

CDSS 3

Carriage Driving Scoring System version 3

Installation

Operating System

This has been built to run on Windows 7, 8 & 10. There is no support for running on Windows XP.

Prerequisites:

IMPORTANT You **must** have these three items of software installed first (all are free):

1. .NET framework v4.0 or higher
2. MS Access **2007** Runtime Engine (it must be 2007, not any other version)
3. MS Access Report Engine (if requested by your computer)

.NET Framework

This should already be installed on your Windows 7 (or higher) machine.

You can check this is by going to Control Panel → Programs and Features.

Look for 'Microsoft .NET framework'. This will have a number appended to the title. It should be 4.0 or higher

If not, then install .NET framework. You can download it from Microsoft:

<https://www.microsoft.com/en-au/download/details.aspx?id=42643> (if the link has changed, do a search)

MS Access 2007 Runtime Engine

If you have a late version of MS Office installed, you should be OK. If you do not have anything that can read an MS Access 2007 database, then there is a free runtime engine to install.

Do not use the run-time engine MS Access 2010 – CDSS3 does not work with this version.

<https://www.microsoft.com/en-au/download/details.aspx?id=4438>

MS Report Engine

It is quite likely this is already installed. If it is not, the program will prompt you to install. Download from: <http://www.microsoft.com/en-au/download/details.aspx?id=6442>

Recommended: Foxit Reader

'Foxit Reader' is a free PDF tool. This will enable you to print A4 reports over multiple sheets.

Download from <https://www.foxitsoftware.com/products/pdf-reader/>

Once you have the above software installed, you can now move on to CDSS3.

CDSS3 Installation

- Download the installation packages entitled 'cdss_v3_0_XX.zip'.
- Unzip the contents into a temporary folder (recommended to use this same folder for any updates, as Microsoft will let you re-install from the same location, but not from a different location)
- In the temporary folder, double click on the file 'setup'
- Once installed, it will start the first time, where it will perform some initialisation. You are now ready to start.
- You may wish to create a shortcut on your desktop, by right mouse dragging the program to the desktop.
- Perform the import of Penalty and Dressage Test Lists (see more details below).

Starting the program.

Upon start-up you will see the Welcome screen



Access to the various functions is via tabs. On start-up you are on the 'Welcome' tab.

Import List(s)

There are some lists that contain data to help you set and up and record results. The lists are contained in the installation zip file you downloaded. Updated lists can be applied at any time, and can be either created/updated by yourself, or downloaded from the web.

Dressage Test List

This is a list of Dressage Test names, and their associated maximum score. You need to select from the list. If not included, you will need to add it to the CSV file of Dressage Tests, then re-import to CDSS.

Penalty Item List

This is a list of penalties that can be applied during any phase of a CDE.

Import (immediately after installation):

Go top the 'import/export' tab.

For Penalty list(s) check the 'Penalty' radio button. For Dressage Test list, check the 'Dressage Test' readio button.

In the 'List Import' box, press the 'Select File' button.

Navigate to the temporary directory you unzipped the install package

Open the sub-folder 'lists'

For each '.csv' file in this directory, select that file, then click the 'Import' button (back in CDSS).

For the penalty lists, you must give a description for each imported files. Suggestions are"

- FEI 2015
- ACDS 2015

You can create your own lists. Simply edit the CSV file adding a line with the Test Name, and the

maximum score. Make sure you edit the file using Notepad, so that it remains a pure ASCII file.

At this stage (v3.17) you can not edit a penalty list already in use by an event via CDSS.

Import (update of a list to be provided at a later stage):

As above with the initial import.

For each '.csv' file you wish to load, select that file, then click the 'Import' button (back in CDSS).

Administration

Select the 'Admin' tab.

Select the database location.

By default it will look in 'c:\cdscdss3\'. If you are networking, and the database is on another computer, select the location on that computer.

Compact Database

Click the 'Compact Database' button for period housekeeping of the database. This will perform an internal clean-up of the tables, resulting in a smaller file and better performance. It is recommended to do this after an event is completed.

Rule Base Default

Select either 'FEI' or 'Australian'. For any event to create, it will default to this setting.

Penalty Issue Default

Select the Rule Issue from the drop-down box. For any event to create, it will default to this setting.

Saving your data entry

Throughout all the tabbed screens, to save any data entered you either click the 'Save' button in the bottom RH corner, or hit the 'Enter' key.

Event Definition

Select an existing event from drop down list (when 'Existing Event' radio button is checked), OR, create a new event by checking the 'New Event' radio button. For a new event:

Event Definition

Enter the Event Title, location, dates, Sponsor and Event Level.

Rule Base

Check either 'FEI' or 'Australian', and then select the Penalty List you will work from.

Click the 'Save' button, or hit the 'Enter' key to save the event. But before you can continue, you need to define at least one rule set.

Event Rule-Set

A rule-set is a collection of settings, such as number of Dressage judges, number of Marathon Obstacles etc.

An event can have multiple rule-sets. When classes have different dressage, marathon or cone details, you can group them under one rule-set. Alternatively, you can define the differences by each class.

If no rule-sets have been defined, click the 'New Rule Set' radio button. Enter a name for the rule-set (what ever is meaningful to you). *Note: The author of this software uses the term 'Default' for the main rule.*

Check the competitions that are applicable to this event: Dressage, Marathon and/or Cones.

If you have a Dressage competition, you must assign a default dressage test, number of judges and maximum score. Use the drop down box to select the Dressage test (if lists have been loaded), where upon the associated maximum score will be filled. Or you can enter a test name

and multiple score of your choosing.

When defining the marathon Obstacles, either enter the number of Obstacles OR check which Obstacles are being used. The purpose of the second option, that a class may skip some Obstacles, so the actual obstacles can be identified.

Click the 'Save' button, or hit the 'Enter' key to save the rules, or any changes to Event and/or rules.

It is recommended to keep your set up as simple as possible. Each Class can over-ride the rule settings. It might be simpler to create multiple rule-sets. That is a judgement the scorer must make. The aim is to keep it simple, so it is easier to understand and maintain for an event.

Marathon Times Definition

Note: You can create the Times list after you have created Class and Athletes. As Dressage is usually first, and marathon times may not have been released.

Define a 'Times Group', which will later be assigned to a class, or athlete.

To create a new 'Times Group', check the 'New Group' radio button.

Enter the name of the 'Times Group' (make it meaningful to you), then select the applicable event rule from the drop down list. When you do this the marathon phases that require time entries will appear on the RHS of the screen.

Times are entered as minutes and seconds. You can use the "." or ":" as the delimiter, such as "3.15" or "3:15" for 3 minutes and 15 seconds.

You can also enter notes to help remind you who this times group is intended for.

Click the 'Save' button, or hit the 'Enter' key to save the 'Times Group' settings.

To select an existing Times Group, select from the drop down list.

Class Definition

To select an existing Class, select from the drop down list.

To create a new Class, check the 'New Group' radio button.

For a new Class, enter the Class Number (must be numeric), Class Name, and Sponsor (if there is one).

Then on the RHS, select the rule set from the drop down list. The default values of the Rule Set are automatically populated. You can alter the rules for this class, but there are some restrictions. You can alter the details of a phase. You can remove a phase, but not add one.

You can remove all default values by un-checking the 'File with Rule Default' check-box.

Click the 'Save' button, or hit the 'Enter' key to save the Class.

Personnel Definition

Select the 'Personnel' tab.

In the 'Dressage Personnel' panel, select the class you wish to add the judges for, from the the top drop-down list)

If there is another class with judges set up that you want to copy, select that class from the lower drop-down list (located beneath the one above).

To manually enter, add name (suggest keep name short such as initial and last name, or just last name) and position of judge.

Team Definition

Select the 'Teams' tab.

Either select an existing team type from the drop down box (3 are pre-defined), or add your own type. This is located on the LH side of the screen.

Once a team type is selected, then you either select an existing team from the drop-down box or add a new one. This is located on the RH side of the screen.

To add members to a team, simply click on the list of free members (on LH side), and they will

appear on the RH side. To remove members from a team, click on the member (LH side), and they will be returned to the free list on LH side.

Athlete Definition

Select the 'Athlete' tab, then select the 'Definition' tab (which is displayed by default).

To create an athlete, check the 'New Athlete' radio button. Then add the appropriate details. When adding the class, you must select the class from the drop down list.

An athlete can have the Class Cones time (defaulted from the class) over-ridden. However the Dressage and Marathon configuration can only be over-ridden where Classification is set to 'No' (Hors Concours).

To select an existing Athlete, select from the drop down list.

Adding Penalties

Through-out the various data entry screens, you can add penalties by selecting from a drop down list. This list comes from the penalty list loaded after installation, or at some time later.

The assignment of penalty points to an athlete are automatically added to a running penalty total for that phase for that athlete. If you remove a penalty, the points will be deducted from the running penalty total.

You can add multiple penalties for any phase of the competition.

You can also add penalties without selecting from the drop down box, but this is not recommended as you will not have a record of what the penalty was for, and the total will not match the penalty report. This feature is only included at the moment in case something goes wrong with the penalty assignment, and this can be employed to resolve the issue.

Entering Dressage Marks

Select the 'Dressage' tab.

Enter the bib number, then tab. If values have already been added for this athlete, they will be displayed. Otherwise, the values will be blank.

Enter the dressage score totals from each judge, and any penalties if applicable.

In the middle of the screen is an audit history of data manually entered for the session (since you started the program instance).

On the RH side is a list of athletes who do not have a dressage score entered.

In the bottom RH corner is a progress bar of dressage scores entered for the event as a percentage.

Entering Dressage Marks via Spreadsheet

You can use the specially prepared Dressage Spreadsheet for recording this competition. See the spreadsheet template included in the distribution of the software. Instructions are contained in the first tab. The spreadsheet can be used to record the marks, and then saved as a text CSV file for input into CDSS via the Import/Export tab.

Entering Section Times

Select the 'Sections' tab.

Check the appropriate radio buttons in top LH corner to specify what is being entered.

Enter the bib number, then tab. If values have already been added for this athlete, they will be displayed. Otherwise, the values will be blank.

Enter the clock time, and any penalties if applicable. Times can be entered with any delimiter

Examples of valid clock times are:

Hours and Minutes	11:12, or 1112	which is 12 minutes past 11 o'clock
Hours, Minutes & Seconds	11:25:45, or 112545	which is 25 minutes and 45 seconds past 11 o'clock.

Any other format is not valid. You may use either “:” or “.” as delimiters between the clock time parts, or omit them completely.

In the middle of the screen is an audit history of data entered for the session (since you started running this session of the program – it’s deleted once the program is stopped).

On the RH side is a list of athletes who do not have an entry entered.

In the bottom RH corner is a progress bar of entries for the event as a percentage.

Also is a percentage of entries for the Marathon.

Entering Obstacle Times

Select the 'Obstacles' tab.

Check the appropriate radio buttons in top LH corner to specify what is being entered.

Enter the bib number, then tab. If values have already been added for this athlete, they will be displayed. Otherwise, the values will be blank.

Enter the stopwatch time, and any penalties if applicable. Stopwatch times can be of the following formats with examples:

Seconds & tenths	56.0, or 5600	which is 56.0 seconds
Seconds & Hundredths:	56.25, or 5625	which is 56.25 seconds
Minutes, Seconds & tenths	1:23.7, or 12370	Which is 1 minute and 23.70 seconds
Minutes, Seconds & Hundredths	1.23.79, or 12379	Which is 1 minute and 23.79 seconds

Any other form is not valid (e.g seconds only, or minutes and full seconds). You may use either “:” or “.” as delimiters between the stopwatch time parts. When omitting the delimiters, it will be necessary to type in the hundredths of a second part in full.

In the middle of the screen is an audit history of data entered for the session (since you started the program).

On the RH side is a list of athletes who do not have an entry entered.

In the bottom RH corner is a progress bar of entries for the event as a percentage.

Also is a percentage of entries for the Marathon.

Entering Cones Times

Select the 'Cones' tab.

Check the appropriate radio buttons in top LH corner to specify what is being entered.

Enter the bib number, then tab. If values have already been added for this athlete, they will be displayed. Otherwise, the values will be blank.

Enter the stopwatch time (see Obstacles above for examples), and any penalties if applicable.

In the middle of the screen is an audit history of data entered for the session (since you started the program).

On the RH side is a list of athletes who do not have an entry entered.

In the bottom RH corner is a progress bar of entries for the event as a percentage.

Reports

Select the 'Reports' tab.

Reports are calculated each time you select this tab, hence a small time lag from the time you select until the reports appear.

The footer message can be entered at the top of the screen. Then click the 'Refresh Reports' button to re-generate the reports with the new footer message.

Select the report you desire.

Printing Report as Large output

As A4 printers are common, to print output that is larger than A4, it is possible to “tile print”, which means enlarge the output to print over multiple sheets. This assumes you have installed the Foxit Reader software.

1. Print your report as PDF (assumes you have a PDF generator such as 'Cute PDF')
2. Open the PDF under Foxit Reader
3. Go to Print option and select 'Tile Large Pages', then type in '140' as value for 'Page Zoom'.
4. You will see a Print Preview on RH side – if it spans more than two pages in landscape, wind the scale value back. You can play with this to obtain the desired result. In theory you can make it as large as you want.
5. Print the output, then stick the pages together so that you have a large output. It's a bit of extra effort, but particularly worthwhile for the Marathon Detail report.