END OF YEAR HINTS

SCORER

Backup

Please ensure that you have a backup.

When backing up please ensure that you include:

> The BoardMove folder if you have any custom movements that you have created
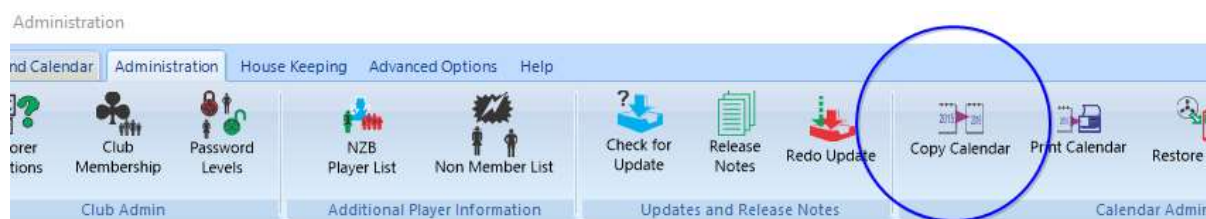
> The Reports folder if you have any custom reports you have created

This should be a regular process and a copy kept on USB or on the internet in dropbox or skydrive or similar.
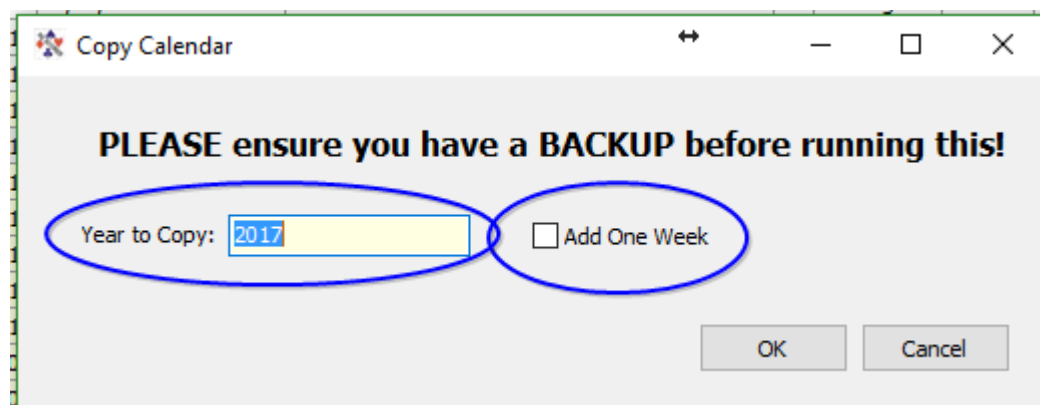
Copy Calendar [WARNING: ONLY DO THIS ONCE]

Scorer has the option to copy the calendar for 2017 into 2018.

AFTER you have taken a backup, in the administration tab is an option to copy calendar:

Before you start – determine if you need to add a week to the projected dates (this occurs when the start date has drifted back too far : e.g. they start on the last Wednesday in January, which was 25 January in 2017 but will be 31 January 2018)

When you click Copy Calendar the following screen appears:
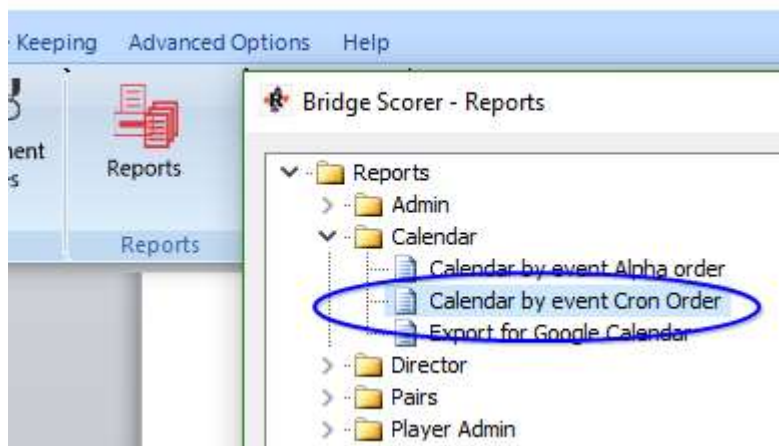

Only tick the Add One Week button if your events are drifting back to the prior months – generally this will only be required once every 6 or 7 years.
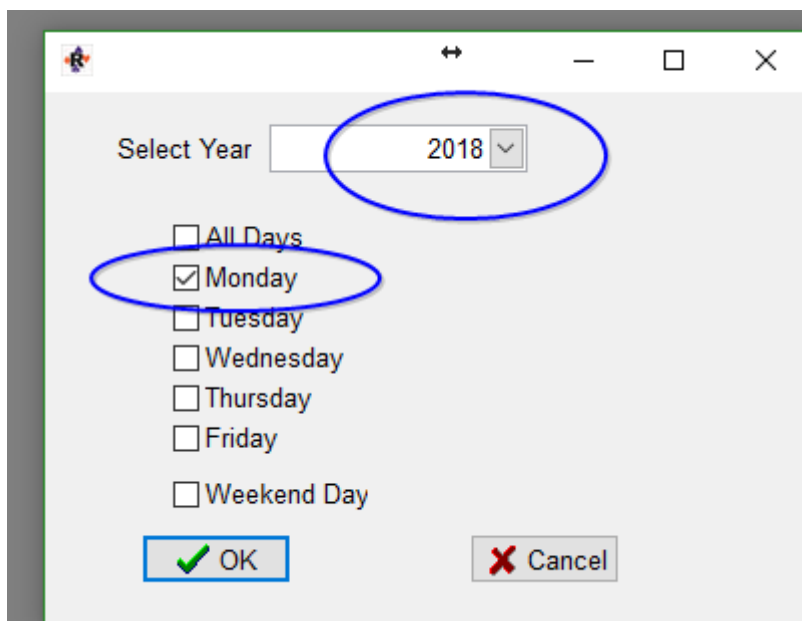
Click OK

You should get the message "Copy Completed"

You can now go to Reports and print the calendar using

"Calendar by Events Chron Order"

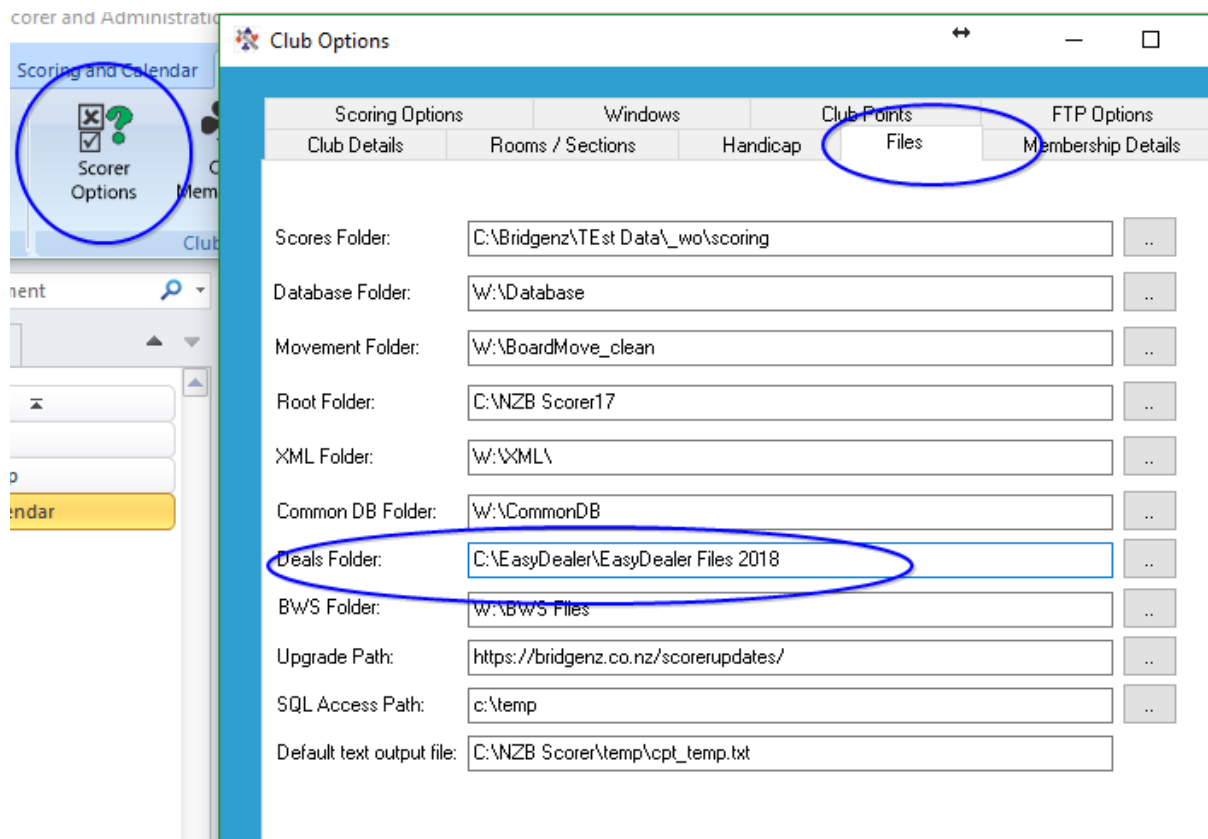When the report starts choose the year and session day

This will allow you to check against your programme that the events are all entered for the correct days.

Particularly check around public holidays that sessions are located correctly.

In the Edit Calendar screen you are now able to make changes as required to your individual sessions. Remember that you can filter these in the calendar to make it easy to amend one event at a time or one weekday at a time.

Dealing Files

When the Dealing files are attached to the sessions in Scorer, the default path is identified in the Score Options screen, Files tab

If you are using EasyDealer then the path will probably end in 2027 – this can just be changed to 2018. This is best done after play has been completed for 2017.

When EasyDealer creates files for 2018 it will automatically create the folders:

EasyDealer Files 2018

DUP Files 2018

BRI Files 2018

NOTE: If you are NOT using EasyDealer then the folder is probably ok as it is.