

OE2003 Operator's Manual

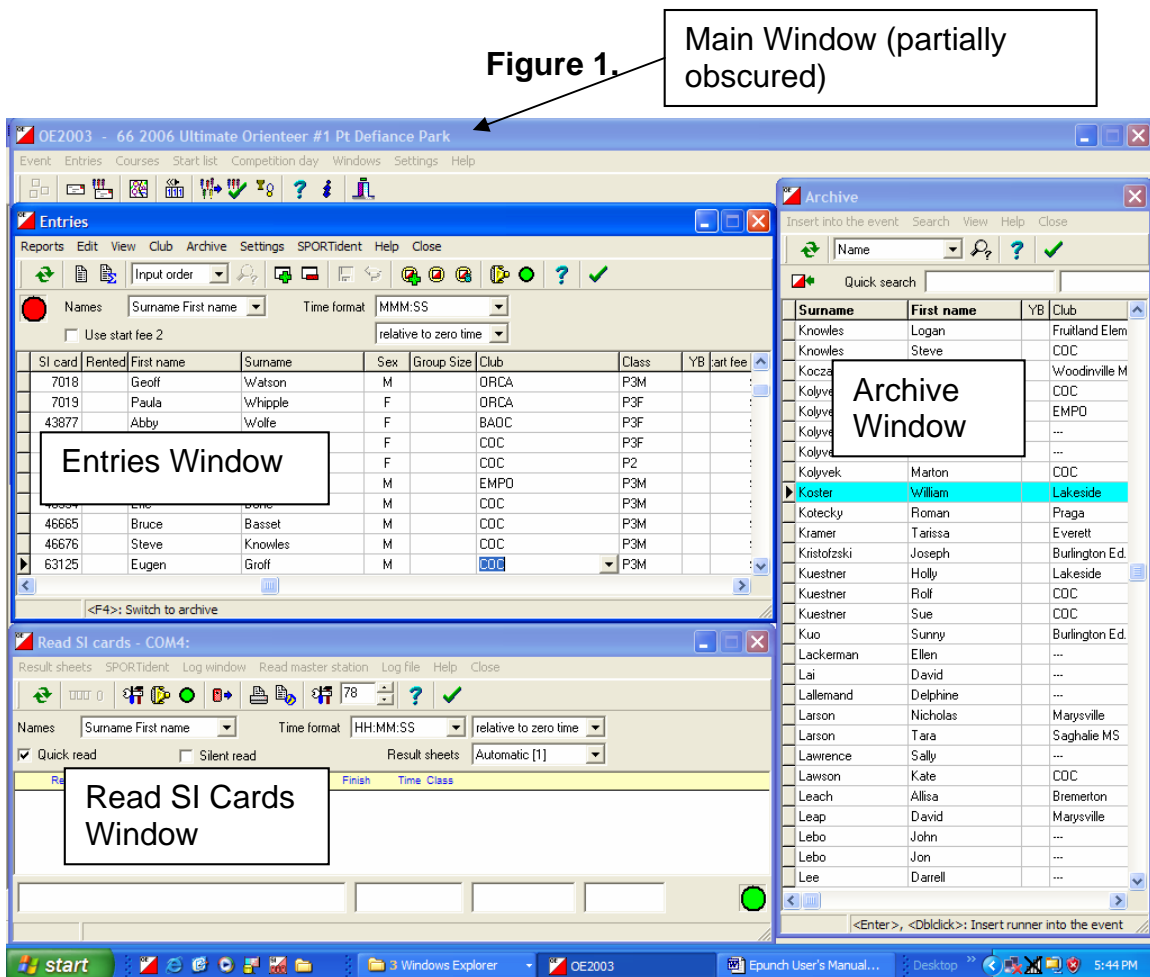
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1. Getting Started

If OE 2003 is not already running, start it by clicking on the icon on the desktop, start menu, or taskbar. From the main menu, open the following windows:

- The **Entries Window**, by selecting *Entries->Entries*;
- The **Read SI Cards Window**, by selecting *Competition Day->Read SI Cards*;
- The **Archive Window**, by selecting *Archive->Show Archive Table* from the **Entries Window**.
- If necessary, resize and arrange the windows as shown in the next figure.



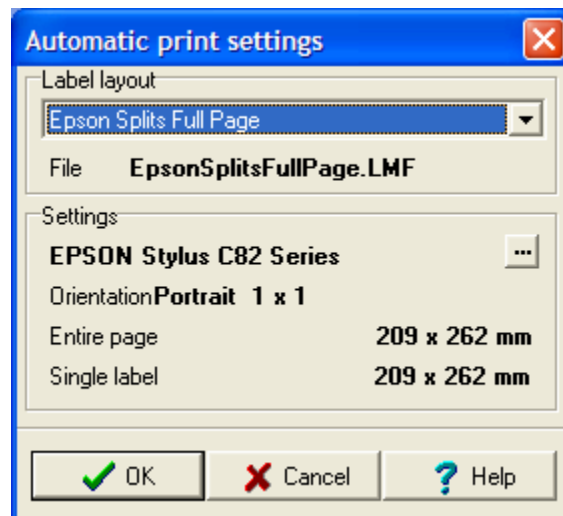
2. Selecting Split Printout Format

Several preformatted split printouts are available:

1. **Epson Splits Full Page** prints splits using an 8 X 11 sheet on the Epson printer.
2. **Epson Splits 3 Per Page** prints splits using a third or half-sized sheet of paper on the Epson printer. Due to jamming, I have found that half-sized sheets work best
3. **Dymo Splits Only** prints splits using the small Dymo label printer.
4. **Dymo Result And Split** prints a result receipt (competitor name, club, SI card, finish time) AND a conventional split printout. The result receipt can be separated from the split printout and attached to a clothesline for old-style results posting. This method eliminates the need for the large printer altogether.

Each time you open the Read SI Cards Window, a window pops up which allows you to select both the split printout and the printer to which the split prints are set:

Figure 2. Split Print Selection



3. Using OE2003 During the Event

There are an infinite number of ways to use OE2003. This document describes the method which I have found to be most effective. Feel free to experiment once you have gotten the basics. You can download the OE2003 online help file by going to www.sportsoftware.biz, clicking on *O event Software*, click on *new features* (which is a text link embedded in the 2nd paragraph of the description of available software), and download the help file for OE2003. You can also download a trial version of OE2003 from this web site.

Familiarize yourself with the following windows and their function:

- The **Archive Window** – this window displays a list of competitors who frequently show up at a COC event. It is conceptually similar to a database of all people who have shown up at a meet in the past. SI owners and renters are both present in this list. Each entry contains a runner's name, sex, club, and the class they normally run. The archive is primarily useful for entering names of people who repeatedly rent SI cards, but is also useful for entering a first-time entrant. **You cannot edit the contents of the archive from OE2003: it is “read only”.**
- The **Entries Window** – this window displays the **entries list**, which lists everyone who is entered in today's event. Competitors must be entered in this list in order to be recognized by the system during download. You can enter competitors into this list, or insert competitors directly from the archive, and edit and/or review previously-entered competitor information. The list is sortable by name, SI card, and input order.
- The **Read SI Cards Window**: this window displays the progress of finish downloads. When SI cards are inserted into the download box, OE2003 looks up the competitor in the **entries list** using the SI card number, finds out which course they are on, evaluates their SI Card based on the control ordering for that course, and displays the results in this window. Split printing is also spawned from this window.

4. Speeding up Data Entry

The sheer number of runners participating in a WIOL event and some of our other local events makes it necessary to prepare the system in advance to eliminate some of the day-of-event data entry. In particular, the **entries list** is pre-populated prior to the event with those competitors who own their SI cards; they are assigned the course they usually run. This eliminates having to enter SI card owners at the meet site, but as a result, some of these entries might have to be edited if the card owner(s) wish to change their default course.

This also means that the **entries list** will most certainly contain many competitors who do not show up for the event at all; this situation is not serious and can be rectified after the course closes, when things are not so hectic.

The results administrator (Ben Hall) will be responsible for reinitializing the **archive** and **entries lists** prior to each meet.

The main duties at a local meet therefore consist of:

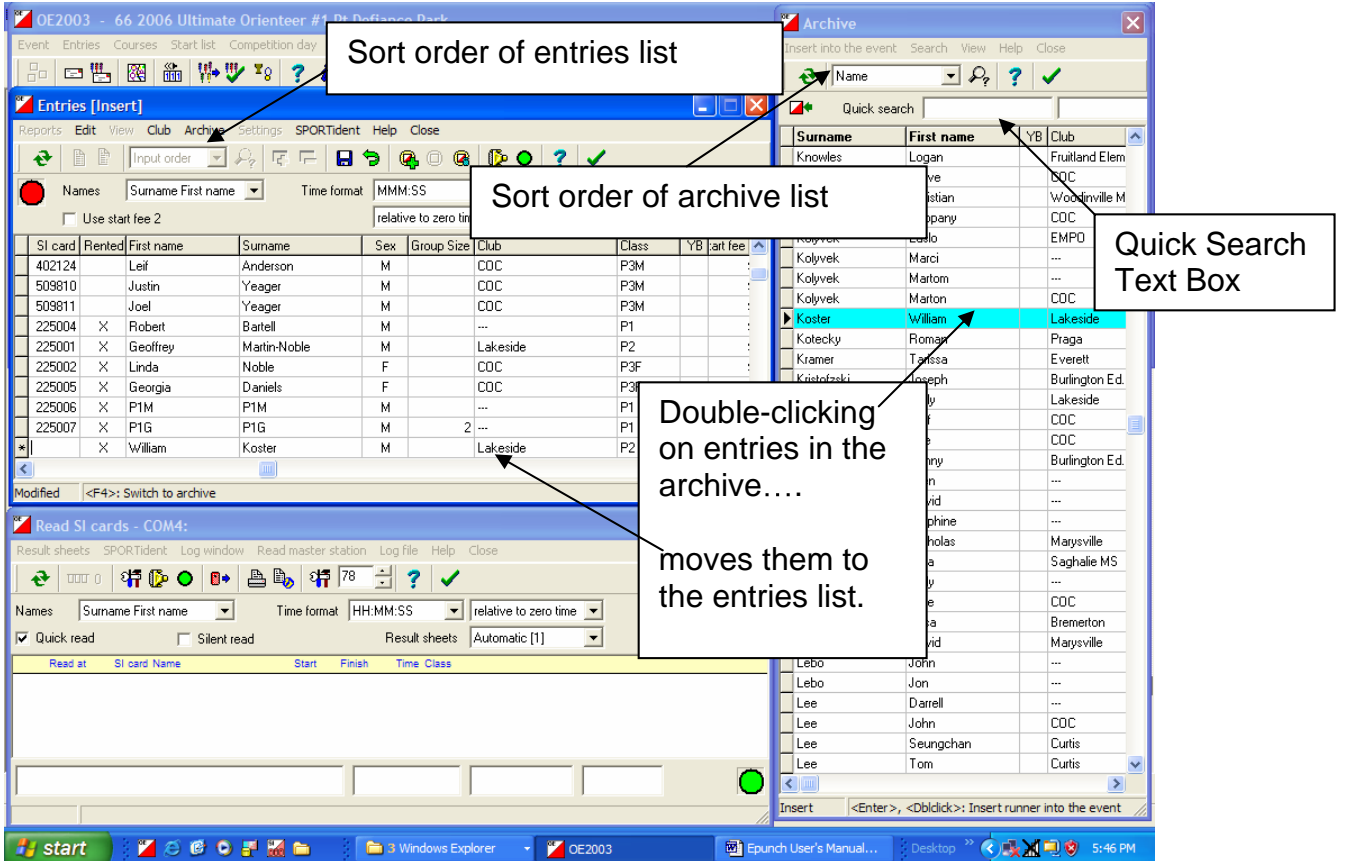
- Entering competitors who will be renting SI cards;

- Monitoring the downloads at the finish, correcting errors, and collecting SI rental cards;
- Printing results periodically.

5. Entering Runners Using the Direct Entries Window

You will be entering SI renters (or someone who has just purchased their SI stick) into the direct entry list. Everyone else has already been entered.

Figure 3. Direct Entries Window and Archive Window



1. Open the Entries Window (*Entries-> Entries*); if the archive window does not open automatically, open it using the *Archive->Show Archive Table* menu option in the Direct Entries menu bar.
2. Sort the Entries Window by input order.

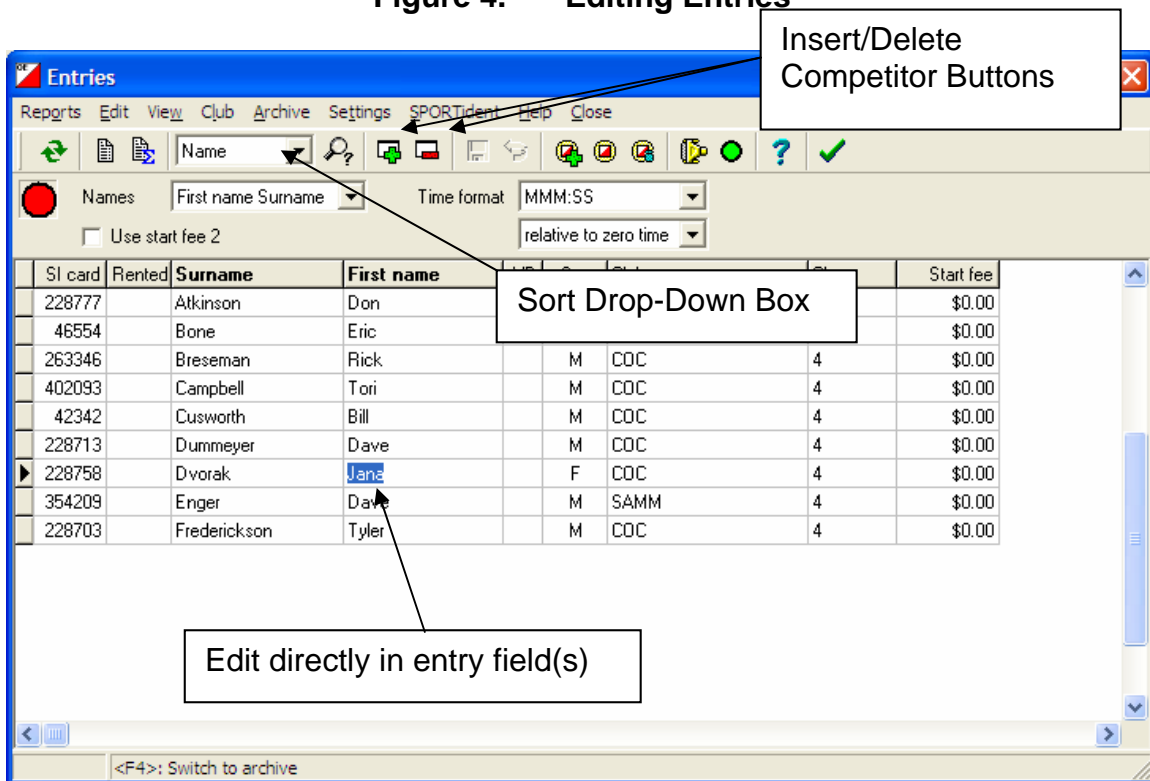
3. Always attempt to locate the competitor to be entered in the **archive list** first. Type the first few letters of the runner's last name in the **Quick Search** text box at the top of the **Archive Window** to narrow your search.
4. If the runner is in the Archive, double-click on that person's name in the **Archive Window**; all information for that competitor will automatically transfer to the **Entries Window**. You will need to enter the rental SI card number in the window, and verify all other information (particularly the course – often the competitor is running a different course from the one entered in the archive). Press “enter” when you are done.
5. If the runner is not in the Archive, use the preset generic entries in the archive that will fill in most of the fields for you. For instance, if a new renter is not in the Archive, and is a female running course 1 public, use the archive quick-text search and enter “P1F”, and double-click that entry. **If you get used to doing this, it will speed up data entry considerably.** There are preset archive entries for every category in the event

6. Editing the Entry List

You can make edits directly in the **Entries Window** if you've made any errors or if you want to insert/remove runners into the list.

1. Open the Entries Window (Entries->Entries from the main menu);
2. Position the cursor over the entry you want to edit. You can sort the entry list by name, club, or SI number to easily locate runner(s) in the list.

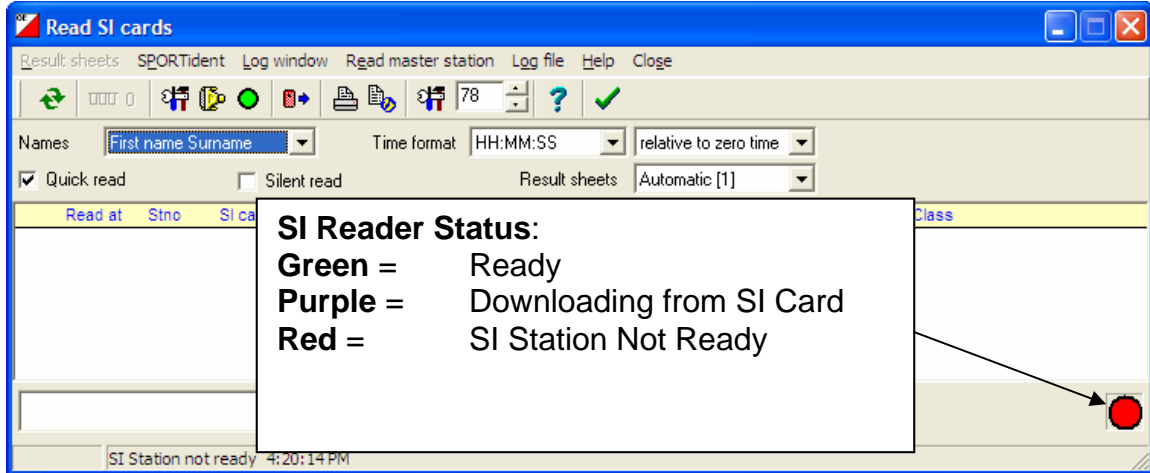
Figure 4. Editing Entries



3. Use toolbar commands to delete the runner, or make selective edits by typing over the fields you want to change.
4. To insert a runner, use the insert toolbar button and type the information.

7. Processing Finishers

Figure 5. Read SI Cards Window



1. Insure that the SI Reader Status is green. If it is not, close the window and re-open it by selecting *Competition Day->Read SI Cards* from the main menu.
2. Allow a finisher to dip the SI card into the Master Station. **Note the SI Reader Status** indicator: it should change color from green to purple during the download.
3. If the status indicator does not change to purple, ask the competitor to remove the SI card and try again. If that fails, close and reopen the **Read SI cards** window and try again. The results will appear in the window and the split sheet will automatically print.
4. Repeat for as many finishers as are waiting.

8. Reserve Entries

Mistakes happen. In all cases, you should try to preserve data, even if it means that results have to be cleaned up later. For this reason, when there is a problem in the download chute, I advocate saving the problem download as a “Reserve” entry and dealing with it later. Reserve entries preserve the SI card number and splits data in an entry in the entries list with the last name of “Reserve”. You can save multiple downloads as reserves; they will be distinguished by SI number in the entries list. When you save an entry as “Reserve” during download, the splits

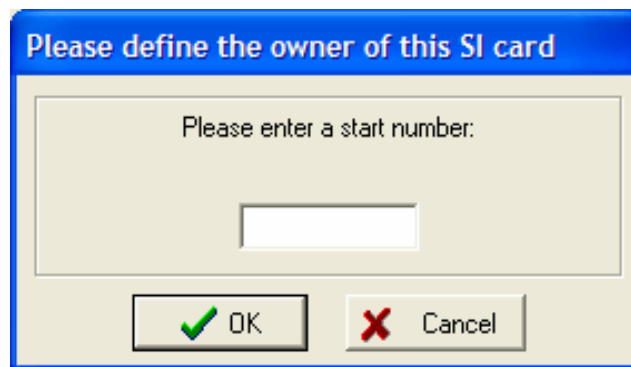
will print out with the word "Reserve" in place of the competitor's name, and the splits themselves will NOT be evaluated (that is, they won't be compared against a particular course control order). If things are busy (as they always are) and/or you are inexperienced, I advocate giving this printout to the competitor, tell them there has been a problem and you will rectify it later. You may have a slightly dissatisfied customer, but their data has not been lost, and you (or the epunch director) will be able to associate the reserve entry with the competitor's name and course at the end of the meet by looking through the entry list and/or the registration forms.

9. Common Problems during Download

OE2003 is an idiosyncratic program which can cause confusion for the uninitiated. The most common of these confusing situations are outlined in this section.

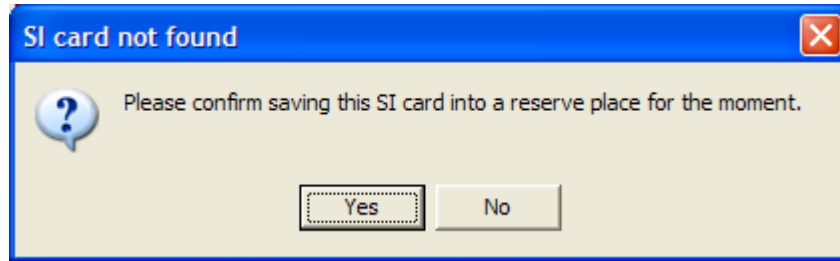
Download Problem 1:

A competitor downloads and the following warning appears:



Reason: The competitor has not yet been entered into the entry list. This is due to a number of possibilities: their rental paperwork has not yet been processed, or they skipped registration, or they are using an unknown SI card.

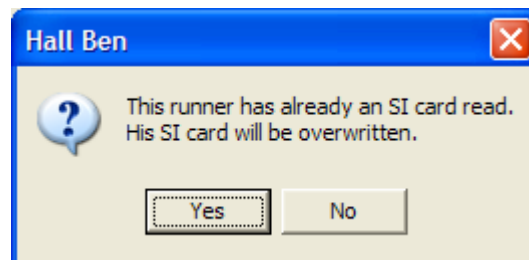
Solution: Press <Cancel>. The following screen appears:



You can either answer yes or no. If the download chute is not busy, you can answer "no", then go to the entry list and enter the competitor's information (SI card, name, course, etc). Then ask the competitor to download again.

If the download chute is busy, answer "yes". The split sheet for this competitor will print out with the title "Reserve" in place of the name. OE2003 will insert a new entry in the entry list, with the last name "Reserve and the competitor's SI card. This situation can be rectified later, by finding the registration sheet corresponding to the SI card number and entering in the competitor data.

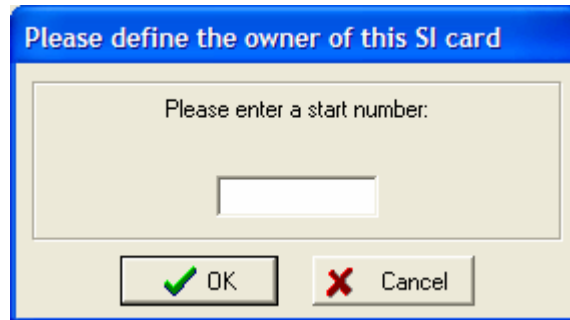
Download Problem 2: A competitor downloads, and the following message appears:



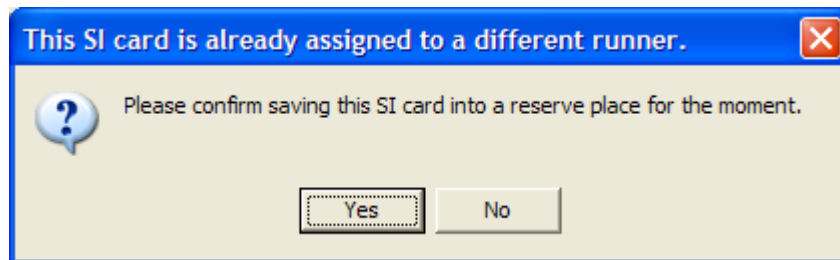
Reason: This SI card has already been read previously. It could be due to several things: either the competitor in the download chute just dipped their SI card twice in rapid succession (common with little children), or the competitor is finishing a 2nd course using the same SI card.

Solution: If the problem appears to be due to dipping the SI card twice in a row, answer yes, and overwrite the results. If you are not busy, and if the SI card is being used for the second time, answer "no". Go to the entries list, find the SI card number, enter a "1" in front of the SI card number (remember to hit return to accept this change in the entry list), then ask the competitor to download again. The download should proceed normally.

If you ARE busy, answer “no”. The following screen appears:



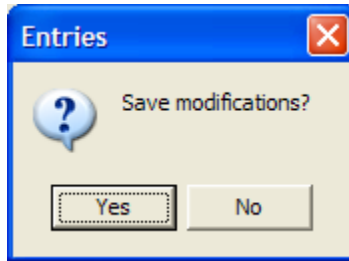
Answer “Cancel”. The following screen appears:



Answer “Yes”. The results will be saved as a reserve entry, and the situation can be rectified later.

10. Problems Entering Competitors

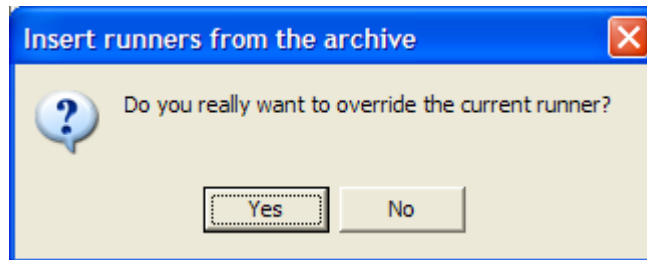
Entering Problem 1: You are in the entries window, and in trying to scroll, or move to another entry, the following message appears:



Reason: You might have just modified an entry in the entry list (such as changed a person's class) and you did not hit <enter> to properly save the change. Or, you have left a blank unedited entry at the bottom of the entry list.

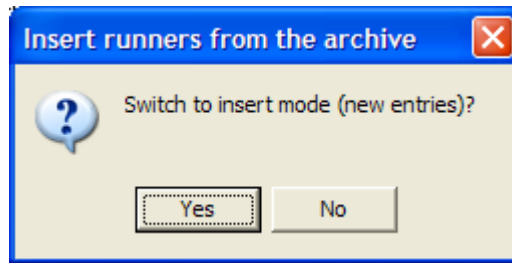
Solution: If the cursor in the entries window is positioned at an entry you just edited, Answer "Yes". Otherwise, answer "No".

Entry Problem 2: You are the archive window, you double-click an entry to move it to the entries window, and the following window appears:



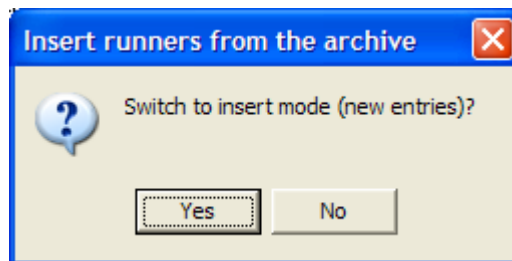
Reason: The entry window's cursor is positioned over an existing entry. OE2003 is asking if you want to overwrite this entry with the archive data. This commonly occurs if you have been successfully entering runners using the archive, but stopped momentarily to edit another runner in the entry list.

Solution: Unless you are really trying to overwrite another runner (unlikely, in my experience), answer "No". Double-click the archive entry again. The following window appears:



Answer "yes". The archive data will move to the entry window.

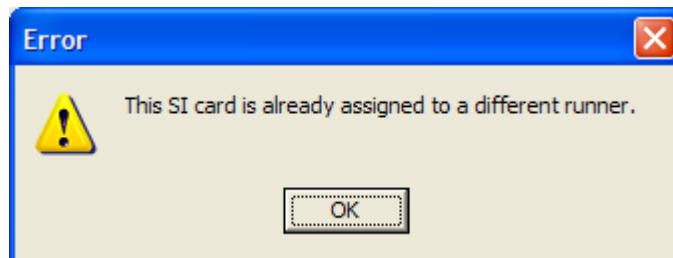
Entry Problem 3: You are the archive window, you double-click an entry to move it to the entries window, and the following window appears:



Solution: Answer "Yes".

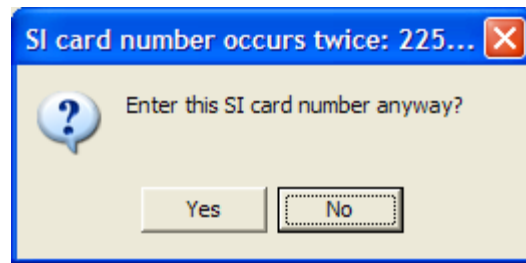
Entering Problem 4:

You enter a competitor into the entry list, and after you hit <return> to enter the data, the following screen appears:



Reason: Someone else has been previously entered into the entry list with the same SI card number OR this person has run a 2nd course with the same SI card.

Solution: Hit <OK>. The following screen appears:

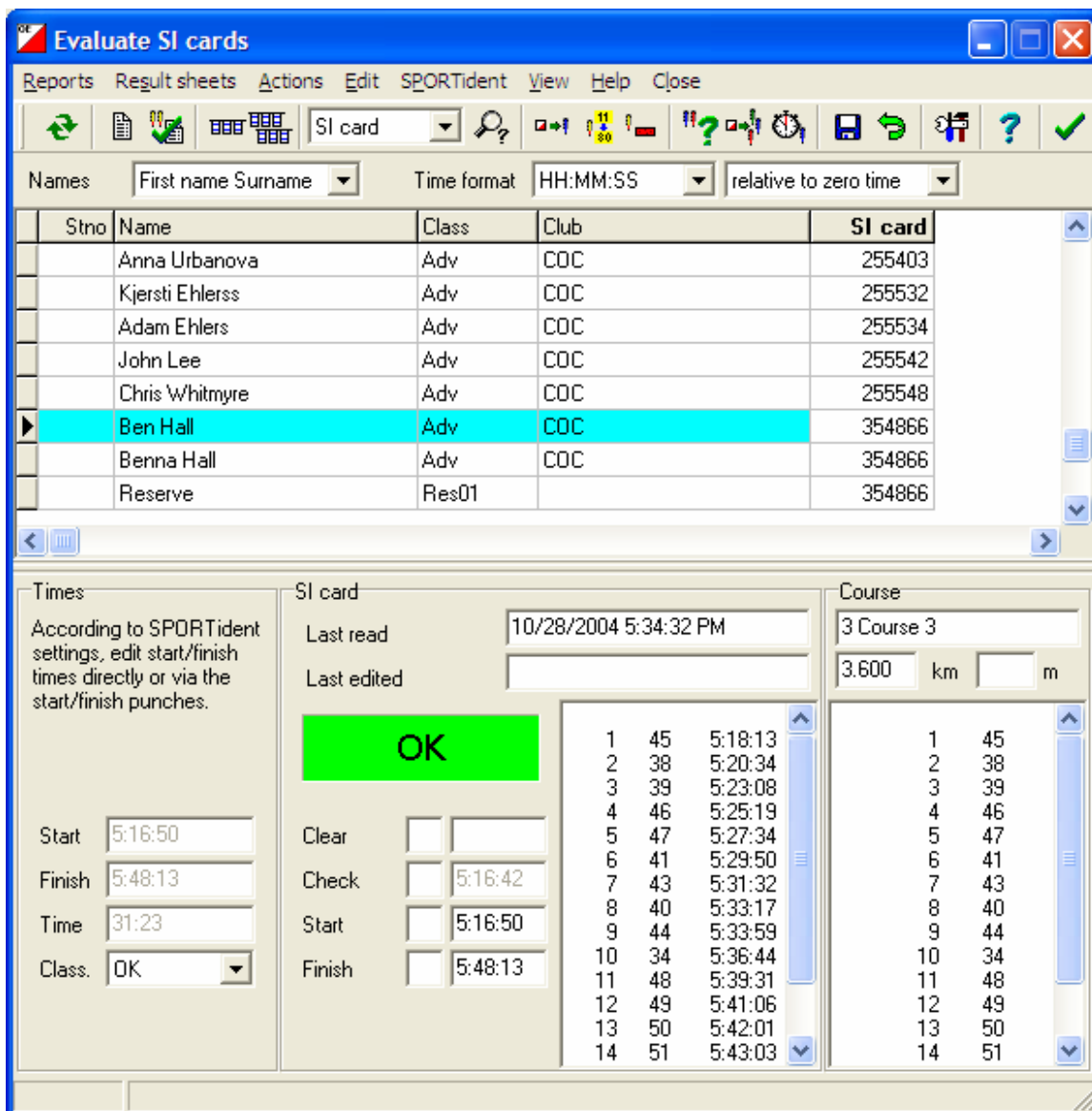


Enter <yes>. The situation can be rectified later.

11. Editing SI Card Results

Occasionally you'll need to modify the SI card results of a runner. For instance, a runner may be missing a punch but can verify that he/she was at the control -- and you'll want to correct the results. Use the **Evaluate SI Cards Window** (*Competition Day->Evaluate SI Cards*):

Figure 6. Evaluate SI Cards Window



Locate the SI card results you want to modify in the upper pane (you can sort by name or SI number); then move the mouse over the splits you want to

modify/insert/delete, single mouse-click, and follow the instructions displayed when the cursor is in position.

12. Printing Results

1. From the **Main Menu**, select Competition Day -> Results;
2. From the **Results Window**, select Preliminary;
3. **IMPORTANT:** Check "exclude dns".
4. The class results to be printed will be highlighted in blue. The default is all classes for the event. If you want to print anything other than all the classes, select/deselect the classes you want to print, then click OK, then OK again to print.
5. Exit out of the **Preliminary Window** and **Results Window**.

13. Generating a Report of Missing Runners

You can generate a report of missing runners after or near the time when the course closes.

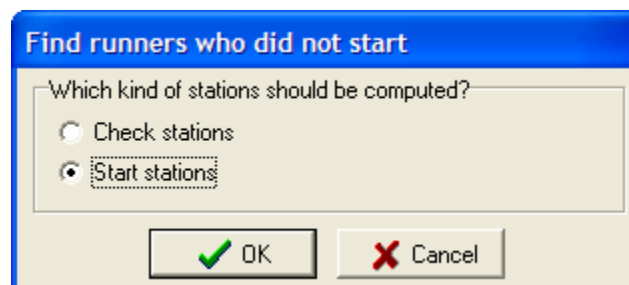
1. Close the **Read SI Cards window**.
2. Retrieve the start control. Turn the control over. If a small yellow led is blinking once per two seconds, the control is still on. Skip to 4.
3. Turn the start control on by passing the turn-on magnet over the surface of the control -- the same way as you turn on the red download box (see figures 4 and 5). The control should beep when it turns on.
4. Locate the SI coupler stick and place it in the download box as shown:



5. Place the start control over the download box as shown:



6. From the **main menu**, select Competition Day->Evaluate SI Stations->Read SI Stations
7. Press the **Read** button. The window should fill with punch data. When it is finished, press the **Save** button. Close this window.
8. From the **Evaluate SI Stations window**, select Actions->Not Started Runners. the following window appears: make sure "Start stations" is checked.



9. When the process completes and OE2003 says something like "runners have been set to not started", answer OK and close the Evaluate SI Stations window.

10. From the **main menu**, select Competition Day->More Reports->Missing Runners.
11. Click OK – the missing runner report will be shown.
12. Remove the start control and turn it off using the purple turn-off stick (figure 4).

14. Finishing Up

1. Turn off the SI master station using the purple turn-off stick (figure 4).
2. Put everything away, reversing the steps of the set-up section of this document.

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