

## **Autodownload Results Vs3r67**

### **Training before the event**

The Results team leader must liaise with the Organiser and Planner at meetings before the event to ensure it is set up correctly in the results system. Also a training evening should be held prior if required to the event to check out equipment and help everyone practice and remember what they will do on the day. Things to include in the practice for every member of the team are given later in the document under the heading "Things the team must know how to do".

### **To prepare an event and add pre-entries**

To set up an event

Select "Add event"

Enter "Event name", "Event date", "Event type" (usually "BOF Local"), "Epoch time" (see on screen help – usually 8:00:00) , tick "Print splits automatically on download" box, and add any advertising text

Click "Save"

(Epoch time is time before which nothing should be punched and needs to be at least 1 hour before the possibility to prevent problems when BST/GMT change over. If you are wondering a "Spanish Score" is a score where you have to go to every control but in no special order). Assume starts are from 10.30am to 12.30pm with EPOC helpers starting from 10.00am if you have not been told otherwise. Courses usually close at 14.30pm.

Refer to section about "after a ranking event" latter in this guide if you are considering using Age class based entries/results because you need to set the event up differently if you do.

Recommended method to set up courses

Select the event you have just entered

Click on "Courses"

Select Import/Export XML courses

Enter the filename and path of courses exported from PurplePen

Click "Start"

Click on "Back" twice

(You can also manually set up courses – see on screen help for explanation. You can also use Import course file from OCAD8 option if you have exported a courses.txt file from there)

EPOC owns control boxes programmed as numbers 80 to 135, so all control on courses should fall within this range. Avoid reprogramming boxes; and re-label them if you do have to.

Courses need to be entered, one per group required in the printed results (one per colour, or one per class) as there is no notion of multiple “classes” associated with one course. Courses should not be more than 85% like each other (i.e. 2 out of 10 controls need to be different) for download to be both efficient and effective. You need to have 2 courses (even if one is a dummy) entered in the system for it to work properly.

It should be recognised that because there is no concept of multiple “classes” being related to a course in Autodownload that results will be presented by course only at Badge equivalent events. (You could not enter each Badge age classes as a course because too many would be too similar for the automatic allocation of a competitor at download to operate effectively)

It is important to check control numbers and the published numbers are the same for each control (they can end up different in editing a course) and that there are none unintentionally marked as optional or excluded from split time

Pre-entries can be imported in IOF format (for example from Fabian4, choose Export then the second option “Competitor data XML IOF entry list format for Autodownload”) but are easily entered if a dibber or BOF number is known using “Find SI” or “Find BOF number” feature on the entries screen once the event is selected.

The pre-entries import file MUST use the same course names as the planner has used in the courses file. If not all pre-entries will have to be reassigned to the correct course, and the dummy courses created in the import process will then have to be deleted to prevent them appearing in the results. To save doing this, check and amend the course names to match the pre-entry import file, import the pre-entries, and rename the course afterwards to the planners preferred name.

Pre-entries may have “HIRE” in SI card field if the numbers have not been pre-allocated. Treat these competitors as you would an EOD.

## **Other preparation**

Run Windows update on the machines and update the antivirus to protect the machine

Download the latest versions of SI Archive data from the Sportident site so that as many names are identifiable as

Ensure the laptops have been plugged into the mains so their batteries are charged

Make sure any other drivers etc you may need for printers etc are on the laptops so they can be reinstalled if necessary: the odds&ends directory may already have most of what you need.

Make sure you have a usb fob with enough space to take the backup for the event at regular intervals throughout the day

Make sure start and finish boxes have been cleared down by the planner so that valid Safety Check data is recorded (if boxes are not cleared down then you will have start and finish punches from previous events in the safety data) – see page 11. This is especially important to remember where a night event is followed next day by a day event.

The "clear backup" stick does remove the data - but for some reason it turns acoustics off (you have to use SIManager to reprogram the box to turn it back on again). You can clear boxes using the new download station in extended mode (see separate leaflet), and this leaves acoustics on.

Ensure you have all the equipment and batteries are fully charges (see page 7).

Print out a copy of the course control descriptions for the event as these can be helpful to refer to when discussing queries later on.

### **If you are installing Autodownload on a new computer**

Follow the instructions on the Sportident site, and use the *database settings* values latter in this document if you are setting up another slave machine

If you are setting up a server for some reason you will need to note the following when installing the database element, which are extra instructions not given on Sportident site!

#### Setting up SQLExpress

Ensure MS native client is removed if it exists and reboot laptop before you start

Ensure you select "mixed mode" authentication, and enter the SA password

Once installed use the Surface area configuration tool to enable tcpip, disable other protocols and allow remote connections to the database

Ensure you enable the sql port on the windows firewall else remote connections will be refused

Reboot before installing Autodownload

#### Setting up MSDE (no longer supported by MS)

Once the MSDE self extractor package has been run, locate the installation files directory (by default its in the root of c:)

Before you run the setup.exe, edit the setup.ini file (or copy across a modified one) so an SA password is specified, allow access from networks and sql mixed mode is on.

[Options]

SAPWD="orienteering"

Disablenetworkprotocols=0

Securitymode=sql

Once it is installed you can remove the icon from the system tray by excepting salamander from bootup using msconfig. Reboot before installing Autodownload

You will also need to make amendments to the Windows firewall and network discovery (see later in this guide)

### **Timing on the day**

It essential that there is plenty of help as everything should be set up in the caravan by 10am at latest, so some people need to be around by 9.30am (or half an hour before registration starts)

Registration/ Dibber hire people to bring EOD slips to the Data Entry team frequently (if result team are not getting them they need to go and ask).

EOD for those using hired dibbers, or borrowing someone elses dibber need to be entered because the system does not know from its database who the dibber has been hired to/borrowed from. There is no need to type everything if the BOF number is known as you can use the "Find BOF number" feature on the entries screen to fill in the details from the BOF database which is loaded into the system.

EOD for those using their own dibbers can also be easily entered using either dibber or BOF number. There is also an option to enter by them punching their dibber, which is easier, but will take up one computer and download box whilst being used on the day, and can only be used where download and registration are adjacent.

If someone returns having done a course to download before they have been entered into the event, if download is setup in semiautomatic mode (as recommended below), then the system will try and find a match for the dibber in copy of the BOF database and find a best match for the course and present a screen to confirm the entry details only if the course is less than 85% complete correctly (so if it was a hired dibber, not in the systems copy of the BOF database, or what was presented did not match 85% of any course then it would ask for input).

This means at events where there are large numbers of pre-entries and not many EOD, you may be able to rely on the matching feature for all but hired dibbers, because the flow of downloads will not be interrupted significantly by the systems requests for input. However if there are large number of EODs, it is advisable to use the facilities to enter them to prevent interruption to the flow of downloads and a queue forming.

It is always advisable to add entries related to hired dibbers.

Competitors need to be kept out of the results area. Any problems with downloading/punching not dealt with by this initial request for input should be dealt with by the Query person in order to keep the download queue moving.

The dibber hire competitor/number lists and the dibber box need to be taken to the Results team as soon as possible, so that Results team can put finishers hired dibbers back in it, in order as they are returned.

### **The effect of GMT/BST change overs in Autodownload**

The computers will automatically update their clock - and this could make the computer clock out of sync with the clocks inside the control boxes (depending on the time of year) although all the control boxes clocks should themselves all be in sync (Planners note!).

Change over will not cause an issue if:

- You are using a punching start.
- You are not using the commentary screens (because they use the computers clock to work out elapsed times)
- The time set in the event set up in Autodownload, which represents the earliest acceptable start time is 2 hours before actual starts (to Allow for difference between computer clock and control station clocks plus that some official do start earlier than most competitors - hence 8:00 above) .
- You remember the time difference when interpreting Safety Check data, manually crediting or reprogramming a box on the day

However if you are using allocated start times, these need to be adjusted to reflect control station clock time rather than computers clock time. If you are using a mass start (e.g. at a score event) you must ensure control boxes and computer time are synchronised.

## Results team roles

As there are only 3 viable laptops and 2 download stations, a working team of 4 or 5 should suffice to allow everyone to get a run, with the minimum at any time being 3 at large events. The roles within the team are detailed below and the equipment setup is given in the next section.

If using 2 download stations then you'll need 2 splits printers. You can borrow one shared by some of the YHOA clubs – it will be with the club that last used it; either Aire, Claro or EPOC.

If you are doing EOD by punching a dibber this will take up one download station.

## Data entry roles

This may only be hired dibber entries at events where there are a large number of pre-entries or at small EOD events.

Both laptops can initially be used for entries, with one being turned over to download as necessary.

To set up a laptop for entries

- Select the event

- Click on entries

- Click on add entry

Use the “save” and “back” to navigate.

Team members must be able to input data from EOD slips from registration and use the “find” features on the entry screen to speed things up. You will not be able to enter the same dibber against two different people. It may suit some people to have the entry slips read out to them whilst they type the data in. This is an important task to ensure the rest of results is straightforward.

Input must be *consistent* where it has to be done manually: Class details, e.g. M45L not m45l. Also Forename and Surname to begin with Capitals but otherwise in lower case. The software prompts for this to be corrected

Data entry should be set up and be ready to input at 10.00am at the latest (or when registration starts). The job finishes when all entries are in the computer. About 300 for a colour coded event, and 200/250 for a pre-entry badge event should be expected.

## Download role

1 or maybe 2 laptop(s) will be turned over to download once there is flow of finishers, usually from around 11am (assuming there is some distance between finish and download – if not it

will be earlier), whilst the other can continue to be used for entries, but will also have to handle queries and print results sheets periodically on the inkjet printer.

The download station is usually attached by USB to EPOC7 along with the club splits printer(s) to produce split times for each competitor as they download. EPOC 7 also acts as the server laptop. The inkjet printer can be attached to EPOC8.

The YHOA splits printer along with a second download station can be attached by USB to EPOC 8 and if it is being used the inkjet printer can be attached to EPOC5 instead.

N.B. if for some reason the parallel interface on the YHOA printer has been fitted, you will have to refit the USB interface to make it compatible with the EPOC setup

To set up the laptop for download

Click on "download"

Select "Automatic – Manual on error" from the Sicard downloads

Click on "connect"

The system is ready now to receive dibbers downloaded

Ensure you have the correct printer attached to the laptop with the download station and it has been selected.

Competitor's dib the download box and the download person checks that the competitor is recognised and confirms their name, and course if necessary. When displayed in RED, this indicates a hired dibber has been used and this should be collected.

Also take a moment to ask if they have enjoyed the course and to wish them well, as you may be the last official they see (if there are no queues).

### **Dibber and results display role.**

Collect EOD slips from registration

Replace dibbers in box in order when time permits.

Requests results prints and put the A4 results sheets produced on printer 2 in plastic bags (ink jet print is not waterproof) and displays them.

### **Team Leader.**

Who does nothing on the day except sort out problems, assist where necessary and ensure a backup is taken at regular intervals. They must check out caravan and all equipment before the day. Must arrange training for team. Must contact the planner/pre-entry person to check the courses entered correctly given the type of event and the expected display of results. If not there will be major problems in the results caravan. May delegate setting up all the computers to someone else.

## Equipment.

At least 2 Laptop computers, fully charged with Autodownload installed. EPOC 7 & 8 are best. Ensure you have power adapters and mice for them.

At least 2 Printers/paper. (EPOC splits printer and EPOC inkjet)

At least 1 USB Master SI station + "off dibber" + spare master station

Extension and other connecting cables, small flat head screw driver (to screw in master station and printers cables so they do not fall out). The club has a new long extension with a built in RCB which can be used for connecting the caravan to a power supply in a nearby building.

2 EPOC leisure batteries and inverter plus car adapter.

*N.B. The laser printer cannot be used at events that run on batteries because it draws too much current and will trip out the inverter.*

The laptops inbuilt keyboard on EPOC4 does not work properly – attach and use the external USB keyboard if you do decide to use this laptop at all. The printer port on EPOC 5 also does not function properly, but it is unlikely you will need to use this as all peripherals used now support USB.

**Ensure the batteries are fully charged** - the Stores manager should be able to assist with this.

Ice cream tubs for entry slips  
Scissors  
Results and download signs  
Stools, chairs

Felt marker pens  
String. A4 clear polybags for display.  
Staplers. Staples. Rubber bands..  
Fire lighter (for caravan heater).

The above items should be in the caravan already but check before the event.

**If you borrow additional laptops they will need Autodownload and the appropriate licence installing on them. See separate documentation on minimum requirements.**

## Setting up the computer network for E-punching

The default now is to use a UTP type network and the Mercury hub, which requires power to connect the laptops. Each laptop is connected to the hub using a UTP cable.

### Setting up order

1. Unpack the laptops and connect the power cables and mice. **Do not switch the laptops on yet.**
2. Unpack and connect the printers to the power and to the laptops. The club splits printer and one download station connects to the new Toshiba Laptop (EPOC7).
3. A second download station and YHOA splits printer with USB adapter fitted inside can be connected to the new Toshiba laptop EPOC8, in which case the Epson inkjet printer connects to the old Toshiba laptop (EPOC5); otherwise the Epson inkjet printer connects to the new Toshiba laptop (EPOC8).
4. Switch on the power (mains or batteries).
5. Switch on the printers.
6. Switch on the new Toshiba laptop (EPOC7) and when it is booted up switch on the other laptops.
7. The slave laptops must be directed to use the database on the server. This will already have been done but if the slave laptops aren't able to connect to the server then check it as follows: -

Go into **Database setting** and check they are set as follows

Server: epoc7

Port: 1433

Database: events

Username: sa

Password: orienteering (will be starred out)

8. Select the appropriate event from the menu by double clicking on it in the list displayed
9. You should then be able to view the same data on all the laptops. You can check this by viewing for example the course data or pre-entries (using the "search" feature in the entries section)

## Typical downloads

- **If everything is OK**

In semiautomatic mode, this means that the dibber is recognised, has a name against it, and the download presented matches 85% or more to a known course (in this mode a download with misspunches up to 15% of a course are not presented to be resolved).

You will see a message in red if its hired. The message gives the name, course and time, and the splits will print

- **If the competitor's details are not entered in the event, or if the competitor has miss-punched badly or retired, or done the wrong course**

In semiautomatic mode, this means that the dibber is not recognised, does not have a name against it, and the download presented matches less than 85% to a known course.

You will be presented with the entry screen and prompted to complete the entry of name and to confirm the course.

Use the manually disqualify box to note retirements into the system.

- **If you try and download the same dibber into an event more than once**

You will get a message that it has already been read if the first controls time is the same as the first time it was read and the original download will be reprinted.

If the first controls time has changed, (for example the same person has gone out again on a different course, or it has been reused by a sibling) you will be presented with the entry screen to put in the details of the second entry and the new download will be printed.

## Solving common queries following download

It can be a useful trick to get a competitor who has a query to dub again in order to get a spare copy of their split in order to note down the problem alongside the download details for action later during busy periods.

- **To answer questions about downloads, miss punches or splits**

Find the entry, and click on it to view the splits then edit them etc (as old evaluate SI cards). Without a second splits printer it is not possible to print a revised version of the splits from the query machine; unless the “remove download” under “edit splits” is used or “recalc from the main menu is used, it cannot be reprinted by downloading again (because representing the dibber reprints what is recorded in the system not what is on the dibber).

- **To do a backup of the database to the datastick** (do this hourly at least)

Select Export xml backup from main menu

- **If the planner or controller decides to replace a control or a control has been wrongly programmed**

You need to decide how to approach this. See the help under “course, control master list” for details. You may need to run “recalc” from the first menu to get all the results to appear correctly.

There are options to introduce a replacement control and have either control number accepted, to not replace it and or make the control visit optional. This requires changing the “electronic code”(s) associated with the “published code” in the control master list, or the function of the control in each course.

If a start box fails, you can force a normal control to be treated as the start punch by entering it under course details. If some have already visited the start, you can opt for either a start or a control to act as the start. This is also helpful if you want the first control to become the start, and some have already visited start and first control successfully, or you want to replace the start with a normal control because the start has stopped working. This may lead to Routegadget results needing a manual tweak to be able to be read.

SI config is used with the induction stick to reprogram or read controls. Make sure system clock is in sync with station time before programming (depending on time of year). (You can check by reading a “good” control first or looking at the display on the reverse. If its asleep use a dibber to wake it up.)

- **If a control box stops working and is not replaced**

Then you periodically need to insert that control for all finishers using the “edit splits” feature on the affected courses or make the affected control optional (see control replacement).

- **If changes are made to a course during the event**

This is typically because of a planning mistake or because the control list on the course was incorrectly entered. Correct affected courses (you may be able to use the control replacement feature to help you)

Do a “recalc” from the main menu to reinstate runners that may have been disqualified due to a control having been entered wrongly into the control details for a course.

- **To reprint a competitors splits**

Download again and it will reprint BUT it will print as per the stored value – you may need to “recalc” if you want any changes to be reflected on the printout

- **To view the missing runners** (use near end of day to see if you can pack up!)

If you choose an event then click the “refresh” on the event overview screen you get a list of entries, finishers and not yet known’s which is a good initial guide.

From the entries screen you can also see those who have no finish time yet.

You can also interrogate boxes to get “safety information” to help identify a few different situations.

This was used as part of a set of processes:

1. People who had pre-entered but not started
2. People who had started but not downloaded (still out on course)
3. People who had started but had not been entered - usually because an EOD sheet was missed
4. People who had finished but not downloaded (got waylaid or forgot to)

There is no missing runners report as was and the method where we interrogated the start box (or the first control on each course) and the finish boxes and compare these start and finish punches manually to the missing runners list (which showed all those entered on the system who had not downloaded yet) has been superseded.

In Autodownload you can read in from boxes directly under the "Safety check" section and see an "Outstanding competitors" report. The list you get is a list of entries that have not been downloaded but exist in the boxes. This allows you to cover off (2) (3) and (4) \*only if the boxes were blanked before the start of the event\*. (1) you can't get at. You have to do a manual comparison to another machine showing the "entries" screen (picking out those who have not downloaded).

## Other Useful information and ideas

- If using the caravan, don't use the door for downloading or splits handout as team members will need to get in and out unimpeded.
- Need to know the hire dibber numbers range so that hired dibbers can be kept after downloading. On downloading, the screen will be in red if a dibber has been hired.(any new dibber for hire need to be pre-entered onto the system)
- Make sure registration brings entry slips frequently and keep them to help with queries.
- Keep collected hire dibbers in order in case you need to re-download in order to reprint a competitor's splits sheet.
- Have plenty of ice cream tubs and felt pens for sorting entry slips and dibbers etc.
- Tape or sign from finish to caravan. Team leader to tape around the caravan.
- If the Epson Inkjet Printer complains it does not recognise the ink as genuine, then if there is another Epson printer driver or port in the printers list (2 copies of the driver installed), select that and try again as sometime it gives a false error message when it can't find the active printer port. Otherwise replace the ink cartridge
- The Epson splits printer will complain it has run out of paper, before the roll end and will stop printing – so always have a spare with you
- On an emergency you can print the results to the Epson splits printer by selecting “narrow results” which gives name and time – but better than no print out at all!

## Things you must know what to do

- **What to do if the power goes off on the day**

Hopefully the laptops will have some battery power in them – but you cannot rely on this as the batteries are old.

If you are running the laptops from batteries check the inverter has not been tripped (the fan on the inverter won't be running). Turn everything off, reset the inverter by turning it off and on again, then power everything up one item at a time to see if any one item leads to the current draw that causes the trip.

If the power comes back on quickly then the laptops will carry on.

If the power does not return then you will have to use the master laptop (laptop 1) and make sure you take a backup before the power goes off again just in case.

EPOC also has an adapter to allow a laptop to run off a car battery via the cigarette lighter socket, then this will allow downloads but no printing.

If there is no car cigarette lighter available and the laptops have no battery power then there can be no further results on the day. In this case you will need to keep all the e-punches that have not been downloaded and return non-hire ones to competitors by post.

- **What to do if a laptop stops working**

Firstly reboot the offending laptop to see if that cures the problem. If it is the server (EPOC7) that has been rebooted then you may need to reboot the slave laptops (EPOC4, 5 & 8) as well to re-establish the network connections.

If re-booting does not cure the problem then, if the offending laptop is not the server (EPOC7) then there is no great problem, just stop using it.

If it is the server then you have a bigger problem.

If this is the case you can use the database service thats already set up for this kind of disaster recovery (“DR”) on EPOC8 as the server by changing the database settings in Autodownload, then restore the event from the most recent backup. This is not for the faint hearted!

(it is also possible to start the database service mssqlserver from “Services“ list in “Settings, Control panel, Administrative tools“ on EPOC4 laptop as the server if things get really desperate)

- **What to do if a printer stops working**

Has the printer run out of paper or ink? If so refill or replace.

If anything else - check all connections, switch printer off and on again - not much more can be done on the day. You can check in My Computer then Printers to see if the computer can see the printer. If not then can try to re-establish the connection.

You can export the results in a form that you can at least see numbers etc on the screen following the "Basic" results instructions on the next page. You can also print to the Microsoft xpd driver which is an onscreen format a bit like PDF.

- **What to do if someone breaks the network**

Check all network cables and connections to laptops for secure connections. You may need to reboot the slave laptops to re-establish connections with the server. If the network cannot be restored then you will just have to use the server laptop on its own. This will enable downloads to be made and competitors' printouts to be printed but will probably not have time to print result lists or make queries on the database until near the end of the event.

- **What to do if you get a TCP error when starting Autodownload**

This is because communication across the network has stopped working properly.

There are a number of things to check:

- Check you have the correct machine name in the database settings in

- Autodownload, and mssqlserver service is running on that machine

- Check to network cables are plugged in and there are green lights on the router for each linked computer

- Run a command prompt and check you can ping the other machine successfully

- Check the network properties configuration of the server (Right click on network icon on desktop) and ensure network discovery is *on*.

- Check the Windows firewall settings on the server and ensure there is an *exception* for sqlserver port 1433 listed and a *scope* of local network set.

Be aware that windows update can affect these settings (reset them to defaults) so they can need resetting!

## **What to do after the event: Final results Production**

Before you relax in the glory of a job well done, and return all the equipment & event data to the epunching equipment person, there is the urgent matter of getting results and the file required for display and Route Gadget to the webmaster.

The target is to get the results and RG working on the web by 5pm!

You will also you will need to handle any queries and corrections so may have to set up a temporary email address to handle these.

The webmaster requires the results files, so:

Select "HTML Results"

Browse to a folder or click on "make new folder"

Choose a folder name e.g. 091025ogdenresults

Select "one page for results and separate page for splits" option

Click on "Export"

NB do not choose a file name – it must be a folder that exists as many files are produced.

Zip up the folder. Do not rename any files in this folder.

Then, produce a Sportident .csv splits file

Select 'Export OE Splits' command.

Name the file eg. 091025ogdensplits.csv

Click on "Export"

Add this to the to Zip file and email the zip to the webmaster. Don't add anything else to the zip.

(There are three ways to produce the required splits file for RG including Export to RG and Export in IOF format, but recent experience suggests the .csv file is the best).

NB. The webmaster will already (before the event) have obtained the other files required for RG from the planner. ie. The Base Map and the Courses file.

If for some reason courses are changed at the event, for example the start becomes the first control, you must let the webmaster know as the the courses file will need to be edited to reflect the new order of controls.

## After a Ranking Event

For new-style regional C (old colour-coded) events, the ranking database is now able to accept results directly in SportIdent .csv format. This format can be exported from AutoDownload using the Export OE Splits command (on the results screen).

For old-style regional B (badge) events, you've got the option of setting these up in AutoDownload as BOF National events to use age classes, which gives the additional option of a BOF Ranking export on the results screen menu. You can either use this or the OE .csv file to submit the results.

For non-age class events there is a description of how the rankings are assigned for the colour courses on the ranking website.

The ranking website automatically detects which type of file you're submitting and it all seems to work ok from there; inevitably you may get some record errors and these can be quite hard to find or impossible to correct (so eventually you may have to accept that not all will be uploaded)

In order to upload you need to login to the BOF website as the club results secretary (if you are not the secretary you will need to send this to them as it is not a generic account), then follow the on screen instructions.

For reference you will have to match the following fields manually:

Database ID=BOF No.  
Club=City  
Test1=Age Class  
PI=Placing  
NC=Non competitive

Other fields will have been matched automatically or ignored.  
Ensure the first line (which has the headers in) is ticked as "ignor"

You can upload the file more than once (it overwrites previous upload) in case you need to correct anything.