

Colour

User Guide

Version 3.60

Michael Napier
Tel 0115 928 9663
Mobile 07771 660892
E-mail mnapier@cix.co.uk

Introduction

The software is designed for keyboard use. Rarely do you need to use a mouse: getting at menus is the most common exception and the occasional button (e.g. Delete).

Almost all buttons have a "hot key": the underlined character. Such buttons can always be "clicked" by pressing the **Alt** key and the hot key together. However, when focus is already on a button, then only the hot key is required.

The **Tab** key and **Shift+Tab** key combination should be used for moving forwards/backwards between objects (e.g. buttons and data entry fields). In most cases you may press **Enter** to move to the next data entry field but this is not always the case (some data entry fields will accept Enter as part of the entered text).

In the text below, I indicate which buttons to click to reach a particular function. I expect you to work out and learn which key strokes to use to minimise the use of the mouse.

Support

If you have any queries, suggestions for improvement or problems please telephone (preferably during working hours) or e-mail. See above for contact details.

Installation and Updates

See Section 7 for information on installation and updates.

1 Equipment

- Generator or mains power
- Power cables, 4 way gangs
- 2 or 3 PCs/portables (see 1.1)
- *Either* A4 printer (see 1.2), toner/ink and paper and Guillotine *and/or* Citizen CBM 1000 or similar
- Network (see 1.3)
- Pens
- Basket (to collect hired e-cards)
- Boxes (for filing registration forms)
- SI Master station + magnet + induction stick + off stick; OR Emit 250 or MTR3 reader
- Spare SI Master station OR Emit reader

1.1 PCs

Download PCs must have a serial port or USB to serial adaptor for serial SI Master station or EMIT reader; or USB port for USB SI Master station. If serial and download doesn't work, in addition to checking connections, make sure there is no software running that has taken over the serial port (e.g. software that links your portable to an organiser). If you are using USB devices it is a good idea to always use the same USB port and label it with the appropriate serial port number otherwise you will lose track of which serial port to set the software.

Proper keyboards with numeric keypads make data entry a lot easier, especially for touch typists.

1.2 Printers

Splits are best printed on a till receipt printer such as Citizen CBM 1000. Basic results and start check reports can be printed on the splits printer (this applies to Colour only: not MERCS).

Results are best printed on an A4 printer: I use an Epson inkjet printer with waterproof ink.

Splits can also be printed on A4 printer.

1.3 Networking

COLOUR works best on a network: I use Windows peer-to-peer networking. It is probably best to make the download PC the 'server' and attach the printer to this PC. You will need to set networking for sharing printer and files and make the hard disk (or just one folder) shared. The other PCs must map the shared drive/folder to a drive letter.

On the server, I created a folder called Shared and made this folder shared. I then installed Colour into folder c:\shared\ecolour and MERCS into folder c:\shared\mercs. On the workstations I map drive S to \\server\shared.

If you only use 2 PCs then all you need is a cross-over network cable between the 2 PCs. If you want additional PCs you will need a hub and a network cable to each PC.

2 Before Event

2.1 Create new event

- Run colour on 1 PC.
- From Main menu, click **Events**, click **New** and complete details.
- Note the list of default courses. You can modify these as required now, or later. You must select SI or EMIT at this stage: you cannot change this later.
- Click **Save (Alt+S)** and click **Set this Event as default on launch**.
- For events using EMOA hire e-cards, click **Edit**, click **Pre-entry start times**, enter **EMOA**, click **Save**. When you now enter 5 digit e-cards beginning '260' you will get a warning.
- If Colour Standard times are to be calculated separately for M/W, tick the appropriate check box.

2.2 Enter course details

- From Main menu, click **Courses** and complete details for each course.
- If you didn't modify the list of default courses you may need to delete unwanted courses or click **New** to add a new course.
- The appropriate colour standard is automatically chosen for normally named colour courses. You may need to be explicit if courses are not named by colour.
- When you enter control codes, just type in the numbers with a comma, period, space or enter as separator.
- You can use a hyphen to indicate a series, e.g. 105-108.
- On completion, click **List** and print and (preferably get someone else to) check the control codes.
- You can import course details from OCAD csv text file provided that the course names match. Go to the Import menu and select "From OCAD export file".

2.3 Print Registration (and other) forms

- You will need ample registration forms – allow for exceptionally high turn out. Better to have a few spare than to be short.
- You will also need a few problem forms – allow 3% of expected entry.
- The forms are designed to be printed on coloured paper. You can either print a single page onto white paper and have this page photocopied onto the appropriate coloured paper, or print directly onto coloured paper using a laser printer (an inkjet will run if wet).
- From Main menu, click **Events**, click **Admin** menu (top left of white screen) and select form.
- PDF versions of the Registration form are available for download:
<http://www.cix.co.uk/~neper/colour/clrreg.pdf>

2.4 Enter/modify available hire e-cards

- From the Main menu, click **Maintenance** and click **E-card hire**. Look at the details already entered (click **Next**) to move through the existing records.
- For a new source click **New**, or select an existing source and click **Edit**.
- For **Source** enter your club or association or other abbreviation as appropriate.
- Enter the available cards: you should enter the first and last e-card of each consecutive block (separated by a hyphen) and separate blocks with a comma. If a large block has just a few missing numbers it is more efficient to enter the whole block and then list the missing numbers in **Missing**. If you have any lost or stolen e-cards, list them under **Hot list**.
- The **Available for hire** check box is only required if e-cards are to be automatically allocated when adding pre-entries.
- Listed hire e-cards are recognised by the software and indicated as hired on the entries and download screens. In addition, you can get a report showing usage of hire cards after the event.
- Once entered, the hire e-cards list is available for all events.

2.5 Backup event

- To backup, from Main menu, click **Maintenance**, click **Backup**.

- To change backup destination, in the Maintenance screen, click **Settings** menu (top left of white screen) and click **Backup location** and change path as required.

2.6 Set up splits.

- On the download PC, from the Main menu, click **Results**, select the **Splits** menu.
- Make sure **All splits** and **Auto print** are ticked (or not as required).
- Make sure **Local printer** or **Shared printer** is ticked as required.
- Make sure **A4 printer** or **Citizen CBM1000** or **Generic till** is ticked as required.
- Select **Web site** to specify the web site to appear on the splits print out and to which results and splits will be posted.
- Select **General Information** to enter additional information to appear on splits: e.g. next event.

If a single shared A4 laser printer is being used then select **Shared printer** and **A4 printer**.

If using a single shared Citizen CBM1000 then select **Shared printer** and **Citizen CBM1000**. If using a Citizen CBM1000 at each download point then select **Local printer** and **Citizen CBM1000**. Or **Generic till** if appropriate.

Make sure that the appropriate printer has been set as default on each PC (click **Start**, click **Settings**, click **Printers**, right click on appropriate printer and select **Set as default**.)

2.7 Check splits.

- Splits can be tested separately: from Main menu click **Results** select the **Splits** menu, item **Test Splits Print**. Make sure that the appropriate printer has been set as default.

2.8 Check network, download and printing.

- On the download PC, connect the Master station or EMIT reader and printer (on a network the printer may be on another PC).
- Copy the event (from Main menu, click **Events**, click **Copy**).
- With the copied event selected, add an entry for an available e-card (name and course can be anything) (from Main menu, click **Entries**, click **New** and complete details).
- Then check the download (from Main menu, click **Results**, click **E-cards download** and download e-card).
- Now print splits (press **F3**) if splits on A4 printer.
- If using a network, on each of the other PCs add an entry and print a copy of the results.

3 At Event

3.1 Set up equipment

Network (example)

- Set up one portable and connect external keyboard, network adaptor, Master Station or EMIT reader and Citizen CBM 1000 or Generic till splits printer.
- Set up second portable and connect external keyboard and network adaptor (and A4 printer if power source allows and results to be displayed on A4 pages).
- Connect cross-over network cable.
- Set up power cables.
- Turn on generator, plug in and turn on PCs and printer.

3.2 Check that download and splits are working

- Add entry for BOF No **171793** (Winnie & Stella) and enter the number for an available e-card (doesn't matter what the last event is on it).
- Download this e-card.
- Print splits.
- Print results for display.
- Mark **Winnie & Stella** as deleted (in **Entries**, locate Winnie & Stella and click **Delete**). This will stop this entry from appearing on any results.

3.3 Process registration forms

- From Main menu, click **Entries**, click **New**
- Enter details. It is important to get e-card and course correct. Click **Save**
- Record *Entry number* in Entry number box on top right of registration form.
- File registration form in entry number order (each PC has own sequence).
- Click **New** and repeat.

Tips

- You should have two good touch typists.
- Make sure forms are delivered frequently and promptly from registration.
- Process White, Yellow and Orange courses in priority to Blue and Brown.
- You do not need to enter registrations for those that tick dibber as their own: their entry should be added automatically at download.

Note, for an event with 300+ entries, if you process entries flat out on 2 PCs until the first download and then flat out on 1 PC you will only just about get all the registration forms entered without someone finishing before their entry has been processed.

3.4 Download

- From Main menu, click **Results**, click **E-card download**.
- Turn serial SI Master station on with magnet.
- When status says 'Waiting' and green bar, let competitor put e-card in to Master station or EMIT reader.
- If the Master station beeps immediately you may need to ask the competitor to hold the e-card in until the blue progress bar is clearly increasing in length.
- A blue bar will show progress of data transfer from master station to software.
- When master station beeps (after completion of blue progress bar), competitor may remove e-card (it doesn't matter if they do so earlier provided the blue bar continues progressing, otherwise try again).
- If splits are being printed on Citizen CBM 1000 ask competitor to wait for, then take, splits, otherwise read competitors name and time and any disqualification details.
- If hire e-card, ask for e-card back. The hire source appears on the screen and the splits.

- Keep people moving so next person can download.
- To exit download screen press **Esc**.

If download does not complete

- Is Master station on? Check with magnet. Master stations turn off after a set time period, often 2 hours, or even only 1.
- Wait a few seconds and try again. (It won't download and may give peculiar messages if competitor doesn't hold e-card in master station for long enough).
- If it still doesn't work, exit to the Main menu, make sure Master station is turned on and plugged in, and try again.
- If it still doesn't work, exit COLOUR and try again. If it still doesn't work, don't panic!

If pick list of several entries pick the correct one by moving highlight up/down using cursor keys and press enter.

If entry not recognised refer to Problems. Usually a mistyped e-card number, or no entry.

If lots of wrong punches check that course entered is same as course ran and if not refer to Problems.

It does not matter if a competitor downloads multiple times: you just get their details on the download screen more than once. DO NOT attempt to delete the extra downloads.

3.5 Splits

- Splits will print automatically every third competitor (every competitor using Citizen or Generic till).
- To force splits press **F3** in the download screen.
- To control splits, from Main menu click **Download**, click **Splits** menu, ...
- If using a separate SI mini printer for splits, turn splits off.

3.6 Print results

Results can be printed on A4 printer or Citizen or Generic till printer.

- From Main menu, click **Results**, click **Print results**, click **Print**.
- See also the **Reports** menu, item **Results for display**.

You can also print the Fastest Splits. For serious events (YBT, CSC, etc) it is suggested that this should not be done until after the last start time.

3.7 Process problems

For all download problems:

- Complete lilac Problem form: you must have at least **e-card** number and competitor **name**.
- You do not need to hang on to e-card.
- Locate entry (from Main menu, click Entries, type in forename or surname (not both) and press Enter. If necessary pick competitor from pick list. If competitor not found, check alternative spellings for forename, surname, try e-card number, or use Find and search on club.
- Record race/entry number on Problem form.
- Identify problem, correct and use **Match** or **Reprocess** functions as necessary.

Common problems

Apparently no entry

Causes:

- E-card number entered incorrectly
- Already downloaded, then punched again at last control and/or finish
- Registration form not entered yet (and dibber not recognised in BOF membership files)

Solutions:

- Correct e-card number and use **Match** function.
- Use **Match** function and detach from wrong download, then Match to correct e-card. Note, there will be two with the same number to choose from: the one with the most complete details in the pick list is likely to be the correct one.
- Enter registration form and use **Match** function.

Wrong course

- Correct course
- Click **Reprocess** (on the competitor detail screen).

3.8 Check start

- As soon as start closes, get the start base stations to results.
- Stop download.
- Put the induction stick in the Master station.

For each start station

- Make sure start station is on (with magnet).
- Mate (face to face) with master station.
- From Main menu, click **Results**, click **Read base station**, click **Read**.
- WAIT
- When Status says 'Download saved', remove start station.

For check report

- From Main menu, click **Results**, click **Reports** menu, select **Start check** item and **Preview** or **Print**.
- Duplicate entries may result in spurious entries in the check report.
- Occasionally, base stations only record the last 5 digits of a 6 digit e-card resulting in an apparently spurious entry in the check report.

When courses close or after last finisher

- Collect and read the finish base stations.
- Print the Start check report: you may get an indication of any competitors that finished and have not downloaded.

You may read a base station multiple times.

4 Miscellaneous

4.1 *Alternative Control Codes*

- From Main menu, click **Courses** and click **Alias Codes**.
- Scroll down to appropriate control site.
- Double click in 'Alternative codes' column and type alternative code and press Ctrl+W to save (and press Ctrl+W to exit Alternative codes).
- If a site has more than one alternative code, list them with comma separators: e.g. 143, 206. This will enable the original code plus codes 143 and 206 to be acceptable for that control site.

4.2 *Download: technical information*

Every download

- Is recorded in tables siRaw on workstation and siRaws on server, even if there is no competitor match.
- Once download matched to competitor
 - Card details (inc check, start and finish time) recorded in siCards
 - Punch details recorded in siPunch
 - Finish time, elapsed time and download flag recorded in entries table (Cards).
- Even if download not matched to competitor
 - Card details (inc check, start and finish time) recorded in siCards (as "no match")
 - Punch details recorded in siPunch

You can always match a competitor to a download that has been marked "no match": see "Matching e-card to competitor".

4.3 *Start Check*

The Start Check process now analyses control base stations and clear and check base stations in addition to start and finish base stations.

Where control base stations are used, the report only includes the latest control punch and only then if not in the start box.

Where clear/check base stations are used, the report only includes the latest of the clear/check and only then if not in a start or control box.

If an e-card is found to have started (i.e. in a start, control, clear or check box) and cannot be matched against the entry file (usually because the e-card number has been entered wrong) but can be found in table siRaws, then the report says 'This is an incomplete download'. This card has a problem and one of two situations is possible.

- The problem has been recorded and is being/is about to be/has not been processed.
- The competitor has gone away without reporting the problem. I can process the siRaws record, but you will need to identify the competitor. This might not be so easy.

4.4 *Matching e-card to competitor*

When an e-card is downloaded there are four competitor matching options:

- A unique e-card number match is made with an entry that has not been downloaded (normal situation).
- A unique e-card content match is made against a previous download (this happens when an e-card is downloaded a second or subsequent time: it creates another record on the download display but otherwise no further action is taken).
- The e-card number is matched against several entries that have not downloaded. The operator is given a pick list of the matching entries and is required to pick one.
- The e-card number does not match any entries that have not been downloaded. This will happen if

- The competitor details have not yet been entered (in which case enter details and download again or use the **Match** function and select appropriate unmatched e-card).
- The e-card number has been incorrectly typed (modify e-card number and download again; or just use the **Match** function).

There are two situations that might result in the wrong matching of e-card to competitor.

- Two members of a family run with each other's e-cards.
- The operator picks the wrong entry when matching the first download where an e-card is used twice.

To correct a mismatch:

- For each competitor with wrong match
 - Locate competitor
 - Click Match and click Detach
- For each competitor (now unmatched)
 - Locate competitor
 - Click Match and click Match

When you use the **Match** function, you get a pick list of all the unmatched downloads recorded in siCards that are flagged "no match". You can select a download even if the downloaded e-card number doesn't match the competitor's entry e-card number. The e-card number is modified appropriately.

5 Special events

5.1 Pre-entry events

For the convenience of pre-allocating start times (e.g. Yvette Baker Trophy, Compass Sport Cup, etc) you may indicate pre-entries.

When the event is created

- Click **Pre-entry** (*This allows allocation and listing of preferred start times. A punching start MUST still be used.*)
- Enter source of hire e-cards (see **Maintenance, Ecard hire**: you can define a source and the available e-cards). (*If **Pre-entry** and e-card left blank for a new entry; then the next available e-card from the specified source(s) is automatically allocated.*)

Pre-entries **start lists** (complete or by club) and **registration sheets** (by course) are available from the **Entries Reports** menu: from Main menu, click **Entries**, click menu **Reports**.

COLOUR is designed for punching starts. However, if there is no punching start and there is a pre-entry start time, the pre-entry start time will be used.

5.2 Import Entries

To facilitate entering pre-entries into COLOUR for events such as Yvette Baker Trophy final or Compass Sport Cup rounds it is possible to import entries from CSV files. The organiser can send out pre-formatted Excel spreadsheets to club Captains. On return a CSV copy of each spreadsheet can be created and imported.

If you wish to make use of this facility please contact Michael Napier.

5.3 Yvette Baker Trophy

COLOUR has special reports to handle the scoring for Yvette Baker Trophy.

When the event is created

- Click **Yvette Baker Trophy**
- Enter comma separated list of participating clubs.
- If pre-entry, click **Pre-entry** (*This allows allocation and listing of preferred start times. A punching start MUST still be used.*)
- Enter source of hire e-cards (see **Maintenance, Ecard hire**: you can define a source and the available e-cards). (*If **Pre-entry** and e-card left blank for a new entry; then the next available e-card from the specified source(s) is automatically allocated.*)

If not pre-entry, print enough entry forms for event. From the Main menu, click **Event**, click menu **Admin reports**, click **Yvette Baker Reg Form**. This registration form has a check box which must be ticked by juniors eligible to count for the Yvette Baker Trophy. A PDF version of the YBT registration form is available for download: <http://www.cix.co.uk/~neper/colour/ybtreg.pdf>

When adding a new entry (pre-entry, or EOD) make sure the **Yvette Baker Trophy** check box is unticked for ineligible juniors. Note, the **Yvette Baker Trophy** will be automatically ticked for juniors in participating clubs. The onus is on the entrant to indicate ineligibility and the operator taking appropriate action.

Pre-entries **start lists** (complete or by club) and **registration sheets** (by course) are available from the **Entries Reports** menu: from Main menu, click **Entries**, click menu **Reports**.

A special results report is available that lists club scores and course results (for participating clubs and entries only). From Main menu, click **Results**, click menu **Reports**, select **Yvette Baker**. Note, there are two versions of the report: the **Working report** includes any juniors from participating clubs that have been marked as ineligible for the Yvette Baker Trophy (i.e. on the entries form **Yvette Baker Trophy** is not ticked); whereas the **Final report** excludes ineligible juniors. During the event, use the Working report: team managers will soon report any juniors that have inadvertently been marked ineligible.

5.4 Compass Sport Cup and Trophy

COLOUR has special reports to handle the scoring for Compass Sport Cup and Trophy.

To set an event up for Compass Sport Cup/Trophy, in the **Event details**, click **Team competition** and click the Competition 1 and 2 check boxes (as required) and enter a comma-separated list of participating clubs.

Competitors must have the appropriate "Team Competition" box checked for the entry to count towards club points. If entries are imported from CSV files all entries will need to be marked as "Team Competition". This can be done in the **Event details**: click **Team competition** and then click **Mark entries** for both Competition 1 and Competition 2. If there are any imported entries that should NOT be marked as "Team Competition", you will need to go into **Entries** and for each competitor uncheck the "Team Competition" box.

The display results pages include cup and trophy points. Prior to 2005 a hyphen indicates a non-scoring competitor. For 2005, bold score indicates counted in total club points. An additional report **Team results** lists the participating clubs and their total points.

5.5 Score Events

COLOUR can handle Score courses along side normal courses. To include score courses, in **Events** tick the **Score courses** check box. This will result in additional fields to appear on the **Course details** form.

For each score course, in **Course details** tick the **Score** check box then enter time limit, penalty and mass start time as required. Note

- If no **Time limit** is specified, then the course is treated as a **Spanish Score** in which the competitor is required to get all the controls with no time limit. In effect, the value of each control is one. Competitors missing controls are listed at the bottom of the course results.
- **Penalty** only applies if there is a time limit.
- **Mass start** is used in the absence of a punching start and in the absence of a pre-entry start.

Controls are given 10 points initially. To change the points:

- Make sure all the appropriate control codes have been specified for each course.
- Click **Alias codes** and change the **Score event Points** column to the required value.

An event can mix colour coded courses, Spanish and normal score courses.

6 Post Event

Any reports must be printed to an A4 printer. For all post event results and processing, from the **Main menu** click **Final Reports**.

You will need to decide whether the Colour Standard is to be calculated based on all competitors or separately for M and W (tick the **Separate M/W colour standards** check box). If M/W is selected, you may also tick the **and Include old** check box: this is provided so that you can easily compare the different standards when, say, previewing the **Camera Ready** document. It is not intended that the **and Include old** should be used for publication.

6.1 Checking results

It is important to check that the results, especially colour standards, look OK. In **Final Reports** select **Camera Ready** and click **Preview** or **Print**. Note, "Camera Ready" is the same report as "Display Results" plus colour standards. Check for any obvious errors.

Also check for names that are just an e-card number and try and identify who they should really be. Often this has resulted from the competitor running with a different dibber from that typed in from the registration form.

6.2 Create Winsplits file

To create **Winsplits** file, select **Winsplits** and click **Disk**. Make a note of the path to the winsplits file: you will need this path and file name later in step 6.3 and/or 6.4

6.3 To publish splits on Winsplits on-line

You may wish to skip this step if publishing provisional web results direct from the field. You can come back to this stage later and add the appropriate links to the index page as required.

- Goto <http://www.obasen.nu/winsplits/online/en/default.asp>. You should get a list of recent events.
- Click **Upload split times**.
- In **Step 1 of 5** you want to select file format "SportIdent CSV ..." and click **Next**.
- In **Step 2 of 5** you must enter **00.00** for zero time, enter your e-mail and select the file created in step 6.2 above and click **Next**. Wait .. the upload can take some time.
- In **Step 3 of 5** fill in the details as required and click **Next**.
- In **Step 4 of 5** check the details: you can go back to change anything if it is wrong, otherwise click **Next**.
- In **Step 5 of 5** it is essential to record the **Event number** and **Password**. You will need both if you have to upload the splits again. The Event number is required in 6.4 below.

6.4 To publish splits on Splitsbrowser

You may wish to skip this step if publishing provisional web results direct from the field. You can come back to this stage later and add the appropriate links to the index page as required.

- Goto <http://www.splitsbrowser.org.uk/index.php>.
- Click **Submitting results**.
- Complete the details as appropriate.
- For **File name** enter the winsplits file created in 6.2
- For **File format** select **Sportident CSV**.
- Make a note of the link and add it to the web page index.

6.5 To prepare and upload web pages

In **Final reports** select **Web pages** and click **Disk**. Complete details as required:

- The URL and text for Home page provides a link back to the club's home page.
- To include a link to Winsplits on-line you need to have completed steps 6.2 and 6.3 above and enter the Event number you recorded.
- Enter any contact details you wish to include at the bottom of each web page
- Now upload web pages from the event subfolder **clrwww** to the web site (into a folder specific for the event). Note, file names **must be in lower case** on the web server: check that your ftp protocol ensures this.
- Run Internet Explorer and check that the links work.
- Goto <http://www.britishorienteering.org.uk> and click **Results** and **automatic submission form**. Fill in details as required (inshriach).

As any files in clrwww are overwritten if new web pages are created, I usually copy **clrwww\index.htm** into folder clrindex, i.e. **clrindex\index.htm**. I then modify this file to include the history of updates and links to splitsbrowser, comments and string results.

6.6 To prepare Word document

In **Final reports** select **Word ready file** and click **Disk**. Note path and names of text file and empty Word document, then:

- Run Word.
- Open empty word document (results.doc).
- Insert file colour.txt.
- Scroll to top and read instructions (to run a Macro that formats the results).
- Add comments, string course results, forthcoming events as required. (I insert continuous breaks to separate between single and double column sections).

6.7 Hired e-card usage

To get a list of hired e-cards used, in **Results** select the **Reports** menu and the **Summary e-card hire** item.

7 Installation

7.1 Install Visual Foxpro runtime library

Run (or download, save and run) **vfp7runs.exe**:

<http://homepage.ntlworld.com/michael.napier/download/vfp7runs.exe>

7.2 Colour Installation

Run (or download, save and run) the Colour installation file (e.g. **clr359s.exe**) from <http://www.cix.co.uk/~neper/colour>.

You are recommended to install the application into folder `\ecolour` on a local drive (e.g. `c:\ecolour`), or if the PC is to act as server on a network, into folder `\shared\ecolour` on a local drive (e.g. `c:\shared\ecolour`). Now carry out the Update instructions. See also the section on Connecting to a network.

7.3 Update

Download the latest update file (e.g. **clr360.exe**) from <http://www.cix.co.uk/~neper/colour> and save in the application folder, e.g. `c:\ecolour`. Now run, e.g., **c:\ecolour\clr360.exe**. Answer Yes to overwrite existing `clr.exe`.

7.4 Run

You can now run colour by clicking on **Start, Programs, Orienteering** and **Colour**.

7.5 Desktop shortcut

To create a desktop shortcut:

- Right click on the **desktop**
- Click **New**
- Click **Shortcut**
- Enter, e.g., **c:\ecolour\clr.exe -t** for the command line (Click Browse to locate `clr.exe` if the application has been installed in a folder other than `c:\ecolour` and add " -t" after the full path. The "-t" is not essential: all it does is remove the Visual Foxpro splash screen).
- Click **Next**
- Enter **Colour** for the name of the shortcut
- Click **Finish**

7.6 Connecting to a network

To setup colour for a network:

- Connect all PCs to the network
- Install colour onto the local drive of each PC
- Decide which PC will act as "server". Make the local drive, or folder `c:\shared`, of this PC shared.
- On all the other PCs, map the shared drive of the server to a local drive letter (e.g. **s:**).
- On each of these PCs, run **colour**, click **Maintenance**, click **Network**, click **New path**, enter select the **events.dbf** file in folder, e.g., **s:\shared\ecolour\colour**.

To return any non-server PCs back to using local data, in **Network** select the appropriate **Recently used path** and click **OK**.

8 Change history

This is a brief summary of changes to this document. In editions after v3.42 this should make it easy for you to identify which bits of a new document to read. Furthermore, have a look at **History** in **Maintenance** to see summary of changes to application.

V3.60: modified Removed references to "Multiple PC" mode. Added "EMIT reader" where appropriate. 7 Installation added VFP runtime installation.

V3.52a: modified 7 Installation to match network installation for MERCS.

V3.49b: modified 2.1 (default courses), 2.2 (import course details from OCAD export file), 2.7 (add reference to Generic till printer), 3.3 (added tip to not enter registration forms for those with own dibber), 3.4 (removed *If competitor has failed to punch last control or finish*), 5.4 (for 2005 rules); **inserted** 6.4 (To publish splits on Splitsbrowser).

V3.43: modified 2.7, 2.8, 5.1; **added** 5.5, 8