PhotEx- Changing a score or disqualifying after judging.

If you need to adjust a score or acceptance status, or disqualify and 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

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.

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

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"

Click "Apply" / "Close" etc get back.