Configure Timetable-rules

The Timetable rules allow you to restrict the booking opportunities for certain persons, and to set specific times or courses; PC CADDIE will automatically identify and execute them.

In order to define these automatic constraints you have to be able to answer to two fundamental questions:

1. WHO IS ALLOWED to book, when, how, and how often, and who is NOT ALLOWED to make bookings?
2. WHEN and FOR WHOM different greenfee prices apply?

Constraint examples from practice:

- Every 30 minutes the tee time can only be reserved by members
- Only 1 tee time is possible on weekends
- Golfers can only be booked once per tee time
- Golfers can only be booked once every four hours

So you can exclude groups of people, set time constraints and numerical limits, and define rules for a better, color-coded view of the local timetable.

You can define the Timetable rules/booking restrictions under the menu entry **Timetable/Configure Timetable-Rules** or in Timetable using the key combination **Ctrl + F11**

- This window shows an overview of the timetable rules

1. You can display only the timetable rules for the area opened in the timetable by placing a check-mark here.
2. Rules with color information can be shown in the timetable.
3. An account area can also be assigned to the timetable. In this example the account is area SALES. The articles for the price rules are fetched from this account area.
4. Rules with a gray background are currently inactive. These are either valid in the past or the future, or have been ticked-off in the rule (click on rule, click on edit below and on the bottom left select *temporarily deactivate this rule*). This is especially useful when rules are only used sporadically.
5. Rules are queried using the waterfall principle, i.e. from top to bottom. Create the most important rules first, because the first rule that fits will be used. The rules can be shifted with the *Up* and *Down* buttons.
6. You can test a new or an updated rule. Read the description below.
7. ⚠️ The timetable rules are queried for the online modules every 1 hour and saved online. If you have changed something in this window that should apply immediately, then the rules must be adjusted manually using the Clubmanager in the Tee times menu, under Timetable Rules.

To be noted

Now we will explain simple filter functions for a better understanding on how to create Timetable rules. The following principles must be observed.

⚠️ Always follow the principle: **The timetable rules are always referring to a „Restriction" or an „Interdiction" - which applies for a certain group, for a certain time,…** The name must be descriptive enough so that the group or the user understands what the rule is about- also for the PC CADDIE://online bookings.

⚠️ Divide the rules in smaller groups and analyze each „Interdiction" individually from time to time.

⚠️ Please note that for the price/article assignment, the higher a rule is in the list, the higher priority it has.

😉 It might help to sketch a classification scheme in order to make sure you remember everything.

Click on **New (F9)**, to create a new rule:

Filter + Time | When and for whom applies the rule?

We now show how to use the individual fields of this function, starting with the tab **Filter + Time:**

1. **Name** Use a short and illustrative name for the rule (the interdiction). This must be meaningful enough for the customer to understand what it is even for the PC CADDIE://online bookings.
2. **Persons** Determine the group of people for your filter. You can select an existing group from

    the list, or define a new group of people by clicking the **Define** button. \\ ⚠️ The "neutral" rule in our example is intended for "all persons".
    At the same time, you must specify here whether the player is checked with the rule and the person filter (which makes sense for handicap rules) or „only" the person making the booking, i.e. the person logged in (this option is selected, for example, if guests are not allowed to book themselves, but you want to allow a member to book a guest player).

```
Filter matching player                                    ▼
Filter matching player
Filter matching player OR booking person
Filter matching player AND booking person
Only check booking person
Negation: Filter NOT matching player
Negation: Filter NOT matching player OR booking person
Negation: Filter NOT matching player AND booking person
Negation: Filter NOT matching booking person
```

3. **Days** Decide on which days the rule must be active. Activate those days by clicking on the particular boxes.

> ⚠️ We selected all the days of the week in our example.

4. **Holidays** The button **Enter holidays** allows you to set the holidays.

> ⚠️ It is important that holidays are entered in the order of their dates. You have the following options:

```
not when the day is a holiday                             ▼
not when the day is a holiday
additionally including holidays
regardless of whether the day is holiday
only for holidays
```

Option 1 means „it does not apply to holidays". The second option means the rule also applies to all holidays. Option 3 can be better understood with the Sunday example: the rule does not apply if the Sunday is also a public holiday (because the „Holiday" box was not checked); however, this does not apply to all the holidays, this is why Options 1 and 2 are not enough in this case. Option 4 is useful for setting rules that only apply when Monday (for example) is a holiday, allowing you to define special rules for Easter or Whit Mondays.

5. **Time** Specify the time in which the rule will be active.

> ⚠️ In this case, the rule counts for the whole day, so you can leave this field empty.

6. - **Duration** Here you can enter a specified duration for the rule. Enter breaks to ensure the booking window. (For example, reservations for guests are available only for full hours, etc.)

7. **Valid from/to** If a rule is not generally admitted but only during particular times of the year, here is the place to define those times.

8. **Effective from** Here you can define, for example, the start time for blocking an action (for example if short-term bookings with a pro can only be made by phone).

9. **Nullified from** Here you can define, for example, the ending time for blocking the bookings (for example, if the start times can be booked 5 days in advance, but only from 8 a.m.).

10. **Valid for** Here you can define if a rule is only valid for a certain kind of bookings.

```
(all bookings)                                            ▼
(all bookings)
Main bookings
Main bookings without follow-up bookings (9 hole)
Main bookings with follow-up bookings (18 hole)
Follow-up bookings
```

11. **All thee options** is needed only if you work with the PC CADDIE hotel module.

12. **Temporarily disable this rule** ⚠️ Deactivate the rules, don't delete them - just in case you will need them again one day.

Article | When and for what article applies the rule?

You can select the article targeted by a rule defined as previously described using the tab **Article**.

⚠️ Exceptions: You can specify the group of persons for which the exception apply in the article description - ([Article automatic processes](#)). The basic settings apply if there are no exceptions defined.

Case study: All guests pay a specified greenfee price on weekends and public holidays. Exception: guests with the status *Interested party* pay no greenfee during the weekend, but they do pay a fee on holidays.

The green fee article for this looks like this: The exceptions can be defined using the **Automatic** button. All guests pay the set price on weekdays.

- This type of rule is used for the automatic allocation of articles in a given time-frame. This can be very practical in day-to-day business, because the article is automatically included in the booking when the reservation is created. Thus, only the green fee has to be printed and/or collected on the match day.
- These rules are required for the Customer terminal and for online payment.
- It makes sense to set up this rule with articles that contain several sub-articles, that is, you enter an article in the **Article** tab and define the exceptions in the article itself. An article with or without a subsequent booking is also conceivable here.

Booking restrictions | What limitations are there?

The Booking restriction functionality offered by PC CADDIE facilitates the automation of limitations using the timetable rules.

Timetable-Regel bearbeiten

Bezeichnung:

Tabs: Filter + Zeit | Artikel | **Buchungsbeschränkung** | Darstellung | Bereiche | Info

✓ OK   F12
✗ Abbruch

1. Vorbuchbar: ___ Tage

Grenzen innerhalb einer Buchungszeit:

2. Reservierungen je Spieler: ___
5. Insgesamt buchbare Plätze: ___
3. Maximale Hcp-Differenz: ___
6. Maximale Hcp-Summe: ___
4. Maximalzahl Hcp-Klasse 6: ___
7. ☐ Zusatz-Info zur Spielertrennung beachten

Im Zeitraum...
8. um den reservierten Tag +/- jeweils getrennt zählen ▼
9. ... für [1] Tage (einschliesslich Ausgangs-Tag)
10. ☐ nur die Tage dieser Regel einrechnen
11. ...maximal ___ Buchungen ___ Löcher
12. ...maximal belegte Tage: ___
13. ...dabei auch in diesen Bereichen prüfen:

| ☐ 18 Loch | 1801 | ^ |
| ☐ 9 Loch | 0901 | v |

14. Minimaler Zeitabstand der Buchungen: ___
15. ☑ Vergangene Buchungen bei den Prüfungen ignorieren
16. ☐ Referenz-Buchungen beim Buchenden mitzählen

---

1. **Pre-bookable** Define here how many days in advance a certain group can make reservations (set in the Filter+Time tab).

   ⚠ For Swiss golf courses: the pre-booking must be complemented in separate rules, so that this information can be factored into golfsuisse.

   ⚠ For other golf courses: the pre-booking is set using the PC CADDIE://online Club manager for members and guests.

2. **Within a Tee time** The value indicates how many times a person may register for the same tee time (for example, to reserve for a friend)

---

3. **Maximum handicap difference in flight** The best and worst players may differ in their handicaps by a maximum of this value.

4. **Maximum handicap class 6** Here you can define that a maximum of the entered number of games in handicap class 6 can be booked per flight. :!:Attention: the check of this rule only works if a player with a high handicap wants to be added to the already booked players. If several players of class 6 want to register in a booking process, this cannot be intercepted.

5. **Total bookable slots** You can use this field to specify how many people are allowed to play in the flight. For example, you can define that only flights for 2 or 3 golfers can be booked during a certain period of time per day.

6. **Maximum handicap total in flight** The sum of the handicap of all the golfers in the group cannot exceed this amount.

7. **Note additional information when separating players** The Flight separation for tournaments (also called blacklist - additional information that is stored with players who are not allowed to be placed in a flight) can be queried with this option for the tee time bookings.

8. **In the period**
   - **Count from the day of booking:** This counts the bookings/holes from the day of booking. This is useful, for example, if a customer wants a maximum of X bookings allowed in the next 14 days or, , or a maximum of 10 bookings in 365 days.
   - **Calculate +/- days individually:** Starting from the day the reservation is made (NOT from the day for which the reservation is made), X days are counted individually in both future and past.
   - **Calculate +/- days together:** This means, for example, that for three days and for the reservation made on Monday PC CADDIE counts the combination of +/- 3 days: Sa., Su., Mo. / Su., Mo., tu. / Mo., Tu., We
   - **From Monday on / before the appointment (calendar week):** This counts the bookings in one calendar week. You can define that only X bookings can be made between Monday and Sunday (or from the day of the following options for a calendar week).

9. **…for X days (including the starting day)** Enter the number of days for which the invoice, as entered under point 8, should apply. (for example, max 1 booking within 7 days max)

10. **only include the days of the rule** This is an important option so that only the bookings/holes of the days on which the rule is also valid are calculated.

11. **Maximum X bookings / holes** (This point belongs to point 12.)

12. **Maximum occupied days** together with 3., use this field to define a booking restriction applying to individual bookings, the maximum number of holes (for example, max. 36 holes can be played in 7 days) or a maximum of occupied days (for example, one may make as many bookings as he wants, but they all must be on the same day).

⚠️ When you set up a booking restriction with respect to a maximum number of holes, it is imperative that the relevant Timetable areas and the number of holes are specified.

13. **Also check in this area** If the booking restriction applies to the entire system, enter here the areas in which PC CADDIE should search for bookings and count them. \\ ⚠️ Please only check this box if the rule is to apply across the board.

14. **Minimum time interval between bookings** Define here the minimum time interval between tee times.

    ⚠️ This may differ depending on the course (9 holes or 18 holes), so you may need 2 rules.

15. **Ignore past bookings when checking** Bookings that are in the past at the time of booking are ignored. So you can, for example, create a rule that only allows 1 booking per day, but still gives the player the option to book another tee time for the same day after starting or finishing the round.

16. **Include reference bookings for the person making the booking** This not only counts the bookings of the player but also all bookings made by the player as a booking person for other players. So you can, for example, specify that a person cannot book more than 1 flight per day. For this example 4 bookings per day would have to be checked.

⚠️ Rules for a certain period of time: you can ensure that the rules include the start and end dates, which are entered in the *Filter + Time* tab and which generally applies to the rule. In order for this to work, you usually have to enter this in the *Representation* tab under „Special": LIMITDATFT

Visualization| How does a rule look like?

Use this dialog to define how a rule looks like. You can find here the answer to the following questions:

Should there be a warning sign?

If yes, which one?

Is the rule a general one, or does it only apply to specific booking processes?

Should it be represented using colors in the timetable? etc.

Timetable-Regel bearbeiten

Bezeichnung: Pflegetage

| Filter + Zeit | Artikel | Buchungsbeschränkung | Darstellung | Bereiche | Info |

1 Warnung:
- Keine Warnung bezüglich Filter
- Bei nicht passenden Personen warnen
- Bei zum Personen-Filter passenden Personen warnen

2 Farbe: #FFFF00

3 Spezielle Funktion bei PC CADDIE://online:
*I   Regel-Bezeichnung als Information online anzeigen

4 Die Regel gilt für diese Buchungsverfahren:
alle

5 ☐ Übergehen nur mit besonderen Mitarbeiter-Rechten

6 Die Regel wird nur für die Tage ab Einbuchtag (heute) angewendet:
von: bis:

7 Spezial:

8 Kunden-Information bei Sperrung (statt der Bemerkung):

✓ OK   F12
✗ Abbruch

---

1. **Warning** Here you can define whether and when you want to receive a warning if this rule applies.

⚠️ No bookings can be made if the warning is enabled; the person making the booking will receive the customer information stored in the **Identifier** field or under Point 8.

⚠️ Be brief and clear.

⚠️ You must select **no warning regarding the filters** for all the settings made in the tab **Booking restrictions**, otherwise the rule will be blocking without further examination - even if only the filter applies(for example, All Persons).
- **Warning about persons that do not match:** This will block all people who do not match the person filter defined under **Filter + Time**.
- **Warning about people who match the filter:** This will block all persons who are defined in the person filter under **Filter + Time**.
- **Always warn when the time frame is right:** This allows you to block all bookings, regardless of

---

what is defined in the person filter under **Filter + Time**. You need this option, for example, to approve bookings 5 days before the appointment from 8 a.m. To do this, the rule would have to be set as described under **Filter + Time** Point 9.

2. **Color** Choose a color for the background of a rule. This can also be shown in the timetable and facilitates an overview thanks to the additional optical support (for example, members' tee times can be highlighted). These colors are not transferred to the PC CADDIE://online Services.

3. **Special PC CADDIE:online function** This means that the rules can also be visualized using special inputs. The advantage is that you can directly see what may or may not be allowed. A few examples can be found on this page.
- *The setting with the **red color** blocks all bookings, regardless of what was entered in the other tabs or what person filter was selected:*

*M	Text 'Nur für Mitglieder buchbar!' online anzeigen	
*T	Text 'Nur telefonisch buchbar!' online angezeigen	
*L	Text 'Nur lokal buchbar!' online angezeigen	
*Q	Nur für Mitglieder buchbar, mit Anzeige der Regel-Bezeichnung	
*J	Nur für Gäste buchbar, mit Anzeige der Regel-Bezeichnung	
*K	Keine Buchung, mit Anzeige der Regel-Bezeichnung	
*D	Buchung deaktiviert - ohne Textanzeige	
*U	Die Zeit ist 'unbuchbar'	
*N	Buchung deaktiviert, Stopp-Symbole anzeigen	

- *The **yellow** setting blocks the entire flight as soon as a booking has been made. This setting is often used for bookings with golf pros, if you want to allow one person to book a lesson for themselves and someone else, but no other person can add to bookings that have already been made::*

*S	Vollständiges Blocken der Zeit, sobald ein Spieler gebucht

- *The settings marked with **green** are not blocking, but are intended for informative rules. For example, you can use this to specify that you are offering special prices at certain times or that maintenance work is currently being carried out on the site:*

*$	Anzeige als Angebot/Schnäppchen mit Regel-Bezeichnung
*I	Regel-Bezeichnung als Information online anzeigen
*G	Regel-Bezeichnung als Information für den GANZEN Tag anzeigen
*P	Bild anzeigen
*W	Zu dieser Zeit sind Hunde erlaubt

- *With the exception of the last option, the settings marked with **gray color** always apply to the whole day and no bookings can be made. This setting is needed, for example, if you allow the viewing of the tee times for the back 9 holes, but they cannot be booked.*

*-	Timetable an dem Tag einsehbar, aber nicht buchbar
*+	Timetable an dem Tag einsehbar, nicht buchbar - Bezeichnung anzeigen
*X	Timetable an dem Tag ausgeblendet
*Y	Timetable an dem Tag ausgeblendet - Bezeichnung anzeigen
*A	Zeitblock des Filters im Timetable jeweils ausblenden

4. **This rule applies to the following booking type** You can decide here the booking methods for which the rule applies (only online, only on site, both, etc.)

5. **Override only with special rights** When this option is enabled, this rule cannot be ignored by local staff with basic access, and prevents the booking. Employees must have supervisor or full access rights to make a reservation in spite of such a rule.

6. **Use from the booking day** The rule applies from the day of booking for the next X days: for example, for the next 3 days → Day 1 to 3 / for tomorrow → Day 1 to 1.

7. **Special** Here you can enter special commands that cannot be entered using the standard settings. PC CADDIE makes the distinction between the following commands:
- **FAREA:0901** Automatic follow-up bookings will be made at the required time in a booking area different than the normal follow-up area (adjustments possible). 0901 represents an abbreviation in the timetable. For example, if the holes 10-18 are blocked on Monday, the follow-up booking should be made on a 9-hole course.
- **MAXPR:2** or **MAXPR:1** A maximum of 2 players with course permission may be booked for a game.
- **MAXC6:2** A maximum of 2 players with handicap class 6 may be booked for a game.

⚠️ There are <u>no</u> adjustments allowed, this is about fix rules.

8. **Customer information during blocking** ⚠️ Please only fill-out this field if the **Identifier** field is too short. Otherwise there may be the case that the search for certain rules may take too long - for example, which rule applies for an online booking.

PC CADDIE://online rules: a few practical examples for point 3

*M Can be booked by members only!
From the point of view of the online database, the registered person must be a club member in order to be able to book.

Zeit	- 1 -	- 2 -	- 3 -	- 4 -
08:00	Nur für Mitglieder!			
08:10	Nur für Mitglieder!			
08:20	Nur für Mitglieder!			
08:30	Nur für Mitglieder!			

*D Booking deactivated - without text display

The times that cannot be booked are displayed in gray and without any information. The text is not visible.

Zeit	- 1 -	- 2 -	- 3 -	- 4 -
08:00				
08:10				
08:20				
08:30				

*L displays the text: 'Can be booked only on-site!'

Zeit	- 1 -	- 2 -	- 3 -	- 4 -
08:00	Nur lokal buchbar.			
08:10				
08:20	Nur lokal buchbar.			
08:30				

*$ Show as offer/discount with rule name (special offer)

Although this setting informs, it does not block the booking. Please pay particular attention to the name here.

Zeit	- 1 -	- 2 -	- 3 -	- 4 -
08:00	🍀 Sunrise Greenfee für nur € 30 statt € 50			
08:10				
08:20	🍀 Sunrise Greenfee für nur € 30 statt € 50			
08:30				

Areas | For what booking areas applies the rule?

You can set the timetable areas for which the rule applies in the tab **Areas**:
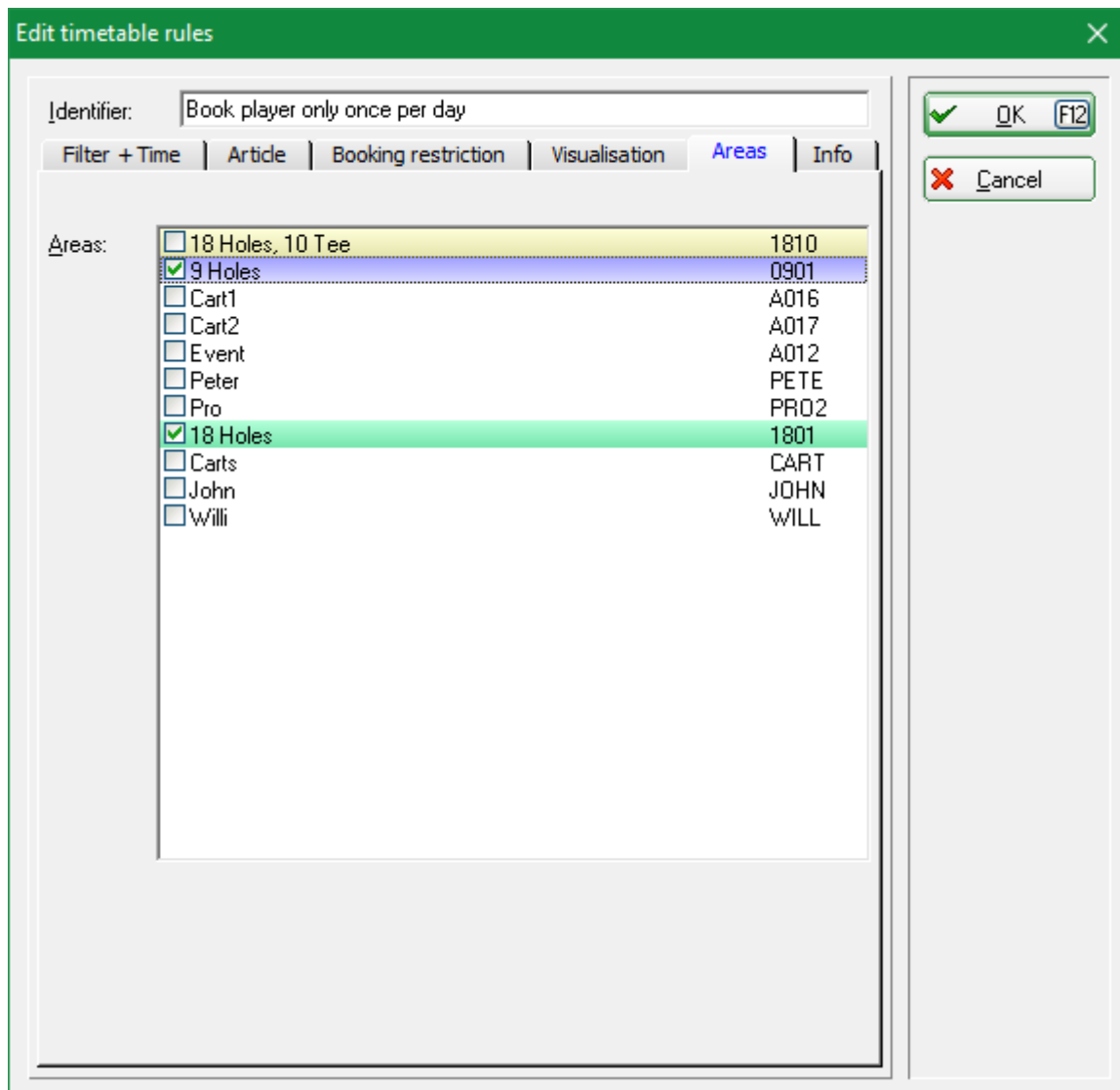
You can set for which course/trainer the rule applies under the tab **Areas**.

The list from the tab **Areas** is NOT comprehensive, as opposed to the one presented in the following screenshot. The areas listed in the tab **Booking restrictions** are rarely ticked:

Test the booking rules

Test the rules thoroughly. You can access the main dialog of the timetable rules via the menu entry **Timetable/Configure Timetable-Rules**. Select the rule you want to test and press the **Test** button.

Define the person, date and time for the desired booking and test your configuration. PC CADDIE shows you all the enabled rules. Although the items in brackets apply during the selected period, there is no warning and they impose no limitations to this person/booking. The items without parentheses would lead to a warning.

This warning can be displayed in the timetable as well when a relevant entry is made, depending on the **Description** tab.

⚠️ Make sure you use a significant name for the rule and you provide the relevant information.

😉 Use **Booking on** to make it look like the „X" day is really important for you.

Synchronize booking rules online

In order for newly created time table rules to be activated immediately for online bookings, they must be compared in the club manager. To do this, click on the link on your info desktop:

then go to tee times:

and synchronize the online timetable rules with the local ones:

Example from practice

Only 1 booking within 5 hours

1. Create a new rule
2. Enter a clear description: **Player can only be booked once within 5 hours**

3. Booking restriction tab: Minimum time interval between bookings: 5 hours
4. Areas tab: select areas for which the rule should apply
5. Save and upload to the PC CADDIE://online Club manager for testing

Enter special rates

Highlight special pricing models or daily specials in the timetable. Also visible online and bookable for your guests, upon request.

1. Create a new rule
2. Enter a clear description: **Sunrise green fee for only 30€ instead of 50€**
3. Filter + time tab: define the times and dates when the display should be made.
4. Presentation tab: select the special function „$ display as offer/discount with rule description"
5. Areas tab: select areas for which the rule should apply

6. Save and upload to the PC CADDIE://online Club manager for testing

Timetable-Regel bearbeiten ☐ ✕

Bezeichnung: Sunrise Greenfee für nur € 30 statt € 50

| Filter + Zeit | Artikel | Buchungsbeschränkung | Darstellung | Bereiche | Info |

✓ OK   F12

✕ Abbruch

Personen: (neutral) ▼ Definieren

Filter muss für den Spieler passen ▼

Tage: ☑ Mo ☑ Di ☑ Mi ☑ Do ☑ Fr ☑ Sa ☑ So

zusätzlich auch an Feiertagen ▼

▶ Feiertage eingeben

Zeit: 07:00 Uhr   bis   09:00 Uhr

Dauer: [   ]   Pause jeweils   [   ]

Nur gültig: 01.07.2020   bis: 31.08.2020

Regel wirksam ab: [   ] ▼   [:] Uhr

Regel aufheben ab: [   ] ▼   [:] Uhr

Diese Regel gilt für: (alle Buchungsarten) ▼

Ratencode: [   ]

Zimmer-Kategorie: [   ]

Personen pro Buchung: [   ]

Zusatz-Optionen: [   ]

☐ Diese Regel vorübergehend deaktivieren   F5

Informative rules, for example for maintenance days

Make sure that everyone who made a boking is informed about the upcoming work

1. Create a new rule
2. Enter a clear description: **maintenance day**
3. Filter + time tab: define the times and dates when the display should be made.
4. Presentation tab: select the special function „*I Display rule name as information"
5. Areas tab: select areas for which the rule should apply
6. Save and upload to the PC CADDIE://online Club manager for testing

Timetable-Regel bearbeiten

Bezeichnung: Pflegetage

Filter + Zeit	Artikel	Buchungsbeschränkung	Darstellung	Bereiche	Info

Personen: (neutral) ▼ Definieren

Filter muss für den Spieler passen ▼

Tage: ☑ Mo ☑ Di ☑ Mi ☑ Do ☑ Fr ☑ Sa ☑ So

zusätzlich auch an Feiertagen ▼

▶ Feiertage eingeben

Zeit: 00:00 Uhr bis 24:00 Uhr

Dauer: [ ] Pause jeweils [ ]

Nur gültig: 05.10.2020 bis: 11.10.2020

Regel wirksam ab: [ ] ▼ : Uhr

Regel aufheben ab: [ ] ▼ : Uhr

Diese Regel gilt für: (alle Buchungsarten) ▼

Ratencode: [ ]

Zimmer-Kategorie: [ ]

Personen pro Buchung: [ ]

Zusatz-Optionen: [ ]

☐ Diese Regel vorübergehend deaktivieren F5

✓ OK   F12

✗ Abbruch

Only reservation by phone are possible 4 hours before the actual time

This rule is very practical especially for freelance trainers, so that a customer is not booking one training hour with 10 minutes notice, while the trainer is taking his lunch knowing that he has no appointments.

1. Create new rule
2. Enter a relevant description: *K Late booking only by telephone

   ⚠️ Misunderstanding: 4 h before the actual time
   The *K ensures that this is also shown on-line. Alternative, you can also use *T for booking only by telephone.
3. Tab *Filter + Time*: **Rule applies from: On the day of the appointment - -4:00 h**

Timetable-Regel bearbeiten ▢ ✕

Bezeichnung: Kurzfristige Buchung nur telefonisch möglich

✓ OK   F12

✕ Abbruch

| Filter + Zeit | Artikel | Buchungsbeschränkung | Darstellung | Bereiche | Info |

Personen: (neutral) ▼ Definieren

Filter muss für den Spieler passen ▼

Tage: ☑ Mo ☑ Di ☑ Mi ☑ Do ☑ Fr ☑ Sa ☑ So

zusätzlich auch an Feiertagen ▼

▶ Feiertage eingeben

Zeit: 00:00 Uhr   bis   24:00 Uhr

Dauer: [ ]   Pause jeweils [ ]

Nur gültig: . .   bis: . .

Regel wirksam ab: Am Termin-Tag ▼   -4:00 Uhr

Regel aufheben ab: ▼   :   Uhr

Diese Regel gilt für: (alle Buchungsarten) ▼

Ratencode: [ ]

Zimmer-Kategorie: [ ]

Personen pro Buchung: [ ]

Zusatz-Optionen: [ ]

☑ Diese Regel vorübergehend deaktivieren   F5

⚠️ That corresponds to the formula **FROM:-0,-4:00**, which can be entered under special in the tab **Presentation**.

1. Areas tab: select areas for which the rule should apply
2. Presentation tab: mark **Always warn when the time frame fits**.
3. Presentation tab: please assign a color.

In the local timetable it looks like this, so the secretariat is also informed:
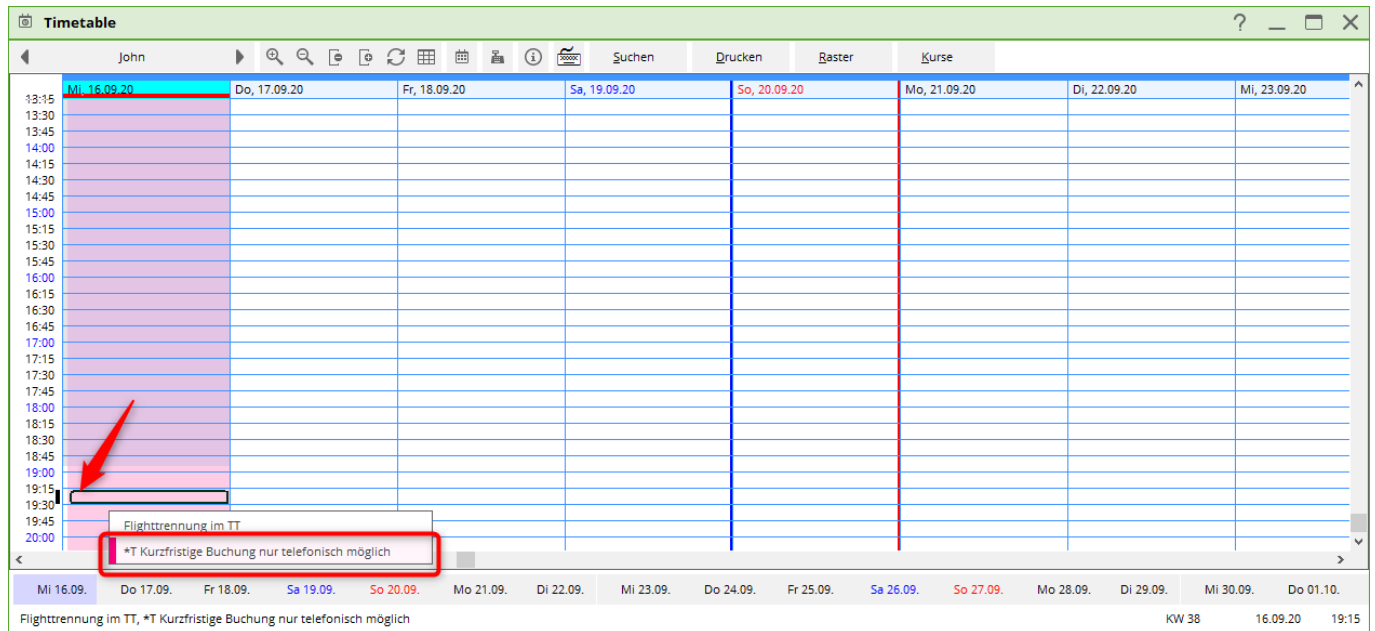
And the PC CADDIE://online view:

Winter rule for the course

Has it snow, or there are simply no start times during the winter? Then the following timetable rule is recommended.

1. You can create a new rule under **Timetable/Timetable-Rule**.
2. Enter the text ***- Winter rule** under **Description**
3. **Only applies** for the time-frame **from… to…**

Edit timetable rules ✕

Identifier: ② `×-Winter rule`

Filter + Time | Article | Booking restriction | Visualisation | Areas | Info

✓ OK [F12]

✗ Cancel

Persons: `(neutral)` ▼ [Define]

`Filter matching player` ▼

Days: ☑ Mo ☑ Tu ☑ We ☑ Th ☑ Fr ☑ Sa ☑ Su

`additionally including holidays` ▼

[Enter holidays]

Time: `00:00` o'clock to `24:00` o'clock

Duration: `_____` Break each `_____`

③ Only valid: `01.11.2019` to: `29.02.2020`

Rule is valid from: `_____` ▼ `:` o'clock

Cancel rule from: `_____` ▼ `:` o'clock

This rule is applies for: `(all bookings)` ▼

Rate code: `_____`

Room category: `_____`

People per booking: `_____`

Additional options: `_____`

☐ Temporarily deactivate this rule (F5)

4. In the **Display** tab, select the option **Timetable visible, but no booking can be made**

Now go to [PC CADDIE://online Club manager](#) at **Tee times**. You can upload here the rule under **Load the rules from the local PC CADDIE System**. You can also publish a text like the following via **Text** from the [PC CADDIE://online Club manager](#) as well:

Dear member, dear guest

At the moment, you cannot book a start time. FYI, you can still see the availability. Please contact us at +49 1234 567890 for your questions and concerns about the most beautiful game in the world; we are happy to personally assist you.

Your Sonnenschein Golfclub Team

This is how it looks like in PC CADDIE://online - one can see the availability (morning frost can be inserted through blocking)), but no reservations can be made.

BOOK TEETIME

Date	08.03.2019 - Friday ▾
Area	18 Holes ▾

Show

CURRENTLY VIEWING: FRIDAY, 08.03.2019 - 18 LOCH PLATZ, TEE 1

Dear member, dear guest

At the moment, you cannot book a start time. FYI, you can still see the availability. Please contact us at +49 1234 567890 for your questions and concerns about the most beautiful game in the world; we are happy to personally assist you.

Your Sonnenschein Golfclub Team

Time	- 1 -	- 2 -	- 3 -	- 4 -
08:00	Morning frost			
08:10	Morning frost			

😉 This rule can serve as example for other rules, for example when no start time booking is possible during the week. The customers can see the availability and find out when they can play.

Trainer not available

With a similar rule as previously described and using the symbol ***K** and an appropriate text in the **Rule -Description**, you can quickly and easily block any bookings for a coach for a certain period.

Limit number of bookings per account

Use the following rule if you want to limit the number of bookings per user:

Edit timetable rules

Identifier: FONT:Online reservation only for 2 players/account

Tabs: Filter + Time | Article | Booking restriction | Visualisation | Areas | Info

OK (F12)

Cancel

Persons: (neutral) — Define

Filter matching player

Days: ☑ Mo ☑ Tu ☑ We ☑ Th ☑ Fr ☑ Sa ☑ Su

additionally including holidays

Enter holidays

Time: 00:00 o'clock to 24:00 o'clock

Duration: ___ **Break each** ___

Only valid: . . **to:** . .

Rule is valid from: ___ : ___ o'clock

Cancel rule from: ___ : ___ o'clock

This rule is applies for: (all bookings)

Rate code: ___

Room category: ___

People per booking: ___

Additional options: ___

☐ Temporarily deactivate this rule (F5)

Here is defined that a maximum of 2 bookings can be made on the current day (within +/- 0 days):

Activate flight separation also for timetable

There is a "flight separation„ for the tournaments' start lists. Read the „Order" section! You can activate the same feature for the timetable:

Create a rule by clicking on „New". You can use the standard settings and only enter the following in the „Display" tab under Special: FTCHK

The following message appears:

With fixed tee times - "Golfing with social distancing"

Corona measures in the club

Our tee time system allows you to organize organize the game in the event that the golf courses open, subject to official requirements. Filter restrictions in the tee time system can be used to automate the fact that only a specified number of players are in flight at specified intervals on the course - without any personal contact.

Here you will find examples of settings that can be made using the timetable rules. These examples can be combined with one another. We recommend that you create your own rule for each restriction or measure.

Please contact our support hotline if you need assistance.

Define timetable rules/booking restrictions in PC CADDIE under the menu item **Define timetable/Timetable rules** or directly in the timetable using the key combination **Ctrl + F11**.

Allow a maximum of two players per flight

In the conference call between the Chancellor and the heads of government of the federal states on October 28, 2020, the parties involved made various resolutions to "fight the SARS-Cov2 pandemic", which also have an impact on golf courses in Germany. For the game of golf as an individual sport, thie means that you can play alone, in pairs, or with your own household.

Please clarify how you will deal with existing bookings. There are certainly already bookings with 4 people who do not come from the same household.

Remember that newly created rules must be syncronized in the club manager so that they are directly valid online! The description is available in the above section **Synchronize booking rules online**

In order to limit the number of people within a flight, please create the rule as follows:

„Filter+Time" tab:

- Rule description: choose a clear description, for example „Max. 2 people per booking CORONA"
- Person filter: All persons (neutral)
- Days and time: Every day, including public holidays
- Time: 00:00 to 24:00
- Only valid: here you specify the period for which the rule should apply

„Booking restrictions" tab:

- Under Booking restrictions, enter 2 in the **Total number of bookable spaces** field.

„Presentation" tab:

- Select the special PC CADDIE://online function „*I Display rule name as information

„Areas" tab: * Select the timetable areas for which this rule should apply. In our example: all golf courses.

Timetable-Regel bearbeiten

Bezeichnung: Max. 2 personen pro Buchung CORONA

| Filter + Zeit | Artikel | Buchungsbeschränkung | Darstellung | Bereiche | Info |

Bereiche:

☑	18 Loch	1801
☑	9 Loch	0901
☐	Back 9	1810
☐	Cart 1	C1
☐	Cart 2	C2
☐	Cart 3	C3
☐	Hotel	HOTL
☐	John	JOHN
☐	Klaus	KLAU
☐	Peter	PETE
☐	Salle de conférence	CONF
☐	Tester Timo	TETI
☐	Willi	WILL
☐	Cart 1 ele	C1EL

✔ OK   F12

✖ Abbruch

====Block tee time after booking ==== The following rule allows you to block a tee time for further bookings. For example, it would be possible that someone can book a tee time online only for themselves or with a friend, but afterwards nobody else can book the same time. **„Filter+Time" tab:** * Rule description: choose a clear description, for example „Block tee time after booking" * Person filter: All persons (neutral) * Days and time: Every day, including public holidays * Time: 00:00 to 24:00

Timetable-Regel bearbeiten

Bezeichnung: Blocken der Startzeit nach Buchung

| Filter + Zeit | Artikel | Buchungsbeschränkung | Darstellung | Bereiche | Info |

Personen: ① (neutral) ▾ Definieren

Filter muss für den Spieler passen ▾

Tage: ② ☑ Mo ☑ Di ☑ Mi ☑ Do ☑ Fr ☑ Sa ☑ So

zusätzlich auch an Feiertagen ▾

▶ Feiertage eingeben

Zeit: ③ 00:00 Uhr bis 24:00 Uhr

Dauer: ___ Pause jeweils ___

Nur gültig: . . bis: . .

Regel wirksam ab: ___ ▾ : Uhr

Regel aufheben ab: ___ ▾ : Uhr

Diese Regel gilt für: (alle Buchungsarten) ▾

Ratencode: ___

Zimmer-Kategorie: ___

Personen pro Buchung: ___

Zusatz-Optionen: ___

☐ Diese Regel vorübergehend deaktivieren   F5

✓ OK   F12
✗ Abbruch

„Presentation" tab: * Select the special PC CADDIE://online function: select the „*S" option here: „Complete blocking of the time as soon as a player is booked". * Customer information when blocked: enter the customer information that should be displayed in the event of a block.

Timetable-Regel bearbeiten

Bezeichnung: Blocken der Startzeit nach Buchung

Tabs: Filter + Zeit | Artikel | Buchungsbeschränkung | **Darstellung** | Bereiche | Info

✓ OK   F12

✗ Abbruch

Warnung:
- Keine Warnung bezüglich Filter
- Bei nicht passenden Personen warnen
- Bei zum Personen-Filter passenden Personen warnen
- Immer warnen, wenn der Zeitrahmen stimmt

Farbe: #000000

Spezielle Funktion bei PC CADDIE://online:

(1) *S   Vollständiges Blocken der Zeit, sobald ein Spieler gebucht

Die Regel gilt für diese Buchungsverfahren:

alle

☐ Übergehen nur mit besonderen Mitarbeiter-Rechten

Die Regel wird nur für die Tage ab Einbuchtag (heute) angewendet:

von: [   ]   bis: [   ]

Spezial: [   ]

Kunden-Information bei Sperrung (statt der Bemerkung):

(2) Startzeit bereits belegt, bitte wählen Sie eine andere Zeit

„Areas" tab: * Select the timetable areas for which this rule should apply. In our example: all golf courses.

==== Two tee times break between the flights ==== In this example we assume that you want to set start times from 8:00 a.m. to 8:00 p.m. in 10-minute intervals, but with pauses

between the flights. ⚠ If you assign other times and/or use a different time grid, simply make the necessary adjustments in your rule. „After a booked tee time, pause for two tee times (20 minutes)". To do this, create a new rule that **forbids** starting between the permitted times **:** „Filter+Time" tab: *** Rule description: choose a clear description, for example „10 minutes tee time, 20 minutes break" * Person filter: All persons (neutral) * Days and time: Every day, including public holidays * Time: 08:10 to 24:00 (10 minutes from the start of your first tee time) * Duration: 20 minutes - Break: 10 minutes**

Timetable-Regel bearbeiten

Bezeichnung: 10 Minuten starten, 20 Minuten Pause ①

| Filter + Zeit | Artikel | Buchungsbeschränkung | Darstellung | Bereiche | Info |

✓ OK   F12

✗ Abbruch

Personen: ② (neutral) ▼ Definieren

Filter muss für den Spieler passen ▼

Tage: ③ ☑ Mo ☑ Di ☑ Mi ☑ Do ☑ Fr ☑ Sa ☑ So

zusätzlich auch an Feiertagen ▼

▶ Feiertage eingeben

Zeit: ④ 08:10 Uhr bis 24:00 Uhr

Dauer: ⑤ 20 Min Pause jeweils 10 Min

Nur gültig: . . bis: . .

Regel wirksam ab: ▼ : Uhr

Regel aufheben ab: ▼ : Uhr

Diese Regel gilt für: (alle Buchungsarten) ▼

Ratencode:

Zimmer-Kategorie:

Personen pro Buchung:

Zusatz-Optionen:

☐ Diese Regel vorübergehend deaktivieren F5

„Presentation" tab: *** Warning: select „Always warn when the time frame matches" * Customer information when blocked: enter the customer information that should be displayed in the event of a block.**

Timetable-Regel bearbeiten

Bezeichnung: 10 Minuten starten, 20 Minuten Pause

| Filter + Zeit | Artikel | Buchungsbeschränkung | Darstellung | Bereiche | Info |

Warnung:
Keine Warnung bezüglich Filter
Bei nicht passenden Personen warnen
Bei zum Personen-Filter passenden Personen warnen
Immer warnen, wenn der Zeitrahmen stimmt ①

Farbe: #000000

Spezielle Funktion bei PC CADDIE://online:

Die Regel gilt für diese Buchungsverfahren:
alle

☐ Übergehen nur mit besonderen Mitarbeiter-Rechten

Die Regel wird nur für die Tage ab Einbuchtag (heute) angewendet:
von: bis:

Spezial:

Kunden-Information bei Sperrung (statt der Bemerkung): ②
Pause zwischen den Startzeiten, nicht buchbar

✓ OK   F12
✗ Abbruch

„Areas" tab: * **Select the timetable areas for which this rule should apply. In our example: all golf courses.**

Timetable-Regel bearbeiten

Bezeichnung: 10 Minuten starten, 20 Minuten Pause

| Filter + Zeit | Artikel | Buchungsbeschränkung | Darstellung | Bereiche | Info |

Bereiche:

☐ 18 - Cart		GA1
☑ 18 Loch Platz		1801
☑ 18 Loch, 10 Tee		1810
☑ 9 Loch		0901
☐ Box		B
☐ Hotel (H)		HOTL
☐ John		JOHN
☐ Mitarbeiter 1		M1
☐ Mitarbeiter 2		M11
☐ Mitarbeiter 3		M12
☐ Mitarbeiter 4		M13
☐ Mitarbeiter 5		M14
☐ Mitarbeiter 6		M15
☐ Peter		PETE
☐ Testbereich		1201

✓ OK   F12

✗ Abbruch

==== Members only ==== **If only your members are allowed to book tee times, create a new rule as follows:** *„Filter+Time" tab:* *** Rule description: choose a clear description, for example „Members only" * Person filter: All members * Days and time: Every day, including public holidays * Time: 00:00 to 24:00**

Timetable-Regel bearbeiten

Bezeichnung: Members only (1)

Filter + Zeit | Artikel | Buchungsbeschränkung | Darstellung | Bereiche | Info

Personen: (2) Alle Mitglieder ▼ Definieren

Filter muss für den Spieler passen ▼

Tage: (3) ☑ Mo ☑ Di ☑ Mi ☑ Do ☑ Fr ☑ Sa ☑ So

zusätzlich auch an Feiertagen ▼

▸ Feiertage eingeben

Zeit: (4) 00:00 Uhr bis 24:00 Uhr

Dauer: Pause jeweils

Nur gültig: . . bis: . .

Regel wirksam ab: ▼ : Uhr

Regel aufheben ab: ▼ : Uhr

Diese Regel gilt für: (alle Buchungsarten) ▼

Ratencode:

Zimmer-Kategorie:

Personen pro Buchung:

Zusatz-Optionen:

☐ Diese Regel vorübergehend deaktivieren   F5

✓ OK   F12
✗ Abbruch

„Presentation" tab: **Warning: select „Warn of persons don't match" * Select the special PC CADDIE://online function: „Only members can book" * Customer information when blocked: enter the customer information that should be displayed in the event of a block; for example: „Tee times only for members".**
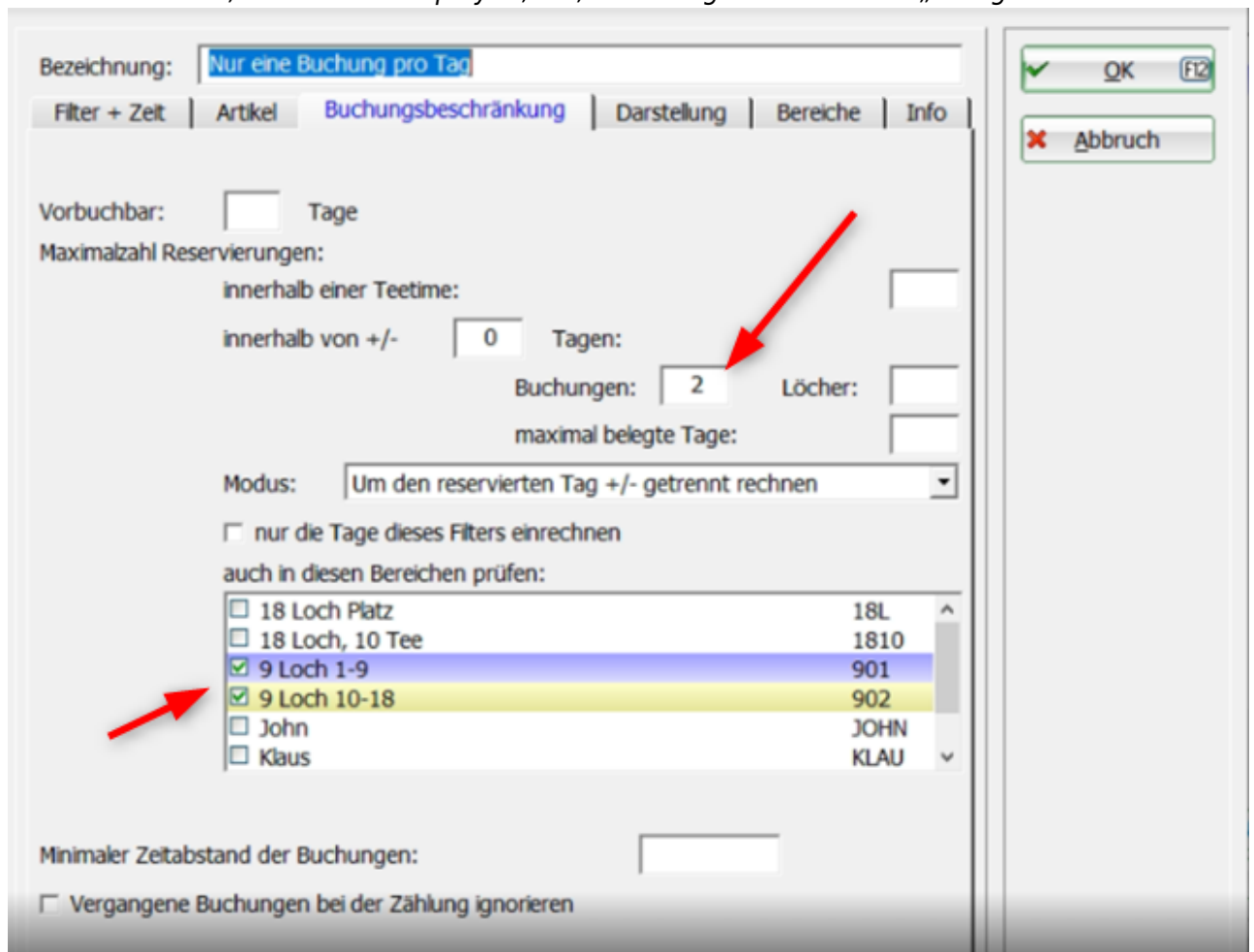
"Areas" tab:** * Select the timetable areas for which this rule should apply. In our example: all golf courses.

==== Booking allowed only once per day==== The most important things for this rule:
If you want to create a rule that allows a maximum of one booking on one day, there must be a 0 (zero) for the days and a 1 for bookings. If you enter 1 for days, then the day before and after would be also be checked (today +1 = tomorrow)..

====Booking allowed only once a day - only with subsequent booking settings ==== The most important things for this rule:

In clubs that alternatively offer 9 or 18 holes (with the option of subsequent bookings): 2×9 holes are booked, if 18 holes are played, i.e., 2 bookings must then be „thought" for 18 holes: