

(TOP) the  
other  
project

# User Manual

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## Introduction

The Other Project (TOP) is a club and salon judging system. It consists of a set of *judging control units* (JCU) and a Windows based *Scoring and Viewing Application* (SVA). You can connect up to 5 JCUs to the SVA. The system is highly configurable to cater for all types of scoring rules. The SVA contains a set of configuration screens to setup the system for a particular way of scoring. A JCU gets its configuration from the SVA when it is connected - it does not keep its configuration when powered down.

The JCU is a USB based device. The following design principles were used in designing the system:

- Multiple JCUs must be able to communicate with the SVA without interfering with one another.
- The JCU must be easy to operate in total darkness (no fiddling to find out what key to press)
- The JCU must be able to handle a wide variety of scores (for example, scoring from 1 to 5, scoring from 1-9, scoring from 1 to 15). The final design allows any score between 0 and 99.
- The SVA must make provision for the typical “star grading” club judging system, as well as for the typical “sliding scale” club judging system.
- The SVA must allow for automated award calculation (typical for bronze, silver, gold and COM awards) as well as for the manual assignment of special awards (such as the best photo in a category, the overall best junior photographer, etc.).
- The SVA must take into account that not all clubs use the same rules for automated award assignment.

The document will give an overview of the typical use of the system, as well as provide the user with all the information needed to configure the system to their specific needs.

**Note** that a JCU emulator is built into the SVA software which allow for a single judge to use the software **without the need for the physical USB device**. For more detail see the section “Using TOP without a Judging Control Unit”.

## System Requirements

- As from version 2.1.0.1, TOP requires the Microsoft .Net 4.5 platform. An older version without colour management and the audio comment system (version 1.1.1.6) that only requires Microsoft .Net 2 is still available for download, but no new development / bug fixes will be done on this version.
- TOP will run on PCs with Windows XP or higher (including Windows 7 and 8 32bit and 64bit). The audio feature requires Windows 8 or higher.
- The system must have multiple displays connected to the PC and it must be set up to use an extended desktop. (As from version 1.1.1.3 in “Single Judge” mode it is possible to use the system with a single screen).
- The scoring application will display correctly on a screen with resolution of 1024 x 600 pixels or higher.
- There is no limit on the display size of the viewer.
- There is now limit to the number of photos that can be judged in one session. Saving a score sheet with more than 10,000 photos could take a long time but is usable. Saving a full score sheet with more than 30,000 photos is very slow, please be patient while saving such a large score sheet.
- The scoring system will work with 1 to 5 Judging Control Units (and with 12 in Honours Judging mode).
- In a “Single Judge” setup it is possible to use the system without a scoring unit connected – see the section on keyboard input.
- The audio comment feature makes use of the Microsoft Media Feature pack to create and read MP3 files. This feature pack is only available from Windows 8.0 (build 9200) and onwards. Windows N and KN versions does not come standard with the Windows Media Feature pack but may be downloaded as a free add-on from the following link as described in Microsoft Knowledge base article KB3133719. <https://support.microsoft.com/en-us/help/3145500/media-feature-pack-list-for-windows-n-editions>

## Overview

### The Judging Control Unit

The judging control unit is a custom built unit. It connects to the PC via a standard mini USB connector. It implements the standard USB HID (Human Interface Device) protocol and therefore does not require any special device driver.

When you connect a JCU to the computer it goes through a step of initialisation steps before it is available for use. These steps are displayed on the LED screen.



- C0 – Device is attached
- C1 – Device is powered correctly
- C2 – Device is in default state – not recognised by MS Windows yet.
- C3 – Device is waiting to be recognised by Windows
- C4 – The device receives an address on the USB bus; at this stage Windows will start installing the device driver if it has not been installed previously for this device in this bus address.
- C5 –The device is fully configured for use in a Windows application. The Windows generic HID device driver has been successfully installed.

Once a device displays “C5” it is ready to be used by the system. The Judging Control Unit set is sold with an active USB hub which will allow up to 5 units to be connected via one PC USB port. The units are designed to use the minimum (less than 100ma) power, which means that it is possible to connect up to 5 devices to one USB port without the need for external power. (The supplied USB hub is an active hub with an external power supply, but for normal use it is not needed to use this power supply.)

Once the JCU is connected to the application (see “USB Connect” later on in this document) the value C5 will be replaced with the judge’s identifier (J1, J2 up to J5).

During navigation through the photos, the JCU will display the previously scored value for that specific judge. For a photo that has not yet been scored, it will display the default value as specified in the score configuration settings.

### Judging Control Unit Interface

The Judging Control Unit was designed to be easy to use in total darkness. It consists of a two character LED display and 4 buttons – 2 on either side of the LED display. It feels very similar to a game pad in your hand.

### Judging Control Unit Operation

When a JCU is connected to the scoring system, it receives its configuration from the application. The possible scores will be in the order



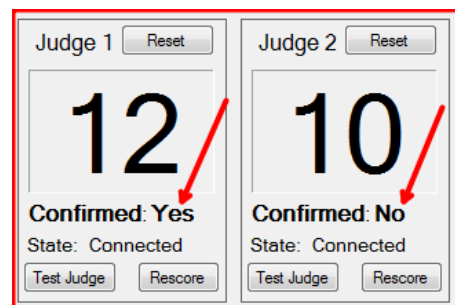
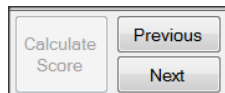
as defined in the “Setup Scores” configuration screen.

It will also receive its judge identifier from the application. The judge uses the top right button to increase his score. If the judge presses the up button past the highest score, it will display the judge’s identifier.

The bottom right button is used to decrease the score. It will not move past the lowest defined score.

The top left button is used as a confirmation button. Once the judge is happy with his score, he must press the top left button. His display will start to flicker and he will not be able to change his score afterwards.

Note that the “calculate score” button will be disabled until all judges have confirmed their scores. Once the score has been calculated the judging control units will stop flickering and will be reset to the default score value.



Use the “Rescore” button in the judge control window to remove his “confirm” state (in the case where he has changed his mind and wants to adjust his score.

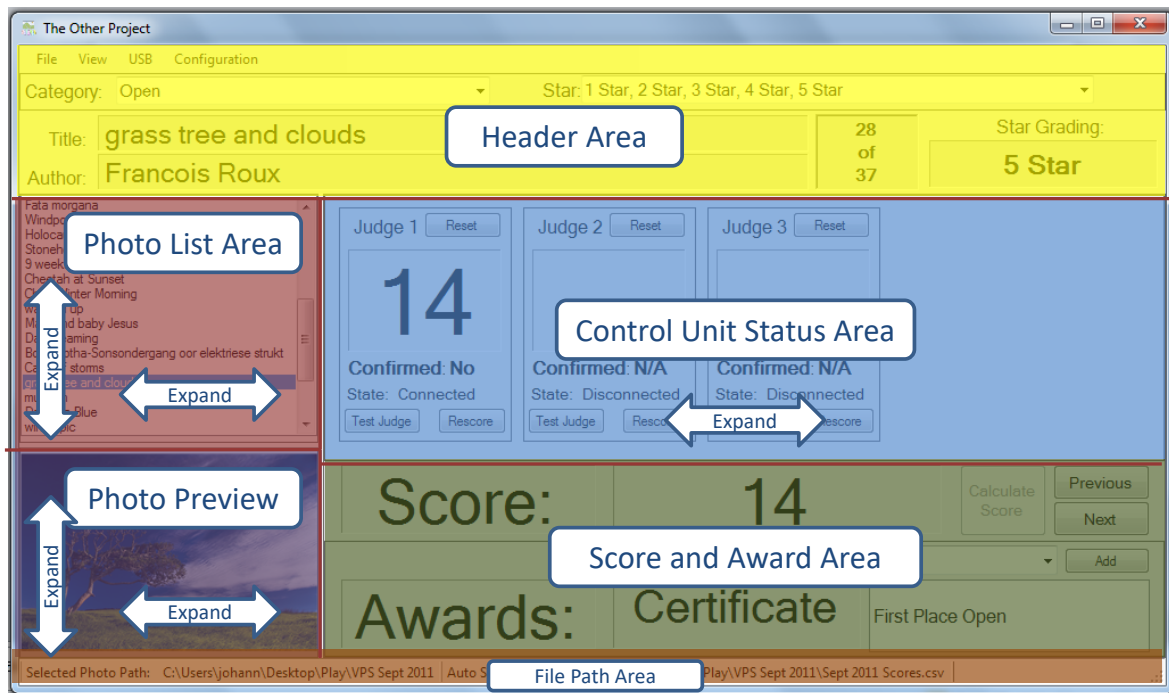
Use the “Test Judge” button in the case you cannot remember which judge is which. This will display the judge identifier (J1, J2, etc.) on the unit.

## Scoring and Viewing Application

### The scoring user interface

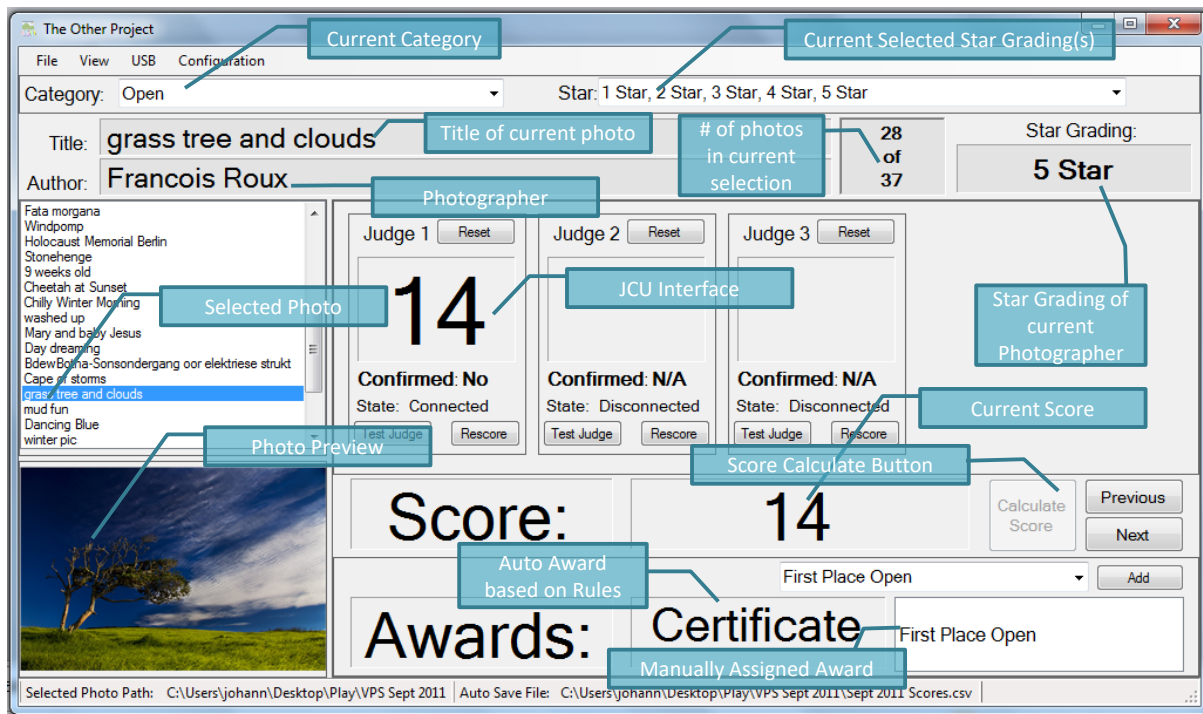
The main window size is by default 1024 pixels wide by 600 pixels high. This is to ensure that it will also work on an entry level netbook computer. It is possible to expand the main window to allow for better viewing.





The scoring user interface consists of the following areas:

Header Area	Used to select and display the categories and star gradings. Also displays detail information of the photo.
Photo List Area	Display a list of photos for the current filter (filtered on categories, star values and current scores).
Photo Preview Area	Shows a thumbnail of the current selected photo
Control Unit Status Area	Display information as received from the Judging Control Units. It is also used to communicate with the judges.
Score and Award Area	Displays the calculated score based on the scoring rules as well as the automated and manually assigned awards.
File Path Status Bar	Displays the path to the photos and (if activated) the auto save file name and path.



The user interface is designed to allow an easy view of the current situation. It shows the progress (current photo number and total photos in category); current statuses of the JCUs (connected devices, confirmation status and current score of the judges); detail of the current photo (author name, title of photo, star grading of author, a preview thumbnail of the photo and the score and awards if it was previously scored) and at the bottom of the screen – in the status bar – it shows the path to the photos and the name of the auto save file (if auto save is switched on).

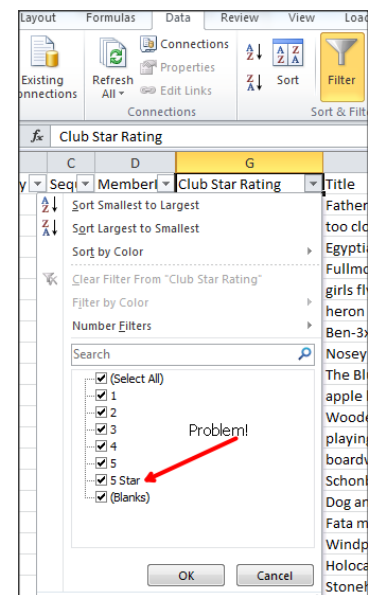
## A Typical Viewing Workflow

The typical viewing workflow consists of the following steps:

1. Before the judging session, download the photos and the score sheet (for PhotovaultOnline.com users, this is the "Score Sheet Master" file).
2. Extract all photos (for all categories) in a folder. It is not necessary that the score sheet resides in the same folder, but it will also do no harm to keep all these files in the same folder.
3. Open the Score Sheet Master file in Excel to confirm that all the star gradings are the same as set up in the configuration.

The typical steps to follow are:

- a. Select the whole sheet,
  - b. click on the "Data - Auto Filter" option and then
  - c. click on the filter drop down of the star grading column.
  - d. If you do see incorrect star gradings, unselect all the correct star gradings and click OK. It will now display only those rows with incorrect star gradings. Fix it and save the sheet back to its original name.
4. Connect the Judging Control Units via the supplied USB hub to the PC. Ensure that all units display the C5 state.
  5. Open the TOP application.
  6. Select the photo path.
  7. Load the score sheet in the TOP application. The first photo thumbnail will be displayed if the photo path is correct.
  8. Select the auto save file.
  9. Connect the Judging score units.
  10. Hand the units to the judges.
  11. Display the test images to confirm the calibration.
  12. Select the category to be judged from the category drop down control.
  13. Select the Star gradings to be judged from the star grading drop down control. (Notice how the number of photos changes as you select the categories and star gradings.)
  14. Select the "Show Photos" menu option and start the judging session.
  15. Wait until all judges have confirmed their scores and press the "Calculate Score" button. The calculated score will be displayed and once the results are announced, press the "next" button to display the next photo.
  16. Once a section has been judged, select the "Display Nothing" menu option.
  17. If special awards need to be assigned at the end of a section, go to the filter screen to select the top photos for this section.
  18. Select the "Show Photos" menu option again and let the judges select the photo based on the specified rules. Use the



award dropdown to select and assign the special award.

19. Once all sections have been judged, select the “Auto Save” menu option again to finalise the auto save file.
20. Select the “Save PhotovaultOnline.com Upload File” from the file menu.
21. Upload the results to PhotovaultOnline.com when you have an internet connection available.

## Navigating the Application

There are 4 main menus, namely

- File (used for file related actions)
- View (used to display or hide the photos)
- USB (connect and disconnect the USB devices)
- Configuration (used to configure the system)

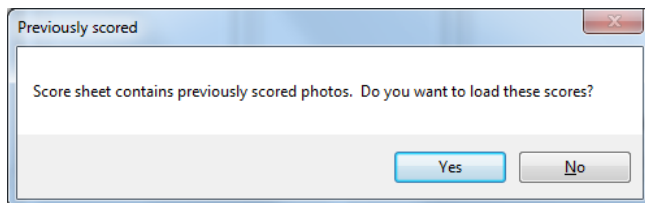
The rest of the manual will cover the functionality available from these menu options.

## File menu

### Import Score sheet – Import PhotovaultOnline.com Score Sheet

The system recognises the PhotovaultOnline.com Master Score sheet and will automatically allocate all the data available for judging based on this score sheet.

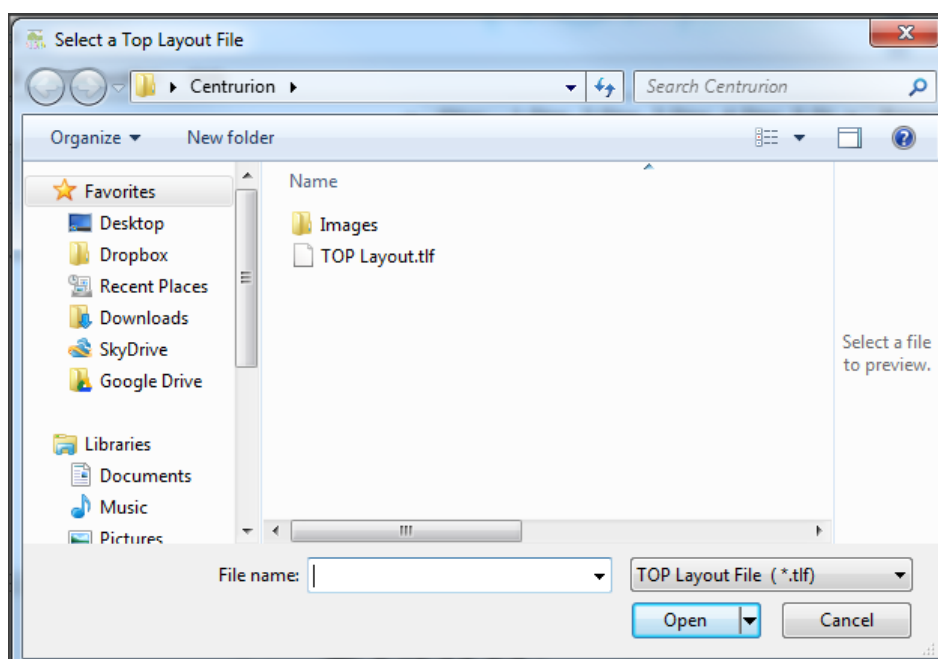
Use the File browse utility to select a score sheet to be imported. If the score sheet was previously used for scoring, a dialog window will appear to confirm the import of the previous scores.



All scores and awards will be visible once imported. Note that when a photo is displayed and a score already exists for this photo, it will be displayed on the individual JCUs as well.

### Import Score Sheet – Other Score Sheet

It is possible to use a Non-PhotovaultOnline.com score sheet with TOP as long as the score sheet is in a standard CSV (Comma Separated Values) file format. In order to import such a custom score sheet, you must select a TOP layout file. See next section on how to create a TOP Layout File.



Note: Once a custom score sheet has been imported, the data in TOP is treated the same way as for a normal PhotovaultOnline.com score sheet. When you save the score sheet after a scoring session, the saved file will be a CSV file in the normal PhotovaultOnline.com format.

## Define Import Layout

Photo Unique Id	Photo File Name	Category Description	Photo Title
"145186"	"A001-0145186-Ancient Welwitschia.jpg"	"Nature"	"Ancient Welwits..."
"145538"	"A001-0145538-Sundowner Time mono.jpg"	"Nature"	"Sundowner Tim..."
"145824"	"A001-0145824-Winner takes it all.jpg"	"Nature"	"Winner takes it ..."
"146411"	"A001-0146411-Bee 3_mono.jpg"	"Nature"	"Bee 3_mono"

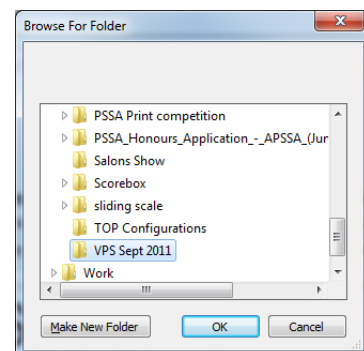
A custom score sheet must contain at least 3 columns, namely a column to identify each row as unique, a column containing the name of the jpg file (this will be used to load and display the photo), and a category or category code. All other columns are optional, and if you do not have a reason for defining them, you could leave them out in your layout file (event if they do exist in the CSV file).

At the top of the configuration form is a check box to specify whether the first row contains headings or not. If not, you will need to know which column number contains which data. There is also a preview button to see how the data will be imported (it shows the first 5 rows of data). It is a good idea to do a preview before saving the layout file.

The layout file is stored as a ".tif" (TOP Layout File) file and you will need to select the saved file when importing a custom score sheet.

## Select Photo Folder

Use this option to select the folder containing the photos. In a setup where more than one category will be judged, it will make sense to keep all the photos in the same directory. The photos will be filtered based on the selected category or categories.

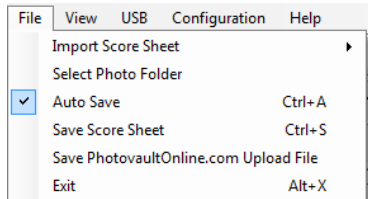


Once the photo folder is selected, it will be shown in the status bar at the bottom of the application window.

Selected Photo Path: C:\Users\johann\Desktop\Play\VPS Sept 2011

## Auto Save

The Auto Save menu option is a toggle menu option. When you click on it the first time, it will display a “Save As” dialog window. Select the folder and type the file name you want to use for the auto save score sheet. If you open the File menu a second time, you will notice that a check mark appears next to the Auto Save menu option. This is to indicate that auto save is currently activated. You will also see the path and file name of the auto save file in the status bar of the main application window. The second time when you click on this menu option the auto save will be cancelled (the auto save file name will also be removed from the status bar and the check mark next to the Auto Save menu option will be removed).



## Rules for Auto Save

Auto save will automatically happen:

- When you activate the Auto Save option.
- When you de-activate the Auto Save option.
- Every time after you clicked the “Calculate Score” button the number of times as specified in the configuration (see *General Configuration Settings*).
- When you click on the “Next” button **and** it was the last photo for the current selection.
- When you attempt to close the application and Auto Save is active.

## Save Score Sheet

The “Save Score Sheet” option will save the score sheet to the name and folder selected. The saved score sheet will be in the same format as the one saved using the auto save option.

## Save PhotovaultOnline.com Upload File

Once judging is completed this option is used to create the file for uploading the result to PhotovaultOnline.com. It uses the award codes defined in the configuration to define the awards (gold, silver, com, best of evening, etc.). See the “Setup Awards” section for more detail.

Once the results have been uploaded to PhotovaultOnline.com, the individual results may be emailed to the members using the PhotovaultOnline.com facility.

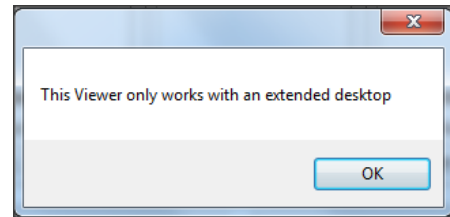
*Note to clubs using PhotovaultOnline.com:*

If your current monthly event template does not have the awards defined, send a list of awards (award code and description) to the system administrator who will add it to your template.

## View menu

### Introduction

The viewer program makes use of the Windows “Extended Desktop” functionality. The pc must be connected to at least two screens (one of which will most likely be a projector) for the photo viewer to work. When trying to display photos for judging and the pc is not set up with an extended desktop, a message (see right) will be displayed to remind you of this requirement.



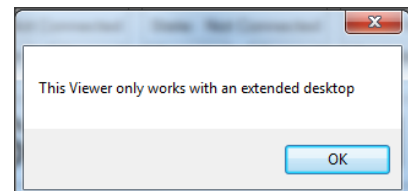
When the option to show photos in full screen mode is selected, the application will automatically display the full screen viewer on the screen not occupied by the scoring application. The photos will be displayed in native size (it will not be resized to fit the screen). If the photo does not fill the whole screen, the areas around the photo will be displayed in the background colour specified in the general configuration.

### Display Test Images

This option will display the PSSA test images to confirm your screen calibration. To cycle through the test images, move your mouse cursor over the test images and press the right mouse button to display the next image and the left mouse button to display the previous images. Once you’ve clicked on one of the images the viewer will have focus and you will be able to stop displaying the test images using the ESC key (You can also stop displaying the test images using the other View menu options (such as “Display Nothing” or “Stop Display”).

### Display Photos

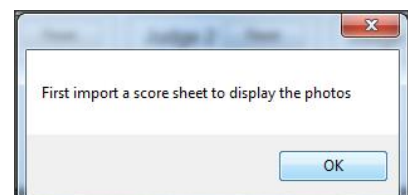
This option will display the photos starting at the currently selected photo. Photo will only be displayed if the extended desktop of the pc is active or if the Single Judge/Same Viewer is selected.



Note that you can select to display a set of test images for XGA format (1024x768) or for HD format (1920x1080)

When you click on the display photos menu, it will start displaying the photos from the currently selected photo. The photo thumbnail is display in the thumbnail window while the photo is displayed on the viewer in full screen mode.

To display the photos a list of photos must be available. If you activate the photo viewer before importing a score sheet you will receive a message similar to the one on the right.



Navigation between photos is controlled via the scoring application. You will normally use the *Next* and *Previous* buttons to move between photos, but it is also possible to click on a specific photo in the photo list to display that particular photo.

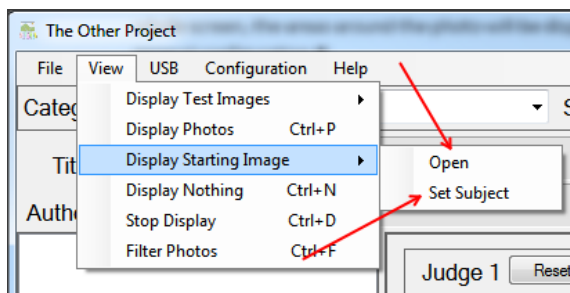




**Note:** If you do not see the photo thumbnail in the photo list, it will also not display in the viewer. This normally indicates that the file path is not correct for the current list of photos (See next section).

## Display Starting Image

Use this option to display a starting image before displaying a group of photos. Once you have defined a list of starting images (see option in Configuration menu), it will become a sub menu list below this menu. In the example on the left, two start-up images were defined, namely one called "Open" and one called "Set Subject".



Click on any one of the two to display it on the screen.

To remove it from the screen, click on the "Display Photos" menu option, or alternatively click on either the "Display Nothing" or "Stop Display" menu options.

## Display Nothing

Some clubs prefer not to display their computer desktop background while setting up the system. This option will display a blank screen on the photo viewer in the currently configured background colour.

## Stop Display

To stop displaying the test images or the photos, select "Stop Display" from the View menu. The normal window desktop will be displayed.

## Filter Photos

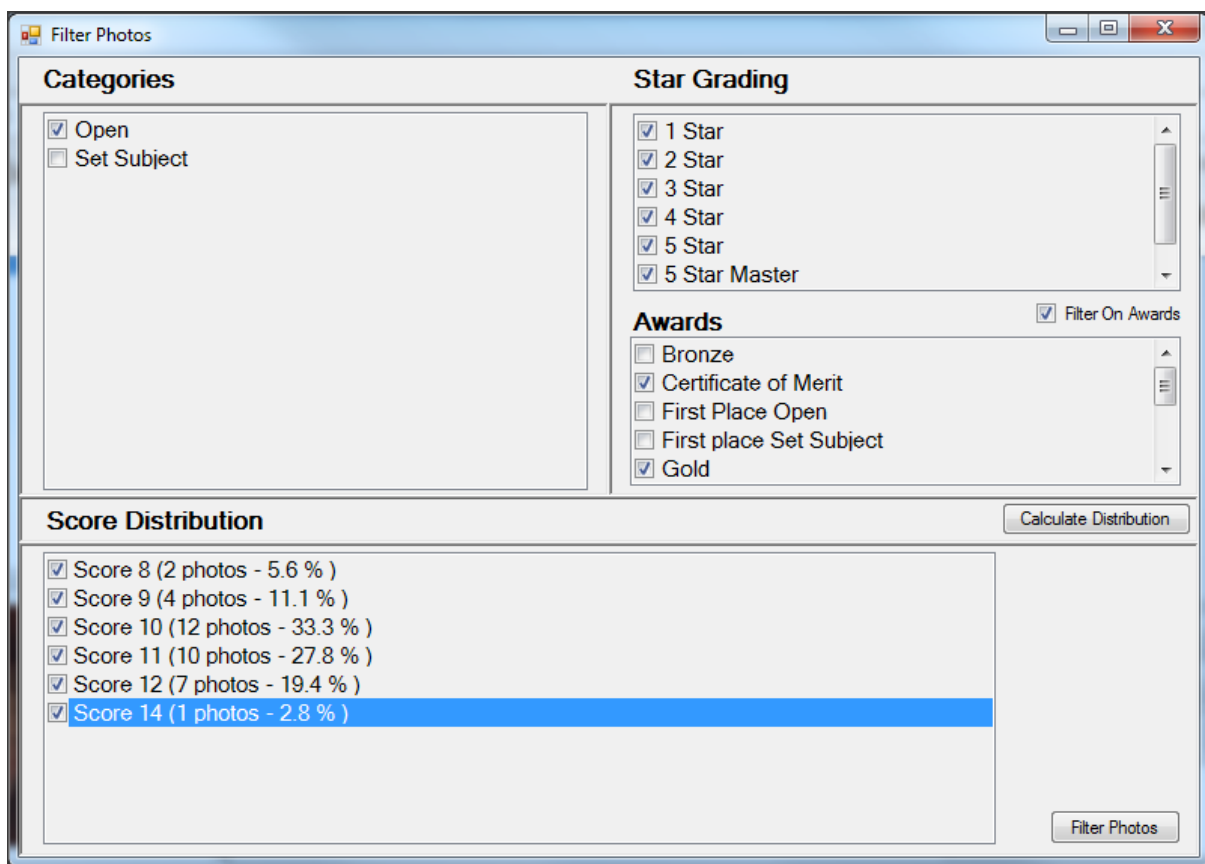
This option is normally used to create a custom photo list for the selection of the winning photos at the end of the initial judging.

The “Filter Photos” dialog window will inherit the current category and star grading filters. Any changes made to the selected categories or star gradings in the “Filter Photos” dialog window will also be reflected on the main scoring system after clicking on the “Filter Photos” button.

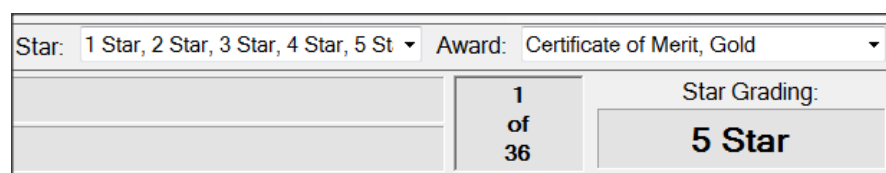
Select the categories, star gradings and optionally the already assigned awards and then click on the “Calculated Distribution” button. The score distribution list will display all the scores for the currently selected categories and star gradings with a count and percentage in brackets behind the score.

**Note** that Awards Filtering is by default not enabled, you must click the “Filter on Awards” checkbox to filter on awards. Be very careful when using award filtering. Remember, even if you select all possible awards, if a photo has no award assigned to it, it will not show up in the filtered list

Select the photos you want to display and click on the “Filter Photos” button.



When you press the “Filter Photos” button, a filtered list of photos will be displayed in the scoring applications and the first one in the list will be selected. Note how the Star grading and award drop downs of the scoring application is updated to display the current selected star gradings and awards. Also note



that the progress area now indicates that only 36 photos will be displayed. In most cases, if you filter on awards using the filter builder, you will select all the available scores – it does not really make sense to leave out some scores with the same awards!

## Changing the categories, star gradings and awards on the main screen

The categories, star gradings and awards dropdown controls on the main screen are special controls that allow you to check multiple options. This design allows you to display photos of more than one category and / or more than one star grading in the same list (for instance, when you want to select the best junior photographer, you will check the 1, 2 and 3 star options).

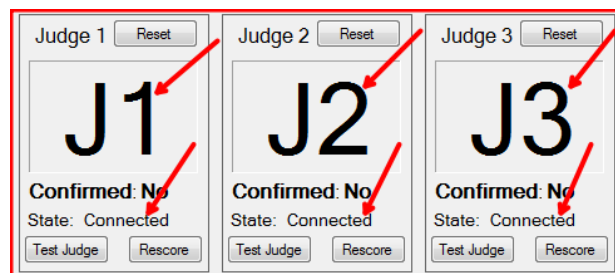
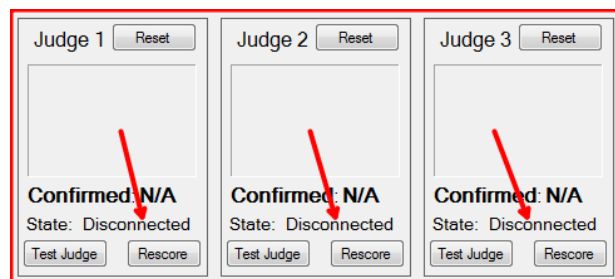
Click on the down arrow of the control to open the drop down list, check or uncheck the items you want to select / de-select and click in the text box at the top to apply the new filter.

**Note** that when you filter the photos using these dropdown controls, any filter based on scores will be cancelled.

## USB menu

The USB menu is used to connect and disconnect the Judging Score Units (JCU). When the JCUs are not connected the Scoring system will display the state as “Disconnected” in the JCU communication window.

Select the “Connect” menu option to connect the JCUs to the application. Once connected the state will change to “Connected” and each unit will display its judge identifier (J1, J2 through to J5). Note that the JCU communication window displays the information as received from the JCU, so whatever is displayed on the JCU will be updated in real time on the JCU communication window.



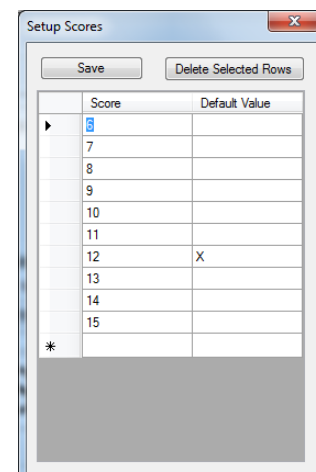
Select the “Disconnect” menu option to disconnect the JCUs from the application. Note that the units will reset themselves when the disconnect menu option is selected.

## Configuration menu

**Note:** The current version of TOP does not reload configuration settings in the current session. Once configuration changes have been made, please close TOP and restart it to load the latest changes made to the configuration settings.

## Setup Scores

This option is used to define the scores. The system allows for score values from 0 to 99 (typically clubs will use the 5 or 15 point scale). The score values do not need to follow a sequence (although it could be quite confusing if it does not follow a sequence). Put an “X” in the



row you want to be the default value. When a photo has not been scored yet, the JCU will display this default value.

To delete a row, click in the area left of the Score column to select the column and press the “Delete Selected Rows” button.

## Setup Awards

	Award Code	Award Description	Award Type	Display Author
▶	1O	First Place Open	M	N
	1S	First place Set Su...	M	N
	COM	Certificate of Merit	A	Y
	2O	Second Place O...	M	N
	G	Gold	A	Y
	S	Silver	A	N
	B	Bronze	A	N
	N	No Award	A	N
	2S	Second Place Se...	M	N
	3O	Third Place Open	M	N
	3S	Third Place Set S...	M	N
*				

The system allows two types of awards, those that will be assigned automatically and those that will be assigned manually. Indicate the type of each award in the “Award Type” Column (“A” = Automatic and “M” = Manual). To setup the rules for automatic award assignment, see the “Setup Award Rules” section.

Each award consists of an award code and a description. The description will be displayed during the judging session, while the award code will be saved in the score sheet.

To remove an award from the list, click in the column left of the “Award Code” column to highlight the row and then press the “Delete Selected Rows” button.

Use the “Display Author” column to indicate whether the author name must be displayed when the results are displayed. (N = do not display author name, Y = display author name). Most clubs prefer only to display the author name for a Gold and COM award.

**Important Note:** It was found that the order in which you add auto assign award definitions is very important. Always add the awards from the highest to the lowest i.e. first add the COM, then the Gold, then the silver etc. The auto assignment engine stops as soon as it finds a matching criterion. For example, if you need 10 points for Gold and 13 points for COM, but you’ve added the Gold definition before the COM definition, a photo with a score of 13 will only be assigned a Gold award.

## Setup Star Grading

This option is used to define the star gradings of the members participating in the judging session. It is important to make sure that the star grading codes (left column) is the same as defined in the imported score sheet (see the section called “A Typical Viewing Workflow” for more information).

The “Senior” column is used to separate senior and junior photographers. On the main screen, it is possible to filter to show only senior or junior photographers based on this flag.

	Star Grading	Description	Senior
	1STAR	1 STAR	F
	2STAR	2 STAR	F
	3STAR	3 STAR	F
	4STAR	4 STAR	T
	5STAR	5 STAR	T
▶	5STARH	5 STAR H	I
*			

To remove a line from the list, click in the column left of the “Star Grading” column to highlight the row and then press the “Delete Selected Rows” button. Use a capital “T” (for True) to define a senior star grading and a capital “F” (for False) to define a junior star grading.

In the above example 1 to 3 stars are seen as juniors and 4 stars and higher are seen as seniors.

## Setup Award Rules

### Introduction

This form is used to setup the rules for the automated award allocation. Currently photo clubs use predominantly one of two systems for awards allocation, namely the so called “sliding scale” method and the “star grading” system. The following two screens show the typical rule differences for these two systems.

### Sliding Scale

Star Grading	Certificate of Merit	Gold	Silver	Bronze	No Award
1 Star	>13	>8	>7	>6	<5
2 Star	>13	>9	>8	>7	<6
3 Star	>13	>10	>9	>8	<7
4 Star	>13	>11	>10	>9	<8
5 Star	>13	>12	>11	>10	<9
5 Star Master	>13	>12	>11	>10	<9
5 Star Honours	>13	>12	>11	>10	<9

In the sliding scale system, the photos are not shown per star grading, but rather mixed. The judges score the photo without knowing the star grade of the author, and then, based on the star grade, the score is related back to an award. The above example shows (Vereeniging Photographic Society rules – hmmm, very strict on COMS!) that a 5 star photographer must get 12 or higher for a gold, while a 4 star must get 11 or higher, 3 star must get 10 or higher, 2 star must get 9 or higher and 1 star must get at least 8 points for a gold.

### Star Grading

Star Grading	Geen toekenning	Brons	Silver	Goud	COM
1 Ster	<3	<6	<9	<12	>13
2 Ster	<3	<6	<9	<12	>13
3 Ster	<3	<6	<9	<12	>13
4 Ster	<3	<6	<9	<12	>13
5 Ster	<3	<6	<9	<12	>13
6 Ster	<3	<6	<9	<12	>13
7 Ster	<3	<6	<9	<12	>13

When using the star grading system, the star grading is known and the judge normally give 5 points for a COM, 4 for a gold, 3 for a silver, 2 for a bronze and 1 for a “No Award”. This is true, no matter the star grading of the author. Thus, a 4 on a 1 star does not need to fit the same criteria as a 4 on a 5 star. The above example will add up the scores of the 3 judges, and then apply the rules to determine the award.

## Allocated Points

Select whether scores should be added up or averaged. When “average” is selected also specify what must be done with a photo when a judge identified it as his own photo. (If a judge is allowed to enter for an event where he is one of the judges, then he will indicate his own photo by selecting the JCU identifier for his own photo, for example, if judge 1 has entered and his photo is displayed, he uses the up-arrow on his JCU until it displays “J1” to indicate that this is his own photo.

## Setting up the rules

The rule setup grid will display the star gradings on the left side from top to bottom and all the awards indicated as automatic assigned awards across at the top.

Each rule consists of an operator and a score. The available operators are

- “>” meaning the score must be equal or higher than the value specified next to the operator
- “<” meaning the score must be equal or lower than the value specified next to the operator

The sliding scale example above is taken from the rules of the Vereeniging Photographic Society: for a “Gold” award a one star must receive 8 or more points, and for a “Silver” 7 or more (although the “Gold” rule will kick in if the score is more than 7). They are quite strict with regards COMs; all photographers (no matter the star grading) must get at least 13 points for a COM.

## Note on number of Judges

When a scoring system is used where the scores are added up, the configuration of the number of judges is very important. The configuration of the number of judges is done in the General Setup (see General Setup).

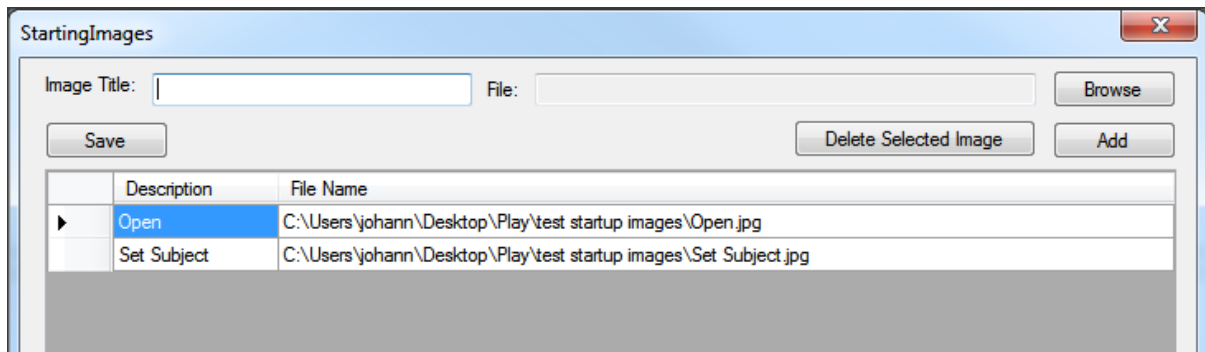
If the number of actual judges is less than the configured number of judges, the system will automatically work out an average score for the “missing” judges. For example: if each judge scores out of 5, and there are only two judges (two judging score units connected), then the Average score rule will kick in (choose between “Average Rest” and “Average of (Highest x 2) + Rest). Let’s say Judge 1 scored 2 and judge 2 scored 4, then the system will calculate the final score as follows:

Option 1: 6 divided by configured number of judges (normally 3): final score = 9

Option 2:  $(4 * 2) + 2$ : final score = 10

## Define Starting Images

This option allows you to define a set of images to be displayed before displaying a group of photos. Typical uses will be to display a category definition or the award rules for a specific star grading before showing that group of images.

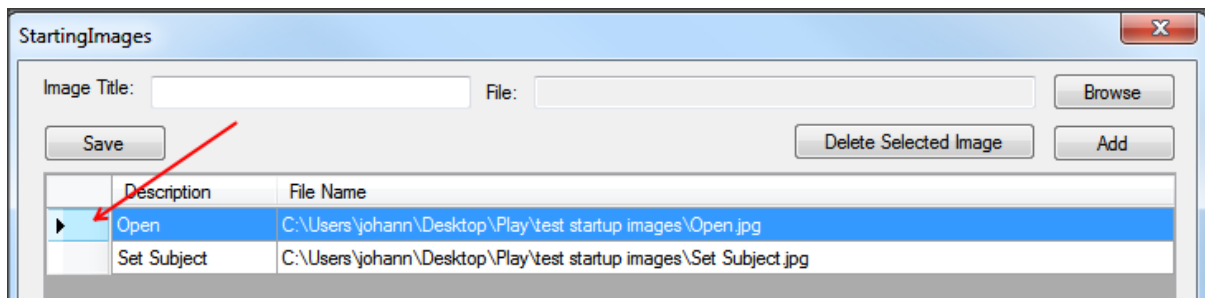
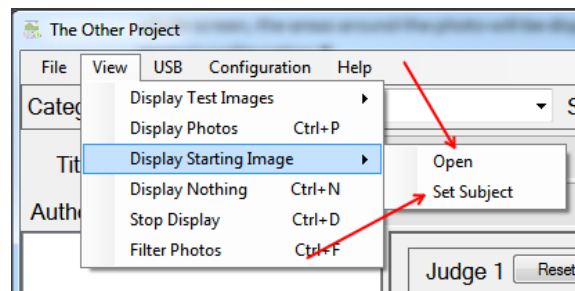


To add a start-up image, type a title for the image and click on the “Browse” button to find the image on the local computer. Click the “Add” button to add the images to the list of defined images.

Note that the title will become a menu option in the “View” menu (See screen print on the right).

There is no “Edit” function, to change an image, first remove the “wrong” image and then add a new one.

To remove an image, click on the leftmost cell to highlight the line to be remove and then click on the “Delete Selected Image” button.



Once all images are added, click on the “Save” button. You do not need to restart TOP to see your new list of start-up images in the menu.

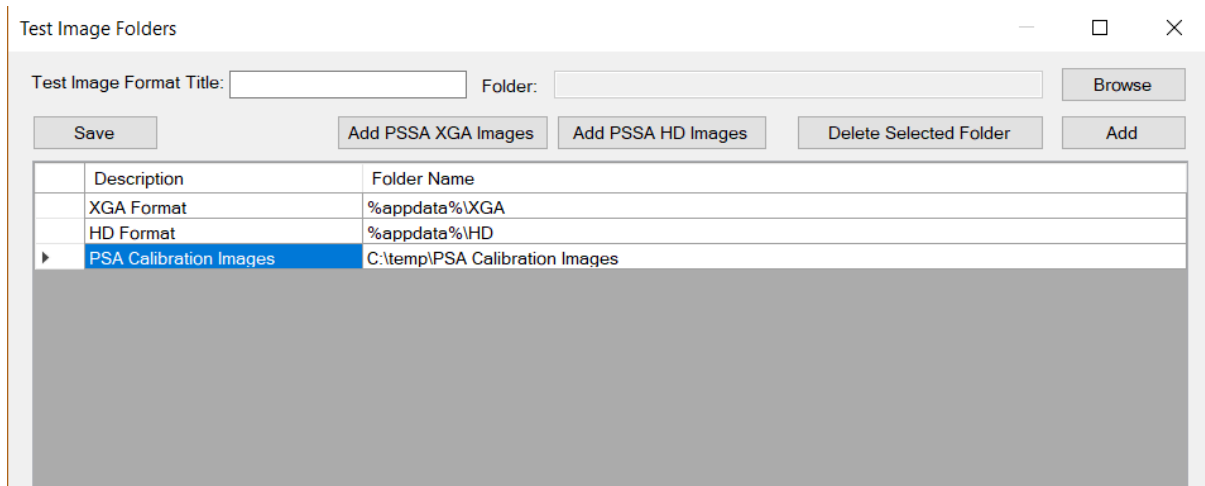
The list of defined start-up images will be available every time you start Top until you changed it through this menu option.

## Defining Calibration Test Images

**Important.** TOP only display jpg images, please make sure photos are saved in jpg format, and preferably with an embedded color profile.

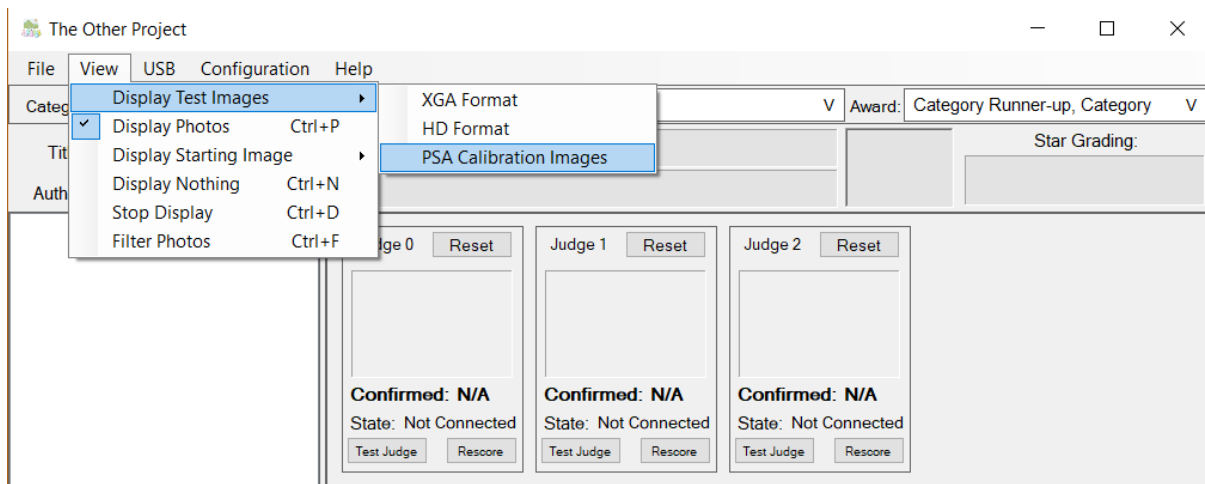
TOP comes with the PSSA approved calibration test images in XGA as well as HD format.

It is possible to add (or replace) these images by putting the photos in a folder and select the folder in the Calibration Test Images setup dialog window.



To add a folder with test images, type a description in the title field. This will be used as the menu entry under the “Display Test Images” menu. Select the folder with photos from by clicking on the “Browse button and once selected click on the “Add” button to add to the list of calibration folders

To remove an existing folder with test images, first highlight the line by clicking in the leftmost cell of the row to be deleted. Then click on “Delete Selected Folder”. To save the configuration click on the “Save” Button.

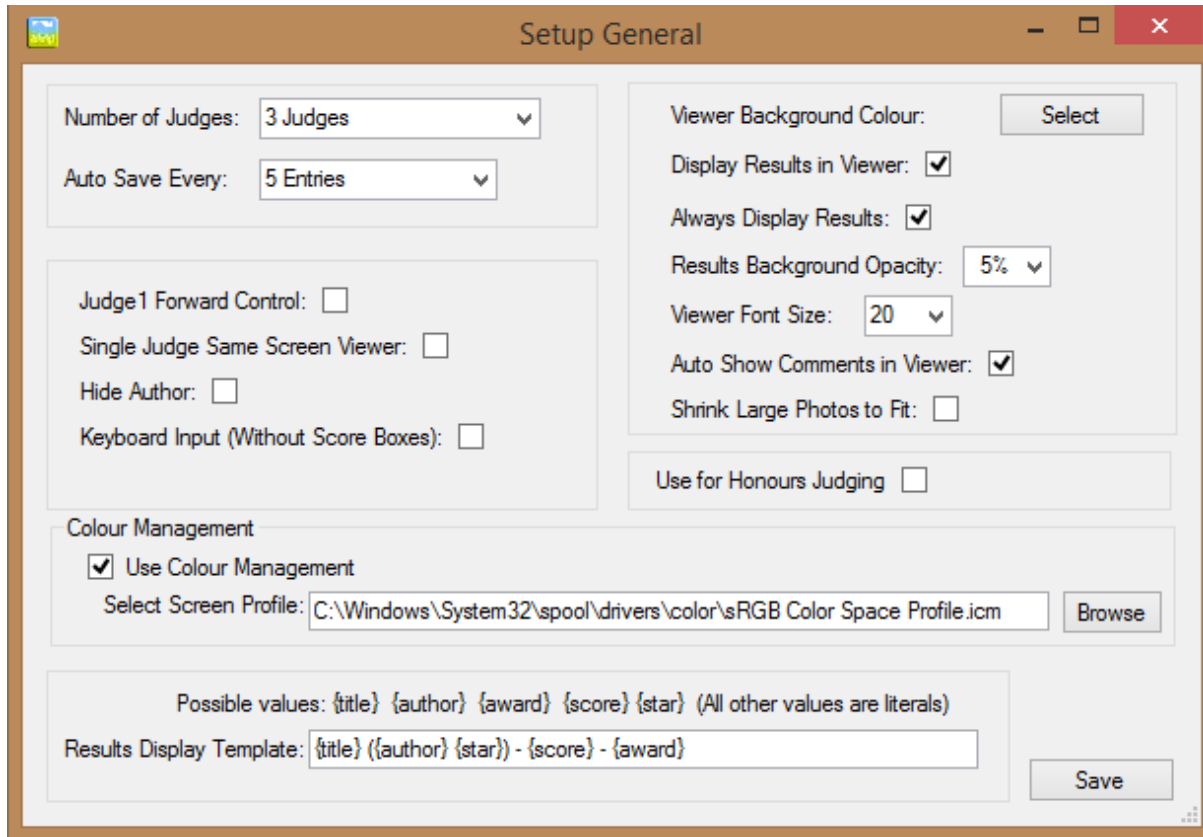




## General Setup

Please note: Changes done in the General Setup Dialog window will take effect without the need to first restart TOP.

The general setup dialog window is used for the following:



### Number of Judging Control Units

This option selects the number of judging control units (JCU) to be displayed. Note that even when 3 or more JCUs are selected, but only one unit is connected, the system will still function as expected - using only the one connected JCU. Also note that some options will only function if the number of judges is defined to be one.

### Auto Save

This configuration option is used in conjunction with the “Auto Save” option in the “File” menu. It indicates how often auto save has to take place. The options are: every 5, 10 or 15 entries. For normal club judging the default of 5 is recommended. The other options are only to be used with a huge score sheet (more than 10 000 entries) as it could happen that the save action is not finished when the next one kicks in, but even then this is highly unlikely to happen. The auto save is done in the background so it will not interfere or slow down the normal scoring application.

### Judge 1 Forward Control

Select this option if you want to use the system without a score keeper. As soon as all the judges’ scores are confirmed the system will do a calculate score and move to the next photo. Note that this means that the score results will not be visible on the full screen view. If the “Always Display

Results” option is selected and Judge 1 uses the previous button on the control unit, the score and award will be visible. The Judge 1 Control Unit’s “Previous” button will move to the previous photo.

## Single Judge Same Screen Viewer

When the system is used with a single judge, (most likely for a remote judging session), it is possible to display the photos without an extended desktop by selecting this option. This will hide the normal score keeping screen, and the judge will use the control unit (or keyboard if “keyboard Input” is selected) to move between photos. Press the ESC key to quite the full screen photo display mode and return to the admin screen.

## Hide Author

In some judging sessions it would be appropriate to hide the name of the author to keep the session anonymous. Use this option to hide the author’s identity. Note that it will also hide the author’s identity in the admin screen – not only in the scores on the full screen view.

## Viewer Background Colour

Some clubs uses a neutral grey instead of pure black for the background colour. Use this option to change the background colour. Select the background colour from the Colour picker dialog window. For those purists amongst us who prefer a background grey equivalent to a typical 18% grey card, a custom colour of R=116, G=116 and B=116 will do the trick for a 2.2 gamma value.

## Display Results in Viewer

If this option is selected the results will be displayed at the top of the viewer window directly after the score has been calculated. See also “Award Setup” to indicate whether the author name must be displayed alongside the results.

## Always Display Results

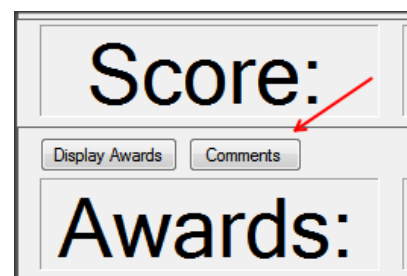
With this option selected, previously calculated results will be displayed when moving between photos, without clicking the calculate button again.

## Viewer Font Size

This option will change the size of the font for the previous option. Select a font size from the dropdown control.

## Auto Show Comments in Viewer

When this option is checked, comments added to the photo will be displayed at the bottom of the photo as soon as the photo is displayed. If this is not desirable behaviour, remember that you can still manually display comments by clicking on the “comments” button just below the “Score” label. **Note** that the comments button will only be visible when a photo does have a comment. The comments button behaves like a toggle switch – click it once and it displays the comment, click it again and it will hide the comment.



## Shrink Large photos to fit

When this checkbox is selected, photos larger than the available display size will be shrunk to fit on the screen. **Note** that this is not a preferred method for displaying photos, as the quality of the shrunk photo cannot be guaranteed.

## Use for Honours Judging

TOP is also used for honours judging, and by selecting this option, extra features specifically designed for honours judging will be visible. For normal use, do not check this option.

## Colour Management

Setting up colour management is found on the General Setup dialog window.

### Why Colour Management?

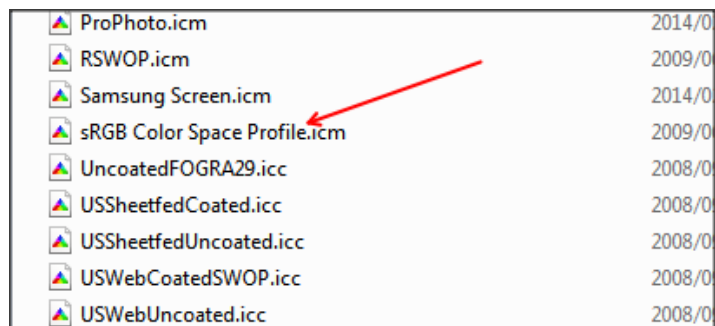
This is not a full-fledged tutorial on colour management but it is important to note in what circumstances the usage of colour management is desirable – or even required.

Most modern LCD graphics displays has the capability to display more colours than the sRGB colour space that was the standard for CRT monitors. Some displays even claim 99% of the Adobe RGB colour space. When a photo is displayed on one of these monitors, and the target colour space is not defined, a photo will be rendered out of its intended colour gamut resulting in an incorrect colour representation. This situation is even worse if the photo that is displayed was not prepared with an embedded or tagged sRGB profile.

Using colour management, you instruct TOP to transform the photo using its embedded or tagged profile to the equivalent colours for the display based on the display's colour profile. The result is that the photo will be displayed as close to the original intent as possible, even if the display has a totally different colour gamut.

### Setting up Colour Management in TOP

In order to use colour management in TOP, the target display colour profile must be specified. It is desirable that this profile is the standard sRGB profile supplied by your operating system. The "Browse" button will automatically take you to the default system folder where these profiles are stored.



**Note:** The colour management settings are saved when you click on the save button in General Setup.

### Note:

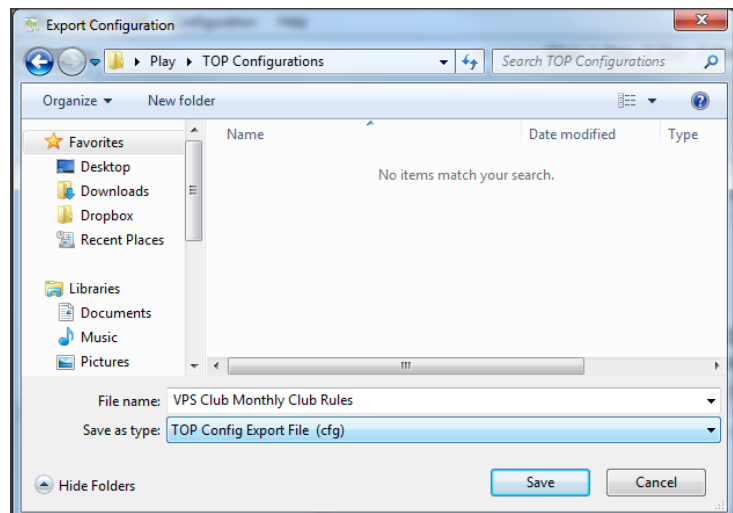
The supplied PSSA test images include a photograph of a Southern carmine bee-eater kindly provided to PSSA by PSSA member Gonnie Myburgh for calibration purposes. This photo is shown with an embedded sRGB as well as Adobe RGB profile. In a correctly calibrated screen and configured TOP system, these two photos should look almost identical.

## Export Configuration

The system can be used for different types of judging sessions where each type of session uses a different set of rules. A typical situation could be the normal monthly club judging versus the annual competition or an interclub event.

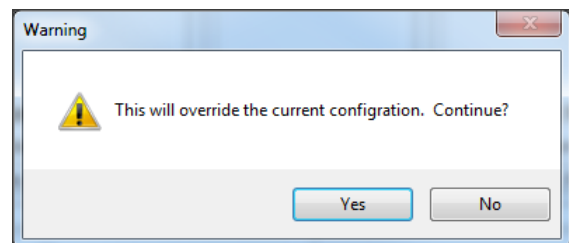
Use this option to export the current configuration before making any changes to the configuration.

**Hint:** Once a configuration is set up, it is a good practice to export the configuration for backup purposes.



## Import Configuration.

Use this option to import a previously exported configuration. Importing a configuration will override all current configuration settings. It is therefore very important to first export the current configuration before importing a previously exported configuration. The system will warn you before importing a configuration.



**Note** that the current version of TOP does not reset all configuration options once a configuration is imported. TOP will automatically force close after importing a configuration. Start TOP again for the changes to become effective.

## Special keys in full screen mode

The full screen viewer has a view special keys available for use during a viewing session.

Note that these keys are directly linked to the full screen viewer. During a normal viewing session, the keyboard input is normally focussed on the admin screen, and you will need to move your mouse onto the full screen viewer, and press the left mouse button before these special keys will be active.

### R-Key (Relocate Window)

“R” stands for “Relocate”. Sometimes it happens that the PC graphics card does not expose the available screen enumeration list, and then the full screen display will appear on top of the admin screen. Pressing the “R” key, will put the full screen window in windowed mode. Drag it onto the correct screen and press the “R” key again to go back to full screen mode.

### ESC-key (Exit Full Screen)

The ESCape key will close the full screen viewer. This is the equivalent to using the “Stop Display” menu option from the Admin window. This option is mostly used during a single judge / single screen setup.

## F-Key (Flip Photo)

Pressing the “F” key during a full screen display session, will flip the photo vertically.

## T-Key (RoTate Photo)

“T” stands for “roTate”. Pressing the “T” key will rotate the screen by 90°. Every consecutive press of “T” will roTate it another 90°. This is handy when a photo was prepared with auto rotate on resulting in the photo being displayed on its side.

## I-key (Exif Information)

“I” stands for Information. Pressing the “I” key will display a list of EXIF information (if available). Note that no author identifying information is displayed.

## H-key (Histogram)

The “H” key displays a luminosity histogram for the photo. This could be handy when commenting on photos for a remote club judging session.

The following special keys are only available when “Keyboard Input” is selected in the General Setup.

## S-Key (Score)

Pup up the virtual Judging Control Unit. Use the Up and Down arrows to select the score.

## M-Key (My Comments)

When the virtual Judging Control Unit is visible, will open a “My Comments” box to type comments for the current photo.

## ALT-S Key (Save Comments)

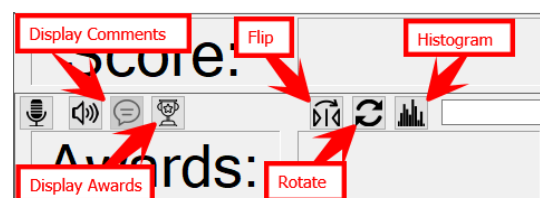
When done typing comments, press ALT-S will close the comments box.

## C-Key (Confirm Score)

“C” stands for “Confirm”. Pressing the “C” key while the virtual JCU is visible will save the score and close the virtual JCU.

## Special Buttons

During a photo judging session, a few special buttons are available for use while displaying photos. Their purpose is to be an aid during a judging comment session.



## Display Awards

Display the score and award for the photo at the top of the screen.

## Comments

Display any comments giving on the photo. Note that there is also a setting in General Setup to select to always display comments.

### **Flip**

Will flip the photo vertically.

### **Rotate**

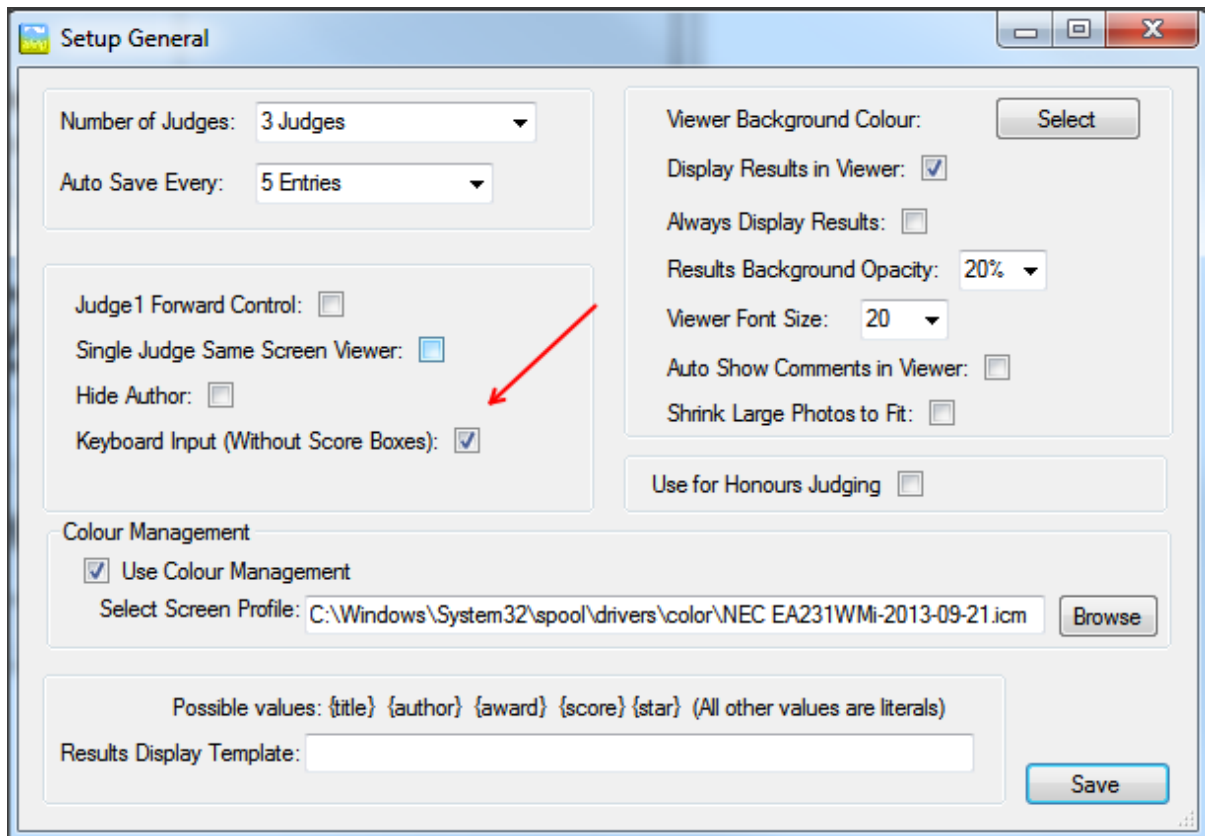
Will rotate the photo 90 degrees to the right. Pressing this button 4 times will rotate it all the way through 360 degrees.

### **Histogram**

Displays a luminosity histogram for the photo. This could be handy when commenting on photos

## Using TOP without a Judging Control Unit

It is possible to use TOP without a Judging Control Unit by selecting the keyboard input option in the "General Setup" window.



Press the "S" key to activate the virtual JCU.





It is possible to move the JCU to another position on the screen by clicking on the move button and dragging the window to a new position. The JCU will stay in this position when moving between photos.

The keyboard input mechanism simulates a normal Judging Control Unit (JCU) -with a few extra features.

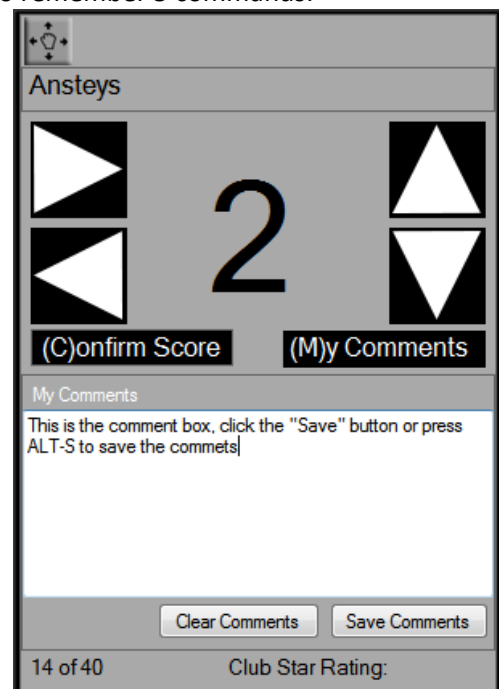
## Keyboard Commands

Using TOP with a keyboard is very simple – you only need to remember 5 commands:

- Press “S” to activate the virtual Judging Control Unit
- Use the Up and Down arrow keys to increase or decrease your score
- Press “C” to confirm your score (this will close the virtual JCU and move to the next photo)
- Use the Left and Right arrow keys to move between photos without changing your score
- Press “ESC” to close the photo viewer

When doing remote judging for clubs, it is often required to comment on the photos. Use the “My Comments” feature on the JCU to add comments to the photo.

**Note** that you may ask the club for a TOP configuration file in order to see the club star gradings and the associated awards during such a remote judging session.





## Audio Comments for Photos

TOP version 2.1.0.1 and greater include a feature to record and playback audio comments

### Prerequisites

The audio feature makes use of the Microsoft Media Feature pack to create and read MP3 files. This feature pack is only available from Windows 8.0 (build 9200) and onwards. Windows N and KN versions does not come standard with the Windows Media Feature pack but may be downloaded as a free add-on from the following link as described in Microsoft Knowledge base article KB3133719.

<https://support.microsoft.com/en-us/help/3145500/media-feature-pack-list-for-windows-n-editions>

### Recording Folder

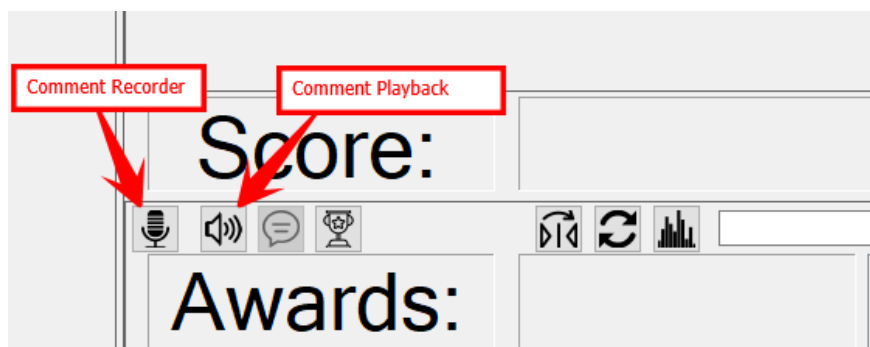
From the File menu select a recording folder. All recordings will be stored in this folder.

**Tip:** If you forgot what the path for the recording folder is, just hover over the Recording folder menu item. A tooltip will pop up and display the current recording folder.

The recording folder will persist over multiple TOP judging sessions. Make sure to set it before starting a session otherwise it will be save in the previous recording location!

### Recording Comments

Open the Audio comment recorder by clicking on the “Microphone” icon.



The Recording window is an “Always-on-Top” window to allow it to float over a displayed photo. You can drag the window using the drag handle. In an extended desktop setup, you can drag the recorder to any position on both screens.



The temp playback is only to test the recording before saving. The recorder does not include an audio editor, if you are not satisfied with the recording, you will need to re-record the full comment. Once a recording is saved this temp playback will not be able to playback that specific recording again as it works from the cached recording which gets deleted once saved.

The recording is saved with the same name as the selected photo. Only the extension will differ, being an audio file. For example: The recording for the photo "A-01-The mist in the Valley.jpg" will be "A-01-The mist in the Valley.mp3".

## Exporting Recordings

Once all comments for an event has been recorded, use the "Export Audio Comments" file menu item to package all audio files in a zip file.

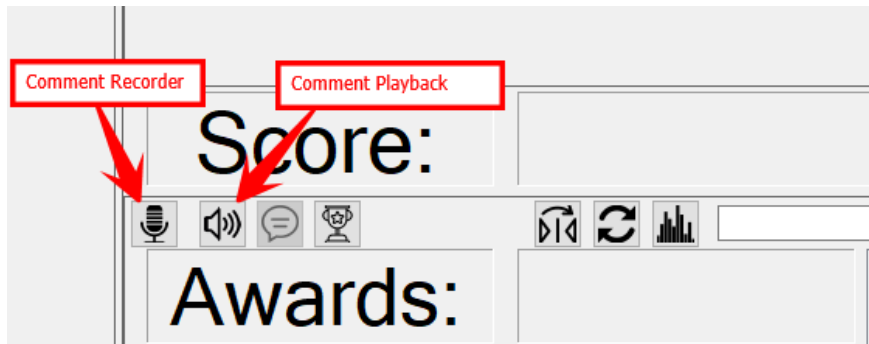
Please note, the export of audio files for a normal judging session differs from an Honours judging session. For honours judging sessions, all the audio files, together with the jpg files will be packaged in a zip per Honours panel. The name of the honours panel will be the name of the zip file.

For normal judging the audio files without the image files will be packaged in the zip file and you select a name and folder where the exported zip file gets created.

As the exported audio Zip file could be quite large, it is recommended to send it to the "listener" using a file transfer service such as WeTransfer (<https://wetransfer.com/>)

## Playback Comments

Open the Audio comment player by clicking on the “Loudspeaker” icon.

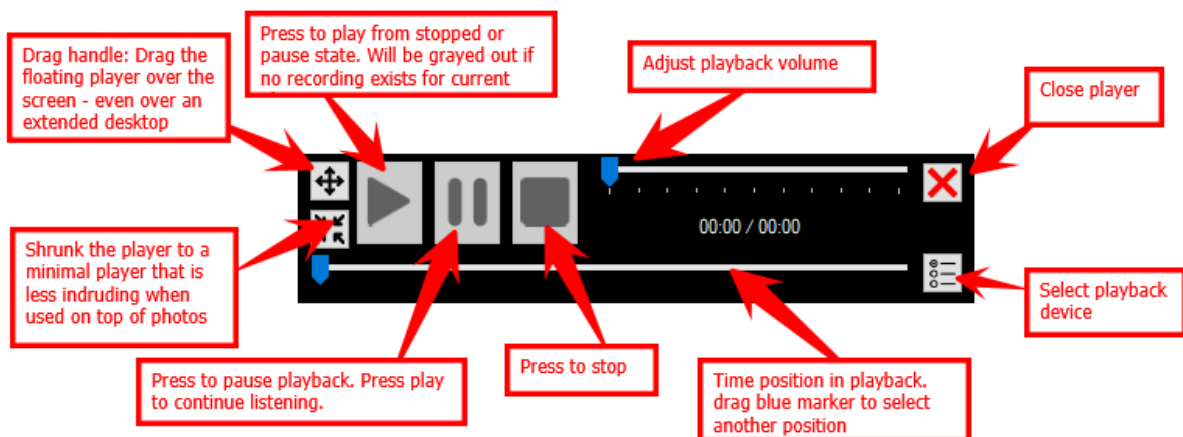


To make the audio comments available for playback you need to select the folder where the audio comments resides.

If you received the audio files in a zip file, extract them to a normal folder. Once extracted, open TOP and click on the “Select Recording Folder” from the file menu.

The comment playback player is an “Always-on-Top” windows to allow it to float over a displayed photo.

You can drag the window using the drag handle. In an extended desktop setup, you can drag the recorder to any position on both screens.



To play audio comments press the “play” button. Note that the play button will be greyed out when the is no audio comment for a specific photo.

## Troubleshooting

### Extended Desktop

Some graphics card drivers do not fully conform to the MS Windows standard for multiple screen enumeration and TOP will then not be able to pick up which screen is the Master and which is setup to be the Extended Desktop.

If the full screen view is on the same screen as the score keeping admin screen, then your hardware is most likely one of these setups. While in full screen mode, press the “R” button. This will change the photo display window to a normal window with a bar at the top. Drag the window over to the extended desktop and press “R” again. Your photo display window will now be maximised on the extended desktop screen.

### White line at bottom of photo

Since Windows 10 it is reported that on some displays a white line is displayed on top of the photo at the bottom of the extended display. I am still investigation what the real cause for this is but it seems to be related to the task bar..

As the main display does not show this white line in full screen mode, a workaround is to change the display settings to make the extended display the main display. This will make the PC display the secondary display. You will need to drag the TOP normal window over to the PC’s display as it always starts on the main display.

### Auto Award Calculation

There is a known error with regards the auto calculation of awards. The score is always compared from the first defined score to the last defined score, and if a value is equal or higher than the defined award, it will assign that award.

It is therefore important to always define the Auto Awards from the highest to the lowest. I.e. first define a “COM”, then “Gold”, etc. and last the “No Award”.

### Connection lost with Judging Control Unit

Several reasons could result in a connection lost with a control unit. The sneakiest one is most likely cell phone interference. The USB 2 transfer rate is very close to some GSM network frequencies, and this may result in connection interference if a cell phone is too close to the USB hub, the USB cable or the JCU itself.

The other possibilities are

- Loose connection on the USB hub
- Not enough power from the PC (use the included power supply)
- Broken USB cable, or an under specification USB cable

### We quit without saving the scores!

All is not totally lost!

When you open a score sheet, a special log is created consisting of the name of the score sheet as well as the current time stamp.

Every time a score is calculated, the log file is updated. Only minimum information to logged to keep this process as fast as possible.

The following information is stored:

- The photo unique identifier
- The score for each judge.
- The total score
- and the award

The file is saved in a special windows folder known as the user application data folder.

On Windows 7 upwards, this folder will be

C:\Users\{LOGONUSER}\AppData\Roaming\The Other Project

{LOGONUSER} is the user id of the person currently logged in to the PC.

A built-in shortcut does exists. Copy the following line and paste it in you explore address bar.

%APPDATA%\The Other Project

To get the scores back in the system will require some excel spread sheet knowledge in order to merge these scores back into the master score sheet.