


Additional fields of the contacts

To store additional personal characteristics in PC CADDIE, you also have the option of in the tab **Info** tab to define personal fields yourself. You have the option of defining up to eight fields:

Person: Mitglied, Claudia

Name: _____
Search abbr. No
Title 
First name
Name

Infos | Status | 1st Addr. | 2nd Addr. | payment | Memo

Additional info

Caddy Place	<input type="text" value="007"/>	<input type="button" value="Print"/>
Electro-Caddie	<input type="text" value="EC.110"/>	<input type="button" value="Print"/>
Locker	<input type="text" value="D.245"/>	<input type="button" value="Print"/>
License plate	<input type="text" value="T-MC 110"/>	
Debtor	<input type="text" value="145789"/>	

D.O.B.
Entry
Resigned



However, you should always create a [Fast data backup](#) before making any changes so that you can correct any errors that may occur.

Creating additional fields

Please think first of the [Quick data backup](#)

Open via **Settings/Programme settings/Personal additional fields** to open the following window:

	Identifier	Type	Length
1.	Caddy Place	Locker/Box	50,0
2.	Electro-Caddie	Locker/Box	50,0
3.	Locker	Locker/Box	50,0
4.	License plate	Mark	30,0
5.	Debtor	Numbers	50,0
6.		Unused	0,0
7.		Unused	0,0
8.		Unused	0,0

Extra: Additional info

Automatic change of the additional fields (F7)

TIP Manage not only caddie boxes and cabinets in PC CADDIE, but also your shares. Here we would like to explain how to create the additional fields using the share as an example.

Then click on the next free unused line and enter the description „Share“. As **type** „Cabinet/box“ must be selected here.



PLEASE do not leave a blank line but fill in from top to bottom.



Only change existing fields after consultation with PC CADDIE Support.

Person - Special info fields [X]

Automatic info check

	Identifier	Type	Length
1.	Caddy Place	Locker/Box	50,0
2.	Electro-Caddie	Locker/Box	50,0
3.	Locker	Locker/Box	50,0
4.	License plate	Mark	30,0
5.	Debtor	Mark	50,0
6.	Shares	Locker/Box	30,0
7.		Unused	0,0
8.		Unused	0,0

Extra:

Automatic change of the additional fields [F7]

[OK] [Cancel]

Confirm your entry with **OK** and confirm the next window with **Yes**.

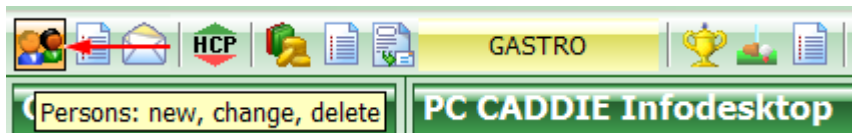
Shares [X]

Do you want to initialize this field?

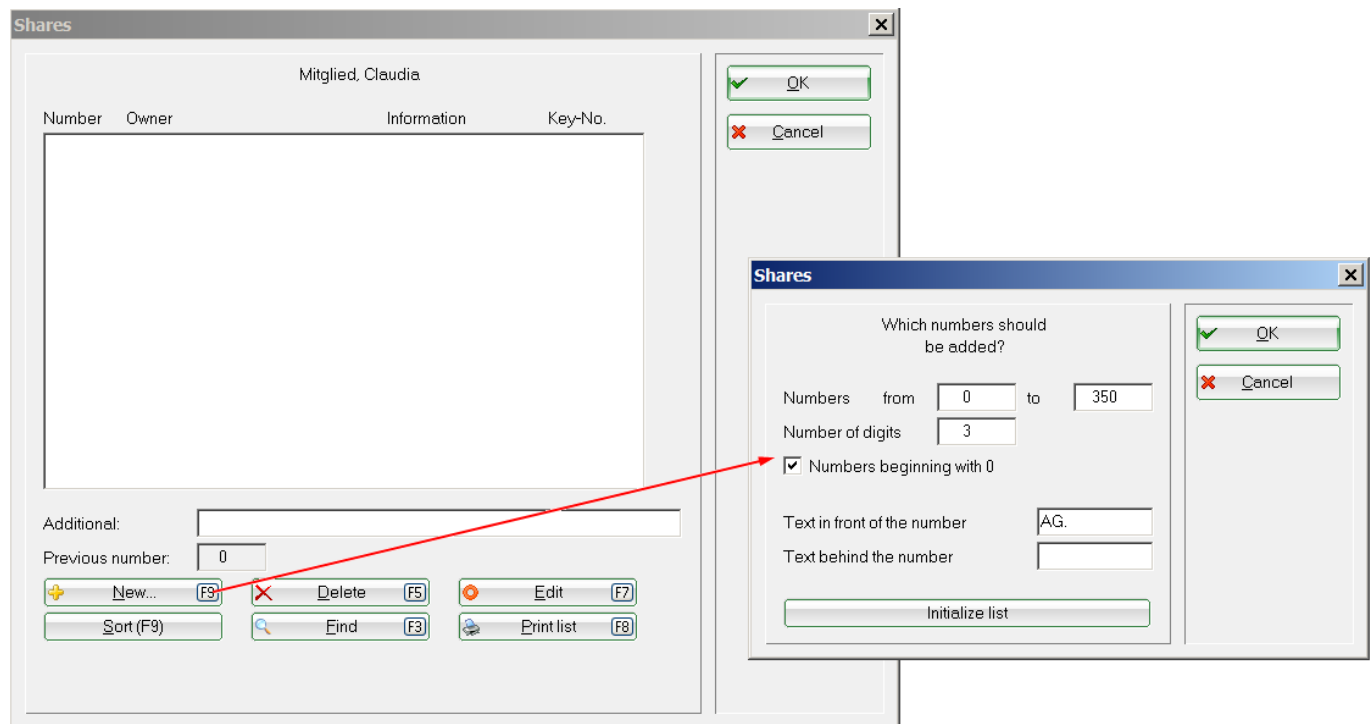
The new additional share field is then available in all personal masks under the tab **Info** tab:

Caddy Place	<input type="text" value="007"/>	
Electro-Caddie	<input type="text" value="EC.110"/>	
Locker	<input type="text" value="D.245"/>	
License plate	<input type="text" value="T-MC 110"/>	
Debtor	<input type="text" value="145789"/>	
Shares	<input type="text"/>	

To open, either click on the list icon or right-click on the first image in the icon bar to open the selection:



Now configure the number of allocated shares in PC CADDIE.



Use the button **New** button to specify the corresponding number of shares.

In the fields **from... to...** you can enter the numbers to be added. For example, if you want to add the shares 0-100, enter a „0“ in the first field and a „100“ in the second field. With **Number of digits** you determine the maximum number of digits required. Then activate numbers with leading zeros. With this activation, PC CADDIE will always fill in the maximum number of digits. For example, if you have entered „3“ as the number of digits, the share with the number 5 will appear in the list as „005“. This ensures continuous numbering. For **Text before the number** enter the text/letter that should appear before the numbering. For example, enter „AG“ for a public limited company. Anything before the number will be included in the numbering.



Place a full stop between the number and the letter identifier. You can also place the letter directly after the number, but there must be no space in between.

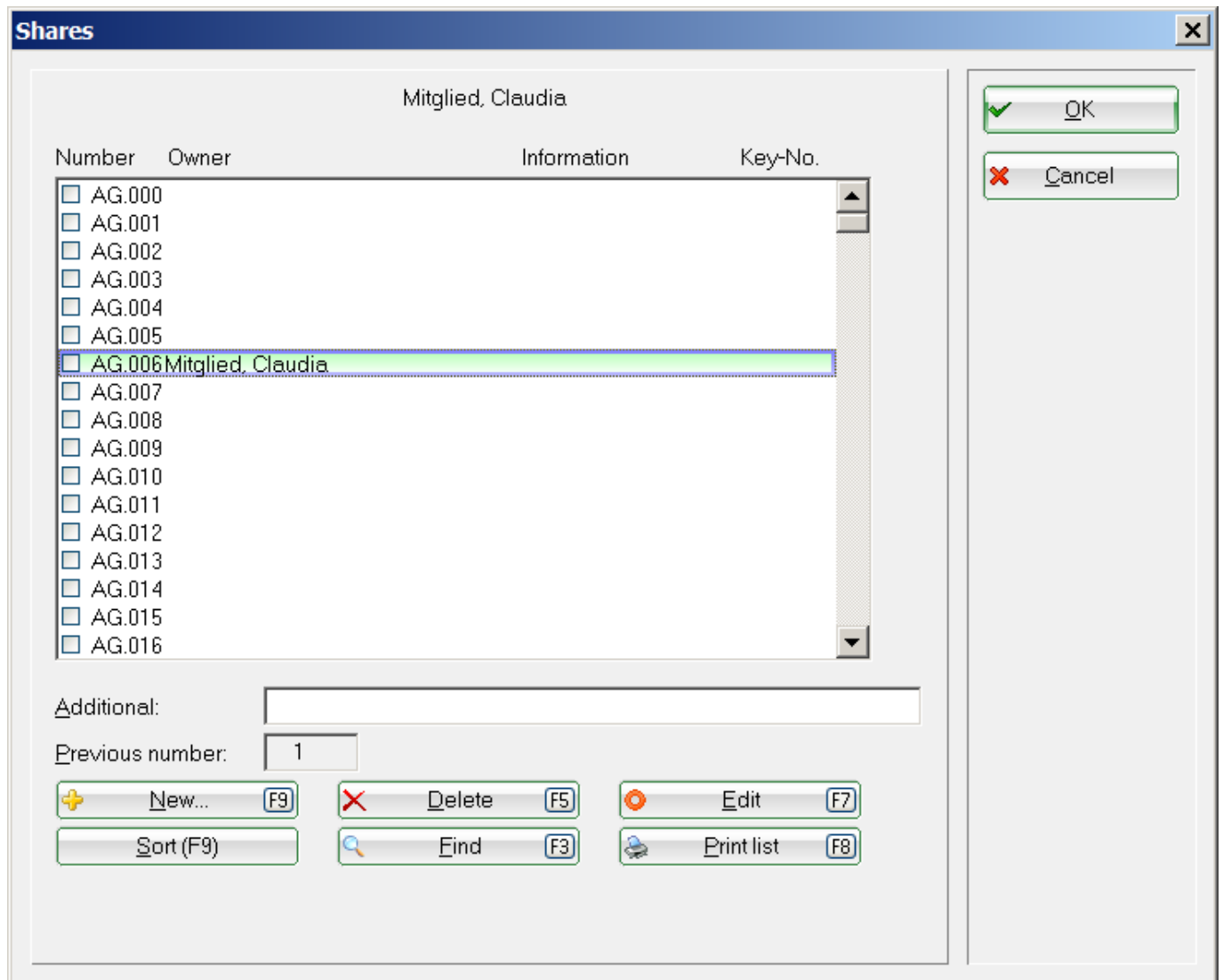
Text after the number Zahl: Enter the text/letter here that should appear after the numbering. We recommend that you use this function if you want to set the prices later depending on this code letter. depending on this code letter. Please select a separate letter for all types with different share prices; no letters may be assigned twice.



It is important that the code letter appears after the number, as the sorting will then still take place according to the numbers. Confirm this dialogue with **OK**.

You then have the completed selection list available and can assign the shares to the corresponding

persons.



Various additional field types

PC CADDIE offers you various field types for the creation of additional fields. The field length is limited to a maximum of 70 characters and can be customised here.

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This selection offers the option of entering individual „characters“. It can be used for vehicle licence plates, for example.

-

The text entered here is displayed „right-aligned“ in the person window.

-

This setting is to be used for all information that is managed using numbers. This field type must be selected when storing customer „numbers“. However, this is only important for customer numbers if the member numbers cannot be used as customer numbers with the [Accounting export](#) module because the accounting department has already assigned other numbers internally.

- ▼

With this field type, a date field is displayed in the person mask.

- ▼

This type allows you to manage various information via lists (see also the explanation of [Caddie boxes](#)).

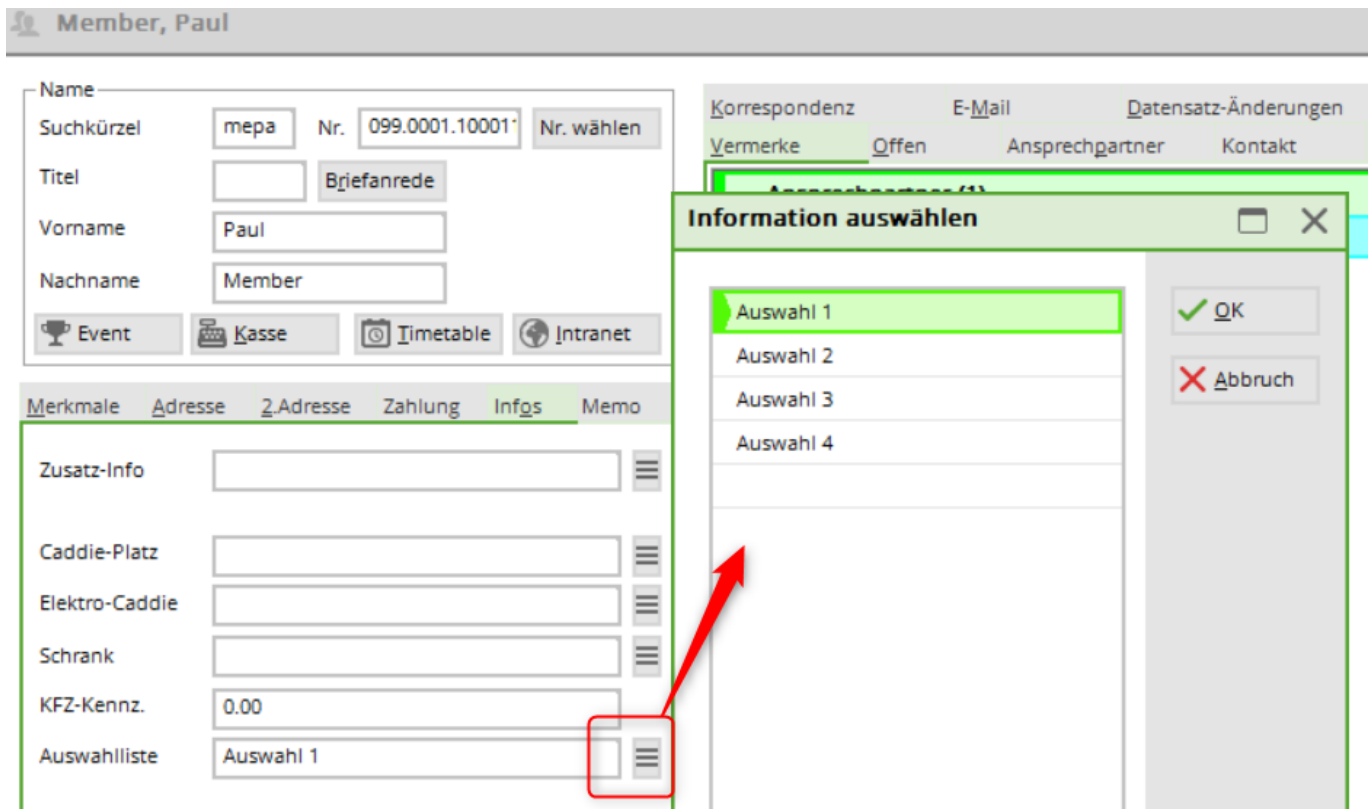
- ▼

It is also possible to define a selection list and save it in the PC CADDIE data directory. Various fixed selection criteria can be stored in this list. The field should be a character field with a length of approx. 30-50 characters. The file is called e.g. PCC_SEL1.txt for the 1st field (other digits analogue to field 2 PCC_SEL2) and must be a text file. (ending:.txt)

..m

Windows (C:) > PCCADDIE.GERMANY > DATEN

Name	Änderungsdatum	Typ	Größe
PCC_MERK	15.12.2021 14:58	Textdokument	1 KB
PCC_O_ID.DAT	17.04.2011 12:52	DAT-Datei	1 KB
pcc_ogvl.zmp	06.11.2001 09:51	ZMP-Datei	308 KB
PCC_PARA.DAT	11.10.2021 15:20	DAT-Datei	1 KB
PCC_PDA.TSK	25.03.2009 15:00	TSK-Datei	4 KB
PCC_PDA1.TSK	13.09.2013 10:55	TSK-Datei	7 KB
PCC_PDAX.tsk	26.04.2019 09:25	TSK-Datei	20 KB
PCC_PEH1.DAT	25.03.2022 09:05	DAT-Datei	1 KB
PCC_PERS.DAT	31.03.2022 15:35	DAT-Datei	1 KB
pcc_picd	15.02.2022 15:06	BMP-Datei	34 KB
PCC_PLOG-DESKTOP-N5KMJ9F-hr	11.10.2021 15:23	Textdokument	1 KB
PCC_PRIV.DAT	09.08.2021 17:39	DAT-Datei	1 KB
PCC_RABA	31.03.2022 18:15	OpenOffice.org 1....	1 KB
PCC_REMI.DAT	09.01.2014 08:10	DAT-Datei	1 KB
PCC_SEEK	30.03.2022 17:17	OpenOffice.org 1....	21 KB
<input checked="" type="checkbox"/> PCC_SEL5	31.03.2022 19:21	Textdokument	1 KB
PCC_SEPA.DAT	11.02.2022 13:34	DAT-Datei	1 KB
PCC_SMS	31.03.2022 18:15	OpenOffice.org 1....	1 KB
PCC_SPND	31.03.2022 19:29	OpenOffice.org 1....	68 KB



Automatic change of additional fields

Please carry out a quick data backup before making any automatic changes - better safe than sorry!

This function is purely a calculation or replacement routine. For numeric fields, for example, $X*1.09$ can be entered to convert a „Euro“ field into a „Franc“ field, or a validity date can be extended by 1 year with $X+365$, also for numeric fields.

If the target field is a text or cabinet/box field, the normal commands (such as those used in a list of persons) can be entered to fill any content in the additional fields.

The function is also particularly useful if you want to reorder the additional fields, for example. If, for example, a new field should definitely be at the top, then you can move all the field contents down one after the other (starting at the bottom, of course!)...