

Show Manager

Client Application

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Introduction 3

1 Introduction

Thank for choosing Show Manager as your online entry provider, this manual will help you learn how to use the Client App.

The Client App will allow you to record full results and also print challenge and BOB certificates as you go or you can just print certificates. The App will run totally offline without internet to record results and print challenges, the only time the App will require to connect to the internet is when a marked catalogue needs to be generated. Being able to run the App offline avoids having to have the PC permanently connected to the internet and is also useful in remote areas that may not have reliable internet.

All the data required for the event can be downloaded ahead of time before the event, the details required to download the information can be supplied to you by the person who does the catalogue.

When printing certificates the system will use the default printer that has been set in windows. There is also a 'Dual Printer' mode option where you can connect two printers to the PC and then put all the Best of Breed certificates in one printer and all the Challenge certificates in the other. When the BOB or Challenge is printed the application will then send the appropriate document to the appropriate printer. Dual Printer mode makes the process of printing the certificates must quicker as you no longer need to swap the BOB and Challenge document in the printer each time.

Microsoft Word and Excel 2010 or greater and a PDF reader will be required to view the Show Reports including the marked catalogue and show results.

2 Getting Started

To get started you first need to install the application, we will email you the URL that you can use to download the application. Once you have downloaded the application run the installer to install the app, depending on your operation system you may need to approve some security prompts to get the application installed.

When the application is installed a new icon will be placed on your desktop, double click the icon to start the application.



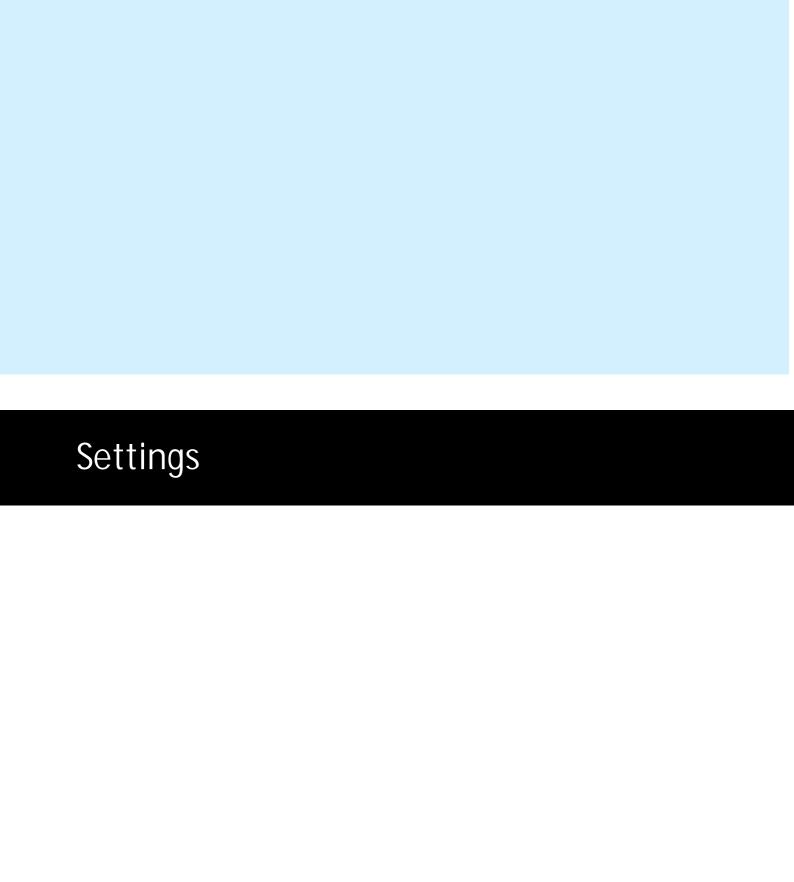
The application has two main areas, a side bar menu on the left and the main area taking up the rest of the space.



To import the data for the event input the Show ID and Access Code provided to you by the person who does the catalogue then click on the 'Download Event' button. When the event data has downloaded the event name will appear the 'Current Shows' event list, to select a show to work on just click on the event name to load that show. When you load a show if the date of the show is different to your computer date the system will give you a date warning, The warning is there to help ensure that you have loaded the correct event for the correct day.

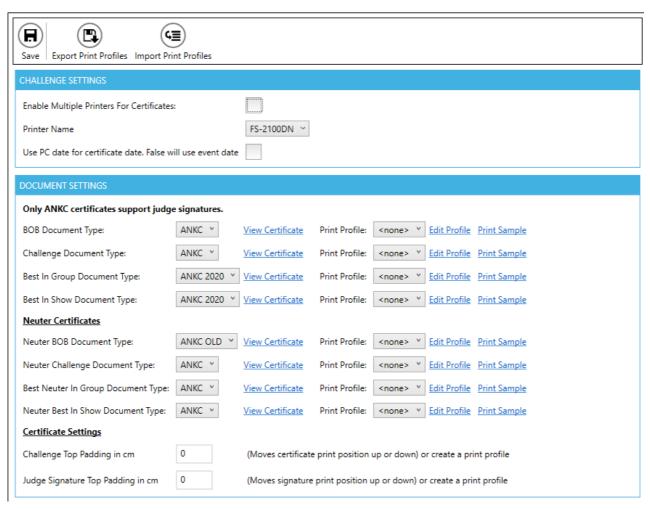


Now the event is loaded you can use the app two different ways, you can record full results and print certificates as you go or you can just use it to print certificates and don't record full results.



3 Settings

From the menu click on the 'Settings' button to view all the available settings.



3.1 Challenge Settings

Challenge Settings will give you the option to use a single printer or enable multiple printers if you are using more than one printer. These options are used when you are printing certificates as you go as the system will send the certificate directly to the printer for you. If you are printing all the certificates at the end of the group you do not need to configure this section as the certificates will open as a PDF document and you can easily select the printer you want to use. Using multiple printers will enable you to use one printer for the Challenge and another printer for the BOB. To configure the system for multiple printers just click in the 'Enable Multiple Printers For Certificates' check box.

When using one printer the system will use the windows 'Default Printer' or you can select the printer you want to use by clicking in the 'Printer Name' list and selecting your printer.

Tip: If your show is over many days the system will use the first day of the show as the event date to calculate the dogs age, this date will also be printed on the certificates. To print the current date on the certificate you can tick the 'Use PC date for certificate date' check box, this will then use your computers date on the certificates.

CHALLENGE SETTINGS	
Enable Multiple Printers For Certificates:	
Printer Name	FS-2100DN ~
Use PC date for certificate date. False will use event date	

When 'Enable Multiple Printers For Certificates' has been selected the system will then give you four more options you can select for your printing. You will now have an option the select the BOB and Challenge printer for both the normal certificates and neuter certificates. For each of the options you can select the printer you want to use and if the printer has the option you can also then select the tray in that printer that will hold the certificate.

CHALLENGE SETTINGS			
Enable Multiple Printers For Certificates:	✓		
BOB Printer Name	TOSHIBA 5005AC V	BOB Tray Name:	Drawer 1 V
Challenge Printer Name	TOSHIBA 6506AC V	Challenge Tray Name:	~
Neuter BOB Printer Name	FS-2100DN ~	Neuter BOB Tray Name:	~
Neuter Challenge Printer Name	FS-2100DN ~	Neuter Challenge Tray Name:	~
Use PC date for certificate date. False will use event date			

3.2 Document Settings

There are many different certificate types in different states so the Document Settings section will allow you to configure the type of certificate you are using.



If you are not sure which certificate is the correct one all you need to do is click on the 'View Certificate' link and the system will give you a preview of the certificate that you are using.



It's always recommended when using the system for the first time to print some test certificates, typically it's recommended to use normal A4 paper and you can then hold this over the top of your actual certificate to check the alignments. This will save you wasting any certificates when checking the settings. To print a test certificate click on the 'Print Sample' link.

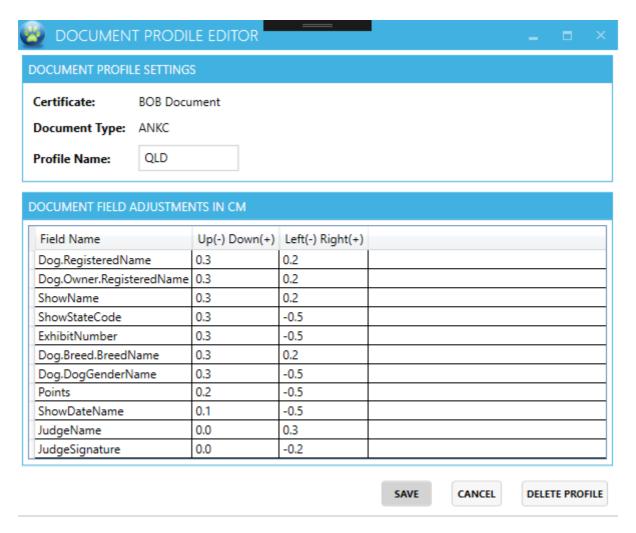
In each state the certificates can be printed a little different, also each printer may affect the position of the printing based on the printers margins and configuration. If the certificate does not align correctly you have a few options to fix this. The first option to try is in the 'Certificate Settings' section, here you can set the 'Challenge Top Padding in cm' settings to move the printing up or down on the paper to change where it's printed.

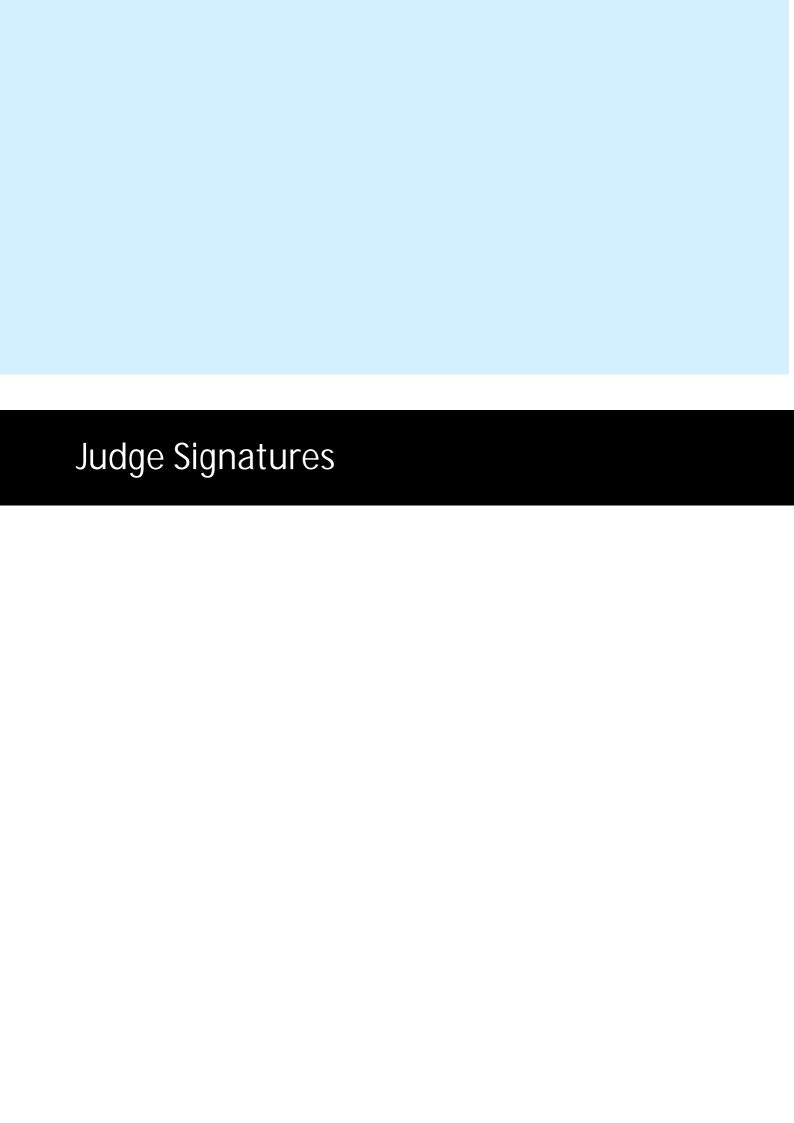


Should this quick change not be suitable then you are able to change each element on the page by moving it Left/Right or Up/Down by configuring the 'Print Profile' option. At the top of the page you can click on the 'Download Print Profiles' button to download a default set of profiles that have been created for different states. If you customise your own print profiles you are also able to export them to keep a backup or share with other clubs who can also import your print profiles.



To modify a document click on the 'Edit Profile' link beside the document type, this will then open the Document Profile Editor. You are able to give your profile a name that will make it easier for other clubs to know what it is for, then you can configure each element of the document by setting the Up/Down and Left/Right settings. When you have saved your adjustments you can then print a sample by clicking on the 'Print Sample' link for that document type.





4 Judge Signatures

When printing certificates the system will also allow you to print the judge signature directly onto the certificate which will save time having to wait for the judge to sign all the printed documents.

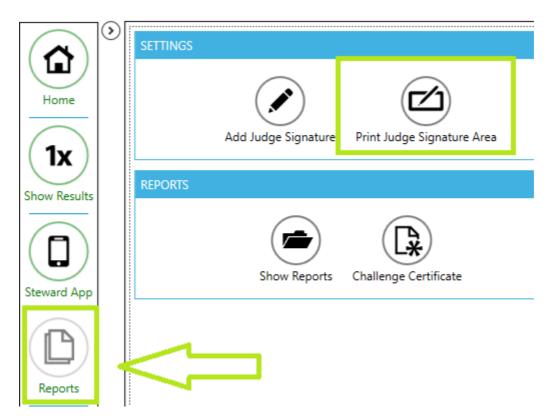
Tip: Always check with the Judge that they authorise you printing a copy of their signature onto the certificates.

To be able to print the signatures you first need to import them into the system, to do this we need to follow these steps;

- 1. Print the <u>Judge Signature Area</u> document
- 2. Scan & Crop the document as an image
- 3. <u>Import the signature</u> image into the system.

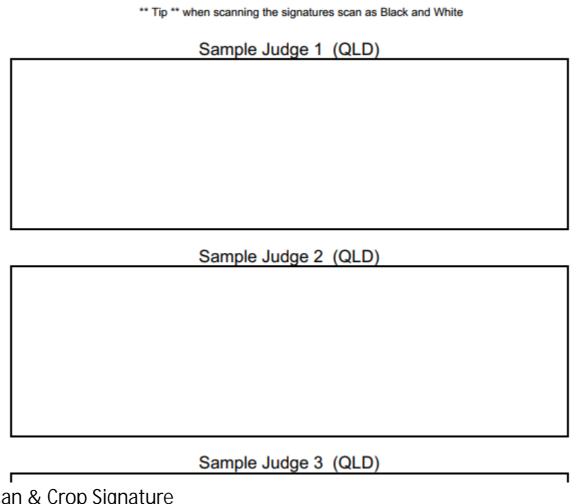
4.1 Print Judge Signature Area

From the menu click on the 'Reports' option then click on the 'Print Judge Signature Area' button.



This will then generate a report you can print that will contain a box for the judge to sign within, each box will also contain the judges name to help keep track of which signature belongs to which judge.

Tip: Ask the Judge to keep their signature within the bounds of the box, this will make it much easier when it comes time to crop the individual signature.



Scan & Crop Signature 4.2

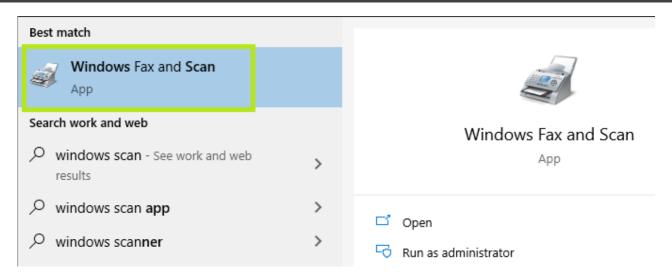
When the judges have signed the document we now need to save those signatures as an image. The ideal way to do this is by using a scanner on your computer however while it's not as good you can also take a photo of the document and save that as an image. In this case we will walk through using a scanner.

Click on the Windows Icon and type 'Windows Scan' in the search bar to locate the built in Windows Fax and Scan.



Click on the 'Windows Fax and Scan' icon to start the application.

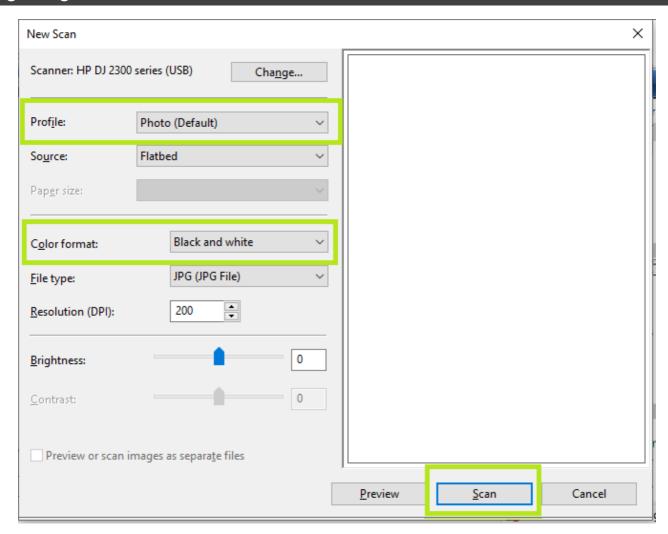
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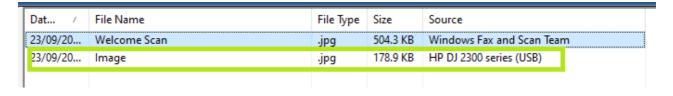
From the menu click on 'New Scan'



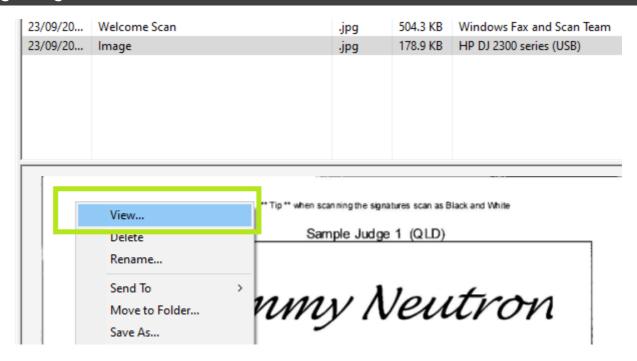
When the New Scan window opens ensure the 'Profile' setting is set to 'Photo (Default)' and the 'Color format' setting is set to 'Black and white'. then click on the 'Scan' button at the bottom of the page.



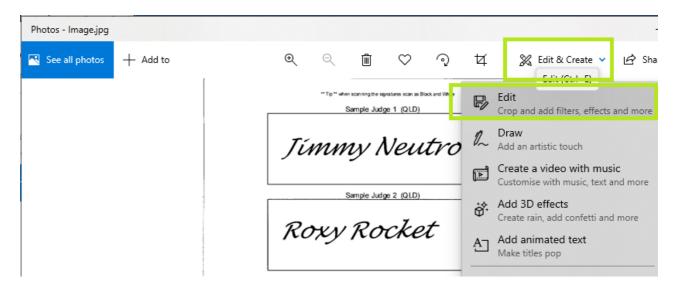
When the scan is complete the image will be in the file list, typically they will start with the name 'Image'.



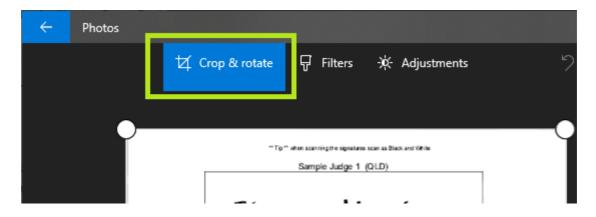
Next we need to crop the individual signatures from the document. To do this 'Right Click' on the file in the list or on the image and select 'View ...'



By default when we view the image it will open in the 'Photos' app, this will now allow us to crop out the individual signatures by clicking on the 'Edit & Create' button in the menu then select 'Edit'



The Photos app will now open, ensure that 'Crop & rotate' has been selected.

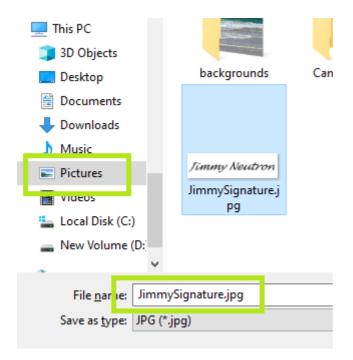


Next click on the large place holders in the 4 corners and drag those so that only one signature is highlighted. When the signature is selected click on the 'Save a Copy' button.



Save the image to a folder you are able to easily locate and click on the 'Save' button from the dialog.

Tip: Give the image name the same name as the judge.



Close the Photos app, return back to the 'Windows Fax and Scan' app and 'Right Click' on the file in the list or on the image and select 'View ...' to repeat this process again to save the next judges signature.



4.3 Import Judge Signature

When you have all the signatures saved as individual images on your computer you can now import the signatures into the application.

First click on the show name from the list of shows to load that show, then click on 'Reports' from the menu.



From the Reports page click on the 'Add Judge Signature' button in the 'Settings' section.



Click on the judge name to select the judge, then select the signature image by clicking on the 'Load Image' button. Locate the image for the selected judge from the open file dialog and click on the 'Open' button. The signature is now saved and the system will give you a preview of the signature.

	STEP 1 - SELECT JUDGE
	Sample Judge 1 (QLD)
ľ	Sample Judge 2 (QLD)
	Sample Judge 3 (QLD)
	Sample Judge 4 (QLD)
	Sample Judge 5 (QLD)
	Sample Judge 6 (QLD)
	Sample Judge 7 (QLD)
	Select the image you want to use as the judges signature. Ensure that the image has been cropped so that the signature is near the edges of the ideal ratio is 9:2 or 450 x 100 pixels Select Image lile: Load Image
	Jimmy Neutron

NOTE: When you load the signatures for other shows, if we have already imported the signature for the judge the system will automatically add it to the event so you don't need to import it again. It's recommended when you load a new show to click on each of the judges names to ensure that the signature has been loaded.

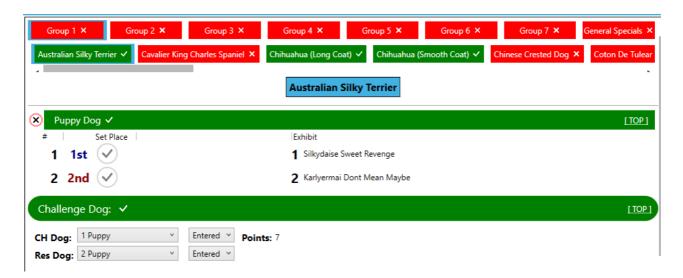


5 Record Results & Print Certificates

Click on the 'Show Results' option in the side menu.



The main area of the application will then list all the groups, each group will also start in a red colour to indicate that this group is not yet complete. Click on the group name to view the breeds for the group. The breeds will also be green or red in colour to indicate if the breed has been completed. Click on the breed name to view all the classes for that breed, all classes will be on the same page so just continue to scroll down the page as you input the results for the breed.



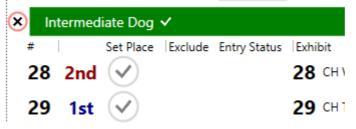
5.1 Class Results

Each class is now listed and each exhibit is displayed. To create a result press the set place 'tick icon' in the order which the dogs where placed.

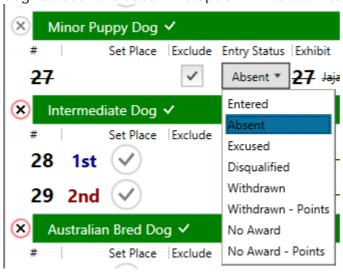
Set Place



As the 'Set Place' button is pressed the system will enter a place number for the dog. To clear the results click the red cross to the left of the class name.



If the dog is absent or excused click in the 'Exclude' check box and then select a reason why the dog has been excluded. The option will select 'Absent' by default.



When all classes have been filled in you can then select the challenge and reserve winner. Only the dogs that have won a class will be listed.

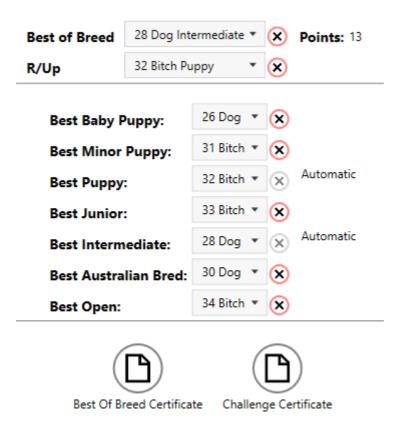


Tip: If the challenge is not awarded do not select a dog and to the right of the challenge dog list change the 'Entered' status to 'No Award'

5.2 Best of Breed

Select the Best of Breed winner and also the runner up. The system will also fill in as many class run off's as it can based on the BOB winner and also the number of dogs in the classes. If any of the class run off's are not correct you can simply change the exhibit. To clear a result click on the red cross icon to the right of the dog.

After the Best of Breed has been selected the print buttons will then appear below the run offs, click each button to print the Best of Breed or Challenge certificate as you go, this will send the print job directly to the selected printers based. You also have the option to print all certificates at the same time at the end of the group if you do not want to print as you go.



5.3 Best in Group

The Best in Group page works the same was as the Best of Breed page. As the results are made the points for the dog will update. At the bottom of the page the system will give you the option to print all the certificates at the same time, when this is run a PDF document will open with all the certificates.

As you enter the Group Specials page the system will also run a validation check over all the breeds to ensure that all placings have been completed.

View all Best of Breed Certificate PDF

Group 4 Specials Best in Group ✓ 333 Afghan Hound Open Best in Group: Points: 25 R/Up: 425 Whippet Intermediate Y Points: 15 Class Results ✓ 357 Beagle **Best Baby Puppy:** 363 Borzoi \odot **Best Minor Puppy:** 399 Rhodesian Ridgeback (\times) **Best Puppy:** 414 Whippet (\times) **Best Junior:** 425 Whippet **Best Intermediate:** Best Australian Bred: 337 Basenji 333 Afghan Hound Y (X) **Best Open:**

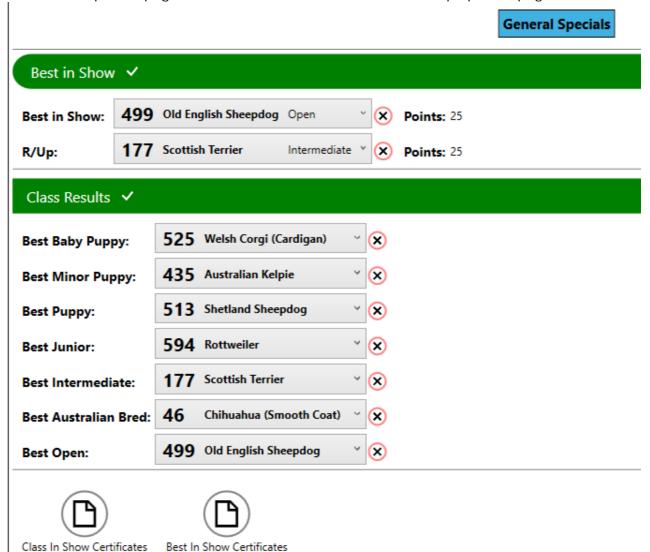
View all Challenge Certificate PDF

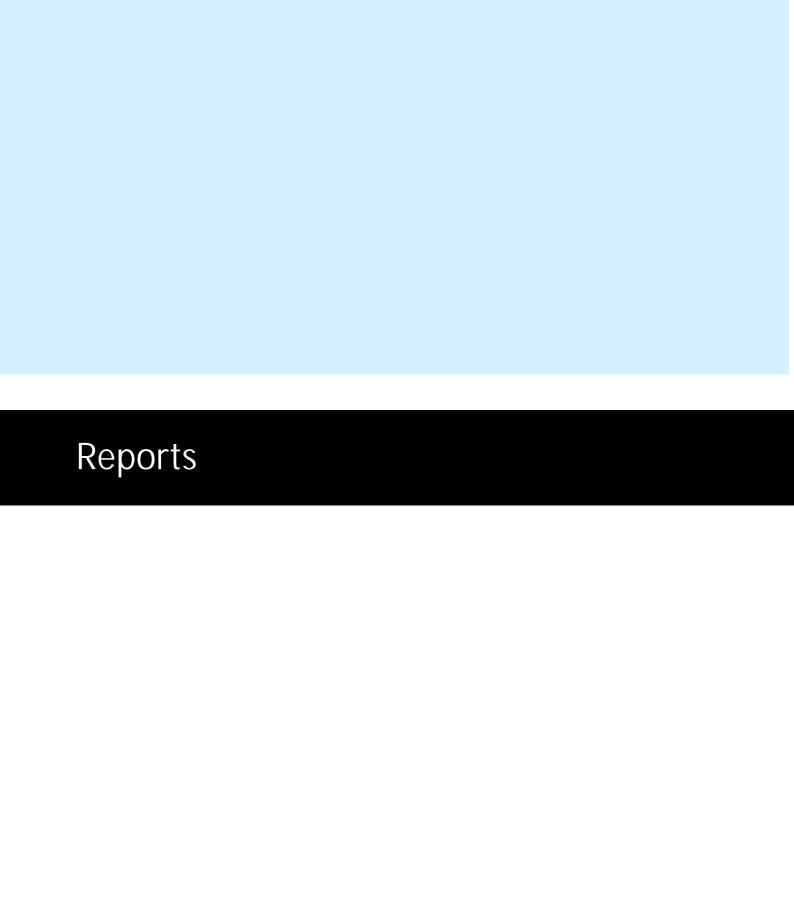
Class In Group Certificates

Best In Group Certificates

5.4 Best in Show

The General Specials page will look and work the same as the Group Specials page.





6 Reports

Click on the 'Reports' Icon in the side menu.



The Reports area has three options, 'Show Reports', "Steward App' and 'Challenge Certificate'.







Show Reports

s Steward App

Challenge Certificate

- The Show Reports area is where you are able to generate reports based on the results that have been put into the system. All the show reports will need an internet connection to be generated.
- The Steward App area is used when the show is also collecting results via the 'Steward App' on your device, this can be used by a roving writer or a steward at the side of the ring.
- The Challenge Certificate area is where you can simply print challenges or re-print challenges from recording the full results.

6.1 Steward App



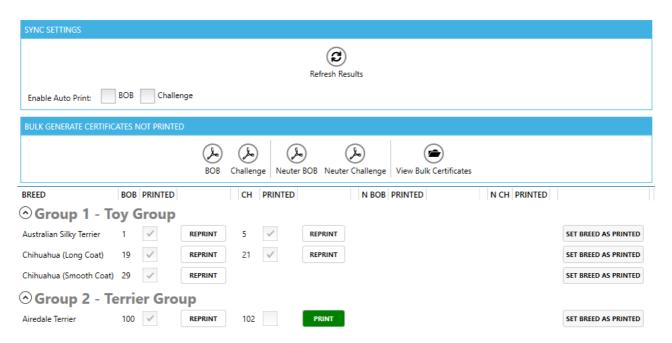
Steward App

The 'Steward App' can be used on a device (iPad or other tablet) to record results at the ring, these results will then synchronise into the main Client App. To refresh the results in the Client App click on the 'Refresh Results' button, this will then download any new results and the system will give you a list of breeds.

There are two ways you can print the certificates;

- In the breed list click on the 'Print' button beside the breed to send the print job directly to the printer.
- In the 'Bulk Generate Certificates Not Printed' click on the document you want to print, the system will then create a PDF document for any certificate that has not yet been printed.

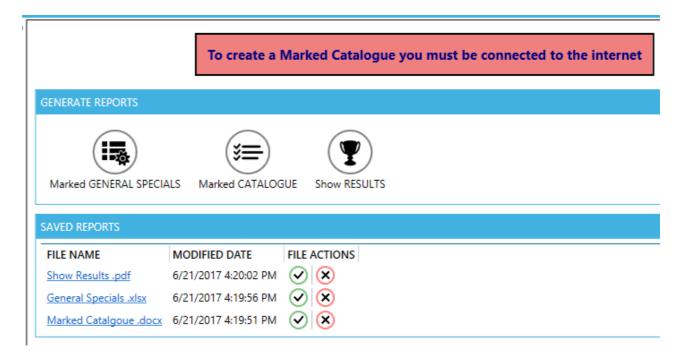
If 'Auto Print' has been selected the system will automatically send new certificates to the printer when the 'Refresh Results' option is run.



6.2 Show Reports (Marked Catalogue)

Before you can create show reports ensure that you are connected to the internet.

* Microsoft Word & Excel 2010 or greater and a PDF reader will be required to view the Show Reports including the marked catalogue and show results.



Click on any of the buttons to generate the report, the application will connect to the Show Manager website and generate the appropriate report. Once the report has been generated it will appear in the "Saved Reports' section, the saved reports remain on the PC so you can come back and open then when ever you require. Click on the file name or the green tick to open the tile, click on the red cross to delete the file.

6.2.1 Marked General Specials

Create a General Specials page with all the dog numbers and breeds completed. This file will open in Microsoft Excel.

	Α	В	С	D	Е	F	G	Н	1	J	K	L M	N 0
1	CCCQ Trading as DOGS QUEENSLAND							a .					
2		(Under the Auspices of the Royal National Agricultural & Industrial Association of Queensland)								OC.			
3	455	STEWARDS SHEET - GENERAL SPECIALS Championship Show Boonah Show Society - Fri, 02 Jun 2017											
4	QUEENSLAND									QUEENS	LAND		
5													
6													
		Best Baby	Best Minor	Best Puppy	Best Junior	Best	Best State	Best Australian	Best Open	Best In Group	Runner Up In	Neuter In	Runner Up In
7		Puppy	Puppy	везет арру	bestsamor	Intermediate	Bred	Bred	Везсорен	ocst iii droup	Group	Group	Group
9		45	39	51	8	28	76	16	12	16	28	1	36
10	Group 1 - Toy Group	Italian Greyhound	English Toy Terrier (Black & Tan)	Papillon	Cavalier King Charles Spaniel	Chihuahua (Smooth Coat)	Yorkshire Terrier	Chihuahua (Long Coat)	Cavalier King Charles Spaniel	Chihuahua (Long Coat)	Chihuahua (Smooth Coat)	Bichon Frise	Chihuahua (Smooth Coat)
11		105	127	87	81	79	109	80	99	79	87	120	128
12	Group 2 - Terrier Group	Soft Coated Wheaten Terrier	West Highland White Terrier	Bedlington Terrier	Australian Terrier	Airedale Terrier	Staffordshire Bull Terrier	American Staffordshire Terrier	Fox Terrier (Smooth)	Airedale Terrier	Bedlington Terrier	Staffordshire Bull Terrier	West Highland White Terrier

6.2.2 Marked Catalogue

Full completes the catalogue with all the places and points. Marked catalogue will open in Word.



6.2.3 Show Results

Show Results will list out all the major places for the event. General Specials needs to be completed to generate this report. Reports will open in PDF reader.



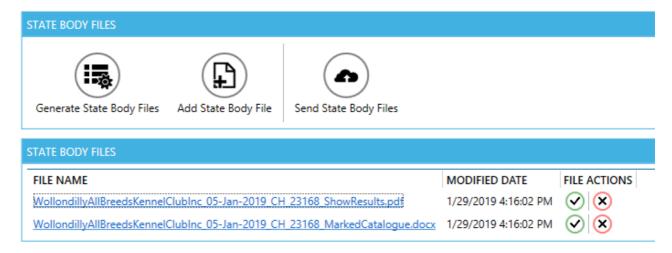
6.2.4 Publish Marked Catalogue

Publish Marked Catalogue will create a PDF version of the catalogue and upload it to the Show Manager site for the exhibitors to download from the event diary. A copy of the catalogue is also sent to DogzOnline for it to appear in their event diary. If the catalogue cover has been uploaded to the website the system will also attach the cover to the main part of the results to create a complete document online.

Tip: You can also upload the catalogue from the event page on the website, this method is handy when you want to also include additional pages with the catalogue.

6.3 State Body Files

The State Body File section will allow you to directly sent the files to your state body.



Generate State Body Files

This option will generate the files on the server and then download them to the application. When the files have downloaded you can click on the file name or the green tick to open and edit the file if required.

Add State Body File

This option will allow you to add additional files that you may be required by your state body. Running this option the system will allow you to select a file, the system will then create a copy of the file and save it into the 'State Body Files' location. To open or edit these files click on the file name or green tick.

Note: As the system creates a copy of the file you must open the file from the 'State Body Files' location if you need to make any changes before they are sent.

Send State Body Files

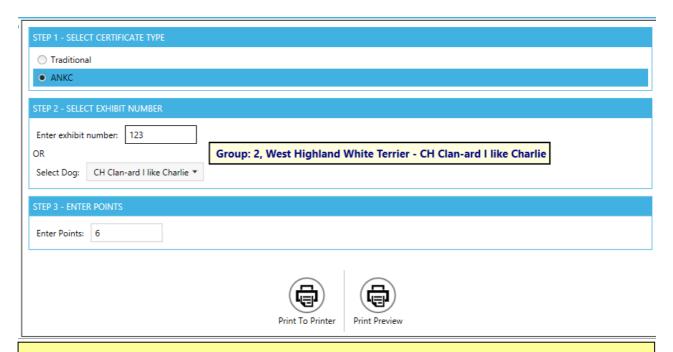
All the files that are in the 'State Body Files' location will be sent to the server where the state

body can download and retrieve at any time. These files are never deleted so it's possible to retrieve them at any time in the future. When the files are saved they are also emailed to the state body.

6.4 Challenge Certificate

The Challenge Certificate area can be used without the need to enter all the full results for the show. Use this area if you only want to print Challenge and BOB documents. This area can also run in Dual Printer mode, contact us for more information.

- 1. Select the Certificate Type All certificates should now be ANKC.
- 2. Select Exhibit Number Once the number is entered the dogs name will appear to confirm it's the correct dog. You can also select the dog from the drop down list.
- 3. Enter The Points The system will default to 6 points, the points are also highlighted by default when this field gets focus so you can just enter a number without having to delete the existing number. If using the full results this will have the points calculated from the system.



TIP: Press the tab key to navigate between the fields. Clicking tab from the points field will put you back into the exhibit number field.

TIP: After you have input the points press the Enter Key while in the points field to send the document to the printer, this will save clicking on the 'Print to Printer' button.