Operating basics

1. **Beginner video tutorials can be found here:Beginner tutorial videos**
2. **You can find our customer webinar recordings here: Recordings of customer webinars**

Hotkeys

Date field and calendar function

Just type in the day number and PC CADDIE will complete each date field with the current month and calendar year. There is also a logical FROM-TO link and relative date selection, which saves you typing when you create competitions, maintain personal data, enter courses or events, book start times, assign dates or make statistical selections. It is best to use this automatic function in every date field: entry date, exit date, in statistics, in the timetable - wherever you need to enter a date. Unusual at first, you will save time in the long term.

You can read an overview of all date field and calendar automations here

All examples for: Today „15.02.2016“

DD → DD.MM.YYYY
If you enter a two-digit day number, PC CADDIE adds the current month and the current calendar year. The dots are set automatically.
If you type today: „25“ → then it becomes: „25.02.2016“

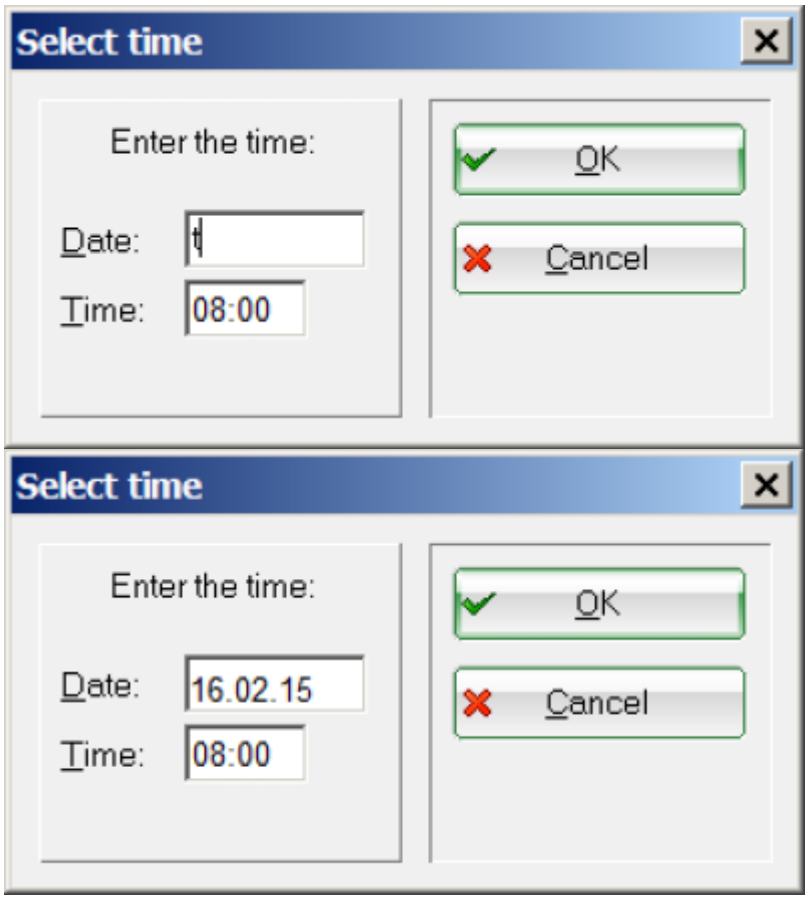
DDMM → DD.MM.YYYY
Enter two digits of the day number and two digits of the month number, and if this day was less than 60 days ago on the year clock, PC CADDIE will add the corresponding calendar year.
If you type today: „3112“ → then it becomes: „31.12.2015“

If the day and month numbers on the year clock are more than 60 days behind, the PC CADDIE logic assumes a future date and adds the calendar year digits to match the next date.
If you type today: „0912“ → then it becomes: „09.12.2016“
The dots are set automatically.

DDMMYY → DD.MM.YYYY
If you enter a two-digit day number, a two-digit month number and a two-digit year number, PC CADDIE will add the dots.
If you type today: „250216“ → then it becomes: „25/02/2016“

EXCEPTION 0101
01.01. is always supplemented by the current calendar year, as it is a typical statistical value for the entire calendar year in the programme logic (turnover statistics, contribution statistics, etc.).
If you type today: „0101“ → then it becomes: „01.01.2016“

g - h - m → YESTERDAY - TODAY - TOMORROW
Use these abbreviations: g for yesterday's date h for today's date m for tomorrow's date
If you type today: „m“ → then it becomes: „16.02.2016“



+5 → +5 days (RELATIVE DATE SELECTION)
If you would like to enter a relative current date for the first date displayed in the respective dialogue, i.e. 5 days later or 2 days earlier, you can do this by entering the sign: PLUS „+“ or MINUS „-“ and the day number, e.g. „5“.
If you type today: „+5“ then it becomes: „+5 days“



Depending on the logic, the „+5 days“ is converted into a real date value (DD.MM.YYYY) in other date fields. For example, in course and event management.

Relative date selection for card validity
For vending and access systems, you even have the option of selecting the *VALIDITY FROM THE FIRST USE* for example: 5 days from any date on which the customer holds the card in front of a card reader in the golf club for the first time.
This is practical for golf packages and hotel partnerships in which you want to issue guest cards to an organiser or hotel in advance that are valid for a certain period from the first day of use.

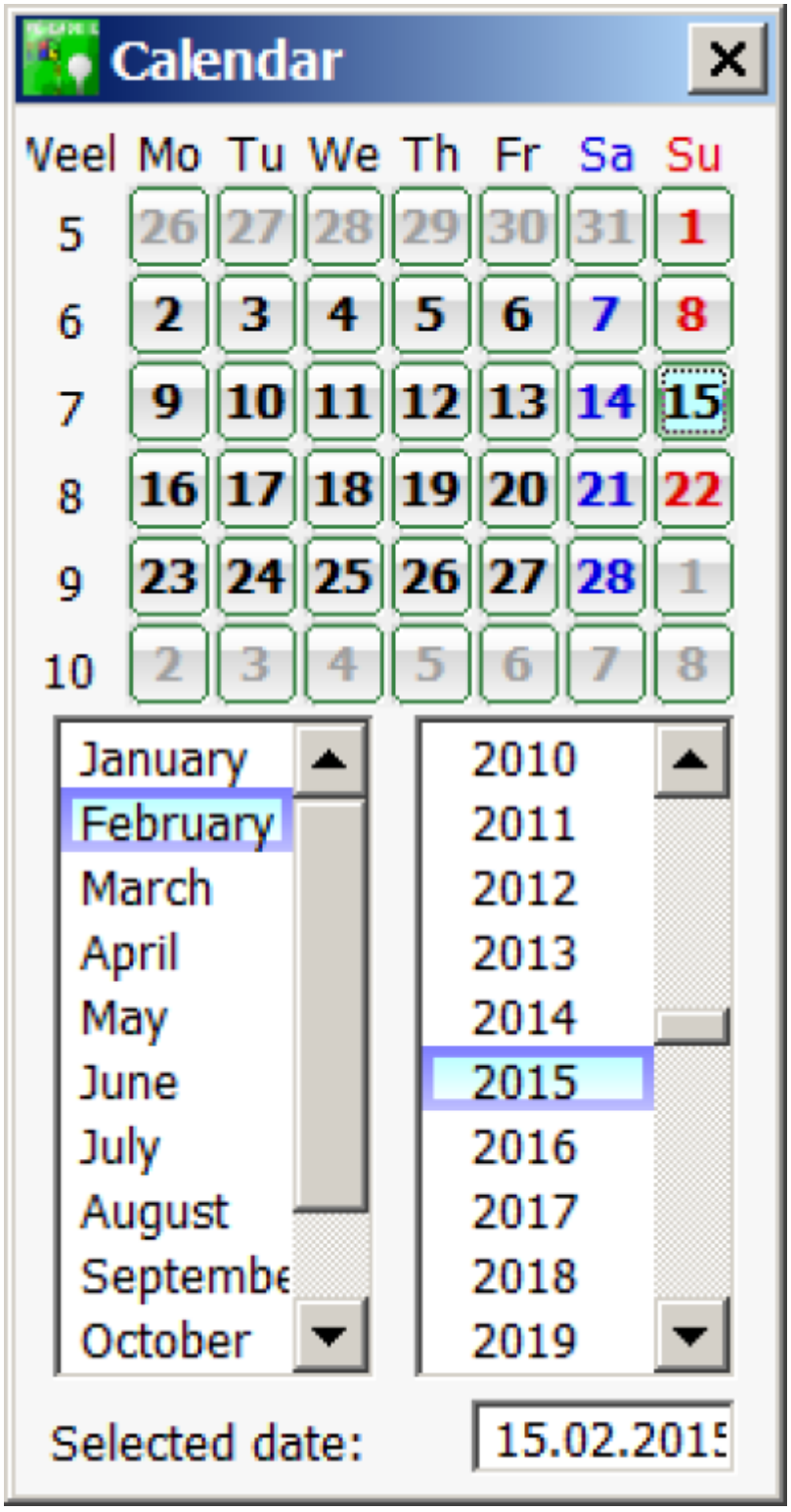
FROM → TO →LINKING (FOR STATISTICS)
The logical FROM-TO relationship of the date fields is completely independent of the calendar year. When filling in the BIS date, PC CADDIE refers exclusively to the calendar year of the FROM date; and vice versa. This avoids incorrect entries for statistics that are usually collected on a weekly, monthly

or quarterly basis within the same calendar year.
If the VON date is 01/10/2014
→ and you type today in the TO date: „3112“ → then it becomes: „31/12/2014“

And vice versa:
If the TO date is 31 October 2015→ and you type today in the FROM date: „0101“ → then it becomes: „01 January 2015“

The points are set automatically.

RIGHT MOUSE KEY or „F2“ → CALENDAR SELECTION
If the date is not fixed and you need to determine the date individually, use our calendar selection. Right-click in the date field or press the „F2“ function key to open the calendar:



Window list / Favourites