List of persons

In the main menu, select Persons/Print.../Person list.

Persons list	×
Layout **** Special **** Edit	Print F8
Addresses, birthdays, entry, h Addresses, family together Attendance Balances	Internet
Persons group All members Define Order From-To	
Alphabet (Names) Edit	😒 Note
WITH and WITHOUT direct-debit	Quit

Most personal print and output functions work in a similar way to the list of persons. For this reason, we will go through the various functions using the list of persons as an example. In the later sections, we will look at the differences in the functions **Form printing, form letters, address labels, order ID cards** etc.

The definition of a printout in PC CADDIE always results from three essential questions:

- 1. Layout What should the printout look like, what information should be printed?
- 2. Group of people Who should be printed?
- 3. Sequence In which order?

Layout of a list

In the dialogue of the list of persons you will find **Layout** you will find a list of the possible list formats. Some formats are already predefined here during the initial installation of PC CADDIE. You can try out these formats one after the other.

Please note that formats such as "Green fee bag day" or "Cash register, invoice" are not intended for printing lists of persons.

If you want your own layout with customised information, you can easily create your own format with PC CADDIE by clicking on the *Edit* button. The following window will open:

Format editor								×
N <u>a</u> me:	Addresses, family together	•	*	Define <u>n</u> ew format		\diamond	<u>F</u> ields	F2
Format type	List	Lines: 5	Title	Addresses- <date> 6/2 (0) Line 💓 <u>T</u>ab</date>		+	<u>C</u> ommand	ls
No. •Last	10····¦····20····¦···· name, First name	•30 ••• ¦ ••••4	0 • • • ¦ •	•Phone	<u>0</u>	A	F <u>o</u> nts	F6
<familienv< td=""><td>VEISE></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></familienv<>	VEISE>							
<wenn golf<br=""><l>•<name< td=""><td>Emitg->mitgoberh == 2, FIRSTNAME</td><td>0 .OR. golf: >•<street •<plz ob<="" td=""><td>mitg->m r</td><td><pre>nitgfamst > 3></pre></td><td></td><td></td><td>Save forma</td><td>t (F11)</td></plz></street </td></name<></l></wenn>	Emitg->mitgoberh == 2, FIRSTNAME	0 .OR. golf: >• <street •<plz ob<="" td=""><td>mitg->m r</td><td><pre>nitgfamst > 3></pre></td><td></td><td></td><td>Save forma</td><td>t (F11)</td></plz></street 	mitg->m r	<pre>nitgfamst > 3></pre>			Save forma	t (F11)
<wenn !emp<="" td=""><td>PTY(golfmitg->mitgfa</td><td>x)></td><td>-</td><td>•Fax: •<fax< td=""><td></td><td>×</td><td>Delete forma</td><td>at FS</td></fax<></td></wenn>	PTY(golfmitg->mitgfa	x)>	-	•Fax: • <fax< td=""><td></td><td>×</td><td>Delete forma</td><td>at FS</td></fax<>		×	Delete forma	at FS
<pre><ende_wenn <ende_wenn="" <sonst="" <var1="golf" <wenn="" golf=""></ende_wenn></pre>	N> Emitg->mitgoberh == Emitg->mitgname> // N>	0> 'Namen merk	en!!				File	F9
<pre><wenn td="" var1<=""><td>L == golfmitg->mitgr <firstname< td=""><td>name> ></td><td></td><td></td><td></td><td>۵</td><td>Test</td><td>F8</td></firstname<></td></wenn></pre>	L == golfmitg->mitgr <firstname< td=""><td>name> ></td><td></td><td></td><td></td><td>۵</td><td>Test</td><td>F8</td></firstname<>	name> >				۵	Test	F8
• <name <ende_wenn <ende_wenn< td=""><td>2, FIRSTNAME N> N></td><td>></td><td></td><td></td><td></td><td></td><td></td><td></td></ende_wenn<></ende_wenn </name 	2, FIRSTNAME N> N>	>						
•				Þ	7	×	<u>Q</u> uit	

The "Addresses, by family" format shown above is perhaps a little too complicated for beginners. Nevertheless, we would like to briefly explain it to you, as this format demonstrates very well the numerous possibilities offered by the function:

The "Addresses, by family" format is defined in such a way that the entire family is always printed together in a list, i.e. each family member is listed. However, the address is only printed once, for the family contact person. Only the first name is printed for the remaining family members.

Create new layout

We recommend that you familiarise yourself with this by trying it out. However, you should not worry

about the text here, but click directly on the button Plane Define new format

button - this will make designing your desired format very easy. Please confirm the following security enquiry first:



The following dialogue will open:

New format	layout	×
	Here you can define a new format	
	Therefore give in first the basic layout information.	X <u>C</u> ancel
Aft ti	er this you can select the information hat should be displayed on the list!	
<u>⊤</u> itle:		
	✓ Insert <u>d</u> ate in title	
	Print <u>p</u> erson filter	
<u>L</u> ine:	Line <u>b</u> etween persons	
Print only	if this field is filled:	
	🚧 do not use this option 🚧 🔽	

Everything is already set correctly here for the normal case. Just enter the *title* enter the title.

You should not anticipate the group of people in the title. For example, if you need an address list of senior citizens, you should only select what you want to print from the senior citizens, e.g. the addresses. The title should therefore be "Address list" and not "Senior list", for example, as you can use this format later for the ladies, juniors etc. as well. Since **Specify person filter** is normally activated, the information about who actually appears on the list is automatically added by PC CADDIE when printing. You can also enter a customised heading for the printout in the "Title" field!

The lowest query **Print entry only if this field is filled ist:** is only required for caddie box lists, for example. Here you can specify in advance that a person is only printed if, for example, the "Caddiebox" field is filled in at all (you could also create a person filter in the person group only for persons who have a caddiebox).

Usually you leave the selection here set to *no restriction*.

•

If you click **OK** and the following information **Next** you can select the fields (information) you require for your list one after the other:

Define format	×
Now you can select the fields you need. Press 'Ready' after selecting your last field!	
<u>C</u> ontinue <mark>X</mark> Cancel)

Click **Next**, to continue with the formatting or click **Cancel**, if you have selected all the desired fields or would like to add more fields later.

S				
	Sort (F4)			Add
<l></l>	(Line No.*)			
«ABBR»	(Search abbreviation*)	_	×	<u>Q</u> uit
<m_no></m_no>	(Member No.)			
<title></title>	(Title)			
<name_public></name_public>	(Name to publish)			
<name, firstname=""></name,>	(Name, first name*)			
<name_without_tit></name_without_tit>	(Name + first name without title*)			
<title_firstname></title_firstname>	(Title+first name*)			
<firstname></firstname>	(First name)			
<name></name>	(Name)			
<famfirst></famfirst>	(First names of all family-members*)			
<famfirst.x></famfirst.x>	(First name of x. family member*)			
<famlast.x></famlast.x>	(Last name of x. family member*)			
<famlast.x></famlast.x>	(Name of x. family member*)			
<famfirst.xff></famfirst.xff>	(First name after x. family name*)			
<famlast.xff></famlast.xff>	(Last name after x. family member*)			
<famlast.xff></famlast.xff>	(Name after x. family member*)			
<hcp></hcp>	(Handicap)			
<hcpa></hcpa>	(Handicap active / inactive*)			
<exact></exact>	(EGA handicap*)			
<pre><hcpldat></hcpldat></pre>	(Date of last Hcp-record*)			
<ag></ag>	(Year*)			
<birthday></birthday>	(Date of birth)			
<entrydate></entrydate>	(Entry)			
<leavingdate></leavingdate>	(Leave)			
<assdf></assdf>	(Entry date to association)	-		

TIP If you simply start writing here in the top left-hand field, you can quickly find the field you need:

Fields	Start typing what you are looking for	×
Nam	Sort (F4)	<u>≁ A</u> dd
<pre><name_public> <name_firstname> <name_without_tit> <title_firstname> <firstname> <firstname> <famfirst> <famfirst.x> <famlast.x> <famlast.xff> <famlast.xff> <famlast.xff> <addr_2> <clublong> <ccname> <onluser> </onluser></ccname></clublong></addr_2></famlast.xff></famlast.xff></famlast.xff></famlast.x></famfirst.x></famfirst></firstname></firstname></title_firstname></name_without_tit></name_firstname></name_public></pre>	(Name to publish) (Name, first name*) (Name + first name without title*) (Title+first name*) (First name) (Name) (First names of all family-members*) (First name of x. family member*) (Last name of x. family member*) (Name of x. family member*) (Last name after x. family member*) (Last name after x. family member*) (Name in address: Malcolm Grant*) (Club, long name*) (Credit card owner) (Online user name)	I Quit

Let's start with <Z> "Line number". Click on **Add** and the next query follows:

Field length	×
Enter the length of the field: Field length: ✓ Line after _Tab after ariable field length	✓ <u>O</u> K ★ <u>C</u> ancel

Everything is already set correctly here, you just have to click **OK** to confirm. In exceptional cases, it may be useful to increase the field length here. For example, if you want to print long names in full, it may be useful to increase the value of the "Surname, first name" field from the default 25 characters to 35-40. Ticking the "Line after" box ensures a visible vertical line behind the field when printing. Alternatively, you can also tick the "Tab after" checkbox, which ensures that the individual fields are not visible when printing. The fields are only placed in separate columns when copying to Excel if one of the two separators is set. The "Variable field length" tick is rarely used for lists of persons.

By repeatedly ticking **Add** and **OK** repeatedly and, of course, always selecting a new field (**street**, **postcode and city, telephone** etc.) you can complete your list. After the last field has been added, click **Done.** You return to the format editor, where you can now see the format of a list line described by fields.

Format editor								×
N <u>a</u> me:	*** Special ***	~	>	Define <u>n</u> ew format	3	<	<u>F</u> ields	F2
Format type	List	▼ <u>L</u> ines:	Title	Name, Email - <date></date>		+	<u>C</u> ommands	
 Kopfing	·10····¦····20····¦		40 • • • ¦ • • •	···50 ···· ¦ ····60 ··· 2	···70·· 5	A	F <u>o</u> nts	F6
<l> <nam< td=""><td>E, FIRSTNAME</td><td>1</td><td>> <mail< td=""><td>> </td><td></td><td></td><td></td><td></td></mail<></td></nam<></l>	E, FIRSTNAME	1	> <mail< td=""><td>> </td><td></td><td></td><td></td><td></td></mail<>	>				
					6		Save format	F11
						×	Delete format	F5
							F <u>i</u> le	F9
					2	2	Test	F8
•						×	<u>Q</u> uit	

If you wish, you can also make manual changes here.

- 1. make a field wider by inserting more spaces
- 2. set missing separators between the fields
- 3. insert a new field
- 4. special, complex commands, e.g. footer or if-then formula (only partially used for lists, mostly used for forms)
- 5. different fonts, e.g. bold, italic, large (used for forms, rarely for lists)
- 6. Once the new list format is ready, save it under an informative name
- 7. here you can test the layout (used for example for receipts or bag tags)
- 8. close the format editor

TIP We recommend that you use an already defined layout to start with.

See special commands for the layout here:

<familienweise></familienweise>	All individuals in the family are listed.
<nicht_familienweise></nicht_familienweise>	The family is not listed with all individuals, there is only one entry for the contact person.
<familienweise_einzeln></familienweise_einzeln>	Each family member is given a full line (with their own item number).

<familienweise_alle></familienweise_alle>	Special point, so that all family members are listed, even if they do not fit into the filter.
<zusammenfassen></zusammenfassen>	This command forces the family members to be summarised.

Group of people

Persons group	
All members	Defi <u>n</u> e
Order	<u> </u>

Now you have to determine for the printout which **group of people** should appear on the list. Let's take the list of senior citizens again as an example: You do not want to print all persons, but only the senior citizens. As with the layout, various filters are already predefined for the person group. Click on to collapse the list.

The filters "All persons", "All members", "All guests", "All ladies", "All gentlemen" and "All suppliers". So that you can quickly distinguish these filters from your own filters, the unchangeable filters in PC CADDIE green are highlighted in green. Custom filters, on the other hand, are highlighted in grey grey background.

The "Individual persons" selection option is also very important. If you select this option and then start the printout, you will be asked during printing who specifically is to be printed. This is particularly useful when printing address labels or when reordering ID cards for individual persons.

All groups of people that appear below "Special" are predefined examples, but can be changed by you. The person group "Seniors" does not yet exist and must first be defined for our example. To do this, click on the button **Define button**. In the dialogue that appears, first click on **New filter**. The following window opens:

Person filter						×
Name Special ***		_	Se I	ve XDelete		<u>Q</u> K Negation
 <u>Handicaps</u> Date of <u>b</u>irth 	from from	Pro	to to	- 31.12.2018	Entr	ry/Resignation matching: iday
☐ <u>E</u> ntry date ☐ Home <u>c</u> lub ☐ Gender	from only only		to	31.12.2018	Spe D	ecial filter: <u>E</u> vent
Age group	only only					Eee Account
Status Unused	only only					<u>C</u> RM Logic
Leaving date	only only only					Eile
Everywhere/All	only				X	Cancel

Simple filter

For the senior filter, we are primarily interested in the age group (the age groups are set in the person characteristics), as this distinguishes senior citizens from other people. Set the following before the designation **age group** and enter only the number for senior citizens, generally "6", in the empty

field after the name. If you do not know the number, click on the button ២ button and then select the desired age group in this way.

Person filter: Seniors						×
Na <u>m</u> e Seniors		•	Sa	ave Nelete		<u>✓ <u>o</u>K</u>
Person <u>filter</u> <u>E</u> numeration			÷	New Filter F9		Negation
Handicaps	from	Pro	to	-	E	ntry/Resignation
Date of <u>b</u> irth	from		to	31.12.2018	F	Today
Entry date	from		to	31.12.2018		
Home <u>c</u> lub	only			-		Special filter:
Gender	only				[□ <u>E</u> vent
Age group	only	6				<u> </u>
Membership	only					□ <u>A</u> ccount
Status	only					
Unused	only					
Additional info	only				11	
🗌 Leaving date 📃 🔽	only				116	<u>F</u> ile
Clubnumber	only					
Everywhere/All	only					🗙 Cancel

Click on **Save** when you are happy with your filter. (For other filters you may need to enter or activate other details). You can now give the group of people a name. For our example, this would be "Senior citizens". Confirm with **OK**.

List of persons monthly move-in

For a person list of monthly payers with direct debit, set the following if you do not have the payment method field:

Person filter		×
Na <u>m</u> e Special *** Person <u>filter</u> <u>E</u> numeration	Save Delete	DK ■ Negation
☐ <u>H</u> andicaps fro ☐ Date of <u>b</u> irth fro ☐ <u>E</u> ntry date fro	om Pro to - om to 31.12.2018 om to 31.12.2018	Entry/Resignation matching: Today
Home <u>c</u> lub or Gender or		Special filter:
Membership or Status or		
Onused or Image: Construction of the second secon	nly c nly m	<u>Logic</u>
Clubnumber or	nly	Cancel

The C refers to the club area and the m for monthly.

Person filter: Tournament evaluation by age group (AK)

Competitions contain invitations and evaluations for a wide range of age groups. Particularly for championships and league matches, the prize age groups are different and independent of the age group that PC CADDIE automatically assigns in the personal characteristics.

Better: You define an extra tournament person filter according to year of birth and, if applicable, gender. Regardless of whether you are analysing prizes for AK14, AK 50 or AK65.

Here, for example: The settings for a tournament person filter "Seniors AK50" (as of 2015, genderindependent)

Pe	erson filter: Seniors AG50 - 20	18				×
	Name Seniors AG50 - 2018		•	S	ave Delete	✓ <u>O</u> K
	Person <u>filter</u> <u>E</u> numeration			<u></u>		
	🔲 <u>H</u> andicaps	from	Pro	to	-	Entry/Resignation
	✓ Date of <u>b</u> irth	from	01.01.1918	to	31.12.1968	inductining.
	Entry date	from		to	31.12.2018	
	Home <u>c</u> lub	only			-	Special filter:
	Gender	only				□ <u>E</u> vent
	Age group	only				
	Membership	only				Account
	Status	only				
	Unused	only				
	Additional info	only				
	🗌 Leaving date 📃 💌	only				Eile
	Clubnumber	only				
	Everywhere/All	only				× Cancel
-						

In this way, you can define several new price class person filters, save them and select them in the price evaluation. The definition can also be made directly in the tournament via the price evaluation, see: Price evaluation . But please do not forget to adjust the birth years from year to year!

Person filter reason for leaving

Only possible in Germany!

For example, if you only want to know who has died, select "Reason for leaving: V" in the filter. It is important that the Entry/Exit field matching is empty. Select the leaving date as required.

Person filter: Deceased							×
Na <u>m</u> e Deceased		•	S	ave 🔀 Pe	ete	•	<u>0</u> K
Person <u>filter</u> <u>E</u> numeration			÷	<u>N</u> ew Filter	F 9		Negation
Handicaps	from	Pro	to	-		Entr	y/Resignation matching:
Date of <u>b</u> irth	from		to	31.12.20	18		
🔲 <u>E</u> ntry date	from		to	31.12.20	18		
Home <u>c</u> lub	only					Spe	ecial filter:
Gender	only						<u>E</u> vent
Age group	only						<u>F</u> ee
Membership	only						Account
🔲 Status	only						<u>C</u> RM
🗌 Unused	only						Logic
💌 Reason for leaving 💌	only	V					
Leaving date	only	01.01.2017-3	31.01.20)18			<u>F</u> ile
Clubnumber	only						
Everywhere/All	only					×	Cancel

There are further filter options for reasons for leaving based on the letters. If you only select the leaving date, all people who have left will appear. You can also print the reason for leaving in the list layout!

Reason for leaving:	
•	
	1
V-Deceased	1
W-Relocated	
C-Another club	ł
G - Golf ended	ľ
O - Golf without Club	
I - To free golfers	
F - Remote membership	
A - Abroad	
Z - Time constraints	
P - Price/performance	
K-Health reasons	
B - Temporar	
U - Dissatisfied with club	
S - Precautionary termination	

Already somewhat more complex filters

With this filter, we have defined a group that includes all seniors - regardless of whether you are a member of your golf club or not. This is probably correct for tournaments with a senior prize, but for an address list it may also be necessary that you only need a list of active seniors from your club. To define this new filter, click again on **Define**.

Now also activate the **member status** and click on it then select all membership types that are considered active in your club, for example "Member" and "Honorary member". You should also enter the following in the **Joining/leaving matching the** enter an "h" for today. In addition to the membership status, this also ensures that no former or future members are printed (for former members the leaving date is before today, for future members the joining date is after today - such persons are not suitable in relation to today). In the field **Entry/resignation matching the** field in order to print exactly those persons who were members on 1 January of a year, for example!

All the details entered in this dialogue must be fully met for a person to be printed in the list (AND link). However, within a line, for example for membership status, one of the options separated by commas ("Active" OR "Honorary member") is sufficient. Overall, this results in the following definition: "Senior" AND "Member" (OR "Honorary member") AND *Entry/resignation matching* for "today".

You can also save this filter if you need it again and again. For example, give it the name "Members, active, seniors" so that you can easily and clearly find it again.

Special filter options

You can use the filter function for all other characteristics in the same way as for the age group or membership status. For example, you can specify that only people with handicaps between 0 and 15 should be printed. Or print only female persons.

However, we would particularly like to mention the outstanding options for filtering:

Filter by additional information

To do this, activate the bottom field in the person filter. This is usually followed by **Additional info.** However, by expanding the list you can also select many other options, such as **postcode, city**, **leaving date** etc.

For example, if you require a list of the club team, this field should be filled in as follows (see also the description of the field **Additional info** field in the personal data input window):

To print the persons who play in the club team OR the senior league (comma between the options):

$\mathbf{\nabla}$	Additional info	•	only	CT, SEN
-------------------	-----------------	---	------	---------

And so the people who play in the club team AND in the senior league at the same time (plus between the options):

Additional info only CT+SEN		CT+SEN	only	-	Additional info	•
-----------------------------	--	--------	------	---	-----------------	---

Read here how to Additional information invest.

Exclusion of an entry

The character for negation is the ".": For example, if you want to print all persons who do NOT have ".SEN" in the identifier, the input must look like this:

Additional info	only	ISEN
,		· · · · · · · · · · · · · · · · · · ·

You can also print only those persons for whom there is something in the field, i.e. for whom the field <u>is not</u> is not empty - simply enter an exclamation mark "!":

Additional info only

People WITH and WITHOUT e-mail addresses

Would you like to inform your members with e-mail addresses by e-mail and members without e-mail addresses by post?

TIP Set the filters as follows:

People with an e-mail address

Person filter: Member WITH E-I	1ail	×
Na <u>m</u> e Member WITH E-Mail Person <u>filter</u> <u>E</u> numeration		Save Delete
☐ <u>H</u> andicaps ☐ Date of <u>b</u> irth	from from	Pro to - Entry/Resignation matching: to 31.12.2018 Today
 Entry date Home <u>c</u>lub Gender 	only only	M Members Special filter:
 Age group Membership Status 	only only	
Unused	only only only	
Leaving date Club name	only only	
Everywhere/All	only	Cancel

Persons without an e-mail address

Person filter: Member WITHOUT	E-Mai	1						×
Name Member WITHOUT E-Mail		•	Sə 🔶	ve 🗩 e	elete r F9		<u>O</u> K Negation	
☐ <u>H</u> andicaps f	from from	Pro	to to	-)18	Entry	//Resignation matching: day	
Entry date f	from	 	to	31.12.20)18	Spe	cial filter:	
l Gender (oniy only		Memp	ers			<u>E</u> vent	
Age group o	only only						<u>F</u> ee <u>A</u> ccount	
Status o	only						<u>C</u> RM	
Unused (only only	EMPTY>					<u>L</u> ogic	
Leaving date	only						<u>F</u> ile	
Everywhere/All	only only					×	Cancel]

Filter by postcode

And this is how you define a filter for people in the postcode range from 52000 to 52999:

P.Code	•	only	10000-50000

You can also define a filter for the ID card order:

Order membership card 🔽 only

Enter an exclamation mark ",!" to indicate persons for whom a badge should be ordered. Enter ",<LEER>" to indicate the persons who should not receive a badge or an "*" to indicate those persons who are entered on the order

Filter by playing right

Filter members with full playing rights with the letter: U (U = unrestricted) Filter members with limited playing rights with the letter: E (E = restricted playing rights) Filter members without the right to play with the letter: K (K = no right to play)

Further options:	
G = Gold	
S = Silver	
N = Neutral	
V = VcG	

From 2017 the following letters are essential:

F = Remote member

R = Regional

Person filter: Playing permission	1					×
Na <u>m</u> e Playing permission Person filter Enumeration		•	Sa I	ave XDel <u>N</u> ew Filter	F9	✓ <u>O</u> K □ Negation
☐ <u>H</u> andicaps ☐ Date of <u>b</u> irth	from from	Pro	to to	-	18	Entry/Resignation matching: Today
I Entry date ✓ Home <u>c</u> lub Gender	from only only	M	to Memb	31.12.20 pers		Special filter:
Age group	only only					Eee <u>Account</u>
 Status Unused Playing permission 	only only only					<u>C</u> RM <u>L</u> ogic
Leaving date	only only					Eile
Everywhere/All	only					× Cancel

Negation of the entire filter

By activating the option *Negation* option, your entire filter is reversed:

For the following example of senior citizens, PC CADDIE will then print all persons who <u>are not</u> are senior citizens:

Person filter: Seniors					×
Na <u>m</u> e Seniors		•	S	ave XDelete	
Person <u>filter</u> <u>E</u> numeration			÷	New Filter F9	Negation
<u>H</u> andicaps	from	Pro	to	-	Entry/Resignation
Date of <u>b</u> irth	from		to	31.12.2018	Today
Entry date	from		to	31.12.2018	
Home <u>c</u> lub	only			-	Special filter:
Gender	only				□ <u>E</u> vent
🔽 Age group	only	6			
Membership	only				Account
Status	only				
Unused	only				
Additional info	only				
🗖 Leaving date 🗾 🔽	only				Eile
Clubnumber	only				
Everywhere/All	only				X Cancel

Special filtering

With the buttons below *Special filtering* on the right-hand side of the definition window, you can also restrict groups of people to certain tournaments, bookings or sales.

Person filter					×
Name Special ***		T	Sa P	ave XDelete New Filter F9	✓ <u>O</u> K
 <u>Handicaps</u> Date of <u>b</u>irth 	from from	Pro	to to	31.12.2018	Entry/Resignation matching: Today
☐ <u>E</u> ntry date ☐ Home <u>c</u> lub —	from only	· · ·	to	31.12.2018	Special filter:
Gender	only only				
Status	only only				
Additional info	only only				Eile
Clubnumber	only only				X Cancel

For example, if you need an address list or a circular for the participants of two tournaments of a golf

week, click on **Tournament** (not activated) and then select the desired tournaments (one or more):

Event filter	×
Here you can specify whether only the participants to the events mentioned here are to be taken into consideration:	✓ <u>O</u> K ★ <u>C</u> ancel
Activate event filter:	
Select <u>e</u> vents (F2)	
✓ Main list ✓ Buffer	
Negation:	
✓ Show selection before printing	

Click on **Select tournaments.** In the following dialogue, you can activate the tournaments whose participants you want to print:

Event filter	×
Here you can specify whether only the participants to the events mentioned here are to be taken into consideration:	✓ <u>O</u> K ★ <u>C</u> ancel
Activate event filter:	
Select <u>e</u> vents (F2) 2 x 27 holes for 2 days, 13.08.18 Basic Tournament, 10.10.18 Opening tournament, 27.04.18	
Main list Buffer Waiting list	
Number: <u>f</u> rom: <u>1</u> <u>t</u> o: 999999	
Negation: NOT the participants of this event	
☑ Show selection before printing	

After you have clicked **OK** to confirm your selection, the initial window appears again. Please note that it is also possible to negate the selected tournaments in this window. Once the correct tournaments have been selected, you can close the window with **OK** to exit the window. If you have

proceeded correctly, the selection *Tournament* should now be activated:

<mark>⊻ <u>E</u>vent</mark>

TIP Write your tournament participants a message or an invitation to the next open competition here.

Under Special filtering you can also define your filter based on the entry. Click on the button Post

<u>Fee</u>

e filter	>
Filter persons with a certain fee type or text information in their account:	✓ <u>O</u> K
☐ Yes, activate fee filter	X <u>C</u> ancel
Only this Fee: Image: Select fee filter before printing This text info: Image: Select fee filter before printing You can name a certain fee type or text	
they must fit the same entry.	

www.pccaddie.com

Account filter	×
Here you can specify that only persons with the following balances or account are printed: Yes, this filter: Gross - Accoun from: -999999,99 to: 99	<u>♀_QK</u> <u>♀_Cancel</u> 999999,99
☐ Not equal 0 only Date: <u>f</u> rom: <u>t</u> o: 31	.12.2018
These fees only: Sel	ect (F2)
These groups only:	
and thise text within the booking:	
At least one article-entry is necessary	

TIP Here you can easily analyse who played golf with you last year and what turnover they made.

tea	Special filtering <i>Logical</i> Logic should only be used in am.	n consultation with the support
Lo	ogical expression	×
	Please use this option only after consulting the support	
	Enable logical filter	Cancel

 \underline{L} ogical expression:

Enumerations

You can also simply define a group of people to be printed as an enumeration. You do not define the group based on a specific characteristic, but simply by enumerating all persons in this group one after the other. After clicking on **New filter** on **Enumeration.** The display switches as follows:

Person filter	×
Name Save Delete Person filter Enumeration	✓ <u>O</u> K
Person teti	
Remove Heck, Axel Quickert, Rosemarie Richter, Heike Werner, Edda	
Up Matthys, Sandra	
Down	
5/5	
	Eile
	Cancel

Here you can simply list one person after the other by clicking on **person** and then pressing **Enter** to confirm. In this way, PC CADDIE will add one person after the other to the list. With **Remove** you can remove the selected person from the list. With the button **Clear** button deletes the list and the

Up/Down buttons to change the positions of the selected persons. If you use the button ២ button, a list of all persons is displayed:

					_	
uchbegriff: jäma	Filter: Alle Kontakte	5			F12	✓ <u>O</u> k
Interesse, Ilse	🖡 Gast		99999 Teststadt	inil		+ <u>N</u> eu
Interesse, Ingo	🖣 Gast			inin		
🗹 Interested, Sarah	🖡 Gast			insa		<u>E</u> dit F
🗹 Jäger, Mario	÷	28.3	12345 Sonnenstadt	jäma		
Kay, Heike	🖡 Gast		23456 Osterberg	kahe		III <u>L</u> oschen
Kay, Melanie	🖡 Gast		23456 Osterberg	kame		🔲 Karte 🛛
Kieler Golfclub Havighorst	Havighorst, GC		24211 Havighorst / Honigsee	kiel		<u> </u>
Klostermann, Gerlinde	- +	17.2	28765 Klostershagen	klge		Reset
Klostermann, Hubert	÷	22.2	28765 Klostershagen	klhu		
🗌 Lange, Mirko	÷		98765 Unterberg	lami		Q Suchen
Laufkundschaft	🛉 PC CADDIE Gast D			I		- •
Licht und Lampe, Markus Nohr	🖽 Gast		12345 Sonnenstadt	lich		<u> </u>
Member, Paul	÷		54333 Nachbarschaft	mepa		
Member, Petra	- ÷		54333 Nachbarschaft	mepe		
Meyer, Simone	- ÷	20.0	24534 Kalifornien	mesi		Mehrfach-Wahl 2/2
Mitglied, Claudia	- ÷	22.4	54321 Teststetten	micl		
Möller, Gabi	÷	10.5	CH 5432 Fleckenstetten	möga		
🗌 Möller, Gabi	🖡 Gast			mög1		
Montag, Manfred	÷	33.4	22221 Montagshausen	mom1		
Montag, Marianne	- ÷	32.0	22221 Montagshausen	moma		
Montag, Miriam		15.4	22221 Montagshausen	momi		
Morgentau, Carmela	÷.		88776 Sommerau	moca		
Müller, Otto	+	33.9	F 1345 Montpellier	müot	-	V

Here you can simply select the desired persons by clicking on the box or pressing the space bar. The selection is indicated by a tick in front of the name. Click again or press the space bar again to deselect the person.

🔲 Rathje, Michael	🕈 PC CADDIE Gast	_	rami
🗹 Richter, Heike	🛊 PC CADDIE Gast	-	rihe
🔲 Schantl, Bernadette	🛊 PC CADDIE Gast	-	sabe

Personal filter Golfing together campaign 2017

To get an overview of the participants of this campaign, define a new person filter by clicking on the "CRM" button:

Person filter					×
Na <u>m</u> e Special ***			Sa	Now Filter	
Person <u>filter</u> <u>E</u> numeration			<u> </u>		
Handicaps	from	Pro	to	F	Entry/Resignation
Date of <u>b</u> irth	from		to	31.12.2018	Today
Entry date	from		to	31.12.2018	
Home <u>c</u> lub	only			8	Special filter:
Gender	only				□ <u>E</u> vent
Age group	only				
Membership	only				□ <u>A</u> ccount
Status	only				
Unused	only				
Additional info	only				
🔲 Leaving date 📃	only				Eile
Clubnumber	only				
Everywhere/All	only				🗙 Cancel
Everywhere/All	only				× Cancel

Tick the "CRM" box and select the appropriate category. Only 1 category can be selected at a time.

CRM filter				×
CRM filter enabled:				✓ <u>O</u> K
Category:	JGA	Joint Golfing Action	•	
Keyword:	CONTR	Contract		X <u>C</u> ancel
noynord.	CRYPT	Crypt-Info		
In the data area:	DLINK	Data Link		
Charter	MAIL	Email		
Status:	FAX	Fax		
	IDCO	ID card order		
	ILNK	Information link		
	INTIN	Internal inquiry		
	LINK	Internet link		
Ear	JGA	Joint Golfing Action		
Fur.	JGI	Joint Golfing Invitation		
	LETT	Letter, general		
No of entries: f	NEW	New record		
	NOTE	Note		
	JOPIN	Open invoice		

Just fill in the date range, save and confirm with OK!

CF	RM filter		×
	CRM filter enabled:		
	<u>C</u> ategory:	JGA Joint Golfing Action	
	<u>K</u> eyword:		<u>× C</u> ancel
	In the data area:	from: 01.01.2017 to: 31.12.2017	
	<u>S</u> tatus:	Otodo ▲ Urgent ■ Alert (urgent) ↓ vongoing, do not remind ↓ → in progress ↓	
	<u>F</u> or:	All users	
_	No of entries:	from: 1 to: 9999999	

Person filter: Round birthdays

The person filter "Round birthdays" can be solved using a logical filter:

Kontakte-Filter: Runde G	eburtstage	$ \times$		
Name Runde Geburtstage	▼ S <u>p</u> eicher L <u>ö</u> schen	✓ <u>о</u> к		
Personen- <u>F</u> ilter <u>A</u> ufzählung	Logischer Au	Isdruck		×
<u>H</u> andicaps von	Pro			
	Bitte diese	Support verwenden.	e mit dem	<u>о</u> к
Eintritts <u>d</u> atum von	· · ·			Abbruch
Heimat <u>c</u> lub nur	✓ Benutzen Logischer Aus	des logischen Filters einschal druck:	ten:	
Geschlecht nur	((YEAR(DATE())-YEAR(golfmitg->mitggebd))%	610)==0	
Altersklasse nur				
Mitgliedschaft nur		Umsatz		
Status nur				
Unbenutzt nur		Logisch		
Zusatz-Info 💌				
Austritts-Datum 🔻		Datei		
Clubnummer/-kenn 🔻				
Irgendwo/Alles 🔻				
Eintritt/Austritt passend zum:		X Abbruch		

This is the command for the logical filter:

((YEAR(DATE())-YEAR(golf-member->member))%10)==0

Person filter: with or without images

The person filter "with or without images" can be solved using a logical filter:

Kontakte-Filter: Personen mit E	ild	- ×
Name Personen mit Bild	Speichern Lösch	nen <u>о</u> к
Personen- <u>F</u> ilter <u>A</u> ufzählung	+ <u>N</u> euer Filter	F9 Negation
<u>H</u> andicaps v	on Pro bis	
<u>G</u> eburtsdatum v	bis 31.12.202	23
Logischer Ausdruck		×
Bitte diese Option nu Suppo	r nach Rücksprache mit dem ort verwenden	√ <u>0</u> K
Benutzen des logischen Filters e	nschalten:	Abbruch
xFILE(PersBild("FILE"))		
		_
Zusatz-Info	Y	
Austritts-Datum	Y	<u>D</u> atei
Clubnummer/-kennung	v	
Irgendwo/Alles	v	
Eintritt/Austritt passend zum:	Heute	X Abbruch

with picture:

xFILE(PersBild("FILE"))

Kontakte-Filter: Personen ohnet Bild	- ×
Name Personen ohnet Bild Speichern Löschen	✓ <u>о</u> к
Personen- <u>Filter</u> <u>A</u> ufzählung	Negation
<u>H</u> andicaps von Pro bis	
Geburtsdatum von . bis 31.12.2023	
Logischer Ausdruck	×
Bitte diese Option nur nach Rücksprache mit dem Support verwenden <u>B</u> enutzen des logischen Filters einschalten:	✓ <u>O</u> K ★ <u>A</u> bbruch
Logischer Ausdruck: .NOT. xFILE(PersBild("FILE"))	
Zusatz-Info Austritts-Datum	<u>D</u> atei
Clubnummer/-kennung	
Eintritt/Austritt passend zum: Heute	X Abbruch

without picture:

.NOT. xFILE(PersBild("FILE"))

Set print area

With the button **From-To...** button, you can determine at which person PC CADDIE should start printing and at which person it should stop. This definition is particularly necessary when printing stickers or invoices if the printout is to be resumed from a certain point after an interruption:

Define print area	×
Enter which person should be printed first and which person last!	
If you only wish to define start or end of print area leave the other field empty!	X <u>C</u> ancel
Start with	
Stop with	

To do this, simply enter **Start at...** enter the search abbreviation of the person from whom the printout is to be started. In the field **Stop at...** field determines the person who is to be printed last.

Sequence

We have left the Filter screen and are back in the initial screen of the **Personen/Drucken.../Personenliste:**

Persons list		×
Layout		😞 Print F8
Attendance Balances	Edit	
Birthdays Checkout Bon		
ELV Cardware	-	Internet
Persons group		
🏎 Special 🚟	▼ Defi <u>n</u> e	
Order	Erom-To	
*** Special ***	Edit	1 Note
**** Special ***	▲ ·	
Abbr		
Alphabet (Names)		
Date of birth		
Date, entry		
Date, resignation		
Entry date	Define	
Handicap	dra	
Membership number		Quit

It should be possible to select all important sequences here. Special mention should be made of "Birthday" and "Date of birth". If you select "Birthday", the persons are printed in the order of their birthday in the year, i.e. regardless of their age. If you select "Date of birth", the order is by age, starting with the oldest persons.

However, if you select an order other than alphabetical sorting here, you will receive a dialogue box after confirming with **OK** you will be informed that the list will be re-sorted. Select the button **Yes**, **rebuild index** button. PC CADDIE then automatically sorts your desired list in the specified order and shows you the progress of the special sorting:

Sort	×
Do you want to start a new sorting?	
✓ Yes, new indexing	
X <u>N</u> o, use the old index	
Reindex	
Sorting - please wait People - special order 107 records	
54%	
Cancel	

Commands for the sequence/sorting



1. Alphabet (names)

mitgname

2. Date, exit

DTOS(golfmitg->mitgausd)+LEFT(golfmitg->mitgname, 10)+LEFT(golfmitg->mitgvorn, 5)

3. Date, entry

```
DTOS(golfmitg->mitgeind)+LEFT(golfmitg->mitgname,
10)+LEFT(golfmitg->mitgvorn, 5)
```

4. Date of entry

```
DTOS(golfmitg->mitgeind)+LEFT(golfmitg->mitgname,
10)+LEFT(golfmitg->mitgvorn, 5)
```

5. Date of birth

```
DTOS(golfmitg->mitggebd)+LEFT(golfmitg->mitgname,
10)+LEFT(golfmitg->mitgvorn, 5)
```

6. Birthday

```
SUBSTR(DTOC(mitggebd), 4, 2)+LEFT(DTOC(mitggebd),
2)+<NAME>+LEFT(mitgvorn, 5)
```

7. Handicap

```
str(mitgspvorg)+str(mitgstvorg)+left(mitgname, 10)+left(mitgvorn, 5)
```

8. Home club

UPPER(mitgclubku+<NAME>+<VORNAME>)

9. Membership number

mitgcode

10. Postcode

<PLZ>+<NAME>+LEFT(mitgvorn, 5)

11. Search code

mitgsuch

12. Membership feature (MERKMAL02)

STR(mitgmerk02, 2)+MitgSort()

13. Status (MERKMAL03)

STR(mitgmerk03, 2)+MitgSort()

All commands can be entered under Edit.

Sortierung	×
*** Spezial *** 🔨	📑 Ende
Alphabet (Namen)	
Datum, Austritt	
Datum, Eintritt	<u> </u>
Eintrittsdatum	
Geburtsdatum	
Geburtstag 🗸	
Bezeichnung:	
Alphabet (Namen)	
Sortier-Eunktion:	
mitgname	X Abbruch

Combine families

WITH and WITHOUT direct-debit	Define
 Families together 	mail addr., extra 📃 💌
	only contact person
	mail addr., extra
	separate invoice, extra

Here you determine whether families should be summarised under one item. If **Combine families** is activated, you can select to the right whether persons with the status "write to separately" or the status "separate invoice" should not be included or whether they should also be printed alone.

Email addresses of the family partners

Check data protection settings beforehand!

Persons list	×
Layout Image: Special mark Image: Edit Addresses, birthdays, entry, h Image: Edit	Print F8
Addresses, family together Attendance Balances Bithdous	Internet
All members Define Order Erom-To Alphabet (Names) Edit	10 Note
WITH and WITHOUT direct-debit	Quit

Important: Tick the box: Family summary



Layout to copy:

<KOPFINFO:FILTER> <Z >|<NACHNAME, VORNAME >|<MAIL >|<2MAIL >| <FAMILIENWEISE_ALLE>

Families with E-Mail - 15.10.18

All members

No.	Name, first name	Mail	2nd e-mail
1 2 3	Manager, Cano Member; von, Dr. Paul Member, Petra	mpaul@gmail.com mpetra@gmail.com	mpaul2@gmail.com
4	chimediding Software Systeme Ginial . Mickeri Rosemaric		

Note issue

If you are working with the CRM\DMS module, you can use the **Note** button to save information for all issued persons in the person mask.

TIP If you have invited all young people to the children's training camp, you can output a corresponding filter here and save a completed note for these people.

Find out more about the CRM\DMS .

Printing the completed list of people

Once you have entered all the information you require, you can start the printing process by clicking the **Print** (F8) button. PC CADDIE will now ask you whether you would like to rebuild the index. This function ensures that you do not have to output a new index each time you make corrections to the list of persons or when editing, so that you can always use the "old" index after a completely finished output.

Printed: 15.10.18, 14:56 h

s	ort	×	1
		Do you want to start a new sorting?	
	~	Yes, new indexing	
	×	No, use the old index	

Please note that you would otherwise always have to run the index again as soon as you have selected a different group of people on a particular day. You could have just added a new member today.

Here is an example of a possible printout:

Entry-Leave - 15.10.18

ToPrint

				Printed: 15.10.18, 15:17 h
No.	Name, first name	Entry	Leave	
1 2 3 4 5 6 7	Hodel, Carmela Interested, Sarah Member; von, Dr. Paul Höllinger, Manuela Member, Petra Manager, Carlo Arens, Anja	10.11.2004 10.11.2004 10.11.2004 21.09.2007 21.09.2007 27.04.2018 02.10.2018	10.10.2018	

Example of a list of resignations

1. please create via **PERSONS/LIST OF PERSONS** to create a layout as shown in the screenshot below:

Format editor	×
Name: Leave Define new format Format type List Lines: Title Leave - <date> 2/32 (0) Line Tab</date>	Fields [2] Commands A Fonts [6]
<pre><kopfinf0:filter> <l> <name_without_tit> <leavingdate> </leavingdate></name_without_tit></l></kopfinf0:filter></pre>	Save format [1] Delete format [5] File [9]
	📚 Test F8
۲ ۲	Z Quit

2. you must then set the person filter. Make sure that you empty the "Entry/Exit" field to match the":

Person filter		×
Na <u>m</u> e Special *** Person <u>filter E</u> numeration		Save Delete
 <u>H</u>andicaps Date of <u>b</u>irth Entry date 	from from from	Pro to - Entry/Resignation to 31.12.2018
I Home <u>c</u> lub ☐ Gender	only only	M Members Special filter:
 Age group Membership Status 	only only only	
Unused Additional info	only only	
Clubnumber	only only only	Image: Displayed state File Image: Displayed state Eile Image: Displayed state X Image: Displayed state X Image: Displayed state X

3. you will then receive a list of all withdrawals in the selected period via Print.

Leave - 15.10.18

Leaving

Printed: 15.10.18, 15:22 h

No.	Name, first name	Leave	
1	Member; von, Paul	10.10.2018	

TIP It is also interesting to print the list with integrated pictures of people. You can find information about this here: List printing with person images

Hiding information in lists of persons

TIP Sometimes members do not want their private details such as address or telephone numbers to appear on any lists that are publicly displayed for inspection.

So that you do not always have to manually remove the address in such cases, you have the option of hiding personal details for list printouts in PC CADDIE <u>hide</u> or to <u>hide them.</u>

This is possible for the following information:

- Street
- POSTCODE
- Place of residence
- Telephone number
- Mobile number
- E-mail address

To hide one of the above details from the list printout, simply add an **"*(asterisk)"** in the person mask.

In this example, we would like to hide the telephone number and the mobile number and have therefore added an "*(asterisk)" to the telephone number and the mobile number. **"*(asterisk)"** to the telephone number and the mobile number:

Person: Member; von, Dr. Paul	×
Name mepa No[049.9001.100011 Select No. Title Dr. Addr.(Pers.) Image: Addr. Paul Name Von:Member Image: Addr. Paul Image: Addr. Paul Name von:Member Image: Addr. Paul Image: Addr. Paul Status 1st Addr. 2nd Addr. payment Infgs Memo Belonging to 1:Petra Member Eamily Function (Club) Image: Postcode D 52055 Town Aachen Image: Postcode	Image: Print Image: Print
Telephone +49-111/2222222* Mobile +49-172/12341234* Fax +49-111/22222224 e-mail mpaul@gmail.com WWW 🔊	Close Discount Quit

If lists of persons are now printed from PC CADDIE, the required details are hidden:

Addresses- 15.10.18

No.	Last name, First name	Address	Phone	Printed: 15.10.18, 15:33 h HCP
1	Member; von, Dr. Paul	Hasslerstrasse 15 D 52055 Aachen	P: G:	32,0

Create complex list of persons

Comprehensive list of members

TIP Some clubs print member directories for their own members to provide a better overview. You can also create these directly from PC CADDIE.

Below is an example of such a member directory. You can use if/then conditions to organise your list so that a line is only printed if it is also filled in the person mask. For example, if a member has not entered a fax number, this line would be omitted. In this way, only the lines containing information are printed. Unnecessary blank lines are therefore omitted.

Format-Editor — X									
Name:	Mitgliederverz	zeichnis		Ŧ	👋 <u>N</u> eue	s Format definieren		<> <u>F</u> elder	F2
Format-Typ	Liste	2 -	Zeilen:	10	Titel	Mitgliederverzeichnis	- <datum></datum>	Befeble	
		_				1/0 (0) Lini	e 🔰 <u>T</u> ab	1 Tours	
				40 • • •			70 • • • ; • • • • 80	A Schrift	FG
<kopfinfo:f< td=""><td>ILTER></td><td></td><td></td><td></td><td></td><td></td><td>^</td><td></td><td></td></kopfinfo:f<>	ILTER>						^		
• •~F <nachna< td=""><td>ME, VORNAME</td><td>>~f</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></nachna<>	ME, VORNAME	>~f							
<wenn_voll< td=""><td>STRASSE</td><td>-</td><td>>></td><td></td><td></td><td></td><td></td><td></td><td></td></wenn_voll<>	STRASSE	-	>>						
••• <strasse< td=""><td></td><td>></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></strasse<>		>							
<ende_wenn></ende_wenn>									
<wenn_voll< td=""><td><plz_ort< td=""><td></td><td>>></td><td></td><td></td><td></td><td></td><td>ETD.</td><td></td></plz_ort<></td></wenn_voll<>	<plz_ort< td=""><td></td><td>>></td><td></td><td></td><td></td><td></td><td>ETD.</td><td></td></plz_ort<>		>>					ETD.	
CENDE NEWNS		>						Format sp	eich F11
<ende_wenn></ende_wenn>	TELEFON		~~~						
WENN_VOLL	VIELEFON	FON		~				Format lös	sche F5
<pnde wenn=""></pnde>	privat sibibi	E ON						0	
WENN VOLL	< FAXD		>>					Datei	E0
•••Fax priv	at <faxd< td=""><td></td><td>></td><td></td><td></td><td></td><td></td><td>Ed. Darei</td><td>r3</td></faxd<>		>					Ed. Darei	r3
<ende wenn=""></ende>									
WENN VOLL	<2TELEFON		>>						
•••Telefon	geschäftlich	<2TELEFO	1		>				
<ende wenn=""></ende>								□ -	
<wenn td="" voll<=""><td>MAIL</td><td></td><td>>></td><td></td><td></td><td></td><td></td><td> Test</td><td>F8</td></wenn>	MAIL		>>					Test	F8
•••Mail <m< td=""><td>AIL</td><td></td><td>></td><td></td><td></td><td></td><td></td><td></td><td></td></m<>	AIL		>						
<ende wenn=""></ende>									
-									
							\sim	E a i	
<							>	<u></u>	

In the field *Lines* field, specify how many lines per entry PC CADDIE should start from. This prevents PC CADDIE from suddenly making a page break in the middle of a multi-line entry or making a page break far too early.

The printed list of members can then look like this:

Arens, Anja Business phone: +49-700/72223303 Business fax: +49-700/72223304 Happy, Hellen Happy street Hodel, Carmela Business phone: +41-41/3927082 Business fax: +41-41/3927083 Member, Petra Trampelpfad 11 54333 Nachbarschaft Personal phone: 04393/3949593 Personal email: mpetra@gmail.com Tester, Timo Teti street D 01309 Teti town Personal phone: +49 123 3456 Personal fax: +49 123 3456 Member; von, Dr. Paul Hasslerstrasse 15 D 52055 Aachen Personal phone: +49-1111/22222222 Personal fax: +49-1111/22222224 Business phone: +49-1111/33333333 Business fax: +49-1111/33333334 Personal email: mpaul@gmail.com PC CADDIE 2018 @ 1988-2018 PC CADDIE AG, Horw, Switzerland

PROBEINSTALLATION: Testclub AG, TestCity

List of "round" birthdays

Why don't you simply print a birthday list of the "round" birthdays of your members? This will give you a template and no important day will be forgotten!

Layout - Birthdays in the current year

Open via **Persons/Person list/Edit** to open the editor window and copy the following command lines for the list layout and save it save it:

```
<VAR1=YEAR(DATE())-YEAR(golfmitg->mitggebd)>
<VAR2=STR(var1, 2)>
<VAR3="">
<WENN var2 $ "40,50,60,65,70,75,80,85,90,95">
<VAR3="Runder Geburtstag: "+var2>
<ENDE_WENN>
<WENN !EMPTY(golfmitg->mitggebd)>
<Z >•<NACHNAME, VORNAME >•<GEBURT>•<3.>
<ENDE_WENN>
```

The window then looks like this:

Fo	ormat editor								×
	N <u>a</u> me:	Mllestone birthdays	•	*	Define <u>n</u> ew format		$\overline{\diamond}$	Fields	F2
	– Format <u>t</u> ype	List	Lines:	Title				Command	
		10 · · · · · · · 20 · · · · ·		10 • • • ; •	4/45 (0) Line → <u>T</u> ab].		Eonte	
	<var1=year< td=""><td><pre>(DATE())-YEAR(golf var1, 2)></pre></td><td>mitg->mitgge</td><td>bd) ></td><td></td><td></td><td><u>A</u></td><td>1 0113</td><td></td></var1=year<>	<pre>(DATE())-YEAR(golf var1, 2)></pre>	mitg->mitgge	bd) >			<u>A</u>	1 0113	
	<var3=""> <wenn td="" var2<=""><td>\$ "40.50.60.65.70</td><td>.75.80.85.90</td><td>.95"></td><td></td><td></td><td></td><td></td><td></td></wenn></var3="">	\$ "40.50.60.65.70	.75.80.85.90	.95">					
	<var3="bir <ende td="" wenn<=""><td>thdays: "+var2></td><td>, , , , ,</td><td>,</td><td></td><td></td><td></td><td></td><td></td></ende></var3="bir 	thdays: "+var2>	, , , , ,	,					
	<wenn !emp<="" td=""><td>TY (golfmitg->mitgg</td><td>ebd)> >•<втртн</td><td>DAV>•<3</td><td></td><td></td><td></td><td>Save forma</td><td>E [1]</td></wenn>	TY (golfmitg->mitgg	ebd)> >•<втртн	DAV>•<3				Save forma	E [1]
	<ende_wenn< td=""><td>></td><td></td><td></td><td></td><td></td><td>×</td><td>Delete forma</td><td>at FS</td></ende_wenn<>	>					×	Delete forma	at FS
								F <u>i</u> le	F9
							2	Test	F8
					• •		×	Quit	
_									

Layout - Birthdays in the following year

For birthdays that are not due until the following year - please copy the following lines:

```
<VAR1=YEAR(DATE()+365)-YEAR(golfmitg->mitggebd)>
<VAR2=STR(var1, 2)>
<VAR3="">
<WENN var2 $ "40,50,60,65,70,75,80,85,90,95">
<VAR3=""+var2>
//<ENDE_WENN>
<WENN !EMPTY(golfmitg->mitggebd)>
<Z >•<NACHNAME, VORNAME >•<GEBURT>•<3.>
<ENDE_WENN>
```

The finished list looks like this:

Birthday list - 16.10.18

			Printed: 16.10.18, 10:29 h
No.	Name, first name	D.O.B.	
1	Arens, Ania	01.01.50	
2	Member, Petra	20.06.55	
3	Member: von, Dr. Paul	15.04.65	
4	Cim, Emilia	15.02.79	
5	Lestor Time	01.01.01	
PC CAD	DIE 2018 © 1988-2018 PC CADDIE AG, Horw, Switzerland		PROBEINSTALLATION: Testclub AG, TestCity

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Extended list with "round" birthdays

Print a list with round birthdays and the corresponding addresses and emails.

Layout - extended list

Nr. SUKZ	Nachname,	Vorname		Geburtsdatum
<var1=year(< td=""><td>DATE())-YE</td><td>EAR(golfmitg</td><td>->mitggebo</td><td>1)></td></var1=year(<>	DATE())-YE	EAR(golfmitg	->mitggebo	1)>
<var2=str(v< td=""><td>/ar1, 2)></td><td></td><td></td><td></td></var2=str(v<>	/ar1, 2)>			
<var3=""></var3="">				
<wenn td="" var2<=""><td>\$ "40,50,5</td><td>55,60,65,70,</td><td>75,80,85"></td><td>•</td></wenn>	\$ "40,50,5	55,60,65,70,	75,80,85">	•
<var3="rund< td=""><td>ler Geburts</td><td>stag: "+var2</td><td>></td><td></td></var3="rund<>	ler Geburts	stag: "+var2	>	
<ende_wenn></ende_wenn>				
<wenn !empt<="" td=""><td>Y(golfmito</td><td>g->mitggebd):</td><td>></td><td></td></wenn>	Y(golfmito	g->mitggebd):	>	
<z> <sukz></sukz></z>	· <nachname< td=""><td>E, VORNAME</td><td>></td><td><pre>> <geburt> <3</geburt></pre></td></nachname<>	E, VORNAME	>	<pre>> <geburt> <3</geburt></pre>
> <adresse3< td=""><td>3</td><td>> <adresse4< td=""><td></td><td>> <mail> </mail></td></adresse4<></td></adresse3<>	3	> <adresse4< td=""><td></td><td>> <mail> </mail></td></adresse4<>		> <mail> </mail>
<ende_wenn></ende_wenn>				

Birthdays extended - 16.10.18

Printed: 16.10.18, 10:41 h

No Abbr Name, First name D.O.B.

1 aran	
----------------	--

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PROBEINSTALLATION: Testclub AG, TestCity

Layout - Anniversary list

Print a list of your members who are celebrating an anniversary this year. List of persons with this layout, sorted by: Date joined.

Layout to copy:

```
<KOPFINF0:FILTER>
<VAR1=YEAR(DATE())-YEAR(golfmitg->mitgeind)>
<VAR2=STR(var1, 2)>
<VAR3="">
<WENN var2 $ "05,10,15,20,25,30,35,40,45,50, 55">
<VAR3="Mitglied seit: "+var2 +"Jahren">
<WENN !EMPTY(golfmitg->mitgeind)>
<Z >•<NACHNAME, VORNAME >•<Eintrittsdatum>•<3.>
<ENDE_WENN>
<ENDE_WENN>
```

Example:

Anniversary list - 16.10.18

All members

No.	Name, first name	Entry		Printed: 16.10.18, 10:48 h
1	Arons Ania	02.10.2013	Member for: 5 Years	
2	Cim millio	11.09.2008	Member for: 10 Years	
3	Member, Petra	21.09.2013	Member for: 5 Years	

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Postcode - only abroad

For the group of all members who have a foreign address, please make the following setting:

Person filter: ZIP - only abroad					×
Name ZIP - only abroad		•	Save	XDelete	✓ <u>0</u> K
Person <u>filter</u> <u>E</u> numeration			🔶 <u>N</u> ew	Filter F9	Negation
Handicaps Date of birth	from from	Pro	to – to 31.	12.2018	Entry/Resignation matching: Today
 Entry date Home <u>c</u>lub 	from only	M	to 31. Members	12.2018	Special filter:
Gender	only				<u> </u>
Age group	only				
Membership	only				
Unused	oniy only				□ <u>C</u> RM ☑ Logic
Additional info	only				L
Leaving date	only				Eile
Clubnumber	only only				× Cancel
Logical expression					×

Please use this option only after consulting the support. Image: Enable logical filter	✓ <u>O</u> K
.NOT.EMPTY(GetLand(golfmitg->mitgplz))	

Copy template:

.NOT.EMPTY(GetLand(golfmitg->mitgplz))

Normally, the country code for your own country, e.g. Germany "D", is not entered in the postcode field. However, if you have entered this, German addresses would also be included in the list. You can avoid this by ticking the postcode field and then entering !D, for Switzerland !CH.

Person filter: ZIP - only abroad						×
Na <u>m</u> e ZIP - only abroad Person filter Enumeration		•	Sa 🔶	we 🔊 🔊 el <u>N</u> ew Filter	ete F9	✓ <u>O</u> K □ Negation
 <u>H</u>andicaps Date of <u>b</u>irth Entry date 	from from from	Pro	to to	- 31.12.201	18	Entry/Resignation matching: Today
I Home <u>c</u> lub ☐ Gender	only only	M	Memb	iers		Special filter:
Age group Membership Status	only only only					
Unused	only only	ID				
Leaving date	only only					Eile
Everywhere/All	only					× Cancel

Postcode - Germany only

For the group of all members who have a German address, please make the following setting:

Person filter: ZIP - only German	y				×
Name ZIP - only Germany		~	S	ave Delete	
Person <u>filter</u> <u>E</u> numeration			<u> </u>		
🔲 <u>H</u> andicaps	from	Pro	to	-	Entry/Resignation matching:
Date of <u>b</u> irth	from		to	31.12.2018	Today
Entry date	from		to	31.12.2018	
Home <u>c</u> lub	only			8	Special filter:
🗖 Gender	only				□ <u>E</u> vent
Age group	only				
Membership	only				Account
🔲 Status	only				
Unused	only				<u> </u>
Additional info	only				
🗌 Leaving date 📃	only				Eile
Clubnumber	only				
Everywhere/All	only				× Cancel

Logical expression	×
Please use this option only after consulting the support. Enable logical filter Logical expression: EMPTY(GetLand(golfmitg->mitgplz)) 	✓ <u>O</u> K ★ <u>C</u> ancel

Copy template:

EMPTY(GetLand(golfmitg->mitgplz))

Number of rounds played per person

With this round statistics you can see who has played the most rounds, how many no shows they have had and when they last played.

all customers who have ever been booked with a Pro

You can do this with the following logical expression in the filter: TibuCount("PRO2:01.01.2000-31.12.2035") > 0 \Rightarrow This command therefore only includes the persons who had a booking in the PRO2 area between 01/01/2000 and 31/12/2035.

TibuCount("PRO5;PRO3;PRO2:01.01.2000-31.12.2035") > 0

 \Rightarrow You can also specify several ranges separated by a semicolon - this is then regarded as "or" - i.e. if it is found in one of the specified ranges, it is taken

Erklärungen:

- the search abbreviation is meant by area, which can also be different for your areas:

Select areas						×
Area groups: All areas Golf courses Pros Carts Employee Boom Beservation					Abbr COURS PRO CART EMP BOOM	✓ <u>O</u> K ★ <u>C</u> ancel
Timetable-An:	sichten (Visws): Bereiche	von links nach rechts Start	End	Distance	#VIEW	
John	X	06:00	20:00	10 min	A021	
- <u>N</u> ew	• F3	<u>E</u> dit F7		Delet	e (F5	

Logical filter - the command specified for your purposes is entered here: Copy template: TibuCount("PRO2:01.01.2000-31.12.2035") > 0

Person filter	- 🗆 ×
Name Special *** Special *** Seve Delete	
Person filter Enumeration	I Regulori
Handicaps from Pro to	Entry/Resignation matching:
Logical expression	×
Please use this option only after consulting the support. 2 🔽 Enable logical filter Logical expression:	✓ <u>OK</u> X <u>C</u> ancel
3 TibuCount("PR02:01.01.2000-31.12.2035") > 0	
Unused only	
Additional info only	
Leaving date only	Eile
Clubnumber only	
Everywhere/All only	X Cancel

- 1. Create a new person filter and select "Logical"
- 2. Tick the box for the use of "Logical"
- 3. Enter the command, confirm with OK and save the person filter with a suitable name! Also make sure that the FIELD "Entry/Exit matching" is empty!