# **Time Keeper**

By Isaac Acks Axtime Ver: 2.0.3 Doc Ver: 2.0

- 0. Open the Chrome browser, and go to http://axtime-sys.sfrscca, 192.168.1.111, or whatever IP the Time Keeper laptop is.
- 1. On the home page, click on today's event.



2. Log in as Event Admin or Time Keeper. Event Admin preferred. You'll be brought to this page if you're an admin. Then click Time Keeper. If you logged in as Time Keeper you'll be brought straight the Time Keepr page.

#### Admin Page:



#### Time Keeper:



- 3. We're going to split here based on use case:
  - A. Worker runs through the finish light or start light
  - B. Sending an entrant back to the top of queue
  - C. Modify an entrant's time or penalties
  - D. Swap an entrant's time with another entrant
  - E. What if the operator falls behind by a car?

### A. Worker Runs Through the Finish Light or Start Light

- 1. If someone runs through the Start Light, flip the "Reset Start" switch on the timing box itself. Nothing has to be done in the software.
- 2a. If someone runs through the Finish Light, flip the "Reset Finish" switch on the timing box itself. Nothing has to be done in the software.
- 2b. If for some reason you need to send the recently finished driver back to the top of the queue of cars, you can click the person in the "recently finished runs" area, click the "someone tripped the finish line" drop down, and click "Erase time and send driver back to queue".



## B. Sending an Entrant Back to the Top of Queue

1. If you need to send the person who just finished back in the queue of active cars for whatever reason, click the person in the "recently finished runs" area, click the "someone tripped the finish line" drop down, and click "Erase time and send driver back to queue".

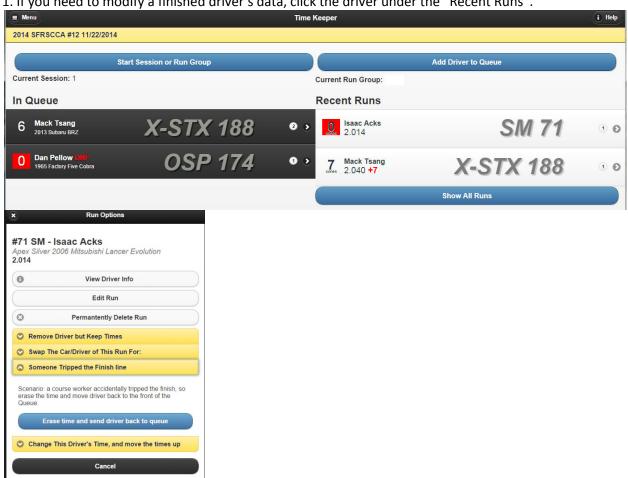




#### C. Modify a Finished Entrant's Time or Penalties

Note: Do **NOT** edit a driver who is still running from the Time Keeper. You will cause their run to end if you do.

1. If you need to modify a finished driver's data, click the driver under the "Recent Runs".



2. Click the "Edit Run" button.



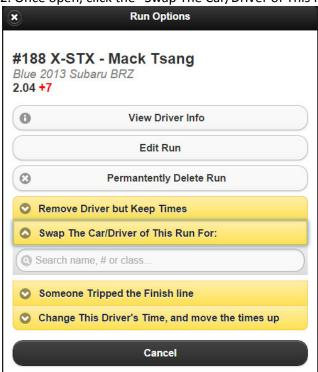
3. Modify the time, change the penalties, and click the "Finish and Save Run" button.

## D. Swap an entrant's time with another entrant

1. If the person Car Queuing entered the wrong car number and the person finished, you'll need to swap that person's entry with the correct driver. Click the finished driver under "Recent Runs".



2. Once open, click the "Swap The Car/Driver of This Run for:" drop down.



3. In the text box start typing the name, number, or class of the driver that should have that finish data. Then click the correct driver.





# E. What if the Operator Falls Behind by a Car?

- 1. Have the starter hold-the-start!
- 2. Don't panic. Just begin writing down the times of people now finishing. If you're off by 1, you'll be reentering these times onto finished drivers.
- 3. If you think there's a problem or you're missing data, ask drivers X,Y,Z to come to the trailer with time slips.
- 4. Once the course is clear, look who is at the start and waiting to go. Make sure that person is on the top of the active queue. You can use Use Case B if you just need to send the last driver to finish to the front of the line.

Use the Car Queuer interface if you need to add multiple drivers to the front of the line. See Car Queuer document, Use Case B.

5. At the end of the day, the results person will go through the data and post it. If something is up or looks strange, it will be flagged. Those affected can message the results person online.