

USING COMPASS, COMPASSMATE AND BRIDGEMATES

(Compass is the base programme, Compassmate links the Bridgemates to Compass)

STARTING THE SESSION

BEFORE PLAY STARTS

- 1 Open **Compass** and select **Scorer Role**
- 2 Click **Scoring** then select **Pairs Contests**.
Compass opens in Scoring Assist Mode (SAM). (The standard setup screen alternative can also be used – close SAM and select cancel and exit)
- 3 Check the **day's session** and **competition names** are correct
- 4 With the Director confirm the **number of tables**.
Is there a **phantom**?
How many need **sitting rights**?
Enter the answers to see possible movements.
- 5 Show the Director **possible movement** options.
(To print a Table guide or Director's notes select and print tricked reports. Personal Guide cards can be printed from Compassmate after all the names have been entered on the BM's.)
- 6 **Select movement** the Director wants (*and print Director's Notes if needed*).
SAM will select best **phantom** position – always North-South with SAM (*phantom is the pair that is not there*).
- 7 Select **All OK**
(If phantom needs to be changed go to standard setup screen – Cancel (to close SAM) and exit to standard setup screen – go to 9.)
- 8 With **SAM**, Compassmate will now open.
Tick **Start Reading Names, Start Reading Scores**. Go to 11.
- 9 In **Standard Set Up** screen-
 - **Select movement**, click all OK
 - **Do you want to use Bridgemates?** Answer **Yes** click **OK** (*bottom RHS*)
 - **Is there a phantom? - Yes/No** If **Yes** - is Phantom N/S or E/W.
Phantom is the pair that is not there. (N/S generally best).
- 10 **Give out Bridgemates**. This is the final check of table count.
In CompassMate tick **Start Bridgemates** (only ever tick this **ONCE** in a session – the Red will turn Green but may take a moment).

DURING PLAY

Correcting names and Scores using the Bridgemates

If players **names** have been incorrectly entered – correct on the Bridgemate during play.

- Choose **name** on bottom left of screen and **correct**.
- Arrow up or down to the incorrect name and cancel and enter correct number.

If a **score** has been incorrectly entered before players have moved for the next round choose

- **scores**
- **correct**
- **delete** the chosen board
- **re-input** after all players have agreed.

Sometimes the Director may need to do this (eg players have moved on, score disputed). This can be done through the **TD Menu**, enter the PIN (9392) and select options.

As a last resort these can be corrected at end of play on the results screen.

Accessing Session Results

At any time you can return to Compass from Compassmate by clicking on **View This Sessions Results**.

Return to Compassmate from Compass through **Open CompassMate** (*tab in top bar*)

Back in Compassmate click **Start Reading Scores**.

If you noted all the names are present and correct then you **don't need to click Start Reading Names**.

DON'T click **Start BridgeMates** - it will be green.

AT COMPLETION OF PLAY

All Series

1. When all boards have been played and scores are in the Bridgemates click **'View Session Results'**. The screen will return to **Compass**.
2. Check that everyone has played the full number of boards in the Boards played column. If all boards have **not** been read from the Bridgemates reopen Compassmate and check the Scores entry Status panel is empty. If not then click to Start reading Scores again. If there are still no or incomplete results refer to the **Troubleshooting** page
3. **Correct names and scores as required** (*refer correcting names and scores info*)
4. **Incorrect names – Correct these** – name button will be red if there are any. Very Important - **Compa\$\$ will not work if names box is read**
5. **Suspicious Scores** (*should be ticked*)– The system highlights any suspicious scores and will be red. Any adjustments must be referred to the Director who will authorise any necessary changes. (*Must be within 24 hours from play end.*)
 - Open Scoring and check out any Suspicious Scores.
 - Click on Show Hands to see Makeables. (*Best done towards the end of play so the director can check at source before people go home.*)
 - If found during or after play alert the Director who will consider possible corrections and contact the players concerned if necessary

Handicap Series - All Wednesday sessions (except Championship events), Monday day and Thursday sessions as noted in programme

1. Click **Handicap** (*Top RHS*) – will go green and display handicap results
2. Click **Print Handicap** - print a copy for notice board

Print copies for the noticeboard of:

- the raw results
- the handicap results
- the series progress results (*see following*)

Click **Create XML File** box (*bottom RHS*) to publish to our website

Confirm or Correct Director – if incorrect start typing correct name, highlight and confirm

Click Post to charge table money to Compa\$\$

Series Progress Results

1. Select **Club Competitions** (*Top RHS*)
2. In **Competition Filter** (*bottom RHS*) select **Day**
3. **Highlight** the **correct competition**
4. Under **competition parameters** :
 - number of sessions to include (*as many as have been played*)
 - minimum sessions to be eligible (*same as sessions to include*)
 - number of subs allowed (1) (*except in individual competitions*)
 - how many scores dropped (*1 only if 5 or 6 session series*)
 - handicap competition – Yes or No
5. Click **Calculate Results**
6. Select **Raw** or **Handicapped** and **Print** the short report (*Quick Clicks far RHS*).
7. **Create XML File** box (*LHS middle*).

Check on the Website to see results are published

Open browser – our website should come up as the Home page.

Bridgemate Control software (BCS) should close automatically. If the icon is still in the task bar (*it looks like a cellphone tower*) when all units are logged off it isn't closed. Close it by using File > Close > File > Exit. Another red flag is that when you try to close the results page it will ask if you really want to do that (meaning that BCS has not closed down yet).

Close Compass.

It will then send masterpoints from the session to NZB and do an automatic backup to dropbox

Leave the computer ON and ensure that **UltraViewer** is running.

Note – on any screen in Compass you can click on the question mark that shows in a blue circle to see or search context-sensitive system Help

BEFORE YOU LEAVE

Finally check that the **TV screen** is turned off.

Turn off the light in the vestibule – switch on the wall opposite switch board.

CORRECTING NAMES IN COMPASS - Ideally this should be done immediately it is noticed using the Bridgemates. Names can be corrected at any table by clicking **Names** then **Correc**. Note: names can only be corrected *in Compass* after the first round (*they will not stick until BCS moves on to the second round*).

- Visitors' names have to be corrected in Compass if they don't have a NZB number.
- Names should be corrected as soon as possible after round 1.
- Unknowns will inhibit collection of table money and awarding C points. Compa\$\$ will not post and warnings about Bad Names will appear when Results XML button is selected.

1. Click **View this Sessions Results** to return to Compass from Compassmate
2. Select Names (*RHS*) to go to the **Players' Names' Screen** (*invalid names will be in colour but incorrect names won't be highlighted. Sometimes it is not obvious what the problem is that made the Names box show red – click on the **Check Names** button*)
3. **Highlight** the pair whose names need to be corrected.
4. Go to the bottom RHS 3 boxes (*1 will be yellow*). Put the cursor in "Search Last Name". It will turn yellow. (*This is where names are entered to make changes.*)
5. One of the other two boxes will be highlighted. **Move the cursor** to highlight the box where you see the name you want to change.
6. Start **typing the correct surname or computer number** (*quickest*) in the "Search Last Name" box. Ensure the arrow is in the line of the name you want
7. Hit enter when the correct name is showing by the arrow.
8. For **NZB member** visitors click the NZB button (*top RH*) to search the NZB files by regions selected.
9. For any other **visitors** type their full name in the Search Last Name box and hit Enter. If they entered a valid-looking NZB number hit ENTER otherwise give them a number between **99100** and **99800** in the ComputerID box
10. Click **View This Sessions Results** (*lower middle*) Will take you back to the Results Screen.
11. Return to **Compassmate** through **Open Compassmate** tab in top bar of Results Screen
12. In Compassmate tick **Start reading scores – don't touch Start Bridgemates** (*which will be red*) – it will automatically turn **green** after a moment or two. Even if, on the rare occasion, there has been a malfunction and it doesn't turn green **DO NOT** click on it – call for help - see numbers on wall behind the computer. Don't panic everything is backed up the results are not lost!

ADJUSTING SCORES

All adjustments require:

- Board number
- table number
- pair number
- and the **Director's authority**. This applies especially to fixing Suspicious Scores.

Scores can be adjusted on Bridgemates during the session. Refer **Amending Results in Bridgemates**

Results can also be adjusted through **Compass** any time or after the session.

1. On **Display Results** page select **Edit Options/Scoring** (*RHS middle*) to go to **Boards entry page will appear**
2. Select appropriate **Board number**, either by typing the number or tabbing with the + and – buttons. Hovering over pair numbers will show the names.
3. Identify the score to change and select **Edit Now**
4. **Adjusting Bid and actual result**
 - With cursor in **Entry Panel column** and on the line of the correct pair number overtype existing information with the correct bid and result - eg **3se-2** (*3 spades by East going 2 off - no need for spaces or caps*) then enter.
 - **Continue entering or down arrow** to the bottom of the board and the matchpointing (MPs) will appear. Note: unless MPs appear no adjustment is accepted.
- 5 **Entering an Average or Director's Adjustment by % split**
 - With cursor in **Entry Panel column** and on the line of the correct pair number type **A** and enter. A pop up appears
 - Enter the NS percentage and then the EW percentage. Leave at least one space between the two numbers. (*It defaults to 50 50.*)
 - **Continue entering or down arrow** to the bottom of the board and the MPS will appear. Note: unless the MPs appear no adjustment is accepted.
- 6 **Entering a Passed In (P) board or Did not Play (D)**
 - With cursor in Entry Panel Column and in the line of the correct pair number type **P/enter** or **D/enter**. These produce quite different results.
 - **Continue entering or down arrow** to the bottom of the board and the MPS will appear. Note: unless the MPs appear no adjustment is accepted
7. Click on **Display Results** and amended results will appear. If needed return to Compassmate.

TROUBLESHOOTING

Unexpected things that may occur

For some reason **BCS** (Bridgemate Control Software) or **Compassmate closes down** before all results have been read and the session completed.

Don't panic (results will not have been lost).

Whatever you do **DON'T HIT the START BRIDGEMATES** button if it is **RED**. **This should never be touched if a Session is running.**

Action:

Re-start Compass if it stopped and find the file for the current session in **View Session Results**. **Click the Open Compassmate tab** and things may come back on line.

If this doesn't work:

- 1 Open **BCS** from the **Programme Menu** (click on the Microsoft symbol bottom LH corner of screen – pop-up will display BCS about 2nd from the bottom)
- 2 In BCS – open **file** (top left drop down menu)
- 3 Choose **BWS file** of the **session in progress** – normally on the top of the list
- 4 Open that file
- 5 Return to Compassmate, watch as the red tab turns green and scores are read

If BCS is still running and Compassmate is still showing on the screen but scores are not being read in Compassmate **Process Results** screen open **Adjustments** (tab at top) and hit **re-read SCORES**.

All boards not played in a Session – ie Director wants to cut it short.

In Compassmate **Process Results** screen open **Adjustments** (tab at top). Select **End this session** before all boards are played. Ideally this should be done **before** the last round starts. If it is done after all boards are completed the Bridgemates will have to be reset before the next session – see below.

Bridgemates not functioning properly at beginning of a session

If all Boards have not been played in a preceding session or that session not closed down properly the Bridgemates will expect those boards to be played at the next session.

To fix this the director/scorer can access the **TD menu** on the Bridgemates and

- ⤴ enter 0 (to cancel),
- ⤴ OK then Cancel to "re-zero" the Bridgemates

OR all units can be reset from the BCS screen.

CHANGING RESULTS IN BRIDGEMATES

(ensure everyone at the table agrees to this or involve the Director – this is not a scorer's decision)

To Amend a Result before the round has finished

- 1 Press **Scores** on the Bridgemate
- 2 Press **Correct**
- 3 Select board and confirm
- 4 Score gets deleted. Press **Back**
- 5 Re-input the correct score

To Amend a Result *after* the round has finished

The director must approve deleting and amending the result.

- 1 Ensure you have the **board number**, the **table number**, the **declarer** and the **result** and **lead card** (if lead not known enter 2C)
- 2 Press OK until TD Menu shows bottom LHS of screen
- 3 Enter the pin code - 9392
- 4 Click OK
- 5 Use Option **3** to **erase** result
- 6 Screen will show Round and Board Number – use Cancel key to move cursor to erase number and then round
- 7 Enter Round number and Board number to be erased
- 8 Press OK – message will state that the board has been erased
- 9 **Re-enter** board number with **correct details**

Board not played (DNP) or played later (for slow play)

- 1 Press **10** on the Bridgemate and board will be entered as did not play
- 2 If the board is played later during the session follow **amending results** after the round has finished (above) to delete DNP result and enter the played board.