



# TES ~ Importing “Other” Fields into TopYacht.

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## Background

TopYacht has a basic importer which allows the user to import a range of pre-determined every-day use fields from TES (Class, Skipper’s name, Sail Number etc).

TES has about 400 fields available. Different fields are switched on by TopYacht personnel during event set-up time. Many of these fields are unique to keel-boats. Routinely, the competitor populates the visible (enabled) fields at the time of entry.

While most are for event administration, there are some fields that need to populate TopYacht’s database.

These include (but not limited to)

- Gender
- Age
- Date of Birth
- Country of Origin (as per RRS G1.1)
- Etc.

TopYacht has four 25-character fields per boat in the database that the user is at liberty to populate.

## Prerequisites:

- A TopYacht TES Interface licence;
- A TopYacht Enhanced Extension License,
- An Internet connection to the computer hosting TopYacht
- A Licensed copy of Microsoft Office (specifically Excel)
- Knowledge of the TES User-name and Password (This will be supplied by TopYacht as part of the Club’s first-ever TES setup).
- Knowledge of the TES Event ID (Evid) and TES Series ID (Sid) (See the article [‘TES Determining Event and Series ID’](#))
- Administration Access to the event’s TES database
- The ‘File Menu’ enabled in TopYacht (See [HELP | Enable the "File Menu"](#) item)

## Part 1:

Select **Admin | Maintain | Configure Software.**

On the Config screen, show the "eXtra" features by **Ctrl X**

The screenshot shows the 'TopYacht CONFIGURATION' interface. It is divided into three main sections:

- STANDARD FEATURES:** Includes checkboxes for 'Show Crew Names' and 'Show File Menu Item' (both checked), a 'Default Hr Start Time' dropdown set to '23', and an 'External Backup Path' text field.
- ENHANCED FEATURES (needs special security code):** Contains various settings such as 'Confirm Starts Mode' (dropdown '1'), 'Sailors Names Display Format' (dropdown 'First and Last'), 'Tie Break Method' (dropdown 'WS 2017 - 2020'), and 'TES Imported HCs match TY HC names not Groups names' (checkbox). It also has several 'Show' checkboxes for columns like 'Note/Bow No', 'Note1/Crew3/Bt Strt', 'Note2', 'Note3', 'boat Design', 'From', 'Beat Length Elapsed Time Scaling', and 'Race Entrants'. The 'Show Note/Bow No' and 'Show Note1/Crew3/Bt Strt' options are checked, with their respective 'Title' fields containing 'Bow No' and 'Skip Age'. Four orange arrows on the right point to these checked options.
- OTHER CONFIGURATION:** Features buttons for 'Create /Edit a Penalty Place System', 'Create / Edit a Score System', and 'Create / Edit a Group Defir'.

There are four 'Note' fields.

Fields Note and Note1 appear on many reports. Fields Note2 and Note3 will only appear on result reports (Race and Series Scores).

<ul style="list-style-type: none"><li>➤ The display of these can be enabled by checking the relevant box (red).</li><li>➤ The text that the user enters in the Title box to the right of the check box becomes the column heading on reports (green).</li><li>➤ Only enable the number needed.</li></ul>	<p>Close-up of the 'Show Note/Bow No' configuration field. A red arrow points to the checked checkbox, and a green arrow points to the 'Bow No' text in the 'Title' field.</p>
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In the example at the top of Page 2, Bow Numbers and the Skipper's Age are required on all reports.

## Part 2:

Open the event using the TES Administrator privileges

TES has a number of inbuilt reports, each which can be enabled by TopYacht personnel at the requested of the Club's TES Administrator. (Rep 1, Rep 2 etc.) Routinely, this enabling is carried out during the Event's set-up. It can be enabled at any time there-after, but keep in mind the TopYacht office hours when personnel are available.

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[Menu](#) >> [Club Menu](#) >> [Log Out](#)

d for this event.

MAIL	SMS	Docs	Reps	TY Report	Rep 1	Rep 2	Rep 3	Rep 4	Rep 5	Rep 6	Rep 7	Press
												Press



Each report contains different columns of information, and opens in Excel when the report icon is clicked thus .

For OTB events, Rep(ort) 5 contains every field in the database. Not all of these fields may be required by the Organising Authority for a specific event, and their publication during submitting an entry will be suppressed. These 'suppressed' fields may contain information that the competitor has uploaded for previously-entered events, and hence may be out of date. **\*\* User Beware \*\***

This report can be edited by changing the column heading names to comply with those specified in the document [Import Competitors from a csv File](#).

**Make sure that all the fields that are needed in TopYacht**

- **Have the correct headings as per the Import Competitors from a csv File Document.**
- **The special fields are given the headings Note, Note1 Note2 etc. on the TopYacht Configuration Page**

Remove all the unnecessary columns (only to keep it simple), then save it locally in [C:\users\public\documents\topyacht\import](#) folder as a comma-separated variable (.csv) file

Users may choose to explore the contents of other reports at leisure.<sup>1</sup>

<sup>1</sup> Hint.

Use the Excel **CONCATENATE** function for crew names. i.e. =CONCATENATE (J17," ", K17), then Copy the column, and PASTE values back into the same column.

## Part 3:

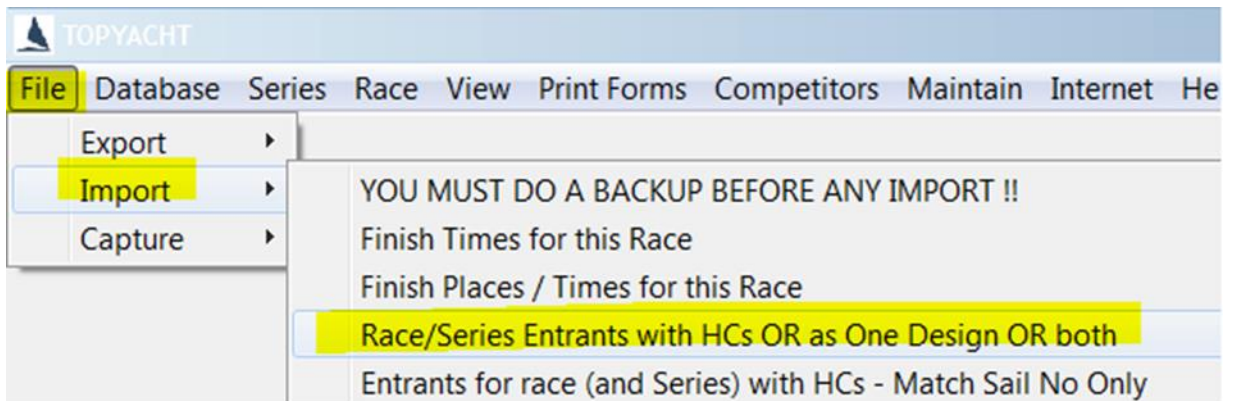
The file can now be imported

**Step 1:** Select the Target Series.

**Step 2:** Create / Select the First Race

**Step 3:** Select Admin Mode

**Step 4:** *File | Import | Race/Series Entrants with HCs OR One Design OR Both*



Find the .csv file created in Part 2 (It should be in the opening folder), and highlight it



Click

Then follow the prompts.

## ***Country-of-Origin Flag Display Constraints:***

- For regional and international title events, the RRS Appendix G acronym for the country must be placed in the Note3 field.
- The Note2 field is reserved exclusively for use by TopYacht. Any user information loaded into this field will be overwritten by TopYacht.

## **Associated Documents:**

[Create a csv File to Import Competitors](#)

[Import Competitors from a csv File](#)

[Displaying Country-of-Origin Flag Images on Internet Results Pages](#)

[TES ~ Importing Keelboat Entrants into TopYacht via Step 6a](#)

## Revision History:

2020-05-11, 2019-12-24, 2019-12-20