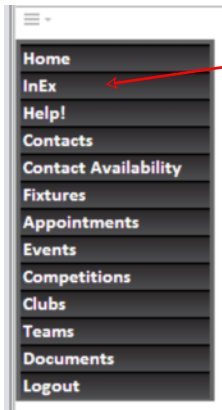




Starter Guide for the InEx function in WhosTheUmpire (WTU)

Introduction

This user guide is design to assist users of WhosTheUmpire (WTU) to use the new Information Exchange feature - **InEx**.



InEx appears as a new item in your WTU menu list usually the second item from the top.

InEx is effectively a database that allows Counties and the ECB to provide access to information that is of interest to you, the user. This information has either been uploaded by the County or ECB InEx Administrator for WTU into the WTU database OR as a link to an external website.

It must be borne in mind that the majority of Counties do not have a comprehensive website as Berkshire do, see www.berkscoa.co.uk. The reality is that all the documents you need for Officiating in Berkshire or the SW Region can be accessed directly from the Documents page of the BCOA Website or by using the links that will take you directly to the appropriate website.

However, InEx allows you to use one common intuitive interface whether dealing with your appointments, availability, or looking for the appropriate competition regulations and therefore, eliminates the need to switch from tab to tab or window to window within your browser.

Although the following descriptions refer to use of the Berkshire Folder they are equally applicable to any other folder you may see such as ECB Public, CS ACO etc. It should be noted that the content of these folders will change as more content is introduced to InEx.

User Guide

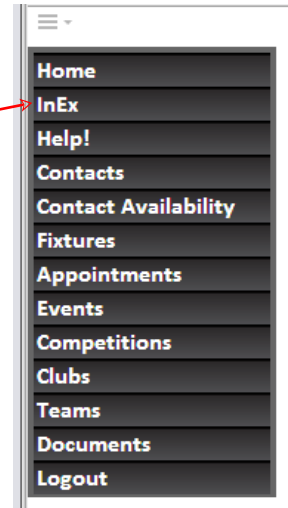
To start using InEx simply click on the menu item shown.

This will then open up your InEx database immediately to the right of the menu list.

Your home InEx user interface will be similar to that shown below, depending on the WTU Organisations you belong to which use InEx.

In the sample below the user only belongs to Berkshire and, therefore, has access to content provided by Berkshire ACO and ECB.

Note:
The number in the box simply indicates how many items are in the folder.



Inexs

Reference	Filename	Date Uploaded
5	Berkshire	06-06-2014
3	ECB ACO	14-03-2014
	ECB Public	

To look at the content provided by BCOA for Berkshire Officials simply select the Berkshire Folder by clicking on it.

You can open the folder containing the content provided by the ECB by clicking on the ECB Public Folder.

Similarly you can open any other folder you have access to.



Berkshire Cricket Officials Association (BCOA)

Committed to the Development and Support of Umpires and Scorers in Berkshire



Clicking on the Berkshire Folder, as shown on the previous page will open up a window displaying the contents which currently looks like the menu below. It should be noted that the layout of the screens will change as and when additional documents are uploaded.

The top line shows the folder being viewed and is effectively the directory structure. This allows the user to easily step back one or more levels, for instance clicking on home will take you to the previous screen shot on page 1 -

This Folder contains documents that are useful in preparing for and reporting on a match. It also contains all directives produced by BCOA.

This link opens the BCOA website in a separate tab or window in your browser.

For competitions held within Berkshire look in this folder.

Note:
ECB Competition Regulations will be found in the ECB Folder.

Information relevant for the Berkshire Cricket and Thames Valley Cricket Leagues will be found in this folder.

Inexs - view

Viewing folder: [/Home/Berkshire](#)

Reference	Filename	Date Uploaded
	.folder Berkshire	10-06-2014
	http://www.berkscoa.co.uk/Berkshire	08-06-2014
	.folder Berkshire	10-06-2014
	.folder Berkshire	10-06-2014
	.folder Berkshire	10-06-2014

The screen shot below shows you the current content of the folder - BCOA Useful Documents and Directives.

As a reminder to navigate backwards through the folders:
Click here to go direct to the Home Folder view and here to the content of the Berkshire Folder.

Inexs - view

Viewing folder: [/Home/Berkshire/BCOA Useful Documents and Directives](#)

Reference	Filename	Date Uploaded
BCOA Thunderstorm Directives	http://www.berkscoa.co.uk/documents/BCOA_Thunderstorm_Best_Practice_V1.pdf Berkshire	10-06-2014
Crib Sheet to aid analysis of Playing Regulations	http://www.berkscoa.co.uk/documents/Game%20Questions%20-%20No%20RegsL.pdf Berkshire	10-06-2014
ECB Disciplinary Report Form	recreational-umpire-disciplinary-report-form-12438.doc Berkshire	12-06-2014
ECB Match Expenses Claims Form	http://static.ecb.co.uk/files/cricket-officials-expense-claim-form-12429.pdf Berkshire	06-06-2014
ECB Team Sheet	http://static.ecb.co.uk/files/team-sheet-2010-11015.pdf Berkshire	10-06-2014
Fair Play Marking Criteria	http://www.berkscoa.co.uk/documents/BCOA_Fair_Play_Criteria.pdf Berkshire	06-06-2014
Pre Match Meeting Best Practice	http://static.ecb.co.uk/files/aco-card-2010-11137.pdf Berkshire	06-06-2014










To select a particular document simply click on its icon in the menu.

For instance clicking here will open the BCOA Thunderstorm Directives.

Inexs - view

Viewing folder: [/Home/Berkshire/BCOA Useful Documents and Directives](#)

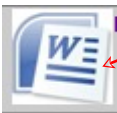
Reference	Filename	Date Uploaded
 BCOA Thunderstorm Directives	http://www.berkscoa.co.uk/documents/BCOA_Thunderstorm_Best_Practice_V1.pdf Berkshire	10-06-2014
 Crib Sheet to aid analysis of Playing Regulations	http://www.berkscoa.co.uk/documents/Game%20Questions%20-%20No%20RegsL.pdf Berkshire	10-06-2014
 ECB Disciplinary Report Form	recreational-umpire-disciplinary-report-form-12438.doc Berkshire	12-06-2014
 ECB Match Expenses Claims Form	http://static.ecb.co.uk/files/cricket-officials-expense-claim-form-12429.pdf Berkshire	06-06-2014
 ECB Team Sheet	http://static.ecb.co.uk/files/team-sheet-2010-11015.pdf Berkshire	10-06-2014
 Fair Play Marking Criteria	http://www.berkscoa.co.uk/documents/BCOA_Fair_Play_Criteria.pdf Berkshire	06-06-2014
 Pre Match Meeting Best Practice	http://static.ecb.co.uk/files/aco-card-2010-11137.pdf Berkshire	06-06-2014

Currently there are only two document formats used by BCOA.



The first is PDF format as indicated by the icon to the left. When selected these PDF files will open in a new tab or window in your browser and can be downloaded or printed using your usual browser commands.

Or



Word format as indicated by the icon to the left. When selected these Word files will be DOWNLOADED to your computer and found in you download directory.



The other icon used by InEx indicates a link to a website.