# Overview

This provides an overview of all the menu options and the tool bar.

## File Menu

The File Menu contains the following options:

- New Database
  Allows a new database. See the Databases user guide.
- Open Database
  Allows an existing database to be opened. See the Databases user guide.
- Close Database
  Closes the currently open database. See the Databases user guide.
- Backup Database
  Backup the currently open database. See the Databases user guide.
- Tidy Database
  Tidy the currently open database. See the Databases user guide.
- Restore Database
  Restore a database over the top of the current database. See the Databases user guide.
- Check UTU Results Service status
  Checks the status of the connection to the UTU Results Service. If there is a problem, a full description of the problem will be displayed.
- Send data to UTU Results Service
  If checked, details of the required tournaments, players, pairings and results to the UTU Results Service
- Settings
  UTU Swiss Settings which can be viewed and updated as required.
- Check for Updates
  This checks to see if there any uninstalled updates for UTU Swiss
- Register
  This allows UTU Swiss to be registered, if required.
  If the UTU Swiss is already registered, the Register dialogue will display the current registration status. See the Registration User Guide for more details.
- Exit
  Closes UTU Swiss

## Contact Menu

The Contact Menu contains the following options:

- View Contact List
  Displays the Contacts held on UTU Swiss.
- New *
  Create a new Contact, see Contact Details user guide for more information.

- Update *
  Update the selected Contact on the Contact details form, , see Contact Details user guide for more information.
- Marge *
  Merge the selected Contact with another contact selected from the list on the Contact Merge form, see Contact Merge user guide for more information.
- Delete *
  Deletes the currently selected Contact. If a contact has been included on a role on a tournament, the contact cannot be deleted
- Print *
  Prints the list of contact currently displayed
- Export *
  Exports the list of contacts currently displayed as a csv file for Excel.

The items marked with a * are only available when the Contact List is displayed.

## Master Menu

The Master Menu contains the following options:

- View Master List
  Displays the screen to allow Master records of players to be viewed and maintained.
- New *
  Create a new master record for a player. See the Master Details user guide.
- Update *
  Allows the master record for the selected player to be updated. See the Master Details user guide for more information.
- Match *
  This allows the master record for the selected player to be matched against potential duplicates. Se the Match Master Players user guide for more information.
- Delete *
  Allows the master record for the select plyer to be deleted. This option is not available if the player has been included in the tournament.
- Print *
  Prints the list of all players displayed in the Master list.
- Export *
  Exports the list of players displayed in the Master list to a csv file which can be opened by Excel.
- Import ECF Grading List
  Import the ECF Grading list, either the list provided to the ECF Grading Officers or the list available on the ECF Website. It is also possible to import the ECF Membership list. See the Import user guide for more information.
- Import FIDE Rating List
  Import the FIDE Rating list which is available on the FIDE website. See the Import user guide for more information.

- Import Local Player List
  Import a list of players into the master list from a spreadsheet. The format of the list can be in various formats and the data held in the columns can be defined for each import file. See the Import user guide for more information.
- Bulk Match
  This looks at all the master records for the players to try and each player to other players or to players on the ECF Grading list or FIDE Rating list (if they have been loaded). See the Player Match user guide for more information.

The items marked with a * are only available when the Master List is displayed.

## Tournament Menu

The Master Menu contains the following options:

- View Tournament
  Displays a tournament to allow the tournament to be maintained.
  If more than one tournament is open, a pop up menu will be displayed to allow you to select the tournament which you want to maintain.
- New
  Displays the tournament details screen to allow a new tournament to be created. See the Tournament Details user guide for more information.
- Update *
  Displays the tournament details screen to allow a new tournament to be created. See the Tournament Details user guide for more information.
- Show this tournament on UTU Results Service *
  This is a check menu option. If checked the tournament will be displayed on the UTU Results Service. See the UTU Results Service user guide for more information.
- Delete *
  Deletes the tournament. Confirmation is required before the tournaments is deleted.
- Close *
  Closes the tournament.
- Import Players & Byes *
  Import a list of players and any pre-arranged byes into the current tournament by using the Import Wizard. See the Player Import user guide for more information.
- Update Player List *
  This will import players and byes into the tournament from a spreadsheet of information. The format of the import is very open and the content of each column on the spreadsheet can be defined. When the players are imported all existing players and byes are deleted. See the Import user guide for more information.
- Refresh All Players' Grades *
  This refreshes all the players' grades and clubs from the ECF Grading and FIDE Rating list.
- Update Pre-arranged Bye List *
  Display the list of Pre-arranged byes so that they can be maintained. See the Pre arranged byes user guide for more information.

- Update Avoid Pairing List *
  This displays the list of Avoids, so that they can be maintained. See the Avoids List user guide for more information.
- Create ECF Grading Submission file *
  This validates the tournament for ECF Grading and creates an ECF Submission file. See the Submit for ECF Grading user guide for more information.
- Create FIDE Rating Submission File *
  This validates the tournament for FIDE Rating and creates a FIDE Rating submission file. See the Submit for FIDE Rating user guide for more information.
- Create Skeleton PGN file *
  This generates a skeleton PGN file for the current round for the tournament.
- Re-send tournament to UTU Results Service *
  This option is only available if the tournament is shown on the UTU Results Service. It forces all the details for the tournament, players and results to be re-sent to the UTU Results Service to ensure the details on the results service are up to date.
- Import Tournament…
  This allows you to import a tournament from a another person/machine.
- Export Tournament…
  This allows you to export the current tournament details, contacts, players and results so that they can be imported by another person/machine, to allow you to move tournament data between people/machines
- Load FIDE Data Exchange file
  Allows a tournament to be created from a FIDE data exchange format file. This can either create a new tournament or override a tournament with the same name. See the Import FIDE Data Exchange file user guide for more information.
- Create FIDE Data Exchange file *
  This creates a FIDE data Exchange file for the tournament.
- Print (Player List, Player Detailed List, Wallchart, Pairing Cards, Pairing List, Result Slips, Pairing Results List, Cross Table, Results List) *
  This allows tournaments prints to be produced. See the Printing user guide for more information.

The items marked with a * are only available when a Tournament is displayed.

## Window Menu

The Window Menu contains the following options:

- Tile Vertically
- Tile Horizontally
- Cascade
- List of Open tournaments
  This displays a list of tournaments which are currently open. Clicking on one of the tournaments, will display the details of that tournament.

# Help Menu

The Help Menu contains the following options:

- User Guides
  Allows all the user guides to be viewed.
- Show Update History
  Displays the update history for UTU Swiss
- Show License Agreement
  Displays the license agreement for UTU Swiss
- About
  Displays the About screen for UTU Swiss, which shows the version number.