



Beginning of the year dialogue (Swiss Golf)

The beginning of the year dialogue is recorded with the annual PC CADDIE update.

The dialog will appear after downloading the update, as soon as you have logged into PC CADDIE after the restart. Please work the points from top to bottom step by step.

Intranet update 2017 [X]

At the beginning of the season you will need to go through the following steps to update all the required information for the Intranet.

Please carefully check the following information:

Check club address	done
Check club person data	open
Check CR data of all courses	open

Transfer all your data to the Intranet:

Check player IDs of all members	open
Transfer all members	open

We recommend loading the current Intranet data of other golf clubs:

Load current club data from Intranet database
Start Intranet connection
I have completed all steps
Cancel for now and continue with next start
Information under doku.pccaddie.com

Once a point has been processed, the word **open** changes to **done**.

Check club address

Please check your address, club number and contact details.

Club address [X]

Name:

Country code and club number:

Address: Street:
Postcode:
Town:
POBox:
POBox PCode:
POBox city:

Tax no.: VAT ID:
Phone: 2nd no.:
Fax: Email:
Homepage:

Check club personnel information

Update and complete here all persons who have a function in the club.

Enter club personnel ✕

List all the people that hold a position in your golf club!

	Club	Position	Description	Rank
Clooney, George	0	1	Chairman	1
Pitt, Brad	0	2	Board member	1
Member, Paul	0	3	Club manager	1

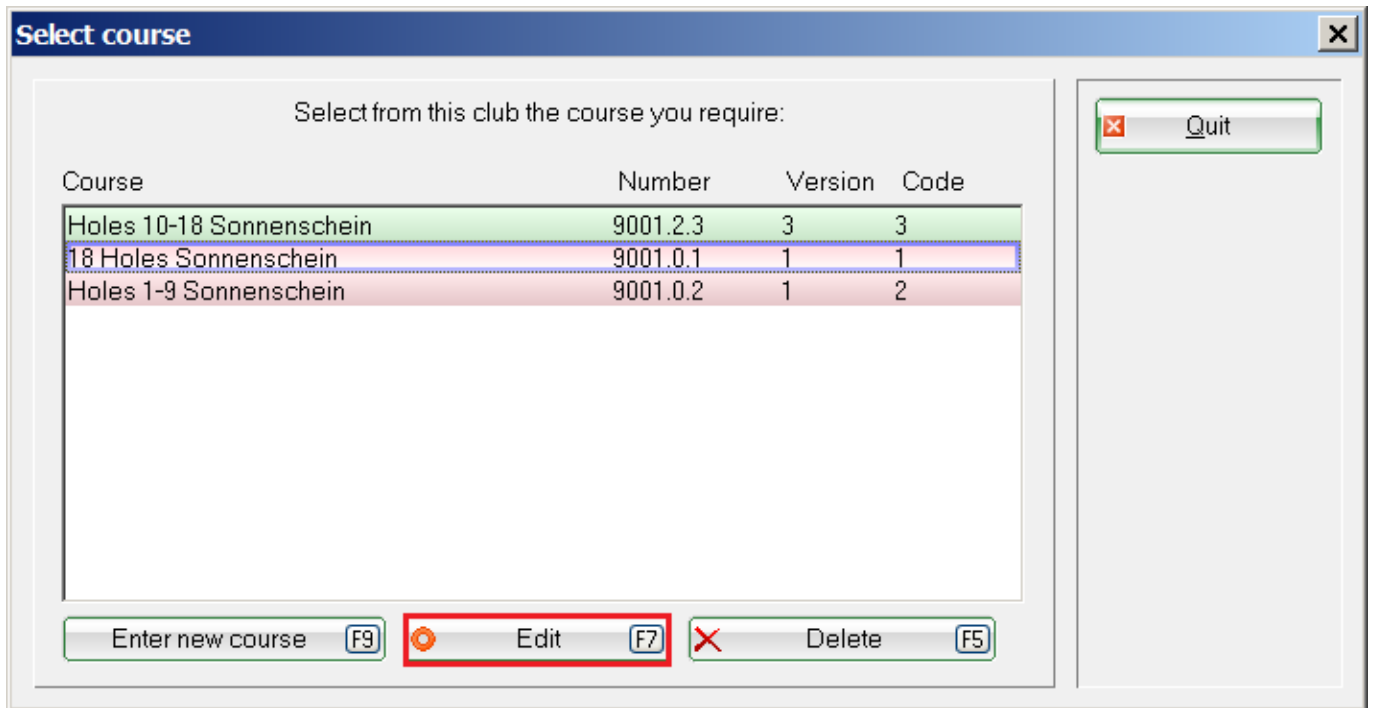
Check CR data of all courses

The CR data of your individual courses should definitely be checked via the intranet.

Select each course and go to the settings via the button **Edit**.

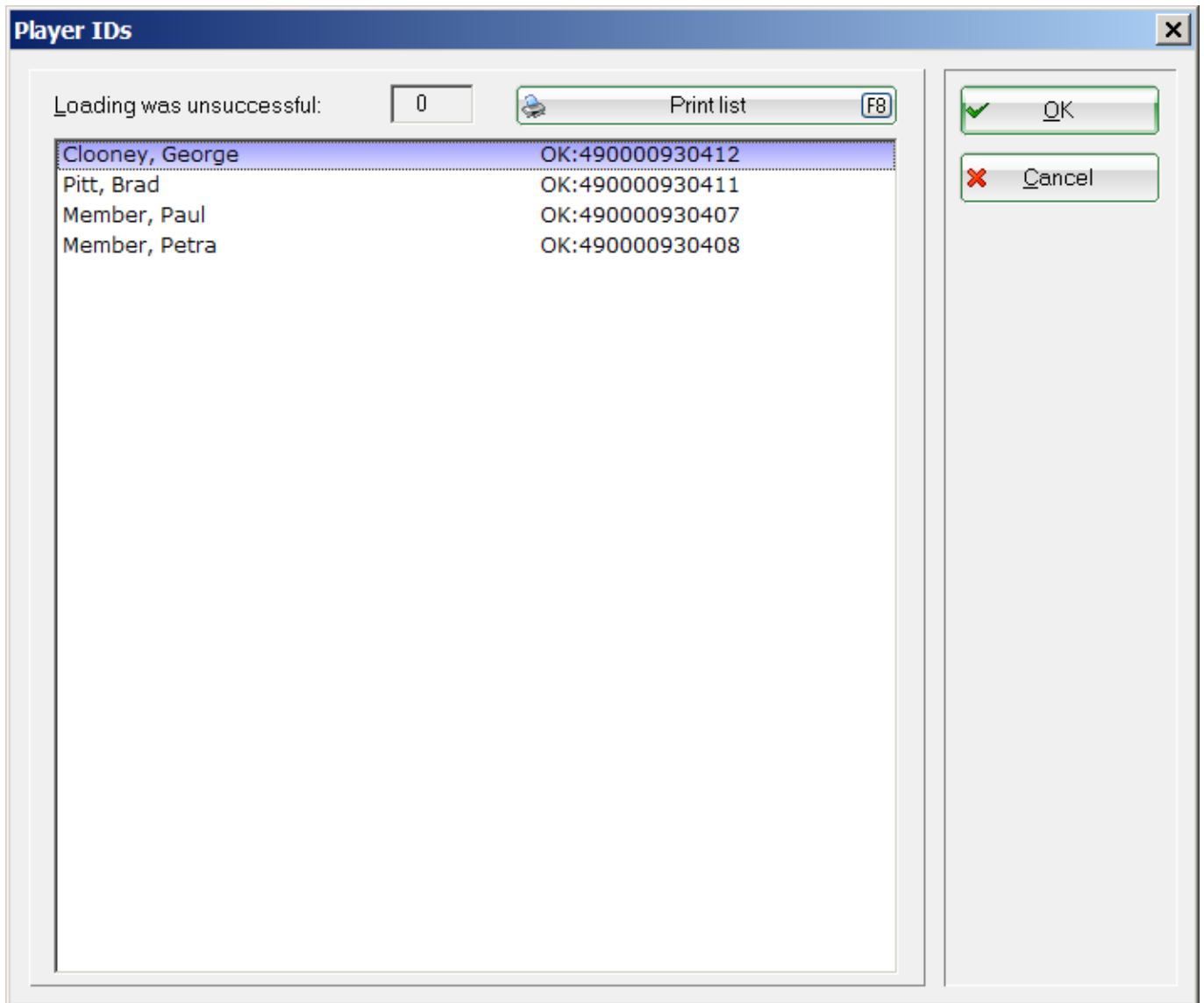


If your course data has changed, it is absolutely necessary to [create a new course](#). If you overwrite a course that has been entered in past tournaments with changed new course data, the changes apply as well to the past tournaments; for example, the calculation is updated to the new location when the result list is printed.



Check player ID for members

Use this feature to get the player IDs of your members.



If you haven't successfully checked the players, you can press the button **Print List** and print out the faulty members:

Players IDs - 13.11.18

Printed: 13.11.18, 10:09 h

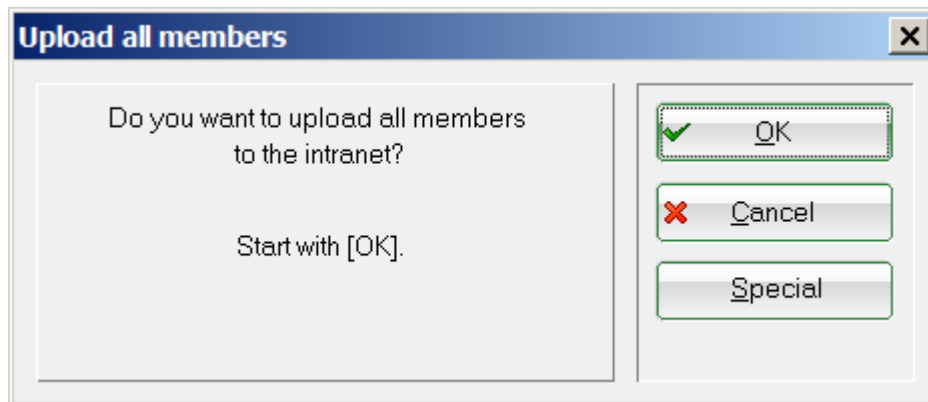
No.	Name, first name	Result
1	Happy, Hellen	Course data is missing

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You will see the error message in the printout under **Results**. Please correct these messages and upload the members again.

Retransfer all members

It is necessary to upload all data to the Swiss Golf server so that your members are available on the Swiss Golf intranet. Use this function to start the synchronization.



Currently, according to the specifications of the Swiss Golf intranet, the following data is transferred (as far as locally recorded):

- Membership number
- Salutation
- Title
- First given name
- Surname
- Name suffix
- Gender
- Age group
- Date of birth
- Country code
- Street
- Postcode
- Place
- Home club (if second member)
- Membership number in this home club
- Intranet ID
- Function in the club
- Right to play (unrestricted, restricted, no right to play)
- Validity of membership from ... to ...
- Master data sheet
- Default status (active/inactive)
- Default Lock (if enabled)
- Language

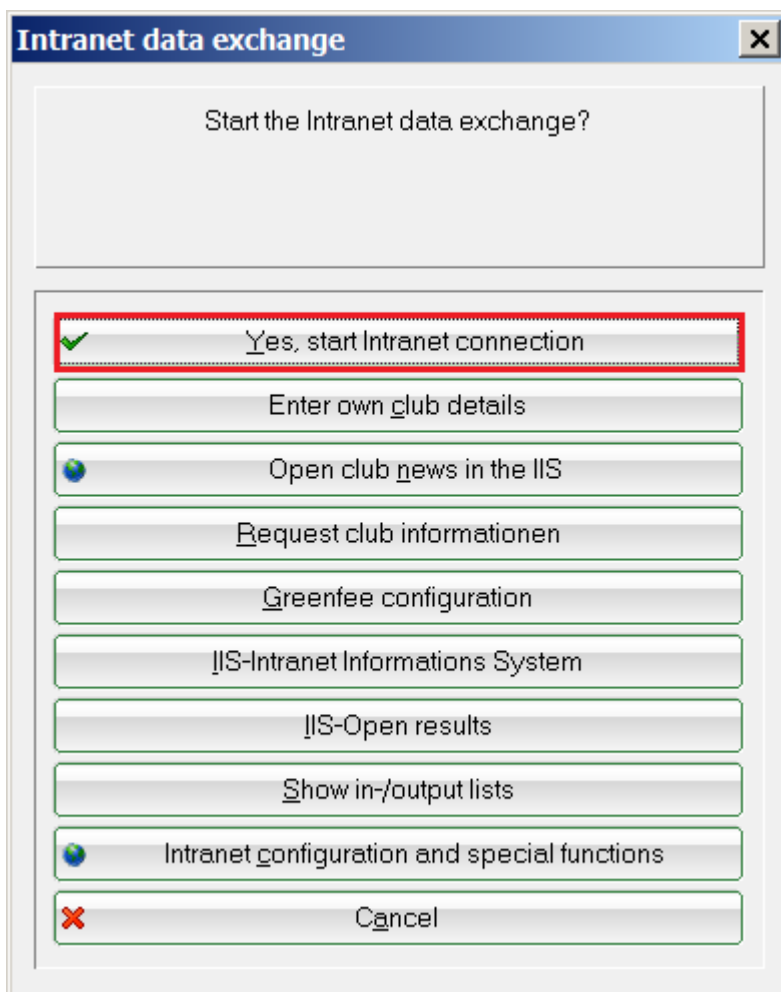
Get current club data from the intranet database

Load the addresses and contact persons (if the club has deposited these on the intranet) of the German, Swiss and Austrian clubs using this function.



Start intranet connection

The intranet connection must be started before transferring any data to the intranet.



I have completed all steps



Click ***I have completed all steps*** after all the points are marked as done. The window disappears.

Cancel for now and continue at the next start of the program

The dialog **Intranet update** appears until all points have been completed.

HINT: If you would like to edit some of these points during the year, you will find the corresponding functions under **Settings/Intranet configuration**, under the tab [Special functions](#).