# How to Use the RS_DKP website

The RS_DKP website allows users to get their DKP, check their DKP history, see what items have dropped, plan bids, and view statistics. It allows officers to correct and update DKP, manage users, and check core raider status.

This is a guide for officers, to teach them how to do common administration tasks with the RS_DKP website. Players should be able to figure out how to find out their DKP and plan their bids without a guide.

### Add a new player to the site

At the bottom of the main page, click the "Add Guild Member" link. If you don't remember his class, it's OK to leave it as "Unspecified."

### Add many new players at once

At the bottom of the main page, click the "Add Multiple Membrs" link. Enter their names, separated by commas but without spaces. Once the players have been created, you will have to alter their classes one by one, since each will be listed with "Unspecified" as his class.

### Change a player's class

Click on that player's name in the main page. Click the "Edit this player's class" link.

### Remove a player

If a player leaves the guild, you should deactivate him on the website. It's called deactivation because his DKP information isn't deleted; it's saved in case later you want to restore it.

To deactivate a player, click on his name on the main page, and click the "Remove this player from the DKP site" link. If your guild wipe's a person's DKP when they leave the guild, you will have to do that separately.

### Wipe a player's DKP

To wipe someone's DKP, you create a correction entry and deduct them the amount of DKP they have. On the main page, click the "Add Raid" link and create a new raid of type "Correction Entry." Give it a note. Locate the player on the list, and enter the negative of their current DKP. So if Fancylad has 250 DKP, and you want to wipe his DKP, enter -250 DKP next to his name. Create the raid.

### Reactivate a deactivated player

Should a player return to the guild, you will need to reactivate him if he has been

deactivated on the DKP site.  You must enter the URL of his history page manually to do this.  If the player's name is Fancylad, his history URL would be something like:

`http://www.yourguild.com/dkp/index.php?show=player&name=Fancylad`

This, of course, assumes that your guild website is `yourguild.com` and the DKP site is within the `dkp` directory.

Once you are at the deactivated player's website, enter the administrator password where indicated to reactivate him.

## Correct a player's DKP credit

From the Raids tab find the raid with the erroneous credit and click on it.  Click on the "Edit" link next to the player's name in the "Players in Attendance" link and edit his credit.

## Correct a player's bid for an item, or the item a player won

From the Raids tab find the raid with the erroneous credit and click on it.  Click on the "Edit" link next to the player's name in the "Loot Acquired" link and edit his bid or the item he won.

## Manually add a player to a raid

At the bottom of the main page, select the "Add Credit" link.  Enter the player, raid, and amount earned.  You will only be able to select from active players already in the system; please activate or add the player if necessary.

## Manually add a winning bid

At the bottom of the main page, select the "Add Bid" link.  Enter the player, raid, and the winning bid amount.  Select the item from the drop-down menu.  If the item has not yet dropped, you may need to enter it into the text field at the right.  Be sure "Item entered in field:" is selected in the menu should that be the case.

## Add or subtract miscellaneous DKP

If a player earns or loses DKP through a means other than raiding, you can reflect this with a correction entry.  On the main page, click the "Add Raid" link and create a new raid of type "Correction Entry."  Give it a note.  Locate the player(s) on the list, and for each one, type in a positive or a negative number to add or subtract DKP.  Don't subtract DKP by using "fake auctions."  Create the raid.

## Be careful when you remove stuff

Removing anything is permanent — raids, bids, credits.  You can deactivate players safely, and then reactivate them without losing anything, but you cannot delete a raid

and then restore it (unless you back up your DKP database).  This is why you wipe DKP using a correction entry: The correction entry "hides" all the DKP that the player previously earned and spent, but it does not actually delete those credits and bids. It's always best to be non-destructive like this, and avoid deleting anything unless you're sure you won't want it back.

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