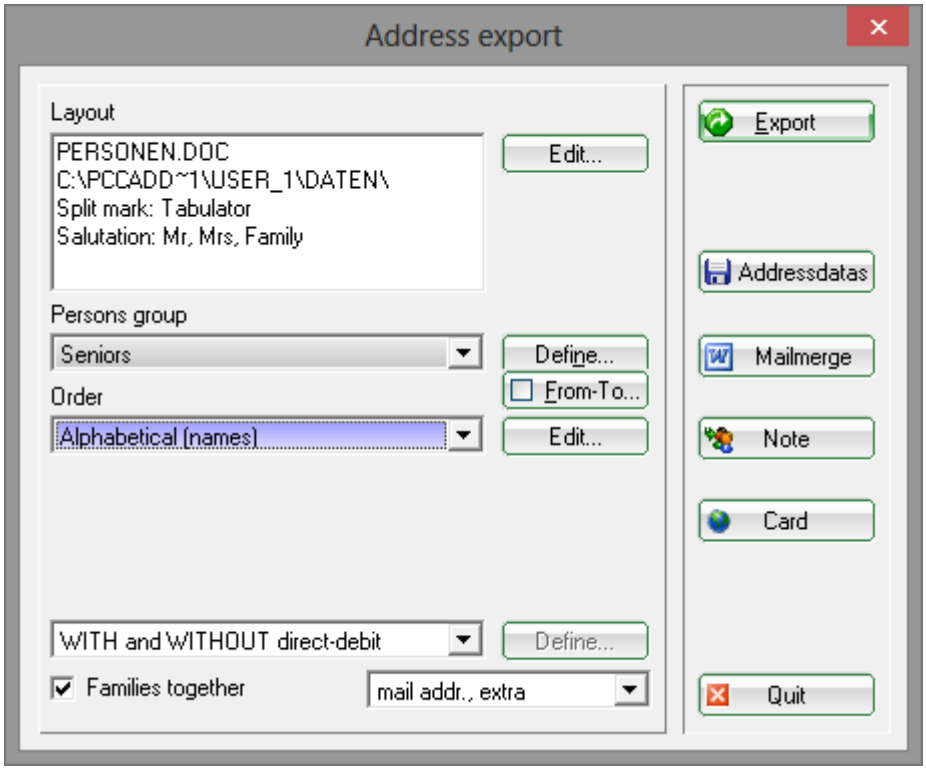
Export addresses

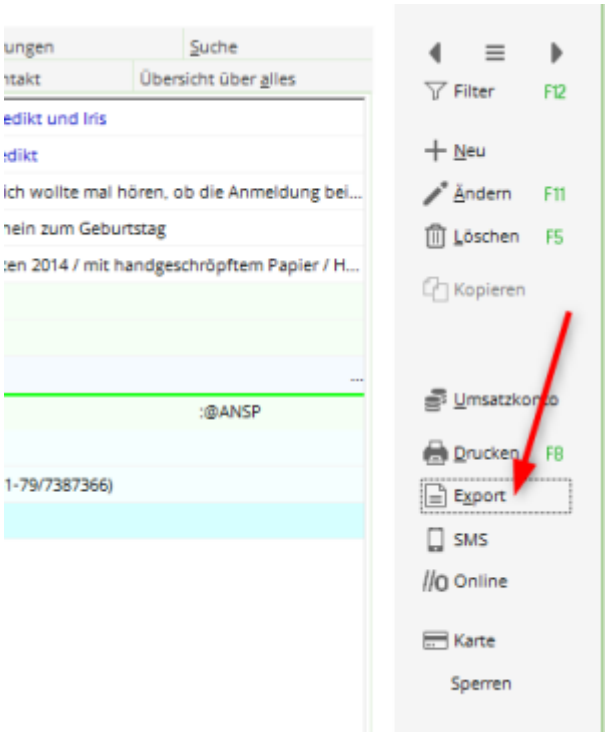
You can export address data for various purposes and use this data for e-mails, a form letter or a list. a mail merge or a list. You can access the address export via ***Persons/Addresses exportieren:***



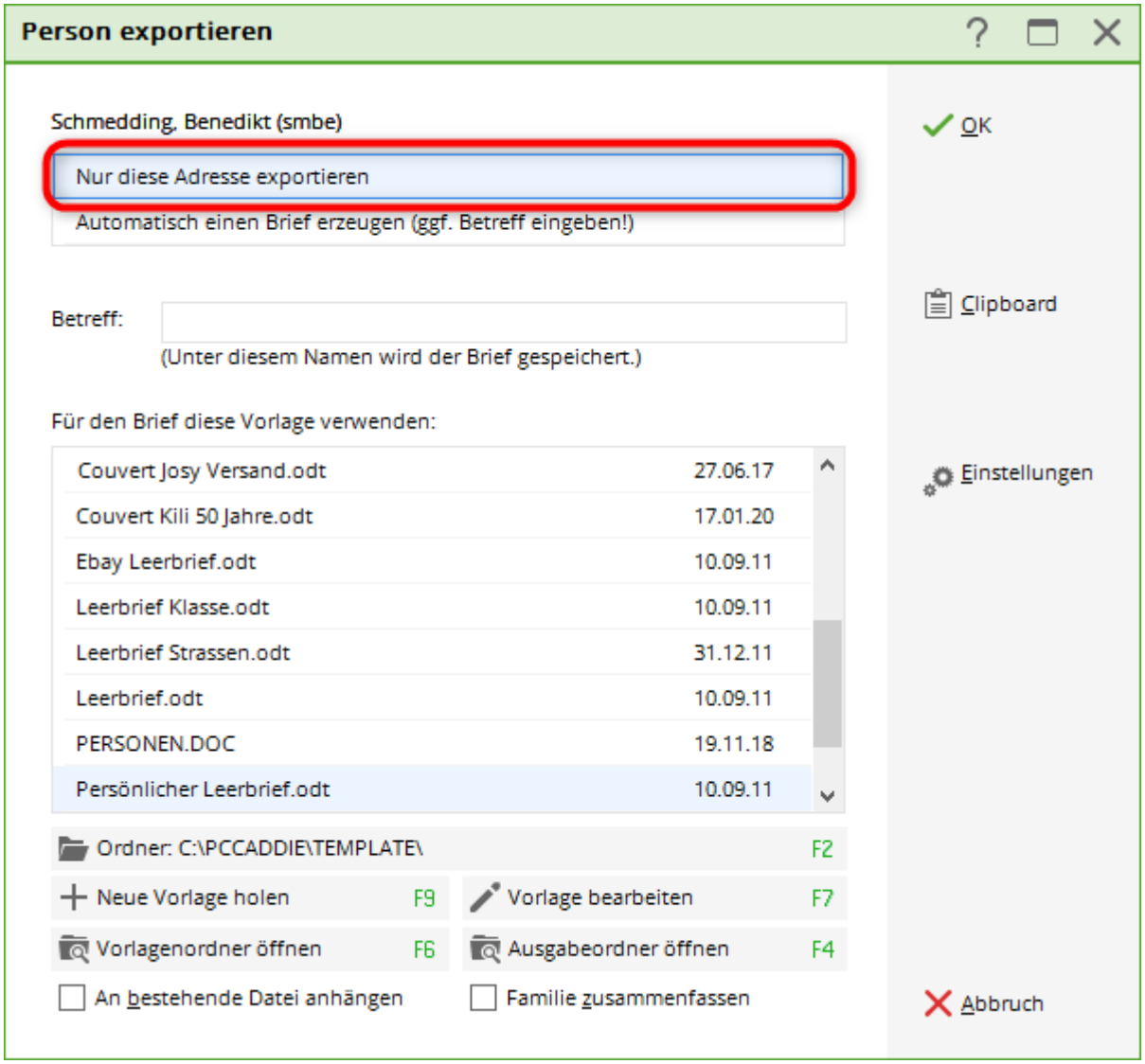
After selecting the person group, PC CADDIE automatically exports the address data to the file PERSONEN.DOC. This is the default file and must not be changed.

Exporting individual addresses

To export an individual person, please select the button ***Word/Export*** if you are using Word or ***Writer/Export*** you should be working with Open Office.

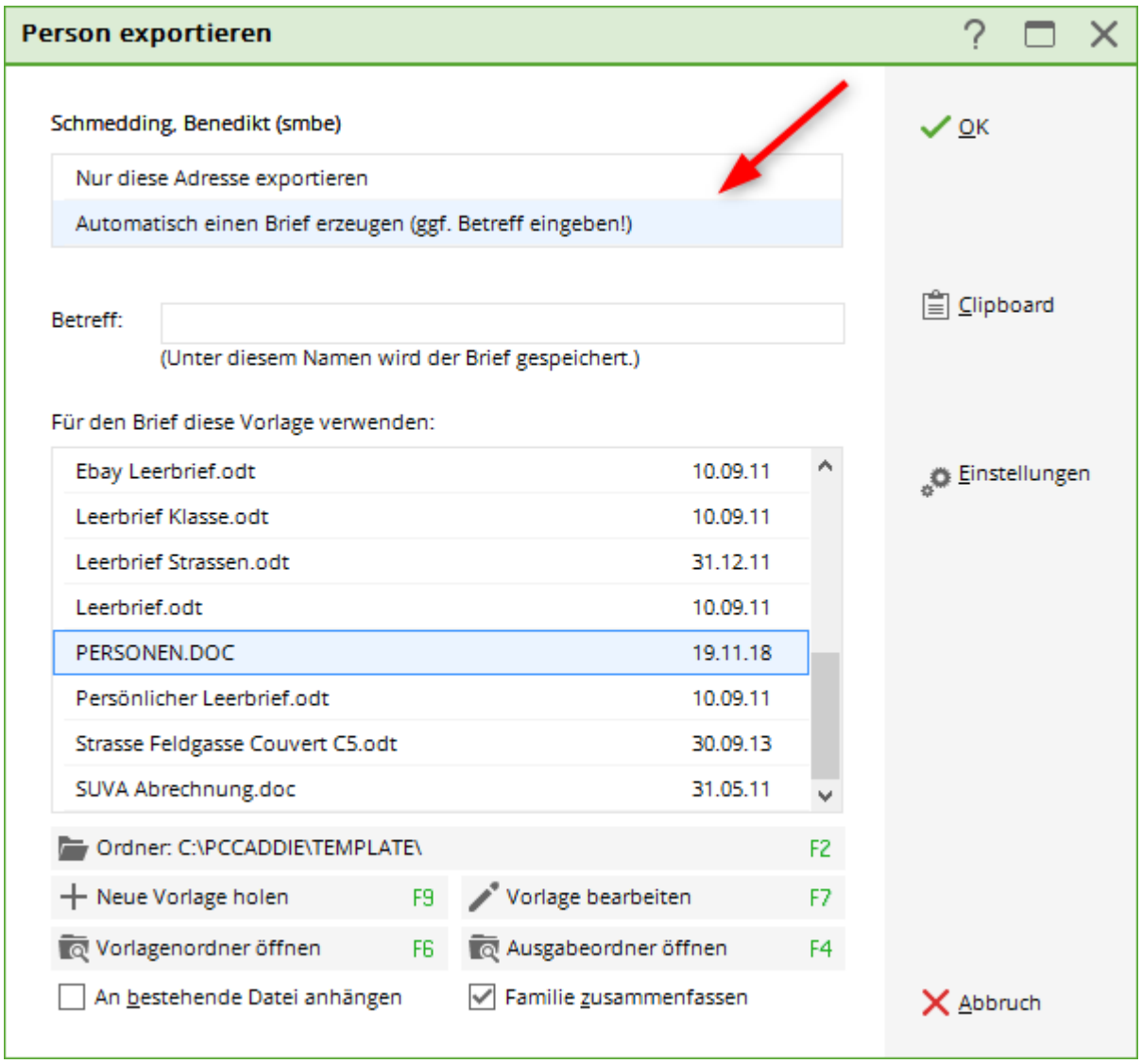


In the following window, select ***Output address only*** and confirm with ***OK.***

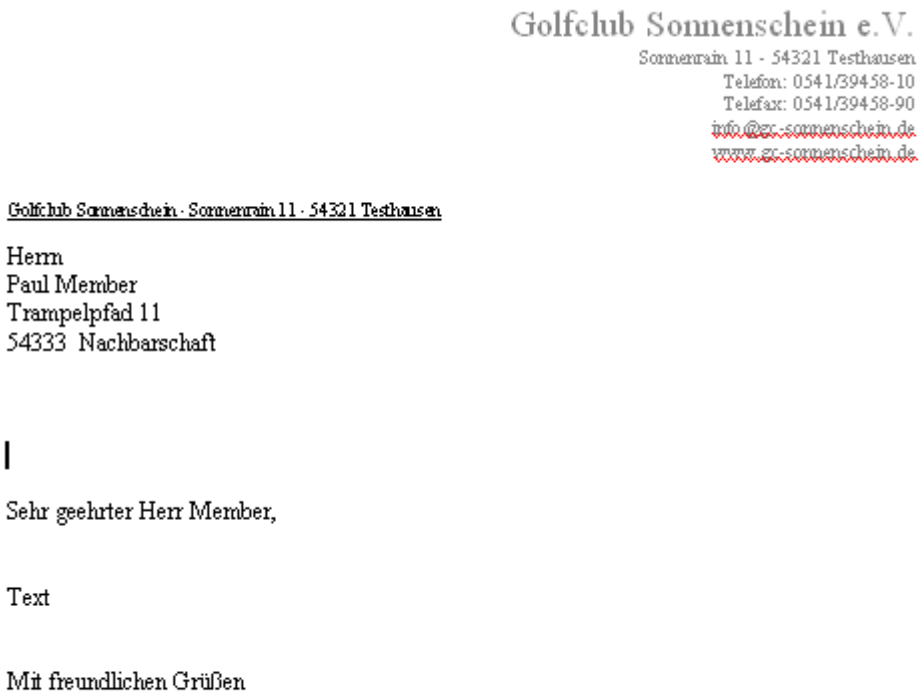


The address is copied to the Windows clipboard and can then be easily pasted into any text document by pressing ***Ctrl + V*** here.

It is also possible to write a letter directly to the selected person. To do this, please select the second option **//Automatically create a letter //** option, select a letter template and confirm with ***OK:***



The desired letter then opens directly in Word with the address data entered. You can write the letter in Word as usual, print it out and save it in the CRM window for the person.



Golfclub Sonnenschein e.V.
Sonnenrain 11 - 54321 Testhausen
Telefon: 0541/39458-10
Telefax: 0541/39458-90
info@gc-sonnenschein.de
www.gc-sonnenschein.de

Golfclub Sonnenschein · Sonnenrain 11 · 54321 Testhausen

Herrn
Paul Member
Trampelpfad 11
54333 Nachbarschaft

Sehr geehrter Herr Member,

Text

Mit freundlichen Grüßen

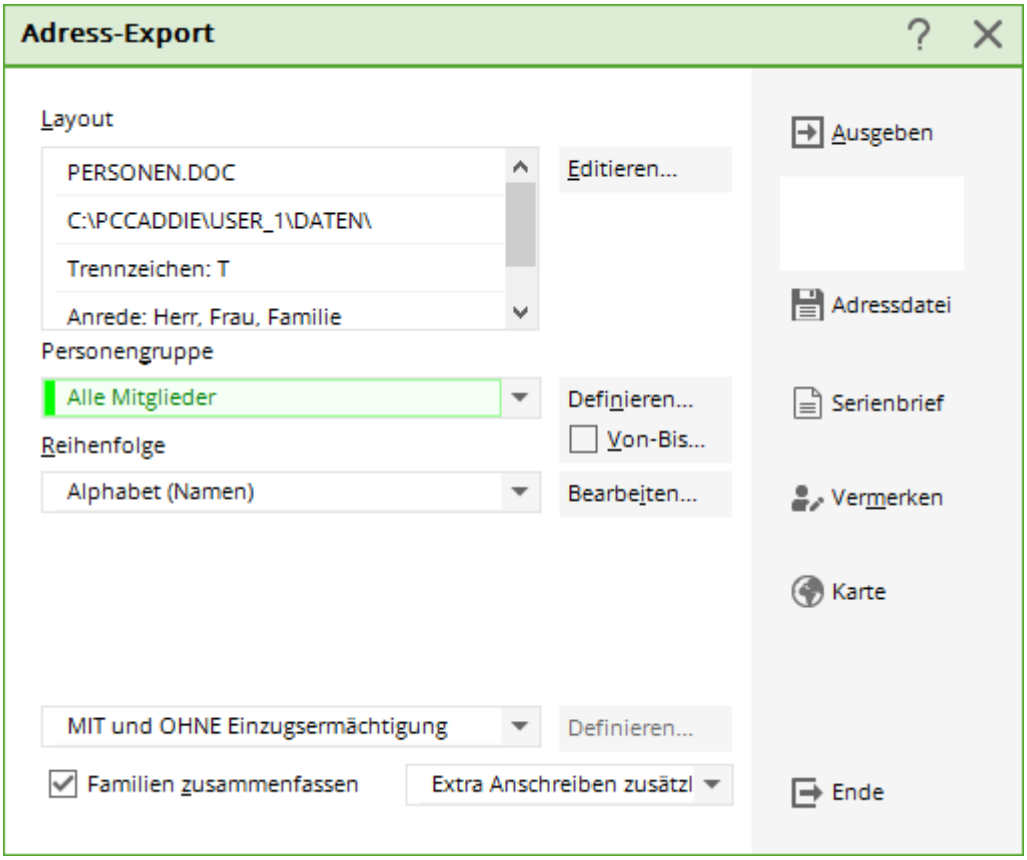
Further information on the CRM\DMS module can be found here: CRM\DMS

Export e-mail addresses to the clipboard

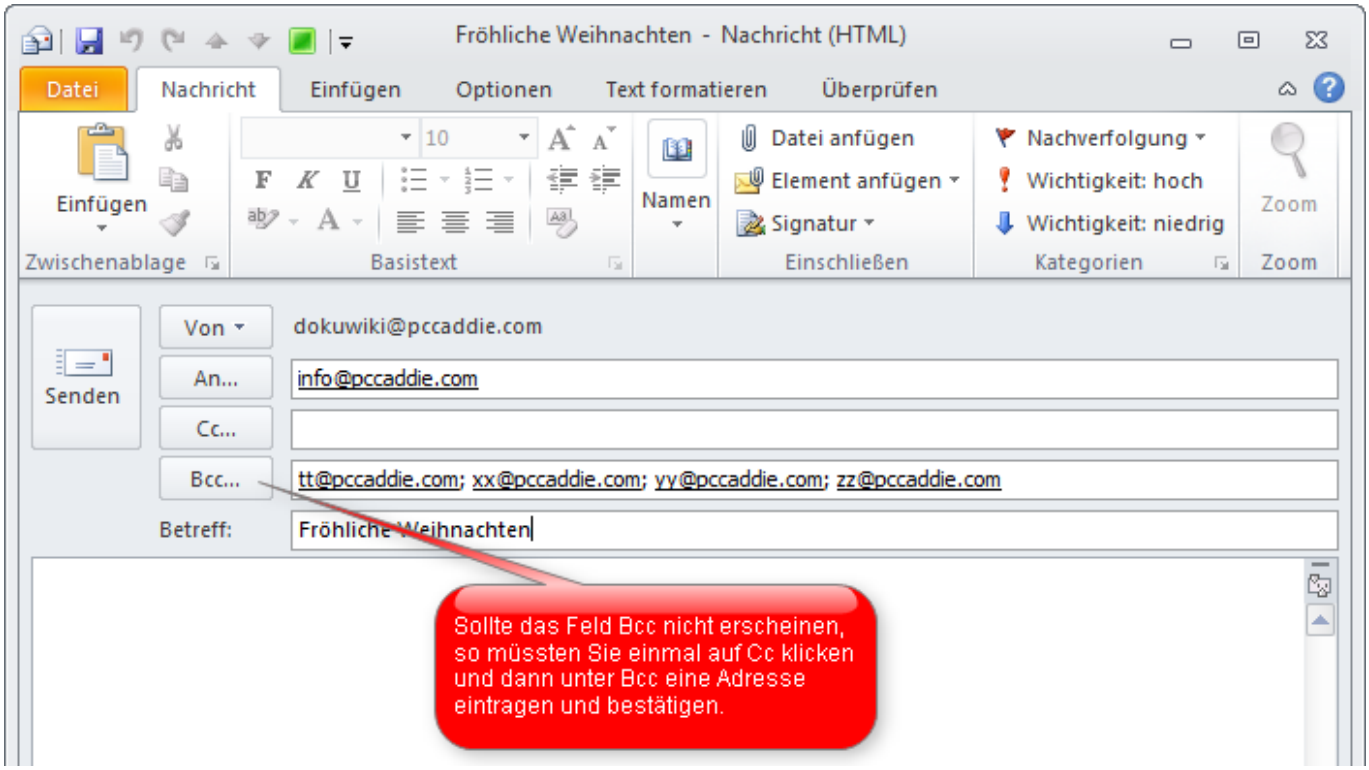
You can only use this function if the correct data protection regulations are set. </ignore>

If you use the export function ***Export persons/addresses*** function, the e-mail addresses of the selected persons are copied to the clipboard at the same time as they are output to the interface file. This makes it very easy to send a circular mail to all members:

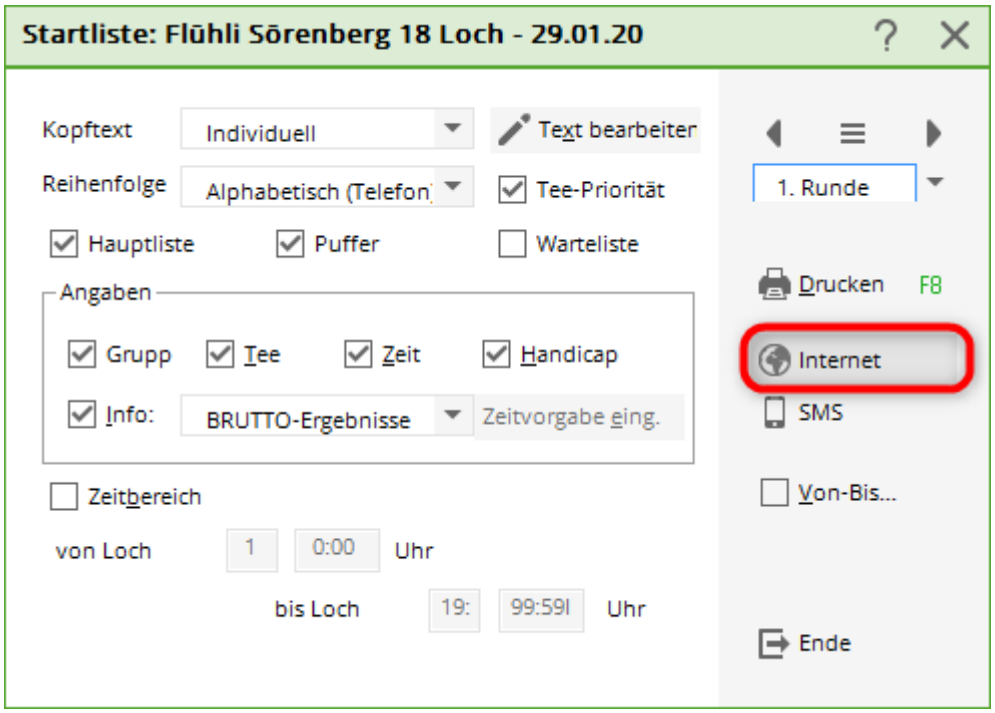
- Select the function ***Export persons/addresses*** and define the desired ***group of people*** (for example „Tournament participants“).
- Start with ***Export*** to start the export. All email addresses are copied to the Windows clipboard.



- Open your e-mail programme, open a new e-mail, go to the field ***To*** field (where you enter the destination address) and enter your own e-mail address. Then go to the ***Bcc*** field and press the key combination Ctrl + V. This will enter all e-mail addresses here. The field ***Bcc*** field has the advantage that not everyone can see all email addresses (Blind Carbon Copy = Blind copy). If the email addresses not separated by a semicolon (;), PC CADDIE Support will be happy to help you.
- Now of course you have to fill in the subject line and write the content of the e-mail, then you can send the e-mail.



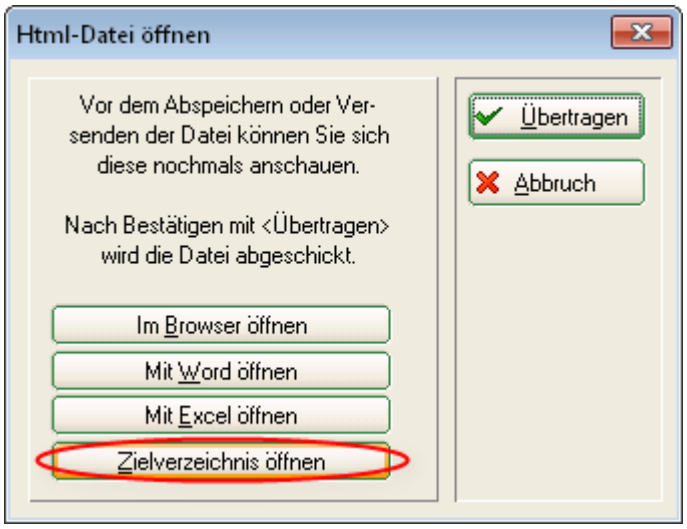
TIP Mail the start list to all participants in a tournament: To do this, open the tournament window via ***Print*** in the tournament window and click on the button ***Internet:***



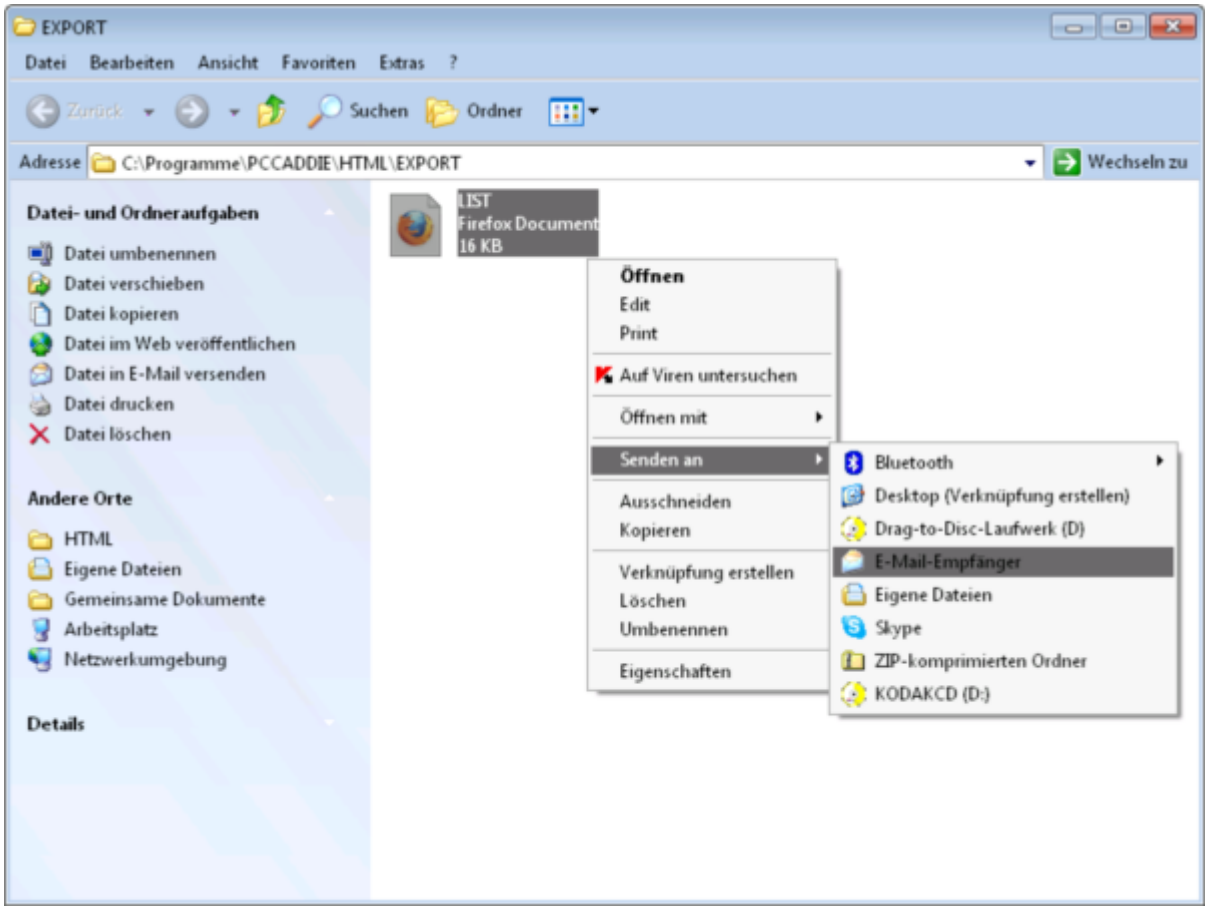
You will receive a confirmation window in which the creation of the HTML file is displayed:



In the window that then appears, please click on the button ***button in the target directory.***



An Explorer window opens with a ***LIST file.*** This is the created start list as an HTML file and can be sent as an e-mail attachment by right-clicking on the mouse.



TIP You can also send the start list as a PDF file, as this looks much more appealing. To do this, export the addresses of the tournament participants as described and attach a previously created start list as a PDF file to your e-mail.

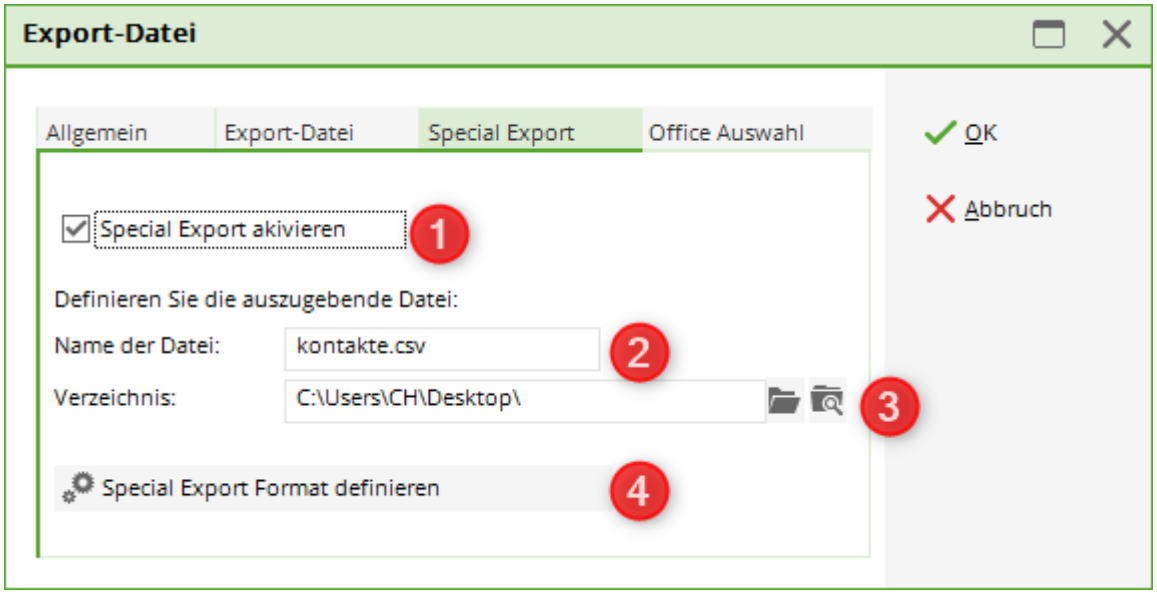
It can happen more and more frequently with large circular mails via the export function that these serial mails are rejected by the provider as „SPAM“.

The email programme SuperMailer can help here.

Special export

The special export is used to convert our personal data into a special file format as easily as possible.

If the special export is activated, the special export file is also generated each time the persons are output.

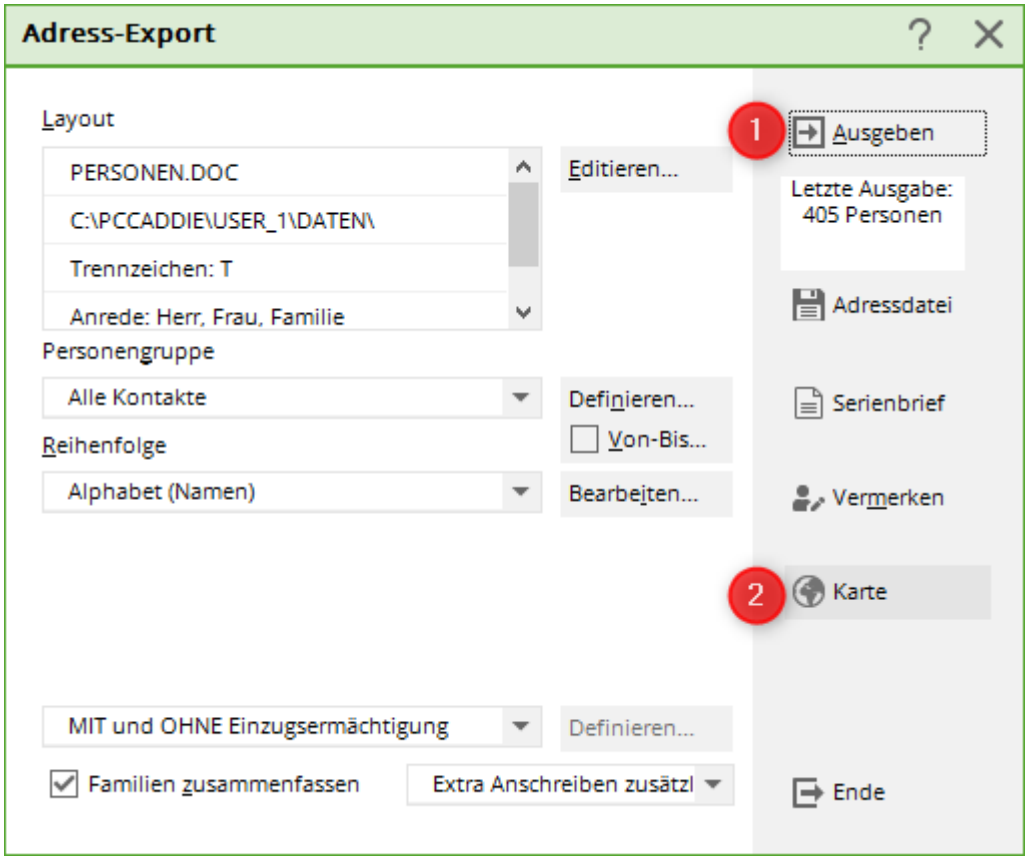


1. The special export is activated here
2. The file name of the file to be exported
3. The path of the file to be exported
4. To define the file to be exported

Member distribution overview map

This function is currently not available because PC CADDIE transfers the data to Google and Google has changed the interface again.

It is just as easy to obtain a map overview showing the home address of all members. Start via ***People/Export addresses*** to start an address export of all members and then click on the ***Output button.*** Next, click on the ***Map.***



A map with a Google Maps overview will now open automatically. All members are marked on this map:

