IANSEO/DANAGE USERS MANUAL

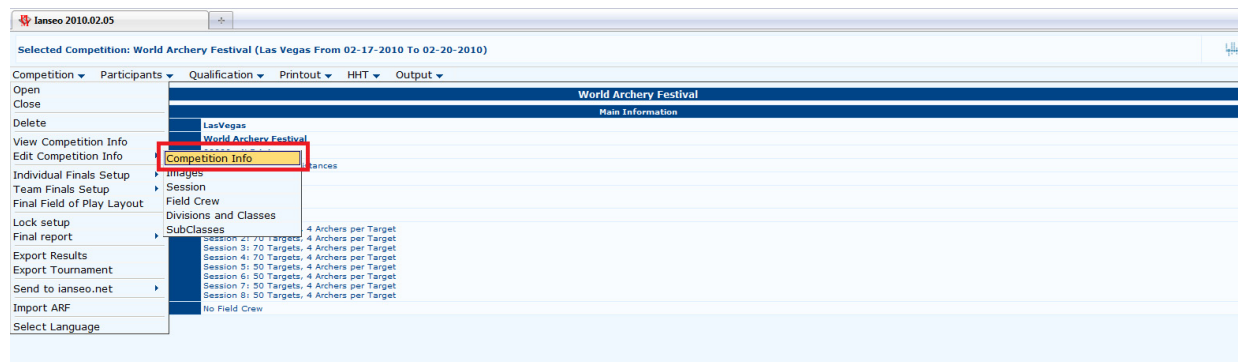# Table of Contents

Setting up the Event

Once you have the registration and background information complete, you are ready to begin setting up the session.

1. Put the IP address of the main computer into your browser.
2. Once the window appears with the IANSEO information, go to the Competition tab, and select Open.

You will see the home information where the basic parameters of the tournament will be listed.

For more information and editing ability for the tournament, go to the Competition tab, select Edit Competition Info, and Competition Info
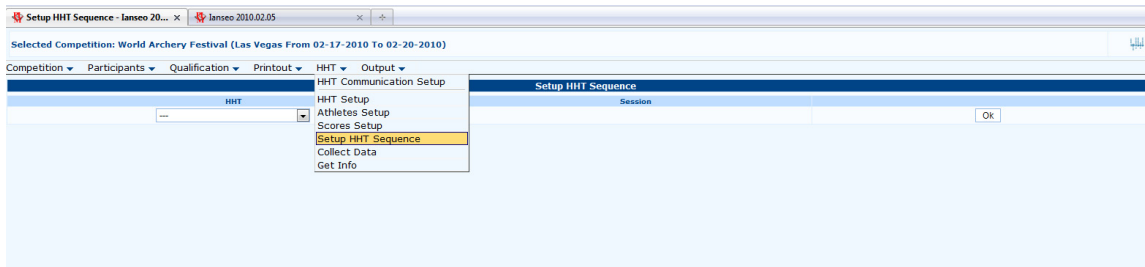
Once you select the Competition Info screen, you will see the above.

If you wish to run the software without the Handheld Devices, simply select the Enable HHT System dropdown menu, and click NO.
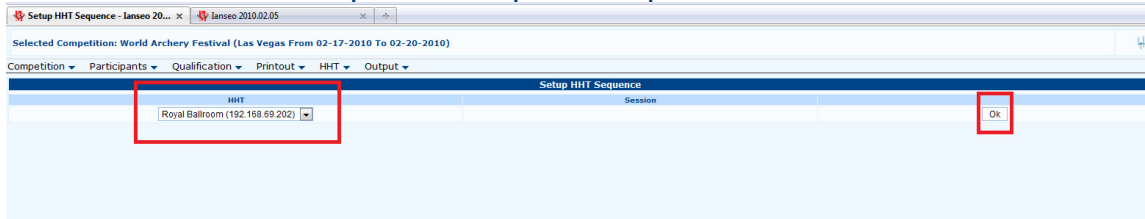
Click save. You are now going to be able to use the IANSEO software without the handheld devices.
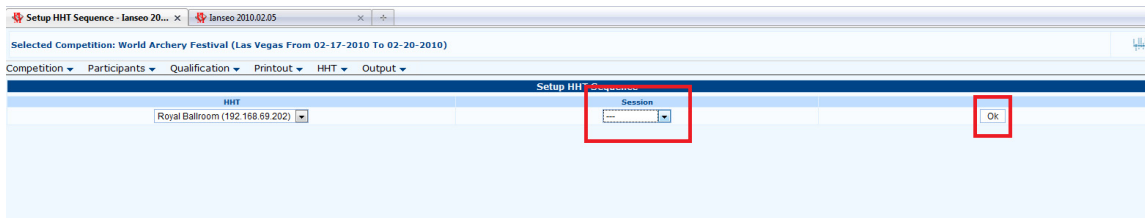
Setting Up the "HHT's"

To setup the Handheld devices (HHT's), open the HHT tab.
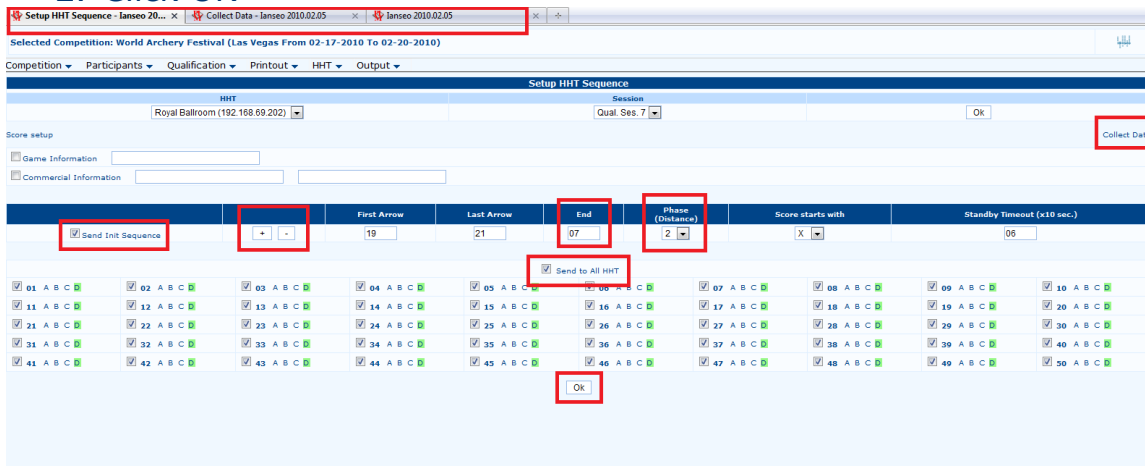1. Select the Setup HHT Sequence option

Once you choose the Setup HHT Sequence button you will be brought to this screen.
1. Under HHT – select the field you wish to administer
2. Click OK

1. Select the session you are trying to run
2. Click OK

Once you select the session and field you would like to run, you will be brought to this (Setup HHT Sequence) screen. Note that there are now three tabs in the browser window (you will need to open these tabs). [Set HHT Sequence, Collect Data, and another tab for lookup options]

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1. Check the Send Init Sequence box (make sure this is checked)
2. Click the "+" symbol if you are going up to shoot the next end
3. Verify that the End is the correct number for what is being shot
4. Double check that the Phase(Distance) is correct
5. Check the box Send to All HHT
6. Click OK
7. If the devices are connected properly, the screen will look identical to the one above (with green squares on the D). If there is some sort of error it will be noted with a Red square.
    a. If a red square is present, check the physical connection of that device making sure the connectors are tight and secure.
        i. Click OK again – the boxes should show green
8. Click Collect Data in the upper left corner (open in a new tab if you haven't already)
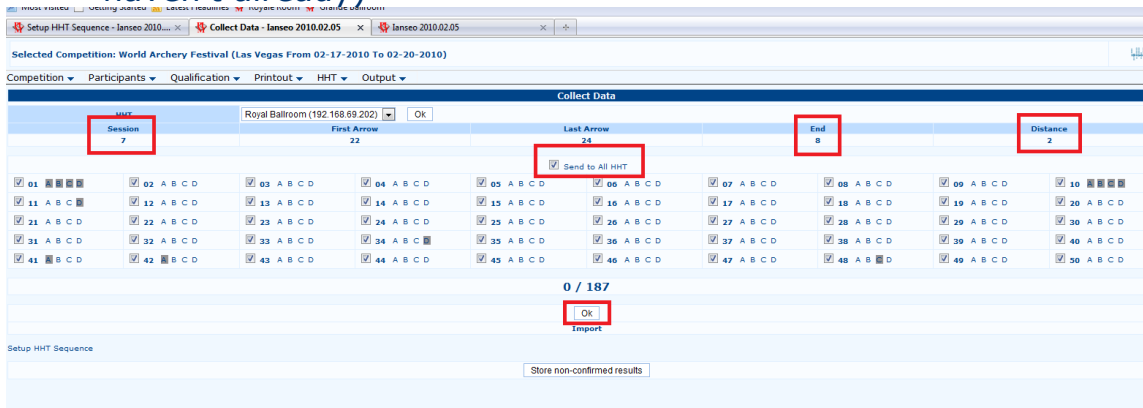
Move to the next tab Collect Data, or click in the upper left hand corner of the previous screen.
1. Verify that the Session is correct
2. Verify that the End is correct
3. Verify that the Distance is correct
4. If any of these are not correct, go back to the Setup HHT Sequence screen and re-do the listed steps
5. Check the Send to All HHT box
6. Click OK
    a. If you are preparing for the next line of shooting, all of the target boxes should come back blank
    b. If you are in the process of scoring the target assignments will appear green as the archers are updating their scores.

Updating Scores Using the HHT's
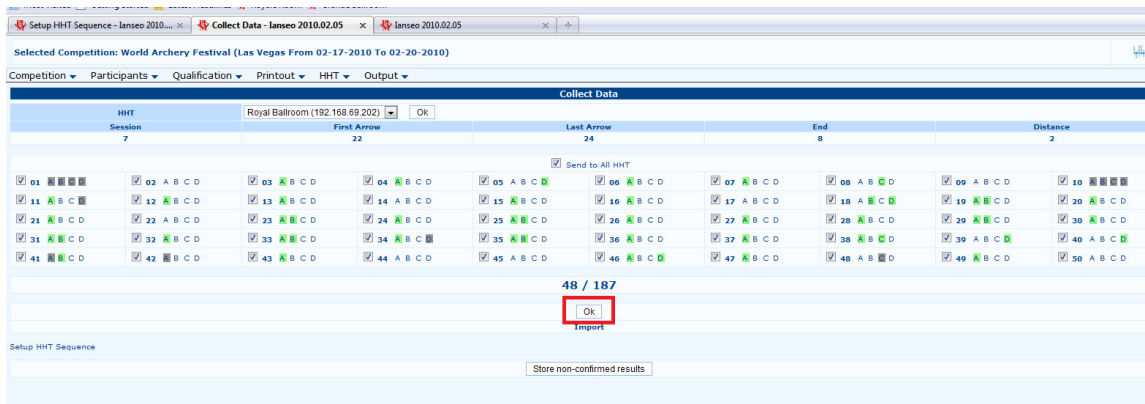
While the archers are scoring, and you are in the Collect Data screen, you can press OK continually to see their progress. The numbers above the OK button show how many assignments there are for that session and how many have submitted their scores.
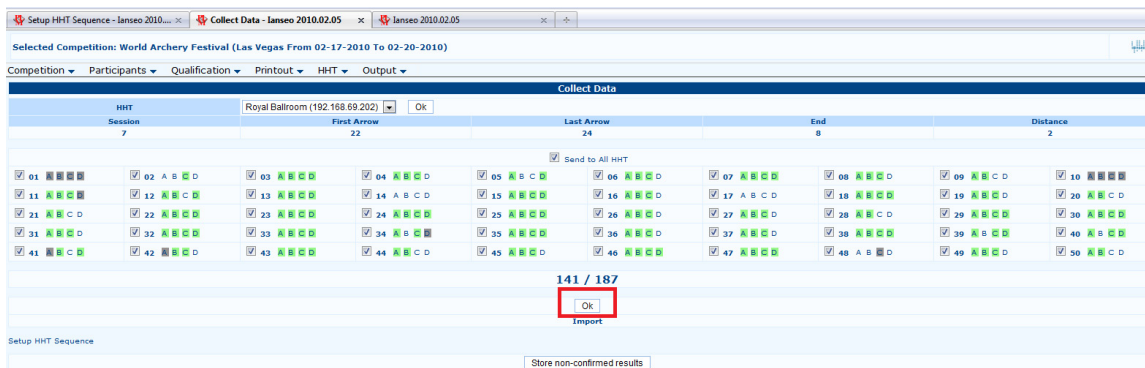
You can track their progress by clicking OK and watching the numbers above the OK button. If a square becomes Red, try clicking OK again in a moment – they could just be in the process of scoring. If it stays Red, send a runner to make sure they know how to use the device, and to check and see if there are any issues on the target. You can also send a runner to check the status of a target if you see that they are taking longer than the rest to input data into the HHT. (See 17 above)

In the event of an equipment failure, pass through, or other issue that may affect scoring – have the archer score whatever arrows that they can, and leave the arrows in question blank. This will report as a Red square on the Collect Data screen. You can still import the scores. At the end of the session, have the archer bring over their score cards and manually adjust the score information (use the instructions for Manually Correcting, Adjusting, or Adding a Score).

Importing the Scores
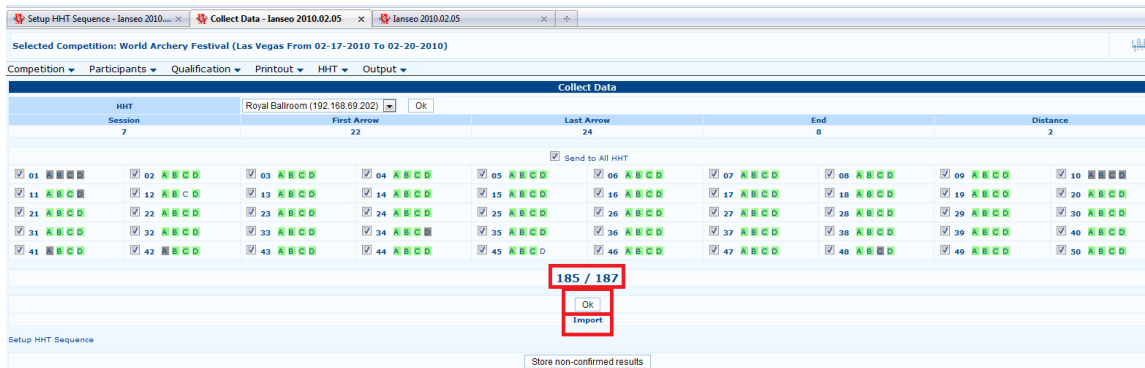
There are cases where an archer will not show up to their line for any number of reasons. If this happens, the system might not be updated in advance, which would result in your reporting number being different than the expected number (see 185/187). In this case, note the targets that are missing archers, and assume that scoring is complete when you hit that new total number.
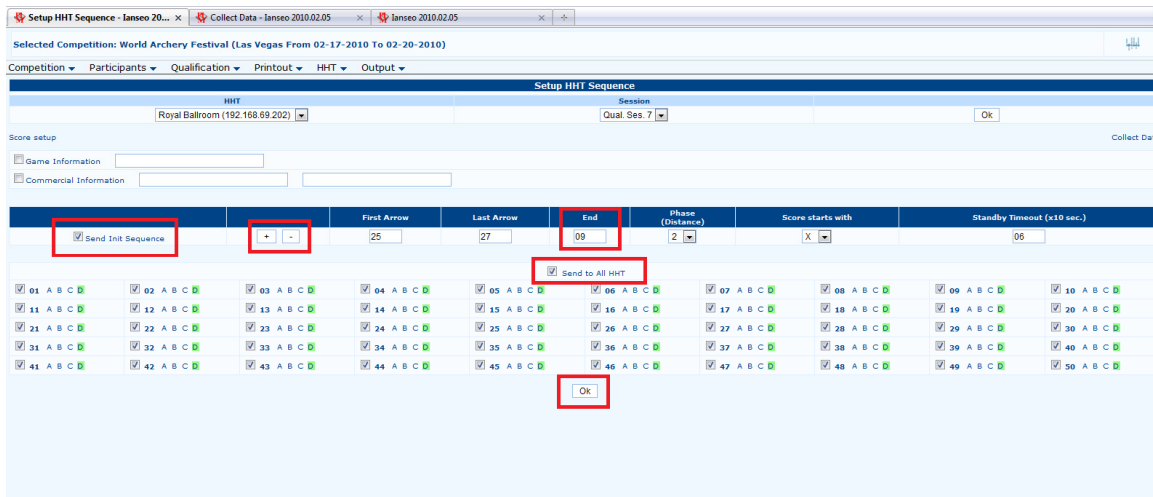
1. Once all the scores are reported, click OK to verify the information
2. Once verified, click Import
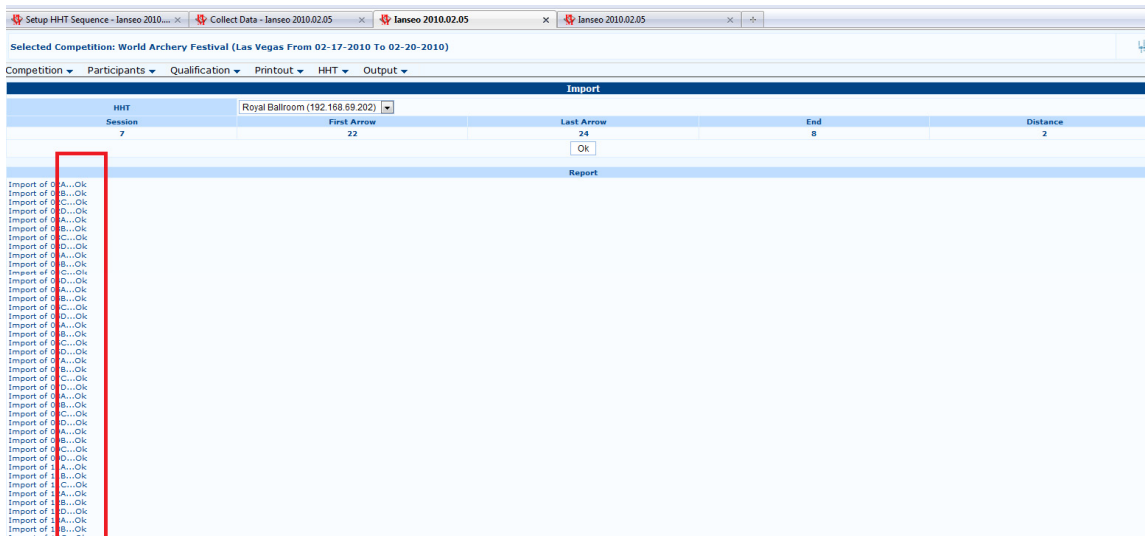
When you click Import, a new tab/window will open. Once the import is complete a screen like the above will be displayed. Simply close this screen after you check that all targets say OK.

Resetting the HHT's for the Next Scoring End

After you import the scores, you will need to reset the HHT's for the next scoring end.

1. Go to the tab Setup HHT Sequence
2. Verify that Sent Int Sequence is checked
3. Click the "+" symbol to increase to the next end
4. Verify that the End is correct
5. Verify that Send to All HHT is checked
6. Click OK
7. After clicking OK – all of the targets should display the green boxes as shown above.
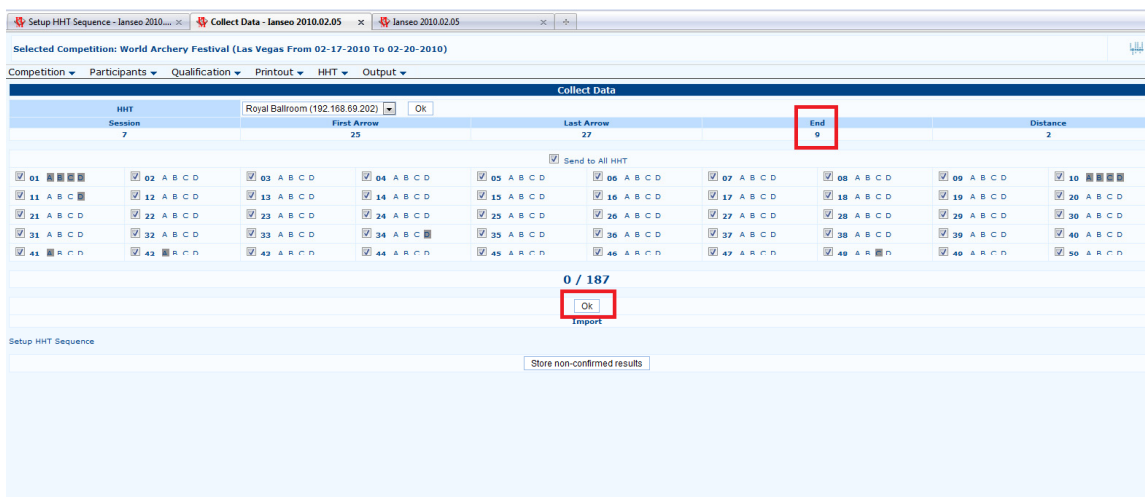

Once you update the Setup HHT Sequence you need to update the HHT's.

1. Go to the Collect Data tab
2. Click OK
3. The screen should update so that now all targets are blank (as shown above)
4. Verify that it is set at the correct End (the end you are preparing to score)

Setting Up the Next Session
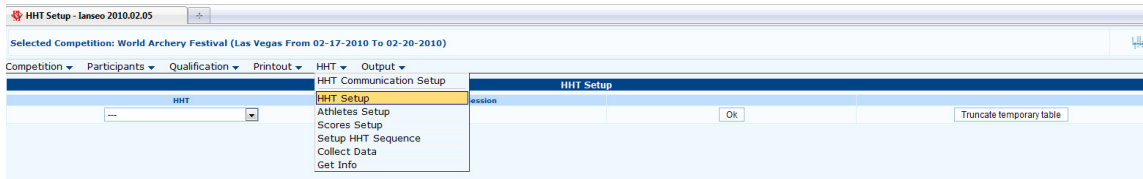
From the HHT tab, select HHT Setup

1. From the HHT drop down menu, select the location
   a. Press OK
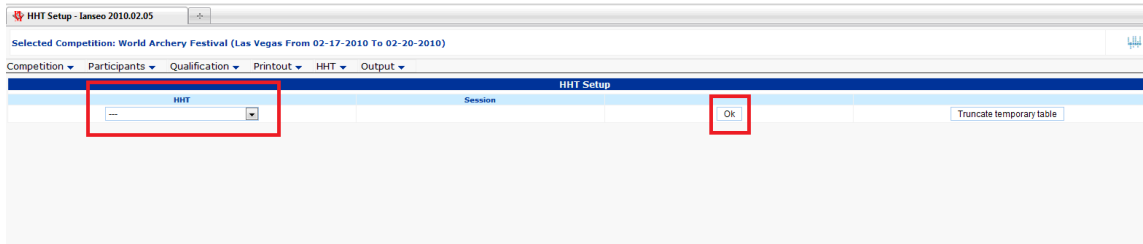
2. From the Session drop down menu, select the desired Session
   a. Press OK
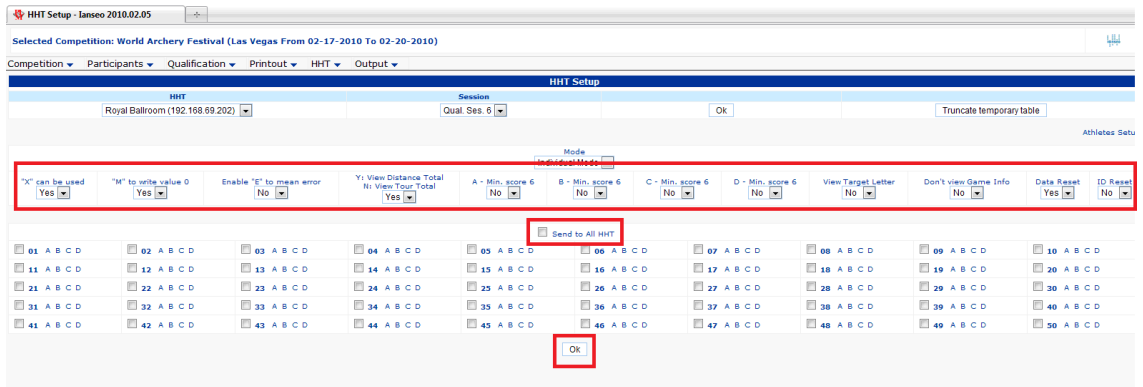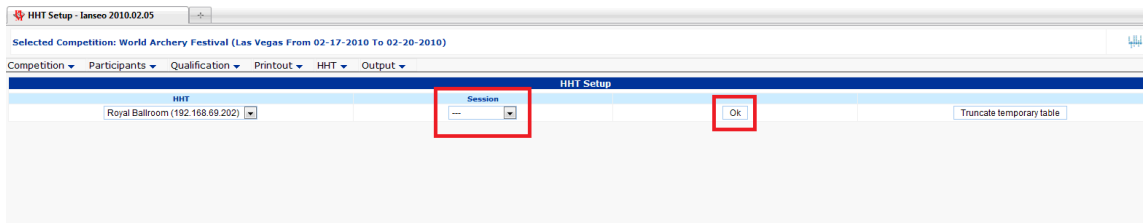
3. Verify that all of the drop down menus show the correct information for the event. (X can be used, M to write value 0, etc.)
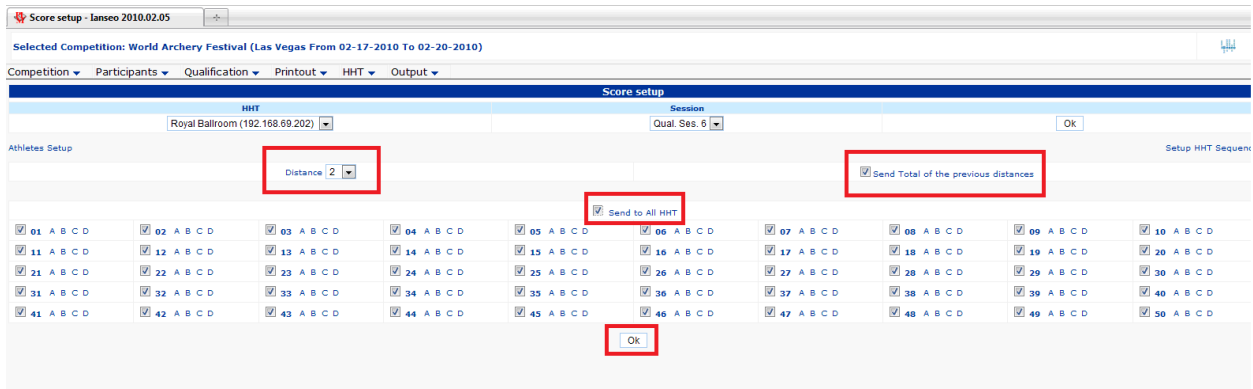4. Check the "Send to All HHT" box
5. Click OK
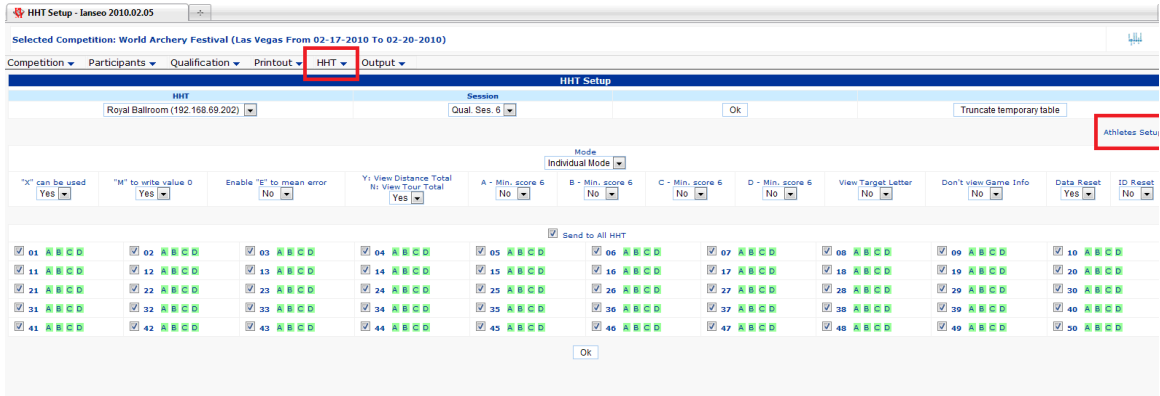
After you click OK, and the data is transmitted to the HHT's, all target assignments will become green. (As shown above)
Once the target assignments show green – click either the link in the upper right "Athlete Setup" or navigate to Athlete Setup through the HHT tab.
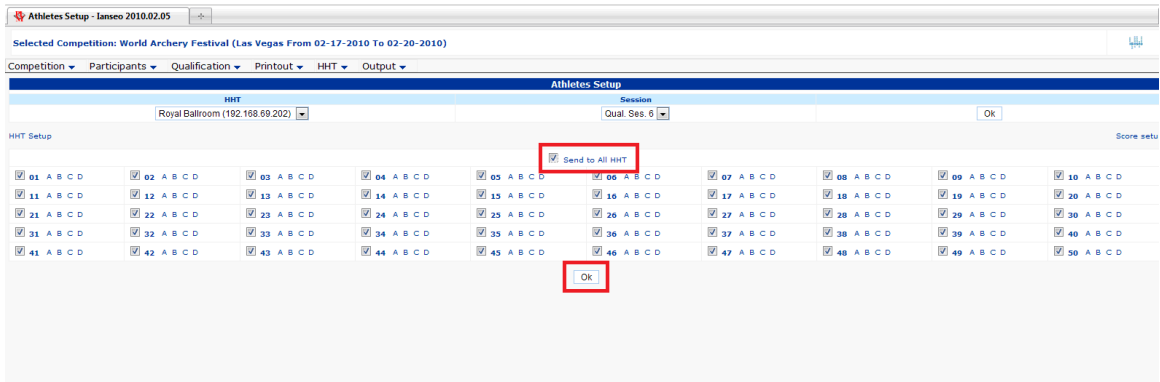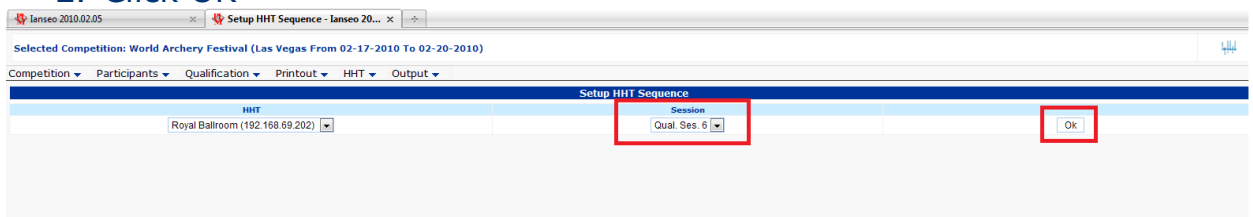

1. Check the box for Send to All HHT
2. Click OK
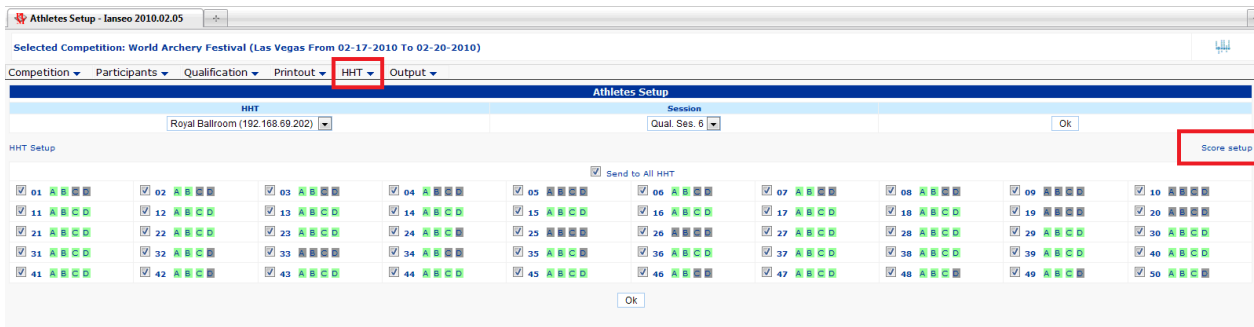
After you click OK, and the data is transmitted to the HHT's, all target assignments will become green. (As shown above)
Once the target assignments show green – click either the link in the upper right "Score Setup" or navigate to Score Setup through the HHT tab.

1. Very the distance
2. Check the box for "Send Total of the Previous Distances"
3. Check the box "Send to All HHT"
4. Click OK
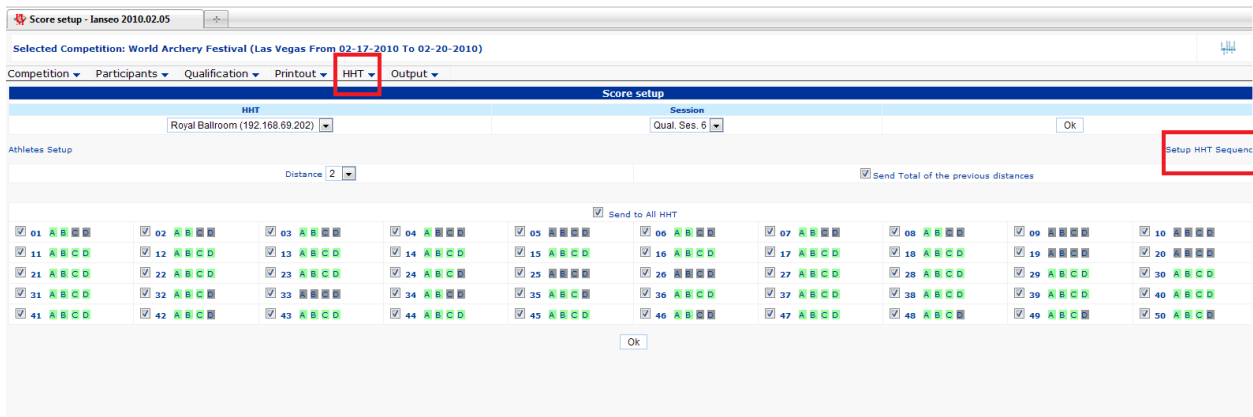
After you click OK, and the data is transmitted to the HHT's, all target assignments will become green. (As shown above)
Once the target assignments show green – click either the link in the upper right "Setup HHT Sequence" or navigate to Setup HHT Sequence through the HHT tab.
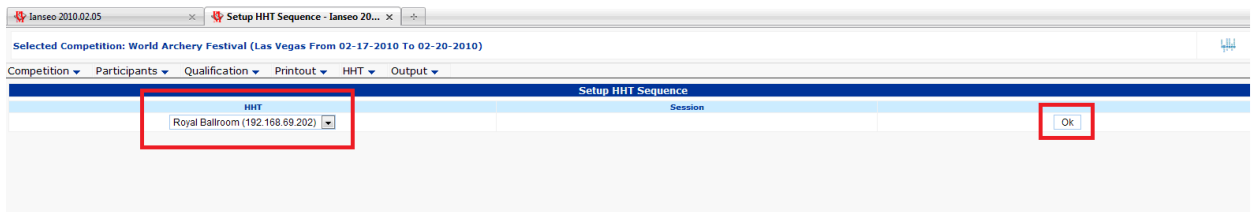
1. Select the Location under the HHT drop down
2. Click OK

1. Select the desired Session from the drop down menu
2. Click OK

1. Check the box for Send Init Sequence
2. Click the "-" symbol until the End box is back to 1
3. Verify that the Phase/Distance is correct for that event
4. Check the Send to All HHT box
5. Click OK

After you click OK, and the data is transmitted to the HHT's, all target assignments will become green. (As shown above)
Once the target assignments show green – click either the link in the upper right "Collect Data" or navigate to Collect Data through the HHT tab.

You are now ready to go collect data – please go to the Updating Scores Using the HHT steps.

Manually Changing Target Assignments

To access the Manual Target Assignment screen:
1. Go to the Participants tab
   a. Target
      i. Manual Assignment
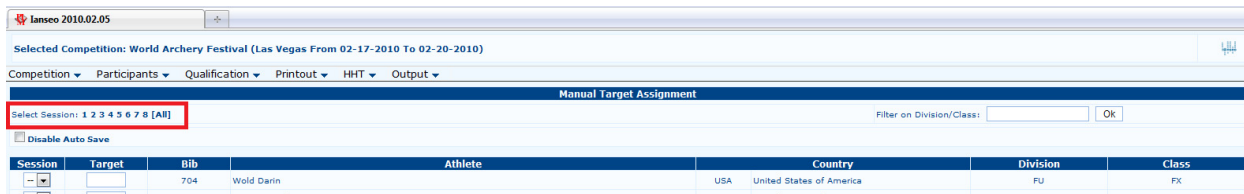
Select the session you are trying to adjust.

Once you select the session you are trying to adjust, a list will populate of the shooters listed for that session and their assigned targets.

Selected Competition: World Archery Festival (Las Vegas From 02-17-2010 To 02-20-2010)

Competition ▾   Participants ▾   Qualification ▾   Printout ▾   HHT ▾   Output ▾

Manual Target Assignment

Select Session: 1 2 3 4 [5] 6 7 8 All   Filter on Division/Class: [   ] [Ok]

☐ Disable Auto Save

Session	Target	Bib	Athlete		Country	Division	Class
5 ▾	01C	548	Janezic Aleksander	SVN	Slovenia	FU	FX
5 ▾	01D	410	Ng Arnold	USA	United States of America	FU	FX
5 ▾	02A	1107	Aldape Jess	USA	United States of America	FU	FX
5 ▾	02B	1365	Charlton Claudia	USA	United States of America	FU	FX
5 ▾	02C	503	Christianson Trevor	USA	United States of America	FU	FX
5 ▾	02D	818	Smalley David	USA	United States of America	FU	FX
5 ▾	03A	1240	Smith Greg	USA	United States of America	FU	FX

1. Find the archer you are trying to move (you can use the Crtl + F function).
2. Select the target box for the person you are trying to move.
3. Type in the new target assignment in the box, press the tab button.
4. If the box remains "standard" – the assignment is fine
   a. If the box turns Red it means there is an issue with the assignment – the target is either full, or that assignment is already taken.
      i. Try changing the assignment to A, B, C, or D until the box is no longer Red.
      ii. If it turns out that the target is full, find another target to place the archer on
5. Update the HHT's affected by the change.
6. Done.

Manually Correcting, Adjusting, or Adding a Score

In a case where someone has a makeup arrow or needs their electronic score corrected, follow these steps.
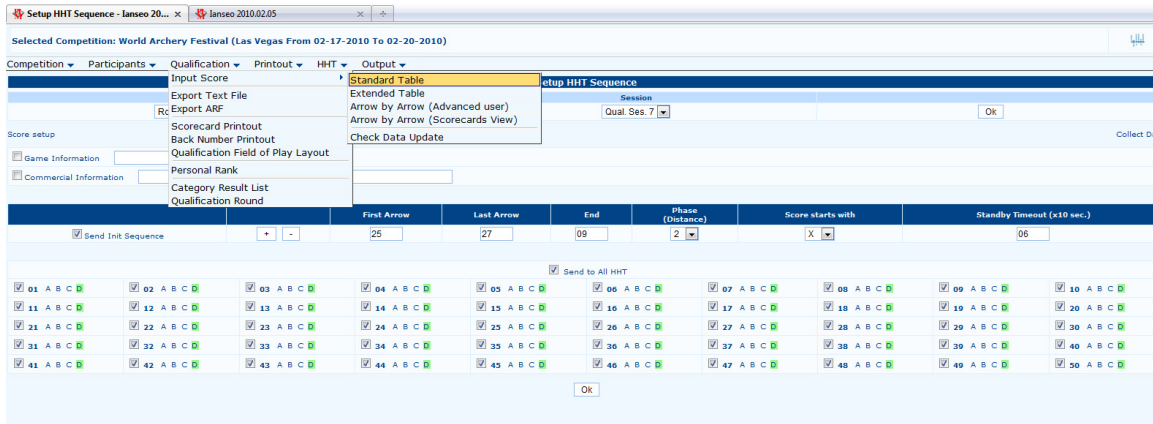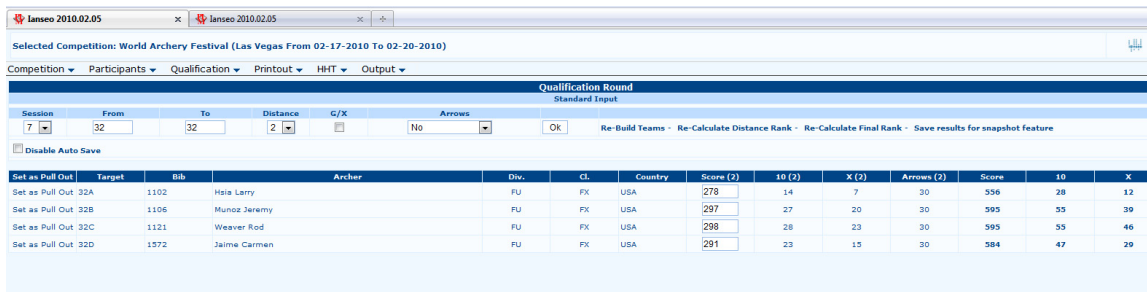

1. Select the Qualification tab
   a. Input Score
      i. Standard Table
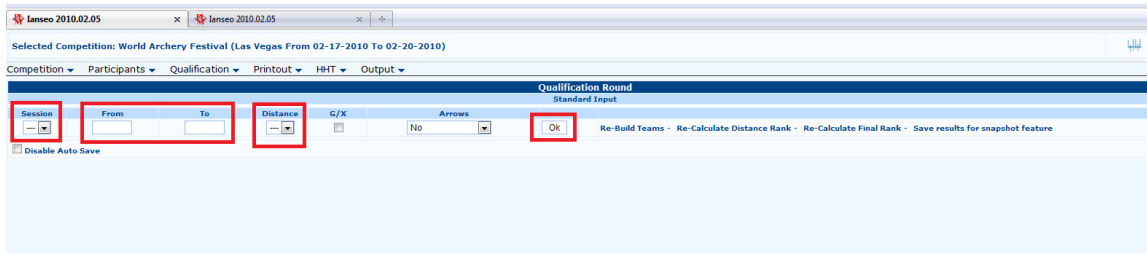
1. Select the current Session
2. From and To will be the target number assigned to the archer needing a correction – insert this information in both boxes
3. Select the current Distance
4. Leave G/X blank
5. Leave Arrows set to No
6. Click OK

A list of the archers assigned to this target should appear.
Find the archer needing a correction
1. Double click that archers Score (this will open a window with their current arrow values and score)

1. Using the archers paper score card as a guide – verify the arrow values and correct any discrepancies
2. Once you make any necessary corrections, tab through the arrow value boxes to make sure the information has loaded into the system.
3. Once the total updates and shows the correct score, simply close the tab/screen – the system has been updated. (If these updates are done while scoring/shooting is still going on, move on to the next step [Updating the HHT's] – if these corrections are done at the end of the shoot, the HHT does not need to be updated)
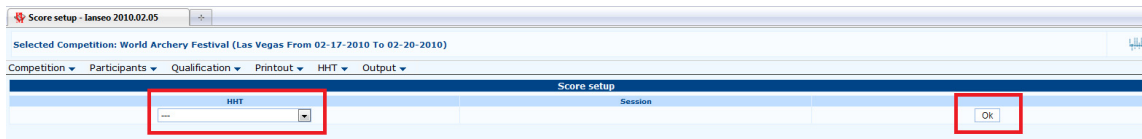
Updating the HHT's
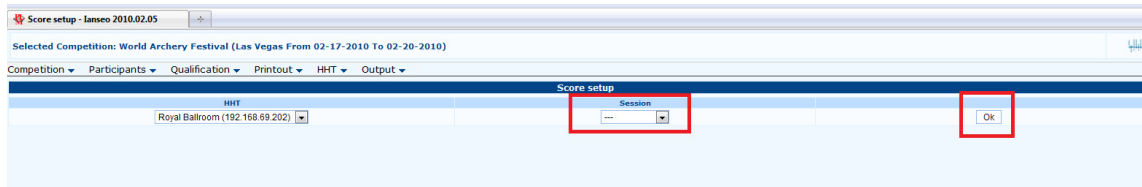
This step explains how to update the HHT individually.
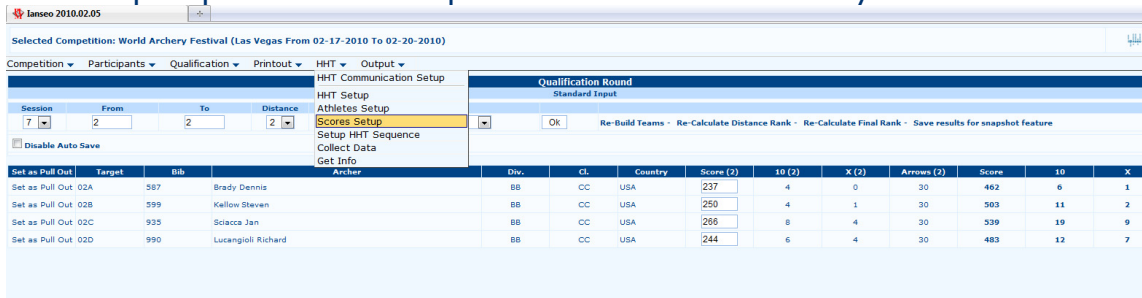
To update the HHT
1. Select the HHT tab
   a. Select Scores Setup

2. Select the location of the HHT needing updating
   a. Click OK

3. Select the Session being shot
   a. Click OK
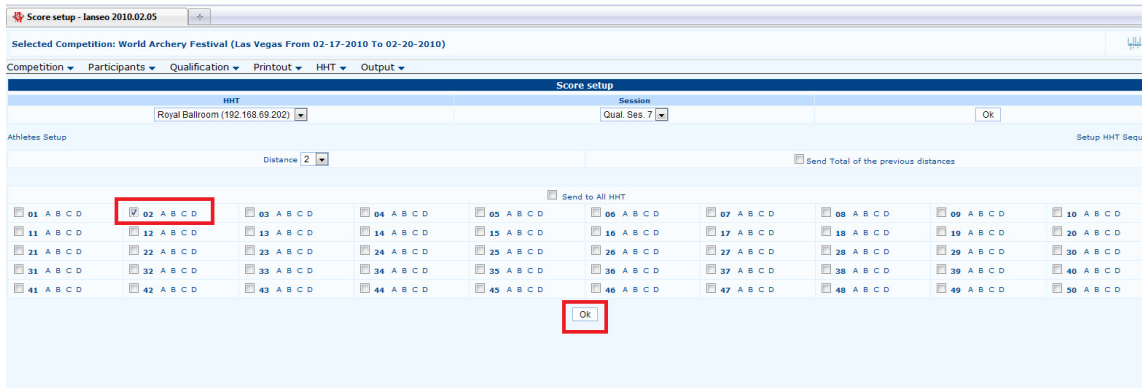
4. Select the check box for the target that needs their HHT updated
   a. Click OK

When the target appears all green, the information has been sent and the HHT has been updated with the updated scoring information. This step is now complete and scoring can continue.

Scoring Flow Chart (Short "How-to" Guide)

Group of Archers

→ HHT Setup

N | Same Archers? ← **N** Same Distance? ← **Y** Still Shooting?

Y (Same Archers) → Score Setup

Y (Same Distance) → HHT Sequence Setup

N (Still Shooting) → Done

HHT Setup → Athlete Setup → Score Setup → HHT Sequence Setup → Collect Data

Collect Data → Import Scores

Import Scores → Still Shooting?

Done