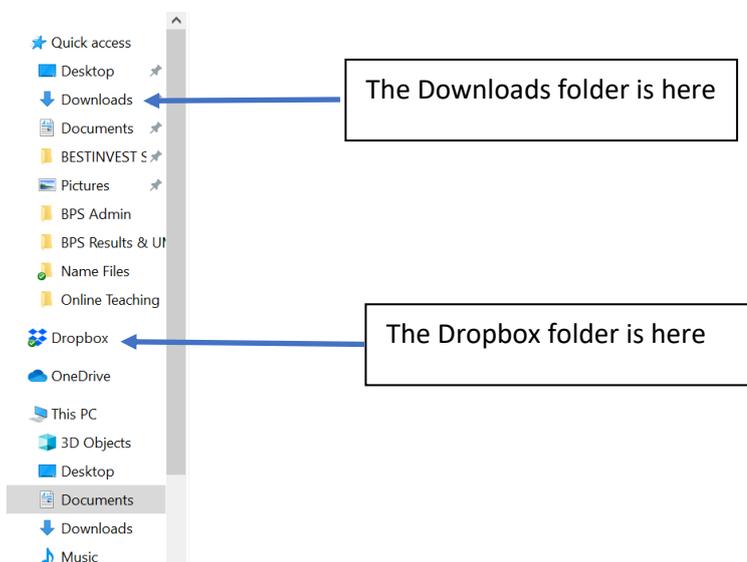
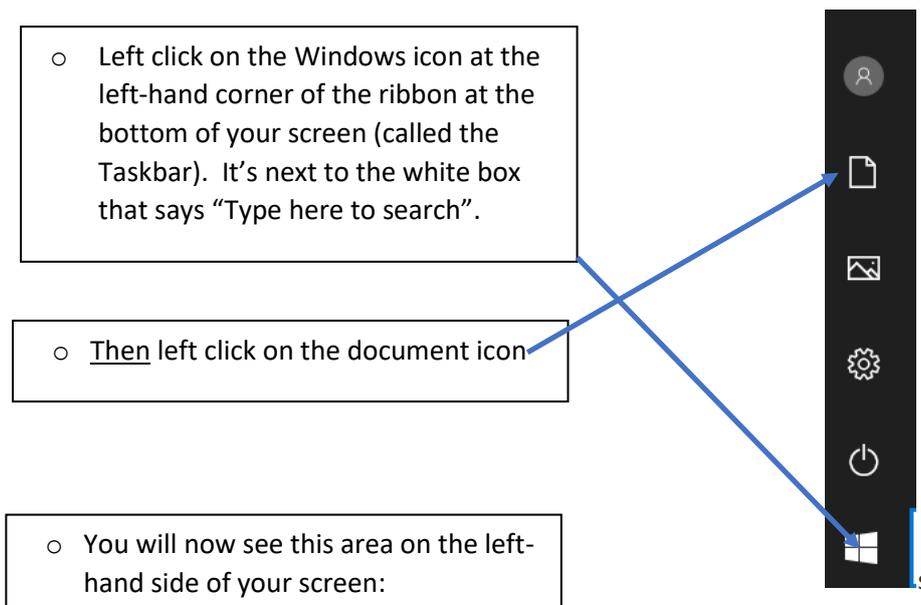


# Instructions for creating the UMS & Results files from an online BBO session

## Getting ready

In this document the word *Select* means if you are using a mouse - left click. We would recommend:

- I. A PC (not Apple) running Windows 10
- II. Loaded with
  - Anydesk – this is an App that allows you to share your PC remotely with someone else (in this case the person who is helping you through this process). This is **not essential** but might be helpful.
  - Google Chrome Web Browser so that you can access BBO Extractor (the App that produces the UMS & Results files from the BBO Results file). If you do not already use Google Chrome then simply download it and use it for this purpose – you can safely have more than one internet browser on your pc. This is **essential**.
  - BBOExtractor – this is what is known as a Chrome extension i.e. an App automatically picked up when you have Google Chrome running. To install BBO Extractor use your Chrome web browser to go to the [Chrome Store](#). Search for BBO Extractor and click Add to Chrome. This is **essential**.
  - Dropbox – this is an App that allows everyone involved with this process to share data and Apps. You will need to be authorised to access the shared files. You should have had an email from Jeff Smith inviting you to join the group. **You need to accept this invitation**. If you can't find Jeff's email please contact me or Veronica. You must have access to the BPS shared Dropbox – this is **essential**.
- III. Ready access to your Downloads folder and Dropbox. You can get to these at any time by



## Hints

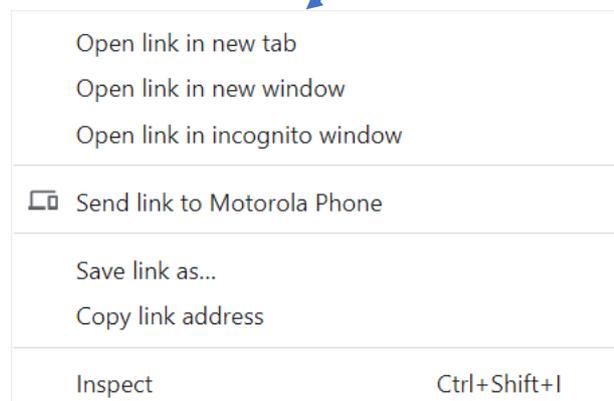
When running the process, we found it useful to

- Have this instructions document open and have a hard copy available for reference. If you do not have a printer then contact me and I'll send you one in the post.
- Clear the files out of your Downloads folder before you start unless you need to keep them

## Producing Results and Uploading to EBU and Dropbox (Blue Months)

You will need the Chrome web browser open to produce the results.

- First find the BBO results file. They do not usually appear until a few hours after the event has ended. Provided the event took place in the last few days then you will find the event in the list [here](#). You can use Ctrl + f to search in the list – look for BPS. For earlier sessions not in this list you should contact Andrew Petrie.
- Once you find the event, right click and open the results file (Chrome gives you some options – I suggest you choose Open link in new window).

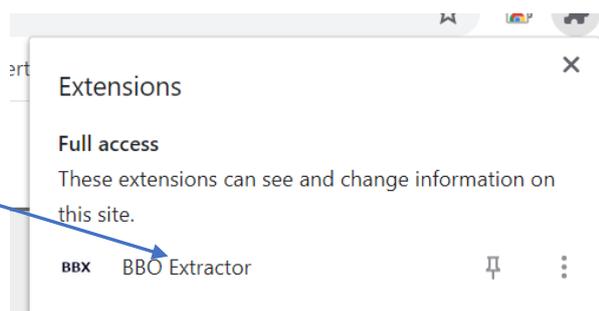


- Now click on the jigsaw symbol at the top right- hand side of the Chrome screen:

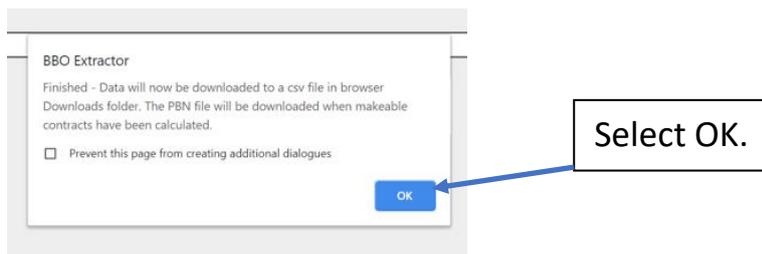
A screenshot of a Chrome browser window. The address bar shows 'Not secure | webutil.bridgebase.com/v2/tview.php?t=3708-1596200513'. The page content includes a banner for 'ROBOT REBATE' and a table of results. The table has columns for Rank, Name, and Score (%). The first row shows Rank 1, Name 'jjmaxco+Domino67', and Score '67.47'. The second row shows Rank 2, Name 'rajsupra+terryfleet', and Score '65.15'. A blue arrow points from the text 'click on the jigsaw symbol' to the jigsaw icon in the top right corner of the browser window.

Rank	Name	Score (%)
1	jjmaxco+Domino67	67.47
2	rajsupra+terryfleet	65.15

- A window (see right) will now open. Left click on BBO Extractor.



5. BBO Extractor will now open each traveller in turn and download the information - you will see screens opening and closing. It will take about 2 minutes in total. Do not disturb it during this period – this screen will pop-up when it's done:



6. At this point BBOExtractor will download a CSV file. It will then calculate the makeable contracts and then download a PBN file. These 2 files will be in your Downloads folder. NB You will need these files later at Step 10. It might be worth making sure you know how to find it - see III near to the start of this document (or click [HERE](#))
7. You should then see this message:

**BBO Extractor:**  
Calculation of Makeable Contracts has completed. PBN file should be in the Browser's Downloads folder

8. Next go to the BBO to XML Web App which is found [here](#). You should now see this screen:

9. Enter the name of the club (BPS Online) and the club's EBU ID (519524). Enter the appropriate UMS charge rate for the session:
- 10 - Normal session with Master Points and NGS (Sat and Mon 19:30)
  - 11 - Session with no Master Points and no NGS (**NB Not currently used by BPS Online**)
  - 12 - Session with Master Points but no NGS (All other sessions)
10. Click the Load Names box (at the right bottom), it will prompt you for the names text file – Browse to Dropbox/Online Bridge/Names Files/, select the latest BBONames.txt file and click Open.
11. Still using the BBO to XML Web App click the **Create XML file** at the top right. You will be prompted for the CSV file that BBO Extractor downloaded in the previous step, select the CSV file in your **Downloads** folder and click Open. At the end of this your **Downloads** folder should have the following 3 files in it:
- i) The .csv file produced by BBO Extractor
  - ii) The .pbn file produced by BBO Extractor
  - iii) The .XML UMS upload file

### 11. If you are just practising – STOP HERE

12. Now copy these 3 files to the correct folder in the BPS Dropbox. For example, if it is September 2020 then this would be Dropbox\Online Bridge\Lancashire BPS\202009September. On my PC, the 3 files in Dropbox\OnlineBridge\Lancashire\BPS\August2020 looked like this:

Name ↑			Modified	
 212_Pairs_Lancashire_BPS_20...			02/08/20, 16:54	.csv file
 212_Pairs_Lancashire_BPS_20...			02/08/20, 16:54	.pbn file
 212_Pairs_Lancashire_BPS_20...			02/08/20, 16:57	
 212_Pairs_Lancashire_BPS_20...			02/08/20, 16:56	UMS file for EBU & BW upload

If you have problems sorting out which file is which in your Dropbox folders then if you right click on the file it will expand the name at the right-hand side of the screen.

13. Upload the UMS file to the EBU. Login to [My EBU](#) as **BPS Online** (EBU No 519524, Password bps2020) and submit this file in the normal way (as documented [here](#)).
14. Now upload the XML file and the PBN file to Bridgewebs. Go to the **PBC website** and click Administration in the left-hand menu and then Results Administration under that. The XML file should be uploaded as a results file and the PBN file as a deal file.

### Producing Results and Uploading to PBC website and Dropbox (Green Months)

15. Check the XML file and .PBN file are in Dropbox. If not try again later. When the results are there, go to the **PBC website** and click Administration in the left-hand menu and then Results Administration under that. The XML file should be uploaded as a results file and the PBN file as a deal file.

Any problems, contact Veronica on 07855 012 008 or Andrew on 07484 165 723.

*Andrew Petrie – October 2020*