The system is accessed from the event management site:-
https://headcrews.invernessrowing.uk
Lesley has an Access ID.

The option add new Access IDs is now hidden but we can add new ones for March.

1. Check and resolve any problems with Start / Finish Team

- Check that start/finish team are happy with the data
- Get a list of any crews that the teams know they missed on the tablet system or crews that are known to be incorrectly ordered
    - Use the tablet system to resolve any obvious errors – use the send/save button to synchronise the data
- Some times will be labelled "???" if the teams did not get a note of the bow number as the crew passed the line, leave these for now

2. "Display Results"

Use "Sort By Bow Number" checkbox - provides an initial check that the data look sensible and an overview of problems to fix, these are identified with "NA" in the Position column.

Using the "Show 'Error' Crews" checkbox reduces the list to a more manageable list.

3. "ChangeTablet Results – Amend Raw Data and Publish Final Results".

Use the "Sort by finish times" and/or "Show only 'error' crews" checkboxes if that I helpful. Otherwise, select the division of interest, which will provide colour coded view:-

- Green crews have start & finish times and are probably OK
- Blue crews have a start but no finish time – check if this crew is known to have had a problem (e.g. capsize) but note it could be a "???" crew in the tablet data
    - If it's a "???" crew then return to the appropriate tablet and allocate the bow number to this time – use the "Save/Send" button to push the data back to the server
    - If it's a DNF then tick the DNF box
- Orange crews have no start nor end time, so most likely a scratched crew
    - Use the SCR box
- Red Crews have a finish but not a start time. Likely reasons
    - A "???" time in the start data – update the tablet data and resend the results
    - Mismatch between start and finish data, e.g. if crew 10 scratches and one of the timing teams allocates a time to that crew by mistake, the data for another crew will end up with a missing start or finish time. These mistakes are likely to come in pairs so check for known scratches (use the events website) as that may identify which crew to scratch and which needs its bow number to be allocated a time. If that doesn't help, the photos need to be reviewed (see Dave for now as that's an app without instructions at the moment). Make the change on the tablets and resend the data.

If a start or finish time has been missed, the correct value can be added by hand using the stopwatch data but easier to

- Import data from stopwatch (may need Dave's input if mobile data was turned off on the finish camera)
    - Choose start / finish time
    - Select file that has the most likely timestamp in its name
- Allocate Stopwatch Data
    - The stopwatch sequence number can be found from the written sheets – just put the bow number in the box to the right of this sequence number

If the tablets have been sent back to the start/finish when the results are processed, swapping of bow numbers can be achieved using the "Change Tablet Results – Swap Bow Numbers". This provides a list of times, originally allocated bow numbers and editable cells showing the updated bow number for each time (if any). Edit as necessary.

When everything is green on the main update screen, go back to this option and use the "Finalise Results" checkbox to update from provisional to final results on the website.

There is a "reset" checkbox if keeping track of changes gets too complex and you want to start again. This removes all the changes made on the website but not on the tablets.