top of the data grid.
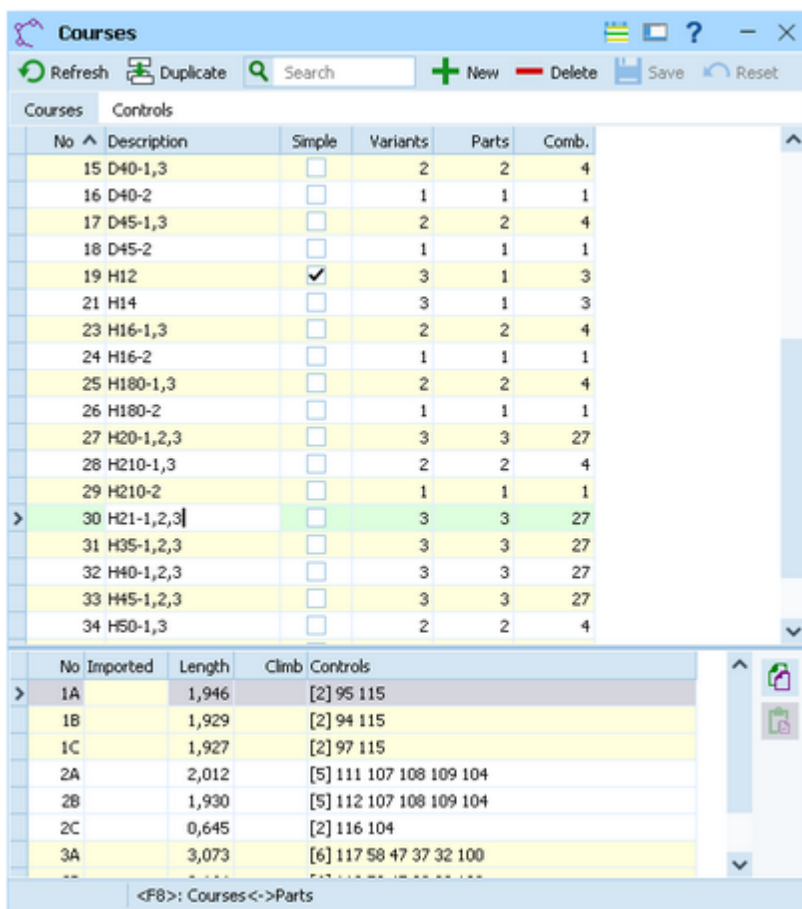
If you need more details about editing in the data grid, have a look into the data grid reference.

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 and optionally add the control descriptions.

No ∧	Description
118	Control 118
119	Control 119
120	Control 120
121	Control 121
122	Control 122
123	Control 123

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	Simple	Variants	Parts	Comb.
18	D45-2	☐	1	1	1
19	H12	✔	3	1	3
21	H14	☐	3	1	3
23	H16-1,3	☐	2	2	4
24	H16-2	☐	1	1	1
25	H180-1,3	☐	2	2	4

At relays, the planning of the branching (variants and parts) is very important. OS12 also offers a special feature called Simple mode which allows you to enter or import linear courses.

For more details on all that see the Courses reference.

Importing courses and the course distribution

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 courses**, you can import the courses into OS12. If defined in OCAD/Condes, the assignments to classes/legs will be imported, too. As the second step, you can import the course distribution via **Courses - Import course distribution**. Many organisers prefer to do the course distribution manually outside of any event or course setting software. OS12 supports this also.

Notice: These two import steps allow a better control about what is happening. Only the older OCAD8 text format is still imported in a single step. Both courses and combinations are imported by the course import.

For more details see the Import courses and the Import course distribution references.

How to assign courses to classes

To enable the automatic code checking, the courses must be assigned to the classes and legs. This is the basic information required for the course distribution, see the next paragraph..

If you had imported the courses, then sometimes the assignments had already been imported also, depending on the import format or the delivering program you had used.

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

	No ^	Short	Long	1	2	3	
	1	H210	H210	H210-1,3	H210-2	H210-1,3	
	2	H180	H180	H180-1,3	H180-2	H180-1,3	
	3	H55	H55	H55-1,3	H55-2	H55-1,3	
	4	H50	H50	H50-1,3	H50-2	H50-1,3	
I	5	H45	H45	H45-1,2,3	H45-1,2,3	H45-1,2,3	
	6	H40	H40	H40-1,2,3	H40-1,2,3	H40-1,2,3	
	7	H35	H35	H35-1,2,3	H35-1,2,3	H35-1,2,3	
	8	H21	H21	H21-1,2,3	H21-1,2,3	H21-1,2,3	

Select the correct course for each leg.

For more details see the Assign Classes - Courses reference.

How to assign the course combinations to teams and legs

Since relay courses are forked, you have to *assign the right combination to every team/leg*. To do this, click on **Courses - Course distribution** which opens the respective form with its grid.

	Input order	Start no ^	Class	Team	1	2	3	4
	434	288	D12	OK Skogshjortarna	B	#1	A	
	435	289	D12	Vänersborgs SK	A	#1	B	
	488	290	D12	Trollhättans SOK	B	#1	A	
	394	301	D21	Bredareds IF	ABA	BCB	CAC	
>	395	302	D21	Främmestads IK	BBC	CCA	AAB	
	396	303	D21	Gudhems IF	CBB	ACC	BAA	
	397	304	D21	Hestra IF	CAC	BCB	ABA	
	398	305	D21	IF Hagen		CCA	BBC	

The combinations have to be entered in different ways depending on whether the course is in Simple mode or not. OS12 offers a comfortable semi-automatic function for distributing the courses to all teams of a class. Xtra legs/runners will be computed in the right way automatically.

For more details, have a look into the Course distribution reference.

The combinations can also be imported from Condes/OCAD if you did the course distribution within those programs.

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

For relays it is necessary to create a start list with well-defined mass start times. At least to be able to assign the right maps to the right teams/legs in advance, start numbers must be used.

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

Start list	Start list reports	Start lists for the restart
Organisation	Classes	Classes
Draw	Clubs	Clubs
	Courses	
Late start		Teams individually
Restart	Teams individually	Start times
	Start times	
	Late start	
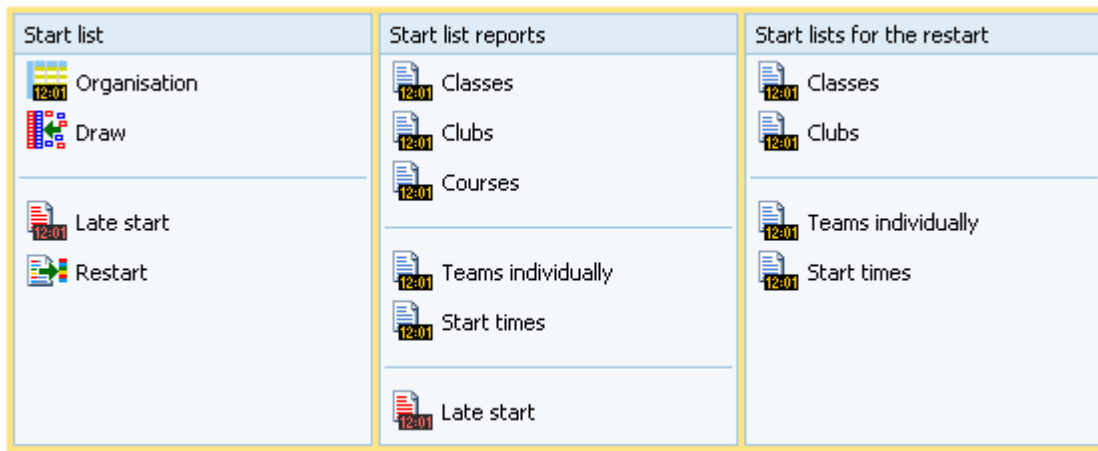
Preparing the start list draw

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. You have to define the mass start time for every class. Building up the start organisation visually on screen gives you an overview about how many teams will start at a specific mass start.

Besides the normal overview report, OS12 provides a comprehensive check report and a special Shift function if you have to shift a complete mass start to another time.

You can do the necessary definitions with *Start list - Organisation*. For more details, see the Start organisation reference.

Performing the start list draw

If you had defined the start organisation, then you can draw the start list using *Start list - Draw*.
If necessary, you can modify the result of this draw by simply dragging teams to the desired start numbers. There is a special function available to solve start number conflicts (f.ex. after you had added new entries). For more details see the Start list draw reference.

How to modify/enter start numbers manually

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

- Editing Entries
  You can sort the entries table by classes and start numbers and enter or modify the start numbers manually. Use this method if you want to assign extraordinary start numbers for some reason or if you defined start numbers without any draw at all. See also the Entries reference.
- Dragging/editing within the start list table
  If you want to change start numbers according the start organisation, then invoke the start list draw form and drag the respective teams into the right places. For more details see the Start list draw 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 OS12 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 OS12 you can print customized start lists by start times down to the level of a single mass start time.

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

See also
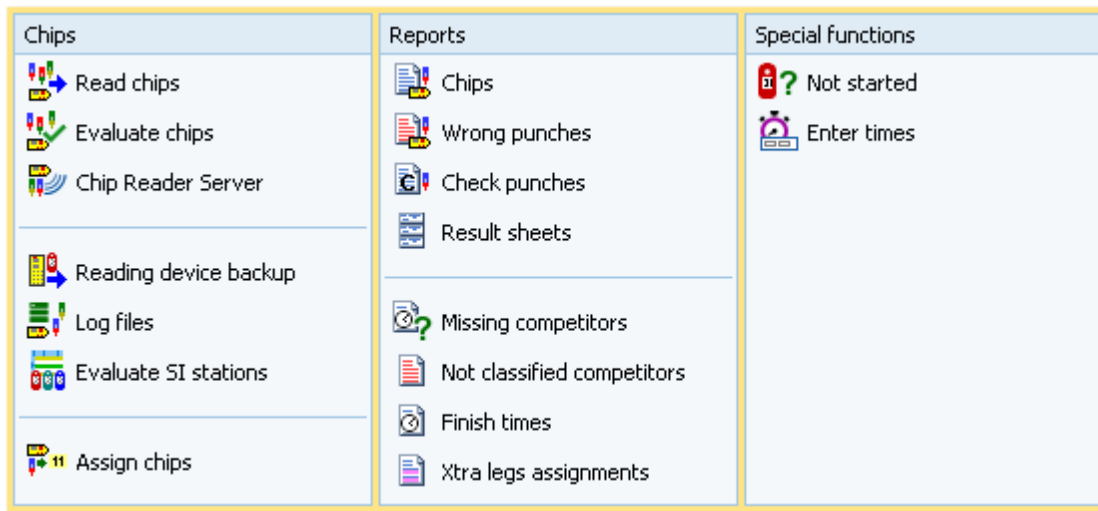Start list reference

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	Enter times
Chip Reader Server	Check punches	
	Result sheets	
Reading device backup		
Log files	Missing competitors	
Evaluate SI stations	Not classified competitors	
	Finish times	
Assign chips	Xtra legs assignments	

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 OS12 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. For this the *Competition day - Read chips* function 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 reference.

Not started teams

An important task which protects you from waiting for missing teams at the changeover in vain, is registering the not started teams just after the mass start of the respective classes. There are two ways how to do.

If you are maintaining a start protocol, then use this to enter the not started teams. You may also just collect the maps which had been left at the mass start for this task. 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 OS12. 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.

➖ Publishing results

You find the result reports under the main menu topic *Results*.
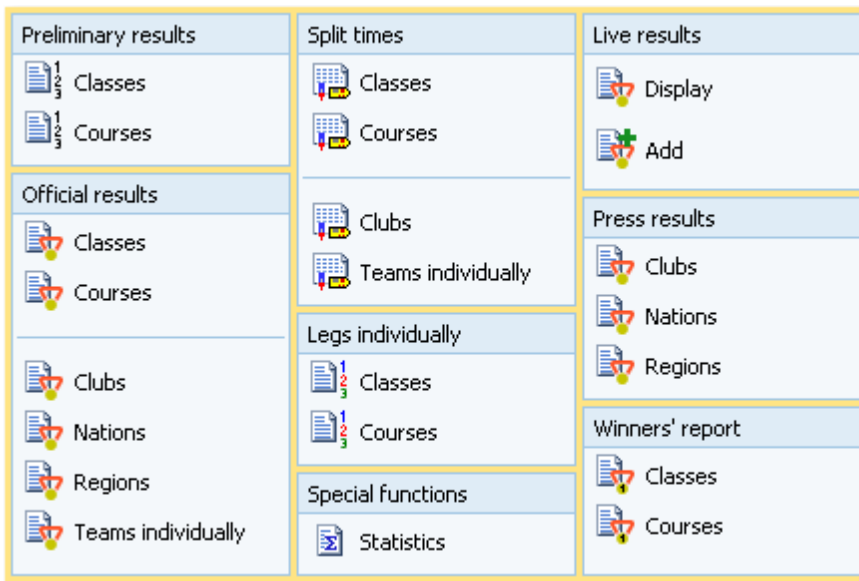
During the competition you can continuously publish results, either in printed form or uploading them to a web site using the HTML or another export. There are numerous different result formats for different purposes. The main types are the preliminary, split times and official reports. It is possible 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 OS12 setup has installed several *demo events* which had actually taken place. Many thanks to the organisers who allowed me to include their events here. 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, OS12 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 OS12. 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

For using the archive, this means a special advantage. Since 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, OS12 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.

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

See also

Managing entries - Task based help

4.3 Interacting with web services

OS12 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 OS12, 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 OS12.

⊟ Maintaining the archive

In some countries, the archive is offered ready-to-use for OS12. 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 OS12. 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.

⊟ 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 OS12 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, Import entries and Import runners names references.

Sometimes the class table of the event can also be provided by the entry service. Then you can import this file into OS12. 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 OS12 CSV format or at least the IOF XML format.

See also

Managing archives - Task based help

Web

Import entries

Import runners names

Reports

4.4 Handling Xtra legs

Xtra legs/runners are a special relay feature in Sweden and Finland and maybe in the other Scandinavian countries also. Especially youngsters are allowed to run together at a predefined leg. They change over together from the previous leg's runner. All run the same course which had been assigned to the team/leg. The best of them changes over to the next leg and he will count for the team. It is allowed that some teams do have a normal single runner on this leg only while others have simultaneous runners.

In OS12, a Xtra leg is the leg of a class where simultaneous runners are allowed. Xtra runners are those competitors who run on those legs.

▬ Defining Xtra legs

With the class definition, you have to check the column Xtra for the respective class and leg. Also, you have to define the Xtra start fee, which is the *individual start fee for those additional runners*. See the Classes reference for more details.

▬ Entries for Xtra runners

For a new team entry, one blank Xtra runner will be inserted for the respective legs. Xtra runners must be entered into those Xtra places only and the "normal" leg runner should be left empty.

In the entries form, there are special functions available to add additional Xtra runners or remove obsolete ones. You can enter *up to 9 Xtra runners for a leg* and a *maximum of 10 per team* (distributed over several legs). See the Entries reference for more details.

▬ Computing Xtra legs

The Xtra runners change over together from the previous leg's runner. The best of them changes over to the next leg and he will count for the team. At the download in the finish, OS12 calculates the best one and copies his details and the chip from the Xtra runner place into the "normal" leg place. This is necessary for a correct overall results calculation and in other contexts, f.ex. intermediate speaker results. For the code checking, OS12 always takes the course of the respective "normal" leg.

If the counting Xtra runner has a mispunch or gave up, then the team will be disqualified as usual. However, for this case, you have the possibility to modify this assignment in the chip evaluation, to put the team back into the competition. Perhaps you will have to add some penalty time since the next leg's runner obviously had started too early.

See the Read chips and Evaluate chips references for more information.

▬ Xtra legs in reports

Like in the entries form, Xtra runners are displayed with a preceding asterisk * in all reports. Only the non blank and relevant ones will be displayed. A leg is considered as blank, if the surname is the default *N.N.* and all other fields are empty. So with the entries, the normal leg will not be included if there are Xtra runners. With the results, the runner who counts for the team will be displayed only for the normal leg, although actually he is twice in the team to allow manual changes of the assignment if necessary.

See also

Entries reference

Classes reference

Read chips 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*. OS12 had been specially designed to make using those electronical systems as easy as possible for you and to provide you the best benefit. Of course you can use OS12 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
	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.
Sometimes you may need to perform one or more *late starts* and/or *restarts* during the race. Those functions can be found under the *Start list* main menu item.

▬ 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.

▬ Reading device backup

You can download the backup memory of a SportIdent or Emit reading device and insert the chips into the event.

At relay competitions 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.

▬ Late starts

A late start is a mass start for those runners who are still waiting for their changeover near the end of the competition. This mass start is designed to shorten the total competition time. OS12 provides the possibility to perform *multiple late starts* if necessary. You can assign a specific late start time to every class/leg individually. OS12 will always calculate the overall times of late started teams correctly. All late starters can continue their race with normal changeovers, as long as those runners start before the late start of their own leg.
In many countries especially in Scandinavia it is common to place late starters behind the non-late starters even if their overall time is faster. You can define this option when displaying the results.
In special cases, you can also put individual runners into the late start manually.

See the Late start function for more details.

▬ Restarts

With OS12, you can have one or more breaks during the race, which can be defined for each class independently. Later you can continue the race. The nextcoming leg will be started using a *chase start* according to the current standings of the race.
This type of relays is very popular in Scandinavia. For example, you can perform the first two legs of a class in the evening as a night race. On the next day, the race will be continued with leg 3. There may be other classes which have a "normal" race only on the second day. This is the way how the famous Smålandskavlen in Sweden is

organised.

OS12 allows a restart for every leg as a maximum. However, this extreme scenario is not following the idea of a relay... You can define a maximum time which is allowed to be behind the leader. All teams outside this time frame will be started with the late start for this leg and they can also continue their race with normal changeovers.

See the Restart 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. OS12 *Pro* version.
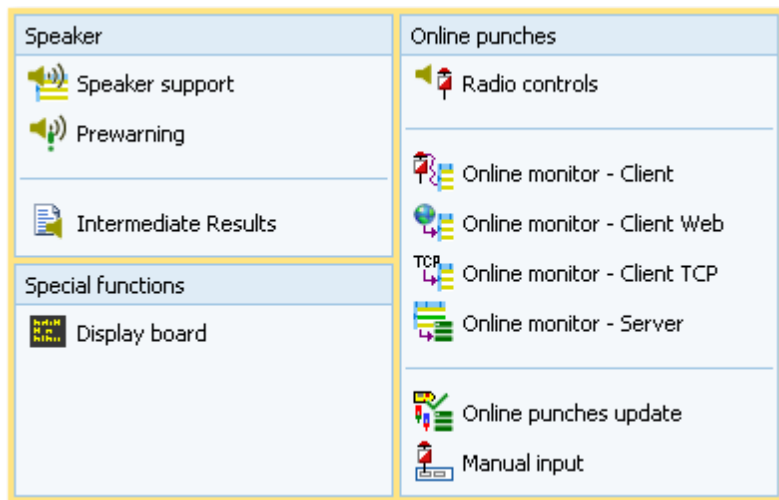
It should be mentioned here that the speaker functions are also valuable without any radio controls. A speaker can just watch what is happening in the finish based on the finish times which are delivered by the chip download.

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. At relays, the latter one is necessary to be able to announce the nextcoming changeovers. More, at most relay competitions it is usually the responsibility of every team itself to watch the spectator control to be ready for the next changeover.

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 teams/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 relays, online finish controls are of minor importance, compared to individual competitions.

Time taking: Radio punches or Time taking function?

With OS12, 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 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 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 OS12 involved.

Speaker - Radio controls
Before the event, define the radio controls. See the Radio controls reference for more details.

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
OS12 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

OS12 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 or the changeover announcement control to allow the speaker to announce incoming competitors. A quick result panel helps him to see where a specific team is placed in its 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 OS12, you can drive an external display device so that it can display online information about intermediate times and finish times. Together with the prewarning window, such a device can be used for announcing the nextcoming changeovers at such a board. These can be display boards in the finish or virtual "display devices" which display the information online on TV or in the internet. OS12 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.

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. OS12 *Pro* version.
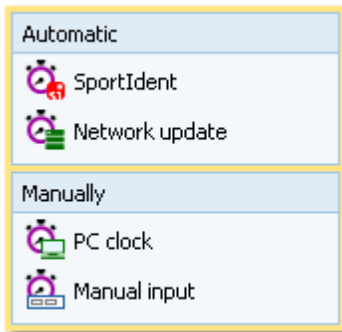
SportIdent and Emit provide special time taking devices. They can be used together with a control station for the identification punch.

When is external time taking useful?

The electronic punching systems SportIdent and Emit provide their own natural method of time taking. This is punching the start time at the start (not at relays) and punching the finish time on the finish line. 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 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, OS12 provides various functions and features which should help you here. However, you as the user are the one who must **DO** it!

Regular backups

OS12 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. OS12 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

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 or 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

Log files

Time taking - Basic principles

Time taking - Network update

See also

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

4.10 Working with restricted user rights

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

When installing OS12, 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.

OS12 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, OS12 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*.
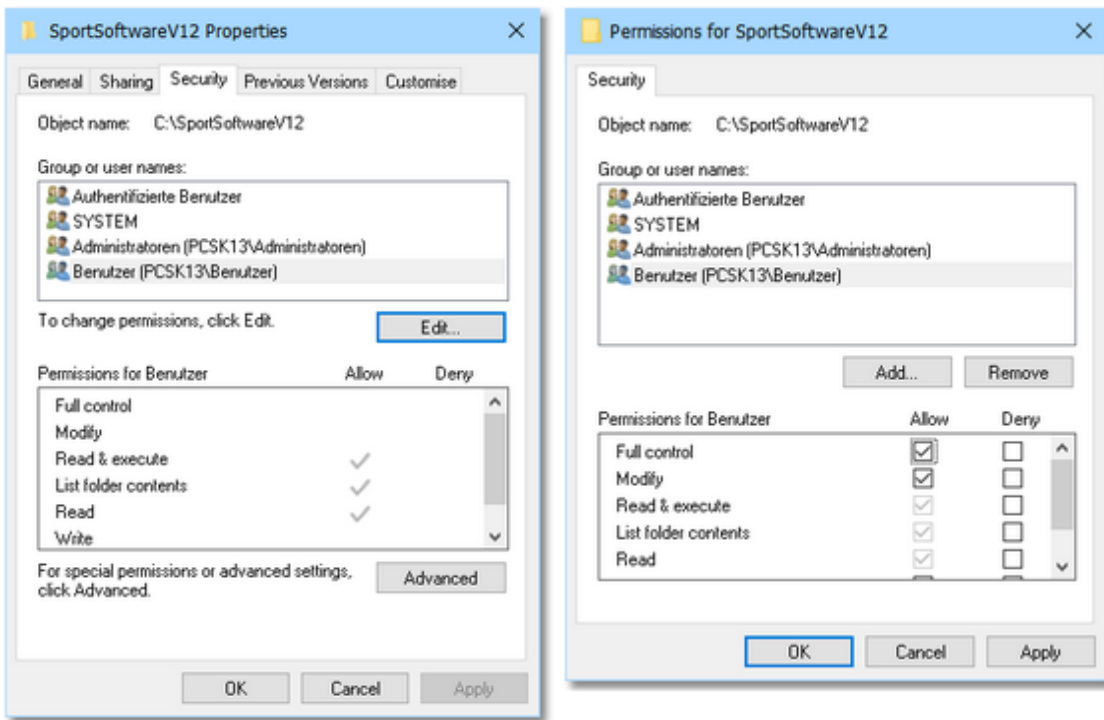
Troubleshooting

OS12 will prompt you if it detects that you don't have the necessary access rights on any data.
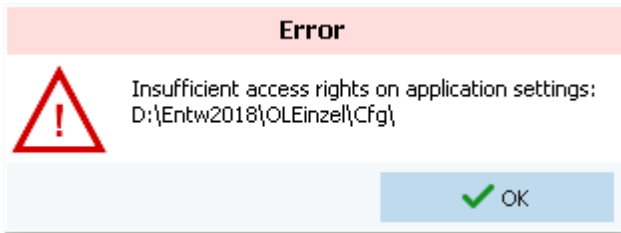
This check is done whereever it seems to be reasonable, f.ex. when selecting an event. To fix this, please check out the rights for all users on that folder and all parent folders. See the instructions given above.

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

4.11 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.

OS12 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 OS12 at least once. When launched, OS12 checks some settings which are necessary for a reliable and safe data processing. You will be prompted if OS12 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 OS12 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 OS12 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 OS12 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

4.11.1 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
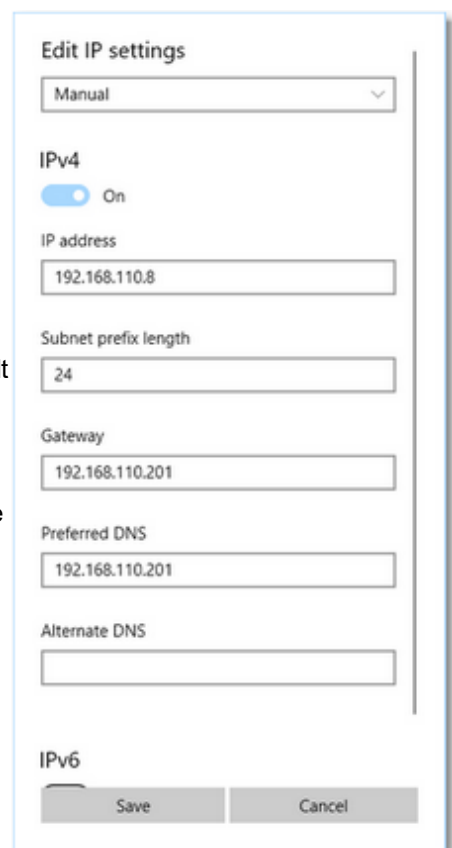
Click on the LAN symbol 🖧 in the taskbar and open the Network and Internet settings. Click on Ethernet and then on the symbol of your Ethernet which will show your Ethernet settings. Scroll down to IP Settings. Click on the Edit button below the IP settings. This will display the Edit IP settings dialog.

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.

Edit IP settings

Manual

IPv4

On

IP address

192.168.110.8

Subnet prefix length

24

Gateway

192.168.110.201

Preferred DNS

192.168.110.201

Alternate DNS

IPv6

Save   Cancel

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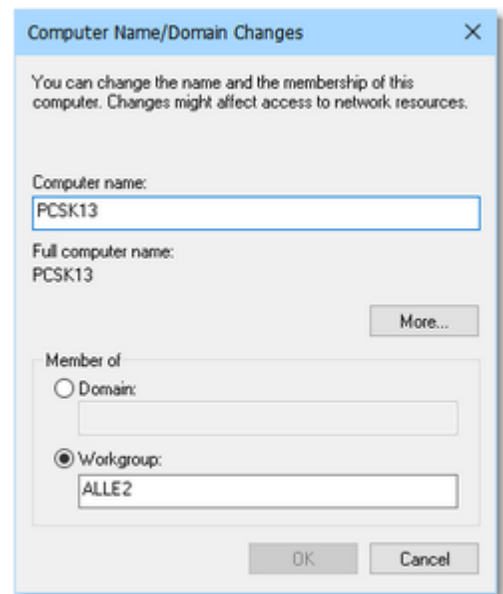
Having finished these settings, reboot all PCs. Experience how easy you can access remote files using the Windows explorer. It is just like accessing files locally, and this is how networking should work.

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.
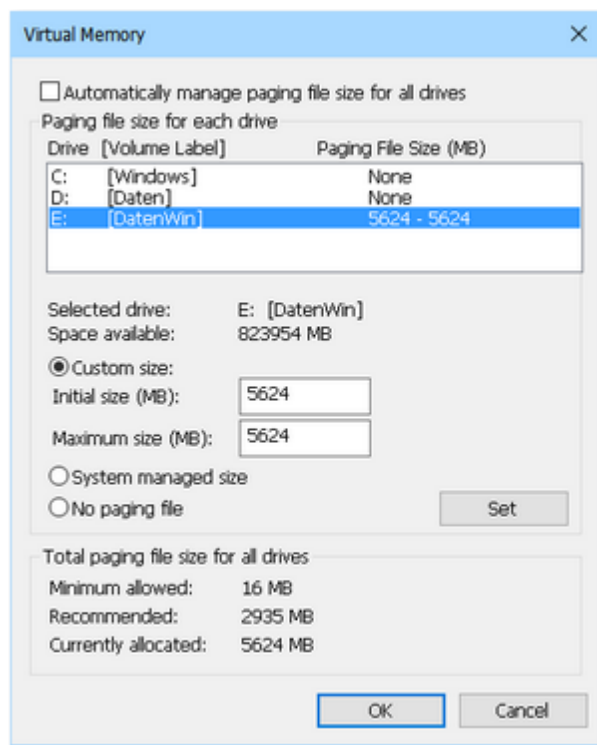
▬ Map a drive to the server folder

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.

Map Network Drive

What network folder would you like to map?

Specify the drive letter for the connection and the folder that you want to connect to:

Drive: Z:

Folder: \\PCServer\D   Browse...

Example: \\server\share

☑ Reconnect at sign-in

☐ Connect using different credentials

Connect to a website that you can use to store your documents and pictures.

Finish   Cancel
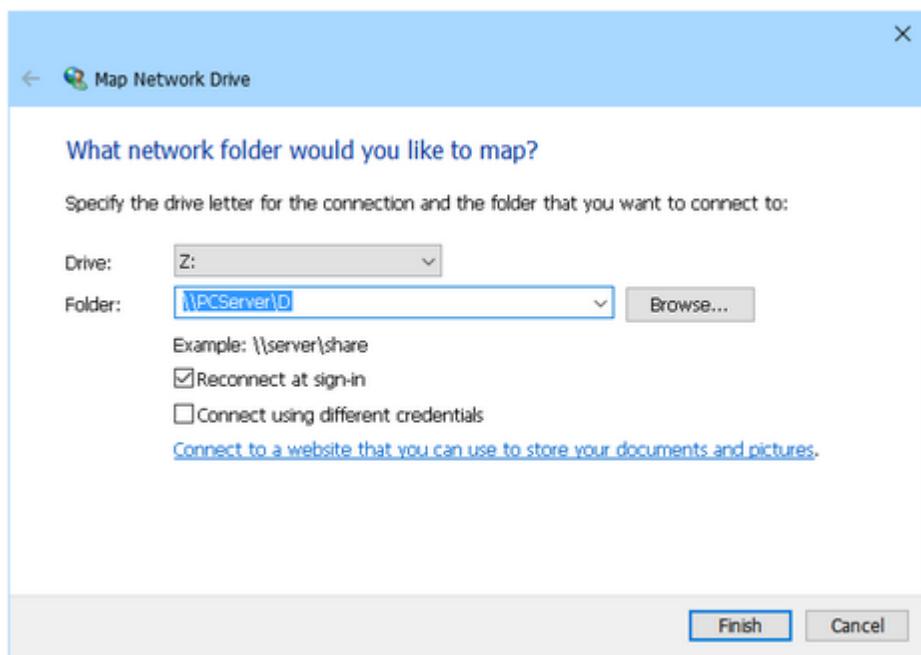
Check out the virus scanner

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 OS12 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.

OS12 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 OS12, 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 OS12 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.
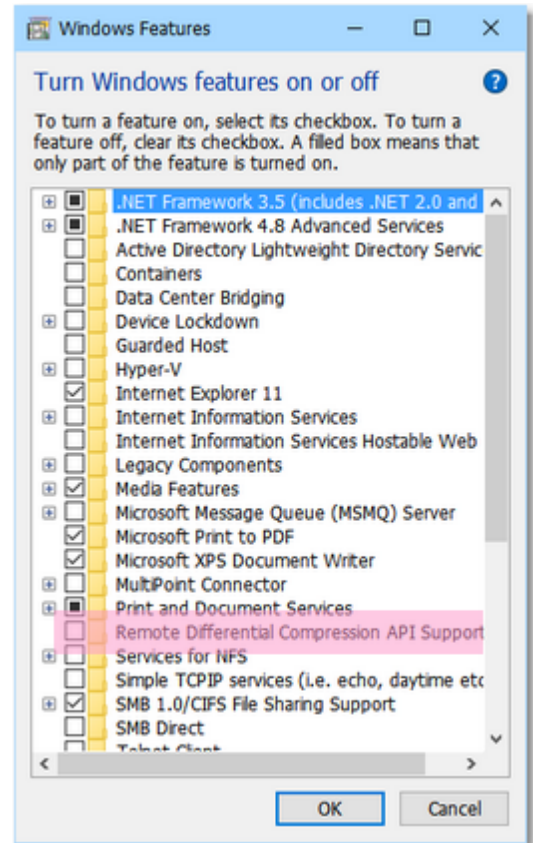
Turn off Windows Search Indexing

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).
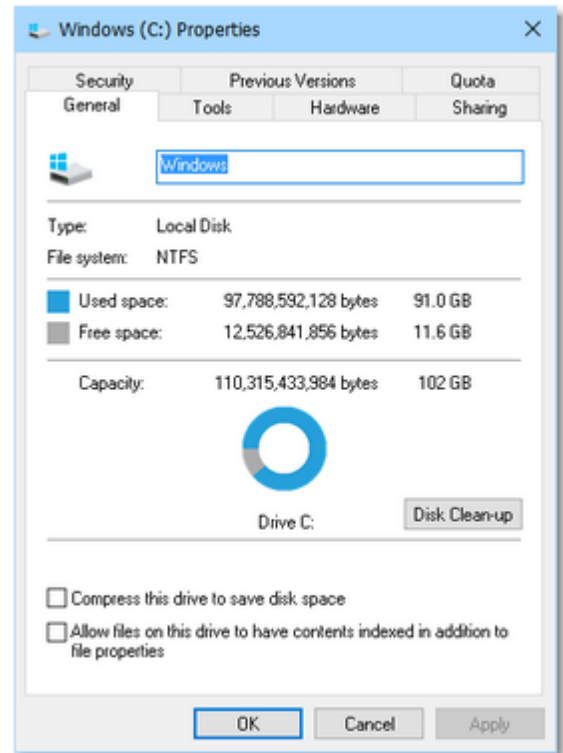
Turn off Power saving settings

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.
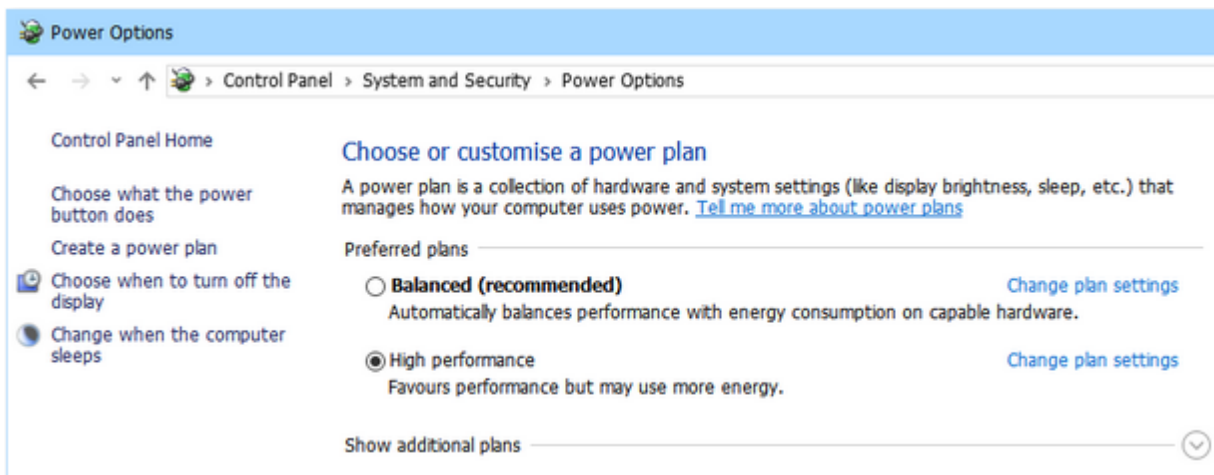
WLAN

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:

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

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 OS12 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 OS12. 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 OS12, 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.

The *Settings* ☼ submenu provides basic application settings. For more information see the Settings reference.
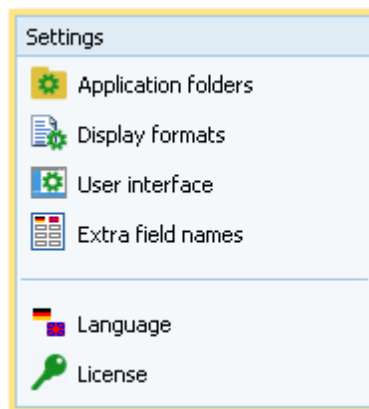
Via the **Help** ❓ submenu you can Restore the demo events, run the Check for updates function manually and obtain information from the local help, from the SportSoftware web site and about your license of OS12.
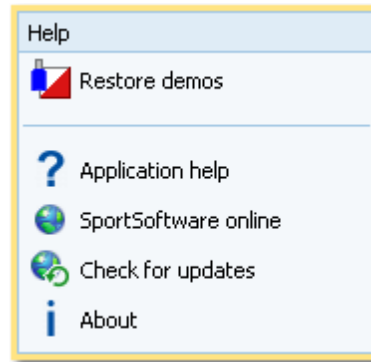
In the **main menu** you see the main function groups. Clicking on an item there opens a submenu which provides all corresponding user functions and reports.
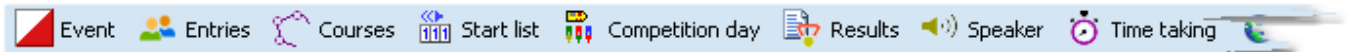
The **status bar** shows you various information about the current event and your version of OS12.
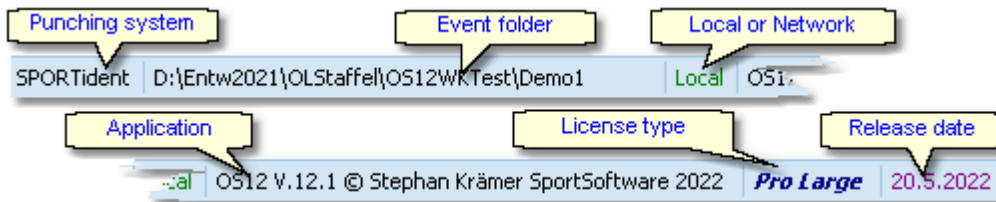
When you launch OS12, the main window and the windows list will be placed in the top left corner of the screen. All working forms which had been left open the previous time will be restored automatically. Reports and other secondary windows will not be reopened automatically.

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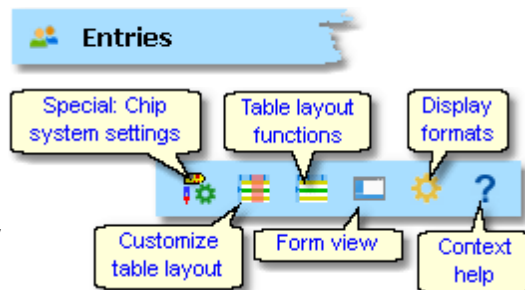
In the *Customize table layout* ▦ submenu you can do exactly that: hide/show the table columns and change their order. Columns displayed with yellow background can't be hidden.
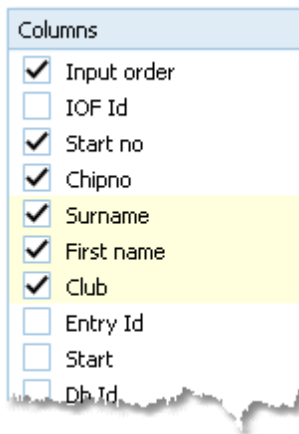
With the *Table layout functions* ▤ you can change or reset the data grid layout and define how the data should be displayed. The sample is from the entries form and it provides some predefined layout options. For more details, see the data grid reference.
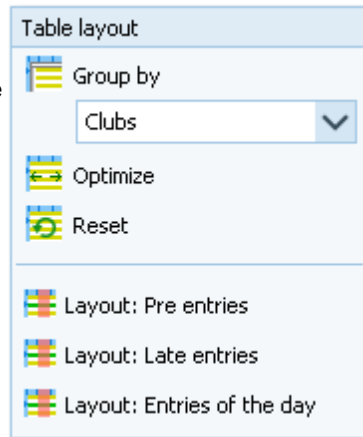
Use the *View* ▭ submenu to hide/ show some elements of the window. For working forms you can hide/show the text in the toolbar.
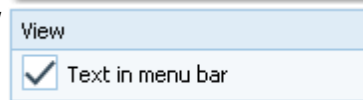
The *Display formats* ⚙ submenu offers format settings for the form, like the time format shown here.

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.

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. OS12 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.
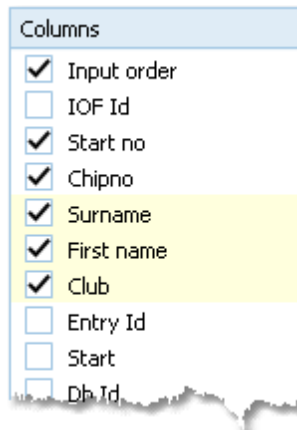
To *resize a column*, grab the right edge of the header and drag it to the right size.
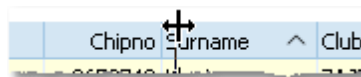
To *move a column*, just grab its header and drag it to the desired position.

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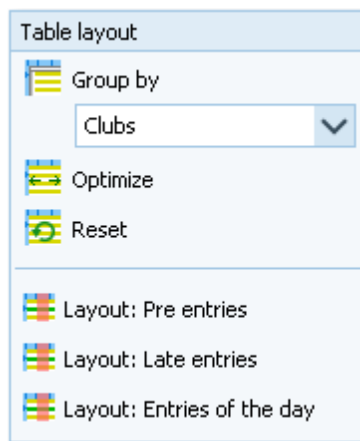
🔳 Group by
Groups the records in the table by the selected column. This is available in a few working forms only. See the entries reference for an example.

🔳 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.

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:

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:

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 [icon].

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.

5.1.3 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.
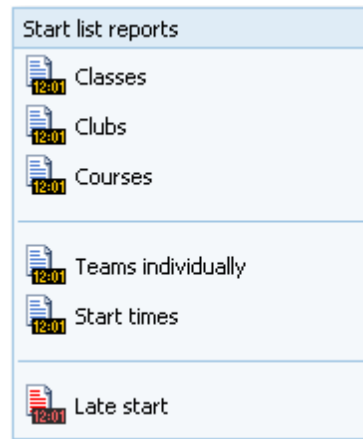
Clicking on a report item creates a report window using the selection from the last time. **Note:** only small selections below 10 records will be restored, otherwise always all records will be preselected.
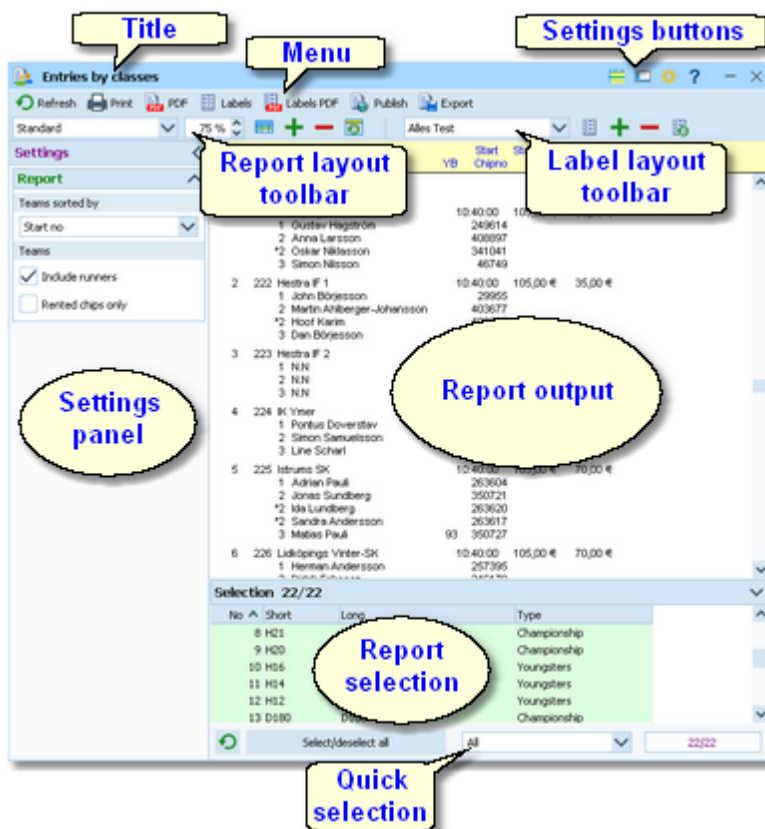
The report window will stay visible until you explicitly close it.

Report window components

The *title* shows the name of the report.
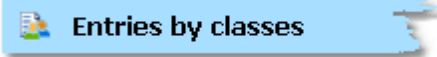
Entries by classes

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

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). See below for more details.

Selection layout | Display formats
View | Context help
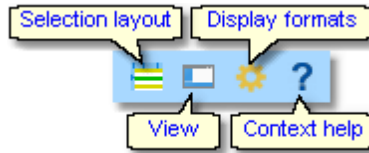
With the *Selection layout functions* you can optimize or reset the selection grid layout.

Selection layout
Optimize
Reset
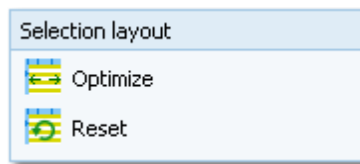
Use the *View* submenu to hide/show some elements of the report window. You can hide almost all elements located at the window borders, to get the most space for the report output.

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.

Selected layout | Zoom | Edit layout | Delete layout
Standard | 75 % | Add layout | Reset layouts

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.

Selected layout | Edit layout | Delete layout
Startno. bib A4 | Add layout | Reset layouts

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. ;-)

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.

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

Report menu

The report menu provides the basic functions of a report.

⟳ 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 <u>Export dialog</u> 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 <u>Upload files</u> reference for more details.
📄 Send EMails	Some reports do also offer the Send EMails button. See the <u>Send Emails</u> 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.
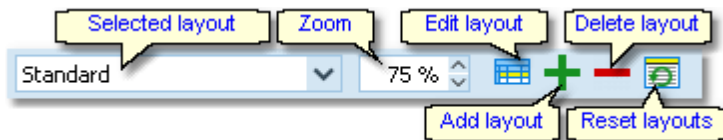
Selected layout	You can select a layout from the list. **Note:** the first layout created automatically by OS12 will always be called *Standard*. You can modify this name in the Report layout editor if you like.
Zoom	Sets the zoom for the report. You may change it quickly by directly typing into the field.
🔲 Edit	Invokes the Report layout editor. See the <u>Report layout editor</u> 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 OS12. 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 <u>Label layout editor</u> 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 OS12. 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 OS12 installed new or updated layouts

With upcoming releases or updates of OS12, 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, OS12 will detect which layouts had been added or updated and it will add them to your working layout file, leaving the existing layouts unchanged. OS12 will then prompt you:

New report layouts installed

Compare the new layouts to the old ones.
Remove the hint *New* from the layout descriptions.
Finally remove the corresponding outdated layouts.

✔ OK
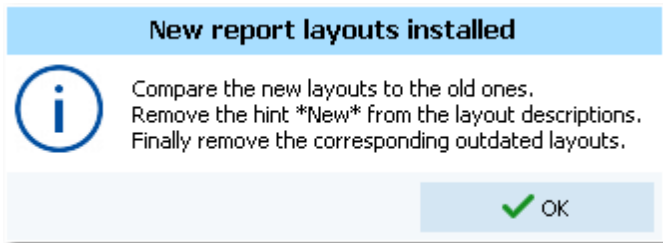
The same dialog will appear if label layouts had been updated, with the difference that it tells you New **label** layouts installed in the title. You can recognize the new layouts by a preceding *New* in the layout description.

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 OS12, 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... :-)
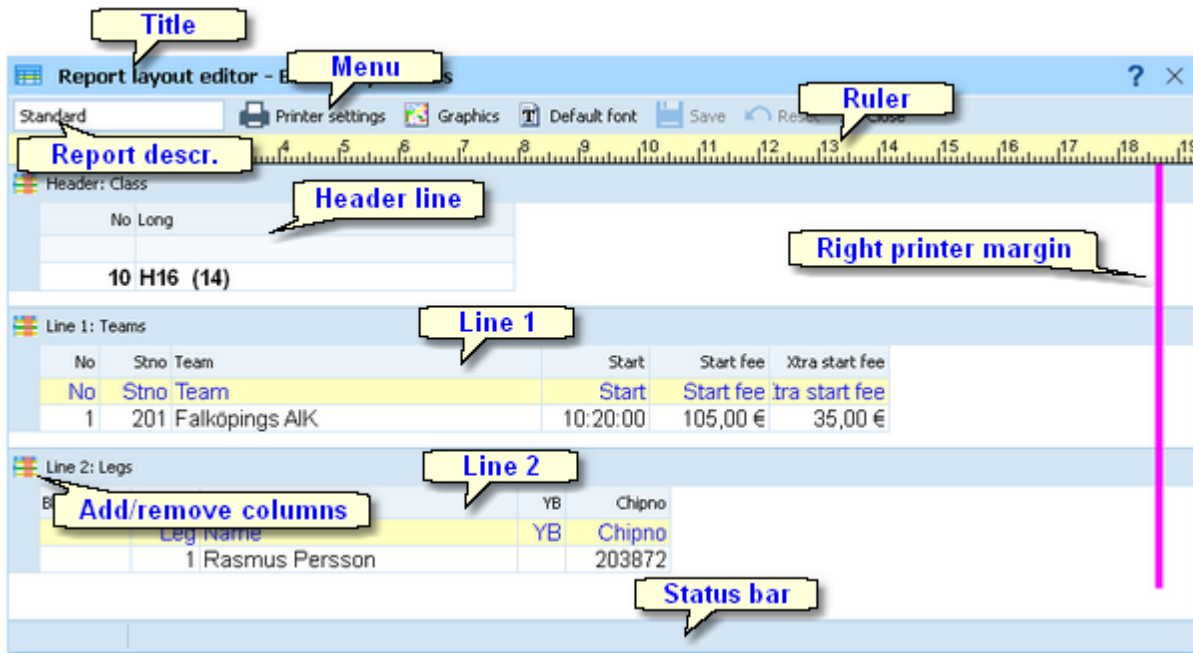
Report layout editor components

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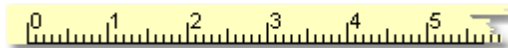
The *header line* and the *line 1* are the two differently formatted lines (for different purposes) which can be customized here. A header line is mostly class or club at reports by classes or clubs. In general, there may be more lines and often no header. Customizing the layout is the same for all lines,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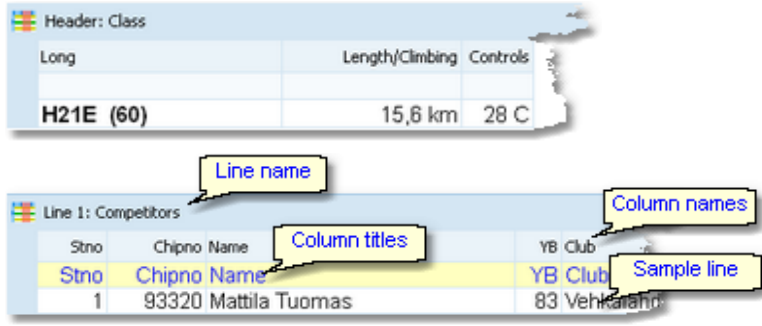
The *right printer margin* shows the margin given by the printer's page width. You can change this by choosing another printer or paper format. See the menu paragraph below.

The *status bar* shows you the edit status.
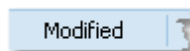
Report layout editor menu

The menu provides the main functions which concern the report layout as a whole.

| Standard | 🖨 Printer settings | 🖼 Graphics | T Default font | 💾 Save | ↶ Reset | ✕ Close |

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.

T 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 OS12 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.
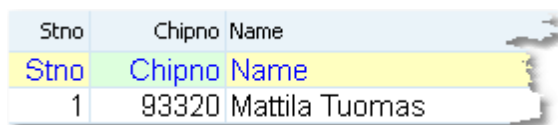
To **select multiple columns**, *Shift-Click* or *Ctrl-Click* all of them.

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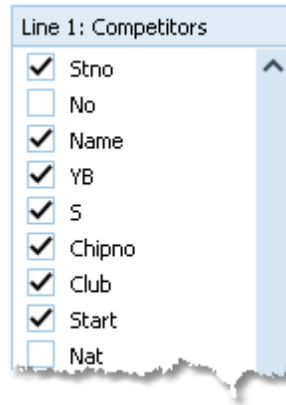
To **resize a column**, grab the right edge of the header and drag it to the right size.

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 time columns of a split times 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 OS12 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 layout of 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.

OS12 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.
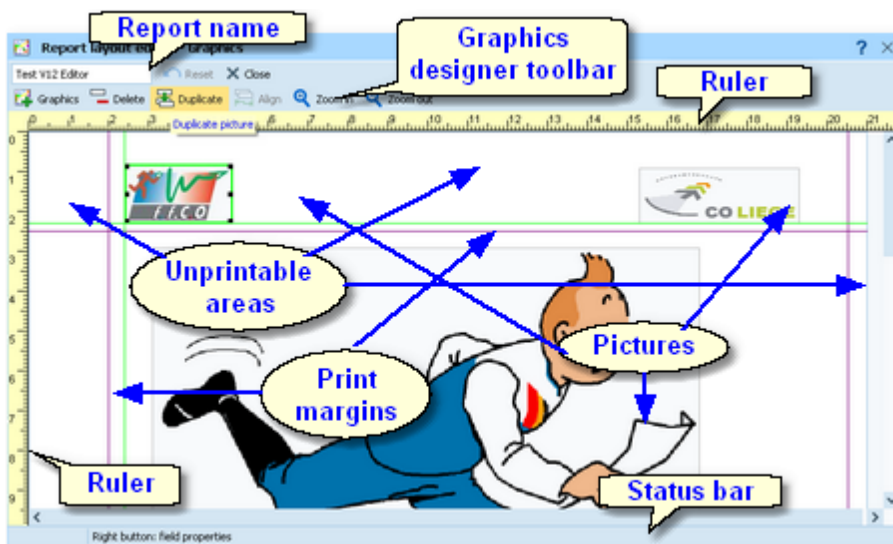
The report graphics designer works nearly in the same way as the Label layout editor, with the main difference that here you have graphics fields only.

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.
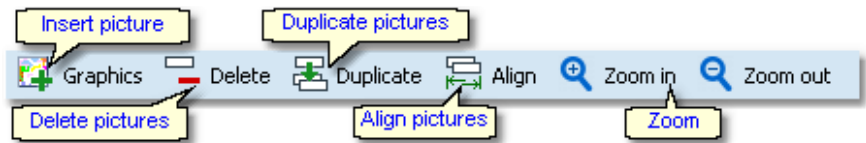
The *rulers* are just an aid for sizing and positioning the pictures.

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:

The toolbar provides the main functions to manage the pictures on the page.
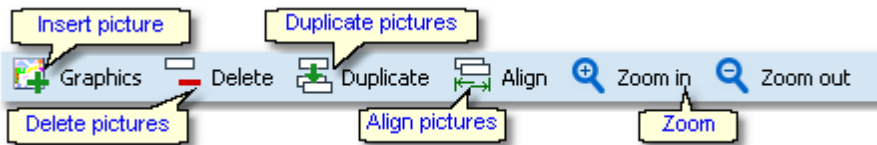
Insert picture	Inserts a new picture field. This field has no picture assigned initially. *Right-click* and select an image file via the popup menu. For more details see the next paragraph.
Delete pictures - *Del*	Deletes the selected pictures.
Duplicate pictures	Duplicates the selected pictures.
Align 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

D:\Entw2018\OLEinzel\Report\LogoFFC(

Reset to original size

Image — Select the image file here.

Reset to original size — Resets the picture to its original size after you had changed it.
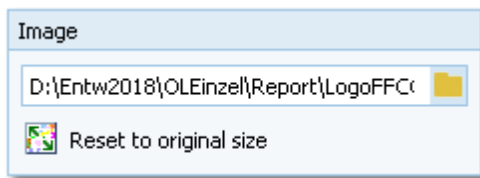
To *select a picture*, just click anywhere on it. It will be marked by a green box. The green helper lines should help you to get the best precision when positioning the picture.

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.
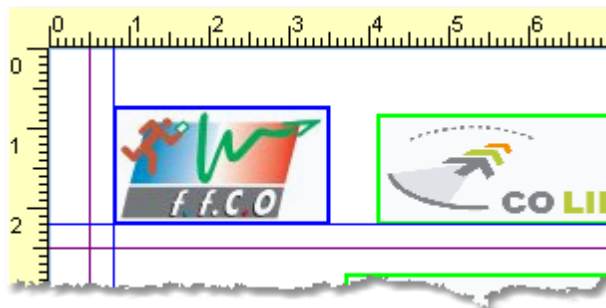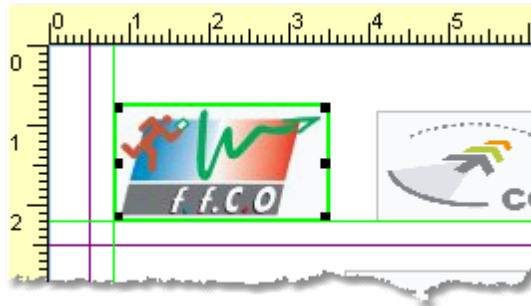
5.1.3.2 Label layout editor

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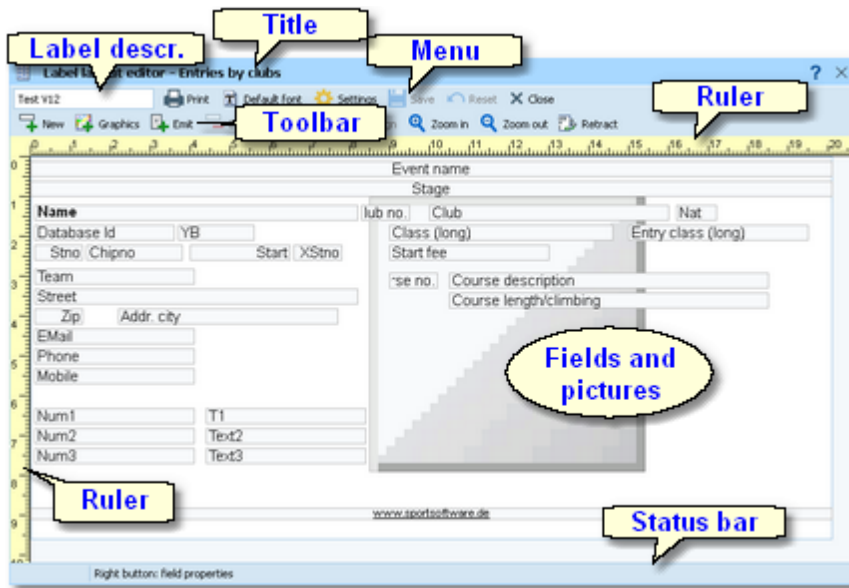
Label layout editor components

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.
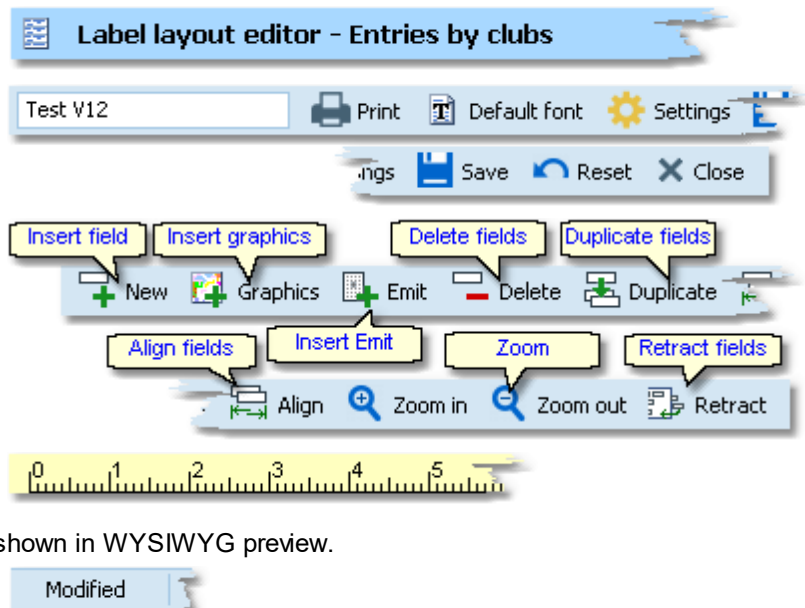
The **rulers** are just an aid for sizing and positioning the fields.

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.
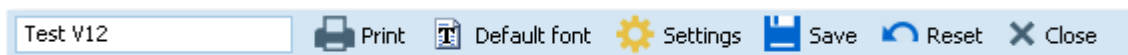
Label description   You can give the label layout a description which tells you for what it is designed for.

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:
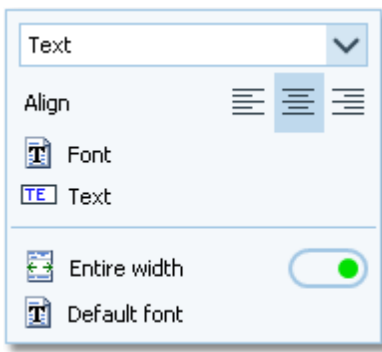
There are also additional properties like the font etc. **Note:** if multiple fields are selected, this modifies all the selected fields.

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.
TE 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.
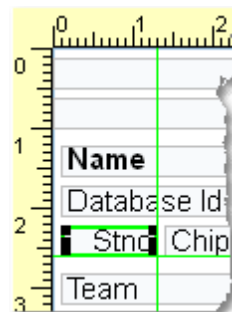
To *select multiple fields*, *Shift-Click* or *Ctrl-Click* all of them. Note that the last selected field is marked by the blue box. This is the one which is used as the reference for the Align function, see the above paragraph.
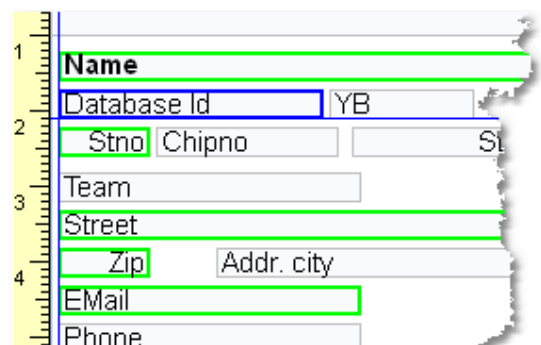
To *select many fields*, it may be easier to use the selection rectangle. Click anywhere left and above the left-top-most field you want to select. Note that you must not click into a field since in this case you would select this field only. Hold the left mouse button down and drag the mouse to the 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.
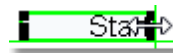
To *move fields*, first select all of them and then drag them to the desired position.

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:
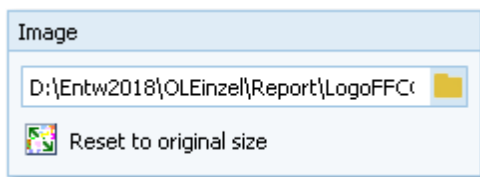
Image
Select the image file here.

Reset to original size
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.

Explore the standard label layouts of the split time sheets 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 OS12 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.

OS12 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.
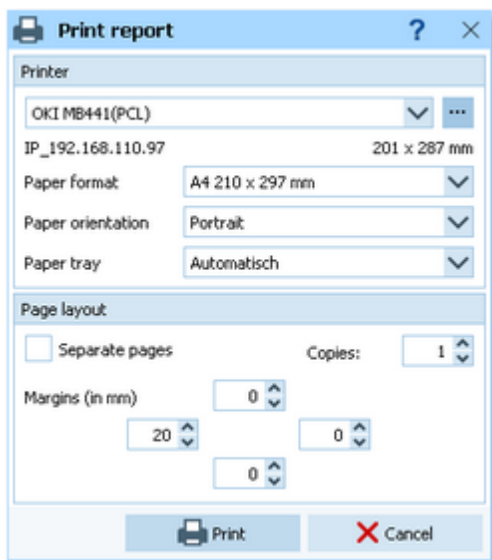
Printer	Select the printer from the list box. With the other listboxes you can define the Paper format, the Paper orientation and the Paper tray. Click on the button ⠇ to open the Windows printer properties dialog, where you can define additional properties. The paper size will be displayed.
Separate 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

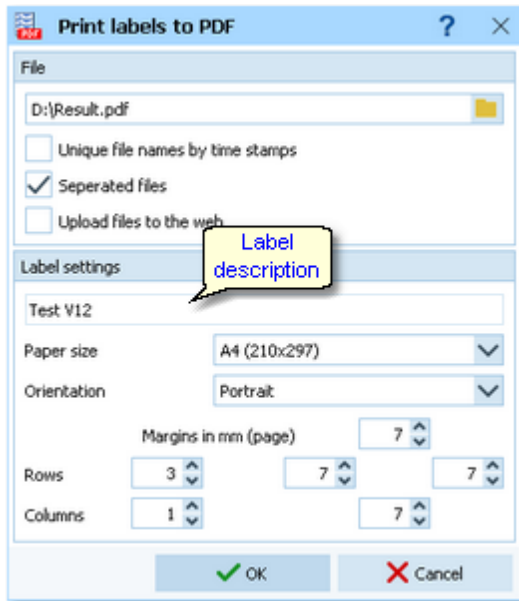Reports
Report layout editor

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 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...
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 Upload files 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 Report graphics designer reference for more details.

See also

Reports

Upload files

Report layout editor

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.

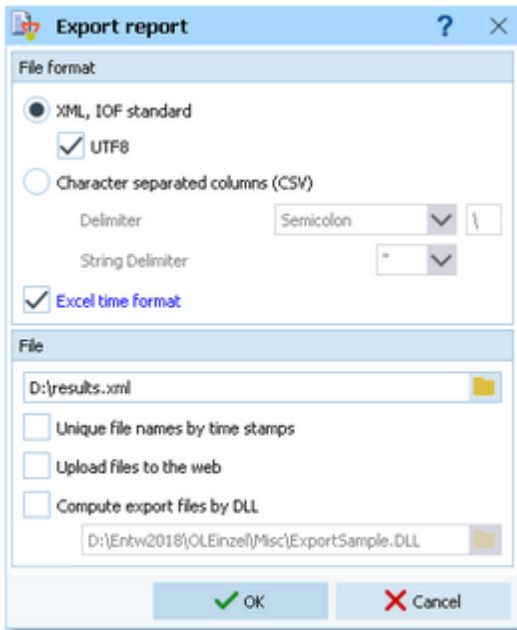|	
File name	Enter the output file name here. See the Select file reference for more details.
Unique file names by time stamps	The files are named like Date_Time_<Filename>.*. This is useful if you want to compute those files by a third party application on your computer or on a web server. So they can 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...
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 Upload files 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.
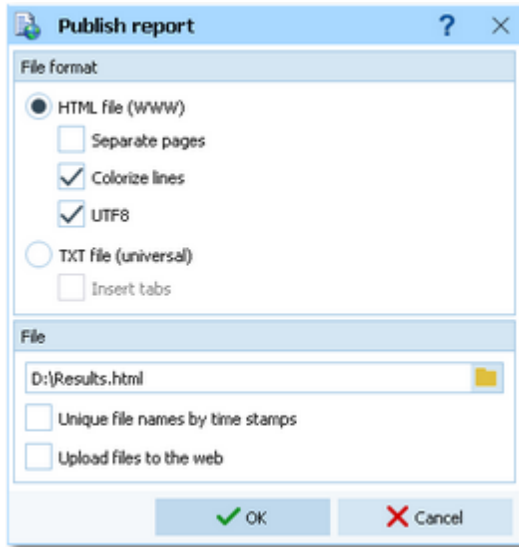
File format	Select HTML or TXT.
Separate pages	This setting works similar to the printed reports. Each section of the report is saved to a separate HTML file. For example, a result report by classes will write every class to a new file. In this case, the file with the original file name will contain 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 OS12 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 OS12's own CSV format as well as the IOF XML format, f.ex. Winsplits.

OS12 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 OS12, a demo DLL named **ExportSample.DLL** is included. You find it in the subfolder *\Misc* of your OS12 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.
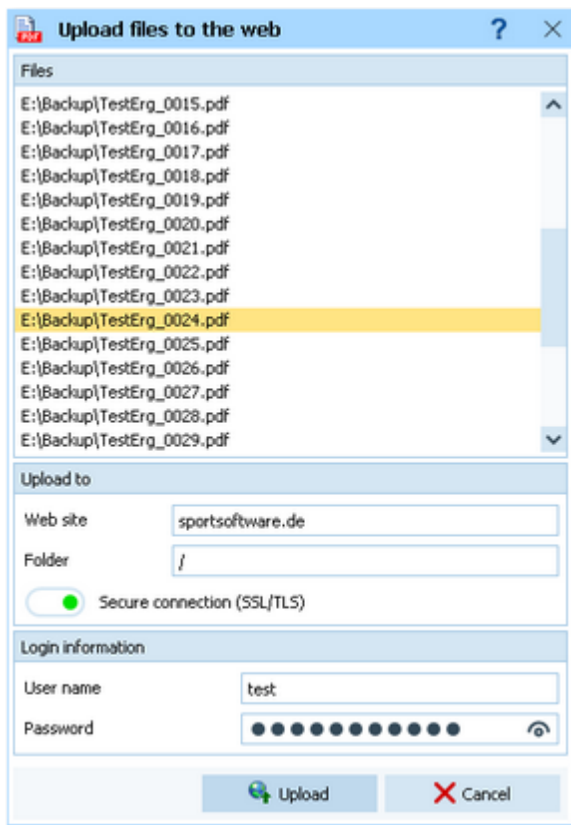
Files		
Displays all the files which had been created by the Publish or Export function of the report.		
Upload to	Enter the URL of your web site and the destination folder on this server.	
Login information	To be allowed to login on this server, you will need a valid user name and password. Ask the 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.
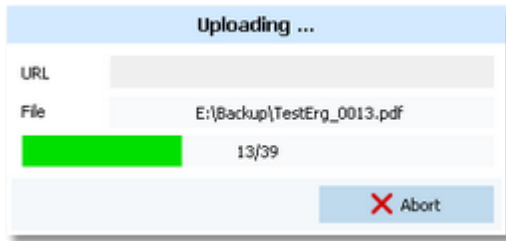
See also

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
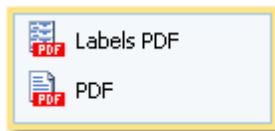
where you can select whether the report or a special label layout should be used as email attachment.

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 reference for 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.
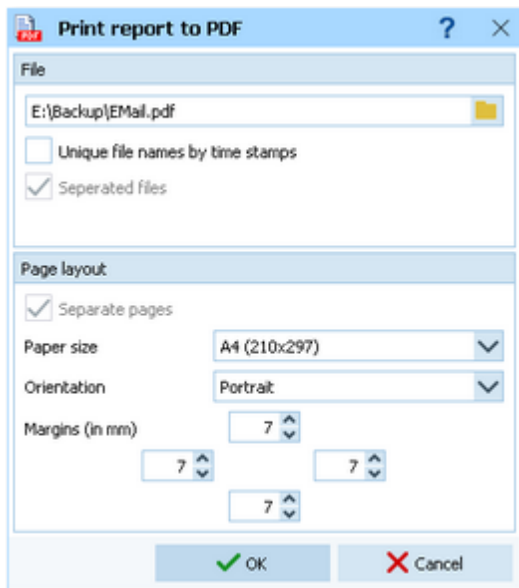
The report will be printed to PDF with the *Seperated files* option which creates an extra file for every addressee. It is a good idea to check *Unique file names by time stamps* and have those email attachments saved in a special folder. This way you have some kind of logged information what you did 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.
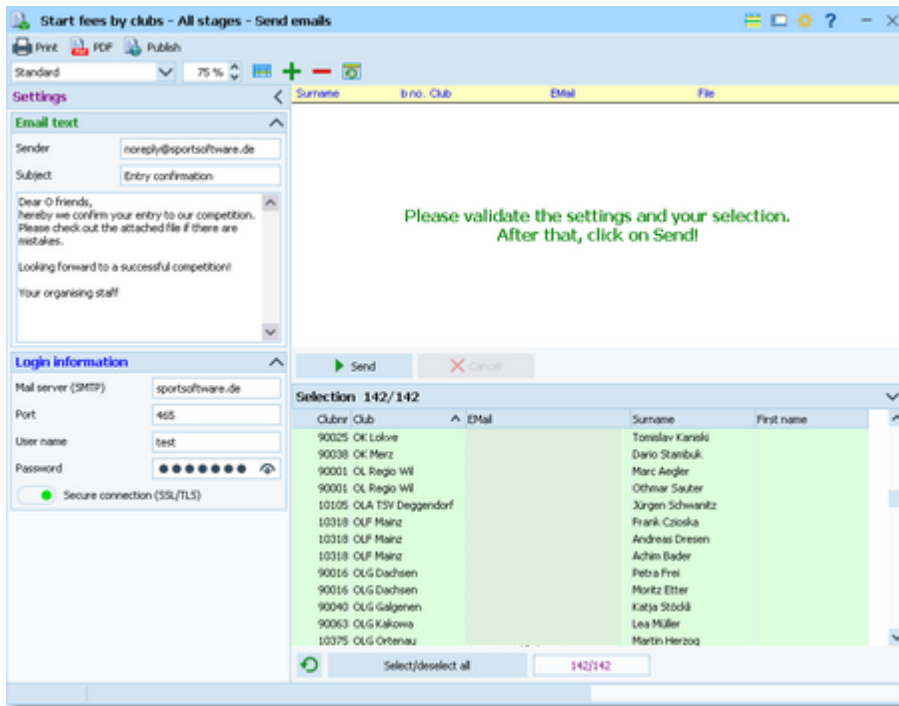
Check out the settings at the left. Normally you will set up this the first time you are sending and keep this unchanged afterwards.

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:
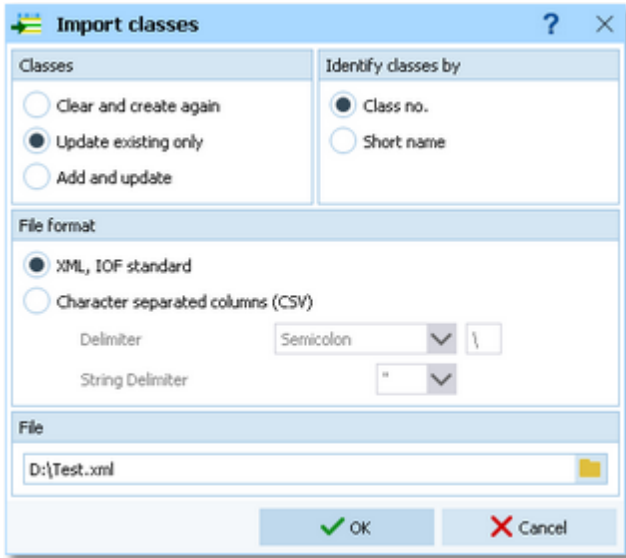
5.2 Event

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

On starting, OS12 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 OS12. 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, OS12 always selects the previously selected event. If this event cannot be found, you will get a message. OS12 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".
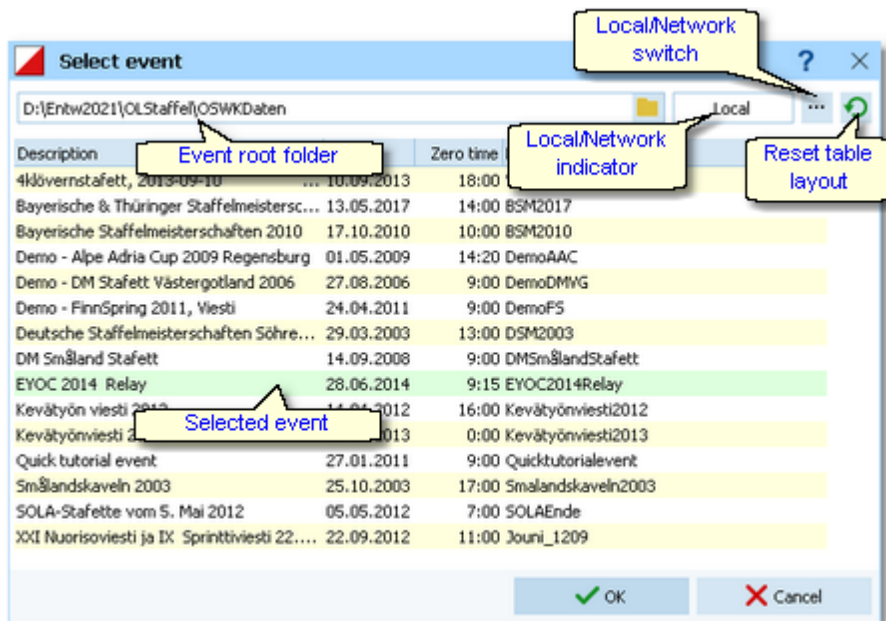
When opened, this dialog displays all the relevant events which can be found in the current event root folder. Relevant events are all those SportSoftware events which match the type and license of the application. The sample had been shown by OS12 with multiday option, so it displays all single day 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, OS12 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

5.2.2 Event settings

This is the event settings dialog.

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.
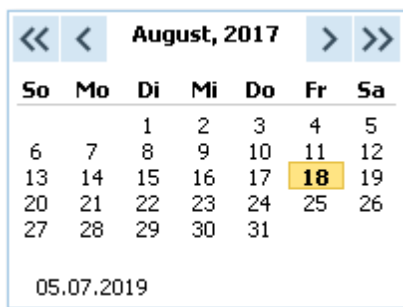
Define the zero time using the format *HH:MM:SS*. You may omit the seconds here, this will be adjusted automatically.

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.

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
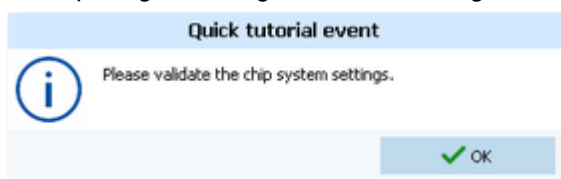
Just do so …

See also

> [Managing events - Task based help](#)
>
> [SportIdent settings](#)
>
> [Emit settings](#)

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.

OS12 will switch into this new event automatically.

See also

> [Managing events - Task based help](#)

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*.
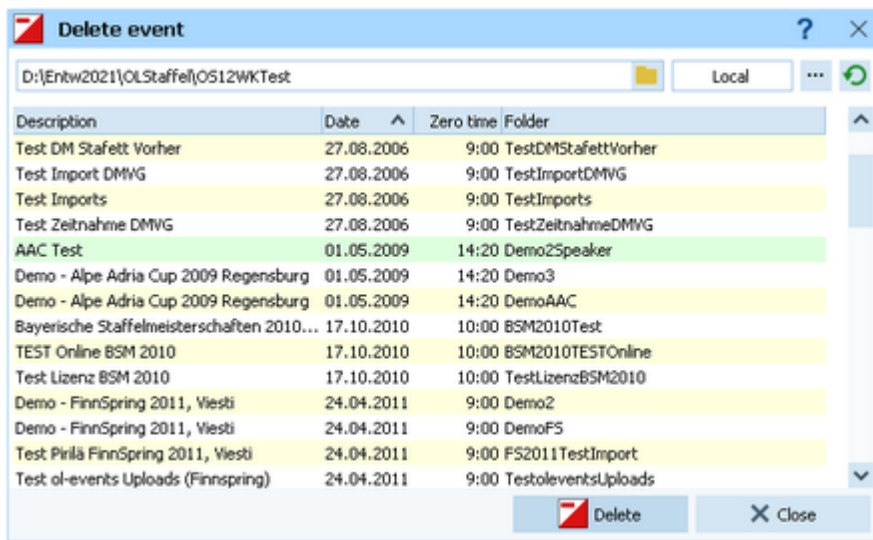
Notice: If you are working with different restricted user accounts, then please first study the [Working with restricted user rights](#) chapter.

See also

> [Managing events - Task based help](#)
>
> [Working with restricted user rights - Task based help](#)

5.2.5 Backup event

Do not forget backing up your current event after each working session with OS12.
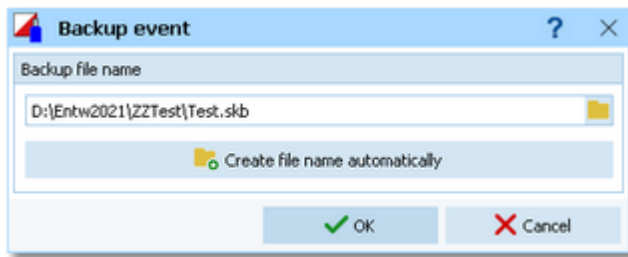
This function saves your event into a single compressed file of type *.skb*.

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.
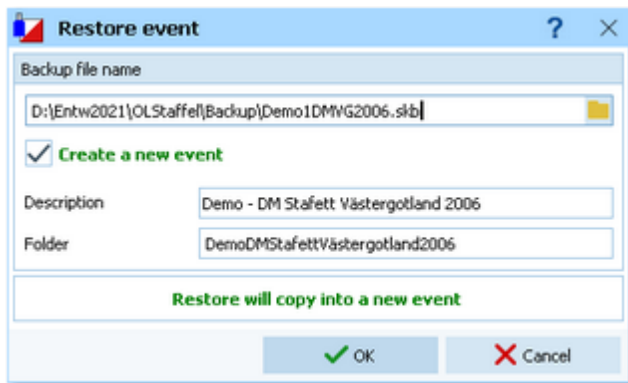
Select the backup file which contains your backup dataset. Normally this should be preset from the previous backup.

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 OS12. 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.
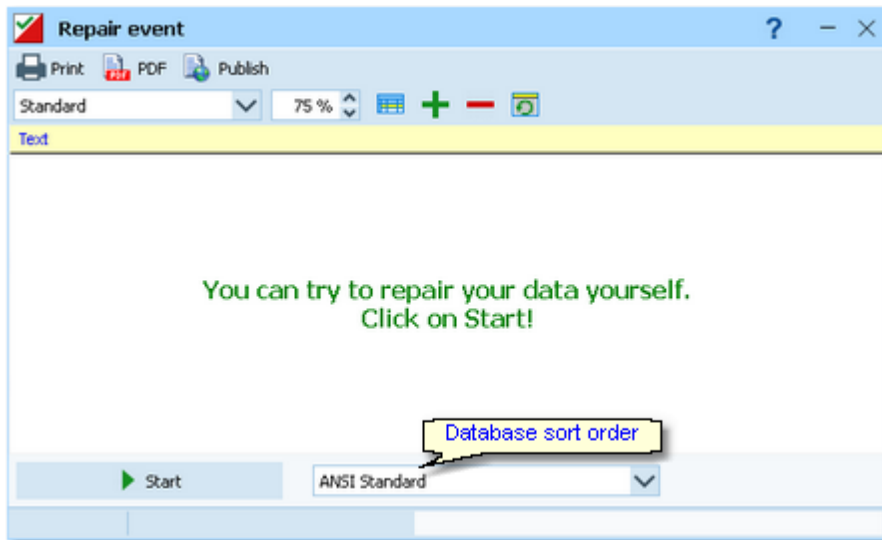
Click on **Start**. The data will be repaired. Internal structures and file size will be optimized, using the selected database sort order.If you need, you can print the protocol.

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.
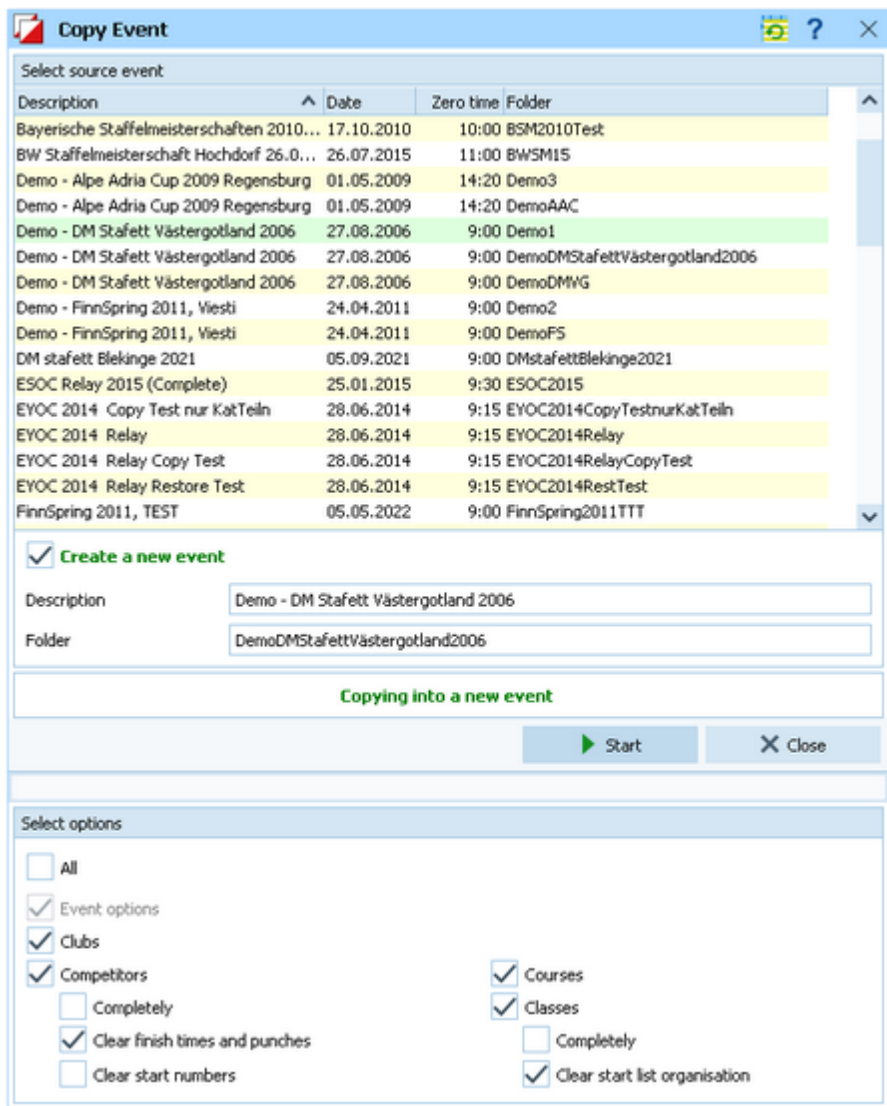
When opened, the source events list displays all the relevant events which can be found in the current event root folder. Relevant events are all those SportSoftware events which match the type and license of the application. The sample had been shown by OS12 with multiday option, so it displays all 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.

Edit	Reports - Competitors	More reports
👥 Entries	**Entries**	📄 Clubs
€ Start fee settings	👥 Clubs	📄 Addresses of clubs
Import	👥 Classes	
Entries	👥 Teams individually	📄 Classes
Runners' names	**Entries summary**	📄 Addresses of competitors
Chip numbers	👥 Clubs	
Entries - Pirilä format	👥 Classes	
Classes	**Start fees**	
	Overview	
	Clubs	
	Teams individually	
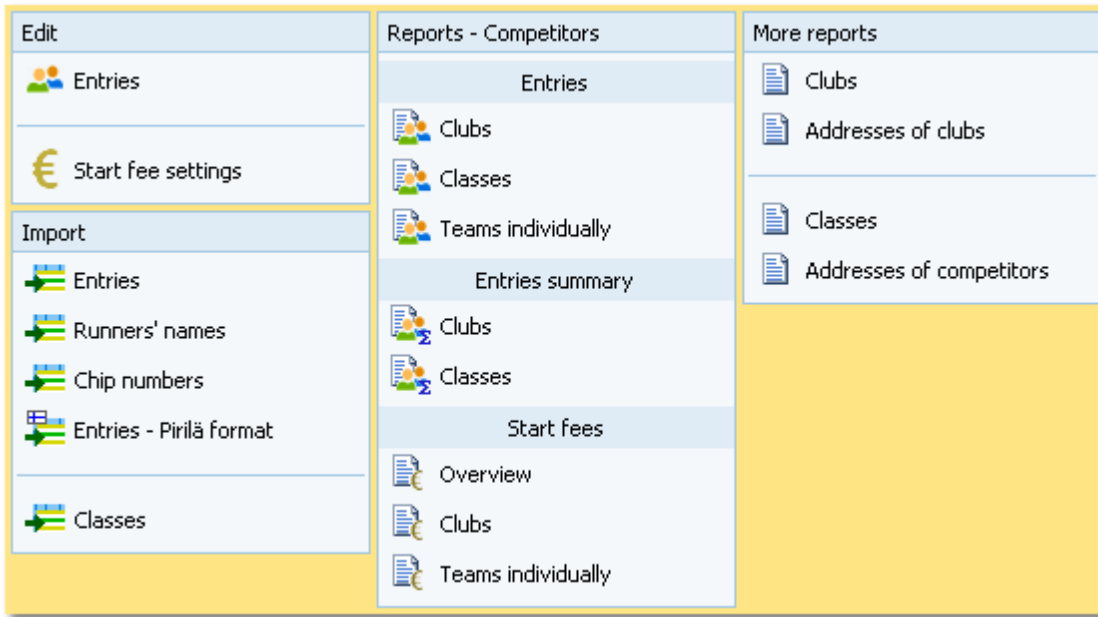
With *Entries - Edit*, you open the entries form. Since the entries form is very complex, the reference had been split to several topics:

- Entries (teams)
- Classes
- Clubs
- Start fee settings

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. Since the names of the runners will be entered close to the event, there is an extra import for the runners' names available. 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 special formats are used for the import.

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 teams incl. runners, clubs and classes. Look at the top of the data grid.
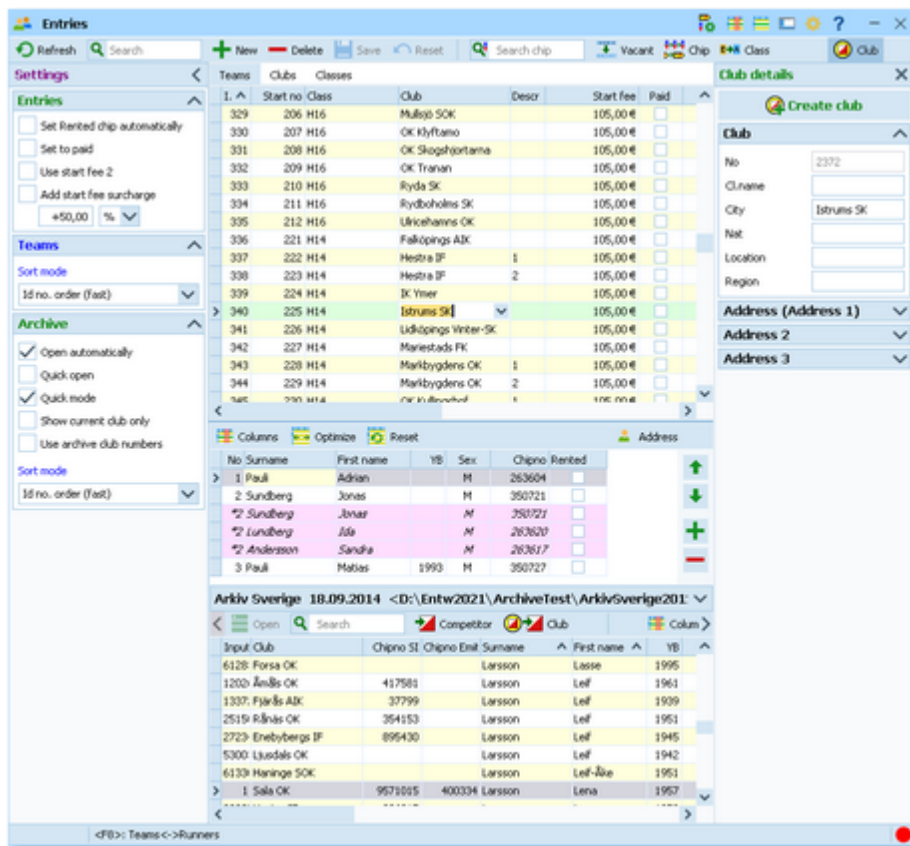
This topic deals with the Teams grid of the entries form only. For more information on clubs and classes see the Clubsreference and the Classes reference.

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 teams 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.

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 entries.

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. **Notice:** this option is only effective if you are inserting the names from the archive.
Set to paid	The Paid column will be checked automatically with a new entry.
Use start fee 2	With the classes, you can define a second start fee. Sometimes it is used for two different start fees for some reason. 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.

Teams

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.

Archive

These settings affect how entries will be inserted from the archive. See the paragraph about Using the archive below.

▬ Editing teams (entries)

Before you can begin here, you must have the classes defined. See the Classes reference.

Be sure that you are displaying the teams grid Teams .

Teams	Clubs	Classes				
I. ^	Class		Descr	Club	Start fee	Paid
334	H16			Rydboholms SK	105,00 €	☐
335	H16			Ulricehamns OK	105,00 €	☐
336	H14			Falköpings AIK	105,00 €	☐
> 337	H14		1	Hestra IF	105,00 €	☐
338	H14		2	Hestra IF	105,00 €	☐

When working on the teams, 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*. If you change the class when editing an existing team, the number of legs visible in the bottom panel will be adjusted automatically.
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.

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.

Descr	Additional description of the team. Use this if there are more than one team of the same class from this club, to be able to distinguish them (e.g. 1,2,3 or I,II,III, etc.).
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.
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 team, the start fee will be recalculated. **Notice:** When calculating the start fee of the team automatically, OS12 *does not take the Xtra runners into account*. This value shows the fee for the team only. The additional fees for the Xtra runners will be included in the start fee reports.
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 team individually. If you get the payments from the clubs, then the simpler method is to enter this with the club.
NC	Check this if the team should be not classified.
Block	Means start block. Sometimes you may wish to presort teams within a class for distributing start numbers. A criterium may be their expected performances (favourites should get the first numbers). Use this column for this purpose.Valid values are 1-9999. Teams with block left empty will be sorted after those with a block.
Entry Id	External entry web services may provide their own entry id to be able to allow an identification between the entry system and OS12. This field can be transferred by import files following the IOF XML format. Normally you should not touch this value.
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.

At the bottom, you see the panel for the legs where you can enter the runners' names and chip numbers.

	No	Surname	First name	YB	Sex	Chipno
>	1	Pauli	Adrian		M	263604
	2	Sundberg	Jonas		M	350721
	*2	Sundberg	Jonas		M	350721
	*2	Lundberg	Ida		M	263620
	*2	Andersson	Sandra		M	263617
	3	Pauli	Matias	1993	M	350727

This panel is hidden in insert mode. After you had finished inserting new entries, you can enter the names here. According to the class definition, the right legs will be preset. In the normal case you will receive the names later, shortly before the event. Use the **F8** hotkey to switch between the teams grid and the legs panel.

When working on the legs, please observe the following hints for the columns.

Chipno	Usually, you will have to pre-enter the chip numbers for all runners to ensure a smooth performance of your relay competition.
	However, if the same chips will be used multiple times with in the same team (at special competition types where each runner runs multiple times), then it is sufficient to define each chip only once within the team. OS12 will assign the chip to the right leg automatically in the finish. See also the Read chips reference.
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.
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.
Address	You can edit the individual address of the competitor.

Click on the Address button 👤 Address to open this panel.

Fabian Scheler

Address

EMail	fabi@tvn.com
Street	Am Wald 1
Line2	
Zip	D-99999
City	Musterdorf
Phone	
Mobile	
Fax	

Use the **Up** ⬆ and **Down** ⬇ buttons to move a leg up and down quickly and exchange the names and chip numbers. **Notice:** if one of the legs has already the chip read, then only the names will be exchanged.

➖ Handling Xtra legs

If you need basic information about what are Xtra legs, then please first read the Handling Xtra legs - Task based help .

As a precondition, you must have defined for the class which leg(s) should allow simultaneous Xtra runners. See the Classes reference for more details.

In the legs panel, Xtra legs are displayed in *light red colour with an italic font*.The leg number is marked by an asterisk *. For a new team entry, one Xtra leg will be inserted for the respective legs. When entering the names for

those legs, always *fill in the names into the Xtra legs* and leave the "normal" leg empty! This one will be filled later with the best one who counts for the team. See the Read chips reference for more information.

To enter additional Xtra runners, insert a new Xtra runner by clicking on the Insert Xtra runner button ➕. To remove an obsolete Xtra runner, do so using the Remove Xtra runner button ➖.

You can enter *up to 9 Xtra runners for a leg* and a *maximum of 10 per team* (distributed over several legs).

Notice

When calculating the start fee of the team automatically, OS12 *does not take the Xtra runners into account*. This value shows the fee for the team only. The additional fees for the Xtra runners will be included in the start fee reports.

After the finish, one of the Xtra runners had been inserted into the "normal" leg but *he will also be visible as a Xtra runner*. This is for backup reasons so that this Xtra runner will not get lost if you assign another one for the normal leg. In opposite to the entries form, the duplicate runner is not visible in Evaluate chips or any report. You may assign another runner manually there and then refresh the entries table, to get a feeling how this works.

➖ Using the archive

Usually entries for a relay are done in two steps. First you *insert the teams* only. Shortly before the competition (mostly directly on the competition day) you get the *runners' names* which you can enter then. Since the archive will be necessary for the second step only, you can keep it closed before (uncheck *Open automatically*).
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 OS12.
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*.

Arkiv Sverige 30.09.2022 <D:\Entw2021\ArchiveTest\ArkivSverige2022>

Input ▸ Club	Chipno SI	Surname	First name	YB	Sex	Db Id	IC
19157 I 19 IF	248892	Öman	Thomas	1964	M	38801	
79085 OK Tyr		Omar	Jean	2011	M	211244	
78792 Östersunds OK		Omberg	Alfred	2021	M	210897	
78150 Östersunds OK		Omberg	Anna	1982	F	210134	
78789 Östersunds OK		Omberg	Arvid	2016	M	210894	
57861 Linköpings OK	2420483	Omberg	Christopher	1991	M	179916	
79696 Östersunds OK		Omberg	Maria	1957	F	212225	
32296 Särna SK		Omblets	Thijn	2007	M	97460	
40010 OK Orion	7060323	Omelchenko	Jakob	2006	M	128067	
36599 Os Hjälpkurvan	8020313	Omelchenko	Maxim	2002	M	114590	
19677 OK Orion	7020313	Omelchenko	Yuri	1971	M	40722	
72976 Vimmerby OK		Omerovic	Adisa	1986	F	203623	
56212 OK Kontinent	2088525	Omfors Macinnes	Georg...	2006	M	176505	

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.

When beginning entries of a new club, you can copy it from the archive. To do so, enter the first team of the club. 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. OS12 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. 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, then turn off the quick mode.
Show current club only	This restricts the archive view to the competitors of the current club. This is recommended in Quick open mode.
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 team, its 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

OS12 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:

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.

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.

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 team to a vacant place
You may need this function if you want to put a team into a different class after the start list draw. If you have a predrawn start list with well-defined start numbers per class, then it is not possible to just change the class. Think about the maps which must have been prepared before. Instead, the team 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 performs the second step with a single mouseclick.

Join classes
You can move all teams of one class into another. This may become necessary if a class requires a minimum of teams, 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* for the legs. ***Display*** the (hidden by default) column *2 Chipno* in the legs panel at the bottom by clicking on the Customize table layout button 📊 in the menu of the legs panel. There you can enter the number of the additional chip for every leg.

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 team/leg will get the right chips. This can be

controlled before the start.

Please observe! Additional chips are not possible for Xtra legs!

You can use a chip reading device to read in both chip numbers. If the column *2 Chipno* is visible, then OS12 will fill in the numbers into to 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 team 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 change it manually.

After the additional chips had been downloaded and assigned, you will see the corresponding reserve "teams" in the table:

In...	Sta... ∧	Class	Descr	Club
10	101	M18		Finland
320	101	Res		Additional Chip
109	102	M18		Norway
319	102	Res		Additional Chip
76	103	M18		Switzerland
323	103	Res		Additional Chip

In the table the additional chip "teams" are highlighted with light purple colour. To work with them, sort the table by the *start no*. This will show the "normal" team and the accompanying additional chip "team" 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.

See also

Managing entries - Task based help

Handling Xtra legs - Task based help

Entries reports

Import entries

Import runners names

Import chip numbers

5.3.2 Entries reports

There are various entries reports. You find them in the main menu under *Entries*.
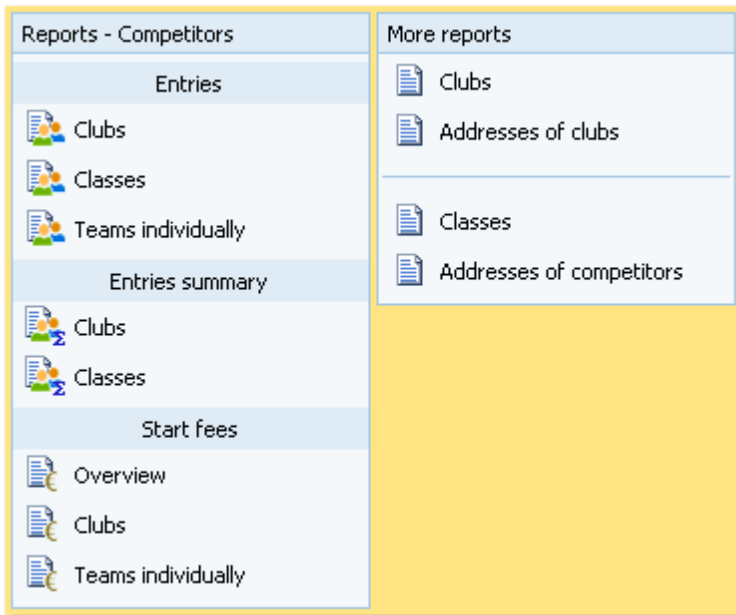
The titles should be self-explaining.

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.
Teams sorted by	This is available for club and class reports. Within a class/club the teams will be sorted by the selected field.
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 teams, you see an additional menu button 📋 Blank receipts . Print blank receipts which you can use on the competition day for late entries.

The column Xtra start fee displays the additional start fees for the Xtra runners. If you don't use Xtra legs in your event, then it may be wise to remove that column from the report layouts.

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 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).

There are two different formats available:

Standard format

This file 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 - teams requires the same format.

Legs individually

This is the same format as required for the Import of entries - runners names.

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.

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
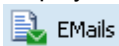
EMails . Click on it to send each club its own entry list as a confirmation. This requires an email address to be entered with the club address. For more details, see the Send EMails reference.

See also

Entries

Reports

5.3.3 Classes

The Entries form has three grids where you can edit teams, 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 teams 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 OS12 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.

Editing classes

Before you can enter competitors, you have to define the classes. Click on the classes tab $\boxed{\text{Classes}}$ to display the classes grid. Just enter them as given in your invitation.

Your web entry service may offer an export which you can import here. For more details, see the Import classes reference.
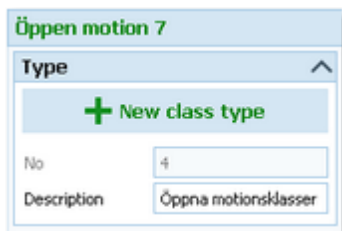
Teams	Clubs	Classes						
No ^	Short	Long	Legs	Start fee	Xtra start fee	Xtra2	Type	
7	H35	H35	3	240,00 €	0,00 €	☐	Championship	
8	H21	H21	3	240,00 €	0,00 €	☐	Championship	
9	H20	H20	3	240,00 €	0,00 €	☐	Championship	
10	H16	H16	3	105,00 €	35,00 €	☑	Youngsters	
11	H14	H14	3	105,00 €	35,00 €	☑	Youngsters	
12	H12	H12	3	105,00 €	35,00 €	☑	Youngsters	
13	D180	D180	3	240,00 €	0,00 €	☐	Championship	

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.
Legs	Enter the number of legs for this class. You can define classes with different numbers of legs, the maximum is 10.
Xtra1...Xtra10	If you have classes with simultaneous Xtra runners, then *display the Xtra column of this leg* and check it for the right classes. If you need basic information about what are Xtra legs, then please first read the Handling Xtra legs - Task based help.
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*** OS12 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 for how you can use this value.
Xtra start fee	If a class has Xtra legs, then you must enter the *individual start fee for those additional runners* here.
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!

Text

You can define a text which can be shown on start list and result reports as a class specific hint.

See also

Managing entries - Task based help

Handling Xtra legs - Task based help

Import classes

Eventor - Download classes

ORIS - Download classes

ol-events.ch - Download classes

5.3.4 Clubs

The Entries form has three grids where you can edit teams, 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 teams 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 (team) 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.

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 teams 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 team, then you have to use the flag Paid which is offered with the entries.

If you have 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 entries, use the individual flag but do not change the paid amount of the club here (where those teams 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 (leg) to indicate that the club has to pay a rent fee for him.

Currency sign

OS12 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

5.3.5 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

5.3.6 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 [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.

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

Entries

5.3.7 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 import of the complete event, this function provides some special features required for entries handling. The archive can be used in the same way as with the manual entry function. 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 Extras - Import teams into the event which is specially designed for this purpose.

Teams	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 teams can be identified. Although OS12 has some built-in control features, it is your responsibility to make sure that no entries will be imported twice from the web site.
Identify teams by	Define by which field existing teams should be identified. This can be the Start number or the Entry Id. Import files should provide the latter to keep independent of start number distribution. However, they are only necessary if one of the update modes is selected. Checking the runners (if included at all at this time) against the archive is not useful here. OS12 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 teams and if you had checked the *Add start fee* option, then only those teams will get late start fees who had entered beginning with this date. Leave the field

blank if you want to have the late start fee for all entries included in the file.

Late entries, Add start fee surcharge	Normally, OS12 inserts the start fee of the class for every new team. 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 OS12 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 or start list report. 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.
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!!

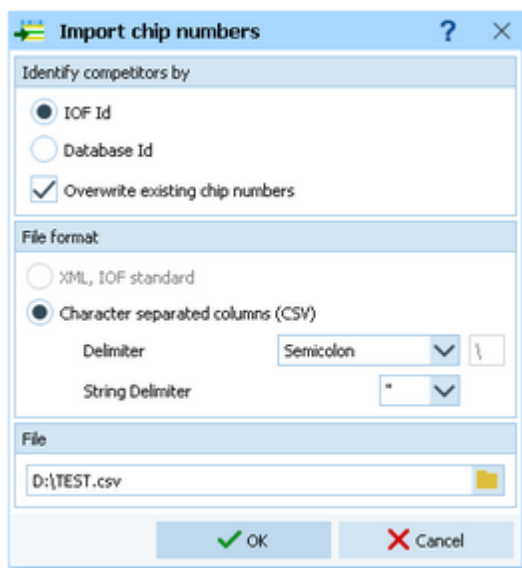If your import file contains errors then this may damage your event data.

Avoid importing a club 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 runners names

Import chip numbers

Import classes

Import clubs into the event

5.3.8 Import runners names

In the normal case, you will receive the teams' entries first and the names of the runners later, including the chip numbers. You have the choice to register the names externally and import them here into the teams.

As an example, you may offer the teams to enter their runners' names on the web. Draw the start list and publish it on your web site. Provide an entry form where the teams can enter the names, chips and maybe addresses. Create a suitable import file from this input and import it.
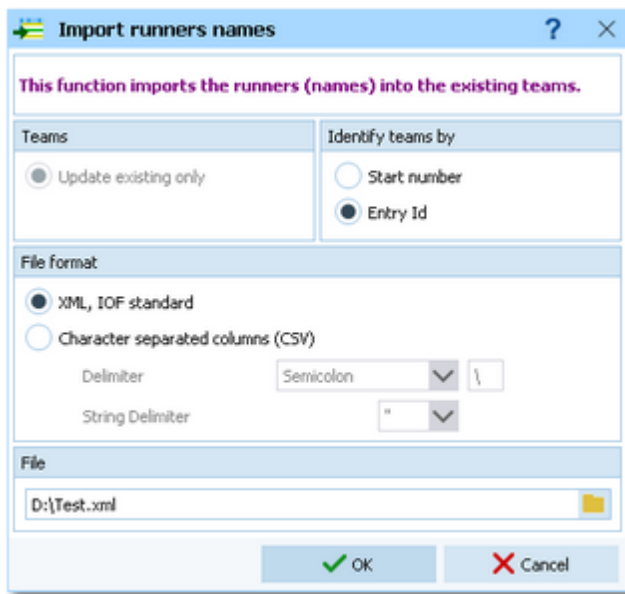
Teams	Obviously *Update existing only* is the only choice.
Identify teams by	Define by which field the teams should be identified. This can be the Start number or the Entry Id. Import files should provide the latter to keep independent of start number distribution.
File format	Select XML or CSV.
CSV	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 using the format *Legs individually*.
XML	This import requires the IOF XML format, document type EntryList. Make sure that the delivering software fills the required data into the correct fields. 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.

To *import the teams* beforehand, use the right entries import function. New Xtra runners will be inserted automatically.

See also

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. This file can be created in OE12 only, see below.
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.

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 the import file from a Master event in OE12 where you downloaded the complete entries. For more details, read the OE12 help.
- For the relay races, create the events as usual. Import (download) the entries and runners names 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.

This import does also work with sprint relays, where every competitor runs multiple legs. This is shown in the import protocol.

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 entries import. There may be some options fixed.
Read more about general conditions for the import in the Import entries reference.

Finland (Pirilä)

Import entries – Finland (Pirilä)	? ✕
Teams	**Identify teams by**
● Add and update	● Start number
○ Clear and create again	
○ Add all	
○ Update existing only	
○ Add new ones only	
Clubs	**Classes**
☑ Insert from archive	● Keep existing
☑ Copy archive club no.	
● Keep existing	
○ Clear and create again	
File format	
● Special format for Finland (Pirilä format)	
File	
D:\Pirilä_15_Relay_ilmoittautumiset.csv 📁	
✔ OK	✗ Cancel

Teams	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 teams can be identified.
	Although OS12 has some built-in control features, it is your responsibility to make sure that no entries will be imported twice from the web site.
Identify teams by	Define by which field existing teams should be identified.
	With relays, the only choice is identifying existing teams by the start number. This must be delivered by the import file. Checking the runners (if included at all at this time) against the archive is not useful here. OS12 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.
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 name. **Note:** The import file always delivers the unique *club name for identification*.

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 name can't be found neither in the event nor in the archive, then this club will be inserted, and get a club number 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, 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 OS12 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

5.4 Course setting

The *Courses* main menu topic offers you all course setting functions.
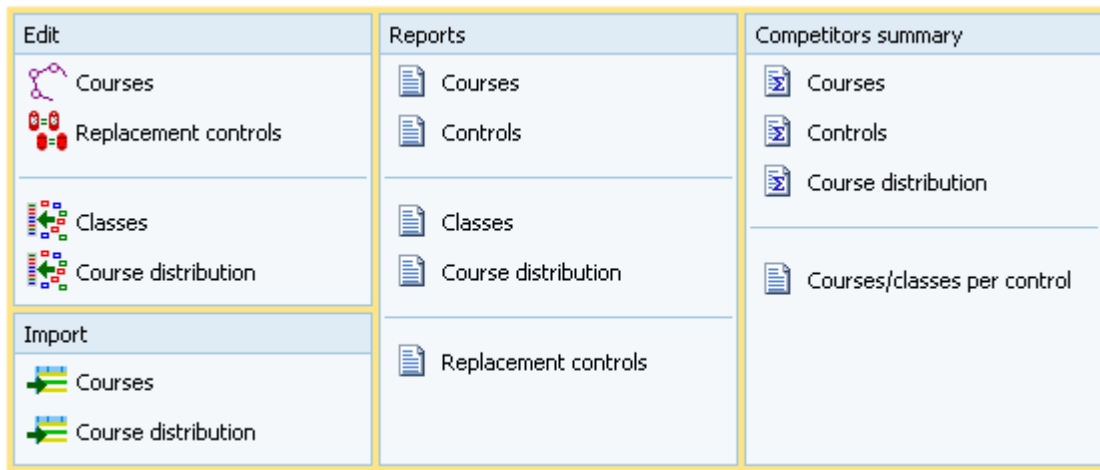
These are the *Courses form*, Replacement controls, Assign Classes - Courses and the Course distribution. You can *import* the courses and the course distribution from Condes, OCAD or other sources. The latter must deliver either the IOF XML format or the SportSoftware CSV format.

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   . There are two grids. At the top, the main data of the course are displayed.

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.

Simple   You can define the courses (branches) in Simple mode or Normal mode. Simple mode means that all possible (only the used ones) combinations are entered as linear courses with one part. Imports from Condes or OCAD use this mode. Normal mode is the default mode with defining mutliple branches and parts.

Check this option if you are using the simple mode. For more details about both modes see the paragraph below.

Variants, Parts   Define the distribution method by the number of course parts and the number of variants. F.ex. a course using the *Motala method* has a single course part and as much variants as runners per team.

The number of variants is the number of parallel courses. Normally this is the same as the number of legs. It may also be possible to have a 5 leg relay with three legs on one course having 3 variants and the remaining two legs on another course having 2 variants.

The number of course parts is the result of dividing the course for branching purposes.

You can define 10 parts and 10 variants as a maximum.

Combinations   This is a read-only column which shows the maximum number of possible combinations.

At the bottom, you can edit the course parts and variants.

	No	Imported	Length	Climb	Controls
	1A		1,946		[2] 95 115
	1B		1,929		[2] 94 115
>	1C		1,927		[2] 97 115
	2A		2,012		[5] 111 107 108 109 104
	2B		1,930		[5] 112 107 108 109 104
	2C		0,645		[2] 116 104
	3A		3,073		[6] 117 58 47 37 32 100
	3B		3,164		[6] 118 59 47 39 32 100
	3C		3,368		[6] 119 62 47 36 32 100

They are numbered like this: e.g. part 1 variant A = 1A, or part 3 variant C = 3C.

Length, Climb   Enter those values. Climb is optional since often this is not important.

Controls   This column shows the current number of the controls together with a list of them. To edit the controls, click on the edit button . For more details, see the paragraph below.

Imported   This column may become important if the courses had been imported in Simple mode. See below for more details.

Sometimes one part is the same for all variants, or more often differs only by one or two controls. Use the copy function (copy and paste) in this case. Select the source variant and click the Copy button . Then select the destination variant and click the Paste button .

If the **courses had been imported in Simple mode** (OCAD and Condes), then the column Imported displays how the sub-course had been called in OCAD/Condes.

No	Imported	Length	Climb	Controls
#1	1AAA	7,160		[16] 55 75 91 46 51 49 52 60 61 54 64 62 67 65 71 100
#2	1AAB	7,140		[16] 55 75 91 46 51 49 52 83 61 54 64 62 67 65 71 100
#3	1AAC	7,090		[16] 55 75 91 46 51 49 52 59 61 54 64 62 67 65 71 100
#4	1ABA	7,170		[16] 55 75 91 46 51 53 52 60 61 54 64 62 67 65 71 100
#5	1ABB	7,140		[16] 55 75 91 46 51 53 52 83 61 54 64 62 67 65 71 100
#6	1ABC	7,100		[16] 55 75 91 46 51 53 52 59 61 54 64 62 67 65 71 100
#7	1ACA	7,170		[16] 55 75 91 46 51 90 52 60 61 54 64 62 67 65 71 100
#8	1ACB	7,140		[16] 55 75 91 46 51 90 52 83 61 54 64 62 67 65 71 100
#9	1ACC	7,100		[16] 55 75 91 46 51 90 52 59 61 54 64 62 67 65 71 100

This may help you to solve any unexpected situations. See also the paragraph below.

▬ Simple mode

Usually, relay courses have to be defined by their branching system by course parts and variants. This is the default mode of OS12. See also the screenshot above.

In addition to that, OS12 offers the *Simple mode*. This means that every single complete course combination can be defined. For simple courses, you have to check the flag Simple and define the number of variants, which is the number of different courses. The number of parts is set to 1 automatically. In the bottom table, the courses are numbered by #1, #2, etc.

No	Imported	Length	Climb	Controls
#1		2,880		[12] 70 79 63 56 52 49 46 42 43 44 45 100
#2		2,830		[12] 70 80 63 56 52 49 46 42 43 44 45 100
#3		2,840		[12] 72 80 63 56 52 50 46 42 43 44 45 100

By default, the imports from *OCAD* and *Condes* import the courses in simple mode. See the Import courses reference for more details.

However, there is one **disadvantage of the simple mode**. When entering courses or assignments of classes and combinations, there is *no check* possible whether the assignments fulfil the *basic relay rules* (every course part and variant must be run by every team equally). Also the check report can't check this out. Those validations must be done either manually or by the delivering course setting program (Condes, OCAD).
As an example, a course using the Motala distribution method (just 3 courses for 3 legs) could be entered in simple mode or in normal mode in the same way. But with simple mode, there is no automatic validation possible. So you should use the simple mode only if the number of sub-courses is different to the number of legs.

Check out the *demo events* how the simple mode had been used there. See also the Course distribution reference.

▬ Defining the controls

To edit the controls, click on the edit button ⋯ in the controls column. The course dialog will be displayed.
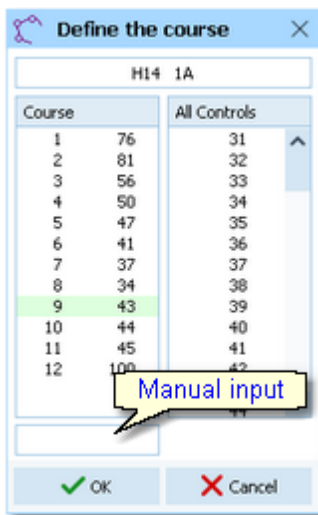
The course with its current controls is shown in the left listbox while all available controls are shown on the right. Be sure to have all controls defined in the controls grid.

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.

Special functions

Duplicate course

You can copy the current course into a new one and edit it afterwards.

See also

Course setting - Task based help

Controls

Assign Classes - Courses

Course distribution

Import courses

Import course distribution

Courses reports

5.4.2 Courses reports

There are various courses reports. You find them in the main menu under *Courses.*
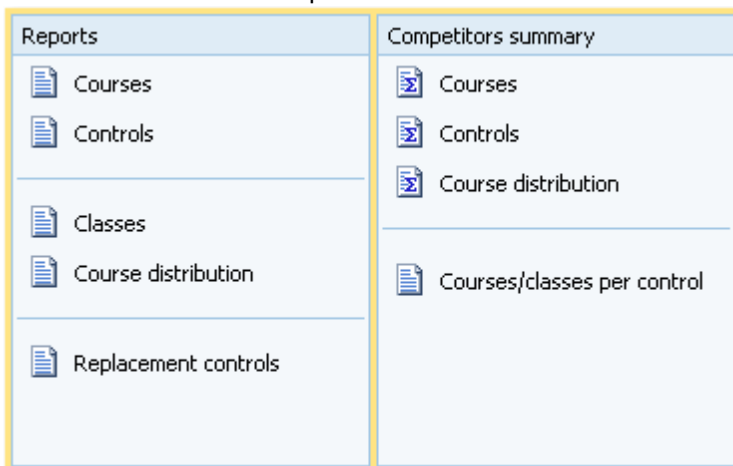
The titles should be self-explaining. The reports in the left box are simple overview reports, while those in the right box give summaries which may be valuable for several purposes.

There are some special options in the reports.

Display formats ⚙ You can define the Time format.

Quick selection: class types 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.

In the Course distribution summary report, Xtra runners are computed. This can only count the Xtra runners who are currently entered. If you expect some late entries for the Xtras, then you must take this into account when preparing the maps.

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.

The Course distribution report can be exported into two different CSV formats, a Standard format and a Compressed format. The standard format includes one line per leg with all details about the competitor, while the compressed format has a single line for each team including all combinations.

The record structure is given in the header line within the output file (format header). This file has the same structure as the input file required by the course distribution import (SportSoftware CSV format Standard or Compressed). Use one of those formats if you want to export the course distribution, do some evaluations (maybe using Excel) and reimport it. The formats can also be delivered by any 3rd party software.

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
Courses 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.
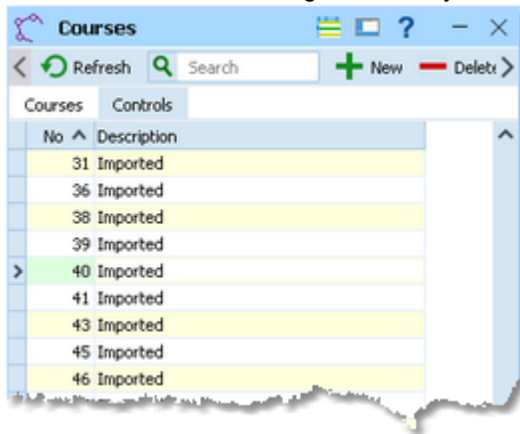
This topic deals with the Controls grid of the courses form only. For more information on courses see the Courses reference.

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.

See also
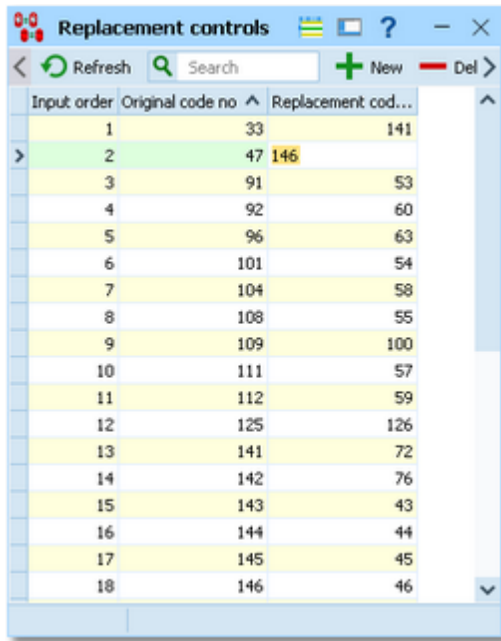
Course setting - Task based help

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 OS12 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...)

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.

No ^	Short	Long	1	2	3	4
1	H210	H210	H210-1,3	H210-2	H210-1,3	
2	H180	H180	H180-1,3	H180-2	H180-1,3	
3	H55	H55	H55-1,3	H55-2	H55-1,3	
4	H50	H50	H50-1,3	H50-2	H50-1,3	
5	H45	H45	H45-1,2,3	H45-1,2,3	H45-1,2,3	
6	H40	H40	H40-1,2,3	H40-1,2,3	H40-1,2,3	
7	H35	H35	H35-1,2,3	H35-1,2,3	H35-1,2,3	
8	H21	H21	H21-1,2,3	H21-1,2,3	H21-1,2,3	
9	H20	H20	H20-1,2,3	H20-1,2,3	H20-1,2,3	
10	H16	H16	H16-1,3	H16-2	H16-1,3	
11	H14	H14	H14	H14	H14	
12	H12	H12	H12	H12	H12	
13	D180	D180	D180-1,3	D180-2	D180-1,3	
14	D150	D150	D150-1,3	D150-2	D150-1,3	
15	D45	D45	D45-1,3	D45-2	D45-1,3	
16	D40	D40	D40-1,3	D40-2	D40-1,3	
17	D35	D35	D35-1,3	D35-2	D35-1,3	
18	D21	D21	D21-1,2,3	D21-1,2,3	D21-1,2,3	
19	D20	D20	D20-1,2,3	D20-1,2,3	D20-1,2,3	
20	D16	D16	D16-1,3	D16-2	D16-1,3	
21	D14	D14	D14-1,3	D14-2	D14-1,3	
22	D12	D12	D12-1,3	D12-2	D12-1,3	

Select the correct course for each leg. This is the basic information required for the course distribution.

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

Editing assignments

No ^	Short	Long	1	2	3
1	H210	H210	H210-1,3	H210-2	H210-1,3
2	H180	H180	H180-1,3	H180-2	H180-1,3
3	H55	H55	H55-1,3	H55-2	H55-1,3
4	H50	H50	H50-1,3	H50-2	H50-1,3
5	H45	H45	H45-1,2,3	H45-1,2,3	H45-1,2,3
6	H40	H40	H40-1,2,3	H40-1,2,3	H40-1,2,3
7	H35	H35	H35-1,2,3	H35-1,2,3	H35-1,2,3
8	H21	H21	H21-1,2,3	H21-1,2,3	H21-1,2,3

Please observe the following hints.

Legs 1...n

Just select the right course for each leg from the listbox. Courses in normal mode will be checked if the right number of legs is assigned to the course. If not, then you will get a warning but you can save this anyway.

See also the List box selectors reference for more details.

See also

Course setting - Task based help

Courses

Courses reports

Course distribution

5.4.6 Course distribution

You can distribute the course combinations among the teams.

For courses in normal mode, OS12 checks whether the team runs each course part variant exactly one time. You can bypass this check by ignoring the prompt. Simple mode courses can't be checked since for them you can insert any number of sub-courses. For more information about simple mode vs. normal mode see the Courses reference.

To achieve a fair distribution, consider the expected performance levels of special teams. The favourite teams should get mostly different combinations. So you should distribute not before having received all entries. In this case, first distribute the start numbers and define the vacant places. The latter must also get their combinations to have the appropriate maps prepared at the start.

The number of actually used combinations depends on how much runners shall have the same course on the same leg. Which combinations to use depends on course setting and tactical questions and also on your work load restrictions concerning course drawing.

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

➖ Editing assignments

Please observe the following hints.

Legs 1...n	Enter the combination for each leg. Normal courses must be entered by the right letter combination (ABC...) in the right length. For simple mode courses just enter the number of the simple course (#n). In the bottom table you can see an appropriate sample for each leg.

Special functions

Distribute combinations automatically

If you have large starter fields, you may wish to enter each combination which is to be used only once and then distribute the combinations automatically.

Sort the table by start numbers. Go to the first team of the class and enter all combinations which you want to use for the first n teams. Press the button Distribute combinations.
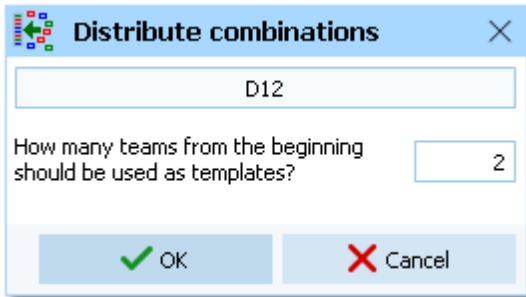
Enter the number of teams which already have the combinations entered. Those combinations will now be copied to all remaining teams. You will need to enter this number again if you repeat the distribution later.

See also

Course setting - Task based help

Courses

Courses reports

Assign Classes - Courses

Import courses

Import course distribution

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 OS12 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 Course distribution 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 OS12. 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.
Teams: Clear course distribution	This option has normally to be *checked* if you import the courses with the option *Clear and Create again*. **Only uncheck** this option if you are just updating the courses, had the course distribution already done, and you know exactly what you are doing! The import report will notify you if it found course combinations which don't match the imported courses.
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. **OS12 supports all existing versions of the IOF XML definition here.** It supports the special (non-IOF) OCAD9/10 derivative as well as the newest IOF format defined in 2012 which supports the assignments of course combinations to legs. Condes creates course numbers only temporarily for its export. Thus they may not match the definitions in OS12. 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. OS12 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!

OCAD8 export file (Text)	This is the export from older OCAD versions, also available as Courses version 8 (Text) in OCAD versions 9 and later. If you are working with OCAD9 and newer, then using the XML format is recommended. OCAD does not export course numbers. Thus, with option *Update* the courses must be *identified by the description*.
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.

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.

When importing the OCAD8 text format (see above), you have to assign courses to classes manually. This format also imports the course distribution.

With XML formats, you have to use (normally) *the same file for the second step of importing the course distribution*. For more details, see the Import course distribution reference and the Course setting - Task based help .

See also

Courses

Courses reports

Course distribution

Import course distribution

Radio controls

Course setting - Task based help

5.4.8 Import course distribution

Use this function to import course distribution from ***OCAD*** (OCAD AG) or ***Condes*** (Finn Arildsen). Any other software may create a file either with the CSV export format of OS12 or the ***IOF standard XML format***. With course distribution, the assignments of course combinations to teams/runners/legs are meant.
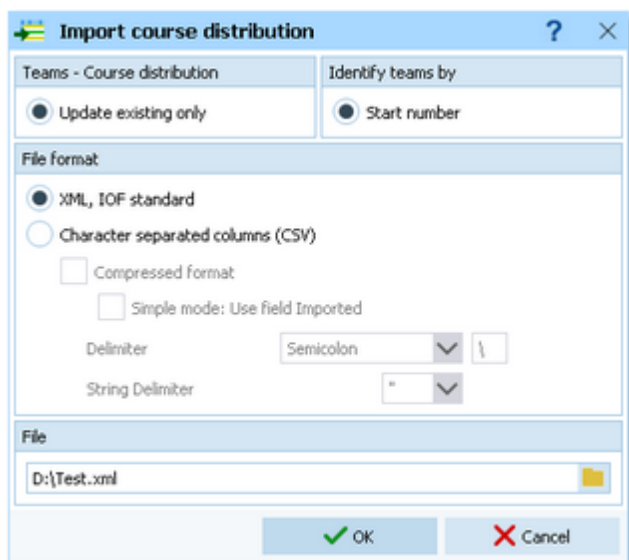
In the normal case, you must import the same OCAD or Condes file which you had used for the courses import. There may be options in both programs to seperate both parts into different files, so be carefully here.

It is necessary that the courses had been imported or defined manually before!

Teams - Course distribution	Obviously *Update existing only* is the only choice.
Identify teams by	The only choice is identifying the teams by the start number.
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.
	The same file delivers the course definitions, which must be imported by the courses import function before. OCAD9 and newer already include the course distribution. Condes has announced to export the new IOF definition from 2012.
CSV Compressed format Simple mode: Use field Imported	These formats are recommended for imports from other 3rd parties or if you want to export, do some external modifications and reimport the course assignments.
	There are two different CSV formats available, a Standard format and a Compressed format. The standard format includes one line per leg with all details about the competitor, while the compressed format has a single line for each team including all combinations. Select the latter by checking the respective option.
	With the *Compressed format* and there for Courses in *Simple mode*, you can select whether you want to include the simple course numbers from OS12 or whether you want to include the content of the *Imported* field. The latter may be more descriptive for the course setter when creating the import file.
	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 course distribution overview 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

If your import file contains errors then this may damage your event data.

With XML formats, you have to use (normally) *the same file for the previous step of importing the courses*. For more details, see the Import courses reference and the Course setting - Task based help.

See also

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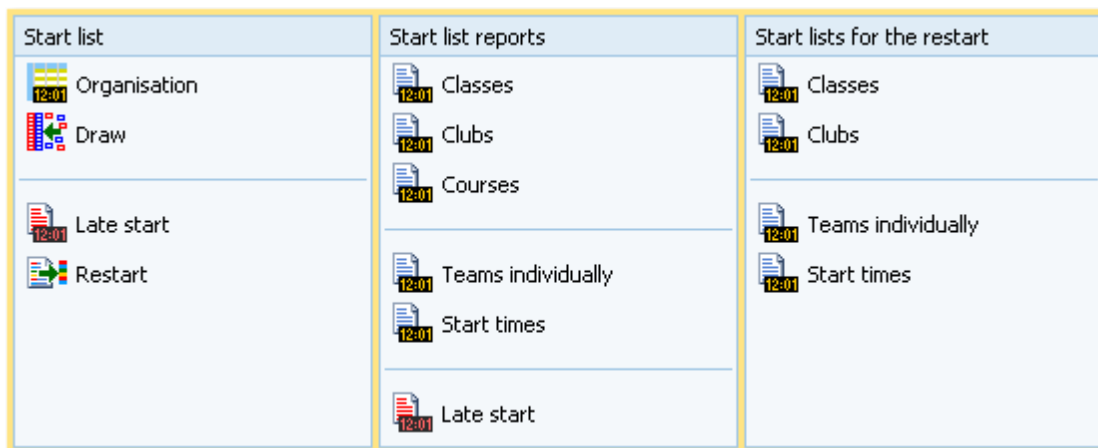
With the Start organisation, you define the basic structure for the start list draw.

You may need one or more late starts to shorten the duration of the competition, while allowing all runners to compete and have all teams completed their race.

Some special relays are held on two days, with a restart on the second day.

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

To be able to draw a start list according to basic competition rules, you have to define the start organisation.
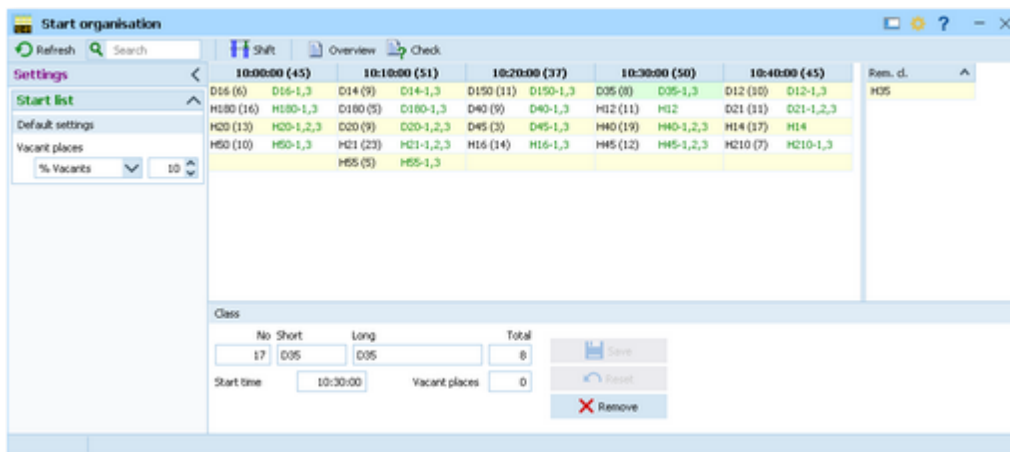
A start list can only be drawn without errors if there is an error-free underlying organisation. For instance, you have to ensure distributing start numbers uniquely. You have to define the mass start time for every class. Building up the start organisation visually on screen gives you an overview about how many teams will start at a specific mass start.

▬ 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.

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 teams in the

class, or if this should be a fixed number.

Building up the start organisation

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.

Since you can't drag the first class into the left table, click on it at the right list, enter its start time at the bottom class panel and *Save*. The class will be inserted into a new column for this start time in the left table. Creating another new start time column works in the same way. Either you edit the bottom panel for a class of the right list or you edit it for a class which is already in the left table but in a wrong start time column.

You can edit the number of vacant places immediately or you can first drag all classes to the right start times and afterwards examine (and change) the number of vacants. Within the start organisation table, it is easy to move a class to another start time. Just drag it into the desired start time column.

In the start time column's header the start time is given together with the sum of teams which are scheduled for this mass start. The classes are displayed together with the number of teams and the course of the first leg.

Click on any class to display its settings in the **class panel**.

Class				
No	Short	Long		Total
17	D35	D35		8
Start time	10:30:00	Vacant places		2

💾 Save
↶ Reset
✗ Remove

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. This is how creating a new start time column works, see above.

Click on the *Remove* button to remove a class out of the start organisation back to the remaining classes list.

🔍 H20   The Search field finds the class in the start organisation table or the right remaining list.

Special functions

🔀 Shift start time

You can shift a specific mass start to another time completely. If this becomes necessary during the race, this can be done quickly and reliably. The function will display the first class of the selected start time column in the bottom panel and ask you to enter the new start time. When saving this, all classes of this start time will be moved to the new one.

Reports

The **Overview report** supplies a complete summary of the start organisation. You can define your preferred sort order in the report selection panel.

The **Check start list organisation report** shows all classes missing in your start organisation.

For general information about reports, see the reports reference.

See also
Start list draw
Start list reports

5.5.2 Start list draw

If you had defined the start organisation, then you can draw the start list now and modify the draw manually.
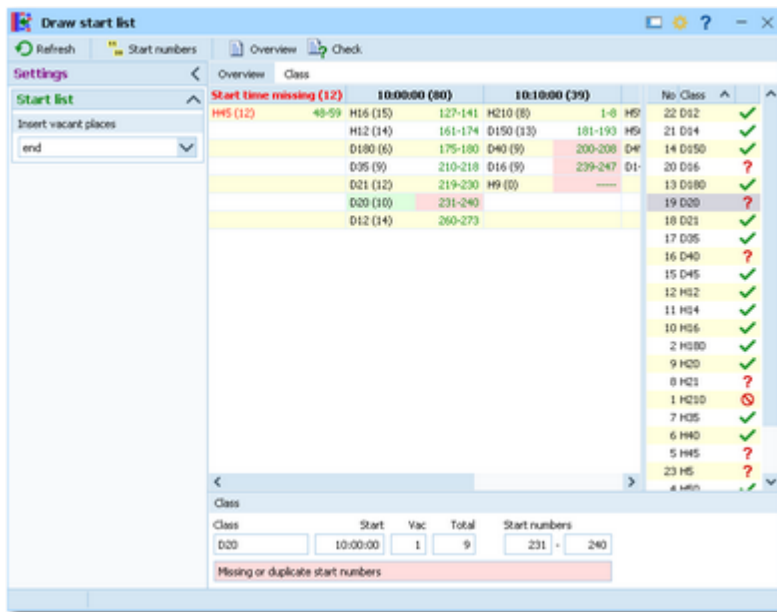
First, OS12 checks the start organisation.

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 there are already finish times, which means the race is already running.

This form provides an Overview table which shows all classes grouped by start times together with their start numbers (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 distribute the start numbers for all classes or distribute for each class after another, using predefined first start numbers. 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 teams.
It is possible to draw all classes with a specific setting first and then redraw singular classes using a different setting. However, at relays you have vacants at the end usually.

▬ 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

 Distribute the start numbers for all classes.

 If you like, you could distribute start numbers by clubs. However, this is not usual at relays.

You find these functions in the *Start numbers* menu item.

The classes are shown in the table together with their start numbers. Here in the overview table, you see the *actual* first and last start numbers of every class. If there are start number conflicts or assignment errors within a class, the start numbers of the respective class are highlighted in red colour.

If there is still a class for which you forgot to define the start time (and the vacants), there is a special column at the very left for those classes. You can draw the start numbers anyway but you should not forget to define the start time in the start organisation.

Click on a class to display its details together with the class status in the *class panel*.

The start numbers given here are those like they should be *according your plannings*. Compare them with the actual numbers given in the overview table and switch to the class table to solve this.
OS12 detects if there already had been vacants assigned manually. To indicate this, the planned values for vacants and the last start number will be highlighted in purple colour.

Working in the Class table

Here you can work on each class seperately. Select the class from the class list at the right or in the overview table.

Using the functions of the **_Start numbers_** ![icon] menu item, you can

![icon] Distribute the start numbers for this class.

![icon] Shift the start numbers of this class. It may become necessary to change the first start number after the draw, while the drawn start order should be kept.

Start numbers which do not match the class will be shown in red. The teams will be highlighted in red colour, also unassigned start numbers.

To _modify the start order manually_, just drag the teams like you wish. All other teams will be adjusted accordingly.

Notice: If at least one team of the class has a finish time, then no changes are possible to this class anymore.

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 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 teams do not have appropriate start numbers. 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 teams do already have finish times.

Special functions

![icon] Solve start number conflicts

If there are conflicts with overlapping start numbers, OS12 can solve them on a single mouseclick. All classes will be shifted in the right way. **Notice:** this function does not solve unassigned or extraordinary start numbers within a class.

Reports

The **Overview report** provides you an overview which is similar to what you see in the table. However, in the report

you have more flexible sorting and selection possibilities. F.ex. you could sort by first start numbers or class names across all start times.

The **Validate start list draw report** shows possible errors in your start list. Decide on your own how to handle the errors.

For general information about reports, see the reports reference.

See also

Start organisation

Start list reports

5.5.3 Late start

A late start is a mass start for those runners who are still waiting for their start near the end of the competition. This mass start is designed to shorten the total competition time. OS12 provides the possibility to perform *multiple late starts* if necessary. You can assign a specific late start time to every class/leg individually. OS12 will always calculate the overall times of late started teams correctly. All late starters can continue their race with normal changeovers, as long as those runners start before the late start of their own leg.

In many countries especially in Scandinavia it is common to place late starters behind the non-late starters even if their overall time is faster. You can define this option when displaying the results.

This form provides an Overview table at the left which shows all classes/legs grouped by start times together with their normal mass start time. The tabs right of the Overview tab will display all teams of the selected class/late start time or all teams of the selected late start column. The list at the right shows all classes without any late start definition.

⊟ Customizing the settings

Display formats ⚙   You can define the Time format and the Name format.

Settings

Class: Show late starters only   This setting is valid for the class table only. There you can decide whether you want to see all runners of the selected class/legs or only those who are (currently) in the late start. For more details see the paragraph below.

⊟ Defining the late start times

On the form you see two tables. The left one is the late start table. This table has three tabs: Overview, Class and All . The Class tab always shows the *late start time and class* which you had selected in the overview table and the All tab also shows the selected *late start time*. For more details on those tables see the following paragraphs.

This paragraph describes how to work in the Overview table. It will be blank initially. The right table is a list of all

remaining classes without late start definitions.

Overview	14:05:00: H21		14:05:00: All			
14:05:00		**14:18:00**			**14:20:00**	
H21/2,3	10:20:00	H45/2,3,4		H40/2,3	10:20:00	H
H9/3,4,5,6,7	10:10:00	H35/2,3	10:20:00	H12/2,3	10:00:00	H
		H16/2,3	10:00:00	D150/2,3	10:10:00	D
				D40/2,3	10:10:00	

Since you can't drag the first class into the left table, click on it at the right list, enter its late start times at the bottom class panel and **Save**. The class will be inserted into new columns for its late start times in the left table. Creating other new start time columns works in the same way. Either you edit the bottom panel for a class of the right list or you edit it for a class which is already in the left table but in a wrong late start time column, maybe for a specific leg only.

When you drag a class into a late start time, then all legs of this class will be set into this late start. You can change the late start time for each leg individually, see below.

In the table, the classes are displayed together with the legs assigned to this late start and the mass start time of the first leg.

At ordinary relays with 2 or 3 legs, you usually have a single late start time for all classes. In this case, define the late start for the first class as given above and then drag all other classes into the same column.

At larger relays with up to 10 legs, it may be necessary to have multiple late starts.
Click on any class to display its settings in the **class panel**.

Class						
No	Short	Long		Start time		
8	H21	H21		10:20:00		Save
	2	3	4	5		Reset
Late starts	14:05:00	14:05:00				✕ Remove
6	7	8	9			

You can edit all late start times. Click on the **Save** button to save the changes. The overview 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. This is how creating a new late start time column works, see above.
Click on the **Remove** button to remove a class out of the late starts back to the remaining classes list.

Notice
OS12 *customizes the layout* of the class panel according to the maximum number of legs used in the event.
The late start times of a class must be in *ascending order*. That means a higher leg can't have an earlier late start than previous legs. Of course several neighboured legs can have the same late start.
It is *possible to leave any classes without a late start*, f.ex. those with the shortest courses. But it is not possible to have a late start for some of the legs only and not for others.
You can modify the late start times at any time. It is no problem if you had a delay with the late start, just move it to the actual time. See also the special function **Shift start time** which is described below.

🔍 H20   The **Search field** finds the first occurrence of the class in the late start table or the right remaining list.

⊟ Working in the Class table

Clicking on the Class tab displays the runners of all legs and the respective class who are scheduled for this late start.

This gives you a picture of the current status of the class. For every runner the finish time of the previous runner and his start time are given. Obviously the runners who are already in the forest have the same times in both columns. The interesting ones are those who may have to take part in the late start. Those whose pre-runner did not yet finish are marked as Waiting.

The main purpose of this table is to **set (fix) runners into the late start manually**. There may be various reasons why you should do this. They all have one thing in common: *the prerunner has no finish time or a finish time which is before the late start*. This is the case if you define a deadline time until which a changeover is allowed but the late start is later. Other examples are if one of the prerunners did not finish or had been disqualified. In some countries there is a rule that disqualified teams are not allowed to continue the race, but you can allow the remaining runners to run their course with the late start. To *fix a runner* into the late start, *check* the column Fixed. You can toggle this flag by *doubleclicking* the runner or by clicking the *Fix* or *Reset* buttons on the class panel at the bottom. **Notice:** It is not necessary to fix those runners whose prerunner finished later than the late start. They will be calculated as late started automatically. But be careful with that if you shift the late start time!

Runners who are actually in the late start will be displayed with the late start time in purple colour.

To get a better overview, you can check the option Show late starters only to see only those runners. However, to be able to fix a runner, you have to display all runners of the class.

⊟ Using the All table

Clicking on the All tab displays all runners of all classes which are supposed to take part in this late start.

This is the same table like the class table, with the difference that it displays all current late starters of all classes for this late start time. You can't toggle the Fixed flag here, the table is just read-only. You can look at this table when it comes near to the late start time to check out how many runners will possibly start here. The start list report will display the same runners.

➖ Special functions

🕮 Shift start time

You can shift a specific late start to another time completely. This can be done quickly and reliably if you had a delay with the late start. The function will display the first class of the selected late start time column in the bottom panel and ask you to enter the new start time into the right field. When saving this, all classes/legs of this late start time will be moved to the new one.

Notice: If higher legs of a class have other late start times which would be before the new start time now, they will be adjusted automatically.

➖ Reports

The **Overview report** supplies a complete summary of the late starts.

For general information about reports, see the reports reference.

See also

Start list reports

Result Reports

Evaluate chips

5.5.4 Restart

With OS12, you can have one or more breaks during the race, which can be defined for each class independently. The nextcoming leg will be re-started using a *chase start* according to the current standings of the race.
This type of relays is very popular in Scandinavia. For example, you can perform the first two legs of a class in the evening as a night race. On the next day, the race will be continued with leg 3. This is the format of the famous Smålandskavlen in Sweden. There may be other classes which have a "normal" race only on the second day.

OS12 provides the possibility to perform *multiple restarts* for every class if necessary. Whatever you will do with restarts and late starts, OS12 will always calculate the overall times correctly.

Notice: Please **don't forget to set the right event duration and zero time**, so that the whole event is covered

from the first start until the last finisher! You will also have to take care that an appropriate chip type is used. For more information see the Event settings, SportIdent settings and Emit settings references.
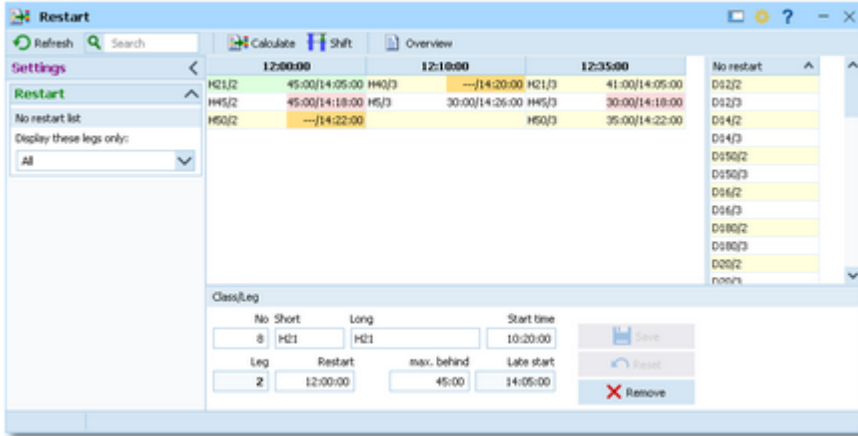
This form provides an Overview table at the left which shows all classes/legs grouped by restart times together with their max. difference and the late start for those which did not qualify for the restart. The table at the right shows all normal classes/legs without a restart.

Customizing the settings

Display formats ⚙   You can define the Time format.

Restart

No restart list: Display these legs only

You can select which leg(s) you want to see in the right selection list. At most events the restart is assigned to the same leg in a few classes. In this case this option will help you to get a better overview in the list.

Defining the restart times

On the form you see two tables. The left one is the restart table. It shows all classes/legs with their restart information. It will be blank initially. The right table is a list of all remaining classes/legs without restart definitions.

Since you can't drag the first class/leg into the left table, click on it at the right list, enter its restart time and max. behind time at the bottom class panel and *Save*. The class will be inserted into a new column for this restart time in the left table. Creating another new start time column works in the same way. Either you edit the bottom panel for a class of the right list or you edit it for a class which is already in the left table but in a wrong restart time column. When you drag a class/leg into a restart time, then it will be assigned to this restart time and the max. behind time will be filled with the last used value. If this value is not correct, then edit the max. behind time and *Save*.

Click on any class/leg to display/edit its settings in the **class panel**.

The restart time is the first start time of the chase start, that means the start time of the leader. With the max. behind time you define what is the maximum difference allowed to qualify for the chase start. All other teams (also all mped etc.) will be put into the late start of this leg. Click on the *Save* button to save the changes. The overview table will be updated. The class panel works also with the list of remaining classes/legs. Instead of dragging into the table, you can also insert a class/leg by just adding all required values. This is how creating a new restart time column works, see above.

Click on the *Remove* button to remove a class/leg out of the restarts back to the right list.

You can *define the late starts in advance* or you can have both windows open and edit the right values simultaneously.

Notice

There can't be the same restart time for any two legs of the same class and multiple restarts of the same class must be in *ascending order*. If you happen to do a mistake here, you will be prompted at various occasions and such a class will be **marked in red**.

If a class/leg has a restart, then it *must have a late start time* defined for this leg (for the not qualified) and of course the initial start time of the class must be defined. If one of them is missing, then the times of this class/leg are highlighted in red.

Be sure to fix all such errors before trying to calculate the chase start times!

On the other hand, it is *allowed to have no max. behind time* defined. This will put all regularly finished teams into the chase start and put only the not classified ones (mp, disq) into the late start. Those times will be highlighted in orange so that you won't miss this if this happened by accident.

You can modify a restart time at any time before it really comes to be performed. See also the special function *Shift start time* which is described below.

🔍	H20
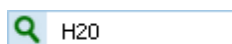
The *Search field* finds the first occurrence of the class in the restart table or the right list.

━ Special functions

⚏ Shift start time

You can shift a specific restart to another time completely. The function will display the first class/leg of the selected restart time column in the bottom panel and ask you to enter the new start time into the right field. When saving this, all classes/legs of this restart time will be moved to the new one.

It is wise to avoid shifting during the event. This function only shifts the first restart times of the respective classes/legs. In addition, you will have to recalculate the restart times for the teams of all those classes/legs. See below.

▦ Calculate restart times
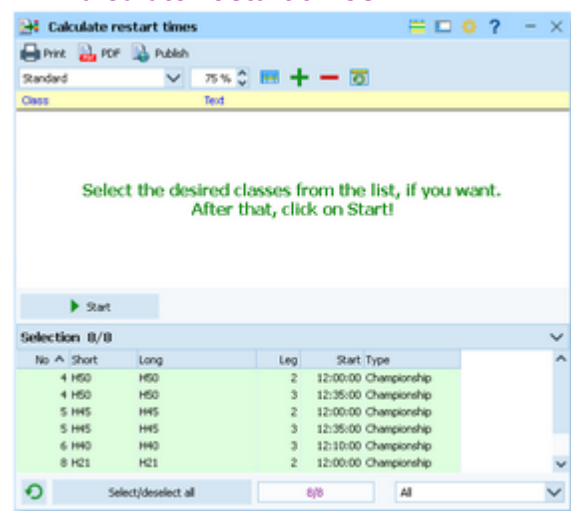
Select the classes/legs for which you want to calculate the start times. Click on the *Start* button to launch the task.

For each class/leg, OS12 checks out whether all teams have a complete result until this leg. If there are errors, then you will be prompted to abort the procedure for this class/leg and this will be shown in the protocol. Afterwards you can check Missing runners for the reason and recalculate the times for this class only later.

If you ignore the prompt, then the missing teams will be set into the late start.

Notice: the classes which had been computed successfully will be protocolled like *OK 25/4*, where the first number is the number of all teams in the chase start and the second number is that one of the teams in the late start.

━ Reports

The **Overview report** supplies a complete summary of the restarts.

The **Start list reports** are available via the main menu. See the Start list reports reference for more details.

For general information about reports, see the reports reference.

See also

5.5.5 Start list reports

There are various start list reports. You find them in the main menu under *Start list.*
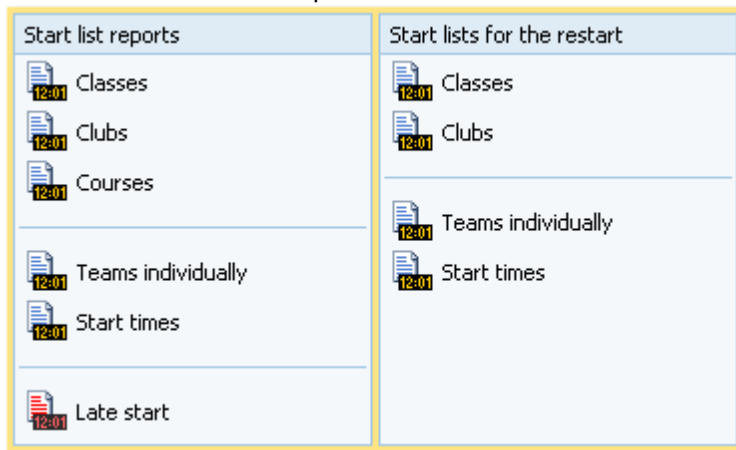
The titles should be self-explaining.

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.
Label selection: print these legs only	With start list reports, the label printing works per leg/runner and not for complete teams. If you select *All* here, a seperate label will be printed for all runners of the teams displayed in the report. You may select singular legs to print f.ex. the start numbers for leg 1 only.
Teams sorted by	This is available for all reports except the one by teams individually. Within a class, club, course or start time the teams will be sorted by the selected field.
Include runners	The teams are shown with their runners.
Quick selection: class types	In the selection panel of the reports 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.
Quick selection: These legs only	You can quick-select the runners of one or more specific legs.

The Late Start list report shows the late starts with all runners who are supposed to start there. Runners who had been fixed into the late start will be marked by **#**. Usually you will select only the current late start time, print this report and use it as a start protocol. This report is also available from the main menu.

For general information about reports, see the reports 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). This file 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.
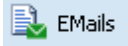
Notice: The CSV file format has been changed from V.11.0 to V.12!!

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, OS12 also allows the reports by courses to be exported into that format. The courses will appear as "classes" in that XML document.

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 . 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.

⊟ Special hints for the Restart start lists

The restart start lists have one basic difference to the normal start lists. While in the latter the report is always based on teams where you can display all runners of the teams by option, the restart lists are *based on individual runners* by their nature. Also, the normal start lists show the mass starts while a restart means *individual start times* for every team according to its difference to the leader. See also the Restart reference.

Notice: the XML and CSV export file formats are the same as of the normal start list reports, showing the complete team which includes the start time of the restart leg.

There are some special options specific for the restart start lists.

Which start times?	This is available for class reports. You can select if you want to display *All*, *Time start only* or *Late start only*. Choosing the last option will be wise if the late start is long after the normal restart or even before it.
Selection: start times	This is available for reports by start times. You can enter the desired start time range.

See also

Reports

5.6 Competition day

The *Competition day* main menu topic offers you all functions which you need to operate during the competition.
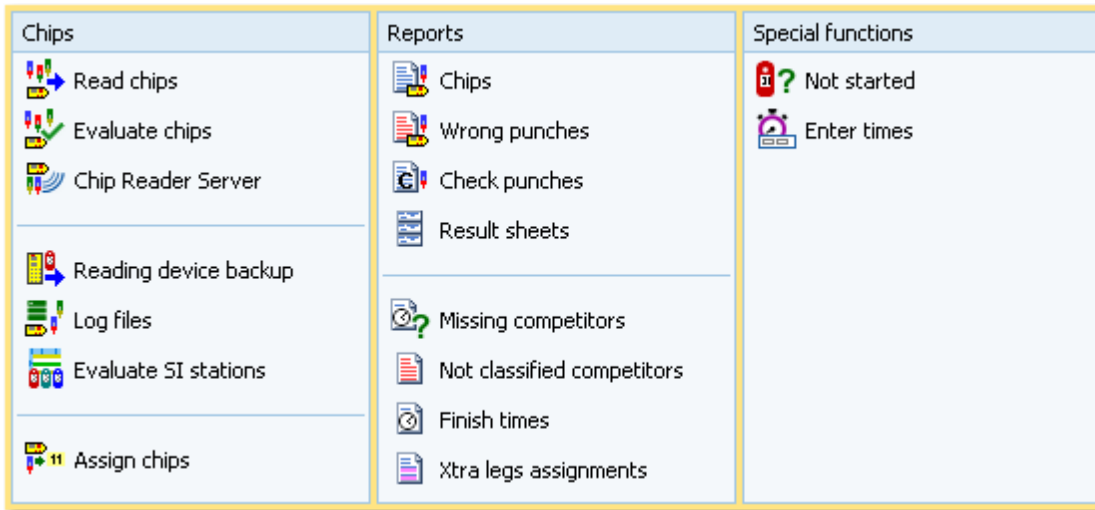
The two most important functions during a competition are Read chips and Evaluate chips. If you are downloading the chips on smartphones or PCs using the *Chip Reader client app*, then you need to run the Chip Reader Server of OS12.

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.

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 special cases, it may be be wise to assign or reassign the chip numbers during the race just before the starts of the competitors.

There are some special functions for handling unexpected situations during the event:

- Reading device backup
- Log files
- Evaluate SI stations

See also

Running the competition - Task based help

Advanced competition day 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.
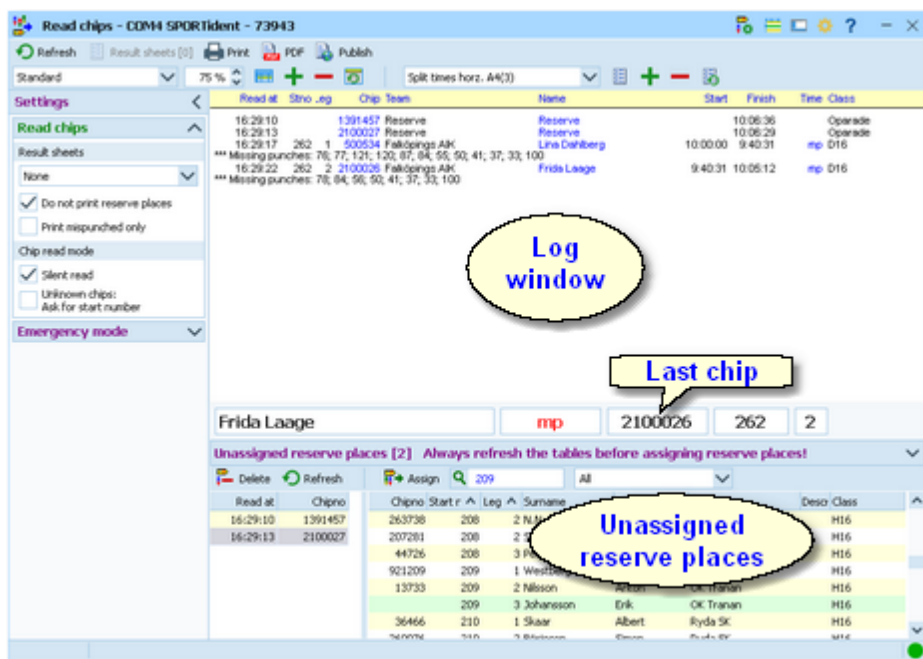
The function detects a SportIdent or Emit reader device which is connected to the PC automatically. If it finds multiple devices, then click on the Chip system button 🔧 and select the right one from the device combobox. See also below.

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**. Also, the operator must always keep an eye on what the log window reports about the **automatic assignments** of OS12. 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	OS12 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.	
Silent read	Normally, OS12 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/leg of an unknown chip. If you cancel the prompt, then the chip will be saved to Reserve as usual. There are Pros and Cons which method is better. At relays it is often not so obvious why a chip is unknown or had been assigned wrongly before. Mostly it may be safer if the operator does not need to decide this immediately.

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.

		Chipno	Start r	Leg	Surname	First name	Club	Descr	Class
Read at	Chipno								
16:42:56	2100027	355299	207	3	Markendahl	Simon	OK Klyftamo		H16
16:42:53	1391457	263738	208	2	N.N		OK Skogshjortarna		H16
		207281	208	2	Stenlund	Anton	OK Skogshjortarna		H16
		44726	208	3	Pedersen	Lisa	OK Skogshjortarna		H16
		13733	209	2	Nilsson	Anton	OK Tranan		H16
			209	3	Johansson	Erik	OK Tranan		H16
		260976	210	2	Börjeson	Simon	Ryda SK		H16

Unassigned reserve places [2] Always refresh the tables before assigning reserve... — Leg selection listbox

Notice: since the automatic assignment function of OS12 may modify the chip numbers assigned to the competitors, you should *refresh the selection table* using the Refresh button ↻.

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.

To get a better overview, you can use the leg selection listbox above the selection table to display only those legs which are running currently.

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 OS12 will notify you by the network lost dialog.
- Close OS12 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\OLStaffel\Logs\ChipLog_EM.DAT	6

Read at	Stno _eg	Chip	Team	Name	Start	Finish	Time
16:42:53		1391457	Reserve	Reserve		10:06:36	
16:42:56		2100027	Reserve	Reserve		10:06:29	

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 *ChipLog_EM.dat* and *ChipLog_EM.idx*. 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 OS12 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.

⊟ Automatic assignments

When computing a chip, OS12 will try to fix an obviously faulty situation with the team automatically. The same algorithms apply for downloading the reading device backup memory.
Three scenarios are possible.

Chips used multiple times within the team

To make relay orienteering more exciting and to allow shorter courses on a small map, there is a well-known competition model where every runner runs twice or even more often. F.ex. you have two runners who run 2 legs each. For the class, you have to define 4 legs. Then runner A runs legs 1 and 3 while runner B runs legs 2 and 4. With the entries, you have to enter all details twice. It is possible (and easier) to enter the chip numbers for the first leg of every runner only and omit them for their subsequent legs. OS12 will assign the chip to the right leg automatically if it comes to the finish the second time.

If you have such an event, then please keep an eye on the messages which OS12 will issue in the log window:

+++++ Chip used multiple times by this team
This chip had been assigned automatically like explained above. Check out if this is the right leg. If something looks wrong, then try to fix this in Evaluate chips as soon as possible, to avoid further errors with the subsequent legs.

Xtra runners

If you are not familiar with Xtra legs, then first look into the Handling Xtra legs - Task based help.

When downloading the chip of a Xtra runner, OS12 first saves the chip and then it looks whether the runner should count for the team. Always the fastest one of parallel Xtra runners will count.

If you have such an event, then please keep an eye on the messages which OS12 will issue in the log window:
+++++ This Xtra runner counts for the team.
----- This Xtra runner does NOT count for the team.
The messages will tell you what had happened.

Notice: The automatic procedure described above for relays with multiple rounds will not work with Xtra legs in the team, since there the right competitor can't be determined automatically. Of course you can perform such multiple rounds with Xtra legs, but then you will have to preassign the chip numbers.

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 OS12 will prompt you to download the additional chip. OS12 does a possible merging automatically and it will print the (correct) split time sheet. Both chips will be saved and assigned to the team and the right leg. 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*!

If the same chip is used multiple times within the team (see above), then this is also the case for the additional chip. In this case, you will be prompted to enter the right leg for this additional chip. The main chips are saved automatically, since OS12 assumes that they will be downloaded in the right order. This is not the case for the additional chips if they are only downloaded on demand.

See also

Running the competition - Task based help

Handling Xtra legs - Task based help

Chip Reader Server

Evaluate chips

Log files

Device backup memory

Entries

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. At the top, you see the table of teams at the left and the table with the runners of the selected team at the right. Xtra runners are also displayed in this table. If you need more details about Xtra legs, have a look into the Handling Xtra legs - Task based help. 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 team/competitor quickly using the search field. For example, if you want to check out the not classified teams, it is a good idea to sort them by the Classification column, so will have all of them in a row. It is also possible to sort by class and overall time, so you get the teams sorted according to the result list.

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.

Teams

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 slow sometimes for large events but it should be preferred. 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.
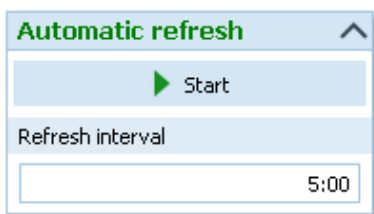
Set the right Refresh interval. An interval of some minutes is sufficient.

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.
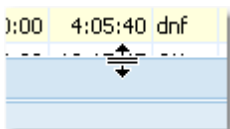
Drag the splitter bar to resize the bottom panel, so that you will see more punches in the chip panel.

Start (Times) Start (Chip)	The start time field in the Chip panel means the start punch saved on the chip. Normally you don't have a start punch at relays but if one happens to do so then this will be displayed here. The corresponding field in the Times panel means the actual start time. This is always calculated based upon the classes' mass start time, late or restart times and the finish time of the preceding leg's runner.
Finish (Times) Finish (Chip)	The finish field in the Chip panel means the finish punch saved on the chip. The corresponding field in the Times panel means the actual finish time which is saved or calculated for the competitor. It may have been calculated or editable according to the SportIdent or Emit settings. 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. However, this does not seem to be wise for relays...
Time	The (running) time is always calculated based on the start and finish times.
Class.	You can change the classification if necessary.
Credit, Penalty, Comment	You can enter a manual time credit and/or penalty **for the whole team** (overall time) only which will be computed when calculating the overall time. If you like, you can add a comment in the respective field. These fields carry the same contents for all runners of the same team.
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.
Last read, Last edited, chip status	Read-only fields

1	37	10:38:05
2	75	10:40:11
3	77	10:44:09
4	71	11:03:03
5	79	11:08:48
6	69	11:09:40
7	80	11:12:16
8	44	11:23:06
9	83	11:27:42
10	40	11:36:38
11	81	11:43:02

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 OS12 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.

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

1	90 (65)
2	198 (42)
3	166 (101)
4	85 (60)
5	121
6	76
7	168 (103)
8	194 (38)

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. Mostly these may be wrong punches.

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.

Emit backup label

19 (72)
Missing punch

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.

➖ Inserting a Xtra runner manually

With OS12, you have the possibility to compute simultaneous runners on the same leg. For more details, have a look into the Handling Xtra legs - Task based help. When downloading the chip, OS12 looks for all parallel runners of the respective team/leg and inserts the (so far) fastest one into the team.

In the legs panel, the Xtra runners who don't count for the team are displayed in *light red colour with an italic font*. The leg number is marked by an asterisk *. If you need or decide to change the Xtra runner who should count for the team, then select this runner and perform the action by clicking the button *Insert Xtra runner into the team manually* 🔼. The runner who had been assigned to this leg previously, will then appear as an unassigned Xtra runner.

➖ 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 or course assignments during the event. Fix the course definition/assignments 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 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 team/leg. So this is documented in the event data.
The column *2 Chipno* which contains the additional chip numbers for the legs will be displayed automatically, if at least a single additional chip can be found in the event.

If an additional chip of a team was downloaded, then first the whole additional chips "team" is created with all legs. This reserve "team" gets the start number of the original team. It is assigned to a "club" called *Additional chip*, so

that you can recognize this easily. The competitors names assigned to the legs are also copied.
The *additional chips are assigned to the right legs* of this reserve "team". For both chips there is a note in the comment field what has been done. Usually not all additional chips for all legs of a team will be downloaded.

In the table the additional chip "teams" are highlighted with light purple colour. To work with additional chips, sort the table by the *start no.* This will show the "normal" team and the accompanying additional chip "team" just below each other:

In...	Sta... ∧	Class	Team	Overall time	Class.
10	101	M18	Finland	1:53:45	OK
320	101	Res	Additional Chip		OK
109	102	M18	Norway	1:51:47	OK
319	102	Res	Additional Chip		OK
76	103	M18	Switzerland	1:57:46	OK
323	103	Res	Additional Chip		OK
59	104	M18	Sweden	1:53:54	OK

There is a special function available, by which you can view both chips or assign the additional chips manually.

Click on the main chip (leg) in the table. Then click on the button ***Merge chips*** .

OS12 detects automatically if the reserve chip has already been assigned. These two will be displayed in the Merge chips dialog. OS12 will also detect if the reserve chip has been downloaded (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 to 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.

See also

Read chips

Merge chips

Chip Reader Server

Competition day reports

Replacement controls

Manual input (f.ex. not started)

Late start

Restart

Handling Xtra legs - Task based help

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. Remember that "true" reserve places are saved as reserve "teams" with a single leg only. 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 additonal 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 wrong assignments, 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

Read chips

Evaluate chips

Entries

5.6.3 Chip Reader Server

New in OS12 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 OS12 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.
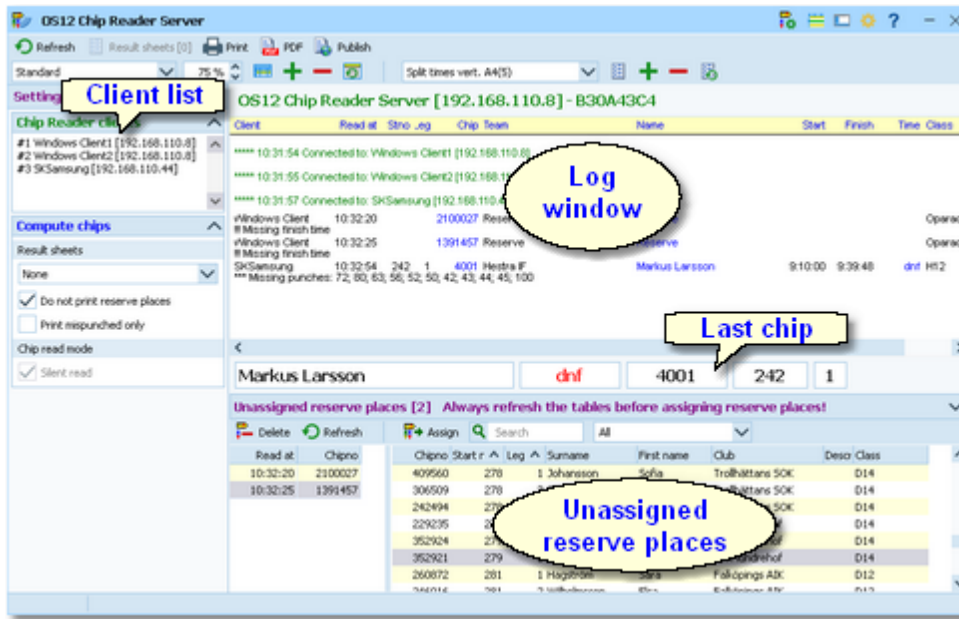
In the normal case, reading the chips will run smoothly and they will be reported in the log window including all details. Errors detected by the automatic code checking will also be shown. Rented chips will be notified. The last chip will be displayed a bit larger in the bottom panel.

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   OS12 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.

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 <u>Evaluate chips</u>. 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 <u>Chip read window</u>, there is no Emergency mode offered here. If you have Chip Reader clients running on Windows PCs, then use them to start OS12 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 OS12 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.

See also

Running the competition - Task based help

Read chips

Evaluate chips

Log files

5.6.4 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*.
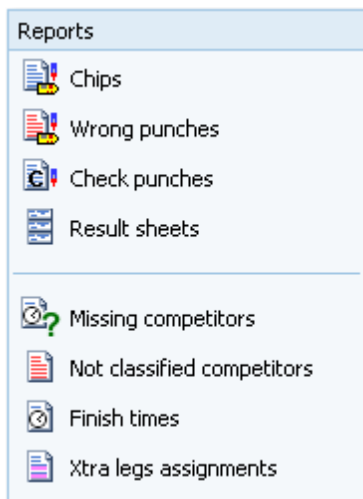
In all reports, you can set the Display formats ⚙: Time format and Name format.

With some reports the following option is available.

Quick selection: These legs only   You can quick-select the runners of one or more specific legs.

📊 Chips

This report supplies a list of all chips. Select Edited chips only to report only them. The punches are given with clock times.

📊 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*. However, this may be of minor relevance at relays since there is no definite rule at which time one will clear and check his chip.

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

A missing start time at relays will normally mean that something is wrong with the finish time of the pre-runner of this competitor.

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.

Xtra legs assignments

If you have classes with Xtra legs, then this report gives you an overview about which runners had been inserted into their team. By default, the report only displays possible errors. Their reasons may be f.ex. the *Xtra leg had not finished yet*, the *runner inserted is not classified* (mp), or the *inserted time is not the fastest* of all Xtra runners (which may have been assigned manually in chip evaluation). If you want to display all teams with their assignments, then uncheck the option *Teams: Possible errors only*.

For more details about Xtra legs, have a look into the Handling Xtra legs - Task based help.

For general information about reports, see the reports reference.

See also

Result sheets - Selection

Evaluate chips

Evaluate SI stations

Enter times

5.6.5 Result sheets - Selection

You can select one or several competitors to print their result sheets.
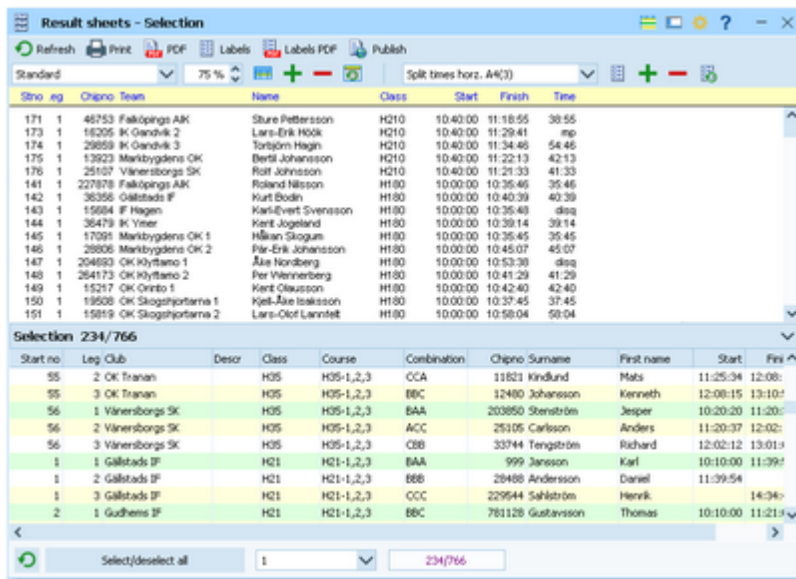
First they are shown in the report. Then you can print their result sheets either in *Normal* or *Extended* format using the label print functions.

A special usage of this function is printing a single result sheet out of <u>Evaluate chips</u>. 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.

Quick selection: These legs only   You can quick-select the runners of one or more specific legs.

See also
   Evaluate chips

5.6.6 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.

However, at relays there should be a well-defined start protocol which should be used to determine the not started competitors. Normally you will just check the maps left at the mass start and the changeover.
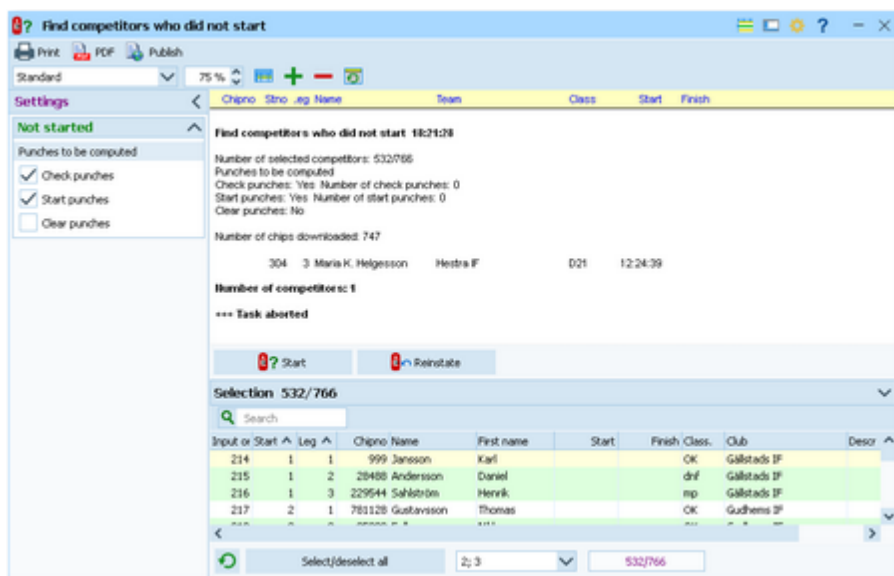
In addition or as an alternative to the check punches, you can also use the clear and start punches for this function.

When the start is over, *download the punches* of all required stations. See the <u>Evaluate SI stations</u> 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. Perhaps only competitors of a specific leg should be checked. You can select them using the *Quick selection listbox*.

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.

Quick selection: These legs only   You can quick-select the runners of one or more specific legs.

Not started

Punches to be computed   Select the types of punches which you want to compute here. By default, all 3 types are preselected.

See also

[Running the competition - Task based help](#)

[Advanced competition day tasks - Task based help](#)

[Download SI station backup](#)

[Evaluate SI stations](#)

[Radio controls](#)

5.6.7 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 teams or competitors very quickly* here.

This function is available both from the **Competition day** and the **Time taking** main menu items.
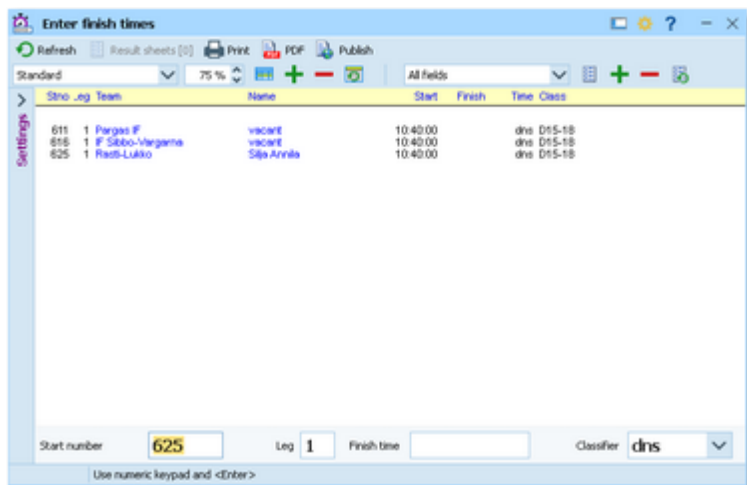
Enter the start number, the leg, the finish time and the classifier. To *enter not started* (or maybe disqualified...) competitors, just set the classifier to the right value, leave the finish time blank and enter the start numbers/legs.

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.

You will also receive a warning if the previous runner of this leg has no finish time yet or if he had finished later than the current runner. The latter case might be possible after a late start.

⊟ Customizing the settings

Display formats ⚙   You can define the Time format and the Name format.

Finish times

Result sheets   OS12 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.

⊟ Handling Xtra legs

With OS12, you have the possibility to compute simultaneous runners on the same leg. For more details, have a look into the Handling Xtra legs - Task based help.

If you enter the details for a team/leg which is a Xtra leg and which has simultaneous runners entered, then the

bottom panel will pop up, which gives you the possibility to select the right one of those Xtra runners.

Start r ⌃	Leg ⌃	Surname	First name	Chipno	Team	Class	
225	2	Sundberg	Jonas	350721	Istrums SK	H14	
225	*2	Lundberg	Ida	263620	Istrums SK	H14	
225	*2	Andersson	Sandra	263617	Istrums SK	H14	

Xtra leg: Please select the right runner!

You can navigate using the arrow keys and select the right runner by the *Enter* key, a mouse *doubleclick* or clicking on the *Save* button 💾 at the right.

See also

5.6.8 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 OS12 to be able to publish the results. However, at relays this does not look reasonable, so the main purpose of this function will be restoring lost chips.
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.
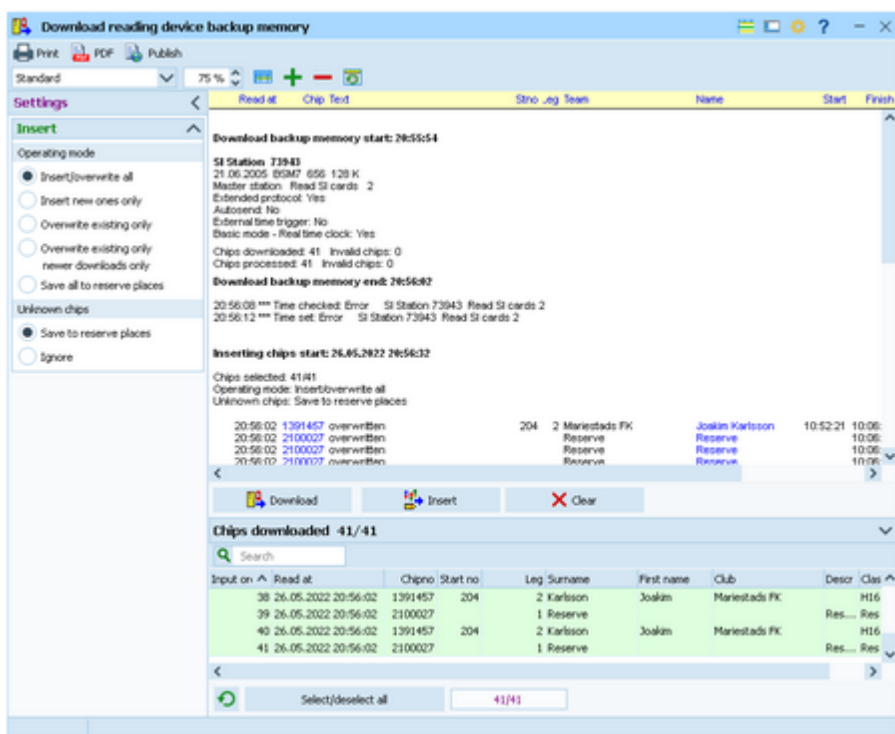
Click on *Download*. This will open either the Download SI station backup, the Download Emit MTR backup, or the Download Emit ECU/MTR5 backup dialog, depending on the chip system which you are using. This dialog will stay on top of this form. You can work with the devices (maybe download several devices). 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.

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.

▬ Automatic assignments

When downloading the chips, OS12 tries do fix wrong chip pre-assignments automatically. With downloading the chips from a backup memory, the same algorithms will be performed.
Also, Xtra runners will be computed as usual (inserted for the team or not). If you are unsure whether the Xtra runners had been inserted in the right way by this function, then display a report about the Xtra assignments and examine this one.

See the Read chips reference for more details about the automatic assignments.

See also

Running the competition - Task based help

Advanced competition day tasks - Task based help

Handling Xtra legs - Task based help

Evaluate chips

Read chips

Log files

Download SI station backup

Download Emit MTR backup

Download Emit ECU/MTR5 backup

5.6.9 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. There is also a difference regarding the automatic assignments to the legs, see below.

The Process log files form opens the local log file of the current event automatically.
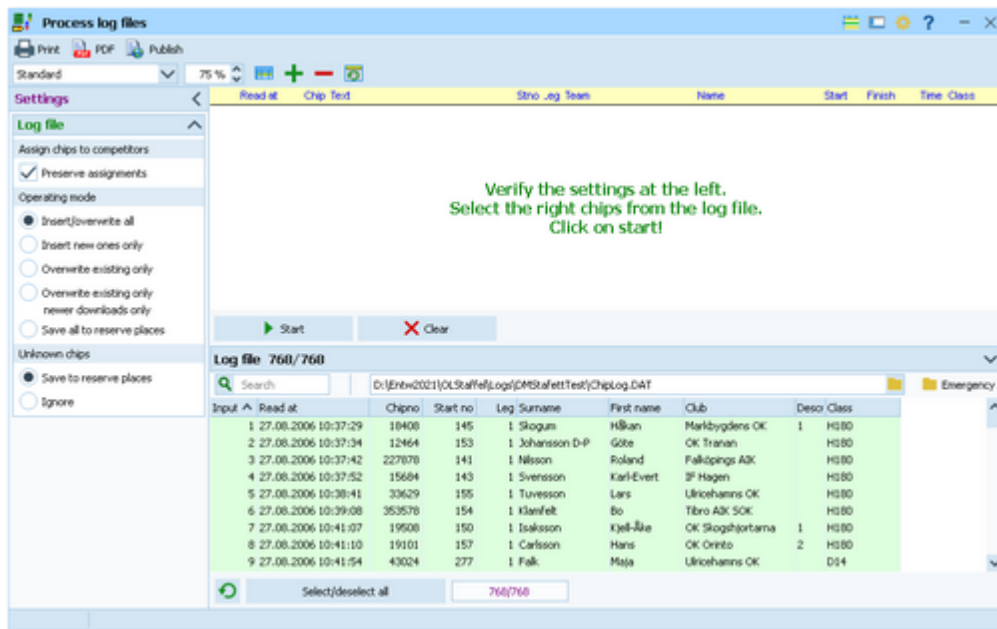
You can select the desired competitors from the log file. Use a suitable sort order and the quick search field at the top left of the selection table. Click on **Start** and watch the log report window. **Notice:** the sort order of the selection table will be changed automatically to input order. This 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 *ChipLog.dat* and *ChipLog.idx*.

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.

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 <u>Read chips</u> 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 <u>Application folders</u> reference. They consist of two files which are named *ChipLog_EM.dat* and *ChipLog_EM.idx*.

▬ Automatic assignments

When <u>downloading the chips</u>, OS12 tries to fix wrong chip pre-assignments automatically. Those algorithms will be not active here since the log file already has the right assignment saved (which already had been found by the Read chips function).

Only if a chip in the log file stems from an *emergency mode* or if *Preserve assignments* is unchecked, then the automatic algorithms will be performed.

<u>Xtra runners</u> will be computed in the normal way in both cases (inserted for the team or not). If you are unsure whether the Xtra runners had been inserted in the right way by this function, then display a <u>report about the Xtra assignments</u> and examine this one.

See the <u>Read chips reference</u> for more details about the automatic assignments.

See also

<u>Running the competition - Task based help</u>

<u>Advanced competition day tasks - Task based help</u>

<u>Handling Xtra legs - Task based help</u>

<u>Evaluate chips</u>

<u>Read chips</u>

<u>Reading device backup</u>

5.6.10 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.

Inpu...	Cod...	Task	Time ^	Chip	Surname	First name	Club	Descr	Class	Start no	Leg	Start	Finish	SI Station
45	51	Control	10:08:12	416154	Smajstrlova	Hana	Regensburg, OLG		SC	42	1	10:00:00	10:16:34	129946
46	51	Control	10:08:16	211665	Ebneth	Benedict	Regensburg, OLG		SC	38	1	10:00:00	10:15:53	129946
47	51	Control	10:08:25	7592	von Gaza	Horst	Uslar, OLV		SC	34	1	10:00:00	10:15:42	129946
48	51	Control	10:08:59	415565	Drese	Jessica	Uslar, OLV		SC	31	1	10:00:00	10:18:30	129946
49	51	Control	10:10:23	410638	Werthmann	Gerhard	Landshut, OLV		H55	52	1	10:00:00	10:22:34	129946
1	45	Control	10:11:32	582309	Schalle	Michael	Bamberg, MTV		H35	76	1	10:00:00	10:33:12	89957
50	51	Control	10:12:00	361293	Wittmann	Fabian	Bamberg, MTV		SC	30	1	10:00:00	10:22:19	129946
111	43	Control	10:12:01	770077	Lange	Maria	Mistraching, SV		D19	48	1	10:00:00	10:19:31	89967
2	45	Control	10:12:28	952804	--- Chip not four									89957
3	45	Control	10:12:32	5685	Rödel	Michael	Coburg-Ketschendor		H19	72	1	10:05:00	10:26:14	89957
4	45	Control	10:12:37	942000	Schöps	Thomas	Landshut, OLV		H19	70	1	10:05:00	10:26:30	89957
5	45	Control	10:13:00	302932	Scheler	Fabian	Coburg-Neuses, TV		H19	73	1	10:05:00	10:26:30	89957
51	51	Control	10:13:12	991810	Zoltner	Helge	Landshut, OLV		H35	77	1	10:00:00	10:24:10	129946
52	51	Control	10:13:17	1983	Badia Comas	Nuria	Grünwald, TSV		D19	45	1	10:00:00	10:29:00	129946
6	45	Control	10:13:27	302912	Stengel	Johannes	Coburg-Neuses, TV		H18	65	1	10:05:00	10:30:48	89957
7	45	Control	10:13:28	339205	Schöps	Anna	Landshut, OLV		H18	80	1	10:05:00	10:31:22	89957
112	43	Control	10:13:38	410638	Werthmann	Gerhard	Landshut, OLV		H55	52	1	10:00:00	10:22:34	89967
53	51	Control	10:14:01	6394	Lorenz	Rudolf	Regensburg/OLA TS		SC	39	1	10:00:00	10:27:55	129946
113	43	Control	10:14:16	2646	Höfer	Helmut	Coburg-Neuses, TV		H55	54	1	10:00:00	10:23:53	89967
54	51	Control	10:14:26	332135	Huber	Julia	Regensburg, OLG		D19	46	1	10:00:00	10:26:02	129946
114	43	Control	10:14:26	800090	Meißner	Britta	Coburg-Neuses, TV		D19	47	1	10:00:00	10:22:48	89967
55	51	Control	10:14:53	211656	Ebneth	Alfons	Regensburg, OLG		H55	50	1	10:00:00	10:26:00	129946
56	51	Control	10:15:05	611027	Drese	Werner	Uslar, OLV		SC	33	1	10:00:00	10:24:39	129946
57	51	Control	10:15:23	428701	Späth	Laura	Regensburg, OLG		D18	23	1	10:05:00	10:25:51	129946
8	45	Control	10:15:24	345898	Lazik	Christopher	Regensburg, OLG		H19	69	1	10:05:00	10:30:45	89957
58	51	Control	10:15:44	997921	Finkenstädt	Frank	Uslar, OLV		SC	35	1	10:00:00	10:41:53	129946
59	51	Control	10:16:04	33211	Krämer	Anna	Filder / TV 1894 Cob		SC	43	1	10:00:00	10:27:55	129946
60	51	Control	10:16:09	345731	Schwarck	Manfred	Grünwald, TSV		SC	28	1	10:00:00	11:26:09	129946
61	51	Control	10:16:18	2242	Beierlein	Uwe	Grünwald, TSV		H45	57	1	10:05:00	10:25:26	129946
115	43	Control	10:16:20	332135	Huber	Julia	Regensburg, OLG		D19	46	1	10:00:00	10:26:02	89967

In the menu you find some special functions. See the paragraph about special functions below for more details. One 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	Descr ^
45	51	Control	10:08:12	416154	Smajstrlova	Hana	Regensburg, OLG	
46	51	Control	10:08:16	211665	Ebneth	Benedict	Regensburg, OLG	
47	51	Control	10:08:25	7592	von Gaza	Horst	Uslar, OLV	
48	51	Control	10:08:59	415565	Drese	Jessica	Uslar, OLV	
49	51	Control	10:10:23	410638	Werthmann	Gerhard	Landshut, OLV	
1	45	Control	10:11:32	582309	Schalle	Michael	Bamberg, MTV	
50	51	Control	10:12:00	361293	Wittmann	Fabian	Bamberg, MTV	
111	43	Control	10:12:01	770077	Lange	Maria	Mietraching, SV	
2	45	Control	10:12:28	952804	--- Chip not four			
3	45	Control	10:12:32	5685	Rödel	Michael	Coburg-Ketschendor	
4	45	Control	10:12:37	942000	Schöps	Thomas	Landshut, OLV	
5	45	Control	10:13:00	302932	Scheler	Fabian	Coburg-Neuses, TV	
51	51	Control	10:13:12	991810	Zoltner	Helge	Landshut, OLV	
52	51	Control	10:13:17	1983	Badia Comas	Nuria	Grünwald, TSV	
6	45	Control	10:13:27	302912	Stengel	Johannes	Coburg-Neuses, TV	
7	45	Control	10:13:28	339205	Schöps	Anna	Landshut, OLV	
112	43	Control	10:13:38	410638	Werthmann	Gerhard	Landshut, OLV	
53	51	Control	10:14:01	6394	Lorenz	Rudolf	Regensburg/OLA TS	
113	43	Control	10:14:16	2646	Höfer	Helmut	Coburg-Neuses, TV	
54	51	Control	10:14:26	332135	Huber	Julia	Regensburg, OLG	
114	43	Control	10:14:26	800090	Meißner	Britta	Coburg-Neuses, TV	
55	51	Control	10:14:53	211656	Ebneth	Alfons	Regensburg, OLG	

Remove punches 78/188

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.

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

5.6.11 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.
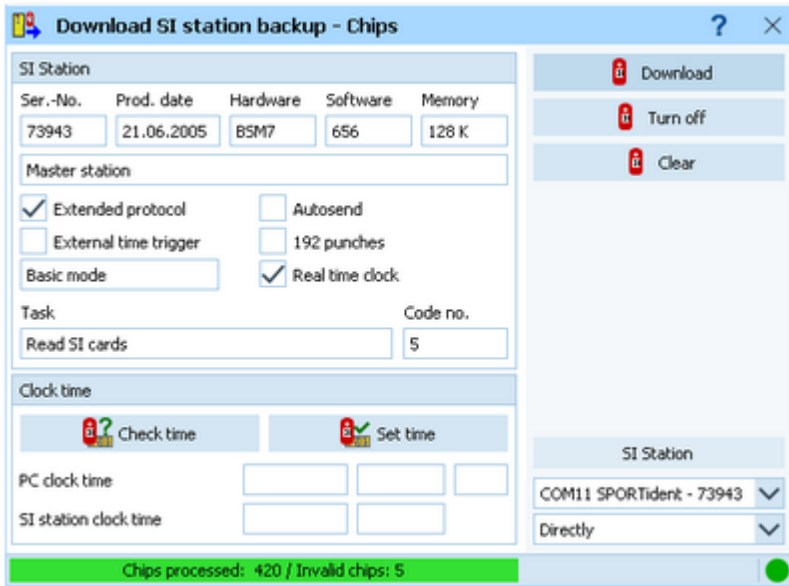
The main purpose of this dialog is to download the contents of the backup memory. However, there are also some maintenance functions available. Every function first reads and displays the SI device characteristics and then continues with its special task. All actions will be protocolled in the form from 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

5.6.12 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.
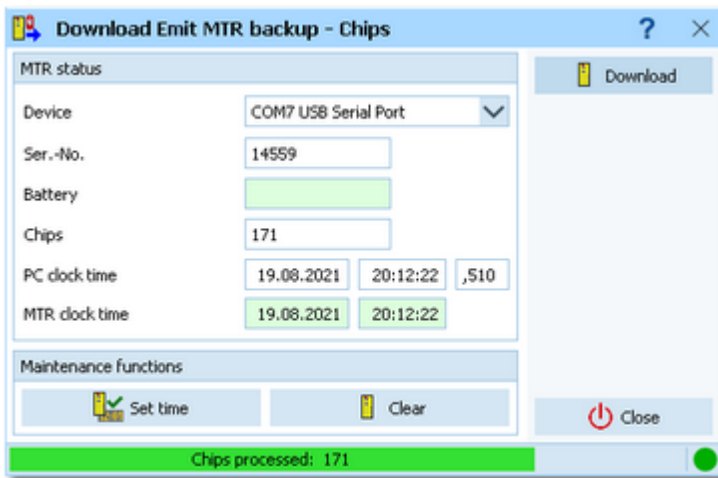
The main purpose of this dialog is to download the contents of the backup memory. However, there are also some maintenance functions available. Every function first reads and displays the MTR characteristics and then continues with its special task. All actions will be protocolled in the log window of 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

Serial port settings

5.6.13 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.
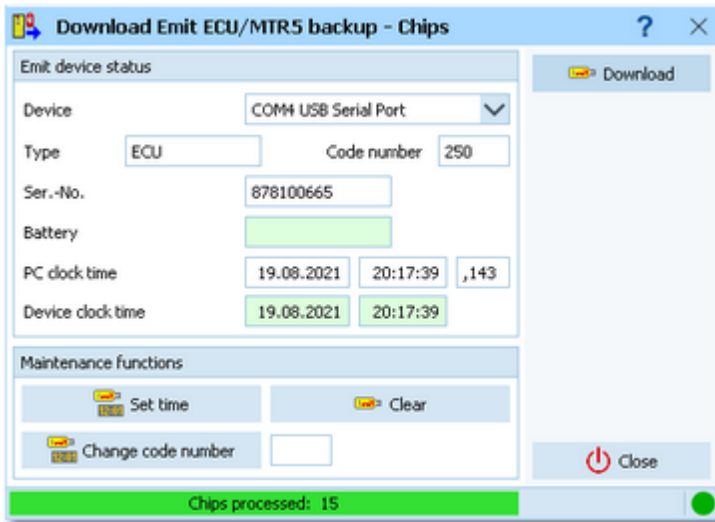
The main purpose of this dialog is to download the contents of the backup memory. However, there are also some maintenance functions available. Every function first reads and displays the ECU/MTR5 characteristics and then continues with its special task. All actions will be protocolled in the log window 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.

Change code number	For ECU/MTR5, the code number has a special meaning. It defines how the chip reading process behaves. For use with OS12, the code number must be set to 250-253. Emit also defines numbers of 240-243, but this can't be used with OS12.

See also

Handling the chip system devices

Reading device backup

Serial port settings

5.6.14 Assign chips

This function allows to assign the chip numbers to the runners during the race.
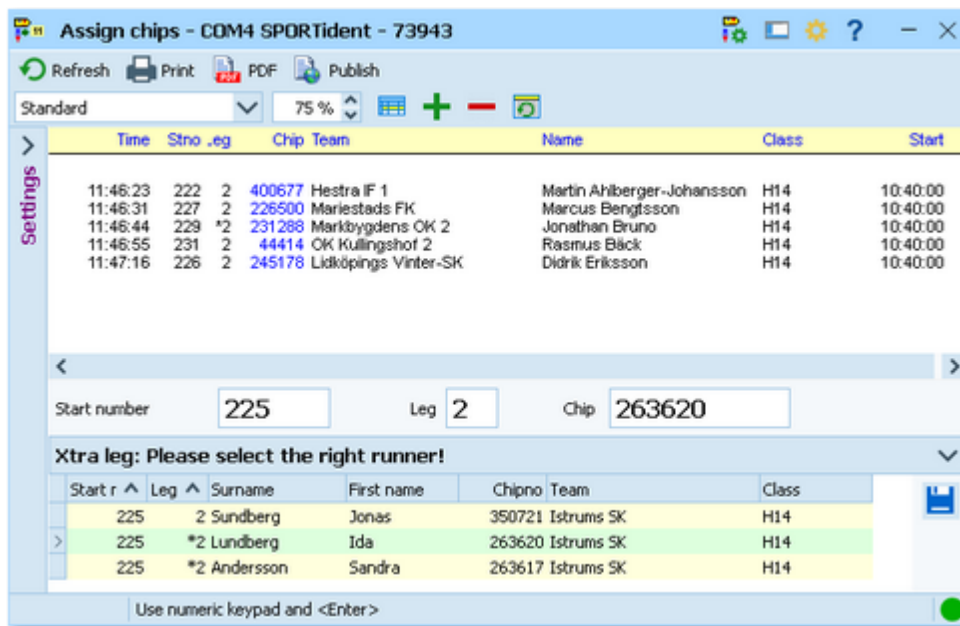
Enter the start number and the leg of the competitor. The competitor inserts his chip into the reading device, and the assignment will be saved. You can also enter the chip number manually.

For a quick input, switch the numerical keypad to "numerical" and use those keys. 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 assigned chip numbers. It is no problem if the competitor had preassigned the same chip number. If there is a different chip number entered, then you will be prompted to confirm this. OS12 accepts the multiple use of the same chip number with in the same team. If there would be a wrong assignment, then OS12 will correct this with the automatic correction when downloading the chip in the finish.

As an option, this function can accept the input from a bar code reader. See the paragraph 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.
Assign chips	
Use bar code reader	Select this option if you are using a bar code reader. OS12 will display a bar code input field instead of start no and leg. For more details, see the paragraph below.

Handling Xtra legs

With OS12, you have the possibility to compute simultaneous runners on the same leg. For more details, have a look into the Handling Xtra legs - Task based help.

If you enter the details for a team/leg which is a Xtra leg and which has simultaneous runners entered, then the bottom panel will pop up, which gives you the possibility to select the right one of those Xtra runners.

Xtra leg: Please select the right runner!							⌄
Start r ∧	Leg ∧	Surname	First name	Chipno	Team	Class	
225	2	Sundberg	Jonas	350721	Istrums SK	H14	💾
225	*2	Lundberg	Ida	263620	Istrums SK	H14	
225	*2	Andersson	Sandra	263617	Istrums SK	H14	

You can navigate using the arrow keys and select the right runner by the *Enter* key, a mouse *doubleclick* or clicking on the *Save* button 💾 at the right.

⊖ Using a bar code reader

As an option, this function can work *using a bar code reader*. If you select the respective option, then a Bar code input field will be displayed instead of start no and leg. You have to *focus* on the *Bar code* field to get the start number/leg filled into this field. After that, you can read the chip number from the chip system device.

The bar code reader must deliver the start number/leg in the format <ssss>ll, where *sssss* is the start number and *ll* is the leg number. ll must be two digits while the start number can have as many digits as it is necessary, at least one.
Some readers deliver a preceding percent % sign, which will also be accepted by this input field.

See also
Read chips
Evaluate chips
Entries

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.

5.7.1 Result Reports

There are various result reports. You find them in the main menu under *Results*.

Preliminary results	Split times	Live results
Classes	Classes	Display
Courses	Courses	Add
Official results	Clubs	**Press results**
Classes	Teams individually	Clubs
Courses		Nations
	Legs individually	Regions
Clubs	Classes	**Winners' report**
Nations	Courses	Classes
Regions	**Special functions**	Courses
Teams individually	Statistics	
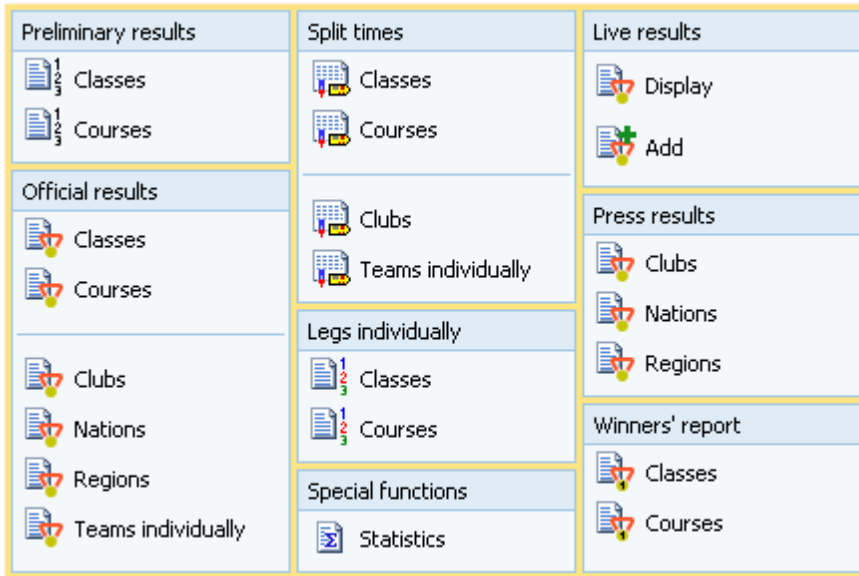
The titles should be self-explaining.

Notice: Use only the Preliminary results during the competition. Only those have an indication at the top of each class/course, how many teams 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.
Quick selection: These legs only	You can quick-select the runners of one or more specific legs.
Classification: Late starters at the end	In many countries especially in Scandinavia it is common to place late starters behind the non-late starters even if their overall time is faster. The idea behind that is that those late started runners may have got an advantage from their mass start. Uncheck this option if you don't want to take late starts into account. **Notice:** This setting should be defined in advance and you should not change it during the event.
Teams: Include runners	The result report includes all legs/runners of every team. If you uncheck this option, you will get a shortened report with the team names only.
Teams sorted by	This is available for club results. Within a club the teams will be sorted by the selected field.
Preliminary results: Overall result after leg n	Select which standing you want to display. If the leg no. given is higher than a classes' number of legs, then its overall result will be displayed.
Preliminary results: Overall result	This format contains all teams of a class and it shows the last finisher of every team. The ranking is first by number of legs finished and then by time. So you get a

Extended format	complete overview about the current class status in a single list.
Preliminary results: Large format (2 lines)	There are two lines per team to allow very large font sizes.
Official class or course results: Extended format	For each runner, his place on his combination and leg is shown. You can also display the change over times and places.
Official club results: Extended format	The extended format displays the leading teams per class together with the teams of the club. You can define how many leading teams should be shown. The official results by nations or regions are displayed in the same extended format and include all teams of all clubs of the respective country or region. For more information about nations and regions, see the Clubs reference.
How many teams?	Set those options to get shortened results for the press etc.
Seperate combinations	This is available for leg and split time results by courses. If checked, then a seperate result for each combination will be shown, otherwise all runners of the course will be ranked in a single list.
Seperate legs	This is available for leg and split time results by classes. If checked, then a seperate result for each leg will be shown, otherwise all runners of the class will be ranked in a single list.

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 teams of the selected clubs/regions/countries in the same class list plus the specified number of leading teams. 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:

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 Click on the *Start* ▶ button to start the automatic report.

Preliminary results by classes provide the additional *Display* option.

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.

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).
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, OS12 also allows the reports by courses to be exported into that format. The courses will appear as "classes" in that XML document.

For more details, see the exports reference.

Special export formats

For some reports, there is a special formats 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 teams 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 . 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.

See also

Reports reference

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.
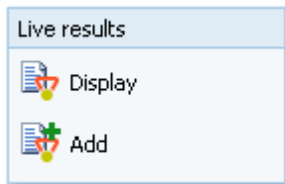
You can display all previously designed live result reports by a single mouseclick on *Display*.

To begin designing your live results layout or to add one more result window, click on [icon] *Add*. See below how to build up your live result screen layout.

How to build up the live result screen(s)

With OS12 you can arrange multiple live result reports on one or more monitors.

Click on [icon] *Add* to display the first result window. OS12 will ask you to select the leg and 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 [icon] *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 [icon] *Add*. Now you can add more result windows, place them at the right position (even on multiple monitors) and select the right leg and classes for every window. After you are finished, click on the main menu *Results - Live results* and there on [icon] *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 [icon] *Close* and [icon] 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 [icon] *Display* and [icon] *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 [icon]   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.

See also

Result Reports

Advanced competition day tasks - Task based help

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. OS12 *Pro* version.
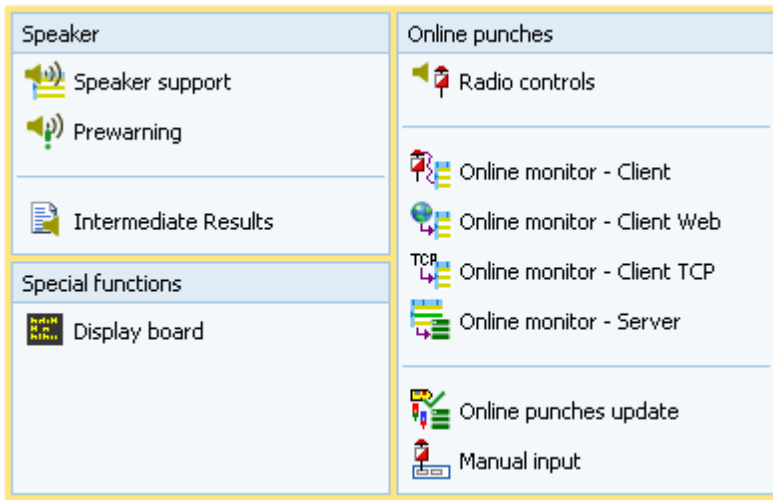
The main purpose of this function group is the Speaker support window. To watch the competitors' flow at a specific point, the Prewarning function is designed for. This function is also the best choice for announcing the changeovers.

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.

OS12 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 and the leg on the top panel. You can open multiple windows for different classes/legs 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 team 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.

On the top panel, the running overall time of this class is shown. Before the start, this time is negative and it displays the countdown until the start. Next to that, you see the running time of the current leg and the current time behind the leading team, that means the time which had elapsed since the first change over from this leg to the next one. The number of teams which had finished this leg is shown as well.

In the table, all teams are shown with their times, intermediate times and the respective placings. Not finished teams will be sorted to the end of the list. If the option *Late starters at the end* is selected, then all teams with one or more late starts will be sorted to the end of the list and they will get no places.

For Xtra legs, only the runner who had been inserted into the leg will be shown for the team. As long as the team has not finished the leg, the name will be most likely N.N. OS12 will always display the fastest intermediate times of the team. If necessary, you can display the names in the team panel. For more details about Xtra legs, have a look into the Handling Xtra legs - Task based help.

If you check the option *Display teams*, then you can click on a team to display its runners in the team panel at the bottom.

If you are collecting the finish punches by the Online Monitor, you will see time and place of a team immediately after it had finished this leg. 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*.

If there is a new time (of any kind) for a team, it 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 team* manually to direct the speaker's attention to this incoming team. 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. When calculating the running times, the restarts are taken into account. In this case, the running class time is not simply the time elapsed since the mass start time.

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. OS12 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 teams	Checking this option will display a sliding panel at the bottom where you can see the marked team's details.

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 at least one of the courses of this class/leg.

▬ Special functions

Selecting teams to watch

If the class has many teams, you can reduce the view on the interesting ones. Check them in the leftmost column. Then check *Show selected teams only* on the top panel. To return to the whole class (or to select additional teams), deselect this option.

Start number quick search

Enter the start number of an announced team and press *Enter*. Then this team will be highlighted in the table.

Highlighting a team

To highlight or reset a team manually, *doubleclick* it.

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.

⊟ Working with multiple speaker windows

You can open multiple windows for different classes and legs and watch them. Arrange them on the screen like you need.

OS12 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/leg 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.

See also

> [Prewarning](#)
>
> [Restart](#)
>
> [Display board](#)
>
> [Speaker support - Task based help](#)
>
> [Handling Xtra legs - 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. At relays, you can use this function to announce the nextcoming changeovers. Using the Display DLL, those runners can be displayed at an external [display board](#). See also the paragraph below.

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.
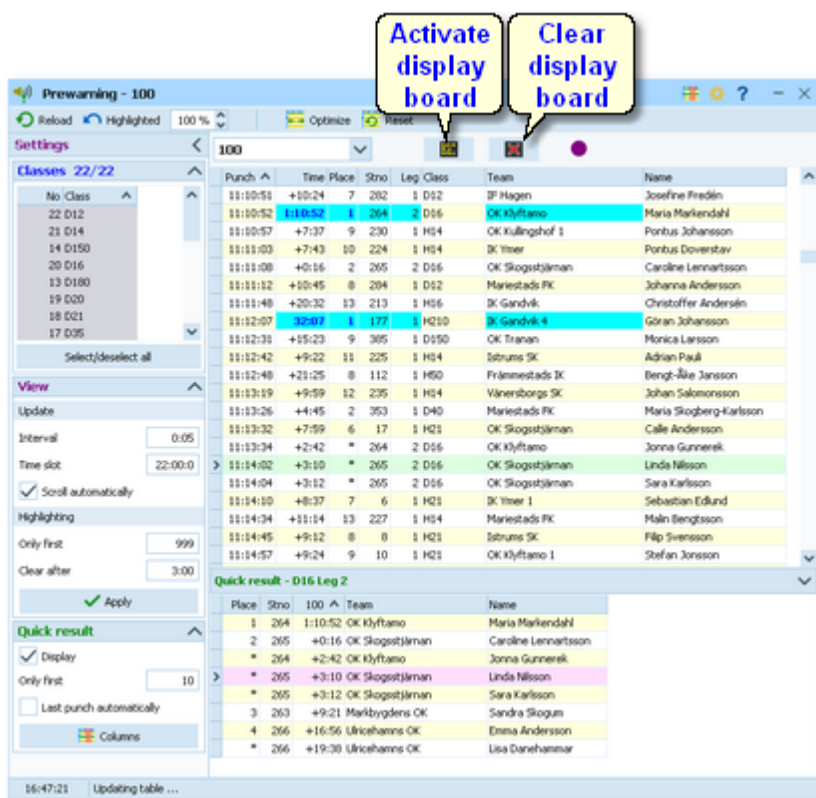
Select the control on the top panel. You can open multiple windows for different controls and watch them. If necessary, select the classes which you want to observe in the settings tab at the left. See the paragraphs below for more details.

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, his team's 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 and leg in the bottom panel. For more details, see the paragraph below.

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.

The times shown are the overall times of the teams according to the punch times. Breaks and restarts are computed correctly here.

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, OS12 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.

For Xtra legs, only the best runner at this point will get the placing for his team. The others will get a star * for the

place to indicate their Xtra status. In the quick result, they will be sorted in according to their time. For more details about Xtra legs, have a look into the Handling Xtra legs - Task based help.

➖ 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 Time slot	Define how often the table should be updated automatically and how long 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 30 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 Only first	You can define a maximum place up to which new incoming times should be highlighted.
Clear after	The highlightings will be cleared automatically after the period you have entered.

Quick result

Display Only first NN	Checking this option will display a sliding panel at the bottom where you can see the quick result of the current competitor's class/leg. 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.

➖ Quick result

Quick result - D16 Leg 2					⌄
Place	**Stno**	**100 ⌃**	**Team**	**Name**	
1	264	1:10:52	OK Klyftamo	Maria Markendahl	
2	265	+0:16	OK Skogsstjärnan	Caroline Lennartsson	
*	264	+2:42	OK Klyftamo	Jonna Gunnerek	
> *	265	+3:10	OK Skogsstjärnan	Linda Nilsson	
*	265	+3:12	OK Skogsstjärnan	Sara Karlsson	
3	263	+9:21	Markbygdens OK	Sandra Skogum	
4	266	+16:56	Ulricehamns OK	Emma Andersson	
*	266	+19:38	Ulricehamns OK	Lisa Danehammar	

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 and leg at this control.

You can *click on any competitor* in the upper table to get the quick result of his class/leg. 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.

OS12 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.

▬ Driving an external display board

Using a display DLL, you can drive an external display board. To set the right name of your customized DLL file, you have to run the display board window first and set the DLL file name there.

All runners who pass the control being watched, will be sent to the display board where they can be displayed to the public in a suitable manner. A display board window can be run together with a prewarning window to serve for the same display board DLL.

To drive the display board, there are two functions available.

Activate display board

All competitors currently displayed in the window are sent to the display board. Every new additional punch will be sent automatically.

If you don't drive a display board with the prewarning window, then just keep it deactivated. If there had been another prewarning 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.

See also

Speaker support

Display board

Handling Xtra legs - Task based help

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/legs, 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/legs which actually have radio controls defined.
The radio controls per class/leg are displayed in the order you had defined them in the speaker window.

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.

Quick selection: These legs only

You can select which leg(s) you want to see in the report. At a given time during the race, you are normally interested in the leg which is running currently.

Classification: Late starters at the end

In many countries especially in Scandinavia it is common to place late starters behind the non-late starters even if their overall time is faster. The idea behind that is that those late started runners may have got an advantage from their mass start. Uncheck this option if you don't want to take late starts into account.
Notice: This setting should be defined in advance and you should not change it

	during the event.
How many teams?	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 and leg

In the selection panel, the row for every class/leg provides the **Select radio controls** button ⋯.Click on it to show the radio controls available for this class/leg. Select the columns which you want to display and define the column by which the class/leg 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 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:

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.

See also

Result Reports

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*** ➕🚩. OS12 will browse through all classes and courses and it will insert the control no and code no for every class/leg 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.

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*** ➖🚩.

Notice: If the courses had been imported from OCAD or another source in [Simple mode](#), then *the radio controls get the control numbers* which are found in the first variant of the course for this class/leg. If the courses are defined or imported using [normal relay forking modes](#), then *they are left empty*.

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!*
	Notice: At relays, it can be the case that the control number is different for different forkings of the same class/leg. But if they are already inserted (see above) then they give the right order of the radio controls on the course (which must be the same for all runners). If they are not inserted, then enter appropriate numbers to define the order. This is especially important, if you want to upload the radio controls to a web service for live results.
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.
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.

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

Speaker support - Task based help

5.8.5 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.
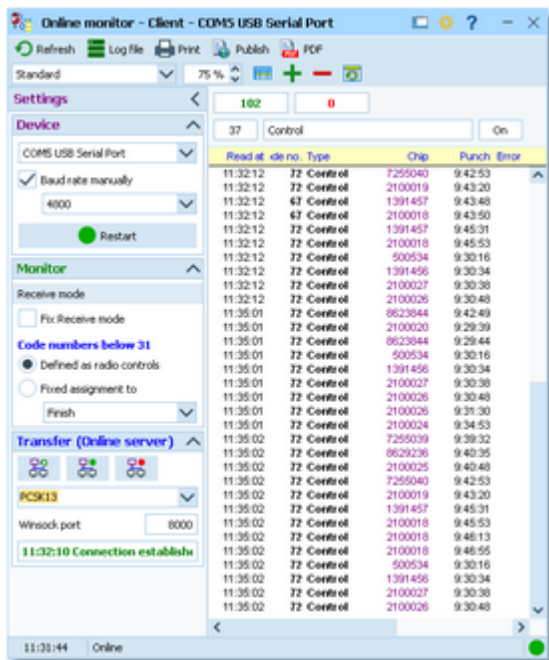
The form has a variable layout depending on the chip system, mainly because with SportIdent you can identify the station and display its characteristics on the form.

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 OS12 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.

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 *PunchLog.dat* and *PunchLog.idx*.

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.
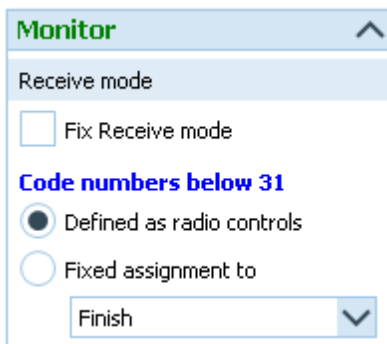
If you are receiving the punch times from a (radio) multiplexer, the form will switch into Receive mode only. In this mode, it is not possible to display a station's properties at the top. The window may *receive punches of different types* from the multiplexer, not only controls but also finish, start, 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 OS12 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 OS12 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.

See also
Radio controls

Online monitor - Server

Speaker support - Task based help

Working in a network - Task based help

5.8.6 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 OS12's event data. This function supports the SportIdent Center, the Emit Online Service 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 OS12 and the web server from where the radio punches are downloaded.
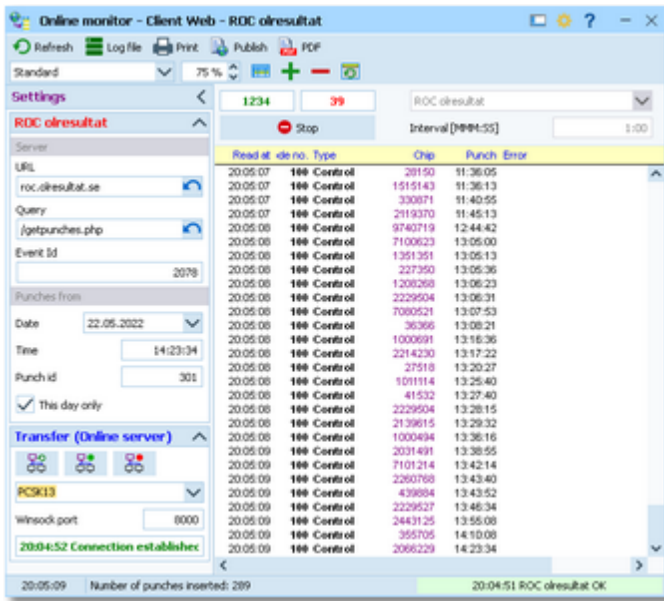
First, the client form tries to connect to the last used (speaker online monitor) server. Click on the ▶ *Start* button to activate the connection to the selected web service. OS12 will begin to send the queries for downloading punches from the web server. Set an appropriate time interval for the downloads.

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.

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 *PunchLog.dat* and *PunchLog.idx*.

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. OS12 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.
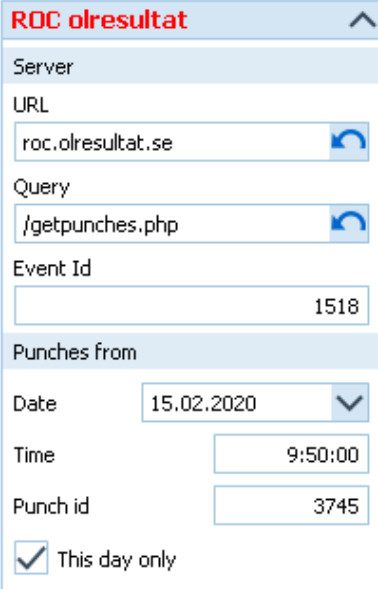
If you need to modify the options during the operation or simply to interrupt the automatic downloads, then press the ⊖*Stop* button. Then modify the options at the left. See below for more details.

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 OS12 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. OS12 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 OS12 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. OS12 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

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.

OS12 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.

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 TCP

In previous versions, OS12 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 OS12'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 OS12 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.
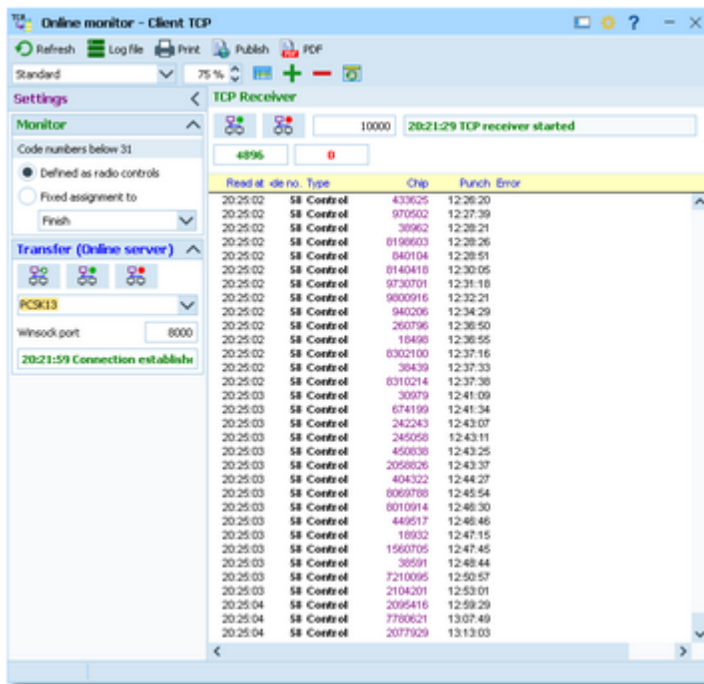
First, the client form tries to connect to the last used server. After that, it tries to start the TCP receiver.

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 *PunchLog.dat* and *PunchLog.idx*.

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.
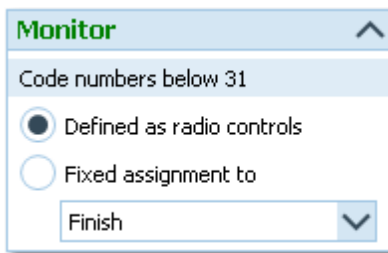
The code numbers 31 and higher will be considered as ordinary controls. For the special code numbers below 31 you have two choices. If you have defined them as radio controls, then OS12 knows which function a specific code number has. See the Radio controls reference for more details. If you expect only 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.

See also

> Radio controls
>
> Online monitor - Server
>
> Speaker support - Task based help
>
> Working in a network - Task based help

5.8.8 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 speaker window 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 Radio controls 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 Online monitor - Client 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 SportIdent settings or the Emit settings. 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:
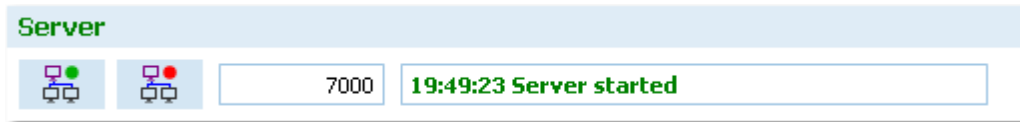
Enter a suitable Winsock port number. This server function must listen at this port number for the punches which will be delivered by the various client functions. *Choose any number between 5000 and 15000* and *check out if the connection to the client function works*. **Set the same port in the client 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 OS12, 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 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 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 OS12's internal communication between online client and server!
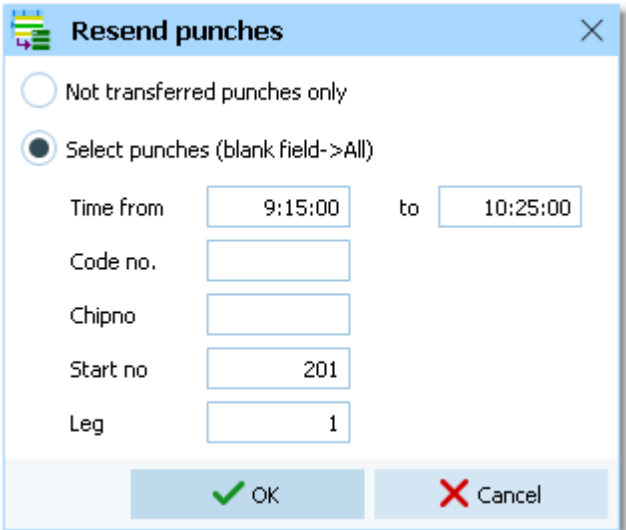
There may be other applications running on your PC which may occupy some ports, so try a different port if this doesn't seem to work.

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/leg. 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.

Resend punches

○ Not transferred punches only

● Select punches (blank field->All)

Time from	9:15:00	to	10:25:00
Code no.			
Chipno			
Start no	201		
Leg	1		

✓ OK   ✗ Cancel

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.

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

5.8.9 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.
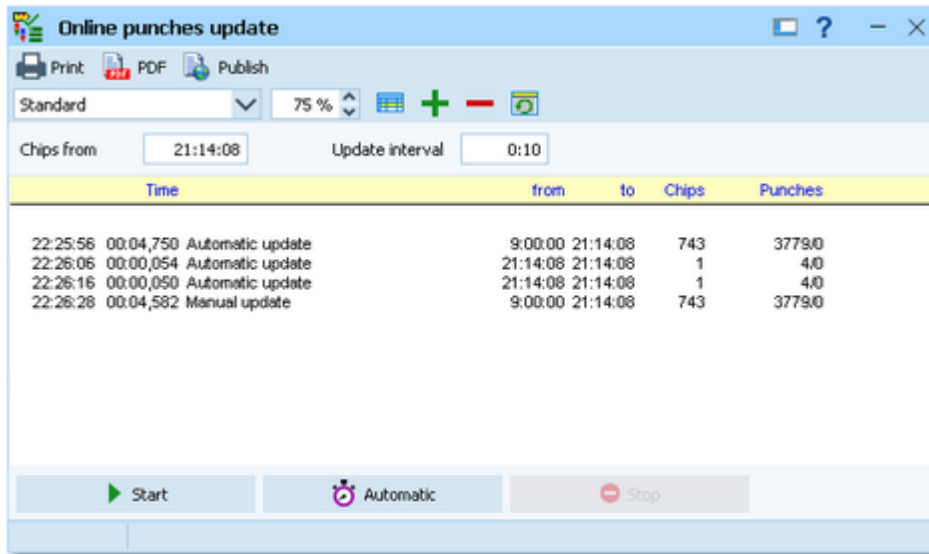
Click on ▶ *Start* to run the update process once. At the top left, you can enter the read time of the first chip which should be computed. All chips which had either been read or been manually edited after this time will be checked out. This field will show automatically the time of the last chip which 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!

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

5.8.10 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 leg, 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.

▬ Handling Xtra legs

With OS12, you have the possibility to compute simultaneous runners on the same leg. For more details, have a look into the Handling Xtra legs - Task based help.

If you enter the details for a team/leg which is a Xtra leg and which has simultaneous runners entered, then the bottom panel will pop up, which gives you the possibility to select the right one of those Xtra runners.

You can navigate using the arrow keys and select the right runner by the *Enter* key, a mouse *doubleclick* or clicking on the *Save* button at the right.

See also

Speaker support

Manual input

Handling Xtra legs - Task based help

Speaker support - Task based help

5.8.11 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. With OS12, a sample Demo DLL is included which uses this interface and emulates a display in an extra window. For more details, see the paragraph about that at the bottom.

Select the class, the leg and the control on the top panel. You can open multiple windows for different classes and watch them. See the paragraph below for more details.

The Display board panel at the top shows the running time of the class/leg, the leading team and some buttons to drive the display board. See the paragraph below for more details about how to drive the display board.

In the table below, all teams are shown with their time and place at this control. As long as a team did not pass the control, it will be sorted to the end of the list. To get a hint on when you can expect a particular team, the individual start time (changeover time) of the runner is shown.

If the option *Late starters at the end* is selected and you are *watching the finish*, then all teams with one or more late

starts will be sorted to the end of the list and they will get no places. If a team is mped or otherwise not classified, its time will be marked with light red colour.

For Xtra legs, only the runner who had been inserted into the leg will be shown for the team. As long as the team has not finished the leg, the name will be most likely N.N. OS12 will always display the fastest time of the team. For more details about Xtra legs, have a look into the Handling Xtra legs - Task based help.

To search for a team in large classes, you can use the Quick search field. Enter the start number of the team and press *Enter*. Then this team will be highlighted in the list.

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

In the top line, the running overall time of this class is shown. Before the start, this time is negative and it displays the countdown until the start. Next to that, you see the running time of the current leg and the current time behind the leading team, that means the time which had elapsed since the first change over from this leg to the next one. The number of teams which had finished this leg is shown as well.

The bottom line shows the details of the current leader.
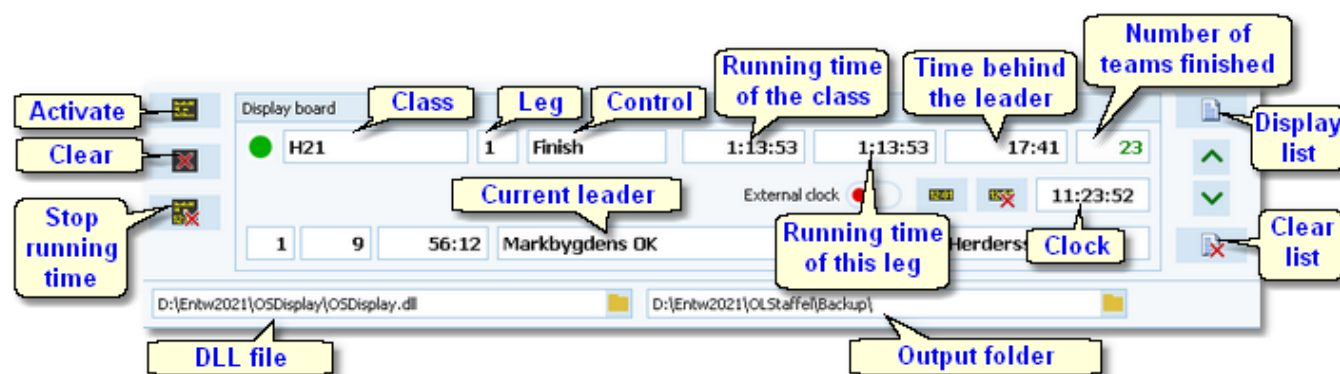
With every new team passing the control, the table below the display board panel will be updated and an updated list of all ranked teams will be sent to the display board. There they can be displayed in any manner. Normally you have a fixed number of lines available at the board and the list should always be scrolled up to show the last teams passed at the end. Additionally, there should be an extra line for the current leader, which corresponds to the line given in the display board panel.

Have a look at the sample DLL for how this had been implemented there.

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 OS12. That means, also the clock times running there will be driven completely by OS12. 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 and the list of teams passed 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.

OS12 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.

Display board DLL

OS12 provides a well defined interface to external DLLs. These can be implemented by any 3rd party to drive any display board.

With OS12, a demo DLL named *OSDisplay.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 OS12 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.

See also

[Speaker support](#)

[Prewarning](#)

[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. OS12 **_Pro_** version.
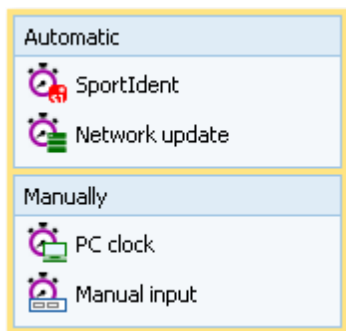
You can <u>enter the times manually</u>. This function can also be used for entering not started competitors quickly.
You can take the times by the <u>PC clock</u> or using one of the special time taking devices from <u>SportIdent</u> or <u>Emit</u>. The right function of these two will be displayed in the menu, depending on the chip system.

Before beginning to work with these functions, be sure to understand the <u>basic principles of time taking</u> with the SportSoftware.

During a <u>network break</u>, you will have to record the times locally in <u>emergency mode</u>. After restoring network operation, you can upload those times to the server using the <u>Network update</u> function.

See also
> <u>Time taking - Task based help</u>
> <u>Time taking - Basic principles</u>

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.

<u>Emit</u> and <u>SportIdent</u> 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.
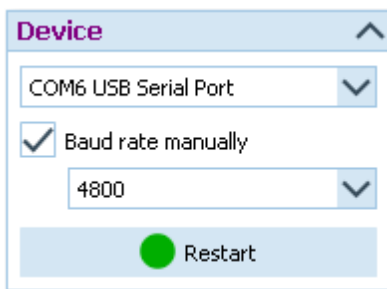
Select the right device from the combobox.

Baud rate manually
if *unchecked*, OS12 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. OS12 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. 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.

━ How the identification works

At the *finish*, first the time taking system 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.

The search algorithm begins with the last previously assigned time.

If you had entered a start number/leg for quick 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.

━ Assigning the times manually

If you want to assign the times manually, then you can enter the incoming legs and 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 and legs later directly in the grid. Save a record using the *Save* 💾 button or the *Enter* key.

If you don't want to enter legs and 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.

Start numbers	
✕	✕
101 - 3	
99 - 3	
95 - 3	
! 2 - 3	

━ Assigning times to Xtra runners

With OS12, you have the possibility to compute simultaneous runners on the same leg. For more details, have a look into the Handling Xtra legs - Task based help.

A Xtra runner will be assigned to his finish time using the identification punch in the same way like any other runner. As usual, Xtra legs will be displayed with a preceding * (star) in the table, like *2. However, there is a special handling when it comes to edit an assignment. This works similar to other functions like the Manual input of times.

If you click into the leg column, then this will show the Select Xtra button *2 . Click on the button and the bottom

panel will pop up, which gives you the possibility to select one of those Xtra runners.

Start r ^	Leg ^	Surname	First name	Finish	Chipno	Team	Class	
245	*2	Andersson	Arvid	11:25:58	227089	Lidköpings Vinter-SK	H12	
245	*2	Abelsson	Felicia	11:29:19	12606	Lidköpings Vinter-SK	H12	
245	*2	Hallberg	Malin	11:28:53	12411	Lidköpings Vinter-SK	H12	

Xtra leg: Please select the right runner!

You can navigate using the arrow keys and select the right runner by the *Enter* key, a mouse *doubleclick* or clicking on the *Save* button 💾 at the right.

Notice: When editing the leg no and changing from a "normal" leg to a Xtra leg, then the panel will pop up automatically.

If you had preassigned a Xtra leg using the input fields, then the nextcoming time will be assigned to the leg but it will be displayed with an error message telling you that you still have to assign it to the right runner. You can do this when there is time or another operator may do this at another PC.

Time taking: Radio punches vs. Time taking function

If you want to compute the 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 finish punches just for identification, then you must use these time taking functions.

Online transfer (external)
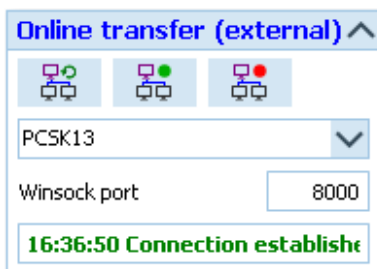
As an option, you can transfer the times to an external 3rd party application. This can be used for implementing additional tasks for which the times are necessary, f.ex. live web updates, live reporting on a display board, etc.

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 -*.

Online transfer (external)

PCSK13

Winsock port   8000

16:36:50 Connection establishe

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 OS12'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 OS12 will notify you by the network lost dialog.
- Close OS12 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:
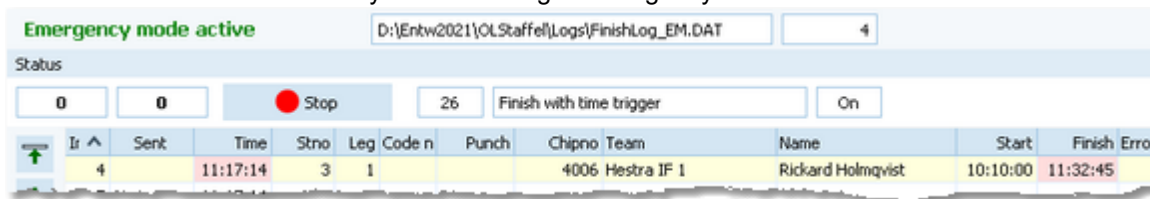
The top panel also shows the name of the extra log file of emergency mode and the number of times saved there.

- 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 *FinishLog_EM.dat* and *FinishLog_EM.idx*. 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 OS12 finds times from previous dates in the emergency log file, you will be asked to remove them when switching to emergency mode.

See also

Time taking - Task based help

Time taking - Network update

Time taking - PC clock

Time taking - SportIdent

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 OS12.

This topic only adds the specific handlings of using the PC clock for time taking.
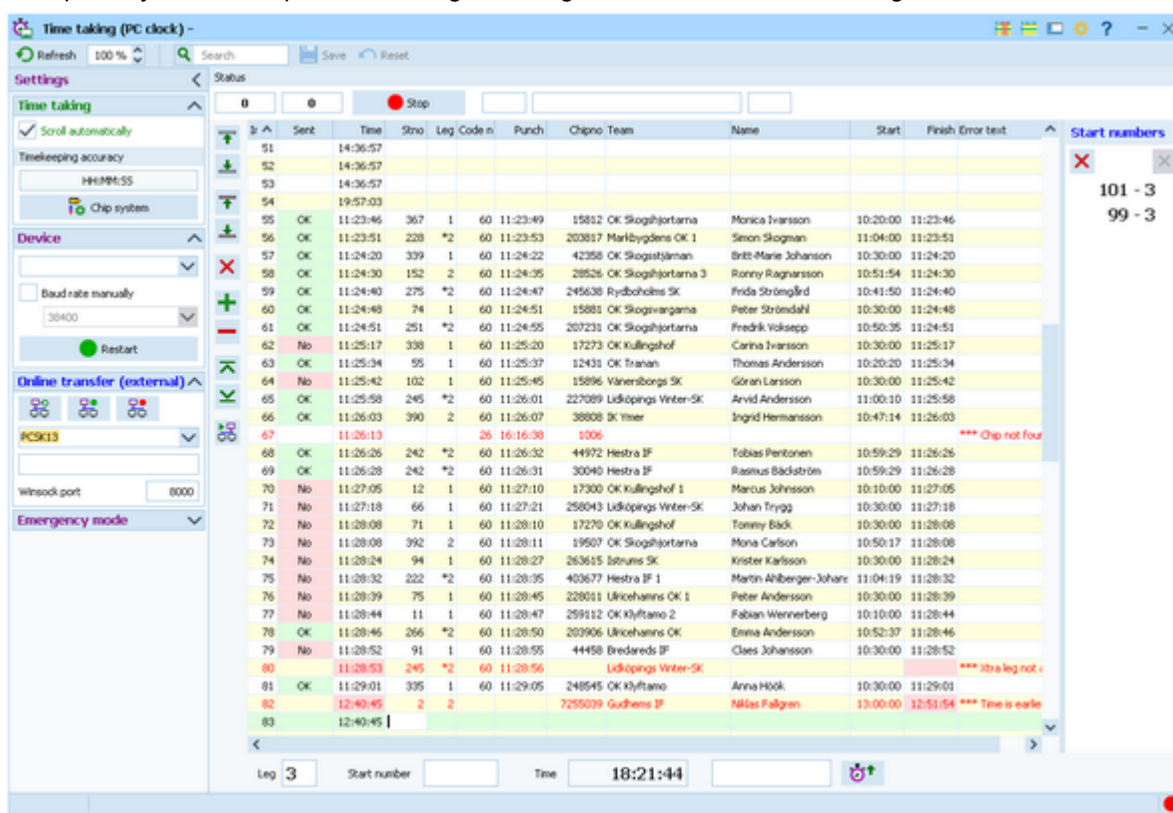
The times are calculated from the PC clock. **Please take care of having set the PC clock correctly!**
The time field shows the running PC clock time. Pressing the *space bar* saves the current time in the table.

Notice:

With SportIdent, this function *requires controls with the function 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!**

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 OS12.

This topic only adds the specific handlings of the time taking using SportIdent.
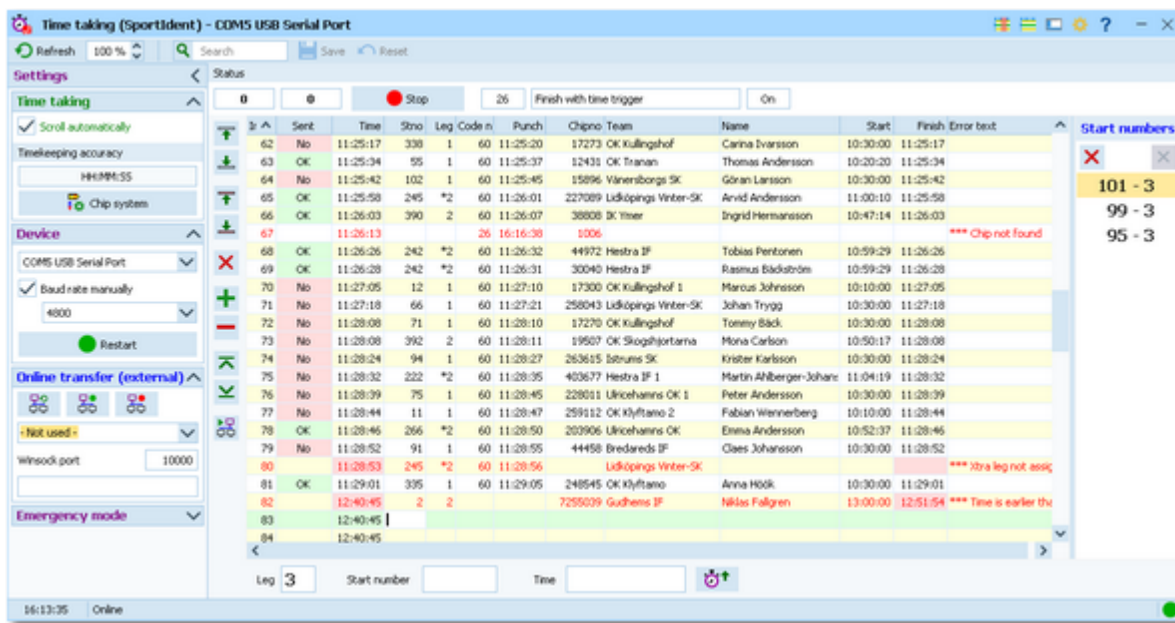
This function is designed for the SportIdent sprinter stations in the special finish mode with time trigger. Those stations send both the times from the light bar and the identification punches.

➖ 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 OS12.

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 OS12

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 OS12

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

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.
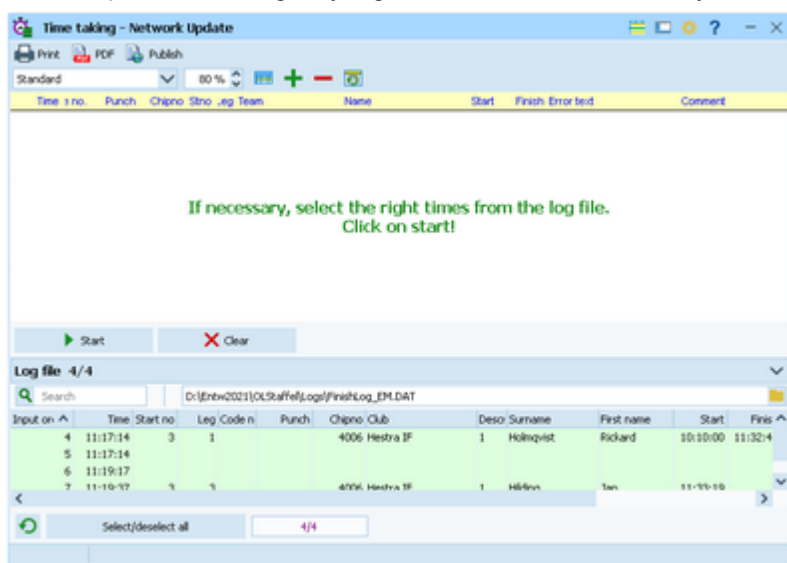
When the network is up again after a break, you can quickly upload all times to the main event which had been saved locally only in emergency mode. The local emergency log file should contain those times only which had been recorded during the network break. Just click on ▶ *Start* to insert them into 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 *FinishLog_EM.dat* and *FinishLog_EM.idx*.

➖Customizing the settings

Display formats ⚙   You can define the Time format and the Name format.

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	☐
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

Runners' names

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

Runners' names

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
🌐 Runners' names
Upload
🌐 Start list
🌐 Radio controls
🌐 Live results
🌐 Results
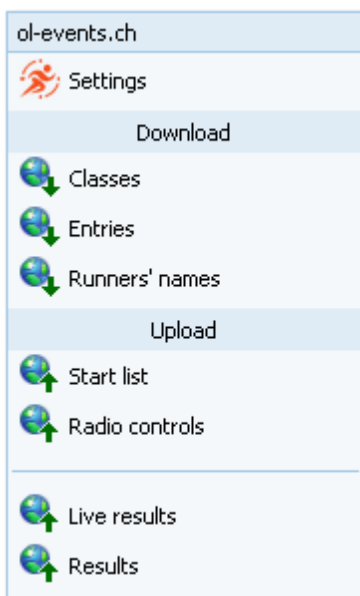
Check the option 🔲 *OResults.eu* to display the functions for working with *OResults.eu*. For more details, see the Using OResults.eu - Overview.

OResults.eu
🔲 Settings
Upload
🌐 Start list
🌐 Radio controls
🌐 Live results
🌐 Results
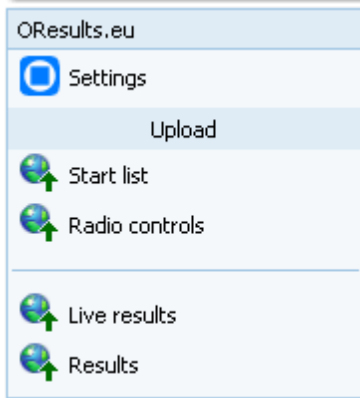
5.10.1 Using Eventor - Overview

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 OS12's archive for local usage. Currently there are installations for 🇸🇪 *Sweden*, 🇦🇺 *Australia* and the *IOF*. Further national installations will be implemented here also.

OS12 has direct access to your event data on Eventor. OS12 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 OS12. But in some cases OS12 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 OS12 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 OS12 event

First of all, create and select your event in OS12.

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 OS12. 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 OS12 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 OS12 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.
There is an additional download function available to import runners names.

⊟ 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 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.

- 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 OS12 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 OS12 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 OS12 event data, you have to define the connection to Eventor and to select the right event from Eventor.

First select your installation of Eventor. OS12 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 OS12 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 OS12. 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 OS12.
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:
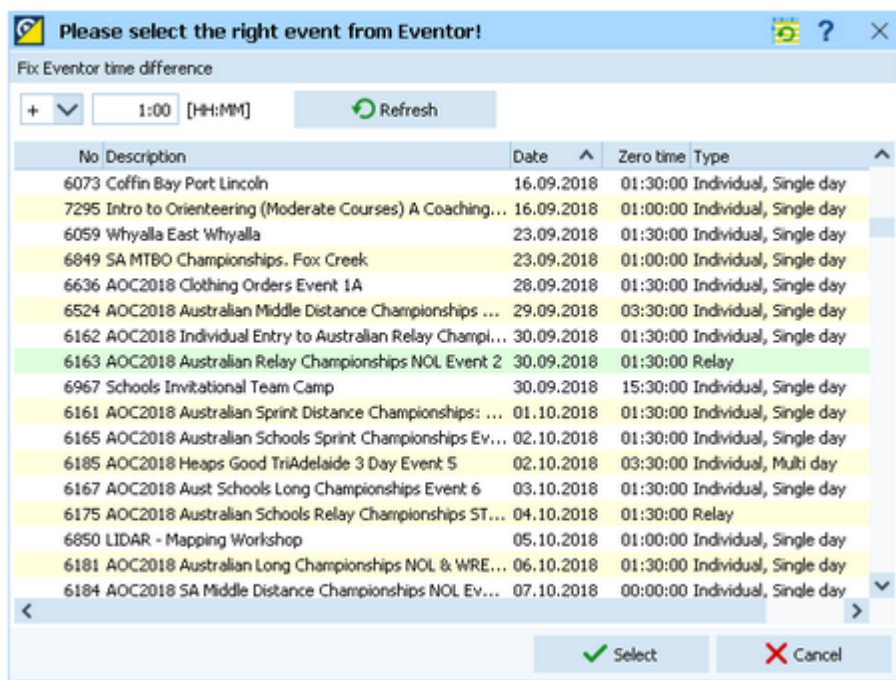
Fix Eventor time difference

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 OS12 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:
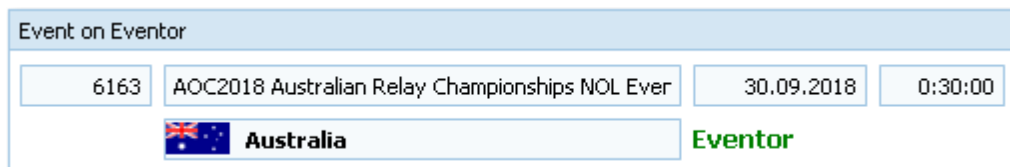
At the right you see an indicator whether you are working with the real **Eventor** or on **TestEventor**.

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.
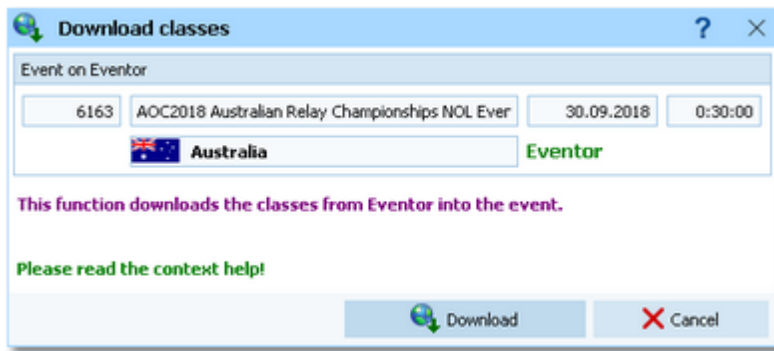
This function will always remove the existing classes in OS12 and insert the downloaded ones. The import will create a comprehensive report about itself which will help you to fix possible errors.

Please observe the following hint

- For a ***relay competition***, Eventor **does not deliver any start fees**. Go into the class table and enter the correct start fees. Check out if the Xtra flags are set correctly, if you have such classes with *simultaneous runners on the same leg*.

⊟ Defining classes manually

Of course you can define the classes in OS12 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 OS12 event (the same class numbers and class names). **Do not download them from IOF Eventor into OS12!**

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.

Teams	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.
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

5.10.1.4 Eventor - Download runners' names

Use this function to download the runners' names from Eventor.

This function works in the same way like Import runners names.

Teams	Obviously *Update existing only* is the only choice.
Identify teams by	Define by which field the teams should be identified. This can be the Start number or the Entry Id. Import files should provide the latter to keep independent of start number distribution.

The import will create a comprehensive report about itself which will help you to fix possible errors.

➖ Importing runners' names manually

Of course you can also import the runners' names manually. You can download the entries file from Eventor manually and use the Import runners names function. 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

5.10.1.5 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.

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 OS12 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 OS12 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 team has an entry id in OS12'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 OS12's data. Teams 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.

See also

Using Eventor - Overview

Eventor - Upload results

5.10.1.6 Eventor - Upload results

This function displays an extended overall result. The upload file contains everything which Eventor requires, including the 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 teams* 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.

➖ Solving upload errors

If the upload did not work, then OS12 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 team has an entry id in OS12'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 OS12's data. Teams 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.

See also

Using Eventor - Overview

Eventor - Upload start list

5.10.1.7 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.
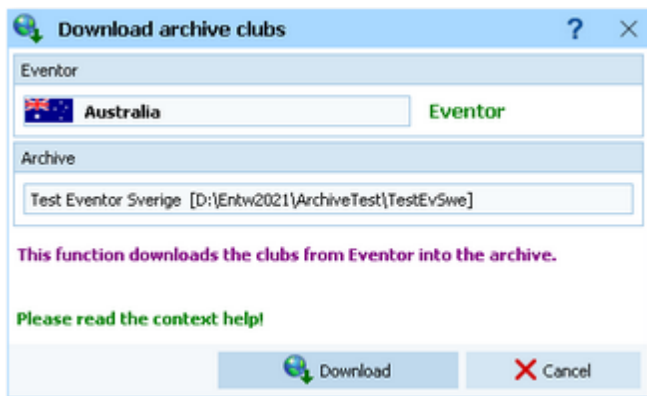
This function works in the same way like Import clubs into the archive.

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

5.10.1.8 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 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!
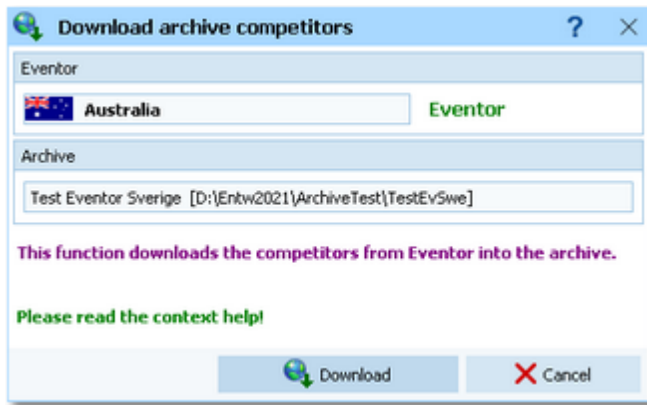
This function works in the same way like Import competitors into the archive.

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 Eventor manually and use the Archive - Import competitors 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 clubs

Select archive

Import competitors into the archive

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 OS12's archive for local usage.

At the moment the uploads can't be computed by OS12 itself. Instead, you have to export the right reports in OS12 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 OS12 also.

▬ Define the connection between ORIS and your OS12 event

First of all, create and select your event in OS12.

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 OS12. 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 OS12 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 OS12 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 is an additional download function available to import runners names.

▬ Upload the start list

So far, ORIS does not support the possibility to upload start lists directly out of OS12. 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 OS12. 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 OS12 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 OS12 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:
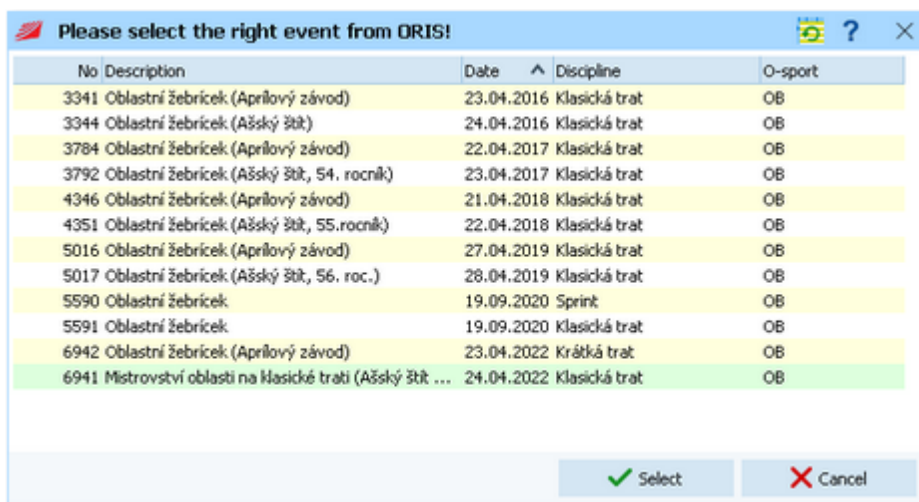
Sometimes you may need to work with an event of another club. If you *check* the option Display all, then all events within the time range, regardless of the club, will be displayed in the list. Select the right one.

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:
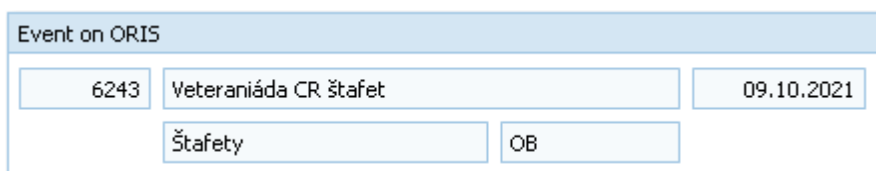
See also
Using ORIS - Overview

5.10.2.2 ORIS - Download classes

Use this function to download the classes from ORIS.
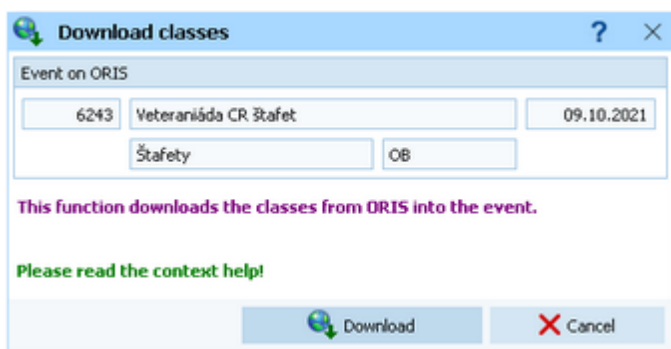
This function will always remove the existing classes in OS12 and insert the downloaded ones. The import will create a comprehensive report about itself which will help you to fix possible errors.

Please observe the following hints
- For a *relay competition*, ORIS **does not deliver start fees for the simultaneous Xtra legs**. However, in Czechia this special feature is not used at this time.

➖ Defining classes manually

Of course you can define the classes in OS12 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
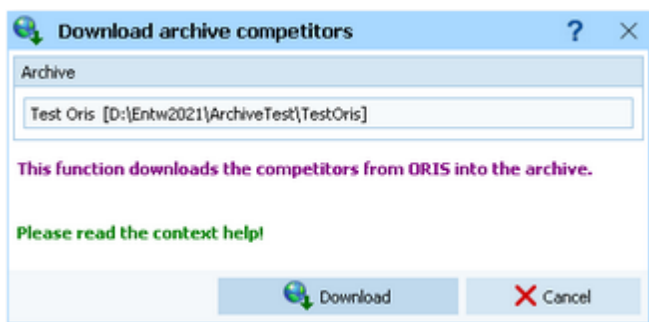
Using ORIS - Overview

ORIS - Download entries

Import classes

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.

Teams	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.
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

5.10.2.4 ORIS - Download runners' names

Use this function to download the runners' names from ORIS.

This function works in the same way like Import runners names.

Teams	Obviously *Update existing only* is the only choice.
Identify teams by	Define by which field the teams should be identified. This can be the Start number or the Entry Id. Import files should provide the latter to keep independent of start number distribution.

The import will create a comprehensive report about itself which will help you to fix possible errors.

▬ Importing runners' names manually

Of course you can also import the runners' names manually. You can download the entries file from ORIS manually and use the Import runners names function. This should give you the same result like with this download function.

See also

5.10.2.5 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.
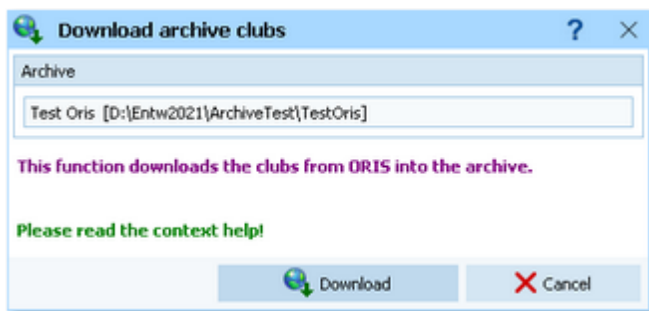
This function works in the same way like Import clubs into the archive.

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

5.10.2.6 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 <u>Archive - Import competitors</u> 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

5.10.3 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 OS12 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 OS12 also.

▬ Define the connection between ol-events.ch and your OS12 event

First of all, <u>create</u> and <u>select</u> your event in OS12.

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 <u>ol-events.ch settings</u> reference.

▬ Download the classes

After having defined the classes in ol-events.ch, you can download them directly into OS12. You don't need to define them twice. After the download it is necessary to check out the result. For more details, see the <u>ol-events.ch - Download classes</u> 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 <u>ol-events.ch - Download entries</u> reference.

You can also enter additional entries directly into OS12 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.

There is an additional download function available to import <u>runners names</u>.

▬ 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 <u>ol-events.ch - Upload start list</u> 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 ol-events.ch - Upload results reference.

5.10.3.1 ol-events.ch settings

To be able to download the right data from ol-events.ch into your OS12 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 OS12 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 OS12 manually is not a good idea. ol-events.ch does not publish the class numbers on the website, so you depend on the download.

See also

Using ol-events.ch - Overview

ol-events.ch - Download entries

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.

Teams   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.

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

ol-events.ch - Download runners' names

5.10.3.4 ol-events.ch - Download runners' names

Use this function to download the runners' names from ol-events.ch.

This function works in the same way like Import runners names.

Teams   Obviously *Update existing only* is the only choice.

Identify teams by   Define by which field the teams should be identified. This can be the Start number or the Entry Id. Import files should provide the latter to keep independent of start number distribution.

The import will create a comprehensive report about itself which will help you to fix possible errors.

Importing runners' names manually

Of course you can also import the runners' names manually. You can download the entries file from ol-events.ch manually and use the Import runners names function. This should give you the same result like with this download function.

See also

Using ol-events.ch - Overview

ol-events.ch - Download classes

ol-events.ch - Download entries

5.10.3.5 ol-events.ch - Upload start list
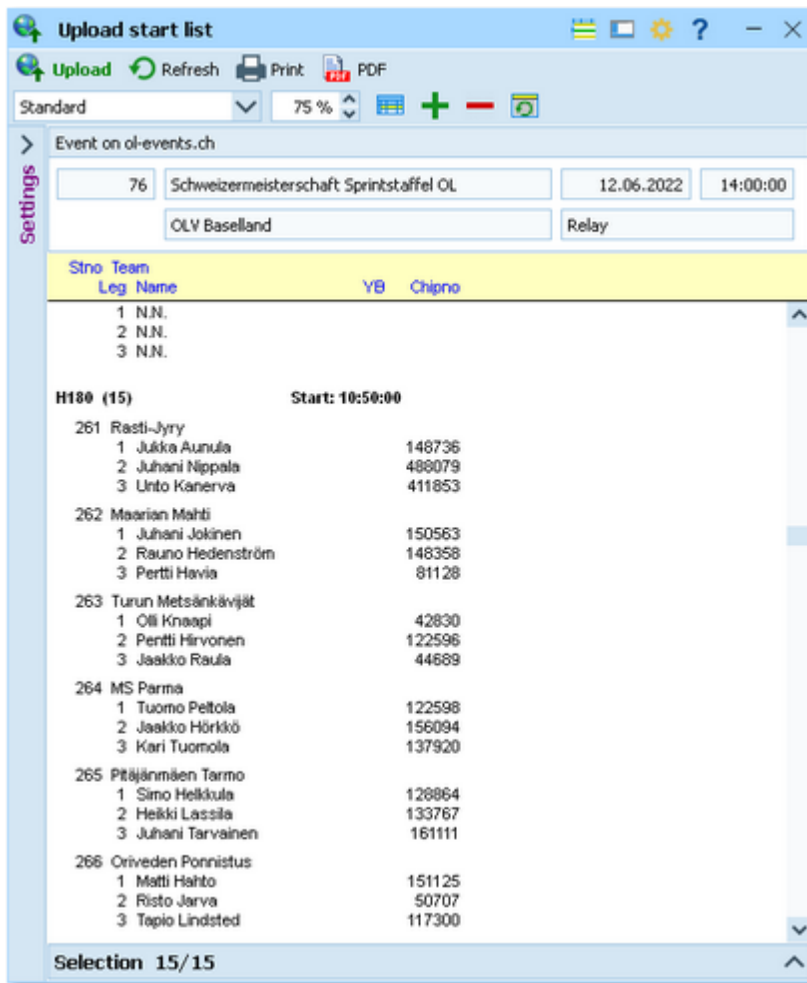
This function displays a start list report.

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 OS12 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

5.10.3.6 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 OS12 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

5.10.3.7 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 OS12 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

5.10.3.8 ol-events.ch - Upload results

This function displays an extended overall result.

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 OS12 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 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 OS12 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 OS12 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 OS12 also.

▬ Define the connection between OResults.eu and your OS12 event

First of all, create and select your event in OS12.

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.
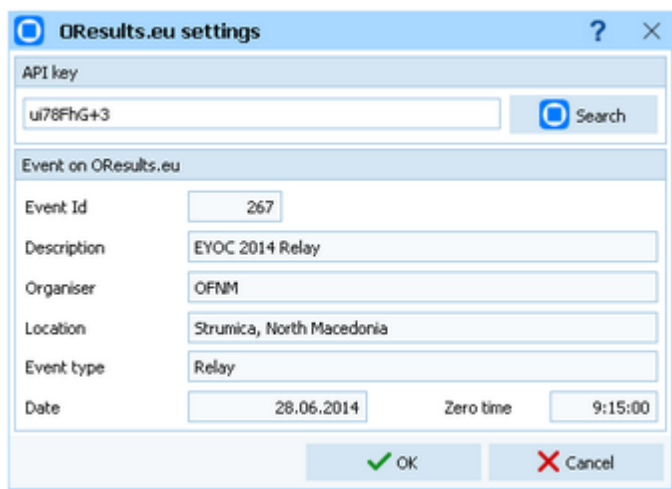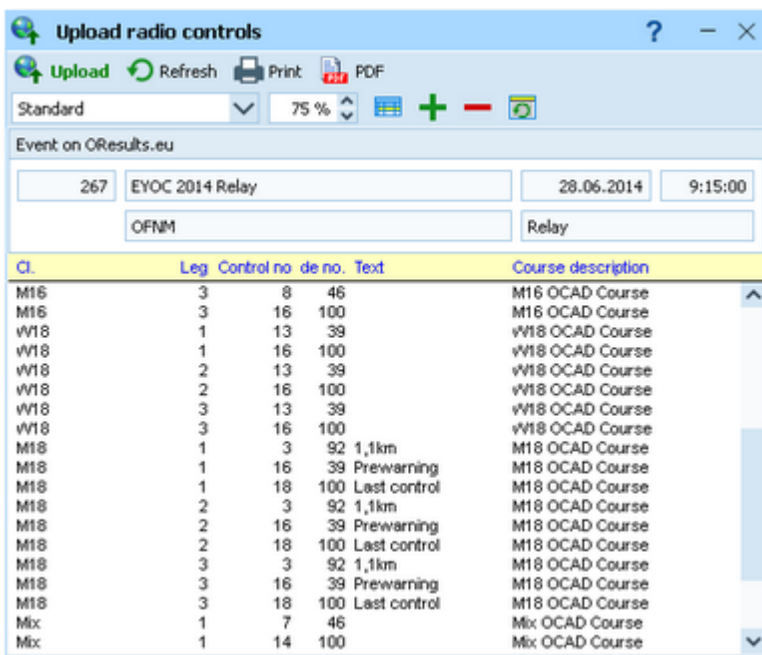
▬ Upload the radio control definitions

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.

5.10.4.1 OResults.eu settings

To be able to upload the results from your OS12 event to the right event on OResults.eu, you have to enter the access key and select the right event from OResults.eu.
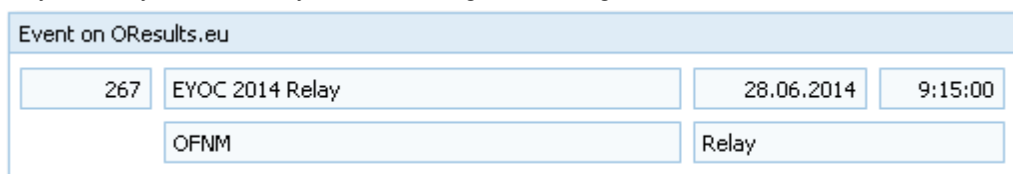
In your OResults.eu account you find the API key for your event. Just copy&paste it into the input field.

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:

5.10.4.2 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 OS12 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

5.10.4.3 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 OS12 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

5.10.4.4 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/legs.

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 OS12 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

5.10.4.5 OResults.eu - Upload results

This function displays an extended overall result.

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 OS12 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... ;-)
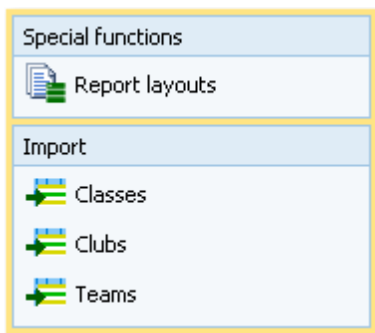
See also

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.

Power users may want to perform changes on the event data outside of OS12. 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 teams 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.
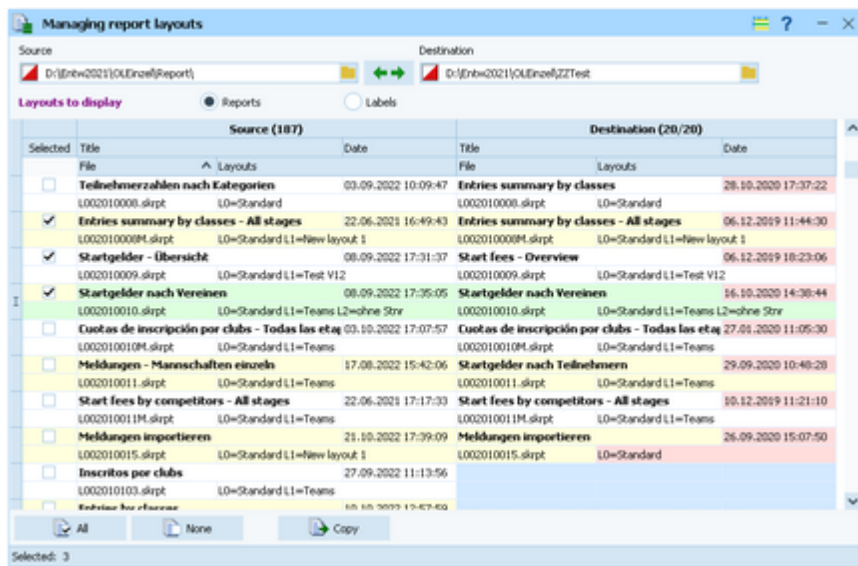
Select the folder with the source layouts and the destination folder. Select **which layouts** you want to copy: *Reports* or *Labels*. The existing layouts in both folders will be displayed.

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.

OS12 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 OS12 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 OS12.

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
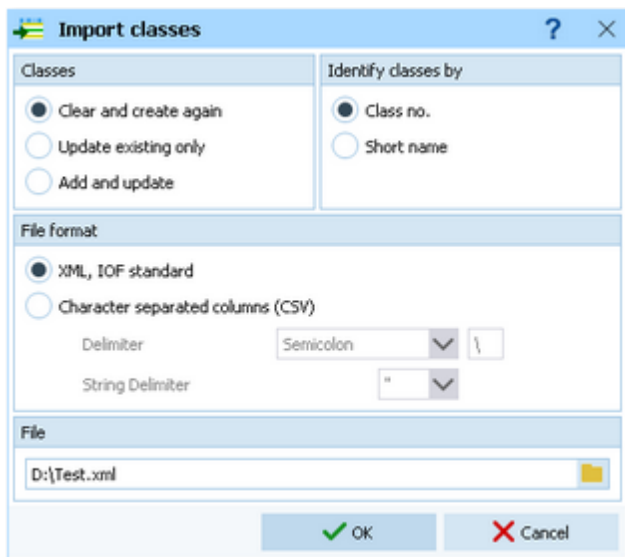
Report layout editor

Label layout editor

5.11.2 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 <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 <u>IOF XML formats</u>, 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.

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.

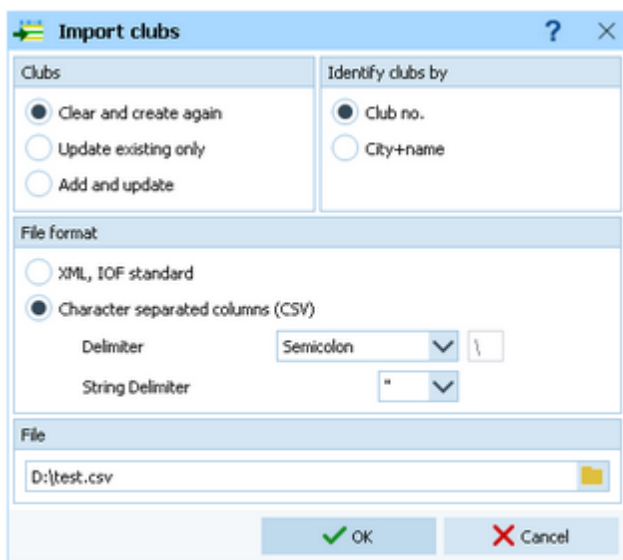### See also

5.11.3 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
Import teams into the event

Import classes into the event

Export dialog

5.11.4 Import teams into the event

You can import teams and 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 or start list 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.

Teams	Select the right working mode of the import.
Identify teams by	Define by which field the teams should be identified. This can be the Start number or the Entry Id. Import files should provide the latter to keep independent of start number distribution. However, they are only necessary if one of the update modes is selected.
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.
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.

Importing teams/classes with Xtra legs

If you need basic information about what are Xtra legs, then please first read the Handling Xtra legs - Task based help
.

If there is a new class found, it will always be inserted. However, **this import can't define any Xtra leg** for a newly inserted class since there is no information about this in the import file. Consequently, if the import finds a team with a Xtra runner for such a new class, then it will report an error for this runner which could not be imported.

To fix such cases, proceed as following:

- Perform the first import as given above.
- Go into the class table and define those legs as Xtra which are reported as errors in the report.
- Run the import again, but this time using the option *Classes: Keep existing*. If possible, you may also use the option *Teams: Update existing only*. The missing Xtra runners will be inserted now.

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 <u>entries import function</u>.
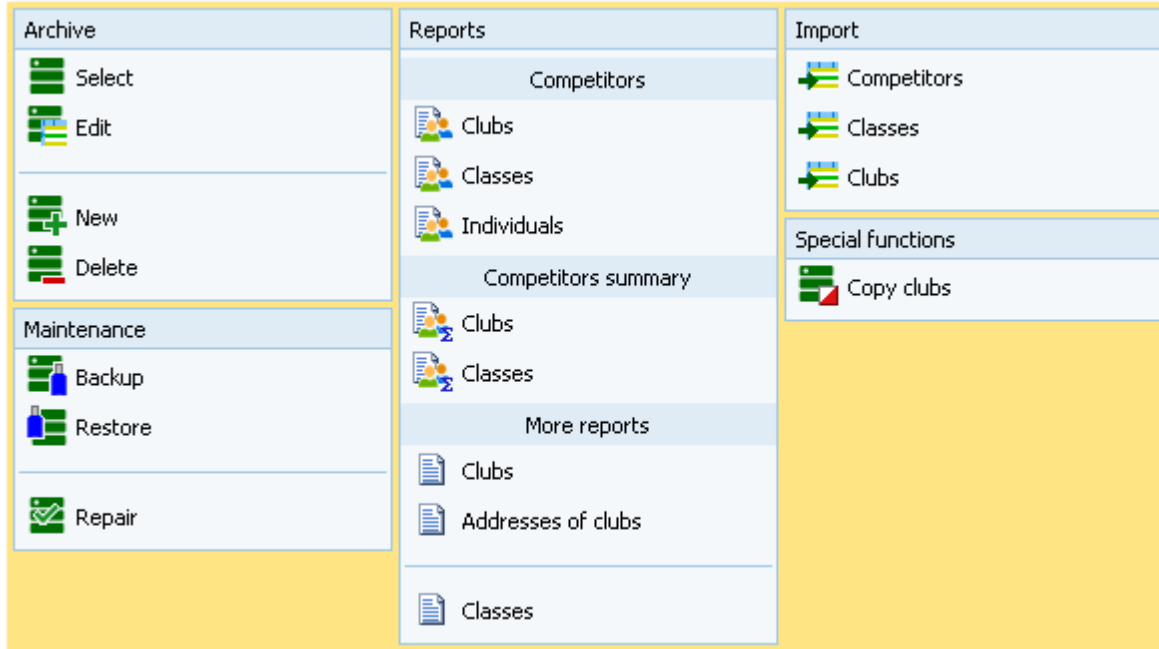
See also

> <u>Import classes into the event</u>
>
> <u>Import clubs into the event</u>
>
> <u>Export dialog</u>

5.12 Archive

For using the archive, this means a special advantage. Since 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, OS12 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.

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

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.
	OS12 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.

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
	OS12 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 <u>entries</u> 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 <u>Entries</u> reference for more details.
Type	You can assign a class to a class type. The class types provide you additional selections for <u>start list</u> and <u>result reports</u>.
	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 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 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 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.
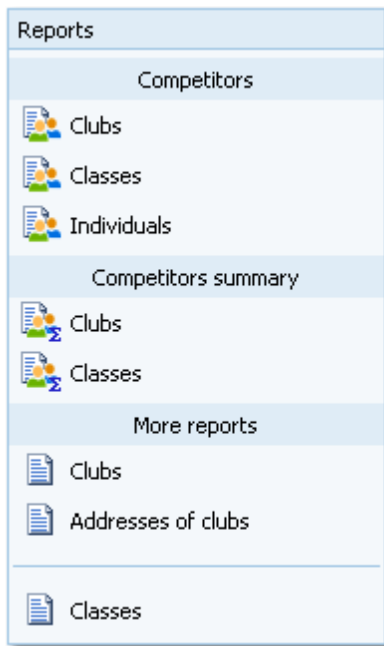
See also

Managing archives - Task based help

Archive reports

5.12.2 Archive reports

There are various archive reports. You find them in the main menu under *Archive.*

Reports

Competitors

Clubs

Classes

Individuals

Competitors summary

Clubs

Classes

More reports

Clubs

Addresses of clubs

Classes

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, OS12 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".
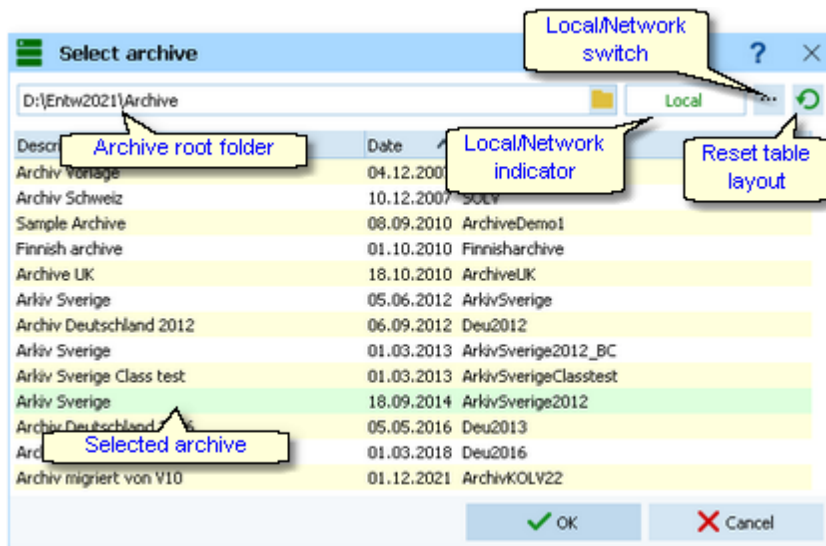
When opened, this dialog displays all the archives which can be found in the current archive root folder.

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, OS12 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.
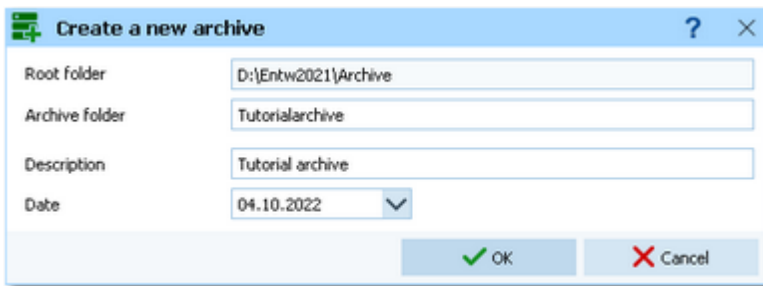
See also

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.

Create a new archive	? ✕
Root folder	D:\Entw2021\Archive
Archive folder	Tutorialarchive
Description	Tutorial archive
Date	04.10.2022 ⌄
	✔ OK ✕ Cancel

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.

« ‹	August, 2017	› »
So	Mo	Di	Mi	Do	Fr	Sa

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	**18**	19
20	21	22	23	24	25	26
27	28	29	30	31		

05.07.2019

OS12 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*.
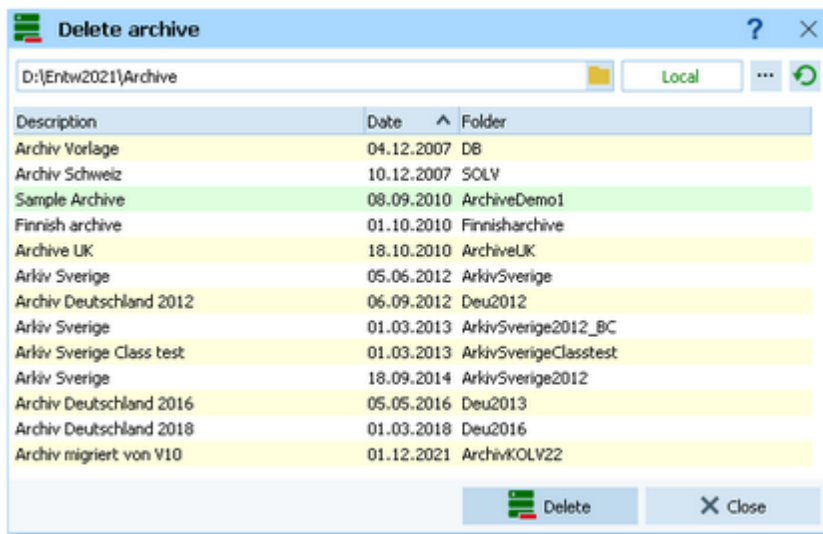
Description	Date ^	Folder
Archiv Vorlage	04.12.2007	DB
Archiv Schweiz	10.12.2007	SOLV
Sample Archive	08.09.2010	ArchiveDemo1
Finnish archive	01.10.2010	Finnisharchive
Archive UK	18.10.2010	ArchiveUK
Arkiv Sverige	05.06.2012	ArkivSverige
Archiv Deutschland 2012	06.09.2012	Deu2012
Arkiv Sverige	01.03.2013	ArkivSverige2012_BC
Arkiv Sverige Class test	01.03.2013	ArkivSverigeClasstest
Arkiv Sverige	18.09.2014	ArkivSverige2012
Archiv Deutschland 2016	05.05.2016	Deu2013
Archiv Deutschland 2018	01.03.2018	Deu2016
Archiv migriert von V10	01.12.2021	ArchivKOLV22

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.
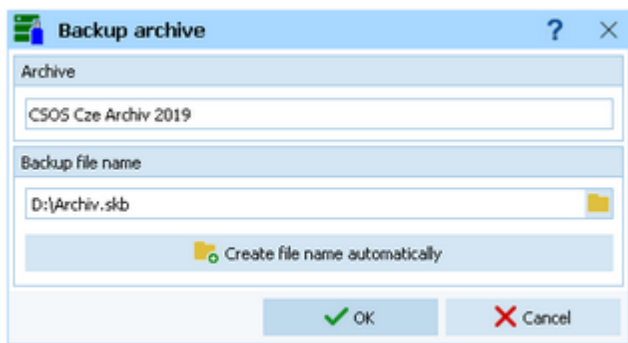
This function saves your archive into a single compressed file of type *.skb*.

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 OS12.
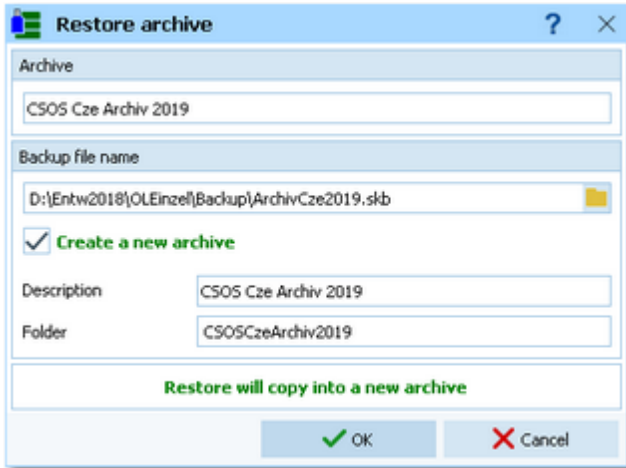
Select the backup file which contains your backup dataset. Normally this should be preset from the previous backup.

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.
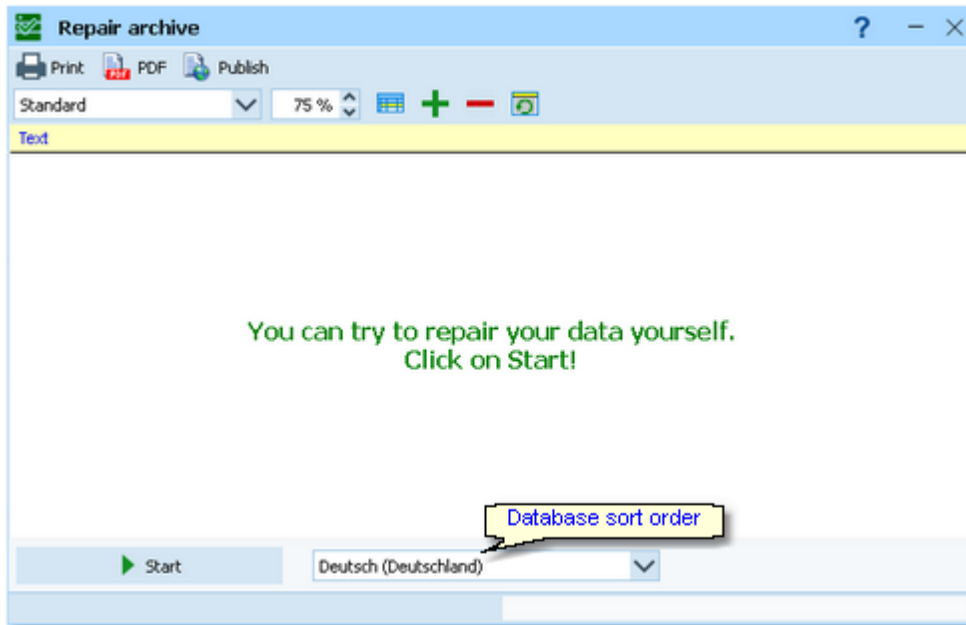
Click on *Start*. The data will be repaired. Internal structures and file size will be optimized, using the selected database sort order.If you need, you can print the protocol.

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.
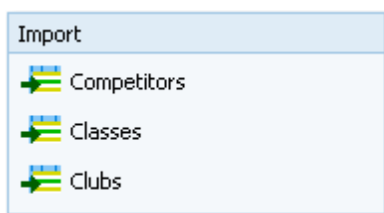
The average user will not have to deal with exports out of and imports into the archive. In most countries there is a ready-to-use archive available which you simply can make available by the Restore archive function.

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
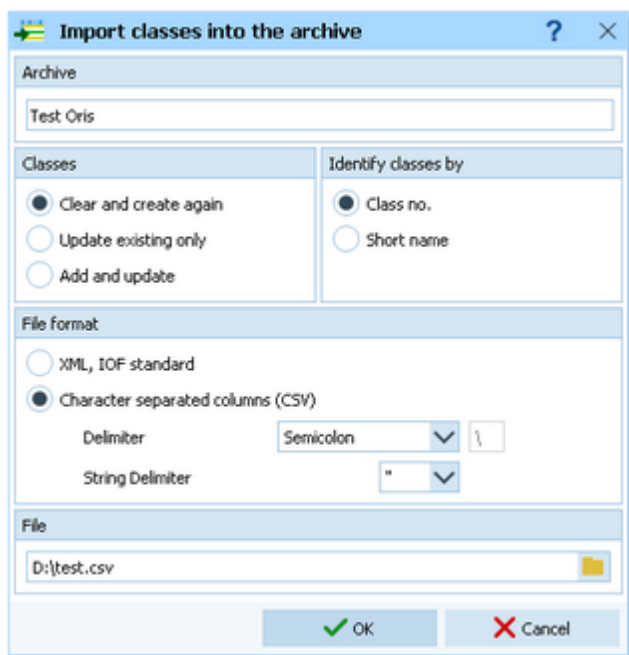Import competitors into the archive
Import clubs into the archive
Import classes into the archive
Export dialog

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

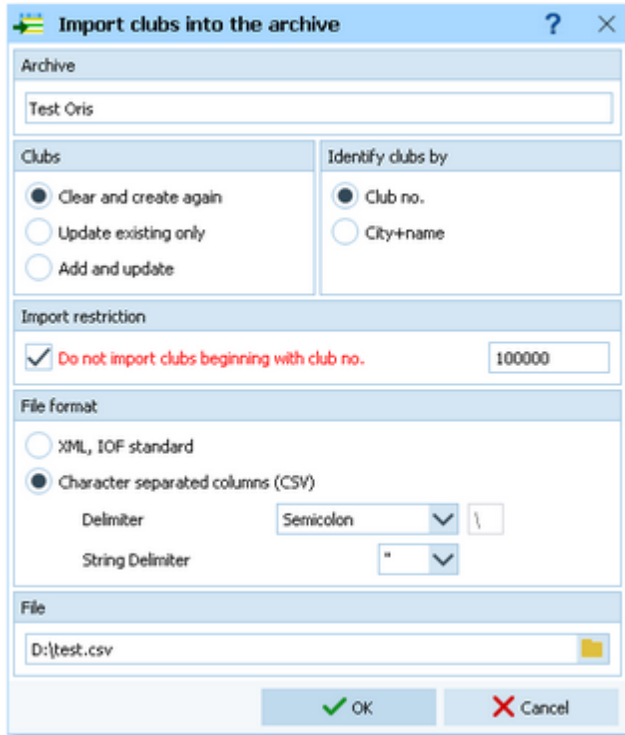Import classes into the archive

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

Export dialog

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.

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 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

5.13 Settings

There are several application-wide settings which can be found via the *Settings button* ⚙ in the main form's title bar.
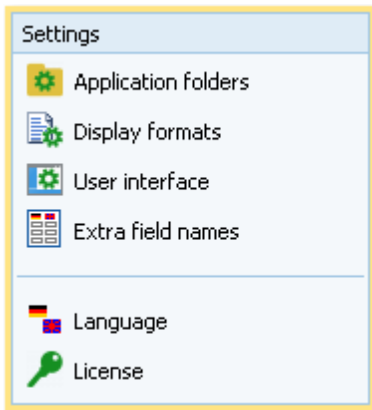
All settings items in this menu are quite self-explaining.

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.
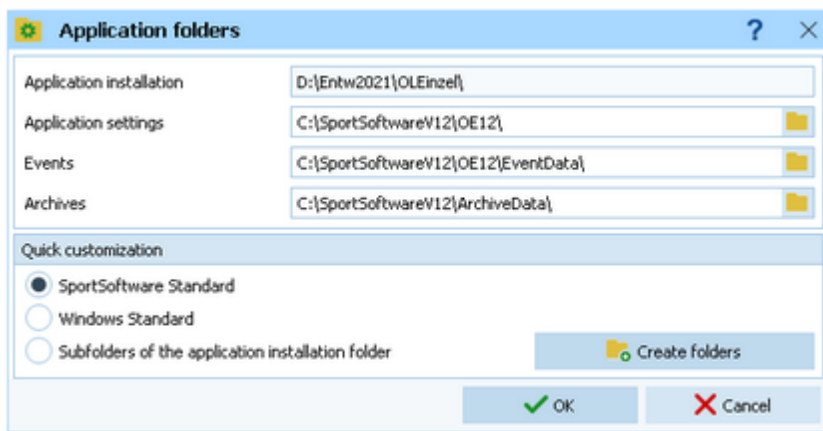
Application installation	This shows the folder where OS12 is installed.
Application settings	This is the folder where all application settings will be saved. This includes Ini files for the forms, report layouts, label layouts and more.
Events	This is the event root folder. This means, all events will 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. **Caution:** Do not use a subfolder of *C:\Programs* here!

For your convenience, OS12 offers three quick settings which can be selected in the Quick customization box.

SportSoftware Standard	This is the default setting.	
	Application settings	C:\SportSoftware\OS12
	Events	C:\SportSoftware\OS12\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\OS12
	Events	C:\Documents and Settings\All Users\Application data\SportSoftware\OS12\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.
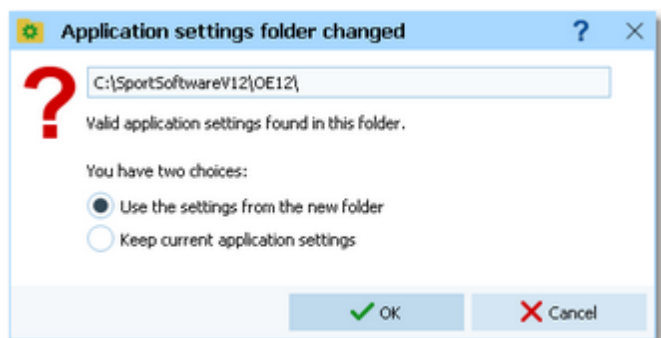
If you change the event root folder or the archive root folder, then nothing will be copied. This allows you to maintain multiple event lists and multiple archive lists for special purposes.

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.
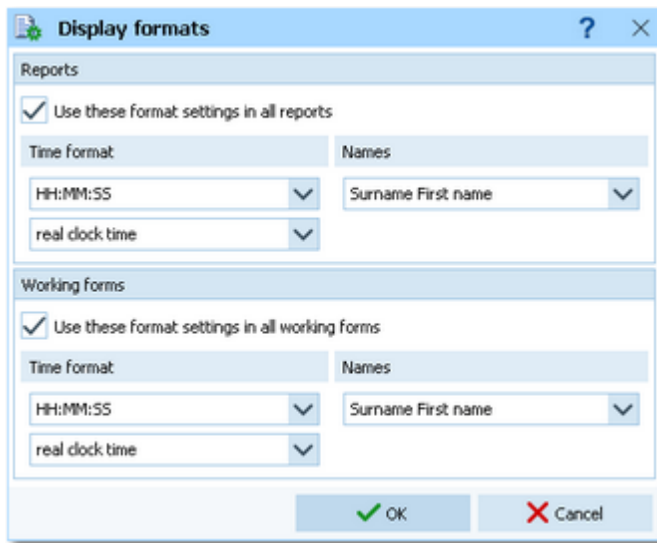
If you check the option *Use these format settings in all reports/working forms* then the format overrides the local setting in all reports or working forms.

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 OS12 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 OS12. 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 OS12. 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.
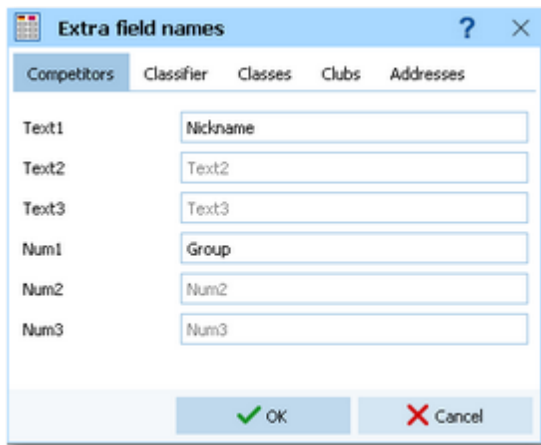
Extra fields are free definable fields. You can use them for any purpose. Define here the descriptions of the extra fields. Those will be used everywhere within the application. This applies also to the reports. Please check a suitable report whether your description fits into the available space.

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.
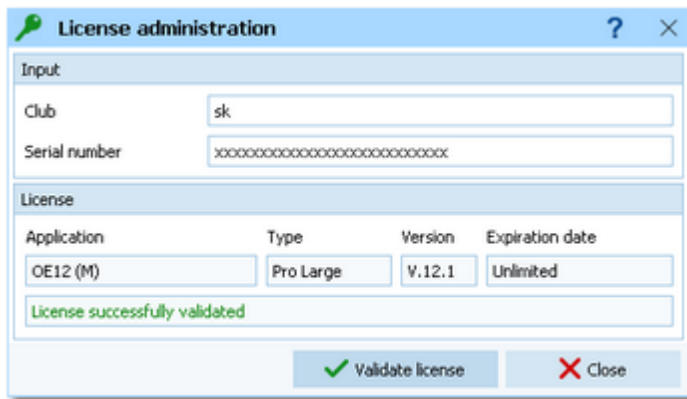
See also

Check for updates

5.13.6 License

OS12 comes in different editions. See <u>How to buy OS12</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

<u>How to buy OS12</u>

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:
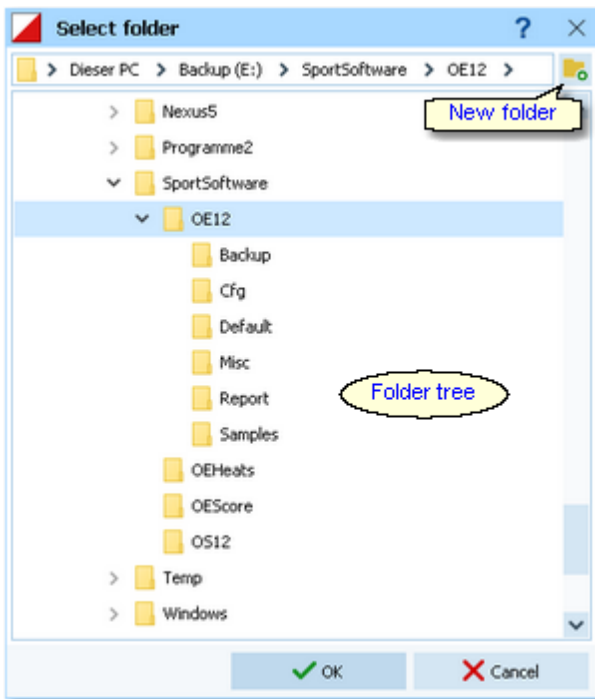
You can resize the dialog like you need. The handling in this dialog is nearly the same as in *Windows Explorer*.

If you want to create a new folder, then click on the New folder button . This will insert the new folder into the tree:
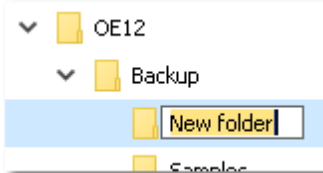
You can edit the folder name.

If you *Rightclick* on a folder in the tree, this will pop up the folder submenu:
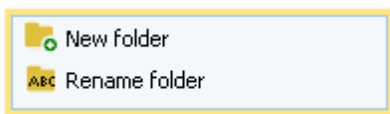
You can also create a new folder from there or rename an existing folder.

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:
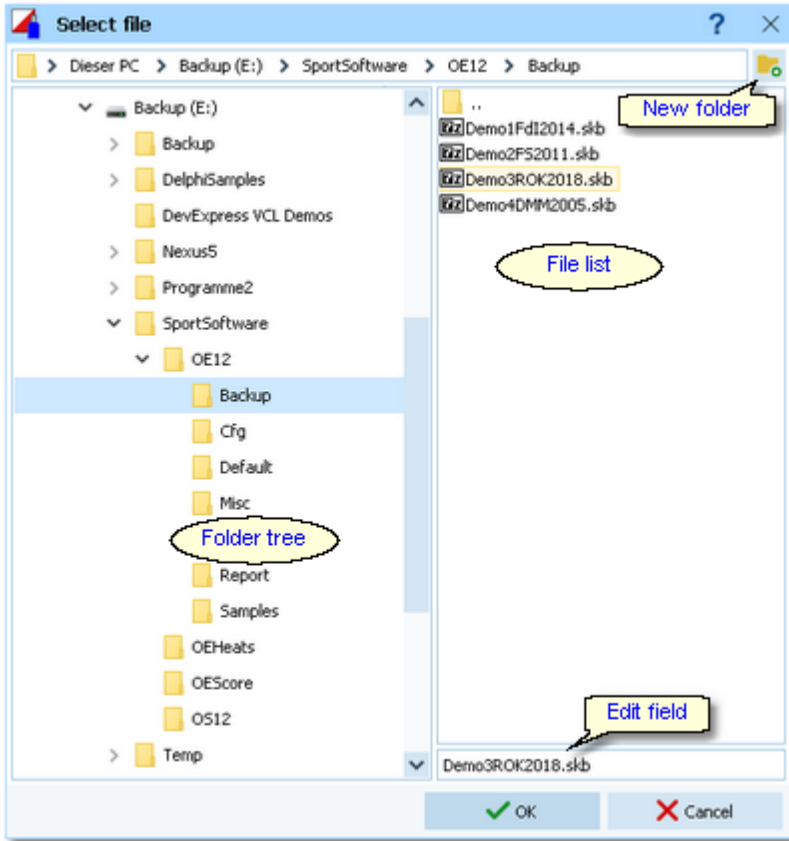
You can resize the dialog like you need. You can also adjust the widths of the folder tree and the file list by dragging the bar between both elements. The handling in this dialog is nearly the same as in *Windows Explorer*.

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:
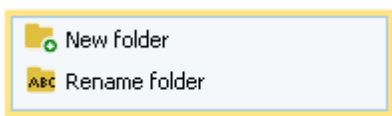
You can also create a new folder from there or rename an existing folder.

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 OS12 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
✔	OS12 Setup	12.1	🌐	20.05.2022	31.05.2022	os121setup.exe	22,3MB
☐	OS12 Help file Deutsch	12.1	🌐	29.05.2022	31.05.2022	OLStaffel1.chm	13,4MB
☐	OS12 PDF handbook Deutsch	12.1	🌐	--------	31.05.2022	OS12_Handbook_Ger.pdf	16,6MB
✔	OS12 PDF handbook English	12.1	🌐	--------	31.05.2022	OS12_Handbook_Eng.pdf	16,4MB
☐	OS12 Help file Svenska	12.1	🌐	23.03.2015	31.05.2022	OLStaffel3.chm	13,1MB
☐	OS12 PDF handbook Svenska	12.1	🌐	--------	31.05.2022	OS12_Handbook_Swe.pdf	17,0MB
☐	OS12 Help file Suomi	12.1	🌐	23.03.2015	31.05.2022	OLStaffel8.chm	13,3MB
☐	OS12 PDF handbook Suomi	12.1	🌐	--------	31.05.2022	OS12_Handbook_Fin.pdf	17,0MB
☐	OS12 Help file Español	12.1	🌐	03.02.2017	31.05.2022	OLStaffel15.chm	13,8MB
☐	OS12 PDF handbook Español	12.1	🌐	--------	31.05.2022	OS12_Handbook_Esp.pdf	17,0MB

Save updates to   D:\Downloads

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 OS12. 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*. OS12 will insert a *shortcut for the PDF handbooks* into the SportSoftware start menu. **Notice:** For this step, OS12 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, OS12 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  ▼
```
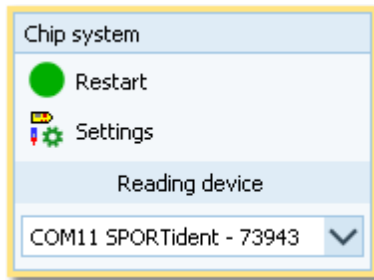
Just select the right device in the combo box.
SportIdent USB master stations can be distinguished by their serial numbers. *Emit* devices can't be determined automatically. They will be displayed with the device type which you have defined in the Emit settings. If this doesn't seem to work, then check the devicetype definition!

The *Restart* button initializes (activates) the device. In most cases, OS12 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
```
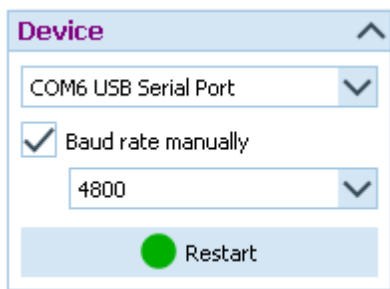
For more details see the Serial port settings.

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.
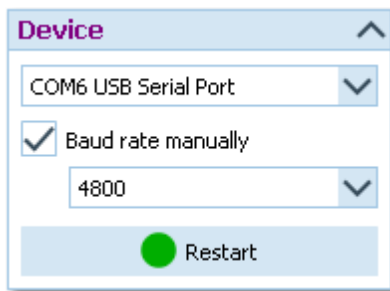
Check the option Baud rate manually and select the right baud rate in the combobox.

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.
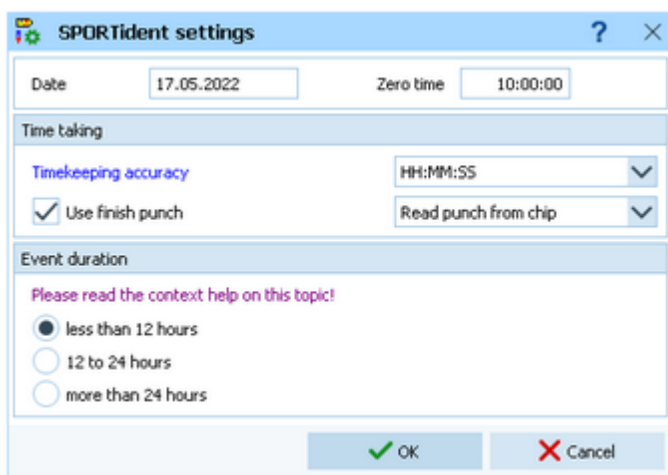
Note: in this topic, the term *SICard6* means all SportIdent chips of the type *SICard6 and higher or newer*.

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 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 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 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.

See also

5.14.7 Emit settings

In the Emit settings dialog you define how to use Emit in the event.
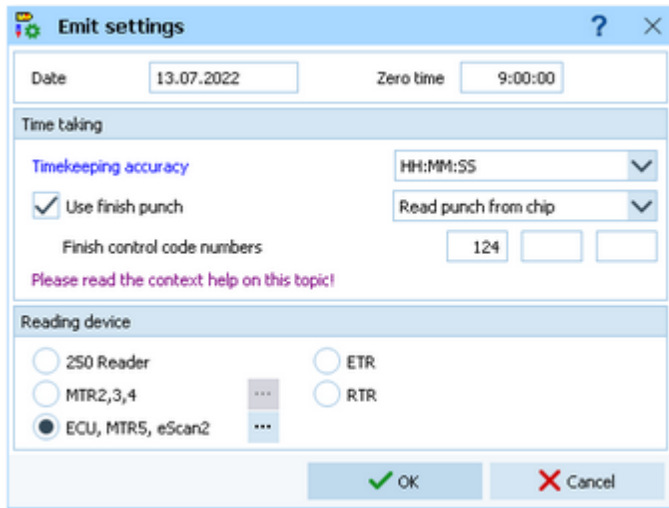
Date	The date does actually play no role for the Emit chip system.
Zero time	Since the Emit ecard does not carry a clock time, the correct punch time calculations depend on the reading PC's clock time and the zero time. If you are using predrawn start times, this is the basis to get correct race results 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 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 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 <u>Time taking</u> 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 <u>finish radio controls</u> 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 <u>Serial port settings reference</u> for more information.

If you are using the MTR, OS12 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

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 <u>Radio controls</u>, about the <u>Speaker functions</u> and there especially how the <u>Online monitor - Client</u> and the <u>Online monitor server</u> are working.

⊟ 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.
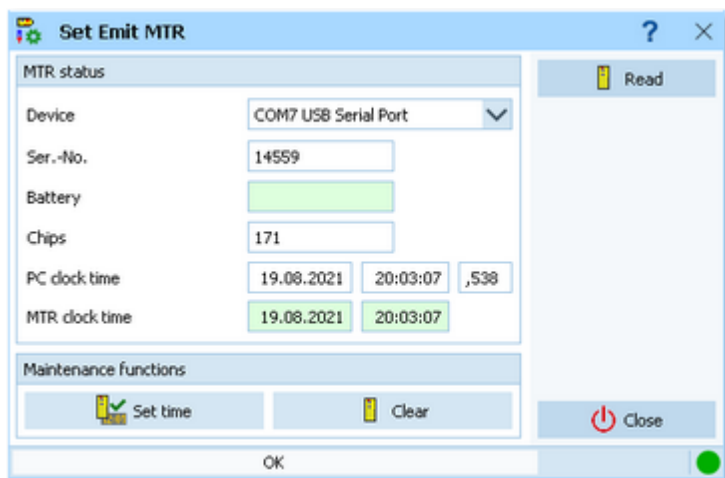
The MTR status is displayed automatically. If reading the status did not work automatically, then fix this (is MTR on? etc.) and try again using the **Read** button. Use the maintenance functions to prepare your MTR for the event.

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.

PC clock time	03.10.2022	18:32:22	,524
MTR clock time	03.10.2022	18:32:23	

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.
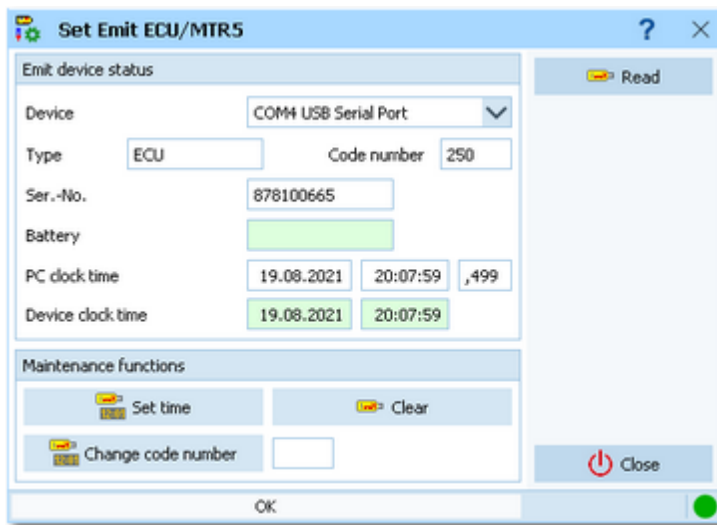
The ECU/MTR5 status is displayed automatically. If reading the status did not work automatically, then fix this (is MTR5 on?, ECU connected, etc.) and try again using the **Read** button. Use the maintenance functions to prepare your ECU/MTR5 for the event.

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.

PC clock time	03.10.2022	18:34:36	,470
Device clock time	03.10.2022	18:34:36	

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 OS12, the code number must be set to 250-253. Emit also defines numbers of 240-243, but this can't be used with OS12. In the read chips window, OS12 checks the number and sets it to a useful one automatically.

See also

Index

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)