Timetable

We would like to briefly explain to you for what purposes you can use the timetable module. The timetable offers you a variety of functions:

- You can enter and manage tee times and golf lessons like in an appointment calendar. You will then have a good overview of your course occupancy and the golf teacher's reservations.
- PC CADDIE also allows you to manage your golf carts, seminar rooms, employee plans, etc.

To open the timetable go to *Timetable/Timetable* from the sidebar or click on the corresponding icon in the toolbar.

<u>Competitions</u>	<u>T</u> imetable <u>S</u> etup <u>E</u> xit
CLUB	🛑 💇 🛓 🗎 🏠 🎇
	Timetable

Working quickly in the timetable

HINT: The following keys and key combinations will help you speed up and enhance your workflow with the timetable. We encourage you to become familiar with these combinations to work as efficiently as possible with the timetable. Using the keyboard will allow you to work much faster and easier:

1	1 Day view	
2	2 Days view	
7	7 Days view (Players individually visible)	
8	7 Days view (Whole day visible)	
9	14 Days view (Whole day visible)	
a	Evening (6:30 pm)	
Alt + t	Switch from cash register to timetable	
b	Change area	
d	Print	
Enter	Book	
f	Early (8:00 am)	
F11	Show automatic actions	
F2	Show calendar	
Home or Pos1	Switch to "Now and Today"	
i	Book	
k	Edit courses	
m	Midday (11:30 am)	
Mouse button	Change tee times	
n	Afternoon (3:00 pm)	

PgDn, PgUP	Scroll in timetable
r	Change grid
S	Search for a reservation
Shift + a	Show all areas
Shift + d	Special view
Shift + double click	Show opening time of a filter
Shift + mouse button	Сору
Space (space key)	Multiple reservations
t	Switch from timetable to cash register window
V	Display the views
w or c	Import participants of a competition
Z	Switch to a different date

Book competition players in the Timetable

Start from Tee 1

Open the Timetable area and type "w" in the field corresponding to the competition day. The following window opens:

Copy competition players into the timetable	×
Select the competition and timetable area:	
Competition: 19001 Test Comp, 31.01.19	X <u>C</u> ancel
Round:	
1. Round	
Timetable area:	
18 Holes Course	
Time adjustment: 00:00 Hour:Min	
Only starting holes:	

Leave the field **only Start-hole** empty if all the players are starting from Tee 1.

Start from Tee 1 and 10

If you would like your competition to start, for example, from tee 1 and tee 10, you can book the players in the timetable in several steps.

First, book the players who are to start from tee 1. Fill-in the field **only start tee** as follows:

Copy competition players into the timetable	×
Select the competition and timetable area:	✓ <u>O</u> K
Competition: 19002 Test Comp start Tee1&10, 07.02.19	X Cancel
Round:	
1. Round	
Timetable area:	
Time adjustment: 00:00 Hour:Min	
Only starting holes:	

This allows you to book in the timetable only the players who start from tee 1, for example at 10 am (when the tournament begins at 10 am).

The players stating at tee 10 will arrive at tee 1 around 2 hours later (depending on the course configuration).

Book the players starting at tee 10 with a *time-offset* of two hours:

Copy competition players into the timetable	×
Select the competition and timetable area:	✓ <u>Q</u> K
Competition: 19002 Test Comp start Tee1&10, 07.02.19 🖶	X Cancel
Round:	
Timetable area:	
18 Holes Course	
Time adjustment: 02:00 Hour:Min	
Only starting holes: 10	

This will ensure that the players are booked at the right time at tee 1 in the timetable. By doing so you can display a correct and professional start time schedule. Furthermore, you can take advantage

of well-maintained data for the compilation of timetable statistics.

Edit areas

To edit or create a timetable-area click on the button Area from the top-left of the window or go to **Timetable/Edit** in the main menu.

ect areas		×
Area groups:		
All areas	COLIDS	
Pros	PRO	X <u>C</u> ancel
Carts	CART	
Areas:		
18 Holes Course	1801	
9 Holes		
	X Delete F5	

Now you can configure the reservation areas (Courses, pros, tee-mats, spa treatments, carts, areas) and display them. Specify your employes for recording the time using PC CADDIE. Go to **New** (F9) to create a new area if you are working with the timetable for the first time. Click **Edit** to edit an existing area; the following input window appears:

Ed	lit	area

Edit area		×
Search abbr.: <u>N</u> ame: Option C General settings Informa	1801 Sorting: A 18 Holes Is Holes Cancellation Views Publish ation Booking Follow-up booking Option A	✓ <u>O</u> K ★ <u>C</u> ancel
Grid: <u>S</u> tart: <u>E</u> nd: <u>S</u> pacing:	08:00 h 00:00 h 10 min	
<u>S</u> tandard period: <u>M</u> aximum: <u>B</u> ookable in advance: <u>N</u> umber of holes:	4 people 0 days for guests: 0 course abbr.(A/B/C):	
<u>P</u> rimary colour: <u>S</u> tatus: Booking groups:	8454143	
Address record:	sonn.2 Holes 1-9 Sonnenschein	

General settings

Search abbr. Please enter a matching abbreviation for the area. For the "18 hole course" you could, for instance, put in 1801.

The search abbreviation cannot be changed afterwards. Please make sure you choose neutral abbreviations - especially for your golf teachers.

Order Usually the timetable areas are displayed in alphabetical order. If you wish for a different sorting method you can configure this with this field. Areas that do not contain any information about their order will be put at the end of the list.

Name Put in a describing name for your area - in our example the "18-hole course". The name can be altered afterwards if necessary.

Grid Specify the time period that should be displayed in each area. This time period can be changed

according to the seasons without losing any made reservations. Earlier or later times will be hidden optically.

Standard unit Define a standard unit if the grid does not match a reservation 1:1. Example: For your area "Pro" you have a standard grid of 30 minutes but a golf lesson lasts 60 minutes. By configuring the standard unit to 60 minutes, PC CADDIE will book two rows automatically.

Limit Here you specify the maximum of how many people can be entered in a booking.

Bookable in advance Define the number of days that can be booked in advance for an area. You can configure different time periods for members and guests.

In case the pre-booking feature is already configured as a timetable rule, PC CADDIE will use the smallest value out of both settings.

Number of holes Set the number of holes for your courses.

This feature will be quite important if you are working with booking limits, i.e., a guest player is only allowed to reserve up to 36 holes in one week - check this chapter for more details: Configure Timetable-rules.

Course IDs If you manage several 9-hole courses which can be combined differently, you should give each course an individual identification (A-C). Using these identifications you can create different course combinations. If required, contact the PC CADDIE support.

Status Please avoid deleting timetable areas. Use the various status options to still have access to no longer used areas.

The status options primarily affect the view of the online modules.

<u>S</u> tatus:	Active 💌
	Active
<u>B</u> ooking groups:	Not bookable
	Hidden
Address record:	Deleted

Address data Enter the matching address data for each person for your employee plans or your golf teachers area.

Course data Enter the possible course information matching each area.

This is simply informative and has no further effect.

Area groups

Create different area groups if you have several timetable areas. This way you can make a clear selection.

Timetable groups		×
Golf courses Carts Carts New Equation Carts Edit Up in the list	COURS PRO CART	✓ <u>O</u> K ★ <u>C</u> ancel

Create new booking groups

New booking groups can be created as described below.

In the booking area window, you can create a new area group using the "Edit" button:

Select areas							×
Area groups:						OK	-
Allareas			 				
Golf courses			 COUR	S			
Pros			PRO		×	<u>C</u> ancel	
Carts			CART				
Areas:							
18 Holes Course			1801				
18 Holes, 10 Tee			1810				
9 Holes			0901				
18 Holes			1801				
<u> N</u> ew	F9 🔷	▼ <u>E</u> dit	<u>D</u> elete	5			

The area window opens. Click on "Select" to open the window with the timetable groups:

Edit area		×
<u>S</u> earch abbr.: <u>N</u> ame: Option C General settings Informa	1801 Sorting: 18 Holes Course Cancellation Views Publish ation Booking Follow-up booking Option A	<u>O</u> K
Grid: <u>S</u> tart: <u>E</u> nd: <u>S</u> pacing:	08:00 h 00:00 h 10 min	
<u>S</u> tandard period: <u>M</u> aximum: <u>B</u> ookable in advance: <u>N</u> umber of holes:	4 people 0 days for guests: 0 O course abbr.(A/B/C):	
<u>P</u> rimary colour: <u>S</u> tatus:	12648320 C	
<u>B</u> ooking groups: <u>A</u> ddress record: <u>C</u> ourse record:	Sel.	

□ Golf courses COURS □ Pros PRO □ Contra	Timetable groups		×
Cancel		COURS PRO CART Edit F7 Nelete F5	✓ <u>QK</u> ★ <u>C</u> ancel

Now you can enter a new area group via the button "New":

Timetable gro	ups	×
	Please enter the timetable groups:	✓ <u>0</u> K
<u>S</u> hort:	EMP	× Cancel
Long:	Employee	
<u>C</u> olor:	16776960	

A new group is available after pressing "OK":

Timetable groups		×
Golf courses Pros Carts Employee	COURS PRO CART EMP	✓ <u>O</u> K ★ <u>C</u> ancel

Sunrise and sunset

HINT: As an additional feature, you have the possibility to view the sunrise and sunset times in the timetable, so you can easily let your customers know about the length of the day.

Open your timetable. Click *Timetable/Edit.* Choose the course and click *Edit:*

ect areas		
Area groups:		
All areas		
Golf courses	COUBS	
Pros	PBO	🗙 <u>C</u> ancel
Carts	CART	
Employee	EMP	
Areas:		
18 Holes Course	1801	
18 Holes, 10 Tee	1810	
9 Holes	0901	
18 Holes	1801	
•		
🔶 New 🗐 🙆 Edit	× Delete F5	

Enter your Club data for regional timekeeping:

Ed	lit	area

E dit area		×
<u>S</u> earch abbr.: <u>N</u> ame:	1801 Sorting: 18 Holes Course	
Option C General settings Informa	Cancellation Views Publish ation Booking Follow-up booking Option A Option B	
Grid: <u>S</u> tart: <u>E</u> nd: <u>S</u> pacing:	08:00 h 00:00 h 10 min	
<u>S</u> tandard period: Maximum:		
<u>B</u> ookable in advance:	0 days <u>f</u> or guests: 0 days	
Number of holes:	Course abbr.(A/B/C):	
Primary colour: Status:	12648320	
<u>B</u> ooking groups:	Sel.	
Address record:		
<u>C</u> ourse record:	sonn.1 18 Holes Sonnenschein 🖶 🔄	

The following window opens:

Club		×
Abbreviation, Name	n usga	
Entire name Golf Short name Golf	f-Club Sonnenschein e.V. fclub USGA	<u>N</u> ew ■
Club number 0990 Contact person	First	✓ <u>Save</u> F11X Delete F5
Lastname	Male 🔽	Service Persons
Address Street Has	slerstr. 16 P.O. Box	<u>Picture</u>
Phone Email	Bax	Word/Export
		Erint F8
<u>G</u> roup	nuna	(<u> </u>
Golf assoc. NRV	W Foundation	End

Click the globe icon next to the field "Town":

A	ldress coordin	ites	<u> </u>
	Address inform	ation:	
	<u>S</u> treet:	Hasslerstr. 16 X Cancel	
	<u>C</u> ountry: <u>P</u> ostcode:	Code Name Area code (Special)	
	<u>P</u> lace: <u>C</u> ountry:	Aachen (Special)	
	<u>C</u> oordinates:	50.7694364, 6.1049359 🤶 Refresh F2	
	<u>D</u> istance: <u>A</u> ddress:	0,0 km from this reference:	
	<u>C</u> oordinates:		
	SI SI	ow address on the map in the internet F7	
_	0	Sunrise / Sunset	

Click the button *Sunset/Sundown* and confirm twice with *OK* and hit *End*.

Address coo	ordinates X
Address ir	nformation:
<u>S</u> treet:	Hasslerstr. 16
C C	e / Sunset
Е Е Е	ordinates: 50.7694364, 6.1049359
<u>C</u> <u>D</u> ate	e: 24.01.2019 24.01
<u>S</u> un <u>D</u> Sun	rise: 8:21
<u>A</u>	
	Show address on the map in the internet
0	Sunrise / Sunset

The next window needs the confirmation of the correct course. Select the course and confirm with **OK.**

Se	lect course					×
	Select from this club the co	🛛 <u>Q</u> uit				
	Course	Number	Version	Code		
	Holes 10-18 Sonnenschein	9001.2.3	3	3		
	18 Holes Sonnenschein	9001.0.1	1	1		
	Holes 1-9 Sonnenschein	9001.0.2	1	2		
_	Enter new course F9 O Edit	F7 🗙	Delete	FS		

Now click **OK** twice to get back to your timetable. Sunrise and sunset are now highlighted in colour.

This is the time transition to the sunrise:

🌇 Ti	metable											_	. 🗆 🗙
	<u>A</u> rea	18 Holes Cours	e 🔍 🤆	23	🔳 🚳 🖪		<u>F</u> ind	<u>Prin</u>	t <u>R</u> as	ter screen	Training class]	
	We, 06.02.	19 Th, 07.02.	19 Fr, (8.02.19	Sa, 09.02.19	Su, 10).02.19	Mo, 11.02.19) Tu, 12	.02.19	We, 13.02.19	Th, 14.0	2.19 🔺
06:50													
07:00													
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Th 24	4.01. Fr 25.	01. Sa 26.01.	Su 27.01.	Mo 28.01.	Tu 29.01. W	/e 30.01.	Th 31.01.	Fr 01.02.	Sa 02.02.	Su 03.02.	Mo 04.02.	u 05.02.	We 06.0
					·				2		KW 7	11.02.19	06:50

...and to sunset:

🌇 Ti	netable								
	<u>A</u> rea 🕨 18	Holes Course	• • 2 :) 🔳 🚳 📭	Eind	Print	Raster screen	Training class	
	We, 06.02.19	Th, 07.02.19	Fr, 08.02.19	Sa, 09.02.19	Su, 10.02.19	Mo, 11.02.19	Tu, 12.02.19	We, 13.02.19	Th, 14.02.19
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								KW 6 (06.02.19 16:10

Show information line for sunset

In addition, it is also possible to add in the timetable an information line for sunset, so that you can accurately predict, for example, whether it is still possible for a player to complete 18 holes before sunset.

For this purpose, you must enable the following special parameters:

TIME_SUNLINEACTIVE	This parameter enables the information line
TIME_SUNLINEMARGIN:240	This parameter determines that the timeline is always displayed 240 minutes before sunset. You can adjust the number as you wish.
TIME_SUNLINECOL:65280	This entry defines the color of the line. 65280 is the decimal color code for green.

TIME_DARKCOL:12632256	This entry sets the background color for the hours after sunset or before sunrise. 12632256 is the decimal color code for dark grey.
TIME_SUNLINEHEIGHT:6	This parameter defines the thickness of the line

After making all these settings the information line is displayed as in the following screenshot (after restarting PC CADDIE):

🋐 Tir	netable														ļ	_ 0	×
	<u>A</u> rea	18 Ho	oles Course		۳ 🕫 🔍		1	E	Ein	d		Print	Baster screen	Training class			
	Th, 07.02	.19	Fr, 08.02.1	9 Sa	09.02.19	Su, 10.02	.19	Mo, 1	1.02.19	Т	u, 12.02	2.19	We, 13.02.19	Th, 14.02.19	Fr, 15.02.19	S 1	•
10:20																	
10:40																	
11:00																	
11:20																	
11:40																	
12:00																	
12:20											-						
12:40											_	No	ote line				
13:00												Color co	de: 65280				
13:20								_		_	•						
13:40											-						
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15:20	L Time	offset be	efore														
15:40	sunse	et: 240 r	ninutes														
16:00										-							
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16:40																	
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17:20															1		
17:40																	
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19:00										sunr	ise						
19:20										Colo	r code:	12632	256				
19:40																	-
<u> </u>									-								
Th 24	.01. Fr 2	5.01.	Sa 26.01.	Su 27.01	. Mo 28.01.	Tu 29.01	. We	30.01.	Th 31	.01.	Fr 01.0	2. Sa	02.02. Su 03.0	2. Mo 04.02. T	u 05.02. We 06	5.02.	Th (
														KW 7	15.02.19	13:1	10

Information

Use this window to enter information to your existing timetable areas. This text is purely informative.

Edit area				×
Search abbr.: Name: Option C General settings Informa Information:	1801 State 18 Holes Course Cancellation V Cancellation V tion Booking Follow-up	orting: A iews Publis booking Option A O	sh Option B	<u>Q</u> K <u>C</u> ancel
Internet link:				

Booking

Click **Booking** or hit **Page down.** The lower half of the window will switch to the booking mask:

Edit area		×
<u>S</u> earch abbr.: <u>N</u> ame:	1801 Sorting: A 18 Holes Course Image: Course	
Option C General settings Infor	Cancellation Views Publish rmation Booking Follow-up booking Option A Option B	Zancei
<u>A</u> rticle:	gf1 Greenfee adult	
Book for:	Every Person	
Proportional:	no proportion	
<u>A</u> ssign priority:	Ignore usage	
<u>U</u> sage period:	Prebooked:	

Article and **Price** are then entered if the "automatic" has been set for these articles, which shall also work in the timetable. The first choice in this list is your standard article. In case the "automatic" has not been set for the following articles, the system will take the standard article.

If you have activated timetable rules, they will have priority.

Book for should be set to "Individual". The other options are rarely being used nowadays; they define how one booking should be accounted to several people (i.e. for golf lessons).

With the timetable area for your golf teachers use *Time proportional* if half of a lesson costs half of the price.

Please note that the appropriate grid and article have to be set up.

Priority of distribution For your golf cart system you can define the carts which should be handed out with a priority. Leave the field empty and the area will be set at the end of the priority distribution.

Usage duration and Pre-booked In your golf cart system you will see for how long a golf cart is being used or if it is already pre-booked. If you want to know the usage duration, PC CADDIE will calculate this for each each cart. Carts that are being used over a longer period of time tend to be less considered for the bookings.

Follow-up booking

Edit area				×
<u>S</u> earch abbr.: <u>N</u> ame:	1801 18 Holes Course	<u>S</u> orting:	A	
Option C General settings Infor	Cancellation mation Booking Follo	Views ow-up booking	Publish Option A Option B	
Eollow-up area:	18 Holes, 10 Tee Interval: Duration: Min.: Max.: •up booking	2 h	1810	

A follow-up booking is necessary if, for example, after 2 hours a follow-up tee time is required for the 10th tee (or a second round tee time on a 9-hole course). Follow-up bookings in your timetable will be highlighted with a grey background colour. This input mask allows you to set all required details. A plus sign behind a name in the booking mask indicates an existing follow-up booking (i.e. for the 10th tee or on a different golf course).

Following area		×
Where do	o you want to copy this booking?	✓ <u>Q</u> K
<u>B</u> ooking area:	18 Holes, 10 Tee	× Cancel
<u>D</u> ate:	07.02.19	
<u>T</u> ime:	12:10 o'clock	
D <u>u</u> ration:	10 min	
Following boo	king for the <u>w</u> hole flight (F9)	

The follow-up booking itself is marked with the copy-symbol. Bookings of players that have been copied into the same day will also be marked with this symbol.

Time booking:	18 Holes Course	×
<u>D</u> ate <u>T</u> ime D <u>u</u> ration	07.02.19 Thursday Image: Holes, 10 Tee Fg 10:10 Rounds 10 min Maximum	✓ <u>B</u> ook
Persons 3xAbbr/ or Name Info (F6) New Edit Delete	Tr. class Break Blocking Eilter Select Guest The provide the second secon	Spread out Spread out Print F8 → Acc. transferF11
<u>A</u> rticle Price Book <u>f</u> or	gf1 Greenfee adult Select 20,00 Time prop. Every person	Cancel

Cancellation

Edit area		×
<u>Search abbr.:</u> <u>Name:</u> General settings Info Option C <u>Cancellation</u>	1801 Sorting: A 18 Holes Course 18 Holes Course ormation Booking Follow-up booking Option A Cancellation Views Publish 3 h before the date 5 h before the date	<u>○K</u> <u>×</u> <u>C</u> ancel
<u>A</u> rticle: Percentage:	can Cancellation fee (EMPTY = Automatic)	

The example from the screenshot means: the tee time can be canceled for members until 3 hours before the tee time, and until 5 hours before the tee time for guests.

In this dialogue you can set the time until a booking can only be cancelled liable to charges, which article should be offered by PC CADDIE automatically and the percentage of the original price your customer will be charged for.

For example, a general cancellation fee \rightarrow 100% would be charged; or you could set that late cancellations would cost X% of the cheapest green fee. PC CADDIE then uses these settings for cancellations in this area and will post the value as outstanding debt to the person's account.

Option A/B/C

Options A, B and C calculate your articles in each timetable area, for example your rental clubs or golf carts.

Search abbr: 1801 Sorting: Name: 18 Holes Course Option C Cancellation Views Publish General settings Information Booking Follow-up booking Option A Icon: Image: Colf cart Image: Colf cart: Image: Colf cart Image: Image: Colf cart: Image: Colf cart Image: Im

Description The object you want to be counted should be given a name. The counting starts when the appropriate option is selected in the timetable.

Time booking:	18 Holes Course	×
<u>D</u> ate <u>T</u> ime D <u>u</u> ration	07.02.19 Thursday 18 Holes, 10 Tee F9 10:10 Rounds 10 min Maximum	✓ <u>B</u> ook
<u>P</u> ersons 3xAbbr/ or Name	Tr. class Break Blocking Filter	Spread out
Info (F6)		
<u>Delete</u> <u>A</u> rticle Price	gf1 Greenfee adult Select 20,00 Time prop.	Payment F12
Book <u>f</u> or	Every person	X Cancel

Max. amount

?

How many objects are available?

Consider whether this object should be counted cross-functional. In this case option A would count the golf carts in all timetable areas. Apart from that, the options are individually definable for each timetable area.

Article Select the item that should be booked for this option.

Book throughout this booking group If this function is activated, PC CADDIE will check all areas of this particular booking group for availability. For example, you book the 18-hole course including option A. Your option A correlates with the area group golf carts. When making the booking, PC CADDIE searches all carts, whether one is available for the time and directly books the reservation.

Time interval This is the time interval to the original booking. For example, you book a tee time at 2:00 pm, the golf cart can be picked up at 1:50 pm. Therefore you enter the value -10.

Publish

-			
		20	
			α

dít area	×
Search abbr.: 1801 Sorting: A	
Name: 18 Holes Course	
General settings Information Booking Follow-up booking Option A Option A Option C Cancellation Views Public	option B
Make this area bookable via internet	
as teetime reservation	
🔲 as practice hour	
🗔 as wellness offer	
🔲 as hotel room	
🔲 as booking options (e.g.,carts)	
… Person testing for association players	
Make this area bookable via terminal in the same way	
Portal integration:	
<u>C</u> ourse ID: <u>C</u> lub no:	
User: Password:	
Configure remote control	
Use this area for time recording Hide for selection	

If your club is working with the internet and/or the terminal, you can specify in this mask if PC CADDIE should make these areas available for booking via the internet and/or terminal.

Check the field "Use this area for time recording" from the bottom-left if the screen if this area is intended for time recording.

For example, if you have created 20 carts or 50 rental clubs as a single area, it is recommended that you enable the "Do not show in selection" option. Allowing the individual selection of all these areas only adds clutter to the long list. W If this is activated, these areas disappear from all choice situations and can be selected only via the group. They are all visible using the menu entry "Timetable/Edit Ranges".

Confirm with **OK** after providing all the information according to your wishes. Repeat these steps for all areas that you want to open up new or edit in your new club. Use the Portal-Integration fields to synchronize the timetable data with the data of the respective portal (e.g. 1golf1 or ÖGV).

Views

Edit area	×
Search abbr.: 1801 Sorting: A Name: 18 Holes Course	
General settings Information Booking Follow-up booking Option A Option B Option C Cancellation Views Publish ✓ All areas a Courses (Week) C C ✓ Courses c Pros (Week) P P Pros P P	
 Edit timetable views Edit timetable rules 	

In the tab **Views** you have an overview of the existing timetable views (see also Define Timetable Views). You can easily click on the views in which the timetable area should be displayed.

Set up cart booking

You can now also book a cart, in addition to a tee time; this can be done both online as well as onsite.

The option to book carts online is only possible with the online APP and responsive design.

The following settings must be made in the timetable for on-site bookings:

To use the function, please contact our support. They will set the appropriate special parameter, and then you can proceed as follows:

Enter carts in the timetable

Edit area		×
<u>S</u> earch abbr.: <u>N</u> ame:	C1 <u>S</u> orting: Cart 1	
Option C General settings Informa	Cancellation Views Publish Ition Booking Follow-up booking Option A Option B	
Grid: <u>S</u> tart: <u>E</u> nd: <u>S</u> pacing:	06:00 h 20:00 h 10 min	
<u>S</u> tandard period: Maximum:	5 h	
<u>B</u> ookable in advance:	0 days <u>f</u> or guests: 0 days	
Number of holes:	Course abbr.(A/B/C):	
<u>P</u> rimary colour: <u>S</u> tatus:	Active	
<u>B</u> ooking groups:	CART Sel.	
<u>A</u> ddress record: <u>C</u> ourse record:		

It is important that the booking group "Carts" is also created.

Create view for the carts

In the second step, set up your own view for the cart booking:

Timetable-View	×
Name: Cart overview	✓ <u>O</u> K
Areas Configuration View	
Included areas	<u>× C</u> ancel
Carts	
🔶 New F9 🔷 Edit F7 🗙 Delete F5	
<u>U</u> p <u>D</u> own	

Set up a view for cart entry

You have to activate the option for displaying the carts' bookings together with the tee time booking. For this, **option A** must be set as in the following screenshots:

-			
		20	
			α

Search abbr.: 1801 <u>Name: 18 H</u> Option C Cancel	Sorting: A Des Course ✓ QK ation Views Publish bring Follow-up booking
General settings Information Both Grid: Start: 06:00 End: 20:00 Spacing: 10 m	h h
Standard period: 5 h Maximum: 5 Bookable in advance: 0 Number of holes: 0 Primary colour: 1264 Status: Active Booking groups: COU Address record: Sonr	4 people days for guests: 0 days Course abbr.(A/B/C): 320 e RS: Sel. 1 18 Holes Sonnenschein

Edit area		×
Search abbr.: Name: Option C General settings Infor Name: Icon: Maximum no.: Article: Book after selection	1801 Sorting: 18 Holes Course Cancellation Views Publish rmation Booking Follow-up booking Option A Option Cart Consider all areas Consider all areas	✓ <u>O</u> K ★ <u>C</u> ancel
	Carts CART 3 Interval: -10 min Duration (normal): 5 h Duration (alternative):	

(1.) Enter name:

Only "Cart" can be entered here. This is also very important, because "Cart" is a codeword; using it means that the symbol for the cart appears online.

(2.) The following settings are available:

- Book throughout this booking group, and a cart will appear in the timetable as booked or marked as free

or

- Book after selection throughout this booking group means that a query appears, allowing you to select a cart:

ect an option		3
	Select the option:	
Cart 1		Cancel
Cart 2		
Cart 3		
Cart 4		

However, this query only appears if the option for a cart is activated manually in the timetable. The customer doesn't have this selection when making an online reservation.

Show booking in timetable

If everything is set correctly, a cart can now be reserved online. The booking then appears at the customer with "red" light (option A) for the tee time booking, and a cart is automatically displayed in the view as "reserved":

Time booking:	18 Holes Course	×
<u>D</u> ate <u>T</u> ime D <u>u</u> ration	07.02.19 Thursday 18 Holes, 10 Tee F9 12:10 Bounds 5 h 17:10 Maximum	✓ <u>B</u> ook
Persons	Tr. <u>c</u> lass Break Bloc <u>k</u> ing <u>F</u> ilter	
3xAbbr/ or Name	Select Guest	Spread out
Info (F6)		arint F8
Ne <u>w</u> Edit		→ Acc. transfer[F1]
Delete		Payment F12
<u>A</u> rticle	Select	
Price	0,00 🗌 Ti <u>m</u> e prop.	
Book <u>f</u> or	Every person	× Cancel

	Cart 1	Cart 2	Cart 3	Cart 4
12:30				
12:40				
12:50	Sonn			
13:00				
13:10				

Online booking

For the customer, the online booking window with cart bookings looks like this. If the option for the cart is selected, the "red" light will now appear next to the name of the customer:

		Stephanie Sonntag \equiv
HOME	# Golf International Moyland > Startzeit buchen	🔒 Drucken
FACEBOOK	SCHRITT 2/3: DETAILS AUSWÄHLEN	
STARTZEIT BUCHEN	Zeit und Bereich	
STARTZEITEN WOCHE	Di., 15.12.15, 14:50, 18 Loch Platz	
TURNIERKALENDER	Person 1 🗖 🔐 E-Cart	
TURNIER STARTLISTEN	Sonntag, Stephanie	
TURNIER ERGEBNISLISTEN	Person 2 🗆 🚑 E-Cart	
SUPPORT & KONTAKT	O Typ: Freund	
	○ Typ: Gast	
	O Typ: Spieler/in	
	Person nicht buchen	
	Person 3 🗆 🖓 E-Cart	
	O Typ: Freund	
	⊖ Typ: Gast	
	O Typ: Spieler/in	

Working with the various areas

To switch between the areas you click **Area** or hit the keys F3 or F4 (you can also press **B**). With + or - you can zoom in and zoom out (a zoom of 0.5, for example, doubles the size).

In the chapter **Define Timetable Views** you can read about how to customize the appearance of the areas to your personal needs.

Searching

Search

Press the button **Search** in the timetable (or hit the "S" key) to search for a name (for example, if someone wants to play with a certain person or if you want to delete all reservations for a specific person). You can use the same function to search for plain text, for example, to get an overview of all blockings with the name "Ladies".

Find person / print bookings	×
Enter the person which has to been found. You can then print a reser- vation list.	<u>Search</u> <u>Search</u> <u>Cancel</u>
Person: hah1 Happy, Hellen 🖶 🔄	
or Text:	
<u>D</u> ate: 24.01.19 <u>t</u> o 14.02.19	
Search: All Areas Only active area 1810 Only inside areas of this view	

Confirm with *Search* and you will get a booking overview on your screen:

Fo	und bo	okings				×
		The follo	Happy, He	ellen found in this tim	ne(s):	<u>© E</u> dit
	Dav		Time	Duration	Information	
	1810 1801 1801	07.02.19 (Thursday) 07.02.19 (Thursday) 07.02.19 (Thursday)	14:10 12:10 12:10	5 h 5 h 5 h	hah1 Happy, Hellen (), N hah1 Happy, Hellen (), N hah1 Happy, Hellen (), N	No Show F6
	I	X Delete F5	<mark>l </mark>	F8 🔶	<u>N</u> ew F9	<u> Q</u> uit

Pressing the **Print** (F8) button opens the following window:

Print reservation(s)	×
This text will be added to the printout:	📚 Print F8
Enter here the text to be added to the printout	X <u>C</u> ancel

With this function you can quickly print appointment or booking confirmations for your members.

HINT: If you go to **Setup/Program Options/Club-Address, Banking Details** and add the special parameter **TIBU_PRNTNEW** via the button **Extra** from the tab **General**, you will access an advanced functionality:

Print reservation	ons		×
<u>A</u> ddress:	hah1 Happy, Hellen		<u>~ о</u> к
<u>L</u> ayout:	Booking confirmation INFO	▼ Edit	X <u>C</u> ancel
This text will k	be added to the printout:		
Enter here th	e text to be added to the printout	<u> </u>	
		-	
, Area-related	text:		
		_	
		_	
1			
🔲 Only print	selected position (F5)		
Print only	main bookings (no follow-up bookings) (F6)		
📃 Make a n	ote of the printout		

This feature can be very interesting if you are working with hotels or with the travel industry, as you can give them a professional confirmation listing all individual items, among others.

Contact the PC CADDIE support if you have any questions whilst setting up the layout.

Booking

We will now show you, how you can make reservations in the different areas. If you would like to book a golf lesson or a tee time, just press **Enter** or double-click the mouse button when you are on the desired time in the timetable.

Please make sure that you are working in the right timetable area. Based on the selected background colour the different areas should be easily recognizable.

Larger reservations (blockings for tournaments etc.) can be made by clicking the mouse on the desired time, keeping the mouse button pressed and pulling the cursor to the end of the desired reservation. When you release the mouse button, the booking window will open.

In the following example, we will show you how you can book an appointment and what many other opportunities PC CADDIE has to offer.

I. Switching to a specific date

If you double-click on the date at the bottom right

KW 4	24.01.19	11:40
KVV T	24.01.19	11.40

or press **Z** and you can jump to a specific day

Select time	×
Enter the time:	✓ <u>о</u> к
<u>D</u> ate: <u>30.01.19</u> <u>T</u> ime: 08:00	X <u>C</u> ancel

or you look for that day by pressing the F2 key to open the calendar:

🏹 Calendar	×
Veel Mo Tu We	Th Fr <mark>Sa Su</mark>
1 31 1 2	3456
2 7 8 9	10 11 12 13
3 14 15 16	17 18 19 20
4 21 22 23	24 25 26 27
5 28 29 30	31 1 2 3
6 4 5 6	7 8 9 10
January 🔺	2014
February	2015
March	2016
April 2017	
May 2018	
June	2019
July 2020	
August 2021	
Septembe	2022
October 💌	2023 💌
Selected date:	31.01.2019

Otherwise you just move the cursor through the timetable or use the arrow keys "up, down, left, right". If you would like to make a reservation, just press *Enter* or double-click the mouse button.

II. The Booking window

Once you have selected a time in the timetable, the booking window will open:

Time booking:	18 Holes, 10 Tee	×
<u>D</u> ate <u>T</u> ime D <u>u</u> ration	30.01.19 Wednesday 13:00 Bounds 10 min Maximum	<u>Book</u>
Persons	Tr. <u>c</u> lass Break Bloc <u>k</u> ing <u>F</u> ilter	
3xAbbr/ or Name	Select Guest	<u>S</u> pread out
Info (F6)		📚 <u>P</u> rint F8
Ne <u>w</u> Edit		→ Acc. transferF11
Delete		Payment F12
<u>A</u> rticle	gf18 Greenfee adults 18 holes Select	
Price	Auto: 0,00 Ime prop.	
Book <u>f</u> or	Individual for everybody	× Cancel

Date is equivalent to the date to be booked.

Time is equivalent to the time to be booked.

Duration is equivalent to the length of time of your reservation.

HINT: The duration can be adjusted manually or directly in the timetable by clicking on the starting time of the reservation, holding the mouse button and pulling the cursor down up to end of the reservation and letting go.

Abbreviation Enter the name of the person for whom you would like to make the reservation. You can search for people as follows:

- Search abbreviation: 2 letters of the family name + 2 letters of the first name, e.g., for Peter Muster → mupe
- Family and first name separated by a comma: It is already enough when you enter the first 3 letters of each name; e.g., for Peter Muster → mus,pet or muste,pete etc.
- Full first or last name
- Telephone number
- etc.

⁷ If you want to book a tee time for a guest that has not been there yet, simply use the button

Guest to make the reservation.



HINT: Enter plain text in the search abbreviation to add it to your reservation.

bbr/ or 2 Wants to play alone Select Guest

To avoid typing the same text over and over again, you can simply write the number of the amount needed in front of your text. PC CADDIE will automatically add your text according to your entered amount.



The fields *Article, Price* and *Book for* can usually be left empty. They will be automatically adjusted if you work with article-automatics or timetable rules.

Via the button **Book** you confirm the reservation and will return to the timetable.

Always remember to close the window with the button **Book.** In case you have made reservations and press **Cancel**, your reservation will not be saved.

Enter additional information to a person

Double-clicking the small blue "i" in front of a name or pressing the button *Info* (F6), opens the following window:

Additional-Information: 30.01.19 Guest: Member, Petra (13:00)	×
Booking Credit card Marshal Article Details Exchange	
Enter additional info here	X Cancel
No. of bookings: 1	
Bookingreference: mepe Member, Petra	
<u>Reference into:</u> <u>2</u> nd reference:	
<u>S</u> tatus: ✓ confirmed ✓	
Date: Time: 00:00 (ATTENTION: The booking will be deleted afterwards!)	
Show name: Show name automatically	
List of 'No Show'-entries F6	
Print bookings overview F8	

The tab **Booking** offers the possibility to enter any kind of information to a person. Is there a customer with information to his reservation, a star symbol will appear in front of the name.



As **Booking reference** you can enter a person or a company from your database. This can simply be a useful information for you but also will PC CADDIE ask you if the players will pay by themselves or if the reference contact will pay the whole bill (e.g., for groups that have been invited by a single person). A reservation can be marked as a *provisional booking*.

If the check mark is not removed until the deadline, the reservation will be deleted (ideal for non-binding requests of groups).

The tab *Creditcard* has no function at the moment.

Go to the tab **Details** to view all the detailed process information of a reservation including the unique **Dataset** number.

Additional-Informa	ation: 30.01.19 Guest: Member, Petra (13:00)	×
Booking Cred	lit card Marshal Article Details Exchange	ОК
<u>E</u> ntered at:	24.01.2019 21:48:20 L	
<u>b</u> y:	Timo Tester	
<u>C</u> hanged at:	26.01.2019 12:46:27 L	
<u>b</u> y:	Timo Tester	
<u>C</u> hecked in:		
<u>b</u> y:		
<u>I</u> nfo:		
<u>D</u> eleted:		
<u>b</u> y:		
<u>I</u> nfo:		
<u>R</u> ecord:	38 0001586728100003800	
<u>C</u> onnection:		
	List of 'No Show'-entries F6	
	Data belonging to that entry	
۵	Print bookings overview [78]	

The letters in the third field have the following meaning:

nothing ⇒ Old local

www.pccaddie.com

I	Internet PC CADDIE://online outdated, now only intranet for tournaments
0	PC CADDIE://online
X	XML-Internet PC CADDIE://online
F	External PCO system
Α	APP Responsive PC CADDIE://online
D	Mobile Device PC CADDIE://online
L	Local / made locally
м	Multi-select booking (booked via multiple selection (space key))
Т	Tournament-copy/Import (entered as tournament Import)
S	Self-service booking (Terminal)
С	Make a new entry through copy (drag&drop)
G	booked via cash register
E	Exchange interface
R	Remote control (Cart-System)
Р	Portal (golf.at)
W	Work (Timer from CRM Info Dialog) and work times recording(A:, Y:,)
Н	History=CRM
h	Hotel
r	Only for DEL: reservation reset, i.e., delete expired reservations
0	Option ABC
n	NoShow automatic deletion
m	Move by shifting (using drag&drop)
С	Generic change
S	Cancellation, deletion

By clicking the button *List of 'No Show'-Entries* (F6), you will get a list of all reservations Mr. Muster did not attend. *Data belonging to that entry* (F7) shows you all reservations this person has made.

Training classes

Time booking:	18 Holes, 10 Tee	×
<u>D</u> ate <u>T</u> ime D <u>u</u> ration	07.02.19 Thursday 12:50 Bounds Maximum	4 <u>B</u> ook
Persons	1 Tr. class Break Blocking Eilter g training - 26.01.19 (JH1) 2 New Edit	Spread out
3 Select	 Member, Petra (33,0), Fontana GC 	📚 <u>P</u> rint F8
Ne <u>w</u> Edit Delete		Acc. transfer[F1] Revment [F2]
<u>A</u> rticle	gf18 Greenfee adults 18 holes Select	
Price	Auto: 0,00 🔲 Ti <u>m</u> e prop.	
Book <u>f</u> or	Individual for everybody	X Cancel

- Would you like to book participants into a training class instead of a tee time or a golf lesson? Go to the tab *Tr. class.*
- 2. First of all, choose the relevant training class.
- Using the button *Select* lets you add participants. Have there already been participants added to this training class, they will be displayed here. Training class participants can *Pay* via the terminal. They will be marked with an arrow symbol.
- 4. At the end you confirm with **Book.**

In the chapter Edit Golf training classes we will explain how you open up a training class and handle the bookings.

Breaks

Time booking:	Peter	×
<u>D</u> ate <u>T</u> ime D <u>u</u> ration	08.02.19 Friday 10:00 <u>R</u> ounds 60 min 11:00	 ✓ <u>B</u>ook X Delete
Persons	Tr. <u>c</u> lass Break Bloc <u>k</u> ing <u>F</u> ilter	
N <u>o</u> tice	Break	Spread out
Info (F6)		📚 <u>P</u> rint F8
Word		
Color	Show text online	× Cancel
	Link to competition registration	

This area is quite useful to your golf teachers. This dialogue allows them to set their individual breaks so that no bookings are possible in that time.

Blockings

Time booking: Peter	×
Date 08.02.19 Friday Time 10:00 Rounds Duration 60 min 11:00 Maximum	✓ <u>B</u> ook ✓ Delete
Persons Tr. class Break Block	ng <u>F</u> ilter
N <u>o</u> tice No classes	<u>Spread out</u>
Info (F6)	Print F8
Word	
Color Show text online	ne tition registration

Same procedure, if you need to block your golf course for a certain time or your golf teachers are not available. Simply add all details to the input mask.

HINT: A click on the button *Maximum* will extend the blocking to the end of the day.

Filter

The filter function lets you make a reservation for a certain group. For example, you enter "Ladies Team" in the description field, so you can book a tee time for your women club team.

Time booking:	Peter	×
<u>D</u> ate <u>T</u> ime D <u>u</u> ration	08.02.19 Friday 10:00 Bounds 60 min 11:00	 ▶ Book ▶ Delete
Persons	Tr. <u>c</u> lass Break Bloc <u>k</u> ing <u>Filter</u>	
N <u>o</u> tice	Women team	Spread out
Info (F6)		📚 <u>P</u> rint F8
Word		→ CRM&trgF6
Color	Enable warning	× Cancel

🌇 Timetable				
Area 🕨 Pete				
Fr, 08.02.19				
09:40				
09:50				
10:00	Women team			
10:10				
10:20				
10:30				
10:40				
10:50				
11:00				
11:10				

In *Info* you can add any kind of additional information. The button *Word* opens the following document (Function Sheet), which you can use as an additional aid for every occasion:

Function Sheet

<u></u>			
() e	aatar	1 0.0	
~		,	

Printal: 26.01.19, 13:12

Tournament name:				 	
Date:		Course:			
Start:		Tee(s):			
Participants:	M./G:		Member:	Invited guests:	
Hcp-Limit:			Game type:		
Sponsor(s):				 	

	Time	Place/Duration/Notes	Org./Duty
Tournament	•	•	
Check In:			
Tee-gifts:			
Start-board:			
Rounds-board:			
Pin Positions:			
Special rates:			
Results:			
Prizes:			
Awards:	Ī		
Program			
Participants:	1	1	
Check In:	1		
Putt-tournament:	1		
Taster course:	1		
Drivete lessons:	1		
Advertisement:	1		
Board:			
Results:			
Drizes:			
Awards:			
Awarus.	1		
Evening program	:	1	:
Participants:	<u>.</u>		
Admission/Start:	<u> </u>		
Dress code:			
Menu/Buffet:			
Music/Program:			
Awards:	<u> </u>		

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Please contact the PC CADDIE support team (support@pccaddie.com) if you want to add your own document.

Enter a brief note in *Info* to ensure that all employees know about the document.

The individual participants for a booking can simply be booked with the filter. Double-clicking on the start time of the filter opens the booking window. You can then proceed to book all of the participants.

There is no **Delete-**button in the filter mask to avoid an accidental deletion of it. By simultaneously pressing **Shift** and **double-click** (with the mouse button) you can go back to the filter (initial setting) and delete it.

Open the booking filter in the timetable: Shift + Ctrl

Open the booking filter in the timetable from the course event module: Shift + Alt

More buttons in the Booking mask

Spreading

Spread out bookings					
Number: (empty = according to basic booking) Date till: 11.02.2019 Tota period: Period per unit: Start: Date: 26.01.19 Time: 12 o`clock Days: Mo Mo Tu We Th Fr Sa Spread out only on every 1	✓ <u>O</u> K ★ <u>C</u> ancel				

Via *Spread out* in your booking mask you can copy the current reservation to several timeslots, for instance, when a customer wants a golf lesson every Tuesday.

Please note, that if you copy a filter (e.g. Ladies day, every Tuesday from 2.00 pm to 3.30 pm) and you make a slight mistake, you will have to delete every single filter separately.

Print Green fee

When managing the tee times with the timetable and a customer checks in to buy his green fee bag tag, you simply open the customers reservation with a double-click on the time. After that, click **Print** (F8) in the booking window and you can print the bag tag, the green fee will be posted to the cash register's paying window.

B	ook green fee		×
	<u>G</u> reen fee type:	Happy, Hellen >> Full << Number: 20160001 gf18 Greenfee adults 18 holes	✓ <u>O</u> K ★ <u>C</u> ancel
	<u>D</u> ate: <u>T</u> ee time: <u>1</u> 0.Tee:	07.02.19 12:10 Tee information: 14:10 Tee information: 18 Holes, 10 Tee	
	<u>N</u> o. of players: <u>S</u> pecial price:	1,00 Image: print several bag tags per player (Empty = normal price)	
	Alternative player: <u>R</u> ecord: <u>I</u> ndividual:	Hcp: Club:	
	Additional text:		
	<u>C</u> ourse data:	sonn.1 18 Holes Sonnenschein	

If the customer wishes for another item (e.g., a ball card), make sure you go to the cash register via *Continue booking in the cash register* (F12). With this function you can cash in with a single operation.

Payment		×
Enter the payment: Paying person hah1 Happy, Hellen		✓ <u>Q</u> K Discount (F7)
<u>Т</u> о рау:	400.00	X <u>C</u> ancel
Payment method F1 cash 0000 Cash payment F2	Amount 400.00 (1) (1) (1) (1) (1) (1) (1) (1)	
	return: 0,00	
Print receipt [F5] Normally no receipt		
Book as invoice into account	E11	
<u>C</u> ontinue transactions in the cas	h register F12	
Transfer to another customer		

Account transfer and payment

You can enter payments or transfer posts to accounts directly in the booking mask. An arrow indicates whether a reservation has been posted or not.

🖲 🚑 🗣 🚺 Happy, Hellen (–), MEMBER	
🕏 🗛 🕏 🚺 Interested, Sarah (34,4), Golfclub Gast 👘	+
👁 🗛 🕸 🚺 Member, Paul (32,0), MEMBER	+

If necessary, the posting can be deactivated in the history tab (click on the blue ,i").

dditional-Information: 26.01.19 Happy, Hellen (), MEMBER (12:10)							
Booking Credit card Marshal Article Details Exchange	✓ <u>O</u> K ズ <u>C</u> ancel						
No. of bookings: 1 Bookingreference: Image: Comparison of the second se							
Status: ✓ confirmed Date:							
Show name: Show name automatically							
List of 'No Show'-entries F6							
Data belonging to that entry F7 Print bookings overview F8							

III. Delete a booking

If you notice within five minutes after a booking that you made a mistake, you can delete the reservation by pressing the button **Delete.** Does your customer cancel the reservation a few days later or do you notice a mistake a while after entering the reservation, the booking can not be deleted immediately. Double-clicking **Delete** will open the following window:

Confirm Reversal	×								
Confirm the reversal with a comment:									
No Show: 3 h 42 min									
Also remove these data sets:									
18 Holes, 10 Tee 07.02.19 (Th) 14:10									
Reversal F3 🔀 <u>N</u> o Show F4 🔀 Delete F5									
X <u>C</u> ancel									

In this dialogue you have to enter a remark in order to delete the record. Once you have entered something such as "sick", you can cancel the reservation by clicking one of the following buttons (depending on the situation): *Cancellation* (the cancellation fee defined in the timetable area will be posted as an open entry to the customer's account) or you enter a 'No Show' entry *No show* or you delete it with *Delete*.

No Show - Entry

For golf clubs with many green fee players, this entry is very helpful. You maintain control over the no shows of players, can easily manage it and send out invoices to the customers if necessary. In case a customer fails to show to his appointment, PC CADDIE opens the following window after you click the **Delete-**button (in the booking window):

Confirm Reversal	×									
Confirm the reversal with a comment:										
No Show: 3 h 42 min										
Also remove these data sets:										
18 Holes, 10 Tee 07.02.19 (Th) 14:10										
Reversal F3 🔀 <u>N</u> o Show F4 🔀 Delete F5										
X <u>C</u> ancel										

In the first line you can see, how much time has already passed since the start of the appointment. In the lower half of the input window you can view the other records of this customer. Click **No Show** to save the non-appearance as a No Show-Entry.

View No Show - Entries

The No Show-Entries of a person can be viewed via the persons input mask. To do so, select the desired person and click *Timetable*

Pe	rson: Member, Pau	ll in the second se				×
	- Name	mepa No 049.9001.100011 Select No.		-		_
	Title	Addr.(Pers.)	1	Filter	F12	
	Firstname	Paul No.	+	<u>N</u> ew		
	Name	Member	0	<u>C</u> hange	F11	
	Ompetition	🔉 Cash register) 🏩 Timetable 💿 Intranet	×	<u>D</u> elete	FS	
	<u>S</u> tatus <u>1</u> st Ad	dr. <u>2</u> nd Addr. payment Inf <u>o</u> s Memo	0	Сору	F6	
	Belonging to	1:Petra		<u>A</u> ccount		
	Family status	2 - Partner <u>F</u> amily	2	<u>P</u> rint	F8	
	Function (Club)	VS/Mo-Su	W	E <u>x</u> port		
	Street	Hasslerstrasse 15	2	SMS		
	Postcode	D 52055 Town Aachen				
	Telephone	+49-1111/22222222*		Card		
	Mobile	+49-172/12341234*		Close	=	
	Fax	+49-1111/22222224				
	e-mail	mpaul@gmail.com				
	www	(i)	×	Quit		
_			<u> </u>			

The following window opens:

Found	l bookings				×
	The foll	<u>Edit</u>			
Da	у	Time	Duration	Information	
18	10 27.01.19 (Sunday) 01 27.01.19 (Sunday)	16:10 14:10	5 h 5 h	mepa Member, Paul (32,0 mepa Member, Paul (32,0	No Show F6
	🔀 Delete F5	<mark>è ⊟</mark> rint	F8 🔶	New F9	Quit

Now click the button **No Show** for an overview of all No Show-Entries of the relevant person.

'No Show' Entries					×
И	lember, Pa	ul			<u>o</u> k
No Show: 18 Holes Course26.01.19 (Sa)	12:10	35 00D No Sho	w: 3 h 47 min	×	<u>C</u> ancel
No Show: 18 Holes, 10 Tec07.02.19 (Th)	14:10	36 01D F:No Sł	now: 3 h 47 min)
More details to this line	F7 used: 0	Configure 'No Sho Eollow-ups: 0	w' count		

To receive detailed information, click *More details to this line* (F7). You could now also enter when a No Show is considered as excused.

Record details	×
Entered: 24.01.2019 21:11:03 L by: Timo Tester	✓ <u>O</u> K
Changed: 26.01.2019 15:44:01 L by: Timo Tester	
Deleted: 26.01.2019 15:57:41 L	
by: Timo Tester	
Info: No Show: 3 h 47 min	
Excused (F3)	
<u>S</u> et: 35	
ID: 0001586725863003500D	
<u>R</u> ef:	
<u>N</u> xt: 0001586725863003501	
<u>A</u> :	
<u>B</u> :	
<u>C</u> :	

By clicking the button **No Show-Counting configuration** you can configure the No Show-Entries to your requirements and confirm with **OK**. You will receive a warning if the number of max. No Show entries has been reached. When booking via PC CADDIE://online, the members receive the following message "not bookable - please contact the club".

No Show Configuration	×
Count No Show entries from this date: 26.01.2019	<u>ч о</u> к
Count back the days to a maximum of:	× <u>C</u> ancel
Alert after this number of entries:	
Include only main reservations	
After this time 'No Show' instead of Delete: 60 min	
Deleting requires special rights	

HINT: You can get a No Show overview via **Persons/Persons list** and creating a list according to the following template:

F	ormat editor											×
	N <u>a</u> me:	NoShow			•	*	Define	e <u>n</u> ew format		\diamond	<u>F</u> ields	F2
	Format type	List 10 · · · ¦ · · · · 20 □FTLTER>	;	Lines: •30•••¦•	4	1 ntie 10 · · · ; ·	1/0 (0) Line	<u>Tab</u>	+ A	<u>C</u> ommanc F <u>o</u> nts	ls F6
	<ttns< td=""></ttns<>	> <name,< td=""><td>FIRSTNA</td><td>ME</td><td></td><td></td><td>></td><td></td><td></td><td></td><td></td><td></td></name,<>	FIRSTNA	ME			>					
											Save forma	t [1]
											Delete forma F <u>i</u> le	F9
										\$	Test	F8
	•								-	×	<u>Q</u> uit	

You will receive a complete list for a printout.

Course occupancy - 26.01.19

Printed: 26.01.19, 16:16 h

NoShow	Name, first name			
2 (0)	Member, Paul			
C CADDIE 2018 © 1988-2018 PC CADDIE AG, Horw, Switzerland PROBEINSTALLATION: Testclub A				

The first number in this context displays the total number of No Show-Entries. The number in brackets shows the number of excused entries.

Make deletions visible

All deletions, 'No Shows' and cancellations can be made visible in a separate timetable area. In your timetable-view press the keys *Ctrl* **+** *d* and the following corresponding query appears:

Special area	×
Please select, which special view you would like to have:	
<u>N</u> ormal bookings	
Cancelations	
'No Sho <u>w</u> '-bookings	
Deleted bookings	
× <u>C</u> ancel	

Select the desired view. Your timetable will now display either **Normal bookings, Cancellations,** 'No Show'-Entries or Deleted bookings.

Please note that no list can be drawn from these "background areas".

IV. Multiple bookings

If a customer asks for several reservations, the multiple selection tool offers an efficient way to book. Go to the desired time in the timetable. Now confirm the first choice with the **space key**. The following dialogue opens:

Mu	ıltiple ch	ioice			×					
	A	Dete	T .	F						
	Area	Date	Time	Free						
	1810	01.02.19	17:50	4						
	<u>N</u> umber	r of booking:	s:	1						
	<u>M</u> aximu	m players:		4						
	<u>N</u> umber	r of days:		1						
		Add da	ays	F	4					
	 automatic follow-booking(F6) 									
		Delete	entry	E	5					
	Delete all Strg F5									
		Reser	ve	E	12					

In the first row you will see the first tee time that you want to book. Move over the timetable to the other tee times you want to book for the customer and save them to the multiple selection window by clicking the **space key.** The reservations will be listed continuously:

Mul	tiple cho	oice			×		
		.	 .	_			
	Area.	Date	Lime	Free			
	1810	01.02.19	17:50	4			
	1810	02.02.19	16:40	4			
	1810	03.02.19	16:40	4			
	Number	of booking:	s:	4			
]	Maximum players: 4						
1	Number of days:						
	Add days F4						
I	 automatic follow-booking(F6) 						
		Delete	entry	E	5		
		Delete	all	Strg F	5		
		Reser	ve	E	2		

In the lower part of the dialogue you will see how many reservations you have selected and how many players can be added. Click **Delete entry** (F5) to delete one of the selected reservations. Click **Delete all** (Ctrl + F5) to delete all reservations out of this dialogue. Are all needed times selected, click **Reserve** (F12) to continue:

Book selected times	×						
For which persons shall these times be booked?							
Options : A B C hah1 Happy, Hellen	X <u>C</u> ancel						
Note:							
Reference:							
Information:							
 Provisional booking valid till (F5): <u>D</u>ate: <u>31.01.19</u> <u>Time</u>: <u>16:24</u> (ATTENTION: Thee booking will be cancelled afterwards!) Also the subsequent bookings (F6) 	Information: Provisional booking valid till (F5): Date: 31.01.19 Time: 16:24 (ATTENTION: Thee booking will be cancelled afterwards!) ✓ Also the subsequent bookings (F6)						

Now specify for whom the selected times should be booked. In the field **Reference** you have the option to enter by whom your golf course was recommended or force the query, asking who will pay the green fees.

Enter daily information

Please double-click a daily column title:

🌇 Tin	Timetable							
	🔨 🔥 🗚 Holes 🔍 🔍 😂 🗐 🚳 🙀 😤							
	Fr, 01.02.19 🔍	Sa, 02.02.19	Su, 03.02.19	Mo, 04.02.19	Т			
11:20								
11:30								
11:40		Double-clic	k on the date to					
11:50		get the Dai	ly information					
12:00			·					
12:10								
12:20								
12:30								

The following window opens:

Daily informat	ion	×
<u>T</u> itle:	Aerification on holes 10-18	✓ <u>O</u> K
<u>D</u> etails:		X <u>C</u> ancel
<u>C</u> olor:	255	
🔽 Enable v	warning	
<u>D</u> aily ID:	Edit course F7	
Or explicitly	defined course:	
🔽 Usage ti	me to this value:	
Automat	ic players check	
C	heck the players of this area now	
1	Send SMS to all players f this area	

You can now enter a *Title* for this day or activate a warning.

The above settings would look like this:

🌇 Timetable							
🔹 👍 🕨 18 Holes 🔍 🔍 😂 🔳 🚳 🙀 🚝							
	Fr, 01.02.19	Sa, 02.02.19	Su, 03.02.19	Mo, 04.02.19	Tu,		
08:40							
08:50	Aerific	ation on holes 10-	18				
09:00							
09:10							

If now someone books a tee time, the following warning message appears:

Timetable	
Time booking: 18 Holes Course	x aster screen Training class
08 Date 01.02.19 Friday 18 Holes, 10 Tee Fill 08 Time 11:30 Bounds Bounds	07.02.19 Fr, 08.02.19 Sa, 09.02.19
99 Person: Happy, Hellen 10 Area: 18 Holes Course 10 Date: 01.02.19 10 Time: 11:30 10 ATTENTION: For this person are the following 11 rules valid for this times: 11 Aertification on holes 10-18 12 Details of the rule 13: Details of the rule	✓ <u>QK</u>
Sa 26.01. Su 27.01. Mo 28.01. Tu 29.01. We 30.01. Th 31.01. Fr 01.02. Sa 02.02. Su 03.02.	Mo 04.02. Tu 05.02. We 06.02. Th 07.02. Fr 08.02.

Please contact the PC CADDIE://online Support at support@pccaddie-online.de if you want the daily information to be displayed in PC CADDIE://online. We are happy to help you with the activation.

Daily ID

The **Daily ID** determines which course will be played on the current day. This is very useful, for example, if you have a 27-hole golf course and the 18-hole combinations change from time to time.

Daily inform	nation	×
<u>T</u> itle:	Aerification on holes 10-18	✓ <u>Q</u> K
<u>D</u> etails:	Only one player per tee time	X <u>C</u> ancel
<u>C</u> olor:	255 📕 📀	
🔽 Enab	ole warning	
<u>D</u> aily ID:	Edit course F7	
Or explic	citly defined course:	
🗌 Usag	ge time to this value: 0	
🔽 Autor	matic players check	
	Check the players of this area now	
į	Send SMS to all players f this area	

The required general settings for this can be defined via *Edit course*(F7):

Edit Course data Alloction	×
Define which course combination matches t course data in accordance with the scorece	he ard:
Normal order:	× <u>C</u> ancel
А-В	
<u>B</u> -C	
<u>C</u> -A	
Reverse combination:	
<u>B</u> -A	
<u>с</u> -в	
<u>A</u> -C	
9-hole twice:	
<u>A</u> -A	
<u>В</u> -В	
<u>C</u> -C	
Colours:	
Course A 0 📀	
<u>C</u> ourse B 0 📀	
Course C 0 📀	

Now you can adjust the course combination settings, which are also used for the bag tag with score card.

Automatic player check

Daily infor	mation	×
<u>T</u> itle:	Aerification on holes 10-18	✓ <u>O</u> K
<u>D</u> etails:	: Only one player per tee time	X <u>C</u> ancel
<u>C</u> olor:	255	
🔽 Ena	able warning	
<u>D</u> aily ID	D: C Edit course F7	
Or expli	icitly defined course:	
🗌 Usa	age time to this value: 0	
🗹 Auto	omatic players check	
	Check the players of this area now	
2	Send SMS to all players f this area	

Is the option **Automatic player check** activated, the system will perform an intranet-check for the current timetable area in the morning.

This can also be initiated manually by clicking Check players in this area.

WebSMS as daily information

How to send out daily information via SMS is explained here: Send WebSMS to all timetable players of a day.

Practical example

Overview of rounds played

At the end of the year our support is often asked whether it is possible to print a list counting all rounds played according to the timetable bookings.

Below you will find a small description on how to obtain such a list.

First of all you will need to identify the required abbreviation(s) of the the course(s). Please do this by clicking the button **Area** in the time table.

PC CADDIE	
Persons Handicaps Accounts	<u>C</u> ompetitions <u>T</u> imetable <u>S</u> etup <u>E</u> xit
🥵 🗎 🚖 🕸 🖗 🗎	сlub 🤄 🙅 🔔 📄 🏠 🍪 🛅 🖄
Opened windows	Timetable
PC CADDIE Reservations (10)	🔺 🔥 🗚 Holes, 10 Tee 🔍 🤍 🏽 🔳 🚳 📢
Timetable	Th, 20.12.18 Fr, 21.12.18 Sa, 22.12.18 Su, 23.12.18
	09:40
	09:50
	10:00

The next window:

elect areas		×
Area groups:		
All areas Golf courses Pros Carts Employee	COURS PRO CART EMP	X Cancel
Areas: 18 Holes, 10 Tee 18 Holes Carts John	1810 1801 CART JOHN	
Willi	WILL	
<u>∲ N</u> ew <u>F</u> 9] <u>⊘ E</u> dit >	<u>D</u> elete F5	

Now you will have to create a new layout via **Persons** \rightarrow **Person lists.** Please select the following fields for this layout:

- <Z>
- <Name, first name >

The field for counting can be edited manually as in the following screenshot:

• <TT:1801;1810:01.01.18-31.12.18>

Format editor								×
N <u>a</u> me: Format <u>t</u> ype	Rounds played TT	Lines:		Define <u>n</u> ew format unds played TT - < DA	.TE>		<u>F</u> ields	F2
<pre></pre>	10;20; D <tt:1801,1810:01.0 AME, FIRSTNAME ></tt:1801,1810:01.0 	-30	10 · · · ¦ · · · · 5 18> > 1 810:01.01.1	2/26(0) Line	→ <u>T</u> ab 70 ▲ TNS	A	Fonts	F6
		23	4		5		Save format	F11
							Delete forma F <u>i</u> le	t F5
							Test	 [8]
•						×	<u>Q</u> uit	

The following applies:

- Include this command if you want on the list only those players who have played at least one round. If you leave it out, all persons will be listed according to the person filter, even those with 0 rounds.
- 2. The display of the number of rounds is initiated by the command **TT**:.
- 3. The abbreviation of the selected course(s) If you have set only one timetable area which is relevant for the counting, you just put in the one course abbreviation, e.g., "1801". If you have an 18-hole course where the second 9 holes can be reserved or booked separately, simply add these abbreviations.
- 4. Enter the desired period of time in which PC CADDIE shall count the rounds played per person. The current year applies in this case.
- 5. Alternatively, you can also display No-Shows (number in brackets equals the number of excused no-shows).

Please save the new layout.

Now you can print the list:

Persons list	×
Layout	la Print F8
Payment, slip Persons - Master data	
Players IDs Rounds per person	
Rounds played TT	Internet
Persons group	
All persons Define	
Order Erom-To	
Alphabet (Names)	😒 Note
WITH and WITHOUT direct-debit Define	
Families together mail addr., extra	Quit

Rounds played TT - 26.01.19

	No.	Name, first name	TT:1801,1810:01.01.18-31.12.18	NoShow
	1	Happy, Hellen	1	0 (0)
	2	Interested, Sarah	0	0 (0)
	3	Jolie, Angelina	0	0 (0)
	4	Member, Paul	1	1 (0)
	5	Member, Petra	0	0 (0)
	6	Tester, Timo	1	0 (0)
I	1			

PC CADDIE 2018 @ 1988-2018 PC CADDIE AG, Horw, Switzerland

PROBEINSTALLATION: Testclub AG

Printed: 26 01 19 17:08 h

Booking online via a Tour operator

Useful information:

- A tour operator can get a larger preview approved by the club, and may then see 50 days instead of the specified 10 days.
- In contrast to the normal user, the tour operator does not primarily have to own reservations, but only enter "additional" players, in other words, rezervations for others.
- When calling up the reservations, the reservations that concern the operator do not appear, but those made by the tour operator.

- You can find out in PC CADDIE which bookings were made by which tour operator. A tour operator number/ID is stored online for this.
- A tour operator can book trainers or other sheets.