

## On-line Documentation

This documentation serves as an on-line manual for Gotorun. The guide features the following methods to familiarize you with the features and operation of Gotorun:

- Users requiring assistance will find information covering various aspects and topics in the *Gotorun Guide*.
- To gain more information when performing a task in Gotorun, press <F1> while performing this task. The *Gotorun Guide* will be displayed and assist you with the appropriate information. *Gotorun Guide* can also be accessed via the menu or *Help Icon* in the *Tool Bar*.

## Upgrading Existing Data

When upgrading from a previous version of Gotorun, do NOT uninstall it, as this might result in the loss of existing data. Continue with the installation. When you are prompted for the type of installation select custom. Deselect data file installation so that it does not overwrite your existing data. (We recommend that you install Gotorun at the same location as the previous version.)

When upgrading from **Gotorun 1.0**, link existing data with the new version of Gotorun, by following these steps:

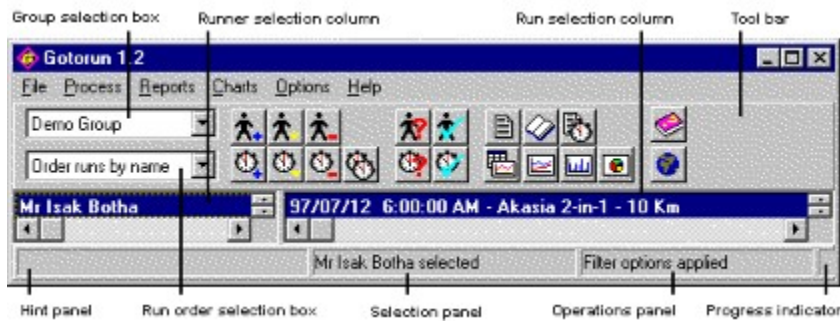
- Add a group of runners as set out below:
- Enter a name for the group.
- If you installed Gotorun in the same directory as before, you can enter “.\data\” in the path field to access your previous data. If you did not install in the same directory then you should browse to find the directory of your previous data. (It will be “...???\data”)
- Press the *Create* button.
- You are now ready to use the data by simply selecting that group of runners.

See also:

[Working with Groups](#)

## The Gotorun Screen

This section gives a brief description of the screen components of Gotorun. Below is an example of a typical screen with markers identifying different components. Read below for more information on each component.



### Group selection box

Use this box to select the group of runners that you wish to work with.

### Run order selection box

Herewith can you select the order in which your runs will be displayed.

### Runner selection column

This column displays a list with runners in the current group. The runner currently active will be highlighted.

### Run selection column

This column displays a list of runs the selected runner has completed. The run currently active will be highlighted.

### Tool bar

This bar is for fast access to functions which are frequently used. Each icon in the bar can be clicked and will take you to a specific function of Gotorun. The *Tool Bar* can be disabled (View options) if you would prefer to use this space for something else.

### Hint panel

The *Hint Panel* indicates the purpose of the object which your mouse pointer is over.

### Selection panel

This panel indicates the group, runner or run last selected.

### Operations panel

This panel indicates the task Gotorun or the user is currently performing.

### Progress indicator

With lengthy operations this panel will indicate to you how far/much of the process has been completed and what is currently being executed.

## Working with Groups

Groups enable you to save groups of runners in a specified data directory. This means that you will have a separate data location for every group of runners.

### Selecting a group of runners

To select a group of runners you can open the *Group Selection Box* and select the appropriate group of runners. When the *Group Selection Box* is closed, the *Runner Selection Column* and *Race Selection Column* will be updated with the relevant information.

### Creating a group of runners

#### File | Manage Groups

Selecting *Manage Groups* under *File* on the menu will open the *Group Information Form*. This form displays a list of all the groups available, and the lower part indicates with which directory the selected group is associated. Click on the *New* button to open a form for the creation of your new group.

Enter the name of the group under the name field. The path field can be entered manually or you can select the *Browse* button which will automatically enter the directory selected. By pressing the *Create* button the new group is created. It is important to note that a new group is created along the following lines. If data already exists in the selected directory, this data is used otherwise new blank data files are created for this group of runners. Gotorun will not accept two groups of runners referencing to the same data directory.

### Deleting a group of runners

#### File | Manage Groups

Selecting *Manage Groups* under *File* on the menu will open the *Group Information Form*. This form displays a list of all the groups available, and the lower part indicates the directory the selected group is associated with. Make sure that you have selected the group that you wish to delete and Click the *Delete* button. You will be asked for confirmation to delete this group. You will also be asked if the data files and directory of this group should be deleted. You can keep the data files if they may still serve another purpose e.g. on a network drive. After deletion of the group it will be no longer available for selection.

## Working with Runners

### Creating a runner

#### Process | New Runner



Make this selection if you wish to add a runner to your current group of runners. This will display the *Runner Information Form*, with fields to be completed. (See below for descriptions of these fields). After completion of this form your newly created runner will be displayed in the *Runner Selection Column*.

### Editing a runner

#### Process | Edit Runner



Make this selection if you wish to change details of an existing runner. Be sure that the correct runner is selected in the *Runner Selection Column* before starting to edit. This will display the *Runner Information Form*, where you can edit the fields that needs to be changed. (See below for descriptions of these fields)

### Deleting a runner

#### Process | Delete Runner



Make this selection if you wish to delete an existing runner. Make sure that the correct runner is selected in the *Runner Selection Column* before deleting. You will be asked for confirmation to delete this runner. This runner will then no longer appear in the *Runner Selection Column*. Please note that all races for this runner will also be deleted.

## Field Descriptions (General Details)

#### Name

Enter the first name of the runner.

#### Surname

Enter the last name of the runner.

#### Initials

Enter the initials of the runner.

#### Title

Enter the title of the runner. e.g. Mr.

#### Date of Birth

Enter the date of birth of the runner. It will be formatted according to the regional settings on your computer.

**Sex**

Select the sex of the runner. e.g. Female

**Club**

Enter the name of the club that the runner represents. (It may be left blank if of no relevance)

**License**

Enter the license number of the athlete here if registered with the relevant running/athletics association.

**Field Descriptions (Address Details)****Physical address**

Enter the physical address of the runner here. Five lines can be entered.

**Postal address**

Enter the postal address of the runner here. Five lines can be entered.

**Field Descriptions (Contact Details)****Tel**

Enter the telephone number of the runner .

**Fax**

Enter the fax number for the runner if relevant.

**E-mail**

Enter the runner's e-mail address here if relevant.

## Working with Runs

### Creating a run

#### Process | New Run



Make this selection if you wish to add a run to the currently selected runner. This will display the *Run Information Form*, with fields to be completed. (See below for descriptions of these fields) After completion of this form your newly created run will be displayed in the *Run Selection Column*.

Should you wish to create the same run for many runners, refer to [Quick Run Entry](#).

### Editing a run

#### Process | Edit Run



Make this selection if you wish to change details of an existing run. Be sure to have the correct run selected in the *Run Selection Column* before starting to edit. This will display the *Run Information Form*, where you can edit the fields requiring changes. (See below for descriptions of these fields)

### Deleting a run

#### Process | Delete Run



Make this selection if you wish to delete an existing run. Be sure to have the correct run selected in the *Run Selection Column* before deleting. You will be asked for confirmation to delete this run. This run will then no longer appear in the *Run Selection Column*.

## Field Descriptions (General Details)

### Type

Select Competition or Training

### Description

Enter the name of the run/race.

### Venue

Enter the venue of the run.

### Date

Enter the date of the run. This will be formatted according to the regional settings on your computer.

### Distance

Enter the distance of the run, e.g. 21.1. (Units can be set to miles or km.)

**Start Time**

Enter the starting time of the run. This will be formatted according to the regional settings on your computer.

**Finish Time**

Enter the finish time of the run.

**Units**

Select if the unit of measurement for this run is in kilometers or miles.

**Field Descriptions (Performance Details)****Position**

Enter the runner's position for this run.

**Medal**

Select the medal received. Available choices are: Gold, Silver, Bronze, None and Not Applicable.

**Duration**

This field is merely a display field which uses the start and finish time to calculate the duration of the run.

**Average speed**

This field is merely a display field which uses the start time, finish time and distance to calculate the average speed for this run.

**Field Descriptions (Notes)**

This field can be used for virtually anything worth noting, e.g. heart rate, effort rating, weather conditions, state of course/route, e.g. pebbly, wet, steep inclines, etc., fellow runners, splits, warm-up time, running shoes or other gear used, problems encountered during run, state of mind prior to run, physical well being after run, etc., etc.  
Please note that only the first eight lines will be printed in the *Log Book Report*.

See also:

[Quick Run Entry](#)



## Contacting Labmyc

We are committed to quality software and we welcome any comments you may have. Should you experience difficulties not covered in the help file, or you have any suggestions or complaints please forward them to:

Labmyc cc  
PO Box 632  
Kempton Park  
1620  
Gauteng  
South Africa

Fax: +27 11 396-2945

<http://www.labmyc.com/gotorun/>

[sales@labmyc.com](mailto:sales@labmyc.com)  
[support@labmyc.com](mailto:support@labmyc.com)

# Runner's History Report

## Reports | Runner's History Report



This report displays an overview of all the runs stored for the runner.

The top section deals with information about the runner such as name, address, club etc. The middle section lists runs with columns such as date, time, distance etc. The bottom of the report displays a summary indicating total distance, total time, average speed and average distances of the training runs and races.

Information displayed in solid black refers to actual competitions, whilst details relating to training runs are displayed in gray.

The *Show Summary in Reports* selection under the *Reports Menu* will enable or disable printing of a summary for each runner.

If your report is very small and it does not appear as wide as it should be, check that you have selected an appropriate paper size in the *Printer Setup Box* as the report automatically uses the paper size used by the printer. This report will print formatted as a portrait document to improve legibility.

To make the most of your data for reporting purposes, refer to sections about filtering [runners](#) and [runs](#).

See also:

[Filtering Runners](#)

[Filtering Runs](#)

# Log Book Report

## Reports | Log Book Report



With this report can you view a comprehensive report of all the runs you have completed. It is presented like a log book so that you can also use this report as a hard copy of your runs.

It gives complete information about every run, including any notes that you entered. Please note that only the first eight lines of your notes will be displayed in this report.

A monthly summary of your runs will be printed. With information such as your time, distance and averages for training competitions and totals.

Information displayed in solid black refers to actual competitions, whilst details relating to training runs are displayed in gray.

The *Show Summary in Reports* selection under the *Reports Menu* will enable or disable printing of a summary for each month, while the *Page Break in Reports* selection will enable or disable each month to start on a new page.

If your report is very small and it does not appear as wide as it should be, check that you have selected an appropriate paper size in the *Printer Setup Box* as the report automatically uses the paper size used by the printer. This report will print formatted as a portrait document to improve legibility.

To make the most of your data for reporting purposes, refer to sections about filtering [runners](#) and [runs](#). This enable you to enhance your report to display for example only a *Log Book Report* for the last year.

See also:

[Filtering Runners](#)

[Filtering Runs](#)

## Group Performance Report

### Reports | Group Performance Report



This report enables performance comparisons for runners in a group. It is divided into different distances and sorted from the best time to the worst. It is very useful to retrieve the best performer in a group by e.g. distance, sex or age.

Information displayed in solid black refers to actual competitions, whilst details relating to training runs are displayed in gray.

The *Page Break in Reports* selection under the *Reports Menu* will enable or disable each distance to start on a new page.

If your report is very small and it does not appear as wide as it should be, check that you have selected an appropriate paper size in the *Printer Setup Box* as the report automatically uses the paper size used by the printer. This report will print formatted as a portrait document to improve legibility.

To make the most of your data for reporting purposes, refer to sections about filtering [runners](#) and [runs](#). This enable you to enhance your report to display for example only a *Group Performance Report* for ladies over forty .

See also:

[Filtering Runners](#)

[Filtering Runs](#)

## Period Chart

### Charts | Period Chart



The *Period Chart* displays the pace, distance, time or number of runs for a range of periods. The vertical axis indicates the pace, distance, time or number of runs while the horizontal axis indicates the date. If more than one runner is displayed on this chart, there will be a legend on the right hand side of the chart indicating which graph is for which runner.

The chart will be blank when it is opened initially. To have a runner displayed, select the runner in the *Runner Selection Box* and click on the *Send Data to Chart Button* to activate the data. This will result in the data being plotted on the chart. You can add different runners to the chart so that you can make comparisons between runners. The chart can be cleared of all data at any time by pressing the *Clear Chart Button*. Four ranges of periods can be selected, 100 Days (3 Months), 100 Weeks (2 Years), 100 Months (8 Years) and 100 Years. This selection is available to adjust this chart to the period of your running history. If you would prefer to view this chart in miles check the *Miles Check Box*, this will adapt your chart to miles.

If no data is displayed on the chart after selecting a runner and sending the data to the chart, either there are no runs completed by the selected runner or there are no runs completed during the period specified in the toolbar.

This chart is formatted for landscape and is printed accordingly to improve legibility.

To make the most of your data for charting purposes, refer to sections about filtering [runners](#) and [runs](#). This enable you to enhance your charts to take for example only competitions into account when analyzing the data.

See also:

[Filtering Runners](#)

[Filtering Runs](#)

## Pace Chart

### Charts | Pace Chart



The *Pace Chart* displays the average pace for distances between 0 to 100km (0 to 62.5 miles). The vertical axis indicates the pace while the horizontal axis indicates the distance. If more than one runner is displayed on this chart, there will be a legend on the right hand side of the chart, indicating which graph is for which runner.

When opened initially, the chart will be blank. To have a runner displayed, select the runner in the *Runner Selection Box* and click on the *Send Data to Chart Button* to activate the data. This will result in the data being plotted on the chart. You can add different runners to the chart to make comparisons between runners. The chart can be cleared of all data at any time by pressing the *Clear Chart Button*. If you would prefer to view this chart in miles check the *Miles Check Box*, this will adapt your chart to miles.

If no data is displayed on the chart after selecting a runner and sending the data to the chart, either there are no runs completed by the selected runner or there were no runs returned from the *Runs Filter*.

This chart is formatted for landscape and is printed accordingly to improve legibility.

To make the most of your data for charting purposes, refer to sections about filtering [runners](#) and [runs](#). This enable you to enhance your charts to take for example only competitions into account when analyzing the data.

See also:

[Filtering Runners](#)

[Filtering Runs](#)

## Distance Chart

### Charts | Distance Chart



The *Distance Chart* displays the distribution of runs for distances between 0 to 100km (0 to 62.5 miles). The vertical axis indicates the percentage while the horizontal axis indicates the distance.

The chart will be blank when it is opened initially. To have a runner displayed, select the runner in the *Runner Selection Box* and click on *the Send Data to Chart Button* to activate the data. This will result in the data being plotted on the chart. This chart can only display one runner at a time as there is no value in making comparisons on this chart. If you would prefer to view this chart in miles check the *Miles Check Box*; this will adapt your chart to miles.

If no data is displayed on the chart after selecting a runner and sending the data to the chart, either there are no runs completed by the selected runner or there were no runs returned from the *Runs Filter*.

This chart is formatted for landscape and is printed accordingly to improve legibility.

To make the most of your data for charting purposes, refer to sections about filtering [runners](#) and [runs](#). This enables you to enhance your charts to take for example only competitions into account when analyzing the data.

See also:

[Filtering Runners](#)

[Filtering Runs](#)

## Medals Chart

### Charts | Medals Chart



The *Medals Chart* displays a pie chart that shows the medals received by the selected runner, as a percentage of all runs completed by this runner. The right hand side of the chart will display a legend for the pie chart.

The chart will be blank when it is opened initially. To have a runner displayed, select the runner in the *Runner Selection Box* and click on *the Send Data to Chart Button* to activate the data. This will result in the data being plotted on the chart. This chart can only display one runner at a time as there is no value in making comparisons on this chart.

If no data is displayed on the chart after selecting a runner and sending the data to the chart, either there are no runs completed by the selected runner or there were no runs returned from the *Runs Filter*.

This chart is formatted for landscape and is printed accordingly to improve legibility.

To make the most of your data for charting purposes, refer to sections about filtering [runners](#) and [runs](#). This enables you to enhance your charts to take for example only competitions into account when analyzing the data.

See also:

[Filtering Runners](#)

[Filtering Runs](#)



## File Menu

### **Manage Groups**

Opens the *Group Information Form* used to maintain Groups.

### **Exit**

Exit Gotorun and return to operating system.

## Process Menu

### **New Runner**

Select this option to add a runner to the current group.

### **Edit Runner**

This option enables you to edit the currently selected runner.

### **Delete Runner**

Removes the selected runner from this group of runners.

### **New Run**

Add a run to the currently selected runner.

### **Edit Run**

Edit the run currently selected.

### **Delete Run**

Remove the run currently selected from the runner.

### **Quick Run Entry**

Opens the Quick Run Entry to add the same run to a lot of runners in one group.

## Reports Menu

### **Runner's History Report**

This selection creates the Runner's History Report.

### **Log Book Report**

Generate a report that simulates a log book.

### **Group Performance Report**

View a report which compares the performance of the runners in the group.

### **Page Breaks in Reports**

This option allows reports to insert page breaks when the category changes.

### **Show Summary in Reports**

This option allows summaries to be printed in reports.

## Charts Menu

### **Period Chart**

Generates a chart which plots pace, distance, time or number of runs over a specified period of time.

### **Pace Chart**

Create a chart which calculates the average pace by distance.

### **Distance Chart**

This chart will display the distribution of runs in terms of its distance as a percentage.

### **Medal Chart**

Generates a chart which displays the distribution of medals as a percentage of the total runs.

## Options Menu

### **Tool Bar**

Tick this option to have the *Tool Bar* displayed.

### **Status Bar**

Tick this option to have the *Status Bar* displayed.

### **Tips at Startup**

a *Tips Box* will appear every time you start Gotorun while this option is ticked.

### **Set Filter for Runners**

Select this option to have the runners filtered to your specifications.

### **Clear Filter for Runners**

Removes any filter options that is currently active for runners.

### **Set Filter for Runs**

With this option you can filter runs to your requirements.

### **Clear Filter for Runs**

Remove any filter options that is currently active for runs.

### **Order Runs by Date**

Runs will be listed in order of the date of the run.

### **Order Runs by Name**

Runs will be listed in alphabetic order to their description.

### **Order Runs by Distance**

Runs will be sorted in order of the distance.

## Help Menu

### **Help Topics**

This option loads the *Gotorun Guide* which you are currently reading.

### **Tips**

Select this option for some helpful tips.

### **Visit Labmyc on the Web**

If you are connected to the Internet visit us at <http://www.labmyc.com> and get the latest information about Gotorun.

### **About**

The *About Box* display version information, credits and contact details.

## Quick Run Entry

### Process | Quick Run Entry



Make this selection if you wish to add the same run for many runners. This will display the *Quick Run Entry Form*, with fields to be completed. (Refer to [Working with Runs](#) for descriptions of these fields).

Enter the details of the particular run in the various fields. Enter details for the runners one by one in the *Individual Details* (lower section of the form) and click on *Save* to save the run for that particular runner.

See also:

[Working With Runs](#)

## Filtering Runners

### Options | Set Filter for Runners



### Options | Clear Filter for Runners



Filtering is a powerful tool for manipulating and organizing data into useful information. This feature applies to reports, charts and screen displays.

Example: Using the date of birth range and appropriate selection in the sex field can give you a *Group Performance Report* for ladies over forty or boys under 16.

Runners and runs can be filtered at the same time to give you very specific information.

After you have completed the fields in the *Runner Filter Form* will all runners be filtered according to the specified criteria until such time that the filter is cleared.

## Field Descriptions

### Sex

Indicate whether men or ladies, or both sexes should be included.

### Date of Birth

Enter the range to accept for dates of birth.

### Club

Enter the name of the club of which you want the runners to be accepted. Please note that it only applies to runners in this group.

See also:

[Filtering Runs](#)



## Filtering Runs

### Options | Set Filter for Runs



### Options | Clear Filter for Runs



Filtering is a powerful tool for manipulating and organizing data into useful information. This feature applies to reports, charts and screen displays.

Example: Using the distance range and appropriate selection in the type field can give you a *Period Chart* which only uses 10K's which is competitions to do its calculations.

Runners and runs can be filtered at the same time to give you very specific information.

After you have completed the fields in the *Run Filter Form* will all runs be filtered according to the specified criteria until such time that the filter is cleared.

## Field Descriptions

### Date

Enter the range of dates between which runs will be accepted.

### Start Time

State start times, or select all runs regardless of start time.

### Distance

Set the distance limits.

### Type

Select whether to include or exclude competitions and training runs.

### Name

State name of a particular run, or select all runs.

### Venue

Indicate a particular venue, or select all runs regardless of venue.

### Medal

Select a particular medal, or disregard medals.

See also:

[Filtering Runners](#)

## How to Backup Your Data

It is vital to backup data regularly as you never know when you might need it. Be sure that Gotorun is not running when you backup your data. Below is a brief description about the file structure of Gotorun and how to backup the data.

### Program data

These data files resides in the Gotorun program files directory. These files keep track of which group of runners is installed in which directory.

- Select a disk or directory where you wish to backup this data
- Copy dbdat000.\* from the Gotorun program files directory e.g. c:\program files\labmyc\gotorun\ to the backup disk/directory
- Check the backup disk/directory to verify that the files have been copied correctly

### Group data

These data files exist for every group of runners. It is located in the directories as specified in the 'Manage Groups' menu option in Gotorun. You will have to perform this operation for every group of runners that you wish to backup.

- Select a disk or directory where you wish to backup this group. Note that you cannot backup more than one group in the same directory as the file names is the same.
- Copy dbdat001.\* and dbdat002.\* from the directory where this data is stored e.g. c:\program files\labmyc\gotorun\mygroup\ to your backup disk/directory
- Check the backup disk/directory to verify that the files have been copied correctly

### Restoring data

In the event that you need to reload from a previous backup, copy the program data files back to the program files directory of Gotorun and the data files of each group to the locations as when the backups was performed. Be sure that Gotorun is not running while you reload the data.

## Performance Tips

Below are techniques to enhance your productivity with Gotorun.

Any runner or run can be edited by double-clicking on the appropriate line in the *Runner Select Column* or *Run Select Column*.

A runner or run can be created or deleted by selecting the *Runner Select Column* or *Run Select Column* as applicable and pressing the insert <ins> or delete <del> key.

Charts and reports define more detail at higher resolutions and therefore use of maximum resolution available on your computer is advised.

The *Column Split Bar* on the main window can be moved to accommodate additional spacing that may be needed in the *Runner Select Column* or *Run Select Column*.



