

# ASCA StockdogFinals Help Notes

*(Help screens revised: 3 August 2016)*

## **Please Note:**

(1) To keep informed about the StockdogFinals Freeware Stockdog Secretary Tool (FSST) updates, all FSST and FAST software users are encouraged to join the FAST software Yahoo group list; see Section 1.1. below on how to join.

(2) This “read-me” document is a copy of the information contained in the help screens of the Freeware Stockdog Secretary Tool (FSST). Making it available in this MS Word and PDF format will enable you to easily print this information, should you wish to do so. This document will give you a good understanding of the capabilities of the latest StockdogFinals version of the Freeware Stockdog Secretary Tool (FSST).

(3) The FSST StockdogFinals software is written as an application of FileMaker Pro; you must have FileMaker Pro installed on your computer. To use the Stockdog.fmp12 file, you need FileMaker Pro version 12 or later installed on your computer. The Stockdog.fmp12 file also can be used on your iPad with the free app FileMaker Go14 and later. **A Clone copy (no data in it) of the FSST Stockdog file can be downloaded by going to:**

<http://www.renzodog.com/program.html>

(4) ASCA’s Stockdog Finals rules are distinctly different from Stockdog rules that apply to the weekend and ASCA National trials. This requires that software be written uniquely for the Stockdog Finals. Please note in particular the significantly different way that Scoring is handled, (see Section 5 of the StockdogFinals Help Notes).

(5) If you need help, contact Paul Kirk [paulkirk@earthlink.net](mailto:paulkirk@earthlink.net) or Jack Mathieson [jackmathieson@mac.com](mailto:jackmathieson@mac.com) and we will be happy to help you.

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## **1.0. StockdogFinals Software Program Overview**

### **Topics Covered in this Section**

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#### **1.1. How to Keep Informed about StockdogFinals Software Updates**

**All Freeware Stockdog Secretary Tool (FSST) software users** are encouraged to join the FASTagilitysoftware Yahoo group. This group is for communication between users of FSST and FAST, including dissemination of information about updates to the software designed for use in ASCA Stockdog trials, and in NADAC, ASCA, and CKC dog Agility trials. It also provides a way for FSST and FAST users to ask questions and exchange ideas for software improvement. The group's membership is limited to those invited. **To be invited to join the FAST agility software Yahoo group list, send an email to paulkirk@earthlink.net giving us information about (1) what club(s) you work with; (2) that you are interested in the ASCA Stockdog trial software; and (3) what general region of the country you live in. We want and encourage you to join!**

#### **1.2. How to Contact Us**

If you have questions about the Freeware StockdogFinals Secretary Tool (FSST) that are not answered by the help screens, contact Paul Kirk paulkirk@earthlink.net (phone 818-886-5467) or Jack Mathieson by email [jackmathieson@mac.com](mailto:jackmathieson@mac.com)

Information about how FileMaker works, as a program, is in your FileMaker Pro manual.

### 1.3. Overall Description and Prerequisites

The Freeware StockdogFinals Secretary Tool (FSST) software is designed to handle only the ASCA Stockdog Finals.

To open and use this Stockdog software you must have installed on your computer FileMaker Pro, version 12 or later. FileMaker Pro is a widely used relational database program that is dual-platformed so that files created on either a Windows platform or on a Macintosh platform can be immediately read and used by either platform. This feature of FileMaker Pro provides great flexibility to clubs by not limiting the use of the Stockdog FSST software to a single platform. The Stockdog software has been designed to include, in a single file, a catalog for scoring and running the trial as well as containing the owner and dog data. With this kind of architecture, if you have a recent version of FileMaker GO, a free app, on your iPad, it will operate the Stockdog file.

### 1.4. What this StockdogFinals Software Enables You To Do

The following features are built into the most recent version of the module of the Freeware Stockdog Secretary Tool (FSST) software:

- Provides for entering dog and owner data.
- Provides for recording entry data as the entries are received.
- Provides for sending out email confirmation of entries; records confirmations that have been sent.
- Provides Run Order sheets for each type of stock, (Cattle, Sheep, Fowl).
- Computes, sorts the data and produces ranked lists of placements with scoring results for posting at the trial.
- Calculates High Combined.
- Calculates High Cattle, High Sheep, and High Fowl.
- Provides Final Results for the ASCA Business Office.

### 1.5. Getting Started with your new StockdogFinals file

If this is the first time that you have used this StockdogFinals Program, you will find it helpful to read ***all*** of the information contained in the Help notes. If you wish to do so, you can print a copy of the Help Notes formatted in MS Word and PDF. For basic FileMaker Pro functions, consult your FileMaker Pro manual.

To set up a trial for the ***first*** time you must use a clone of the StockdogFinals software, (a clone file has no data in it), which can be downloaded from

<http://www.renzodog.com/program.html> This website also includes downloads for the StockdogWeekend trials, so be sure to download the software for the Finals.

### 1.6. Making a Clone from a File Used in a Previous Finals Trial

If the StockdogFinals clone version is the same date as used in a previous Stockdog Finals trial, and if the club putting on the Finals agrees to allow you to use their database for the previous Finals, these are the Instructions for making a Clone that has no trial data in it but retains all the Owner and Dog data from the file that was used at a previous Stockdog Finals trial:

(1) You ***must*** go to the website <http://www.renzodog.com/program.html> and check to see that the version date of the FSST Stockdog file available there is ***exactly*** the same as the version

used at a previous Finals. If the dates of the versions do not match, you **must** download the website FSST Stockdog file and import the owner and dog data from the previous StockdogFinals file into the new version. See Help Notes, Section 1.7 for instructions on importing data.

(2) If you want to archive the past Stockdog Finals trial data, make a copy of the file used at the previous Stockdog Finals trial and store it in a flash or hard drive. **Be sure to make the name of each Stockdog Finals file different from the names of all other StockdogFinals files; never have two files with the same name.**

(3) After you have done steps #1 and #2 above, go to the Top Menu screen in the StockdogFinals file you wish to make into a Clone file that has no trial data, but retains all your Owner and Dog data. Go to the Top Menu screen and click on the orange “Make Clone” button and follow the instructions there.

## 1.7. Importing Dog and Owner Data into a New StockdogFinals File

If the StockdogFinals file used at a previous Finals is **not** the same version as the StockdogFinals File at the FAST/FSST website, here are the steps that must be followed for importing the Dog and Owner data from the previous Stockdog Finals file into a new clone, (a file with no data in it);

(1) Open the previous StockdogFinals file; on the Top Menu screen click the purple “Edit Owner Data” button; then do a “Show all Records” by pulling down “Records” from the top FileMaker menu and selecting “Show all Records”, or use the keystroke Command+J to show all records.

(2) Go to <http://www.renzodog.com/program.html> and download a new StockdogFinals file from the website. **Make sure that you label this file different from all other StockdogFinals files you have on your computer.**

(3) Open your new StockdogFinals file; on the Top Menu screen click the purple “Edit Owner Data” button. Then from the top FileMaker menu bar pull down “File” > “Import Records” > “File” and navigate to the previous StockdogFinals file; select it and open it; a small “Field Mapping” window will open.

(4) In this “Field Mapping” window toggle in the boxes at the top of the window so that in the box “Source” it reads “Owner Data” and in the “Target” box it reads “Current Table (Owner Data)”; also, in the middle of the window set the “Arrange by” box to “matching names”; then click the blue “Import” button. An “Import Records Summary” window will appear; click the blue “OK” button.

(5) Go to your Top Menu screen and click the purple “Edit Dogs Data” button. Then from the top FileMaker menu bar pull down “File” > “Import Records” > “File” and navigate to the previous StockdogFinals file; select it and open it; a small “Field Mapping” window will open.

(6) In this “Field Mapping” window toggle in the boxes at the top of the window so that in the box “Source” it reads “Dogs Data” and in the “Target” box it reads “Current Table (Dogs Data)”; also, in the middle of the window set the “Arrange by” box to “matching names”; then click the blue “Import” button. An “Import Records Summary” window will appear; click the blue “OK” button. Your new file is ready for you to initialize and start the process of entering data for your the upcoming Finals trial.

(7) Move your old StockdogFinals file to your storage folder or storage hard drive. Do **not** have two files with the same name on your computer.

(8) Although these steps may look long, they are not complicated. However, if you need help with the importation process and would like to have us do it for you, send a copy of the previous StockdogFinals file to paulkirk@earthlink.net and he will be happy to do it for you and return your file promptly except for weekends that he is out of town.

## 1.8. Importing Data You Are Working on into a New Version

If you have started a StockdogFinals file for an upcoming Finals trial you are working on, here are the steps for importing that data into a new version of the StockdogFinals file:

(1) Open the StockdogFinals file you have been working on; Go to the Top Menu screen, then do a “Show all Records” by pulling down “Records” from the top FileMaker menu and selecting “Show all Records”, or use the keystroke Command+J to show all records.

(2) Open your new StockdogFinals file that you downloaded from the FAST/FSST website; on the Top Menu screen click the purple “Edit Owner Data” button. Then from the top FileMaker menu bar pull down “File” > “Import Records” > “File” and navigate to your old StockdogFinals file; select it and open it; a small “Field Mapping” window will open.

(3) In this “Field Mapping” window toggle in the boxes at the top of the window so that in the box “Source” it reads “Owner Data” and in the “Target” box it reads “Current Table (Owner Data)”; also, in the middle of the window set the “Arrange by” box to “matching names”; then click the blue “Import” button. An “Import Records Summary” window will appear; click the blue “OK” button.

(4) Go to your Top Menu screen and click the purple “Edit Dogs Data” button. Then from the top FileMaker menu bar pull down “File” > “Import Records” > “File” and navigate to your old StockdogFinals file; select it and open it; a small “Field Mapping” window will open.

(5) In this “Field Mapping” window toggle in the boxes at the top of the window so that in the box “Source” it reads “Dogs Data” and in the “Target” box it reads “Current Table (Dogs Data)”; also, in the middle of the window set the “Arrange by” box to “matching names”; then click the blue “Import” button. An “Import Records Summary” window will appear; click the blue “OK” button.

(6) In your old StockdogFinals file into which you had been entering data, go to the “Top Menu” screen; then do a “Show all Records” by pulling down “Records” from the top FileMaker menu and selecting “Show all Records”, or use the keystroke Command+J to show all records.

(7) In your new StockdogFinals file, navigate to the “Top Menu” screen. Then from the top FileMaker menu bar pull down “File” > “Import Records” > “File” and navigate to your old StockdogFinals file, select it and open it; a small “Field Mapping” will open.

(8) In this “Field Mapping” window toggle in the boxes at the top of the window so that in the box “Source” it reads “Trial Entries” and in the “Target” box it reads “Current Table (Trial Entries)”; also, in the middle of the window set the “Arrange by” box to “matching names”; then click the blue “Import” button. A small “Import Options” window will open; select “Keeping them in the original record”, then click the blue “Import” button. An “Import Records Summary” window will appear; click the blue “OK” button.

(9) Your new file is ready for use with all the data imported from your old StockdogFinals; check to see that the initialization data about the Trial Director, Host Club, Location, Event Date, and Sanction# were imported and if not, re-enter this data.

(10) Move your old StockdogFinals file to your storage folder or storage hard drive. Do ***not*** have two files with the same name on your computer.

(11) Although these steps look long, they are not complicated. However, if you need help with the importation process and would like to have us do it for you, send a copy of your StockdogFinals file to paulkirk@earthlink.net and he will be happy to do it for you and return your file promptly except for weekends that he is out of town.

## 2.0. Initializing Trial Information

Before typing any data from entry forms into your StockdogFinals file, you must initialize the Program, that is, fill out info about the Finals that is used for recording data. This help page explains how.

### 2.1. Setting Up the Basic Club and Finals Info

To set up basic information about your club and the Finals:

1. Go to the Top Menu screen; click the Initialize button. This displays the Initialize screen.
2. Type in the information that is appropriate for your trial. **NOTE:** You can edit all data on this screen later if you need to change it.
3. **When there are pop-up windows, always select from them rather than typing something in, (the software might not like what you type and that will cause operational problems).** The pop-up screens that can be edited have “edit” at the bottom of the list. Click on “edit” and edit the list; feel at liberty to delete everything on these screens and type in exactly what you want in list fashion.

## 3.0. Entering Data

### Topics Covered in this Section

- 3.1. Overview of Entering Data
- 3.2. Entering a New Owner in your Database
- 3.3. Adding a New Dog to an Owner in your Database
- 3.4. Helpful things to keep in mind when working with your Stockdog Dog table, your Owner table, and your Entry Input Screen
- 3.5. Entering data on the Entry Input screen
- 3.6. Navigation Keystrokes
- 3.7. Setting Tab Order
- 3.8. Deleting Records

### 3.1. Overview of Entering Data

Entering data for a new catalog is simplest if you have dog and owner data from a previous Finals trial. If this is your first trial you will need to type in all your dog and owner data, (which can be used for a subsequent trial without having to type it in again).

### 3.2. Entering a New Owner in your Database

On the Top Menu click the “Entry” button, or use the keystrokes, (Cmnd+2), to navigate to the data Entry Input screen. On the **Entry Input** screen click the green “**View Owners Data**” button, which will take you to the Owner Data table. At the top of the Owner Data table there is a green “**Add New Owner**” button; click it. Fields for typing in the owner’s data will appear with the cursor blinking in the owner’s name field.

***The Owner’s name field is defined to be unique; it is used by the software to link the owner’s dogs to the owner.*** If you inadvertently start to enter an owner that is already in your database, a warning message will come up telling you that the data in this field needs to be unique. On the choices you are given in the warning that you are attempting duplicate a name, select “**Revert Field**”. This will take you back to where you were entering the new owner’s name. If what you were adding is a person that has the same name as someone else already in your database, you must distinguish this person as being different, such as this one having a middle initial that is different from the other person. In such situations you will find some natural way to distinguish the two names; the point is just be sure that every owner name in your database is unique. If you made a mistake of entering a person already in your database, delete the new owner record you were beginning to create; **see Help Notes Section 3.5 on how to safely delete records.**

After you have typed in the owner’s name, use your tab to go through the rest of the owner data fields to type in the rest of the owner’s data. You are now ready to add a dog to this owner. Follow the instructions in step #2 below:

### 3.3. Adding a new Dog to an Owner in your database

While you are viewing your **Owner Data table**, find the owner you wish to add a new dog to. Then click the green **“Add Dog to this Owner”** button that is on the left hand edge of your screen **directly to the left of the owner’s name**. This will take you to the Dog Data table with your cursor blinking in the **Dog Reg#** field. You **must** type in the dog’s ASCA registration number; FSST uses this field to link the dog’s and owner’s records together. After you have typed in the dog’s registration number, type in the information for the dog’s other data fields. When you have finished typing in the dog’s data, you are now ready to add the dog and the dog’s owner’s data to your trial Entry Input screen. **To bring the dog’s data and the dog’s owner’s data into your Entry Input screen, click the green “Add this Dog to Entry” button**; this button is immediately to the left of the dog’s registration number of the dog that you want to enter.

### 3.4. Helpful things to keep in mind when working with your Stockdog Dog table, your Owner table, and your Entry Input Screen

(1) The dog and owner data that you bring into your Entry Input screen must always be brought in from your **Dog Data** table by clicking the green “Add this Dog to Entry” button.

(2) To add dogs to your data base you must always start at the **Owner Data** table by selecting the owner of that dog; every dog must be linked to an owner.

(3) To add a new owner, you must always be on the **Owner Data** table. Click on the “Add New Owner” button at the top of your screen, which will bring up fields for typing in new owner data. For details on how to do this see point #1 of this section above.

(4) There are data sort buttons at the top of the Dog Data table. You can sort the data by alphabetical order of dog call names, by alphabetical order of the dog’s owner’s name, etc. When an owner with several dogs is entering a trial, for many secretaries with a well developed owner and dog database, it will speed the process of bringing the dogs into the Entry Input screen if you sort the Dog Data table by owner’s name. That way you can quickly see all the dogs that an owner has.

(5) Upon completion of the Entry, you can send an email confirmation of this entry, or you may send the confirmation at a later date. After you have sent the confirmation, the software will automatically record on that dog’s entry record that you have sent a confirmation.

### 3.5. Entering data on the Entry Input screen

(1) When entering a dog in the classes it has entered, **use the pop up lists; (do not type class data in directly as the software may not like what you type in, which will cause operational problems).**

(2) Assign the dog an entry number.

(3) High Combined Eligible field: If you have special criteria for awarding High Combined, (e.g., the dog must be entered in all three stock, etc.), click on the light blue “High Comb Eligible field and select “HC”. If all dogs entered in Finals are eligible for HC, then make sure that you click on the “High Comb Eligible” field and select “HC”.

### 3.6. Navigation Keystrokes

Cmnd +1 = Top Menu screen

Cmnd +2 = Entry screen

Cmnd +3 = Run Order selection screen

Cmnd +4 = Scoring screen

Cmnd +5 = Edit Owner data

Cmnd +6 = Edit Dog data

Cmnd +7 = High Combined

Cmnd +8 =Final Results (for BO)

Cmnd +9 = Main Help selection screen

Cmnd +J = Show all records  
Cmnd +F = Find mode  
Cmnd +N = Add new dog  
Cmnd +B = Browse mode  
Cmnd +U = Preview mode  
Cmnd +P = Print

**If you do not remember a key stroke to get to the screen you wish to go to, and if the screen you are looking at does not have navigation buttons, pull down “View” to see whether you are in Browse mode. If you are not in Browse mode, select it. Navigation buttons can only be seen and used when in Browse mode.**

### 3.7. Setting Tab Order

If the tab order is not set the way you would like for entering data, here is how to change the tab order in a layout:

(1) When you are on the layout in which you wish to change the tab order, pull down “View” in your top menu bar and select “Layout Mode”.

(2) While in Layout Mode go to your top menu bar and pull down “Layouts” and select “Set Tab Order” and a small “Set Tab Order” window will appear on your screen.

(3) In the “Set Tab Order” window click on “Clear All” which will clear all the tab order numbers. Click on the fields in the order that you wish the tab to move. The first field you click on will bring the number “1”, the second field you click on will bring in the number “2”, and so on. You do not have to number every field in the layout, just the ones that you want tabs for. When you have finished numbering the tab order to move through the fields, go to the little “Set Tab Order” window and click “OK”.

(4) **For layouts that have link fields (such as the Entry Input layout), be careful to never have a tab number take you to a link field.**

(5) Go to your top window bar and pull down “View” and pull down “Browse Mode” and save your changes.

### 3.8. Deleting Records

From time to time, all of us make mistakes with a record or a record becomes old and we will want to delete it. Deleting an individual record is easy to do, but you must always do it carefully. **When deleting a record you simply must pay careful attention to what you are doing.** File Maker will always warn you whether you are deleting “**ALL**” records, or whether you are just deleting “**THIS**” record. Since deleting records is not a reversible action, you must always pay attention to what the warning is telling you will happen. **Just because you have to pay attention to what you are doing does not mean that you should never delete records!** From time to time you will need to delete records in order to keep your database tidy. It is easy to do; here’s how:

(1) **Select the record you want to delete.** If it is an Entry Input record you want to delete, have that record in view. If it is a dog or an owner record you want to delete, select that record by viewing the Owner Data layout or the Dog Data layout and then put your cursor in a field of that owner’s or dog’s data; to the far left of those lines of data you will see a **black vertical bar** indicating that owner’s or dog’s record is the one selected.

(2) Go to your top menu bar, pull down “Records” and select “**Delete Record**”; just make sure you do **not** select “**Delete All records**”.

(3) You will have a second chance to verify that you have done step #2 above correctly. FileMaker will bring up a warning message asking you “**Permanently delete this ENTIRE record?**” and will give you the choice of clicking on either “Delete” or “Cancel”. As long as it does not read

“Permanently delete **ALL** records” it is now totally safe for you to click the “Delete” button and just the single record that you’ve selected will be deleted.

## 4.0. Run Order: Preparing and Printing

### 4.1 Rnds 1&2

When you first open this Run Order screen (Cmnd +3) for each stock there will be no Run Order numbers. The ASCA Business Office will draw and send you the random order for the dogs for these rounds. Type in the numbers that the Business Office gives you. That class is now ready for you to print when you wish to do so.

### 4.2. Rnd 3 (Final Rnd of Top 15)

To enter the Top 15, go to the **Scoring Select Menu; then click on Rnd 3.** Look carefully to see if there are ties for the 15<sup>th</sup> slot. If there are 4 ties for the 15<sup>th</sup> slot, the top 18 dogs will come up automatically with the word “Enter”. If more than than 4 dogs a tied for the 15<sup>th</sup> slot, manually select from the pop-list “Enter” for these dogs.

When the judges give you the random order for the Top 15, type the order in on the Enter Top 15 screen. Now click the light blue “Run Order” button which will take you to the Run Order Menu screen; select the run order for “Finals” of the stock you wish to print and click the green “Run Order” button and print it.

## 5.0. Scoring

### Topics covered in this Section:

- 5.1. Navigating to the Scoring Screen
- 5.2. Entering Scores and Posting Results
- 5.3. Double Question Marks (??) in your “Q” Column
- 5.4. Backing Up your Scoring Results

### 5.1. Navigating to the Scoring Screen

On the Top Menu screen, click the Scoring button, or use the keystroke of Cmnd +4; this will take you to the Scoring Menu selection window. Click the small green Scoring button to the right of the class you wish to score.

### 5.2. Entering Scores and Posting Results

The only data you enter is JCT, HCT, DNR from the pop-up “Status” window, or the total score and the dog’s time for each dog.

After you scored all dogs in a round for one of the stock, (Cattle/Sheep/Fowl), click the green sort button and it will bring up the page for posting. Check it to see that there are no unscored dogs, (question marks indicate unscored). If there are ties, the software will automatically show the ties, e.g. 1,2,2,2,5, etc. When there are run-offs or ties are broken by the judges using the Stockdog Rulebook for breaking ties using the dogs performance during a given part of the run, manually change the placement as given to you by the judge.

You will rarely need to use the tan “Assign Placement” button visible in Browse mode. This is for use in those infrequent occasions that you want the Place sort to go back to the original sort that the software did for that posting page.

The posting page for each of the stock, (Cattle/Sheep/Fowl), for Rounds 1, 2, & 3, with Final Placements is to be used for giving awards for that stock.

When you do a sort, the software will assign a Q or NQ and place the dogs in rank order. After you have entered all the scores for all the Divisions and have done your final sort, the Scores are ready for printing. You can then use the printed copy for posting. At the end of the Finals you can then generate the Final Results to send to the ASCA Business Office.

### **5.3. Question Marks (?) on your Scoring Screen**

**Question marks (?) on your Scoring Input screen, or in the results for Posting, indicate that this dog was not scored** (i.e., the dog was not given a score and/or run time. The question marks (“?”) are to alert you that you **must** go back to your Scoring Input screen and input the missing data.

### **5.4. Backing Up your Scoring Results**

It is advisable (just good computer sense) to back up your scoring results, (like on a flash drive), at various intervals throughout the day as you are entering the data. Be sure to again back up your data at the end of the day before you shut down your computer. Computers do have failures and it is always prudent to have a backup of your data.

## **6.0. Outputs**

### **Topics covered in this screen:**

- 6.1. High Combined
- 6.2. Final Results (for ASCA Business Office)

#### **6.1. High Combined**

Click the “High Combined” button on the Top Menu screen to navigate to the High Combined page. The blue buttons “Sort” buttons are for those occasions that the secretary wishes to see the ranking of those scores. The green “Sort” button above the “Combined” column is to be clicked when you wish to print the High Combined page for posting; this will place the combined scores in descending rank order with place to the right of the Combined score column.

#### **6.2. Final Results (for ASCA Business Office)**

On the Top Menu screen, click the Final Results button to navigate to the selections for printing the six Final Results reports to send to the ASCA Business Office. Review them carefully and be sure to have the Course Director sign each of the reports.