Title: Dealing with a failed or missing control

Author: Mike Farrington

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Version: 2

Purpose: This note describes the process to deal with the impact of a control failing or being stolen during an event.
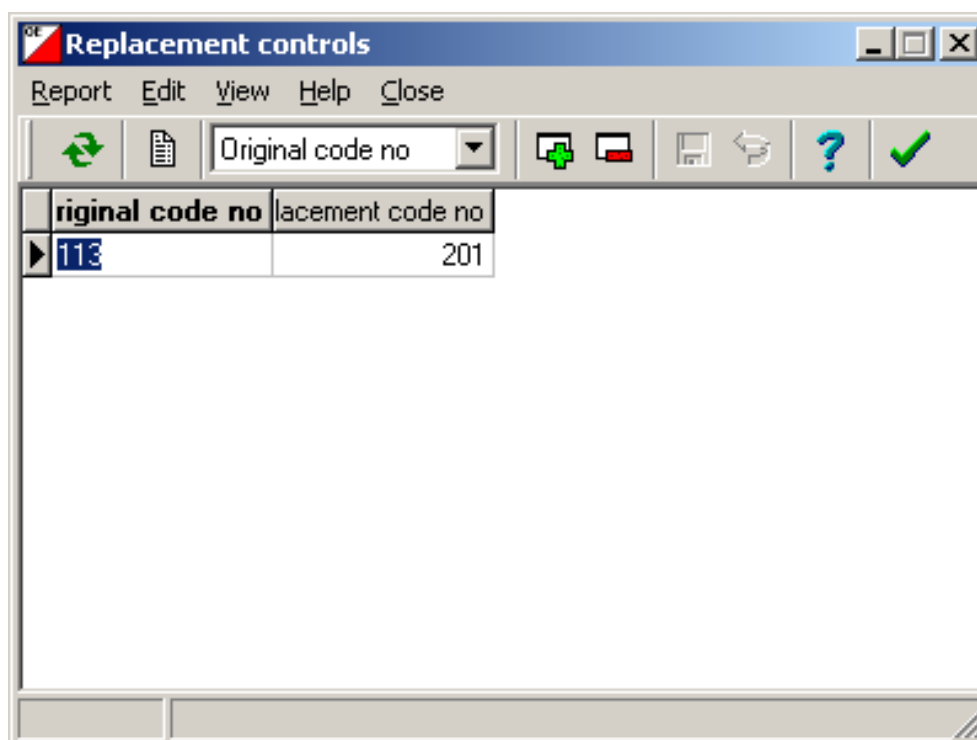
Applicability: This note applies to events using OE2003 V10.3 dated 3.3.2008.

Overview: The software will allow a control with a different number to be substituted for the failed / missing unit. However, competitors who visit the affected control before this substitution occurs will have to have the control manually inserted into the database, otherwise they will be marked as miss-punched. If it is not possible to replace the control in a timely fashion (for example the control is at the far extremes of the area) then the most appropriate action may be to delete it from the course. An alternative process is to insert the control for all competitors.
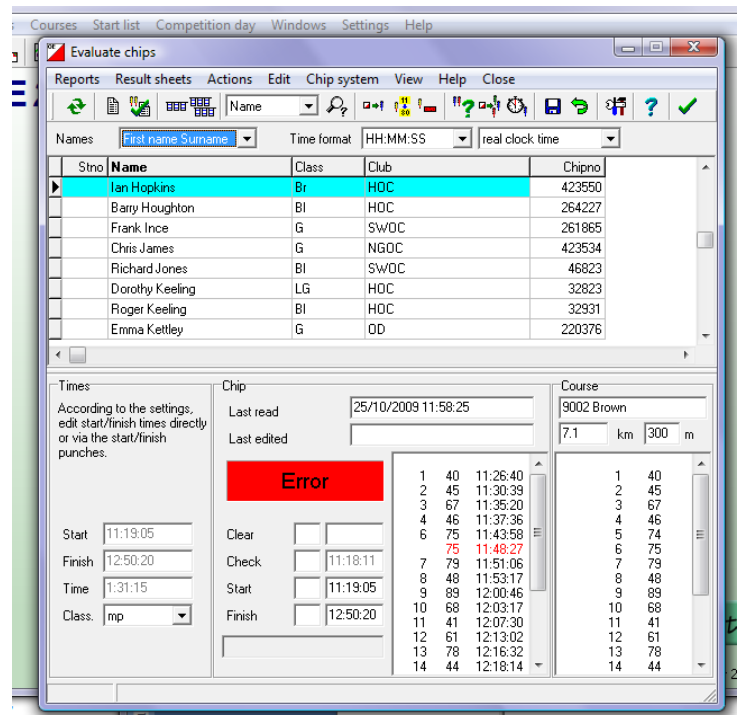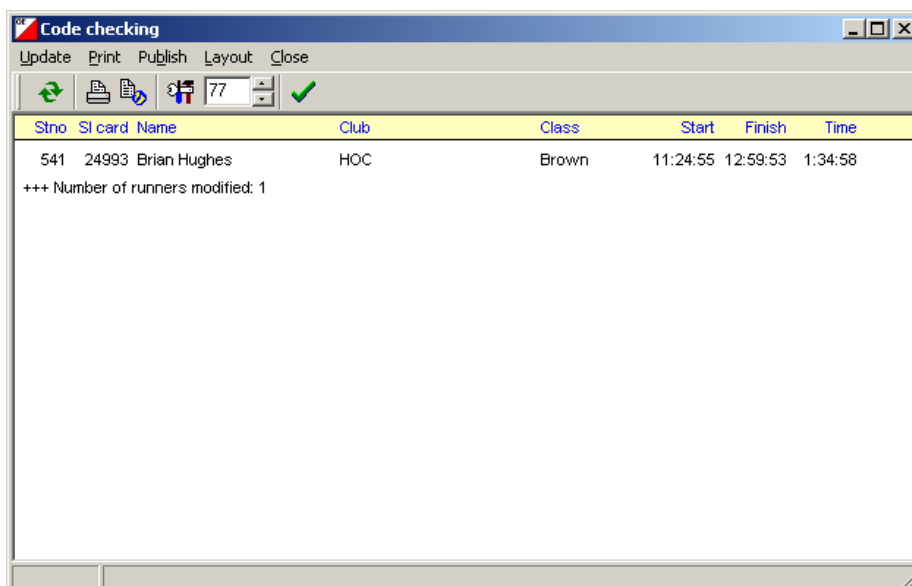
SUBSTITUTING A NEW CONTROL.

Process:

1. The control is substituted in OE2003 by selecting *Competition day/Replacement Controls*. The Replacement Controls window is displayed.

2. In the Original code no column type the control number of the unit that has failed or is missing. In the right column type the control number of the unit that has been put out to replace it. Click on the green arrow to close the form.

3. It may be necessary to check the records for some competitors after making this change – if some had punched the new control before this change was made then they would be recorded as mispunched. Select *Competition day/Evaluate Chips.* The Evaluate Chips window is displayed.
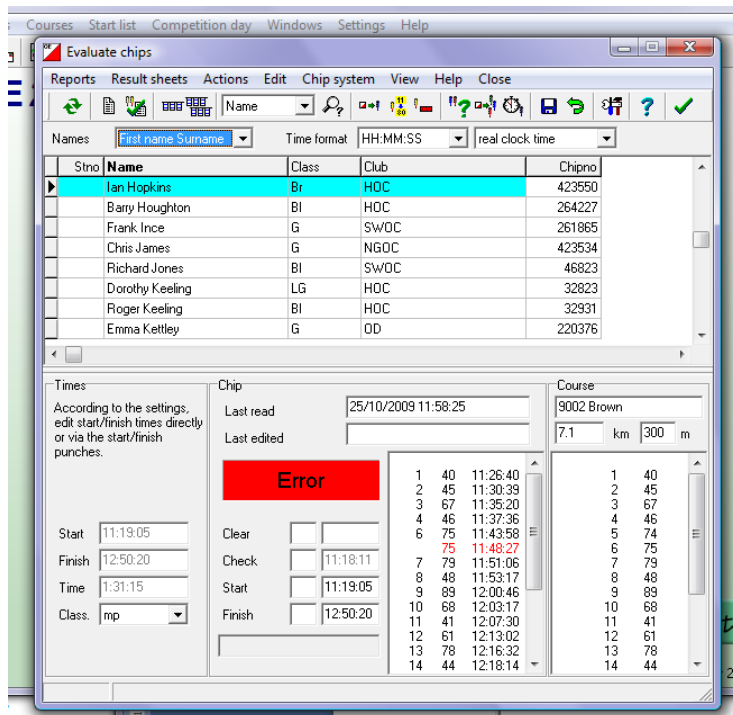

4. Select *Actions/Code Checking* to run the code check. The code checking window is displayed which lists the competitors whose records have changed. This will list those competitors whose records are changed from mispunched as a result of them using the replacement control. Close the window.

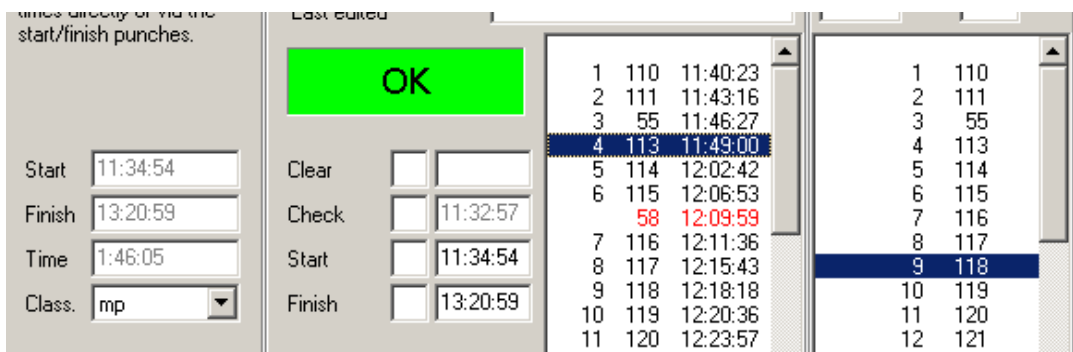**INSERTING A MISSING PUNCH FOR A COMPETITOR.**

Process:

1. Any competitor who visited the missing / failed control before the replacement was in place will be recorded as mis-punched. Assuming that it is accepted that they did visit the control correctly, then the punch must be inserted manually. Select *Competition day/Evaluate Chips*. The Evaluate Chips window is displayed.
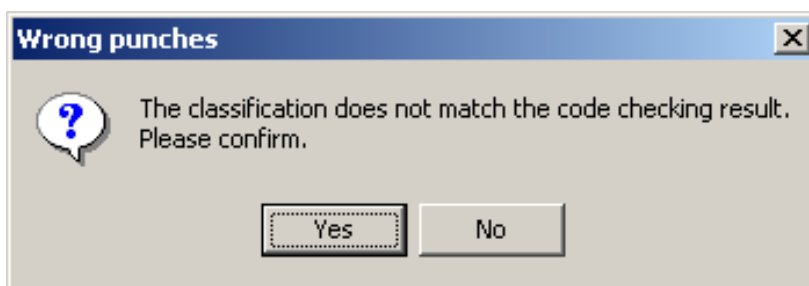

2. The punch needs to be inserted for one runner at a time. Select a runner by using the drop down to select how you want the search, e.g. by name, si card , etc. Then search by selecting the magnifying glass icon. The window will be updated to display the competitors record and their name will be highlighted in the main body of the window, as for Ian Hopkins in the previous picture.

3. To insert the punch, move the cursor over the control before the one you want to insert and click with the right mouse button. A pop menu will appear, offering three options Modify, Insert or Delete. Move the cursor to highlight Insert and click the left mouse button. A dialogue like the following one is displayed.
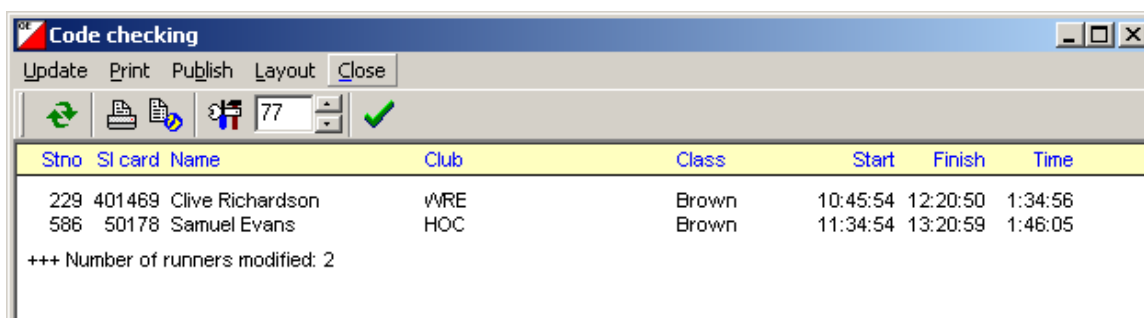
4. Type the code number of the missing control in the left box, and the time in the format HH:MM:SS in the left box. This is the time the competitor visited the control. This will have to be estimated by interpolating between the times of the controls before and after. Select OK and the Insert Punch window will be closed. The Evaluate Si Cards window will be updated, as below.

5. Note that the status has changed from a red ERROR to a green OK. The classification is still shown as mp (misspunched). Select the blue floppy disk icon to validate the input and save. A message will be displayed:

6. Select yes.

7. Repeat the steps 2 – 6 for all affected runners. To change the classification of the affected runners select *Actions/Code Checking*. This will check all the records in the database and then list in a window all the runners whose records have changed, as in the picture below.
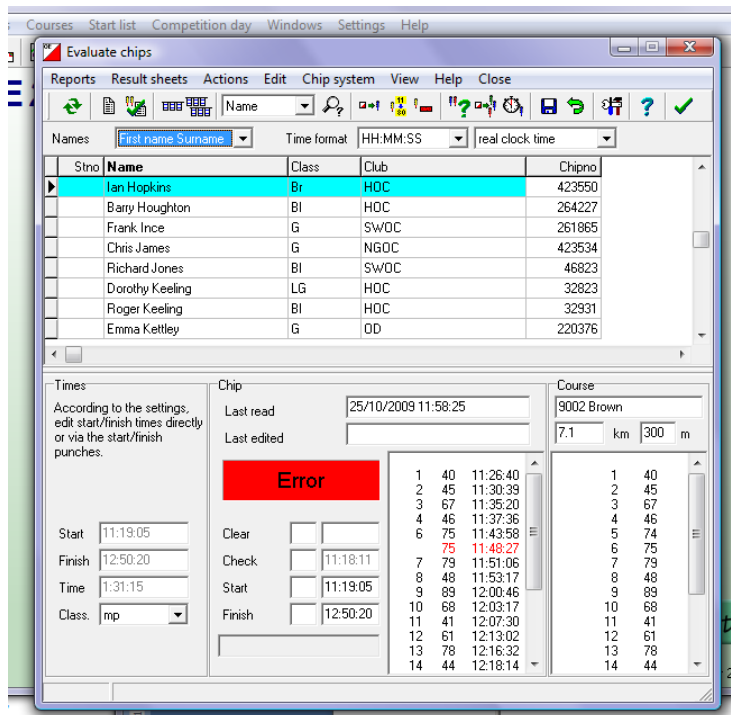

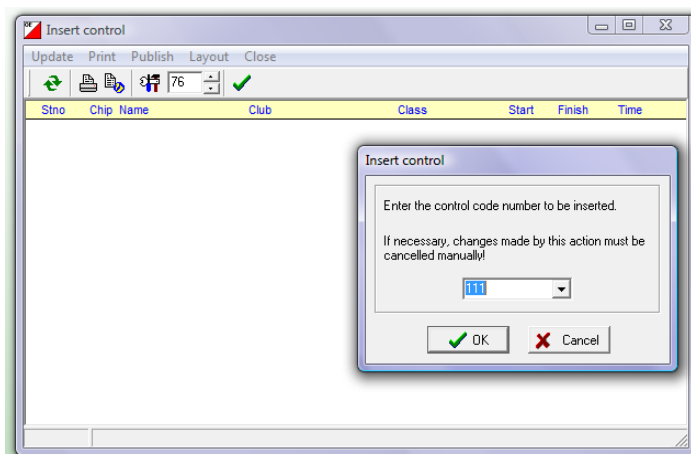8. The Code Checking and Evaluate Si Card windows may now be closed.

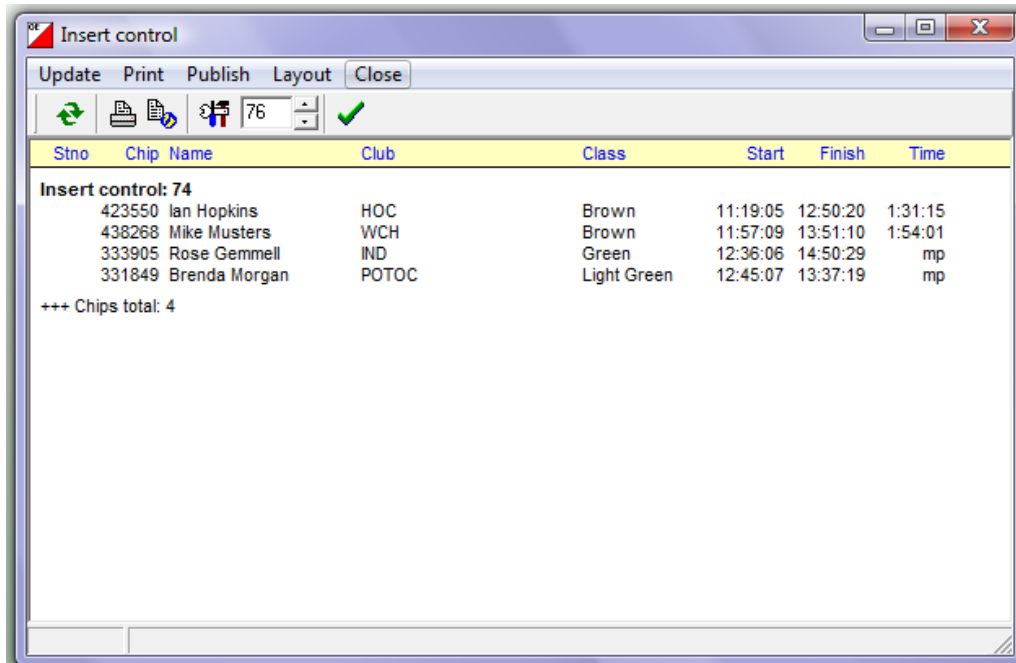## INSERTING A PUNCH FOR ALL COMPETITORS.

Process:

1. If it is not possible to replace a control then any competitor who visited the missing / failed control will be recorded as mis-punched. Assuming that it is accepted that they did visit the control correctly, for example they have a valid pin punch, then the punch must be inserted manually. This can be done easily for all competitors. Select *Competition day/Evaluate Chips*. The Evaluate Chips window is displayed.

2. Select *Actions/Insert Control*. The Insert Control window is displayed.

3. Type the number of the control to be inserted into the dialogue box and click on OK. A list of runners affected by this insertion is displayed.
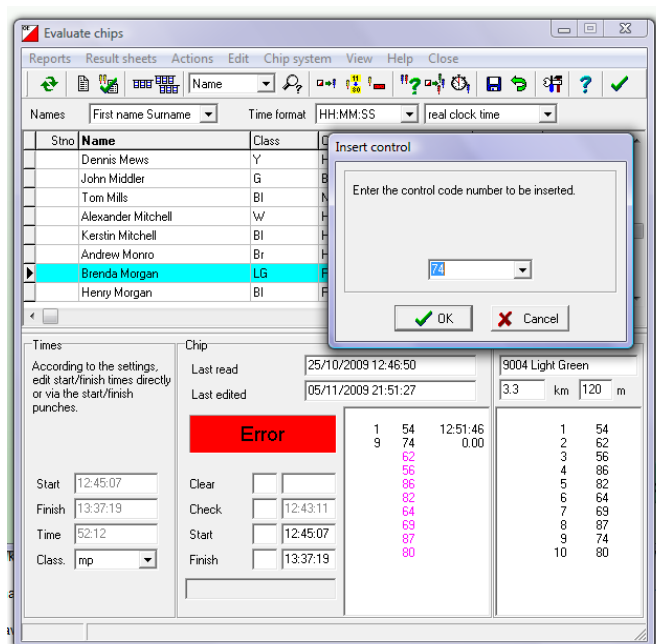
4. Close this window, and then the Evaluate Chips window.

INSERTING A CONTROL FOR INDIVIDUAL COMPETITORS

Process:

1. If it is necessary to be more selective about which competitors have the control inserted, then Select *Competition day/Evaluate Chips*. The Evaluate Chips window is displayed. Select the record for the competitor you wish to change. Select *Actions/Insert control (this runner)*.

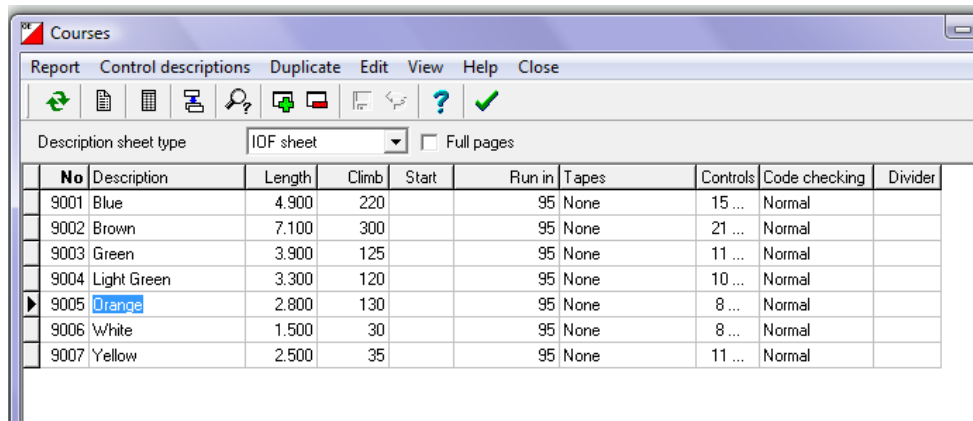2. The Insert Control window is displayed.

3. Type in the number of the control to be inserted and click on OK.

4. The competitors record in Evaluate Chips is displayed updated with the inserted control.

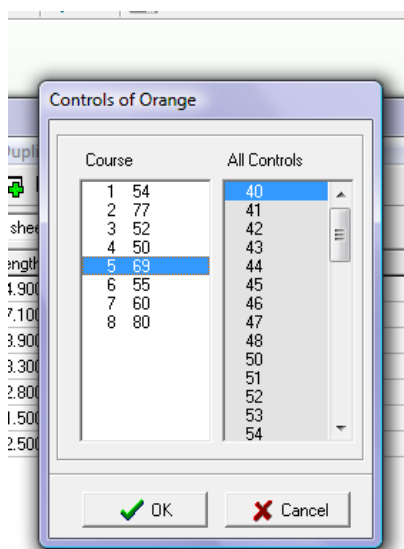## DELETING A CONTROL FROM A COURSE

Process:

1. It may be that a last minute change has to be made to a course – for example on the Malverns it is not unknown for an electric fence to appear overnight making a late course change essential. It may be that this only affects some courses, so it is simplest to delete the control from that course definition.

2. Select *Courses/Course*. The Course window is displayed. (Note: you may see a message about requiring the IOF symbol font. You can ignore this by clicking OK). Select the course you need to change.
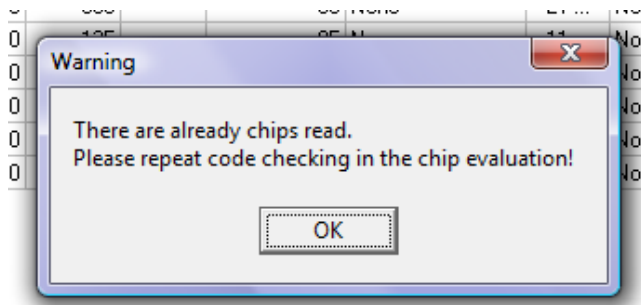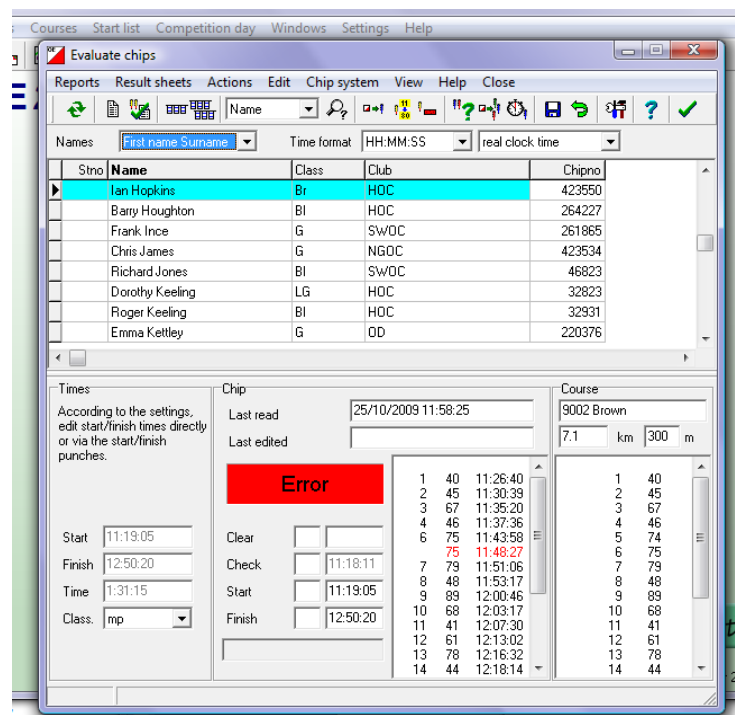

3. Click in the Controls column on the course you need to change. The click on the little grey button with three dots. The Controls of course window will be displayed.

4. In the left column, which lists the controls on the course, select the control to be removed, e.g. in the screenshot above control no 5 on the Orange course (69) is to be removed. Press the delete key. The control is removed. Click on OK. Close the Courses window. When asked if you wish to save modifications click Yes.

5. If you have already read any Si cards then a message will be displayed:

6. In this case it is necessary to check the records for these competitors after making this change – if some had downloaded before this change was made then they would be recorded as mispunched. Select *Competition day/Evaluate Chips.* The Evaluate Chips window is displayed.

7. Select *Actions/Code Checking* to run the code check. The code checking window is displayed which lists the competitors whose records have changed. This will list those competitors whose records are changed from mispunched as a result of the change to the definition of the course. Close the window.