

# 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:

Bezeichnung	Zeichen	Preis
1. Objekt Feldgass		
2. Elektro Caddie		
3. Klassenfest		
4. FC Club 90	Zeichen	50.0
5. Mahnung Club 90	Zeichen	50.0
6. Caddie Box	Schrank/Box	150.0
7. Verteiler Stras	Zeichen	150.0
8. Perimeter	Zeichen	150.0

## 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.

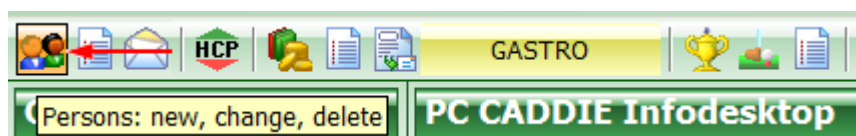


If it is possible for a member to occupy two lockers/boxes, the number of characters should not be too small (otherwise the second locker/box will no longer be recognised as such). If a box number has a length of 5 characters (003.S), 30 characters, including separators between the box numbers („;“),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

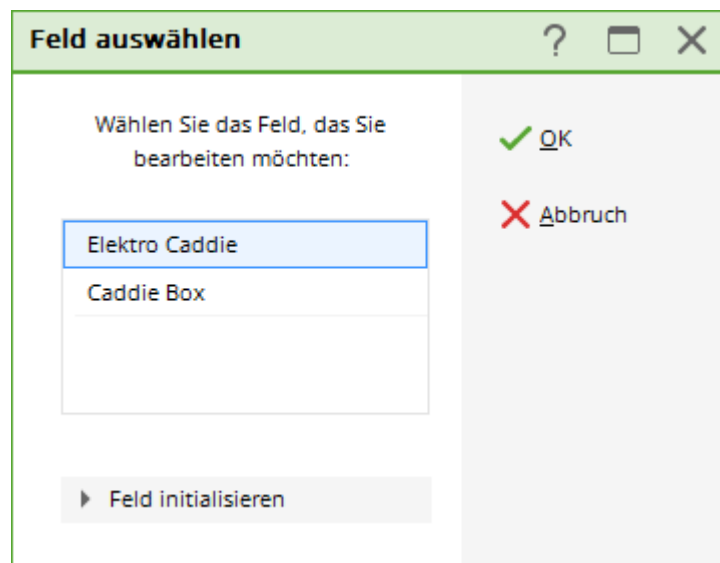
Repeat the steps mentioned above for all the administrations you require (e.g. Locker, Shares, etc.).

## 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).

**Caddie Box** ? □ ×

Nummer	Besitzer	Information	Schlüssel
1	Albisser, Hermann		
2	Affentranger, Dr. med. Paul		
3	Arregger, Helena		
4	Aeschlimann, Ida		
5	Albisser, Hermann		

Zusatz:

Anzahl bisher:

+ Neu... F9    Löschen F5    Bearbeiten F7

▶ Sortieren F2    Suchen F3    Liste drucken F8

✓ OK

✗ Abbruch

## Add numbers

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

**Elektro Caddie** ? □ ×

Nummer	Besitzer	Information	Schlüssel
12	Zemp, Benno		
12	Schnyder, Leo		
12	Rettig, Vreny		
12	Tonazzi, Hugo		

Zusatz:

Anzahl bisher:

F9   
 F5   
 F7  
 F2   
 F3   
 F8

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

**Caddie Box** ×

Welche Nummern sollen hinzugefügt werden?

Nummern von  bis:

Anzahl Stellen

Nummern mit führenden Nullen

Text vor der Zahl:

Text hinter der Zahl:

- **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:

Nummer	Besitzer	Information	Schlüssel
G.098			
G.099			
G.100			
Herr001kle			
Herr002kle			
Herr003kle			
Herr004kle			
Herr005kle			
Herr006kle			
Herr007kle			
L.001			

- **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.



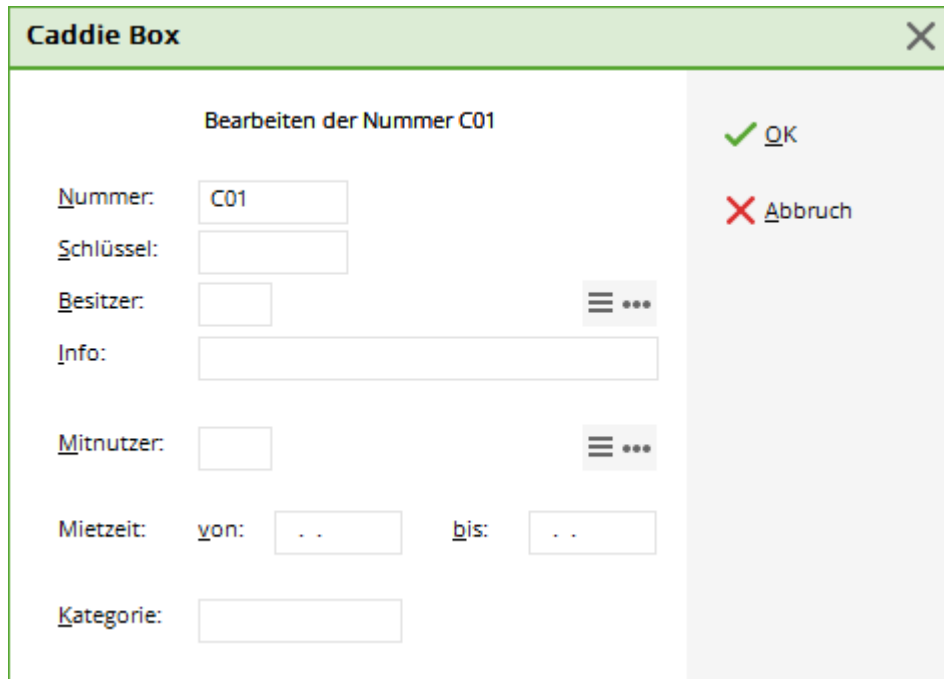
It is important that the code letter appears after the number, as the sorting will then still take place according to the numbers. Confirm this dialogue with **OK**.



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:




The screenshot shows a dialog box titled "Caddie Box" with a close button (X) in the top right corner. The main content area is titled "Bearbeiten der Nummer C01". It contains several input fields and buttons:

- Nummer:** A text box containing "C01".
- Schlüssel:** An empty text box.
- Besitzer:** An empty text box with a menu icon (three horizontal lines) and three dots to its right.
- Info:** A larger empty text box.
- Mitnutzer:** An empty text box with a menu icon and three dots to its right.
- Mietzeit:** Two date pickers labeled "von:" and "bis:", both showing "..".
- Kategorie:** An empty text box.

On the right side of the dialog, there are two buttons: a green checkmark button labeled "OK" and a red X button labeled "Abbruch".

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

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)

Merkmale Adresse 2. Adresse Zahlung Infos Memo  
Zusatz-Info: cmd:Gratis  
Elektro Caddie: D001  
Caddie Box  
Geburt: ..  
Eintritt: 02.04.2020  
Austritt: ..

Optionen Ctrl F5 + Neu Ctrl F6 Edit Ctrl F7

Filter F12  
+ Neu  
✓ Sichern F11  
Löschen F5  
Kopieren F6  
Umsatzkonto  
Drucken F8  
Export  
SMS  
Online  
Karte  
Sperren  
Ende

## 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!

▸ Eldinhalte aus den Personendaten in die Caddieboxliste holen

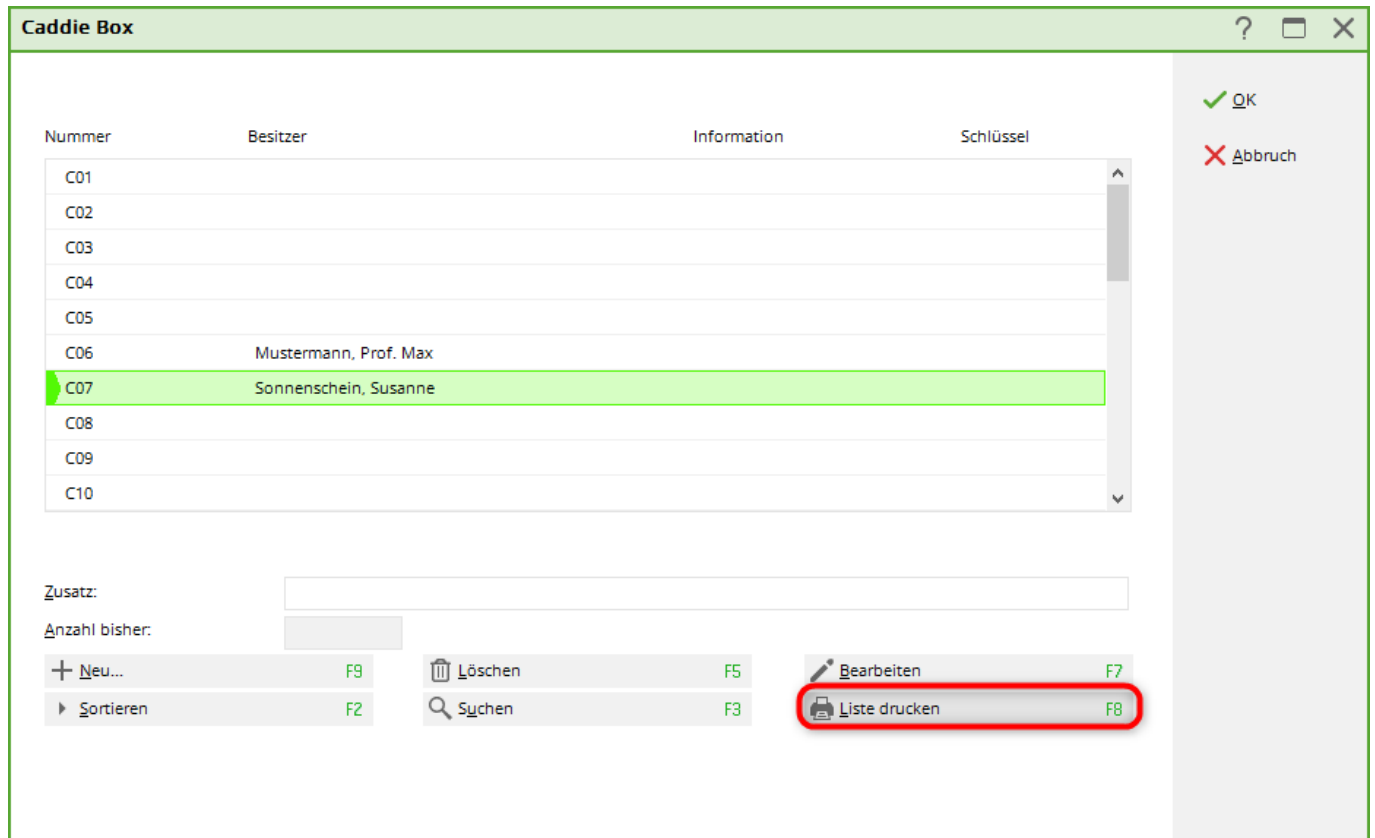
▸ Personenfelder leeren und dann gemäß Caddieboxliste füllen

✗ Aabbruch

# Print list

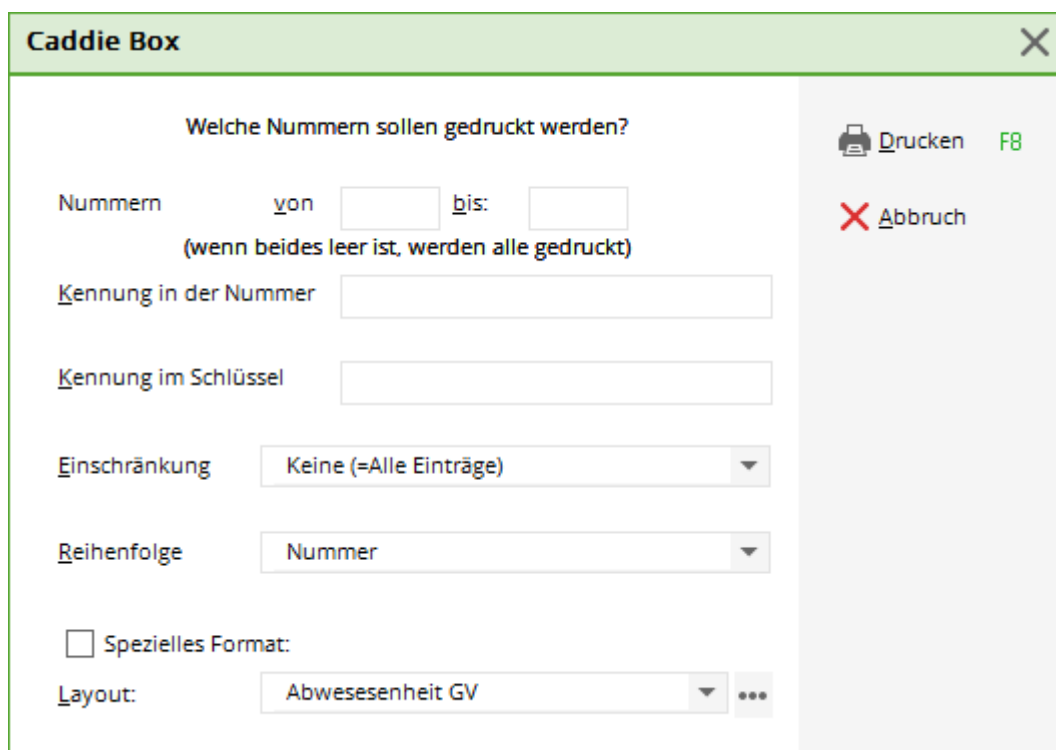
## Standard lists

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



The screenshot shows the 'Caddie Box' application window. It features a table with columns for 'Nummer', 'Besitzer', 'Information', and 'Schlüssel'. The table contains entries from C01 to C10, with C07 'Sonnenschein, Susanne' highlighted in green. Below the table are input fields for 'Zusatz:' and 'Anzahl bisher:'. At the bottom, there is a menu bar with buttons: '+ Neu...' (F9), 'Sortieren' (F2), 'Löschen' (F5), 'Suchen' (F3), 'Bearbeiten' (F7), and 'Liste drucken' (F8). The 'Liste drucken' button is circled in red. On the right side of the window, there are 'OK' and 'Abbruch' buttons.

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

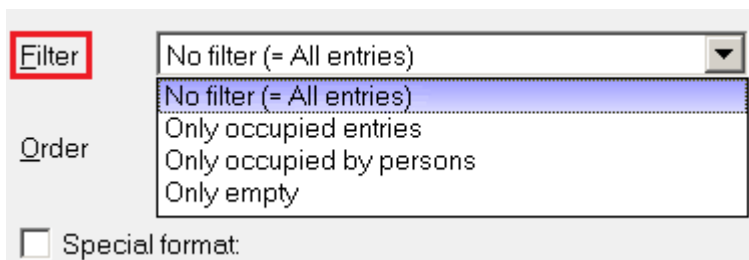


The screenshot shows the 'Caddie Box' application window with a dialog box titled 'Welche Nummern sollen gedruckt werden?'. The dialog contains the following fields and options:

- Nummern von  bis:   
(wenn beides leer ist, werden alle gedruckt)
- Ken<sup>u</sup>n<sup>n</sup>g in der Nummer
- Ken<sup>u</sup>n<sup>n</sup>g im Schlüssel
- Einschränkung: Keine (=Alle Einträge) [dropdown]
- Reihenfolge: Nummer [dropdown]
- Spezielles Format:
- Layout: Abwesenheit GV [dropdown] ...

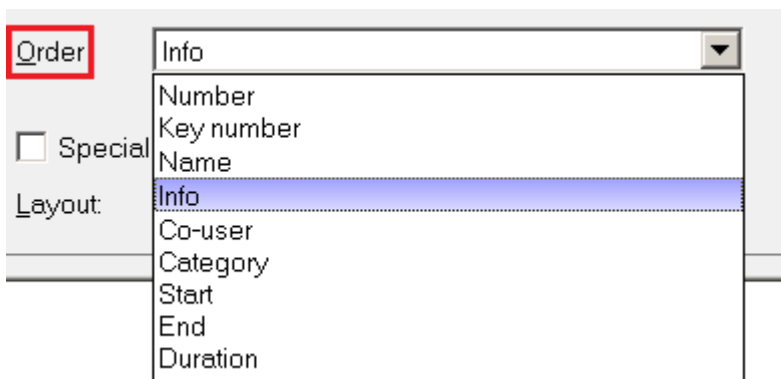
On the right side of the dialog, there are 'Drucken' (F8) and 'Abbruch' buttons.

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



A screenshot of a software interface showing a dropdown menu for the 'Filter' field. The menu is open, displaying the following options: 'No filter (= All entries)', 'Only occupied entries', 'Only occupied by persons', and 'Only empty'. The 'No filter (= All entries)' option is currently selected and highlighted in blue. To the left of the dropdown, the label 'Filter' is enclosed in a red box. Below the dropdown, there is a checkbox labeled 'Special format' which is currently unchecked.

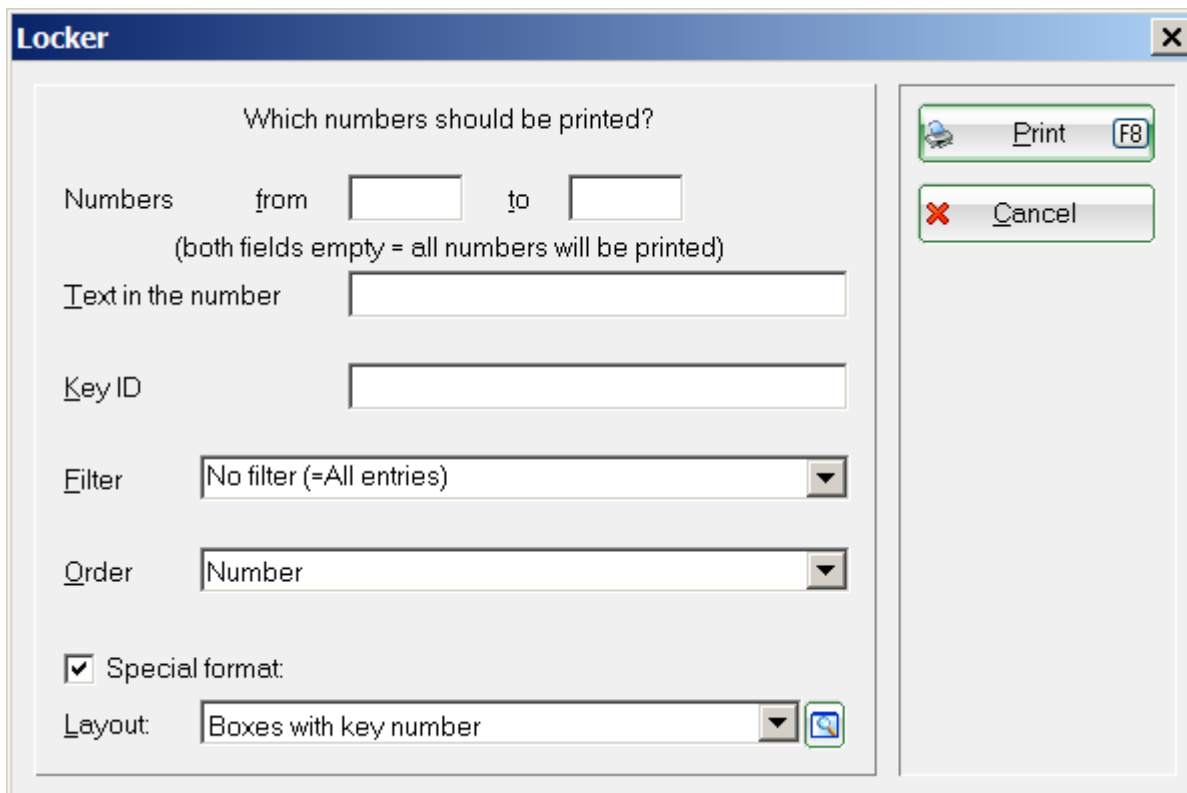
Under the field **Order** field, the following selection options are available:



A screenshot of a software interface showing a dropdown menu for the 'Order' field. The menu is open, displaying the following options: 'Info', 'Number', 'Key number', 'Name', 'Info', 'Co-user', 'Category', 'Start', 'End', and 'Duration'. The 'Info' option is currently selected and highlighted in blue. To the left of the dropdown, the label 'Order' is enclosed in a red box. Below the dropdown, there is a checkbox labeled 'Special' which is currently unchecked.

## List with customised layout

Print out a list with key numbers, for example:

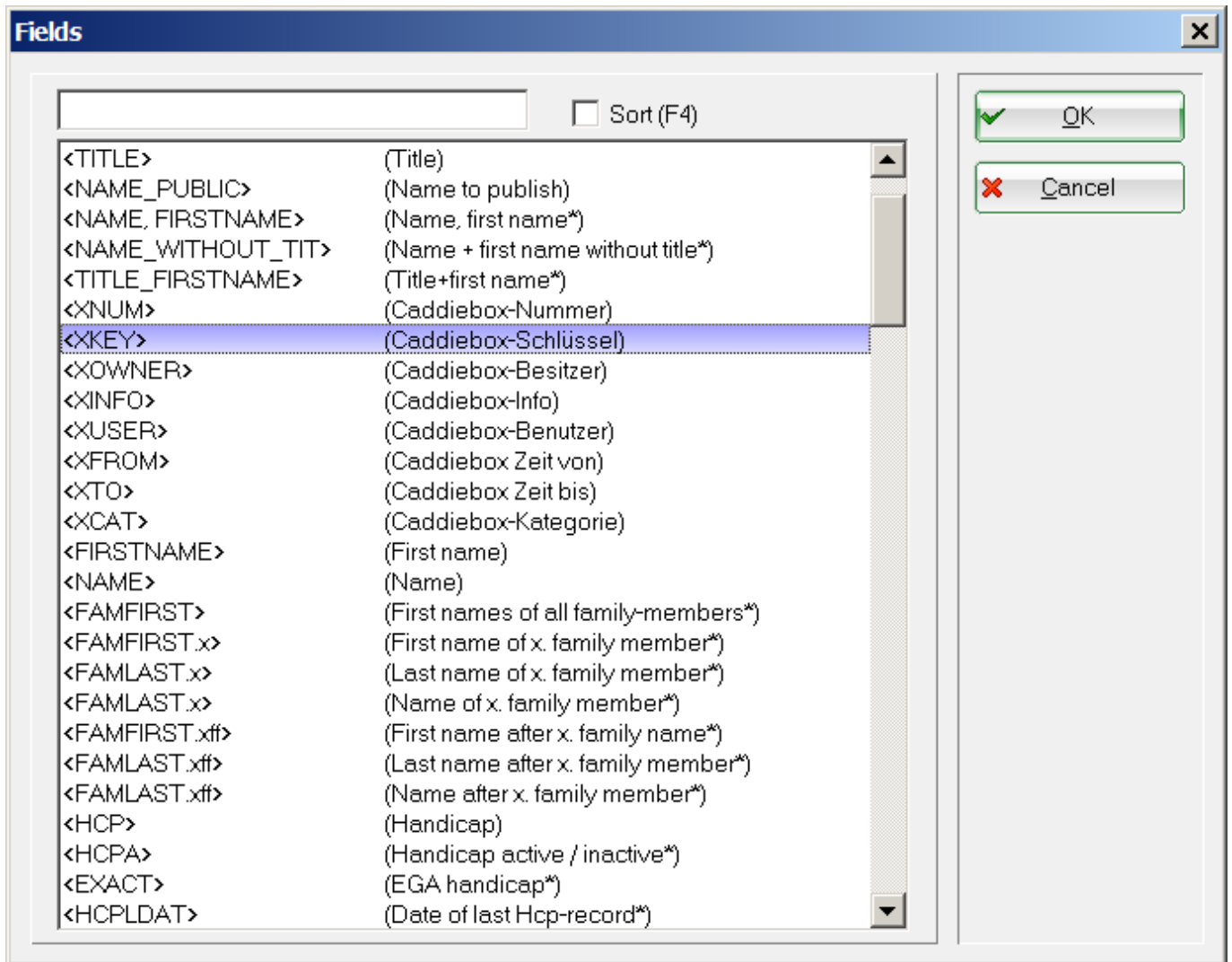


A screenshot of a software dialog box titled 'Locker'. The dialog box contains the following fields and options:

- Which numbers should be printed?  
Numbers from [ ] to [ ]  
(both fields empty = all numbers will be printed)
- Text in the number [ ]
- Key ID [ ]
- Filter: [No filter (=All entries)]
- Order: [Number]
- Special format:
- Layout: [Boxes with key number]

On the right side of the dialog box, there are two buttons: 'Print' (with a printer icon and 'F8' shortcut) and 'Cancel' (with a red 'X' icon).

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:



## 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)**:

**Beitrags-Typ**
?
✕

Suchkürzel, Name, Status

Kürzel:  Konto-Nr. (Fibu):

Gruppe:

Name:

Fälligkeit:

**Status**: I - Info-Beitrag, jährlich

Betrag

MwSt:  % Netto:  Brutto:

Automatische Beitrags-Zuordnung

Nur Mitglieder / Gäste:

Gefülltes Infocfeld:

Geschlecht nur

Altersklasse nur

Mitgliedschaft nur

Status nur

Verschiedenes nur

◀ ☰ ▶

F11

F5

F8

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
<b>Info article</b>	Number of the caddie box is automatically noted, even without <?> then at the end of the article text
<b>Info contribution</b>	<?> must be used if the caddie box number <u>in the middle of the article description</u> in the article description, e.g. box <b>123</b> in hall 1
<b>Annual</b>	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 Infocfeld“**: 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:

<b>Hire caddie box with power:</b>	Filter: „S“
<b>Hire family box:</b>	Filter: „F“
<b>Rent single box:</b>	Filter: „E“
<b>Rent single box below:</b>	Filter: „U“
<b>Rent single box top:</b>	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:

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“.

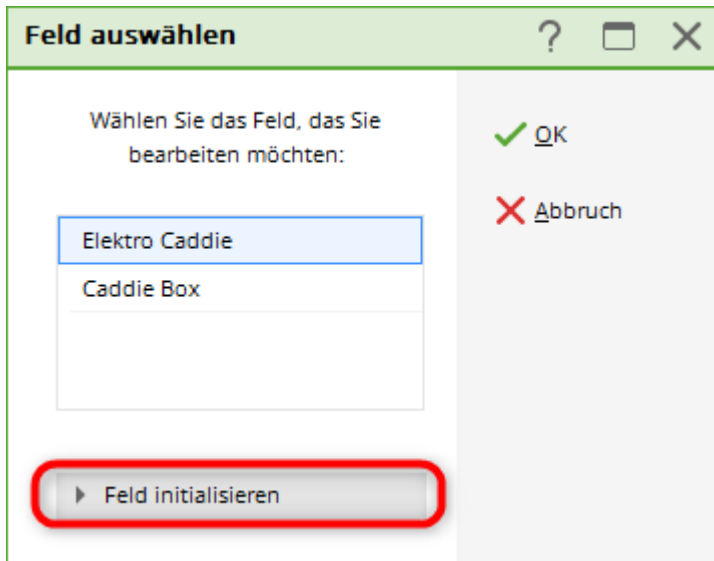
## Initialise list



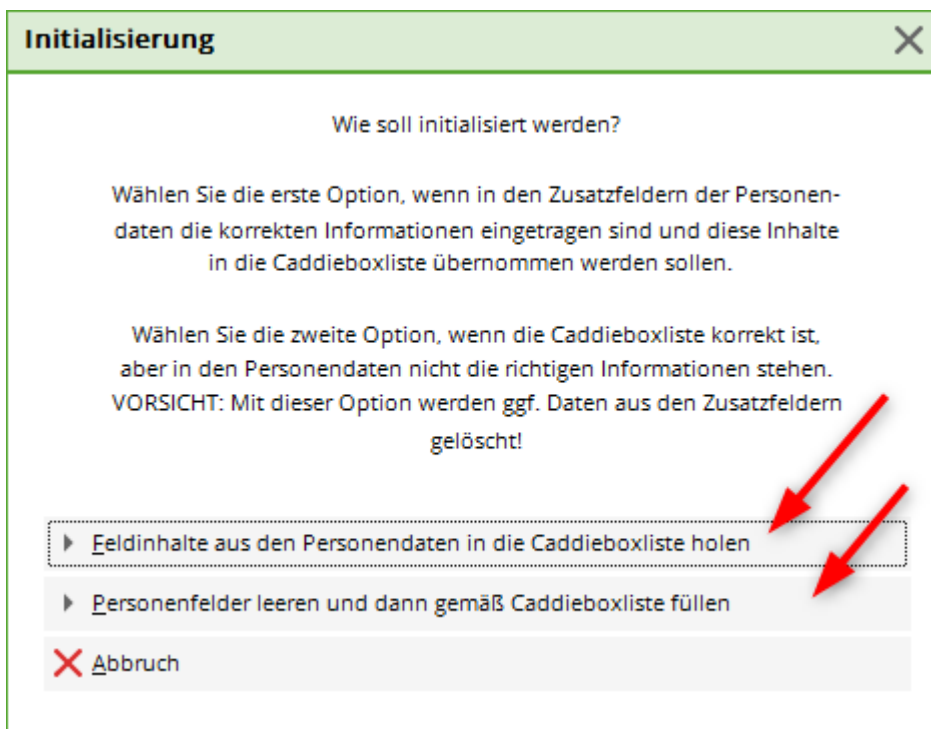
Should it happen that you have deleted your existing caddie box list due to any circumstances. Or would you like to automatically fill the person masks with the contents of the completed caddie box list or assign them to the corresponding members after restructuring the caddie boxes? With

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**:

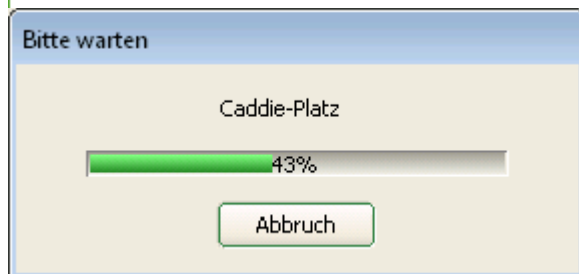


You will then see a selection window in which you can choose from two variants:

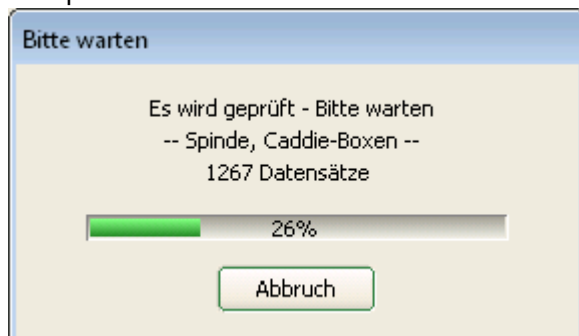


- **Field contents from the person mask to the caddie box list holen:** You can use this function if you have deleted the entire caddie box list. During the deletion process, however, the contents in the person mask - under the tab **Info** - tab are not deleted. By selecting this button, the box numbers 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	<input type="text" value="D001"/>	☰
Klassenfest	<input type="text"/>	
FC Club 90	<input type="text"/>	
Mahnung Club	<input type="text"/>	
Caddie Box	<input type="text"/>	☰
Verteiler Stras	<input type="text"/>	
Perimeter	<input type="text"/>	
Geburt	<input type="text" value=".."/>	
Eintritt	<input type="text" value="02.04.2020"/>	
Austritt	<input type="text" value=".."/>	



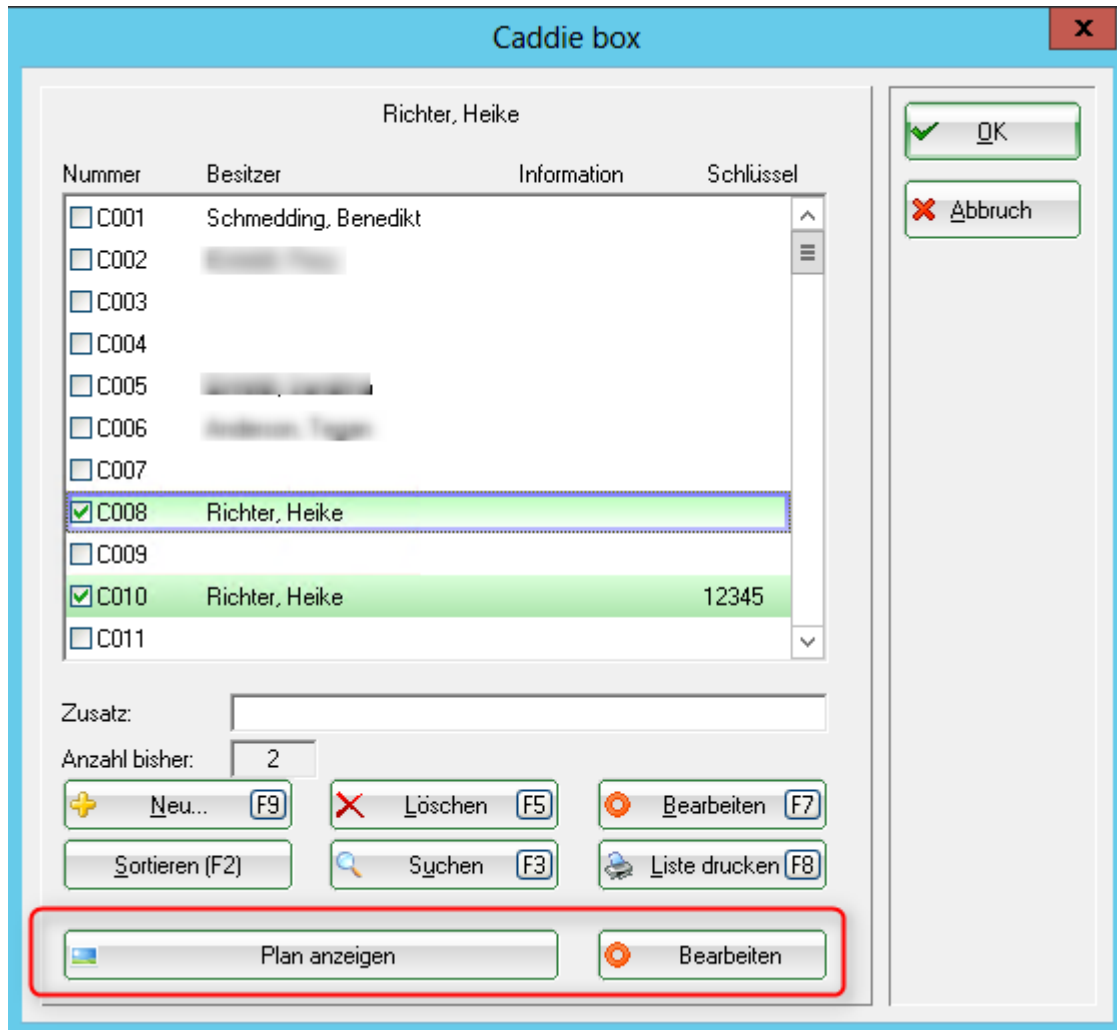
- **Empty person fields and according to caddie box list füllen:** Here you can automatically transfer the numbers from the caddie box list to the person mask when completely reorganising the caddie box list - it is then no longer necessary to assign the corresponding caddie box or locker to each member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



## 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“



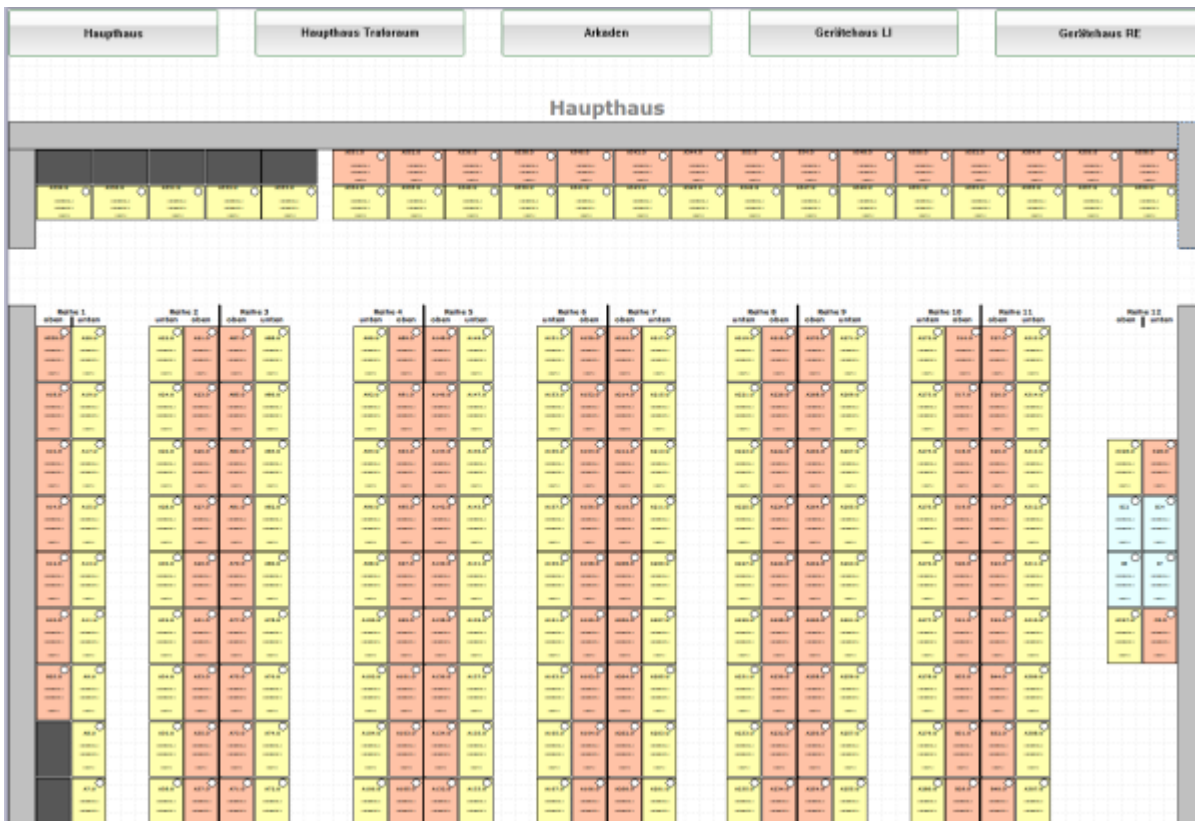


All additional information such as info, co-user, rental period or category could also be displayed in the plan.

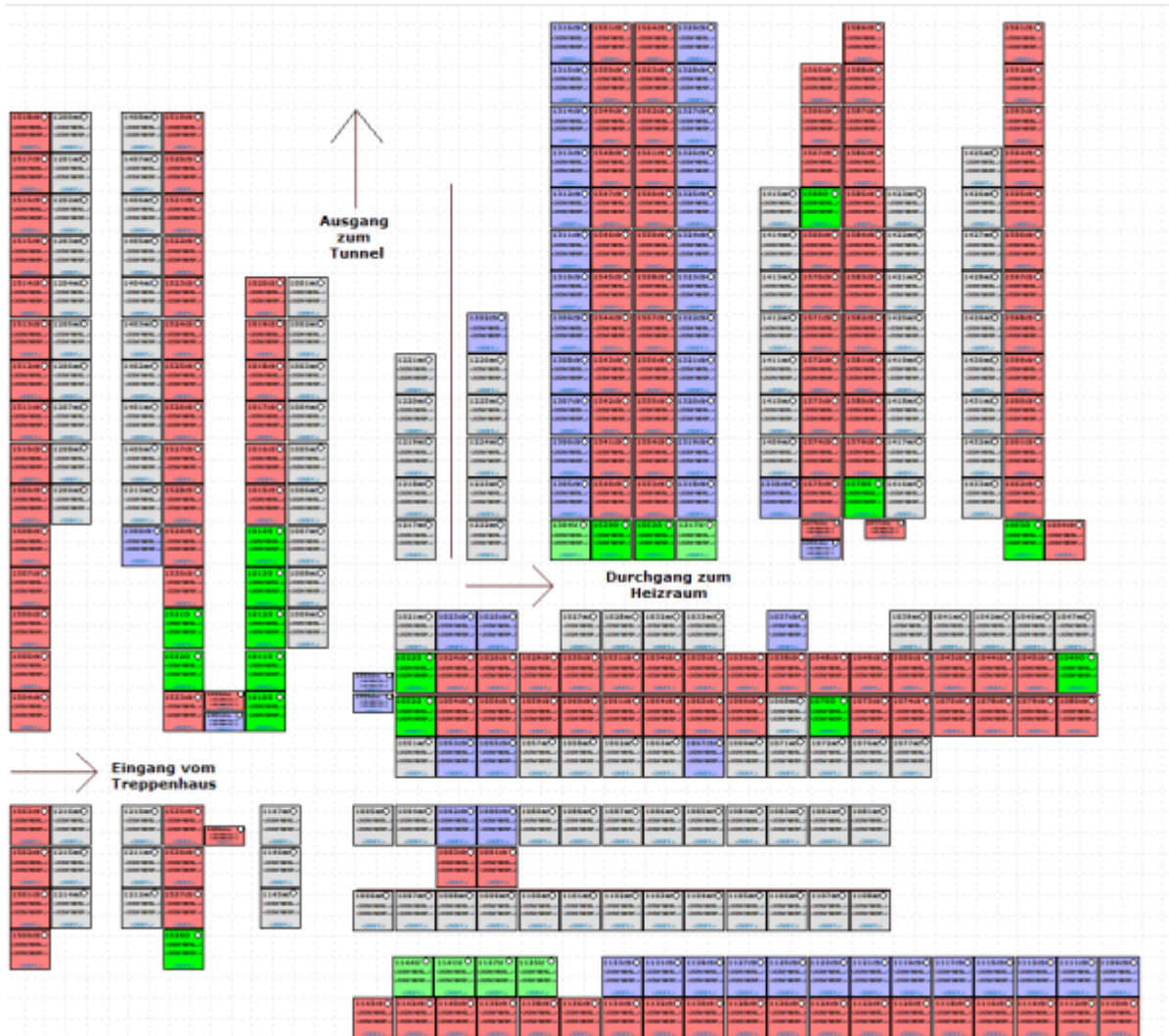
The name of the tenant/owner is now displayed in the plan in the box occupied by him/her and the box colour changes to red. The name of the tenant/owner also appears in the box list.

## Examples of locker and caddie box plan

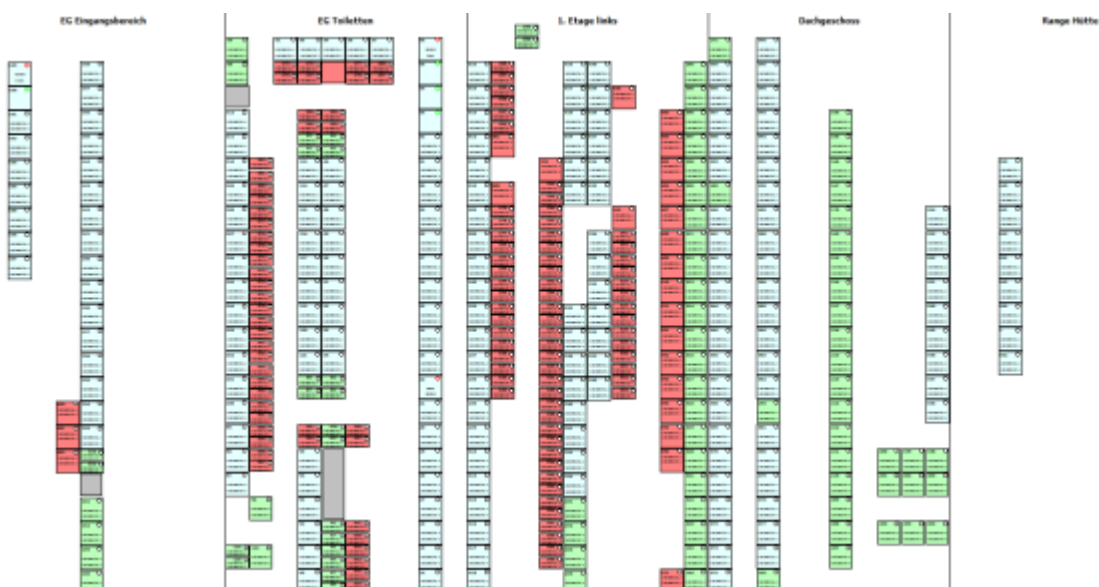
Example 1:



Example 2:



Example 3:

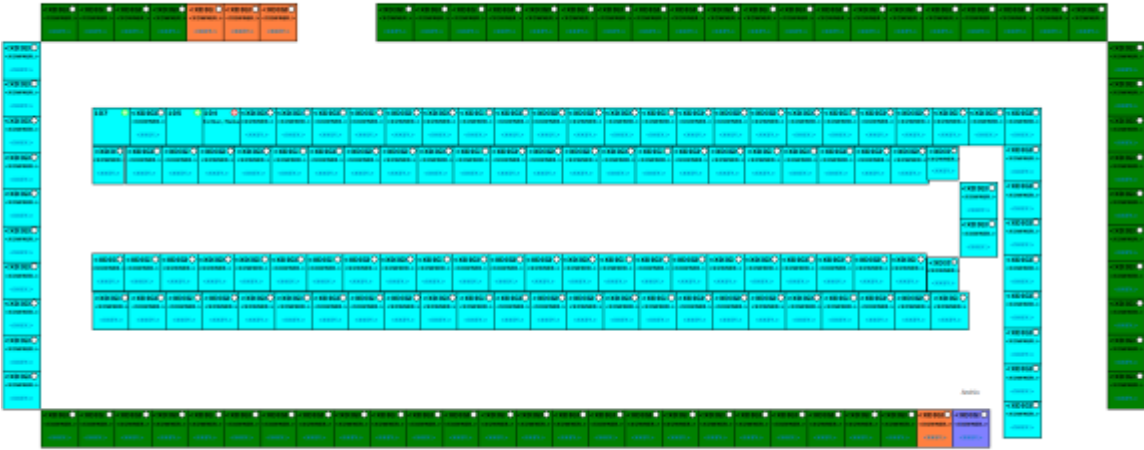


Example 4:

Eingang Putting Green

Ebene 3

Vordereingang



Eingang Putting Green