Merging in Premier:

1. ***One computer must be the Merge Master; it's recommended that this be the computer open under the Main password.***
   a. *If you add additional users, it's suggested that everyone other than the Main computer have the password 'generic'; that way you only have to remember the Master password and one other.*
   b. *It's possible to merge dB's open under the same password; passwords only change access to certain information.*

2. ***Before enabling Merge Mode, try to do the following:***
   a. Make as many changes/additions/corrections as possible
   b. Schedule any TBD heats and save the schedule
   c. Check that the list of judges is correct and complete, and that their numbering is correct
   d. If not already done, go to the Define the Overall Competition Structure and add user computers
      i. Open Define Overall Competition Structure
      ii. The 5th tab is Computers – open this
      iii. Add any additional computers that may be used by naming and lettering them (use the pulldown menu to access letters; do not type into the box)
      iv. The number of computers is important, but unlike Compmanager, the username and password are not. Your setup includes only the Master user/password combo and as well as a user/password for Mark (Mark/generic).

3. ***Before the event starts to run:***
   a. Enable Merge Mode on the computer open as Main
      i. From the Merging menu click on Enable Merging
      ii. In the dialogue box, select Main as the computer you are using
      iii. Click on close
   b. Make a database for another user *(can do this for multiple users sequentially)*
      i. From the Merging menu, click on Copy database to another computer for later merging.
      ii. Use the dropdown menu in the new dialogue box to select the computer to create a dB for by name.
      iii. Click on Close
      iv. Insert a flash drive and click on OK
      v. A new dialogue box will open with a shadowed database name of the Computername_1; *you cannot change this name*.
      vi. Click on Select directory to put new database file, and find the flash drive in the list that opens; click OK
      vii. Click on Save/Close
      viii. The new database is now on the flash drive.
   c. The new user will take the flash drive and the new database to their computer.

      i. Premier will work if you keep the dB on the flash drive, but it's faster if you put the dB onto the hard drive of the computer. I suggest copying the new dB onto the desktop or into a folder on the desktop labelled 'Year Comp'

      ii. The user will open Premier as usual, but when asked to open a new dB, click on 'No' and then open the Computername_1 dB, not the comp dB. (The comp dB shouldn't be on the client computer at all; only the Computername_1 dB and all subsequent dBs for that computer).

      iii. Log in using 'User' as the username and 'generic' as the password.

4. ***Merging:***

   a. The user will have to close the schedule or any other screens and return to the Main screen.

   b. From the Merging menu, the user will select Prepare data for merging and transfer to another computer

      i. This generates a .txt file in the same location where the dB is currently stored. If your dB is on the desktop, then the .txt file will be on the desktop; if the dB is in a folder, the .txt file will be in the same folder.

      ii. Copy the .txt file to a flash drive; take the flash drive to the Main computer.

      iii. If the same user is going to continue working, leave the message about continuing to work open on the desktop; if the user is done for the period, then close the message by selecting NO, and close Premier.

   c. The Merge Master will then insert the flash drive and go to the Merging menu.

      i. Select Merge Databases; you'll see a message about inserting the flash drive.

      ii. Click on OK;

         1. If you've got more than one client dB operating, you will have to specify from the drop down menu which computer you are currently merging with first.

         2. If you've only got a single client dB operating, Premier will automatically note which dB you're about to merge with.

      iii. Click on OK; a new search box will open the flash drive files.

      iv. Select the correct .txt file and either double click or choose Merge or Open.

   d. You should see a Success! Message asking if you want to copy the new merged dB back to the client user.

      i. I strongly suggest that you say No; let Premier do it's check on the merge and locate any problems that might exist before you copy a new dB to the scrutineer.

      ii. If there are no issues, use the Merge Menu to Copy dB to a user.

      iii. If there are issues, try to clear them before creating a new dB for that or any other user.

      iv. Each user's dB number will go up sequentially as you copy a new dB for them after each merge. **The user MUST use the next numbered dB.**

   e. After making a new dB for that user, he/she should return to their computer and insert the flash drive; copy or drag the new Computername_2 dB to the desktop or file and then click on Yes to continue working in the new dB without having to close Premier.

They will see a new login page and will have to specify the new dB but use the same User/generic login.

f. Because of this, I strongly suggest that each user keep a folder on the desktop titled Previous dBs; after each merge, the previous dB and ancillary files should be put into the folder so that they are not easily accessible (but not erased). The ancillary files are the Computername_1 backups, Computername_2 backups, etc. At the end of the event, and after the Main has cleared any issues, these files can be deleted.

g. **IF YOU DON'T SEE SUCCESS! – YOU'VE GOT A PROBLEM THAT GLADE WILL NEED TO SEE. IMMEDIATELY DO THE FOLLOWING:**
    i. Tell the client user to continue to work in the dB that you have not been able to merge;
    ii. Send the .txt file, the comp dB, the Computername_1 dB, the backups and the merge files to Glade with a detailed description of the error message you saw (if any), and anything weird you saw during the merge process.
    iii. Ask Glade to identify and fix the issue before you merge again with any computer.
    iv. Keep in mind that you have backups from just before the merge; you can switch to a backup of your dB if necessary (and you can change the name of the backup *after* you've merged everyone into it AND come out of merge mode – so at the end of the session or at the end of the night).