

Center Command

Version 5

Operations Manual

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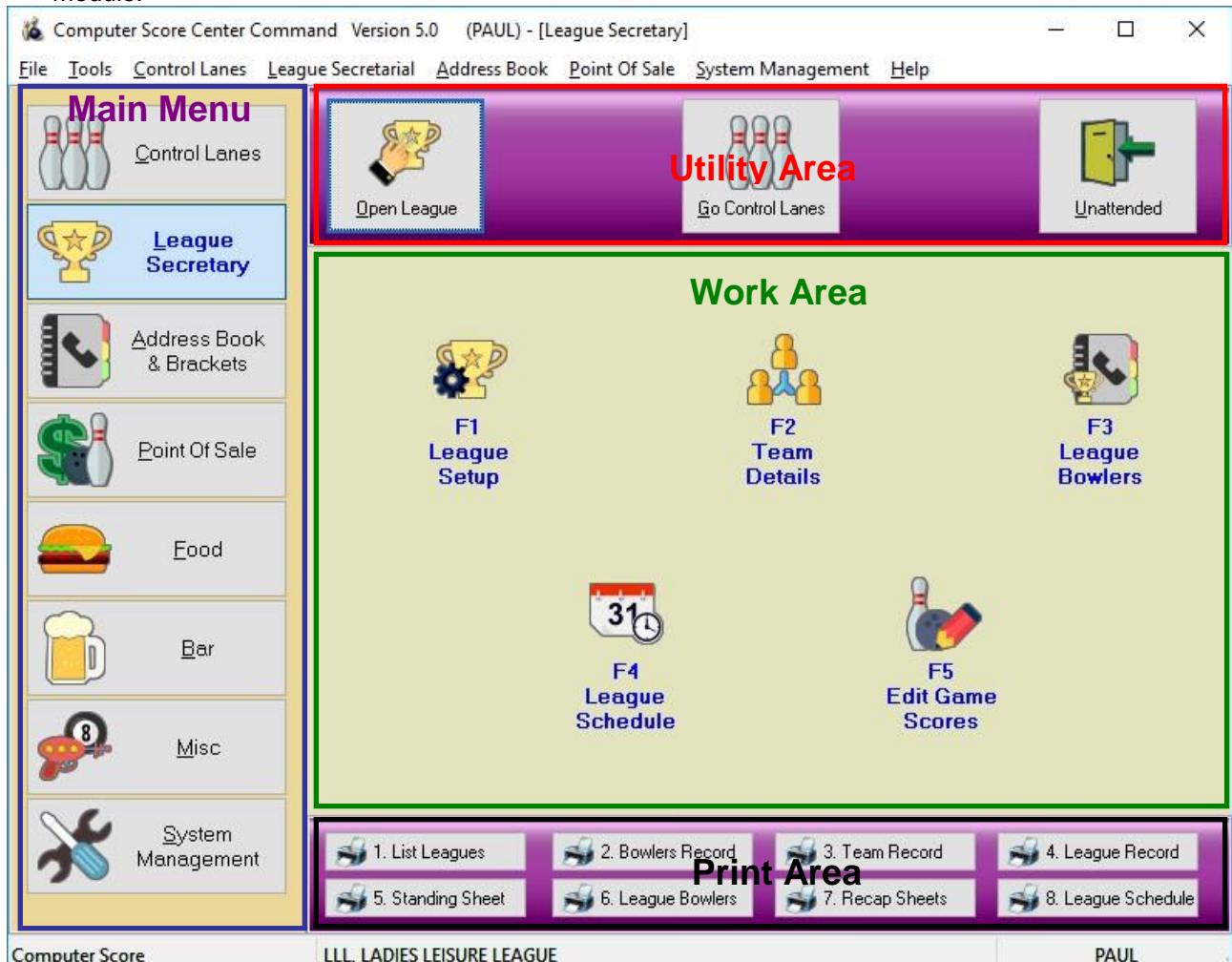
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Overview

Overview of Computer Score Center Command

The Center Command Navigation Menu has 4 main areas:

- Main Menu Area - Located on the left-hand side, which relate to different modules of the Center Command Software. Selecting the League Secretary Menu Item, for example, will display all the relevant icons relating to league secretarial work.
- Utility Area – Located on the top of the program and includes a button that opens a league to work with (Open League), a shortcut to launch Control Lanes, and an Unattended button that should be pressed when you leave your workstation. This prevents the cash drawer from being opened without password entry. Additional buttons include Backup and Restore and a Repair button that can be seen from the System Management main menu.
- Work Area – Located in the central section of Center Command and its buttons will enable access to every area of a specific module, for example, from League Secretary you can set-up, add or edit information for any Leagues, Teams, Bowlers and Game Scores.
- Print Area – Located on the bottom of the screen and has various buttons for printing reports relating to a specific module, such as Standing Sheets, Bowler and Team Record Cards from the League Secretary module.



The Center Command menu has been designed for easy navigation and can be accessed by using a mouse or the keyboard (and touch screen if supplied). When using the keyboard, the operator is able to press the underlined letter in the Main Menu and Utility Area. Additionally, an operator can press the corresponding function keys (F1, F2 etc) to operate a function in the Work Area or by pressing a numerical key to operate the corresponding button in the Print Area.

Main Menu functions (if modules installed)



The Control Lanes Main Menu allows the operator to *Open and Close Shifts*, *Enter Banking* and print *Shift* or *End of Day Reports*. Additional report types include meter readings or audit reports

The League Secretary Menu allows an operator to create a new *League* or manage an existing *League*. The operator is able to modify the *League Setup*, *Team Details* and *Bowler's Names and Addresses* as well as editing *Game Scores*. The operator is also able to view and print a *List of Leagues*, *League Recap* and *Record sheets*, *Team* and *Individual Record Cards* as well as *Standing Sheets*.

The Address Book Menu allows the operator to manage the *address book*, add or edit *Mailing Lists* and contain *Brackets and Sweepers*. Other various report options include viewing *Absent Bowlers* for chosen weeks, *Bowler Notes* that allow staff to communicate about bowler information.

The Point of Sale Menu allows the operator to set-up or change prices for items, edit previous day's transactions (*General Manager access only*), and manage *Lockers* and *Deposits*. The various print options include *Financial Reports*, *Macro Reports*, *Pro Shop Stock* and *Deposit Information*.

The Food, Bar and Misc Menu allows the operator to access various report types that are also seen in the Point of Sale Menu. All buttons in this Menu act in the same manner as can be seen from Control Lanes Menu or Point of Sale Menu. To launch the *Café*, *Bar* or *Misc* program, simply click on the *Café*, *Bar* or *Misc* button in the *Utility Area*.

The System Management Menu is used to enter *Employee Details* including *Password* and *Security levels*. The set-up and configuration of *Computer Command* and *Lane Scoring* is modified in the *Control Setup* option. The operator is also able to modify and set-up *Awards* for their particular country or congress.

Note: These menus will only be available if the relevant software modules have been installed on your system.

This manual will assume that all modules and buttons have been enabled on the system. The operator may notice that some modules or buttons are not visible on the screen, this is because that these features have become disabled.

Center Command Task Management

The Center Command Menu works in a similar way to the Windows Desktop. The operator will notice when *Computer Score* has been launched that is displayed on the taskbar at the bottom of the screen. The program can be minimised and maximised just like any other Windows application.

Launching a menu item from Center Command such as *F2 Team Details* from the League Secretary Menu will create a new Windows task. When launching *F2 Team Details* the operator will notice that will appear on the task bar at the bottom of the screen. This function can also be minimised and maximised like any other Windows application.

By minimising *F2 Team Details*, Center Command is revealed again and will allow for any other menu option, such as *F4 League Schedule* to be run. An operator can switch between these two tasks by selecting the appropriate caption on the task bar.

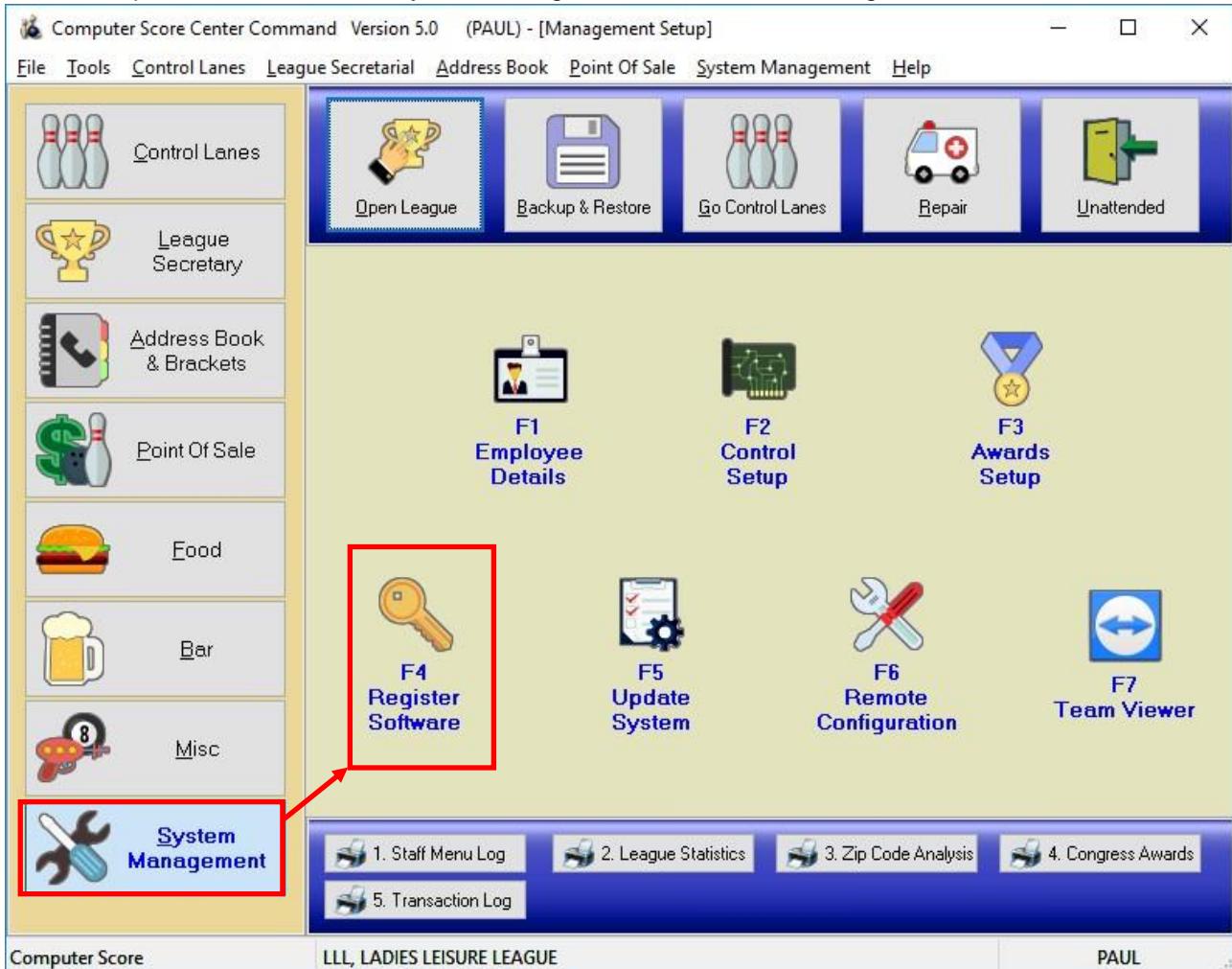
It is recommended that when operating multiple tasks that the operator checks the task bar to see if a task has already been opened instead of opening the same task a second time. The operator is still able to run the same task multiple times, however, Computer Score does not recommend using this method as a database may become corrupted in the process.

Enable Modules

The Enable features screen allows the operator to simplify the appearance of Control Lanes and Computer Score by hiding features that aren't used by the centre. This will decrease confusion of unnecessary buttons and will allow operators to operate Control Lanes with greater ease.

By default, all modules and buttons are enabled. To disable (or re-enable) a feature, simply follow these easy steps:

1. In Computer Score, under the *System Management* menu, select *F4 Register Software*



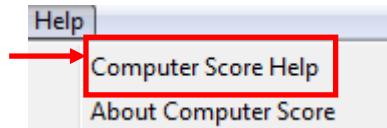
2. Press the Enable Features button from the bottom of the screen
3. Enter a 4 digit PIN number provided to the operator by Computer Score support staff and press enter on the keyboard
4. Enter the 4 digit number beside the each required option to re-enable or disable the feature
5. Select OK when finished
6. The operator will now have to close down Control Lanes and Computer Score on all computers and re-launch both computers to apply the changes.

Note: All pin numbers will change based on the current date. A pin number that is provided to the operator today would not enable access for tomorrow.

Center Command Help System

Center Command includes an extensive on-line help system that is easily activated from anywhere within the software modules. There are 3 methods to activate the Help system.

Method 1: By using your mouse, click on Help that is located on the Menu Bar at the top of the screen and then click *Computer Score Help*. The help system is now available for use. Alternatively, the operator can press Alt+H on the keyboard and select *Computer Score Help* by using the down arrow on your keypad and hitting enter when selected.



Method 2: *Help* can be found on the bottom of the screen of each software module with Center Command, such as *F1 League Set-up* that can be found in the *League Secretary Menu*. By pressing on the *Help* menu, the system will automatically take the operator to the corresponding section relating to the specific module.



Method 3: The *Help* system can also be launched when the operator has opened any task. When pressing F1, the help system will be launched directing the operator to the corresponding section relating to the specific module or data field that an operator may be in.

A screenshot of the Center Command help system. At the top, there are tabs: 'Contents' (selected), 'Index', 'Search', and 'Favorites'. Below the tabs is a tree view of help topics. The 'Contents' tree shows the following structure:

- Welcome
- Main Menu
- Open League
 - Go Control Lanes
 - Unattended Mode
 - Control Menu
- League Secretary Menu
- Address Book & Brackets Menu
- Point Of Sale Menu
- Food, Bar & Misc Menus
- System Management Menu
- Miscellaneous Questions

If for some reason the system does not take the operator to the information that they required help on, then the operator should click on the index tab from within the *Help* menu and type in a keyword that relates to the topic that help is required. If the operator is still unable to locate the required information then the operator should select the search tab and type in a keyword relating to the information that is required. If both searches do not show any matches, then the operator should select another keyword.

If the operator finds particular information useful then bookmark the particular topic for future references. By selecting the *Favourites* tab and then selecting Add from the bottom of the screen, the system will automatically add the particular search criteria to the *Favourites* tab; this will allow quick reference by any operator to locate the required information.

System Start Up and Shut down Procedure

Start up Procedure

The following procedure outlines how to properly start up a center's system based on the hardware available. Skip the step if the hardware is not available in the center.



1. Switch on the UPS (Uninterrupted Power Supply)

Supplies battery backup power to a NAS Drive and the master computer. The UPS can also supply power for the master computer's monitor, receipt printer and the scoresheet network printer. If the UPS is not turned on, the items connected to it will not turn on.

2. Switch on the NAS Device (Network Attached Storage)

Contains all networking and center command software in order to operate the system. The operator should wait for the NAS to fully load before continuing the next step.
(Approx 2-3 minutes)



3. Turn on the master computer

The system loads any programs in order to run additional modules such as automatic bumpers or AMF 82-90 Interface. This is where the main operation of Control Lanes occurs.



4. Turn on additional computers located throughout the center.

Additional computers include backup, café or bar etc.

5. Turn on the upper monitors and machines

The upper monitors control the scoring hardware and the display the automatic scoring. The scoring hardware will have also acquired an IP Address, which is needed for the hardware to be fully responsive from commands initiated from control.



Shut down procedure

The following procedure outlines how to properly shut down a center's system based on the hardware available. Skip the step if the hardware is not available in the center.

1. Turn off the upper monitors and machines

The machines should now be non-responsive to any commands initiated by control. Additionally, there should be no display on the upper monitors



2. Turn off all computers except the master computer

Additional computers include the café, bar, backup or office computers.



3. Turn off the master computer

The master computer controls additional modules that aren't located in the Computer Score Command Center.



4. Turn off the NAS

As soon as the light on the NAS turns off, it will then be safe to continue the next step.

Important: Do not continue the next step unless the green power light on the NAS has been changed to orange indicating that the device has turned off.

5. Turn off the UPS

Once the UPS is off it will then be completely safe to switch off the circuit breakers that control any computers or networked printers.



On the Lanes

Lane Monitor Icons

On the top of each lane monitor grids there are little icons informing bowlers and staff the current status of the machine operation. Below are explanations of each icon and at what times the icons will appear.

No Tap		Play Mode		Game Packages	
These icons will be displayed beside the name of each player.		These icons are displayed at the top left of the grid.		Only one of these icons can be displayed at any one time.	
	Indicates that the bowler is playing 6 No Tap.		Indicates that the machine is turned off but the grids are displayed ready for names		Indicates that the lane is playing Odds and Evens
	Indicates that the bowler is playing 7 No Tap.		Indicates that the lane is in practice mode. Automatic scoring will not be triggered		Indicates that the lane is playing 3-6-9
	Indicates that the bowler is playing 8 No Tap.		Indicates that the lane is bowling on the left lane only		Indicates that the lane is playing casino bowling
	Indicates that the bowler is playing 9 No Tap.		Indicates that the lane is bowling on the right lane only		Indicates that the lane is playing a 5 Frame Game
	Indicates that the bowler is playing 7 Exact No Tap.		Indicates that a lane is bowling on both lanes in a pair		Indicates that the lane is playing 1 ball per frame
	Indicates that the bowler is playing 8 Exact No Tap.		Indicates that the machine is turned on.		Indicates that the lane is playing pick-a-card
Miscellaneous Icons: These icons do not fit into the other categories					Indicates that the lane is playing red pin.
	Indicates that the bowler has automatic bumpers enabled				



Stand Alone Play

Computer Score scoring systems are designed to be fully operational in stand-alone mode, even when the lanes aren't networked to the optional system management computers.

Note: Stand Alone mode is where the scoring unit is not connected to control via the network. These steps are **not** applicable when the system is connected to control.

To start bowling in stand-alone mode, simply follow these easy steps:

1. At the initial screen, enter the names of players wanting to bowl on the lane. Press the **Enter** Button to go to the next name.
2. Once all names have been entered, press the **Play** Button to start the game.



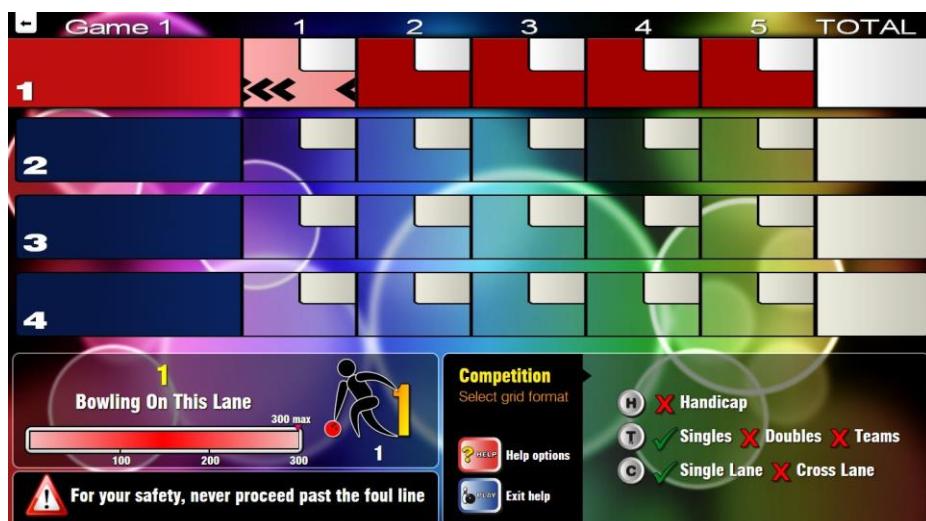
3. If the group would like to play in a competition format, press **Help** then **7 Scoring Options** on the player's keypad.
For this example, the lane has selected to play in competition format with 4 people on a lane.
4. Simply press the corresponding letter on the player's keypad to initiate the competition format required.
5. Press **Play** once the format required has been specified.

Note: Notice how the screen says "Lanes Offline" Icon at the top of the grid. This will mean that there is no communication between the lanes and control. The scoring unit will not receive any commands sent from control. If the system is installed in a residential setting and the lanes are permanently not connected to Control, then this will not be present.

6. Bowling will continue as per normal and the game will end in the same fashion as a 'Pay After' with no games specified.

Note: If the game is required to be ended during the middle of the game press **End of Game** on the player's keypad, this is present options allowing you to continue on the existing game by pressing **Clear**, start a new game by pressing **Play**, or finish bowling by pressing **End of Game** again.

Note: Once an Offline lane has been ended, that lane cannot be recovered or a scoresheet printed. It is crucial that scores are written down by an independent source to verify scores have been bowled (if a competition).



Control Lanes

Overview of Control Lanes

Control Lanes consist of two sections:

Lane Status: The lane status section uses most of the display and consists of all lanes displayed in pairs. From this display, the operator can tell if a lane is in use, how many games has been purchased for a particular lane, how many frames have been bowled so far, and what time a particular lane is due to finish.

Control Buttons: These buttons are located at the bottom of Control Lanes. There are up to 8 groups of buttons that can be seen depending on the modules installed on your system.



F1 START



The *F1 Start* tab is the default tab of the Control Buttons. When Control Lanes has been launched the operator will notice that the *F1 Start* tab will already be displayed. Most operations relating to lane operation will refer to the *F1 Start* tab. The *F1 Start* tab consists of 3 groups:

Start Lanes

- **Start Open Play** – Allows the operator to start bowlers in ‘Pre-Paid Mode’
- **Start Pay After** – Allows the operator to start bowlers in ‘Post-Paid Mode’
- **Start League** – Allows the operator to start a League

Other Transactions

- **Booking Sheet** – Where the main operation of taking bookings occur
- **Other Trans** – Where miscellaneous transactions can occur
- **League Transact** – Where the operator transacts games played for league
- **Pay After Transact** – Where the operator transacts games for ‘Post-Paid Mode’

Lane Action

- **End Lane** – Allows the operator to abandon a particular lane or lanes
- **Recover Lane** – Allows the operator to ‘recover’ a particular lane or lanes for reuse
- **Work Shop** – Allows the operator to place a particular lane or lanes as out of use
- **Print Scores** – Allows the operator to print out scores for a particular lane or bowler
- **Name Entry** – Allows the operator to enter names for a particular lane
- **View Lanes** – Allows the operator to edit scores for a particular lane

F2 PLAY MODE



The *F2 Play Mode* tab is where the operator controls the lane's behaviour. Additional features are allocating handicap boxes or displaying a team's scoregrid. The *F2 Play Mode* tab consists of 3 groups

Play Mode

- **Single Lane** – The selected lane will turn on the machine when names have been entered and allow the group to bowl on their allocated lane only
- **Cross Lane** – The selected lane or pair of lanes will turn on the machines when names have been entered and allow the group to bowl on the allocated pair of lanes only
- **Auto Start** – Enables the selected lane or pair of lanes onto practice and after a set amount of time, turns the machines onto Cross Lane play mode
- **Practice** – Turns the selected lane's machines on but will not generate a score
- **Grids Only** – The selected lane's machine will not be turned on and scoring will be enabled

Print Scoresheets

- **Yes Print** – The selected lane will automatically print a scoresheet after play has finished
- **No Print** – The selected lane will not automatically print a scoresheet after play has finished

Grid Format

- **Singles Grid** – Separates each grid so each player is a single
- **Doubles Grid** – Places a group of 2 bowlers' grid together and displays the total for the two players
- **Teams Grids** – Groups the bowlers on the lanes together and displays the total pinfall for all bowlers
- **Scratch** – The bowlers do not have an option of entering a handicap
- **HCP** – Allows the operator or bowler to enter handicaps for those bowlers on the lane.
- **Default Lineup** – Allows the operator to enter names in one button press from Control

F3 GAMES



The *F3 Games* tab allows the operator to specify a particular game package to be played on the lanes. A No Tap game may be played at the same time as a Games Package. The games tab consists of 1 group, however can be separated into 2 sections: Click on the Options button to swap between the two different sections.

No Tap

- **None** – Turns off all No Tap and Games Packages
- **6 No Tap** – Bowl 6 or more and score a strike!
- **7 No Tap** – Bowl 7 or more and score a strike!
- **7 Exact No Tap** – Bowl 7 pins down only and score a strike!
- **8 No Tap** – Bowl 8 or more and score a strike!
- **8 Exact No Tap** – Bowl 8 pins down only and score a strike!
- **9 No Tap** – Bowl 9 pins down and score a strike!
- **Spare = Strike** – Any Spare score is automatically corrected to be a Strike score.

Games

- **Casino** – Bowl a strike (or a spare) and have a chance of winning a prize
- **Red Pin** – Bowl a strike on the frame where red pin appears to win a prize
- **Odds & Evens** – Bowl an odd number of pins and score a spare, bowl an even amount of pins and score a strike
- **Pick A Card** – Bowl a strike (or spare) and pick a card. A 1 in 3 chance of winning!
- **Five Frame** – Short game limited to from frames. No bonus ball in the 5th frame
- **Single Shot** – Each frame only has one ball. Only first ball score is used for scoring. Strike is only 10 pins, no bonus scoring.
- **10 Pin Strike** – A simple, pinfall only format, where a Strike counts for 10 pins and so does a spare. There are no bonus pins to wait for.
- **30 Pin Strike** – Another simple, pinfall only format which gives advantage for bowling a strike. Strikes are worth 30 pins and spares are worth 20. Again there is no waiting for next balls to be bowled.
- **Bingo** – Use your first ball score to mark off 9 tiles over two games. If you can cross off all tiles, you win a prize.
- **3 6 9** – In the 3rd, 6th and 9th frame the system will automatically score a strike
- **Double Frame** – Each player bowls two frames instead of the usual one before the next bowlers takes their shot. This format is most commonly used in tournaments.
- **Best Frame** – This format is unusual. It is like a best ball in golf. A 2 scoregrid screen is shown, but it is NOT player 1 vs player 2. Each player takes turns to bowl the first attempt for each consecutive frame. A mixture of each person's frame scores are used to make up the best possible result and the other score is used to make the worst possible result.

F4 MOVE



The *F4 Move* tab relates to specific functions of moving games or lanes. The *F4 Move* tab consists of 3 groups:

Move / Transfer Games.

- **Lanes Move** – Allows the operator to move one group of bowlers from one lane to another
- **Games Transfer** – Allows the operator to move games from one lane to another
- **Bowlers Transfer** – Allows the operator to transfer bowlers from one lane to another

Shuffle Lanes

- **Odd & Even** – Ability to move a group of lanes in the following manner – odd lanes move to the left, even lanes move to the right
- **Next Pair** – Ability to move a group of lanes to the next pair on the right hand side

Change Arrows

- **Change Arrow** – Allows the operator to change the arrow direction for lanes that are in cross lane mode

F5 MESSAGES



The *F5 Messages* tab relates to what is displayed on the upper monitors or the operator's workstation. The *F5 Messages* tab consists of 4 groups:

Change Monitor Display

- **All Video** – Sets the display of the selected lanes to display Video or TV
- **All Message** – Sets the display of the selected lanes to display stored messages
- **Odd Video** – Sets the display of the selected lanes to display Video or TV on the Odd Lanes only
- **Even Video** – Sets the display of the selected lanes to display Video or TV on the Even Lanes only

Lane Monitor Message

- **Lane Message** – Sends an animated message to the selected lane
- **Lane Cafe Call** – Alerts a lane that a café order is ready and waiting at the café
- **Casino Wins** – Displays on control the winners (and losers) of any games package played

View Results

- **High Games** – Displays the High Game for each lane as well as any 200 games bowled
- **All Games** – Displays All Games for selected lanes as well as any 200 games bowled

Language

- **Change Language** – Sets the language of the help menus on the lanes for the current group only. The default language is set from the configuration screen on the lanes.

F6 POS



The *F6 POS* tab relates to specific functions that will create Point of Sale transactions. The *F6 POS* tab can be separated into 3 different groups:

Other POS Functions

- Cash Paid Out** – Ability to make a transaction to pay for items using the money in the cash draw
- Pay Account** – Used when bowlers are wanting to pay for any amounts owing on their account
- Other Trans** – Where miscellaneous transactions can occur
- View Trans** – Ability to view previous transactions for the current day
- Cash Drop** – Allows the user to make a cash banking entry in the middle of a shift
- EFTPOS Cash Out** – Used when a customer requests to withdraw cash from their debit card (optional)

Lockers & Deposits

- Rent Locker** – Where renting, re-renting and vacating lockers takes place
- Deposits** – Allows the operator to enter a deposit for a lane booking or pro shop orders
- Enter Meters** – Where the operator enters the current or previous days meter readings
- Sell Stock** – Where the ability to sell stock and place pro-shop stock on lay away

Shift Functions

- Open Shift** – Where the operator is able to open a shift
- Banking Entry** – Where the operator is able to enter the shift's takings
- Close Shift** – Where the operator is able to close a shift
- End Of Day** – Where the operator is able to close the day and prevent further transactions

F7 OVERRIDES



Keyboards

- **Lock Keyboard** – Restrict bowler's area keypad entry
- **Keyboard Unlock** – Allows full access to the players area keypad

Ball Speed

- **Ball Speed On** – Enables ball speed for open play bowling (will not be enabled if it has been permanently disabled in Center Setup)
- **Ball Speed Off** – Disables ball speed display for open bowling

Bumper Lanes

- **Lower Bumpers** – Lowers bumpers and prevents automatic raising of the bumpers
- **Raise Bumpers** – Raises bumpers and prevents automatic lowering of the bumpers
- **Bumpers Auto** – Allows the bumpers to automatically lower and raise
- **Bumper Entry** – Ability to enable automatic bumpers for particular bowlers

Cycle Lane

- **Cycle Lane** – Ability to cycle a lane from control
- **Machines On & Off** – Ability to turn a lane on and off from control

Shutdown

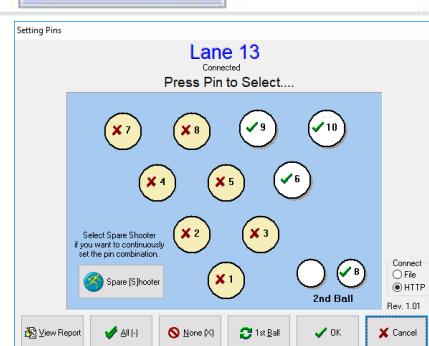
- **Shut Down Machines and Bumpers** – Turns off all machines in the center (based on machine settings) and raises all bumpers.

F8 Set Pins



Reset Pins

Reset Pins – Allows the operator to re-spot pins easily without mechanic assistance



Icons located on Control Lanes

If 'Display Booking Icons on Control Lanes' have been enabled in the Control Setup screen, the operator will notice that there will be small icons located on each lane when applicable. These icons will appear for various reasons as explained below:

Booking Icons	League Icons	Waiting Icons			
	A booking is due to start in 45 – 60 minutes		A league is due to start in 45 – 60 minutes		A paid booking is due to start on an available lane. <i>This icon will remain on Control Lanes until this booking has been placed on the lanes or the booking has become voided</i>
	A booking is due to start in 30 – 45 minutes		A league is due to start in 30 – 45 minutes		A paid booking is waiting to be placed on the next available lane
	A booking is due to start in 10 – 30 minutes		A league is due to start in 10 – 30 minutes		
	A booking is due to start in less than 10 minutes		A league is due to start in less than 10 minutes		
	A booking is due to start <i>This icon will remain on Control Lanes until the booking has been started or the booking has become voided</i>		A league is due to start <i>This icon will remain on Control Lanes up to 30 minutes after the league was due to start or when more than half the league has been placed on the lanes</i>		
	A booking has been delayed by less than 10 minutes		A league has been delayed by less than 10 minutes		
	A booking has been delayed by more than 10 minutes		A league has been delayed by more than 10 minutes		

Additionally, other various icons can also be seen on the booking sheet. These icons are listed in priority on how they will appear on the booking sheet. These icons are placed on the booking sheet for various reasons as explained below:

Booking Icons					
	Bookings are over booked		Booking can start now		Birthday Party Type Booking
	Booking is being delayed		Booking cannot start yet		Corporate Type Booking
	Booking is running late		Walk-in		Disabled Type Booking
	Booking has lane specified		League		Group Type Booking
	Booking has comments		Recurring Booking		Phone Type Booking
	Booking uses multiple lanes		Booking has a deposit		Schools Type Booking

Control Lane Colors

The are several standard colors that can be seen on the Control Lanes status screen. These colors indicate to the operator the current mode of which the lane is operating in. Any color not displayed below indicates that the lane has a league placed on it. As league colors can be changed in League Set-up, the color description will not be explained below.

 1 2	 1 2	 1 2	 1 2	 1 2
Blue colored lanes indicates that the pair of lanes is currently in Single Lane Mode Only and has been pre-paid.	Tan colored lanes indicate that the pair of lanes is in a form of league mode for open play.	Orange colored lanes indicate that the lane is in To Pay mode – (Games still unpaid)	Purple colored lanes indicate that the lane is in Time Bowling Mode	Red colored lanes indicate that a machine technician is using the lanes.

Shift and End of Day Procedures

The following procedures are recommendations and are used by most centers. However, procedures may be changed to suit a center's policy.

All steps presume that the operator has launched Control Lanes.

Opening Shift 1 – Day Shift

In order for any Point of Sale transactions to be made a shift must first be opened.

Note: If a shift is not opened, the system will not allow any transactions to occur.

To open a shift, simply follow these easy steps:

1. Select Open Shift from the F6 POS tab or press F6 then the letter 'I' (eye) on the keyboard



2. Enter a password as prompted and then press OK

The shift has now been opened and transactions can now be made

Transition between shifts – Closing Shift 1 and Opening Shift 2 (Night Shift)

The transitions between shifts should be made as quickly as possible.

To close a shift, simply follow these easy steps:

1. Select Close Shift from the F6 POS tab or press F6 then the letter 'C' on the keyboard



2. Enter a password as prompted and then press OK
3. Now open the shift by following the Open Shift procedure above.

Remember: Transactions cannot be made if a shift is not open!

Hint: To make the transition between shifts as smooth as possible, it is recommended that Shift 1 operators prepare a cash float for shift 2. The float should have enough cash and notes to allow Shift 2 to operate normally from the moment the shift has been opened. The float should be counted towards shift 1's banking.

as shift 2 operators should replace this float as soon as sufficient cash has been taken. For example, 10 x \$50 should replace a \$500 float.

Entering Banking – For Shift 1

Banking for Shift 1 can be entered at any time while Shift 2 is opened. Computer Score recommends entering banking as soon as the banking for Shift 1 is known.

Note: Remember to include the float provided for Shift 2 in Shift 1's banking.

Note: Do not include any cash drop amounts in this banking figure. Banking is what is in the cash drawer now.

To enter banking for Shift 1, simply follow these easy steps:

1. Select Banking Entry from the *F6 POS* tab or press F6 then the letter 'B' on your keyboard



2. Enter a password as prompted
3. Enter the cash and/or card banking for Shift 1 and then select OK
4. If the banking has been entered incorrectly select Retry or select Yes if correct

Note: The system will now print off a shift report for Shift 1's trading. However, if the operator's security level does not fulfil the level required to view a Previous Shift Report then the system will not print Shift 1's report.

Close Shift 2

Shift 2 is generally the last shift before end of trading for the day.

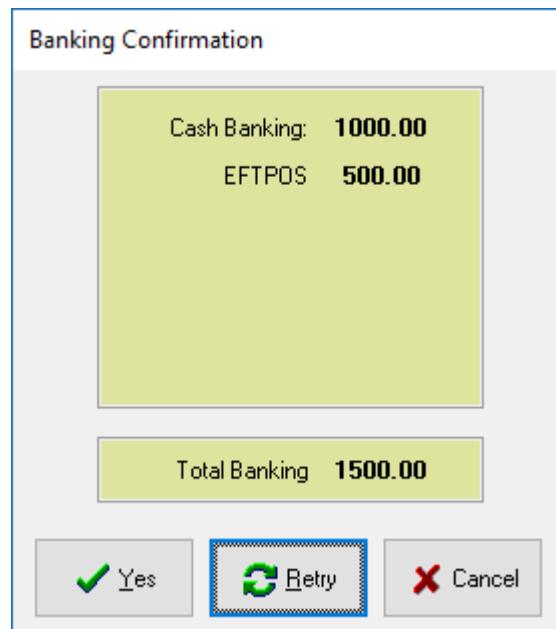
1. Select Close Shift from *F6 POS* tab.
2. Enter a password as prompted and select OK

Remember: Transactions can no longer be made, as a shift is no longer open!

Enter Banking – Shift 2

1. Select Banking Entry from *F6 POS* tab.
2. Enter a password as prompted and select OK
3. Enter the cash and/or card takings for Shift 2 and then select OK
4. If the banking has been entered incorrectly select Retry or select Yes if correct

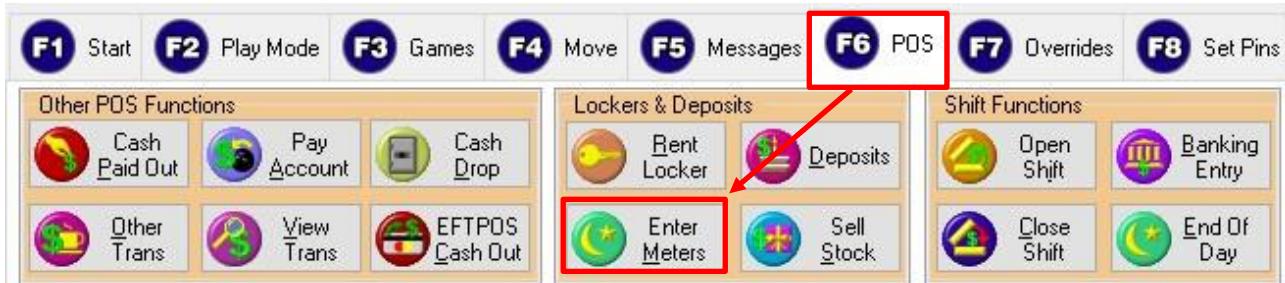
Note: The system will now print off a shift report for Shift 2's trading. However, if the operator's security level does not fulfil the level required to view a Previous Shift Report then the system will not print Shift 2's report.



Enter Meter Readings (if module installed)

To Enter Meter Readings for the day, simply follow these easy steps:

1. Select Enter Meters from the F6 POS tab or select F6 then the letter 'M' on the keyboard



2. Ensure that the Meter Reading Date is correct
3. Now select Edit from the buttons located at the bottom of the screen
4. Enter **the last 4 digits** of the meters for the corresponding lane
5. Select OK when all meters have been entered for each lane

To view or print out a Meter Reading Report, simply follow these easy steps:

1. Select Reports then Meter Reading Report from the menu bar at the top of screen
2. Select the day that requires being viewed or printed then select View or Print

The screenshot shows a 'Meter Readings' report window. At the top, there's a 'Meter Date' dropdown set to '16/04/2018'. Below it is a table with 16 rows, each representing a lane with its corresponding meter reading. The bottom of the window has three buttons: 'OK', 'Edit', and 'Cancel'.

Lane	Meter Reading
1	7015
2	3746
3	9741
4	7070
5	1046
6	6089
7	370
8	4467
9	152
10	7972
11	860
12	8865
13	8881
14	5638
15	2770
16	2253

Note: By entering the Control Lanes main menu in the Computer Score program, the operator can perform the entire End of Shift and Day procedures.

Note: It is recommended to enter meters before an End of Day Close has been performed. This allows the system to report metered games and percentage against paid games on the End of Day Report.

End of Day Close – End of Trading

Once Shifts 1 and 2 have been completed, banking has been entered for all shifts and the day's trading has been completed, the operator will now need to finalise the day by performing an End of Day Close.

To perform an End of Day close, simply follow these easy steps:

1. Select End of Day from F6 POS tab or select F6 then the letter 'E' on the keyboard



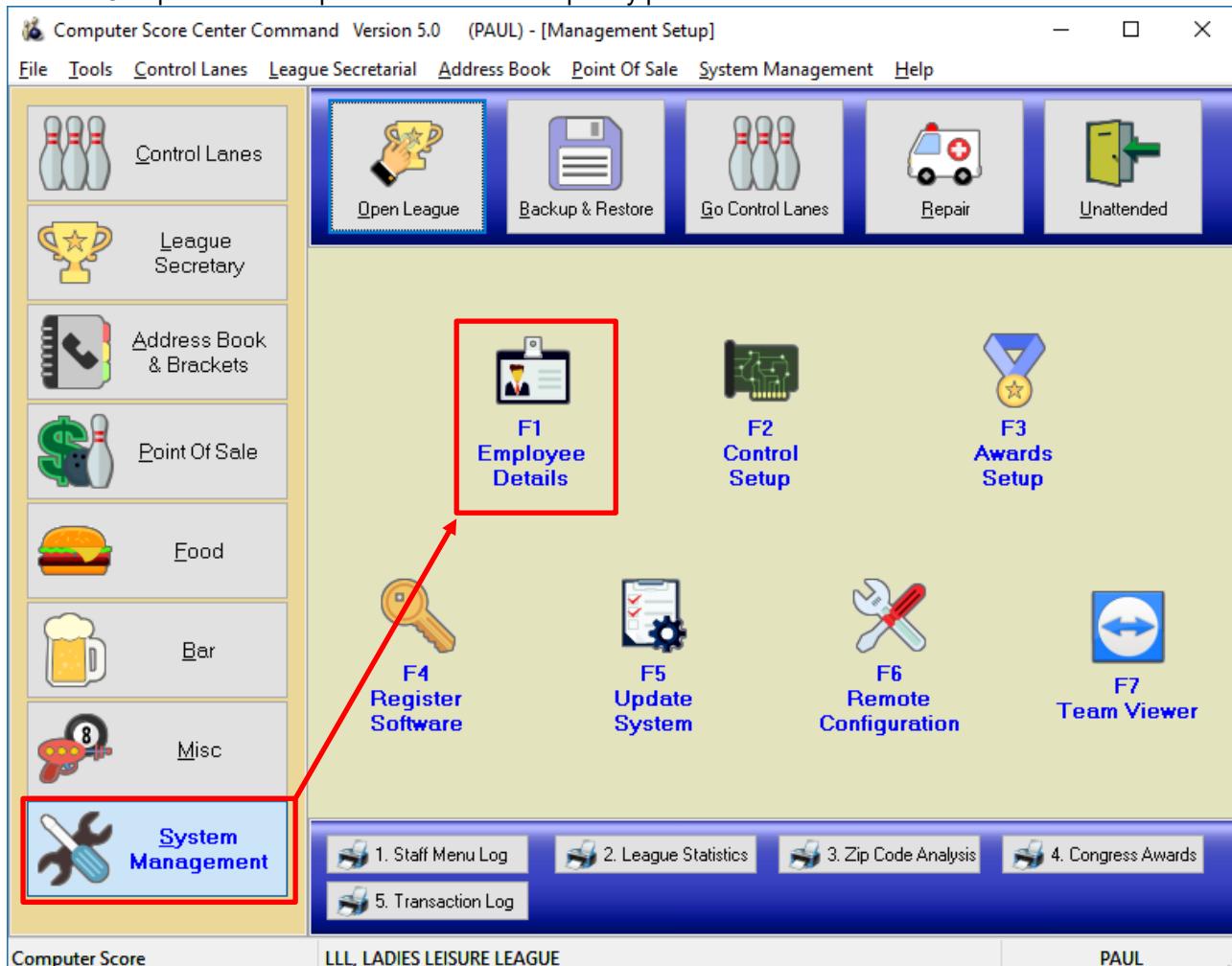
Enter a password as prompted and select OK
The End of Day report will now be printed.

Getting Started

Setting up Employees and System Access

The first task in operating the system after initial set-up is to create the center's employees and their access level.

The operator can enter the center's employees' details by entering *F1 Employee Details* that is located in the *System Management Menu*. The system may ask the operator for a password, if this is the case, contact the center's Computer Score representative for a temporary password.



Note: By default, no employees are entered into the system. When there are no employees set, then all system security will be turned off until an employee is entered.

Adding an Employee

To add an employee, click on the Add button. The data entry fields are now blank and the screen has turned blue to indicate that the current screen is now able to have data edited.

The screenshot shows the 'Employee Details' window with a blue background, indicating it's in edit mode. The window contains the following data:

Last Name:	Score	Staff Number:	11
First Name:	Computer	Employment Started:	25/08/2006
Common Name:	COMSC	Sex:	Male
Birth Date:	27/12/85	Date Finished:	25/08/2006
Home Address:	1/40 Machinery Drive	Password:	*****
	South Tweed Heads	Retype:	*****
	New South Wales	Password Changed:	28/08/2017
Phone:	+61 7 55244786	ZIP:	2486
Postal Address:	As Above	Enabled	
		<input checked="" type="checkbox"/> Main	<input checked="" type="checkbox"/> Cafe
		<input checked="" type="checkbox"/> Bar	<input checked="" type="checkbox"/> Misc
		Access	
		<input type="radio"/>	No Access
		<input type="radio"/>	Console Operator
		<input type="radio"/>	Shift Manager
		<input type="radio"/>	Office Attendant
		<input type="radio"/>	General Manager
		<input checked="" type="radio"/>	System Access

At the bottom, there is a toolbar with the following buttons: Staff (11 of 28), Help, Prev, Next, Find, Add, Delete, Edit (highlighted in blue), Cancel, and OK.

Note: You will notice that when the Edit button on any screen is pressed, the current screen will turn blue. This indicates that most fields on the current screen can now be modified. This is so screens are not accidentally changed when using a touch screen.

The operator should enter as many details that they have on hand relating to the employee. When entering a password for the new employee and the employee is not available, Computer Score recommends entering the employee's birth date or initials. This password should be changed when the employee is available to select his or her own password.

Once the operator has entered all employees' details including a password and has selected appropriate system access, then the operator should save these details by clicking on OK. The operator will now see that the screen is now no longer blue and all buttons have become enabled.

To make any changes to an employee, the operator should select Edit and the operator will notice that the screen will now turn blue, which will allow the ability to edit any details as required. To edit an employee that is not seen on the screen, the operator should select the Find button first and select OK when selected.

Note: Computer Score and Control Lanes have been designed so that using a touch screen, a mouse or a keyboard can easily operate them. If any one of these three peripherals break down, both programs can still be used, however it is recommended to replace the broken item as soon as possible to allow for easier operation.

System Access Levels

When nominating a level of access of an employee, the operator should decide what role the new employee will play in the center. There are six levels of access that an employee can have:

No Access

A *No Access* level employee is only able to create transactions. The employee will be able to Log On to Control Lanes, however the employee will not be able to log in to any part of Computer Score. The only part of Computer Score that a *No Access* employee will be able to access will be those modules within a work area of which another employee has logged into. This level of access is useful as a staff directory for those employees who may be employed in other areas of the center's operation, such as Technical or Building Maintenance.

Console Operator

A *Console Operator* is classed as an assistant to the *Shift Manager* and handles basic *Center Command* functions in *Control Lanes* and the *League Secretary* Menu. A console operator employee does not usually open or close shifts, nor handles delicate cash control functions, such as voids.

Shift Manager

A *Shift Manager* is responsible for opening or closing shifts, entering banking figures and all *Control Lanes*' operation. A *Shift Manager* does not generally have any access to any cash management reports or access to *System Management* options. A *Shift Manager* also has greater access to additional programs than a *Console Operator* will.

Office Attendant

An *Office Attendant* is the employee who generally assists the *General Manager* in editing *Point of Sale* figures or is able to view critical *Financial Reports* such as *Macro* and *Transaction Reports*.

General Manager

A *General Manager* has access to all activated programs in *Control Lanes* and *Computer Score* unless a program's access level has been modified to *System Access*.

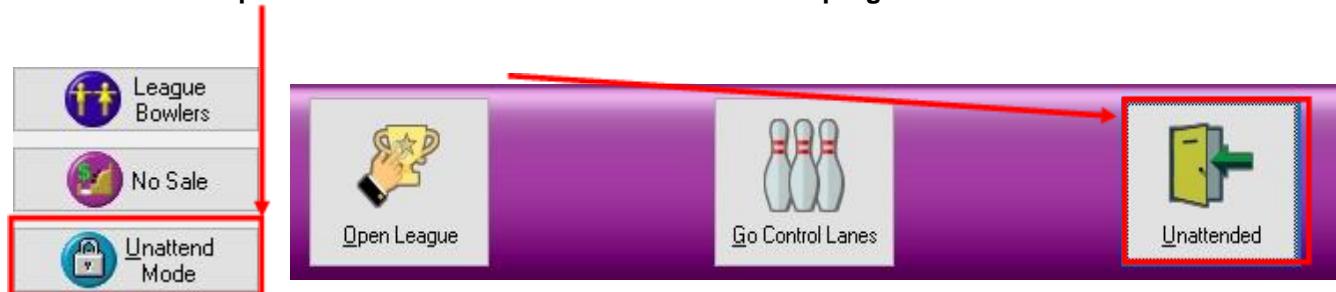
System Access

System Access should only be assigned to the employee named as 'Computer Score'. Computer Score technical staff will create this user to assist in the initial training stages. It is recommended that a *General Manager* delete this employee once training has ceased.

Unattended Mode:

The Unattended Mode button can be found in both the Main Menu and the Control Lanes screen. Employees should press the *Unattended* button at any stage when leaving the workstation for any period of time. This will log out the current operator and a password must be entered before additional work can be done.

Unattended Mode prevents unauthorised access to the selected programs and the cash draw.



Employee Password

A screenshot of a 'Employee Password' dialog box. At the top is a power icon with the text 'Turn Pinspotters to Standby'. Below is a field labeled 'Please Type Your Password' containing five black dots. A 'Change Password' button is below the field. The central part is a numeric keypad grid with numbers 7, 8, 9 in the top row; 4, 5, 6 in the second; 1, 2, 3 in the third; and 0, C in the bottom. An 'ENTER' button is at the bottom right of the grid. At the bottom are three buttons: 'OK' with a checkmark, 'Notes' with a document icon, and 'Cancel' with a red X.

Change Password:

An employee does have the option of changing their password once they have correctly typed their password in the field.

Setting Program Access Levels

Individual Modules

Each module in *Computer Score's Main Menu* has an option to change the security level of each module. As an example, *League Setup* (*League Secretary > F1*) requires a *Shift Manager* access level to view and edit league settings.

To edit a security level, follow these easy steps:

1. Click the *Unattended* button located in *Computer Score* and enter a password that has a *General Manager* or *System Access* level
2. Hover the mouse over the desired module and right-click the mouse
3. Select *Security*
4. Select the desired access level for the selected module and click *OK*
5. The system has now set the desired security access level for the module



Note: When reinstalling or upgrading the *Center Command* software, any changes made to the access levels will be reset back to the default settings. If any changes are made to the access levels, it is recommended to take note and repeat the above steps after reinstalling or upgrading.

Control Lane Operations

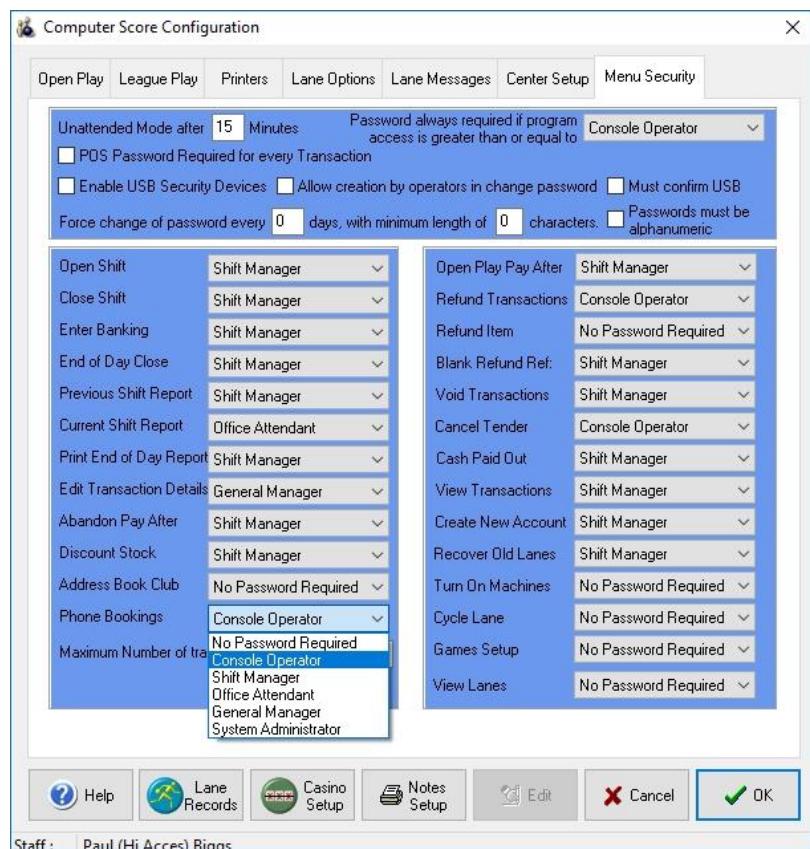
There are several modules in Control Lanes that have password levels set within *Control Setup* screen located in the *System Management Menu*.

To modify these settings set within Control Setup, follow these easy steps:

1. Select *F2 Control Setup* located in the *System Management Menu*
2. Select the *Menu Security* tab
3. Click *Edit*
4. Select a drop down arrow to change a security level of a particular action and select the desired security level
5. Click *OK* then *Exit* when finished

Note: Only an operator who has a system access level of *General Manager* or higher will be able to enter the *Menu Security* tab.

There are other settings in this tab that can also be modified if required. The functions of these settings can be explained in *Computer Score's Online Help*.



Let's Bowl!

Open Play Bowling (Point of Sale Module Disabled)

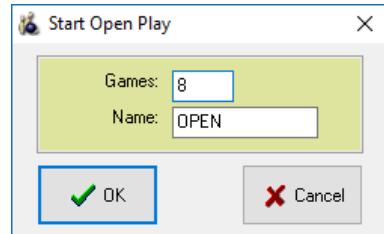
Launch Control Lanes from the Computer Score Utility Menu to start bowling by selecting Go Control Lanes or by simply pressing 'C' or 'G' on the keyboard.

In this example, a group of 4 bowlers have entered the center wanting to play 2 games each.

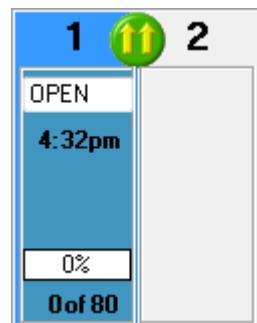
1. Select the desired lane that the group would like to start on
2. Now select Start Open Play, which is located under the *F1 Start* tab



3. As there are 4 people playing 2 games each; the total will equal 8 games. Enter '8' next to the games' field and then press OK when finished
4. Enter a postcode for the group and select OK when entered (optional)



5. The Name Entry field will now appear. Enter the requested names for the group. As there are only four people then only 4 names should be entered (optional)
6. If Automatic bumpers have been enabled, then select which individual bowlers will have automatic bumpers enabled for them. Select OK when finished (optional)
7. You will now notice that the *Lane Status* screen will indicate the lane is due to finish in approximately 80 minutes. The screen will also show the current amount of frames bowled against the amount of frames that have been purchased. Additionally, the screen will also show that the lane has been placed as *Single Lane* and will also show that this lane has been started as *OPEN* play

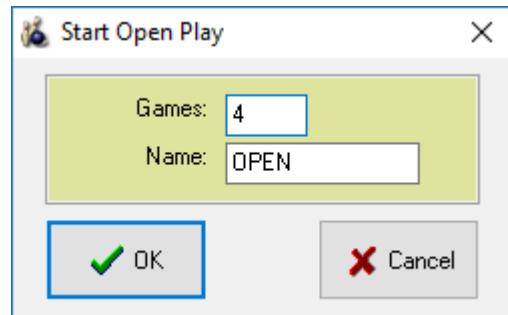


Adding Extra Games to a Lane that has already commenced bowling

The group of 4 on the previous page would like to play an additional game each, simply follow these easy steps to easily add extra games to this lane.

Follow these easy steps to add extra games to a lane that has commenced bowling:

1. Select the lane that extra games will be added to and then select Start Open Play
2. Enter 4 in the games field as there are 4 people playing an extra game each
3. The operator will now notice that the amount of frames added has now been increased accordingly and the percentage completed has been adjusted.

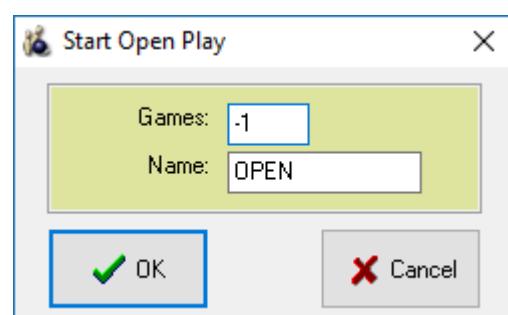


Removing Games after a Refund

A bowler from the previous group has decided that they no longer want to bowl their third game and would like a refund. The operator has completed a refund from a separate Point of Sale program, so the games will now have to be removed from *Control Lanes*.

Simply follow these easy steps to remove games after a refund has been completed:

1. Select the lane that a game will be refunded from and then select Start Open Play
2. In the games' field, enter '-' followed by the amount of games that are to be removed. Press OK when finished
3. The operator will now notice that the amount of frames removed has been decreased accordingly and the percentage completed has been adjusted



Open Play Bowling (Point of Sale Module Enabled)

Launch Control Lanes from the Computer Score Utility Menu to start bowling by selecting Go Control Lanes or by simply pressing 'G' on the keyboard.

In this example, a group of 2 bowlers have entered the center wanting to play 2 games each.

To start this group on the lanes, simply follow these easy steps:

1. Select the desired lane that the group would like to start on
2. Now select Start Open Play, which is located under the *F1 Start* tab



This will now open the main Point of Sale screen relating to Open Play. **At this stage, all macros and departments should already be set up and all staff should be familiar with the center's pricing structure.**

3. Select the appropriate macro or macros on the left-hand side to tally the amount of games required for the group
4. The total cost of bowling for this group can be seen near the bottom right of the screen
5. Click on the Payment button or press the enter key to enter the amount tendered
6. Enter the amount tendered and then select the Finish button. On the keyboard the operator may also press the enter button twice to get the desired result
7. Enter a postcode from where the group has come from (optional)
8. The Name Entry field will now appear. Enter the requested names for the group. As there are only two people then only 2 names should be entered (optional)
9. If Automatic bumpers have been enabled then select which individual bowlers will have automatic bumpers enabled for them. Select OK when finished (optional)
10. You will now notice that the *Lane Status* screen will indicate the lane is due to finish in approximately 80 minutes. The screen will also show the current amount of frames bowled against the amount of frames that have been purchased. Additionally, the screen will also show that the lane has been placed as *Single Lane* and will also show that this lane has been started as *OPEN* play

Computer Score Point of Sale (Version 5.0) > Start Open Play

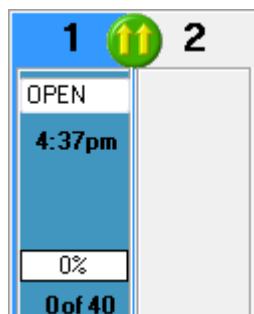
QTY	ITEM	DESCRIPTION	PRICE	AMOUNT
2	1	Adult 2 Games \$19.50	9.15	18.30
1	33	SOCIAL SHOES	1.20	1.20
2	2	Jun/Pen 2Games\$18.50	8.65	17.30
1	33	SOCIAL SHOES	1.20	1.20

Lane Number: 1

Total: 38.00
Cash: _____
Card: _____
Account: _____
Change: _____
Account Amount:
Name: _____

Scan Loyalty Number Manual Barcode Entry

Lane 1 Computer Score Transaction # Date Monday, November 13 Time 01:06pm



In this example, 4 people have entered the center and would like to play 2 games but pay separately.

To start this group, simply follow these easy steps:

1. Select a lane that the group would like to start on
2. Now select Start Open Play, which is located under the *F1 Start Tab*
3. Select the appropriate macro or macros on the left-hand side to tally the required amount of games for a **single** person.
4. Click on the payment button or press the enter key to enter the amount tendered

The screenshot shows the 'Amount Tendered' screen. On the left, there's a grid of cash denominations: \$100, \$50, \$20, \$10, and \$5. To the right, the total amount is listed as 38.00. Below the total, there are four payment method options: 'Exact Cash' (50.00), 'Card' (empty), 'Card' (empty), and 'Account' (empty). Underneath these, it says 'Cash Out' and 'Change: 12.00'. At the bottom, there's a 'Lane: 1' field, a 'Print Receipts' section with buttons for 'No Receipt', '1 Receipt', '2 Receipts', and 'Kitchen Receipt', and a row of buttons for 'Finish', 'Add More' (which is highlighted with a red box), and 'Cancel'.

5. Enter the amount tendered and then select the Add More button. On the keyboard the operator may also press the letter M to get the desired result
6. The system will remain in the same screen, but will place '=' characters underneath the last transaction made. Repeat the above steps to perform additional transactions
7. When all transactions have been completed, press the Finish button where the screen displays the transaction summary
8. Enter a postcode from where the group has come from (optional)
9. The Name Entry field will now appear. (optional) Enter the requested names for the group. As there are only four people, then only 4 names should be entered (optional)
10. If future transactions need to be made after bowling has commenced then follow the instructions below in **Adding Games to a lane that has already commenced bowling**

QTY	ITEM	DESCRIPTION	PRICE	AMOUNT
2	1	Adult 2 Games \$19.50	9.15	18.30
1	33	SOCIAL SHOES	1.20	1.20
2	2	Jun/Pen 2Games\$18.50	8.65	17.30
1	33	SOCIAL SHOES	1.20	1.20
==	==	=====	=====	=====
2	1	Adult 2 Games \$19.50	9.15	18.30
1	33	SOCIAL SHOES	1.20	1.20
2	2	Jun/Pen 2Games\$18.50	8.65	17.30
1	33	SOCIAL SHOES	1.20	1.20

Adding Extra Games to a lane that has already commenced bowling

The group of 4 on the previous page would like to play an additional game each.

Simply follow these easy steps to easily add extra games to this lane:

1. Select the lane that extra games will be added to and then select Start Open Play

Note: This screen will list all previous transactions added to this group

2. In the main Point of Sale screen select Add Games, which is located on the top right side of the screen
3. The operator will now notice that the macros and departments on the left-hand side have now become visible and therefore another transaction can now be made. Select the appropriate macro to transact the amount of games required
4. Click on the payment button or press the enter key to enter the amount tendered
5. Enter the amount tendered and then select the Finish button. On the keyboard the operator may also press the enter button twice to get the desired result.



Refunding a purchased game

A bowler from the previous group has decided that they no longer want to bowl their third game and would like a refund.

Simply follow these easy steps to easily refund a game from a lane:

1. Select the lane that a game will be refunded from and then select Start Open Play
2. In the main Point of Sale screen select the transaction that will be refunded and then select Refund Transaction
3. The operator will notice that the system has now automatically filled in the transaction as per the selected transaction but with negative values.
4. The operator can now choose to add a replacement game to that transaction or process the refund. In this example we will process the refund.
5. Click the Payment button or press the enter key to complete the transaction

Note: The system would have automatically filled out the transaction that the refund is referencing to.

6. The system will now prompt for a password. Based on the security level for *Refund Transactions*, the operator may or may not have access to refund the transaction. Enter a password and then select OK
7. The operator must type a reason for the refund of at least two words, once the reason has been typed then press OK.
8. Select whether the refund will be refunded by cash, card or an account. The operator will also have the option to print a number of receipts and then finish the transaction. For the purpose of this example, select Finish
9. The operator will now notice that the amount of frames purchased has now been decreased accordingly and the percentage completed has been adjusted

Note: If the operator were to view the previous transaction where the refund occurred, the operator will notice that the operator's name and the reason entered have appeared. This remark is to inform other operators who has made the refund and for what reason.

QTY	ITEM	DESCRIPTION	PRICE	AMOUNT
-2	2	Jun/Pen 2 Games	7.30	-14.60
-1	33	SOCIAL SHOES	1.35	-1.35
		REFUND BY:		
		Administrator Access		

In this example, a group of 8 bowlers have entered the center wanting to play 2 games each.

Computer Score recommends that any more than 6 bowlers in a group are split over 2 lanes, as this will prevent the bowlers from becoming bored while waiting for their next frame to commence

To start this group of 8 bowlers on the lanes, simply follow these easy steps:

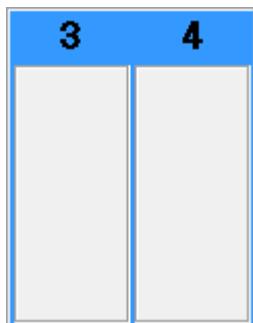
1. Select the desired **pair of lanes** that the group would like to start on by selecting the starting lane of the group and then the lane that is at the end of the desired group of lanes.

Note: Any number of lanes can be selected by the above method

2. Now select Start Open Play from under the *F1 Start* tab
3. The main Point of Sale screen will now be displayed. Select the appropriate macro or macros to tally the amount of games required for this group. The total amount of games transacted should tally 16 (8 people x 2 games each)
4. Click the Payment button or press the enter key to complete the transaction
5. A new form will now appear displaying a summary from the previous transaction. This will provide the user with additional options to print an amount of receipts, or finish the transaction. For the purpose of this example, select Finish

The operator will now notice that the 16 games (160 frames) have been split evenly across the two selected lanes to give 80 frames on each lane.

The group is now ready to start bowling; however the bowler name entry screen has not appeared. As this group is split across 2 lanes, the Name Entry Screen will not automatically appear (if enabled).



Entering Names from Control Lanes

To enter names for a group, simply follow these easy steps:

1. Select the lane that names are to be entered and then select Name Entry that is located under the *F1 Start* tab
2. Notice that the cursor is currently located in Player 1. The operator can now immediately enter a name for Player 1
3. To enter a name for Player 2 move the mouse and click in the field corresponding to Player 2 or simply press either the tab or enter key on the keyboard
4. The operator can also specify which players will have automatic bumpers enabled. Select the corresponding player's button or press the corresponding function key relating to the bowler that would like bumpers enabled
5. Once all names have been entered for the particular lane then click OK or press the enter key
6. The operator will now notice that the names entered will be displayed on the upper monitors

Hint: The operator can also use the above method to change names from a particular lane for social play bowling.

Bowler Name Entry			
Group Name:	Desired Start Time:	Start Lane:	
OPEN	12:29:46 PM	4	
Number of players is 8			
Bumpers	Name	Bumpers	Name
F1	PLAYER1	F6	
F2	PLAYER2	F7	
F3	PLAYER3	F8	
F4	PLAYER4	F9	
F5		F10	
Click on Button or press Function Key to enable Automatic Bumpers for corresponding Bowler.			
Add from Address Book	Default Lineup	All Bumpers	Livescores Email
OK	Bowler Photos	Cancel	

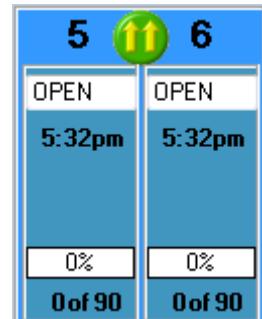
In this example, a group of 9 bowlers have entered the center wanting to bowl 2 games each.

To start this group of 9 bowlers on the lanes, simply follow these easy steps:

1. Select the desired **pair of lanes** that the group would like to start. Select the starting lane of the group and then select the lane that is at the end of the desired group of lanes ensuring that both lanes are highlighted
2. Now select Start Open Play which is located under the *F1 Start* tab
3. The main Point of Sale screen will now be displayed. Select the appropriate macro or macros to tally the amount of games required for this group. The total amount of games transacted should tally 18 (9 people x 2 games each)
4. Click the Payment button or press the enter key to complete the transaction
5. A new form will now appear displaying a summary from the previous transaction. This will provide the user with additional options to print an amount of receipts, add another transaction or finish the transaction. For the purpose of this example, select Finish

The operator will now notice that the 18 games (180 frames) have been split across the two selected lanes to give 90 frames on each lane.

As the system only knows that there are a total of 18 games purchased and do not know the amount of players bowling, the above calculation is presumed correct. The operator will now need to move one game from a lane to another.



Moving games from one lane to another lane

To move games from one lane to another lane, simply follow these easy steps:

1. Select the lane that a game will be removed from
2. Now select the *F4 Move* tab and then the Games Transfer button or simply press '*F4 then G*' on the keyboard



3. Enter the destination lane of where the required amount of games will be transferred
4. Enter the amount of games that will be moved from the selected lane and transferred to the destination lane
5. Select OK when all details have been entered

The operator will now notice that an amount of frames have been removed from the selected lane and moved to the destination lane. The estimated finishing times and percentages completed has been adjusted accordingly.

Note: In most screens of this nature though out the system, you can advance to the next entry field by pressing the enter key on the keyboard

Transfer Games

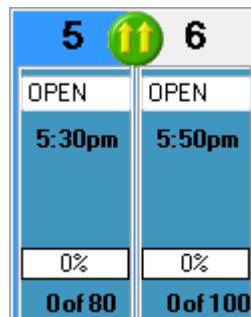
Enter the number of Spare games to Move

Source Lane: 5

Destination Lane:

Games:

OK Cancel



Start Group Bowling (Point of Sale Module Disabled)

In this example, a group of roughly 12 – 15 people has entered the center wanting to play 2 – 3 games each.

As the group is not entirely sure of the amount of people bowling or the amount of games they want to bowl, the operator should select to start this group. This group has requested that they have a maximum of 4 players per lane over a maximum of 4 lanes.

To start a group, simply follow these easy steps:

1. Select the group of lanes that the group will bowl ensuring that 4 lanes are highlighted. Do this by selecting the lane at the beginning of the group and then selecting the lane at the end of the desired group of lanes.
2. Now select *Start Group* that is located under the *F1 Start* tab



3. Enter the maximum amount of players that will be bowling on each lane
4. Enter the amount of games that each player will be bowling. If it the amount of games that each player is bowling is unknown then leave this field blank
5. Select OK when finished
6. The operator will now notice that the amount of games purchased is marked as 0. This is because the system is unsure of the amount of games that will be bowled. This figure will be changed when a specific amount of games has been entered for each lane

Enter Start Group Details

START GROUP ON LANES

Number of Players per Lane: <input type="text"/> (Leave blank if unknown)
Number of Games per Player: <input type="text"/> (Leave blank if unknown)
Group Name (optional) <input type="text"/>

OK Play Options Cancel



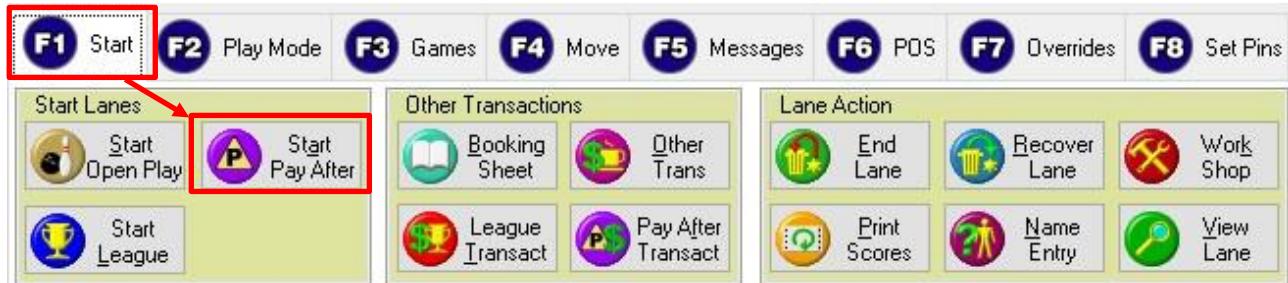
Pay After Bowling (Point of Sale Module Enabled)

In this example, a group of roughly 12 – 15 people has entered the center wanting to play 2 – 3 games each.

As the group is not entirely sure of the amount of people bowling or the amount of games they want to bowl, the operator should select to start this group as Pay After. This group has requested that they have a maximum of 4 players per lane over a maximum of 4 lanes.

To start a group as Pay After, simply follow these easy steps:

1. Select the group of lanes that the group will bowl ensuring that 4 lanes are highlighted. Do this by selecting the lane at the beginning of the group and then selecting the lane at the end of the desired group of lanes
2. Now select *Start Pay After* that is located under the *F1 Start* tab



3. Enter the maximum amount of players that will be bowling on each lane
4. Enter the amount of games that each person will be bowling. If the amount of games that each player is bowling is unknown then leave this field blank
5. Enter a name for the group. If left blank, then the name shown on Control Lanes will be "Pay After". If a Group Name is entered, then this will be shown on Control as well as down on the lanes.
6. Select OK when finished
7. The operator will now notice that the amount of games purchased is marked as 0. This is because the system is unsure of the amount of games that will be bowled. This figure will be changed when the group has made a full payment

Enter Pay After Details

Start Pay After Lane

Number of Players per Lane: <input type="text"/> (Leave blank if unknown)
Number of Games per Player: <input type="text"/> (Leave blank if unknown)
Group Name (optional) <input type="text"/>

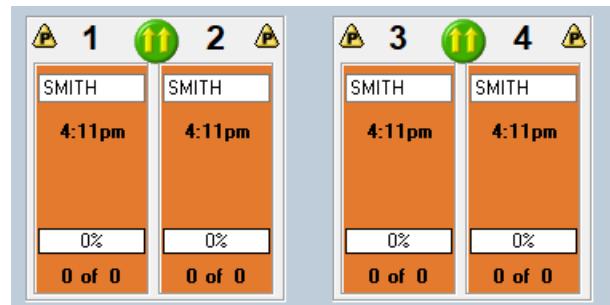
OK Play Options Cancel

Enter Pay After Details

Start Pay After Lane

Number of Players per Lane: <input type="text"/> (Leave blank if unknown)
Number of Games per Player: <input type="text"/> (Leave blank if unknown)
Group Name (optional) <input type="text"/> SMITH

OK Play Options Cancel



Making a Full Payment for a Pay After Group

The group has finished bowling and now have to pay for their games bowled. The group has decided to pay in full in one transaction. The operator would have noticed on Control Lanes that the lanes that have completed bowling have now turned red.

The red colored lanes indicate that a lane have completed bowling and are yet to be paid for.

To make a full payment for Pay After group, simply follow these easy steps:

1. Select the group of lanes that now want to pay for their bowling. Ensuring that all lanes in the group are highlighted
2. Now select Pay After Transact, which is located under the *F1 Start Tab*

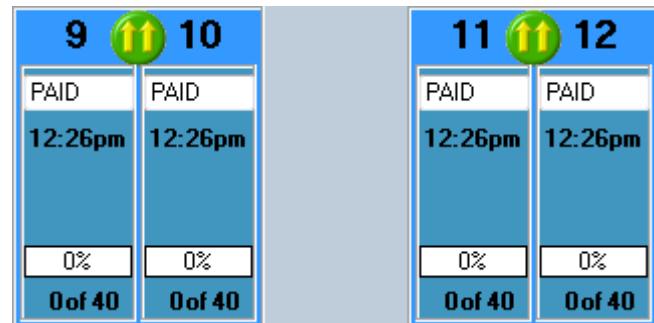
3	4
TO PAY	TO PAY
Finished	Finished
100%	100%
40	40



3. Select the Full Payment button
4. The main Point of Sale screen will now be launched and the amount of games bowled will display under the QTY field
5. Select the appropriate macro or macros to tally the amount of games required for this group.

Note: The amount of games must be equal to or greater than the amount of games bowled for a Full Payment to be made. If the amount of games transacted is greater than the amount of games bowled then additional games will be added to the lane available to be bowled.

6. Click the Payment button or press the enter key to complete the transaction
7. A new form will now appear displaying a summary from the previous transaction. This will provide the user with additional options to print an amount of receipts, add another transaction or finish the transaction. For the purpose of this example, select Finish
8. The operator will now notice that the control color of the pay after group has now turned blue and the name of the group of changed to PAID to indicate to the operator and other staff that the group has now been paid for.



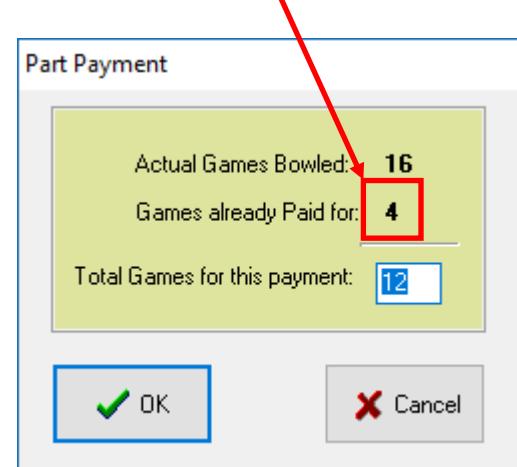
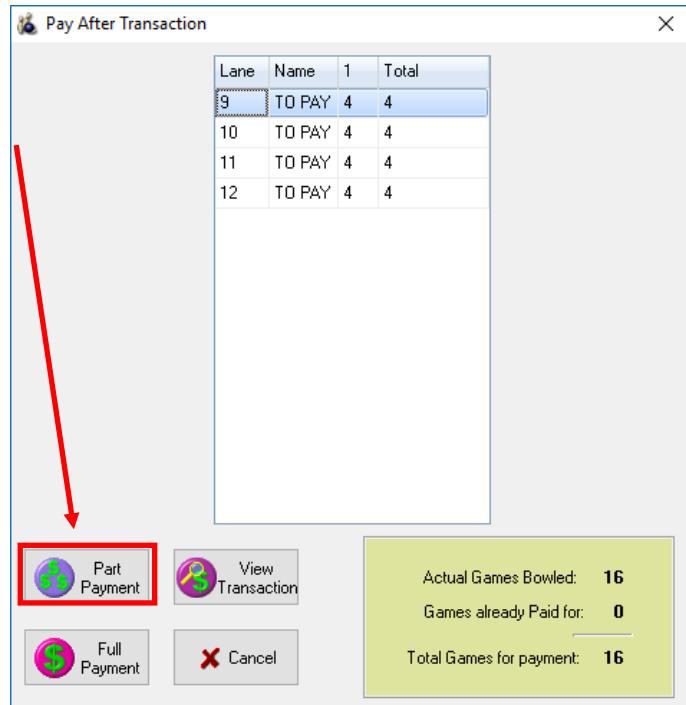
Note: A group may also pay while they are bowling and not just at the end of play. The above procedures are the same, but ensure that the operator enters the correct quantity of games that will be played. The status of the control screen will display the same as a Standard Open Play transaction after a Full Transaction has been made.

Making Part Payments for a Pay After Group

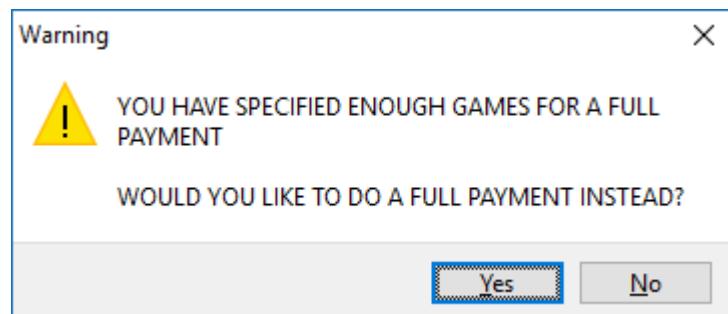
The group has finished bowling and now have to pay for their games bowled. The group has decided to pay for their games separately. The operator would have noticed on Control Lanes that the lanes that have completed bowling have now turned red.

To make part payments for pay after group, simply follow these easy steps:

1. Select the group of lanes that now want to pay for their bowling, ensuring that all lanes have been highlighted.
2. Now select Pay After Transact, which is located under the *F1 Start* tab
3. Now select Part Payment
4. Enter the amount of games that will be paid for this single transaction and then press OK
5. The main Point of Sale screen will now open and will display the number of games in the QTY field that the operator entered in the previous screen
6. Select the appropriate macro or macros to tally the amount of games required to complete the single transaction
7. Click the Payment button or press the enter key to complete the transaction
8. A new form will now appear displaying a summary from the previous transaction. This will provide the user with additional options to print an amount of receipts, add another transaction or finish the transaction. For the purpose of this example, select Finish after the amount tendered has been entered
9. The operator will notice that there has been no change at all to the control status screen
10. Repeat the above steps to complete future transactions. The operator will also notice that the amount of games that have been paid previously will be displayed in the corresponding field.
11. When enough games have been specified to transact a full payment the system will prompt the operator to make a full payment. If the operator is sure that enough games will be transacted to complete a full payment then select yes. If the operator believes the system is incorrect and additional games will need to be transacted, then select no



Note: If, after selecting no, no more additional games are transacted, then the pay after lane grid will remain on Control Lanes until the lanes have been abandoned.



Generating a Standing Sheet for Open Bowling

Often a centre will have a large group of open play bowlers wanting to have each lane compete against each other. When bowlers have completed bowling all games, the group can request that a standing sheet be produced displaying each lane or each person individually depending if the lane has been set to singles or teams.

Standing Sheet for Individual Bowlers

To produce a standing sheet displaying individual bowlers in descending pinfall order, simply follow these easy steps:

Note: Ensure that the selected lanes are set to *Singles Grid Mode*. (F2 Play Mode > Singles Grid)

- Once all games have been completed on the lanes for the group, select the starting lane of the group followed by the last lane of the group then select the *F5 Messages* tab
- Select the All Games button



- From the buttons located at the right side of screen, select *Print Standings (without saving)*
- The operator will now notice that the system has produced a standing sheet displaying all bowlers' game scores and totals in descending order. Select Print to print the Standing Sheet or close to exit

Note: The Standing Sheet will only order bowlers based on scratch pinfall regardless if there is any handicap entered for bowlers.

Standing Sheet for Teams

To produce a standing sheet displaying teams in descending pinfall order, simply follow these easy steps:

Note: Ensure that the selected lanes are set to *Teams Grids Mode*. (F2 Play Mode > Teams Grid)

- Once all games have been completed on the lanes for the group, select the starting lane of the group followed by the last lane of the group then select the *F5 Messages* tab
- Select the All Games button
- From the buttons located at the bottom of the screen, select *Print Standings (without saving)*
- The operator will now notice that the system has produced a standing sheet displaying all team's totals in descending order. Select Print to print the Standing Sheet or close to exit.



Team Standings		Ave	1	2	Pins	Total HCP	+HCP	Total Pinfall Scratch
1	LANE 2	530	691	595	1286	140	1426	1286
2	LANE 4	435	662	580	1242	330	1572	1242
3	LANE 1	494	535	656	1191	212	1403	1191
4	LANE 3	526	630	377	1007	148	1155	1007

Abandoning Lanes (End Lane)

Machines usually switch off automatically after all games have been completed. The score grids will be removed from the upper monitors roughly 2 minutes after the game has ended and a score sheet will be printed. If the center is busy, the operator may not want to wait up to the 2 minutes before the lane is automatically ended, therefore, the operator will need to abandon the lane manually to start the next group of bowlers immediately.

To abandon a lane or lanes manually, simply follow these easy steps:

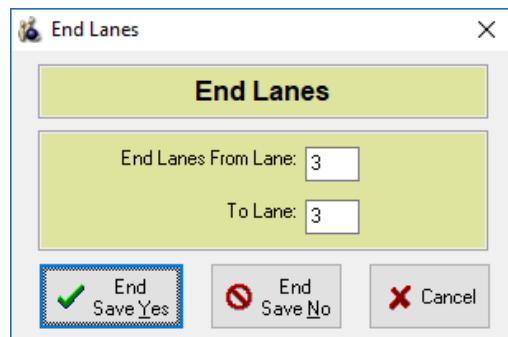
1. Select the lane or lanes that the operator would like to abandon
2. Now select End Lane, which is located under the *F1 Start Tab*



3. To print out a scoresheet, simply press *End Save Yes*. If a scoresheet is not required, simply press *End Save No*.
4. The selected lane has now been ended and a scoresheet has been printed based on your requirements.

Note: The '*End Save No*' option should not be selected when removing score grids after league games have been completed. This is because any league scores bowled will be transferred in the *League Secretarial* software for results.

If a league lane is accidentally abandoned, the operator can always recover the lane then press the '*End Save Yes*' button.



Recovering a Lane

The operator may need to 'recover' a lane if they have accidentally abandoned an incorrect lane or bowlers wish to purchase additional games after previous games have been ended and the score grids have been removed.

To recover a lane, simply follow these easy steps:

1. Select the lane or lanes that the operator would like to recover
2. Now select Recover Lane, which is located under the *F1 Start Tab*



3. Ensure that the group of bowlers that are selected is the group that will be returning on the lane. If the group is not displayed, the operator may need to select a particular day from the buttons on the left-hand side
4. Select OK when the group has been selected
5. The operator will now notice that the group that has been selected has now appeared on the selected lane

Printing Scoresheets

The process to print, or reprint lane scores is very similar to that of recovering a lane. An operator is able to print or recover game scores for any games bowled during the past 7 days.

To print game scores for all games bowled on a lane for a particular group, follow these easy steps:

The screenshot shows the 'Reprint Scoresheet' window with three main sections:

- 1. Select Day:** A sidebar on the left with buttons for 'Now', 'Today', '1 Day Ago', '2 Days Ago', '3 Days Ago', '4 Days Ago', '5 Days Ago', '6 Days Ago', and '7 Days Ago'. The 'Now' button is highlighted. A red box highlights the 'Copies 1' dropdown menu.
- 2. Select Group:** A main grid on the right showing game records. The first row (Lane 15, OPEN) is highlighted in blue. A red box highlights this row.
- 3. Select Bowler (Optional):** A separate window titled 'Select Bowler to Print' showing four bowlers: Bowler 1 (FIN), Bowler 2 (TYRON), Bowler 3 (BEN), and Bowler 4 (HELEN). A red box highlights this window.

Red arrows point from the numbered labels to their respective sections in the software interface.

1. Select the lane that the operator would like to print a scoresheet for
2. Now select Print Scores, which is located under the *F1 Start Tab*
3. Select the day the group had bowled on from the buttons on the left hand side
4. Then select the group on the right hand side so it is highlighted in blue
5. Select the amount of scoresheets that will be printed for this group.
6. Now select OK. The scoresheet(s) will now print out from the computer's scoresheet printer.

If the group has decided that they would only like to have a scoresheet for a particular person then before printing OK, press Print a Bowler.

1. Select the bowler(s) that would like their scoresheet printed by pressing the corresponding button to the bowler's name and then press OK.

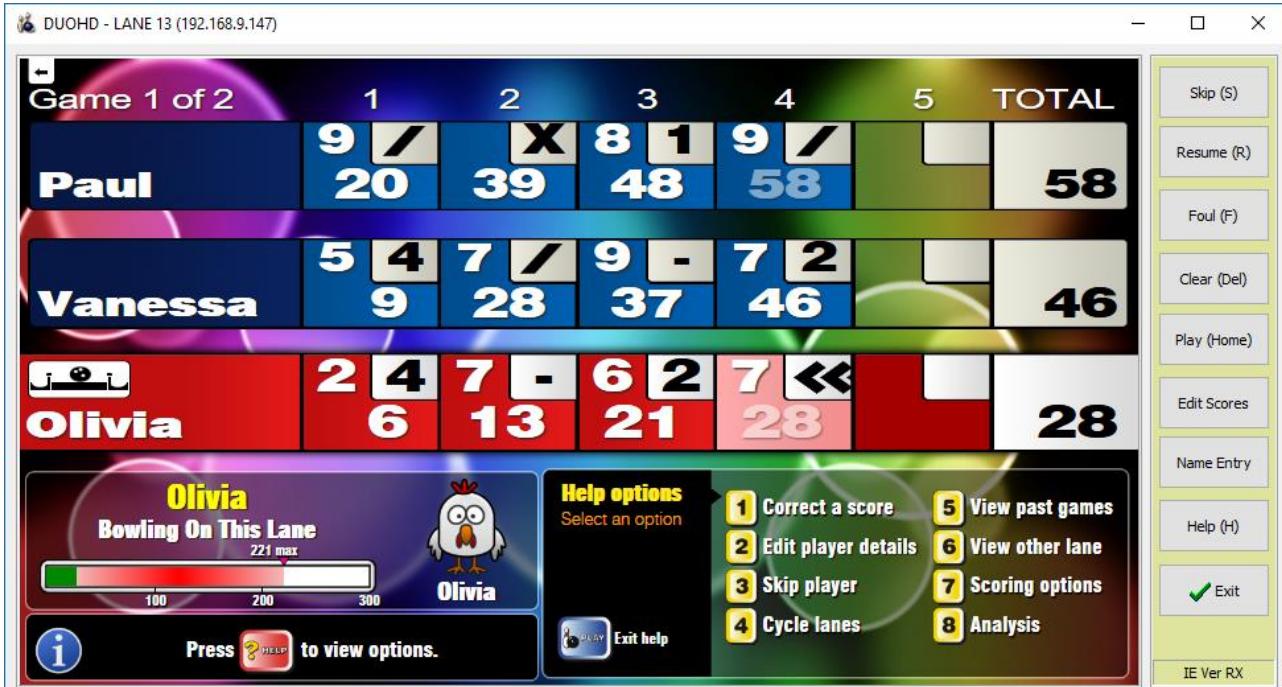
The system will only print the selected bowler and the amount of copies requested.

Viewing and Editing Game Scores

The View Lane function is handy to modify any score changes that need to be made quickly. Additionally, this function is used to view the current score status of a lane.

To view and modify a bowler's score, simply follow these easy steps.

1. Select the lane that the score needs to be modified
2. Now select View Lane, which is located under the *F1 Start Tab* or press V on the keyboard
3. The operator will now see an image on the screen that resembles the score grid from the upper monitor. If the operator wants to change the score, simply press *Edit Scores*, which is located on the bottom right side of the screen



4. This screen uses the same concept as the player's area keypad. Use the arrows as indicated on the screen to allow the operator to modify the score that needs to be changed
5. Now press the Exit button twice to return to Control Lanes or press Home then Esc on the keyboard. Additional shortcuts can be seen on the buttons on the right hand side

Computer Score recommends that when an operator is editing scores that bowling is stopped briefly on the lane, or the operator makes the change quickly, otherwise any additional bowled frames may be lost.

Note: The *Edit Lane* function that is displayed on the screen is only a graphic and any numbers displayed on the screen cannot be selected by using the mouse or touch screen. The selections can only be made from the vertical buttons on the right or by using the arrow keys on the keyboard.

Placing a Lane on Workshop

When a lane becomes out of use for any reason, it is recommended to notify staff that the lane cannot be used for an amount of time.

By placing a lane on workshop, the system only notifies staff that the lane cannot be used.

It is up to the technician to follow all safety procedures while operating inside a machine.

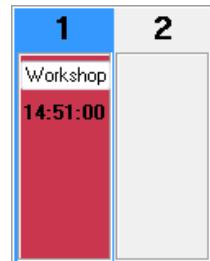
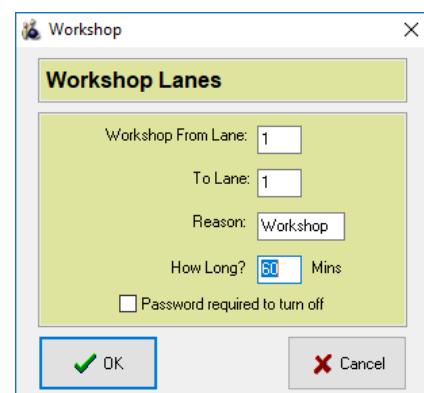
To place a lane on workshop, simply follow these easy steps:

1. Select the lane or lanes that are currently out of operation
2. Now select Work Shop, which is located under the *F1 Start Tab*



3. The operator will notice that the 'How Long' field is highlighted to allow the operator to quickly modify the time that the lane will be on workshop
4. The operator may also change the reason why a lane is on workshop or to give a more specific reason why a lane cannot be used
5. Press OK when finished
6. The operator will now notice that the selected lane status color has turned red. Additionally, the lane status will show the estimated time the lane will be available for use and will also show the reason the lane will out of use
7. To remove the workshop status, simply repeat steps 1 and 2

Note: The operator may be required to enter their password if the previous operator selected the option.



Miscellaneous Transactions

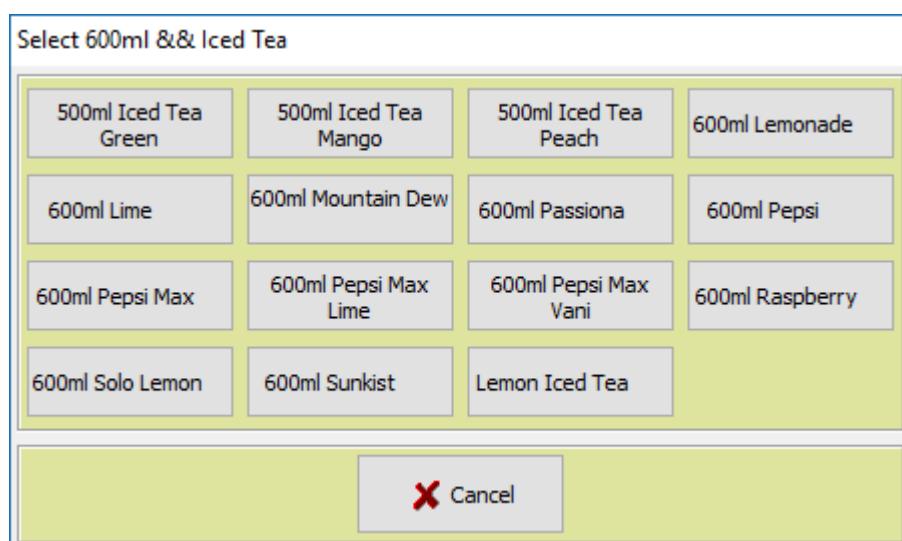
Control Lanes has an additional function that allows transactions to be made that doesn't involve any bowling on the lanes.

To make a miscellaneous transaction, simply follow these easy steps:

1. Click the Other Trans button, which is located under the *F1 Start Tab*



2. The operator will now notice that the main Point of Sale screen has now appeared displaying all macros and departments. Select the appropriate macro or macros to make the required transaction



Note: If the center has applied barcodes to the macro that has been pressed, then the operator will see a similar screen as seen below. The operator should select the item description as corresponding to the item that was purchased. This function is also available in Café, Bar and Misc programs (if installed).

3. When finished, complete the transaction as per normal by entering the cash tendered in the cash field and save the transaction by selecting the Finish button.
4. The transaction simply adds to the current shift and can only be viewed by reviewing *POS Transactions*

Changing the Play Mode of a lane

When a lane or group of lanes has been started on the lanes, the default play mode is *Single Lane*. Occasionally, a lane or group of lanes may want to have some practice or bowl on both lanes alternatively. This request can be easily accomplished in the Control Lanes program.

To place a lane on practice, simply follow these easy steps:

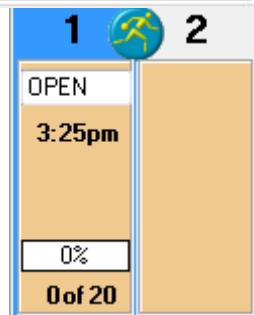
1. Select the lane or group of lanes that the operator would like to put on practice
2. Now select Practice, which is located under the *F2 Play Mode* tab



3. The operator will now notice that the icon on top of the pair of lanes has changed to show that the lanes have been placed onto practice. Additionally, the lane status color has changed to reflect that the lane is in a form of league mode.

Note: The definition of practice is where the machines, if connected, will turn on and any scores bowled will not be shown on the upper monitors

Note: The operator will notice that when a single lane has been placed onto practice, that the other lane on the pair of lanes, will also be placed onto practice if it is not in use by another group.



To allow a lane or group of lanes to play on both lanes of a pair, simply follow these easy steps:

1. Select the lane or group of lanes that the operator would like to place on *Cross Lane* mode
2. Now select Cross Lane, which is located under the *F2 Play Mode* tab



3. The operator will now notice that the icon on the top of the pair of lanes has changed to show that the lanes have been placed onto Cross Lane play. Additionally, the lane status color has changed to reflect that the lane is in a form of league mode

Note: A single lane cannot be placed onto Cross Lane mode if the other lane on the same pair of lanes is in Single Lane Mode. The following message box will appear if such a request is made. Select both lanes on the pair and try again.



Change Language

The change language function gives the operator the ability to change the language of the Help Menu graphics on the scoring grids.

To change the languages shown for a particular lane simply follow these easy steps:

1. Select the lane or group of lanes that the operator would like to change the Help Menu Language
2. Now Select Change Language, which is located under the F5 Messages tab



3. Select the desired language for the selected lane or group of lanes
4. The operator will now notice that the Help Graphics on the selected lane or group of lanes has now changed to the selected language.

Note: The option to enable Change Language in Control Lanes can be found in *F2 Control Setup* which is under the System Management menu in Computer Score

Note: Language selection will only be available on those systems that have installed a scoring software upgrade via an Installation Disk.

Note: Language selection applies to the current group bowling. Once the current group has finished bowling then the language will revert back to the default language as set within the Scoring software.



Booking Sheet Functions

The booking sheet is used to eliminate any paper material related to making bookings for the center. The booking sheet displays any bookings made for the current day, any leagues for the current day as well as any lanes currently bowling.

The booking sheet is simply a computerised version of a paper-booking sheet. It allows all the same functions, and also allows greater flexibility in modifying and changing bookings or specifying requested lanes for groups.



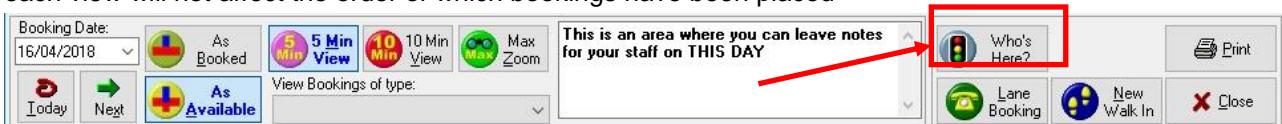
This easy to follow steps will address all functions related to the booking sheet. An operator is able to access the booking sheet by pressing the View Bookings button located under the *F1 Start* tab.

All references below will presume that the operator is in the booking sheet view.

Phone Bookings

Below is the default view of the buttons when the booking sheet is first accessed. Computer Score recommends that the display options and allocation method remains, however, this can be changed to suit the operator using the system. If an operator exits the booking sheet and returns to the booking sheet without exiting Control Lanes, the system will retain any settings that have been changed previously.

The operator will notice different buttons located on the bottom left side of the booking sheet view. Each different display option and allocation method buttons are alternative views on the booking sheet, however, each view will not affect the order of which bookings have been placed



To make a phone booking, simply follow these easy steps:

1. Select Lane Booking from the Booking Sheet
2. Enter a group name for the booking that wish to book a lane
3. Modify the start time to reflect what time the booking wish to bowl
4. Enter an estimated amount of players that will be bowling in the group
5. Modify how many games each bowling would like to bowl
6. Modify the amount of lanes that the group will use
7. If time bowling, then remove the amount of games per player and enter the amount of minutes required
8. If a specific lane is requested, type the lane number in the start lane field. If it has not been requested, leave blank to allow more flexibility in the booking sheet
9. If a phone number is required, type in the phone number for the group
10. Change the description of the booking or enter any comments regarding the booking.
11. Now select OK. The system has now entered the booking into the booking sheet and allocated the booking onto lane that is available first

Deposit Instalment		
Enter all details or leave blank if not relevant.		
Status Unconfirmed		
Transaction #: <input type="text" value="16/04/2018"/> Taken: <input type="text" value="16/04/2018"/>		
Deposit Number: <input type="text"/>		
Group Name: <input type="text"/> Date of Play: <input type="text" value="16/04/2018"/> Start Time: <input type="text" value="3:00:00 PM"/>		
Total Players: <input type="text"/>	Games Per Player: <input type="text" value="1"/>	Total Lanes: <input type="text" value="1"/> Minutes: <input type="text"/>
Start Lane: <input type="text"/>		
<input type="checkbox"/> Recurring Booking		
Type: <input type="radio"/> Lane Reservation		
Taken by: <input type="text" value="Computer Score"/>		
Comments: <input type="text"/>		
Address Book <input type="button" value="Address Book"/>		
Last Name: <input type="text"/>	Address: <input type="text"/>	
First Name: <input type="text"/>	Zip: <input type="text"/>	
Phone: <input type="text"/>	Email: <input type="text"/>	
OK <input type="button" value="OK"/> Cancel <input type="button" value="Cancel"/> Take Deposit <input type="button" value="Take Deposit"/> Quote Price <input type="button" value="Quote Price"/>		

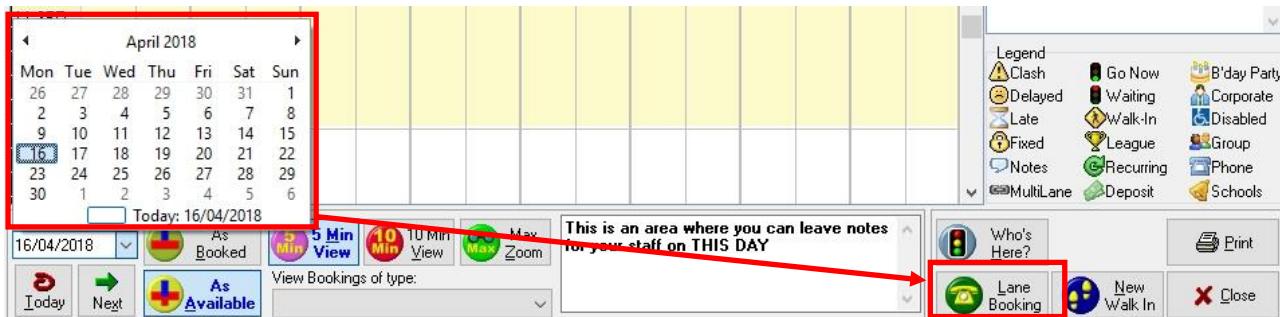
Description, Taken by, comments and Address Details are all optional

Taking Bookings for a Future Day

Taking bookings for a future day is very similar than taking a booking for the current day.

To take a booking for a future day, simply follow these easy steps:

1. In Booking Sheet view, select the date of which the group wishes to make the booking. The date selection is located on the bottom left-hand corner of the screen
2. Now select the Lane Booking button to make a booking. The system **will** prompt for a password to ensure that other staff members are aware of which staff member has taken a future reservation



3. Enter a group name for the booking that wish to book a lane
4. Modify the start time to reflect what time the booking wish to bowl
5. Enter an estimated amount of players that will be bowling in the group
6. Modify the amount games the group would like to play
7. Modify the amount of lanes that the group will use
8. Enter a phone number for the group (optional but recommended)
9. Press OK when will details have been entered. However, if this booking would like to make a deposit follow the next few steps to take a deposit for a booking.

Taking a Deposit for a Booking

Follow these easy steps to take a deposit for a lane booking.

1. After entering all details for a booking and before pressing OK, the operator should select Take Deposit from the bottom of the screen
2. By pressing this button, this will enable a separate form on the right hand side. Simply enter the amount of deposit (in \$) in the Amount of this Payment field
3. Now select OK. A message box will be shown prompting the operator to enter additional details regarding this booking. Select Yes or No based on your requirements

Note: Answering yes will ask the user to select a bowler from the address book

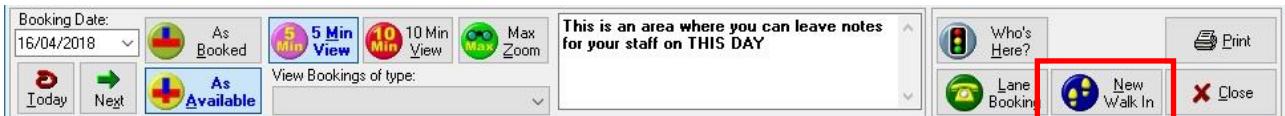
4. Enter the amount tendered by the customer and then select the Finish button
5. The system has now allocated the booking to its allocated date and time

Note: If a Shift is not open then the "Take Deposit" button will not be available.

Taking Walk In Transactions

Groups that enter the center at busy times that have not made a booking are generally called Walk Ins. Walk Ins wish to pay now and wait for the next lane to become available.

To transact a group that has just walked in and wish to play on the next available lane, simply follow these easy steps:



1. In Booking Sheet view, press the New Walk In button, which is located on the bottom right hand side of the screen
2. The operator will now notice that the main Point of Sale screen will now appear
3. Select the appropriate macro or macros on the left-hand side to tally the amount of games required for the group
4. The total cost of bowling for this group can be seen near the bottom right of the screen, select the Payment button
5. Enter the amount tendered by the customer and then select the Done button
6. A new form will now appear displaying a summary from the previous transaction. This will provide the user with additional options to print an amount of receipts, add another transaction or finish the transaction. For the purpose of this example, select Finish
7. Enter a postcode from where the group has come from (optional)
8. The Name Entry field will now appear. The operator must now enter a group name for the Walk In. The system will not allow the operator to exit this screen until a group name has been entered
9. Entering names and specifying bumpers for bowlers are optional but is recommended to allow groups to get started quickly
10. Press OK or Name Entry on Lanes when finished
11. The system has now placed the walk in on to the booking sheet

When a lane has become available, the operator should then start the walk in on the lane.

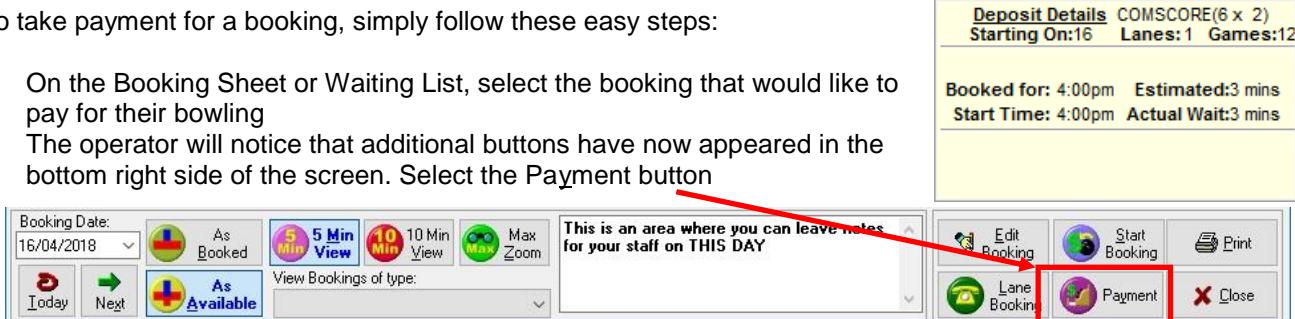
A screenshot of the 'Bowler Name Entry' dialog box. It includes fields for 'Group Name' (highlighted with a red box), 'Desired Start Time' (10:55:00 AM), 'Priority' (ASAP), 'Lanes' (1), and 'Start Lane'. Below this is a grid for entering names and bumpers for lanes F1 through F10. At the bottom, there are buttons for 'Add from Address Book', 'Booking Details', 'ALL Bumpers', 'Livescores Email', and 'Cancel'. A red arrow points from the 'Name Entry On Lanes' button at the bottom to the 'Name' column of lane F1.

Making Payment for a Booking

Before a booking can commence bowling, they first have to pay for their bowling.

To take payment for a booking, simply follow these easy steps:

1. On the Booking Sheet or Waiting List, select the booking that would like to pay for their bowling
2. The operator will notice that additional buttons have now appeared in the bottom right side of the screen. Select the Payment button

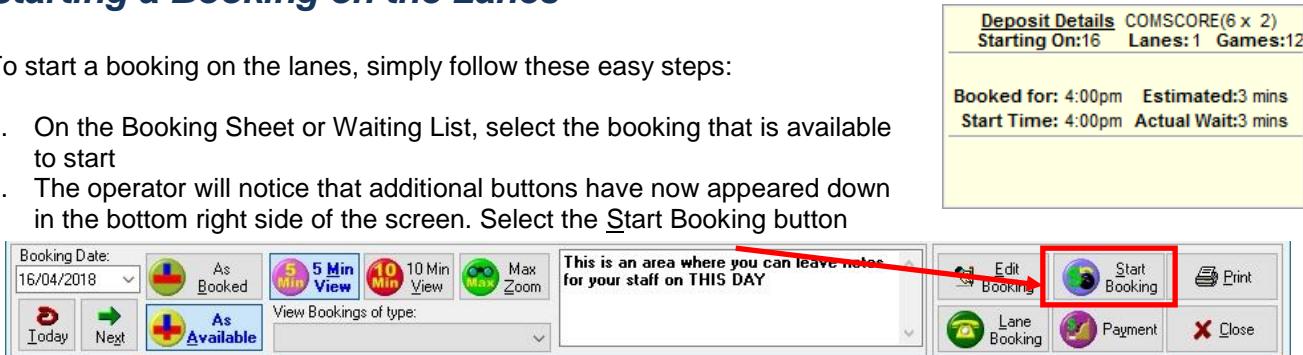


3. The operator will now notice that the main Point of Sale screen has now appeared
4. Select the appropriate macro or macros on the left-hand side to tally the amount of games required for the group
5. The total cost of bowling for this group can be seen near the bottom right of the screen
6. Complete the transaction as per normal and hand out change based on the amount tendered
7. Entering names and specifying bumpers for bowlers are optional but is recommended to allow groups to get started quickly
8. Press OK or Name Entry on Lanes when completed
9. The operator will now notice that the booking sheet may have been adjusted if the booking has paid for more or less games than what was booked for

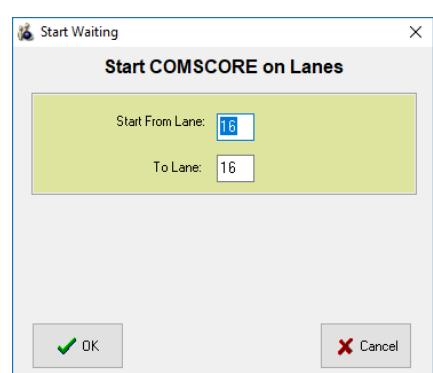
Starting a Booking on the Lanes

To start a booking on the lanes, simply follow these easy steps:

1. On the Booking Sheet or Waiting List, select the booking that is available to start
2. The operator will notice that additional buttons have now appeared down in the bottom right side of the screen. Select the Start Booking button



3. The system will prompt the operator which lane the group should start on. By default, the system will show the operator the lane of which the booking had been placed on the booking sheet and may be the best lane to place the booking
4. Press OK when a lane number has been entered
5. The operator will notice that the system has reverted back to Control Lanes and has placed the booking on the requested lane



Practical Example – Starting a group

There is approximately 20 bowlers bowling 1 game each. This group would like to compete against each other using handicaps and in teams format. The group will only need to use a maximum of 4 lanes and have requested to have a maximum of 5 bowlers per lane. The group will pay all together once they are aware of how many bowlers have bowled

In this example, the number of bowlers and their names are not known before they are ready to bowl. Therefore, the group will be transacted using the Pay After method.

Step 1 – Launch Control Lanes

- In Computer Score Main Menu select Control Lanes by using your mouse or press the letter C on the keyboard.
- Now select Go Control Lanes or press the letter G on the keyboard.

Step 2 – Select the Lanes

- In this example, the group is playing on Lanes 1 – 4. Use the mouse and click on Lane 1 then select Lane 4. Alternatively, type 1 on the keyboard and then enter and then type 4 and then enter.
- Now select Start Pay After by using your mouse or press A on the keyboard.

Step 3 – Specifying Amount of Games

- In this example, there will be a maximum of 5 players per lane. Press 5 on the keyboard then press enter to go to the next field
- In this example, each player is bowling 1 game each. Now press 1. Now press the enter key twice to exit the screen or use your mouse to select OK.

Step 4 – Specifying the grid format

- To allow the group to enter their handicaps, select Lanes 1 –4 and then select *F2 Play Mode* or press F2 on the keyboard.
- Then select HCP or press H on the keyboard.

Step 5 – Specifying the Play Mode

- To allow the group to practice, select Lanes1 – 4 and the select *F2 Play Mode* or press F2 on the keyboard.
- Then select Practice or press P on the keyboard
- While the bowlers are practicing, prompt the bowlers to enter their names and handicaps in the player's area keyboard and press PLAY when complete.

Step 6 – Allowing bowlers to start scoring

- To allow the group to start scoring, select Lanes 1 – 4 and select *F2 Play Mode* or press F2 on the keyboard.
- As this group is acting like a tournament, the group will be started in Cross Lane Play Mode. Select Lanes 1 – 4 and then select Cross Lane or press C on the keyboard.

Note: If the machines are connected to the system, the machines will turn off unless the bowler's names are entered, usually at a later time.

Step 7 – Transacting the group (Point of Sale Module Enabled)

- Select Lanes 1 – 4 and then select Transact Pay After or press F on the keyboard.
- Enter the amount of games that will be bowled in total.
- Now select Full Payment
- Select the appropriate macro or macros to tally the amount of games needed for a full payment to be made.
- Complete the transaction as needed and press Done

Moving Lanes & Bowlers

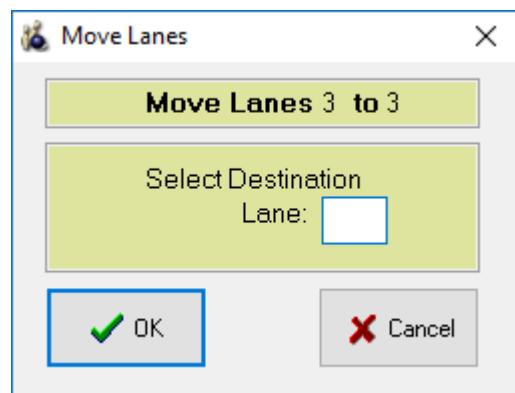
Moving Lanes

To move a lane from one lane to another, simply follow these easy steps:

1. Select the lane that needs to be moved
2. Now select Lanes Move, which is located under the *F4 Move Tab*



3. Enter the lane number that the operator would like to move the group to
4. Now press the enter key that is located on the keyboard or select OK by using the mouse
5. The operator will notice that the original lane has now moved to the destination lane moving all names and scores that were on the original lane



Moving Bowlers

To move a bowler from one lane to another, simply follow these easy steps.

1. Select the lane that bowlers are currently bowling on.
2. Now select Bowlers Transfer, which is located under the *F4 Move Tab*



3. Enter the destination lane of which the operator would like to move the bowlers to
4. Select the bowlers that would like to be moved by clicking on the corresponding buttons next to the player name
5. Now press the enter key that is located on the keyboard or select OK by using the mouse
6. The operator will notice that the selected bowlers have moved from the original lane to the destination lane moving all scores associated with the selected bowlers

Note: Any bowlers not selected will remain on the original lane

Account & Tab Transactions

Creating a New Account or Tab (while transacting)

To create a new account or tab **after the Payment button has been pressed**, simply follow these easy steps:

- Instead of clicking in the cash field to enter a cash amount, the operator should select the Account button, which is located under the 2nd 'Card' field
- The operator will notice that a new screen has appeared showing any existing accounts and their respective amounts. As this is a new account, the operator should now select New Account, which is located at the bottom right of the screen
- Select if this account will be an *Tab* or an *Account*
- Enter in all of the bowler or group's details
- The account code is seen as a quick reference in *POS Transactions*. Enter an easy to recognise account code to represent this account
- Select OK when all details have been entered
- The operator will now notice that the amount that has been transacted is now shown in the account field. Press enter on the keyboard or select the Done button to complete the transaction



Note: The account button will not appear in the transaction screen unless at least one account has been created from the pay account screen. If this is the case, then select Pay Account from F6 POS tab and then select New Account. Follow Steps 2 – 6 from **creating a new account or tab (while transacting)**.

Paying an Account or Tab

To pay a *Tab* or *Account*, simply follow these easy steps:

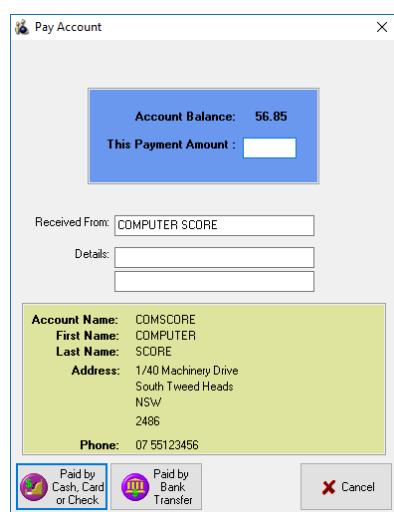
- Select Pay Account from the F6 POS tab



- Select the account name that is paying for their account from the list.
- Now select OK
- The operator will now notice that a screen has now appeared displaying all transactions made for the selected account. Press Pay Account, which is located at the bottom of the screen

Note: The operator can view the transaction history of the account by changing the start date on the screen. Additionally, click on the view history check box to see only the transactions done since the account was last paid to a nil balance.

- Once again, another screen has now appeared prompting the operator to enter the amount tendered by the account holder. Enter the amount that will be paid off the account and then enter the amount that has been tendered
- Now select whether the amount was paid by Cash or Check or if the account was paid via Direct Deposit
- Enter the amount tendered in the cash or card field and then select the Done button
- Complete the transaction by select the amount of receipts required and the select the Finish button



Lockers

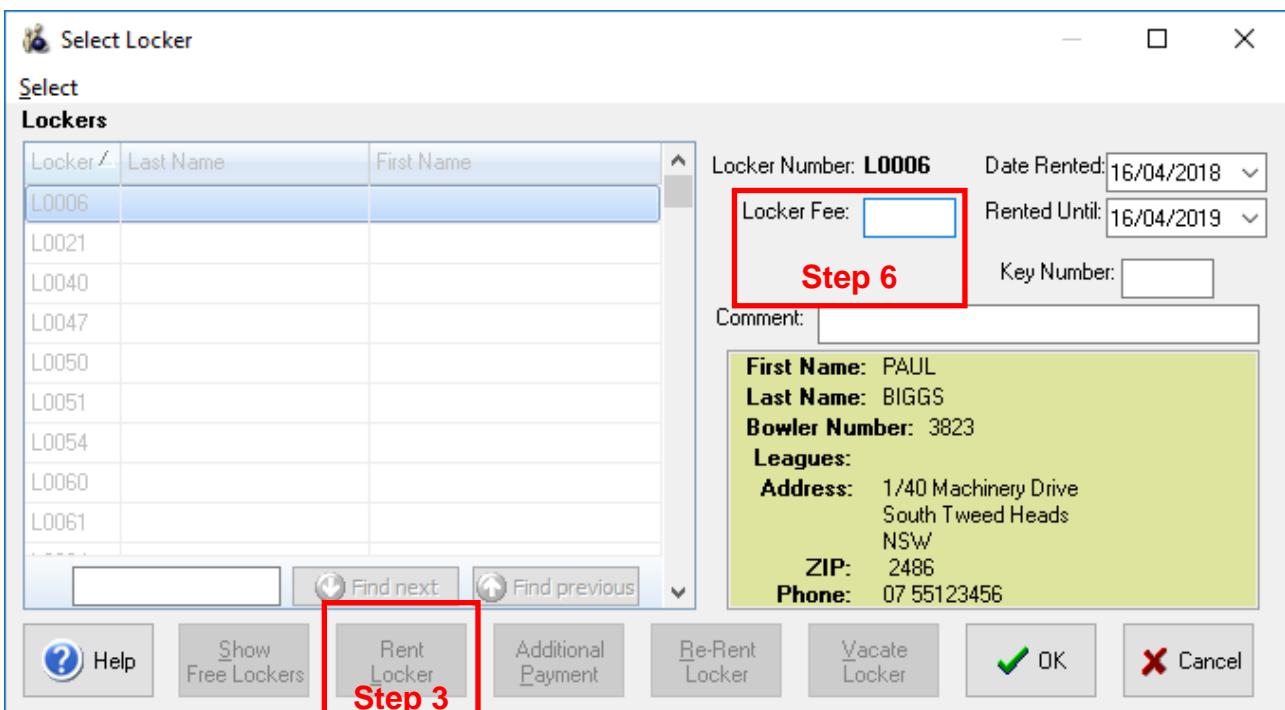
Renting a Locker

To rent a locker to a bowler, simply follow these easy steps:

1. Select Rent Locker, which is located under the *F6 POS* tab



2. Select a locker from the list on the left-hand side that does not have a name entered into it
3. Now select Rent Locker from the buttons at the bottom of the screen
4. Type in the bowler's last name and first name respectively
5. Select OK when the bowler has been selected
6. The operator will now notice that the cursor is displayed in the locker fee box. Enter the locker fee for the selected locker



7. Ensure that the rented until date is correct. If this date is not correct, use the drop down arrow in the rented until date field to change the date
8. Enter any comments relating to this bowler or locker and then select OK when finished
9. Enter the amount tendered in the cash or card field and then select the Done button
10. Select the amount of receipts to print for this transaction and then select the Finish button
11. The operator will now notice that the screen has returned back to Control Lanes and a receipt has been printed if selected. To check if the bowler has been assigned to the particular locker, simply repeat step 1 and select the locker that you entered the bowler into

Re-renting a Locker

To re-rent a locker out to the same person, simply follow these easy steps:

1. Select Rent Locker, which is located under the *F6 POS* tab



2. Select the locker from the list on the left-hand side that will be re-rented
3. Now select Re-Rent Locker from the buttons at the bottom of the screen
4. The operator will now notice that the cursor is displayed in the locker fee box. Enter the locker fee for the selected locker
5. Ensure that the rented until date is correct. If this date is not correct, use the drop down arrow in the rented until date field to change the date
6. Enter any comments relating to this bowler or locker and then select OK when finished
7. Enter the amount tendered in the cash or card field and then select the Done button
8. Select the amount of receipts to print for this transaction and then select the Finish button
9. The operator will now notice that the screen has returned back to Control Lanes and a receipt has been printed if selected. To check if the bowler has been assigned to the particular locker, simply repeat step 1 and select the locker that you entered the bowler into

This screenshot shows the 'Amount Tendered' screen. It includes fields for selecting cash denominations (\$100, \$50, \$20, \$10, \$5) and payment methods (Exact Cash, Card, Account). The total amount is listed as 20.00. Below this is a 'Change:' field. At the bottom, there are options for 'Print Receipts' (No Receipt, 1 Receipt, 2 Receipts) and buttons for 'Finish' and 'Cancel'. The user name 'Paul (Hi Acces) Biggs' is visible at the bottom.

Selling Stock

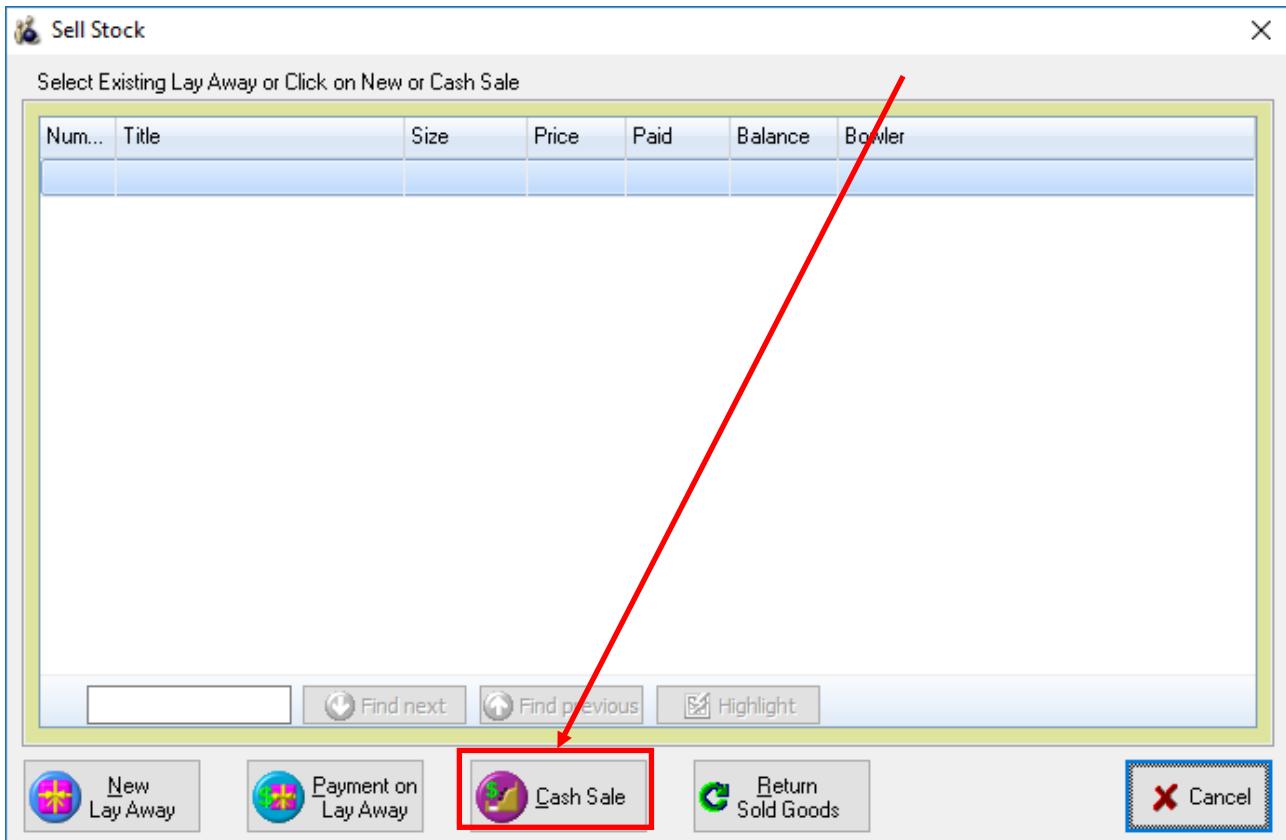
Cash Sale (individual items)

To perform a full cash sale for a pro shop stock, simply follow these easy steps:

1. In Control Lanes, select Sell Stock from under the F6 POS tab



2. The operator would have noticed that a new screen has now appeared. Select the Cash Sale button



3. The operator will notice that the cursor is flashing in the stock number field; enter the stock number for the item or select the item from the list on the right of screen
4. Select OK when the stock item has been selected
5. Specify a discount for the item if applicable by pressing the discount button and then press OK when completed
6. Enter the amount tendered in the cash or card field, select the amount of receipts required and then select the Finish button

Note: Check with the centre's policy regarding Lay Aways, as Lay Aways may not be available in all centers.

Cash Sale (multiple items)

Quite often an operator will sell multiple items at a time as a bundle, for example, a ball, bag and shoes.

Selling multiple items can be easily achieved by following these easy steps:

1. Select Other Trans from under the *F1 Start* tab



2. From the buttons on the right hand side, select Pro Shop
3. A new screen will be shown displaying all items available in the proshop. Enter the stock number allocated to the proshop item or select the item from the list on the right

Number	Description	Price	Size	Color	Type	Serial #
2472	special	55.00	4			bb601j04
2514	SHOE Special	50.00	4	BLACK	PRO	
2519	SHOE	30.00	5	BLACK	PRO	
3272	Ebonite Tape	10.00		Black	Insert T	
3370	STORM HEAT	140.00	15	GRAY	ENTRY	12TTKA23C018
3549	MAYMOTE	70.00	14	WHT/BLK	SPORTS	
3869	Dexter Shoe	120.00	9	White	SST1	
3924	WRIST SUPPORT ...	45.00	S	BLACK	RIGHT	
3945	MASTER	10.00			EASY SLI	
3947	MASTER	10.00			EASY SLI	
3948	MASTER	10.00			EASY SLI	
3949	MASTER	10.00			EASY SLI	
3950	MASTER	10.00			EASY SLI	
3951	MASTER	10.00			EASY SLI	

4. When the correct **item** has been selected, press OK
5. Apply any discounts as required to the item and press OK
6. Repeat steps 2 – 5 for any additional items
7. The total cost of this transaction can be seen near the bottom right of the screen, select the Payment button
8. Enter the amount tendered in the cash or card field, select the amount of receipts required and then select the Finish button

QTY	ITEM	DESCRIPTION	PRICE	AMOUNT
1	47	PRO SHOP 40	45.00	45.00
		ROBBY'S WRIST GUARD		
1	38	PRO SHOP 1030	144.00	144.00
1	38	PRO SHOP 1030 DISC	-14.00	-14.00
		TARGET		
1	40	PRO SHOP 1042	80.00	80.00
1	40	PRO SHOP 1042 DISC	-15.00	-15.00
		DRAG BAG		



Performing a New Lay Away Transaction

To perform a New Lay Away Transaction, simply follow these easy steps:

1. Select Sell Stock from under the **F6 POS** tab



2. Now select New Lay Away

3. Type in the item number or select the item from the list on the right and select OK when the item has been selected

The dialog box is titled 'Select Item for Cash Sale'. It has a sidebar on the left labeled 'Select Item Type:' with a dropdown menu showing 'All Items' and options 38 BALL SALES, 39 SHOE SALES, 40 BAG SALES, and 47 MERCHANDISE. Below this is a text input field 'Or Type in Stock Number:' with the value '3869' entered. To the right is a grid of items with columns: Number, Description, Price, Size, Color, Type, and Serial #. The item '3869 Dexter Shoe' is selected and highlighted in blue. At the bottom are buttons for 'Return Sold Goods', 'Cancel', and 'OK' (which is highlighted with a blue box). Navigation buttons at the bottom include 'Find next', 'Find previous', and 'Highlight'.

Number	Description	Price	Size	Color	Type	Serial #
2472	special	55.00	4			bb601j04
2514	SHOE Special	50.00	4	BLACK	PRO	
3519	SHOE	30.00	5	BLACK	PRO	
3272	Ebonite Tape	10.00		Black	Insert T	
3370	STORM HEAT	140.00	15	GRAY	ENTRY	12TTKA23C018
3549	MAYMOTE	70.00	14	WHT/BLK	SPORTS	
3869	Dexter Shoe	120.00	9	White	SST1	
3924	WRIST SUPPORT ...	45.00	S	BLACK	RIGHT	
3945	MASTER	10.00			EASY SLI	
3947	MASTER	10.00			EASY SLI	
3948	MASTER	10.00			EASY SLI	
3949	MASTER	10.00			EASY SLI	
3950	MASTER	10.00			EASY SLI	
3951	MASTER	10.00			EASY SLI	

4. Now type in the bowler's last and first name respectively and press OK when the bowler has been selected
5. Specify a discount for the item if applicable by pressing the discount button
6. Confirm with the system by selecting yes to proceed with the payment
7. The operator will notice that the cursor is in the amount of this payment field. Type in the amount the bowler would like to pay off the item and then select OK
8. Enter the amount tendered in the cash or card field, select the amount of receipts required and then select the Finish button

Making a Payment on a Lay Away

NOTE: Check with the center's policy regarding Lay Aways, as Lay Aways may not be available in all centers.

To make an existing Lay Away item, simply follow these easy steps:

1. Select Sell Stock from the *F6 POS* Tab



2. Now select the item in the list that the bowler would like to make a payment on
3. Select Payment on Lay Away
4. The operator will notice that the amount of this payment field is highlighted. Modify this field to reflect the amount of payment the bowler would like to make and then select OK
5. Confirm with the system by selecting yes to proceed with the part payment
6. Enter the amount tendered in the cash or card field, select the amount of receipts required and then select Finish

Transaction #:	3869
Stock Number:	3869
Item Name:	Dexter Shoe
Bowler Name:	BIGGS,PAUL
Bowler Address:	1/40 Machinery Drive South Tweed Heads NSW
Phone:	07 55123456
Sale Price:	120.00
Amount Paid:	10.00
Balance Due:	110.00

Amount of this Payment:	110.00
Comment:	[Empty Text Box]

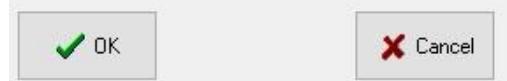
Returning Sold Stock



If stock need to be returned to an inventory list for any reason, the following steps will need to be performed:

1. Select Sell Stock from the *F6 POS* tab
2. Now select Return Sold Goods
3. Enter the item number for the item that is being returned or select the item from the list if the item is not known and then select OK
4. The operator will now notice that the Refund Amount field is highlighted. Modify this amount to reflect the amount that will be refunded to the customer and select OK
5. The system will now prompt for a password. Based on the security level for *Refund Transactions*, the operator may or may not have access to refund the transaction. Enter a password and then select OK

- Note:** The system would have automatically filled out the transaction number of when the original Lay Away was made.
6. The operator must type a reason for the refund of at least two words.
 7. Select either the Cash or Card button and select the number of receipts required and then press Finish
 8. The system has now returned the item back to inventory and has also showed any transactions made in the past for that particular item



RETURN TO STOCK	
CONTINUE WITH RETURN OF SOLD GOODS	
Yes	No

Deposits for items that are currently not in stock

Occasionally, a customer may want to pay a deposit on an item that is currently not in stock.

The following steps will easily show the operator on how to take a deposit for an item that is currently not in stock:

1. Select Deposits, which is located under the *F6 POS* tab

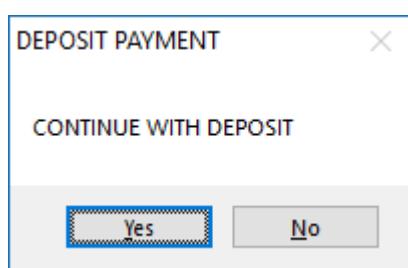


2. Now select New Deposit from the buttons of the bottom of the screen

This screenshot shows the 'Deposit Details' screen. At the top, there are search fields for 'POS Item', 'Bookings Type', and 'Booking Status', along with date range filters for 'Date From' (16/04/2018) and 'Date To' (16/04/2018). Below this is a table listing various deposits with columns for Num..., Title, Price / Paid, Balance, Bowler, Group Name, For Date, and Status. The table includes entries like 'Pro Shop Stock on Or', 'Misc Deposit', and 'Lane Reservation'. At the bottom of the screen, there are buttons for 'Find next', 'Find previous', 'Highlight', 'Help', 'Export', 'Lane Booking', 'New Deposit' (which is highlighted with a red box), 'Deposit Details', and 'Cancel'.

3. Enter the customer's last name and first name respectively and then select OK when the bowler has been selected
4. The operator will notice that the cursor is present in the description field. Enter a description for this deposit or select an option from the pre-defined list
5. Move the mouse and click in any of the comment field. Enter any comments that are relative to the deposit and made obvious to any other operator that may complete the transaction in the future
6. Now click in the amount of this payment field and enter the amount of deposit the bowler will be paying and then select OK
7. Enter the amount tendered in the cash or card field, select the amount of receipts required and then select the Finish button

Note: Using the Lane Booking button in this step does not allow the user to view the bookings for a particular day. It is recommended to use the Lane Booking button from the Booking Sheet for this reason.



Allocating a deposit to complete a Pro-Shop Sale

A stock item has arrived and entered into the pro-shop database. The bowler who has paid a deposit for this item will now like to pay for the item in full.

To complete the transaction, simply follow these easy steps:

1. Select Deposits, which is located under the *F6 POS* tab



2. Select the deposit in the list that will be completed
3. Now select Deposit Details from the buttons on the bottom of the screen
4. The screen of which details had been previously entered has now appeared with an additional button at the bottom of the screen. Select Complete Trans and select yes to complete the transaction
5. The operator will now notice that the main Point of Sale screen has now appeared. The first line of the transaction shows the deposit amount being refunded; the transaction can now be rung up as per normal. From the buttons on the right of screen, select Pro Shop
6. Enter the stock number for the item that is being sold or select the item from the list on the right and then select OK
7. Specify a discount for the item being sold or select OK to confirm the sale
8. The total cost of this transaction can be seen near the bottom right of the screen, select the Payment button
9. Enter the amount tendered in the cash or card field, select the amount of receipts required and then select the Done button

The 'Pro Shop Sale' dialog box displays the following information:

- Stock Number:** 3370 **POS Item:** BALL SALES
- Description:** STORM HEAT
- Supplier:** JAMES
- Item Size:** 15
- Type:** ENTRY **Color:** GRAY
- Serial Number:** 12TTKA23C01E
- Retail Price:** 140.00
- Sale Price:** 140.00
- Comment:**
- OK** (button) **Cancel** (button)



Cash Paid Out

To perform a Cash Paid Out, simply follow these easy steps:

1. Select Cash Paid Out, which is located under *F6 POS* menu



2. Enter an operator's password when prompted
3. The operator will notice that the cursor is now located in the Amount Paid Out field. Enter the amount that was taken out of the cash drawer
4. Now press the Tab key on the keyboard or use the mouse and click in the Paid To field
5. Type in the person or business name the cash was paid to and then press the Tab key on the keyboard or use the mouse and click in the reason field
6. If multiple POS Items with a Cash Paid Out report type have been created, modify the POS ITEM to best reflect the item the cash will be transacted under
7. Enter a reason as to why the cash was paid out
8. Press OK when finished and select to print a number of receipts if needed

The dialog box has the following fields:
Amount Paid Out: 25.00
Paid To: Woolworths
POS Item: 95. CASH PAID OUT
Details: COS Cafe
GST: \$2.23
Staff Details:
First Name: Computer
Last Name: Score
Address: 1/40 Machinery Drive
South Tweed Heads
New South Wales 2486
Phone: +61 7 55244
Buttons: OK (green checkmark) and Cancel (red X)

Cash Bundle Drop

To perform a Cash Bundle Drop or Safe Drop, simple follow these easy steps:

1. Select Cash Drop, which is located under *F6 POS* menu



2. Enter an operator's password when prompted
3. The operator will notice that the cursor is now located in the Amount of Drop field. Enter the amount of cash that will be taken out of the cash drawer and put in the safe.
4. Now press the tab key on the keyboard or use the mouse and click in the Details Screen. You should enter the denomination of money of what is being placed in the safe.
5. Press OK when finished and select to print a number of receipts if needed

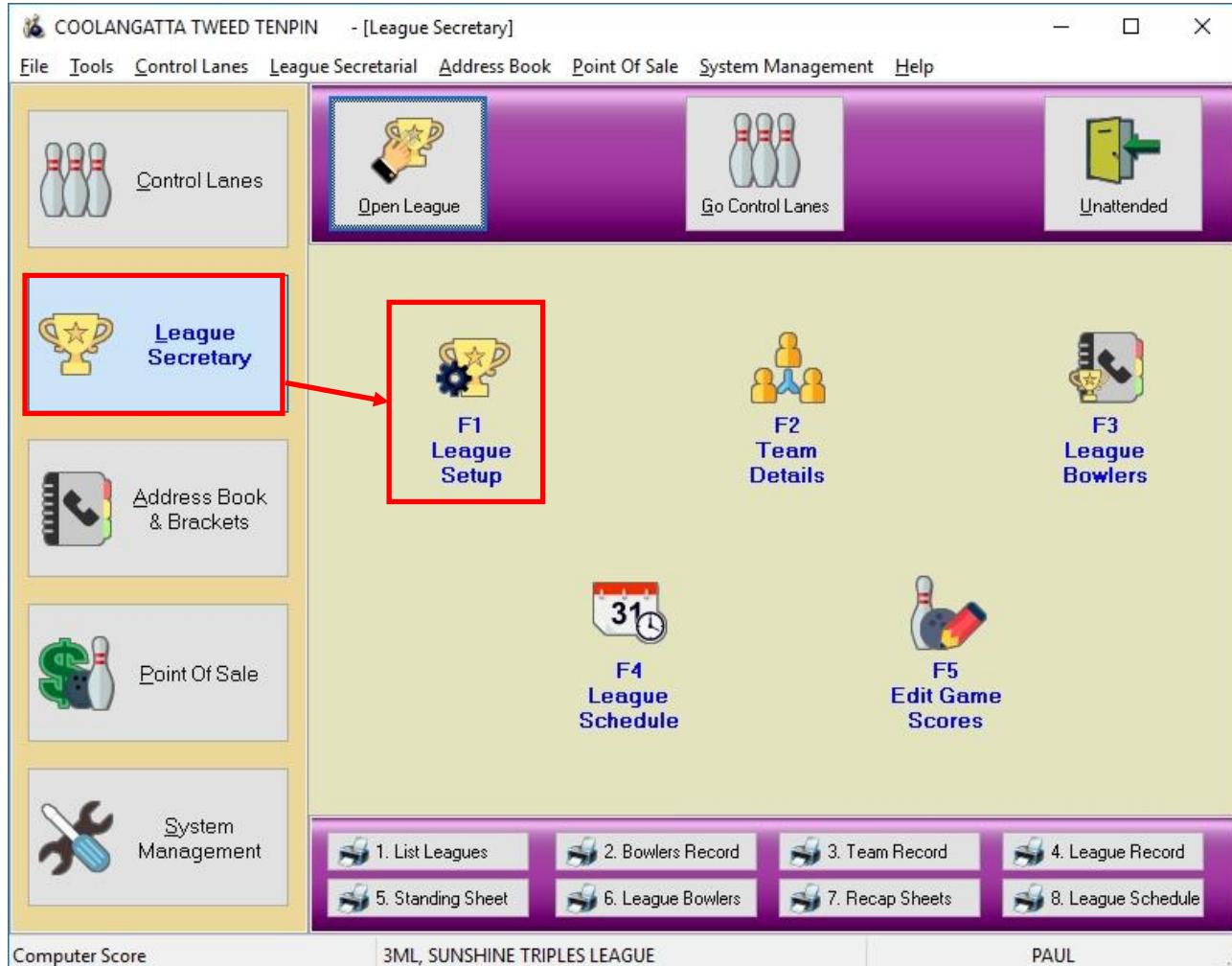
The screenshot shows a 'CASH DROP' dialog box. The 'Amount of drop' field contains '500.00'. The 'POS Item' dropdown is set to '93. COMMONWEALTH'. The 'Details' text area contains '6 x \$50 notes' and '10 x \$20 notes'. Below this, 'Staff Details' are listed: First Name: Computer, Last Name: Score, Address: 1/40 Machinery Drive, South Tweed Heads, New South Wales 2486, and Phone: +61 7 55244. At the bottom are 'OK' and 'Cancel' buttons.

League Secretary

Creating a New League

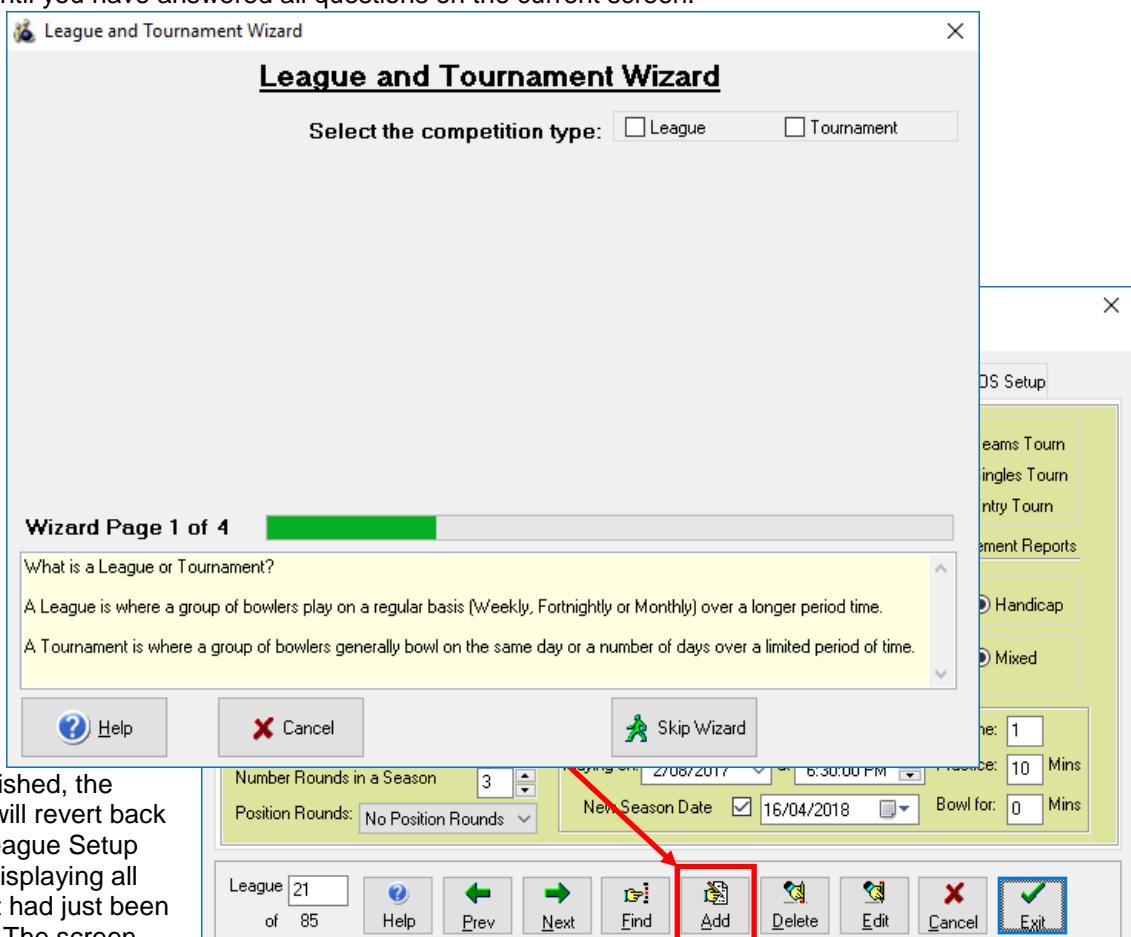
To start a new league, simply follow these easy steps:

1. Enter **F1 League Setup** from the League Secretary menu located in the Computer Score program



- Now select Add from the buttons located at the bottom of the screen

- A new screen will now appear prompting the operator to select whether the new league is a league or tournament. Select league or tournament.
- The wizard will ask a series of questions over a number of screens, you cannot progress to the next screen until you have answered all questions on the current screen.



- Once finished, the system will revert back to the League Setup screen displaying all data that had just been entered. The screen

will now have turned blue allowing the operator to edit the data appearing on this screen. The operator will now be able to change other settings such as Bowler Points and POS Setup. Once all settings have been changed to suit the league, press OK and Save the changes.

Note: If you do not like using the League and Tournament Wizard, you can press the Skip Wizard button and the system will revert back to the League Classification screen. The operator will then need to enter the relevant data to create the league as required.

Setting up a League

General Tab

The General tab is the default tab of the F1 League Setup screen. The General tab is the starting point of creating a league.

It is recommended that once a league is defined in the league setup screen, the setup screen should not be changed for the remainder of the league season. Any change to the number of teams in the season or number of weeks in a round is done from the league schedule screen.

The screenshot shows the '3ML League Classification' application window. The 'General' tab is selected in the top navigation bar. The main area contains the following fields:

- 3ML League Name:** SUNSHINE TRIPLES LEAGUE
- League President:** John Smith
- League Secretary:** John Brown
- Sanction Number:** 39607
- Class of League:** Night League (radio button selected)
- Type of League:** Handicap (radio button selected)
- Sex of Bowlers:** Mixed (radio button selected)
- League Format:**
 - Number of Teams in the League: 16
 - Number Lanes required: 16
 - Number of Bowlers in a Team: 3
 - Number of Games in a Series: 4
 - Number of Weeks in a Round: 15
 - Number Rounds in a Season: 3
 - Position Rounds: No Position Rounds
- Base Schedule:** SCHEDULE
- Next Match is Week:** 29 of 45 Weeks
- Starting Lane:** 1
- Playing on:** 2/08/2017 at 6:30:00 PM
- Practice:** 10 Mins
- New Season Date:** 16/04/2018
- Bowl for:** 0 Mins

At the bottom, there are command buttons: League (21), Help, Prev, Next, Find, Add (highlighted in blue), Delete, Edit, Cancel, and Exit.

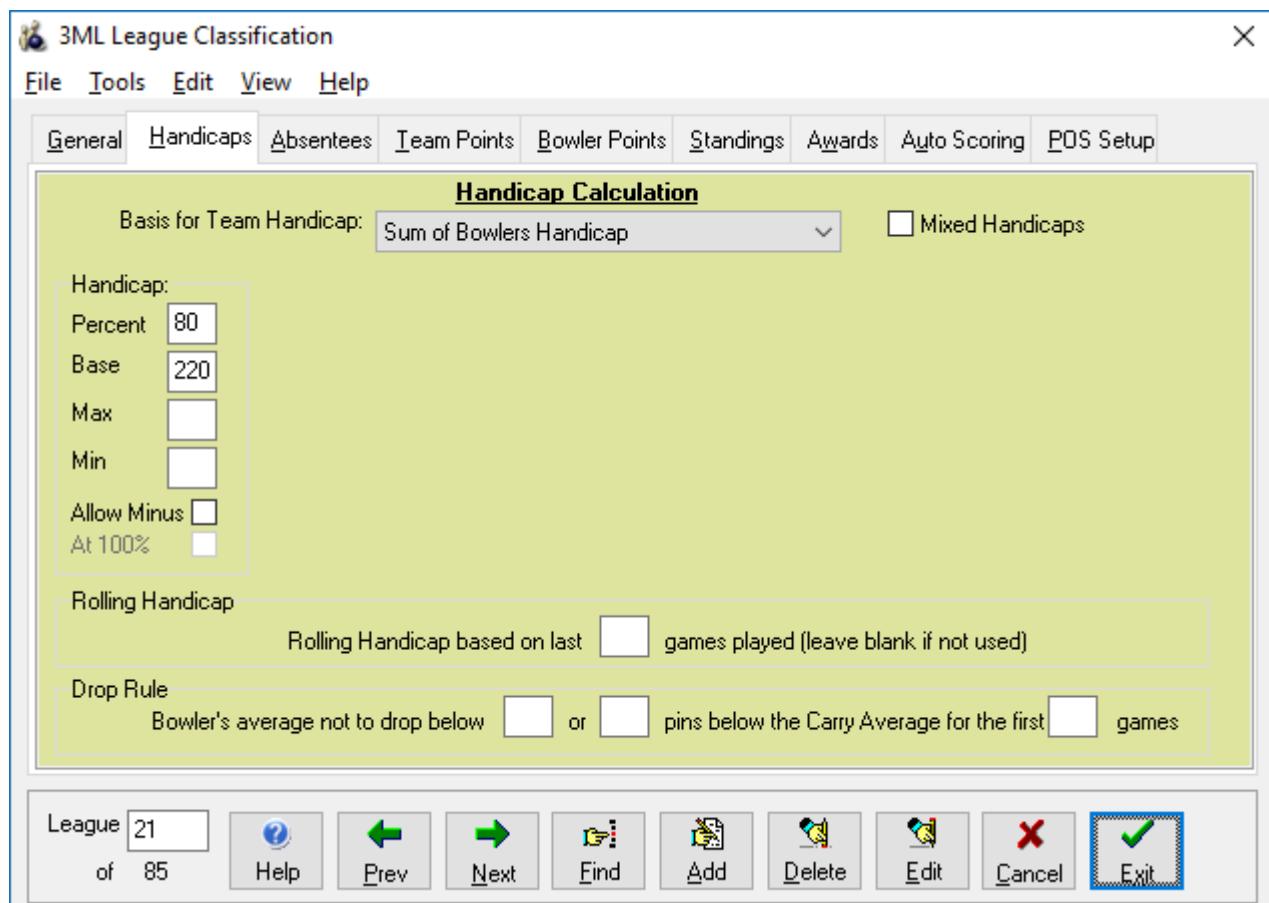
The screen contains the following groups:

- League Name and Committee Details:** Displays the League Name, President, Secretary and their phone numbers as well as the league's Sanction number if applicable
- Class of League:** Determines what type of classification the league is. Ignore the 'Tourn' class if the setup is for a league
- Sex of Bowlers:** Determines if the league contains only male, female bowlers or is a mixed league
- Type of League:** Specify if the league has handicap or only has scratch scores
- League Format:** Allows the operator to set the amount of teams and lanes required for the league. Additionally, the operator can set the amount of bowlers per team and games and rounds in a series
Note: Bowlers in a team and games in a series cannot be changed once games have been bowled.
Hint: Number of weeks in a round should be one less than the amount of teams in the league.
- League Start:** Situated at the bottom of the screen above the command buttons. Allows the operator to stipulate what date and time a league starts. Additionally, the operator can specify what lane the league starts on, approximately how long each team bowls for each night and the date of the next league season.
- Practice Time:** The system uses the time set, to reserve the lanes before the league is due to start. The amount of time is also used when Auto Start is pressed in Control Lanes.

In the above example, there are 16 teams of 3 bowlers per team bowling over 16 lanes. The league will bowl 15 weeks for each of the 3 rounds totalling 45 weeks. The league will bowl 4 games per series with handicap, starting at 6:00pm on 2 December 2006.

Handicaps Tab

The Handicaps tab shows the operator everything to do with handicaps within the selected league.

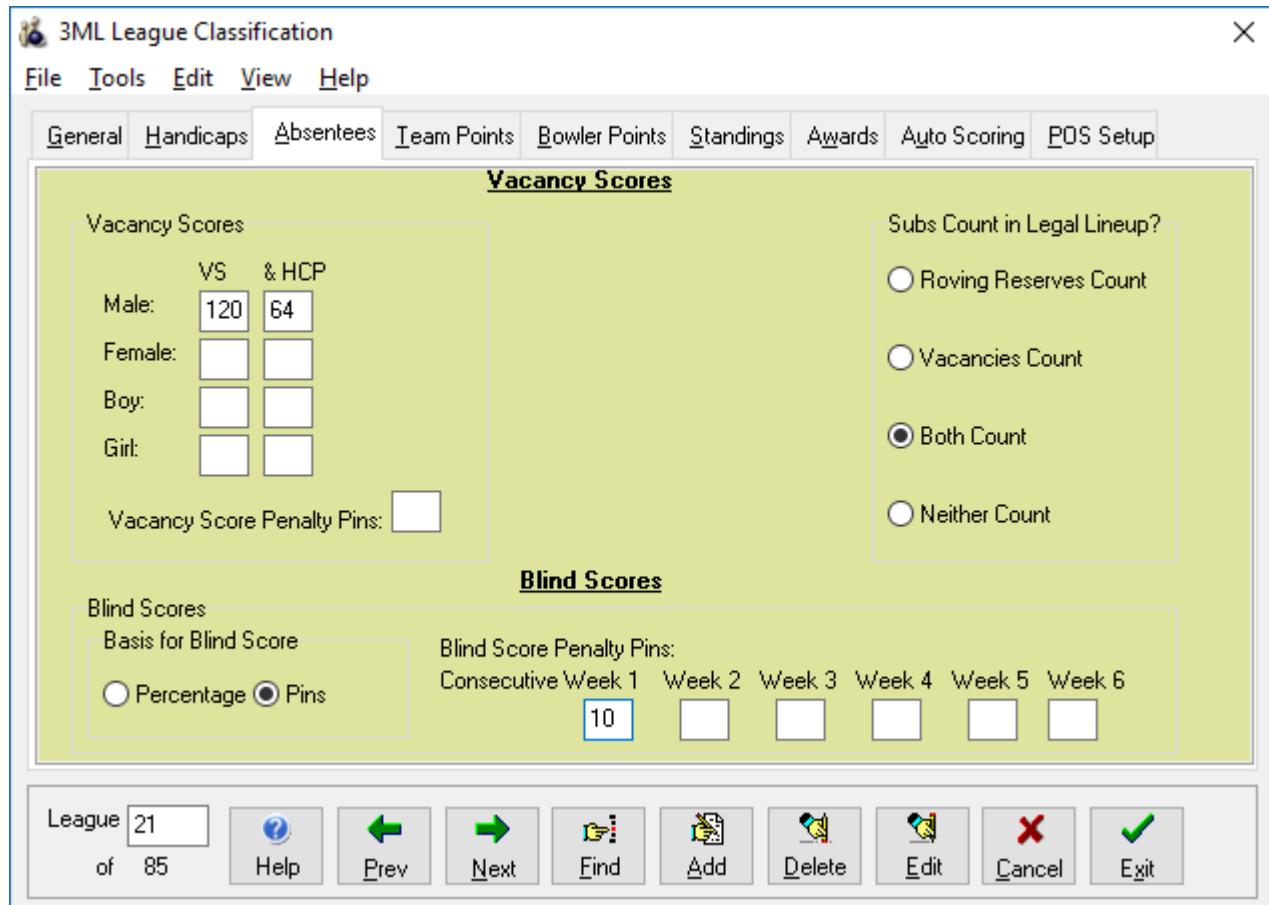


The Handicaps tab contains the following groups:

- Basis for Team Handicap:** Specifies how the system will calculate the Team's Handicap
- Handicap Calculation:** Allows the operator to specify handicaps for the different sexes bowling in the league. The operator can also specify if bowlers will bowl with negative handicaps if the bowler's average is above 200
- Rolling Handicap:** The number in this field will calculate the bowler's average only over the amount of games last bowled rather than from week 1
- Drop Rule:** Prevents the bowler's average to fall below a specified average or an amount of pins below a bowler's carry average for a particular amount of games

Absentees Tab

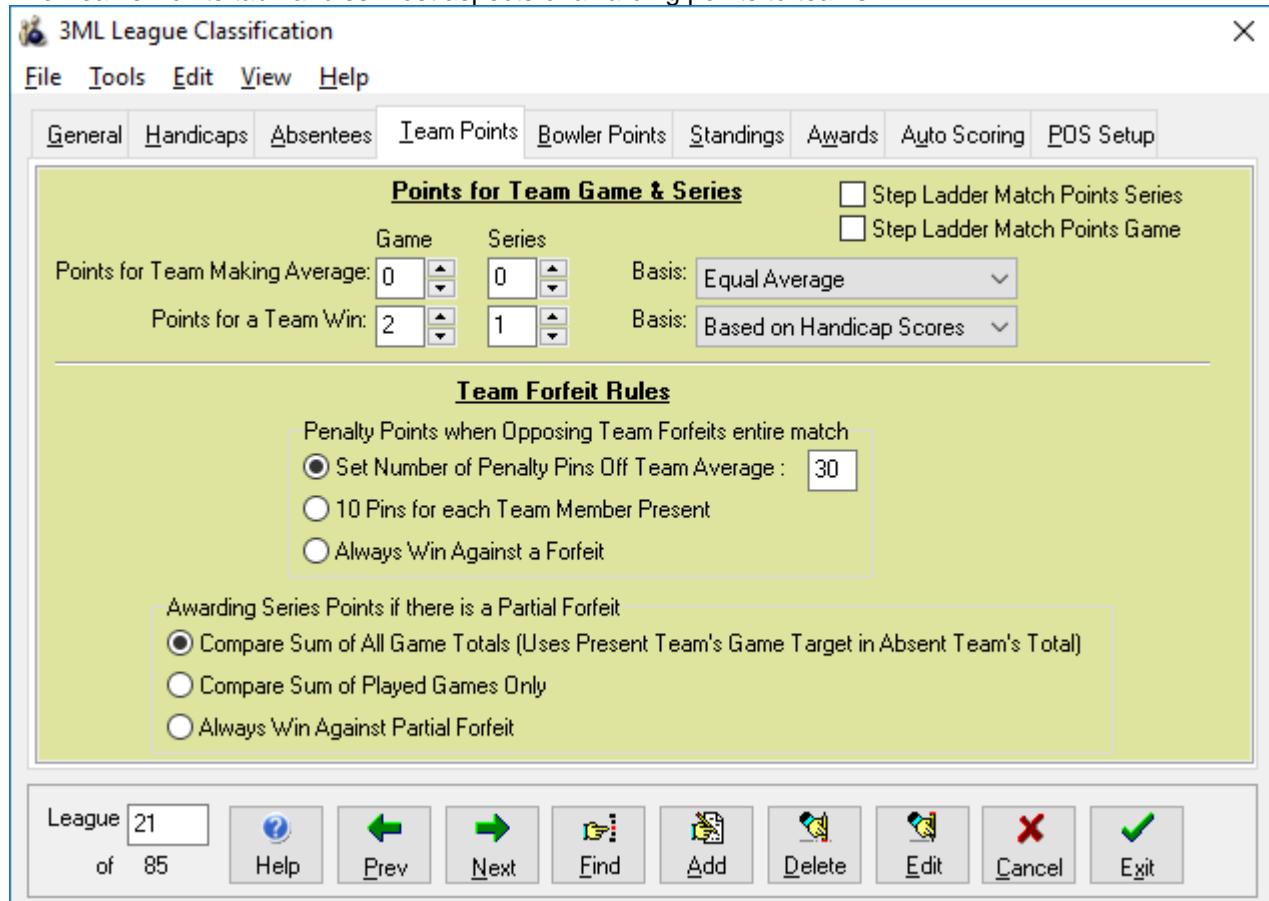
The Absentees Tab tells the system what to do when there is a Vacancy or Blindscore



- Vacancy Score Penalty Pins:** Takes the amount of pins allocated in this field off a Vacancy Score's average
- Subs Count in Legal Lineup:** Specifies if Vacancies or Roving Reserves count towards a legal lineup
- Blind Score Penalty Pins:** The amount of pins allocated in each field will penalise a bowler for being away for each consecutive week. Generally, the amount of penalty pins increase for each consecutive week a bowler is away or remains the same
- Basis for Blind Score:** Specifies if the blind score penalty pins is based on a percentage amount or an amount of pins based on the bowler's average.

Team Points

The Teams Points tab handles most aspects of awarding points to teams.



The Team Points tab contains the following groups:

1. **Step Ladder Match Points:** Is used in a situation where, as an example, there are 20 teams, 1st place is awarded 20 points, 2nd place is awarded 19 points right down to last place where 1 point is awarded
2. **Points for Team Making Average:** Points can be awarded to the team per game or series if, as an overall achievement, the team makes average or achieves the basis setting
3. **Points for a Team Win:** Points can be awarded to the team per game or series, if the team achieves a greater score than the opposing team bowling on the same pair of lanes
4. **Penalty Points when Opposing Team forfeits entire match:** A choice of rules specific as to when the opposing team on the same pair of lane forfeits
5. **Awarding Series Points if there is a Partial Forfeit:** A choice of rules specific as to when the opposing team on the same pair of lane has a partial forfeit

Bowler Points

The Bowler Points tab handles all aspects of awarding points to bowlers and other aspects of awarding points to the corresponding teams.

The screenshot shows the 'Bowler Points' tab of the 3ML League Classification software. The interface includes a menu bar with File, Tools, Edit, View, and Help. Below the menu is a tab bar with General, Handicaps, Absentees, Team Points, Bowler Points (which is selected), Standings, Awards, Auto Scoring, and POS Setup. The main area is titled 'Points for Bowler's Game & Series'. It contains several configuration sections:

- Points Awarded to:** Points for Bowler Making Average: Team Bowler. Game: 0, Series: 0. Basis: Equal Average.
- Points for a Head to Head Win 1:** Team Bowler. Game: 1, Series: 0. Basis: Handicap Pinfall.
- Points for a Head to Head Win 2:** Team Bowler. Game: 0, Series: 0. Basis: Handicap Pinfall.
- Points per Pinfall:** Points: 0, per Pinfall: 0. Awarded to: Team Bowler. Basis: Handicap Pinfall.

Head to Head Points Rules:

Basis for Winning Against Absent Player: Exceed Score of Absent Player OR Bowler's Average less 10 pins
 Bowler Always Win against a Forfeit
 Blind Score can Win Head to Head Points
 Vacancy Score can Win Head to Head Points

If Both Players are Absent:
 Head to Head Points are Split
 Points go to the Winning Team
 Points go to the Highest Blind Score or Vacancy Score

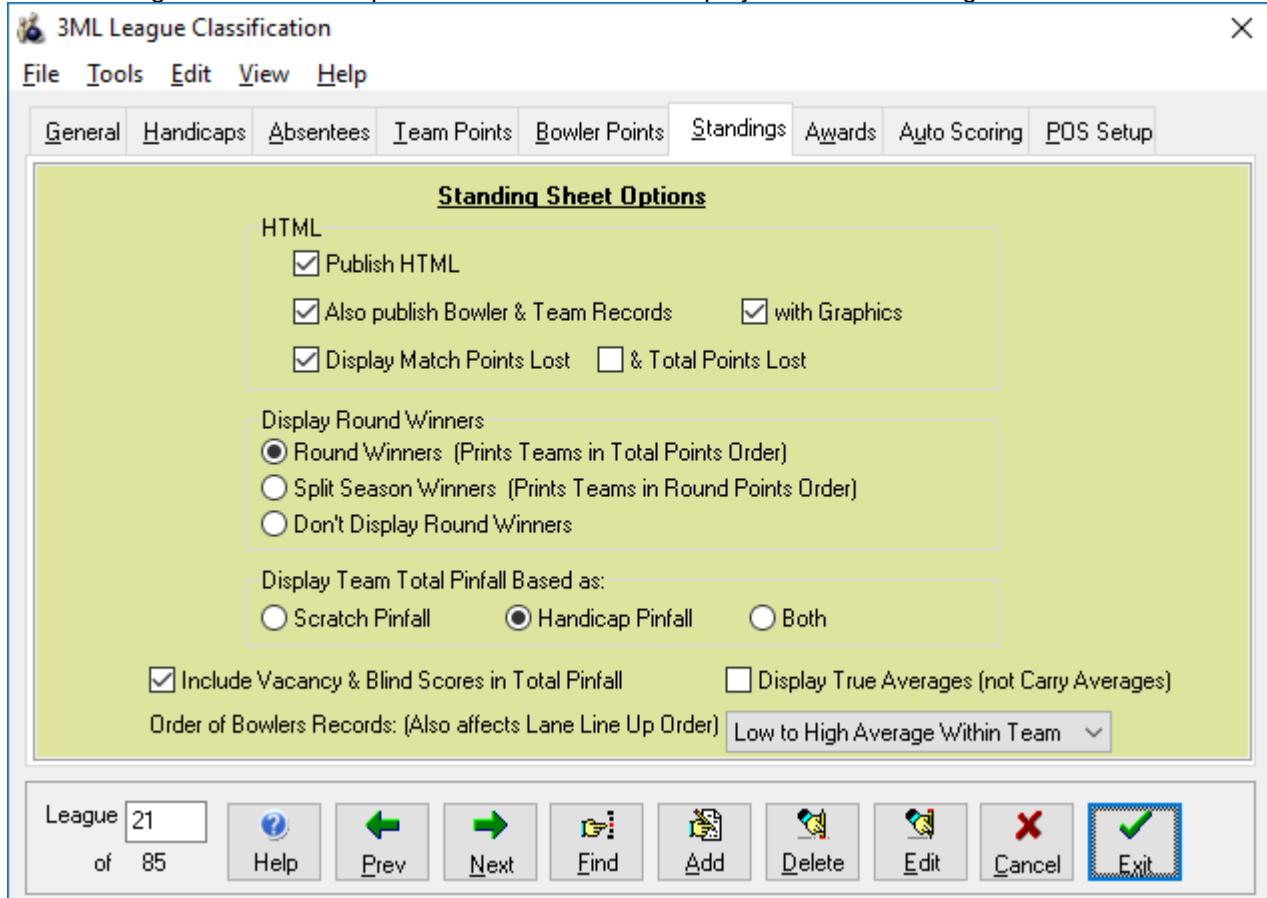
At the bottom are navigation buttons: League (21) of 85, Help, Prev, Next, Find, Add, Delete, Edit, Cancel, and Exit.

The Bowler Points tab contains the following groups:

- Points for Bowler Making Average:** Points are awarded to the team and/or bowler if the bowler meets the basis requirement for bowling average
- Points for a head to Head Win 1 & (2):** There are two different rules that can be allocated to this format. Points are awarded to the team and/or bowler if the bowler bowls a higher score than the opposing bowler bowling in the same position on the opposing team on the same pair of lanes.
- Points per Pinfall:** Points are awarded to the team and/or bowler based on the amount of pinfall bowled for the series
- Basis for Winning against Absent Player:** An option for awarding points when the opposing bowler bowling in the same spot on the opposing team on the same pair of lanes is absent
- Blind Score and Vacancy Point Rules:** A yes or no option available as to whether blind scores or vacancies can win head to head points

Standings

The Standings tab allows the operator to handle what is displayed on the Standing Sheet.

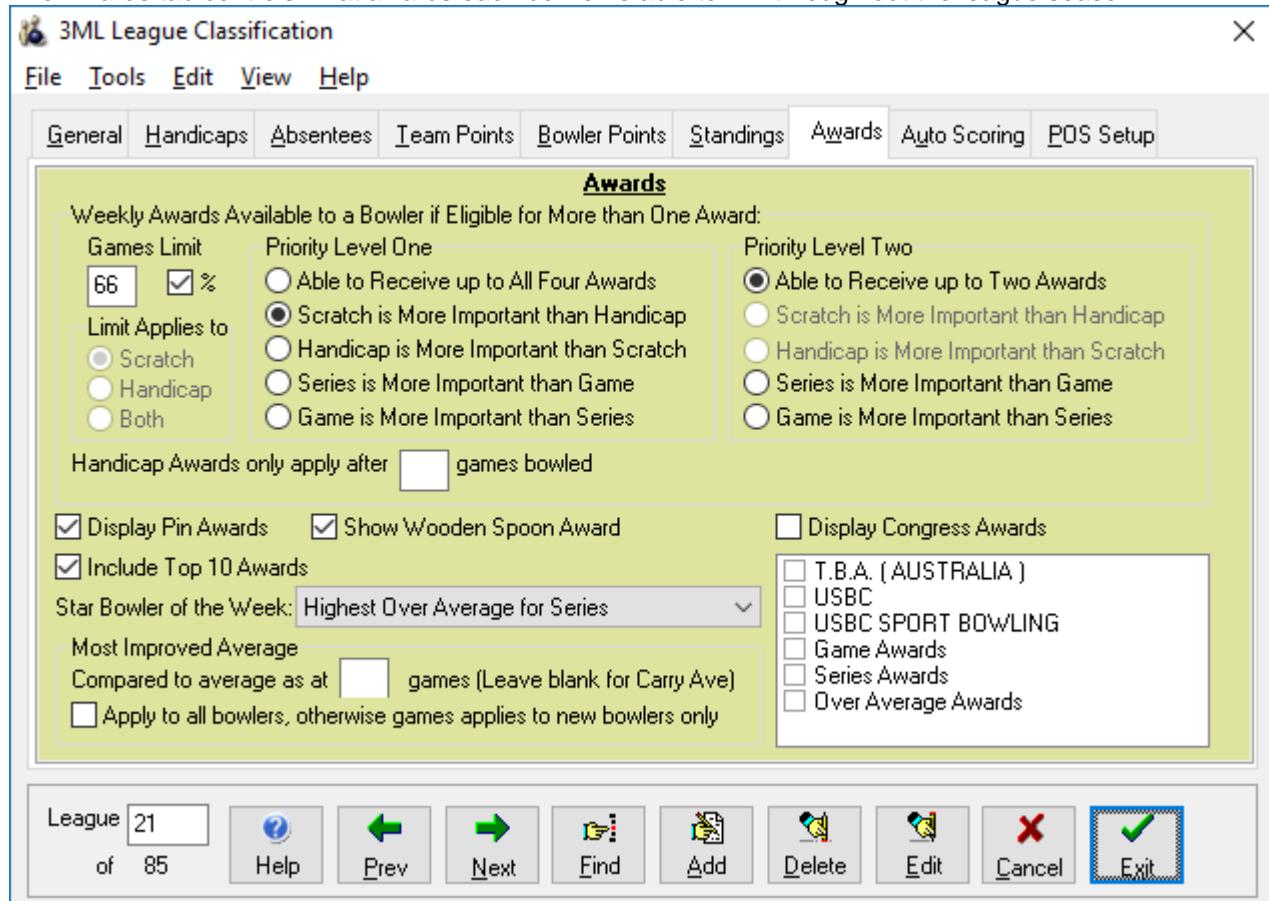


The Standings tab contains the following groups:

- HTML:** Controls if the Standing Sheet is able to viewed on an Information Terminal (if installed) and if the Standing Sheet links to bowler's and team's individual records and if those records display graphics. Additionally, the operator can choose if the Standing Sheet displays how many points each team has lost and the overall amount of points lost
- Display Round Winners:** An option available as to whether the Standing Sheet displays round winners, split winners or does not display round winners at all
- Display Team Total Pinfall Based as:** An option where the operator can select if Scratch or Handicap pinfall is displayed or both pinfall as team's total pinfall
- Include Vacancy & Blind Scores in Total Pinfall:** A yes or no option if vacancies and blind scores pinfall is calculated in the teams total pinfall
- Display True Averages (not Carry Averages):** A yes or no option as to whether the Standing Sheet displays each bowler's carry average during the carry average period
- Order of Bowlers Records: (Also affects Lane Line Up Order):** Allows the operator to decide the order of the team's bowlers. This order is displayed on the Standing Sheet, Recap Sheet and the line up of which the bowlers bowl

Awards

The Awards tab controls what awards each bowler is able to win through out the league season.

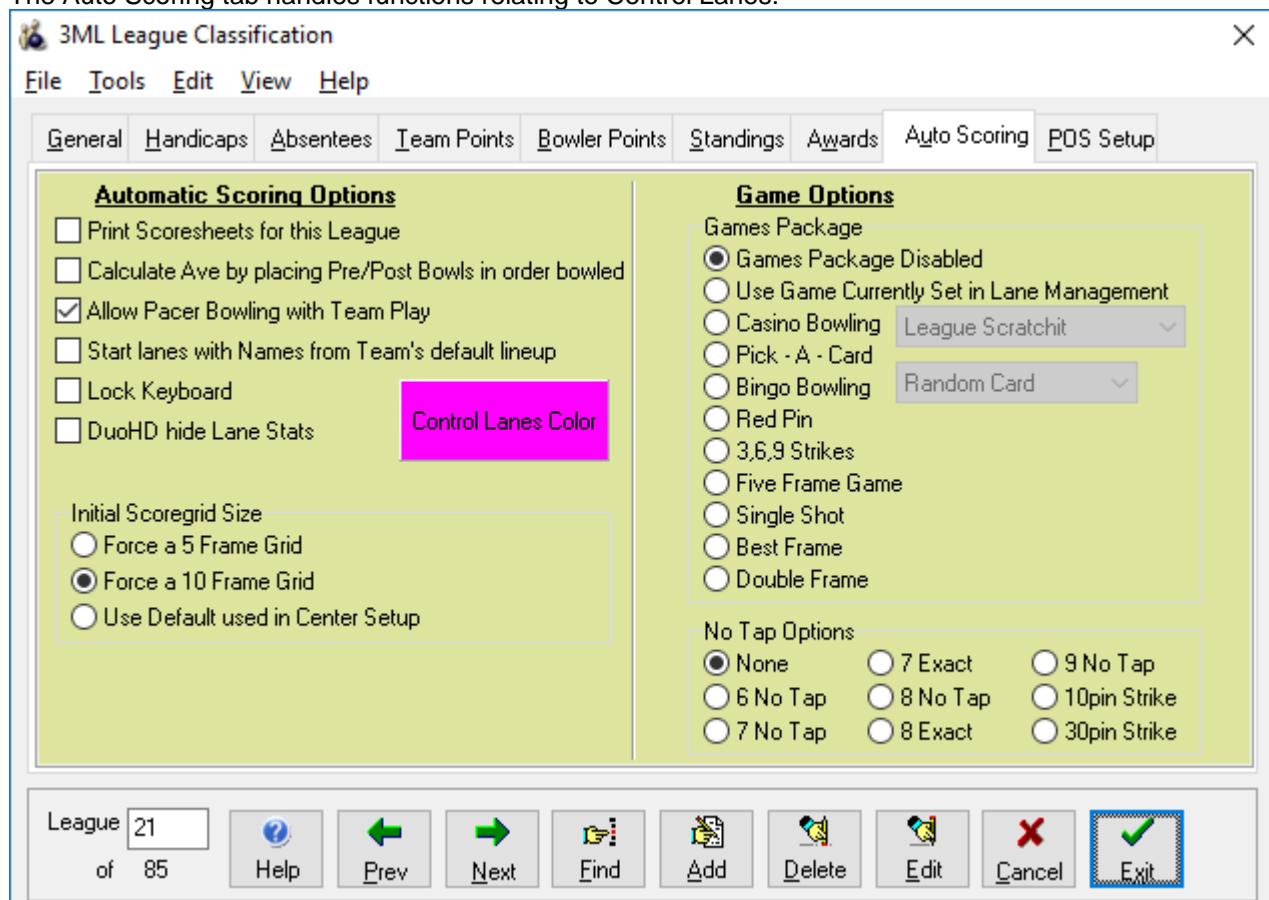


The Awards tab contains the following groups:

- Weekly Awards Available to a Bowler if eligible for More than One Award:** Options are available to restrict the amount of awards an individual bowler may win for a season. Additionally, a game limit can be put in place so only bowlers who bowl the amount of games specified or higher may win an award for the season
- Standing Sheet Options:** A yes or no option available to select what other details may be seen on the Standing Sheet. The operator can also specify what Star Bowlers of the Week awards are displayed
- Display Congress Awards:** Additional awards that are pre-defined in the Awards Setup located in System Management

Auto Scoring

The Auto Scoring tab handles functions relating to Control Lanes.



The Auto Scoring Tab consists of the following groups:

1. **Automatic Scoring Options:** Yes or no options available to the operator to decide if the selected operations will be performed automatically
2. **Control Lanes Color:** Sets the league status to the selected color in Control Lanes and the Waiting List
3. **Initial Scoregrid Size:** Sets the size of the scoregrid displayed on the lane
4. **Game Packages:** A selection of game packages that can be enabled each week if selected
5. **No Tap Options:** A selection of No Tap options that can be enabled each week if selected

POS Setup

The POS Setup tab allows the operator to specify what items are transacted when transacting the league.

The screenshot shows the 'POS Setup' window with the following details:

- General Tab:** Selected tab.
- Menu Bar:** File, Tools, Edit, View, Help.
- Toolbar:** Handicaps, Absentees, Team Points, Bowler Points, Standings, Awards, Auto Scoring, POS Setup.
- Table:** Point of Sale League Transaction

Qty:	POS Item:	Rate:	Total:			
<input checked="" type="checkbox"/> Use Qty from Lanes	<input type="checkbox"/> Ask	4	6. 4 / 5 GAME LEAGUE	5.00	20.00	
<input checked="" type="checkbox"/> Use Qty from Lanes	<input type="checkbox"/> Ask	1	137. 3ML SOCIAL FEES	15.00	15.00	
<input checked="" type="checkbox"/> Use Qty from Lanes	<input type="checkbox"/> Ask					
<input checked="" type="checkbox"/> Use Qty from Lanes	<input type="checkbox"/> Ask					
- Calculate Qty from Lanes:** Select this Check Box to force the software to add up the number of bowlers on the selected lanes, multiplied by the number of games in the Series. For fixed price guaranteed leagues, leave the Check Box clear and specify the quantity as the contracted number of games to be charge for.
- Quantity:** If the above checkbox is selected, then this field represents the number of games in the series and is used to calculate the Rate value, by dividing the Total figure by the games.
- POS Item:** Select the Point of Sale Item that is being recorded when the League is rung up. This could include Games Rates, League Social Funds, or even costing of a Free Cup of Coffee for every League Member!
- Buttons:** League (21), of 85, Help, Prev, Next, Find, Add, Delete, Edit, Cancel, Exit.

The POS Setup tab consists of only a few options and is fairly self-explanatory with the details explained in the text box.

- Use QTY from Lanes:** Will calculate the amount of games being bowled by multiplying the amount of bowlers and the games being bowled in the series
- Ask:** Mark the checkbox for the selected POS Item to force the software to ask the operator of how many of a certain items will be transacted. This will ignore the amount of games being bowled on the lanes. The Ask check box is often useful for ringing up items such as cold drinks that are payable per bowler rather than by per game
- QTY:** If the Use QTY from Lanes checkbox is checked, the QTY field represents the number of games in the series and is used to calculate the rate value, by dividing the total figure by the amount of games in the QTY field
- POS Item:** Select the POS Item that will be recorded when the league is transacted.
- Rate:** This calculation is the total divided by the amount of games bowled in the series to give the cost per game
- Total:** Enter a value to specify a total amount to be charged for the series of each bowler

Adding EXISTING Bowlers to a Team

After the league has been setup, the next step is to add bowlers to a requested team. This exercise assumes that the bowler being added has already been entered into the system, as the bowler may have already been bowling in another league.

To add bowlers to a team, simply follow these easy steps:

1. Open the requested league by selecting Open League from the Utility menu, then select the required league and press OK
2. In the League Secretary menu, select F2 Team Details or press F2 on the keyboard

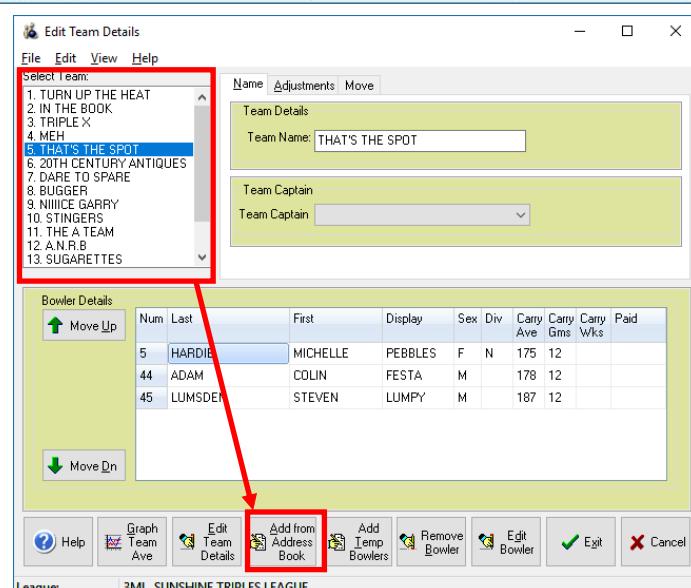


3. Select the team that the bowler will be added into and then select Add from Address Book
4. Type in the bowler's last name and then the bowler's first name respectively and when the correct bowler has been selected, press OK

Note: If the bowler is **new** and has not bowled in any leagues in the center before, follow the directions for *Adding New Bowlers to a league*.

5. Review the details presented on the screen and correct any changes that need to be made and then select OK

Note: A bowler should **never** be added into a **league** as a Temp Bowler.



The system has now added the bowler to the selected team. Repeat the above steps to add additional bowlers to a team.

Adding NEW Bowlers to a Team

This example assumes that the bowler has never joined a league in the center before.

To add a new bowler to a team, simply follow these easy steps:

1. Open the requested league by selecting Open League from the Utility menu, then select the required league and press OK
2. In the League Secretary menu, select F2 Team Details or press F2 on the keyboard
3. Select the team that the bowler will be added into and then select Add from Address Book
4. Type in the bowler's last name and first name respectively and then select **NEW BOWLER**

Note: The operator should check if the bowler's name has already been entered into the system.

Select from Master Address Book

Enter a Last and First Name to add or find a bowler:
Find: BROWN MARY

Num	Last Name	First Name
1047	BROWN	BARBARA
3390	BROWN (L)	BEN
0621	BROWNE	BRADIE-RAE
1869	BROWN	CAROLE
0094	BROWNBILL	CODY
2312	BROWN	DEB
4940	BROWN	DRYDEN
8463	BROWN	ELAINE
1054	BROWN	ETHAN
9019	BROWNING	GARRY
8277	BROWN (I)	GLENN
2654	BROWN	JANICE
9113	BROWNING	KIARA
2107	BROWN	MATT
0005	BROWN	PETER

View Averages View Notes New Bowler OK Edit Bowler Cancel

5. Set the number of Carry Games or Carry Weeks applicable for this League.
6. Type in all known details of the new bowler and then press OK when finished
7. Review the details presented on the screen and correct any changes that need to be made and then select OK

The system has now added the bowler to the selected team. Repeat the above steps to add additional new bowlers to a team.

Note: A bowler should **never** be added into a **league** as a temp bowler. The system uses the bowler's address book number to link each bowler to what league they bowl in.

Address Number: 297
League Number: 17

Bowler's Details

Last Name: BROWN
First Name: MARY
Display Name: MARY Sex: Male
Team Number: 5. THAT'S THE SPOT
Division Number (Optional):
Carry Average: Carry Games: 3 or Carry Weeks:
Adjust Pins: Adjust Games: Adjust Points:
Opening Scratch Game: Series: Opening Handicap Game: Series:

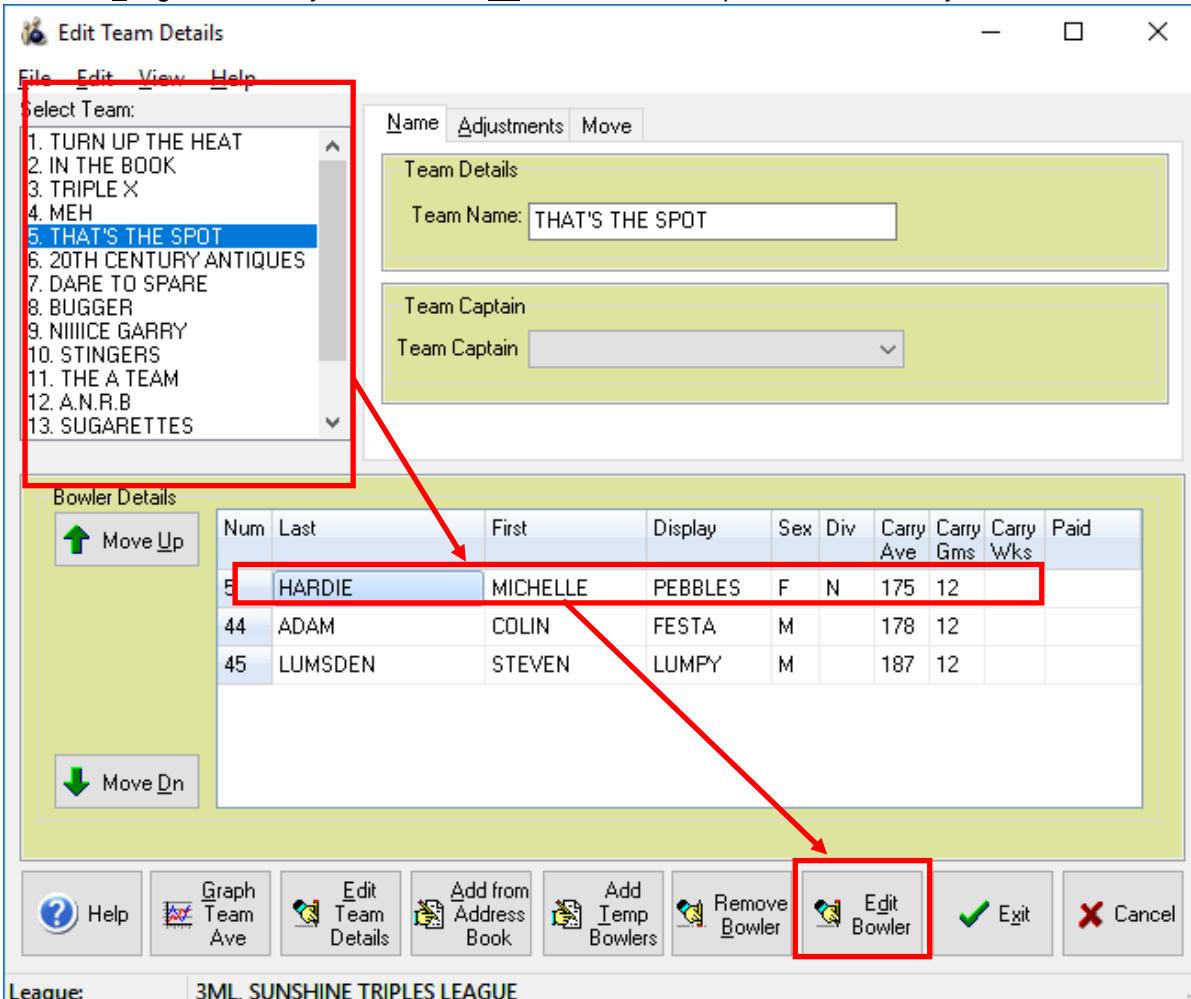
OK Cancel

Temp bowlers are only used for singles or teams tournaments as bowlers may be visiting and they would more likely not bowl in the center again.

Moving a Bowler from team to team

To move a bowler from one team to another team, simply follow these easy steps:

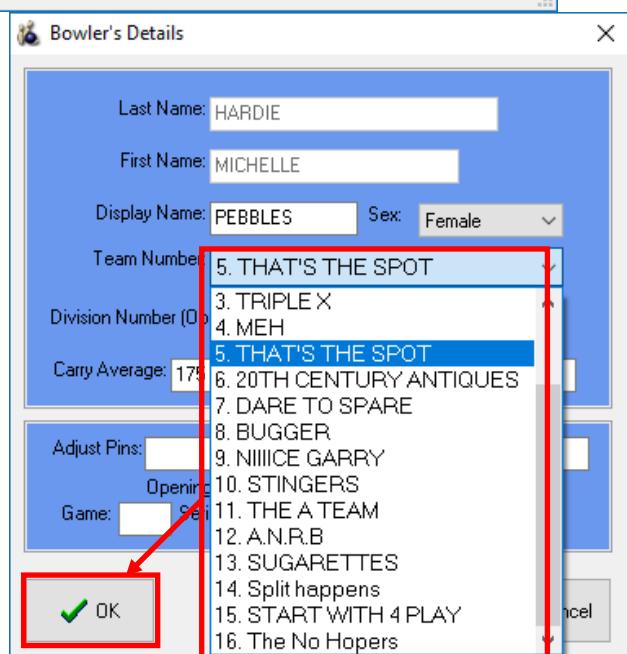
1. Open the required league by selecting Open League from the Utility menu, select the required league and then select OK
2. In the League Secretary menu, select F2 Team Details or press F2 on the keyboard



3. Select the team name that the bowler is currently bowling in
4. Select the bowler that wants to change teams and then press Edit Bowler
5. Select the Team Number drop down box and select the desired team that the bowler would like to bowl in and select OK when finished

The system has now moved the selected bowler into the requested team.

Note, any games previously bowled in another team will still belong to the other team, thus preserving any team points historically earned.

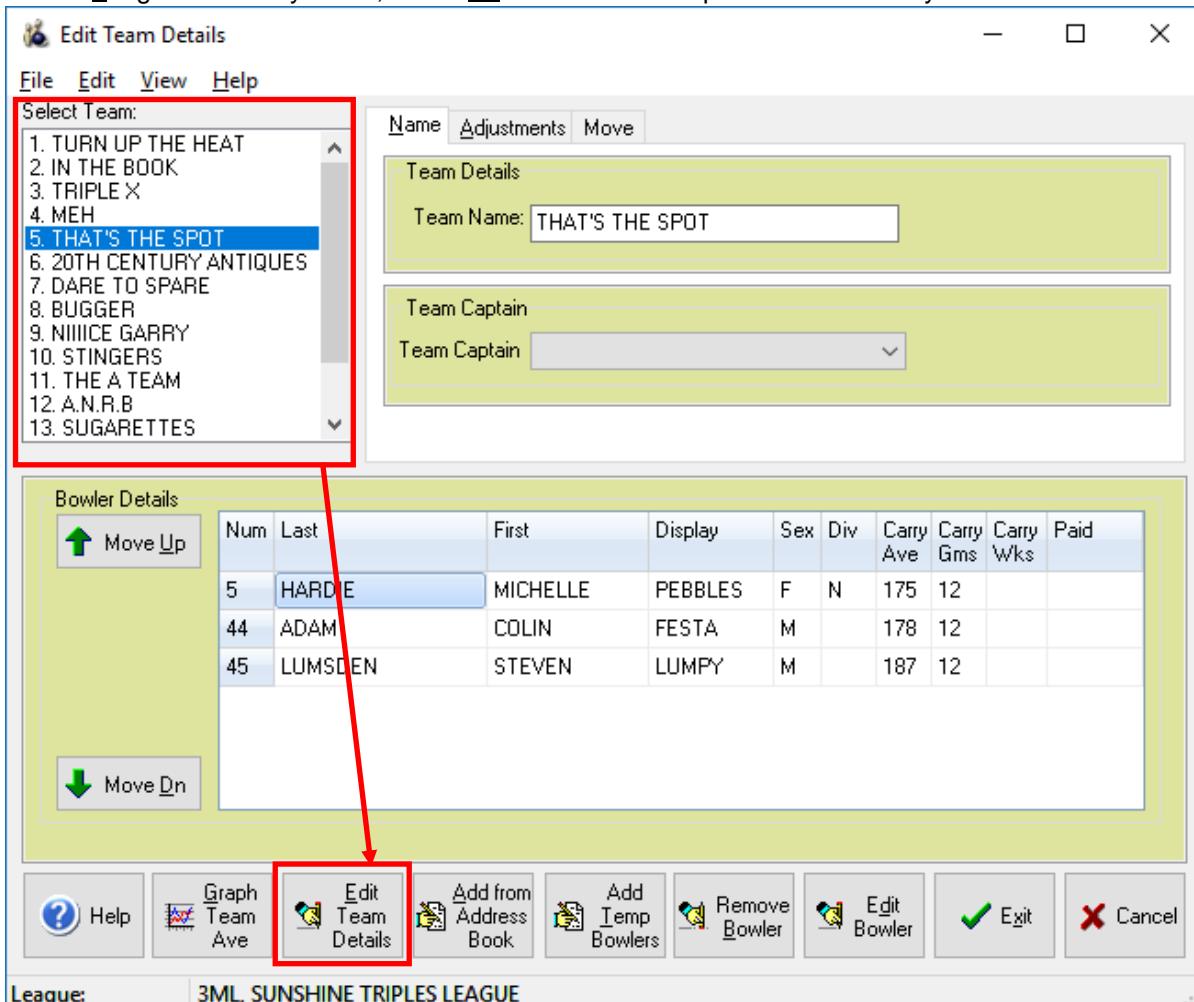


Editing Team Names

After adding bowlers to teams, the team name should now be changed upon request from the league bowlers in the team.

To edit a team name, simply follow these easy steps:

1. Open the required league by selecting Open League in the Utility menu, select the required league and then select OK
2. In the League Secretary menu, select F2 Team Details or press F2 on the keyboard



3. Select the team name that has been requested to be changed and press Edit Team Details
4. Once the change has been performed, select OK and then Exit

The team name will now be changed next time the league starts on the lane or a standing sheet is viewed.

When all bowlers have been added to the league that is bowling and the respective team names have been modified, the league can now be started.

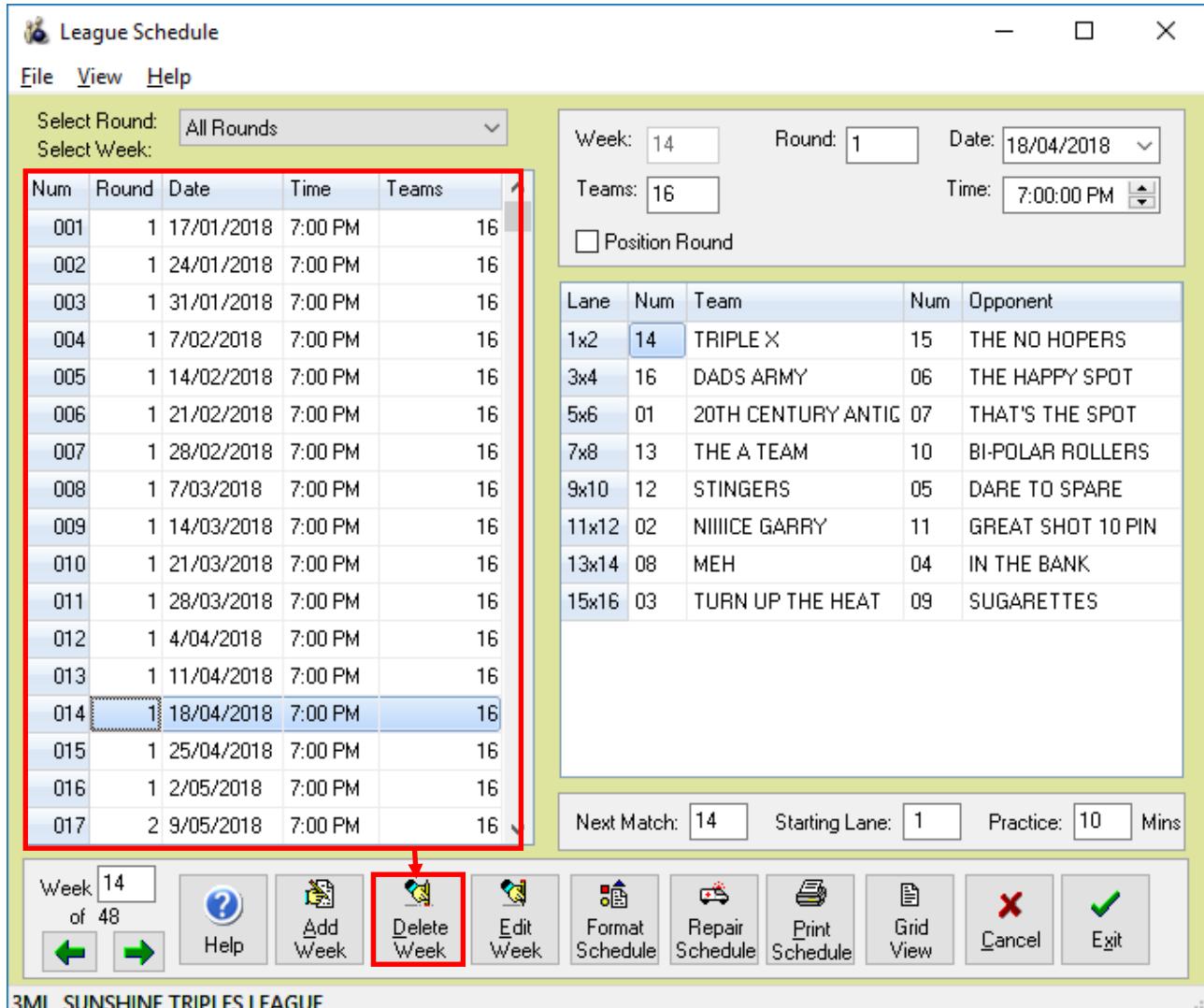
Modifying the League Schedule

Deleting a Scheduled Week

The most common request from a league or center management is to skip or delete a week that league will not play, such as Christmas or New Years Day.

To **delete** a week from the league schedule, simply follow these easy steps:

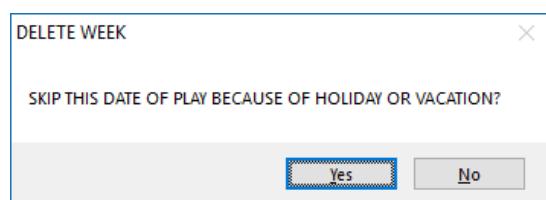
1. Open the required league by selecting Open League from the Utility menu, select the required league and then select OK
2. In the League Secretary menu, select F4 League Schedule or press F4 on the keyboard



3. Select the week from the list on the left side of the screen that is required to be removed from the schedule

4. Now select the Delete Week button from the bottom of the screen and confirm your selection with a yes

Note: By selecting yes, the system will move the deleted week one-week forward (**recommended**). If no is selected, then the selected week will be completely removed from the league and the league season will be reduced by one week.



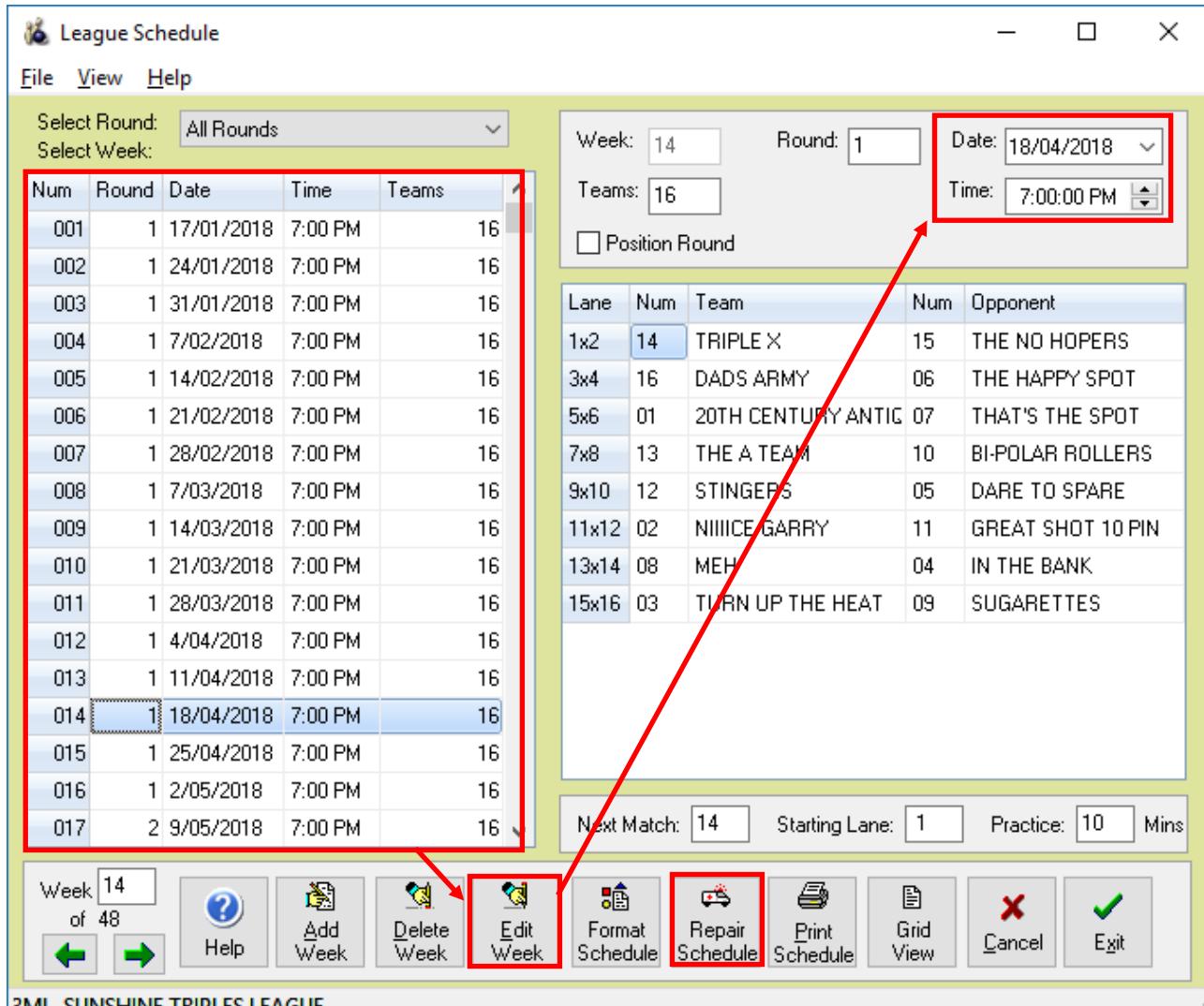
5. The system has now deleted the selected week and performed the necessary actions based on the operator's request in step 4. Repeat the above steps to delete additional weeks from the season and then press Exit when finished

Editing a Day for the Rest of Season

Occasionally, a center may decide to change the day of which a league plays.

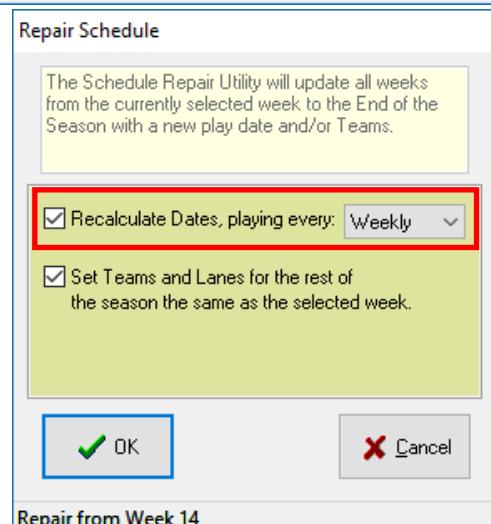
Simply follow these easy steps to change the day of play and modify the schedule by 4 weeks:

1. Open the required league by selecting Open League from the Utility menu, select the required league and then select OK
2. In the League Secretary menu, select F4 League Schedule or press F4 on the keyboard
3. Select the week from the list on the left side of the screen that the day of play will change from



3ML, SUNSHINE TRIPLES LEAGUE

4. Now press the Edit Week button from the buttons at the bottom of the screen
5. At the top right hand corner select the date field and make the required changes for the date. Currently the 23/12/06 is a Saturday, the league will move to a Sunday after a 4-week break. The date for week 4 should be modified to display 17/01/07 for week 4
6. Press OK when finished
7. The operator now has to repair the schedule to allow the league to play weekly on a Sunday. Select the Repair button at the bottom of the screen.
8. Select the check box that states to recalculate dates, playing every: Select the option that displays weekly and then select OK. The system has now recalculated the dates to allow the league to play weekly.

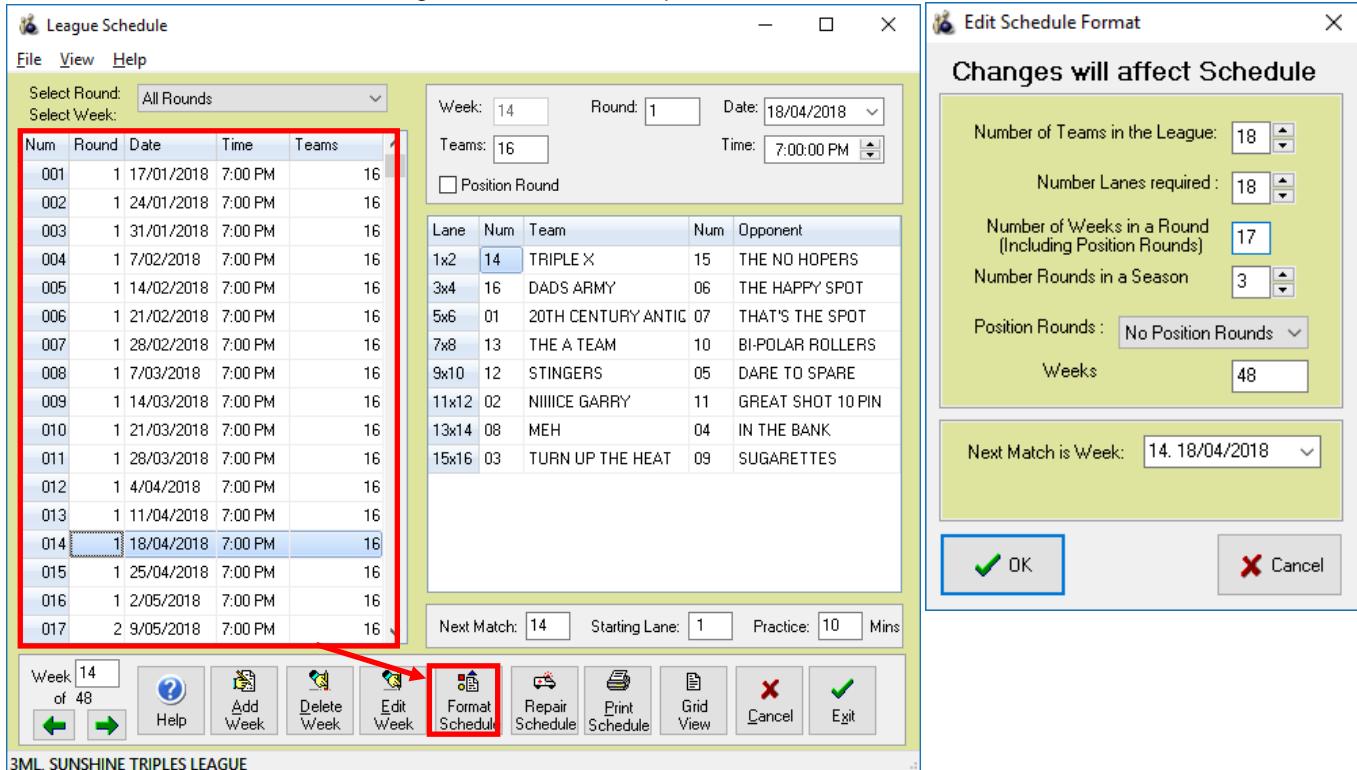


Changing the Number of Teams in a League after Weeks have been bowled

When 2 or more teams leave the league it is recommended to reduce the number of teams in the league as this will reduce the number of times each team plays a vacant team.

To reduce the number of teams currently bowling in the league, simply follow these easy steps:

1. Open the required league by selecting Open League from the Utility menu, select the required league and then press OK
2. In the League Secretary menu, select F4 League Schedule or press F4 on the keyboard
3. Select the week that the change of teams will take place for the remainder of the season



Note: The number of teams should not be adjusted for a week where scores have been bowled.

Important: Do NOT change the number of teams in the league if 2 or more teams are not playing for one particular week. ONLY change the number of teams playing in the league if 2 or more teams are not playing for the REST OF THE SEASON. A temporary reduction of the league will be addressed in **Compressing teams**.

4. Now select Format Schedule from the buttons located at the bottom of the screen
5. Modify the number of teams and lanes required once the teams have been removed
6. Now modify the number of weeks in each round and the number of rounds in the season
7. Ensure that the Next Match Week is the date of which the changes should occur and press OK when all changes are correct
8. The system has now made all requested changes for that week and **all remaining weeks in the season**. Press Exit when the operator is satisfied with the changes that had occurred.

This example shows that at week 14, the season will go up to 18 teams using 18 lanes. There will now be 48 weeks in the season as there are now an additional 2 weeks per round for the 3 rounds.

9. If teams are being reduced, then the system will then ask which teams will no longer be playing in the league. Uncheck the check box that is next to the teams that are no longer playing and then press OK

012	1	4/04/2018	7:00 PM	16
013	1	11/04/2018	7:00 PM	16
014	1	18/04/2018	7:00 PM	18
015	1	25/04/2018	7:00 PM	18
016	1	2/05/2018	7:00 PM	18
017	1	9/05/2018	7:00 PM	18

Making Adjustments

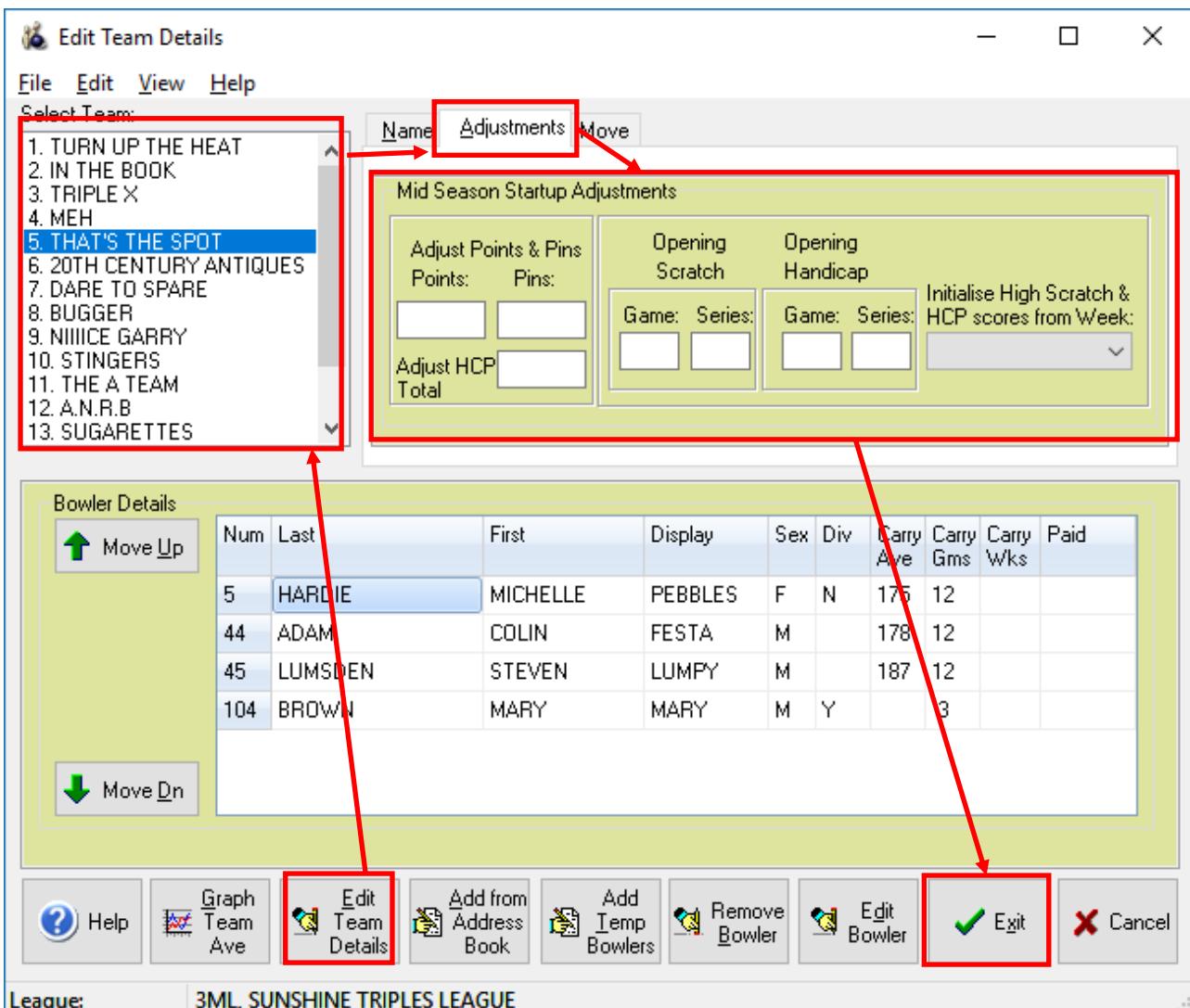
Often, during the league season, or if entering an existing league into the computer midseason, it is necessary to adjust the pinfall and points for teams or individual bowlers.

Team Adjustments

Team adjustments are most commonly done when a league is being started 'midseason', but they are also used to resolve any unforeseen discrepancies in the points and pinfall of the teams.

If adjustments are required, simply follow these easy steps:

1. Open the required league by selecting Open League from the Utility menu, select the required league and then press OK
2. In the League Secretary menu, select F2 Team Details or press F2 on the keyboard



3. Select the Edit Team Details button located at the bottom of the screen
4. Now select the team from the list on the left side of the screen that adjustments are required to be made
5. Now select the Adjustments tab at the top of screen
6. Enter any adjustments in the respective fields and press OK when finished and then Exit to leave the screen

Note: Any adjustments made in this screen will appear on Week 1 of the Standing Sheet as the system is not aware for what date the adjustments have been made for.

Note: Any adjustment to points that must be attributed to a particular week can be entered from the F5 Edit Game Scores screen.

Individual Bowler Adjustments

Bowler adjustments are most commonly done when a league is being started 'mid-season', but they are also used to resolve any unforeseen discrepancies in the points and pinfall of each individual bowler.

To make adjustments to individual bowlers, simply follow these easy steps:

1. Open the required league by selecting Open League from the Utility menu, select the required league and then press OK
2. In the League Secretary Menu, select F3 League Bowlers or press F3 on the keyboard

The screenshot shows the '3ML, SUNSHINE TRIPLES LEAGUE BOWLER EDIT' window. At the top, there is a menu bar with File, Edit, View, Tools, and Help. Below the menu, there is a form for entering bowler information. On the right side, there are boxes for Address Number (3823) and League Number (105). Under 'Bowler's Leagues', 'SUNSHINE TRIPLES LEAGUE' is listed. At the bottom of the screen, there is a toolbar with various buttons: Bowler (105 of 105), Help, Prev, Next, Find, Add, Delete, Edit, Cancel, and Exit. The 'League' button is highlighted with a red box. The 'Adjustments' tab is also highlighted with a red box. A large red box surrounds the 'Average', 'Handicap', and 'Current High Scratch' sections. Red arrows point from the 'Edit' button in the toolbar to the 'Edit' button in the 'Adjustments' section and from the 'Edit' button in the 'Adjustments' section to the 'Edit' button in the toolbar.

Last Name: BIGGS	Sex: Male
First Name: PAUL	Display Name: PAUL
Birth Date: 22/02/72	Email: mail@computerscore.com.au
Address: 1/40 Machinery Drive	
South Tweed Heads	
NSW	
Phone: 07 55123456	ZIP: 2486

League	Pin Awards	Congress	Adjustments	Averages	Notes	Club Member	Picture
--------	------------	----------	-------------	----------	-------	-------------	---------

Average:		Handicap:	
Total Pins:	Total Games:	Total Points:	
Adjust Pins: <input type="text"/>	Adjust Games: <input type="text"/>	Adjust Points: <input type="text"/>	
Current High Scratch		Current High Handicap	
Game: <input type="text"/>	Series: <input type="text"/>	Game: <input type="text"/>	Series: <input type="text"/>
Opening High Scratch		Opening High Handicap	
Game: <input type="text"/>	Series: <input type="text"/>	Game: <input type="text"/>	Series: <input type="text"/>

Bowler
105
of 105 Help Prev Next Find Add Delete Edit Cancel Exit

League: 3ML, SUNSHINE TRIPLES LEAGUE

3. Press the Find button located at the bottom of the screen
4. Locate the requested bowler by typing in the bowler's last name and first name respectively and then press OK
5. Now press the Edit button located at the bottom of the screen followed by pressing the Adjustments tab
6. Enter the adjustments in the necessary fields and press OK after details have been entered

The system has now made the necessary adjustments and any adjustments will be viewable by the public next time the standing sheet is viewed.

Note: Opening High Game and High Scratch adjustments should be entered if a league has recommenced or the league is being started 'mid-season'.

Let's Bowl League!

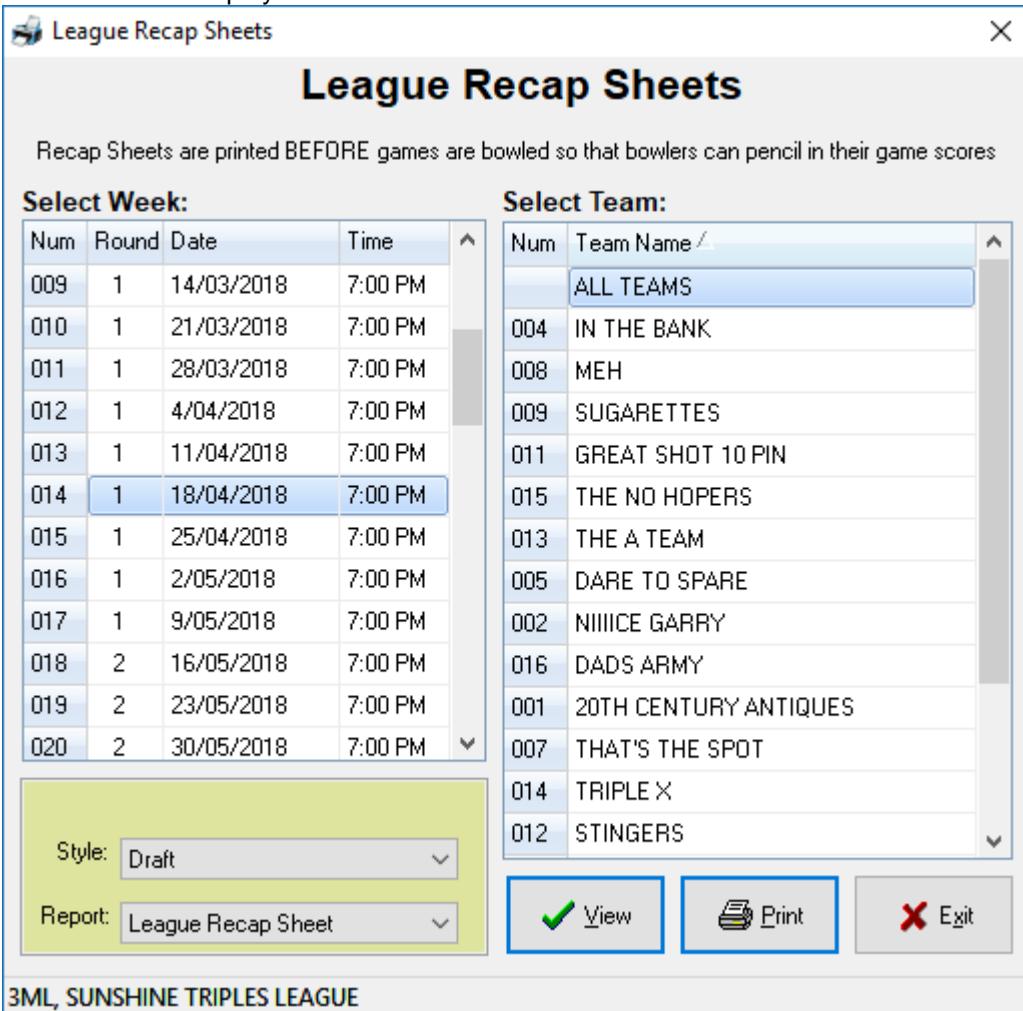
When starting a league, Computer Score recommends that the following steps be used in the order that is provided in this manual.

Recap Sheets

League Recap Sheets should be printed before games are bowled so bowlers can pencil in their game scores. Although Computer Score can reliably interpret scores, it is recommended that the Recap Sheets be used to confirm that the scores bowled are the same automatically entered into the computer. Printing Recap Sheets are also used as a backup just in case the center loses power, the system loses communication to the Comscore computer or the operator performs an end of league season accidentally.

To print Recap Sheets, simply follow these easy steps:

1. Open the required league by selecting Open League in the Utility menu, select the required league and then press OK
2. In the League Secretary menu, located in the Print Area, select 7. Recap Sheets
3. Select the week of play that is due to start from the list on the left side of the screen



4. Press the Print button to print out the Recap Sheets
5. Press Exit once all Recap Sheets have been printed out and return to Control Lanes by press the Go Control Lanes button in the Utility menu

Start League

To place the league grids on the upper monitors simply follow these easy steps:

1. In Control Lanes, under the *F1 Start* tab, select the *Start League* button



2. By default, the system will show all leagues due to start on the current day. Select the league that the operator would like to start and press OK

Note: If the system is showing a different day than what the current day is, check the computer's system date.

3. Press the Select All Lane's button to display all teams on the upper monitors. If the operator would only like to display teams on particular lanes, the operator should select the first team in the group, press the Shift button on the keyboard and at the same time press the team at the end of the group
4. When the selected teams are the teams that are required to be started, press OK

The system will place all selected teams onto their respective lanes. The operator will also notice that the grids are placed onto the lanes as Grids Only. By definition, the machines are OFF and scoring will not occur.

This is for the situation where league bowlers are arriving at the center, is finding the lane that their team is bowling on, but is not yet allowed to start practice.

The screen to the right will also display:

- Bowlers who have recently joined the league
- Bowler's who have had a birthday within a week of the current date
- Any notes entered by staff for a particular bowler

Start League

Select Week: 1. 29/10/2007 Round: 1 Teams: 6 Lanes: 6

Lane	Team Name
1	1. TEAM 1
2	2. TEAM 2
3	3. TEAM 3
4	4. TEAM 4
5	5. TEAM 5
6	6. TEAM 6

Starting Lane: 1 Select All Lanes
 Team is not Playing Compress Lanes
 OK Abort

OR Press SHIFT and then select the first and last team of a desired group to start

Bowlers' Name	Type of Note	Entered	By	Act Date	For	Comment
COMPUTER SCORE	Joined	21/12/20				Joined 2 Weeks ago
MARY BROWN	Joined	21/12/20				Joined 2 Weeks ago

XXX, Computer Score's Test League

Compressing Teams

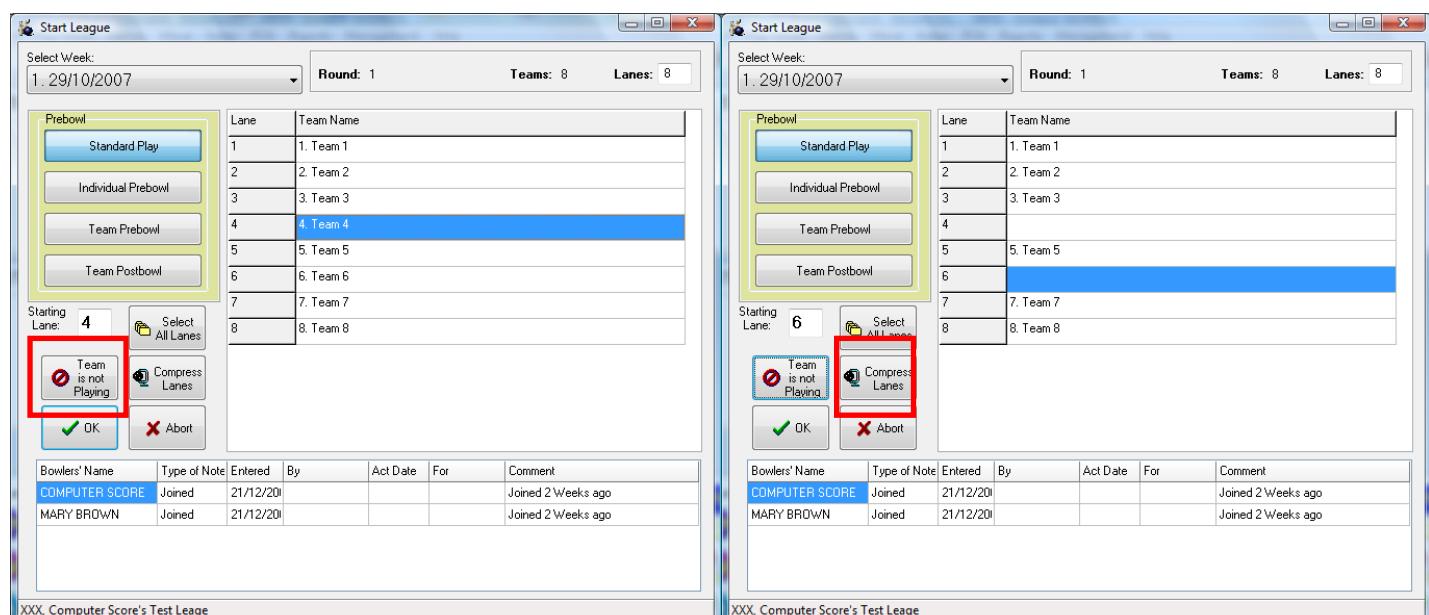
When there are 2 or more teams in a league that are not playing for a particular week, it is in the center's best interest to compress teams. Compressing teams should be in the center's best interest as this will give the center two or more additional lanes available for use for other types of play, such as social play or pre-bowling.

To compress teams, simply follow these easy steps:

1. In Control Lanes, under the *F1 Start* tab, select the *Start League* button



2. Select the League that is required to be opened and then press OK
3. Select the team that will not be playing for the particular week and then press the Team is not Playing button



4. Repeat Step 3 for each team that will not be playing
5. Once all teams have been marked as not playing for a particular week, press the Compress Lanes button
6. The system will keep together any two teams that are scheduled to play on the same pair, but will move unopposed teams together to reduce the number of lanes needed

Note: Team 3 & Team 4 still play against each other and Team 5 and Team 6 still play against each other. Although Team 3 and Team 5 are playing on the same pair of lanes, they do not compete against each other and the league only takes up 6 lanes instead of the original 8 lanes.

Lane	Team Name	Lane	Team Name
1	1. Team 1	1	1. Team 1
2	2. Team 2	2	2. Team 2
3	3. Team 3	3	3. Team 3
4	4. Team 4	4	5. Team 5
5	5. Team 5	5	7. Team 7
6	6. Team 6	6	8. Team 8
7	7. Team 7		
8	8. Team 8		

Switching Play Mode

When a league has been placed on the lane, the default start mode is placed as Grids Only. Leagues generally have practice before the league is due to start.

Auto Start (optional)

An additional feature from the *F2 Play Mode* tab is the Auto Start button. The Auto Start button can be used to automatically place a league on to Practice, and then after a set amount of time, place the league onto Cross Lane play to allow the league to start scoring.

To use the Auto Start feature, simply follow these easy steps:

1. Highlight the required lanes of league by selecting the first lane of league followed by the last lane of the league
2. Select the *F2 Play Mode* tab, and then press the Auto Start button



To allow Auto Start to operate, ensure that the following are set correctly:

1. The computer's system date and time
2. The start time of the league in League Setup
3. The amount of practice time before the start time in League Setup
4. The current standing sheet has been viewed

Note: Auto Start can be used as an optional feature and should only be used where the operator is not able to personally alert bowlers to stop bowling to switch play mode. The use of Auto Start tends to be impersonal. It is recommended to start play manually merely because it keeps personal contact with the league.

Default Lineup (optional)

Another additional feature of Control Lanes for League is the Default Lineup function. The Default Lineup button is used to automatically enter names for league bowlers based on the order of the league bowlers set in the Team Details screen.

To use the Default Lineup function, simply follow these easy steps:

1. Highlight the required lanes of league by selecting the first lane of league followed by the last lane of the league
2. Select the *F2 Play Mode* tab, and then press the Default Lineup button



The operator will now notice that the system has placed all names in the grids and placed the lane ready to bowl as soon as cross lane or single lane play mode is activated.

High Game Announcement (optional)

After every bowler has completed each game, it is a good idea to announce the highest game bowled on each lane as this will maintain communication between staff and league bowlers.

To display High Games for each lane, simply follow this easy step:

1. Press the *F5 Messages* tab followed by the High Games button



The operator will now notice that a new screen will appear displaying the high games and any 200 games and higher bowled for each lane throughout the center.

All Game Announcement (alternate to High Games)

An alternate to the High Games button is the All Games button. As the button explains, it displays all games for the lanes selected in Control Lanes.

To operate the All Games function, simply follow these easy steps:

1. Highlight the desired group of lanes by selecting the first lane of the group followed by the last lane of the group
2. Press the *F5 Messages* tab followed by the All Games button.



The operator will now notice that a new screen will appear displaying all games bowled and any 200 games bowled on the selected lanes as displayed below.

Lane	Name	HCP	1	2	3	4	5	6	7	8	Series	+ HCP
3	GREG	43	234								234	277
	DAVID	25	204								204	229
	BENJY	-2	230								230	228
	TOTAL		668								668	
	+ HCP		66								66	
	GROSS		734								734	
Lane	Name	HCP	1	2	3	4	5	6	7	8	Series	+ HCP
4	DEAN	28	226								226	254
	DAN	23	200								200	223
	MTB	19	204								204	223
	TOTAL		630								630	
	+ HCP		70								70	
	GROSS		700								700	

200+ Games (6)

Lane	Pins	Name
3	234	GREG
3	204	DAVID
3	230	BENJY
4	226	DEAN
4	200	DAN
4	204	MTB

League Transaction

League Transactions generally occur once all bowlers in the league have commenced bowling, as the system will then be aware of how many bowlers will be bowling in the league.

In order for a League Transaction to occur correctly, the POS SETUP tab in the League Setup screen for the selected league should have the desired POS items setup ready for transactions. Refer to *Computer Score's Online Help* for further information.

To complete a League Transaction, simply follow these easy steps:

1. Press the F1 Start tab followed by the League Transact button



2. The next screen will calculate the amount of bowlers that are bowling and multiply the amount of games bowled in the series by the amount of bowlers bowling.

NOTE: If the league code displayed in the Team column is not the code needed to transact the league, simply press the Select League button and select the required league to be transacted.

3. Press the League Transaction button when the amount of bowlers and games being paid for is correctly displayed. The operator may also override the amount of bowlers and games to correctly represent the amount bowlers bowling or games bowled.
4. An additional screen will appear allowing the operator to confirm the transaction and displaying any 'Ask' POS Items. Enter the amount of items (if any) for the 'ASK' POS Item, if not relevant, enter a 0 and then press OK
5. The main POS screen will now appear displaying the amount of games followed by the POS Items selected in the POS SETUP tab of League Setup for the selected league. Confirm that the total calculated is the amount that should be transacted. Add any further items that are required by selecting from the macros on the left hand side and the select Payment to complete the transaction
6. Enter an amount tendered to complete the transaction and press Done when finished
7. Select an amount of receipts required and then select Finish

The top part of the image shows a 'League Transaction' dialog box. It contains a table with columns for Lane, Team, and scores for lanes 1 through 4, along with a Total column. The table shows two rows: Lane 3 (Team 3ML 9) with a total of 12, and Lane 4 (Team 3ML 7) with a total of 12. Below this is a main POS screen with the following details:

- Selected Lanes Only
- Total Players: 6
- Total Games Bowled: 24
- Buttons: Select League, Cancel, League Transaction, Pay out of Prize Fund, Pay into Prize Fund
- Text: 3ML SUNSHINE TRIPLES LEAGUE

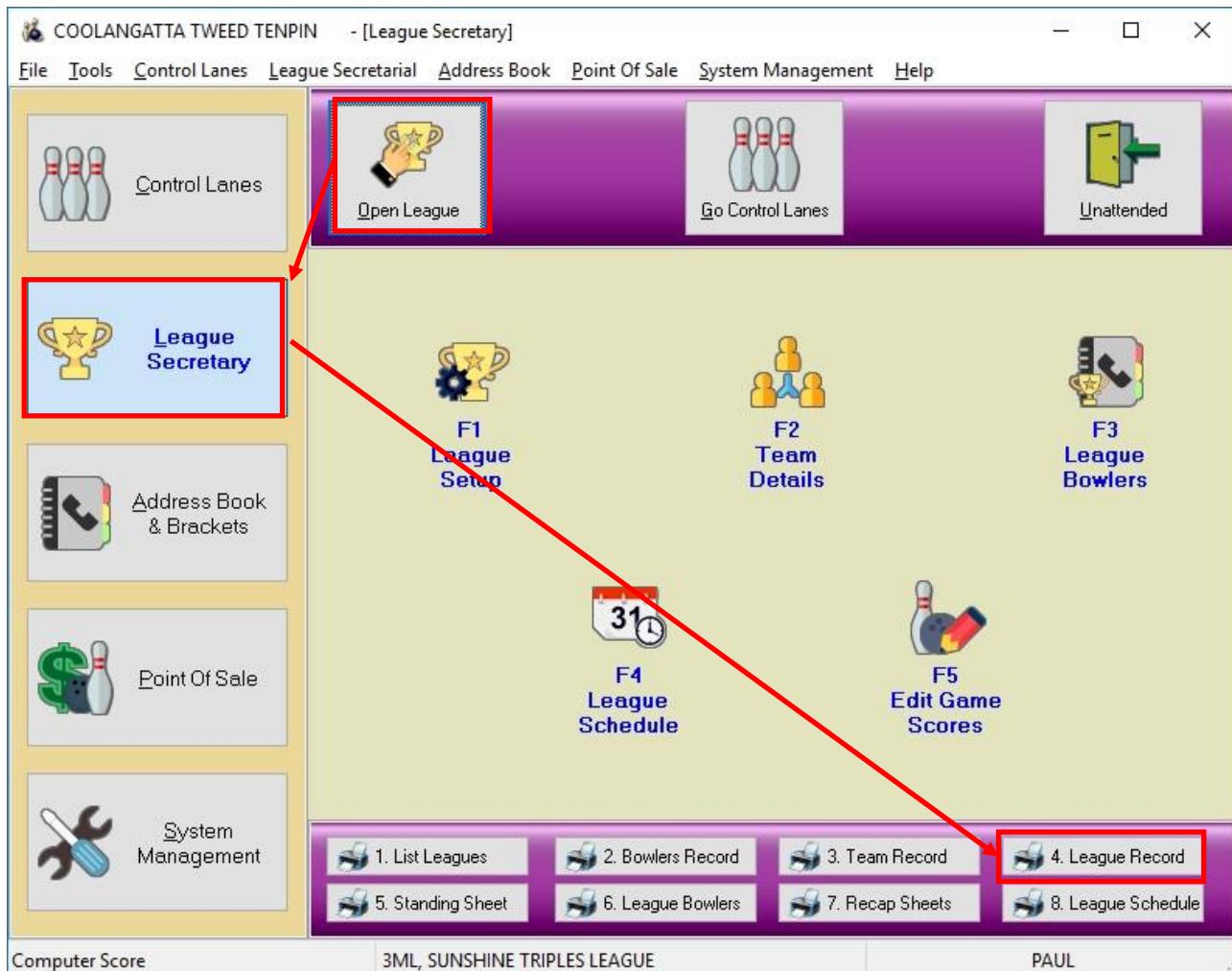
League Record Sheets

Once all bowlers have completed bowling, it would be a good idea to review the League Record sheets before printing the Standing Sheet.

When reviewing the League Records Sheets, the operator should see if all scores have been transferred correctly, are in the correct order (for low to high average order) or if scores have been assigned to the correct bowlers.

To review League Record sheets, simply follow these easy steps:

1. Open the desired league by pressing Open League in the Utility menu from Computer Score
2. Select 4. League Records from the Print Area from the bottom of the screen



3. Ensure that the week selected is the week that has just been bowled. Press the View or Print button to review the scores bowled for the week.
4. Once all scores have been deemed correct, the operator should now review the Standing Sheet

Note: All reports printed from Computer Score including League Record Sheets or Standing Sheets will automatically be printed from that computer's default printer.



SUNSHINE TRIPLES LEAGUE League Record Sheet

Week 5 27/09/2006

Lane 7							Lane 8								
Tweed Heads Kindy Care			5 AUSTAR												
Lane	Ave	HCP	1st	2nd	3rd	4th	Series	Lane	Ave	HCP	1st	2nd	3rd	4th	Series
MICHELLE HARDIE	159	28	172	164	119	148	603	JADE VICKERS	88	78	83	79	106	89	357
DEAN WROBEL	169	24	143	145	140	123	551	COLIN ALLEN	159	32	190	155	167	159	671
MITCHELL BIRD	181	15	144	187	161	154	646	NAOMI ALLEN	181	13	143	184	185	200	712
Net Total:			459	496	420	425	1800								1740
Total Handicap:			67	67	67	67	268								492
Gross Total:			526	563	487	492	2068								2232
Games Won (W, L or D):			L	W	L	L	L								W
Match Points Won: 7 Points Won:			2	4		1									1
Match Points Won: 14 Points Won:			3	1		5									1

Game Score Adjustments

If the operator feels that there are discrepancies with the scores being interpreted by the system after league has finished, the operator is able to edit the scores to reflect the correct score bowled.

To edit game scores, simply follow these easy steps:

1. Open the desired league by pressing Open League in the Utility menu from Computer Score
2. Select F5 Edit Game Scores from the Work area under the League Secretary menu



3. Select the Week number and Team name that changes need to be performed for and then select Edit
4. Make the necessary changes such as changing scores or re-ordering bowlers and then select OK

The system has automatically re-calculated averages for each bowler based on any changes made. However, it is recommended to view the Standing Sheet to correctly reflect any changes made.

Standing Sheets

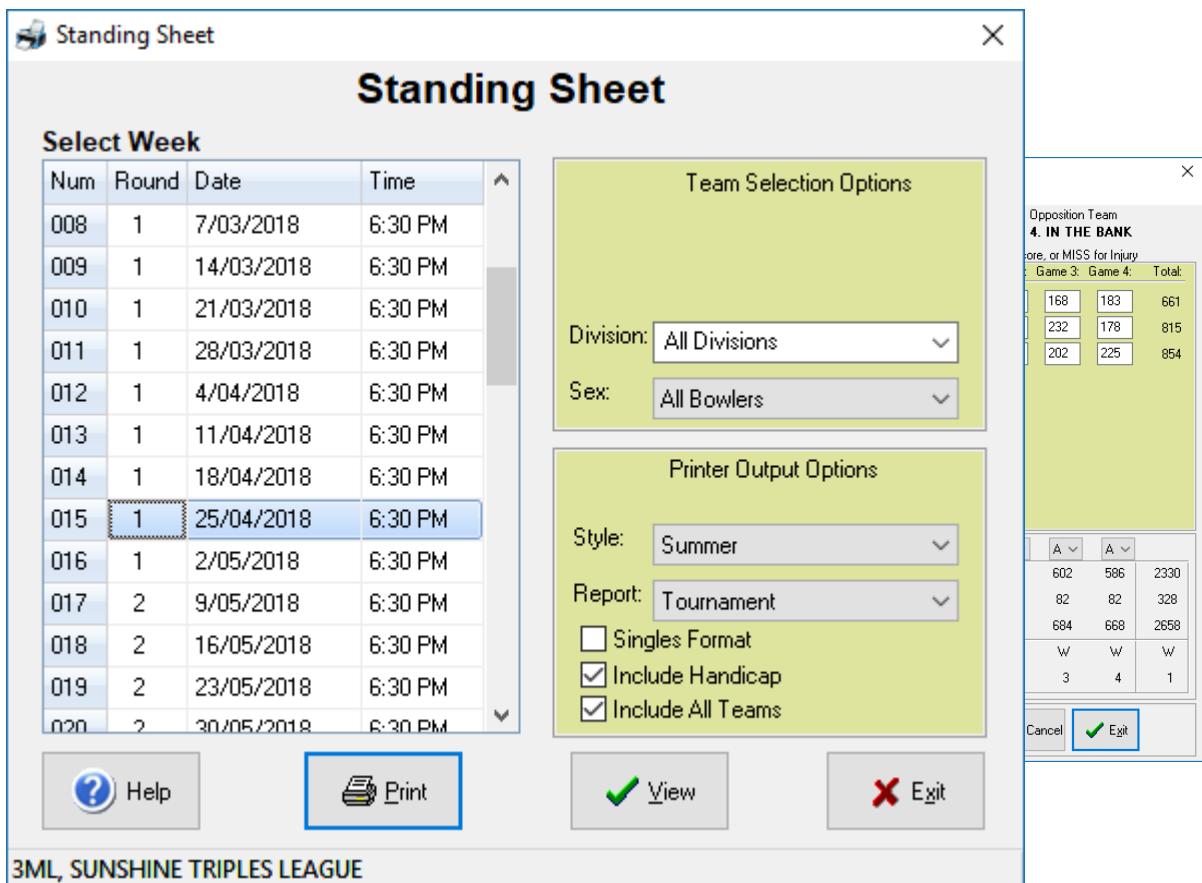
Standing Sheets should always be viewed or printed **after** the league records sheets have been reviewed and deemed correct.

When a Standing Sheet is viewed or printed, multiple tasks will be completed, such as:

- Advance the league to start for the next week
- Re-calculate all bowlers' averages, pinfall and points from week 1 and
- Re-calculate all teams' points and pinfall from week 1

To view or print a standing sheet, simply follow these steps:

1. Open the desired league by pressing Open League in the Utility menu from Computer Score
2. Select 5. Standing Sheet from the Print area at the bottom of the screen



3. Ensure that the week selected is the week that has just been bowled. Press the View or Print button to allow the Standing Sheet to perform the above tasks

SUNSHINE TRIPLES LEAGUE

President: JOHN WILLIAMS

Secretary: BEN ALLEN

Week No. 9 of 39 25/10/2006 Sanction: 39607 League Average: 157

Team Standings	Match Points		Total Points Won	Points Round 1 Week 9	Total Pinfall W/HCP	HSG	HSS	HHG	HHS	Team
	Won	Lost								
1 ROWDY FASHIONS	17	4	109	109	20819	589	2138	675	2434	3
2 CLASSIC HOLIDAYS	5	16	107	107	20785	591	2116	677	2460	6
3 INOX	16.5	4.5	101.5	101.5	20846	577	2126	651	2422	7
4 WILLIAMS BRICKLAYING	4.5	16.5	101	101	21093	694	2326	729	2466	1
5 BYRON W'SALE FRUITS	17	4	97	97	20439	506	1816	667	2456	13
6 TEAM ZERO	13	8	96.5	96.5	20833	631	2217	695	2473	9
7 TWED HEADS KINDY CARE	9	12	96	96	20569	601	2176	681	2496	10
8 INOX LUBRICANTS	12	9	95.5	93.5	20631	562	2136	633	2448	8
9 TINTZ + PRINTZ	11	10	92.5	92.5	20807	590	2228	640	2428	2
10 BLOCKBUSTER TWED	8	13	90.5	90.5	20735	568	2048	669	2488	4
11 AUSTAR	10	11	87	87	20477	485	1844	623	2387	5
12 SUPPORT NOVUS	4	17	82.5	82.5	20775	605	2131	699	2467	11
13 MUFFIN BREAK TWED	4	17	77.5	77.5	20371	531	1967	643	2423	12
14 CAR NEGOTIATIONS	16	5	75.5	75.5	20407	502	1853	618	2317	14

Individual Pre Bowls

Individual pre bowling is where a bowler completes league games before the league bowls for the scheduled date.

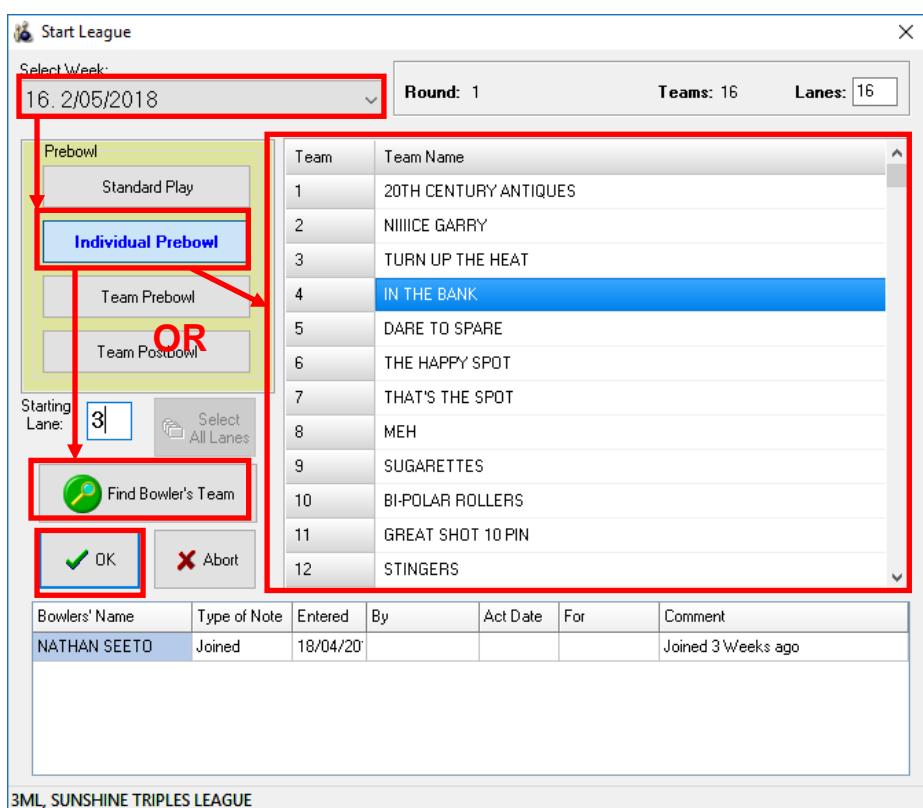
To complete an individual pre bowl, simply follow these easy steps:

1. Select the lane that the pre bowl will take place and then select the Start League button from the F1 Start tab



2. By default, the system will display all leagues bowling for the current day. Select the day that the bowler's league bowls on and then select the league followed by pressing OK
3. Select the date from the drop down of which the bowler is pre-bowling for.
4. Now press the Individual Prebowl button on the left-hand side.
5. Select the team from the list that the bowler bowls in and then press OK

Note: If the bowler does not know what team they bowl in, press the Find Bowler's Team button. To locate the bowler, simply type the bowler's last name initial, locate the name and press OK.



6. Confirm all details displayed on the screen and then press OK
7. The operator will now notice that the main POS window has now opened displaying the POS items entered for the league. Complete the transaction and press OK
8. The operator should now instruct the bowler to enter the bowler's number displayed on the upper monitor and then press play. The bowler should not enter any number other than his or her own number before pressing play

Note: The operator will notice that if the bowler's name was located previously, the system would have automatically entered the bowler's name on the upper monitor and given the indication the play was pressed.

Note: The operator will notice that the lane selected has now gone onto practice.

Note: Steps 7 & 8 are applicable when Point of Sale has been enabled

Team Pre Bowling

Team pre bowling is where a team completes league games before the league bowls for the scheduled date.

To complete a team pre bowl, simply follow these easy steps:

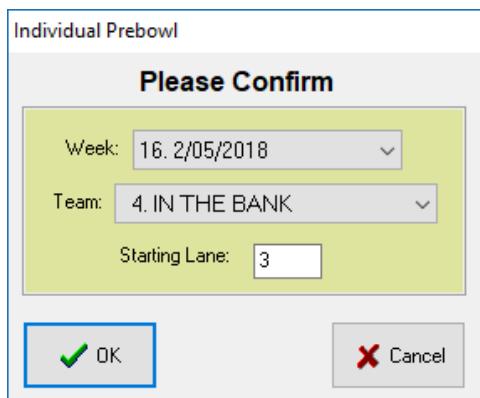
1. Select the lane that the pre bowl will take place and then select the Start League button from the F1 Start tab



2. By default, the system will display all leagues bowling for the current day. Select the day that the team's league bowls on and then select the league followed by pressing OK
3. Select the date from which the team is pre-bowling for
4. Now press the Team Prebowl button on the left-hand side
5. Select the team that is pre-bowling from the list on the right hand side and then press OK. Confirm all details displayed on the screen and then press OK

Note: The operator will notice that the selected lane and the adjacent lane have now switched onto practice mode.

6. The operator now has to transact the pre bowl and treat the pre bowl as a normal league. Select the League Transact button located under the F1 Start tab.
7. The next screen will calculate the amount of games that the team pre-bowling will bowl. The operator may also override the amount of games to correctly represent the amount of games that should be transacted
8. The main POS screen will appear displaying the amount of games followed by the POS Items selected in the POS Setup tab of League Setup for the selected league



9. The total amount in the POS Screen should equal the amount of money taken by the operators on control. The operator should make the necessary adjustments to ensure that the amount total is the amount taken by the operator. Complete the transaction as per normal
10. The operator should now instruct all bowlers to enter their corresponding number displayed on the upper monitor. Once all numbers have been entered, the operator should now instruct the bowlers to press play on the keypad

Note: The pair of lanes will remain on practice (won't score) until the operator switches the play mode on to cross lane or single lane mode.



Note: Steps 6 to 10 are only applicable when Point of Sale has been enabled

End of League Season

An end of league season should be performed after all games have been bowled in the last week of the season.

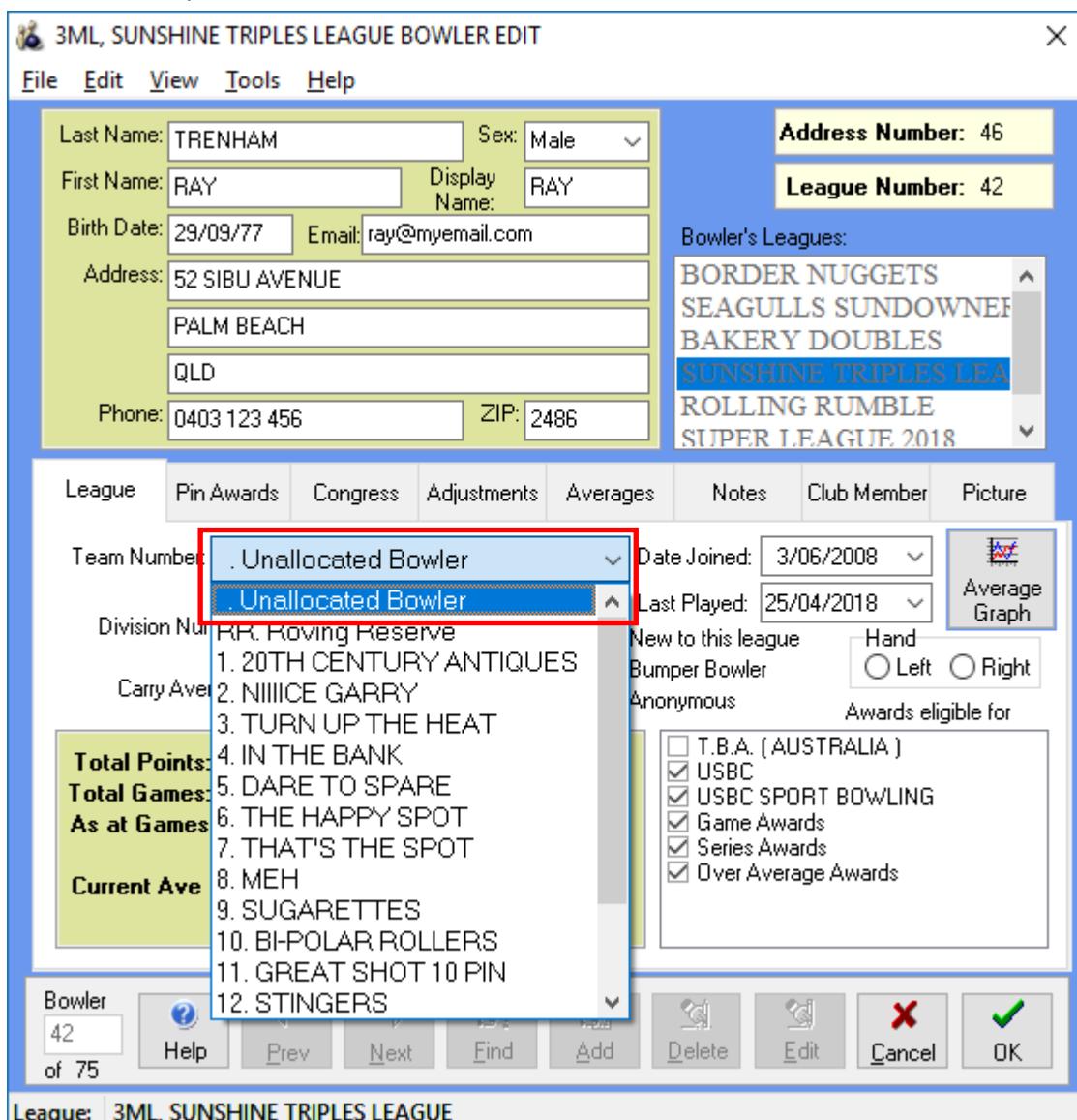
Before an end of league season is performed, the following steps should be taken in case the season is ended accidentally or extra weeks need to be added to the league:

- Print a final standing sheet
- Print all bowler's record cards
- Make a backup of the league

Step 1

To perform an end of season, simply follow these easy steps **IN ORDER:**

1. Open the desired league by pressing the Open League button from the Utility Menu, select the required league and press OK
2. Press F3 League Bowlers from the Work Area
3. Set the Team Number of all bowlers that are **not returning** to the next season as Unallocated Bowler. This can be done by pressing the Edit button at the bottom of the screen and selecting Unallocated Bowler from the drop down list.



4. Press the OK Button when complete

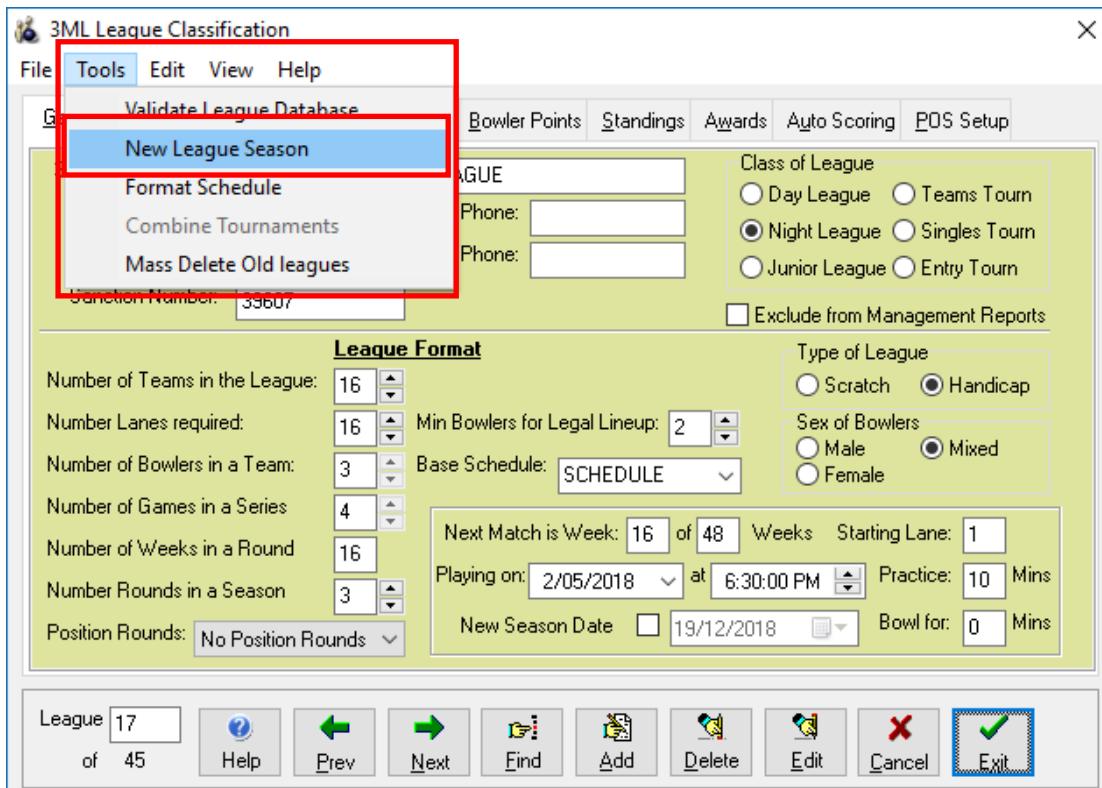
This completes step 1 of 5 of the New League Season process.

Step 2

We now must create the new league season

1. Open the desired league by pressing the Open league button from the Utility Menu, select the required league and press OK
2. Press F1 League Setup from the Work Area

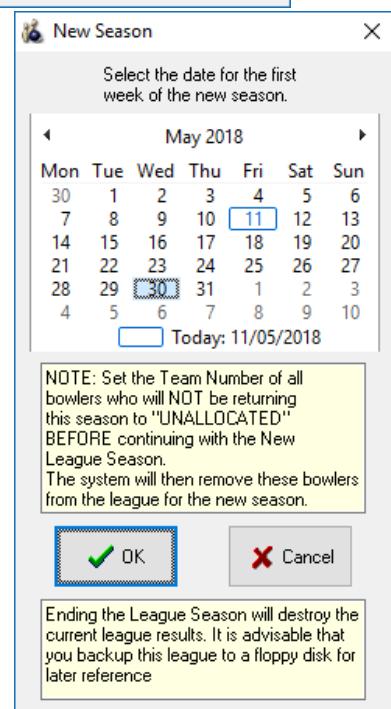
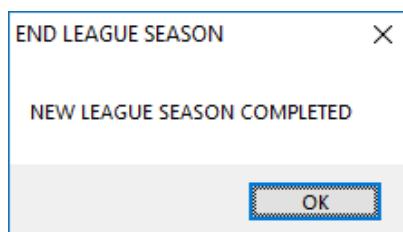
3. Select the Tools option from the top of the screen and select the New League Season



4. Select the date of when the new league season will commence.

Note: Ensure that the correct year is selected

5. Once the date is selected, press OK
 6. A confirmation box will now display informing the operator that the New League Season was completed.



Knowledge Guide – What has happened so far?

All bowlers that were previously set as Unallocated Bowlers have now been removed from the system.

The system has retained the league's current classification including the league format, handicaps and points setup.

All bowlers finishing averages for the previous season have been set as Carry Averages for the new season

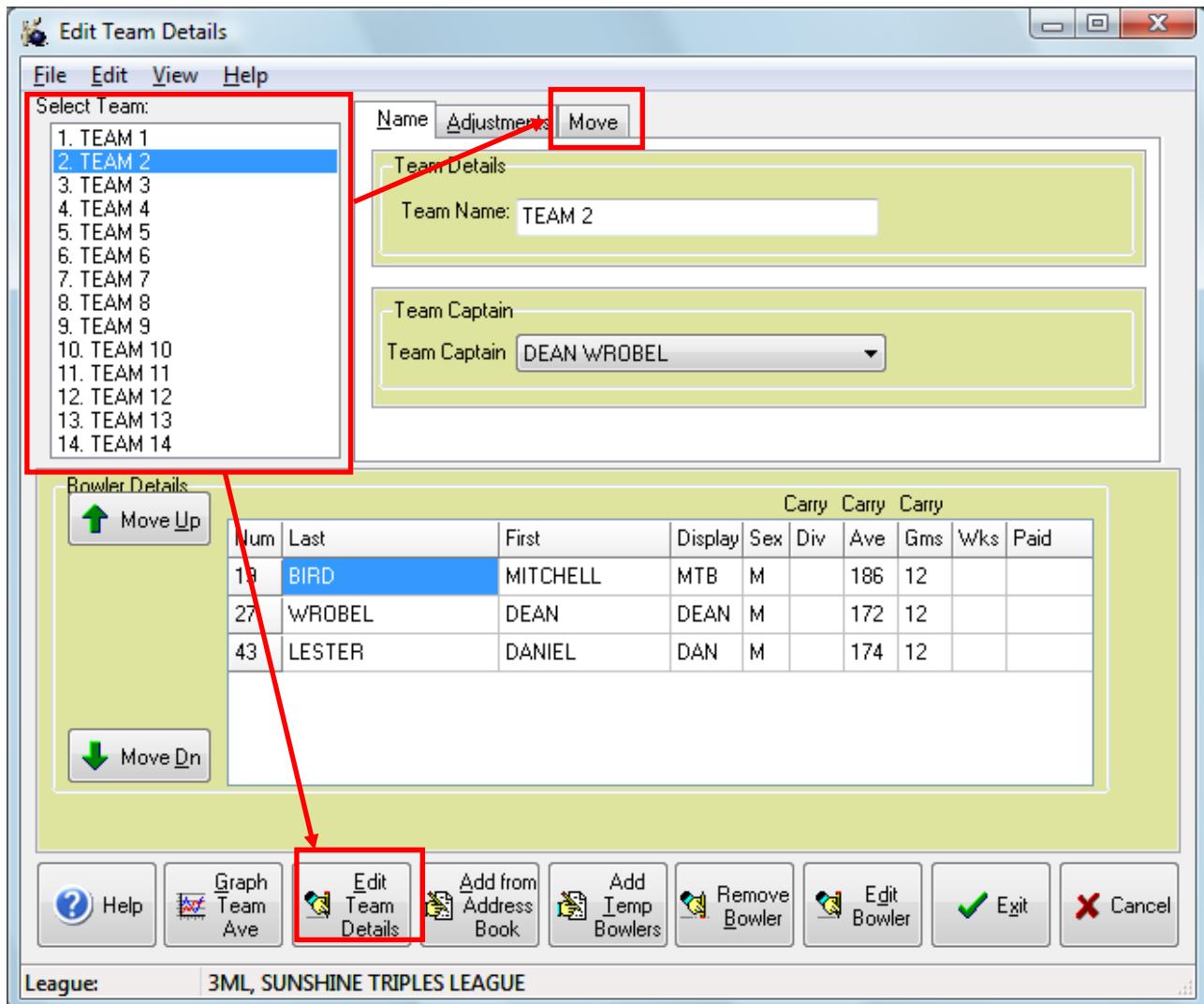
This now completes Step 2 of 5 of the New League Season process.

Step 3

As bowlers may have dropped out and team names may have changed, we now must modify which bowlers belong to which team and also modify team names.

This step changes the name of each team.

1. Open the desired league by pressing the Open League button from the Utility Menu, select the required league and press OK
2. Press F2 Team Details from the Work Area
3. Select Edit Team Details from the buttons at the bottom of the screen



4. Modify each team name for each team number as requested.
5. Alternatively, you might want to rearrange teams into, say, 1st to last positions from last season. Don't click Edit Team Details, instead move team order by clicking on the Move Tab at the top of the screen and click on the Move Team Up or Down buttons as desired. This will keep the existing team members in the same team.
6. Once all new team names have been entered and/or corrected, press the OK button and Exit the screen.

This now completes Step 3 of 5 of the New League Season process.

Step 4

As team names may have moved team numbers, it is a good practice to review every bowler to double check that they belong to the desired team.

1. Open the desired league by pressing the Open League button from the Utility Menu, select the required league and press OK
2. Press F3 League Bowlers from the Work Area
3. The quickest way to scroll through the bowlers to ensure that each bowler is in the correct team is to use the Arrow buttons at the bottom of the screen.

3ML, SUNSHINE TRIPLES LEAGUE BOWLER EDIT

File Edit View Tools Help

Last Name: TRENHAM	Sex: Male	Address Number: 46
First Name: RAY	Display Name: RAY	League Number: 42
Birth Date: 29/09/77	Email: ray@myemail.com	Bowler's Leagues:
Address: 52 SIBU AVENUE		BORDER NUGGETS
PALM BEACH		SEAGULLS SUNDOWNER
QLD		BAKERY DOUBLES
Phone: 0403 123 456	ZIP: 2486	SUNSHINE TRIPLES LEA
ROLLING RUMBLE		
SUPER LEAGUE 2018		

League Pin Awards Congress Adjustments Averages Notes Club Member Picture

Team Number: **10. BI-POLAR ROLLERS** Date Joined: 3/06/2008

Division Number: Carry Average Over Games Weeks

Carry Average: 190 Last Played: 25/04/2018

New to this league Bumper Bowler Anonymous Hand Left Right

Average Graph

Total Games: 0 Pins: 0 Ave:
 As at Games: Pins: Ave: 190 Improved +/-
 Current Ave 190 Hcp: 24 Blindscore:180

Awards eligible for T.B.A. (AUSTRALIA) USBC USBC SPORT BOWLING Game Awards Series Awards Over Average Awards

Bowler 42 of 71 **Help** **Prev** **Next** **Find** **Add** **Delete** **Edit** **Cancel** **Exit**

League: 3ML, SUNSHINE TRIPLES LEAGUE

4. Scroll through each bowler, and if you notice that a bowler is in the wrong team, select the Edit button, and then select the correct team from the Team Number drop down list.
5. Once all bowlers have been placed in the correct team, press OK and commence the Final Step of performing a new league season.

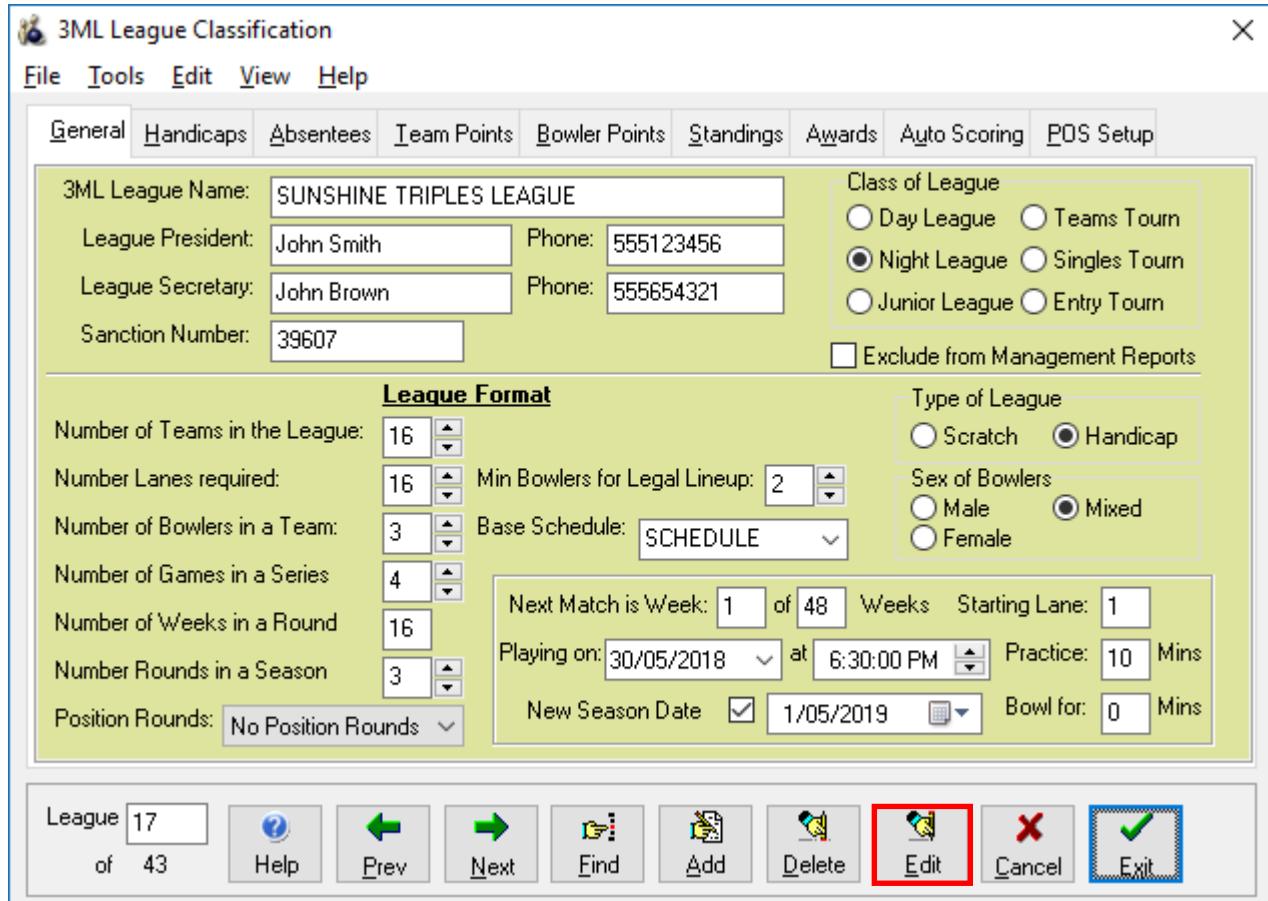
This now completes Step 4 of 5 of the New League Season process

Step 5

All team names are now correct and all bowlers are now in the correct team, the last step to do (if needed) is to modify the League Setup to reflect the changes made to the league.

This step would only be needed if the numbers of teams, bowlers per team or games per series have been changed for this season.

1. Open the desired league by press Open League button from the Utility Menu, select the required league and press OK
2. Press F1 League Setup from the Work Area

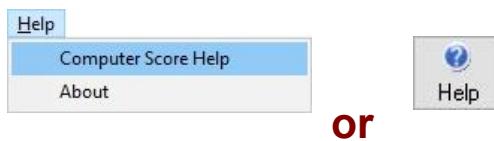


3. Press the Edit button and make any changes as necessary. When you press the OK button, the following changes may appear:

Before you press OK, check that the following are set correctly:

- The number of weeks in a round is one (1) less than the amount of teams in the league
- That there is more than one (1) round (unless there is only 1 round)
- **The 'Next Match is Week' is set to Week 1.**

This concludes the process of creating a New League Season. If you are not sure about a setting, you will find more helpful information in the Help Menu.



or

Tournaments

There are three broadly different tournaments that can be set up in the Computer Score Center Command software. These are entered in a similar manner to creating Leagues using League Setup from the League Secretary Menu.

- **Teams Tournament:** Teams tournaments comprise of teams with 1 or more bowlers. This includes a singles tournament where there is more than one singles team per lane and they do not play with the same people when they move lanes. Teams tournaments allow bowlers to play multiple blocks of games over multiple days, however bowlers assigned in the address book may only bowl in one squad.
- **Singles Tournament:** A Singles Tournament consists of 1 or more singles per lane that moves lanes together. It is in effect a group of singles that always play together even though they are not on the same team. This has the effect of greatly simplifying the league lane schedule. Singles Tournaments can include one or more Squads of Bowlers and who may bowl one or more blocks of games.
- **Entry Tournament:** An Entry Tournament is designed for very large tournaments where there are multiple Squads, which are started on the same day or over multiple days. Each entry is a group of bowlers that play together as Singles, Doubles or Teams. That is, an entry consists of ALL bowlers bowling on the designated lane. Multiple entries and re-entries are also allowed under this type of tournament. However, each entry may only bowl in one block of games.



The most commonly used types are Teams and Singles Tournaments. The difference between these two types and an Entry Tournament is that Teams and Singles Tournaments are very similar in structure to a regular league. Teams and Singles Tournaments have a Lane Schedule except that a Week of Play is called a Block (Blocks might be played at different times on the same day or over multiple days), and a Round becomes a Squad for the purposes of schedule work.

Reminder: An Entry Tournament can have many Squads but only one Block of Games per Entry

A tournament that has teams of one per team (Singles) can be set using both Teams and Singles tournament classification; it is up to the operator to decide what form of tournament to use based on the tournament format. The main decision to make is whether all the singles on each lane move each block but stay together (Singles Tournament) or whether the singles move to different lanes each block and do not remain bowling with the same single bowler (Teams Tournament).

Teams Tournament

A Teams Tournament can be set up with one or more squads of bowlers. Since a Teams Tournament with only one squad is structurally identical to a league, with different terminology, we will concentrate on a Multi Squad Tournament. Fortunately, the operator no longer has to prepare multiple classifications in order to join squads of bowlers together. Multi Squad Tournaments are handled with a single classification.

Let's use a simple example of a 12 Team Tournament with 3 bowlers per team, bowling over 3 squads of 4 teams, changing lanes every game (1 Game per Block (3 blocks))

Tournament Setup

1. Create a Teams Tournament with the following format:

Number of Teams per Squad:	4
Number Lanes required:	4
Number of Bowlers in a Team:	3
Number of Games in a Block:	1
Number of Blocks per Squad:	3
Number of Squads:	3

Class of League
 Day League Teams Tourn
 Night League Singles Tourn
 Junior League Entry Tourn

2. Set the Handicaps tab based on the tournament's handicap requirements
3. Set the point system to suit your tournament, but in this example, we will use Team Handicap pinfall. In the absence of all points, the system will default to Scratch Pinfall. Therefore we need to specify points based on Handicap. In the Bowler Points tab, award the team 1 point per pinfall of 1 based on handicap

Points per Pinfall Awarded to Team Bowler Handicap Pinfall

pinfall (if a handicap tournament)

4. Additionally, under the Standings tab, it is recommended to set the Display Team Total Pinfall Based as to the type of the tournament (Scratch or Handicap).

Display Team Total Pinfall Based as:
 Scratch Pinfall Handicap Pinfall Both

Team Setup

In the F2 Team Details screen, enter team names for all teams. Notice that by default that teams 1 – 4 are in squad #1, teams 5 – 8 are in Squad #2, and teams 9 – 12 are in squad #3.

The screenshot shows the 'Edit Team Details' window. On the left, a list of teams from 1 to 12 is displayed, with 'Team 5' selected and highlighted in blue. A red arrow points from the 'Team 5' selection to the 'Lane Entry Details' section on the right. The 'Lane Entry Details' section contains fields for 'Team Name' (set to 'Team 5'), 'Squad #: 2. 20/05/2018 12:00 PM', 'Type of Entry' (radio buttons for 'Scratch' and 'Handicap' with 'Handicap' selected), 'Sex: Mixed', and 'Division:'. Below this is the 'Bowler Details' section, which includes a table for entering bowler information and buttons for 'Move Up', 'Move Down', 'Help', 'Graph Team Ave', 'Edit Team Details', 'Add from Address Book' (which is highlighted with a red box), 'Add Temp Bowlers' (also highlighted with a red box), 'Remove Bowler', 'Edit Bowler', 'Exit', and 'Cancel'. At the bottom, there are tabs for 'Name', 'Adjustments', and 'Move', with 'Name' currently active.

Then enter Bowler details for each team.

Add Temp Bowlers vs Add form Address Book: If this is a 'one off' tournament, you are able to enter names via the Add Temp Bowlers button. This will just give a name to display, but will not add the bowler to the address book.

However you may still enter bowlers from the Address Book, the advantage being that the more details entered such as address and contact details, the better data you can use later.

Temp bowlers are not recommended for Leagues, because these customers return again and again, so it is much better to gather as much information as possible to help you build a better relationship with them.

Tournament Schedule

The next step is to modify the schedule based on the tournament's requirements. Enter F4 League Schedule.

You will notice that all the times and dates are the same. This is because the system has no way of knowing in which order the various squads will play.

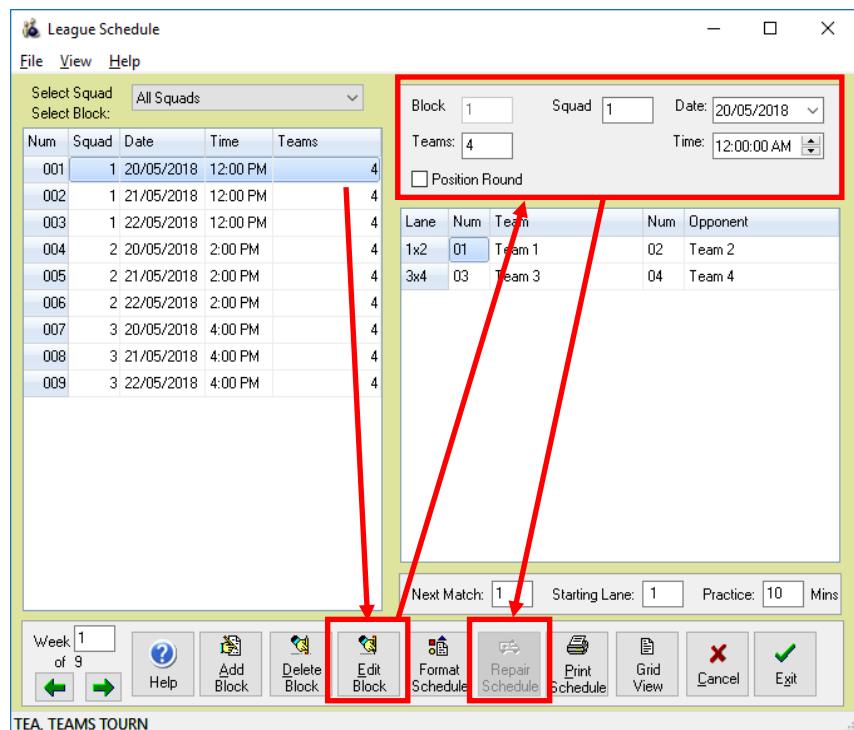
The date and time can be adjusted for each squad by first selecting the squad number from the select squad drop down list. The operator should then now press the Edit Week button at the bottom of the screen to adjust the date and time at the top right of the screen. Press the OK button when completed.

If the operator would like the date and time change to modify the remaining squads, press the Repair button and then select the Recalculate Dates check box and then press OK.

Note: If the operator leaves the date and time of play to be the same for all blocks in the selected squad, then, on the day of play, as soon as a lane in the first block is finished, the screen will automatically display the line up for the second block. This means that the lanes are ready to start play immediately. This feature speeds the entire tournament up because you do not have to wait for the entire block to finish before manually starting the second block. However it also can be confusing to the bowlers, and so it's not recommended until you are comfortable with it.

If the operator does not wish to use this feature, simply make sure that each block with the squad has a different starting time or date of play.

Select Squad	All Squads			
Select Block:	All Squads			
Num	Squad	Date	Time	Teams
001	1	20/05/2018	12:00 PM	4
002	1	20/05/2018	12:00 PM	4
003	1	20/05/2018	12:00 PM	4
004	2	20/05/2018	12:00 PM	4
005	2	20/05/2018	12:00 PM	4
006	2	20/05/2018	12:00 PM	4
007	3	20/05/2018	12:00 PM	4
008	3	20/05/2018	12:00 PM	4
009	3	20/05/2018	12:00 PM	4



Follow the same procedure as above for every other squad in the tournament.

- If each squad is to bowl all their blocks on the same day, you will see that the time and date of play for all squads are still in chronological order. (That is, Squad #1 Blocks 1,2,3 then squad #2 Blocks 1,2,3 etc)
- If each squad is to bowl their blocks of games on different dates, you will see that the order of play has not changed but the time and dates are out of order. Do not be concerned; although the play order is different from the number order as below, when starting a squad, the control software will automatically highlight the closest block based on the time and date of play.

On the day of play, start the correct block as if it were a normal league.

Printing Results

After play has finished for each squad the operator is able to print a standing sheet after each block or after all games have been completed for a tournament.

When printing a standing sheet, the operator does not need to leave all settings the same on the standing sheets screen. However, different check boxes will perform specific functions such as filtering out teams that have not bowled or splitting individual bowlers out from teams.

Filtering out Teams that have not bowled:

This example will allow the operator to display those bowlers that have bowled in block 1 but will not display those bowlers that will be bowling in later squads. This example is also valid for when the operator would like to view those bowlers in block 4 but not to display those bowlers in earlier blocks.

To filter out bowlers, simply follow these easy steps:

1. When going to view or print the standing sheet, the operator should take the check box out of **Include All Teams**
2. Now press View or Print

The operator will now notice that the system is only displaying those bowlers that have bowled in that squad.

Remember: To include all bowlers on the Standing Sheet, including those that have not bowled, leave the check box ticked.



Separating Bowlers Scores from their Team

In some tournaments, bowlers may bowl for their teams, be awarded team prizes, but may also be competing individually against each other. The system is able to extract bowlers to display their individual game scores that were bowled through out the squad.

Simply follow these easy steps to extract individual bowler scores:

1. When going to view or print the standing sheet, the operator should do the following:
 - Change the Report Type to Tournament or Tournament (Large Fonts)
 - Check the Singles Format Check Box
 - Check the All Games check box to display all games bowled for those bowlers that have bowled in the squad.
 - Uncheck the Include All Teams check box if viewing the results for one squad only
2. Now press View or Print



Note: The All games check box will only display if there are 12 or less games bowled in a squad

Squad No. All Squads Block 3 of 9 2/12/2006 League Average: 168 All Singles Games

Team Standings	Ave	1	2	3	4	5	6	7	8	9	10	11	12	Pins	Total HCP	+HCP	Total Points Won	Total Pinfall Scratch
1 Computer Score	164	145	152	163	152	160	170	180	190	190	160	180	200	2042	1008	3050	2450	2042/12
2 Mary Brown	148	178	200	125	145	150	140	130	120	120	145	170	185	1808	1476	3284	2212	1808/12

Ave after carry period
if no Ave set

All games bowled for each round

Points won based
on League Setup

Singles Tournament

The main difference between a Teams Tournament and a Singles Tournament is that in the Team Details screen for a Singles Tournament, you enter the name of every bowler that is to bowl on the lane, even though they are actually not in the same team. This means that the Lane Schedule for a Singles Tournament can be much smaller than the corresponding Teams Tournament with 1 bowler per team. This principle also applies to Entry Tournaments.

Let's use a simple example of a 36-bowler tournament with six bowlers per lane, bowling in 1 squad of 6 lanes over 3 blocks changing lanes every game (1 game per block). There are no limitations as to the number of squads in the tournament and the system operates in the same manner as a teams tournament, but for simplicity we will assume only one squad will be playing.

Tournament Setup

Create a Singles Tournament with the following format:

Number of Lanes per Squad:	6
Number of Games in a Block:	1
Number of Blocks per Squad:	3
Number of Squads:	1
Class of League	
<input type="radio"/> Day League <input type="radio"/> Teams Tourn	
<input type="radio"/> Night League <input checked="" type="radio"/> Singles Tourn	
<input type="radio"/> Junior League <input type="radio"/> Entry Tourn	

1. Set the Handicaps tab based on the tournament's handicap requirements
2. In the Bowler Points tab, it is recommended to award the team 1 point per pinfall of 1 based on handicap pinfall (if handicap tournament)
3. Additionally, under the Standings tab, it is recommended to set the Display Team Total Pinfall Based as to the type of the tournament (Scratch or Handicap)

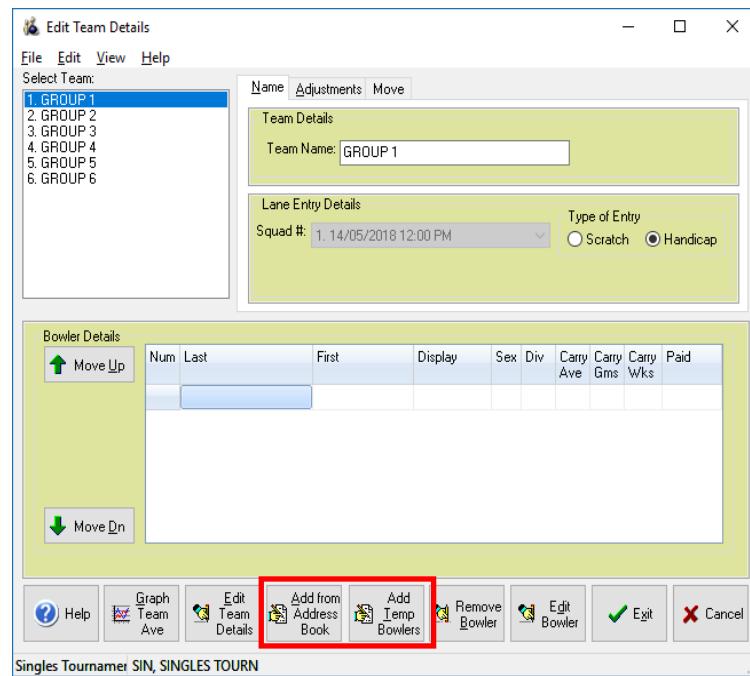
Bowler Setup

Enter the F2 Team Details screen. The operator will notice that the team names have been automatically filled in as Group 1 etc. This is because each team is actually a group of singles bowlers who happen to always play together, even after changing lanes.

Add Temp Bowlers vs Add form

Address Book: If this is a 'one off' tournament, you are able to enter names via the Add Temp Bowlers button. This will just give a name to display, but will not add the bowler to the address book. However you may still enter bowlers from the Address Book, the advantage being that the more details entered such as address and contact details, the better data you can use later.

Temp bowlers are not recommended for Leagues, because these customers return again and again, so it is much better to gather as much information as possible to help you build a better relationship with them.



Tournament Schedule

The next step is to modify the schedule based on the schedule's requirement. Enter F4 League Schedule.

The operator will notice that all the date and times of play are all the same. This is because the system has no way of knowing in which order the various squads will play.

Note: If the operator leaves the date and time of play to be the same for all blocks in the selected squad, then, on the day of play, as soon as a lane in the first block is finished, the screen will automatically display the line up for the second block. This means that the lanes are ready to start play immediately. This feature speeds the entire

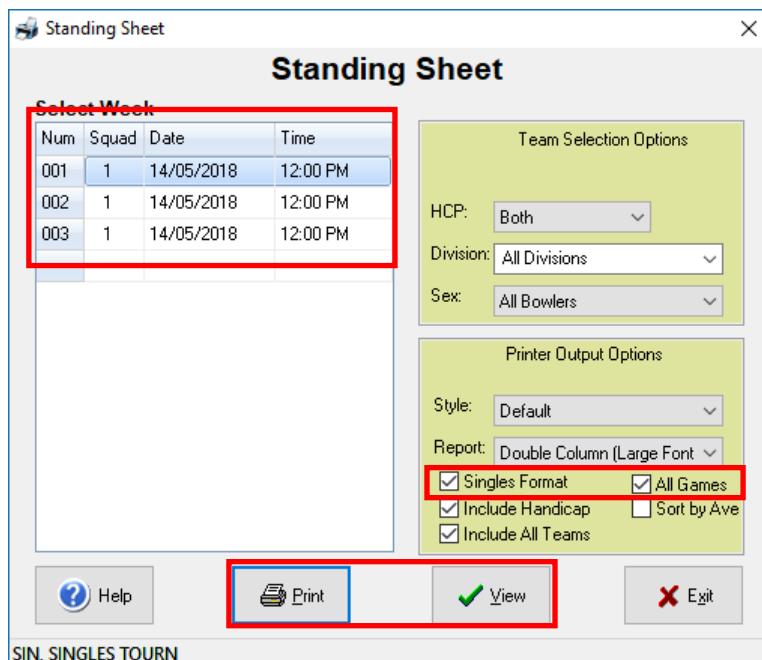
Num	Squad	Date	Time	Teams
001	1	14/05/2018	12:00 PM	6
002	1	14/05/2018	12:00 PM	6
003	1	14/05/2018	12:00 PM	6

tournament up because you do not have to wait for the entire block to finish before manually starting the second block. However it also can be confusing to the bowlers, and so it's not recommended until you are comfortable with it.

If the operator does not wish to use this feature, simply make sure that each block with the squad has a different starting time or date of play.

Printing Results

After play has finished, the operator will be able to print a standing sheet that includes all games for each bowler. Ensure that the Singles Format check box has been selected before selecting view or print. By selecting the Singles Format check box, the system will print results for each bowler in the team details section as if each bowler was his or her own team. This will also remove the Individual Results section of the Standing Sheet.



Entry Tournaments

The main difference between Teams and Singles Tournaments and an Entry Tournament is that an Entry Tournament may contain many Squads but bowlers may only bowl one Block per Squad. Like a Singles Tournament, each 'Team' in the Team Details screen is an Entry in an Entry Tournament and contains the bowlers who will bowl on that lane, no matter if they are a Singles, Doubles or Teams.

Simple Entry Tournament

First, let's explore a simple example of an Entry Tournament of 12 entries with four bowlers per lane, bowling as two doubles teams for 3 games, with 2 squads of bowlers. There is no limitation as to the number of squads in the tournament and the system operates in the same manner as shown in the teams tournament example, but for simplicity we will assume only 2 squads will be playing.

Entry Tournament Setup

Create a New Entry Tournament for F1 League Setup with the following criteria:

Number of Games per Squad	3
Number of Squads	3
Class of League	
<input type="radio"/> Day League <input type="radio"/> Teams Tourn	
<input type="radio"/> Night League <input type="radio"/> Singles Tourn	
<input type="radio"/> Junior League <input checked="" type="radio"/> Entry Tourn	

The operator will notice that they are unable to specify the number of entries in the tournament. This is because with an entry tournament, there is no multi block schedule; it is therefore very easy for the system to handle an unlimited number of entries. The number of teams in the tournament is actually determined from the number of entries in the team details screen. This is also the reason the operator is not able to modify the number of blocks per squad from 1.

Tournament Schedule

Enter F4 League Schedule from the Work Area. The operator will notice that there are currently no entries for any of the squads.

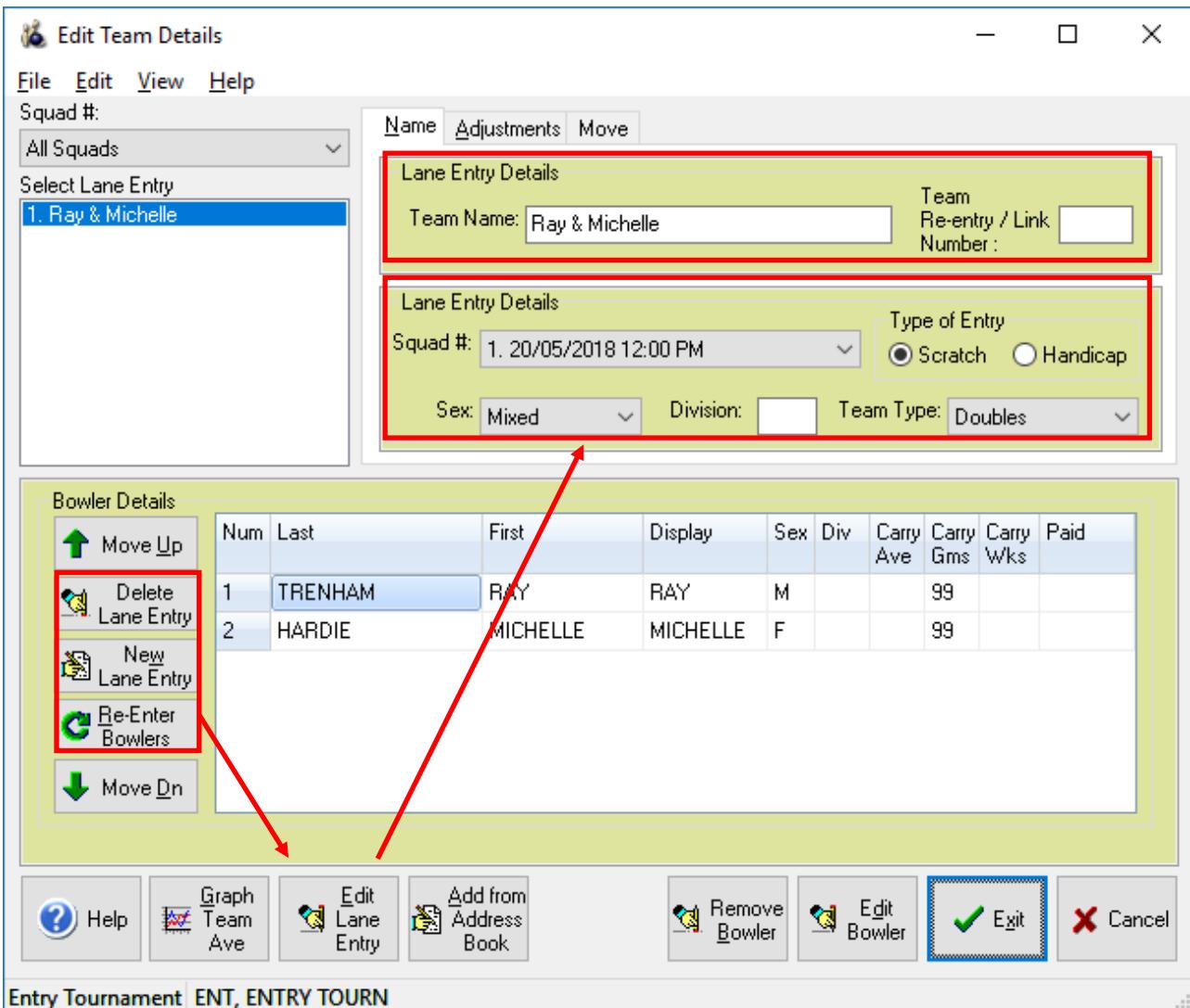
The operator may edit the time and date of play for every squad in order to reflect the schedule of play of the tournament. The operator should not have to change the lane draw at any time, as any individual or team points system would be extremely unusual in an entry tournament and results are almost always based on pinfall.

The screenshot shows the 'League Schedule' application window. On the left, a table lists three squads (001, 002, 003) with their respective dates (20/05/2018), times (12:00 PM, 2:00 PM, 4:00 PM), and current number of entries (0). To the right, a detailed view for Squad 1 shows a date of 20/05/2018, a time of 12:00:00 PM, and a checkbox for 'Position Round'. Below these are tables for 'Lane Draw' and 'Opponent' assignments. At the bottom, there are buttons for navigating weeks, adding or deleting squads, and printing the schedule. The status bar at the bottom reads 'ENT, ENTRY TOURN'.

Lane Entry

Now enter F2 Team Details. The operator will now notice that there are three new buttons, New Entry, Re-Enter Bowlers and Delete Lane Entry.

Select New Entry to enter a team name, select a squad for the team and select Singles, Doubles, Paired Doubles or Teams from the team type drop down list. Every entry has the ability to be singles, doubles, paired doubles or a team. This gives the system the ability to print All Events standing sheets as described below.



You can now add bowlers that will bowl on the lane by pressing the Add from Address Book button. In this doubles example, Player #1 and Player #2 will be doubles teammates and Player #3 and Player #4 will also be teammates.

Since there is only 1 block per squad, there is no restriction on the number of times an individual or entire team can enter the tournament. To register the same team a second time, click on the Re-Enter Bowlers button. This operation will add the same bowlers into a new lane entry. The operator should now select a different squad from the squad # drop down list.

Note: Ensure that bowlers are not entered into the same squad twice.

Additionally, the operator will now notice that by re-entering a team, the system will place a number in the Team Re-Entry / Link number. This number is the entry number of the original entry. This enables the system to track the teams entered to make sure that the same team does not win both 1st and 2nd place from two separate entries.

Note: All Events results are tracked using the individual bowler's address book number; this is why all entry tournament bowlers must be added from the address book.

All Events Entry Tournament

An all events tournament is a special type of entry tournament where each bowler bowls three times with 3 entries in 3 different squads; once as singles, once as a doubles and once as a team. Each type is a separate event with separate results and winners. The all event results are based on each bowler's scores, as an individual, for each event type.

Let's use a further example of an all events tournament of 10 lanes with bowlers playing in 3 squads for 3 games each. There is no limitation as to number of squads in the tournament as the system operates in the same manner as shown in the teams tournament example, but for simplicity we will assume only 3 squads will be playing.

Tournament Setup

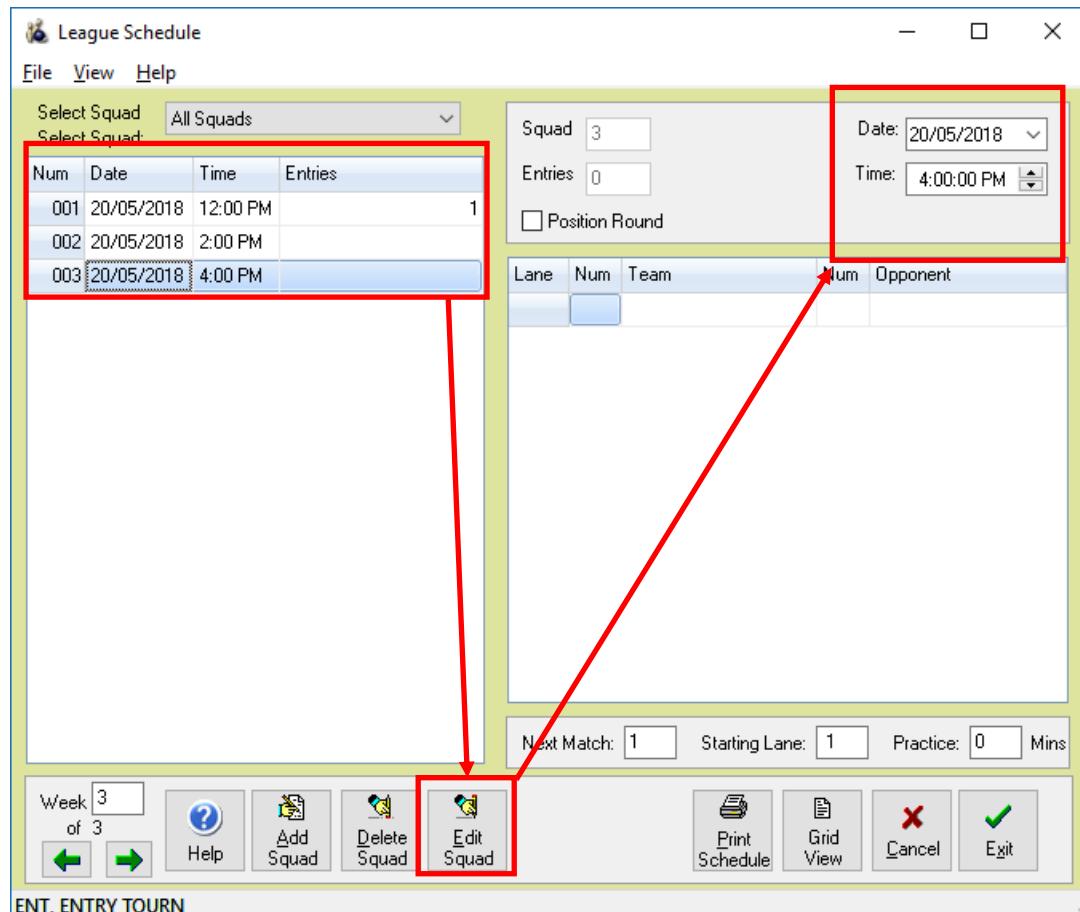
In the [F1 League Setup](#) screen, create a new entry tournament with the following settings:

Class of League	
<input type="radio"/> Day League	<input type="radio"/> Teams Tourn
<input type="radio"/> Night League	<input type="radio"/> Singles Tourn
<input type="radio"/> Junior League	<input checked="" type="radio"/> Entry Tourn
Type of Tournament	
<input checked="" type="radio"/> Scratch <input type="radio"/> Handicap	

As most entry tournaments are scratch tournaments, the type of league should be set to scratch:

Tournament Schedule:

The next step is to enter the [F4 League Schedule](#) screen. The operator will notice that there are no entries in the squad list and that all times and dates are the same. Modify the date and time using the [Edit Week](#) button, to reflect the schedule of play for each squad. The operator should not have to change the lane draw at any time, as any individual or team points system would be extremely unusual in an all events tournament and results are almost always based on pinfall.



Team Entries:

The operator should try to enter groups of entries together in the same squad. For example, all singles or doubles entries should go in the same squad with teams entries entered into a different squad. Although this is not required, it is a good idea, as it keeps the tournament simple and easy to understand for both bowlers and operators.



Create New entries for the singles squad with the desired amount of bowlers per lane and ensure that all entries are set to Singles as the team type and are bowling in squad #1. Additionally, the operator should check to see if the entry type has been set to scratch if the tournament is based a scratch.

Lane Entry Details		Type of Entry
Squad #:	1. 20/05/2018 12:00 PM	<input checked="" type="radio"/> Scratch <input type="radio"/> Handicap
Sex:	Mixed	Division:
		Team Type: <input type="button" value="Singles"/>

For all bowlers on this lane entry, the system will place the bowlers into singles format automatically.

Repeat these steps for Doubles and Teams, ensuring that each lane entry is set to the respective team type bowling in the correct squad.

Note: Each bowler does not have to bowl with the same group of people as they did for the singles event. The All Events results will display individual winners using the individual's scores for the Singles, Doubles and Teams event, no matter which group of bowlers that the bowlers played with for each event.

Additionally, there is also no restriction forcing the operator to have the same amount of lanes in any event. As an example, the singles event may have 12 bowlers however; the operator would only like to use 6 lanes, therefore 6 entries of 2 singles each are required. In the next squad, there may be 10 doubles and then 8 teams in squad 3. The system will detect how many lanes to use based on how many lane entries there are per each squad.

On the date and time of play, start the correct squad in turn as you would for any league or tournament.

Printing Results

After each squad has played all games, select the last squad in the tournament and make sure the Include All Previous Squads option is selected. The operator will now be able to print Standing Sheets for each event type by selecting the desired type from the team selection options drop down list. For example, select Singles from the list in order to print the results for all singles type entries.

All Events simply refers to separate results being calculated for each bowler as an individual, based on his or her scores from each type of event.

The All Events (1st Entry) option will use only the first Singles entry, the first Doubles entry and the first Teams entry for every bowler in the situation where a bowler is entered multiple times in multiple singles, doubles and teams events.

The All Events (High Entry) option will use the best Singles score, the Doubles score and the best Teams score for every bowler in the situation where a bowler has entered multiple times in multiple singles, doubles or teams events.

Standing Sheet

Select Squad		
Num	Date	Time
001	20/05/2018	12:00 PM
002	20/05/2018	2:00 PM
003	20/05/2018	4:00 PM

Type:

 HCP:

 Division:

 Sex:

 All Events (1st Entry)

 All Events (High Entry)

 All Singles Games

Team Selection Options

 Style: Default

 Report: Tournament

 Singles Format

 Include Handicap

 Include All Previous Squads

Backup & Restore

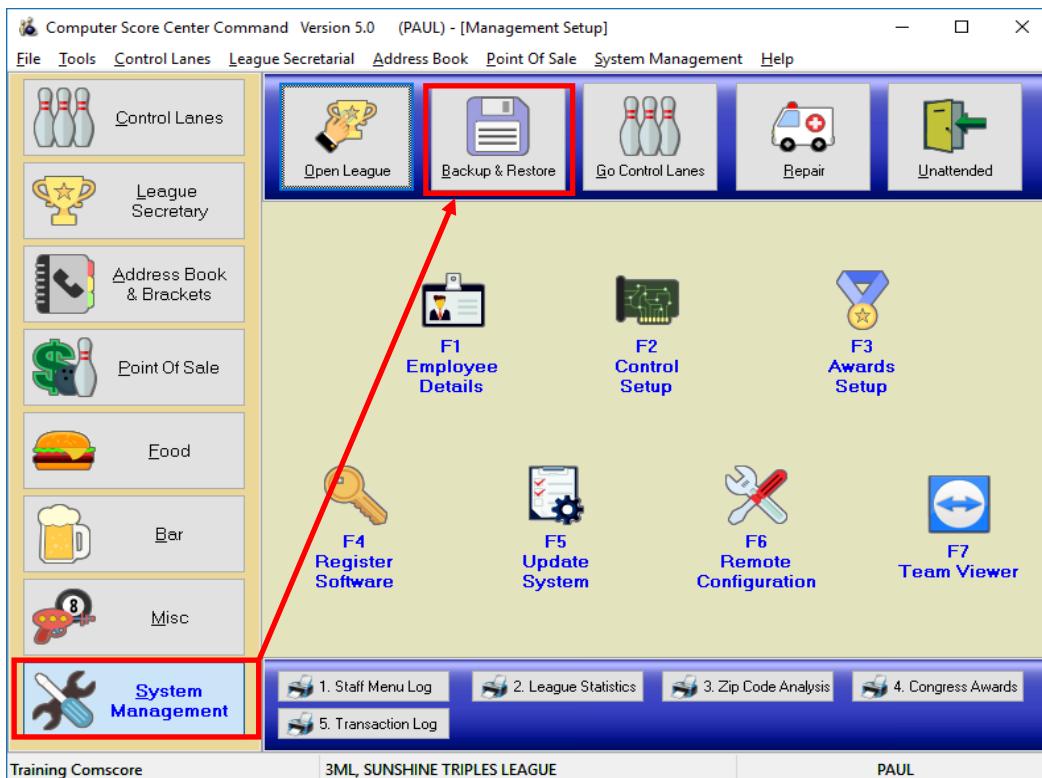
The backup function of the software allows the operator to save their current data onto a floppy disk, CDR or a USB flash disk. Although Computer Score completes an automatic daily backup when the host computer is run, it is **highly recommended** that a full manual backup be completed **at least** once a week.

Additional to a full backup, an individual league may also be backed up by itself. This is handy where managers have created a league on a stand-alone computer (at home etc) and wish to transport the league onto the center's computer or if changes are being made to the league.

Backing up a League

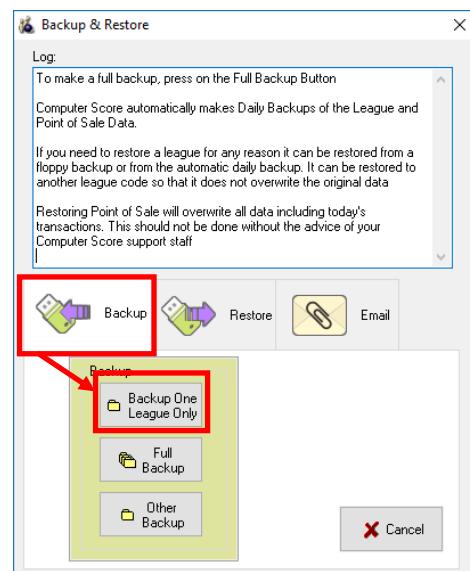
To backup a single league, simply follow these easy steps:

1. In Computer Score, under the System Management tab, select the Backup and Restore button from the Utility menu



2. Now select the Backup One League button
3. Select the league that is required to be backed up
4. Nominate a destination of where the system will back the league up to and then press the save button.

The system will then backup all files relating to the league into a zip file archive with the League Code as the file name for the zip folder.



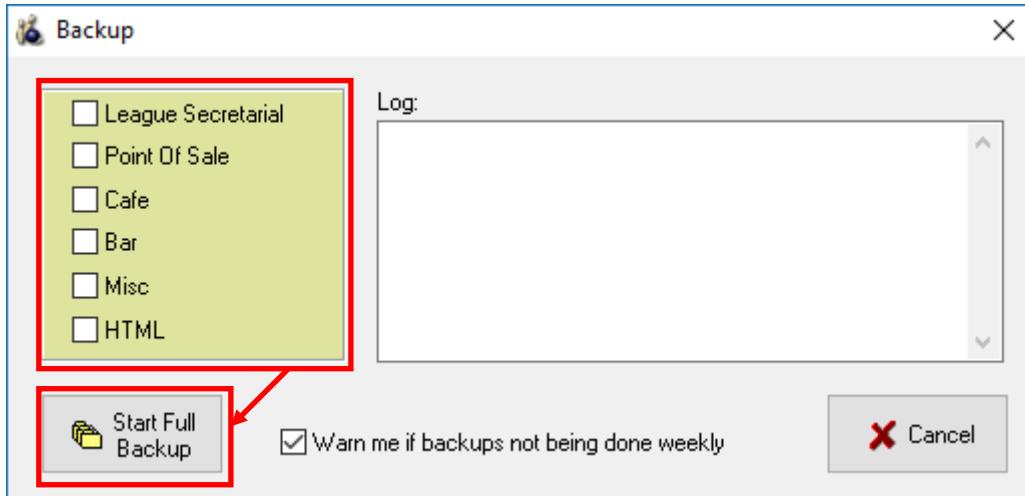
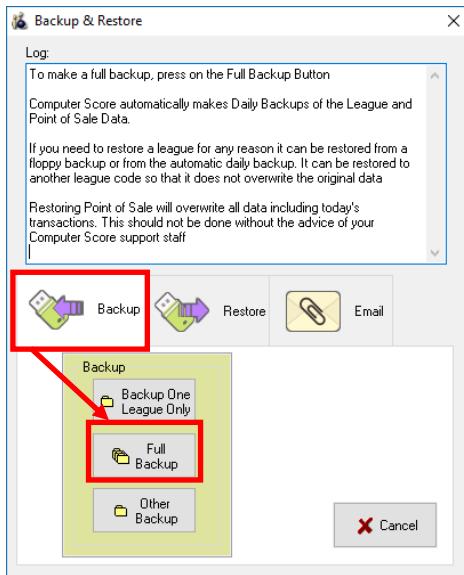
Full Backup

A full backup should be completed **at least** once a week. A full backup will backup leagues, all point of sale data for the center, café and bar (if installed).

To complete a full backup, simply follow these easy steps:

1. In Computer Score, under the System Management menu, select the Backup and Restore button
2. Now select the Full Backup button
3. Select the features of the software that are required to be backed up by placing a tick in the check box and then press Start Full Backup
4. Nominate a destination of where the system will back the league up to and then press the save button.

The system will now backup all requested folders into just the one ZIP folder as the current date as the folder's name.



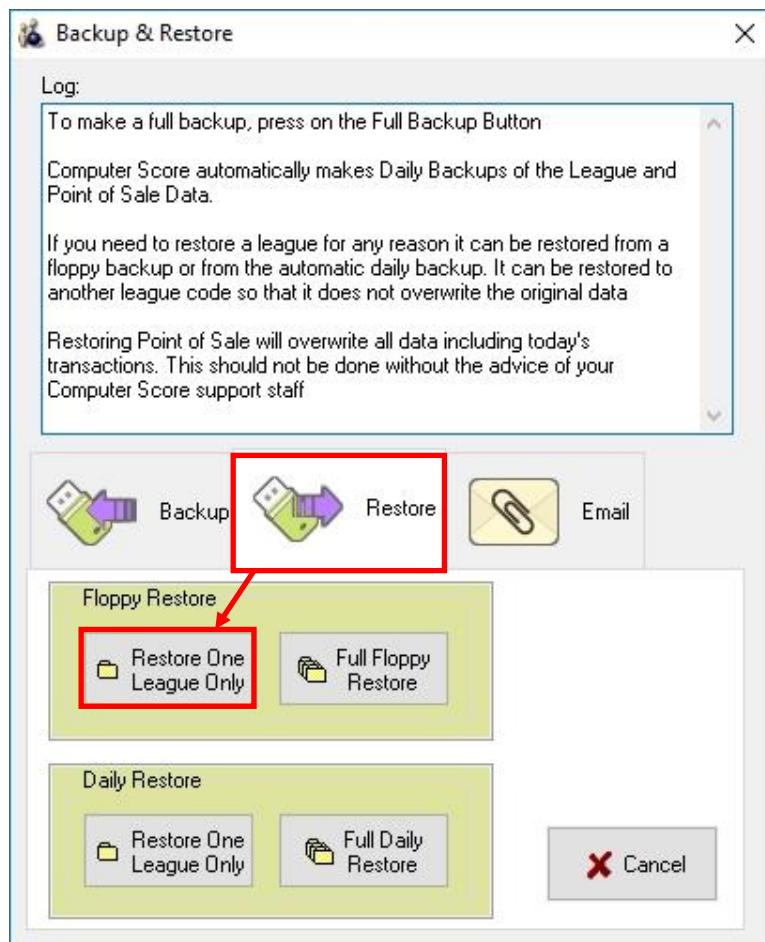
Restoring a League

Restoring a League from a Floppy Backup or other removable device

The restore function allows the operator to restore any previously backed up data and return it to use. Restoring data will overwrite the data already on the system and should only be completed **after** consultation with your Computer Score support staff.

To restore a league from a floppy backup, simply follow these easy steps:

1. In Computer Score, under the System Management menu, select the Backup and Restore button from the Utility Menu
2. Select the Restore tab and then select the Restore One League Only button from within the 'Floppy Restore' frame.



3. The computer will automatically look in the last location where a backup was saved, if the data is not located there, then browse for the location that the league is backed up to and press Open.
4. The system will now ask the operator if they wish to overwrite the current data with the following options:

- Answer YES to replace the league data with the one that is being restored.
- Answer NO to restore the data to a different league code and leave the original league data untouched.
- Select CANCEL to exit the restore function and do nothing at all

Note: You should always notify Computer Score support staff before restoring data



5. The system will restore the leagues data and display a log file based on the above request

Restoring a League from an Automatic Daily Backup

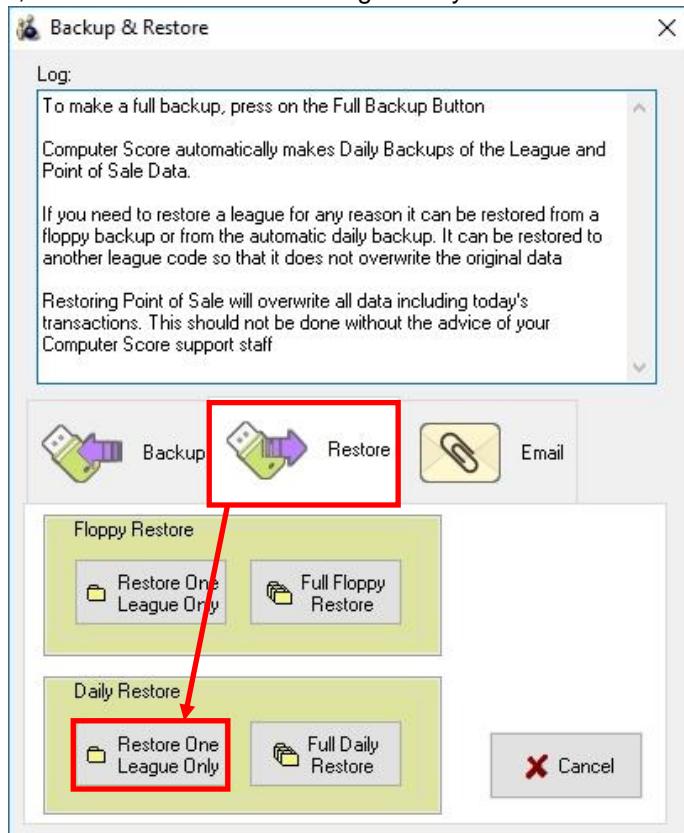
Restoring a league from an automatic daily backup can be a little daunting and confusing at first. When restoring from an automatic daily backup, the system will detect the leagues that are currently located in the league database but will not detect any leagues that are currently deleted from the database that may have been in the system previously.

To restore a league that has been deleted, simply follow these easy steps:

1. In Computer Score, under the League Secretary menu, select F1 League Setup from the Work area
2. Press the Add button located at the bottom of the screen
3. Type in the Code and name of the League that will be restored in future steps and press OK when complete
4. Press OK and exit the screen.

Note: The operator should skip steps 1 – 4 if the league already exists in the system

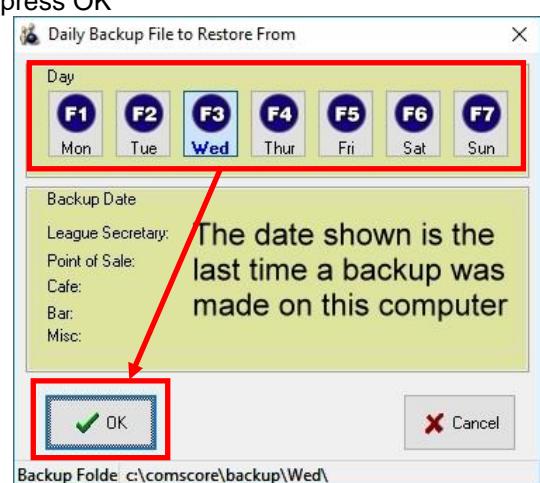
5. Now enter the System Management Menu and select Backup and Restore from the Utility menu
6. Under the Restore tab, select the Restore One League Only from within the Daily Backup frame



7. Select a day that the league will be restored from and then press OK
8. Ensure that the file name is bowldbf.zip, press Open when selected.
9. Locate the League Code that will be restored and then press OK
10. The operator should select yes to overwrite current data as the operator has simply created a league with no details. The operator could select No and create a new code.

Note: The operator should always notify Computer Score support staff before restoring data.

11. The system will now restore the leagues data based on what has been previously backed up from the selected day



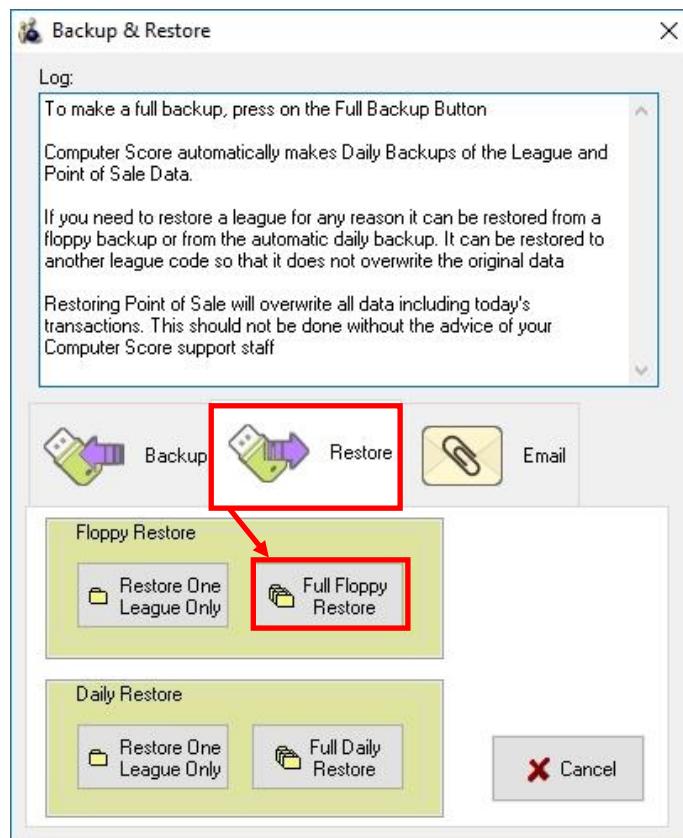
Restoring a Full Backup

Restoring a Full Backup from a Floppy Backup or other removable device

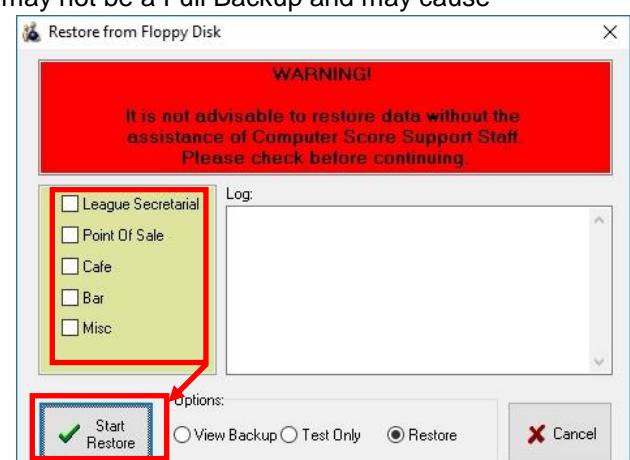
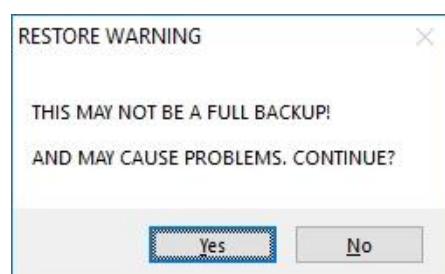
IMPORTANT!
ALWAYS check with Computer Score support staff before restoring data!

As per a league restore, a full restore can be achieved via two different methods: via a floppy backup or via a daily backup.

1. In Computer Score, under the System Management Menu, select Backup and Restore from the Utility menu
2. Under the Restore tab, select Full Floppy Restore from within the Floppy Restore frame



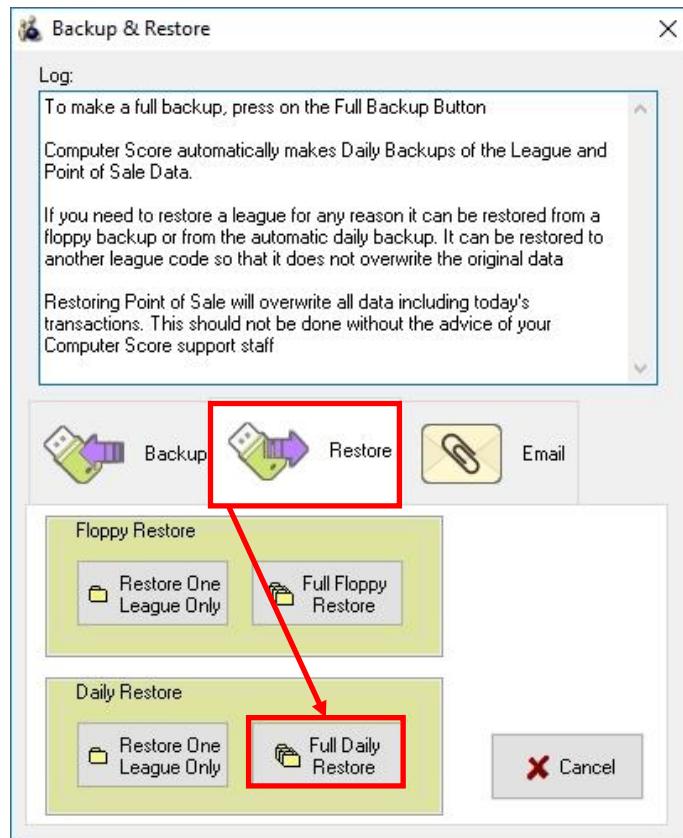
3. Tick the box of the module that is required to be restored and then press Start Floppy Restore
4. The computer will automatically look for a floppy disk, if the data is not located on the floppy disk press Cancel. Look for the location that the league is backed up to and press Open
5. The system will warn the operator that the backup selected may not be a Full Backup and may cause problems. The warning means that what is on the disk might not contain the latest data. **The operator should press yes at their own risk or press NO if the operator has not yet contacted Computer Score's support staff**
6. The system will now restore data for the selected module. Repeat the steps above to restore any further modules.



Restoring a Full Backup from an Automatic Daily Backup

IMPORTANT!
ALWAYS check with Computer Score support staff before restoring data!

1. In Computer Score, under the System Management Menu, select Backup and Restore from the Utility menu
2. Under the Restore tab, select Full Daily Restore from within the Daily Restore frame.

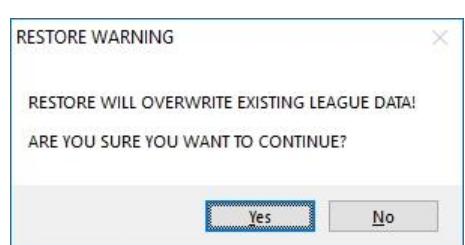
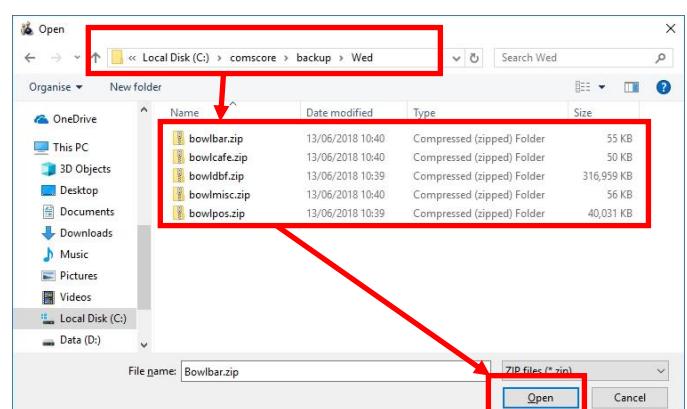


3. The automatic daily backup is saved to a different location for every day of the week. Select the day that the data will be restored from and then press OK.
4. Ensure that the correct folder is selected and press Open when confirmed
 - League Secretary: bowlfdbf.zip
 - Point of Sale: bowlpos.zip
 - Café: bowlcafe.zip
 - Bar: bowlbar.zip
 - Misc: bowlmisc.zip

Note: You may only restore one module at a time

5. The system will once again confirm with the operator if they would like to overwrite existing data. Press yes to continue or no to cancel.
6. If yes has been selected, the system will restore the selected data for the required module and notify the operator when complete.

**Restoring data is done at the operator's own risk.
Restoring data from a particular day may not provide the operator the desired result. Computer Score support staff may not be able to recover data if a restore is performed without prior consultation.**



Management Related Functions

Database Close

A database close should only be performed if the system is noticeable slower in completing a transaction that involves a deposit or if the system notifies the operator that a Database Close is required.

Alternatively, a database close should be performed every 12 – 18 months and at the **beginning of a shift before any transactions have occurred for that day.**

The main purpose of a database close is to reduce the size of the databases that are contained within the system. This also has the effect of reducing the amount disk space required for backing the system up. The database close has the following options:



Note: The following database close options can be selected individually or together.

Warning: Before performing any operation described below, you should always perform a full backup first.

A screenshot of a "Database Close" dialog box. It features a dropdown menu for "Close Date" set to "30/06/2018". Below the date are six checkboxes with the following labels: "Pack POS Daily Transactions", "Remove MACROS from Daily Transactions", "Remove Completed Deposits", "Remove Proshop Stock Sold", and "Make Inactive Accounts as TAB".

Pack POS Daily Transactions:

This procedure will delete for all transactions for all days up to the close date. It will then produce a single summary transaction for each day containing the total for each Point of Sale item rung up for that day. This option will, however preserve the descriptions that are placed against each item when used by multiple macros. This way the macro report function will remain completely unaltered after doing a POS Close procedure.

Note: This procedure will also remove any tabs that have not been used since the specified close date. Accounts will not be removed because a specific POS Item exists for each.

Example

This example will assume that Item number 129, 130 and 131 are called Adult Games, Child Games and Shoe Rental (respectively) in the POS Item List. These items have been assigned to different macros as seen below.

This example will display the following 3 transactions:

Transaction #1:

QTY	ITEM	DESCRIPTION	PRICE	AMOUNT
1	129	Fun Pass Adult	5.00	5.00
1	130	Fun Pass Child	4.00	4.00
2	131	Fun Pass Shoes	.50	1.00

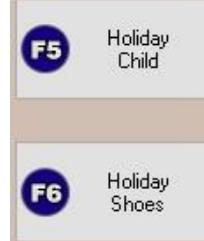


Transaction #2:

QTY	ITEM	DESCRIPTION	PRICE	AMOUNT
3	129	Holiday Adult	5.00	15.00
2	130	Holiday Child	4.00	8.00
5	131	Holiday Shoes	1.00	5.00

Transaction #3

QTY	ITEM	DESCRIPTION	PRICE	AMOUNT
3	129	Holiday Adult	5.00	15.00
2	130	Holiday Child	4.00	8.00
5	131	Holiday Shoes	1.00	5.00



After POS Pack Daily Transactions has been completed:

Notice how the system has retained the macro information and is displaying the total amount of quantity of each macro sold, even though the Macros are referring to the same POS Items.

QTY	ITEM	DESCRIPTION	PRICE	AMOUNT
1	129	Fun Pass Games		5.00
1	130	Fun Pass Child		4.00
2	131	Fun Pass Shoes		1.00
6	129	Holiday Adult		30.00
4	130	Holiday Child		16.00
10	131	Holiday Shoes		10.00

Remove MACROS from Daily Transactions

This option will go one step further than the Pack POS Daily Transactions option and will further compress the old data by removing the descriptions from the various macros that use each POS macros and replacing the description with the one in the POS Item List. This option will result in a more compact archive, but the Macro Report will no longer function for any archived data prior to the close date.

Example

As displayed in the previous example, Item 129, 130, and 131 are called Adult Games, Child Games and Shoe Rental respectively in the POS Item List. These items have been assigned to different macros as seen below.

This example will use the transactions displayed on the previous page:

Transaction #1:

QTY	ITEM	DESCRIPTION	PRICE	AMOUNT
1	129	Fun Pass Adult	5.00	5.00
1	130	Fun Pass Child	4.00	4.00
2	131	Fun Pass Shoes	.50	1.00



Transaction #2:

QTY	ITEM	DESCRIPTION	PRICE	AMOUNT
3	129	Holiday Adult	5.00	15.00
2	130	Holiday Child	4.00	8.00
5	131	Holiday Shoes	1.00	5.00

Transaction #3:

QTY	ITEM	DESCRIPTION	PRICE	AMOUNT
3	129	Holiday Adult	5.00	15.00
2	130	Holiday Child	4.00	8.00
5	131	Holiday Shoes	1.00	5.00



After a Remove MACROS from Daily Transactions has been completed:

The operator will notice that the system has now removed the macro information from the transaction and is displaying only the item name that has been grouped together.

Additionally, the system has totalled all transactions of the corresponding item numbers and has the totals displayed in the amount column.

QTY	ITEM	DESCRIPTION	PRICE	AMOUNT
7	129	Adult Games		35.00
5	130	Child Games		20.00
12	131	Shoe Rental		11.00

Remove Completed Deposits

This option will purge the deposit database of all deposits that have either been completed or fully refunded by specified close date. A common source of system slowdown is a deposit list that is too large and needs to be purged of irrelevant, completed data. If this option is selected, the operator will be asked if they wish to optimise the deposit numbering during the POS Close process. This will renumber all remaining deposits starting from number 1. This is perfectly fine to do, unless there is an external system in place in the centre that uses this deposit number.

Remove Proshop Stock Sold

This option will remove all proshop inventories that had been sold prior to the close date. This is useful to remove old stock from years past.

Make Inactive Accounts as Tab

This option will attempt to perform several actions:

- Convert any Account (Uses a unique POS Item to store the balance over many years) that is inactive into a Tab (Shares a single POS item with other Tabs and only tracks a balance for today's transactions)
- Removes any old Tabs from the Account List. These Tabs must not have been used since the specified close date.

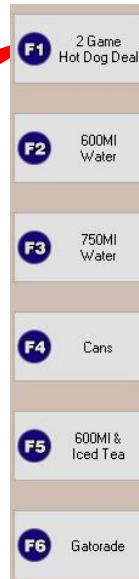
Note: The procedure will only attempt this when there are more than 20 Accounts to convert.

Point of Sale Item Setup

When Computer Score is first installed on the computer, the program will install default items such as Adult Games, Shoe Rental and Banking etc. The operator may edit, delete or create new items based on the center's requirements.

The Point of Sale Item Setup section of the software is where the operator defines what is being sold. One or more of these basic units are then combined into macros of which the operator uses in the Main POS Transaction screen.

Num	Item	Account	Tax	Unit Type	Report Type
1	ADULT GAMES		10.00	Games	Bowling Open
2	SHOE HIRE		10.00	Shoes	Rental Income
3	COLD DRINKS		10.00		Cafe Income
4	CONFECTIONERY		10.00		Cafe Income
5	HOT FOOD		10.00		Cafe Income
6	STAFF DISCOUNT		10.00	Discount	Other



Notice how the Item Numbers are the same in the POS Setup and transaction screens

ITEM	DESCRIPTION	PRICE	AMOUNT
2	2 Game Hot Dog Deal	6.30	12.60
1	SHOE HIRE	1.60	1.60
1	COLD DRINKS	1.80	1.80
1	HOT FOOD	2.20	2.20
1	600ml Bottle	3.00	3.00
1	Packet of Lollies	2.50	2.50
1	Staff Discount	-1.10	-1.10
1	League Practice	4.00	4.00

This page will explain how to easily create a new item and explain some unit and report types.

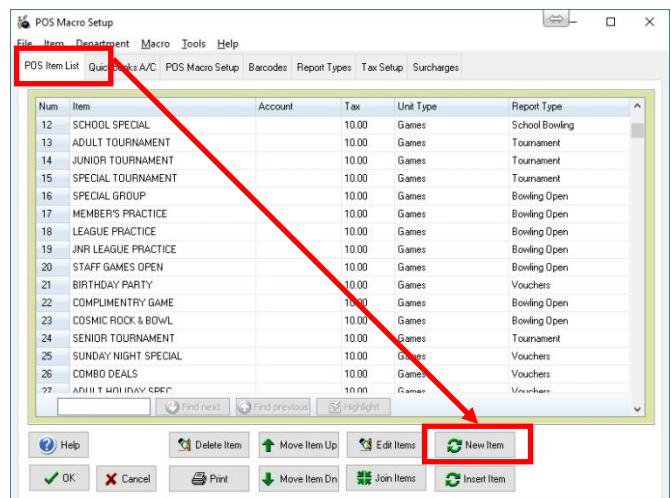
To create a new item in the POS Item List, simply follow these easy steps:

1. In Computer Score, in the Point of Sale menu, select **F1** POS Item Setup
2. The operator will see the current items that exist in the list and Unit and Report Types that relate to the respective item number. Press **New Item** that is located at the bottom of the screen
3. The system will highlight the item that was just created to enable the operator to enter a name for the new item. Enter a name for the new item but **do not** press OK
4. Select an Account of which the item will be assigned to if importing to quickbooks (**optional**). Leave blank if not used



Note: See Computer Score Online Help for more information on exporting financial data to quickbooks

5. Nominate a tax rate for the item or leave blank if the item does not attract a tax rate.
6. Select a Unit Type for the item. The Unit Type is used to determine if the POS Item will trigger a specific behaviour from the system. For example, if the item is used to transact games, a Unit Type of Games should be selected. Alternatively, if the item relates to shoe rental, select Shoes from the Unit Type list.
7. A report type must also be assigned to the item. The Report Type is used to define where the POS Item will be placed on the weekly, monthly and yearly reports. Select an item from the Report Type list or the user may create a custom Report Type from the Report Type tab. Press OK when finished.



The system has simply created the item and nothing else at this stage. The operator will notice no change to any macros located in the main POS screen.

Note: See Computer Score Online Help for further information on the various unit and report types.

Macro Setup

The Macro Setup tab is where the operator creates which macros can be seen on main POS Transaction screen.

In the main Point of Sale transaction screen, the macros are classified into different departments, this allows the operator to group commonly used macros together for easier use.

When Computer Score is first installed on the computer, the system will display default macros and departments. These macros and departments can be modified based on the center's requirements. This example will explain to the operator how to create a new department and macros within that department.



To create a new department, simply follow these easy steps:

1. In Computer Score, under the Point of Sale main menu, select F1 POS Item Setup
2. Select the POS Macro Setup Tab from the top of the screen
3. Press the New Dept button and then type the name of the department and press OK at the bottom left of the screen when finished



Note: The operator can create a hot key (a key on the keyboard that is pressed to activate a department) by placing an ampersand (&) before the desired letter. In the example above, the open bowling department has a hotkey of 'O'. In the POS Transaction screen, press the O key on the keyboard to go straight to the Open Bowling Department.

The operator will now notice that the system has created a new department but it does not have macros inside it. The next step will explain how to easily create a macro within a department.

1. Ensure that the department is selected of which the operator would like the macros created and then press the New Macro button
2. Type the name of the new macro but **do not** press OK
3. Move the mouse over the top QTY field and click inside the field to enable keyboard entry. Type the amount of a particular item the macro will transact



Note: Leave the checkbox unchecked. This checkbox is used to view items by report type.

4. Select a POS item from the drop down list. The POS Item should have been created prior from creating a macro
5. Enter the total amount per item that the macro will transact. The system will now divide the total against the QTY amount and work out a rate per item

Note: A macro can have up to 9 POS Items assigned to itself.

Note: An operator can easily change the department of which a macro belongs by simply pressing the Edit Macro button and selecting a different department from the department drop down box. Press OK when changed.

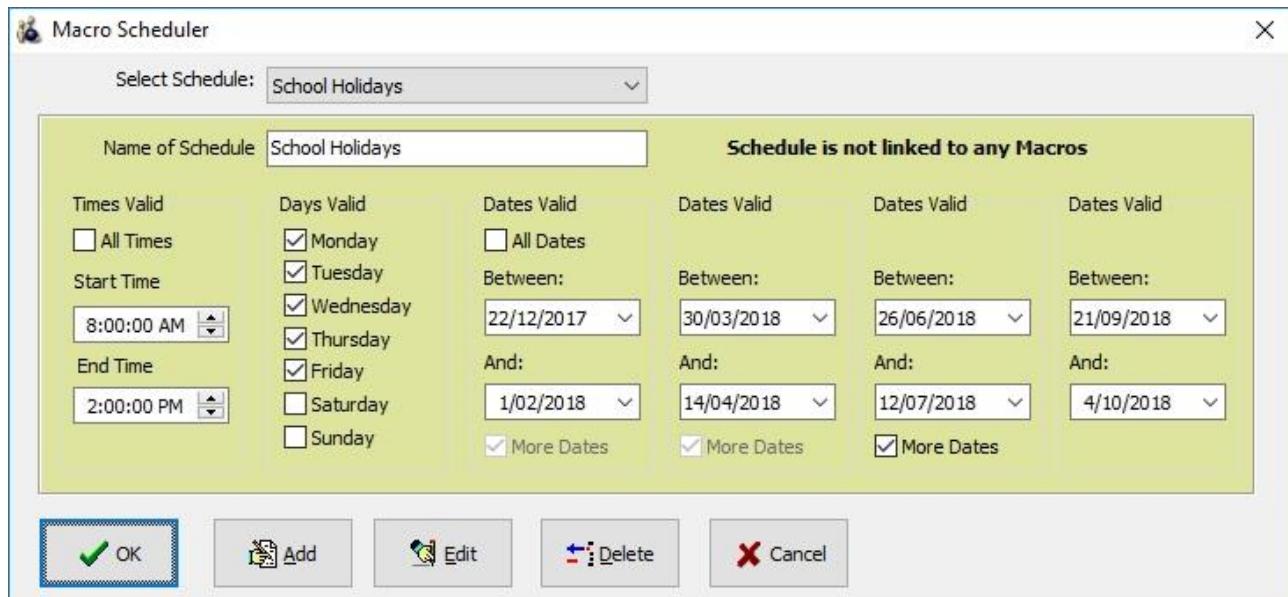
Note: Ensure that the "Always" show and "Never" hide schedules are selected to show macros all the time.

Macro Scheduler

The Macro Scheduler enables the operator to hide or show macros at certain times of the day, on particular days and date ranges.

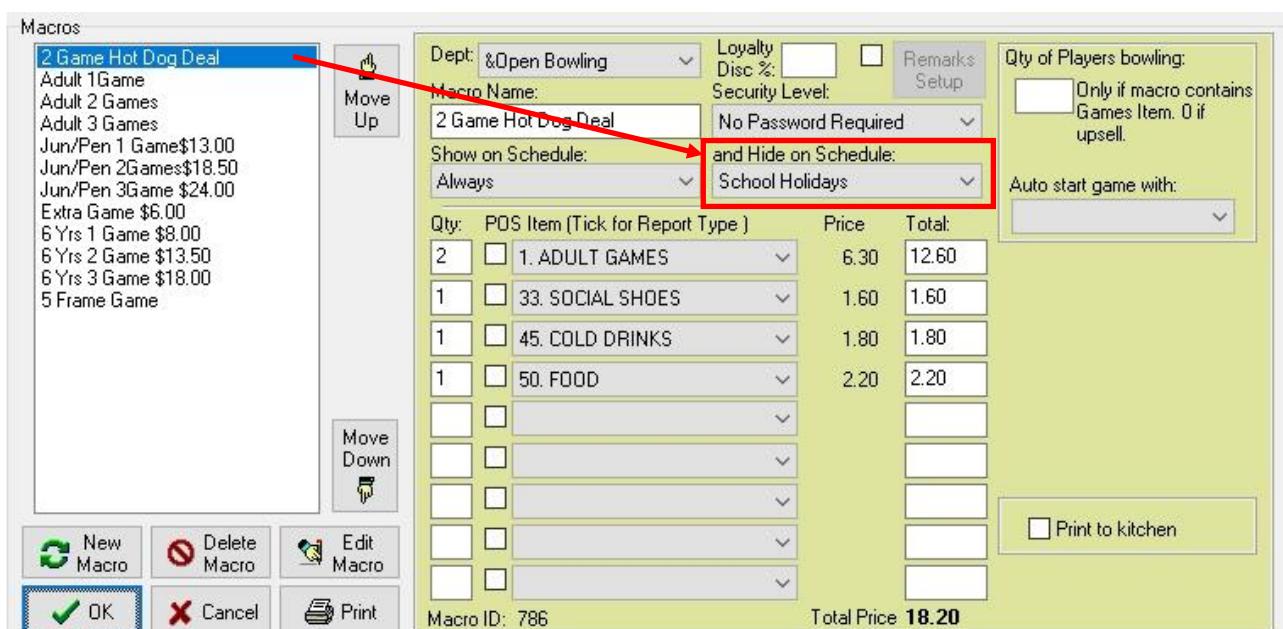
To create a schedule for a macro, simply follow these easy steps:

1. In Computer Score, under the main Point of Sale main menu, select F1 POS Item Setup
2. Select File at the top of the screen then, Scheduler Setup.
3. Press the Add button
4. Create an appropriate name you would like to apply to the schedule
5. Select the time range on particular days within the date range you would like the macros to hide or appear. Once you have created the schedule press OK twice to save and exit back to POS Setup



Note: This schedule will either Hide or Show the macro that the schedule is applied to between 8am and 2pm, Monday to Friday between the dates shown above.

6. Under the POS Macro Setup tab, select the macro you would like to apply the schedule to
7. Press the Edit button and select the required schedule from the Schedule drop down list.
8. You should now decide whether the schedule applied will force the macro to hide or show at the requested times. Press OK when you have finished.



Time Bowling

Setting up Time Bowling (Point of Sale Module Enabled)

Time Bowling can be used in two different scenarios, per lane bowling or per person bowling. Both scenarios will be explained below.

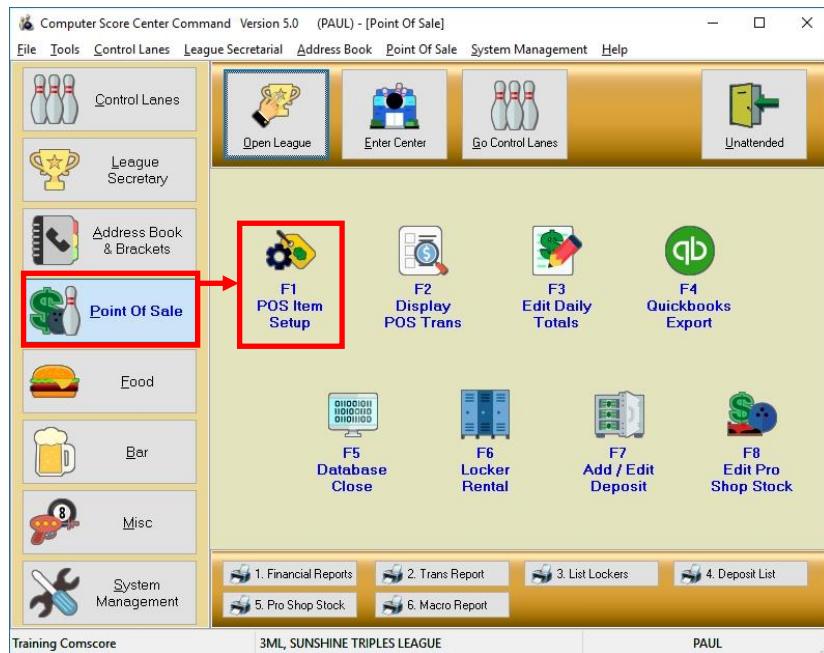
Per Lane Time Bowling

This scenario should only be used if the center charges on a **per lane basis**, no matter how many bowlers are bowling on the lane.

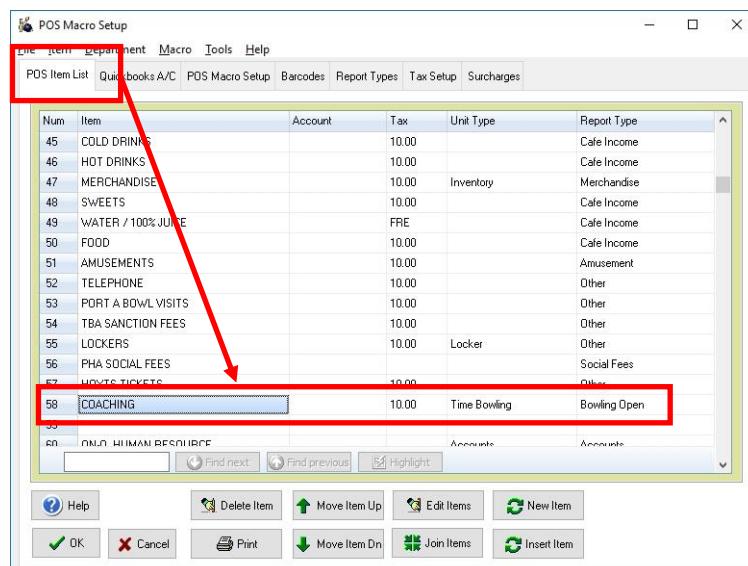
The following example will explain how to set up a 1-hour time bowling for Coaching.

Setting up the Macro

1. In Computer Score, under the Point of Sale Main Menu, select F1 POS Item Setup
2. In the POS Item List, the operator should have created an item with a unit type of 'Time Bowling'. Press the Edit Item button from the bottom of the screen to edit the item and then press OK when finished. Do not exit the screen just yet

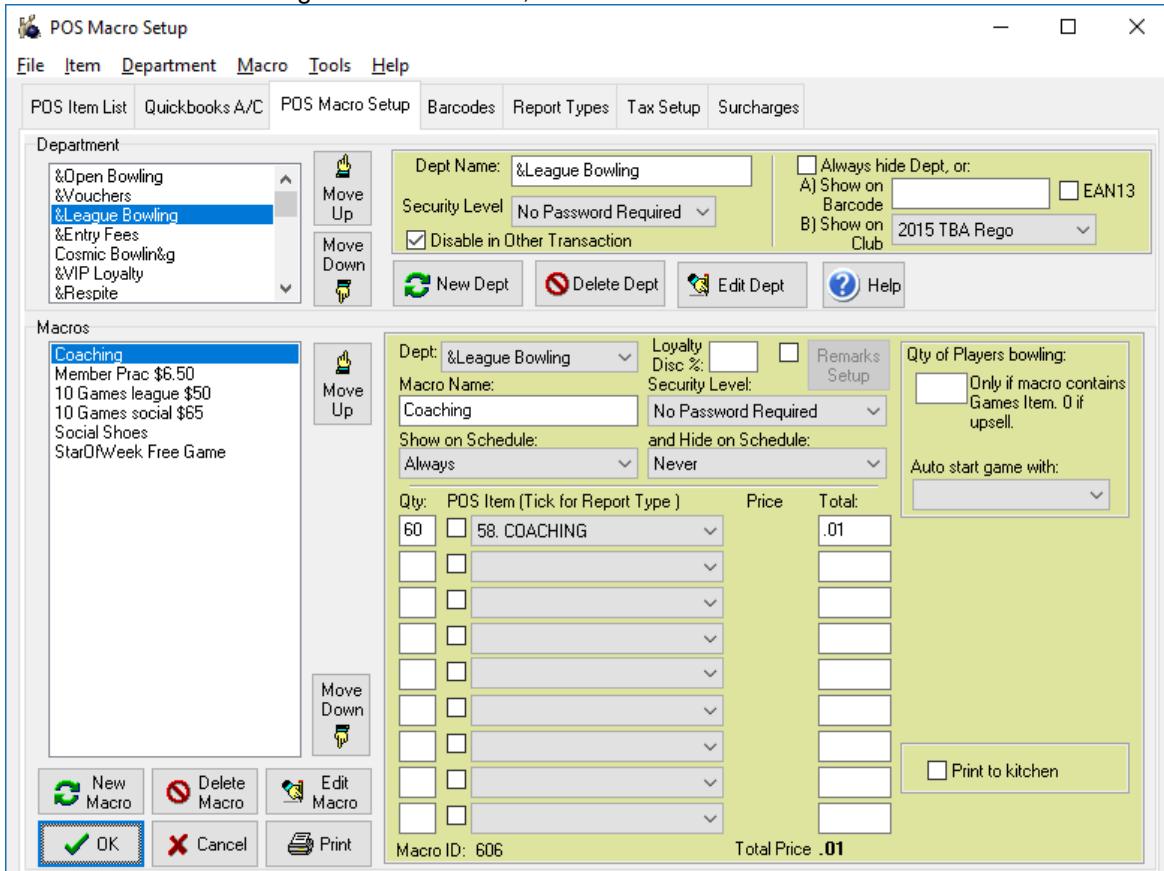


Note: In the next step, the example will use POS Item Number 58 (Coaching). Notice that the unit type is Time Bowling. The Report type can be set to Other Income or, more correctly, "Bowling Open".



In the POS Macro Setup Tab, select the Department from the top left of screen that is most relevant to the macro that will be created.

3. Press the New Macro button to create a new macro and enter a name for the macro
4. In the QTY field, type in the amount of **minutes** the macro will be used for. In the above example, Coaching will be used for 60 minutes
5. Select the relevant item from the drop down list
6. Enter the cost for coaching. If the cost is free, enter the amount .01

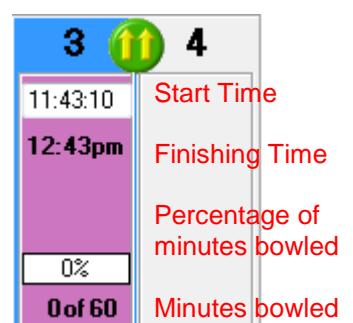


7. Press OK to finish creating the Macro

In Control Lanes

1. In the Control Lanes screen, select a lane, press Start Open Play and select the macro that was just created and complete the transaction
2. The operator will notice that the control lane color is purple displaying the starting and finishing time in the lane color. (This indicates that a lane is on Time Bowling)
3. The amount of minutes remaining is shown where the amount of frames is displayed in Open Play.

Note: If another 'Coaching' macro is added to Lane 3, the system will add another 60 minutes to the Lane.



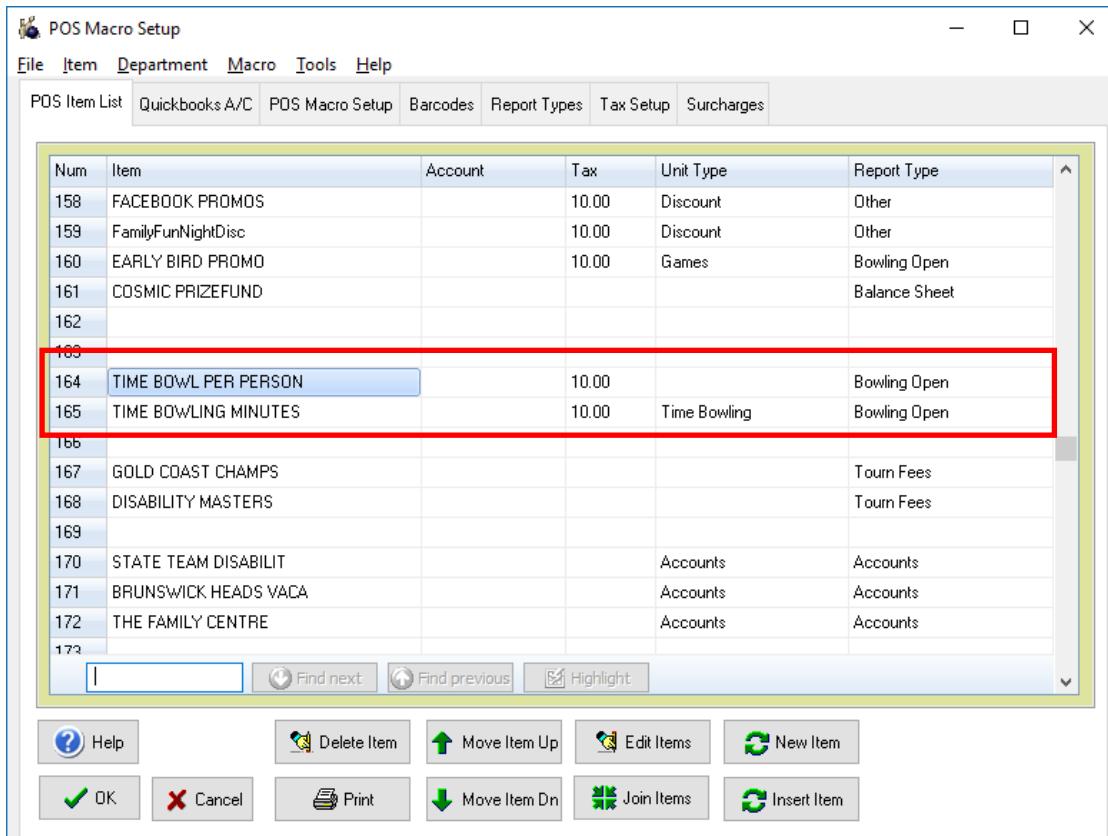
Per person Time Bowling

This scenario is used where the center charges on a **per person** basis.

The following example will explain how to set-up a lane for \$25 per person, unlimited amount of games for 4 hours. So, if 3 people want to bowl for 4 hours, it will cost \$75 but the lane will be on for 4 hours, no matter if there are 1 or 10 people bowling.

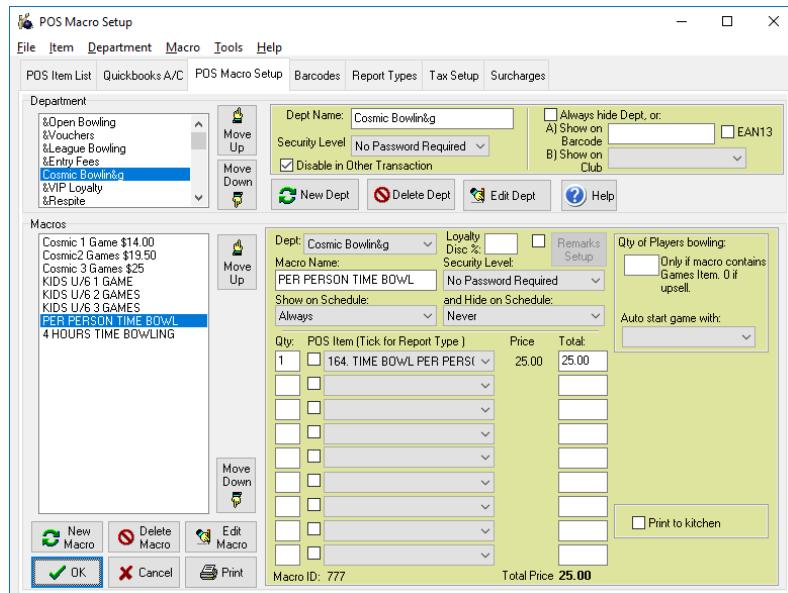
Setting up the Macro

1. In Computer Score, under the Point of Sale menu, select **F1 POS Item Setup**
2. In the POS Item List, the operator will need to setup **two** POS items relevant to the special. One item will need to have nothing entered in the Unit Type and another item will need to have Time Bowling as the Unit Type

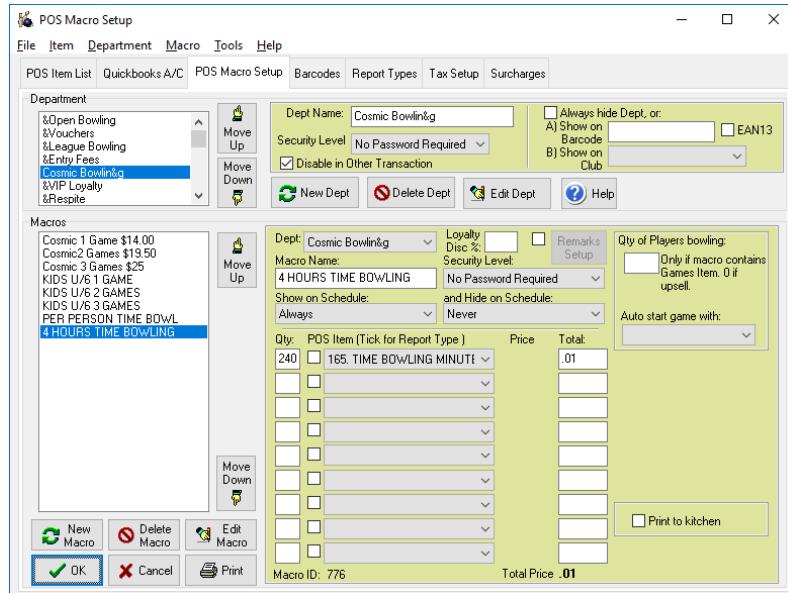


3. In the next step, the example will use item number 164 and Item 165. Notice how Item 164 (per person) has no Unit Type and Item 165 (Time Bowling) has a unit type of Time Bowling
4. Once the items have been created, press OK but do not exit the screen
5. Now select the POS Macro Setup tab from the top of the screen and choose the relevant department that the macros will be created in
6. Create **two** different macros. One macro with Item 164 and another macro with Item 165 (as an example)

7. Item 164 should have the cost per person. As per the example, the cost is \$25 per person, so enter 25.00 in the total field with a QTY of 1. The pictures below will display this example clearly

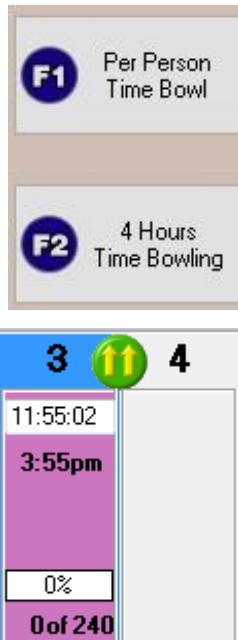


8. As Item 165 has the Unit Type of Time Bowling, the QTY should equal the amount of minutes the lane will be bowling for (4 hours = QTY of 240mins). Additionally, this macro should have no cost assigned. (.01)



In Control Lanes

1. Control Lanes, select a lane, and press Start Open Play
2. Locate the macros that have been created. First we must start the lane for 4 hours at zero cost. Select the Time Bowling macro (Time Bowling 4hr). (This macro needs to be used one time only for this whole group.)
3. Then, as each person pays, use the macro (\$25 per person Timed)
4. Press the Add button (at the top right of screen) to add additional payments to the lane, however, **DO NOT** press the Time Bowling macro again, as this will add a further 240 minutes to the lane
5. The operator will notice that there is 4 hours remaining on the lane
6. If additional bowlers wish to bowl on the lane, select the required lane and press Start Open Play
7. Select the Add Games button and select the macro that has the \$25 cost assigned to it. (But not the Time Bowling 4hr one)



Remember: If the Time Bowling macro is added to the lane, the system will add an additional 240 minutes to the lane (as per example).

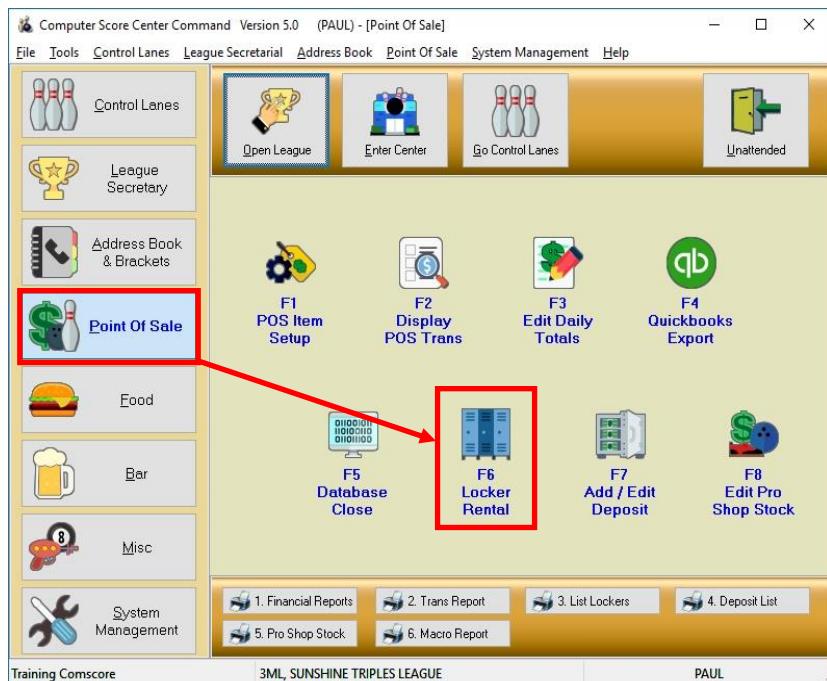
Lockers

Creating a Locker Series

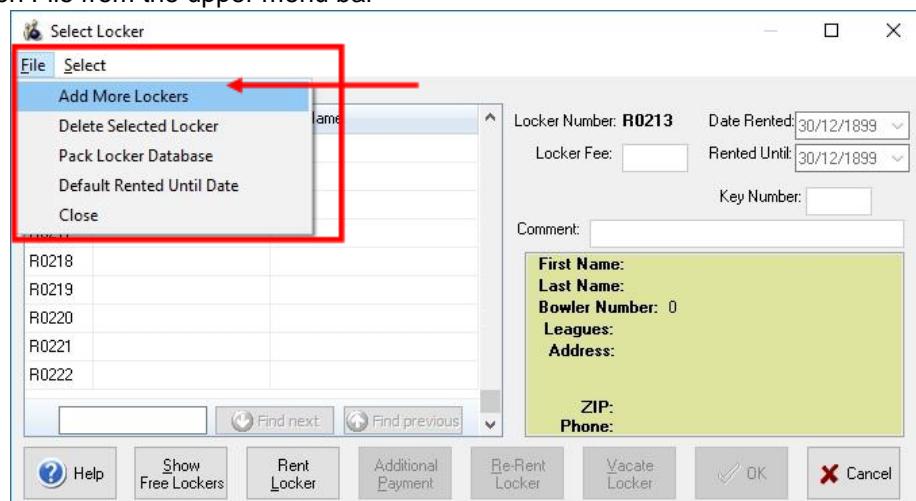
In order to rent out lockers to bowlers, the Venue must first create the lockers in the system to rent out.

To create a series of lockers, simply follow these easy steps:

1. Select F6 Locker Rental from the Point of Sale main menu from within the Computer Score program



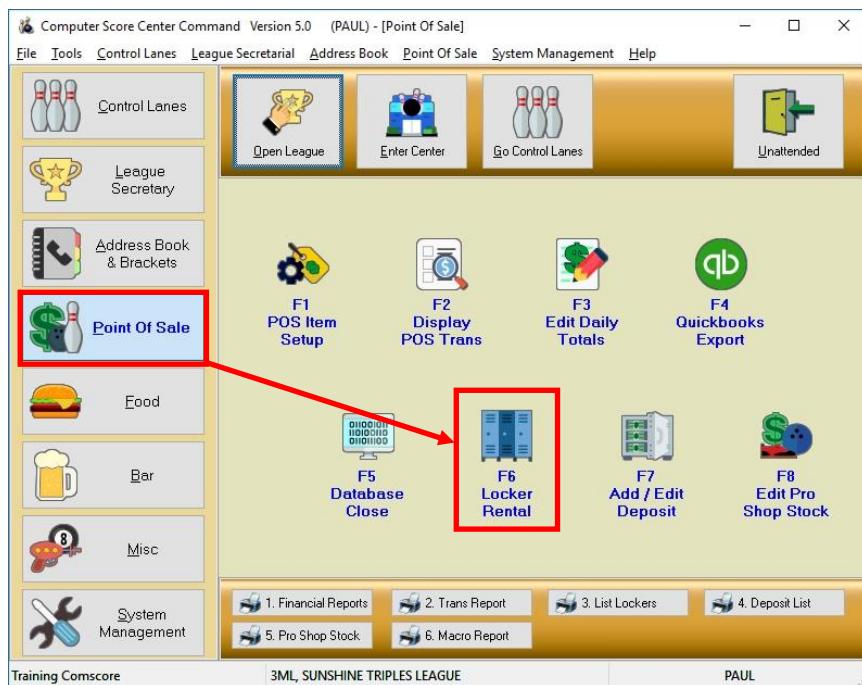
2. Now click on File from the upper menu bar



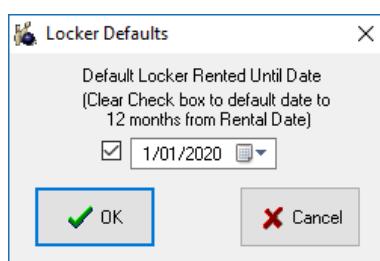
Setting Locker Due Date or Anniversary Dates

To set the yearly due dates for lockers or allow 12 month anniversaries, simply follow these easy steps:

1. Select F6 Locker Rental from the Point of Sale main menu from within the Computer Score program



2. You will notice that the screen is the same as what's available in Control Lanes, however, there is an extra option in the file menu. Go to File from the top of the screen, and then select Default Rented until Date
3. To set a due date for all lockers, simply use the drop down box to select the required date
4. To set the due date for lockers as 12 months after the locker was rented, simply uncheck the check box
5. Select OK when finished and then select yes to confirm the change
6. The operator will notice that all lockers rented until date has changed to the selected date



Pro Shop Stock

The pro shop module allows the operator to allocate an individual Stock ID number for each item that the center wishes to track. The Pro shop module does not track quantities of particular types of item only a single item of a particular type allocating stock ID number to each item.

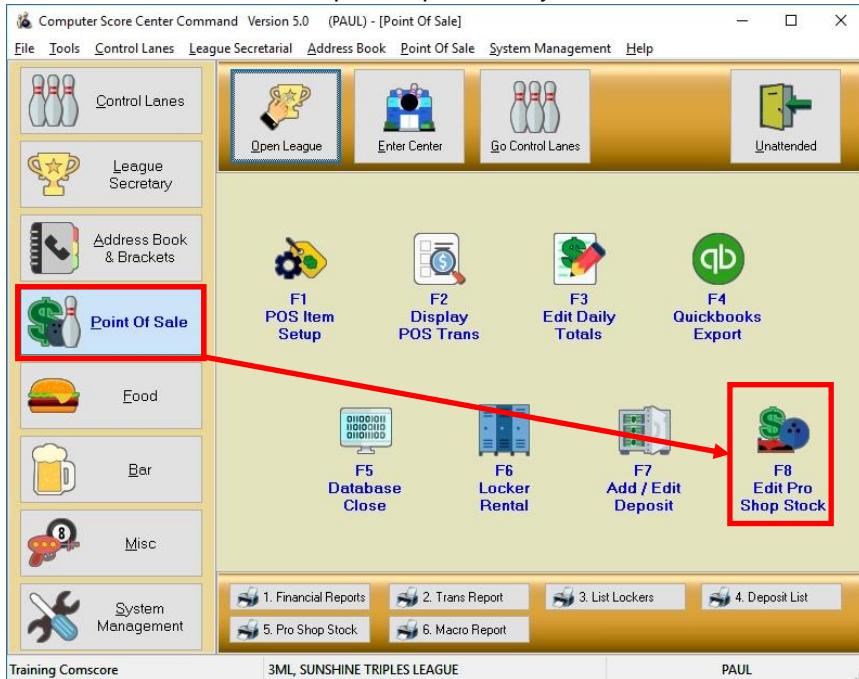
Note: The Pro shop module is only available if installed and is designed for a small-scale pro shop operation.

Adding Stock

Before a stock item can be sold, the item must first be added to pro shop inventory.

To add a pro shop stock item, simply follow these easy steps:

1. In Computer Score, select F8 Edit Pro Shop Stock from the Point of Sale main menu
2. Now select Add from the buttons located at the bottom of the screen
3. Select the POS item that the item best belongs to
4. Enter all possible details relating to this item
5. Select OK when all details have been entered
6. The system has now added the entered stock item into the system. The operator is now able to sell this stock item



Adding items of a similar product

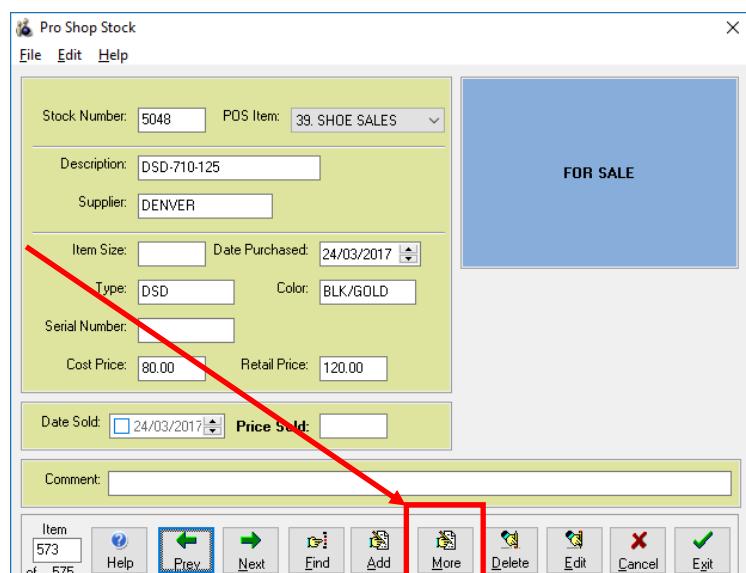
Computer Score can easily copy information that has been entered for a similar item.

For example, the center may have ordered four bowling balls that are all the same make, model and color, but each bowling ball has a different weight. There is no need for the operator to enter all details four times.

To copy information for similar items, simply follow these easy steps:

1. In Computer Score, select F8 Edit Pro Shop Stock from the Point of Sale main menu.
2. Now select More from the buttons located at the bottom of the screen
3. The operator will notice that part of the screen has turned blue to indicate that changes can now be made.
Simply change the required information for the product and then press OK

The system has now added the entered stock into the system. The operator is now able to sell this stock item



Workstation Setup

Computer Score has the ability to restrict access to modules on a workstation basis.

Workstation Setup can be found in the File menu (top left corner) of Computer Score

Note: An operator with a security access level of General Manager or higher is required to access this setup.

Workstation Setup is split into three sections, Backup Features, Workstation Modules and Full Screen Options.

Backup Features:

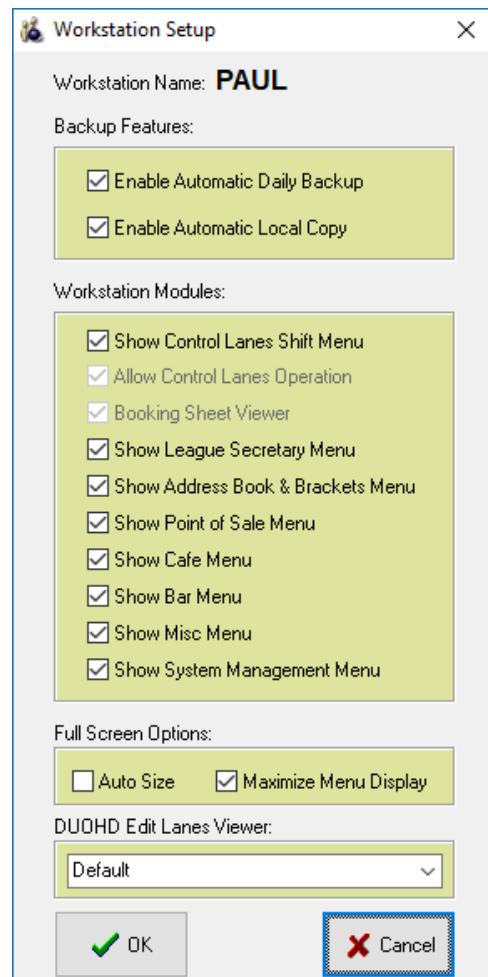
Enable Automatic Daily Backup:

This feature will prompt the Automatic Daily Backup to launch enabling operators to easily recover data if accidentally deleted.

Enable Automatic Local Copy

This feature will automatically extract the Automatic Daily backup's zip file on to the workstations own hard drive. This will enable operators to easily use this workstation if the Comscore host stops working.

Restoring data is done at the operator's own risk. Restoring data from a particular day may not provide the operator the desired result. Computer Score support staff may not be able to recover data if a restore is performed without prior consultation.



Workstation Modules:

Show Control Lanes Shift Menu:

Disabling this feature will not allow the operator to complete any Shift Operations such as Open and Close shift or Enter Meter Readings on that workstation.

Allow Control Lanes Operation

Disabling this feature will not allow the operator to use Control Lanes or any of its functions on this workstation. However, the operator will be able to view the Booking Sheet but not make any transactions

Booking Sheet Viewer

Disabling this feature will not allow the operator to view the Booking Sheet at all on that workstation

Show (Software Module) Menu (if installed)

By removing the check boxes on any of these remaining options, the operator will not be able to use the functions of that software module on that workstation.

Full Screen Options:

This controls how the Main Menu, Control Lanes and POS behave. Computer whose role is Point of Sale serving the customers usually need to be full screen. Computers whose role is office duties may wish to display the software in a window.

- Auto Size. If checked, any computer whose screen scaling in Windows is greater than 100% (96DPI) will launch those programs maximised. 100% will automatically be in a Window.
- Maximise Menu Display. This option will force the programs to be Maximised, no matter what screen scaling is used.
- Neither ticked: This will force the programs to be in a window, no matter what screen scaling is used.

Loyalty Club Setup

Loyalty Club is a handy way to provide bowlers of your centre a discount on transactions.

To setup up Loyalty Club, a member of centre management will need to follow these easy steps:

Address Book Setup

1. In Computer Score, select F1 Edit Address Book from the Address Book and Brackets Menu
2. By using the Prev, Next or Find buttons, locate the bowler who you wish to include into the loyalty club
3. Under the Club Member tab, insert a group of numbers in the Loyalty Number field that will correspond to that bowler. This number should match to a barcode that is provided to that bowler from the centre

Note: There is no limit on the length on the loyalty number but it is suggested that it is no more than thirteen (13) characters.

The screenshot shows the 'MASTER ADDRESS BOOK EDIT' window. It displays a bowler's information: Last Name: TRENHAM, First Name: RAY, Sex: Male, Birth Date: 29/09/77, Email: ray@myemail.com, Address: 52 SIBU AVENUE, PALM BEACH, QLD, Phone: 0403 123 456, ZIP: 2486. On the right, there's a list of 'Bowler's Leagues' including BORDER NUGGETS, SEAGULLS SUNDOWNER, BAKERY DOUBLES, SUNSHINE TRIPLES LEA, ROLLING RUMBLE, and SUPER LEAGUE 2018. A red box highlights the 'Loyalty Number' field in the 'Club Member' tab, which contains the value 8933310102800. Below the tabs are game statistics for various dates, and at the bottom are navigation buttons like Help, Prev, Next, Find, Add, Delete, Edit, Cancel, and Exit.

Point of Sale Setup

In order to provide Loyalty Club members a discount, a member of management will need to apply discounts to selected macros.

To apply a discount to a macro, simply follow these easy steps:

1. In Computer Score, select F1 POS Item Setup from the Point of Sale Menu
2. Select the macro that you wish to apply a discount to and then press the Edit Macro button.

Note: If you would like to create a new macro to apply a discount to, then please follow the directions on Page 116 of the Operations Manual

3. Once the desired macro has been selected, then insert the required discount value into the Loyalty Disc % field and press OK

Note: The loyalty discount is not applied until a loyalty discount card has been scanned or manually typed.

The screenshot shows the 'POS Macro Setup' window. It lists macros on the left and details for a selected macro on the right. The selected macro is '2 Game Hot Dog Deal' under the department '&Open Bowling'. The 'Loyalty Disc %' field is highlighted with a red box and contains the value 10. Other settings shown include Security Level (No Password Required), Hide on Schedule (Always), and Qty of Players bowling (Only if macro contains Games Item. 0 if upsell). At the bottom, there are buttons for New Macro, Delete Macro, Edit Macro, OK, Cancel, and Print.

Making a Transaction

When the operator clicks on a loyalty discount enabled macro, the operator will see an orange prompt at the bottom of the transaction screen.



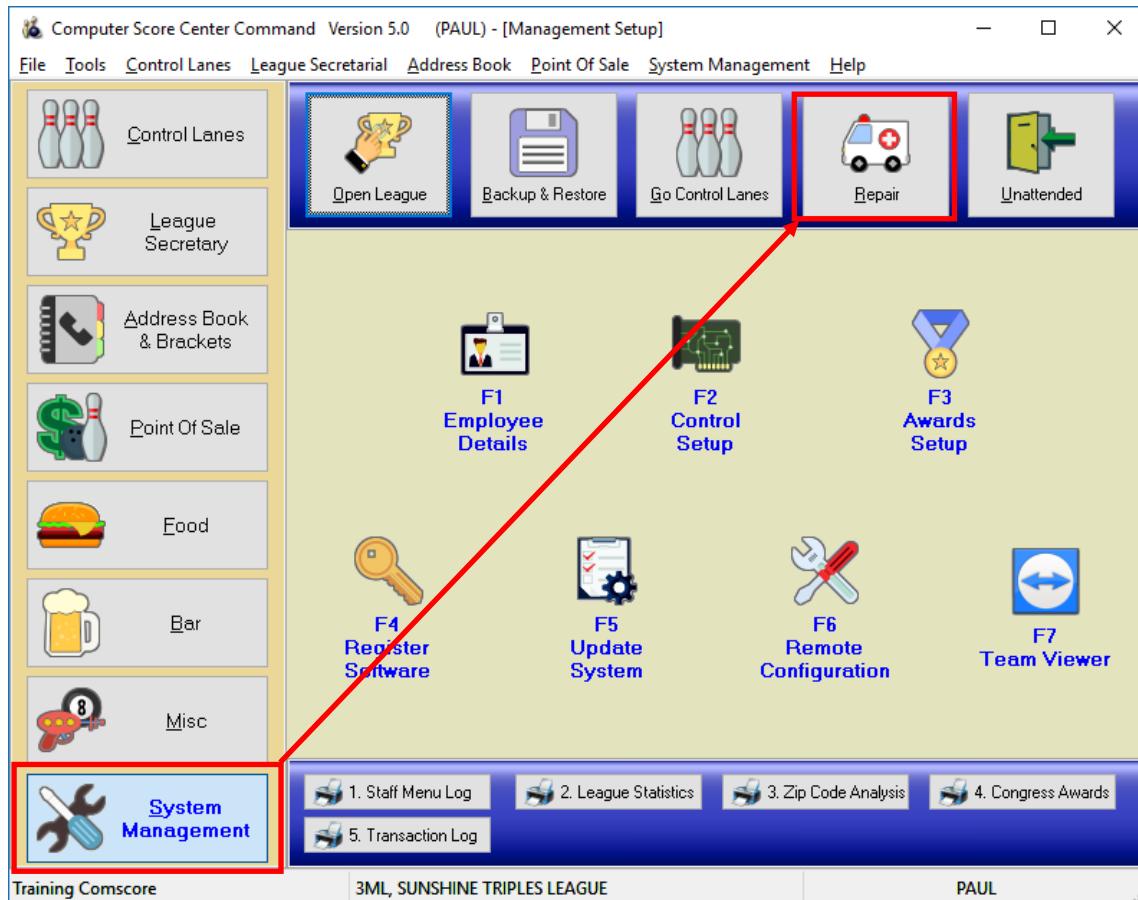
In order to apply the loyalty discount to the macro, then the operator should request the customer's loyalty card to be scanned. The loyalty discount will be applied to the macro after the loyalty card number has been scanned or manually entered.

Validate Databases

The databases that are being used by Computer Score will very rarely become corrupted and therefore unable to give out correct data. In the rare occurrence that the systems do become corrupted, a simple procedure can be followed to easily correct any corrupted files.

To validate each respective database, simply follow these easy steps:

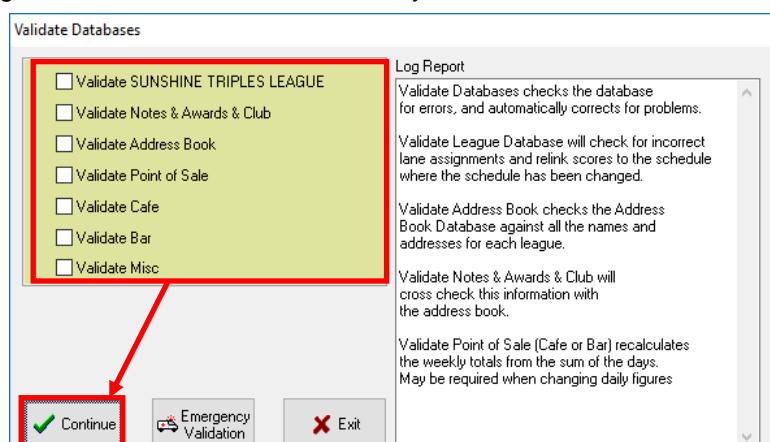
1. In Computer Score, under the System Management menu, select the Repair button from the Utility menu



2. You will see up to 7 options depending on the modules installed on the system

- Validate *League* (League Currently Open)
- Validate Address Book
- Validate Notes & Awards & Club
- Validate Point of Sale
- Validate Café
- Validate Bar
- Validate Misc

3. Select the appropriate check box or check boxes and select Continue. The system will then cross reference each database the module relates to and will report back to the operator via the log file any problems that have been fixed or need fixing manually.



Note: If an error is reported, run the validation a second time to confirm that it is fixed.

If a Validation does not correct the corruption, contact Computer Score support staff. **Do not attempt to modify files without the assistance of Computer Score support staff.**