Export addresses

You can export address data for various purposes and use this data for e-mails, a form letter or a list. a mail merge or a list. You can access the address export via **Persons/Addresses exportieren:**

Address export	×
Layout PERSONEN.DOC C:\PCCADD~1\USER_1\DATEN\ Split mark: Tabulator Salutation: Mr. Mrs. Family	Export
Persons group	🖶 Addressdatas
Seniors Define Order Define	Mailmerge
Alphabetical (names)	Note
	Card
WITH and WITHOUT direct-debit	
Families together mail addr., extra	Quit

After selecting the person group, PC CADDIE automatically exports the address data to the file PERSONEN.DOC. This is the default file and must not be changed.

Exporting individual addresses

To export an individual person, please select the button **Word/Export** if you are using Word or **Writer/Export** you should be working with Open Office.



In the following window, select **Output address only** and confirm with **OK**.

Person expo	rtieren					? 🗆 🗙
Schmedding, B Nur diese A	Benedikt (smbe) dresse exportieren					√ <u>о</u> к
Automatisc	n einen Brief erzeuger	n (ggf.	Betreff eingeben!)			
Betroff:						📋 <u>C</u> lipboard
(Ur	nter diesem Namen wi	rd der	Brief gespeichert.)			
Für den Brief (diese Vorlage verwend	len:				
Couvert Jos	y Versand.odt		27	7.06.17	^	<u>E</u> instellungen
Couvert Kili	50 Jahre.odt		17	7.01.20		Ŷ
Ebay Leerbr	rief.odt		10	0.09.11		
Leerbrief Kl	asse.odt		10	0.09.11		
Leerbrief St	rassen.odt		31	1.12.11		
Leerbrief.oo	it		10	0.09.11		
PERSONEN.	DOC		19	9.11.18		
Persönliche	r Leerbrief.odt		10	0.09.11	~	
Drdner: C	:\PCCADDIE\TEMPLAT	Έ\			F2	
+ Neue Vor	lage holen	F9	🞤 Vorlage bearbeiten		F7	
ि Vorlagend	ordner öffnen	F6	R Ausgabeordner öffne	en	F4	
An <u>b</u> esteh	iende Datei anhängen		Familie <u>z</u> usammenfa	ssen		X Abbruch

The address is copied to the Windows clipboard and can then be easily pasted into any text document by pressing **Ctrl + V** here.

It is also possible to write a letter directly to the selected person. To do this, please select the second option **Automatically create a letter** option, select a letter template and confirm with **OK**:

Person exp	portieren					? □ ×
Schmeddir	ng, Benedikt (smbe)				/	√ <u>о</u> к
Nur dies	e Adresse exportieren					
Automa	tisch einen Brief erzeug	en (ggf.	Betreff eingeben!)			
Patroff						🖹 <u>C</u> lipboard
betreff.	(Unter diesem Namen v	wird de	r Brief gespeichert.)			
			01			
Für den Br	ief diese Vorlage verwei	nden:				
Ebay Lee	erbrief.odt		10.09	.11		<u>Einstellungen</u>
Leerbrie	f Klasse.odt		10.09	.11		
Leerbrie	f Strassen.odt		31.12	.11		
Leerbrie	f.odt		10.09	.11		
PERSON	EN.DOC		19.11	.18		
Persönli	cher Leerbrief.odt		10.09	.11		
Strasse F	Feldgasse Couvert C5.oc	dt	30.09	.13		
SUVA Ab	prechnung.doc		31.05	.11	~	
Crdne	er: C:\PCCADDIE\TEMPL/	ATE\			F2	
+ Neue	Vorlage holen	F9	🖍 Vorlage bearbeiten		F7	
orlag	genordner öffnen	F6	🔯 Ausgabeordner öffnen		F4	
An <u>b</u> es	stehende Datei anhäng	en	Familie <u>z</u> usammenfasser	ı		X Abbruch

The desired letter then opens directly in Word with the address data entered. You can write the letter in Word as usual, print it out and save it in the CRM window for the person.

Golfclub Somenschein e.V. Somenrain 11 - 54321 Testhausen Telefon: 0541/39458-10 Telefax: 0541/39458-00 inft@cc.somenschein.de

Golfclub Sonnenschein - Sonnenrain 11 - 54321 Testhausen

Herm Paul Member Trampelpfad 11 54333 Nachbarschaft

L

Sehr geehrter Herr Member,

Text

Mit freundlichen Grüßen

Further information on the CRM\DMS module can be found here: CRM\DMS

Export e-mail addresses to the clipboard

You can only use this function if the correct data protection regulations are set. </ignore>

If you use the export function **Export persons/addresses** function, the e-mail addresses of the selected persons are copied to the clipboard at the same time as they are output to the interface file. This makes it very easy to send a circular mail to all members:

- Select the function *Export persons/addresses* and define the desired *group of people* (for example "Tournament participants").
- Start with *Export* to start the export. All email addresses are copied to the Windows clipboard.

Layout			→ <u>A</u> usgeben	
PERSONEN.DOC	^	Editieren		
C:\PCCADDIE\USER_1\DATEN\				
Trennzeichen: T				
Anrede: Herr, Frau, Familie	~		Adressdatei	
Personengruppe				
Alle Mitglieder	-	Defi <u>n</u> ieren	📄 Serienbrief	
Reihenfolge		Von-Bis		
Alphabet (Namen)	-	Bearbe <u>i</u> ten	Vermerken	
			💮 Karte	
			9	

- Open your e-mail programme, open a new e-mail, go to the field *To* field (where you enter the destination address) and enter your own e-mail address. Then go to the *Bcc* field and press the key combination Ctrl + V. This will enter all e-mail addresses here. The field *Bcc* field has the advantage that not everyone can see all email addresses (Blind Carbon Copy = Blind copy). If the email addresses <u>not</u> separated by a semicolon (;), PC CADDIE Support will be happy to help you.
- Now of course you have to fill in the subject line and write the content of the e-mail, then you can send the e-mail.



TIP Mail the start list to all participants in a tournament: To do this, open the tournament window via *Print* in the tournament window and click on the button **Internet**:

Startliste: F	lūhli Sõrenberg 18 Loo	ch - 29.01.20	?	×
Kopftext	Individuell 💌	Text bearbeiter	4 =	•
Reihenfolge	Alphabetisch (Telefon) 🔻	Tee-Priorität	1. Runde	- -
🗹 Hauptlist	e 🗹 Puffer	Warteliste		
Angaben —		_	Drucken	F8
Grupp	✓ <u>T</u> ee ✓ <u>Z</u> eit	✓ <u>H</u> andicap		
<u> I</u> nto:	BRUTTO-Ergebnisse	Zeitvorgabe <u>e</u> ing.	SINIS	
Zeit <u>b</u> erei	ch		<u>V</u> on-Bis	
von Loch	1 0:00 Uhr	00·501 Ubr		
	DIS LOCH	55.55 Off	📑 Ende	

You will receive a confirmation window in which the creation of the HTML file is displayed:

Bitte warten	
	HTML-Datei erstellen
	۱.
	Abbruch

In the window that then appears, please click on the button **button in the target directory.**

Vor dem Abspeichern oder Ver- senden der Datei können Sie sich diese nochmals anschauen. Nach Bestätigen mit <Übertragen> wird die Datei abgeschickt. Im Browser öffnen Mit Word öffnen Mit Excel öffnen Zielverzeichnis öffnen	Übertragen

An Explorer window opens with a **LIST file.** This is the created start list as an HTML file and can be sent as an e-mail attachment by right-clicking on the mouse.



TIP You can also send the start list as a PDF file, as this looks much more appealing. To do this, export the addresses of the tournament participants as described and attach a previously created start list as a PDF file to your e-mail.

It can happen more and more frequently with large circular mails via the export function that these serial mails are rejected by the provider as "SPAM".

The email programme SuperMailer can help here.

Special export

The special export is used to convert our personal data into a special file format as easily as possible.

If the special export is activated, the special export file is also generated each time the persons are output.

Export-Datei				
Allgemein Special Exp Definieren Sie o Name der Date Verzeichnis:	Export-Datei bort akivieren die auszugebende i: kontakte. C:\Users\0	Special Export Datei: CSV CH\Desktop\	Office Auswahl	✓ <u>O</u> K ★ <u>A</u> bbruch
o ^O Special Exp	oort Format defini	eren	4	

- 1. The special export is activated here
- 2. The file name of the file to be exported
- 3. The path of the file to be exported
- 4. To define the file to be exported

Member distribution overview map

This function is currently not available because PC CADDIE transfers the data to Google and Google has changed the interface again.

It is just as easy to obtain a map overview showing the home address of all members. Start via *People/Export addresses* to start an address export of all members and then click on the *Output button.* Next, click on the *Map.*

Adress-Export			?	×
<u>L</u> ayout			1 → Ausgeben	
PERSONEN.DOC C:\PCCADDIE\USER_1\DATEN\	^	<u>E</u> ditieren	Letzte Ausgabe: 405 Personen	
Trennzeichen: T Anrede: Herr, Frau, Familie Personengrunne	~		Adressdatei	
Alle Kontakte	•	Defi <u>n</u> ieren <u>V</u> on-Bis	📄 Serienbrief	
Alphabet (Namen)	Ŧ	Bearbe <u>i</u> ten	. Ver <u>m</u> erken	
			2 💮 Karte	
MIT und OHNE Einzugsermächtig	gung 💌	Definieren		
Familien zusammenfassen	Extra Ansch	nreiben zusätzl 🔻	📑 Ende	

A map with a Google Maps overview will now open automatically. All members are marked on this map:

