

General settings

You can reach the PC CADDIE's general settings window under **Setup/Program Options/Options**.

The screenshot shows the 'General options' dialog box with the following settings:

- Country (D=Germany, CH=Switzerland): D
- Start turn of the year: 31 days
- Check double search-abbreviatio: check
- Select new number for a member:
 - Yes, new number
 - Print number instead of abbr.
- Empty line between street and town

Buttons at the bottom of the dialog:

- Define direct debit
- Define bank holidays
- Setup format of telephone numbers
- Load geodatas for all persons
- Email options (SMTP-Server)

Buttons on the right side:

- OK
- Cancel

Find below more details about each tab:

General

The tab **General** allows you to make the PC CADDIE settings for the change of the year. The default value is „31“ days. Accordingly PC CADDIE recognizes the new members 31 days in advance. Similarly, the withdrawals are considered 31 days before the actual resignation date, and no longer considered for card orders, accounting, etc.

Consider the following illustrative example: You want to prepare all the invoices for the new year on the 4th of December: December 4 + 31 days ⇒ January 4.

PC CADDIE already recognizes on the 4th of December the new members with a starting date up to the 4th of January, and includes them into the „All Members“ group. In addition, all withdrawals with a resignation date up to the 3rd of January of the following year are no longer included in the „All Members“ group.



For example, for a financial reporting in December it is usually sufficient to choose the preset PC CADDIE filter „All Members“. If the turn of the year is not set to „31 days“, or if you would like to create invoices in November, you have to define a separate group of people, appropriately setting the members' entry/exit date to a later date. Please consult the [Persons group](#) for more details.

Before you start the contribution assignment for the following year in December the current year, you should consider the following: in the previous example, the turn of the year is set to 31 days, with the date 4th of December. You have to consider articles that are associated with the members' age (which is usually the case for young people)? in this situation you should start the [Adjusting age groups](#) before allocating the items.

The function that new member numbers are allocated to the new members is activated by default.

Define direct debit



This feature is **not** enabled for Switzerland.


Abbr.	Name
C	Club
G	GmbH
K	KG
S	Spinde
P	Proshop
R	Restaurant

Here you can set the account ranges for which there is a collection by direct debit or a debit order. After you set the options here, you can select them in the person's mask by pressing the **payment** tab:

Person: Member, Petra X

Name

Search abbr. No

Title 

First name

Name

Status | 1st Addr. | 2nd Addr. | **payment** | Infgs | Memo

Account holder

Bank

BLZ / BIC

A/C No. / IBAN

Club GmbH KG

Spinde Proshop Restaurant

Period

Credit card

Owner

Number

Valid to /

F12

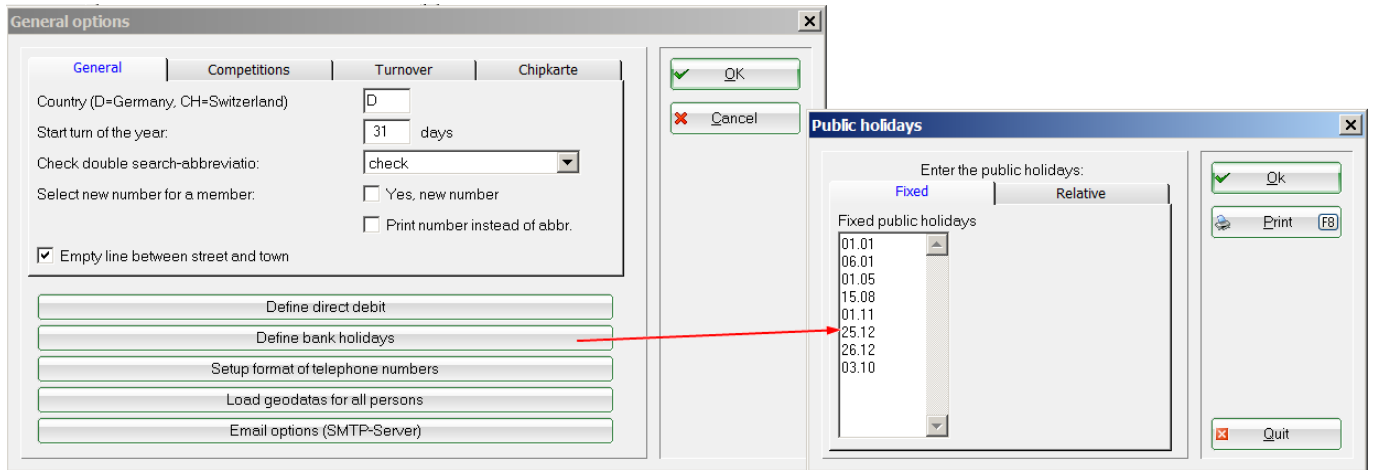
F11


F5

F6

F8

Define bank holidays



 All the official holidays are already preset. Changes should be made only after consultation with the PCC Support team.

Hint: Print out the list with the next year holidays; this way you can already consider them during your planning. The list is available in the window **Public holidays**, under **Print**.

Su 01.01.17	X	New Year
Fr 06.01.17	X	
Fr 14.04.17	X	Good Friday
Su 16.04.17	X	Easter
Mo 17.04.17	X	Easter Monday
Mo 01.05.17	X	Labor Day
Th 25.05.17	X	Ascension of Christ
Mo 05.06.17	X	Whit Monday
Th 15.06.17	X	Corpus Christi
Tu 15.08.17	X	Assumption Day
Tu 03.10.17	X	National holiday DE
We 01.11.17	X	All Saints' Day
Mo 25.12.17	X	1. Christmas Day
Tu 26.12.17	X	2. Christmas Day
Mo 01.01.18	X	New Year
Sa 06.01.18	X	
Fr 30.03.18	X	Good Friday
Su 01.04.18	X	Easter
Mo 02.04.18	X	Easter Monday
Tu 01.05.18	X	Labor Day
Th 10.05.18	X	Ascension of Christ
Mo 21.05.18	X	Whit Monday
Th 31.05.18	X	Corpus Christi
We 15.08.18	X	Assumption Day
We 03.10.18	X	National holiday DE
Th 01.11.18	X	All Saints' Day
Tu 25.12.18	X	1. Christmas Day
We 26.12.18	X	2. Christmas Day

Setup format of telephone numbers

The button **Setup format of telephone numbers** allows you to homogeneous format all the telephone numbers. You simply select the desired numbers' representation and PCC automatically saves all telephone numbers corresponding to your selection.

General options

General | Competitions | Turnover | Chipkarte

Country (D=Germany, CH=Switzerland)

Start turn of the year: days

Check double search-abbreviatio:

Select new number for a member: Yes, new number
 Print number instead of abbr.

Empty line between street and town

Define direct debit

Define bank holidays

Setup format of telephone numbers

Load geodatas for all persons

Email options (SMTP-Server)

OK

Cancel

Clicking the button **Setup format of telephone numbers** opens the following windows:

Set up telephone numbers

Standard | Prefix setup

Activate check-up and standard display

Country code: 49

Display:

+49 241 4774956	+
+49-241/4774956	+ - /
0049 241 4774956	00
0049-241/4774956	00 - /
+49(241)4774956	+ ()

Example: old
new

Here you can choose in which format PC CADDIE should save your numbers.

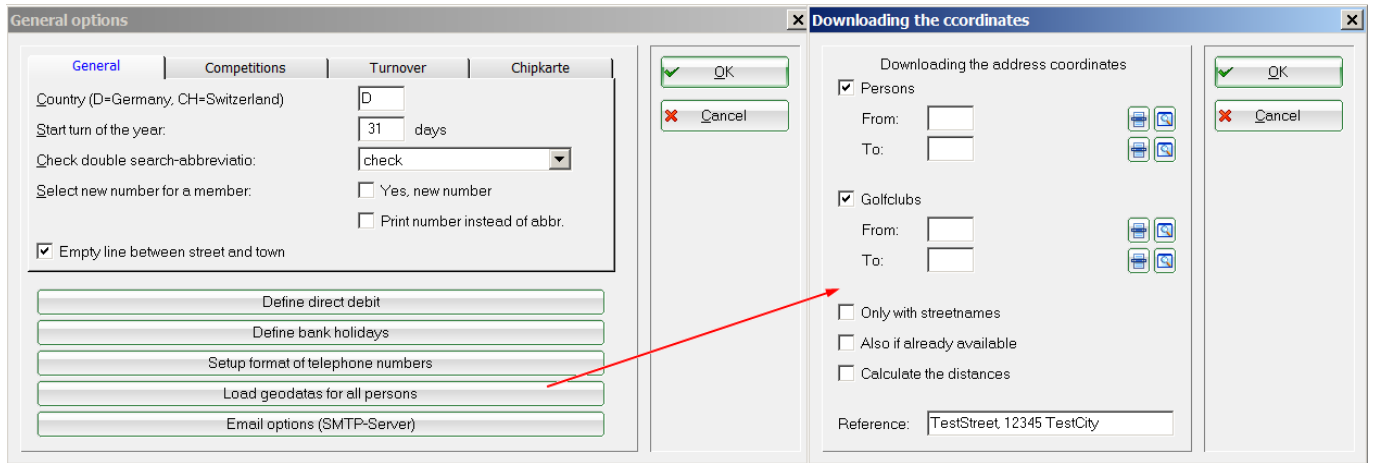
If the option **Activate check up and option standard** is checked, the phone numbers are automatically changed into the appropriate format as soon as you enter them.

The field **Example** shows how PC CADDIE automatically formats the inputted number (0241-4774956) into the desired format (+49-241/4774956).



It is convenient to separate the telephone extension numbers with dashes; in this case, if you want to add a fax number you only have to type-in the extension, and PC CADDIE will fill-in the rest.

Load geodatas for all persons



A prerequisite to printing a list of people with the corresponding distances to the golf club is that you download the spatial data to PCC. Please select the option **Load geodatas for all persons**, which gives you the possibility to download the spacial data for all the persons as well as for all the golf clubs to PC CADDIE.

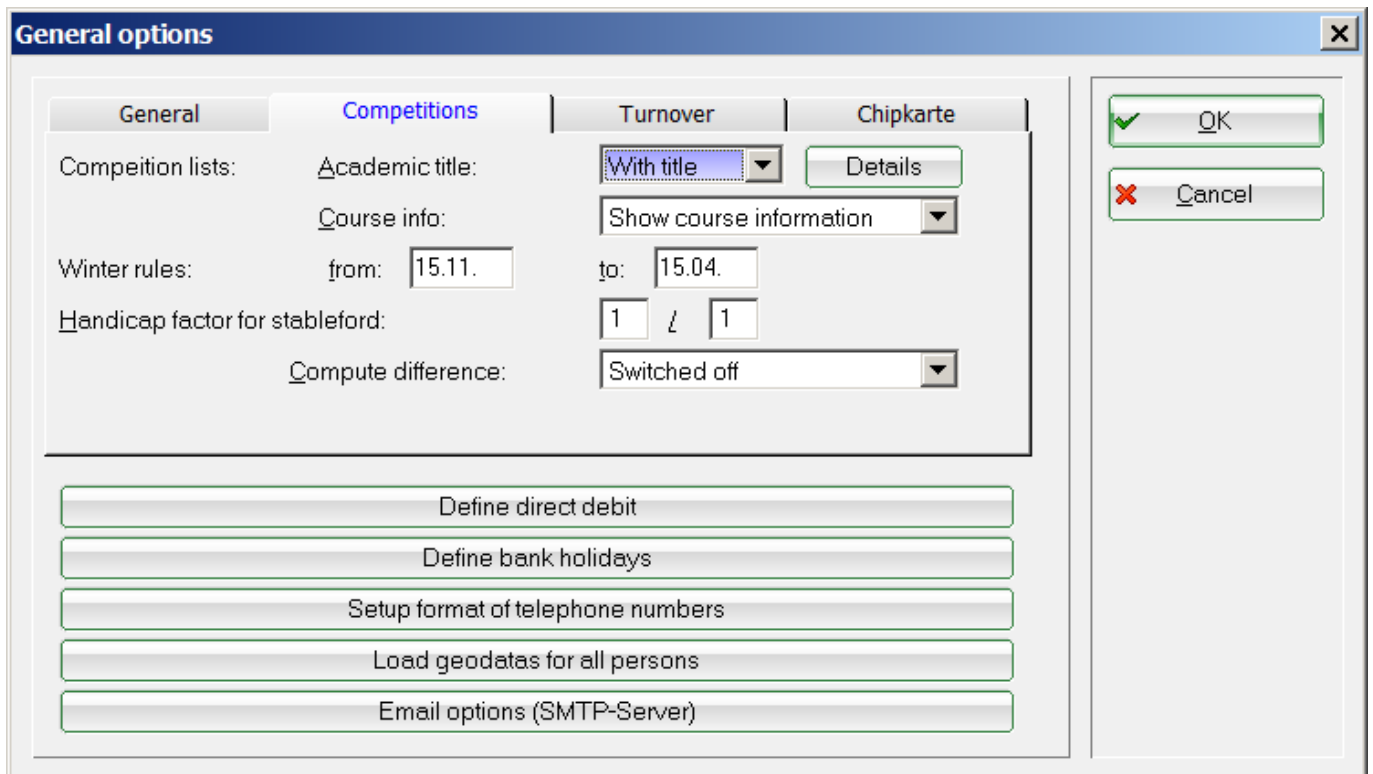


Note that this function may take a long time to complete, depending on the number of personal data and Golf Club data contained in PC CADDIE.

More information about geodatas can be found under [Distance data](#).

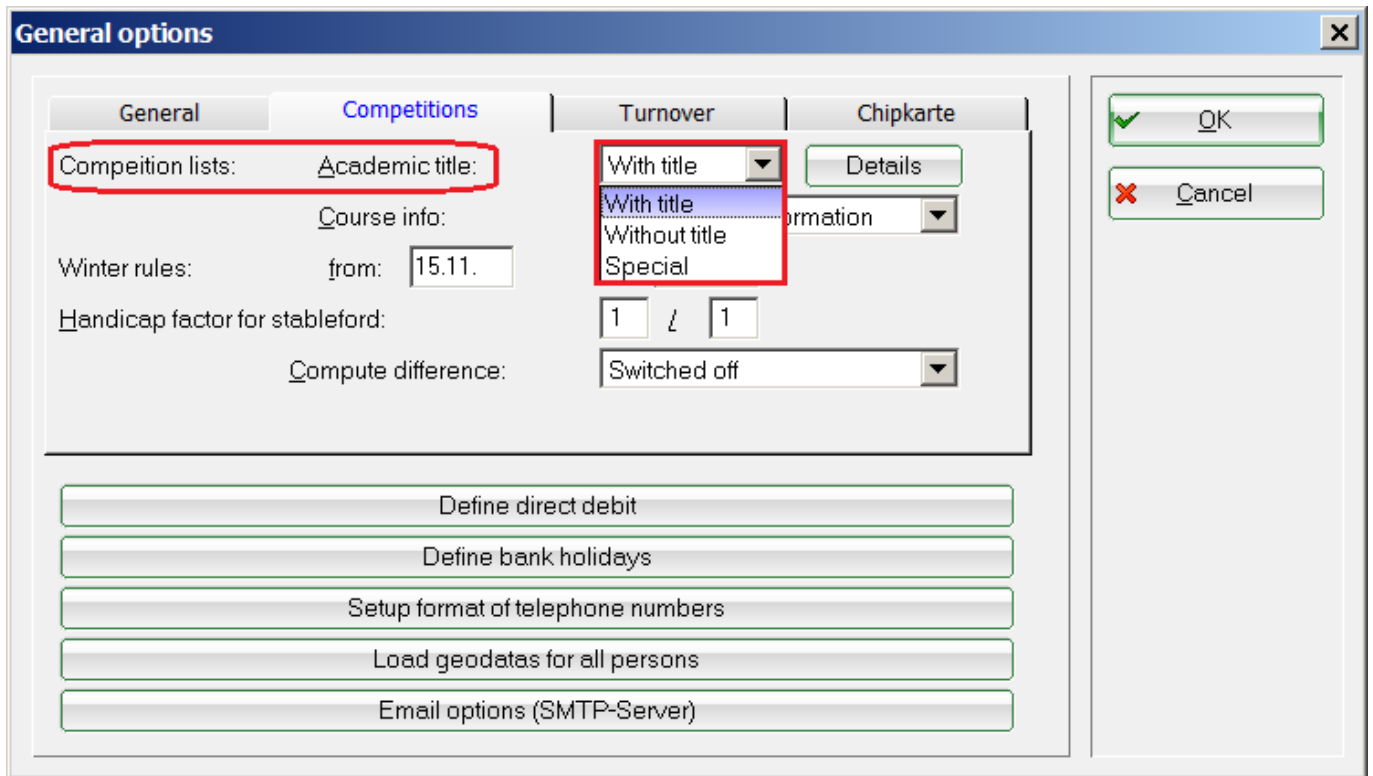
Competitions

You can make the basic tournament settings under the tab **Competitions**.



Academic title

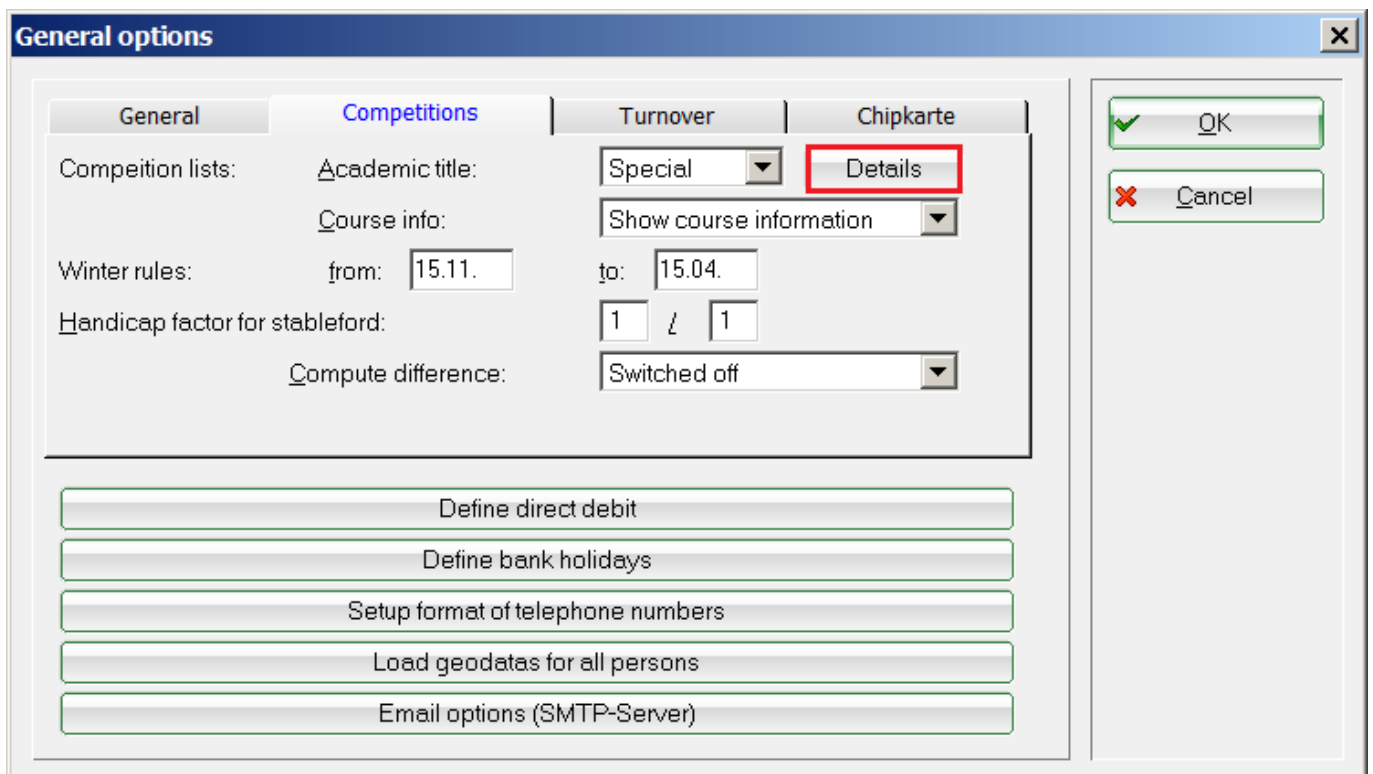
You can set here whether the academic title will be printed on the **Start and results lists**.



The screenshot shows the 'General options' dialog box with the 'Competitions' tab selected. The 'Academic title' dropdown menu is open, showing three options: 'With title', 'Without title', and 'Special'. The 'With title' option is selected. The 'Competition lists' field is highlighted with a red box. The 'Details' button is also visible.

Details

Details gives you again the possibility to adjust the representation of the club's name:



The screenshot shows the 'General options' dialog box with the 'Competitions' tab selected. The 'Details' button is highlighted with a red box. The 'Academic title' dropdown menu is set to 'Special'. The 'Details' button is also visible.

Clicking on **Details** opens the following window:

Player names in competition lists

Define how the players should be shown:

Type: Standard

Club name for members:
Print home-club for members too

Special club name:

Only for Special format

Name: <NAME, FIRSTNAME >

Club: <CLUB >

OK

Cancel

The field **Type** allows you again to change the option whether the academic titles should be printed on your start and result lists. You can also choose to use a special format.

You can customize the club name with your members using the field **Club name for members**. You have three representation options, which is particularly useful the case of long club names in order to obtain a visually appealing list:

Player names in competition lists

Define how the players should be shown:

Type: Standard

Club name for members:
Print home-club for members too
Print home-club for members too
Members always to be identified with:
Home members always to be identified with:

Only for Special format

Name: <NAME, FIRSTNAME >

Club: <CLUB >

OK

Cancel

The following is an explanation of the various display options

The representation in a starting list is cut off by the high number of characters for a long club name:

Tee time	Name, First name	Club	HCP.	
1 1 12:00	Member, Paul Mitglied, Claudia	Golfclub Sonnenschein Golfclub Sonnenschein	16,9/23 34,0/40	

The subsequent options allow you to choose the proper representation:

Choose **Members always to be identified with:** for the field **Club name for members** and input a „Special club name“. In our example we replaced Golf Club with GC. Thus, the club name will be displayed correctly next to the person's name.

Tee time	Name, First name	Club	HCP.	
1 1 12:00	Member, Paul Mitglied, Claudia	GC Sonnenschein GC Sonnenschein	16,9/23 34,0/40	

You also have the option to print the club name only for the club members, so that secondary members appear with their HCP leading club in the lists. Choose **With homeclub members just this name:** for the field **Club name for members**.

You can use the appropriate fields for extra formats for lists and names in the lower part of the window (**Only 'extra format'**)

Player names in competition lists [X]

Define how the players should be shown:

Type:

Club name for members:

Special club name:

Only for Special format

Name:

Club:

OK [X] Cancel [X]



Please contact the support team for special settings.

Course info

You can choose whether the selected location data should appear on your list using the field **Course info**:

General options [X]

General | **Competitions** | Turnover | Chipkarte

Competition lists: Academic title: Details

Course info:

Winter rules: from:

Handicap factor for stableford:

Compute difference:

Define direct debit

Define bank holidays

Setup format of telephone numbers

Load geodatas for all persons

Email options (SMTP-Server)

OK [X] Cancel [X]

See below a print-out with the selection **Show course information**:

Christmas competition - 12.12.2017

Entry list

Single - Stableford; 9 holes
Handicap-qualifying Competition

Sonnenschein - Nordplatz Men: YELLOW Par:62 Slope:113 Course: 67.7
Women: RED Par:62 Slope:111 Course: 68.3

Printed: 25.11.2017, 13:34

1	1	12:00	Member, Paul Mitglied, Claudia	16,9/23 34,0/40
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Winter rules

You can set the dates for the winter season using the **Winter rules:** field.

The screenshot shows a software dialog box titled "General options" with a close button (X) in the top right corner. The "Competitions" tab is selected. The "Winter rules:" field is highlighted with a red box, showing "from: 15.11." and "to: 15.04.". Other fields include "Academic title" (set to "With title"), "Course info" (set to "Show course information"), "Handicap factor for stableford" (set to "1 / 1"), and "Compute difference" (set to "Switched off"). There are also buttons for "Details" and "Show course information". At the bottom, there are several buttons: "Define direct debit", "Define bank holidays", "Setup format of telephone numbers", "Load geodatas for all persons", and "Email options (SMTP-Server)". On the right side, there are "OK" and "Cancel" buttons.



You should not change the remaining two fields. Please consult the support team if you need changes to the **Handicap factor for stableford** or **Compute difference**.

Turnover

The tab **Turnover** contains the following settings:

General options

General | Competitions | **Turnover** | Chipkarte

Currency abbreviation: EUR

V.A.T. rate: 19,0 %

Show gross/net preferred (accounts): Net

Reminder periods: 1. 0 2. 4 3. 5 days

Account calculation: Ignore bookings with OK

Currency abbreviation

You can enter here the abbreviation for the national currency used. Use € for Germany and SF for Switzerland.

V.A.T. rate

You can enter the standard tax rate here.



Further important information can be found at [Value added tax changeover](#).

Show gross/net preferred (accounts)

Here you decide which sales type will be printed in lists: gross sales or net revenues.

Reminder periods

Here you can set the limits for your reminders. However, this is possible as well in the Reminders'

management. Additional information on reminders can be found here: [Reminders](#).



You should make changes only after consultation with the support team.

Chip card

General options

General | Competitions | Turnover | **Chipkarte**

Configure Mifare reader for association-card

Promec-Leser:

Connection to COM:

Chip information valid to:

Define direct debit

Define bank holidays

Setup format of telephone numbers

Load geodatas for all persons

Email options (SMTP-Server)

OK

Cancel

These settings are for customers with a PC CADDIE card system. Changes should be made exclusively by the support team.

More information about the PC CADDIE card system can be found here: [Online card system](#) and [Offline card system](#).