Connect to the Intranet

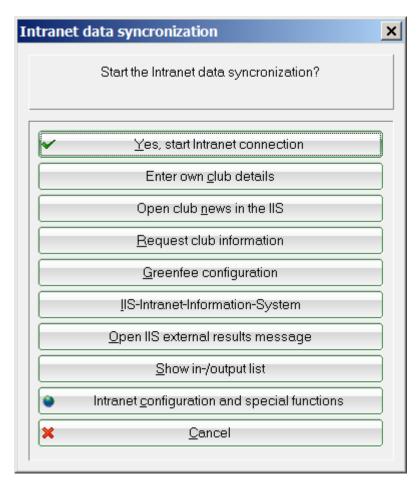
Click on the countries button in PC CADDIE's icons list to connect to the Intranet.

Example for Germany:



Or click on Setup/Connect to intranet:

On both cases, the following window opens:



The individual buttons are further described in more details.

Show the status of the intranet server

.. it's only informative, and it looks like this:

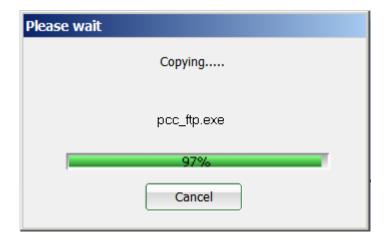
DGV-Intranet Status

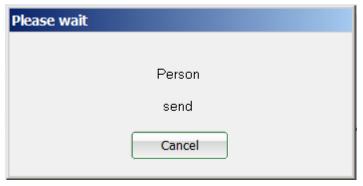


DateTime: last Check at28.03.2019 14:12:19

Yes, start Intranet connection

Click on **Yes, start Intranet connection** to synchronize your data with the one from your country's golf association. The data is then copied and transferred automatically:



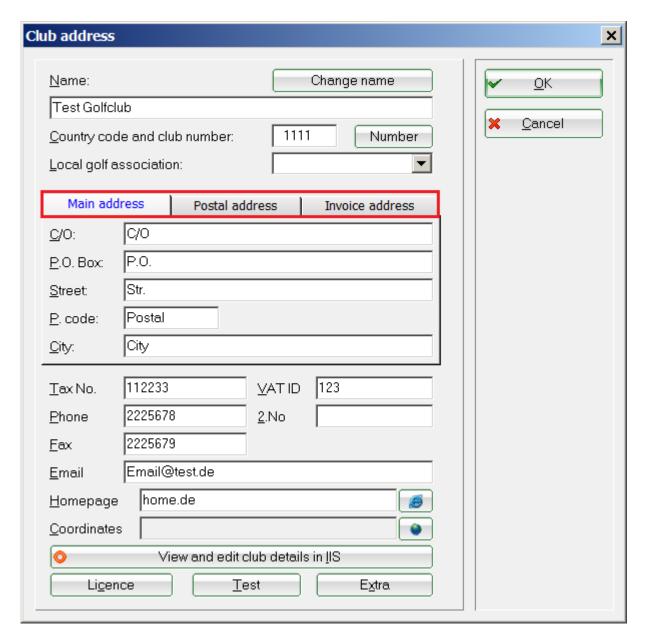


Edit club information

Use this button to access the input window for the club data. The data is then automatically stored in the account area set up for the intranet.

It is also possible to open this window via **Setup/Program Options/Club Address, Banking Details**. In this case it is important that you manually switch to the account area that is activated for the intranet, which is usually the account area **CLUB**.

Address and bank details



Enter the main address, postal address and invoicing address.

Geodata

The coordinates (geodata) of your club are also stored here.

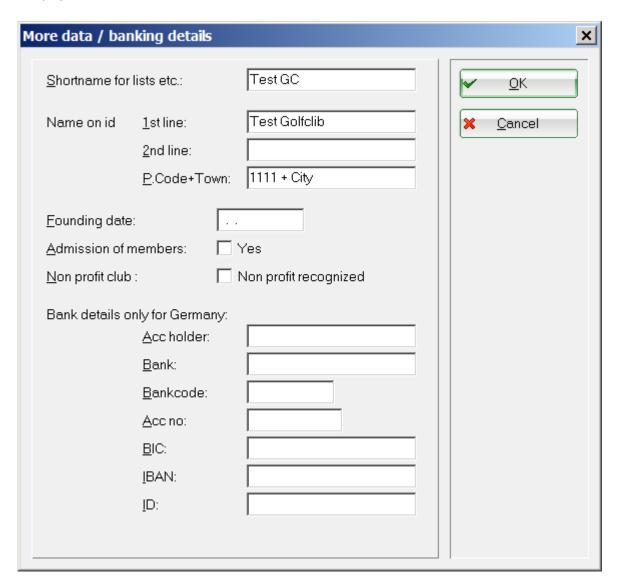
The geodata is automatically compared by PC CADDIE with the data stored in the DGV INTRANET (IIS), and updated:

- Every time you click on "Enter own club details".
- Every time you print the coordinate checklist

• Every time you create an ID card file.

Bank details

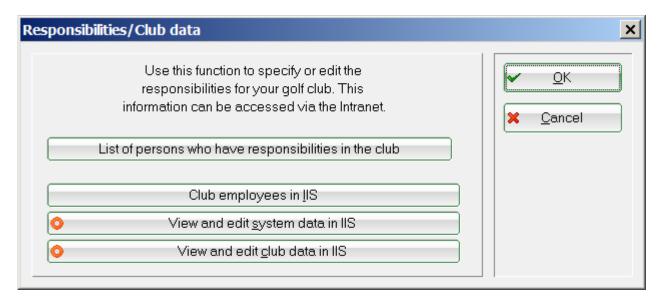
The button *Continue* opens the next window where you can also enter the bank connection for the intranet:

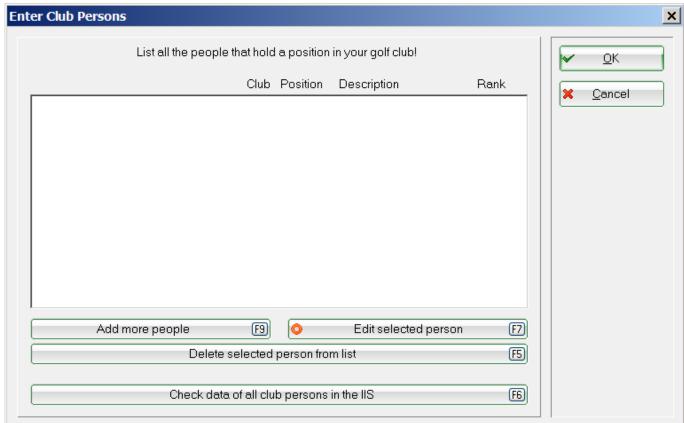


Responsibilities

...and you can update the list of responsibilities in your club by pressing the **List of persons who** have responsibilities in the club button.

If you update information regarding persons, first transfer them to INTRANET and then check the club people in the service portal under the tab "Club editing" - this is the only place where you can see which people you have currently transferred!





This list of the persons entered is then available online via an intranet synchronization. You can check the uploaded persons in the Service Portal.

In Germany, the personnel or functionaries are checked in the service portal under "Club editing" (see the 2nd screenshot)!



SPIELBETRIEB

Funktionsträger sortieren

Erläuterung

In der hier hinterlegten Reihenfolge erscheinen die Funktionsträger als Clubpersonen im GolfGuide auf Golf.de und myGolf.

Die Funktionsträger werden aus Ihrer Clubverwaltungssoftware (CVS) an das DGV-Intranet übertragen.

Nach einem Übertrag der Personendaten aus der CVS muss die Sortierung hier erneut hinterlegt werden.

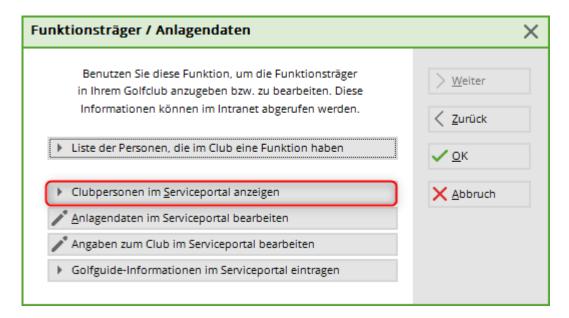
Sortierung	Funktion	Name	Sortierung Ändern	
0	Präsident/in	Benedikt Schmedd	■ ③	
1	Spielführer/in	Anja Arens	=	

Hinweis:

Die hier hinterlegte Sortierreihenfolge steuert die Darstellung auf golf.de und mygolf.de - nach einem Übertrag der Personendaten aus der Clubverwaltungssoftware muß die Sortierung hier erneut hinterlegt werden.

speichern

... If you select **Show club persons in the service portal** you can activate individual function holders and allow them to LOGIN.

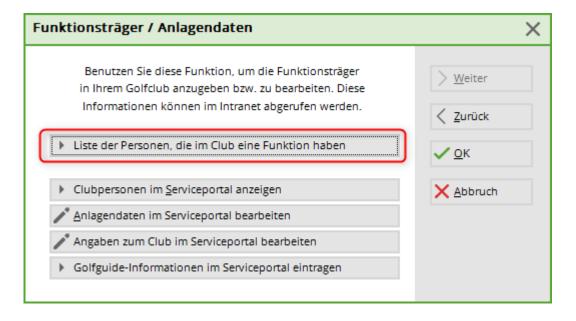


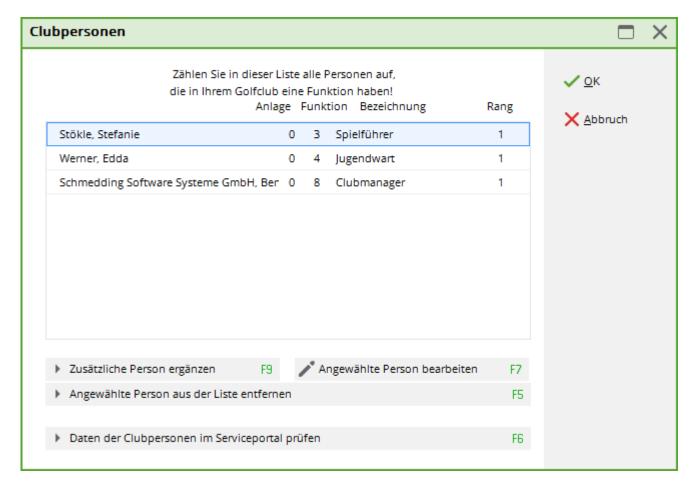
... according to the DGV, all people can be seen here, including those who are no longer available for EDITING, and can no longer be uploaded from PC CADDIE.



Personnel in the Swiss clubs

Update the function holders in the club via *List of people who have a function in the club*. If you update people, first transfer them to the INTRANET and then check the club personnel in IIS!





This list of people is then uploaded online via an intranet synchronization. You have the option of checking the people uploaded at "Swiss Golf" in the service portal.



Display club announcement in the service portal

This button opens a separate browser window which allows you to publish online news or green fee offers. Your inputs will be published on www.golf.de or www.mygolf.de, and on www.golfsuisse.ch in Switzerland.

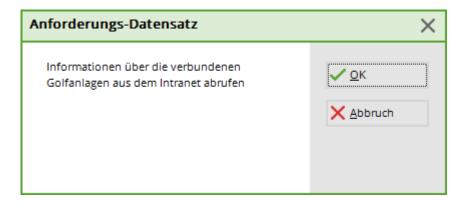
There is currently no example for Germany with the Service Portal (as of March 2019).

Example for Switzerland:



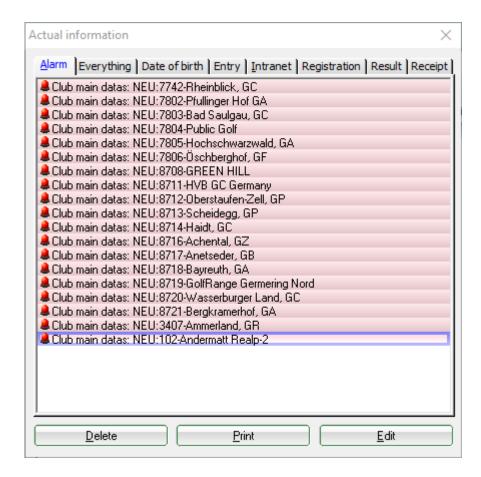
Request club information

Use this button to request the current club information. You have the option to load to your PC CADDIE club data for Germany, Switzerland and Austria.



Select the desired countries; the intranet synchronization starts after you confirm with ${\it OK}$, and the current club data is automatically loaded into PC CADDIE.

The status window *Current information* will show you if this was a successful import:



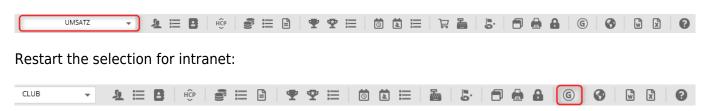
Opening an Alarm-entry with edit is considered as "seeing" it, and it will disappear from the "Alarm" window.

Greenfee configuration

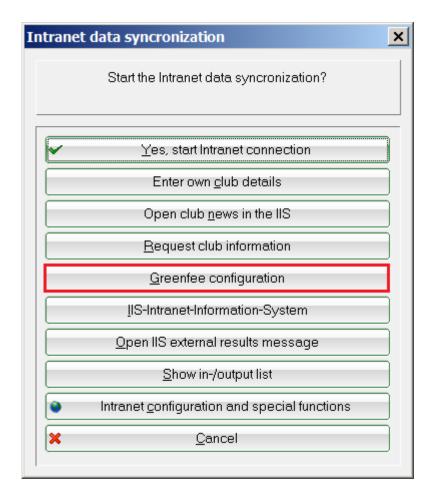
Since 20117, you have the possibility to transfer your greenfee articles directly to golf.deand display them on the service portal of the intranet.

With SALES account area

Please first switch to your SALES account area:

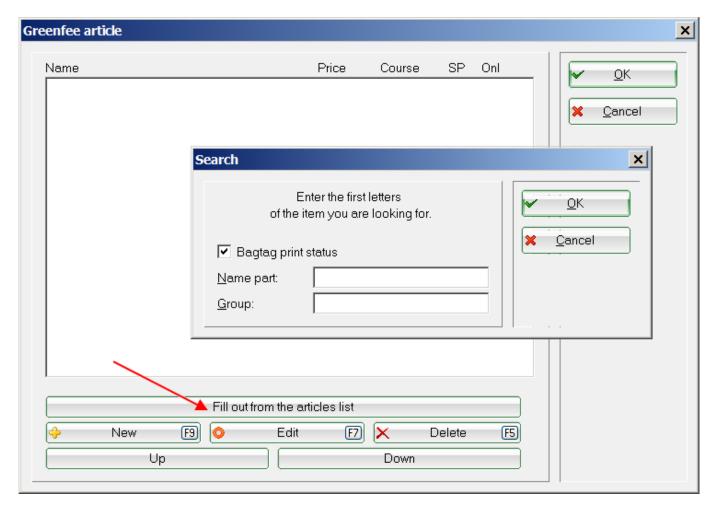


Select Greenfee configuration

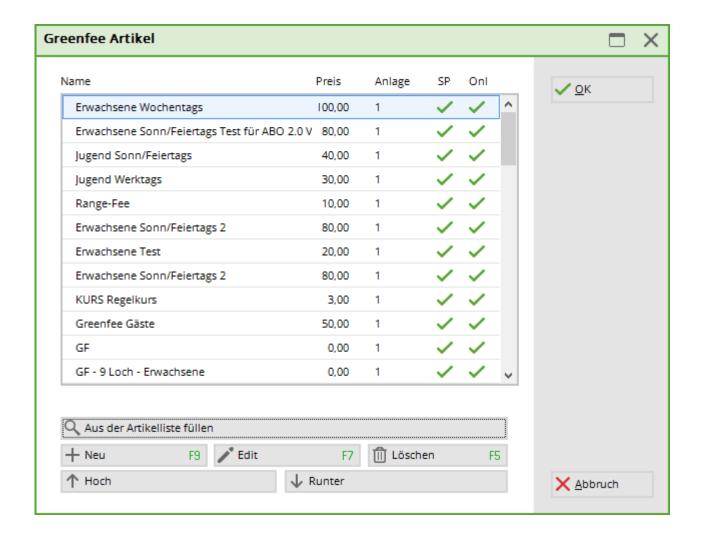


You then have different options:

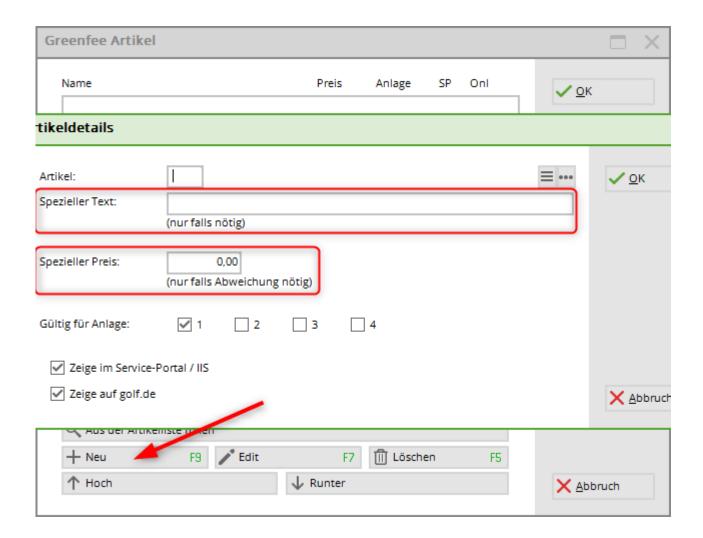
For example, load all greenfee items from your article list.



This usually results in many articles. You can now delete or move a single item; if you press Cancel, all items are gone again, and you have the possibility to use the "New" button to get individual items.



Manual entry



Open the Service Portal

Germany

Use this button to open the Service portal of the German Golf Association's (DGV). Here you will find all the important information regarding the data sent to the DGV. Here you will find all the important information regarding the data transmitted to the DGV.



Club Intern Test-Golfclub PC Caddie (9001)







Startseite / Mein Club / Clubdaten / Stammdaten

MEIN CLUB Clubdaten Stammdaten Anlagendaten Zugangsdaten Vorschaulinks externe Website Clubpersonen / Funktionsträger Status DGV-Projekte Clubturniere Verbandsturniere Clubredaktion **GOLFREGULARIEN SPIELBETRIEB SPORT UMWELT & PLATZPFLEGE**

Stammdaten

Erläuterung

Die hier angezeigten Informationen stammen zum Teil aus der lokalen Clubverwaltungssoftware (CVS) und werden über das DGV-Intranet an das Serviceportal übertragen. Änderungen an diesen Informationen sind somit lokal in Ihrer CVS vorzunehmen.

Mit * gekennzeichnete Daten können nur durch die DGV-Geschäftsstelle geändert werden.

Clubname lang *

Test-Golfclub PC Caddie

Clubname kurz *
Test-GC PCC

Juristischer Name *

Test-Golfclub PC Caddie

Geo-Koordinate der Golfanlage *

Ansprechpartner



Oliver Falch IT DGV-Mitglieder & Projektlei DGV-Ausweis

✓ falch@dgv.golf.de✓ 0611 99 020 105

Ansprechpartner



Marc Hörauf

Home	Here you can see the general club information and the current PC CADDIE version.		
Club staff	Clicking on the DGV symbol in the PC CADDIE icon list, and then on Enter own club details , you can update the list of persons having a responsibility in your club.		
Member	Here you can see the current number of uploaded members. It also specifies whether you inputted all your minimum required entries, and you can see the evaluation for the regional check.		
Handicap	You can see here the members for which the master sheet is available, and if there are any errors. You can also select to publish external competitions' results.		
Tournaments	Under Tournaments you can see your own uploaded tournaments and their status. Especially important is that you can check here whether tournaments' results have been made available for other clubs, and whether the clubs have already retrieved the information.		
Club news	You can find here special notes, for example the open house day or green fee prices.		
Courses	Here you can see the courses and the rating values. You can update the club's information by double-clicking the name. This is how the courses are presented in the www.golf.de Golf Guide.		
DGV-Card	You can see the status of the card orders under DGV-Card . You can also see the remaining quota of cards.		
Reviews	Reviews of your club made by members or guests can be found under Reviews .		
And many more	More information is available under DGV contact		

Switzerland

Use this button to open the Service Portal of the Swiss Golf Association. Here you will find all the important information regarding the data sent to the Swiss Golf.



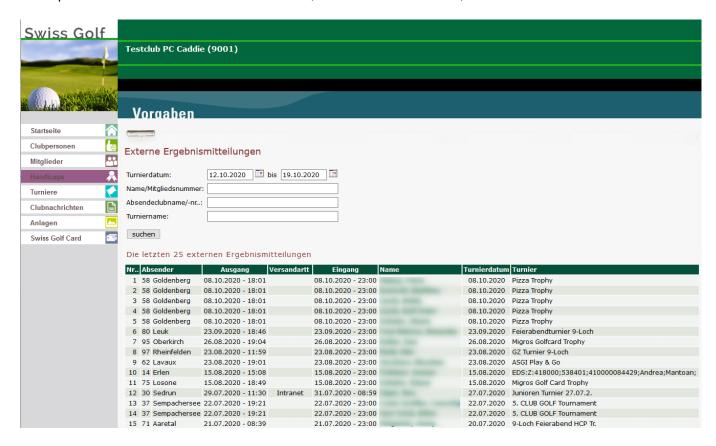
Home	Here you can see the general club information and the current PC CADDIE version.		
Club staff	Clicking on the Swiss Golf symbol in the PC CADDIE icon list, and then on Enter own club details, you can update the list of persons having a responsibility in your club.		
Member	Here you can see the current number of uploaded members. It also specifies whether you inputted all your minimum required entries.		
Handicaps	You can see here the members for which the master sheet is available. You can also select to publish external competitions' results.		
Tournaments	Under Tournaments you can see your own uploaded tournaments and their status. Especially important is that you can check here whether tournaments' results have been made available for other clubs, and whether the clubs have already retrieved the information. Clicking on the tournament's name allows you to edit additional data.		
Club news	You can find here special notes, for example the open house day or green fee prices.		
Courses	Here you can see the courses and the rating values. You can update the club's information by double-clicking the name. This is how the courses are presented in the www.golfsuisse.ch Golf Guide.		
Swiss Golf-Card	You can see the status of the card orders under Swiss Golf-Card . You can also see the remaining quota of cards.		

External results reports in the Service Portal

This is a direct link to the Service Pportal and shows external results notifications. You can open the messages by clicking on the name of the player, and view the details of the results sent.

Switzerland

Example test club PC CADDIE at Swiss Golf (Swiss Golf association)



Germany

Example service portal in Germany:













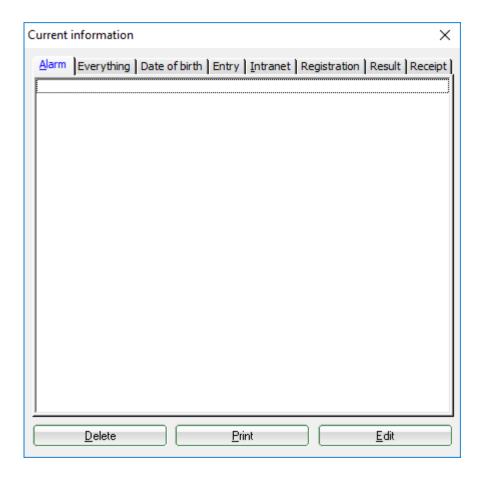
Show in-/output list

"Current information" window

This opens the *Current Information* window:

gedruckt am: 2025/01/29 20:50

www.pccaddie.com 18 von 27



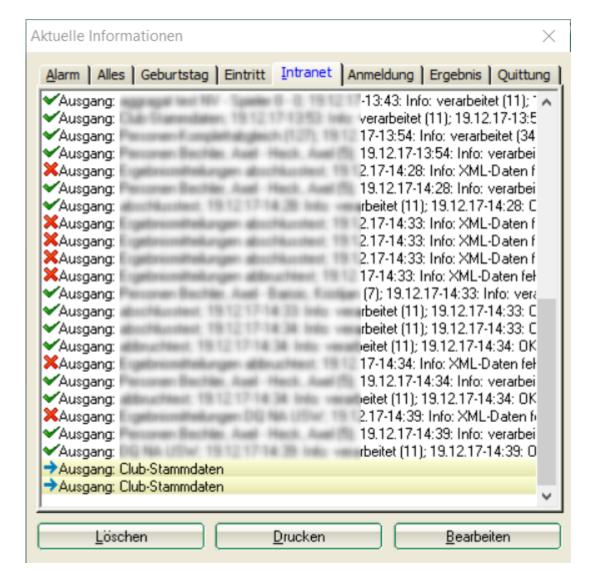
Here you can track what data has been exchanged with the intranet.

- You can see if you need to do something under *Alarm*. You can then mark and edit the entry.
- All contains all the available information, which can be also found under dedicated tabs.
- The **Birthday** tab contains only the date of birth.
- *Entry* shows both information on newly arrived members as well as withdrawals of members.
- Intranet lists the files exchanged with the intranet.
- Tournament registrations are listed separately under **Registration**.
- The Results tab shows the external results of your members.
- See the badge receipts for the ordered cards of your members, individually per member, under**Receipts**.

Example of displayed entries:

- all entries with a **green** check-mark have been processed automatically.
- a **blue arrow** means that this data is ready for intranet synchronization.
- the **yellow bell** means, for example, that the file is so big that the intranet synchronization is still running.
- a **yellow star** means only that the information is new, for example, birthday or not read yet.
- a **red bell**/ would also be seen under ALARM, and appears, for example, if a new CLUB has been loaded into the club list; it disappears when you press edit (visit).
- a **red cross** means that the transfer of the file to the intranet has been aborted (too many unsuccessful attempts)

Important: Please clarify with the PC CADDIE Support how to deal with the **red crosses**.



- The **Delete** button only deletes the display of the files in the info window. Nevertheless, the files are always transferred to the intranet. Deleting is usually unnecessary as the files automatically disappear after a few days in the info window.
- Use the **Print** button for printing the information; maybe this is a good idea for birthdays.
- Use **Edit** open the info line, where you also have the option to directly send an email to the PC CADDIE Support regarding the **red cross** entries.

Intranet configuration and special functions

Find out more about the Intranet configuration.

Cancel

Cancel closes the window.

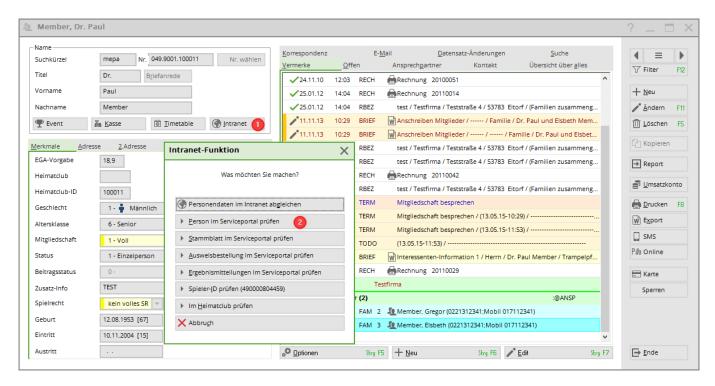
DGV/Swiss Golf - Anonymized results

Anonymised presentation of results in the intranet information system

If a member doesn't want to appear on the results list published on the Intranet, you have to do the following:

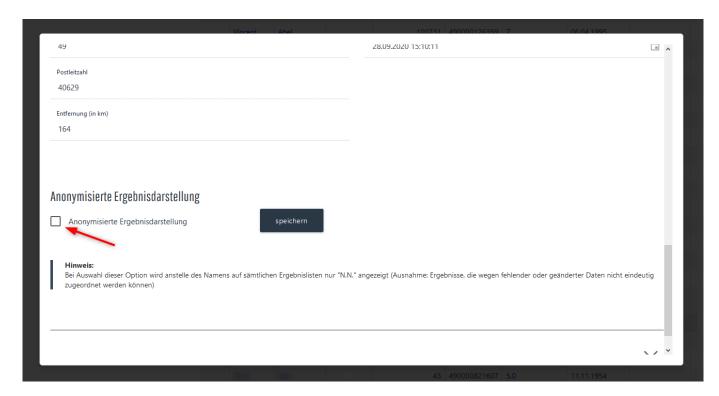
This setting can only be carried out in the home club and also affects the results of external tournaments.

To do this, press the Intranet button (1) in the person mask and select Check person in the Service Portal (2).



Switzerland

The following window opens:



Scroll down until the bottom of the window and check the anonymized results display.

Germany



Startseite / Mein Club / Clubpersonen / Funktionsträger / Mitgliedersuche

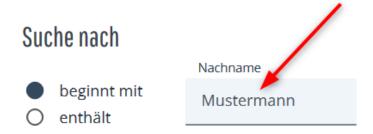


Mitgliedersuche

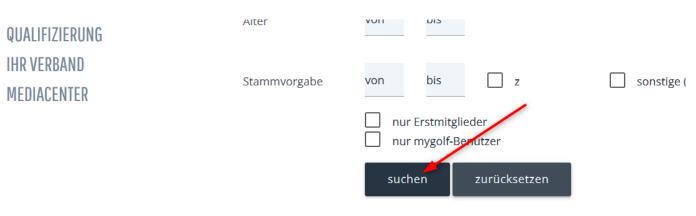
Erläuterung

Mit Klick auf den **Mitgliedernamen** erhalten S Serviceportal übertragenen Informationen zur

Mit einem Klick auf Stammvorgabe erlangen!



Scroll down and find the member:



1 Mitglieder gefunden

Titel	Vorname	Nachname 1	pygolf	Mitgliedsnummer	DGV-Spiele	
	Fred	Mustermann		100169	4900015419	

Open the member and scroll to the bottom:



Germany Service PORTAL



Club personnel and functionaries

Up to 2018, the club personnel term defined the persons having a position in the club, for example the Director.

These persons are now referred to as functionaries

on the other hand, the DGV Portal lists all persons belonging to the club under *Club personnel*, including the members.

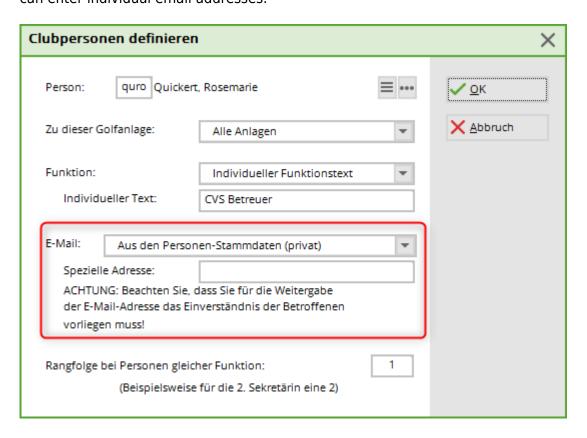
Functionaries

Upload to the Portal

The functionaries are further transferred from PC CADDIE to the INTRANET. Very important is the **Uploading of the EMAIL addresses**, because only with an email address stored at the INTRANET can a person request an own LOGIN for the DGV portal.

Enter and upload function holders.

Pay attention to entering the EMAIL address. The address can be taken from the personal data, or you can enter individual email addresses:



Activate functionaries in the DGV portal

On the one hand, you can see the functionaries here. Have the right people been transferred from PC CADDIE?

On the other hand, you can **enable** the functionaries here if they have previously requested a LOGIN from the DGV.

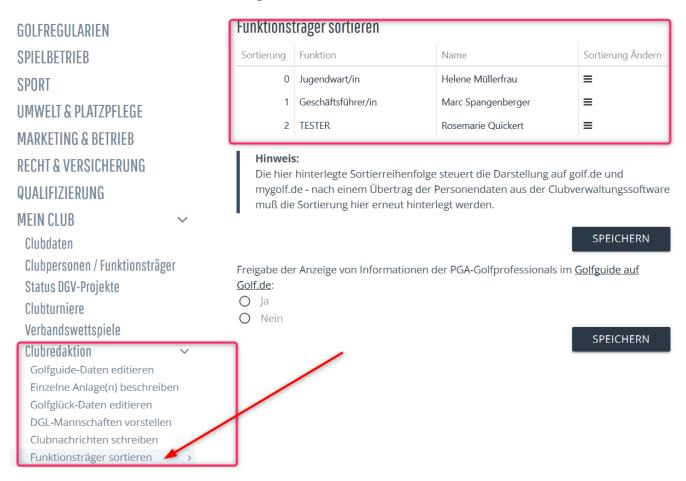
In this case, is the **enable** for the persons active and in bold. Nobody requested a Login in the example presented in the screenshot. As soon as a login has been requested at the DGV, you will receive an informative email, so that you can approve the requested LOGIN.

If you remove a function carrier in PC CADDIE, and transfer this change to the INTRANET, the LOGIN disappears.



Change the order of the functionaries

The order of the functionaries is changed in the DGV PORTAL under Club editorial:



Load data from the DGV-Intranet

Find out how to load the course data with your current rating from the Intranet under Load course data.