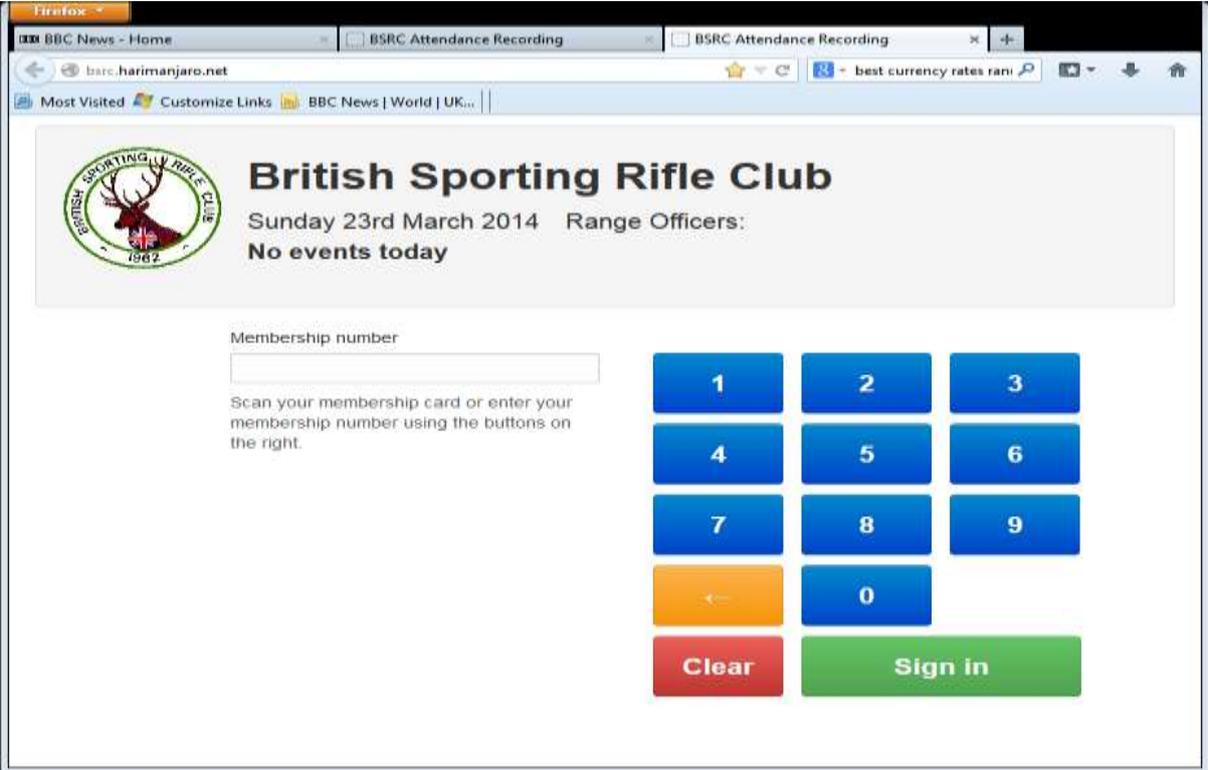


Range Officer Instructions – Operating Attendance System

Starting up on opening the day

1. Retrieve a small red and black USB stick from the safe in the steel cupboard in the front office.
This will be in a brown envelope. There is more than one and anyone will do. **This stick contains the software security key for the system and it will not work without it .**
2. Insert the USB stick into one of the sockets on top of the computer.
3. Switch on the power to the system at the wall socket.
4. If the screen shows a small yellow light on the bottom bar then it is in standby mode.
It will go into full power mode once the computer is turned on and it gets a signal.
5. Turn on the mouse. This is a VERY small switch on the underside of the device.
6. Press the power switch on the computer (copper coloured on the front right) and wait whilst it loads the system. This can take up to 1 minute.
7. You will be presented with a screen as shown below. This is touch screen and you can choose whether to use this feature or use the mouse or the keyboard.



The screenshot shows a web browser window with the following content:

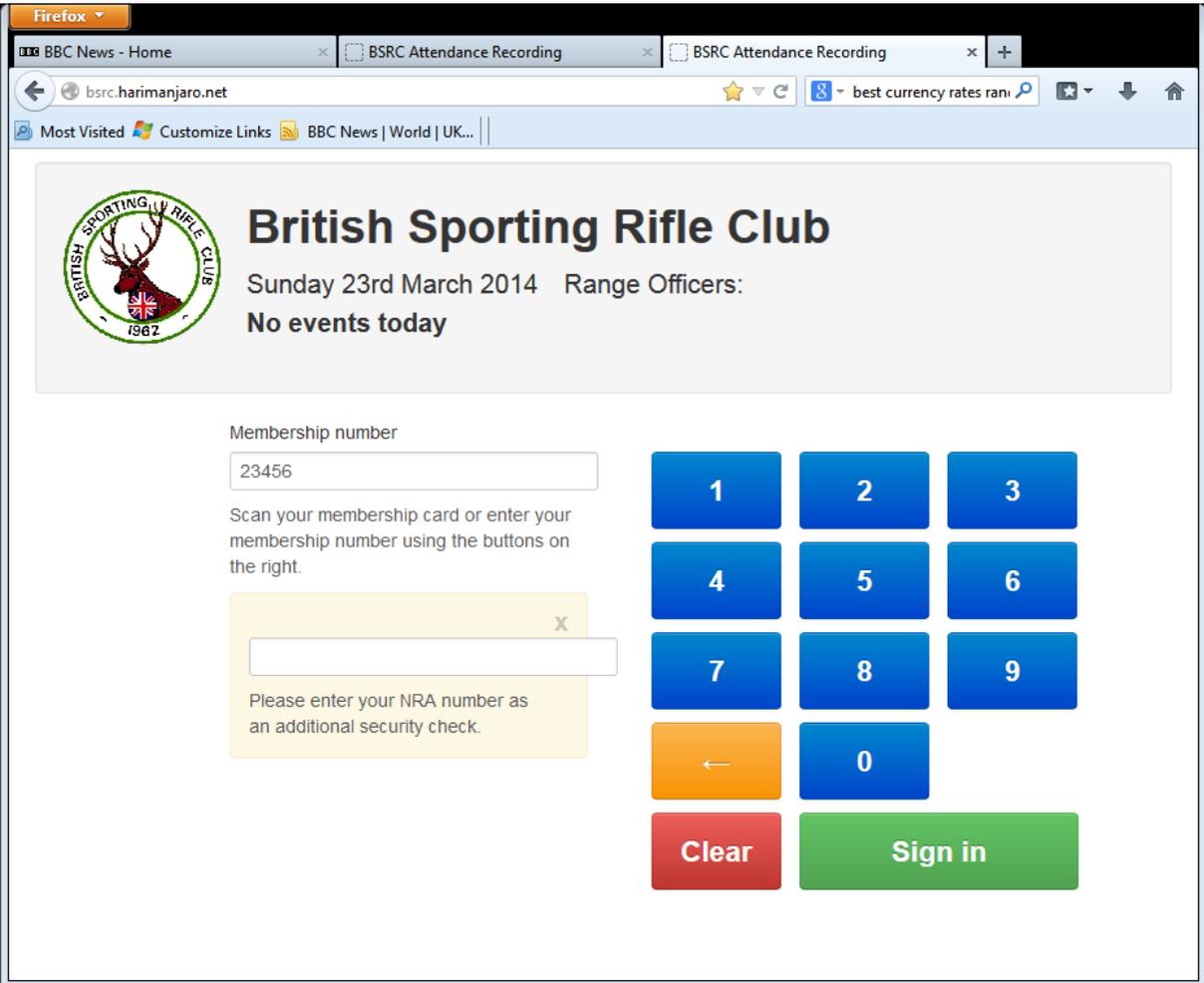
- Browser tabs: BBC News - Home, BSRC Attendance Recording, BSRC Attendance Recording
- Address bar: bsarc.harimanjaro.net
- Navigation: Most Visited, Customize Links, BBC News | World | UK...
- Logo: British Sporting Rifle Club (1962)
- Header: **British Sporting Rifle Club**
- Date: Sunday 23rd March 2014
- Text: Range Officers: **No events today**
- Form: Membership number input field
- Text: Scan your membership card or enter your membership number using the buttons on the right.
- Buttons: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, ←, Clear, Sign in

8. Enter your membership number either by:
 - a) Scanning the barcode on your membership card
 - b) Touching the appropriate numbers on the touch screen
 - c) Entering on the computer keyboard

Please note when entering your number that leading zeros are not required. For example Membership no. 24 would be entered like this and not 024.

9. Press the green sign in box on the screen or left click it with the mouse

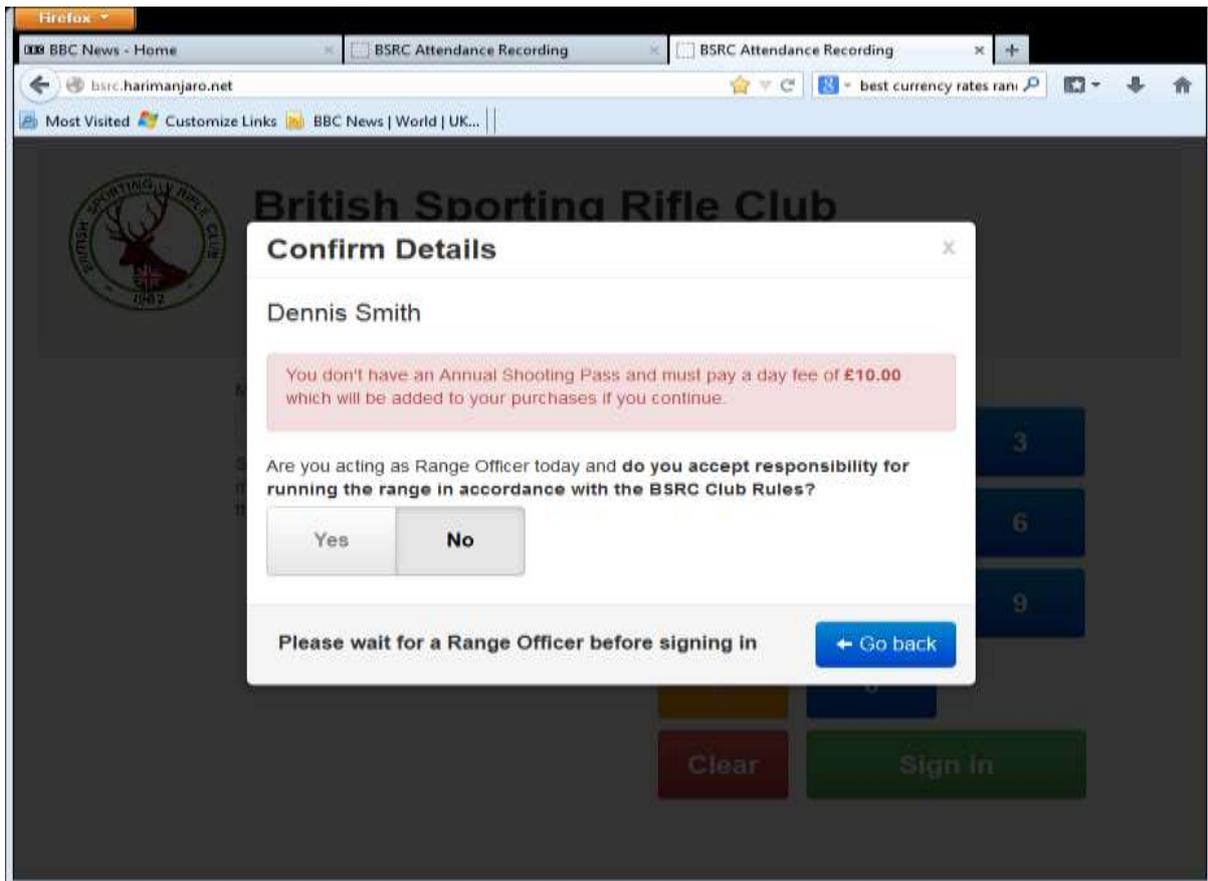
10. If you have signed in using anything other than the barcode reader you will be asked for further identification by inputting your NRA number – as in the screen shown below.



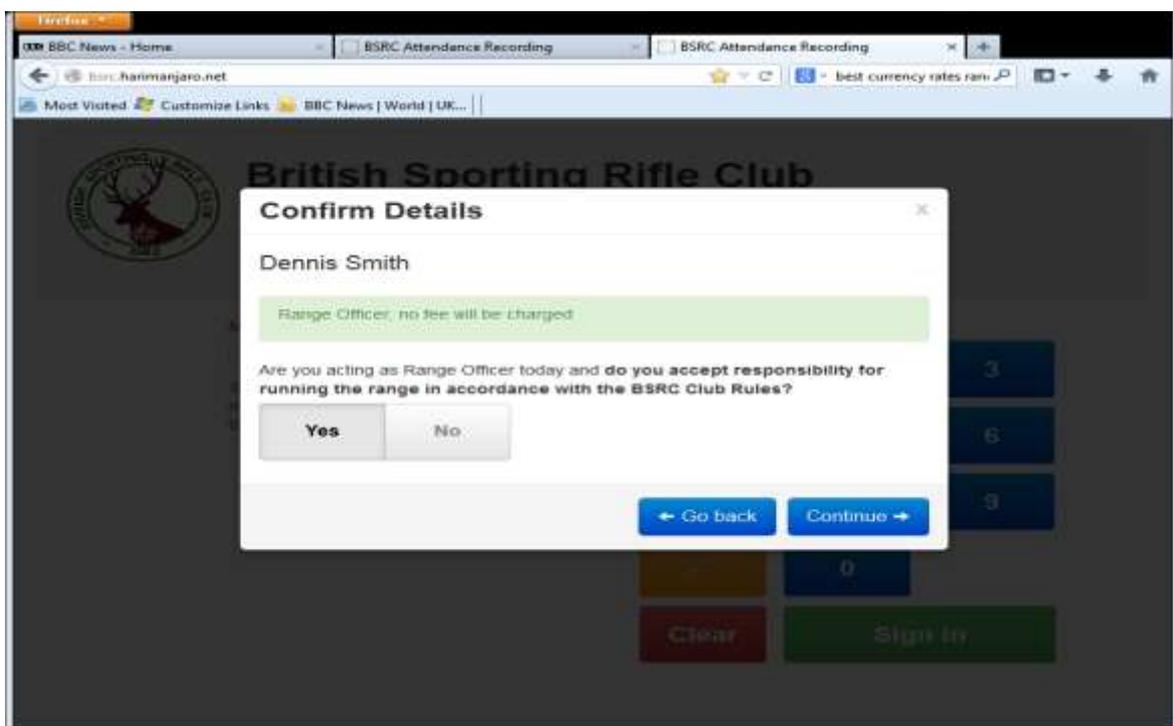
The screenshot shows a web browser window with the URL bsrc.harimanjaro.net. The page header includes the club's logo, the name "British Sporting Rifle Club", and the date "Sunday 23rd March 2014". Below the header, there is a section for "Range Officers" with the text "No events today". The main content area contains a login form. It has a "Membership number" input field with the value "23456". Below this is a text prompt: "Scan your membership card or enter your membership number using the buttons on the right." To the right of the input field is a numeric keypad with buttons for digits 1-9, 0, and a back arrow. Below the keypad are two buttons: "Clear" (red) and "Sign in" (green). Below the keypad is a yellow box with a text prompt: "Please enter your NRA number as an additional security check." and an empty input field.

11. Press the green sign in box on the screen or left click it with the mouse

12. You will then be presented with the screen as shown below where you are asked if you are a Range Officer today. Please ensure that you press the "Yes" area of the screen (or left click it with the mouse). Please also note the acceptance of responsibility for running the Range according to Club Rules

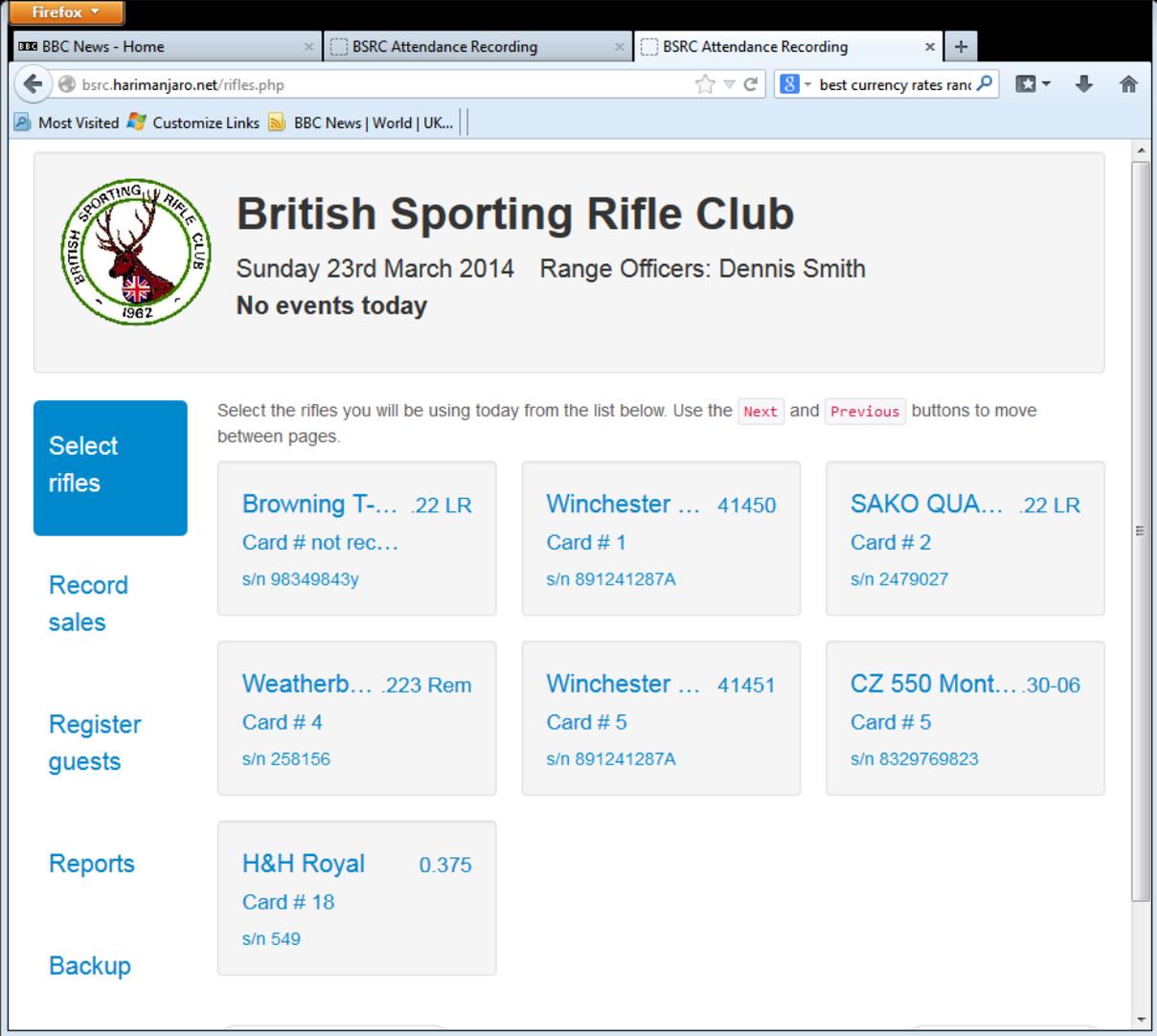


13. You will now get the screen as shown below confirming you are a Range officer today and also confirming there will be no green fee charged.



14. Press the continue “button” on the screen (or left click it with the mouse)

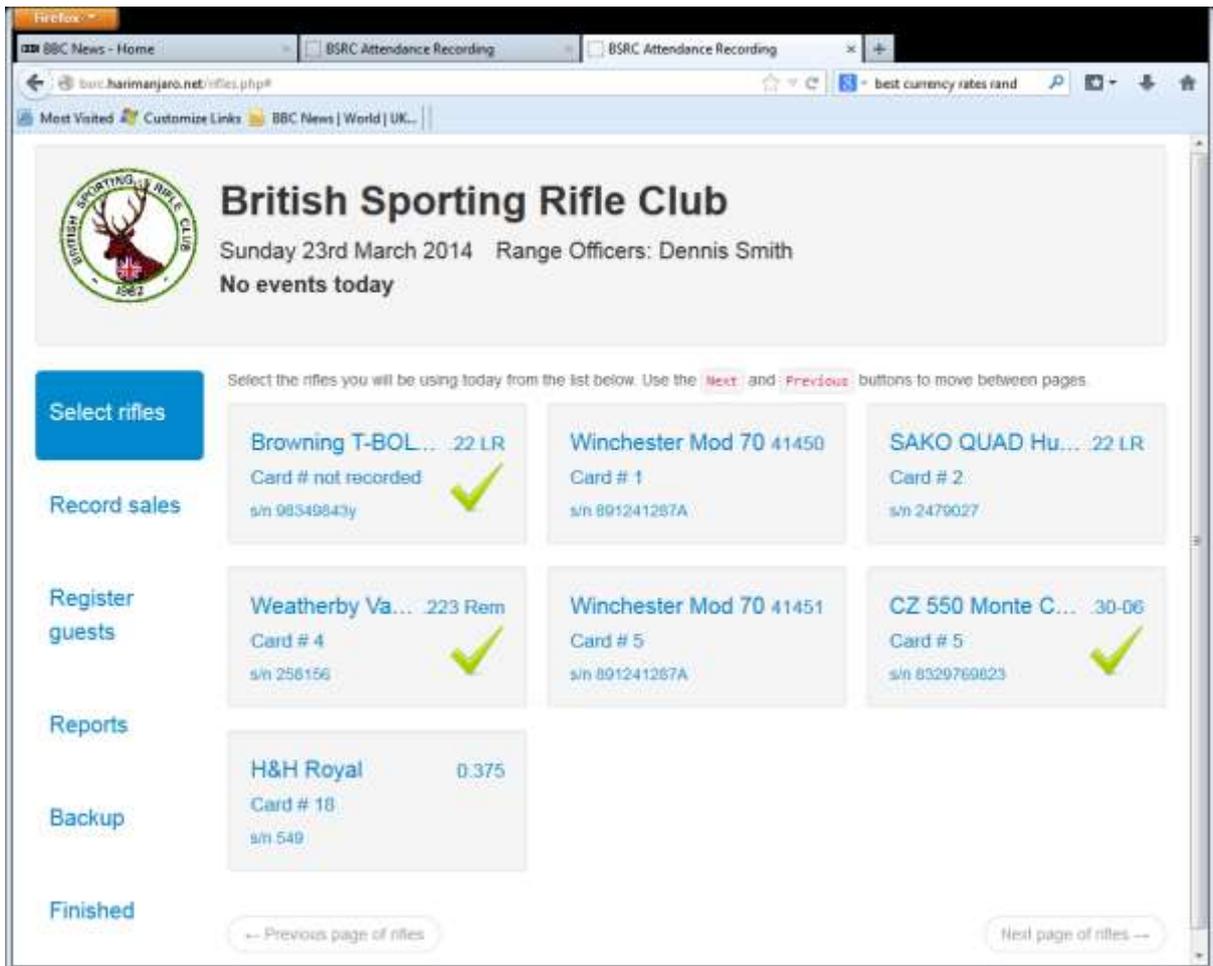
15. You will then get the screen as shown below. This shows your rifles which are registered on the Database.



The screenshot shows a web browser window displaying the British Sporting Rifle Club website. The browser tabs include 'BBC News - Home' and two instances of 'BSRC Attendance Recording'. The address bar shows 'bsrc.harimanjaro.net/rifles.php'. The website header features the club's logo (a stag with a British flag) and the text 'British Sporting Rifle Club', 'Sunday 23rd March 2014', 'Range Officers: Dennis Smith', and 'No events today'. A navigation menu on the left includes 'Select rifles', 'Record sales', 'Register guests', 'Reports', and 'Backup'. The main content area displays a list of rifles in a grid format, each with a title, caliber, card number, and serial number. A 'Next' and 'Previous' button are visible above the grid.

Rifle Model	Caliber	Card #	Serial #
Browning T-...	.22 LR	Card # not rec...	s/n 98349843y
Winchester ...		Card # 1	s/n 891241287A
SAKO QUA...	.22 LR	Card # 2	s/n 2479027
Weatherb...	.223 Rem	Card # 4	s/n 258156
Winchester ...		Card # 5	s/n 891241287A
CZ 550 Mont...	.30-06	Card # 5	s/n 8329769823
H&H Royal	0.375	Card # 18	s/n 549

16. If you are going to shoot later then touch each “Rifle Box” representing the rifle you will be using that day and a green tick (as shown below) will appear in the box. Please note that only active rifles will be shown. The old card no. of the previous system will be shown for continuity but this will gradually be phased out as new rifles are registered.



17. Touch the “Finished” box at the bottom LH side of the action list and the system will return to the sign in screen.

18. Ensure that the 2 registers:

- . Guest Register
- . Rifle Correction Register are available on the signing in desk.

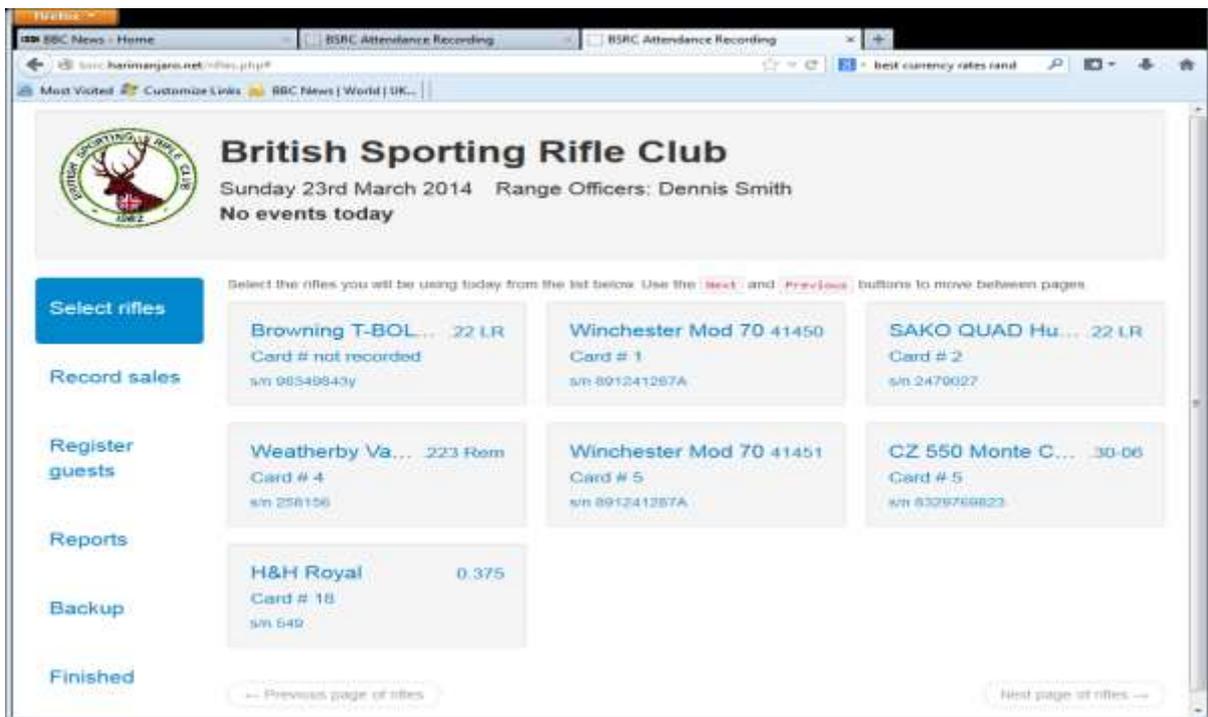
Setup is now finished and the system can be used to record attendance and rifle usage by members.

Reporting and End of day Procedures

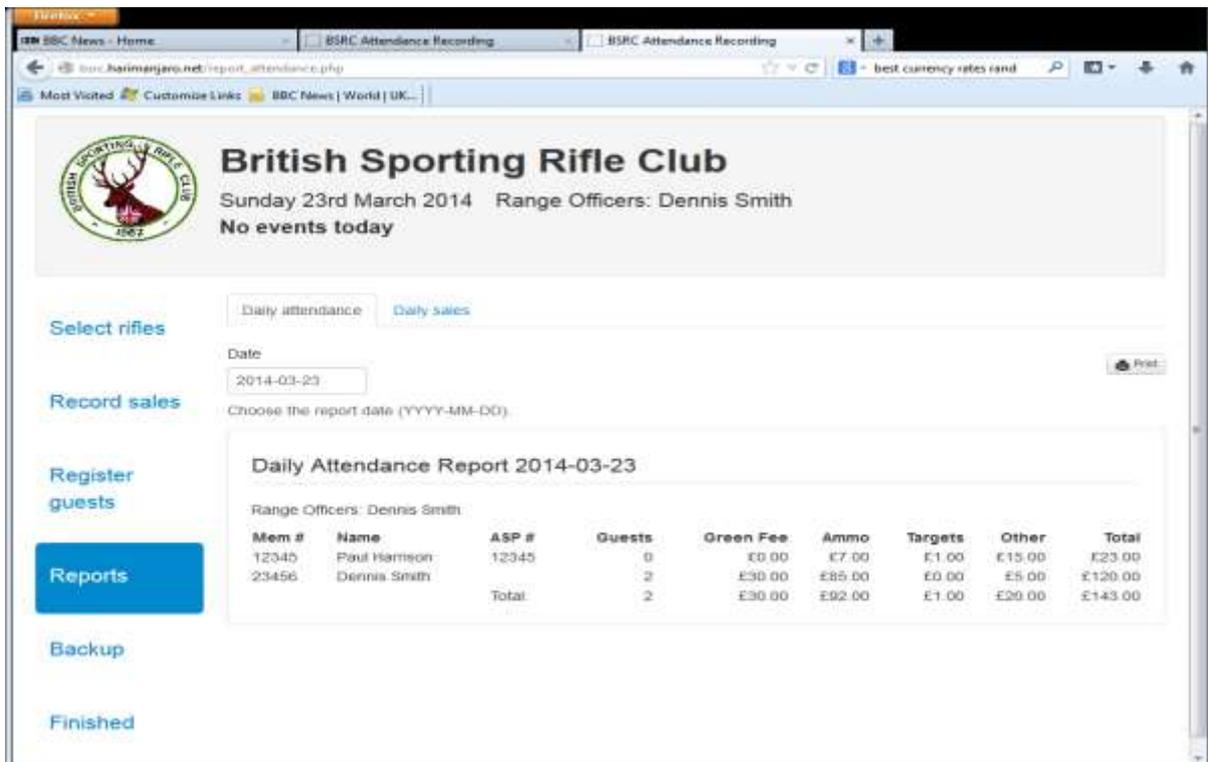
At any time during the day the RO can access the daily attendance sheet to check “the state of play” in the same way he could when operating the old paper system by following the procedure below.

1. Log into the system as at stage 7-11 above. The system knows you have already logged in so just follow the flow through.

2. When presented with the rifles page – as below – click or touch the word “Reports” on the Left side of the screen.



3. You will then be presented with the screen below. It defaults on to Daily Attendance report. This shows who has booked in up till now and also shows the totals of any sales and green fees for each attendee.



4. If required you can also see a detailed Daily Sales Report which itemises the sales for each attendee. You get this report by clicking on Daily Sales in the reports section. Results are as below.

British Sporting Rifle Club
 Sunday 23rd March 2014 Range Officers: Dennis Smith
 No events today

Select rifles
 Record sales
 Register guests
 Reports
 Backup
 Finished

Daily attendance Daily sales

Date
 2014-03-23 Post

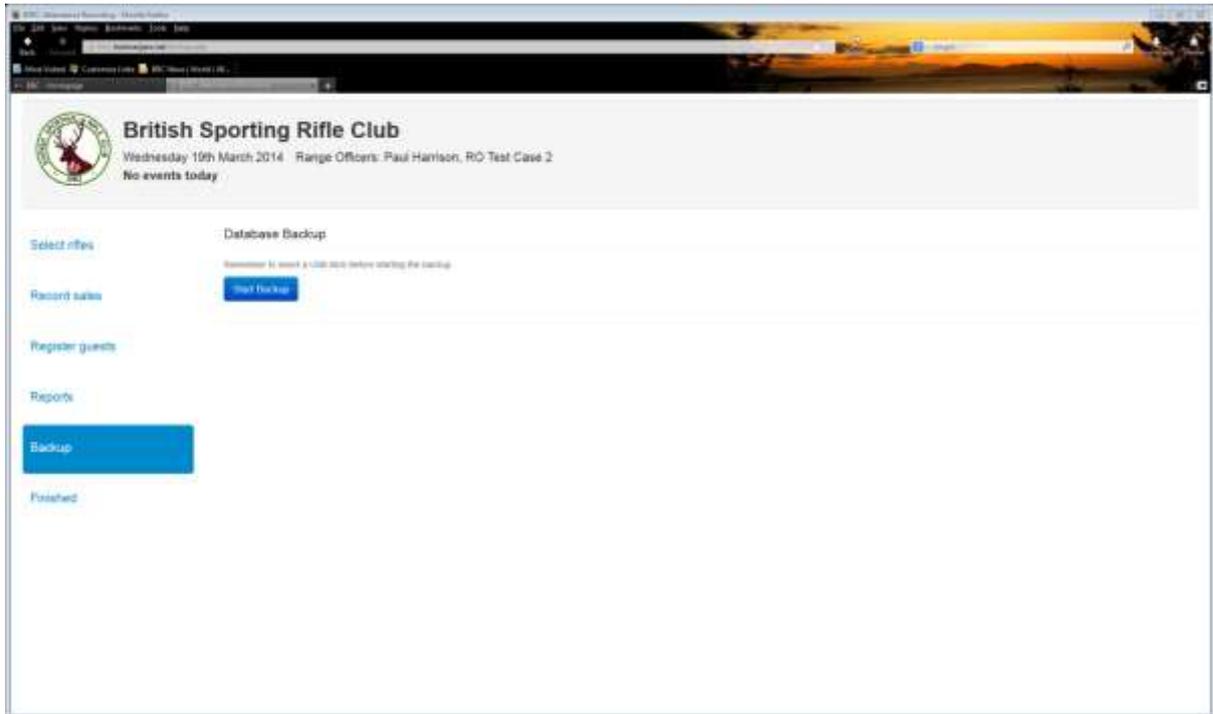
Choose the report date (YYYY-MM-DD)

Daily Sales Report 2014-03-23

Member	Category	Description	Quantity	Amount
12345 Paul Harrison	Ammo	.222 REM @ £0.70 each	10	£7.00
	Other	Baseball Cap	1	£15.00
	Targets	Zero Targets @ £0.50 each	2	£1.00
		Subtotal		£23.00
23456 Dennis Smith	Ammo	.224" Sierra HPBT Bullets @ £85.00 per 500	1	£85.00
	Green Fee	Guests	2	£30.00
	Other	Re-entry Fee	1	£5.00
		Subtotal		£120.00
		Total		£143.00

5. You can print this at any time – remember to switch the printer on!!

6. At the end of the day repeat steps 1 -5 immediately above then click Backup and you will get a screen as below. Click Start Backup button.



7. After the backup is finished (you will get a message to say it has completed) the click on the “Finished” button on the left of the screen which will take you back to the login screen.

8. **Simply switch the machine off.** I know this is anathema to IT trained people but there is an programmed intervention in here which does actually take the machine down in an orderly fashion

9. Switch off the power at the wall socket.

10. **Remove the USB stick from the Computer and replace it in the brown envelope in the safe in the front office cupboard. This is most important as without this stick no-one can get access to the enciphered data on the computer.**

11. Put the 2 Registers (Guests and Rifle Corrections) away in the front office cupboard.

Go Home – Thank you