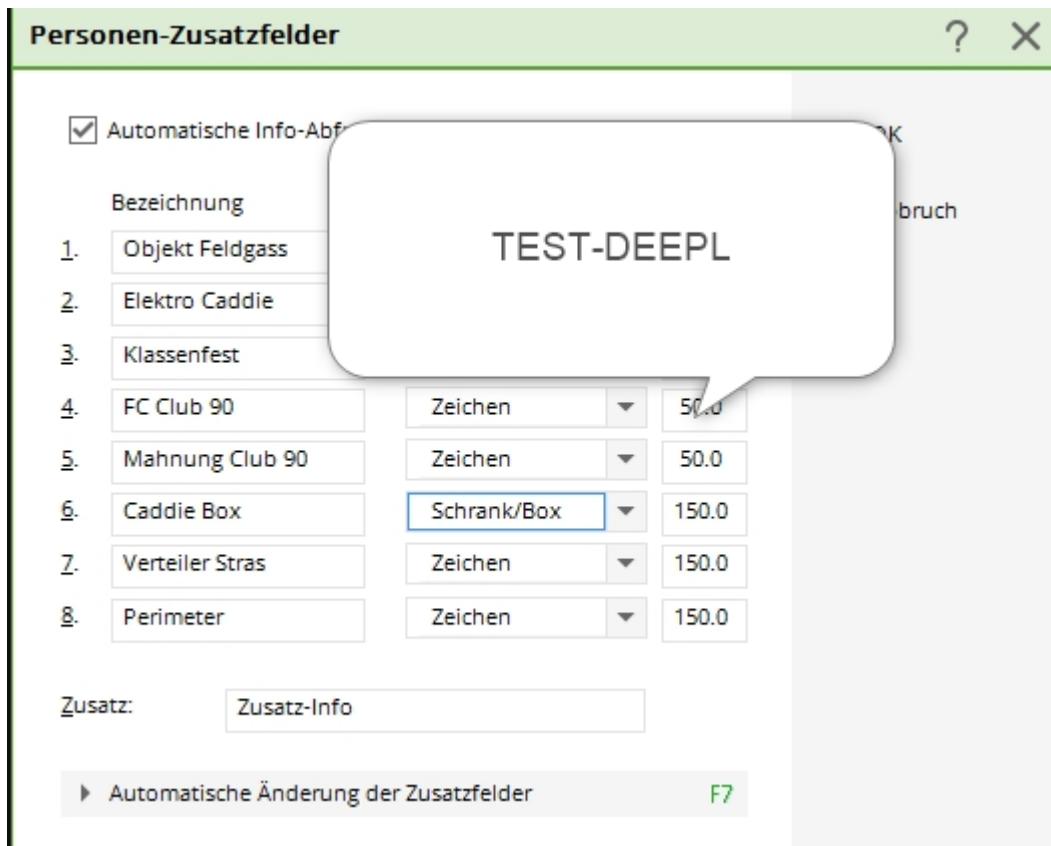


Lockers and caddie boxes

PC CADDIE includes a complete caddie box management system. This is a very helpful function that simplifies the management of caddie box lists and the invoicing of the corresponding rentals. To be able to work with the caddie box management, the required fields must first be installed.

Before you make any changes here, please create a data backup first.

With the function **Settings/Programme settings/Additional personal fields** you can configure the fields according to your requirements:



The screenshot shows a software interface for managing additional personal fields. At the top, there is a header bar with the title 'Personen-Zusatzfelder' and a help icon. Below the header, there is a checkbox labeled 'Automatische Info-Abfrage' which is checked. The main area contains a table with 8 rows, each representing a different field type. The columns are labeled 'Bezeichnung' (Label), 'Zeichen' (Character), and 'Wert' (Value). The rows are numbered 1 to 8. Row 1: 'Objekt Feldgass' (Character: Zeichen, Value: 50.0). Row 2: 'Elektro Caddie' (Character: Zeichen, Value: 50.0). Row 3: 'Klassenfest' (Character: Zeichen, Value: 150.0). Row 4: 'FC Club 90' (Character: Zeichen, Value: 50.0). Row 5: 'Mahnung Club 90' (Character: Zeichen, Value: 50.0). Row 6: 'Caddie Box' (Character: Schrank/Box, Value: 150.0). Row 7: 'Verteiler Stras' (Character: Zeichen, Value: 150.0). Row 8: 'Perimeter' (Character: Zeichen, Value: 150.0). Below the table, there is a 'Zusatz:' (Additional) field containing 'Zusatz-Info'. At the bottom, there is a button labeled 'Automatische Änderung der Zusatzfelder' (Automatic change of additional fields) with the F7 key indicator. A tooltip 'TEST-DEEPL' is displayed over the 'Bezeichnung' field for 'Caddie Box'.

Installation of the field configuration



Before you define the fields, you should think about the layout.

Let's take the caddie boxes as an example:

If your club has a mixture of different locker/place types in consecutive order (1-10 = box with electricity, 11-15 = family box, 16-20 = again with electricity, 21-30 single box etc.), we advise you to use just one general field for all the different types „**Box**“ and simply define the category using a supplementary letter - we will come to this later. It would also be a good idea to separate the fields by hall, as this allows you, for example, to automatically assign access for a particular hall to people who have a locker in the hall when using online door control. Enter the desired designation in the field

above. In our example „**Caddie box**“. You can determine the type by pressing the button. Select the type „Cupboard/box“ for the caddie space. Now specify the maximum number of characters (length) for this field.

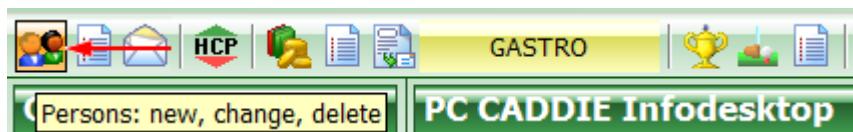


If it is possible for a member to occupy two lockers/boxes, the number of characters should not be too small (otherwise the second locker/box will no longer be recognised as such). If a box number has a length of 5 characters (003.S), 30 characters, including separators between the box numbers („;“), are sufficient even for 5 boxes per person.

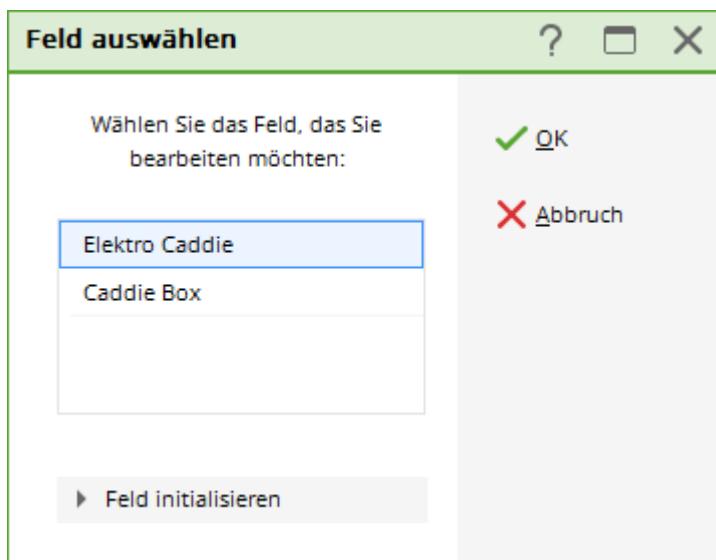
Repeat the steps mentioned above for all the administrations you require (e.g. Locker, Shares, etc.).

Working with the Lockers and Caddie Boxes function

To determine the division and assign the boxes to the persons, select the following in the menu **People/Cabinets and caddie boxes** or right-click on the first image of the coloured toolbar:

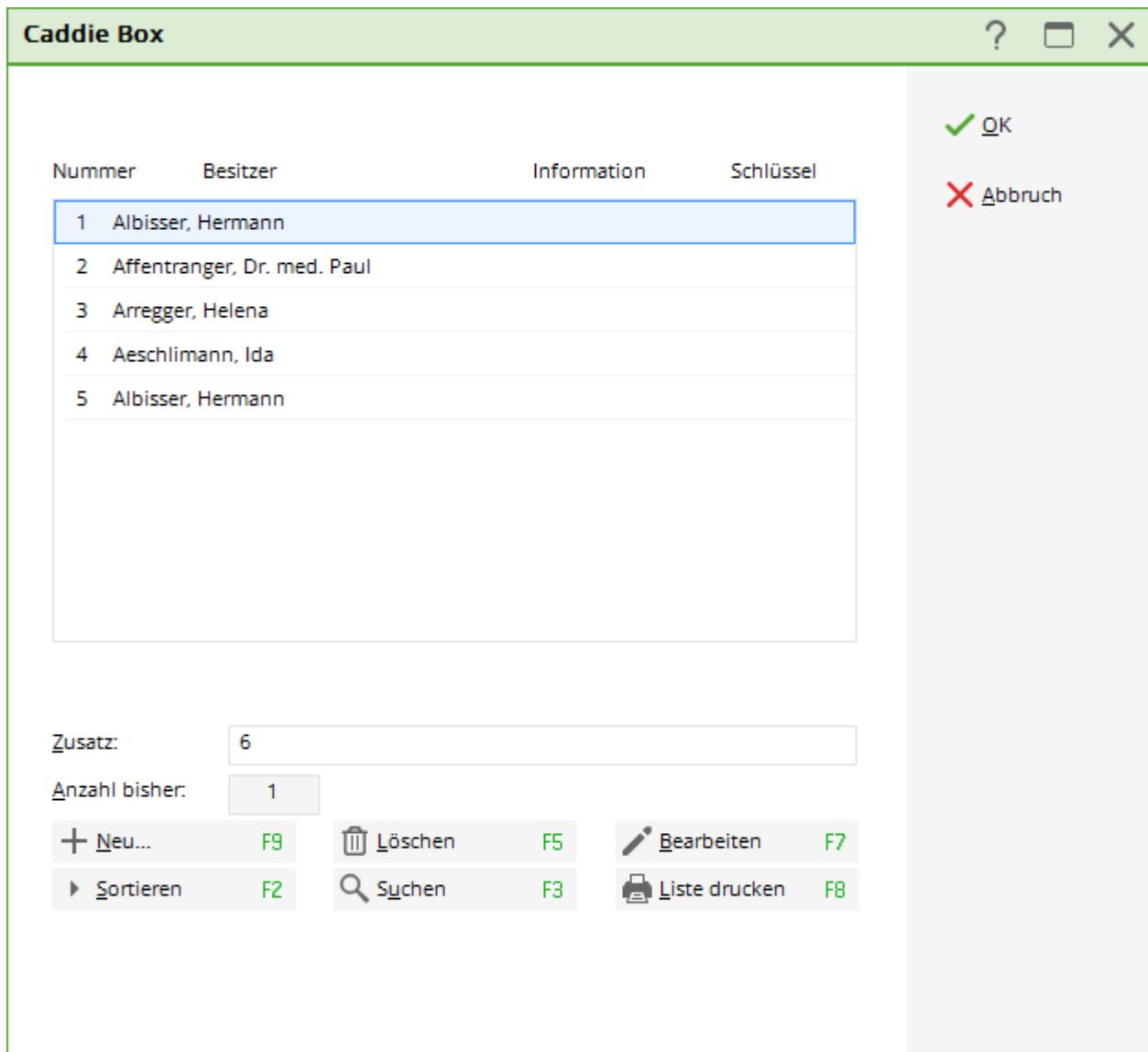


The previously configured administrations will open:



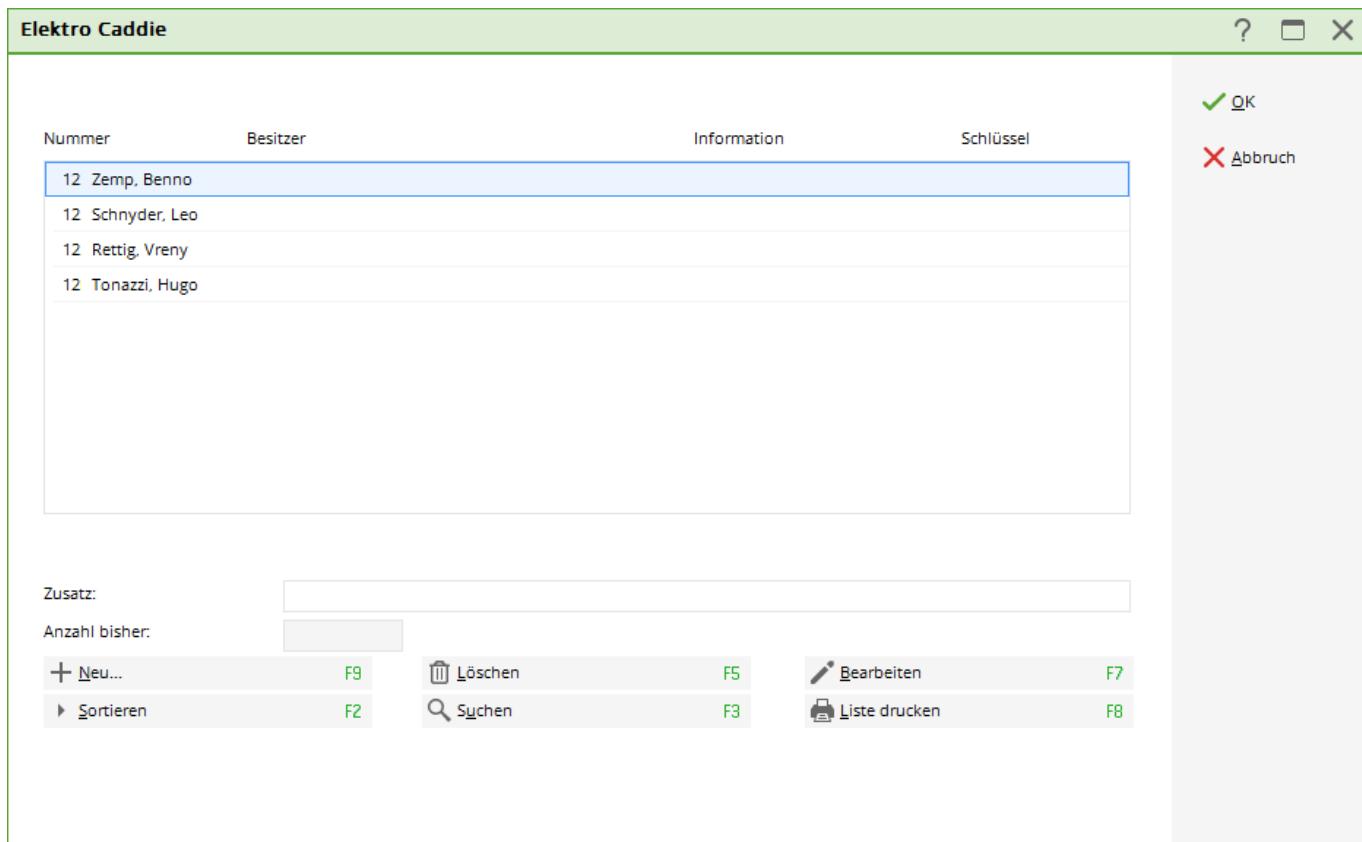
Activate the field you want to edit (in our example: „Caddie box“) and confirm with **OK** or the Enter button, the following window appears.

(We will discuss the initialise field function later).

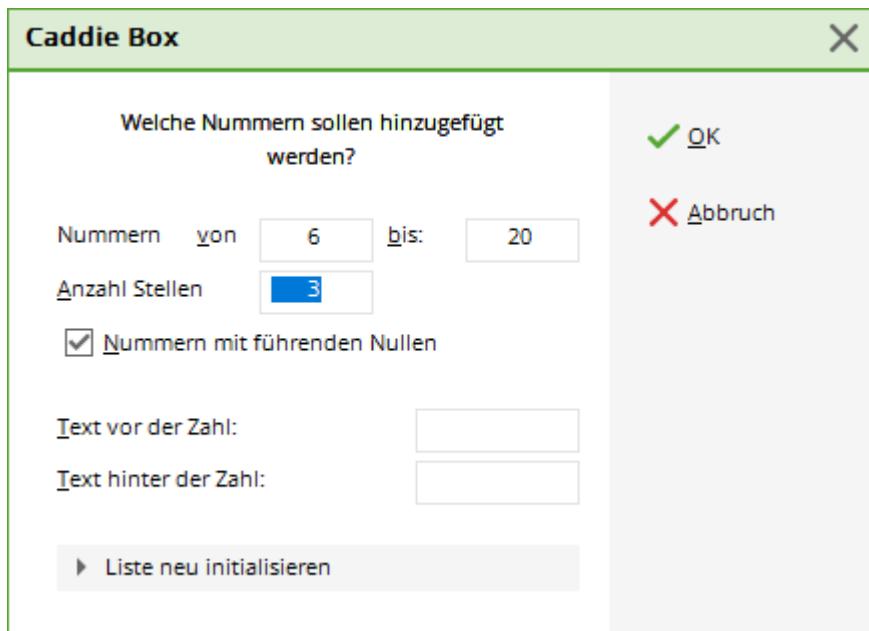


Add numbers

If you have just opened the caddie box administration, the above list is still empty.



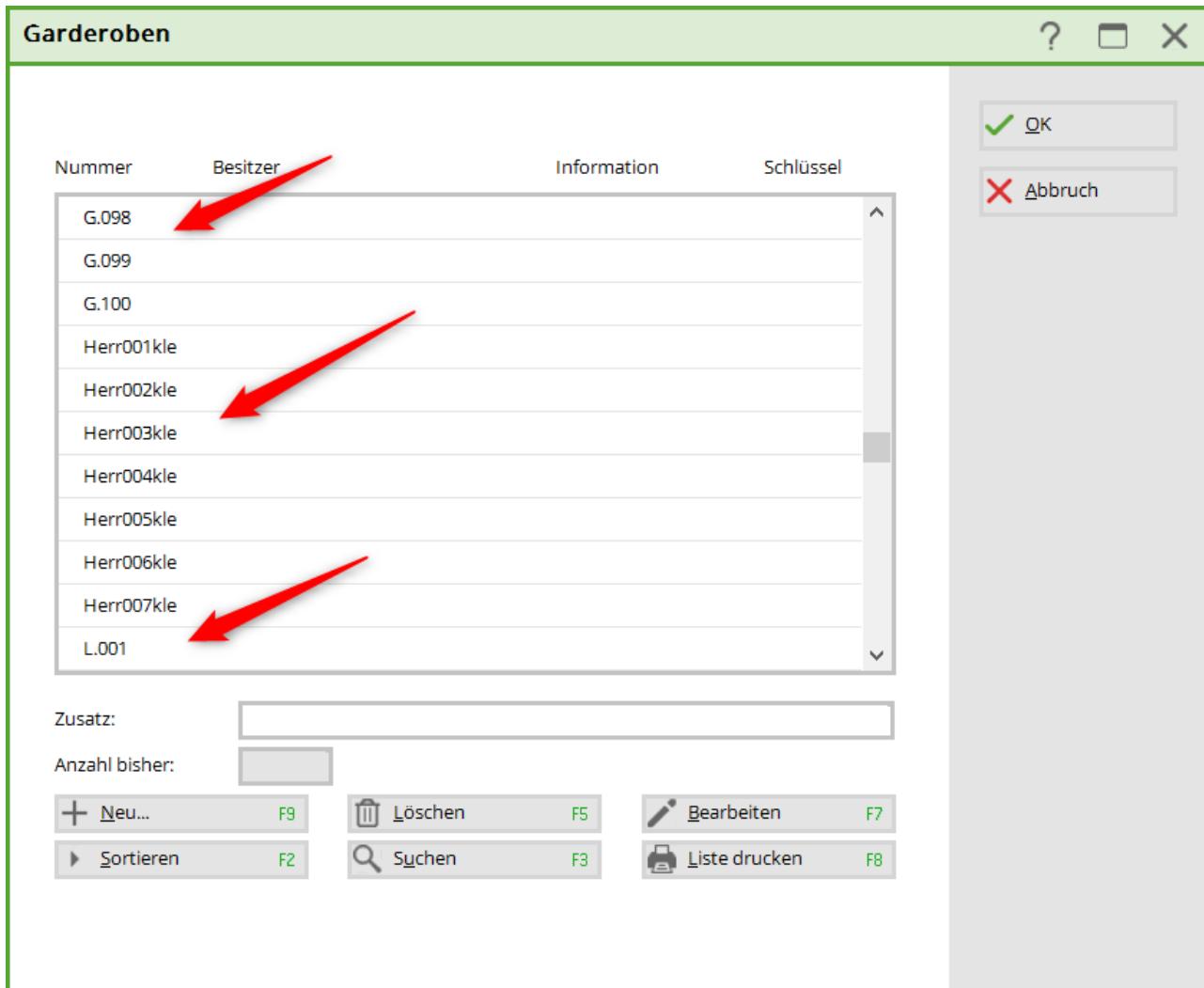
To add your numbers to this list, please click on the button **New** (F9):



- **Field from: bis:** Here you can enter the numbers to be added. For example, if you want to add the caddie places 0-100, enter a „0“ in the first field and a „100“ in the second field.
- **Number of places** Here you can enter 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 caddie place with the number 5 will appear in the list as „005“. This ensures continuous numbering.
- **Text before the number** Enter the text or a letter here which should appear before the numbering. For example, enter a „D“ for ladies' curlers or an „H“ for men's curlers. Whatever appears before the number will be included in the numbering.



Place a full stop between the number and the letter identifier for a better overview. You can also place the letter directly after the number, but there must be no space in between. This then looks as follows:



- **Text after the number Zahl:** Enter the text/letter here which should appear after the numbering. We recommend that you use this function if you want to define the prices later depending on this code letter. Please select a separate letter for all types with different (rental) 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**.



Here is an example: In your club, you differentiate between men's, women's and juniors' dressing rooms. As a generic term, you use the following term under Installation of fields - Configuration in the previous section „**Cloakroom**“. This saves you a field in the person mask that you can later use for other administrations. You now only need one additional field, but you can use the letters „H“ or „D“ and „J“ before the numbering to create a separate list for each sub-category of the cloakrooms.

Edit individual number

Via the button **Edit** (F7) button to edit an individual number:

Caddie Box

Bearbeiten der Nummer C01

<u>Nummer:</u>	<input type="text" value="C01"/>	<input checked="" type="button" value="OK"/>
<u>Schlüssel:</u>	<input type="text"/>	<input type="button" value="Abbruch"/>
<u>Besitzer:</u>	<input type="text"/>	<input type="button" value="..."/>
<u>Info:</u>	<input type="text"/>	
<u>Mitnutzer:</u>	<input type="text"/>	<input type="button" value="..."/>
<u>Mietzeit:</u>	<u>von:</u> <input type="text" value="..."/>	<u>bis:</u> <input type="text" value="..."/>
<u>Kategorie:</u>	<input type="text"/>	

With **Key** you can save the key number. In the fields below you also have the option of **Owner, Info, Co-user, Rental period and Category** can be entered. If you enter an owner here in the list, the corresponding field for the owner (person mask) is also filled with this number. With the button

 button, a new person can be selected from the list and immediately edited with  to edit it immediately. Once you have made all the entries, you can close the field with **Enter** or with the button **OK** button.

If, for example, the person „Heike Frohgemut“ is assigned to the box „D.002“, you can later switch to the function **Persons/...enter new, change, delete...** function, select „Heike Frohgemut“ and jump to the Info page - „D.002“ is then also already entered in the Wardrobe field. You also have the option of entering new numbers directly in this field.

Kontakt: Sonnenschein, Susanne

Name
Suchkürzel: sosu
Nr. 041.7003.203600
Nr. wählen
Titel: Briefanrede
Vorname: Susanne
Nachname: Sonnenschein
Event: Kasse
Timetable

Merkmale
Adresse
2_Adresse
Zahlung
Infos
Memo

Zusatz-Info: cmd:Gratis
Elektro Caddie: D001
Caddie Box
Geburt: ..
Eintritt: 02.04.2020
Austritt: ..

Korrespondenz
E-Mail
Datensatz-Änderungen
Suche
Vermerke
Offen
Ansprechpartner
Kontakt
Übersicht über alles

18.12.19 09:03 NEU Neu angelegt: Sonnenschein, Sonne (0417003203600)
05.02.20 08:43 VERM Startgeld noch zurückzahlen / Bitte noch das Guthaben vom Startg...
26.02.20 10:11 RECH Rechnung 6
26.02.20 10:12 RECH Rechnung 7

Schmedding, Benedikt (bs@pccaddie.com)

Filter F2
+ Neu
✓ Sichern F11
Delete F5
Copy F6
Umsatzkonto
Drucken F8
Export
SMS
Online
Karte
Sperren

Sort list

With **Sort** (F2), the list can be sorted according to different criteria:

Initialisierung

Wie soll initialisiert werden?

Wählen Sie die erste Option, wenn in den Zusatzfeldern der Personendaten die korrekten Informationen eingetragen sind und diese Inhalte in die Caddieboxliste übernommen werden sollen.

Wählen Sie die zweite Option, wenn die Caddieboxliste korrekt ist, aber in den Personendaten nicht die richtigen Informationen stehen.
VORSICHT: Mit dieser Option werden ggf. Daten aus den Zusatzfeldern gelöscht!

▶ Feldinhalte aus den Personendaten in die Caddieboxliste holen

▶ Personenfelder leeren und dann gemäß Caddieboxliste füllen

✗ Abbruch

Print list

Standard lists

Use the button **Print list** button (F8), you can print the various lists directly:

Caddie Box

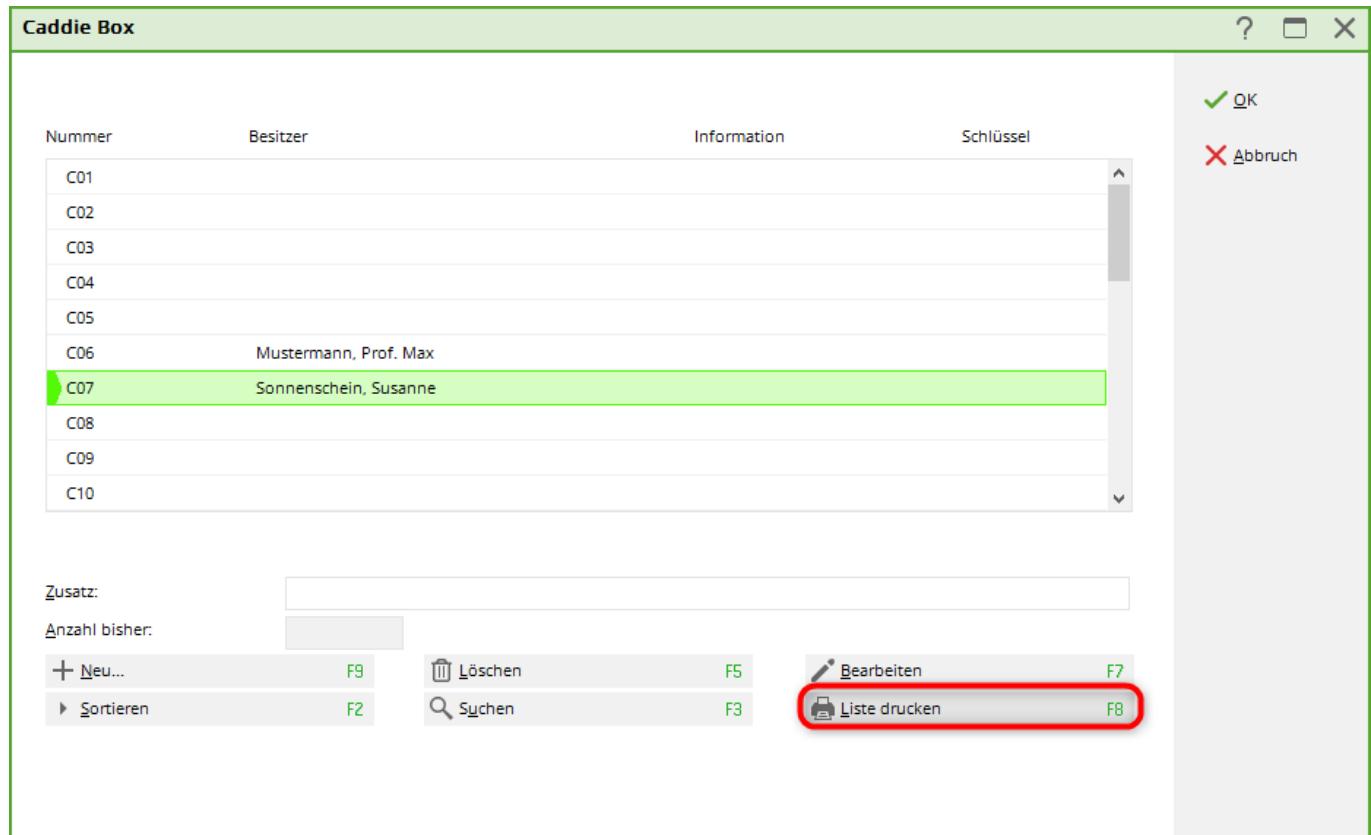
Nummer	Besitzer	Information	Schlüssel
C01			
C02			
C03			
C04			
C05			
C06	Mustermann, Prof. Max		
C07	Sonnenschein, Susanne		
C08			
C09			
C10			

Zusatz:

Anzahl bisher:

+ Neu... F9 **Löschen F5** **Bearbeiten F7**
Sortieren F2 **Suchen F3** **Liste drucken F8**

OK **Abbruch**



Caddie Box

Welche Nummern sollen gedruckt werden?

Nummern von bis
(wenn beides leer ist, werden alle gedruckt)

Kennung in der Nummer

Kennung im Schlüssel

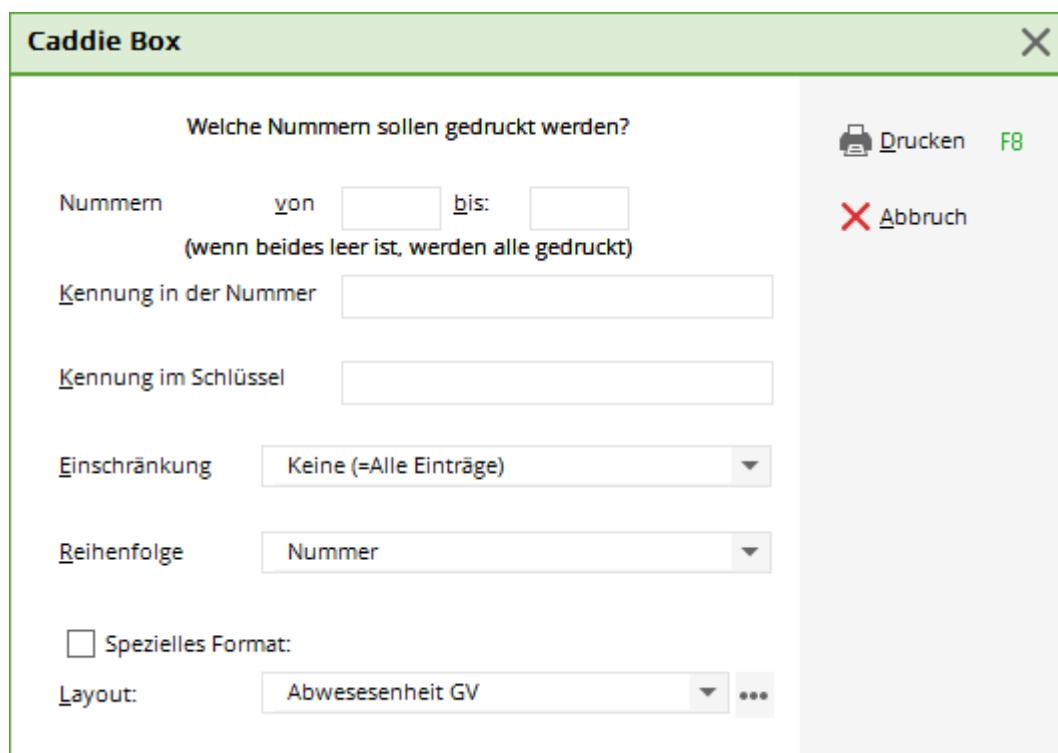
Einschränkung

Reihenfolge

Spezielles Format:

Layout:

Drucken F8 **Abbruch**



In the selection field **Restriction** you have the following options to choose from:

Filter

Order

Layout

Layout

Layout

Special format:

Under the field **Order** field, the following selection options are available:

Order

Special

Layout:

Layout:

Layout:

Layout:

Layout:

Layout:

Layout:

Layout:

List with customised layout

Print out a list with key numbers, for example:

Locker

Which numbers should be printed?

Numbers from to
(both fields empty = all numbers will be printed)

Text in the number

Key ID

Filter

Order

Special format:

Layout:

You can create [customised layouts](#) yourself at any time. If you create the layout directly here from the box management, you will automatically receive suitable fields for selection:

Fields

Sort (F4)

OK

Cancel

<TITLE>	(Title)
<NAME_PUBLIC>	(Name to publish)
<NAME, FIRSTNAME>	(Name, first name*)
<NAME_WITHOUT_TIT>	(Name + first name without title*)
<TITLE_FIRSTNAME>	(Title+first name*)
<XNUM>	(Caddiebox-Nummer)
<XKEY>	(Caddiebox-Schlüssel)
<XOWNER>	(Caddiebox-Besitzer)
<XINFO>	(Caddiebox-Info)
<XUSER>	(Caddiebox-Benutzer)
<XFROM>	(Caddiebox Zeit von)
<XTO>	(Caddiebox Zeit bis)
<XCAT>	(Caddiebox-Kategorie)
<FIRSTNAME>	(First name)
<NAME>	(Name)
<FAMFIRST>	(First names of all family-members*)
<FAMFIRST.x>	(First name of x. family member*)
<FAMLAST.x>	(Last name of x. family member*)
<FAMLAST.x>	(Name of x. family member*)
<FAMFIRST.xff>	(First name after x. family name*)
<FAMLAST.xff>	(Last name after x. family member*)
<FAMLAST.xff>	(Name after x. family member*)
<HCP>	(Handicap)
<HCPA>	(Handicap active / inactive*)
<EXACT>	(EGA handicap*)
<HCPLDAT>	(Date of last Hcp-record*)

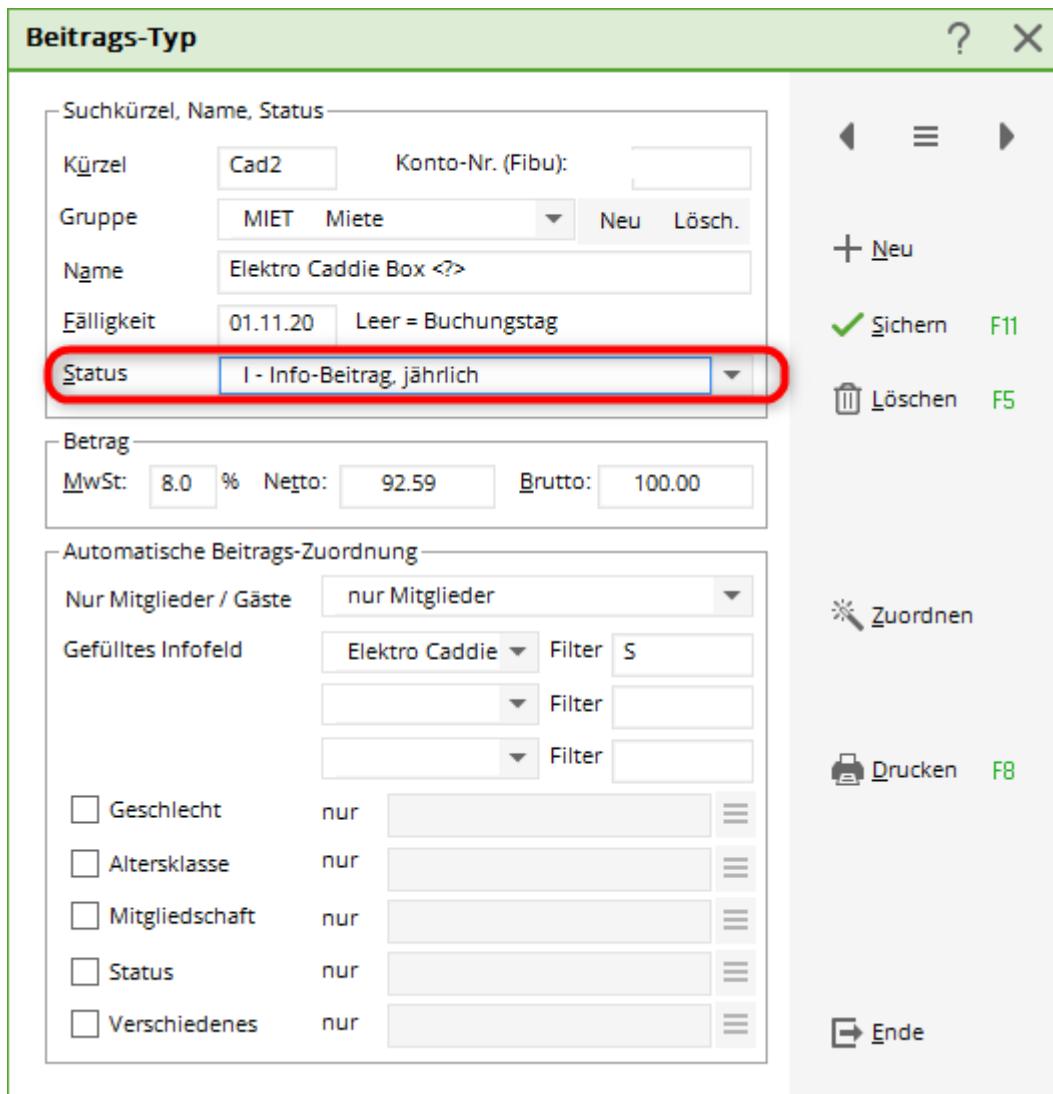
Rental invoicing



Please note in advance the account area in which the caddie boxes are to be invoiced.

As already mentioned, several boxes can be saved per person. The different box numbers are listed separated by a semicolon „;“ (this happens automatically when the numbers are selected from the list). If necessary, several amounts with different prices are booked for each of the numbers.

The automation of rental invoicing is installed by going to **Sales/contribution types, articles/...create, edit, delete** to create a separate rent for each box type. Select the following for each box type that you want to create **New (F9)**:



! With Status you should definitely „**I-Info contribution, annual**“ should be selected. This allows PC CADDIE (in contrast to status „J“) to include the number in the text, i.e. from the name „**Caddie box**“ is automatically turned into, for example „**Caddie-Box D.005**“.

Status	Effect
Info article	Number of the caddie box is automatically noted, even without <?> then at the end of the article text
Info contribution	<?> must be used if the caddie box number <u>in the middle of the article description</u> in the article description, e.g. box 123 in hall 1
Annual	is less useful, as ONLY with <?> in the article text can also be used to assign 2 boxes! Only then can PC CADDIE recognise that 2 „identical“ articles are to be booked in on the same date!

The decisive factor for the automatic booking assignment is the entry for „**Filled Infotext**“: The box for which this rental is intended must be selected here. If you have different sizes or versions of boxes and lockers - which then also have different rental prices - you must differentiate between the individual sizes/versions in PC CADDIE.

To make a distinction, simply add a corresponding identifier for the respective category to the box or locker numbers so that you can clearly differentiate the type. Here are a few examples:

Hire caddie box with power:	Filter: „S“
Hire family box:	Filter: „F“
Rent single box:	Filter: „E“
Rent single box below:	Filter: „U“
Rent single box top:	Filter: „O“

For a subsequent automatic contribution allocation, you must now create an article for each price and enter the corresponding identifier after the filter in the automatic system. The following is an example of an item creation Caddie box with power:

Beitrags-Typ

Suchkürzel, Name, Status

Kürzel: Cad2 Konto-Nr. (Fibu):

Gruppe: MIET Miete Neu Lösch.

Name: Elektro Caddie Box <?>

Fälligkeit: 01.11.20 Leer = Buchungstag

Status: I - Info-Beitrag, jährlich

Betrag

MwSt: 8.0 % Netto: 92.59 Brutto: 100.00

Automatische Beitrags-Zuordnung

Nur Mitglieder / Gäste: nur Mitglieder

Gefülltes Infofeld: Elektro Caddie Filter S

Geschlecht: nur

Altersklasse: nur

Mitgliedschaft: nur

Status: nur

Verschiedenes: nur

However, if there are no different prices for your boxes and lockers, it is sufficient to select the filter. The field behind it for the identifier can then remain „empty“.

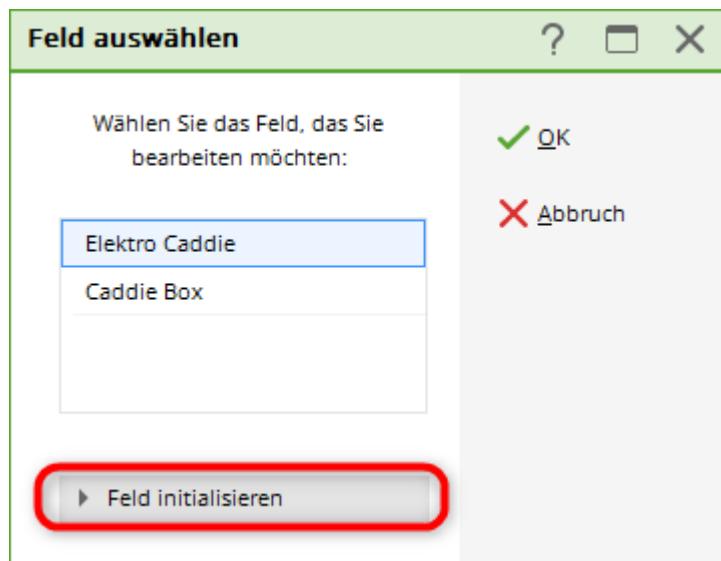
Initialise list



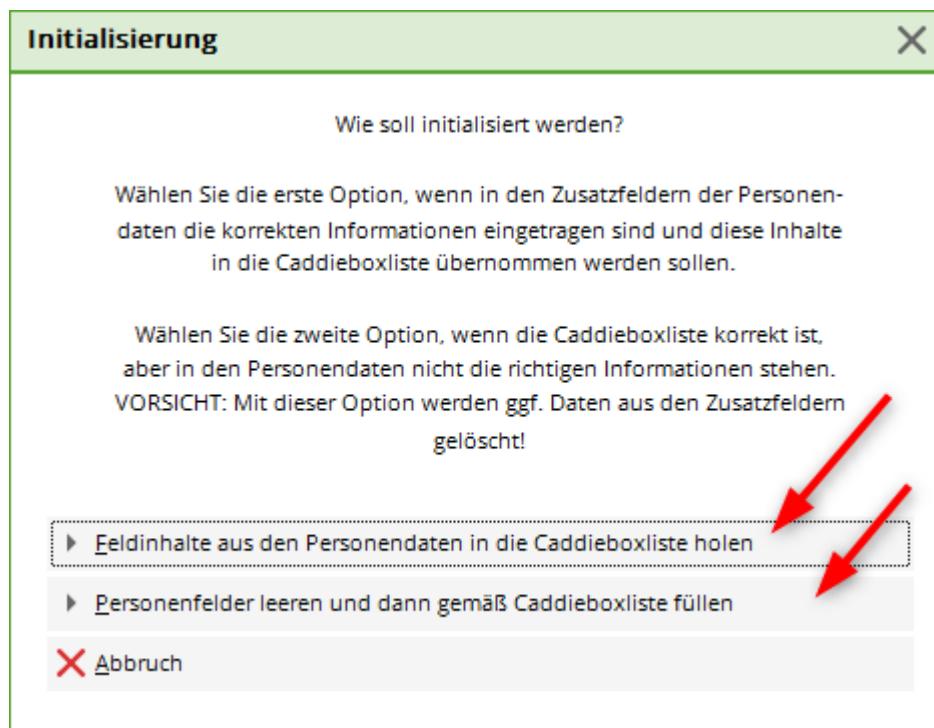
Should it happen that you have deleted your existing caddie box list due to any circumstances. Or would you like to automatically fill the person masks with the contents of the completed caddie box list or assign them to the corresponding members after restructuring the caddie boxes? With

PC CADDIE you have the option of doing this automatically.

To do this, go to **Settings/Cabinets and caddie boxes** and select the desired category. Then click on the button **box initialisieren:**



You will then see a selection window in which you can choose from two variants:



- **Field contents from the person mask to the caddie box list holen:** You can use this function if you have deleted the entire caddie box list. During the deletion process, however, the contents in the person mask - under the tab **Info** - tab are not deleted. By selecting this button, the box numbers can be automatically transferred to the locker/caddie box database from the person mask. After confirming the button, a status window appears in which you can see the progress of the action. The empty box list is automatically filled with the contents from the person mask.

Elektro Caddie	D001	☰
Klassenfest		☰
FC Club 90		☰
Mahnung Club		☰
Caddie Box		☰
Verteiler Stras		☰
Perimeter		☰
Geburt	..	
Eintritt	02.04.2020	
Austritt	..	

Bitte warten

Caddie-Platz

43%

[Abbruch](#)

- **Empty person fields and according to caddie box list füllen:** Here you can automatically transfer the numbers from the caddie box list to the person mask when completely reorganising the caddie box list - it is then no longer necessary to assign the corresponding caddie box or locker to each member individually. After confirming this button, the next status window opens - all persons contained in the caddie box list are automatically assigned the corresponding box:

Bitte warten

Es wird geprüft - Bitte warten

-- Spinde, Caddie-Boxen --

1267 Datensätze

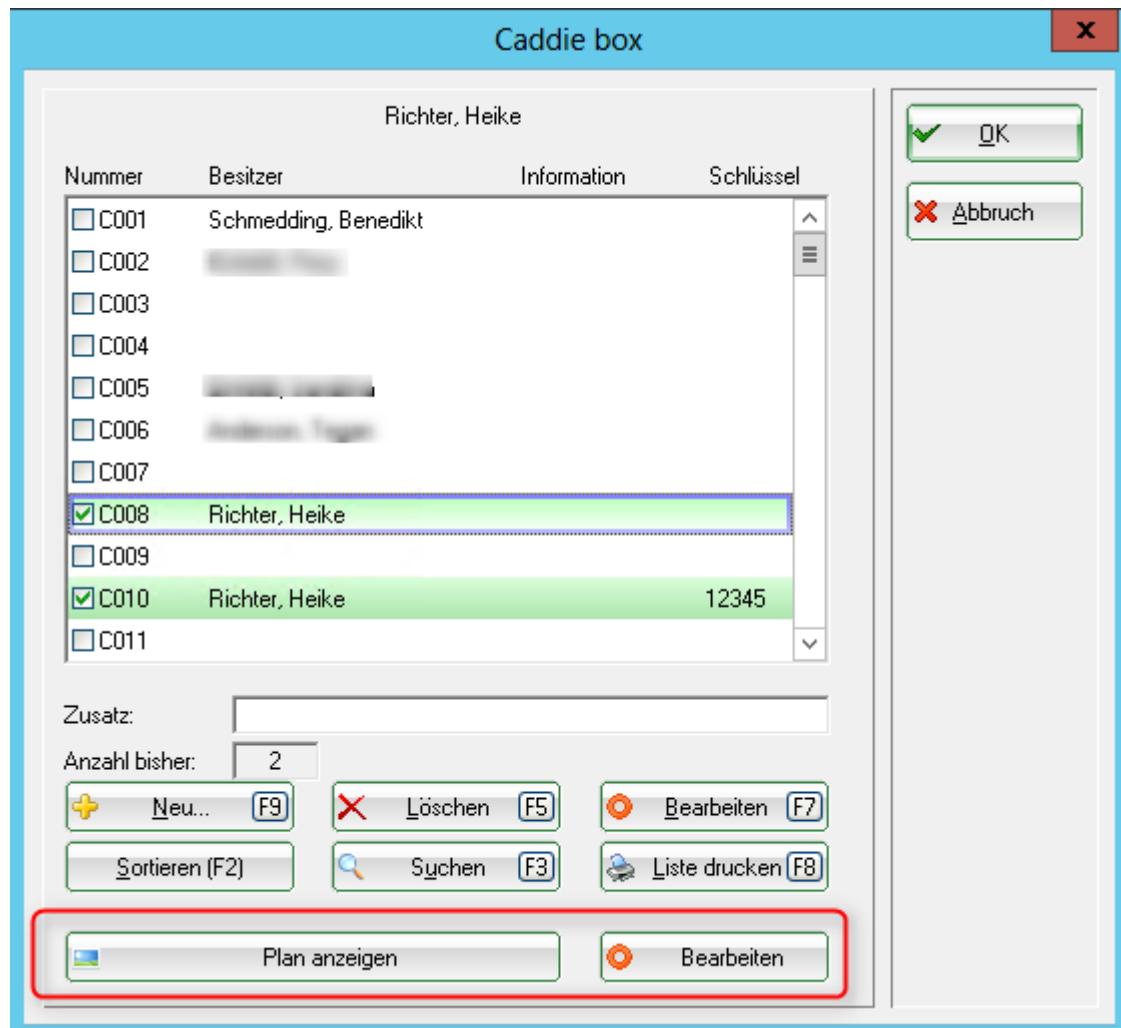
26%

[Abbruch](#)

Working with the locker and caddie box plan

To give your members and guests precise information on where they can find the rented locker, you can link the caddie box list to a plan. In it you can see at any time which boxes are available available or occupied, who they belong to and where they are located. We will be happy to help you create the locker and caddie box plan. For this [Formular-Service](#) We calculate approx. 1-2 hours for this, but will be happy to make you a binding offer after consultation.

Once the installation is complete, you will find the cabinet and caddie box plan under the „Show plan“ button:



The plan view naturally depends on your individual circumstances on site. Here is an example:
„C001“ means „Caddie box no. 001“

C001	●	Schmedding, Benedikt	C007	●	C013	●	C014	●	C015	●	C016	●	C017	●	C018	●	C019	●
C002	●		C008	●														
C003	●		C009	●														
C004	●		C010	●														
C005	●		C011	●														
C006	●		C012	●														

Red = Occupied. A box with a red dot is an occupied box. As soon as a box is occupied, the name of the tenant/owner is also displayed. The red number in the box is the key number.

Green = Free. A box with a green dot is a free box. If you want to allocate a free box, click on this box. The following window opens:

Caddie Box

Bearbeiten der Nummer 2

<u>Nummer:</u>	2	<input checked="" type="button"/> OK
<u>Schlüssel:</u>		<input checked="" type="button"/> Abbruch
<u>Besitzer:</u>	1 afpa Affentranger, Dr. med. Paul	2
<u>Info:</u>		
<u>Mitnutzer:</u>		...
<u>Mietzeit:</u>	von: ..	bis: ..
<u>Kategorie:</u>		

Either select the person in the „Owner“ field using the search abbreviation (point 1) or using the list button on the right-hand side (point 2).

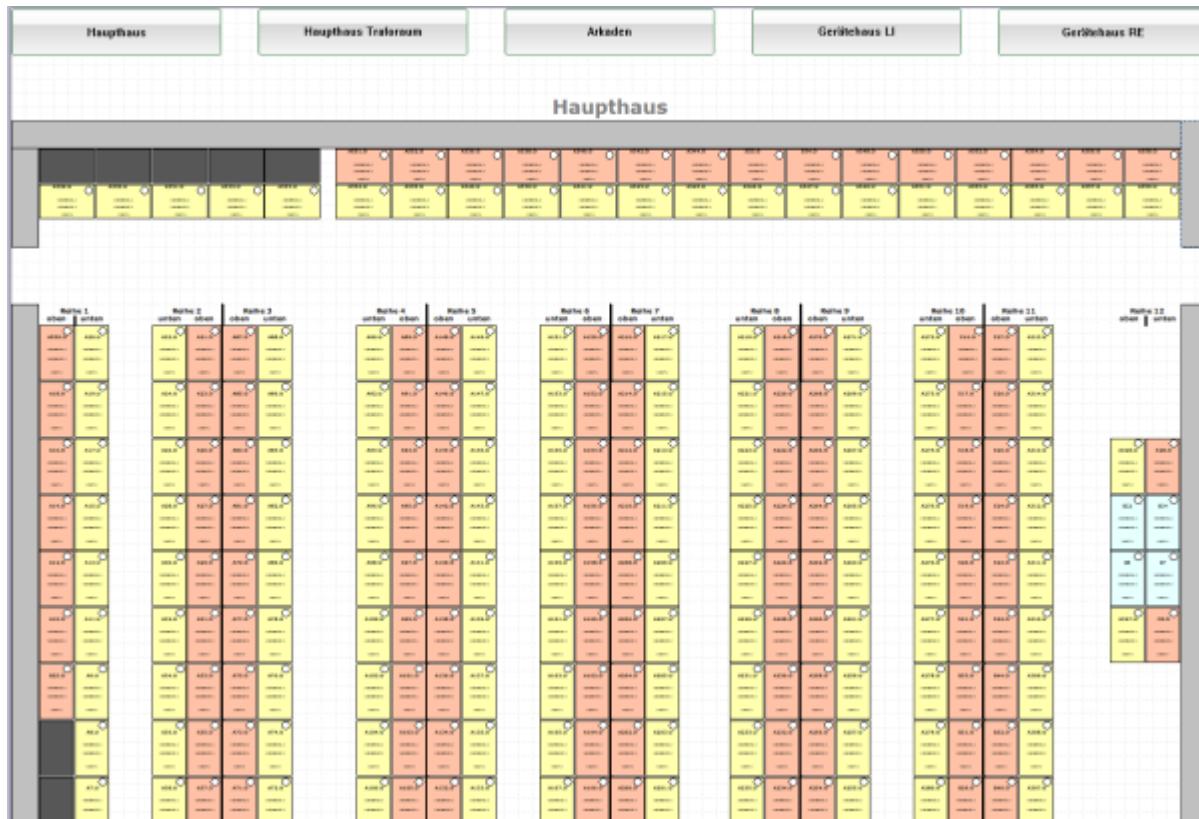


All additional information such as info, co-user, rental period or category could also be displayed in the plan.

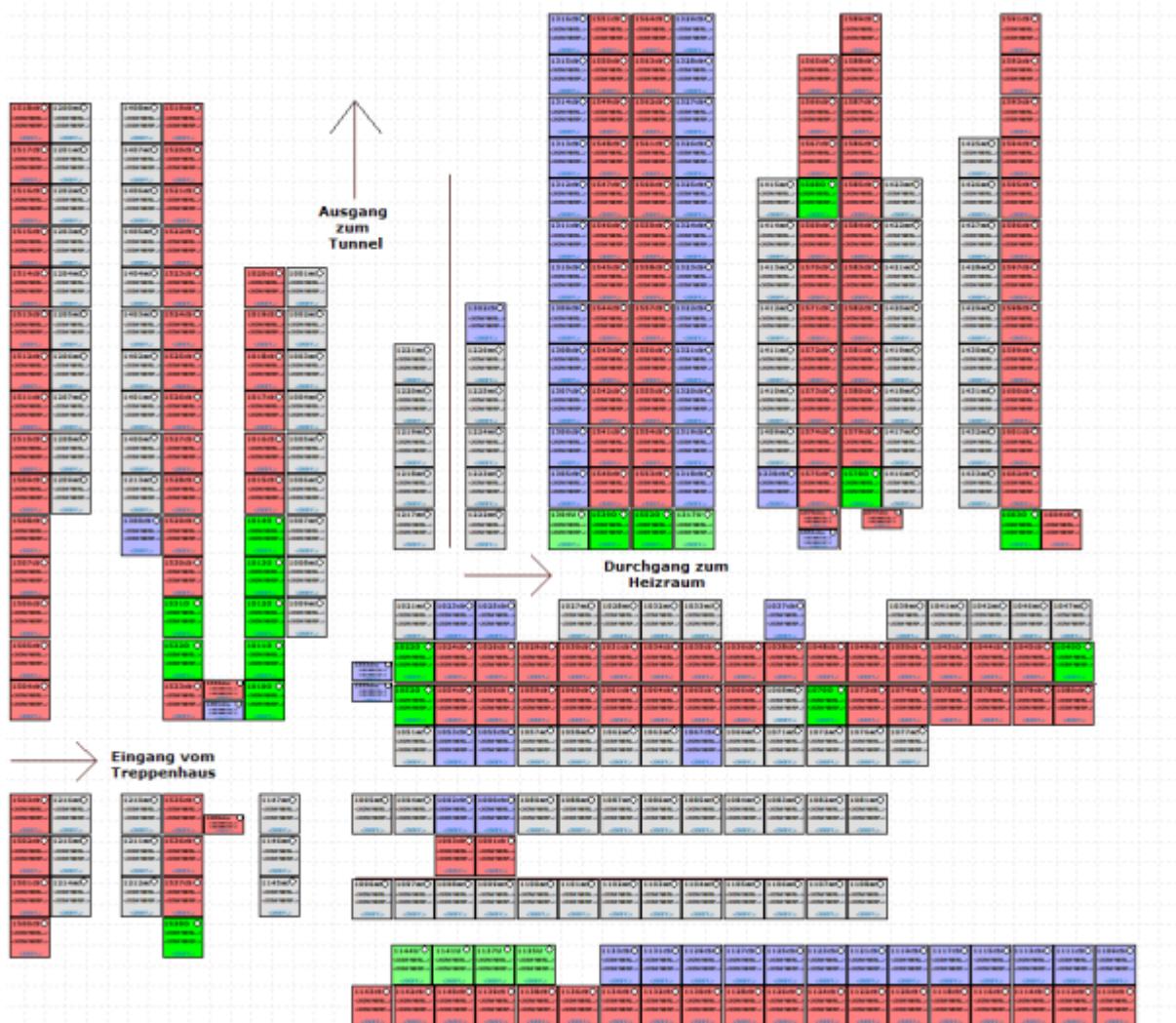
The name of the tenant/owner is now displayed in the plan in the box occupied by him/her and the box colour changes to red. The name of the tenant/owner also appears in the box list.

Examples of locker and caddie box plan

Example 1:



Example 2:



Example 3:



Example 4:



Eingang Putting Green