



The Show Manager

Version 4.0

Created by K Yorke
1995, 98, 01, 08

The Show Manager V4 Help

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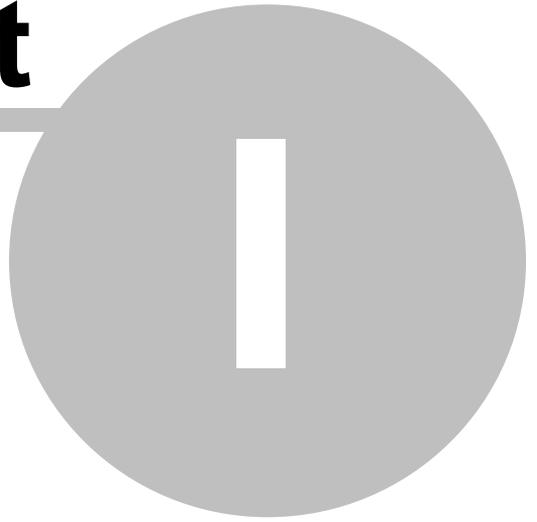
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Part



1 GETTING STARTED

1.1 Introduction

INTRODUCTION

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Welcome to the world of THE SHOW MANAGER Version 4.0. THE SHOW MANAGER is a powerful tool for managing many of the aspects of organising and administering exhibitions and shows. The program is equally useful, no matter whether the exhibition caters for cage birds, dogs, livestock, cookery, artwork, craftwork or any other multitude of exhibits.

HAND WRITTEN BOOKWORK IS A THING OF THE PAST

THE SHOW MANAGER takes you through all the tasks of running a show from start to finish including:-

- Production of mailing labels for sending potential exhibitors promotional material , entry forms and other information about the upcoming exhibition.
- Production of a Show Schedule of classes and special awards for use by exhibitors and organisers.
- Automated acceptance of exhibitor and exhibit entries.
- Handles individual or teams competitions.
- Registers arrivals and non-arrivals at the show.
- Production of all forms, labels, reports, catalogues for use by the exhibitors, judges, spectators and organisers.
- Automated recording of all judged placings.
- Automated production of all prizecards, labels and judging results reports.
- Automatic calculation of all prizemoney and/or pointscore systems for individual exhibitors or teams.
- Production of results catalogues for post-show promotion and information.
- Stores all records for future use and retrieval at a moments notice.

TIME SAVINGS

THE SHOW MANAGER has the potential to save hours of time and effort for show organisers before, during and after the exhibition.

REDUCES HUMAN ERRORS

THE SHOW MANAGER has many in-built error checking procedures to help prevent double entries, missing exhibits etc thus ensuring that the show runs smoother.

1.2 System Requirements

SYSTEM REQUIREMENTS

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TSM Version 4 requires an Personal Computer with a Pentium or better processor, a recommended minimum 128MB of RAM, running WINDOWS '98 or better operating system, hard disk drive, CD drive and printer.

(Later versions of Windows may require more RAM. TSM may run on lower specification hardware but performance may suffer. To run TSM in Slave Mode networking two computers together, Windows XP or better is recommended as the operating system for both computers.)

Screen resolution has been optimised for 1024 x 768.

1.3 Installing TSM

INSTALLING TSM

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TSM must be run from a hard disk. To install TSM on your hard disk, insert the Installation disk CD and then

Press Windows **START BUTTON**

Select **RUN** (On some operating systems this can also be selected by using the **WINDOWS KEY + R** on the keyboard)

In the run dialog box type **D:\SETUP.EXE** (N.B.This assumes that your CD is drive d:. If your CD is another letter eg e:, f: etc then use that letter instead)

Press **OK**

(Windows Control Panel/ Add or Remove Programs can also be used as an alternative to the above.)

The installation program commences. A dialog appears prompting the user for a directory to install. It is highly recommended that you accept the default setting of C:\SHOWMAN4.

This starts the installation program which copies the relevant files from the CD to the hard disk. The installation program places all TSM files in a directory on the hard disk called C:\SHOWMAN4 (by default).

1.4 Starting TSM

STARTING TSM

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To start TSM normally from its installed menus

Press **Windows Start Button**

Select **Programs** (sometimes also called **All Programs** on some computers)

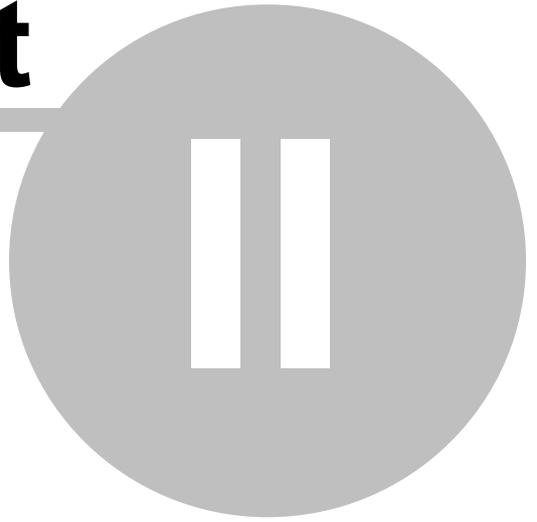
Select **YORKE Applications**

Select **The Show Manager V4**

(Alternatively, Run TSM4.EXE in the installed directory (C:\SHOWMAN4 by default) from the Windows Run command or Windows Explorer or My Computer.)

TSM can also be run in [SLAVE MODE](#) where two computers are networked.

Part



2 CONCEPTS IN ORGANISING A SHOW

2.1 Definitions

DEFINITIONS

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Before getting into the detail of TSM and how it works, it may be useful to clarify some of the concepts involved in running a show and define some of the terminology commonly used.

Show
Exhibit
Exhibitor
Class
Award
Show Schedule
Entries
Scratchings
Catalogue
Exhibitor Entry List
Exhibit Labels
Judging
Judging Sheet
Results
Prizecard
Prize label
Prizemoney
Pointscore
Contacts
Fees

2.1.1 Show

This may be as simple as a permanent or temporary display of objects for private or public viewing through to a large exhibition with exhibits broken into specific categories, subcategories complete with judging and prizes awarded as part of a formal competition.

2.1.2 Exhibit

Any living or inanimate object which is displayed or competes at the show.

2.1.3 Exhibitor

The person or group owning or representing an exhibit or group of exhibits.

2.1.4 Class

For larger shows it is common to categorise the exhibits into like groups. Such groups are called classes. Exhibits in such classes may undergo judging and placings of merit allocated. Classes are often given short code names or numbers as well as long descriptions

2.1.5 Award

Prizes or special recognitions allocated to an exhibit or to an exhibitor. Awards may be related to a single class, a group of classes or to an exhibitor (independent of any classes). Typical examples are:- Grand Champion in Show, Most Successful Exhibitor in Show., Best and Fairest in Competition, Runner-up in Show, Best in Classes 10-20 etc. Awards are not the judges class placings. Awards may have placings allocated to them (just like classes) but quite often they have a winner only (i.e. first placing only). Awards are often given short code names or numbers as well as long descriptions

2.1.6 Schedule

A list of classes and awards available in the show.

2.1.7 Entries

These are the exhibits which are promised to take part in the show.

2.1.8 Scratching

These are exhibits which have been promised to take part in the show (entries) but did not arrive at the show.

2.1.9 Catalogue

A list of all exhibits and exhibitors at the show.

2.1.10 Exhibitor Entry List

List of exhibits, usually given to the exhibitor, notifying him of which exhibits he has entered in which classes.

2.1.11 Exhibit Label

Self adhesive labels for attachment to or near exhibits for identification and positioning of exhibits in the venue.

2.1.12 Judging

Procedure for comparing exhibits and allocating placings of merit to individual exhibits or exhibitors.

2.1.13 Judging Sheet

Slips of paper given to a judge containing information about a class or award and used by the judge for recording the awarded placings for that class or award. These slips are subsequently used for transferring the results into other administrative systems.

2.1.14 Results

These are the placings (e.g. 1st, 2nd, 3rd etc) awarded to exhibits or exhibitors. Classes may have results and awards may also have results.

2.1.15 Prizecard

Certificate or card given to exhibits or exhibitors for recognition of class or award placings earned.

2.1.16 Prize Label

Self adhesive labels used in addition to, or instead of, prizecards.

2.1.17 Prizemoney

Cash or equivalent earned by an exhibit or exhibitor generally as a result of placings awarded in classes or placings for awards.

2.1.18 Pointscore

A system of allocating numerical points to exhibits or exhibitors generally as a result of placings awarded in classes or placings for awards. These points are usually totalled for each exhibitor or team of exhibitors with an award for highest points earner etc.

2.1.19 Contacts

Contacts are persons (exhibitors, visitors, sponsors etc) or companies, organisations etc which may be associated with your shows. A list of contacts is good for a mailing list. The exhibitors at any particular show are usually a subset of the Contacts list.

2.1.20 Fees

Monetary fees may be charged per exhibit or per exhibitor to take part in the show. Fees may be fixed or variable.

2.2 Creating a Show Schedule

CREATING A SHOW SCHEDULE

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The simplest show schedule would have one class for all exhibits, no special awards and no judging. In this simple case the main administrative task is the accepting and recording of entries, if for no other reasons than for identification, location and security.

More commonly, exhibits are broken up into groups or classes. The type and number of classes offered should take into account the expected number of exhibits in each class, venue space and layout, status or grading of the exhibitor and the potential number of logical categories which seems appropriate for the particular type of exhibit. Every class is given a long descriptive name

fully describing what type of exhibit is eligible to be shown in that class and also given a short number or code which is more efficient to use for administrative purposes.

At larger shows exhibitors may have different levels of experience or expertise and therefore it is common to have classes eligible for different statuses or gradings of exhibitor (eg, Junior, Novice or Open).

Classes are usually judged and awarded placings. Such placings may be eligible for special awards in addition to their class placings. More common, is that individual class winners are grouped together and judged again against each other with the winner of the winners selected. This next level up winner is usually given a special award. This process of grouping winners may continue through several levels until ultimately a best exhibit in all of show is selected. Special awards may be allocated at any or all of these levels along the way. In this way the classes and awards form a pyramid structure starting with many exhibits in many classes at the bottom tapering up at each level with a diminishing number of awards. Awards may have placings as well (eg 2nd place etc) but usually only winners advance to the next level. The awards mentioned above can be directly or indirectly related to classes via this pyramid structure. It is possible to have other awards which are outside this pyramid structure. Such awards could be encouragement awards, people's choice, most successful exhibitor, pointscore winner, exhibitor with most awards etc. Awards can thus also be awarded to exhibitors as well as exhibits.

In this way a show schedule is made up of a list of classes and a list of awards. Individual exhibits are entered in individual classes. Individual exhibits may be eligible to compete for many awards. It is unusual for an exhibit to be entered in more than one class.

As part of a prize structure for placegetters of classes or awards, some organisations may include prizemoney or pointscore systems whereby each placing earns a certain amount of money or number of points. The amount of money or points earned is often on a sliding scale dependent on the placing or award achieved. Consideration of this is required in the show schedule as there may be awards associated with these schemes.

2.3 Distributing Schedules & Promotion

DISTRIBUTING SCHEDULES AND PROMOTION

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Once the show schedule is finalised it is then common practise to distribute copies of it to prospective exhibitors in order to encourage entries and promote the show. A mailing list of kindred organisations and potential exhibitors should be kept including a list of all previous exhibitors if the show is a recurring event. Blank entry forms can be sent with the schedule if needed. The Contacts database is the best source for such a mailing list.

2.4 Receiving Entries

RECEIVING ENTRIES

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People wishing to be exhibitors can nominate what exhibits they wish to show to the organisers on the basis of the show schedule. Such entries can be received by organisers in person, by mail or by phone. Receiving entries involves allocating classes and exhibit numbers to each exhibit, producing exhibit labels or exhibit cards to identify each exhibit and returning this information and material back to the exhibitor so that he can prepare his exhibits for the respective classes. At larger shows it is normal to close entries several days before the show day

to allow time for return mail etc to exhibitors. At smaller shows it may be possible to have entries on the day of the show.

Depending on requirements, catalogues of entries can be produced after entry closing time. Where judging is required it is normal procedure to produce judging sheets for the assistance of judges and the recording of the judges placings. These judging sheets can be produced after closing of entries and either before or on the day of the show.

For large shows sometimes prizecards are prepared at this time (leaving the unknown exhibit and/or exhibitor's name blank) thus saving time and effort on the day of the show.

2.5 Show Day Activities

SHOW DAY ACTIVITIES

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The venue should be set out to suit the number of entries received. Exhibitors arrive with their exhibits and these should be registered as arrived and any non-arrivals noted. The registering of non-arrivals (scratchings) in particular, is a good practice as this alleviates potential problems of looking for "missing" exhibits which in reality were never there at all. Depending on organising policy some exhibitor errors may require alteration (eg exhibits entered in the wrong class etc) on arrival.

Judging takes place with results of class and award placings passed from the judge to organisers. Again a system is required to record and track these results. Prizecards or similar for placegetters need to be prepared. Any prizemoney or pointscore need to be calculated.

A report of show results may also be produced for all exhibitors and audience after judging is complete.

When the exhibition is completed exhibitors need to gather and remove their entries. The organisers may wish to impose a checking out or security system at this stage based on their records of exhibit owners and arrivals.

Records of the show including numbers of exhibits/exhibitors, award winners etc can be kept for historical purposes. A list of exhibitor's is handy to keep as a mailing list for the next show.

A very important aspect of running a show is to identify your critical resources, be they equipment, number of people working etc. Having identified those critical resources, these are the areas where improvement will be most beneficial in speeding up and making the show run more efficient. For example, a single person using a computer and software such as TSM will be far more efficient than one or two people using manual book systems. However ten people doing assigned tasks simultaneously may be more efficient than one person using a computer sequentially doing tasks for particular aspects. A computer system will do most individual tasks involved in running a show more efficiently than manual systems. However where time restraints are an issue, particularly on the day of the show, be careful not to overload the computer or its operator time-wise where some tasks could be allocated to a less critical resource (eg spare people). Also bear in mind computer printing time if long reports or many prizecards are to be printed.

2.6 Steps in Using TSM to Organise a Show

STEPS INVOLVED IN USING TSM TO ORGANISE A SHOW

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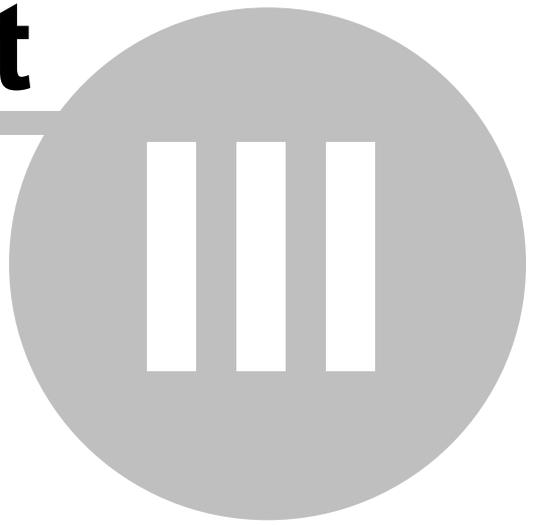
The following is a typical routine that can be followed to set up the administration of a show using TSM. This section is designed to give an overview only of the steps involved in using TSM for organising a show. At each step the relevant section in this manual should be consulted for a detailed explanation of the purpose of the step and the actions or options that are available at that step. These steps apply to a new show. A new empty show can be created by retrieving the archive named EMPTY using the [FILE/RETRIEVE AN ARCHIVE TO CURRENT SHOW](#) menu. (If the show is recurring and has been organised previously using TSM, many of the steps, typically steps 2-7 & 9-11, will not be required again and can be short cut by using the [FILE/CLONE NEW SHOW](#) menu.)

- 1) Choose [FILE/CONFIGURE](#) /SHOW DETAILS. This enables the user to set details about the current show such as title, date and major sponsor. TSM can store several different shows at once within the program but can only work on one show at any one time. The show being worked on is called the "current" show. Other shows not being worked on are "archived" shows.
- 2) Choose FILE/CONFIGURE/SHOW DETAILS to set the desired philosophy of recording scratchings or arrivals.
- 3) Create any pointscore or prizemoney systems required for the show [SCHEDULE/POINTS SYSTEMS/DATA](#) ADD NEW RECORDS. Optionally you can also set alternate points systems with the FILE/CONFIGURE/CLASSES.
- 4) Choose a coding system for classes and awards. The system can be any combination of alphanumeric codes.
- 5) If known in advance, create the names of judges to be used with [SCHEDULE/JUDGES/DATA](#) ADD NEW RECORDS.
- 6) Create a partial show schedule by creating classes with [SCHEDULE/ SHOW CLASSES/DATA](#) ADD NEW RECORDS. Judges can be allocated to a group of classes using the [SCHEDULE/ JUDGES/ALLOCATE TO CLASSES](#). (The [SCHEDULE/CLASSES/MULTIPLE CLASS CREATION WIZARD](#) can also be used as an alternative)
- 7) Complete a show schedule by creating special awards with [SCHEDULE/SHOW AWARDS/ DATA](#) ADD NEW RECORDS. Judges can be allocated to a group of awards using the [SCHEDULE/JUDGES/ALLOCATE TO AWARDS](#). (The [SCHEDULE/CLASSES/MULTIPLE AWARD CREATION WIZARD](#) can also be used as an alternative)
- 8) Print a Show Schedule of classes and awards for distribution to organisers and potential exhibitors using [SCHEDULE/SHOW AWARDS/PRINT AWARD LIST](#) or [SCHEDULE/SHOW CLASSES/PRINT CLASS LIST](#) or use the [SCHEDULE/PRINT SCHEDULE BOOKLET](#) for a more aesthetic version of the class and award listings and other exhibitor information.
- 9) Allocate the first exhibitor number to be used (usually number 1) for the current show using FILE CONFIGURE/EXHIBITORS(CONTACTS).
- 10) Choose the exhibit numbering system to be used for the current show using FILE CONFIGURE/EXHIBITS.
- 11) Create any entry fee structures required using FILE CONFIGURE/FEES .
- 12) Enter the details of exhibitors who will be showing exhibits at the current show using [ENTRIES/EXHIBITORS/DATA](#) ADD NEW RECORDS.
- 13) Enter the details of exhibits entered by exhibitors at the current show using [ENTRIES/ EXHIBITS/DATA](#) ADD NEW RECORDS. Steps 12 and 13 can be done simultaneously if desired as part of step 12.

- 14) Print Entry List report for exhibitors using the [ENTRIES/PRINT EXHIBITOR ENTRY LIST](#) menu.
- 15) Print exhibit adhesive labels for identification purposes using the [ENTRIES/PRINT EXHIBIT LABELS](#) menu. (It is necessary to select the label size with FILE/CONFIGURE/CARDS-LABELS menu before printing)
- 16) Print a catalogue report of all entries and their exhibitors for each class for use by organisers, exhibitors and audience. This is produced by the [ENTRIES/PRINT CATALOGUE](#) menu.
- 17) Produce mailing labels to assist in sending entry lists, exhibit labels, catalogues and other information to exhibitors. This is produced by [ENTRIES/EXHIBITORS/PRINT MAILING LABELS](#) menu.
- 18) Print judge's award sheets for use by judges when allocating placings for special awards [ARRIVALS/JUDGES AWARD SHEETS](#) menu.
- 19) The option of producing judge's class sheets at this point in time is possible. The bulk of sheets, if printed now, will not require reprinting later, but some individual sheets may require reprinting as a result of scratchings or late entries on the day of the show. These can be produced from the [ARRIVALS/JUDGES CLASS SHEETS/PRINT JUDGE CLASS SHEETS](#) menu.
- 20) Another option at this point is to partially print all known details on prizecards and prize labels before judging leaving the exhibitor and exhibit details blank until after judging. This option, depending on time and resources (both human and computer equipment) may save time and reduce workload on the day of show and increase pre-show workload. This option can be achieved from the [ENTRIES/PREPRINT PRIZECARDS-LABELS/CLASS CARDS](#), [ENTRIES/PREPRINT PRIZECARDS-LABELS/CLASS LABELS](#), [ENTRIES/PREPRINT PRIZECARDS-LABELS/AWARD CARDS](#) or [ENTRIES/PREPRINT PRIZECARDS-LABELS/AWARD LABELS](#) menu.
- 21) When exhibits arrive at the show for display, scratchings (or arrivals if desired) should be recorded using [ARRIVALS/REGISTER SINGLE SCRATCHINGS](#) (or ARRIVALS) menu. A report of all scratchings can be generated using the [ARRIVALS/PRINT SCRATCHING REPORT](#) menu.
- 22) If they have not already been produced previously, judge's class sheets can be produced using the [ARRIVALS/JUDGES CLASS SHEETS/PRINT JUDGES CLASS SHEETS](#) menu. If they have previously been produced you have the option to reprint those individual sheets which may have altered to due scratchings with [ARRIVALS/JUDGES CLASS SHEETS/PRINT UNPRINTED/ALTERED JUDGE CLASS SHEETS](#).
- 23) As judging of exhibits proceeds the results of awarded placings for both classes and awards can be entered using the [RESULTS/DATA/ ADD NEW CLASS RESULTS](#), [RESULTS/DATA/ ADD NEW AWARD RESULTS](#) and [RESULTS/DATA/ADD NEW EXHIBITOR RESULTS](#) respectively.
- 24) Prizecards and/or labels for class and award placings can be printed progressively during judging or in a batch at the end of judging using the [RESULTS/PRIZECARDS-LABELS/CLASS CARDS](#), [RESULTS/PRIZECARDS-LABELS/CLASS LABELS](#), [RESULTS/PRIZECARDS-LABELS/AWARD CARDS](#) and [RESULTS/PRIZECARDS-LABELS/AWARD LABELS](#) respectively.
- 25) At the completion of judging any pointscores and prizemoney can be calculated using the [RESULTS/PRINT POINTS-PRIZEMONEY](#) menus.

- 26) At the completion of judging a report showing all results can be produced using the [RESULTS/PRINT RESULTS LIST](#) menu.
- 27) The list of current show exhibitors can be imported into the master Contacts database for use in future shows using the [CONTACTS/UPDATE FROM CURRENT SHOW EXHIBITORS](#) menu
- 28) At the completion of all administrative duties the data recorded for the show can be permanently stored to archive on hard disk by using the [FILE/MOVE CURRENT SHOW TO ARCHIVE](#) menu. The data can also be backed up by using the [FILE/BACKUP](#) menu.
- 29) At regular intervals throughout the above steps it is advisable to make backup copies of your data using the FILE/BACKUP menu.

Part



3 USING TSM

3.1 MENU SYSTEM

3.1.1 FILE MENU

3.1.1.1 File Configure

FILE/CONFIGURE

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The FILE/CONFIGURE menu is only visible when no child windows are open in TSM. To access this menu you must close all open child windows in TSM's main window.

This option is used for configuring user preferences and setting various program settings relating to the current show. This option is usually used the first time TSM is used and each time the user creates a new show from scratch.

This window has a number tab pages each of which provides access to various configuration settings.

[Show Details](#) Tab

[General](#) Tab

[Exhibits](#) Tab

[Fees](#) Tab

[Cards/Labels](#) Tab

[Points System](#) Tab

[Classes](#) Tab

[Awards](#) Tab

[Exhibitors/Contacts](#) Tab

[Results](#) Tab

3.1.1.1.1 Show Details

SHOW DETAILS

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This window tab form allows the entering of information such as the **SHOW TITLE**, **SHOW DATE** and the major **SPONSOR'S NAME**. This information appears on many reports, labels and cards.

REGISTER SCRATCHINGS - For a variety of reasons, not all exhibits may arrive at the show, particularly if the entries were accepted many days previous. To assist in judging and physical layout of the show arena it is advantageous to register those entries which are non-arrivals (scratchings).

Two methods are commonly used for recording scratchings depending on personal preference.

1) Assume all entries have arrived and register those entries known to be scratchings. To use this method check the box in this window form. This method is the most commonly used, particularly where large numbers of exhibits are involved and generally few scratchings. This method does not necessarily preclude checking arrivals as they arrive but only the scratchings are registered in the computer. This is also the method usually requiring the least amount of work to administer.

or

2) Register every arrival in the computer and those left over at the end are therefore the scratchings. To use this method uncheck the box in this window form. This method is often used where only a small number of exhibits is involved, due to the higher workload involved.

This setting should be decided on and set once before entering exhibits into TSM. Changing this setting in the middle of a show routine is not recommended and may lead to incorrect recording

of information regarding scratchings and arrivals.
Depending on this setting some other menu options etc in TSM may read "Scratchings" or "Arrivals".

3.1.1.1.2 General

GENERAL

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AUTOMATICALLY RESTORE FAVOURITE LAYOUT - Each database in TSM (e.g. Classes, Exhibitors etc) has a window for editing data (accessed from the DATA menu) which contains a grid view of the data. This grid view contains columns which the user can resize and move to different positions. It also has different data sort and filtering options to enable the user to customize how the data is displayed. These "Favourite Layouts" can be saved.

Checking this box on the tab form makes these Favourite Layouts automatically appear each time the DATA menu is chosen.
Unchecking this box on the tab form makes the default layout appear each time the DATA menu is chosen.

DISPLAY DELETE RECORD MESSAGE - During editing data from the DATA menu, it is possible to delete individual records in a database.

Checking this box on the tab form ensures that a popup information message is displayed each time a record is deleted.
Unchecking this box on the tab form turns off the popup message feature.

RESTORE DEFAULTS - This resets all settings values on this tab page to their factory default values. It does not affect settings on other tab pages.

3.1.1.1.3 Exhibits

EXHIBITS

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NUMBERING - Every exhibit in the show is given an exhibit number for identification purposes. TSM automatically allocates exhibit numbers to exhibits during the [ENTRIES/EXHIBITS/DATA ADD NEW RECORD](#) window.

Two systems of numbering these exhibits is possible depending on personal choice. Once a system has been chosen and entries accepted, do not change systems midstream.

- 1) **Class wide numbering**:- exhibits are numbered starting with number 1 in each class. This is the most common system. To uniquely identify an exhibit requires its class number AND its exhibit number. Check the box in the form to select Class wide numbering. e.g.

Class Z	Exhibit 1
Class Z	Exhibit 2
Class X	Exhibit 1
Class X	Exhibit 2

or

- 2) **Show wide numbering**:- exhibits are numbered starting with number 1 and continuing throughout the show independent of classes. To uniquely identify an exhibit requires its

exhibit number only. Uncheck the box in the form to select show wide numbering. e.g.

Class Z	Exhibit 1
Class Z	Exhibit 2
Class X	Exhibit 3
Class X	Exhibit 4

Both systems have their own advantages and disadvantages. Class-wide numbering is more common.

If show-wide numbering is used, then an additional option is available, i.e. **automatically numbering the exhibits with consecutive numbers (in class code order) after all entries** have been received. This option is not recommended by the author as it is very inefficient, but is nevertheless included in TSM as an option for those people who normally use this system. For this system, uncheck class wide numbering AND check the 'number after last entry' box in the form. With this option selected, the exhibit number field in the ENTRIES/EXHIBITS/DATA ADD NEW RECORD form will be absent and an additional menu item appears, i.e. [ENTRIES/AUTONUMBER ALL EXHIBITS](#).

ADD NEW/SAVE ANOTHER SETTINGS - When adding new records via the DATA menus the option exists to add several records using the SAVE/ADD ANOTHER button. The ADD NEW RECORDS data entry screen is refreshed after each new record is added. The refreshed field values can be either the default values or the previously typed field values can be repeated. Checking the REPEAT XXXX checkbox on this tab page repeats values. Unchecking the box displays default values.

PICKLIST LENGTH sets the number of items which appear in combobox drop down picklists on the DATA forms. If the length is set to zero, this is a special case where all possible values are displayed. The zero setting has the disadvantage of being slower to appear when large numbers (potentially thousands) of items are in the picklist. Where better speed is desirable at the expense of less picklist items, choose a number between 1 and 300. Choosing say, 200 fills the picklist with the most recently created 200 unique values.

RESTORE DEFAULTS - This resets all settings values on this tab page to their factory default values. It does not affect settings on other tab pages.

3.1.1.1.4 Fees

FEES

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Show organisers may charge monetary entry fees to exhibitors. This tab form allows the configuration of up to 5 different entry fee systems. One of these entry fee systems is allocated to an exhibitor during the [ENTRIES/EXHIBITOR/DATA](#) ADD NEW RECORD operation.

The first system "0-None" is fixed as a free fee and cannot be altered. The next four fee systems can be configured by the user. Fees can be fixed or per exhibit (or combination of both) with optional maximum and minimum values. The names of the fee types can also be changed but must start with "1-", "2-", "3-" and "4-".

One of these fee systems can be made the default system to reduce data entry typing elsewhere in the program.

Examples:-

Fixed=0 and Per Exhibit=1 and Min=0 and Max =10 means that \$1.00 is charged per exhibit up to a maximum total charge of \$10.00. No minimum charge applies.

or

Fixed=1 and Per Exhibit=2 and Min=5 and Max=0 means the fee is a flat \$1.00 PLUS \$2.00 per exhibit with a minimum total charge of \$5.00 and no maximum total charge.

RESTORE DEFAULTS - This resets all settings values on this tab page to their factory default values. It does not affect settings on other tab pages.

3.1.1.1.5 Cards/Labels

CARDS/LABELS

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TSM has many prewritten reports which produce self adhesive labels or cards. These label and card printouts can each be printed on different types of stationery to suit your particular printer or media type.

Labels:- 3.5" x 1" single column Tractor feed suitable for high speed dot matrix printers.
or 2.75" x 1" 3 columns by 11 rows on A4 cut sheets suitable for inkjets and laser printers.
or 2.5" x 1.33" 3 columns by 8 rows on A4 cut sheets suitable for inkjets and laser printers.
or 3.9" x 2.25" 2 columns by 5 rows on A4 cut sheets suitable for inkjets and laser printers.

Cards:- 4.5" x 2" single column tractor feed for use on high speed dot matrix printers.
or 3.5" x 2" 2 columns by 5 rows in A4 cut sheets (standard business card size) for inkjets and laser printers.
or 3.5" x 5" 2 columns by 2 rows in A4 cut sheets for inkjets and laser printers.

Depending on the stationery supplier, the A4 cut sheet stationery may have slightly different page margins. These margins can be adjusted by modifying the respective report margins to suit with the [OUTPUT/USER DEFINED REPORTS/EDIT](#) report writer built into TSM. All card and label sizes mentioned above are the original "as installed" size, however these can be modified to other sizes using the report editor. (N.B. If the sizes are modified, the filenames and setting names in this tab page will remain the same despite being a physically different size to that described.)

RESTORE DEFAULTS - This resets all settings values on this tab page to their factory default values. It does not affect settings on other tab pages.

3.1.1.1.6 Points System

POINTS SYSTEM

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ADD NEW/SAVE ANOTHER SETTINGS - When adding new records via the [SCHEDULE/POINTS SYSTEM/DATA](#) menus the option exists to add several records using the SAVE/ADD ANOTHER button. The ADD NEW RECORDS data entry screen is refreshed after each new record is added. The refreshed field values can be either the default values or the previously typed field values can be repeated. Checking the REPEAT XXXX checkbox on this tab page repeats values. Unchecking the box displays default values.

PICKLIST LENGTH sets the number of items which appear in combobox drop down picklists on

the DATA forms. If the length is set to zero, this is a special case where all possible values are displayed. The zero setting has the disadvantage of being slower to appear when large numbers (potentially thousands) of items are in the picklist. Where better speed is desirable at the expense of less picklist items, choose a number between 1 and 300. Choosing say, 200 fills the picklist with the most recently created 200 unique values.

RESTORE DEFAULTS - This resets all settings values on this tab page to their factory default values. It does not affect settings on other tab pages.

3.1.1.1.7 Classes

CLASSES

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ALTERNATIVE POINTSCORES - Many shows incorporate pointscore or prizemoney systems into their class placings. Pointscore and prizemoney systems can be defined using the [SCHEDULE/POINTS SYSTEM/DATA](#) menu. Once a pointscore system has been defined, it can be applied to individual classes using the [SCHEDULE/SHOW CLASSES/DATA](#) menu. A common points system (pre-installed in TSM as "321") gives 3 points to a 1st placing, 2 points for 2nd and 1 point for 3rd. In situations where say only 2 exhibits are in a class, some organisers allocate say, only 2 points instead of 3 to the 1st placegetter due to reduced numbers of exhibits. Similarly, possibly, only 1 point may be given for a first if only one exhibit exists in the class. These latter two situations involve alternative points systems which come into play dependent on a minimum number of entries in a class. Different levels of prizemoney may also similarly apply in these situations. TSM calls these additional points systems "alternative" points systems. Any show class can have the normal default point system and two additional alternative points systems in TSM.

The settings in this tab page are the number of exhibits in a class at which the default points system is replaced by the alternatives. The first alternative number must be greater than the second alternative number. Setting either or both numbers to 0 means that the respective alternative system will never be used.

ADD NEW/SAVE ANOTHER SETTINGS - When adding new records via the DATA menus the option exists to add several records using the SAVE/ADD ANOTHER button. The ADD NEW RECORDS data entry screen is refreshed after each new record is added. The refreshed field values can be either the default values or the previously typed field values can be repeated. Checking the REPEAT XXXX checkbox on this tab page repeats values. Unchecking the box displays default values.

PICKLIST LENGTH sets the number of items which appear in combobox drop down picklists on the DATA forms. If the length is set to zero, this is a special case where all possible values are displayed. The zero setting has the disadvantage of being slower to appear when large numbers (potentially thousands) of items are in the picklist. Where better speed is desirable at the expense of less picklist items, choose a number between 1 and 300. Choosing say, 200 fills the picklist with the most recently created 200 unique values.

RESTORE DEFAULTS - This resets all settings values on this tab page to their factory default values. It does not affect settings on other tab pages.

3.1.1.1.8 Awards

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ADD NEW/SAVE ANOTHER SETTINGS - When adding new records via the DATA menus the option exists to add several records using the SAVE/ADD ANOTHER button. The ADD NEW RECORDS data entry screen is refreshed after each new record is added. The refreshed field values can be either the default values or the previously typed field values can be repeated. Checking the REPEAT XXXX checkbox on this tab page repeats values. Unchecking the box displays default values.

PICKLIST LENGTH sets the number of items which appear in combobox drop down picklists on the DATA forms. If the length is set to zero, this is a special case where all possible values are displayed. The zero setting has the disadvantage of being slower to appear when large numbers (potentially thousands) of items are in the picklist. Where better speed is desirable at the expense of less picklist items, choose a number between 1 and 300. Choosing say, 200 fills the picklist with the most recently created 200 unique values.

RESTORE DEFAULTS - This resets all settings values on this tab page to their factory default values. It does not affect settings on other tab pages.

3.1.1.1.9 Exhibitors/Contacts

EXHIBITORS/CONTACTS[Top](#) [Previous](#) [Next](#)

NEXT EXHIBITOR NUMBER - Within TSM, every exhibitor is allocated a unique Exhibitor Number. These numbers normally start at 1 for the first exhibitor and increase by 1 for each new exhibitor. This sequential numbering is handled automatically by TSM. If for some reason the user wishes to leave out some numbers or start the sequence at a higher number (eg 100), then this window form allows the user to allocate which number will be the next number used. Additional numbers will carry on in sequence after this new number. The individual numbers are allocated to individual exhibitors during a [ENTRIES/EXHIBITORS/DATA](#) ADD NEW RECORD operation.

ADD NEW/SAVE ANOTHER SETTINGS - When adding new records via the DATA menus the option exists to add several records using the SAVE/ADD ANOTHER button. The ADD NEW RECORDS data entry screen is refreshed after each new record is added. The refreshed field values can be either the default values or the previously typed field values can be repeated. Checking the REPEAT XXXX checkbox on this tab page repeats values. Unchecking the box displays default values.

PICKLIST LENGTH sets the number of items which appear in combobox drop down picklists on the DATA forms. If the length is set to zero, this is a special case where all possible values are displayed. The zero setting has the disadvantage of being slower to appear when large numbers (potentially thousands) of items are in the picklist. Where better speed is desirable at the expense of less picklist items, choose a number between 1 and 300. Choosing say, 200 fills the picklist with the most recently created 200 unique values.

RESTORE DEFAULTS - This resets all settings values on this tab page to their factory default values. It does not affect settings on other tab pages.

3.1.1.1.10 Results

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ADD NEW/SAVE ANOTHER SETTINGS - PICKLIST LENGTH sets the number of items which appear in combobox drop down picklists on the DATA forms. If the length is set to zero, this is a special case where all possible values are displayed. The zero setting has the disadvantage of being slower to appear when large numbers (potentially thousands) of items are in the picklist. Where better speed is desirable at the expense of less picklist items, choose a number between 1 and 300. Choosing say, 200 fills the picklist with the most recently created 200 unique values.

RESTORE DEFAULTS - This resets all settings values on this tab page to their factory default values. It does not affect settings on other tab pages.

3.1.1.2 File Statistics Report

FILE/STATISTICS REPORT[Top](#) [Previous](#) [Next](#)

The FILE/STATISTICS REPORT menu is only visible when no child windows are open in TSM. To access this menu you must close all open child windows in TSM's main window.

This menu selection compiles a number of statistics relating to the show, including number of exhibitors, number of entries, largest class, most successful exhibitors, and status break-ups. The report is designed for A4 paper.

3.1.1.3 File Print

FILE/PRINT[Top](#) [Previous](#) [Next](#)

This menu option has two slightly different implementations within TSM depending which window is open when it is run.

1) If FILE/PRINT is run while a Report Print Preview is displayed then the FILE/PRINT SETUP dialog will appear and subsequently the report will be printed using all the report settings and layout (including multiple pages if it is a multi-page report).

2) If FILE/PRINT is run from any other window it will print the visible contents of that window directly to the default Windows printer using current printer settings. The default printer and its settings can be changed before running FILE/PRINT by running FILE/PRINT SETUP. Only the **visible** contents of the window are printed, so it is helpful to maximise the window size before printing. It is similar to taking a snapshot of the window. If the window has data that is out of view it may be necessary to print the window once, scroll the window to display the hidden data then print the window a second or more time.

3.1.1.4 File Print Setup

FILE/PRINT SETUP[Top](#) [Previous](#) [Next](#)

This option starts the Windows Printer Setup for your own printer and allows the modification of printer settings.

For more detailed help on using the Windows Printer Setup, run FILE/PRINT SETUP and then select Help from within the Windows Printer Setup.

Special notes on the Windows Printer Setup unique to TSM:-

Page Size:- By default, most reports are A4 in size. The exception relates to the size of some labels and cards which depend on the settings in the [FILE/CONFIGURE/CARDS-LABELS](#) settings.

The page size in the Windows Printer Setup must match the page size settings in the report editor. If these printer page size settings are changed by the user, then the new size must also be changed to the same page size in the TSM Report Editor. (This however is not recommended, use the standard page sizes unless you have special requirements.) Failure to match the report page size with the printer page size may result in incorrect pagination and/or reformatting of the report when it is printed.

3.1.1.5 File Reorganise

FILE/REORGANISE

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The FILE/REORGANISE menu is only visible when no child windows are open in TSM. To access this menu you must close all open child windows in TSM's main window.

This tidies up all show data including rebuilding all index files (used internally by TSM to sort data), permanently deleting all unwanted data (i.e. those records which the user previously flagged for future deletion) and repairing some data errors. It also recalculates the number of exhibits entered, arrived and/or scratched in each class.

This option should be run periodically to keep your data as efficient as possible. This option should also be run after computer problems such as corrupt files, power outages, computer hangs, reboots or any unusual occurrences.

This option is also automatically called by TSM during show [Archiving](#), Retrieving, Cloning, [Importing](#), and [Restoring](#).

3.1.1.6 File Check Data

FILE CHECK DATA

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The FILE/CHECK DATA menu is only visible when no child windows are open in TSM. To access this menu you must close all open child windows in TSM's main window.

The purpose of this menu is to check for various potential errors in show data and display a report of the checking process. Select any or all checking procedures by ticking the appropriate checkboxes.

CHECK FEE TYPES looks for errors in the entry fee type allocated to exhibitors and that the fee type correlates with those in the [FILE/CONFIGURE](#) settings.

CHECK DUPLICATE CONTACTS looks for duplicated contacts (by Surname and Firstname).

CHECK DUPLICATE POINT SYSTEM looks for duplicated Placings with a point system.

CHECK CLASS DATA looks for duplicated Class Codes, invalid Point Systems and invalid Judge Codes in the CLASS database.

CHECK AWARD DATA looks for duplicated Award Codes, invalid Point Systems and invalid

Judge Codes in the CLASS database.

CHECK DUPLICATE EXHIBITORS looks for duplicated exhibitors (by Surname, Firstname and by Exhibitor Number).

CHECK EXHIBIT DATA looks for duplicated exhibits, invalid Exhibitor Number and invalid Class Codes in the EXHIBITS database.

CHECK RESULTS DATA looks for duplicated results, invalid Award Codes, invalid Class Codes and invalid exhibits in the RESULTS database.

3.1.1.7 File Backup

FILE/BACKUP

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The FILE/BACKUP menu is only visible when no child windows are open in TSM. To access this menu you must close all open child windows in TSM's main window. This menu option takes a second copy of all your information and stores it on a secondary drive. The live data is not altered. This is useful to do periodically to reduce the risk of data loss due to power failures or hardware damage etc.

To retrieve information from a previous backup copy, use [FILE/RESTORE](#).

(N.B. The belowmentioned information assumes that TSM is installed in the default C:\SHOWMAN4 folder)

CONTENT

- 1) Selecting the DATA, REPORTS, SETTINGS option makes a backup copy of all your data from all databases (DBF & DBT files) except Contacts and copies all standard and user report layout files (RPT files) and all your [configuration](#) settings (MEM file)
- 2) Selecting Contacts backs up only the Contacts database. (N.B. Contacts are not show specific and are common to all shows and thus treated separately to individual show data).

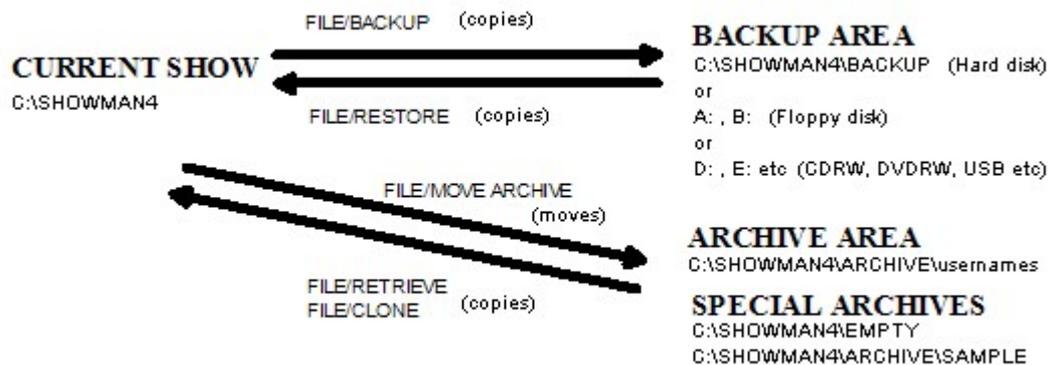
DESTINATION

- 1) Selecting the HARD DISK option copies the content information to the SHOWMAN4/BACKUP folder. The information is not compressed. Every backup overwrites any previous backup.
- 2) Selecting the FLOPPY DISK option copies the content information to the selected A: or B: floppy disk drive. (The floppy disk must have been previously formatted by either Windows or the manufacturer.) The information is compressed into two files. The main file containing the compressed information will be named SHOWMAN4BACKUPYYYYMMDD.001. The YYYYYMMDD portion of the filename represents today's date backwards. This file is compatible with some third party zip file systems. The second file named DISK1_NUMBERS_.001 is used by TSM during a future FILE/RESTORE process. Every backup overwrites any previous backup. If you wish to keep several versions of backup then use a different floppy disk for each backup. USE SEPARATE BACKUP DISKETTES for Contacts and Show data. DO NOT backup BOTH Contacts and Current Show Data to the same floppy disk. Label both backup disks clearly and do not interchange. Floppy disks need to be preformatted by Windows before they can be used.
- 3) Selecting the CDRW, DVDRW, OTHER option copies the information to the selected drive. (CDRWs and DVDRWs must have been previously formatted by special formatting software compatible with your operating system and computer hardware). The information is not compressed. Every backup overwrites any previous backup. Pressing the CHANGE DRIVE button allows selection of a different destination drive or folder. Most drives which you

computer operating system recognises with a drive letter (e.g. D:, E:, etc) or a folder name can be used as a backup destination. The destination drive, however, must have sufficient permissions and abilities to allow TSM to create new folders on that drive. Data, Reports and Settings are always copied to a folder or sub-folder called SM4DATA on the selected drive.

Contacts are always copied to a folder or sub-folder called SM4CONT. If either of these two folders does not exist, then TSM will attempt to create it as a folder under that drive or as a sub-folder under an existing folder. TSM sends the information to your computer's operating system and it is the operating system and/or your own local CD/DVD burning software which physically burns the information onto CD/DVD. This system ensures maximum compatibility. It is very important that when backing up to CD/DVD that you always wait for the burning process to complete (may be several minutes) and then use Windows My Computer or Windows Explorer etc to check that the information has actually been successfully copied to the backup drive.

CDRW and DVDRW (formatted re-writeable) are highly recommended, while CDR and DVDR are not recommended. (Depending on your operating system and/or burning software configuration, CDR and DVDR may not allow TSM to create folders AND may also send the information to a temporary "CD Burning" directory instead of the chosen destination drive) (For advanced users: It is possible to store several different backups on one CDRW if you create several different folders on the CDRW using the operating system and/or CD burning software. e.g. one folder named say "Monday", another "Tuesday" etc. TSM will then create the SM4DATA and SM4CONT sub-folders underneath each of the MONDAY and TUESDAY etc folders.)



3.1.1.8 File Restore

FILE RESTORE

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The FILE/RESTORE menu is only visible when no child windows are open in TSM. To access this menu you must close all open child windows in TSM's main window.

This restores a previous backup copy of your data. This should only be used to recover from a major data or hardware problem. All existing data is overwritten by the restored data. Any changes made to current data since the last backup will be lost.

(N.B. The belowmentioned information assumes that TSM is installed in the default C:\SHOWMAN4 folder)

CONTENT

- 1) Selecting the DATA, REPORTS, SETTINGS option retrieves a previous backup copy (created with [FILE/BACKUP](#)) of all your data from all databases (DBF & DBT files) except CONTACTS and retrieves all standard and user report layout files (RPT files) and all your configuration settings (MEM file).
- 2) Selecting Contacts backs up only the CONTACTS database. (N.B. Contacts are not show specific and are common to all shows and thus treated separately to individual show data).

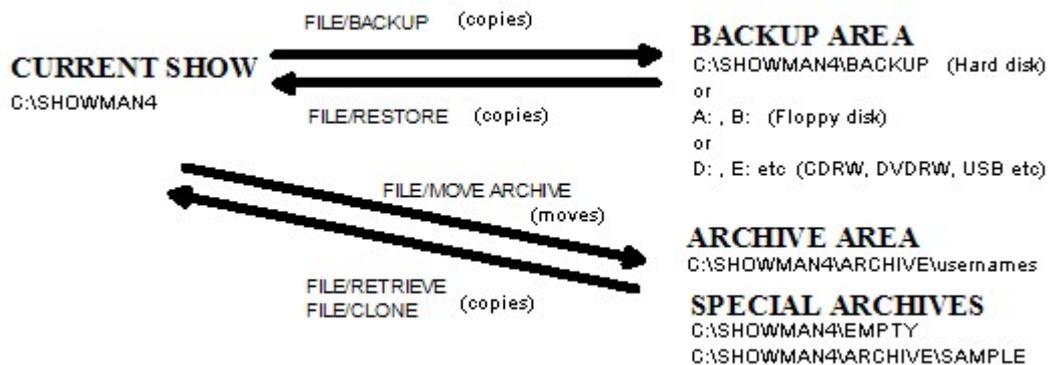
SOURCE

- 1) Selecting the HARD DISK option retrieves the content information from the C:\SHOWMAN4\BACKUP folder. The information is not compressed.
- 2) Selecting the FLOPPY DISK option retrieves the content information from the selected A: or B: floppy disk drive. Ensure that you use the SHOW DATA backup floppy disk when restoring show data AND that you use the CONTACTS backup floppy disk when restoring CONTACTS data.
- 3) Selecting the CDRW, DVDRW, OTHER option retrieves the information from the selected drive or folder. The information is not compressed. Pressing the CHANGE DRIVE button allows selection of a different source drive or folder. Data, Reports and Settings must always be restored from a folder or sub-folder called SM4DATA on the selected drive. CONTACTS data must always be restored from a folder or sub-folder called SM4CONT.

As part of the restoring process the [FILE/REORGANISE](#) window appears. This Reorganise process is required to ensure all data is correctly indexed and ready for use. Do not interrupt this reorganise process as it may lead to future data errors.

(Warning: It is not recommended that users copy files directly from a CDR to the C:\SHOWMAN4 folder using third party file copying programs. Files stored on CDR usually have the "Read Only" attribute turned on and this attribute is often retained when the files are copied to hard drive resulting in TSM errors when trying to modify data in a file that is read only. The "Read Only" attribute can be turned off with some file copying programs and/or Windows Explorer File Properties. TSM's FILE/RESTORE procedure automatically accounts for potential "read only" issues for you.)

Original (as installed) copies of all reports can be restored individually using [OUTPUT/RESTORE DEFAULT REPORTS](#) menu. Reports which have been created or modified by the user can only be backed up and restored by the FILE/BACKUP and FILE/RESTORE menus.



3.1.1.9 File Archive & Retrieve & Clone

FILE/MOVE CURRENT SHOW TO ARCHIVE FILE/RETRIEVE AN ARCHIVE TO CURRENT SHOW FILE/CLONE A NEW SHOW

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These three menus are only visible when no child windows are open in TSM. To access these menus you must close all open child windows in TSM's main window.

FILE/MOVE CURRENT SHOW TO ARCHIVE

This allows the user to save the current show data in an archive located on hard disk. This is designed for long term storage after the show is completed. The current working area for the current show is cleared of all data ready for a new show after the previous show is saved to archive. Type in a name for the archive. A subdirectory with this name is created by TSM in which all data files related to this show (except Contacts) are stored.

As part of the archiving process the [FILE/REORGANISE](#) window appears.

The Contacts database cannot be archived (only backed up or restored) as it applies equally to all shows.

FILE/RETRIEVE AN ARCHIVE TO CURRENT SHOW

This displays a list of previously archived shows which can be retrieved to become the current show again. Each archive is the name of a subdirectory where the data for that show is stored on the hard disk.

As part of the retrieving process the FILE/REORGANISE window appears.

Warning!!! ----- Retrieving an archive overwrites any existing data in the current show. If you inadvertently overwrite the previously current show (without first archiving it or backing it up to an external media) then it can be retrieved from the hard disk BACKUP area. As a safety measure the RETRIEVE process temporarily stores what was the current show in the hard disk backup area.

N.B. To create a new completely empty show simply retrieve the pre-installed archive named EMPTY.

FILE/CLONE A NEW SHOW

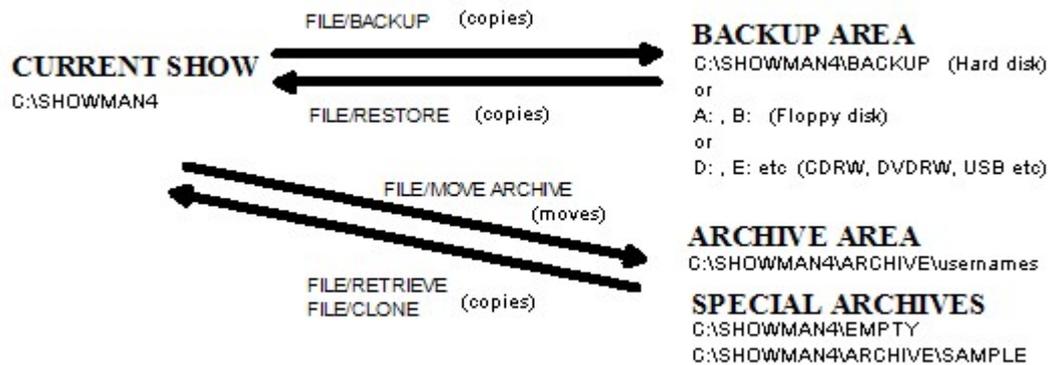
Cloning a new show is similar to retrieving an archive except that the exhibits, exhibitors and results of the newly created show are purged. This is handy where shows recur so that the you can clone a copy of last year's show ready to take entries etc for this year's show. The classes, awards etc are already entered based on last years show.

This displays a list of previously archived shows which can be cloned to become the current show again. Each archive is the name of a subdirectory where the data for that show is stored on the hard disk.

As part of the retrieving process the FILE/REORGANISE window appears.

Warning!!! ----- Cloning an archive overwrites any existing data in the current show. If you inadvertently overwrite the previously current show (without first archiving it or backing it up to a

floppy disk) then it can be retrieved from the hard disk BACKUP area. As a safety measure the CLONE process temporarily stores what was the current show in the hard disk backup area.



3.1.1.10 File Import

FILE/IMPORT FROM TSM V3.0

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The FILE/IMPORT menu is only visible when no child windows are open in TSM. To access this menu you must close all open child windows in TSM's main window.

IMPORT V3 ARCHIVE TO V4 CURRENT SHOW

This option is designed to bring archived shows created in TSM Version 3 into Version 4. Some differences occur between databases in V3 and V4 and this option retrieves individual V3 archives, converts the data into V4 format and makes it the current show.

The user must select the folder name where the desired V3 archive resides. Each archive is the name of a subdirectory under directory `C:\SHOWMAN3\ARCHIVE` where the data for that show was stored on the hard disk. Pressing the CHANGE DRIVE button allows the selection of the desired archive from a tree diagram of your hard disk.

V3 data can also be imported from old floppy disk backups created by V3.

As part of the importing process the [FILE/REORGANISE](#) window appears.

Warning!!! ----- Importing an archive overwrites any existing data in the current show. If you inadvertently overwrite the previous current show (without first archiving it or backing it up to an external media) then it can be retrieved from the hard disk BACKUP area. As a safety measure the IMPORT temporarily stores what was the current show in the hard disk backup area.

Due to extra features in TSM V4, archives or backups created in V4 are not 100% backwardly compatible with earlier versions. Therefore, it is not recommended to attempt using V4.0 show data in earlier versions of the TSM program.

IMPORT V3 CONTACTS TO V4 CONTACTS

This option is designed to bring the CONTACTS database from TSM Version 3 into Version 4. Some differences occur between the CONTACTS database in V3 and V4 and this option retrieves V3 CONTACTS, converts the data into V4 format ready for use in V4.

The user must select the folder name where the V3 CONTACTS database resides (normally C:

\SHOWMAN3). Pressing the CHANGE DRIVE button allows the selection of different folder name if the V3 CONTACTS database resides elsewhere.

V3 CONTACTS data can also be imported from old floppy disk CONTACTS backups created by V3.

As part of the importing process the [FILE/REORGANISE](#) window appears.

Warning!!! ----- Importing V3 CONTACTS overwrites any existing V4 CONTACTS data. As a safety measure the IMPORT temporarily stores what was the current V4 CONTACTS in the hard disk backup area.

Due to extra features in TSM V4, CONTACTS backups created in V4 are not 100% backwardly compatible with earlier versions. Therefore, it is not recommended to attempt using V4.0 CONTACTS data in earlier versions of the TSM program.

3.1.1.11 File Close/Close All

FILE/CLOSE FILE/CLOSE ALL

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Various child windows (such as DATA or Report Print Previews etc) are opened on TSM's main window during the course of normal use.

The FILE/CLOSE and FILE/CLOSE ALL menus are visible only when any child window is visible.

FILE/CLOSE closes the child window currently in use. Other child windows, if any, remain open.

FILE/CLOSE ALL closes all visible child windows leaving TSM's main window empty.

3.1.2 CONTACTS MENU

3.1.2.1 Data

CONTACTS/DATA

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This displays a window form which allows the user to create or edit data about contacts' names, addresses, status etc. ALL Contacts are available to ALL current shows. Contacts are not specific to a particular show but common to all shows.

For an explanation of the functionality of the standard menus, tab forms, buttons, editing procedures etc in the DATA editing window form go to the [Adding and Editing Data](#) help topic.

The following fields are used in the CONTACTS database:-

SURNAME - The lastname of the contact.

FIRSTNAME - The firstname(s) of the contact.

STREET, TOWN, AREA, STATE, POSTCODE, COUNTRY - The address of the contact for mailing purposes.

NOTES - Any long text information can be stored against this contact.

STATUS1 - Accepts text or a code describing the status or grading of the contact. Where this

contact forms part of a team of exhibitors it is recommended that this field be used for the team name and use the STATUS2 field for his individual status. A combobox gives a list of previous unique statuses used for easier typing if required.

STATUS2 - Accepts text or a code describing the status or grading of the contact. A combobox gives a list of previous unique statuses used for easier typing if required.

MAIL - Checked box flags that this contact is to be on a mailing list. Unchecked flags not on mailing list (Note that it is still possible to force the mail list to include even the unchecked entries if necessary).

CODE1, CODE2 - General purpose text fields for user special needs. No specific purpose. A combobox gives a list of previous unique codes used for easier typing if required.

NUMBER1, NUMBER2 - General purpose numeric fields for user special needs. No specific purpose.

LASTSHOW - the date that this contact last exhibited at a show.

PHONE, FAX, EMAIL, WEBSITE - the phone, fax, email and website of the contact.

3.1.2.2 Update From Current Show Exhibitors

CONTACTS/UPDATE FROM CURRENT SHOW EXHIBITORS

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ALL contacts are available to ALL shows. Contacts are not specific to a particular show but common to all shows. The exhibitors in the current show can have their details copied into the Contacts database for use in other future mailing lists and shows using this menu option.

If an exhibitor name being copied already exists in the Contacts database then it will not be duplicated, only the LAST SHOW date value will be updated on the existing Contacts record.

3.1.2.3 Print Contact List

CONTACTS/PRINT CONTACTS LIST

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This produces a report listing of all contacts and their details.

The report can be customised with various filtering and sorting conditions.

(The **Past and Current Exhibitors** selection uses the presence of a date in the LASTSHOW field. The **Non-Exhibitors** selection uses the absence of a date in the LASTSHOW field. The **Mailing List** selection uses the MAIL field.)

This report is designed for A4 paper. This report layout (filename ContList.RPT) can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If modified, the report MUST retain the original filename in order for TSM's menu to find the report.)

3.1.2.4 Print Contacts Mail Labels

CONTACTS/PRINT CONTACTS MAIL LABELS

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This produces a report of mailing labels listing all contacts and addresses.

The report can be customised with various filtering and sorting conditions.

(The **Past and Current Exhibitors** selection uses the presence of a date in the LASTSHOW field. The **Non-Exhibitors** selection uses the absence of a date in the LASTSHOW field. The **Mailing List** selection uses the MAIL field.)

The size and layout of the labels is determined by the Label Stationery setting in the [FILE/CONFIGURE](#) menu. A choice of four label layouts is available.

Label Size	No. per page	Paper Size	Filename
3.5" x 1"	1 col x 1 row	Continuous Tractor Feed	ConMailAll41.RPT
2.75" x 1"	3 cols x 11 rows	A4 Cut Sheet	ConMailAIIA4.RPT
2.5" x 1.33"	3 cols x 8 rows	A4 Cut Sheet	ConMail64X34A4.RPT
3.9" x 2.25	2 cols x 5 rows	A4 Cut Sheet	ConMail99X57.RPT

Each of these report layouts can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If modified, the reports MUST retain the original filenames in order for TSM's menus to find the reports.)

3.1.3 SCHEDULE MENU

3.1.3.1 Points Systems

3.1.3.1.1 Data

SCHEDULE/POINTS SYSTEMS/ DATA

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Many shows incorporate pointscore or prizemoney systems into their class placings. This window form enables the user to create custom point score and/or prizemoney systems. A common points system (pre-installed in TSM as "321") gives 3 points to a 1st placing, 2 points for 2nd and 1 point for 3rd.

The values entered in this window form create or edit a record in the POINTS database. Each record defines one component of an overall points system. A points system is thus made of one or more records of the same name with each record describing how many points or prizemoney is allocated to a particular placing.

For an explanation of the functionality of the standard menus, tab forms, buttons, editing procedures etc in the DATA editing window form go to the [Adding and Editing Data](#) help topic.

The following fields are used in the POINTS SYSTEM database:-

POINTS SYSTEM - A name given to a user defined points or prizemoney system. This field is

compulsory. Records with the same name form part of the same system. A combobox gives a list of previous names used for easier typing if required.

PLACING - A number identifying the class or award placing to which will be allocated the desired number of points and/or prizemoney. This field is compulsory.

POINTS - The number of points allocated to that placing.

PRIZEMONEY - The amount of prizemoney to be allocated to that placing.

3.1.3.1.2 Print Points System List

SCHEDULE/POINTS SYSTEMS/ PRINT POINTS SYSTEM LIST

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This produces a report listing of all pointsystems and their details.

This report is designed for A4 paper. This report layout (filename PointsList.RPT) can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N. B. If modified, the report MUST retain the original filename in order for TSM's menu to find the report.)

3.1.3.2 Show Classes

3.1.3.2.1 Data

SCHEDULE/SHOW CLASSES/ DATA

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This window form allows the user to create or edit new class names and codes used in the show for categorising exhibits.

For an explanation of the functionality of the standard menus, tab forms, buttons, editing procedures etc in the DATA editing window form go to the [Adding and Editing Data](#) help topic.

The following fields are used in the CLASSES database:-

CLASS CODE - (also called CLASS1A internally) is used to store short alphanumeric codes to quickly identify a class. This field is compulsory.

The method used to identify and code the classes can make a very significant difference to how easy a show is to run and organise. It is even more important if the show is going to be a recurring event where minor changes in the number or type of classes is likely to occur from time to time.

Altering, adding or deleting classes to an existing schedule can be very easy or very time consuming depending on the class coding system used initially. A simple system for a show schedule with say 50 classes would be to number the classes from 1 to 50. This simple system is fine for the first year, but should the user wish to run the show again the following year and say add a new class between class 30 and 31, then all the classes from 31 onwards need to be renumbered which takes time and effort. Some forethought in setting up the codings initially can reduce the effort of future alterations. An improvement on this is to number the classes by 10's instead of 1's, thus leaving blank numbers for future use, and thus no renumbering of existing classes is required.

When allocating codes to classes, look for logical groupings of classes. such as classes for like statuses, common aspects, eligibility for certain special awards, age groupings etc. Incorporating these aspects into a class coding system can make a show schedule more logical, understandable and easy to modify in the future. Some of the most complex show schedules involve the exhibition and judging of mixed caged birds, where hundreds of classes are grouped into different species, different mutations within a species, bird age, bird sex, exhibitor team, exhibitor status, owner bred versus purchased etc. These sorts of groupings can be achieved by allocating class code groups commencing with a new century number.

For example

<u>Class Name</u>	<u>Class Code</u>
Young Green Budgerigar	100
Young Blue Budgerigar	110
Young Yellow Budgerigar	120
Old Green Budgerigar	200
Old Blue Budgerigar	210
Old Yellow Budgerigar	220

In this case all classes from 100 to 199 are for young birds and classes 200 to 299 are for old birds. In addition, all classes ending in 10 are for Blue Budgerigars irrespective of age.

Letters as well as numbers can be used, for example:-

<u>Class Name</u>	<u>Class Code</u>
Zebra Finch, Young, Normal Grey, Cock, Beginner	ZYCB100
Zebra Finch, Young, Pied, Cock, Beginner	ZYCB110
Zebra Finch, Young, Normal Grey, Cock, Novice	ZYCN100
Zebra Finch, Young, Pied, Cock, Novice	ZYCN110
Zebra Finch, Any Age, Normal Grey, Cock, Beginner	ZACB100
Budgerigar, Young, Normal Green, Hen, Beginner	BYHB100

Avoid making the number of characters in the class code too long as this physically takes longer to type when recording entries, results etc and therefore becomes inefficient. Class codes should be devised to be short, logical and easy to modify in the future.

CLNAME1 and/or **CLNAME2** can be used for the long description of a class. When both fields are used, it is advantageous (but not essential) to treat CLNAME1 as a heading followed by CLNAME2 with the detail. A combobox gives a picklist of previous unique names used for easier typing if required.

DEFAULT POINTSCORE SYSTEM is optional. It is used for specifying the type of pointscore

system (if any) that will be used on the judged placings in that class. The value entered must be the name of a points system previously defined using the [SCHEDULE/POINTS SYSTEMS/DATA](#) menu. No value means no points system is used. A combobox gives a picklist of previous values used for easier typing if required.

1ST & 2ND ALTERNATIVE POINTSCORE SYSTEM are optional. They are used for specifying the alternative type of pointscore system (if any) that will be used instead of the default under certain conditions. The value entered must be one previously defined using the SCHEDULE/POINTS SYSTEMS menu. The conditions when these alternatives are used are defined using the [FILE/CONFIGURE](#) menu. No value means no alternative points system is used. A combobox gives a picklist previous values used for easier typing if required.

JUDGE CODE is a code (usually the judge's initials) for the name of the judge who has been allocated to judge this class of exhibits. A combobox gives a list of previous names used for easier typing if required. The code used must be one which was previously defined using the [SCHEDULE/JUDGES/DATA](#) menu.

JUDGE'S SHEET PRINTED is a system field normally maintained by TSM without user intervention. Checked box (TRUE) indicates the judges class sheet has been successfully printed for this class. Unchecked box (FALSE) indicates the sheet has not been printed or needs reprinting due to late entries or scratchings.

USESCORE1-5 - TSM can store up to 5 pointscores simultaneously. By checking or unchecking the checkboxes determines which pointscore the points (as determined by the Points system selected above) earned by placings in this class will be stored and totalled against.

CLASS PRIZE is the type of the prize (eg trophy, certificate etc), if any, to be awarded to the winner of the class. A combobox gives a picklist of the previous unique values used for easier typing if required.

CLASS SPONSOR is the name of the sponsor, if any, for the class. A combobox gives a picklist of the previous unique values used for easier typing if required.

CODE1 & CODE2 are spare user fields which may be used by the user for any purpose. A combobox gives a list of the previous unique values used for easier typing if required. (N.B. the [SCHEDULE/PRINT SCHEDULE BOOKLET](#) uses the information in the CODE1 field to assist in sorting rows of the class table, so if you wish to use this feature reserve CODE1 for this usage and use CODE2 for other user purposes)

ENTEREDNO is a system field normally maintained by TSM without user intervention. It stores the number of exhibits entered in this class.

ARRIVEDNO is a system field normally maintained by TSM without user intervention. It stores the number of exhibits in this which physically arrived at the show venue. (This field is useable only if the FILE/CONFIGURE settings are set to Register Arrivals)

SCRATCHNO is a system field normally maintained by TSM without user intervention. It stores the number of exhibits in this class which did not arrive at the show venue. (This field is useable only if the FILE/CONFIGURE settings are set to Register Scratchings)

3.1.3.2.2 Multiple Class Creation Wizard

SCHEDULE/SHOW CLASSES/ MULTIPLE CLASS CREATION

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WIZARD

This menu option presents a series of windows (called a wizard) designed to create a batch of similar new classes in the CLASSES database. The classes created by the wizard are essentially identical except for unique Class Code values. Each of the class codes created are related by a numeric formula. A maximum of 50 classes can be created by the wizard in each batch.

To create classes which are very dissimilar or whose class codes do not lend themselves to a numeric series then use the [SCHEDULE/SHOW CLASSES/DATA](#) ADD NEW RECORD window form to create the classes one at a time.

This wizard method of creation creates a batch of similar classes which can then undergo minor editing in the SCHEDULE/SHOW CLASSES/DATA EDIT EXISTING RECORDS window form to transform the classes into their final unique form. This method of batch creation and subsequent editing is generally much quicker and less typing than creating each record one at a time in the SHOW CLASSES/DATA ADD NEW RECORD window form.

CLASS CODE FORMAT WINDOW

Class Codes contain up to 6 characters consisting of Numbers (N), Alphabetic letters (A) or Blank spaces (B). The wizard can create class codes based on this format with some additional rules.

Rules:- All (N)s must be consecutive. Must be a minimum of two (N)s. (Hint: Three is recommended. The number of (N)s used should be the same as the number of digits in the largest number previously used or proposed to be used in your class code system. This ensures correct sorting of class codes in reports etc).

All (B)s must be consecutive. All (B)s must be the rightmost characters in the six character class code. (B)s may be absent if the entire six characters are made up of (N)s and/or (A)s. (A)s may appear anywhere provided that the above rules are also met. (A)s may be absent.

Typical Formats	Class Code Values Possible Using this Format
NNNBBB	001 to 999
ANNBBB	X001 to X999
AANNAA	XY01CD to XY99CD
NNNNAB	0001Z to 9999Z
NNANNB	Not allowed. (Not consecutive Ns)
ABANNN	Not allowed. (B not rightmost)

Essentially the wizard produces numeric formats which can have optional constant alphabetic prefixes or suffixes. If you desire to use some other format not allowed in the wizard then use the SCHEDULE/SHOW CLASSES/DATA ADD NEW RECORD form instead. (Hint: The formats allowed in the wizard are generally the best to use in all circumstances as other formats can lead to typing errors and confusion when/if misread on labels, reports etc)

CLASS RANGE WINDOW

The wizard creates a batch of new classes from a first class code in a range to the last class code in a range. The class codes in the middle of the range are determined by a numeric formula. This window allows the user to specify the first class code (FROM) and the last class code (TO) and the STEP SIZE used to determine the middle codes. The FROM and TO class codes displayed on this window will have a format that reflects the format chosen at the previous CLASS CODE FORMAT WINDOW in the wizard.

For example, if at the previous wizard screen you chose a format of ANNNBB then this screen will have default values of FROM class code = A000, TO class code = A999, STEP SIZE = 1. You can then change the letter and the 3 digits and STEP SIZE to whatever you desire.

The FROM and TO class codes contain numbers. The lowest number you desire will be entered into the FROM class code. The highest number you desire will be entered in the TO class code. The STEP SIZE creates a class code at every step in between the numbers in the FROM and TO codes.

Any (A) format letters can be changed to any constant letter of the alphabet. A picklist of valid values is provided. {N.B. You can also include single digit numbers in an (A) format location but these numbers are kept constant and not affected by the step size.} As the letters are constant, any change made to a letter in the FROM class code is automatically copied into the TO class code.

Typical example:-

Format is ANNNBB.

Change A to the letter H in FROM class code.

Change the default 000 to 020 in FROM class code

Change the default 999 to 100 in TO class code

Change default STEP SIZE from 1 to 20.

This would create a series of five new class codes (later in the wizard) as..... H020, H040, H060, H080, H100

To prevent inadvertent creation of an excessive number of class codes, the wizard is restricted to creating a maximum of 50 class codes per execution.

CLASS FIELDS WINDOW

Fill in the desired values in the class fields. These values will appear in every class record created by the wizard. In general, use the fields which are desired to be the same value for each class created. Other fields can be left blank and edited into unique values at a later time using the SCHEDULE/SHOW CLASSES/DATA EDIT EXISTING RECORDS window form.

A detailed explanation of each of the fields is [here](#).

PREVIEW WINDOW

This window shows the classes data created by the wizard. This data is not physically added to the CLASSES database until the SAVE/FINISH button is pressed. If the class data shown in the preview window is not exactly as expected then it can be modified by going backward through the wizard with the PREVIOUS button and make desired alterations.

3.1.3.2.3 Print Class List

SCHEDULE/SHOW CLASSES/ PRINT CLASS LIST

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This produces a report listing of all show classes and their details.

The report can be customised with various filtering and sorting conditions.

This report is designed for A4 paper. This report layout (filename SchedCl.RPT) can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If modified, the report MUST retain the original filename in order for TSM's menu to find the report.)

3.1.3.3 Show Awards

3.1.3.3.1 Data

SCHEDULE/SHOW AWARDS/ DATA

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This window form allows the user to create or edit award names and codes used in the show for identifying special awards other than class placings.

For an explanation of the functionality of the standard menus, tab forms, buttons, editing procedures etc in the DATA editing window form go to the [Adding and Editing Data](#) help topic.

The following fields are used in the AWARDS database:-

AWARD CODE (also called AWARD1A internally) is used to store short codes to quickly identify an award. This field is compulsory.

AWNAME1 and/or **AWNAME2** can be used for the long description of an award. When both fields are used, it is advantageous (but not essential) to treat AWNAME1 as a heading followed by AWNAME2 with the detail. A combobox gives a picklist of previous unique names used for easier typing if required.

DEFAULT POINTSCORE SYSTEM is optional. It is used for specifying the type of pointscore system (if any) will be used on the judged placings for that award. The value entered must be one previously defined using [SCHEDULE/POINTS SYSTEMS/DATA](#) menu. A combobox gives a picklist of previous values used for easier typing if required.

JUDGE CODE is a code (usually the judge's initials) for the name of the judge who has been allocated to judge this award. A combobox gives a picklist of previous values used for easier typing if required. The code used must be one which was previously defined using the [SCHEDULE/JUDGES/DATA](#) menu.

USESCORE1-5 TSM can store up to 5 pointscores simultaneously. By checking or unchecking the checkboxes determines which pointscore the points (as determined by the Points system selected above) earned by placings for this award will be stored and totalled against.

AWARD PRIZE is the type of the prize (eg trophy, certificate etc), if any, to be awarded to the winner of the award. A combobox gives a picklist of previous unique values used for easier typing if required.

AWARD SPONSOR is the name of the sponsor, if any, for the award. A combobox gives a list of previous unique values used for easier typing if required.

CODE1 & CODE2 are spare user fields which may be used by the user for any purpose. A combobox gives a picklist of previous unique values used for easier typing if required.

MAJOR AWARD Checking this checkbox indicates that this award is a major award. Unchecking the box indicates a minor award.

3.1.3.3.2 Multiple Award Creation Wizard

SCHEDULE/SHOW AWARDS/ MULTIPLE AWARD CREATION WIZARD

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This menu option presents a series of windows (called a wizard) designed to create a batch of similar new awards in the awards database. The awards created by the wizard are essentially identical except for unique Award Code values. Each of the award codes created are related by a numeric formula. A maximum of 50 awards can be created by the wizard in each batch.

To create awards which are very dissimilar or whose award codes do not lend themselves to a numeric series then use the [SCHEDULE/SHOW AWARDS/DATA](#) ADD NEW RECORD window form to create the awards one at a time.

This wizard method of creation creates a batch of similar awards which can then undergo minor editing in the SCHEDULE/SHOW AWARDS/DATA EDIT EXISTING RECORDS window form to transform the awards into their final unique form. This method of batch creation and subsequent editing is generally much quicker and less typing than creating each record one at a time in the SHOW AWARDS/DATA ADD NEW RECORD window form.

AWARD CODE FORMAT WINDOW

Award Codes contain up to 6 characters consisting of Numbers (N), Alphabetic letters (A) or Blank spaces (B). The wizard can create award codes based on this format with some additional rules.

Rules:- All (N)s must be consecutive. Must be a minimum of two (N)s. (Hint: Three is recommended. The number of (N)s used should be the same as the number of digits in the largest number previously used or proposed to be used in your award code system. This ensures correct sorting of award codes in reports etc).

All (B)s must be consecutive. All (B)s must be the rightmost characters in the six character award code. (B)s may be absent if the entire six characters are made up of (N)s and/or (A)s. (A)s may appear anywhere provided that the above rules are also met. (A)s may be absent.

Typical Formats	Award Code Values Possible Using this Format
NNNBBB	001 to 999
ANNBBB	X001 to X999
AANNAA	XY01CD to XY99CD
NNNNAB	0001Z to 9999Z
NNANNB	Not allowed. (Not consecutive Ns)
ABANNN	Not allowed. (B not rightmost)

Essentially the wizard produces numeric formats which can have optional constant alphabetic prefixes or suffixes. If you desire to use some other format not allowed in the wizard then use the SCHEDULE/SHOW AWARDS/DATA ADD NEW RECORD form instead. (Hint: The formats allowed in the wizard are generally the best to use in all circumstances as other formats can lead to typing errors and confusion when/if misread on labels, reports etc)

AWARD RANGE WINDOW

The wizard creates a batch of new awards from a first award code in a range to the last award code in a range. The award codes in the middle of the range are determined by a numeric formula. This window allows the user to specify the first award code (FROM) and the last award code (TO) and the STEP SIZE used to determine the middle codes. The FROM and TO award codes displayed on this window will have a format that reflects the format chosen at the previous AWARD CODE FORMAT WINDOW in the wizard.

For example, if at the previous wizard screen you chose a format of ANNNBB then this screen will have default values of FROM award code = A000, TO award code = A999, STEP SIZE = 1.

You can then change the letter and the 3 digits and STEP SIZE to whatever you desire.

The FROM and TO award codes contain numbers. The lowest number you desire will be entered into the FROM award code. The highest number you desire will be entered in the TO award code. The STEP SIZE creates an award code at every step in between the numbers in the FROM and TO codes.

Any (A) format letters can be changed to any constant letter of the alphabet. A picklist of valid values is provided. {N.B. You can also include single digit numbers in an (A) format location but these numbers are kept constant and not affected by the step size.} As the letters are constant, any change made to a letter in the FROM award code is automatically copied into the TO award code.

Typical example:-

Format is ANNNBB.

Change A to the letter H in FROM award code.

Change the default 000 to 020 in FROM award code

Change the default 999 to 100 in TO award code

Change default STEP SIZE from 1 to 20.

This would create a series of five new award codes (later in the wizard) as..... H020, H040, H060, H080, H100

To prevent inadvertent creation of an excessive number of award codes, the wizard is restricted to creating a maximum of 50 award codes per execution.

AWARD FIELDS WINDOW

Fill in the desired values in the award fields. These values will appear in every award record created by the wizard. In general, use the fields which are desired to be the same value for each award created. Other fields can be left blank and edited into unique values at a later time using the SCHEDULE/SHOW AWARDS/DATA EDIT EXISTING RECORDS window form.

A detailed explanation of each of the fields is [here](#).

PREVIEW WINDOW

This window shows the awards data created by the wizard. This data is not physically added to the awards database until the SAVE/FINISH button is pressed. If the class data shown in the preview window is not exactly as expected then it can be modified by going backward through the wizard with the PREVIOUS button and make desired alterations.

3.1.3.3.3 Print Award List

SCHEDULE/SHOW AWARDS/ PRINT AWARD LIST

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This produces a report listing of all show awards and their details.

The report can be customised with various filtering and sorting conditions.

This report is designed for A4 paper. This report layout (filename SchedAW.RPT) can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N. B. If modified, the report MUST retain the original filename in order for TSM's menu to find the report.)

3.1.3.4 Judges

3.1.3.4.1 Data

SCHEDULE/JUDGES/DATA

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This window form allows the user to create and edit judge names and codes.

For an explanation of the functionality of the standard menus, tab forms, buttons, editing procedures etc in the DATA editing window form go to the [Adding and Editing Data](#) help topic.

The following fields are used in the JUDGES database:-

JUDGE CODE field used to store a short code to identify a judge. This field is compulsory. A simple method is to use the judge's initials as the judge code.

JUDGE NAME is the full long name of the judge as it will be displayed in schedules, cards, diplomas etc.

3.1.3.4.2 Allocate to Classes/Awards

SCHEDULE/JUDGES/ ALLOCATE TO CLASSES OR AWARDS

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Each class (or award) is judged by a judge. A judge allocated to a class (or award) has his judgecode placed in the judgecode field of the CLASSES database (or AWARD database). This can be done one at a time when the Classes (or awards) are created or edited using the SCHEDULE/CLASSES/DATA or SCHEDULE/AWARDS/DATA menus.

The above can be time consuming if done one at a time. Using this menu allows the allocation of a single judge to a range of classes (or awards) simultaneously.

JUDGE CODE is a code (usually the judge's initials) for the name of the judge will be allocated to judge this class (or award). A combobox gives a picklist of previous names used for easier typing if required. The code used must be one which was previously defined using the [SCHEDULE/JUDGES/DATA](#) menu.

FROM CLASS CODE and **TO CLASS CODE** selects the first and last class codes in the range of classes to which the chosen judgecode is allocated. A combobox gives a picklist of previous values used for easier typing if required

3.1.3.4.3 Print List of Judges

PRINT LIST OF JUDGES

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This produces a report listing of all judgecodes and judge names.

This report is designed for A4 paper. This report layout (filename JudgeList.RPT) can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N. B. If modified, the report MUST retain the original filename in order for TSM's menu to find the report.)

3.1.3.5 Print Show Schedule Booklet

SCHEDULE/PRINT SCHEDULE BOOKLET

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This produces a complex multi-page report listing of all classes, awards and general information for the show. The report is designed for A4 paper.

The report can be used immediately as originally installed, however it is more likely to be stylised and modified by the user to suit more exact needs. To modify the report use the TSM report editor [OUTPUT/RUN OR EDIT](#) and select SCHEDBOOK.RPT as the file to edit.

The first page of the report is a title page. This page contains several text boxes which the user can type long general text information (eg show rules, entry conditions etc)

The second section of the report is a listing of major awards. As installed it uses the award MAJORAWARD field to identify major awards. A text box is at the end of the section for minor awards to be entered manually or other information.

The third section is a tabulated listing of show classes. For this table to be meaningful and concise it requires regimented use of the CLASS CODE, CODE1, CLASSNAME1 and CLASSNAME2 fields. The rows are sorted by CODE1 and CLASSNAME1. The columns are sorted by CLASSNAME2. Any of these settings can be changed by the user. (It is recommended not to have too many columns in the table).

This report can be used as is or output saved to a file and imported or cut and paste into a word processor.

To see an example of how the report can be used it is recommended that the SAMPLE show be retrieved from archive (back up or archive your current show first) and run the report to see its features in action and how the class and award data is organised to make best use of the report.

The [SCHEDULE/PRINT AWARD LIST](#) and [SCHEDULE/ PRINT CLASS LIST](#) can be used as simpler alternatives to this complex report.

3.1.4 ENTRIES MENU

3.1.4.1 Exhibitors

3.1.4.1.1 Data

ENTRIES/EXHIBITORS/DATA

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This displays a window form which allows the user to create or edit information about exhibitors' names, addresses, status etc.

For an explanation of the functionality of the standard menus, tab forms, buttons, editing procedures etc in the DATA editing window form go to the [Adding and Editing Data](#) help topic.

The following fields are used in the EXHIBITORS database:-

SURNAME - The lastname of the exhibitor.

FIRSTNAME - The firstname(s) of the exhibitor.

STREET, TOWN, AREA, STATE, POSTCODE, COUNTRY - The address of the exhibitor for

mailing purposes.

PHONE, FAX - Phone and Fax number of the exhibitor

EMAIL - Email address of the exhibitor

FEE TYPE - a selection of 5 different entry fee types can be chosen. The fee type selected is used to calculate monetary entry fees. The default fee selected is set by the [FILE/CONFIGURE](#) menu.

EXHIBITOR NUMBER - All exhibitors are automatically given a unique exhibitor number for identification by TSM. This field is compulsory. The number presented in the field may be overwritten if desired. Previously used numbers cannot be used. The initial number given in the field can be changed using the FILE/CONFIGURE menu.

MAILLIST - Checked box flags that this exhibitor is to be on a mailing list. Unchecked flags not on mailing list (Note that it is still possible to force the maillist to include even the unchecked entries if necessary).

ADD ENTRIES NOW - Checked box enables the user to record this particular exhibitor's exhibits immediately upon completion of this window form. Unchecked bypasses the opportunity to immediately enter exhibits.

STATUS1 - Accepts text or a code describing the status or grading of the exhibitor. Where this exhibitor forms part of a team of exhibitors it is recommended that this field be used for the team name and use the STATUS2 field for his individual status. A combobox gives a picklist of previous unique statuses used for easier typing if required.

STATUS2 - Accepts text or a code describing the status or grading of the exhibitor. A combobox gives a picklist of previous unique statuses used for easier typing if required.

NOTES - Any long text information can be stored against this exhibitor.

CODE1, CODE2 - General purpose text fields for user special needs. No specific purpose. A combobox gives a picklist of previous unique codes used for easier typing if required.

NUMBER1, NUMBER2, - General purpose numeric fields for user special needs. No specific purpose.

BROWSE CONTACTS button can be used to look up the Contacts database for a previous contact person and import that person's data into the exhibitor form to reduce typing.

3.1.4.1.2 Print Exhibitor Listing

ENTRIES/EXHIBITORS/PRINT EXHIBITOR LISTING

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This produces a report listing of all exhibitors with their numbers and status.

The report can be customised with various filtering and sorting conditions.

This report is designed for A4 paper. This report layout (filename ExhListNo.RPT) can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N. B. If modified, the report MUST retain the original filename in order for TSM's menu to find the

report.)

3.1.4.1.3 Print Mailing Labels

ENTRIES/EXHIBITORS/PRINT MAILING LABELS

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This produces a report of mailing labels listing all exhibitors and addresses.

The report can be customised with various filtering and sorting conditions.

The size and layout of the labels is determined by the Label Stationery setting in the [FILE/CONFIGURE](#) menu. A choice of four label layouts is available.

Label Size	No. per page	Paper Size	Filename
3.5" x 1"	1 col x 1 row	Continuous Tractor Feed	ExMailAll41.RPT
2.75" x 1"	3 cols x 11 rows	A4 Cut Sheet	ExMailAllA4.RPT
2.5" x 1.33"	3 cols x 8 rows	A4 Cut Sheet	ExMail64X34A4.RPT
3.9" x 2.25	2 cols x 5 rows	A4 Cut Sheet	ExMail99X57.RPT

Each of these report layouts can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If modified, the reports MUST retain the original filenames in order for TSM's menus to find the reports.)

3.1.4.2 Exhibits

3.1.4.2.1 Data

ENTRIES/EXHIBITS/DATA

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This displays a window form which allows the user to create and edit exhibits entered by exhibitors previously registered.

For an explanation of the functionality of the standard menus, tab forms, buttons, editing procedures etc in the DATA editing window form go to the [Adding and Editing Data](#) help topic.

The following fields are used in the EXHIBITORS database:-

CLASS CODE - (also called CLASS1A internally) is used to identify which class the exhibit is entered in. This field is compulsory. The Class code value must be one previously defined using the [SCHEDULE/SHOW CLASSES/DATA](#) menu.

EXHIBIT NUMBER - Every exhibit is allocated an exhibit number. This field is compulsory.

Notes on the ADD NEW RECORD form:- TSM automatically allocates the next available exhibit number. This number can be overwritten by the user but it is recommended to accept the number given to avoid possible missing or duplicate numbers. Depending on the numbering system settings in the [FILE/CONFIGURE](#) menu the GET NEXT EXHIBIT NUMBER BUTTON may be enabled or disabled. If it is enabled, pressing this button looks up what the next exhibit number will be for that class and place that number in the Exhibit Number field for you.

SCRATCHED (OR ARRIVED) - Identify if the exhibit is scratched (or arrived). Whether

scratchings or arrivals are recorded is determined by the [FILE/CONFIGURE](#) menu.

EXHIBITOR NO. - The exhibitor number of the owner of the exhibit. The exhibitor number must be a number previously allocated using the [ENTRIES/EXHIBITORS/DATA](#) menu.

EXHIBIT NAME - The name given to an exhibit (optional). This can be used where exhibits such as paintings, horses etc have names.

LATE ENTRY - If the box is checked, this signifies a late entry. A late entry is nominally any entry which is accepted after the normal close of entries. (N.B. Reclassifying an exhibit using the [ENTRIES/EXHIBITS/RECLASSIFY AN EXHIBIT](#) menu also automatically creates a late entry)

NOTES - Any long text information about the exhibit, This field is also used to store TSM HISTORY comments. (TSM HISTORY are automatically generated short comments which keep track of exhibits which have been reclassified or renumbered.)

3.1.4.2.2 AutoNumber All Exhibits

ENTRIES/EXHIBITS/ AUTONUMBER ALL EXHIBITS

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This menu option is only visible if the automatic exhibit numbering checkbox is checked in the [FILE/CONFIGURE](#) window form. This option is designed to automatically allocate exhibit numbers using consecutive numbers starting with 1 as the first exhibit. Exhibits are numbered in class code order. This option should only be run ONCE after all entries have been received. This option overwrites any previously allocated exhibit numbers. The use of this system is inefficient and not recommended, however it is provided in TSM for those organisations who prefer its use.

RECORD HISTORY IN NOTES FIELD :- If this checkbox is checked, then every exhibit which is renumbered will have a short text history comment recorded in the NOTES field keeping track of the renumbering. The comment inserted takes the general form of "*Auto-Numbered from Class: 002 Exhibit No: 13 to Class: 002 Exhibit No: 15 ***"

3.1.4.2.3 Reclassify an Exhibit

ENTRIES/EXHIBITS/ RECLASSIFY AN EXHIBIT

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This window allows the reclassifying of an existing exhibit into another class and/or exhibit number. Typically this is used for changing an exhibit which was accidentally entered in the wrong class and reclassifying it into its correct class.

The exhibit in the old class will be scratched and a new late entry is added to the new class.

The **Get Next Exhibit Number** button is used to find the next available exhibit number in the new class.

Record History in NOTES Field option records a historical comment in the NOTES field of both the new and old exhibit detailing the old and new class codes and exhibit numbers so there is a historical record of the reclassification. In order for old and new exhibits to appear in the [Reclassified Entry Report](#), this option must be ticked. The comment inserted takes the general form of "*Reclassified from Class: 001 Exhibit No: 1 to Class: 004 Exhibit No: 103 !*"

3.1.4.2.4 Remove All Exhibit History

**ENTRIES/EXHIBITS/REMOVE
ALL EXHIBIT HISTORY**[Top](#) [Previous](#) [Next](#)

History comments are stored in the NOTES field in the EXHIBITS database. These HISTORY comments are optionally automatically added by TSM when an exhibit is either reclassified (using [ENTRIES/EXHIBITS/RECLASSIFY AN EXHIBIT](#)) or renumbered (using [ENTRIES/EXHIBITS/AUTONUMBER ALL EXHIBITS](#)).

In general, these comments provide good information to administrators about the history of an exhibit and do not need to be removed. However, as the NOTES field is also used for storing long text information about an exhibit which may appear on printed cards and labels etc for public display then it may not be desirable for the HISTORY comments to be publicly displayed. In such a case this ENTRIES/EXHIBITS/REMOVE ALL EXHIBIT HISTORY menu can be used to delete the history comments while leaving any other NOTES information intact. (N.B. Once the HISTORY comment has been deleted it cannot be restored.)

This menu removes the most recent reclassified and/or renumbered history comment. If an exhibit has been renumbered or reclassified several times and thus has several history comments then this menu option will have to be run several times to remove all comments.

3.1.4.3 Print Catalogue of Entries

**ENTRIES/EXHIBITS/PRINT
CATALOGUE**[Top](#) [Previous](#) [Next](#)

This produces a report listing of all exhibits in all classes with exhibitor's name for each.

This report is designed for A4 paper. This report layout (filename CatEntries.RPT) can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If modified, the report MUST retain the original filename in order for TSM's menu to find the report.)

3.1.4.4 Print Blank Entry Form

**ENTRIES/PRINT BLANK
ENTRY FORM**[Top](#) [Previous](#) [Next](#)

This produces a report showing a blank entry form to be filled in by exhibitors when entering their exhibits to organisers. Typically this is mailed out to potential exhibitors before entry acceptance time.

This report is designed for A4 paper. This report layout (filename BlankEnt.RPT) can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If modified, the report MUST retain the original filename in order for TSM's menu to find the report.)

3.1.4.5 Print Exhibitor Entry List

**ENTRIES/PRINT EXHIBITOR
ENTRY LIST**[Top](#) [Previous](#) [Next](#)

This produces a report listing of all exhibits entered by any individual or group of exhibitors. It is

common practice to make two copies of this report, one for the exhibitor and one for organisers (often used for checking arrivals and departures).

Enter the number of the exhibitor(s) in the two fields shown in the form. The numbers must be numbers previously allocated with the [ENTRIES/EXHIBITORS/DATA](#) menu. The second number must be equal to or larger than the first number.

This report is designed for A4 paper. This report layout (filename ExEntryList.RPT) can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If modified, the report MUST retain the original filename in order for TSM's menu to find the report.)

3.1.4.6 Print Entry Fee Report

ENTRIES/PRINT ENTRY FEE REPORT

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This produces a report listing of all exhibitors with their entry fee type, number of exhibits and total monetary fees payable.

This report is designed for A4 paper. This report layout (filename FeeRep.RPT) can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If modified, the report MUST retain the original filename in order for TSM's menu to find the report.)

3.1.4.7 Print Late Entry Report

ENTRIES/PRINT LATE ENTRY REPORT

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This produces a report listing of all exhibits which have been entered late (based on the LATE ENTRY field in the EXHIBITS database).

This report is designed for A4 paper. This report layout (filename LateEntry.RPT) can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If modified, the report MUST retain the original filename in order for TSM's menu to find the report.)

3.1.4.8 Print Reclassified Entries Report

ENTRIES/PRINT RECLASSIFIED ENTRIES REPORT

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This produces a report listing of all exhibits which have been reclassified using the [ENTRIES/EXHIBITS/RECLASSIFY AN EXHIBIT](#) menu. This report tracks reclassified exhibits by searching the exhibit NOTES field for a HISTORY comment about reclassification. If the "**Record History in NOTES field**" option was not chosen in the ENTRIES/EXHIBITS/RECLASSIFY AN EXHIBIT menu when the exhibit was reclassified, then this report will not find that reclassified exhibit.

This report is designed for A4 paper. This report layout (filename Reclassified.RPT) can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If modified, the report MUST retain the original filename in order for TSM's menu to find the

report.)

3.1.4.9 Print Exhibit Label

ENTRIES/PRINT EXHIBIT LABELS

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This produces labels for attachment to or near the exhibit for identification on the show day. Special standard size self adhesive labels designed for computer printers are required.

RANGE OF EXHIBITORS - This allows the user to print all exhibit labels for an individual exhibitor or group of exhibitors. Enter the number of the exhibitor(s) in the two fields shown. The numbers must be numbers previously allocated with the [ENTRIES/EXHIBITORS/DATA](#) menu. The second number must be equal to or larger than the first number.

or

RANGE OF EXHIBITS - This allows the user to print exhibit labels for an individual exhibit or all exhibits in a group of classes. Enter the Class code and Exhibit number of the first exhibit in the appropriate FROM fields shown. Enter the Class code and Exhibit number of the last exhibit in the appropriate TO fields shown. Exhibits must have previously been allocated with the [ENTRIES/EXHIBITS/DATA](#) menu. The second class and exhibit number combination must be equal to or larger than the first.

HIDE EXHIBITOR NAME - Some (not all) of the standard label layouts can display the exhibitor's name on the label. Tick the box to hide the exhibitor's name where anonymity is required (usually when exhibits are to be judged).

The size and layout of the labels is determined by the Label Stationery setting in the [FILE/CONFIGURE](#) menu. A choice of four label layouts is available.

<u>Label Size</u>	<u>No. per page</u>	<u>Paper Size</u>	<u>Filename</u>
3.5" x 1"	1 col x 1 row	Continuous Tractor Feed	ExLabel41.RPT
2.75" x 1"	3 cols x 11 rows	A4 Cut Sheet	ExLabelA4.RPT
2.5" x 1.33"	3 cols x 8 rows	A4 Cut Sheet	ExLabel64X34A4.RPT
3.9" x 2.25	2 cols x 5 rows	A4 Cut Sheet	ExLabel99X57.RPT

Each of these report layouts can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If modified, the reports MUST retain the original filenames in order for TSM's menus to find the reports.)

3.1.4.10 Print Exhibit Card

ENTRIES/PRINT EXHIBIT CARDS

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This produces cards for attachment to or near the exhibit for identification on the show day.

RANGE OF EXHIBITORS - This allows the user to print all exhibit labels for an individual exhibitor or group of exhibitors. Enter the number of the exhibitor(s) in the two fields shown. The numbers must be numbers previously allocated with the [ENTRIES/EXHIBITORS/DATA](#) menu.

The second number must be equal to or larger than the first number.
or

RANGE OF EXHIBITS - This allows the user to print exhibit labels for an individual exhibit or all exhibits in a group of classes. Enter the Class code and Exhibit number of the first exhibit in the appropriate FROM fields shown. Enter the Class code and Exhibit number of the last exhibit in the appropriate TO fields shown. Exhibits must have previously been allocated with the [ENTRIES/EXHIBITS/DATA](#) menu. The second class and exhibit number combination must be equal to or larger than the first.

HIDE EXHIBITOR NAME - The standard card layouts can display the exhibitor's name on the label. Tick the box to hide the exhibitor's name where anonymity is required (usually when exhibits are to be judged).

The size and layout of the cards is determined by the Card Stationery setting in the [FILE/CONFIGURE](#) menu. A choice of three card layouts is available.

<u>Card Size</u>	<u>No. per page</u>	<u>Paper Size</u>	<u>Filename</u>
4.5" x 2"	1 col x 1 row	Continuous Tractor Feed	ExCard42.RPT
3.5" x 2"	2 cols x 5 rows	A4 Cut Sheet	ExCardA4.RPT
3.5" x 5"	2 cols x 2 rows	A4 Cut Sheet	ExCard90X127A4.RPT

Each of these report layouts can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If modified, the reports MUST retain the original filenames in order for TSM's menus to find the reports.)

3.1.4.11 Pre-Print Class Prizecards

ENTRIES/PRE-PRINT CLASS PRIZECARDS

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This allows the pre-printing of prizecards before judging results are known. As judging has not been completed then information about which exhibit or exhibitor has earned placings cannot be printed on the cards or labels. Class codes, class descriptions and other show details can be printed. The cards are printed based on the number of exhibits entered in classes.

Prizecards with ALL details of judging results can be printed using the [RESULTS/PRINT CLASS PRIZECARDS](#) menu instead of this menu.

Enter the class code of the first class in the appropriate **CLASS CODE** fields shown. The class code entered must have been previously defined with the [SCHEDULE/ SHOW CLASSES/DATA](#) menu. As above, enter the class code of the last class in the desired range. The second class code must be equal to or larger than the first.

PRINT ONLY PLACING NO. - Cards are printed in batches by placing (e.g. all first placing cards are printed together within the range of classes chosen). Entering 1 prints the first place cards, entering 2 prints the second place cards etc. This allows the printing of the correct placings on the correct pre-printed cards where such cards are sometimes pre-printed with special artwork etc unique to a particular placing. Where the number of entries is less than the placing number then no card is printed (i.e. a third place card will not be printed if only two entries exist in a class).

1ST - 4TH LINE TEXT - To allow some flexibility in the appearance without totally reprogramming the card layout, four user defined lines of text are in the card layout. These lines can display values from certain database fields or fixed text. A combobox picklist shows the predefined database fields (e.g. Field.Classes.Clname1) and some common fixed text suggestions (e.g. "BEST", "1ST", "GOLD" etc). Any other fixed text can also be typed by the user. The first and second line default to blank. The third line defaults to the CLNAME1 field in the CLASSES database for each record. The fourth line defaults to the value in the CLNAME2 field in the CLASSES database for each record.

The size and layout of the cards is determined by the Card Stationery setting in the [FILE/CONFIGURE](#) menu. A choice of three card layouts is available.

Card Size	No. per page	Paper Size	Filename
4.5" x 2"	1 col x 1 row	Continuous Tractor Feed	PreCICd42.RPT
3.5" x 2"	2 cols x 5 rows	A4 Cut Sheet	PreCICdA4.RPT
3.5" x 5"	2 cols x 2 rows	A4 Cut Sheet	PreCICd90X127A4.RPT

Each of these report layouts can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If modified, the reports MUST retain the original filenames in order for TSM's menus to find the reports.)

3.1.4.12 Pre-Print Class Prize Labels

ENTRIES/PRE-PRINT CLASS PRIZE LABELS

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This allows the pre-printing of self adhesive prize labels before judging results are known. As judging has not been completed then information about which exhibit or exhibitor has earned placings cannot be printed on the labels. Class codes, class descriptions and other show details can be printed. The labels are printed based on the number of exhibits entered in classes.

Prize labels with ALL details of judging results can be printed using the [RESULTS/PRINT CLASS PRIZE LABELS](#) menu instead of this menu.

Enter the class code of the first class in the appropriate **CLASS CODE** fields shown. The class code entered must have been previously defined with the [SCHEDULE/ SHOW CLASSES/DATA](#) menu. As above, enter the class code of the last class in the desired range. The second class code must be equal to or larger than the first.

PRINT ONLY PLACING NO. - Labels are printed in batches by placing (e.g. all first placing labels are printed together within the range of classes chosen). Entering 1 prints the first place labels, entering 2 prints the second place labels etc. This allows the printing of the correct placings on the correct pre-printed label stationery where such labels are sometimes pre-printed with special artwork or colours etc unique to a particular placing. Where the number of entries is less than the placing number then no label is printed (i.e. a third place label will not be printed if only two entries exist in a class).

1ST - 4TH LINE TEXT - To allow some flexibility in the appearance without totally reprogramming the label layout, four user defined lines of text are in the label layout. These lines can display values from certain database fields or fixed text. A combobox picklist shows the predefined database fields (e.g. Field.Classes.Clname1) and some common fixed text

suggestions (e.g. "BEST", "1ST", "GOLD" etc). Any other fixed text can also be typed by the user. The first and second line default to blank. The third line defaults to the CLNAME1 field in the CLASSES database for each record. The fourth line defaults to the value in the CLNAME2 field in the CLASSES database for each record.

The size and layout of the labels is determined by the Label Stationery setting in the [FILE/CONFIGURE](#) menu. A choice of four label layouts is available.

<u>Label Size</u>	<u>No. per page</u>	<u>Paper Size</u>	<u>Filename</u>
3.5" x 1"	1 col x 1 row	Continuous Tractor Feed	PreCILbl41.RPT
2.75" x 1"	3 cols x 11 rows	A4 Cut Sheet	PreCILblA4.RPT
2.5" x 1.33"	3 cols x 8 rows	A4 Cut Sheet	PreCILbl64X34A4.RPT
3.9" x 2.25"	2 cols x 5 rows	A4 Cut Sheet	PreCILbl99X57.RPT

Each of these report layouts can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If modified, the reports MUST retain the original filenames in order for TSM's menus to find the reports.)

3.1.4.13 Pre-Print Award Prizecards

ENTRIES/PRE-PRINT AWARD PRIZECARDS

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This allows the pre-printing of prizecards before judging results are known. As judging has not been completed then information about which exhibit or exhibitor has earned placings cannot be printed on the cards or labels. Award codes, award descriptions and other show details can be printed.

The cards are printed based on the number of awards in the schedule. If some awards are subsequently not given due to no entries, scratchings etc then some wastage of preprinted cards may occur. Prizecards with ALL details of judging results can be printed using the [RESULTS/PRINT AWARD PRIZECARDS](#) menu instead of this menu.

Enter the award code of the first award in the first **AWARD CODE** field shown. The award codes entered must have been previously defined with the [SCHEDULE/SHOW AWARDS/DATA](#) menu. As above, enter the award code of the last award in the desired range. The second award code must be equal to or larger than the first.

1ST - 4TH LINE TEXT - To allow some flexibility in the appearance without totally reprogramming the card layout, four user defined lines of text are in the card layout. These lines can display values from certain database fields or fixed text. A combobox picklist shows the predefined database fields (e.g. Field.Awards.Awname1) and some common fixed text suggestions (e.g. "BEST", "1ST", "GOLD" etc). Any other fixed text can also be typed by the user. The first and second line default to blank. The third line defaults to the AWNAME1 field in the AWARDS database for each record. The fourth line defaults to the value in the AWNAME2 field in the AWARDS database for each record.

The size and layout of the cards is determined by the Card Stationery setting in the [FILE/CONFIGURE](#) menu. A choice of three card layouts is available.

<u>Card Size</u>	<u>No. per page</u>	<u>Paper Size</u>	<u>Filename</u>
4.5" x 2"	1 col x 1 row	Continuous Tractor Feed	PreAwCd42.RPT
3.5" x 2"	2 cols x 5 rows	A4 Cut Sheet	PreAwCdA4.RPT
3.5" x 5"	2 cols x 2 rows	A4 Cut Sheet	PreAwCd90X127A4.RPT

Each of these report layouts can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If modified, the reports MUST retain the original filenames in order for TSM's menus to find the reports.)

3.1.4.14 Pre-Print Award Prize Labels

ENTRIES/PRE-PRINT AWARD LABELS

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This allows the pre-printing of prize labels before judging results are known. As judging has not been completed then information about which exhibit or exhibitor has earned placings cannot be printed on the labels. Award codes, award descriptions and other show details can be printed.

The labels are printed based on the number of awards in the schedule. If some awards are subsequently not given due to no entries, scratchings etc then some wastage of preprinted labels may occur. Prize labels with ALL details of judging results can be printed using the [RESULTS/PRINT AWARD PRIZE LABELS](#) menu instead of this menu.

Enter the award code of the first award in the first **AWARD CODE** field shown. The award codes entered must have been previously defined with the [SCHEDULE/SHOW AWARDS/DATA](#) menu. As above, enter the award code of the last award in the desired range. The second award code must be equal to or larger than the first.

1ST - 4TH LINE TEXT - To allow some flexibility in the appearance without totally reprogramming the label layout, four user defined lines of text are in the label layout. These lines can display values from certain database fields or fixed text. A combobox picklist shows the predefined database fields (e.g. Field.Awards.Awname1) and some common fixed text suggestions (e.g. "BEST", "1ST", "GOLD" etc). Any other fixed text can also be typed by the user. The first and second line default to blank. The third line defaults to the AWNAME1 field in the AWARDS database for each record. The fourth line defaults to the value in the AWNAME2 field in the AWARDS database for each record.

The size and layout of the labels is determined by the Label Stationery setting in the [FILE/CONFIGURE](#) menu. A choice of four label layouts is available.

<u>Label Size</u>	<u>No. per page</u>	<u>Paper Size</u>	<u>Filename</u>
3.5" x 1"	1 col x 1 row	Continuous Tractor Feed	PreAwLbl41.RPT
2.75" x 1"	3 cols x 11 rows	A4 Cut Sheet	PreAwLblA4.RPT
2.5" x 1.33"	3 cols x 8 rows	A4 Cut Sheet	PreAwLbl64X34A4.RPT

3.9" x 2.25	2 cols x 5 rows	A4 Cut Sheet	PreAwLbl99X57.RPT
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Each of these report layouts can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If modified, the reports MUST retain the original filenames in order for TSM's menus to find the reports.)

3.1.4.15 Pre-Print Award Diploma

ENTRIES/PRE-PRINT AWARD DIPLOMA

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This allows the pre-printing of diplomas before judging results are known. As judging has not been completed then information about which exhibit or exhibitor has earned placings cannot be printed on the labels. Award codes, award descriptions and other show details can be printed.

The diplomas are printed based on the number of awards in the schedule. If some awards are subsequently not given due to no entries, scratchings etc then some wastage of preprinted diplomas may occur. Prize diplomas with ALL details of judging results can be printed using the [RESULTS/PRINT AWARD DIPLOMAS](#) menu instead of this menu.

Enter the award code of the first award in the first AWARD CODE field shown. The award codes entered must have been previously defined with the [SCHEDULE/SHOW AWARDS/DATA](#) menu. As above, enter the award code of the last award in the desired range. The second award code must be equal to or larger than the first.

1ST - 4TH LINE TEXT - To allow some flexibility in the appearance without totally reprogramming the diploma layout, four user defined lines of text are in the diploma layout. These lines can display values from certain database fields or fixed text. A combobox picklist shows the predefined database fields (e.g. Field.Awards.Awname1) and some common fixed text suggestions (e.g. "BEST", "1ST", "GOLD" etc). Any other fixed text can also be typed by the user. The first and second line default to blank. The third line defaults to the AWNAME1 field in the AWARDS database for each record. The fourth line defaults to the value in the AWNAME2 field in the AWARDS database for each record.

The diploma layout can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If modified, the report MUST retain the original filename [PreAwDip.RPT] in order for TSM's menus to find the report.)

3.1.5 ARRIVALS MENU

3.1.5.1 Register Scratchings/Arrivals

ARRIVALS/REGISTER SINGLE SCRATCHINGS(OR ARRIVALS) ARRIVALS/REGISTER ALL EXHIBITOR SCRATCHINGS(OR ARRIVALS)

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These two menus allow the user to register exhibit scratchings (i.e. exhibits which were entered but have not arrived at the show) or conversely register exhibit arrivals.

Two methods are commonly used for recording scratchings depending on personal preference. 1) Assume all entries have arrived and register those entries known to be scratchings. This method is the most commonly used, particularly where large numbers of exhibits are involved and generally few scratchings. This method does not necessarily preclude checking arrivals as they arrive but only the scratchings are registered in the computer. This is also the method usually requiring the least amount of work to administer. The REGISTER SCRATCHINGS window forms appear when using this system.

or

2) Register every arrival in the computer and those left over at the end are therefore the scratchings. This method is often used where only a small number of exhibits is involved, due to the higher workload involved. The REGISTER ARRIVALS window forms appear when using this system.

The method used is determined by the [FILE/CONFIGURE](#) menu.

In case an exhibit/s is inadvertently or incorrectly registered as scratched (or arrived), simply rerun this menu again with the same exhibit/s and uncheck the checkbox to unscratch (or non-arrive)

REGISTER SINGLE SCRATCHINGS (OR ARRIVALS)

CLASS CODE - The class code containing the particular exhibit which is scratched (or arrived). The class codes entered must have been previously defined with the [SCHEDULE/SHOW CLASSES/DATA](#) menu.

EXHIBIT NO. - Exhibit number of the particular exhibit which is scratched (or arrived). The exhibit number must exist in the above specified Class. Exhibit numbers were previously allocated with the [ENTRIES/EXHIBITS/DATA](#) menu.

SCRATCHED - Check the box to register the exhibit as scratched. Uncheck the box to unscratch.

Or

ARRIVED - Check the box to register the exhibit as arrived. Uncheck the box for non-arrival.

REGISTER ALL EXHIBITOR SCRATCHINGS (OR ARRIVALS)

This menu performs the same task as ARRIVALS/REGISTER SINGLE SCRATCHINGS above except that instead of registering one exhibit at a time, this menu registers every exhibit owned by one exhibitor. This is much quicker in cases where an exhibitor and all his exhibits do not arrive or conversely arrive without scratchings.

3.1.5.2 Scratching Report

ARRIVALS/PRINT SCRATCHING REPORT

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This produces a report listing of all entered exhibits which did not arrive at the show.

This report is designed for A4 paper. This report layout (filename ScratchList.RPT) can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N. B. If modified, the report MUST retain the original filename in order for TSM's menu to find the report.)

3.1.5.3 Arrival Summary Report

ARRIVALS/PRINT ARRIVAL SUMMARY REPORT

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This option produces a report listing the number of entries and arrivals for each class.

This report is designed for A4 paper. This report layout (filename ArrivSumm.RPT) can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If modified, the report MUST retain the original filename in order for TSM's menu to find the report.)

3.1.5.4 Judge's Class Sheets

3.1.5.4.1 Print Judge's Class Sheets

ARRIVALS/JUDGES CLASS SHEETS/PRINT JUDGES CLASS SHEETS

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This window form allows the user to produce report slips for a range of classes listing the number of entries to be judged and space to record the judge's placings. The sheets can be printed for a class range or for a particular judge.

CLASS CODE - Enter the class code of the first class and the last class in the range for which judges slips are required. The class codes entered must have been previously defined with the [SCHEDULE/SHOW CLASSES/DATA](#) menu.

JUDGE - Enter a judgecode instead of a range of classes if desired. The judgecode must have previously defined with the [SCHEDULE/JUDGES/DATA](#) menu.

NUMBER OF PLACINGS - Enter the number placings required to be awarded in each class. The printed slip will prompt the judge for this number of placings to be recorded.

DO NOT PRINT EMPTY CLASSES - Checked box skips the printing of slips for classes where there are no entries. Unchecked box prints slips for all classes within the range even if no entries exist in some of these classes.

PRINT EXHIBIT NUMBERS - Check this box to print a list of the individual exhibit numbers which have arrived for this class. Scratchings are not listed.

This report is designed for A4 paper. (N.B. this report is designed to minimise/avoid individual slips spanning across a page.) This report layout (filename JCLSlip.RPT) can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If modified, the report MUST retain the original filename in order for TSM's menu to find the report.)

Once the report has successfully printed, a second popup window appears asking if the user wishes to update the JSPRINTED flag in the EXHIBITS database. If the report printed correctly (i.e. the desired information and/or no physical printer problems occurred etc) then it is normal to answer YES to this prompt. Answering YES and thus updating the JSPRINTED flag has advantages at a later time allowing the possible future use of the [ARRIVALS/JUDGES CLASS SHEETS/PRINT UNPRINTED\(OR ALTERED\) JUDGES CLASS SHEETS](#) report. If the report did not print correctly and requires to be run again then answer NO.

**ARRIVALS/JUDGES CLASS
SHEETS/RESET PRINT FLAG
ARRIVALS/JUDGES CLASS
SHEETS/LIST UNPRINTED
JUDGE CLASS SHEETS
ARRIVALS/JUDGES CLASS
SHEETS/PRINT UNPRINTED
(OR ALTERED) JUDGE CLASS
SHEETS**

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RESET PRINT FLAG

This menu resets the JSPRINTED field in the EXHIBITS database to true (ticked) for all exhibits, indicating that all judge's sheets for all classes have been successfully printed. (Normally when judge's sheets are printed using the [ARRIVALS/JUDGES CLASS SHEETS/PRINT JUDGES CLASS SHEETS](#) menu a prompt is given to reset the JSPRINTED field for those classes just printed. If the prompt is ignored with a NO answer, then the RESET PRINT FLAG menu offers another option to make bulk changes to the JSPRINTED field.)

LIST UNPRINTED JUDGES SHEETS

Keeping track of printed judge's sheets with the JSPRINTED field enables easier tracking of the classes which have altered exhibits (e.g. late entries, reclassifications, scratchings etc) after previous printing of Judge's class sheets, and thus those particular classes now require the judge's sheets to be reprinted.

This report lists all those classes where judge's class sheets still need printing. The report uses the JSPRINTED field to detect which classes require printing.

This report is designed for A4 paper. This report layout (filename UnprintedList.RPT) can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If modified, the report MUST retain the original filename in order for TSM's menu to find the report.)

PRINT UNPRINTED/ALTERED JUDGE'S CLASS SHEETS

Any judge's class sheet changes due to late entries, reclassifications, scratchings etc can be reprinted by using this menu. In this way, it avoids printing all sheets (including unchanged ones) again or alternatively it speeds up the process of manually reprinting numerous individual sheets. The report uses the JSPRINTED field to detect which classes require printing.

This report is designed for A4 paper. (N.B. this report is designed to minimise/avoid individual slips spanning across a page.) This report layout (filename JCLSlip.RPT) can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If modified, the report MUST retain the original filename in order for TSM's menu to find the report.)

Hint:- If some classes had sufficient scratchings whereby there are now no entries then the DO NOT PRINT EMPTY CLASSES checkbox is best not checked. In this way the judge's sheet will be reprinted and will replace the existing one showing entries. It at least acts as a prompt to destroy the old sheet even if the new sheet is not used due to no entries.

Once the report has successfully printed, a second popup window appears asking if the user

wishes to update the JSPRINTED flag in the EXHIBITS database. If the report printed correctly (i.e. the desired information and/or no physical printer problems occurred etc) then it is normal to answer YES to this prompt. Answering YES and thus updating the JSPRINTED flag has advantages at a later time allowing the possible future use of the ARRIVALS/JUDGES CLASS SHEETS/PRINT UNPRINTED(OR ALTERED) JUDGES CLASS SHEETS report. If the report did not print correctly and requires to be run again then answer NO.

3.1.5.5 Judge's Award Sheets

ARRIVALS/PRINT JUDGES AWARD SHEETS

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This window form allows the user to produce report slips for a range of awards and space to record the judges placings. The sheets can be printed for major awards, an award range or for a particular judge.

AWARD RANGE - Enter the award code of the first award and the last award in the range for which judges slips are required. The award codes entered must have been previously defined with [SCHEDULE/ SHOW AWARDS/DATA](#) menu.

JUDGE - Enter a judgecode instead of a range of award if desired. The judgecode must have previously defined with the [SCHEDULE/JUDGES/DATA](#) menu.

NUMBER OF PLACINGS - Enter the number placings required to be awarded for each award. The printed slip will prompt the judge for this number of placings to be recorded.

This report is designed for A4 paper. (N.B. this report is designed to minimise/avoid individual slips spanning across a page.) This report layout (filename JAWSlip.RPT) can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If modified, the report MUST retain the original filename in order for TSM's menu to find the report.)

3.1.6 RESULTS MENU

3.1.6.1 Data

RESULTS/DATA

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This displays a window form which allows the user to create or edit judge's result placings for classes and awards.

For an explanation of the functionality of the standard menus, tab forms, buttons, editing procedures etc in the DATA editing window form go to the [Adding and Editing Data](#) help topic. The RESULTS/DATA window is different to other DATA window forms in that it has three ADD NEW tab pages instead of one. These three tab pages are discussed in more detail [below](#).

The following fields are used in the EXHIBITORS database:-

CLASS CODE - The class code containing the particular exhibit which has earned the judge's placing. This field is compulsory. The class codes entered must have been previously defined with the [SCHEDULE/SHOW CLASSES/DATA](#) menu.

EXHIBIT NUMBER - Exhibit number of the particular exhibit which has earned the judge's placing. The exhibit number must exist in the above specified Class. Exhibit numbers were previously allocated with the [ENTRIES/EXHIBITS/DATA](#) menu.

PLACING - A number representing the placing awarded to this exhibit by the judge. 1 for first, 2 for second etc. Note:- Some exhibits may be ineligible for judges placings (e.g. entered in wrong class, damaged, ill, breaching rules etc). TSM can handle such exhibits two ways:-

1) Do nothing, do not record any result for these exhibits.

or

2) Enter a result of placing zero (0). (This method also allows the [RESULTS/LIST OF INELIGIBLE EXHIBITS](#) report to be used.)

AWARD CODE - The award code identifying the award earned by the exhibit based on the judge's placing. The award codes entered must have been previously defined with the [SCHEDULE/SHOW AWARDS/DATA](#) menu.

SCORE1-5 - The points earned by the exhibit. Up to five separate pointscores can be stored. (N. B. In the ADD NEW tab pages, when the **AutoCalculate Points** button is pressed, TSM automatically enters the number of points earned by this exhibit as a result of the placing awarded. The default number of points shown is first determined by the pointscore system defined for this class in SCHEDULE/ SHOW CLASSES/DATA menu and secondly by the number of points defined to this placing from the [SCHEDULE/POINTS SYSTEMS/DATA](#). The default or calculated number may be overwritten by the user.)

PRIZEMONEY - When the AutoCalculate Points button is pressed, TSM automatically enters the amount of prizemoney earned by this exhibit as result of the placing awarded. The default prizemoney shown is first determined by the pointscore system defined for this class in the SCHEDULE/ SHOW CLASSES/DATA menu and secondly by the prizemoney defined to this placing from SCHEDULE/ POINTS SYSTEMS/DATA menu. The default or calculated number may be overwritten by the user.

ADD NEW TAB PAGES

- 1) **ADD NEW CLASS RESULTS RECORDS** - This tab page is used to create new records for class judging results. It cannot be used award judging results. Up to a maximum of ten placings per class per form can be accepted. For more than ten placings, simply SAVE/ADD ANOTHER the first ten and on the next screen overwrite the default 1,2,3..... etc placings with 11, 12, 13.....etc.
- 2) **ADD NEW AWARD RESULTS RECORDS** - This tab page allows the user to enter judge's placings for awards which are directly related to individual exhibits. It cannot be used class judging results. Up to a maximum of three placings per award per form can be accepted. For more than three placings, simply SAVE/ADD ANOTHER the first three and on the next screen overwrite the default 1,2,3..... etc placings with 4, 5, 6.....etc.
- 3) **ADD NEW EXHIBITOR RESULTS RECORDS** - This displays a window form which allows the user to enter judge's placings for awards which relate to an exhibitor , rather than individual exhibits. For the purposes of storing the information in the RESULTS database, the award code, placing, points and prizemoney for this exhibitor award are stored against the exhibitor's first entered exhibit (as exhibitor number is not stored directly in the results database).

3.1.6.2 Print Results List

RESULTS/PRINT RESULTS LIST

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This produces a report listing the results of all class and award judges placings. Three versions of this report are available.

BY EXHIBITOR - This report displays a list of results of class placings and award placings earned by a particular or range of exhibitors. The exhibitor numbers must be numbers

previously allocated with the [ENTRIES/ EXHIBITORS/DATA](#) menu. This report is designed for A4 paper. This report layout (filename ResLstEx.RPT) can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If modified, the report MUST retain the original filename in order for TSM's menu to find the report.)

BY CLASS - This report displays a list of results of all class placings in the show in order of class. A choice of filters can be applied:- 1) Show all class results.

2) Show a range of class results.

3) Show class results judged by a particular judge.

This report is designed for A4 paper. This report layout (filename ResLstCl.RPT) can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If modified, the report MUST retain the original filename in order for TSM's menu to find the report.)

BY AWARD - This report displays a list of results of all award placings in the show in order of award. A choice of filters can be applied:- 1) Show all award results.

2) Show major award results only.

3) Show a range of award results.

4) Show award results judged by a particular judge. This report is designed for A4 paper. This report layout (filename ResLstAW.RPT) can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If modified, the report MUST retain the original filename in order for TSM's menu to find the report.)

3.1.6.3 Print Major Award Presentation List

PRINT MAJOR AWARD PRESENTATION LIST

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This produces a report listing all major award results with trophies and sponsors. This report is suitable for use by administrators doing trophy presentations.

This report is designed for A4 paper. This report layout (filename MajAwPresent.RPT) can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If modified, the report MUST retain the original filename in order for TSM's menu to find the report.)

3.1.6.4 Pointscore/Prizemoney Reports

RESULTS/PRINT POINTS- PRIZEMONEY REPORTS

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This selects a set of menus which allows the user to select from a set of reports detailing points and/or prizemoney earned by individual exhibitors or teams of exhibitors.

STATUS/EXHIBITOR DETAIL- This report displays a list of results and the points and/or prizemoney earned by every placing in detail for each exhibitor. Exhibitors are additionally sorted by status. This report layout (filename StExDetl.RPT) can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If modified, the report MUST retain the original filename in order for TSM's menu to find the report.)

STATUS/EXHIBITOR SUMMARY- Same as Status/Exhibitor Detail report except only totals are shown, not each placing. This report layout (filename StExSumm.RPT) can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If

modified, the report MUST retain the original filename in order for TSM's menu to find the report.)

STATUS/CLASS - This report displays a summary list of the points and/or prizemoney earned by a team of exhibitors with class subtotals and overall grandtotals. This is primarily designed for team challenges with points allocated to a team after each class is judged. The STATUS1 field should be used to identify which exhibitors make up a team. This report can report on any one pointscore or prizemoney at a time. This report layout (filenames StatCI1.RPT through to StatCI6.RPT) can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If modified, the report MUST retain the original filename in order for TSM's menu to find the report.)

3.1.6.5 Class Results Prizecards

RESULTS/PRINT CLASS PRIZE CARDS

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This allows the printing of prizecards for a range of classes after judging results are known. The cards are printed based on the number of results (placings) entered in each class.

Enter the class code of the first class in the appropriate CLASS CODE field shown. The class codes entered must have been previously defined with the [SCHEDULE/SHOW CLASSES/DATA](#) menu.

PLACING - Enter the number of the highest placing (usually 1) in the first class of the range.

As above, enter the class code and lowest placing required of the last class in the desired range. The second class code must be equal to or larger than the first.

PRINT ONLY PLACING NO. - Cards can be printed in batches by placing (e.g. all first placing cards are printed together within the range of classes chosen). Entering 1 prints the first place cards only, entering 2 prints the second place cards only etc. This allows the printing of the correct placings on the correct preprinted cards where such cards are sometimes preprinted with special artwork etc unique to a particular placing. If you use generic placecards then entering 0 in this field prints all placecards in order of class and placing (i.e. 1st, 2nd, 3rd placecards etc are printed sequentially for each class).

1ST - 4TH LINE TEXT - To allow some flexibility in the appearance without totally reprogramming the card layout, four user defined lines of text are in the card layout. These lines can display values from certain database fields or fixed text. A combobox picklist shows the predefined database fields (e.g. Field.Classes.Clname1) and some common fixed text suggestions (e.g. "BEST", "1ST", "GOLD" etc). Any other fixed text can also be typed by the user. The first and second line default to blank. The third line defaults to the CLNAME1 field in the CLASSES database for each record. The fourth line defaults to the value in the CLNAME2 field in the CLASSES database for each record.

The size and layout of the cards is determined by the Card Stationery setting in the [FILE/CONFIGURE](#) menu. A choice of three card layouts is available.

<u>Card Size</u>	<u>No. per page</u>	<u>Paper Size</u>	<u>Filename</u>
4.5" x 2"	1 col x 1 row	Continuous Tractor Feed	ResCIcd42.RPT

3.5" x 2"	2 cols x 5 rows	A4 Cut Sheet	ResCICdA4.RPT
3.5" x 5"	2 cols x 2 rows	A4 Cut Sheet	ResCICd90X127A4.RPT

Each of these report layouts can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If modified, the reports MUST retain the original filenames in order for TSM's menus to find the reports.)

3.1.6.6 Class Result Prize Labels

RESULTS/PRINT CLASS PRIZE LABELS

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This allows the printing of prize labels for a range of classes after judging results are known. The labels are printed based on the number of results (placings) entered in each class.

Enter the class code of the first class in the appropriate CLASS CODE field shown. The class codes entered must have been previously defined with the [SCHEDULE/SHOW CLASSES/DATA](#) menu.

PLACING - Enter the number of the highest placing (usually 1) in the first class of the range.

As above, enter the class code and lowest placing required of the last class in the desired range. The second class code must be equal to or larger than the first.

PRINT ONLY PLACING NO. - Labels can be printed in batches by placing (e.g. all first placing labels are printed together within the range of classes chosen). Entering 1 prints the first place labels only, entering 2 prints the second prize labels only etc. Entering 0 in this field prints all prize labels in order of class and placing (i.e. 1st, 2nd, 3rd prize labels etc are printed sequentially for each class).

1ST - 4TH LINE TEXT - To allow some flexibility in the appearance without totally reprogramming the label layout, four user defined lines of text are in the label layout. These lines can display values from certain database fields or fixed text. A combobox picklist shows the predefined database fields (e.g. Field.Classes.Clname1) and some common fixed text suggestions (e.g. "BEST", "1ST", "GOLD" etc). Any other fixed text can also be typed by the user. The first and second line default to blank. The third line defaults to the CLNAME1 field in the CLASSES database for each record. The fourth line defaults to the value in the CLNAME2 field in the CLASSES database for each record.

The size and layout of the labels is determined by the Label Stationery setting in the [FILE/CONFIGURE](#) menu. A choice of four label layouts is available.

Label Size	No. per page	Paper Size	Filename
3.5" x 1"	1 col x 1 row	Continuous Tractor Feed	ResCILbI41.RPT
2.75" x 1"	3 cols x 11 rows	A4 Cut Sheet	ResCILbIA4.RPT
2.5" x 1.33"	3 cols x 8 rows	A4 Cut Sheet	ResCILbI64X34A4.RPT
3.9" x 2.25"	2 cols x 5 rows	A4 Cut Sheet	ResCILbI99X57.RPT

Each of these report layouts can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If modified, the reports MUST retain the original filenames in order for TSM's menus to find the reports.)

3.1.6.7 Award Results Prizecards

RESULTS/PRINT AWARD PRIZE CARDS

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This allows the printing of prizecards for a range of awards after judging results are known. The cards are printed based on the number of results (placings) entered in each award.

Enter the award code of the first award in the appropriate AWARD CODE field shown. The award codes entered must have been previously defined with the SCHEDULE/SHOW AWARDS menu.

PLACING - Enter the number of the highest placing (usually 1) in the first award of the range.

As above, enter the award codes and lowest placing required of the last award in the desired range. The second award code must be equal to or larger than the first.

PRINT ONLY PLACING NO. - Cards can be printed in batches by placing (e.g. all first placing cards are printed together within the range of awards chosen). Entering 1 prints the first place cards only, entering 2 prints the second place cards only etc. This allows the printing of the correct placings on the correct preprinted cards where such cards are sometimes preprinted with special artwork etc unique to a particular placing. If you use generic placecards then entering 0 in this field prints all placecards in order of award and placing (i.e. 1st, 2nd, 3rd placecards etc are printed sequentially for each award).

1ST - 4TH LINE TEXT - To allow some flexibility in the appearance without totally reprogramming the card layout, four user defined lines of text are in the card layout. These lines can display values from certain database fields or fixed text. A combobox picklist shows the predefined database fields (e.g. Field.Awards.Awname1) and some common fixed text suggestions (e.g. "BEST", "1ST", "GOLD" etc). Any other fixed text can also be typed by the user. The first and second line default to blank. The third line defaults to the AWNAME1 field in the AWARDS database for each record. The fourth line defaults to the value in the AWNAME2 field in the AWARDS database for each record.

The size and layout of the cards is determined by the Card Stationery setting in the [FILE/CONFIGURE](#) menu. A choice of three card layouts is available.

Card Size	No. per page	Paper Size	Filename
4.5" x 2"	1 col x 1 row	Continuous Tractor Feed	ResAwCd42.RPT
3.5" x 2"	2 cols x 5 rows	A4 Cut Sheet	ResAwCdA4.RPT
3.5" x 5"	2 cols x 2 rows	A4 Cut Sheet	ResAwCd90X127A4.RPT

Each of these report layouts can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If modified, the reports MUST retain the original filenames in order for TSM's menus to find the reports.)

3.1.6.8 Award Result Prize Labels

RESULTS/PRINT AWARD PRIZE LABELS

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This allows the printing of prize labels for awards, after judging results are known. which can be attached to the exhibits or to other pre-printed prizecards. The labels are printed based on the number of results (placings) entered for each award.

Enter the award code of the first award in the appropriate AWARD CODE field shown. The award codes entered must have been previously defined with the SCHEDULE/ AWARDS menu. As above, enter the award codes and lowest placing of the last award in the desired range. The second award code must be equal to or larger than the first.

PRINT ONLY PLACING NO. - Labels can be printed in batches by placing (e.g. all first placing labels are printed together within the range of classes chosen). Entering 1 prints the first place labels only, entering 2 prints the second prize labels only etc. Entering 0 in this field prints all prize labels in order of class and placing (i.e. 1st, 2nd, 3rd prize labels etc are printed sequentially for each class).

1ST - 4TH LINE TEXT - To allow some flexibility in the appearance without totally reprogramming the label layout, four user defined lines of text are in the label layout. These lines can display values from certain database fields or fixed text. A combobox picklist shows the predefined database fields (e.g. Field.Awards.Awname1) and some common fixed text suggestions (e.g. "BEST", "1ST", "GOLD" etc). Any other fixed text can also be typed by the user. The first and second line default to blank. The third line defaults to the AWNAME1 field in the AWARDS database for each record. The fourth line defaults to the value in the AWNAME2 field in the AWARDS database for each record.

The size and layout of the labels is determined by the Label Stationery setting in the [FILE/CONFIGURE](#) menu. A choice of four label layouts is available.

Label Size	No. per page	Paper Size	Filename
3.5" x 1"	1 col x 1 row	Continuous Tractor Feed	ResAwLbI41.RPT
2.75" x 1"	3 cols x 11 rows	A4 Cut Sheet	ResAwLbIA4.RPT
2.5" x 1.33"	3 cols x 8 rows	A4 Cut Sheet	ResAwLbI64X34A4.RPT
3.9" x 2.25"	2 cols x 5 rows	A4 Cut Sheet	ResAwLbI99X57.RPT

Each of these report layouts can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If modified, the reports MUST retain the original filenames in order for TSM's menus to find the reports.)

3.1.6.9 Award Result Diploma

RESULTS/PRINT AWARD DIPLOMA

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This allows the printing of diplomas for a range of awards after judging results are known. The diplomas are printed based on the number of results (placings) entered in each award.

Enter the award code of the first award in the appropriate AWARD CODE field shown. The award codes entered must have been previously defined with the SCHEDULE/SHOW AWARDS menu.

PLACING - Enter the number of the highest placing (usually 1) in the first award of the range.

As above, enter the award codes and lowest placing required of the last award in the desired range. The second award code must be equal to or larger than the first.

PRINT ONLY PLACING NO. - Diplomas can be printed in batches by placing (e.g. all first placing cards are printed together within the range of awards chosen). Entering 1 prints the first place diplomas only, entering 2 prints the second place diplomas only etc. This allows the printing of the correct placings on the correct preprinted diplomas where such diplomas are sometimes preprinted with special artwork etc unique to a particular placing. If you use generic diplomas then entering 0 in this field prints all diplomas in order of award and placing (i.e. 1st, 2nd, 3rd diplomas etc are printed sequentially for each award).

1ST - 4TH LINE TEXT - To allow some flexibility in the appearance without totally reprogramming the diploma layout, four user defined lines of text are in the card layout. These lines can display values from certain database fields or fixed text. A combobox picklist shows the predefined database fields (e.g. Field.Awards.Awname1) and some common fixed text suggestions (e.g. "BEST", "1ST", "GOLD" etc). Any other fixed text can also be typed by the user. The first and second line default to blank. The third line defaults to the AWNAME1 field in the AWARDS database for each record. The fourth line defaults to the value in the AWNAME2 field in the AWARDS database for each record.

The report layout (filename ResAWDip.RPT) can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If modified, the reports MUST retain the original filenames in order for TSM's menus to find the reports.)

3.1.6.10 Check For Missing Results

RESULTS/CHECK FOR MISSING RESULTS

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This produces a list of classes or awards where judge's results have not yet been recorded. This is used to check for judges slips which have been lost, not filled in or not entered into TSM results.

The report layout (filename MisResAw.RPT for awards and MisResCl.RPT for classes) can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If modified, the reports MUST retain the original filenames in order for TSM's menus to find the reports.)

3.1.6.11 List of Ineligible Exhibits

RESULTS/LIST OF INELIGIBLE EXHIBITS

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Some exhibits may be ineligible for judges placings (e.g. entered in wrong class, damaged, ill, breaching rules etc). TSM can handle such exhibits two ways:-
1) Do nothing, do not record any result for these exhibits.

or

2) Enter a result of placing zero (0). Where a placing of zero is recorded, this menu option produces a listing of all such exhibits.

The report layout (filename Ineligible.RPT) can be modified by the user using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) menu. (N.B. If modified, the reports MUST retain the original filenames in order for TSM's menus to find the reports.)

3.1.7 OUTPUT MENU

3.1.7.1 User Defined Reports/ Run or Edit

OUTPUT/USER DEFINED REPORTS

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For users with special reporting requirements over and above the standard pre-written reports which are part of TSM, a special third party report writer (ReportPro) is integrated into TSM. Users can create new report layout files from the **CREATE** menu which has three main types: 1) **STANDARD REPORT** (the most common), 2) **LABEL REPORT** (for creating self adhesive labels etc) and 3) **CROSS-TAB REPORT** for producing complex summary tables. Each option runs through a step by step wizard to create the report layout. On completion save the report layout

Once created, the report layout file can be run without change or can be modified by using the **RUN OR EDIT** menu. Report layout files are named *.RPT.

The ReportPro report designer is provided as is with limited support from TSM. For more detailed information go to the ReportPro Help system. (Note: For inexperienced users it is helpful to load the ReportPro help system on screen before running the wizard)

All the standard pre-witten reports (except for Statistics and Data Checker reports) were written using this built-in report editor. The most common use for the report editor is to change the label and card sizes of standard reports if new different sized stationery is purchased. This editor is commonly used to modify the Schedule Booklet report to suit specific needs which the author cannot anticipate.

By default reports are A4 in size. The size of labels and cards depends on the [FILE/CONFIGURE](#) settings. (N.B. Depending on the stationery supplier, the A4 cut sheet label and card stationery may have slightly different page margins. These margins can be adjusted by modifying the respective report margins to suit with the report editor.

The page size in the Windows Printer Setup must match the page size settings in the report editor. If these printer page size settings are changed by the user, then the new size must also be changed to the same page size in the TSM Report Editor. (This however is not recommended, use the standard page sizes above unless you have special requirements.) Failure to match the report page size with the printer page size may result in incorrect pagination and/or reformatting of the report when it is printed.

The filename of each report is given in the caption of the report preview window. The report editor uses these filenames.

3.1.7.2 Restore Default Reports

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It is possible to modify the standard reports provided with TSM using the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) . If the user wishes to discard those changes and reinstate the original installed version of the report this menu does so. Choosing this option overwrites the current version of the chosen report with the original version. The current version is discarded unless saved under a new file name before restoring. All live working reports are normally stored in the same directory that TSM is installed. Original copies of these reports are additionally stored in the ORIGREPORT folder in the directory where TSM is installed. The original copies of the report files should not be edited or changed, only the live working copies.

FILENAME	REPORT NAME
ARRIVSUMM.RAT	Arrival Summary Report
BLANKENT.RPT	Blank Entry Form
CATENTRIES.RPT	Catalogue of Entries
CONMAIL64X34A4	Contacts Mail Labels 64x34mm A4
CONMAIL99X57A4	Contacts Mail Labels 99x57mm A4
CONMAILALL41.RPT	Contacts Mail Labels 4x1 inches Tractor Feed
CONMALLA4.RPT	Contacts Mail Labels 70x25mm A4
CONTLIST.RPT	List of Contacts
EXCARD42.RPT	Exhibit Card 4x2 inches Tractor Feed
EXCARD90X127A4.RPT	Exhibit Card 90x127mm
EXCARDA4.RPT	Exhibit Card 90x51mm A4
EXENTRYLIST.RPT	Exhibitor Entry List
EXHLISTNO.RPT	List of Exhibitors
EXLABEL41.RPT	Exhibit Label 4x1 inches Tractor Feed
EXLABEL64X34A4.RPT	Exhibit Label 64x34mm A4
EXLABEL99X57A4.RPT	Exhibit Label 99x57mm A4
EXLABELA4.RPT	Exhibit Label 70x25mm A4
EXMAILALL41.RPT	Exhibitor Mailing Label 4x1 inches Tractor Feed
EXMAILALL64X34.RPT	Exhibitor Mailing Label 64x34mm A4
EXMAILALL99X57.RPT	Exhibitor Mailing Label 99x57mm A4
EXMAILALLA4.RPT	Exhibitor Mailing Label 70x25mm A4
FEEREP.RPT	Entry Fee Report
INELIGIBLE.RPT	Ineligible Results
JAWSLIP.RPT	Award Judge's Sheets
JCLSLIP.RPT	Class Judge's Sheets
JUDGELIST.RPT	List of Judges
LATEENTRY.RPT	List of Late Entries

MAJAWPRESENT.RPT	List of Major Award Winners with Prizes and Sponsors
MISRESAW.RPT	Missing Award Results
MISRESCL.RPT	Missing Class Results
POINTSLIST.RPT	List of Points Systems
PREAWCD42.RPT	Award Prizecard PrePrinted 4x2inch Tractor Feed
PREAWCD90X127A4.RPT	Award Prizecard PrePrinted 90x127mm A4
PREAWCDA4.RPT	Award Prizecard PrePrinted 90x51mm A4
PREAWDIP.RPT	Award Diploma Pre-Printed
PREAWLBL41.RPT	Award Labels Pre-printed 4x1inch Tractor Feed
PREAWLBL64X34.RPT	Award Labels Pre-printed 64x34mm A4
PREAWLBL99X57.RPT	Award Labels Pre-printed 99x57mm A4
PREAWBLA4.RPT	Award Labels Pre-printed 70x25mm A4
PRECLCD42.RPT	Class Prizecard PrePrinted 4x2inch Tractor Feed
PRECLCD90X127A4.RPT	Class Prizecard PrePrinted 90x127mm A4
PRECLCDA4.RPT	Class Prizecard PrePrinted 90x51mmA4
PRECLLBL41.RPT	Classes Labels Pre-Printed 4x1inch Tractor Feed
PRECLLBL64X34A4.RPT	Classes Labels Pre-Printed 64x34mm A4
PRECLLBL99X57A4.RPT	Classes Labels Pre-Printed 99x57mm A4
PRECLBLA4.RPT	Classes Labels Pre-Printed 70x25mm A4
RECLASSIFIED.RPT	List of Reclassified Exhibits
RESAWCD42.RPT	Award Result Cards 4x2inch Tractor Feed
RESAWCD90X127.RPT	Award Result Cards 90x127mm A4
RESAWCDA4.RPT	Award Result Cards 90x51mm A4
RESAWDIP.RPT	Award Result Diploma
RESAWLBL41.RPT	Award Result Labels 4x1inch Tractor Feed
RESAWLBL64X34.RPT	Award Result Labels 64x34mm A4
RESAWLBL99X57.RPT	Award Result Labels 99x57mm A4
RESAWBLA4.RPT	Award Result Labels 70x25mm A4
RESCLCD42.RPT	Class Result Prizecards 4x2inch Tractor Feed
RESCLCD90X127.RPT	Class Result Prizecards 90x127mm A4
RESCLCDA4.RPT	Class Result Prizecards 90x51mm A4
RESCLLBL41.RPT	Class Result Labels 4x1inch Tractor Feed
RESCLLBL64X34.RPT	Class Result Labels 64x34mm A4
RESCLLBL99X57.RPT	Class Result Labels 99x57mm A4
RESCLBLA4	Class Result Labels 70x25mm A4
RESLSTAW.RPT	Award Result List
RESLSTCL.RPT	List of Class Results
RESLSTEX.RPT	List of Results for Exhibitor

SCHEDAW.RPT	Schedule of Awards
SCHEDBOOK.RPT	Schedule Booklet
SCHEDCL.RPT	Schedule of Classes
SCRATCHLIST.RPT	List of Scratchings
SHWSTATS.RPT	Show Statistics
STATCL1.RPT	Pointscore 1 Report
STATCL2.RPT	Pointscore 2 Report
STATCL3.RPT	Pointscore 3 Report
STATCL4.RPT	Pointscore 4 Report
STATCL5.RPT	Pointscore 5 Report
STATCL6.RPT	Prizemoney Report
STEXDETL.RPT	Pointscore Detail (Status/Exhibitor)
STEXSUMM.RPT	Pointscore Summary (Status/Exhibitor)
UNPRINTEDLIST.RPT	List of Unprinted Judge Sheets

3.1.8 HELP MENU

3.1.8.1 Help

HELP/INDEX

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Most places within TSM have context sensitive help windows available which contain information relevant to the particular place within the program you are at the time. These help screens are accessed by placing the mouse pointer, cursor or menu highlight on the desired point and pressing the <F1> key on the keyboard. Help Buttons also exist on most windows.

If no specific help exists for that location then an HELP INDEX appears. A table of contents is also available and a Search facility.

HELP/INDEX

This option displays the Index list for the TSM Help system. A table of contents is also available and a Search facility.

HELP/ABOUT

This displays general information about the TSM program, the author and contact information.

3.1.8.2 Other Products

HELP/OTHER PRODUCTS

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New products and upgrades to existing products are constantly being added to the range by the author.

All products available from:-

K Yorke
10 Gwandalan Close
Brandy Hill, NSW, 2324
Australia

Ph/Fax 61 (02) 49 886539
 email kyorke@tpgi.com.au
 web www2.tpgi.com.au/users/kyorke

AVIAN GENETIC CALCULATOR

BIRD PROGENY COLOUR & VARIETY PREDICTOR

AVIAN GENETIC CALCULATOR is a powerful tool for breeders of many caged bird species, which tells the breeder what colour progeny and expected percentages of each will result from different bird colour matings as well as providing some on-screen photographs of many bird species and their colour mutations.

BEYOND BOOKS OF TABLES

Some books have been published in the past containing tables of possible simple matings for a limited number of bird species. AVIAN GENETIC CALCULATOR goes beyond anything possible with written tables and includes inheritance methods of Dominant, Recessive, Partial Dominant, Multiple Alleles, Sex-Linkage, Polygenic, Lethal, Multiple Crossovers, Penetrance and Expressivity. AVIAN GENETIC CALCULATOR calculates even the most difficult mating in seconds and makes those old tables and pencils and paper redundant, not to mention that AVIAN GENETIC CALCULATOR makes it all seem so simple. **NO KNOWLEDGE OF GENETICS REQUIRED.**

DOZENS OF SPECIES, MILLIONS OF COLOUR COMBINATIONS

AVIAN GENETIC CALCULATOR is capable of calculating the results of colour matings involving Zebra Finch, Gouldian Finch, Budgerigar, Abyssinian Lovebird, Adelaide Rosella, African Grey Parrot, Alexandrine Parrot, Blue & Gold Macaw, Blue Fronted Amazon, Blue Winged Parrot, Bourke Parrot, Cockateil, Crimson Rosella, Crimson Winged Parrot, Dusky Headed Conure, Eastern Rosella, Eclectus Parrot, Elegant Parrot, Festive Amazon, Galah, Golden Crowned Conure, Hooded Parrot, Indian Ringnecked Parrot, King Parrot, Lineolated Parrot, Mallee Ringnecked Parrot, Maroon Bellied Parrot, Mealy Amazon, Moustache Parrot, Musk Lorikeet, Nanday Conure, Pacific Parrotlet, Patagonian Conure, Peachfaced Lovebird, Plum Headed Parrot, Port Lincoln Parrot, Princess Parrot, Purple Crowned Lorikeet, Quaker Parrot, Rainbow Lorikeet, Red Fronted Kakariki, Red Lored Amazon, Red Collared Lorikeet, Red Rumped Parrot, Regent Parrot, Scaly Breasted Lorikeet, Scarlet Chested Parrot, Senegal Parrot, Sharp Tailed Conure, Slaty Headed Parrot, Sun Conure, Superb Parrot, Turquoise Parrot, Western Rosella, White Crowned Pionus, White Eye Ring Group Lovebirds, White Fronted Amazon, Yellow Naped Amazon, Yellow Rosella.

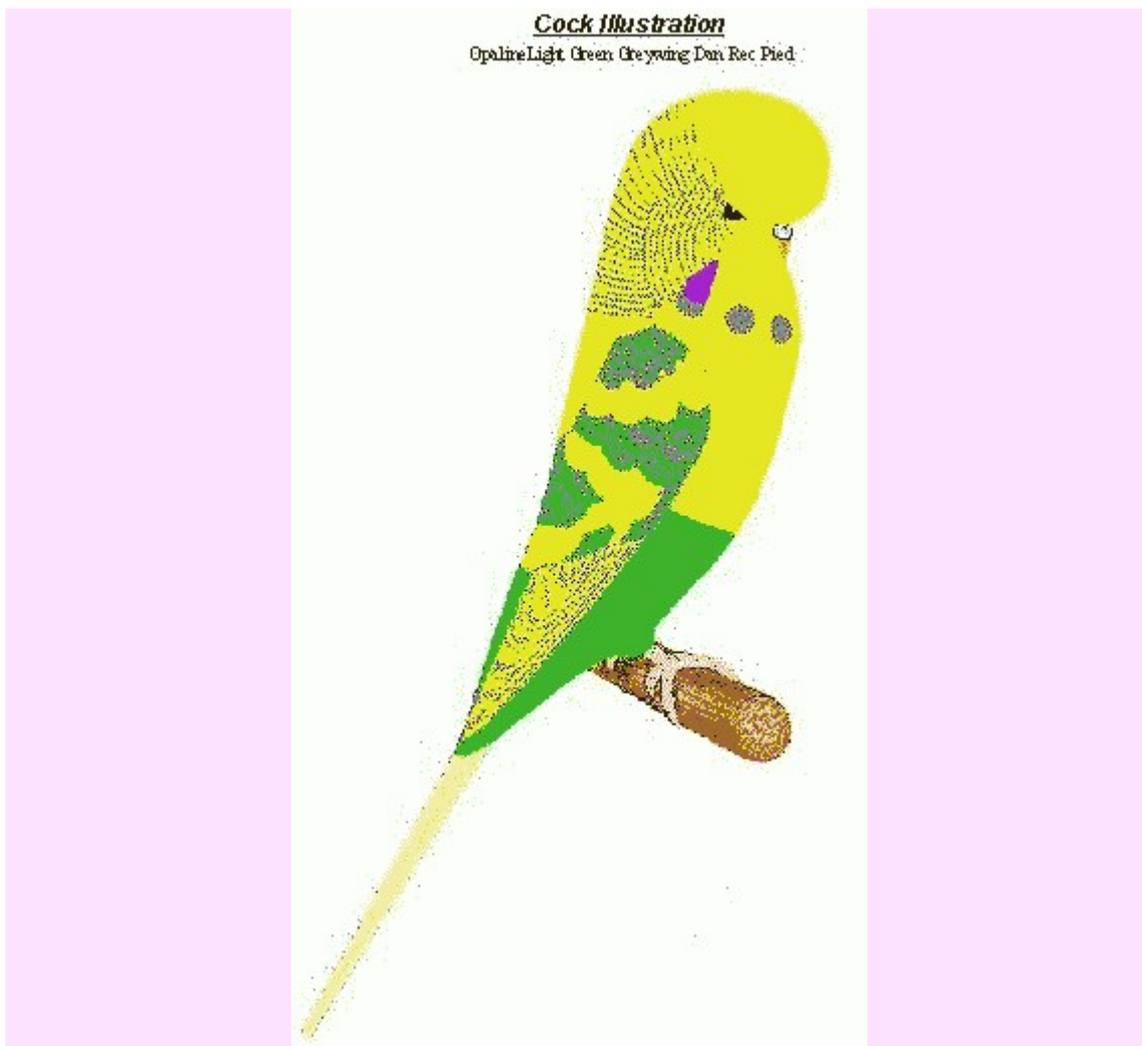
PHOTOGRAPHS OF MANY VARIETIES

Over 160 colour photographs of various bird species, colours and varieties can be displayed on the screen

BUDGEN

COMPUTERISED BUDGERIGAR COLOUR ILLUSTRATION & GENETICS MADE EASY

Draws full colour GRAPHICAL pictures of most colours and varieties on the screen including multiple combinations of varieties.



Also calculates results of colour matings involving

Light, Dark & Olive Green, Sky Blue, Cobalt, Mauve, GreyGreen, Grey, Australian, Mutant 1 & Mutant 2 Yellowfaces, Violet, Greywing, Clearwing, Yellow, White, Cinnamonwing, Opaline, Albino, Lutino, Lacewing, Australian Dominant Pied, Continental Clearflight Pied, Danish Recessive Pied, Dark-Eyed Clear, Spangle, Australian (German), English & Scottish Fallow, Saddleback, Tufted, Half & Full Circular Crested, Australian Clearbody (Darkwing), Texas Clearbody, Slate, Faded

AND ANY POSSIBLE MULTIPLE COMBINATION OF THESE.

No knowledge of genetics required.

BUDGERIGAR VARIETY BIBLE

Several years in the writing, BUDGERIGAR VARIETY BIBLE is a new budgerigar "book" on a CD which is a comprehensive guide to the colours and varieties of budgerigars around the world.

The book looks at all the mutant colours and varieties and gives details of their

- History - who first bred them or recognized them and where and when.
- Naming - including local, international, historical and genetic names.
- Variety Features - details of what makes them different from the wild bird and other varieties.
- Breeding Rules - Full breeding and genetic information.
- Variety Faults - The common problems or traits associated with the variety.
- Photographs - Photos of each variety in many colours and in combination with other varieties.
- Expert Information - Other articles in great detail giving the best information available on varieties including many articles and photos from the breeders of the original mutations.

There is detailed information about **MORE THAN 50 INDIVIDUAL BUDGERIGAR VARIETIES** including Light Green, 2 Dark Factors, Blue, 3 Greys, Dilute, Greywing, Clearwing, 2 Inos, 5 Fallows, Anthracite, Slate, Violet, Opaline, Cinnamon, 2 Brownwings, 2 Fadedes, 5 Clearbodies, Darkwing, 4 Pies, Mottle, Blackface, 3 Yellowfaces, Polydactyl, Stargazer, Crested, Spangle, Black, Saddleback, Feather Duster, Halfsider and several other rare and/or extinct varieties.

Included is **MORE THAN 600 FULL COLOUR PHOTOGRAPHS** and diagrams.

More than 170 computer pages, equivalent to approximately **500 PAGES** of written text, tables, photos and diagrams.

A separate section looks at particular features of budgerigars such as cheek patch colour, wing markings, spots, saddle markings, tail, eyes, feet etc in detail.

Another section looks at **BREEDING RULES AND GENETICS** of budgerigars in general and tells how the genetics works in simple terms, as well as describing some of the special cases involved such as Sex-linkage, crossovers etc.

A **WORLDWIDE LIST OF BUDGERIGAR BREEDERS & CLUBS** is given in another section with contact details including email and weblinks. Click and you are immediately sent to the website or can send them an email. (You need your own Internet service and email program to make full use of this feature.)

EQUINE GENETIC CALCULATOR

HORSE & DONKEY COLOUR PREDICTOR

EQUINE GENETIC CALCULATOR is a powerful tool for breeders and enthusiasts of horses and donkeys, which tells the breeder what colour progeny and expected percentages of each will result from different colour matings as well as providing on-screen photographs of some colour mutations.

BEYOND BOOKS

Some books have been published in the past containing some information on possible simple matings. EQUINE GENETIC CALCULATOR goes beyond anything possible with written books and tables and includes inheritance methods of Dominant, Recessive, Partial Dominant, Multiple Alleles, Sex-Linkage, Polygenic, Lethal, Multiple Crossovers, Penetrance and Expressivity.

EQUINE GENETIC CALCULATOR calculates even the most difficult mating in seconds and makes it all seem so simple. **NO KNOWLEDGE OF GENETICS REQUIRED.**

THOUSANDS OF COLOUR COMBINATIONS

EQUINE GENETIC CALCULATOR is capable of calculating the results of the following colour matings including multiple combinations:-

HORSES:- Bay, Brown, Black, Light Bay, Chestnut, Grey, Roan, Paints (including Sabino, Tobiano, Frame Overo, Splashed White), Dun, Perlino (including Cremello, Buckskin, Palamino), Appaloosa, Flaxen, Champagne, White, Mealy. Also Heart Score.

DONKEYS:- Bay, Black, Dun, Sorrel, Ivory, Spotted, Dark Points.

BIRDREC

The Ultimate in Computerised Record Keeping Systems for Bird Keepers.

Stores

Ring Numbers, Ring Year, Species ...
 Visual and/or Genetic Descriptions
 Show Results, Traits, Vices, General Comments... (Up to 64,000 characters per bird)
 Families, Bloodlines
 User Defined Codes, Pointscore Systems, Physical Measurements
 Eggs Laid, Eggs Hatched, Surviving Chicks... (Unlimited Number)
 Pairing Comments, Breeding Periods, Cage Numbers
 Died/Sold Details, Owner-bred or Purchased
 Parentage/Ancestors, Descendants
 Income and Expenditure, Bird Sales and Purchases, Feed Costs etc
 Photographs of Birds and Bird Events
 Breeder's Diary, Feeding and Medicine Routines, Show Dates, To Do List and History
 Personal Contacts and Address Book

and much more

calculates and produces

Pedigree Charts, Descendant Charts... (Stores Unlimited Generations)
 Breeding Registers.. (Includes Complete Life History of a Bird)
 Inbreeding and Bloodline Report
 Aviary Stocklist Reports... (Several Types)
 Breeding Statistics Reports... (Several Types)
 Unlimited User Defined Reports... (For Special Needs, Several Types)
 Diary Report
 Photo Album
 Income and Expenditure Reports.. (Several Types)

features

Menu Driven for Ease of Use, Minimises Typing
 Context Sensitive Help Screens and Online User's Manual
 Built-in Data Backup Facility for Data Security
 Runs on Pentium Computer with 32MB RAM, Windows '98 or better, 20MB Free Hard Disk Space and CD Drive (for installation)

3.2 ADDING AND EDITING DATA

ADDING AND EDITING DATA

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Each TSM database (i.e. CONTACTS, POINTS SYSTEM, CLASSES, AWARDS, JUDGES, EXHIBITORS, EXHIBITS and RESULTS) has a DATA menu which opens a database editing child window which in turn allows the display, searching, adding, modifying and deleting data in the chosen database. The functionality of each DATA menu is essentially identical, only the selection of database is different.

For a detailed description of each specific database and all its data fields go to the following help topics:- [CONTACTS/DATA](#), [SCHEDULE/POINTS SYSTEM/DATA](#), [SCHEDULE/CLASSES/DATA](#), [SCHEDULE/AWARDS/DATA](#), [SCHEDULE/JUDGES/DATA](#), [ENTRIES/EXHIBITORS/DATA](#), [ENTRIES/EXHIBITS/DATA](#), [RESULTS/DATA](#)

Class Code	Cname1	Cname2	Defpts	Altpts1	Altpts2	Enteredno
001	NORMAL GREEN - LIGHT, DARK OR OLIVE	..OPEN COCK	321			7
005	NORMAL BLUE- SKY, COBALT, MAUVE, VIOLET	..OPEN COCK	321			3
009	NORMAL BLUE - GREY	..OPEN COCK	321			6
010	BLACK-EYE SELF - YELLOW	..OPEN COCK	1			7
011	BLACK-EYE SELF - WHITE	..OPEN COCK	321	1	1	1
012	LUTINO	..OPEN COCK	321			0
013	ALBINO	..OPEN COCK	321			0
014	CLEARWING - A.S.C. GREEN	..OPEN COCK	321			0
017	CLEARWING - A.S.C. BLUE	..OPEN COCK	321			0
020	GREYWING - A.S.C. GREEN	..OPEN COCK	321			0
023	GREYWING - A.S.C. BLUE	..OPEN COCK	321			0
026	GREYWING - YELLOW OR WHITE	..OPEN COCK	321			0
027	CINNAMONWING - A.S.C. GREEN	..OPEN COCK	321			2
030	CINNAMONWING - A.S.C. BLUE	..OPEN COCK	321			0

Record 1 of 325

The database editor has three tabbed forms:

1) EDIT EXISTING DATA (TABLE VIEW):- Table view consists of a matrix of rows and columns in which the rows are database records and the columns are database fields. This displays multiple existing records in a database.

2) EDIT EXISTING DATA (FORM VIEW):- Form view displays one existing record at a time in a more spacious visual layout. (N.B. Table View and Form View perform exactly the same editing tasks to existing data, the only difference being the visual layout as per your own personal preference)

3) ADD NEW RECORDS:- This form is used for adding new records to the database. Some fields in the form are pre-filled with default values, some of which can be customised with the [FILE/CONFIGURE](#) menu. The data in the form is physically saved to the database when the user presses either the SAVE_DONE or SAVE_ADD_ANOTHER button. SAVE_DONE saves the data and then switches to Table View to view all the database records including the one just added. SAVE_ADD_ANOTHER saves the data, and then refreshes the Add New Records form ready to accept another new record. The CANCEL_RESET button flushes all the fields in the form back to their original default values and the previous field values are not saved to the database.

Values in the fields in all three forms can be edited by 1) moving the cursor to the desired field, 2) start edit mode for that field, 3) type the desired change then, 4) end the edit mode.

In Table View, edit mode is started by double clicking the mouse on the desired field or pressing the ENTER key. To end edit mode for that field simply click the mouse in a different field. The current record to be edited is highlighted with a horizontal blue line. This same record is also the one shown in Form View.

In Form View and Add New Record View, edit mode is started automatically as soon as you move the cursor to the desired field with the mouse or TAB key. To end edit mode for that field, simply move the cursor to another field with the mouse or TAB key.

To assist in navigating around the database, such as moving rapidly to various records or fields, the child window has a [GO TO](#) menu.

To assist in editing fields and records, the child window has an [EDIT](#) menu.

To modify the visual layout of the columns in Table View and/or change the way records are sorted in both Table View and Form View use the [VIEW](#) menu.

To search for records which meet certain criteria (and hide from view other records) use the [FILTER](#) menu.

(Hint with comboboxes: Comboboxes are designed to allow selection of existing picklist items or typing of new items. To modify a picklist item, select it, type the changes to it, delete some blank padding characters to the right of the item and then move the mouse pointer to an adjacent field on the same record; otherwise the changes may not be accepted because the field width is too wide)

3.2.1 Go To

GO TO

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PREVIOUS - moves the database cursor (the horizontal blue line in TABLE VIEW) backwards (or up) one record to the previous record. This movement also affects the FORM VIEW. This menu item is duplicated on the toolbar button.

NEXT - moves the database cursor (the horizontal blue line in TABLE VIEW) forward (or down) one record to the next record. This movement also affects the FORM VIEW. This menu item is duplicated on the toolbar button.

TOP - moves the database cursor (the horizontal blue line in TABLE VIEW) to the first record (or top record). This movement also affects the FORM VIEW. This menu item is duplicated on the toolbar button.

BOTTOM - moves the database cursor (the horizontal blue line in TABLE VIEW) to the last record (or bottom record). This movement also affects the FORM VIEW. This menu item is duplicated on the toolbar button.

PAGE UP - moves the database cursor (the horizontal blue line in TABLE VIEW) up by approximately one screen page of records in TABLE view. This movement also affects the FORM VIEW.

PAGE DOWN - moves the database cursor (the horizontal blue line in TABLE VIEW) down by approximately one screen page of records in TABLE view. This movement also affects the FORM VIEW.

FIRST COLUMN - moves the field cursor in the (horizontal blue line in TABLE VIEW) to the first (leftmost) column. This menu item is duplicated on the toolbar button.

LAST COLUMN - moves the field cursor in the (horizontal blue line in TABLE VIEW) to the last (rightmost) column. This menu item is duplicated on the toolbar button.

SPECIFIC XXXX - Some, but not all, child windows have this menu item. The XXXX varies (e.g. CLASS CODE, AWARD CODE etc) between databases. This menu item is designed to search for and rapidly send the database cursor to a specific record based on a user requested value.

3.2.2 Edit

EDIT

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UNDO - reverses the most recent edit change in a field.

CUT, COPY, PASTE - are standard Windows clipboard editing features allowing cut, copy and paste of data in individual fields.

ADD NEW RECORD - makes the ADD NEW RECORD tab form visible ready to type data for a new record to be added to the database. (This menu option is functionally identical to VIEW/ADD NEW VIEW menu option)

DELETE A RECORD - allows the first stage of deletion of the record highlighted by the cursor (horizontal blue line in TABLE VIEW) or the record shown in FORM VIEW. The record/s remain visible but are flagged for future deletion using the [FILE/REORGANISE](#) menu. Deleted records are displayed as red in TABLE VIEW. Once a FILE/REORGANISE has been run, all flagged records in all databases are permanently deleted and no longer visible.

UNDELETE A RECORD - removes the deletion flag from record/s which were previously flagged for deletion with the DELETE A RECORD menu. Previously flagged records appear red in TABLE VIEW. After being undeleted the colour reverts to normal. Once a FILE/REORGANISE has been run, deleted records cannot be undeleted.

3.2.3 View

VIEW

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TABLE VIEW shows multiple data records in a row and column format.

FORM VIEW shows the data one record at a time in a form layout

ADD NEW RECORD view shows a form for adding one new record at a time to the database.

SORT changes the sort order of records in TABLE VIEW and FORM VIEW to that selected from the list available.

USING FAVOURITE LAYOUTS

The width of columns in TABLE VIEW can be changed (or even shrunk to nothing) by dragging the vertical edge of the column heading to suit user tastes. The position of a column in the list of columns can be moved by dragging the column heading to a new location.

Once a visual layout is achieved that suits the user it can be saved for future reuse by selecting **SAVE CURRENT AS FAVOURITE**. This Favourite layout also includes the currently displayed Sort order and the current [Filter](#) condition. Use **RESTORE DEFAULT** or **RESTORE FAVORITE** to switch between the two different visual layouts. If the "Automatically Restore Favourite Data Layout" setting in the [FILE/CONFIGURE](#) window is checked, then the Favourite layout in each DATA child window is automatically displayed instead of the Default layout each time the child window is opened.

REFRESH causes the data child window to refresh its data and redraw the window. This is helpful if Windows has difficulty in redrawing part of the screen. It can also be useful after changing data in a field which has an active filter, (Changing data in fields with active filters can sometimes cause records or data values to disappear from view.)

3.2.4 Filter

FILTER

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Filtering allows hiding some records from view which you temporarily do not wish to see, or put another way, allows you to see only those records which are of interest at the moment.

SHOW ALL is the default setting and shows all records, hiding none.

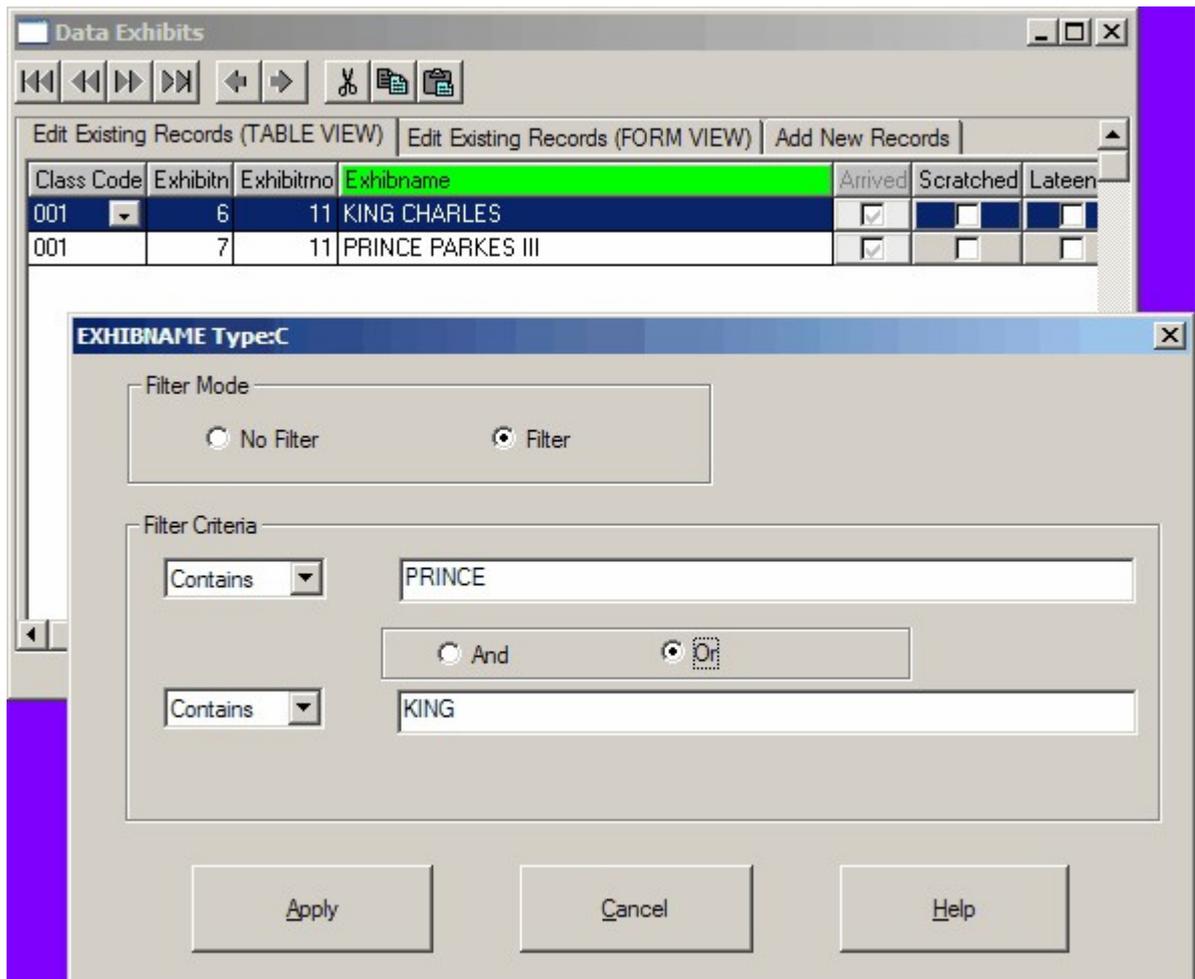
SHOW XXXX - Some databases have various additional menu options (e.g. SHOW CLASSES WITH ENTRIES, SHOW SCRATCHINGS etc) which are commonly used predefined filters.

CUSTOM - displays a list of the database fields which can be used for creating specialised filter criteria. To filter a field, select that field from the list. A dialog window appears with options of Filter/No Filter. Selecting Filter displays and allows editing of the filter criteria for that field. 1 or 2 filter criteria can be applied to that field.

Some examples:- If you chose the STATE field in the CONTACTS database; criteria could be = **NSW** (this would display all records with a state value of NSW only. All other records would be hidden from view.) The column heading in table view changes to green when that field has been filtered.

If you chose the EXHIBNAME field in the EXHIBITS database; criteria 1 could be **contains PRINCE .OR.** criteria 2 could be **contains KING** (this would display all records where the word "PRINCE" is in the exhibitname or the word "KING" is in the exhibitname)

The NoFilter button turns off filtering for that single field only. Filters on other fields remain active. SHOW ALL clears all filters on all fields.



INFORMATION displays a reminder information of all active filters.

Filters can be saved as part of a Favourite Layout.

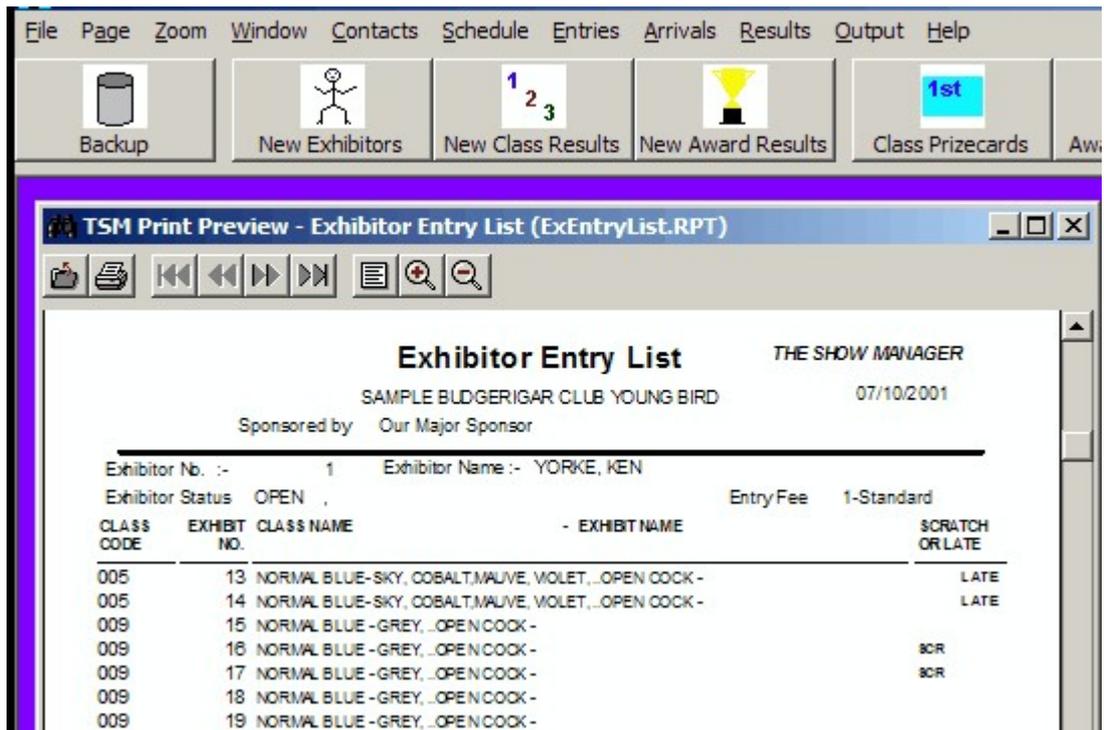
{N.B. When a database is filtered on a particular field, then changes made to the data in that field may result in the current record becoming invisible, or the screen may need to be refreshed for the data changes to be displayed correctly. In some cases it may take a screen refresh (with VIEW/ REFRESH or moving to a new record or scrolling the old record out of view) for this to fully adjust the display.}

3.3 Report Preview

REPORT PREVIEW

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TSM contains many pre-written reports (e.g. labels, catalogue, etc) which the user can run and display on the screen. All reports are displayed in a print preview window.



The Print Preview Window has some additional menu options:-

FILE/PRINT - closes the preview window and sends the report to a Windows printer attached to your computer. A printer icon button on the toolbar performs the same task.

FILE/EXPORT - this translates the report into a selected format and is saved to the hard disk with a filename of the users choice. (N.B. This option is not guaranteed to produce a 100% exact translation but merely provides a means of allowing third party products to access and potentially modify TSM's report output. To get a near exact copy of a TSM report, print the report to a suitable third party PDF or XPS creator printer driver instead of your normal hardware printer driver. This can produce a PDF file of the TSM report.)

PAGE/FIRST, PREVIOUS, NEXT, LAST, GOTO - These menu options are visible if the displayed report has multiple pages. These options move to and display the relevant page in the report. These options are duplicated as toolbar buttons.

ZOOM/IN, OUT - allows the page to be zoomed. These menu options are duplicated as toolbar buttons. If the mouse cursor is positioned over the report, then the cursor changes to a magnifying glass and a left mouse click zooms in and a right mouse click zooms out.

(N.B. Your computer must have Windows Printer Driver installed in order to preview reports on the screen. The printer only has to be physically connected or turned on if you wish to print on paper. If no printer driver is installed then TSM cannot read the printer settings and thus cannot display the report on the screen.)

3.4 Browse Windows

BROWSE WINDOWS

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Various dialog windows are displayed by pressing a BROWSE XXXX button on a preceding window. (XXXX could be Exhibitors, Classes etc)

Class Code	Cname1	Cname2	Defpts	Altpts1
001	NORMAL GREEN - LIGHT,DARK OR OLIVE	..OPEN COCK	321	
005	NORMAL BLUE- SKY, COBALT,MAUVE, VIOLET	..OPEN COCK	321	
009	NORMAL BLUE - GREY	..OPEN COCK	321	
010	BLACK-EYE SELF - YELLOW	..OPEN COCK	1	
011	BLACK-EYE SELF - WHITE	..OPEN COCK	321	1
012	LUTINO	..OPEN COCK	321	
013	ALBINO	..OPEN COCK	321	
014	CLEARWING - A.S.C. GREEN	..OPEN COCK	321	
017	CLEARWING - A.S.C. BLUE	..OPEN COCK	321	
020	GREYWING - A.S.C. GREEN	..OPEN COCK	321	

In each case the window displays a read-only view of a particular database which can be browsed through with a mouse.

In some cases the display of data can be sorted in different orders.

Place the list cursor (the horizontal blue line) on the data record you wish to select. Pressing the COPY XXXX button copies all the relevant information of the highlighted data record back into the preceding window which called the Browse dialog window.

3.5 Slave Mode

SLAVE MODE

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Running TSM in SLAVE MODE enables two networked computers to run TSM simultaneously using the same data. One computer runs a normal copy of TSM and is the MASTER copy which contains the current show data. A second computer runs a copy of TSM in SLAVE MODE. The slave copy can read the data on the master computer and can produce reports from that data. The Slave computer CANNOT alter data from the master computer.

This setup enables the Master computer to do all data entry tasks (and any other tasks) and allows the slave computer to do reporting such as printing labels, prizecards, diplomas, catalogues etc, thus spreading workload across two computers and two computer operators.

To start TSM in SLAVE MODE on the slave computer:-

- 1) Turn on the Master computer first. Start TSM V4 normally on the master computer.
- 2) Turn on the Slave computer second.
- 3) A network connection must be established between the two computers. Consult your hardware manual and/or Windows documentation on how to establish a suitable connection. It is highly recommended that the C:\SHOWMAN4 folder on the master computer be mapped to a local drive letter (typically Z:) on the slave computer.

4) On the slave computer:-

Press **Windows Start Button**

Select **Programs** (sometimes also called **All Programs** on some computers)

Select **YORKE Applications**

Select **The Show Manager V4 (SLAVE MODE)**

(Alternatively, Run **SLAVE4.BAT** in the installed directory (C:\SHOWMAN4 by default) from the Windows Run command or Windows Explorer or My Computer.)

5) If the network is functional, press **OK**.

6) The next dialog window requires the network location of the master copy of TSM. The drive and/or folder can be typed directly or it is recommended to use the **Browse Network Drives/Folders** button to browse through your network to find the correct location of the master copy of TSM.

A typical network setup would have the master C:\SHOWMAN4 folder mapped to drive Z:\ on the slave computer. In this case, the location is **Z:** (Alternatively the master C:\ drive may be mapped to slave drive Z:\, in which case the location becomes Z:\SHOWMAN4)

Press **OK**

TSM then starts in SLAVE MODE on the slave computer. The menu system in slave mode is the same as normal mode except that all menus involving data alteration are disabled. Most menus involved in reporting are fully functional. In slave mode the slave computer reads all its data from the master computer hard drive where TSM is installed, NOT from its own hard drive. The slave computer does not need to have a copy of the show on its hard drive, as all data is read from the master computer.

The master computer copy of TSM is run normally and in most instances is not even aware of the slave sharing its data. In rare instances the master copy of TSM may send a popup error message during some special procedures requiring exclusive use of the data (e.g. FILE/REORGANISE etc) in which case simply close any open windows in the slave copy of TSM until the master copy runs correctly and completes its task.

Part

IV

4 MISCELLANEOUS

4.1 Technical Information

TECHNICAL INFORMATION

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TSM FILE STRUCTURE

All the files used for storing and processing show data for TSM are stored in a directory on the hard disk called \SHOWMAN4 (by default) and some subdirectories beneath it. The program files (which are always stored in directory \SHOWMAN4) are:-

TSM4.EXE	The main program
*.DLL	Library files for main program
*.CHM	On-line help file for the main program
*.RPT	Numerous report and label files. (A full list of report filenames is here)

Data files for the current show (which are always stored in the directory \SHOWMAN4) are:-

EXHIBITR.DBF	Exhibitor data
EXHIBITR.DBT	NOTES field text information from the exhibitor data
CLASSES.DBF	Class definition data
AWARDS.DBF	Award definition data
ENTRIES.DBF	Exhibits entered in the show
ENTRIES.DBT	NOTES field text information from the exhibits data
RESULTS.DBF	Judges class and award placing results
POINTSYS.DBF	Pointscore and prizemoney systems
CONTACTS.DBF	Contacts data
CONTACTS.DBT	NOTES field text information for the contact data
JUDGES.DBF	Judge data
*.NTX	Numerous index files used by TSM to sort data. These are self created and normally self maintained by TSM. They can be forcibly recreated by a FILE/REORGANISE
SM4CON.MEM	Store miscellaneous show settings and user options for the current show and user environment (from the FILE/CONFIGURE menu).

ARCHIVE subdirectories underneath the \SHOWMAN4 directory are used as storage areas for show data for shows which are not currently being worked on. Each subdirectory contains an identical set of data file names to those mentioned immediately above. Although the file names are identical, the data within the files will normally be different as each directory relates to a different show. No data manipulation is performed in these subdirectories, merely storage. To work on this data requires copying it to the working directory (\SHOWMAN4) using the [FILE/RETRIEVE AN ARCHIVE TO CURRENT SHOW](#) menu. Upon completion it should then be replaced back in the storage subdirectory using the [FILE/MOVE CURRENT SHOW TO ARCHIVE](#) menu.

Four special subdirectories are pre-installed and should not be deleted or altered. These are:-

\SHOWMAN4\EMPTY	contains blank data files used for creating a new show from scratch.
\SHOWMAN4\BACKUP	storage area for backup data and working reports
\SHOWMAN4\ARCHIVE\SAMPLE	contains a sample show showing many of the features of TSM
\SHOWMAN4\ORIGREPORT	storage for a copy of all original unmodified standard reports

4.2 Troubleshooting

TROUBLESHOOTING

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HARDWARE INCOMPATIBILITY

TSM is designed to run on Pentium (or better) Personal Computers and running under Windows '98 (or better).

MISSING OR CORRUPT FILES

The first recovery step to take from any sort of file corruption or missing file problem is to run the [FILE/REORGANISE](#) menu option. This automatically rebuilds all index files (*.NTX files) and may help fix some minor errors in data files. Also save all current show data to a new separate backup using the [FILE/BACKUP](#) menu option.(This ensures you can get back to at least where you are now just in case you encounter further difficulties in trying to correct your problem.)

If any of the files become corrupt but are still present on the hard disk then unpredictable actions may occur. The solution to both these situations is the same.

For the following data files:-

EXHIBITR.DBF
EXHIBITR.DBT
CLASSES.DBF
AWARDS.DBF
ENTRIES.DBF
ENTRIES.DBT
RESULTS.DBF
POINTSYS.DBF

Copy the backup copy of all the data files from your previous backup diskettes or hard disk using the [FILE/RESTORE](#) menu option. Alternatively, if you have not previously created any backup copies, then use the [FILE/RETRIEVE AN ARCHIVE TO CURRENT SHOW](#) menu option to retrieve the last archived version of the data. Either of these steps will overwrite all existing data files in the current show with the older and hopefully uncorrupted earlier versions. You will lose any data which was entered or altered since the last backup or archive was made. Empty copies of any of the data files (i.e. databases with no records) are also available to be copied from the C:\SHOWMAN4\EMPTY subdirectory to the working directory C:\SHOWMAN4.

If the offending file is EXHIBITR.DBF then you will also have to copy the EXHIBITR.DBT backup file into the \SHOWMAN4 directory as well, even if the EXHIBITR.DBT is not missing or corrupt. The EXHIBITR.DBF and EXHIBITR.DBT files should always be backed up and/or reclaimed as matched pairs. The same applies to the CONTACTS.DBF, CONTACTS.DBT, ENTRIES.DBF and ENTRIES.DBT files.

For any other files not mentioned above, such as the program, help, label, report files, or where no archives or backups of data files were kept, uncorrupted copies of these can be obtained from

the original installation disk. Original report files can be restored using the [OUTPUT/RESTORE DEFAULT REPORTS](#) menu.

After any of the above file recovery and error correction procedures have been carried out, the first action to do after restarting TSM is to run the FILE\REORGANISE menu choice.

REPORTS ETC DO NOT PRINT CORRECTLY

The most likely problem with reports, prizecards, labels and diplomas not printing correctly (eg missing information at bottom of page, undesired form feeds, one page reports printing on two pages etc) is the page size. By default Reports are A4 in size. The size of labels and cards depends on the settings in the [FILE/CONFIGURE](#) settings.

Labels:- 4" x 1" single column Tractor feed suitable for high speed dot matrix printers.
or 70x25, 64x34, 99x57mm on A4 cut sheets suitable for inkjets and laser printers.

Cards:- 4" x 2" single column tractor feed for use on high speed dot matrix printers.
or 90x51, 90x127mm in A4 cut sheets for inkjets and laser printers.

(N.B. Depending on the stationery supplier, the A4 cut sheet stationery may have slightly different page margins. These margins can be adjusted by modifying the respective report margins to suit with the [OUTPUT/USER DEFINED REPORTS/RUN OR EDIT](#) report editor built in TSM)

The page size in the Windows Printer Setup must match the page size settings in the report editor. If these printer page size settings are changed by the user, then the new size must also be changed to the same page size in the TSM Report Editor. (This however is not recommended, use the standard page sizes above unless you have special requirements.) Failure to match the report page size with the printer page size may result in incorrect pagination and/or reformatting of the report when it is printed.

REPORTS DO NOT PREVIEW ON SCREEN

The Report Preview window uses your Windows Printer Driver settings to give a true print preview display on the screen. If no Windows Printer Driver is installed in Windows then the Report Preview window will NOT appear as there are no printer settings available to display the report. A printer does not need to be connected to the computer, nor turned on unless printing the report on paper is desired.

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