A

Beginner's

Guide

To

OE2010

by Norm Johnston

OE2010 V11

Contents

Introduction

OE2010 is a new version of the OE2003 software that has been in use by OACT for some years. It is a complete remake and has a completely new interface. OE2010 includes many of the features that were only previously available in ancillary applications.

This document is a guide for beginners in how to use SportSoftware OE2010 at small events run by OACT, such as Saturday, Twilight and small Classic events. It covers how to set-up the computer, add competitors' details and handle finishers.

For a manual that covers many more details on using OE2010 see the document *"Advanced Use of 2010 SportSoftware"* **that covers:**
- **how to obtain result files**
- **do backups**
- **the use of the OACT model events; Saturday, Twilight, ACT League, etc.**
- **loading courses and classes for special events, etc.**

If you have any problems, or suggested improvements, with this document please direct you comments to Norm Johnston via email at normjohnston@velocitynet.com.au

This guide applies to all small OACT events using OE2010 (single day event) but is also applicable for single days using the multi day option. There are two event computers but both are very similar in their set-up. Unlike OE2003 the new version has a main "parent" window in which the various sub-windows reside. Hence, it is advisable that the main window be maximised so it is as large as possible. To start OE2010 you need to click on the desktop icon shown at the right. That will bring up the OE2010 application with the window shown overleaf**.** That diagram shows the sub-menus of all the top-level menu items and what operation most of the tool-bar icons perform.

Pinning and Un-Pinning
One new feature of OE2010 is the ability to "pin" or "un-pin" child windows to their parent window. The "pin" is shown by the [icon] icon and the "un-pin" by the [icon] icon and the pins are generally shown in the Top-Right of the relevant window. If a "Pin" is shown then the window remains shown in its parent window. If you click a "pin" icon it will change to an "un-pin" icon and when you move the cursor out of the sub-window the window will disappear. Clicking on either icon toggles it to its opposite state.

 Use of these icons will be explained in the relevant sections below.

Column Sorting
Also, in most windows the data can be sorted on any column by simply clicking on the column heading. For those sub-windows that allow for a category search you must sort on the column that you want to search on; e.g. Entries, Archives, etc.
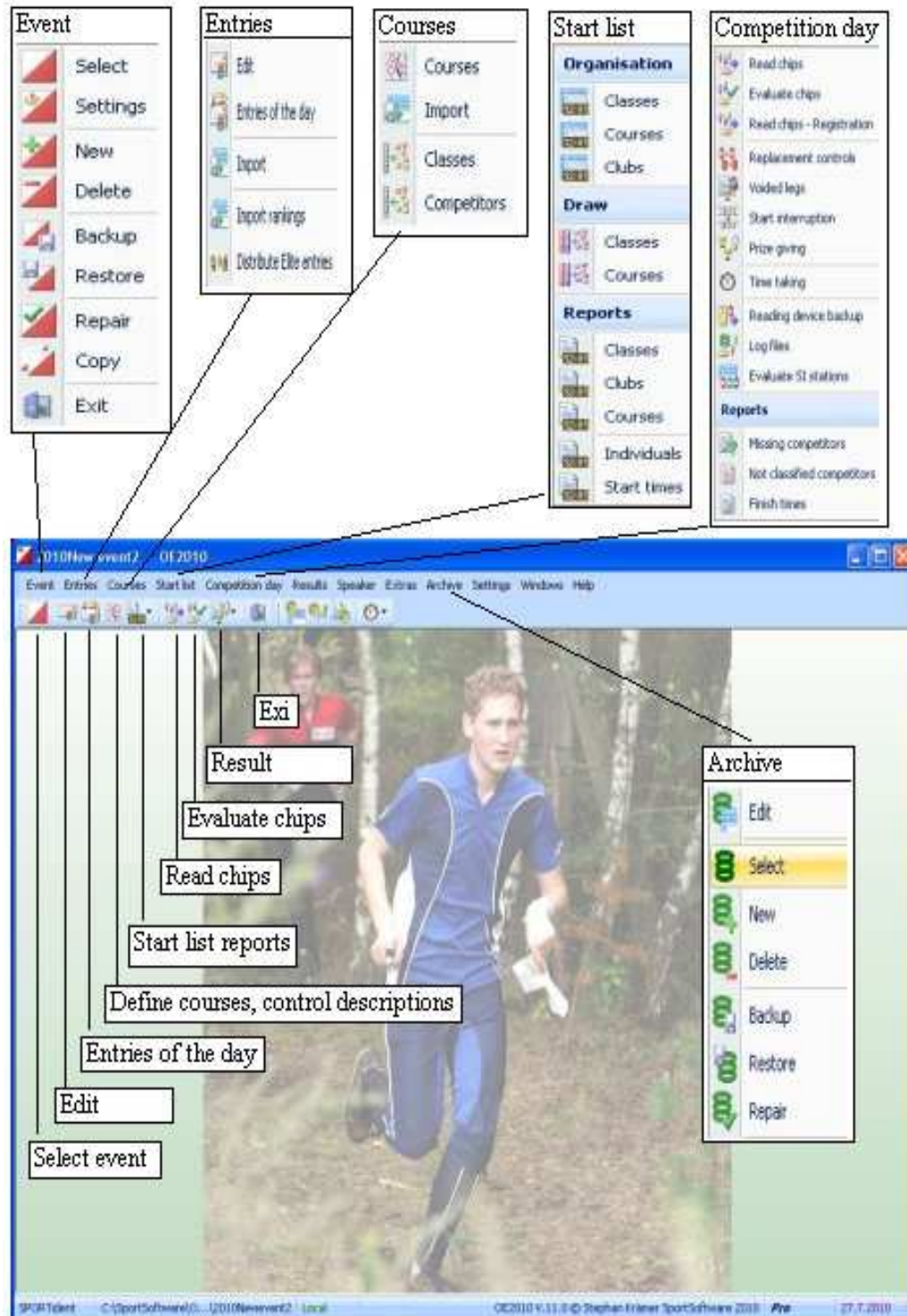
Other Documentation
A PDF file of the OE2010 help file is available from the following url:
http://www.sportsoftware.com.de/download/v11/OE210_Handbook_Eng.pdf.

OE2010 Main Window

OE2010 Single Event Main Menu

Setting Up

Organisers should read the instructions given in the appendix, *Computers: What to do before, at and after an event,* so that the computer equipment is ready for use.

Setting Up Computer

1. Connect the Lenovo laptop to the power transformer and inverter (or mains power supply). If using a 12V power supply connect the inverter to the battery power pack or to a car battery. Turn on the inverter before turning on the computer. (Instruction diagrams for connecting the transformer and inverter are in the computer box.)
2. Connect the computer mouse to one of the four USB ports.
3. Connect the red master unit, 'COMx: Download', to one of the four USB ports. (The COMx port may be different on each computer.)

Starting OE2010

To start OE2010 click on the OE2010 desktop icon that will bring up the OE2010 application and give the window shown above (page 4). Maximise the window by clicking on the blue square in the top-right corner.


Archive Selection

The first thing to do is to select the correct archive file for this event. There are two relevant archive files for minor events, one for the **Set-A events (Saturday and Twilight)** and one for the **Set-B events (Sunday Classic and major events)**. Normally the application will remember which archive was last used but you should check. On the main OE2010 menu click **Archive > Select,** which will show the window:
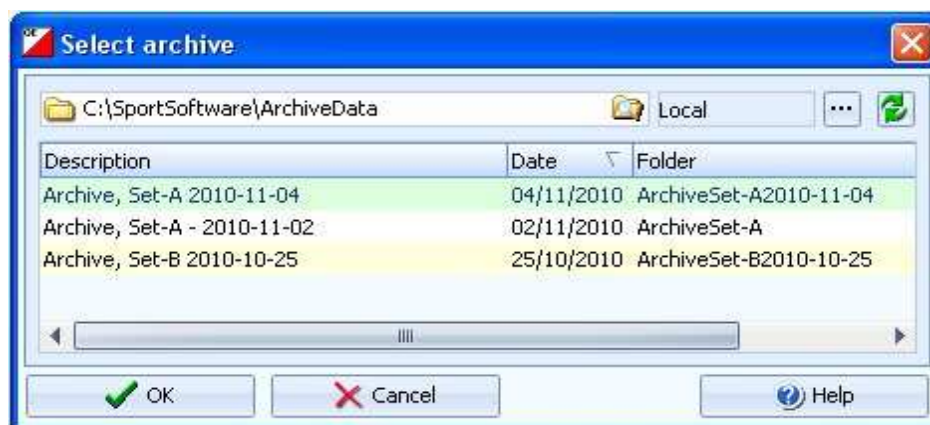
Select either **Archive Set-A** or **Archive Set-B**. Ensure that you select the latest archive for your event. You can click on the **Date** column header to sort the archive by date. In the above image the Set-A has been selected, denoted by the green highlighting.

Selecting the Event

Generally all of the events have been entered into OE2010 . Click the menu item **Event > Select** or the icon. That will give you a window similar to the following:
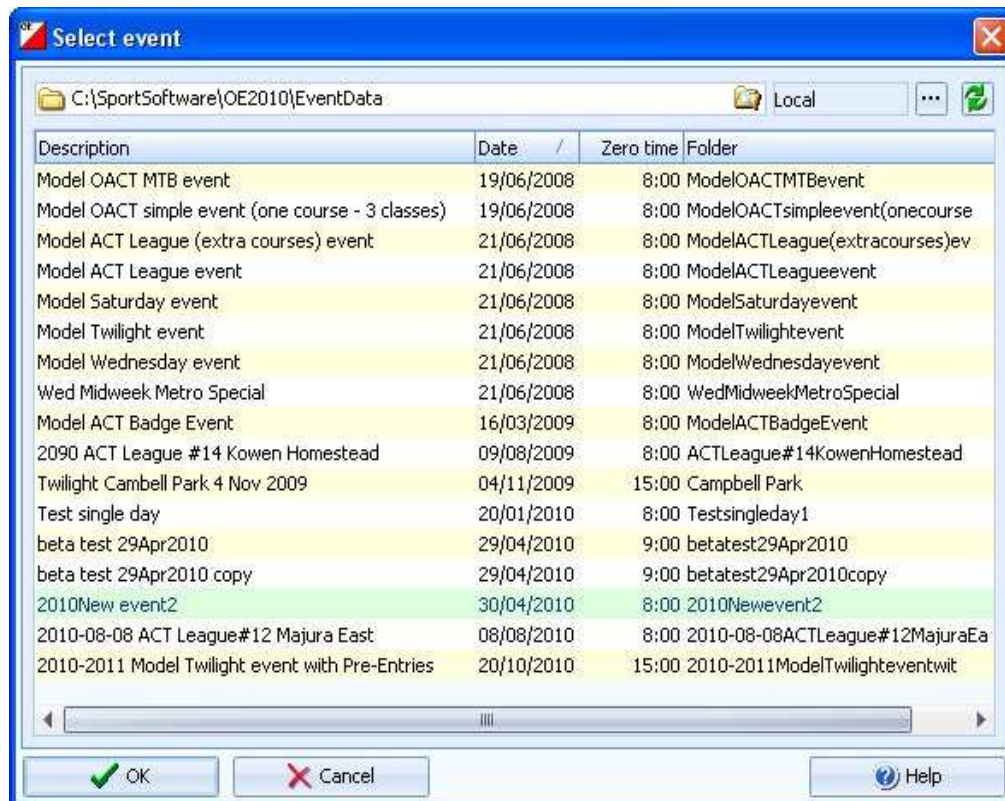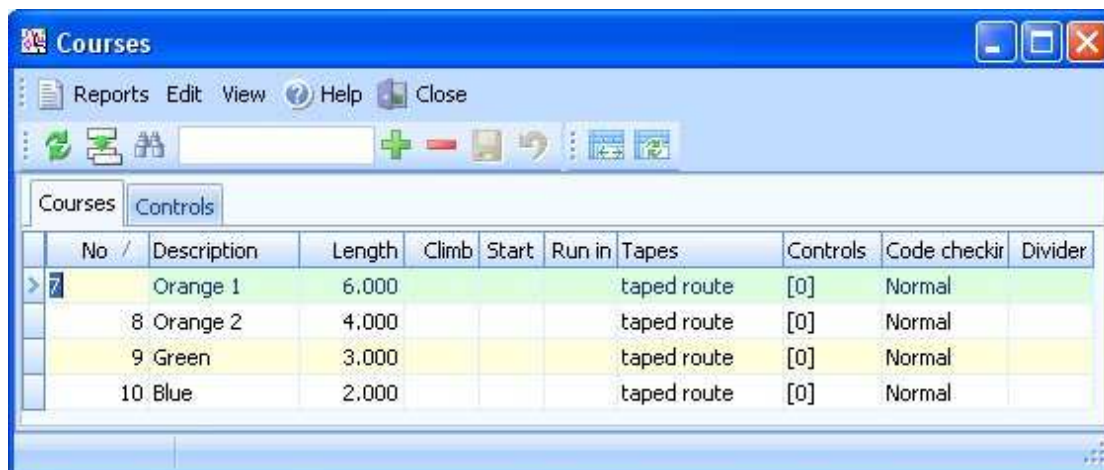

(If your event is not shown you will have to start from scratch and build it from a new event.)

Scroll to your event, highlight it and click **OK**.

Set-up Courses
As these events are predefined you will have to modify the course details. Click **Courses > Courses** or click the icon. That will show the window:

Click on each course in turn and enter the relevant length. You may have to enter a 0 in the "Run in" column in order to accept your changes. Click **Close** when finished. N.B. If you are not using full SI-punching then you need not bother entering the control codes; in that case you cannot enter the number of controls.

Set-up to read chips

On the top-level screen click **Competition day > Read chips** or the icon . That will show the window on the following page.

Generally the Read chips window will retain the settings from its previous use but the various settings should be checked to ensure they are correct. This window has two child-windows "Settings" and "Reserves". Generally when you open the Read chips window the "Settings" window will open as a child or sub-window. You will note that the "Pin" icon will be shown in the Top-right corner of the "Settings" sub-window. After you have checked that the Settings are correct, click the "pin" icon whereupon it will change to an "un-pin" icon. Moving the cursor out of the Settings window will cause that window to disappear. Moving the cursor to the Settings tab, left of screen, will cause the Settings window to re-appear.
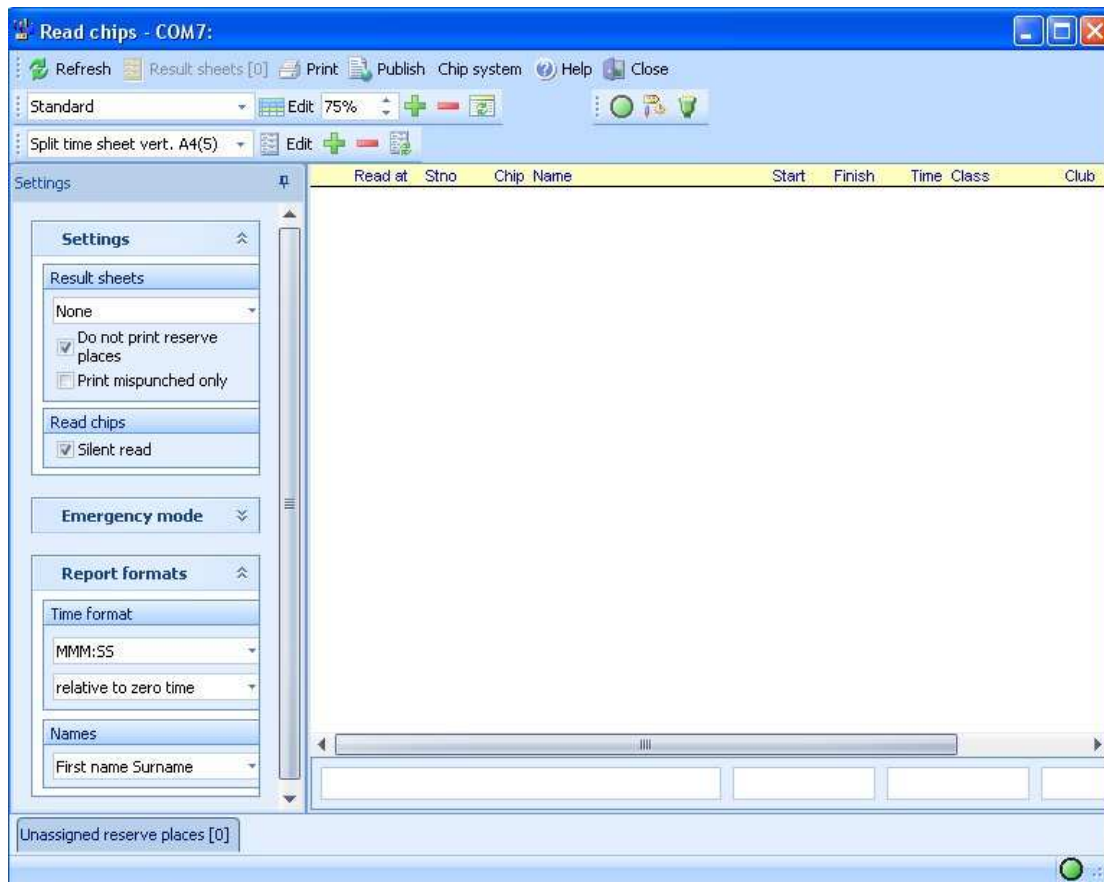
When you open this window you may get an error saying "Com port not ready" or "SI station not ready". If that occurs click **OK** then click the green "Select port settings"

icon, , and select the correct Com port from the list. If the Com port is correct the circle (shown as red) in the lower right corner will show green.

If the circle does not show green and you keep on getting the error "Com port not ready", this may be because the window is already open and has been minimised and is not visible and therefore seems to be not open. If that is so then close the new read chips window and click on the icon (……) at the bottom left hand part of the screen to get the old window to reappear.

In the Settings window set the following settings either by selection or checking the relevant boxes:
- Results sheet = None
- Check "Do not print reserve places"
- Read chips: Check the "Silent read" box
- Time format to "MMM.SS" and "Relative to zero time"
- Names = First name Surname

If you move the cursor to the lower-left corner of the above screen, to the box that says Unassigned reserve places (0)" you will see a new sub-window pop up. That will show another window that is similar to the one shown below, but, initially with the "pin" shown as "un-pinned". It is suggested that you "pin" this window to its parent

and that will show the window below. The configuration shown below has been found to be the best way to use the Read chips option.
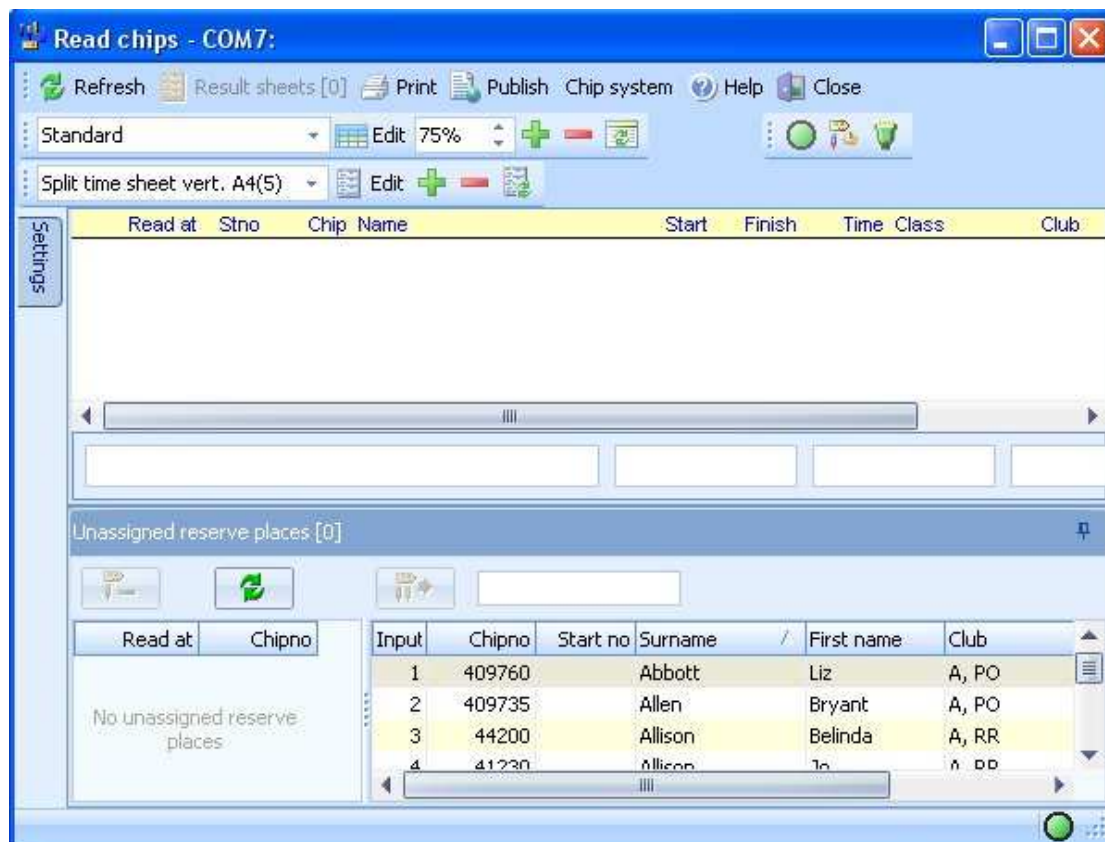
It is suggested that the **Read chips** window be moved to the right of the main window.

See the section *OE2010 Windows Arrangement* (page 24) on how to arrange the various windows for optimum use during events.

Never minimise or maximise the "Read Chips" window or most of the settings may be lost. Also, you may then attempt to open another read chips window and that will result in problems.

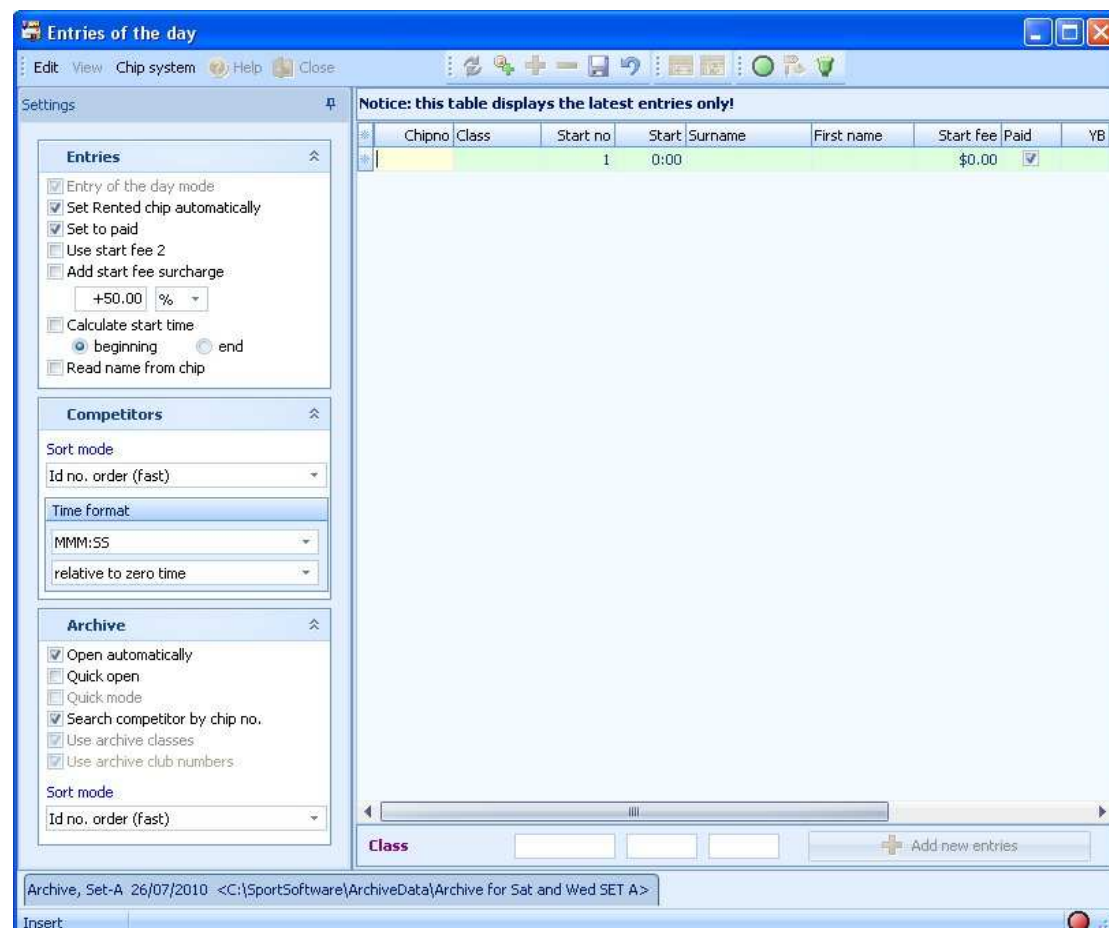# Only one "Read chips" window can be open at any time.

Entering Orienteers for the Event

Orienteers can be entered for the event in the following ways:
- From the **Archive** using SI chip number or name – for names that are already in the **Archive**.

- By entering all details on the day – for those who are not in the **Archive** (can be used for other competitors but is time-consuming and can lead to errors in spelling).
- Pre-entry. People who have pre-entered will not require entering into the system.

OE2010 has an option called **Entries of the day** that should be used to enter runners at events, as opposed to pre-entry events. This option performs a similar function to **Direct entries** does in OE2003. To use the **Entries of the day** option either click

**Entries > Entries of the day** or click the [icon] icon. That will show:

Set the following options in the Settings sub-window:
- Entries - Set Rented chip automatically
- Entries - Set to paid
- Competitors – Id no. order (fast)
- Time format – MMM.SS and Relative to zero time

- Archive – Open automatically
- Archive – Search competitor by chip no
- Archive – Sort mode – Id no. order (fast)

After checking the settings un-pin the Settings window so it disappears when you move the cursor out of that window. Check that the headings of the columns now shown in the window are as shown in the next diagram.

Move the cursor to the box at the bottom of the **Entries of the day** window and the Archive window will pop up. Pin the archive window to its main window and the following should be shown:
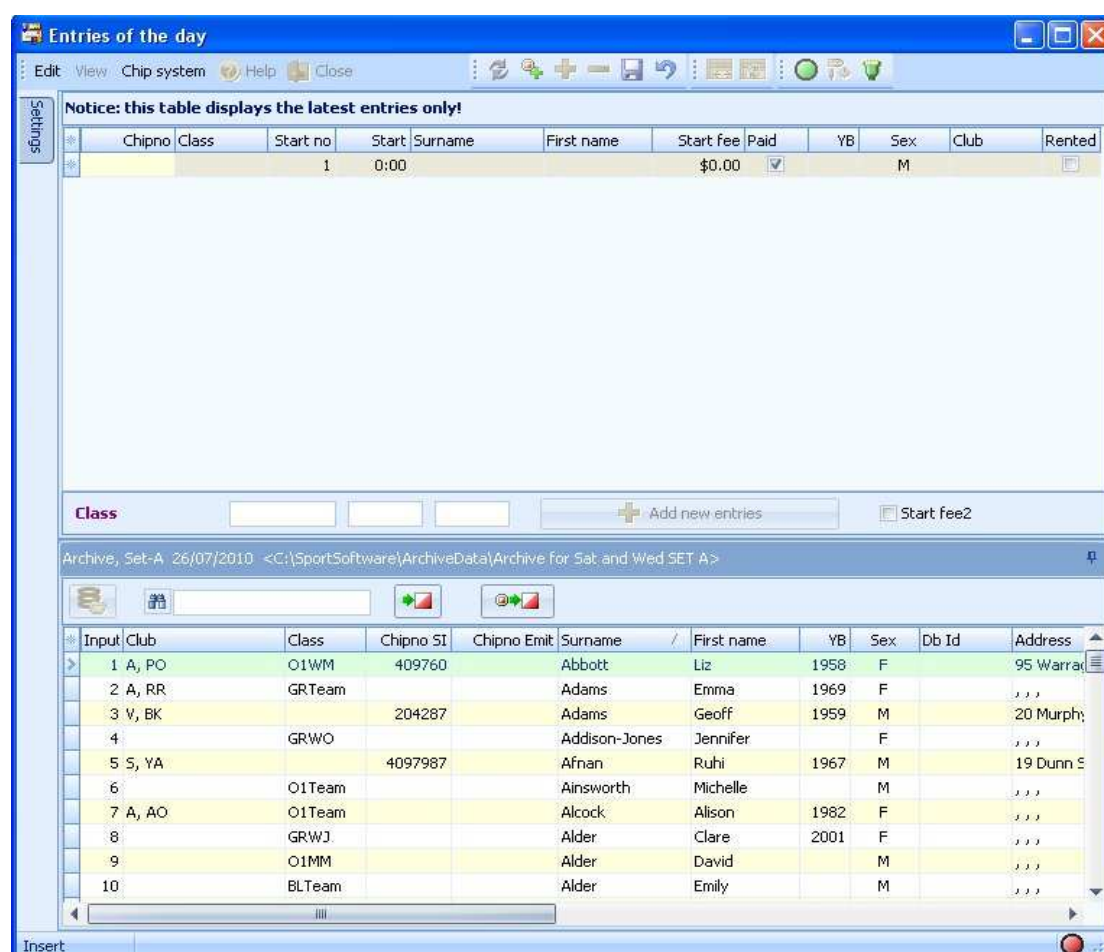
Click the **Surname** column heading so that names will be selected from that column when a name search is done.

Persons with their own SI stick who are already in the Archive

1. In the **Entries of the day** window enter the SI chip number into **Chipno**, and press **Tab**. It the chip is in the archive the entry will appear in the window.

2. Check the name and if correct check the **Class** box. If incorrect select the correct **Class** from the dropdown menu. (N.B. it is generally easier to enter the class manually. Classes are arranged so that the first 2 characters are the

courses, e.g. R3, and the next 2 characters are the category, e.g. WM, for women masters. That data can be obtained from the entry card.

3. Check the other details (sex, club, etc.) for accuracy and press **Enter** to save the entry. Do not bother entering the entry fee. The details will appear in the list higher up the **Entries of the day** window.

Persons with a hired SI stick who are in the Archive

1. In the **Archive** window, enter the surname into the box at the top of the Archive window. The names in the archive will select names as the letters are entered.
2. Select the correct person matching that surname and press **Enter** or click the icon to the right of the entry box. The person's details should appear near the bottom of the **Entries of the day** window.
3. Enter the hired SI number into **Chip**. If an SI number is already shown for that person (e.g. have forgotten to bring own SI card), change the SI number.
4. Select the **Class** from the dropdown box.
5. Check the other details (sex, club, etc.) for accuracy. Do not bother entering the entry fee. Press **Enter** to save the entry. (N.B. When entering the club you can simplify the entering by typing the first letter of their state first, e.g. A for ACT, N for NSW, etc. If no club then use the backspace key to remove any club if a club is showing in the club box.)

Persons with a hired SI stick who are not in the Archive

1. Check the **Archive** first by entering the surname into the archive box. If the person is not found move to 2.
2. In the **Entries of the day** window, enter all details, including hired SI stick number, surname and first name.
3. Select the class from the **Class** list.
4. Check the other details (sex, club, etc.) for accuracy. Do not bother entering the entry fee. Press **Enter** to save the entry.

An example of the **Entries of the day** window after the entry of several people is shown below:

It is possible to edit the names in the **Entries of the day** window; if you attempt that you will be warned by a message and, when you go back to inserting new entries you will be asked if you want to switch to insert mode. Please note that, if the **Entries of the day** window is closed and re-opened the previously entered names will disappear from the screen.

Special procedures for entering teams (groups)

While most teams will be using hired chips some will have their own chip. You must first check if any team member is in the archive.

1. In "Entries of the day" enter the SI number in **Chip** of the team (group) using the appropriate method above. If a name is found in the archive **and that person is in the team** then accept it.
2. If no SI chip found you can search for the person in the archive; if not in the archive then enter their name manually.
3. Enter the chip # into the relevant box.
4. Enter the class as '**xxTeam**', e.g. '**GRTeam**'.
5. Do not enter any more team members at this stage

It is advisable to keep the team entry card stubs in a separate bundle to make handling team finishers easier.

See the appendix for details on how to enter the remaining team members and also how to handle the team finishers.

SI Chips used more than once or Chips already entered

OE2010 does not normally like more than one runner to use the same chip. But, the following method will allow you to use the same chip more than once. You may find that is necessary if there are many runners requiring hired SI chips and the chips have to be recycled during the event. Also, if a runner finishers before they have been entered into the computer, their chip will have been saved as a Reserve and when you try to enter them you will get the following error message.

Enter the entry as shown previously. If, when you press Enter, you get the following error message:

Click **OK**. That will give another message box:

Click **No**. That will take you back to the **Entries of the day** window and normally the cursor will be set in the chip window and the chip number may be set to blue. Now enter the **Start number** into the **Chip** box and again press **Enter**

After entering the above runner the **Entries of the day** should show the Start No as the Chipno. Note that the Start number is shown in the Chip column. **Write the Start number on the entry card stub with a note that this chip has been duplicated.** That information will be required when that person completes their course. It is suggested that the entry card stub of those people who have had to re-use a chip be put in a separate bundle; that will assist when you have to assign their finish times.

N.B. OE2010 will allow you to enter a chip number more than once but by entering the Start number, rather than the SI chip number, makes it easier to handle those entries when the runner finishes and is less confusing.
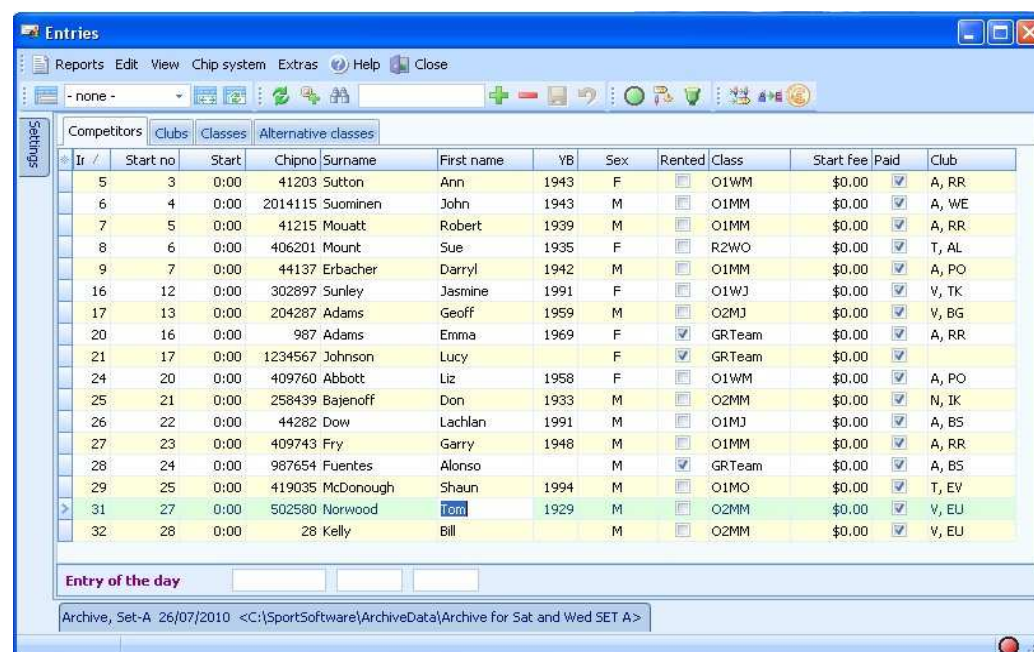
Checking, deleting and modifying entries

As mentioned above it is possible to edit entries in the **Entries of the day** window but only until that window is closed. If you have closed that window and want to edit an entry you can do so as follows:

In the **OE2010** window, choose **Entries** > **Edit**. You can set several different views of the Edit window by clicking on **View** to show:
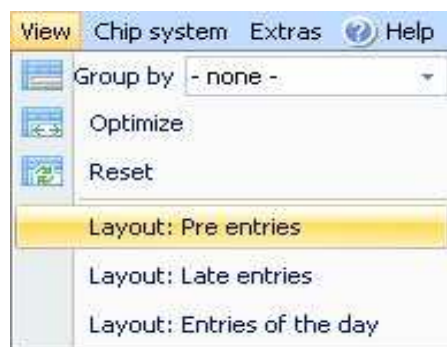
Select **Layout: Pre entries**, which will show the layout below but without the Start no and Start column. If you want to modify the Start no or Start time of an entry you will have to choose the **Layout: Entries of the day** option; that will show the Start no and Start columns, allowing you to edit those columns.

A list of all entries will appear. These can be put in order by input order, start number, name (surname), club, class, SI chipno, etc., by simply clicking on the header at the top of the relevant column.

If, when you open this window and you are not going to require the archive window, un-pin it and it will disappear.

To delete an entry

This may be useful if a person has been entered incorrectly or withdraws from the event, or to delete dummy entries that have been inserted by someone learning to use the program.

1. Open the entry list as above.
2. Click the name of the person to be deleted.
3. Choose **Edit** > **Delete** or click the delete icon (the red bar)
4. Click **Yes** to **Confirm deleting the competitor**

To change a person's entry details

1. Open the entry list as above.
2. Highlight the information to be changed.
3. Type in the correct information and press the Enter key
4. Click **Yes** to save the changes.

As mentioned above, if you are editing an entry that does not have a Start no or a Start time, you will either have to enter data into those columns or else choose the **Layout:Pre entries** option in the View menu.

When finished editing click **Close** to close the window.

Managing Finishers

Getting Finishers In
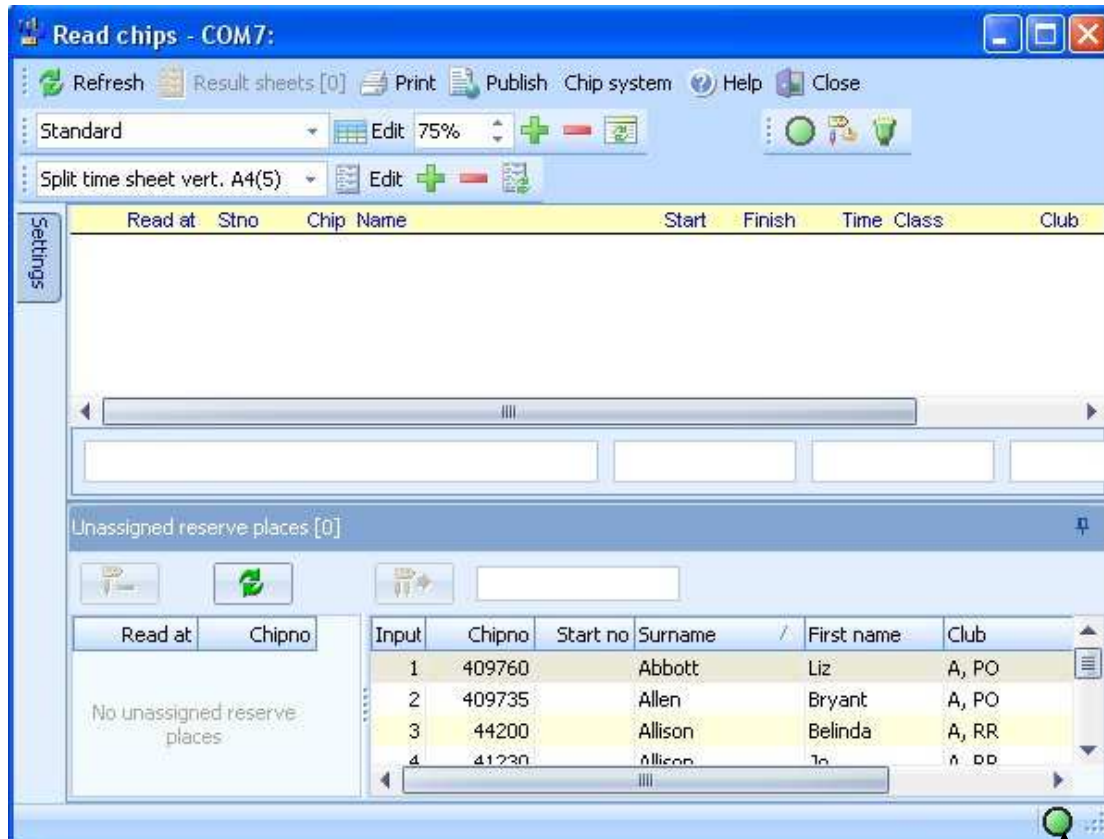
1. Check that the **Read chips** window is open and the SI Station Status is green. (If not, go through the procedure above: *Set-up to read chips*).
2. Insert the person's SI stick into the Read chips master unit. As the chip is being read the colour of the small circle in the bottom-right corner of the window will change from green to magenta and back to green. The person's name, elapsed time and SI stick number will be displayed at the bottom of the **Read chips** window.
3. Ignore the **No course assigned for code checking** message (assuming non-full SI punching).
4. Write the elapsed time for the course on the runner's control card
5. If the SI chip is rented, i.e. has a red finger band, collect it from the competitor.
6. If this finisher is part of a team, follow the above procedure but put the control card in the Teams' bundle so the remaining team's runners can have their time entered later.

Handling finishers in "Silent read" mode whose details have not been entered

If, when you set-up the Read chips window in **Set-up to Read Chips** above, and you ticked the **Silent read** check box, the following will occur. Silent read mode causes any unknown chips and chips read more than once, to be entered as Reserves without any input by the computer operator. The person who compiles the results will sort out all Reserve entries.

If there are many entries to process the situation may arise that a runner finishes their course before they have been entered into the computer. If that occurs the chip data will be saved into a Reserve entry automatically.

The section below is included in case you did not tick the Silent read check box.

Duplicate chip finishers

As mentioned in the **Entries of the day** section multiple runners may be entered with the same SI chip. When a runner finishers and downloads their chip data an error will occur. The following window will pop up:

As a previous finisher has used this chip you must click **No** to this message. That will force that entry to be saved as a Reserve. Note that the name in the bottom window has been changed to Reserve. How to move Reserve finishers to the correct runners will be shown later.

Always write the elapsed time of all finishers on their control card.

Team Finishers

When a team finished their course and they download their chip data OE2010 will treat the chip in the same manner as for individual runners. The recommended method of handling the remaining team members is given in the Appendix.

To View or Edit Finishers

Modifying finish results

It will be necessary to manually edit results for persons who have not completed their course, punched an incorrect control or have not used their SI stick correctly at the clear/check, or start, or it can be proved that they did visit a control but it is not registered on their SI chip. Individual results can be edited by the following procedure:

In the **OE2010** window choose **Competition day** > **Evaluate chips.** That will bring up the following window:

1. In the **Evaluate chips** window select the person from the list of entrants.
2. To change a result to 'did not finish' or 'mispunch' select **dnf** or **mp** from the **Class(ifier)** list in the lower left corner, and press **Enter** to save the change. The word **OK** will not change but the printed results will show **dnf or mp**.
3. To change a person's time, enter an amended time in the right hand box opposite Start and/or Finish beneath the word **OK** (on green background). Press **Enter**. The amended time will appear on the bottom left of the window.
4. If someone has missed a control but it can be confirmed that they did go to that control then you can change the **mp** to **OK**.
5. Close the **Evaluate chips** window.

Runners finishing before they are entered

The **Read chips** section showed what to do with runners who finish their course before their details have been entered. Their chip details will have been saved as a Reserve and their elapsed time will have been written on their control card.

When you enter their details into **Entries of the day** you will get the same error as if that runner is using a chip that has been used previously. So, follow the same procedure shown in **SI Chips used more than once** to enter this runner. To assign the correct chip details to this runner use the method shown in the next section for **Multiple Chip Numbers**.

Multiple Chip Numbers

In previous sections it was shown how to handle finishers who have the same chip number or have finished before their entry details have been entered. If subsequent runners who have had to use a chip of someone who has already finished have had their finish saved as a Reserve the following shows how to move the Reserve to the correct runner.

In the **OE2010** window choose **Competition Day** > **Evaluate Chips.** That will bring up the following window:
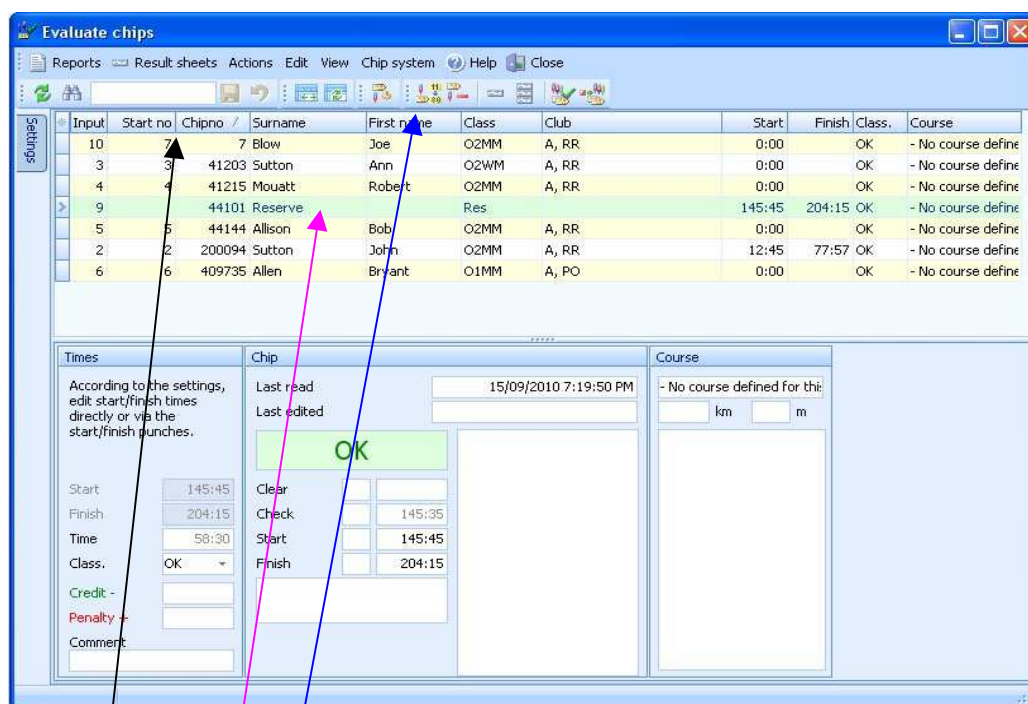
Select Chipno so the list is sorted by Chip number.
Highlight the Reserve that you want to move (in this case it will be move to Joe Blow).
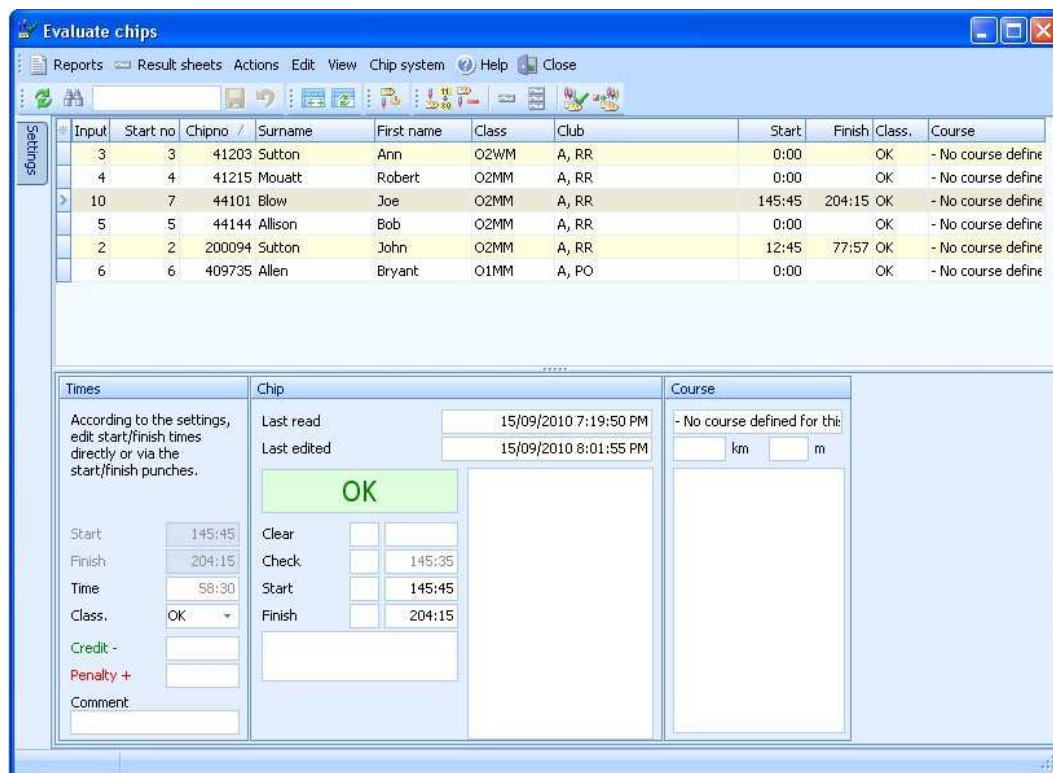
Select the icon (Assign current chip to another competitor). That will show:
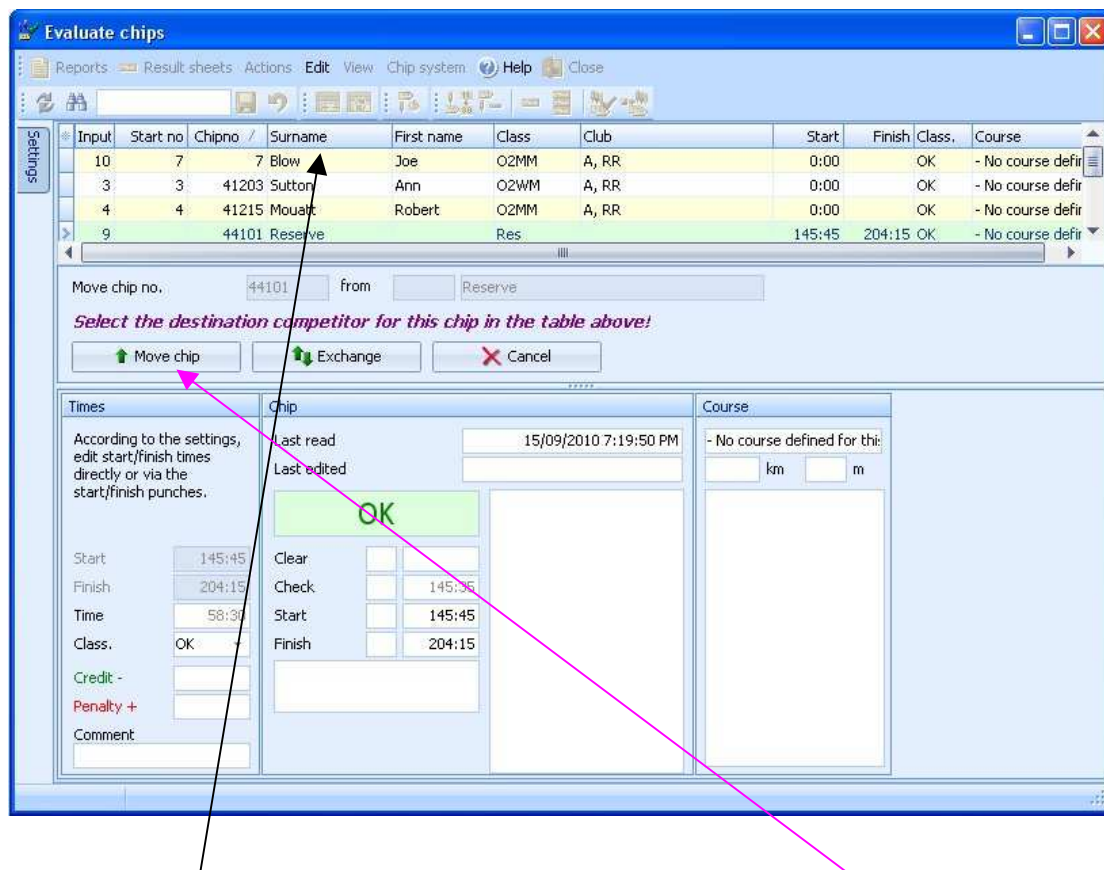
Select the runner who is to receive the Reserve chip data. Click **Move chip** button**.**

The final results of this move is shown below:

Handling Team Finishers

Methods of handling team finishers are given in the Appendix.

Missing runners

To find out how many runners are still on the courses and who they are:

1. In the **OE2010** window, choose **Competition day** > **Missing competitors**
2. A list of missing runners will appear. Runners with missing chips will also be shown; these may be runners that have had their finish details entered manually and have not actually downloaded their chip data.

Class Results

1. Select **Results** then **Preliminary** or **Official** and select **Classes**.
2. Normally all classes will be shown but by clicking on the **Selection** window at the bottom of the window you can choose any class or classes.
3. Click on the **green refresh button** at the top the results for all selected classes in which there are any finishers will be displayed.
4. For team results, if the above procedure for recording team finishers has been applied, all team members should be listed together with the same finish times.

Troubleshooting Results

- No elapsed time is recorded: This usually means that the person omitted to punch at the start. View that person's results (**Evaluate chips**) and edit by entering the Check time shown as a Start time (or add a nominal time for moving between the check and the start). Press **Enter**. This will generate an approximate elapsed time that should suffice.

OE2010 Windows Arrangement.

With a little thought the various windows that are used in OE2010 can be arranged so that the screen has less clutter while all the necessary windows remain open. The diagram below shows one arrangement that can be used to simultaneously enter runners while also accepting finishing runners.

Because of the way that OE2010 works it is possible to open multiple windows on top of each other and, if too many windows are opened simultaneously, confusion can often result.

For general use the only two child windows that should need to be open are the **Entries of the day** and **Read cpips**.

Unless you are a very experienced operator of OE2010 then at no time should any OE2010 windows be minimised, and, except for the very top window, no window should be maximised, both are a sure way to cause problems. If you open a window to edit entries, use Evaluate chips or view results or missing runners then close the windows after you have finished with them
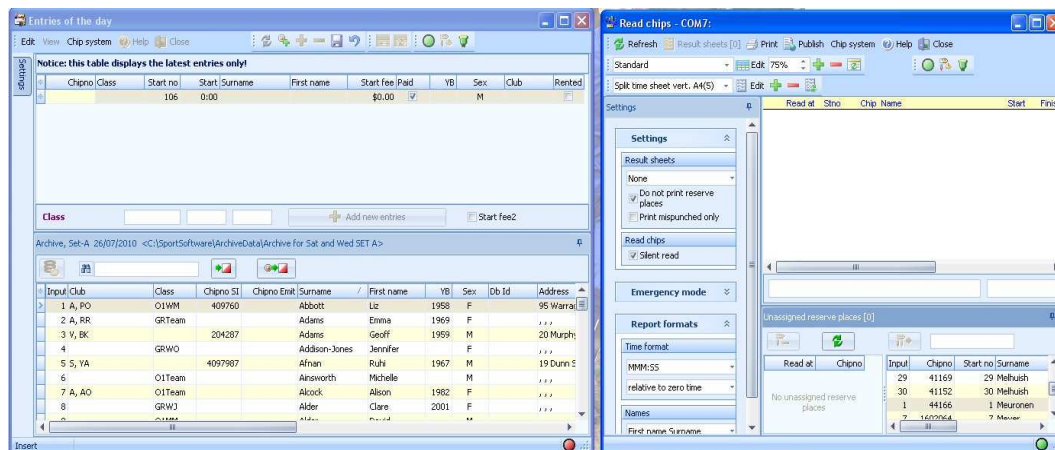
Appendix

Teams

The entering of teams in OE2010 and handling their finish times is a problem in OE2010 because the software was never designed to handle team entries.

Some of the problems that team entries give are:

1. Team members share the same SI chip number and OE does not readily accept multiple names with the same chip number.
2. Team members share the same finish time but OE will only accept one SI chip at the finish. Hence if all team members have the same chip number their times have to be entered manually
3. It can take an inordinate amount of time to enter teams especially if the entrants do not have names in the archive. This can lead to a backlog of entries and quite often runners may complete their course before their names have been entered into the system. This can lead to problems especially with non-competent computer operators.
4. When checking for missing runners, if all team members have been entered in OE, but have not been allocated a finish time, their names will show up as "missing" even though they have finished.
5. When OE prepares results it assumes that participants with the same time have tied and so it allocates their places based on that assumption.
6. When the archive system is updated with runners' details then it is possible that, if all team members have been allocated the same chip number, then multiple names can appear against a single chip number.

Entering Teams

- When you receive the entry card for a Team only enter one person against the SI chip. It is best to try to see if the chip number is in the archive against a team name in the normal manner.
- If no name comes up against that chip number then search for the first team name in the archive.
- If no name comes up in the archive then enter that name manually and select the relevant class
- Write the Start number of the entered team member against their name on the team entry card. This step can be skipped if you don't have time, or a pen handy, as it can be easily done later.
- Do not enter any more names for that team at this stage.
- Put the all the Team entry cards in a bundle separate from all other entry cards.

Team Finishers

When a team finishes they will download their SI chip data in the normal manner and the team member who is listed against that chip will have a time assigned or a **dnf** or **mp** if there was an error. The other team names can be entered at any time after the team has finished. This can be done during the event if you have time or can be done at home. This procedure will mean that, at the end of the event, only one team member of each team will have a finish time.

Entering Other Team Members

Use the team's entry card and using the **Entries of the day** window, follow the same procedure as shown above except:

- Do not enter an SI chip number, simply enter their name and class.
- As each team member is entered note the allocated Start number and write it against that name on the entry card.

Finishing Other Team Members

On the top level screen click on **Competition day > Time taking > Manual input** which will give the following window:

When this window is first opened the Settings sub-window will open. Set the following items:

Results sheet = None
Time format = MMM.SS, Relative to zero time
Names = First name Surname

Enter the team member's Start number, then tab to the next box and enter the Elapsed time. If the classifier is OK then press Enter. For subsequent team members follow the same procedure.

If you use this method it is possible to place the **Entries of the day** and the **Enter finish tim**es window next to each other and to enter the finish time for each team member immediately after entering their details. With a little practise team results can be entered very quickly. However, with some practise you may find it easier to enter all team members first then enter their finish times later.
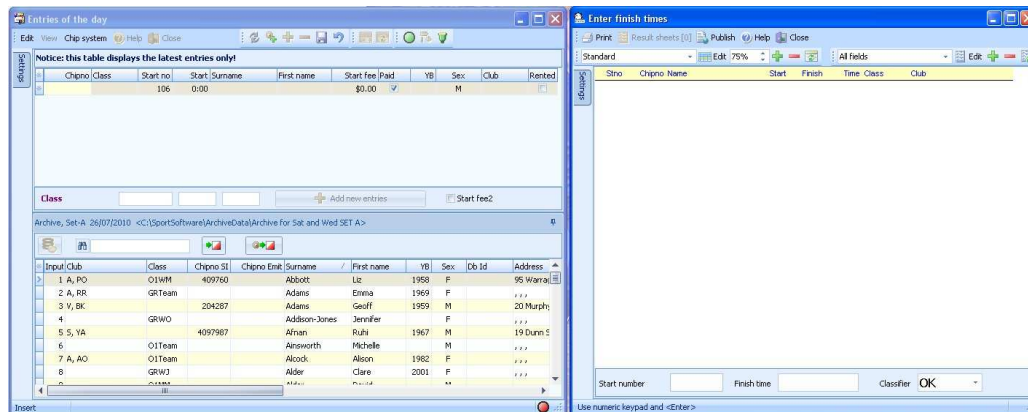
It is generally considered by experienced operators that team members, other than the team member entered initially, be entered after the event, and perhaps be left for the event organiser, or results compiler, to do at home.

You can use the Evaluate chips window to enter other team members. For details on doing that see the manual *A Beginners Guide to OE2003*; the procedure is similar.

Computers: What to do before, at and after an event

To assist yourself and others who have to use the equipment after you the following tasks should be done:

Before an event:
- Check all the equipment required is in the wood and plastic computer boxes; use the inventory sheets to check.
- Ensure computer battery is fully charged at home – this will save the battery power pack or car battery going flat at the event.
- If the battery power pack is to be used then ensure it is fully charged, this may take two days or more.
- If using full SportIdent ensure that you have loaded in the course data either manually or via XML file, it will be too late on the day to do it.

At Event
- Plug the computer power adapter into the inverter and connect the inverter to either the battery power pack or to a car battery; see computer set-up sheet in wood box. Turn the inverter on before turning the computer on.
- If the inverter low voltage alarm comes on during the event then turn off the inverter before you either change to another battery power pack or turn on your car engine. Then turn the inverter back on.
- Do not run the computer on its internal battery unless either the battery power pack or car battery has gone flat.

After an event:
- Ensure that SI units, Start, Finish, Clear, Check have been turned off (use the purple key)
- Do a backup of the event to a USB memory stick
- Check that all the correct equipment is in the wood and plastic boxes; use the inventory sheets to check
- Finalise the results either at the event or at home.
- Email results and backup files to the names listed in the manual
- If possible ensure that the Lenovo laptop computer battery is fully charged
- If possible, and you have been using the battery power pack, ensure that it is fully charged

Other Resources

Other websites that have some excellent documentation on how to use OE2003, OS2003 and MT2003 are.:

http://www.orienteering.asn.au/technical/SPORTidentInfo/

http://uringa.nsw.orienteering.asn.au/sportident%20manual/sportidentpage.htm

http://www.sportsoftware.de/eng/olsw.htm

http://www.sportsoftware.com.de/download/v11/OE210_Handbook_Eng.pdf

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