

Event Scrutineering Process

This help file explains the process of event scrutineering for Event Chief Scrutineers and those nominated scrutineers involved in remote scrutineering for an event.

When an event permit application is submitted the organiser of that event nominates the Chief Scrutineer. That Chief Scrutineer will receive an automated email to the email address detailed in their personal profile stating that they have been appointed. Once this email has been received, the Chief Scrutineer then has the ability to login to the system and add in their assistants, including those scrutineers nominated to perform remote scrutineering (if required).

Chief Scrutineers are encouraged to add in all their assistants on each event as this not only lists those personnel as officials of the meeting (in the event officials list) but also provides a record of participation which will be used for the attendance requirements for training and licence renewal.

1. Log In

Log into your MotorSport Online record

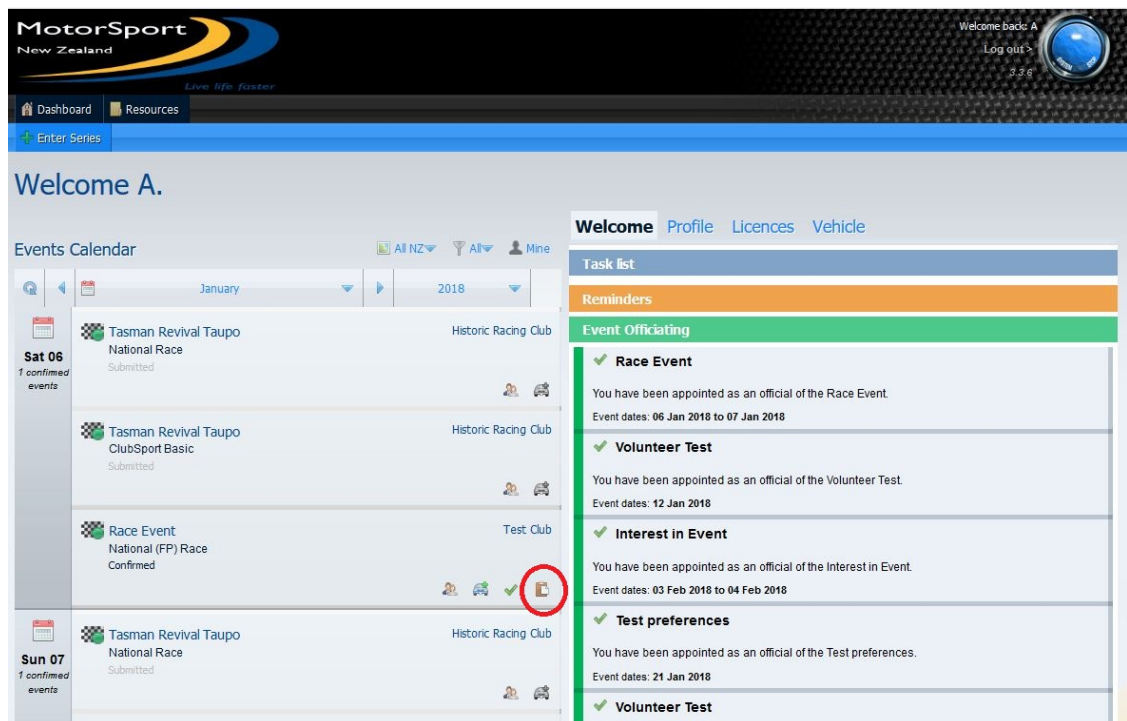
2. Navigate to the Event

By using the month horizontal arrows to navigate month by month or use the month and year down arrows to select specific month or year.

Hint: navigate to the month / year required and press the “Mine” button. This will reduce the view to only those events which you have been named. Unclick the “Mine” button to show all events.

3. Open the event entry screen

Click on the clipboard icon. This will open the Scrutineering Event screen.



The screenshot displays the MotorSport New Zealand dashboard. At the top, there is a navigation bar with 'Dashboard' and 'Resources' tabs, and a 'Welcome back: A' message with a 'Log out >' link. Below the navigation bar, there is a 'Welcome A.' message and a 'Task list' section. The 'Task list' section is divided into 'Reminders' and 'Event Officiating'. The 'Event Officiating' section lists several tasks: 'Race Event', 'Volunteer Test', 'Interest in Event', 'Test preferences', and 'Volunteer Test'. The 'Race Event' task is highlighted in green and includes the text: 'You have been appointed as an official of the Race Event. Event dates: 06 Jan 2018 to 07 Jan 2018'. The 'Volunteer Test' task includes the text: 'You have been appointed as an official of the Volunteer Test. Event dates: 12 Jan 2018'. The 'Interest in Event' task includes the text: 'You have been appointed as an official of the Interest in Event. Event dates: 03 Feb 2018 to 04 Feb 2018'. The 'Test preferences' task includes the text: 'You have been appointed as an official of the Test preferences. Event dates: 21 Jan 2018'. The 'Volunteer Test' task is also listed. On the left side of the dashboard, there is an 'Events Calendar' section showing a calendar for January 2018. The calendar lists several events: 'Tasman Revival Taupo National Race' (Submitted), 'Tasman Revival Taupo ClubSport Basic' (Submitted), 'Race Event National (FP) Race' (Confirmed), and 'Tasman Revival Taupo National Race' (Submitted). A red circle highlights a clipboard icon in the bottom right corner of the 'Race Event National (FP) Race' entry in the calendar.

4. The Scrutineering Screen:

The scrutineering screen consists of 3 sections.

Scrutineering: Race Event

Event Details

Event Name: Race Event
Permit Number: 180047
Start Date: 06 Jan 2018
End Date: 07 Jan 2018

Search Criteria

Entrant Name: Series Name: Vehicle Class: All
Make: Safety Cage: All
Model: Authority Card: Logbook #:
Registration No.: Audit Required: COD: None
Audit Status: Status not selected

Clear Search

Event Entry Vehicles: 100% of displayed records require audit.

Entrant	Series	Class	Logbook	Make	Model	Reg No.	COD	Cage	Auth Card	Audit Required	Audit Status
Another Competitor		Race Event Class A	23003	Honda	Civic		NO	NOT FITTED	NO	YES	
A Competitor		Race Event Class B	23002	Ford	Escort Mk2		NO	NOT FITTED	NO	YES	

- (a) **The Event Details section:** contains the name and dates of the event.
- (b) **Search Criteria section:** This allows you to search for entries using a variety of different options, then press the search button. (Eg. selecting a vehicle class from the drop down menu list will only return those entries entered in that class). It is also possible to order the entries received by clicking on the column headers of the Event Entries section (the 'blue bar'). Clicking on the heading once will sort the list as A-Z based on the column and clicking on it a second time will reverse the order and list as Z-A.

Hint: Changing the 'audit status' field to be blank and then pressing the search button will display all vehicles

- (c) **Audit Percentage:** Above the Event Entries Vehicle section the percentage of vehicles requiring audit is displayed as a quick reference. This field will change in real time depending on the audit status of vehicles entered and the results of previous audits of those entered vehicles.
- (d) **The Event Entry Vehicles Section:** This shows all the entries received for the event and their status. Each entry is one line and will be shown as either blue or red. A blue entry indicates that the entrant does not require an audit and a red line indicates that either an audit is required or a recheck from a previous audit is required.
- Hint:** clicking on the column header 'Audit Required' will quickly sort the entries into No, Yes, or Recheck Required.

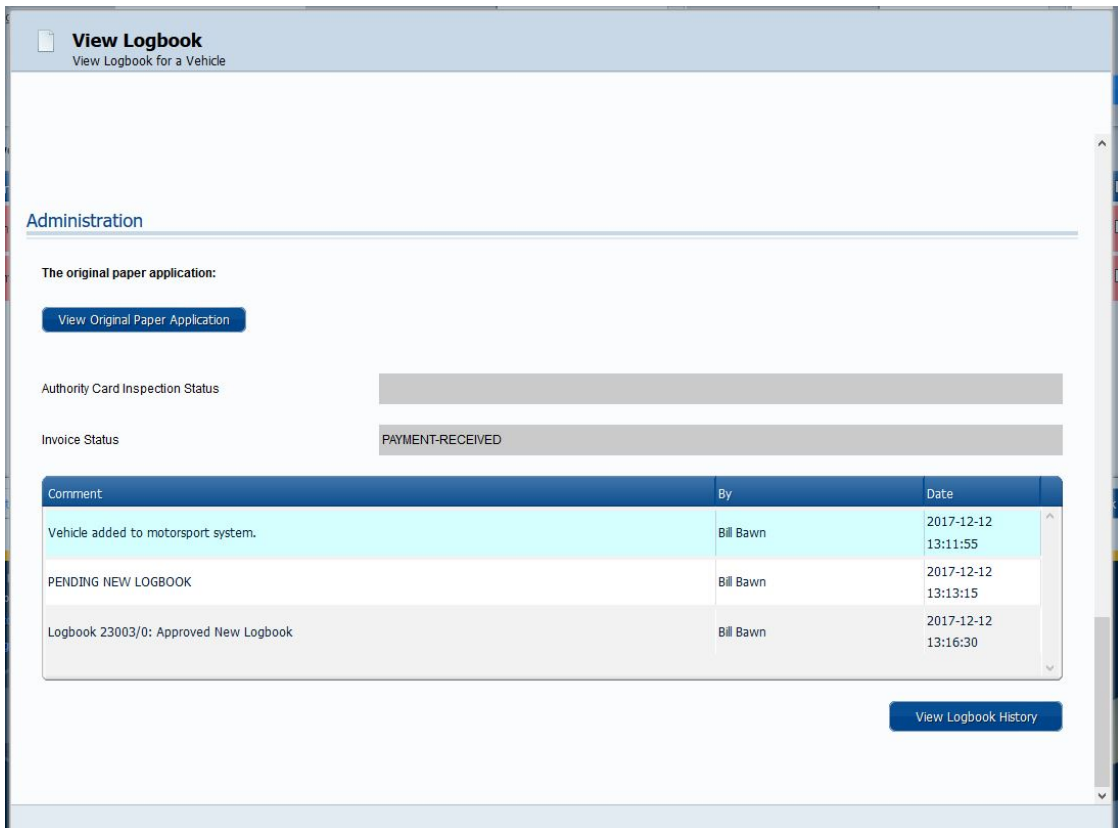
To perform an action on an entry simply put a tick in the box against the entry and click on the appropriate button at the bottom of the event entry section. You can also action multiple entries by ticking multiple boxes and then selecting the appropriate button from underneath the event entry vehicles screen.

5. Viewing a Specific Entry

Double click on the vehicle line opens the View Logbook screen. This provides a read only view of all the details held on the vehicle.

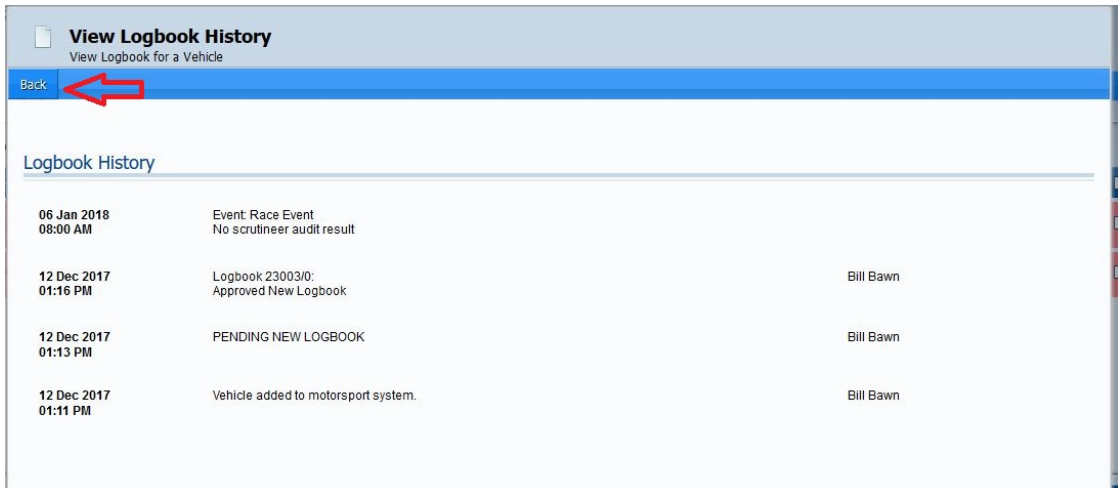
(a) View Logbook History button

At the bottom of the View Logbook screen there is the 'View Logbook History' button.



Clicking on the view Logbook History button opens the vehicle's electronic logbook.

(b) Electronic Logbook



The electronic logbook records all activity pertaining to that vehicle entered into the MotorSport Online system. Each event entered is shown (in date order) and once an audit is recorded for an event it is automatically recorded in this screen. It is also used in the audit required calculations.

(In the example above, this vehicle has been entered into an event on 6 Jan 18, but has not been audited yet. Once it is audited, the result of that audit will appear under the event name).

To exit the View Logbook History screen, click on the back button (indicated by red arrow), and then click on the red cross to exit the Logbook History page. This will return you to the scrutineering screen.

6. Scrutineering Buttons:

Event Entry Vehicles: **100%** of displayed records require audit.

Entrant	Series	Class	Logbook	Make	Model	Reg No.	COD	Cage	Auth Card	Audit Required	Audit Status	
Another Competitor		Race Event Class A	23003	Honda	Civic		NO	NOT FITTED	NO	YES		<input type="checkbox"/>
A Competitor		Race Event Class B	23002	Ford	Escort Mk2		NO	NOT FITTED	NO	YES		<input type="checkbox"/>

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Audit Required / Audit Not Required buttons: used to change the status of the Audit Required field as appropriate.

Print: Produces a pdf of the scrutineering list which can be saved and printed as required.
Note: This form should be saved and printed out immediately prior to the start of the event.

CSV button: This button will export the data from the scrutineering screen to a spreadsheet, which can then be saved. This is helpful as it allows for the manipulation of data if required to produce specific reports that may be used by the scrutineers on event etc.

Audit Failed / Audited with Remedial Action: These buttons are used to record the results of the audit once complete. Any vehicles in this category must be completed individually as a comment must be entered as to why the vehicle failed / reason for remedial action. This reason will be shown in the electronic logbook for reference by scrutineers in future events.
Note: These buttons are available to scrutineers performing remote audits also.

Audited OK / Not Audited buttons: These buttons are used to record the results of the audit once complete. Multiple vehicles can be done at once by ticking each box against the entry and then selecting the action.

Note: These buttons are available to scrutineers performing remote audits also.

Hint: select all the vehicles that did not require an audit (audit required field = no) and then click 'Not Audited'. Those vehicles will disappear from the screen. Then select those vehicles that passed the audit and click the "Audited OK" button. Those vehicles will disappear from the screen and you will be left with only those vehicles that either failed their audit or require some form of remedial action and re-inspection at the next event. Those vehicles can then be administered individually.

Tip: If you select only one vehicle prior to selecting an audit action button then the system will display a comments screen for that vehicle. This is handy in the case of wanting to put a comment in for a vehicle that either was not audited or was audited OK and that requires special mention. Any comment entered will be shown in the vehicles electronic logbook.

The **Back button:** will return the user to their dashboard.