

ASSISTEXPO JUDGES MODULE: GENERAL OVERVIEW AND HOW TO MODIFY THE JUDGES MODULE LAYOUT



A step-by-step guide to using AssistExpo to manage the Judges' Module

There are separate instruction pages for specific topics:

- How to Manually Modify, Create or Remove a Judge's Profile
- Register and Modify a District Judging School
- Register, Modify, View, Finalize Judging School Participants
- Create Reports, lists or Mailing Labels for Judging Schools
- Create a Desktop Icon for AssistExpo Modules

The instruction documents are found on the OAAS website under the "District Judging Infor" tab - <https://ontarioagsocieties.com/district-judging-info/>

1. Login:

Open the browser and go to <https://www.assistexpo.ca/mobile/oaas-judges>

AssistExpo sent an email to each District Judging Contact and District Secretary with their login details. If a new Judging Contact and/or Secretary is elected/appointed at the District Fall Meeting, once the District provides their contact information to the OAAS office, a new usercode and password will be sent to them and the previous individual's access will be removed.

2. Quick Start/Overview:

NOTE: Judging Contacts/Secretaries can view and/or modify information for judges/participants within their own district. FYI: They do not have access to view and/or modify information for judges from other districts

a) View a list of the district's current Certified and Apprentice Judges

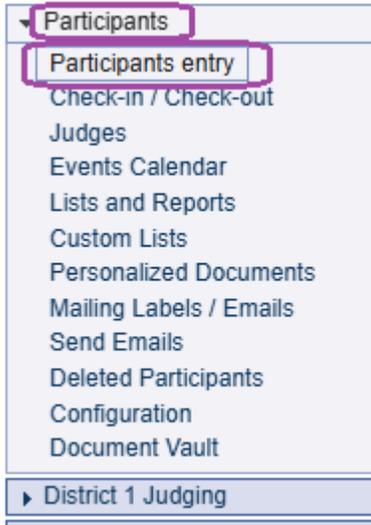
- In the menu on the left, select your **district** and then select the "**Judges**" page.



This will bring up a list of all the judges in your district who are listed on the "**Judges List**" on the OAAS website.

ID #	Last name	First name	Judge	Ag Society	Town
523	Babcock	Ann	Ann Babcock	Odessa Agricultural S	Harrowsmith
524	Cook	Susan	Susan Cook		Newhourh

- b) **View a list of all individuals within your district that have attended a judging school at any time.** E.g. individuals who have not attended a judging school in the past 3 years or attended a judging school for information purposes only.
- In the menu on the left, select “**Participants**” and then select the “**Participants entry**” page.



Note: This will bring up a list of all the individuals in the database.

- Input the district number in the “District” field and this will bring up a list of all the individuals in your district.

NOTE the difference in numbers – current judges is 35 while the system has 38 participants so 3 people who are not listed on the “**Judges List**” on the website.

The image shows a software interface with a table of participants. A blue header bar at the top reads 'Participants: 38 participants (with specified filter: District="3")'. Below the header is a toolbar with various icons. The table has columns for ID #, District, Last name, First name, Participant, Ag Society, and Town. The 'District' column has a filter box containing the number '3'. The table shows two rows of data: one for Ann Babcock and one for Susan Cook.

ID #	District	Last name	First name	Participant	Ag Society	Town
523	District 3	Babcock	Ann	Ann Babcock	Odessa Agricultura	Harrowsmith
524	District 3	Cook	Susan	Susan Cook		Newhourh

3. **Customizing the module pages:**

a) **Change width of columns**

- The page looks like a grid, you can resize the columns by dragging the boundary between two column headers to make the columns wider or narrower. When you hover over the boundary the resize cursor (a double-arrow symbol) should appear.

District 3 Judges: no judges (with specified filter: ID #="0")

ID #	Last name	First name	Judge	Ag Society	Town	Phone
0	Filter	Filter	Filter	Filter	Filter	Filter

b) Customizing the module - adding or removing columns

The following screen print shows the default columns - you can add or remove columns as needed.

District 3 Judges: 35 judges

ID #	Judge	Ag Society	Town	Phone	Automatic Tags	Certified Judge	Apprentice Judge
523	Ann Babcock	Odessa Agricultural S	Harrowsmith	613-372-2974	Agriculture Horticulture	Antiques:2024; Bakir	Eggs:2023; Honey:2023; I

- Add or remove columns by clicking the icon that looks like 3 vertical columns [*Choose Columns*] at the top of the grid.

District 1 Judges: 66 judges

ID #	Last name	First name	Judge	Ag Society
Filter	Filter	Filter	Filter	Filter

- The items in the **left** column of the table below are the current columns in the report.

Select columns

11 columns selected	Remove all	Add all
ID #	-	+
Last name	-	+
First name	-	+
Judge	-	+
Ag Society	-	+
Town	-	+
Phone	-	+
E-mail	-	+
Automatic Tags	-	+
Certified Judge	-	+
	Address	+
	Province	+
	Postal Code	+
	Notes	+
	Tags	+
	To the care of	+
	Balance	+
	Expiring Certified Judge	+
	Expiring Apprentice Judge	+
	Expired Certified Judge	+

Buttons: Certified Judge, Ok, Cancel

- If there are any columns you do not want included, click on the “-” at the right side of the row and it will be moved to the right column and it will be removed from the report.
- If there are any items in the **right** column that you would like included, click on the “+” at the right side of the row and it will be added to the report.
- Click “**Ok**” to close the table and save your changes or “**Cancel**” or “**X**” in the top right corner of the table to close without saving the changes.
- You can change the order of the columns by clicking on the **double-ended arrow** at the left side to move items up or down in the list.

Examples:

- 1) Add “**Last name**” and “**First Name**” to sort judges by last name as the “Judges” column sorts by first name.
- 2) Add the “**Address**”, “**Town**”, “**Postal code**” and “**Province**” columns to create mailing labels.
- 3) Add “**E-mail**” to create an e-mail list of your judges.
- 4) Add “**Expiring Certified Judges**” to create a list of individuals that could be reminded that they must attend a judging school this year for that Category to retain their certification.

c) Column Titles and information

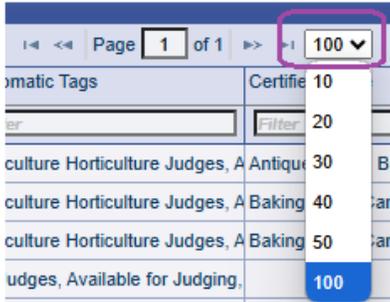
- **Address** – mailing address
- **Ag Society**
- **Apprentice Judge** - lists the categories the apprentice judge is qualified for and the most recent year attended.
- **Automatic Tags** – OAAS office use
- **Available** – will be unchecked if a judge has indicated that they do not wish to listed on the “Judge List” on the OAAS website
- **Certified Judge** – lists the categories the judge is certified for and the most recent year attended
- **Districts** –Certified Judge has indicated they will judge in these districts
- **E-mail**
- **Expired Apprentice Judge** – has at least one Category that has expired
- **Expired Certified Judge** – has at least one Category that has expired
- **Expiring Apprentice Judge** – has at least one Category that will expire this year
- **Expiring Certified Judge** – has at least one Category that will expire this year
- **ID #** - each participant is assigned a number
- **Judge** – listed by first name, last name
- **Last Name** and **First Name** – I have added these two columns in addition to “**Judge**” field – it makes it easier to sort the list in alphabetical order by **Last Name**.
- **Note** – info from the “**Note**” field on the “**Modify a Participant**” screen
- **Phone number** – shows info from “**Phone**” and “**Cellphone**” fields
- **Postal Code**
- **Province** –
- **Tags** – OAAS office use
- **Town**
- **Will accept apprentices** - Certified judge has indicated they will accept apprentices

d) Change order of columns

- You can change the order of the columns by clicking on the **double-ended arrow** at the left side to move items up or down in the list.

e) Number of entries per page

- Depending on the size of your screen and the number of judges in your district, the grid may have multiple pages. Look at the top of the grid for “**page 1 of x**” to change the number of judges that show up on the page.



- Click on the arrow to move from one page to the next page.



4. Searches

a) Search for a Judge using a filter on the available columns on your screen

- In the “Judge” or “Last name” column, under the heading, you can type part of their name in the “filter” box and only judges matching the information entered will show.

District 3 Judges: only one judge (with specified filter: Last name="Gos")						
ID #	Last name	First name	Judge	Ag Society	Town	Phone
<input type="text" value="Filter"/>	<input type="text" value="Gos"/>	<input type="text" value="Filter"/>				
1053	Gosling	Mother Test	Mother Test Gosling	Duckburg	Duckburg	613-000-9999

- Double-clicking on a judge will open a form to view all their details.
- ##### b) Search by other criteria using a filter on the available columns on your screen
- In each column, under a heading, you can type something in the “filter” box and only judges matching the information entered will show.
 - Search by Certified Judges by Category by inputting part of a Category name in the “Certified Judge” field
 Example – baking – there are 16 individuals in District 3 that are Certified Judges for Baking



The “**All Certified and Apprentice Judge**” tag in the dropdown menu at the top right of the screen will bring up a list of all Certified and Apprentice judges within your District.

A screenshot of a web application showing a table of judges for District 3. The table has columns for ID #, Last name, First name, Judge, Ag Societ, Town, Phone, Autom, Certifie, Apprer, and E-mail. A dropdown menu is open at the top right, showing options: All Certified and Apprentice Judges (selected), All Apprentice Judges, All Certified Judges, All Expiring Apprentice Judges, All Expiring Certified Judges, All Expired Apprentice Judges, and All Expired Certified Judges.

ID #	Last name	First name	Judge	Ag Societ	Town	Phone	Autom	Certifie	Apprer	E-mail
523	Alford	Ash	Ashbrook	Odessa	Harrowson	61-372	Agricult	Antique	Eggs 2k	bababcoc
524	Clark	Sally	Lisa Clark		Newbourn	61-378	Agricult	Baking	Eggs 2k	cook.lsg@
525	Pl...y	Emil	Ann Perry		Harrowson	61-377	Agricult	Baking	Antique	bonniepei
538	Crump	Lizette	Lizette Crump		Picton	61-847	All Judg		Baking	high_pool
516	D...e	Ch...e	Christie F...e		Madison	61-878	All Judg			thartolde

Other options in the dropdown menu:

- **All Apprentice Judges** – lists all Apprentice Judges in the district.
- **All Certified Judges** – list all Certified Judges in the district.
- **All Expiring Apprentice Judge** - lists all categories the apprentice judge must re-qualify for this year to remain on the “Apprentice Judges List” on the website.
- **All Expiring Certified Judge** - lists all categories the certified judge must to re-qualify for this year to remain on the “Certified Judges List” on the website
- **All Expired Apprentice Judge** - lists all categories an apprentice judge is no longer qualified for.
- **All Expired Certified Judge** - lists all categories a certified judge is no longer qualified for.