

Office Pool™ for the Macintosh

Version 2.01

User Manual

Office Pool™ - V2.01

Office Pool™ is a shareware program available from Arlington-Boyd. A \$15 fee is required to use & register this program, and entitles you to free updates. Please register this program and all your shareware. Thanks.

Please send resistration fee to:
Arlington-Boyd, 7469 James St., Fayetteville, NY 13066

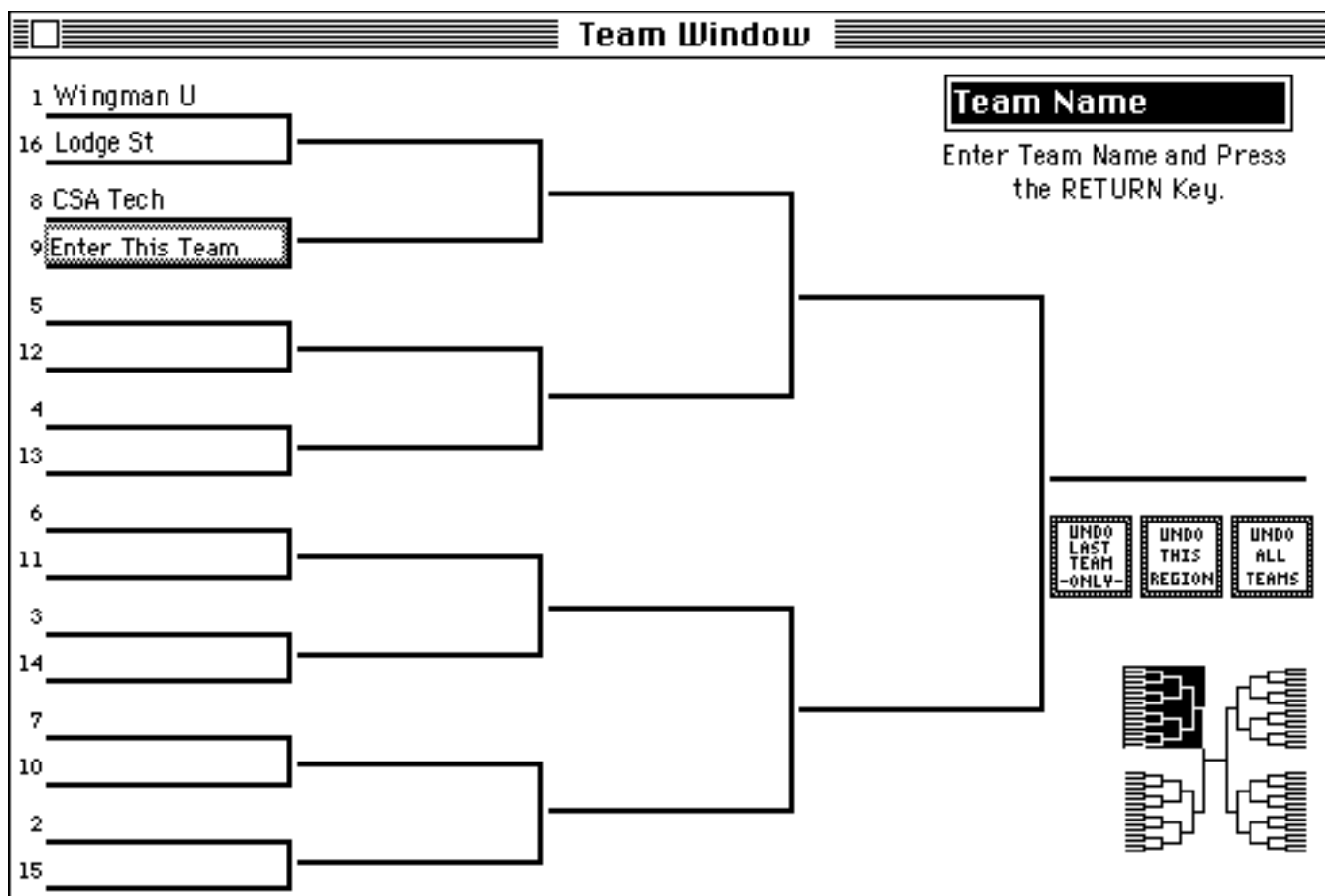
To start Office Pool™ you may either open the Office Pool™ program file (the one with the basketball and hoop icon), or open one of the files which Office Pool™ has created (the ones with the brackets icon). Office Pool™ comes with two "pool files". These two files are called "Example Pool.OP2" and "Start New Pool.OP2".

Note: All "pool files" must reside in the same folder as the Office Pool™ program. Office Pool™ v1.00 users make sure no files from version 1.00 are inside the Office Pool™ folder.

"Example Pool.OP2" is a sample pool file which is used by this manual to illustrate the various features of Office Pool™. This file may be used like all other Office Pool™ files (changed, saved, viewed or even deleted) with the exception of "Start New Pool.OP2". "Example Pool.OP2" gives a good overview of Office Pool™'s capabilities, and can be used immediately. So if you haven't used Office Pool™ version 2, "Example Pool.OP2" can be used as a tutorial.

"Start New Pool.OP2" is a special file which is to be used to start new pool files only. This file is locked and cannot be overwritten or deleted. Once a new pool is started with "Start New Pool.OP2" Office Pool™ will prompt you for a new name for the pool file, so it can be saved under another name.

Once you have started a new pool, Office Pool™ requires that you enter the 64 tournament team names before any other data (such as players or predictions). After starting a new pool the following window will open so you can enter the 64 tournament team names.



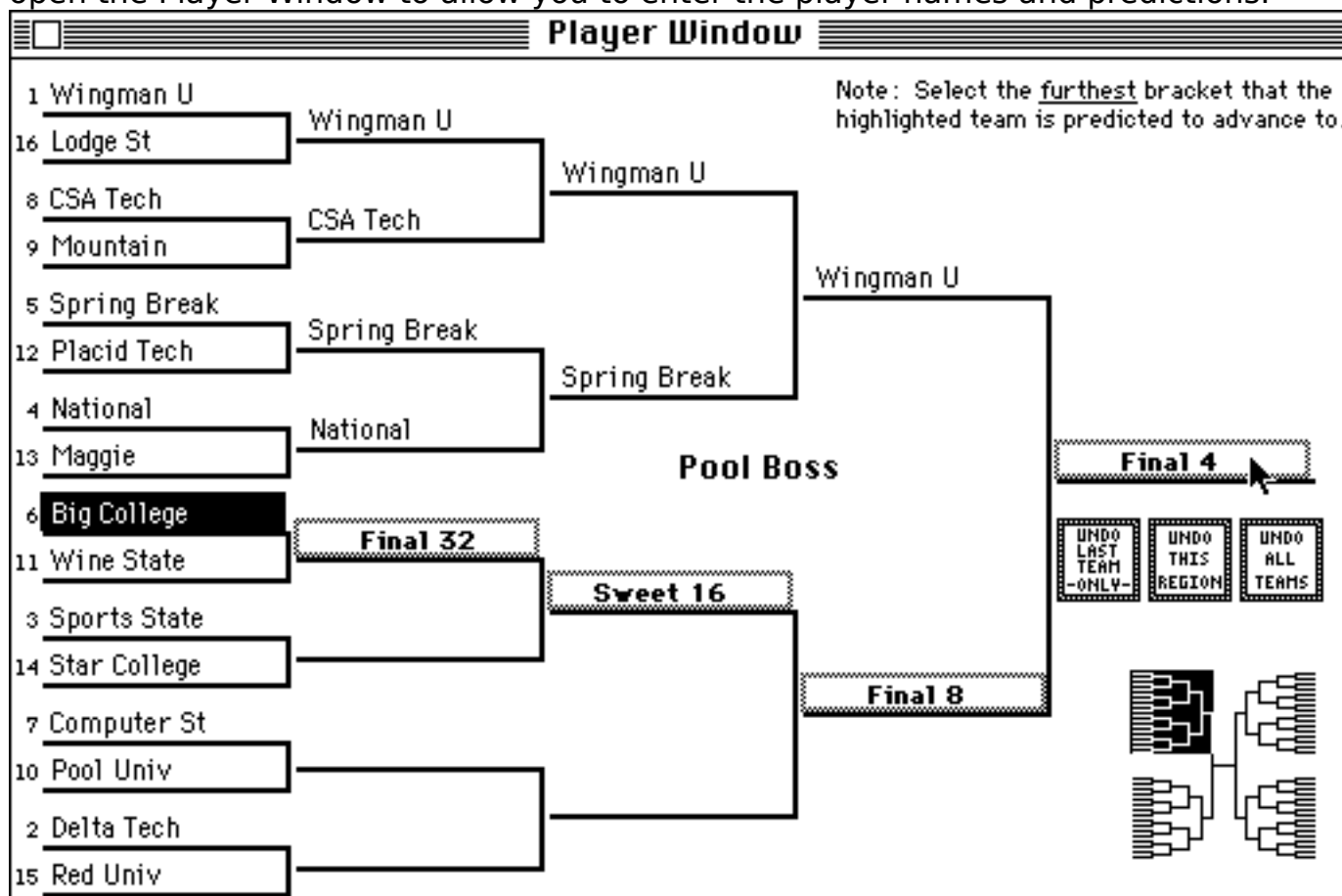
Note: It is very important that you enter the 64 tournament teams in their proper place since all the player's predictions will be entered with respect to these team name locations. In the bottom right hand corner of the window you will see a set of brackets (these are the "region icons") which represent the entire tournament. At any time one quarter (a region) will be highlighted to represent the region of the tournament you are currently viewing in the window. Office Pool™ version 2 allows you to view only one region of the tournament at any one time.

Important: Notice the "region seeds" (1..16) to the left of the brackets. It is very, very important that you enter the teams correctly with respect to these seed locations if you use any of the scoring systems which utilize a team's seed!!! Your local newspaper may not have their brackets setup this way, so be careful...

Once you type in a team name and press the **Return** key, Office Pool™ selects the next bracket and outlines it for you ('Enter This Team'). Once you reach the end of a region Office Pool™ will automatically go to the next region. All teams must be entered in order - no skipping around. However, if you make a mistake you can correct it later by selecting the **Edit Teams** icon in the Players & Scores window.

Note: You must enter all tournament teams before you can enter any players, and be sure to **Save** the file after entering all team names. If you **Close** the Team Window before all the teams are entered you can reopen the Team Window by selecting **Reset Windows** from the Options menu, but all team names will be lost.

Once you have entered all tournament team names Office Pool™ gives you a chance to **Save** the teams, then you may begin entering the players. Office Pool™ will open the Player Window to allow you to enter the player names and predictions.



Once the Player Window opens you must type in a player's name followed by **Return**. Office Pool™ then outlines all the possible destinations for the highlighted team name. You simply click inside the **furthest** outlined bracket that the team is predicted to advance to. Office Pool™ fills in all the brackets with the team name, highlights the next available team name, and outlines all the possible destinations for the highlighted team. If the highlighted team is not predicted to win any games, click on the team name immediately below the highlighted team. Office Pool™ will highlight the new team. Then click inside the **furthest** outlined bracket that the newly highlighted team is predicted to advance to.

Note: It is incorrect to click on a bracket which is not the **furthest** bracket that a team is predicted to advance to. Office Pool™ will check the predictions regularly during the entry process. If an error is detected it will erase the minimum number of teams which could be effected by the error, and the let you reenter those predictions (during an error Office Pool™ will also flash the instructions in the top right corner of the window to remind you that you must select the **furthest** bracket for each team). If a team is predicted to advance into the final game of the tournament (i.e. past the first round of the final four, which cannot be selected from this window) just click inside the 'Final Four' outlined bracket and you will be prompted to advance the 4 final four teams after the four regions have been completed.

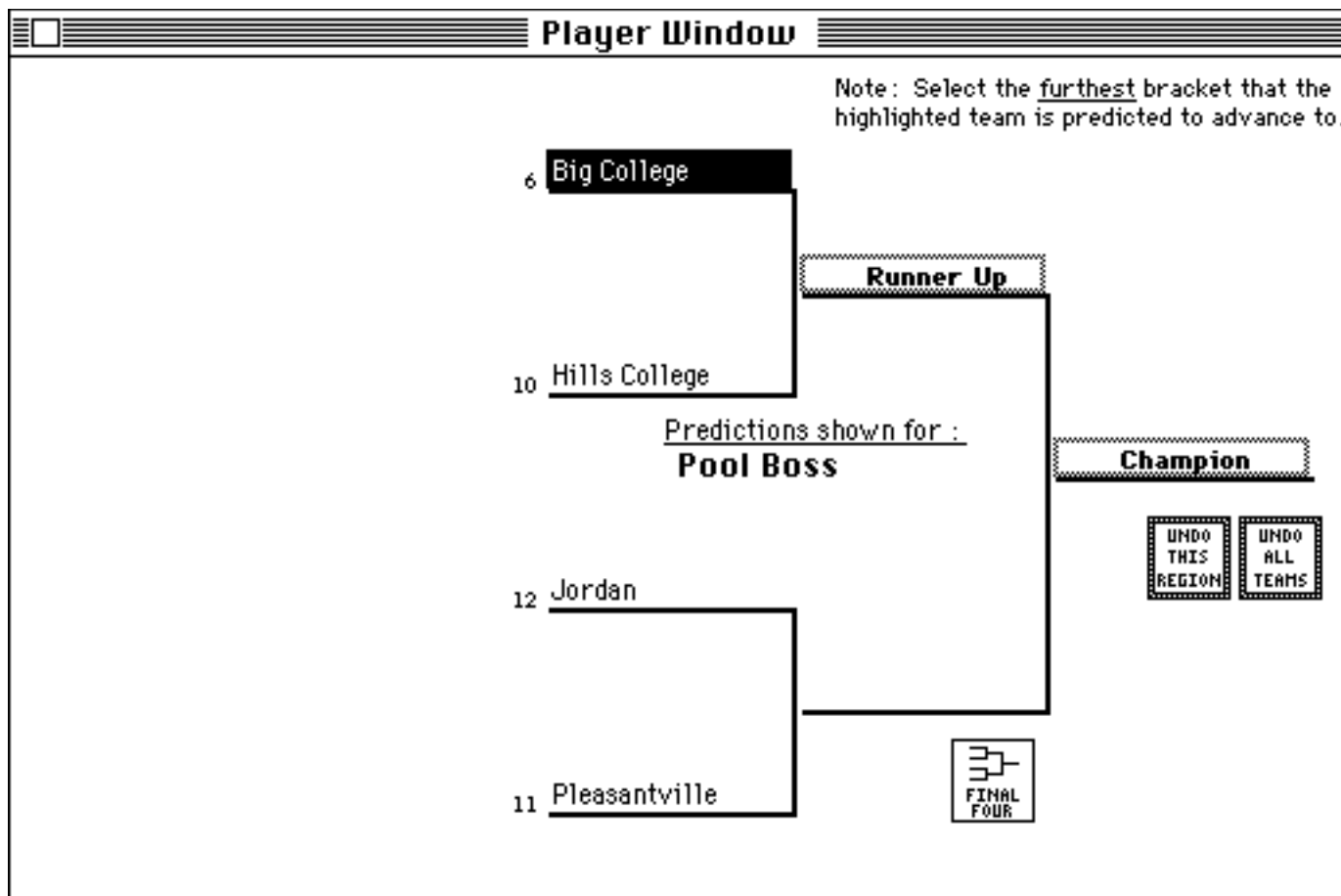
The three icons in the Player Window allow you to undo certain predictions. **Undo Last Team** removes the previous prediction. **Undo This Region** removes predictions for the region currently in view in the Player Window. **Undo All Teams** removes all predictions for the player, which allows you to reenter all predictions for the player.

The **Undo** icons are immediate and cannot be "Undone" themselves. In other words, use them with caution because the "Undone" predictions cannot be recovered.

Note: Once all predictions for a player have been entered they can be edited by selecting the **Edit Player** icon in the Players & Scores window.

A player and predictions can't be saved to disk until all the predictions have been entered. Even if you **Save** the file during the prediction entry process Office Pool™ will not save any of the data for a player which has not had all his predictions completely entered.

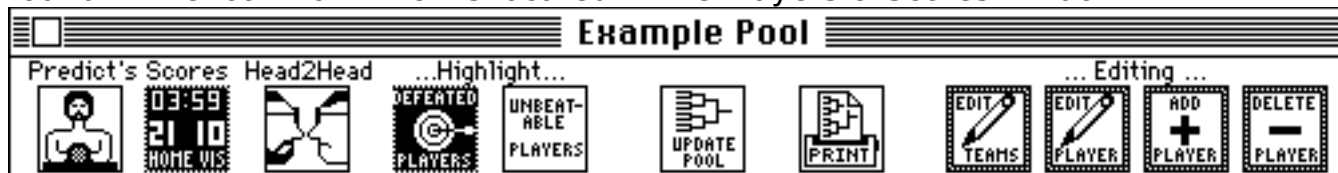
Note: If you **Close** the Player Window before all the predictions are entered you can reopen the Player Window by selecting **Reset Windows** from the Options menu. Below is the final stage of entering a player's predictions. The four teams you advanced to the 'Final Four' bracket are displayed so you can advance the final two teams (one runner-up and one champion).



Once all predictions have been properly entered for a player Office Pool™ will send you a message stating that the player is being added to Office Pool, give you a chance to **Save** the players and predictions, and then reset the Player Window for the next player's name and predictions to be entered. Be sure to save the file regularly after entering player predictions. Once the player data has been entered the fun begins!

Note: Select the **Update Pool** icon to start entering the game results into Office Pool™ once you have entered the player names and predictions.

Next is the Office Pool™ Icon Bar. All the Pool Manager's tools of the trade can be found in the Icon Bar which is located in the Players & Scores window.



two icons on the far left represent the **Predictions** (the suspicious looking man with a crystal ball) and **Scores** (scoreboard) icons respectively. These icons control the types of information displayed, and only one of these icons can be selected at any one time. To display information about a player just click on the player's name in the Players & Scores window.

If the **Scores** icon is highlighted (as it is in the above Icon Bar), selected player's scores and elimination information are displayed in the box immediately below the Icon Bar.

If the **Predictions** icon is highlighted the Predictions window will open and display the predictions when the next player is selected in the Players & Scores window. The **Scores** icon is deselected if the **Predictions** icon is selected and vice-versa.

If the **Head2Head** and **Scores** icons are selected the player's scores and elimination information is displayed for 2 players at the same time (this allows you to make instant comparisons). Similarly, if the **Head2Head** and **Predictions** icons are highlighted 2 player's predictions are displayed at the same time in the Predictions window for comparison purposes. **Head2Head** comparisons can be turned off by selecting the **Head2Head** icon again.

The 2 Highlight icons (**Defeated Players** and **Unbeatable Players**) are used in conjunction with the **Scores** icon to control highlighting of players in the Players & Scores window. If the **Defeated Players** icon is highlighted, all players which the selected player has mathematically eliminated will be highlighted. If the **Unbeatable Players** icon is highlighted all players which the selected player cannot defeat or tie (mathematically calculated) are highlighted. See the following examples:

Example Pool

Predict's Scores Head2Head ...Highlight...

UPDATE POOL PRINT EDIT TEAMS EDIT PLAYER ADD PLAYER DELETE PLAYER

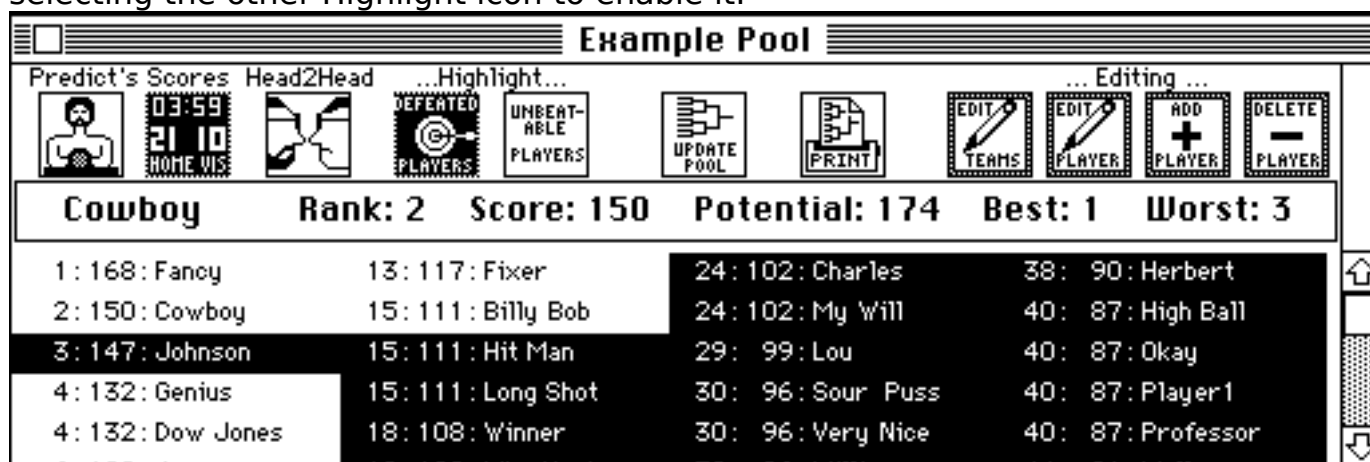
> Billy Bob	Rank: 15	Score: 111	Potential: 153	Best: 2	Worst: 20
Fancy	Rank: 1	Score: 168	Potential: 222	Best: 1	Worst: 2

1: 168: Fancy	13: 117: Fixer	24: 102: Charles	38: 90: Herbert
2: 150: Cowboy	15: 111: Billy Bob	24: 102: My Will	40: 87: High Ball
3: 147: Johnson	15: 111: Hit Man	29: 99: Lou	40: 87: Okay
4: 132: Genius	15: 111: Long Shot	30: 96: Sour Puss	40: 87: Player 1
4: 132: Dow Jones	18: 108: Winner	30: 96: Very Nice	40: 87: Professor

Ab

ove is a **Head2Head** scoring comparison of two players (Billy Bob and Fancy). The Highlight icons are not used while **Head2Head** comparisons are being made, thus are not displayed. Office Pool™ denotes the first player selected after the **Head2Head** icon (the player with the ">" preceding his name) as the "pinned" player. All players selected from this point will be compared to the "pinned" player unless **Head2Head** is toggled Off/On and another "pinned" player is selected.

The **Defeated Players** icon is deselected if the **Unbeatable Players** icon is selected and vice-versa. The **Defeated Players** and **Unbeatable Players** icons can be deselected (turned off) by either reselecting the highlighted icon to turn it off, or by selecting the other Highlight icon to enable it.



Above is the Players & Scores window. All the players that Cowboy has mathematically eliminated are highlighted, and the scoring information for Cowboy is displayed in the box below the Icon Bar. Any player can be selected at any time to display scores and elimination information or predictions.

Note: If the **Calculate Eliminated Players** option in the **Scoring System** dialog is not selected then the Highlight icons will not appear in the Players & Scores window.

The **Update Pool** icon opens the Team Update Window so you can update the pool by entering the results of the completed tournament games. To advance a team (which has won a tournament game) to the next round of the tournament click on the team name to highlight it, and then click the **Advance** button. Office Pool™ will update the player scores automatically once you attempt to view or **Print** the scores or predictions or **Save** the file.

In the example (see next page), Salt City has been selected and once the **Advance** button is clicked Salt City will be advanced to the next round. If the team you have selected to advance is the wrong team, just click the **Cancel** button to undo the selection. **Shortcut:** Hold down the **Option Key** while selecting the team to advance (this will advance the team without the need to click on the **Advance** button).

Teams must be advanced one round at a time. Office Pool™ places a small square in the region icon which represents a region where all teams have not been advanced to the next round. If you cannot select or advance a team, check the region icons for a small square. You can go to any other region at any time by clicking on the region icon representing that region.

'Last Update:' keeps track of when the last team advance or last undo was performed. Team advances can be undone by selecting one of the three icons in the top right corner of the Team Update Window.

Note: Above each team is a number and a percentage figure. They represent the number of players and the percentage of players in the current pool who selected that team to advance to that round of the tournament.

The screenshot shows a window titled "Team Update Window". On the left, a list of 16 teams is displayed with their respective player counts and percentages:

1 Fayetteville	41 = 82%
16 Camillus	Fayetteville
8 Liverpool	7 = 14%
9 Clay	Clay
5 Dewitt	5 = 10%
12 Jordan	Jordan
4 Elbridge	48 = 96%
13 Solvay	Elbridge
6 Salt City	43 = 86%
11 Manlius	Salt City
3 Minoa	45 = 90%
14 Cicero	Minoa
7 Tully	50 = 100%
10 Fabius	Tully
2 Pompey	48 = 96%
15 Onondaga	Pompey

At the top right, there are three buttons: "UNDO LAST TEAM -ONLY-", "UNDO LAST ROUND", and "UNDO ALL TEAMS". In the center, there is a "Select Team to Advance" dialog box with "Advance" and "Cancel" buttons. A tournament bracket is visible on the right side. At the bottom, it says "Last Update: Mon, Feb 7, 1994 5:24 PM".

Team advances can be "Undone" at any time by selecting one of the three icons in the top right corner of the Team Update Window.

Note: Undo Last Team is only valid for the last team advanced during the current session. Once you select **Quit** from the 'File' menu the last advance is lost, but **Undo Last Round** and **Undo All Teams** can be performed at any time. Office Pool™ will ask you if you are sure you want to **Undo** the team advances which you have selected prior to undoing them.

Feel free to advance teams before the games have been played to see how the scores will be effected, but remember not to **Save** the changes unless the team advances are real. The recommended way to implement a "What if..." scenario is to Save the file after all the "real" team updates have been made, advance the teams for your "What if" scenario, check the Players & Scores window, and finally select **Revert** from the File Menu to return the pool to its correct state.

If **Print** is selected from the File menu while the Teams Update Window is active Office Pool™ will print a 2 page copy (in bracket format) of the current tournament status.

The **Print** icon allows you to print predictions or scores from the Players & Scores window. If the **Predictions** icon is selected Office Pool™ will print player predictions as defined in the **Printing Options** dialog. If the **Scores** icon is selected Office Pool™ will print the current player scores as defined in the **Printing Options** dialog.

The **Edit Teams** icon allows you to correct any mistakes in the team names.

Note: You must not change the location of a team name! All the player predictions are entered relative to the location of a team name, and will be invalid if a team's location is changed. Two Alert windows will open to inform you of this before you are allowed to edit the team names. If you need to reenter all the team names because one or more teams are in the wrong place, Office Pool™ will erase all players and predictions.

The **Edit Player** icon allows you to edit a player's name and/or predictions. If you choose to edit a player's predictions, the Player Window will open and allow you to use the **Undo** icons to erase certain predictions and then reenter them.

The **Add Player** icon allows you to add players to the current pool, and the **Delete Player** icon allows you to delete a player from the current pool. Players can be added, edited or deleted at any time - even after the pool has started.

Note: No changes you make to the pool (added or deleted players, scoring system changes, team updates, etc.) are saved to the disk unless you **Save** them. If you **Quit** without saving the changes you have made to the current pool, the changes will be lost.

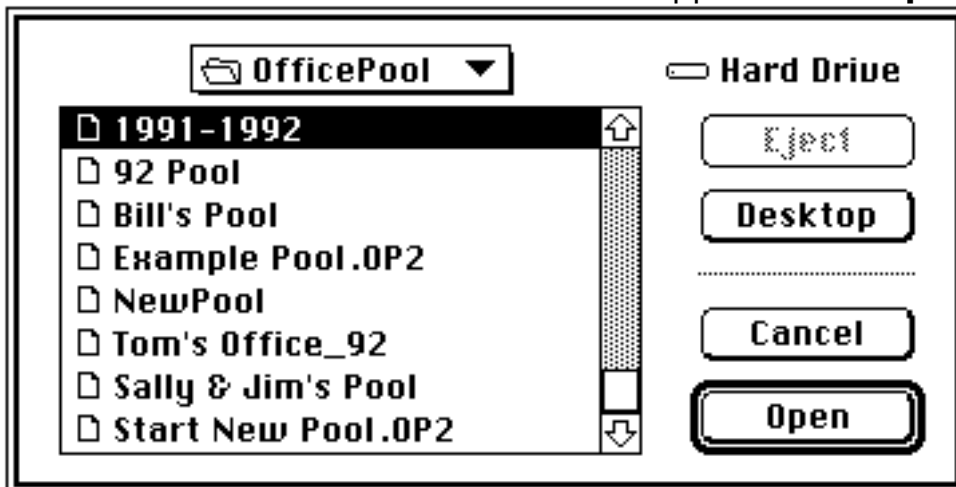
The File Menu:

File Options Window

The **New** selection allows you to start a new pool. Office Pool™ will show you the **Save File** dialog and prompt you to enter a name for the new pool file or accept the name "New Pool". If you then select **Save** Office Pool™ closes the current pool file and starts a new pool file - the teams and players are not carried over to the new pool.

Notes: 1) If you want to start a new pool when Office Pool™ first starts up, you may select "Start New Pool.OP2" from the **Open File** dialog. **2)** If you are going to run more than one pool; enter the team names and then **Save** the pool before entering any players. Then either select **Save As...** and to save a copy of the pool file or **Quit** Office Pool™ and make copies of the new pool file in the finder. This method eliminates the need to enter the same team names for each different pool file.

The **Open** selection opens the **Open File** dialog which allows you to select which Office Pool™ file you would like to work with. This dialog also opens when Office Pool™ starts up unless you open one of the Office Pool™ files from the finder. Only files which Office Pool™ has created and saved will appear in the **Open File** dialog.



Notes: 1) If you want to start a new pool you may select "Start New Pool.OP2" from this dialog. **2)** The **Open** selection is equivalent to the **Revert** selection if you **Open** the same file you are currently working with.

The **Close** selection closes the active Office Pool™ window. If you hold down the **Option Key** while selecting Close, all open Office Pool™ windows will close.

The **Save** selection saves the current pool file. The following data is saved each time **Save** is selected: Team names, seeds and status, player names, predictions and scores, printing options, player display options, window positions (for Players & Scores, Team Update, Predictions, Player, Team Enter and Team Edit windows) and scoring system options and values.

The **Save As...** selection allows you to **Save** the current pool under another name. All of the data is saved as with the **Save** command. This selection is useful for making backup copies of the pool file you are working on.

The **Revert** selection restores the last-saved state of the current pool file from the disk. If you make changes which you don't intend to **Save** (such as advancing teams in the pool which haven't played yet to see what effect it would have on the scores) you can select **Revert** to restore the pool to the previous state.

The **Page SetUp...** selection allows you to set up your printer.

Note: When printing text predictions for all players, you may have to reduce the size of the printing to 90% in the **Page SetUp...** dialog to fit all information on a page.

The **Print** selection prints Office Pool™ data according to the settings in the **Printing Options** dialog and the current data being displayed by Office Pool™. See the section on **Printing Options** for more details.

The **Quit** selection terminates the current session of Office Pool™ and gives you a chance to **Save** the pool file if changes have been made.

The Options Menu:



Players can be displayed with their current rank and current score or current score and potential score. Also, players can be listed in alphabetical order or by rank. When players are printed, they are printed in the order that is selected in this **Display Players** dialog (as well as in the Players & Scores window). The settings for the **Display Players** dialog are saved in their current state each time the file is saved.

Office Pool™ Scoring System

Points awarded for a win in the following rounds (points per round):

<input type="text" value="3"/> Round 1	<input type="text" value="6"/> Round 2	<input type="text" value="9"/> Sweet 16
<input type="text" value="12"/> Final 8	<input type="text" value="15"/> Final 4	<input type="text" value="15"/> Championship

Options: Calculate eliminated players

None, Use only points per round

Multiply team seed (1..16) by points per round

Add the following points (points per seed) to points per round:
(points per round + points per seed)

Multiply the following points (points per seed) by points per round:
(points per round * points per seed)

1: <input type="text" value="1"/>	3: <input type="text" value="3"/>	5: <input type="text" value="5"/>	7: <input type="text" value="7"/>	9: <input type="text" value="9"/>	11: <input type="text" value="11"/>	13: <input type="text" value="13"/>	15: <input type="text" value="15"/>
2: <input type="text" value="2"/>	4: <input type="text" value="4"/>	6: <input type="text" value="6"/>	8: <input type="text" value="8"/>	10: <input type="text" value="10"/>	12: <input type="text" value="12"/>	14: <input type="text" value="14"/>	16: <input type="text" value="16"/>

The **Scoring System** dialog allows you to select from four different scoring systems, and allows you to enter values for the number of points per round and the number of points per seed.

Note: It is very important that the team names have been entered in the correct brackets with respect to the team seeds if you select any of the scoring systems other than the first one. Office Pool™ will only allow values of 1..100 for the points per round or points per seed.

Calculate Eliminated Players tells Office Pool™ to mathematically compare all predictions, scores and team status and decide which players have or have not been eliminated by which other players. Selecting this option will require Office Pool™ to take a little extra time when the player scores are computed, but it's well worth the short wait! Also, if **Calculate Eliminated Players** is not selected, the two highlight icons (**Defeated Players** and **Unbeatable Players**) will not appear in the Players & Scores window, and a player's 'best possible finish' and 'worst possible finish' will not be computed, displayed or printed. These settings in the **Scoring System** dialog are saved in their current state each time the file is saved.

Printing Options...

<p style="text-align: center;">Players & Scores</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Player Rank <input checked="" type="checkbox"/> Player Name <input checked="" type="checkbox"/> Score <input checked="" type="checkbox"/> Potential Score <input checked="" type="checkbox"/> Best Possible Finish <input checked="" type="checkbox"/> Worst Possible Finish 	<p style="text-align: center;">Predictions</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Print predictions in bracket format. <input type="radio"/> Print predictions in text format. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p style="text-align: center;">If option Key is held during Print selection, predictions are printed for all players...</p> </div> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Only print the predictions which can have an effect on this pool...
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Players are printed in the order in which they are displayed in the **Players & Scores** window, i.e. alphabetically or highest score first...

Cancel

OK

The **Printing Options** dialog allows you to tailor your output by selecting the types of data Office Pool™ will send to the printer.

Note: The Player Name field cannot be deselected in the Players & Scores box.

The **Only print the predictions which can have an effect on this pool...** option applies to when Office Pool™ prints predictions for all players in text format. Office Pool™ only prints the predictions for teams which can effect the scoring of the current pool. The result is a much less-congested and easier form to read.

Note: Laser and ink jet printer users; when printing text predictions for all players, you may have to reduce the size of the printing to 90% in the **Page Setup...** dialog to fit all information on a page. Office Pool™ prints up to 50 players with all the predictions for the 64 tournament teams on each page..

As stated in the **Print Options** dialog, if you hold down the **Option Key** during **Print** selection from the File menu all player's predictions will be printed. If **Print predictions in text format** is selected Office Pool™ will print 50 players per page. If **Print predictions in bracket format** is selected, each players predictions requires 2 pages (this print out will closely resemble the Predictions window, but with 2 regions per page).

Office Pool™ prints up to 100 players per page when printing Players & Scores.

Reset Windows opens all Office Pool™ windows in the top left corner of your Macintosh screen. Since all of your Office Pool™ window positions are saved when you **Save** the file, some windows may be off your screen if you used a larger monitor the last time you saved your file. **Reset Windows** will close all the open Office Pool™ windows, and then open the Players & Scores, Player or Team Window depending on the current state of the pool. This window and all other Office Pool™ windows will be positioned in the top left corner of the screen.

Note: Some window's title bars will be covered by the menu bar, this is to facilitate users of the original 9" screen Mac users. The Players & Scores, Team Update, Predictions and the Team and Player Windows can be moved by dragging them around by their title bar (the standard way to move a Macintosh window), or by pressing and holding down the command (or Apple) key while selecting and dragging the window - the cursor will change to a "hand" cursor while the window drag mode is active.

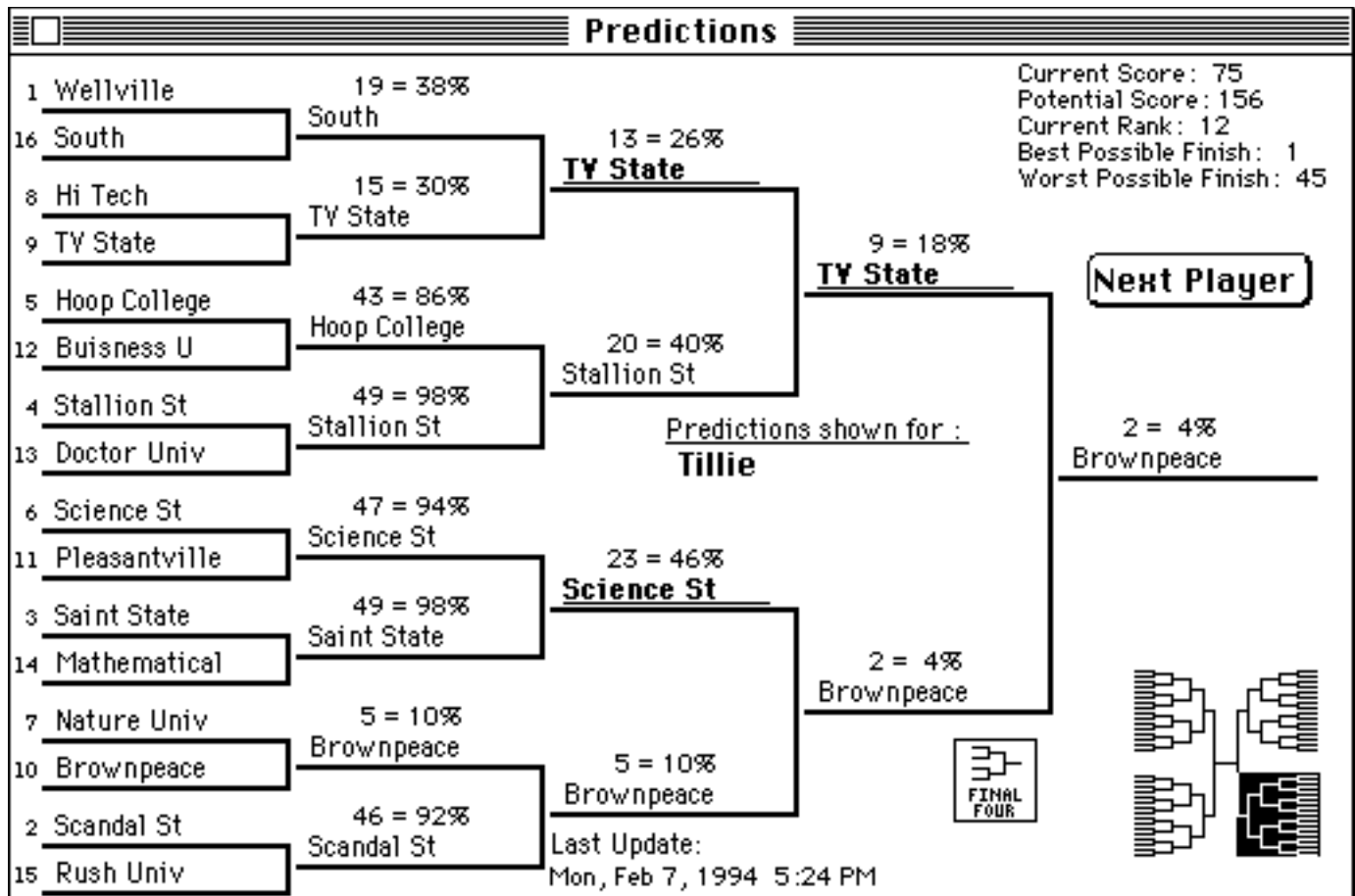
The Window Menu:



The **Players & Scores** selection opens the Players & Scores window, which houses the Icon Bar.

The **Update** selection opens the Team Update Window for updating the pool with team advances after a team wins a tournament game. This selection is equivalent to selecting the **Update Pool** icon from the Players & Scores window.

The **Predictions** selection opens the Predictions window and displays predictions for a selected player.



Above is an example of the Predictions window. Player Tillie's predictions are shown for one region. Any the other three regions or the 'Final four' predictions can be displayed at any time by selecting the region's icon in the bottom right corner of the Predictions window. To view a different player's predictions click the **Next Player** button. This will bring you back to the Players & Scores window so you can select the new player's name.

Note: Above each team is a number and a percentage figure. They represent the number of players and the percentage of players in the current pool who selected that team to advance to that round of the tournament. Teams which can still win points for Tillie are displayed in bold and underlined text in the rounds where they haven't played yet.