Timetable

We would like to briefly explain the purposes for which you can use the Timetable module. The timetable provides you with a wide range of functions:

- For example, you can enter and manage start times and coaching hours as a diary. This gives you an overview of all course bookings and reservations made by golf instructors.
- With this module, PC CADDIE also enables you to manage golf carts, seminar rooms, staff schedules, etc.

To open the timetable, please select *Timetable/Timetable* in the sidebar or click on the corresponding button in the toolbar.

<u>Competitions</u>	<u>T</u> imetable	<u>S</u> etup	<u>E</u> xit
CLUB	9	▲ 🗎	1 🔮 🧶 📄
			Timetable

Working quickly in the timetable

TIP: The following keys and key combinations allow you to work quickly and conveniently in the timetable. We recommend that you familiarise yourself with these combinations in order to work as efficiently as possible with the timetable. You will be able to work much faster and easier with the keyboard than with the mouse:

1	1 Day view		
2	2 day view		
7	7 day view (players visible individually)		
8	7 Day view (whole day visible)		
9	14 Day view (whole day visible)		
a	Evening (18:30)		
Alt + t	From the cash register to the timetable view		
b	Change areas		
d	Print		
Enter	Book		
f	Early (8:00 a.m.)		
F11	Show automatic actions		
F2	Show calendar		
Home or Pos1	Switch to "Today and Now"		
i	Book		
k	Edit courses		
m	Midday (11:30 a.m.)		
Mouse button	Move start times		
n	Afternoon (15:00)		

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PgDn, PgUP	Scroll through the timetable				
r	Change grid				
S	Search for a booking				
Shift + a	Show all areas				
Shift + d	Special view				
Shift + double-click	Show opening period of a filter				
Shift + mouse button	Сору				
Space (space bar)	Multiple booking				
t	Switch from the timetable to the checkout window				
v	Display views				
w or c	Import competition participants (tournament start list)				
z	Jump to another date				

Zooming and horizontal scrolling with the mouse wheel in the TimeTable

- with ctrl/ctrl + shift pressed, you can zoom horizontally with the mouse wheel
- with ctrl/ctrl pressed, you can zoom vertically with the mouse wheel
- with shift pressed, you can scroll horizontally with the mouse wheel

Move/scroll the day buttons below the timetable with the mouse wheel

01	③ Timetable ? - □ ×																								
4	All area	is 🕨	Ð,	Q) C	⊞ (-	í	~	Q Sucher	n (🔒 Dr	ucken	I Ras	ter	S Ki	urse	\rightarrow Verbuch	nen					
	Mo, 16.01.23													Di, 17.01.2	23										^
	18 Loch Platz		18	Loch, 1	0 Tee			9 Loc	h					18 Loch Plat	tz		18	8 Loch, 10 Tee			9 Loch				
14:30												1	4:30												
14:40													4.40												
14.40												'	4.40												
14:50												1	4:50												
15:00													5:00												_
15:10												1	5:10												
15:20												1	5:20												-
15:30		mit dem IV	lausz	zeige	er irge	endwo	o in di	esen				1	5:30												
		Mausrad ka	enen:	auro	un d	is rolle ie Tae	en mi	ruem																	
15:40		Wausiau Ka	n un	d zur	ück s	scroll	jes-A en	nzeige				1	5:40												-
			an an	a Eur	aon	01010	011																		
15:50						1						1	5:50												~
<			_		_	_/		_	_		_	_	_	_				_		_	_				>
Heu	te Do 26.01.	Fr 27.01. Sa 28.	.01. S	o 29.01.	. Mo 3	30.01.	Di 31.01.	Mi 01.0	02. D	0 02.02	Fr 03.02.	Sa 04.0	2. S	o 05.02. Mo	06.02.	Di 07.02. N	/i 08.0	02. Do 09.02	Fr 10.02.	Sa 11.0	02. So 12	2.02. N	10 13.02.	Di 14.02	2. MI
					-				-				Trees		1000						KV	N 3	16.0	1.23	14:30

- If you click on the TODAY button with the mouse, the bar jumps back to the current day.
- If you click on the POS1 (Home) button on the keyboard, the bar jumps back to the current day.
- As soon as you reopen the timetable, the current day is active again.
- As soon as you click a function key that triggers a POS1 internally, e.g. the number 7 or 8 to display the number of columns, it sets the row and the timetable to the current day.

Timetable view or icons

Regionality is displayed in the timetable as follows



Right-click on the booking for the following functions



Open

so that the bookings can be processed

Сору

Click, then right-click on the new date and select Paste:

ſ			
	Aktionen:		
	→ Neu		
	ඩ් Einfü	igen	

In this window, select whether you want to copy the entire flight or just individual items:

Mi, 30.04.25	Do, 01.05	25 Fr 02 05 25		sa,
		Termin einfügen		\times
		Von: 1801 - 28.04.25 - 08:00		
		Alle Spieler	-	
		Ghisletti, Tamara (14.5), MITGLIED		
		Ringelstein, Eva (), Gast		
		Werner, Edda (13.0), PC CADDIE Gast D		
		Mathys, Sandra (), Gast		
		Nach: 1801 - 30.04.25 - 17:50		
		Artikel-Zuordnungen entfernen	F2	
		Folgebuchungen mit berücksichtigen	F6	
		Buchungen <u>k</u> opieren		
		Buchungen verschieben		
		X Abbruch		

Copy players to tournament

If small groups spontaneously decide to take part in a tournament, they can simply be copied into a tournament

0	Abendrot, Danieh Abplanalp, Gaby (Abplanalp, Rolf (Achterbahn, Tobi	13.6), Oberkirch 21.4), Kyburg Aktionen:	7
0		➡ Öffnen	
		C Kopieren	
n		🏆 Spieler in Turnier kopieren]
Ű		Verschieben	1
		→ Verbuchen	

then select:

Spieler in Turnier kopi	ieren				\square \times
Filter			Spieler-Liste	\mathbb{C}	C Kopieren
Buchungs-Bereich	18 Loch	-	Abendrot, Daniel		X Abbruch
Datum	23.04.25	0	Abplanalp, Gaby		
			Abplanalp, Rolf		
			Achterbahn, Tobias		
Turnier-Info					
2		\equiv			
+ General Play automatis	sch anlegen	3			
Runden	Runde 1	-			
Kopieren nach:	Startliste	*			

- 1. all players are displayed, tick the desired players
- 2. If a tournament has already been created, select it here
- 3. If the tournament has not yet been created, create a new one using this button

Move

Click and select the area, day and time to which the booking should be moved

Buchung ve	rschieben	×
Woh	in wollen Sie die Buchung verschieben?	✓ <u>о</u> к
Bereich: Datum: Zeit:	18 Loch 28.04.25 17:50	X Abbruch
200.	11.50	

Book

With this function, the selected players in the flight can simply be paid together:

estätigen			
Ghisletti, Tamara GF Mitglieder	MITGLIED	4 14.5 0.00	Bezahlen Abbruch
GF - Gäste - WT	Gast	- 70.00	
GF - Gäste - WT	PC CADDIE Gast D	13.0	
Mathys, Sandra GF - Gäste - WT	Gast	- 70.00	
Gemeinsam buchen auf: Offen in Kasse buchen	Ghisletti, Tamara (1	4.5), MITGLIED	Y
Greenfee drucken			

tick the desired option and confirm with Pay.

Book participants in the timetable

Start from tee 1

Open the timetable area and type "w" on the day of the tournament. The following window opens:

Copy competition players into the timetable	×
Select the competition and timetable area:	
Competition: 19001 Test Comp, 31.01.19	X <u>C</u> ancel
Round: 1. Round	
Timetable area: 18 Holes Course	
Time adjustment: 00:00 Hour:Min	
Only starting holes:	

If all players in the start list start from tee 1, leave the field **Start holes only** empty.

Start from tee 1 and 10

If you want your tournament to start from tee 1 and tee 10, for example, you can book the players of the tournament into the timetable in several steps.

First, enter the players who are to start from tee 1. To do this, fill in the field **Starting tee only** field as follows:

Copy competition players into the timetable	×
Select the competition and timetable area:	✓ <u>0</u> K
Competition: 19002 Test Comp start Tee1&10, 07.02.19	X <u>C</u> ancel
Round: 1. Round	
Timetable area:	
18 Holes Course	
Time adjustment: 00:00 Hour:Min	
Only starting holes:	

This ensures that only the players who start from tee 1, e.g. at 10 a.m. (if the tournament starts at 10 a.m.), are entered in the timetable.

The players from tee 10 will only arrive at tee 1 after approx. 2 hours (depending on the course conditions).

Book the players starting on tee 10 now with the appropriate **time offset** 2 hours later in the timetable area:

Copy competition players into the timetable	×
Select the competition and timetable area:	✓ <u>0</u> K
Competition: 19002 Test Comp start Tee1&10, 07.02.19	Cancel
Round:	
Timetable area:	
18 Holes Course	
Time adjustment: 02:00 Hour:Min	
Only starting holes: 10	

This ensures that the players from the tournament are booked into tee 1 at the correct time in the timetable. This procedure allows you to show your players a correct and professional start time display on a screen. You also benefit from well-maintained data when creating statistics for your timetable.

Edit areas

To edit or create a timetable area, first click on the top left on the button derived or select in the main menu *Timetable/Areas bearbeiten:*

Select areas	×
Area groups:	
All areas Golf courses COURS Pros PRO Carts CART	Cancel
Areas: 18 Holes Course 1801 18 Holes, 10 Tee 1810 9 Holes 0901	

In this dialogue, you can configure the reservation areas (courses, pros, tee mats, wellness applications, carts, rooms) and select them for display. To record working hours with PC CADDIE, you also create your employees here. If you are working with the timetable for the first time, select "*New*" (F9) to open a new area. If you want to change an existing area, click "*Edit*," to access the input mask for an area:

Bereich bearbeiten		
<u>S</u> uchkürzel: <u>N</u> ame:	1801 Sortierung: 18 Loch	
Option A Option B Grundeinstellungen	Option C Stornierung Views Publizieren Information Buchung Folgebuchung	
Raster: <u>S</u> tart: <u>E</u> nde: <u>A</u> bstand:	08:00 Uhr 22:00 Uhr 10 Min	
<u>S</u> tandard-Dauer: <u>G</u> renz-Zahl: <u>I</u> m Voraus buchbar:	4 Personen 5 Tage <u>f</u> ür Gäste: 0 Tage	
<u>A</u> nzahl Löcher: Grundfarbe:	18 <u>P</u> latzkennung (A/B/C): #FFC080	
	Aktiv 👻	
<u>B</u> uchungsgruppen: <u>A</u> dress-Datensatz: <u>P</u> latz-Datensatz:	PLATZ Wahl Image: State of the state	

Basic settings

Search abbreviation Please enter a suitable abbreviation for the area under search abbreviation. For example, you can enter 1801 for the "18 hole course".

The selected search abbreviation cannot be changed afterwards. Therefore, please ensure that you select a neutral abbreviation, especially for the golf instructors.

Sorting The timetable areas are normally sorted alphabetically. If you wish a different sorting, this can be defined via this field. Areas that do not have a sorting specification are placed at the end of the list.

Name Under Name, you can enter a suitable name for the area. In our example, this would be "18 hole course". The name can be customised later.

Grid Here you specify which period should be displayed in the respective timetable area. Depending on the time of year, this period can be adjusted without existing bookings being lost. Earlier or later times are only faded out visually.

Standard duration You define a standard duration if the grid does not correspond 1:1 with a standard booking. For example, you have a 30-minute grid for a Pro, but a normal lesson lasts 60 minutes. By defining the standard duration of 60 minutes, PC CADDIE automatically books two blocks for one lesson.

Limit number Enter the maximum number of people that can be entered in a booking here.

Bookable in advance Define the number of days that the area can be booked in advance. Different time periods can be defined for members and guests.

In the event that advance bookability is also defined by timetable rules, PC CADDIE takes the smallest value from these two settings.

Number of holes For courses, enter the respective number of holes here.

• This function is important if you are working with booking restrictions: e.g. if a guest player may reserve a maximum of 36 holes per week, see chapter Set timetable rules.

Course identifier If you have several 9-hole courses that are to be combined in different ways, give the individual courses an individual identifier (A-C). This identifier can be used to create different course combinations. Please contact PC CADDIE Support if required.

Status Avoid deleting timetable areas. Work with the various statuses to ensure that you can still view areas that are no longer used.

The statuses primarily affect the view of the online modules.

Aktiv	
Nicht buchbar	
Ausgeblendet	
Gelöscht	

Address data record In employee plans or areas for golf instructors, the corresponding data record of the person can be stored here.

Course data record Enter the course data belonging to this area here.

This function is informative, but important if you are printing bag tags with scorecards.

Booking groups

Create different booking groups if you have several timetable areas. This allows you to create a clearly organised selection.

Timetable groups	×
Golf courses	COURS PRO CART ♀ QK ♥ QK ♥ QK ♥ QK ♥ QCancel

Create new booking groups

New booking groups can be created as described below

In the booking areas window, you can use the "Edit" button to button to create a new area group:

Bereich wählen						? 🗆 X
Bereichs-Gruppe					Kürzel	√ <u>о</u> к
Alle Bereiche						
Golfplätze					PLATZ	X Abbruch
Pros					PRO	
Carts					CART	
Bereich		Start	Ende	Abstand	Kürzel	
9 Loch		08:00	00:00	10 Min	0901	
Carmela		06:00	25:00	30 Min	CAR	
Geburtstage		09:00	12:00	60 Min	GEB	
JOHN		06:00	20:00	10 Min	PRO1	
+ <u>N</u> eu	F9 Pearbeiten			then	F5	

The area window opens. The "Select" button then opens the window with the timetable groups:

Bereich bearbeiten		
<u>S</u> uchkürzel:	0901 <u>S</u> ortierung:	√ <u>о</u> к
<u>N</u> ame:	9 Loch	Abbruch
Option A Option B	Option C Stornierung Views Publizieren	C Doorden
Grundeinstellungen	Information Buchung Folgebuchung	
Raster: <u>S</u> tart: <u>E</u> nde: <u>A</u> bstand:	08:00 Uhr 00:00 Uhr 10 Min	
Standard-Dauer:		
<u>G</u> renz-Zahl:	4 Personen	
Im Voraus buchbar:	0 Tage <u>f</u> ür Gäste: 0 Tage	
<u>A</u> nzahl Löcher:	<u>P</u> latzkennung (A/B/C):	
<u>G</u> rundfarbe:	#FFC080	
<u>S</u> tatus:	Aktiv 💌	
<u>B</u> uchungsgruppen:	Wahl	
<u>A</u> dress-Datensatz:	=	
Platz-Datensatz:	≡ •••	

Bereich wählen						? 🗆 X
Bereichs-Gruppe					Kürzel	√ <u>о</u> к
Golfplätze					PLATZ	× Abbruch
Pros					PRO	
Carts					CART	
Bereich		Start	Ende	Abstand	Kürzel	
9 Loch		08:00	00:00	10 Min	0901	
Carmela		06:00	25:00	30 Min	CAR	
Geburtstage		09:00	12:00	60 Min	GEB	
JOHN		06:00	20:00	10 Min	PRO1	
+ <u>N</u> eu	F9 / Bearbeiten		<u>Lös</u>	chen		F5

A new area group can now be created here using the "New" button:

Timetable-Gr	uppe	×
G	eben Sie die Timetable-Gruppe ein:	√ <u>о</u> к
<u>K</u> urz:	MIT	X Abbruch
Lang:	Mitarbeiter	
<u>F</u> arbe:	#B8FF71	

After confirming with the "OK" button, a new group is available for selection:

Timetable-Gruppen		
Golfplätze Pros Carts Zimmer Mitarbeiter	PLATZ PRO CART ZI MIT	✓ <u>O</u> K ★ <u>A</u> bbruch
+ Neu F9 🎤 Edit F	7 🕅 Löschen F5	
↑ In der Liste höher ↓ In	der Liste tiefer	

Sunrise and sunset

TIP | PC CADDIE offers you the special option of displaying sunrise and sunset in the timetable. This helps you to quickly inform your customers about the hours of sunshine.

To activate this function, open the timetable. Click on **Timetable/Edit areas.** Select the space and click on **Bearbeiten:**

Bereich wählen						? 🗆 X
Bereichs-Gruppe					Kürzel	<u>√ о</u> к
Alle Bereiche						
Golfplätze					PLATZ	X Abbruch
Pros					PRO	
Carts					CART	
Bereich		Start	Ende	Abstand	Kürzel	
9 Loch		08:00	00:00	10 Min	0901	
Carmela		06:00	25:00	30 Min	CAR	
Geburtstage		09:00	12:00	60 Min	GEB	
JOHN		06:00	20:00	10 Min	PRO1	
	1					
-L Neu	F0		<u>कि । इन</u>	chan		
T- Neu	F9 <u>B</u> earbeiten		III Los	cnen	15	

Enter your club course data record for regional timekeeping below:

Bereich bearbeiten		×
Suchkürzel: Name:	1801 Sortierung: 18 Loch Platz	
Option A Option B Grundeinstellungen	Option C Stornierung Views Publizieren Information Buchung Folgebuchung	Abbruch
Raster: Start: Ende: Abstand:	08:00 Uhr 20:00 Uhr 10 Min	
Standard-Dauer: Grenz-Zahl: Im Voraus buchbar:	4 Personen 2 Tage für Gäste: 3 Tage	
Anzahl Löcher:	18 Platzkennung (A/B/C):	
Grundfarbe: Status:	12648320 S	
Buchungsgruppen:	PLATZ Wahl	
Adress-Datensatz:		
Platz-Datensatz:	9001.1.1.1 GC Sonnenschein	

The following screen will open.

Club		×
– Suchkürzel, I	Name, Nummer	
Kürzel	smed schm aach sonn gast	
Voller Name	GC Sonnenschein	
Kurzname	Sonnenschein	🔶 <u>N</u> eu
Clubnummer	0499001	Sichern F11
Ansprechpar	tner	
Titel	Vorname	Loschen [F5]
Nachname	🕈 Männlich 💌	🔯 Personen
Adresse		Bild
Straße	Bachtelweg 6 Postfach	
PLZ	CH 6048 Ort Horw	😫 <u>I</u> ntranet
Telefon	41-41/511 06 00 🔗 Fax +41-41/511 06 99	
E-Mail	support@pccaddie.info	
www	www.pccaddie.info	
_ Info		📚 <u>D</u> rucken F8
Gruppe		
	Warnung	
LGV	Gründung	
🔲 Mitglieder	raufnahme 🥅 Gemeinnützig 🕅	🔀 <u>E</u> nde

Click on the globe next to the Location field:

Adress-Koordin	aten	×
Adress-Informa	itionen:	
Strasse:	Bachtelweg 6	X Abbruch
	Kennung Bezeichnung Vorwahl	
Land:	CH Schweiz 41 💌	
PLZ:	6048	
Ort:	Horw	
Land:	(Spezial)	
Koordinaten:	47.0224080, 8.3288540 @RefresF2	
Distanz:	308,1 km von dieser Referenz-	
Adresse:	Fuchsthal 1, 83544 Albaching	
Koordinaten:	48.0984380, 12.1085720	
-		
Adr	esse auf einer Karte im Internet zeigen [F7]	
S S	onnenaufgang / Sonnenuntergang F9	

Click on the button *Sunrise/Sunset* button and confirm twice with *OK* and once with *End*.

Adress-Koordinaten	8
Adress-Informationen:	
Strasse: Bachtelweg 6 🛛 🗶 Abbruch	
Sonnenaufgang / Sonnenuntergang	
Koordinaten: 47.0224080, 8.3288540 Datum: 17.03.12 Sonnenaufgang: 6:35 Sonnenuntergang: 18:34	-
Adresse auf einer Karte im Internet zeigen F7 Sonnenaufgang / Sonnenuntergang F9	

Finally, the following window opens, in which you select the appropriate location and click **OK** again.

PI	atz auswählen				— ×
	Wählen Sie den gewü				
	Platz-Bezeichnung	Nummer	Version	Code	Abbrush
	18 Loch GC Sonnenschein Loch 1-9 GC Sonnenschein	9001.1.1 9001.1.2	1	2	
_	↔ Neuen Platz anleger [3]	Bearbeiten F7	🗙 Lösa	chen F5	

Then click twice on **OK**, to return to the timetable. You will now see the sunrise and sunset marked in colour.

This shows the time transition to sunrise:

🌇 Tir	Timetable													
	<u>A</u> rea	18	Holes Course	• 🗨	< 2		2 🖾	<u>F</u> ind	Print	t <u>R</u> as	ter screen	Training class	5	
	We, 06.02	2.19	Th, 07.02.	19 Fi	r, 08.02.19	Sa, 09.02.19	Su, 10	.02.19	Mo, 11.02.19	Tu, 12	.02.19	We, 13.02.19	Th, 14.0	2.19 🔺
06:50														
07:00														
07:10														
07:20														
07:30														
07:40							_							
07:50										_			_	
08:00													_	
08:10													_	
08:20													_	
08:30													_	
08:40							_						_	
08:50							_						_	
09:00							_						_	
09:10							_						_	
09:20													_	
•														
Th 24	.01. Fr 2	5.01.	Sa 26.01.	Su 27.0	1. Mo 28.01.	Tu 29.01.	We 30.01.	Th 31.01.	Fr 01.02.	Sa 02.02.	Su 03.02.	Mo 04.02.	Tu 05.02.	We 06.02
												KW 7	11.02.19	06:50

This is what the time transition at sunset looks like:

🌇 Ti	Timetable																		
	<u>A</u> rea	1	8 Holes Course		۹ 🕄 🕯	•		N 🖉	1	<u>F</u> ind		Print	t	Ras	ter screen	Training clas	s		
	We, 0	06.02.19	Th, 07.02.1	.9 Fr,	08.02.19	Sa,	09.02.19	9 S	u, 10.0	2.19	Mo,	11.02.19	T	Гu, 12.	02.19	We, 13.02.19	Th, 14.	02.19	
16:10																			
16:20																			
16:30																			
16:40																			
16:50																			
17:00																			
17:10																			
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17:40																			
17:50																			
18:00																			
18:10																			
18:20																			
18:30																			
18:40																			-
•	1																	Þ	
Th 24	4.01.	Fr 25.01	Sa 26.01.	Su 27.01	. Mo 28.	01. Tu	29.01.	We 30	.01. T	ĥ 31.01.	F	r 01.02.	Sa 0	2.02.	Su 03.02	. Mo 04.02.	Tu 05.02.	We 0	6.02
																KW 6	06.02.19	16:	10

Show hint line for sunset

You can also display a sunset timeline in the timetable, which shows you, for example, whether a player can finish his 18-hole round before nightfall.

To do this, the following special parameters must first be activated:

TIME_SUNLINEACTIVE	This parameter activates the information line
TIME_SUNLINEMARGIN:240	This parameter determines that the time line is always displayed 240 minutes before sunset. You can vary the number yourself.
TIME_SUNLINECOL:65280	This entry defines the line colour. 65280 is the decimal colour code for the green.

TIME_DARKCOL:12632256	This entry defines the timetable background colour (night colour) between sunset and sunrise. 12632256 is the decimal colour code for dark grey.
TIME_SUNLINEHEIGHT:6	This parameter defines the thickness of the hint line

If all specifications are stored in PC CADDIE, a timeline is displayed (after a restart of PC CADDIE) as in the following screenshot:

🋐 Tin	netable													- 0	×
4	Area 🕨 18	Holes Course	. 🔍 🖻	. 2 🔳		r 🧉	Ein	d	Prin	nt (Raster screen	Training class			
	Th, 07.02.19	Fr, 08.02.1	19 Sa, (9.02.19	Su, 10.02.1	9 Mo	, 11.02.19	Tu	, 12.02.19	We	e, 13.02.19	Th, 14.02.19	Fr, 15.02.19	S 1	
10:20															
10:40															
11:00															
11:20															
11:40						_									
12:00						_								_	
12:20															
12:40						_			Colo	Note	ine				
13.00	L								Cold	or code:	65280				
13:40									0	_					
14:00									-						
14:20															
14:40		-													
15:00															
15:20	Time offset	before													
15:40	sunset: 24	0 minutes													
16:00															
16:20															
16:40	-														
17:00															
17:20	J	_													
17:40		_					<u> </u>				F				
18:00		_					9								
18-40								Backg	round co	lor for t	he				
19:00								sunris	arter suns :e	sec or b	erore				
19:20								Color	code: 12	632256					
19:40															-
•														•	
Th 24	.01. Fr 25.01.	Sa 26.01.	Su 27.01.	Mo 28.01.	Tu 29.01.	We 30.0	1. Th 31	.01. F	Fr 01.02.	Sa 02.	02. Su 03.02.	Mo 04.02. T	u 05.02. We 06	5.02.	Th (
												KW 7	15.02.19	13:	10

Information

Use this area to enter information about the current timetable area. This text is for information purposes only.

B	ereich be	arbeiten					
	<u>S</u> uchkürzel:	:	1801	<u>S</u> ort	ierung:	A	√ <u>о</u> к
	Name:	Option R	18 Loch	Storpionung	Views	Bubliziorea	× <u>A</u> bbruch
	Grundeinst	tellungen	Informatio	on Buchung	Fol	gebuchung	
	Information	n:		Bachang		^	
	Internet-Lir	ık:					

Booking

Now click with the mouse on the option **Booking** or press the button **Scroll down.** The lower half of the input screen switches to the booking display:

💵 🖤 💿 🧃 Arens, Ania (24,2). Bad Neuenahr 🛛 😕 👘
두 🚽 📮 🗛 Alens, Alija (24,2), Dau Nederlahi 👘 💡

Article and **price** are stored if you have stored an automatic function for the items that should also be used in the timetable. The first choice in this list is the standard item. If no automatic is stored in the following articles, the standard article is used.

If timetable rules are active, these have priority when selecting items.

With **Book for** "Individual" should normally be set. The other options are rarely used today and are defined primarily for trainer areas if a booking is to be charged to several people.

For the trainer timetable, use **Proportional time**, if half a lesson only costs half the price.

Make sure that the grid and an article are installed accordingly.

Allocation priority Define the carts that are to be prioritised for the cart system here. If this field is empty, this area is moved to the end of the prioritisation list.

Period of use and pre-booked The cart system shows you here how long a cart has been in use or has already been pre-booked. If you pay attention to the usage, PC CADDIE will calculate the duration of use of the respective cart. The carts are then sorted according to their usage - the longest usage periods are at the end of the list. This means: locally, the free cart with the lowest duration of use is at the top of the list and for online bookings, the top free cart is always booked.

Attention: The special parameter: PCC_REMOTECONTROL blocks this!

Subsequent booking

Bereich bearbeiten					
<u>S</u> uchkürzel:	0901	<u>S</u> ort	ierung:		√ <u>о</u> к
<u>N</u> ame:	9 Loch Nord	ł			Abbruch
Option A Option B	Option C	Stornierung	Views	Publizieren	∧ Zoonach
Grundeinstellungen	Informatio	n Buchung	Folg	ebuchung	
<u>F</u> olge-Bereich:	9 Loch Sü	d	0	902 🔻	
		2 Std			
	Dauer: <u>M</u> ir	nimal:			
	Ma	ximal:			
Automatische Fo	lgebuchung				

A follow-up booking is necessary if, for example, you want to book a new follow-up tee time on the 10th tee after 2 hours (or the follow-up round on 9-hole courses). Follow-up bookings are symbolised by a grey background colour in the timetable view. You can enter all the necessary details for the follow-up booking in this input screen. In the booking screen, a plus after the name indicates that a follow-up booking exists for this person (for example, from tee 10 or on another course).

Folgebuchung			\times					
Wohin soll diese	Buchung kopiert werden?	√ <u>о</u> к						
Buchungs-Bereich:	9 Loch Süd 🔹	X Abbruch						
Datum:								
<u>Z</u> eit:	<u>Z</u> eit: 11:00 Uhr							
Dauer:	10 Min							
🗌 Folgebuchung fü	r den ganzen Flight F9							

The follow-up booking itself is labelled with the copy symbol. Person bookings that have been copied directly on the same day also receive this symbol.

Zeit-Buchung	g: 9 Loch I	Nord					\times		
Datum	18.12.20	Freitag	🕂 9 Loch Süd		F9]	✓ <u>B</u> uchen			
Zeit	09:00		<u>R</u> unden						
Dauer	10 Min		Ma <u>x</u> imal	1					
Personen	<u>K</u> ursus	Pau <u>s</u> e	Sperrung	<u>F</u> ilter		Stornieren			
3xSUKZ oder Name, Vorname	R Y G	 Musterma 	nn, Prof. Max	Wahl G	iast H	<u>V</u> erteilen			
<u>I</u> nfo F6				1		📄 Drucken	F8		
<u>N</u> eu <u>E</u> dit			/			\rightarrow Verbuchen	F11		
Löschen						🚡 Bezahlen	F12		
Artikel				M	<u>/</u> ahl				
Preis	0.00	Zei	tpr <u>o</u> portiona						
Buchen für	Individue	ll für jeden			•	Abbruch			

Cancellation

Be	ereich bearbeiten	×
B	Suchkürzel: 1801 Sortierung: A Name: 18 Loch Grundeinstellungen Information Buchung Folgebuchung Option A Option B Option C Stornierung Views Publizieren Stornierung ab 3 Std vor dem Termin für Gäste 5 Std vor dem Termin Artikel: sg Stornogebühr ES ES Prozent: (LEER = Automatik) ES ES	Image: Constraint of the second s

Example in the screenshot means: Cancellations can be made up to 3 hours before tee time (members), up to 5 hours before tee time for guests.

In this dialogue, specify when a booking can only be cancelled, which article should be automatically suggested by PC CADDIE and what percentage of the amount should still be charged to the customer.

For example, a general cancellation fee \rightarrow 100% of the fee would apply here; or you define that a late cancellation of the tee time should cost X% of the cheapest green fee price. In future, PC CADDIE will use your entries as standard for cancellations in this area and post them directly to the account as an open debtor.

Please note that the cancellation deadlines in the timetable area for subsequent bookings must be "brought forward" by the time available to the players for the first 9 holes. For example, if the second 9-hole starts two hours after the start time on tee 1, the cancellation deadline must also be extended by 2 hours. Otherwise it can happen that the 2nd 9-hole can still be cancelled online, but the main booking remains valid. A cancellation confirmation will be sent, but the main booking will remain in the timetable.

Option A/B/C

Options A, B and C have a counting function in the individual timetable areas, e.g. for hire sets or electric carts.

Bereich bearbeiten			
<u>S</u> uchkürzel: <u>N</u> ame:			
Grundeinstellungen Option A Option B	Information Option C Sto	Buchung Folgebuchung ornierung Views Publizieren	
<u>B</u> ezeichnung: <u>I</u> con: <u>M</u> aximalzahl: <u>A</u> rtikel:			
Durchbuchen in dies			
	<u>Z</u> eitabstand: <u>D</u> auer (normal): <u>D</u> auer (alternativ)	-10 Min 5 Std	

Designation Describe the object to be counted. Counting takes place as soon as the corresponding option has been selected in the timetable.

Daţum 18.12.20 Freitag Zeit 15:00 Runden Dguer 10 Min Maximal Personen Kursus Pauge Sperrung Eilter SxSUKZ oder Wahl Gast Vorname Verteilen Vorname Verteilen Info F6 Mustermann, Prof. Max (·-) Info F6 Pucken F8 Neu Edit Erwachsene Wochentags Wahl	Zeit-Buchung	g: 18 Loch					>
Zeit 15:00 Runden Dauer 10 Min Maximal Personen Kursus Pauge SxSUKZ oder Vahl Gast Vorname Verteilen Info F6 Mustermann, Prof. Max Neu Edit Löschen Erwachsene Wochentags Makinal Makinal	Da <u>t</u> um	18.12.20	Freitag				✓ <u>B</u> uchen
Dauer 10 Min Maximal Stornieren Personen Kursus Pause Sperrung Filter 3xSUKZ oder Wahl Gast Verteilen 3xSUKZ oder Vorname Verteilen Mustermann, Prof. Max () Info F6 Verbuchen F8 Prucken F8 Verbuchen F11 Löschen ew Erwachsene Wochentags Wahl Math	<u>Z</u> eit	15:00		<u>R</u> unden			
Personen Kursus Pauge Sperrung Filter 3xSUKZ oder Name, Vorname Wahl Gast Verteilen Info F6 Info F6 Info F6 Info F6 Neu Edit Löschen Erwachsene Wochentags Wahl Manuel Manuel	D <u>a</u> uer	10 Min		Ma <u>x</u> imal			
3xSUKZ oder Name, Vorname Wahl Gast ⊻erteilen Info F6 ✓ G Mustermann, Prof. Max () Info F6 ✓ Drucken F8 Neu Edit ✓ Verbuchen F11 Löschen ✓ Erwachsene Wochentags Wahl	Personen	<u>K</u> ursus	Pause	Sperru	ng	<u>F</u> ilter	Stornieren
Info F6 Neu Edit Löschen Artikel ew Erwachsene Wochentags Wahl	3xSUKZ oder Name, Vorname		Musterma	nn, Prof. Max	Wahl	Gast	<u>V</u> erteilen
Neu Edit → Verbuchen F11 Löschen	<u>I</u> nfo F6			-			<u> D</u> rucken F8
Löschen Löschen Erwachsene Wochentags Wahl	<u>N</u> eu <u>E</u> dit						→ Verbuchen F11
<u>A</u> rtikel ew Erwachsene Wochentags <u>W</u> ahl	Löschen						晶 Bezablen F12
	<u>A</u> rtikel	ew	Erwachs	ene Wochenta	lgs	<u>W</u> ahl	
Preis Auto: 60.00 Zeitproportiona	Preis	Auto: 60.00	Zeit	tpr <u>o</u> portiona			
Buchen für Individuell für jeden 🔹 🗙 Abbruch	Buchen für	Individuell	für jeden			•	X Abbruch

Maximum number

How many objects are available in total?
Consider whether this object should be counted across all areas. I.e. option A in this case would be to count the electric carts in each timetable area. Otherwise, the options can be defined individually in each timetable area.

Article Select the article to be booked for the corresponding option here.

Book through in this booking group If this function is activated, PC CADDIE searches in the respective area group to see if an area is free and suggests it. For example, you book option A on the 18-hole course. Option A corresponds to the booking group Cars. When completing the booking, PC CADDIE searches all carts to see if one is available at that time and books it directly.

Time interval This refers to the time interval to the original booking. For example, if you book a tee time at 2.00 pm, the car can be picked up at 1.50 pm. The value -10 would then be entered here.

eit-Buchung	18 Loch Platz				2
Da <u>t</u> um	24.03.22 Don	nerstag 🕂 18 Loch, 10 Tee F3	~	<u>B</u> uchen	
<u>Z</u> eit	09:50	<u>R</u> unden		Alle löschen	
D <u>a</u> uer	10 Min	Maximal		1	
		Aktive Zusatz-Option	\times	nformieren	
<u>P</u> ersonen	<u>K</u> ursus	P			
3xSUKZ oder Name,		Diese Zusatz-Option ist aktiv!		erteilen	
Vorname		24.03.22 - 09:40 - Cart 1			
<u>I</u> nfo F6	🝯 Y G і			<u>2</u> rucken	F8
<u>N</u> eu <u>E</u> dit	 Y G i	Doption deaktivieren		/erbuchen	F11
Löschen		Abbruch		<u>3</u> ezahlen i	F12
<u>A</u> rtikel	gf0000050706	G			
Preis	Auto: 50.00	Zeitpr <u>o</u> portional			
Buchen für	Individuell für jed	en 💌	×	Abbruch	

Delete and view Click on the icon to open the delete function. Deactivate option = Option is deleted. Above you can see, for example, which carts are reserved. Can therefore also be used as an info window.

Publish

Bereich bearbeiten	
Suchkürzel: 1801 Sortierung: Name: Tee1	
Name: Tee1 Grundeinstellungen Information Buchung Folgebuchung Option A Option B Option C Stornierung Views Publizieren Diesen Bereich im Internet buchbar machen als Teetime-Reservierung als Trainerstunde als Wellness-Angebot als Hotelzimmer als Abschlagbox / TeeUp als Buchungsoption (E-Cart etc.) Personenprüfung für Verbandsspieler Diesen Bereich genauso im Terminal buchbar machen Portal-Integration: Platz-ID: Club-Nr.: Benutzer: Passwort: Funkfernsteuerung konfigurieren 	Υ <u>A</u> bbruch
Für die Zeiterfassung verwenden nicht in Auswahl zeigen Anzeige im Spaltenkopf: Ratecode (Tarif) Preisebene	

If your club works with the Internet and/or terminal, you can use this screen to specify whether the area should be made bookable on the Internet and/or the terminal by PC CADDIE.

If this area is intended for time recording, tick the "Use for time recording" box at the bottom left to activate it.

For example, if you have created 20 carts or 50 rental clubs all as a single area, it is recommended to activate the option "Do not show in selection". Having all these areas individually selectable only makes the long list confusing. If this is activated, these areas disappear from all selection situations and the areas can only be selected via the group. Only via "Timetable/Edit areas" do they all appear again.

Once you have made all the entries according to your wishes, confirm with **OK**. Repeat the process for all areas that you want to open or edit in your club. The timetable data is synchronised with the

data of the respective portal (e.g. 1golf1 or ÖGV) via the portal integration.

Personal check for association players

ereich bearbeiter	n					-
Suchkürzel:	1801	Sortierung	:		QК	
Name:	Tee1					
Grundeinstellungen	Information Buc	hung Folgebud	hung Option	A ×	Appruch	
Option B Optio	n C Stornierung	Views	Publizieren			
als Tee als Tee als Wei als Wei als Hot als Abs als Buc	time-Reservierung inerstunde Iness-Angebot elzimmer chlagbox / TeeUp hungsoption (E-Cart etc annoidung für Verbagel)				
Diesen Bereich ge	nauso im Terminal buch	bar machen				
Portal-Integration:						
Platz-ID: Benutzer:		Club-Nr.: Passwort:				
Funkfernsteueru	ng konfigurieren					
Für die Zeiterfassi	ung verwenden	nicht in Ausw	ahl zeigen			
Annalas im Casitanias	6 🔽 Batau	de Carillo	Drainabana			

* Hook **Personal check for association players** Checks players who come from a country that can

be checked via the interface 💛. If this check fails, they are not allowed to book online.

* Players who come from a third country for which there is no verifiable interface are not checked and can book.

If you want to make booking easier for players , deactivate the association check. In order to prevent the automatic creation of duplicates, a person must be created whose abbreviation **ttdg** (first name dummy, surname PCCO Guest). In addition, the tick for guest bookings via Teetime Dummy Guest must be activated in the Club Manager under Teetimes in the settings. A guest without a data record is entered in the timetable instead.

		1	1					
Datum	26.08.24	Montag	+ Teel (e	rste 9 Loch mit Folj	ge auf 1810	~	Buchen	
Zeit	15:00]	Runden	1			Alle löschan	
Dauer	10 Min	1	Magima	il .			Are roschen	
	-						Informieren	
Personen	Pause	Sperru	ng	Eilter				
3xSUKZ oder Name.				Wahi	Gast		Verteilen	
Vorname	Lin W Link	Member, Pau	il (5.7), MITGL	IED				
jnfo F6	an ac	Müller, Heri [M/1			8	Drucken	FE
Neu Edit						\rightarrow	Verbuchen	FI
Löschen						匾	Bezahlen	FE
Artikel	mg000001	Miglieder	GF		Wahl	_		
Preis	Auto: 0.00							
Buchen für	Individual	Ris index				V	Abbasch	

To prevent bookings by persons who cannot be checked, you can have PCCADDIEonline activate the specification of the home club as mandatory or create a timetable rule locally.

= Checkable countries: Germany, Switzerland, Austria, Liechtenstein, Luxembourg

Views

Bereich bearbeiten			
Suchkürzel: 0901 Name: 9 Loch	√ <u>о</u> к		
Grundeinstellungen Information Option A Option B Option C	Buchung Fo Stornierung Views	gebuchung Publizieren	X <u>A</u> bbruch
All areas Courses (Week)	a C		
Courses Pros (Week) Pros	c P D		
Timetable-Ansichten bearbeiten		F11	
Timetable-Regeln bearbeiten		F12	

In the rider **Views** tab, you have an overview of the available timetable views (see also the chapter **Define timetable views** (Views)). Here you can simply click on the views in which the timetable area should be displayed.

Delete multiple bookings and flights

For correct timetable statistics, it makes sense to delete all bookings for the day or a certain period of time if a course has to be closed due to meteorological influences. This can be done manually, flight by flight, using the Delete all button in the booking screen.....

eit-Buchung	g: 18 Loch						>						
Datum	27.06.24	Donnerstag	+ Back 9		F9	✓ <u>B</u> uchen							
Dauer	10 Min		Maximal			Alle löscher	1						
Personen	Pau <u>s</u> e	Sperru	ing	<u>F</u> ilter		M Informiere	n						
3xSUKZ oder Name, Vorname		Tester, Tim ()	Gast	<u>V</u> erteilen									
Info F6		Tester, Testir		Drucken	FB								
Löschen		rester, mes (15.0), Ausgette	(Jerri		→ Verbucher	F11						
Artikel	track	Trackmar	ı		<u>W</u> ahl	Bezahlen	F12						
Preis	Auto: 60.00												
Buchen für	Individuell für	r jeden		Individuell für jeden									

... or using the search function in the timetable.

💿 Timetable															?	_	\times			
•	18 Loch 🕨 🍳 🔍 📴 💭 🌐				-	Suchen 🖶 Drucken 🏢 Raster 📑 Kurse -> Verbuchen														
	Do, 27.06.24 Fr, 28.06.24		Sa, 29.	Sa, 29.06.24 So, 30.06.24		24 Mo, 01.07.24		Di, 02.07.24		Mi, 03.07.24										
17:50																				
Person suchen / Buchunge	en drucken	- 🗆 ×																		
--	--------------------------------	------------------																		
Geben Sie die zu suchende Pe Für diese Person können Sie d die Buchungsliste druck	erson an: lann auch ren.	Q <u>S</u> uchen																		
Person:	= •••	Erweitert 3																		
oder	0																			
Text:		2																		
Datum: 27.06.24 bis	18.07.24																			
Suchen: Alle Bereiche																				
Aktiver Bereich: 1801																				
Diese Ansicht																				
		X Abbruch																		

This function can be used to search for and delete individual bookings (1) or blockings and filters (2).

You can define a time period in the dialogue on the right via the button for the advanced search (3) and all bookings are displayed flight by flight:

Tir	netable	Buch	nung	en						X
F	instellunge	'n			Stati	stik		Buchungen	Q Suchen	
Ē		Bereich	Тур	🔺 Datum	Zeit	Dauer	Text	Info		
		1801	А	22.06.24	08:00	8 Min	TI		Drucken	F8
		1801	А	22.06.24	08:00	8 Min	т			
		1801	А	22.06.24	08:10	8 Min	ΤI			
		1801	Α	22.06.24	08:10	8 Min	т			
		1801	A	22.06.24	08:10	8 Min	т			
		1801	А	22.06.24	08:20	8 Min	T:			
		1801	Α	22.06.24	08:20	8 Min	Τı			
		1801	A	22.06.24	08:20	8 Min	Т			
		1801	Α	22.06.24	08:30	8 Min	τį			
		1801	Α	22.06.24	08:30	8 Min	T:			
		1801	A	22.06.24	08:30	8 Min	T			
		1801	А	22.06.24	08:40	8 Min	TI			
		1801	Α	22.06.24	08:40	8 Min	T:			
		1801	A	22.06.24	08:40	8 Min	Τ			
		1801	Α	22.06.24	08:50	8 Min	Τ			
	+ Neu			1	Bearbeiten		🗍 Lösch	en 🌲 No Show		
				i	Details					
									Ende	

Select the bookings to be edited with the mouse and either delete them or move them to No Show. To

be on the safe side, you must confirm that you are really sure what you are doing



Timeta	ble Buch	nung	en					– 🗆 ×
Einstell	ungen			Stat	stik		Buchungen	Q Suchen
	Bereich	Тур	🔺 Datum	Zeit	Dauer	Text	Info	
	1801	А	22.06.24	08:00	8 Min	T boc4		a <u>b</u> rocken Po
	1801	А	22.06.24	08:00	8 Min	T paa1		
	1801	А	22.06.24	08:10	8 Min	T pati		
	1801	А	22.06.24	08:10	8 Min	T dom2		
	1801	А	22.06.24	08:10	8 Min	T ohch		
	1801	А	22.06.24	08:20	8 Min	T saja		
	1801	А	22.06.24	08:20	8 Min	T wit2		
	1801	А	22.06.24	08:20	8 Min	T dog2		
	1801	А	22.06.24	08:30	8 Min	T giya		
	1801	А	22.06.24	08:30	8 Min	T sapi		
	1801	А	22.06.24	08:30	8 Min	T orja		
	1801	Α	22.06.24	08:40	8 Min	T reja		
	1801	Α	22.06.24	08:40	8 Min	T stt4		
	1801	Α	22.06.24	08:40	8 Min	T waro		
	1801	Α	22.06.24	08:50	8 Min	T déje		
+	Neu		/ E	Bearbeiten		🗍 Löschen	🌲 No Show	
			(i) (Details		L		
								Ende

Install carts booking

You can now automatically book a carts in addition to a tee time both online and locally.

The option to book carts online is only possible with the online app and only in responsive design.

Offline, the following settings must be made in the timetable:

To be able to use this function, please contact our support team. They will set the appropriate special parameters for you. Then you can get started as follows:

Create carts in the timetable

First, the carts must be created in the timetable:

-			
		20	
			α

Edit area		×
<u>S</u> earch abbr.: Name:	C1 <u>S</u> orting:	✓ <u>O</u> K
Option C General settings Informa	Cancellation Views Publish	X <u>C</u> ancel
Grid: <u>S</u> tart: <u>E</u> nd:	06:00 h 20:00 h	
<u>S</u> pacing: <u>S</u> tandard period:	10 min 5 h	
<u>M</u> aximum: Realivable in advance:	4 people	
<u>N</u> umber of holes:	<u>C</u> ourse abbr.(A/B/C):	
<u>P</u> rimary colour: <u>S</u> tatus:	0 📀	
<u>B</u> ooking groups:	CART Sel.	
<u>A</u> ddress record: <u>C</u> ourse record:		

It is important here that a booking group "Carts" is also created.

Copy area settings

You may wish to make changes to the areas over time.

So that you do not have to do this for all cart areas individually, you can also copy the change to the other existing areas.

To do this, make the necessary changes to an area and confirm with "OK". Then hold down the "ctrl" key (or the "ctrl" key on international keyboards) and click on the "Edit" button.

The following window opens:

Bereichsko	onfigura	ation kopieren			
Quelle und	Ziel	Umfang			√ <u>о</u> к
Kopieren o	der Konfig	uration:			
von:	El	ektrocart 01	08:00	-	× Abbruch
nach:		18 Loch Platz	08:00	^	
		18 Loch, 10 Tee	08:00		
		9 Loch	08:00		
		Elektrocart 01	08:00		
		Elektrocart 02	08:00		
		Elektrocart 03	08:00		
		Elektrocart 04	08:00		
		Elektrocart 05	08:00		
		Elektrocart 06	08:00		
		Events	06:00	~	

In the "Source and destination" tab, tick the boxes for the areas to be copied to. In the "Scope" tab, you can specify everything that is to be copied.

reichskonfiguration ko	pieren		
Quelle und Ziel	Umfang		√ <u>о</u> к
Sortierung		^	Abbruch
Name	Elektrocart 01		× 20000
Raster-Start	08:00		
Raster-Ende	20:00		
Raster-Abstand	10 Min		
Standard-Dauer	5 Std		
Grenz-Zahl (Personen)	1		
Maximalzahl Tage vorbi	0		
Maximalzahl Tage für G	0		
Anzahl Löcher	0		
Platz-Buchstabe			
✓ Farbe	12615935	~	

Create view for the carts

The second step is to set up a separate view for the cart booking:

Timetable-View		×
<u>N</u> ame:	Cart overview	ОК
Areas	Configuration View	
Included areas		
Carts		
P New		

Install course view for cart booking

In order for the carts to be displayed accordingly when booking tee times, the option for this must also be activated for the corresponding course. To do this, the **option A** must be set as shown in the following screenshots:

-			
		20	
			α

Search abbr.: <u>N</u> ame: Option C General settings Informa Grid: Start: <u>E</u> nd: Spacing:	1801 Sorting: A 18 Holes Course 18 Holes Course Cancellation Views Publish tion Booking Follow-up booking Option A Option B 06:00 h 10 min 10 min	✓ <u>O</u> K ★ <u>C</u> ancel
Standard period: Maximum: Bookable in advance: Number of holes: Primary colour: Status: Booking groups: Address record: Course record:	5 h 4 people 0 days for guests: 0 course abbr.(A/B/C): 12648320 © Active COURS; Sel. Sonn.1 18 Holes Sonnenschein	

Search abbr.: 1801 Sorting: A Name: 18 Holes Course 18 Holes Course Option C Cancellation Views Publish General settings Information Booking Follow-up booking Option A Option B Name: Electro Cart 1
Icon: Maximum no.: Consider all areas Article: Book after selection throughout this booking group: Carts Carts Interval: Interval: Quration (normal): 5 h Quration (alternative):

(1.) Enter the designation: You can also just enter "Cart" here. However, the name "Cart" is important here, as this is used as a code word so that the corresponding symbol for the cart appears online, which is then to be booked.

(2.) The following settings are available for selection:

- Bookings in this booking group then a carts is simply booked or marked in the timetable which is free

or

- Booking through after selection in this booking group means that a query appears in which a carts can be selected:

ect an optio	n	×
	Select the option:	
Cart 1		
Cart 2		
Cart 3		
Cart 4		

However, this prompt only appears if the option for a carts is activated manually in the timetable. The customer does not receive this selection when making an online reservation.

Show booking in timetable

If everything is set up correctly, a carts can now be reserved online. The booking then appears here via the "red" light (option A) in the tee time booking for the customer, and a carts is automatically displayed as "reserved" in the view:

Time booking:	18 Holes Course	×
<u>D</u> ate <u>T</u> ime D <u>u</u> ration	07.02.19 Thursday 18 Holes, 10 Tee F9 12:10 Bounds 5 h 17:10 Maximum	✓ <u>B</u> ook
Persons 3xAbbr/ or Name Info (F6) New Edit Delete Article Price Book for	Tr. class Break Blocking Eilter Select Guest Select Guest Select Select 0,00 Time prop. Every person Image: Select	Spread out Print F8 Acc. transferF11 Mayment F12 X Cancel

	Cart 1	Cart 2	Cart 3	Cart 4
12:30				
12:40				
12:50	Sonn			
13:00				
13:10				

Online booking

The selected option must be activated for online booking: Edit the corresponding timetable area in the Club Manager under Teetimes

Start	Те	eetimes													
O Notfall	Fir	nstellungen													
I Kunden		a change		_											
🏶 Anlage / Club		Einstellungen	bearbeiter												
Online-Service															
+0 Online-CRM	_														
CRM-Formular	1	Timetable-8	Bereiche	limetat	xie-roegein	Art	ikel & Services		reiertag	;e					
🖾 Benachrichtigu	gen			Persone	enkategorien										
2 Service-Seiten	Tir	metable-Be	reiche												
♀ Veranstaltunge		Interaction of the second s													
E Gutscheine		Mit dem lokalen System abgleichen													
Platzbelegung		Mit 🕑 änder	n:												
Scorekarten-Re	hner	Zeit von/ Zeit bis. Zeitraster. Spielgruppengröße. Vorbuchbarkeit/ Tage													
🛱 Teetimes															
🛊 Marshal / Start		Aktionen	Kürzel	Name	Тур	Status	Kombination	Löcher	Zeit von	Zeit bis	X	4	A	в	C
A Texte		B *	1810	Folge mir	Golfplatz	buchbar	1810	9	06:00	22:00	10	4	*	*	*
i News	2	2 🗹 ★	AHNN	Nord Course	Golfplatz	buchbar	NORD +	9+9	06:00	20:00	10	4	*	۰.	*
App News				(Anzahl Löcher)			NORD								

and activate the option.

Option A:	🗆 тізсн: тізсн							
Option B:	HUND: Hund dabei?							
Option C:	CART: Cart buchen?							
Bitte beachten: Kein automatischer Abglei	ich mit den lokalen Einstellungen des Timetable-Bereiches.							
Zeit von/ Zeit bis: Darf nicht größer sein als	Zeit von/ Zeit bis: Darf nicht größer sein als die Einstellungen des lokalen Timetable-Bereiches.							
Zeitraster: Muss mit dem Raster des	Zeitraster: Muss mit dem Raster des lokalen Timetable-Bereiches übereinstimmen.							
Vorbuchbarkeit/ Tage: Bitte berücksichtigen Sie die Einstellungen in den Timetable-Regeln.								
Optionen A bis C: Nur zur Anzeige der Option in der Onlinebuchung. Einrichtung muss im lokalen PC CADDIE erfolgen. (z.B. Cart-Buchungen)								
Speichern Abbrecht	en							

For the customer, the online booking window with cart reservation looks as follows. If the option for the carts is selected here, the "red" light appears next to the customer's name:

Startzeiten 18-Loch Championshipsbahn

		Stephanie Sonntag ≡
HOME	# Golf International Moyland > Startzeit buchen	⊖ Drucken
f FACEBOOK	SCHRITT 2/3: DETAILS AUSWÄHLEN	
O STARTZEIT BUCHEN	Zeit und Bereich	
STARTZEITEN WOCHE	Di., 15.12.15, 14:50, 18 Loch Platz	
TURNIERKALENDER	Person 1 🗖 🔐 E-Cart	
■ TURNIER STARTLISTEN	Sonntag, Stephanie	
TURNIER ERGEBNISLISTEN	Person 2 🗆 📾 E-Cart	
SUPPORT & KONTAKT	○ Typ: Freund	
	O Typ: Gast	
	O Typ: Spieler/in	
	Person nicht buchen	
	Person 3 🗌 🏭 6-Cart	
	○ Typ: Freund	
	⊖ Typ: Gast	
	○ Typ: Spieler/in	
	Person nicht buchen	

Cart booking online for 9 or 18 holes

Attention: The course must be set up by PCCADDIE:Online in such a way that the customer must first decide whether he wants to play 9 holes or 18 holes. Only then will it work. If the customer only decides whether to play 9 or 18 holes when booking, only 1 time is valid for carts!

Bereich bearbeiten		
Suchkürzel: Name:	GELB Sortierung: 10 9 oder 18-LOCH	03 ✓ <u>O</u> K
Grundeinstellungen Option A Option B	Information Buchung Folgebuch Option C Stornierung Views Public	zieren
Bezeichnung: Icon: Maximalzahl:	Golfcar 15 Bereichs-übergreifend	
Artikel: Durchbuchen in dies	er Buchungsgruppe: Carts CART	 ▼ ▼
1	Zeitabstand: -60 Min Dauer (normal): 6 Std	
2	Buder (architery). 5 Stu	
	Bereich bearbeiten Suchkürzel: Name: Grundeinstellungen Option A Option B Bezeichnung: Icon: MaximalzahI: Artikel: Durchbuchen in diese 1 2	Bereich bearbeiten Suchkürzel: GELB Sortierung: 14 Name: 9 oder 18-LOCH 14 Grundeinstellungen Information Buchung Folgebuch Option A Option B Option C Stornierung Views Publi Bezeichnung: Golfcar Iton: Iton:

- 1. Duration for 18 hole round
- 2. Duration for 9 hole round

Working with the different areas

You usually switch between the areas via **area** or with the F3 or F4 buttons (you can also use the **B** key). With + or - you can zoom in or out (a zoom of 0.5, for example, doubles the size).

Read the chapter Define timetable views (Views) to find out how you can customise the display of the areas to suit your personal requirements.

Search

Search

Press the button **Search** button in the timetable (or the S button) to search for a name (for example, if someone wants to play with a specific other person or if you want to delete all bookings for a specific person). You can also use the same function to search for text, e.g. to get an overview of all bookings with the name "Ladies".

Find person / print bookings	×
Enter the person which has to found. You can then print a re vation list.	been eser-
Person: hah1 Happy, Hellen	s
or <u>T</u> ext:	
<u>D</u> ate: 24.01.19 <u>t</u> o 1	4.02.19
Search: All Areas Only active area 1810 Only inside areas of this v	iew

Confirm with *Search* and you will receive a booking overview on the screen:

Found be	ookings				×
	The follo	<u> E</u> dit			
Dav		Time	Duration	Information	<u> B</u> ack
1810 1801 1801	07.02.19 (Thursday) 07.02.19 (Thursday) 07.02.19 (Thursday)	14:10 12:10 12:10	5 h 5 h 5 h	hah1 Happy, Hellen (), N hah1 Happy, Hellen (), N hah1 Happy, Hellen (), N	No Show F6
	X Delete F5	📚 <u>P</u> rint	F8 🔶	<u>N</u> ew F9	X Quit

Click on the button *Print button* (F8) button opens the following window:

Print reservation(s)	×
This text will be added to the printout:	📚 <u>P</u> rint F8
Enter here the text to be added to the printout	X <u>C</u> ancel

You can use this function to print an appointment or booking confirmation for your member quickly and in a service-orientated manner.

TIP Is available under *Settings/Programme settings/Club address, bank details* under the button *Extra* the special parameter *TIBU_PRNTNEW* in the tab *General* tab, you receive an extended function:

Print reservation	ons		×
<u>A</u> ddress:	hah1 Happy, Hellen		✓ <u>о</u> к
<u>L</u> ayout:	Booking confirmation INFO	▼ Edit	X <u>C</u> ancel
This text will k	be added to the printout:		
Enter here th	e text to be added to the printout	<u> </u>	
		-	
, Area-related	text:		
		_	
		_	
1			
🔲 Only print	selected position (F5)		
Print only	main bookings (no follow-up bookings) (F6)		
🗌 Make a n	ote of the printout		

This function can be particularly interesting if you work with hotels or tour operators and would like to send them a professional confirmation including individual fees or similar.

Please contact PC CADDIE support if you have any questions about installing the layout.

Book

We will show you below how you can make bookings in the various areas. If you want to book a trainer lesson or a start time in one place, simply press **Enter** or double-click with the mouse as soon as you are at the desired time in the timetable.

Please make sure that you are in the correct timetable area. The different areas should be easily recognisable by the selected background colours.

You can also drag larger reservations (blocks for tournaments etc.) by clicking on the desired time with the mouse. Now keep the mouse button pressed and move the cursor to the end of the desired reservation. As soon as you release the mouse button, the booking window will open. Using an

example, we will now show you how you can book an appointment and the numerous options PC CADDIE offers you for each booking.

I. Change to the desired date

If you double-click on the date at the bottom right



or press the Z (=time), you can jump directly to a specific day

Select time	×
Enter the time:	✓ <u>о</u> к
<u>D</u> ate: <u>30.01.19</u> <u>T</u> ime: 08:00	X <u>C</u> ancel

or use the F2 key to search for a day and change the view to it:

🏹 Calendar	×
Veel Mo Tu We	Th Fr Sa Su
1 31 1 2	3 4 5 6
2 7 8 9	10 11 12 13
3 14 15 16	17 18 19 20
4 21 22 23	24 25 26 27
5 28 29 30	31 1 2 3
6 4 5 6	7 8 9 10
January 🔺	2014
February	2015
March	2016
April	2017
May	2018
June	2019
July	2020
August	2021
Septembe	2022
October 💌	2023 💌
Selected date:	31.01.2019

Otherwise, move through the timetable with the cursor or use the arrow keys "up, down, left, right". If you want to make a reservation at a specific point, simply press **Enter** or double-click with the mouse button.

II. The booking window

Once you have selected a time in the timetable, the booking window opens:

Time booking:	18 Holes, 10 Tee	×
<u>D</u> ate <u>T</u> ime D <u>u</u> ration	30.01.19 Wednesday 13:00 Bounds 10 min Maximum	✓ <u>B</u> ook
Persons	Tr. <u>c</u> lass Break Bloc <u>k</u> ing <u>F</u> ilter	
3xAbbr/ or Name	Select Guest	Spread out
Info (F6)		📚 <u>P</u> rint F8
Ne <u>w</u> Edit		→ Acc. transfer[F1]
Delete		🚳 Pay <u>m</u> ent F12
<u>A</u> rticle	Greenfee adults 18 holes	
Price	Auto: 0,00 Ime prop.	
Book <u>f</u> or	Individual for everybody	× Cancel

Date Corresponds to the date to be booked.

Time Corresponds to the time to be booked.

Duration Corresponds to the duration of the reservation made.

TIP This duration can be adjusted manually or determined directly in the timetable by clicking on the earliest time of the reservation, holding down the right mouse button, dragging to the last time to be reserved and then releasing.

Search abbreviation Enter the name of the person to be booked here. Persons can be searched for as follows:

- Search abbreviation: 2 letters of the surname + 2 letters of the first name. E.g. for Peter Müller → müpe
- Surname and first name separated by a comma: The first 3 letters of the respective name are sufficient here; e.g. for Peter Müller → mül,pet or mülle,pete etc.
- Full first name or surname
- Phone number
- etc.

[•] If you want to book a teatime for a guest who has never visited you before, use the button

Guest, button to book this teatime.



TIP To enter a free text for the booking, simply type it into the search indicator field.

bbr/ or 2 Wants to play alone Select Guest

So that this text does not have to be entered x times individually, it is sufficient if you note the number of entries before the text. PC CADDIE then automatically writes this text into the booking according to the required number.



The fields *Article, price* and *Book for* can normally be left blank. These are filled automatically as soon as you work with stored article automations or timetable rules.

Via the button **Book** button to finalise the booking and return to the timetable.

Get into the habit of always closing the booking window with **Book** to exit the booking window. If you have reserved players and exit the window with **Cancel**, the booking will not be saved.

Entering additional information for a person

Double-click on the small blue "i" in front of the name or the button *Info* button (F6), a new window appears:

Additional-Information: 30.01.19 Guest: Member, Petra (13:00)	×
Booking Credit card Marshal Article Details Exchange	✓ <u>O</u> K
Enter additional info here	X Cancel
No. of bookings:	
Bookingreference: mepe Member, Petra Reference info:	
Status: ✓ confirmed Date: Time: 00:00 (ATTENTION: The booking will be deleted afterwards!)	
Booked (F11)	
Show name: Show name automatically	
List of 'No Show'-entries	
Data belonging to that entry	
Print bookings overview F8	

In the tab **Booking** tab, it is possible to enter special information about the respective player. If a customer has such information in their booking, it appears with an asterisk in front of the name.



As a **booking reference** a person or company from the database can be entered as a booking reference. On the one hand, this is intended as information for you, on the other hand, PC CADDIE will ask you when paying whether the reference person or the player should pay (e.g. for groups invited by one person).

Bookings can be made as **Provisional booking** can be accepted.

If the tick is not removed by the deadline, the booking expires automatically (ideal for nonbinding group requests).

The tab *credit card* tab currently has no function.

Under the tab **Details** tab, you can see the exact history of the booking with a unique **data record**-number.

Additional-Informat	ion: 30.01.19 Guest: Member, Petra (13:00)	×
Booking Credit	card Marshal Article Details Exchange	
<u>E</u> ntered at:	24.01.2019 21:48:20 L	
<u>b</u> y:	Timo Tester	
<u>C</u> hanged at:	26.01.2019 12:46:27 L	
<u>b</u> y:	Timo Tester	
<u>C</u> hecked in:		
<u>b</u> y:		
<u>I</u> nfo:		
<u>D</u> eleted:		
<u>b</u> y:		
Info:		
<u>R</u> ecord:		
Connection:		
)	
	List of 'No Show'-entries	
	Data belonging to that entry	
	Print bookings overview F8	

The letters in the third field have the following meaning:

nothing = > Alt local

www.pccaddie.com

Internet PC CADDIE://online obsolete, now only intranet for tournaments
PC CADDIE://online
XML-Internet PC CADDIE://online
External system PC CADDIE://online
APP Responsive PC CADDIE://online
Mobile Device PC CADDIE://online
Made locally/on site
Multiselect booking (booked in a multiple selection (space bar))
Tournament copy/import (entered as tournament import)
Self-service booking (terminal)
Newly entered by copy (drag&drop copied)
Booked via cash register
Exchange interface
RemoteControl (carts system)
Portal (golf.at)
Work (timer of CRM info dialogues) and working time recording (A:, Y:,)
History=CRM
Hotel
only for DEL: Reservation cancellation, i.e. expired reservation deleted
Option ABC
NoShow automatic cancellation
Move, i.e. by moving (moved by drag&drop)
General change
Cancellation deletion

By clicking on the button *List of 'No Show' entries* button (F6), you can view the dates on which Mr Muster did not appear. *Associated data records* (F7) shows you the data records that were also booked by the person entered.

Breaks

Time booking:	Peter	×
<u>D</u> ate <u>T</u> ime D <u>u</u> ration	08.02.19 Friday 10:00 <u>Rounds</u> 60 min 11:00	 ✓ <u>B</u>ook ✓ Delete
Persons	Tr. <u>c</u> lass Break Bloc <u>k</u> ing <u>F</u> ilter	
N <u>o</u> tice	Break	<u>S</u> pread out
Info (F6)		📚 <u>P</u> rint F8
Word		
Color	Show text online	X Cancel

This area is particularly useful for your pros. In this dialogue, your golf instructors can individually schedule a lunch break where no bookings are possible.

Blocking

Time booking: Peter		×
Date 08.02.19 Time 10:00 Duration 60 min	Friday <u>R</u> ounds 11:00 Ma <u>x</u> imum	 ✓ <u>B</u>ook ✓ Delete
Persons Tr. <u>c</u> las	s Break Bloc <u>k</u> ing <u>F</u> ilter	
N <u>o</u> tice No classes		Spread out
Info (F6)		Print F8
Word		
Color	Link to competition registration	× Cancel

The same applies if you want to close the course for a certain period of time or if the golf instructors are not available for certain hours. Simply enter all the details in the mask.

TIP By clicking on the button *Maximum* button, the closure is automatically extended until the end extended until the end of the day.

Filter

The filter function can be used to reserve a booking for a specific group. For example, enter "Ladies team" under Remarks to reserve a start time for the ladies' club team.

Time booking:	Peter	×
<u>D</u> ate <u>T</u> ime D <u>u</u> ration	08.02.19 Friday 10:00 Bounds 60 min 11:00	 ▶ Book ▶ Dejete
Persons	Tr. <u>c</u> lass Break Bloc <u>k</u> ing <u>Filter</u>	
N <u>o</u> tice	Women team	Spread out
Info (F6)		😞 <u>P</u> rint F8
Word		
Color	Enable warning	🗙 Cancel

🌇 Timetable				
Area Pete				
	Fr, 08.02.19			
09:40				
09:50				
10:00	Women team			
10:10				
10:20				
10:30				
10:40				
10:50				
11:00				
11:10				

Under *Info* additional information can be entered. Under *Word* the following document (Function Sheet) opens, which you can use as an additional tool for each event:

Function Sheet

A 1	•
Created	htt:
Ci carea	

Tournament name:					
Date:		Course:			
Start:		Tee(s):			
Participants:	M./G:		Member:	Invited guests:	
Hcp-Limit:			Game type:		
Sponsor(s):					

	Time	Place/Duration/Notes	Org./Duty
Tournament	•	•	•
Check In:			
Tee-gifts:	••••••		
Start-board:	•	*	
Rounds-board:	•	*	
Pin Positions:			
Special rates:	Ī		
Results:	Ī		
Prizes:	Ī		
Awards:		·	
Program			
Participants:	1		
Check In:	1		
Putt-tournament:	<u>.</u>		
Taster course:	<u>.</u>		
Private lessons:	<u>.</u>		
Advertisement:			
Board:		• •	
Results:	•	•	
Prizes:		•	
Awards:		•	
		A	
Evening program	:	1	:
Participants:			
Admission/Start:			
Dress code:	<u>.</u>		
Menu/Buffet:	<u>.</u>		
Music/Program:			
Awards:	ļ		

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If you would like to have your own document stored here, please contact support@pccaddie.com.

To ensure that all employees are aware of the document, please enter your name under *Info* it is best to enter a brief comment about it.

The individual participants for the booking are simply booked using the filter. The booking window is opened by double-clicking on the start time at which the filter is located. You can then book all participants as usual.

To avoid accidentally deleting a filter, there is a button **Delete** button in the created filter. By simultaneously pressing **Shift** and **double-click** (with the mouse button) to return to the filter (initial setting) and delete it.

Open filter booking in the timetable: Shift + double-click

Open filter booking in the timetable of the course event module: Shift + Alt

Further buttons in the booking mask

Distribute

Spread out bookings	×
Number: (empty = according to basic booking) Date till: 11.02.2019 Tota period: Period per unit: 60 Min Start: Date: 26.01.19 Time: 12 o`clock Days: Mo Mo Tu We Th Fr Sa Spread out only on every 1	✓ <u>O</u> K ズ <u>C</u> ancel

About **Distribute** in the booking window, you can copy the current booking to several times. For example, if a customer wants a trainer lesson every week on Tuesdays.

Please note that if you distribute a filter, e.g. ladies' golf every Tuesday from 2.00 pm to 3.30 pm, and an error occurs, you must delete each filter individually.

Print green fee

If you manage the start times with the timetable and a customer appears to buy his green fee bag, you can open the window by double-clicking on the desired time. Then click in the booking window on the right on **Print** (F8) in the booking window on the right and you can directly print and book a green fee bag.

Book green fee		×
<u>G</u> reen fee type:	Happy, Hellen >> Full << Number: 20160001 gf18 Greenfee adults 18 holes 🖶 🔄	✓ <u>O</u> K ズ <u>C</u> ancel
<u>D</u> ate: <u>T</u> ee time: <u>1</u> 0.Tee:	07.02.19 12:10 Tee information: 14:10 Tee information: 18 Holes, 10 Tee	
<u>N</u> o. of players: <u>S</u> pecial price:	1,00 Image: print several bag tags per player (Empty = normal price)	
Alternative player: <u>R</u> ecord: Individual:	Hcp: Club:	
Additional text:		
<u>C</u> ourse data:	sonn.1 18 Holes Sonnenschein	

If, for example, the customer also wants a ball card, please note **Proceed to checkout** (F12) at the bottom of the payment window. You can use this function to continue the checkout process.

Payment	×
Enter the payment: Paying person hah1 Happy, Hellen	✓ <u>OK</u> Discount (F7)
<u>T</u> o pay: 400.00	X <u>C</u> ancel
Payment method Amount F1 cash 0000 Cash payment Image: Cash 0000 F2 Image: Cash 0000 Image: Cash 0000 Image: Cash 0000 F3 Image: Cash 0000 Image: Cash 0000 Image: Cash 0000 F3 Image: Cash 0000 Image: Cash 0000 Image: Cash 0000 F4 Image: Cash 0000 Image: Cash 0000 Image: Cash 0000	
return: 0,00	
Print receipt 🕞 Normally no receipt 💌	
Book as invoice into account	
Continue transactions in the cash register F12	
Transfer to another customer 🔂 F12	

Post and pay

You can book and pay directly in the booking screen. An arrow indicates whether a booking has been posted or not.

🖲 🚑 🗣 🚺 Happy, Hellen (–), MEMBER	
👁 🗛 👁 其 Interested, Sarah (34,4), Golfclub Gast	+
👁 🗛 👁 🚺 Member, Paul (32,0), MEMBER	÷

If required, the booking can be deactivated again in the detailed information (click on the blue "i").

Additional-Information: 26.01.19 Happy, Hellen (), MEMBER (12:10	D) ×
Booking Credit card Marshal Article Details Exchange	✓ <u>O</u> K ★ <u>C</u> ancel
No. of bookings: 1 Bookingreference: Image:	
List of 'No Show'-entries F6 Data belonging to that entry F7 Print bookings overview F8	

III. delete booking

If you realise within five minutes of making a booking that you have made a mistake, you can easily delete the booking by pressing the button **delete** button. If your customer only cancels their appointment a few days later or you only notice an error afterwards, the booking cannot be deleted immediately. By double-clicking on **Delete** the following window will appear:

Confirm Reversal	×
Confirm the reversal with a comment:	
No Show: 3 h 42 min	
Also remove these data sets:	
18 Holes, 10 Tee 07.02.19 (Th) 14:10	
Reversal F3 🔀 <u>N</u> o Show F4 🔀 Delete F5	
X <u>C</u> ancel	

In this dialogue, you must now first enter a comment in order to be able to delete the data record. After you have entered "sick", for example, you can cancel the data record by clicking on the various buttons depending on the situation *Cancellation* (the cancellation fee defined in the timetable area is posted directly to the customer's account), enter as a 'No Show' entry *No Show* or delete *Delete*.

No Show - Entry

This entry is very helpful for golf courses with a large number of green fee players. You retain control over no-shows, can easily manage them and, if necessary, invoice the customer directly. If a participant does not turn up for their appointment, PC CADDIE opens a new entry by clicking the **Delete** button (in the booking mask) opens the following window:

Confirm Reversal	×
Confirm the reversal with a comment:	
No Show: 3 h 42 min	
Also remove these data sets:	
18 Holes, 10 Tee 07.02.19 (Th) 14:10	
1	
Reversal F3 🔀 <u>No</u> Show F4 🔀 Delete	FS
X <u>C</u> ancel	

You can see in the first line how much time has already elapsed since the start of the appointment and in the lower half of the input window the customer's other data records. Click on **No Show** to save the no-show as a no-show entry.

View No Show entry

The No Show entries of a person can be viewed via the person mask. To do this, select the desired person and click on the *Timetable*.

Pe	rson: Member, Pau	ll in the second se				×
	- Name	mepa No 049.9001.100011 Select No.		-		_
	Title	Addr.(Pers.)	1	Filter	F12	
	Firstname	Paul No.	 	<u>N</u> ew		
	Name	Member	0	<u>C</u> hange	F11	
	Ompetition	🔉 Cash register) 🏩 Timetable 💿 Intranet	×	<u>D</u> elete	FS	
	<u>S</u> tatus <u>1</u> st Ad	dr. <u>2</u> nd Addr. payment Inf <u>o</u> s Memo	0	Сору	F6	
	Belonging to	1:Petra		<u>A</u> ccount		
	Family status	2 - Partner <u>F</u> amily	2	<u>P</u> rint	F8	
	Function (Club)	VS/Mo-Su	W	E <u>x</u> port		
	Street	Hasslerstrasse 15	2	SMS		
	Postcode	D 52055 Town Aachen				
	Telephone	+49-1111/22222222*		Card		
	Mobile	+49-172/12341234*		Close	=	
	Fax	+49-1111/22222224				
	e-mail	mpaul@gmail.com				
	www	(i)	×	Quit		
_			<u> </u>			

The following window opens:

Foun	id book	ings				×
	Member, Paul					O Edit
	The following entries were found in this time(s):					3 Back
D	lay		Time	Duration	Information	
1	810 801	27.01.19 (Sunday) 27.01.19 (Sunday)	16:10 14:10	5 h 5 h	mepa Member, Paul (32,0 mepa Member, Paul (32,0	No Show F5
		× <u>D</u> elete F5	斄 <u>P</u> rint	F8 🔶	<u>N</u> ew F9	<u> Q</u> uit

Now press the button **No Show** button to get an overview of the No Show entries for the corresponding person.

'No Show' Entries	×
Member, Paul	<u>м</u>
No Show: 18 Holes Course26.01.19 (Sa) 12:10 35 00D No Show: 3 h 47 min	🗙 <u>C</u> ancel
No Show: 18 Holes, 10 Tec07.02.19 (Th) 14:10 36 01D F:No Show: 3 h 47 min	
More details to this line F7 Configure 'No Show' count	
Entries: <u>U</u> nexcused: 2 <u>E</u> xcused: 0 <u>F</u> ollow-ups: 0	

To obtain detailed information, click on *Further details on this line* (F7). Enter here if a no show was subsequently excused.

Record details		×
<u>E</u> ntered: <u>b</u> y:	24.01.2019 21:11:03 L Timo Tester	✓ <u>O</u> K
<u>C</u> hanged: <u>b</u> y:	26.01.2019 15:44:01 L Timo Tester	
<u>D</u> eleted: <u>b</u> y: <u>I</u> nfo:	26.01.2019 15:57:41 L Timo Tester No Show: 3 h 47 min Excused (F3)	
<u>S</u> et : ID: <u>R</u> ef: <u>N</u> xt: <u>A</u> : <u>B</u> : <u>C</u> :	35 0001586725863003500D 0001586725863003501	

By clicking on the button **Configure no-show counting** button, you can configure the No Show entries according to your wishes and click **OK** to confirm: If the maximum number of No Show entries is reached, you will receive a warning. For bookings over PC CADDIE://online the members receive the following message "Not bookable - Please contact the club".

No Show Configuration	×
Count No Show entries from this date: 26.01.2019	<u> О</u> К
Count back the days to a maximum of:	X <u>C</u> ancel
Alert after this number of entries:	
Include only main reservations	
After this time 'No Show' instead of Delete: 60 min	
Deleting requires special rights	

Print list via No Show

You can create a no-show overview list by clicking on the menu item **Persons/Person list** and creating a list according to the following template:

Format editor								×
N <u>a</u> me: Format <u>t</u> ype	NoShow	ines:	∛ Title	Define <u>n</u> ew forma	at DATE>	<	<u>F</u> ields	E
<pre></pre>	·10···¦···20···¦···30 •:FILTER>	D•••¦••••4	0 • • • ¦ • •	1/0 (0) 🚺 Line ••50 •••; •••60 ••	→ <u>T</u> ab ·¦···70··	A	F <u>o</u> nts	F6
th> <tr<<td><td< td=""><td>> <name, firstname<="" td=""><td></td><td></td><td>></td><td></td><td></td><td></td><td></td></name,></td></td<></tr<<td>	> <name, firstname<="" td=""><td></td><td></td><td>></td><td></td><td></td><td></td><td></td></name,>			>				
						×	Save format Delete forma	E11
							F <u>i</u> le	<u>F9</u>
						۵	Test	F8
4					×	X	<u>Q</u> uit	
Course occupancy - 26.01.19

Printed: 26.01.19, 16:16 h

NoShow	Name, first name	
2 (0)	Member, Paul	
DC CADDIE 2019 @ 1099 201	P. C. A. DDIE A.C. Horse, Switzerland	DDOREINSTALL ATION: Testolub AC

PC CADDIE 2018 © 1988-2018 PC CADDIE AG, Horw, Switzerland

PROBEINSTALLATION: Testclub AG

The first number indicates the total number of no-show entries. The number in brackets shows the number of excused entries. It is not possible to analyse a no-show list for a specific time period. The number in the evaluation always refers to your settings for the no-show count.

For the person filter, we recommend a logical filter so that only people who actually have at least one no-show entry appear on the list.

Kontakte-Filter: alle,nur mit NoShow — 🗙						
Name alle, nur mit NoShow		¥	Speichern L <u>ö</u> schen	√ <u>о</u> к		
Personen- <u>F</u> ilter <u>A</u> ufzählung			+ Neuer Filter F9	Negation		
<u>H</u> andicaps	von	Pro	bis			
<u>G</u> eburtsdatum	von		bis 31.12.2022			
Eintritts <u>d</u> atum	von		bis 31.12.2022			
Heimat <u>c</u> lub	nur			Sonderfilterung:		
Geschlecht	nur			Event		
Altersklasse	nur			Beitrag		
Mitgliedschaft	nur			Umsatz		
Status	nur					
Beitragsstatus	nur					
Zusatz-Info	-					
Austritts-Datum	-			<u>D</u> atei		
Clubnummer/-kennung	-					
Irgendwo/Alles	T					
Eintritt/Austritt passend zum:				X Abbruch		



Here is the complete logical filter:

(((aNoShow := TimeNoShow("COUNT", golfmitg->mitgcode)) != NIL) .AND. aNoShow[2] + aNoShow[3] > 0) to copy : ¹⁾ !=NIL) .AND. aNoShow[2] + aNoShow[3]>0)

Make deletions visible

All deletions, 'No Shows' and cancellations can be made visible in a separate area. In the timetable view, simply press the keys Ctrl + D (or also Ctrl + F12) and the corresponding query will appear:

Special area	×
Please select, which special view you would like to have:	
<u>N</u> ormal bookings	
Cancelations	
'No Sho <u>w</u> '-bookings	
Deleted bookings	
× <u>C</u> ancel	

Select the desired view. The timetable now displays either only **Normal bookings, cancellations,** '**No Show**' **bookings** or **cancelled bookings** are displayed.

Please note that no lists can be drawn from these "background areas".

IV. Multiple bookings

If a customer wishes to make several reservations at the same time, multiple bookings offer you an

efficient booking method. Move to the desired start time in the timetable. Now press the **space bar**. The following dialogue opens:

Multiple ch	oice			×
Area	Date	Time	Free	
1810	01.02.19	17:50	4	
Number	ofbooking	. .	1	
	UI DUUKING:	5.		
<u>M</u> aximui	m players:			
<u>N</u> umber	of days:			
	Add da	ays	E	4
	motio follow	bookin	~/EC)	
I.▲ auto	maticionow	-DOOKINI	у(го)	
	Delete	entry	F	5)
	Delete	all	Stra F	ลิ
	Recei		(
	1 (636)	00		9

In the first line, you will see the start time that you just wanted to book. Now navigate in the timetable to the other bookings you want to make for the customer and memorise them by pressing the **space bar** again. The bookings are listed consecutively in the window:

Mult	tiple cho	oice			×		
		D .		-			
- A	Area	Date	Time	Free			
	1810	01.02.19	17:50	4			
	1010 1910	02.02.19	16:40	4			
	1810	03.02.13	16:40	4			
<u>1</u>	<u>N</u> umber (of booking:	5:	4			
<u>r</u>	<u>M</u> aximum players:						
1	<u>v</u> umber (Ji uays.					
l		Add da	ays	E	4		
Γ	✓ automatic follow-booking(F6)						
(Delete e	entry	E	5		
(Delete	all	Strg F	5		
(Reser	ve	E	12		

In the lower part of the window you can see how many bookings you have already selected and the maximum number of players. With **Delete entry** (F5) you can delete a booking and with **Delete all** (Ctrl + F5) deletes all entries. Once you have selected all the desired start times, please click on **Reserve** (F12):

Book selected time	s	×
For which persons these times be bo	shall oked?	
hah1 Happy, He mepa Member, F	Options: A B C ellen Paul EQ D D EQ D D EQ D D	X <u>C</u> ancel
<u>N</u> ote:		
<u>R</u> eference:		
Information:		
Provisional bo [(ATTENTION Also the subse	oking valid till (F5): Date: 31.01.19 <u>T</u> ime: 16:24 N: Thee booking will be cancelled afterwards!) equent bookings (F6)	

In this dialogue, specify the persons for whom the selected times are to be booked. Under **Reference** you have the option of specifying who recommended your seat or forcing a query as to who will pay for the tee times.

Enter day information

Please double-click on the day's column title first:

🌇 Tin	Timetable						
	🔹 👍 🕨 18 Holes 🔍 🥄 🗃 🗐 🚳 🛐 🗟						
	Fr, 01.02.19 🔍	Sa, 02.02.19	Su, 03.02.19	Mo, 04.02.19	Т		
11:20							
11:30							
11:40		Double-clio	k on the date to				
11:50		get the Dai	ly information				
12:00							
12:10							
12:20							
12:30							

The following window opens:

Daily informat	tion	×
<u>T</u> itle:	Aerification on holes 10-18	✓ <u>O</u> K
<u>D</u> etails:		X <u>C</u> ancel
<u>C</u> olor:	255	
🔽 Enable	warning	
<u>D</u> aily ID:	Edit course F7	
Or explicitly	defined course:	
🔽 Usage t	ime to this value:	
Automat	tic players check	
C	heck the players of this area now	
Ĩ	Send SMS to all players f this area	

Here you can enter a *day title* can be entered and even a warning can be activated.

The above setting would look like this in the timetable:

🌇 Timetable							
🔹 👍 🕨 18 Holes 🔹 🔍 🍣 🔳 🚳 🙀 🚝							
	Fr, 01.02.19	Sa, 02.02.19	Su, 03.02.19	Mo, 04.02.19	Tu,		
08:40							
08:50	Aerification on holes 10-18						
09:00							
09:10							

If someone were to book a start time, the following warning message would appear:

Timetable					_	
Time booking: 18 Holes Course		×	aster screen	Training class		
08 Date 01.02.19 Friday 18 Hole 08 Time 11:30 Bounds 09 Duration 5 h 16:30 Maximum	25, 10 Tee F3	<u>B</u> ook	07.02.19 F	ir, 08.02.19	Sa, 09.02.19	
Og Rule 09 Person: Happy, Hellen 10 Area: 18 Holes Course 10 Date: 01.02.19 10 Time: 11:30 10 ATTENTION: For this person are the rules valid for this times: 11 Aerification on holes 10-18 11 Aerification on holes 10-18 12 Details of the rule 13: Details of the rule	e following		OK ancel			
Sa 26.01. Su 27.01. Mo 28.01. Tu 29.01. We 30.01. Th 31	.01. Fr 01.02. Sa 02.02.	Su 03.02. Mo 04.0	2. Tu 05.02.	We 06.02. TI	h 07.02. Fr 01.02.19	08.02. 10:40

If you would like the daily information to be displayed on PC CADDIE://online to be displayed - please contact PC CADDIE://online Support at support@pccaddie-online.de. This will then be activated for you.

Day identifier

The **day identifier** determines which courses are played on the current day. This is particularly useful if, for example, you have a 27-hole course on which the 18-hole rounds alternate.

Dai	ly i nformat	ion	×
	<u>T</u> itle:	Aerification on holes 10-18	✓ <u>O</u> K
	<u>D</u> etails:	Only one player per tee time	X <u>C</u> ancel
	<u>C</u> olor:	255	
	🔽 Enable v	warning	
	<u>D</u> aily ID:	Edit course F7 A	
	Or explicitly	defined course:	
	🔲 Usage ti	ime to this value: 0	
	🔽 Automat	ic players check	
	C	heck the players of this area now	
		Send SMS to all players f this area	

You can also use the button *Edit location assignment* button (F7) to define the following basic setting:

Edit Course data Alloction	د	<u><</u>
Define which course combination matches th course data in accordance with the scorecard		-
Normal order:	X <u>C</u> ancel	
<u>A</u> -B		
<u>B</u> -C		
<u>C</u> -A		
Reverse combination:		
<u>B</u> -A		
<u>с</u> -в		
<u>A</u> -C		
9-hole twice:		
<u>A</u> -A		
<u>B</u> -B		
<u>C</u> -C		
Colours:		
Course A 0 📀		
Course B 0 📀		
Course C 0 📀		

Here you can set the courses that are also used for the bag tag with scorecard.

9 hole courses - scorecard printing

9-hole courses that also print the scorecards for members as a bag tag or at the terminal with the green fee must make the following setting since the changeover to the WHS so that the ratings are recognised correctly and the strokes for the 18-hole round are printed correctly:

Firstly, the course identifier must be defined as A in the area setting of the timetable. You can access the setting via the menu item *Timetable*, *Edit area*:

Bereich wählen							? 🗆 🗙
Bereichs-Gruppe					Kürzel		
Alle Bereiche						^	✓ <u>О</u> К
Golfplätze					PLATZ		X Abbruch
Pros					PRO		
Carts					CART		
Hotel					HOTE	~	
Paraish		Ctart	Endo	Abstand	Kürzel		
1º Loch		07:00	21:00	ADStand	1901	^	
R Loch Blatz		07:00	20:00	10 Min	01	N	
Sect 1		08.00	20.00	10 Min	9L	J	
Cart 1		00:00	18:00	10 Min	CT CT		
Cart 2	1	00:00	18:00		C2		
Cart 3	1	00:80	18:00		US I		
Hotel	1	00:10	04:00	TUMIN	HOIL		
John	- I	08:00	20:00	15 Min	JOHN		
Klaus	- \	08:00	20:00	15 Min	KLAU		
Peter		08:00	20:00	10 Min	PETE		
Salle de conférence	\	08:00	18:00	60 Min	CONF		
Tester Timo	<u> </u>	08:00	19:00	15 Min	TETI		
Willi		08:00	20:00	15 Min	WILL	\checkmark	
+ <u>N</u> eu	F9 <u>B</u> earbeiten	F7	Löse	chen		F5	

Bereich bearbeiten					
	a 1				
Suchkürzel:	9L	Sort	ierung:		✓ <u>о</u> к
Name:	9 Loch Plat	z			X Abbruch
Option A Option B	Option C	Stornierung	Views	Publizieren	
Grundeinstellungen	Informatio	n Buchung	Fol	gebuchung	
Raster: Start:	06:00 Uhr				
Ende:	20:00 Uhr				
Abstand:	10 Min				
Standard-Dauer:					
Grenz-Zahl:	4	Personen			
Im Voraus buchbar:	7 Tage	für Gäste:	5	Tage	
Anzahl Löcher:	9	Platzkenn	ung (A/B/	C): A	
Grundfarbe:	#000000	(S.		
Status:	Aktiv		-		
Buchungsgruppen:	PLATZ;			Wahl	
Adress-Datensatz:				≡…	
Platz-Datensatz:	sonn.1.1.0	Sonnenschein		≡…	
I					

Then double-click on the date in the timetable to go to the daily info view and edit the seat allocation:

Tages-Information	
Titel:	√ <u>о</u> к
Details:	X Abbruch
,	
Farbe: #000000	
Warnun aktiviert	
Tageskennung:	
Oder explizit festgelegter Platz:	
Nutzungszeit auf diesen Wert: 0	
Automatische Spielerprüfung	
Spieler dieses Bereichs jetzt pr üfen	
SMS an die Spieler dieses Bereichs	

It is now important that we load the 9-hole rating and the 18-hole rating correctly into the corresponding fields:

Platzdaten-Zuordnung bearbeiten	×
Legen Sie hier fest, welche Platzkombination welchen Platzdaten für die Scorekarte entspricht:	√ <u>о</u> к
Normale Abfolge:	X Abbruch
А-В = •••	
в-с 📃 🚥	
C - A = •••	
Umgekehrte Kombination:	
B - A 📃 🚥	
С-В	
A-C = •••	
2 mal 9-Löcher:	
A - A 0104.1.2.1 Meggen 18 Loch = •••	
В-В	
c-c = •••	
NUR 9-Löcher (ohne Folgebuchung):	
A 0104.1.1.2 Meggen 9 Loch = •••	
в 🔳 🖿 🚥	
c = •••	
Farben:	
Course A #000000	
Course B #000000	
Course C #000000	

Only then can PC CADDIE print the scorecard correctly.

Automatic player check

Daily informa	ation	×
<u>T</u> itle:	Aerification on holes 10-18	✓ <u>Q</u> K
<u>D</u> etails:	Only one player per tee time	X <u>C</u> ancel
<u>C</u> olor:	255 📕 📀	
🔽 Enable	e warning	
<u>D</u> aily ID:	Edit course F7	
Or explicit	y defined course:	
🗌 Usage	e time to this value: 0	
Autom	atic players check	
	Check the players of this area now	
į	Send SMS to all players f this area	

If the tick is set for the **Automatic player check** is ticked, the intranet check is carried out once in the morning for the area you have opened.

The function can also be activated manually with the **Check players now** button.

WebSMS as daily information

Read here how to send a daily information via SMS: Send WebSMS to all timetable starters of a day.

Example from practice

Overview of the rounds played

At the end of the year, our support team often receives the question of whether it is possible to print a list in which the rounds booked in the timetable can be counted per player. Below you will find a brief description of how to obtain such a list.

Please first determine the abbreviation of the selected course. To do this, please open the timetable via the button **area**

PC CADDIE	
Persons Handicaps Accounts	<u>C</u> ompetitions <u>T</u> imetable <u>S</u> etup <u>E</u> xit
🥵 🗎 🖄 🕸 🎭 🗋 🖁	CLUB 🤄 🚣 📄 😭 🍪 🔛 👘 🏷 🙆
Opened windows	Timetable
PC CADDIE Reservations (10)	🔺 🔥 🗚 Holes, 10 Tee 🔍 🤍 🏽 🔳 🚳 🙀
Timetable	Th, 20.12.18 Fr, 21.12.18 Sa, 22.12.18 Su, 23.12.18
	09:40
	09:50
	10:00

the following window:

ect areas		
Area groups:		
All aroas		
All areas Golf courses	COLIRS	
Droc		🔁 🛛 🗙 <u>C</u> ancel
Carto		
Employee	EMP	
Areas:		
18 Holes, 10 Tee	1810	
18 Holes	1801	
Carts	CART	
John	JOHN	
Willi	WILL	
🔶 New F9 🙆 Edit	X Delete	F5

Now you have to select **PERSONS** \rightarrow **PERSON LISTS** to create a list layout for the desired list. Please select the following fields in the layout:

- <Z>
- <Name, Vorname >

You can now enter the field for the count manually as shown in the screenshot:

• <TT:1801;1810:01.01.17-31.12.17>

Format-Editor	×
Name: Runden pro Person Neues Format definieren Format-Typ Liste Zeilen: Titel Buchungen 2/67 (0) Linie Iab : : : : : (WENN_VOLL <tt:1801:01.01.17-31.12.17> : : : <</tt:1801:01.01.17-31.12.17>	← Eelder F2 Eefehle A Schritt F6
	Format speich(F1) Format josche(F5)
	📚 Test F8
< >	Ende

The following applies:

- 1. Insert this command if you only want to have those players on the list who have played at least one round. If you leave it out, all persons will be listed according to the person filter, including those with 0 rounds.
- 2. The display of the number of rounds is activated by the command **TT**: command.
- 3. Abbreviation of the selected course(s) this can also just be "1801", for example, if you have only set a timetable range that is relevant for the count. If you have an 18-hole course where the second 9 holes can also be reserved or booked separately, then also add these abbreviations.
- 4. Enter the desired period in which PCC should count the rounds played per person for you. The current year usually applies here.
- 5. Optionally, you can also No-shows can also be displayed (the number in brackets corresponds to the number of excused no-shows).

Then please save the new layout.

You can now print the list of persons:

Persons list	×
Layout	Print F8
Payment, slip Edit Persons - Master data	
Players IDs Rounds per person	
Rounds played TT	Noternet 🛛
Persons group	
All persons Define	
Order	
Alphabet (Names)	Note
WITH and WITHOUT direct-debit	
Families together mail addr., extra	Quit

Rounds played TT - 26.01.19

	No.	Name, first name	TT:1801,1810:01.01.18-31.12.18	NoShow
	1	Happy, Hellen	1	0 (0)
	2	Interested, Sarah	0	0 (0)
	3	Jolie, Angelina	0	0 (0)
	4	Member, Paul	1	1 (0)
	5	Member, Petra	0	0 (0)
	6	Tester, Timo	1	0 (0)
I	1			. ,

PC CADDIE 2018 @ 1988-2018 PC CADDIE AG, Horw, Switzerland

PROBEINSTALLATION: Testclub AG

Printed: 26 01 19 17:08 h

Booking online via Touroperator

Worth knowing:

- A tour operator can receive a larger preview released by the club in his view. They can then see 50 days instead of the default 10 days, for example.
- In contrast to the normal user, the tour operator does not primarily have to book in his own person, but only "additional" players, so he only makes reservations for others.
- When retrieving the reservations, it is not the reservations relating to him that appear, but those made by him.

- In PC CADDIE it is possible to determine which bookings were made by which tour operator. A tour operator number/ID is stored online for this purpose.
- A tour operator can book trainers or other sheets.

Guest booking online with association affiliation

The home club must be entered in the online login

Deutschland	* *
leimatclub	
[0493359] Aerzener Golfclub e.V.	x 7
Ausweisnummer	
123456789d	
The subbas fit as a ball as a last	
Bitte wanten Sie zur Prüfung einer Ausweisnummer entworfer Ihren Heimatr	lub oder
einen Club im gleichen Land über d	ie
[Anlagenauswahl] aus.	
Bitte geben Sie die ersten 10 Zeiche	en i
Ihrer Ausweisnummer ohne Leerzeiche	n ein.
ICP	
36	
sandicaps besser als 0,0 mussen mit einem v	urzeichen

Enter another person with first and last name and home club (must be set by PCCADDIE:online)



In the local PCCADDIE, the tick must be set in the Timatable:in the area/Publish tab: Check for association players

Beneich bearbeiten	- × -
Surfaced 187 Surfaceoup	v se
Grundelmatellungen Information Bachung Fulgebachung Byrtisch reption B. Byrtisch Sacharung Wears Publissees	
Simon Break in Internet Inc. Mar markets	
ith Transmittands ith Wellings-August	
= ult installisemen = ult allicalitagilare / tacmp	
[2] Oiran Breich geara in Trenisi Bahkar makes	
Part Hispather Page 10 1 00-961 012 Below 2017 Repart 1	
1 Fundhendraurung kanfigurieren	
The site interface any semantice. Assering the local semantic origin Assering the local semantic origin Assering the local semantic origin Assering the local semantic origin	

In the local PCCADDIE the timetable rule must be stored for INTRANET

Timetaline	Raget bearbeiten	
Bestitnung	Turtanlynlag mitt tasanla Registra	× 04 - 14
Film + Dail	Athat Bahaquinchinkag Benthey Benthe Inh	× 2010
Personal	Transstandargementer (* 2010) Hier mei for der operationen (*	
ب	20 80 22 80 22 70 22 64 22 64 postabilitantas feetagee 10 10 10 10 10	
34) Georr Hurgoleg Replachaerd Replachaerd	Bits Det Det Force/parts	
Class Sugar g & S	in information (*	
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Guest booking online without association membership

Booking person does not have to specify a verifiable club in the online login, only a country & the handicap

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Heimatclub	
Wir haben keine Schnittsteile zu daher ist keine Prüfung hrer Mit möglich.	ihrem Land. gliedsdaten
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Handicaps besser als 0,0 müssen mit ei	nem Vorzeichen inen Linterschied.

Enter another person with first and last name. Home club is optional (must be set by PCCADDIE:online)



In the local PCCADDIE, the tick should not be set in Timatable:in the Publish section/tab: Check for association players



The box must be ticked in the Club Manager under Teetimes/Settings: Activate guest booking via Teetime Dummy Guest

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A person with the search abbreviation: ttdg must be created in the local PCCADDIE

- Name			
Suchkürzel	ttdg Nr.	041.0904.100692	Nr. wählen
Titel		B <u>r</u> iefanrede	
Vorname	Online Ttime		
Nachname	Dummy Guest		
Tevent	📥 Kasse	Timetable	💮 Intranet

1)

(aNoShow :=TimeNoShow("COUNT",golfmitg→mitgcode