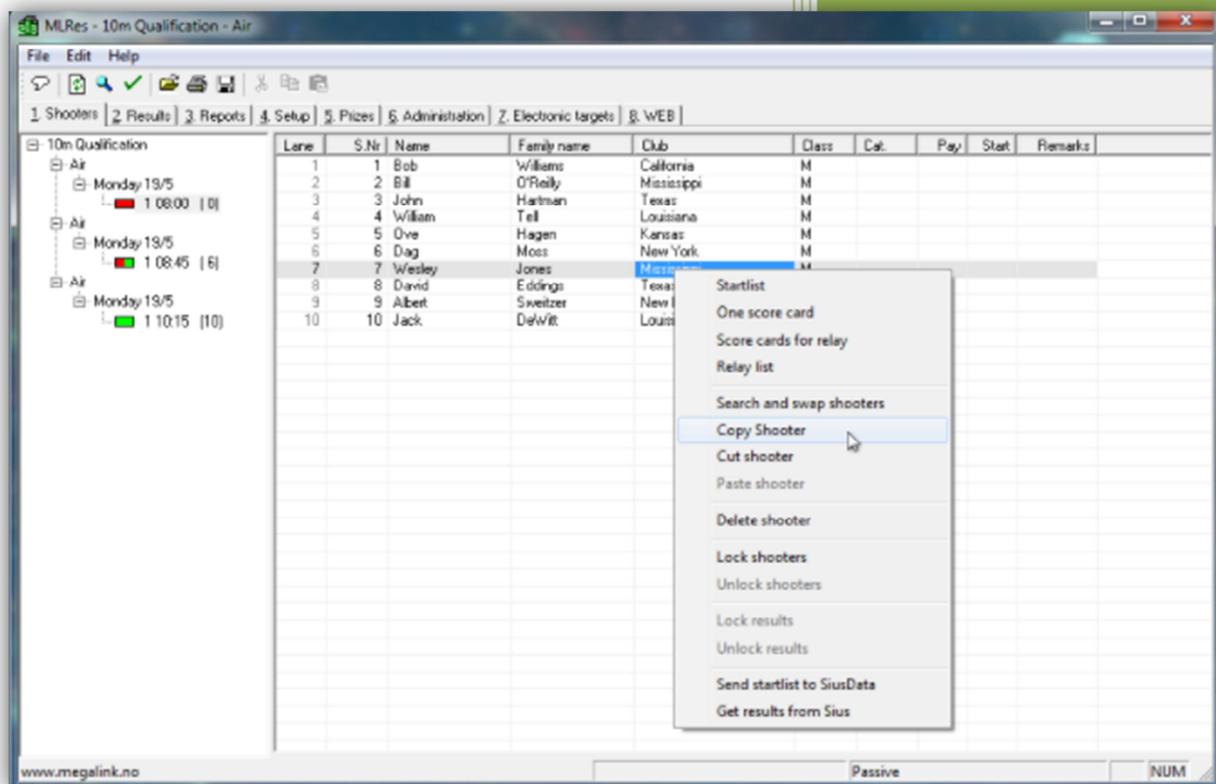


# 2014

## MLRes User Manual



JFH

Rev. 1.0

**Table of Contents:**

Glossary of terms .....	4
Introduction: .....	5
Features.....	5
Principles and concepts.....	7
Use of the program .....	7
Main Tabs: .....	7
Competition Wizard .....	7
Shooters database.....	7
Competition structure .....	8
Day/Relay .....	8
Category .....	8
Subtotals .....	8
Installation: .....	10
PC requirements .....	10
Download the latest version .....	10
Launch the installation executable.....	10
Select your language.....	10
Installation folder.....	11
Select applications to install .....	11
Configuration: .....	14
Start MLRes.....	14
Start-up and shutdown .....	14
First run start-up.....	14
Normal start-up .....	19
Ordinary use of the program: .....	19
Payment and prizes.....	20
Use of mouse and keyboard .....	21
Quick selection in the main window .....	21
Quick menus in shooters list (Prizes or Results tabs) .....	21
Editing in the list.....	21
Main Tabs .....	23
Shooters tab .....	23
Importing shooters from Excel .....	23
Enrolling shooters .....	24
Editing shooters .....	25
Results tab.....	26
Integer: .....	26
Decimal values: .....	26
Reports tab .....	28
Report to file .....	30
Setup tab.....	30
Competition Setup.....	30
Setup of shooting event .....	31
Day setup .....	32
Relay setup .....	33

Sub-event Setup .....	33
Prizes tab.....	34
Prize Class.....	34
Combined prizes .....	35
Shoot-off Team comp. ....	36
Shoot off/Gift prize.....	36
Press Release Setup .....	37
Administration tab.....	37
Organisations .....	37
Clubs .....	38
Persons.....	38
User .....	38
Backup .....	38
Electronic targets tab .....	39
WEB tab .....	41
Team Competitions .....	43
Create shooting event.....	43
Create team competitions .....	43
Enrolment of team shooters.....	47
Prizes .....	47
Reports.....	47
Prizes for team competition.....	47
Ranking rules .....	47
Dialogs .....	49
Search and swap shooter .....	49
Competitions .....	50
Verify event data .....	50
Troubleshooting.....	51
Problems with exchanging information between MLRange and MLRes .....	51
No organisation or club available.....	51
Neither print/preview or program error with print/preview.....	51
Exchange with electronic targets is not working .....	51
Index .....	52

## Glossary of terms

**Aweb** – Generated web pages for audience display.

**Competition** – A general reference to a sports contest that may include a series of events (Championship) or may be a contest within a single event.

**Giro** – Norwegian bank money order.

**Lane** – Lane denotes the shooting position of an athlete and their related target and monitor.

**Marking** – MLRange controlled display and listing of shots on monitors and public display.

**ML2000** – Megalink's electronic scoring system (hardware and software).

**MLRange** – The central range control application of the ML2000 system.

**MLRes** – The results management application of the ML2000 system.

**MLShoot** – The individual training application of the ML2000 system.

**MLView** – The public display application of the ML2000 system.

**Pweb** – Generated web pages for the Speaker (announcer).

**Relay** – A collection of athletes participating in an event.

**Series** – A sequence of shots fired within a stage or course of fire.

**Speaker** – The person making public address announcements over a loudspeaker

**Startsum** – A shooter score brought into an event from a previous event.

## Introduction:

The MLRes application is the ML2000 results management system for Windows. MLRes was engineered from the ground up to provide features and benefits that are becoming uncommon for Windows applications:

- Very easy to install
- Stores data so that the entire installation or single stem can be easily moved
- MLRes has an optimized data structure to and takes very little space on your drive
- Operates efficiently even with very modest hardware
- Full network support
- Good overview of available features

For quick start guides and additional information, please visit our **YouTube** channel:

### [Megalink Electronic Scoring Systems](https://www.youtube.com/user/megalinkscoring)

(<https://www.youtube.com/user/megalinkscoring>)

## Features

### Clear User Interface

The main interface is based on three main areas:

- A tree structure on the left that shows all the competitions, events, days and the teams involved. Selection of an item here determines what data you want to work with.
- Tabs at the top shows what features you want to work with
- Main work area. What appears here is dependent on your tree and tab selection.

In addition, there are menu items, toolbar buttons, status bar and online help.

### Competition Wizard

When creating a new competition you will be guided to provide the following key information:

- Meet Name and Date
- Organisation
- Number of exercises
- Shooting Program on every single exercise
- Choice of any electronic
- Options for separate final

Based on this information, MLRes automatically creates a new competition. A common practice is to create a standard competition and then make adjustments to classes, shooting program, awards, etc., to adapt to specific conditions

### Reusing data

As shooters are enrolled, MLRes will build a database of names, associations and classes. This makes it even easier to re-assign the shooters at the next meet.

Since MLRes is designed as a multi-user solution, one can share tasks on a network.

## Files and Printing

The program has a large selection of printable reports covering all conventional needs. In addition to simple result lists, MLRes can generate reports for statistics, shooting schedules, complete assembly settlements, pre-registration, tags, Giro (Bank Money Orders) and more. Normally, it is recommended that result lists are printed in relation to the jamboree premium setup, but there is a special function that makes it possible to remove all types of result lists without defining any premium setup.

All lists can also be to file, where you can select various formats. Normally, use the RTF files that provide full editing option in Word etc. One can also take the lists to plain text format or HTML.

## Exchange with electronics

MLRes supports data exchange with multiple electronic target systems. Exchange means that the name, class, club and start sums are made available for the system, while the results are retrieved from the actual shooting. MLRes supports the following systems:

- ML2000
- Kongsberg Microelectronics (KME)
- Sius Ascor (currently via MLRange for 9001, 9002 , 921 )
- X-Link

## Team shooting

For normal pre-registered team shooting, you can define a best shooter rule set. This means that with a few keystrokes you can define a team shooting category that can define, for example:

"The best team consisting of three shooters from 200m and two shooters from 100m. Must include at least one junior athlete and a maximum of two athletes from the class V55, 1 or 5."

## WEB registration

Megalink has worked with suppliers of online enrolment and supports both import and export.

- [pamelding.net](http://pamelding.net)
- [paamelding.no](http://paamelding.no)

## WEB generation

MLRes can generate two types of WEB pages:

- WEB pages for public viewing. Selected results lists will be alternately displayed to the public. The public lists can be divided into five different lists if desired.
- WEB pages for speaker or website. It generates complete lists and navigation information.

Web results can be sent directly to the online server with the built-in FTP client. In addition, all lists are written to files with the HTML format.

# Principles and concepts

## Use of the program

To find different functions in the program, you must choose an element in the tree to the left and then select the correct main tab to expose the functionality related to that tab. Which level you choose in the tree on the left will determine which functions are available.

### **Main Tabs:**

1. [Shooters](#)
2. [Results](#)
3. [Reports](#)
4. [Setup](#)
5. [Prizes](#)
6. [Administration](#)
7. [Electronic targets](#)
8. [Web](#)

### **Competition Wizard**

When creating a new competition, you will use two simple dialogs to specify the required information:

- Competition Name and Date
- Organisation (For course of fire selection)
- Number of events
- Shooting Programs (Course of fire for each event)
- Choice of supported electronic range systems
- Options for separate final(s)

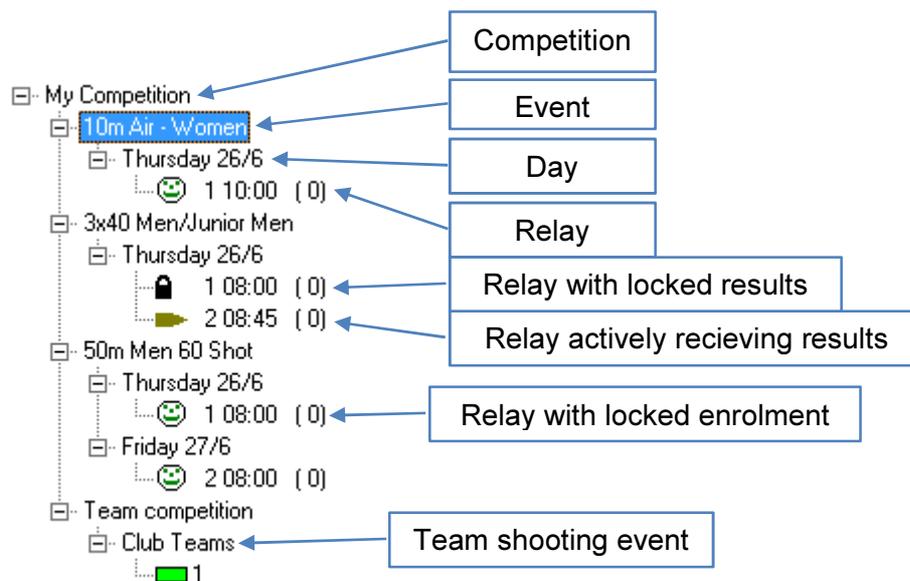
Based on this information, MLRes automatically creates a new shooting competition. The structure of the competition, however, is flexible in that you can create everything manually to create custom events. A common practice is to create a standard competition and then make adjustments to classes, shooting programs, awards, etc., to adapt to your requirements. In this way, the program can very easily handle regular shootings for ISSF, DFS, FSR, NJFF, FSR and more.

### **Shooters database**

MLRes builds up a database of shooters as each shooter is enrolled. The database contains the following information on each shooter:

- Name
- Club
- Last used class
- Date when shooter was last enrolled

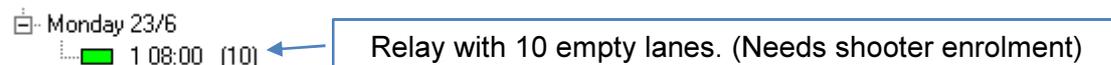
## Competition structure



### Events

A competition can contain a number of sub events. It is important to put all events that are part of a competition in the same competition. If you shoot separate finals or separate team competition, these will also be defined as separate events in MLRes.

### Day/Relay



Shooters who will participate in an event must be enrolled in a relay. Each relay is attached to a day within the event. You can create as many days and relays as you need.

### Totalling across events

You can combine results from shooters in two or more events. This is done with a qualification shooting and ending with a final. Results for shooters in the final are then joined to results from qualification shooting using the shooters' start numbers.

### Category

Categories are characteristics that describe the shooter. Categories are used to:

- Store information about the shooter (e.g. small calibre, left handed etc.)
- Filter result lists (e.g. Women, Veteran, Under 20 etc.)

Categories are abbreviated simply (by number or letter) in order to make it possible to combine several categories for a shooter. Take care that if you check for the categories Women and Under 20 you will only list participants picked among those who are both women and under 20 (and belonging in that category only)

### Subtotals

Subtotal concept applies to:

1. Simple subtotals in an event (15 shot in DFS, prone, standing and kneeling for a match, stand in running deer, etc.)

2. Joining similar results over several events. By establishing a subtotal which takes a result from another event, together with the result from one or more series in the current event, you have made a total which spans two events. Such subtotals can span as many events as you want.

## Installation:

### PC requirements

- It is recommended that all machines with ML2000 software have the same user account name and password to avoid issues when connecting these machines over a network.
- 500MHz or faster CPU
- 256MB memory or more
- At least 50MB free disc space
- Windows XP SP2, Windows Vista, Windows 7, Windows 8
- Minimum screen resolution 800x600. Recommended 1024x768 pixels
- Network interface for connection with MLRange and MLView machines (avoid wireless networks)

**Warning:** Take a backup of your data in \Megalink\Office if you have important data stored there before performing a re-installation to the same folder.

### Download the latest version

You can download the latest version from our web site at: <http://www.megalink.no>

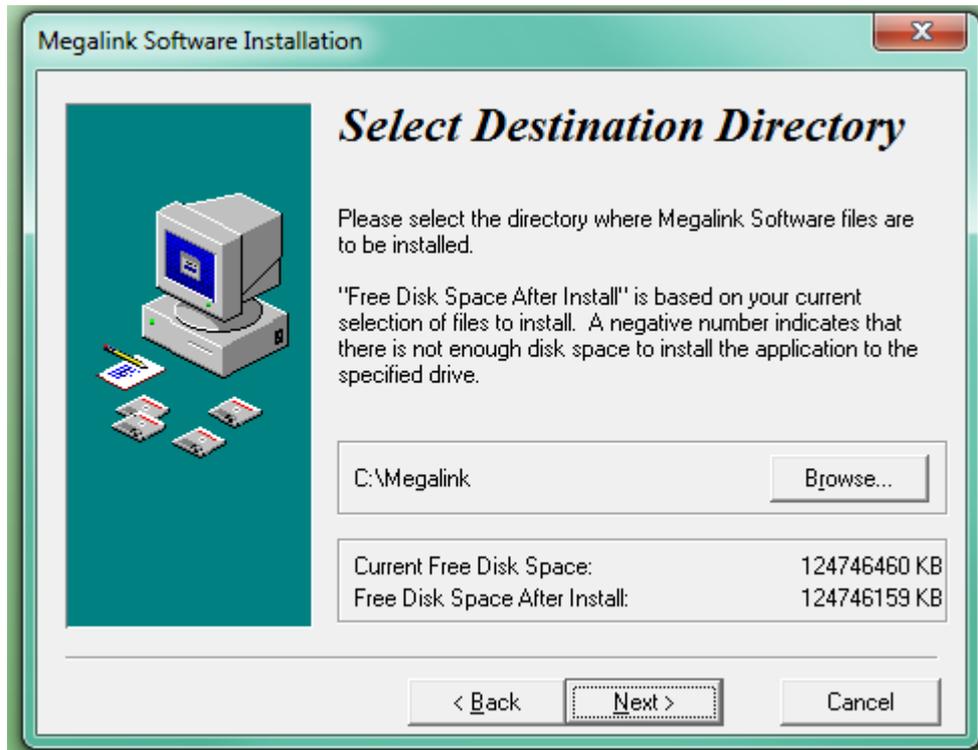
### Launch the installation executable

Double-click the installation file (ex. **MLSetupXXXX.exe** – where XXXX is the version number).

### Select your language



## Installation folder



**NOTE:** You are free to install the package anywhere you like, but installing on the root of one of your drives (ex. C:\Megalink) will make the folder easier to share between applications on different machines.

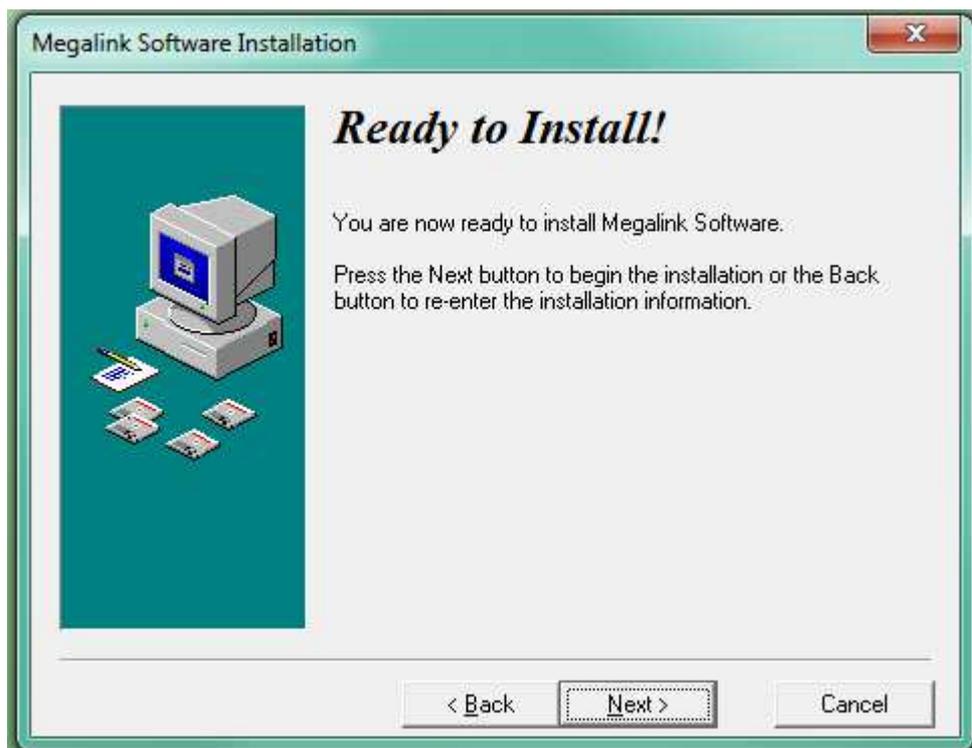
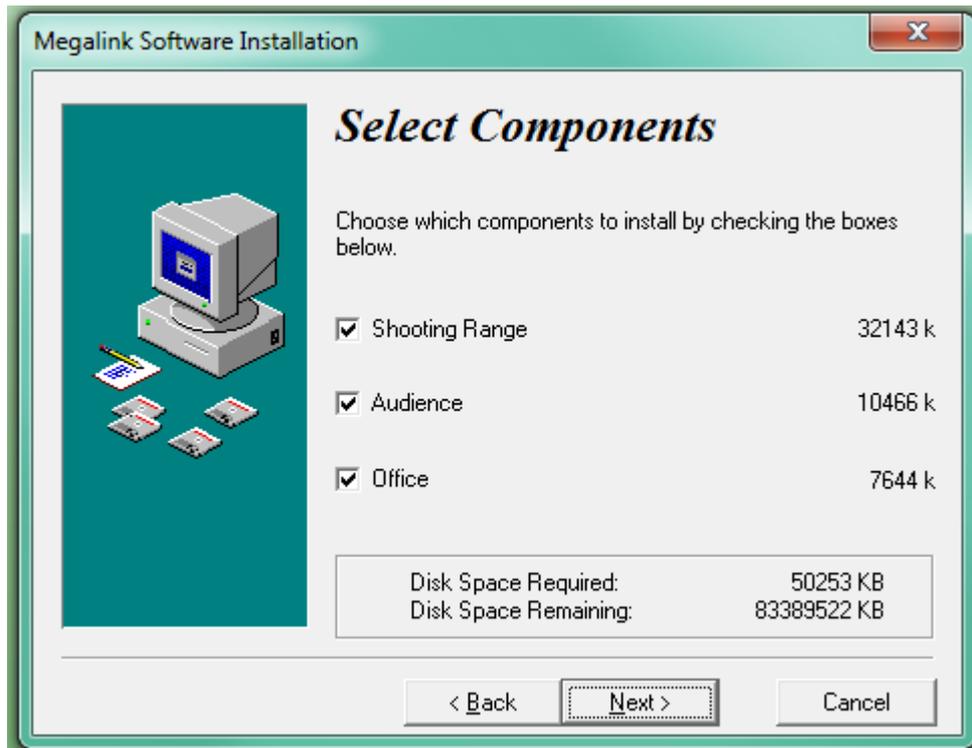
## Select applications to install

Select the applications that you have licenses for:

Shooting Range = **MLRange**

Audience = **MLView**

Office = **MLRes**



Click **Next** to install



Installation completed. Click **Finish** to exit.

## Configuration:

### Start MLRes

The installation package should have placed shortcuts on your desktop for the applications that you selected to install:



## Start-up and shutdown

### First run start-up

With a first time start-up of MLRes, you will normally do the following:

1. Enter your license name and license code\*. This is done in the [User tab](#) under the Administration tab

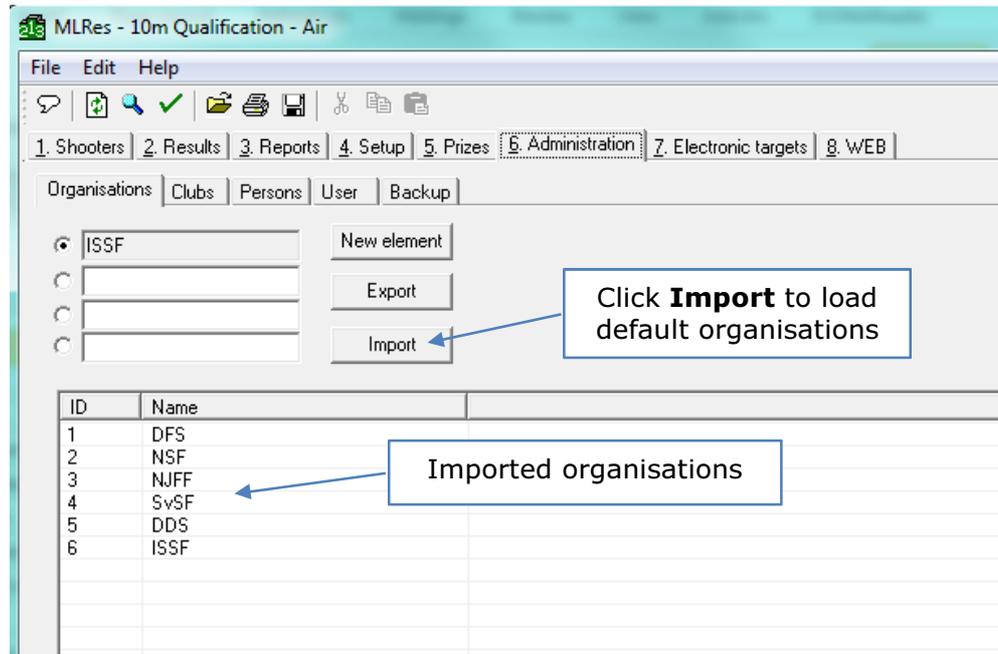
 A screenshot of the MLRes software interface. The top navigation bar includes tabs for '1. Shooters', '2. Results', '3. Reports', '4. Setup', '5. Prizes', '6. Administration', and '7. Elements'. Under the 'Administration' tab, there are sub-tabs for 'Organisations', 'Clubs', 'Persons', 'User', and 'Backup'. The 'User' sub-tab is active. The form contains several input fields: 'License name' (with 'Demo' entered), 'License code', 'Address 1', 'Address 2', 'Address 3', 'Address 4', 'Account number', 'WEB address' (with 'http://' entered), and 'E-mail'. Two blue callout boxes with arrows point to the 'License name' and 'License code' fields, with the text 'Enter license name' and 'Enter license code' respectively.

\* MLRes can readily be tried out without input of a license code. It will state Demo as user and you will be notified, when printing reports, that the program is illegal for competition use in all printouts – with this exception there are no other limitations in the program. For use in competitions you must have a legal license code to be permitted to use the program.

Address, Account number, web address and e-mail are only used if you are collecting starting fees and issuing monetary gifts/prizes with MLRes.

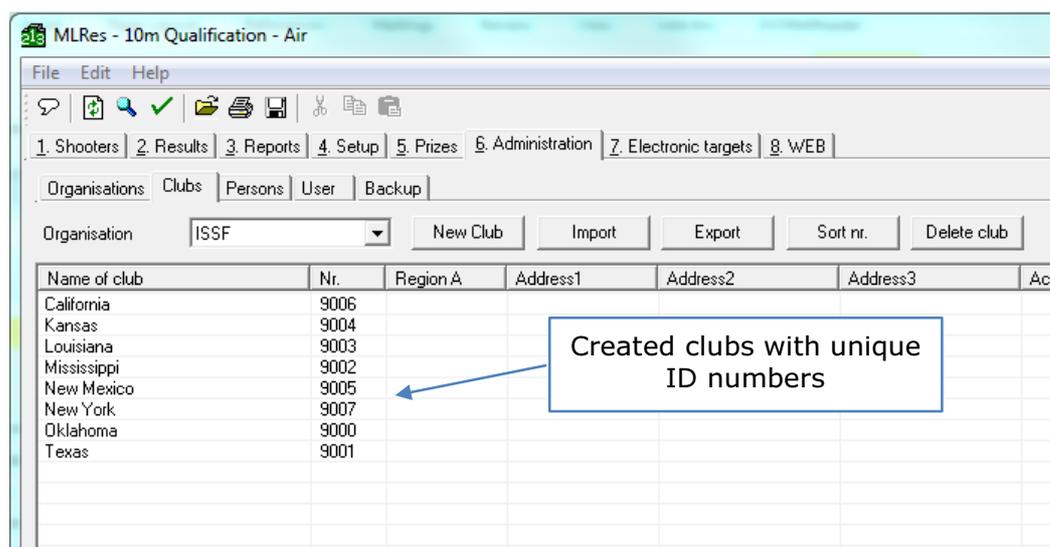
FTP settings for online publishing will be covered later.

2. Import of organisations. This is done in the [Organisations tab](#) under the Administration tab



Default shooting organisations are loaded by clicking the Import button. You may also define a new organisation that does not appear in the list.

3. Import of clubs. This is done in the [Clubs tab](#) under the Administration tab

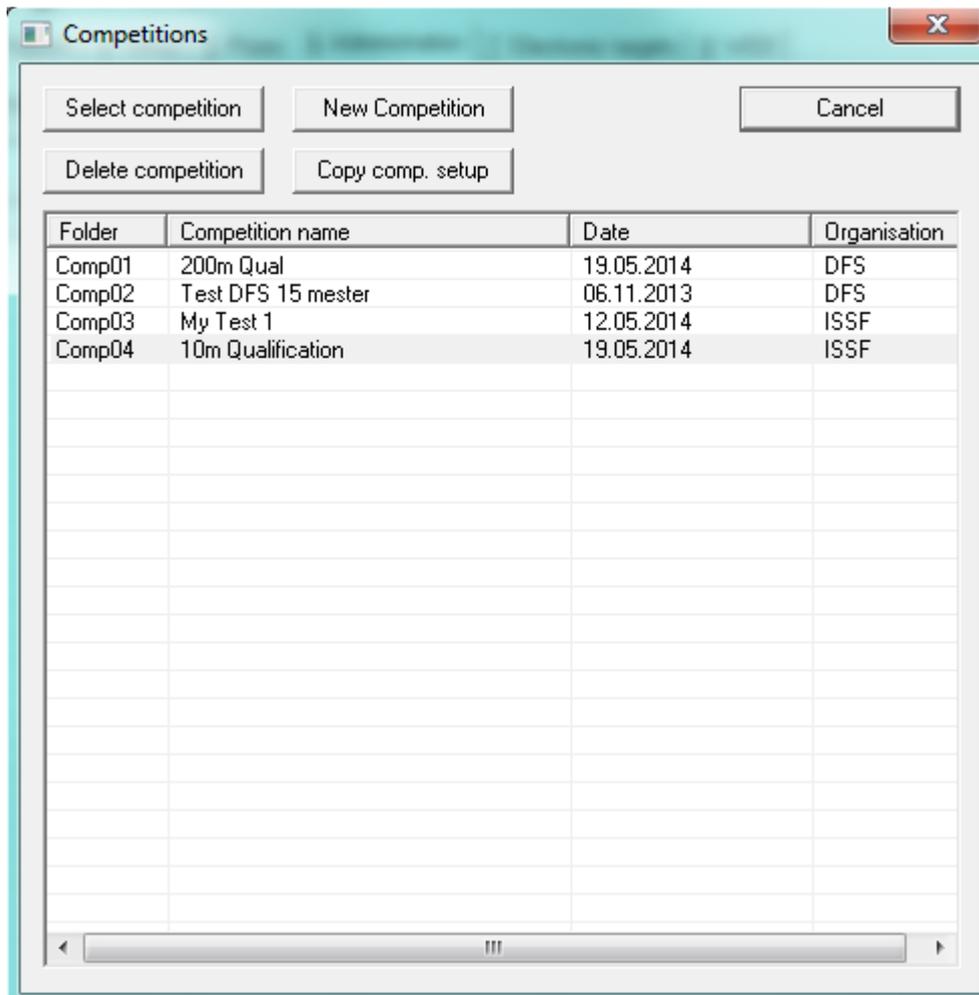


In this window, you need to define the clubs that are associated with your selected organisation. Each club must have a unique ID number. It is important to define the clubs that will be used before importing or enrolling shooters to a competition.

#### 4. [Create first Competition](#)

A new competition is started in the following way:

1. Start the dialog for competition options (menu **File**→**Competition**)
2. Click the button **New Competition**



3. Enter the competition name, date, organisation and number of events - then press **Next**.

The screenshot shows a dialog box titled "New competition - Overall" with the following fields and options:

- Competition name: Text input field with callout "Enter competition title".
- Competition date: Text input field containing "21.05.2014" with callout "Enter competition date".
- Organisation: Dropdown menu showing "ISSF" with callout "Select organisation".
- Number of events: Spin box showing "1" with callout "Enter number of events in competition".
- National classes:  (unchecked)
- International classes:  (checked) with callout "Club will be ISO code denoting country".
- Shooters represent nation:  (selected) with callout "Club as free text".
- Shooters represent club:  (unselected)

Buttons: "Cancel" and "Next".

**NOTE:** Choice of organisation is important since this will influence the following options:

- Which shooting programs can be selected (Course of Fire)
- Which shooter classes are allowed
- Which database with clubs and shooters will be used

4. For each event in your new competition you will select the event type and select which electronic target system you have. You can also specify that the event will finish with a finals event. For full-bore shooting you can also choose value system.

5. Confirm conditions under which this competition will be handled and click **Next**.

Concepts of competitions, events etc. are described in their own [chapters](#).

If you use electronic targets you will then perform the following steps:

1. Start new competition in range application (MLRange)
2. Activate exchange in MLRes ([Electronic targets tab](#))

### ***Normal start-up***

With a normal start-up of MLRes, the program will start with the last selected competition and return to the state the program was last terminated in.

**NOTE:** Do not test several occurrences of MLRes at the same time that starts a new competition or that exchange with a different competition. This may create more instances of MLRes than your machine, operating system or network can handle.

### ***Ordinary use of the program:***

1. Create or select a competition
2. [Enrol shooters](#)
3. [Record results](#) or [fetch results from electronic targets](#)
4. Control [setup](#) and [prizes](#)
5. [Create Reports](#)

## Payment and prizes

Payment and prizes are only of interest to competitions where entrance fees and prize items are accumulated for the purpose of awarding payments and/or prizes to participants.

Competition payment is defined in the following way in MLRes:

- Competition payment - total payment for a shooter. A portion of the fees accumulated are divided among the prize funds for different prize groups
- Entry fee is the part of the competition payment which is not divided out in prizes
- Total prize fund is the sum of the prize portions of competition payments which is allotted among the prizes for the different classes

**NOTE:** Generating many competitions puts everything up apart from:

- Deposit prize class ([event setup](#))
- Prize fund for each prize group (typically under [Prizes + Prize class](#))

Payments by shooters are handled in the following way in MLRes:

### Shooters tab

In the [shooters tab](#) you can record prepayment of event fees. This is to verify those who have prepaid. There is a function in MLRes to [verify recorded data](#), where you can obtain a report of errors in competition payments. This verification makes a comparison with payments which were recorded in prize class under [event setup](#).

### Event setup

With event setup, you can record competition payment for every single class. These payments are useful to check totals with accounts. In addition, payment details are monitored with [verification of payments in the shooters tab](#).

### Prize rules

With the setup of prizes, you will be able to define prize funds for the different prize groups. This is normally done under [Prizes + Prize class](#), but can also be done under [Combined prizes](#). Prize funds are distributed from payments collected by the shooters concerned. Here you can also set up object prizes, gift prizes and random prizes.

In the accounts comes the amount which will be shared out as prizes. This is done by drawing from gift prizes in place of monetary prizes.

### Reports

By running the report [Competition report](#), you will obtain a prize list along with prize amounts, complete with a short competition report. It is not possible to output separate lists of monetary amounts, to avoid this you can obtain divergences in relation to accounts etc.

## Use of mouse and keyboard

In MLRes, there are a number of ways to use the mouse and keyboard to work effectively. Many of these functions depend on which window and state you are in. Below is an outline of useful mouse and keyboard commands:

### Quick selection in the main window

Key	Description
Alt+1-8	Go to the tab with the underlined number
Alt+F4	End program
F5	Refresh window (normally not necessary, but can give quick update with network use)

### Quick menus in shooters list (Prizes or Results tabs)

With a right mouse button click in the shooters list, you will get a small quick menu where you can select the following functions:

Menu	Description
Start list	Prints out a start list for the chosen relay.
One score card	Prints out a text based score card for the selected shooter.
Score cards for relay	Prints out text based score card for the selected relay.
Relay list	Prints out a relay list (summary of all shooters in the relay with results achieved).
Search and swap shooter	Opens search dialog. In this dialog you can double-click on the search result to go to the required shooter. If you select a shooter you can search for another shooter to change places with them.
Copy shooter	Copy the selected shooter to the clipboard.
Cut shooter	Delete the chosen shooter and place on the clipboard.
Paste shooter	Insert a shooter from the clipboard in the selected position on the enrolment list.
Delete shooter	Delete the selected shooter.

### Editing in the list

When you are not in edit mode you can use the following functions:

Key	Function
Simple mouse-click in chosen field	Enter edit mode for that field
Enter key in selected field	Enter edit mode for that field
Double-click in field	Enter edit mode for that field
Arrow keys or Shift+Arrow keys	Navigating between fields
Tab or Shift+Tab	Horizontal navigating between fields
Home	Go to the first field in the line
End	Go to the last field in the line

When you are in edit mode you can use the following functions

Key	Function
Enter	Go to the next field in edit mode
Shift+Enter	Exit editing (stores changed data)
Mouse-click outside field	Exit editing (stores changed data)
Esc	Discard changes and exit edit mode
Tab or Shift+Tab	Horizontal navigation between fields in edit mode (stores changed data)
Shift+Arrow keys	Navigating between fields in edit mode (stores changed data)
Arrow keys	Navigating in drop-down list or typed text
Backspace	Delete previous character

## Main Tabs

MLRes has eight main tabs that expose different functionality for the items selected in the competition tree view.



## Shooters tab

Under the tab for shooters you can enter the shooters in relays under different events.

**NOTE:** It is very important to watch which event, day and relay you have selected in the tree to the left. The enrolment list on the right concerns that selected layer.

**NOTE:** To enter or edit names you must be in edit mode. See [use of mouse and keyboard](#) to learn more about how to work in the shooters tab.

### Importing shooters from Excel

**NOTE:** Before importing shooters, you must first have already defined the [Clubs](#) and Classes (that are specified in your import file) that are associated with the selected organisation for your competition.

1. Create your import document in Excel

	A	B	C	D	E	F	G	H	I	J	K	L
1	Standard	11.05.2010	09:00	1	1	9000	Full Name		Club	M	C	Startnr123456789
2	Standard	11.05.2010	09:00	1	2							

- A: Event Name
- B: Date DD.MM.YYYY
- C: Starting Time HH.MM
- D: Relay Number
- E: Shooting Lane
- F: Club Number as assigned in MLRES
- G: Name of the shooter
- H: Blank
- I: Club Name
- J: Class
- K: Category
- L: Start number or Bib number

2. Save file as Excel file.

2a. Save Excel file copy as CSV (comma delimited). Choose "Save As," "Other Formats."

2b. Close Excel file WITHOUT further saving.

3. Find saved CSV file. Change the file from (filename).csv to (filename).txt by retyping the file type.

- Open the document in notepad. Go to edit. Select "Replace". Replace all commas with semicolons using the "Replace All" function. Save the document.



- Set up your competition.

- Go to **File→Import shooters**. Find the (filename).txt file and open.



## Enrolling shooters

My Event		Lane	S.Nr	First Name	Family name	Club	Class
[-] 60 shot		1	1	Alex	Alexander	Club 1	M
[-] Monday 23/6		2	2	Albert	Hall	Club 2	M
	1 09:00 (0)	3	3	Ben	Abernathy	Club 3	M
[-] Air		4	5	Brian	Hartman	Club 4	M
[-] Monday 23/6		5	6	Chris	Hitchens	Club 2	M
	1 08:00 (10)	6	7	Darryl	Coats	Club 3	M
		7	8	Jack	Straw	Club 1	M
		8	9	Jason	Alders	Club 3	M
		9	10	Lenny	Lerøen	Club 3	M
		10	11	William	Craig	Club 1	M

Normally you enter shooters by double-clicking in the field for First Name for the current relay.

- If MLRes finds a matching shooter in the database, it will suggest the name. If the suggestion is correct you can end editing or go to the next line or field.
- If MLRes is not able to find a matching shooter in the database you must type in the full name and then fill out the fields for club, class, category (startsum and payment if required).
- ONLY registered clubs in the organisations and allowable classes for events may be selected. If you wish to add new clubs definitions, go to the Administration tab and to the [Club](#) sub-tab to add additional clubs.

As you enrol shooters, you will see the icon for the relay in the tree view will fill with red and the number after the relay will decrease to show you how many open slots are available for that relay.

...  1 09:00 (3)

When your enrolment is finished, you can lock the registration of this relay by right-clicking in the list and selecting **Lock shooters**. When registration is locked you will see the smiling face icon on the relay.

...  1 09:00 (0)

### ***Editing shooters***

1. If needed, to correct errors in enter mode, class etc. As editing ends, you are asked if changes are to be applied to the database.
2. Swap shooters. If you need to replace a shooter, it is recommended to first delete the enrolled shooter with a right mouse-click and select delete shooter from the popup menu. Then input the new shooter.

## Results tab

Under the tab for results you can see shot values or record results manually.

**NOTE:** You cannot make changes to shooters information under this tab. You must go to the [Shooters](#) tab.

Which shooters scorecard you will work on is selected in the following way:

- Select a relay under an event in the tree to the left
- Select a shooter in the shooters window above the results window
- Double-click in a results field that you wish to edit

If you are in edit mode, you can go to the next shooter and remain in edit mode by using the key combination Alt + Arrow up/down.

While inputting results values you will be automatically directed to the next field when you have entered a value. Recording of values can be entered in different ways. Be aware that a blank field and value of 0 have two different meanings even though the sum is the same. A blank field mean that a result isn't recorded for this shot, while 0 means that the shot is recorded with a value of 0 (miss).

Some examples:

### Integer:

Key in	Value
9	9
10	10
X	10
+	10
T	10
11	10* (inner ten)
*	10*
l	10*
C	10*

### Decimal values:

Key in	Value
9.2	9.2
9,2	9.2
X.2	10.2
*5	10*5 (inner ten)
10*6	10*6
*,5	10*5

Field	Explanation
Lane	Lane number
S.Nr.	Start number filled automatically by the program. Fields cannot be modified, but you can select shooters from the list.
Name	Name of shooter. Field can contain a maximum of 30 characters. In this field you can also drop down menus which give access to all persons in the shooters database.
Club	Name of club (club, shooting team, country code) which the shooter represents. In the list you can find all clubs which are registered in the database. When you start to enter the name the program will find the first possible choice.

Class	Short name for class which shooters are part of. Valid choices are assigned at competition and event setup.
Cat.	Category the shooter belongs to. Examples of categories can be Left handed, Women, Juniors etc. Fields can also be used where a shooter takes part in two classes for the same shooting (NSF extended full match). Allowed categories are defined in competition and event setup.
Pay.	Recording of payment from shooters. This value is only meant as a verification of enrolments and is not used for accounts or prize calculations. Overall deposits will be recorded. The amount can be verified against deposits which are recorded in prize class under event setup.
Start	Startsum from shooting outside the competition (e.g. series shooting or final where initial shooting is not being recorded in MLRes)

## Reports tab

Under the tab for reports you can produce printouts, see previews of lists or send [reports to file](#). Please note also that many sub reports are also available by right-clicking in the tabs for prizes and results.

Here you can set standard font sizes which you use in all reports. If there is not enough space, the size will be adjusted automatically.

**NOTE:** Always run "Verify data" before competition reports. If there is missing data in the database the competition report could be faulty.

The following reports are available:

Report	Additional parameters	Description
Statistics		Statistics with synopsis of all shooters who are enrolled or have shot. Synopsis gives detailed information for each class in each event.
Participants		For each club there will be a list of which shooters are enrolled in the events and which relay, team, date and shoot time they have been allocated.
Competition report	Separate file per relay	<p>Final report for competition. This report consists of several parts:</p> <ul style="list-style-type: none"> <li>• Result list comprising classified and combined prizes</li> <li>• Result list for team shooting</li> <li>• Brief report for all participating clubs</li> <li>• Deposit summary for monetary prizes</li> <li>• Scores with statistics</li> </ul> <p>With a separate file per relay you could split prize reports into separate files for each club with competitors.</p> <p><b>NOTE:</b> These reports should <u>not</u> be sent direct to printer.</p> <p><b>NOTE:</b> We recommend that you <a href="#">verify data</a> before you run competition reports.</p>
Bank giro (A4)		Print out bank giro in common giro blank form. Here you can issue a giro for each relay that will have monetary prizes from a competition.
Address labels		<p>Print out address labels for all participants relay/clubs in the competition.</p> <p>Labels to be used are of type C2160 (3 across and 7 down). These are the same labels that are used in the DFS administration program.</p>
Press list (NST)		<p>Press list can only be generated to file format. Formats are defined by Norwegian Shooting Times and are in a very compact list form for column print.</p> <p>Press list content is defined under "Prizes" and "Press list". For DFS it is common to setup a normal competition with the following settings:</p> <ul style="list-style-type: none"> <li>• All combined prizes (setup under <a href="#">Combined Prizes</a>). Key in 5 shooters of combined classes</li> </ul>

		<p>and 3 shooters with simple classes.</p> <ul style="list-style-type: none"> <li>Classified results for 25 shot / 30 shot with all participants.</li> </ul> <p><b>NOTE:</b> We recommend that you <a href="#">verify data</a> before you run competition reports.</p>
Start List	Relay	Standard start list with summary of enrolled shooters for the selected shooting relays. In addition to name, class and category will also be start number and possibly the start total for the event in the list.
Relay results		List with results achieved in shooting relays. The list is made up from the results of shooting relays and includes shot values and/or series totals and subtotals depending on shoot program and organisation.
Score card	Relay and target	This prints out a card for each shooter (several cards print on a page divided up before output). Cards contain personal information, competition information and detailed information on result counts.
Graphic score card	Relay and target No. of series per page Black aiming mark	Series are printed graphically as a target image with shots plotted and text information of shot values, etc. Reports also contain personal and competition information with sub-totals and totals. You can select to print out using a black aiming mark (grey raster). This gives pretty printouts, but can reduce printer output and/or cause extreme toner/ink usage. With the choice of number of series per page you can pick number of pages vs. size of plot. You can now also print to file, and save as PNG file (image format).
Results Prize class	Series and class Class limitation List length Details	The prize group which is set up under the tabs Prizes + Prize class will be available here. You can select prize group and also limit printouts to only one chosen class. Choice of details determines which information is included in the printouts.
Results combined	Prize group Details complete final list List length	The prize group which is set up under the tabs Prizes + Prize class will be available here. You can select prize group and also limit printouts to only one chosen class. Choice of details determines which information is included in the printouts. Choice for complete final list is included for an ISSF type final where the final list consists of both final shooters and all qualifying shooters.
Results auto		Not implemented in this version.
Other lists	Series Class Category filter Merged list Relay limitation List length	These reports will always be available if there is no prizes setup for the competition. You can make lists here from the shoot programs and classes. Each class reports separately by means of checks for each one in the list. <b>NOTE:</b> Choice of category will limit participants in the list to the members of all selected categories.

Team competition	List length	Ranked result list for team competition, with information on team name and total, and also participants with recorded results for each relay.
Timetable		Here you can print out a timetable for the competition. Time is printed in ascending order for each day in the first column. Gives a very good summary of preview of competition.

## Report to file

This creates RTF files (Rich Text Format) which allows advanced editing in all word processing applications. The following techniques can be used:

- Header with information about what the printout applies to (set in the header text)
- Sponsor and time point for printout etc. (set in the footer text)
- Actual list set out in a table

Besides printout to file you can select the following parameters:

Parameter	Description
File name	Name of the file. The save name can be changed to whatever you want. The folder name cannot be changed - The file is saved to a Print folder under the active competition. (e.g. C:\Megalink\Office\Comp12\Print).
Text file	Here you can select a 'flat' text format (*.txt) which can be edited by simple tools and/or build starting points for WEB pages etc.
Top text	For RTF format you can select a removable top text. Header for the list entered in text. This can often simplify editing of the lists.
Bottom text	For RTF format you can select a removable bottom text. This can often simplify editing of the lists.
Compact list	This is in RTF format but all top and bottom text is removed and headers are laid out above the lists. All page breaks are deleted. This format can be highly useful for finished editing of competition reports.

## Setup tab

Under the tab for setup you can enter the parameters for a competition. Different windows will appear depending on what level is selected in the tree on the left. These variants are:

- [Competition](#)
- [Event](#)
- [Day](#)
- [Relay](#)
- [Team shooting](#)

## Competition Setup

When you have selected competition level in the tree on the left and under the "Setup" tab, you will be able to enter the parameters that relate to the entire competition.

Parameter	Description
Button for ""New event"	This button is used to set up a new event. As a rule, create all new events with the function "New competition" so that you don't have to do this manually. Make sure that all connections to class, category, shoot program, sub event and electronic targets are made correctly.

Button for "New team competition"	This button is used to setup a new team competition ( <b>NOTE: NOT</b> a new relay in an existing team competition). When a team competition is setup it will appear under the text "Team Competition" in the tree to the left. The team competition is given a number as its name. This can be changed later under <a href="#">setup of team competition</a> .
Competition	Enter the name of the competition (max 30 characters). Bear in mind that this text will appear on all lists.
Competition date	Enter the date information for the competition. The field accepts free text with a maximum of 30 characters. Remember that this text will appear on all lists.
Organisation	Choose desired organisation. This selection determines the following: <ul style="list-style-type: none"> <li>• Which database with clubs will be used</li> <li>• Which database with shooters will be used</li> <li>• Simple rules for reports (number in press release, details in results etc.)</li> </ul>
Sponsor 1/ Sponsor 2	Sponsor text which is reproduced in result lists and shot cards. <b>NOTE:</b> Under the tab for electronic targets there is your own text to send to ML2000 for each event.
Classes	List with classes that are available for the competition (in addition under competition setup you can indicate which classes will be legal for the event).  New classes can be created by double-clicking on a blank line in the list. Editing can be done by double-clicking on the selected class. If the class short name and description is deleted, the class will be removed from the list. Make sure that class short names are unique and preferably aren't too long since many lists are limited in size.
Category	List of categories which are available for the competition (In addition under competition setup you can indicate which categories are legal for the event).  New categories can be created by double-clicking on a blank line in the list. Editing is done by double-clicking on the selected category. If the Category letter and description are deleted, the category will be removed from the list. Make sure that the category letters are unique.

### Setup of shooting event

When you select an event in the tree to the left under the "Setup" tab, you will be able to enter the parameters for the entire event. **NOTE:** Some of the main [competition parameters](#) are also available at the top of the window.

Parameter	Description
Button for "New day"	This button is used to setup a new day under the event. As you setup a competition it inserts a day, where the competition spans several days you must put in days here. The first day uses today's date. The next day will use the first available date.
Button for "Delete event"	This button is used to delete and even which is not being used. <b>NOTE:</b> All shooters, relays and days must be deleted first.
Event	Name of event (max 30 characters). Use a name that is easy to remember. The name will appear on various printouts and is used internally in MLRes.
From lane	Here you enter the lane numbers for the first and last lanes used in the

To lane	event. Whenever you set up a new event you normally use lanes 1-10. This can be changed so long as you don't delete the shooter with the lane (you must remove or delete the shooter first if one has been enrolled on the lane you wish to remove).
Ranking rule	Choose the ranking rule which will operate for the event (from shooting program and organisation).
Shot value verification	With manual recording, the program can check whether a shot is entered in ascending or descending order. <b>NOTE:</b> With the use of electronic targets, like ML2000, you must select "None" for shot value verification.
Exclude event from competition	Excludes this event from statistics or the competition entirely.
Decimal sum	Here you decide the type of totalling that will be used. If you select Decimal sum, shot values will be totalled using decimals (like ISSF finals).
Final event	Marking of an event if it is a final event with a start total from another event.
Classes	Put checks here for each class that will be allowed for the event. To create new classes you must go to <a href="#">Competition setup</a> . <b>NOTE:</b> Take care in the field for payment in the class list. By selecting a class and double-clicking in it, you will open a dialog where competition payment for the class can be entered.
Categories	Check here which categories will be allowed for the event. To create new categories you must go to <a href="#">Competition setup</a> .
Shooting program	A list of the series that makes up the shooting program for this event. For each series you can decide series name, number of shots and value system. To set up a new series you must double-click on a blank line in the list. To edit, double-click on the selected series. You can use different value systems for each series, but it won't create very sensible results.
Sub event	Here is defined all shooting sub events. Sub events can be totals of some or all series from the event (e.g. 15 shot in DFS or prone in 3P match). Sub events can include sub events from another event, so that you can build a total from several events. To create a new sub event you must double-click on a blank line in the list. To edit an existing sub event you must double-click on the selected series. <b>NOTE:</b> It is important to have a logical sequence to sub events since this comes out in printouts in the order in which they are recorded in this list. For editing or inputting sub events, there is a special dialog provided.

## Day setup

When you select a day under an event in the tree to the left under the tab "Setup", you can add parameters that apply to days. **NOTE:** Some of the central [parameters for the event](#) are accessible uppermost in the window.

Parameter	Description
Button for "New relay"	Use this button to setup each relay under the selected day. We recommend that you don't setup and delete unnecessarily as this will slow the performance of your database. <b>NOTE:</b> Relay numbers are allocated automatically and can't be changed. It is therefore important to create relays consecutively to obtain a tidy competition setup. It is no problem to create an extra relay afterwards, but they will then jump in numerical order.

Button for "Delete day"	With this button you can delete days. This makes it possible to delete a day where you have first removed the shooters and relays which were recorded under this day.
Calendar	Here you can change the date for the chosen day. The placement in the tree to the left will be re-sorted by date value if there are more days for the event.

## Relay setup

When you select a relay under a day in an event in the tree to the left and under the "Setup" tab, you can enter the parameters which apply to a relay. **NOTE:** Some of the central [parameters for days](#) are also available at the top of the window.

Parameter	Description
Field for shoot time	Shoot time for selected relay. If the shoot time is changed, the sequences of relays in the tree to the left will likewise change themselves accordingly. It will pay therefore to properly set the shoot time for the first relay, then to create a new relay.  If the shoot time is going to change for several relays, it can help to use the functions to "Set shoot times" and "Insert delay". If all relays will give a lower interval it will help to first choose relay and use "Insert delay" - which allows you to reshuffle the relays in succession.
Button for "Delete relay"	The selected relay is deleted provided that all shooters in the relay are removed.
Button for "Set shoot time"	This function sets the shoot time for all relays after the selected relay. The key starting point in time for the chosen relay and which puts in the interval value in "Time pr. relay".
Button for "Insert delay"	This function puts in a pause for the selected relay. Pause length comes from the time at the chosen relay plus the time in the cell "Time pr. relay"
Field for "Time pr. relay"	The value in this field is used by the functions "Set shoot times" and "Insert delay"

## Sub-event Setup

These dialogs are started by entering or editing a subtotal under [competition setup](#).

The following elements are found in the dialogs:

Parameter	Description
Nr	Run number for sub event - cannot be modified. <b>NOTE:</b> Sequence of subtotals also decides location in reports where there are several sub events.
Sub event	Name of sub event. <b>NOTE:</b> Choose a unique name that will not be misunderstood.
Include startsum	By checking here you will include the total from the shooters tab in the subtotal
Include in competition	This check box is used to decide if subtotals will be included on the score sheets of the competition. <b>NOTE:</b> The selection is also used to determine the classification list which will be included in the press release.
Includes	In this list you will check those series (from this event) or subtotals (from other events) that enter into the subtotals. Change carefully in order to inspect values in both fields (both event and series/subtotal).

## Prizes tab

Under the tab for prizes you can assign the rules for awarding prizes in competitions. You can also register the order after shooting and allocate first prize, and also define whatever is going in the press release.

The following sub tabs are available:

Tab	Description
<a href="#">Prize Class</a>	Rules for class prizes. Each class handled in its own prize group. This tab is usually used for class prizes at qualifying shooting.
<a href="#">Combined</a>	Rules for combined prizes. Each line processes the containing prize group so that more categories can be processed in a collective prize group. This tab is usually useful for prizes for the best scores after final, but can also be useful for other types of prizes.
<a href="#">Team competition</a>	Rules for prizes for team competitions
<a href="#">Shoot-off/Gift prizes</a>	Manual recording of order after shoot-off. You can also record which shooters receive gift prizes (for drawing of monetary prizes)
<a href="#">Shoot-off/Team competition</a>	Manual recording of order after shoot-off for team competition.

### Prize Class

"Prize Class" tab is found under the Prizes main tab and is used to define the basis for prize giving. Normally you define class prizes for qualification shooting here as championship prizes are defined under [Combined prizes](#).

Create a line in the list for each different prize in the selected event. Use the buttons for "New" and "Delete":

- New - setup a new line in the list.
- Delete - remove the selected prize group.
- Click in a different field to change values.

**NOTE:** Put a check beside each class which will be processed in separate prize groups. If several classes are specified then they will be processed as one joint prize class, so it will be processed in the next sub tab ([Combined prizes](#)).

Fields in the list are:

Field	Description
<b>Series</b>	Drop down list where you can select which series is chosen for awarding prizes.
<b>For each class</b>	Drop down list where you can check all the classes that are getting this type of prize.
<b>Type</b>	<ul style="list-style-type: none"> <li>• None - Only for ranking or giving out monetary prizes</li> <li>• Items - Items instead of monetary prizes (e.g. standard prizes)</li> <li>• Money - Monetary prizes shared by an algorithm in the program</li> </ul>
<b>Amount</b>	The shooting prize which is put aside for this prize group. (therefore the amount which is put aside consists of the overall shooting prizes for the competition)
<b>Limit</b>	Quota of participants in the prize group who will be awarded prizes. This will normally be drawn up as a fraction, e.g. 1/3. <b>NOTE:</b> A fractional value (0.5) is not valid.

<b>Gift</b>	Decides whether there will be gift prizes in the prize group. Such prizes will involve pulling in the monetary prizes concerned which they have qualified themselves for. Assignment of gift prizes is done under its own sub-tab under prizes ( <a href="#">Shoot-off/Gift prizes</a> )
<b>Rank</b>	<ul style="list-style-type: none"> <li>Alphabetic - participants are sorted alphabetically by the name they are enrolled under. This ranking is only meaningful if used 1/1 prizes with items and no division of prizes.</li> <li>Total score - participants sorted by ending total score. Equal totals give the same place and equal prizes.</li> <li>Ranking - participants ranked by event ranking rules (third rule, subtotal etc.) Check setup for the event.</li> </ul>
<b>List</b>	Not used in this version.
<b>Report def.</b>	Here you can choose which fields will be included in the prize reports. Check those you wish to include by Location, Name, Club, Class, Category, Shot list, Series total, Total (the total prize ranking refers to), Prize. <b>NOTE:</b> This choice is also used for the press release. Be sure to include location, name, club, and totals in the list in the press list function.
<b>Page layout</b>	Here you can select the settings or the layout of reports.
<b>Web def.</b>	Same as report definition, but for both web forms (audience web and speaker/prize web).
<b>Exclude from competition</b>	Used for prize definition, this key excludes from prize setup.

### **Combined prizes**

The tab "Combined" under main tab prizes makes it possible to define complex prizes. Normally you lay out prizes from final shooting, but this mechanism can also be used for other prizes.

Create a line in the list for each different prize for the selected event. Use the buttons for "New" and "Delete":

- New - create a new line in the list
- Delete - delete the selected prize group
- Click in selected field to change values

**NOTE:** Check several classes if you want to create a combination prize, this will put together a common prize group. If each class is to be handled separately, these must be put in several lines with each class separately, or you can use the last sub tab ([Prize Class](#)).

For each prize group you can also enter the prize name in the lower list. This is used generally for random prizes or other constant championship prizes.

Fields in the list are:

<b>Field</b>	<b>Description</b>
<b>Name</b>	Name of prize group. Make sure to use a sensible name, since it also is used in printouts, WEB pages, press releases etc.
<b>Series</b>	Drop down list where you can select which series are applicable for prizes.
<b>Shooters from</b>	Drop down list where you can select the classes which are taking part in this prize group.
<b>Category</b>	Drop down list where you can check the categories that will limit selection of competitors. Note that if you select several categories, it will only be competitors registered in all the categories that will be picked out. If checks are made for Juniors and Women, it will only be junior women shooters picked

	out. If you want a separate prize for juniors and women this must be registered as two prize groups.
<b>Type</b>	<ul style="list-style-type: none"> <li>• None - only for ranking without distribution of items or monetary prizes</li> <li>• Items - Items instead of monetary prizes (e.g. standard prizes)</li> <li>• Money - monetary prizes like shares of collected fees calculated by an algorithm in the program</li> </ul>
<b>Amount</b>	The shooting prize level for this prize group (the amount which is set from the total prize fund for the event)
<b>Number</b>	Portion of participants in the prize group who shall be allotted prizes. This is normally written in fractions, e.g. 1/3. Take note that 0.5 etc. is not valid, and also that a number means a set number of prizes.
<b>Rank</b>	<ul style="list-style-type: none"> <li>• Alphabetical - participants are sorted alphabetically by the names they are registered from. This ranking is only meaningful if it is used 1/1 prizes with items and doesn't divide prizes.</li> <li>• Total score - participants sorted by ending total score. Equal totals give the same place and equal prizes.</li> <li>• Ranking - participants ranked by event ranking rules (third rule, subtotal etc.) Check setup for the event</li> </ul>
<b>List</b>	Not used in this version.
<b>Report def.</b>	Here you can choose which fields will be included in the prize reports. Check those you wish to include by Location, Name, Club, Class, Category, Shot list, Series total, Total (the total prize ranking refers to), Prize.
<b>Page layout</b>	Here you can select the settings or the layout of reports.
<b>Web def.</b>	Same as report definition, but for both web forms (audience web and speaker/prize web).
<b>Exclude from competition</b>	Used for prize definition this key excludes from prize setup.

### ***Shoot-off Team comp.***

The tab "Shoot-off Team comp." under main tab Prizes is used for:

- Manually recording of outcome of shoot-off.

For team shooting which is selected in the tree to the left, you will get a sorted result list. If equal places you can record the outcome of the shoot-off in column 2. These will involve the ones with lowest values in column 2 coming first with those of equal placing. Blank values go last with those of equal placing.

### ***Shoot off/Gift prize***

Tab "Shoot off/Gift prize" under main tab Prizes can be used for:

- Manual registering of results after shoot-off
- Manual allocation of gift prizes

You must first select a prize group from the list on the left (from acquisition of your choice of an event in the tree on the left). For this selected prize group you get a ranking list where one can see:

- Placing prior to shoot-off
- Registered result of shoot-off

- Name of shooter
- Shooters class
- Category the shooter belongs to
- Points total
- Allocation of prize amounts
- Checkbox for allocation of gift prizes

To generate prize groups you must satisfy at least the following criteria:

- Gift prizes is activated
- There are a set number of defined prizes.

To record the outcome of a shoot-off, you record a number in column 2 (Sh.off). You record placing in shoot-off or final as you wish.

MLRes will sort in the following way, (press the **F5** key to update after changing by shoot-off):

- First the list is sorted by placing before shoot-off (ranking rules for prize groups) - lowest number first
- For everyone who has the same placing, sorted thereafter by values in column 2 (Sh.off) - lowest number first and blank field last.

### **Press Release Setup**

The **Presslist** tab under the [Prizes](#) main tab gives the ability to define what is contained in press releases. Here you can check the lists which will be used, and specify how many shall be on each list. If you enter the number 99 then all competitors will be listed.

## **Administration tab**

Under the Administration tab you can administer common data for MLRes (independent of competition) The following can be carried out under this tab:

<b>Tab</b>	<b>Description</b>
<a href="#">Organisations</a>	All organisations and entire organisational structure are defined in this database.
<a href="#">Clubs</a>	All clubs for each selected organisation are displayed in this list. You can freely create, edit and delete this database.
<a href="#">Persons</a>	All shooters for each selected organisation are displayed in this list. You can freely create, edit and delete this database.
<a href="#">User</a>	User information as well as license code.
<a href="#">Backup</a>	Allows exporting/importing of entire competitions or subsets of associated data.

### **Organisations**

This tab is found under main tab "6. Administration"

This tab is used for administering organisation structures. Normally there are enough to import from the installation or when Megalink has last updated organisation files.

You can also create your own organisation here. This must be for a new organisation, for inputting names at the different organisational levels before you register elements at each data level.

## Clubs

This tab is found under main tab "6. Administration"

This tab is used for administering clubs. The button for import will take in data from text files and update information in the database. Includes sort point on club number in order to find a new a club or for updates.

The buttons New and Delete can be used to manually input or delete clubs.

The buttons "Sort Nr/Sort Name" can be used to choose the sort sequence.

## Persons

This tab is found under main tab "6. Administration"

This tab is used for administering the shooters database. Use the buttons to add new or delete shooters. By clicking in the fields you can enter name, club and class. Changes affect the date Modification to the date of last use to the modification date.

Checkboxes to remove duplicate entries and old data is used to "clean" the database.

Functions work in the following ways:

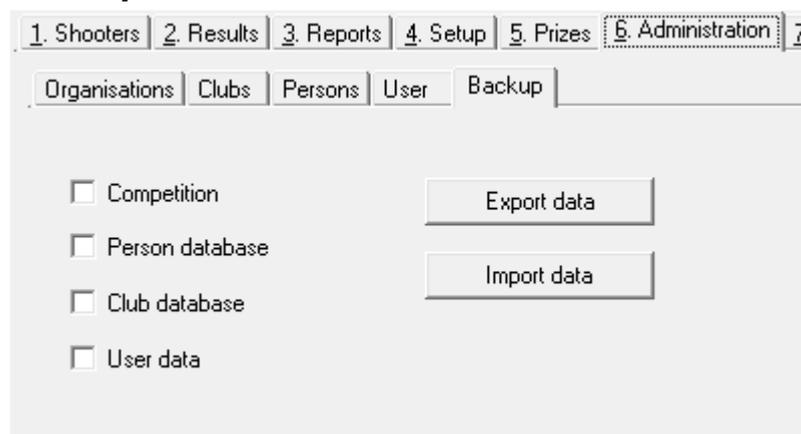
- Remove duplicates: Remove names if they are similar when you remove spaces. This function also removes double spaces. This kind of error can occur frequently with import from web enrolments.
- Remove old - not used since: Remove data that hasn't been used since the selected year.

## User

This tab is found under the main tab "6 Administration".

This window is used for administering information about the owner's license for MLRes.

## Backup



This tab is found under main tab "6. Administration"

This tab allows exporting/importing of entire competitions or subsets of associated data. If you back up the competition, it will contain, in addition to the competition definitions, all other data sets (organisations, clubs and shooters) which will be available as a single ZIP archive that can be readily imported into another installation of MLRes.

## Electronic targets tab

Under the tab for electronic targets you can setup exchange with the electronic target system. In one part you can see logging of past activity and any fault with the exchange.

Parameter	Description
Activate exchange for this PC.	Normally this will only activate exchange for the PC-where MLRes is installed. This setting is for the OFFICE machine. Exchange will go to the machine which has this parameter activated.
Activate exchange for this competition.	These fields must be activated for exchange to take place. about 30 seconds after activation the PC with external exchange activated will become active. Status of exchange on your PC can be seen in the status line of MLRes. <b>NOTE:</b> When you choose a competition or set up a new competition, all data in the exchange list will be deleted and this selection will be switched off. <b><i>This means that you must always activate this selection after competition selection in MLRes.</i></b>
Time between Exchanges	Time period between each data transfer needed for exchange. Make sure that enough time is allowed for exchange so that the actual interval can be greater.
Electronic target type	This is used for formatting for different types of electronic target systems. <b><i>Ensure that you choose correctly.</i></b> <ul style="list-style-type: none"> <li>• No electronic targets</li> <li>• ML2000 (Megalink electronic targets via MLRange)</li> <li>• X-LINK (Megalink shooters terminal via DFS-LINK)</li> <li>• Sius (Sius Ascor SA9001 via MLRange)</li> <li>• KME (Kongsberg Mikroelektronikk MPX97 via Orion)</li> </ul>
Event ID	For ML2000, X-LINK and Sius, you must specify here the same Event ID as in MLRange. Choice does not matter for KME. The Event ID should be made up of one letter + one number, examples: <ul style="list-style-type: none"> <li>• H1 - Qualifying on range 1</li> <li>• F2 - Final on range 2</li> </ul> <p>See help in MLRange for full overview of standard Event ID examples for different shooting variations.</p>
Orion folder	Folder which MLRes uses for exchange with KME. This normally requires full network reference to the folders that Orion uses.
Range ID	Identification of the range in Orion.
Finalrange	Checkbox for KME exchange for marking finals. When this is selected it will exchange relay numbers 1 -999 in MLRes with 1001-1999 in Orion.
Text to ML2000	With ML2000 electronic targets you can send a welcome message to the screens. This consists of the shooters name in one line with the text like team name in this field.
Startsum	Here you can select which startsum you will use to relay to the electronic targets. The following values can be used: <ul style="list-style-type: none"> <li>• No startsum</li> <li>• Startsum from registration</li> <li>• Subtotals from events</li> </ul>

Button for <b>Exchange now</b>	With this button you can force a new exchange such as put names out all over again and read results in. It is not normally required unless you have modified welcome text, startsum or where you have to update names.
Button for <b>Delete log</b>	Activity logs and error logs are deleted with this function.
Activity	A past list of exchange activity. Latest occurrences are at the top of the list. For each change in registration and reading of results a line will be logged. Tracing is enabled by timestamp and event for interpretation and reporting.
Errors	A list of errors and warnings with exchange. Latest occurrences are at the top of the list.

## WEB tab

Under the tab for WEB you can configure and activate generation of WEB pages. There are two types of WEB pages that MLRes can generate:

1. Statistical Speaker (**Pweb**) (..\Office\PWEB\StartFrame.htm)
2. Audience (**Aweb**) (..\Office\AWEB\StartPage.htm)

In addition there is a button for generating a prize web. This is the same as Pweb, but also includes prize information.

Pweb can also be generated with a graphical shot card linked up in the relay list (applies only to Megalink and MLRange linked to Sius).

Fields in the tab have the following meanings:

Field	Description
Activate Audience-web.	This activates automatic updating of the audience web where you can set it up on this PC and will page automatically between the lists that were selected. The lists you can select are the same as are set up in the prize round for the various events/ranges. It is also possible to show a relay list for the different events. Here you must manually change the relay numbers that are displayed. ( <b>NOTE:</b> Be careful what level you have selected in the tree and the relays to be displayed are checked within the list). The start page is named "Startpage", and is stored in the folder "Aweb" where MLRes starts from(...\Office\AWEB\Startpage.htm).
Activate Speaker-web	This will generate a start page with underlying pages which hold relay results and everything set up in prize rounds. The start page is named "StartFrame" or "StartPage", and is stored in the folder "Pweb" where MLRes starts from(...\Office\PWEB\Startpage.htm).
Graphic scorecard on web	This choice makes it generate a graphical score card in a *.png file. This is a slow process which puts a heavy demand on PC's.
Activate WEB generation on this PC	This will activate exchange on one pc, as there is an engine which responds every time there is a change in the results or names in an event.
Active relay	Enter the relay number for each event (make sure to select it from the tree on the left). Where there are checks in the relay list for the event it will produce a list for the relay entered here, taken with generation of audience web. The number must thus change manually when it displays another in the relay list.
Font size	Here you can set the standard font size for web lists. You can adjust depending on which type face is used, and what is contained in the lists.
Generate WEB now	By clicking this button you re-generate all web pages anew. Affects both speaker and audience web.
Generate prize web	Clicking this button generates the prize web, if necessary with graphical scorecard. To lay out results along with prize lists in web format you must do the following: Copy the entire PWEB folder and create a link to the page startfram.htm in PWEB. <b>NOTE:</b> Ensure that sub folders are also copied. This is where the underlying data for all lists is.

Selection of lists for audience web	If there are prizes set up for the event, every possible prize group from the list will be shown. By activating one such prize group, it will be included in the audience web. Take care not to include too many lists in the web pages otherwise you will have to alternate between a great many images. You can double-click on the right of the list to edit the length of time an image will appear (in seconds) and how long the list will be (top 10 etc.).
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## Team Competitions

Team Demo



There are two main types of team competitions:

1. **Best Team** – Automatic selection of the best shooters from each club from one or more previous shooting events.
2. **Appointed Team** – Manually assigned teams.

### Create shooting event

Whether you are using Best Team or Appointed Team you will need one or more standard shooting events as either the source event(s) for Best Team members or as the actual shooting event for an Appointed Team competition. This is done by going to the [Setup tab](#) and selecting competition level in the tree on the left and then press the button for "New event". The event is set up in the normal way.

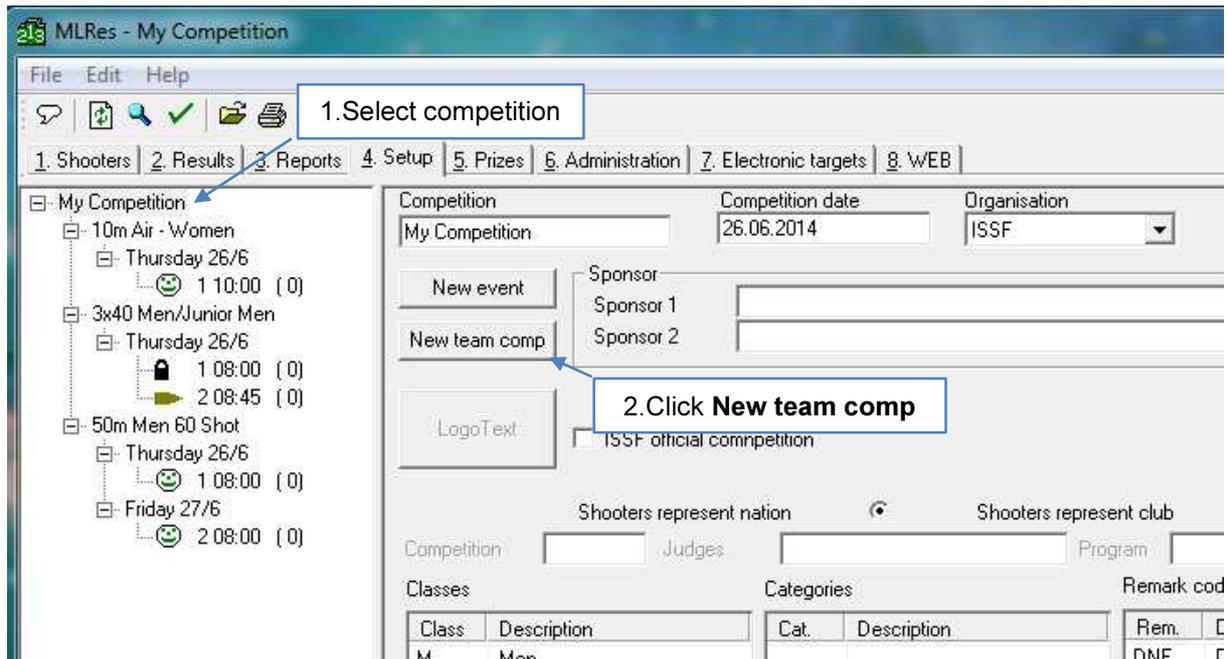
New event

### Create team competitions

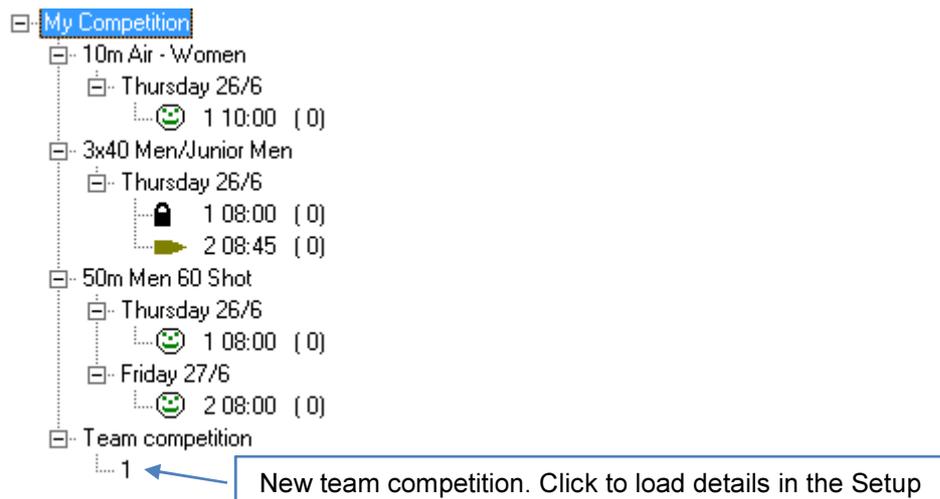
To create team competitions, go to the [Setup tab](#) and select the top level in the tree on the left.

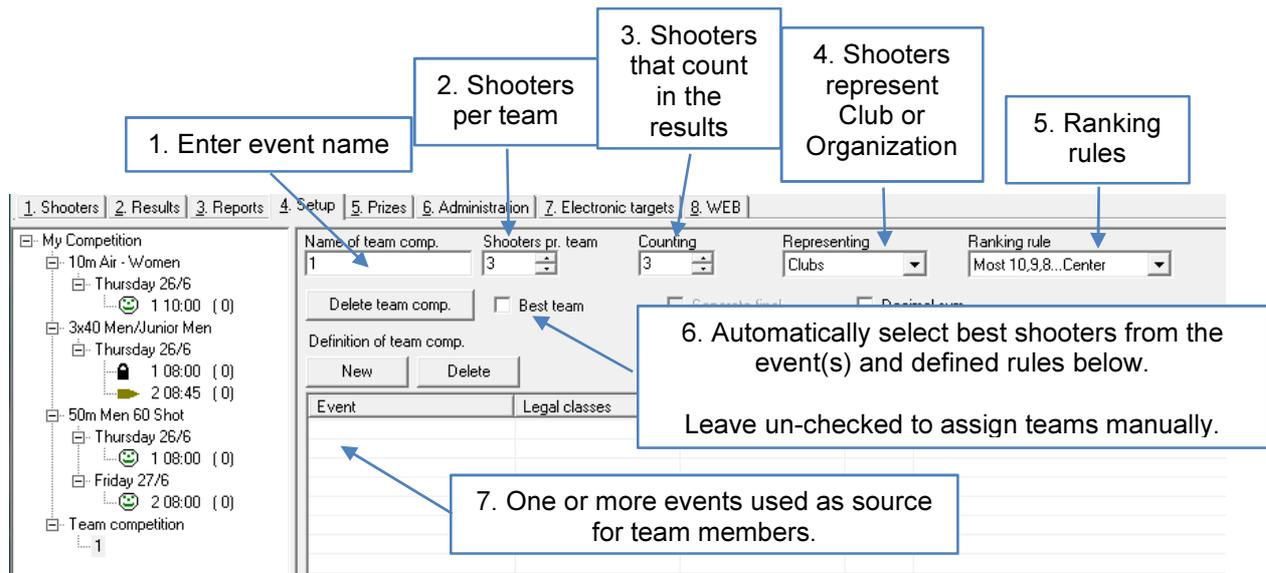
By pressing the button "New team comp." a new root node for team competition will appear in the tree called **Team competition** (if it does not already exist) and a new child node will appear under this (temporarily it will have a simple number as its name).

New team comp



A new tree node called **Team competition** will be created.





### Team setup

When you have selected team shooting in the tree on the left under the tab "Setup", you will be able to input the parameters which apply to team shooting. The following buttons, fields and lists are available:

Parameter	Description
1. Name of team comp.	Free text which describes the team competition (max 30 characters). Bear in mind that the name will appear in the list for team competitions.
2. Shooters pr. team	Total number of shooters that will be in the team.
3. Counting	Normally the same as shooters pr. team, but allows you to have, for example, 3 shooters in a team but only the top 2 shooter scores will count in the results.
4. Representing	Which organisation the shooters will represent. Frequently the choice is at club level as you would normally be choosing club teams. From enrolment of the participants you will get to see the shooters from the current association. If the rule is to set them with shooters from different associations, you will then select the topmost organisational level and make enrolments without filtering of shooters. If you are selecting the "Best team" you will create a team from every possible team at the selected organisational level.
5. Ranking rule	Ranking rule for team shooting. For team shooting that is a part of preliminary shooting selected as a ranking rule within the event. If it is a separate team shooting event this is often used for final total ranking by a shoot-off against equals.
6. Best team	By activating this setting the program itself will select those shooters who will give the best results from the selected organisational level, events and rules. When this is not activated you must select the shooters yourself in the shooters tab (Appointed team shooting).
Button to <b>Delete team competition</b>	Deletes the chosen team competition provided that there isn't any recorded team participation.
Button for <b>New event</b> Button to <b>Delete</b>	These buttons are used to add or delete events in the list from which shooters are selected from (both Best and Appointed teams).

event	
Button for <b>New</b> rule Button to <b>Delete</b> rule ( <i>Best team</i> )	These buttons are used to add or delete the rules for Best team.
7. List of events	In order that MLRes will know how shooters and results will be picked up, you must enter lines in this list. For each line determine the following: <ul style="list-style-type: none"> <li>• From which event shooters will be picked</li> <li>• From which classes shooters can come</li> <li>• Which series or subtotal the results will be brought from</li> <li>• The number of shooters belonging to this category</li> </ul>
List of rules ( <i>Best team</i> )	This list is used only if there is a check for "Best team". In the list you input the rules that determine which classes and/or categories shooters can be picked from when the program finds the Nth best shooters that will count for the team. Examples of such rules are; minimum of one junior or maximum of one veteran. For every rule you can input a minimum and/or maximum number which is within the classes and a member of all the categories defined. Be aware that you can often make the same rule with a maximum of one class or a minimum of another class. There are no controls to prevent the rules being contradictory.

## Enrolment of team shooters

By selecting the desired team competition in the tree and choosing the tab for Shooters, you can choose which shooters will make up each team. Take care that the shooter must be enrolled in another "normal" competition before they can be registered for a team. Team enrolment is also only a "joining" of team participants, while they are enrolled and shoot in a normal competition. This applies regardless as to whether it is a team competition within ordinary introductory shooting or a separate team competition (which will be its own competition).

Enrolment is done in three steps:

1. Create a team under the current team competition by pressing the button "New team".
2. Select the new team and put in organisational unit (club etc.) which the team represents, and give the team a name.
3. Enrol shooters by double-clicking on the name field and selecting shooters from the drop-down list.

## Prizes

By selecting the desired team competition in the tree and choosing the tab for Prizes and the lower tabs Team comp./Shoot-off Team comp you can put in prizes which apply to team competitions.

## Reports

Under the report tab you can create printouts of team competitions (take care to select the correct team competition in the tree on the left). Results from team competitions will also appear in competition results and press lists.

## Prizes for team competition

The tab "Team comp." under main tab "Prizes" makes it possible to define prizes for team competitions. The following information can be specified:

### Payment

Sets what deposit levels must be paid. Deposits are input in score sheets for competition, but this cannot estimate monetary prizes for team competitions.

### Ranking

Decides whether equal final scores will give equal placing, or whether they will be used for ranking rules. Be careful applying ranking to shooters from different events with different ranking rules.

### Prizes

Here you can input names on different prizes, such as plaques or shares.

## Ranking rules

Ranking is determined by highest total. In the event of ties, the additional listed criteria is analysed to resolve such ties and determine actual ranking.

Rule	Description
Centerten,10,9,8...	1. Highest total

	<ol style="list-style-type: none"> <li>2. Highest number of inner-tens</li> <li>3. Highest number of tens, nines, etc.</li> </ol>
<b>ISSF centerten, Series total...</b>	<ol style="list-style-type: none"> <li>1. Highest total</li> <li>2. Highest total for last series (10 shot), next last series etc.</li> <li>3. Highest number of tens, nines etc.</li> <li>4. Highest number of inner tens</li> </ol>
<b>ISSF Pistol 25m</b>	<ol style="list-style-type: none"> <li>1. Highest total</li> <li>2. Highest total for last 10 shot, next last 10 shot etc. (5 shot series put together for 10 shot series)</li> <li>3. Highest number of tens, nines etc.</li> <li>4. Highest number of inner tens</li> </ol>
<b>NJFF running deer</b>	<ol style="list-style-type: none"> <li>1. Highest total</li> <li>2. Highest number of inner fives</li> <li>3. Highest total for last series, next last series etc.</li> <li>4. Highest number of inner fives in last series, next last series etc.</li> </ol>
<b>DFS full-bore</b>	<ol style="list-style-type: none"> <li>1. Total of threes</li> <li>2. Total of inner threes</li> <li>3. Highest number of threes in last hold, next last etc.</li> <li>4. Highest number of inner threes in last hold, next last etc.</li> </ol>
<b>Interval</b>	Lowest interval (e.g. in full bore rapid shooting)

## Dialogs

### Search and swap shooter

This dialog can be started in the following ways:

- Right-click in the enrolment list and select "Search and swap shooter"
- Button on toolbar with image of magnifying glass 

The dialogs are used for:

Find shooter(s)	<p>You can input values in as many fields as you wish. Search is limited by input values</p> <ol style="list-style-type: none"> <li>1. Part of name : finds selected text from any part of the shooters name (not phonetic)</li> <li>2. Relay: Entrant within designated relay or competition</li> <li>3. Club: Entrant within designated club, select from the list or enter club name (this can't be on part of the club name)</li> <li>4. Search level: Determine which competition will be searched - it can select entire competition or part of a competition</li> </ol> <p>Results from the search are available in the list.</p>
Swap shooters	<p>Procedure to swap shooters is as follows:</p> <ol style="list-style-type: none"> <li>1. Select one shooter in shooters tab (this can also be done by searching by shooter and double-clicking on located competitor)</li> <li>2. Generate search for shooter to swap and select them from the search list (<b>NOTE:</b> do not double-click)</li> <li>3. Click the swap button - this comes up on the dialog to confirm swap.</li> </ol> <p>Swapping is only possible within an event</p>

Whenever a shooters name is located you can double-click the name in the list to select them in the shooters tab in MLRes.

## Competitions

This dialog can be opened in the following ways:

- Menu **File**→**Competition**
- Button on the toolbar with folder icon 

Dialog is used to:

- Delete an old competition
- [Start a new competition](#)
- Select an old competition
- Copy competition setup

**NOTE:** Take care not to start several MLRes instances if competition exchange is enabled.

**NOTE:** By choosing another competition you will deactivate competition exchange and delete everyone's exchange data.

## Verify event data

This dialog can be started in the following ways:

- Button on the toolbar with check icon 
- Button on the report tab 

This dialog is used to verify event data.

- To check that all shooters names have results
- Verify all shooters have a valid class in relation to event setup.
- Verify that all enrolments consist of name, club and class.
- Verify payments in enrolments tab against prize values setup in prize class in the event setup.

Verification can be limited in four ways:

1. Limit search to an event rather than to an entire competition
2. Limit to relay interval rather than to all relays
3. Blocking reporting of names which are missing results
4. Blocking reporting of errors in payments

As well as changing the limitations you can press the update button to bring the error list up to date.

After all errors are found they will be listed at the bottom. If you double-click on an element of the list, MLRes will bring you to the shooters and results tabs.

**NOTE:** When it finds double registration, it will also report double.

## Troubleshooting

### ***Problems with exchanging information between MLRange and MLRes***

- Non-matching Event-ID? (verify under **Setup→Event**)
- Incorrect result management program or incorrect folder to the result management program? (verify in the Interface dialog)
- Problems in the network (verify cables, sharing and permissions)
- Exchange is not activated in MLRes? (Verify under the tab "Electronic targets" in MLRes)

### ***No organisation or club available***

1. Organisations and clubs must be imported with installation of program
2. Error in the working folder for MLRes (check by right-clicking the shortcut and verifying the "Start in" parameter)

### ***Neither print/preview or program error with print/preview***

1. Check that there is a properly installed printer and it is set as the default printer
2. Try to print from an alternative program (e.g. Notepad)

### ***Exchange with electronic targets is not working***

1. Exchange must be activated on the PC that is running MLRes.
2. Exchange must be activated for the event. This must be done with every change (or create new) event.
3. Spelling error in folder name in setup of MLRange
4. Verify the folder which is designated in MLRange (menu **File→Interface**).
5. Error in network or error with permissions, resources in the network

When errors are found you should do a full exchange.

## Index

Administration tab, 38  
Category, 8, 27, 29, 31, 36, 37, 38  
Clubs, 15, 38, 39  
Combined prizes, 20, 35, 36  
Competition Wizard, 5, 7  
Electronic targets tab, 40  
Event, 8, 20, 30, 32, 52  
Exchange, 6, 40, 41, 52  
MLRes, 4, 11, 52  
MLView, 4, 11  
Organizations, 15, 38, 52  
Persons, 38, 39  
Prizes, 20, 21, 28, 29, 35, 37, 38, 48  
Prizes tab, 35  
Ranking, 32, 36, 37, 46, 48  
Relay, 4, 8, 21, 29, 30, 33, 50  
Reports, 19, 20, 28, 29, 48  
Reports tab, 28  
Results tab, 26  
Setup tab, 30  
Shooters database, 7  
Shooters tab, 23  
Startsum, 4, 27, 40  
Subtotals, 9, 40  
Team, 6, 30, 31, 35, 37, 44, 48  
User, 5, 14, 38, 39  
WEB, 6, 30, 36, 42  
WEB tab, 42