

## Downloading (Updated August, 2016)

1. Open the download window: on the main menu go to Competition Day then Read Chips. (There is also an icon right below the main menu bar – it's the one with the little SI-Cards and the green arrow.)
2. A dialog window opens asking about the printer settings. It should be set to the Star Printer and you should just click OK.
3. Get the Download screen talking to the Download station. On the tool bars there is a group of icons for this – a green circle on the left, and a green serial plug on the right. You should be able to just click the green circle. The circle in the bottom right corner of the download screen should turn green.
  - a. If this doesn't work, click on the plug icon. You may need to select a different port. Try any other port that is active and see if that works.
4. As on the Entries screen, there is a settings menu on the left that will expand if you mouse over it. It can be pinned or unpinned and will close if you move the mouse off of it.
5. There is another menu on the bottom of this window – “Unassigned reserve places” - that is used for dealing with several problems: the most coming being folks who download before having registered. If you mouse over the tab, the menu will open and you can pin it open if you want.
6. The window is set up so that when someone downloads, their splits should print automatically.
7. **THIS IS IMPORTANT!** If you are dealing with people registering and downloading at the same time you must take care to have the Entries window active before you start typing any information for a new competitor. So if you click on the download window to look at something in that window and someone comes along to register and inserts their SI Card into the registration box, you must make sure to click on the Entries window making it the active window before typing anything. Failure to do so will crash the program and the only recourse is to use CTL-ALT-DEL , go to the Task Manager and close OE2010. All your data will be saved so don't worry about it, it just takes time and is a pain.
8. If someone downloads who has not registered or who used a different Si-Card, two things happen:
  - a. Nothing prints and they do not get splits – this is to help alert everyone that something is not right; and
  - b. Their data is stored in a new entry that is created and labeled “Reserve”.
9. You must now assign the data to the person. If the person is still there and still has their SI-Card, the fastest way to fix it is the following:
  - a. Go to the Entries screen and either fix the entry (the wrong SI-Card was entered) or create a new entry (they forgot to register).
  - b. Delete the reserve entry.
  - c. Go to the Download window and click the green arrow icon to refresh the screen and have the person download again. You might get an error message asking if you want to overwrite data, just say yes.
10. If the error is found after the fact so the person and/or the SI-Card is not there, do the following:
  - a. Go to the Entries screen and enter the person as normal. Since the SI-Card number is now already in use (as a Reserve entry), if you enter the SI-Card number you will be told it is already there and asked if you really want to enter it. Just say yes. (Or just leave the SI-Card field blank.)
  - b. Go back to the Download screen and pin open the “Unassigned reserve places” menu.
  - c. Refresh the data – click the double green arrows going around in a circle.
  - d. Find the entry you just created in the spreadsheet to the right and highlight the row. On the left, if there is more than one unassigned download, find the SI-Card number and highlight it.
  - e. Click the icon at the top for assigning Reserves to Entries – it's some SI-Cards and a green arrow. This should assign the data in the Reserve field to the entry you just created.