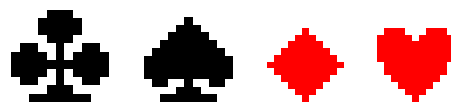




JAS Bridge Scoring Programs

Instructions for Scoring a Teams-of-four Session



Prepared by Alan Dean
Version 06 - April 2012

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Normal scoring of teams of four session with JAS

1. When you start Teams Scorer you are presented with the **Main Menu**:



Unless you are authorised by the club, and have a detailed knowledge of the program, you should only use the buttons for "Teams Scorer", "Administration" or "Exit" as instructed here.

2. Click "Team Scorer" to start scoring the session, and the Event History window opens

The screenshot shows a window titled "Event History" with a table of events. The table has columns: No., Event Name, Date, Sess, Section, Tbs, Boards, Rds, Up, and Component Events. Below the table are buttons: Create New Event, Retrieve Event, Delete Event(s), Merge Sections, Combine Sessions, Print Event List, and Return.

No.	Event Name	Date	Sess	Section	Tbs	Boards	Rds	Up	Component Events
1	Friday Teams of four	27/01/2012	1	Sect1	9	1-27	8	m	
2	Friday Teams of four	24/02/2012	1	Sect1	8	1-32	6	m	
13	Friday Teams of four	28/01/2011	1	Red	8	1-32	6	bm	
14	Friday Teams of four	25/02/2011	1	Red	9	1-27	8	bm	
15	Friday Teams (Association Cup)	25/03/2011	1	Red	7	1-28	6	bm	
16	Friday Teams of Four	22/04/2011	1	Sect1	7	1-28	6	bm	
17	KBC Mixed Pivot Teams	27/05/2011	1	Sect1	6	1-30	5	bm	
18	Friday Teams of Four	24/06/2011	1	Sect1	7	1-28	6	bm	
19	Friday Teams of Four	22/07/2011	1	Sect1	6	1-25	5	bm	
20	Friday Teams of Four	26/08/2011	1	Sect1	7	1-28	6	bm	
21	KBC Championship Teams - B1	23/09/2011	2	Sect1	5	1-30	8		
22	KBC Championship Teams - B2	30/09/2011	2	Sect1	4	1-24	3		
23	Introduction to teams	12/10/2011	1	Sect1	10	1-30	8		
24	Friday teams of Four	28/10/2011	1	Sect1	6	1-25	5		
25	Friday teams of Four	25/11/2011	1	Sect1	6	1-25	5		
26	Friday teams of Four	23/12/2011	1	Sect1	3	1-36	4	m	

Click "Create New Event" button for a new event.
(To retrieve an event entered earlier, for amending, click the event in the list to highlight it and then click "Retrieve Event". The next menu list appears – as shown in section 8 below.)

3. For a new event, the event information window opens as shown in the screen image below. **Please note:** - there are 5 tabs along the top that may be selected to enter information. For a normal duplicate, the information for four of the tabs (“Scoring”, “MasterPoints”, “Import Deal” and “Prizes”) should be preset correctly or not require any entry – see screen images in section 4 below for the settings required under these tabs. “Import Deal” tab is for importing duplicated hand files (see below).

You should only have to enter new details under the first and fifth tabs, “Club/Event Details” and “Import Deal”, but you should check the others, particularly if the previous event was not a normal duplicate session.

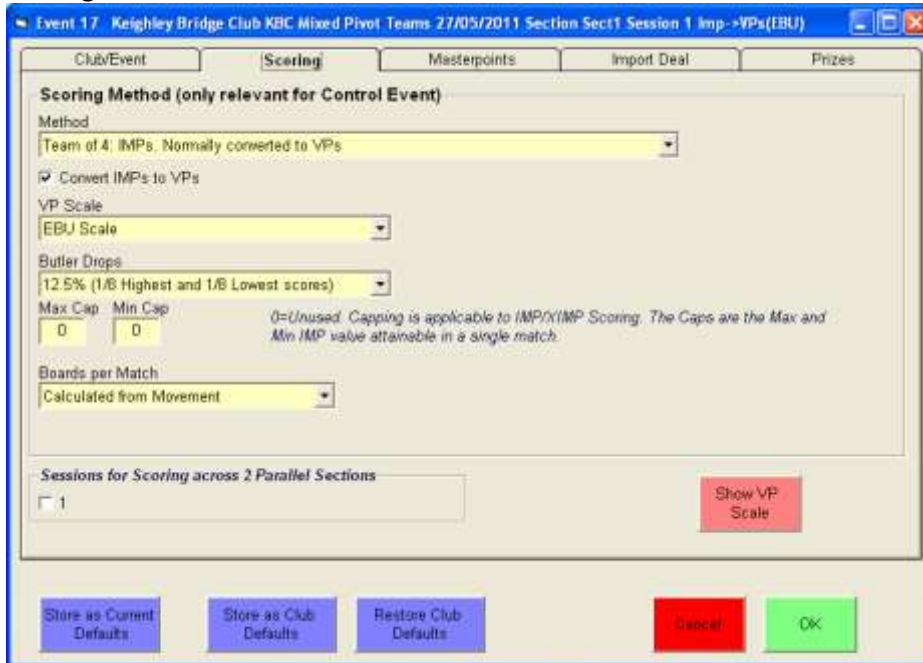
Enter the new Event Name and check that the current date is correct for the event, changing this if required. Enter the director and scorer names.

‘**Session**’ is set as 1 and ‘**Section**’ will be set as Sect1.

‘**P2P Charged**’ - click down arrow at the right for the selection list - set as “10 Normal P2P Club Session (+ any County Charge)” for normal session – set as “04 Teaching/Supervised Play <16 boards. Free” for Thursday afternoons. Choose “03” for annual free Club event.

‘**NGS Rated**’ - click down arrow for the selection list - set as “Yes” for normal club sessions. For 03 and 04 P2P selections set as “No”. **(No P2P file is required if set as “No”)**

4. Scoring tab screen: -



Ensure that the 'Convert IMP to VPs' box is ticked by clicking on the small box.

MasterPoints screen: -



Prizes screen – not used at Keighley

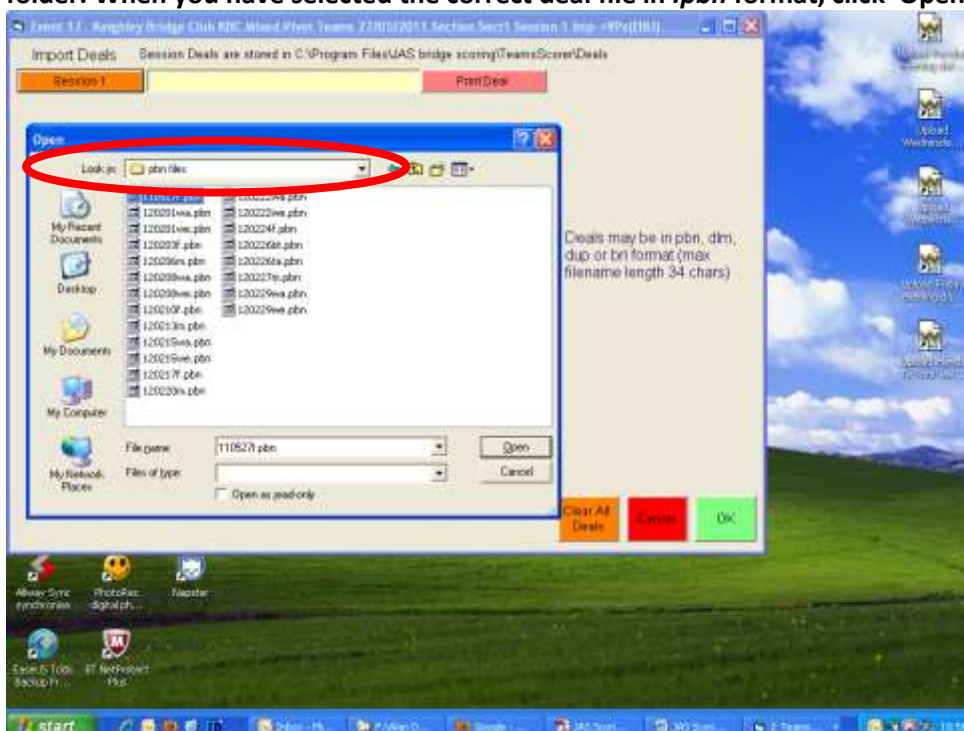


To import hand records, click the "Import Deal" tab and the screen below appears. (N.B.: - This adds the hands to travellers on the results page and provides an alternative method for hand record printing – normally done using our Dealer4 software.)



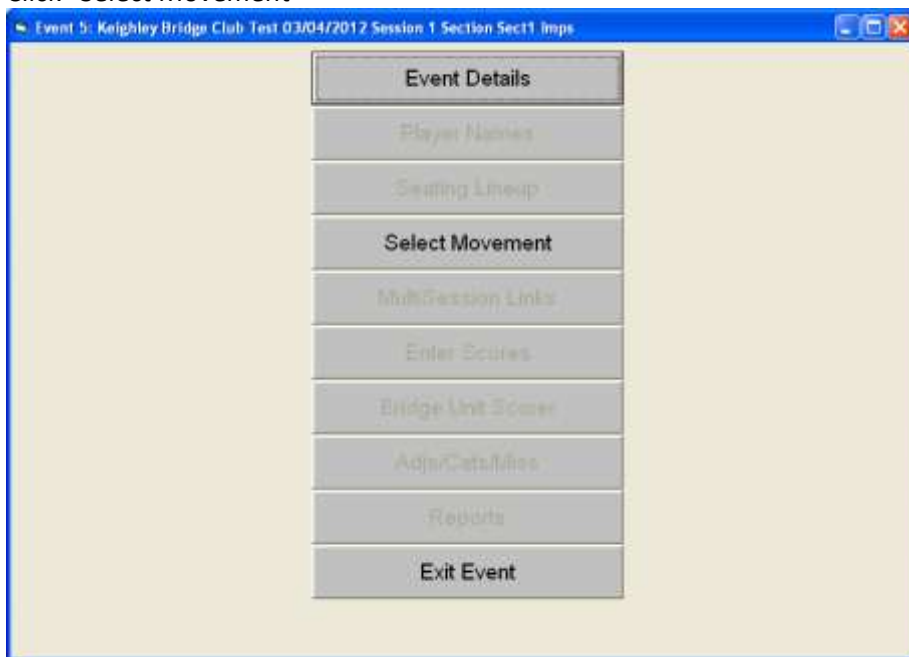
Click "Import Deal Session 1" button to open the dialogue box to select the deal required in .pbn file format from the Dealer4 'Hand Records' folder. Click 'Open' to import the hand file.

(Please note: - the dialogue box may not necessarily open in the 'Hands Records' folder. In this case click on the arrow to the right of the 'Look in' box at the top to search for the folder. When you have selected the correct deal file in .pbn format, click 'Open'.)

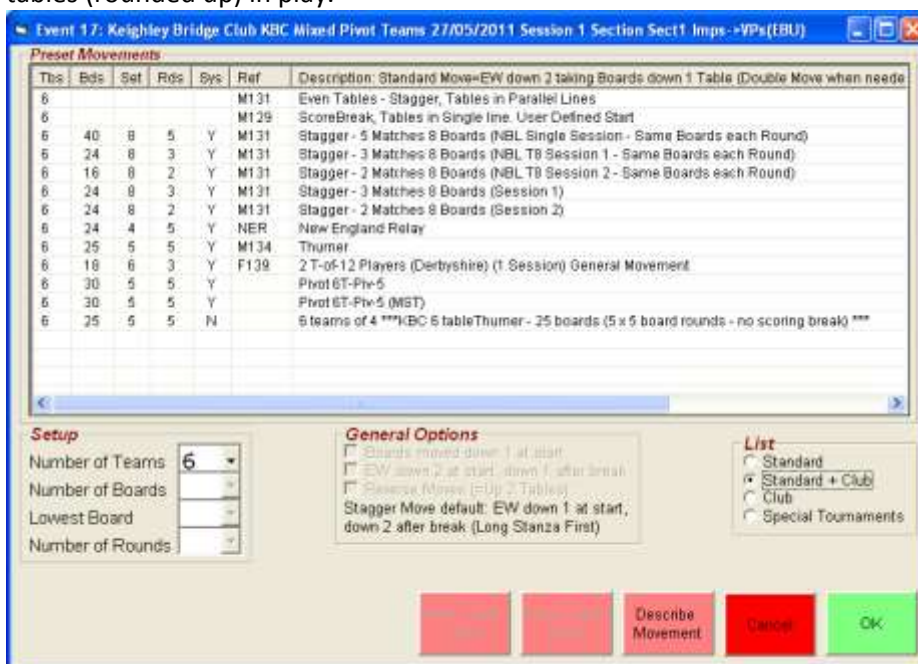


Click "Print Deal" to print the deal in simple text; or "Clear All Deals" to remove; or "Cancel" to stop the import: or "Open" to load into the session. The file name of the deal appears in the import box. Click "OK" to return to the 'Event Details' screen. Click the "OK" button on 'Event Details' screen to return to the scoring menu list.

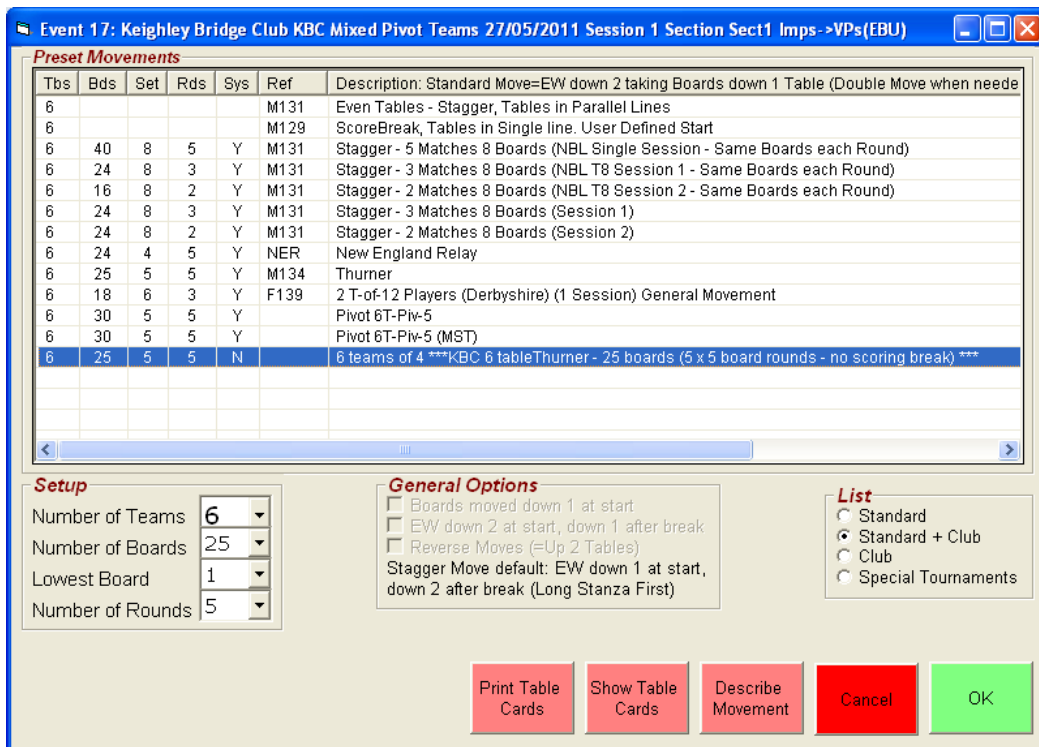
- Click "Select Movement"



- The "Movements" window appears. Ensure that the bullet "Standard + Club" is checked in the 'List' section bottom right. All the usual movements for the number of tables selected will appear. In the "Tables" box at the bottom left, click the arrow to select the number of tables (rounded up) in play.



The two top lines give standard options for teams movements. Other movements for the number of tables are listed below. Movements specifically chosen as preferred for Keighley Bridge Club sessions are at the bottom of the list and marked accordingly, e.g. *6 teams of 4 ***KBC 6 table Thurner – 25 boards (5 x 5 board rounds – no scoring break)**** (Use the scroll bar on the right to find KBC movement at bottom of list if needed). Click the movement line required (see directors' movement book) and the other boxes at the bottom will be completed automatically for the full movement.

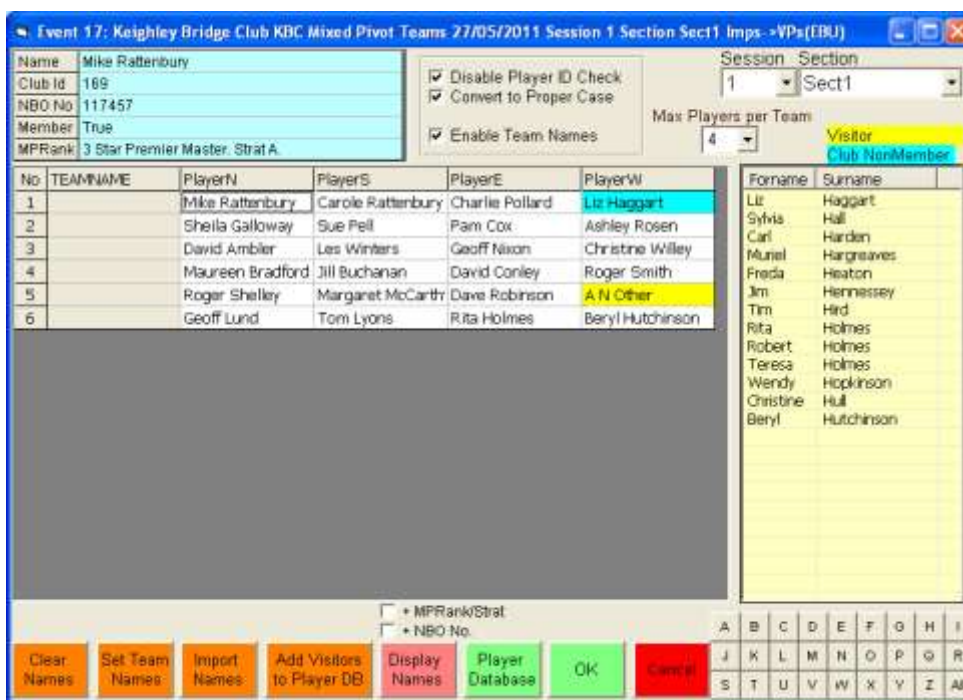


Click "OK" button to continue.

- Menu screen appears. Click "Names" to continue.



- Players' names entry screen appears. Normal sessions require only the entry of the players name in the appropriate box for their starting position. Normally teams are not given names, as set up on screen in section 4. Enter the players' names as seated.

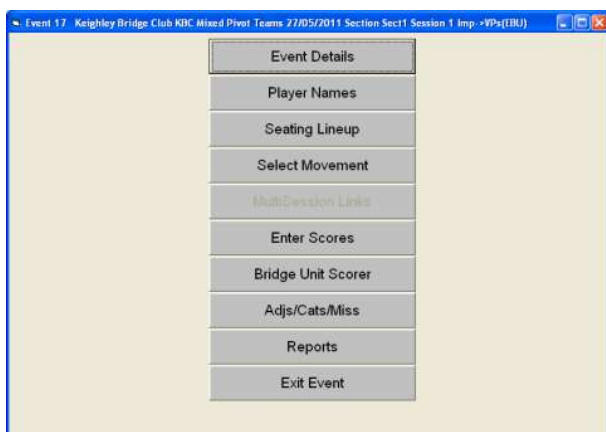


You may enter the names either: -

- from the list on the right – click the first letter of the surname in the bottom right to go to all surnames beginning with the same letter – click the name to enter in the box, OR
- type the three short name characters – first letter of Christian name and first two of the surname (e.g. rsm for Roger Smith), OR
- by typing in the full name, OR
- by using members' club ID number or EBU (NBO) number

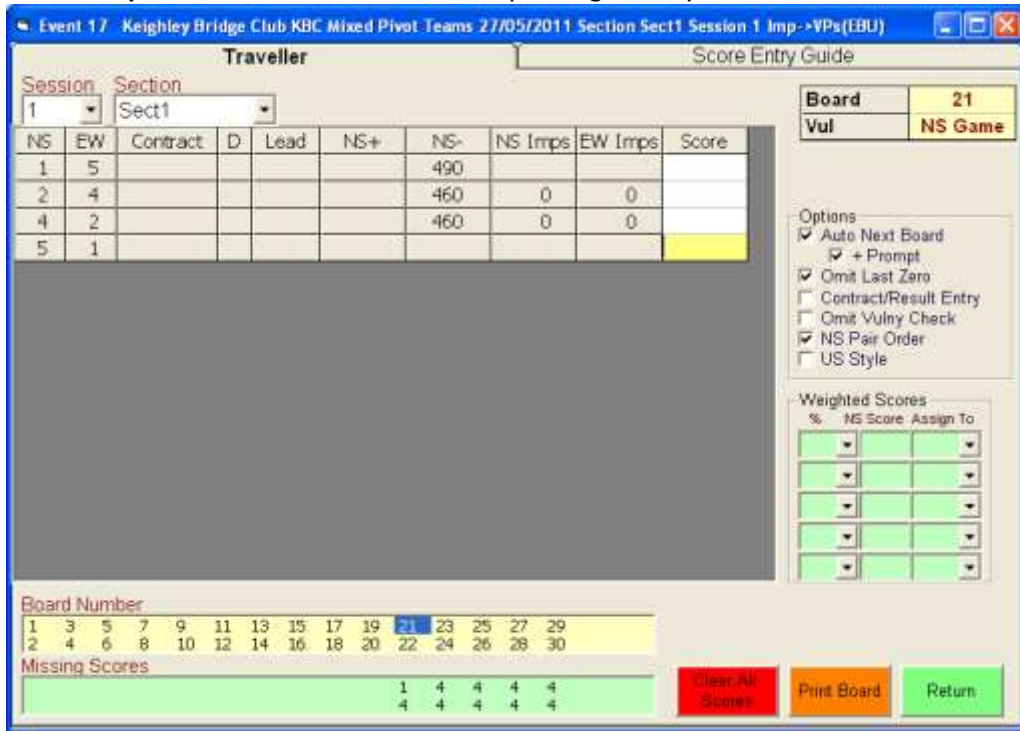
Using method (a) above will move the cursor on to the next box after entry. Otherwise you press <Enter> to move to next name entry. Any name not recognised in the Player Database will be highlighted in yellow. Any name in the Player Database that is not a club member will be highlighted in blue. Changes to the entries can be made in the normal way using keys such as backspace and delete. Click "OK" to continue.

- Select "Enter Scores" from the menu screen that appears.



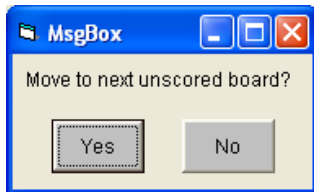
10. The scoring screen appears.
 There are two tabs at the top of the screen.
 'Travellers' is to enter scores.

'Results Input Methods' contains notes explaining the keystrokes for different entries.



Scores are entered in the "Score" boxes on the right, which highlight in yellow when selected.

Ensure that the "Options" top right are ticked to preset for (a) boards in NS order; (b) for entering scores with the last zero omitted; and (c) to automatically move to the next board, when all score spaces are filled. If not, click these options. It is best if the "+Prompt" is also checked, so that a prompt box will appear before moving to the next board. This allows a visual check of entered scores.



The options also exist to enter scores by contract, using a shorthand method shown in the 'Score Entry Guide'. Other shorthand entries are shown for scoring variations, e.g. passed out boards, awarding averages, arrow-switched rounds, etc.

To repeat a score in the next space, just press the full stop key (.) – pressing the <Enter> key is not necessary.

The board number currently being scored is highlighted in the box below the board entry space, and below that box is a list of board numbers indicating those scores missing for each board.

Any special weights for boards, as decided by the director or appeals panel, are made in the green boxes to the right.

As scoring of a board is completed, the IMPs awarded to each team are shown.

Enter all scores and click the "Return" button when finished.

11. Select “Display Reports” from the menu screen that appears.

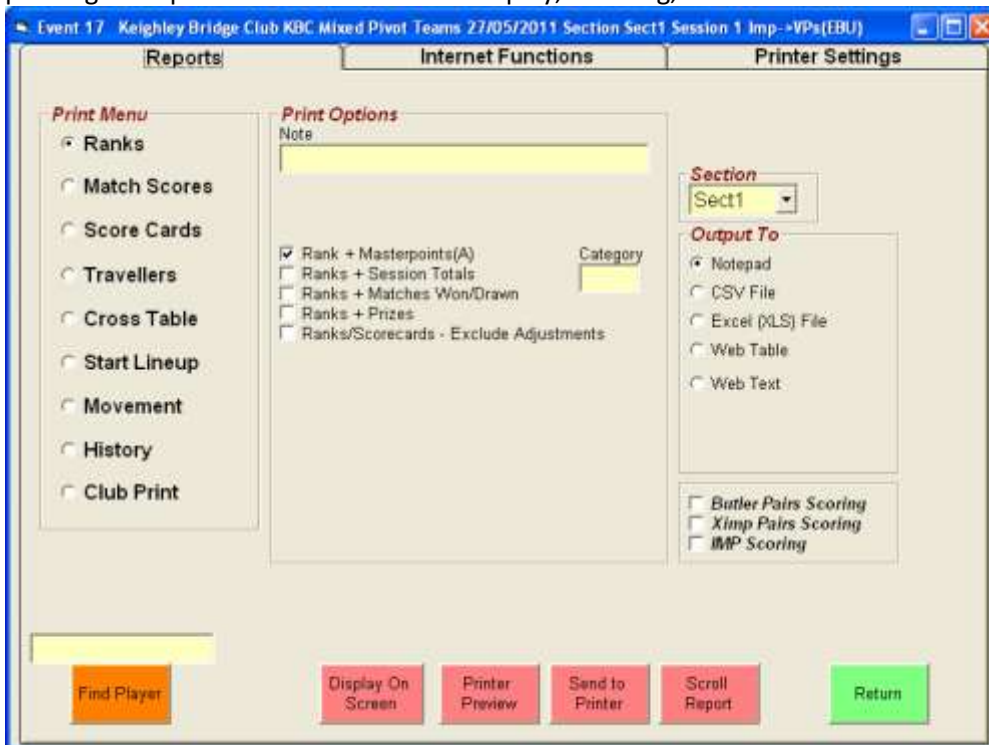


12. The Display Reports screen appears, opened at the “Reports” tab, the first of three tabs along the top of the screen.

The “Internet Functions” tab is used for creating the Pay-To-Play (P2P) files, for connecting to the English Bridge Union (E.B.U.) and other web sites, and for emailing results. Please see separate instructions relating to these functions.

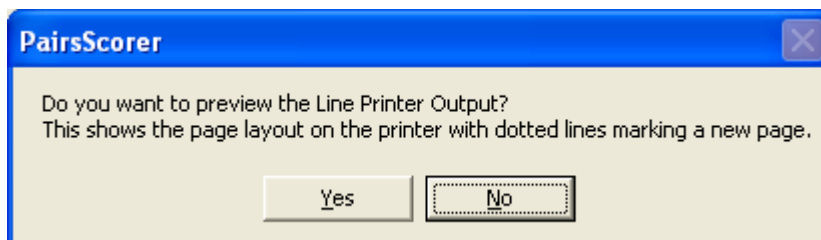
The “Printer Settings” tab is a separate section where all the printed and web site reports have been set up – **Do not enter or use this section unless fully instructed in its use.**

13. The “Reports” screen allows the production of many reports in several different formats, for printing or to produce files for website display, emailing, etc.



The configuration of reports and web pages has been preset for you, and to meet the club's requirements. Please do not attempt to change ANY of the settings without advice, as this could produce faulty or unusable reports and web pages.

- a. To view any reports **ON THE SCREEN ONLY**, click the button "Printer Preview" at the bottom. A box will appear asking if you wish to preview Line Printer output – click "Yes" and the report will display.



"Display On Screen" works in a similar way, but will also generate a computer file in the Reports folder of the PairsScorer programs.

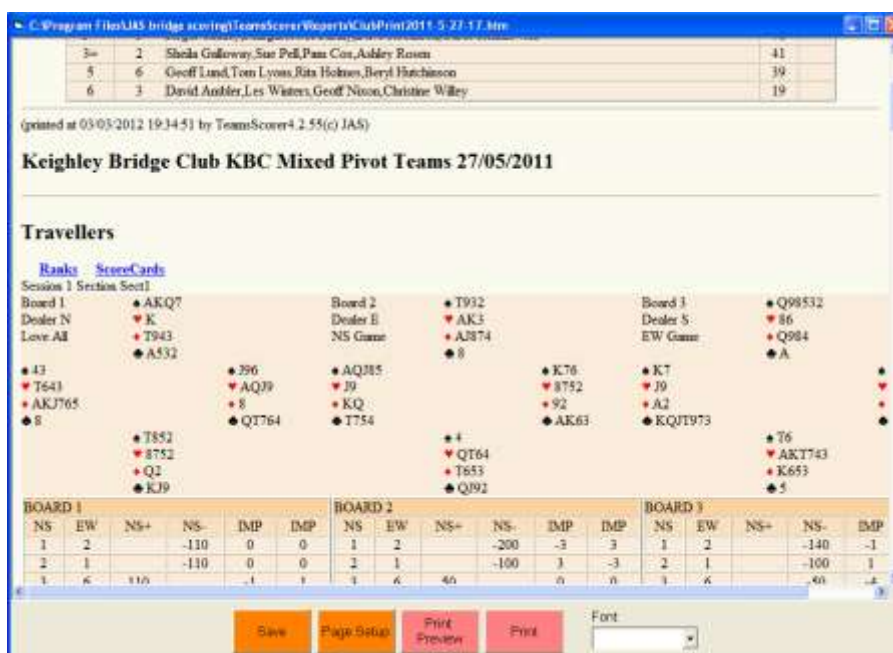
- b. Ensure the box next to "Ranks + Masterpoints (A)" in the top centre in the 'Print Options' section is checked with a tick.
- c. The ranking report is normally adequate for members to consult to see results. Click the button next to "Ranks" in the 'Print Menu' list, and click the button next to "Notepad" in the 'Output To' list on the right of the screen. Ensure the printer is turned on, and click "Send To Printer" at the bottom. The ranking report will be printed.
- d. As you click other buttons under the 'Print Menu' list, the display under 'Print Options' in the centre will change to show the appropriate selections.
- e. Click the button next to "Club Print" in 'Print Menu', click button next to "Web Table" in the "Output To" section, and click the button for "Travellers + Hand Records" in the 'Print Options' section. Check that "Ranks + Masterpoints" button is still checked with a tick mark.



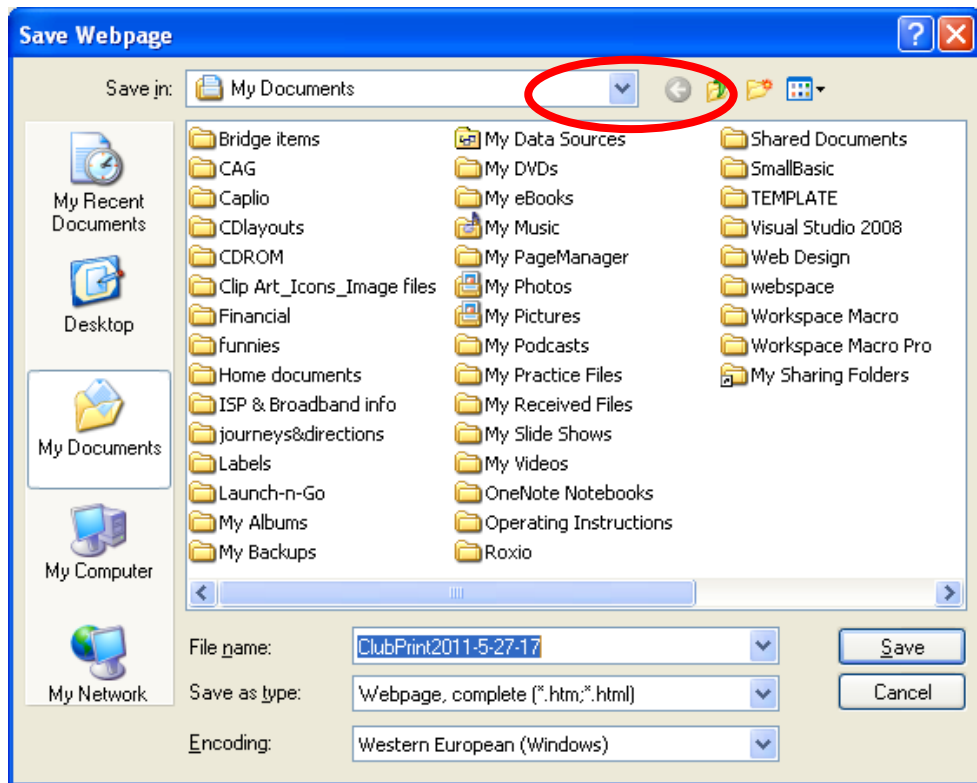
Finally click "Display On Screen". The web page will appear on screen (See below).



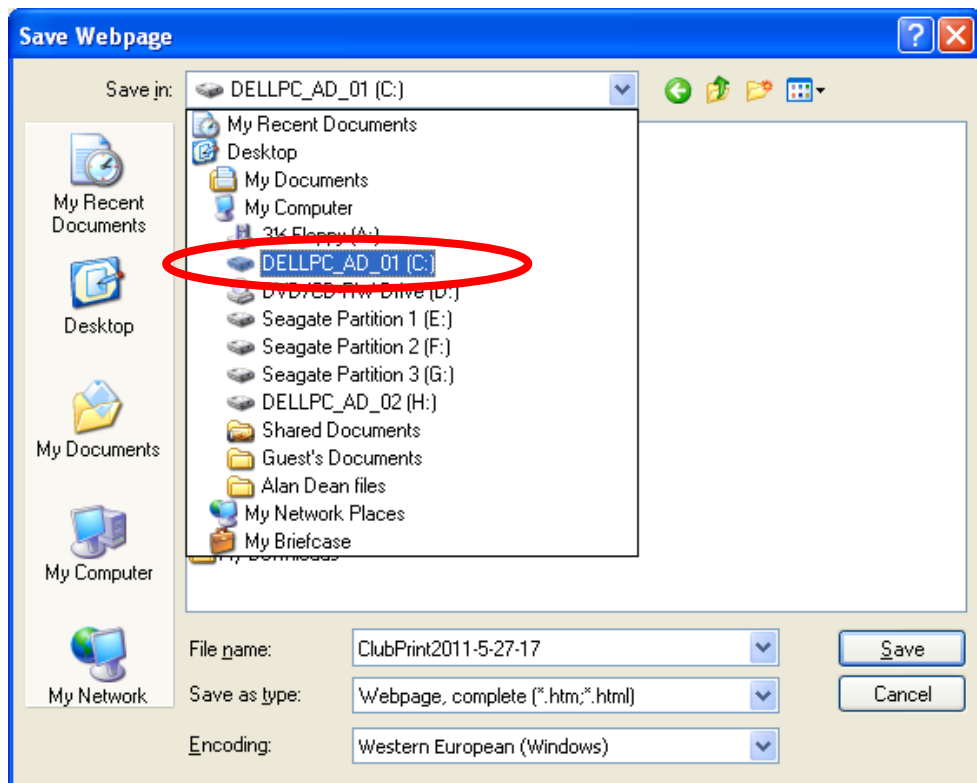
The Hand Records are included in the Travellers section of the report web table (see below).



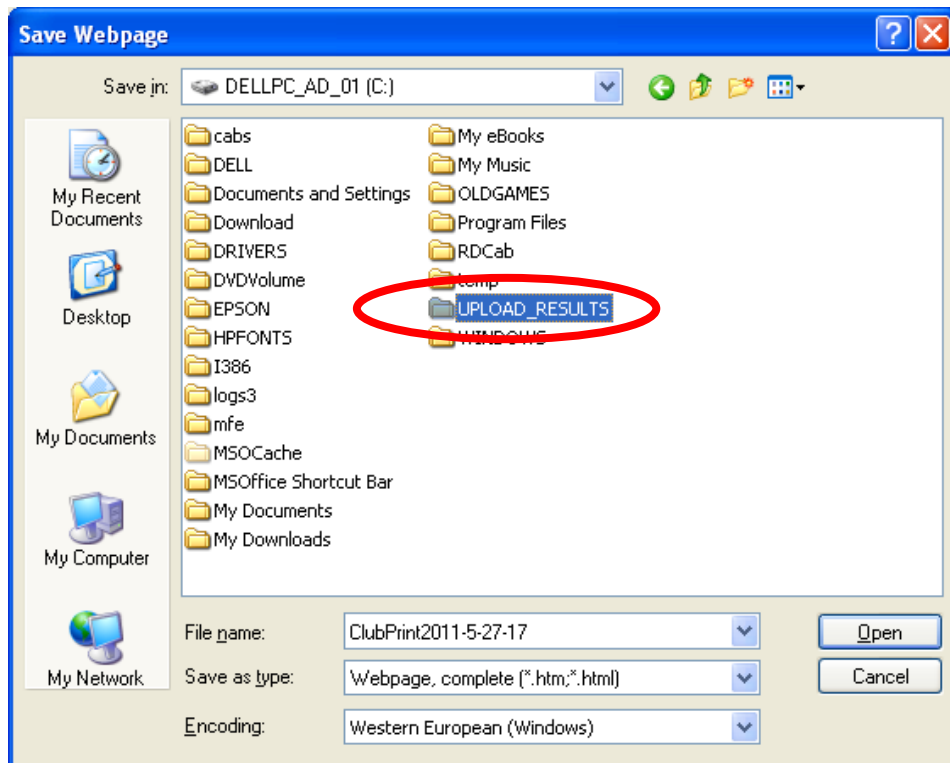
Click the "Save" button and save the file to the "UPLOAD_RESULTS" folder located in root (C:\) directory (see below). The "Save Webpage" dialogue box will open - select and open the folder as shown below in the sequence of screen displays.



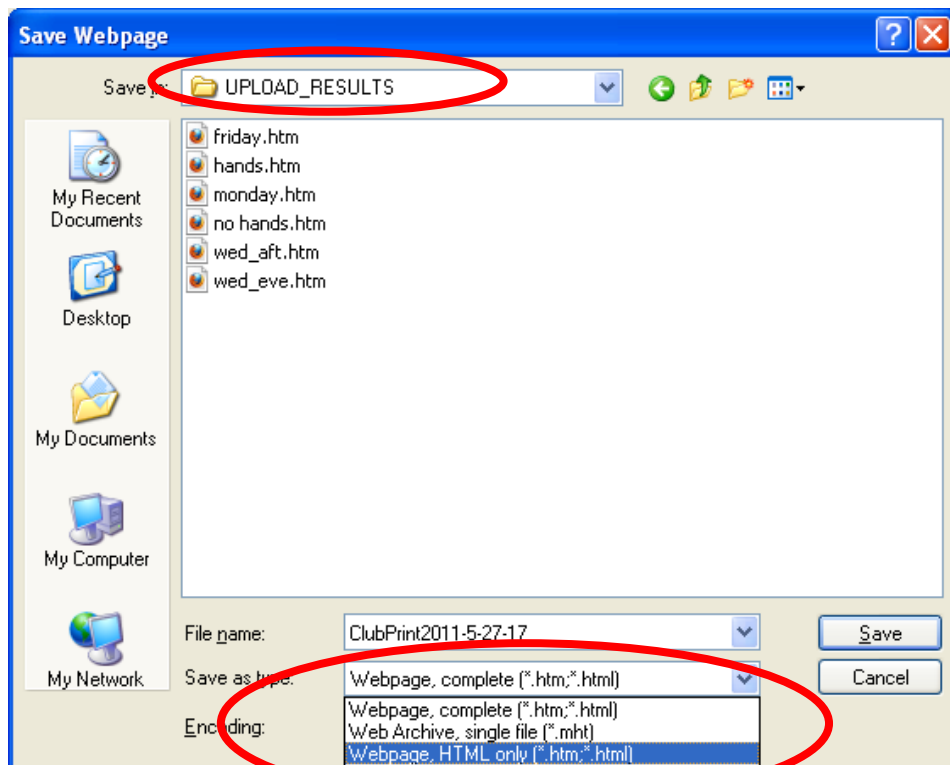
Click the arrow to the right of the 'Save in:' box at the top.



In the list that appears, click the line under 'My Computer' that has '(C:)' in the name (the name will be different from that shown here).



Click the folder 'UPLOAD RESULTS' and click the 'Open' button in the bottom right.

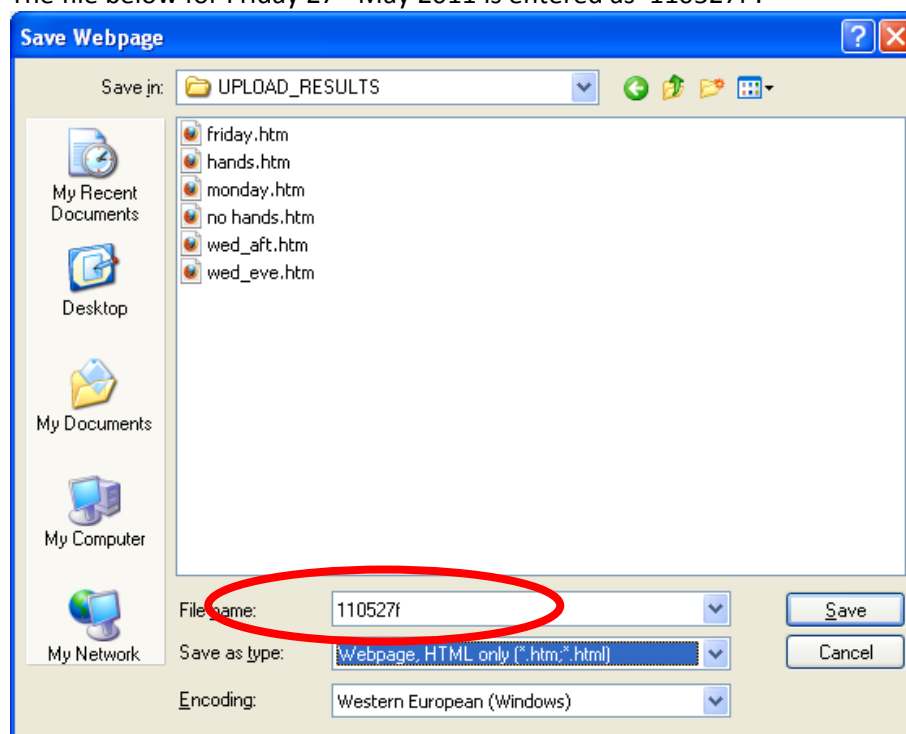


IMPORTANT: - Ensure that the 'Save as type' box at the bottom is set to read "Webpage HTML only (*.htm, *.html)" – see above.

Change the file name to the date format for the KBC website (YYMMDDx), where YY=year; MM =month; DD = day; and 'x' represents the session e.g. 'm' for Monday;

'wa' for Wednesday afternoon; 'we' for Wednesday evening; 'th' for Thursday; 'f' for Friday.

The file below for Friday 27th May 2011 is entered as '110527f'.

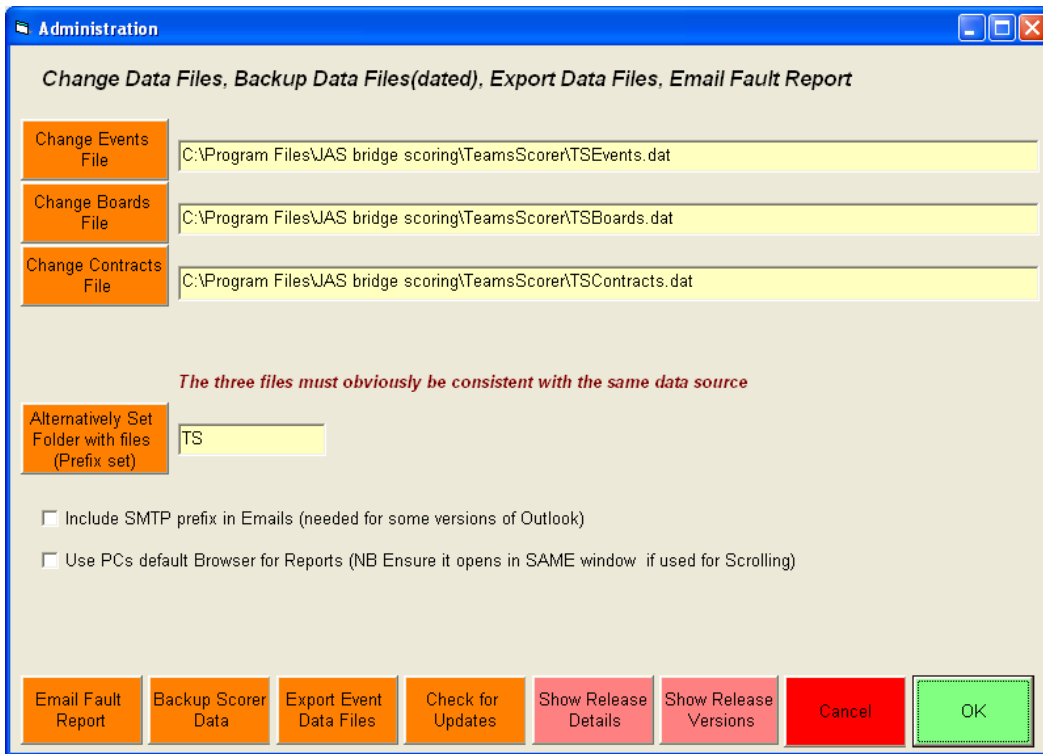


Click the 'Save' button in the bottom right of the screen.

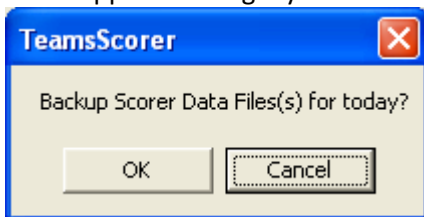
The webpage file should now be automatically loaded from this folder to the website. (If the page fails to load properly, continue as below and inform the website manager or club secretary.)

- f. Close the web page display screen by clicking the red "X" in the top right corner.
 - g. Click the "Internet Functions" tab at the top of Display Reports screen and follow the separate instructions for sending P2P returns to the EBU Club website in the scoring instructions file adjacent to the computer.
IMPORTANT – Do not send P2P yet if corrections are to be made to the session. (The sending of the P2P file may be delayed, if you are unfamiliar with the process, but you MUST inform an experienced scorer, if the file is not sent to the EBU)
 - h. Click the "Reports" tab to leave the "Internet Functions" and click the "Return to Events Menu" button.
14. Scoring of the Teams-of-Four session is now complete. You may return to any section to correct any errors or discrepancies. If you do this, please ensure that reports and web pages are reproduced as in sections 14 above.
 15. Select "Exit Event" button to return to the Event History page.
 16. Select "Return to Main Menu" button to return to the Main Menu page.

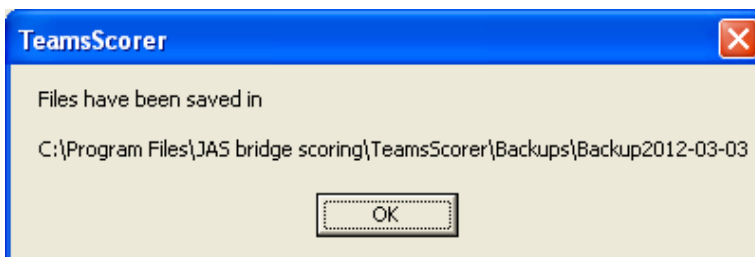
17. Click “Administration” and click “Backup Scorer Data” button when the screen appears.



A box appears asking if you wish to backup today’s data. Click “OK” to save the current data.



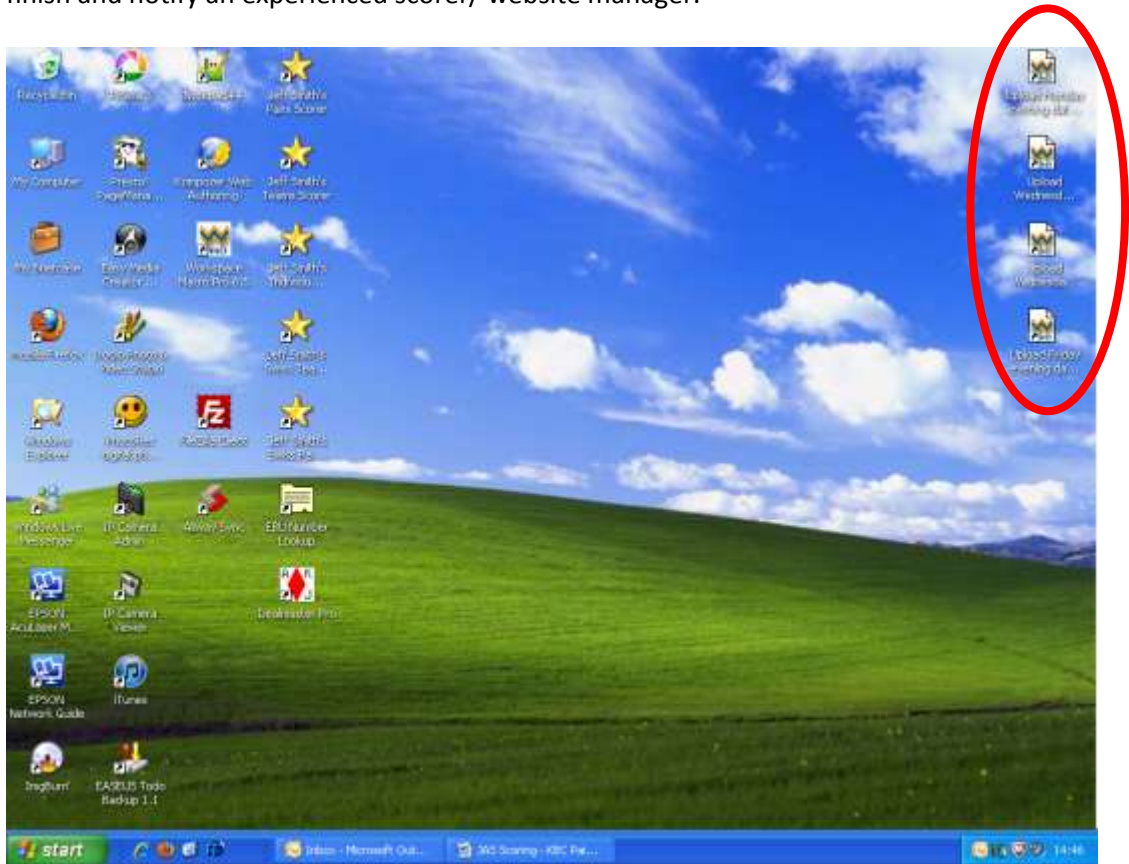
A box appears confirming where the files have been saved. Click “OK”.



Click “OK” to clear the box and “OK” again to return to Main Menu and “Exit” to finish.

18. To complete the loading and display of the results on the web site, double-click the icon on the desktop display labelled for the session you are scoring (see screen image below): -
either: - *‘Upload Monday evening dates webfile’*
or: - *‘Upload Wednesday afternoon dates webfile’*
or: - *‘Upload Wednesday evening dates webfile’*
or: - *‘Upload Friday evening dates webfile’*

Wait until the automatic sequence of screen displays has completely finished. This takes about 20 seconds to run. (If the process stops without returning to a cleared desktop screen, finish and notify an experienced scorer/ website manager.



Congratulations, you have completed scoring the Teams session and have loaded the results to our web site.