

**COMPUTER SCORE**  
**COMPUTER SCORING SYSTEMS**

(Superior, International & ECT Models 1999 Version)



# Operating Manuals

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# Chapter A

## COMPUTER SCORE OVERVIEW

### WELCOME TO THE WORLD OF *COMPUTER SCORE*

- \* YOU WILL FIND THIS TO BE THE SIMPLEST TENPIN BOWLING AUTOMATIC SCORING SYSTEM AVAILABLE, FOR INSTALLATION, MAINTENANCE AND BOTH OPERATOR AND BOWLER FUNCTIONS.
- \* IT OFFERS THE MOST COMPREHENSIVE RANGE OF FACILITIES IN THE LEAGUE SECRETARIAL AND MAINTENANCE FIELDS.
- \* ITS COMPONENTS ARE OF THE HIGHEST QUALITY.
- \* IT IS DESIGNED AND MANUFACTURED IN AUSTRALIA, AND THE LEAGUE SECRETARIAL PROGRAMME HAS BEEN WRITTEN ACCORDING TO ATBC AND ABC/WIBC PLAYING RULES AND REGULATIONS. IT ALSO INCLUDES A COMPREHENSIVE TOURNAMENT PACKAGE, TO COVER ALL ASPECTS OF TOURNAMENT PLAY.
- \* IT OFFERS A WIDE RANGE OF OPTIONS. A PACKAGE OF ANIMATED GRAPHICS, A COMPREHENSIVE *POINT OF SALE* CASH CONTROL AND REPORTING SYSTEM, A FULLY AUTOMATIC PIN SENSING FACILITY, PRO-SHOP INVENTORY AND SPARE PARTS MENU, CAFÉ/BAR MENU, OPEN BOWLER TRACKING SOFTWARE AND MANY FEATURES, SUCH AS, PINDICATION & SPARE-MAKING GRAPHICS, BALL SPEED AND INSTANT VIDEO REPLAY.
- \* IT IS A SYSTEM DESIGNED BY BOWLING PEOPLE FOR BOWLING PEOPLE.

## WHO IS COMPUTER SCORE?

*COMPUTER SCORE* is a registered trading name of Computer Score Pty Ltd, the company which designs and manufactures the *COMPUTER SCORE* system.

The directors and staff of the company involve themselves personally with every facet of the business, from design and assembly to installation; from product demonstration to ongoing customer training.

The support team has an impressive record in after-sales service, troubleshooting and spare parts availability. Computer Score is a progressive company which is continuously researching and redeveloping its product, to ensure having the latest and best.

The product, the features and the company, make the *COMPUTER SCORE* system the best available.

*TOMORROW'S TECHNOLOGY IS HERE TODAY!*

# GETTING STARTED

The *COMPUTER SCORE* documentation consists of 11 manuals

## **Manual A: Computer Score Overview**

This is the manual you are currently reading. It explains the layout of the entire set of *COMPUTER SCORE* manuals and also the general operating procedures of switching the system on and off.

## **Manual B: Lane Control Operation**

This manual explains the use of the terminal, keyboard and printer stationed at the reception desk and explains all facets of Control Counter operation relating to the scoring modules.

## **Manual C: Point Of Sale Operation**

This manual explains the use of the optional Point of Sale software and Cash Drawer. It also explains the setting up of the Point of Sale system and the Cash Control Management Reports provided.

## **Manual D: Waiting List System**

The Waiting List System is an integral part of the Point of Sale and the Lane Control Systems. The manual describes the operation of the many functions available in the Waiting List system. The correct operation of the *COMPUTER SCORE* Waiting List System enables a busy bowling center to run more efficiently.

## **Manual E: League Secretarial System**

The League Secretarial System is explained step by step within this manual. A full tutorial and trouble shooting section are included.

## **Manual F: Pro Shop Inventory System**

The manual includes all instructions on how to manage your Pro Shop Stock including Lay Away and Inventory Management.

## **Manual G: Games Package**

This optional expansion of the Computer Score system is designed to provide a promotional tool for more Bowler excitement. Games include: Casino Bowling, Bingo Bowling, Pick-A-Card, Red Pin, and The 11 Frame Game.

## **Manual H: Frequent Bowler**

The Frequent Bowler Program is designed to target the Bowler that bowls regularly but who may not wish to join a league. Features include: Group Membership cards, Mailing Lists and Bowlers Database. The Frequent Bowler system can use the Value Voucher system to entice greater Bowler loyalty with the possibility of points and prizes.

## **Manual I: Café Package**

This manual includes operating instructions for the optional Café Point of Sale software that is available for use with Computer Score Systems. Features include: Easy to use menu based on the remainder of the Computer Score software suite, Lane call and Café Service required functions that integrate with the Scoring Consoles on the lanes.

## **Manual J: Automatic Pinsensing**

This manual contains both the Linear and VPA Automatic Scoring Manuals. The Linear Pinsensor was Computer Score's original Automatic scoring device which consists of a large, vertical square camera device which is configured using a separate LCD Pinsensor Adjustment Screen. VPA automatic scoring uses a CCD security camera to view the pins and configuration is done from the control terminal.

**Each of the manuals where applicable will have the following sections:-**

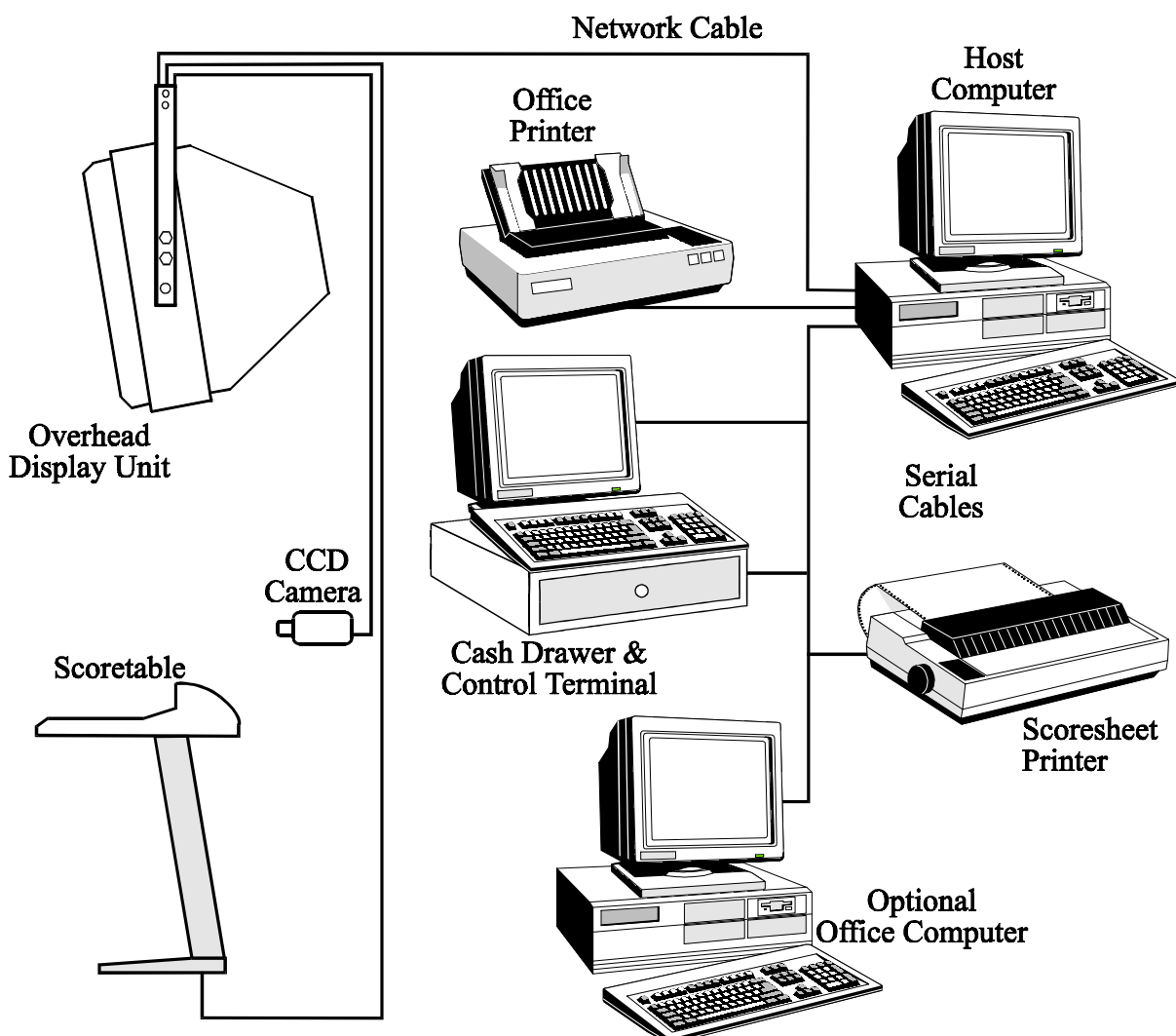
**SECTION 1: GETTING STARTED**

**SECTION 2: WORKBOOK EXERCISES**

**SECTION 3: REFERENCE GUIDE**

**SECTION 4: TROUBLE SHOOTING**

**The Computer Score (ECT with VPA scoring) System consists of:-**



## WORKBOOK EXERCISES

### Exercise 1

#### ***Switching on COMPUTER SCORE.***

- Step 1*            Switch on Scoring Consoles and Overhead Monitors at circuit breaker
- Step 2*            Switch on Control Terminal and Host Computer at circuit breaker

Ensure all the items listed above are switched on and remain on, otherwise a system lockup may occur during use. Be sure that the host computer and printers are switched on last.

### Exercise 2

#### ***When Switching off COMPUTER SCORE.***

- Step 1*            Switch off Host Computer and Printers
- Step 2*            Switch off Scoring Consoles and Overhead monitors

Be sure that the host computer and printers are switched off first.

### Exercise 3

#### ***When COMPUTER SCORE has started***

then :-

- A*            Overhead Display Unit will all display Video or Monitor Messages.
- B*            Any Backup Terminal will display the COMPUTER SCORE Master Menu.
- C*            Host Terminal will display the COMPUTER SCORE Master Menu.

On the Control Terminal, select the CONTROL LANES menu option by pressing the number **7** or the letter **C** . Now the control terminal will display the Control Menu options. If this was a power-down recovery then the Scoring Consoles will restore their previous display prior to the power going off.

### Exercise 4

#### ***Loading the menu from the DOS system prompt.***

Should you press the **ESC** key from the COMPUTER SCORE Master Menu and entered your password then the DOS system prompt **D:\BOWLEXE>** appears. This is the Command line or DOS system level. To obtain the COMPUTER SCORE Master Menu type the word **MENU** and press the **Enter** key.

## **Exercise 5**

### ***Formatting floppy disks.***

Only High Density floppy disks should be used for the COMPUTER SCORE Backups. The formatting process prepares the diskette for the computer system. It need only be done once when the disks are purchased. Format floppy disks only when the computer is not in use as all other programs operating at this time will slow down.

Select the *Format Disk* option in the *Utility Menu* and follow the instructions. Alternatively Quit from the Master Menu back to the *D:\BOWLEXE>* system prompt and type **FORMAT A:** and press the **Enter** key.

## **Exercise 6**

### ***Setting Date and Time.***

Select the *Change System Date* option in the *Utility Menu* and follow instructions. Alternatively to set the Date or Time , you must first exit the League Secretarial Menu back to the *D:\BOWLEXE>* prompt. This exercise MUST be done at the Host Computer.

Type the word **DATE** and press **Enter** . You are then prompted for the correct date.

After entering the correct date, type the word **TIME** and press **Enter** . You are then prompted for the correct time.



# REFERENCE GUIDE

A glossary of the terms used in the manuals include:

## **HOST COMPUTER**

The main system computer usually installed in the office for Single Computer installations or on the control counter for Dual Computer installations. This is where the Computer Score software is stored.

## **SLAVE COMPUTER**

The second computer usually installed in the office in Dual Computer installations. This computer is used as a automatic daily backup system and as immediate replacement machine in case of Host Computer Failure.

## **CONTROL TERMINAL**

The WYSE serial terminal or Computer monitor installed on the Control Counter

## **SCORING MODULE**

The Scoring Console that the bowlers use to enter their names.

## **OVERHEAD DISPLAY UNIT**

The overhead scoring screens used in the Computer Score System.

## **HARD DISK DRIVE**

The device used to store the League Secretarial and POS Cash Control Data.

## **FLOPPY DISK DRIVE**

The device used to backup the League Secretarial and Cash Control data.

## **PARALLEL CABLE**

A cable of a maximum of 3 metres in length to connect printers.

## **SERIAL CABLE**

A cable of 4 wires that can be of substantial length, used to connect the Control Terminal and cash drawers. Can also be used to connect serial printers.

## **NETWORK**

A network is where many devices are connected to one cable, such as the Scoring Consoles.

## **CURSOR**

The blinking box or line that indicates the position on the screen.

## **REBOOT**

To turn the Host computer off and back on, or to press the Reset button at the front of the Host computer.

## **WINDOWS**

The Host Monitor has four windows. The Windows, or DOS "Sessions" allow you to run multiple tasks at one time just as if you had four screens and keyboards in front of you. Window 2 can be selected by pressing the number 2 on the numeric pad whilst holding down the Control Key. Window 1 is selected by pressing the number 1 and the Control Key. Window 4 is reserved as it runs the scoring console software

and an operating status of the lanes always appears when this window is selected. **Do not press a key in this window!**

The Control Terminal has two windows, window 2 can be used to handle any menus other than Control Lanes without having to exit the lane control program running on Window 1.

Note: The terms Pinspotter and Pinsetter are used interchangeably in this manual. Any one term does not specifically refer to either Brunswick or AMF machines.

## INSTALLATION OF COMPUTER SCORE SOFTWARE

The full Computer Score system consists of three floppy disks.

*Disk 1.*      **COMPUTER SETUP DISK.**

Sets up the computer with the DOS operating system, utility Files, and so on. It can be used to setup a newly formatted computer from scratch.

*Disk 2.*      **LEAGUE SECRETARIAL INSTALL DISK.**

Installs the League Secretarial Software and Updates all the database structures to match the current version of the Software. Disk 2 is installed following disk 1, or it can be installed alone without Disk 1.

*Disk 3.*      **POINT OF SALE INSTALL DISK.**

Installs the Point of Sale system and updates all the database structures. It should **ONLY** be used after Disk 2 has been installed.

Computer Score supplies Disk 2 only when sending League Secretarial Upgrades, and Disk 3 for POS upgrades. These do not require the reinstallation of Disk 1. It is important that the Center Manager keeps the latest disk in case the computer ever needs to have the hard disk reformatted.

Install the disks **ONLY** when the center is not in use as you will need to reboot the computer. Installation may take up to 1 hour depending on the amount of data to be installed.

You **MUST** backup the League Secretarial and Point of Sale databases **BEFORE** proceeding with the installation or upgrade, and exit the menu system to *D:\BOWLEXE>* on all consoles and Windows.

# TROUBLE SHOOTING

## ***Host Monitor does not switch on:***

Check that the Power On light on the front panel lights up.

If not, check the power cable or try another appliance in the same power point.

If the power light is on, then switch computer off, wait 5 seconds and switch back on. Watch to see if the Hard Disk or Floppy Disk is accessed by observing the disk light flashing. If not, then switch computer off and try several times again in ten to fifteen minutes.

## ***Backup Monitor is blank:***

Check if the Power On light on the front of the monitor is on. If not, check the power cable and power switch. If power is on, but screen is blank then check that the Video signal cable is plugged in correctly. Turn the brightness control full up. If unsuccessful try another monitor of the same type. It is possible to operate the system without this monitor, whilst a replacement is being arranged.

## ***Host / Control Terminal is blank except for cursor and status line:***

This may simply be because the screen saver has been activated. Press a key and see if screen reappears.

Check the power cable and power point.

Try switching between the two windows by holding down the ***control*** key and pressing **2** (on numeric pad) for window 2, then holding down the ***control*** key and pressing **1** to get back to window 1. Switch off the terminal, then switch back on and try switching between windows 1 & 2 again. Check the serial cable connecting Host computer and Control terminal for single computer centers or the serial cable connecting Host computer and Backup Computer in dual computer centers. Disconnect the cable connecting the Scoresheet Printer and Host Computer and try the above procedures again. If unsuccessful try rebooting. After all possibilities have been exhausted, check with *COMPUTER SCORE* support staff.

## ***Control Monitor 'locks up':***

If the scoresheet printer is off-line whilst a scoresheet is attempting to print, then the Control terminal may lock up. Check that the scoresheet printer is on-line and not out of paper. Switch printer off then back on again.

If unsuccessful then follow procedure as outlined above.

## ***Control or Bar/Cafe Terminal screen displays 'garbage' or characters missing:***

This could be due to a serial cable fault. If you consistently get this fault switching windows, then check the serial cable. It could also be because the Computer Setup or WYSE terminal setup has been changed and is not compatible.

If unsuccessful, then check with *COMPUTER SCORE* support staff.

### ***Scoresheets not printing:***

Check that the printer is on-line and not out of paper. Switch printer off and then on again after waiting 5 seconds.

Check the scoresheet printer number is correct in the Printer Setup Screen. If the printer setup is correct, then there must be a problem with the printer itself.

Two methods of cabling can be used for the score sheet printer. Either a parallel cable connecting the printer to the Host Computer at the Control Counter in Dual Computer Centers, or a serial cable connecting the printer to the Host Computer in the office at Single Computer Centers. Check all Cables and if possible swap printers to determine if there is a printer malfunction.

Scoresheets can be printed on the office printer by changing the printer number in Printer Setup to be the same as the League Secretary (Office) Printer.

### ***Scoresheets are missing characters or garbage printed:***

Most likely fault will be the printer cable. Swap the parallel cable with another to determine that this is the fault. Or take the printer to where a test print can be performed. Also check printer settings in the printer's Users Guide.

### ***Office printer not printing correctly:***

Switch printer off, wait 5 seconds and switch back on.

May be printer cable. If in a Single Computer installation, swap the parallel cable with scoresheet printer, or swap printers themselves to determine fault.

### ***Scoring Modules on the lanes not functioning:***

See troubleshooting guide in the Lane Control Manual.

### ***Arrow or numeric function keys not functioning:***

This is caused by the operating system, and is out of Computer Score's control. Should you reboot the host computer during the day, then the numeric keypad may not function even though the Num Lock light is on. Press the arrow keys and then the Numeric Lock key. This should correct the problem. At other times the Num Light functions may be reversed. This problem is cosmetic and will rectify itself the next morning when the system is powered up.

See also, the trouble shooting guide for keyboard in the Control Terminal users guide.

### ***Paging of office printer is incorrect:***

See Trouble Shooting Guide for League Secretarial.

# Chapter B

## LANE CONTROL

### GETTING STARTED

The Lane Control system allows the console operator to manage the commencement of League, Tournament and Open play on the Overhead Display Units from one simple control status screen. It fully integrates with the Point of Sale and Waiting List menus.

The operator not only controls the commencement of play but also the abandoning and recovery of scoring grids as well as the display of TV/Video, lane records and scrolling message screens.

COMPUTER SCORE

1 League Secretarial

2 Print League Records

3 Repair Menu

4 Schedule Menu

5 Management Menu

6 Backup Menu

7 Control Lanes

8 Utility Menu

9 Frequent Bowler

0 Select League Code

Add Leagues

Edit Leagues

List Leagues

Define Team Details

Bowler Add

Bowler Edit

Display Bowlers

The LEAGUE SECRETARIAL Menu handles all aspects of a League Classification (Playing Rules and Conditions), and information relating to Teams and Bowlers. The Name of the currently used League is displayed at the bottom right hand corner of your screen. To Change from this League to another, press [0]

To Advance to the LEAGUE SECRETARIAL MENU press **ENTER** or Hotkey [L]

Console 2 11:06:03 Tuesday 20 October 1998

BOWLER COASTER

Access to the lane control system is via the master menu, by pressing **C** or option number **7** from within the Commander menu system.

CONTROL MENU					
1. Reserve League Lanes		Playing	Games	Frames	Res
	1				
2. Reserve Tournament Lanes	2				
	3				
3. Start Competition Play	4				
	5				
4. Start Open Play	6				
	7				
5. Abandon Game on Lane	8				
	9				
6. Move to Another Lane	10				
[C]ontrol [R]ecover [W]aiting [P]OS [S]etup [V]iew Shif[T] [H]elp [Q]uit					

The above display shows the current status of all lanes in the center and provides a range of functions the Control Operator uses in the Computer Scoring System.

The best method of selecting the required line is by pressing the desired line number, which will automatically display the appropriate PROMPTS. If the incorrect number is chosen, press ESCAPE and choose again.

The screen displays a lane status chart with three columns, showing the lane numbers on the left of the chart. The first column indicates the type of games being played on each lane, eg League, Tournament, Open games or a name from the Waiting List. The second column indicates the number of games, the number of frames, and the expected time of completion, (initially allowing ten minutes per game per player). The third column (Reservation) will indicate which lanes are reserved, for either League or Tournament. This column works independently from the previous two, and deals exclusively with the reservation of competition lanes, as opposed to open play lanes.

Once an option is chosen (say No. 4), the *cursor* prompts the entry of a lane number. If this is not done within a reasonable time, the system will default, the words *user aborted* will appear on the right, and the *cursor* will return to the No. 1 item on the left side.

When this happens, simply repeat the procedure, by entering (4) as the choice of option and then enter the chosen lane number.

Note: If the system is installed in a large center, (> 20 lanes) then the options on the left side of the screen may be displayed at the bottom of the screen in order to allow the display of two Lane Status Displays. If there are still more lanes than can be displayed on one screen, more lanes are displayed by pressing the Page Up and Page Down keys.

Handy Hint: During the learning period of the CONTROL operation, it is wise to TAKE YOUR TIME, and READ THE SCREEN BEFORE PRESSING KEYS. The *COMPUTER SCORE* system has been designed to "help" you through every screen by flashing directions and prompts, and these helping signs will not be noticed unless you look at the screen before and after each key press. Within a short time you will have memorised all the required sequences.

Items 1, 2 and 3 deal exclusively with the reservation of competition play, and commencement of play on these pre-reserved lanes (see the League Play section on page B6).

RECOVERY MENU				
1. Recover Lane		Playing	Games	Frames
	1			Res
2. Reprint Previous Scoresheet	2			
	3			
3. Change Monitor Display	4			
	5			
4. Turn Monitor to & from TV	6			
	7			
5. Send Monitor Message	8			
	9			
6. Transfer Games to Other Lane	10			
[C]ontrol [R]ecover [W]aiting [P]OS [S]etup [V]iew Shif[T] [H]elp [Q]uit				

The option line in reverse block at the bottom of the control screen shows all the functions available in the control program. These are accessed by entering the letter in brackets of each title listed on the bottom of the screen. For example, to change the display to the recovery menu, press **R**.

# LANE CONTROL - WORKBOOK

## *Open Play*

The following seven workbook exercises are for centers which do not have the integrated Point of Sale module or where initial training is performed in the absence of the Point of Sale system.

NOTE: If your system is setup with the integrated Point of Sale you should refer to the first seven exercises in the Point of Sale Workbook., then continue from exercise 8.

### **Exercise 1 Start Open Play.**

**Two adults and two children to play one game each on Lane 1.**

Select Option **4** in the Control Menu for *Start Open Play*

Press **1** then **Enter** (for lane 1)

Type **Jones** then **Enter**

Press **4** then **Enter** for one game each.

The lane status grid will indicate that on lane 1 a group named Jones will be bowling four games and give the expected finishing time. The system will adjust the expected finishing time according to the speed of play.

Note: If the operator has not pressed a key within 30 seconds when entering the above information then the cursor will disappear, and the words *User Aborted* will flash on the screen - in this case, press **Enter** and start again. It will be also noted that, as the games are being played, the number of frames bowled are shown, and will "flash" on the screen when just a few frames are left to complete all games.

NAMES may be entered on score grid from Control Desk, by pressing [N]ames and choosing the desired lane number.

Under normal conditions, all 4 games are completed, the bowlers will be prompted to press **END\_OF\_GAME** then **CLEAR**, on the scoring console - the printer will receive a command to print their scoresheet, otherwise the scoring console will automatically switch off after 2 minutes.

### **Exercise 2 Start Open Play (Variation).**

**Two adults and two children to play on Lane 3.**

Select option **4** in the Control Menu for *Start Open Play*

Press **3** then **Enter** for Lane 3.

Press **O** then **Enter** for Open Play (if no group name required).

Press **4** then **Enter** for one game each.

The lane status grid will indicate that on lane 3, Open Play will be bowling four games and give the expected finishing time.



### **Exercise 3 Purchase of Additional Games**

**The Jones group finished their games and wish to bowl an additional one game each.**  
Select *Start Open Play*. Press lane **1**, and name **JONES** and type in **4** for the additional **4** games to be bowled. The Lane Status Chart will now show a total of 8 games for JONES on lane 1 and adjust the expected finishing time.

### **Exercise 4 Refund of Games.**

#### **Refund of 1 child game on lane 1.**

One of the children on lane 1 is too tired to bowl the extra game purchased above requiring a refund. Select *Start Open Play*. Press lane **1**, and name **JONES** and type in **-1** for the game to be refunded. The Lane Status Chart will now show a total of 7 games for JONES on lane 1 and adjust the expected finishing time.

### **Exercise 5 Pay After Open Play.**

#### **Open Play on lane 4, but to be paid for after all games played.**

Select option **4** in the Control Menu for *Start Open Play*

Press **4** then **Enter** for Lane 4.

Press **O** then **Enter** for Open Play (if no group name required).

Leave games blank then **Enter** if number of games to be played unknown

### **Exercise 6 Time Bowling**

#### **A group of bowlers have requested the hire of lane 5 for two hours.**

Select Option **4** in the Control Menu for *Start Open Play*.

Press **5** then **Enter** for Lane 5.

Press **T** then **Enter** for time bowling.

Type **120** for 120 minutes (2 Hours).

The status grid for lane 3 will indicate the commencement time, 120 for time bowling, and the expected finishing time. The number of minutes will count up to 117 then commence to flash as there is 3 minutes left before time expires.

### **Exercise 7 Multiple Lanes for Open Play.**

#### **JONES group decides to complete their games quickly, and requests the use of a second lane.**

By using *TRANSFER GAMES* (option 6 in [R]ECOVERY) you will be able to transfer a number of players from lane 1 to lane 2. Enter the original and destinations lanes and then leave the Number of Games field blank. You will then be presented with a scoregrid where you can select which names are to be transferred by pressing the appropriate bowler number. That bowler is then highlighted. Press **Enter** when finished or **Esc** to cancel.

### **Exercise 8 Abandon Lanes.**

**The Open Play bowlers on lane 3 have decided not to continue to bowl and you need to abandon the score grid from the lane.**

If a credit is required, follow the instructions as per Exercise 4 to refund any money.

Select *ABANDON LANE* being option **5** of the [C]ONTROL menu.

Press **3** then **Enter** for Lane 3.

If the scoresheet is to be printed then answer **Y** to save scores. If not, answer **N**.

### **Exercise 9 Recover Lanes.**

**Lane 5 has ended their games & wish to purchase more games.**

Select *RECOVER LANE* in the *RECOVERY MENU* and type in the lane number **5**. The score grid will return to lane 5, exactly as it was prior to pressing END OF GAME. Now transact the additional games as per Exercise 3.

Note: Recover Lanes may also be used where any change to the games setup, Lock Keyboard or Graphics Setup has been performed. These functions may require the lanes to be recovered before any changes come into effect.

### **Exercise 10 Move Lanes.**

**The group on lane 4 are bowling fairly slowly, and will not be able to complete their games in time for the next league requiring this lane.**

In this instance, *MOVE LANES* (option 6 in [C]ONTROL) is used, to move lane 4 to any other available lane.

## ***League Play***

Note: The following table contains Playing Format Options for League, Tournament & Open Play:

Code	Name	Description
<u>Basic Codes</u>		
I:	Instruct-O-Mat	<i>No Pinsensing</i>
P:	Play	<i>Automatic Pinsensing Activated</i>
O:	One Lane Only	<i>Arrows will not indicate Changing of Lanes for each frame</i>
L:	Line Up	<i>Displays scoregrid with the predetermined player order for Leagues and Pre Entered Tournaments or Consecutive Numbers for Open Play</i>
<u>Advanced Codes (Pinspotters Connected to Computer)</u>		
R:	Reserve	<i>Scoregrids displayed but machines off</i>
A:	Auto	<i>Will automatically switch on lanes when practice time commences</i>
6:	6 No Tap	<i>Format where first ball scores of 6 and greater count as a strike</i>
7:	7 No Tap	<i>Format where first ball scores of 7 and greater count as a strike</i>
8:	8 No Tap	<i>Format where first ball scores of 8 and greater count as a strike</i>
9:	9 No Tap	<i>Format where first ball scores of 9 and greater count as a strike</i>
X:	3-6-9	<i>Format where the 3rd, 6th and 9th frames are automatically counted as strikes.</i>

### **Exercise 1 Reserve League Lanes.**

**To start the ABC sample league which requires 6 lanes.**

The league lanes can be reserved at any time prior to starting time, usually about 30 minutes before play commences. Select *RESERVE LEAGUE LANES* (Option 1 in *CONTROL*) and select lanes 1 through to 6 for league code ABC. This procedure will indicate on the Lane Status Chart that 6 lanes have been reserved for the ABC league, also showing the position of each team number according to the schedule.

NOTE:- At this point any lanes which will not be used (Vacant Team, Absent Team etc) maybe UNRESERVED, and the remaining team re-arranged to even up the lanes. To “unreserve” a lane, repeat the procedure of RESERVE LEAGUE LANES, but only enter the number of the lane (or lanes) required. DO NOT ENTER THE LEAGUE’S CODE, but simply press the **Enter** key. The move lanes function can then be used to move any Reserves around to fill any gaps left.

When the league is ready for practice select *START COMPETITION PLAY* (Option 3 in *CONTROL*) and select lanes 1 to 6 for (I)nstructomat. Now, the Lane Status chart will show the total number of games to be played on each lane, and the expected finishing time.

When the practice session is over, select *START COMPETITION PLAY* again, and start lanes 1 to 6 for (P)lay.

### **Exercise 2 Reserve League Lanes when Lanes in use.**

**As per Exercise 1, but lanes 3 and 4 are being used for Open Play.**

You may reserve a league on lanes that are currently being used, but the games must be completed before starting the league on these lanes. If the open play is not completed in time then move the open play to the spare lanes 9 and 10.

Alternatively, you can move the reserved ABC league lanes 3 & 4 to lanes 9 & 10 by using the Move Lanes option and selecting R for Reserve if required.

### **Exercise 3 Start Open Play when Lane Reserved.**

**One of the Reserved League Lanes is required for a single game of open play before League commences.**

**(Open play expected to be completed before league practice commences).**

Simply Start Open Play in the usual way.

### **Exercise 4 Reserving Lanes when Teams Prebowled.**

**We find that two of the six teams have pre-bowled tonight's match, and only four lanes will be required at starting time.**

Use *Reserve Lanes* to Reserve all six lanes. Unreserve those lanes not required for tonight's match. Should those lanes not be lanes 5 & 6 then use the *Move Lanes* option to move the reserves of lanes 5 & 6 into the empty gap. Now *Start Competition Play*.

### **Exercise 5 Reserving Lanes when Teams Absent.**

**At starting time, two of the six teams are absent, and a "forfeit" procedure applies - you wish to allocate the two unopposed teams to the same pair of lanes, but still play their match against the forfeiting teams.**

In this instance, you would *ABANDON* both lanes which have the "forfeit", and then move and allocate the two remaining lanes to the same pair, through option 6 in *CONTROL*. If you know that the teams will be away before play commences, use the procedure in Exercise 4 to move the reserve lanes prior to play.

### **Exercise 6 Recover Lanes.**

**At the end of the Series the lanes automatically display TV or messages after 2 minutes.**

If the team were still wishing to view the Analysis then simply *RECOVER* the lane.

### **Exercise 7 Lanes Out of Order.**

**Prior to commencement of play, one of the League Lanes is shut down for repairs by the technician, and the pair of lanes concerned need to be moved to another pair.**

In this instance, simply move the lanes individually to another pair, using option 6 in *CONTROL*.

### **Exercise 8 Lane(s) being worked on by Mechanic.**

**The Mechanic wants to work on lanes 3 & 4**

To indicate lanes not available, use option 1 (Reserve League Lanes) in Control, enter the required Lanes then type **OFF** as the league code. The word OFF will appear in highlighted text to indicate that these lanes are unavailable. To unreserve, see Exercise 2.

## ***Tournament Play***

This method is ideal for setting up a group of lanes that are all starting up at once, as in the case of League and School Play, which will allow play to be completed within the time limitations. Using this method also allows the school teams to bowl their game on the same lane without cross-play.

### **Exercise 1 School Play.**

**A school with 70 students is to play one game in around one hour. They will require printed scoresheets and do not use any handicap.**

From the Control menu, select option 2 to Reserve Tournament lanes.

Press **1** then **Enter** for first lane.

Press **12** then **Enter** for last lane.

Press **Y** then **Enter** for printing Score Sheets.

Press **1** then **Enter** for 1 game per bowler.

Press **6** then **Enter** for six players desired per lane, or up to 10 players maximum.

Press **S** then **Enter** for singles event.

Press **N** then **Enter** for entry of handicaps.

The lane reservation column will indicate, lanes 1 to 12 have been reserved for tournament play and coded as **#6S**. (# indicates tournament play, **6** indicates the number of players per lane and **S** indicates a singles formant.)

Select option **3** to start competition play.

Press **1** then **Enter** for first lane.

Press **12** then **Enter** for last lane.

Press **1** then **Enter** for Instruct-o-mat practice (no pinsensing).

The status grid will indicate that all 12 lanes have 6 players bowling 1 game and display the expected finishing time. When ready to play, repeat the process through option **3** and this time choose **0** for one lane only (if the students do not use cross-lane play).

Two lanes will have only 5 players (70 players total) and once all names have been entered, the score grid will be reduced to only five players on two lanes.

NOTE:- In **Tournament Play** mode, only the names of the players actually bowling must be entered – Blind Scores and Vacancy Scores will not be recognised. A programmed Tournament will be set up through the league program, allowing all facilities and features provided by the League Secretarial menu.

# LANE CONTROL - REFERENCE GUIDE

CONTROL MENU				
1. Reserve League Lanes		Playing	Games	Frames
	1			Res
2. Reserve Tournament	2			
	3			
3. Start Competition Play	4			
	5			
4. Start Open Play	6			
	7			
5. Abandon Game on Lane	8			
	9			
6. Move to Another Lane	10			
[C]ontrol [R]ecover [W]aiting [P]OS [S]etup [V]iew Shif[t] [H]elp [Q]uit				

The option line in reverse block at the bottom of the control screen shows all the functions available in the control program. These are accessed by entering the letter in brackets of each title listed on the bottom of the screen. For example, press **C** for the Control Menu above.

<b>Reserve League Lanes</b>				
Lane ____	<table border="1"> <tr><td>Start Lane for Reserve League</td></tr> <tr><td>Finish Lane for Reserve League</td></tr> <tr><td>Leave Blank to unreserve</td></tr> </table>	Start Lane for Reserve League	Finish Lane for Reserve League	Leave Blank to unreserve
Start Lane for Reserve League				
Finish Lane for Reserve League				
Leave Blank to unreserve				
to Lane ____				
League ____				

This line is used for reserving lanes for League Play Only (a league which is “on-line” with all league and player details entered into the League Database.)

LEAGUE \_\_\_\_ Enter the 3 letter code defining the selected league.

**Example:-** Lane 1 to lane 6 League ABC.

This will reserve Lanes 1 to 6 for the ABC League.

If the League is not scheduled to play on that date a warning message will appear. You can continue if required by pressing **Y** for Yes.

Lanes reserved for league should be the same number as for the scheduled teams. The lanes need not be consecutive, that is, lanes undergoing maintenance can be skipped. You may wish to unreserve lanes that relate to forfeited or pre bowled teams. You can also use *Move Lanes* to move the reservations around to ensure leagues play on consecutive lanes.

To unreserve the lane so that they can be used for open play repeat the same process but leave LEAGUE \_\_\_ Blank and the reservation will be removed from the screen.

The lanes that are reserved must be unreserved at any desired time – this will not affect the lane activity. Reserved lanes may also be overwritten with the code of a league to follow.

This column can also be used to tell the waiting list system that certain lanes are unavailable or switched off for maintenance. By entering **OFF** as the League code, those lanes reserved as OFF cannot be used for lane allocation. To make the lanes available, reserve the league lanes leaving the league prompt blank.

<b><i>Reserve Tournament Lanes</i></b>	
Lane ___	Start Lane for Tournament
to Lane ___	Finish Lane for Tournament
Print _	Print Scoresheets Y/N
Games ___	Total Games to be bowled per player
Players _	Number of Players on lane
Type _	(S)ingles (D)oubles (T)eams
Hcp _	Handicap Y/N

This line is used to choose the options for the Tournament before starting play on the lanes. Computer Score needs to know:-

- A) Which lanes will be used for the Tournament.
- B) If printed scoresheets are required at end of play.
- C) How many games per player.
- D) How many players will bowl on each lane (in singles format you can choose between 1 and 6 players per lane, in doubles format you can choose either 1 or 2 doubles per lane, in teams format you can choose either 3,4 or 5 players per lane).
- E) Whether it is a Scratch or Handicap Tournament.

### Examples:-

20 Teams of 4 Players Bowling 3 games each, and scoresheets are not required:-

Lane 1 to lane 20 Print N  
Games 3 Players 4 Type T HCP N  
Code will display as #4T

24 Teams of 2 Players Bowling 3 games each, playing 2 Teams per lane and scoresheets are not required:-

Lane 1 to lane 12 Print N  
Games 3 Players 4 Type D HCP N  
Code will display as #2D

30 Singles Players Bowling 3 games each, playing 3 Bowlers per lane, and scoresheets are required It is a Handicap Tournament:-

Lane 1 to lane 10 Print Y  
Games 3 Players 3 Type S HCP Y  
Code will display as #3S

To unreserve the lane so that they can be used for open play, it is easier and quicker to use the Unreserve Lanes method for League (see previous exercise) as it involves fewer prompts.

<b><i>Start Competition Play</i></b>	
Lane ____	Start Lane for Competition Play
to Lane ____	Finish Lane for Competition
Instructomat, Play, One Lane _	Enter I,P,O or 6,7,8,9 for No-Tap or X for 3-6-9

This choice is used to start competition play. Before the lanes can be started, they must be reserved for Tournament or League Play.

Lane \_\_\_\_ to lane \_\_\_\_ Enter the first lane and the last lane for the competition.

- |                    |   |
|--------------------|---|
| (I)nstructomat     | this choice allows lane to be used for practice without pins and without scoring.   |
| (P)lay             | this choice will start cross-play on lanes and activate the pinsensors.   |
| (O)ne Lane         | this choice allows play on one lane only instead of changing lanes.   |
| (R)eserve          | Reserve lanes, display grids but does not turn machines ON.   |
| (A)utomatic        | Display grids when practice scheduled to commence and machines are turned ON. Pinsensors are inactive for the duration of the practice time, then starts scoring automatically. |
| (6), (7), (8), (9) | To play a no-tap competition, enter either 6,7,8 or 9.  |
| (X)                | Used for 3,6,9 strike format.   |



**Example:-**

Lane 1 to Lane 10

(I)nstructomat (P)lay (O)ne Lane 1

Turn pinspotters on and no scores will be recorded whilst in Instructomat. When ready to commence play, first reset pinspotters, then go to line number 3 and commence competition play.

Note: If this order is reversed then the Scorers will record, in the first ball position of the first bowler, whatever pins are knocked down during practice.

Lane 1 to Lane 10

(I)nstructomat (P)lay (O)ne Lane P

Note: The Pinspotters may turn off if the names have not been entered at the scoring console. They will turn on again as soon as the names are entered and the bowler presses **Play**.

**Example:-** To commence a 9 no-tap competition

Lane 1 to Lane 10

(I)nstructomat (P)lay (O)ne Lane 1

After practice session is completed, reset pinspotters and commence competition play as:

Lane 1 to Lane 10

(I)nstructomat (P)lay (One Lane) 9

<i><b>Start Open Play</b></i>				
Lane ____	<table border="1"><tr><td>Lane Number for Open Play</td></tr><tr><td>Enter Reservation Name (or time)</td></tr><tr><td>Total Games to be played</td></tr></table>	Lane Number for Open Play	Enter Reservation Name (or time)	Total Games to be played
Lane Number for Open Play				
Enter Reservation Name (or time)				
Total Games to be played				
Surname _____				
Games ____				

Note: If the integrated Point of Sale Cash Control system is installed, Refer to Exercise 1 in the Point of Sale section.

Use this line for Open Play.

The last name prompt can be either:- BOWLERS NAME  
"S" FOR Open  
"T" FOR TIME

**Examples:-** Lane 18 Last Name LEE Games 4

Lane 20 Last Name Open Games 6

Lane 10 Last Name TIME Minutes 60

If more games or time are purchased, repeat the same procedure and enter the additional games or time.

If Point of Sale Module is installed, then only the Lane number will be requested.

If the number of games to be played is not known, and the games are being paid for at the end of play, then leave the number of games blank to specify pay after.

**Handy Hint:**

*Start Competition Play* may be used in conjunction with *Start Open Play*. For example, the [P]lay option may be used to allow Open Play to alternate lanes.

The [I]nstructomat option may be used to disable the automatic scoring. The No Tap and 3-6-9 options are also available for open play.

<b><i>Abandon Game On Lane</i></b>				
Lane __	<table border="1"><tr><td>First Lane to abandon</td></tr><tr><td>Finish Lane to abandon</td></tr><tr><td>(Y) to save or print scores</td></tr></table>	First Lane to abandon	Finish Lane to abandon	(Y) to save or print scores
First Lane to abandon				
Finish Lane to abandon				
(Y) to save or print scores				
to Lane __				
Save Y/N _				

This item allows the removal of a score-grid from any lane (either Open, League or Tournament mode), and will also remove all information about the lane status from the first and second columns of the Lane Status Chart.

The reasons for "abandoning" a score grid from a lane may be varied, but some of the more common reasons are:

- (a) Bowlers may neglect to press CLEAR at the end of play. This non-action will leave their lane with an unnecessary score grid, preventing the display of TV/Video, Scrolling Messages, or another score grid.
- (b) For whatever reason (injury, emergency, etc) the bowlers leave their lane with incomplete games, and do not plan to return. This situation will also "hold up" that lane for any other function.
- (c) In the case of League lanes not being required (vacancies, forfeits, pre-bowled matches, etc). One or more lanes maybe abandoned, and leave the screens free for any other function.

**Example:** To end a Game on the Lanes from the Control with the option of saving the score (will print the score sheet if required).

Lane 1 to Lane 10 Save Y  
(This will abandon lanes 1 to 10 and save scores for printing).

Lane 21 to Lane \_\_ Save N  
(This will abandon Lane 21 only, without printing scores).

Note: It is possible to recover the lane now or later, regardless of whether (Y)es or (N)o is specified in the Save field. This feature is also capable of recovering any lane under any format, for up to 7 days ago.

#### Handy Hint:

In the event of abandoning an incomplete game, it may be wise to print a scoresheet showing all frames bowled to date, so that, in the event that the game needs to be resumed, all frames bowled will have been recorded.

Do not make the mistake of using this sub-menu for moving a score grid from one lane screen to another - this function is handled by the next sub-menu.

<b><i>Move To Another Lane</i></b>			
Lane ____	<table border="1"><tr><td>Lane to move from</td></tr><tr><td>Lane to move to</td></tr></table>	Lane to move from	Lane to move to
Lane to move from			
Lane to move to			
To Lane ____			

Move Lanes will transfer a score Grid from one lane to another, so that Bowlers can be moved to another lane without losing their scores.

The most common reasons for moving a lane are:

- (a) A pinspotter malfunctions, and the game needs to be completed on another lane.
- (b) A open game is commenced on a lane reserved for league play, and the bowlers will not complete their games in time for league to start.
- (c) To move Reserved lane.

This option can also be used in conjunction with Reserve League Lanes to move the reserved lanes around prior to commencing competition play. This is useful where teams are forfeited or pre bowled.

If the Starting Lane has Games playing and a reservation, and the Destination lane has no Games playing and no Reservation, then you will be asked if it is to be the Games or the Reservation that is to be moved.

Other options with Moving Lanes are:-

[P]air of Lanes - ODD lane to ODD lane number will move a Pair of Lanes.

[S]wap Lanes - A lane maybe exchanged with any other lane that is in play.

[O]dd & Even - ODD lane to EVEN lane number will move a Pair of Lanes and change them around (odd to even, even to odd).

[N]ext Pair - ODD lane to EVEN lane number will move a Pair of Lanes to the adjacent lane pair.

[G]ames - enter this letter if you wish to move the Games or Score Grid to another lane.

[R]eserve - enter this letter if you wish to move the Reservation to another lane.

## RECOVERY MENU

1. Recover Lane

2. Reprint Previous Scoresheet

3. Change Monitor Display

4. Turn Monitor to & from TV

5. Send Monitor Message

6. Transfer Games to other Lane

1

2

3

4

5

6

7

8

9

10

Playing	Games	Frames	Res

[C]ontrol [R]ecover [W]aiting [P]OS [S]etup [V]iew Shif[T] [H]elp [Q]uit

To change display to recovery menu type **R** .

The option line in reverse block at the bottom of the control screen shows all the functions available in the control program.

They are accessed by entering the letter in brackets of each title.

### *Recover Lane*

Lane \_\_\_\_

Lane Number to Recover (\* for old)

This function allows the recovery, or "bringing back" of a previous score grid on a given lane, reinstating it as it was prior to being abandoned.

**Example 1:-** League bowler's lane monitors automatically switches to TV or Message at the end of Series and bowlers still wish to view their game details.

**Example 2:-** Open bowlers leave their lane for a time prior to completing their pre-paid games, and control staff abandons the lane, presuming that the bowlers have left the Center.

**Example 3:-** Open bowlers complete all the games purchased, and press END OF GAME and CLEAR, but then wish to purchase more games.

**Example 4:-** After the completion of the last game of a competition match, a dispute arises regarding a particular frame result, eg. score correction, or 10th frame.

**Example 5:-** Change of Game Setup, Graphics Setup or Lock Keyboard Status may all require the lane to be recovered in order for changes to take effect.

In each of these cases, the last previous score grid on a given lane is recovered by using this option and entering the lane number. If the game scores are prior to the last group, then type in \* and press Enter, type in the lane number and enter, then select the games from the list displayed.

This feature extends for up to 7 days ago. Follow the prompts and the screen will display all games bowled on that lane for that day. Each game will have a specific code number for your choice.

Note: Lane can only be recovered to its original lane number.

#### Handy Hint

This option can also be used should the lanes go blank due to a power failure, or maintenance work.

<i><b>Reprint Previous Scoresheet</b></i>	
Lane ____	<div>Lane Number for Scoresheet</div>

This option will print a scoresheet for a previous games bowled on a lane, or the current games on the lane.

**Example 1:-** A open game has been bowled, and the scoresheet printed, but has been misplaced. The player requests a reprint.

**Example 2:-** Up to six players bowl a open game, and at the completion of their games, they each request a scoresheet.

**Example 3:-** A dispute arises regarding the last game bowled in a league or tournament match, and a printed scoresheet is required.

**Example 4:-** A league or tournament player bowls a high game or a high series, and requests a print out of the scores.

**Example 5:-** The system needs to be reset, and a number of lanes are progressing through their games. As a precautionary measure, scoresheets may be printed for all games in progress.

As with recover lanes, scoresheets prior to last games can be reprinted by typing in \* and then the lane number. Select the games to reprinted from the list.

This feature extends for up to 7 days ago. Follow the prompts and the screen will display all games bowled on that lane for that day. Each game will have a specific code number for your choice.

<b><i>Change Monitor Display</i></b>	
Lane ____	Start Lane for Display
to Lane ____	Finish Lane for Display
Odd, Even, All ____	Select Lane display pattern
Video, Message ____	Choose type of display, or message number

This line gives the choice of displaying Video/TV or a message on ANY lane not being used for scoring.

**Example:-** The best combination is for all the EVEN lane monitors to display TV/VIDEO, and all the ODD lane monitors to display a scrolling MESSAGE. This combination offers the best presentation and a better impact for the visitor if lanes are not in use.

Display Video/TV on even lanes. (20 Lane Center)  
 Lane 1 to Lane 20 Odd, Even, All E  
 Video, Message Lane Records V

Display a Pre-Set scrolling message on odd lanes. (20 Lane Center)  
 Lane 1 to Lane 20 Odd, Even, All O  
 Video, Message Lane Records M

Display Lane Records on any one or all lanes (20 Lane Center)  
 Lane 1 to Lane 20 Odd, Even, All A  
 Video, Message Lane Records L

Display a single pre-set message on all lanes (20 Lane Center with message Number 8)  
 Lane 1 to Lane 20 Odd, Even, All A  
 Video, Message Lane Records 8

Note: Lane Messages are setup from the Lane Monitor Setup option. Access from Utility Menu, Control Screen Setup.

Note: Score grids take precedence over TV/VIDEO or MESSAGE display, until games are ended or abandoned.

**Example:-** Monitor presentation is TV/VIDEO on odd lanes, and MESSAGE on even lanes. A open game is allocated to an odd lane, and therefore the bowlers have a scrolling messages displayed on the monitor next to them, and they request a change to TV/VIDEO.

In this instance, change just one monitor from MESSAGE to TV/VIDEO for them, and at the completion of their games, change it back again.

Up to 8 monitor messages can be defined plus a Lane Records display for each lane. Selecting M for message will display messages preset for scrolling within an observed time frame.

For more information, go to Utility Menu, choose (2) Control Screen Setup, then (3) Lane Monitor Setup or see *Setup Screens* in Chapter B Lane Control.

Turn Monitor To & From TV	
Lane ____	Start Lane for TV
to Lane ____	Finish Lane for TV
Y/N ____	(Y)es TV On, (N)o TV Off

This option allows the operator to temporarily switch the TV on or off at a lane, overriding the default Monitor Display. This feature has been superseded by the facility to press [T] for TV on the Scoring Console Keyboard, which will display TV on the screen for that lane and both the scoregrids will be display on the adjacent lane.

Send Monitor Message	
Lane ____	Start Lane for Message
to Lane ____	Finish Lane for Message
Message _____	Message, leave blank to clear

This choice will allow a message of up to 35 characters, to be displayed on one or more lanes. The message will disappear when the chosen time frame expires.

**Examples:-** Lane 1 to Lane 24 Message  
MR LEE IS REQUIRED AT CONTROL DESK  
(This message will be displayed on every lane).

Lane 21 to Lane \_\_\_\_ Message  
PLEASE COME TO CONTROL DESK  
(This message will be displayed on Lane 21 only).

Note: The message only displays when the lane is in scoring mode. That is, the message will not display when the line up is being entered or when the monitors are switched to video.

## ***Transfer Games To Lane***

Lane \_\_\_\_

to Lane \_\_\_\_

Games \_\_\_\_

Transfer Games from Lane

Transfer Games to Lane

No. of Games to Transfer

This option allows the transfer of any paid games from one lane to another, either at the start of or during the game. Maximum number of players on one Open Play screen is 10. This feature allows the transfer of any players from one lane to another lane.

**Example 1:-** A group of 4 adults and 11 children are allocated to 3 lanes, and the games are automatically distributed evenly - 5 games on each lane. The 4 adults choose to play by themselves, so 1 game is transferred from one lane to another, thus changing the game distribution to 4, 5 and 6 respectively. This method is used when the names have yet to be entered.

**Example 2:-** A group of 8 players are bowling on one lane and the lane next to them becomes vacant. Select the lane from and the lane to and leave the number of games to transfer blank be pressing Enter. All 8 players will be displayed on the screen and you choose which players will be moved to the next lane.



# SETUP SCREENS

TO CHANGE DISPLAY TO THE SETUP MENU CHOOSE THE OPTION IN THE *UTILITY MENU*.

COMPUTER SCORE		
1 League Secretarial	Automatic Scoring	1 Graphics Display
2 Print League Records	<u>Control Screen Setup</u>	2 <u>Printer Setup</u>
3 Repair Menu	Computer Score Tools	3 Lane Monitor Setup
4 Schedule Menu	Commander Utilities	4 General Parameters
5 Management Menu	How to Use Menu	5 POS Advanced Setup
6 Backup Menu		6 Save Setup to Floppy
7 Control Lanes		
8 <u>Utility Menu</u>		
9 Frequent Bowler		
10 Select League Code		
<b>PRINTER SETUP</b>		
This option allows you to define system printer numbers as well as the scoresheet printer message.		
Console 1 11:06:03 Tuesday 20 October 1998		<b>BOWLER COASTER</b>

These options allow the center management to customise the display, colour and operation of Computer Score.

Note: It may be advisable to keep a record of the original setup of each of the above options, for reference.

## Graphics Display

	Open	Tournament	League
Miss	Y	N	N
Spare	Y	Y	Y
Strike	Y	Y	Y
Turkey	Y	Y	Y
4->11 Bagger	N	Y	Y
Beer Frame	N	Y	Y
Team Close	N	Y	Y
Cafe	Y	Y	Y
Congratulate	Y	Y	Y
Pindication	Y	Y	Y

Press (C)hange setup, (Q)uit ? C/Q ?

This option offers a choice from the range of Graphics for each of the three bowling modes. Press **C** to change the setup, and overwrite **Y** (yes) or **N** (no) for any of the options to be changed.

The function of each option is as follows:

Miss	Y or N enables or disables the Miss exciter graphics on the lanes.
Spare	Y or N enables or disables the Spare exciter graphics on the lanes.
Strike	Y or N enables or disables the Strike exciter graphics on the lanes.
Turkey	Y or N enables or disables the Turkey (3 strikes in a row) exciter graphics on the lanes.
4 → 11 Bagger	Enable the excitors for 4 to 11 strikes in a row.
Beer Frame	Beer Frame is where all but one team member get a Strike.
Team Close	Where all Team members bowl a Strike
Café	When Food & Drinks button is pushed, the scorer will display whatever picture is called Café.pcx in the Comscore\Messages directory of the Server Computer. (As opposed to the Waitress call graphic in the Printer Setup.
Congratulate	Displays exciter graphic when the first game is over 100 pins (Social Play), when any subsequent games beat the best so far (Social Play), or if the bowler beats their average. (League Play)
Pindication	Enables the Pindication display for every ball.

Note:- The Pindication graphic is available by pressing [P] on scoring console keypad at any time.

## Printer Setup

SCORESHEET Margin <b>P = Plain</b>	POS Console	PRN#	Drawer	LED	Print	Model	Enable
Open # <u>4</u> <u>14</u> <b>14 = LX300</b> Master # <u>5</u>		<u>4</u>	<u>1st</u>	<u>4</u>	<u>S</u>	<u>C</u>	<u>Y</u>
Tourn. # <u>4</u> <u>14</u> <b>15 = LX100</b> Slave # <u>1</u>		<u>5</u>	<u>1st</u>	<u>5</u>	<u>S</u>	<u>C</u>	<u>Y</u>
League # <u>0</u> <u>0</u> <b>16 = LQ570</b> Cafe #		<u>6</u>	<u>1st</u>	<u>6</u>	<u>S</u>	<u>C</u>	<u>W</u>
Secretary <u>0</u> <u>0</u> (66 or 70 lines)							End of Series Message Number <u>9</u>

Printer Scoresheet Message Number 1

Scoresheets for all Open Play Y

### Available Messages

1. LEAGUE PROMOTION
2. NOT USED
3. NOT USED
4. NOT USED
5. NOT USED
6. NOT USED
7. NOT USED
8. NOT USED
9. HOPE YOU ENJOYED YOUR GAME

Press [C]hange setup, [M]essages, [T]est, [A]dvanced, [Q]uit? C/M/T/Q?

This screen determines which printers the Computer Score System will use, where to look for Cash Drawers and POS receipt printers and also defines which message will be printed out on the scoresheets and which message will be displayed to the bowlers at the End of the Series.

Computer Score uses the Windows 95/98 printer sharing system to enable different Computers running Computer Score to print reports etc on common printers. In order to do this, the printers on each computer need to be shared within Windows. See *System Installation Guide* in the *Computer Score Overview* for more information on how to add printers into Windows 95/98 or see your Windows documentation.

Assuming that all printers are setup and shared correctly under Windows 95, then select [A]dvanced to assign each printer in Windows a Computer Score number.

### Scoresheet.

This line will direct the printing of a score to either the control printer or the office printer for any of the 3 bowling modes. The margin represents how far down the page (in lines) before the start of the scoring grid, and must also be altered accordingly (14 for printed paper, 0 for full sheet plain paper, or P for half sheet perforated plain paper). Margin settings for some commonly used Scoresheet Printers are shown on the screen.

See below for more details on the Computer Score Printer Numbers which can be altered via [A]dvanced to include any printer on the Windows 95/98 network (if used as the Host Operating System) or Multi User DOS system.

Note:-Do not alter any numbers for secretarial, POS, Cafe Printers from original setup, as this will affect the operation of the lane Control Menu.

## POS Console

This item refers to which window on the computer, runs the Control Lanes program. There is a master and slave window, however the operation of these two windows is identical and should be considered the same. However the usual setting is for Master to be the most commonly used Control Lanes window.

Enter the console number of the Master and Slave Control Terminals.

Console numbers for a single computer installations:

- 1 = 1st Window of main computer
- 5 = 1st Window of WYSE Terminal at control counter
- 7 = 1st Window of optional 2nd WYSE Terminal

Console numbers for Dual Computer installations:

- 1 = 1st Window of Control Counter Computer
- 5 = 1st Window of Office Computer
- 7 = 1st Window of optional WYSE Terminal

The Usual settings are Master = 5, Slave = 1 for Single Computer Centres and Master = 7, Slave = 1 on Dual Computer installations.

## Printer

This refers to the Point of Sale Printer, or where receipts will be printed out. The usual setting is 5, but the setting can be altered to the League Secretary Printer if no Receipt Printer is installed. Receipts, if desired, will be then printed at the League Secretary Printer. Printer numbers for all printer ports are as follows:

- 0 = LPT 1 being the first Parallel Port
- 1 = LPT 2 being the second Parallel Port (If fitted)
- 2 = LPT 3 being the third Parallel Port (If fitted)
- 3 = COM 1 being the 1st Serial Port
- 4 = COM 2 being the 1st Port of the 4 Port Serial Card
- 5 = COM 3 being the 2nd Port of the 4 Port Serial Card
- 6 = COM 4 being the 3rd Port of the 4 Port Serial Card
- 7 = COM 5 being the 4th Port of the 4 Port Serial Card

If an 8 Port Serial Card is fitted, port numbers continue from 8 for the 5th Port, and so on.

## Drawer

This refers to the Cash Drawer to be used for the different programs. Master & Slave will often be the same unless a separate Cash Drawer is used for each window. Eg. Two Control Terminals set far apart from each other with their own Cash Drawer.

The optional Cafe Terminal will often use a separate Drawer and so the Printer Number & Drawer will vary. There are several different types of Cash Drawer which all use different communications methods. However the most common settings for each type are as follows:

- 1st for Drawers which operate from the Citizen POS printer.
- 3 for Drawers with their own serial communications board.
- 680 for Drawers which use the System Port Address.

See your Computer Score Support Staff for more information.

## **LED**

Computer Score also supports the Citizen C2201-PD POS Customer display. This is a serial “pass through” device, which means that it has the ability to share a serial line with a printer. The most common configuration is for the POS Display to share the POS Receipt Printer cable with the Citizen IDP-3541RF.

Enter the Printer number that the POS Display will use, in the LED field of the Printer Setup. (This will usually be the same printer number as the PRN# field)

## **Print**

This refers to the receipt printer. Options are:

N = Don't Print any receipts

Y = Print all receipts to selected printer

S = Selectable, Print only receipts when directed during the transaction

## **Model**

This refers to the type of receipt ticket printer

C = Citizen printer

P = Plain Paper League Secretary printer

## **Printer Scoresheet Message Number**

Up to 9 scoresheet messages are available for printing on the scoresheet. These messages can be customised and varied on a day to day basis.

Press **M** to change the message options and then select the message to be altered. Each message can be three lines long with up to 75 characters per line.

## **Scoresheets for All Open Play**

This setup field stops a scoresheet from being printed for every social play lane that is ended.

Enter a **Y** to print a scoresheet for all open play games

Enter a **N** to only print a scoresheet if requested from the *Reprint Scoresheet* option in the Control Lanes software.

## Advanced Printer Setup

Advanced Printer Mappings : You may redirect any of the default printer mappings to suit your network.

Leave the Computer Name blank to apply to ALL workstations.

Leave the Console # blank to apply to all consoles (windows) on computer

Enter the number of the printer to redirect (as used in the printer setup).

Enter the full network path and the actual printer port it is attached to:

Example, Printer 0 to \\COMSCORE\LEAGUE on LPT1

Computer	Console	Printer	Network	Local	Len	Driver=[I]BM
		0	\\COMSCORE\LEAGUE	LPT1		I [H]P
		1	\\COMSCORE\SCORES	LPT2		I [D]RAFT
		4	\\COMSCORE\RECEIPT	COM2		D [X]HTML
		5	\\BACKUP\RECEIPT	COM2		D
OFFICE	2	0	\\OFFICE\HP720C	LPT1	70	H
OFFICE	3	0	C:\PRINTER.HTM			X

Press Control W or F10 to Save Changes or Esc to Abort

Although any printer number could be assigned to any printer, generally the printer numbers used follow the numbering structure below. This number structure represents the printer numbers that could be used to drive Com and LPT ports from a single, Stand Alone, host computer. (Ie. If COMSCORE was the only computer with no others connected.) If this were the case, then the [A]dvanced Printer Setup would not need to be used and a LPT2 Scoresheet Printer, for example, would merely have a printer number of 1 in the normal Printer Setup. Advanced mapping are only necessary if Windows 95/98 networking is used.

0 = LPT 1 being the first Parallel Port

1 = LPT 2 being the second Parallel Port (If fitted)

2 = LPT 3 being the third Parallel Port (If fitted)

3 = COM 1 being the 1<sup>st</sup> Serial Port

4 = COM 2 being the 2<sup>nd</sup> Serial Port

Using the above example, there is an additional Printer present (in this case a Hewlett Packard 720C Inkjet printer) which is connected to the LPT1 port of the OFFICE computer with a shared network name of HP720C. It uses A4 size (70 lines, the default is Letter size, 66 lines) paper and uses the HP printer driver. (All HP Inkjets are generic HP compatible while most other Inkjets are IBM Graphics compatible.)

This printer is interesting because it is to be only used from the OFFICE computer. Because both \\COMSCORE\LEAGUE and \\OFFICE\HP720C are both set as printer 0, they are in conflict. However, \\OFFICE\HP720C has OFFICE in the Computer column and 2 in the Console column. This means that \\OFFICE\HP720C will only be used as the League Secretarial (Printer 0) printer from the 2<sup>nd</sup> Console of the OFFICE computer. All other computers will use \\COMSCORE\LEAGUE as the League Secretarial Printer.

Note that Console 3 of the OFFICE computer is set up so that it will create a HTML file called C:\PRINTER.HTM whenever in prints to the League Secretarial printer (Printer 0)

## ***Lane Monitor***

Prepaid Games (Y/N/A) Y Or Auto end game delay 5 or 10 frame grids 5  
 2 or 5 Initials for Open Play Name 5 (2/5) Tournament Name 5  
 Limited Clear Button : Open 3 Tournament 0 League 0 (0 if unlimited)

Lane Monitor Message Number 2 Colour Sets Game 1 5 2 1 3 6 4 4  
 (or Staggered Seconds below)

<b>Secs</b>	<b>Available Messages</b>	<b>Available Colours</b>
1. <u>30</u>	Message One	1. Ocean
2. <u>30</u>	Message Two	2. Windsor
3. <u>  </u>		3. Petal
4. <u>  </u>		4. Paris
5. <u>  </u>		5. Parade
6. <u>  </u>		6. Coral
7. <u>  </u>		7. Everglade
8. <u>  </u>		8. Sherbet
9. <u>  </u>		9. Sunrise

**Press [C]hange setup, [M]essages, [L]ane Records, [Q]uit? C/M/Q?**

The above screen allows you to set up either "Pay Before" or "Pay After" system for games. You may choose either a 5 frame or 10 frame score grid as the default display for the lane monitor.

This screen also provides for up to 9 messages in any combination of colours and the change of grid set colours. By entering a number of seconds into the Secs Column for the messages to be viewed, the Messages can be set into a routine that is cycled through every X seconds for each message. In the example above, Message One will appear for 30 seconds, followed by Message Two for 30 seconds before starting again.

It is also possible to alter the colour of the Score Grids by selecting different Colour Sets for games 1 through 4. After game four the colour sets start again as from game one.

Type **C** to change the setup for prepaid games and score grid size.

Type **M** to change any of the 9 messages.

Note: If **N** is chosen for the Prepaid Game Option, fresh score grids will automatically continue to be displayed, even if games are pre paid.



## Lane Monitor Messages

After pressing **M** to change Lane Monitor Messages, the user is prompted to select the message to be edited. Enter your choice and press ENTER. The following screen is then presented:

L A N E M O N I T O R		
Message Title	<u>Junior Leagues</u>	Colour Scheme <u>6</u>
B1	<div>ENJOY THE EXCITEMENT OF JUNIOR COMPETITION</div>	<p>For each text line you have following Options:</p> <p>B1: Boxed background Colour 1 B2: Boxed background Colour 2 T1: Standard Text Colour 1 T2: Standard Text Colour 2 D1: Double Width Colour 1 D2: Double Width Colour 2 C1: Centred Text Colour 1 C2: Centred Text Colour 2 W1: Wide Centred Text Colour 1 W2: Wide Centred Text Colour 2 Blank: For a Blank Line</p> <p>Note: Text cannot be entered for B1 and B2 lines.</p>
W2		
C1		
B2	<div>EVERY AFTERNOON AFTER SCHOOL</div>	
C2		
W2		
W2		
W2		
W2	<div>SATURDAY MORNINGS</div>	
B1		
C2	<div>MON TO FRI 4.15PM      SAT 9AM</div>	
Press CONTROL W to save message		

The Lane Monitor Message System is based around a box and text concept and the overall screen background is a non obtrusive ball and pin graphic.

There are four types of text available with the Lane Monitor Messages:

1. Standard Text (Left Justified)
2. Double Width Text (Left Justified)
3. Standard Text (Centred)
4. Double Width Text (Centred)

The text can either be placed on its own over top of the background graphic, or it can be placed in a box. There are two different box colours which change depending on which Colour Scheme is chosen.

To start a box, type either B1 or B2 (Box colour 1 or Box colour 2) in the column on the left side of the screen. Note: No text can be entered on this line. On the next line select a Text Type and Colour and type your message.

To finish a box, either leave a blank line or start another box. Leave more blank lines if you want a gap between Boxes.

In order to leave gaps between lines of text within a box, select a text type but leave the text line blank. Note: As above, if you leave both Text Type and Text Lines blank, the box will end.

The available colour sets are as follows:

Colour Set	Background	Text Colour 1	Text Colour 2	Box Colour 1	Box Colour 2
Ocean	Low Cyan	White	Yellow	Navy Blue	Ocean Blue
Windsor	Sky Blue	White	Yellow	Pastel Blue	Pastel Mauve
Petal	Lavender	White	Yellow	Purple	Pink
Paris	Beige	White	Yellow	High Red	Mid Blue
Parade	Pale Blue	White	Yellow	Red	Blue
Coral	Aqua	White	Yellow	Ocean Blue	Pink
Everglade	Flax	White	Yellow	Dark Green	Mid Green
Sherbet	Mustard	White	Yellow	Navy Blue	Pink
Sunrise	Beige	White	Yellow	Burgundy	Burgundy

## Lane Records

Computer Score also has the facility to enter in your Lane Records into your own database. This database must be maintained manually, as each new lane record would need authorisation and verification and would therefore very inconvenient to produce automatically.

Enter each lane's Lane Record for each category as shown below. Once all Lane Records have been corrected, then press Control W or F10 to save and you can then include the Lane Records message in the slideshow by entering the desired number of seconds for the Records to be displayed.

LANE RECORDS SETUP						
Lane	Pins	Name	Lane	Pins	Name	
1 Male	258	FRANK WILLS	1 Female	223	JOAN THOMAS	
Boy	189	BILLY JONES	Girl	210	BETH SILVA	
2 Male			2 Female			
Boy			Girl			
3 Male			3 Female			
Boy			Girl			
4 Male			4 Female			
Boy			Girl			
5 Male			5 Female			
Boy			Girl			
6 Male			6 Female			
Boy			Girl			
7 Male			7 Female			
Boy			Girl			
8 Male			8 Female			
Boy			Girl			
9 Male			9 Female			
Boy			Girl			
10 Male			10 Female			
Boy			Girl			
Press Control W or F10 to save changes or ESC to abort						

The Lane Records message can be displayed either by including it as part of the Lane Monitor Message Slideshow as described above or it can be displayed by itself by using the [L]ane Records field in the *Change Monitor Display* option from the *Recovery Menu*.

## Arrows Setup

There are several different types of ways to indicate which player is to bowl on what lane. These options can be set from Arrows Setup which is accessed either from the *Automatic Scoring* section of the *Utility Menu* or by typing [S]etup in the Control Lanes program. Once in the Automatic Scoring Setup screen, type [A]rrows Setup to view the following screen.

A R R O W S   S E T U P																
Lane Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Arrow Style	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
Wait Sign <u>1</u>	0 = None   1 = Hand   2 = Wait   3 = Stop															
Style :	1 = Small Blinking Arrow								2 = Plus Players Name							
	3 = Pointing Hand								4 = Plus Players Name							
	5 = Moving Arrow								6 = Plus Players Name							
	7 = Players Name Arrow								8 = 7 for League, 3 for Social							
Press [C]hange Setup, [Q]uit? C/Q ?																

Enter a value for the Arrow Style for each lane and a Style in the Wait Sign field.

The Wait Sign is used to stop teams from bowling at the wrong time in an anchor man situation on Cross Lane Play. When a team has to wait for its opponents to finish bowling on a lane before they can continue, the Wait Sign displays a symbol to stop a team from bowling before the other team is finished with that lane. Options for the Wait Sign include:

- None** Nothing is displayed, only the position of the arrows tell who is to bowl on a particular lane.
- Hand** Displays a raised hand, palm out on a Stop gesture
- Wait** Displays a Red Octagon with Wait written in it. Same as a Stop Sign but not as forceful.
- Stop** Displays a Red Stop Sign

The Arrow Style determines what type a directional arrow is displayed to tell the player which lane to bowl on. Arrow Style options include:

- 1** = *Small Blinking Arrow.* Displays inconspicuous flashing arrow above the players name
- 2** = *Small Arrow plus Player Name.* As above but with the current players name at the bottom of the grid.
- 3** = *Pointing Hand.* Displays a flashing hand pointing to the appropriate lane.
- 4** = *Hand plus Player Name.* As above but with the current players name at the bottom of the grid.
- 5** = *Moving Arrow.* Displays an arrow scrolling across the players name section, in the appropriate direction.
- 6** = *Arrow plus Player Name.* As above but with the current players name at the bottom of the grid.

- 7 = *Players Name Arrow.* Displays large arrow with the players name on it. Only available for League (Option 1 is displayed in Social Play)
- 8 = *7 for League, 3 for Social.* Displays option 7 during League Play and option 3 during Social Play.

# LANE CONTROL - TROUBLE SHOOTING

On occasions the lane scoring consoles may 'lock-up'. This may happen for any number of reasons. If it occurs, it is vital that as much information as possible is provided to Computer Score Support Staff so as to rectify the fault.

## *A Lane Monitor or a Pair of Monitors “Lock Up.”*

- Step 1: Is both Automatic scoring and keyboard frozen. If only scoring is not working, then check that the lanes are in Play mode. See Automatic Scoring Manual for more information.
- Step 2: Recover the lanes from the Recovery menu. Please note if the screen reappears on the overhead monitors, and if the keyboard now operates on the scoring console.
- Step 3: Switch off the overhead monitors at the switch on the DVS Box within the Overhead Display Unit. Wait 6 seconds and turn power on, check that the Scoring Console “Beeps” 3 times – this indicates the Scoring Console Communication is Okay.
- Step 4: Check that the *Lock Keyboard* option is not selected in [S]etup from Control Lanes. This function disables the Help menu on the Lanes when the lanes are in Open play mode and can give the appearance of the Keyboard not working.
- Step 5: Move games to any spare lanes.

## *All Lanes “Lock Up.”*

We need to determine if the Network is not communicating, the Control Terminal has frozen, or the Computer itself has a fault.

- Step 1: Can you recover any lanes? Note if the control screen allows you to enter this option.
- Step 2: Can you abandon a lane?
  - Does the entry disappear on the Control Screen?
  - Does the grid disappear on the Overhead Monitor?
- Step 3: If the lane is abandoned from the Control Monitor:-
  - Can it be recovered?
  - Does the entry reappear on the Control Monitor?
  - Does the grid reappear on the Overhead Monitor?

Step 4: Make sure that the Overhead Display Units are not in Stand Alone Mode. Ie: That there is no Network disconnected icon in the Top left corner of the screens. See the Lane Hardware Manual for more information.

Practice this procedure so that you are familiar with it, in case a problem occurs.

### ***Control Terminal Numeric Pad Keys Not Working Correctly***

Make sure that the Num Lock key is on. The purpose of this key is to toggle between the alternate uses of the Numeric Keypad. Ie. 3 on the Num Pad functions as either the number 3 or as a Page Down key. As all alternate functions of the Numeric Keypad can be found elsewhere on the keyboard, it is recommended that the Num Lock remains permanently on.

### ***Printed Scoresheet is not Satisfactory***

Reprint the scoresheet from the recovery menu. Ensure that the printer font has not been changed. Check to make sure that the right Margin is set for the scoresheet printer in the Printer Setup. Make sure that the Printer number is correct so that the scoresheets are sent to the correct printer.

### ***“Control may already be running on this Computer” Message***

This may occur because of one of the following reasons:

- 1) Control Lanes was previously terminated incorrectly, such as by Closing the program directly using the Windows Close Command.
- 2) Control Lanes or Console 1 has been started multiple times on the one computer.

In either case, it is a good idea to answer No to the question and then check the Windows Task Bar. Terminate all menus as you would at the end of the day and re-start “Computer Score 1” from the Start Menu in Windows. Select Control Lanes. If the error message reappears, it is safe to answer Yes to the question and then continue.

# Chapter C

## POINT OF SALE

### GETTING STARTED

The Point of Sale has been designed to provide management with comprehensive knowledge of every transaction for any day's trading. Each staff member is allocated a password of their choice, allowing them to Open or Close a shift, print a number of reports, and work with various sections of the *COMPUTER SCORE* system, depending on the level of access predetermined by management. It also provides management with a wide range of reports.

The additional functions provided with the Point of Sale are the Waiting List, transaction facilities for Pay Before/Pay After, all items other than bowling games, Pro-Shop Inventory, Lay-by, Locker Rentals, Deposits and Shift Opening/Closing facility.

### *Special Keys*

Keys that can be used at any time from the Control Lanes Menu:-

- |          |  |
|----------|--|
| <b>A</b> | [A]nalysis of League Game Score<br>Gives Analysis of Highest Game etc for any League on the lanes.   |
| <b>B</b> | [B]owler – Add/Edit League Bowlers<br>Goes to the League Secretarial Program to View Bowler Details  |
| <b>C</b> | [C]ontrol Menu Options<br>This is the Main POS screen. (Also known as Control Lanes)   |
| <b>D</b> | [D]ual Display (Both Control & Waiting)<br>Shows both the current status of the Lanes and the Waiting List   |
| <b>E</b> | [E]dit Lane Scores<br>Allows the modification of any scores without having to go down the Players Console.   |
| <b>F</b> | [F]requent Bowler Lookup<br>View the details of any Frequent Bowler on the system  |
| <b>G</b> | [G]ames Setup On & Off<br>Views the Games Package setup that defines which, if any, game is set to run on any particular lane. See: <i>Lane Setup</i> in the <i>Point of Sale</i> manual for more details. |
| <b>H</b> | [H]elp<br>Displays a Screen this information.  |
| <b>I</b> | Depos[I]ts<br>Displays Birthday Party Deposits screen  |
| <b>J</b> | [J]ump Start (Lane On)<br>Start a lane's pinspotter without displaying a grid. This feature can be password protected from the POS Advanced Setup in the <i>Utility, Control Screen Setup</i> menu.        |

- K**      **Loc[K]er Rental Transaction**  
Automatically searches for Available Lockers to Rent. You can then select a Locker and do a transaction for its rent
- L**      **[L]aybye Transaction**  
Displays current merchandise on Lay Away and can accept payments or refunds.
- M**      **[M]eter Display On & Off**  
Toggles Automatic pinsetter meters. Attempt to count total frames via the CCD Camera. This feature is the most use for pinsetters that do not have physical meters.
- N**      **[N]ame Entry**  
Enter the lineup for a lane without having to go down to the Players Console. This feature is also available for the Waiting List.
- O**      **[O]ther Transaction**  
Displays a miscellaneous transaction that is not connected with any particular lane number.
- P**      **[P]OS Menu Options**  
Displays the menu where Lay Bye, Lockers, Other Transaction, Cash Paid Outs, League Transactions and Viewing Previous Transactions can be performed.
- Q**      **[Q]uit To Computer Score Menu**  
Exits the Control Lanes Program and goes to the Computer Score Main Menu.
- R**      **[R]ecovery Lane Menu Options**  
This is the other main POS screen where the lanes can be controlled.
- S**      **[S]etup Games Options**  
This performs the same function as [G]ame Setup above.
- T**      **Shif[T] Menu Options**  
Use this menu to Open or Close shifts etc.
- U**      **[U]nattended Mode.**  
This activates the Screen Saver with a Password that needs to be accepted before the system will go back to the Control Lanes Program.
- V**      **[V]iew Lane Scoring**  
Displays the scores on any specified lane.
- W**      **[W]aiting Lists Menu Options**  
Displays the Waiting List where Phone or Walk in reservations can be made, edited and started on the lanes.
- X**      **Display Casino Bowling Wins**  
Shows all Games Package results for any or all lanes and highlights a winning result.
- Y**      **c[Y]cle a Lane from Control**  
This option will Start, Cycle and Switch off a particular lane. This option is useful for when a Open Bowler has continued to bowl even after the Lane has been automatically switched off at the end of the Series.



**The following Hotkeys take you directly to the following Menu Areas:**

<b>END</b>	Abandon Lane (or CTRL A)
<b>INS</b>	Open Play (or CTRL O)
<b>HOME</b>	Recover Lane (or CTRL R)
<b>CONTROL C</b>	Competition Play
<b>CONTROL D</b>	Display Transaction
<b>CONTROL L</b>	League Lane Reserve
<b>CONTROL P</b>	Print Scoresheet
<b>CONTROL T</b>	Tournament Reserve
<b>ALT C</b>	League Classification
<b>ALT L</b>	List League
<b>ALT S</b>	Standing Sheet
<b>F1 .. F10</b>	Other Transaction for Shoe Hire Etc
<b>TAB</b>	Opens Cash Drawer

Before proceeding with Point of Sale Menu options in the reference section of this manual, we shall become familiar with the Point of Sale transaction screen that is an integral part of the Point of Sale entry system.

## ***The Transaction Screen***

<b>OPEN PLAY TRANSACTION OPEN</b>					<b>LANE 3</b>	Transaction # _____
Qty	Item	Description	Price	Amount	Item Description	
2	1	Adult Games	3.80	7.60	<b>1</b> Adult Games	
3	2	Child Games	3.00	9.00	<b>2</b> Child Games	
2	19	Adult Shoes	1.00	2.00	<b>3</b> Student Games	
3	20	Child Shoes	0.80	2.40	<b>4</b> Staff Games	
					<b>5</b> Extra Frames	
					<b>6</b> Complimentary	
					<b>7</b> League Practice	
					<b>8</b> Open League	
					<b>9</b> Day League	
					<b>10</b> Night League	
					<b>11</b> Senior League	
					<b>12</b> Junior League	
					<b>13</b> Gazza League	
					<b>14</b> School Regular	
Amount Tendered				25.00		
Sub Total				21.00		
Change				4.00		
[D] Delete last transaction [C] Change any details [X] Cancel complete transaction      [R] Remarks Leave Quantity blank to complete this transaction						
Shift # 1		<b>SUNSHINE BOWL</b>			Print <b>OFF</b>	

### **Sample Open Play transaction.**

When the transaction screen is displayed the cursor will blink on the first column *QTY*. This is the quantity of items the customer is purchasing. The cursor then goes to the *ITEM* column where you are prompted for the item number.

The function keys (F1 to F12) at the top of the your keyboard are preset with frequently used items for speed of operation and convenience. Simply hit the correct function key at the item prompt and the item will be displayed with its pre-programmed price. Otherwise enter the required item number. These are all displayed in the Item description column to the right of the screen. Use the ***Page\_Up*** and ***Page\_Down*** keys or the ***Up & Down Arrow*** keys to display the item you require. If the item doesn't have a fixed price then the cursor will blink on the *PRICE* column and you will need to enter the correct price for that particular item. You are now ready to enter the next item and the cursor will blink on the *QTY* column again.

Proceed to enter all the customers requirements. When you have completed the transaction, press the ***Enter*** key on the next blank *QTY* column and the cursor will now flash on *Amount Tendered*. The total amount payable by the customer is displayed. Enter the amount that the customer gives you, then the change will be displayed. When entering the amount tendered, use a decimal point if the customer gives you cents (ie. 24.90). Otherwise enter whole dollars only (ie. 30 or 30.00 if the customer gave you thirty dollars). You may leave the amount tendered blank if the calculation of change is not required.

### **There are several other keys used in the transaction screen:**

***D*** - Delete last item

***C*** - Change any details

***X*** - Cancel complete transaction

***R*** – Any miscellaneous comments or remarks may be included on the transaction.

***S*** - Start the transaction again

***A*** - Add to this transaction

***V*** - Void the transaction

***P*** - Print transaction receipt

*Delete last item* will delete the last item entered only, by simply pressing the ***D*** key or the ***Del*** key. If this key is pressed more than once, it will delete each “Last Item” line in return.

*Change any details* will place the cursor in the *QTY* column of the first item entered. Use the arrow keys to move about the transaction screen and change any details of the items previously entered. Once the quantity is changed, you need to press Enter on the item number also. You will notice that the total in the amount column is automatically adjusted. End the transaction in the usual way.

*Cancel complete transaction* is initiated by pressing the **X** or **Escape** keys. You are then prompted with *Continue to cancel transaction*. If you don't want to proceed with the transaction any more just enter **Y** otherwise enter **N** and you will be able to continue with the transaction entry.

*Remarks* maybe entered in the transaction screen for any number of reasons. To do this press **R** on a blank line in the transaction screen. The Qty and Item columns are bypassed and you will be able to enter any comments in the description column. To enter more text, press R again for a new line.

To start the transaction again, press S - the previous entries will be cleared and you will be able to start again.

Add to the transaction allows you to add more items after the amount tendered is entered but before the transaction is fully completed. This feature allows the entry of extra items for the customer before final payment is made or in the case of customers in the same group wishing to pay separately, simply press A after entering the Amount Tendered.

Pressing V will allow you to Void the complete transaction, in the event that the customers change their mind or it is too late to change any details.

Once the transaction is completed, press the **Enter** key again after entering the amount tendered. The Cash Drawer will then open and you will be able to type **P** to print a receipt for the transaction. To return to the lane control menu press the **Enter** key once more.

# POINT OF SALE - WORKBOOK

## *Open Shift #1*

From the Control Screen, type **T** for Shift. The screen will display the list of POS Shift functions, the current date and the statement that Shift 1 is ready to open.

Press **I** to Open Shift. After the entry of a password the screen will display the current shift number, the date, the name of the operator who opened the shift, the time and the date of opening the shift.

Answer **Y** for Yes at the prompt. Continue to open the shift. The terminal returns to the control screen. The shift is now opened and ready for transactions.

Note: The POS item numbers used in the following exercises may not necessarily match those of your centre. Use the item numbers preset for your system.

### Exercise 1

## *Start Open Play*

Two adults and two children to play one game each on Lane 1. All players require shoes.

From the control screen press **4** to *Start Open Play*

Indicate that the lane will be number **1** and press **Enter**.

The screen will change to the transaction screen. With the cursor in the Quantity column check your keyboard and make sure the *Num Lock* light is on. If not press **Num\_Lock** key.

From the numeric pad on the right of your keyboard:

Type **4** then press **Enter**.

Type **31** then press **Enter**. (or a "Hot Key" F1 to F12 if preset)

Your top line should read:

<u>QTY</u>	<u>ITEM</u>	<u>DESCRIPTION</u>	<u>PRICE</u>	<u>TOTAL</u>
4	31	SHOE RENTAL	1.00	4.00

Let's stop and explore the section to the right of the grid displaying all the "items" which have been programmed into the Point of Sale it will display the first 13 items of a maximum of 99 possible entries. By pressing **Page\_Down** you will sight all the items in your operation, in numeric order, page by page.

To return to the start of the item list - press **Page\_Up**. Search for your specific item numbers as required.

Type **2** then press **Enter**.

Type **24** then press **Enter**. (or a “Hot Key” F1 to F12 if preset)

Type **2** then press **Enter**.

Type **23** then press **Enter**. (or a “Hot Key” F1 to F12 if preset)

The screen should now read:

<u>QTY</u>	<u>ITEM</u>	<u>DESCRIPTION</u>	<u>PRICE</u>	<u>TOTAL</u>
4	31	SHOE RENTAL	1.00	4.00
2	24	CHILD GAMES	3.50	7.00
2	23	ADULT GAMES	4.60	9.20

If you make an error, use any of the 3 correction keys at the bottom of your screen.

**(D) DELETE LAST ITEM:**

By pressing the letter **D** or the **Del** key you may delete the last entry on the transaction grid, and as long as you continue to these keys you will continue to delete each last item.

**(C) CHANGE ANY DETAILS:**

By pressing the letter **C** the cursor will return to the beginning of the first line, allowing you to alter any details by using the down arrow and overwriting the unwanted field.

**(X) CANCEL COMPLETE TRANSACTION:**

By pressing the letter **X** or the **Esc** key you may cancel the transaction completely, as long as you confirm this command, as required.

Now let's complete this transaction. The cursor should now be at the start of the fourth line. The last line of the help prompt reads - Leave quantity blank to complete this transaction.

Press **Enter** The cursor has now moved to the amount tendered.

From the numeric pad press **30** then **Enter**. You will notice there was NO need to include the decimal point and 00 for cents.

The change has been calculated as 9.80 and you are prompted to press **Enter** to continue. When you press **Enter** the cash drawer will open and pressing **Enter** once more can now complete the sale. The screen will return to the control screen and display on Lane #1 OPEN, 4 games and the expected finishing time.

## **Exercise 2**

### ***Start Open Play (Variation)***

Two adults and two children to play on Lane 3. All players require shoes and will play 1 game each.

This exercise is a repeat of exercise 1, but will complete the transaction by a quicker method using the function keys at the top of the keyboard. Each of the function keys at the top of the keyboard from **F1** to **F12** have been programmed with frequently used items, such as, Open Play Adults/Juniors, Shoe Rental etc.

From the Control Screen, press **4** to *Start Open Play*  
Type **3** and press **Enter** for Lane number 3

The screen will change to the transaction screen, with the cursor in the Quantity column.  
From the numeric pad on the right of your keyboard:

Type **4** In the quantity column.  
Press **F9** for adult shoes.

Type **2** In the quantity column.  
Press **F2** for child games.

Type **2** In the quantity column.  
Press **F1** for adult games.

You have pressed only 6 keys to enter all the transactions. You will notice the sub total has changed with the addition of each item.

Now complete the transaction as per exercise 1.

Note:- The function keys, F1 to F12 maybe pressed without entering a quantity first. For example, pressing F1 only will result in one adult game being entered completely on the first line. By pressing the F1 key twice, two adult games will be completely entered.

### **Exercise 3**

#### ***Purchase of Additional Games.***

The bowlers on Lane 1 wish to purchase one extra game for each of the 2 adults and 2 children.

If the bowlers have completed all their paid games and have pressed End of Game - then Recover the lane first, so that their reservation returns on the control screen for Lane number 1.

Press **4** to *Start Open Play*

Type **1** then press **Enter** for Lane 1.

The original transaction screen will be displayed with the previous transactions highlighted in reverse block. The cursor will be on the first available transaction line.

Type **2** in the quantity column.

Press **F2** for child games.

Type **2** in the quantity column.

Press **F1** for adult games.

Press **Enter** on the blank quantity column.

Type **20** and press **Enter** for the amount tendered.

Press **Enter** to open the Cash Drawer.

Press Enter again. When the screen returns to Control, you will notice the game count has been increased and the anticipated finishing time has been adjusted. If the score grid is in the Name Entry screen, you may need to recover the lane to reflect the increased number of bowlers.

If a new player wants to join the group on lane 1, use the same procedure to add more games and the Control Screen will display the increased games and new finishing time. If the new player wants to join in the game after the other players have started, they will need to press Help and choose the "Add Names" option or you may assist by using the [N]ames option at the Control Desk.

#### **Exercise 4**

### ***Refund of Games***

One of the children on Lane #1 has decided not to bowl their last game, so requiring a refund of 1 game.

From the Control screen, press **4** to *Start Open Play*

Press **1** then press **Enter** for Lane number 1

All previous transactions are displayed on the transaction screen in reverse block with the cursor on the next available line.

Type **-1** Use the minus sign key on top of numeric key pad.

Press **F2** for child games

Press **Enter** on the blank quantity column

Press **Enter** on the Amount tendered field. Depending on your individual setup, you may need to enter your password at this point.

Cash Drawer will open. Refund bowler the amount indicated as change. Press **Enter**. The screen will return to the Control Screen and the number of games and expected finishing time has been adjusted.

Note:- This function maybe limited through a password entry if required by management.

#### **Exercise 5**

### ***Pay After Open Play***

A bowler is allocated a lane and will pay after all games are completed.

From the Control Screen, press **4** to *Start Open Play*

Type **4** and press **Enter** for Lane number 4. Depending on your individual configuration, you may need to enter your password at this point.

The transaction screen is displayed. Do not enter any details.

Press **Enter** to open the Cash drawer. The screen will show OPEN PLAY PAY AFTER. Press Enter to return the screen to the Control Screen. The display for Lane 4 should read – TO PAY with the Current Time.



When all games are completed:

Press **P** for POS Menu Options

Press **I** for Pay After transaction

Type **4** and press **Enter** for lane number. The previous transaction screen will be displayed indicating Open Play Pay After and the cursor will be on the second line. The number of games bowled will be displayed on the transaction.

Continue to complete the transaction in the normal way as per exercise #1 and #2.

Note: Pay after Open Play, refers to any Open Play Transaction without any games rung up. Shoes can be transacted.

Note: Management may password protect this feature from the Utility Menu, Control Screen Setup, POS Advanced Setup in the Main Menu.

## **Exercise 6**

### ***Time Bowling***

Group requires lane for two hours.

From the Control Screen, press **4** to **Start Open Play**.

Type **5** and press **Enter** for Lane number 5.

The screen will change to the transaction screen, with the cursor in the Quantity column. From the numeric pad on the right of your keyboard.

Type **120** For 120 minutes of time bowling and press **Enter**.

Press **29** or whatever your Time Bowling item number is.

If there are two bowlers requiring shoes then type in:

Type **2** In the quantity column.

Press **F9** for shoe rental.

Now complete the transaction as per Exercise 1. The control screen will now display 120 for time bowling and the expected finishing time. The number of minutes will count up to 117 minutes then commence to flash for the remaining 3 minutes, alerting you that the time bowling on that lane is about to end.

## **Exercise 7**

### ***Multiple Lanes for Open Play***

Six bowlers on Lane 1 require Lane 2 in order to complete games earlier.

Transfer the desired number of players by using “Transfer Games” (Option 6 in the Recovery Menu)  
Enter the Lane 1 for the first field and Lane 2 for the Second but then leave the Games Field blank.

Now select the relevant numbers by their bowler numbers so that the three people who wish to move to lane 2 are all highlighted.

Press **Enter** and then **Y** to confirm your selection.

The three selected names should now appear on Lane 2.

Check to make sure that the correct number of total games are present on both lanes for the combination of people on them.

## **Exercise 8**

### ***Display Transactions For All Lanes.***

Each transaction for the current day can be recalled to the screen by the following method.  
From the Control Screen (See also ***Display / Void Transactions*** in Reference Guide)

Press **P** for POS

Press **6** Display or void transactions

Two options are now available. You can select a lane by indicating a lane number or press **Enter** to view every transaction.

Press **Enter** to view all transactions.

The screen will now display the last transaction entered.

Press **P** to view the previous transaction.

Note:- Management has the facility to set a password requirement at this point, if required.

If necessary, you can continue to press **P** until you have displayed transaction #1.

## HELP FUNCTIONS:

- (P)revious      To display transaction #24 when the current screen is #25.
- (N)ext            To display transaction #26 when the current screen is #25.
- (R)eceipt        You can request a receipt for any transaction. This feature is available only if a POS Receipt printer is installed.
- (V)oid            Refer to Exercise #5
- (S)elect         To request the display of a selected transaction.
- (Q)uit            To return to Control Screen.

## Exercise 9

### ***Void a Selected Transaction From a Current Shift.***

(See also *Display / Void Transactions* in Reference Guide)

#### **Lane #2 Transaction #2**

From the Control Screen.

Press **P** for POS

Press **6** to Display or Void Transactions

Press **2** then press **Enter** for Lane #2

If this is not the required transaction, Press **P** to display previous transaction.

Press **V** for void

Input (**Password**) then press **Enter** .

The word VOIDED will flash next to the transaction number, but all transaction details are retained. The total amount of the transaction has now been cancelled from the shift's takings.

Press **Q** to return to Lane Control. You will need to Abandon Game on Lane to clear this reservation from the Control Screen.

## **Exercise 10**

### ***Purchase bowling ball for \$121.50 and a bag for \$58.75***

From the Control Screen, press **P** for POS, then press **4** for Other transactions.

Alternatively, press **O** for other transaction from the control screen.

Note: This procedure may be different if the Pro Shop Inventory Module has been installed. See Pro Shop Manual for Details.

Press **Page\_Down** until you locate the item number for ball sales.

Type **1** then press **Enter**

Type **3** then press **Enter** for ball sales (Your item # may be different)

Type **121.50** then press **Enter** for the price

Type **1** then press **Enter**

Type **4** then press **Enter** for bag sales (Your item # may be different)

Type **58.75** then press **Enter** for the price

Press **Enter**

Type **200** then press **Enter** for \$200.00

Press **Enter** to continue

If the Pro Shop Inventory has not been activated, you may choose to enter desired text through [R]emarks and indicate some details of items sold.

Complete sale and close drawer. The screen returns to Control.

This procedure is different should the optional PRO Shop Inventory Module be purchased.

### **Exercise 11**

#### ***Close Shift #1***

From the Control Screen, press ***T*** for Till

Press **2** to Close Shift

Input your (***Password***) then press ***Enter***

Answer ***Y*** for Yes to continue to close the shift

A choice is now offered, to enter or not to enter the amount to be banked for the shift.

Answer ***N*** for No.      We will choose to enter the banking at a later time. A shift report will not be printed unless the Banking Amount is entered but the shift will be closed. The screen will return to the Control Screen.

Press ***TAB***      to open Cash Drawer - remove Shift #1 takings and set up the float for shift number 2.

Note: A shift report will not be printed unless the Banking Amount is entered.

### **Exercise 12**

#### ***Open Shift #2***

Refer to Open Shift #1 and follow the same instructions.

### **Exercise 13**

#### ***Enter Banking for Shift #1***

This option is used where the previous shift was closed without entering the banking amount. The banking amount may be entered at anytime during the following shift.

From the Control Screen, press ***T*** for Shift

Press **3** then for Enter Banking and Print

Input your (***Password***) then press ***Enter***

Type **211.00** and press ***Enter***

The screen will return to the Control Screen and Shift #1 report will be printed on the office printer.

## **Exercise 14**

### ***Handling League Shoe Hire Income.***

Two options are available, experiment with each one and choose the option best suited to your operation.

#### **Option #1.**

From the control screen press **F9** for one only Rental Shoes. The screen will display the transaction for 1 Rental Shoes. Repeat F9 for the desired number of multiple shoe rentals.

Press **Enter** and the Cash Drawer will open.

Press **Enter** To complete transaction and return screen to control.

#### **Option #2**

Press letter **O** for Other transaction.

The screen will display a transaction screen with the cursor at the top line.

If there are a number of league bowlers waiting for shoe rental, then they can all be transacted within the one screen.

Press the function key **F9** for adult shoes. Do not press the **Enter** key. Take money from the first league bowler and return change.

Repeat the process for the next bowler who is waiting, by pressing **F9** .

When the screen is full or all waiting bowlers served then :-

Press **Enter** as no further transactions

Press **Enter** as no amount tendered necessary

Press **Enter** so that the Screen returns to Control

#### **WARNING:**

*Do not leave the transaction screen up for any extended period of time. An incomplete transaction will hold up the printing of scores and the processing of league scores.*

## **Exercise 15**

### ***League Transaction***

Reserve the lanes for the selected league and *Start Competition Play* in the normal manner. This option will scan the lanes and calculate the expected total number of league games being played, then allow for the transaction of bowling fees.

Note:- It is advisable to use this option late into the first game to allow for tardy players and also desirable to use it prior to the league games being ended.

From the Control Screen, press **P** for POS

Press **2** for league transaction

Input (**code**) and press **Enter** for the code of the selected league

The screen will display the status of each lane used by the league and indicate the anticipated total games to be paid for. If you agree with this total press **Enter**.

If you wish to amend this total eg. A bowler needs to leave early and will not play the last game. Amend the total games at this time.

Press **Enter** A normal transaction screen will be displayed, showing the total games from the previous screen in the quantity field. You may change the quantity (number of games) if required.

Press **Enter** to complete the total games and move cursor to the Item column.

Press **F5** or your designated function key for this league's Item description.

Note: If League Accounts are enabled (In the POS Item List with a Unit Type B or E) and this league pays for games bowled each week, then choose [Y]es, Charged and Paid For. See League Fees section for further information. This option is accessed through Control Lanes from the Master Menu and [8] League Fees Menu.

The following choice is only displayed if League Accounts are enabled in the POS item list. Otherwise the transaction continues as if all games are charged and Paid for.

[Y] Yes, Charged and Paid For – if the League/Tournament games are paid for when they are bowled.

[C] Charged only, to be paid later – if the League/Tournament games fees are to be charged.

[P] Payment of previous charge – if a payment is made for previously bowled games.

The subtotal displayed should agree with the total amount collected from the league. If it does not match, check the quantity of games and amend the number if incorrect.

Press **Enter** on the empty quantity field.

Press **Enter** To complete the transaction. Cash drawer will open. Press Enter again to return to the control screen.

## **Exercise 16**

### ***Tournament Transaction***

This exercise is to demonstrate the use of *League Transaction* for tournaments.

From the Control menu, press **2** to *Reserve Tournament Lanes* as:

Lane 9 to Lane 10 Print N  
Games 2 Players 3 Type T HCP N

Now press **3** to *Start Competition Play* as:

Lane 9 to Lane 10  
(I)nstructomat (P)lay (O)ne Lane Q

Bowlers names may now be entered from the scoring console keyboard or from the Control Desk.

From the Control screen, press **P** for POS

Press **2** for league transaction

Input **#3T** as the tournament code. ('#' is Shift 3)

Press **Enter** if the game total is correct (should be 12 games)

Press **Enter** If quantity is correct

Press the designated function key for tournament's item description and game price.

Complete the transaction as indicated in the previous exercise.



## **Exercise 17**

### ***Cash Paid Out***

A freight company has delivered a package of spare parts and you need to pay \$10.00 from the cash drawer.

From the control screen, press ***P*** for POS

Press ***5*** for Cash paid out

Input your (***Password***) and press ***Enter*** .

Type ***10.00*** for the amount required.

Type ***ABC Transport*** and ***Enter*** for the Payee.

Type ***Freight*** and ***Enter*** for the first comment line.

Type ***Spare Parts*** and ***Enter*** for the second comment line.

Screen returns to Control. Lanes menu.

In the case of change being **returned** from a purchase, a **second** Cash Paid Out transaction must be made, entering the amount of change as a **negative** amount (because it will be added to the cash in the drawer, after it had already been taken out ). These details will also be printed on the Shift Report, and the balance of the Cash Paid Out amount will be correctly deducted from the shift sales figures.

## **Exercise 18**

### ***Close Shift #2***

Repeat the Exercise #8

Close Shift #1

You may choose to enter the banking now or later. The banking must be entered before the Shift Report can be printed or an End of Day Close can be completed.

## **Exercise 19**

### ***End of Day***

From the Control Screen, press **T** for Shift

Press **4** for End of Day Close

Input your (**PASSWORD**) and **Enter**

Press **Y** to continue

The End of Day Report will print on the office printer. You may choose to enter the meter readings now, at a later date or not at all and accept the automatic meter report through the pinsensing cameras.

Note:- End of Day need not be done at night after the last shift is closed but must be done prior to the first shift being opened next morning.

## **Exercise 20**

### ***Enter Meter Readings***

Note:- Meter Readings are automatically calculated through the pinsensing cameras and are reported through option [9] in the POS Shift Functions.

From the Control screen, press **T** for Shift functions.

Press **5** to Enter Meter Readings.

Input (**Password**) and **Enter** for Till function access.

Press **Enter** to accept today's date, otherwise overwrite with required date.

A warning will be displayed if the previous days meter readings have not been entered. If so, enter previous days meter readings first.

Fill in the Meter Reading for each lane.

Press **Y** to save the meter readings.

Press **Q** to quit back to the control screen.

# POINT OF SALE - REFERENCE GUIDE

Only one option from the Control Lanes Menu allows open play game transactions. That option is No 4, *Start Open Play*:

Through this item, an *Open Play* score grid will be allocated to a chosen lane, after having completed a cash transaction.

League and Tournament Game transactions are dealt through the [P]OS sub-menu and option (2) League Transaction.

To choose item (4) simply enter the number (4) - the reverse block highlight will indicate that you are dealing with item (4) and the prompt now expects the insertion of a lane number. Once this is done, the screen changes to a transaction screen, and the prompt will guide you through the transaction.

Note:- Do not use the Other Transaction facility for any game fees, as a lane cannot be allocated for open play with this method. Also, using Other Transactions for League Game Fees will not allocated the payment to a specific league code and if used for Tournament Game Fees, the End of Day Report will indicate the tournament games as “unpaid.”

Once a lane has been allocated, the transaction screen will show the lane number at the top, and that it is a Open play game transaction. At the completion of the transaction, it will give it a progressive transaction number, shown at the top right corner of the screen.

The transaction screen grid itself consists of five columns, indicating *Quantity*, *Item*, and *Description* of the item, its *Price* and the total *Amount*.

The section to the right of the grid displays all the *Items*, which have been programmed into the Point of Sale. By pressing ***Page Down*** you will sight all the *Items* in your operation, in numerical order, page by page. To return to the start of the Items display, press ***Page Up***.

## POINT OF SALE MENU

1. Pay After Transaction

1

2. League Transaction

2

3

3. Lay-by & Locker Rentals

4

5

4. Other Transactions

6

7

5. Cash Paid Out

8

9

6. Display OR Void Transactions

10

Playing	Games Frames	Res

(C)ontrol (R)ecovery (W)aiting (P)os (S)etup (V)iew Shif(T) (H)elp (Q)uit

### 1. Pay After Transaction

Lane \_\_\_\_

Lane Number for Transaction

A prepaid Open Play transaction is made from the *Start Open Play* in the control lanes menu.

This option is used for "pay after" Open play only. Refer to Exercise 10 in Workbook where the games were started with *Start Open Play* and have now been completed. To "post pay" Open Play games, press **P** to take you to the above POS menu. You will now be prompted for the *lane number* of the Open play that has been completed and ready for payment. Once this is done the screen will change to the transaction screen clearly displaying the number of games completed on the lane. Enter the transaction (see TRANSACTION SCREEN) and after completion the program will return to the control lanes screen.

Note: The games must be completed, and **End of Game** pressed on the lane before they are recorded for use by this option. The transaction may be done whilst the next group of bowlers are playing.

## 2. League Transaction

League Code \_\_\_\_

Enter Code of League in Play

This option will calculate the total games to be paid for, according to the number of players on each competition lane and the predetermined services.

To make a League transaction you must first make sure that the league is reserved and that all lanes have commenced play. Once this has been achieved go to the POS menu by entering **P**.

Select league transaction. You will then be prompted for the *league code*. Type in the correct code for that league, the one displayed in the Reserve Column on the control grid, and the program will now scan the lanes and determine just how many league games are expected to be played on each lane, and display them on the screen.

At the bottom of the screen you are prompted with :

Total games \_\_\_\_

This indicates the total number of games that are expected to be bowled by that particular league. If this is incorrect just change the number to the right number of games to be bowled and then press **Enter**. Once this is done the screen will advance to the transaction entry screen.

Enter the transaction (see TRANSACTION SCREEN) and after completion the program will return to the control lanes screen.

Tournament games should also be dealt with this option. Simply enter the tournament code, for example #3T, as it appears within the control grid.

Note: This option can only scan lanes for total number of games whilst the lanes are in use. If a league transaction is not executed prior to the lanes ending play, the games are not calculated. You must then enter the number of games manually.

In the case of Tournament Games, if the league transaction is not made prior to the end of games, the End of Day report will indicate the tournament games played as being “Unpaid.”

Note: If the league fees have been set up and configured for your leagues, then the league’s item number, description and price will already be filled in. On completion of the transaction you will have the option to Charge or Receive payment for this transaction. See League Fees section for further information.

See Also: Exercise 15 & 16 in the Point of Sale Workbook

### ***3. Lay Away, Deposits and Locker Rental***

No Prompt \_\_\_\_

[L]ay-by, Loc[k]ers, Depos[I]ts

This option allows the operator to transact Lay-by (Lay Away), Lockers and Deposits. Select **L** for Lay-bys, **K** for Lockers or **I** for Deposits. Like pressing **O** for other transactions as described below, the letters **L**, **K** and **I** may be used as short cut keys to select Lay-bys, Locker Rentals and Deposits from the Control or Recovery Menu.

For information regarding the Lay Away system, see the Pro Shop Inventory section of the Manual.

#### ***Locker Rentals***

The LOCKER RENTAL module of the Computer Score Inventory Menu allows for the setting up, rental (single customer or shared rental), editing and deletion of your Locker Rental information. It also provides screened or printed reports, indicating:

1. All lockers - both rented and available
2. Available lockers only
3. All rentals that are due for renewal on any chosen date

The setting up section of the program allows for multiple “series” or “banks” of lockers, by the entry of an alphabetical prefix to each number (e. g. series “A” to “Z”).

With a numerical range of four digits for each alphabetical series, the total capacity of the *Locker Rental* is just a little short of 260,000 lockers, but more importantly, the system allows the flexibility of identifying a group of lockers, for example:

[S]ingle or [D]ouble lockers, [B]lue, [G]reen or [R]ed lockers, [M]etal or [W]ooden lockers, etc.

In planning the Setting Up of your *Locker Rental* system, the following should be prepared:

1. Ensure that your current *Locker Rental* system is up to date.
2. Decide the alphabetical series to be used (see examples above).
3. If a customer is not already included in the Master Bowler Database, it would be advisable to have Address/Phone number available, prior to data input.
4. If the customers’ Master Bowlers Database numbers are known, they could be noted on your existing locker rental system records - the Master Bowler numbers will speed up the entry of customer details.

## Adding Lockers

The Locker Rental System will track the date of rental Start and Expiry, so that it will be possible to rent lockers for Twelve, Six, Three or One Month, or from Any Date to Any Date.

Following the above preparation, access the *Locker Rental* Menu through the Master Menu option [5] *Management Menu*, then [6] *Locker Rental* sub-menu, and option [5] *Setup Lockers*.

SETUP LOCKER OPTIONS			
This part of the LOCKER RENTAL system will allow you to specify the series and number of lockers available for rental.			
Press ESC to exit without changing			
Type in ALPHA Series A..Z		Start number	End Number

Follow the prompts on the screen above until the desired numerical series of each Series is completed.

**NOTE:** Take care in entering letters and numbers for the setting up, as it is possible to “duplicate” a series. If you do not have multiple series of lockers, then use one letter for all lockers. (eg. If you have Lockers in a single series of say, 1 to 100, then use A1 to A100 to include all your lockers.)

Once the lockers have been setup to your choice, the Locker Rental System must be activated in the Cash Control System (Point Of Sale) in the “POS Item Setup”.

From the Master Menu, choose [5] *Management Menu*, then [9] *POS Repair Menu*, and [2] *POS Item Setup*.

Find the “*Locker Rental*” Item Number, and select the [C]hange option. Press the “Enter” key through to the “Unit” field, and enter [L]. Continue “Entering” until the Items screen displays “L” in the “Unit” column on the Items List screen.

The *Locker Rental* System is now activated, and available to accept rental payments through the Point Of Sale transactions.

### Editing Locker Details

If the Locker records are being transferred to the new system, and all data is simply being entered to upgrade the *Locker Rental* Menu, then choose Sub-menu [6]

*Locker Rentals* from the Management Menu, and then option [1] *Locker Rental Entry*.

LOCKER RENTALS	
Please enter the SERIES and NUMBER  of the LOCKER you wish to FIND.	
Type in the <b>Locker Number</b> to FIND	Press ESC or Control Q for main menu

When the locker number is entered, the following screen will appear:

LOCKER RENTALS			
LOCKER NUMBER	B0001	DATE RENTED	24/03/96
AMOUNT PAID	17.00	RENTED UNTIL	23/02/99
KEY DEPOSIT		KEY NUMBER	12345
COMMENTS			
BOWLER NUMBER	268		
LAST NAME	SCARLETT		
FIRST NAME	SUE	Ph	55512345
ADDRESS	101 BLANKET STREET		
	BROADBEACH		
	IL		2486
[F]ind, [P]rev, [N]ext, [C]hange, [D]elete, [R]ental, [E]mpty, [S]hare, [Q]uit ?			



The nine options displayed at the bottom of the screen above will have the following results :

- [F]ind: Reverts back to the screen above, allowing for the entry of a different locker number.
- [P]revious : Changes the locker number displayed to the preceding one.
- [N]ext : Advances the locker number to the next one in the same Series.
- [C]hange : Allows the editing of any details - can be also used to enter information for the first time, if the customer's Master Bowler number is known.
- [D]elete : Will completely delete the locker number and all details from the *Locker Setup*.
- [R]ental : Allows the entry of customer information if the Master Bowler number is not known, or if customer is not entered into the M/B/ Database.
- [E]mpty : Removes previous customer data, to allow re-rental to new customer.
- [S]hare : Allows the "Sharing" of a locker's rental, by duplicating the Locker number, adding a "B" suffix, and accepting information relevant to the second customer. For example: Locker A075 rented to John Smith, and Locker A075B rented to David Brown.
- [Q]uit : Reverts screen to Menu Options.

The fields dedicated to "Key Deposit", "Key Number" and "Comments" are visual only, and provide you with screen information detailing whether a Deposit was paid for the specific Locker Key, the Serial Number of the Key (or Lock Combination) and any other comments relating to the Locker, or to the Customer.

For example, the "Comments" line could be utilised for indicating a faulty lock, or a damaged locker, or rental by a Staff Member, justifying a rental fee discount.

If a *Key Deposit* is charged, it would be displayed in the appropriate field, but must be added to the "*Amount Paid*" for the Locker, for it to be included in the transaction.

For example, Locker Rental amount is \$20 and Key Deposit is \$5.

The "*Amount Paid*" figure should be \$25 for the cash transaction, and the \$5 should also be entered in the "*Key Deposit*" field to indicate that the deposit was paid.

The Key Deposit is treated as a "*Trust Account*" item, which should be refunded when the Key is returned, and at that time, a "negative" entry for \$5 will be transacted against the Locker Rental Income, to balance out the refund.

## Renting Lockers

*Locker Rental Transactions* are made through the (Point Of Sale) Cash Control System from the “Control Lanes” Menu.

Choose [P]OS and then option [3] Lay-by & Locker Rentals and [K], or from any Sub-menu of “Control Lanes” simply press [K].

The Point Of Sale transaction screen will show :

LOCKER RENTAL			
Lockers available			
A0042	A0072	B0003	B0156
B0159	C0012	C0015	D0099
Type in the LOCKER NUMBER to rent			

As soon as the relevant Locker number is chosen from the list of available Lockers, the screen will display the Locker Rental Entry screen again, waiting for data input.

At completion of the transaction, the following screen will appear:

LOCKER PAYMENT	
Transaction Number 00001	
Locker Number B0156	
Amount Paid \$20.00	
Valid until 10/6/01	
Bowlers Name GABB ERIC	
Address 57 GOBLIN DRIVE	
BROADBEACH	
IL	
Phone Number 55554321	
Print a receipt ? Y/N/Q ?	

Once the transaction is completed by answering the prompt, the screen will return to the *Control Lanes* menu.

## Locker Rental Reports

The three reports available through the Locker Rental Menu may be either “screened”, “Exported” or “printed”, and are obtained from the [5] *Management Menu*, then choosing [6] *Locker Rentals*.

### List Lockers Report

LIST LOCKER RENTALS
<p>This part of the LOCKER RENTAL will list</p> <p>ALL Locker Numbers which have been setup, in group order,</p> <p>displaying those RENTED, as well as those AVAILABLE.</p>
<p>[P]RINT, [S]CREEN, [F]ILE, [H]TML or [Q]UIT ?</p>

The following Report will then be available, either on screen, printed or exported as a text file (C:\PRINTER.TXT) or HTML file (exported to directory specified in *Utility Menu, Control Screen Setup, General Parameters.*):

L O C K E R   L I S T					
Locker	Valid	Bowler	Locker	Valid	Bowler
A0001	02/10/01	JOHNSON, ANDREW	A0002	02/10/01	ABRAHAMS, JEFF
A0003	02/10/01	MAYNARD, DAVID	A0004	02/10/01	GARNER, ANNE
A0005		* AVAILABLE *	A0006	02/10/01	TIPLER, GLEN
A0007	02/10/01	ELDER, CAROL	A0008	11/09/01	SWAN, CHRIS
A0009	06/10/01	ROBERTS, MARK	A0010	02/10/01	PATULLO, JULIE
B0001	02/10/01	LUCAS, ALLAN	B0002		* AVAILABLE *
B0003	03/02/02	MATTHEWS, PAUL	B0004	03/02/02	MATTHEWS, JANE
B0005		* AVAILABLE *	B0006	03/02/02	CORSARO, DANNY

If this report is “screened”, the following will be displayed at the bottom of the screen:

**Continue, Scroll ? Y / N / S ?**

- [Y]es            This will advance the screen to the next “page” of data
- [N]o            This will Quit from the screen and return to the *Master Menu* screen
- [S]croll        This will advance to the End of the Report

### List Free Lockers Report

## LIST AVAILABLE LOCKERS

This part of the LOCKER RENTAL system will list  
ONLY those Lockers that are AVAILABLE for Rental.

[P]RINT, [S]CREEN, [F]ILE, [H]TML or [Q]UIT ?

The following Report will then be available, either on screen or printed :

A V A I L A B L E      L O C K E R S					
=====					
Locker	Valid	Bowler	Locker	Valid	Bowler
=====					
A0042		* AVAILABLE *	A0072		* AVAILABLE *
B0003		* AVAILABLE *	B0156		* AVAILABLE *
B0159		* AVAILABLE *	C0012		* AVAILABLE *
C0015		* AVAILABLE *	D0099		* AVAILABLE *

If this report is “screened”, the following will be displayed at the bottom of the screen:

**Continue, Scroll ? Y / N / S ?**

[Y]es will advance the screen to the next “page” of data

[N]o will Quit from the screen and return to the *Master Menu* screen

[S]croll will advance to the End of the Report

### List Rentals Due Report

## LIST RENTALS DUE

This part of the LOCKER RENTAL system will list  
ALL Lockers whose Rental Period has expired by  
a chosen date, which must be entered below.

Type in Date of Rental Expiry 01/01/01 (Press ESC to exit)

Once a chosen date is entered, the Screen Prompt will allow the option of either “Printing”, “Exporting” or “Screening” the Report.

As for the example in List Locker Rentals, the report will be printed or displayed on screen, indicating ALL Lockers, and the names of Bowlers renting them, whose term of rental has expired.

This facility will therefore allow the rental of Lockers from any date to any date, instead of the more traditional six or twelve month period.

L O C K E R   L I S T					
=====					
Locker	Valid	Bowler	Locker	Valid	Bowler
=====					
A0001	02/10/01	JOHNSON, ANDREW	A0002	02/10/01	ABRAHAMS, JEFF
A0003	02/10/01	MAYNARD, DAVID	A0004	02/10/01	GARNER, ANNE
A0006	02/10/01	TIPLER, GLEN	A0007	02/10/01	ELDER, CAROL
A0008	11/09/01	SWAN, CHRIS	A0009	06/10/01	ROBERTS, MARK
A0010	02/10/01	PATULLO, JULIE	B0001	02/10/01	LUCAS, ALLAN

## Taking Deposits

The Computer Score Deposits System will record any deposits paid for a future event (such as Birthday Parties, Tournaments, etc) and allow progressive payments, if applicable, including any refund of deposits paid.

To access the Deposits system, choose the *[P]OS* submenu from the *Control Lanes* program, and select option 3: *[L]ay-by, Loc[K]ers, Depos[I]ts* or press the *[I]* Hot Key at any time from within the Control Lanes program:

DEPOSIT PAYMENT						
Num	Title	Date	Price	Paid	Bal	Bowler's Name
1	Jones Party	12/11/99	100.00	10.00	90.00	JONES, DAVID
2	Junior League Party	07/12/99	120.00	10.00	110.00	NESS, RICHARD
3	TradeLink XMas Party	12/12/99	265.00	150.00	115.00	HALLAM, FAY
5	Hall Birthday Party	22/11/99	60.00	50.00	50.00	HALL, FRANK
Type in the DEPOSIT NUMBER or ENTER to add new deposit						

In the above example, there are four current deposits outstanding. Note that Deposit number 4 is missing, this represents a deposit that has already been completed and therefore not listed.

## Adding A New Deposit

In order to add a new entry into the Deposit system, press Enter at the above screen, and Answer *[Y]es* to confirm the addition of a new deposit.

The following screen will then be displayed, allowing the entry of all relevant details.

DEPOSITS			
DEPOSIT NUMBER	3		
DEPOSIT FOR	TradeLink XMas Party	ON THE	12/12/99
COMMENTS	53 People @ \$5.00 ea for end-year party for TradeLink Corporation.		
DATE TRANSACTED	10/10/99	TOTAL AMOUNT DUE \$	265.00 (If Known)
----- DEPOSIT DETAILS -----			
DATE SOLD	10/10/99	LAST NAME	HALLAM
PRICE SOLD		FIRST NAME	FAY
TOTAL PAID	HELD	PHONE NO.	5551234
BALANCE OWING		ADDRESS	25 ANGEL CRT
BOWLER NUMBER	645		BROAD BEACH
		IL	4561
		SEX	F
		BIRTH DATE	03/03/68
Save the above details [Y]es, [N]o, [C]hange ?			

After filling in the Deposit Title, Description, Date and Total Amount Due (If it is known), the system will ask for a Bowler's name to assign the Deposit to. If the person making the deposit is not a current bowler, then his/ her details will be added to the Database.

Although this will add non-league members into the Master Bowlers Database, any person who does not belong to a league, and who does not have an outstanding deposit will be regarded as a "Past Bowler" and can be deleted by performing a *Remove Old Bowlers* from the *Repair Menu*, *Master Bowlers* section of the Main Menu.

Once the person's details are entered, the system will ask if the above details are correct (as shown above). Answer *[Y]es*.

This deposit is then added to the current deposits list for future payments and completion.

Note: It is not necessary to enter a "Total Amount Due" figure when adding a new deposit because when the deposit is completed, the amount already paid is actually "Refunded" first. This is necessary in cases of deposits being paid for bowling parties, for example, where the amount of deposit is included as part of the total for the transaction. The Total Due figure is therefore displayed for operator reference only. For more information see *Completing a Deposit* below.

## Editing an Existing Deposit

Once a transaction has been added to the outstanding deposit list, the details can be edited by entering the correct deposit number from the Deposit List screen. The following screen will then be displayed:

DEPOSIT PAYMENT		Date	Paid	Balance
Transaction Number:		15/10/99	Deposit	265.00
		18/10/99	50.00	215.00
Deposit For TradeLink Xmas Party		20/10/99	50.00	165.00
		24/10/99	50.00	115.00
Bowlers Name	HALLAM, FAY			
Address	25 ANGEL CRT			
	BROADBEACH			
	IL	Ph 5551234		
Sale Price	265.00	Paid	150.00	
Balance Due	115.00			
[P]ayment towards deposit, [R]efund deposit, [C]omplete transaction, [Q]uit ?				

The left side of this screen refers to the details of the deposit including the Current Balance, Sale Price and Payments received. The right side of the screen gives a complete history of payments made towards a deposit. In the above example, three payments of \$50.00 have been made, for a total of \$150.00.

From this screen it is possible to make additional payments, refund the total payments made to date or complete the deposit and pay any balance due.

## Entering Additional Payments

In order to make additional payments towards a deposit, press *[P]ayment towards deposit* and the software will then ask for the amount of the current payment. In the above example, a payment of \$50.00 was made on the 24/10/99.

After entering the amount of the payment, the software will ask if you would like to print *[1]Receipt*, *[2]Receipts* or *[N]o receipt*. This option gives the operator the ability to print 2 receipts, if desired, 1 for the customer and 1 for records for the management.

## Refunding a Deposit

If, for example, the Deposit is to be cancelled and a refund given for any monies paid to date, then this can be achieved by using *[R]efund Deposit*.

Once Refund Deposit is selected the software asks for the amount to be refunded and will automatically fill in with the total amount paid to date.  
(In the example above, -\$150.00)

If desired, it is possible to overwrite the refund amount with a different value than the total paid to date, if the case where a partial deposit refund is required.

Note: Any refund amount must be entered as a negative figure as a refund is basically considered as a negative payment from the customer.

After entering the amount of the refund, the software will once again offer the choice of *[1]Receipt*, *[2]Receipts* or *[N]o receipt*.

If the transaction is a refund of the total paid to date, then the deposit is considered cancelled and will no longer appear on the list of outstanding deposits. If the transaction is not a total refund, then the deposit will still appear on the outstanding deposits list, with an amended balance due.

### Completing a Deposit

When the time comes to finish a deposit and start the activity for which the deposit was made, press *[C]omplete Transaction* from the Deposit Payment screen.

The software will ask for the number of lanes required. If this field is left blank, then an Other Transaction screen is displayed to deal with any transaction that does not involve actual bowling on the lanes.

Otherwise, the Deposits software works in such a way that a completed deposit is transacted as a *Walk-In Reservation* Waiting List transaction. The completed deposit can then be started on the lanes as per a normal Waiting List procedures.

Using the Deposit #3 example, the transaction screen to complete the deposit would look like this:

OPEN PLAY TRANSACTION 3						Transaction # <b>0037</b>	
	Qty	Item	Description	Price	Amount	Item Description	
16:41	-1	32	<b>DEPOSIT 3</b>	<b>265.00</b>	<b>-150.00</b>	1	ADULT GAMES
	53	27	PARTY GAMES	5.00	265.00	2	JUNIOR/PENSION GAME
						3	STUDENT GAMES
						4	RTURN AGAIN 2 GAMES
						5	NIGHT LEAGUE
						6	4 GAME NIGHT LEAGUE
						7	DAY LEAGUE
						8	BUMPER LEAGUE
						9	JUNIOR LEAGUE
						10	SENIOR LEAGUE
						11	SCHOOL REGULAR 1 GAM
						12	SCHOOL SPECIAL
						13	SCHOOL IMPREST A/C
			Amount Tendered		120.00		
			SubTotal		115.00		
			Change		<b>5.00</b>		
D Delete Last Item C Change any details X Cancel complete Transaction Leave Quantity Blank to complete this transaction							
				S Start Transaction again			
				R Remarks			

Notice that the first line of the transaction, (automatically entered) refunds the total amount paid to date for the deposit so that the transaction can be completed simply, without having to be concerned with previously paid amounts. In the above transaction, 53 Party Games @ \$5.00 each comes to \$265.00. There has already been \$150.00 paid from the Deposit and so the total due from the whole transaction comes to \$115.00.



Once the transaction has been completed, the deposit will be removed from the Outstanding Deposits list and a Customer called Deposit 3 will be added to the Waiting List ready to go onto the lanes.

**Deposits Menu**

Although most of the work done with Deposits is done from the Control Lanes program, it is possible to achieve the same results from the *Management Menu, Lockers & Deposits* menu. However, there are some minor differences that should be explained.

*Deposit Add*

This option allows the entry of a new deposit's details prior to a payment being made. The next available number will be automatically allocated to each new entry. This number will then be used to make a payment transaction at any time. It also gives another option after finishing a deposit. It is possible to [A]dd Another Item (a new, blank deposit) or [M]ore of the same (a new deposit with the same details already filled in).

*Deposit Edit*

This option will search for any existing deposits (with or without previous payments having been made) and will display the current status of the desired deposit.

*Deposit List*

This function will print or screen a list of all current deposits in progress, showing all relevant details. As well as [P]rint / [S]creen, other options available are to export this data via a Text File or HTML, if enabled.

*Deposit Close*

This function will list all inactive (completed) deposits, allowing for deletion of unnecessary records. You can then either view, print or export this list via text file or HTML (if enabled). If you [S]creen the list, you are then given the option to delete the completed deposits listed.

<b>4. Other Transaction</b>	
No Prompts ____	<div></div>

This option places you into the POS entry screen ready for you to enter a sundry transaction, such as miscellaneous merchandise or Café, Income, Video Machines, Telephone Income.

To begin a transaction go to the POS menu by pressing **P**. Then select *Other Transaction*. Once this is done the screen will change to the transaction screen. Enter the transaction (see TRANSACTION SCREEN) and after completion the program will return to the control lanes screen.

**Note:** You can also press the letter **O** from the Control or Recovery Menu to begin an *Other Transaction*.

<b>5. Cash Paid Out</b>	
No Prompts ____	

This option allows you to enter all details of money paid out of the Cash Drawer. The entry of the operator's password is required.

To begin the cash paid out transaction go to the POS menu by entering **P**. Then select *Cash Paid Out*. The screen will change and prompt you to enter your password.

When the Computer Score Program accepts your password the cursor will move and now flash in the *Amount* section. Enter the amount to be paid out (enter dollars and cents) then cursor will move to the *Paid To* section. Enter here where the cash is going to (ie. a person, office supplies, etc...) and then the cursor will move to the *Details* prompt. Enter the details of what the cash is for (ie. payment for electrician, petrol, ...). If a section is not filled in, you will be prompted to enter those details. After completion the screen will return to the Control Screen.

Note: In the event of change being returned after a Cash Paid Out Transaction, you must execute another transaction but enter the change amount as a negative figure, as well as any other relevant details. All Cash Paid Out transactions (positive and negative) will be displayed on the Shift Report.

<b>6. Display/Void Last Transaction</b>	
Lane ____	Enter Lane of Interest. Return for All.

To begin the display or void of transactions go to the POS menu by entering **P**. Then select *Display or void transactions*. You are then prompted to *Select a lane*. The last transaction for that particular lane entered will be displayed. If you simply press **Enter**, then all the transactions will be displayed in the order that they were entered. Choose **P** to sight the previous transactions, or **N** to sight the next transaction in order of appearance. Void the transactions you require by pressing **V** and entering your password, then press **Q** to quit to the Control Lanes menu.

Note: For security reasons, transactions from a previous shift cannot be voided. Management also has the facility to prevent access to viewing previous transactions through password level settings.

# POINT OF SALE SHIFT FUNCTIONS

SHIFT 1 Tuesday 25 August 1998	
Opened By : _____	
At 08.35 on Tuesday 25 August 1998	
1. Open Shift	6. Previous Shift Report
2. Close Shift	7. Current Shift Report
3. Enter Banking and Print	8. Reprint End of Day Report
4. End of Day Close	9. Meter Reading Report
5. Enter Meter Readings	V. Voucher Payout Report
Select (Press Q to quit) ...	

## *Opening a Shift*

This option allows the Shift Manager to start a new Point of Sale Shift. After pressing the Number 1 the Shift Manager will be required to enter his password. The prompt will ask a Y/N question to confirm the opening of the shift. No transactions are possible unless a shift is opened.

Note:- There is no limit to the number of shifts which may be opened in one day.

## *Closing a Shift*

After pressing **2** to close the shift, you will be required to enter your specific password. When the *COMPUTER SCORE* program accepts your password, the screen will change and display the details of the shift. If all is correct press **Y** at the *Continue to Close Shift* prompt and start the closing shift procedure (otherwise type **N**). The shift is now closed. You will now be prompted to enter the banking. You may enter the banking now, whereupon the office printer will begin printing the shift report summary of all transactions. Otherwise, you may enter the banking and print the shift report later using Option 3. Whether you enter the banking now or later, your shift is officially closed and no other transactions can be made on your particular shift.

Note: A shift report will not be printed, unless the banking amount is entered.

## ***Enter Banking and Print***

If the banking wasn't entered when you closed the shift, you may do so through this option. This can be done even when the next shift is in progress. After entering the banking for the previous shift, the shift report summary will be printed on the office printer.

## ***End of Day Close***

This function must be used at the close of the last shift of each day: It will print a report of each of the day's shifts, plus *Daily Takings*, that is, the total of all shifts for the day.

At this point you also have the choice of entering the Meter Readings for the day. If you do not choose to enter meter readings manually, answer (No).

Note: If *End of Day Close* is not done, the next morning's shift cannot be opened. Also, only one End of Day Close can be done per day.

HINT: If you wish to *close* the last shift for the day prior to the Centre's closing time, but wish to continue trading, POS will allow you to *Open Shift* for tomorrow morning at any time of your choice. Any transactions made after that time, will be part of tomorrow's first shift. An *End of Day Close*, followed by an *Open Shift* achieves this.

## ***Enter Meter Readings***

Meter readings, as indicated on pinsetter/machine meters, maybe entered manually for each day, through this option, as a comparison with the automatic readings calculated through the pinsensing cameras.

## ***Previous Shift Report***

The Shift Report of the last closed shift may be re-printed through this option. Following this report you will be given the option of printing the Point Of Sale Transaction report. This report will list in detail each transaction made during the shift.

## ***Current Shift Report***

A Shift Report for the current opened shift may be printed at any time prior to the shift being closed using this function. This usually requires a high level password. This feature is useful for management to track the shift progress prior to closing it.

## ***Print End of Day Report***

The End of Day Report for any previous day may be printed through this option. Following this report you will be given the option of printing the detailed transaction report of the day and the lane usage report. The lane usage report gives a detailed listing of every game started, ended or abandoned through the lane control. It also indicates the starting and finishing time for each lane. Given an appropriate password level, this option can also be used to print the entire current day's trading prior to ending the day. Management has the facility to set a higher password level for access to this option.

## Meter Reading Report

The meter reading report gives comparative figures of the meter readings entered versus the games purchased and converts the difference to a percentage.

This report also provides a bar graph, indicating lane usage for the day. It will show the time started/ended for each lane to the nearest 5 minutes.

The vertical axis of the graph indicates the lane numbers and the horizontal indicates time from 9.00 am to 1.00 am in 15 minute intervals. Each 15 minute segment of a lane being in use will have a blackened section, which maybe of different intensities: darkest indicates a full 15 minutes, lighter indicates 10 minutes and the lightest intensity indicates 5 minutes of a 15 minute segment.

## Setup Games Control

From either the Control or Recovery menus, press either [S]etup or [G]ames setup to view the following screen:

BOWLING GAMES CONTROL										
Lane Number	1	2	3	4	5	6	7	8	9	10
Open Play Game										
Tournament Game										
League Game										
Lock Keyboard	N	N	N	N	N	N	N	N	N	N
[N]o, [1]...[8] Casino Bowling Game, [B]ingo, [R]edpin, [P]ick-A-Card, 11-[F]rame Game										
Press [C]hange Setup, [S]etup Casino Game, [N]o Tap Options, [Q]uit?										

From this screen you can define what, if any, Games Package promotion is to be played on the specific lane. See: *Game Package Manual* for more information on the Games Package.

It is also possible to Disable use of the Keyboard for Open play from here. If the Lock Keyboard fields have a Y entered in them, then the Help menu will not function from the Players Console. However, all other keys such as [T]V Mode, [A]nalysis Screens, 5/10 Frame [G]rid, [S]kip Bowler, [R]esume Bowler, and [P]in Action Replay are still available for use.

You can also enable or disable whether the Bowlers on the Lanes can select No Tap themselves, or whether a No Tap game can only be started from the Control Counter. Press [N]o Tap Options to enter the next screen.

# POINT OF SALE REPAIR MENU

COMPUTER SCORE		
<div style="border: 1px solid black; background-color: #f0f0f0; padding: 5px;"> League Secretarial  Print League Records  Repair Menu  Schedule Menu  <u>Management Menu</u>  Backup Menu  Control Lanes  Utility Menu  Frequent Bowler  Select League Code </div>	<div style="border: 1px solid black; background-color: #f0f0f0; padding: 5px;"> Current Bowler Print  Past Bowlers Print  Attendance Stats  Employee Details  Pro Shop Inventory  Locker Rentals  Spare Parts  POS Reporting Menu  <u>POS Repair Menu</u> </div>	<div style="border: 1px solid black; background-color: #f0f0f0; padding: 5px;"> 1 POS Months Setup  2 POS Item Setup  3 POS Item List  4 Daily/Weekly Totals  5 POS Validation  6 POS CLOSE Procedure  7 Display POS trans  8 POS Macro Setup  9 Quickbooks Export </div>
<p>This POS Repair sub-menu covers all aspects of POS operation :</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <ul style="list-style-type: none"> <li>* Edit/Print the POS Item List</li> <li>* Delete unwanted Daily Files</li> <li>* Set up multiple-item Hot Keys</li> </ul> </div> <div style="width: 45%;"> <ul style="list-style-type: none"> <li>* View/Edit Trading Figures</li> <li>* Display Transactions prior to today</li> <li>* Transport figures to your Quickbooks</li> </ul> </div> </div>		
<div style="display: flex; justify-content: space-between;"> <span>Console 2   11:06:03 Tuesday 20   October 1998</span> <span><b>BOWLER COASTER LEAGUE</b></span> </div>		

From any menu, press **M** for the Management Menu, then press **9** for the Repair Menu. This area of the program is security protected and a password is required. Management may limit access to this menu to personnel with higher duties.

## *Point of Sale Month Dates Setup*

This part of the POS system defines the 'Start' and 'End' Date for each of the 4 or 5-week months, for any particular year. The definition of any year is from JANUARY to DECEMBER, and the definition of each week number would depend on the DATE and the DAY on which the previous year was ended. For example: If the PREVIOUS year's figures ended on Sunday 28th December, then the CURRENT year's 'Week 1' would begin on Monday 29th December.

The dates are pre-set by Computer Score and although they can be changed by management for operational reasons, it is not recommended.

## Point of Sale Item List Setup

POINT OF SALE ITEM LIST SETUP							
Num	Item	Price	Tax %	Unit	Key	Report	Report Types
1	Adult Games	3.80		G	F1	B	[B]owling Open
2	Child Games	3.00		G	F2	B	[C]afe Income
3	Student Games	3.00		G		B	[E]ntry Fees
4	Staff Games	1.50		G		B	[F]ees Sundry
5	Extra Frames	0.35				B	[L]eague Bowling
6	Complimentary	0.00		G	F3	B	[M]erchandise
7	League Practice	2.70		G	F4	B	[O]ther Income
8	Open League	0.00		G		L	s[P]onsership
9	Day League	2.70		G	F5	L	[R]ental Income
10	Night League	2.80		G	F6	L	[S]chool Bowling
11	Senior League	2.70		G		L	[T]ournament
12	Junior League	2.00		G	F7	L	[V]ouchers
13	Gazza League	1.70		G		L	Vouchers Sundr[Y]
14	School Regular	2.00		G		S	[1] Banking
15	School Casual	2.00		G		S	[2] Cash Paid Out
							[3] Sales Tax
							[4] Quickbooks +-
Press [H]elp, [P]revious, [N]ext, PgUp, PgDn, or arrows to scroll item list.							
[C]hange Item, [N]ew Item, [A]dvanced, Quick[B]ooks, [Q]uit.							

This screen allows you to add new items or change any details of existing items. From the command line at the bottom of the screen you can issue the following commands:

[H]elp Will display a brief explanation of each command

Page Up Scroll up items.

Page Down Scroll down items.

[C]hange Use the Up/Down arrows to highlight the desired item, then press [C]. The item in question will be duplicated at the bottom of the screen, allowing the alteration of any details. Press the Enter key to the end of the line and the edited item will take its place on the list.

[N]ew Pressing this key will make available a new blank item number for data entry. Note:- Maximum number of items is 99.

[A]dvanced Will provide access to these commands:- [I]nsert, [D]elete, [M]ove, [J]oin. See Warning Below.

**Warning:** Before using the insert, delete, join and move functions you must perform a **Point Of Sale Close** right up to today's date, otherwise the financial data linked to the Point of Sale items will not be correctly transferred to the new item numbers. It would be advisable to make any

*of these major changes after end of trading or before trading time. The Join option may be used without a POS Close but it may take a long time to perform the operation.*

[I]nsert	Allows the operator to insert a new item immediately following the currently highlighted item.
[D]elete	Deletes the currently highlighted item. <u>Note:</u> Do not delete any item that has financial data, as any income or quantity amounts will <u>not</u> be deleted and be <u>added to</u> any new item taking the same number.
[M]ove	The move function transfers the currently highlighted item and prompts you to move the item at the new desired location.
[J]oin	Will delete a highlighted item but retain any income and quantity amounts and allows them to be joined to data from any other item. The prompts will guide you through this joining operation.
[Q]uit	Quit back to POS Maintenance Menu..

The UNIT type is used to define special attributes to the item, these being :

<b>G</b>	indicates that the item is a game to be bowled.
<b>T</b>	indicates that the game item is based on Time Bowling. <u>Note:</u> The price should be set so that it is divisible by 60 minutes evenly.
<b>I</b>	indicates that the item is an Inventory item requiring the entry of a serial number.
<b>L</b>	indicates that the item is the Locker Rental item.
<b>D</b>	indicates item used for Discounts for staff or inventory items. Enter amount as percentage discount. For example 10% is entered as 0.10.
<b>B*</b>	indicates the item used for League Bowling Charge Account.
<b>E*</b>	indicates the item used for League Bowling Prize Fund Trust Account.
<b>F</b>	indicates that the item is a Frequent Bowler Game purchase.
<b>S</b>	indicates Shoe Hire and is used to calculate the Hire Shoe rental %
<b>P</b>	indicates the Deposit item, used to record/report all deposits collected (eg. Birthday Parties etc)

\* These two report types should be used only if you enable League Accounts, that is, payment at some time other than during or immediately after League Play.

If the item is none of the above, leave Unit blank.

The KEY column refers to the 'Hot Keys', or FUNCTION KEYS (F1 to F12) on your keyboard, which are designed to accept the twelve most commonly used items on YOUR list, for faster operation. You may also use Control, Shift and Alternate function keys giving a total of 48 hot keys. All these keys can also be used for POS Macro's. See Section 8 "**POS Macro Setup**" in the POS Reference Guide.

Note: If you use POS Macros, be sure not to assign different functions to the same key. Eg. If F1 is set as the hotkey for Adult games in the POS Item Setup, be sure not to use it as a POS Macro.

When assigning Control, Shifted & Alt Hot Keys, the Control Keys are displayed with a ^ symbol, the Shifted Keys are displayed with a ~ symbol and the Alt Keys have a ! symbol. Eg. ^F1, ~F1 & !F1



respectively. When doing this, hit the keys themselves not the symbols as represented on the keyboard. For Example: For Alt F1, hold down the Alt Key and hit the F1 Key. Do not type !F1.

The REPORT column is important as it specifies how the item will be grouped within the Weekly Takings Reports. ***You must select a REPORT TYPE for every item as listed on the right side of the screen.***

Note: 11 of 13 REPORT TYPES must be used, otherwise the POS reports will be incomplete; Even though some of them may not be used for example (V)OUCHERS - you may not use vouchers in your operation, you must include 'Voucher' in your items list, and allocate 'V' in the Report column. The two Report Types which do not have to be used are:-

[F]ees Sundry – used to combine all income accumulated through infrequently used or discontinued Entry Fee POS items.

[V]ouchers Sundry – used to accept combine all games and income accumulated in infrequently used or discontinued vouchers.

IMPORTANT: Two other items which must be included in your list are: "BANKING", to be allocated (1) in the "Report" column, and "CASH PAID OUT", to be allocated (2) in the "Report" column. Unless these two items are included, and allocated to the correct report type, you will have incomplete Shift Reports and Weekly/Monthly Reports.

There is a limit of 99 items allowable in your list, however it is advisable to maintain to the average number used by other Centres, which varies between 40 and 60 items.

### **Hints for Smoother Operation:**

Before you commence to [C]hange the items on the list to suit your operation, take time to plan the numbering of the items, and perhaps leave one or two blank item spaces after each of the Report Types, allowing for additional future items in a particular Report.

Take particular care in choosing the Hot Key items – even though there are 48 available and should include the most commonly used items (in some Centres they may include squash, roller skating or other rental income areas).

Keep a record of your items list, in the event that an incorrect change may be made and upgrade it after any changes.

Report Types are used for sub totaling on the Weekly / Yearly POS reports.  
In allocating a report type to an item, consider the following:

**[B]owling Open:** All types of bowling items representing games other than league, tournament, school or discount vouchers.

**[C]afe Income:** Any income from food and drink lines - could also include vending/dispensing machines or some Bar lines.

**[E]ntry Fees:** Any income connected to either Tournament or League play, which is retained for future disbursement.

**[L]eague Bowling:** Any type of regular League bowling, with defined teams and number of players. Except for Schools & Tournaments.

**[M]erchandise:** Usually, income from Pro-Shop merchandise or saleable items from Control Desk (other than Cafe).

- [O]ther Income:** All other income not specified in the previous ten Report Types.
- S[P]onsorship:** A facility to itemise income from sponsors for a particular League, Tournament or Function, plus any income derived from in-Centre advertising.
- [R]ental Income:** Can be used to isolate shoe rental only or include lockers, Centre amenities, videos, etc.
- [S]chool Bowling:** All bowling classified as school sport either regular or organised school coaching etc.
- [T]ournament:** Any games other than league, school, open play or discount vouchers. All annual or periodical tournaments may be entered individually, leaving perhaps one general tournament item blank for any tournament or promotion which will not be compared to a similar item on a weekly/monthly/annual basis.
- [V]ouchers:** Any games derived from special discounted prices through printed vouchers or media advertising.
- [1] Banking:** This is the item which is used to record the Banking entered at the end of each shift. This item **MUST** be setup.
- [2] Cash Paid Out:** This is the item which is used to record all Cash Paid Out transactions. This item **MUST** be setup also.
- [3] Sales Tax:** Used only in countries that impose tax on bowling games.
- [4] Quickbooks:** Used only if you have your own Quickbooks program installed and wish to integrate the Point Of Sale items and income with it. See: *Quickbooks Export* in the *Point of Sale Manual* for more details.

Any number of additional items may be entered at any time, through the [N]ew facility to the Setup. Enter **Control\_W** to save entry of each item.

### ***Edit Daily and/or Weekly Totals:***

Through the password system (high level access) you will be able to edit the POS values - either income or quantities, for any DAY or WEEK.

Editing of DAILY results is used where adjustments need to be made for income or quantities for a particular days trading. Usually this would be the current week. Warning -if you edit the DAILY figures, then you must recreate the Weekly/Monthly results through the POS Validation.

An alternative method to making adjustments to daily figures is to actually add a transaction using the *Display POS transactions* option in the *POS Repair Menu*. Please note, for security reasons, adjustments made to the Daily Figures does NOT alter the Shift Reports even if reprinted.

Editing of WEEKLY figures is used where daily figures are not available. For example, last years figures or where a Point of Sale Close has been performed. Warning - if you change a weekly total and daily figures exist for that week, then the sum of all the daily trading figures for the week will not necessarily correspond to the weekly total as the latter figure includes the adjustment.

### ***Point of Sale Validation:***

This option will recalculate results from each day's POS files by opening the databases, then scanning each day's takings for the year of your choice.

This option **must** be used immediately after editing DAILY figures, and will also be helpful in "repairing" any corruption to the data in the Weekly Report. It is advisable to validate the previous year, prior to validating the current year, in order to recalculate the year to date as well as previous years comparative figures.

### ***Point of Sale Close Procedure:***

This option will DELETE all DAY files up to any date of your choice - all WEEKLY information will be retained, but not each DAY'S individual totals.

You may choose to delete all daily figures when they are no longer required, eg at the end of each month, or quarter as these figures are already available on your Shift and Weekly Reports.

**Important:**     *If you are closing right up to today's date and use the league fees system, please run any League Fees report prior to closing. As this will transfer the required League transactions before they are deleted.*

When this option is used, you must run the POS validation.

Warning:     As a security measure, backup your POS databases first, just in case you delete the current daily figures by mistake.

### ***Display Point Of Sale Transactions:***

This option will display details of any transaction for today, or any other day, by choice.

Transactions may be added from this option, in which case you must RECREATE the Weekly totals through option [5] of this menu, POS Validation.

## POS Macro Setup

This option allows the setting up of multiple Point of Sale items (up to 3) to a single key stroke. Eg. Holiday Special of 2 Games, Shoe Hire and a Hamburger could be assigned to the Ctrl+F1 key.

A total of 48 function keys can be assigned these include:

[N]ormal	F1 - F12
[S]hift	Shift + F1 – F12
[C]ontrol	Ctrl + F1 – F12
[A]lternate	Alt + F1 – F12

All Function F1 to F12 could be assigned this Macro Function.

MACRO ITEMS SETUP										
Num	Description	Qty	Item	Price	Qty	Item	Price	Qty	Item	Price
1	3 Game Special	3	23	9.00	1	31	1.00	1	10	0.50
2										
3										
4										
5										
6										
7										
8										
9										
11										
12										
The 12 Macros above can be activated in the POS by pressing F1 to F12										
Each macro may consist of up to 3 POS items.										
The price is multiplied by the item quantity. Example, Holiday special of 2 adult games (item 1) at \$2 each and 1 pair shoes (item 10) at \$1 is :										
<u>Description</u>	<u>Qty</u>	<u>Item</u>	<u>Price</u>	<u>Qty</u>	<u>Item</u>	<u>Price</u>				
HOLIDAY SPECIAL	2	1	\$4.00	1	10	\$1.00				
SHIFT + FUNCTION KEYS SETUP										

The above example consists of the following:

3 Game Special: 3 Adult Games (Item 23) at \$3.00 each  
 1 Shoe Rental (Item 31) at \$1.00 each  
 1 Sock Hire (Item 10) at \$0.50 each

**Handy Hint:** Before assigning POS Macro keys, it is a good idea to have a printed POS item list handy with a description of each POS item number.

**Note:** Function keys can be to a single POS item in the POS item setup. These function keys have priority over the POS macro keys. Avoid, if possible setting up conflicting POS Shortcut keys.

**Note:** The Price entered into the Price Column must be the Total Price for however many of that item that will be included, not the unit price for each item.

## ***Quickbooks Export:***

This option allows the export of the POS daily totals to your own Quickbooks Program. To activate this function, you must setup Account Codes and Inventory Item Codes, using the Quick[B]ooks option in the POS Item Setup. Do not attempt this unless you are familiar with Quickbooks operation.

When Computer Score exports POS transactions into Quickbooks, it Exports the daily totals for all POS items as a single transaction with multiple split line for each POS item.

Ie.) Daily Total =\$2000.00

	<u>Inventory Item</u>	<u>Qty</u>	<u>Daily Total</u>	<u>Income Account</u>
Split Line 1	Adult Bowling	10	\$50.00	Open
Split Line 2	Adult Shoes	5	\$5.00	Rental
Split Line 3	League Practice	5	\$15.00	League
etc...				

Quickbooks requires two pieces of information in order to import financial transactions. Firstly it needs to know what *Chart of Accounts* account to record monies into, and secondly it needs to know what *Inventory Item* is being reported into the Account.

There are two methods to give this information to Quickbooks:

### **Method 1 Automatic Classification of POS Items**

Using this method, the POS items are automatically classified according to what Report type each POS item is assigned to in the POS Item Setup.

Eg.)

<u>REPORT TYPES</u>	<u>QUICKEN ACCOUNT</u>
[B]owling Open	Open
[C]afe Income	Vending
[E]ntry Fees	Entry Fees
[F]ees Sundry	Entry Fees
[L]eague Bowling	League
[M]erchandise	Merchandise
[O]ther Income	Other
s[P]onsorship	Sponsorship
[R]ental Income	Rental
[S]chool Bowling	School
[T]ournament	Tournament
[V]ouchers	Vouchers
Vouchers Sundr[Y]	Vouchers
[1] Banking	(Whatever Description is in POS Item setup)
[2] Cash Paid Out	Cash Paid Out

The Quickbooks Inventory item is also automatically entered to be the same as the description in the POS item Setup. (POS Item descriptions must be unique in the first 13 characters)

Eg.)

<u>POS ITEM</u>	<u>QUICKBOOKS INV ITEM</u>
Adult Games	Adult Games

Basically, in order to use this method all you have to do is leave the Account Code and Inventory Items columns completely blank and the Export program will export all POS items automatically according to its Description and Report Type.

Note: You can change the description of the Banking POS Item to be the same as your bank account name in Quickbooks so that the transactions go to the correct account. Eg. Change the *Banking* POS item to *Commonwealth* and transactions will go to a bank account called *Commonwealth* in Quickbooks.

***It is strongly recommended that you use this method unless you are an advanced user.***

It is also recommended that you do a trial export to a new, blank company before exporting to an existing Quickbooks company in order to view the result of a Quickbooks export and gain familiarity with the process. (Also backup existing Quickbooks company **before** importing IIF file)

## **Method 2 Manual Classification of POS Items**

Using this method you can manually dictate where a POS item is reported to by filling out the *Account Code* and *Inventory Item* columns in the Quick[B]ooks Setup yourself. By filling in these fields, data will be exported to that specific account and inventory item no matter what changes are made to the description of the POS item.

Eg.)

<u>POS ITEM</u>	<u>ACCOUNT CODE</u>	<u>INVENTORY ITEM</u>
Meal Deal Voucher	Vouchers	Vouchers:MiscVouchers

In the above example the Meal Deal Voucher could be changed to Meal Deal Voucher2 (or indeed Adult Bowling so caution is advised) and the information will still go the *Vouchers* Account and *MiscVouchers* which is a sub item of the *Vouchers* inventory item.

This method is very precise, however it is very intensive to Setup and maintain if the POS item list changes frequently.

It is possible to use a combination of the two Methods by only filling out the Account Code and Inventory Item for only certain POS Items (Such as frequently changing specials.) and leaving the rest to be done automatically as per Method 1. This will stop your *Inventory Item* list in Quickbooks from growing too large with items that where only relevant for a short time.

For more information, see the on-screen help for the Quickbooks export by pressing (H)elp once in the Quick(B)ooks Setup screen.

# POINT OF SALE - TROUBLE SHOOTING

Most difficulties in the Point of Sale usually relate to the Cash Drawer, Receipt Printer (if installed) and the Control Monitor keys. Many of the problems relating to the use of function keys and the numeric lock, as well as the Printer are already handled in the Trouble shooting section of the Overview manual.

Note: The standard installation has the Cash Drawer on the same serial line as the Receipt Printer.

## ***Cash Drawer will not open:***

- 1) Check that the POS (Receipt) printer is on-line and has paper. If your Cash Drawer is operated from the back of a Citizen POS printer, then the Drawer won't open unless the printer is on line. Both the power and "Sel" Lights should be lit on the printer.
- 2) Cash Drawer port specified in the Printer Setup option of the Utility, Control Screen Setup menu has been changed. See the *Installation Guide* in the *Computer Score Overview* and *Setup Screens* in the *Lane Control Manual* for more details.

Note: *Before changing any printer setup values, always make a note of the original setting.*

- 3) The power supply to the Receipt Printer is off or disconnected.
- 4) The serial cable to the Receipt Printer is disconnected.
- 5) The Cash Drawer is not functioning. (Internal electronics faulty). This would be fairly rare considering that the electronics of the Cash Drawer merely consist of a solenoid. Try moving the Cash Drawer cable to the second port underneath the Receipt Printer. You will have to also change the Drawer field in the Printer Setup to 2ND from 1ST or vice versa. See your printer users guide to determine which port is the 2<sup>nd</sup> Cash Drawer Port.

The Cash Drawer will open if the Receipt Printer is reset, or switched off and then back on. If this does happen then the serial cable is probably OK. If it does not open then the Cash Drawer is not connected to the printer. You may manually open the Cash Drawer using a mechanical switch located towards the rear on the underside of the drawer.

## ***Point of Sale Receipt Printer not working:***

- 1) Check that the printer is on-line and has paper.
- 2) Check also that the serial cable is plugged in correctly at both ends.
- 3) Check the POS Receipt Printer number as specified in the Control Setup Screen is correct AND that the Point of Sale Receipt Printer has been set to (Y)es or (S)electable. Refer to the Installation Guide in the Computer Score Overview for the default values.
- 4) Refer to the Receipt Printer operating manual.



### ***Point of Sale transaction screen locks up:***

This usually only occurs when the Point of Sale Receipt Printer is not on-line. For those systems without the Receipt Printer, it may occur if the Receipt Printer has been selected as (Y)es or (S)electable. Check the setup and/or printer.

### ***A single function key not working:***

This is most likely through Function key assignment in the Item List Setup having been changed. Check the Item List Setup and POS Macro Key Setup. Any changes made to the setup will not be actioned until you Quit out of the POS Item Setup and save the changes. If you perform these changes on one Computer, you must quit out and re-load the Control Lanes program on every Computer in order for the changes to take effect.

### ***Scoresheet Printer not functioning:***

Check scoresheet printer is on line. Also check that the Control monitor has been returned to the Control Status screen. It cannot process scoresheets or league scores whilst a transaction screen is incomplete or if the screen is being used for other purposes such as Bowler name entry.

Warning: Do not leave the (O)ther transaction screen up, and enter shoe rental payments until the screen becomes full. This procedure is not recommended for a long period of time if Open Play lanes are in use because printing of Score Sheets is disabled until the Control Grid reappears. It is best to complete the transaction and create a new transaction for the next shoe hire.

### ***Providing credits on game purchased***

In the case of Open Play game refunds, simply recall the lane number through (4) Start Open Play and enter the negative number of games as required. In the case of a Waiting List reservation which has already paid, use (3) Pay Reservation and enter the negative games, as required.

### ***Voiding transactions:***

Transactions cannot be voided if they were created in the previous shift. Many voids are unnecessary as in most cases, errors can be edited whilst in Transaction Screen or games and payments can be edited as in the cases explained above.

**Incorrect banking entered at the end of shift:**

The Banking figure cannot be changed (auditing reasons), except on the following day through Edit Daily Transactions. Remember to run the POS Validation option after performing this step.

**Incorrect transaction entered for previous shift:**

This can be corrected the following day using Edit Daily Transactions. Alternatively, an adjusting transaction may be made in the current shift. The banking for each shift will not match the shift takings but will be correct for the whole day.

***Paid Games and Total Games do not match:***

This usually occurs where there have been 'pay after' games entered that were not completed within the same shift, or where the Pay After mode has been used for test or other purposes.

# **TROUBLE SHOOTING: POS REPORTS**

## ***Weekly totals not adding up to the sum of the 7 days:***

This may occur when figures have been changed using the *Edit Daily/Weekly Totals* menu option with the POS maintenance. Whenever figures have been changed use the *POS Validation* menu option then reprint the report.

## ***Error message is printed on Weekly Report:***

An error message such as 'Cannot merge (P)' may print on the POS reports if the Report type has not been allocated to any Items within the Item List. Check the Report types within the Setup of the Item List.

## ***Items missing from the Weekly Report:***

Once again this may occur when the Report Type has not been specified for every item.

## ***An incorrect Week Number appears at the top of the Weekly Report:***

This will happen if the Months Dates Setup has been changed. Normally this option is password protected from any Center staff. Run a POS Validation for current and previous year, before calling Computer Score.

## ***The POS Validation is very slow:***

If daily data has accumulated over a long period of time without a *Point of Sale Close* Procedure being performed, then the validation will take a very long time. It is suggested that the Daily files be deleted up to say 4 weeks ago. There is no need to keep more than 3 months of daily files.

## ***Point of Sale Backup Disk becomes full:***

This may also occur when the Daily files accumulate. Proceed as in the above case.

# Chapter D

## WAITING LIST

### GETTING STARTED

The Waiting List system is an essential part of the Point of Sale operation. For example, multiple lane reservations best be processed via the Waiting List *Add a Reservation* option.

The Waiting List system has been designed to fulfil the following criteria for a busy centre:

- 1) Speed up the process of commencing games by completing a transaction prior to the lanes becoming available. Bowlers names can be entered by the operator after entering the transaction, thus saving time on the lanes.
- 2) To provide a convenient mechanism for handling multiple lane group reservations.
- 3) To guide the management in the allocation of lanes, by indicating the expected time of completion. This time automatically adjusts to the speed of the bowlers. All waiting reservations are automatically linked to a lane with the expected commencement time displayed.
- 4) Fully integrated to the Point of Sale, Lane Control and League Secretarial systems. For example, it automatically places today's leagues into the Waiting List, and removes the reservation when the league is commenced.  
**NO MANUAL OPERATION IS REQUIRED!**
- 5) The waiting list guides but never insists on which reservation to start next, OR on which lane!
- 6) Allows the recording of advance telephone bookings for today.
- 7) Replaces the centre's reservation book for today.

Hint: If your centre has 20 lanes or less, the Waiting List & Control Lanes status grid can both be displayed simultaneously by pressing D for [D]ual display.

# WAITING LIST - WORKBOOK

## *Exercise 1: Walk In Reservation*

A group of 8 bowlers arrive at the control counter. They wish to play one game each and require shoe hire. All lanes are currently in use and they are prepared to wait for the next available lanes.

From the *Control Screen*:

Type **W** or Waiting Menu

Type **1** o Add reservation

Type **Smith** for Group organiser's surname then press **Enter**

Type **2** then press **Enter** for number of Lanes required (or 1 if the group is to bowl on one lane only)

Press **Enter** for automatic allocation of Start lane

If the bowlers require a particular pair of lanes such as lanes 7 and 8, instead of pressing **Enter** on the start lane prompt, indicate **7** as the lane number. This will hold the reservation for lanes 7 and 8 only and indicate the waiting time for those lanes.

From the *Transaction Screen*:

Type **8** for Quantity required

Press the adult shoes item number

Press the adult games item number

Type **8** for Quantity required

Press **Enter**

Type **50** for \$50.00

Press **Enter** to open till drawer

Close cash drawer to complete transaction and return to Waiting List screen.

The screen has displayed two reservations both in the name of Smith and allocated 4 games to each reservation. If all lanes are currently being used it will indicate the anticipated waiting time and the first available lane number. If there are lanes available immediately it will indicate the available lane number and a flashing prompt *GO*.

## ***Exercise 2: Phone Reservation***

Received a phone call from a Mr Jones who wishes to bring two adults and four children to the centre to play one game each. He wishes to make a reservation for three o'clock this afternoon.

From the *Waiting Screen*:

Type **2** for Phone Reservation

Type **Jones** for Last Name and press **Enter** then the contact telephone number and press **Enter**.

Type **6** for Games and press **Enter**

Type **03:00** and press **Enter** (Start Time will display current time. Overwrite this prompt with the 03:00 and choose Am or PM)

Type **1** and press **Enter** for Lanes required

Press **Enter** Start Lane, leave blank as no special lane requested.

The screen now displays the reservation in the name of Jones for 6 games. The requested time of 3pm in reverse block and the number of minutes before that reservation is due. It also indicates the next available lane at that time. The reservation number is also in reverse block, indicating that payment has not yet been made.

## ***Exercise 3: Pay Reservation***

Mr Jones has arrived at the control counter and wishes to obtain his lane and pay for the games and shoe hire.

From the *Waiting Screen*:

Type **3** for Pay reservation

Obtain Mr Jones reservation number from the waiting list display screen.

Input (**Number**) then press **Enter** Indicate the reservation number for Jones. If it is the only reservation unpaid it will highlight the number in reverse block.

Complete the transaction screen.

When you have closed the cash drawer, the screen returns to the Waiting List and the reverse block disappears from the transaction number, indicating that payment has been made.

## ***Exercise 4: Start Reservation***

A lane is now available for Mr Jones and his party.

From the *Waiting List Screen*:

Type **4** Start reservation.

Obtain Mr Jones reservation number from the Waiting List display screen.

Input (**Number**) then press **Enter**     Indicate the reservation number for Mr Jones.

Input (**Lane**) then press **Enter**     This prompt is indicating the next available lane. If this is acceptable press **Enter**. If not, over type with the nominated lane number and press **Enter**.

The reservation for Jones will be removed from the Waiting Screen and appear on the Control Screen.

## ***Exercise 5: Edit Reservation***

Two extra bowlers have arrived and wish to be included in the Reservation for Smith. They will play 1 game each and require shoe hire.

From the Waiting List Screen:

Type **5** for Edit Reservation.

Obtain Mr Smith's reservation number from the waiting list display screen. (See Exercise 1)

Input (**Number**) then press **Enter**.     Indicate the first reservation number for Smith.

The next set of prompts will display the details of the Reservation for Smith. Keep pressing **Enter** until the Transaction Screen appears. The previous transaction will be displayed in reverse block and the cursor will be on the next available line.

Type **2** then press **Enter** for number of games

Type **F1** for Adult Games

Press **Enter** on blank transaction line

Type **10** then press **Enter** for \$10.00

Press **Enter** Cash drawer will open

Close the Cash Drawer to return to the Waiting List Screen. The reservation for Smith now displays 5 games for each of the two reservations. If the Centre is 20 lanes or less the screen will display both the control and waiting list screens.

This dual screen can be displayed at anytime by pressing **M**.

The dual display gives the complete status of lanes in play and waiting reservations. To return to the Control Screen press **C**.

To return to the Waiting List Screen press **W**.

### ***Exercise 6: Phone Reservation***

**You have received a phone call from a Mrs Williams who wishes to make a reservation for 6:30PM tonight. One lane is required for 4 adults playing 1 game each.**

Refer to exercise number 2 if necessary.

Please note, 6:30 PM may be entered as the 24 hour time of 18:30 or 06:30 or 6:30

### ***Exercise 7: Cancel Reservation***

**Mrs Williams has called to cancel the reservation.**

Type **6**. Delete Reservation.

Obtain Mrs Williams's reservation number from the Waiting List display screen.

Input (**Number**) then press **Enter**. Indicate Reservation Number.

Type **Y**. Confirmation prompt.

Press **Enter**. If no further reservations require deleting.

Note:- If the incorrect reservation is cancelled in error, Press[6] Delete Reservation and enter [\*] as the reservation number and press Enter. The reservation just deleted will be restored to the screen. This function applies only to the last deleted transaction only.

The exercises below are used to demonstrate the many different situations encountered in allocating lanes for open play and processing the monies in a busy bowling centre.



## ***Exercise 8: Open play, 1 only lane for 2 players.***

### **Variation 1: Lanes available, pay before.**

Answer: Start Open Play and process POS transaction.

### **Variation 2: Lanes available, but players pay separately.**

Answer: Start Open Play and process payment from player 1 for his games. Use the option [A] for Add to this transaction, to process payment for the second player.

### **Variation 3: Lanes unavailable, pay altogether now.**

Answer: Add reservation from Waiting List, completing the POS transaction screen for required number of games. Then start reservation in usual way when lanes become available.

### **Variation 4: Lanes unavailable, but players pay separately.**

Answer: Add reservation from Waiting List, completing the POS transaction screen for the first player only. Then select Pay Reservation and include the 2nd players games on the POS screen.

## ***Exercise 9: A Group Of 8 Bowlers Requiring 2 Lanes.***

When reserving multiple lanes, you must enter the number of lanes required. You should also enter the start lane. The computer DOES NOT attempt to reserve the lanes so that the group are playing on consecutive lanes, except in the case where the start lane is specified.

### **Variation 1: Lanes available, pay altogether.**

Answer: Multiple lanes as a rule, should be handled through the Waiting List system. Select Add a reservation and enter 2 for the number of lanes required. Complete the POS transaction screen for the full amount. Select *Start Reservation* to commence the first lane for the required number of games, and then select *Start Reservation* to commence the second lane for the balance of the total number of games purchased.

Alternative: Another method of processing this, is to Start Open Games and enter the transaction for the entire group. Then select *Start Open Games* for the other lane required, but press *Enter* for the POS transaction screen for a Pay after transaction. Then select *Transfer Games* to transfer the required number of games from the first lane to the second lane. This is an interesting exercise but would probably be better handled as above

### **Variation 2: Lanes available, but pay separately for lanes.**

Answer: If paying per lane, then the transaction can be considered as 2 normal independent open lanes. As such they can be processed via Start Open Lanes in the normal way.

### **Variation 3: Lanes available, but players pay separately.**

**Answer:** As lanes become available, the transaction can be considered as two normal independent open lanes as above. Start open play for player 1 on the first lane. After entering “Amount Tendered” three new options will appear on the lower part of the screen. Choose [A] for Add to this transaction and Repeat the process for all players on that lane. Then start open play for player 5 on the 2nd lane. Repeat until all players on that lane are processed.

After entering “Amount Tendered” three new options will appear on the lower part of the screen. Choose [A] for Add to this transaction and it will allow the entry for the next player. Repeat this procedure until all players have paid and the transaction is completed in the normal manner.

**Alternative:** Add the reservation and process the first amount of money. Remember to enter 2 for the number of lanes. Then Repeat Pay Reservation for the other parts of the transaction. Start play as variation 1.

**Note:** There is a limit of 10 transaction lines, so you may not have enough lines to add each players individual monies. If so, process in groups.

### **Variation 4: Lanes unavailable, pay altogether.**

**Answer:** Select *Add a Reservation* and enter 2 for the number of lanes required. Complete the POS transaction screen for the full amount. Then select *Start Reservation* to commence the first lane when available, and then select *Start Reservation* to commence the second lane when it becomes available.

### **Variation 5: Lanes unavailable, pay separately.**

**Answer:** As per variation, but start the reservation only when the lanes become available. If you are not processing the money UNTIL the lanes are available, then the transaction is identical to the example phone reservations described later.

## ***Exercise 10: Phone Reservation For 1 Lane Of 2 Players.***

### **Variation 1: Lanes available when players arrive, pay together.**

**Answer:** Enter Phone Reservation when phone call taken. When players arrive, use Pay Reservation to process the monies. Then select Start Reservation.

**Alternative:** A faster method, that removes one step is:- Enter Phone Reservation when booked. When players arrive, start the reservation. The POS transaction screen will appear knowing that monies have yet to be processed. Complete the transaction.

**Variation 2: Lanes available upon arrival, pay separately.**

Answer: Enter Phone Reservation when booked. When players arrive, process the first players transaction through Pay Reservation. After entering “Amount Tendered” and processing the change, etc, press [A] for Add to transaction, and process the next players transaction. Repeat this process for additional players.

Alternative: Alternatively, as an interesting exercise:-  
Enter Phone Reservation when booked. When players arrive, Start the Reservation, entering the monies from the first player only. Now select *Start Open Games* for this lane, whereupon you may add the games for the second player.

**Variation 3: Lanes unavailable upon arrival, pay together.**

Answer: Proceed as per the first answer of variation 1, but Start the Reservation only when the lanes become available.

**Variation 4: Lanes unavailable upon arrival, pay separately.**

Answer: Proceed as per the first answer of variation 2, but Start the Reservation only when the lanes become available.

***Exercise 11: Phone Reservation For 2 Lanes Of 8 Players.***

These exercises are essentially the same as for Walk-in multiple lane reservations, except that the usual Add a Reservation is replaced by Phone Reservation and then Pay Reservation when the group arrives. The process is identical whether lanes are available immediately or not. Just start the reservation when the lanes become available.

**Variation 1: Group arrives, pay together.**

Answer: Enter Phone Reservation for two lanes when booked. Then process monies via Pay Reservation upon arrival. Start the reservation when lanes become available.

Note: **DO NOT** skip the Pay Reservation step and hope to process the full transaction at the time of starting the transaction. If you do so, then ALL the games will be allocated to the first lane, and none to the second. If this happens, start the second lane as a Pay After transaction, then transfer games from the first lane to the second lane. You will also need to delete reservation for the second lane.

### Variation 2: Group arrives, pay per lane.

Answer: Enter Phone Reservation for two lanes when booked. When the Group arrives, process the monies via Pay Reservation for the first lane, then the second lane. Start the Reservation when lanes available.

Alternative: If the lanes are immediately available, then the quicker method is to:-  
Enter Phone Reservation for the two lanes when booked. When the group arrives, Start the Reservation for the first lane. As monies have not been processed it will require you to enter the transaction for the lane starting (not both). Process this, then repeat this step for the second lane.

### Variation 3: Group arrives, pay per player.

Answer: See similar variation for Walk-in Group Reservation.

#### General Note:


There is no right or wrong way to process the Reservations. The Reservation system is the tool, but you are in control. At no time does the reservation system force you to use any particular lane. It will guide you, but you have the last say.

## ***Exercise 12: Entering Players Names from the Waiting List***

In this example, say three people wish the bowl 2 games each.

After filling out either a Phone Reservation or transacting a Walk In Reservation, you can enter the bowler lineup straight away, from the Waiting List.

Press [N]ame Entry and you are presented with the following screen:

NAME ENTRY		
Player 1		Enter the 5 character name for each bowler on the lane. Leave spare names blank. Names must be in upper case using A..Z only. The END key erases the current name The DEL key deletes the character under the cursor The INS key allows insertion of characters  When complete press F10 to save names If you do not wish to continue press ESC
Player 2		
Player 3		
Player 4		
Player 5		
Player 6		

Fill in the first three Players with the correct names, leaving the other three positions blank and then press F10 to save. You can also specify Automatic Bumpers, if available and enabled, for any player by pressing the TAB key at the appropriate name.

Those names will now be present on the lanes when the Reservation is started.

# WAITING LIST - REFERENCE GUIDE

WAITING LIST				
		Waiting	Games Booked	Lane
1. Add Reservation	#1	JONES		5
2. Phone Reservation	#2	JONES		6
3. Pay Reservation	#3	BROWN		7
4. Start Reservation	#4	BROWN		8
5. Edit Reservation	#5	BROWN		9
6. Delete Reservation	#6	SMITH		1
	#7	SMITH		1
[C]ontrol, [R]ecover, [W]aiting, [P]OS, [S]etup, [V]iew, Shif[T], [Q]uit				

The above display shows the current status of all lanes in the centre and provides a range of functions the Control Operator can use to control the Computer Scoring System.

Select the required line by typing the line number, this will automatically display the appropriate PROMPTS.

<b>1. Walk-In Reservation</b>	
Name --	Enter Name of Booking
Lanes ____	Enter Lanes Required
Start Lane --	Leave Blank for Automatic

This line is used for placing a walk-in reservation to the waiting list. It assumes that payment is to be accepted immediately. If not, then it can be entered as a phone reservation.

The Start lane prompt should be left blank, so the computer can allocate a lane according to lane usage. You can always override the lane when starting the reservation. Only enter the lane number when a specific lane is required.

Examples:-

A reservation in the name of Smith for a single lane.

Name SMITH

Lanes 1 Start Lane

(The number of games will be displayed in the POS transaction screen)

A reservation in the name of Smith for a pair of lanes.

Name SMITH

Lanes 2 Start Lane

The number of games entered will be split evenly between the two lanes. If an odd number of games, then the higher is shown on BOTH reservations. For example, if 5 games purchased then the reservation is split with 3 + 3 games. This does not mean a free game is given, it simply means that it is better to be conservative in the estimation of expected playing time. When the first lane is started the balance of the games is placed against the remaining lanes of this reservation.

<b>2. Phone Reservation</b>	
Name --	Enter Name of Booking
Games ____	Approximate Games Required
For _	Approximate Time To Start
Lanes _	Enter Lanes To Start
On Lane _	Leave Blank For Automatic

The phone reservation line allows the entry of a reservation where payment cannot be received immediately. It needs to know the expected time the bowlers will arrive and the approximate number of games to be played.

Examples:-

A reservation in the name of Jones for 1 lane at 3.00 pm for 12 games.

Name JONES Games 12

For 03:00 Lanes 1 Start lane

Be careful in the entry of time, it need not be entered in 24 hour time, but enter two digits, eg. 03.

The POS transaction screen does not display, as no money is expected to be taken yet. All reservations which have not been paid for have the reservation number highlighted.

<b>3. Pay Reservation</b>	
Number ____	<div>Enter Number of Reservation</div>

This line allows money to be taken for a Phone Reservation.

Select the number of the reservation and enter the games and shoes required in the Point of Sale transaction screen that follows. It need not be the same as the approximate number of games entered when reserved as the games displayed is automatically adjusted to the games paid for. Once the reservation has been paid for, the highlight on the reservation number is removed. Money can be taken in parts by entering this option repeatedly and adding to the end of the transaction.

This line can also be used to adjust the number of games purchased, by adding or crediting games within the Point of Sale transaction screen.

<b>4. Start Reservation</b>	
Number ____	<div>Enter Transaction Number</div>
On Lane ____	<div>Enter Lane to Start On</div>
Games ____	<div>Number of Games to Play</div>

When no lanes are available an error message is displayed when attempting to select this line.

After entering the reservation number , the LANE prompt will appear. The lane number will be filled in automatically as that of a currently available lane. If you wish to use another lane, over type with the lane number of your choice. If the reservation is for multiple lanes and has been paid then a GAMES prompt will appear so as you can specify what number of games of the total purchased are to be played on this lane.

If the reservation has not been paid for then the Point of Sale transaction screen will appear requesting that the monies be taken. If it is a Pay After open transaction then return through the Point of Sale transaction screen as if it were a no transaction.

Note: If multiple lanes booked and NOT paid for when starting the reservation then the POS transaction screen appears and it expects the entry of monies relating to this lane ONLY, not the multiple lanes as would be the case through Pay Transaction.

5. Edit Reservation	
Number ____	Enter Reservation Number
Name ____	Surname of Booking
Games ____	Total Games to be Played
Lanes ____	Number of Lanes Required
For ____	Approximate Time to Start
Start Lane _	Leave Blank for Allocation

This line is used to edit the details of the reservation such as the number of lanes required or the starting time. If the reservation has already been paid for, then the Point of Sale transaction screen will appear with the previous transaction lines highlighted. Extra transaction lines may be added for the purchase of extra games.

If the line is used to edit phone reservation details prior to the players arriving, the transaction grid will be displayed automatically, expecting monies to be collected. In this case, simply press *Enter* and the edited details will be indicated on the Waiting List screen..

6. Delete Reservation	
Number ____	Enter Number of Reservation

This line can be used to delete a reservation. If the reservation is for multiple lanes, then the operator will be asked if all the lanes associated with the reservation are to be deleted or just the single lane highlighted. You may undelete the last deleted reservation by entering an asterix '\*' as the reservation number.





# WAITING LIST - TROUBLE SHOOTING

The waiting list options, such as *Add Reservation* are simply tools, not a complete function. In other words, to achieve a certain function you may need to use several Waiting list options in succession.

For example, Two lane Open Phone Reservation paying together.

- Step 1: Phone Reservation (at time of ringing)
- Step 2: Pay Reservation (when arrived)
- Step 3: Start Reservation for Lane 1 (when lane available).
- Step 4: Start Reservation for Lane 2 (when lane available).

If, in the above example they are paying separately, then the sequence would change by having multiple Pay Reservations.

If, in the above example the lanes are available when paying (and they are paying per lane), then the sequence could leave out Step 2 altogether and money will be requested when starting the reservation.

Most of the trouble encountered in the waiting list system is due to not understanding how to put the options together to achieve the required result.

## ***Next league not appearing in the waiting list:***

The next league is automatically entered into the waiting list two hours prior to play. This is done by checking the Start Time and Lane defined on the league classification screen. These must be entered correctly and in 24 hour time for this to work. Similarly, the next play date must match the current date and can be checked within the *Edit Scheduled Dates* option in the Schedule menu.

## ***Current time incorrect:***

The time must be changed for daylight savings time. This can be from the [U]tility Menu, option [4] Change System Date. See Workbook Exercises:- Setting Date and Time in the overview Manual.

## ***Deleting the wrong reservation:***

There is a facility to undelete the last deleted reservation. This can be done by entering an asterix '\*' in the reservation number field within the *Delete Reservation* option.

# Chapter E

## LEAGUE SECRETARIAL

### GETTING STARTED

The League Secretarial program keeps the records of each league in a separate set of computer files. These files are created with a setup program called League Classification, which is run only once for each league at the commencement of the season.

You will be required to enter all the information the computer needs about that league, including teams, bowler's names, and such information as lineup, points system and handicap rules.

After the league is setup, the scores from each week's matches are automatically transferred from the lanes to the host computer's hard disk. When all teams have completed their games, the results of that match can be printed.

If every team had a full complement of bowlers, and they all bowled each week of the season, you would have nothing to do but print the match results each week. Usually there will be blind scores, roving reserves, forfeits, corrections and other variations. All of these are explained in this manual and on the screen.

#### *Hints to the Operator:*

Sometimes people think that computers must be operated by computer experts. This is not true, you will probably have fewer problems if you have someone run the program who understands league rules and league secretarial procedures. It will not take them long to learn how to use the program, and they will know how to handle the different situations that will arise in league play.

For the initial setup of your leagues, choose an operator who has typing skills, speed and accuracy.

#### *Organisation of Work:*

The major problem in setting up the league program is obtaining accurate, complete and current information from each of the league secretaries in your centre.

Leagues using the program for the first time will be especially critical of the first few reports, and you should be careful that these are as accurate as possible. Common early errors are mistakes in name spelling and pinfall adjustments which result in wrong handicaps.

**Here is a list of league information that is required from each league secretary.**

1. Last week's CORRECT Standing Sheet
2. The correct NAMES and NUMBERS of the Teams
3. Bowlers information: Name, Address, Telephone No., Best game and series achievements, and if possible, date of birth (Day and Month only required)
4. A copy of the Constitution or Classification (playing rules, points of allocation, handicap system, etc.)
5. A copy of the CURRENT schedule (Lane Draw)
6. Any known non-bowling dates during the season

When you receive the documents from each league secretary, take time to go through the league classification report. To make a correction at this stage may save you a lot of trouble in the future. Take time to go through the players listed in each team and ask again the question: Is each member a new bowler or a current bowler?

If you have all the information, you should have no problem with setting up the league.

## ***Backups***

It is imperative that floppy disk backups be made regularly. How often do you to do a backup? The answer to that question is simple: If you do not want to re-enter the league data since the last backup, then it is time to do another! *COMPUTER SCORE* recommends that backups be made at least once a week. Use Option 1 of the Backup and Restore Menu.

The number of floppy disks required is usually up to 8, with 4 sets of 2 disks each. The second disk of each set is required only if requested during the backup. (Screen message will ask for second disk.)

You **MUST** maintain at least 4 sets of backup disks. For the first week of the month use Set number 1, the second week use Set number 2 and so on. This way you have a backup at least 1 month old. Using only one set does NOT provide a secure backup system. It is also recommended that the backup disks not be kept at the Bowling Centre in case of fire or theft.

**Important:** League Backup does not backup Point of Sale and Café. These are separate procedures that must also be performed regularly.

# LEAGUE SECRETARIAL WORKBOOK

<i>SECTION 1</i>	NEW LEAGUE STARTING FROM WEEK ONE.
<i>SECTION 2</i>	COMMENCING A LEAGUE THAT HAS BOWLED A SMALL NUMBER OF WEEKS.
<i>SECTION 3</i>	COMMENCING A LEAGUE THAT IS WELL INTO THE BOWLING SEASON.
<i>SECTION 4</i>	TOURNAMENT PROGRAM

## ***NEW LEAGUE STARTING FROM WEEK 1***

### **Exercise 1 Enter the League Classification**

From the Master Menu, press the number ***I*** or the letter ***L*** for the League Secretarial Menu.

Press the number ***I*** to Add a League Classification.

Type in a 3 letter code to identify the new league.

Example: ***GFL*** for Girl Friday League.

Select [***L***] to specify that the Classification is of a League.

Follow the Help prompts and complete the three pages of information. See Reference Guide for explanation of the prompts in the Classification.

From the League Secretarial Menu press ***Q*** to Quit back to the Master Menu.

### **Exercise 2 Print and Check League Classification**

From any menu, press the letter ***P*** for the Print League Records Menu.

Press the number ***7*** to select Print League Classification.

Print a copy of the new league classification and check all details.

From the Print League Records Menu press ***Q*** to Quit back to Master Menu.

### **Exercise 3 Enter Teams and Bowlers**

Press the letter **L** to select the League Secretarial Menu.

Press the number **4** to select Define Team Information and then [A] for Adjustments.

Add the team names in the correct order. No information is required in adjust High Game or High Series Column.

From the same League Secretarial Menu, press the number **5** to Add a New Bowler.

Note: It is best to add bowlers in the order as they would like to appear on the lineup.

Hint: The bowlers lineup defaults to the order of bowler number. (That is, in the order entered, unless [L]ow to High or [H]igh to Low average order is selected in the Classification.) You may use the team number to manually override the order. For example 1A, 1B, 1C instead of just team 1 for these three bowlers. The person with 1A will be first in the lineup, 1B second and 1C third.

Type in the Last Name and First Name.

Change the details in display if required. (Display name is limited to 5 characters)

eg BROWN

KATHERINE      KATHE (change to KATHY)

Complete address as if you were addressing an envelope.

Note: If an address is not entered, the bowler's details will not be automatically entered into the Master Bowlers Database file. If the address is not known at this time, simply enter the Center's name and press Enter.

Birth Date can be for example 01/06/36 or 01/06/      (Year of birth is not required)

CARRY AVE - is last season's average and CARRY GAMES or CARRY WEEKS is the number of games or weeks that average is to be held before re-handicapping according to the league classification. Note that in a 3 game series league, 3 Carry Weeks will not necessarily give the same result as 9 carry games. For example, if a bowler is absent for week 1, then 3 carry weeks will in fact re-handicap at the end of week 3 when only 6 games have been bowled.

For new players without an established average, leave CARRY AVERAGE blank and CARRY GAMES must be three, (if the league matches consist of 3-game series).

No details are required in the adjustment pins, games or points.

There is an additional bowler information screen that is accessed by pressing the **Page\_Down** Key. These details are optional only, and if required can be completed now or at a later date. On-Screen Help will be displayed for each field, to assist you.

Press **Control\_W** or **F10** to exit and save the information. Continue until all the bowlers have been entered.

Pressing **Enter** on a blank field will return you to League Secretarial Menu.

Press **Q** to quit back to the Master Menu.

## **Exercise 4 Print and Check Bowlers Details**

Press the letter **P** for the Print League Records Menu.

Press the number **5** for Print League Bowlers.

Print this report and check all details, including spelling.

## **Exercise 5 Check and Edit the Schedule**

Press the letter **S** for the Schedule Menu.

Press the number **2** to Edit Schedule Dates.

Options are:

- |               |   |
|---------------|---|
| [E]dit Dates  | Allows the changing of bowling dates for any chosen week of the league schedule. Eg. A public holiday not previously considered.  |
| [I]nsert      | Allows the addition of one or more weeks / matches to the schedule for any round. Eg. Extending the season, as pre-set in the classification.   |
| [D]elete      | Allows the deletion of one or more weeks / matches th the schedule for any round. Eg. Reducing the season, as pre-set in the Classification.  |
| [P]osition    | Allows the setting of a specific week / match as a positional round. Note: If a positional round is to be added to the current league season, then an extra week needs to be [I]nserted first.  |
| [L]ast Played | Allows the re-setting of the current week / match schedule already played. Useful in taking the lane draw back to last week's schedule, in the event of an incorrect week / match advancement being caused by printing a standing sheet before all teams ended the match. |

If dates need to be changed, press **E** to Edit Dates and follow the prompts.

Answer **Y** for Yes to recalculate dates.

**Note:** Additional choices are offered to set the playing schedule 2, 3 or 4 weeks apart.

Press **Q** to quit from that screen and save the changes.

Press the number **3** and print League Schedule. Check all details.

The league is now ready to bowl as from Week 1.

**Note:** It is usually better to use the [E]dit Dates option rather than using [D]elete and [I]nsert options.

## **Exercise 6 Test the League**

When lanes are available to accommodate the league's schedule, reserve league lanes from the lane control monitor, and commence the league as though it was preparing to bowl.

When the league teams and bowlers details are 'on screen' it will be easy to check that everything is set and correct for the league's next match.

**WARNING:** Do not enter any scores from scoring console. When abandoning the Lane, always choose [N]o to saving scores. If any scores are saved by mistake during this testing exercise they will be entered into the league records.

## ***COMMENCING A LEAGUE THAT HAS BOWLED ONLY A FEW WEEKS.***

### **Exercise 1 Enter League Classification**

From any Menu press **L** for the League Secretarial Menu.

Press the number **1** to Add a League Classification.

Type in a 3 letter code to identify the new league.

Example - **GFL** for Girl Friday League.

Follow the Help prompts and complete the 3 pages of information.

First Page: Take care in entering details relating to the number of Teams, Bowlers, Games and Weeks, because once you advance to the second page, these details will appear in **Reverse Block**, and cannot be changed from *Edit League*.

Second Page: In the case of a mixed League, the handicap percentage and base need be entered only on the first line if it is the same for both sexes and juniors.

Third Page: Item 6 – Pin Awards: Choose [N]o unless all current Pin Award records are going to be entered into Bowler's Details screen before the next match. If [Y]es is chosen, the Standing Sheet of the next match will display pin awards for every bowler in the league, achieved in the match, as though it was their first time of bowling a "Pin Award" score.

From the League Secretarial Menu, press **Q** to quit back to Master Menu.

Ensure that you specify the correct week number & date for the next week of play.

### **Exercise 2 Print and Check League Classification**

From any menu, press **P** for the Print League Records Menu.

Press the number **7** to Print the League Classification.

Print a copy of the new League Classification and check all details.

From the Print League Records Menu press **Q** to Quit back to Master Menu.



### **Exercise 3 Enter Teams and Bowlers Details**

From any menu, press **L** for League Secretarial Menu.

Press the number **4** to Define Team Information.

Add the Team Names in the correct order. No information is required in Adjust High Game or High Series Column.

From the League Secretarial Menu, press the number **5** to Add New Bowler.

Note: It is best to add bowlers in the order as they would like to appear on the lineup.

Type in the Last Name and First Name.

Change the details in display if required.

eg BROWN

KATHERINE KATHE (change to KATHY)

Complete address as if you were addressing an envelope.

Birth Date can be for example 01/06/36 or 01/06/

CARRY AVE - is last season's average and CARRY GAMES or CARRY WEEKS is the number of games or weeks that average is to be held before re-handicapping.

For new players without an established average, leave CARRY AVERAGE blank and CARRY GAMES must be 3. (of a 3 game series)

No details are required in the adjustment pins, games or points.

There is an additional Bowler Information Screen that is accessed by pressing the **Page\_Down** Key. These details are optional only, and if required can be completed now or at a later date. Leave High Game, High Series blank. For additional information regarding pin awards refer to the Reference Manual. On screen help is displayed for each field, to assist you.

Press **Control\_W** or **F10** to exit and save this information. Continue until all the bowlers have been entered.

Pressing **Enter** on a blank field or by press the **ESC** key will return you to League Secretarial Menu.

Press **Q** to quit back to the Master Menu.

#### **Exercise 4 Print and Check Bowlers Details**

From any menu press **P** for the Print League Records Menu.

Press the number **5** to Print League Bowlers.

Print this report and check all details.

Press **Q** to quit back to the Master Menu.

#### **Exercise 5 Check and Edit League Schedule**

From any menu, press **S** for the Schedule Menu.

Press the number **2** to Edit Scheduled Dates.

If dates need to be changed, press **E** to Edit the Dates for the next match to be played according to the Classification.

Press **Y** for Yes to recalculate dates.

Press **Q** to Quit from that screen and save the changes.

Press the number **3** to print the League Schedule. Check all details.

## ***MANUALLY ENTERING THE SCORES FOR THE WEEKS BOWLED.***

### **Exercise 1 Enter Scores for each team**

STARTING WITH WEEK NUMBER 1:

From any menu, press **R** for the Repair Menu.

Press **2** to Add/Edit a Players Game Scores.

Enter Week number and Team number

In order of play, select the bowler by typing in the bowler's number.

Use the asterisk '\*' before the game score for blind scores.

Example: 17 Barry Jones 47 \*127 \*127 \*127

For a Vacancy Score type **VS** for the player number then press the **Enter** key at each game score and the vacancy score will be automatically entered. If different Vacancy scores are used for Male & Female bowlers, enter **VSM** or **VSF**.

After all team scores have been entered, press the **Enter** key on a blank field to return to Maintenance Menu.

Press **Q** to quit to the Master Menu.

### **Exercise 2 Print League Record Sheets and Standing Sheets**

From any menu, press **P** for Print League Records Menu.

Press the number **3** to Print League Record Sheets.

Answer the prompts and print the report.

Check the details and when correct, press the number **4** to Print League Standing Sheet.

Continue to enter each weeks bowling and repeat the printing procedure, until you are up to date.

# ***COMMENCING A LEAGUE THAT IS WELL INTO ITS BOWLING SEASON***

## **Exercise 1 Enter League Classification**

From any menu, press **L** for the League Secretarial Menu.

Press the number **I** to Add a League Classification.

Type in a 3 letter code to identify the new league.

Example: **GFL** for Girl Friday League.

Follow the Help prompts and complete the 3 pages of information.

First Page: Take care in entering details relating to the number of Teams, Bowlers, Games and Weeks, because once you advance to the second page, these details will appear in **Reverse Block**, and cannot be changed from *Edit League*.

Second Page: In the case of a mixed League, the handicap percentage and base need be entered only on the first line if it is the same for both sexes and juniors.

Third Page: Item 6 – Pin Awards: Choose [N]o unless all current Pin Award records are going to be entered into Bowler's Details screen before the next match. If [Y]es is chosen, the Standing Sheet of the next match will display pin awards for every bowler in the league, achieved in the match, as though it was their first time of bowling a "Pin Award" score.

From the League Secretarial Menu, press **Q** to quit back to Master Menu.

## **Exercise 2 Print and Check the League Classification**

From any menu, press **P** for the Print League Records Menu.

Press the number **7** to Print League Classification.

Check all details of the Classification, and if any of the **Reverse Block** information on the first screen is incorrect, editing may be done from the following menus:

- Number of Teams or Rounds: *Repair Menu, Option 4 or 5*
- Number of Weeks in Round, Positional Rounds, next match number and date: *Schedule Menu, Option 2: Scheduled Dates*
- Number of Teams per Lane, Bowlers in a Team, Games in a Series: *Backup Menu, Option 7 Initialise League*. This would only be used for changes in this area of the Classification during the Season – If the error is made at the initial data input, it will be simpler to start again.

From the Print League Records Menu press **Q** to quit back to Master Menu.

### **Exercise 3 Enter Teams and Bowlers Details**

From any menu, press **L** for the League Secretarial Menu.

Press the number **4** to Define Team Information.

Type in the Team Names in correct order.

Team number order **MUST** match that of the current League Schedule. Enter Team Pinfall and Points from the Standing Sheet. If the League Secretary's Team Records are available, enter them at this stage. (Team High Game / Series, Scratch and Handicap.) If the Team Records for the previous weeks are not entered, the Standing Sheet can only show the highest Team Achievements from the next match onwards.

From the same League Secretarial Menu, select number **5** to Add a New Bowler. Type in the Last Name and First Name.

Change any details in display if required.

eg BROWN

WILLIAM WILLI (change to BILL)

Complete the address as if you were addressing an envelope.

Birth Date can be for example 01/6/36 or 01/6/

Have as much bowler information as possible, such as correct name, address, telephone number, day and month of birth, also individual high game/series, plus pinfall and games played from the last Standing Sheet. If no address is available, simply enter the name of the Bowling Center, as a Bowler's details will not be transferred into the Master Bowlers Database automatically, without an address.

Make sure you use the *Carry Games/Carry Weeks* field correctly, according to the current league rules (9 games is NOT the same as 3 weeks)

The *Adjust Points* field is used only if the League provides for Individual Points. After entering the *Adjust Pins and Points* remember to press **Page Down** for the third screen of bowler information entry.

If you forget to enter details in the third screen, you will need to Quit from *Bowler Add* and go to *Bowler Edit* for entry of the missed information, then return to *Bowler Add* to continue.

If any league members do not belong to any team, enter them as *RR* (Roving Reserve).

There is an additional bowlers information screen that is accessed by pressing the **Page\_Down** Key. These details are optional. Only if you choose to enter the bowlers current High Game or High Series will the information on the Standing Sheets be correct.

Pressing **Enter** on a blank field, will return you to League Secretarial Menu.

Press **Q** to quit back to Master Menu.

If you have chosen not to record the Teams or the Bowlers High Game or High Series information, we suggest the league secretary continue to hand write the league standing sheet until the commencement of the next season.

#### **Exercise 4 Print and Check Bowlers Details**

Press **P** for the Print League Records Menu.

Press the number **5** to Print League Bowlers.

Print this report and check all details. If the averages and handicaps do not match those shown on the League Secretary's Standing Sheet, check your entry for *Carry Games/Carry Weeks*

#### **Exercise 5 Check and Edit Scheduled Dates of Play**

Press **S** for the Schedule Menu.

Press the number **2** to Edit Scheduled Dates.

If dates need to be changed, press **E** to Edit the Dates. Change the date for the next scheduled week, and recalculate dates for the remainder of the season. **\*\*Remember to account for any Non-Bowling dates.** If the League is scheduled to bowl an uneven number of weeks, (Eg. End the season before the end of the round) then either [I]nsert or [D]elete weeks and dates as required.

Press **Y** for Yes to recalculate dates.

Press **L** for Last Week Played, then type in the week number of the last week played.

Press **Q** to quit back to Schedule Menu.

#### **Exercise 6 Check and Edit League Schedule**

Press the number **1** to Edit League Schedule.

Select the round that contains the next week of play. Compare the lane draw for that week, and the remaining weeks of that round with the existing schedule.

Edit the League Schedule if required.

Press **Control\_W** to Quit from that screen and save the changes.

Press the number **3** to Print League Schedule. Check all details.

Press **Q** to Quit back to Master Menu.

The League is now ready to bowl as from the next play date.

The Sanction Number and Pin Awards can be entered now or at a later date.

## **Exercise 7 Test the League**

For a final check, Reserve Lanes and Commence Competition Play for the League, as soon as the Lane are available. All Teams and Bowlers should appear correctly on each lane, as they would be displayed for the next match.

Note: While checking the screen presentation of the league, it is possible to browse through the options displayed, and even enter fictitious scores for one or two frames, to view the effect.... HOWEVER, when *Abandoning* the lanes the lanes from the Control Monitor, DO NOT answer [Y]es to the prompt: *Save Scores Y/N* – Always enter [N]o when testing. A [Y]es answer will save any scores you may have entered from the keyboards, and naturally treat them as Actual Scores of the League's match.

# **TOURNAMENTS**

## ***Introduction***

The word Tournament may apply to three totally independent parts of the Computer Score system.

1. Reserve Tournament Lanes. This is used in Control Lanes and allows Tournaments to use the Lanes and enter their Name & Handicap etc. This method does not print Standing Sheets or Record Sheets. See: Point Of Sale / Control Lanes Manuals for details.
2. Tournament Formats. Last Menu Option on Print League Records Menu. This is designed specifically for tournaments that run over several months, or over a large number of block times.
3. Tournament Leagues. This is the most commonly used option that makes extensive use of the League Program to run either Single Squad or Multi Squad Tournaments. Control Lanes treats this as a special league – so you use the *Reserve League Lanes* rather than the *Reserve Tournament Lanes* Options.

## ***Choosing a Tournament Format***

Tournaments may be set up under a multitude of different formats.

What method of Tournament play should be used for different situations?

If the centre does not have to process game results at all, or standings are being prepared by tournament organisers, then use Method 1.

This is an ideal method if the bowler's names and team details will not be known until the scheduled time of play. The Tournament Capture feature may be used to print a Standing Sheet for the current block, based on pinfall only (point systems not supported) – it cannot be used to combine blocks or squads.

If the Tournament is based on a single block, that is, if all games for a bowler are played at one time, even if a lane change is required during the block, then use Method 2. A lane schedule is not needed under this method, but if a lane change is required, the Move Lanes function must be used.

Use method 2 if the number of squad times is large (>10). The tournament must be based on a single block and standings based on pinfall only (point systems not supported)

Use Method 1 for events without points allocation, and bowler / team details are not available until the scheduled time of play.

Use Method 2 for All Events or the Paired Doubles format, based on pinfall totals only.

Use Method 3 if a point system is required, or if games are bowled several days, or small number of squads.

For example: 6 games are bowled as 3 games on Saturday morning and 3 games in the Afternoon, or an event with 4 or 5 squads.

## ***Method 1 : Reserve Tournament Lanes***

Refer to Chapter B, Lane Control for details of this procedure. However here are some useful hints:

- If it is a singles event with multiple singles per lane, reserve all the lanes for the maximum number of bowlers that may play on any lane, or else the required team size.
- If the Tournament is scheduled for a number of games and lane changes between games, then you can use the Move Lanes option with either *[O]dd and Even* or *[N]ext Pair* between games. All lanes must have completed their game before using this option. If they move in a format that is not either of these then it will be best to Reserve Lanes for a single game – and then use Commence Competition Lanes after each game – they will need to re-enter their name and handicap.

### **Capture Tournament:**

This option will allow you to print the last Tournament Scores from the lanes as described above through a Tournament Classification which needs to be set up first. Each lane's scores becomes a new registration. The bowlers are saved with the First Name being the 5 character name entered on the lane and the Last Name being the Lane Number – to distinguish two bowlers of the same name. When saving the scores you may specify a 'squad' date and time and an event code. This enables you to print Standing Sheets for just this squad or for all squads.

- Create a Tournament Classification
- From the Tournament Formats option of the Print League Records menu, choose [6] Tournament Capture. This will open the following screen:



UPDATE TOURNAMENT LANE SCORES			
From Lane	<input type="text" value="1"/>	To Lane	<input type="text" value="28"/>
Team Format	<input type="text" value="T"/>	Type of Team	<input type="text" value="X"/> Team Division <input type="text"/>
Squad Time	<input type="text" value="11:00"/>	Squad Date	<input type="text" value="31/03/99"/>
<p>This routine will allow you to save the Tournament scores as started using RESERVE TOURNAMENT LANES within Control Lanes.</p> <p>Select the lanes that you wish to save into the current selected Tournament classification. Each lanes scores will be saved as a new Tournament Registration.</p> <p>The lanes must have completed all games and are back to video or message. Do not start any other tournament games on the lanes until this procedure is complete.</p>			
<p>[A]dd to existing scores, [O]verwrite or [Q]uit ?</p>			

- Fill in the Team Format Field with one of the following options:  
     [T]eams Event  
     [D]oubles Event  
     [S]ingles Event
- Fill in the Type Of Team Field with one of the following options:  
     Mi[X]ed Team  
     [M]ale  
     [F]emale  
     [J]unior Mixed  
     [B]oy  
     [G]irl
- Enter the Division Number or leave blank if not applicable.
- Once all relevant fields have been entered, there are two options on how to enter the captured scores into the Classification. Entering *[O]verwrite* will erase all previously entered scores and replace them with the scores just bowled. *[A]dd to Existing Scores* will add the scores just bowled to scores previously captured from another squad.

An excellent application for the Capture Tournament feature is where a number of schools bowling on different days of the same week wish to produce a combined standing sheet for that week. The procedure to achieve this is to select *[O]verwrite* score for the first school of the week, and then *[A]dd to Existing Scores* for every other school thereafter. Print the final standing sheet at the end of the week and repeat the procedure the following week. This will result in a fresh set of scores and standing sheet being produced each week for all participating schools.

Capture Tournament Restrictions :-

The Capture Tournament Scores function is available for a Single Block tournament only with a Maximum of 6 games in the block.

Results are based on Pinfall only – Point systems are not supported

All events are not supported – but Paired Doubles is supported.

## ***Method 2 : Tournament Formats***

A very flexible system based on all games for a player being bowled in a single block without a lane change. This removes the need for a lane schedule. To use this system you need to create the common Classification for all blocks, Enter Team Registration Details, and Select the correct Squad Time before bowling commences.

### **Creating a Tournament Formats Classification**

Create a League Classification as a [T]ournament League for a **single block of games**. As the number of teams varies for each squad, simply enter the number of teams as 2. The program will automatically adjust to the number of teams per squad.

Do not enter any Point system information, but setup the correct handicapping details if handicaps are used.

This Classification could also be used for a Method 3 “Tournament League”. It is only when you start entering bowler registrations does the classification become customised for use as a Method 2 “Tournament Formats” tournament. And can no longer be used as a Tournament League.

**There are three pages to be filled for the “Tournament Formats” Classification:**

LEAGUE CLASSIFICATION																																																													
LEAGUE NAME		BOWL BONANZA TOURNAMENT																																																											
SPONSOR		BOBS BARGAIN BASEMENT																																																											
TOURNAMENT DIRECTOR		MEG GRACE				PHONE 55562115																																																							
TOURNAMENT FORMAT		T TEAM (OR STANDARD SINGLES) TOURNAMENT																																																											
TYPE OF TOURNAMENT		X MIXED MALE & FEMALE																																																											
NUMBER OF TEAMS		2																																																											
NUMBER OF TEAMS PER LANE		1																																																											
NUMBER OF BOWLERS IN A TEAM		4																																																											
NUMBER OF GAMES IN A BLOCK		3																																																											
NUMBER OF BLOCKS		7																																																											
PLAYING ON		20/08/99		AT 6:00PM		STARTING LANE		1																																																					
						PRACTICE		10 Mins																																																					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td>HANDICAP MALE :</td> <td>PERCENT</td> <td>80</td> <td>BASE</td> <td>200</td> <td>MAX</td> <td>40</td> <td>MIN</td> <td></td> <td>VACANCY</td> <td>120</td> </tr> <tr> <td>FEMALE :</td> <td></td> <td>80</td> <td></td> <td>200</td> <td></td> <td>40</td> <td></td> <td></td> <td></td> <td>120</td> </tr> <tr> <td>JUNIOR :</td> <td></td> <td>80</td> <td></td> <td>200</td> <td></td> <td>40</td> <td></td> <td></td> <td></td> <td>120</td> </tr> </table>										HANDICAP MALE :	PERCENT	80	BASE	200	MAX	40	MIN		VACANCY	120	FEMALE :		80		200		40				120	JUNIOR :		80		200		40				120																			
HANDICAP MALE :	PERCENT	80	BASE	200	MAX	40	MIN		VACANCY	120																																																			
FEMALE :		80		200		40				120																																																			
JUNIOR :		80		200		40				120																																																			
<table style="width: 100%; border-collapse: collapse;"> <tr> <td>BASIS FOR FIGURING BLIND SCORES</td> <td>1</td> <td>10</td> <td>2</td> <td>10</td> <td>3</td> <td>10</td> <td>4</td> <td>10</td> <td>5</td> <td>10</td> <td>6</td> <td>10</td> </tr> <tr> <td>VACANCY SCORE PENALTY</td> <td colspan="6"></td> <td colspan="6">BASIS FOR TEAM HANDICAP</td> </tr> <tr> <td>BASIS PLAYING AGAINST ABSENT PLAYER</td> <td colspan="6">10</td> <td colspan="6">ABSENT PLAYERS POINTS</td> </tr> <tr> <td>BASIS PLAYING AGAINST FORFEIT TEAM</td> <td colspan="6">40</td> <td colspan="6">SERIES IF PARTIAL FORFEIT</td> </tr> </table>										BASIS FOR FIGURING BLIND SCORES	1	10	2	10	3	10	4	10	5	10	6	10	VACANCY SCORE PENALTY							BASIS FOR TEAM HANDICAP						BASIS PLAYING AGAINST ABSENT PLAYER	10						ABSENT PLAYERS POINTS						BASIS PLAYING AGAINST FORFEIT TEAM	40						SERIES IF PARTIAL FORFEIT					
BASIS FOR FIGURING BLIND SCORES	1	10	2	10	3	10	4	10	5	10	6	10																																																	
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<b>TEAM SCORING</b>																																																													
				<b>GAME</b>		<b>SERIES</b>		<b>BASIS</b>																																																					
1. POINTS FOR MAKING AVERAGE								E																																																					
2. POINTS FOR A WIN								H																																																					
<b>INDIVIDUAL SCORING</b>																																																													
		<b>AWARDED</b>		<b>GAME</b>		<b>SERIES</b>		<b>BASIS</b>																																																					
1. POINTS FOR MAKING AVERAGE								E																																																					
2. POINTS FOR A WIN								H																																																					
3. POINTS FOR A WIN								H																																																					
4. POINTS FOR PINFALL		T		1		PER 1		PINS H																																																					
<b>MANAGEMENT</b>																																																													
1. SCORESHEETS		N		NO SCORESHEET																																																									
2. AWARDS		1		B		GAMES		0 & 0 WIN ALL AWARDS																																																					
3. SCORE GRID		3		MANAGEMENT DECISION.																																																									
4. CASINO BOWLING		0																																																											
<b>STANDING SHEETS</b>																																																													
1. TEAM TOTAL PINFALL		Y		YES , INCLUDE VACANCY & BLIND SCORES.																																																									
BASIS FOR TOTAL PINFALL		H		BASED ON HANDICAP PINFALL																																																									
2. ORDER OF BOWLERS RECORDS		T		DISPLAY BOWLERS IN TEAM ORDER																																																									
3. STAR BOWLER OF THE WEEK		B		HIGHEST OVER AVERAGE FOR SERIES & GAME.																																																									
4. PIN AWARDS		N		NEITHER																																																									
5. WOODEN SPOON AWARD		N		NO WOODEN SPOON AWARD																																																									
6. HTML OUTPUT ENABLED		O		NO HTML OUTPUT FOR THIS LEAGUE																																																									

When requested for the name of the schedule simply press the Enter key for the default. **Note:** None of the Standing Sheet options are used as Standing Sheets are normally printed in the special ‘Tournament Standings’ format.

## Entering Team Registration Details

Registrations for a Tournament begin from number 1 and you will be presented with a screen to enter the bowler's details. Essentially a registration is the Team – or in singles events it is a group of singles bowlers who will be bowling together on the same lane at the same time and moving lanes together as a group.

ENTER BOWLER REGISTRATIONS					
Registration #	10	Team Name	The Alley Cats		
Re-entry Number	10	Date	02/02/99	& Time	16:00
Team Format	T	Type of Team	X	Team Division	
	Bowler	Last Name	First Name	Ave	Division
1.	354	GRZYBOWSKI	HANK	178	M
2.	124	KELLMANN	RICH	206	M
3.	324	ZOELLICK	MARVIN	194	M
4.	214	IZZO	RON	201	M
5.					
6.					
LAST NAME		GRZYBOWSKI	SANCTION NUMBER		24155
FIRST NAME		HANK	SOCIAL SECURITY		51964155
DISPLAY NAME		HANK	AVERAGE		178
ADDRESS		40W300 BARON	DIVISION		
		HUNTLEY, IL.	SEX		M
		60142			
PHONE NO.		55512345	BIRTH DATE		17/02/69
Enter an appropriate Team Name or description here					

Registrations are entered from the Tournament Bowlers menu item. The program will then ask for a registration number to view. Either enter the registration number if known, or press the Tab key to look-up the name of a registered bowler or leave blank to add a new registration.

- Press [A]dd New Registration to open a blank team registration screen
- Type in a Team Name in the Team Name Field
- In the Re-Entry Field, type in the first Tournament Event registration number for that team. This will allow for multiple entries of the same team. In other words, if the same team will be bowling more than once, enter the first registration number so that multiple registrations can have their best score used in calculations. If this field were to be left blank, then it would be possible for teams to win multiple prizes. If a team is only registered once, the re-entry number should be the same as the registration number, as shown above.
- Type in the correct squad date and time for that team. Take note of what squad times have been entered. Care should be taken when entering the squad date and time, and the event code. A 2.30 PM squad time may be entered as 02:30 or 14:30 – but whichever way you do it – be consistent as this squad time is used to determine which registrations bowl together, therefore all registrations must be entered with the same time format. **Note:** In the above example, do not enter as 2:30!! (Enter as 02:30)
- Fill in the Team Format Field with one of the following options:
  - [T]eams Event
  - [D]oubles Event
  - [S]ingles Event

- Fill in the Type Of Team Field with one of the following options:  
     Mi[X]ed Team  
     [M]ale  
     [F]emale  
     [J]unior Mixed  
     [B]oy  
     [G]irl
- Enter the Division Number for this team or leave blank if not applicable.  
     For example:  
         1 = "A" Grade  
         2 = "B" Grade  
         3 = "C" Grade, etc
- Fill in the bowler numbers for the desired Team Line-up.  
     If the Tournament is new or the Bowler is new to the tournament, then press the *Page Down* key at the Bowler Number Field. You will then be asked to enter the bowler's last and first names. If the bowler has not been already entered in the Tournament, then you will be given the option of *[A]dd Bowler's Details* or *[S]earch Master* bowlers database for existing bowlers from other Leagues. *[A]dd Bowler's Details* will allow you to add a new bowler into the Master Bowlers Database and *[S]earch Master* will allow you to select an existing bowler for entry into the Tournament.
- Type *Control W* or *F10* to save details and exit the registration screen.

#### *Paired Doubles Format Registrations.*

The Paired Doubles tournament format is designed so that Doubles Team members can bowl on adjacent lanes as opposed to bowling on the same lane together. For example: 2<sup>nd</sup> player on lane 1 and the 2<sup>nd</sup> player on lane 2 are members of the same Paired Doubles team.

In this case one member of the pair will need to be on one registration with the second team member on the next registration. The re-entry number for the second registration will need to be the entry number for the first registration. For Example Registration #10 has a re-entry number of 10 and Registration #11 has a re-entry number of 10 also.

Other people on the same registrations must be Team members of additional Paired Doubles teams.

In the above example, Bowlers 1, 2, 3, & 4 are the first team members of four Doubles Teams and the four bowlers on the next registration (number 11) would be their partners. Remember to enter a Re-Entry Number of 10 for Registration Number 11 in this example, so that the program can link Registrations 10 and 11 together when the *[P]aired Doubles Tournament Standings* is printed from the *Tournament Formats* Menu.

Because any single registration cannot be split, bear in mind that these four bowlers would always bowl together as a group.

### *All Events Format Registrations.*

The *All Events Tournament Format* is based on the rule that a bowler will be entered into three different registrations (Bowling at three different times). The first registration will be bowled as a Singles Format, the second as a Standard (Not Paired) Doubles Format and the third as a Teams Format. The results are then calculated through the *[A]ll Events* option in the *Tournament Standings* section of the *Tournament Formats* menu.

As the All Events results do not form part of the normal Tournament play, they are printed as an individual bowler ranking, and there is no need to include a Re-Entry Number in each registration. Therefore, the All Events standings are based on the player's Bowler Number, not the Registration number.

The only time there would need to be a re-entry number is in the case where a Single Player, Doubles Pair or Full Team wish to re-enter the Singles, Doubles or Teams sections of Regular Tournament competition, in one or several other time squads for the same event.

**Note:** The All Events calculation will only use scores for the first entry for any player. Ie: If a player is entered twice for the three tournament formats, the All Events calculations will only use the Registrations with the lowest Registration Number for each of the Singles, Doubles and Teams formats.

### **Starting the Correct Squad**

When you are ready to commence the tournament – you need to select both the league (in the usual way by pressing '0' for change league code) and the squad time by pressing the '=' from the Computer Score main menu. You will then be asked to enter the squad date and time – once again use the same time format as entered for the registrations.

Now start the Control Lanes program and use *Reserve League Lanes* and *Commence Competition Play*. If they change lanes after each game use the move lanes format from the Control Lanes program for either [O]dd and Even or [N]ext pair formats. *Wait until all lanes are finished their game before moving lanes!!*

**Note:** If you change any of the details for the currently selected squad, including Adding Registrations, Deleting Registrations, Players details within registrations, or any other registration Details, then you must re-select the Squad using the "=" function so that the software can re-compile the lane draw for that squad.

Before starting any squad, make sure that you have unreserved all lanes that may be already reserved with the same League code. In other words, to commence another squad when a different squad is already in play, unreserve the first squad's lanes (Reserve with a blank League Code) so that the system can then reserve the lanes for the next squad.

### **Printing Tournament Results**

When all games are completed, use the Tournament Standings to print the results. This allows selection by Squad date and time and well as by Team Format, Type of Team, Print Order (Including Paired Doubles and All Events) and Division number as above.

It is also possible to export a data file for prize cheques to be printed by entering the number of Cheques you wish to print. This cheque export will create a Mail-Merge file called c:\prizes.txt in either Word Perfect or Microsoft Word (Ascii) format. See your Word Processor documentation for more information on how to perform a Mail Merge.

Once all fields are filled you will be asked to select either [P]rint, [S]creen, [F]ile, [C]heques or [Q]uit. All options other than [C]heques will skip the Cheque export.

The fields exported are (In order) :-

LAST NAME	
FIRST NAME	
DISPLAY NAME	
ADDRESS LINE 1	
ADDRESS LINE 2	
ADDRESS LINE 3	
POST / ZIP CODE	
PHONE	
PRIZE AMOUNT	E.G. \$125.50
THOUSANDS	E.G. 0
HUNDREDS	E.G. 1
TENS	E.G. 2
UNITS	E.G. 5
CENTS	E.G. 50
PRIZE IN WORDS	E.G. ONE HUNDRED AND TWENTY FIVE DOLLARS FIFTY CENTS

If you press [C]heques, then you will be asked to fill in the cheque amounts for the number of prizes that were earlier specified. The system will then print the results and export the cheques data file to C:\PRIZES.TXT.

### ***Method 3 : Tournament Leagues***

Computer Score handles Tournaments in a similar way to a League, beginning with the preparation of a Classification. The basic difference is that a League is played over several weeks, where a Tournament is played in several blocks of games, with each block requiring a lane change. Other differences occur in these areas: Standing Sheets for leagues must be printed at the end of each week before the next week's match can be commenced, but Tournament blocks can be commenced without having to print the Standing Sheet of the previous block. Bowlers can be entered into Tournaments databases in the usual way using the option 'Add Bowlers', or if address information is not of importance, can be entered through the option 'Display Bowlers' from the [L]eague Secretarial Menu. Tournaments have the option of using non-sanctioned lane schedules, such as *Odd & Even* lane changes, etc..

There are two methods of formatting a Tournament: [T] for Teams, or standard Singles formats, or [G] for Groups of Singles bowling together, and moving together each block.

The **Group** format simplifies the lane scheduling, and allows the “grouping” of varying number of bowlers per lane, such as 3 or 5 bowlers per pair of lanes, or where there are multiple Singles per lane. All bowlers on each lane must move together, and remain in the same [G]roup. It is only appropriate for individual events.

The Tournament Leagues part of the system is essentially the League system modified to suit weekend tournaments as opposed to weekly leagues. A Classification must be created, by choosing [T]ournament from the *Add League* option of the *League Secretarial* menu. The differences are simple:-

1. The term “*Block*” is substituted for the word “*Week*”.
2. When creating the classification you are given the option of using an alternate lane schedule to the standard ABC/ATBC schedule. A “ODD&EVEN” schedule is already in the system, and available for selection, or else you may create a desired base schedule, and name it accordingly, to be used at any time for any other tournament.
3. At the completion of a ‘block’ (series of games), the Tournament Code remains on the Reserve column ready for the commencement of the next block. The next block may be started without the need to print a Standing Sheet and is now done automatically by the computer.

### **Group Format Variation:**

The [G]roup format allows for a group of Singles (who remain at all times on the same lane together) to move lanes in a similar way to a Teams event. Basically it is a special teams format with the following differences:

1. Number of bowlers in a team is substituted with Maximum Number of bowlers on a lane.
2. The number of bowlers belonging to a team is not fixed – and only those who turn up may be selected on the lanes.
3. The Team Number for the bowler is the Lane number starting from the left most lane for the first game.
4. The standing sheet is always printed through the Optional Singles format

Here are some useful tips :

1. Care must be taken in the coding of the ‘League’ Codes.
2. If the tournaments consists of Teams Events and Doubles Events – then set up as two independent tournaments. It is easier to manage this way. Similarly if male and female events where scores are **not** combined, then if possible, setup as two independent tournaments.
3. When setup as a number of blocks of 1 game per block then the system will automatically consider the ‘series’ as all games bowled for the complete tournament.

Restrictions :-

Does not handle All Events (If required, use the Tournament Formats method instead)

Does not handle Paired Doubles (If required, use the Tournament Formats method instead)

In all other aspects Leagues and Tournaments are the same, such as handicapping formats, points distribution, etc. Some options and functions that are used mainly for Tournaments, such as *Divisional Standings* and *Join Squads*, may also be used for leagues. The on-screen Help text will explain each option and features.



## Divisional Standings.

Using the 'Display Bowlers' menu option (from League Secretarial Menu), bowlers can be allocated to a Division, 1 through to 9. A standing sheet can then be printed just for that division. *Divisional Standings* can also be printed for *Male*, *Female*, or *Junior* bowlers - in a sense it breaks down a league or tournament into sub-divisions.

## Join Squads

Works the other way. It allows several Tournaments (or Leagues) to be merged into a single combined result. This is used where multiple squads have been created, each with its own classification and bowlers. Standing Sheets are printed for each squad as they are completed, and a final combined standing sheet can be printed using this option.

Note: Divisional Standings can still be used in conjunction with Join Squads.

This part of the league secretarial system allows you to JOIN two leagues into a single league, and print a combined Standing Sheet, or provide a combined Standing Sheet for up to 99 Squads of a Tournament.

In the case of joining up to 9 Leagues or Tournament Squads each league or tournament squad must have a 2-letter code and a squad number, such as AB1, AB2, AB3 etc. with the Combined Standing facility being named AB

### EXAMPLE: SQUAD TOURNAMENT

The basic Computer Score League Secretarial Software will allow you to maintain records for each individual squad of a competition.

For example, you are hosting a weekend tournament competition for 4 squads of 16 teams of singles. Each bowler will play 10 games in 5 blocks of 2 games on Saturday, and the top 16 bowlers will play a round robin head to head final on Sunday.

Hence, you would create 4 league classifications, one for each squad with League codes SQ1, SQ2, SQ3 & SQ4. The easiest way to do this is to create the first league classification for SQ1 with the following information:

TOURNAMENT FORMAT	T
TEAMS	16
TEAMS PER LANE	2 (8 lanes)
BOWLERS IN A TEAM	1
GAMES IN A BLOCK	2
NUMBER OF BLOCKS	5

Before proceeding you should create a 16-team base schedule to suit this tournament. When you create the above classification it will ask you for the name of the base schedule you have created. If the bowlers on the lane move lanes together, (like bowlers in a team do) then try using the Group option.

TOURNAMENT FORMAT	G
NUMBER OF LANES	8 (8 groups of 2 bowlers)
BOWLERS PER LANE	2 (2 bowlers per group)
GAMES IN A BLOCK	2
NUMBER OF BLOCKS	5

As you can see the word TEAM means GROUP. A bowler belongs to Group 1 if his team number is 1. In this mode Team names do not have to be entered as these will default to the bowlers name.

The above specifies that there are 2 bowlers in a group who move lanes together. Now you only need an 8-lane schedule, instead of a 16-team schedule. Also, it will allow a different number of bowlers on each lane without the need to modify the schedule. It will automatically configure a 2 bowler grid if 2 bowlers in group 1, or a single bowler grid if only 1 bowler in group 1.

When creating the other League classifications, instead of selecting T for Tournament, select F for 'From'. Then enter the 'From' League Code as SQ1. This will give you a new classification but all the prompts will be filled in from the SQ1 League.

Now enter the Team and Bowlers names for each squad. With a singles tournament the easiest way to do this is to use the Display Bowlers option (this option is quick, but does not allow the entry of addresses).

You will also need to create a Classification with a 2 letter League Code SQ to hold the results of all the 4 squads combined. Once again, make the classification 'From' SQ1. The # of teams need not be changed as this will be filled in when the squads are joined. If the squads were entered as a Group tournament, then the combined classification must be of the group type ! The codes used for the Squads and the combined classification must follow strict rules:

For a tournament of less than 10 squads , use a 2 character code for the league. For example, NT for no tap tournament. Each squad is to be coded as NT1 through to NT9, with the NT code to hold the combined results. For a tournament with more than 9 squads, use a single letter for the league code. For example, T for tournament then T1...T99 may be used as squad codes.

If you are running the Round Robin Tournament, then create the base schedule to suit (in this case, 16 teams). Now create a league classification with code SQR in readiness for the Round Robin. The code is not important as long as it does not contain a number (as it may be confused as a squad).

In this example it would be:

TOURNAMENT FORMAT	T (G is not consistent with Round Robin format)
TEAMS	16
TEAMS PER LANE	2 (8 lanes or 1 over 16 lanes)
BOWLERS IN A TEAM	1
GAMES IN A BLOCK	1
NUMBER OF BLOCKS	15

You are now ready to commence the competition. Print out the Standing Sheet for each squad at the end of each block as usual. The new feature of the squad program allows you to print out the combined standing sheet for all squads when all games are complete.

Change the current league to SQ, the combined squad classification. Now go to the extra Standing Sheet formats menu to the right of Print Standing Sheet. Select JOIN SQUADS. It will ask you to confirm this league code and then if you wish divisional standings. Following this you may specify the number of teams to be printed on the standing sheet. The program will now join all the required number of bowlers &/or teams for each squad into the combined SQ league. Now you can print the standing sheet for the overall competition.

Note: Should any further bowling or score corrections be made for any of the squads, then you need to run the Join Program again (to ensure up to date information) before reprinting the combined Standing Sheet.

That's it for the Saturday competition. When the Saturday competition is complete, run the JOIN SQUADS again but specify the top 16 bowlers only. Now SQ will have the top 16 bowlers for the Round Robin. You may either enter the 16 bowlers into the SQR league, or run the 'Initialise League' option in the Backup Menu with SQR as the current league, and initialise from SQ. Answer NO to copy scores and NO to copy schedule. Note that the pinfall and game count for each bowler has been carried forward. If you do not want this then run the End of League Season on SQR, and start a new season which will clear the carried over pinfall and points.

Now process the Sunday round robin tournament as usual.

## ***Exercise 1: 3 Man Team Format***

Setting up a 3-man team Tournament, with a number of teams bowling 3 blocks x 2 games. No points, just scratch pinfall.

Step 1: Verify that you have a “base” schedule in the program, that is suitable for this Tournament of your required number of teams. If not, create it and give it an appropriate name of up to 8 characters. This is achieved through option **[4]** *Edit Base Schedule* from the *Schedule Menu*.

Move the cursor back to the name field, and type in your desired name for this particular schedule, then the number of teams for this tournament. This newly created schedule will then be available at any time, simply by entering its name.

The name *SCHEDULE* is used for the ABC / ATBC base schedules, *ODD & EVEN* is for the commonly used format of *Even* lanes moving a pair of lanes to the *Right*, and *Odd* lanes moving a pair of lanes to the *Left*.

Step 2: Create the League Classification. Enter League Code and select **[T]** for “Add Tournament” and then **[T]** again for standard *Team Tournament* format. Fill in Tournament Classification, leaving all points distribution blank, except for the *Points for Pinfall* area - enter *1 point for 1 pin*, and ensure all prompts that are **[H]** for handicap are changed to **[S]** for scratch.

When you save the Classification you will be asked for the Schedule name: you should then enter the name of your chosen schedule, or simply use the ABC/ATBC schedule by pressing Enter.

- Step 3: Enter the bowlers and team names using the option **[7]** *Display Bowlers*. If you wish to have the names entered into the Master Bowlers Database, then you need to input the address of each bowler, through **[5]** *Bowler Add*, and **[4]** *Define Team Details* in the usual way.
- Step 4: Check the Tournament you have created - print the schedule and verify that it is correct. Reserve *League Lanes* from the *Control Lanes* menu, and *Commence Competition Play* for **block 1**. Verify that Teams and Bowlers are displayed correctly, then *Abandon Lanes* and select **[N]** to "Save Y/N ?"
- Step 5: Everything is now prepared. *Reserve League Lanes* and *Commence Competition Play* for each of the blocks in turn, on the day of competition as required.
- Step 6: Print the Standing Sheet.

**Note:** At the end of play each block, the next team will be automatically started on the lane. If you do not wish this to happen (For Example, final blocks played later in the day) then unreserve the Tournament before the next block would start.

Tournament Blocks. What should be specified as a block?

Basically, a block consists of all games that are played on the same lane. If 3 games are bowled and then another 3 games are bowled on another lane, then we have 2 blocks of 3 games.

If 6 games are bowled and the bowlers move lanes after each game then we have 6 blocks of 1 game.

**Note:** The maximum number of games in a block is 6. If 8 games are bowled on a single lane then break it up into 2 blocks of 4 games

## ***Exercise 2: 3 Man Team with Separate Squads***

A similar competition to the above is played with one squad of bowlers on Saturday, and a second squad of bowlers on the Sunday, and a combined Standing Sheet will be required at the end of the Sunday squad.

- Step 1: Create the Saturday Tournament as in *Exercise 1* above. Ensure that the Tournament Code consists of **two letters and one number**, representing the squad number. For example, **CT1** for *Centre Tournament - Squad 1*.
- Step 2: Create the Sunday Tournament as in *Exercise 1* above. The code this time will be **CT2**, for *Centre Tournament - Squad 2*, but instead of selecting **[T]** for *Tournament*, select **[F]** for *From*, and enter **CT1** as the *From* option.  
Now the Classification will be filled in automatically, as entered for *CT1*.

- Step 3: To obtain a combined Standing Sheet, you will need to create a classification to hold the combined results.  
This combined classification must be given a code consisting of the first two letters only (in this case, **CT** for Centre Tournament ) and you should use the **[F]** for *From* option. **The number of teams can be the same as CT1, as it will be changed and updated during the Join Squad function.**
- Step 4: Process the Tournament on the Saturday and Sunday (**CT1** and **CT2**). Print the Standing Sheet for those Squads as required.
- Step 5: At the completion of the Sunday Squad (**CT2**), change the currently selected league to **CT**. Now select **[P]**rint League Records, choose **[4]** Standing Sheet, and **[4]** Join Squads, and answer the prompts. You can now print the Standing Sheet for **CT**, giving you the combined results of **CT1** and **CT2** in the classification of your choice.

In the example above, we have printed the combined standing sheet at the end of play for both squads. You could print the combined standing sheets at anytime, possibly at the end of each block on Sunday. Simply, repeat *Step 5* above whenever you wish to print the combined Standing Sheet.

**Important:** The use of correct Tournament Codes as described above (**CT1**, **CT2**, **CT**) is imperative, otherwise the *Join Squads* function will not be able to locate the squads that are to be combined.

### ***Exercise 3: 60 Player Singles Format***

Setting up a 60 bowler singles tournament, of 3 bowlers per lane over 20 lanes, playing 6 games in 3 blocks of 2 games, using the *ODD & EVEN* schedule format.

This format utilises a schedule where all 3 bowlers on Even lanes move a pair to the right, and all 3 bowlers on Odd lanes move a pair to the left, so the **[G]**roup Tournament format will be used. The schedule will then be based on a simple 20-team lane-draw, rather than a complex 60-team schedule.

- Step 1: Using the *Edit Base Schedule* option check that an *ODD & EVEN* schedule exists for 20 teams, then press **Ctrl\_W** to save this schedule.

Step 2: Use *Add League* to create the League Classification, and select [T] for Tournament and then [G] for “group of singles” option. Enter the number of lanes as 20 and the maximum number of bowlers per lane as 3. The number of blocks is 3, with 2 games per block. Points distribution in this example are specified in the *Individual Scoring* section as going to the [I]ndividual. (Do not enter any points in the *Team Scoring* section). Ensure that all [H] for handicap options are changed to [S] for scratch, and if this is to be simply a scratch tournament only, enter 1 point for 1 pin in the [4] *Points for Pinfall*. If the competition is based on *Petersen Points* only, it is important to fill in the [4] *Points for Pinfall* as required (e.g. 1 point per 50 pins, etc.). Additionally, if points for *Win* or *Draw* are also allocated, they can be entered in the [2] *Points for a Win* fields. Note, that the *Team Total Pinfall* on the standing sheet is always scratch for the [G]roup option, so make sure that [S]cratch is selected for *Team Total Pinfall*. All other methods of points distribution are easily followed by the prompts in the *Awarded* and *Basis* columns of *Individual Scoring*.

**Hint:** A common point system is total pins + 20 points for a win. This is setup as a combination of “1 point for 1 pin” and 20 in the “Points for a Win”

Step 3: Enter the bowlers using the *Display Bowlers* option, (or the *Add Bowlers* option, if you wish to include addresses, as well as entry into the *Master Bowlers Database*). As this tournament consists of a [G]roup of Singles, then Team names are not to be entered. If using the *Display Bowlers* option, when you select *Team 1*, you must enter all 3 bowlers that will be starting on the left most lane for block 1. *Team 2* will include all 3 bowlers on the following lane, and so on. Each lane does not have to have a full lineup of 3 bowlers - it may consist of a [G]roup of 1, 2, or 3 bowlers for any lane.

**If you use the *Add Bowlers* option, ensure that the *Team Number* represents the starting lane for that bowler - for example, the first 3 bowlers will all be in *Team 1*, the next 3 bowlers in *Team 2*, etc.**

Step 4: Process the Tournament as in the previous examples. You may wish to print a Standing Sheet after each Block.

### ***Exercise 4: 30 Bowler Singles Format, 3 Per Pair***

Variation of Exercise 3, with 30 bowlers in a “3 bowlers per Pair” format using 20 lanes, and requiring separate standings for Males and Females.

Step 1: This format will be able to utilise the previously created *ODD & EVEN 20 Team* schedule.

Step 2: Create the Tournament Classification as in *Exercise 3*, using the [G]roup format, except that the maximum number of bowlers per lane will be 2. There is no harm in specifying the maximum bowlers per lane even as 6 except that a 6 man grid will be initially displayed. Make sure it is sufficient for you needs as it cannot be changed later.

- Step 3: Enter the bowlers. Enter just one bowler for lane 1 (Team 1), and two bowlers for lane 2 (Team 2) etc.. Once again, you have the flexibility to enter 2 bowlers , 3 bowlers or up to 4 bowlers per pair.
- Step 4: Process the Tournament as in the previous exercises.
- Step 5: From [P]rint League Records, “arrow down” to [4] Standing Sheet, and using the Divisional Singles option, select [M]ale and print a standing sheet, then repeat, selecting [F]emale.

## ***Exercise 5: Separate Standing Sheets for different grades***

Variation of Exercise 4, where a Tournament includes “A” Grade bowlers and “B” Grade bowlers, and separate standing sheets are required.

- Step 1: Repeat Steps 1 and 2 as in the previous exercise.
- Step 3: Enter the bowlers’ details, as in Step 3 above, but also include the *Division Number 1* (“A” Grade) or *Number 2* (“B” Grade) for all bowlers.

Note : When entering bowlers’ names through *Display Bowlers* you can classify each bowler according to a desired division, and you have a choice of up to 9 different divisions.

**Regardless of what divisional criteria you require (grade, average, age, etc.) you must use a divisional number, between 1 and 9. (Letters cannot be used.)**

- Step 4: Process the Tournament as in the previous exercises.
- Step 5: From [P]rint League Records, “arrow down” to [4] Standing Sheet, and using the Divisional Singles option, select [1] and print a standing sheet, then repeat, selecting [2].

## ***Trouble Shooting : Tournament Formats***

### **Unable to Join Squads**

League Codes may be inconsistent. If the Tournament has 9 Squads or less, the code for the *Combined Classification* must consist of 2 alphabetical letters only. Codes for all other squads must consist of the same two alphabetical letters, plus the number of each individual Squad.

For example, **CT1, CT2, CT3**, etc., with **CT** being the *Combined Squad* code.

If the Tournament has 10 Squads or more, the code for the Combined Classification must consist of 1 alphabetical letter only, and codes for all other squads must consist of the same alphabetical letter, plus the number of each individual Squad.

For example, **T1, T2...T10, T11**, etc, with **T** being the *Combined Squad* code.

### **Bowlers names don't move when starting the next block**

If the names of the bowlers don't move when the next block of the tournament is started, then you should check the following:

1. The number of the block started. If it is not correct, abandon the lane and recommence the lanes and specify the correct block number.
2. The League Schedule is incorrect. Check the league schedule and if any corrections then restart the lanes as in 1.

### **Total Pinfall showing scratch, not handicap on the Standing Sheets**

In the [G]roup format the computer automatically prints the Standing Sheet as an optional Singles Standing Sheet where total pinfall is always displayed as scratch pinfall. This can be overcome by using Petersen Points on the basis of one point awarded for each one pin based on handicap. Then the total points will in fact be the total Handicap Pinfall with the advantage that the match play points will be the Handicap Series Pinfall for the current block.

### **Scratch Play showing Handicaps on the Lanes**

Even if points are not being awarded for the Tournament as the results are based purely on pinfall, it is important that scratch be specified instead of handicap in all the points and award sections.



# LEAGUE SECRETARIAL - REFERENCE

This menu accesses all aspects of the Computer Score League Secretarial software, and will guide you through the various aspects of the system.

COMPUTER SCORE	
<div><div>1   <u>League Secretarial</u></div><div>2   Print League Records</div><div>3   Repair Menu</div><div>4   Schedule Menu</div><div>5   Management Menu</div><div>6   Backup Menu</div><div>7   Control Lanes</div><div>8   Utility Menu</div><div>9   Frequent Bowler</div><div>10   Select League code</div></div>	<div><div>Add Leagues</div><div>Edit Leagues</div><div>List Leagues</div><div>Define Team Details</div><div>Bowler Add</div><div>Bowler Edit</div><div>Display Bowlers</div></div>
<p>The LEAGUE SECRETARIAL Menu handles all aspects of a League Classification (Playing Rules and Conditions), and information relating to Teams and Bowlers. The name of the currently-used League is displayed at the bottom right-hand corner of your screen. To change from this League to another, press [0]</p> <p>Press [0] to change the current league. <span style="float: right;">Hot Key is [L]</span></p>	
<div>Console 2   11:06:03   Tuesday 20   October 1998 <span style="float: right;"><b>BOWLER COASTER</b></span></div>	

Many menu options require a password with a given access level or above. Following is a list of Password Levels available from within the Computer Score system:

Password Access level key from Highest access to Lowest:

- SA:**   System Administrator
- GM:**   General Manager
- OA:**   Office Attendant
- SM:**   Shift Manager
- CO:**   Console Operator

## LEAGUE SECRETARIAL MENU

This department holds the key to the creation, recording, maintenance and reporting of the leagues in your centre:

In this section you can create a new league, starting with its own unique three-letter code, and by following the prompts, you will have programmed all the details pertaining to the league.

COMPUTER SCORE	
<div><div>1   <b><u>League Secretarial</u></b></div><div>2   Print League Records</div><div>3   Repair Menu</div><div>4   Schedule Menu</div><div>5   Management Menu</div><div>6   Backup Menu</div><div>7   Control Lanes</div><div>8   Utility Menu</div><div>9   Frequent Bowler</div><div>10   Select League code</div></div>	<div>Add Leagues</div> <div>Edit Leagues</div> <div>List Leagues</div> <div>Define Team Details</div> <div>Bowler Add</div> <div>Bowler Edit</div> <div>Display Bowlers</div>
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<div>Console 2   11:06:03   Tuesday 20   October 1998 <span style="float: right;"><b>BOWLER COASTER</b></span></div>	

### Change the League From \_\_\_\_\_ League

This option is used to change the league being currently displayed on the screen, to any other league of your choice. Simply enter the three-letter code of the chosen league. The league must be selected before you can add bowlers, print Standing Sheets, etc.

### League Add

This option will allow you to create a new league, and load its data into the program.

You can now enter the full league name, president, secretary, and classification of this league. The second screen will record the points scoring system for the league. The third screen will record management type options.

The prompt will guide you through the choice for each of the questions in the three screens.

You have now completed the classification of this league. Press ***Control\_W*** to save and return to the League Secretarial Menu. See: *League Classification* for more information.

### **Edit a League Classification**

This option will allow you to either view this league's classification, or make any changes.

To make a correction, use the directional arrows and type the new information over the original. You will notice that in the first screen there are a number of fields that are highlighted in reverse block. These fields cannot be changed from this screen. Several of the fields can be changed through other areas of the program.

#### ***NUMBER OF TEAMS IN A LEAGUE:***

#4 In the *Repair Menu* is the preferred option, or #6 in the *Schedule Menu*. This option is usually used for convenience in the early formation stage of a league.

#### ***NUMBER OF TEAMS PER LANE:***

Once the league is formed this field cannot be changed but it can be changed in the Scheduling of the League.

#### ***NUMBER OF BOWLERS IN A TEAM:***

Cannot be changed after the first week is bowled.

#### ***NUMBER OF GAMES IN A SERIES:***

Cannot be changed after the first week is bowled.

#### ***NUMBER OF WEEKS IN A ROUND:***

#2 in the *Schedule Menu*.

#### ***NUMBER OF ROUNDS IN A SEASON:***

#5 in the *Repair Menu*.

#### ***LEAGUE TO HAVE POSITION ROUNDS:***

#2 in the *Schedule Menu*.

#### ***NEXT MATCH, NUMBER OF WEEKS AND PLAYING ON:***

Are all changed through #2 in the *Schedule Menu*.

When editing is complete, press ***Control\_W*** to save the change, and return to League Secretarial Menu.

**Note:** A complete restructure of the league mid season such as the number of games in a series or number of bowlers in a team may be changed during the season, by creating a NEW League Classification. The easiest method is to create it [F]rom (in the Add League Menu) the original league code. This will provide as exact duplicate of the original but allowing the editing of either one of these 3 options. When editing is complete and the new classification is saved under a new code, go to *[B]ackup Menu*, and choose *[8] Initialise League*. By following the prompts, all teams and bowler's information will be copied over to the new Classification (with the new league code) as well as the changes made to any of these three options.

### **List All League Classifications.**

This option will list to the screen or printer the details about each league, including code, name, classification, next competition date, time of play, number of bowlers, teams, lanes and vacancies.

An option to print in HTML format is available and can be used as a basis for a Internet Web Page or Information Terminal consisting of League Standing Sheets, Team Record Cards and Individual Average Record Card.

### **Define Team Names.**

This option will record the name of each team in the league, and will allow any adjustments to be made to any team, with regards to names, pinfall, deferred match, high game/series and bonus points.

The "Reset Week" column in the Adjustment screen is used to record the week number in which any one or more teams have left the league. In the event of new teams taking their place, the previous team's High Game/Series will not be held.

Upon selecting the item you are provided with the following options :

- [A]djustments :** This option enables you to enter the team names. If the league is being entered mid-season then the team pinfall, team points, High Game and Series can also be entered here. The Reset Week column may be used to tell the computer that a Team has been replaced by another team of bowlers from a given week – This prevents the new team from inheriting the High Game and Series of the previous team. Also use the Adjust Pinfall and Points to manipulate the carry over pins and points for the new team.
- [B]onus Points :** This is used to accommodate any point systems not automatically handled by the computer – for example point awarded is team arrives in sponsors shirt.
- [D]eferred :** If deferred Team match play (pre or post bowling) is allowed then you can use this option to verify or change the order of play.

**Note:** Do not use Bonus points or Adjust Points to change points awarded for a week because the Computer System differs from the League Secretary. The computer is usually right – so check the point scoring system defined in the classification. Find the problem. Adjusting points will only cause a problem later on.

### **Add New Bowlers.**

Use this option to enter the details of a new bowler. If the bowler belongs to another league use the help prompts to identify the bowler and transfer the bowler's information to this screen.

As you type in the new bowlers name, a list of bowlers from the Master Bowlers database of the same last name will display on the screen. If the bowler belongs to another league then you should be able to pick the bowler from the list – Simply type in the Master Bowler number in the First Name field. If the bowler is not in the list, then type the last name and first name in fully. The Bowler details screen will now appear. Fill in the bowler's details. If available enter the bowlers address and birth date. The day and month of the bowlers birth-date will suffice. Also fill in the team number, carry average and carry games (or carry weeks). If the league is being entered mid season then fill in the bowlers adjust pins, game and points as it appears on the last Standing Sheet.

### **Edit Existing Bowlers.**

This option allows you to view each individual bowler in the league, and make any changes to the records. This option can also be used as a quick edit screen for bowlers carry average and games.

### **Display Bowlers.**

This option will present all bowlers in the league according to team number, displaying their current status on pinfall, games, average and handicap. It can also be used to edit Division Number, Carry average and Games for all bowlers within a team. For tournament (not league) bowler's Names can quickly be entered for each team.

### **Quit to Main Menu.**

Pressing this key will return you to the Master Menu.

# LEAGUE CLASSIFICATION

There are three pages to be filled in for the League Classification:

LEAGUE CLASSIFICATION			
LEAGUE NAME	BOWLER COASTER LEAGUE		
LEAGUE PRESIDENT	SUE TURNER	PHONE	55904025
LEAGUE SECRETARY	MEG GRACE	PHONE	55362115
ATBC SANCTION #			
CLASSIFICATION	D		
TYPE OF LEAGUE	F	FEMALE	
NUMBER OF TEAMS IN A LEAGUE	8		
NUMBER OF TEAMS PER LANE	1		
NUMBER OF BOWLERS IN A TEAM	4	AND FOR LEGAL LINEUP	2
NUMBER OF GAMES IN A SERIES	3	SUBS COUNT	R
NUMBER OF WEEKS IN A ROUND	7		
NUMBER OF ROUNDS IN A SEASON	6		
LEAGUE TO HAVE POSITION ROUNDS	N	NO POSITION ROUNDS	
NEXT MATCH IS WEEK	1	OF	42
PLAYING ON	20/08/98	AT	6:00PM
STARTING LANE	1	PRACTICE	10 Mins
HANDICAP CALCULATION .. PERCENTAGE	90	HANDICAP BASE	200
MAXIMUM HANDICAP		& MINIMUM HANDICAP	
VACANCY SCORE	120		
BASIS FOR FIGURING BLIND SCORES	1	0	2
VACANCY SCORE PENALTY			
BASIS PLAYING AGAINST ABSENT PLAYER	0	BASIS FOR TEAM HANDICAP	1
BASIS PLAYING AGAINST FORFEIT TEAM	40	ABSENT PLAYERS POINTS	1
		SERIES IF PARTIAL FORFEIT	1
<b>TEAM SCORING</b>		<b>GAME</b>	<b>SERIES</b>
1. POINTS FOR MAKING AVERAGE			E
2. POINTS FOR A WIN			H
<b>INDIVIDUAL SCORING</b>		<b>AWARDED</b>	<b>SERIES</b>
1. POINTS FOR MAKING AVERAGE	T		E
2. POINTS FOR A WIN	T	0	H
3. POINTS FOR A WIN	T	0	H
4. POINTS FOR PINFALL	T	0	H
		PER	0
		PINS	H
<b>MANAGEMENT</b>			
1. SCORESHEETS	N	NO SCORESHEET	
2. AWARDS	1	B	GAMES 0 & 0 WIN ALL AWARDS
3. SCORE GRID	3	MANAGEMENT DECISION.	
4. TEAM DEFERRED PLAY	N	NO, DISABLE PRE/POST TEAM BOWLING	
5. PACER BOWLING	Y	YES, ENABLE PACER BOWLING	
6. CASINO BOWLING	G		
<b>STANDING SHEETS</b>			
1. TEAM TOTAL PINFALL	Y	YES , INCLUDE VACANCY & BLIND SCORES.	
BASIS FOR TOTAL PINFALL	H	BASED ON HANDICAP PINFALL	
2. ORDER OF BOWLERS RECORDS	T	DISPLAY BOWLERS IN TEAM ORDER	
3. STAR BOWLER OF THE WEEK	B	HIGHEST OVER AVERAGE FOR SERIES & GAME.	
4. ROUNDS	Y	YES , DISPLAY ROUND WINNERS	
5. PIN AWARDS	B	BOTH PIN AWARDS AND CONGRESS AWARDS	
6. WOODEN SPOON AWARD	Y	YES , DISPLAY WOODEN SPOON AWARD	
7. HTML OUTPUT ENABLED	I	INFO TERMINAL WITH TEAM/INDIVIDUAL CARDS	

## **Page 1 : General definition including number of teams, weeks etc..**

### **League Name :**

Enter the name of the league

### **League President :**

Enter the name of the President and phone number as it will appear on the standing sheet.

### **League Secretary :**

Enter the name of the Secretary and phone number as it will appear on the standing sheet.

### **ABC/WIBC Sanction Number :**

Enter the sanction number

### **Classification :**

Choice of Day, Night, Junior. This classifies the league for the Attendance Statistics report in the Management Menu.

### **Type of League :**

Choice of Mens,Ladies or Mixed. If mixed then handicap base, percentage and vacancy score can be specified for each sex.

### **Number of Teams in a League :**

Entered when initially setting up league. Number of teams must be an even number and cannot exceed 98

### **Number of Teams per Lane :**

Usually 1 team per lane, but can have up to 2 teams of doubles or up to 6 singles on a lane.

### **Number of Bowlers in a Team :**

This is the number of bowlers in the team lineup that play on the lane. Any number of bowlers can actually belong to the team – but the number who can physically play on the lanes is restricted by this field.

### **Legal Lineup :**

The number of bowlers required to make up a legal lineup. Usually 1 in doubles,2 in trios and 4-man teams, and 3 in 5 and 6 man teams.

### **Subs Count :**

Specifies whether Roving Reserves and/or Vacancy Scores can be considered as part of the legal lineup.

### **Number of Games in a Series :**

The number of games played on the day. Cannot exceed 6 games per series.

**Number of Weeks in a Round :**

A round is usually set to be either :

- a) The number of weeks for each team to have played each other team – usually the number of teams less one.
- b) The number of weeks after which round winners are determined
- c) The number of weeks for each ‘split season’

**Note :** Must include the number of weeks of positional rounds within the round.

**Number of Rounds in a Season :**

Simply the number of the above rounds that make up the entire season.

**Positional Rounds :**

A positional round (additional playoff week) may be added at the end of each round and/or at the end of the season.

**Next Match is Week :**

Entered only when setting up a league. Usually week 1 unless the league is being setup mid season.

**Total Weeks :**

Entered only when setting up the league. Usually the number of rounds by the number of weeks per round plus the number of weeks for end of season positional rounds.

**Playing On :**

The date of the next week of play. May be entered when setting up the league to specify the first date of play.

**Starting Lane :**

The left most lane number of play.

**Starting Time :**

The usual starting time of the league – when actual competition starts, not when practice starts. Specifying the time enables the waiting list to automatically account for the league and to reserve the lanes.

**Practice Time :**

The number of minutes allocated for practice BEFORE the league officially starts.

**Page 2 : Handicapping and Point scoring systems.****Handicap Calculation - Percentage :**

Usually 80% or 100%. Should be entered as zero if a scratch league.

**Handicap Calculation - Base :**

Usually 200, but can be any figure to suit the standard of the league.

**Handicap Calculation - Maximum :**

Limits the handicap to this figure. Leave blank if no maximum set.



**Handicap Calculation - Minimum :**

Limits the minimum handicap to this figure. Leave blank if no minimum set. Usually a handicap cannot be negative. If negative handicaps allowed then enter NEG. If negative handicaps allowed and is calculated as the number of pins above the Base then enter HUN to calculate negative handicap as 100% of base.

**Vacancy Score :**

Enter the Vacancy score used by the league here. In a handicap League, the handicap will be added to this number. The Vacancy Score Penalty can be used to adjust the Vacancy Score. For example if using 80% of 200 and the Vacancy Score is 120 and its handicap is 64 then enter 120 as the Vacancy score and 0 for the Penalty. If the Vacancy Score is 110 and its handicap is 64 then enter 120 as the Vacancy score and 10 for the Penalty.

**Basis for figuring Blind Scores :**

The first field should be left blank unless the penalty pins are calculated as a % of the bowler's average. The other fields specify the penalty pins (or percentage) to be deducted for each consecutive week the blind score is used.

**Vacancy Score Penalty :**

Usually 0 or sometimes 10. See Vacancy Score above for example.

**Basis for Team Handicap :**

1. Team Hcp is sum of bowlers handicap. That is, calculated as the total of all bowlers handicaps.
2. Calculated from each teams average
3. Calculated as difference of teams average
4. As (2) but negative at 100%
5. As (2) but no negatives

This is the method by which the team handicap is calculated as added to the team pinfall to figure team game won or lost on handicap. Usually the team handicap is simply the addition of all the bowlers handicaps. Method 2 gives a similar results to method 1 but with less rounding down – it also allows negative team handicaps. The handicap calculated from each of the bowlers' averages is less accurate than the handicap calculated from the Team average. Method 3 is where the team with the highest average is given a handicap of zero, and the other team has a handicap calculated as the difference of the averages. Method 4 ensures that if the team handicap is negative it is calculated at 100% not the usual 80% or 90%. Method 5 does not allow negative team handicaps – will become zero.

Example 1 : Based of 80% of 200

<u>Team 1</u>	<u>Ave</u>	<u>Hcp</u>	<u>Team 2</u>	<u>Ave</u>	<u>Hcp</u>
FRED	142	46	CATHY	139	48
HARRY	154	36	HELEN	149	40
TOM	151	39	SUSIE	141	47
Method 1.	447	121		429	135
Method 2.	447	122		429	136
Method 3.		0			14
Method 4.	447	122		429	136
Method 5.	447	122		429	136

Example 2 : Based of 80% of 200 and negative individual handicaps allowed

Team 1	Ave	Hcp	Team 2	Ave	Hcp
FRED	210	-8	CATHY	139	48
HARRY	220	-16	HELEN	149	40
TOM	195	4	SUSIE	141	47
Method 1.	625	-20		429	135
Method 2.	625	-20		429	136
Method 3.		0			156
Method 4.	625	-25		429	136
Method 5.	625	0		429	136

**Note :** Method 3 should be discouraged as it does not correctly calculate High Team Game or Series with Hcp. Also, it cannot be displayed on the upper monitors.

#### **Basis Playing against absent player :**

- 0. Bowl Average
- 5. Bowl Average less 5 points
- 10. Bowl Average less 10 points
- EX. Exceed score of absent player

This option only applies to individual head to head points. If playing against an absent player, being either a Blind Score, Vacancy Score or Forfeit Team then how does the bowler win the head to head point. The first 3 options simply mean that the bowler needs to bowl above his average, or above average-5 , or above average – 10. The last option (EX) means that if the bowler is bowling head to head with either a Vacancy Score or a Blind Score then he needs to beat the value of that score to win the head to head point. This option does NOT in itself give head to head points to the absent player (see next option).

#### **Absent Player Points :**

- 1. Absent Player cannot win head to head
- 2. Wins if opposing bowler loses, draw if both absent
- 3. Point to winning team if both absent
- 4. Point to highest of both absent
- 5. As (2) but Vacancy Score only

Once again this only applies to individual head to head points. The previous option (Basis playing against absent player) indicates how the bowler can win head to head against the absent player. Usually the absent player cannot win the head to head point. However, should the bowler not win the head to head point then options 2 to 5 above will give the absent player the head to head point. Option 5 will give the absent player the point only if the absent player is a Vacancy Score.

Options 2 to 4 vary only if an Absent Player is against an Absent Player. In this case method 2 gives each half a point each, method 3 gives the head to head point to the team that wins the team game, and method 4 gives the point to the highest Blind Score (or Vacancy Score).

**Basis Playing against forfeit team :**

Enter Number of Penalty Pins (0) for team average

Leave blank for 10 penalty pins for each bowler in the lineup

W. Win against forfeit for any score

This option relates to Team Game Won or Lost. If the team is playing against a forfeit team then to determine if the team wins the game, either :-

1. Leave field blank for 10 penalty pins for each bowler in the lineup (the usual)
2. Enter the total number of penalty pins (maybe 30 for a 3 man team, or 0 for team average)
3. Enter W if the team always wins when playing against a forfeit.

**Note :** There is a minor difference (relates to use of Vacancy Score) between leaving the field blank, and entering 10 by the number of players. For a 3 man team with a Vacancy Score as one of the bowlers, then leaving the field blank takes 20 pins off (as 2 actual bowlers in the lineup). Whereas entering 30 pins into this field takes 30 pins off the Team average regardless of the Vacancy Scores in the lineup.

**Series if partial forfeit :**

1. Compare total of each game individually
  2. Compare total of played games only
- W. Win always

Team 1	Ave	Hcp	1	2	3	Team 2	Ave	Hcp	1	2	3
FRED	142	46	110	120	130	CATHY	139	48	--	120	130
HARRY	154	36	120	125	100	HELEN	149	40	---	160	100
TOM	151	39	130	140	150	SUSIE	141	47	---	180	130
Team Total	447	121	360	385	380	Team Total	429	135	---	460	360
+ Hcp			481	506	501	+ Hcp			---	595	495
			W	L	W				L	W	L
				??						L	L

In the above example team 1 must beat their average – 30 to win the first game, Which is 447-30=417, Team 1 wins the first game. Therefore, Team 2 cannot win the first game, nor the series of the forfeited first game. How then does Team 1 win or lose the Series?

Method W : Win always. Team 1 wins the series should Team 2 forfeit any game.

Method 2 : Compare total of played games only. Team 1 wins as 1488 > 1090

Method 1 : Remember that Team 1 won the first game in comparing their team game against 417, being their team average less 30 penalty pins. We now use the 417 for the forfeited game giving Team 2 a series total of 1090+417.

Team 1 loses as 1488 < 1090+417. Note Team 2 cannot win the series point regardless.

Although method 1 is the most consistent – after all if Team 2 forfeited all 3 games then we would compare the series total based on 417 x 3 regardless – [the ATBC (Australian) ruled that method 2 is preferred. Maybe you should check with the ABC.]

**Team Scoring – Points making Average :**

Points can be awarded to the team should the team game (or series) equal or exceed the Team Average. The BASIS option allows you to select whether the team needs to equal (E) or Beat (B) their average. There is also the option to select that the team needs to exceed their average by 5 (option 1), 10 (option 2), 15 (option 3) etc..

**Team Scoring – Points for a Win :**

Points can be awarded to the team should they beat their opponent team for game and/or series. The basis is used to select Scratch, Handicap or Both

**Individual Scoring :**

This section allows points to be awarded for each player of the team. These points are usually awarded to the team. That is, are included into the Team Points within the Team Standings section on the top of the Standing Sheet. An AWARDED option is provided so that the points can be directed to the individual. That is, are included into the Individual Points within the Individual Standings on the second part of the standing sheet. The points can also be directed to both areas if required.

**Individual Scoring – Points for Making Average :**

Points may be awarded should the players game and/or series exceeds the players average. Once again the basis can determine whether it the game need only equal or must beat the average.

**Individual Scoring – Points for a Win :**

This option is for Head to Head Points. Points can be awarded should the player exceed the game score of their opponent. The Basis is used to select whether this is based on Scratch or Handicap or Highest Above Average.

**Individual Scoring – Points for a Win :**

This option is the same as above. The second line is provided so that additional Head to Head options can be accommodated.

**Individual Scoring – Points for Pinfall :**

This option is for Petersen Points. If used, then the most common formats are :

1 pt per 1 pin : Used for Tournaments to have points match scratch or handicap pinfall

1 pt per 50 pins : A common format but can be confusing. Computer allocates points in a mathematical correct way. That is 80 pins results is 1.60 points not 1.30 as commonly recorded manually to reflect the leftover pins.

1 pt per 100 pins : Most common form of petersen points.

The basis is used to select Scratch, Handicap or Both.

### **Page 3 : Management and Print Options**

#### **Scoresheets :**

Option to enable to disable the automatic printing of Scoresheets at the end of the series.

#### **Awards :**

The first option can be used to limit awards to individual bowlers who have played a predetermined number (or percentage) of games. It can limit just handicap awards or both handicap and scratch. The next options prioritise the awards if the bowler/team are only eligible for one or two of the four possible awards.

#### **Score Grid :**

Although bowlers may choose their style of grid by pressing [G] on the lanes, this option will provide the initial grid style of either 5 or 10 frame grid. It can also be set as Management Decision, which means that the default is picked up from the Lane Monitor Setup menu option.

#### **Team Deferred Play :**

This option enables or disables week out of order Team Bowling. For example, should a team defer week 8 to be bowled at the completion of week 10 then according to the ABC rules the handicaps to be used for week 8 must be the handicaps at the end of week 10. Management of Team Deferred Play requires a good understanding of the rules and if not required then it is recommended that this option be disabled.

#### **Pacer Bowling :**

This option enables or disables the ability to enter Pacers on the lanes for this league. If Pacers not allowed to bowl with this league then disable this option.

#### **Casino Bowling :**

This option specifies what style of promotional game that the league plays. If they never use a promotional game then enter 0 to disable. If they use different games or on a casual basis then select G for Game Setup – that is, whatever is selected within Game Setup from Control Lanes will be played. NOTE: This field MUST be configured prior to starting the league.

#### **Standing Sheets :**

The following options allow the customisation of the Standing Sheets. Note, other Standing Sheet layout options such as compressed width and height are available at the time of printing the Standing Sheet.

#### **Team Total Pinfall :**

To include or exclude Blind and Vacancy Scores from the Team total pinfall column in the Team Standings section at the top of the Standing Sheet.

#### **Basis for Total Pinfall :**

Total Pinfall to be Scratch or Handicap

#### **Order of Bowler Records :**

The Individual Standings section can be printed in Team order (default), Alphabetical, Bowler Average Order, Bowler Points order, High to Low average within team order or Low to High average within team order. It can also be used to disable the printing of the Individual Standings altogether (useful for some Singles Tournaments).

**Star Bowler of the week :**

This week's high bowler scores (first and second place) for Scratch and Handicap/Game and Series prints each week. This option also allows the printing of highest game/series over average.

**Rounds :**

Allows the printing of round winners for current and last round. It can also be used for Split Seasons. If round winners are not printed then you have the option of printing Total Loss Points instead.

**Pin Awards :**

This option controls whether Pin Awards and/or Congress Awards are printed on the Stand Sheet for this League. Pin Awards are the standard 125, 150, 175, 200, 225, 250, 275 and 300 achievement levels and Congress Awards are the specific awards set-up from the *Awards Print & Setup* option of the *Standing Sheet* menu.

Options include:      [Y]es, Display Pin Awards  
                              [C]ongress Awards  
                              [B]oth Pin Awards and Congress Awards  
                              [N]either

**Wooden Spoon Award :**

Lowest below average award for the current week. Make sure this is seen to be a fun award before enabling !

**HTML Output Enabled :**

If enabled this option will automatically output the Standing Sheet and if required the Team Record Card and Individual Average Record Card in HTML format suitable for WEB page or in-house information terminal. As well as setting this option for every league classification for which there is to be an HTML output, you also have to specify a directory for the resulting HTML to be stored. This is set from the *Utility, Control Screen Setup, General Parameters* screen. See: *Printing League Records in HTML* for more information.

The options for this field are as follows:

- Y**      Automatically produces HTML of the standing sheet only, every time the Standing Sheet is printed.
- I**      Produces HTML for Standing Sheet, Team Record and Individual Record Cards every time that a Standing Sheet is Printed. (In addition to Internet publication, this option would be useful for an HTML based In-House bowler's information terminal.)
- N**      No HTML will be produced for this league.

## ***PRINT LEAGUE RECORDS MENU.***

This department prepares a complete printed record of all league secretarial options, which may be required by management or league secretary.

<b>COMPUTER SCORE</b>	
<div><div>League Secretarial</div><div><u>Print League Records</u></div><div>Repair Menu</div><div>Schedule Menu</div><div>Management Menu</div><div>Backup Menu</div><div>Control Lanes</div><div>Utility Menu</div><div>Frequent Bowler</div><div>Select League Code</div></div>	<div><div>1 Bowlers Record Card</div><div>2 Team Record Sheet</div><div>3 League Record Sheet</div><div>4 Standing Sheet</div><div>5 Print League Bowlers</div><div>6 Print Recap Sheets</div><div>7 Classification Print</div><div>8 Tournament Formats</div><div>9 Brackets &amp; Sweepers</div></div>
<p>This menu allows the SCREENING or PRINTING of all the League Secretarial Records for the current league.</p> <p>The current league may be changed by pressing [0]</p>	
<div>Console 2 11:06:03 Tuesday 20 October 1998</div> <div><b>BOWLER COASTER</b></div>	

### **Change the League From \_\_\_\_\_ League.**

Here you have the choice of obtaining printouts for any of the options contained in this menu, either for the league shown on your screen, or any other recorded league, simply by entering that league's code.

### **Print Bowlers' Record Cards.**

This is a complete current record of a bowler's individual game scores, series, average, handicap, and personal achievements. The games are printed in week order. Should there be deferred Team play (Pre or Post Team Bowling) then the week order listed will reflect this.

### **Print Team Record Card.**

This printout will show the current record of any team in this league, including every match score, the opposing team, points won and lost each match, and current team achievements. The games are printed in week order. Should there be deferred Team play (Pre or Post Team Bowling) then the week order listed will reflect this.

### **Print League Record Sheet.**

This is the match result sheet, as required by the league secretary.

### **Print League Standing Sheet.**

This document is a complete record of the current standing of every team in the league. It includes the status of all bowlers, the current leaders in individual and team achievements, and the lane draw for the next two consecutive scheduled matches. The menu options to the right of this option allow the printing of Divisional Standings, Optional Singles & Divisional Singles.

Divisional Standings: This will print a standing sheet for a given division or sex.

Optional Singles      This allows the printing of a Standing Sheet as if it were a Singles event based on Individual Head to Head Match Play.

Divisional Singles      This allows the printing of an Optional Singles standing sheet for a given division or Sex.

**Note:** Standing Sheets for Leagues should not be printed while the League is in play.

After selecting the desired week you may select page formatting options:

The first page (Team Standings) can be printed in a condensed height – that is 8 lines per Inch instead of 6 lines per Inch. There is also the option to use underlining where appropriate. The use of these options could help keep the Team Standings to a single page for large leagues.

The second page (Individual Standings) can also be printed in condensed height, and by selecting condensed width, then two columns are used. Once again, this could be used to keep the Individual Standings to a single page.

### **Print League Bowlers.**

A printout of all bowlers, in team number order, showing total pins, games, average and handicap details. You may select either [T]eam order, [A]lphabetical Order or for just Male or Female bowlers within the League (for Sanction Lists)

### **Print League Recap Sheets.**

These are blank league record sheets, that may be printed before play commences. The order of the bowlers on the recap sheets is usually bowler number order but may be specified in the League Classification as [L]ow to High average order or [H]igh to Low order.

### **Print League Classification.**

A copy of the constitution of the league, including allocation of points and handicapping details, plus some management requirements.

### **Quit to Main Menu.**

Pressing this key will return you to the Master Menu.



## Brackets and Sweepers.

These formats or “Side Pots” may be used in conjunction with any League or Tournament, but without affecting the outcome of the regular League (or Tournament) play.

The Brackets, Doubles Brackets and Sweeper programs are accessed from the *Print League Records, Brackets & Sweepers* Menu. The three menu items: *Brackets Entry*, *Doubles Brackets Entry*, and *Sweepers Entry* provide the registration screens for each of these events, and are very similar to the Tournament Formats registration entry screen. Additionally, there is also the facility to *Randomise Entries* for Brackets, Doubles Brackets and/or Sweepers, adding a further element of chance to this exciting package. Results of Brackets, Doubles Brackets and Sweepers are provided through the *Print Brackets, Print Doubles* and *Print Sweepers* menu items.

### Brackets

The Brackets program is designed to allow a group of bowlers (not necessarily from the same team) to play an additional elimination contest, totally separate from the normal league competition, but using the actual scores bowled in the League match.

A *Brackets* match is an elimination competition, or a “Side-Pot”, with a specific number of entrants, usually 8, playing in any singles bracket, however, many individual *Brackets* can be played on any chosen Week. This singles event can be designed for Men / Women / Boys / Girls and for either Scratch / Handicap, with the facility to print Cheques for Prizefund payouts.

A Singles Bracket can consist of either:

8 Bowlers for a 3 game series

16 Bowlers for a 4 game series

8 Bowler (3 Games Series) Bracket sample results:

BRACKET RESULTS - Week 1 Bracket 3			
Game 1	Game 2	Game 3	Finals
46 ANGELA MULHALL	202 M.ANSPACH	208 M.ANSPACH	
198 M.ANSPACH	177 M.PERANDIS		244 NOLA LESLIE
166 FAY STERRY	170 J.BABOVIC	244 NOLA LESLIE	
171 M.PERANDIS	174 NOLA LESLIE		
160 TOE BREKELMANS			
194 J.BABOVIC			
214 NOLA LESLIE			
179 B.SINGLETON			

In the above example, Nola Leslie wins 1<sup>st</sup> Prize and M. Anspach wins 2<sup>nd</sup> Prize.

Entering Brackets Registrations:

- When you access the Brackets registration area for a League that has not been used with brackets before, xxx the program will ask if you wish to start a new registration file. Answer [Y].
- The program will then ask for a week number. Enter the desired week number for which to set up the Brackets competition.

- It will then ask for a registration number. Just press *Enter* to Add a new Registration.
- At this point you can either [A]dd a Registration or [L]ook Up a bowlers details. Press [A]dd New Registration, and fill in the desired details, checking the prompts at the bottom of the screen.

The program now goes to the Brackets Registration Screen. This screen is similar to the Tournament Registration screen:

BRACKET REGISTRATION																																		
Registration #		10		Week #		Week 1 Bracket																												
Event Code				Type of Bracket		X																												
				Bracket Division																														
Bowler		Last Name	First Name	Ave	Division	Sex																												
1.	20	HAYES	BEV	137	X	F																												
2.	42	HUGHES	LYN	118	X	F																												
3.	15	DUNN	KAREN	148	X	F																												
4.	4	MODINI	JOHN	119	X	M																												
5.	10	YEO	SUE	135	X	F																												
6.	38	PATTERSON	NORELL	129	X	F																												
7.	7	PERANDIS	FRANK	117	X	M																												
8.	31	FLETCHER	JOSEPHINE	132	X	F																												
<table border="0"> <tr> <td>LAST NAME</td> <td>HAYES</td> <td>SANCTION NUMBER</td> <td>54321</td> </tr> <tr> <td>FIRST NAME</td> <td>BEV</td> <td>SOCIAL SECURITY</td> <td>XXX</td> </tr> <tr> <td>DISPLAY NAME</td> <td>BEV</td> <td>AVERAGE</td> <td>137</td> </tr> <tr> <td>ADDRESS</td> <td>101 ANGEL STREET</td> <td>DIVISION</td> <td>N</td> </tr> <tr> <td></td> <td>SYDNEY</td> <td>SEX</td> <td>F</td> </tr> <tr> <td></td> <td>NSW</td> <td></td> <td></td> </tr> <tr> <td>PHONE NO.</td> <td>555362442</td> <td>BIRTH DATE</td> <td>10/09/77</td> </tr> </table>							LAST NAME	HAYES	SANCTION NUMBER	54321	FIRST NAME	BEV	SOCIAL SECURITY	XXX	DISPLAY NAME	BEV	AVERAGE	137	ADDRESS	101 ANGEL STREET	DIVISION	N		SYDNEY	SEX	F		NSW			PHONE NO.	555362442	BIRTH DATE	10/09/77
LAST NAME	HAYES	SANCTION NUMBER	54321																															
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	NSW																																	
PHONE NO.	555362442	BIRTH DATE	10/09/77																															
Enter Bowler Number or PgDn to add/edit Bowlers details																																		

- Fill in the Event Code Field with one of the following options : xxx  
 [S]cratch Event  
 [H]andicap Event  
 or any other desired code, or leave blank
- Fill in the Type Of Bracket Field with one of the following options (or leave blank):  
 [M]ale  
 [F]emale  
 [B]oy  
 [G]irl
- Enter the Division Number or leave blank if not applicable.
- Enter each Bowler's League number. Player's details will automatically be entered from the Master Bowler's Database.
- When all names are entered, type Control W or F10 to save details and exit the registration screen.

After all Registrations are completed and saved, the Scores bowled during regular competition will determine the winners of each Brackets Side Pot.

Brackets Results can be printed from the *Print League Records, Brackets & Sweepers* section of the menu:

- Enter the correct week number to print.
- The Next Screen will ask for an Event Code, Type of Bracket and Division Number as XXX previously registered. Leave these fields blank, if so desired, to print all Bracket Results for the selected week.
- It will also ask to calculate results using [S]cratch or [H]andicap scores.
- Enter a value for 1<sup>st</sup> and 2<sup>nd</sup> place prizes only if CHEQUE DETAILS are to be exported using either Word Perfect or ASCII text files. (The file produced is called C:\PRIZES.TXT which can then be imported into your Word Processor for further formatting and printing.) This function should be used only if / when you are familiar with these procedures.
- Once all fields are filled you will be asked to select either [P]rint, [S]creen, [F]ile, [C]heques, [H]TML or [Q]uit. All options other than [C]heques will skip the Cheque export.
- If [C]heques are selected, a new screen will appear asking for either [W]ordperfect or [A]SCII text format to export the cheques into.
- After selecting the appropriate text format, the program will create the export file and then print the Bracket Results.

## **Sweepers**

A Sweepers event is a combination of Doubles, which allows competitive bowlers to enjoy an additional competition in conjunction with regular League Bowling. The Sweepers program allows a player to combine with any other bowler or bowlers (not necessarily from the same regular team) to form one or more “Side-Pot” doubles combinations and compete separately from the normal league schedule, by using the series scores bowled for the league match. The Sweepers results, as with Brackets, have no bearing or influence on the points or pins calculations for the normal league results, nor does it affect the points and pins of the participants.

The Sweepers format uses the same style of entry screen as the Brackets Format to record the doubles combination.

- If you access the Sweepers registration area for a league that has not been used with Sweepers before, then the program will ask if you wish to start a new registration file. Answer [Y].
- The program will then ask for a week number. Enter the correct week number.
- It will then ask for a registration number. Just press Enter to Add a new Registration.
- At this point you can either [A]dd a Registration or [L]ook Up a bowlers details. Choose [A]dd New Registration.

The program now goes to the Sweepers Registration Screen. This screen is similar to the Brackets Registration screen.

SWEEPER REGISTRATION						
Registration #		05		Week #		Week 1 Sweeper
Event Code				Type of Sweeper	X	Sweeper Division
Bowler	Last Name	First Name	Ave	Division	Sex	
1.	20	HAYES	BEV	137	X	F
2.	42	HUGHES	LYN	118	X	F
LAST NAME		HAYES		SANCTION NUMBER		54321
FIRST NAME		BEV		SOCIAL SECURITY		XXX
DISPLAY NAME		BEV		AVERAGE		137
ADDRESS		101 ANGEL STREET		DIVISION		N
		SYDNEY		SEX		F
		NSW				
		2000				
PHONE NO.		555362442		BIRTH DATE		10/09/77
Enter Bowler Number or PgDn to add/edit Bowlers details						

- Fill in the Event Code Field with one of the following options (or leave blank):  
 [S]cratch Event  
 [H]andicap Event  
 or any other desired code, or leave blank
- Fill in the Type Of Sweepers Field with one of the following options:  
 [M]ale  
 [F]emale  
 [B]oy  
 [G]irl
- Enter the Division Number or leave blank if not applicable.
- Enter each Bowler's League number for the Two players in the Sweepers team, and details will be entered automatically from the Master Bowler's Database.
- When all names are entered, type Control W or F10 to save details and exit the registration screen.

After all registrations are completed and saved, the Scores bowled during regular competition will determine the winners of the Sweepers Side Pots.

Sweepers Results can be printed from the *Print League Records, Brackets & Sweepers* section of the menu:

- Enter the correct week number to print.
- The Next Screen will ask for an Event Code, Type of Sweepers and Division Number as per previously entered. Leave these fields blank to print all Sweepers Results for the selected week.
- It will also ask for [S]cratch or [H]andicap results.
- Enter a value for the number of prizes to be awarded only if CHEQUE DETAILS are to be exported using either Word Perfect or ASCII text files. (The file produced is called C:\PRIZES.TXT which can then be imported into your Word Processor for further formatting and printing). This function should be used only if / when you are familiar with these procedures.

- Once all fields are filled you will be asked to select either [P]rint, [S]creen, [F]ile, [C]heques, [H]TML or [Q]uit. All options other than [C]heques will skip the Cheque export.
- If [C]heques are selected, a new screen will appear asking for either [W]ordperfect or [A]SCII text format to export the cheques into.
- After Selecting desired format, fill in the Amount for each prize cheque to be printed.
- After filling in Cheque amounts, the program will create the export file and then print the Sweepers Results.

## Doubles Brackets

Doubles Brackets is an extension of the normal Brackets part of the program with the exception that two players combine their game scores to produce each “Doubles” score. The registration process is the same as per the normal Brackets format. The two players who will be in the same team must be in adjacent positions in the Brackets Registration. For example, if Nola Leslie and Mavis Simpson wish to enter the Doubles Bracket as one team then they must be position number 1 and 2 as shown below.

DOUBLES BRACKET REGISTRATION							
Registration #		9	Week #		Week 3 Paired		
Event Code			Type of Bracket		X		
			Bracket Division				
Team	Name	Team	Name				
1. 21	NOLA LESLIE	5. 25	MAUREEN ANSPACH				
12	MAVIS SIMPSON	33	LYNN BAKER				
2. 32	KRYS BOND	6. 26	BETTY ARMSTRONG				
5	BEV HAYES	18	CAROL WOODWARD				
3. 8	FAY STERRY	7. 15	MILLIE PERANDIS				
4	IRIS MODINI	22	CHERRILL ROLES				
4. 14	JOHANNA BABOVIC	8. 28	SUE YEO				
13	BERYL BRANSDEN	30	DIANE JOCYS				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"> LAST NAME    LESLIE  FIRST NAME    NOLA  DISPLAY NAME    NOLA  ADDRESS    101 BUGELE STREET                   SYDNEY                   NSW  PHONE NO.    555362442 </td> <td style="width: 50%;"> SANCTION NUMBER    13221  SOCIAL SECURITY    XXX  AVERAGE    125  DIVISION    X  SEX    F  2000  BIRTH DATE    10/09/77 </td> </tr> </table>						LAST NAME    LESLIE FIRST NAME    NOLA DISPLAY NAME    NOLA ADDRESS    101 BUGELE STREET SYDNEY NSW PHONE NO.    555362442	SANCTION NUMBER    13221 SOCIAL SECURITY    XXX AVERAGE    125 DIVISION    X SEX    F 2000 BIRTH DATE    10/09/77
LAST NAME    LESLIE FIRST NAME    NOLA DISPLAY NAME    NOLA ADDRESS    101 BUGELE STREET SYDNEY NSW PHONE NO.    555362442	SANCTION NUMBER    13221 SOCIAL SECURITY    XXX AVERAGE    125 DIVISION    X SEX    F 2000 BIRTH DATE    10/09/77						
Enter Bowler Number or PgDn to add/edit Bowlers details							

When the series has been bowled, select Print Doubles from the Print League Records, Brackets & Sweepers menu to print the Double Brackets results. This will result in a print out similar to the one shown below:

BRACKET RESULTS - Week 3 Paired 9			
Game 1	Game 2	Game 3	Finals
262 N.LESLIE 110 M.SIMPSON 152	288 KRYB BOND 125 BEV HAYES 163	269 J.BABOVIC 127 B.BRANSDEN 142	
296 KRYB BOND 171 BEV HAYES 125	319 J.BABOVIC 176 B.BRANSDEN 143		
147 FAY STERRY 147 I.MODINI			287 BETTY 133 C.WOODWARD 154
323 J.BABOVIC 188 B.BRANSDEN 135			
234 M.ANSPACH 134 LYNN BAKER 100	293 BETTY 130 C.WOODWARD 163		
269 BETTY 144 C.WOODWARD 125		287 BETTY 133 C.WOODWARD 154	
263 M.PERANDIS 85 C.ROLES 178	209 M.PERANDIS 97 C.ROLES 112		
260 SUE YEO 140 D.JOCYS 120			

Prizefund amounts can be printed or exported in the same manner as regular Brackets during the results printing process.

## Randomise Entries

This feature of the software enables the user to Randomise Brackets, Doubles Brackets or Sweepers entries so that XXX Brackets opponents are selected randomly instead of order of registration. The Randomise Entries procedure will also Randomise entries across multiple Brackets and Sweepers Registrations so that Sweepers partners, for example, are chosen at random from all Sweepers and Brackets entries

An example of the possible results of the Randomise Entries procedure in a Singles Brackets event is indicated below:

Before Randomise Entries		After Randomise Entries	
<u>Bracket 1</u>		<u>Bracket 1</u>	
Num	Name	Num	Name
1	N.LESLIE	6	I.MODINI
2	M.SIMPSON	3	KRYS BOND
3	KRYS BOND	4	BEV HAYES
4	BEV HAYES	1	N.LESLIE
5	FAY STERRY	5	FAY STERRY
6	I.MODINI	14	C.ROLES
7	J.BABOVIC	10	LYNN BAKER
8	B.BRANDSDEN	16	D. JOCYS
<u>Bracket 2</u>		<u>Bracket 2</u>	
Num	Name	Num	Name
9	M.ANSPACH	9	M.ANSPACH
10	LYNN BAKER	12	C.WOODWARD
11	BETTY HOWARD	13	M.PERANDIS
12	C.WOODWARD	15	SUE YEO
13	M.PERANDIS	2	M.SIMPSON
14	C.ROLES	8	B.BRANDSDEN
15	SUE YEO	7	J.BABOVIC
16	D. JOCYS	11	BETTY HOWARD

## Congress Awards

The Congress awards system as used in the Computer Score system is based on a single letter code for each Congress type of award. A bowler may be eligible for awards from any, or all Congresses indicated (Eg. ABC, YABA etc.) for each league that he or she belongs to. Viewing or Editing any Congress Awards of interest can be accessed from the *Eligibility* field of the *Edit Bowlers* screen in the *League Secretarial* Menu.

The awards system is setup from the *Awards Print & Setup* screen from the *Print League Records, Standing Sheet* menu.

CONGRESS AWARDS SETUP			
This part of the Computer Score setup will enable you to setup the various Congresses and their respective awards.			
Congress Code & Title :		Minimum Games	Use Carry Ave
T	A.T.B.C. ( AUSTRALIA )	9	N
A	A.B.C. ( USA )	21	N
W	W.I.B.C. ( USA )	21	N
Y	Y.A.B.A. ( USA )	21	N
S	ABC/WIBC SENIORS ( USA )	21	N
Z	N.Z.T.B.C. ( NEW ZEALAND )	9	N
D	DISABLED ( N.Z.T.B.C. )	9	N
R	JUNIORS ( N.Z.T.B.C. )	9	N
J	JUNIORS ( A.T.B.C. )	9	N
<p>Minimum Games specifies the number of games required to establish average for OVER average awards</p> <p>Use Carry Average when set to [Y]es specifies that the Carry Average may be used within the Minimum Games period. Entering [N]o specifies that no over average award may be awarded within this period.</p>			
[C]hange above, [S]etup Awards, [P]rint, [E]ligibility or [Q]uit?			

As shown above, the Preset Congress Award code and title are displayed. To alter the Congress Code and Description, press [C]hange and alter as necessary. The minimum number of Games to establish an average for above average awards can also be set from this screen.



## Setup Awards

From the above screen, press [S]etup Awards and Enter the appropriate Congress Code to modify. For example, selecting W, will access the W.I.B.C. (USA) award setup, and display the following screen:

Name	Pins	+Ave	Game	Ave	Rpt
300 GAME	300		1		N
299 GAME	299		1		N
298 GAME	298		1		N
900 / 3	900		3		S
800 / 3	800		3		S
700 / 3	700		3		S
100 OVER		100	1		S
150 OVER		150	1		S

Name = Short name of award e.g. 500/3 to be 500 pins over 3 game series  
 Pins = Number of pins for game(s) required to achieve award  
 +Ave = Or the number of pins above average required to achieve award  
 Game = Number of games for pinfall or above average  
 Ave = Eligible for award only if less than this average (optional)  
 Rpt = [N]o Limit, [A]nniversary(Sanction), [S]eason, [L]ifetime

To setup an individual award, enter a description and fill in the Pins or the +Ave (over average), Game, Ave and Rpt fields.

To explain some of the above awards:

- In order to gain the 298 *Game* award, a player needs to bowl 298 pins in 1 game and there is no limit on the number of times this award can be won.
- In order to gain the 700 / 3 award a player needs to bowl over 700 pins for 3 consecutive games and this award can be won only once during a league season.
- To achieve the 150 *Over* award a player needs to bowl 150 pins over average in 1 game and this award can be won only once in a league season.

As you can see, the Pins and +Ave fields are really mutually exclusive so that there should never be a situation where there is data in both fields.

Other options available in the Rpt field are:

- [A]nniversary      Receive the Award only once within every Sanction period.
- [L]ifetime        To be awarded once and once only.

The Ave field is used to limit the awards to bowlers, according to their average. Leave this field blank if the award is available for bowlers with any average or indicate a maximum average limit for which the over average award is achievable. For example, you could limit the 100 *Over* award (100 over average) to those bowlers whose average is less than 80 by entering a value of 80 in the Ave field.

## Print Awards

By selecting [P]rint you can print out eligible awards achieved by bowlers in any one league, or all leagues for a selected date range. After pressing [P]rint, select the league code, or leave blank for all league and enter a suitable date range. Also enter the desired Congress Code for which the awards are achieved, or leave blank to print for all awards.

It is also possible to print out awards automatically as part of the standing sheet. To achieve this, it is necessary to enter a [C]ongress Awards or a [B]oth Pin Awards & Congress Awards in the *Pin Awards* field in the third page of the League Classification.

## Award Eligibility

The [E]ligibility option of the program allows you to select Congresses for all bowlers in the currently selected league. This allows you to avoid having to specify awards for every bowler in a league through the *Edit Bowlers* program.

After pressing [E]ligibility, you are asked to select awards from up to eight congresses for availability to all bowlers in the current league.

After selecting the desired awards, you then have the following options:

- |                               |  |
|-------------------------------|--|
| [A]dd to Existing Eligibility | This allows you to add the selected Congress awards for the current league and also keep any existing eligibility settings intact.         |
| [O]verwrite Eligibility       | This allows you to replace the existing eligibility settings for all members of the current league with any other Congress of your choice. |
| [C]lear All                   | This option will actually clear out all eligibility settings and leave all bowlers in the current league without any awards availability.  |

**Note:** After performing the [E]ligibility update procedure all members of the selected league will be eligible for the chosen Congress Awards, however any new bowlers added to the league after that point will have to be updated manually through the Eligibility field in *Edit Bowlers* or by performing another [E]ligibility update.

## General Parameters

The only other setting that affects the Pin Awards database can be found in the *General Parameters* section of *Utility Menu*, *Control Screen Setup* menu. This field is called *Pin Awards – Highest Applicable Y/N*.

- A **Y** in this field means that if a bowler is eligible for a high pin award, then he or she will also be awarded any lower value pin awards that have not yet been achieved.
- A **N** in this field means that if a bowler is eligible for a high pin award, then he or she will be awarded that level only, leaving the lower pin awards still available to be achieved at a later date.

For Example:

A player who has never beaten a score of 100 has just bowled a score of 178:

- A **Y** in the Pin Awards field will be awarded all levels below a 175. Eg. 150, 125 and 100.
- A **N** in the Pin Awards field will be awarded only the 175 level, and the lower values may be awarded whenever the specific scores are bowled in subsequent games.

## ***PRINTING LEAGUE RECORDS IN HTML***

As well as being able to print League Standing Sheets, Team Record Cards, and Individual Record Cards, you are able to configure Computer Score to Automatically produce HTML (Hyper Text Markup Language) which is suitable for publication of your league's results onto your own Internet Web Page.

Once each league has been set to produce HTML in the Classification, (See: *League Classification* for more information.) there are two additional options that need to be set in the *General Parameters* section of the *Utility, Control Screen Setup* menu.

These two options are:

### **HTML Enable**

Placing a *N* here will remove the [H]TML option from where you select [S]creen, [P]rint, or [F]ile when you print any report. **Note:** If you have set the HTML option in the Classification, then the HTML will still be produced upon printing the Standing Sheet, you just won't have the [H]MTL option present to specifically produce HTML at any time for all reports. You should have an *N* here if you are not using Windows 95/98 or you do not have a Internet Browser configured on your computer.

Placing a *V* here will include the [H]TML option so that you can produce HTML at any time, and after the HTML is produced your Internet Browser will be automatically started so you can view what you have just produced. **Note:** If your Computer Score system is running under Windows 95/98 then you should be able to use this option. See your Windows documentation for more information on your Internet Browser.

Placing a *Y* here will include the [H]TML option but your Internet Browser will not be launched, and you can then continue within the Computer Score menu system.

### **HTML Output Directory**

This field determines the destination of the HTML files. You can then publish the entire directory onto the Internet using a FTP program.

If you were to enter, for example, C:\HTML then the output files will be copied to the HTML directory of the Hard Drive of whichever computer you are currently using.

Alternatively if your system is running under Windows 95/98 you could enter P:\HTML which will send the output to the HTML directory on the network drive called P:

All Computer Score computers map the P Drive over the Local Area Network to the C:\COMSCORE directory of the COMSCORE computer. In the above example, P:\HTML will go to the C:\COMSCORE\HTML directory of the COMSCORE computer. **Note:** Please make sure that any destination directory exists before attempting to use HTML output.

One final option is to enter the full network path for any shared drive or directory on any computer. For example the above example could be written as \\COMSCORE\COMSCORE\HTML being the COMSCORE directory (shared) on the

COMSCORE computer. See your Windows documentation for further information on how to share a directory or whole drive.

## REPAIR MENU.

This department handles every facet of the adjustments/auditing of, and repairs to the league.

COMPUTER SCORE	
<div><div>League Secretarial</div><div>Print League Records</div><div><b>Repair Menu</b></div><div>Schedule Menu</div><div>Management Menu</div><div>Backup Menu</div><div>Control Lanes</div><div>Utility Menu</div><div>Frequent Bowler</div><div>Select League Code</div></div>	<div><div>1 End League Season</div><div>2 Game Scores Edit</div><div>3 Audit League</div><div>4 Team Number Change</div><div>5 Round Number Change</div><div>6 Validate League</div><div>7 Master Bowlers</div><div>8 Reindex Databases</div></div>
<p>This menu covers the "Repair" of League Records :-</p> <ul style="list-style-type: none"><li>* Change the number of Teams or Rounds DURING THE SEASON</li><li>* Enter scores manually, as in pre-bowled games, or edit scores</li><li>* Repair damaged league files, or bowlers' averages and handicaps</li><li>* Recommence a new league season, with the same bowlers</li><li>* Access to the Master Bowlers Database File</li><li>* Access to the Point Of Sale Repair Menu</li></ul> <p>To advance to the REPAIR MENU press ENTER or Hotkey [R]</p>	
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### Change The League From \_\_\_\_\_ League.

Here you have the choice of proceeding with the maintenance of the league indicated on the screen, or any other recorded league, simply by entering that league's code.

### End Of League Season.

A high predetermined password is required for access to the two options available:

- A) Restart a new season using the existing teams, players and averages, or
- B) Abandon the league completely. You will be given the option as to whether you wish to retain or delete the bowlers names and addresses from the Master Bowler Database. Note: Names will not be deleted if the bowler belongs to another league.

**Warning:** Option B is not reversible, and all records will be deleted.

### **Add / Edit A Player's Game Scores.**

This option allows the manual entry of a particular week's play for any one, or all players in the league.

To enter a teams game scores – specify the number of the week and the number of the team. Now for each bowler of the lineup enter the number of the bowler and the game scores. Blindscores are entered with the asterisk before the score. For example \*120

Typing in VS for the bowler number enters vacancy Scores. If different Vacancy Scores are used for Male and Female then specify your choice by entering VSM (male) or VSF (Female) as the bowler number.

Note: The full lineup of bowlers should be entered. Be careful when entering a change of lineup from game to game.

For example, should FRED bowl 1 game of the 3 game series, and JOE takes over and bowls the last two games then you need to use the word MISS to specify the games not bowled by that bowler. Harry bowls all three games. It should be entered as :-

FRED	120	MISS	MISS
JOE	MISS	130	140
HARRY	100	120	115

Having JOE entered immediately below FRED tells the computer that FRED took over from Joe. Do not enter it as:-

FRED	120	MISS	MISS
HARRY	100	120	115
JOE	MISS	130	140

In this case the computer would misinterpret the order of bowling and miscalculate the results. Care must be taken.

To enter a Prebowl – specify the number of the week and the number of the team for the prebowl. For each bowler who has prebowed enter the Bowler Number and Game scores. Press ^W or F10 to save and answer Yes to the question confirming that it is a prebowl.

To delete all scores – Using the space bar erase the bowler numbers and game scores.

To transfer the scores to another week. If scores were entered into the incorrect week press the F5 key and specify the correct week number.

### **Audit League Records.**

As with printing a Standing Sheet, this option will recalculate the bowlers' averages and handicaps for the current league season. An option exists to establish bowlers carry average, to be equal to the bowlers current average. A useful option for new bowlers within a league.

### **Change The Number Of Teams.**

A password is required for access to this option. It will allow the number of teams in the league to be increased or decreased by 2, as of a given week. If you wish to change the number of teams for a single week, use the Scheduled Teams option. When changing the number of teams, you will be asked for the number of lanes required. It can be used for singles or doubles leagues to put multiple teams per lane. Make sure you print the resulting schedule & confirm it is suitable. Use Schedule Repair or Manually edit the Schedule if required.

### **Change The Number Of Rounds.**

A password is required for access to this option. It will allow the number of rounds to be increased or decreased by 1. Make sure you print the resulting League Schedule and check for errors.

### **League Database Validation.**

This option will correct any damaged database files. If any errors are displayed, then perform this function a second time to confirm that all the errors are corrected.

### **Reindex Databases**

This function will recreate all indexes used in the Computer Score System. There is no harm in using this option, and can be performed at any time when all consoles are back to the Main Menu. This option can be thought of as an internal audit and reorganisation of the databases.

### **Quit To Main Menu.**

Pressing **Q** will return you to the Master Menu.

## MASTER BOWLERS MENU

COMPUTER SCORE		
<div>League Secretarial</div> <div>Print League Records</div> <div><u>Repair Menu</u></div> <div>Schedule Menu</div> <div>Management Menu</div> <div>Backup Menu</div> <div>Control Lanes</div> <div>Utility Menu</div> <div>Frequent Bowler</div> <div>Select League Code</div>	<div>End League Season</div> <div>Game Scores Edit</div> <div>Audit League</div> <div>Team Number Change</div> <div>Round Number Change</div> <div>Validate League</div> <div><u>Master Bowlers</u></div> <div>Reindex Databases</div>	<div>1 Master Bowler Edit</div> <div>2 Master Bowlers Add</div> <div>3 Master Bowler Fix</div> <div>4 Remove Old Bowlers</div> <div>5 Validate Master File</div> <div>6 Edit League Bowlers</div> <div>7 Clear Sanction Nos</div> <div>8 Update Bowler Status</div>
<p>This option includes a range of functions, related to the Master Bowlers Database File, as indicated on the right.</p> <p>Each Bowler entered into one or more Leagues will be allocated ONE Master Bowler number, as well as an INDIVIDUAL League Bowler number for EACH League.</p>		
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### Master Bowler Edit

This option allows you to lookup or edit all current and past bowlers details including names, addresses and pin awards. This is a useful option if you are unsure what league a bowler belongs to.

Most centres record Pin Awards using a card system or other form of hand written records. The League Secretarial Program will automatically maintain your pin awards and print a list of bowlers and their award achievements on the League Standing Sheet.

To fully utilise this part of the program, you will need to enter from your records the pin award information into the Bowlers Master File. Using the help prompts call up each bowler and enter your information in the pin awards section.

**Note:** Do not activate the Pin Awards display facility in the Standing Sheet (through the League Classification) until all current Pin Award Records have been transferred to each bowler's individual record screen (From Edit Bowler)



## **Master Bowler Add**

This option allows you to add bowlers into the Master Bowlers Database even if they do not currently belong to any league. Hence the master bowlers database can be maintained as a full mailing list. However, we suggest you use the separate Mailing List program for this purpose.

However, if you wish to use the Master Bowlers Database, it is best to enter bowlers under a dummy league, as then the league code can be used to select only those bowlers.

**Note:** The Mailing List program is not connected at all to the Master Bowlers Database or league bowling, Eg. Birthday Parties, Etc. See: [9] *Frequent Bowler Menu* from the Main Menu

## **Master Bowler Fix**

Sometimes a bowler may appear twice within the master bowlers database. This may be because the address was entered in differently or sometime after the bowlers name was entered. The fix program allows you to join the master bowler records together. It is best to print all current bowlers in alphabetical order and use this list to assist in fixing duplicate bowlers.

## **Remove Old Master Bowlers**

This option will remove ALL bowlers not registered in any current leagues. Before running this option you should run the above 'MASTER BOWLER VALIDATION' and 'PRINT PAST BOWLERS'.

You are also provided the option to save the OLD records to a Mailing List Database for later reference & Mailouts if required.

## **Master Bowler Database Validation**

This option should only be run on the advice of *COMPUTER SCORE* support staff. It attempts to correct any faults within the master bowlers database.

## **Edit League Bowlers Details**

This option allows you to edit the details of a bowler within a given league. It is identical to the Edit League Bowler option in the League Secretarial Menu except that you are allowed to change the master bowler number. Extreme caution should be taken when changing the master bowler number. It is advisable that you contact *COMPUTER SCORE* support staff first.

## **Clear ATBC Sanction Numbers**

This option will clear the Sanction Numbers of ALL master bowlers. The new Sanction numbers can then be entered through Master Bowler Edit. There is an option to print only Bowlers with or without sanction numbers within the Print Current Bowlers menu option.

## **Update Bowler Status**

Bowler status and staff follow up dates can quickly be entered for a group of bowlers using this option. The advanced bowler print options allow you to print any bowlers of a given status code.

## ***SCHEDULE MENU.***

This department deals with every facet of the lane draw, and allows any changes to be made to the scheduled matches.

<b>COMPUTER SCORE</b>	
<div><div>League Secretarial</div><div>Print League Records</div><div>Repair Menu</div><div><b><u>Schedule Menu</u></b></div><div>Management Menu</div><div>Backup Menu</div><div>Control Lanes</div><div>Utility Menu</div><div>Frequent Bowler</div><div>Select League Code</div></div> <div><div>1 Schedule Edit</div><div>2 Scheduled Dates</div><div>3 Schedule Print</div><div>4 Edit Base Schedule</div><div>5 Print Base Schedule</div><div>6 Scheduled Teams</div><div>7 Schedule Repair</div></div>	
<p>This menu covers all aspects of a league's schedule:</p> <ul style="list-style-type: none"><li>* Change the lane-draw for teams</li><li>* Change playing DATES, DELETE or INSERT matches, POSITIONAL ROUNDS</li><li>* Print a STANDARD, or a SPECIFIC LEAGUE'S schedule</li><li>* Indicate the number of teams for every scheduled match of the season</li><li>* Reset a League Schedule to a NEW Team Structure during the round</li></ul> <p>To advance to the SCHEDULE MENU press ENTER or hotkey [S]</p>	
<div>Console 2 11:06:03 Tuesday 20 October 1998</div> <div><b>BOWLER COASTER</b></div>	

### **Change The League From \_\_\_\_\_ League.**

Here you have the choice of viewing/editing any part of the schedule for the league indicated on the screen, or any other recorded league, by simply entering that league's code.

### **Edit League Schedule.**

This option allows the editing of scheduled play of any week within the league's season. Do not change the schedule for weeks that have been played. If you must do so, or prebowls have been recorded for this week then you will need to run the *League Database Validation* in the *Repair Menu*. This applies to all menu options that may change the schedule.

### **Edit Schedule Dates.**

This option will examine or edit the dates of the league schedule. It will add, replace or delete a complete week's match, set a positional round for a certain week, or alter the number of the last week played. If you delete or insert weeks, print the schedule. If you are not satisfied with the result, use the Schedule Repair Option.

### **Print League Schedule.**

This option will print all the scheduled rounds for the league indicated in the menu.

### **Add / Edit A Base League Schedule.**

*COMPUTER SCORE* provides standard ABC approved schedules from 4 to 32 teams. These can be edited using this option. You can also create a new schedule for any required number of teams. If you intend running a tournament, create a base schedule first, before creating the tournament Classification.

### **Print A Base League Schedule.**

This option will print an ATBC approved schedule for the selected number of teams.

### **Edit Scheduled Teams.**

This option will examine or edit the scheduled number of teams for each week of the league season. It can change the number of teams, set a positional round, or alter the number of the last week played. It can also be used to alter the number of lanes required for any given week. For Example, if lanes are unavailable, then a 12 team doubles league can be run over 6 or 8 lanes.

### **Schedule Repair**

When working with the schedule, you may end up with a schedule that you are not satisfied with. Use this option & reprint the schedule. This option rebuilds the unsatisfactory schedule, using the base schedule, as of that week.

Schedule repair can also be used to change the number of weeks in the season and the style of the schedule.

This advanced option also allows the operator to align the league's schedule, round by round, with the base schedule, round by round, as well as setting the number or weeks per round & total weeks in the season.

### **Quit To Main Menu.**

Pressing **Q** will return you to the Master Menu.

**Warning:** Any changes to a week's schedule that has Prebowls recorded will require the running of the *League Database Validation* in the *Repair Menu*. As a general rule, if prebowls are recorded in a league then run the *Database Validation* after performing any function that may change the Schedule, including Repair Options such as "*Change Number of Teams*". There is no harm in running the League Database Validation at Anytime.

## MANAGEMENT MENU.

This department deals with bowlers' records, attendance statistics, and staff details including passwords.

COMPUTER SCORE	
<div><div>League Secretarial</div><div>Print League Records</div><div>Repair Menu</div><div>Schedule Menu</div><div><b><u>Management Menu</u></b></div><div>Backup Menu</div><div>Control Lanes</div><div>Utility Menu</div><div>Frequent Bowler</div><div>Select League Code</div></div>	<div><div>1 Current Bowler Print</div><div>2 Past Bowlers Print</div><div>3 Attendance Stats</div><div>4 Employee Details</div><div>5 Pro Shop Inventory</div><div>6 Locker Rentals</div><div>7 Spare Parts</div><div>8 POS Reporting Menu</div><div>9 POS Repair Menu</div></div>
<p>The MANAGEMENT MENU covers all aspects of:</p> <p>Cash Control Setup and Reporting, Inventory, Locker and Spare Parts Setup and Reporting, Employee details and Password Levels, League Attendance Weekly Statistics, and Current or Past Bowlers Database listings for screening or printing.</p> <p>To advance to the MANAGEMENT MENU press ENTER or Hotkey [M]</p>	
<div>Console 2 11:06:03 Tuesday 20 October 1998</div> <div>BOWLER COASTER</div>	

### Change The League From \_\_\_\_\_ League.

Here you have the choice of obtaining bowler information from the league displayed, or any other recorded league of your choice, simply by entering its code.

# COMPUTER SCORE

League Secretarial  
Print League Records  
Repair Menu  
Schedule Menu  
Management Menu  
Backup Menu  
Control Lanes  
Utility Menu  
Frequent Bowler  
Select League Code

Current Bowler Print  
Past Bowlers Print  
Attendance Stats  
Employee Details  
Pro Shop Inventory  
Locker Rentals  
Spare Parts  
POS Reporting Menu  
POS Repair Menu

1 Alphabetically  
2 Postcode Range  
3 Average Range  
4 Birthdays  
5 Sanctioned Bowlers  
6 Absent Bowlers(Week)  
7 Absent Bowlers(Date)  
8 New Bowlers  
9 Advanced Print

This option will SCREEN or PRINT details of CURRENT bowlers for any one or all Leagues, in any of the six options on the right.

Alternatively you can print Labels or select a Wordperfect or Ascii Textfile output suitable for Word Processing Mail Merge.  
You may also output to dBASE III file format.

Console 2 11:06:03 Tuesday 20 October 1998

**BOWLER COASTER**

## Print Current Bowlers Menu.

This option offers a multitude of information on current bowlers. The printouts will list bowlers alphabetically, according to geographical location, according to average or chronological birth date, new bowlers, absent bowlers, etc. All options described below allow you to select by Sex and to include / exclude tournament bowlers.

The resulting selection can be screened or printed. The advanced option allows the bowlers to be exported for Lables, Word Processing, and Mailing Lists.

- [L]ables This option can only be used for one across labels. You will need to tell the Computer the number of lines from the bottom of on lable to the next. The default is 6 lines per lable. Your Word Processing Program can handle other Label formats.
- [W]P51 Names exported as a Word Perfect Secondary file format.
- [A]SCII Comma Delimited ASCII format text file. The standard, generic file format can be used by any word processor such as Microsoft Word.
- [D]Base The option exports the Data as a standard Dbase Database and can be used by programs such as Microsoft Access and Microsoft Works.
- [M]ailing You can transfer names & addresses to the Computer Score Mailing List system. This is also in Dbase format and could be used by Microsoft Access and Microsoft Works as well as the Mailing List Program.

#### *Print Current Bowlers Alphabetically*

This option provides a list of bowlers as above but excludes any bowlers who are not currently taking part in league play or have left their leagues. This option also prints the ABC sanction number.

#### *Print Current Bowlers Within Areas*

This option provides a list of bowlers according to their address postcode and offers a choice of a particular range of postcodes.

#### *Print Current Bowlers By Average*

This option provides a list of current bowlers with regards to average, either for a particular league or for all leagues. A choice is offered for such average to be calculated for a minimum number of games, eg over a minimum of 21 games and a further choice of recalculating average to the current status. It cannot be backdated, so ensure that this is run on the required day.

#### *Print Current Bowlers Birthdays*

This option will list all bowlers with a birthday (and age range) within the selected date range. It can also be used to select bowlers within an age range. Eg. Print all juniors between 8 & 12 years of age as at 01/01/XX.

#### *Sanctioned Bowlers*

This option list Sanctioned or non Sanctioned bowlers for any particular League code. You may select all Bowlers, or those with a sanction number, or those without a sanction number. The sanction number may be cleared in the Master Bowlers Repair Menu.

#### *List Absent Bowlers (Week).*

This option will list all bowlers who have been absent for more than a given number of weeks, in any one, or all leagues.

#### *List Absent Bowlers (Date)*

Like the above option, but lists all bowlers whose last attendance was between a selected date range.

#### *New Bowlers*

This option lists all bowlers who have joined a League since a given date.

#### *Advanced Print*

This option can be used to print bowlers according to your own selection criteria, most importantly, status and follow up dates.

## COMPUTER SCORE

League Secretarial Print League Records Repair Menu Schedule Menu <u>Management Menu</u> Backup Menu Control Lanes Utility Menu Frequent Bowler Select League Code	<u>Current Bowler Print</u> Past Bowlers Print Attendance Stats Employee Details Pro Shop Inventory Locker Rentals Spare Parts POS Reporting Menu POS Repair Menu	1    Alphabetically 2    Postcode Range 3    Current & Past
---	---	---

This option will SCREEN or PRINT details of PAST bowlers for any one or all Leagues, in any of the three options on the right.

Alternatively you can print Labels or select a Wordperfect or Ascii Textfile output suitable for Word Processing Mail Merge.

A past bowler is any bowler who does not currently belong to any league, or has had their leave date filled in.

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**BOWLER COASTER**

## Print Past Bowlers Menu.

This option offers a multitude of information on old bowlers. The printouts will list bowlers alphabetically, according to geographical location, according to average or chronological birth date.

### *Print All Past Bowlers*

This option provides a list of all bowlers who have left a league or no longer take part in league play.

### *Print All Past Bowlers Within Areas*

This option provides a list of bowlers as above but who no longer take part in scheduled league play.

### *Print All Current and Past Bowlers Alphabetically*

This option will provide a list of all bowlers in alphabetical order showing bowler number, name, address and telephone number plus the codes of every league which the bowler belongs to.

Note: Past Bowlers can also be printed using the “Advanced Print” option of the “Current Bowler Print” menu.

### *Quit To Management Menu*

Pressing **Q** will return you to the Management Menu.

### **League Attendance Statistics.**

This option will print weekly attendance figures, showing league size, vacancies, absenteeism percentages individually for day, night, and junior leagues, also collectively for your centre.

### **Employee Details.**

This option allows you to enter employees' particulars and their passwords.

### **Pro Shop Inventory Menu**

See Pro Shop reference manual for details.

### **Locker Rentals Menu.**

See Locker Rental reference manual for details.

### **Spare Parts Menu**

See Pro Shop reference manual for details.

### **POS Reporting Menu**

See POS reference manual for details.

### **POS Repair Menu**

See POS reference manual for details.

### **Quit Back To Main Menu.**

Pressing **Q** will return you to the Master Menu.



## ***BACKUP AND RESTORE MENU.***

This department handles the storing of league databases to a floppy disk and retrieving them, also restoring daily and weekly records from the hard disk. It also allows the copying of a league to another code.

<b>COMPUTER SCORE</b>		
<div>League Secretarial Print League Records Repair Menu Schedule Menu Management Menu <b><u>Backup Menu</u></b> Control Lanes Utility Menu Frequent Bowler Select League Code</div>	<div><b><u>Backup to floppy</u></b> Floppy Restore Daily Restore Weekly Restore Copy League Backup Point of Sale Initialise League</div>	<div>1 ZIP Backup to Floppy 2 ZIP Floppy Restore</div>
<p>This Menu allows the backup of League and Point of Sale data to a Diskette (usually done weekly), the formatting of new diskettes, and the restoration of League and Cash Control data from a diskette. Computer Score backs up all League Secretarial records automatically to the Previous Day, or to Last Sunday, and from this menu you can restore these automatically saved records.</p> <p>To advance to the BACKUP MENU press ENTER or Hotkey [B]</p>		
Console 2 11:06:03 Tuesday 20 October 1998		<b>BOWLER COASTER</b>

### **Change The League From \_\_\_\_\_ League.**

Here you have the choice of restoring data from the league currently displayed, or from any other recorded league, simply by entering its code.

### **Backup League Databases To Floppy.**

This option allows the storage, or saving of all current league secretarial program data to floppy disks. See overview section for recommended backup procedures.

Note: This option does not backup POS of Cafe data.

This procedure will usually require a number of disks, but restoring a league is quick & simple. Ensure that the backup set number & backup date is clearly written on the disk label.

*ZIP Backup to Floppy*

This procedure compresses the League data as it stores it to the floppy disk. As a result, this option uses less disks. However, the restore procedure is slower as it needs to restore all Leagues and needs to restore everything into a temporary area, before it can restore any single League.

#### *ZIP Restore*

Backup restore function of the above.

#### **Restore From Floppy Disk.**

This option will retrieve all league secretarial program data from the date it was backed up on the floppy disk. You will be asked for the set number. If you are unsure or you are restoring to another computer, enter 0 (zero) as the set number.

#### **Restore From Hard Disk Daily Backup.**

This option will retrieve a league's scores as they were when the computer was switched on in the morning.

#### **Restore From Hard Disk Weekly Backup.**

This option will retrieve a league's scores as of the previous Sunday morning.

#### **Make A Copy Of A League To Another Code.**

This option makes available an identical copy of any recorded league and transfers it to another code.

#### **Backup POS Databases.**

The point of sale databases must be backed up separately to the league databases. Only one floppy disk should be required. If this disk becomes full then it is time to perform a Point of Sale Close (located in the POS Maintenance Menu).

#### **Initialise League From Another Code.**

This option may be used to change the number of players in a team, or number of games in a series. Create a new league classification from the existing league and modify accordingly. Now use this option to 'initialise' the new classification with data from the old league, which copies the bowlers and teams. In the above cases, answer NO to the question relating to copying scores and schedule. The standing sheet WILL display the correct current points / pin for both teams and bowlers.

#### **Quit Back To Main Menu.**

Pressing **Q** will return you to the Master Menu.

## League Fees

The League Fees software is accessed from the *League Fees* menu option of the *Control Lanes* Menu.

The Computer Score League Fees software performs three functions:

1. Enables the progressive addition and analysis of game fees paid by each league.
2. Generate reports detailing the total amount of money received for Game charges and Prize funds for each league.
3. Enables a league to Pre-pay or Post-pay Games Fees and Prize Fund into their League account at any time other than on their regular scheduled date.

The league fees software may be operated on different levels, for example where leagues always pay on the day of play, the system can be setup to skip the additional prompts required for charge accounts, and automatically allow the transaction at the scheduled time of play.

### League Fees Setup

Upon selecting the League Fees Setup menu item, you are presented with the following screen.

LEAGUE FEES SETUP				
League Code <u>THG</u>				Item Description
				1 ADULT GAMES
				2 JUNIOR/PENSION GAME
				3 STUDENT GAMES
				4 RTURN AGAIN 2 GAMES
				5 NIGHT LEAGUE
				6 4 GAME NIGHT LEAGUE
				7 DAY LEAGUE
				8 BUMPER LEAGUE
				9 JUNIOR LEAGUE
				10 SENIOR LEAGUE
				11 SCHOOL REG 1 GAME
				12 SCHOOL SPECIAL
				13 SOCIAL FEES
				14 ADULT TOURNAMENT
				15 JUNIOR TOURNAMENT
				16 SPECIAL TOURNAMENT
				17 FAMILY FUN 2 GAME PK
				18 LEAGUE PRACTICE
Games <input type="text"/> <input type="text" value="7"/> <input type="text" value="3.10"/> <input type="text"/> Prizes <input type="text"/> <input type="text" value="13"/> <input type="text" value="0.20"/> <input type="text"/> Other <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
If the number of games charged is calculated on the day of play, then leave the number of games and the total charge amount blank.				
Press Control W or F10 to save changes or ESC to abort				

This screen allows the setting up of the actual transaction of a League's Game Fees and Prize Fund. In the above example, during a *League Transaction*, the Computer will count the number of THG league players on the lanes (say 20 people on a 3 game series) and display a transaction screen with the following items:

Qty	Item	Description	Price	Amount
60	7	THG: Day League	3.10	186.00
60	13	THG: Social Fees	0.20	<u>12.00</u>
		Sub Total		<u><u>72.00</u></u>

**Note:** The League Transaction gives the total number of games played for the whole league, and so League Fees for the above example would total \$0.60 per person. Therefore it is best to define a value in the *League Fees Setup* for the Prize Fund that is divisible by the number of games in a series. If this is not possible, then set-up the Prize Fund for the total amount per series and modify the Prize Fund quantity in the League Transaction to be the total number of players. (In the above example: 20 people @ \$0.60 = \$12.00)

If the league is a Guaranteed Lineage League, then fill in the Item and Amount fields with the guaranteed number of games to be paid for (regardless of the number of bowlers who actually play). This quantity will then be automatically entered when doing a league transaction.

The Other field in the League Fees Setup screen merely gives the capacity to add an additional POS item number that will be multiplied by the number of bowlers in the league. (for example, Trophy money)

### League Charge Accounts

If a league employs the method where all games and prize funds are charged to an account and are then paid for later, you must create an additional POS item with a Unit type of *[B]owling Charge* for use as a Games Charge Account and a POS item with a Unit type of *[E]ntry Fund* for the Prize Fund Account.

In the above example:

If the charge items are setup, with a Unit Type *B* for the Games, and a Unit Type *E* for the Fees, then the software will offer the following options to finish the *League Transaction*:

- |   |                               |  |
|---|-------------------------------|--|
| Y | Yes, Charged and Paid for     | Game charges and Prize funds are paid on the day of play. (This is the same as if the League Charge Accounts don't exist and the Leagues pay on the day of play) |
| C | Charge only, to be paid later | Games and Prize fees are charged up and monies will be paid at a later date. Lineage figures for this League will be included in the day of play.                |
| P | Payment of Previous Charge    | Use this option to pay for a previously charged amount.  |

When the transaction is completed by pressing *C Charge only, to be paid later*, the money rung up will be transferred into the Games Charge and Prizes Charge accounts.

When the time comes to actually pay for the games charges, repeat the same procedure and then press *P Payment of Previous Charge* when finishing the transaction. In this situation, the amount paid will be taken from the Games and Prize Charge accounts thus bringing it back to a zero balance.

## Paying Out from the Prize Fund Trust

Once the League Fees have been set up and used for some weeks, the prize fund trust accounts will be accumulating funds that are in effect held in trust by the center on behalf of the league. If the league wishes to use some or all of this money (say to buy trophies or hold an end on season party) then it must be paid out using a negative League Transaction from the *POS* menu of the *Control Lanes* program.

**Important:** Performing a Prize Fund Pay Out MUST be done through a League Transaction, specifying the correct league code. Otherwise the software will not know which league's trust account to deduct the pay out amount from. (ie. You cannot do a Prize Fund Pay Out from, say, *Other Transaction* in Control Lanes) Nor can you add monies into a trust account from anywhere other than a League Transaction.

Using the above example, if the THG league wishes to use the \$10.00 for whatever reason, you would have to perform a *League Transaction* like the following:

From *[P]OS*, then *[2] League Transaction*, enter the League Code (THG) and enter the quantity as -1.

<u>Qty</u>	<u>Item</u>	<u>Description</u>	<u>Price</u>	<u>Amount</u>
-1	13	THG: Social Fees	0.50	<u>-10.00</u>
		Sub Total		<u>-10.00</u>

## Fees Summary Report

This report will print the total amounts and current balances for all leagues for either the Games Fees, or Prize Funds or both.

**Note:** After charging up or paying for games and prize funds, the results will not appear until the next day. This is so these transactions can be edited during the shift, for whatever reason, without fear of affecting the league fees balances to date.

This report is designed for use by those centers that charge Game Fees and Prize Funds and receive payment at a different time. Thus the focus of this report is to determine how much is outstanding in the form of Game Fees and Prizes Charges yet to be paid by Leagues.

## Fees League Report

This will give a list of every Game Fees transaction sorted by date for the currently selected league.

## Prize Summary Report

This report will list the current balance of the prize funds of all leagues.

The Prize Summary Report tells the operator what is the current amount of money held in trust by the center for all leagues. Thus the focus of this report is to determine how much the center owes to the leagues in the form of Prize Funds held in trust.

### **Prize League Report**

This report gives a list of all prize fund monies paid in and out for the currently selected league.

### **League Fees Validate**

This program option will re-organise the League Fees database in the case where there may be data corruption or League Fees figures in dispute. Should there be a problem with accessing the League Fees data, this option will also facilitate access to the records.

### **League Fees Close**

This part of the League Fees System will allow you to remove the League Fees transaction history for a league up to a given date. The purpose of this is to save hard drive space on your computer and to speed up the printing of reports, as the software does not have to process data that is no longer relevant.

Ensure your POS backups are up to date and that you have printed the league game fees and prize funds prior to running this option.

It is recommended that the League Fees Close date be sometime after all outstanding league fees have been paid in, and all prize funds held in trust has been paid out.

# LEAGUE SECRETARIAL - TROUBLE SHOOTING

Most queries in the League Secretarial Package tend to be in relation to calculation of handicaps and points. The most common causes tend to be :

- 1) Changing of scores manually for previous weeks, *without* reprinting a standing sheet or running a league audit.
- 2) Incorrect use of pre/post team bowling. This feature requires an understanding of how the computer allocates handicaps according to the rules. Eg. A pre-bowled team match will automatically upgrade the player(s) average and handicap for the following match, regardless of the week number sequence.
- 3) Incorrect choice of options on the league classification. If out of order team bowling is not allowed then turn this option off in the league classification.
- 4) Incorrect use of carry games or weeks for bowlers. Many operators initially use carry games where in fact they may have required carry weeks. If carry weeks is chosen, players averages / handicaps will be recalculated regardless of how many games have been played during those weeks.
- 5) Incorrect use of Adjustment Points and Pins, and opening high game and high series scores, for both teams and bowlers. This information should be entered only at the initial data input when setting up the league.
- 6) Data corruption. This rarely occurs but in most cases can be reconstructed through the league database validation, or restored from the floppy backups.
- 7) Printing a standing sheet prior to ALL teams completing their bowling on the lanes. When league games are completed, the control terminal must be in the Lane Control Screen for the scores to be saved to the League Secretarial Database. A standing sheet must not be printed prior to all league scoregrids being abandoned from the Lane Monitors. In the event of a standing sheet being printed *prior* to *all* teams ending the match, the schedule will automatically advance to the next match according to the League Schedule. The correct week can be re-set through *[S]chedule Menu*, *[2] Schedule Dates* and choosing *[L]ast Played* option: Usually the correct week number is the one prior to the one indicated.
- 8) Duplications in Master Bowlers Records, due to not entering addresses or the entering of incorrect addresses. This can be corrected using the *Master Bowler Fix* option in the *Repair Menu*, *Master Bowlers* menu.

If you are intending to make major changes to the structure of the league, especially if you are unsure of the effects, then it is advisable to copy the league to another code first and work on that one. Then you can copy it back, if you are satisfied with the changes.

## ***TROUBLE SETTING UP LEAGUES***

Obtain the last standing sheet for the league prior to entering data onto the computer. From the Team Standings section of their standing sheet enter the Team Name, Total Match Points, Total Pinfall (with handicap) and High Games and High Series. All this information is entered using the 'Define Team Information' menu option.

- 1) Similarly, from the Individual Records section of their league standing sheet enter for each bowler of the league their Name, Team Number, Total Pinfall, Total Games and High Games & Series. All this information is entered using the 'Edit League Bowlers' menu option.

You should also print the league schedule and compare with the expected schedule. Make any changes if required.

Now print the computerised Standing Sheet for this given week and compare with the manual standing sheet.

- 2) After each week of play print the league record sheets for all teams. Compare with the manual recap sheets filled in on the lanes.

If this is correct, then print the standing sheet. If the games are incorrect or missing use 'Add/Edit Game Scores' to enter the correct game scores. Should the Handicap be incorrect for any bowler listed then print the 'Bowlers Record Card' and check that the games and pins are correct for each week and also that the Adjustment Pins and Adjustment Games for the bowler is also correct.

Should the weeks in play on the Bowlers Record Card be out of order (for example Week 10, Week 12 then Week 11) then one of the weeks has been specified as a deferred match. This can be corrected by using the 'Define Team Information' menu option and selecting the [D]eferred option and blanking out the Week played after number.

- 3) When the league secretary has completed the manual standing sheet then compare results.

If the points won for the match are different :

Print the league record sheets and compare Won and Lost with manual records. Use 'Add/Edit Players Game Scores' and check games and if any are specified as forfeits.

If the total points won are different :

If the match points are correct for each week then the total points can only be different if the Adjustment points for the Team are incorrectly setup in the beginning. Repeat initial setup step (1) above.

If the total pinfall is incorrect:

Check initial setup of team adjustment points. Otherwise, print a 'Team Record Card' and determine which week the points begin to differ. It may be because of Vacancy Scores and Blind Scores not being included in the Team Total Points or that the manual system is based on Scratch Points rather than handicap. Change the League Classification option to suit the way the League calculates Team Total Pinfall.



Team Leaders and/or Star Bowlers incorrect:

The most likely reason is that the High Game and Series scores were not entered for all teams and bowlers of the League. Remember, the option 'win both scratch and handicap' in the League Classification should a bowler be winning both.

**Individual Records on the Standing Sheet:**

Incorrect Games or Total Pins :

Check that the adjustment points and Pinfall for that bowler is correct as of the last manual standing sheet. Print the Bowlers Record Card and check that the games and pinfall is correct for each week. Also check that the week numbers are consecutive in case of a deferred match play as in (2) above.

Incorrect Average and/or Handicap:

This can only be incorrect if the Games or Total Pins above are incorrect. Follow the above procedure.

It is suggested that you do not provide the league with computerised standing sheets until at least three weeks of scores have been entered correctly. Begin entering the information into the computer from the manually maintained records for several weeks. When you feel confident that it is setup correctly then begin to provide the standing sheets to your league secretaries.

## ***TROUBLE IN HANDICAPS AND POINT CALCULATIONS***

**Handicaps not calculating as expected:**

- (1) *Print Bowlers Record Card* and check for any deferred matches. Correct if necessary.
- (2) The usual problem is that the Carry games or Carry weeks is incorrectly entered and the carry average remains as the current average.
- (3) Check the setup in *Edit a League classification* for handicap calculation base and percentage.

**Handicaps not calculating after week 3:**

- (1) Some leagues calculate their first working average after week 3, or after 9 games (for 3 game series). These are not equivalent, as a bowler with blind scores may not have played the 9 games at the end of week 3. Check carry games and weeks.

**Current handicap incorrect after deferred match played:**

- (1) Must run *Audit League Records* or *Print League Standing Sheet* if deferred match recently played.

**Points on standing sheet differs from record sheets:**

This occurs if a bowler in the team has not been allocated a carry average, or no carry games/weeks have been specified. *Print League Bowlers* and look at the Carry Average column and correct all bowlers without a carry average. This can be done using *Edit Existing Bowlers* or *Display Bowlers*.

**Points allocated not as expected:**

- (1) Check carry averages as above.
- (2) Check handicaps of players.
- (3) Playing against a forfeit.
- (4) Adjustment points & games.
- (5) Check Bonus points.
- (6) League classification setup.
- (7) Check misses.

**Incorrect handicaps when printing league record sheets:**

Run *Audit League Records*. Required if changes made to scores of any previous week, or a deferred match was recently played.

## ***TROUBLE IN STANDING SHEETS***

**High Game scores incorrect for bowlers or teams:**

Check the opening high game scores for teams in the *Define Team Information* option. Check the high game scores for bowlers in the second screen of the *Edit Existing Bowlers* option.

**Need to change the number of bowlers in a team:**

This field cannot be altered after the league has commenced play. It can be changed before week one is played. The *Initialise League from Another League* option in the backup menu can copy the league data to a league with a modified classification.

**Head to head scratch point system for a HCP League:**

This is unusual but can be achieved by having team head to head point scoring off, and enabling Individual scratch head to head and specifying that this is to be included into team scoring.

**Bowlers missing in Team list on standing sheet:**

Check team numbers for all bowlers.

**A bowler has more games than expected for a given week:**

- (1) Often extra games have been entered using the RR team number facility in *Add/edit a player's games scores*.
- (2) *Print Bowlers Record Cards* and check deferred matches.

## ***TROUBLE IN SCHEDULE***

### **Schedule incorrect after changing the number of teams:**

This may occur when the number of teams have been decreased twice. When the initial structure changes significantly, the computer may not be able to produce a correct schedule. Use *Edit League Schedule* to correct.

### **Schedule has incorrect team numbers:**

- (1) This may be due to extending the league, or changing the number of teams. Correct the schedule. If you have changed the schedule for weeks already played, then it is essential that a *League Database Validation* be done, to link existing game scores to the altered schedule.
- (2) This could be because base schedule is incorrect. Check and edit.

### **Schedule has invalid team numbers:**

- (1) Run *League Database Validation* option.
- (2) Correct schedule.
- (3) Run *League Database Validation* option.

### **New league has been allocated an invalid schedule:**

This could only happen if the base team schedule is incorrect. Check base schedule for appropriate number of teams. If incorrect then manually correct, or reinstall from League Secretarial Installation Disk.

## ***TROUBLE IN LEAGUE RECORDS SHEETS***

### **Team game scores missing:**

If current week, it is possible that the league had not finished their games prior to the standing sheet being printed. Try *League Database Validation*, otherwise hand enter using *Add/Edit Player's Game Scores*.

### **MISS appears instead of a game score on record sheets:**

- (1) Sometimes occurs when computer is reset during league play.
- (2) It will also occur if the Bowler did not complete the 10th frame on the score grid.
- (3) Manually correct score, using *Add/Edit Player's Game Scores*.

## ***TROUBLE IN BOWLERS NAMES, ADDRESSES & PIN AWARDS***

### **Cannot retrieve master bowlers by name:**

Run *Validate Master bowlers Database* and retry.

### **Master Bowlers Print not in Surname order:**

Validate as above.

### **Master Bowlers missing:**

Validate as above.

### **Bowlers appearing twice in Master Bowlers Print:**

This will occur usually when the bowlers address is entered at a later date. Use *MASTER BOWLERS FIX* to correct.

### **'BAD BOWLER LINKAGE' message appears when Editing Bowlers:**

This occurs when a League Bowler does not link to his Master Bowler record correctly. It will also occur when a Bowler belongs to more than 9 leagues. It is best to contact Computer Score staff to correct this fault. Alternatively, attempt a *League Database Validation* and a *Master Bowlers Database Validation*. Ensure a floppy disk backup is done first!

### **An incorrect address appears when Editing Bowlers Record:**

Check Master Bowlers details, then proceed as above if necessary.

### **Pin awards not being allocated:**

- (1) Check PIN AWARDS is selected in the classification for the league in question.
- (2) Pin awards are only allocated to bowlers who have an associated Master Bowlers Record. Bowlers without addresses are automatically excluded. Check bowler has an address and that his details appear only once in the Master Bowlers database.

Note: The first time pin awards are used, Pin awards are allocated to ALL bowlers at the end of a standing sheet. Do not be concerned by this.

## ***TROUBLE IN PRINTING***

### **Print League Statistics not printing all leagues:**

This will occur if the computer does not believe that the League played for that week. Check the *List all League Classifications* printout and check next play dates. Correct if necessary.

### **Recap Sheets has numbers instead of grid lines:**

League secretarial printer is not in IBM graphics emulation. Refer to your printer manual for DIP switch settings.

### **Columns not lining up on first printout of the day:**

Usually if first printout is a Standing sheet or League Record Sheet. This may happen if the printer setup is incorrect. Switch printer off and then back on and check that the printer is in DRAFT and 10CPI and CONDENSED OFF.

### **Office Printer is not paging to the tear off.**

- (1) Will occur if any line has wrapped around. Check printer as above.
- (2) Switch printer off, then back on , and reload paper. If problem still occurring, the Top Margin and Page Length may need to be reset on the printer's own setup.
- (3) You May be using 70 line A4 size paper instead of the standard 66 line 11 Inch paper. Use correct paper or change paper length option in the Printer Setup.

## ***PAPER ADJUSTMENTS FOR THE OFFICE PRINTER:***

Loading Position: If this adjustment is incorrect your reports will -

- (a) Prints too close to the top of the page or
- (b) The printed footer eg. "Printed Wednesday 20th November 1998" prints on the top of the next page.

If these problems exist, firstly check the length of the paper you are using. It should measure 11 inches or 280 mm. If the paper size is correct, carry out the following procedure to adjust this setting: Note: Some printers have a pause light in place on an On Line light. In these printers, the light has the opposite meaning. (On Line Light **On** = Pause Light **Off**) EPSON printers can be adjusted as follows:

- (1) (**ON LINE**) - Off (No green light).
- (2) (**LOAD/EJECT**) - Paper returns to the tractor feed.
- (3) (**ON LINE**) - On (Green light flashing).  
Paper loads incorrectly - too far forward.  
Adjust this length by holding down the (**LINE FEED**). Stop when the paper returns to level with the top of the ribbon guide. If you go too far press the (**FORM FEED**) to adjust the paper up.

(4) (ON LINE) - Off

(5) (LOAD/EJECT) -

(6) (ON LINE) - On

This paper should now stop level with the ribbon guide. Adjust if necessary as per #3. This adjustment is called the *Loading Position* and is found in your printer user's guide.

The next adjustment to check is the tear off position with the paper in the loading position.

(7) (ON LINE) - Off

(8) (FORM FEED) - Paper advances one page.

(9) (ON LINE) - On

Paper advances to tear off position with the green light flashing.

With the grey plastic paper cover closed and the top half folded back towards you as normal - check the paper perforation is level with the tear bar. Adjust this position the same as #3.

(FORM FEED) - For Up

(LINE FEED) - For Down

Refer to printer user's manual.

Note: The IBM Emulation setting is changed using the printers DIP Switches. For More information see your Printer's Users Guide.

## ***TROUBLE IN PASSWORD USAGE***

### **Operator's password not found:**

Password has been deleted, See Manager to correct.

### **Operator's password not adequate to enter option:**

Password access not sufficient, contact Manager.

## ***TROUBLE BACKING UP AND RESTORING LEAGUE DATA***

### **League data has been deleted. For example, by ending league season by accident:**

Use *Restore from Hard Disk Daily Backup* or *Restore from Hard Disk Weekly Backup* or *Restore from floppy disk* depending on which has the last correct data. Cannot use daily backup if machine has been rebooted or switched off since deleting data.

### **When backing up to floppy disk, a disk error message appears:**

The usual reason for this is that the floppy disk is bad or unformatted. Re-format disk and retry backup. If disk format fails check that the disk is a DOUBLE SIDED HIGH DENSITY disk.

# Chapter F

## PRO SHOP INVENTORY

### GETTING STARTED

The PRO SHOP Inventory module has been designed to enable management to keep track of Pro Shop items such as balls, bags and shoes. This module ensures that when stock is sold at the Point of Sale that it must be recorded as either sold or on lay-by.

To achieve this every item in the Pro Shop must have a unique stock or serial number. It is recommended that you purchase a roll of pre-printed sticky labels consecutively numbered from 1000 (or even 10000). It is best to maintain the same number of digits for all stock numbers.

Before you can use the software you must perform a stock take of all Pro Shop stock, numbering the stock as you go. It is recommended that you use the one number series for all stock types. For example, a ball may be number 10001, then a bag is 10002, a pair of shoes could be 10003. If you wish to separate the number series for different types of stock then you could use 10001..19999 for balls, 20001..29999 for bags and 30001..39999 for shoes.

If you already have your stock numbered and do not wish to renumber them, then stock can be entered with gaps in the numbering system (eg ball 10005 has been sold , so do not enter it). However, you cannot have the same number appearing twice even if they are different stock types (eg. Ball 10001, and Shoes 10001 would not be permitted).

You do not have to bring all stock types on line at once. For example, you could do a stock take of all balls, and then 'enable' the Point of Sale for Pro Shop Ball Sales. 1 week later do the same for bags, then the following week for shoes. You cannot however, 'enable' the Point of Sale for Ball Sales unless ALL balls have been numbered.

You would already have Pro Shop items such as Ball Sales, Bag Sales and Shoe Sales in your Point of Sale Item List. You must enter an 'I' for inventory as the unit type for these items. This 'enables' the Point of Sale into the Pro Shop Inventory mode, so that the operator is asked for the stock number when selling Pro Shop items.

All current lay-bys must be entered OR maintained manually. This will be described later.

# PRO SHOP - WORKBOOK

This workbook will concentrate on Pro Shop transactions. The reference guide explains in full how to setup the Pro Shop and how to enter your existing stock. You may wish to read the Reference Guide first.

## **Exercise 1**     ***Ball Sale***

A league bowler has chosen a ball and wishes to pay for it.

From the control screen press **O** for *Other Transaction*

The screen will change to the transaction screen. With the cursor in the Quantity column check your keyboard and make sure the *Num Lock* light is on. If not press **Num\_Lock** key. From the numeric pad on the right of your keyboard:

Type **1** for the sale of 1 ball then press **Enter** .

Type **27** for ball sales then press **Enter** .

Your item number may be different. To locate your item number , pressing **Page\_Down** you will sight all the items in your operation, in numeric order, page by page.

You will now be asked for the Pro Shop stock number. This should be on a sticky label on the ball. Type this in and press Enter. The actual ball description and the recommended retail price will now display.

Your top line should read:

<u>QTY</u>	<u>ITEM</u>	<u>DESCRIPTION</u>	<u>PRICE</u>	<u>TOTAL</u>
1	27	MAXIM IV	125.00	125.00

Your cursor will now be on the Price field. You may overwrite this should a discount be provided. You may then continue to add in any other purchases made. Discounts can be entered using a discount item. (See POS Item Setup in the Point of Sale Manual)

Now let's complete this transaction. The cursor should now be at the start of the next line. The last line of the help prompt reads - Leave quantity blank to complete this transaction.

Press **Enter** The cursor has now moved to the amount tendered.

From the numeric pad press **150** then **Enter** . You will notice there was NO need to include the decimal point and 00 for cents.

The change has been calculated as 25 dollars and you are prompted to press **Enter** to continue. When you press **Enter** the drawer will open and the sale can now be completed by either closing the till drawer or pressing **Enter** . The screen will return to the control screen.



## **Exercise 2      *Ball to be put on lay-by. (Lay Away)***

A league bowler has chosen a ball and wishes to lay-by it.

From the control screen press **P** for *Point of Sale*, **3** for *Lay-by and Lockers*, then **L** for *Lay-by*. A shortcut is to just press **L** from the control screen.

The screen will change to the Lay-by screen listing all Pro Shop stock on Lay-by. Type in the stock number of the item to Lay-by. As this is the first instalment you will be asked to put the ball on hold.

Answer **Y** and the Pro Shop stock screen will display showing the details of the ball selected including the Retail Price.

At this point you will be requested to type in the bowlers Last and First names. Generally the bowler is a league bowler and is already in the Master Bowlers Database, so that the full address and phone number will automatically appear. If the bowler is not a league bowler, then you asked to enter the bowlers' name and address.

When the bowler has been selected a prompt '*Are the above details correct*' will appear. If anything need changing (such as Retail Price because the ball has been discounted) then answer **N** and correct, otherwise answer **Y**.

The Lay-by instalment screen will now appear. Type in the amount of the first instalment or deposit. You will be given the option at this stage to print a receipt.

If there are a number of items to be put on Lay-by, then they must be entered separately just as though they are different transactions. This is also the case when instalments are made. If a bowler has purchased both ball and shoes you may find it easier to put both on hold (as in the next example), then transact all instalments against the ball until fully paid off, then subsequent instalments can be made for the shoes. This is simpler than trying to apportion instalments to both ball and shoes.

## **Exercise 3      *Ball to be put on hold.***

A league bowler has chosen a ball and wishes to have it put aside until pay day.

The procedure is the same as the above, except that the amount of the first instalment is 0.00

## **Exercise 4      *Instalment to be made for a ball on Lay-by.***

From the control screen press **L** for Lay-by.

The screen will change to the Lay-by screen listing all Pro Shop stock on Lay-by including the name and address of the bowler. Locate and type in the stock number of the item on Lay-by.

The Lay-by instalment screen will now appear. Type in the amount of this instalment. You will be given the option at this stage to print a receipt. If this is the last instalment the ball will automatically be taken off the Lay-by list.

### **Exercise 5     *Ball Sale with the recording of the bowlers details.***

A league bowler has chosen a ball and wishes to pay for it. If your centre wishes to record the bowlers' name and address then it can be transacted as a Lay-by where the first instalment is the total amount to be paid.

### **Exercise 6     *Bowler does not wish to continue with purchase of ball.***

A ball was put on hold for a bowler who no longer wishes to purchase that ball.

- Case 1:            The ball was put on hold but no amount paid. Select the Pro Shop Stock edit screen. Type in the Stock number and press **H** for hold. You will then be asked to remove the hold.
- Case 2:            Where a deposit or instalment was made (but not paid in full) then enter a credit instalment for the amount paid to date. For example, if \$25 paid enter **-25** as the amount of the instalment. You will then be asked if you wish to remove the hold status.
- Case 3:            Where the ball has been paid in full. Select Other transaction and enter **-1** as the quantity purchased. Type in the Ball Sales item number, then the Stock number of the ball. The amount paid for the ball will appear in the price, and the total amount will display a full refund.

In all the above cases the ball will automatically be returned to stock. If the item cannot be resold, delete it from stock from the Edit Pro Shop option.

To return the item to stock a FULL refund must be transacted. Should you not wish to provide a full refund, then make a new transaction for the amount to be held back.

# PRO SHOP - REFERENCE GUIDE

COMPUTER SCORE		
<div>League Secretarial Print League Records Repair Menu Schedule Menu <u>Management Menu</u> Backup Menu Control Lanes Utility Menu Frequent Bowler Change League code</div>	<div>Current Bowler Print Past Bowlers Print Attendance Stats Employee Details <u>Pro Shop Inventory</u> Lockers &amp; Deposits Spare Parts POS Reporting Menu POS Repair Menu</div>	<div>1 Add Pro Shop Stock 2 Edit Pro Shop Stock 3 List Pro Shop Stock 4 List Pro Shop Sold 5 List Pro Shop Lay-by 6 List Pro Shop Bought 7 RRP Pro Shop List</div>
<p>This sub-menu allows the listing and reporting of Pro-Shop Merchandise (Balls, Bags, Shoes).</p> <p>Functions include Entering/Editing Stock, Sales Values, Stocktaking, Lay-By (Lay-Away) reports, and deleting old stock files.</p> <p>The Inventory menu can be quickly accessed with the [I] hotkey</p>		
Console 2 11:06:03 Tuesday 20 October 1998		<b>BOWLER COASTER</b>

From any menu, press **M** for the Management Menu, then press **5** for the Pro Shop Inventory Menu.

## *Add Pro Shop Stock*

This part of the Pro Shop module will allow you enter all your Pro Shop Stock such as balls, bags and shoes. If you have not already done so, read the section in Getting Started about the stock numbering system.

When you select this option, the next available stock number will be displayed. You may overwrite this with a different number if necessary. If this is the first stock number to be entered then type in the number 1001 (or 10001) as the first stock number. You will then be asked to type in the POS Item Number of the stock being entered. This will be the item number as used in the Point of Sale when selling this type of stock (eg. Item number 28 is Ball Sales). The following screen will then appear.

<b>PRO SHOP STOCK</b>		
Stock Number <u>10001</u>	POS Item Number <u>28</u>	
Description _____	Supplier _____	
Item Size _____	Date Purchased <u>03/09/93</u>	
Cost Price \$ _____	Retail Price \$ _____	
Serial Number _____	Colour _____	Type _____
----- Sold Details -----		
Date Sold _____	Price Sold _____	
[A]dd another item, or [Q]uit		

The above screen will vary slightly depending on whether the stock item is a Ball, Bag or Shoe. The size of a ball for example , is specified in pounds and ounces. Explanation of each field.

**Description:** A description of the Pro Shop Stock Item.

**Supplier:** You may enter a short name for the supplier of the item.

**Item size:** Ball size specified in pounds. Bag size may be small, medium or large.

**Purchased:** Date when the stock was purchased.

**Cost price:** What was paid for it.

**Retail price:** Price that you wish to sell it for. This may be overwritten at the time of sale. When the item is sold then this will become the actual selling price.

**Serial Num.** Required only for balls. This is the manufacturers serial number.

**Colour:** Short comment describing the colour.

**Type:** Used to describe additional information about the item. Bags may be leather, canvas or plastic. Shoes may be ladies or mens.

If the item is sold then you may fill out the additional fields :

**Date Sold:** Date when item sold.

**Price Sold:** The actual selling price.

## Edit Pro Shop Stock

When this option is selected you will be asked to type in the Stock number. If you do not know the stock number but can guess at the description then leave the stock number blank and press Enter. You will then be asked for the description. When the stock number or the description has been typed in correctly the Pro Shop Stock screen will display. It will appear something like this :

PRO SHOP STOCK		
Stock Number <u>10009</u>	POS Item Number <u>28</u>	
Description <u>White Dot</u>	Supplier <u>AMF</u>	
Item Size <u>12 LB 6 %</u>	Date Purchased <u>03/09/93</u>	
Cost Price \$ <u>69.00</u>	Retail Price \$ <u>125.00</u>	
Serial Number <u>1K40925</u>	Colour <u>Blue</u>	Type <u>Poly</u>
----- Sold Details -----		
Date Sold <u>01/08/93</u>	Last Name <u>Smith</u>	
Total Paid <u>100.00</u>	First Name <u>John</u> Ph <u>55244786</u>	
Balance Owing <u>25.00</u>	Address <u>40 Machinery Drv</u>	
	<u>South Tweed Heads</u>	
Bowler Number <u>1093</u>	<u>NSW Australia 2406</u>	
[F]ind, [P]rev, [N]ext, [A]dd, [M]ore, [C]hange, [H]old, [I]nstalment		

The above screen displays a Ball stock item that is on Lay-by with \$25 still to be paid. The Bowlers' details only display if the item was put on Lay-by. Where the item is sold and is paid in full, then the bowlers' details is not requested at the Point of Sale. If you wish to record this information at the time of sale, then transact the sale as a Lay-by with a single payment paid in full (see Ex 5 in workbook). Explanation of options:

- [F]ind: To search for another stock item.
- [P]rev: To display the previous stock item. ( 10008 in the above example).
- [N]ext: To display the next stock item. (10010 in the above example).
- [M]ore: This option is used to add another item of the same stock type.
- [C]hange: To alter any details such as Retail price. You can also delete a stock item by blanking out the stock number.
- [H]old: To reserve this stock item for a bowler. You will be asked for the bowlers name. This key can also be used to remove the hold.
- [I]nstalment: This will list all Lay-by instalments paid for this stock item.
- [Q]uit: To return to the menu.

## ***List Pro Shop Stock***

This option will list all stock available for sale. It will not include stock sold, on Lay-by or on hold. You can select three different orders for the list.

Number:        In order of stock number

Description:   In order of Stock description.

Size:            To list all balls in weight order, or shoes in shoe size order.

You will then be asked for the POS item number. This is used to select only balls, bags or shoes. The information printed will include Stock number, Description, Size, Colour, Type, Retail price, Cost price and Purchase date. A summary will print at the end showing the total value of stock on hand.

## ***List Pro Shop Stock Sold***

This option will list all stock that has been sold. Items that have been put on hold, or on Lay-by are considered to be sold stock! In addition to being able to select the order, and the POS item number as above, you will also be able to specify a date range for the Sold Date. The list will print Stock Number, Description., Size, Colour, Retail price, Cost price, Purchase date and Sold date. A summary will print at the end of the list showing the total value sold within the specified period.

## ***List Pro Shop Stock on Lay-by***

This option will list all stock that is currently on Lay-by or on hold and not paid in full. The list print the Stock number, Description, Size, Retail price, Amount paid, Balance owing and the bowlers name. The summary report at the end of the list will show the number of items on Lay-by, total value of stock and the total amount owing.

## ***List Pro Shop Bought***

This option lists all stock purchased within a specified date range.

## ***List Pro Shop Stock on RRP***

This report is identical to the Pro Shop List (option 1) but excludes the Purchase price.

# PRO SHOP- TROUBLE SHOOTING

## *Not asked for Stock Number when transacting the item in the POS*

This will occur when the Unit type for the POS item has not been specified as ***I*** for Inventory.

## *Unable to Sell a Stock Item*

If the error message “Incorrect Item Number” appears, preventing you from making the sale, then you need to edit the Stock Details and verify that the Point of Sale Item Number has been correctly entered. For Example: A Ball incorrectly specified as a bag item.

## *Stock Item Put on Hold*

The item may have been put on hold for a bowler for a time but has not yet been returned to stock. If this is the case, then remove the hold status in the stock details section. (If no deposit paid) or use the Lay-by section to return or transfer the deposit and take off hold.

# Chapter G

## GAMES PACKAGE

### OVERVIEW

The Games Package software has been designed as a promotional package to complement the Computer Score Animated Graphics software.

It offers the Operator a unique and most effective tool to excite bowlers, maintain their interest, and enhance the opportunity for increased income.

You have the ability to design the display according to your needs, as well as controlling the frequency of the display and the value of each winning combination.

*Casino Bowling* consists of nine tiles, depicting various symbols, appearing on the overhead monitor screens and over top of the score grid.

The nine tiles appear in three rows of three, and the significant result is on the centre line, which has to match a predetermined combination of symbols before a prize can be won.

The screen presentation involves the nine tiles either spinning vertically in a combination of three reels, or turning, or sliding, and the action is chosen by the operator, however the spinning action (in three reels) may be approved in some States only. This limitation may be imposed by specific legislation pertaining to this particular type of display or promotion for your area.

The *Games Package* Menu offers the Operator a freedom of choice as to:

- (1) Which individual Lanes are activated for the display.
- (2) What type of Bowling Game will be activated for the display (Open Play, Tournament or League Games).
- (3) Pre-set up to nine various combinations, with varying degrees of frequency, selected by a choice of five options for each combination.
- (4) Estimate the approximate cost of the promotion, by choosing a monetary value for each of the ten possible outcomes.
- (5) What text is printed on the receipt, to validate the prize offered for each winning combination.
- (6) Print a Daily Report indicating all details of each winning combination, and Value Vouchers issued.
- (7) Print a Daily Report indicating all details of those vouchers returned for prize redemption, and those outstanding.

The Games Package offers the Operator a unique promotion of the Tenpin Bowling Game, with the flexibility of "changing the rules" at any time.

***NOTE: Different States have varying Gaming Laws.***

***It is the centre's responsibility to ensure that the operation of the Games package complies with all relevant legislation.***



## ***Marketing***

Games Package is designed as a promotional tool, aimed to increase Open Play, as well as maintaining player excitement in the ranks of League and Tournament Bowlers.

It offers the Operator an opportunity to add perceived value to the game, and a decision should be made whether:

- [a] The price of any Promotional Game is to be the same as Open Play (In which case, the reward / prize for a win should be small)
- [b] The price of any Promotional Game is to be higher than Open Play (In which case, the amount of game price increase should be reflected in the value of the reward / prize for a win). Note: Having a higher price for any of the Games offered in the Games Package may be deemed as gambling and so be illegal in many States. It is not advised that there be a charge associated with any of the games in the Games Package.

Note: It is suggested that a separate Item be created in your POS Item Setup, enabling the POS Reports to indicate actual results of Games Package promotions.

**It is perceived that this promotional aid could be utilised in the following ways :**

- 1) Advertise New Games for Open Play during regular “down-time”
  - In-Center promotions with brochures, fliers, notices, announcements, as well as advertising the rewards or prizes through displays.
  - Outside promotions, with brochures etc., targeting Senior Citizen Clubs and similar organisations, as well as the general public.
  - Word-of-mouth to known “Bingo” players, as an alternative to their favourite pastime.
  - Schedule Games Parties for children’s birthday parties, or as a pleasant change to your regular “Saturday / Sunday Night” promotions.
- 2) Form Promotional Leagues of 2-game series from Senior Citizens and young Juniors.
  - Many people in these two categories may have physical limitations in enduring more than 2 games, and would welcome such a format.
- 3) Offer the Games Package to existing Leagues, as “added value” to their commitment.
  - Charge the League no more for their game fees, and offer low-value prizes.
  - Charge the League a little extra for game fees, and offer better prizes, or higher value Vouchers.
- 4) Use the Games Package sparingly
  - This avoids the Games Package from “going Stale” and losing its effectiveness over time.

Note: Choose your leagues carefully for number 3, as some “higher average” bowlers may not be keen to shoot for “Bingo” instead of “score”.

## Rewards / Prizes

The simplest method of providing an immediate reward for *Games Package* winners would be by utilising the *Computer Score Value Vouchers*, which can be paid over the Control Counter, and can be redeemed for games or merchandise in your Center only.

The *Value Vouchers* provide the added benefits of being compatible with all current *Computer Score Graphic Software Packages*, as well as having their own auditing, reconciliation and reporting facilities.

Alternatively, other prizes may be offered for *Games Package* wins, as long as they are advertised prominently in the Center, or they are specified to the customer prior to commencing the game.

# GAMES PACKAGE - REFERENCE GUIDE

## CASINO BOWLING

There are two areas of access to this Menu:

1. From the *Control Lanes* Menu, then choosing the [G]ames option
2. From the *Utility* Menu, then choosing the [1] Automatic Scoring option, then [G]ames.

Once the Lane Control screen appears, choose the Casino [L]anes option, and the following will be displayed:

TABLE 1

BOWLING GAMES CONTROL										
Lane Number	1	2	3	4	5	6	7	8	9	10
Open Play Game										
Tournament Game										
League Game										
Lock Keyboard	N	N	N	N	N	N	N	N	N	N
[N]o, [1]....[8] Casino Bowling Game, [B]ingo, [R]edpin, [P]ick-A-Card, 11-[F]rame Game										
Press [C]hange Setup, [S]etup Casino Game, [N]o Tap Options, [Q]uit?										

This is the screen from which a selection is made as to : which Lane(s) are to be activated for *Casino Bowling*, what Type of game, ie. Open Games, Tournament or League Games format, also what Style of graphic presentation for the tiles to appear.

Before these selections are made, however, the Style and Type of Game needs to be setup, and this will be defined on the next screen option, [G]ame setup, which will display the following:

**TABLE 2**

CASINO GAMES						
	Title	Style	Randoms	Spare	Strike	Turkey
Game 1	<u>League Easy</u>	<u>2</u>	<u>4</u>	<u>Y</u>	<u>Y</u>	<u>N</u>
Game 2	_____	—	—	—	—	—
Game 3	_____	—	—	—	—	—
Game 4	_____	—	—	—	—	—
Game 5	_____	—	—	—	—	—
Game 6	_____	—	—	—	—	—
Game 7	_____	—	—	—	—	—
Game 8	_____	—	—	—	—	—
Pick -A -Card			—	—	—	—
<b>Styles:-</b> 0 : Spinning Casino Reels 1 : Sliding Tiles 2 : Quick Tiles 3 : Swiping Tiles 4 : Turning Tiles 5 : All the Above						
Answer Y or N to event triggers above, except Randoms which is 1..9 Randoms per person per game						
<b>Press [C]hange setup, Prize [V]alue Setup, [Q]uit ? C/V/Q ?</b>						

A number of exercises are set out later in this manual, however it is important to first read through the following 6 Sections, to have an understanding of the available options prior to setting them up.

### Choosing a Title for each of the Eight Games

The Title of each of the 8 Games should be chosen to help you identify the type of game, (eg. Open Play, Tournament or League) as well as specify the degree of difficulty.

Note: A Title need not necessarily be assigned to each Game number - they can be identified simply as Game 1, Game 2, etc.

You may wish to target the Open Play area of your business in particular, so you may setup the first 5 or 6 Games for this type of game, for example: Open Play Easy, Open Play Average, Open Play Hard, as well as Birthday Party, or even Bumper Bowling.

To cater for your league bowlers, you may setup one or two Games (for example, League Easy and League Hard) and you could also setup a “Tournament Game” for anytime you may wish to run *Casino Bowling* during a tournament.

These chosen titles can be changed or replaced at any time, by overwriting.

Hint: In specifying the degree of difficulty (Easy, Average, Hard, or Other) remember that the 10 winning combinations have a combined probability of occurring only 1340 times in every 8000 spins, or once every six appearances.

## Choosing the Style of the Graphic Display

There are four different ways in which the nine tiles appear on the screen. The various styles can be changed at any time, to maintain customer excitement, but one of the following numbers must always be displayed in the “Style” column on the Casino [G]ames setup screen (Table 2).

0. Spinning Casino Reels - the 9 tiles scroll down vertically in three columns similar to a Slot Machine.
1. Sliding Tiles - the 9 tiles appear at random from the edges of the *Casino Bowling* frame, and slide into the nine spaces, also at random.  
This display is reasonably slow, and would prove very effective for Open Play.
2. Quick Tiles - the 9 tiles appear at random in a scrolling action, from top to bottom, in each of the nine spaces.  
This display is very fast, and may be suitable for League/Tournament games.
3. Swiping Tiles - the 9 tiles appear at random in a sweeping action, from right to left, in each of the nine spaces.  
This display is also fairly quick, and could also be suitable for League games.
4. Turning Tiles - the 9 tiles appear at random, and turn (or pivot) onto themselves, in each of the nine spaces.  
This display is slower than (2) and (3) and could be used for Open Play
5. All the above - Random selection of the above formats

Note: The “Spinning Reel” display may or may not be legal to be displayed, depending on the your State’s gaming laws. ***It is the manager’s responsibility to ensure that the law is complied with.***

## Choosing the Frequency of the Display

The *Casino Bowling* graphics display can be setup to appear a chosen number of times during the course of one game, as well as for various scoring achievements by the bowler.

Table 2 offers four columns to be utilised for this purpose, and your choice can be setup by entering [Y]es in any one or more of the five choices:

<u>Randoms</u>	A number in this column will activate the <i>Casino Bowling</i> display to appear as many times as the chosen number at random per game per player.
<u>Spare</u>	A [Y] in this column will activate the display to appear after every spare. The display will <u>replace</u> the “Spare” graphic.
<u>Strike</u>	A [Y] in this column will activate the display to appear after every strike. The display will replace the “Strike” graphic.
<u>Turkey</u>	A [Y] in this column will activate the display to appear after three or more consecutive strikes. The display will replace the “Turkey” and “Bagger” graphics.

The frequency of the Casino Bowling display can therefore be regulated by the number of times [Y] is entered in the four columns for each of the eight pre-set games.

Some thought should be given to the desired result prior to setting up the “Casino Games” screen (Table 2) as it would be advisable to retain a specific Game setup for a period of time before changing it - too frequent setup changes may confuse both staff and bowlers. The final choice ultimately rests with the Management.

### Setting up Estimated Values for the Winning Combinations

CASINO VALUE VOUCHER SETUP					
			Value	Total	Receipt Description
1)	Pin + Wild	500 X	\$0.50	250	50c Value Voucher
2)	Pin Only	300 X	\$0.50	150	50c Value Voucher
3)	Spare + Wild	301 X	\$0.50	150	50c Value Voucher
4)	Spare Only	140 X	\$0.75	107	75c Value Voucher
5)	Strike + Wild	43 X	\$1.00	43	\$1.00 Value Voucher
6)	Strike Only	20 X	\$2.00	40	\$2.00 Value Voucher
7)	Turkey +Wild	17 X	\$5.00	85	\$5.00 Value Voucher
8)	Turkey Only	1 X	\$20.00	50	\$20.00 Value Voucher
9)	300 + Wild	17 X	\$50.00	340	\$50.00 Value Voucher
10)	300 Only	1 X	\$75.00	<u>75</u>	\$75.00 Value Voucher
Total Value @ 8000				1290	
Other Game Formats					
1)	Red Pin		\$10.00		\$10 Value Voucher
2)	Bingo Bowling		\$10.00		\$10 Value Voucher
3)	Pick-A-Card		\$10.00		\$10 Value Voucher
Press [C]hange setup, [Q]uit ? C/Q ?					

The ten possible winning outcomes are factory set and are listed above, also the frequency of their display based on every 8000 spins.

The Casino Value Voucher Setup is designed purely to assist the operator get a feel for how much will be won per 8000 spins. It has no impact whatsoever to any of the Point of Sale program or any other part of the Computer Score system.

Note: The laws of probability are in effect for this system which means that if a 1/8000 prize is won, there is nothing to stop a 1/8000 prize being won on the very next spin. The final number of outcomes for any one prize is based on the statistical probability of that prize, not what has been previously won.

The value of each winning combination must be defined, to conclude the full setup of Casino Bowling, and the individual values are chosen entirely by the Operator. They must be entered in the appropriate *Value* column in the CASINO VALUE screen option (Table 3).

When choosing these values, some consideration should be given to the following points:

1. The approximate number of winning combinations compared to number of spins is roughly ONE in SIX.
2. Particularly in Open Play mode, it would be desirable to setup Casino Bowling to appear as frequently as possible, because the expectation of a win is far more important than the prize.
3. If the frequency of spins is increased, then the value of each winning combination should be low (and vice-versa).

Note: It is important to state, however, that the values in this manual are merely a suggestion, and have been quoted for the Operator's guidance only.

The values of winning combinations will also be affected by the type of prizes you have in mind: they may consist of "Give-Aways" from your Centre, or from related sponsors, or they may be specially designed, in the form of "Value Vouchers" or some other type of "Bowling Centre Currency", or a combination of any of these.

### Setting up the Receipt Description

The Casino Bowling package includes a Journal Printer, which prints out a "receipt" or record of all winning combinations, indicating the following:

**Date**  
**Time**  
**Lane Number**  
**Bowler's Name**  
**Winning Combination**  
**plus a Detailed Description of the Prize**

This detailed description needs to be defined in the CASINO VALUE screen

To setup the *Casino Values*, access the Casino Bowling Menu through the [U]tility Menu, then Option [1] Automatic Scoring.

Choose the [G]ames setup, and then [S]etup Casino Game, and Prize [V]alue setup, which will display the Casino Value Voucher Setup as above.

Note: The "Value" of each winning combination need not be entered, but the *Receipt Description* must be defined, for the purpose of displaying the actual "prize" won by the bowler

Press [C]hange setup, and proceed to enter your choice of *Values* for each of the winning combinations. You will notice that the \$ *TOTAL* column will display the calculated total value of each winning combination, based on the estimated number of occurrences.

When all ten values are entered, the estimated total value for all 8000 spins will also be displayed.

For this estimation to be calculated when using "Value Vouchers" or other prizes, these rewards must be related to a \$ value.

**(For example: 1 unit "Value Voucher" = \$0.50c)**

Whilst in the [C]hange mode, the *Receipt Description* must be completed. This area will define the text appearing on the printed receipt, and should therefore indicate exactly the prize being offered for each “win”.

The receipt is designed to be held by Management, allowing the Operator to physically balance total prizes “paid out” with receipts printed.

Casino Bowling Reports

COMPUTER SCORE

1 League Secretarial

2 Print League Records

3 Repair Menu

4 Schedule Menu

5 Management Menu

6 Backup Menu

7 Control Lanes

8 Utility Menu

9 Frequent Bowler

10 Select League code

Open Shift

Close Shift

Enter Banking

End of Day Close

Enter Meter Readings

Meter Reading Report

Voucher Reports

Birthday Parties

League Fees Menu

1 Voucher Payouts

2 Reconcile Vouchers

3 Reconciliation Print

Vouchers are used in the optional Casino Bowling and Frequent Bowler modules.

The voucher sub-menu options allow you to perform the following functions:

1. Print out todays voucher usage (this is also available in SHIFT functions)

2. Enter vouchers returned, and print a reconciliation report.

The Voucher Reports menu can be quickly accessed using the [V] hotkey.

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BOWLER COASTER

The following reports are available from the Control Lanes Menu:

1. Casino Bowling Spin Results : A screened report, indicating all results for each lane, both “winning” and “non-winning” combinations, for the current day.

2. Voucher Payouts Report : A printed report, indicating all winning combinations only, as well as a list of numbers and values of vouchers issued, for a chosen day.

3. Voucher Reconciliation : A printed report, indicating the number and value of the returned vouchers \*, as well as those outstanding, with a reconciliation of all unrepresented vouchers and their total outstanding value.

Note: “Vouchers” refers to any consecutively numbered dockets, forms, or promotional currency. The printed reports can only include “items” which are consecutively numbered, and have been assigned a value.

*Casino Bowling Spin Results report:*

This report is available On Screen only, and is accessible from the Control Lanes (Lane Status) Menu by pressing **[X]** from either **[C]ontrol**, **[R]ecovery**, **[W]aiting**, or **[P]OS** sub-menus.

The prompt will ask for the desired lane number (or all lanes) and the screen will display ALL the *Casino Bowling Spins* that appeared on the chosen lane(s) on that day, as well as highlighting the winning combinations, etc.:

**Lane Number**  
**Spin Combination**  
**Bowler’s Name**  
**Date**  
**Time**

*Value Voucher Payouts Report:*

This report lists ALL the winning combinations that appeared on a chosen day, under the following headings :

**Lane Number**  
**Date**  
**Time**  
**Bowler’s Name**  
**Result**  
**Value**

This report is accessible from the Shift**[T]** function of the *Control Lanes*, through the **[V]** Voucher Payout Report option, or by highlighting Control Lanes on the Master Menu, press right arrow, then **[7]** Voucher Reports, and **[1]** Voucher Payouts.



**TABLE 4**

DAILY VOUCHER PAYOUTS		
VALUE	START NUMBER	END NUMBER
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Do you wish to print the voucher Payout Report ? Y/N ?		

All Voucher details must be first entered through the screen indicated in Table 4, and answer [Y]es to the prompt.

This screen allows the flexibility of entering any type of voucher, as long as they are numbered consecutively, and have been assigned a value. The following report (sample, Table 5) will then be printed.

It is important to note that the Value quoted in the Voucher Reports is the point value as printed on the voucher, not the dollar value.

**TABLE 5**

CASINO BOWLING WINS					
Lane	Date	Time	Bowler Name	Result	Value
12	06/04/95	11:45	Mike	Spare Spare Wild	0.50
17	06/04/95	12:28	Linda	Strike Strike Strike	2.00
Total Casino Bowling Vouchers					2.50

*Voucher Reconciliation Report:*

This report will list all unpresented vouchers for a specified expiry date, but only after the details of all returned vouchers is recorded.

This is done from the Control Lanes Master Menu, through the sub-menu [7] Voucher Reports, and option [2] Reconcile Vouchers.

This screen will allow entry of the value and number of each voucher received in exchange for goods or games - see sample below:

**Table 6**

RE CONCILE VOUCHERS		
(For Example:)	Value 1.00	Number 00321
	Value 1.00	Number 00397
	Value 5.00	Number 01065
Enter the Value _____ Voucher Number _____		

Entry of details as shown above may be done at any time, and when a Reconciliation Report is required for any date, it is available through option [3] Reconciliation Print from “Voucher Reports”, and will print the report, under the following headings:

**Value**  
**Start No.**  
**End No.**  
**Total No.**  
**Number Returned**  
**Number Outstanding**  
**Individual and Total Value**

Note: When asking for this report to be printed, the expiry date indicated will default to a date exactly six months from today. The system has been programmed to allow for a 6-month validity period, but it may be altered.

**Table 7**

VALUE VOUCHER RECONCILIATION REPORT						
Value	Start #	End #	Total	Returned	Outstanding	Total
1.00	300	327	27	13	14	14.00
5.00	1000	1008	8	2	6	30.00
10.00	1500	1504	4	1	3	30.00
			Total	Outstanding:	74.00	
Continue, Scroll ? Y / N / S ?						

# ***BINGO BOWLING***

## **Overview**

Bingo Bowling is a promotional game, designed to provide a secondary result to the normal game, and creating an opportunity for a bowler to win prizes.

It consists of a graphic screen depicting nine tiles, with scores between **3** and **X** and being displayed on the scoregrid during the normal progression of a game.

The main purpose of *Bingo Bowling* is to allow the player (Open, League or Tournament Games) to complete the card by matching the result of the first ball of any frame with the nine scores generated by the computer, within a two-game series.

## **Game Structure**

The 9 - tile *Bingo Card* is computer-generated, and chosen at random from 15 various combinations. These are based on possible outcomes after the first ball of each frame is bowled, between a 3-count and a Strike.

To make the game more interesting, and at the same time allow for differences in bowler skills, three levels of difficulty have been devised (*Easy, Medium, and Hard*) with a choice of five different card combinations for each one.

This structure offers the Operator the choice of setting up *Bingo Bowling* for either Open Play, League or Tournament Games, for any lane, and allow the computer to choose a card combination at random, according to the predetermined level.

The Bingo Card will appear automatically after the next bowler is indicated, and display each player's required 1st ball scores, which need to be matched within the next two games for a win. The card will remain on the screen for a few seconds, and then allow the player's 1st ball score to be displayed; - if a "match" is made, the *Bingo Card* will reappear, and the corresponding number will be "crossed out", just like a normal Bingo game.

Each time the *Bingo Card* is displayed on the screen, it will indicate the current status of the *Bingo Game*, that is, all the scores that have been "matched" will be shown "crossed out".

Each bowler in the line-up is able to recall his or her *Bingo Card* to the screen before bowling the first ball, by pressing [**B**] on the keypad.

To win at *Bingo Bowling*, a player must match all 9 scores displayed on the card with the first ball score of two consecutive games. In a multiple-game situation, *Bingo Bowling* will apply to the first two games bowled in a series.

The Receipt Printer will display the following information:

**Date**  
**Time**  
**Lane Number**  
**Bowler Name**  
**Bingo Win**  
**Prize Value**

## Setting up Casino Bowling

The decisions to be made by the Operator are simple :

- [a] Which Lane(s) are to be used,
- [b] Whether Open, League or Tournament play,
- [c] If League or Tournament, choose from *[E]asy*, *[M]edium*, *[H]ard* or *[B]ingo* instructing the program to randomise from the 15 various card combinations. This last choice is setup from the League or Tournament Classification.

Choices for [a] and [b] are entered by access to the [S]etup option in the [C]ontrol Lanes Menu. From the Automatic Scoring setup screen, choose [G]ames, and the following screen will be displayed :

BOWLING GAMES CONTROL										
Lane Number	1	2	3	4	5	6	7	8	9	10
Open Play Game										
Tournament Game										
League Game										
Lock Keyboard	N	N	N	N	N	N	N	N	N	N
[N]o, [1]....[8] Casino Bowling Game, [B]ingo, [R]edpin, [P]ick-A-Card, 11-[F]rame Game										
Press [C]hange Setup, [S]etup Casino Game, [N]o Tap Options, [Q]uit?										

This same screen is also used for the initial lane setup for the rest of the Games Package, however, in the case of Bingo Bowling, only the following simple steps are necessary:

1. Decide which type of game is to be utilised for *Bingo Bowling* (Open, League, or Tournament).
2. If **Open Play**, simply enter [B] in any lane(s) allocated to *Bingo Bowling* - this will activate the *Bingo Cards* for the chosen lane(s) and the card numbers will be generated at random from 15 possible combinations.
3. If **League or Tournament Play**, you have a further choice of *Easy*, *Medium*, *Hard* and *Bingo*, and your choice will be accepted by the entry of the letters [E], [M], [H], or [B] in the Casino Bowling line of the League / Tournament Classification.

This will activate the *Bingo Cards* for the chosen League lanes, and the card numbers will be generated from pre-selected groups of 5 card combinations, according to their perceived difficulty.

If [B] is chosen, the card display will be randomly chosen from the full 15 combinations, as in the case of Open Play.

The description that is printed on the receipt upon winning is setup in the [G]ames Setup, [S]etup Casino Game. The Value Voucher prize for the Winner is also setup from this screen.

## ***RED PIN GAME***

This graphic package replaces the “Red Pin in the Machine” promotion, whereby the bowler can win a prize if a strike is bowled whenever the red pin appears in the No. 1 position. (Head Pin)

Red Pin Game creates a computer-generated picture on screen, displayed on an average of once per ten frames (about the same frequency as the pinspotter would create). This action is based on a 1/10 probability and does not necessarily occur exactly once every ten frames. This probability can be changed by the operator. (See Below)

**The display consists of a pindeck showing nine white pins and a RED headpin, which then enlarges to the full screen size and flashes.**

**The next screen message explains that the bowler needs to bowl a strike to win a prize.**

If a strike is bowled, the screen shows the full pindeck with a red pin in the No.1 position, with a ball heading towards the pocket, going through the pindeck, and all ten pins scattering in a strike, with the words “**RED PIN WINNER**” over top and flashing.

The next screen shows *Roscoe* with gift-wrapped boxes, and the words “***Claim Your Prize at the Counter***”.

At the same time, the Receipt Printer on the Control Desk will print : the lane number, the name of the bowler, the date and time, and the words: “**Red Pin Winner**” as well as the pre-determined prize. The Control staff therefore do not even have to be aware of what is happening on the lanes - just remove the receipt from the printer and “make a fuss” about presenting the prize.

### **Setting up the Red Pin Game**

*Red Pin Game* can be activated for ANY LANE, at ANY TIME, through the Lane Control [S]etup Screen, and [G]ames option, **OR** through [U]tility Menu, [1] Automatic Scoring sub-menu, and [G]ames option.

By following the instructions, the letter [R] is entered for the chosen lane, and the chosen Game Type (Open Play, League or Tournament Play), then **Control\_W** will save the setup and activate the game.

Note: *Red Pin Game* may be setup automatically for any League, by entering [R] in item [5] *Casino Bowling* on the third screen of the League Classification.

The description that is printed on the receipt upon winning is setup in the [G]ames Setup, [S]etup Casino Game, Prize [V]alue Setup. The Value Voucher prize for the Winner is also setup from this screen along with how many times ***on average*** the Red Pin Game will appear per game.

## ***PICK-A-CARD GAME***

The concept of the Pick-A-Card game is to provide the bowler with an opportunity to win a prize, by selecting just ONE of THREE cards displayed on the screen, and giving the player the option to choose the winning card.

The game consists of the backs of three cards being displayed on the screen, and shuffling themselves several times. After being shuffled, they stop, and the numbers [1], [2] and [3] appear below each card, prompting for the bowler to select a number.

This required interaction involves the player more in the “decision making”, and adds to the interest of the game.

As soon as the choice is made, the chosen card will turn around, and display either “**You Win**” or “**Try Again**” (just like the old “Pea in the Nutshell” trick) thus giving the player an immediate result, based on his / her choice.

**IF IT’S A WIN**, the screen will show *Roscoe* with gift-wrapped boxes, and the words “***Claim Your Prize at the Counter***”.

At the same time, the Receipt Printer on the Control Desk will print : the lane number, the name of the bowler, the date and time, and the words: “***Pick-A-Card Winner***” as well as the pre-determined prize. The Control staff therefore do not even have to be aware of what is happening on the lanes - just remove the receipt from the printer and “make a fuss” about presenting the prize.

**IF IT IS NOT A WIN**, the winning card will actually turn, and indicate where the prize was, so that the bowler does not feel cheated.

Note: There is a simple 1/3 probability of any card being a winner.

### **Setting up Pick-A-Card Game**

*Pick-A-Card Game* is setup through the Lane Control [S]etup Screen, [G]ames option, and [S]etup Casino Game, **OR** through [ U ]tility Menu, [1] Automatic Scoring sub-menu, [G]ames option, and [S]etup Casino Game.

The number of times for the display to appear during each game, is determined by entering the desired number in the “*Randoms*” column, or for each “*Spare, Strike, or Turkey*” if required.

Once setup, *Pick-A-Card Game* is activated for ANY LANE, at ANY TIME, through the [G]ames option screen, with the letter [P] being entered for the chosen lane, and the chosen Game Type (Open Play, League or Tournament Play), then “*Control W*” will save the setup and activate the game.

Note: *Pick-A-Card Game* may be setup automatically for any League, by entering [P] in item [5] *Casino Bowling* on the third screen of the League Classification.

The description that is printed on the receipt upon winning is setup in the [G]ames Setup, [S]etup Casino Game. The Value Voucher prize for the Winner is also setup from this screen.

## ***THE 11-FRAME GAME***

This game is designed for the more serious Open Bowler, or perhaps be used as an alternative tournament fun-format, offering the player an opportunity to improve the score after the game has been completed.

*11-Frame Game* allows each player to cancel ANY ONE FRAME SCORE (between frame 1 and 9) and re-bowl that frame, to try and achieve a better pinfall for the game.

All players in the line-up bowl their full game, and when all bowlers have completed the 10th frame, the screen changes to a full 10-Frame Grid, and displays the message: **“You Are Now Entering The 11th Frame”** and then **“Select Frame 1 - 9 to Re-bowl”** for each bowler in the line-up.

**The selected frame is then blanked out, allowing the player to re-bowl it. The new result is then entered, and the game total score changes accordingly.**

The 11-Frame Game can be activated for ANY LANE, at ANY TIME, through the Lane Control [S]etup Screen, and [G]ames option, **OR** through [U]tility Menu, [1] Automatic Scoring sub-menu, and [G]ames option.

By following the instructions, the letter [F] is entered for the chosen lane, and the chosen Game Type (Open Play, League or Tournament Play), then ***Ctrl\_W*** will save the setup and activate the game.

Note : The *11-Frame Game* may be setup automatically for any League, by entering [F] in item [5] *Casino Bowling* on the third screen of the League Classification.

# GAMES PACKAGE - WORKBOOK

## ***EXERCISE 1: Easy Open Play***

Operator wishes to setup *Casino Bowling* for promoting Open Play only at this stage and the majority of the Centre's casual bowlers consist of Senior Citizens, young children, and generally very low average bowlers .

### Step 1.1

Choose [G]ames from "Control Lanes" menu, or [1] Automatic Scoring from Utility Menu, then [G]ames option.

### Step 1.2

From the CASINO LANES screen (Table 1) choose the option Game [S]etup.

### Step 1.3

From the CASINO GAMES screen (Table 2) choose the option [C]hange setup, and enter "Open Play Easy" in the *Title* column for *Game 1*.

Enter [1] in *Style* column, and [3] in *Randoms*, plus [Y] in each of *Spare* and *Strike*.

This setup designates *Game 1* as producing the following:

A sliding action of the nine tiles, appearing THREE TIMES per GAME at random, plus anytime a spare or a strike is bowled. This will result in a minimum of three displays per game, and may happen additionally depending on the bowlers' ability.

### Step 1.4

Now press **Control\_W** and [Q]uit

## ***EXERCISE 2: Making Open Play Casino Harder***

Operator wishes to retain the "Open Play Easy" setup, but needs to make available a slightly more difficult setup to cater for teenagers, or slightly better bowlers.

Note: The operator has no control over how often the Casino Bowling Software produces a winner. The operator can only influence how often the game is played.

### Step 2.1

Repeat the procedures in Step 1.1 and 1.2

### Step 2.2

Choose the option [C]hange setup, and enter "Open Play Average" in the *Title* column for *Game 2*. Enter [1] in *Style* column, [3] in *Randoms*, and [Y] in *Strike*. This setup designates *Game 2* as producing the same "sliding" action of the tiles, appearing THREE TIMES PER GAME at random, plus anytime a "strike" is bowled.

### Step 2.3

Press **Ctrl\_W** then [Q]uit.

It would be advisable to set up the first 5 or 6 Games for Open Play mode, as these will be the most commonly used in utilising the *Casino Bowling* promotion to its best potential. (See Section 1, Page 4).



### ***EXERCISE 3: Different Games for Different Skill Levels***

Operator wishes to use Casino Bowling to excite League bowlers, but wants to differentiate between Ladies' Daytime and Mixed Night Leagues.

#### ***Step 3.1***

Repeat the procedures in Step 1.1 and 1.2

#### ***Step 3.2***

Choose the option [C]hange setup, and enter "League Easy" in the *Title* column for Game 7. In the *Style* column enter the desired number from 1 to 4, and fill-in in the four columns according to the desired frequency. For the purpose of this exercise, we will use [3] as the *Style*, [2] *Randoms*, and [Y] in the "Strike" and "Turkey" columns.

This setup designates *Game 7* as producing a "swiping" display, and appearing randomly twice per game, plus after each strike, and three or more consecutive strikes.

#### ***Step 3.3***

Press **Control\_W** then [Q]uit.

### ***EXERCISE 4: Making Casino Bowling Less Common***

A similar procedure would be used for the Mixed Night Leagues, but the combination should require a higher degree of skill.

#### ***Step 4.1***

Repeat the procedures in Step 1.1 and 1.2

#### ***Step 4.2***

Choose the option [C]hange setup, and enter "League Hard" in the *Title* column for *Game 8*. In the *Style* column enter your desired number from 1 to 4, and fill-in the desired columns. (As an example in this case, you may choose "Random 1" and "Turkey" only, for the benefit of the higher average bowlers in the Night Mixed Leagues).

#### ***Step 4.3***

Press **Control\_W** then [Q]uit.

### ***EXERCISE 5: Start Open Play on Games Package***

The Casino Bowling setup has been completed and the operator wishes to start an Open Play game using the new setup.

1. Transact an Open Play Game as usual
2. Press [G]ames for Game setup
3. Enter desired game number for that lane(s)
4. Recover the lane to display the game help page and start.

#### ***Alternative***

Setup the Game before transacting the Open Play, you then do not need to recover the Lane.

## ***EXERCISE 6: Setting up Leagues***

Leagues can have the game setup in their Classification so that the game is started automatically started when League is started without having to use [G]ame setup.

Note: All options in [G]ame setup are ignored for league play, except for those Leagues whose classification requests the use of the Game setup. However, in all cases the Casino Bowling can be disabled by entering [N]o in the League line of the Game Setup.

Unlike Social play where the game can be specified after Play commences, Leagues must have the game specified in the classification prior to commencing play.

# GAMES PACKAGE - TROUBLE SHOOTING

## *Games Package does not start for a League*

If the desired Games Package Game does not start for any one League, the most common reason is that the Game has not been specified in that League's Classification. This is set on the third page of the Classification under Casino Bowling or Games Package. The options are:

- 0** No Games for that League
- 1- 8** Casino Game between 1 and 8
- F** The 11 Frame Game
- R** Red Pin
- P** Pick - A - Card
- B** Bingo Bowling with the Card chosen at random
- E** Bingo Bowling with an Easy Class card chosen
- M** Bingo Bowling with a Medium Class card chosen
- H** Bingo Bowling with a Hard Class card chosen
- G** To use the Games as specified in the League line of the Setup screen in Control Lanes

If a G is set in the Classification and the Game does not start when it should, then check that the correct game is specified in the League Line of the Games Setup. This is accessed from Control Lanes screen by pressing [G]ames. Please check that [N]o has not been entered in this line as this has been designed to override all Classifications.

Note: The Games Package must be set in the Classification before starting Competition Play. If the League has been started first, set the right Game in the Classification and Abandon the Lanes with [N]o for Save and restart the League.

## *An undesired Game starts with a League*

The Classification for this League includes a Games Package Game that is not desired. This should be changed in the Classification to stop it happening again. However, to avoid doing this while the League is Bowling, change the League Line of the Games Setup to [N]o. This will override all Classifications to stop any Game from being played and can be done straight away while Bowling continues without the need to Abandon and Recover. Remember to change the Classification at a convenient time and set the League line of the Games Setup to its original setting when the League has finished.

## *Only Casino Bowling and Pick-A-Card appear*

The only Casino Bowling and not the full Games package has been enabled in General Parameters. See your Computer Score Support Staff for more details.

## *Disputed Result*

If a bowler for some reason disputes the result of a Game by the system, then the result can be checked by pressing X in Control Lanes. For Casino Bowling, all results are listed, with Casino Bowling Wins appearing highlighted. For the rest of the Games package, all wins only are displayed and are highlighted.



# Chapter H

## FREQUENT BOWLER CLUB

### GETTING STARTED

The *Frequent Bowler Club* package is a promotional tool designed to encourage bowlers to attend more regularly, through various incentives and recognition.

It allows the Centre to record Bowler Details (Single Member, Family, or Social Group of up to 7 individuals) and creates a Membership Database, offering various reports, with the following selections :

- [1] Alphabetical
- [2] Zip/Postcode Range
- [3] Average
- [4] Birthday
- [5] New Membership
- [6] Low Use Members
- [7] High Use members
- [8] Past Members

The package provides Management with the opportunity to form a “*Frequent Bowler Club*” and use the data to promote Club Tournaments or other promotional events, as well as offer discounted game rates for members .

The term “Frequent Bowler” is easily recognisable by the public, but should not be limited to the Open Play market, instead, cover the full range of tenpin bowling customers.

This promotional package is perceived to create a “Club” atmosphere, to attract casual bowlers, family and social groups, as well as regular league bowlers. The Club would operate ideally on weekends or “down-time” periods, offering a friendly atmosphere, rewards for increased attendance, exciting promotions and perhaps discounted game prices at suitable times.

### ***Aims***

The aims of the *Frequent Bowler Club System* is to:

- (A) Increase lineage and profitability. For example, attract members with club events, offering fun formats, prizes unrelated to ability or score, lower game prices in poor lineage periods, and generally ensuring that Frequent Bowler Club members are happy enough to return again soon.

- (B) Provide a database of bowlers who do not bowl in league or tournament. This mailing list could be used to maintain consistency in Club attendance, as well as exposing members to other center activities through a Club Newsletter, or similar circular.
- (C) Provide a core of potential new league and tournament bowlers. Interested members could be encouraged to join leagues and tournaments (perhaps Family Leagues), after experiencing their own Club events. However, frequent bowler should be seen as a new untapped market, not a gateway for increased League participation.

League bowling is popular not only for the competitive and sporting angle, but also because it provides a meeting place with a comfortable atmosphere, and the prospect of making new friends.

Not all bowlers however, can commit themselves financially or to the regularity of league bowling, but still look for the friendly atmosphere and fun. This is what the *Frequent Bowler Club* concept is aimed to provide.

## ***Marketing***

A successful *Frequent Bowler Club* is perceived to rely on two factors:

- (A) A friendly atmosphere, and a sense of generated fun.
- (B) Value for money.

The following points are merely suggestions, as the marketing and operation of the Frequent Bowler Club system rests ultimately with the Operator.

- \* In-Center advertising and promotional information should be displayed.
- \* A range of prizes or a list of items could be displayed prominently, indicating their redeemable equivalent in Value Vouchers.
- \* If special times are allocated for Frequent Bowler Club, Control Staff should explain Club benefits to all customers attending at those times.
- \* If a League Practice discounted rate is offered to league bowlers, it may be of advantage to discontinue this rate, and replace it with a Frequent Bowler Club special rate. This will encourage league bowlers to join the Club.
- \* Advertise a special “Introductory Offer” for the first 100 or 200 members.
- \* Encourage members to introduce new members, with these benefits:
  1. A reward of 3 complimentary games (or the equivalent in “Value Vouchers” see below) for each new member introduced.
  2. Allow the members to “loan” their membership card to friends, so that:
    - (a) The friend benefits by cheaper game rate.
    - (b) The member benefits by receiving “Value Vouchers”.
    - (c) The center increases lineage, plus the opportunity of converting a new bowler to a Frequent Bowler Club member.

- \* Encourage Family Membership. **(Only one card issued)**
- \* Encourage Social Group Membership. **(Only one card issued)**
- \* Frequent Bowler Club database can also be utilised for Children's Birthday Parties.
- \* Regular Frequent Bowler Club tournaments could be organised once a month, to introduce members to the concept of League and Tournament play.
- \* League bowlers could be encouraged to join Frequent Bowler Club as a Family Group, so all the family can benefit.
- \* Offer Frequent Bowler Club members one week's free League Bowling, to experience league play.
- \* The Frequent Bowler Club Reporting Menu offers various facilities which must be utilised.
- \* A brief newsletter could be produced quarterly to promote the Frequent Bowler Club
- \* Membership may be sold for a nominal joining fee, with an annual renewal, and Membership Cards should be issued, but need not be "bar coded", as the *Frequent Bowler Club System* is available with or without a Bar Code Reader, and the membership number can be easily entered via the keyboard. An expiry date is imperative as the centre may wish to restructure the club annually.

The *Frequent Bowler Club* system requires a *Value Voucher* system to be set up for the redemption of prizes or rewards - see *Sections 4 and 8*.

We believe this to be the best system of rewarding the Frequent Bowler, without the "administrative nightmare" of recording and reporting on points, their accumulation, and their collection by the customer. It also provides a standard promotional currency with other software modules such as the Games Package. *For more information see Manual G.*

Value Vouchers could be simply issued at the Control Desk, at the time of the *Frequent Bowler* transaction, so that the customer receives an instant reward, and is totally responsible for its maintenance or redemption.

The exchange worth of the Value Voucher is entirely up to the operator.

# FREQUENT BOWLER - REFERENCE GUIDE

## *“Value Voucher” System*

Value Vouchers may be purchased with the *Frequent Bowler Club System*, allowing the operator to stamp the Centre’s details, and a “valid to” date, or be printed by the operator directly.

These vouchers are numbered consecutively, display a “Point Value” and are printed in various colours, making them easily recognisable. A blank space allows for the stamping of the Center’s details, as well as an expiry date. It is suggested that they should also have a time limitation for redemption, eg. 6 months.

If a currency value was to be used, it should be of the same value as cash (\$1.00 Voucher = \$1.00 Cash). In this instance, the value of the Voucher will either increase or decrease with the value of the item, or its discounted price. For example, if a bowling ball is priced at \$150, then reduced to \$125, it will cost 125 Voucher Dollars, not 150.

If a point value is used, the exchange of a voucher for an item need not be affected by the item’s price, or its discounted price. As in the previous example, the \$150 bowling ball may be worth 300 Voucher Points, and if its price is reduced to \$125, it may still be worth 300 Voucher Points.

For comparative purposes, and to ascertain a desired cash value for a voucher, it is suggested that [1 Value Voucher = \$0.50c]. This is merely a guideline, and you may prefer to setup your own comparison rate.

## *Setting Up the Frequent Bowler Club System*

### **POS Item Setup:**

Once the Frequent Bowler Club Menu has been installed into your Computer Score System, you need to activate it through the Point Of Sale Item Setup.

From [M]anagement Menu, choose [9] POS Repair Menu, and then [2] POS Item Setup

(1) Choose an Item Number, preferably within the Open Play item grouping, and simply type in ***Frequent Bowler*** and the relevant game price - be sure to enter [F] in the “Unit” field, and [B] in the “Report Type”.

Note: If you wish to provide vouchers for every game purchased, then following the item title “*Frequent Bowl.*” you need to enter a “**value**” shown in brackets [ ] **for example, [1.00]**. This represents the predetermined value given to the Frequent Bowler Club member for every game purchased. (See 8. *Prize Redemption* and 7. *Frequent Bowler Club Transaction*).

(2) If you choose to distinguish between Adult / Junior / Family / Group prices, and allocate different Game Rates to each type of membership, you will need to create a separate POS Item for each one, by repeating the procedure as in (1) above.



(3) You may also wish to setup another Item Number dedicated to Frequent Bowler Club Membership, to track the income derived from this area of revenue. This can be done in the conventional way, by allocating an Item Number to “**Frequent Bowler Club Membership**” with perhaps a “blank” price, to cater for various membership price structures, and [O] for “Other Income” in the “Report” field. Once again if Value Vouchers are awarded for the purchase of membership, then the amount must be specified in brackets [ ] within the title.

Your Cash Control System is now ready to accept “Frequent Bowler” transactions.

### **Membership Joining Fees:**

*This decision is left up to the operator, as the Frequent Bowler Club has the flexibility of accepting Individual, Family (up to 7 names), and Group (up to 7 names) Memberships. You may decide to distinguish between Adult and Junior membership, or between Single and Family membership, or even between Family and Group membership, and perhaps charge a different rate accordingly.*

It is suggested that, at the time of joining, the new member is presented with Value Vouchers to the value of 3 games, or something similar, as a reward for joining, as well as setting the pattern for the Frequent Bowler Club system.

### **Game Prices:**

*This decision is also left up to the operator, but it is suggested that the Frequent Bowler Club game price would be slightly lower than the normal Open Play rate.*

You may decide to replace a “League Practice” rate with the Frequent Bowler Club rate (see Marketing), or charge different rates for various time-frames, or for different types of membership. Frequent Bowler could be restricted to weekends only.

Note: If you decide to vary the game price according to situations or membership types, then do not enter any price in the *POS Item Setup* (see sub-section [A]).

## ***Entry of Frequent Bowler Club Member Details***

From the *Frequent Bowler* option in the Master Menu, choose [1] Add Frequent Bowler.

The options available from this menu are:

- |                         |                                     |
|-------------------------|-------------------------------------|
| 1. Add Frequent Bowler  | (Enter a new member)                |
| 2. Edit Frequent Bowler | (View or Edit a member's details)   |
| 3. Current Member Print | (See Frequent Bowler Club Reports)  |
| 4. Past Member Print    | (See Frequent Bowler Club Reports). |

The Frequent Bowler Club program automatically allocates a membership number, beginning with [10001] and advancing each time a new membership is entered. It is advisable to retain membership numbering in the [10,000] series because in the event of utilising a “Bar Code Reader”, all membership numbers will have the same number of digits.

The Frequent Bowler Club Membership Details screen will display the following:

F R E Q U E N T   B O W L E R   C L U B   S Y S T E M						
MEMBER NUMBER <u>10001</u>			LAST USED <u>12/12/96</u>			
JOIN DATE _____		EXPIRES _____		PRINT CODE _____		
POSTAL ADDRESS _____			STATUS CODE _____			
DATE _____			WHO _____			
POSTCODE _____		PHONE _____		DONE _____		
LAST NAME   FIRST NAME   DISPLAY   BIRTHDAY   SEX   SHOE   OTHER						
1. _____	_____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____	_____	_____
Sex to be entered as [M]ale, [F]emale, [B]oy or [G]irl						
Press Control W to save, ESC to abandon changes						

Enter all relevant details, as required. The *OTHER* field could be used to indicate a specific requirement of the member, for example, lightweight ball, ball ramp, bumper bowling, etc.

Fields included in the Frequent Bowler Screen include:

- Display:** This is the preferred five letters that will be shown on the Score Grid on the Lane.
- Print Code:** This can be used to Print or List by Category as decided by the operator. eg. Code **L** for League Bowler
- Status Code:** This is a code Similar to print code but is designed as a follow up tool. eg. Code **N** for New Bowler which must be followed up with a welcome letter.
- Date:** This is used with the Status Code eg. The welcome letter must be sent to the new bowler one month after joining.
- Who:** Is the initials of the person responsible for following up that bowler.
- Done:** Is the date that the follow up letter is sent.

When a new member's information is to be entered, the screen will advance automatically to the next available membership number.

Note: In the case of a *Family* or *Group* membership, the "cardholder" will be the first mentioned name in the family or group. This will be the name used in Mail outs etc.

## ***Transaction***

At transaction time, the entry of your *Frequent Bowler POS Item Number* will automatically prompt for the Frequent Bowler Club membership number, and when entered, the membership details screen will appear (see screen sample on previous page).

This screen is meant to assist the operator in offering special service to a member, also perhaps to note the following points, and converse accordingly :

1. New Member - get to know
2. Membership due for renewal - remind bowler
3. Last date used - encourage more frequent attendance
4. Coming birthday - plan to send greetings

Any conversation relating to Frequent Bowler Club held at the Control Desk will not only give the Member some recognition, but will also encourage any non-members present to at least ask about Frequent Bowler Club

The most significant selling aid for the Frequent Bowler Club is the physical “payment” or reward handed to the member, right at the transaction time, in the form of the Value Vouchers. Giving “something for nothing” should induce the Control Operator to promote the Frequent Bowler Club enthusiastically.

For the Control Operator’s benefit also, the correct number / amount of Value Vouchers to be paid out will be displayed on the Transaction Screen after the “*Amount Tendered*” is entered.

If the operator is very busy, or chooses not to use the screen for conversational purposes, simply by pressing *Enter*, the screen will revert to the transaction screen.

Note: If Frequent Bowler Club membership number is not known, it can be “screened” through *Frequent Bowler* in Master Menu, and choosing [2] Edit Frequent Bowler.

## ***Prize Redemption***

The Value Vouchers should be made exchangeable for Games, Merchandise, Cafe or Bar Items, or even special Retail Items displayed particularly to attract Frequent Bowler Club members. In many cases, local business houses may be interested in “contra-deals”, that is, products or goods in exchange for in-centre advertising.

The operator may choose to accept Value Vouchers in payment for games only at special times, or for special events, also for selected items from the Cafe, Bar, or Pro Shop. This limitation will allow the flexibility of “selling” slow-moving stock.

To decide on an “exchange value” of the Value Voucher, it may be considered that One Voucher could be worth around 25% of the cost of one game at full price, so that a member would in practice receive one free game for every four purchased, or the equivalent in Points/Cash value.

Another guideline in comparing “dollars and points” values: \$1.00 could equal 10 Points.

## ***Reports***

The reporting facility provides various listings in two broad classifications:

- (A) Current Members
- (B) Past Members

A choice is also given for each listing output to either:

[P]rinter, [S]creen, [L]abels, or [E]xport to an integrated Word Processor.

Current Members may be listed in the following options:

1. Alphabetically - A choice of the Main Card Holder (Family or Group Membership) or All Members is offered.
2. By Zip / Postcode Range - choice of Low / High code.
3. By Average - A choice of Low / High Average range.
4. By Birthday, or Age - A choice of any time-frame (e.g. One Month), or a particular Age as of a given Date. This particular facility would be ideal for Birthday Party Promotions.
5. New Memberships - Choice of a time-frame between any two dates.
6. Low Use Members - Those who have played less than any chosen number of games, since any given date.
7. High Use Members - Those who have played more than any chosen number of games, since any given date.
8. Standings - This option prints a Standings Sheet style report with Total Pinfall, Games and Average.
9. All the Above - This option allows the operator to generate a list of Frequent Bowlers that is custom done to any number of the criteria. If a field is left blank, then all members are included for that particular item.

Past Members may be listed in the following options:

1. Alphabetically - A choice of the Main Card Holder (Family or Group Membership) or All Members is offered.
2. By Zip / Postcode Range - A choice of Low / High code.
3. Soon to Expire - A choice of a time-frame between any two dates.
4. Current and Past - A choice of the Main Card Holder (Family or Group Membership) or All Members is offered.

## Value Voucher Recording / Reporting

This function is accessible from the Shift[T] option of the “Control Lanes”, through the [V] Voucher Payout Report option, **OR** from the Master Menu [7] Control Lanes, then [7] Voucher Reports, and [1] Voucher Payouts.

### Function 1 :Voucher Payouts

Allows the entry of Voucher Values, with Starting and Ending Serial Numbers, for all vouchers issued on any chosen day.

DAILY VOUCHER PAYOUTS		
VALUE	START NUMBER	END NUMBER
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Do you wish to Print the Voucher Payout Report ? Y / N ?		

### Function 2 :Reconcile Vouchers

Allows the entry of the Value and Number of each Value Voucher redeemed in exchange for goods or games. This entry may be done at anytime.

RECONCILE VOUCHERS	
(For Example :)	Value 1.00    Number 00321
Value 1.00	Number 00397
Value 5.00	Number 01065
Enter the Value _____	Voucher Number _____

### Function 3 :Reconciliation Print

Will [P]rint or [S]creen a list of all unpresented Vouchers from a specified date.

VALUE VOUCHER RECONCILIATION REPORT						
Value	Start #	End #	Number	Returned	Outstanding	Total
1	300	327	27	13	14	14
5	1000	1008	8	2	6	30
10	1500	1504	4	1	3	30
Total Outstanding						74
Continue, Scroll? Y / N / S ?						

### Function 4 :Voucher Close

Will allow the deletion of any unwanted data, such as all Returned Vouchers prior to the currently used Expiry Date.

## FREQUENT BOWLER - TROUBLE SHOOTING

### *Games scores not being saved*

Games played on the lanes were not accredited to the frequent bowler. This will occur if the bowler choses to enter his name from the keyboard instead of entering the *Frequent Bowler Number* as per instructions on the Overhead Monitors.

### *Cannot Enter Frequent Bowler Number at Control*

This occurs when Frequent Bowler Games have been entered into the system but the operator is not given the option of entering the Frequent Bowler Number. Ensure that the Point of Sale Item has the unit **F** for Frequent Bowler specified instead of **G** for Games. If the problem continues, contact Computer Score Support Staff to make sure that the Frequent Bowler software module has been enabled.

# Chapter I

## CAFÉ PACKAGE

### GETTING STARTED

The Café Menu has been designed to follow the same lines as the Point Of Sale Menu, and as such, will allow versatility of operation for the management and staff at both workstations.

COMPUTER SCORE

1CAFÉ Transaction

2CAFÉ Cash Paid Out

3CAFÉ Shift Menu

4CAFÉ Management Menu

5CAFÉ Repair Menu

6CAFÉ Backups

CAFÉ TRANSACTION

This part of the COMPUTER SCORE CAFÉ system is used to edit  
and add CAFÉ transactions. The Shift MUST be opened for today first.

Hotkey is [C]

Console 2 11:06:03 Tuesday 20 October 1998

BOWLER COASTER

Almost all aspects of Cafe Main Menu, Printer Setup and Options are identical to the Point Of Sale, with the only difference between POS and Cafe being the Transaction Screen operation. Select Café Transaction to enter the Main Computer Score Café transaction screen.

The **Transaction Screen** provides the following options :

<b>A</b>	Add Transaction	<b>S</b>	Select Transaction	<b>V</b>	Void Transaction
<b>O</b>	Order Transaction	<b>↑</b>	Previous Transaction	<b>P</b>	Pay for Order
<b>C</b>	Change Details	<b>↓</b>	Next Transaction	<b>L</b>	Lane Call
<b>E</b>	Edit Mode ON	<b>R</b>	Receipt Print	<b>Q</b>	Quit to Main Menu

Add Transaction					Transaction #								
Qty	Item	Description	Price	Amount	Items List								
					<b>1 Cold Drinks :-</b> <b>2</b> 3 Drinks - Small 4 Drinks -Medium 5 Drinks - Large 6 Milkshakes 7 Mineral Water 8 Apple Juice Lge 9 Drinks - Cans 10 Drinks - Juice 11 Lemonade 12 Powerade 13 Drinks - Other								
Amount tendered													
Subtotal													
<table border="0"> <tr> <td><b>D</b></td> <td>Delete Last Item</td> <td rowspan="3"><b>R</b></td> <td rowspan="3">Remarks</td> </tr> <tr> <td><b>C</b></td> <td>Change Any Details</td> </tr> <tr> <td><b>X</b></td> <td>Cancel Copmplete Transaction</td> </tr> </table>						<b>D</b>	Delete Last Item	<b>R</b>	Remarks	<b>C</b>	Change Any Details	<b>X</b>	Cancel Copmplete Transaction
<b>D</b>	Delete Last Item	<b>R</b>	Remarks										
<b>C</b>	Change Any Details												
<b>X</b>	Cancel Copmplete Transaction												
Leave Quantity Blank to complete this Transaction													

This feature allows the entering of text in the transaction screen, and print the remarks on the receipt.



# CAFÉ PACKAGE – WORKBOOK

## Exercise 1

### *Add New Transaction*

This option allows the normal transaction of Café Items for Customers who order from the Counter, and pay at the same time.

Say three people approach the counter and wish to purchase a meal each. They are not bowling on any lane and wish to pay cash now.

[A]dd a Transaction to and enter the following data:

Type **2** then press **Enter**.

Type **34** then press **Enter**

Type **1** then press **Enter**.

Type **18** then press **Enter**.

Press **Enter** Again to finish adding items.

Total Value of the Transaction = \$5.80

Amount tendered was \$10.00

Type 10.00 then press **Enter**.

Cash Drawer opens and the screen then displays a Change of \$4.20

Press **Enter** Again to finish Transaction.

Sample of a Completed Transaction :

COMPLETED TRANSACTION						Transaction #		0001
	Qty	Item	Description	Price	Amount	Number	Lane	Time
9.20	2	34	Hot Dogs	1.80	3.60			
9.20	1	18	Cappuccino	1.80	1.80			
Amount tendered					10.00			
Subtotal					5.80			
Change					4.20			
<b>A</b>	Add Transaction		<b>S</b>	Select Transaction		<b>V</b>	Void Transaction	
<b>O</b>	Order Transaction		<b>↑</b>	Previous Transaction		<b>P</b>	Pay for Order	
<b>C</b>	Change Details		<b>↓</b>	Next Transaction		<b>L</b>	Lane Call	
<b>E</b>	Edit Mode ON		<b>R</b>	Receipt Print		<b>Q</b>	Quit to Main Menu	

## Exercise 2

### ***Order Transaction***

This option allows the transaction of Cafe Items for customers who order from the counter, but will pay when the items are prepared.

An additional facility is to allocate the order to a particular Lane Number, or to a Table Number, and allow the customer to pay when the order is ready. This function will display the transaction number, the time it was made, and the lane or table number, if relevant, on the right side of the transaction screen. These will continue to be displayed until payment is executed.

Press [O]rder Transaction to display the following screen:

CAFÉ TRANSACTION		Transaction #	
		Number	Lane
This menu option will allow you to  enter transactions for the CAFE.  Please select the desired option  below.			
<b>CAFE ORDER : Leave blank if COUNTER sale.</b> <b>LANE ORDER : Enter the Lane number below.</b> <b>TABLE ORDER : Enter 'T' followed by the table number.</b>  <b>Enter the Lane number for order</b> <input type="text"/>			

Leave the Lane Number field blank to make this transaction an over the counter with no Lane or Table Number assigned.

Enter a Lane Number if this order is for a group of bowlers on a lane.

Enter a Table number, preceded with a T to make this order for a particular Table at the Café area.

In this case we will assume the order is for some bowlers on Lane 2.

Type **2** then ***Enter*** to specify Lane 2.

Fill out the details of the transaction as per Exercise 1.

Note that you do not have to enter the amount Tendered at this point as the Order Transaction option is designed to payment to be made after the food is prepared.

### Exercise 3

## *Changing Transaction Details*

Once the Order Transaction is completed, then it will appear on the outstanding transaction list on the right hand side of the screen. To add any details press [C]hange Details. Then enter the following data:

Type **2** then press **Enter**.

Type **5** then press **Enter**.

Type **1** then press **Enter**.

Type **45** then press **Enter**.

Press **Enter** Again to save order changes.

Press **Enter** Again to finish Transaction.

These two items have now been added to the total of the transaction and your screen should look like the following:

ADD ORDER			Lane Number 2		Transaction #			0002
Qty	Item	Description	Price	Amount	Number	Lane	Time	
9.20	2	34	Hot Dogs	1.80	3.60	0002	2	9.20
9.20	1	18	Cappuccino	1.80	1.80			
9.25	2	5	Coca Cola – Large	1.80	3.60			
9.25	1	45	Steak Sandwich	3.50	3.50			
Amount tendered					12.50			
Subtotal								
Change								
A	Add Transaction		S	Select Transaction		V	Void Transaction	
O	Order Transaction		↑	Previous Transaction		P	Pay for Order	
C	Change Details		↓	Next Transaction		L	Lane Call	
E	Edit Mode ON		R	Receipt Print		Q	Quit to Main Menu	

### Exercise 4

## *Pay Transaction*

Once the ordered food has been prepared, then you will need to take the money and complete the transaction.

Firstly highlight the appropriate transaction from the list on the Right Hand side of the screen using either the Arrow Keys or [S]elect Transaction. Now press [P]ay Transaction to bring the Cursor to the Amount Tendered Field.

Note: At this point you can add or change any item by selecting [C]hange Any Details

Add Transaction						Transaction #		0002	
	Qty	Item	Description	Price	Amount	Items List			
9.20	2	34	Hot Dogs	1.80	3.60	<b>1 Cold Drinks : -</b>			
9.20	1	18	Cappuccino	1.80	1.80	2			
9.25	2	5	Coca Cola – Large	1.80	3.60	3 Drinks - Small			
9.25	1	45	Steak Sandwich	3.50	3.50	4 Drinks -Medium			
						5 Drinks - Large			
						6 Milkshakes			
						7 Mineral Water			
						8 Apple Juice Lge			
						9 Drinks - Cans			
						10 Drinks - Juice			
						11 Lemonade			
						12 Powerade			
						13 Drinks - Other			
Amount tendered					<b>15.00</b>				
Subtotal					<b>12.50</b>				
Change					<b>2.50</b>				
<div style="display: flex; justify-content: space-between;"> <div> <b>D</b> Delete Last Item  <b>C</b> Change Any Details  <b>X</b> Cancel Copmplete Transaction            Leave Quantity Blank to complete this Transaction         </div> <div> <b>R</b> Remarks         </div> </div>									

This feature allows the entering of text in the transaction screen, and print the remarks on the receipt.

Type in the correct amount tendered. (Say \$15.00) and press **Enter**.

The Change Amount is displayed and the Cash Drawer Opens.

Press ***Enter*** to Complete the Transaction.

This transaction will now disappear from the outstanding transaction list as it is complete.

# CAFÉ PACKAGE – REFERENCE GUIDE

The list of available options from the Café Transaction Screen is as follows:

- C** This option allows the altering of any details prior to the transaction's completion.
- E** This option allows the voiding, viewing, or altering of any details of a transaction, after the transaction has been completed and removed from the Outstanding Order List. A password level may be set, if required by management, and is set from *Previous / Next Transaction View* field of the *Café Repair Menu* → *Password Setup* option of the Main Menu. This letter toggles the function ON / OFF.
- S** This option allows the selection of a specific transaction number, for any desired Action. With Edit Mode OFF, this function is limited to any Outstanding Orders.
- ↓** This option will highlight the last [ O ]rder displayed on the screen, and allow any [ C ]hanges or [ P ]ayment to be made. You can also use [S]elect Transaction.
- ↑** This option will highlight the previous [ O ]rder transaction, and allow [ C ]hanges or [ P ]ayment to be made. You can also use [S]elect Transaction.
- L** This option will send a screen message to a Lane from which an order was taken, as in the case of [ O ] above. The **standard** animated message will advise the Bowlers that the order is ready.
- V** This option allows the voiding of a transaction, however it will still be available for display on screen. A password will be required for this function.
- P** This option will allow a payment for an [ O ]rder Transaction to be made, after it has been selected by using [ S ]elect or [ ↓ ] / [ ↑ ]. When the order in question is displayed, [ C ]hanges may be made prior to payment.
- L** This option will transmit a standard message to a chosen Lane Screen, to notify the customers that their order is ready
- Q** This option will return the screen to the Cafe Master Menu

## CASH PAID OUT :

This item allows the recording of cash being taken out of the cash drawer for internal purposes, such as petty cash purchases, or cash refunds.

Each Cash Paid Out transaction will be printed at the time of the operation, and a password is required to activate this option. The Shift Report will display all relevant information for each Cash Paid Out item,

such as : (a) the name of the staff making the transaction, (b) the amount, (c) the name of the person receiving the cash, (d) details relating to the transaction.

In the case of change being **returned** from a purchase, a **second** Cash Paid Out transaction must be made, entering the amount of change as a **negative** amount (because it will be added to the cash in the drawer, after it had already been taken out ). These details will also be printed on the Shift Report, and the balance of the Cash Paid Out amount will be correctly deducted from the shift sales figures.

## ***CAFE SHIFT MENU :***

This item covers all aspects of a shift's operation, from the opening of the first morning shift to the closing off at the end of the day's trading, as well as **reprinting** Daily Reports for **any** day prior to the current one. The operations are identical to the Lane Control Point of Sale, so you may wish to review that Manual.

### **Open Shift**

Allows the opening of a shift and commence trading. No transactions can be made unless a shift is open, and there is no limit to the number of shifts that can be opened / closed in any one day.

### **Close Shift**

This option will close trading for the current shift, allow the entry of the shift's takings, and print a Shift Report.

**Note :** The banking ( shift's takings ) need not be entered at the time of closing the shift - it may be done through option 3.3, but a Shift Report will not be printed unless the banking amount is entered.

### **Enter Banking**

This option allows the entry of the previous shift's takings ( banking ) at anytime after the shift has been closed, and then print a Shift Report.

### **End of Day**

This option will combine all shifts' transactions for the day, and print a joint report displaying all details. This report must be printed **once only** each day, and may be printed either at the end of the night's trading, or prior to opening the first shift of the next day.

### **Previous Shift Report**

This option allows the re-printing of the previously closed shift, in the event that the original report may have been damaged or lost, or simply because more than one copy is required.

### **Current Shift Print**

This option will print the current shift's details prior to the shift being closed. It will therefore offer an operator the opportunity to check on the transactions and income traded during the shift before counting the cash and entering the banking figure. This function is password-protected, allowing the operator to monitor access to staff members.

### **Reprint End of Day**

This option allows the operator to reprint a Daily Report for any day prior to today, and it is password-protected.

**Note :** Daily Reports for previous days will be available only up to the date chosen by the operator to delete all unwanted daily figures ( see *Option 5.6* ).

### **Employee Details**

This option allows the operator to enter / edit / check details of all employees, and carries a high password requirement. This file is shared by Cafe Menu with Point Of Sale and League Menus, and contains details of all persons employed in the centre.

## ***CAFE MANAGEMENT MENU :***

This part of the Cafe Menu provides various reports on a weekly / monthly / yearly basis, indicating both the income and the quantities of all items sold for a chosen period. The reports will also provide Year to Date totals, and comparative figures with the same period in the previous year ( if available ). You must choose a date ( Week Ending ) for each report to be printed for, and it must be a Sunday. It would be advisable to familiarise yourself with the predetermined monthly dates ( *Option 5.1* ) and mark a calendar accordingly, to save time when printing reports, otherwise, when prompted for a date, pressing the [ Tab ] key will display a four-month calendar to assist you.

### **Weekly Takings**

#### **Weekly Quantity**

These reports will display all relevant income and quantities details for all Cafe Items as per the items setup, for any chosen week. Weekly Reports may be printed or re-printed at any time, but the chosen date must always be a Sunday.

## Monthly Takings

### Monthly Quantity

As in the case of the Weekly Reports above, the Monthly Takings and Quantity Reports will display all income and quantities sold for any one month, showing details of each week within that month ( 4 or 5 weeks ). The date chosen for the report printing must be a Sunday, and should match the predetermined monthly dates as displayed in Option 5.1

## Yearly Takings

### Yearly Quantity

These reports will display trading figures for all months up to your chosen dates, and commencing from either January or July, depending on your choice of calendar / fiscal year.

## Cafe Item List

This option will display or print a list of all your Cafe Items, as setup for your operation. If any items or prices are changed, it would be advisable to print an updated list, for all staff to note.

## ***CAFE REPAIR MENU :***

This area of the Cafe Menu covers all aspects of management control of your trading. It includes the setting / changing of sale items and prices, the facility to view all daily transactions made for a chosen day, or view / edit trading figures for any chosen Day or Week, and the facility to delete all unwanted daily trading details up to a chosen date.

### Cafe Months Setup

This option displays the predetermined starting date of each month for a given year, and also the number of weeks in each month. The purpose is to align the comparison between any month of this year and the corresponding month of last year, also for comparing this year to date with the previous year to date.

These dates are crucial for the correct printing of data according to a chosen period, and the Month Setup Dates must never be changed.

### Cafe Item Setup

This option will display the current Cafe Items with all relevant details, and will allow the addition of new items or the editing of existing items. Care must be taken with the deletion of an unwanted item, as any existing income and quantity relating to that item will be retained in the same item number line.

For this reason, all commands displayed at the bottom of the screen must be used correctly.



Note : Adding new items to the existing list, or simply changing a price will not affect reports, however, before any other changes are made to the existing items, a *Cafe Close Procedure* must be executed ( *Option 5.6* ).

The following commands, displayed at the bottom of the screen, must be used at all times that an item requires any change of status, and special care must be taken that prior to any radical changes to the Cafe Items Setup, the Cafe databases have been backed up to floppy disk ( see Option 7 ), and a Cafe Close Procedure has been executed up to today ( see Option 5.6 ).

- [H]elp Will display a brief explanation of each command
- Page Up Scroll up items.
- Page Down Scroll down items.
- [C]hange Use the Up/Down arrows to highlight the desired item, then press [C]. The item in question will be duplicated at the bottom of the screen, allowing the alteration of any details. Press the Enter key to the end of the line and the edited item will take its place on the list.
- [N]ew Pressing this key will make available a new blank item number for data entry. Note:- Maximum number of items is 99.
- [A]dvanced Will provide access to these commands:- [I]nsert, [D]elete, [M]ove, [J]oin. See Warning Below.

**Warning:** *Before using the insert, delete, join and move functions you must perform a **Café Close Procedure** right up to today's date, otherwise the financial data linked to the Point of Sale items will not be correctly transferred to the new item numbers. It would be advisable to make any of these major changes after end of trading or before trading time. The Join option may be used without a POS Close but it may take a long time to perform the operation.*

- [I]nsert Allows the operator to insert a new item immediately following the currently highlighted item.
- [D]elete Deletes the currently highlighted item. Note: Do not delete any item that has financial data, as any income or quantity amounts will not be deleted and be added to any new item taking the same number.
- [M]ove The move function transfers the currently highlighted item and prompts you to move the item at the new desired location.
- [J]oin Will delete a highlighted item but retain any income and quantity amounts and allows them to be joined to data from any other item. The prompts will guide you through this joining operation.
- [Q]uit Quit back to Café Item Setup

## Cafe Item List

This option will print your current Cafe Items List.

## Daily / Weekly Totals

This option will allow you to view / edit any Cafe Income or Quantity trading figures for any Day or Week, but will require a high password entry. If figures are changed, you will be prompted to action a Cafe Validation ( see Option 5.5 ). In the event of trading figures being changed for a Day, the Shift or Daily Reports will not change, if reprinted, for security reasons

## Café Validation

This function **must** be used after editing any Daily or Weekly figures for recalculation of Weekly & Monthly totals.

**Note :** The Validation should be done for both Last Year and This Year, and this function should also be used to repair any data corruption that may be displayed in the Weekly Reports.

## Café Close Procedure

This option will **delete all day files** from your Cafe database up to any date of your choice, but all Weekly, Monthly, Yearly information cannot be deleted. This procedure is designed to remove all unwanted day-by-day data, which will already have been included in the Weekly Reports, and should be executed every quarter, or even every month, if preferred. A Cafe Validation **must** be run after using this option, and as a security measure, you should backup your Cafe Databases prior to using this option

## Display Café Transactions

This option will allow the display of any Daily Cafe transactions made prior to today, but only up to the date of the last Cafe Close.

## Café Macro Setup

This option allows the setting up of multiple Café Point of Sale items (up to 3) to a single key stroke. Eg. Holiday Special of 1 Hot Dog, Fries and a Coke could be assigned to the Ctrl+F1 key.

A total of 48 function keys can be assigned these include:

[N]ormal	F1 - F12
[S]hift	Shift + F1 – F12
[C]ontrol	Ctrl + F1 – F12
[A]lternate	Alt + F1 – F12

All Function F1 to F12 could be assigned this Macro Function.

CAFE MACRO ITEMS SETUP										
Num	Description	Qty	Item	Price	Qty	Item	Price	Qty	Item	Price
1	Holiday Special	2	34	3.60	2	35	2.00	2	4	3.20
2										
3										
4										
5										
6										
7										
8										
9										
11										
12										
<p>The 12 Macros above can be activated in the POS by pressing F1 to F12</p> <p>Each macro may consist of up to 3 POS items.</p> <p>The price is multiplied by the item quantity. Example, Holiday special of 2 adult games (item 1) at \$2 each and 1 pair shoes (item 10) at \$1 is :</p>										
<u>Description</u>	<u>Qty</u>	<u>Item</u>	<u>Price</u>	<u>Qty</u>	<u>Item</u>	<u>Price</u>				
HOLIDAY SPECIAL	2	1	\$4.00	1	10	\$1.00				
SHIFT + FUNCTION KEYS SETUP										

The above example consists of the following:

Holiday Special:    2 Hot Dogs (Item 34) at \$1.80 each  
                               2 Hot Chips (Item 35) at \$1.00 each  
                               2 Medium Postmix (Item 4) at \$1.60 each

**Handy Hint:** Before assigning POS Macro keys, it is a good idea to have a printed POS item list handy with a description of each POS item number.

**Note:** Function keys can be to a single POS item in the POS item setup. These function keys have priority over the POS macro keys. Avoid, if possible setting up conflicting POS Shortcut keys.

**Note:** The Price entered into the Price Column must be the Total Price for however many of that item that will be included, not the unit price for each item.

## CAFÉ BACKUPS :

This option allows the copying of all Cafe Databases to a floppy disk. Ideally, it should be executed on the same day each week, and is best done prior to start, or after ending trading. This function should be used weekly, as a safety precaution in preventing the loss of valuable trading figures. The prompts on screen will guide you through this operation.

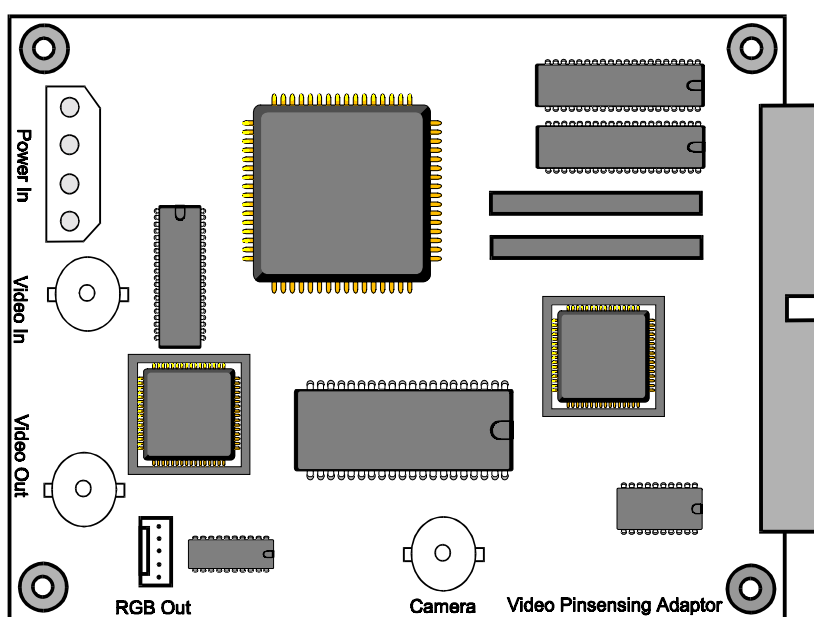
You should have at least four sets of backup disks, and each week the oldest backup disk is reused. It is advisable that the disks be re-formatted from time to time to verify their data integrity.

# Chapter J

## ***AUTOMATIC SCORING***

### **GETTING STARTED**

The Video Pinsensing Adaptor (VPA) is an optional expansion Printed Circuit Board (PCB) that plugs into the expansion port of the Main PCB, the Enhanced Colour Terminal Card (ECT). The VPA card has a two functions. Firstly it interprets a Video Signal from a Closed Circuit TV Camera mounted on the Lane Capping between the two lanes. This Camera is a Charged Coupled Device (CCD) and simultaneously views the Pins on both lanes and this video picture is interpreted by the VPA to determine the score on each lane, without any bowler input. The second function of the VPA is to take a second video signal from a Video Cassette Recorder, which gives Computer Score a Television reception capability. For the Cabling layout of the VPA and the remainder of the system, see The Hardware Installation Diagrams.



The VPA is designed to be Autonomous in the adjustment and configuration ready to score. It automatically finds each pin on the lane, so the user does not have to assign a pin number to any pin. It also automatically adjusts to light variations over time to account for day and night time conditions.

The VPA also tracks the operation of the Pin Setter, *with no connection to the machine* to determine whether the Pin Spotter is on first or second ball. Thus stopping the Scoring and the Pin Spotters from becoming out of step.

# AUTOMATIC PINSENSING - WORKBOOK

## *Configuring the VPA*

Once the VPA and the remainder of the system has been installed by Computer Score. The VPA must be configured before automatic operation can begin and is usually performed by Computer Score at the time of installation but may need to be repeated in case a where camera is moved. This step may also have to be repeated where lighting conditions, machine operation or machine condition is altered.

**Note:** In order to configure the VPA, both lanes of the pair must be on with 10 pins standing on both lanes.

The configuration screen for the VPA is accessed through [S]etup in the Control Lanes program. The following screen is then presented to the operator.

LANE CONTROL																
Lane Number	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>
Automatic Y/N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Ball Detector	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Foul Enabled	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Frame Sync	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
[C]hange Setup, [A]rrows Setup, [G]ames, [V]PA, [Q]uit ?																

- Automatic Y/N:** This line sets individual lanes to Semi Automatic or Fully Automatic scoring.
- Ball Detector:** This line turns Ball Detection On or Off. Ball Detection (as opposed to light ball triggering) stops wrong scores from being displayed when no ball is bowled and the machine cycle button is pushed.
- Foul Enabled:** This line appears only when the Pinspotter foul units are connected to the Computer Score System. Individual lanes can be enabled or disabled.
- Frame Sync:** The VPA has the ability to distinguish between First and Second ball by the operation of the Pinspotter. This means that if a situation occurs where the Scoring is on second ball and the Pinspotter is on first Ball the next score is overwritten as the first ball, thus synchronising the Scoring and the Pinspotter quickly.

For more information on [A]rrows Setup see: *Lane Control: Manual B*

After pressing [V]PA, the operator is asked a series of questions:

**Configure Pinsensor From Lane**

The first lane to be configured.

**To Lane**

The last lane to be configured.

**Configure Lane \_ to Lane \_ [Y]es, [N]o, [A]dvanced? Y/N/A?**

Confirmation to Continue. A summary of the Take Data time delays are also displayed at the bottom of the screen. [A]dvanced takes the user into an additional section where the camera Take Data time delay is set and viewing of the results can be requested. After [A]dvanced is selected, the time delays for all lanes are displayed.

**Time Delay**

This is amount of time the Camera will wait, after seeing the Rake, before taking the score. If this time is set too short, then late pin fall will affect score accuracy. If it is too long, then the pins will be swept away first on second ball cycle. This value is usually set at 95. If the score displays a spare instead of the correct second ball score, reduce the time delay.

**View Results on Lane Monitor? Y/N?**

The usual answer is No. However if the answer is Yes, then a simplified picture of what the CCD camera views is displayed on the odd lane of the pair being configured.

After answering these questions, the configuration process begins, and is automatic from the operator's point of view. The **Y** is removed from the Automatic line on the Setup screen, and a few moments later it is either replaced by another **Y** or a code a help with troubleshooting.

Note: A "1" signifies that there is no Video signal coming into the VPA. A "0" signifies that the VPA Camera is not adjusted properly.

# AUTOMATIC SCORING - TROUBLE SHOOTING

## *A Pair of Lanes Stops Scoring Completely*

1. Check to make sure that Automatic Scoring is not disabled at the lane itself. If the option that allows this to occur is set in General Parameters, then the Scoring can be disabled from Help Option 7 “*Scoring Options*” and by pressing **D** at that point. A sign then appears to notify the bowler that manual scoring is selected. This sign will reappear every time the Help system is used.
2. Check whether either or both lanes are not set Semi Automatic with a **N** in the [S]etup screen in Control Lanes.
3. Reconfigure the VPA for that pair of lanes. Make sure there are 10 pins on both lanes and both pit lights are on. If a **Y** appears at the end of the configuration process, then the VPA has accepted the configuration and scoring should be able to be continued. If both lanes stopped scoring completely then it is likely that a 1 may appear as a configuration result. This means that there is no Video signal coming in to the VPA.
4. Check the CCD camera to make sure that the Red LED light at the front of the Camera is on. Check that the DC power plug is in and that there is 12 Volts at that plug. If there is power at the plug and the light is off, the Camera is probably not functioning and could be checked by using a Video Cassette Recorder to tape the camera’s output signal and play through a normal TV.  
Note: Camera output is NTSC (American) Standard.
5. If there is no power at the DC plug, check connections at the plug and at the Overhead Display Unit. Also check that power output from the Computer Power Supply located in the unit is correct.
6. Reconfigure VPA to confirm if investigations have found the fault.
7. Contact Computer Score Support Staff if fault continues.

## *Lanes Do Not Score the Correct Number of Pins*

1. Reconfigure the VPA
2. If a **Y** appears as a result for the appropriate lane, then the problem should be fixed and scoring can continue. If this is the case, the Camera has probably been bumped.
3. If a 0 appears in the results for the VPA, then the VPA has not accepted the Video signal that is coming from the Camera. Reconfigure the VPA again and answer **Y** to display the simplified picture on the Overhead Display Unit. You should be able to count ten vertical lines above each pin. If two pins are merged into one on the screen, then the VPA cannot distinguish between the two. Check Camera Focus and Aperture and Machine spotting accuracy.
4. Possible reasons for a failed result include:
  - Either or both lanes don’t have a full set of 10 pins.
  - One or both Pit Lights are off, too dull or of different light qualities. Recommended Fluorescent Tube model is Tri Phosphorus
  - Extraneous light streaming onto the lane from a window or open door.
  - Oils streaks on the Curtain. These appear shiny to the Camera and must be eliminated.
  - Dust or grime on the Lens
  - No white strip on either or both Rakes
  - Focus or Aperture of the Lens has been moved
  - Damage to the neck area of the pin
  - Old or Dirty Pins with dull surface

- Curtain too Shiny / without a Matte finish.
5. If the configuration is performed OK and incorrect scores are occurring on the second ball score only, then a possible fault could be with the Pinspotter's fingers. If the fingers of the machine are worn, then the machine can pick up the pins no longer straight up and down. When the pin is put down again it is put down in a slightly off spot position. The pin is no longer where the VPA expects it to be and so it can be "lost". This problem can happen with any machine type but is most common with Brunswick machines. The problem can often be seen where there is a large amount of wobble when pins are set down ready for second ball.

### ***VPA Gives Wrong Scores on Second Ball Only***

If the VPA configures OK but consistently gives incorrect scores on the second ball, then the most likely problem is that the time delay for pin action is set too long. The rake is already wiping out the pins when the time delay runs out and the Camera takes the score. Press **P** for Pindication on the Scoring Console to confirm. If the time delay is too long, the head pin and possibly the 2 and 3 pin could be missing.

Reconfigure the VPA and shorten the time delay. Also check the Pin Spotter's second ball time delay operation. If possible make sure that the two machines in each pair work on approximately the same length time delay.

Another possible cause for this fault is that the sweep may be incorrectly adjusted. Check sweep adjustment, especially whether the clearance above the pin deck is correct throughout its cycle. *Machine operation must be consistent and to the manufactures specifications for correct camera operation.*

### ***Second Ball Scores are Overwritten as First Ball***

This is a failure of the Frame Sync feature and can be confirmed by disabling the Frame Sync for the appropriate lanes. Check the aperture and focus settings for the Camera. Also check the quality of the Fluorescent tubes in the Pit Lights.



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# Appendix

## Hardware Installation Diagrams