



# ***GRAMPIAN ORIENTEERS***

## **Notes on Using SportSoftware OE2003**

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***GRAMPIAN ORIENTEERS***

# Notes on Using SportSoftware OE2003

## Setting Up a New Event, and Race Day Operation

### Summary of Steps

#### Before the Race

1. [Event, New](#) to create event and enter general event settings.
2. Set up Classes and Courses
  - 2.1 either
    - a. [Entries, Classes](#) to define event classes.
    - b. [Courses, Import Courses](#) to import course/class data from a Condes XML file.
  - 2.2 or
    - a. [Entries, Classes](#) to define event classes.
    - b. [Courses, Controls](#) to define control numbers being used.
    - c. [Courses, Courses](#) to define event courses and controls used on each course.
    - d. [Courses, Classes](#) to assign courses to classes.
3. [Entries, Entries](#) to create records for each pre-entered runner.
4. [Start List, Reports](#) to produce pre-entry start lists.

#### At the Race

5. [Entries, Direct Entries](#) to create records for entry-on-the-day runners.
6. [Competition Day, Read Chips](#) to download brikkes.
7. [Competition Day, Evaluate Chips](#) to review splits data, check disqualifications, and match chips to runners.
8. [Event, Backup](#) to back up the event data file as required.
9. [Competition Day, Results, Preliminary](#) (or [Official](#)) to produce results reports.
10. [Competition Day, More Reports, Missing Runners](#) to list runners who have not yet downloaded.

#### After the Race

11. [Competition Day, Evaluate Chips](#) to review splits, check disqualifications, and input meaningful DSQ reasons.
12. [Competition Day, Evaluate Chips](#) to tidy up any extra punches that would spoil splits reports and splits analyser programs, like Routegadget.
13. [Competition Day, Results, Official](#) (or [Split Times](#)), [Publish](#) to save reports as HTML files for publishing on the web.
14. [Competition Day, Results, Split Times, Interface](#) to produce splits data file in CSV or XML format for exporting to Routegadget.

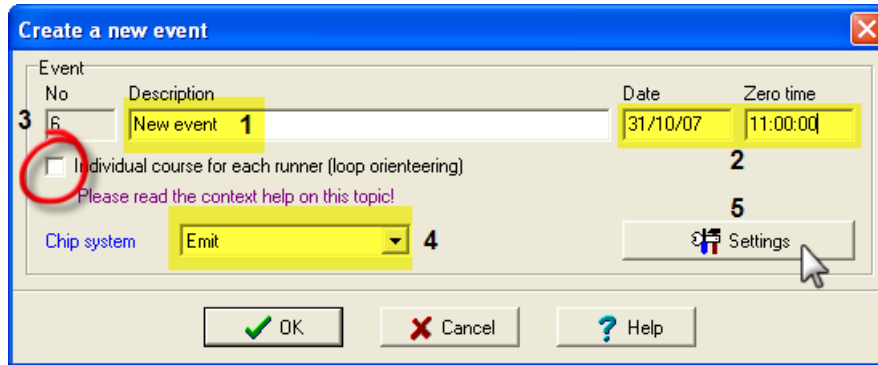
# Notes on Using SportSoftware OE2003

## Step Descriptions - Before the Race

### 1. General Event Settings

Main Menu: [Event, New](#)

The Create a New Event window opens.

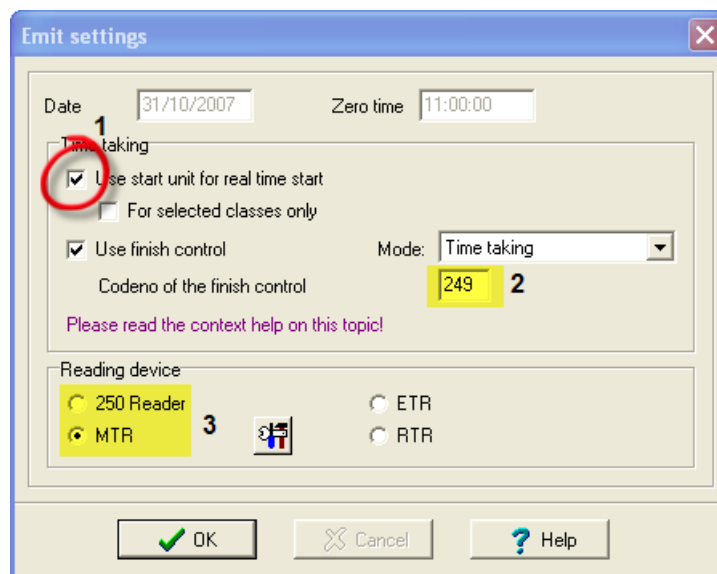


1. Fill in the name of the event (as you want it to appear on results printouts).
2. Add date (dd/mm/yy) and Zero time (hh:mm:ss)

Tip: The Zero time should always be earlier than the earliest possible start. If in doubt, set the Zero time one or two hours before planned first starters.

3. Leave the box unticked for “Individual course for each runner”
4. Select Chip System = Emit
5. Click on [Settings](#) button

The Emit Settings window opens

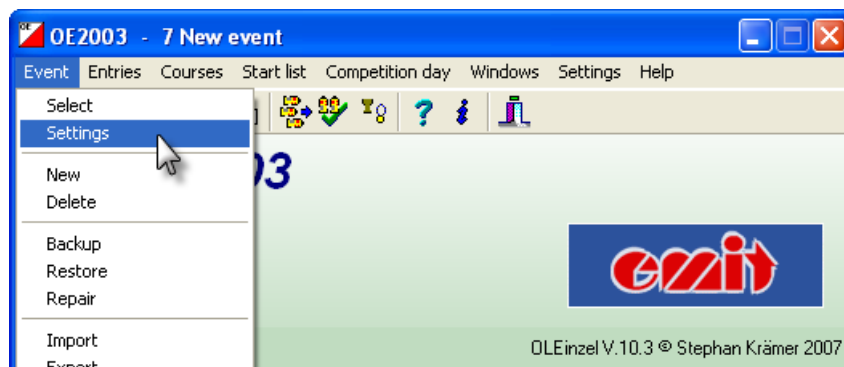


1. Tick the box for “Use start unit for real time start” (for punching start)
  2. Enter 249 as the codeno of the finish control
  3. Select either 250 Reader or MTR for Reading device.
- Click OK to close the Emit Settings window.

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Click OK to close the Create a New Event window.

You can change these settings later from the Main Menu: [Event, Settings](#)



Tip: Take care if you change the Zero time after inputting entry information for competitors. This will change all pre-allocated start times, as these are stored as minutes/seconds after Zero time.

## 2. Set up Classes and Courses

There are two ways of doing this, automatic setup using an imported Condes XML data file, or manual setup.

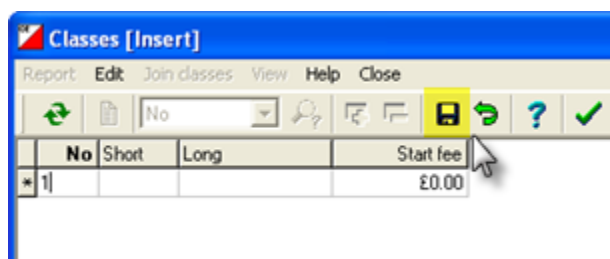
### 2.1 Automatic Set Up from Imported Condes XML file:

There are two sub-steps, (a) and (b) :

#### a. Set up Classes

Classes are needed for all events that use OE2003, including colour coded events. Ask the Planner to set up Classes in the Condes file, and to assign a Course to each Class in Condes. For a colour-coded event, the Class names can be the same as the Course names (e.g. Green). However, if this is missed, you can still set up the Class assignments manually.

Main Menu: [Entries, Classes](#)  
The Classes window opens.



- Enter a line for each class, e.g.

No	Short	Long	Start fee	Start fee2	Type 1	Start place
15	W35S	W35S	£4.00		Ranking	

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28	M50L	M50L	£4.00		Ranking	
101	YE	Yellow	£2.50		Normal	
102	OR	Orange	£2.50		Normal	

- Class No can be 5 digits (1-99999), and is used for ordering classes in reports.
- Class Short name is 6 letters (no spaces).

Tip: Make sure that the Class Long names (in the third column above) are exactly the same as the Class names that have been used in the Condes file.

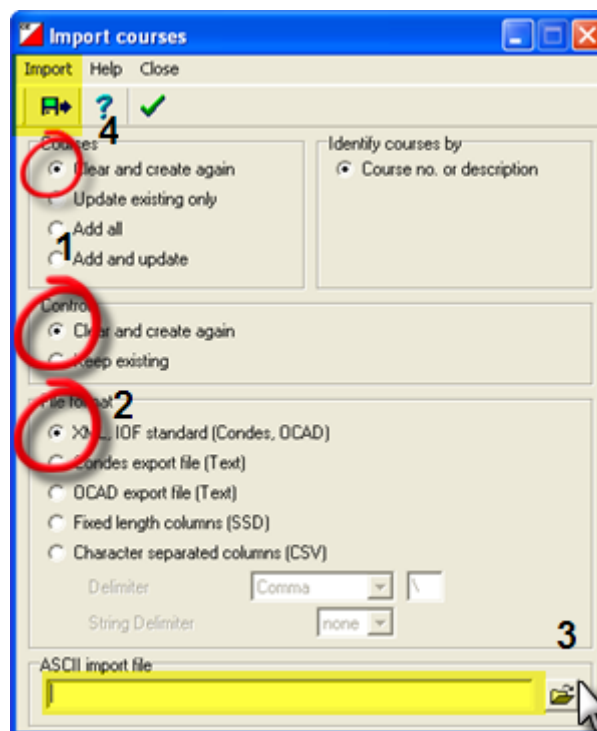
Click the diskette icon to validate input and save each class.

When all classes are entered, close the Classes window.

## b. Import Courses from Condes

Main Menu: [Courses](#), [Import Courses](#)

The Import Courses window opens.



1. Use the radio buttons to select the import options for Courses and Controls. For a complete fresh setup, use “Clear and Create Again” (the default).
  2. Select the file format radio button for XML, IOF standard (the default)
  3. Enter the import file name in the box at the bottom of the window, or browse to find the file (folder button bottom right).
  4. Import the course and class data by clicking on menu [Import](#).
- Close the Import Courses window.

If some of the Class Long names have not matched properly with the Condes file, then you will have to assign Courses to those Classes. To do this follow step (d) in the Manual Set up described on the next page.

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## 2.2 Manual Set Up:

There are four sub-steps, (a) to (d) below :

### a. Set up Classes

Classes are needed for all events, including colour coded events, even where there are no age classes in use.

Main Menu: [Entries, Classes](#)

The Classes window opens.



- Enter a line for each class, e.g.

No	Short	Long	Start fee	Start fee2	Type 1	Start place
15	W35S	W35S	£4.00		Ranking	
28	M50L	M50L	£4.00		Ranking	
101	YE	Yellow	£2.50		Normal	
102	OR	Orange	£2.50		Normal	

Class No can be 5 digits (1-99999), and is used for ordering classes in reports.

Class Short name is 6 letters (no spaces).

Click the diskette icon to validate input and save each class.

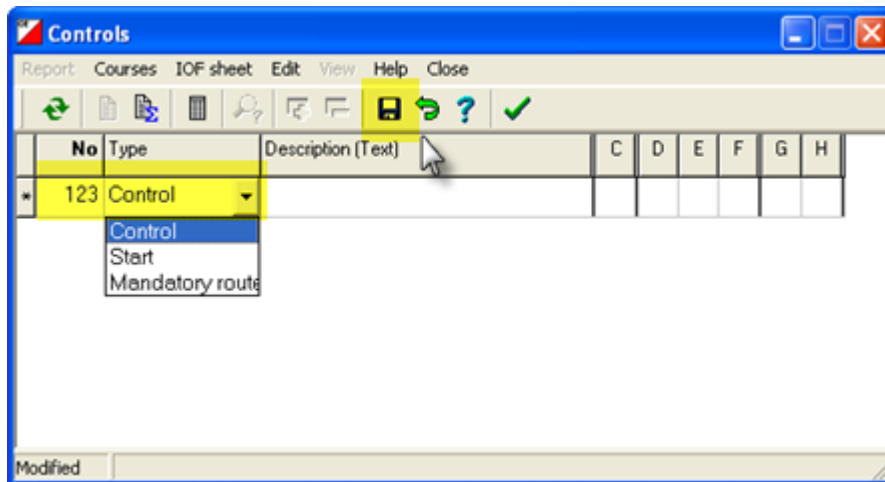
When all classes are entered, close the Classes window.

### b. Enter Control Numbers

Main Menu: [Courses, Controls](#)

The Controls window opens.

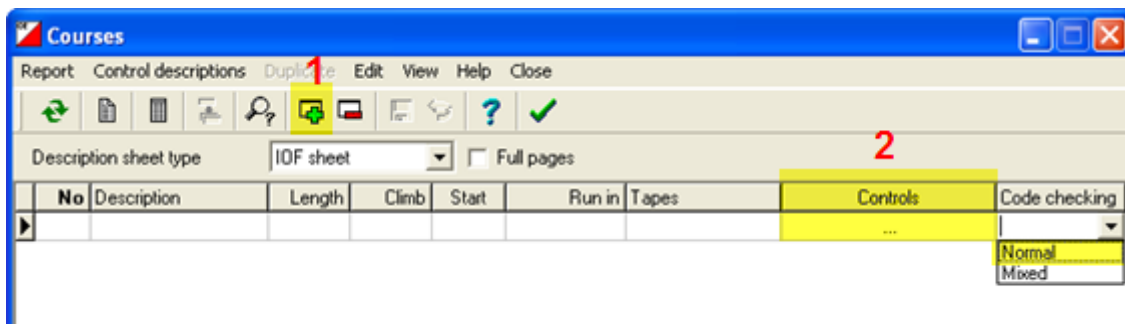
# Notes on Using SportSoftware OE2003



Create a new record for each control code no.  
Use Type = Control. Description and other fields are optional.  
Click the diskette icon to validate input and save each control.  
When all controls are entered, close the Controls window.

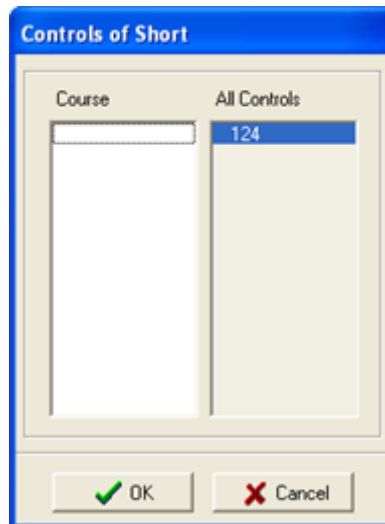
## c. Set Up Courses

Main Menu: [Courses](#), [Courses](#)  
The Courses window opens.



1. Create a new record for each course (use the "Plus sign" icon).
  - Course No can be 5 digits (1-99999), and is used for ordering courses in reports.
  - Course Description is free text, e.g. Yellow, Light Green, Sprint 3km, Brown Only.
  - Course Length in km, Climb in metres.
  - Code checking should be set to Normal (the default).
2. The Controls column is used for selecting controls used on the course. Click in the table cell, and a button marked "... " will appear inside the cell. Click on the button. A window will open for selecting the Controls for that course.

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- Click and drag control numbers from the list on the right into the box on the left. Make sure the controls are in the right order. Do not include the Finish control (249). Click OK to close the window.

Click the diskette icon to validate input and save each course.

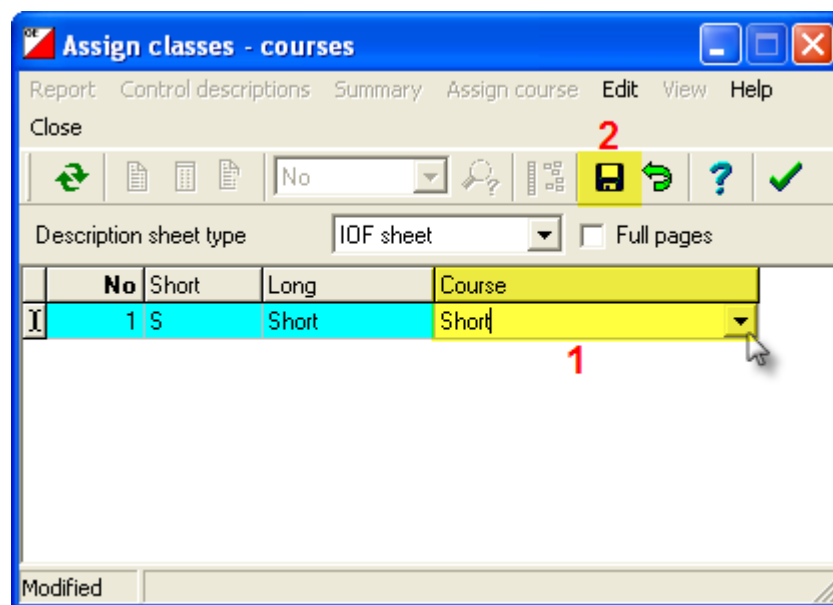
If you have entered all the details for the controls in (b) above, then you can produce control descriptions by using the menu item [Control Descriptions](#).

When all courses are entered, close the Courses window.

## d. Assign Courses to Classes

Main Menu: [Courses, Classes](#)

The Assign Classes - Courses window opens.



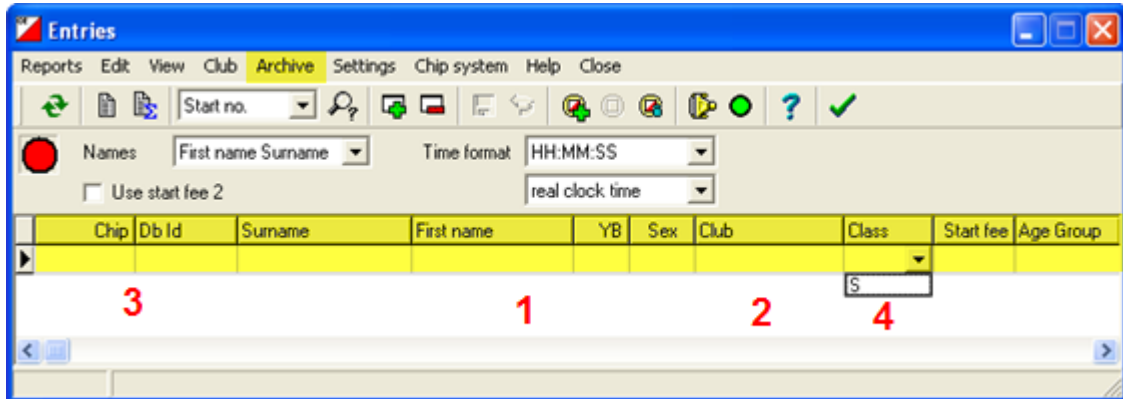
1. For each Class, select the course run by that Class from the drop down menu in the Course column.
2. Click the diskette icon to validate input and save each class-course assignment. When all classes have a course assigned, close the window.

# Notes on Using SportSoftware OE2003

## 3. Creating Pre-entry Records

Main Menu: [Entries](#), [Entries](#)

The Entries window opens.



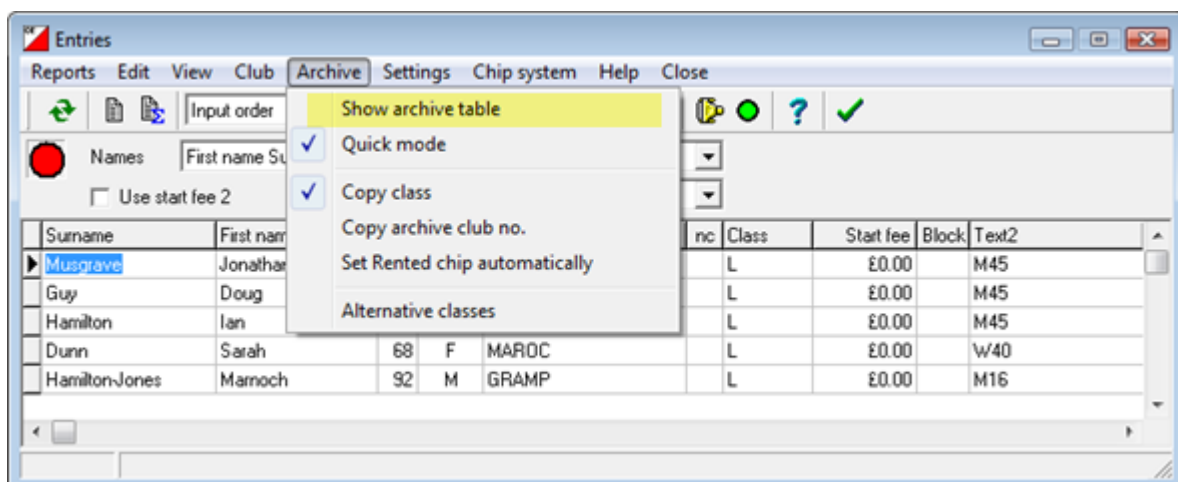
Create a record for each pre-entered runner.

1. Enter Surname, First name
  2. Pick club from drop-down menu in Club column.  
If the club is missing, choose the club from the Club Archive, by using the top menu option: [Club](#), [Club from the Archive](#).
  3. Enter the BOF number, Age Group (e.g. W40) and Year of Birth (YB) (in two digit yy format) if you have them.
  4. Select the Class entered from the drop down menu in the Class column.
- Click the diskette icon to validate input and save each class-course assignment.

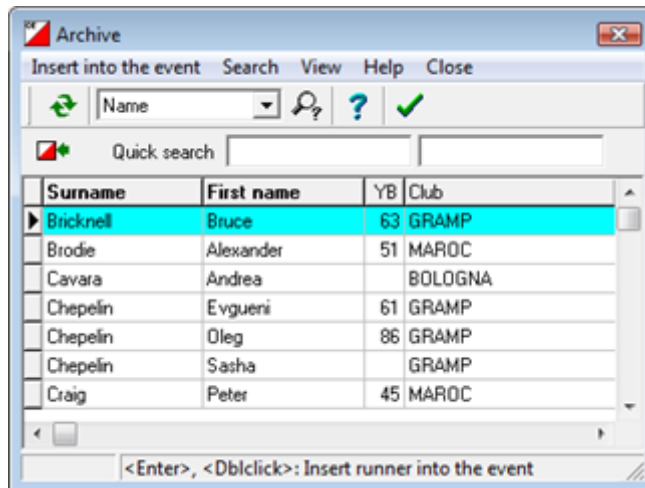
## Using the Competitor Archive

To reduce typing and avoid mistakes, you can find runners in the Competitor Archive and add them in as a runner to this event.

1. Open the Competitor Archive Table using the top menu option: [Archive](#), [Show Archive Table](#).



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2. If it's already open, you can switch to it quickly by pressing the <F4> key.
3. Type the first few letters of the runner's surname in the [Quick Search](#) left hand box at the top, and the highlighted row will jump to the first entry in the archive with the right surname.
4. Click and highlight the row containing the runner you want to add.
5. Hit Enter, or click on menu option [Insert into the Event](#), or click on the O-flag icon (all do the same thing).

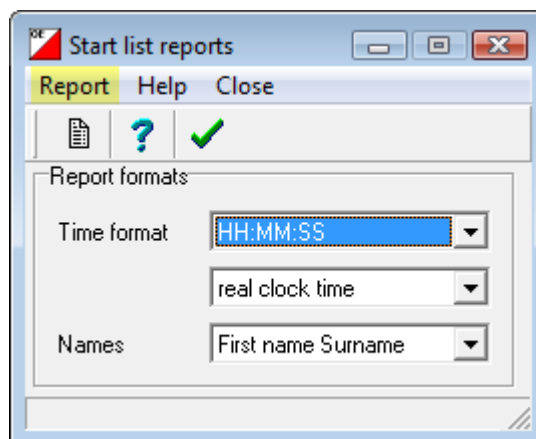
The active window will then switch back to the Entries window.

You will need to allocate an Emit brikke number (or Chip) to the runner before the event. This can be done at the same time, or the Chip column can be left empty temporarily and entered later. It is possible to use the 250 Reader to read chip numbers and automatically allocate them to a runner.

## 4. Producing Start List Reports for Pre-entries

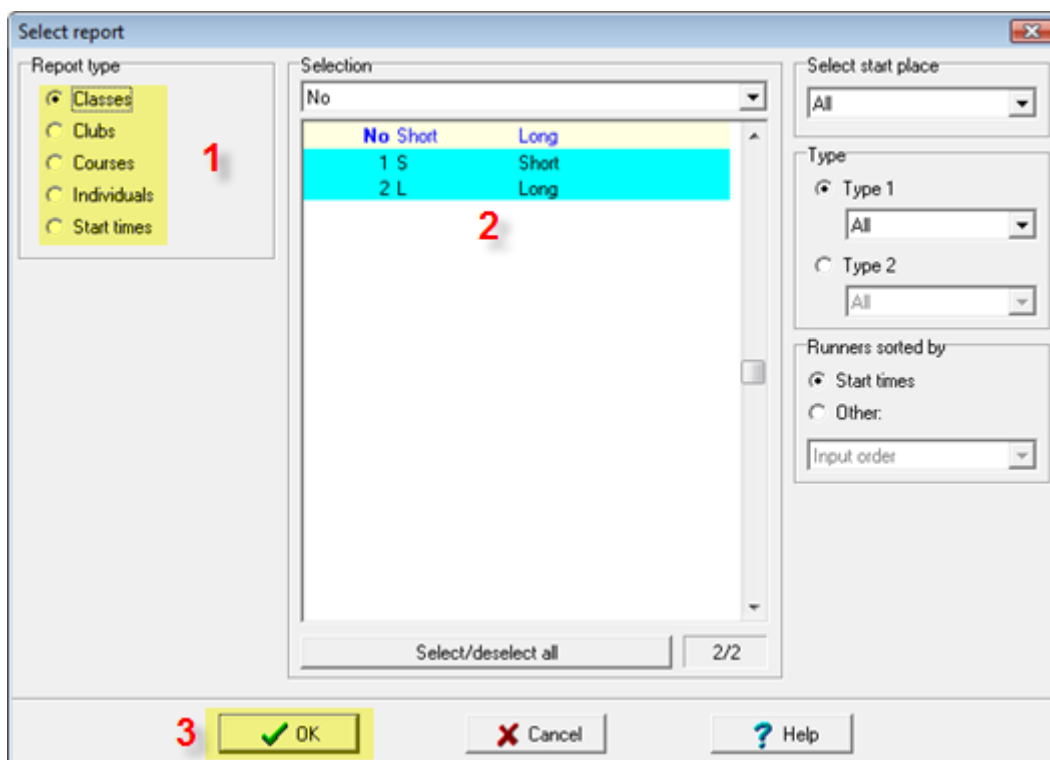
Main Menu: [Start List, Reports](#)

The Start List Reports window opens.



1. Pick the report format options you want, such as "real clock time" Click on the [Report](#) menu option to open the Select Report window.

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2. Select the report type (e.g. Classes or Courses, etc.) and select which items (e.g. which classes or course, etc.) to report.  
Click **OK** and the report will appear in a screen window.

Stno	Chip	Name	YB	Club	Start
<b>Short (16) 3.4 km 13 C</b>					
408590		Sasha Chepin		GRAMP	17:47:32
401877		David Hirst	62	MAROC	17:49:17
401485		Mark Reeve	67	MAROC	17:50:03
402138		Genevieve Jones	50	GRAMP	17:50:39
402015		Sarah O'Sullivan	79	GRAMP	17:56:28
401328		Peter Craig	45	MAROC	18:10:27
401747		David Kirk		GRAMP	18:14:39
401411		Lesley Gomersall	62	GRAMP	18:22:10
401299		Sam Gomersall	61	GRAMP	18:26:10
401538		Tim Gomersall	92	GRAMP	18:28:07
401749		Jonquil Nicholl	57	MAROC	18:29:17
401946		Finlay Langan	93	MAROC	18:29:57
401645		Patrick Low	91	MAROC	18:48:49
401539		Douglas Marshall	92	MAROC	18:49:30
401522		Clare Martin	63	MAROC	18:49:51
402159		Ben Preece		MAROC	19:03:00

You can then use the menu options:

1. **Print**: print the report. Tick the separate pages box to print each class (or course) on a separate sheet of paper.
2. **Publish**: save the report to HTML or TXT format files,
3. **Interface**: export the report in XML or CSV interface file formats.

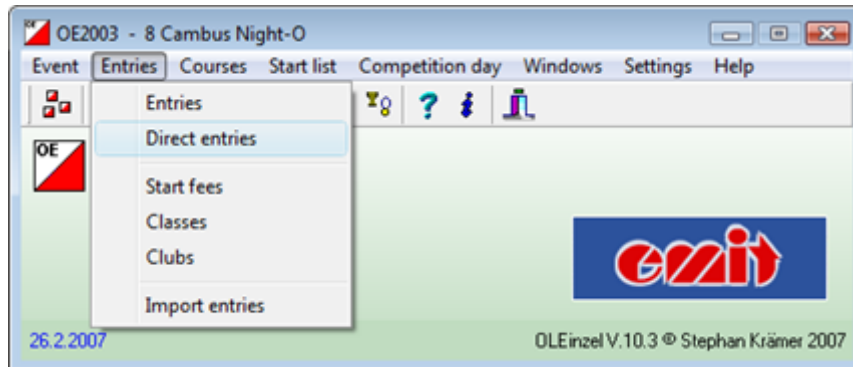
Close the Report and Start List Report windows when finished.

# Notes on Using SportSoftware OE2003

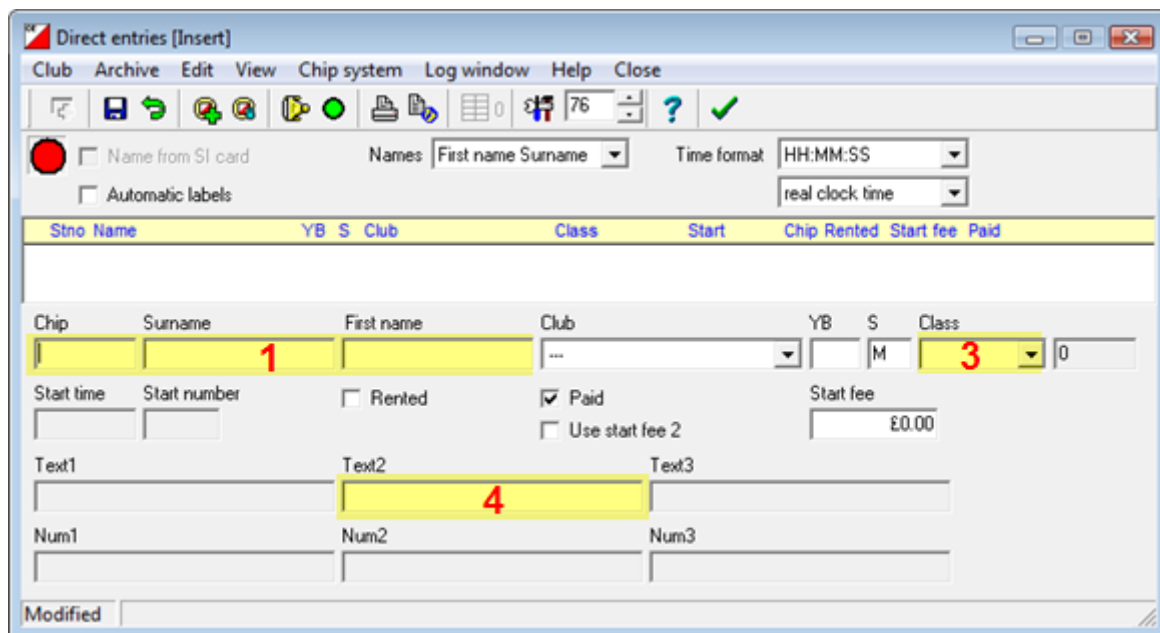
## Step Descriptions - At the Race

### 5. Create Entries for Runners who are Entering on the Day

Main Menu: [Entries](#), [Direct Entries](#)



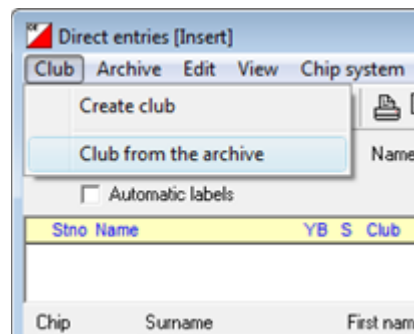
The Direct Entries window opens.

A screenshot of the "Direct entries [Insert]" window. The window has a menu bar with "Club", "Archive", "Edit", "View", "Chip system", "Log window", "Help", and "Close". Below the menu bar is a toolbar with various icons. The main area contains a form for entering runner details. At the top, there are checkboxes for "Name from SI card" and "Automatic labels", a "Names" dropdown set to "First name Surname", a "Time format" dropdown set to "HH:MM:SS", and a "real clock time" dropdown. Below this is a table header with columns: "Stno", "Name", "YB", "S", "Club", "Class", "Start", "Chip Rented", "Start fee", and "Paid". The main form has several input fields: "Chip" (empty), "Surname" (with a red "1" next to it), "First name" (with a red "1" next to it), "Club" (a dropdown menu), "YB" (empty), "S" (dropdown with "M" selected), "Class" (dropdown with a red "3" next to it), "Start time" (empty), "Start number" (empty), "Rented" (checkbox), "Paid" (checkbox), "Use start fee 2" (checkbox), and "Start fee" (text box with "£0.00"). There are also three text boxes labeled "Text1", "Text2" (with a red "4" next to it), and "Text3", and three numeric boxes labeled "Num1", "Num2", and "Num3". A "Modified" field is at the bottom left.

In the lower half of the window, fill in the boxes for each new entry.

1. Type in the Chip number, Surname and First name for the competitor.
2. Select the Club from the drop down menu in the Club box. If the club is missing, choose the club from the Club Archive, by using the top menu option: [Club](#), [Club from the Archive](#).

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3. Choose the Class from the drop down menu in the Class box.
4. Enter the competitor's Age Group (e.g. W40) and BOF number if known. Click the diskette icon to validate input and save the entry (which will then appear in the list above).

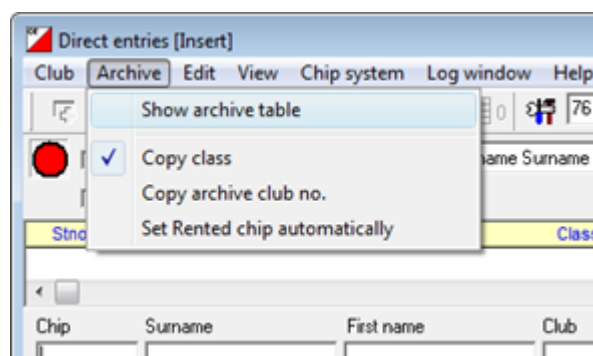
If you make a mistake after saving the entry and need to correct it, you cannot do it from the Direct Entries window. You will need to open the Entries window (main menu option [Entries, Entries](#)) and make the correction there.

Note that you can have the Direct Entries window open, and create and save new entries, at the same time as you are reading chips and downloading finishers.

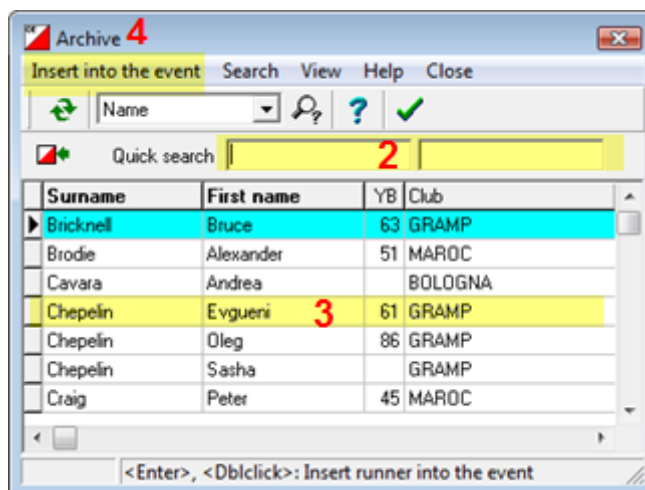
## Using the Competitor Archive

To reduce typing and avoid mistakes, you can find runners in the Competitor Archive and add them in as a runner to this event.

1. Open the Competitor Archive Table using the top menu option: [Archive, Show Archive Table](#). If it's already open, you can switch to it quickly by pressing the <F4> key.



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2. Type the first few letters of the runner's surname in the **Quick Search** left hand box at the top, and the highlighted row will jump to the first entry in the archive with the right surname.
3. Click and highlight the row containing the runner you want to add.
4. Hit Enter, or click on menu option **Insert into the Event**, or click on the O-flag icon (which all do the same thing)

The active window will then switch back to the Entries window.

5. You will still need to type in the Chip number and select the Class.

## Re-Using Brikkes

Do not create a second competitor entry for a brikke until after the first competitor has finished and downloaded, and returned the brikke.

Create the second competitor entry record in the Direct Entries window, and type in the brikke number which has already been used. Click on the diskette icon to save the entry. You will see an error message "This chip is already assigned to a different runner". Click **OK**. The next message is "Enter this chip number anyway?". If you want to re-use the brikke, click on **Yes** to allow the second competitor to re-use the same brikke number.

**IMPORTANT:** Make a paper list of all re-used brikke numbers and the Start number (Stno) of the second competitor who is given the brikke. The Start numbers are used later when the brikke is downloaded for the second time (see 6. below).

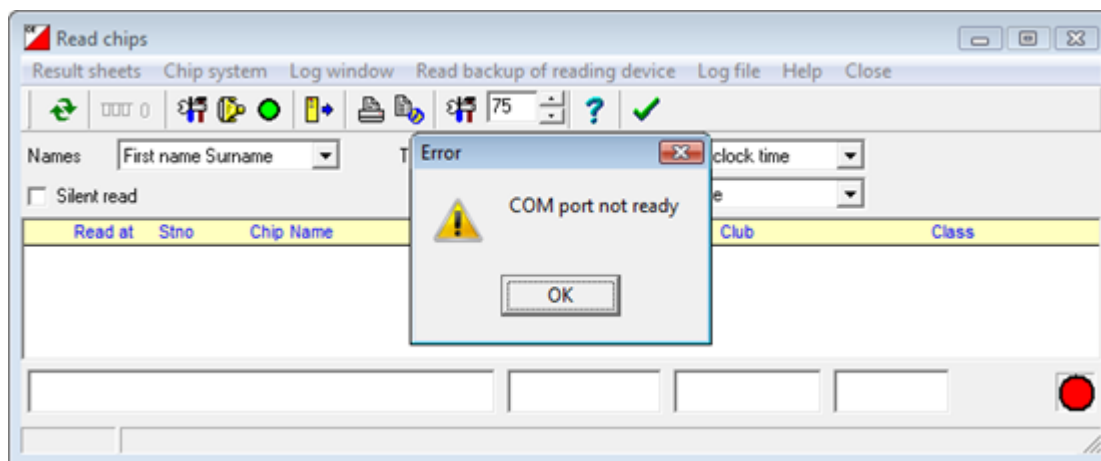
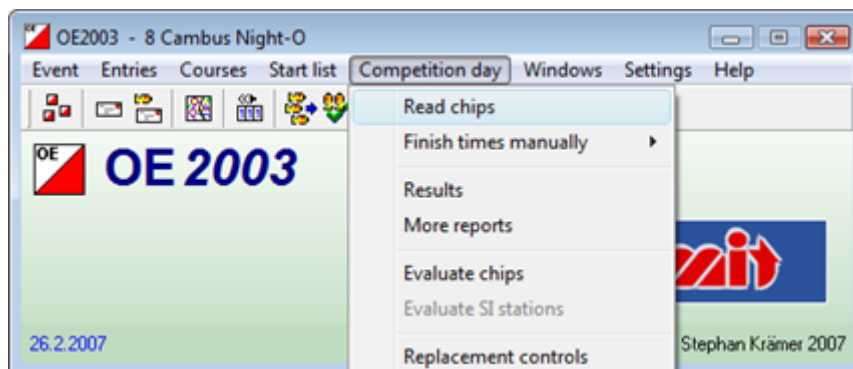
## 6. Download Brikkes from Finishers

Before starting, connect the MTR or 250 Reader to the correct USB port (labelled "MTR COM2" on the rear of the laptop) using the USB-Serial connector. It should be automatically set up as communications port **COM2**: You can check this (and change it if required) by opening Device Manager (icon on desktop).

Main Menu: **Competition Day, Read Chips**

The Read Chips window opens.

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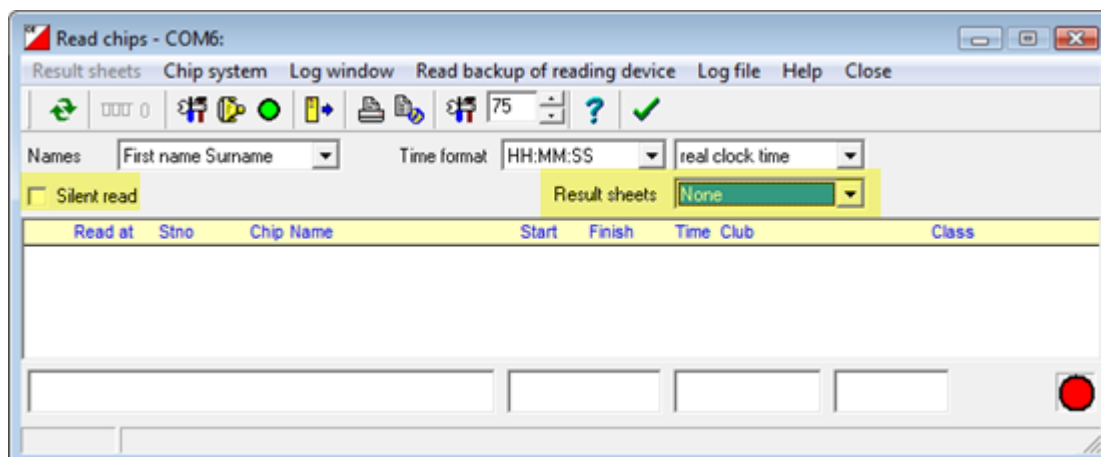


If you immediately get the warning message "COM Port not ready", then try unplugging the USB-Serial connector, then reconnecting it.

If the COM port is not activated, there will be a red blob in the bottom right hand corner of the Read Chips window.

- To activate the COM port, click on the green blob icon at the top. The coloured blob at the bottom right hand corner should turn green to show that the COM port is active. If it stays red, then there's something wrong and you will need to troubleshoot the USB-Serial connection and COM port allocation.

Set other download options:



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- Tick the “Silent Read” option box in the upper right. Problem brikkes, that cannot be matched to an competitor, will automatically be saved and stored to a “Reserve” entry. These can be matched up with a competitor entry record later.
- To print split times on a splits printer, choose the option “Automatic” for Results sheets, and select the layout file and printer on the dialogue box that opens. Choose “None” if you have no splits printer connected.

## Downloading Brikkes

You are now ready to download brikkes in the normal way. As each brikke is downloaded, a line appears on the Read Chips window. Warning comments appear if the punch check shows that the competitor will be disqualified. You do not have to do anything.

If the program cannot find a competitor entered with the brikke number, then a “Reserve” data record is created for that brikke. This is usually because the brikke number was mis-typed when the entry was created, or the runner has finished and downloaded before the entry record has been created on the system. The download punch record is saved and can be matched up with a entry later on (see 7b. below).

You can continue to do nearly everything else in OE2003 while downloading brikkes. However the main menu [Event](#) options cannot be used whilst the Read Chips window is open. These include [Event](#), [Settings](#) and [Event Backup](#).

## Dealing with Re-Used Brikkes at Download

If a brikke has been re-used, when it’s downloaded a second time it will initially be matched to the first runner who used the brikke (who has already downloaded). A warning message appears: “This runner has already a chip read. His chip will be overwritten.” . It is VERY IMPORTANT to click on [No](#).

*(Note: If you accidentally click on [Yes](#), all is not lost! It is possible to recover the split times downloaded from the brikke the first time it was used, from a log file. This requires expert intervention after the event! )*

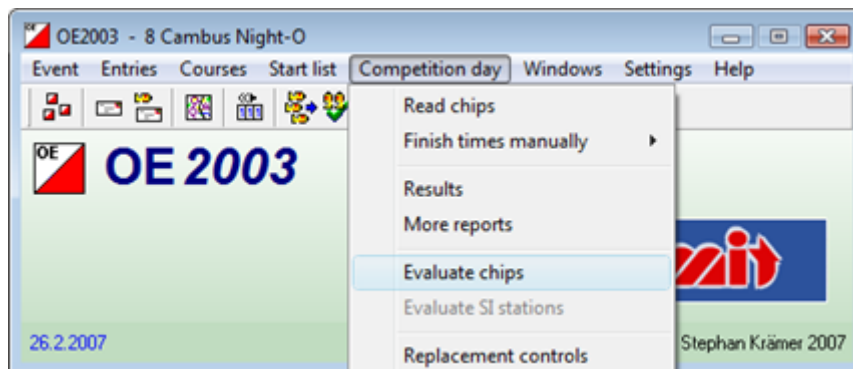
You will then see a window asking you to define the owner of the chip: “Please enter a start number”. If you know the start number of the second user of the brikke, type it in and click [OK](#). If not, then click [Cancel](#) and you will be asked: “Please confirm saving this chip into a reserve place for the moment.” Click [Yes](#). You can match the “Reserve” record to the second competitor later (see 7b. below).

## 7. Review Disqualifications and Match “Reserve” Brikkes to Entries

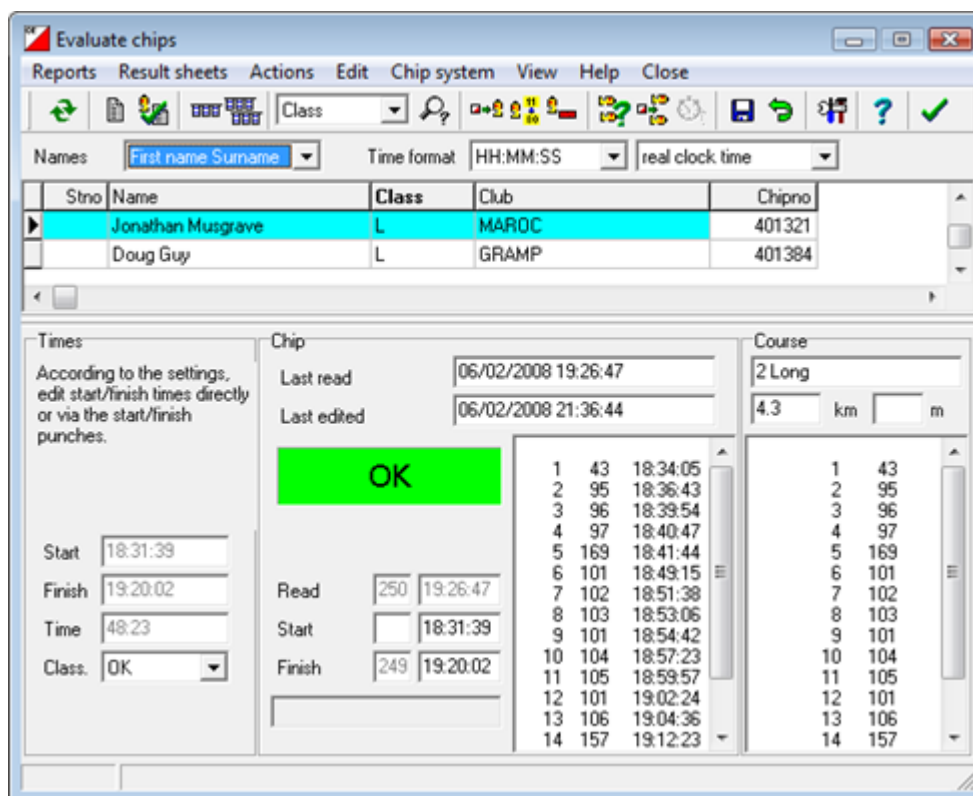
### a. Reviewing Punching Results

Main Menu: [Competition Day](#), [Evaluate Chips](#)

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The Evaluate Chips window opens.



In the upper section of the window, you can see all the competitors who have entered. The selected competitor will be highlighted in blue.

In the lower section there is timing information for the selected competitor. Before the competitor has downloaded, then no punch times are shown and a purple rectangle will be visible:

**None**

After the competitor has downloaded, then the controls visited and times will be shown.

If the punches are correct for the class/course, then a green rectangle will be visible:

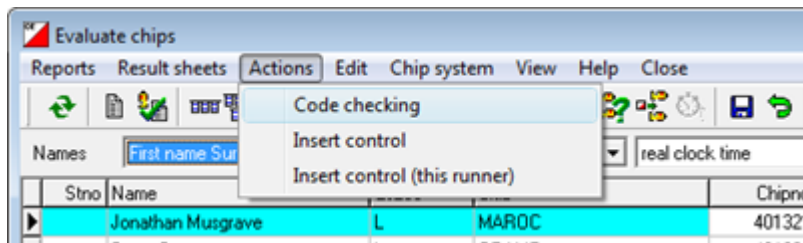
**OK**

If the competitor has mispunched then a red rectangle will be visible:

**Error**

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Punch checking for ALL downloaded competitors can be repeated, to update the results for amendments (e.g. such as corrections to controls used on courses). From the window menu do: [Actions, Control Checking](#)



It is possible to manually edit the punch details for each competitor. Controls can be inserted (right click and Insert key) or deleted (right click and Delete key).

## b. Matching Reserve Brikkes to Entries

Before making any data changes, you are strongly recommended to make a backup of the database from the main menu [Event, Backup](#) (see 8. below).

Main Menu: [Competition Day, Evaluate Chips](#)

The Evaluate Chips window opens.

To match a Reserve brikke record to an entry:

1. Find the Reserve record (search on surname Reserve) and highlight it.
2. From the window menu do: [Edit, Move Chip](#)
3. Highlight the competitor entry that is to be matched with the Reserve record.
4. Click on [Move Chip](#) to replace the highlighted competitor punch record with the Reserve punch record.  
(N.B. Use [Exchange](#) instead of Move Chip if you want to swap the chip punch records and preserve the download data previous recorded for the competitor.)

If the Reserve record has been created because the brikke was re-used (see 6. above), then you can easily find the competitor to match the Reserve record with, as follows.

5. In the Evaluate Chips window, sort the entries into Chip number order, by choosing [Chipno](#) from the drop down menu box at the top just below the window menu.
6. Scroll down or search till you find the Reserve record. It will be one of a **triple** of records, all having the same Chip number (i.e. the first and second competitor entries, and the Reserve record).
7. Do [Edit, Move Chip](#) to move the Reserve chip record so that it belongs to the second competitor entered for that chip. (You can tell which one because the second competitor will have a blank punch record, but the first competitor will already have a download punch record.)

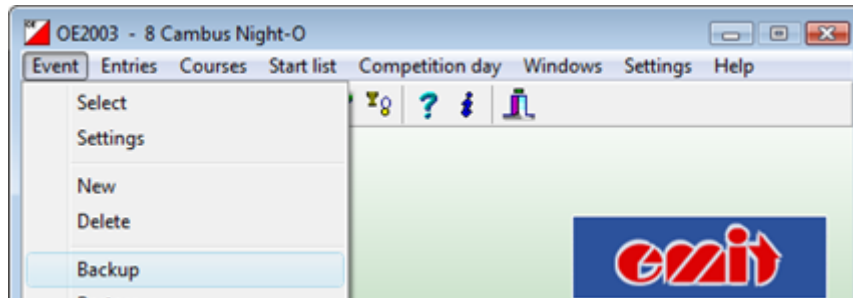
A download chip record can be deleted (without deleting the entry record for the competitor) by [Edit, Remove Chip](#).

# Notes on Using SportSoftware OE2003

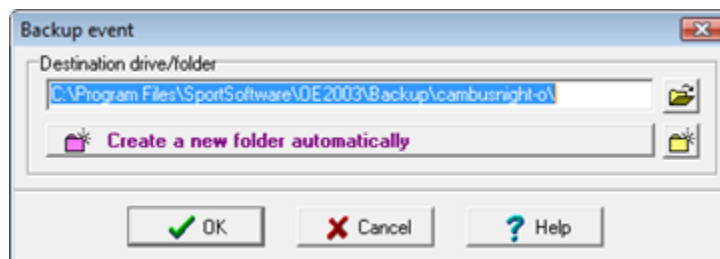
## 8. Back Up Event Files

You can back up the event data files as often as required. It only takes 30 seconds.

1. Temporarily stop finishers from downloading, and close down all OE2003 windows that are open.
2. From the main menu, do [Event, Backup](#).



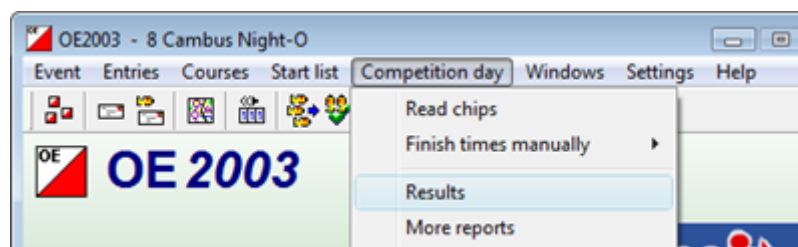
3. The Backup Event window opens.



4. Create a new backup folder, if required, by clicking on "[Create a new folder automatically](#)". You can edit the folder name if you wish.
  5. Click [OK](#) to back up all the event files.
- Reopen the [Event, Read Chips](#) window and allow competitors to continue downloading.

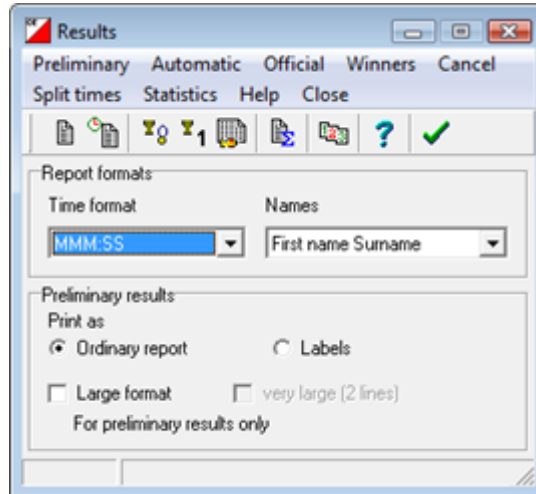
## 9. Produce Results

Main Menu: [Competition Day, Results](#)



The Results window opens.

# Notes on Using SportSoftware OE2003



Set report options:

1. Time format, normally MMM:SS
2. Names, normally First name Surname
3. Print as Ordinary Report

You have a choice of reports - the most common ones are :

- [Preliminary](#), used during an event for interim provisional results displays.
- [Official](#), similar to Preliminary but used for final and web results.
- [Split times](#), used for final split time reports, also for the web.
- [Winners](#), list of class winners for prizegivings.

On the next screen, select the [Report type](#) (e.g. report by classes, or courses, etc.) and choose the selection of classes or courses to be included in the report, then click [OK](#). The report will appear in a screen window.

You can then use the menu options:

- [Print](#): print the report. Tick the separate pages box to print each class (or course) on a separate sheet of paper (e.g. for results display).
- [Publish](#): save the report to HTML or TXT format files,
- [Interface](#): export the report in XML or CSV interface file formats.

Remember to select the right printer (i.e. the A4 printer not the splits printer).  
Close the Report and Start List Report windows when finished.

## 10. Produce Missing Runners Reports

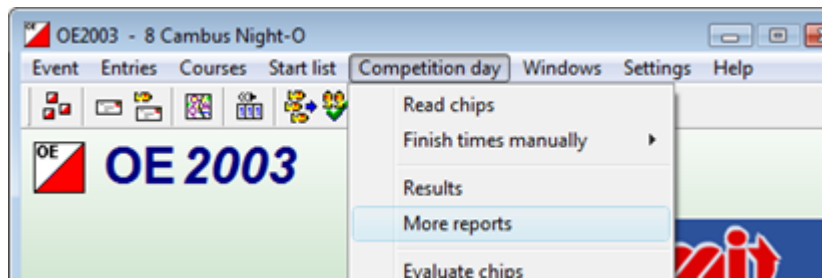
For pre-entry events, before running the Missing Runners report, you should change the classification of any pre-entered runners who did not start from "OK" to "dns".

You can do this in the Evaluate Chips window:

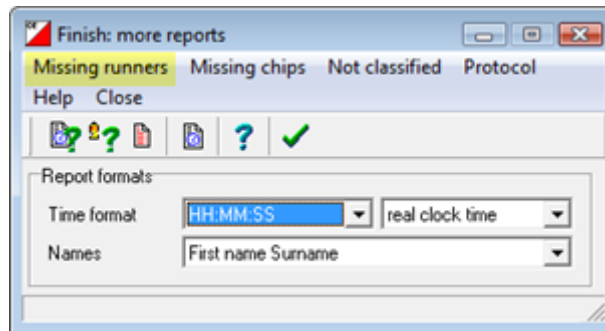
1. Sort the entries by name and scroll down or search for the name of the runner(s) who did not start.
2. Highlight the non-starter entry.
3. In the [Class](#) box (bottom left) select "dns" from the drop down menu.

Main Menu: [Competition Day, More Reports](#)

# Notes on Using SportSoftware OE2003



The Results window opens.



Click on the Missing Runners menu option, then click OK on the next screen.

# Notes on Using SportSoftware OE2003

## Step Descriptions - After the Race

### 11. Review Disqualifications

Main Menu: [Entries](#), [Entries](#)

The Entries window opens.

Sort the entries by surname.

Main Menu: [Competition Day](#), [Evaluate Chips](#)

The Evaluate Chips window opens.

Sort the entries by Class (this makes it easier to compare punch records), but using the sort order drop-down menu box at the top.

In the Evaluate Chips window, scroll down the list of entries and look for the red Error records. Review the reason for disqualification and confirm that it's correct (e.g. no7 missing, no4 wrong, etc.).

Find the disqualified competitor in the Entries window (e.g. scroll down or search by name to find them). Type a meaningful disqualification reason in the Check column for that competitor.

If a disqualified competitor has been re-instated by the Controller, then change the competitor's classification to OK. To do this:

1. Select "OK" from the drop down menu [Class](#). box in the bottom left corner of the Evaluate Chips window.
2. Click on the diskette icon to save the modification.
3. A warning message is displayed: "The classification does not match the code checking result. Please confirm." Click [Yes](#) to confirm.

### 12. Tidy up Punch Records

This step is optional – if in doubt, leave the punch records unchanged. Before making any data changes, you are strongly recommended to make a backup of the database from the main menu [Event](#), [Backup](#) (see 8. above).

*(Note: Never tidy up punch records for disqualified competitors. Only delete extra punches for runners on normal courses, who completed the course properly, took controls in order, and are classified as "OK".)*

To tidy up punch records, open the Split times results report:

Main menu: [Competition Day](#), [Results](#), [Split times](#) and choose Report type [Courses](#).

Review the split times for each course. Look out for extra punches which appear as longer lines in the split time results printout. Make a note of the names of all competitors who have extra punches recorded.

These extra punches (which are additional to the controls on the course) spoil the Splits Analyser programs such as Routegadget, Splitsbrowser, Winsplits and Splitalyzer.

# Notes on Using SportSoftware OE2003

To delete the extra punches:

Main Menu: [Competition Day, Evaluate Chips](#)

The Evaluate Chips window opens.

Sort the entries by name.

For each competitor with an extra punch (or punches):

1. Scroll down or search to find the competitor, and highlight their record.
2. Carefully review their punch record and identify any additional punches. These should show up in **red** in the middle punch display box.
3. Left click on the extra punch to highlight it.
4. To delete the extra punch, do: [Right click](#) and [Delete key](#) together.
5. Click on the diskette icon to save the modification.

*(Note: Take great care as this deletion cannot be easily undone. You would either have to download the brikke again, or recover the punch record from the system log file. This requires expert intervention. It is easier to go back to a Backup copy of the event data files, if you have one.)*

The results are now complete and you are strongly recommended to make a fresh backup of the database from the main menu [Event, Backup](#) (see 8. above).

## 13. Publish Results and Splits Reports for the Web

Main Menu: [Competition Day, Results](#)

The Results window opens.

Set report options:

4. Time format, normally MMM:SS
5. Names, normally First name Surname
6. Print as Ordinary Report

Click on [Official](#), to produce final class results, without split times.

On the next screen, select the [Report type](#) as Class and select all classes to be included in the report, then click [OK](#). The report will appear in a screen window.

Select window menu [Publish](#) to save the report to an HTML format file.

7. Ensure that HTML radio button is selected,
8. Choose the folder and file name (e.g. Results.htm),
9. Click on [OK](#) to create the HTML results file.

Close the Report.

Click on [Split times](#), to produce final split time results, by course.

On the next screen, select the [Report type](#) as Course and select all courses to be included in the report, then click [OK](#). The report will appear in a screen window.

Select window menu [Publish](#) to save the report to an HTML format file.

10. Ensure that HTML radio button is selected,

# Notes on Using SportSoftware OE2003

11. Choose the folder and file name (e.g. Splits.htm),
  12. Click on [OK](#) to create the HTML results file.
- Close the Report and the Results window when finished.

## 14 Produce Routegadget Splits Data Interface File

Main Menu: [Competition Day, Results](#)

The Results window opens.

Set report options:

13. Time format, normally MMM:SS
14. Names, normally First name Surname
15. Print as Ordinary Report

Click on [Split times](#), to produce final split time results, by course.

On the next screen, select the [Report type](#) as Course and select all courses to be included in the report. Click [OK](#). The report will appear in a screen window.

Select window menu [Interface](#) to save the split times as either an XML or CSV interface format file that can be read by Routegadget.

16. Ensure that either the XML or CSV radio button is selected,
17. Choose the folder and file name (e.g. RGSplits.xml, or RGSplits.csv),
18. Click on [OK](#) to create the HTML results file.

Close the Report and the Results window when finished.

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Congratulations, you've completed the timing results for the event !

Last thing, make a final back up of the event files using [Event, Backup](#).

Then close OE2003 by [Event, Exit](#). Goodnight!

RH / DG  
Grampian Orienteers

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