mySWT User Guide

May 2020

Version 2.0

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Richard Beezley

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Document Revisions

Date	Version Number	Document Changes
8/5/17	0.1	Initial Draft
9/10/17	1.0.4	Corrected club name issues
9/23/17	1.0.5	Added Results Report for posting
2/1/2018	1.2.0	Added registration number checking
2/1/2018	1.2.0	Enhanced Enter a Dog in a Class
2/1/2018	1.2.0	Added combined section check-in sheet
6/1/2018	1.3.0	Moved handler to each entry vs dog
1/1/2019	1.4.0	Added per club license
1/1/2019	1.4.0	Added automated license keys via shopping cart
8/30/2019	1.6.0	Added additional filters to Enter a Dog in a Class
8/30/2019	1.6.0	Added judging time calculation to Judgin counts report
8/30/2019	1.6.0	Added sending results electronically to AKC
10/30/2019	1.7.0	Modified electronic results per AKC request
10/30/2019	1.7.0	Added Daily check-in sheet to show page
10/30/2019	1.7.0	Added multiple area search times for interior excellent and master classes
10/30/2019	1.7.0	Added Registered Name to Enter a Dog in a Class page.
5/27/2020	2.0.0	Added Regional Championships
5/27/2020	2.0.0	Added Import and Export of Dogs, People and Entries to Excel
5/27/2020	2.0.0	Added Import of online entries

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1 Introduction

1.1 Thank you!

First let me sincerely thank you for purchasing mySWT (my Scent Work Trial). I believe you will find it to be a useful and helpful tool in administrating Scent Work Trials.

1.2 Application Overview

The mySWT application is a desktop software application that assists with all of the administrative tasks of holding a Scent Work trial. The application and data are stored on your local PC, so there is no concern with data privacy.

A few of the major features are:

- Record all of the required information of an exhibitor.
- Record the trials and Classes an exhibitor has entered.
- Track judges and steward information.
- Print check-in sheets for the gate steward.
- Print prefilled score sheets for the judge
- Record the results within the application as it is happening.
- Automated calculation of placements.
- Automated population of AKC Results Catalog.
- Automated population of AKC Trial Chairman and Trial Secretary Reports
- Print various Trial statistics such as number of Classes, number pass/fail and high in trial.
- Print Exhibitor Armband Labels.
- Print Exhibitor Result Labels
- Email Exhibitor confirmation of their entry, results and an invitation to your next trial

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2 Installation

2.1 Requirements

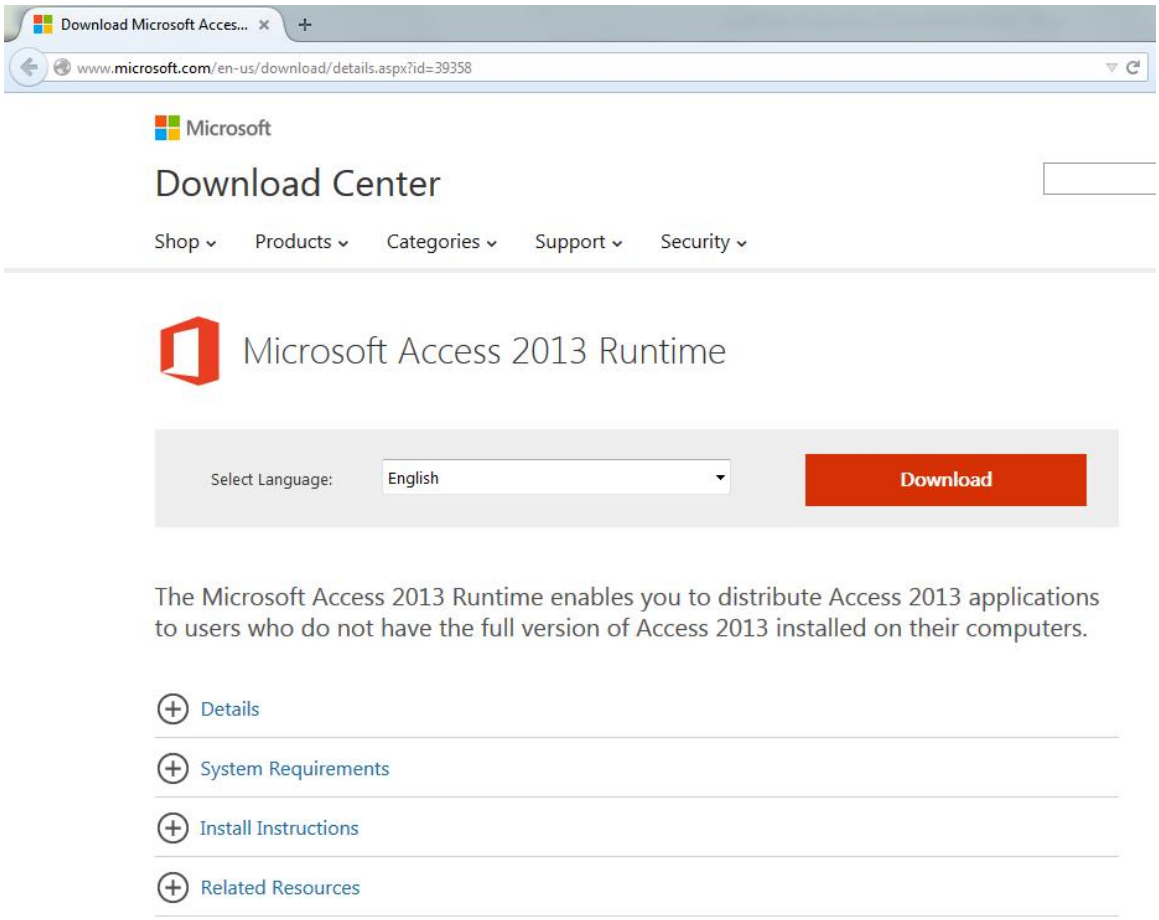
- **Windows 10 PC**.
- **Microsoft Access 2013**. mySWT is a Microsoft Access 2013 database application therefore either the full version **or** the runtime version of Microsoft Access 2013 is required. The runtime version is **free** and allows you to run applications designed for Microsoft Access like mySWT therefore it is **NOT** necessary to purchase Microsoft Access 2013. If you do not already have the full version follow the steps in section 2.3 to download and install the **free runtime version**.
- **Adobe Reader**. The Judge's books and AKC Trial Report are fillable PDF files created by AKC. mySWT will fill in these PDF files for you based on the data in the database. In order for this to occur you need Adobe Reader installed. You can download Adobe reader for free at https://get.adobe.com/reader/

2.2 Recommended

- **Microsoft Outlook.** mySWT has the capability of sending emails to exhibitors. Microsoft Outlook is an email client that runs on your local PC and handles the management of emails with the email account provided to you by your internet service provider or free services such as Gmail or Yahoo. mySWT can send emails via Gmail or Yahoo webmail clients, but having and using the Microsoft Outlook email client is the preferred method and provides several advantages such as being able to preview emails generated by mySWT before sending them and having a copy of sent emails in a local sent folder. Microsoft Outlook can be purchased as a standalone application or part of the Office suite. Again it is NOT a requirement for mySWT to send emails and only recommended.

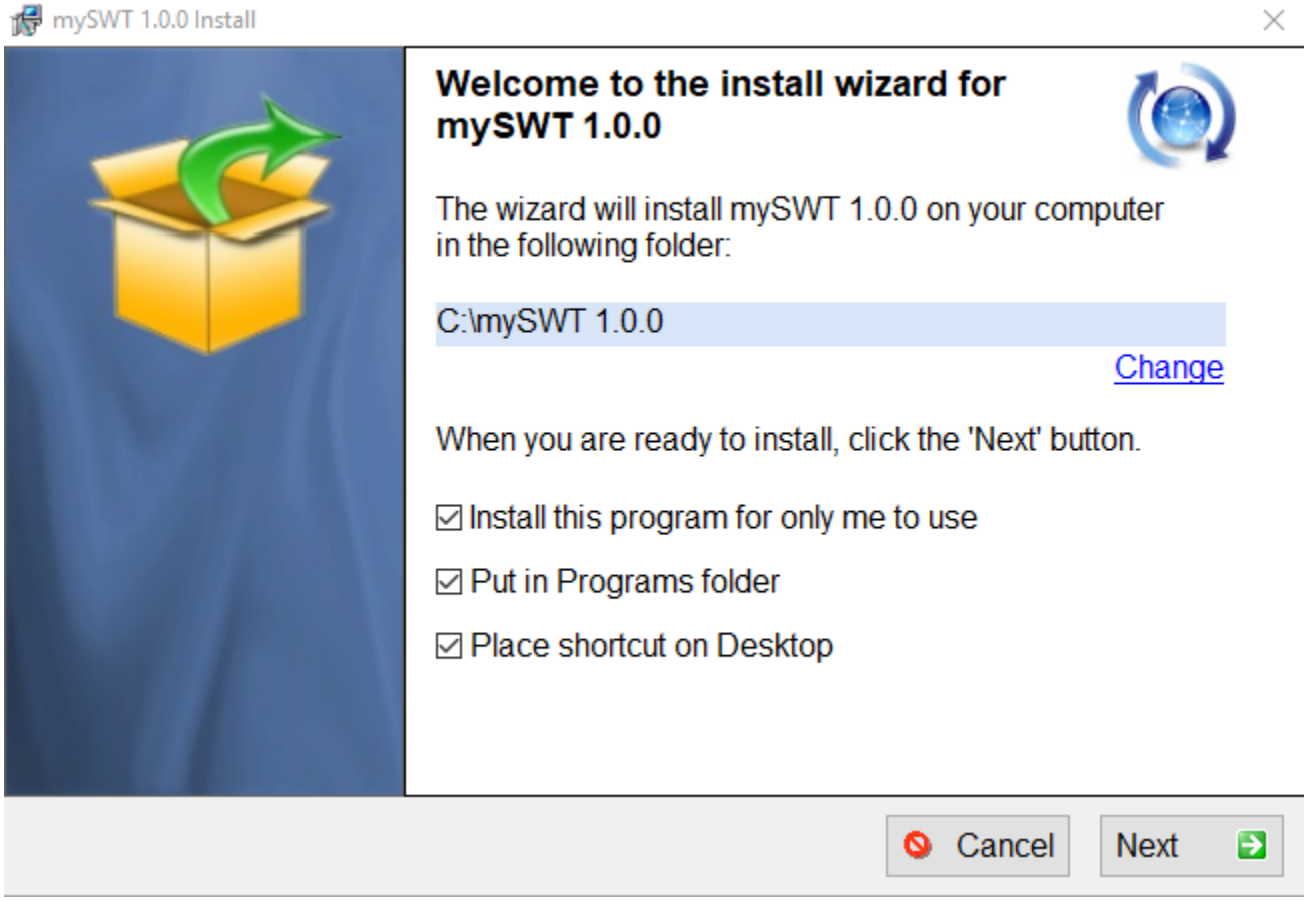
2.3 Microsoft Access

- The mySWT application is a Microsoft database application and therefore requires Microsoft Access to run. If you already have Microsoft Access 2013 installed on your PC you can skip to the next section.
- If you do NOT have Microsoft Access 2013 you can install the free runtime 32 bit (x86) version by downloading it at the link below and following the install instructions. The name of the file you want to download is **AccessRuntime_x86_en-us.exe**. http://www.microsoft.com/en-us/download/details.aspx?id=39358

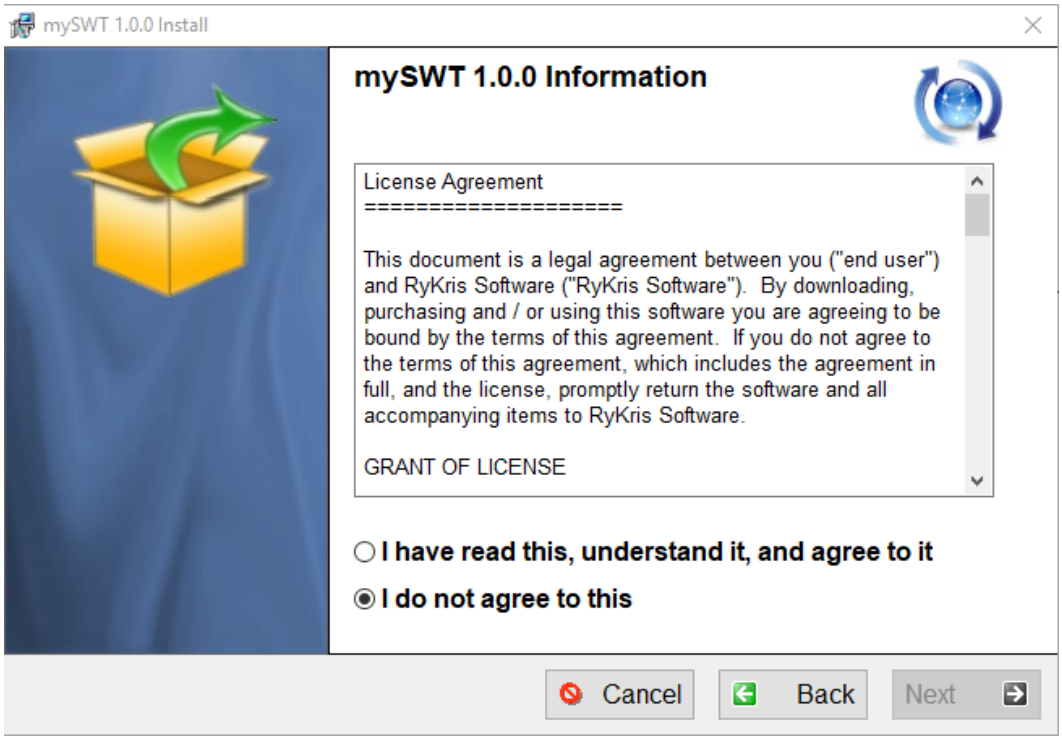


2.4 mySWT Application Installation

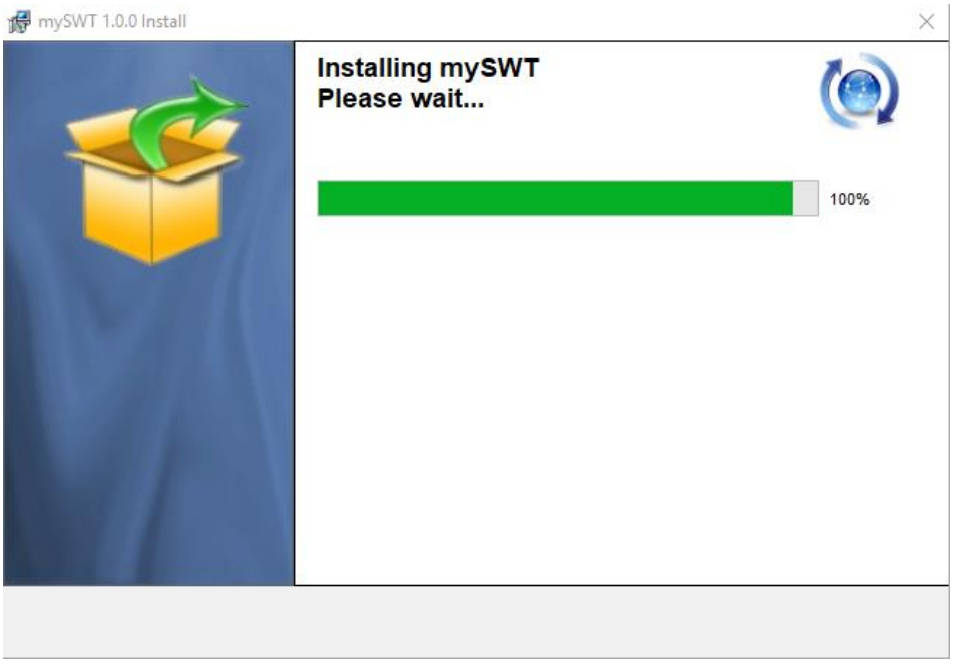
- Download the application from my website by using PayPal as the payment method. http://myk9t.com
- Save the executable file on your desktop or a known location.
- Double click the executable file and follow the onscreen instructions.
- NOTE *It is possible, depending on your PC setup, to get Windows or Virus Software warning messages when trying to install either the Access Runtime version or the mySWT application. Answer yes to any of these messages.*
- **Highly recommended to use all defaults.**
- Read the Welcome message and click **Next>.**



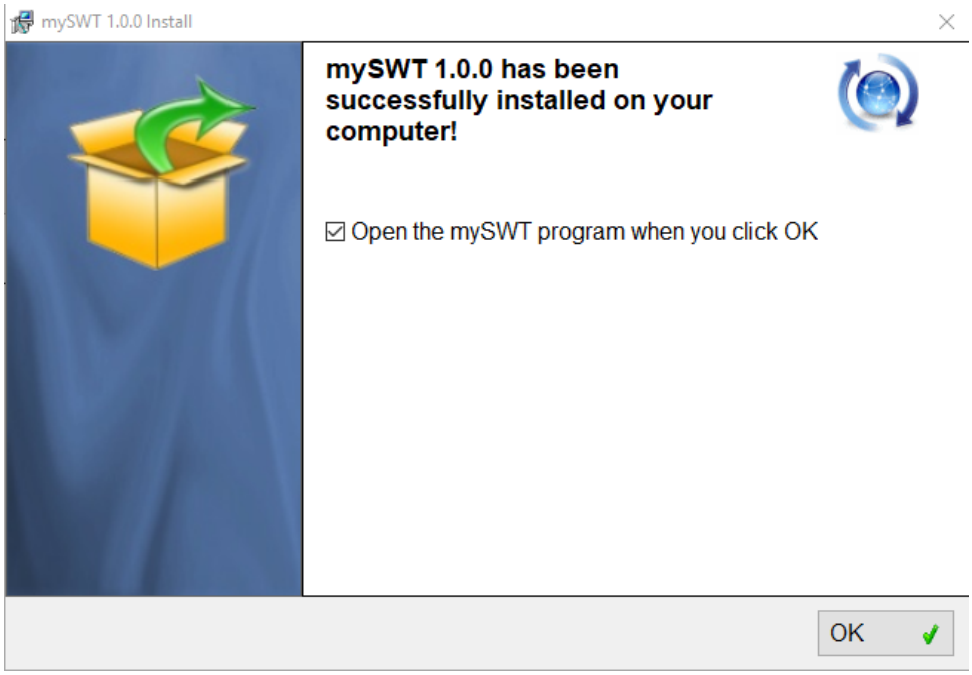
- Read and Accept the License Agreement and click **Next>**



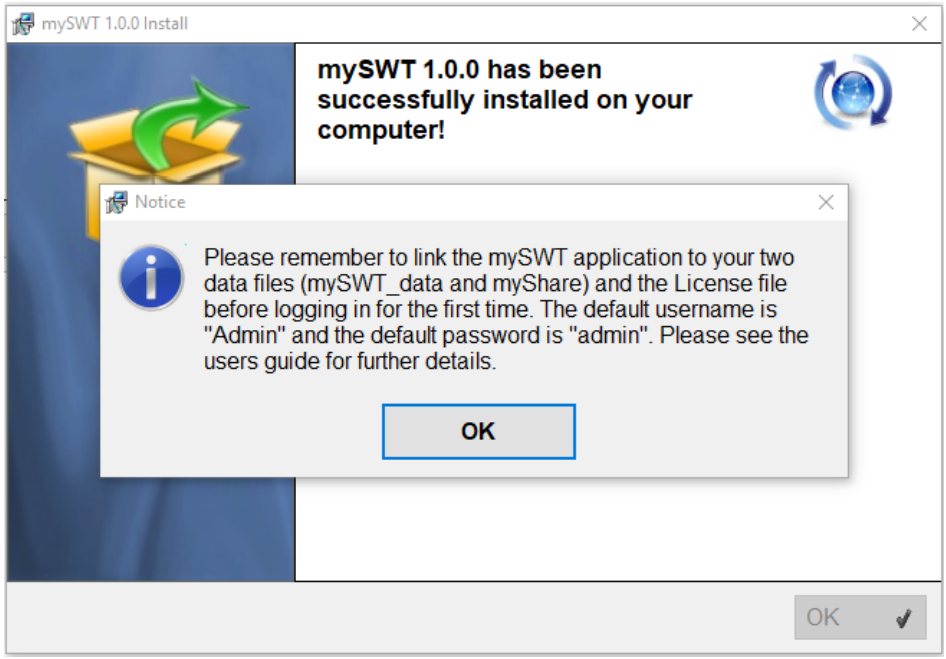
- Wait for mySWT to be installed



- Click **OK>**



- Read Notice regarding linking data files and Click **OK>**



- A shortcut icon to launch the mySWT application will be placed on your desktop and in your start menu.

3 Application Use

The sections below explain the general use of the mySWT application. They are in the order that you should follow for the first time use and setup of the application.

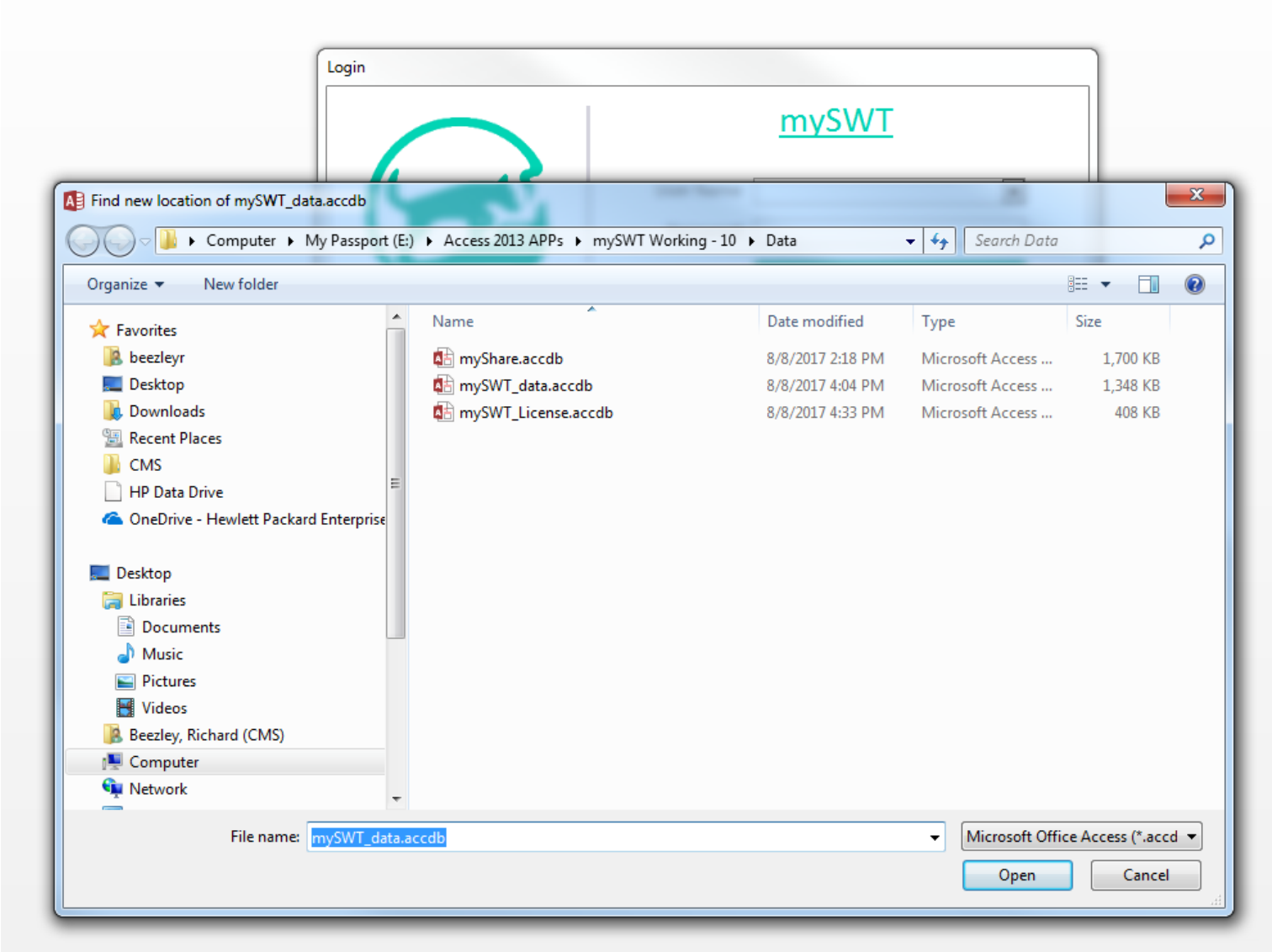
3.1 First Time Launch

The first time mySWT is started it will prompt you for the location of the three data files (mySWT_data.aacde and myShare.accdb and License.accdb).

- The mySWT_data.accdb file contains information about your Scent Work shows, trials, Classes and entries.
- The myShare.accdb file contains information about your club, exhibitors (dogs), and people (owners, handlers, judges, stewards, and users).
- The mySWT_License file contains your License information.

The default location is C:\mySWT {version #}\data. Simply select the file being requested in the Title of the dialog box and click open.

If mySWT is ever moved to another location or it cannot find the data files for some reason you will be prompted again for their location.


Login
mySWT
Find new location of mySWT_data.accdb
Computer ▸ My Passport (E:) ▸ Access 2013 APPs ▸ mySWT Working - 10 ▸ Data
Search Data
Organize
New folder
Favorites
beezleyr
Desktop
Downloads
Recent Places
CMS
HP Data Drive
OneDrive - Hewlett Packard Enterprise
Desktop
Libraries
Documents
Music
Pictures
Videos
Beezley, Richard (CMS)
Computer
Network
Name
Date modified
Type
Size
myShare.accdb 8/8/2017 2:18 PM Microsoft Access ... 1,700 KB
mySWT_data.accdb 8/8/2017 4:04 PM Microsoft Access ... 1,348 KB
mySWT_License.accdb 8/8/2017 4:33 PM Microsoft Access ... 408 KB
File name: mySWT_data.accdb
Microsoft Office Access (*.accd
Open
Cancel

3.2 Login

3.2.1 Initial Login

The mySWT application comes with an initial user preloaded. The user name is "**Admin**" and the password is "**admin**". This initial Admin user can be used but it is recommended that you add yourself as a user with your own password.

- Select "**Admin**" from the user name dropdown list.
- Enter "**admin**" in the password field.
- Click the **Login** button.
- The Re-Link Data File button can be used to manually re-link the data and application files or point the application file to a different data files such as a backup files.

3.3 Networked Installation

It is possible to install mySWT in a multi PC environment where PCs are networked together. **This will require some advanced computer knowledge and is beyond the scope of this document.**

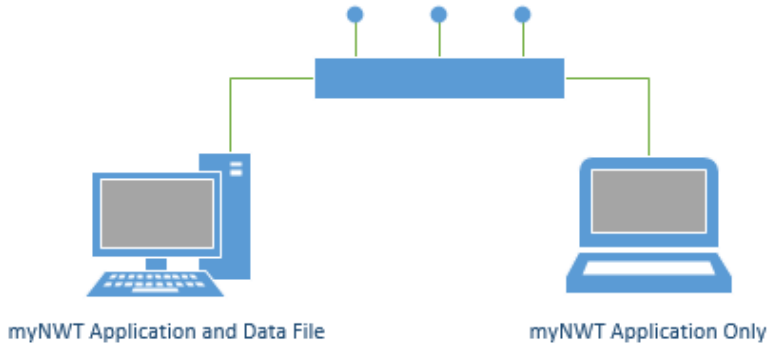
It is beyond the scope of this document to explain how PCs can be networked together, but the two most common ways would be a homegroup or a shared drive. You can google these two terms to find information on how to accomplish this. If you already have or have set up this type of environment make sure both PCs have **full permissions (read and write)** to the location where the mySWT_data.accdb file will be stored.

The advantage of this type on installation is the mySWT application could be running simultaneously on two different PCs and both would be storing their data in a single data file. This would allow you to be doing tasks such as printing judge's books or result labels or getting ready for the next trial on one PC while the other PC is in the ring recording the scores and times of Classes at the same time. The other use would be for a PC just displaying the Scoreboard.

mySWT would be installed on two different PCs. You would use the same setup.exe file and license key you downloaded. One of the PCs need to be classified as the primary. It will host the mySWT_data.accdb file. The second PC will be classified as the secondary and needs to be linked to the data file on the primary. This can be done by using the Re-Link Data File button on the login screen.

Test the setup by starting mySWT on both PCs. Make a change to something on the primary PC, say to an exhibitor's address or phone number. View that same exhibitor on the secondary PC and make sure you see the new information. Do the reverse to make sure you can make changes on both PCs and the other PC can see those changes.

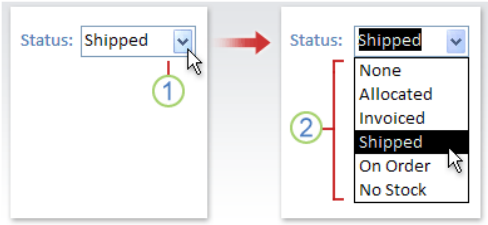
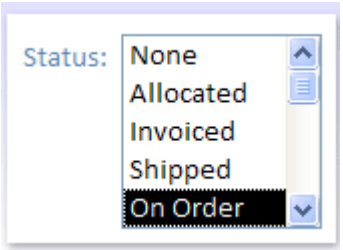
I would recommend that you rename the mySWT_data.accdb file on the secondary PC to something like mySWT_data_secondary.accde or mySWT_data_NotUsed.accde to avoid any confusion. This data file will not be used.



3.4 Terminology

The table below gives the definition of some of the terms and conventions used throughout the mySWT application. A good understanding of these terms will help in using the application more efficiently.

Show	The term used to define the entire event which could consist of one or more days. A show will contain one or more trials. Typically, a show will be held over a weekend and contain a morning and an afternoon trial each day.
Trial	The term used to define a set of Classes. A trial will be assigned to a show.
Exhibitor	An exhibitor is a dog and handler team that is competing in a Class.
Score	The score is the exhibitor's result of that Class. For example, pass, false alert or absent.
Fault	A fault can be given to an exhibitor by the judge for a handler error such as guiding the dog or a safety violation. Faults are used in calculating placements. If you see a faster time but lower placement on an AKC form, it is due to a fault.
Class	A class is an overall term that includes the Element, Level and Section. For example, container Novice A.
Element	An element is a type of search such as Container, Interior, Exterior, Buried or Handler Discrimination.
Level	A level is the level of the Class such as Novice, Advanced, Excellent, Master.
Section	The section is A or B. See rules for criteria.
Run Time	The run time is the amount of searching time to find all hides in that Class. The run time is paused when the handler calls alert and then restarted when the handler gives the search command for the next hide.
Hide	The location of the hidden odor for which the dog is searching.
Record	A database entity. For example, each exhibitor, each show, each trial, each Class, etc., would be a record in the database.
Status	Shows, Trials and Classes are all assigned a status of either open or closed. This status is used throughout the system for determining what choices are given. For example, only open Classes are presented for entering an

	exhibitor. **It is important to update the applicable status as the show progresses.**
System Hierarchy	The hierarchy of the system is Shows contain Trials. Trials contain Classes. Classes contain Exhibitors. It is important to keep this concept in mind when setting up your shows.
Bold Field Label	A field label that is bold and contains an asterisk is a required field and must be entered in order to save that record. For example, you cannot enter a new exhibitor without providing a AKC Registration number, register name, breed and handler name.
Drop Down box or Combo Box	A graphical control element, similar to a list box, that allows the user to choose one value from a list. When a drop-down list is inactive, it displays a single value. When activated, it displays (drops down) a list of values, from which the user may select one. When the user selects a new value, the control reverts to its inactive state, displaying the selected value. It is often used in the design of graphical user interfaces, including web design. 
List Box	A graphical control element that allows the user to select one or more items from a list contained within a static, multiple line text box. The user clicks inside the box on an item to select it. A list box is always expanded unlike a drop down box. 
Ribbon	In computer interface design, a **ribbon** is a graphical control element in the form of a set of toolbars placed on several tabs. In 2007 Microsoft products introduced a form of modular ribbon as their main interface where large tabbed toolbars, filled with graphical buttons and other graphical control elements, are grouped by functionality. Such ribbons use

	tabs to expose different sets of controls, eliminating the need for many parallel toolbars. Contextual tabs are tabs that appear only when the user needs them. For instance, in a word processor, an image-related tab may appear when the user selects an image in a document, allowing the user to interact with that image.
Application File	The application file is named mySWT_application.accde. This is a compiled access file and contains all the forms, queries, reports and visual basic code.
Data File	The data file is named mySWT_data.accdb. This is also a compiled access file and it contains all of the tables and your data. This file is unique to your installation.
Field Labels	Bold labels with an asterisk * are required fields and must be entered.

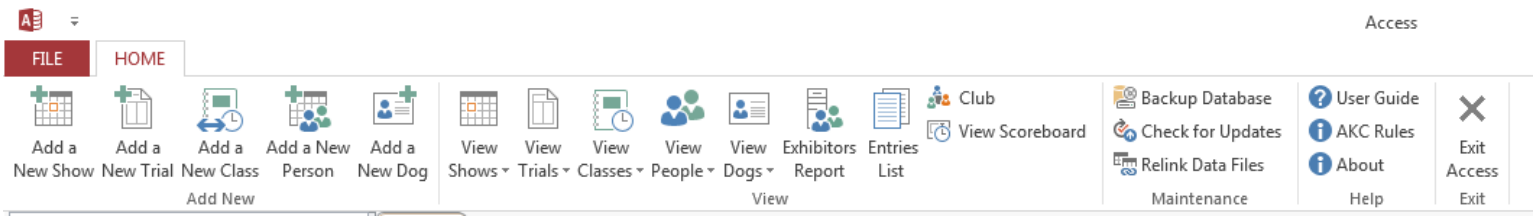
3.5 The Ribbon

mySWT uses custom ribbons to provide access to its screens and features. The ribbon has become the standard for all Microsoft office applications. The ribbon is a set of toolbars placed on tabs at the top of the screen.

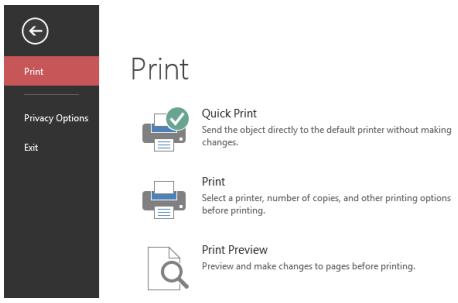
The tabs are grouped into sections and contain graphical buttons that perform functions. I have grouped the mySWT specific buttons into things you will want to do before a trial and things you will want to do after the trial.

mySWT has a custom ribbon for each main page; Home, Shows, Trials, Classes, Exhibitors, People, Clubs, and Entries List.

For example, the Home tab is shown below.

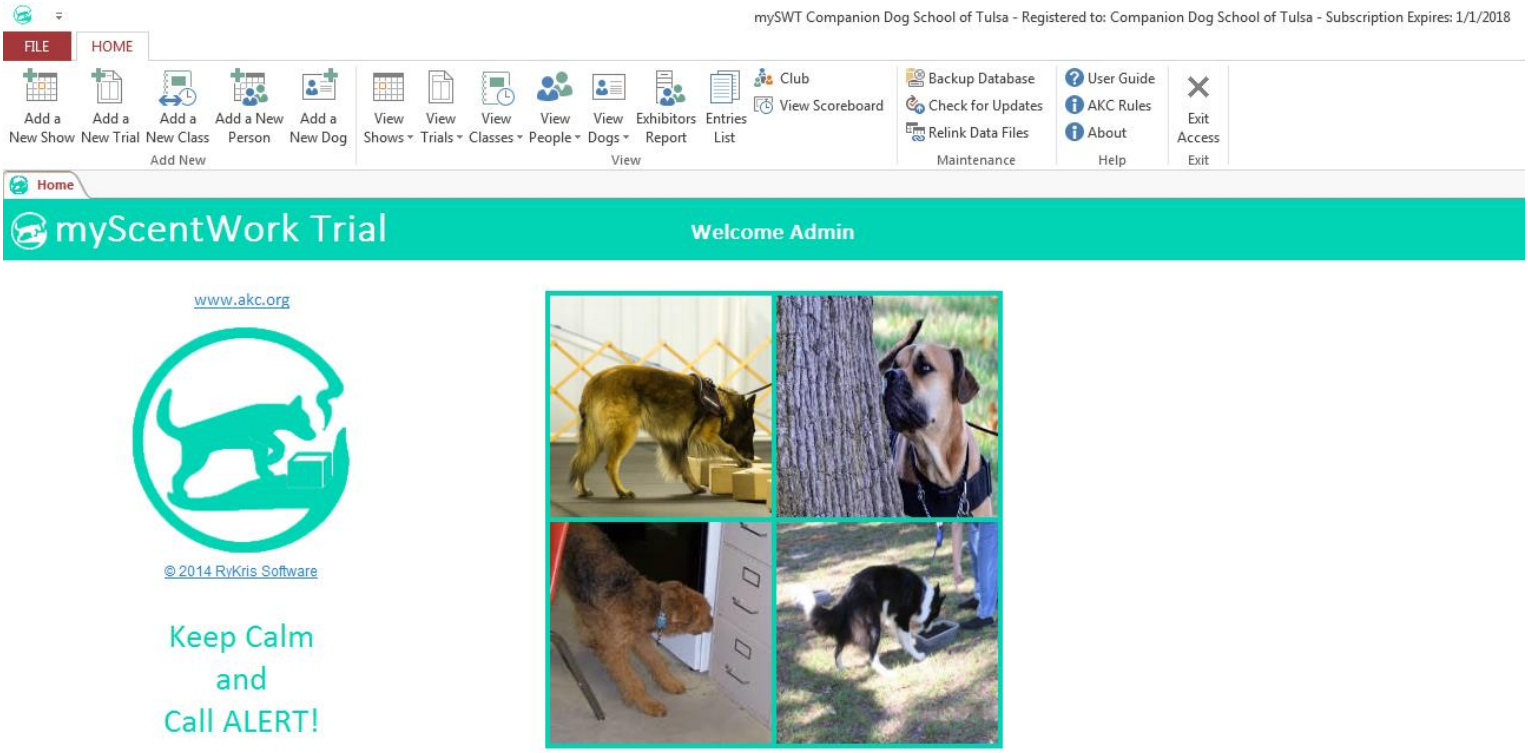


- The File tab contains buttons for printing and exiting the application, but these functions are available on the custom mySWT ribbons.

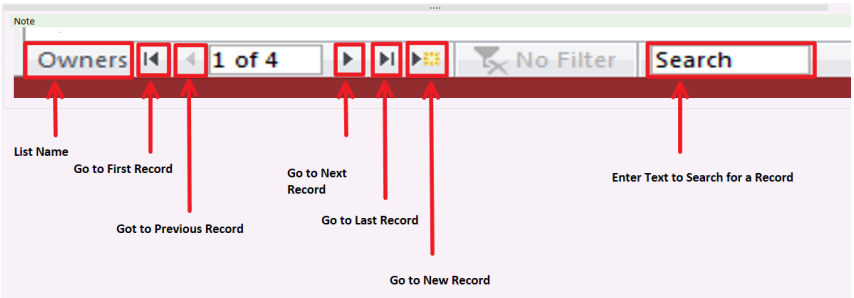


3.6 Navigation

- The primary navigation of the application is accomplished from the home page ribbon. Each button in the View section of the Ribbon will take you to the corresponding page. Each page has a customized ribbon as mentioned earlier to accomplish tasks specific to that page. The large icon choices will be the ones used most often. The small icon choices are more supporting type pages that will be used less often.

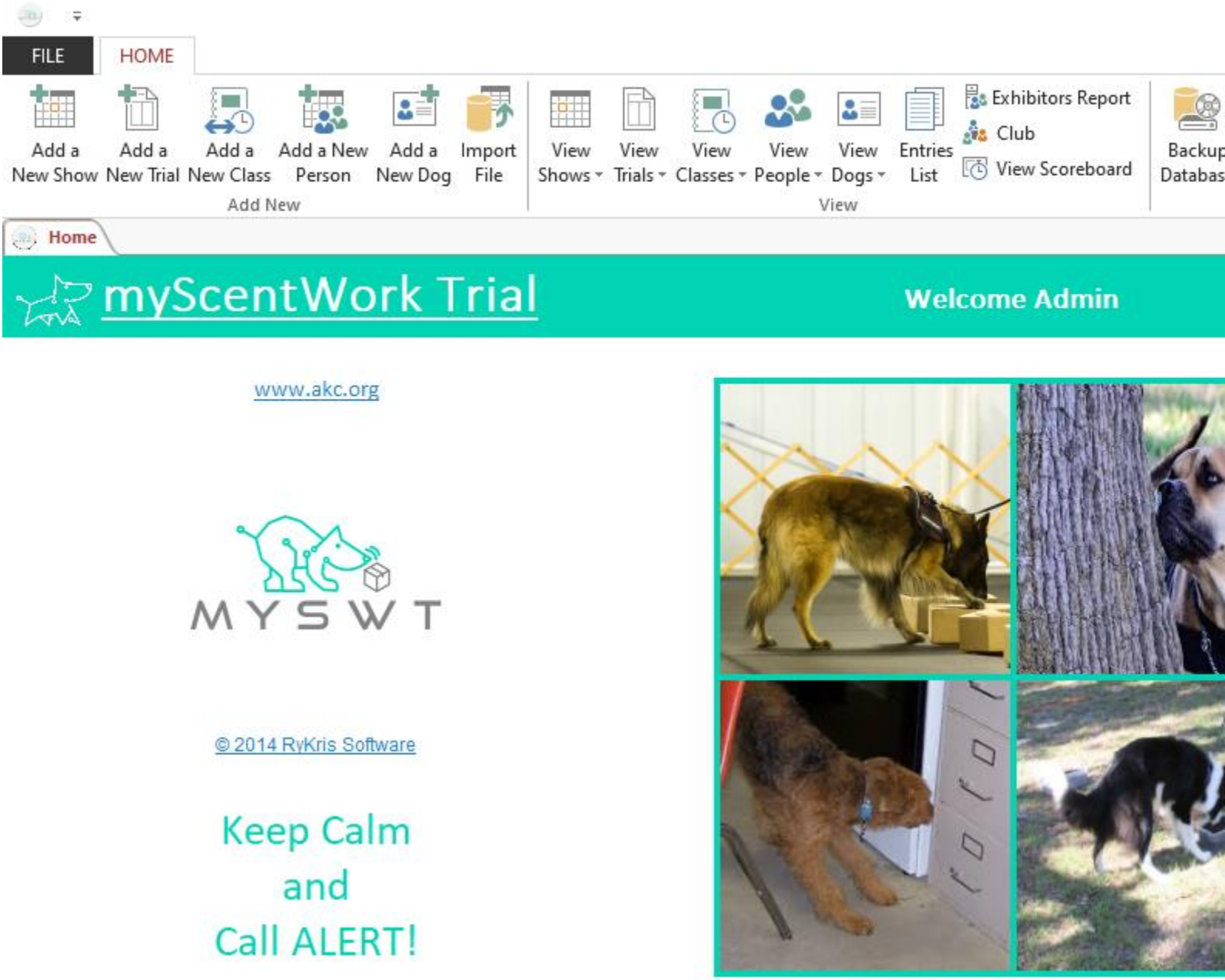


- The secondary form of navigation is accomplished by using the record navigation buttons at the bottom of each screen when applicable. Think of these navigation buttons like a VCR or tape player where the far left button takes you to the first record, the next button to the right takes you to the previous record, the first button to the right of the record count takes you to the next record, the next button to the right takes to the last record and the far right button when enabled takes you to a new record.



3.7 Home Page

- The home page is the first page displayed after logging into mySWT and is the starting point for all tasks in mySWT.
- It is the starting point for setting up a new Show, Trial and Class, to add a new person and dog and to enter a Dog into a Class.
- It is the starting point for viewing existing Shows, Trials, Classes, People, Dogs, Clubs and Entries.
- The ribbon is divided into 5 sections with buttons for completing these tasks.



- The Import file button allows you to import Dogs, People and Entries from an excel file. The first row must be a header row and the columns must match the same format as the export Dogs, People or Entries.

Import Instructions

Please ensure the following criteria are met before continuing.

A backup of your data files has been done for you just in case. They can be found in the C:\RyKris\mySWT_Backup folder.

- The first line in the import file must be a header line.

- The header names must match the example Excel file in the forms folder.

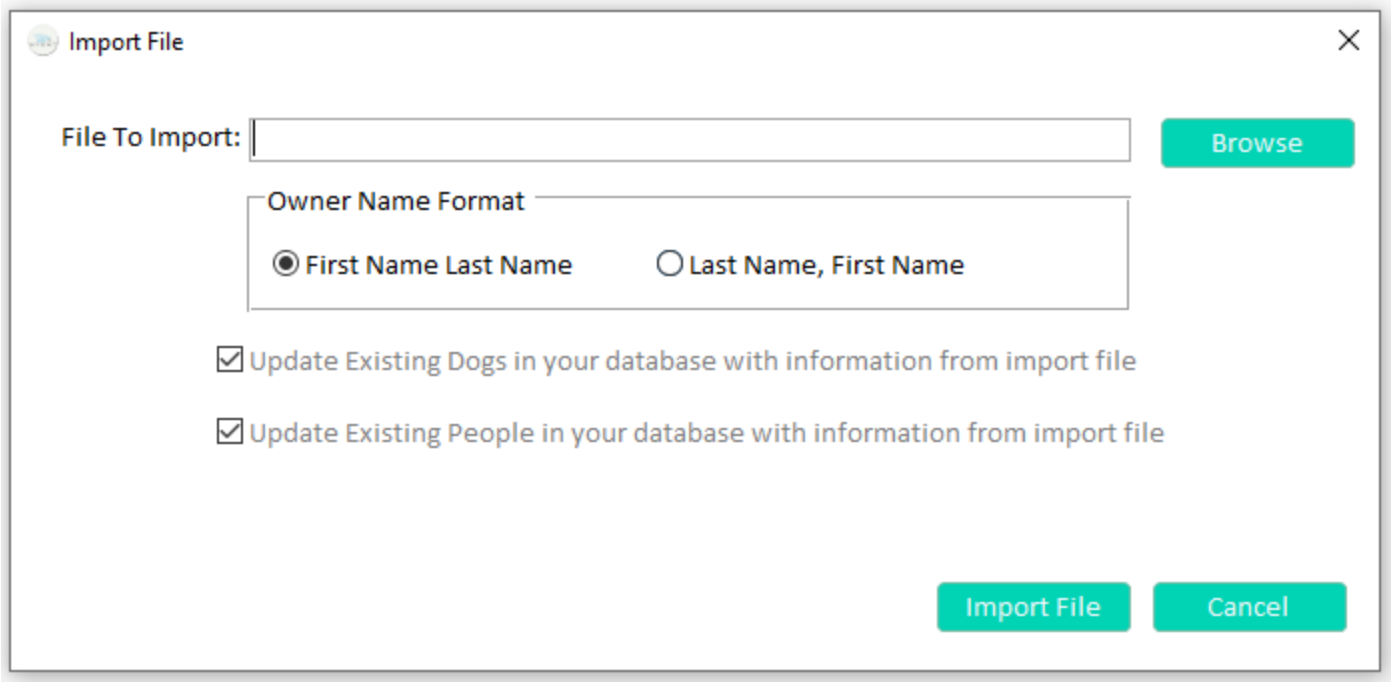
- Make sure you do not have any leading or trailing spaces in your text.

- If importing trial entries the Show, Trial and Classes must be created first.

- The AKC event number in your import file must match the Trial you created.

- Breed names must match the breed list. If not the All American breed will be used.

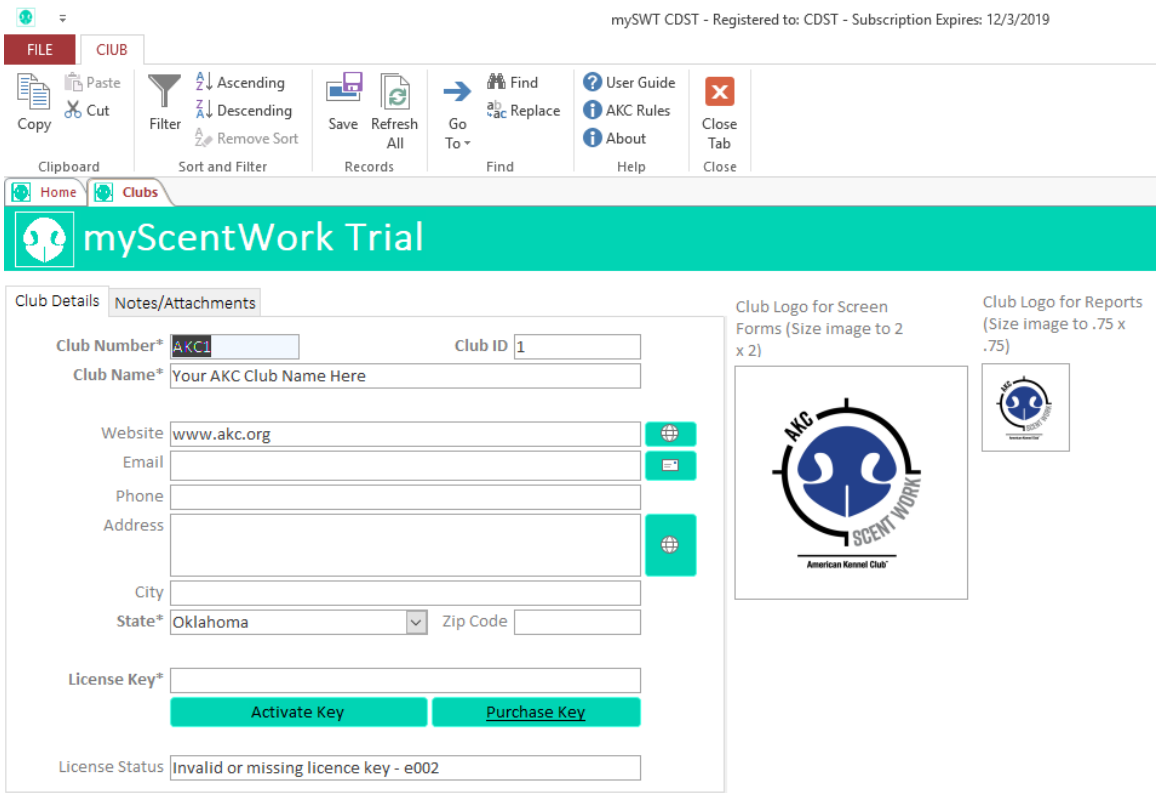
OK Cancel



3.8 Clubs Page

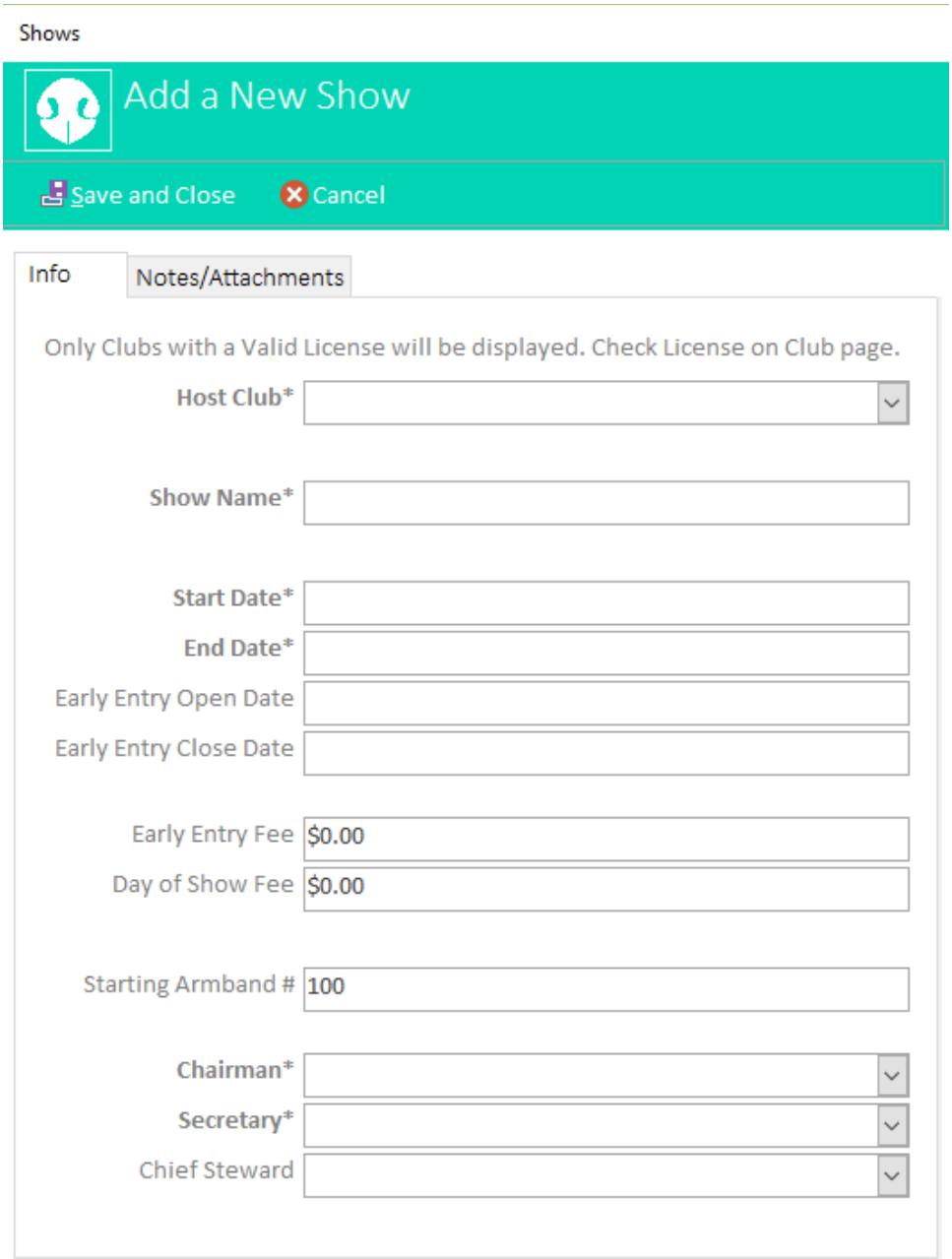
Clubs

- Click the "**Clubs**" button on the home page ribbon to display the Clubs page.
- This where you enter information about your club.
- Each Club needs a valid license. The license key will be on your order and in the order email.
- The license key must be entered and activated for each Club.
- An internet connection is required for the activation.
- The demo also requires a license key.
- The Club Name and Club Number are required fields.
- The club logo and club report logo are used in other parts of the application. Proper sizing of these images as indicated will provide the best results.


mySWT CDST - Registered to: CDST - Subscription Expires: 12/3/2019
FILE
CIUB
Copy
Paste
Cut
Clipboard
Filter
Ascending
Descending
Remove Sort
Sort and Filter
Save
Refresh All
Records
Go To
Find
Replace
Find
User Guide
AKC Rules
About
Help
Close Tab
Close
Home
Clubs
myScentWork Trial
Club Details
Notes/Attachments
Club Number*
AKC1
Club ID
1
Club Name*
Your AKC Club Name Here
Website
www.akc.org
Email
Phone
Address
City
State*
Oklahoma
Zip Code
License Key*
Activate Key
Purchase Key
License Status
Invalid or missing licence key - e002
Club Logo for Screen Forms (Size image to 2 x 2)
Club Logo for Reports (Size image to .75 x .75)
AKC
SCENT WORK
American Kennel Club

3.9 Add a New Show

- Click the "**Add a New Show**" button on the home page ribbon to open the Add a New Show dialog box.

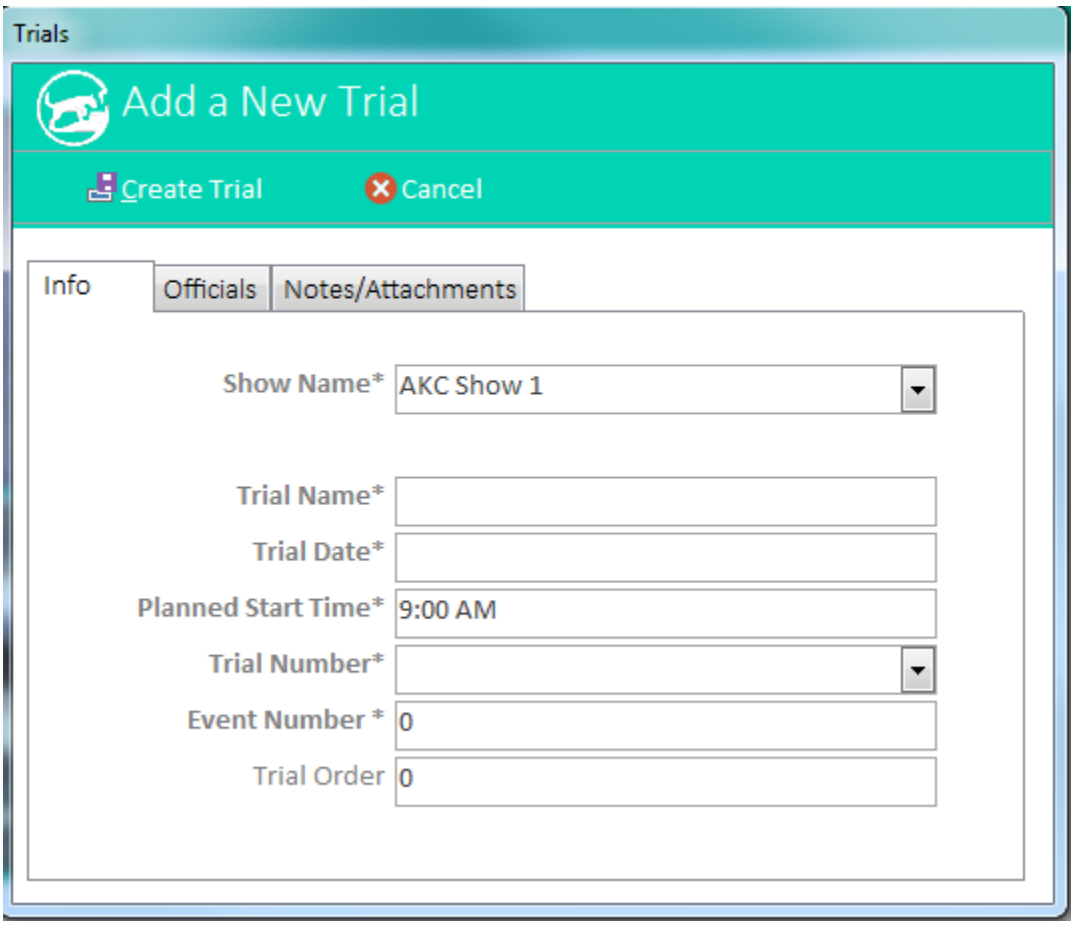


- The information at the show level are things that would be common to the entire show such as the host club, trial chairman, trial secretary and entry fees. Complete the information and click the Save and Close button.
- Be sure to enter a unique and meaningful show name. This will make identifying the show easier in other parts of the application.

- mySWT is licensed to a specific club for its trials only. The club information should be one of the first things set up and only needs to be done once.
- If you are using mySWT for multiple clubs each club needs a valid license.
- Only clubs with a valid license will appear in the drop down for Host Club.

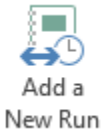
3.10 Add a New Trial

- Click the **"Add a New Trial"** button on the home page ribbon to open the Add a New Trial and Classes wizard. This wizard will gather some information about your trial and Classes and then create both the trial and all the applicable Classes for you. Ensure that you have already created the show and select the show name in the wizard dialog. Ensure that you select all of the elements that are offered in this specific trial including a Pre-Trial if applicable.



- Each trial needs to be added separately by repeating this process. For example, if you were offering 4 Container trials over a weekend you would run this wizard 4 times with the applicable dates.

3.11 Add a New Class



- Click the **"Add a New Class"** button on the home page ribbon to open the Add a New Class dialog box.
- Select an existing Trial, Judge and the elements and levels this judge is judging.
- If you have more than one judge you will need to repeat this process for each judge.
- Click **"Save and Close"**

Classes

Add a New Class

Save and Close Cancel

Class Info

Trial Name*

Judge*

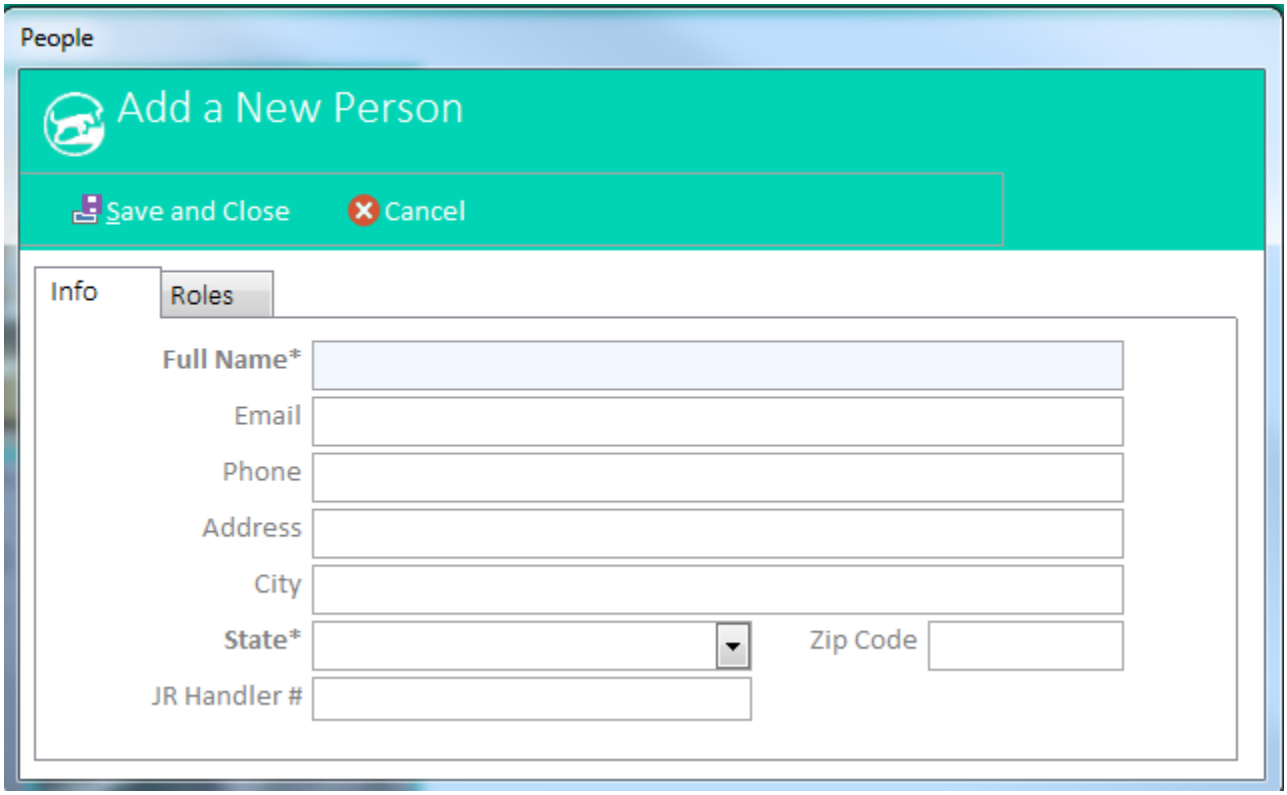
Element(s)*
- Container
- Exterior
- Interior
- Buried
- Handler Discrimination
- Detective (Add Separately)
- Waitlist

Levels*
- Novice
- Advanced
- Excellent
- Master
- N/A
- N/A

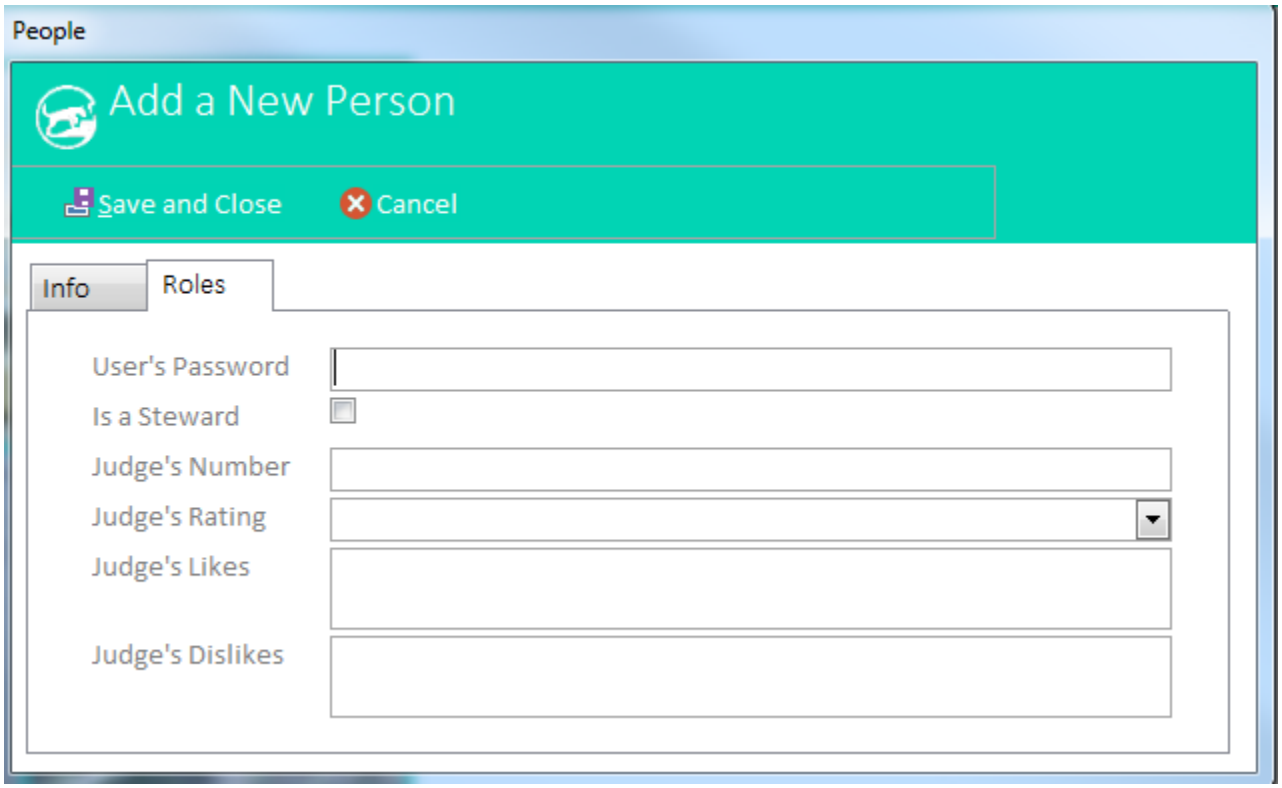
Regional Championship
- Regional Odor Division (Add Separately) — N/A
- Regional HD Division (Add Separately) — N/A

3.12 Add a New Person

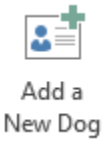
- Clicking the "**Add a New Person**" button on the ribbon allows you to add a new person. A person will be an owner, handler, steward, judge, chairman, secretary, or mySWT user.
- Complete the information in the box and click "**Save and Close**".



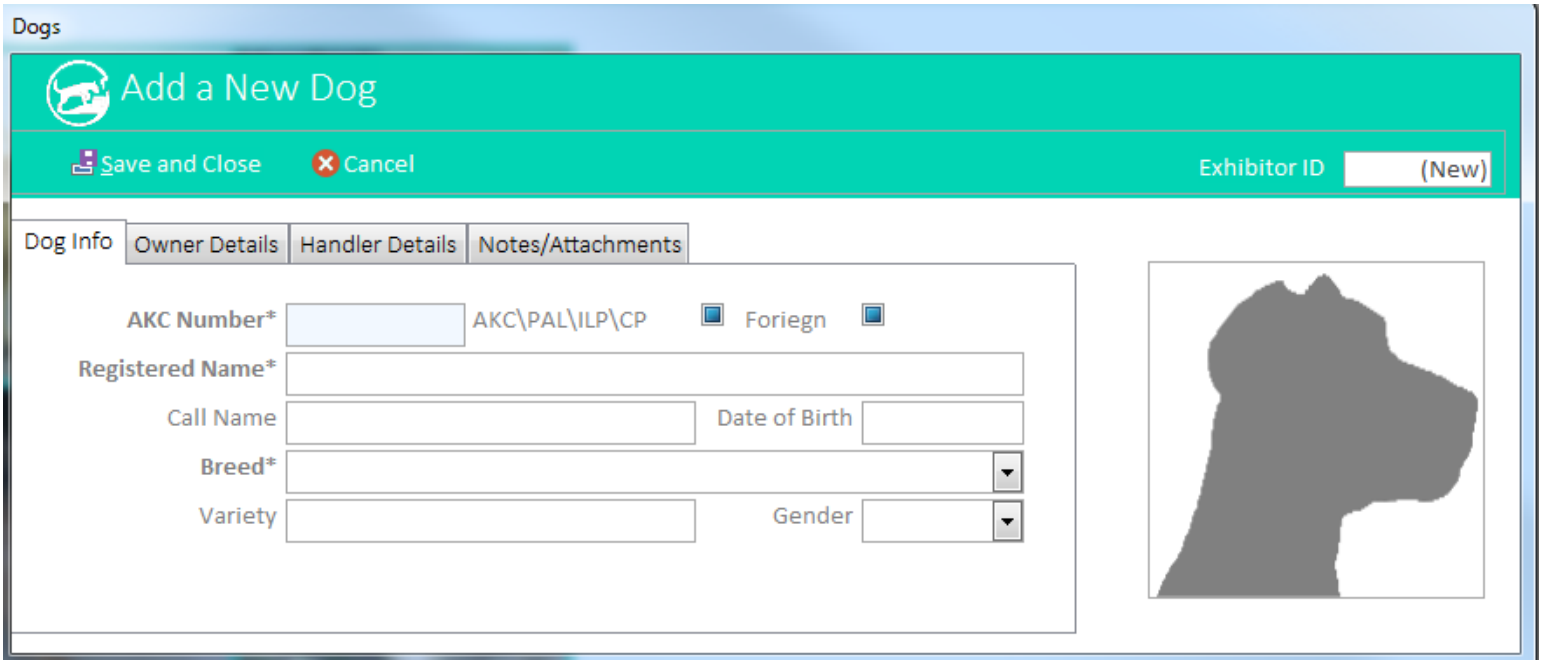
- The Roles tab controls if this person has additional roles and responsibilities beyond just being an owner or handler. The three types are a mySWT user, judge or steward. For example, it is recommended that you add yourself as a mySWT user. You would complete the information on the Info tab and enter a password in the user's password field on the Roles tab. The next time you login you will see yourself listed along with Admin in the username drop down list. A steward is someone who helps in any capacity with the trial. If someone is a steward, check the Steward checkbox and they will now be available as a choice in all steward fields which includes chairman and secretary. For judges enter their judge's number and they will be listed as a choice for a judge.



3.13 Add a New Dog

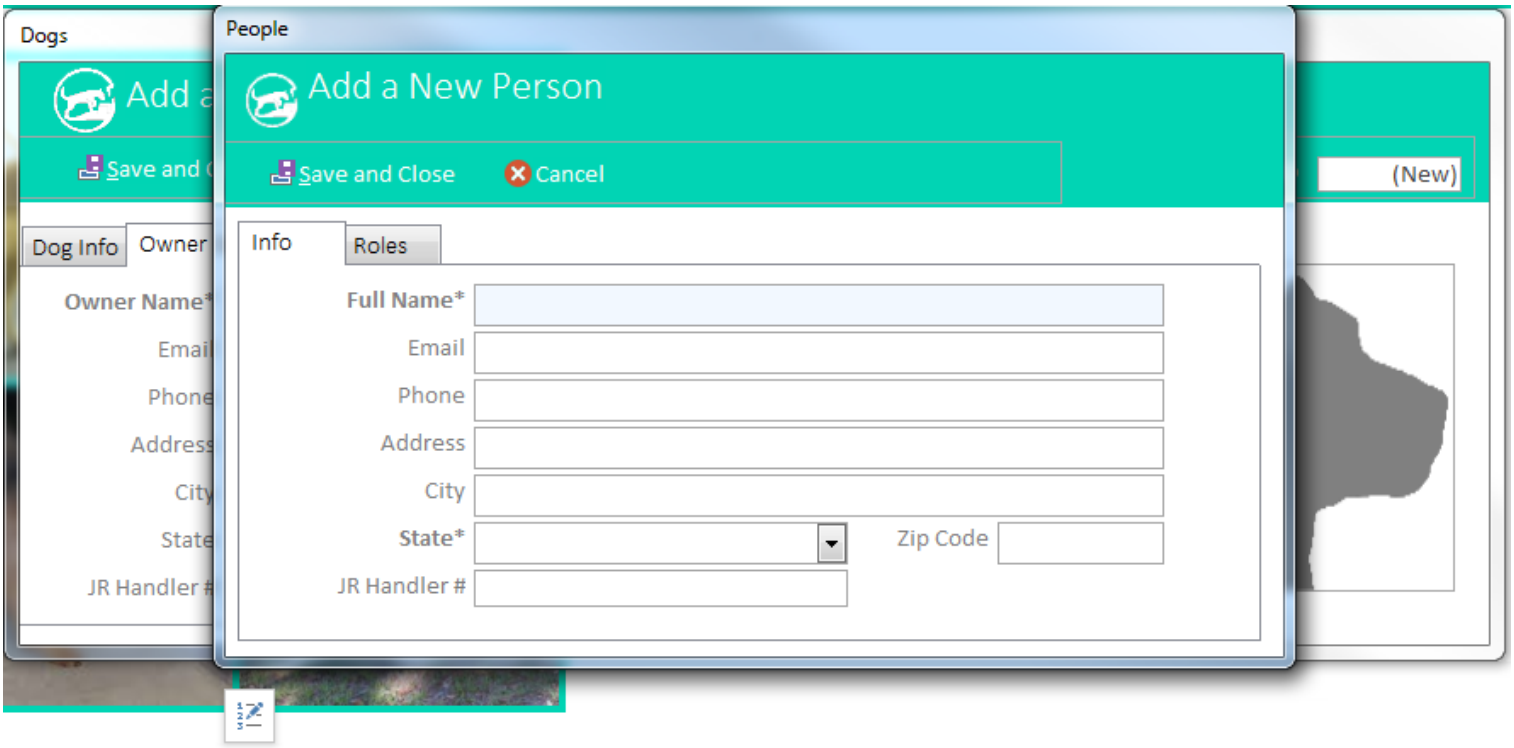


- Click the "**Add a New Dog**" button on the home page ribbon to open the Add a New Dog dialog box. The dog, owner and handler are stored separately in the database because an owner or handler can have more than one dog and this keeps you from having to enter duplicate information.
- The AKC Number, Registered Name, Breed, Owner and Handler Name are required fields and must be entered to save the Dog's record. The large box to the right is for attachments and is a nice place to place a picture of the dog.
- The Exhibitor ID number is automatically assigned based on the ID number assigned to the Dog by the mySWT application. It is displayed as New until the first field is entered. Displaying it on this screen is helpful when doing Day of Show entries.



- If the owner and\or handler already exists, simply choose their name from the drop down list on the Owner and Handler Details tabs. An owner and a handler must be selected. Most times this will be the same person, but if a person has two dogs competing in the same class they will need someone else to handle one of their dogs. This is when you would select that person as the handler for that dog, but leave the owner as the actual owner of the dog.
- If not, click the edit list icon which will appear at the bottom when the Owner or Handler Name drop down box is expanded.

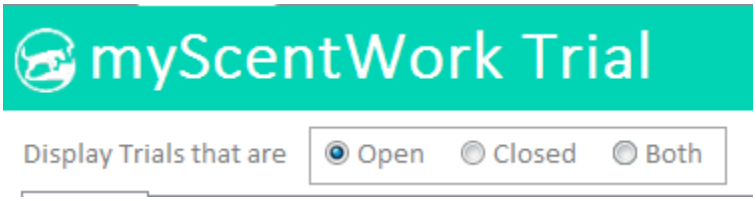
- This will open the Add a New Person page. Complete the information and click "**Save and Close**".

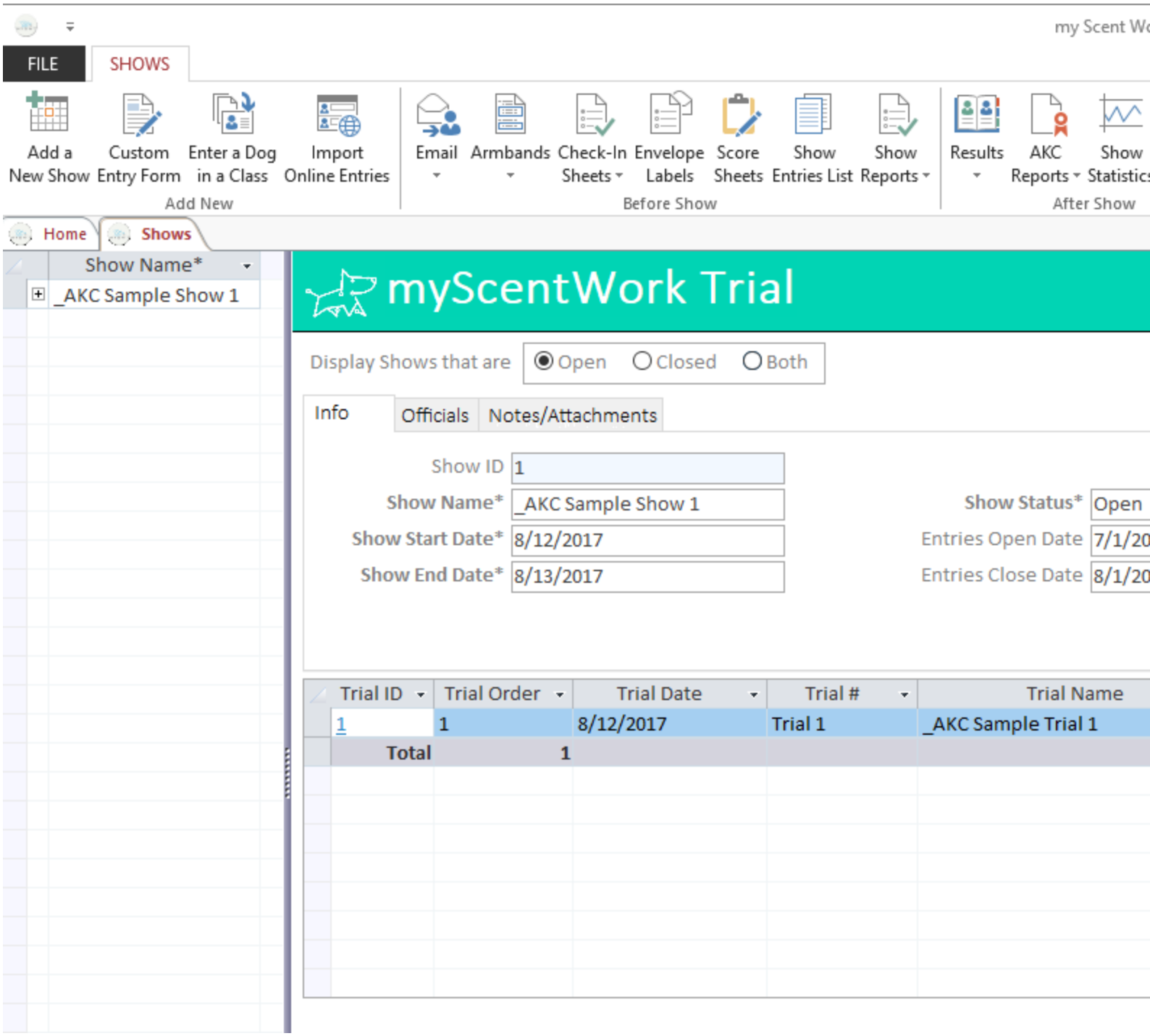


- You can then select their name in the Owner and\or Handler Details drop down list on the Add a New Dog page.
- Complete the remaining information and click Save and Close.

3.14 Shows Page

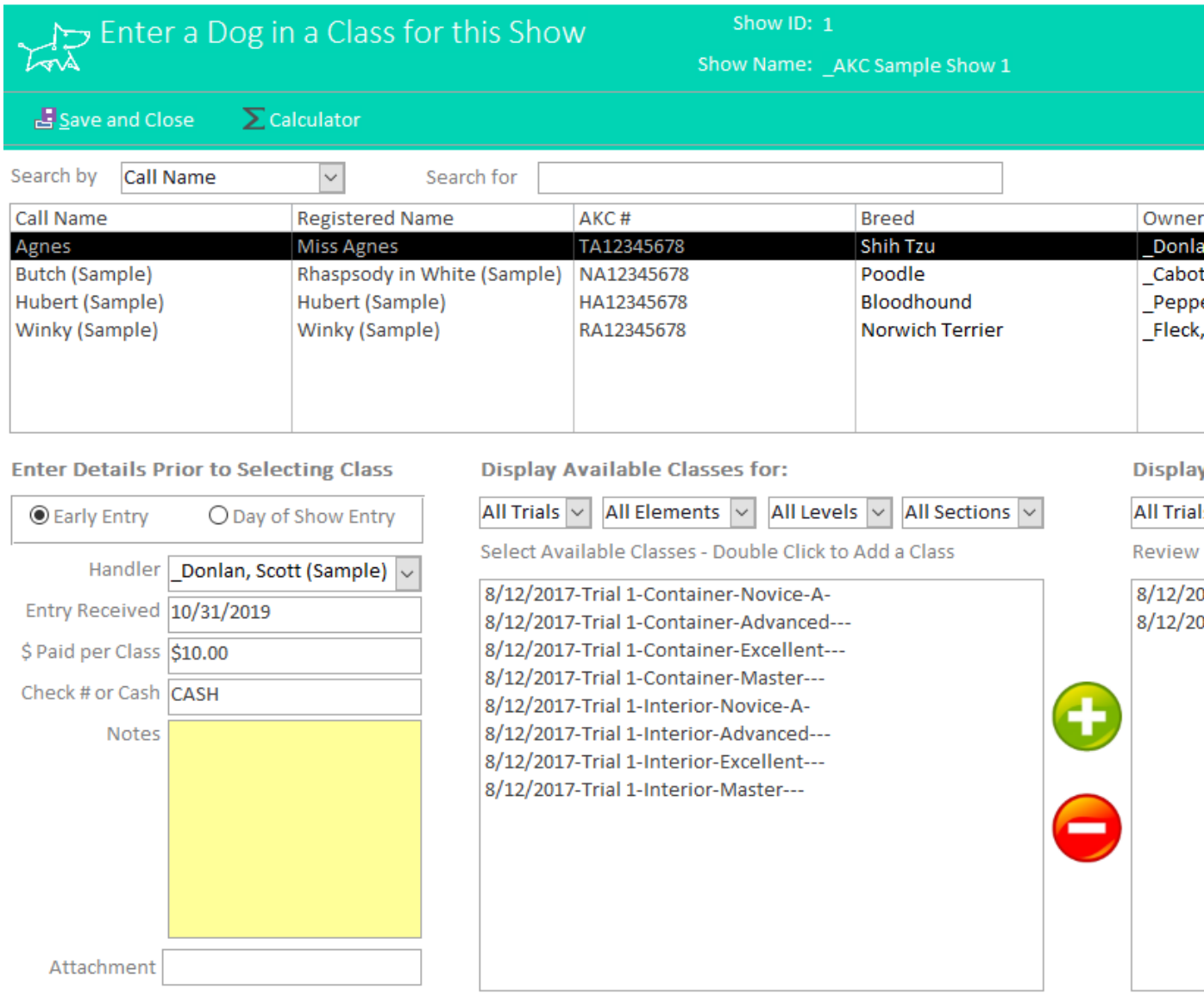
- Click the "**View Shows**" button on the home page ribbon and choose Show Details or Show List to display your Shows in one of two ways.
- The Show List page displays a list of shows in columns and rows much like a spreadsheet. Each column can be sorted and filtered.
- The Show Details page is divided into two parts. The upper part displays information for that show. The bottom part (Trials Datasheet) displays the trials that are a part of that show.
- The first column on the Trials Datasheet is the Trial ID which is a unique Identifier automatically assigned by the system when the trial is created. This ID is a hyperlink and clicking on it will open the Trials page with that trial displayed. When navigating to a trial in this manner the open and closed filter mentioned below is disabled.
- The logo on the right will be your club logo which is set on the Clubs page.
- The page is initially filtered to display only Open Shows. Change the shows displayed by selecting one of the three radio buttons to display open shows, closed shows or both.




my Scent Wo
FILE
SHOWS
Add a New Show
Custom Entry Form
Enter a Dog in a Class
Import Online Entries
Add New
Email
Armbands
Check-In Sheets
Envelope Labels
Score Sheets
Show Entries List
Show Reports
Before Show
Results
AKC Reports
Show Statistics
After Show
Home
Shows
Show Name*
_AKC Sample Show 1
myScentWork Trial
Display Shows that are
Open
Closed
Both
Info
Officials
Notes/Attachments
Show ID
1
Show Name*
_AKC Sample Show 1
Show Start Date*
8/12/2017
Show End Date*
8/13/2017
Show Status*
Open
Entries Open Date
7/1/20
Entries Close Date
8/1/20
Trial ID
Trial Order
Trial Date
Trial #
Trial Name
1
1
8/12/2017
Trial 1
_AKC Sample Trial 1
Total
1

- The Shows ribbon has 15 buttons specific to mySWT;
  - **Add a New Show –** This will add a new show to mySWT.
  - **Custom Entry Form –** This will create a custom entry form for this show which will only display the elements and classes you are offering. This option leaves the Dog and owner information blank, so it can be printed and completed by the owner. The email invitation option pre-fills the dog and owner information for exhibitors that are already in your database.
  - **Enter a Dog in a Class –** This will open the screen which allows you to enter a Dog in an available Class for this show.
    - Entries are made by selecting the Dog from the drop down list. This list contains 6 pieces of information which can be used to find the correct dog. It can be sorted by any of these pieces of information by selecting the appropriate radio button. When a ssearch by is selected it will become the first column in the drop down list. When a dog is selected their information will be shown in the gray boxes. This lets you know which dog you are working on.
    - You can type in the dropdown box to search for a dog. In the example below the drop down list is sorted by Call Name and typing the letter B will highlight the first dog with a Call Name that begins with B.

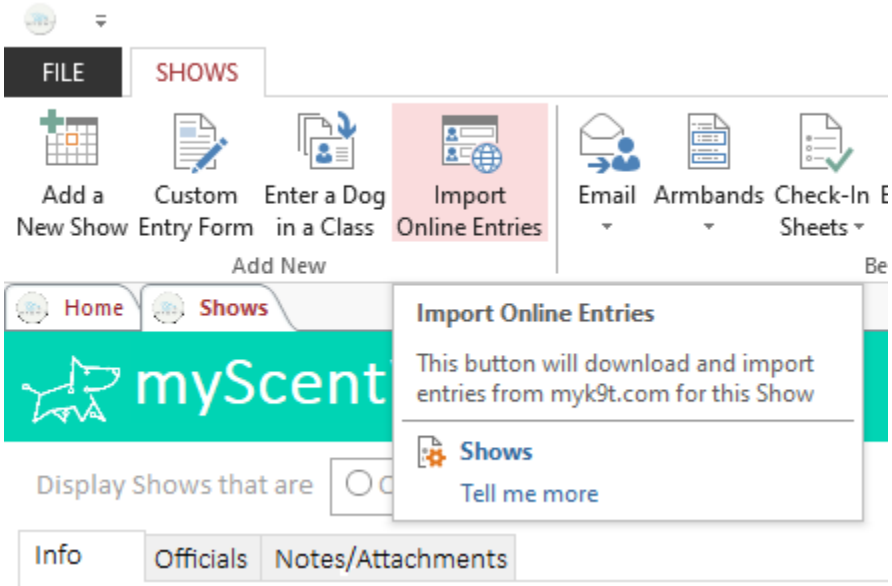
Enter in a Class



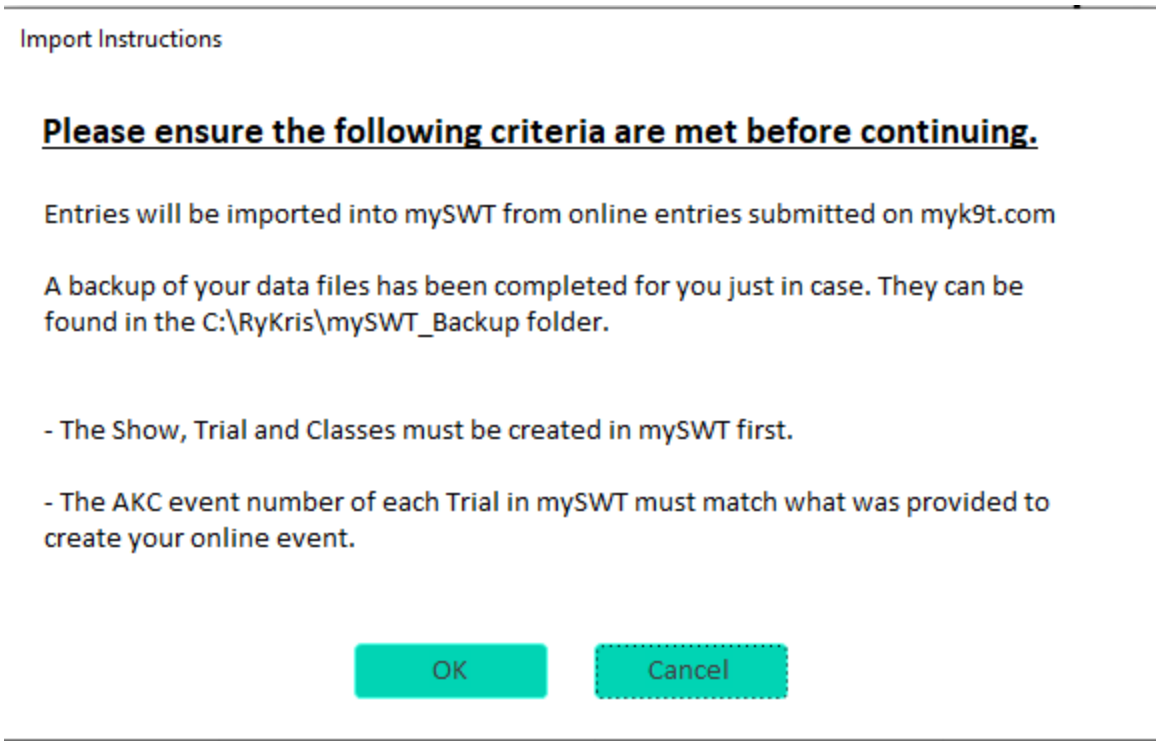
- Armband numbers are assigned automatically for each Show starting with the number specified when creating the show when they are entered in the first Class. Exhibitors who have not yet been entered in a Class will have Armband number of zero.
- All available Classes for this show are listed in the left list box. Available meaning Classes that are not closed out and the dog is not already entered in.
- Double click or highlight and click the green plus sign to enter the selected dog in the Class. The Class will move from the available Classes to the Entered Classes in the list box on the right.
- Double click or highlight and click the Red minus sign to remove a dog from a class, for example, because of a mistake or a move up.

- Select Day of Show if this is a Day of Show entry prior to entering the dog in the Class.
- Entry received defaults to today's date, but can be changed.
- The dollar amount paid per class is taken from what was entered when creating the Show. This can also be modified per entry.
- You can also record the check #

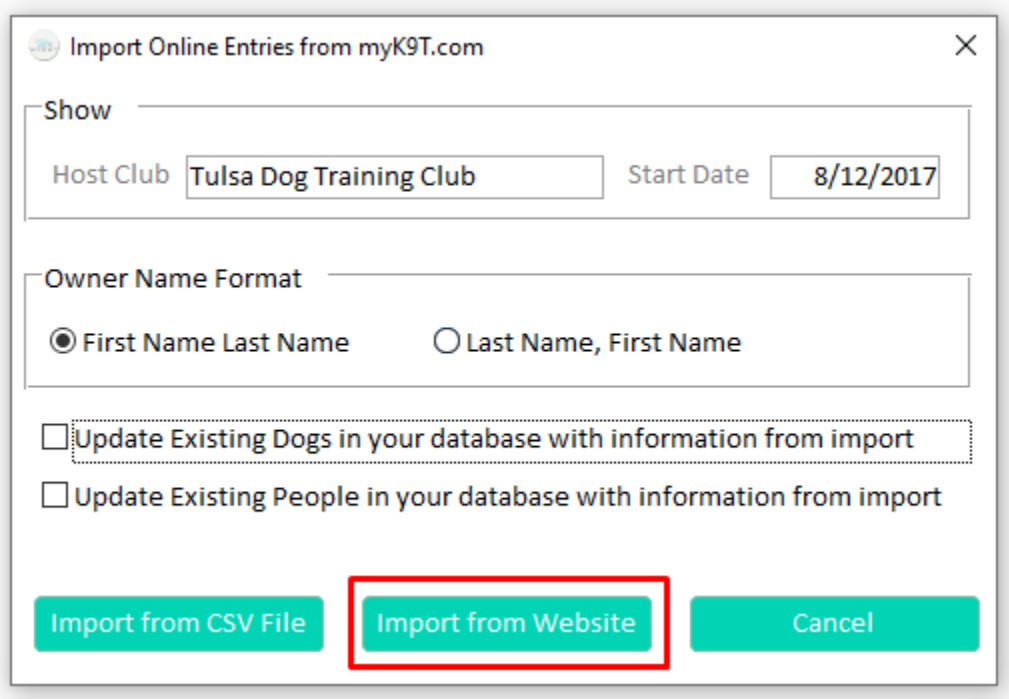
- **Import Online Entries**
  - I have developd an online entry system where you can publish your events and exhibitors can enter and pay online. Please go to https://events.myk9t.com. These entries can be imported directly into mySWT. This should save trial secretaries a lot of time and effort.



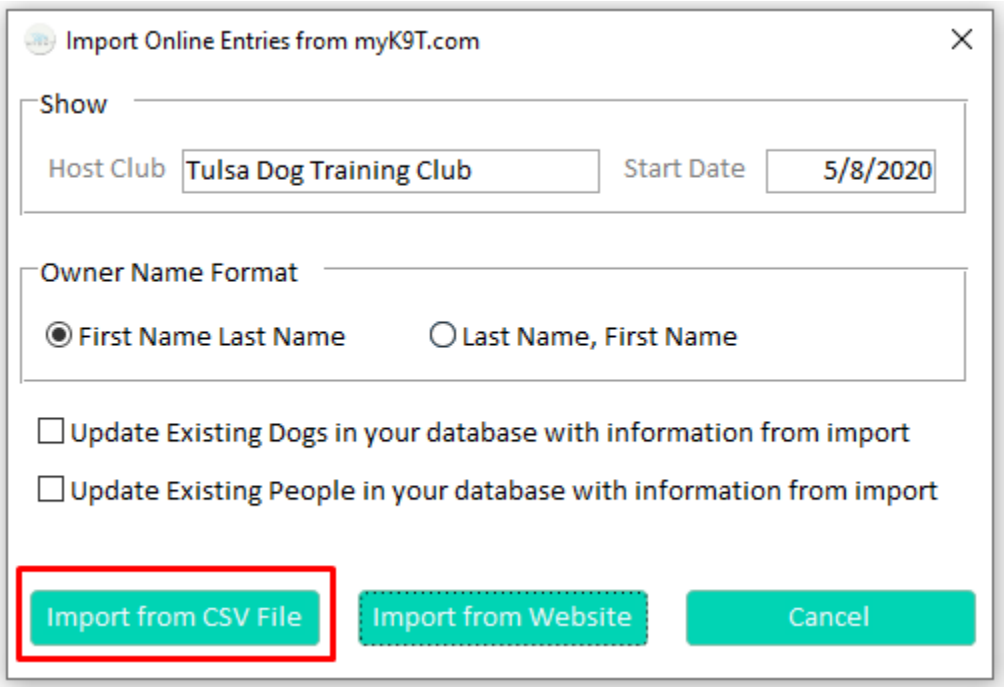
  - Your Show, Trials and classes need to be added first, so the import has a place to put the entries.

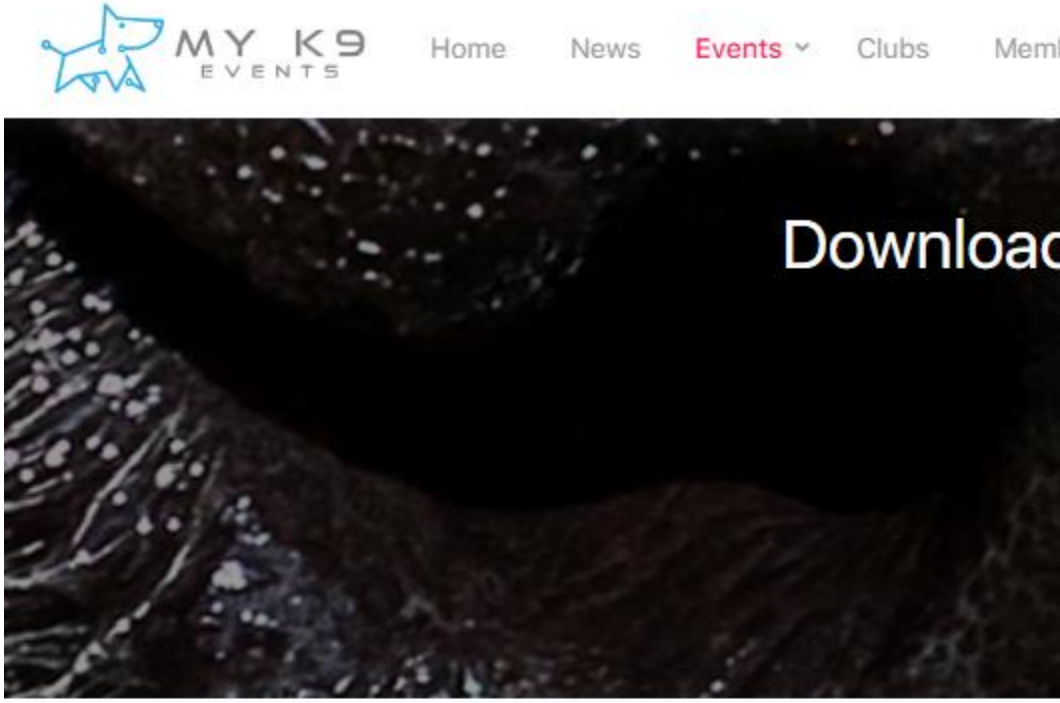


- You can import entries in two different ways
  - Direct from the event website



- Via CSV (comma sepaerated value) File. The CSV file can be downloaded from the website (https://events/myk9t.com) under the events menu. You must be a store owner or staff member to see this menu.





Click

Test Event for download page

Companion Dog Club of Tulsa UKC Agility 07-11-20

SAMPLE - Companion Dog Club of Tulsa UKC Obe

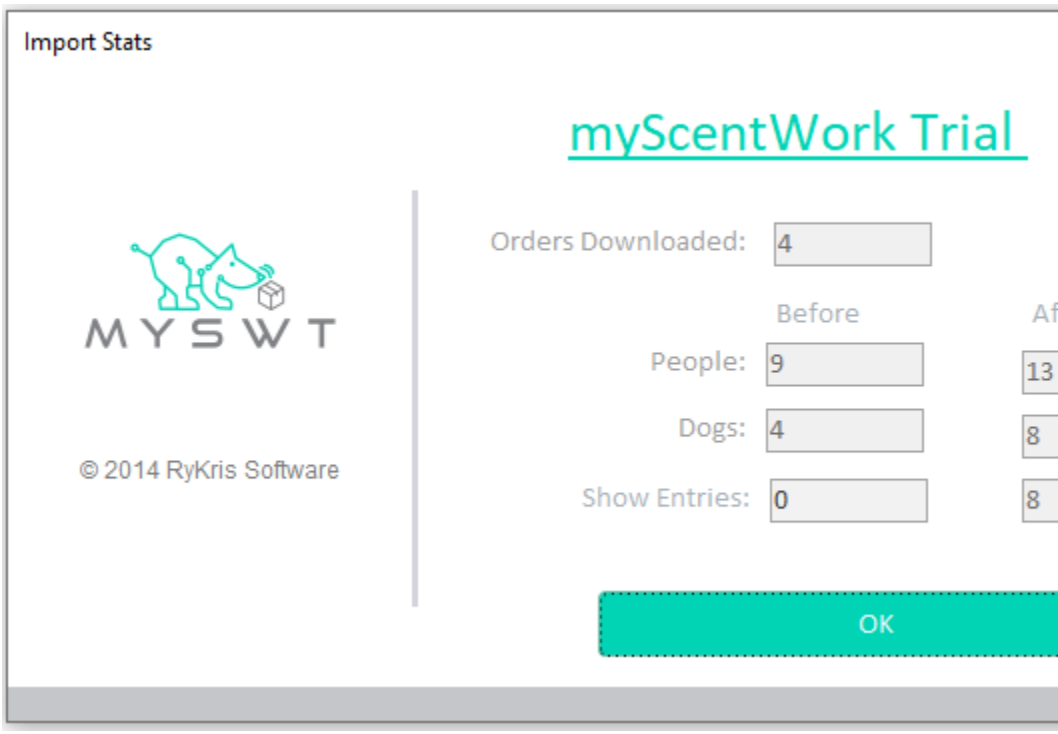
Tulsa Dog Training Club AKC Scent Work 5-8-2020

United Nosework UKC Nosework Trial July 11-12, 20

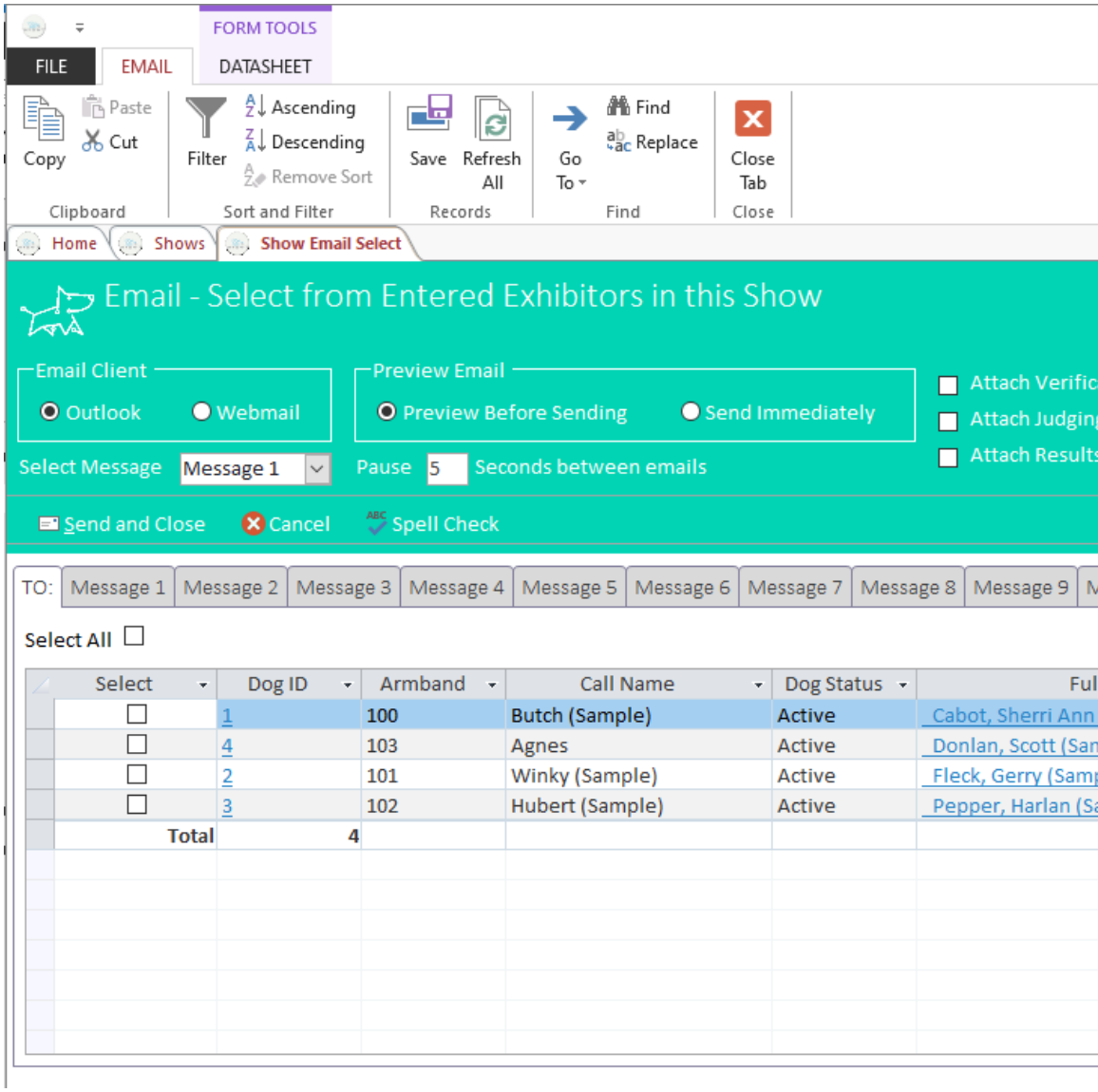
Companion Dog Club of Tulsa UKC Nosework 07-0

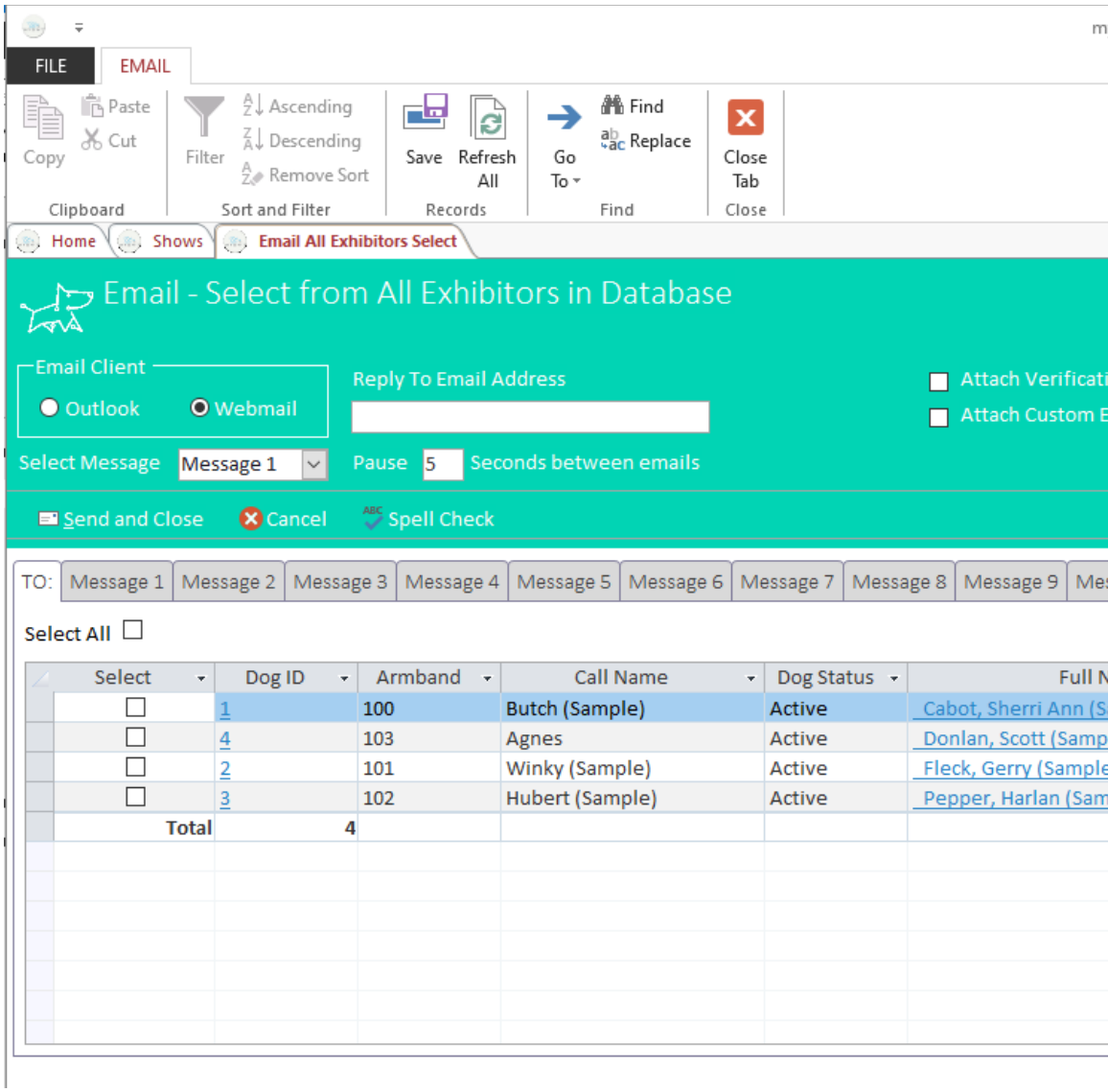
Copyright 2014

- After the import you can see how many Orders and Entries were imported and how many dogs and people were added.

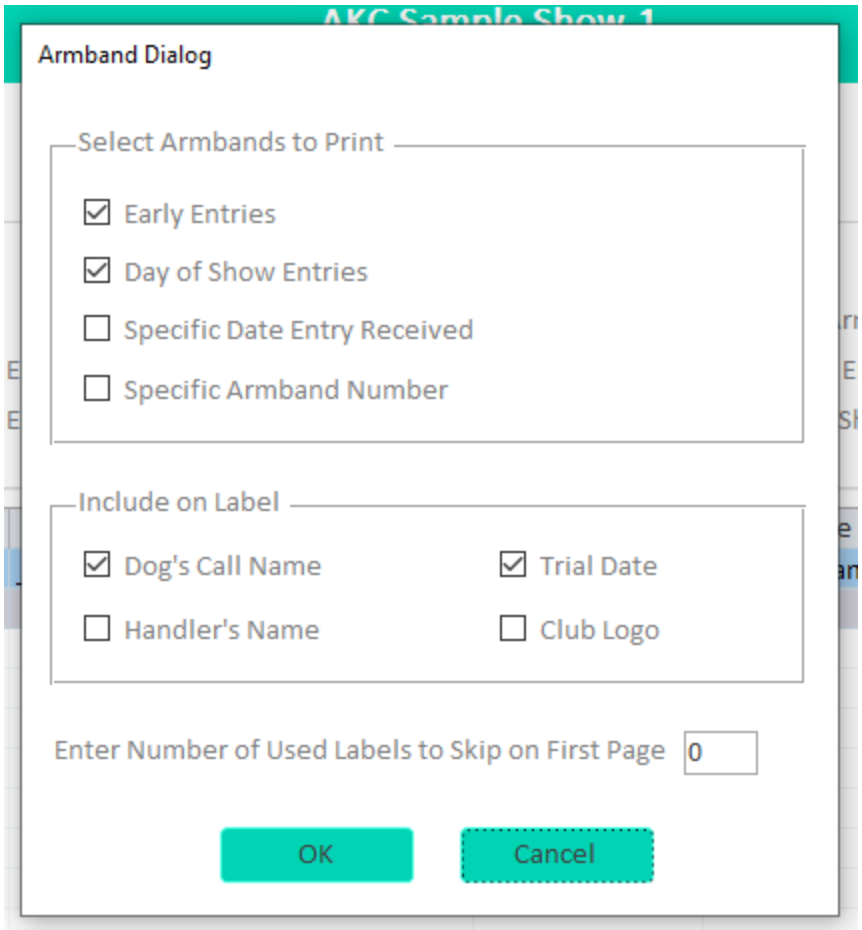


- **Email**
  - **Email All Exhibitors –** This will provide the ability to email all exhibitors in your database. You can attach a custom entry form, a verification report and a file such as your premium.
  - **Email Entered Exhibitors** – This will provide the ability to email all exhibitors entered in this show. You can attach a verification report, confirmation, report, judging schedule, entry counts report, results report and a file such as your premium
  - **Send Results to AKC** – This will export the results in XML format and save the file in the reports folder. You can then choose to email this file to AKC. AKC can then import this file into their system. The email should be sent to eresults@akc.org Please include your club name, event date(s), and event number(s) in your email message.
  - There are 10 message templates you can use for saving your message subject and body. Select the message template you want to send from the drop down list.
  - There two email clients to choose from Outlook and Webmail. Outlook is the preferred choice. Webmail will send directly via the SMTP protocol. You must enter a reply to address for webmail.


FORM TOOLS
FILE
EMAIL
DATASHEET
Paste
Copy
Cut
Clipboard
Filter
Ascending
Descending
Remove Sort
Sort and Filter
Save
Refresh All
Records
Go To
Find
Replace
Find
Close Tab
Close
Home
Shows
Show Email Select
Email - Select from Entered Exhibitors in this Show
Email Client
Outlook
Webmail
Preview Email
Preview Before Sending
Send Immediately
Attach Verific
Attach Judgin
Attach Results
Select Message
Message 1
Pause
5
Seconds between emails
Send and Close
Cancel
Spell Check
TO:
Message 1
Message 2
Message 3
Message 4
Message 5
Message 6
Message 7
Message 8
Message 9
Select All
Select
Dog ID
Armband
Call Name
Dog Status
Ful
1
100
Butch (Sample)
Active
Cabot, Sherri Ann
4
103
Agnes
Active
Donlan, Scott (San
2
101
Winky (Sample)
Active
Fleck, Gerry (Samp
3
102
Hubert (Sample)
Active
Pepper, Harlan (Sa
Total
4



- **Armband Labels –** This will print an armband label for each exhibitor of this show. A dialog box will open allowing you to choose if you want to print Early entries, Day of show entries, a specific armband number or entries entered into the system on a specifc date.. This allows you to print all of your armbands for Early entries a head of time and then print Day of Show armbands after Day of Show entries close.
  -
    - You can also select to include the Dog's name, Handler's name, Trial Date and your club logo on each label.
    - If you have a partial sheet of labels you can select the number of label positions to skip.



- Armband labels can also be printed at the Trial and Class levels, but this is not recommended as labels could be duplicated. For example, an exhibitor entered more than one class. The labels are Avery (18262) 1 and 1/3"x 4" labels.

- **Check-in Sheets** – You can print check-in sheets for the entire show in two formats.
  - **Check-in Sheets by Trial\Class** – These sheets will be grouped by trial and class

Scent Work Check-in

Trial Date 8/12/2017 Trial # Trial 1 Element Container Leve

	Order	Armband	Call Name	Breed	AKC #	Handler N
☐	0	100	Butch (Sample)	Poodle	NA12345678	_Cabot, Sl
☐	0	101	Winky (Sample)	Norwich Terrier	RA12345678	_Fleck, Ge
☐	0	102	Hubert (Sample)	Bloodhound	HA12345678	_Pepper,

- **Check-in Sheets by Day –** These sheets will be grouped by day. These are useful if running both trials simultaneously.

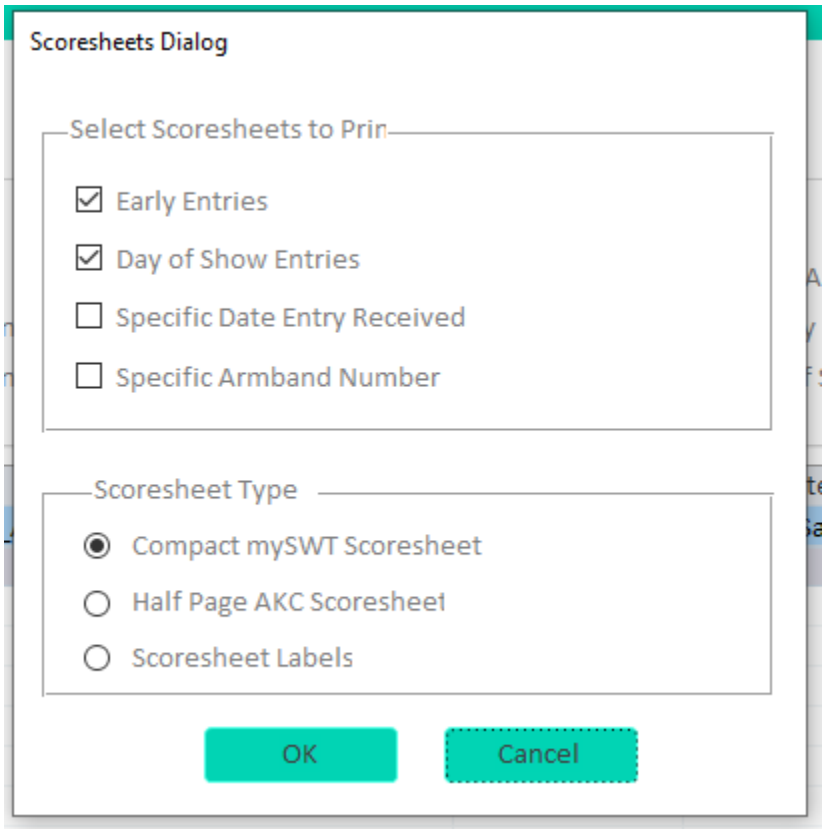
Scent Work Daily Check-in

Trial Date 8/12/2017

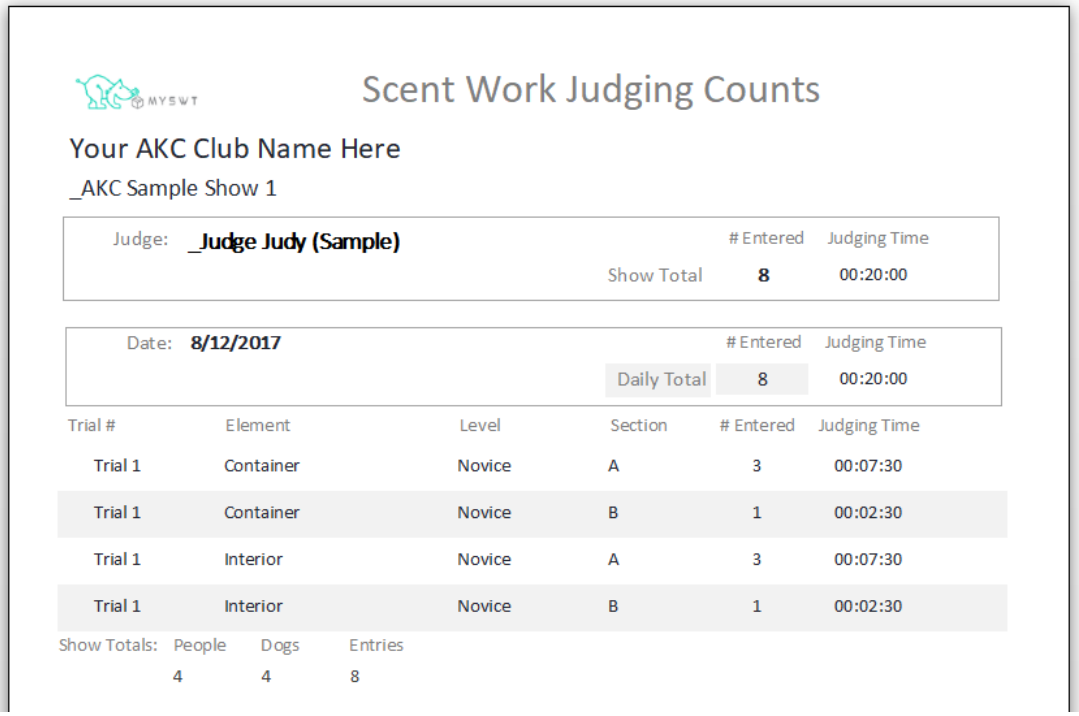
	Armband	Call Name	Handler Name	Trial #	Element
☐	100	Butch (Sample)	_Cabot, Sherri Ann (Sample)	Trial 1	Container
☐	100	Butch (Sample)	_Cabot, Sherri Ann (Sample)	Trial 1	Interior
☐	101	Winky (Sample)	_Fleck, Gerry (Sample)	Trial 1	Container
☐	101	Winky (Sample)	_Fleck, Gerry (Sample)	Trial 1	Interior
☐	102	Hubert (Sample)	_Pepper, Harlan (Sample)	Trial 1	Container
☐	102	Hubert (Sample)	_Pepper, Harlan (Sample)	Trial 1	Interior
☐	103	Agnes	_Donlan, Scott (Sample)	Trial 1	Container
☐	103	Agnes	_Donlan, Scott (Sample)	Trial 1	Interior

- **Envelope Labels –** This will print a label with just the Handler's name. The envelopes can be used to keep all of the armband labels for that handler together.

- **Score Sheets –** This will print an AKC score sheet for each exhibitor entered in this show or the compact score sheet list. A dialog box will open allowing you to choose if you want to print all score sheets for this show or just score sheets for exhibitors that entered a class today (Day of Show Entries). This allows you to print all of your score sheets for pre-entries ahead of time and then print Day of Show score sheets after Day of Show entries close.



- They can be used by the judge if they prefer keeping the score on paper or when entering the score immediately into mySWT is not feasible, such as in an exterior trial.
- You can also print score sheet labels which can be attached to an official score sheet which contains the search area diagram.
- **Judging Counts –** This will open a report displaying which Classes each judge has been assigned to judge and how many exhibitors have entered each class and the judging time for that class. The report totals the number of Classes per day and for the entire show as well as the judging time. This is helpful in ensuring a judge is not exceeding the amount of time they are allowed to judge per day. This report can also be emailed to exhibitors when using the email confirmation option.



Scent Work Judging Counts

Your AKC Club Name Here

_AKC Sample Show 1

Judge:	_Judge Judy (Sample)	# Entered	Judging Time
	Show Total	8	00:20:00

Date:	8/12/2017	# Entered	Judging Time
	Daily Total	8	00:20:00

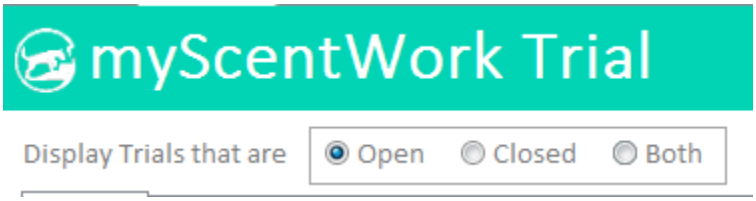
Trial #	Element	Level	Section	# Entered	Judging Time
Trial 1	Container	Novice	A	3	00:07:30
Trial 1	Container	Novice	B	1	00:02:30
Trial 1	Interior	Novice	A	3	00:07:30
Trial 1	Interior	Novice	B	1	00:02:30

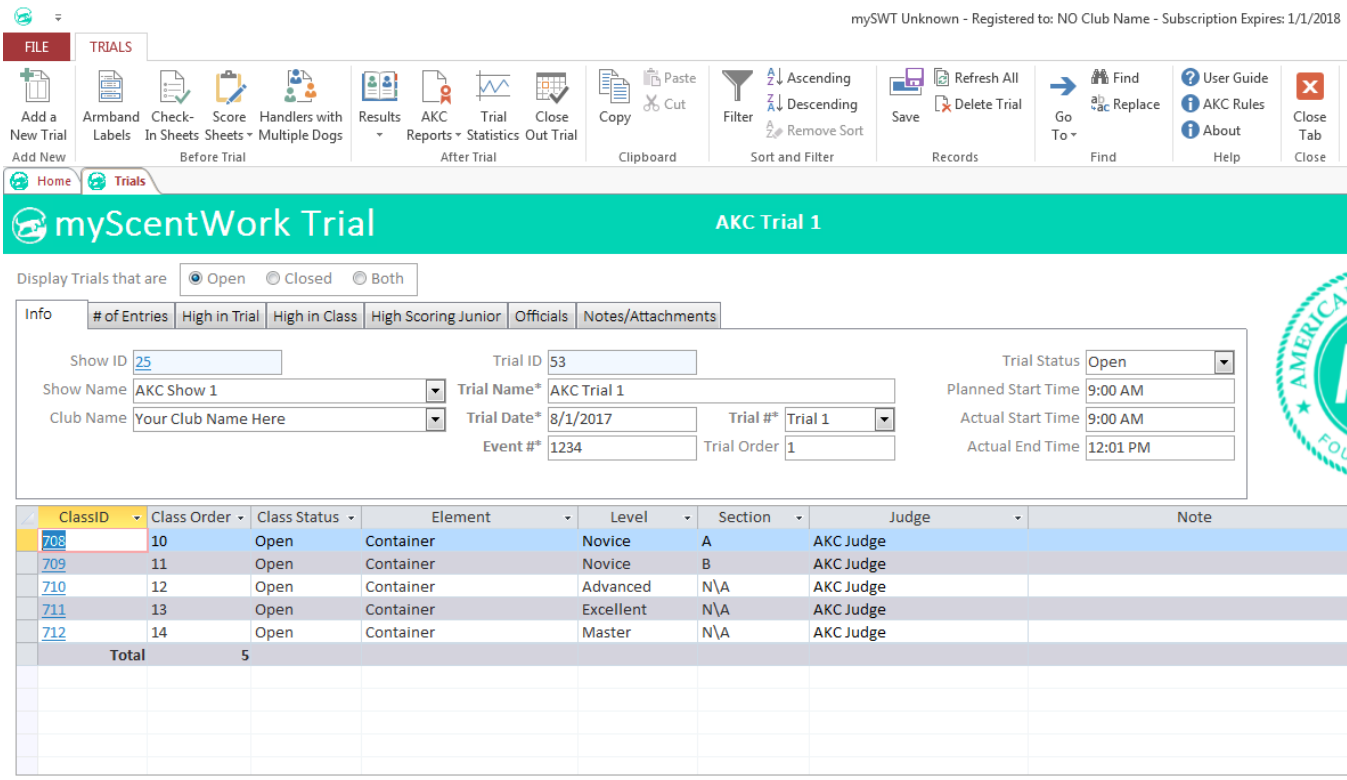
Show Totals:	People	Dogs	Entries
	4	4	8

- **Show Judging Schedule** – This is the show judging schedule which can be printed and displays each exhibitor grouped by trial, element, class and division. It can be printed in portrait or landscape view.
- **Results**
  - Results Catalog – The Results Catalog is a report that can be printed and displays each class in this Show with each exhibitor's results and placements.
  - Results Report – This report can be printed and posted for exhibitors
  - Result Labels – Result labels can be printed for each qualified exhibitor showing their results and placements. This can be attached to their qualifying ribbon. The labels are Avery (18262) 1 and 1/3"x 4" labels (same as Armband).
  - Send Results to AKC – This will export the results in XML format and save the file in the reports folder. You can then choose to email this file to AKC. AKC can then import this file into their system. The email should be sent to eresults@akc.org Please include your club name, event date(s), and event number(s) in your email message.
- **Show Statistics** – This creates a report with some statistics for the entire show.
- **Close Out Show** – This button will mark the status of the show as closed and will also close any open trials and Classes associated to this show that have not already been closed.

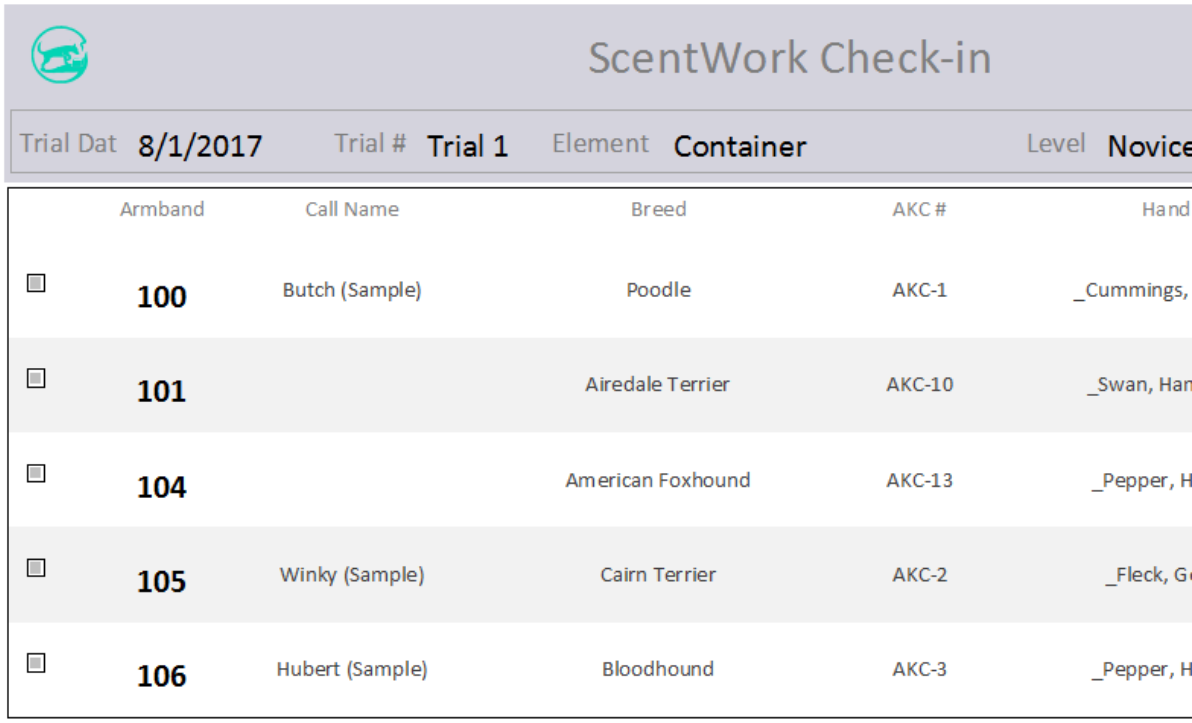
3.15 Trials Page

- Click the "**View Trials**" button on the home page ribbon and choose Trial Details or Trial List to display your Trials in one of two ways.
- The Trial List page displays a list of trials in columns and rows much like a spreadsheet. Each column can be sorted and filtered.
- The Trial Details page is divided into two parts. The upper part displays information for that trial. The bottom part (Classes Datasheet) displays the Classes that are a part of that trial.
- The first column in the Classes Datasheet is the Class ID which is a unique identifier automatically assigned by the system when the Class is created. This ID is a hyperlink and clicking on it will open the Classes page with that Class displayed. When navigating to a Class in this manner the open and closed filter mentioned below is disabled.
- The logo on the right will be your club logo which is set on the Clubs page.
- The page is initially filtered to display only Open Trials. Change the trials displayed by selecting one of the three radio buttons to display open trials, closed trials or both.




mySWT Unknown - Registered to: NO Club Name - Subscription Expires: 1/1/2018
FILE
TRIALS
Add a New Trial
Armband Labels
Check-In Sheets
Score Sheets
Handlers with Multiple Dogs
Results
AKC Reports
Trial Statistics
Close Out Trial
Copy
Paste
Cut
Filter
Ascending
Descending
Remove Sort
Save
Refresh All
Delete Trial
Go To
Find
Replace
User Guide
AKC Rules
About
Close Tab
Add New
Before Trial
After Trial
Clipboard
Sort and Filter
Records
Find
Help
Close
Home
Trials
myScentWork Trial
AKC Trial 1
Display Trials that are
Open
Closed
Both
Info
# of Entries
High in Trial
High in Class
High Scoring Junior
Officials
Notes/Attachments
Show ID 25
Show Name AKC Show 1
Club Name Your Club Name Here
Trial ID 53
Trial Name* AKC Trial 1
Trial Date* 8/1/2017
Trial #* Trial 1
Event #* 1234
Trial Order 1
Trial Status Open
Planned Start Time 9:00 AM
Actual Start Time 9:00 AM
Actual End Time 12:01 PM
ClassID
Class Order
Class Status
Element
Level
Section
Judge
Note
708 10 Open Container Novice A AKC Judge
709 11 Open Container Novice B AKC Judge
710 12 Open Container Advanced N\A AKC Judge
711 13 Open Container Excellent N\A AKC Judge
712 14 Open Container Master N\A AKC Judge
Total 5

- The Trials ribbon has 9 buttons specific to mySWT;
    - **Add a New Trial** – This will add a new trial and set of Classes to mySWT.
    - **Armband Labels** – This will print an armband label for each exhibitor of this trial. A dialog box will open allowing you to choose if you want to print Early entries, Day of show entries, a specific armband number or entries entered into the system on a specifc date.. This allows you to print all of your armbands for Early entries a head of time and then print Day of Show armbands after Day of Show entries close.
        - Armband labels can also be printed at the Class level, but this is not recommended as labels could be duplicated. For example, an exhibitor entered more than one Pre-Trial class. The labels are Avery (18262) 1 and 1/3"x 4" labels.
    - **Check-In Sheets** – This will print a Check-In Sheet for each Class in this trial. This sheet can be used by the gate steward to check in exhibitors.



ScentWork Check-in

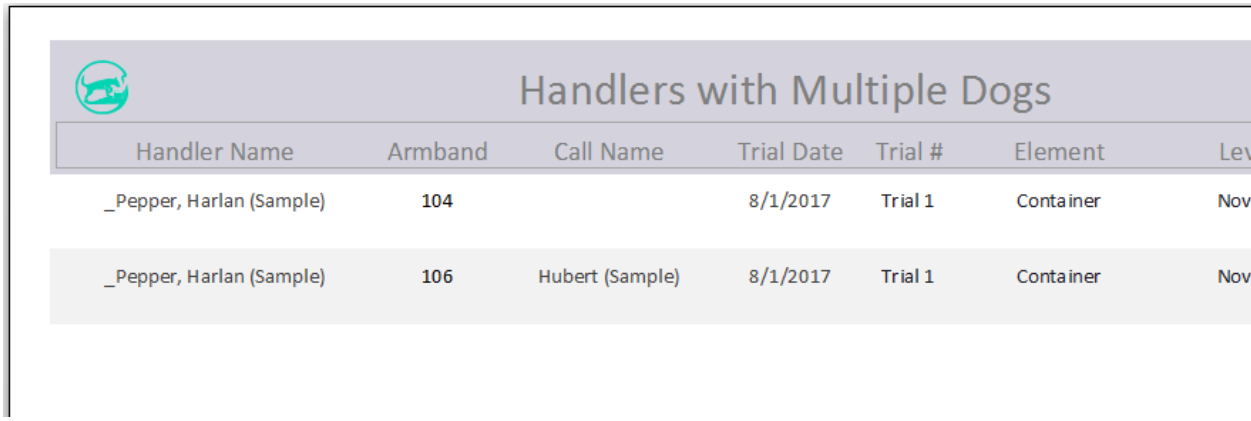
Trial Dat 8/1/2017 Trial # Trial 1 Element Container Level Novice

	Armband	Call Name	Breed	AKC #	Hand
	100	Butch (Sample)	Poodle	AKC-1	_Cummings,
	101		Airedale Terrier	AKC-10	_Swan, Han
	104		American Foxhound	AKC-13	_Pepper, H
	105	Winky (Sample)	Cairn Terrier	AKC-2	_Fleck, G
	106	Hubert (Sample)	Bloodhound	AKC-3	_Pepper, H

    - **Score Sheets** – This will print an AKC score sheet for each exhibitor entered in this trial or the compact score sheet list. A dialog box will open allowing you to choose if you want to print all score sheets for this trial or just score sheets for exhibitors that entered a Class today (i.e. Day of Show Entries). This allows you to print all of your score sheets for pre-entries ahead of time and then print Day of Show score sheets after Day of Show entries close.

- They can be used by the judge to record the score of each Exhibitor. They can be used to enter the scores into mySWT when entering the score immediately into it is not feasible, such as in an Exterior or Buried trial.

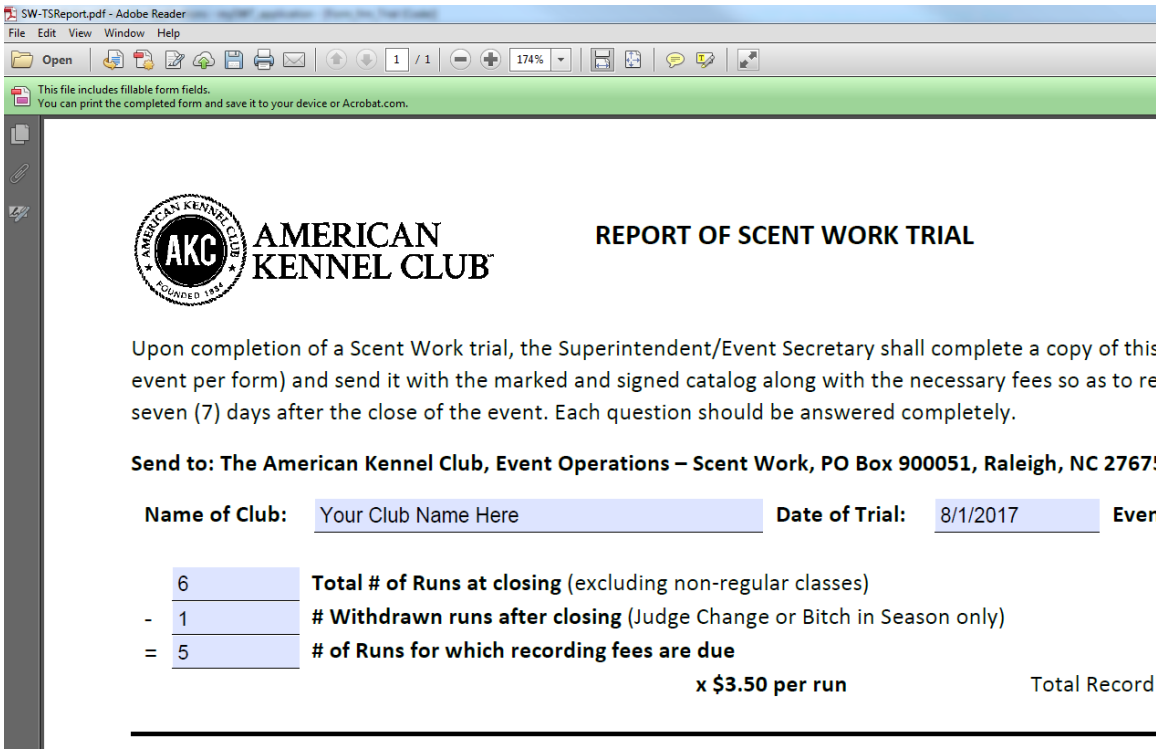
- Handlers with Multiple Dogs – This is a report that shows handlers with multiple dogs entered into this trial. This can be used to determine if any accommodations or precautions need to be made in regards, to the hides.



Handlers with Multiple Dogs

Handler Name	Armband	Call Name	Trial Date	Trial #	Element	Lev
_Pepper, Harlan (Sample)	104		8/1/2017	Trial 1	Container	Nov
_Pepper, Harlan (Sample)	106	Hubert (Sample)	8/1/2017	Trial 1	Container	Nov

- **Results**
  - Results Catalog – The Results Catalog is a report that can be printed and displays each class in this Trial with each exhibitor's results and placements.
  - Result Labels – Result labels can be printed for each qualified exhibitor showing their results and placements. This can be attached to their qualifying ribbon. The labels are Avery (18262) 1 and 1/3"x 4" labels (same as Armband).
- **AKC Reports**
  - **AKC Trial Secretary Report** – This will auto populate the AKC Trial report PDF form. This form must be signed by the trial chairman and secretary and sent to AKC with the applicable fees. mySWT will calculate the number of pre-entries, day of show entries and the high in trial winner from this form.



- **AKC High in Trial Report**

- **Trial Statistics** – This creates a nice report with some statistics for the trial which includes the High in Trial winner.
- **Close Out Trial** – This button will mark the status of the trial closed and will also close any open Classes associated to this trial that have not already been closed.

3.16 Classes Page

- Click the "**View Classes"** button on the home page ribbon and choose Class Details or Class List to display your Classes in one of two ways.
- The Class List page displays a list of Classes in columns and rows much like a spreadsheet. Each column can be sorted and filtered.
- The Classes Details page is divided into two parts. The upper part displays information for that Class such as element, class and division.
- The bottom part (Exhibitors' Datasheet) displays the Exhibitors entered in that Class. This is where each exhibitor's score and time will be entered.
- The first column in the Exhibitors' Datasheet is the Exhibitors ID which is a unique Identifier automatically assigned by the system when an exhibitor is added. This ID is a hyperlink and clicking on it will open the Exhibitors page with that exhibitor displayed.
- The exhibitors are initially listed in Armband Number order. Placements are calculated after each dog is scored. The list is re-sorted by Placement and then by Armband #. This means that the next dog to run will be at the top of the list.
- Record the dog's runtime and faults by clicking the Enter Results button on the row of the dog. This will open the Runtime and Faults dialog box.
- The exclude column is used to exclude this exhibitor from placements. Check this box if this exhibitor is not eligible for placements in this Class and they will be excluded from the placement calculations on the judge's book. An asterisk will be in the place column of the judge's book for these exhibitors.

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Home | Classes

myScentWork Trial — Container - Novice - A

Display Runs that are: Open / Closed / Both

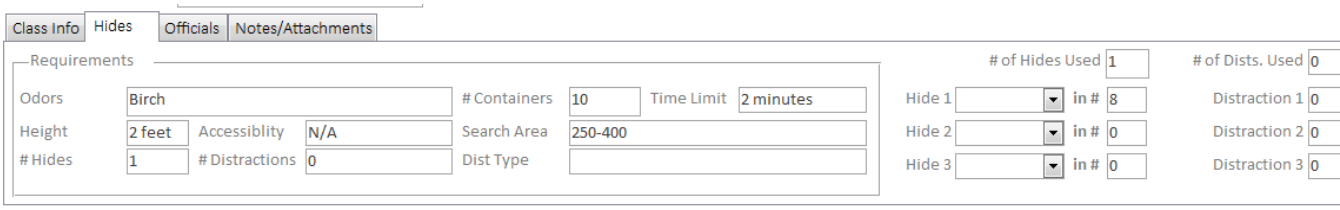
Class Info | Hides | Officials | Notes/Attachments

Trial ID: 53
Trial Name: AKC Trial 1
Trial Date: 8/1/2017
Trial Number: Trial 1
Time Started: 9:00 AM
Time Ended: 12:01 PM
Class ID: 708
Element*: Container
Level*: Novice
Section*: A
Class Order: 10
Status: Open
Time Limit: 01:00

ID	Enter Result	Armband	Placement	Breed	Qualified	Run Time	Handler Error	Safety	Disruption	NQ Reason	Excused
18	Enter Results	104	1	merican Foxhour	☑	00:01:12	0	0	0		
1	Enter Results	100	0	Poodle	☐	01:00:01	0	0	0	Max Time Exceeded	
3	Enter Results	106	NQ	Bloodhound	☐		0	0	0	ıcorrect Call Alert\Finis	
2	Enter Results	105	Absent	Cairn Terrier	☐		0	0	0		
14	Enter Results	101	Withdrawn	Airedale Terrier	☐		0	0	0		
Total	5										

The Hides tab on the Classes page lists the requirements for this Class based on the Element and Level.

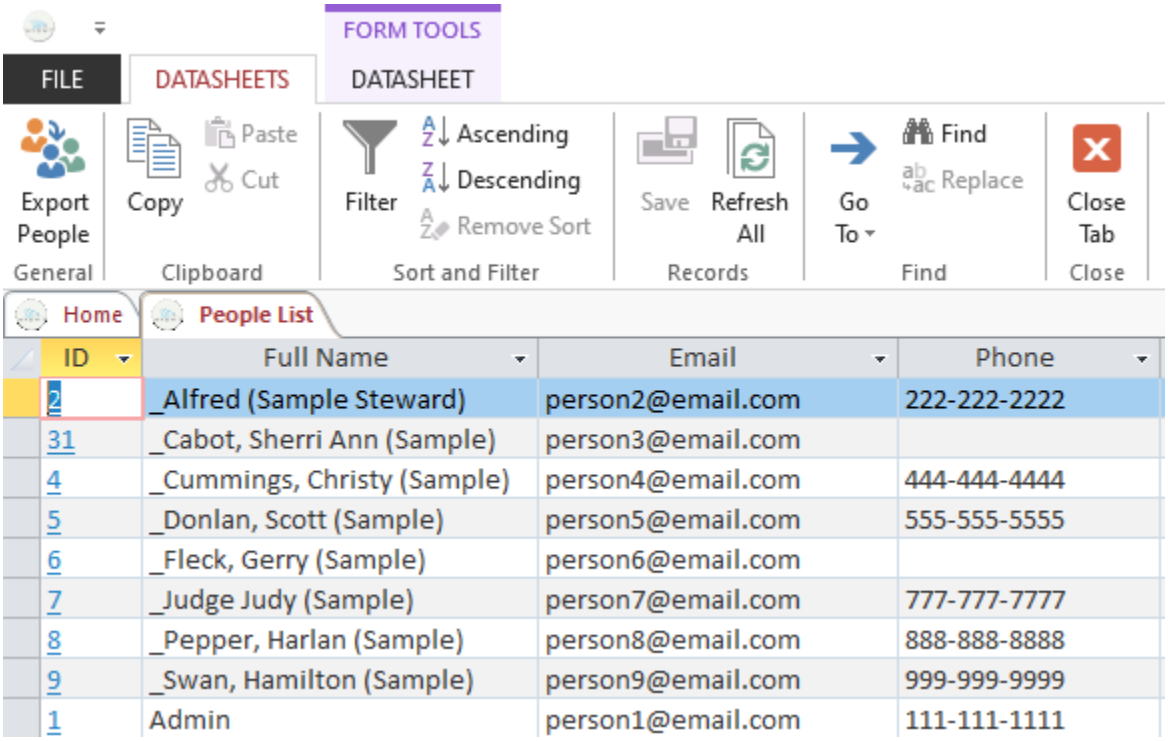
- It lists the Odor(s) used, number of Element items (containers) or Square footage (interior and exterior), number of hides and the number of distractions.
- It also has a Random Number Generator that may be used to generate random numbers for hides and distractions based on the numbers entered in the hides and distractions used fields.
- You will enter the number of hides and distractions actually used because at the Master level the judge can use 1-3 hides.
- You can also record which odor was in which hide position number.
- The example below is for a Novice Container search and shows the requirements for this level are an odor of Birch, 10 boxes, 1 hide and no distractions and the generator placed the hide in position number 8.



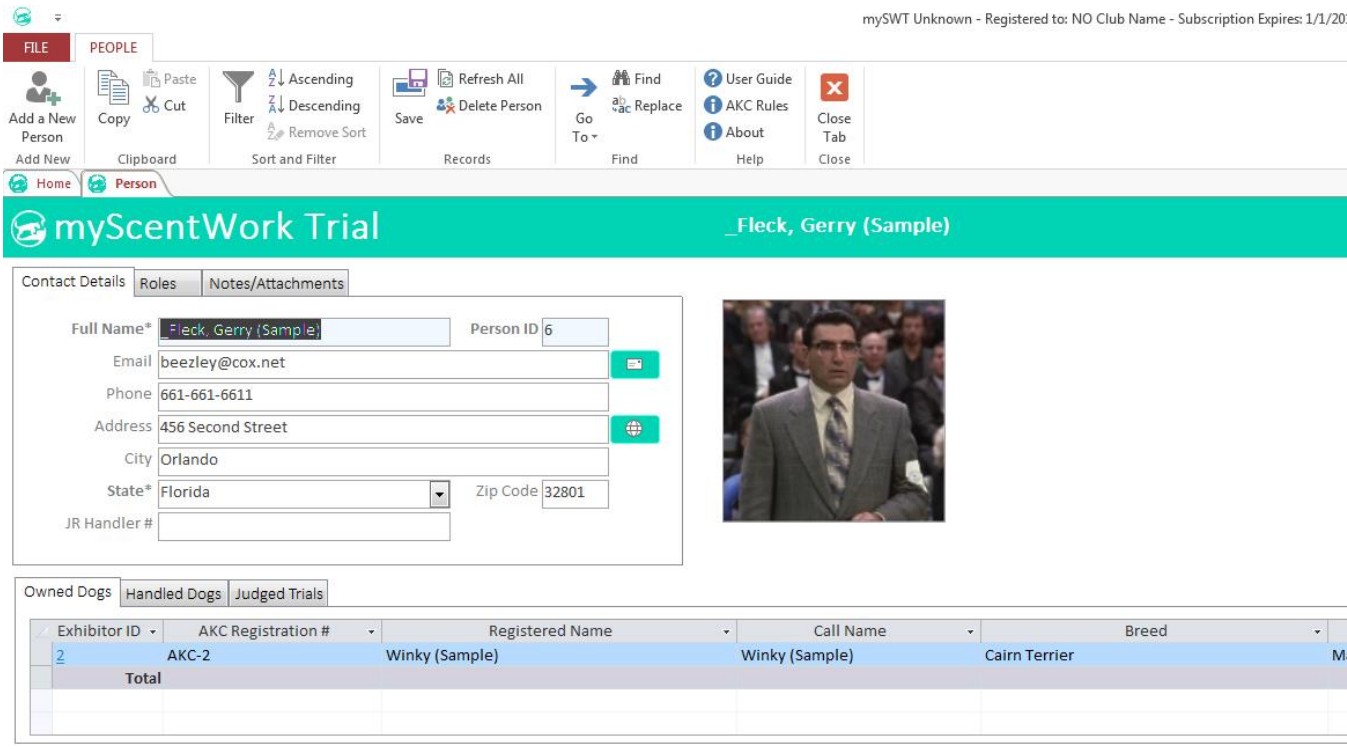
- The Classes ribbon has 6 buttons specific to mySWT;
  - **Add a New Class** – This will add a new Class to mySWT. Classes should be added when creating your trial and this only needs to be used in rare situations.
  - **Armband Labels** – This will print an armband label for each exhibitor of this Class. It is recommended to print armband labels at the trial level to avoid duplication and waste of labels. The labels are Avery (18262) 1 and 1/3"x 4" labels.
  - **Check-In Sheets** – This will print a Check-In Sheet for this Class. This sheet can be used by the gate steward to check in exhibitors.
  - **Score Sheets** – This will print an AKC score sheet for each exhibitor entered in this Class or the compact score sheet list. This can be used by the judge if they prefer keeping the score on paper or, when entering the score immediately into mySWT is not feasible, such as in an exterior trial.
  - **Results**
    - Results Catalog – The Results Catalog is a report that may be printed and displays each class in this Show with each exhibitor's results and placements.
    - Result Labels – Result labels can be printed for each qualified exhibitor showing their results and placements. This can be attached to their qualifying ribbon. The labels are Avery (18262) 1 and 1/3"x 4" labels (same as Armband).
  - **Close Out Class** – This button will mark the status of the Class closed.

3.17 People Page

- Click the "**View People**" button on the home page ribbon and choose People Details or People List to display your Shows in one of two ways.
- The People List page displays a list of People in columns and rows much like a spreadsheet. Each column can be sorted and filtered and exported to Excel.

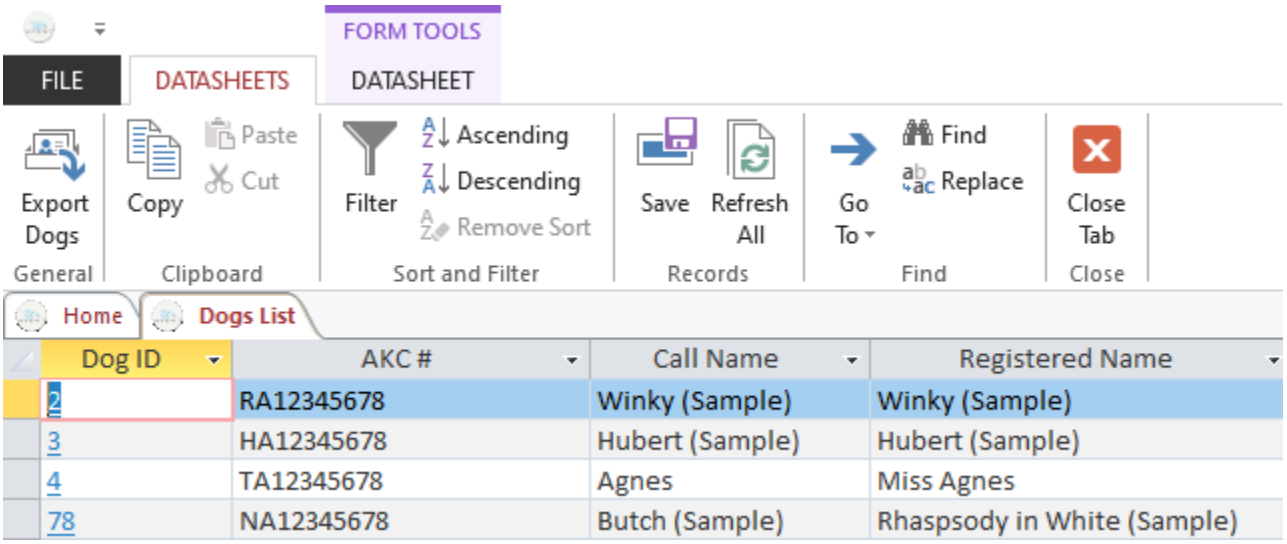


- The People Details page is divided into two parts. The upper part displays information for that handler and is divided into two tabs. The Contact Details tab contains information about the handler such as name, address, email, phone, etc. The Notes/Attachments tab is where you can place any notes or attach any documents for this handler.
- The bottom part (Exhibitor Datasheet) displays all of the dogs for whom this person is the assigned handler.
- The first column in the Exhibitor Datasheet is the Armband # which is a unique Identifier automatically assigned by the system. This Armband # is a hyperlink and clicking on it will open the Exhibitors page with that Exhibitor displayed.


mySWT Unknown - Registered to: NO Club Name - Subscription Expires: 1/1/20
FILE
PEOPLE
Add a New Person
Add New
Copy
Paste
Cut
Clipboard
Filter
Ascending
Descending
Remove Sort
Sort and Filter
Save
Refresh All
Delete Person
Records
Go To
Find
Replace
Find
User Guide
AKC Rules
About
Help
Close Tab
Close
Home
Person
myScentWork Trial
_Fleck, Gerry (Sample)
Contact Details
Roles
Notes/Attachments
Full Name*
_Fleck, Gerry (Sample)
Person ID
6
Email
beezley@cox.net
Phone
661-661-6611
Address
456 Second Street
City
Orlando
State*
Florida
Zip Code
32801
JR Handler #
Owned Dogs
Handled Dogs
Judged Trials
Exhibitor ID
AKC Registration #
Registered Name
Call Name
Breed
2
AKC-2
Winky (Sample)
Winky (Sample)
Cairn Terrier
Total

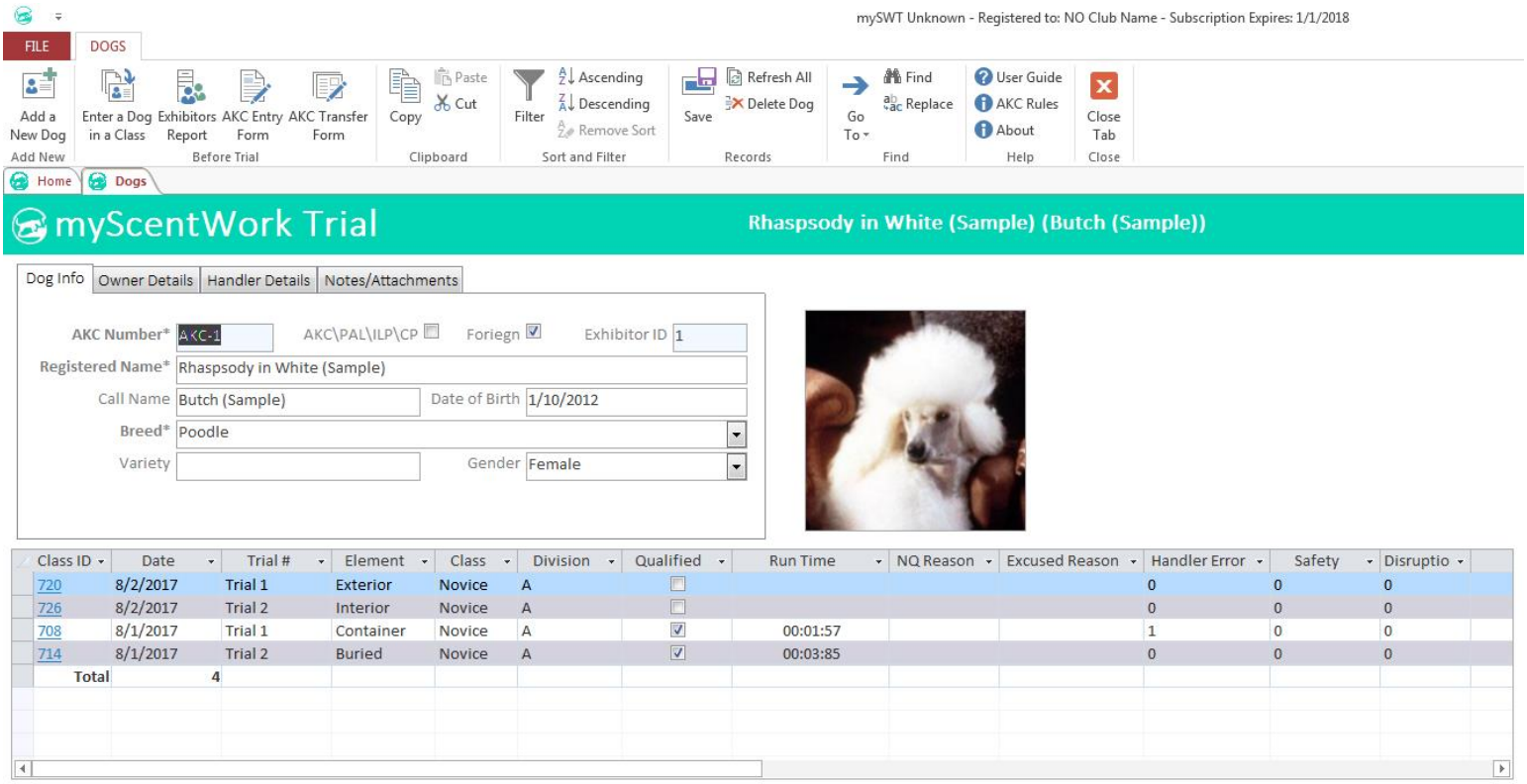
3.18 Dogs Page

- Click the "**View Dogs**" button on the home page ribbon and choose Dogs Details or Dogs List to display your Dogs in one of two ways.
- The **Dogs List** page displays a list of Dogs in columns and rows much like a spreadsheet. Each column can be sorted and filtered and exported to Excel.



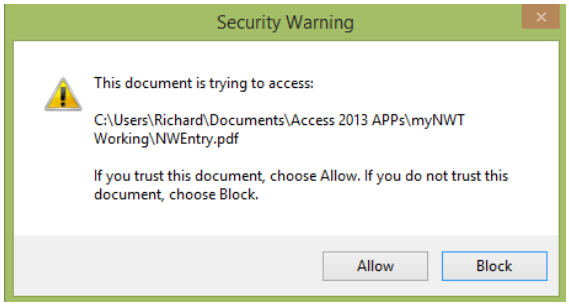
- The **Dogs Details** page is divided into two parts. The upper part displays information for that exhibitor and is divided into three tabs. The K9 info tab contains the dog's information, such as AKC #, Armband #, Call Name, Registered Name, Breed, etc. The Handler Details tab contains information about the handler such as name, address, email, phone, etc. The notes/attachments tab is where you may place any notes or attach any documents for this exhibitor.
- The bottom part (Classes Datasheet) displays all of the Classes that the exhibitor has been entered in and their results.
- The first column in the Classes Datasheet is the Class ID which is the unique Identifier that is automatically assigned by the system when the Class is created. This ID is a hyperlink and clicking on it will open the Classes page with that Class displayed. When navigating to a Class in this manner the open and closed filter is disabled.
- The Exhibitors ribbon has 5 buttons specific to mySWT;
    - **Add a New Dog** – This will add a new exhibitor to mySWT.
    - **Enter Exhibitor in a Class** – This will allow you to enter this exhibitor in a Trial/Class.

- **AKC Entry Form** – This will auto populate the AKC Scent Work entry form with information stored in mySWT for this exhibitor.
- **AKC Transfer Form** - This will auto populate the AKC Transfer form with information stored in mySWT for this exhibitor.

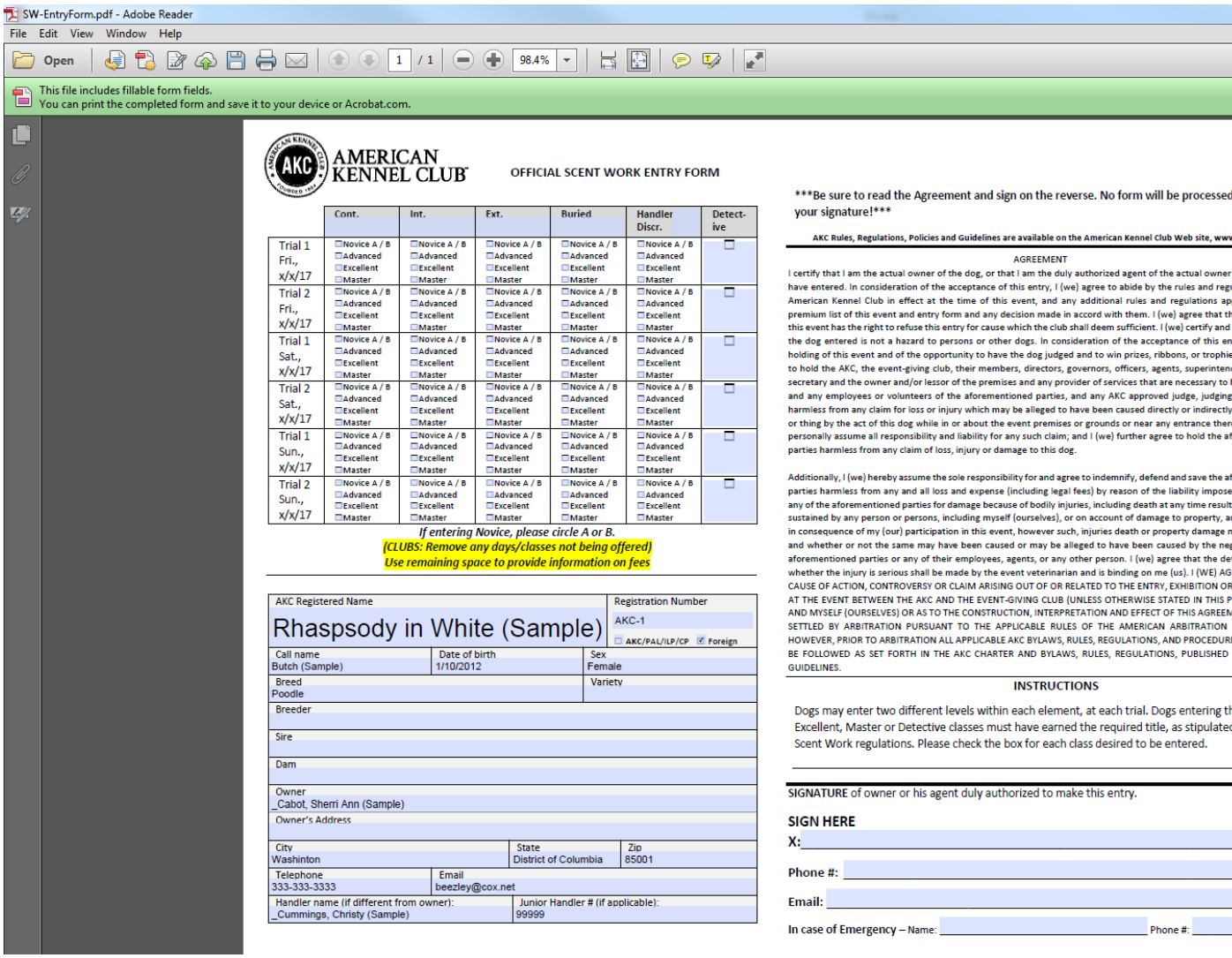


3.18.1 AKC Entry Form

- Clicking the AKC Entry Form button on the Exhibitors ribbon will auto populate the AKC Entry PDF with the Exhibitor's information stored in mySWT.
- The handler should have already completed this entry form and this is what you are probably using to enter the data into mySWT. However, this is a nice feature for day of show entries.
- You may see this warning message. Click allow.



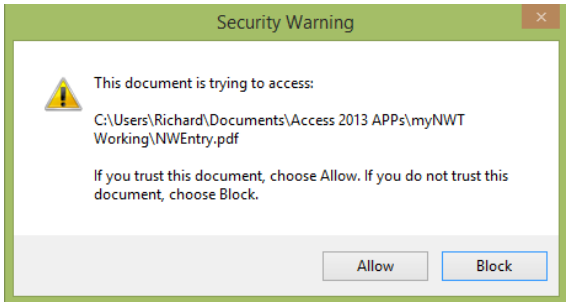
- You may also see a banner at the top of the PDF form asking you to trust the document. Click options and select Trust this Document Always.



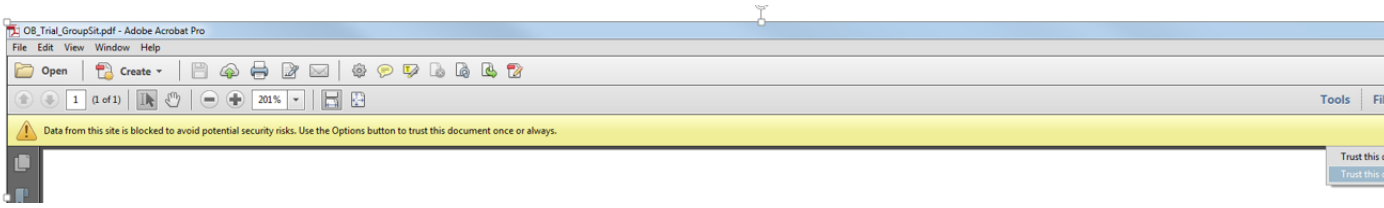
3.18.2 AKC Change Form

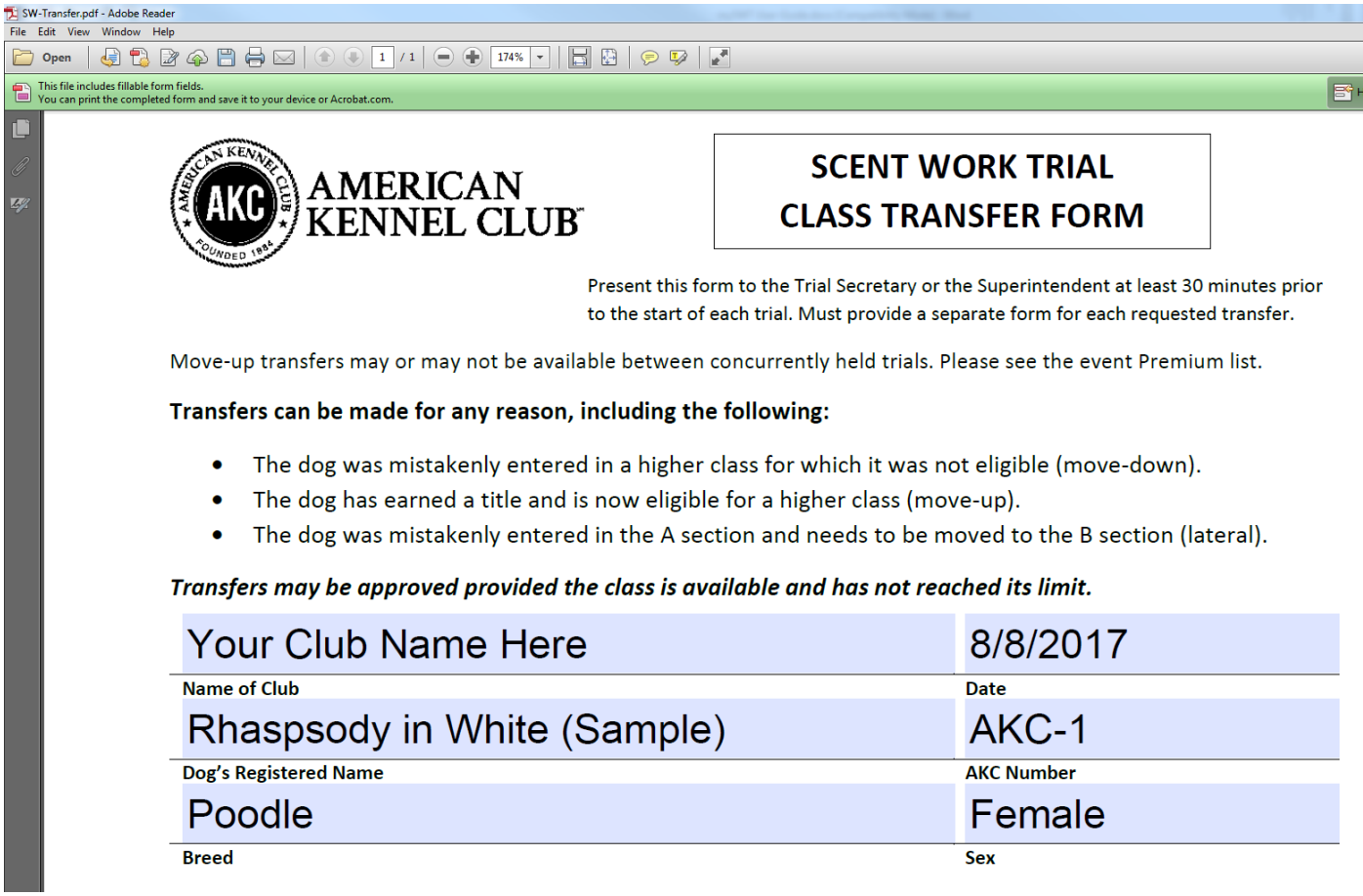
UKC Change Form

- Clicking the AKC Transfer Form button on the Exhibitors ribbon will auto populate the AKC Transfer PDF with the Exhibitor's information stored in mySWT.
- The handler can then complete the class information they wish to change or move up to.
- You may see this warning message. Click allow.



You may also see a banner at the top of the PDF form asking you to trust the document. Click options and select Trust this Document Always.

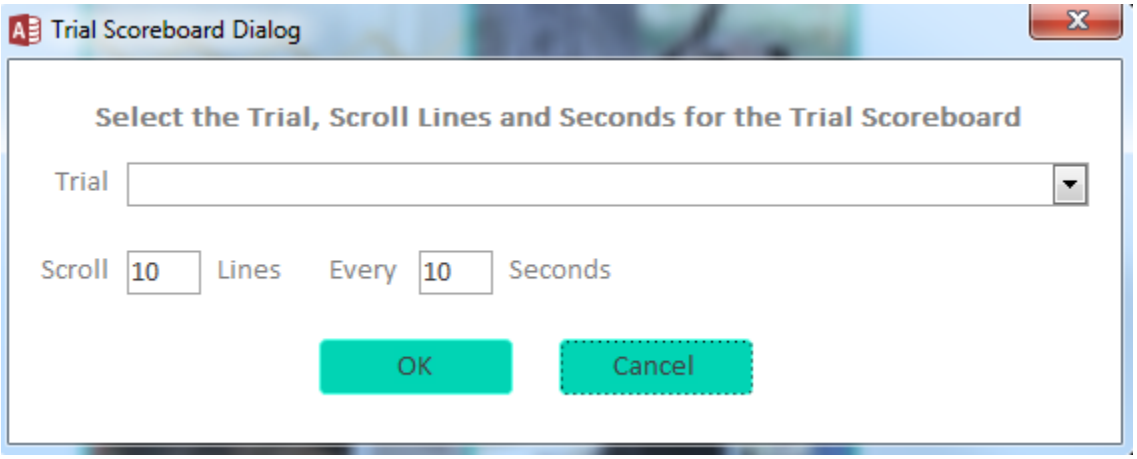




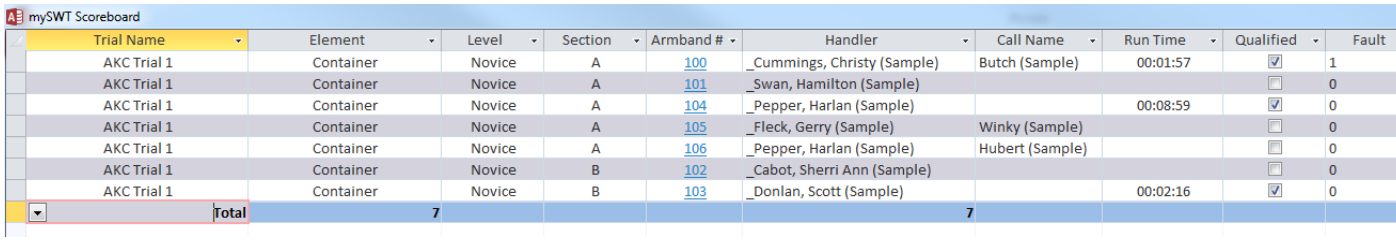
3.19 Scoreboard

The Scoreboard is a page that is designed to be opened on a second monitor or a second PC in a networked installation of mySWT. This page displays all of the Classes in a trial sorted by element, class, division and armband #. This page allows spectators and exhibitors to see the scores and run times as they are entered into mySWT. If you use mySWT at the timer's table where you are recording the results immediately, then spectators and exhibitors are seeing their scores live as they happen just like a Scoreboard at a football or basketball game.

The Scoreboard dialog allows you to select the Trial, number of lines to scroll and number of seconds between scrolling.



The Scoreboard will auto scroll down X number of lines every X number of seconds to the bottom and then start back at the top. The form opens maximized, but can be re-sized to fit the display screen. The columns can also be re-sized to ensure they are visible.



mySWT Scoreboard

Trial Name	Element	Level	Section	Armband #	Handler	Call Name	Run Time	Qualified	Fault
AKC Trial 1	Container	Novice	A	100	_Cummings, Christy (Sample)	Butch (Sample)	00:01:57	☑	1
AKC Trial 1	Container	Novice	A	101	_Swan, Hamilton (Sample)			☐	0
AKC Trial 1	Container	Novice	A	104	_Pepper, Harlan (Sample)		00:08:59	☑	0
AKC Trial 1	Container	Novice	A	105	_Fleck, Gerry (Sample)	Winky (Sample)		☐	0
AKC Trial 1	Container	Novice	A	106	_Pepper, Harlan (Sample)	Hubert (Sample)		☐	0
AKC Trial 1	Container	Novice	B	102	_Cabot, Sherri Ann (Sample)			☐	0
AKC Trial 1	Container	Novice	B	103	_Donlan, Scott (Sample)		00:02:16	☑	0
Total	7				7				

3.20 Using the Application during a Trial

The Trial and Classes pages will be the primary pages used during the running of a trial.

3.20.1 Setup

Ensure the Show, Trial and Classes are set up. The normal sequence to follow is:

1. Add a Show
2. Add Trials and Classes to that Show
3. Add any new Exhibitors
4. Enter the Exhibitors in their Classes

3.20.2 Classes

The exhibitors entered in that Class will be initially listed in armband number order in the list at the bottom of the screen. Each time a dog is scored, the placements for the class are calculated or re-calculated. The list will then be re-sorted first by Placement and then by Armband number. This sorting causes the next dog to run to be at the top of the list

Follow the procedure below to record each Dog's Run Time and Faults.

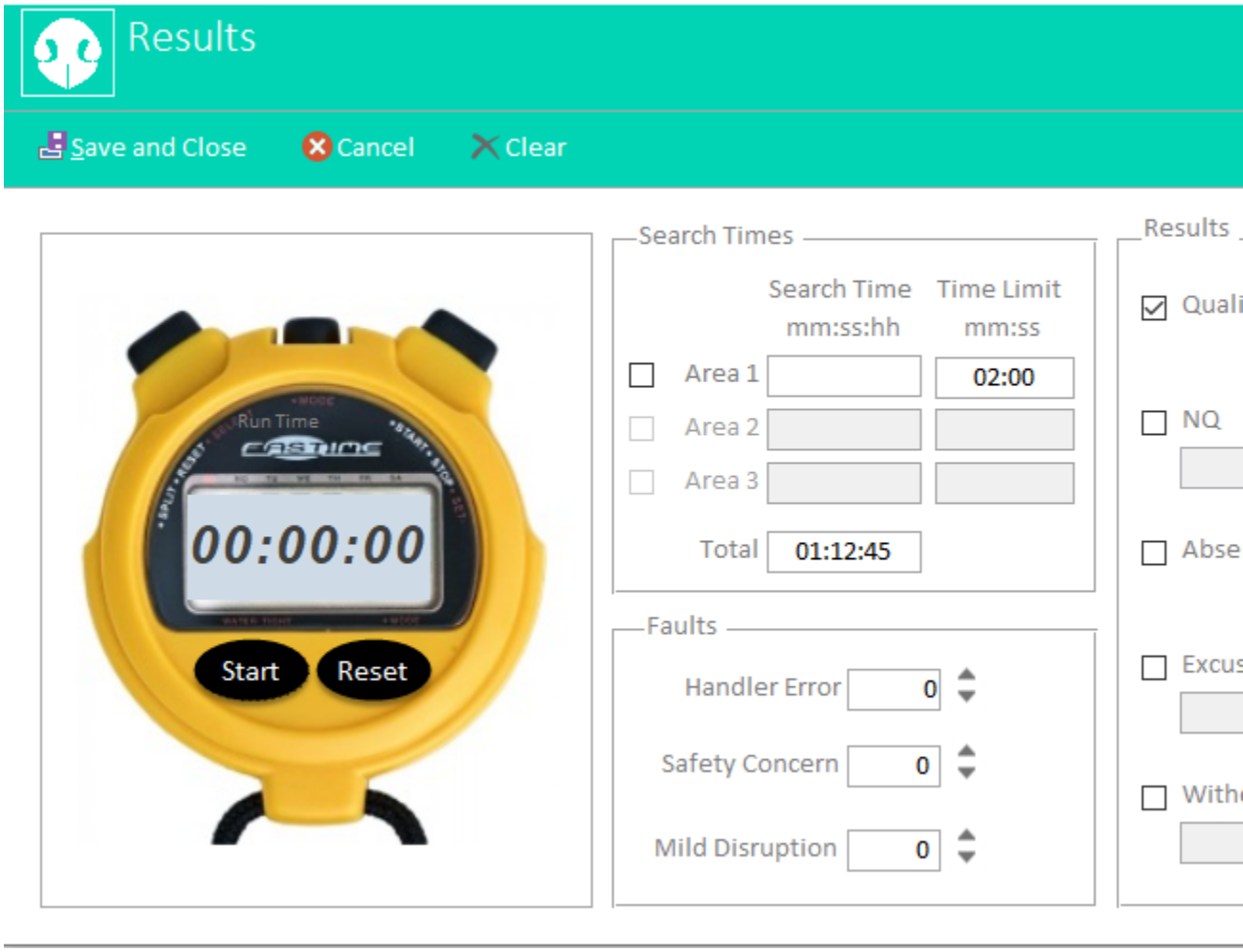
1. Open the Classes Page
2. Ensure that the correct Class is displayed. The dogs entered in that Class will be listed in armband number order in the list at the bottom of the screen.

ID	Enter Score	Armband	Placement	Breed	Qualified	Run Time	Handler Error	Safety	Disruption	NQ Reason	Excused Reason	Absent
1	Enter Score	100		Poodle	☐		0	0	0			☐
14	Enter Score	101		Airedale Terrier	☐		0	0	0			☐
Total	2											

3. Click the Enter Results Link for the Dog that is about to run. The Results Dialog box will open. The Armband number will be displayed in the upper right corner, so you

can ensure that you are recording results for the correct dog.

Results



4. When the handler gives the search command and the dog or handler crosses the start line click **Start** button on the Run Time Stopwatch. The button label will change to Stop and the time will begin to increment.
5. When the handler calls alert, click the **Stop** button on the Search Time Stopwatch.
6. Record the search by selecting the appropriate Area checkbox. Area 2 and 3 will be grayed out except for Interior excellent and master which have multiple search areas. The Search Time can also be manually entered by typing in ALL 6 digits using leading zeros of the time (mm:ss:hh). Do not type the colons. For example, if the time was 1 minute and 30 seconds you would type 013000.
7. Check the appropriate Result. A reason must be selected for NQ, Excused and Withdrawn.
8. Record any faults by entering a number in the appropriate Fault box or using the up\down arrows.

9. Click Save and Close.

ID	Enter Score	Armband	Placement	Breed	Qualified	Run Time	Handler Error	Safety	Disruption	NQ Reason	Excused Reason	Absent
3	Enter Score	106	0	Bloodhound	☐		0	0	0			☐
18	Enter Score	104	1	merican Foxhour	☑	00:08:59	0	0	0			☐
1	Enter Score	100	2	Poodle	☑	00:01:57	1	0	0			☐
2	Enter Score	105	NQ	Cairn Terrier	☐		0	0	0	ıcorrect Call Alert\Finis		☐
14	Enter Score	101	Withdrawn	Airedale Terrier	☐		0	0	0			☐
Total	5											

10. Call for the next exhibitor listed which will be the first row.
11. If an exhibitor is absent, mark them absent on the score dialog box.
12. After all exhibitors for that Class are scored, print the Results Catalog for that Class. Results for ALL dogs entered in that Class should be recorded before printing the Results Catalog.
13. Close out the Class by clicking the **Close Out Class** button on the ribbon.
14. If all Classes for the trial are complete, go to the Trials page and print the **Trial Statistics** report and then click **Close Out Trial**. The Trial Statistics report lists the High in Trial winners.
15. If all trials are complete for the show, go to the Show page and print the **Show Statistics** report and then click **Close Out Show**.

3.21 Entries List

- Click the "**Entries List**" button on the home page ribbon to display a list of all entries in the database.
- The Entries List is a spreadsheet type list of all entries in the system.
- Only the Amount Paid, Check # and Date Entered fields are editable. This is where you can adjust the amount paid by an exhibitor for a specific Class, for example, when offering discounts or package prices.
- You can use the sorting and filtering capabilities of each column to find a specific entry or set of entries. For example, the list below is filtered to display only two specific exhibitors' entries.
- The list can be exported to Excel.

FILE ENTRIES

Renumber Armbands | Export Entries | Before Trial
Copy | Paste | Cut | Clipboard
Filter | Ascending | Descending | Remove Sort | Sort and Filter
Save | Refresh All | Records
Go To | Find | Replace | Find
Close Tab | Close

Home | Entries List

Entries List

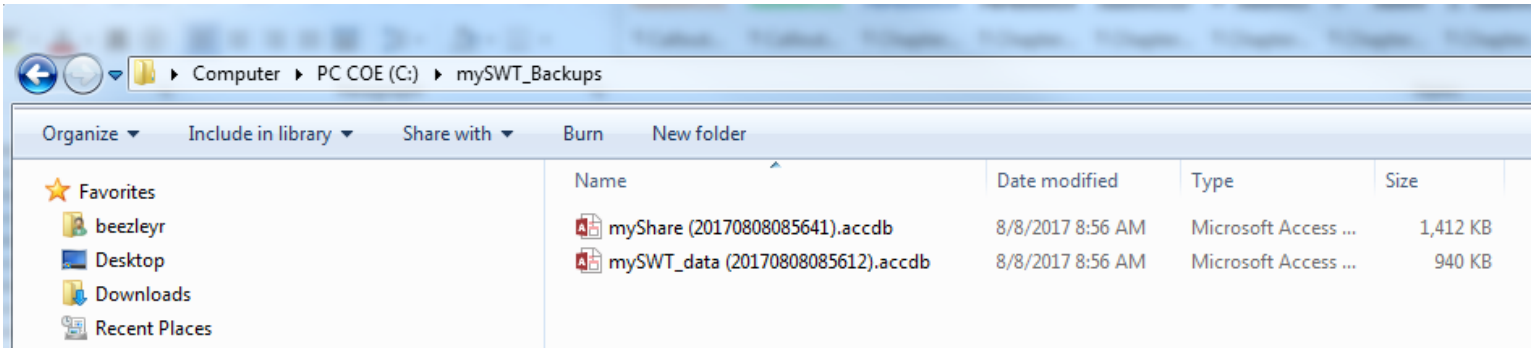
Date Entered	4/25/2020	Armband	100	Trial Date	
Handler	_Cabot, Sherri Anr	Call Name	Butch (Sample)	Trial #	
Email	person3@email.com	Breed	Poodle	Element	
Payment Method		AKC #	NA12345678	Level	
Check #		Online Order #		Section	
Entry Fee	$0.00				
Amount Paid	$10.00	Entry Notes			
Balance	($10.00)				

Date Entered	Armband	Handler	Email	Payment Me	Che
4/25/2020	100	_Cabot, Sherri Ann (Samp	person3@email.com		
5/30/2020	100	BARB KELM	barbkelm@gmail.com	check	
5/30/2020	100	BARB KELM	barbkelm@gmail.com	check	
5/30/2020	100	BARB KELM	barbkelm@gmail.com	check	
5/30/2020	100	BARB KELM	barbkelm@gmail.com	check	
5/27/2020	100	_Donlan, Scott (Sample)	person5@email.com		
5/27/2020	100	_Donlan, Scott (Sample)	person5@email.com		
5/27/2020	100	_Donlan, Scott (Sample)	person5@email.com		
5/27/2020	100	_Donlan, Scott (Sample)	person5@email.com		
5/27/2020	100	_Donlan, Scott (Sample)	person5@email.com		
5/27/2020	100	_Donlan, Scott (Sample)	person5@email.com		
5/27/2020	100	_Donlan, Scott (Sample)	person5@email.com		
5/27/2020	100	_Donlan, Scott (Sample)	person5@email.com		
8/10/2017	101	_Fleck, Gerry (Sample)	person6@email.com		CASH
8/10/2017	101	_Fleck, Gerry (Sample)	person6@email.com		CASH
5/30/2020	101	Barbara Casto	bacasto@saintfrancis	check	
5/30/2020	101	Barbara Casto	bacasto@saintfrancis	check	

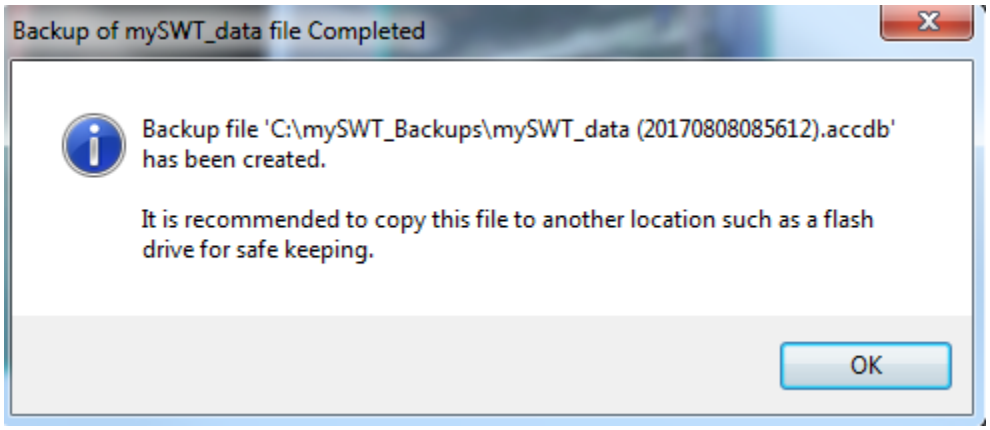
Co

3.22 Backup Database

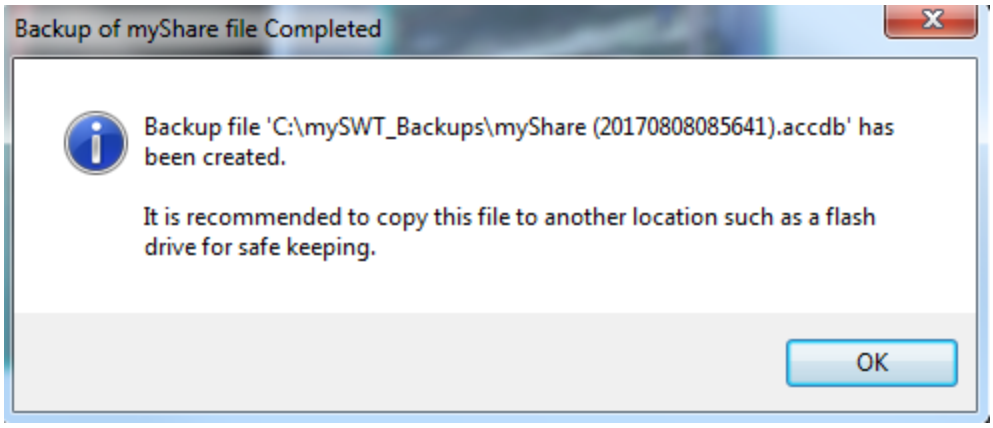
The system has two data files as mentioned earlier. As with anything, it is important that you backup this data. Clicking the Backup Database button on the home page with create a backup of the mySWT_data.accdb and myShare.accdbe files. It will append the date and time to the filename and place them in the backup folder in your mySWT folder. It is strongly recommended that you copy these files to another computer or flash drive for safe keeping in case of a hard drive or other hardware failure.



- mySWT_data.accdb



- myShare.accdb

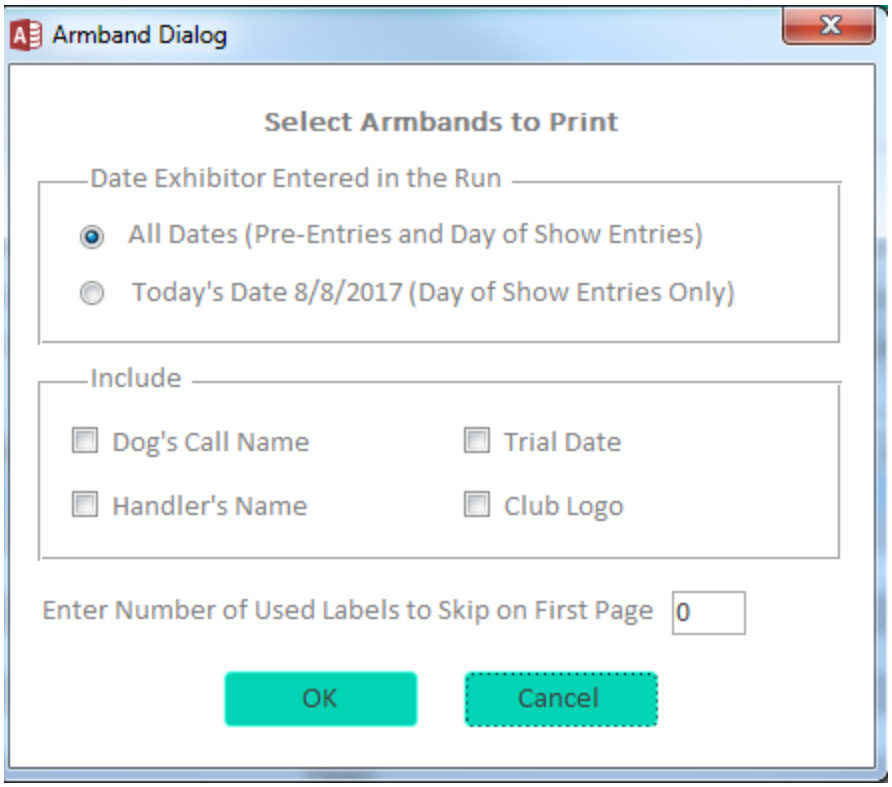


3.23 Armband Labels

Armband labels can be printed from either the Trial page or the Classes page. It is recommended to print them from the Trials page to avoid duplication and waste of labels. For example, an exhibitor entered more than one class. The labels are Avery (18262) 1 and 1/3"x 4" labels.

You can choose to include additional information with the Armband number such as Dog's Call Name, Handler's Name, Trial Date and Club logo. Check the AKC rules to see if any of this additional information is prohibited.

- **Shows page** – This will print an armband label for each exhibitor of this Show.
- **Trials page** – This will print an armband label for each exhibitor of this Trial.
- **Classes page** – This will print an armband label for each exhibitor of this Class.


Armband Dialog
Select Armbands to Print
Date Exhibitor Entered in the Run
All Dates (Pre-Entries and Day of Show Entries)
Today's Date 8/8/2017 (Day of Show Entries Only)
Include
Dog's Call Name
Trial Date
Handler's Name
Club Logo
Enter Number of Used Labels to Skip on First Page
0
OK
Cancel

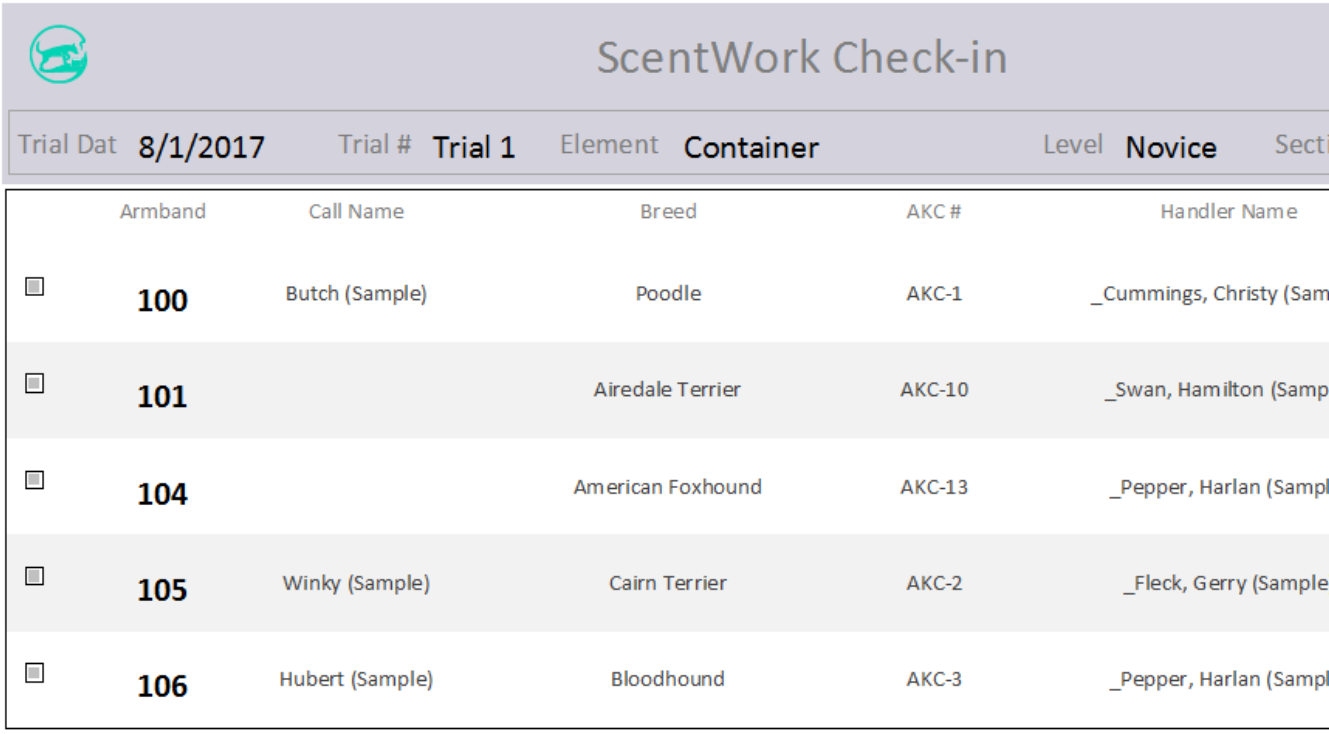
100	Butch (Sample) _Cummings, Christy (Sample)	8/1/2017	101	_Swan, Hamilton (Sample)	8/1/2017
102	_Cabot, Sherri Ann (Sample)	8/1/2017	103	_Donlan, Scott (Sample)	8/1/2017
104	_Pepper, Harlan (Sample)	8/1/2017	105	Winky (Sample) _Fleck, Gerry (Sample)	8/1/2017
106	Hubert (Sample) _Pepper, Harlan (Sample)	8/1/2017	100	Butch (Sample) _Cummings, Christy (Sample)	8/2/2017
101	_Swan, Hamilton (Sample)	8/2/2017	102	_Cabot, Sherri Ann (Sample)	8/2/2017
103	_Donlan, Scott (Sample)	8/2/2017	103	_Donlan, Scott (Sample)	8/3/2017

3.24 Check-In Sheets

Check-
In Sheets

The Check-in Sheets can be printed from either the Trial page or the Classes page. The check-in sheet can be used by the gate steward to check in exhibitors for their Class.

- **Trials page** – This will print a Check-in Sheet for each Class of this trial listing the exhibitors entered.
- **Classes page** – This will print a Check-in Sheet for that Class listing the exhibitors entered.



ScentWork Check-in

Trial Dat 8/1/2017 Trial # Trial 1 Element Container Level Novice Secti

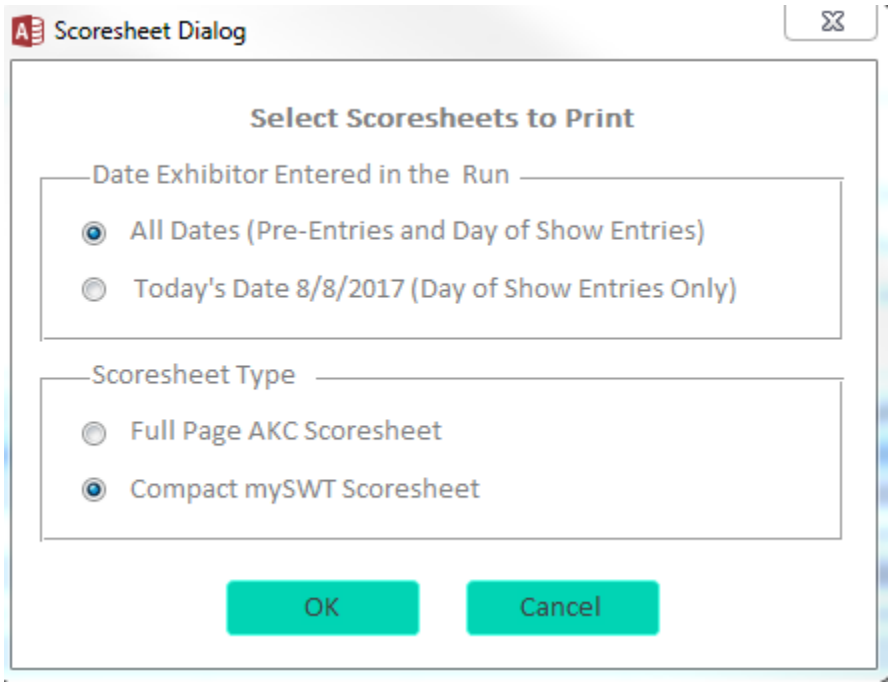
	Armband	Call Name	Breed	AKC #	Handler Name
	100	Butch (Sample)	Poodle	AKC-1	_Cummings, Christy (Sam
	101		Airedale Terrier	AKC-10	_Swan, Hamilton (Samp
	104		American Foxhound	AKC-13	_Pepper, Harlan (Sampl
	105	Winky (Sample)	Cairn Terrier	AKC-2	_Fleck, Gerry (Sample
	106	Hubert (Sample)	Bloodhound	AKC-3	_Pepper, Harlan (Sampl

3.25 Score Sheets

The Score Sheets can be printed from the Shows, Trials or the Classes page. The Score Sheets can be used by the judge to score the Class on paper or when entering the score immediately into mySWT is not feasible, such as in an exterior trial.

The score sheets are populated with the trial, Class and exhibitor's information.

The Score sheets Dialog allows you to choose if you want to print all entries or just Day of Show entries. It also allows you to choose if you want to print the full page AKC Score sheet or the mySWT Compact score sheets.



The score sheets will open in print preview mode and then can be printed by clicking the print button.

- **Shows page** – This will print a Score Sheet for each exhibitor entered in that Show.
- **Trials page** – This will print a Score Sheet for each exhibitor entered in that Trial.
- **Classes page** – This will print a Score Sheet for each exhibitor entered in that Class.

AMERICAN KENNEL CLUB

Official Scent Work Score Sheet

		Date:	8/1/2017	Event #	1234
Time Limit(s):	:	Class:	Container	Novice	A
Dog's #:	106	Call Name:	Hubert (Sample)	Breed:	Bloodhound

# of Hides	1	**Faults**	(tally as they occur)	**NQ Faults**	
# of Finds		0	Handler Error	☑	Incorrect "Alert" / "Finish" Call
☐ Qualified	☑ NQ	0	Safety Concern	☐	Max Time exceeded
☐ Excused		0	Mild Disruption of search area	☐	Handler cannot point to hide
Reason:				☐	Harsh Correction
				☐	Significant disruption of search area

Judge: AKC Judge **Time:** ::

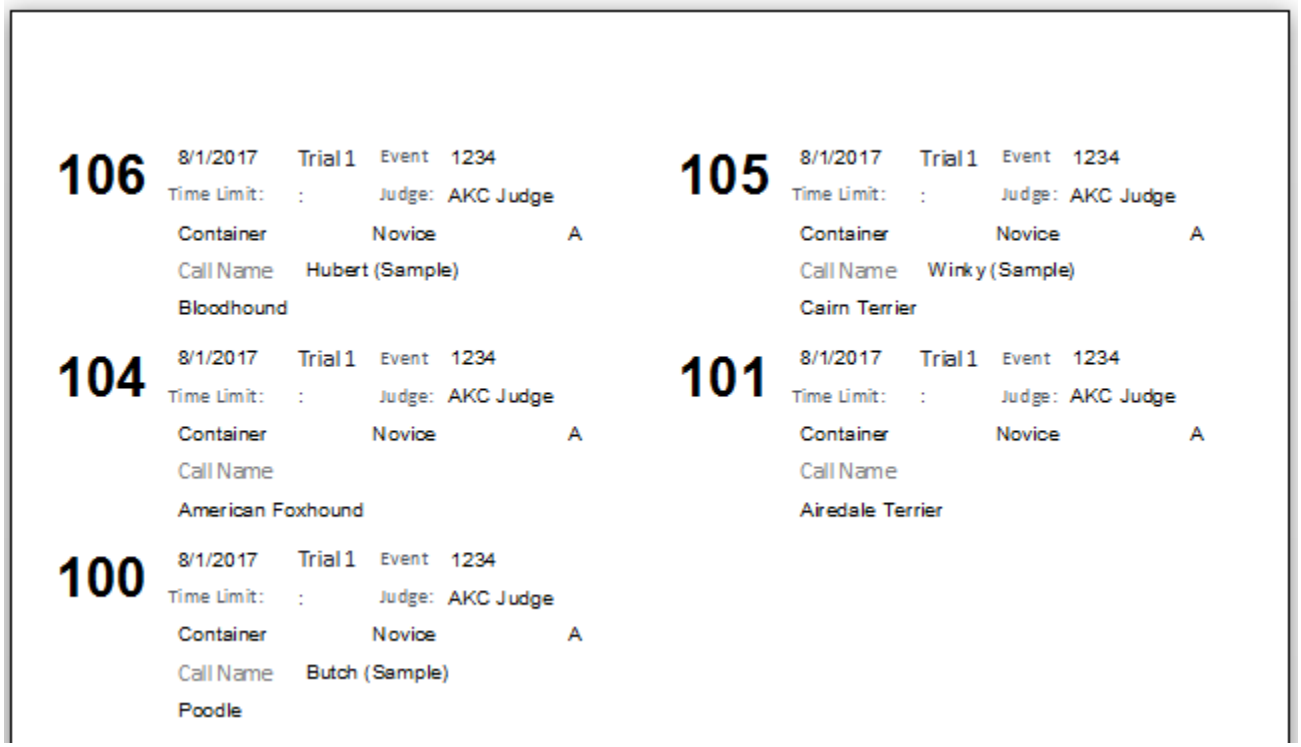
Compact Score sheet List

ScnetWork Scoresheet

Trial Date 8/1/2017 Trial # Trial 1 Element Container Level Novice Section

Armband	Call Name	Qualified	Fault	Non-Qualified	Excused	Run T
100 AKC-1 Poodle	Butch (Sample) _Cummings, Christy (Sample)	Qualified	Handler Error: _____ Safety Concern: _____ Mild Disruption: _____	Incorrect Call Harsh correction Significant Disruption Point to Hide Max Time	Reason:	MM
101 AKC-10 Airedale Terrier	_Swan, Hamilton (Sample)	Qualified	Handler Error: _____ Safety Concern: _____ Mild Disruption: _____	Incorrect Call Harsh correction Significant Disruption Point to Hide Max Time	Reason:	MM
104 AKC-13 American Foxhound	_Pepper, Harlan (Sample)	Qualified	Handler Error: _____ Safety Concern: _____ Mild Disruption: _____	Incorrect Call Harsh correction Significant Disruption Point to Hide Max Time	Reason:	MM
105 AKC-2 Cairn Terrier	Winky (Sample) _Fleck, Gerry (Sample)	Qualified	Handler Error: _____ Safety Concern: _____ Mild Disruption: _____	Incorrect Call Harsh correction Significant Disruption Point to Hide Max Time	Reason:	MM
106 AKC-3 Bloodhound	Hubert (Sample) _Pepper, Harlan (Sample)	Qualified	Handler Error: _____ Safety Concern: _____ Mild Disruption: _____	Incorrect Call Harsh correction Significant Disruption Point to Hide Max Time	Reason:	MM

Score sheet labels can also be printed and attached to a blank score sheet. This can be used when the map has been drawn and copies made for each exhibitor.



3.26 Results Catalog

The Results Catalog is a report of the results of each Class. The Results catalog can be printed from the Shows, Trials or Classes pages. This controls the scope of which results are printed. For example, printing from the Shows page prints Results for ALL Classes in that show. Printing from the Trials page only prints the Results for the Classes in that Trial. Printing from the Classes page only prints the Results for that one Class.

ScentWork Results

8/1/2017 Your Club Name Here 1234

Container Novice A Max Time Judge AKC Judge

Entered: 4 Started: 4 Qualified: 2 Withdrawn: 1

1 **104** AKC-13 AKC Dog 13
American Foxhound
_Pepper, Harlan (Sample) 789 First Street, Phoenix, Arizona 85001
Handler: _Pepper, Harlan (Sample) JH #:
Qualified Time: 00:01:12 Faults: 0

2 **100** AKC-1 Rhaspsody in White (Sample) Butch (Sample)
Female Poodle 1/10/2012
_Cabot, Sherri Ann (Sample) 1600 Pennsylvania Ave NW, Washinton, District of Columbia 85001
Handler: _Cummings, Christy (Sample) JH #:
Qualified Time: 00:01:57 Faults: 1

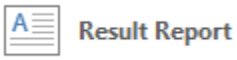
NQ **106** AKC-3 Hubert (Sample) Hubert (Sample)
Male Bloodhound 2/12/2012
_Pepper, Harlan (Sample) 789 First Street, Phoenix, Arizona 85001
Handler: _Pepper, Harlan (Sample) JH #:
NQ Time: :: Faults: 0

AB **105** AKC-2 Winky (Sample) Winky (Sample)
Male Cairn Terrier 1/11/2011
_Fleck, Gerry (Sample) 456 Second Street, Orlando, Florida 32801
Handler: _Fleck, Gerry (Sample) JH #:
Absent Time: :: Faults: 0

WD **101** AKC-10 AKC Dog 10
Airedale Terrier
_Swan, Hamilton (Sample) 654 Fourth Street, Cleveland, Ohio 44101
Handler: _Swan, Hamilton (Sample) JH #:
Withdrawn Time: :: Faults: 0

Page 1 of 1

3.27 Result Report



The Result Report is a report of the results of each Class. It is a more compact version of the Results Catalog. It is intended to be posted for exhibitors to view their results. The Results Report can be printed from the Shows, Trials or Classes pages. This controls the scope of which results are printed. For example, printing from the Shows page prints Results for ALL Classes in that show. Printing from the Trials page only prints the Results for the Classes in that Trial. Printing from the Classes page only prints the Results for that one Class.

Scent Work Results

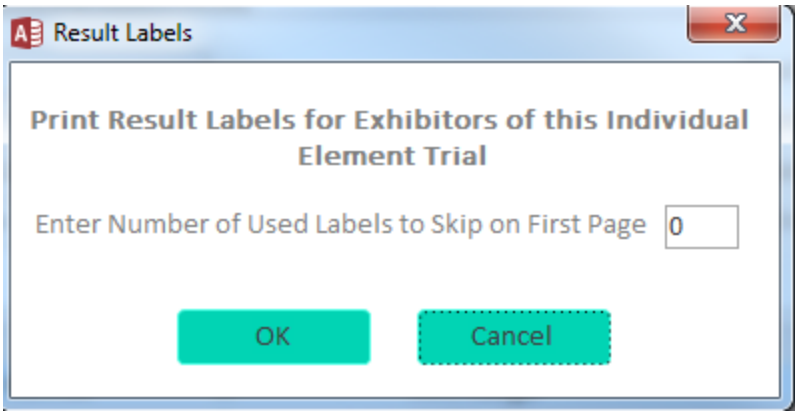
Your AKC Club Name Here

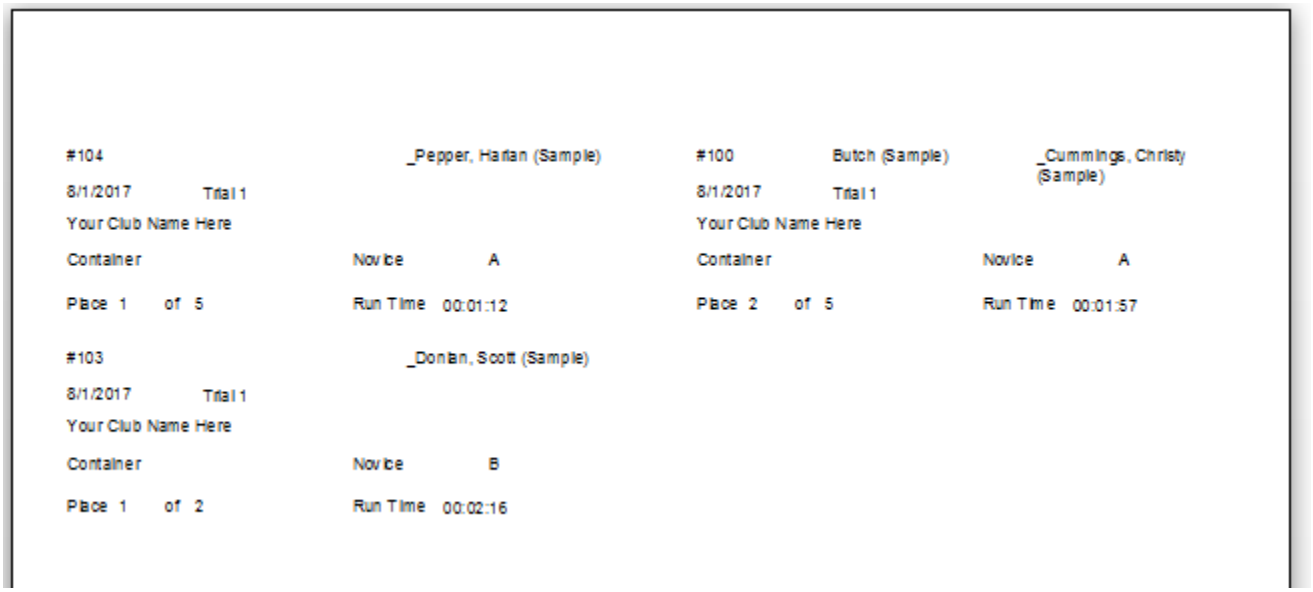
8/12/2017	**Trial 1**	Event: 1234				
Container		**Novice**	**A**	Judge: _Judge Judy (Sample)		Max Time:
Place:	Armband:	Call Name:	Breed:	Handler:	Qualified:	Time:
1	102	Hubert (Sample)	Bloodhound	_Pepper, Harlan (Sample)	Qualified	01:12:45
2	100	Butch (Sample)	Poodle	_Cummings, Christy (Sampl	Qualified	00:38:81
NQ	101	Winky (Sample)	Norwich Terrier	_Fleck, Gerry (Sample)	NQ	::

3.28 Result Labels

Result Labels can be printed from either the Trials page or the Classes page. As with armband labels it is recommended to print them from the Trials page to avoid wasted labels. The same Avery (18262) 1 and 1/3”x 4” labels are used. The labels can then be attached to placement ribbons and/or given to exhibitors for their records. Labels are only printed for qualifying scores.

- **Trials page** – This will print a Result label for each exhibitor of this trial.
- **Classes page** – This will print a Result label for each exhibitor of this Class.


Result Labels
Print Result Labels for Exhibitors of this Individual Element Trial
Enter Number of Used Labels to Skip on First Page
0
OK
Cancel


#104 _Pepper, Harlan (Sample)
8/1/2017 Trial 1
Your Club Name Here
Container Novice A
Place 1 of 5 Run Time 00:01:12
#100 Butch (Sample) _Cummings, Christy (Sample)
8/1/2017 Trial 1
Your Club Name Here
Container Novice A
Place 2 of 5 Run Time 00:01:57
#103 _Donlan, Scott (Sample)
8/1/2017 Trial 1
Your Club Name Here
Container Novice B
Place 1 of 2 Run Time 00:02:16

3.29 Statistics Reports

There are two statistic reports that can be printed. One is for the Show level which is accessed from the Show page ribbon and one is for the Trial level which is accessed from the Trial page ribbon. The Trial level lists the High in Trial winner. You may also calculate the fastest time for the entire show.

Both the Show and Trial Statistics Reports will ask you if you want to close out the show or trial. Keeping the status of Shows, Trials and Classes up to date will make use of the system much easier.

3.29.1 Show Statistics Report

ScentWork Show Statistics

Show Name AKC Show 1

Host Club Your Club Name Here | Club # 001 | Start Date 8/1/2017 | End Date 8/1

High in Show

Armband	Handler Name	Call Name	Breed	Element	Level	Division	Ru
104	_Pepper, Harlan (Sample)		American Foxhound	Container	Novice	A	00

Total Exhibitors

People	Dogs	Entries
5	7	21

Income	$210.00
Qualified	4

Incorrect Call Alert\Finish	2	66.6
Max Time Exceeded	1	33.3
Total Runs	3	

3.29.2 Trial Statistics Report

Trial Statistics

ScentWork Trial Statistics

Show Name	AKC Show 1	Trial #	Trial 1	Trial Name	AKC Trial 1	Trial Date	8/1
Host Club	Your Club Name Here	Club #	001	Judge	AKC Judge	Judge #	

High in Trial

Armband	Handler Name	Call Name	Breed	Element	Level	Section	Ru
104	_Pepper, Harlan (Sample)		American Foxhound	Container	Novice	A	00

Total Exhibitors

People	Dogs	Entries
5	7	7

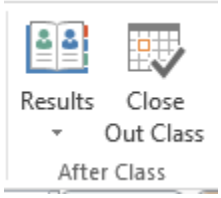
Income	$70.00
Qualified	3

NQ Reason	Count	Percenta
Incorrect Call Alert\Finish	1	50.0
Max Time Exceeded	1	50.0
Total Runs	2	

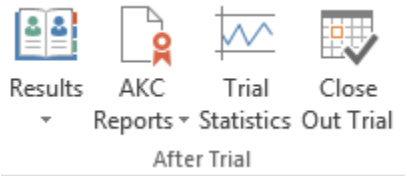
3.30 Close Out a Show, Trial or Class

It is important to keep the status of Shows, Trials and Classes up to date since there are many places in the system that the status is used to determine what to display.

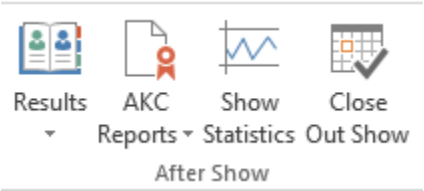
- It is recommended that when a Class completes (all dogs for that Class are finished) you close that Class by clicking the Close Out Class button on the Classes page ribbon.



- It is also recommended that a trial be closed out when that trial is completed (all Classes in the trial are finished) by clicking the Close Out Trial button on the Trials page ribbon. When a trial is closed out all Classes under that trial will also be marked closed, if they have not been already.



- It is also recommended that a show be closed out when that show is completed (all trials in that show are finished) by clicking the Close Out Show button on the Shows page ribbon. When a show is closed out all trials and Classes under that show will also be marked closed, if they have not been already.



4 Support

4.1.1 Upgrades

There are two types of upgrades.

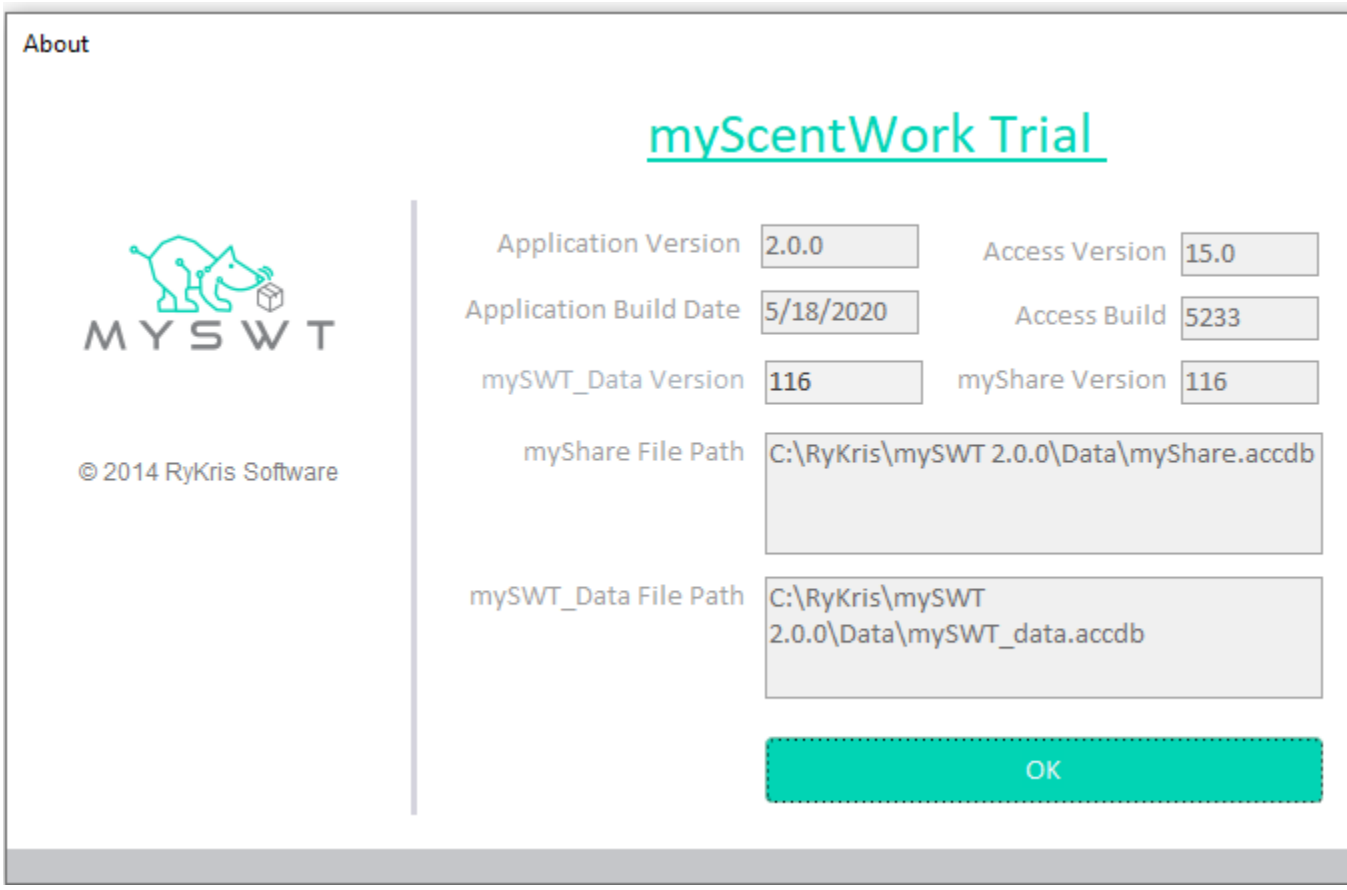
- A change is required to one or both of your data files.
  - If this is the case you will need to send me your data files. I will make the appropriate changes to them and send back to you a new compiled mySWT_setup.exe file. This installation file contains the new application, all supporting files and your data files. Follow the steps below for this type of upgrade.
    - Save the mySWT_setup file to your desktop. The file will either be in a compressed Zip folder or have the exe file extension changed from exe to txt. This is necessary because exe files will be blocked by email. Gmail also blocks Zip file attachments. This is the reason it may be sent in different ways.
    - Unzip or rename the file extension of the mySWT_setup file depending on how it was sent to you.
    - Rename your existing documents\mySWT folder to something else such as mySWT-OLD. The setup file will create a new mySWT folder.
    - Run the mySWT_setup.exe file and follow the on-screen instructions.
    - Start mySWT and re-link it to your two data files. They will be located in the same documents\mySWT folder.
    - Login and click the about box to verify the new version number.
    - Test the new application.
- No Change is required to your data files.
  - If this is the case I will only send you the mySWT_application.accde file. Follow the steps below for this type of upgrade.
    - Save the mySWT_application.accde file to your existing document\mySWT folder overwriting the existing file.
    - Start mySWT and re-link it to your two data files. They will be located in the same documents\mySWT folder.
    - Login and click the about box to verify the new version number.
    - Test the new application.

4.1.2 Support

I will do my best to ensure your happiness and satisfaction with the application and that it makes administering and hosting your trial as easy as possible. If you need assistance please open a support case at https://myk9t.com/support

- This user guide can be opened from within the mySWT application by clicking the **user guide** button near the top right of the mySWT info form.

- The About dialog box lists the application version, build date, minimum version and actual version of the two data files; myShare and mySWT_data.



- I have also programmed an error reporting mechanism where any unexpected errors can be emailed to me along with screenshots and relevant data to help me find and correct the issue. The use of this feature requires that you have Microsoft Outlook installed.

  Hopefully you will never need to take advantage of this feature... ☺

Thank you for purchasing mySWT!!