

# PRO\_COMP

## Competition Management System

### *Tutorial for Advanced Users*

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## Introduction

*This document has been designed to guide through some of the more advanced features and functions available in Pro\_COMP Professional. It will cover many of the supervisory functions found in Pro\_COMP as well as some of the more involved options and*

*It assumes that you have a good understanding of the basic operation and functionality of Pro\_COMP which is outlined in the "Beginners Tutorial".*

After completing this tutorial you will should confident in

- ☞☞ Duplicating competitions
- ☞☞ Pre-season team regrading
- ☞☞ Mid-season team regrading
- ☞☞ Maintaining Fixture Templates
- ☞☞ Setting up fixture exception dates
  
- ☞☞ Player Qualifications
- ☞☞ End of Season Processing
- ☞☞ Initial Team Totals
- ☞☞ Entering/modifying detailed statistics (*Elite version only*)
- ☞☞ Using the Cybersports Stats Interface (*Elite version only*)
  
- ☞☞ Database backups
- ☞☞ Membership processing
- ☞☞ Secretary maintenance
- ☞☞ Officials, Venues, Contacts & other masterfiles
- ☞☞ Maintaining Terms Of Reference
  
- ☞☞ Exporting to the WEB
- ☞☞ Using the built-in email facility

### ***Difference between Lite, Basic & Elite Versions***

There are three versions available which each being a superset of the next version. The **Basic** version is designed to handle the core administrative functions of a domestic association or league being player/team registration, bulk fixturing or match scheduling, results processing & ladders, qualifications and finals processing. It has the capability of entering basic scoring information but has no detailed statistical recording facility.

The **Elite** version is a superset of **Basic** and is designed for use by national or state bodies that run high level competitions where the emphasis is on comprehensive statistical recording and analysis. It has a capability to interface with certain real-time scoring systems such as Cybersports and Statsmaster. It also has a wide range of sophisticated reports used for printing or publishing on the WEB.



?? Click preview. This will bring up the selected report to view before printing.

**ProWess Demo System**  
 Tuesday, December 4, 2001  
 6:27 PM  
 Pro\_COMP 1

**Player Qualification Details**

**Summer Season - Men's "A" Grade** *5 to qualify*

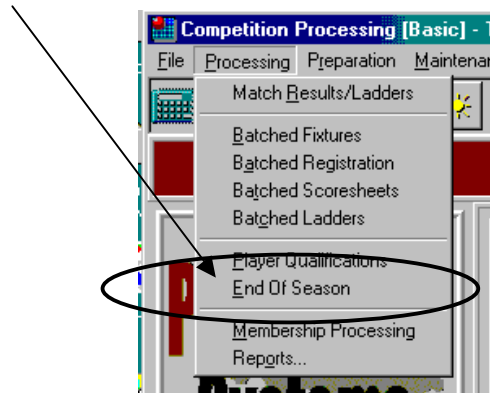
Team	Player	Games	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10	R11	R12	R13	R14	R15	R16	R17	R18	R19	R20	R21	R22
<b>ARDEER 1</b>	BOYD, Marc	4	Y	Y	Y																			
	BOAG, Peter	4	Y	Y	Y																			
	BARWICK, Dave	4	Y	Y	Y																			
	BLACKWOOD, James	4	Y	Y	Y																			
	BEAZLEY, Gary	4	Y	Y	Y																			
	BLANKSBY, Chris	2																						
<b>Total</b>	<b>6</b>	<b>Qualified 0</b>																						
<b>AVIAT BLACK</b>	BOYD, Marc	3	Y	Y	Y																			
	BONIN, Dennis	3	Y	Y	Y																			
	BEAZLEY, Gary	3	Y	Y	Y																			
	BRUCKNER, Neil	3	Y	Y	Y																			
	GORDON, Adam	3	Y	Y	Y																			
	GORDON, Malcolm	3	Y	Y	Y																			
	BARNES, Deane	1																						
<b>Total</b>	<b>7</b>	<b>Qualified 0</b>																						

When the results data is entered in the Match results module (in the Roster tab), keeping track of player qualifications becomes a simple maintenance task. This is covered in the Pro\_COMP beginner's tutorial.

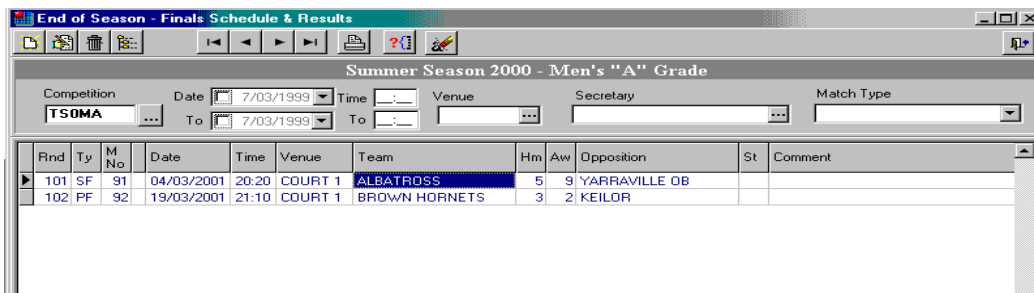
## End Of Season

After the last round of competition you will need to schedule Finals Matches for that competition.

To do this, select the End of Season Module on the Processing Menu.

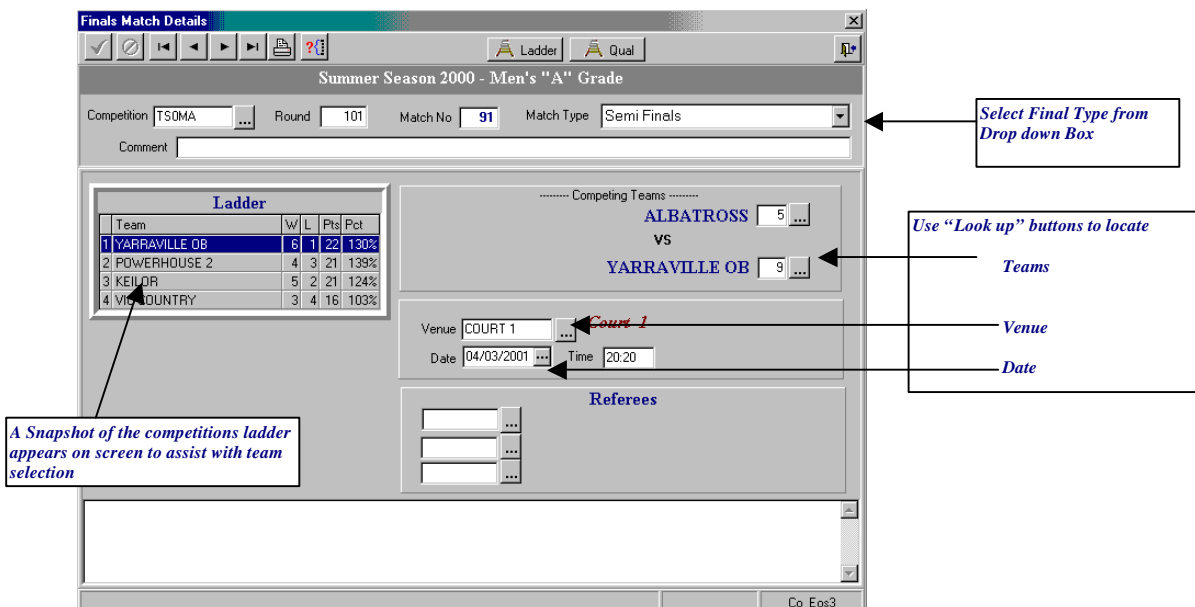


This will take you to the End of Season – Finals Schedule and Results Screen  
Select the competition and click on the Add button




This will take you to the Finals Match Screen,

It is here you enter the match type and select the competing teams.  
Enter in other details, Time, Venue, and Officials etc.

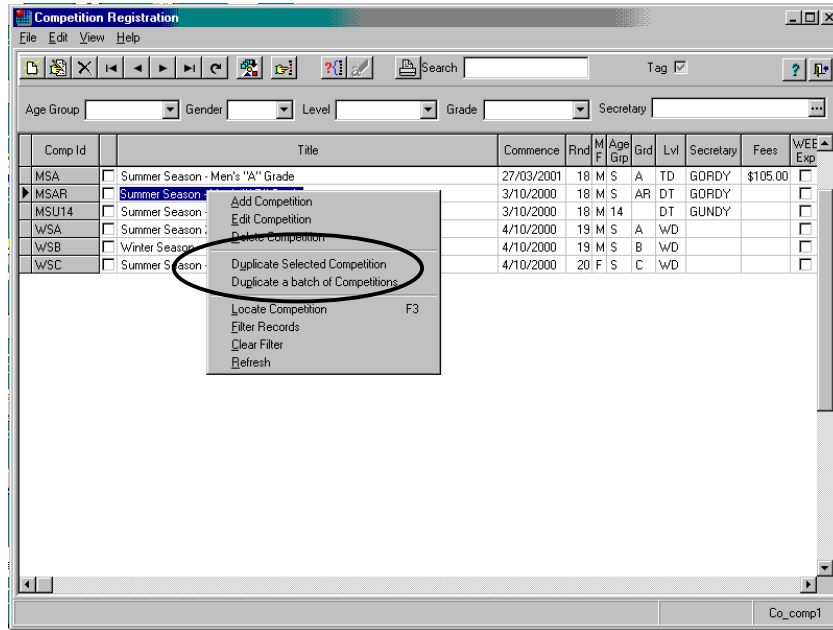


When satisfied that all is correct click on Green Tick to save Final Match details  
You will then be able to print out a Finals Match Summary Report similar to the one below

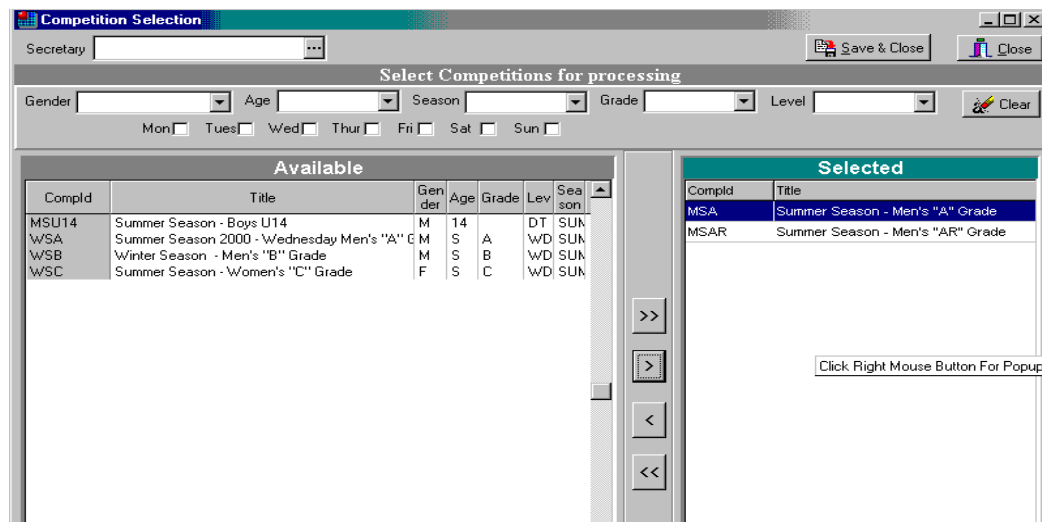
	ProWess Basketball Assoc	3/17/2001
Match Finals Summary Schedule		
Summer Season 2000 - Men's "A" Grade		
Date	Time	Venue/Court
<b>Semi Finals</b>		
Sunday, March 4, 2001	8:20 pm	Court 1
ALBATROSS vs YARRAVILLE OB		
<b>Preliminary Finals</b>		
Monday, March 19, 2001	9:10 pm	Court 1
BROWN HORNETS vs KEILOR		

## Duplicating Competitions

To duplicate Competitions (multiple or single) select Duplicate Competitions from File Menu or right click on Competition Registration screen for pop up menu and select "Duplicate a Batch of Competitions" option.

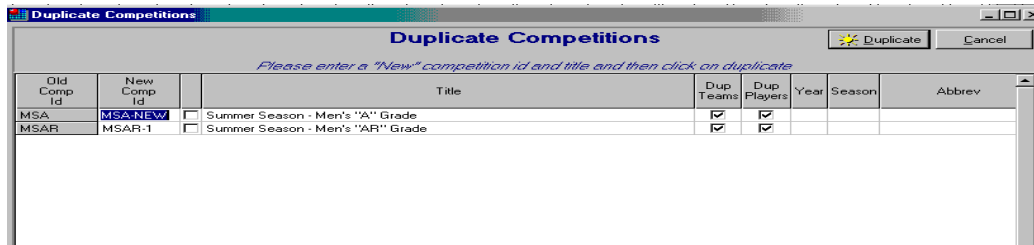


This will take you to the Competition Selection screen where you can select the competition or competitions that you need to duplicate. Move selections from left to right hand side of screen using arrows in between.



After making selections click on the  Save & Close button in upper right corner of screen.

On the Duplicate competitions screen enter “New Comp ID” by overwriting existing ID and re Title competition, Then when all have been done click on “Duplicate” Button.



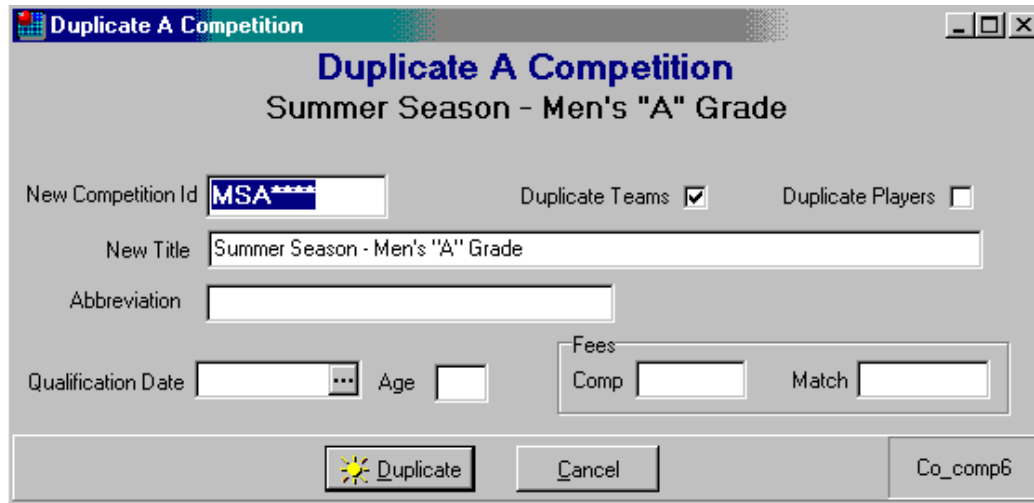
You will then be returned to the competition registration screen and both the Old and the Duplicated competitions should appear. Click the refresh button to update the database so the Duplicated competition is visible.

Comp Id	Title	Commence	Rnd	M/F	Age	Gid	Lvl	Secretary	Fees	WEE Exp
MSA	Summer Season - Men's "A" Grade	27/03/2001	18	M	S	A	TD	GORDY	\$105.00	<input type="checkbox"/>
MSA-NEW	Summer Season - Men's "A" Grade		18	M	S	A	TD	GORDY		<input type="checkbox"/>
MSAR	Summer Season - Men's "AR" Grade	3/10/2000	18	M	S	AR	DT	GORDY		<input type="checkbox"/>
MSAR-1	Summer Season - Men's "AR" Grade		18	M	S	AR	DT	GORDY		<input type="checkbox"/>
MSU14	Summer Season - Boys U14	3/10/2000	18	M	14		DT	GUNDY		<input type="checkbox"/>
WSA	Summer Season 2000 - Wednesday Men's "A" Grade	4/10/2000	19	M	S	A	WD			<input type="checkbox"/>
WSB	Winter Season - Men's "B" Grade	4/10/2000	19	M	S	B	WD			<input type="checkbox"/>
WSC	Summer Season - Women's "C" Grade	4/10/2000	20	F	S	C	WD			<input type="checkbox"/>

### Duplicate a Single Competition

To duplicate a single competition you can follow the same procedure as for multiple duplication and select only one competition.

Select the competition and right click to view pop up menu and select “Duplicate Selected Competition” option, which will take you to the Duplicate A Competition screen.



Enter the new competition ID and new Title. Complete other details as appropriate. When complete click on the “Duplicate” button.

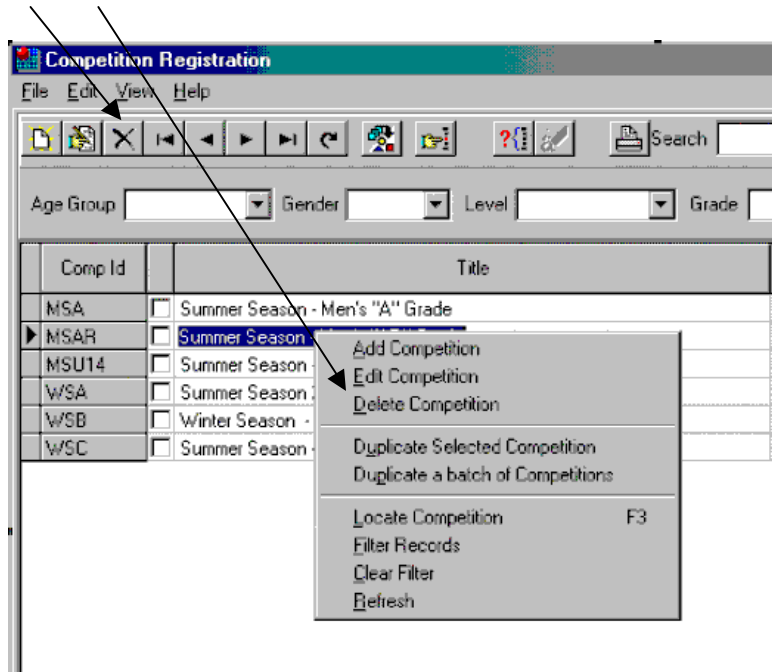
A message box will appear confirming that the new competition has been created, click Okay.

You will then be returned to the competition registration screen and both the Old and the Duplicated competitions should appear. You may need to click the refresh button to update the database before Duplicate competition is visible

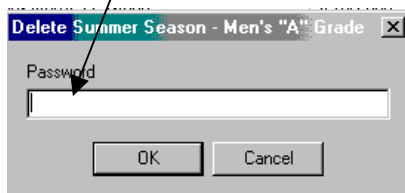
## Delete/Remove Competitions

Over time you will need to delete competitions from your system. As you will not wish to do this accidentally each competition requires a unique password to delete it. The password to delete a comp is simply its **COMP ID**.

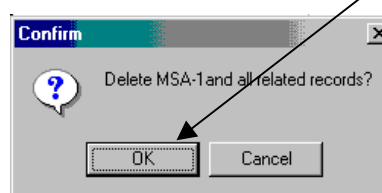
Select Delete here or from here (right click).



Enter the **COMP ID** as the password.



You will be given a confirmation box. Click OK to delete.



In this example "MSA" is the password required to delete this competition.



## Pre-Season Regrading

When running multiple competitions over many grades it is often necessary to re-grade your teams.

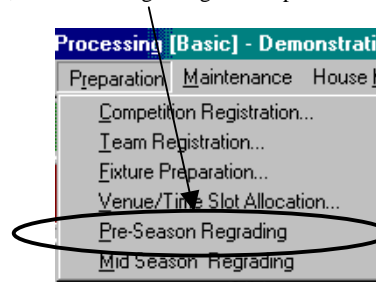
**Hint**

*When setting up for a new season the logical progression is to duplicate your competitions then to regrade your teams. Then you would move into the competition registration module and edit your competition. However it is possible to regrade your teams first, then duplicate your competitions.*

This may be done as a part of a promotion/relegation system that you may have for the top and bottom teams of each comp at the end of each season. Access it from the Preparation, Pre-season regrading menu option.

**Hint**

*Extremely high or low percentages (ladder) are a clear indicator that teams are consistently winning or losing by very large margins. These teams may need to be regraded.*



Preseason regrading should be completed in the off-season when you are setting up your teams and comps for an upcoming season. If you are regrading from ladder positions in the immediately previous season then all results and final ladders need to be completed prior to regrading your new season.

The set up for this screen is that two separate competitions must be loaded here and teams can be regraded by highlighting them and using the down/up buttons to move them from one comp to another.

This is the Pre-season regrading screen –

The screenshot shows the 'Pre-Season Regrading' application window. At the top, there are filters for 'Male', 'Year 2000', 'Season SUM', 'Age Group', and 'Level DT'. There are buttons for 'Duplicate', 'Reports', and help icons. The main area is split into two panes, each showing a ladder for a different competition.

**Left Pane: Summer Season 2000 - Men's "AR" Grade**

Team Id	Tm No	Name	Pos	Pts	Pct	St	Fees Paid
T24	5	BLAZERS 1	1		150.56		
HAN	2	MYSTERY MEN	2	16	126.63	2/04/2	
T39	7	NORTH MELBOURNE	3	14	110.81		
T35	6	BLAZERS 2	4	13	108.70		
T10	3	POWERHOUSE 1	5	2	100.00		
BCS	1	WEATHERMEN	6		97.56		
T20	4	POWERHOUSE 3	7	10	96.36		
WAR	8	WARRIORS	8		76.56		

**Right Pane: Summer Season 2000 - Men's "B" Grade**

Team Id	Tm No	Name	Pos	Pts	Pct	St	Fees Paid
T15	1	ARDEER 2	2	13	125.48		
T11	2	SKYWALKERS			89.45		
T32	3	CHAS	7	9	88.24		
T18	4	FOOTSCRAY YMCA 2	1	15	134.35		
T33	5	HAPATHETICS	6	11	102.00		
HOL	6	HOLDEN LIONS	9	4	51.44		
T55	7	PLAYBOYS	3	13	119.46		
T66	8	SOHO	8	7	68.64		
T22	9	UDDERS	4	11	121.29		
YOUNG	10	THE GUNNERS					
YARW	11	YARRAVILLE CLUB			123.40		

Between the panes are 'Down' and 'Up' buttons. At the bottom of each pane are 'Fees Paid' and 'Fines' input fields. At the very bottom of the window are buttons for 'Existing', 'New', 'Upgrade', 'Downgrade', 'Waiting', and 'Co\_tr1'.



Comps can be selected by skipping to them or by double click here or here.

All teams from that competition will be displayed. The display includes ladder details – points and percentage, which are vital for regrading.

Team Id	Tm No	Name	Pos	Pts	Pct	St	Feet
T24	5	BLAZERS 1	1	150.56			
HAN	2	MYSTER...					
T39	7	NORTH					
T35	6	BLAZER					
T10	3	POWER					
BCS	1	WEATHI					
T20	4	POWER					
WAR	8	WARRIC					

**Hint**  
It is possible to sort the ladder by each of the different fields. For example, to sort the ladder by percentage click on the column header.

**Hint**  
Right clicking within the competition brings up this selection list, which covers all the relevant options for regrading. Many of these are self-explanatory. The actions selected will be enacted on the highlighted team. Other choices will bring up the relevant window.

Once you have determined which teams are to be regraded you can use the  or  buttons to place the teams in their new competition. A team that has been upgraded now appears in green with a U in the status column and a downgraded team appears in red with a D in the status column.

**Hint**  
After the regrading is complete it may be necessary to resequence the team numbers as it is likely that regrading will have upset these numbers. Right click in the competition and select "resequence team numbers".

If you go to 'edit comp' these regraded teams are now registered to their new competition. To complete the process the details can be checked and altered if necessary. The fixture generation tab needs to be completed and this comp will be ready to use.


## Mid-Season Regrading

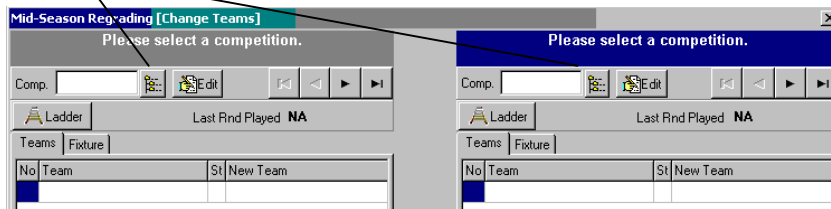
Regrading may also be necessary several weeks into a season if a team is clearly playing in a competition that's standard is well below or well above that of their own. Another reason could be that a team has dropped out of a competition. Mid season regrading is typically involves one of three methods:

1. Swapping teams
2. Removing a team
3. Adding a team

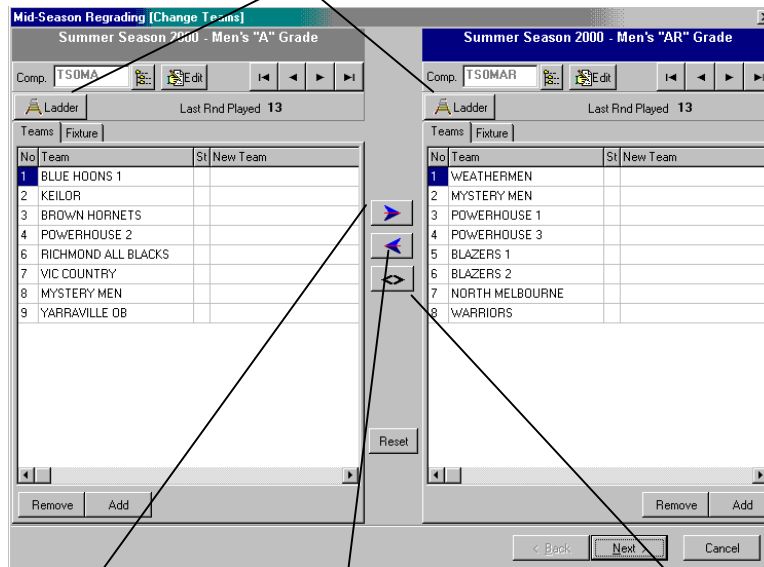
To access this function, select the Mid season regrading option from the Preparation drop down menu.

?? Upon entry this screen is blank. The relevant competitions need to be loaded on to each side of the window.

Click on this  button to load the comps.



?? When the comps are loaded click on ladder to view the current positions.




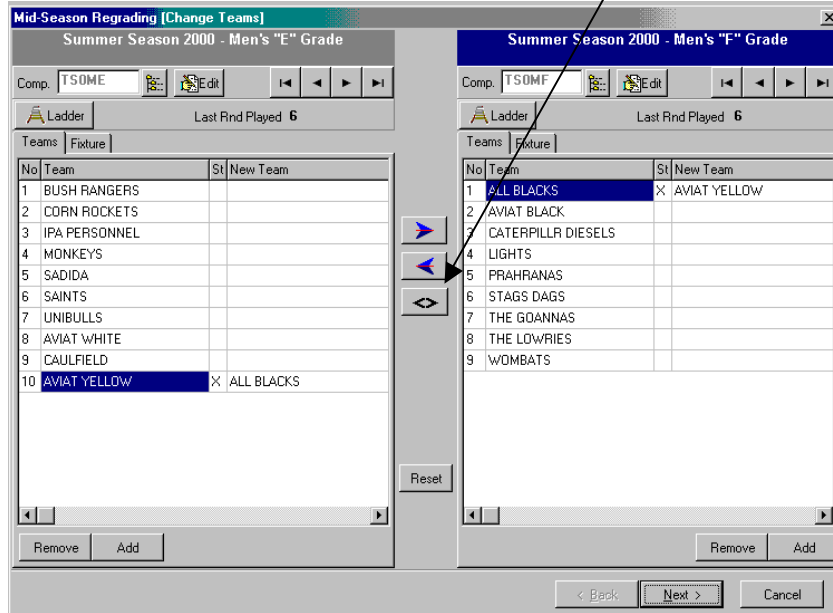
Move team to the right

Move team to the left

Swap selected teams

## Exchange (Swap) Teams in Comps

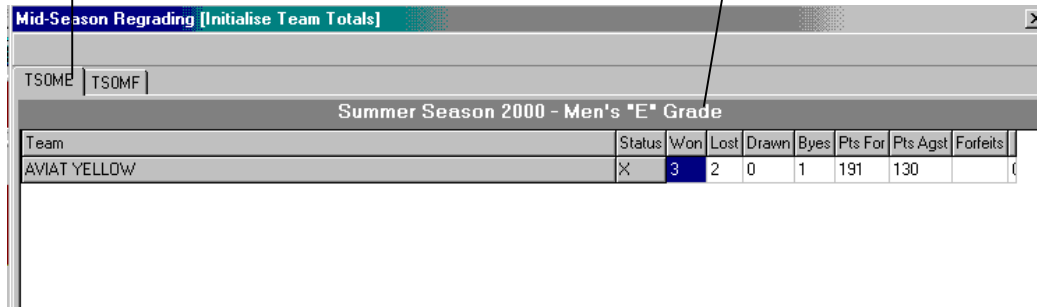
Load the appropriate competitions and highlight the teams to be swapped. Click on the  button to swap the teams. X now appears in the status column and the new team is listed.



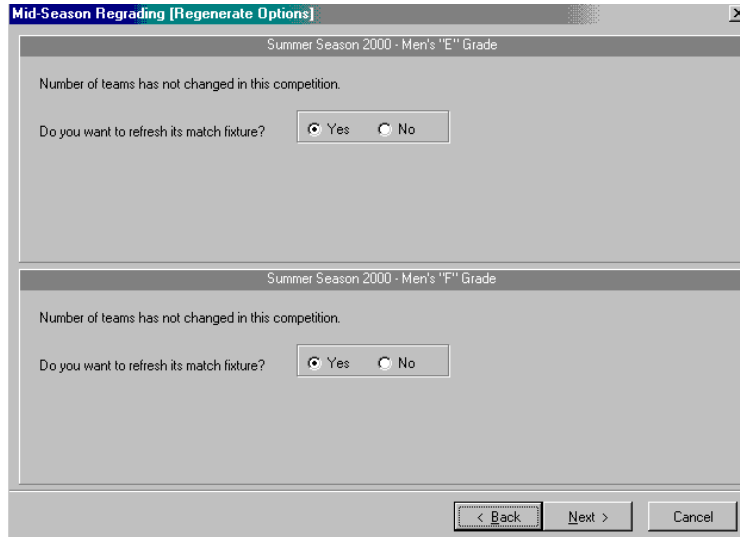
Click next. The following screen is allows the user to initialise team totals for the regraded comps. This allows the teams to carry their results to the regraded comp.

Competition tabs

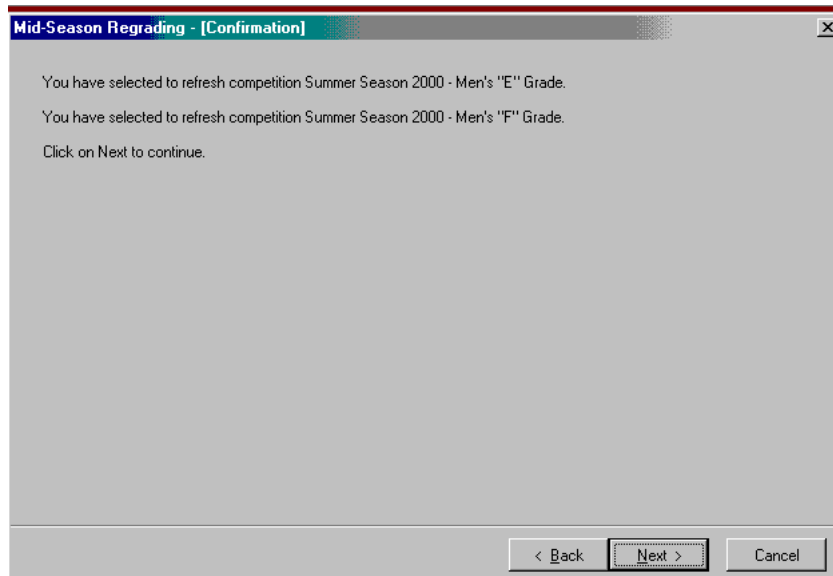
Set values for each regraded team



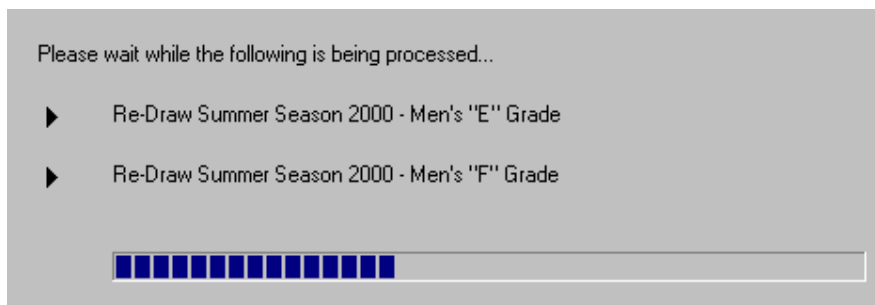
Click next. This brings up the Regenerate fixtures page.



Fill in the options that apply to the changes you have made. Click next.  
This brings up a confirmation window of the actions that will be performed on the competitions.




Click next. The following is displayed as the changes are applied to each of the listed competitions.

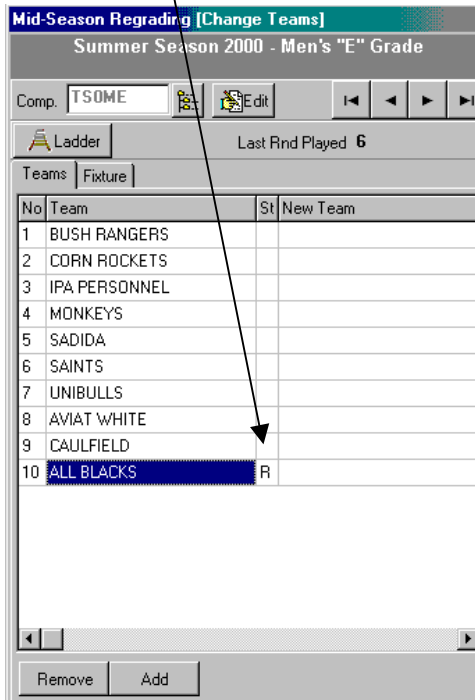


Click finish. The regrading is now complete.

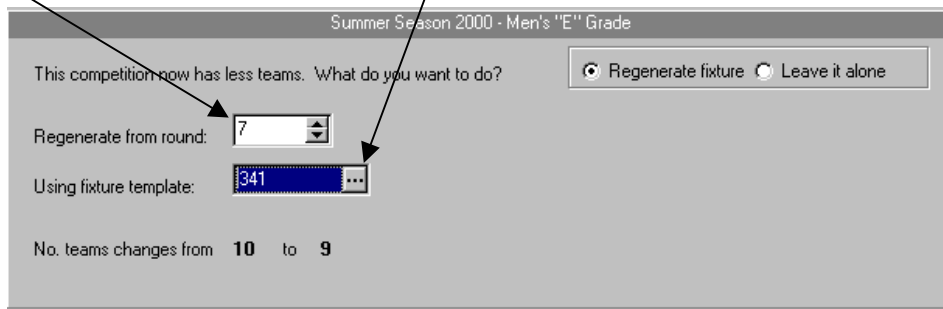
## Remove Team From Comp

Load the competition to be regraded.

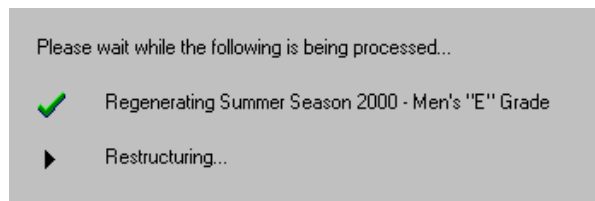
Select the team to remove. Click , "R" now appears in the status column.



Click next. This brings up the Regenerate fixtures page. Select the desired options. You can choose which round to generate from as well as being able to select an appropriate template.



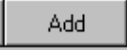
Click next. The following is displayed as the changes are applied to each of the listed competition.

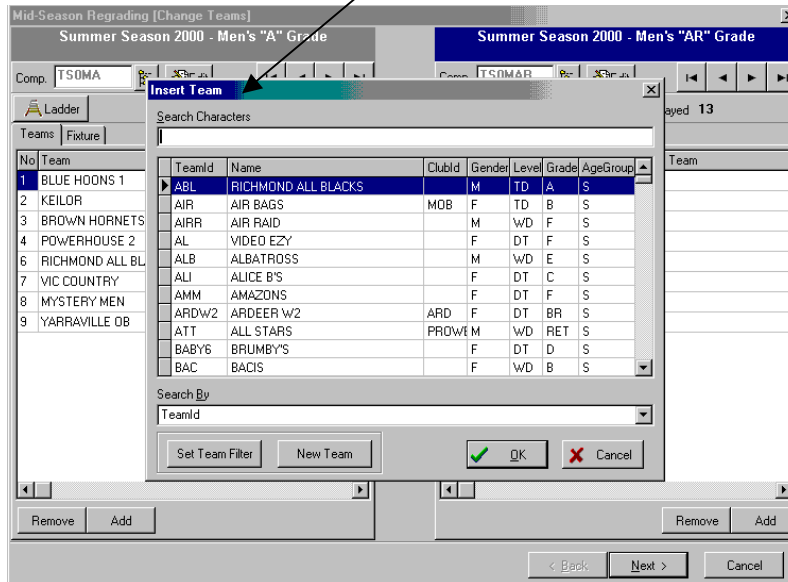


Click finish. The regrading is now complete.

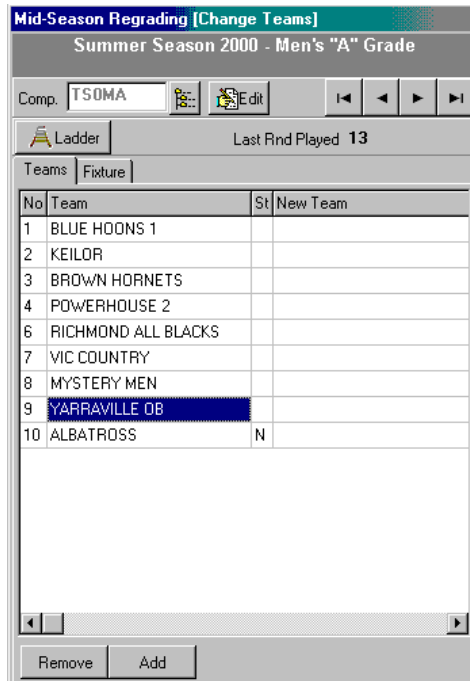
## Insert a New Team

The third method of regrading involves adding a new team to a competition.

Load the competition and click . This brings up an available team list to choose from.



Select the new team and click OK.



The new team now appears in the competition with an "N" in the status column. Add the team number.

Click next. Set the initial values for the added team.

Click next. This brings up the Regenerate fixtures page. Select the desired options. You can choose which round to generate from as well as being able to select an appropriate template.

Mid-Season Regrading [Regenerate Options]

Summer Season - Men's "A" Grade

This competition now has more teams. What do you want to do?  Regenerate fixture  Leave it alone

Regenerate from round: 1

Using fixture template: 346

No. teams changes from 9 to 10

You can optionally specify venue(s) and time(s) for any additional match(es)

No.	Venue	Time
1		
2		
3		
4		

< Back Next > Cancel

Click next. The following is displayed as the changes are applied to each of the listed competition.

Please wait while the following is being processed...

- ▶ Re-Draw Summer Season 2000 - Men's "A" Grade
- ▶ Restructuring...

Progress bar: 10 of 20 steps completed.

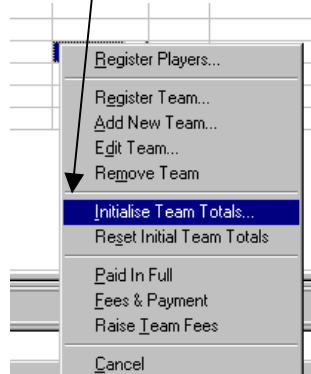
Click finish. The regrading is now complete.

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## Initial Team Totals

Sometimes it may be necessary for a team to carry some previously acquired points into a competition. This may be a part of regrading or as a penalty.

This option is selected from Competition details, Fixture tab or from the pre-season regrading screen. A right click on a team within the selected competition brings up the following menu list. Select Initialise Team Totals...



Skip forward/backward through teams in currently selected comp

Currently selected team

Assign the required details into each field. When ladders are calculated these values will be carried into all calculations.

Once these details are assigned they apply to all ladder calculations for the rest of the season. They can be modified at any time.

## Competition Team Fees

Prior to commencement of each competition or season, each team is usually obligated to pay a registration fee. Pro\_COMP has the capability of keeping records of payments and generating notices if necessary.

The competition and match fees are set in the Details Tab of Competition Registration

Once set here they can be applied in the Structure/Teams tab. Right click and select "Raise team fees" automatically fills in the fees for each team.

To mark a team as paid simply right click and select "Paid in Full" or click in the Fees paid column and select the date of payment.

Reports containing team payment details are available as part of the Competition Registration reports Menu accessible through the main report menu.

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## Entering Detailed Statistics

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## Using the CyberSports Interface

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## System Backups

On many occasions, problems such as corruption's, errors and viruses will happen and you may need to revert to a backup. A backup is your insurance policy and can save a lot of heartache if done correctly and regularly.

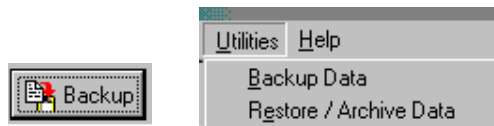
A backup is a procedure which you run, that will copy or save your valuable work and database files to another secured area, such as a floppy disk or tape.

Backups usually cover the work done recently and should be rotated.

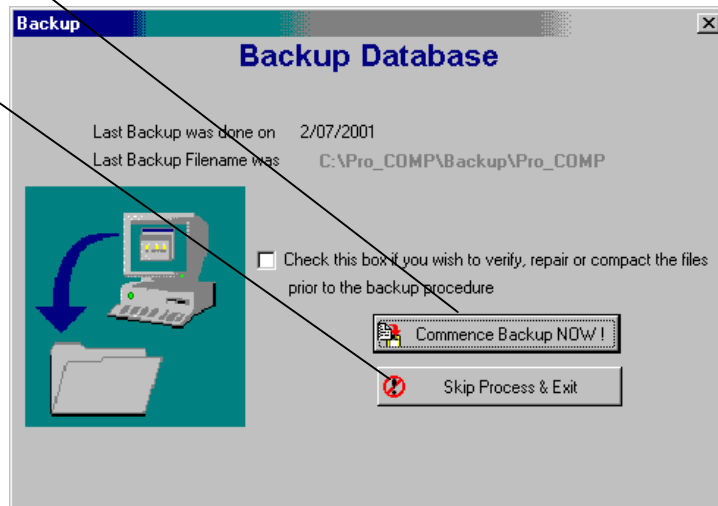
*✍ Save yourself some heartache: do your backups regularly!!!!*

### Backup of the Database Files

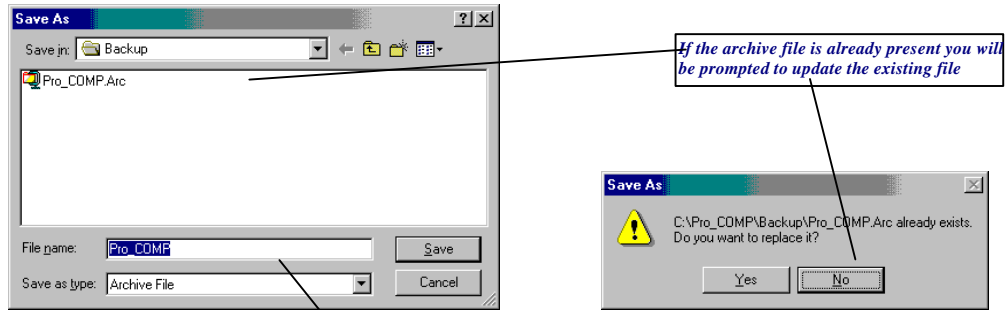
Select the option on the utilities menu or click the backup button to load the module.



Once loaded you can commence the backup immediately, however if you wish to verify the integrity of the tables prior to backup, simply check the box:

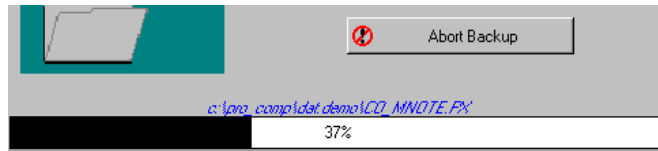


If you proceed directly to backup, you will be prompted for the name of the archive file which is where all files will be stored in one consolidated file. The default is Pro\_COMP.ARC but you may rename to whatever you feel is appropriate.

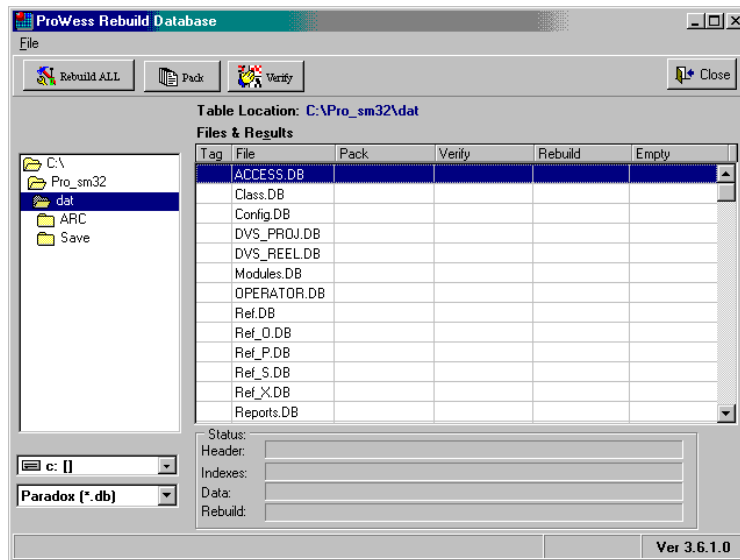


To rotate backups you can use a different filename, which incorporate the date (eg Pro\_COMP As At 02-Aug-2001). Long filenames are fine to use as long as you do not use any control characters.

Whilst the backup is in progress, you will be advised and you can abort at any stage:



If you have checked the verify box, then the following screen will be displayed to rebuild, pack (compress) or verify the database tables:



## Database Utilities – Repair/Compact

The facility to maintain your data is included as a part of the package. Over time databases and tables can become corrupted. If problems arise in your system, it is advisable to use this facility to diagnose and to 'self repair' your databases.

**ProWess Rebuild Database**

File

Rebuild ALL Pack Verify Close

Table Location: C:\Pro\_COMP\dat

**Files & Results**

Tag	File	Pack	Verify	Rebuild	Empty
	ACCESS.DB				
	CH_Fixture.DB				
	Class.DB				
	Co_admin.DB				
*	Co_audit.DB				
*	Co_Batch.DB				
*	Co_book.DB				
	CO_CHRGE.DB				
	Co_club.DB				
*	Co_club1.DB				
*	CO_CLNB2.DB				
*	CO_CNDRY.DB				
	Co_coach.DB				

File

Pack All Tables Shift+F2

Verify All Tables Shift+F3

Rebuild All Tables Shift+F4

Exit

Status:

Header:

Indexes:

Data:

Rebuild:

Ver 3.6.1.0

To use this utility you must navigate to the file that you store your data in.

When you select the file, the databases (.DB files) in that file will be listed.

This area displays bar graphs that indicate the progress the process is making with each database when it is running.

The options are to rebuild, pack or verify the database tables. All the databases can be done or it is possible to tag each database (double click) to be checked.

The pack option compresses databases by removing unused data. The verify option checks for errors and the rebuild option is a combination of the two in that it recompiles the databases by identifying errors and compressing and repackaging the data.

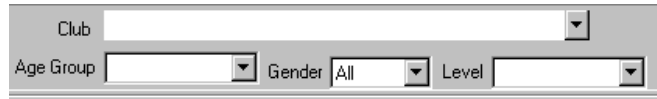
When you select any of these you will see the process stepping through each database and noting whether it was successful for each database. The use of this utility will allow you to maintain your databases and to fix small problems as they occur.

Rebuilding all your databases is recommended as a first option trouble shooting solution if errors begin to appear while you are operating Pro\_COMP.

## Database Filters

A filter is the method of focusing on certain records in the database that are of interest, rather than looking at the whole database when:

- ✍ Browsing the database
- ✍ Reporting
- ✍ Maintaining database records




A screenshot of a database filter interface. It features a 'Club' dropdown menu at the top. Below it are three more dropdown menus: 'Age Group', 'Gender' (with 'All' selected), and 'Level'. The interface is simple and functional, typical of a legacy database application.

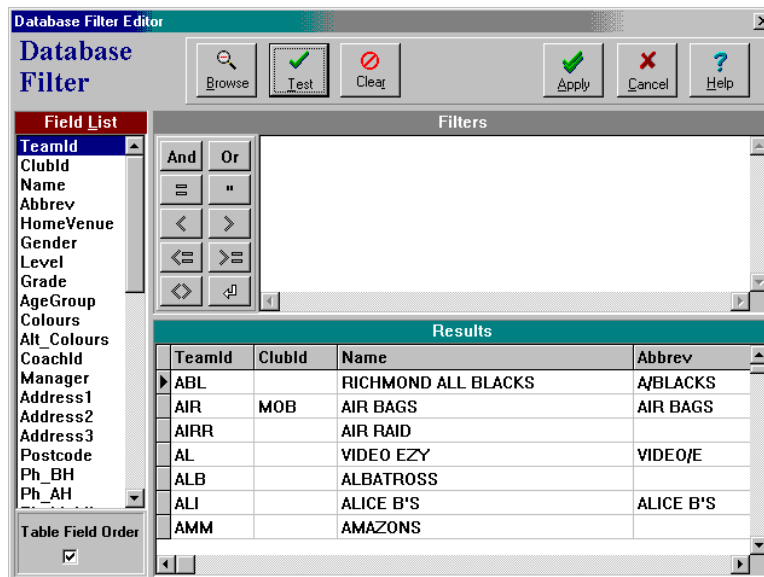
It can be achieved in two places:

- ✍ Specific filters done by lookups and fields on the main screen.
- ✍ Using the generic filter function found in most modules (see following page.)

## Generic Filters

The generic database filter is initiated by clicking on the filter icon usually located in the options tab. 

When you selected this the following screen is displayed:



A screenshot of the 'Database Filter Editor' window. The window has a title bar and a menu bar. Below the menu bar are several buttons: 'Browse', 'Test', 'Clear', 'Apply', 'Cancel', and 'Help'. On the left side, there is a 'Field List' pane with a scrollable list of fields: TeamId, ClubId, Name, Abbrev, HomeVenue, Gender, Level, Grade, AgeGroup, Colours, Alt\_Colours, CoachId, Manager, Address1, Address2, Address3, Postcode, Ph\_BH, Ph\_AH, and others. Below the field list is a 'Table Field Order' checkbox. The main area of the window is titled 'Filters' and contains a large empty text box for entering filter criteria. Below the filter area is a 'Results' table with the following data:

TeamId	ClubId	Name	Abbrev
ABL		RICHMOND ALL BLACKS	A/BLACKS
AIR	MOB	AIR BAGS	AIR BAGS
AIRR		AIR RAID	
AL		VIDEO EZY	VIDEO/E
ALB		ALBATROSS	
ALI		ALICE B'S	ALICE B'S
AMM		AMAZONS	

The list of fields on the left hand side refers to the available fields on the current active database file. The table of records displayed is a sample display of what can be expected when the filter is applied.

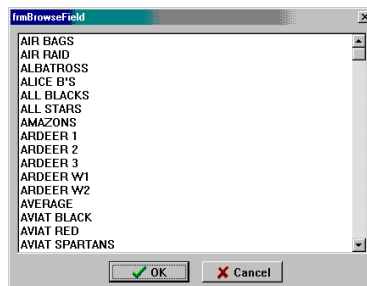
You set a filter by typing in the command string manually or alternatively click on all the relevant buttons and fields to achieve the same result.

To set a filter, simply:

- ?? Double-click on a field displayed in the **Field List** - it will be displayed in the notes area.
- ?? Click an operator button (**+--<>=**) - it will be displayed in the notes area.
- ?? Enter the desired value (in quotes if a string)
- Or
- ?? Click on **Browse** button to display available valid values - it will be displayed in the notes area when selected
- ?? If you wish to use combination filter, use **And / Or** operators and enter next set of conditions.
- ?? Use **T**est button to test the filter criteria - result table will be refreshed accordingly.
- ?? Use **C**lear button to reset and clear selection criteria area (start again).
- ?? Use **A**pply button to accept the current filter and return to controlling module with current filter set.
- ?? Use **C**ancel to abort current selection and return to controlling module.

### ***Using the Browse Facility***

The lookup option will allow you to list available fields for the currently selected filter field in the database without having to guess codes.



Selecting the code you want will then place it in the filter statement automatically.


## Report Maintenance

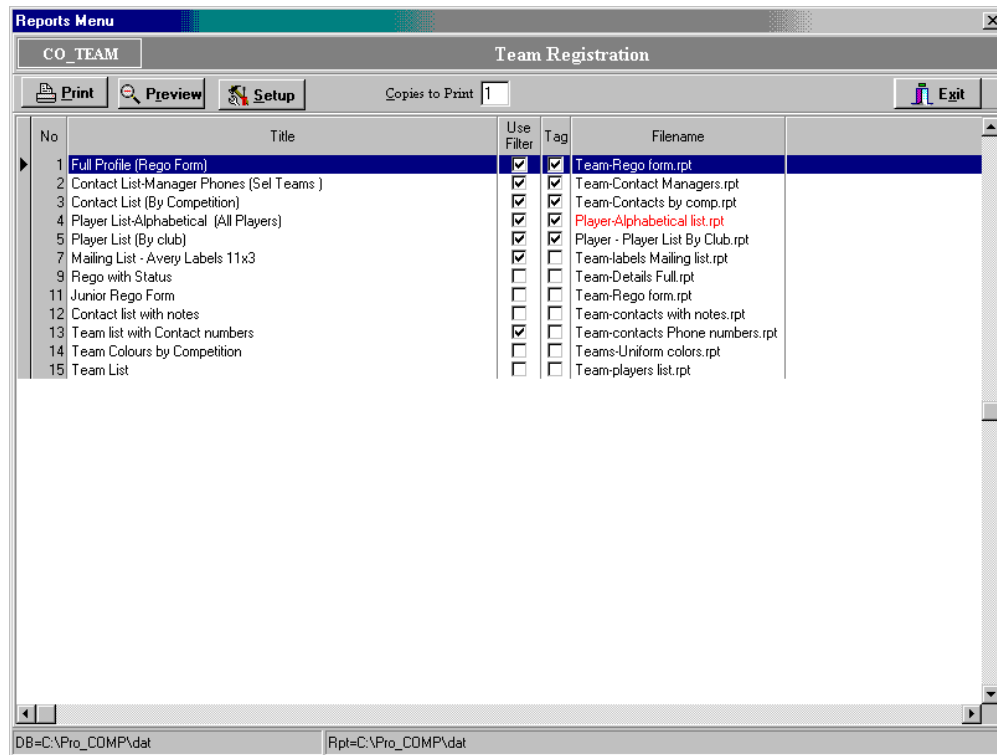
Reports are designed using a 3<sup>rd</sup> party product called Crystal Report Writer™ which needs to be installed correctly if reports are to be previewed or printed.

Once installed, the report format may be changed if you have the Crystal Report Maintenance Programs on your system.

Alternatively you can contact ProWess System for report changes.



Each module has a  button that will display a list of reports available:



This menu shows all the currently available reports that have been provided for this particular module of the Pro\_COMP system, which can be modified or manipulated by an experienced operator.

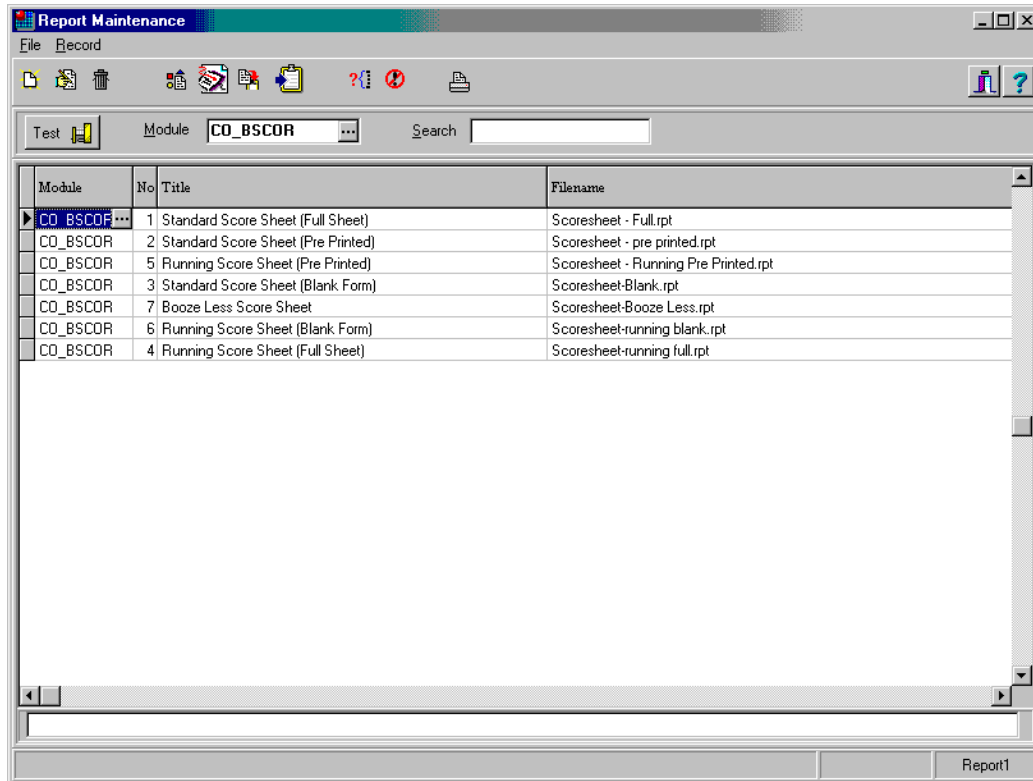
## Modifying Report Formats

If you wish to redesign the format of a report, you need to have a copy of Crystal Report Writer™ installed. You should then access the Report Maintenance module one of two ways:

☞ Select the Reports Menu option of the Housekeeping Menu item

Or

☞ Click the Reports Menu button (if you have configured one on your main screen)



To select a report either click on it once with the mouse, or scroll to it with the arrow keys. To re-design your report click on the **Design** button.

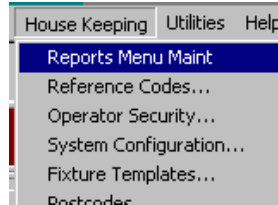


*Note: A licensed copy of Crystal Reports Version 8.0 needs to be installed on your system to allow changes to be made.*

## Report Filters

In Pro\_COMP it is possible to set filters that control which data is output to your reports. For example if you wished to print your fixture reports but only for Court 1 then a filter could be set that filtered on the venues and only displayed Court 1 fixtures.

Reports Maintenance can be accessed from the Housekeeping, Reports Menu Maintenance menu option.



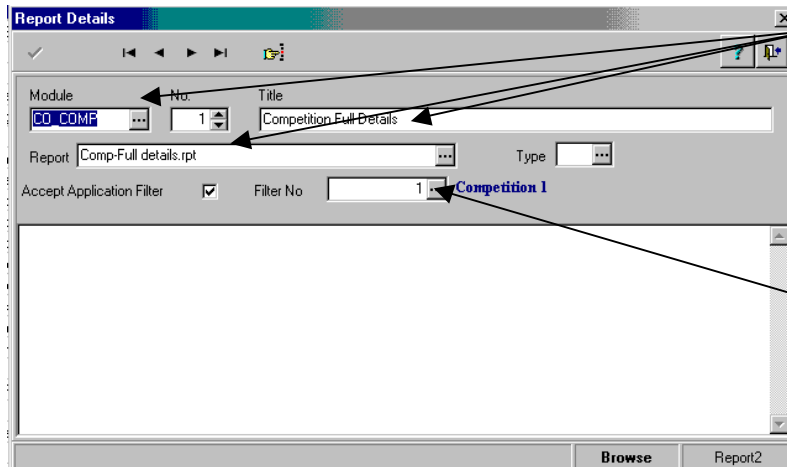
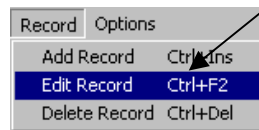
This brings up the main Reports Maintenance screen.

Module	No	Cat	Title	Filename	Filter No	Apply Filter	Type	Style	Registered
CO_BSCOR	...	1	Standard Score Sheet (Full Sheet)	Scoresheet - Batch.rpt	11	<input checked="" type="checkbox"/>			
CO_CLUB		1	Club Full Profile	Club-Full Profile.rpt	4	<input type="checkbox"/>			
CO_COMP		1	Competition Full Details	Comp-Full details.rpt	1	<input checked="" type="checkbox"/>			
CO_EDS		1	Finals Schedule Summary	EDS - Match Finals Schedule.rpt		<input checked="" type="checkbox"/>			4/03/2001
CO_FIXT		1	Fixture Template Listing	Fixture Template List.rpt		<input checked="" type="checkbox"/>			
CO_LADDR		1	Ladder - Win/Loss	Comp-Ladder win loss.rpt	6	<input checked="" type="checkbox"/>			27/02/1997
CO_LEAG		1	League & Association Full Profile	League-Assoc Full Profile.rpt	8	<input checked="" type="checkbox"/>			
CO_MESS		1	Message Summary List	Message Summary List.rpt		<input type="checkbox"/>			1/07/2001
CO_MRES		1	Match Statistics - Full Detailed	Stats-Match Full Details.rpt	9	<input checked="" type="checkbox"/>			
CO_MTCH		1	Standard Fixture Summary	Match - Fixture Summary.RPT		<input checked="" type="checkbox"/>			7/06/2001
CO_PLYR		1	Player's Summary List	Player Summary - Alpha.rpt		<input type="checkbox"/>			6/05/2001
CO_TEAM		1	Full Profile (Rego Form)	Team-Rego form.rpt	13	<input checked="" type="checkbox"/>			
CO_TR		1	Regrading Worksheet	Regrading Worklist.rpt		<input checked="" type="checkbox"/>			2/10/2001
CO_VENUE		1	Full Profile	Venue-Full Profile.rpt	12	<input checked="" type="checkbox"/>			

**Hint**  
*If you reports are not behaving, as they should – for example data is missing – make sure that a filter is not set on that report. If a filter is set incorrectly then the reports will not present the desired information.*

Filter details are shown here.

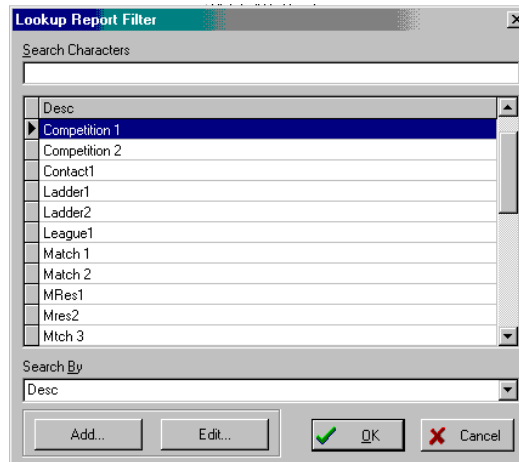
To set filters on a particular report, highlight it and select Record, Edit record from the menu option.



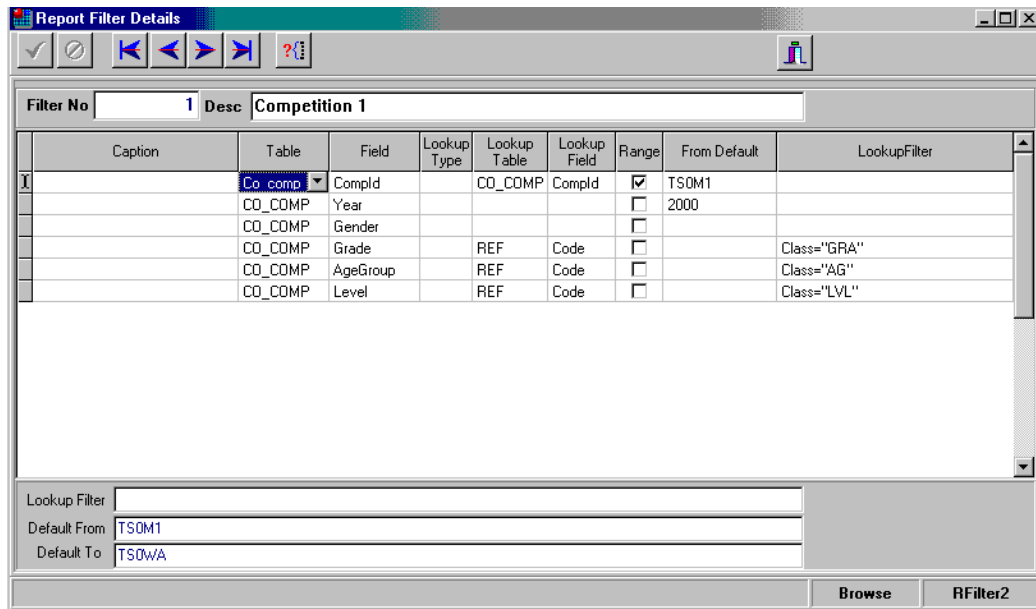
Report details. Do not change these unless you are reorganizing your report list

To set a filter on a field click on the lookup button.

This brings up the following lookup box that contains filter options. It is then possible to edit these options or to add your own tailor made filters to this list.



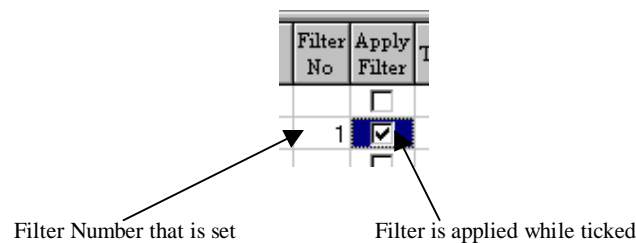
Clicking on edit brings up the following screen. This enables you to edit filter no.1 – Competition 1.



It is here that you define how the filter applies to each field. This then is reflected in the data that is output to the reports when the filters are set. Changes must be posted before you can exit.

Changes must also be posted to exit the Report details screen.

Back on the main Reports Maintenance screen the Filter No. is now aligned to that report and the Apply Filter checkbox can be toggled on/off depending on if the filtering is required or not.



If Apply filter is toggled on and the report is previewed the following window appears and the user can set or change the preset filters for this report.

The screenshot shows a dialog box titled "Report Filter Parameters" with a sub-header "Competition Full Details". The dialog is divided into two columns: "From" and "To". Under the "From" column, there are input fields for "Compld", "Year", "Gender", "Grade", "AgeGroup", and "Level". The "To" column has an input field for "Compld". At the bottom of the dialog, there are three buttons: "Clear" (with a trash icon), "Preview" (with a checkmark icon), and "Close" (with a window icon).