ASCA Stockdog Help Notes

(Help screens revised: 1 Jan 2016)

Please Note:

(1) To keep informed about 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 version of the Freeware Stockdog Secretary Tool (FSST).

(3) FSST Stockdog 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) If you need help, contact Paul Kirk **paulkirk@earthlink.net** or Jack Mathieson **jackmathieson@mac.com** and we will be happy to help you.

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1.0. Stockdog Software Program Overview

Topics Covered on this Screen

1.1. How to Keep Informed about Stockdog 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, CKC, AKC, and USDAA 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 you to join!**

1.2. How to Contact Us

If you have questions about the Freeware Stockdog 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

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

1.3. Overall Description and Prerequisites

The Freeware Stockdog Secretary Tool (FSST) software is designed to handle both a two day weekend of AM and PM trials, (4 trials), or a three day AM and PM trial format, or a single trial each day.

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 the owner and dog data. With this kind of architecture, if you have the FileMaker GO on your iPad, it will operate the Stockdog file.

1.4. What this Stockdog 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 for being able to run both an AM and a PM trial for up to three days on three different types of stock, or to have one trial each day.
- Provides Run Order sheets for each type of stock.
- Computes, sorts the data and produces ranked lists of qualifiers and placements for posting at the trial.
- Provides category sub-summaries in the financial output page. Camping and lunch fees are provided on the Entry input page and are computed in the financial summary. The Entry input provides for entering two checks for the same dog. “Trial bucks” (credits that some clubs give to workers of previous trials) can be entered and these “trial bucks” are included in the program’s calculations.
- Provides a Financial Summary Report.
- Provides totals of stock runs for each Trial and gives the number of runs per day for each judge.
- Provides Scoring Results to post at the trial.
- Calculates High Combined for the weekend.
- Calculates High Cattle, High Sheep, High Fowl for the weekend.
- Provides Final Results in the format desired by the ASCA Business Office.

1.5. Getting Started with your new Stockdog file

If this is the first time that you have used this Stockdog Program, you will find it helpful to read **all** of the information contained in the Help notes. You can print all the help screens (or the “ReadMe” copy of the help screens, which have been formatted in MS Word and PDF) so that you can have a hardcopy of this Stockdog Program’s Help notes. 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 Stockdog 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 of Freeware Agility Secretary Tool (FAST), used by agility trial secretaries, so be sure to download the software for the correct type of trial.

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

Instructions for making a Clone that has no trial data in it but retains all the Owner and Dog data from the file you used at your last Stockdog 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 yours. If the dates of the versions do not match, you ***must*** download the website FSST Stockdog file and import your owner and dog data into that file, see Help Notes, Section 1.7 for instructions on importing data.

(2) If you want to archive your past trial's data, make a copy of the file you used at your last trial and store it in your archive folder or on an archive hard drive. ***Be sure to make the name of each Stockdog file different from the names of all your other Stockdog 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 Stockdog 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 Stockdog File

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

(1) Open your old Stockdog file, (that has your Owner data in it); 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 Stockdog file from the website. ***Make sure that you label this file different from all other Stockdog files you have on your computer.***

(3) Open your new Stockdog 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 your old Stockdog 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 your old Stockdog 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 new upcoming trial.

(7) Move your old Stockdog 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 your Stockdog 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 Stockdog file for an upcoming trial you are working on, here are the steps for importing that data into a new version of the Stockdog file:

(1) Open the Stockdog 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 Stockdog 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 Stockdog 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 Stockdog 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 Stockdog 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 Stockdog 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 Stockdog 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 Stockdog file ***<u>except</u>*** the initialization data about the Trial Director, Host Club, Location, Event Date, and Sanction#. This data you will have to re-enter.

(10) Move your old Stockdog file to your storage folder or storage hard drive. Do ***<u>not</u>*** 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 Stockdog 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 Stockdog file, you must initialize the Program, that is, fill out info about your trial that is used in recording your data. This help page explains how.

2.1. Setting Up the Basic Club and Trial Info

To set up basic information about your club and your trial:

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 popup 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 popup 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 on this screen

3.1. Overview of Entering Data
3.2. "Received" and "Credit to another Entry" Fields
3.3. Navigation Keystrokes
3.4. Setting Tab Order
3.5. 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 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).

1. ***<u>Entering a New Owner in your Database</u>.*** 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 <u>Owner's name</u> 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:

2. ***<u>Adding a new Dog to an Owner in your database</u>.*** While you are viewing your ***<u>Owner</u> 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. If the dog has an ASCA registration or tracking number, that is the number you are to type into this field. An ASCA registration number or tracking number is not required to enter the trial. However, since FSST uses this field to link the dog's and owner's records together, if the dog does not have an ASCA registration or tracking number, give the dog an arbitrary number unique for each dog, (like Temp1, Temp2, Temp3, etc., or Pen1, Pen2, Pen3, etc., or any way you find convenient to keep track of the numbers that you have assigned; ***each dog's number must be unique and for the Stockdog software to work, all dogs <u>must</u> have a registration number or a temporary number***). After you have typed in the dog's registration or temporary 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 "<u>Add this Dog to Entry</u>" button***; this button is immediately to the left of the dog's registration number of the dog that you want to enter.

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

(a) 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.

(b) 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.

(c) 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.

(d) 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.

4. Entering data on the Entry Input screen.

(a) When entering a dog in the classes it has entered, ***<u>use the pop up lists</u>; (do not type class data in directly as the software may not like what you type in, which will cause operational problems).*** If the dog is entered in the Junior Handler Division, indicate that ***using the pop up list.*** If High Combined Awards are given, the secretary must use the pop-up in the "High Combined Eligible" field to indicate if the dog is eligible to compete for that award based upon the criteria established by the Host Club.

(b) Assign the dog an entry number. These numbers are required in order to be able to use the software's random entry sort for setting up the run orders for each trial. (See further details in Navigating, Editing, and Printing the Run Order in Section 4.0.)

(**c)** Type in the amount received with check number and whatever else is relevant like lunch cost and camping cost that is included in money received from that competitor. See Section 3.2 for how to credit money to different dog records when competitors send a single check to include fees for more than one dog.

(d) 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.

3.2. “Received” and “Credit to another Entry” Fields

There are two fields (“Received” and “Adnl Received” for recording checks and/or cash received. In the “Check Numb” field, record the check number (if cash, type in “cash”). The software will automatically calculate whether fees are paid in full, are owed, or overpaid (“CR” after the number indicates a positive balance) and will record this in the “Amount Due” line.

When a competitor sends in a single check for multiple dogs do this:

(1) Enter the total amount of the check in your Entry Input record for the first dog of that competitor that you enter. For example, assume the fees to be $50 per dog (really cheap for ease of example); assume the competitor has three dogs and sends you one check for $150 to cover dogs “A”, “B”, and “C”. For dog “A”, enter in the “Received” field 150 (without the dollar sign, the computer will automatically bring in the dollar sign, decimal point and two zeros) and type in the check number in the “Check Numb” field. **<u>Note:</u> be sure to enter a check # (or “cash”) in the “Check #” field so that the amount and check number will come into the Deposit List.** The software will automatically record $100 CR (positive balance) in the “Amount Due” line (having automatically subtracted $50 for Dog “A’s” entry). **Do <u>not</u> use either the “Received” or “Adnl Received” field for <u>transfer money</u> between dogs; use <u>only</u> the “Amt. Rcv’d from another Entry” field for transfer money.**

(2) In the field “Amt. CR to another Entry”, type in 100 (the amount without the dollar sign) and in the “Dog’s Call Name” box type in “B” (which is the call name of the competitor’s second dog). The software will now record zero in the “Amount Due”

(3) If you can’t remember, write on a scratch piece of paper that you have $100 to credit to the competitor’s second dog, “B” (or when you are working on dog “B’s” record, you can always go back to dog “A” to see the amount you credited to dog “B”). Bring in dog “B” to your Entry Input screen and enter the classes the dog is entered. On the “Amt. Rcv’d from another Entry” field for this dog, enter 100 (the amount without the dollar sign) and type in the name of the dog the money was received from. After you have entered the $100 as being “Received” for that entry, the software will automatically tell you in the Amount Due line that you have a $50 CR (positive balance). In the field “Amt. CR to another Entry”, type in 50 (the amount without the dollar sign) and in the “Dog’s Call Name” box type in “C” (which is the call name of the competitor’s third dog). The software will now automatically record zero in the “Amount Due” in “B” dog’s record.

(4) Now bring in the competitor’s third dog, dog “C”, into your Catalog file; enter the classes for dog “C”, and enter 50 (the amount without the dollar sign) in the “Amt. Rcv’d from another Entry” field and type in the name of the dog the money was received from. The software will now record zero in the “Amount Due” in “C” dog’s record. If the competitor had written the check for an amount greater than needed for all the dogs, the “Amount Due” would record a positive (CR) balance, and it would show up on the “Refund List” in the Financial Report. If the competitor had not sent enough to cover the classes for all three dogs, the “Amount Due” would record a negative balance, and it would show up on the “Amount Due List” in the Financial Report.

Repeat step “3” above for as many dogs as a competitor has (there is no limit), and if directed by the competitor, funds can be transferred to another competitor’s dog. Tracking the finances for all competitors in your trial, (even those with multiple dogs), is both transparent as well as easy to do.

3.3. Navigation Keystrokes

Cmnd +1 = Top Menu screen
Cmnd +2 = Entry screen
Cmnd +3 = Run Order selection screen
Cmnd +4 = Scoring screen
Cmnd +5 = Edit Dog data
Cmnd +6 = Financial Report
Cmnd +7 = Run Count

Cmnd +8 =Final Results
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.*

3.4. 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 that 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.

3.5. 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. So here is how to delete records. 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

The Stockdog software provides both the ability to automatically generate random run orders as well as enable you to edit the random run orders to separate a handler's dogs to provide run space between them. When you are ready to print your gate Run Order sheets, follow the steps below for setting up the run order:

(1) Go to the Top Menu screen and click on the green "Run Order" button, (or use Cmnd+4). This will take you to the Run Order Menu.

(2) The Run Order Menu enables you select and designate the run order of each class. Select the class you wish to work on. For example, click the green "Run Order" button for the first trial of Cattle. This will bring up the Cattle Run Order screen.

(3) When you first open this Run Order screen there will be no Run Order numbers. To bring the Run Order number in, click the blue "Set random run order" button in the upper right hand corner of the screen and a set of numbers will then appear. You can click the blue "Set random run order" button as many times as you wish to have the dogs appear in other random orders.

(4) Look at the order of the dogs and handlers; if a handler's dogs are well separated, print it.

(5) If you need to change the random order to separate a handler's dogs in a class so that it will run more efficiently, just edit the numbers to be in the run order you wish. ***When you edit the numbers of two or more dogs the way that you want them to be in the class, you must then also type the order of all the other numbers in the class so that all the numbers are in correct order***. When you have the run order the way you wish it to be, print the Run Order class.

(6) The green "Run Order Select" button will take you to the selection screen for bringing up other trials and classes to prepare for printing Run Orders.

5.0. Scoring

Topics covered in this screen:

5.1. Navigating to the Scoring Screen
5.2. Entering Scores and Getting 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; 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 Getting 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. 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 weekend you can then generate the Final Results to send to the ASCA Business Office.

5.3. Double Question Marks (??) in your "Q" Column

Double question marks (??) in the "Q" column on your Scoring Input screen, or in the Final Results Catalog, indicate that this dog was not scored (i.e., the dog was not given a score and/or run time. The double 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. Financial Report
6.2. Run Count (Stock & Runs per Judge per Day)
6.3. Trial Awards & Printing Trial Results for Viewing at the Trial
6.4. High Combined
6.5. High Weekend Cattle/Sheep/Fowl
6.6. Final Results (for ASCA Business Office)

6.1. Financial Report

On the Top Menu screen, click the "Financial Report" button. The Financial Report gives a complete financial report, (amounts received for camping, camping type, results catalog, trial bucks, trial bucks certificate number, donation, total received for each entry, check number, amount due / refund, refund amount issued, check number for refund check, and grand totals in each category).

6.2. Run Count (Stock & Runs per Judge per Day)

On the Top Menu screen, click the Run Count button to view the run counts. Run counts are given for each stock for each Trial; the total runs for each stock are also given for the multiple trials you have in a weekend. A chart is provided for the secretary to put in the initials of each Judge in in the header columns and then put an "X" in each Trial the judge judges. The software then calculates the number of runs each Judge judges at each Trial. It also gives the Total number of runs each Judge judges each day.

6.3. Trial Awards & Printing Trial Results for Viewing at the Trial

The Scoring Results for each Trial can be printed and made available to all competitors upon completion of each Trial. Since these Results rank the scores, they can thus be used for awarding High Score in each Stock. Data is given so that Awards can be given for High Score based on Breed and/or Division.

6.4. High Combined

The High Combined layout gives the ranked summed scores of all the trials in the weekend. It also gives ranked summed scores of all trials in each stock for the weekend. Further, it gives the summed scores for the weekend dropping the one lowest score when there are more than three trials offered in a weekend.

6.5. High Weekend Cattle/Sheep/Fowl

The High Weekend Cattle/Sheep/Fowl layout gives the summed ranked scores of all the Trials for the weekend for each stock. It also gives the summed ranked scores of all the Trials for the weekend for each stock dropping the one lowest score when there are more than three trials offered in a weekend.

6.6. Final Results (for ASCA Business Office)

On the Top Menu screen, to go to the Final Results selection page. To make selections for printing Final Results that are formatted for submission to the ASCA Business Office, click the green Final Results button for each Trial,. Be sure to have the Course Director sign the bottom of each of the reports.