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Getting Started!

What is Official's Record Keeper?

Official's Record Keeper (ORK) is a record keeping program for sports officials. Normally, most officials track their games on a paper calendar or in their computer-based calendar program. When it comes time to figure out whether they got paid for all of their games or to document the games officiated the previous year (for registration or upgrade purposes) – referees typically dig out their calendars and start going through each page looking for the information they need. More technologically savvy officials may have built a spreadsheet program or Microsoft Access™ databases to track all of the information they need.

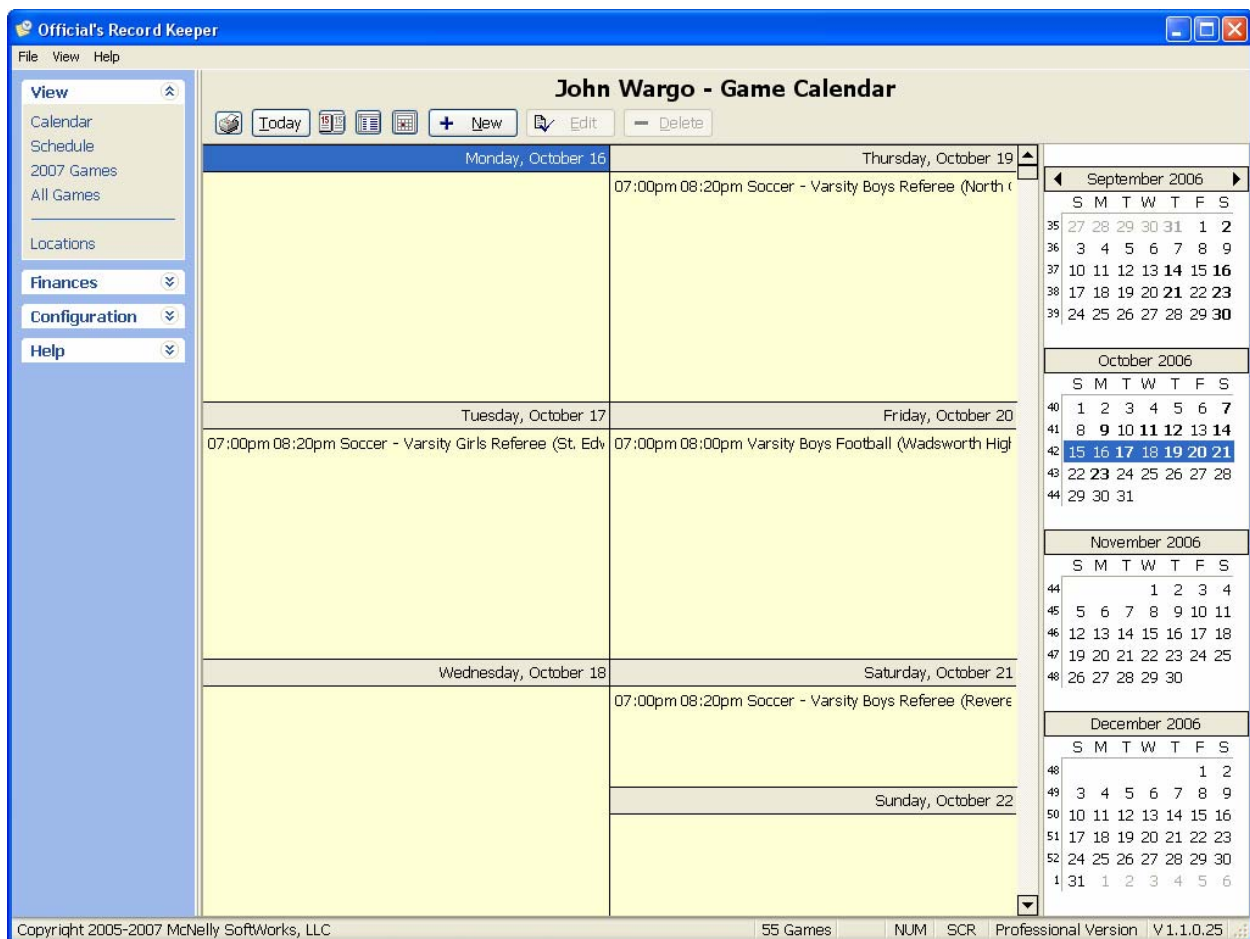


Figure 1 – Official's Record Keeper Main Screen

ORK is a commercial software package designed to accommodate the needs of most sports officials. ORK manages and tracks all information a referee needs to manage their 'Official Life' and includes:

- Tracking details behind every game officiated – Details includes date, time, location, division, contestant information, payment information, expenses, sanctions and much more.
- Maintaining both calendar and dynamically configured flat views of game information so you can slice and dice the data any way you need to extract information from the system.
- Store detailed information about every location (field, park, facility) where you officiate. Maintain links to online mapping programs so you can easily generate directions from one location to another with just a few clicks of your mouse.
- Maintain a database of all Sports Organizations and Associations that relate to your job as an official.
- Define all divisions you officiate and easily select them when entering game information.
- Support all of the sports you officiate from one interface. Define detailed information about every sport you officiate and associate a sport with every game you enter into the system.
- Generate Income and Expense reports that can be used to help in preparation of your regular tax returns

What's New in This Version

Version 1.1 of ORK incorporates many user interface and functional enhancements suggested by customers. There are new default settings for Games, streamlined keyboard data entry and reports.

The addition of a complete set up reports for ORK is the biggest enhancement in this version. You can now print detailed or listing reports for Games, Locations (fields) and Expenses. You can even generate a Tax Year summary that lists all of your game-related income and expenses. With this version, you can group and filter the views as you want then print a report that shows only the games you have selected.

We have also added a backup utility you can use to backup the ORK database files to the folder of your choice. Many users were not backing up the correct files, so this new utility makes it as easy as possible.

System Requirements

ORK runs on any version of Microsoft Windows currently supported by Microsoft Corporation. As of this writing, ORK supports Windows ME, Windows 2000, Windows XP and Windows Vista but the list could change as Microsoft removes older operating systems from their supported product lists.

You should have at least 512 MB of system memory and you will need at least 50 MB of available disk space to install the program.

Terminology

While ORK deals with many sports and may be used in many countries, several decisions were made on how to handle naming of individual components of the system.

Since most sports refer to a contest as a Game, the developers of ORK decided to accommodate the most common naming and call a game a game instead of contest, match or something else. If you work a sport that calls a contest a contest or a match, you will have to accept that ORK is going to call it a game even though it may not actually be referred to as a game. Calling everything a Contest or a Match seemed a little stuffy, so we decided to just call every contest a Game.

Since not all games are played on a field (Basketball is played on a court for example), we decided to call the place where the game is played a location instead of a field, court, diamond or park.

Most sports have special penalties that are beyond the common fouls that are committed by participants during the game. In Soccer, these special penalties are the Yellow Cards (warnings) and Red Cards (ejections) that players receive if they break certain rules. Since sports officials will call these special penalties different things, and we didn't want to call them penalties – since some penalties are simple and only certain of them are worthy of being recorded by the official – we decided to call them Sanctions. A sanction is a special penalty that is typically recorded by the official.

Installation

Since you are reading this user guide, you have probably already installed the program. If you have not, please follow these simple instructions to install the program.

You will receive ORK either through a download from the McNelly SoftWorks web site (www.mcnellysoftworks.com) or on a CD-ROM disc you received at a referee meeting or in the mail. You will want to launch the ORK installation program (called `ork_install.exe` by default) and follow the prompts as the installation program does its job.

In most cases, you will want to accept the default settings the installation presents to you. The installation program will install ORK in `C:\Program Files\McNelly SoftWorks\ORK\` as shown in the figure below, if you want to install it somewhere else, feel free to do so.

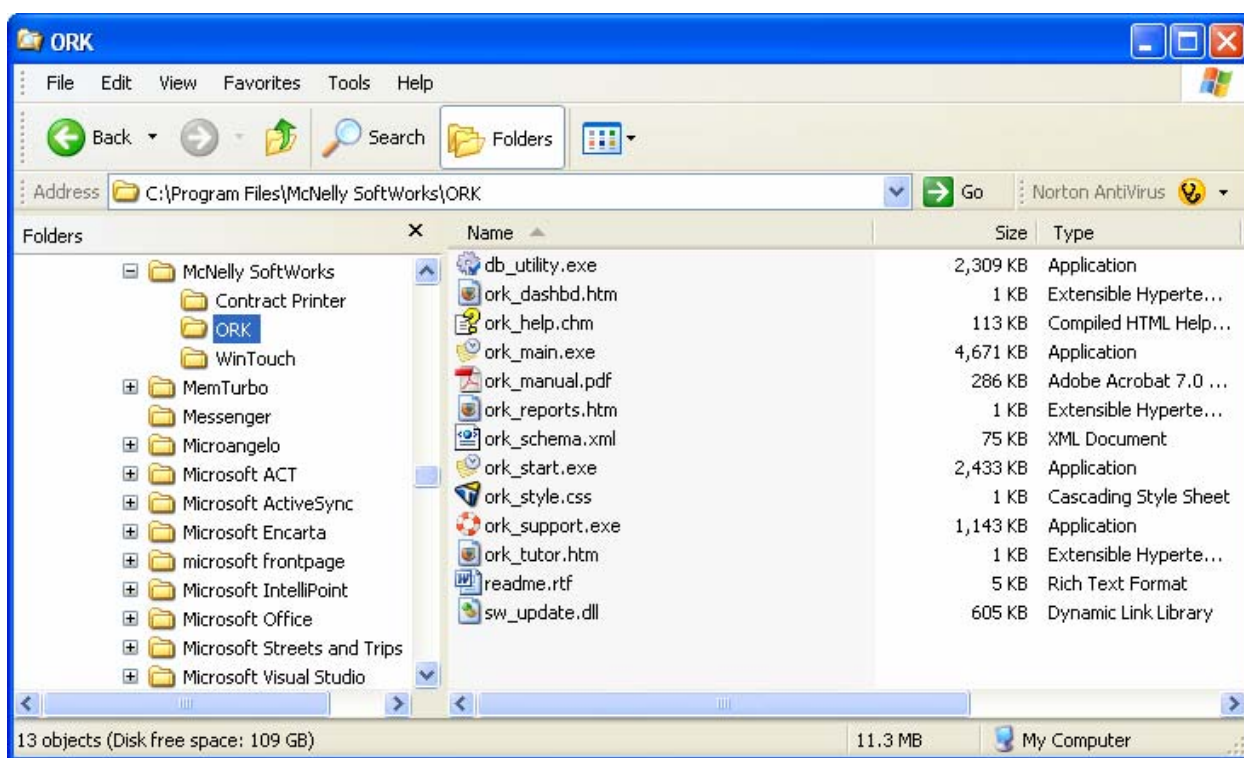


Figure 2 – ORK Installation Folder

If you plan to run ORK for multiple users on the same system, you will need to pay special attention to one of the dialogs that appears during installation. By default, ORK will install for all users (as shown in the figure below), if you change the setting on the dialog to 'Only for me', the program will install and place icons in the start menu for only the user installing the software.

What this means is that when another user logs into the computer, they will not see ORK as an option. This is a good thing if you only purchased one license for ORK, but a bad thing if you own several licenses and want each referee in your household to be able to manage their assignment information using ORK.

If you inadvertently installed ORK with the 'Only for me' option and you want multiple users to access the software, you will need to uninstall the program and reinstall it with the 'Anyone who uses this computer (all users)' option enabled. Do not worry, you will not lose any of your data when you do this, your assignment data is maintained in a separate folder for every user (see 'ORK Database Files' for more information on this option) and will not be removed if you uninstall the program.

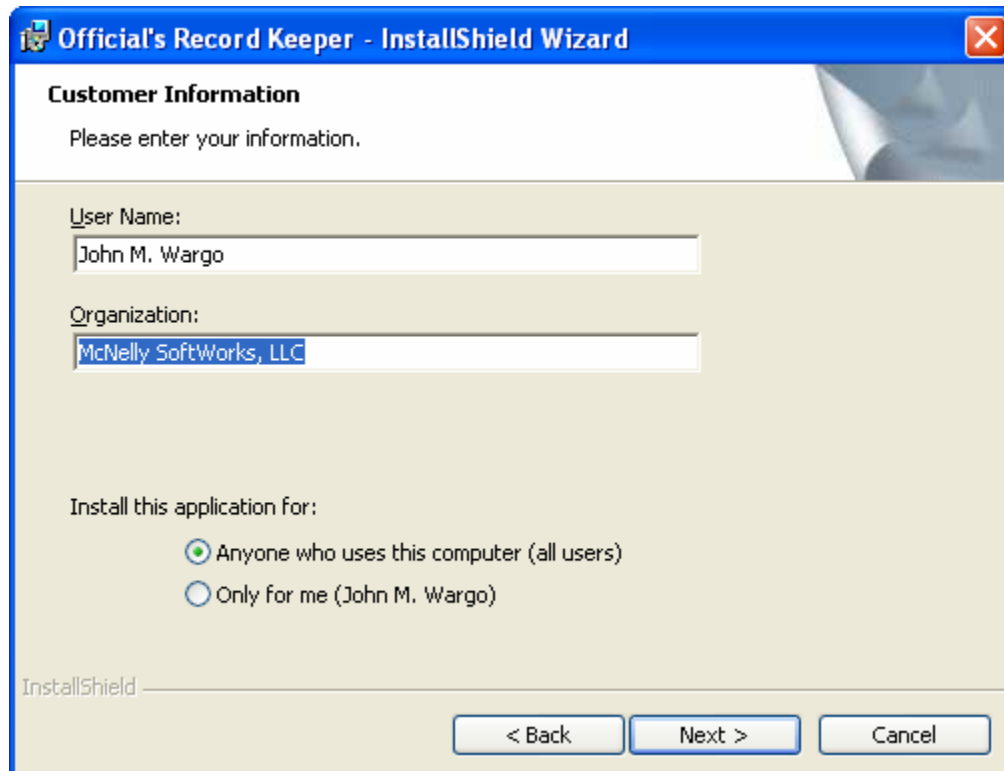


Figure 3 – Multi-User Installation Dialog

Program Versions and Licensing

ORK is available in the three versions described in the following table. You must purchase a license for every user who will be tracking referee information using ORK.

Table 1 – Available Program Versions

Version	Description
Trial Version	Limited to working with a single sport and no more than 50 games. This version of ORK was designed for users who want to test out the program to determine whether it will meet their needs. You can download this version of ORK from the McNelly SoftWorks web site at www.mcnellysoftworks.com . Once you purchase a license for the program, you will receive a license key via email that will unlock the trial version and convert it into either the Basic or the Professional version (depending on which license you purchased).
Basic Version	The Basic version of ORK allows users to enter an unlimited number of games into ORK, but is limited to managing only one sport. This version of the program was designed for officials that only work one sport.
Professional Version	The Professional version of ORK is fully functional and can manage an unlimited number of games and sports. This version of the program was designed for officials who work more than one sport.

There is only one actual physical, installable version of ORK. The only difference is the capabilities that are unlocked when you enter the license key for the version you purchased.

If your hard drive crashes or you lose the copy of ORK you downloaded when you purchased a license, all you have to do is download the latest version of ORK from our web site and install it on your computer. When you start the program, it will activate the trial version, but as soon as you enter your license key into the program's preferences area, the full version you purchased will be available.

If you want to have multiple users on the same computer using ORK, you will have to install a single copy of the program, but purchase a separate license for every user who wants to use the program. Contact McNelly SoftWorks for information on discounts for additional users on the same computer.

Getting Help

Help is Available

Not to alarm you, but if you do run into something that you do not know how to do, there are several options available to you for getting the help you need.

From the program's Main screen, help is available from the 'Help' menu and from the 'Help' pane in the navigator. Both of these options are highlighted in the figure below.

Additionally, when working with any of the program's dialogs, you will notice a 'Help' button in the bottom right corner of any dialog. When you click this button, the program's help file will open for your review.

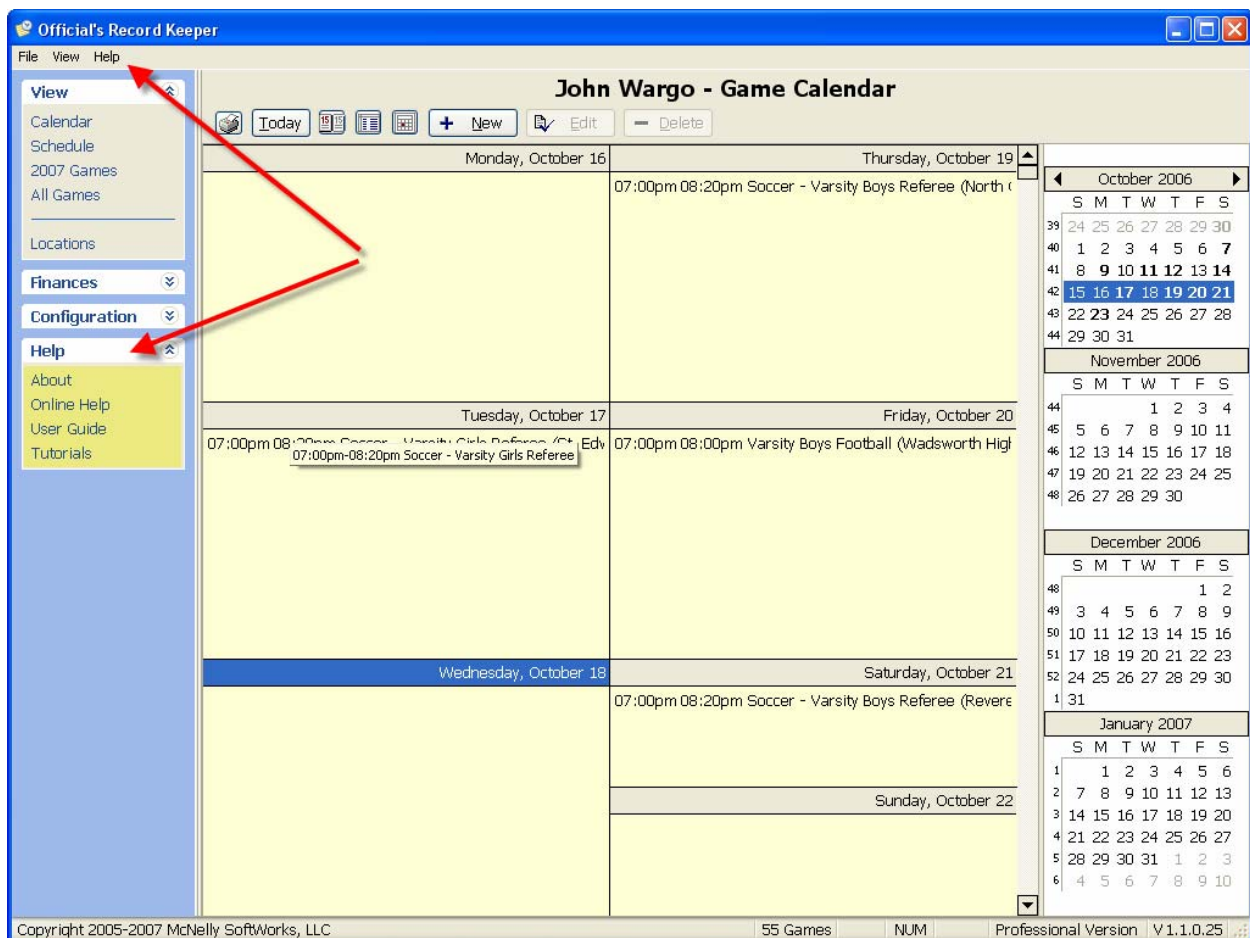


Figure 4 – Help Options

A description of each help option is provided in the following sections.

Online Help

The Online Help option in the program opens up this document in the standard Windows online help format. From the help application, you can browse the contents of this document, lookup topics using the index and even search for keywords or specific topics.

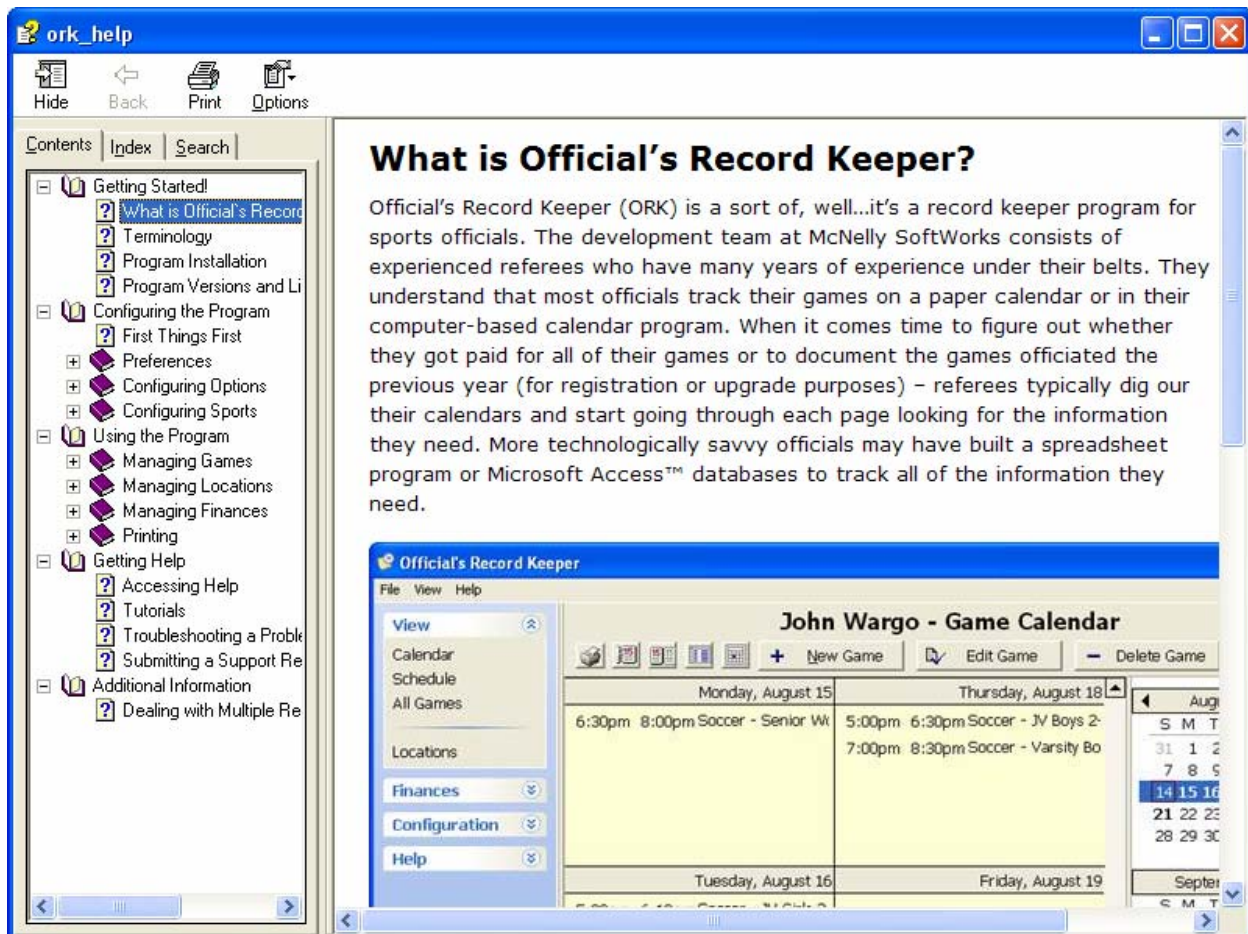


Figure 5 – Online Help

This option provides the fastest and easiest method for getting information on how to use the program.

User Guide

An Adobe Acrobat (PDF) version of this document is available directly from within the program. From the 'Help' menu select 'User Guide' and the document will immediately open using the Adobe Acrobat Reader (assuming you have the software installed).

If you do not have the Acrobat Reader software installed, you can download it free of charge from Adobe's web site at www.adobe.com/products/acrobat/readstep2.html.

Tutorials

Included with the product are several video tutorials that walk you through several options for the program. If you are ever not sure how to use ORK or how to configure ORK's preferences, options or sports, you can turn to the tutorials to see a demonstration of how these options work. To view the list of available tutorials, select 'Tutorials' from the 'Help' menu or select 'Tutorials' from the Help navigation pane.

You will be presented with a dialog listing the available tutorials; click on the tutorial you wish to view and click the 'View Tutorial' button to launch the tutorial.

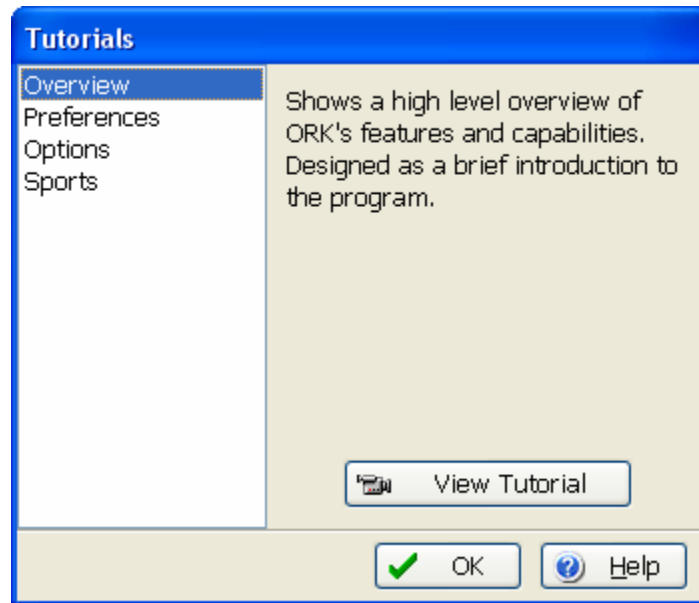


Figure 6 – Tutorials Dialog

When viewing a tutorial, a set of playback controls will appear at the middle of the bottom of the playback window. These controls work just like the controls on a DVD player, CD player or VCR.



Figure 7 – Tutorial Playback Controls

Configuring the Program

First Things First

When you first start the program, you will want to jump in and start entering your games into the system. It is important for you to know that you must first configure the Options then the Sports you will be managing with ORK. While the program is very flexible about how and what you configure, you will at least need to configure some of the options before you begin adding games.

At a minimum, you will need to define at least one Sport. If you purchased the Basic version of ORK – that will be the only sport you will be able to define in the system. When you have the sport entered, you can then define all of the options that relate to your sports. The remaining topics in this section of the manual will describe how to configure the different parts of the program. Do not worry – these options can all be changed later if you change your mind about how you want things to work.

You should complete the following configuration steps in order before trying to enter any games

1. Configure the program's [Preferences](#).
2. Define all of the [Options](#) appropriate for the sports you officiate.
3. Configure one or more [Sports](#). You should configure ORK for each of the sports you officiate.

The biggest issue customers have with the program's configuration is in understanding how associations and organizations are associated with Sports within the program. Pay close attention to how this is configured. If you think you have configured the program correctly but you don't see any associations or organizations (explained later) when you are entering a game, go back to your Sports configuration and make sure you have completed it correctly.

In order to make this process easy for you, the program will display a Welcome Wizard every time you start the program (until you tell it not to display again). The wizard walks you through each of the configuration options, making it easy for you to get up and running as quickly as possible.



Figure 8 – Welcome Wizard

Preferences

Many of the configuration values used throughout the program are accessed through the Preferences dialog. You can set default preferences for ORK by opening the 'Configuration' pane on the Navigation Pane and selecting 'Preferences' as shown in the figure below:

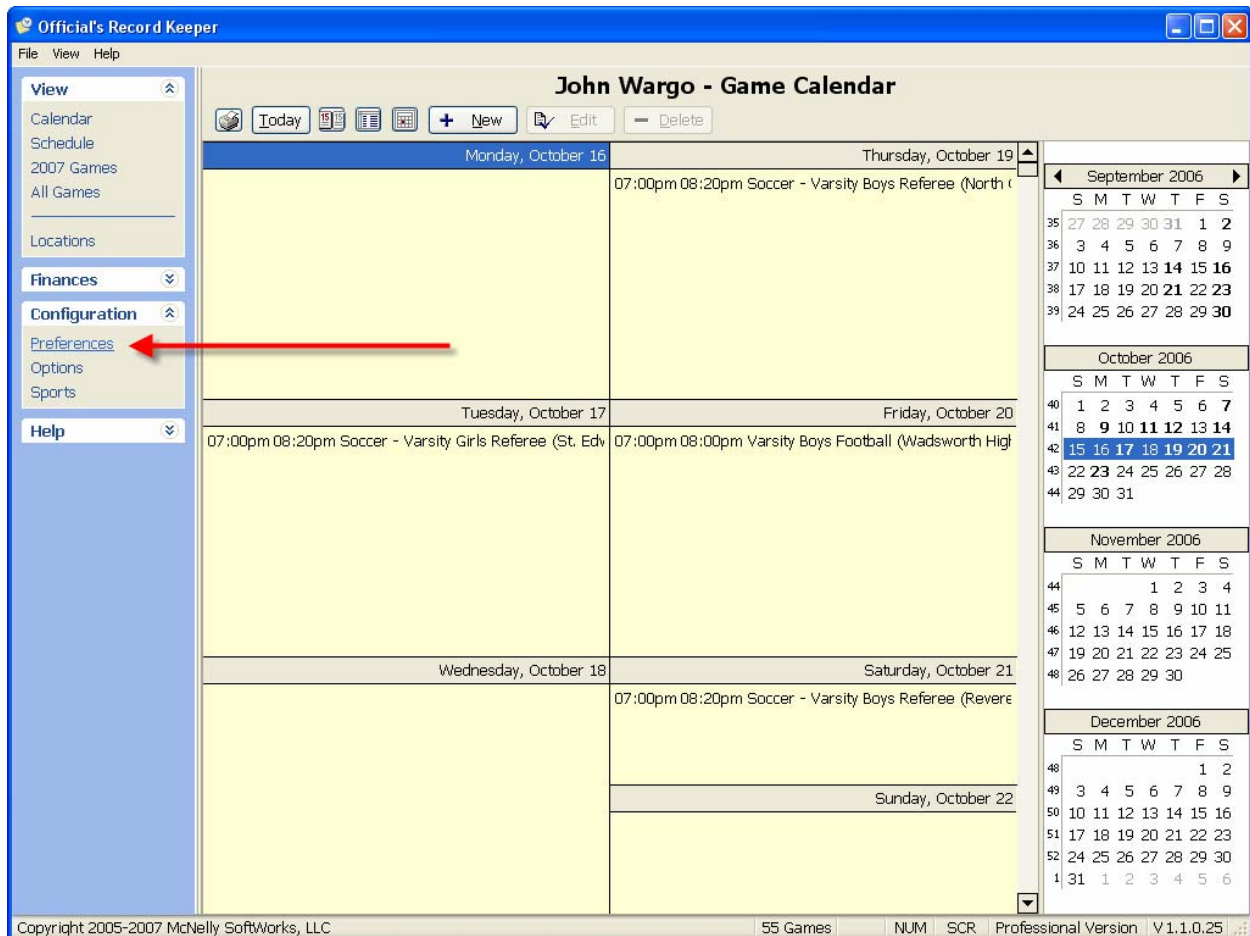


Figure 9 – Preferences Configuration

The program will display a dialog that lists all of the preferences categories and all of the settings for each category. The remaining topics describe each preference category and the settings associated with each.

General

The General Preferences page is used to store the user name and license key information you received when you purchased your license or licenses to ORK. If you are running a trial version of ORK, you will not need to provide this information (you will not have the information anyway).

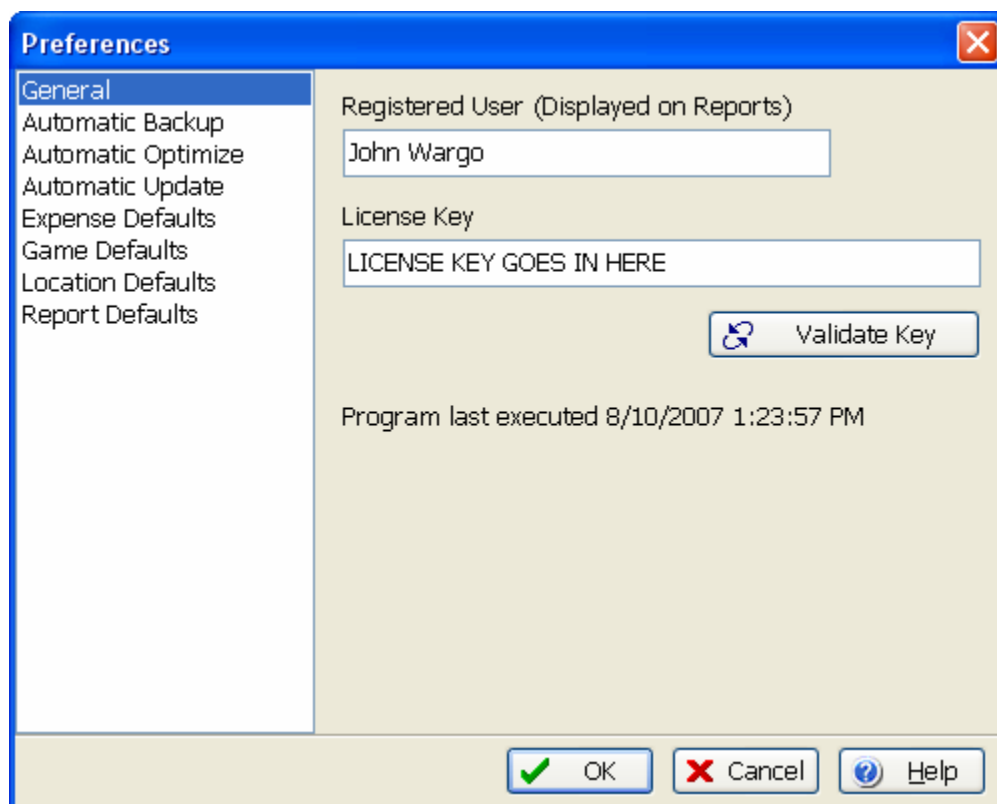


Figure 10 – General Preferences

The license key will enable either the Basic or the Professional version of the program. If you purchase the Basic version and later upgrade to the Professional version you merely need to acquire an updated license key and the features of the Professional version will be automatically enabled.

Enter the User Name and License Key **exactly as it was provided to you when you purchased** the license for ORK.

If you do not enter the information correctly, you will not be able to use the features of the program you purchased. Click the 'Validate Key' button to see if the information you have entered is valid.

Automatic Backup

In order to protect you from any computer problems (hardware, software, virus and so on) that may corrupt the data maintained by ORK, you could configure the program to automatically backup the ORK database tables on a regular schedule.

This option uses the backup feature of the database engine used in ORK. This is different from the backup utility described later. With this option, ORK's database engine backs itself up and the program can easily restore from a previous backup in case the current database files are corrupted somehow. This is an internal backup of the data and the backup files are stored in the same folder as the other data files. Refer to 'ORK Database Files' for additional information on the location of these files.

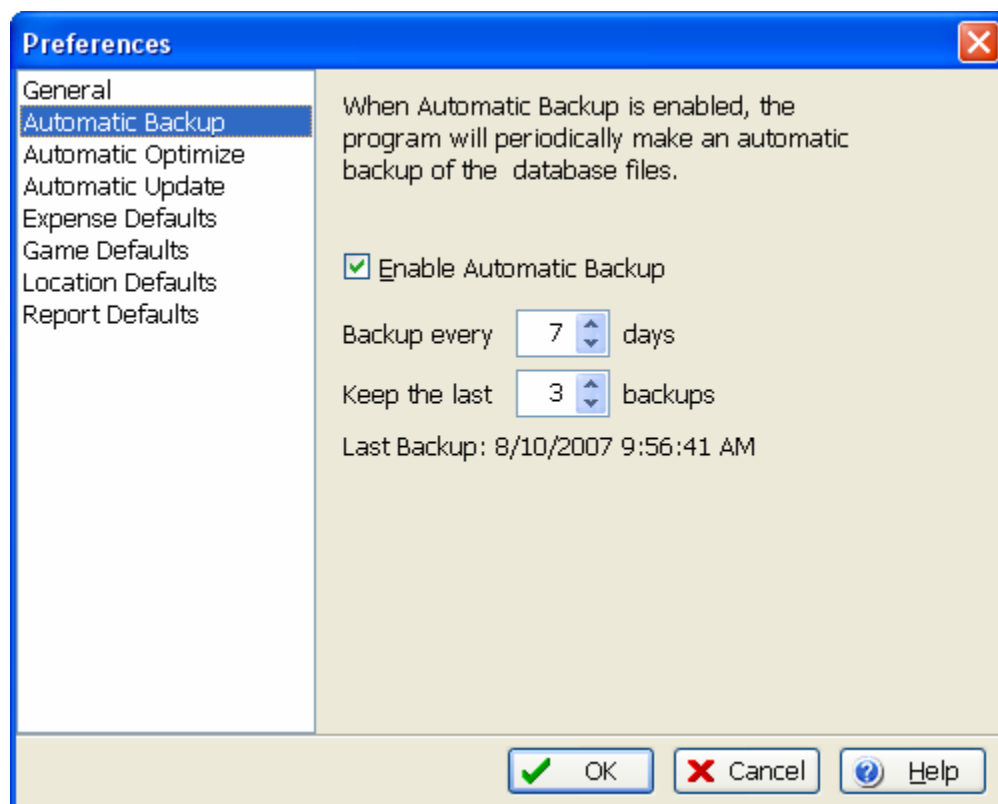


Figure 11 – Automatic Backup Preferences

Enable Automatic Backup by checking the 'Enable Automatic Backup' checkbox on the 'Automatic Backup' Preferences page.

When Automatic Backup is enabled, you can configure ORK with the following settings:

Table 2 – Automatic Backup Settings

Option	Description
Backup Every # Days	<p>Specify the number of days between backups. Specify a value between 1 and 60 (ORK expects that you will backup at least once every two months).</p> <p>After every number of days specified in this field, the program will perform a backup of the ORK database tables. You should backup your database tables every one or two weeks.</p>
Keep the Last # backups	<p>Tells the program how many copies of the backup files to keep on the system running ORK. The program can maintain a maximum of 10 backups.</p> <p>When the system encounters a problem with the database tables, you will be given the option to restore the files from a previous backup – the number of backup files configured here controls how far back in time your backups are maintained.</p>

The automatic backup is performed when the program starts. If, when starting ORK, the program realizes that it is time to backup the files, it will perform the backup before launching the program's main screen.

The backup files are stored in the same folder as the rest of the ORK database tables. You will not be able to open the backup files in any other program – you must use ORK to restore the database tables.

Automatic Optimize

Over time as you add and remove records from the ORK database tables, the structure of the database files becomes less efficient. By enabling the Automatic Optimize feature of ORK, you can have the program periodically optimize the database tables in order to increase ORK's performance. The automatic optimization is performed when the program starts. If the program realizes that it is time to optimize the database tables, it will perform the optimization before launching the program's main screen.

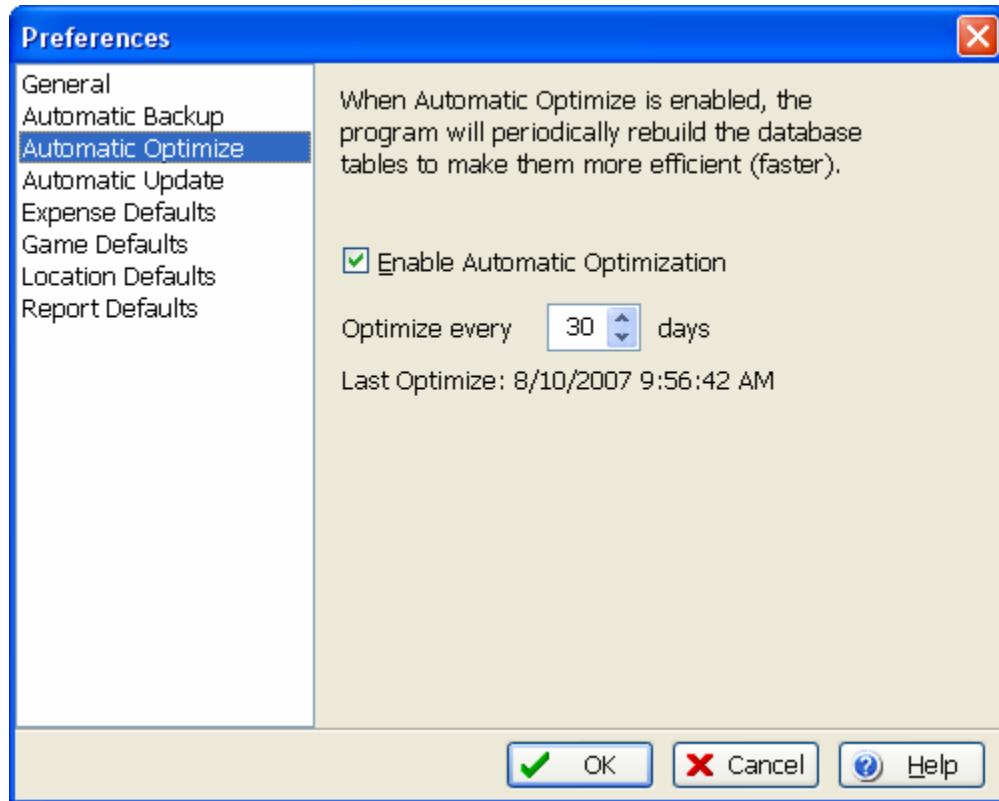


Figure 12 – Automatic Optimize Preferences

Enable Automatic Optimize by checking the 'Enable Automatic Optimization' checkbox on the 'Automatic Optimization' Preferences page. When Automatic Optimization is enabled, you can configure ORK with the following setting:

Table 3 – Automatic Optimization Settings

Option	Description
Optimize Every # Days	<p>Specify the number of days between optimizations. Specify a value between 1 and 90.</p> <p>After every number of days specified in this field, the program will optimize the ORK database tables.</p>

Automatic Update

The goal with ORK is to provide referees with a tool that handles most of any official's needs. Because of this, ORK will be updated on a regular basis with new features and capabilities. The Automatic Update feature of ORK allows you to configure the program so it periodically automatically checks on the Internet for program updates.

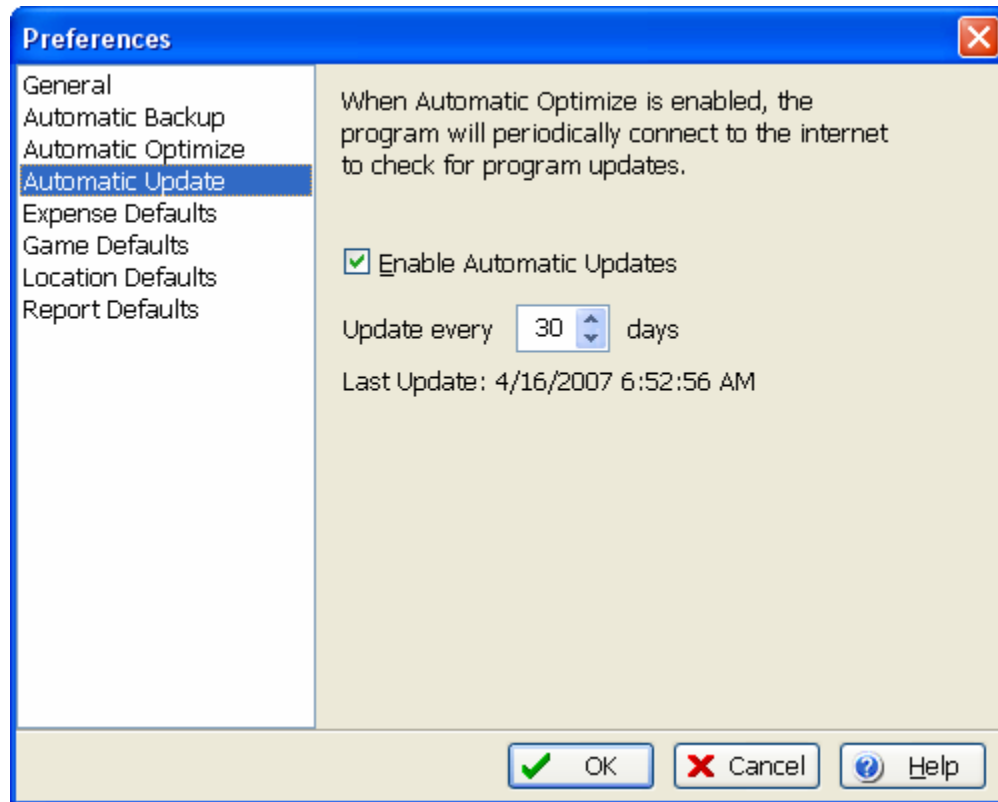


Figure 13 – Automatic Update Preferences

Enable Automatic Update by checking the 'Enable Automatic Updates' checkbox on the 'Automatic Update' Preferences page. When Automatic Update is enabled, you can configure ORK with the following setting:

Table 4 – Automatic Update Settings

Option	Description
Update Every # Days	<p>Specify the number of days between program updates. Specify a value between 1 and 90.</p> <p>After every number of days specified in this field, the program will check for program updates.</p>

The automatic update is performed when the program starts. If, when starting ORK, the program realizes that it is time to check for updates, it will check for updates before launching the program's main screen.

With this feature enabled, when it is time to check for updates, the program will prompt you to connect to the Internet and perform the update:

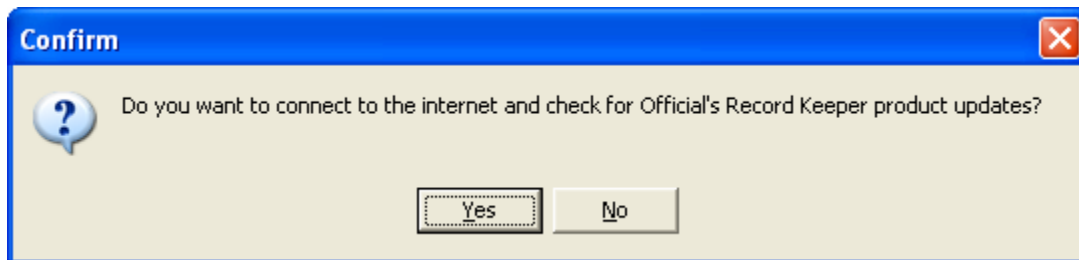


Figure 14 – Check for Update Prompt

If the program finds an update, it will prompt before it retrieves any files:

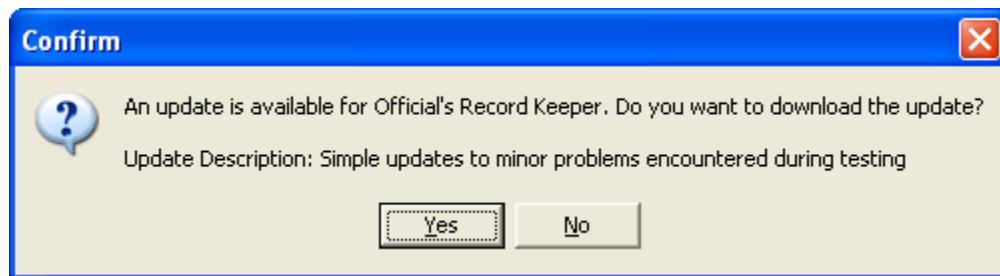


Figure 15 – Check for Update – Update Found

Then it will prompt you before it installs any updates:

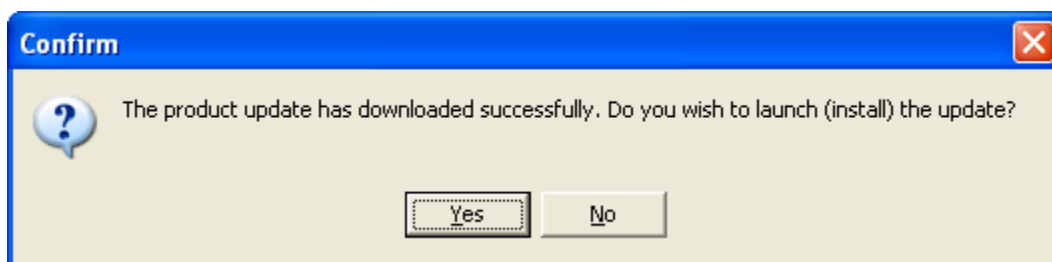


Figure 16 – Check for Update – Download Success

If you say 'Yes' the program will terminate then launch the update – follow the prompts to install the update then restart ORK when the installation is complete.

Expense Defaults

The Basic and Professional versions of ORK include support for tracking all expenses related to your sports officiating. The 'Expense Defaults' Preferences Page contains default settings that will be applied to every expense you create in the program. You can override these settings at any time when editing or creating expenses, so do not worry that you have to have these settings correct for every need.

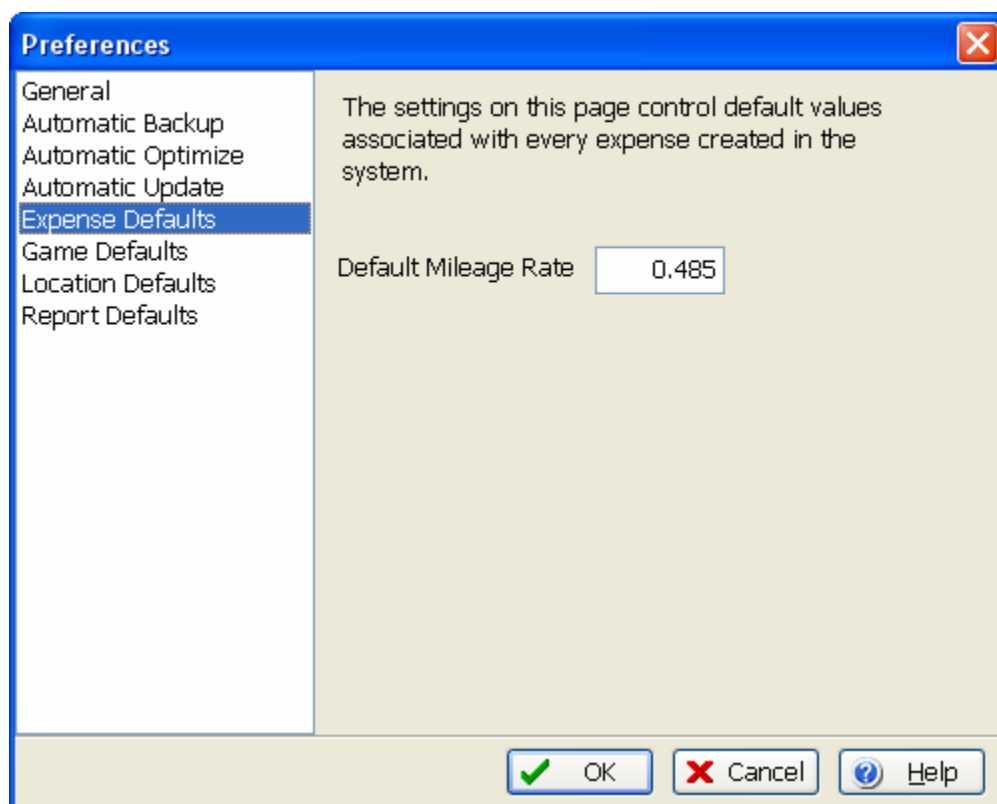


Figure 17 – Expense Defaults

The following table lists the configurable expense default values:

Table 5 – Expense Default Values

Option	Description
Default Mileage Rate	Specifies the default per mile rate used to calculate mileage expenses. You should populate this value with the default tax rate for mileage then override it for any expenses that may be reimbursed at a higher rate by a team, league or sports organization.

Game Defaults

The 'Game Defaults' Preferences Page contains default settings that will be applied to every game you create in the program. You can override these settings at any time when editing or creating games, so do not worry that you have to have these settings correct for every game you officiate.

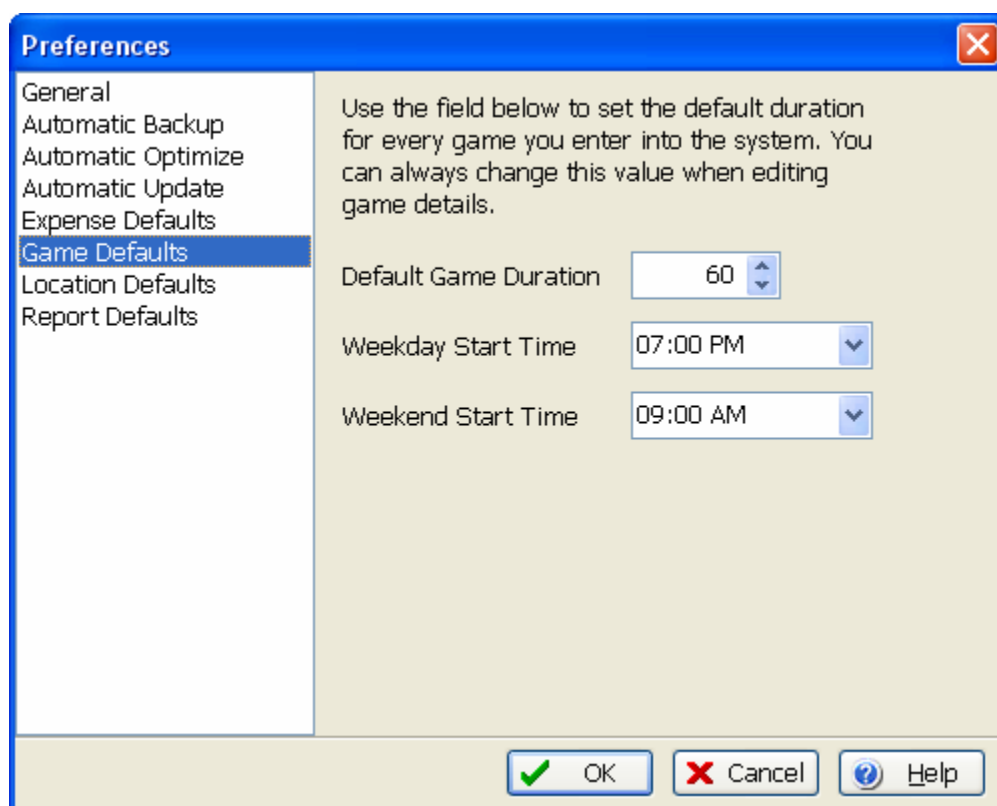


Figure 18 – Game Defaults

The following table lists the configurable game default values:

Table 6 – Game Defaults

Option	Description
Default Game Duration	Enter the default game duration (in minutes) – the value entered here will be set as the duration for every game.

Location Defaults

The 'Location Defaults' Preferences Page contains default settings that will be applied to every location you create in the program. You can override these settings at any time when editing or creating locations, so do not worry that you have to have these settings correct for every location where you officiate.

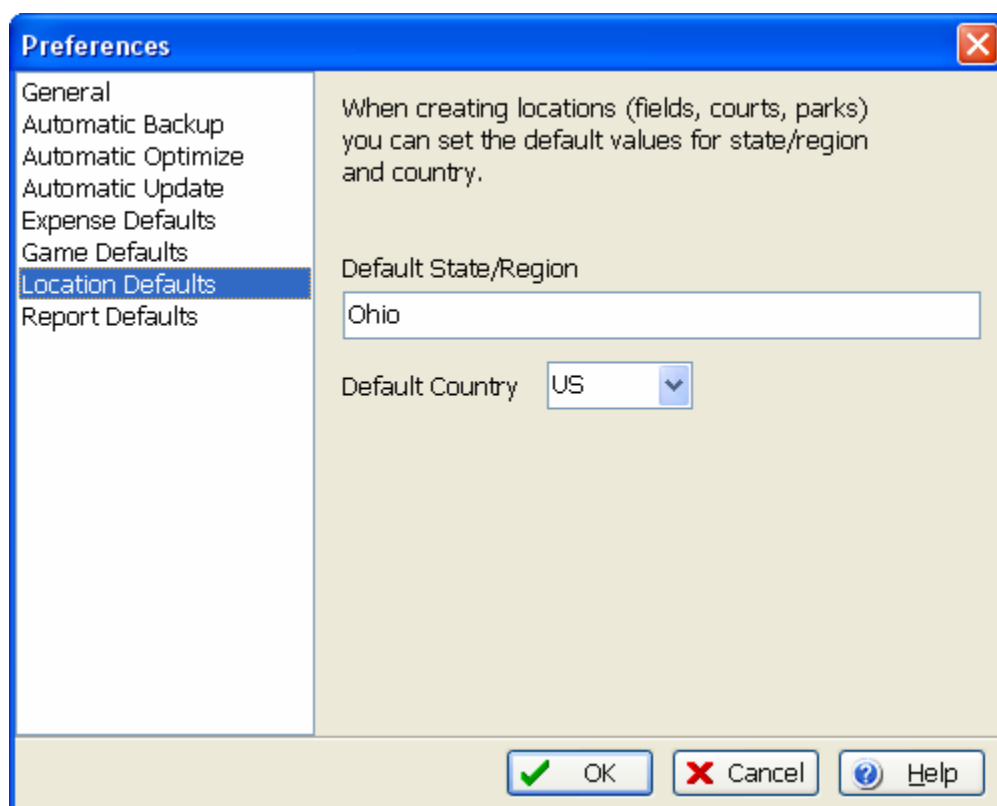


Figure 19 – Location Defaults

The following table lists the configurable location default values:

Table 7 – Location Defaults

Option	Description
Default State/Region	<p>Enter the default value you wish used for the State/Region field for every location created in the program. For US officials this would be the default State. For other countries this could be a province, region or anything else you wish.</p> <p>You do not need to enter a value for this field if you do not want, but it is likely you work in one area more often than another, so you should put that value in here to make location entry easier.</p>
Default Country	Select the default country from the list of International Country Codes values provided in the drop-down list.

Report Settings

The 'Report Settings' Preferences Page contains default font and font size settings used by the report generator for all reports. Settings you make here will apply to all reports generated by the program except for the calendar view.

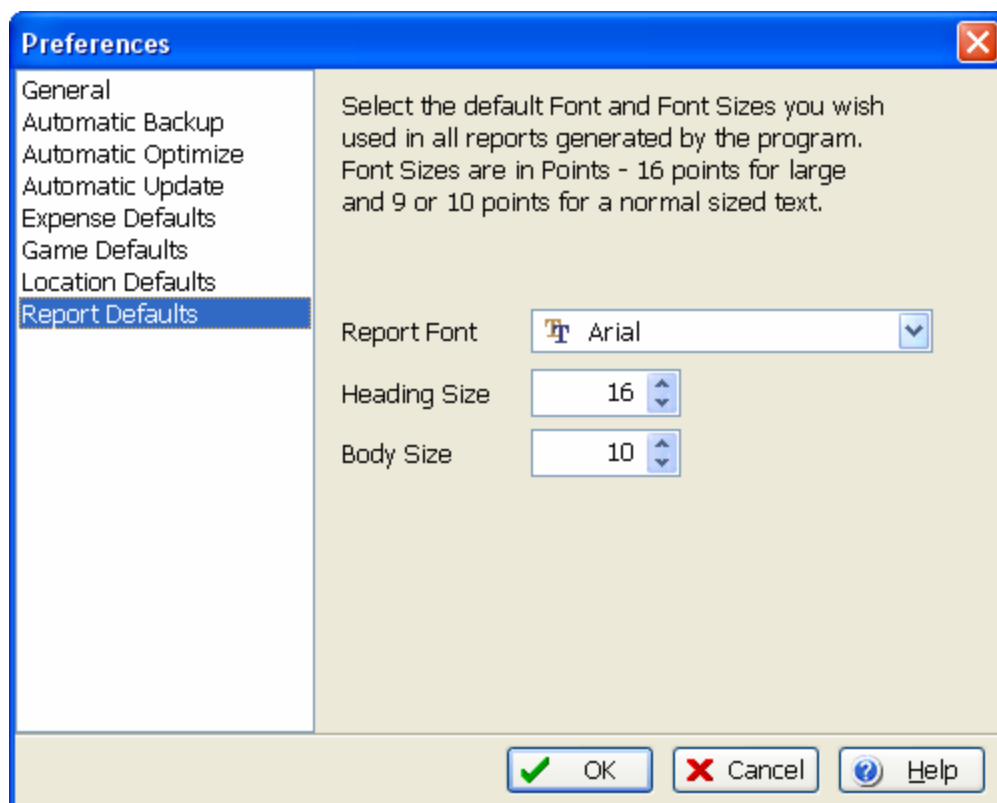


Figure 20 – Window Settings

The following table lists the configurable options for this page:

Table 8 –Report Settings

Option	Description
Report Font	Select the font you wish to use for all aspects of the report.
Heading Size	Select the font size used for report headings.
Body Size	Select the font size used for the body of the report.

Configuring Options

ORK uses Options settings to define types of information that apply to more than one sport. When working in ORK, you can define as many or as few Options as you need, depending upon the types of sports you work and the types of games you do.

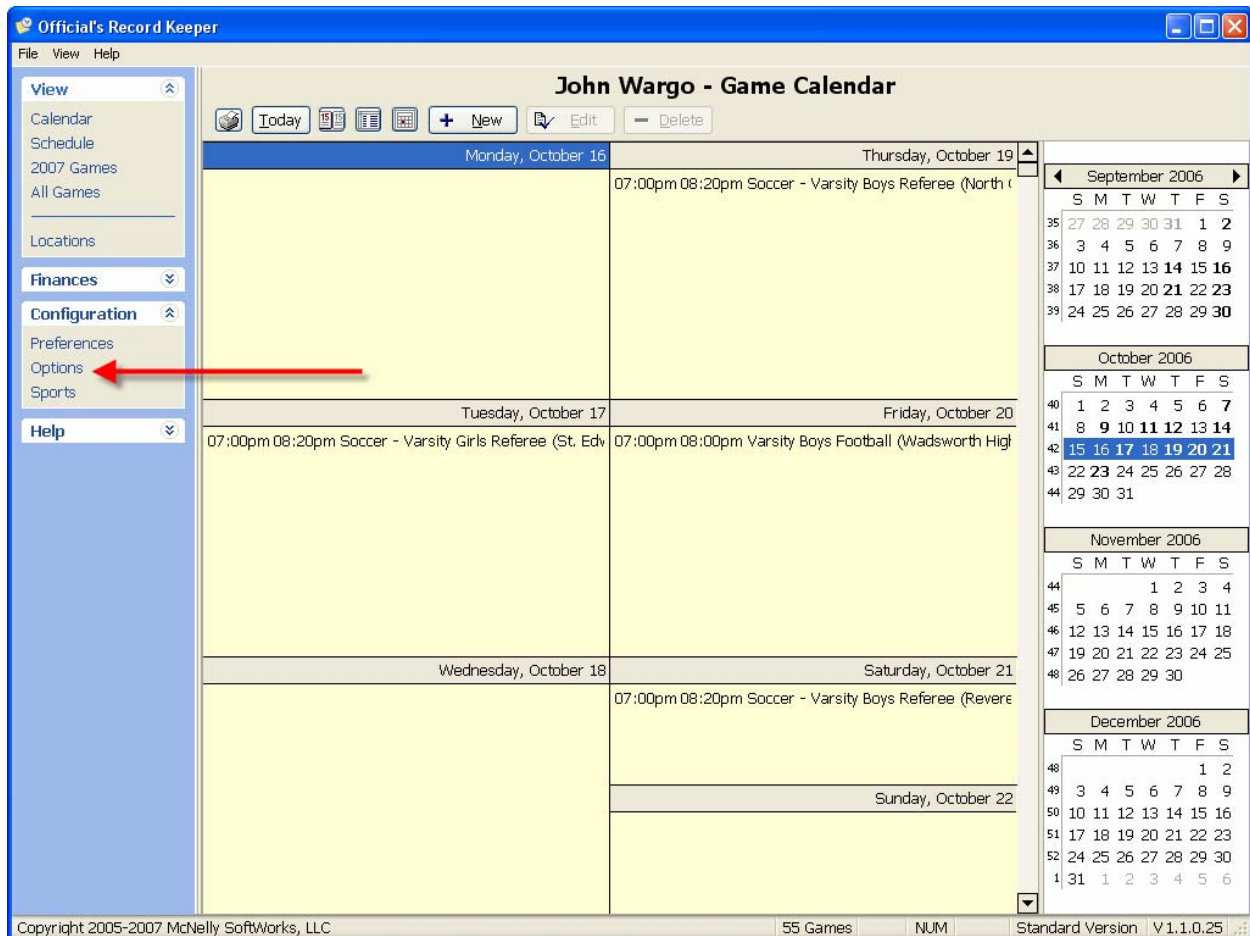


Figure 21 – ORK Options Configuration

When you select Options, you will see a dialog similar to the one shown below:

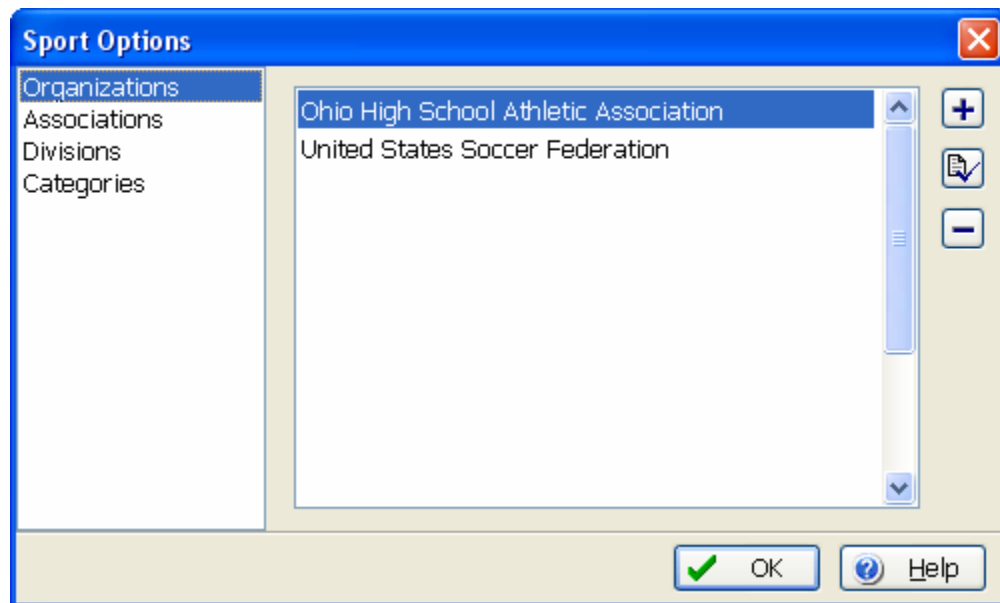


Figure 22 – ORK Options

Note: In all of the dialogs presented by ORK, the labels for required fields are presented in underlined text. When you look at a form, you will not be able to click 'OK' and save your work until you have populated all fields with underlined labels.

ORK supports the following Options:

Table 9 – Sport Option Types

Option	Description
Organizations	<p>Used to define high-level sports organizations – most typically national or regional organizations that govern a particular sport or group of sports. Examples of these are the United States Soccer Federation (USSF) or the United States Olympic Committee (USOC).</p> <p>With ORK, you can associate one or more Organizations with a particular sport. When entering a game, you can select an Organization to associate with the game you are working. When reporting on games, you can filter the games and have the program only show you games associated with a particular Organization.</p> <p><i>Note: You must associate the Organization with a Sport before it will appear as an option when entering or editing a Game within ORK.</i></p>
Associations	<p>Used to define Officials associations or other local groups that govern a particular sport or group of sports in your area. Example Associations are Greater Akron Soccer Official's Association and Akron Soccer Referee Association.</p> <p>With ORK, you can associate one or more Associations with a particular sport. When entering a game, you can select one Association to associate with the game you are working. When reporting on games, you can filter the games and have the program only show you games associated with a particular Association.</p> <p><i>Note: You must associate the Association with a Sport before it will appear as an option when entering or editing a Game within ORK.</i></p>
Divisions	<p>Most sports group teams into divisions based upon age or skill level of the participants. Since most divisions are common across multiple sports (Varsity and Junior Varsity in high school athletics for example) ORK defines them at the Sport Option level rather than have you create them or associate them at the Sport level.</p>
Categories	<p>The Categories feature of ORK allows you to define generic categories you can associate with every game in the system. It does not matter what categories you define, you can use them in whatever way you want.</p> <p>Any category you define will become an option in the Categories drop-down list located on the Game form.</p>

The following topics in this section describe how to configure and manager the different Options in ORK.

Organizations

ORK uses Organizations records to define high-level sports organizations – most typically national or regional organizations that govern a particular sport or group of sports. With ORK, you can associate one or more Organizations with a particular sport.

When entering a game, you can select an Organization to associate with the game you are working. When reporting on games, you can filter the games and have the program only show you games associated with a particular Organization.

On the Organizations page of the Options dialog, you use the buttons on the right or the keyboard to add, edit and delete Organizations.

Note: Organization names must be unique; you will not be able to enter two organizations with the same name.

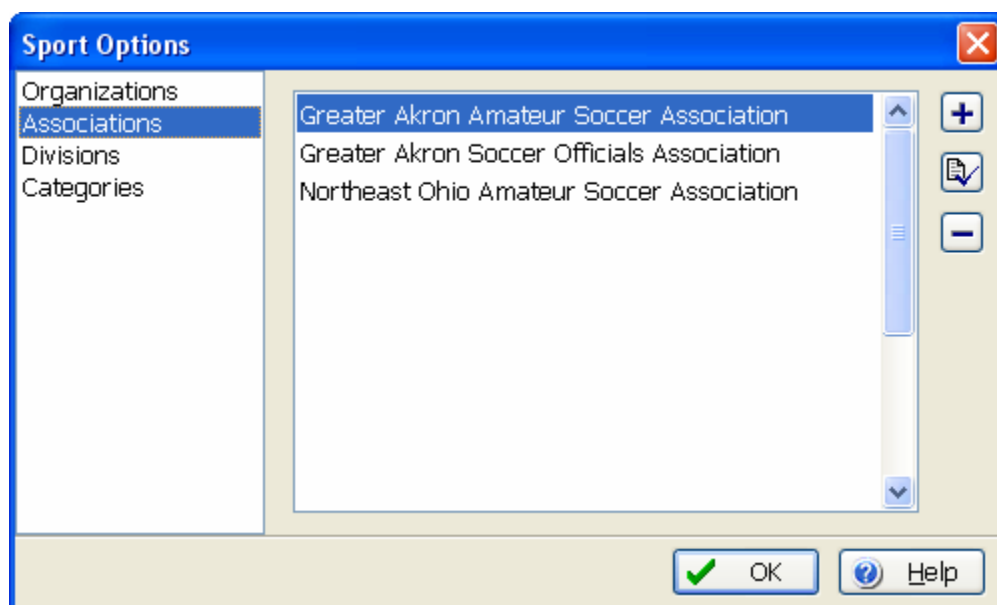





Figure 23 – Options – Organizations

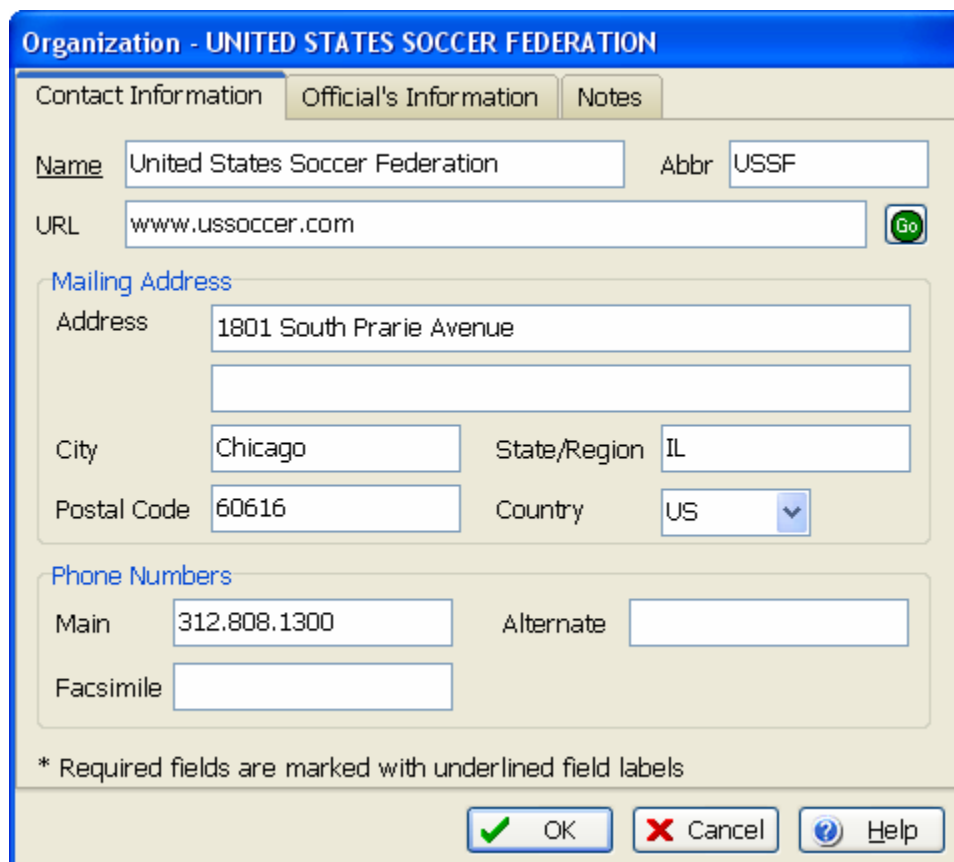
The functions of the buttons on the Organizations page are described in the table below:

Table 10 – Options – Organizations Buttons

Button	Description
	Add a new Organization. You can also use the keyboard's 'Ins' or 'Insert' key to add a new Organization.
	Edit the selected Organization. You can also double-click on an Organization to edit the Organization.
	Delete the selected Organization. You can also use the keyboard's 'Del' or 'Delete' key to delete the selected Organization.

Note: You must associate the Organization with a Sport before it will appear as an option when entering or editing a Game within ORK.

When you add or edit an Organization in ORK, the program will display a dialog similar to the one shown below. On this dialog, you will populate important information about the organization. The only required field is the organization name, but you can use the program to track additional information about the organization including address, phone number and Internet URL.



The image shows a software dialog box titled "Organization - UNITED STATES SOCCER FEDERATION". It has three tabs: "Contact Information" (selected), "Official's Information", and "Notes". The "Contact Information" tab contains several input fields. The "Name" field is underlined and contains "United States Soccer Federation". The "Abbr" field contains "USSF". The "URL" field contains "www.ussoccer.com" and has a green "Go" button to its right. Below these is a "Mailing Address" section with an "Address" field containing "1801 South Prarie Avenue", a blank line below it, a "City" field containing "Chicago", a "State/Region" field containing "IL", a "Postal Code" field containing "60616", and a "Country" dropdown menu set to "US". Below the mailing address is a "Phone Numbers" section with a "Main" field containing "312.808.1300", an "Alternate" field, and a "Facsimile" field. At the bottom, there is a note: "* Required fields are marked with underlined field labels". At the very bottom are three buttons: "OK" with a green checkmark, "Cancel" with a red X, and "Help" with a question mark.

Figure 24 – Organization Edit – Contact Information

If you click the button labeled 'Go' to the right of the Internet URL, your computer will open your default Internet browser and attempt to access the URL you have provided.

Note: Required fields are marked with underlined labels.

The Official's Information page contains information related to your registration with the particular organization – values for this page are described in the table below.

Organization - UNITED STATES SOCCER FEDERATION

Contact Information **Official's Information** Notes

First Registered 04/24/1983

Current Grade 6

Date obtained current grade 09/24/1993

OK Cancel Help

Figure 25 – Organization Edit – Official's Information

Table 11 – Organization Edit – Official's Information

Option	Description
First Registered	Used to record the date you first registered as an official with the organization.
Current Grade	Used to record your current Official's grade or level for this organization.
Date Obtained Current Grade	Used to record the date of your upgrade to this level. This information is sometimes needed when re-registering for a particular sport.

The Notes page provides a place where you can enter an almost unlimited amount of information you wish associated with this organization.

Associations

ORK uses Associations to describe Officials associations or other local groups that govern a particular sport or group of sports in your area. Within ORK, you can associate one or more Associations with a particular sport. When entering a game, you can select one Association to associate with the game you are working. When viewing or printing reports, you can filter the games and have the program only show you games associated with a particular Association.

On the Associations page of the Options dialog, use the buttons on the right or the keyboard to add, edit and delete Associations.

Note: Association names must be unique; you will not be able to enter two associations with the same name.

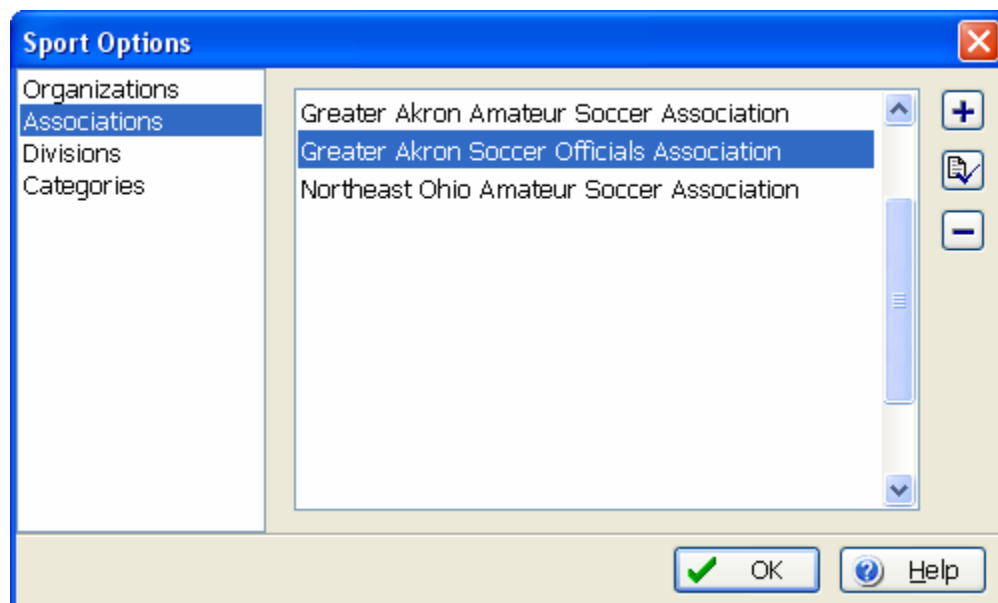





Figure 26 – Options – Associations

The functions of the buttons on the Associations page are described in the table below:

Table 12 – Options – Associations Buttons

Button	Description
	Add a new Association. You can also use the keyboard's 'Ins' or 'Insert' key to add a new Association.
	Edit the selected Association. You can also double-click on an Association to edit the Association.
	Delete the selected Association. You can also use the keyboard's 'Del' or 'Delete' key to delete the selected Association.

Note: You must associate the Association with a Sport before it will appear as an option when entering or editing a Game within ORK.

When you add or edit an Association in ORK, the program will display a dialog similar to the one shown below. On this dialog, you will populate important information about the Association. The only required field is the Association name, but you can use the program to track additional information about the Association including address, phone number and Internet URL.

Sport Association - GREATER AKRON SOCCER OFFICIALS ASSOCIATION

Contact Information Notes

Name Greater Akron Soccer Officials Association Abbr GASOA

URL www.akronsoccerrefs.org

Mailing Address

Address

City Akron State/Region Ohio

Postal Code Country US

Phone Numbers

Main Alternate

Facsimile

* Required fields are marked with underlined field labels

OK Cancel Help

Figure 27 – Association Edit – Contact Information

If you click the button labeled 'Go' to the right of the Internet URL, your computer will open your default Internet browser and attempt to access the URL you have provided.

The Notes page provides a place where you can enter an almost unlimited amount of information you wish associated with this Association.

Note: Required fields are marked with underlined labels.

Divisions

Every sport groups teams into divisions based upon age or skill level of the participants. Since most divisions are common across multiple sports (Varsity and Junior Varsity in high school athletics for example) ORK defines them at the Sport Option level rather than have you create them or associate them at the Sport level.

On the Divisions page of the Options dialog, use the buttons on the right or the keyboard to add, edit and delete Divisions. You should define a record here for every division that you officiate.

Note: Division names must be unique; you will not be able to enter two divisions with the same name.

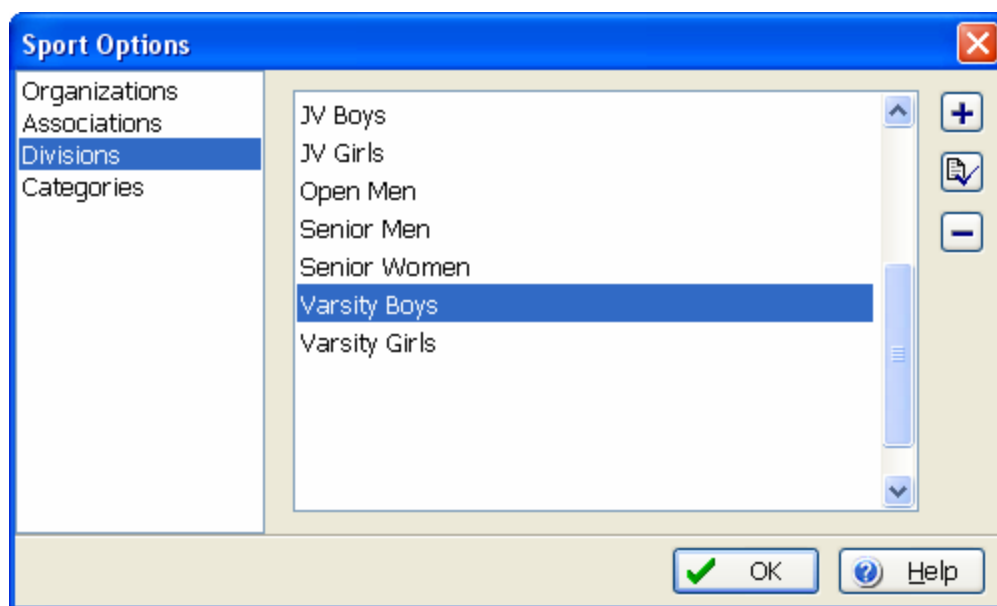





Figure 28 – Options – Divisions

The functions of the buttons on the Divisions page are described in the table below:

Table 13 – Options – Divisions Buttons

Button	Description
	Add a new Division. You can also use the keyboard's 'Ins' or 'Insert' key to add a new Division.
	Edit the selected Division. You can also double-click on a Division to edit the Division.
	Delete the selected Division. You can also use the keyboard's 'Del' or 'Delete' key to delete the selected Division.

When you add a division, you will be presented with a dialog similar to the one shown below:

A screenshot of a Windows-style dialog box titled "Division - VARSITY BOYS". The dialog has a blue title bar. Inside, there is a label "Division Name" with an underline, followed by a text input field containing "Varsity Boys". Below this is a label "Notes" followed by a large, empty text area. At the bottom, there is a line of text: "* Required fields are marked with underlined field labels". At the very bottom are three buttons: "OK" with a green checkmark icon, "Cancel" with a red X icon, and "Help" with a blue question mark icon.

Division - VARSITY BOYS

Division Name

Varsity Boys

Notes

* Required fields are marked with underlined field labels

OK Cancel Help

Figure 29 – Division Edit

You must provide a Division name, but you can also type in any notes you wish to include with this division. These notes will only appear when editing the Division; they are not displayed anywhere else within the program.

Note: Required fields are marked with underlined labels.

Categories

The Categories feature of ORK allows you to define generic categories you can associate with every game in the system. It does not matter what categories you define, you can use them in whatever way you want. Categories give you a way to mark a game or group of games with a separate identifier that you can use later when generating reports or viewing game data in the program.

On the Categories page of the Options dialog, use the buttons on the right or the keyboard to add, edit and delete Categories.

Note: Categories names must be unique; you will not be able to enter two categories with the same name.

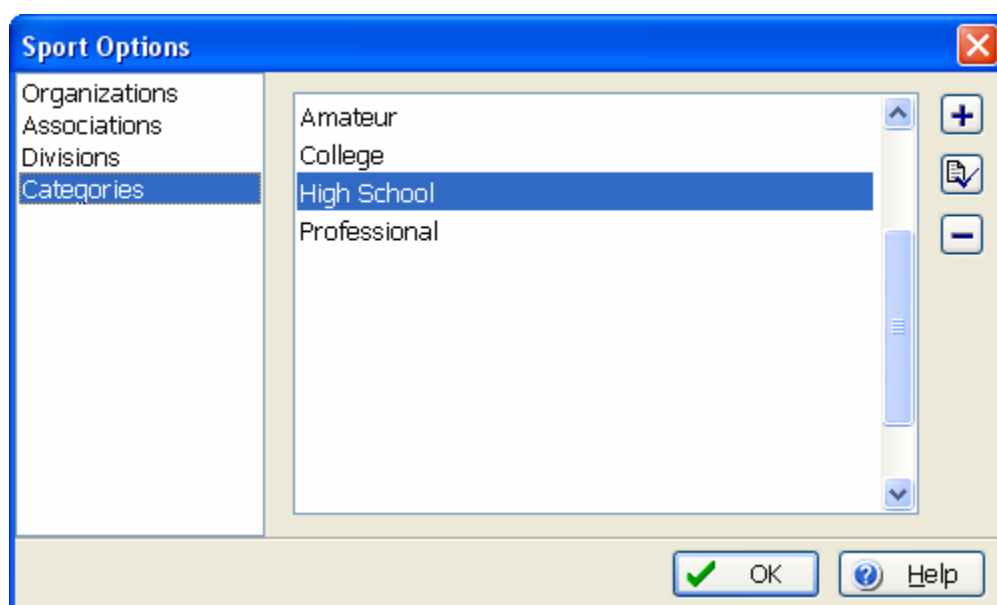





Figure 30 – Options – Categories

The functions of the buttons on the Categories page are described in the table below:

Table 14 – Options – Categories Buttons

Button	Description
	Add a new Category. You can also use the keyboard's 'Ins' or 'Insert' key to add a new Category.
	Edit the selected Category. You can also double-click on a Category to edit the Category.
	Delete the selected Category. You can also use the keyboard's 'Del' or 'Delete' key to delete the selected Category.

When you add a division, you will be presented with a dialog similar to the one shown below:

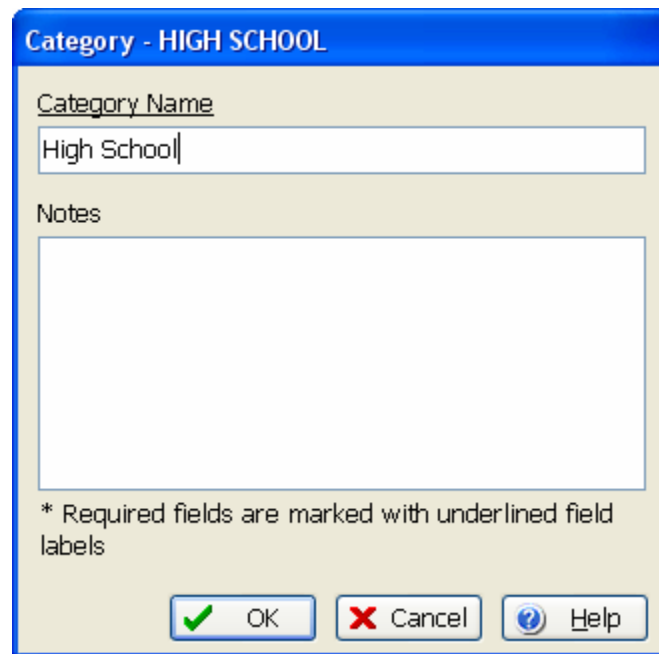
A screenshot of a Windows-style dialog box titled "Category - HIGH SCHOOL". The dialog has a blue title bar. Inside, there is a section labeled "Category Name" with a text input field containing "High School". Below this is a section labeled "Notes" with a large, empty text area. At the bottom, there is a line of text: "* Required fields are marked with underlined field labels". Below this text are three buttons: "OK" with a green checkmark icon, "Cancel" with a red X icon, and "Help" with a blue question mark icon. The "Category Name" label is underlined, indicating it is a required field.

Figure 31 – Category Edit

You must provide a Category name, but you can also type in any notes you wish to include with this division. These notes will only appear when editing the Category; they are not displayed anywhere else within the program.

Note: Required fields are marked with underlined labels.

Configuring Sports

In order to be able to manage games in ORK, you must first tell ORK about all of the sports that you work. The Sports section of the ORK configuration allows you to define one sport for the Basic version or an unlimited number of sports for the Professional version.

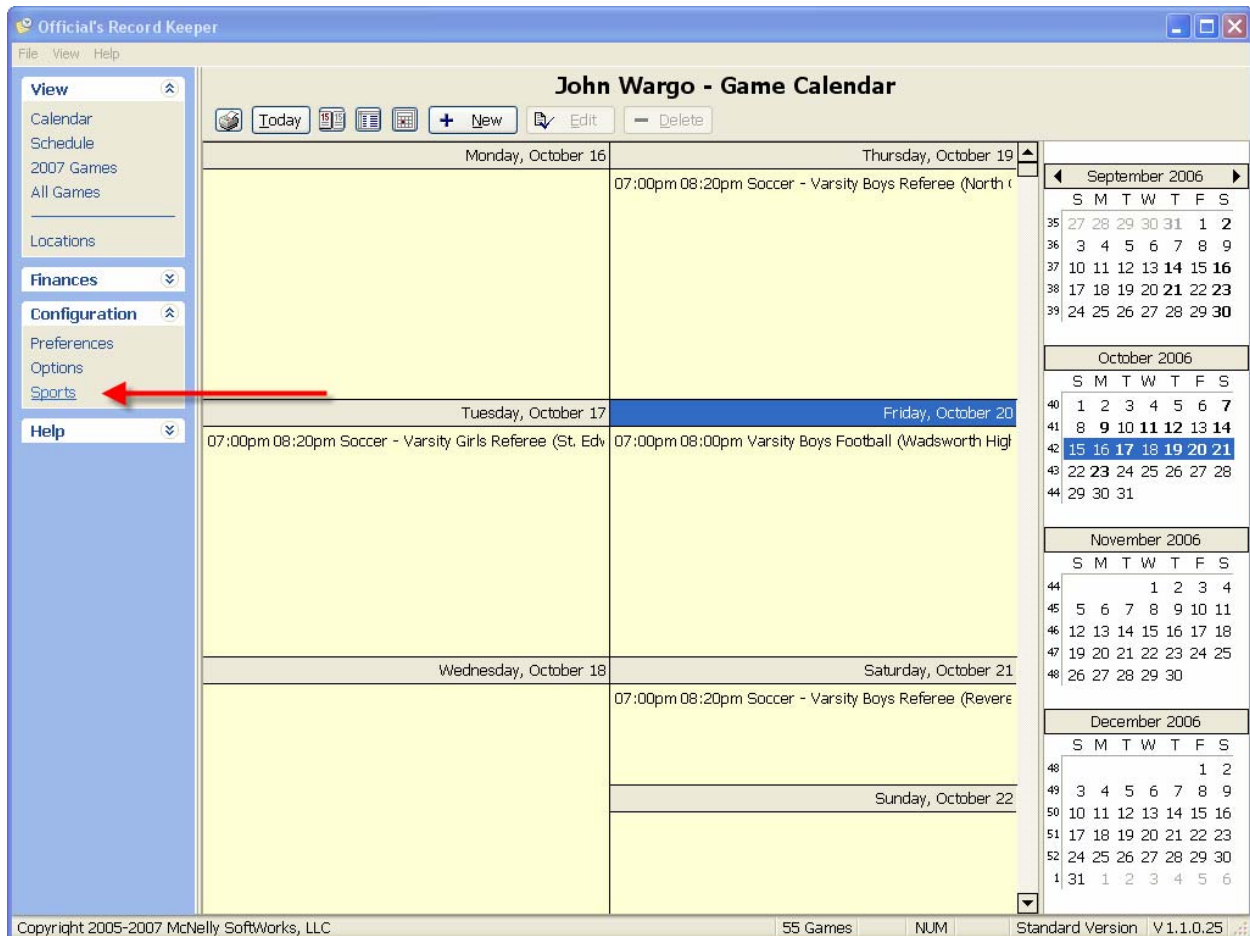


Figure 32 – ORK Sports Configuration

For each sport you define, you can configure the following options:

Table 15 – Configurable Options

Option	Description
Positions	Defines the different roles an official can be assigned to when assigned to a game. Examples for Soccer are Referee, Assistant Referee and 4 th Official.
Sanctions	<p>Most sports give officials special sanctions they can apply to players or sometimes coaches who act in a manner beyond what a normal penalty can deal with.</p> <p>In Soccer, officials have Yellow Cards (warnings) and Red Cards (Ejections or send-offs) that they can show players as a special sort of penalty. In Baseball, players are ejected from the game; in Football, players commit personal fouls and in Basketball, players commit Technical Fouls. Each of these are examples of special sanctions that officials may need to record as part of their report for the game – and are therefore available as options defined for the sport and can be added to the game record as needed.</p>
Organizations	<p>With ORK, you can associate one or more of the Organizations you defined in Options with a particular sports or multiple sports. When creating or editing Sports, you can pick the organizations that are associated with the sport.</p> <p>Even though you may have defined Organizations in the Options area of the program, they will not appear on the Game Form until you associate them with a sport here.</p>
Associations	<p>With ORK, you can associate one or more of the Associations you defined in Options with a particular sports or multiple sports. When creating or editing Sports, you can pick the Associations that are associated with the sport.</p> <p>Even though you may have defined Associations in the Options area of the program, they will not appear on the Game Form until you associate them with a sport here.</p>

On the Sports Management Dialog (shown below), use the buttons on the right or the keyboard to add, edit and delete Sports.

Note: In all of the dialogs presented by ORK, the labels for required fields are presented in underlined text. When you look at a form, you will not be able to click 'OK' and save your work until you have populated all fields with underlined labels.

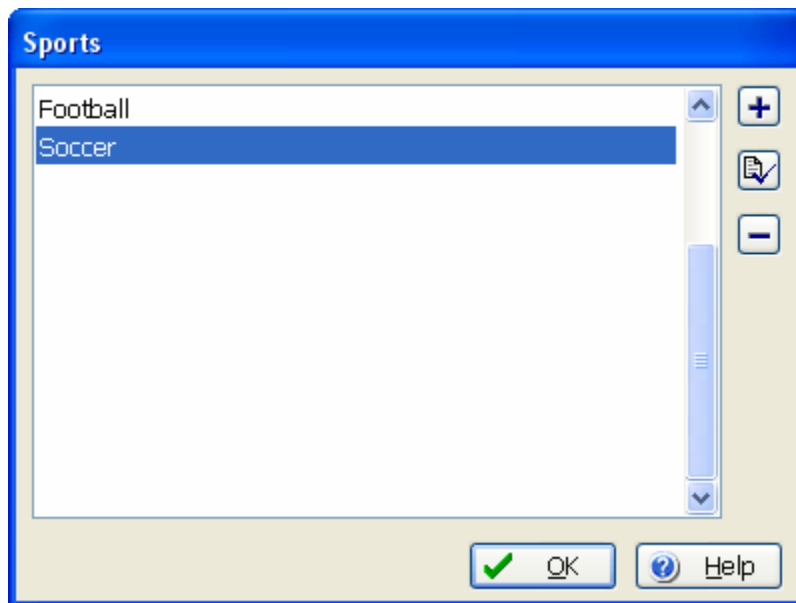





Figure 33 – Sport Management Dialog

The functions of the buttons on the Sports Management Dialog are described in the table below:

Table 16 – Sport Management Buttons

Button	Description
	Add a new Sport. You can also use the keyboard's 'Ins' or 'Insert' key to add a new Sport.
	Edit the selected Sport. You can also double-click on a Sport to edit the Sport.
	Delete the selected Sport. You can also use the keyboard's 'Del' or 'Delete' key to delete the selected Sport.

When you add a new sport, you must first provide the program with the name of the sport you wish to create. Enter the name of the sport in the dialog that appears.

Note: Sport names must be unique; you will not be able to enter two sports with the same name.

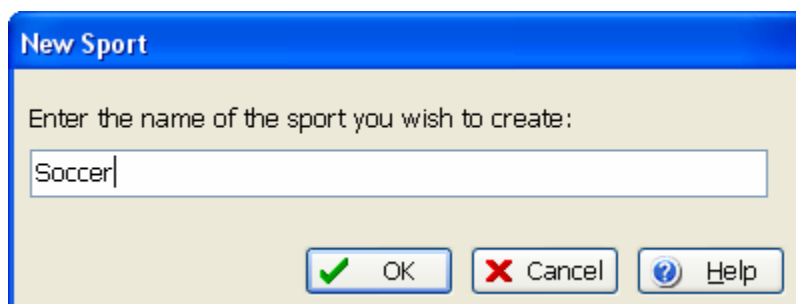


Figure 34 – New Sport Dialog

The program will confirm that the sport you wish to add is not already defined in the Sports table; if the sport name you have provided is unique, you will be presented with the dialog shown below. From there, you can configure each of the options for this sport and associate the sport with the Organizations and Associations you defined in Options.

The screenshot shows a window titled "Sport - SOCCER". On the left is a vertical list of tabs: "General", "Positions", "Sanctions", "Organizations", and "Associations". The "General" tab is selected. To the right of the tabs, there is a text input field labeled "Name" containing the text "Soccer". Below this is a larger text area labeled "Notes". At the bottom of the dialog, there is a message: "* Required fields are marked with underlined field labels". At the very bottom are three buttons: "OK" (with a green checkmark icon), "Cancel" (with a red X icon), and "Help" (with a question mark icon).

Figure 35 – Sport Edit – General Settings

The first thing you will do is enter any notes you want to record along with the Sport information. You can also edit the sport name, but be careful not to use a Sport name that already exists in the database; you will not be able to save your changes to this sport if another sport with the name you entered already exists.

The remaining sections of this topic describe the other options for your Sport configuration.

Configuring Positions

In most sports, officials assume different roles or positions in the game. For some games, you may be assigned as the head referee, but for other games, you may be part of a team working for the head referee. ORK is very flexible in how it allows you to define the different positions you work on a game. You can define as many or as few positions as you need depending on which sport you officiate.

In the figure below, ORK has been configured for some of the common referee positions for Soccer Referees in the US. For your sport or country, these options may be different. What is important here is that you define all of the possible positions you work so that when you enter game information, you can easily pick the correct option. When you assign a Position to a game, that position information will appear in the Game views and Calendar along with other information about the game.

When configuring Positions, use the buttons on the right or the keyboard to add, edit and delete Positions.

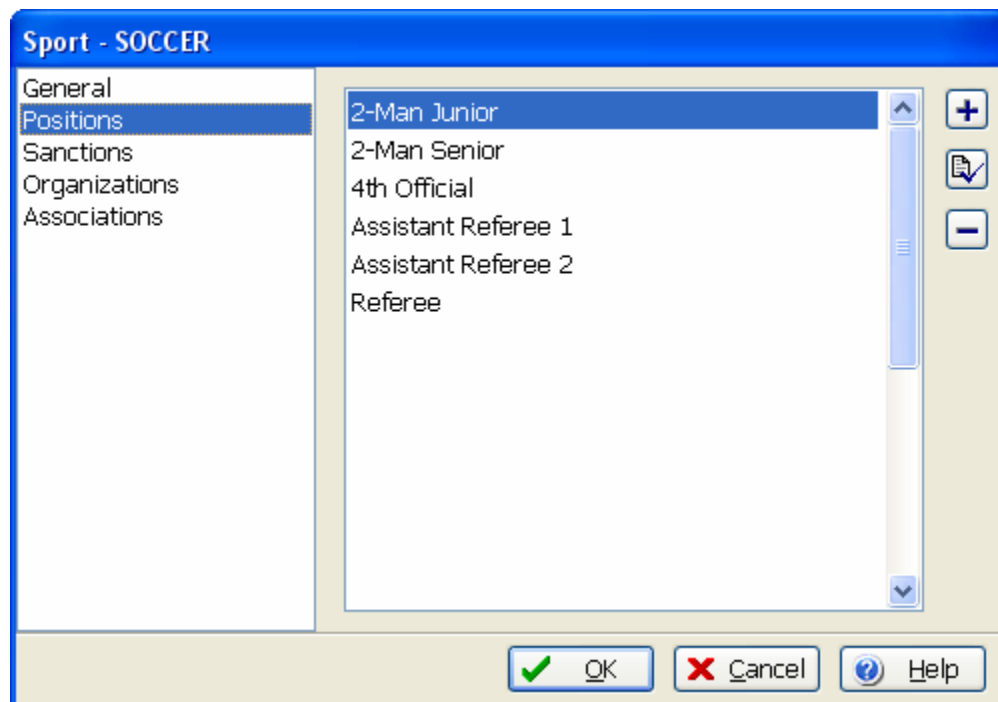





Figure 36 – Sport Edit – Positions Management

The functions of the Positions buttons are described in the table below:

Table 17 – Positions Buttons

Button	Description
	Add a new Position. You can also use the keyboard's 'Ins' or 'Insert' key to add a new Position.
	Edit the selected Position. You can also double-click on a Position to edit the Position.
	Delete the selected. You can also use the keyboard's 'Del' or 'Delete' key to delete the selected Position.

When you add a new Position, you must first provide the program with the name of the Position you wish to create. Enter the name of the Position in the dialog that appears.

Note: Position names must be unique; you will not be able to enter two Positions with the same name.



Figure 37 – Position Edit Dialog

You must provide a Position name, but you can also type in any notes you wish to include with this Position. These notes will only appear when editing the Position; they are not displayed anywhere else within the program.

Note: Required fields are marked with underlined labels.

Configuring Sanctions

Most sports give officials special sanctions they can apply to players or sometimes coaches who act in a manner beyond what a normal penalty can deal with.

In Soccer, officials have Yellow Cards (warnings) and Red Cards (Ejections or send-offs) that they can show players as a special sort of penalty. In Baseball, players are ejected from the game; in Football, players commit personal fouls and in Basketball, players commit Technical Fouls. Each of these are examples of special sanctions that officials may need to record as part of their report for the game – and are therefore available as options defined for the sport and can be added to the game record as needed.

Sanctions are used in ORK when entering detailed information about the game after the game has been completed. If during the game you issued one of these special sanctions to a player or coach, then you can add detailed information about each sanction to the game record. You can add as many or as few sanctions to a game as needed to describe what happened during the game.

When configuring Sanctions, use the buttons on the right or the keyboard to add, edit and delete Sanctions.

Note: Sanction names must be unique; you will not be able to enter two sanctions with the same name.

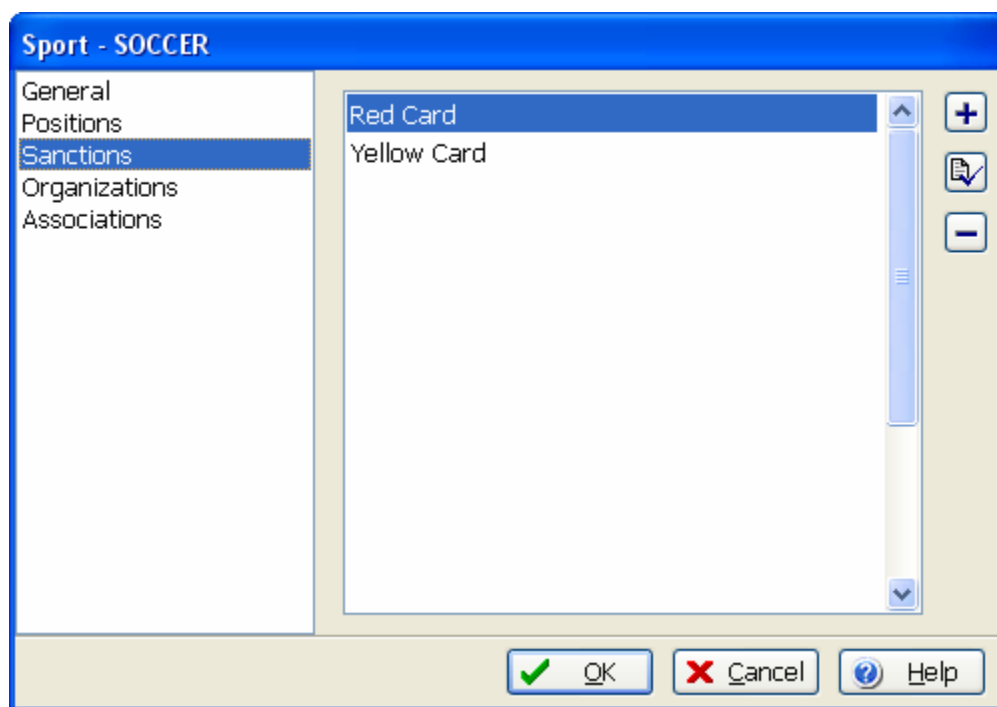





Figure 38 – Sport Edit – Sanctions Management

The functions of the Sanctions buttons are described in the table below:

Table 18 – Sanctions Buttons

Button	Description
	Add a new Sanction. You can also use the keyboard's 'Ins' or 'Insert' key to add a new Sanction.
	Edit the selected Sanction. You can also double-click on a Sanction to edit the Sanction.
	Delete the selected Sanction. You can also use the keyboard's 'Del' or 'Delete' key to delete the selected Sanction.

When you add a new Sanction, you must first provide the program with the name of the Sanction you wish to create. Enter the name of the Sanction in the dialog that appears.

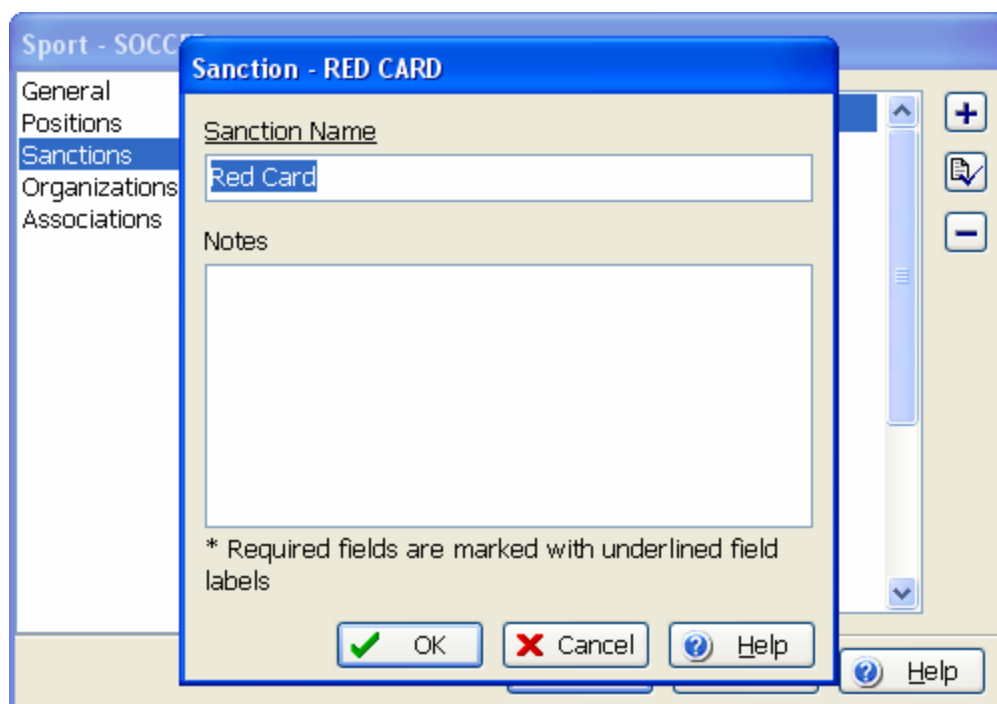


Figure 39 – Sanction Edit

You must provide a Sanction name, but you can also type in any notes you wish to include with this Sanction. These notes will only appear when editing the Sanction; they are not displayed anywhere else within the program.

Note: Required fields are marked with underlined labels.

In the example shown above, we have created two sanctions, one for Soccer's Yellow Card and another for the Red card.

In Soccer, there are actually a limited number of reasons why you might show a yellow or red card, so you could actually refine the list a little bit and give yourself more options for recording sanctions for your games.

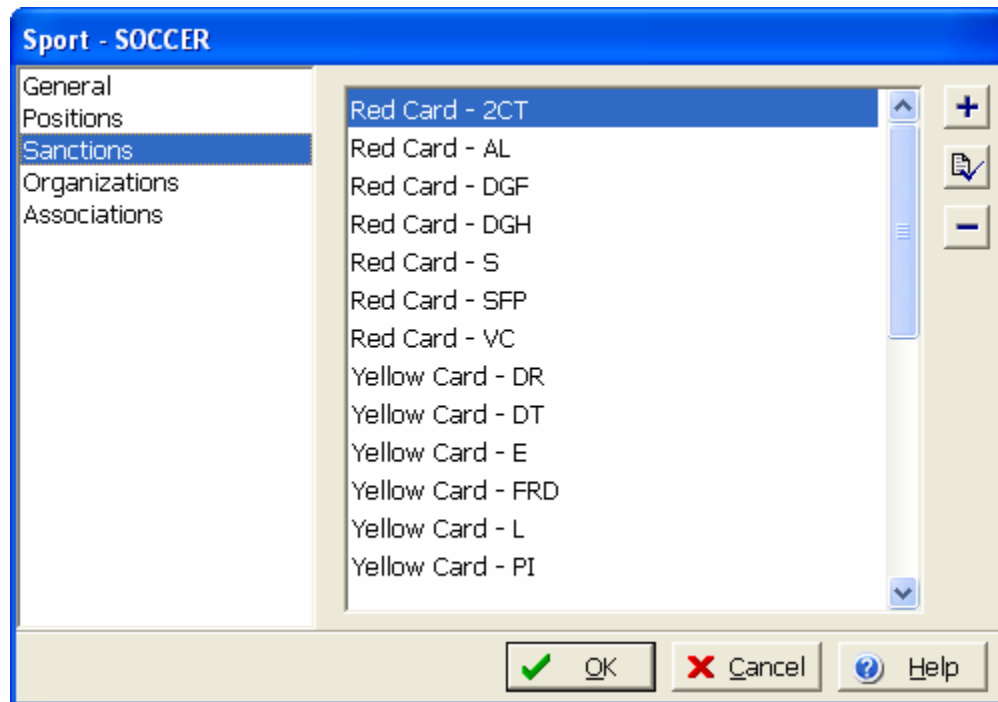


Figure 40 – Soccer Sanction Options

You can give yellow cards for the following reasons (with their official abbreviations in parenthesis following the description):

- Unsporting behavior (UB)
- Showing dissent by word or action (DT)
- Persistently Infringing the Laws of the Game (PI)
- Delays the restart of play (DR)
- Fails to respect the required distance on free kicks (FRD)
- Enters or reenters the field without the referee's permission (E)
- Deliberately leaves the field of play without the referees permission (L)

Red cards can be given for the following reasons:

- Serious foul play (SFP)
- Violent conduct (VC)
- Spitting at an opponent (S)
- Denies a team a goal or an obvious goal-scoring opportunity by deliberately handling the ball (DGH)

- Denies an obvious goal-scoring opportunity to an opponent moving towards the player's goal by an offense punishable by a free kick or Penalty kick. (DGF)
- Uses offensive, insulting or abusive language (AL)
- Receives a second caution in the same match (2CT)

You can use this detailed information to refine your sanctions options in order to support more detailed game reports by changing the Sanction configuration to what is shown in the figure below.

Associating a Sport with an Organization

After you have defined all of the sports organizations you work with in Options, you then associate one or more organizations with a sport in the sport's definition. Use the plus and minus buttons on the right or the keyboard to associate or disassociate an organization with the sport you are editing.

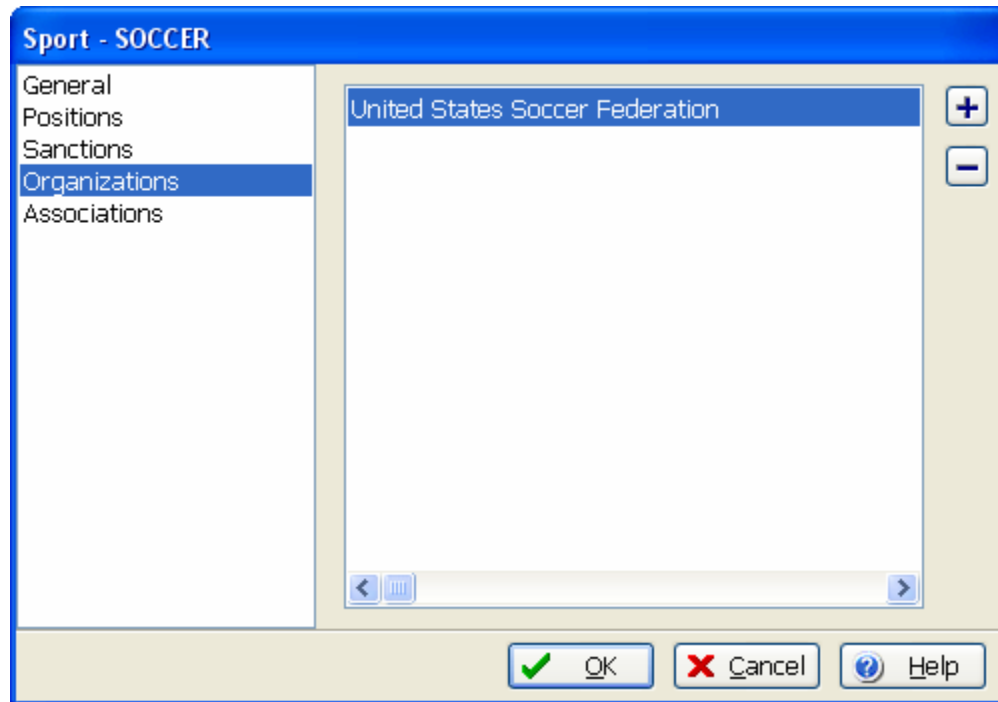




Figure 41 – Sport Edit – Organization Management

The functions of the Organizations buttons are described in the table below:

Table 19 – Organizations Buttons

Button	Description
	Add a new Organization association to this sport. You can also use the keyboard's 'Ins' or 'Insert' key to add a new Organization association.
	Delete the selected Organization association from this sport. You can also use the keyboard's 'Del' or 'Delete' key to delete the selected Organization association.

When you press the Insert key on the keyboard or click the plus button on the dialog, you will be presented with the list of organizations that are defined in the ORK database. Select the organization you wish to associate with the sport and click the 'OK' button to associate the organization with the sport.

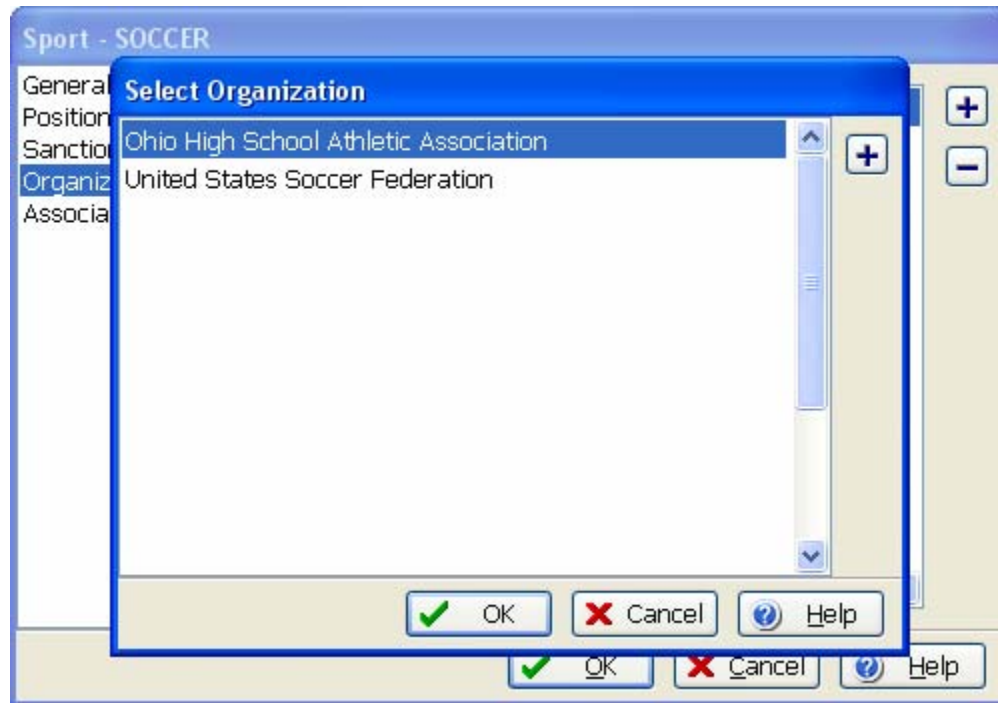



Figure 42 – Select Organization Dialog

You can also click the  button on the dialog to enter a new Organization to ORK then select it and click the 'OK' button to complete the association of the Organization with the Sport.

Note: Even though you may have defined Organizations in the Options area of the program, they will not appear on the Game Form until you associate them with a sport here.

Associating a Sport with an Association

After you have defined all of the sports Associations you work with in Options, you then associate one or more associations with a sport in the sport's definition. Use the plus and minus buttons on the right or the keyboard to associate or disassociate an association with the sport you are editing.

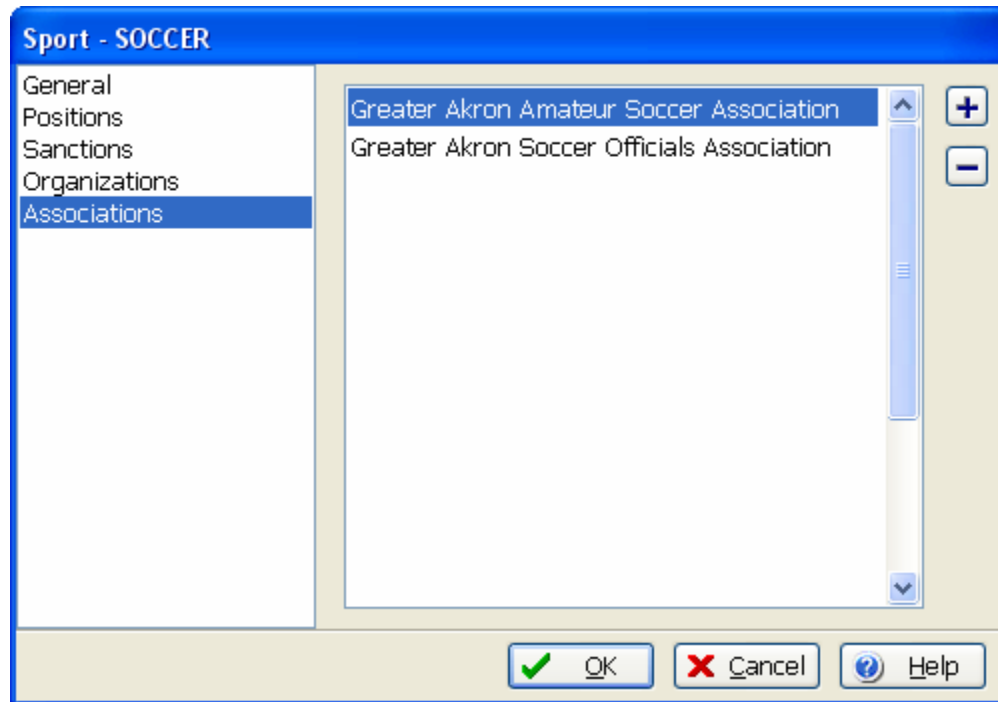




Figure 43 – Sport Edit – Association Management

The functions of the Associations buttons are described in the table below:


Table 20 – Associations Buttons

Button	Description
	Add a new Association association to this sport. You can also use the keyboard's 'Ins' or 'Insert' key to add a new Association association.
	Delete the selected Association association from the sport. You can also use the keyboard's 'Del' or 'Delete' key to delete the selected Association association.

When you press the Insert key on the keyboard or click the plus button, you will be presented with the list of associations that are defined in the ORD database. Select the association you wish to associate with the sport and click the OK button to associate the association with the sport.



Figure 44 – Select Association Dialog

You can also click the  button on the dialog to enter a new Association to ORK then select it and click the 'OK' button to complete the association of the Association with the Sport.

Even though you may have defined Associations in the Options area of the program, they will not appear on the Game Form until you associate them with a sport here.

Using the Program

Managing Games

Entering Games

When you first start the program, a calendar view will be presented listing all of the games defined in the system. Assuming you have properly configured the program with the sports and options you need, you are ready to begin entering games into the system.

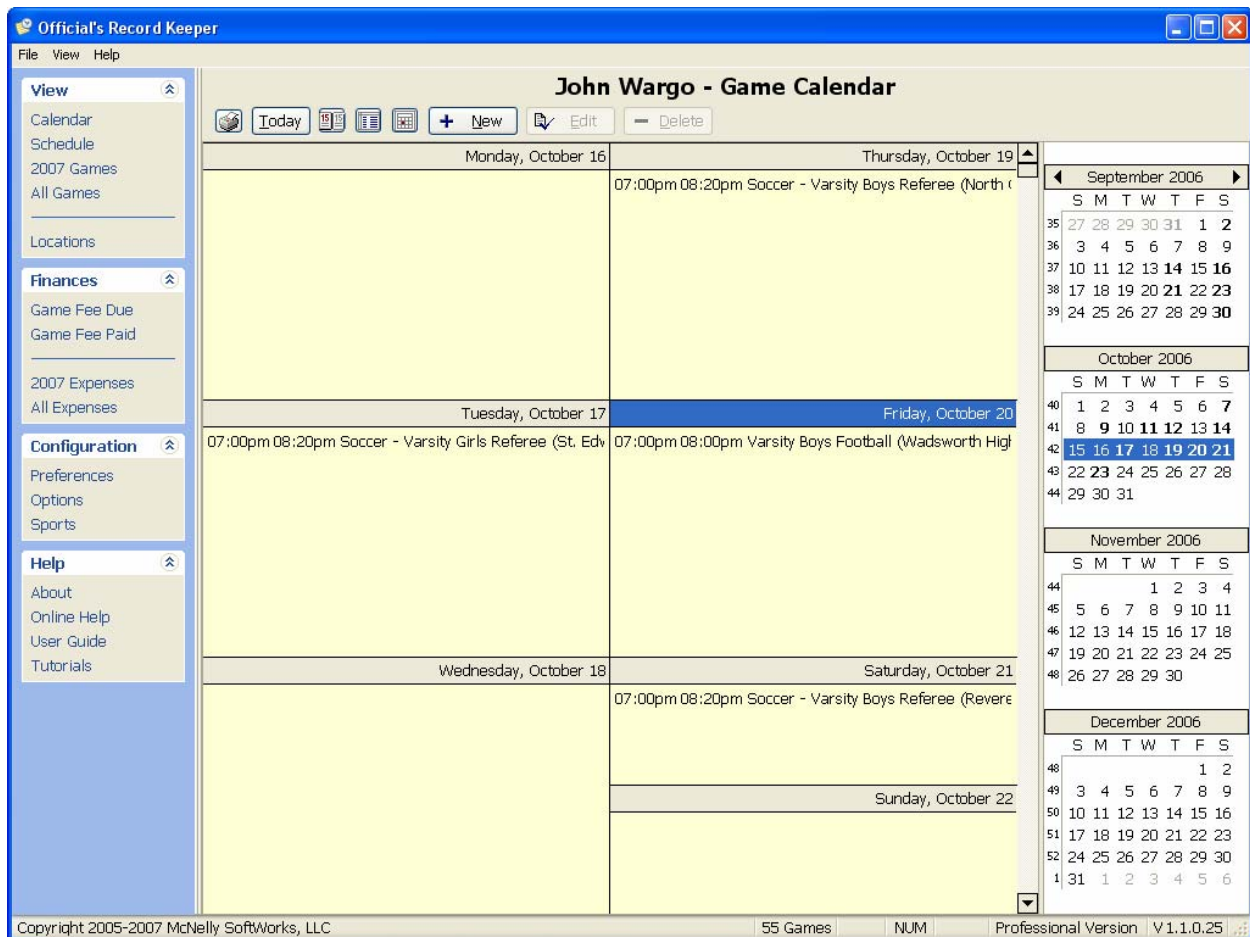


Figure 45 – Calendar View

From any of the views displaying games, you can click the 'New Game' button to enter a new game. You can also double-click on a game or click the 'Edit Game' button to edit an existing game.

You can also click the  button on this screen to print a calendar view of your schedule.

Details

When you create a new game, a dialog similar to the one shown below will appear. Enter the details for the game and click the 'Save' button to save the game to the database. When entering games (or any values in ORK), required fields are indicated by an underlined field label. For games, the required fields are Date, Time, Duration, Location and Sport; all of the other fields on the form are optional.

Game

Details Finances Sanctions Notes

Date 10/17/2006 Time 07:00 PM Position Referee Clear

Duration 80 Minutes Organization Ohio High School Athletic Association Clear

Location St. Edwards + Association Greater Akron Soccer Officials Association Clear

Division Varsity Girls + Category High School + Clear

Sport Soccer Game Number

Home Team

Name Magnificat

Color

Score 0

Visiting Team

Name Lorain Admiral King

Color


Score 0

* Required fields are marked with underlined field labels

Save Cancel Help

Figure 46 – New Game Entry

Note: Required fields are marked with underlined labels

When entering the date for the game, you can type in the date you want or click the arrow  next to the date field to pick the date on a calendar.

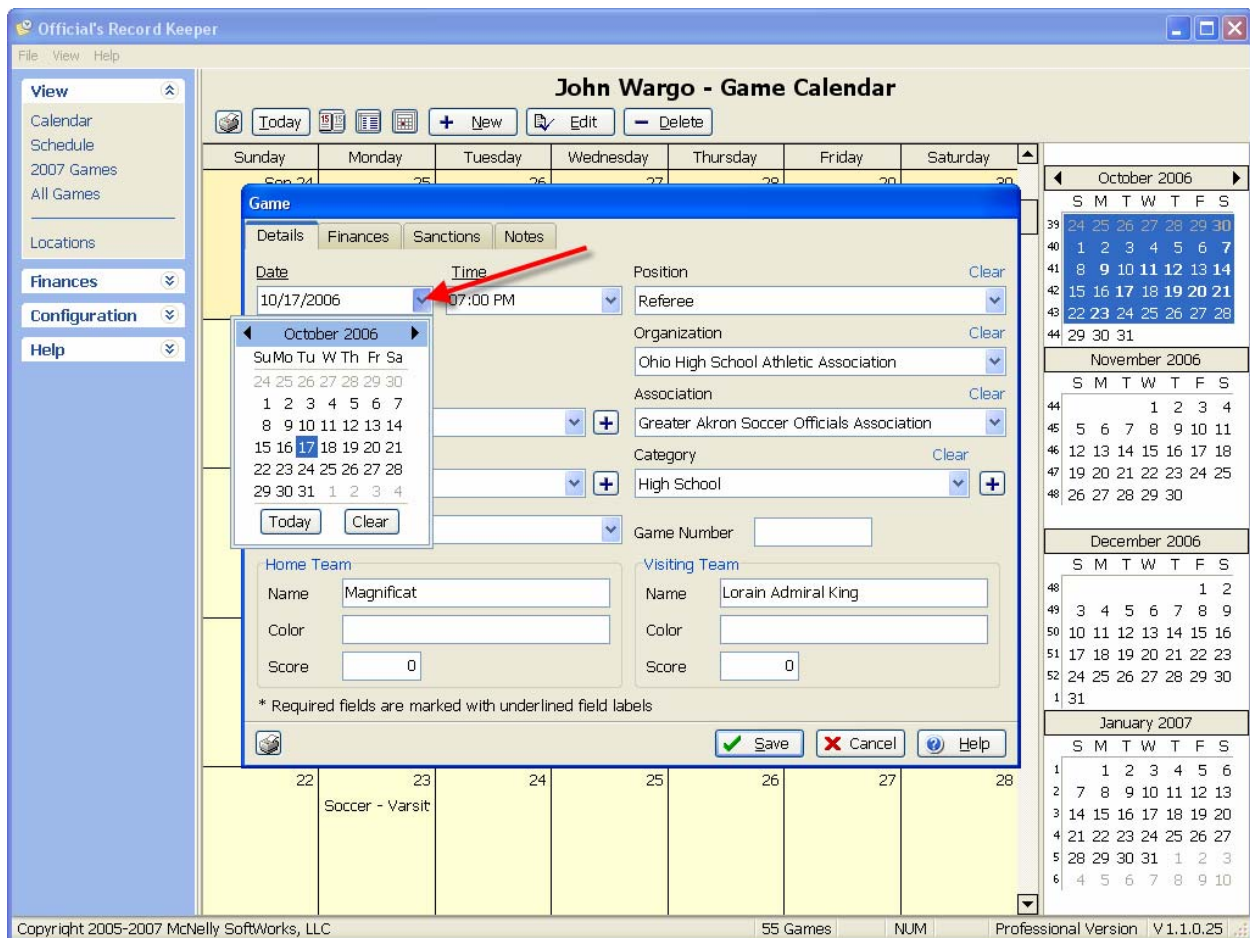



Figure 47 – Game Entry – Select Date

When picking from a calendar, you can navigate between months using the left and right arrows on the calendar or you can click on the month to pick the month from a list or click on the year to pick the year.

When entering the start time for the game, you can enter the time directly into the field or you can pick the time using a clock. To enter the time using the clock, click the down-arrow  next to the time field and a clock will appear similar to the one shown in the figure below.

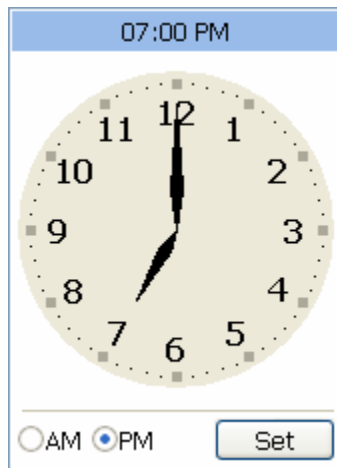






Figure 48 – Game Entry – Select Time

Use the left mouse button to select the hour and the right mouse button to select the minute. Be sure to pick AM or PM (at the bottom of the window) before clicking the 'Set' button to accept the value you entered.

The following table lists each of the fields on Details tab the Game Form.

Table 21 – Game Details Fields

Field	Description
Date	<p>Enter the date for the game.</p> <p>You can type in the date directly into the field or you can pick the date from a calendar that appears when you click the  button next to the field.</p>
Time	<p>Enter the start time for the game.</p> <p>You can type in the time directly into the field or you can pick the time from a clock that appears when you click the  button next to the field.</p>
Duration	<p>Enter the duration of the game (in minutes).</p> <p>This value is used when presenting the game in the Day view of the calendar.</p>
Location	<p>Enter the location (field) where the game will be played.</p> <p>All of the locations defined in the system will be available as a drop-down list.</p> <p>If the location you want is not currently defined in the database, you can click the  button next to the field and you will be able to add the location.</p>
Division	<p>Enter the Division for the game.</p> <p>All of the divisions currently defined in the system will be available as a drop-down list.</p> <p>If the division you want is not currently defined in the database, you can click the  button next to the field and you will be able to add the division.</p>
Sport	<p>Select the sport for the game from the list of sports defined in the system.</p> <p>If the sport you need is not defined, you will need to cancel entering the game and add the sport to the program's configuration.</p>
Position	<p>Select the position you have been assigned to for the game.</p> <p>All of the positions you have defined for the sport you selected in the field above will be available for selection. If the position you need has not been defined in the system, you will need to cancel entering the game and edit the sport to add the position.</p>

Field	Description
Organization	<p>Select the organization you wish associated with this game.</p> <p>The list of organizations available for this game is the list of organizations associated with the sport you selected in the field above.</p> <p>If an organization you need is not defined in the system or associated with the sport you have selected, you will need to cancel entering the game and add the organization to the system</p>
Association	<p>Select the association you wish associated with this game.</p> <p>The list of associations available for this game is the list of associations associated with the sport you selected in the field above.</p> <p>If an association you need is not defined in the system or associated with the sport you have selected, you will need to cancel entering the game and add the association to the system</p>
Category	<p>Select the category you wish assigned to this game from the list of available categories.</p> <p>If the category you wish to associate with this game is not available, you will need to cancel entering the game and add the category to the system.</p>
Game Number	<p>Enter the game number assigned to the game.</p> <p>Some leagues refer to their games using a unique game number. If the game has a game number associated with it, enter it into this field.</p>
Home	Enter the home team's name.
Home Color	Enter the color of the home team's uniforms.
Home Score	Enter the home team's score.
Visitor	Enter the visiting team's name.
Visitor Color	Enter the color of the visiting team's uniforms.
Visitor Score	Enter the visiting team's score.

Finances

The Finances tab of the Game entry dialog allows you to enter your game fee and additional information about the financial aspects of the game.

Note: You will not be able to add any expenses to the game until after you have saved the game. You must create the game, save the game and open it back up again in order to add expenses.

The screenshot shows the 'Game' dialog box with the 'Finances' tab selected. The 'Game Fee' is set to 50.00. There are checkboxes for 'Fee Paid' and 'Contracted', both of which are currently unchecked. Below these is an 'Expenses' section with a table. The table has three columns: 'Date', 'Description', and 'Amount'. It contains one entry: '10/17/2006', 'Mileage to game', and '\$17.95'. To the right of the table are three buttons: a plus sign (+), a checkmark in a box, and a minus sign (-). At the bottom of the dialog are three buttons: 'Save' (with a green checkmark icon), 'Cancel' (with a red X icon), and 'Help' (with a question mark icon).

Date	Description	Amount
10/17/2006	Mileage to game	\$17.95

Figure 49 – Game – Expense List




The following table lists each of the fields on Finances tab the Game Form.

Table 22 – Game Finances Fields

Field	Description
Game Fee	Enter the amount you will be or were paid to work the game.
Fee Paid	Check this field when you have received payment for the game. You can also provide the date that the payment was received in the Expense Date field.
Fee Date	When the Fee Paid checkbox is checked, enter the date you received payment for the game.
Contracted	Check this field to indicate that you have signed a contract to officiate the game.
Contract Date	When the Contracted checkbox is checked, enter the date you signed the contract.

You can also track individual expenses incurred in relation to the game. The program will display a list of all expenses associated with the game. Use the buttons on the dialog (described below) to add, edit and delete expenses.

Table 23 – Expenses Buttons

Button	Description
	Add a new expense and associate it with the game. You can also use the keyboard's 'Ins' or 'Insert' key to add a new expense.
	Edit the selected expense. You can also double-click on an expense to edit the expense.
	Delete the selected expense. You can also use the keyboard's 'Del' or 'Delete' key to delete the selected expense.

A new game must be saved before you can enter expenses that are associated with the game. If you try to enter expenses to an unsaved game, you will be presented with a dialog similar to the one shown below:

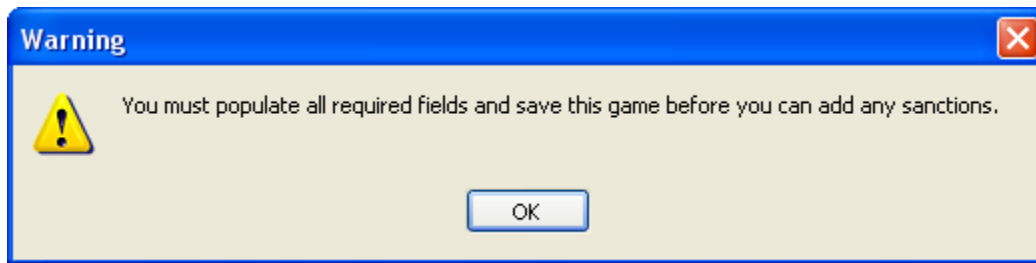


Figure 50 – Expense Warning

You must open the game back up again before you can enter expenses. Information about entering expenses can be found in the section of the document entitled "Managing Finances".

Sanctions




You can also track individual sanctions (special penalties) incurred during the game. The program will display a list of all sanctions associated with the game.

Period	Time	Team	Sanction
1	18	Home	Yellow Card
2	35	Visitor	Yellow Card

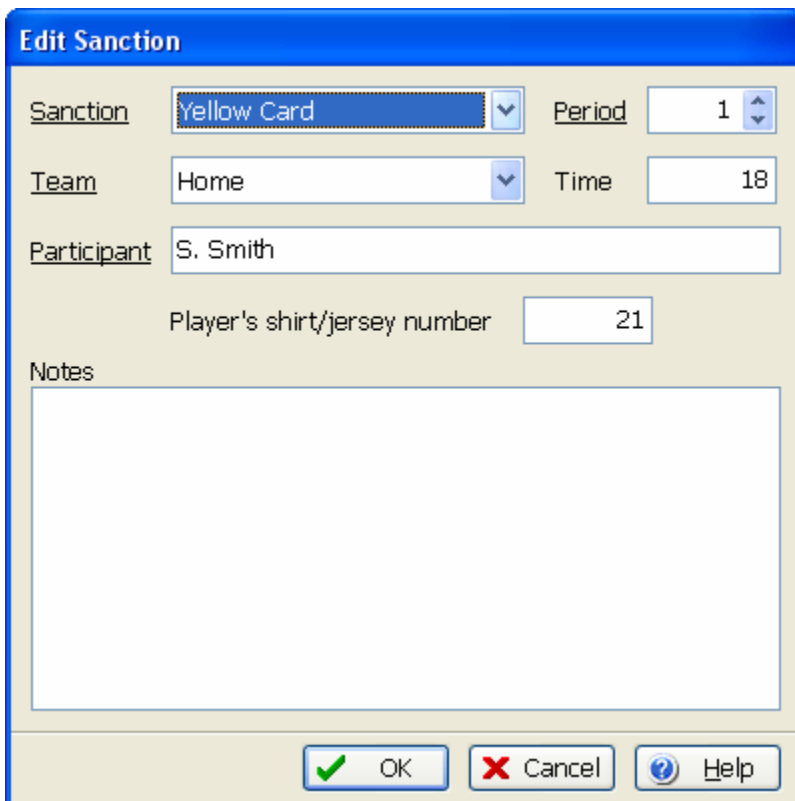
Figure 51 – Game – Sanction List

Use the buttons on the dialog (described below) to add, edit and delete sanctions.

Table 24 – Sanctions Buttons

Button	Description
	Add a new sanction and associate it with the game. You can also use the keyboard's 'Ins' or 'Insert' key to add a new sanction.
	Edit the selected sanction. You can also double-click on a sanction to edit the sanction.
	Delete the selected sanction. You can also use the keyboard's 'Del' or 'Delete' key to delete the selected sanction.

When you create or edit a sanction, you will be presented with a dialog similar to the one shown in the figure below:



The 'Edit Sanction' dialog box contains the following fields and controls:

- Sanction:** A dropdown menu with 'Yellow Card' selected.
- Period:** A numeric spinner box set to '1'.
- Team:** A dropdown menu with 'Home' selected.
- Time:** A numeric spinner box set to '18'.
- Participant:** A text box containing 'S. Smith'.
- Player's shirt/jersey number:** A numeric spinner box set to '21'.
- Notes:** A large, empty text area for additional information.
- Buttons:** 'OK' (with a green checkmark), 'Cancel' (with a red X), and 'Help' (with a question mark) buttons at the bottom.

Figure 52 – Sanction Edit

Note: Required fields are marked with underlined labels

The following table lists each of the fields on the Sanctions Form.

Table 25 – Game Sanction Fields

Field	Description
Sanction	Select the sanction from the list of sanctions you have defined for the sport associated with the game. If the sanction you need is not defined, you will need to cancel editing the game and update the sport's configuration with the new sanction.
Team	Select the team (home or visitor) to which the sanction applies.
Period	Enter the period in the game that the sanction was given to the player.
Time (Minute)	Enter the minute of the period that the sanction was given. You do not need to track this information if your sport does not track when in a period a sanction was given.
Participant	Enter the name of the player who received the sanction. If the sanction was applied to a team or an unnamed player, enter something in this field so you can save the sanction.
Player's Shirt/ Jersey Number	Enter the number of the player receiving the sanction (if needed).
Notes	Enter any notes about the sanction. You may want to use this field to document why the sanction was given, what happened before or after the sanction was given and any other information you feel would be important to keep.

A new game must be saved (click the 'Save' button on the game dialog) before you can enter sanction for the game. If you try to enter sanction to an unsaved game, you will be presented with a dialog similar to the one shown below:

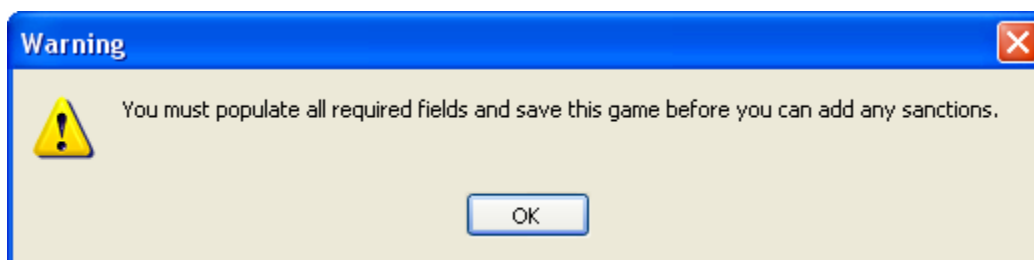


Figure 53 – Sanction Warning

Editing Games

To edit a game, select the game in any of the views that displays games and click the 'Edit Game' button at the top of the program's window. You can also double-click on a game to open the game in edit mode.

Deleting Games

To remove or delete a game, select the game in any of the views that displays games and click the 'Delete Game' button or press the 'Del' or 'Delete' key on the computer's keyboard. You can also right-click on the game and select 'Delete' from the menu that appears. You will be asked to confirm that you really want to delete the game before the game will be deleted.

Viewing Games

ORK offers different ways that you can view the games you have entered into the program. The highlighted areas on the figure below indicate which options display a list of games.

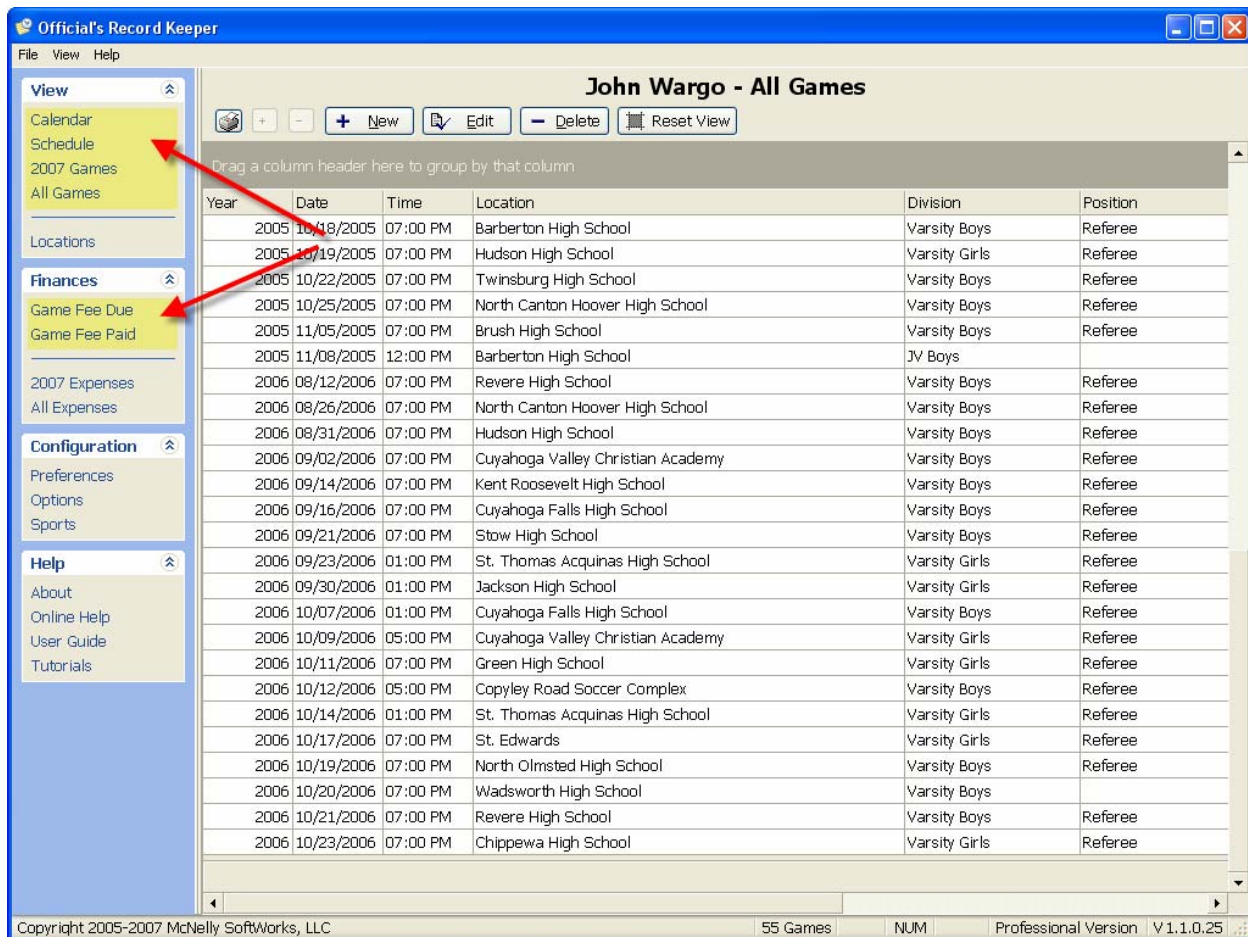
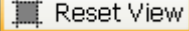


Figure 54 – Games View Options

All of the game views (excluding the calendar view) are completely customizable, you can make the views show the game information in exactly the way you want it to appear to suit your particular needs. Drag columns around, filter on a particular column value or categorize on a column; it is all just a few clicks away.

View customizations are also sticky; when you leave a view or the program and come back

later, your settings will remain. Click the  **Reset View** button to reset the view to the default configuration. All of your changes will be lost when you click this button.

Filtering Views

The figure above shows the default All Games view in ORK. If, for example, you wanted to see just the Varsity Boys games, all you would have to do is click the ▼ next to the Division Column and pick 'Varsity Boys' from the list that appears.



Figure 55 – Division Filter

The view will be dynamically rebuilt to show only the games that match the division you selected.

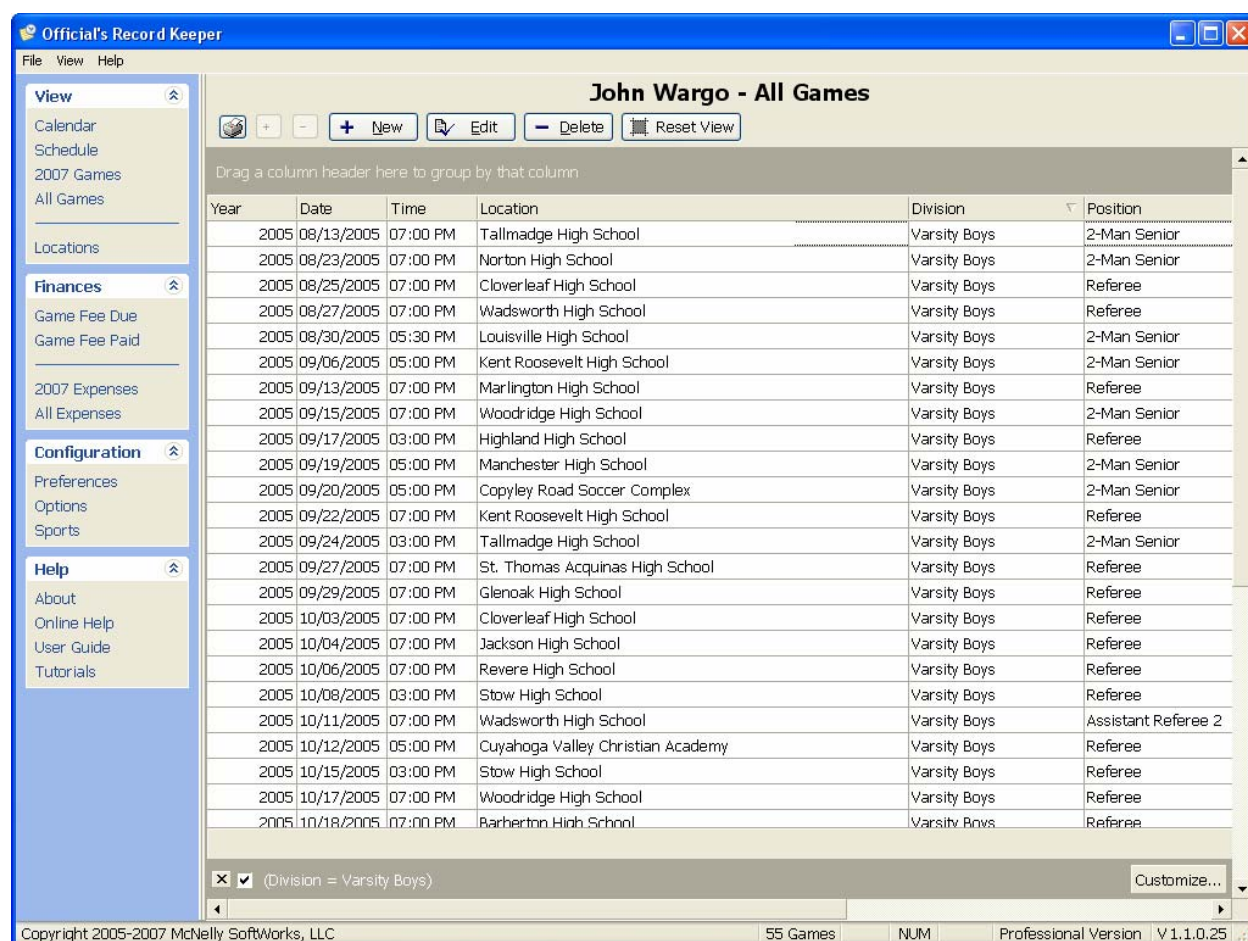



Figure 56 – Game View Filtered on Division

If you look at the bottom of the screen in the footer area (shown below), you can see that the filter being applied to the view is listed with some options.



Figure 57 – Game Filter Detail

Uncheck the checkbox and the filter will stay on the screen as an option, but will be turned off until you check the checkbox again. To remove the filter, you can either click the 'X' in the footer area or click the  in the column header and select '(All)' from the list – this will revert the column back to its default setting of showing all records.

You can filter on as many columns as you wish; you are not limited to only one column.

Categorizing Views - Groups

If you would like to have the view categorize on a particular column, drag the column to the top of the view – into the bar labeled ‘Drag a column header here to group by that column.’ When you do this, the view will rebuild and show all of your games categorized or grouped by the column you dragged.

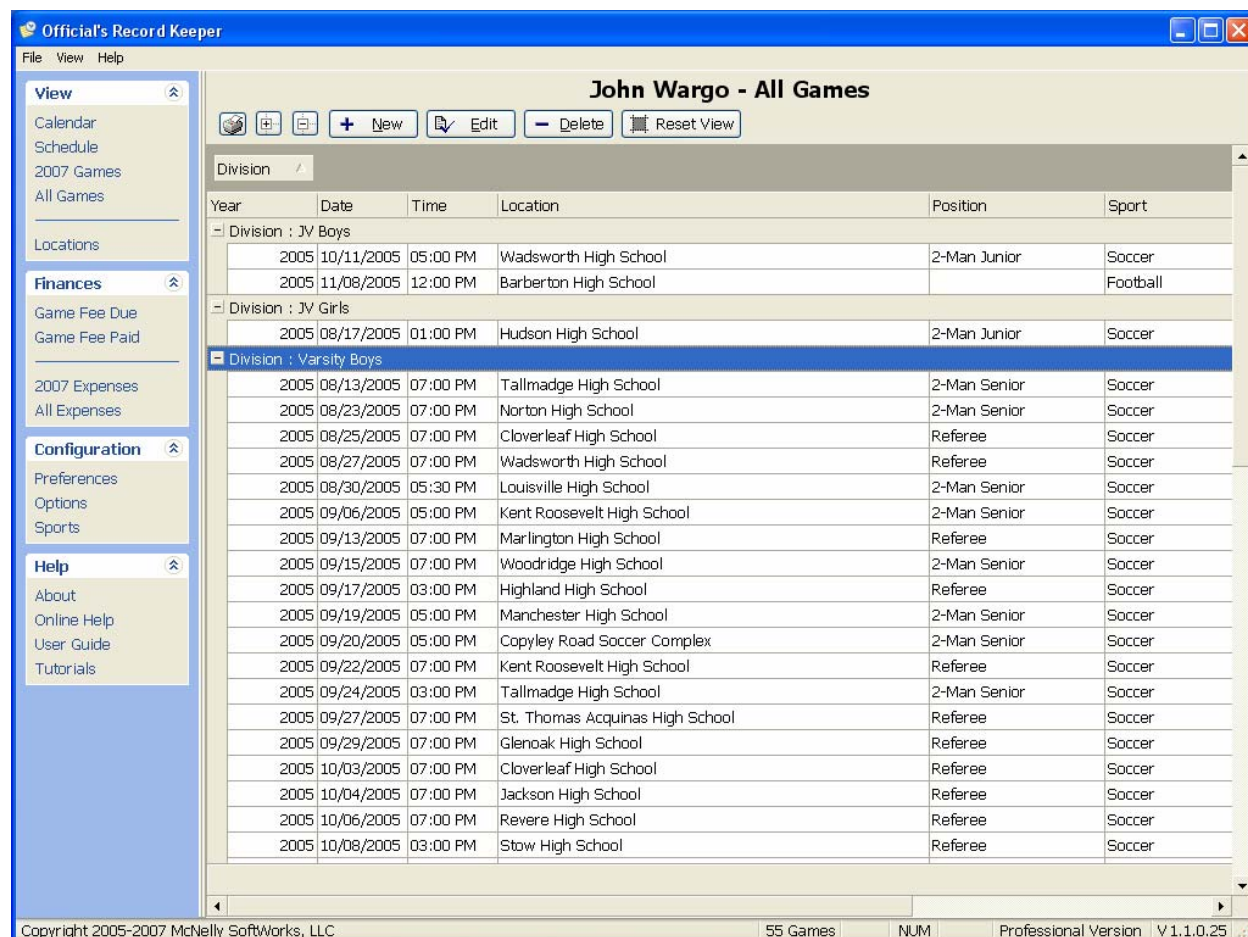





Figure 58 – Categorized (grouped) View

To undo the grouping, drag the column from the bar and reposition it back where you want it in the column order on the screen.

You can categorize on as many columns as you wish, if you want to group by division then position for example, you would merely drag both columns to the grouping bar and the view will rebuild and display your games grouped by both columns.

When viewing a categorized view, click the plus sign to expand a particular category and click the minus sign to collapse a particular category. You can also click the Expand All button  or Collapse All button  to expand or collapse the groupings.

Click the  Reset View button to reset the view to the default configuration. All of your changes will be lost when you click this button.

Recording Game Results

After the game has been completed, you can go back into the game and update ORK with the results of the game. Select the game in any of the games views and double-click on the game or click the 'Edit Game' button at the top of the view. Enter the updated game information such as the team names, colors and score and enter any expenses you incurred doing the game, any sanctions you applied and any notes you wish kept with the game record.


When you have completed making your changes, click the 'Save' button to save your changes or the 'Cancel' button to ignore your changes to the game.

Recording Payments


When you receive payment for the game, you can go back into the game and update ORK with the results of the game. Select the game in any of the games views and double-click on the game or click the 'Edit Game' button at the top of the view.

Enter the fee in the Game Fee field and check the 'Fee Paid' checkbox on the Finances tab. Select or enter the date you received payment in the date field to the right of the 'Fee Paid' checkbox.

Printing Games

When editing or viewing an individual Game, you can click the  button to generate a printout of the Game.

Calendar View

When working in the calendar view, you can click the  button on the toolbar above the calendar to print the current view to the printer. You will be prompted to select the date range over which you want to print; the program will default to the current range displayed on the screen.

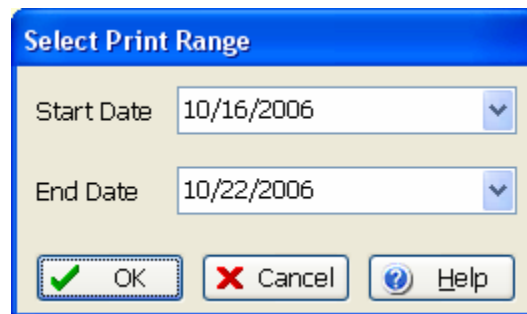



Figure 59 – Print Calendar Options

Once you have selected the date range, click the 'OK' button to have the program generate the report and display a preview of the report.

From the preview screen (shown below), you can set fonts, headers, footers and other settings for the report. Once you are satisfied with the report, click the  button on the preview window to send the report to the default printer.

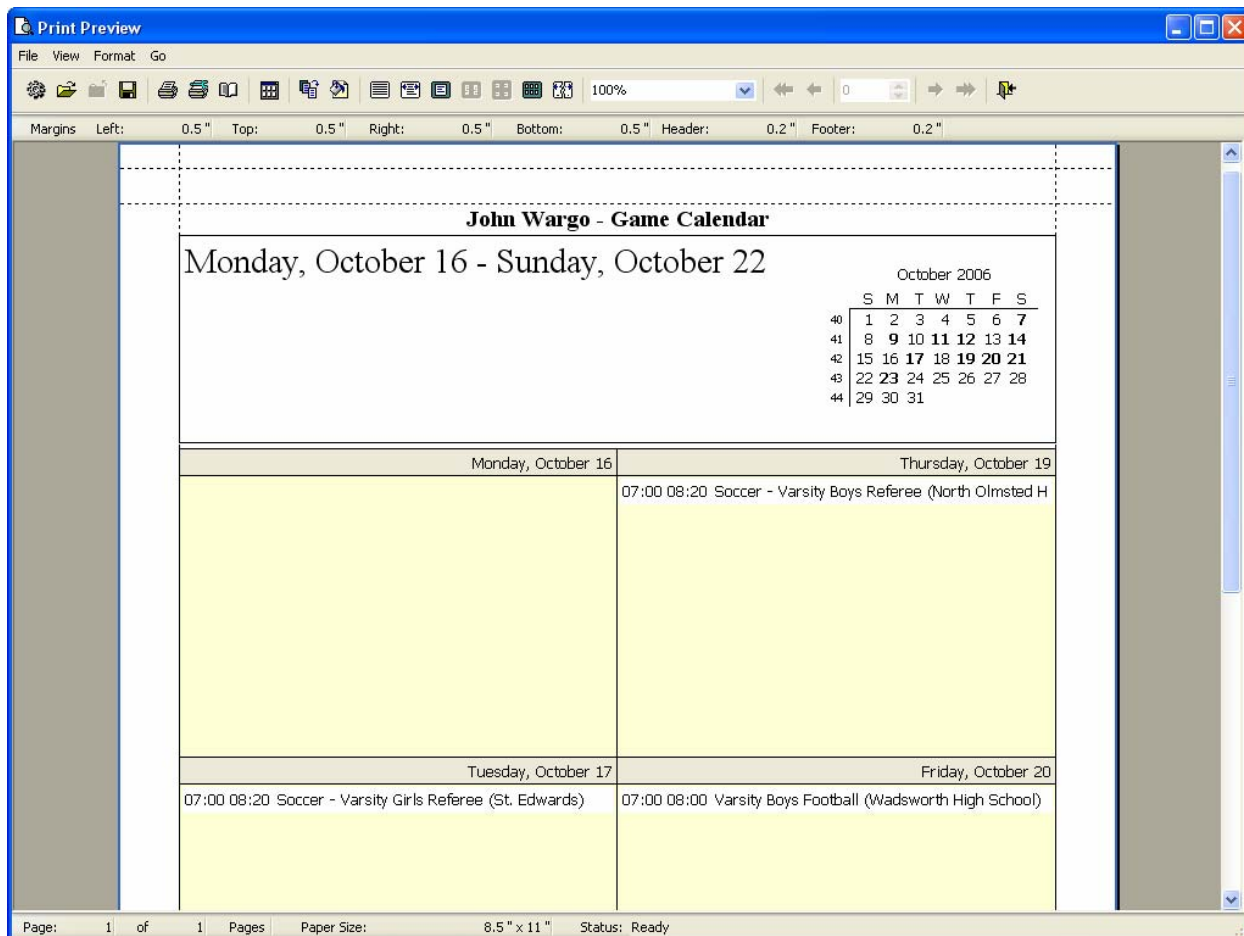




Figure 60 – Print Calendar Preview

If you want to change the printer the report will print to, click the  button and you can select print options before the report is sent to the selected printer.

Games Views

When working in any of the other Games views (*Schedule*, *Current Year Games*, *All Games*, *Game Fee Due* and *Game Fee Paid*), you can print some or all of the contents of the current view by clicking the  button on the button bar above the view. When you click the button, the program will display a dialog similar to the one shown below.

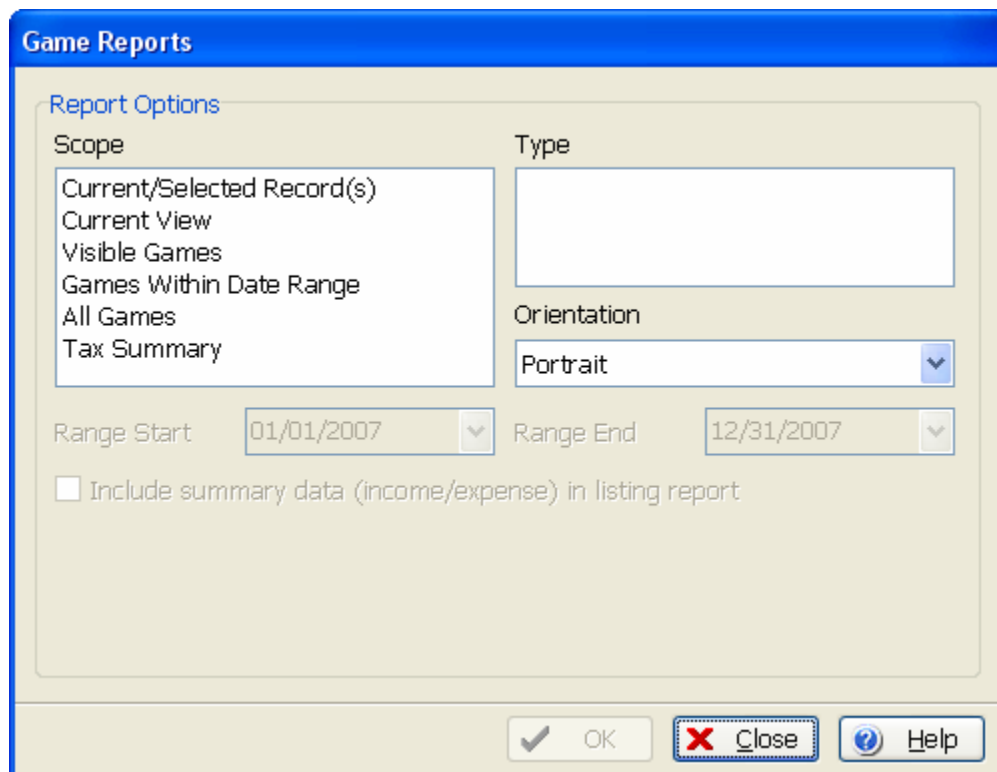


Figure 61 – Game Reports Dialog

From this dialog, you must select a report Scope (described below), an orientation and optionally report type (if required), Report Range and whether to include summary data with the report.

Different options will appear in the dialog based upon which scope you select. A description of the available report scope options is provided in the following table:

Table 26 – Game Report Scope Options

Scope	Description
Current/Selected Record(s)	This report prints the Game or Games that you have selected in the view. To select more than one game in the view use the standard multiple-item selection controls used by Microsoft Windows (Shift-click to select a range and Ctrl-Click to select individual games).
Current View	This report prints the contents of the current view. If you have used the filter controls to reduce the number of Games displayed in the view, you can use this report to print just the Games that have not been filtered out by the filter.
Visible Games	This report will print just the Games that are visible in the view. What this means is that if you have a grouped view and you have collapsed one or more of the groups in the view, printing Visible Games will only print the Games that are not hidden within the collapsed groups.
Games within Date Range	This report will print all Games that fall within the specified date range.
All Games	This report will print all Games stored in the ORK Games database table. Any filters or groupings will be ignored and the entire Game listing will be included in the report.
Tax Summary	The Tax Summary report prints all of the Game information (including income and expense if specified) for the selected calendar year.

Depending on which scope you select, the dialog may change and prompt you to select the report type (detailed or listing) as shown in the figure below.

The image shows a Windows-style dialog box titled "Game Reports". It contains a section labeled "Report Options" with two columns. The left column, labeled "Scope", has a list box with "Current/Selected Record(s)" selected, and other options: "Current View", "Visible Games", "Games Within Date Range", "All Games", and "Tax Summary". The right column, labeled "Type", has a list box with "Detail" selected and "Listing" as an option. Below these is an "Orientation" dropdown menu set to "Portrait". Further down are "Range Start" and "Range End" date pickers, both set to "01/01/2007" and "12/31/2007" respectively. A checkbox labeled "Include summary data (income/expense) in listing report" is unchecked. A text box at the bottom of the options section reads: "Print a detailed report for the current or all selected Games. This will generate a separate report for each Game." At the bottom of the dialog are three buttons: "OK" (with a green checkmark icon), "Close" (with a red X icon), and "Help" (with a question mark icon).

Figure 62 – Game Reports Type Selection

Selecting the detailed report type will generate a report with most possible information about the game; the listing report just displays summary information about the Game.

If you select a detailed report type, the program will prompt you to select which details you wish to include with the report.

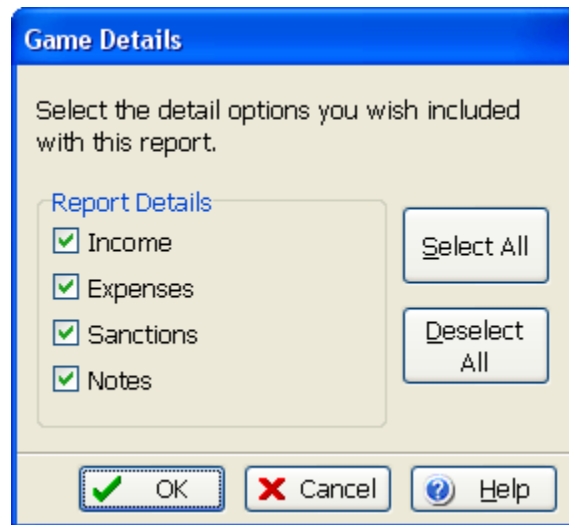


Figure 63 – Game Report Details Selection

When you select the Listing report type, you will be prompted (as shown in the figure below) to select whether you want a summary of income and expense added to the end of the report.


The screenshot shows a dialog box titled "Game Reports". Inside, there is a section labeled "Report Options". Under "Scope", a list contains "Current/Selected Record(s)", "Current View", "Visible Games", "Games Within Date Range", "All Games", and "Tax Summary", with "Current/Selected Record(s)" selected. Under "Type", a list contains "Detail" and "Listing", with "Listing" selected. Below these, "Orientation" is set to "Portrait". "Range Start" is "01/01/2007" and "Range End" is "12/31/2007". A checkbox labeled "Include summary data (income/expense) in listing report" is unchecked and highlighted with a red rectangle. Below the checkbox, it says "Print a listing of all selected Games." At the bottom are "OK", "Close", and "Help" buttons.

Figure 64 – Game Reports Listing Option

When you select *Games within Date Range*, the program will prompt you to select the starting and ending dates for the date range as shown in the figure below.

The screenshot shows a 'Game Reports' dialog box with a blue title bar. Inside, there's a 'Report Options' section. On the left, a list box labeled 'Scope' contains several options: 'Current/Selected Record(s)', 'Current View', 'Visible Games', 'Games Within Date Range' (which is highlighted with a blue selection bar), 'All Games', and 'Tax Summary'. To the right of this list is another list box labeled 'Type' containing 'Detail' and 'Listing'. Below these is a dropdown menu for 'Orientation' set to 'Portrait'. A red rectangular box highlights the 'Range Start' and 'Range End' fields, which contain the dates '01/01/2007' and '12/31/2007' respectively, each with a small dropdown arrow. Below these fields is an unchecked checkbox labeled 'Include summary data (income/expense) in listing report'. At the bottom of the dialog, there's a message 'No report type is selected.' and three buttons: 'OK' (with a checkmark icon), 'Close' (with a red X icon), and 'Help' (with a question mark icon).


Figure 65 – Game Report Date Range Selection

You can type a date into each field or you can click on the  next to each date field and pick a date from the calendar that appears.

When you select the *Tax Summary* report, you will be prompted to select the first day of the year that you wish included in the report.

The screenshot shows a window titled "Game Reports" with a "Report Options" section. Under "Scope", a list contains "Current/Selected Record(s)", "Current View", "Visible Games", "Games Within Date Range", "All Games", and "Tax Summary" (which is highlighted). To the right, under "Type", is an empty text box. Below "Scope", the "Range Start" is set to "01/01/2006" and "Range End" is "12/31/2007", both with dropdown arrows. Under "Orientation", a dropdown menu shows "Portrait". A checkbox labeled "Include summary data (income/expense) in listing report" is checked. Below this, text reads "Print a summary or non-reimbursable Games for the year selected in Range Start". At the bottom are three buttons: "OK" (with a green checkmark), "Close" (with a red X), and "Help" (with a question mark).

Figure 66 – Game Report Tax Year Selection

You can type a date into the Range Start field or you can click on the  next to the date field and pick a date from the calendar that appears.

Once you have selected your report options and clicked 'OK' to continue, you will be prompted to select the output options for your report. From this dialog, you can send the selected report directly to the printer, you can preview the report or you can send the report directly to a file.

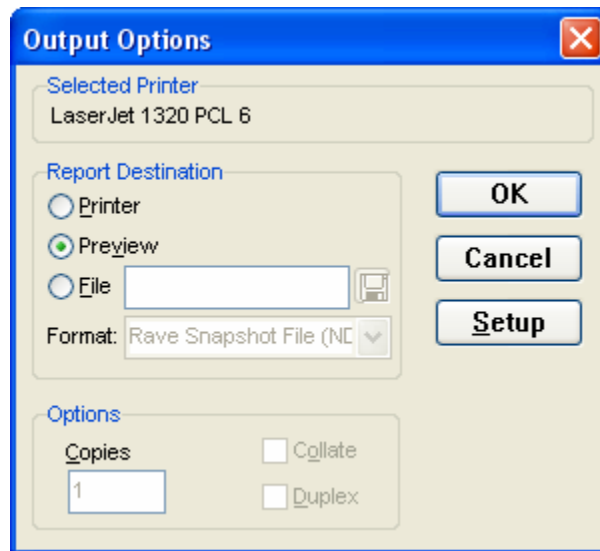


Figure 67 – Game Report Output Options

The default option is to preview your report.

If you chose to send the report directly to the printer, select 'Printer' and click the 'OK' button to continue. If you wish to print to a different printer than the one selected, click the 'Setup' button and chose the printer and other printer options from the dialog that appears.

If you chose to preview the report, click the 'OK' button and a window similar to the one shown below will appear.

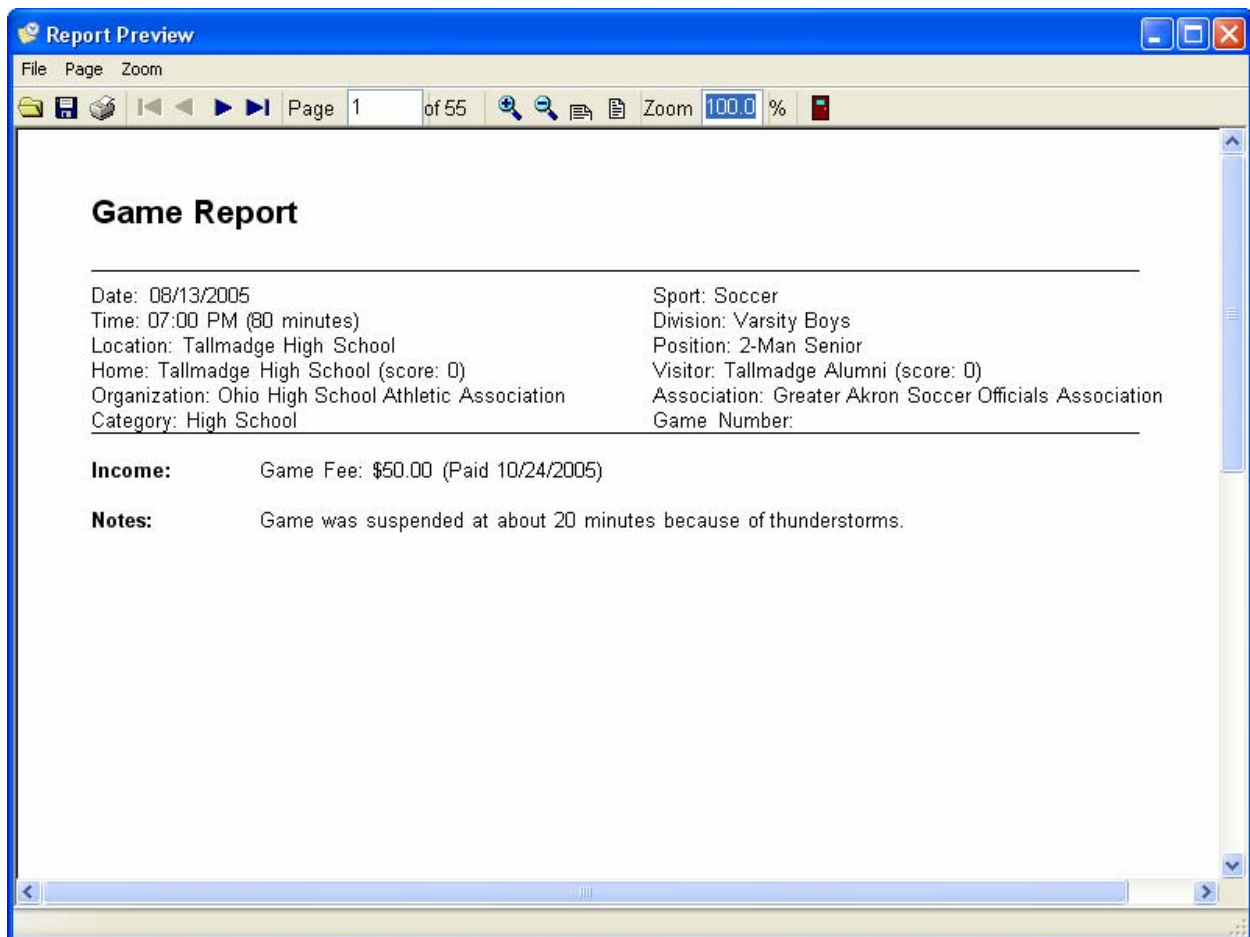


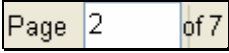





Figure 68 – Game Report Preview

From the preview window, you can use different controls to manipulate and print the report

Table 27 – Report Preview Controls

Control	Description
	Zoom in and out within the report
	Navigate between the different pages in the report
	Navigate to a particular page (by number) in the report
	Save the report to disk
	Print the report
	Exit the report preview

If you chose to send the report directly to a file, you must specify a name and format for the output file. Enter the file name in the field immediately following the word 'File' in the dialog and pick the file format from the drop-down list

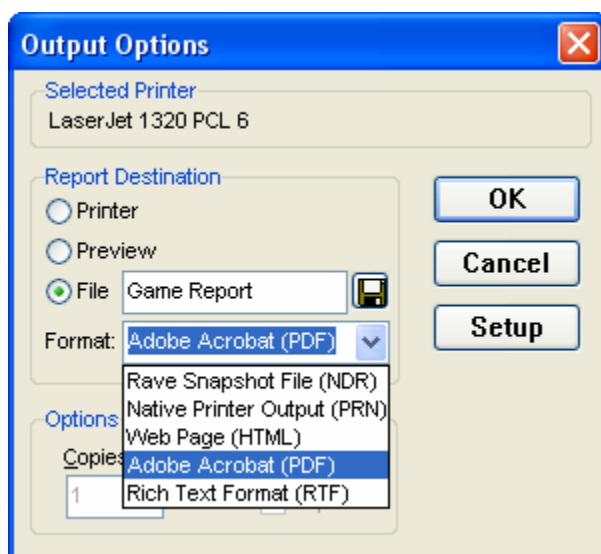


Figure 69 – Game Report File Output Options

The following table lists the different output file formats supported by the program:

Table 28 – Save to File Options

Format	Description
Rave Snapshot File	A NDR file is an internal file format used by the Nevrona RAVE report generator used by ORK.
Native Printer Output	A PRN file is a special type of file which contains instructions for a printer, it tells the printer what to print on the page and where as well as which paper tray to use, what the paper size is and a number of other controls.
Web Page	An HTML file is the standard file format used to render web pages opened in a Web Browser. If you save the file to this format, you can open it later in a browser or save it to a web server so others can open it in their browsers.
Adobe Acrobat	A PDF file is the standard Adobe Portable Document Format file used to share documents between users and on almost any operating system. To open a PDF file you will need to have installed the free Adobe Acrobat Reader software.
Rich Text Format	An RTF file is a standard file format that can be opened in most standard Word Processing programs such as Microsoft Word, or WordPerfect Office.

Managing Locations

About Locations

Locations are ORK's way of describing a place where the game is played. Fields would seem to be the best word to describe this, but not every sport is played on a field. This section of the document describes how to manage locations within the program.

Viewing Locations

To access the Locations view, select 'Locations' from the navigation pane (shown below).

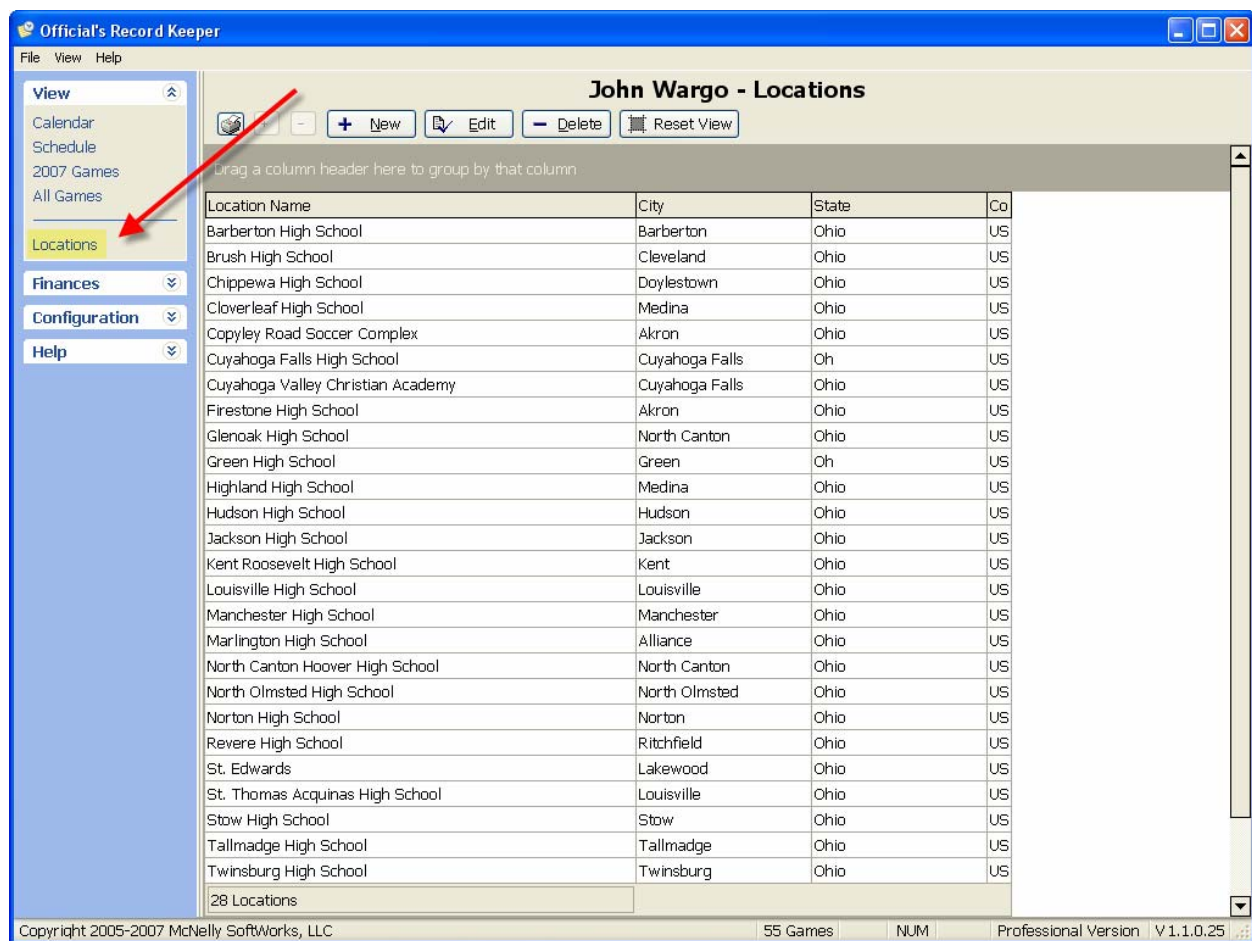
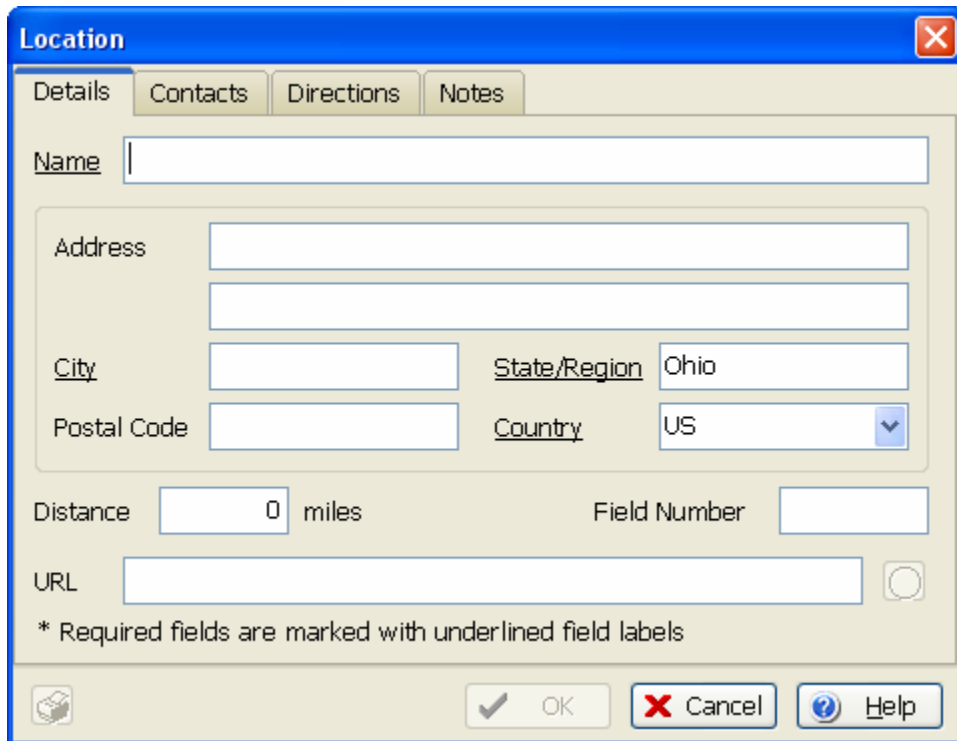


Figure 70 – Locations View

Adding a Location

There are two ways to add locations to the ORK database. You can add the game directly from the Locations view or you can add a location while you are editing a game. To add a new location, click the 'New Location' button at the top of the window. You will be presented with a screen similar to the one shown below. You can also press the keyboard's 'Ins' or 'Insert' key to add a location from the location view.



The screenshot shows a 'Location' dialog box with a blue title bar and a close button. It has four tabs: 'Details' (selected), 'Contacts', 'Directions', and 'Notes'. The 'Details' tab contains the following fields:

- Name: A single-line text input field.
- Address: Two stacked single-line text input fields.
- City: A single-line text input field.
- State/Region: A dropdown menu showing 'Ohio'.
- Postal Code: A single-line text input field.
- Country: A dropdown menu showing 'US'.
- Distance: A text input field with '0' and the unit 'miles'.
- Field Number: A single-line text input field.
- URL: A single-line text input field with a small circular icon to its right.

Below the fields, a note states: '* Required fields are marked with underlined field labels'. At the bottom of the dialog are three buttons: 'OK' (with a checkmark icon), 'Cancel' (with a red X icon), and 'Help' (with a question mark icon).

Figure 71 – Location Details

Note: Required fields are marked with underlined labels

Enter specifics for the location you are creating. The minimum required fields for Locations are Name, City, State and Country.

You can set the default State and Country used in this dialog; refer to 'Location Defaults' for more information on this option

The following table lists each of the fields on Details tab the Location Form.

Table 29 – Location Detail Fields

Field	Description
Name	Enter the name of the location you are defining.
Address	Enter the street address for the location.
City	Enter the city where the location is located.
State/Region	Enter the State, Region or Province where the location is located.
Zip/Postal Code	Enter the postal code for the location's address.
Country	Enter the two-digit country code for the location's address.
Distance	Enter the distance to the field from your home. When you create a mileage expense for a game on this field, the value you enter here will automatically populate on the expense form.
Field Number	If available, enter the field number assigned to this location.
URL	If available, enter a the Internet URL pointing to the location's web page (for directions and so on) or to a URL pointing to the location's map at MapQuest™ or Google Maps™.

The Contacts tab contains fields where you can store contact information for the location. If the location has a site manager or if the site is a school and you want to record the Athletic Director's contact information, you can enter that information here.

Figure 72 – Location Contacts

Note: Required fields are marked with underlined labels

The following table lists each of the fields on Contacts tab the Location Form.

Table 30 – Location Detail Fields

Field	Description
Primary Contact Name	Enter the primary contact's name
Secondary Contact Name	Enter the alternate or secondary contact name if available
Main Phone	Enter the main phone number for the location
Alternate Phone	Enter an alternate phone number for the location
Facsimile Phone	Enter the location's fax number.

The Directions tab on the Location form provides an area where you can type in or paste in directions to the particular location.

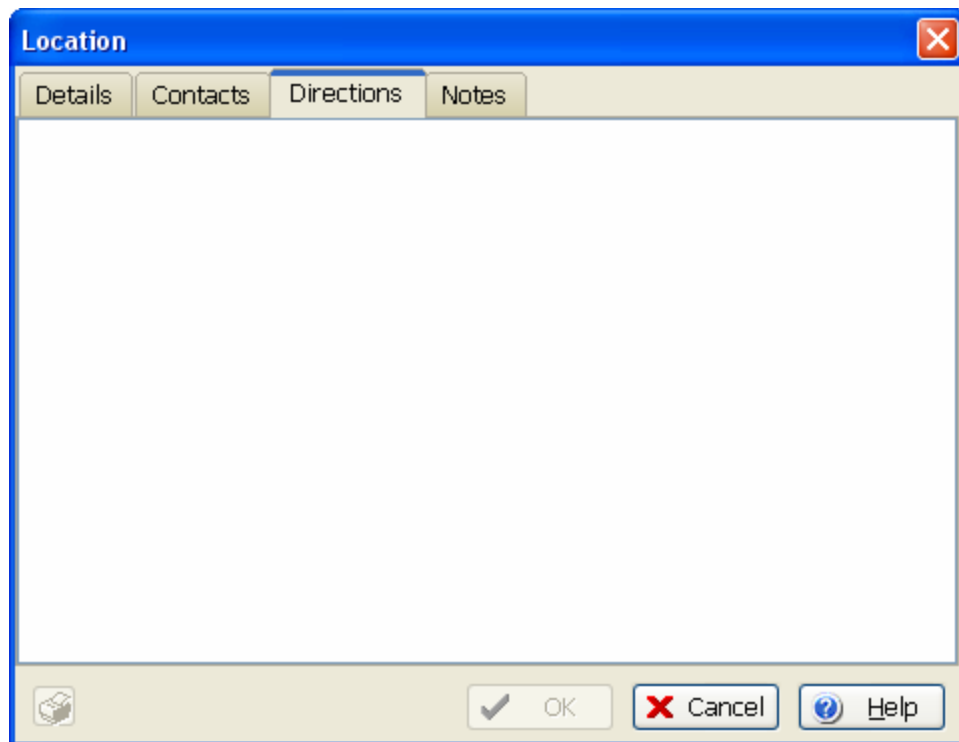


Figure 73 – Location Directions

The Notes tab on the Location form provides a free-form area where you can enter your own personal notes about the location.

Editing a Location


To edit a location, double-click on the location in the Locations View or select the location and click the 'Edit Location' button at the top of the window.


Deleting a Location

To delete a location, select the location in the Locations View and click the 'Delete Location' button at the top of the Window or press the keyboard's 'Del' or 'Delete' key. The program will first confirm that you really want to delete the location before performing the deletion.

Note, even though you have deleted the location, any game assigned to this location will not be updated; it will still refer to the deleted location.

Printing Locations

When editing or viewing an individual Location, you can click the  button to generate a detailed printout of the Location.

When working in the Location view, you can print some or all Locations by clicking the  button on the button bar above the view. When you click the button, the program will display a dialog similar to the one shown below.

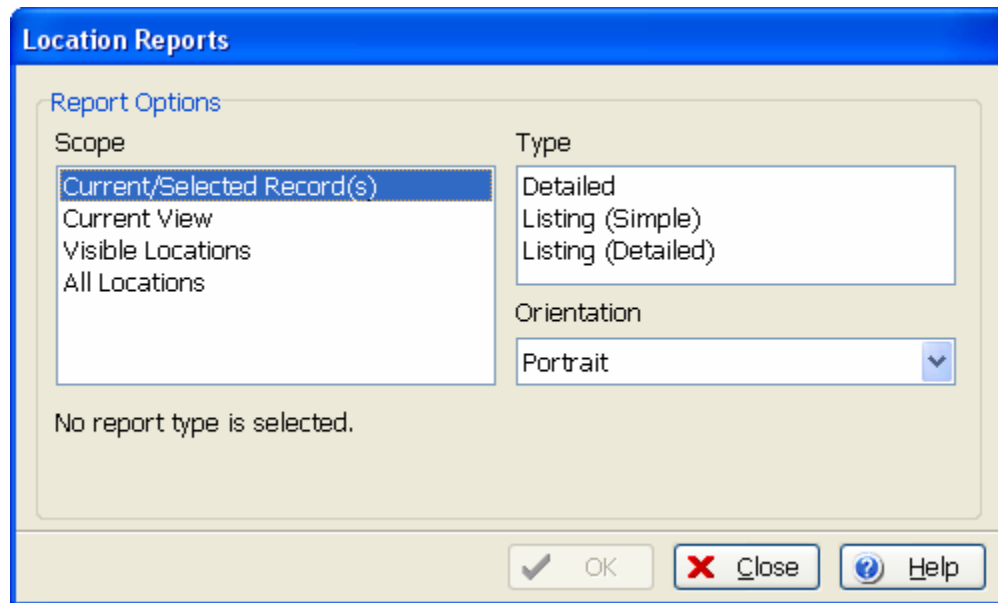


Figure 74 – Location Report Options

From this dialog, you must select a report Scope (described below), an orientation and optionally report type (if required).

Different options will appear in the dialog based upon which scope you select. A description of the available report scope options is provided in the following table:

Table 31 –Location Report Scope Options

Scope	Description
Current/Selected Record(s)	This report prints the Location or Locations you have selected in the view. To select more than one Location in the view use the standard multiple-item selection controls used by Microsoft Windows (Shift-click to select a range and Ctrl-Click to select individual games).
Current View	This report prints the contents of the current view. If you have used the filter controls to reduce the number of Locations displayed in the view, you can use this report to print just the Locations that have not been filtered out by the filter.
Visible Locations	This report will print just the Locations that are visible in the view. What this means is that if you have a grouped view and you have collapsed one or more of the groups in the view, printing Visible Locations will only print the Locations that are not hidden within the collapsed groups.
All Locations	This report will print all Locations stored in the ORK Locations database table. Any filters or groupings will be ignored and the entire Locations listing will be included in the report.

A description of the available report type options is provided in the following table:

Table 32 –Location Report Type Options

Scope	Description
Detailed	Prints a detailed listing of information related to the Location. For this report, each location is printed on a separate piece of paper. You would use this option for example if you wanted to print a master catalog of all Locations or if you wanted to provide a colleague with a set of information for every Location you were working with them this season.
Listing (Simple)	Prints a table listing of the primary fields defined on for each Location.
Listing (Detailed)	Prints a table listing of all information available for the Location.

When you select either detailed report option, you will be prompted to specify which pieces of information from the Location you wish included in the report.

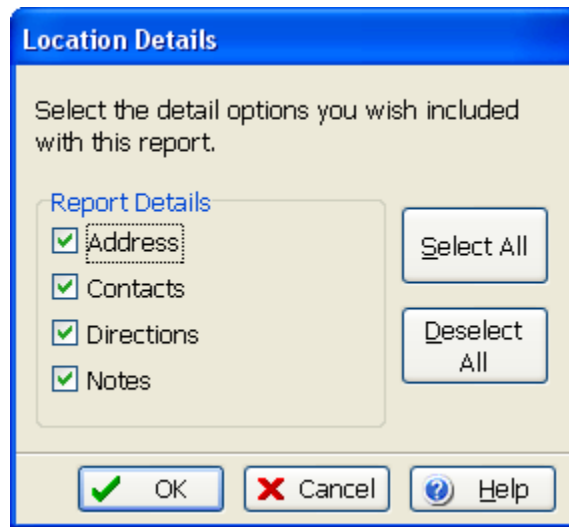


Figure 75 – Location Report Details Selection

Once you have selected your report options and clicked 'OK' to continue, you will be prompted to select the output options for your report. From this dialog, you can send the selected report directly to the printer, you can preview the report or you can send the report directly to a file.

For more information about the options available for report output, refer to 'Printing Games'

Managing Finances

Viewing Expenses

To access the Expenses views, select 'Current Year Expenses' or 'All Expenses' from the navigation pane (shown below).

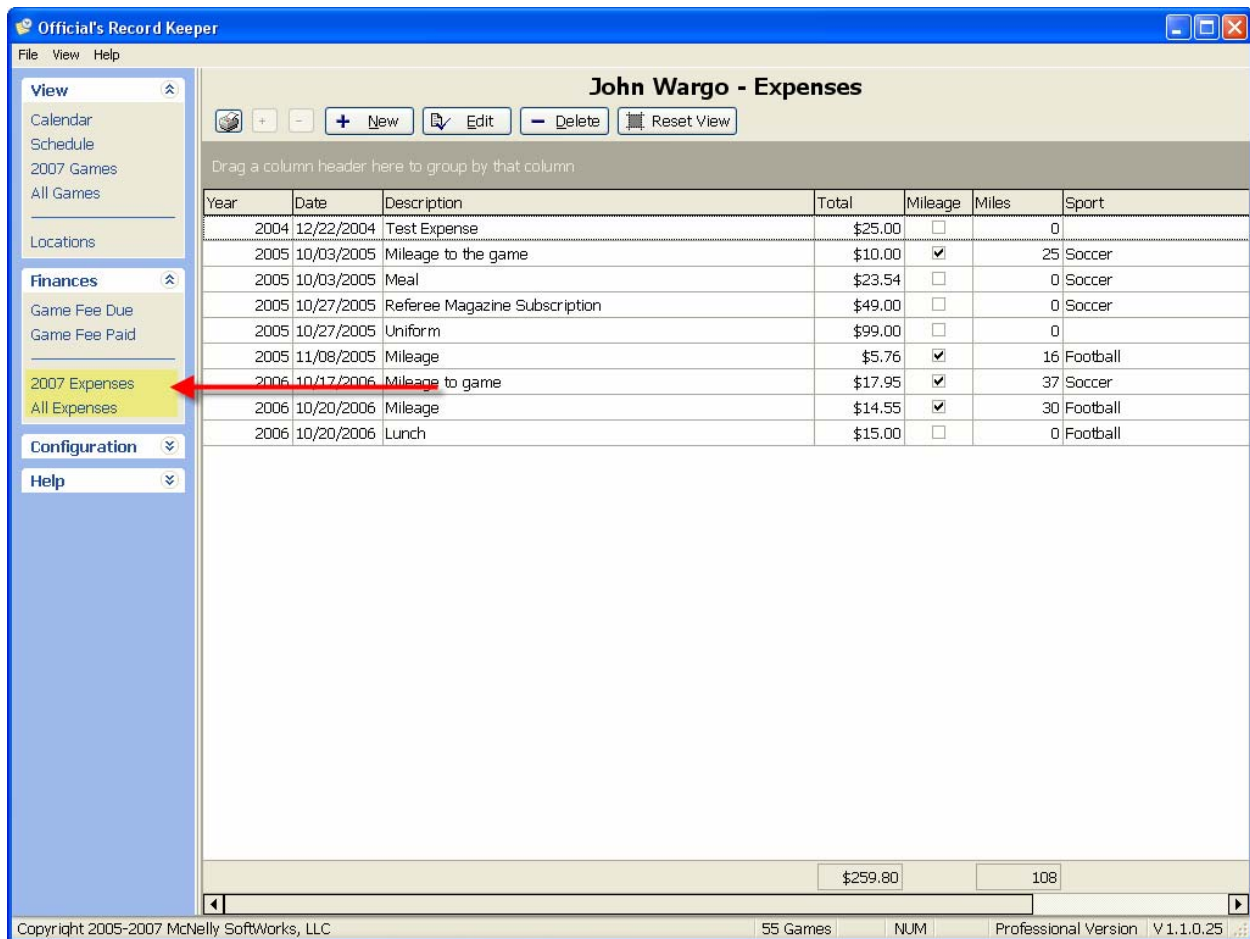

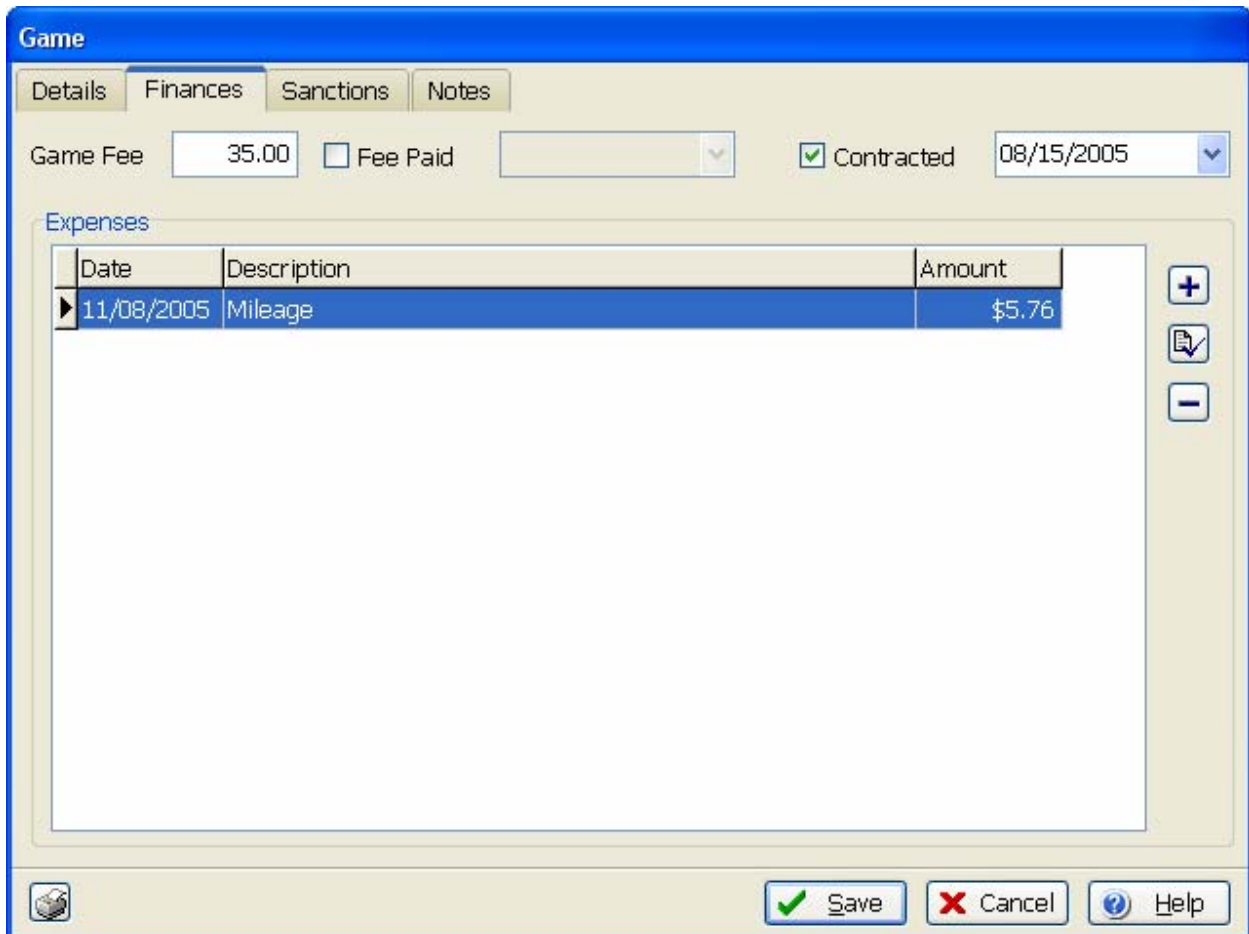


Figure 76 – Expenses View

Adding an Expense

There are two ways to add expenses to the ORK database. You can add the expense directly from the Expenses view or you can add expenses while editing a game. To add a new Expense from one of the Expense Views, click the 'New Expense' button at the top of the window. You can also press the keyboard's 'Ins' or 'Insert' key to add a location from the location view.

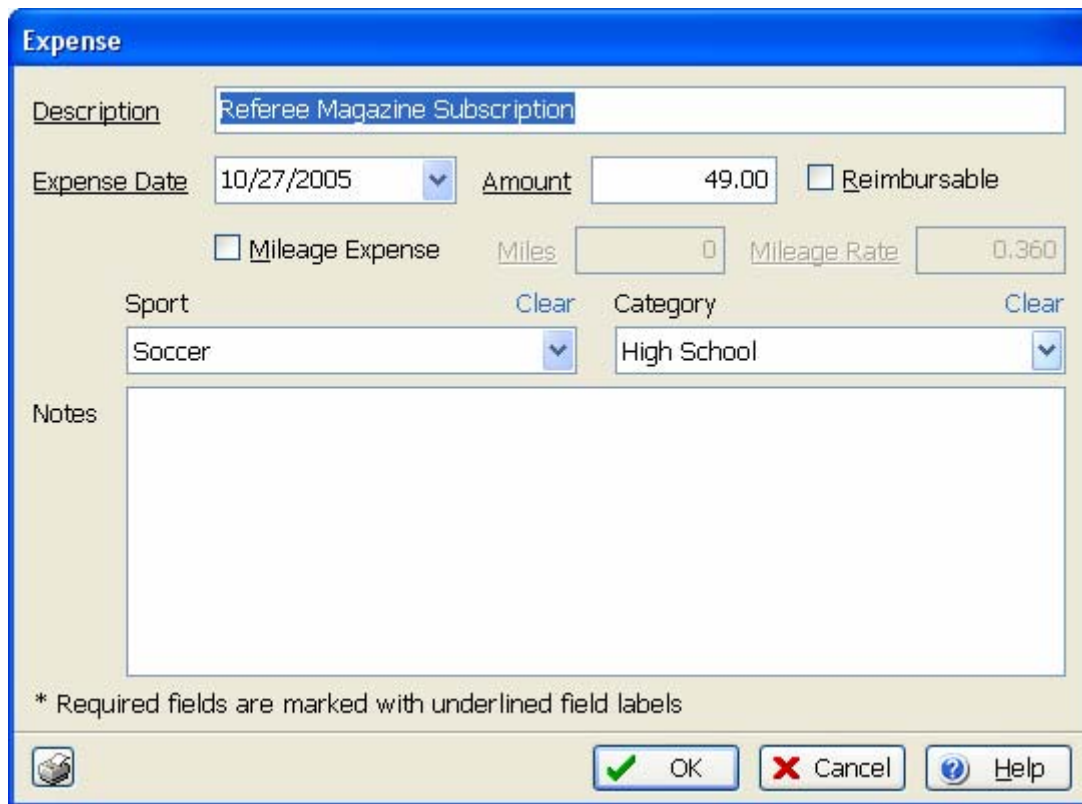
To add an expense while editing a game, you must first have saved the game, and then you need to switch to the Expenses tab (shown below) and click the  button to the right of the expense list.



Date	Description	Amount
11/08/2005	Mileage	\$5.76

Figure 77 – Game Expense Listing

You will be presented with a screen similar to the one shown below.

A screenshot of a software window titled "Expense". The window has a blue title bar and a light beige background. It contains several input fields and checkboxes. The "Description" field is a text box with "Referee Magazine Subscription" entered. The "Expense Date" is a date picker showing "10/27/2005". The "Amount" is a text box with "49.00". There are checkboxes for "Reimbursable" (unchecked) and "Mileage Expense" (unchecked). The "Mileage Expense" section includes "Miles" (text box with "0") and "Mileage Rate" (text box with "0.360"). There are "Clear" buttons next to the "Sport" and "Category" dropdown menus. The "Sport" dropdown shows "Soccer" and the "Category" dropdown shows "High School". Below these is a large "Notes" text area. At the bottom, there is a footer area with a small icon on the left, and "OK", "Cancel", and "Help" buttons on the right. A note at the bottom left states: "* Required fields are marked with underlined field labels".

Expense

Description Referee Magazine Subscription

Expense Date 10/27/2005 Amount 49.00 ☐ Reimbursable

☐ Mileage Expense Miles 0 Mileage Rate 0.360

Sport Clear Category Clear

Soccer High School

Notes

* Required fields are marked with underlined field labels

OK Cancel Help

Figure 78 – Expense

Note: Required fields are marked with underlined labels.

Enter specifics for the expense you are creating. The required fields for Expenses are Expense Date, Description and Amount. If you are entering a mileage expense, you will also need to provide the number of Miles and the rate per mile allowed by your local tax authority or amount reimbursed per mile by the organization paying you for your work on the game.

The following table lists each of the fields on the Expense Form.

Table 33 – Expense Fields

Field	Description
Expense Date	Enter the date the expense was incurred.
Description	Enter a brief description of the expense.
Mileage Expense	Mileage expenses are tracked differently in the program, so you should check the 'Mileage Expense' checkbox to indicate that this expense is for mileage. The 'Miles' and 'Mileage Rate' fields will be enabled when the 'Mileage Expense' checkbox is checked.
Miles	When entering a mileage expense, enter the number of miles (or Kilometers if appropriate) you traveled to officiate the game. If you entered a distance to the field when you created the location for the game, the mileage to the field will automatically populate in this field.
Mileage Rate	When entering a mileage expense, enter the rate per mile allowed by your local tax authority or amount reimbursed per mile by the organization paying you for your work on the game. You can set the default rate per mile for all expenses in the program's Preferences .
Expense Amount	Enter the amount of the expense. If you are entering a mileage expense, this field will not be enabled and the Expense Amount will be calculated for you using the number of miles and the mileage rate.
Reimbursed Expense	Enable this option if the expense will be reimbursed by the organization hosting the game or by an organization responsible for assigning and paying officials. When an expense is marked as a reimbursable expense, the expense will not be included in any tax reports generated by the program.
Sport	You can associate the expense with a particular sport by selecting a sport here. If the expense is associated with a game, the value for the sport field will be inherited from the game and stored here.
Category	You can associate the expense with a particular category by selecting a sport here. If the expense is associated with a game, the value for the category field will be inherited from the game and stored here.
Notes	Enter any additional information you wish included with the expense.

The following figure shows a sample mileage expense; note how the Amount field is disabled and the miles and mileage rate fields are populated.

The image shows a software window titled "Expense" with a blue title bar. Inside the window, the "Description" field is set to "Mileage". The "Expense Date" is "11/08/2005" with a dropdown arrow. The "Amount" field is disabled and contains the value "5.76". There is an unchecked checkbox for "Reimbursable". A checked checkbox for "Mileage Expense" is followed by the "Miles" field containing "16" and the "Mileage Rate" field containing "0.360". The "Sport" dropdown is set to "Football", and the "Category" dropdown is empty. A large "Notes" text area is below these fields. At the bottom left, a note states: "* Required fields are marked with underlined field labels". At the bottom right, there are three buttons: "OK" with a green checkmark icon, "Cancel" with a red X icon, and "Help" with a blue question mark icon.

<u>Description</u>	Mileage		
<u>Expense Date</u>	11/08/2005	<u>Amount</u>	5.76
	<input type="checkbox"/> Reimbursable		
	<input checked="" type="checkbox"/> Mileage Expense	<u>Miles</u>	16
		<u>Mileage Rate</u>	0.360
<u>Sport</u>	Football	<u>Category</u>	
<u>Notes</u>			


* Required fields are marked with underlined field labels

OK Cancel Help

Figure 79 – Mileage Expense


Editing an Expense

To edit an expense from one of the Expense Views, you can either double-click on the expense in the view or select the expense and click the 'Edit Expense' button at the top of the Window.


To edit an expense while editing a game, double-click on the expense in the expense listing or select the expense and click the  button.


Deleting an Expense

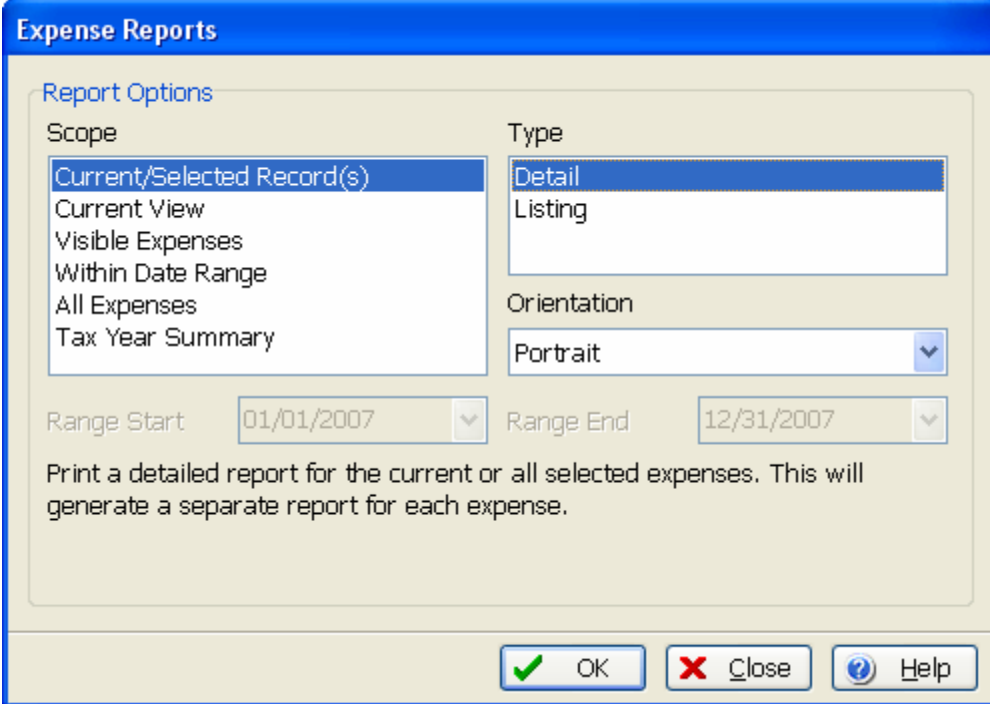
To remove an expense from one of the Expense Views, select the expense and click the 'Delete Expense' button or select the expense and press the 'Del' or 'Delete' key on your computer's keyboard.

To remove an expense while editing a game, select the game and click the  button or press the 'Del' or 'Delete' button on your computer's keyboard.

Printing Expenses

When editing or viewing an individual Expense, you can click the  button to generate a detailed printout of the Expense.

When working in the Expense view, you can print some or all Expenses by clicking the  button on the button bar above the view. When you click the button, the program will display a dialog similar to the one shown below.



The dialog box is titled "Expense Reports" and contains the following elements:

- Report Options** section:
 - Scope** list box with options: Current/Selected Record(s) (selected), Current View, Visible Expenses, Within Date Range, All Expenses, and Tax Year Summary.
 - Type** list box with options: Detail (selected) and Listing.
 - Orientation** dropdown menu set to Portrait.
 - Range Start** date picker set to 01/01/2007.
 - Range End** date picker set to 12/31/2007.
- Instructional text: "Print a detailed report for the current or all selected expenses. This will generate a separate report for each expense."
- Buttons at the bottom: OK (with a green checkmark icon), Close (with a red X icon), and Help (with a question mark icon).

Figure 80 – Expense Report Options

From this dialog, you must select a report Scope (described below), an orientation and optionally report type (if required).

Different options will appear in the dialog based upon which scope you select. A description of the available report scope options is provided in the following table:


Table 34 – Expense Report Scope Options

Scope	Description
Current/Selected Record(s)	<p>This report prints the Expense or Expenses that you have selected in the view.</p> <p>To select more than one Expense in the view use the standard multiple-item selection controls used by Microsoft Windows (Shift-click to select a range and Ctrl-Click to select individual games).</p>
Current View	<p>This report prints the contents of the current view.</p> <p>If you have used the filter controls to reduce the number of Expenses displayed in the view, you can use this report to print just the Expenses that have not been filtered out by the filter.</p>
Visible Expenses	<p>This report will print just the Expenses that are visible in the view.</p> <p>What this means is that if you have a grouped view and you have collapsed one or more of the groups in the view, printing Visible Expenses will only print the Expenses that are not hidden within the collapsed groups.</p>
Within Date Range	<p>This report will print all Expenses that fall within the specified date range.</p>
All Expenses	<p>This report will print all Expenses stored in the ORK Expense database table.</p> <p>Any filters or groupings will be ignored and the entire Expense listing will be included in the report.</p>
Tax Year Summary	<p>The Tax Summary report prints all of the Expense information for the selected calendar year.</p>

When you select *Within Date Range*, the program will prompt you to select the starting and ending dates for the date range as shown in the figure below.

The image shows a Windows-style dialog box titled "Expense Reports". It has a "Report Options" section with two columns. The left column, labeled "Scope", contains a list box with the following items: "Current/Selected Record(s)", "Current View", "Visible Expenses", "Within Date Range" (which is highlighted with a blue selection bar), "All Expenses", and "Tax Year Summary". The right column, labeled "Type", contains a list box with "Detail" (highlighted) and "Listing". Below these is an "Orientation" dropdown menu set to "Portrait". At the bottom of the "Report Options" section, there are two date fields: "Range Start" with the value "01/01/2007" and "Range End" with the value "12/31/2007". These two fields are enclosed in a red rectangular box. Below the date fields is a text instruction: "Print a detailed report for all expenses. This will generate a separate report for each Expense." At the very bottom of the dialog box are three buttons: "OK" (with a green checkmark icon), "Close" (with a red X icon), and "Help" (with a question mark icon).


Figure 81 –Expense Report Date Range Selection

You can type a date into each field or you can click on the  next to each date field and pick a date from the calendar that appears.

When you select the *Tax Year Summary* report, you will be prompted to select the first day of the year that you wish included in the report.

The image shows a Windows-style dialog box titled "Expense Reports". Inside, there's a section titled "Report Options". Under "Scope", a list box contains several options: "Current/Selected Record(s)", "Current View", "Visible Expenses", "Within Date Range", "All Expenses", and "Tax Year Summary" (which is highlighted with a blue background). To the right of the list box is a large empty rectangular field labeled "Type". Below the list box are two date pickers: "Range Start" with the date "01/01/2007" and "Range End" with the date "12/31/2007". Below these is a text label: "Print a summary or non-reimbursable expenses for the year selected in Range Start". To the right of the "Type" field is a dropdown menu labeled "Orientation" with "Portrait" selected. At the bottom of the dialog are three buttons: "OK" (with a green checkmark icon), "Close" (with a red X icon), and "Help" (with a question mark icon).


Figure 82 – Expense Printing – Tax Year Summary Dialog

You can type a date into the Range Start field or you can click on the  next to the date field and pick a date from the calendar that appears.

Once you have selected your report options and clicked 'OK' to continue, you will be prompted to select the output options for your report. From this dialog, you can send the selected report directly to the printer, you can preview the report or you can send the report directly to a file.

For more information about the options available for report output, refer to 'Printing Games'

Printing

When working with any of the views in the program, you can click the  button at the top of the view to access report options for that part of the program.

Refer to the appropriate section of this document for information on your printing options for the different types of data maintained by ORK:

Printing Games

Printing Locations

Printing Expenses

Troubleshooting a Problem

When you encounter a problem with ORK, you should read carefully any error message provided by the program. Error messages should tell you something about the error you encountered and sometimes will tell you how to fix the problem. You can often just close the program and try again to get past the error. In rare occasions, you will need to shutdown your computer and restart it to try it again.

Contacting Support

If you cannot fix the problem yourself, you will need to reach out to McNelly SoftWorks for help. You have several options for getting support; you can send an email to McNelly SoftWorks product support at support@mcnellysoftworks.com or you can call in for support by dialing 330.836.8622. Product support is provided Monday through Friday (excluding holidays) from 8:00 AM until 5:00 PM. If you send an email or leave a voice message, you should expect a response within one business day. We often check email and voice mail on weekends, so you may even get help on weekends.

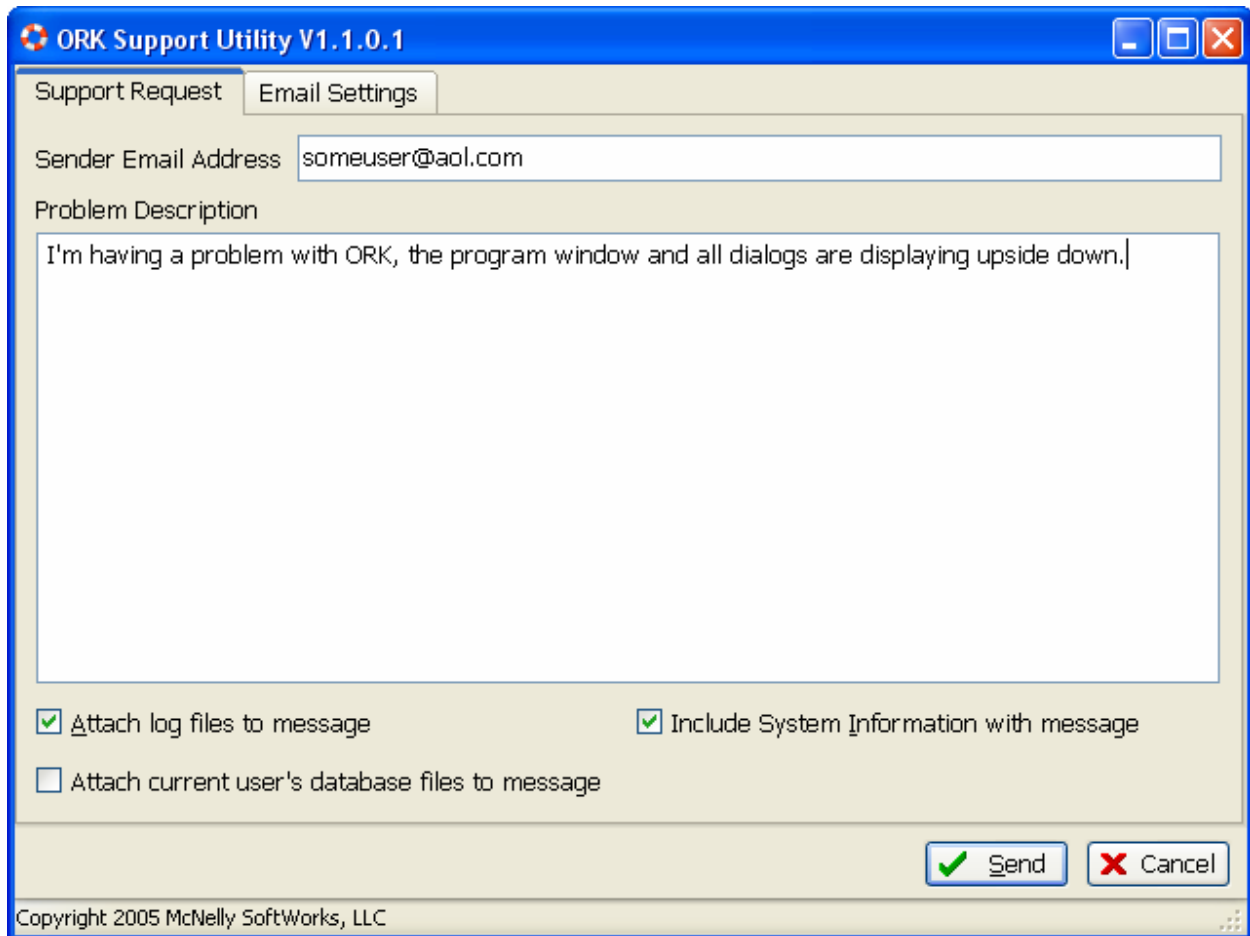
You can actually create an email message to send to product support by opening the 'Help' menu and selecting the option entitled 'Send Email to Product Support.' When you select this option, ORK will open your default email program and create a mail message addressed to the McNelly SoftWorks support email address. All you need to do is populate the subject line and message body then click the send button to send the message off to support.

There are times when product support will ask you to send the ORK database files in for analysis. To collect these files, you can navigate to the folder where the files are located (described in detail in 'ORK Database File') or you can use the ORK Support Utility (described in the following section) to send them in for you.

With all of the issues on the Internet with Spam, viruses and malware, it is possible that the ORK Support Utility will not be able to deliver the message, so sending the files manually is probably the best option. The utility was included with ORK to help less experienced users get the files to us but time has shown that the spammers have ruined it for all of us.

Submitting an Automated Support Request

When you encounter problems with ORK and you need help, you can have the program submit a support request on your behalf. From the 'Help' menu, select 'Submit Support Request.' The program will warn you that it will close ORK before opening the ORK Support Utility; when the support utility opens, it will display a screen similar to the one shown below.



ORK Support Utility V1.1.0.1

Support Request Email Settings

Sender Email Address: someuser@aol.com

Problem Description:
I'm having a problem with ORK, the program window and all dialogs are displaying upside down.

☒ Attach log files to message ☒ Include System Information with message
☐ Attach current user's database files to message

Copyright 2005 McNelly SoftWorks, LLC

Figure 83 – Support Utility

From this screen you will need to enter your personal email address (the email address you want any responses from McNelly SoftWorks sent to) and a brief description of the problem you encountered. You must populate the 'Sender Email Address' and 'Problem Description' fields on the form before you can send the support message. Once you have your options selected, click the 'Send' button to submit your support request.

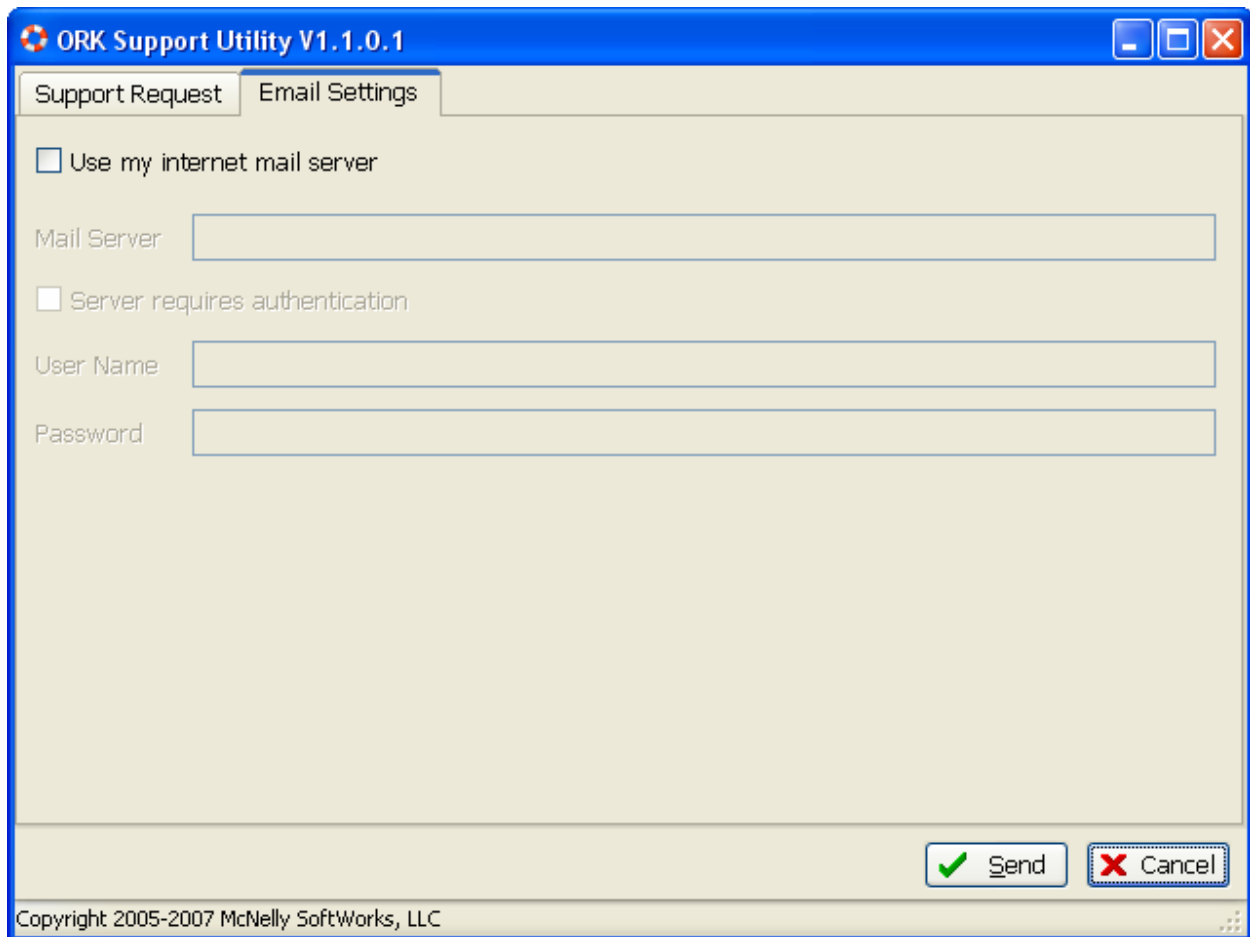
The fields on the form are described in the following table:

Table 35 – ORK Support Utility Fields

Field	Description
Sender Email Address	Required Field – Specify the email address you wish set as the source for the message sent by this utility. Any replies to the support request will be sent to this address.
Problem Description	Enter a thorough description of the problem you encountered. Be sure to include the complete text of any error dialogs displayed by ORK and any other information that will help the support technicians troubleshoot your problem. You should also include the ORK log files and database files (see below) so the technician has a complete picture of what is going on.
Attach log files to message	<p>ORK creates several log files every time the program runs. These logs contain information about everything the program did while it was running. Any error messages generated by the program should find their way into these files.</p> <p>In order for a support technician to be able to tell what happened without having access to the computer having the problem, they must have access to these log files. When you enable this option, the support utility will include the latest log files with the message sent to product support.</p>
Include System information	<p>The support technician will often ask you questions about your computer's configuration. If you enable this option, several of the common configuration items (hardware, operating system, memory) for your computer will be included with the message sent with the message to product support.</p> <p>No personal information is sent with the email message to support.</p>
Attach current user's database to the message	A support technician may be able to better analyze your problem by looking at the ORK database files you were working with when you encountered the problem. If you enable this option, the support utility will gather all of the database files for the current user and send them in with the support request.

By default, the support utility will use internal email settings to deliver the support request to support@mcnellysoftworks.com. If you try to send a message and receive errors from the program indicating that it is unable to deliver the email message then you may have to make changes to the program's email settings.

To do this, click on the 'Email Settings' tab, you will see a screen similar to the one shown below.



ORK Support Utility V1.1.0.1

Support Request Email Settings

☐ Use my internet mail server

Mail Server

☐ Server requires authentication

User Name

Password

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Figure 84 – ORK Support Utility Email Settings Screen

As mentioned previously, by default the program will try to use internal settings for the delivery of the support email. If that does not work, then you must enable 'Use my internet mail server' and populate the form with the additional data it needs to deliver the message.

Table 36 – ORK Support Utility Email Settings

Field	Description
Mail Server	<p>This is the address (or name of) mail server you use to send and receive internet mail messages. This can be either a corporate mail server for business accounts or a mail server hosted by your Internet Service Provider (ISP) for personal accounts.</p> <p>For business accounts, you may need to ask your internal help desk or email system administrators for this server name.</p> <p>For personal accounts, the server address needed should have been provided to you when you first signed-up for your email account.</p> <p>The server address will be either an IP address such as 196.168.1.255 or an actual computer host address such as smtp-server.your-isp.com. The mail server will probably be called the “outgoing mail server” in any dialog boxes that detail your Internet email settings.</p> <p>If your corporate network requires that internet mail messages sent using SMTP (Simple Mail Transport Protocol) must use a different port, you can easily configure the program to use that alternate port when sending messages. To configure the program to use an alternate port for SMTP, add the port number to the end of the server name separated by a colon. For example, if your email server is smtp-server.somecompany.com and you have been told to use port 291 for this protocol then you would use smtp-server.somecompany.com:291 as your mail server name.</p>
Server requires authentication	<p>For some configurations, you will need to provide login credentials to the mail server before you can send email messages through the server. When you enable this option, you will be required to provide a user name and password before you can send email messages.</p> <p>If you are connected to a work email server or subscribe to an internet service provider (ISP) that also hosts your mail account, you will likely not need to provide a user name and password unless you are connecting with the mail server from a network outside of the network provided by your ISP. What this means is that when you are home and accessing your internet connection via your local network connected to the ISP, then you will likely not need to provide credentials in order to send mail. If you are at work and want to send messages from your personal mail account or you are at home and you want to send messages via your work account, you will likely have to provide a user name and password before you will be able to send messages.</p> <p>You will have to either know a bit about how internet mail works or just try it with authentication (login credentials) and try it without and see which works. If you are not sure what to do, send an email to support@mcnellysoftworks.com and ask for assistance.</p>

Field	Description
User Name	<p>When your mail account was first created, you were assigned a user or login name to use when connecting to the mail server.</p> <p>Enter the email server user name you were provided when you activated your email account. The value here will most likely be the first part of your email address, the part before the '@' symbol in your email address.</p>
Password	<p>When your mail account was first created, you were assigned a user or login name to use when connecting to the mail server. You were likely also assigned a password to use in conjunction with the login name.</p> <p>Enter the password associated with the user name provided in the previous field.</p>

In the image below, the program is configured to use the user's email server and that server does not require authentication.

ORK Support Utility V1.1.0.1

Support Request | **Email Settings**

☒ Use my internet mail server

Mail Server:

☐ Server requires authentication

User Name:

Password:

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Figure 85 – ORK Support Utility Mail Server Settings

In the image below, the program is configured to use the user's Internet mail server, authentication is enabled and the user has provided the appropriate credentials for the server.

The screenshot shows a Windows-style dialog box titled "ORK Support Utility V1.1.0.1". It has two tabs: "Support Request" and "Email Settings", with "Email Settings" currently selected. The dialog contains the following elements:

- A checked checkbox labeled "Use my internet mail server".
- A text field labeled "Mail Server" containing the text "smtp-server.somecompany.com".
- A checked checkbox labeled "Server requires authentication".
- A text field labeled "User Name" containing the text "juser".
- A text field labeled "Password" containing eight asterisks "*****".
- At the bottom right, there are two buttons: "Send" (with a green checkmark icon) and "Cancel" (with a red X icon).
- At the bottom left, there is a copyright notice: "Copyright 2005-2007 McNelly SoftWorks, LLC".

Figure 86 – ORK Support Utility Mail Credentials Settings

When you send the support message or click the cancel button, any configuration options you have set will be saved so they will be available to you the next time you run the support utility.

As mentioned before, with all of the issues on the Internet with Spam, viruses and malware, it is possible that the ORK Support Utility will not be able to deliver the message, so sending the files manually is probably the best option.

Additional Information

ORK Database Files

ORK was designed to make it very easy for many referees in a single household to use the program on a common computer system. Because of this, the program does not store its database files in the same folder as the program files; it uses a standard feature of Windows that allows each user to maintain a separate set of folders for their files.

[Wikipedia](#) provides the following information on this feature:

"On Microsoft Windows operating systems, Special Folders are folders which are presented to the user through an interface as an abstract concept, instead of an absolute folder path. This makes it possible for an application to ask the operating system where an appropriate location for certain kinds of files can be found, regardless of what version or language of operating system is being used.

Windows uses the concept of special folders to help present the contents of the computer to the user in a fairly consistent way that frees the user from having to deal with absolute file paths, which can (and often do) change between operating system versions, and even individual installations. The idea has evolved over time, with new special folders being added in every version of Windows since their introduction in Windows 95.

Microsoft's "Designed for Windows" logo requirements state that an application must make use of Special Folders locations to locate the appropriate folders in which documents and application settings should be stored.

A Special Folder can be a reference to a physical file system directory, or a reference to a "virtual" folder. In the former case, they are analogous to environment variables — in fact, many of the environment variables that are set in a user's session are defined by where the special folders are set to point to."

When you launch ORK for the first time, it automatically creates the database tables it needs in the user's Application Data folder (in a sub-folder called ORK). When another user logs into the same system and runs ORK, the program puts that user's files in that user's Application Data folder. With this approach, multiple users can run ORK on the same system and have their own set of database files.

On Windows systems, the default location of the profile folder containing your user data is under the "Application Data" folder in Windows XP and earlier or under the "AppData\Roaming" folder in Windows Vista. In Windows 2000 and later, these folders are hidden. To find your profile folder:

- Windows 2000 and XP: Choose "Start → Run → Type in %APPDATA% → click OK"
- Windows Vista: Press "Windows key+R" (or choose "Start → Start Search") → Type in %APPDATA% → press Enter"

This will open a Windows Explorer window showing the contents of the "Application Data" folder in Windows 2000 and XP or the "AppData\Roaming" folder in Windows Vista. You can then open the ORK sub-folder to locate your ORK data files.

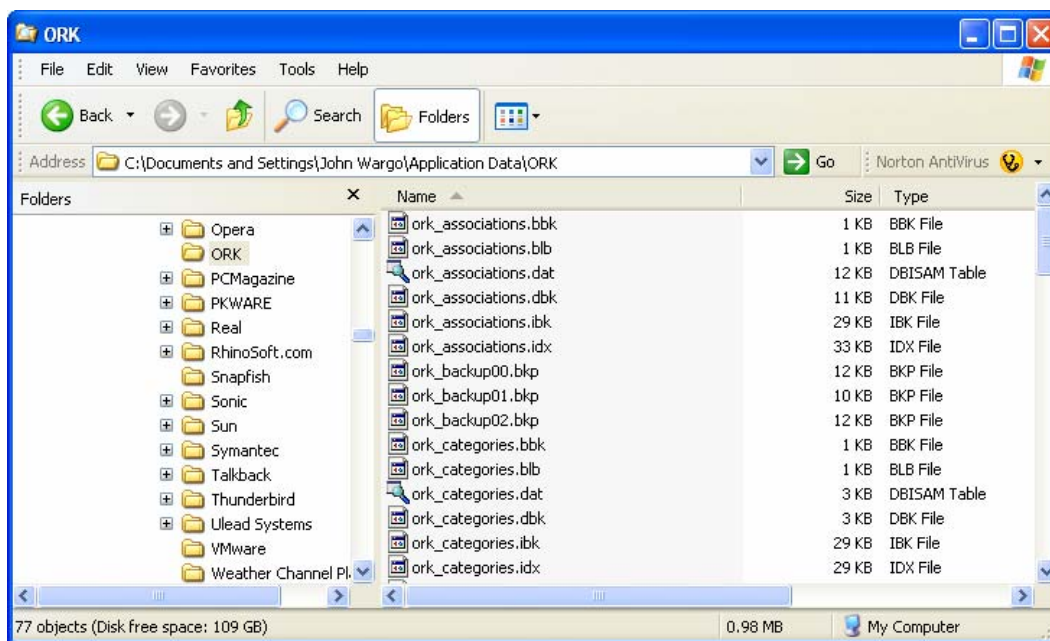


Figure 87 – ORK Database Files Location

For a user who logs in as John Wargo, Windows will expand the %appdata% variable to 'C:\Documents and Settings\John Wargo\Application Data\' as shown in the figure. From there you should see ORK as a sub-folder from that location.

Backing-Up the Program's Data Files

When backing up your ORK database files, whether in support of a switch to a new computer system or as part of a disaster recovery plan, you do not need to backup the ORK Program folder; there is nothing there that cannot be replaced by just downloading the latest version of the program from the McNelly SoftWorks web site.

The folder you want to backup is the ORK folder located in the user's Application Data folder. Refer to 'ORK Database Files' for more information on this folder location.

To make the backup process easier for you, ORK includes a backup utility that can automatically compress the ORK database files into a single ZIP file and copy it to the folder location of your choice. To access this utility, you must first make sure that all of the other ORK programs are closed. The utility will not be able to backup the files if any of the other ORK applications are running.

To access the utility, open the Windows 'Start' Menu and navigate to the 'Official's Record Keeper' folder. Look for an option labeled 'ORK Data Backup' or 'ORK Data Backup (Auto).' When you launch 'ORK Data Backup', you will see a dialog similar to the one shown below:

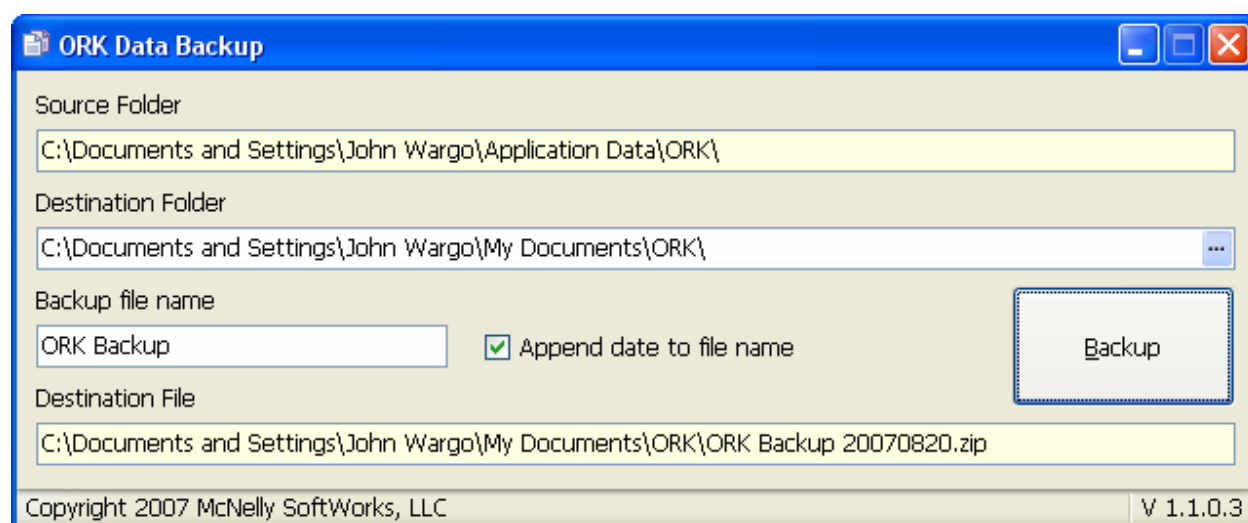



Figure 88 – ORK Data Backup Dialog

In this dialog, 'Source Folder' is a read-only field (its contents cannot be modified) that displays the location where the ORK database files are located.

The 'Destination Folder' field indicated where the backup file would be stored when you click the 'Backup' button. By default, the program will attempt to place the backup file in an ORK folder under the current user's 'My Documents' folder as maintained by Windows. You can easily change the destination folder by clicking the  button and selecting the destination folder using the standard Windows folder selection dialog.

Use the 'Backup file name' field to define the file name you wish to use for the backup file. If you check the 'Append date to file name' checkbox, the program will automatically append the current date (in a special format that allows Windows to display all entries in a folder in chronological order) to the end of the file name you provided.

The 'Destination File' field is another read-only field that shows you what the destination file name will be based upon the settings you have defined in the dialog.

When you click the 'Backup' button, the program will compress all of the ORK database files to the zip file specified in the 'Destination File' field.

After using this utility to backup the ORK data files, be sure to add the destination location to your regularly schedule backup routine so you will always have a good backup of your ORK Data.

If you have a hard drive crash or somehow delete your ORK data, you can easily restore the data by restoring the contents of the zip file to the 'Source Folder' shown above. You can use a free, trial version of WinZip to do this (www.winzip.com) or you can use the built-in capabilities of Windows XP to extract the compressed files.

To perform an automated backup of the files, select the 'ORK Data Backup (Auto)' option from the Windows Start Menu. With this option, ORK uses the selected destination folder and backs-up your data files without requiring any interaction from you.

Transferring the Program's Data files between Computers

Many ORK users have asked for an easy mechanism to use to move the database files between two or more computer systems. You would want to do this if you have both Laptop and Desktop computers and want to have access to your data in both locations. You can use the ORK Data Backup utility described previously or the ORK Pack & Go utility described below.

The ORK Pack & Go utility allows you to pack up all of the database files into a single file that you can transfer to another computer. When you get the file to the other computer, you unpack the files (automatically done by the program) and you are ready to use ORK on that computer. When you are finished with that computer and want to move the files back to the other system, you merely reverse the process and you are in business.

Note: You cannot have any of the ORK or the ORK Database Utility running when you package the files. Please be sure those programs are not running when you start ORK Pack & Go.

This process also works for transferring files from an old computer to a new one.

About the Process

The process described in this document allows you to transfer your ORK database files between two computers. It does however not perform any type of synchronization between the two computers. Unless you package up the files and move them between the computer systems every single time you use them on a different system, you will lose any data on a particular system when you extract files from another computer onto that system.

What this means is that if you want to work with your ORK files on Computer A and Computer B, you will have to package, transfer and unpack the files every time you switch between computers and run ORK.

Therefore, if you work with ORK on Computer A and want to use ORK on Computer B, you will need to package the files from Computer A, transfer them to Computer B and unpack the files before using ORK on Computer B. If you then decide that you wish to work with ORK on Computer A, you will need to package the files on Computer B, transfer and unpack them onto Computer A before using ORK on Computer A. If you use ORK on both Computer A and Computer B, when you package the files from Computer B and unpack them onto Computer A, any changes made to the ORK database files on Computer A will be lost.

Packaging ORK Database Files

The first step in the process is to pack up the source files – the files that contain the most recent information from ORK. From the Windows Start Menu, select Programs → Official's Record Keeper → ORK Pack & Go. When the program starts, you will see a window similar to the one shown in the following figure.

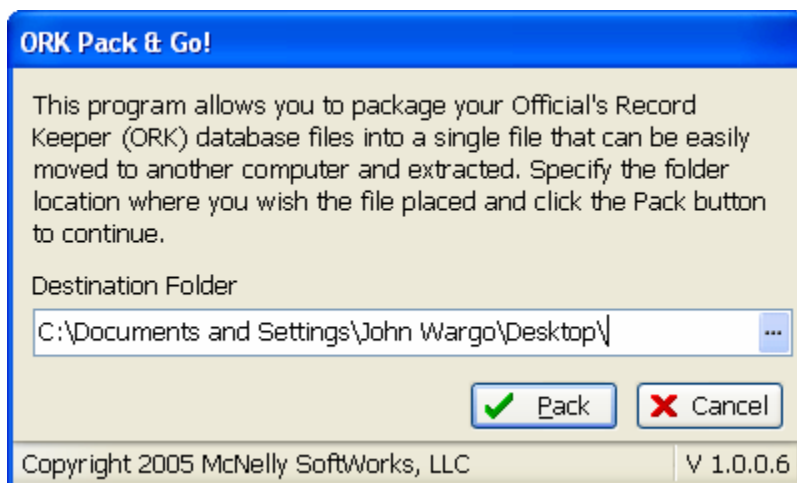



Figure 89 – ORK Pack & Go Packager

In the 'Destination Folder' field, you will want to specify the folder where you want the program to create the package containing your ORK database files. You can type in a complete path pointing to a folder or you can click the  button to the right of the field to browse for the destination folder. From the window that appears, navigate to the destination folder and click the 'OK' button to continue.

Note: You will want to pay special attention to the location you select in this part of the process – when it's time to transfer the file to the other computer, you will have to be able to find the file created by this program.

When you have the folder selected, click the 'Pack' button and the program will package up the ORK database files to the specified folder.

Transferring the ORK files to Another Computer

The package created by the program is a single, self-extracting executable program file called `ork_files.exe`. After you have packaged up the ORK database files, you will want to transfer the package file (`ork_files.exe`) to another computer system and unpack the files.

You should transfer `ork_files.exe` to a recordable CD or USB Memory Drive or even send the file to yourself on the other computer using electronic mail (email). Unfortunately, since the package file is an executable file (a computer program) you may not be able to send it to yourself as an attachment to an email message. Because of all of the viruses and other dangerous programs on the internet, most electronic mail systems block executables. You may find that if you email yourself the file, it will not be in the message when it gets to the other side.

Extracting ORK Database Files

Once you get the `ork_files.exe` program to the other computer system, execute (run) the program and you will be presented with a screen similar to the one shown in the following figure.

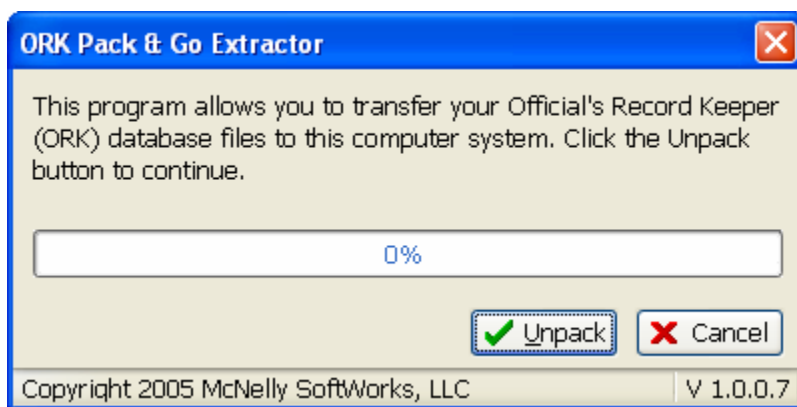


Figure 90 – PRK Pack & Go Extractor




Click the 'Unpack' button and the program will extract the ORK database files to the proper location on that computer system. When you start ORK on this system, you will be working with a complete set of data from the original computer. If you have not yet run ORK on this computer, the program will create the necessary folder structure so when you run ORK all of the data will be in the right place and ready to go.

Deleting the ORK Database Files

If a particular user no longer needs the ORK database files, you can delete the ORK folder located under that user's Application Data folder (as shown in the figure above). Make sure you first log into the computer as the user who no longer needs the files then locate the ORK folder (using the instructions provided in the previous section) and delete it.

Known Issues

Missing Buttons on Dialogs

Some wide-screen laptop computer systems and even wide-screen desktop monitors use non-standard screen resolution (pixels per inch) settings. Unfortunately, Windows sometimes has difficulty adjusting for this as it draws dialogs. If you are working in the Sport Options configuration or the Sport configuration and the ,  and  buttons do not appear on the right as expected, you are being affected by this problem. There are two solutions; you can either use the keyboard options (instead of the buttons) for adding and deleting options from the dialog or you can open your display settings and adjust the font sizes to Normal size as shown in the following figure:

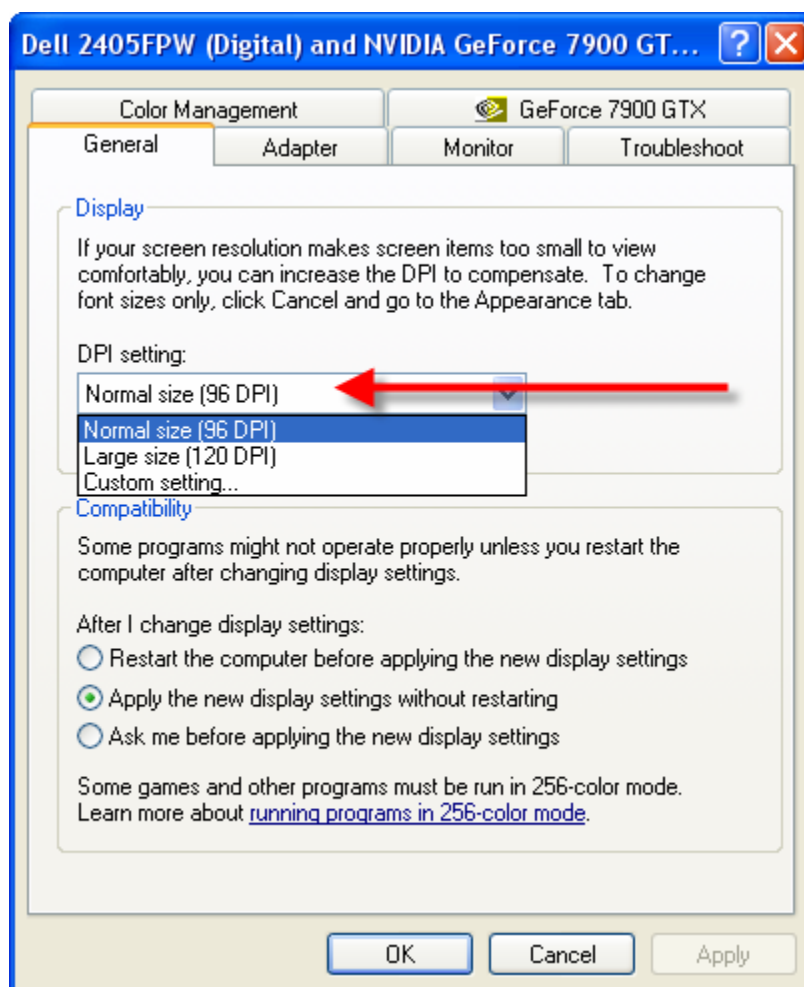


Figure 91 – Windows Display Properties

Duplex Printing

ORK is unable to print on both sides of the page on printers that support this option. We are working on implementing a solution for this problem.

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