

## PhotEx- Changing a score or disqualifying after judging.

If you need to adjust a score or acceptance status, or disqualify an entry, you can do so while judging. However, if judging is complete you can still make changes.

There are several methods available, but if you are changing a score or acceptance the simplest is shown below. You can also use this method to disqualify an entry, or you can see [here](#) for an alternative method that also allows you to disqualify an entrant.

Use PhotExResults/"Search for..."

You will see this

The screenshot shows a web interface for searching and managing entries. It features three search criteria sections: 'Entrants', 'Entries', and 'Packages'. Each section has a list of fields to search by and an 'Add' button. A central search box is present, and a 'Search' button is located below the lists. At the bottom, there are radio buttons to filter results by 'Entrants', 'Entries', or 'Packages', and a 'Results' table with columns for ID, LastName, First Name, Address, and Entrants. There are also 'Back', 'Forward', and 'Refresh' buttons on the right side.

Depending on the information you have available, click on an element in one of the lists in the top left and enter the relevant info in the box. Click "Add".

In our example, we click "Last name" and enter "Smith" into the box

Then click "Search", and the entrants who match your search criteria are shown. You can refine the search by clicking additional elements and entering more information – for example, you may have the same entry ID in several classes and need to provide the class name.

Click on the entrant of interest.

Entrant ID: [Entrant ID, First name, Full name, Email, Address, Country, Phone, Honours, Is local member, Membership number]

Entries: [Class, Medium, Entry ID, Title or description, Text or title, Has qualifier, Score]

Packages: [Package ID, Full name, Last name, First name, Email, Address, Country]

and Last name starts with Smith

status with: [Smith] Add ->

Search

ID	LastName	First Name	Address	Entries
103	Smith	Derek		
150	Smith	Maureen		
199	Smith	Judy		
223	Smith	Pete		

Click on the appropriate name at the bottom and go to the appropriate class using the tabs. Then click on the "Status" button

Entrant: PDI

[Open] [Colour] [Open Monochrome] [Nature] [Scapes]

Entry 1: Image file [smith\...] Select

Title: Imperial War Museum, North

Entry ID: 542

Change class Status New entry ID: 542

Entry 2: Image file [ ] Select

Title: [ ]

Change class Status New entry ID: [ ]

Entry 3: Image file [ ] Select

Title: [ ]

Change class Status New entry ID: [ ]

Entry 4: Image file [ ] Select

Title: [ ]

Change class Status New entry ID: [ ]

Cancel Eject CD Close

To disqualify...

You can either delete the entry by clearing the “Image file” field. This removes it from the exhibition altogether and it will not appear on the result email.

Alternatively you can mark the entry “Disqualified” and it will appear on result email as “Disqualified”

Click on the “Status” button. Adjust the score and the Acceptance status or mark as “Disqualified”

Round 1 Sequence number 542

Score ... pass 1

Score 12

User rank 0

Held back

Has star

Awards  Add

For judging

Accepted  Disqualified

Cancel Apply

Click “Apply” / “Close” etc get back.