

## Disqualifying entries and entrants in PhotEx

You may want to disqualify any entry or entries because they have breached the rules your exhibition. You can do this in three places:

- while judging PDI entries in PhotExPresenter
- while viewing PDI entries using the lightbox in PhotExPresenter
- in PhotExResults once the judging is over (PDIs and Print).

In PhotExPresenter with the entry showing, click the “Disqualify” button at the left of the control screen (if you are judging using keypads, you will need to cancel the current scores, and you may need to disable the automatic advance before you can do this). You can use the “Go to...” button at the bottom left of the control screen to select the target entry if you are disqualifying entries from a list.

When using the lightbox, select an entry and click Disqualify

In PhotExResults, click the “Disqualify entrant or entries” button on the main screen. This will show a form where you can select the correct entrant.

In all three cases, you will then see a form where you can choose to disqualify one of more of their entries. In PhotExResults you can also delete the entrant together with all their entries or delete selected entries.

Medium	Class	Title	Score	
PDI	Open Colour	A Novice Rider	14	<input type="checkbox"/>
		Fury	14	<input type="checkbox"/>
		Steer Wrestler 2	10	<input type="checkbox"/>
		Wingham Buckjumper	10	<input type="checkbox"/>
	Open Monochrome	Dreaming 2	15*	<input checked="" type="checkbox"/>
		Legend 3	11	<input type="checkbox"/>
		Offering 3	11	<input type="checkbox"/>
		When I Grow Up	14*	<input type="checkbox"/>
	Nature	Chase	13	<input type="checkbox"/>
		Fishing	10	<input type="checkbox"/>
		Morning Egret	10	<input type="checkbox"/>
		Early Catch	12	<input type="checkbox"/>
	Creative	Fishing with an Angel	10	<input type="checkbox"/>
		Spread Your Wings	11	<input type="checkbox"/>
		Fly Away Home	10	<input type="checkbox"/>
		Gothic	10	<input type="checkbox"/>

You can type in a new score for an entry, or tick the associated box(es). When you click “Apply”, the entries that you have ticked will be disqualified or deleted depending on the option selected - If you delete the entrant they will not receive a report email and if you delete an entry, it will not be mentioned in the report.

If you select “Disqualify”, ticked entries will be marked as “disqualified”, “not accepted”, and any awards will be removed and made available for re-assignment. When the results emails and letters are produced, the entrant’s report email will show “Disqualified” against disqualified entries instead of a score.

If you are viewing/scoring images sequentially, then none of the entries that you disqualify are shown. Similarly, any entries you disqualify on the lightbox are removed from the screen.

(Note that if you are viewing images sequentially, once an entry has been disqualified it will not be shown again until you end the display and reselect entries to include deletions, even if you untick it when disqualifying another entry by the same entrant)

### Reinstating entries

You cannot undo a deletion, but you can undo a disqualification by unticking the relevant box: select disqualified entries using the selection buttons on the Selection page, and view them sequentially (using the keyboard option rather than keypads) or with the lightbox. When an image is on the screen, click the “Disqualify” button and untick the relevant entry or entries.

The original score and acceptance status will be reinstated. Any awards will not.