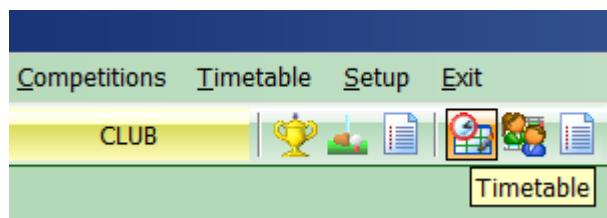


Timetable

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.



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:

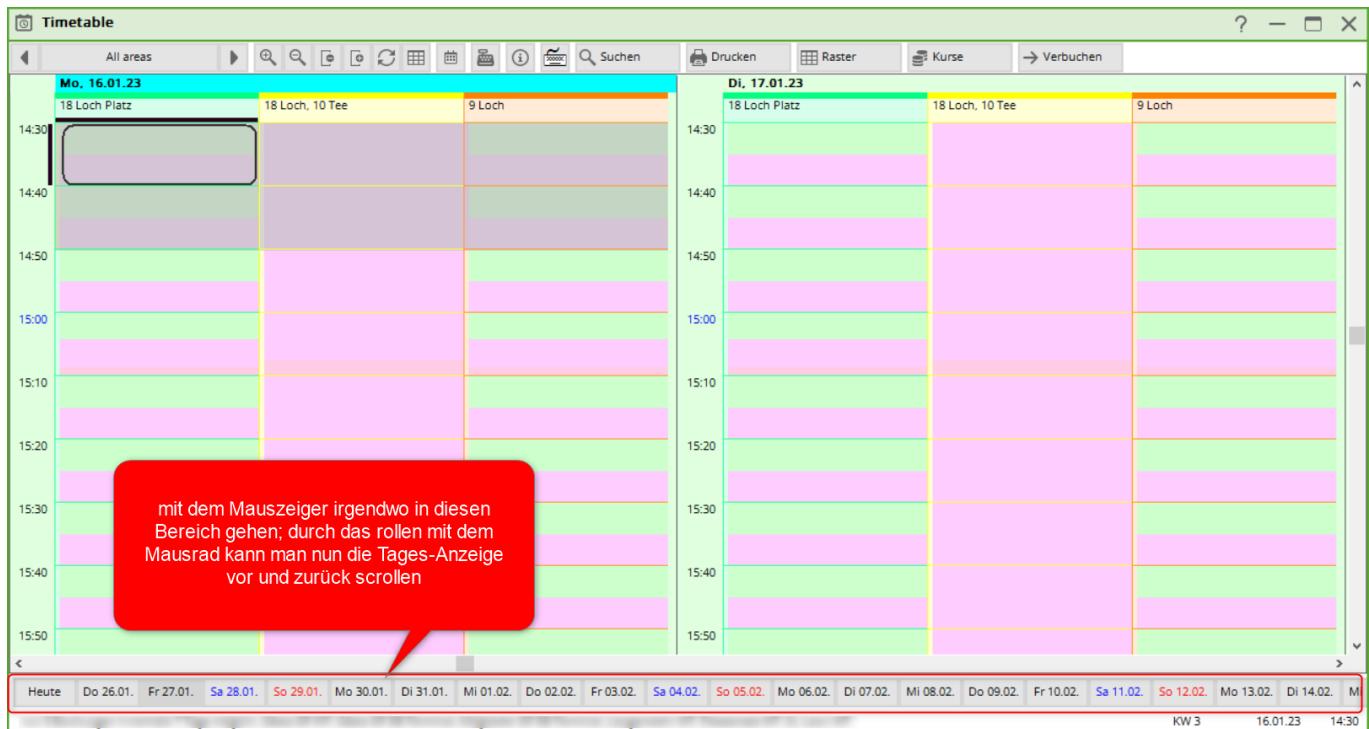
1	1 Day view
2	2 day view
7	7 day view (players visible individually)
8	7 Day view (whole day visible)
9	14 Day view (whole day visible)
a	Evening (18:30)
Alt + t	From the cash register to the timetable view
b	Change areas
d	Print
Enter	Book
f	Early (8:00 a.m.)
F11	Show automatic actions
F2	Show calendar
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)

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	Copy
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

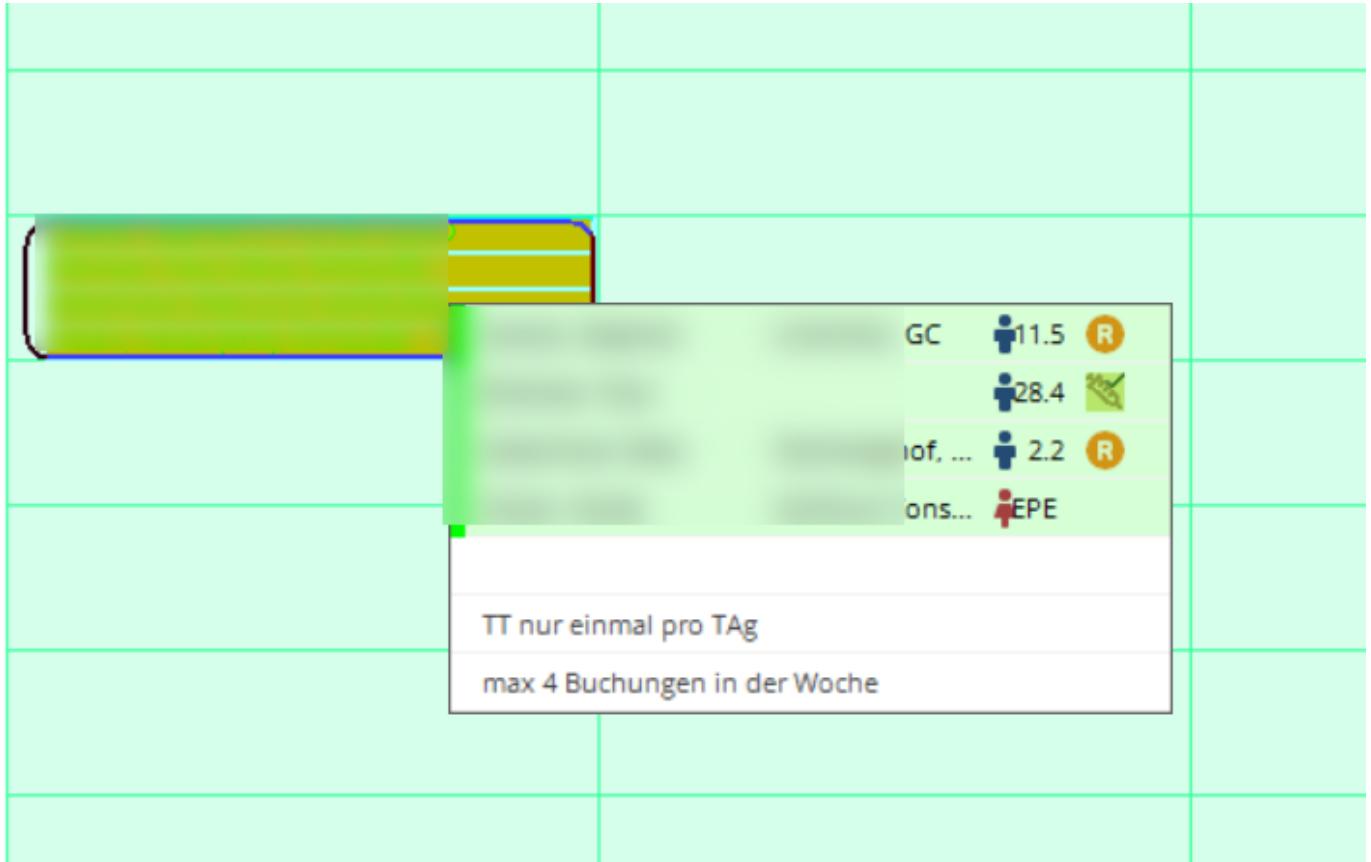
Move/scroll the day buttons below the timetable with the mouse wheel



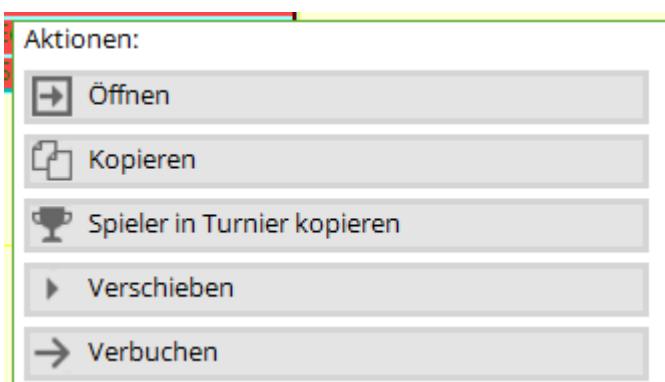
- If you click on the TODAY button with the mouse, the bar jumps back to the current day.
- If you click on the POS1 (Home) button on the keyboard, the bar jumps back to the current day.
- As soon as you reopen the timetable, the current day is active again.
- As soon as you click a function key that 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

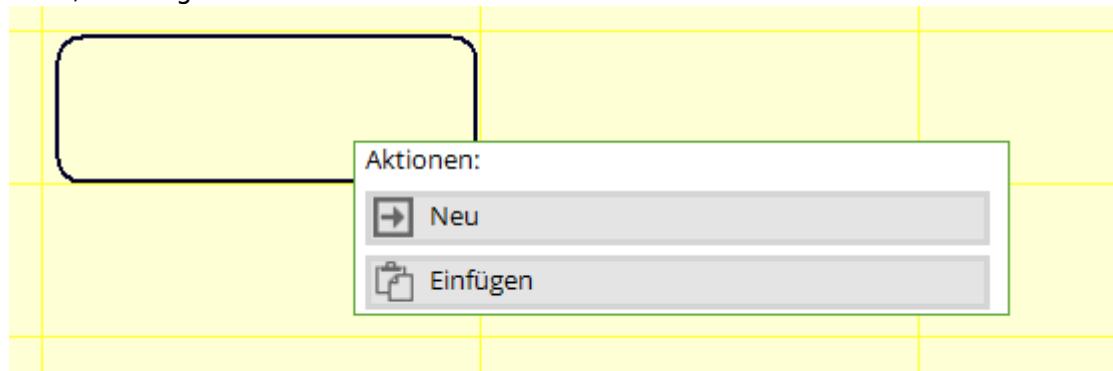


Open

so that the bookings can be processed

Copy

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



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, 03.05.25



Termin einfügen

Von: 1801 - 28.04.25 - 08:00

Alle Spieler

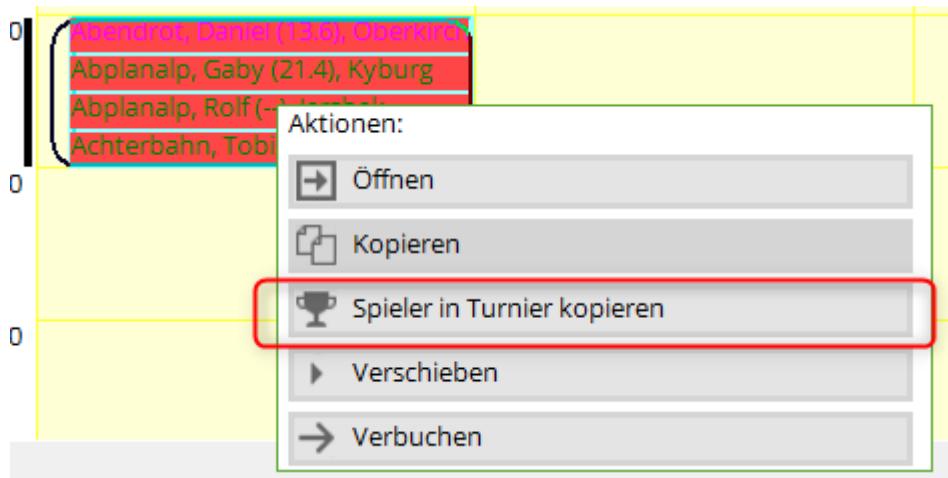
- Ghisletti, Tamara (14.5), MITGLIED
- Ringelstein, Eva (--), Gast
- Werner, Edda (13.0), PC CADDIE Gast D
- Mathys, Sandra (--), Gast

Nach: 1801 - 30.04.25 - 17:50

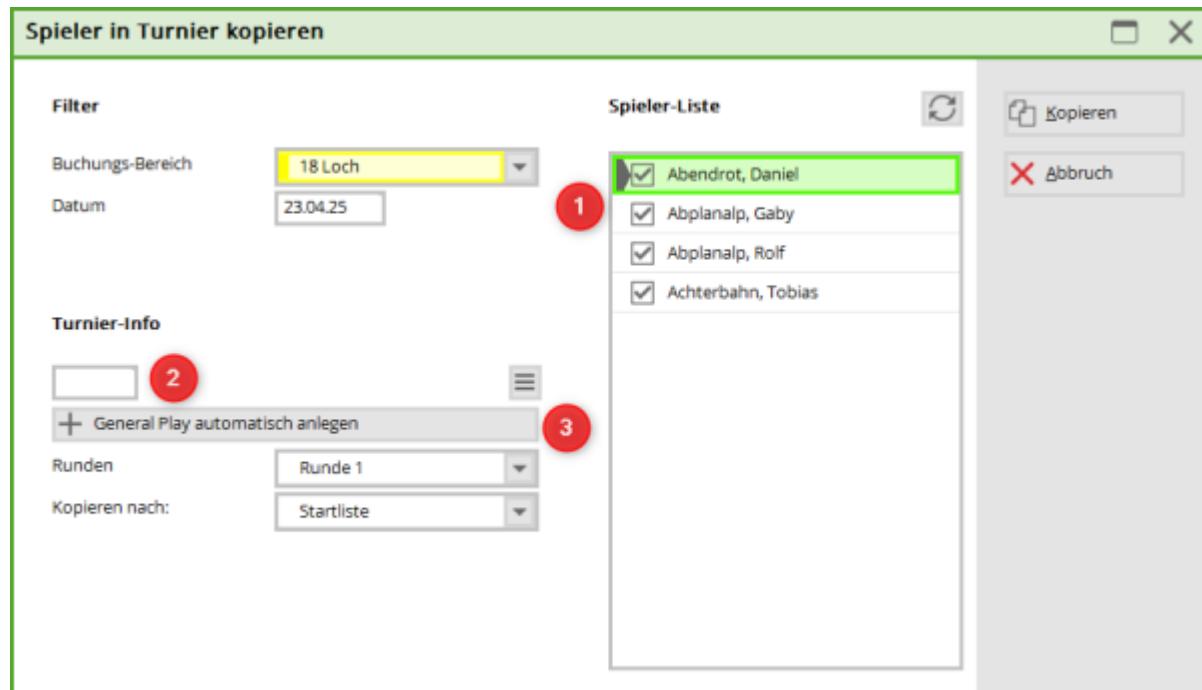
 Artikel-Zuordnungen entfernen F2 Folgebuchungen mit berücksichtigen F6 Buchungen kopieren Buchungen verschieben Abbruch

Copy players to tournament

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



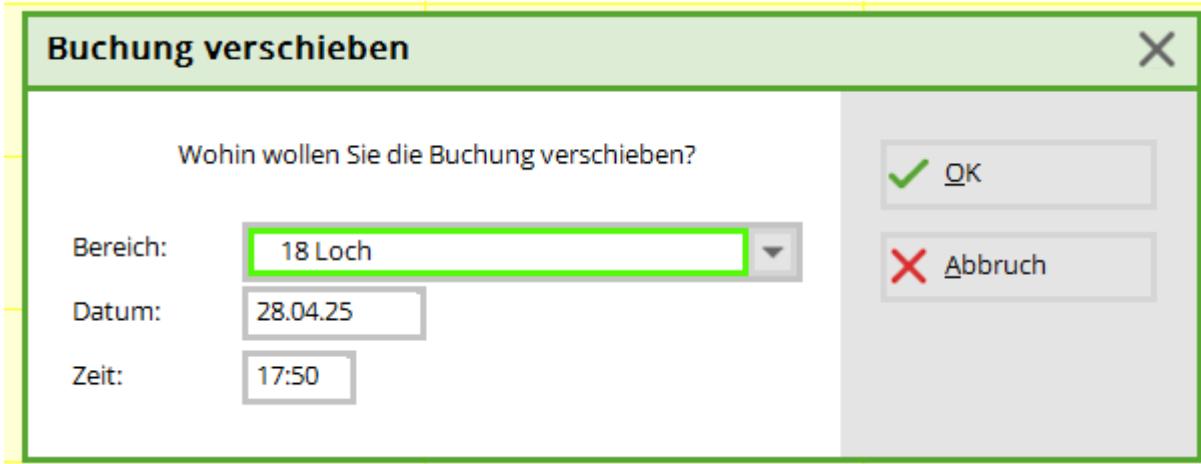
then select:



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

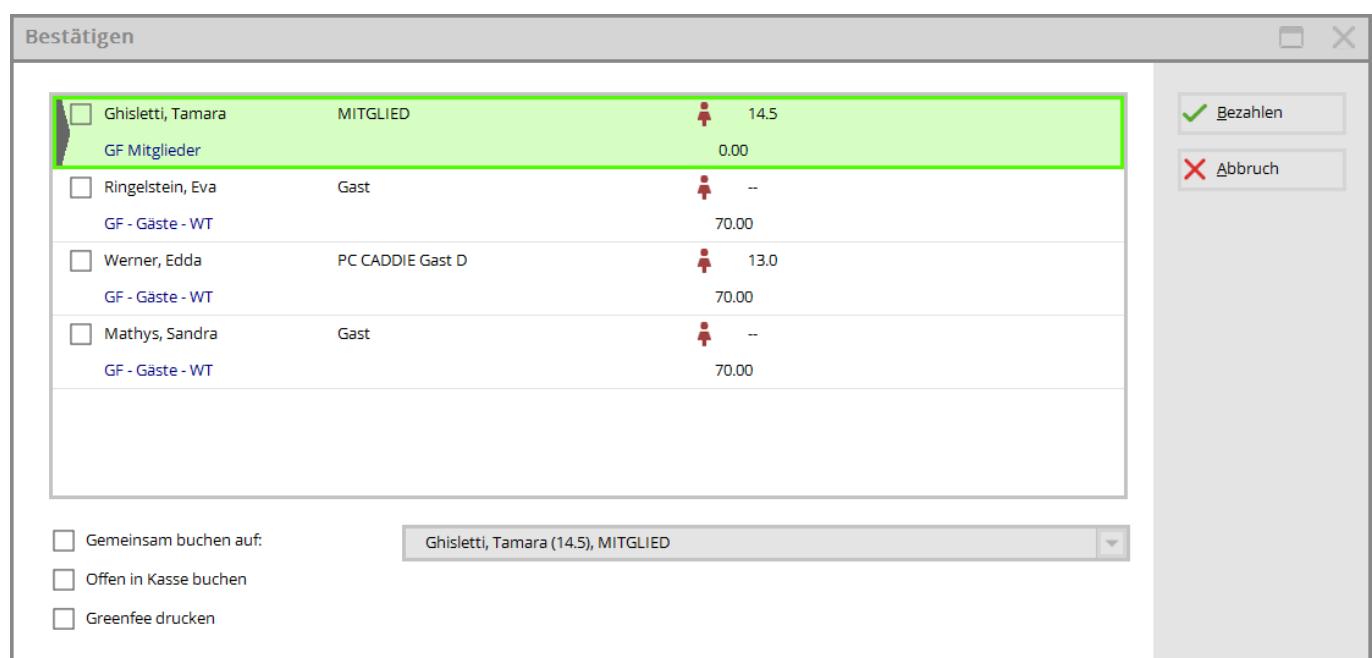
Move

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



Book

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

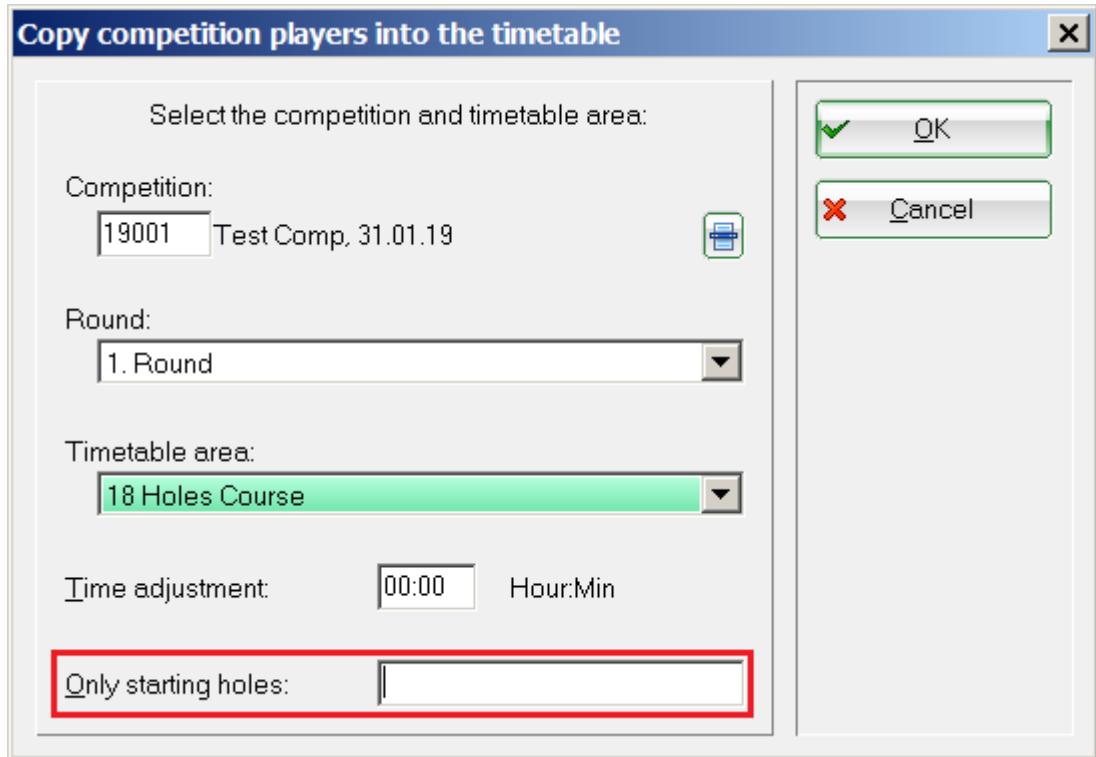


tick the desired option and confirm with Pay.

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:

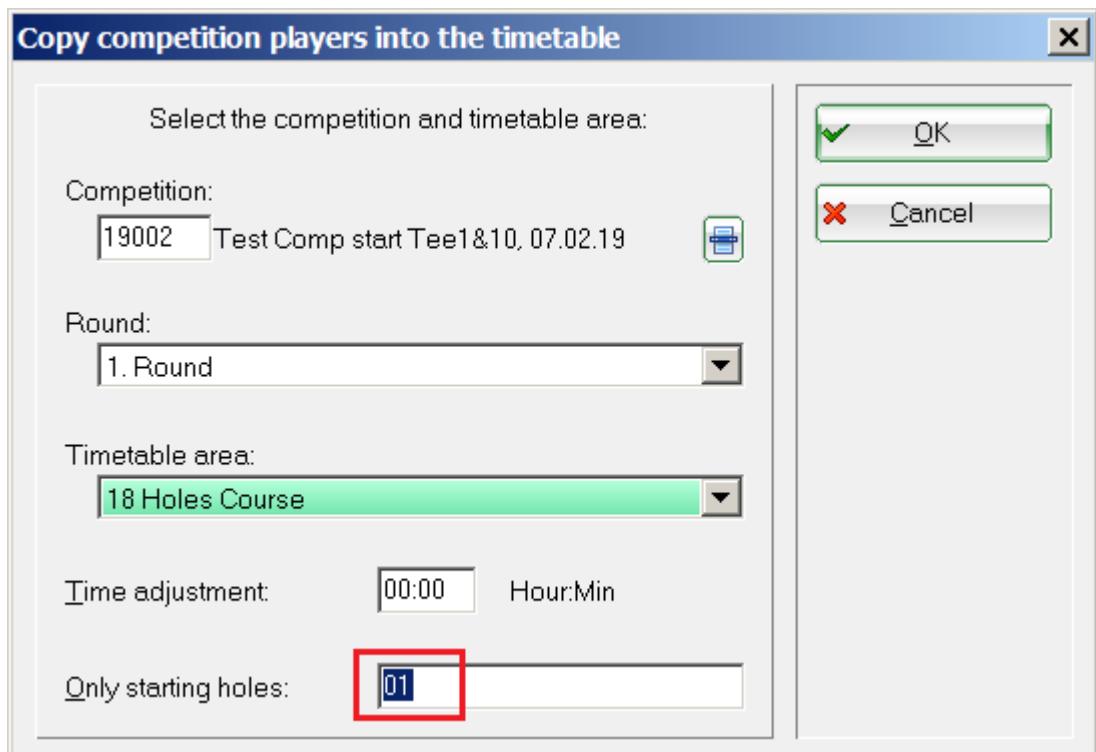


If all players in the start list start from tee 1, leave the field **Start holes only** empty.

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.

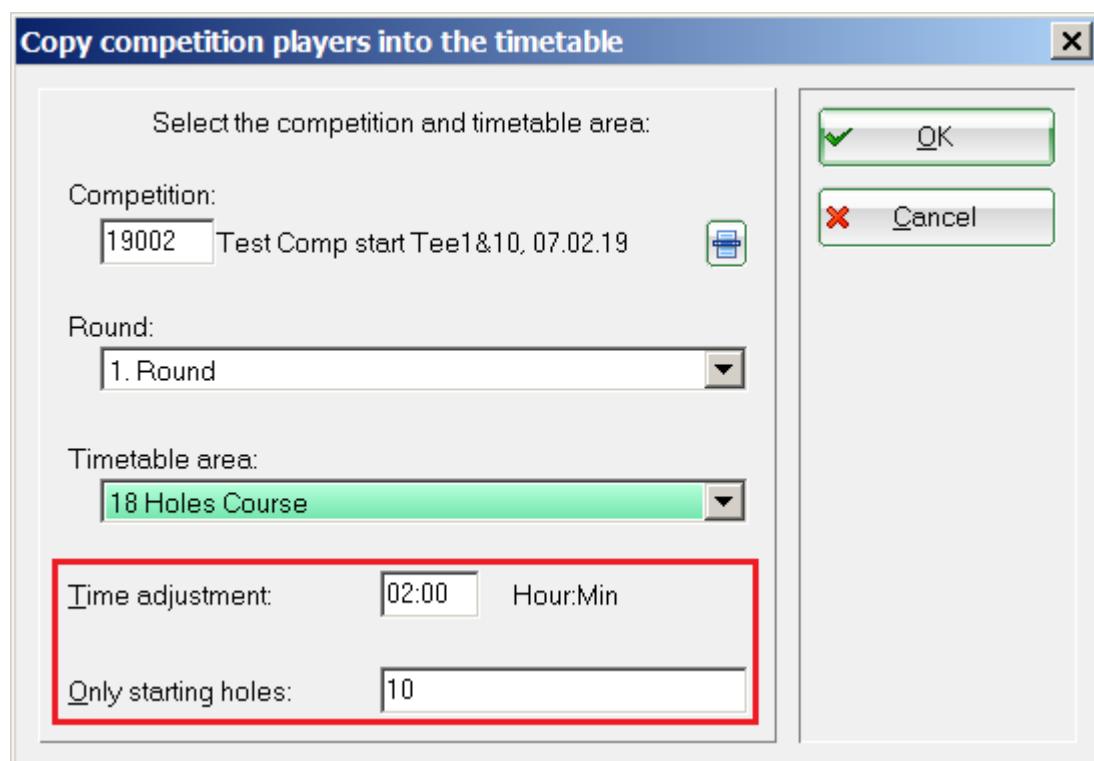
First, enter the players who are to start from tee 1. To do this, fill in the field **Starting tee only** field as follows:



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).

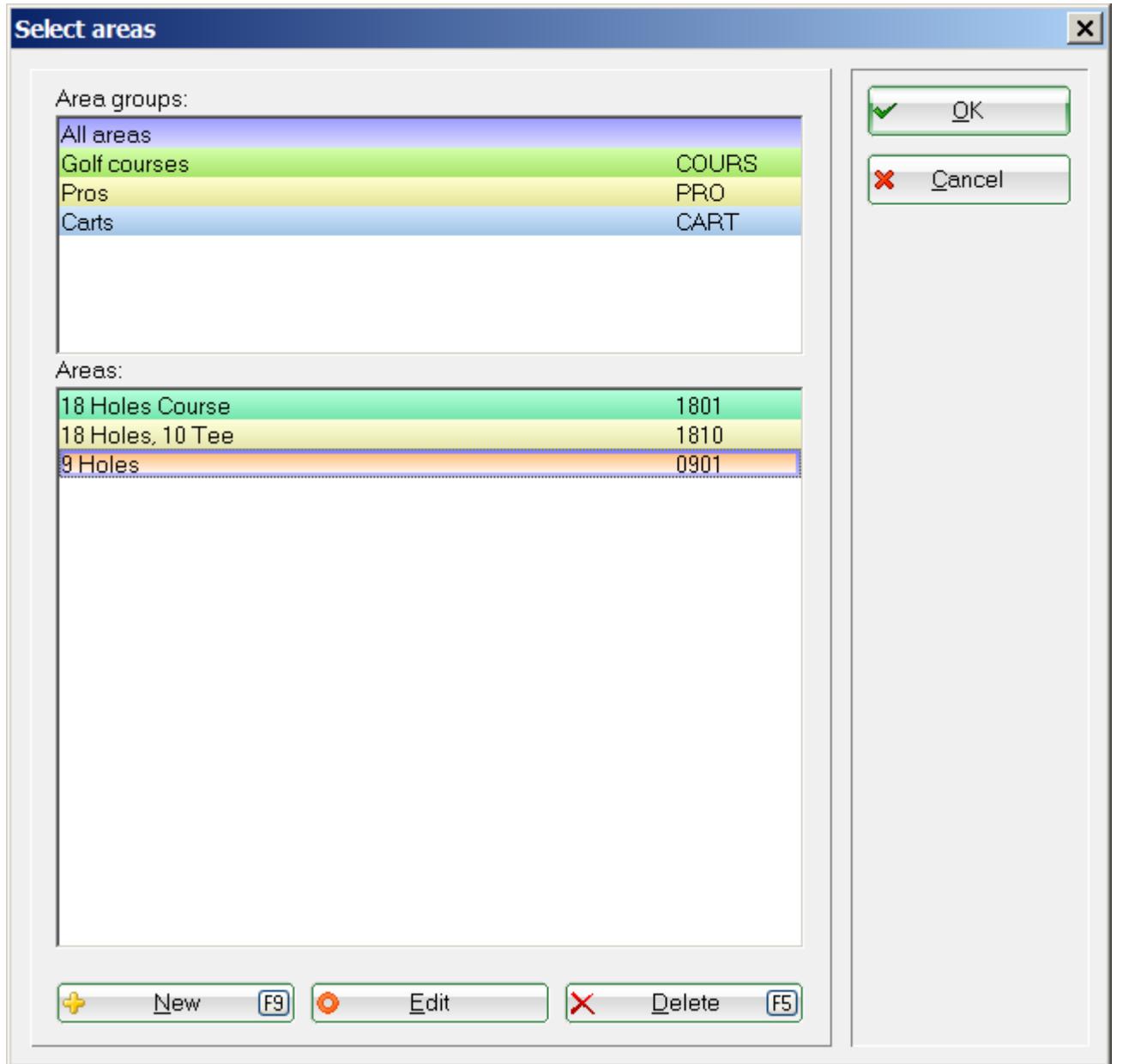
Book the players starting on tee 10 now with the appropriate **time offset** 2 hours later in the timetable area:



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 **Bereich** or select in the main menu **Timetable/Areas bearbeiten**:



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

Suchkürzel:	1801	Sortierung:	
Name:	18 Loch		
Option A		Option B	Option C
Stornierung		Views	Publizieren
Grundeinstellungen		Information	Buchung
			Folgebuchung
<p>Raster: Start: 08:00 Uhr Ende: 22:00 Uhr Abstand: 10 Min</p> <p>Standard-Dauer:</p> <p>Grenz-Zahl: 4 Personen</p> <p>Im Voraus buchbar: 5 Tage für Gäste: 0 Tage</p> <p>Anzahl Löcher: 18 Platzkennung (A/B/C):</p> <p>Grundfarbe: #FFC080 <input type="button" value="Farbe"/></p> <p>Status: Aktiv</p> <p>Buchungsgruppen: PLATZ <input type="button" value="Wahl"/></p> <p>Adress-Datensatz: <input type="button" value="..."/></p> <p>Platz-Datensatz: <input type="button" value="..."/></p>			

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

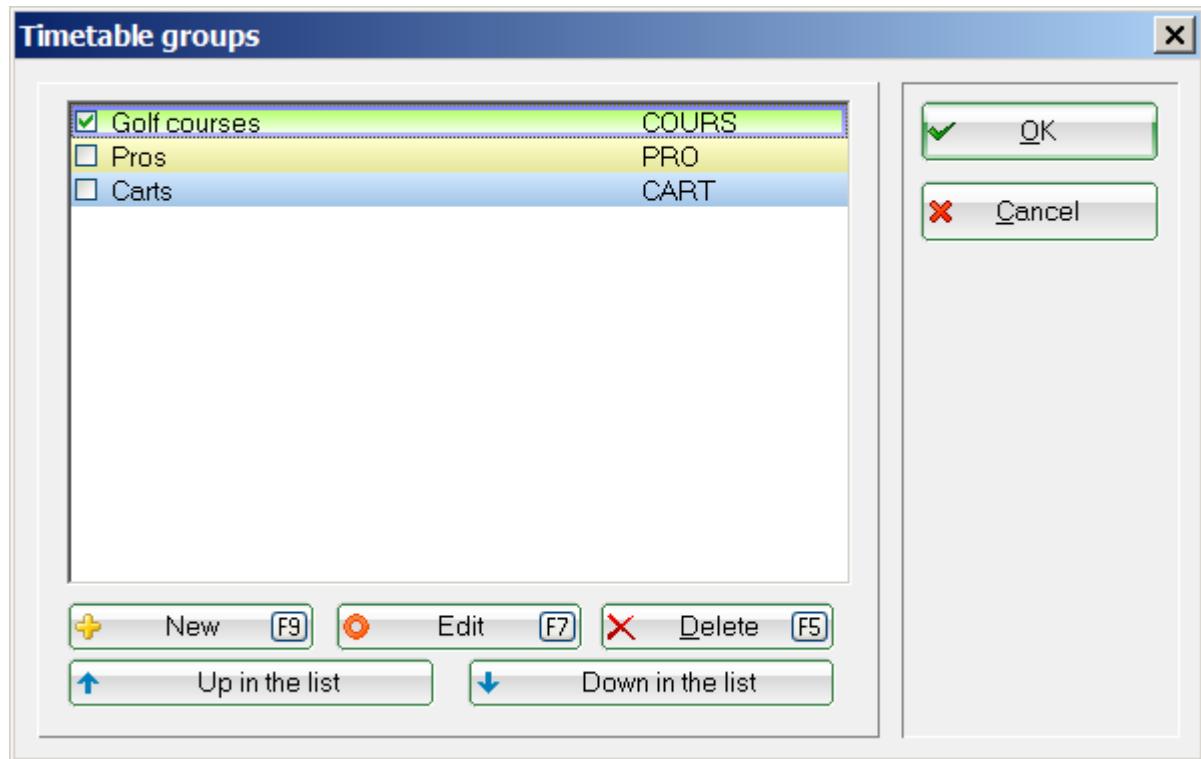
Address data record In employee plans or areas for golf instructors, the corresponding data record of the person can be stored here.

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

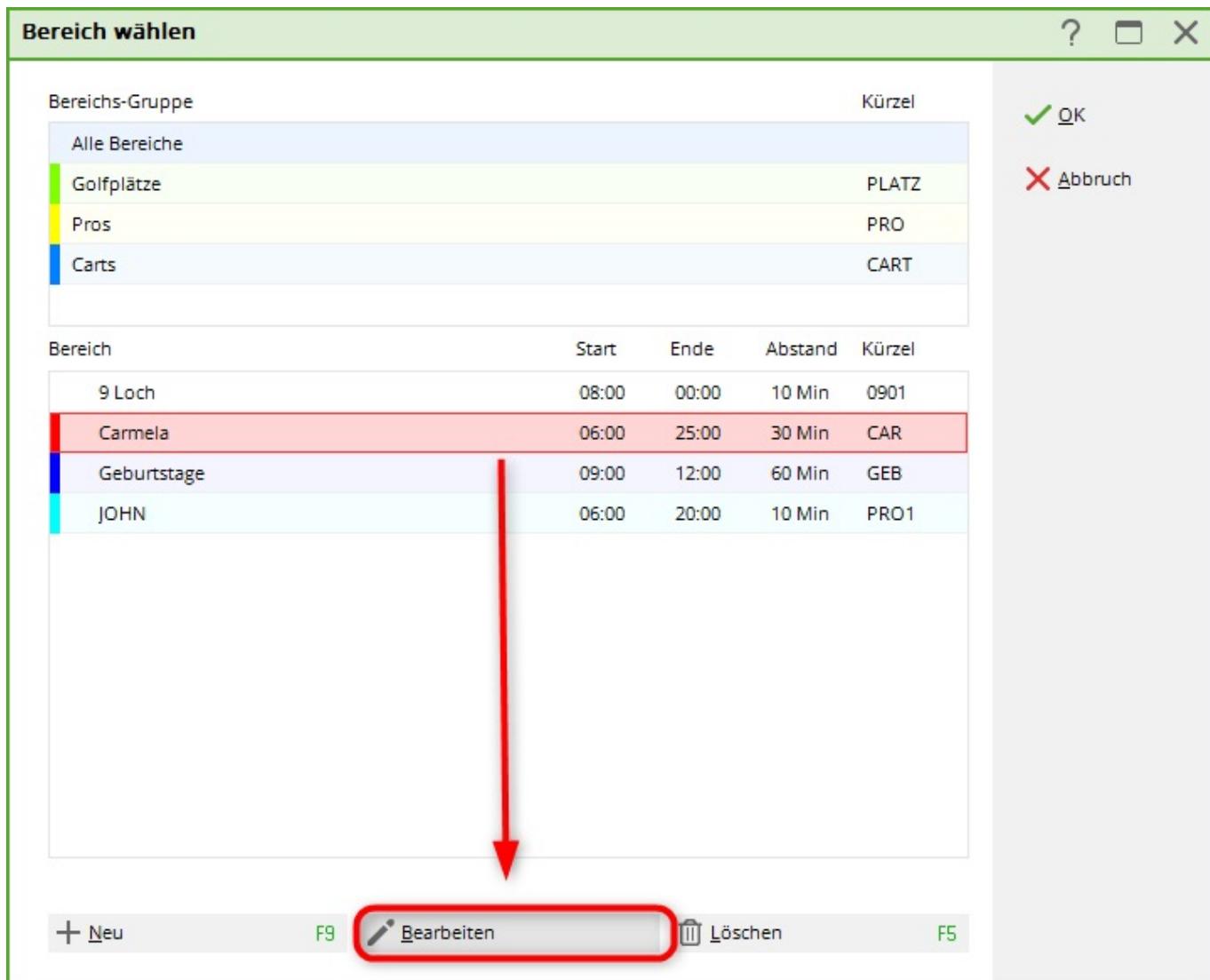
Create different booking groups if you have several timetable areas. This allows you to create a clearly organised selection.



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 create a new area group:



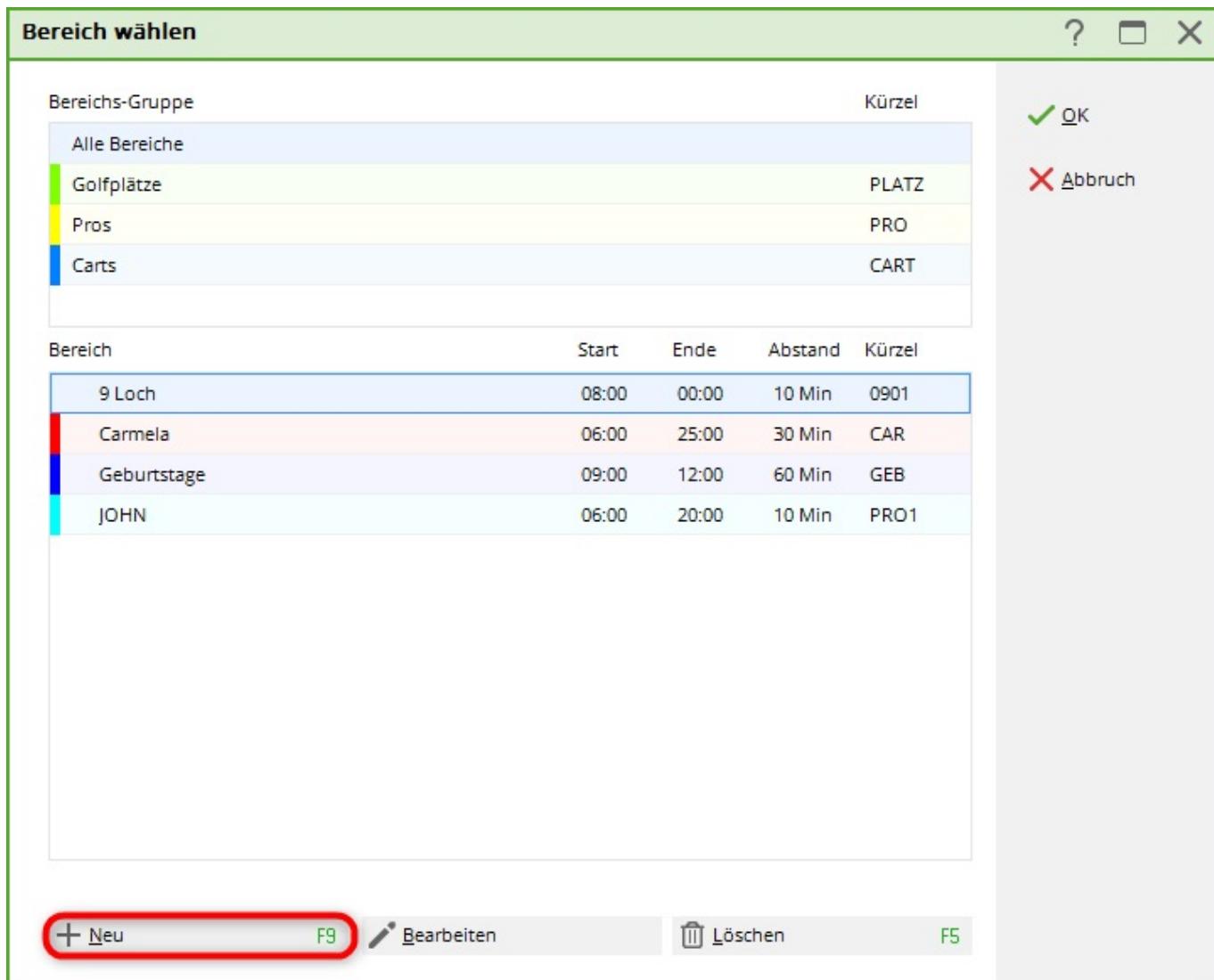
The area window opens. The „Select“ button then opens the window with the timetable groups:

Bereich bearbeiten

Suchkürzel:	0901	Sortierung:	
Name:	9 Loch		
Option A Option B Option C Stornierung Views Publizieren			
Grundeinstellungen Information Buchung Folgebuchung			
Raster:	<u>Start:</u>	08:00	Uhr
	<u>Ende:</u>	00:00	Uhr
	<u>Abstand:</u>	10 Min	
<u>Standard-Dauer:</u>			
<u>Grenz-Zahl:</u>	4	Personen	
<u>Im Voraus buchbar:</u>	0	Tag	<u>für Gäste:</u> 0 Tag
<u>Anzahl Löcher:</u>		<u>Platzkennung (A/B/C):</u>	
<u>Grundfarbe:</u>	#FFC080		<input type="button" value="Farbe"/>
<u>Status:</u>	Aktiv		
<u>Buchungsgruppen:</u>	<input type="button" value="Wahl"/>		
<u>Adress-Datensatz:</u>	<input type="button" value="..."/>		
<u>Platz-Datensatz:</u>	<input type="button" value="..."/>		

 [OK](#)

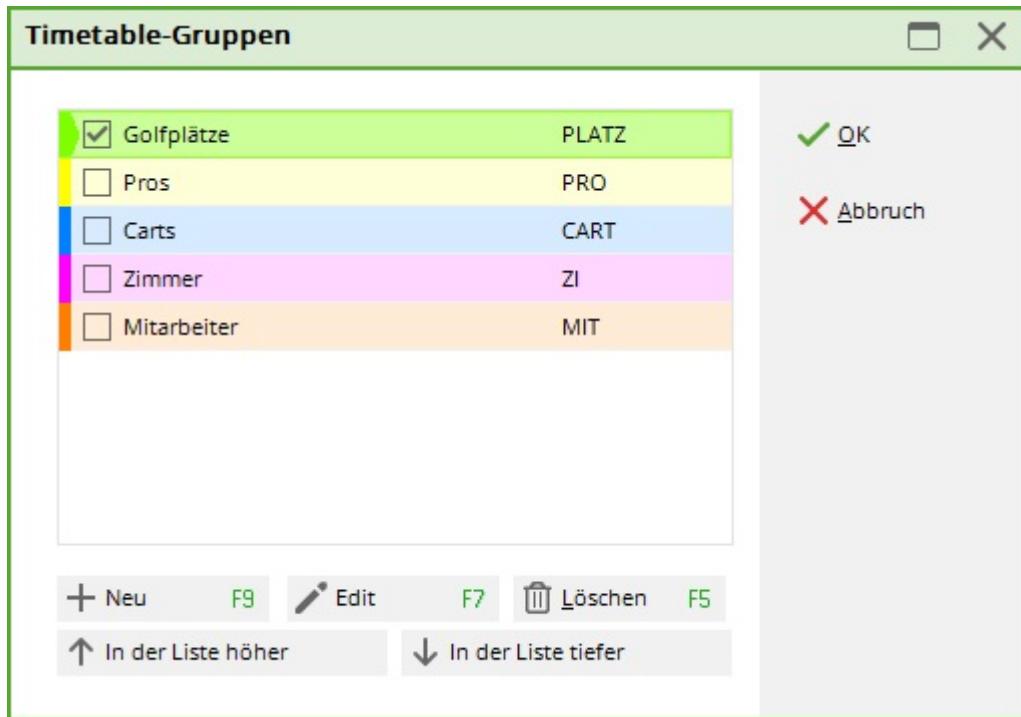
 [Abbruch](#)



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



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



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

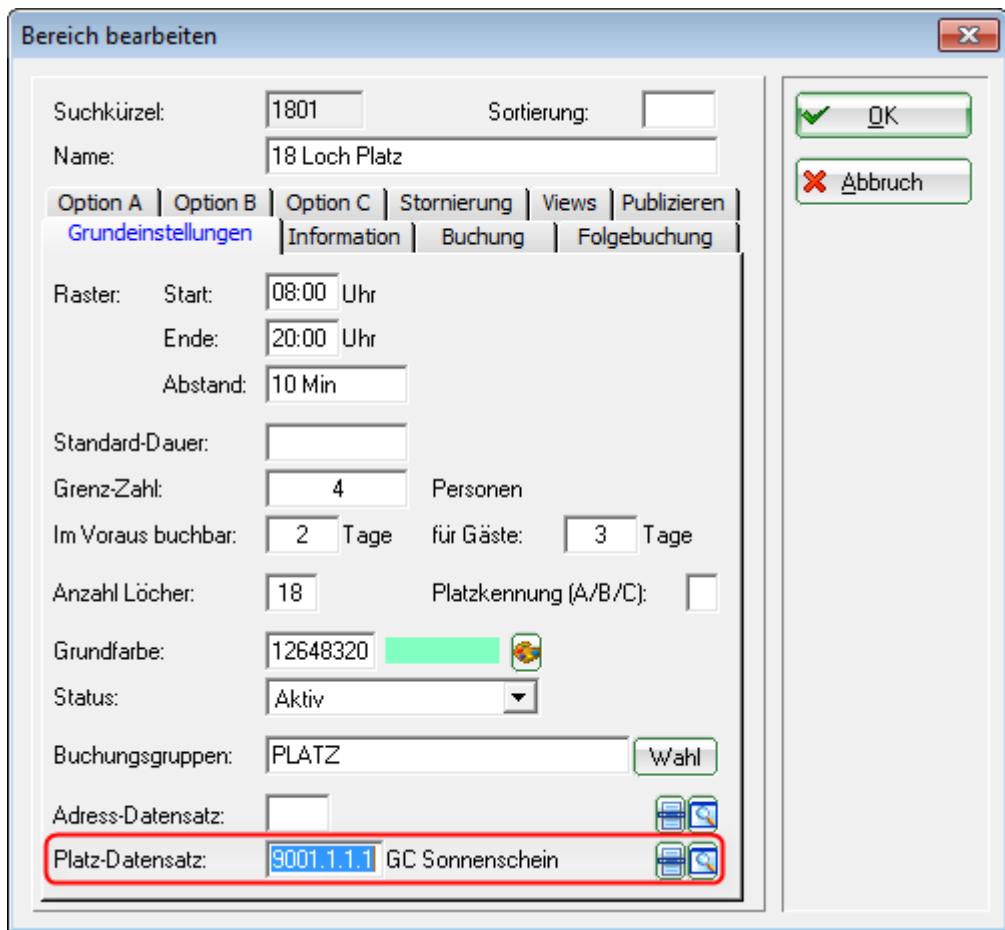
Bereichs-Gruppe	Kürzel
Alle Bereiche	
Golfplätze	PLATZ
Pros	PRO
Carts	CART

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

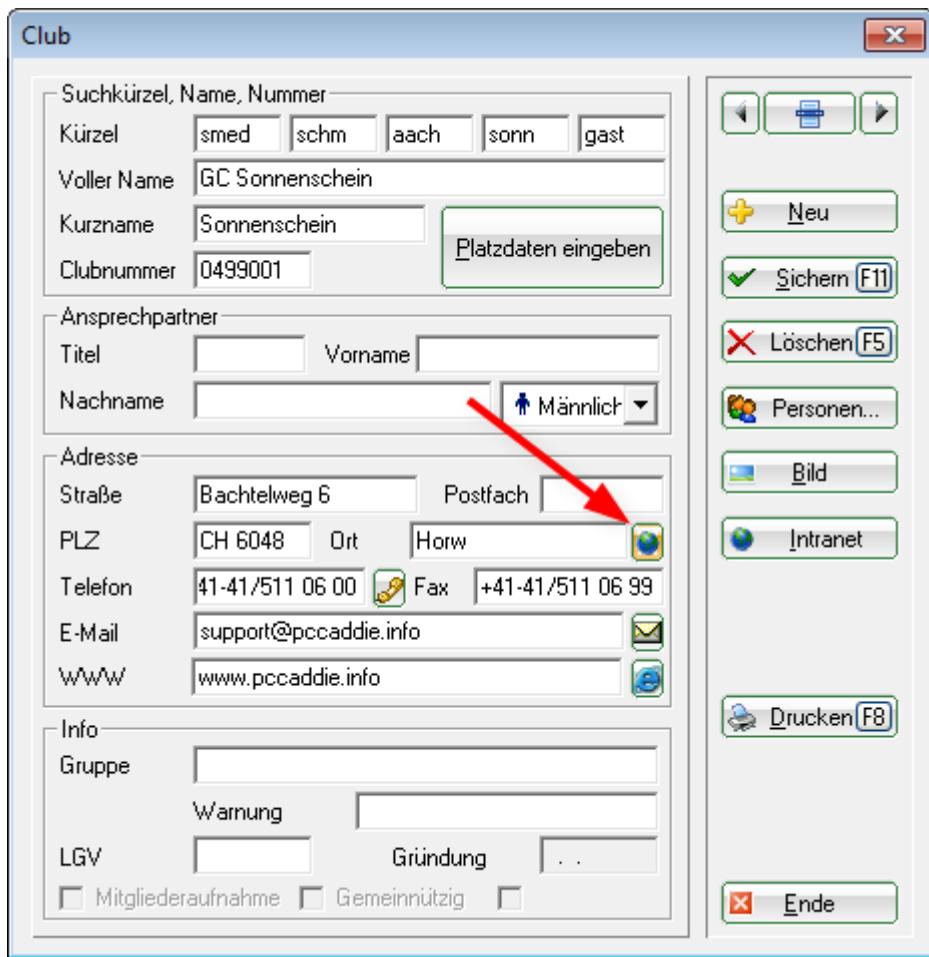


 [Neu](#)  [F9](#)  [Bearbeiten](#)  [Löschen](#)  [F5](#)

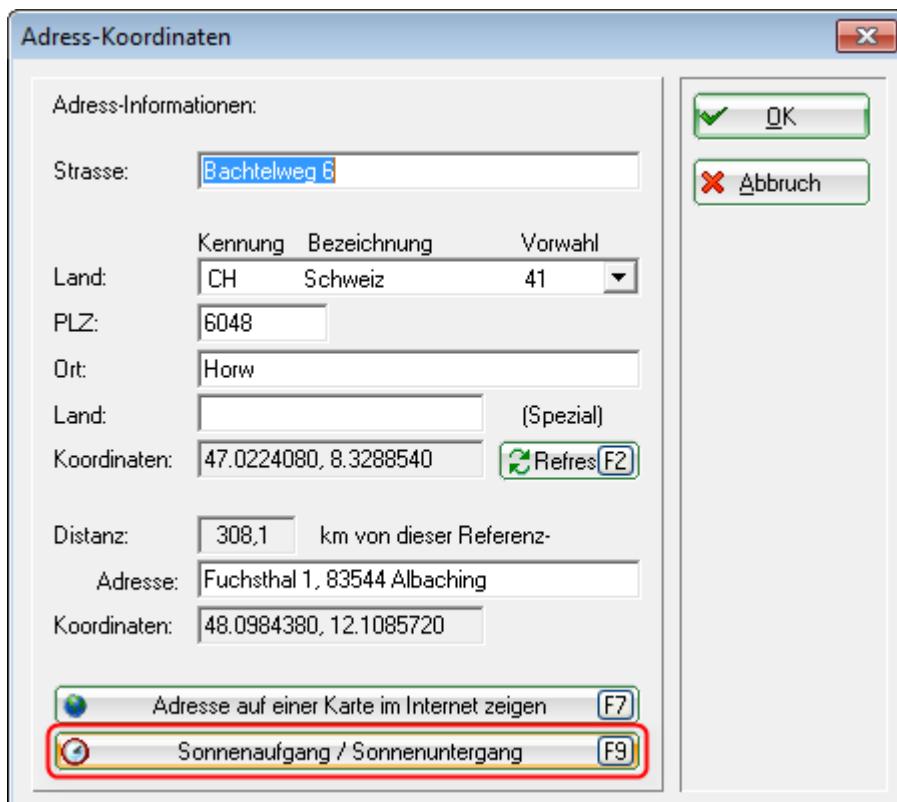
Enter your club course data record for regional timekeeping below:



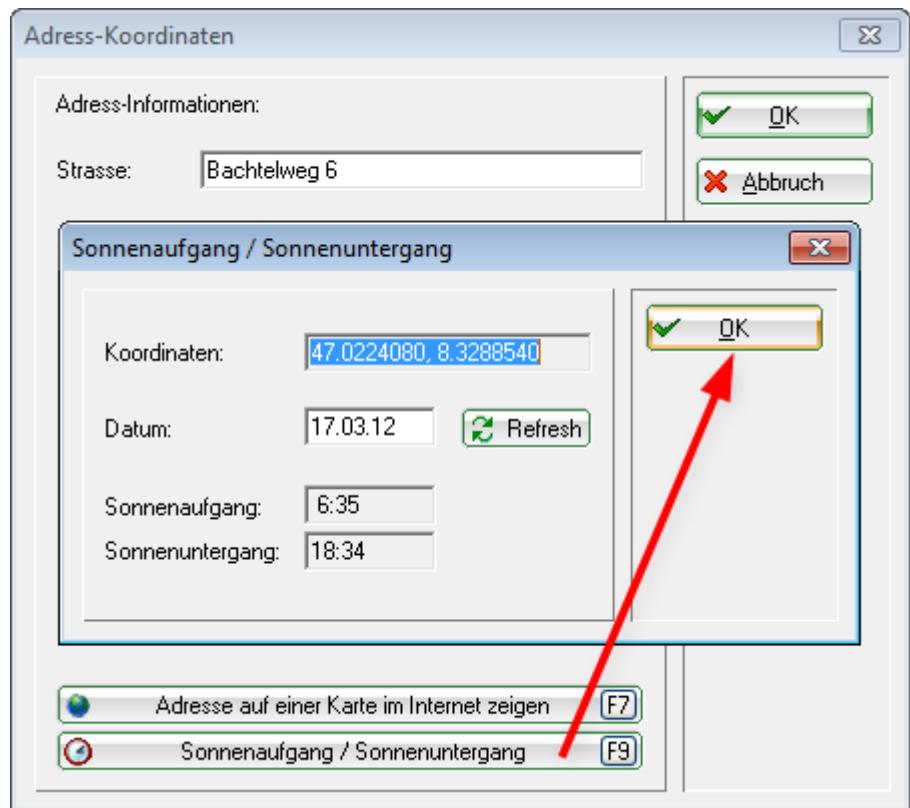
The following screen will open.



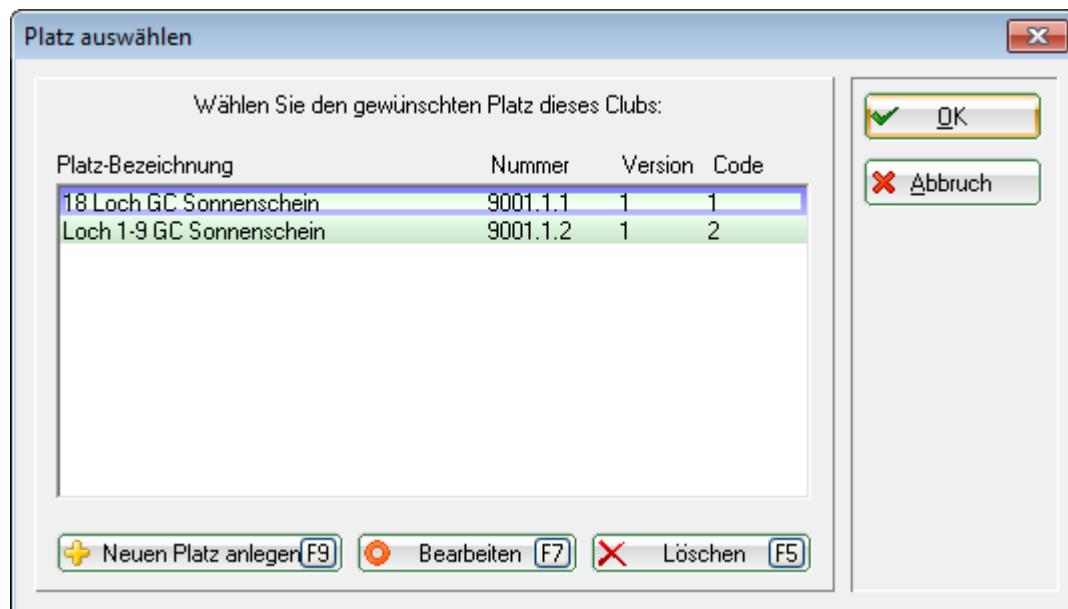
Click on the globe next to the Location field:



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

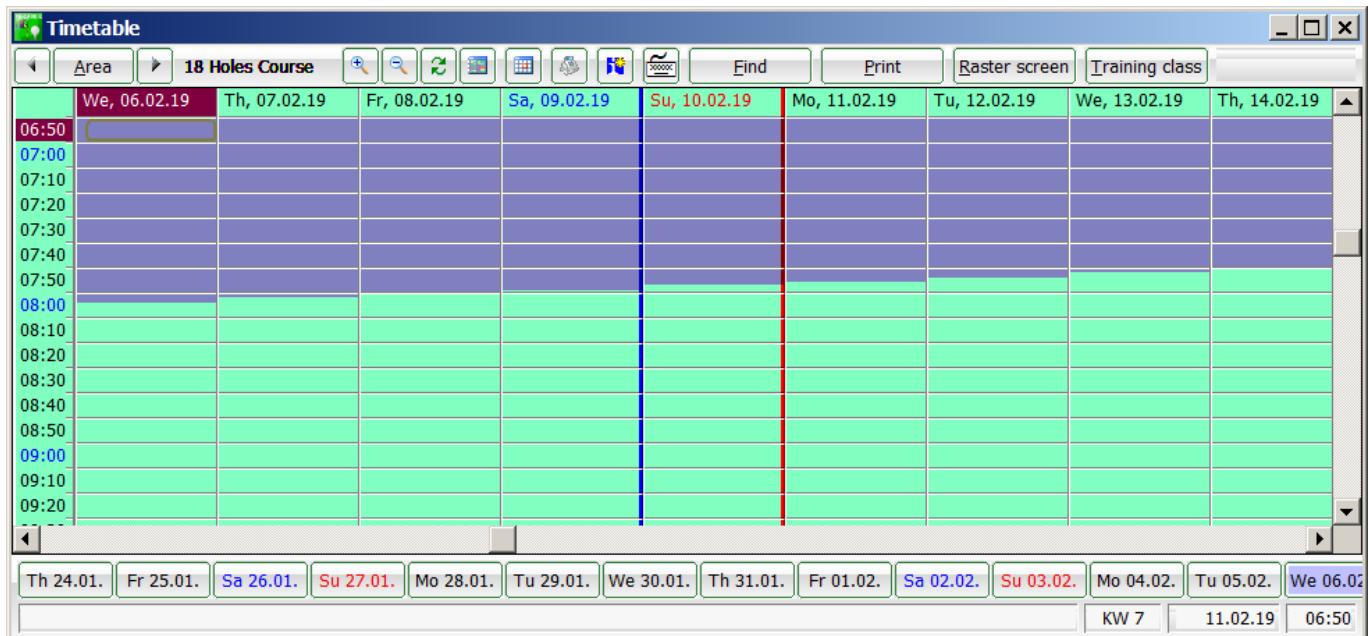


Finally, the following window opens, in which you select the appropriate location and click **OK** again.

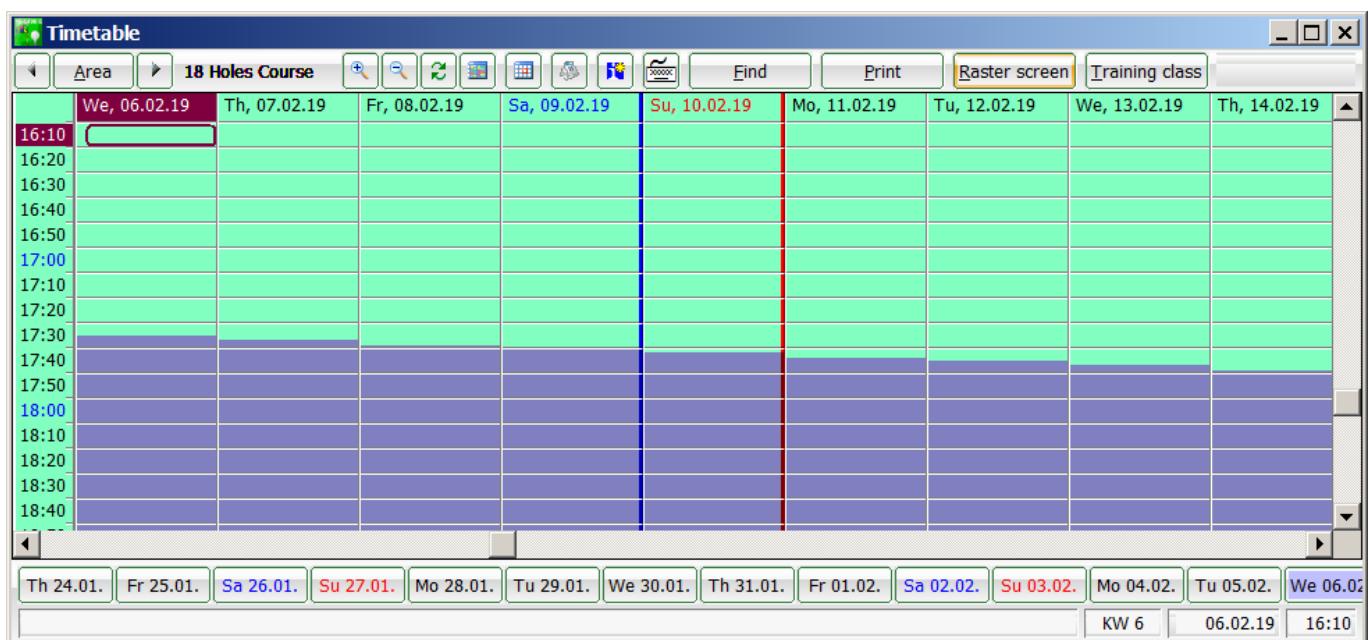


Then click twice on **OK**, to return to the timetable. You will now see the sunrise and sunset marked in colour.

This shows the time transition to sunrise:



This is what the time transition at sunset looks like:



Show hint line for sunset

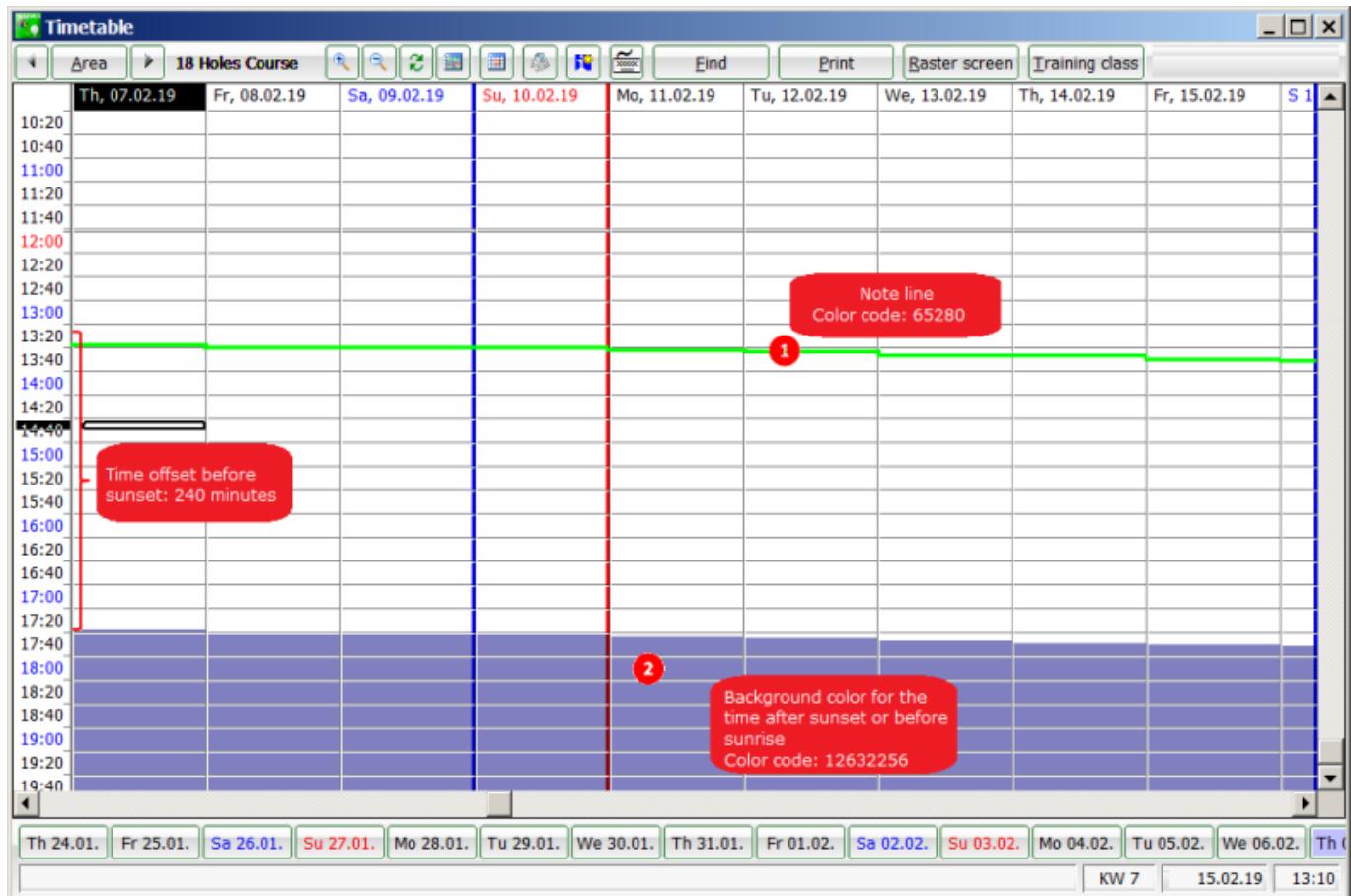
You can also display a sunset timeline in the timetable, which shows you, for example, whether a player can finish his 18-hole round before nightfall.

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:



Information

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

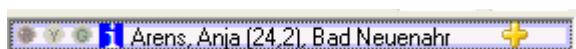
Bereich bearbeiten

Suchkürzel:	1801	Sortierung:	A
Name:	18 Loch		
<input type="button" value="Option A"/> <input type="button" value="Option B"/> <input type="button" value="Option C"/> <input type="button" value="Stornierung"/> <input type="button" value="Views"/> <input type="button" value="Publizieren"/>			
<input type="button" value="Grundeinstellungen"/> <input type="button" value="Information"/> <input type="button" value="Buchung"/> <input type="button" value="Folgebuchung"/>			
<p>Information:</p> <div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>			
<p>Internet-Link:</p> <input type="text" value="Arens, Anja (24.2).Bad Neuenahr"/> <input type="button" value=""/>			

OK
 Abbruch

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:



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

Suchkürzel:	0901	Sortierung:			
Name:	9 Loch Nord				
Option A	Option B	Option C	Stornierung	Views	Publizieren
Grundeinstellungen	Information	Buchung	Folgebuchung		
<p>Eolge-Bereich: 9 Loch Süd 0902</p> <p>Zeitabstand: 2 Std</p> <p>Dauer: Minimal: <input type="text"/></p> <p>Maximal: <input type="text"/></p> <p><input checked="" type="checkbox"/> Automatische Folgebuchung</p>					

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

Wohin soll diese Buchung kopiert werden?

Buchungs-Bereich: **9 Loch Süd**

Datum: **18.12.20**

Zeit: **11:00 Uhr**

Dauer: **10 Min**

Folgebuchung für den ganzen Flight F9

✓ OK ✗ Abbruch

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: 9 Loch Nord

Datum: **18.12.20** Freitag F9

Zeit: **09:00** Runden

Dauer: **10 Min** Maximal

Personen **Kursus** **Pause** **Sperrung** **Filter**

3xSUKZ oder Name, Vorname Wahl Gast

Mustermann, Prof. Max (–) +

✓ Buchen ✗ Stornieren
✓ Verteilen ✗ Drucken F8
→ Verbuchen F11 ✗ Bezahlen F12
✗ Abbruch

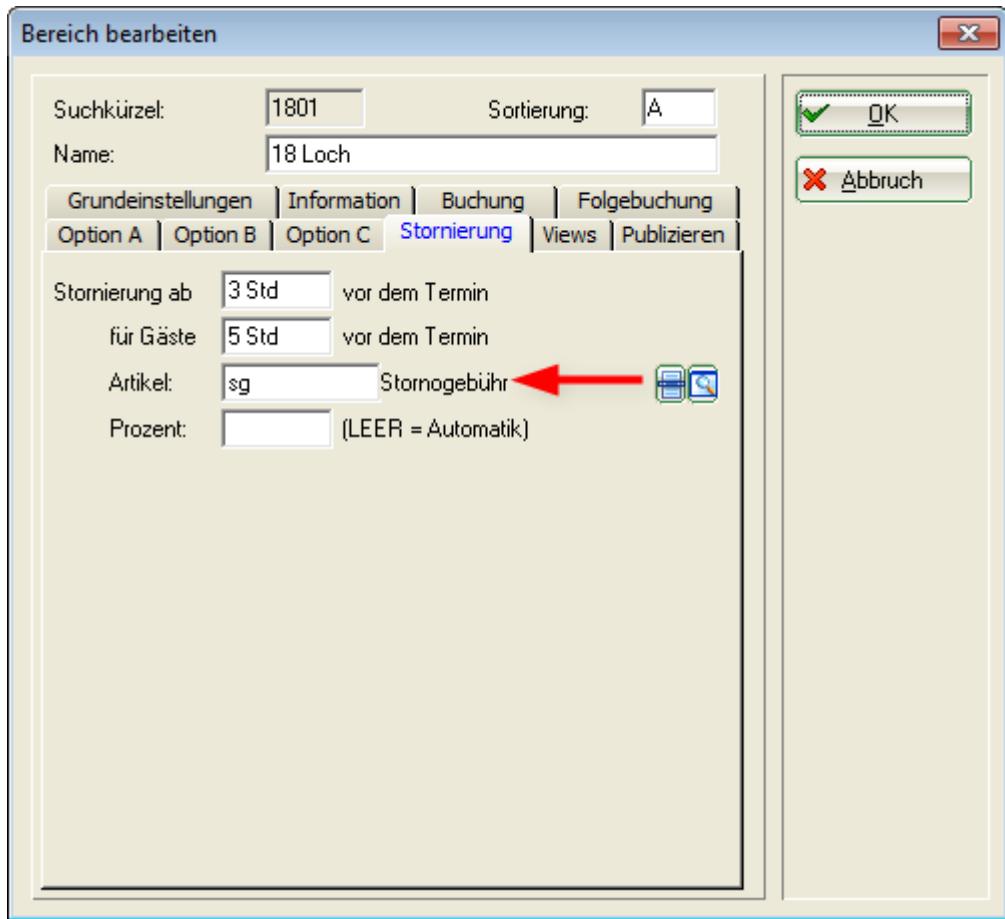
Info F6 **Neu** **Edit** **Löschen**

Artikel

Preis: **0.00** Zeitproportional

Buchen für: **Individuell für jeden**

Cancellation



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 → 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

Suchkürzel:	0901	Sortierung:		<input checked="" type="checkbox"/> OK
Name:	9 Loch Nord			<input type="checkbox"/> Abbruch
Grundeinstellungen		Information	Buchung	Folgebuchung
Option A	Option B	Option C	Stornierung	Views
Publizieren				
<p>Bezeichnung: Elektro-Carts</p> <p>Icon: </p> <p>Maximalzahl: 10 <input checked="" type="checkbox"/> Bereichs-übergreifend</p> <p>Artikel: cart 0000 Cart-Miete ≡ ...</p> <p>Durchbuchen in dieser Buchungsgruppe: Golfplätze PLATZ</p> <p>Zeitabstand: -10 Min</p> <p>Dauer (normal): 5 Std</p> <p>Dauer (alternativ):</p>				

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

Zeit-Buchung: 18 Loch X

Datum	18.12.20	Freitag	<input checked="" type="checkbox"/> Buchen																														
Zeit	15:00	<input type="button" value="Runden"/>	Stornieren																														
Dauer	10 Min	<input type="button" value="Maximal"/>	<input type="checkbox"/> Verteilen																														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #90EE90;">Personen</th> <th style="background-color: #90EE90;">Kursus</th> <th style="background-color: #90EE90;">Pause</th> <th style="background-color: #90EE90;">Sperrung</th> <th style="background-color: #90EE90;">Filter</th> </tr> <tr> <td>3xSUKZ oder Name, Vorname</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2"> <input checked="" type="checkbox"/> M Mustermann, Prof. Max Y G I </td> <td><input type="button" value="Wahl"/></td> <td><input type="button" value="Gast"/></td> <td><input type="button" value="(-)"/></td> </tr> <tr> <td><input type="button" value="Info F6"/></td> <td colspan="4"></td> </tr> <tr> <td><input type="button" value="Neu"/></td> <td><input type="button" value="Edit"/></td> <td colspan="3"></td> </tr> <tr> <td><input type="button" value="Löschen"/></td> <td colspan="4"></td> </tr> </table>			Personen	Kursus	Pause	Sperrung	Filter	3xSUKZ oder Name, Vorname					<input checked="" type="checkbox"/> M Mustermann, Prof. Max Y G I		<input type="button" value="Wahl"/>	<input type="button" value="Gast"/>	<input type="button" value="(-)"/>	<input type="button" value="Info F6"/>					<input type="button" value="Neu"/>	<input type="button" value="Edit"/>				<input type="button" value="Löschen"/>					<input type="button" value="Drucken F8"/>
Personen	Kursus	Pause	Sperrung	Filter																													
3xSUKZ oder Name, Vorname																																	
<input checked="" type="checkbox"/> M Mustermann, Prof. Max Y G I		<input type="button" value="Wahl"/>	<input type="button" value="Gast"/>	<input type="button" value="(-)"/>																													
<input type="button" value="Info F6"/>																																	
<input type="button" value="Neu"/>	<input type="button" value="Edit"/>																																
<input type="button" value="Löschen"/>																																	
Artikel	ew	Erwachsene Wochentags	<input type="button" value="Wahl"/>	<input type="button" value="Verbuchen F11"/>																													
Preis	Auto: 60.00	<input type="checkbox"/> Zeitproportional	<input type="button" value="Bezahlen F12"/>																														
Buchen für	<input type="button" value="Individuell für jeden"/>				<input type="button" value="Abbruch"/>																												

Maximum number



How many objects are available in total?

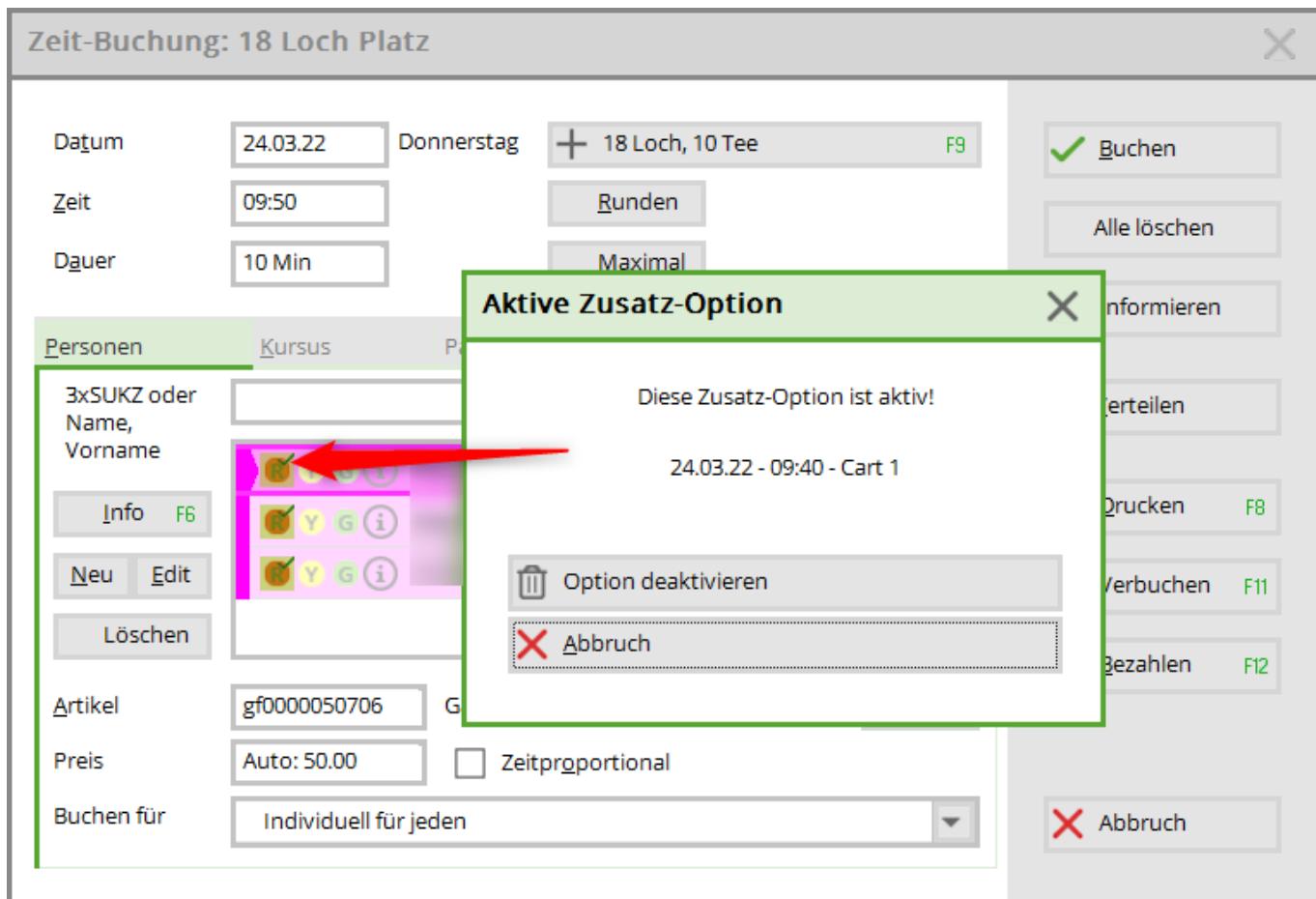


Consider whether this object should be counted across all areas. I.e. option A in this case would be to count the electric carts in each timetable area. Otherwise, the options can be defined individually in each timetable area.

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.



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:		<input checked="" type="checkbox"/> OK								
Name:	Tee1			<input type="checkbox"/> Abbruch								
Grundeinstellungen		Information	Buchung	Folgebuchung								
Option B	Option C	Stornierung	Views	Option A								
<p>Diesen Bereich im Internet buchbar machen...</p> <p><input checked="" type="checkbox"/> ... als Teetime-Reservierung</p> <p><input type="checkbox"/> ... als Trainerstunde</p> <p><input type="checkbox"/> ... als Wellness-Angebot</p> <p><input type="checkbox"/> ... als Hotelzimmer</p> <p><input type="checkbox"/> ... als Abschlagbox / TeeUp</p> <p><input type="checkbox"/> ... als Buchungsoption (E-Cart etc.)</p> <p><input type="checkbox"/> ... Personenprüfung für Verbandsspieler</p> <p><input type="checkbox"/> Diesen Bereich genauso im Terminal buchbar machen</p> <p>Portal-Integration:</p> <table border="1"> <tr> <td>Platz-ID:</td> <td></td> <td>Club-Nr.:</td> <td></td> </tr> <tr> <td>Benutzer:</td> <td></td> <td>Passwort:</td> <td></td> </tr> </table> <p>Funkfernsteuerung konfigurieren</p> <p><input type="checkbox"/> Für die Zeiterfassung verwenden <input type="checkbox"/> nicht in Auswahl zeigen</p> <p>Anzeige im Spaltenkopf: <input checked="" type="checkbox"/> Ratecode (Tarif) <input type="checkbox"/> Preisebene</p>					Platz-ID:		Club-Nr.:		Benutzer:		Passwort:	
Platz-ID:		Club-Nr.:										
Benutzer:		Passwort:										

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.

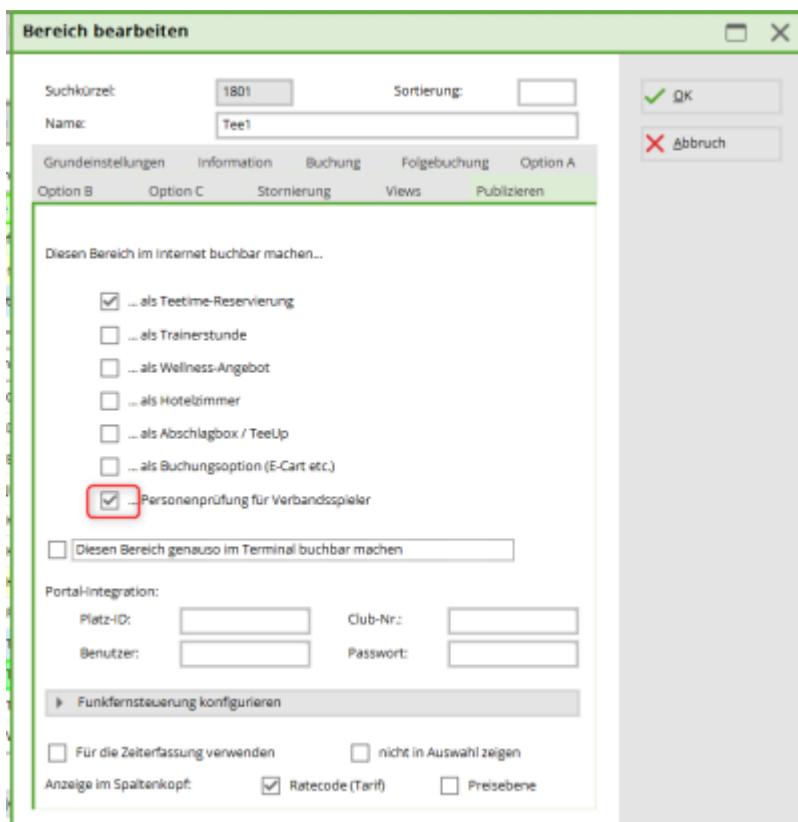
If this area is intended for time recording, tick the „Use for time recording“ box at the bottom left to activate it.

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.

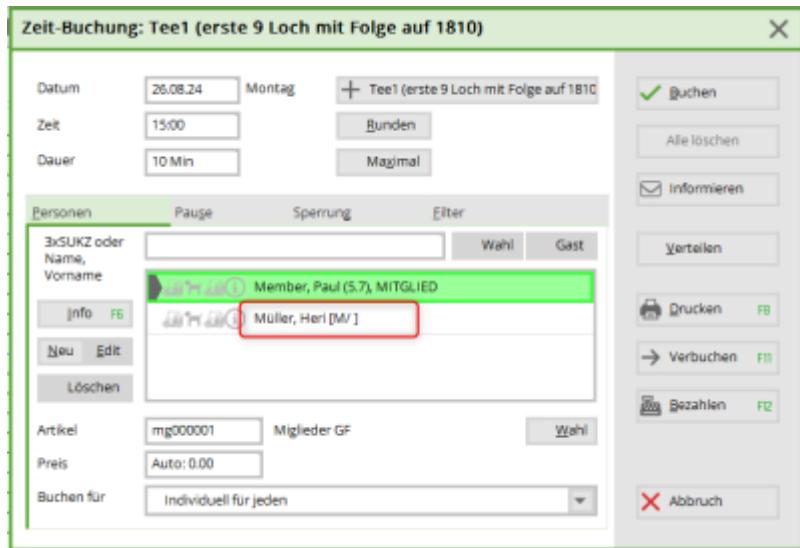
Personal check for association players



* 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.

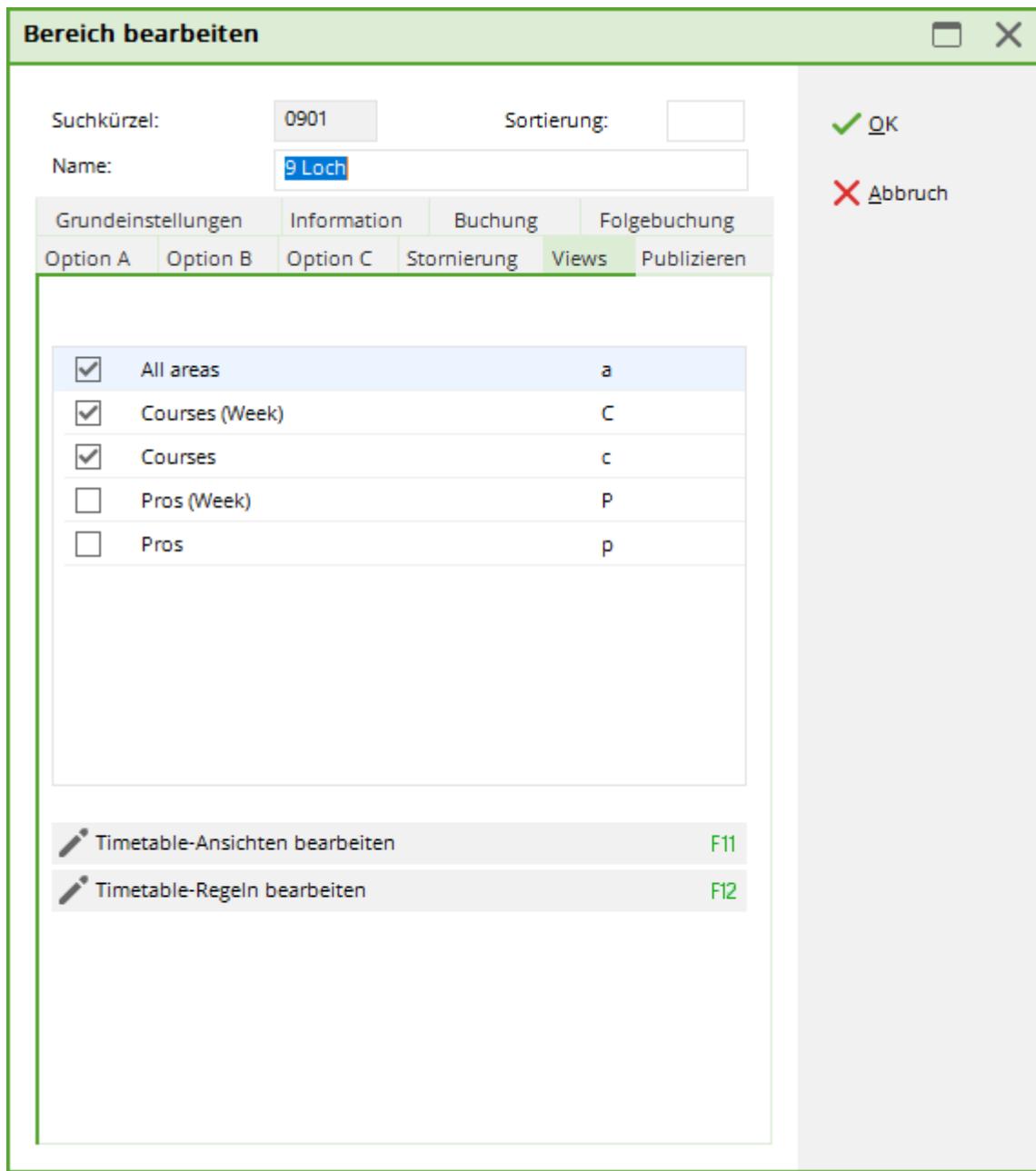


To prevent bookings by persons who cannot be checked, you can have PCCADDIEonline activate the specification of the home club as mandatory or create a [timetable rule](#) locally.



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

Views



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.....

Zeit-Buchung: 18 Loch

Datum: 27.06.24 Donnerstag + Back 9 F9

Zeit: 19:40 Runden

Dauer: 10 Min Maximal

Buchen

Alle löschen (highlighted with a red box)

Informieren

Verteilen

Drucken F8

Verbuchen F11

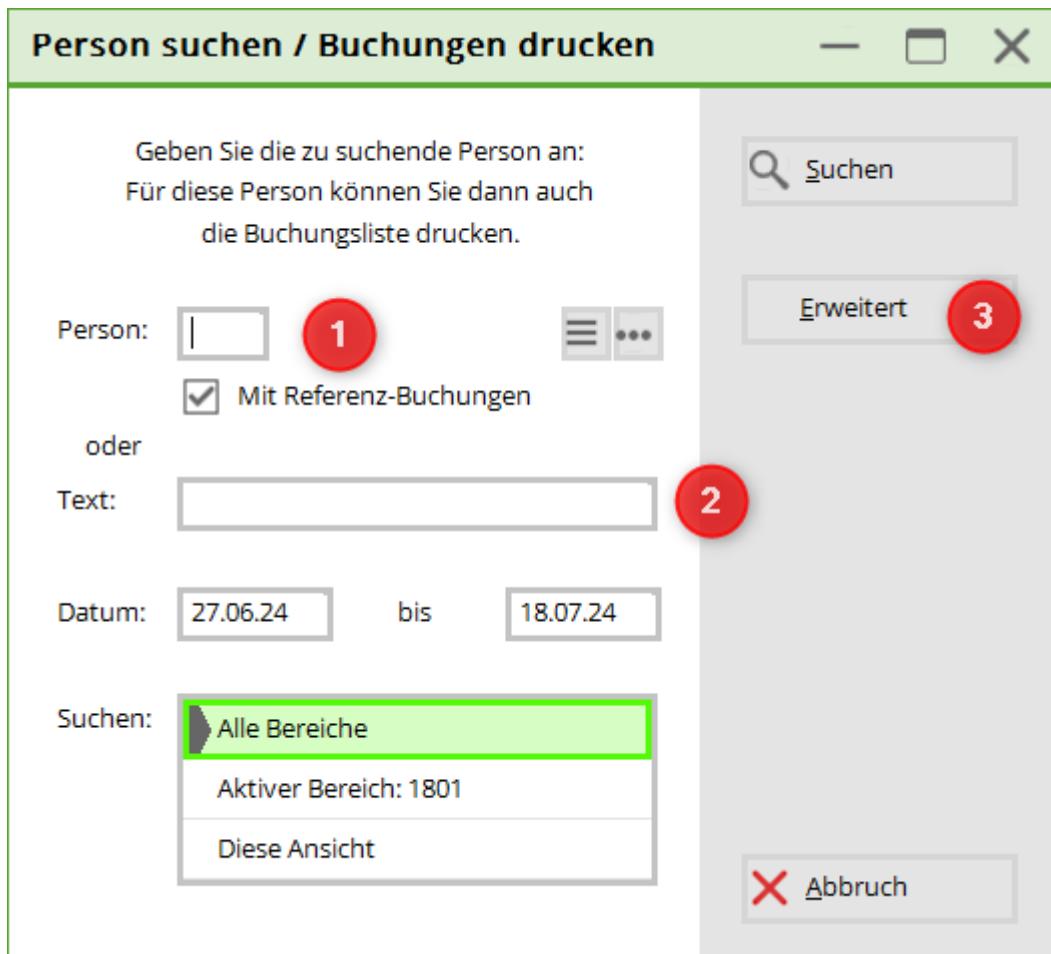
Bezahlen F12

Abbruch

Personen	Pause	Sperrung	Filter
3xSUKZ oder Name, Vorname			
<input type="text"/> Tester, Tim (20.8), MITGLIED (highlighted with a purple box)			
<input type="button"/> Info F6	<input type="button"/> Tester, Testine (--), Gast		
<input type="button"/> Neu	<input type="button"/> Edit	<input type="button"/> Tester, Ines (13.0), Ausgetreten	
<input type="button"/> Löschen			
Artikel	track	Trackman	<input type="button"/> Wahl
Preis	Auto: 60.00		
Buchen für	Individuell für jeden		

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





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:

Timetable Buchungen

Einstellungen		Statistik			Buchungen	
Bereich	Typ	Datum	Zeit	Dauer	Text	Info
1801	A	22.06.24	08:00	8 Min	T	
1801	A	22.06.24	08:00	8 Min	T	
1801	A	22.06.24	08:10	8 Min	T	
1801	A	22.06.24	08:10	8 Min	T	
1801	A	22.06.24	08:10	8 Min	T	
1801	A	22.06.24	08:20	8 Min	T	
1801	A	22.06.24	08:20	8 Min	T	
1801	A	22.06.24	08:20	8 Min	T	
1801	A	22.06.24	08:30	8 Min	T	
1801	A	22.06.24	08:30	8 Min	T	
1801	A	22.06.24	08:30	8 Min	T	
1801	A	22.06.24	08:40	8 Min	T	
1801	A	22.06.24	08:40	8 Min	T	
1801	A	22.06.24	08:40	8 Min	T	
1801	A	22.06.24	08:50	8 Min	T	

Neu

Drucken
 F8

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 😊

Timetable Buchungen

Einstellungen		Statistik			Buchungen	
Bereich	Typ	Datum	Zeit	Dauer	Text	Info
1801	A	22.06.24	08:00	8 Min	T boc4	
1801	A	22.06.24	08:00	8 Min	T paa1	
1801	A	22.06.24	08:10	8 Min	T pati	
1801	A	22.06.24	08:10	8 Min	T dom2	
1801	A	22.06.24	08:10	8 Min	T ohch	
1801	A	22.06.24	08:20	8 Min	T saja	
1801	A	22.06.24	08:20	8 Min	T wit2	
1801	A	22.06.24	08:20	8 Min	T dog2	
1801	A	22.06.24	08:30	8 Min	T giya	
1801	A	22.06.24	08:30	8 Min	T sapi	
1801	A	22.06.24	08:30	8 Min	T orja	
1801	A	22.06.24	08:40	8 Min	T reja	
1801	A	22.06.24	08:40	8 Min	T stt4	
1801	A	22.06.24	08:40	8 Min	T waro	
1801	A	22.06.24	08:50	8 Min	T déje	

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:

Edit area

Search abbr.:	C1	Sorting:		<input checked="" type="checkbox"/> OK
Name:	Cart 1			<input type="button" value="Cancel"/>
Option C	Cancellation	Views	Publish	
General settings	Information	Booking	Follow-up booking	Option A
Grid:	Start: 06:00	h		
	End: 20:00	h		
	Spacing: 10 min			
Standard period:	5 h			
Maximum:	4	people		
Bookable in advance:	0 days	for guests:	0 days	
Number of holes:		Course abbr.(A/B/C):		
Primary colour:	0			
Status:	Active			
<u>Booking groups:</u>	CART		<input type="button" value="Sel."/>	
Address record:	<input type="button" value=""/>			
Course record:	<input type="button" value=""/>			



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

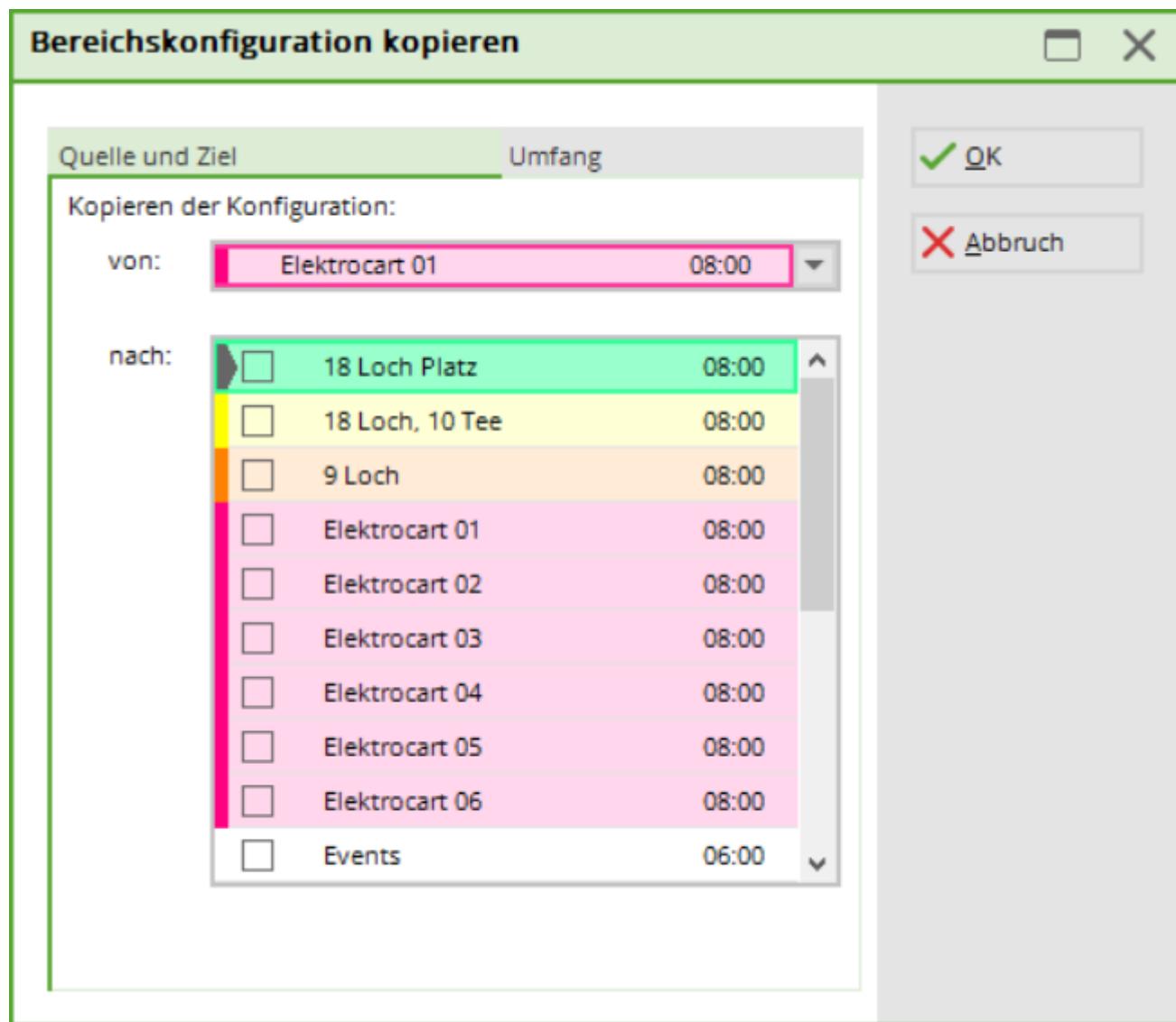
Copy area settings

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.

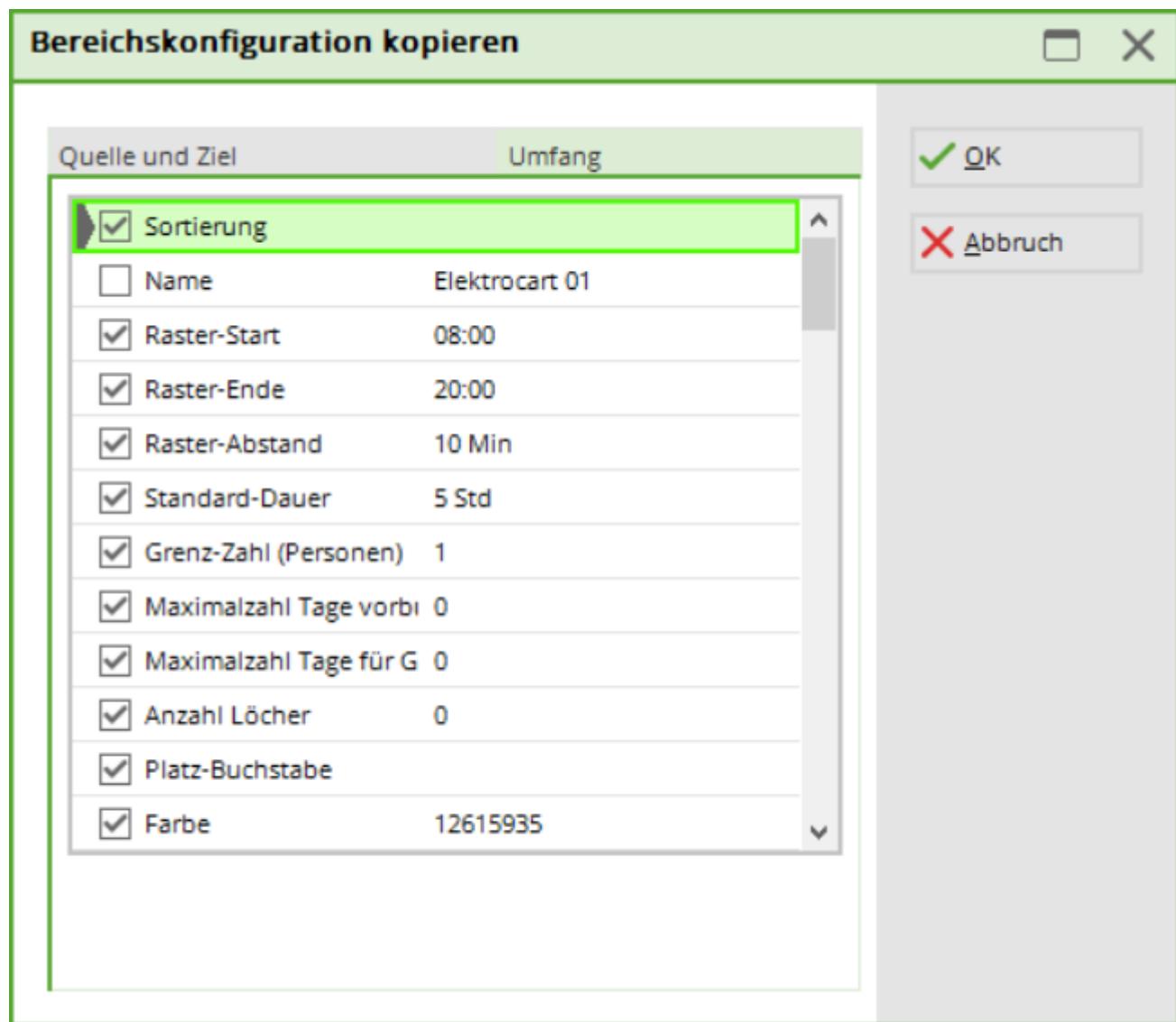
To do this, make the necessary changes to an area and confirm with „OK“. Then hold down the „ctrl“ key (or the „ctrl“ key on international keyboards) and click on the „Edit“ button.

The following window opens:



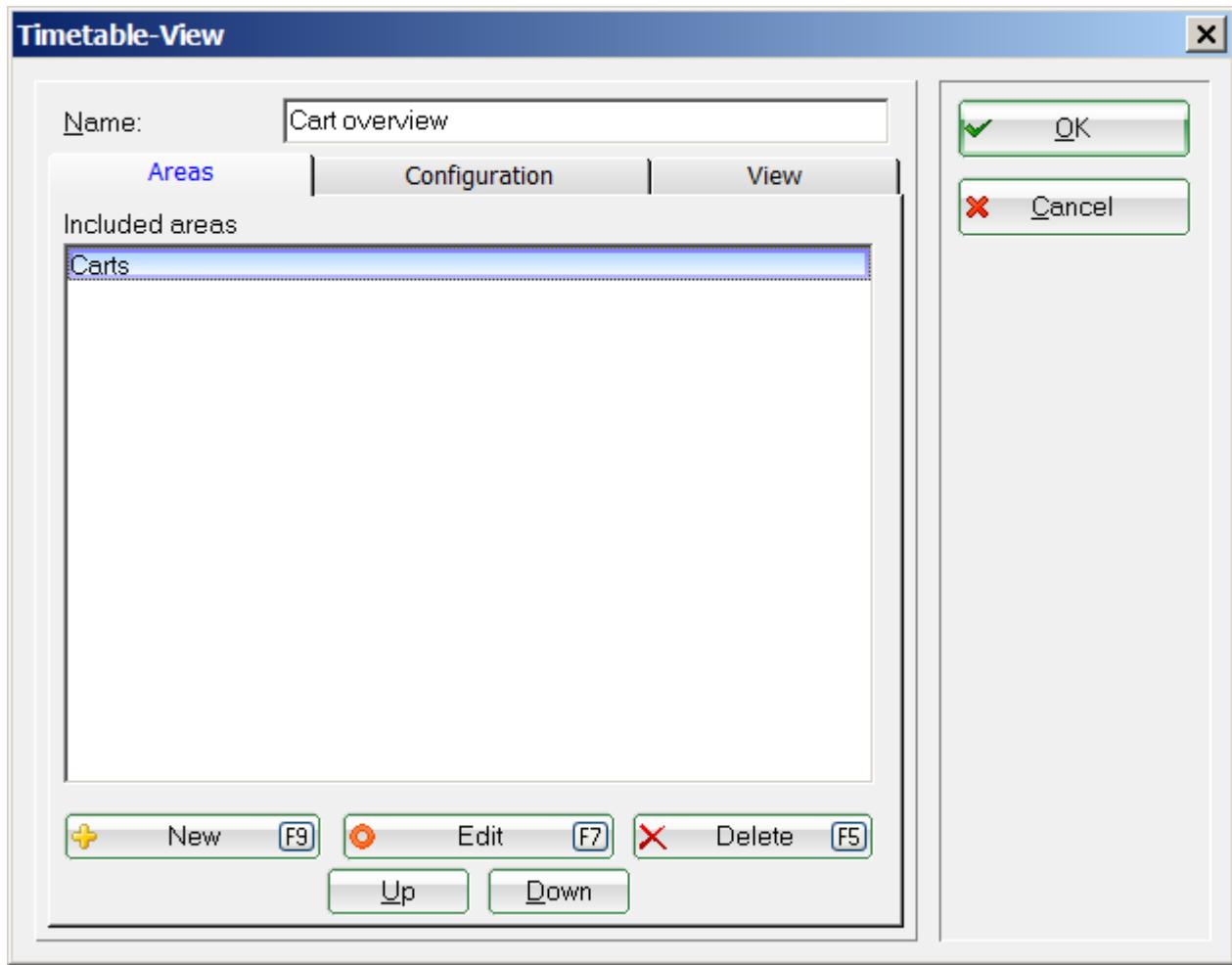
In the „Source and destination“ tab, tick the boxes for the areas to be copied to.

In the „Scope“ tab, you can specify everything that is to be copied.



Create view for the carts

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



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:

Edit area

Search abbr.: Sorting:

Name:

Option C | Cancellation | Views | Publish

General settings | Information | Booking | Follow-up booking | **Option A** | **Option B**

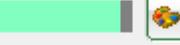
Grid: Start: h
End: h
Spacing:

Standard period:

Maximum: people

Bookable in advance: days for guests: days

Number of holes: Course abbr.(A/B/C):

Primary colour:  

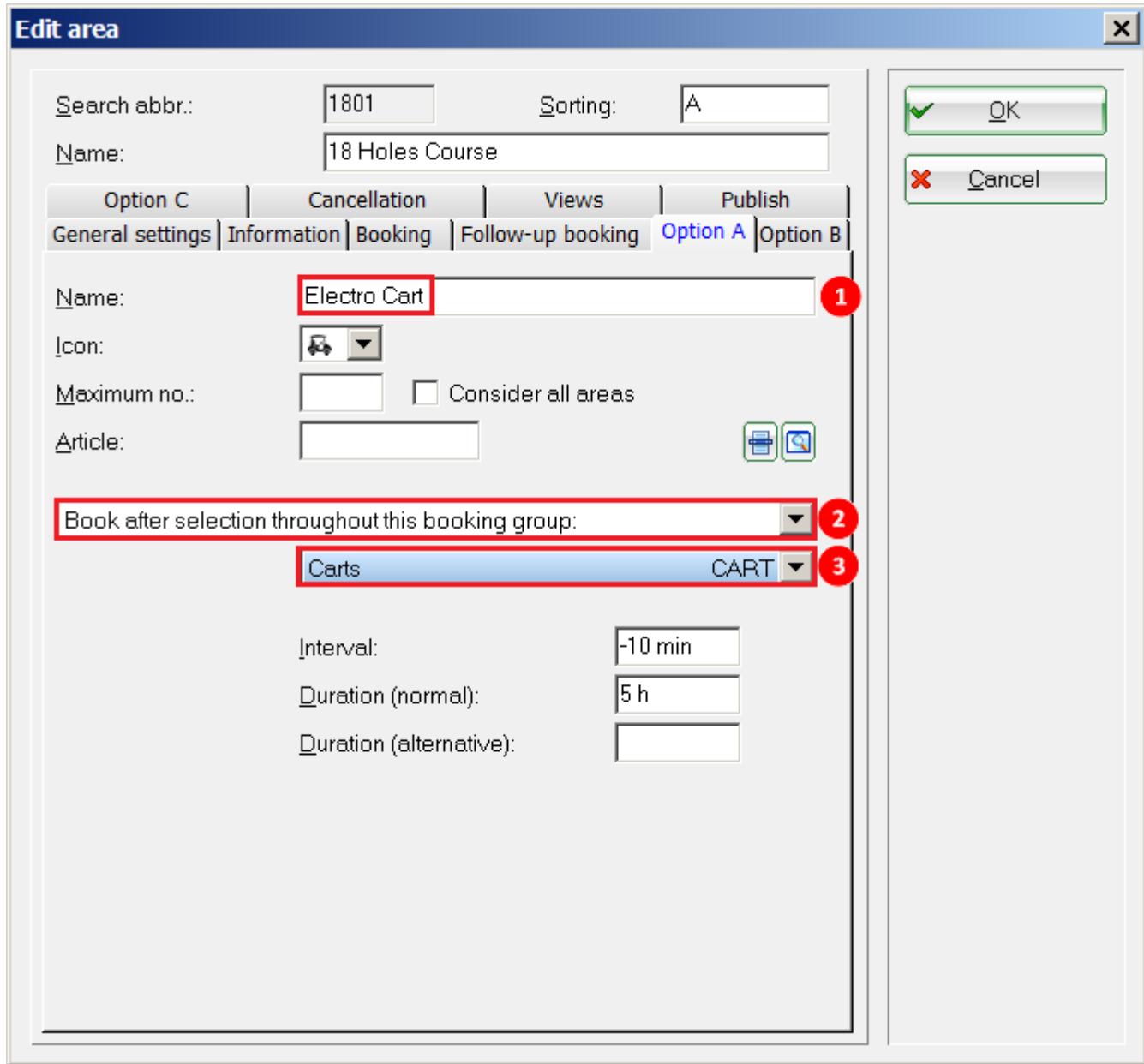
Status:

Booking groups: COURS:

Address record:

Course record: 18 Holes Sonnenschein  

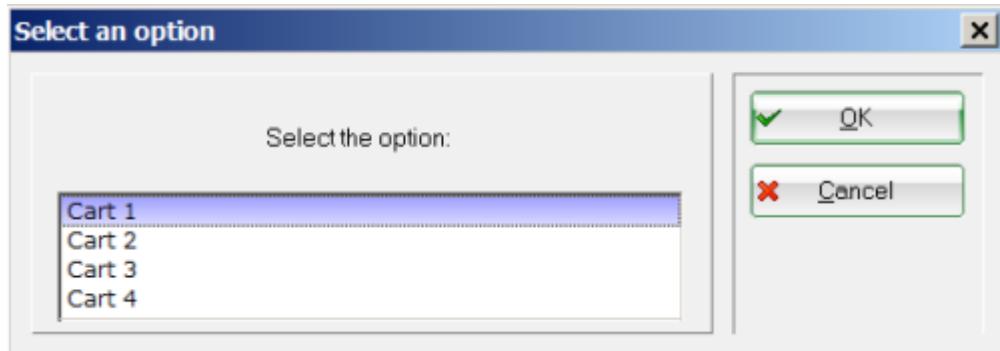
OK **Cancel**



(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:

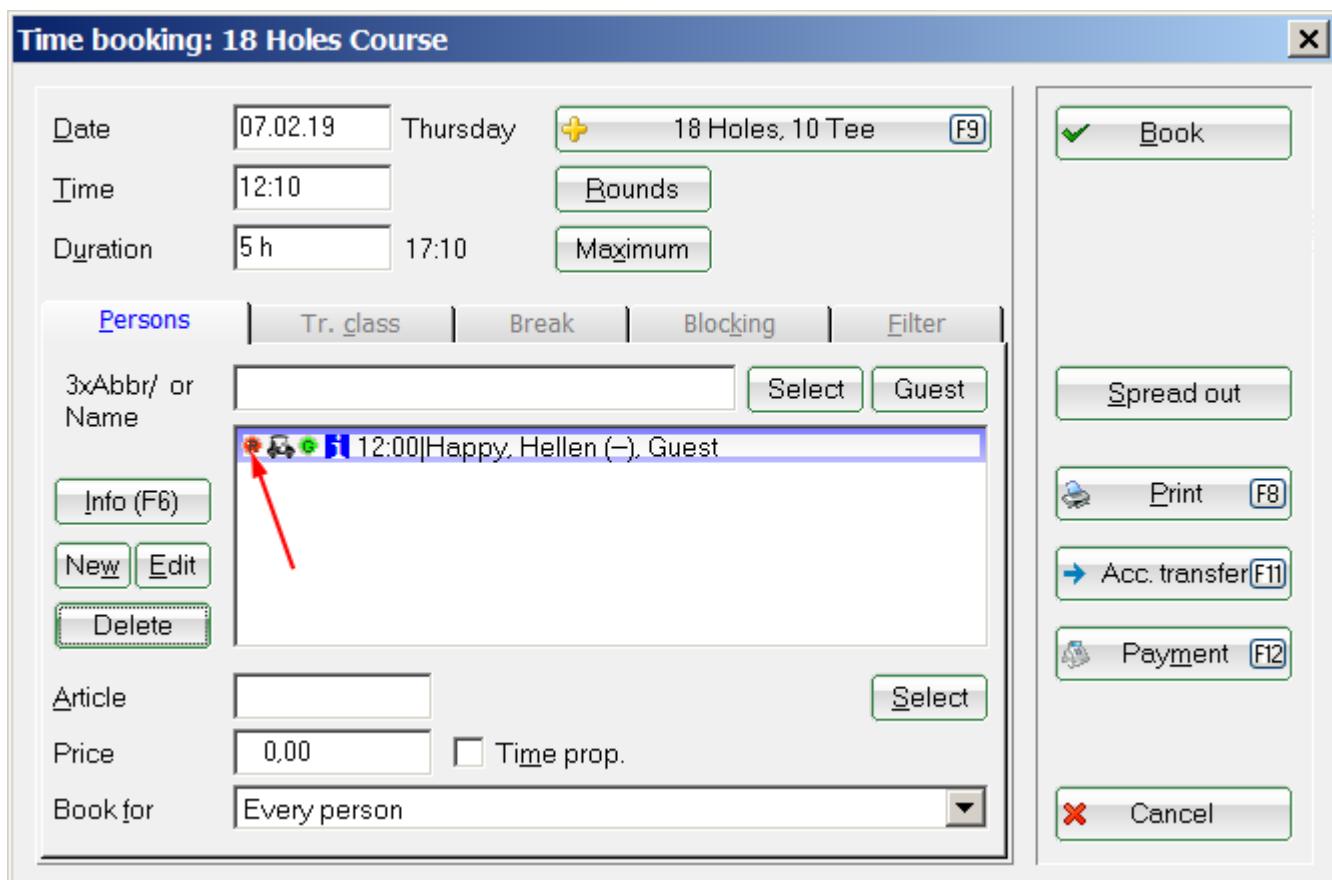
- Bookings in this booking group then a carts is simply booked or marked in the timetable which is free
- or
- Booking through after selection in this booking group means that a query appears in which a carts can be selected:



! 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:



	Cart 1	Cart 2	Cart 3	Cart 4
12:30				
12:40				
12:50	Sonr			
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

The screenshot shows the Club Manager's navigation bar on the left with various icons and links. The 'Teetimes' link is highlighted with a red box and a red arrow pointing to it from the text above. The main content area is titled 'Teetimes' and 'Einstellungen'. A green button 'Einstellungen bearbeiten' is visible. Below it, a tab bar has 'Timetable-Bereiche' selected, with other tabs for 'Timetable-Regeln', 'Artikel & Services', and 'Feiertage'. Under 'Timetable-Bereiche', a green button 'Mit dem lokalen System abgleichen' is present. A yellow box contains the text 'Mit ändern: Zeit von/ Zeit bis, Zeitraster, Spielgruppengröße, Vorbuchbarkeit/ Tage'. The main table lists two items:

Aktionen	Kürzel	Name	Typ	Status	Kombination	Löcher	Zeit von	Zeit bis	A	B	C
1 <input checked="" type="checkbox"/> ★	1810	Folge mir	Golfplatz	buchbar	1810	9	06:00	22:00	10	4	🔴
2 <input checked="" type="checkbox"/> ★	AHNN	Nord Course (Anzahl Löcher)	Golfplatz	buchbar	NORD + NORD	9 + 9	06:00	20:00	10	4	🔴

and activate the option.

The screenshot shows the 'Timetable-Bereiche' configuration window. It lists three booking options:

- Option A:** TISCH: TISCH
- Option B:** HUND: Hund dabei?
- Option C:** CART: Cart buchen?

A yellow box contains the following notes:

- Bitte beachten:** Kein automatischer Abgleich mit den lokalen Einstellungen des Timetable-Bereiches.
- Zeit von/ Zeit bis:** Darf nicht größer sein als die Einstellungen des lokalen Timetable-Bereiches.
- Zeitraster:** Muss mit dem Raster des lokalen Timetable-Bereiches übereinstimmen.
- Vorbuchbarkeit/ Tage:** Bitte berücksichtigen Sie die Einstellungen in den Timetable-Regeln.

A red box highlights the 'Optionen A bis C' section, which contains the note: 'Nur zur Anzeige der Option in der Onlinebuchung. Einrichtung muss im lokalen PC CADDIE erfolgen. (z.B. Cart-Buchungen)'.

At the bottom, there are two buttons: 'Speichern' (highlighted with a red box) and 'Abbrechen'.

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](#)

[FACEBOOK](#)

[STARTZEIT BUCHEN](#)

[STARTZEITEN WOCHE](#)

[TURNIERKALENDER](#)

[TURNIER STARTLISTEN](#)

[TURNIER ERGEBNISLISTEN](#)

[SUPPORT & KONTAKT](#)

SCHRITT 2/3: DETAILS AUSWÄHLEN

Zeit und Bereich
 Di., 15.12.15, 14:50, 18 Loch Platz

Person 1  E-Cart

Sonntag, Stephanie

Person 2  E-Cart

Typ: Freund
 Typ: Guest
 Typ: Spieler/in
 Person nicht buchen

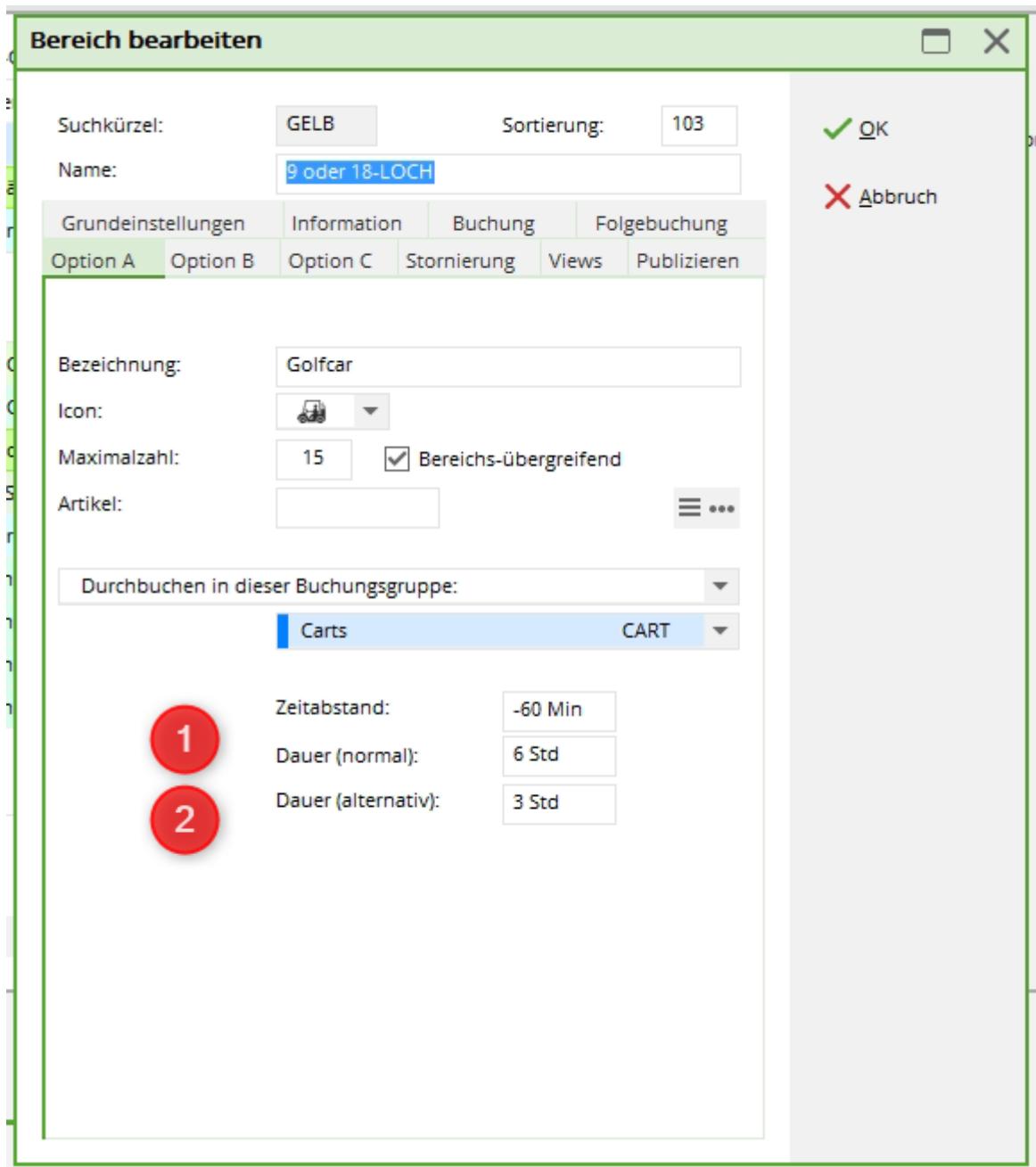
Person 3  E-Cart

Typ: Freund
 Typ: Guest
 Typ: Spieler/in
 Person nicht buchen

Person 4  E-Cart

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!



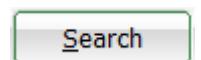
1. Duration for 18 hole round
2. Duration for 9 hole round

Working with the different areas

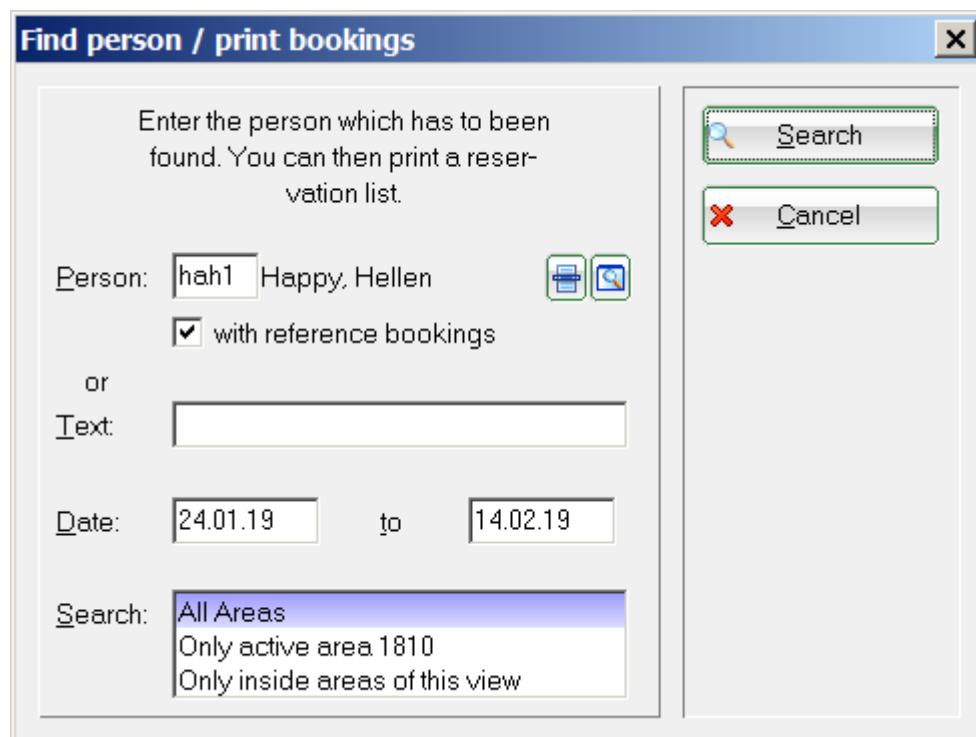
You usually switch between the areas via **area** or with the F3 or F4 buttons (you can also use the **B** key). With **+** or **-** you can zoom in or out (a zoom of 0.5, for example, doubles the size).

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



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“.



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

Found bookings

Happy, Hellen

The following entries were found in this time(s):

Day		Time	Duration	Information
1810	07.02.19 (Thursday)	14:10	5 h	hah1 Happy, Hellen (-), N
1801	07.02.19 (Thursday)	12:10	5 h	hah1 Happy, Hellen (-), N
1801	07.02.19 (Thursday)	12:10	5 h	hah1 Happy, Hellen (-), N

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

Print reservation(s)

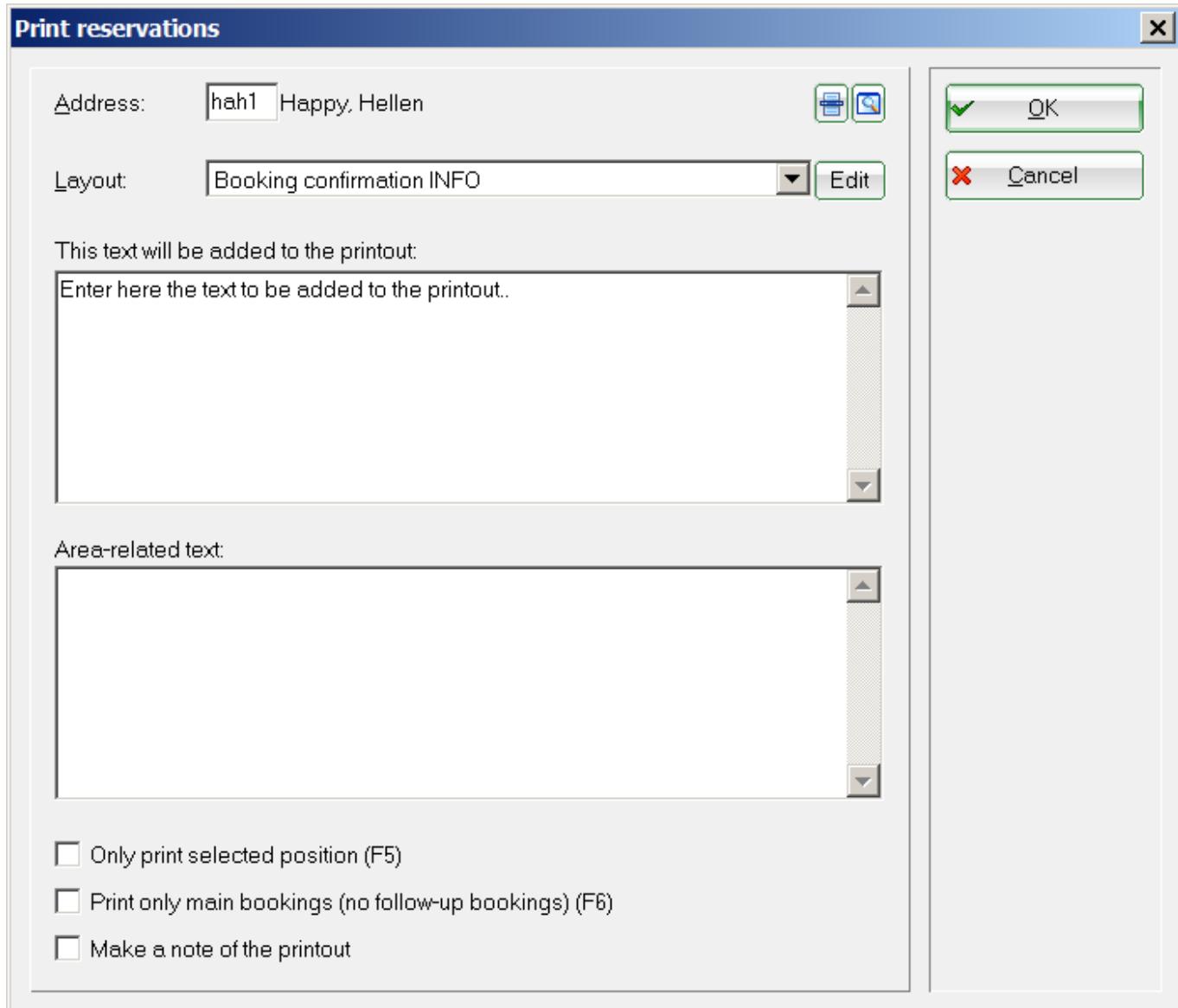
This text will be added to the printout:

Enter here the text to be added to the printout...



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



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

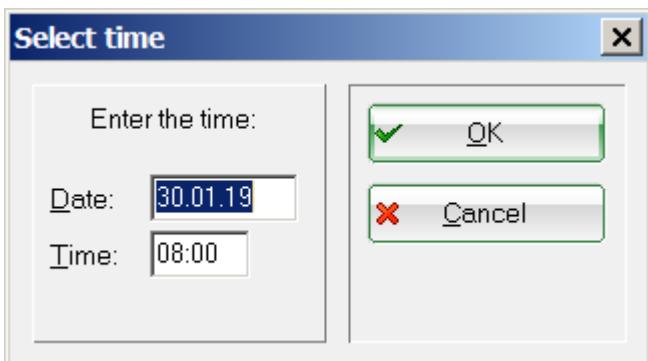
example, we will now show you how you can book an appointment and the numerous options PC CADDIE offers you for each booking.

I. Change to the desired date

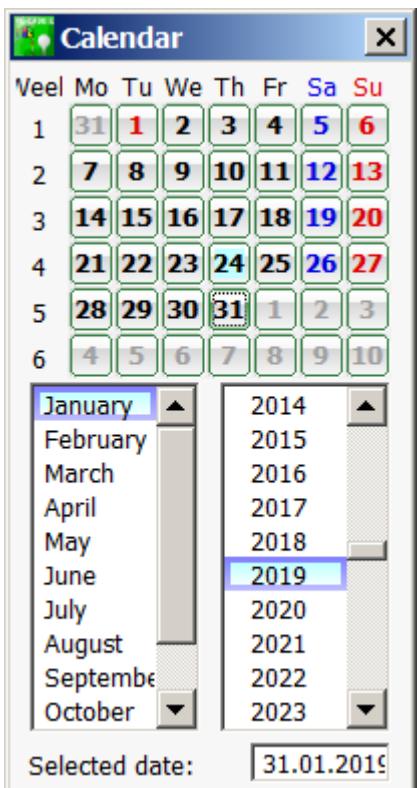
If you double-click on the date at the bottom right



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



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



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

Date	30.01.19	Wednesday
Time	13:00	<input type="button" value="Rounds"/>
Duration	10 min	<input type="button" value="Maximum"/>
Persons		
<input type="button" value="Tr. class"/> <input type="button" value="Break"/> <input type="button" value="Blocking"/> <input type="button" value="Filter"/>		
3xAbbr/ or Name	<input type="text"/> <input type="button" value="Select"/> <input type="button" value="Guest"/>	
<input type="button" value="Info (F6)"/> <input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>		
Article	gf18	Greenfee adults 18 holes <input type="button" value="Select"/>
Price	Auto: 0,00	<input checked="" type="checkbox"/> Time prop.
Book for	Individual for everybody	
<input checked="" type="button" value="Book"/> <input type="button" value="Spread out"/> <input type="button" value="Print F8"/> <input type="button" value="Acc. transfer F11"/> <input type="button" value="Payment F12"/> <input type="button" value="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

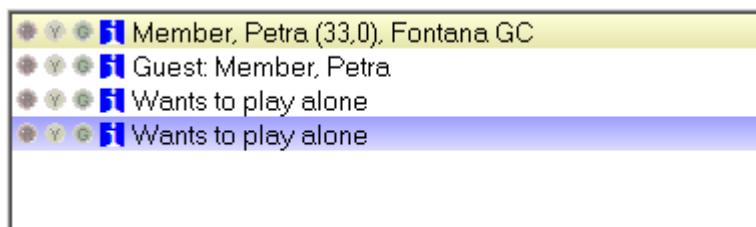
Guest, button to book this teatime.



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



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

Enter additional info here

No. of bookings: 1

Bookingreference: mepe Member, Petra  

Reference info:

2nd reference:  

Status:  confirmed 

Date: Time: 00:00

(ATTENTION: The booking will be deleted afterwards!)

Booked (F11)

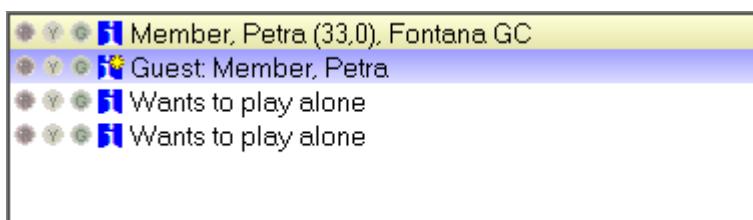
Show name: Show name automatically 

 List of 'No Show'-entries 

 Data belonging to that entry 

 Print bookings overview 

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 non-binding 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-Information: 30.01.19 Guest: Member, Petra (13:00)

	Booking	Credit card	Marshal	Article	Details	Exchange						
Entered at:	24.01.2019	21:48:20	L									
by:	Timo Tester											
Changed at:	26.01.2019	12:46:27	L									
by:	Timo Tester											
Checked in:	...											
by:												
Info:												
Deleted:	...											
by:												
Info:												
Record:	38	0001586728100003800										
Connection:												
<hr/>												
<table border="1"><tr><td>List of 'No Show'-entries</td><td>[F6]</td></tr><tr><td>Data belonging to that entry</td><td>[F7]</td></tr><tr><td>Print bookings overview</td><td>[F8]</td></tr></table>							List of 'No Show'-entries	[F6]	Data belonging to that entry	[F7]	Print bookings overview	[F8]
List of 'No Show'-entries	[F6]											
Data belonging to that entry	[F7]											
Print bookings overview	[F8]											

The letters in the third field have the following meaning:

nothing = > Alt local

I	Internet PC CADDIE://online obsolete, now only intranet for tournaments
O	PC CADDIE://online
X	XML-Internet PC CADDIE://online
F	External system PC CADDIE://online
A	APP Responsive PC CADDIE://online
D	Mobile Device PC CADDIE://online
L	Made locally/on site
M	Multiselect booking (booked in a multiple selection (space bar))
T	Tournament copy/import (entered as tournament import)
S	Self-service booking (terminal)
C	Newly entered by copy (drag&drop copied)
G	Booked via cash register
E	Exchange interface
R	RemoteControl (carts system)
P	Portal (golf.at)
W	Work (timer of CRM info dialogues) and working time recording (A:, Y:, ...)
H	History=CRM
h	Hotel
r	only for DEL: Reservation cancellation, i.e. expired reservation deleted
o	Option ABC
n	NoShow automatic cancellation
m	Move, i.e. by moving (moved by drag&drop)
c	General change
s	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.

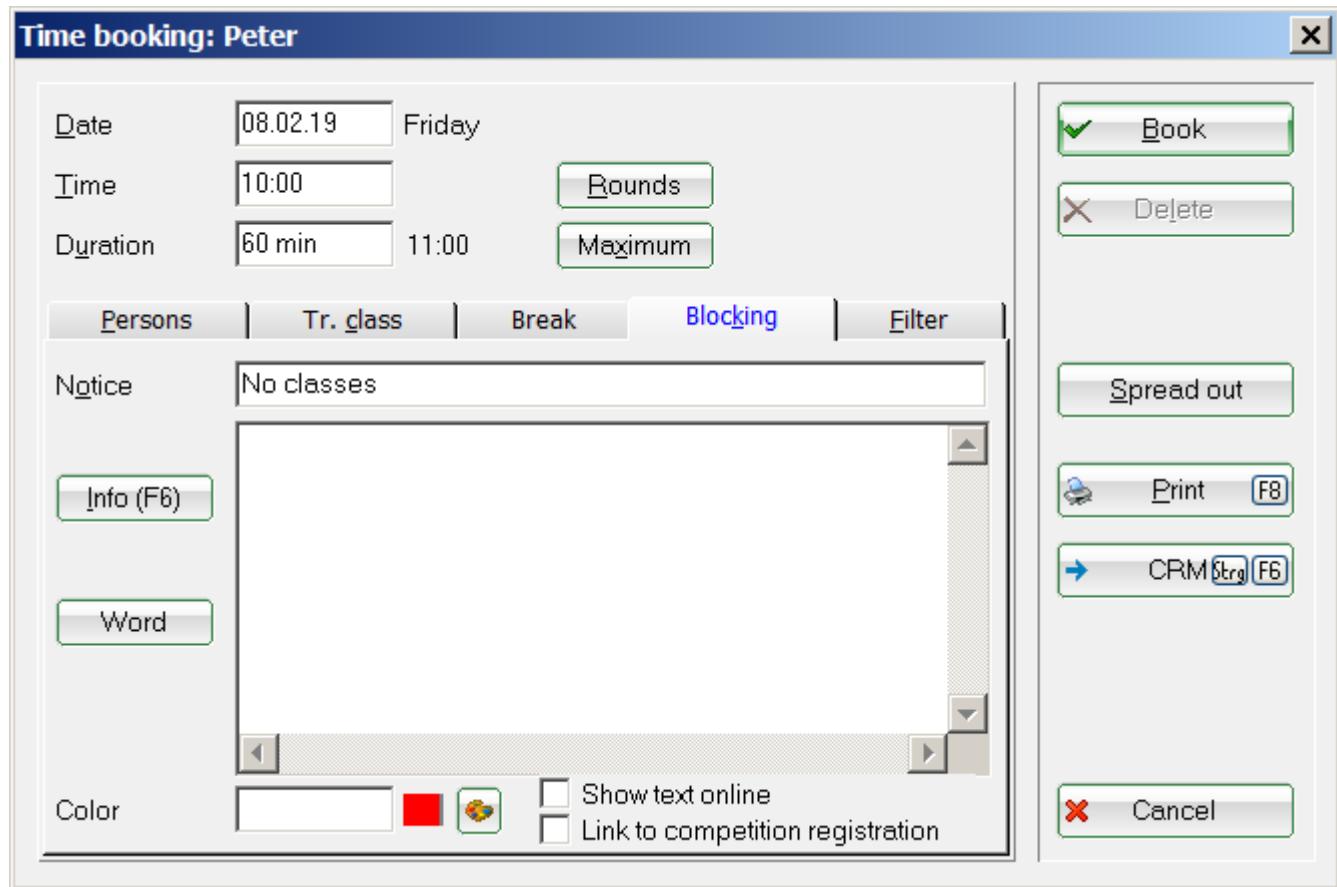
Breaks

Time booking: Peter X

Date	08.02.19	Friday	<input checked="" type="checkbox"/> Book
Time	10:00	<input type="button" value="Rounds"/>	<input checked="" type="checkbox"/> Delete
Duration	60 min	11:00	<input type="button" value="Maximum"/>
<input type="button" value="Persons"/>		<input type="button" value="Tr. class"/>	<input type="button" value="Break"/>
<input type="button" value="Persons"/>		<input type="button" value="Break"/>	<input type="button" value="Blocking"/>
<input type="button" value="Persons"/>		<input type="button" value="Blocking"/>	<input type="button" value="Filter"/>
Notice: Break			
<input type="button" value="Info (F6)"/>			
<input type="button" value="Word"/>			
Color:		<input type="button" value=""/>	<input checked="" type="checkbox"/> Show text online
		<input checked="" type="checkbox"/> Link to competition registration	<input checked="" type="checkbox"/> Print F8
<input checked="" type="checkbox"/> 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



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.

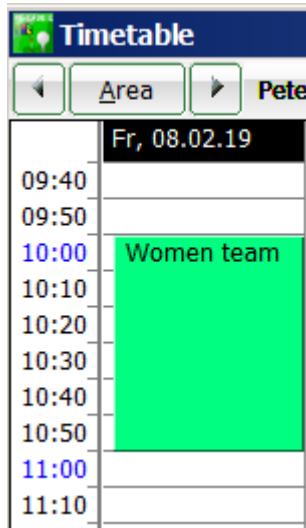
TIP By clicking on the button **Maximum** button, the closure is automatically extended until the end extended until the end of the day.

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

Date	08.02.19	Friday	<input checked="" type="button"/> Book
Time	10:00	<input type="button"/> Rounds	<input checked="" type="button"/> Delete
Duration	60 min	11:00	<input type="button"/> Maximum
<input type="button"/> Persons <input type="button"/> Tr. class <input type="button"/> Break <input type="button"/> Blocking <input type="button"/> Filter		<input type="button"/> Spread out	
Notice: Women team			
<input type="button"/> Info (F6)		<input type="button"/> Print F8	
<input type="button"/> Word		<input type="button"/> CRM Strg F6	
Color: <input type="button"/> <input checked="" type="button"/> Green <input type="button"/> <input type="button"/> <input type="checkbox"/> Enable warning		<input checked="" type="button"/> Cancel	



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

Created by:

Printed: 26.01.19, 19:12

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:			
Results:			
Prizes:			
Awards:			
Program			
Participants:			
Check In:			
Putt-tournament:			
Taster course:			
Private lessons:			
Advertisement:			
Board:			
Results:			
Prizes:			
Awards:			
Evening program			
Participants:			
Admission/Start:			
Dress code:			
Menu/Buffet:			
Music/Program:			
Awards:			

© Schmedding Software Systeme – PC CADDIE

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.



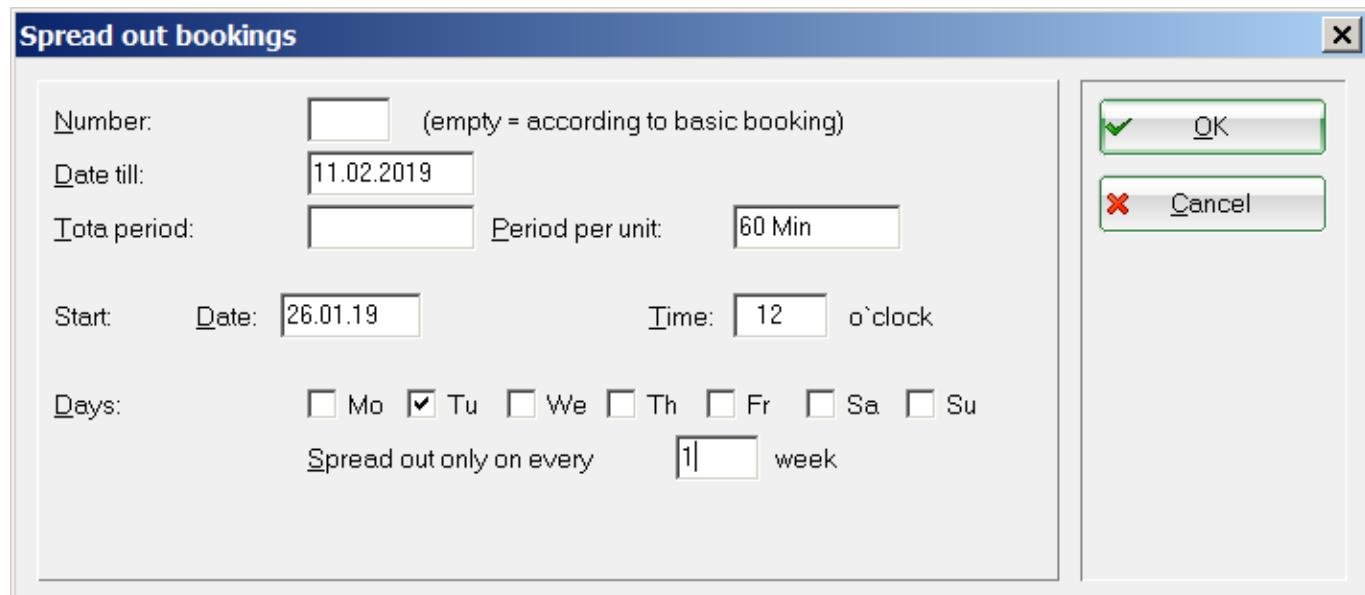
To avoid accidentally deleting a filter, there is a button **Delete** button in the created filter. By simultaneously pressing **Shift** and **double-click** (with the mouse button) to return to the filter (initial setting) and delete it.

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



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

Happy, Hellen
>> Full <<
Number: 20160001

 **OK**
 **Cancel**

<u>Green fee type:</u>	gf18	Greenfee adults 18 holes	 
<u>Date:</u>	07.02.19		
<u>Tee time:</u>	12:10	<u>Tee information:</u>	18 Holes Course
<u>10.Tee:</u>	14:10	<u>Tee information:</u>	18 Holes, 10 Tee
<u>No. of players:</u>	1,00	<input checked="" type="checkbox"/> print several bag tags per player	
<u>Special price:</u>		(Empty = normal price)	
<u>Alternative player:</u>			
Record:	<input type="text"/>	 	
Individual:	<input type="text"/>	Hcp:	<input type="text"/>
Club:	<input type="text"/>		
<u>Additional text:</u> <input type="text"/>			
<u>Course data:</u>	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

To pay: 400.00

Payment method	Amount
F1 cash 0000	Cash payment 400.00
F2	
F3	
F4	

return: 0,00

Print receipt F5 Normally no receipt

Book as invoice into account F11

Continue transactions in the cash register F12

Transfer to another customer F12

OK

Discount (F7)

Cancel

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	
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“).

[Booking](#) | [Credit card](#) | [Marshal](#) | [Article](#) | [Details](#) | [Exchange](#) OK CancelNo. of bookings:Bookingreference:Reference info:2nd reference:Status: confirmedDate:

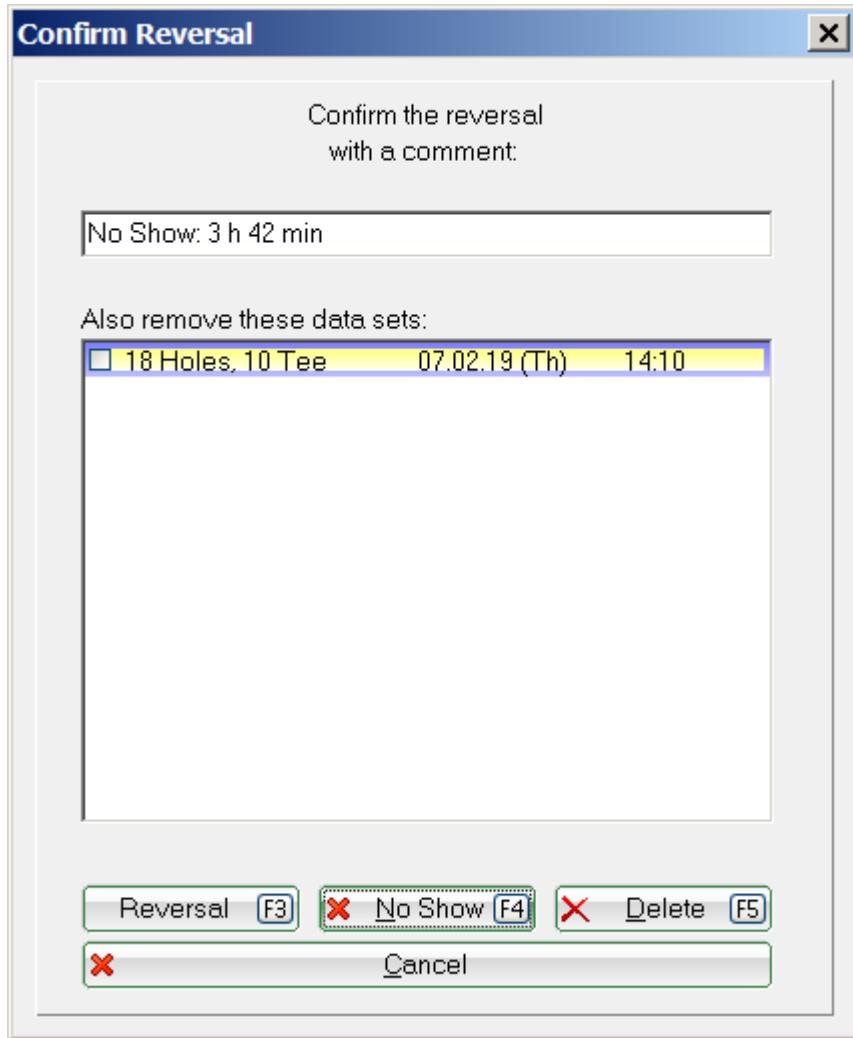
Time:

(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](#)

III. delete booking

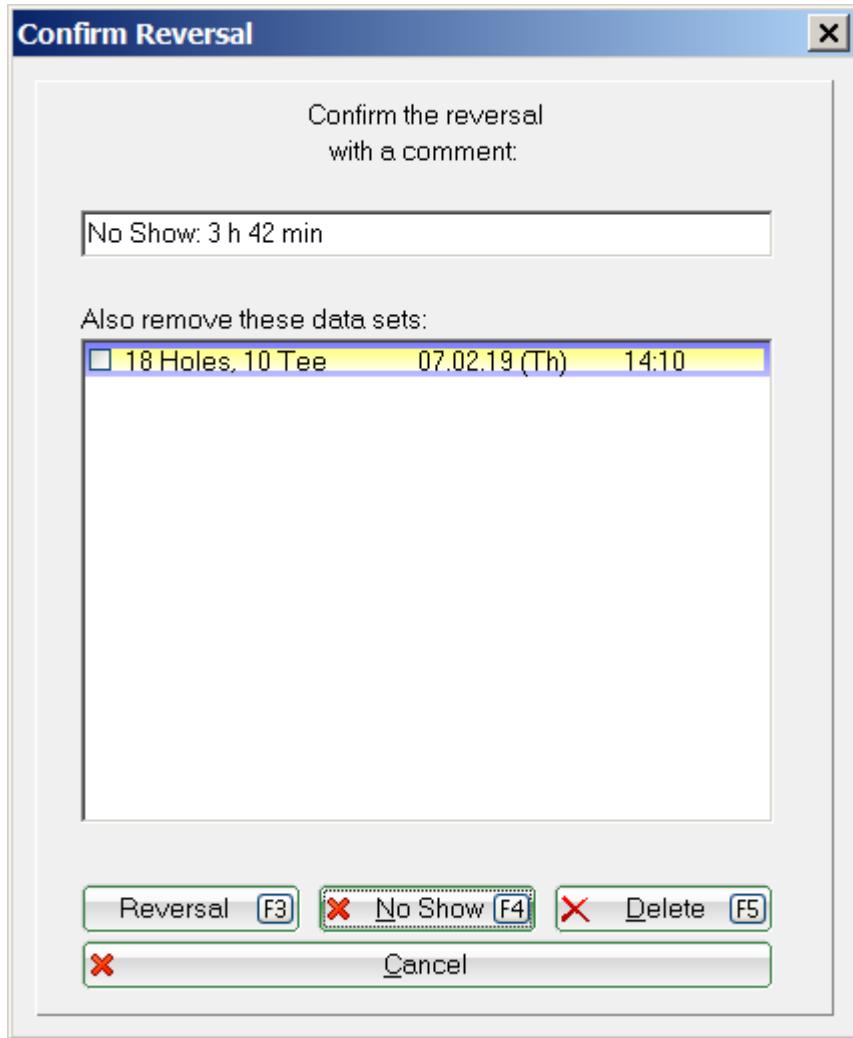
If you realise within five minutes of making a booking that you have made a mistake, you can easily delete the booking by pressing the button **delete** button. If your customer only cancels their appointment a few days later or you only notice an error afterwards, the booking cannot be deleted immediately.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



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:



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**.

Person: Member, Paul

Name	<input type="text" value="mepa"/>	No <input type="text" value="049.9001.100011"/>	<input type="button" value="Select No."/>						
Title	<input type="text"/>	<input type="button" value="Addr.(Pers.)"/>							
First name	<input type="text" value="Paul"/>								
Name	<input type="text" value="Member"/>								
<input type="button" value="Competition"/>		<input type="button" value="Cash register"/>	<input style="border: 2px solid red; color: red; font-weight: bold; font-style: italic; font-size: 1.2em; padding: 2px; margin: 0 5px;" type="button" value="Timetable"/>						
<input type="button" value="Intranet"/>									
<table border="1" style="width: 100%;"><tr><td><input type="button" value="Status"/></td><td><input type="button" value="1st Addr."/></td><td><input type="button" value="2nd Addr."/></td><td><input type="button" value="payment"/></td><td><input type="button" value="Infos"/></td><td><input type="button" value="Memo"/></td></tr></table>				<input type="button" value="Status"/>	<input type="button" value="1st Addr."/>	<input type="button" value="2nd Addr."/>	<input type="button" value="payment"/>	<input type="button" value="Infos"/>	<input type="button" value="Memo"/>
<input type="button" value="Status"/>	<input type="button" value="1st Addr."/>	<input type="button" value="2nd Addr."/>	<input type="button" value="payment"/>	<input type="button" value="Infos"/>	<input type="button" value="Memo"/>				
Belonging to <input type="text" value="1:Petra"/>									
Family status <input style="width: 150px;" type="text" value="2 - Partner"/> <input type="button" value="Family"/>									
Function (Club) <input type="text" value="VS / Mo-Su"/>									
Street <input type="text" value="Hasslerstrasse 15"/>									
Postcode <input type="text" value="D 52055"/> Town <input type="text" value="Aachen"/> <input type="button" value=""/>									
Telephone <input type="text" value="+49-1111/22222222*"/> <input type="button" value=""/>									
Mobile <input type="text" value="+49-172/12341234*"/> <input type="button" value=""/>									
Fax <input type="text" value="+49-1111/22222224"/>									
e-mail <input type="text" value="mpaul@gmail.com"/> <input type="button" value=""/>									
WWW <input type="text"/> <input type="button" value=""/>									

<input type="button" value="Filter F12"/>
<input type="button" value="New"/>
<input type="button" value="Change F11"/>
<input type="button" value="Delete F5"/>
<input type="button" value="Copy F6"/>
<input type="button" value="Account"/>
<input type="button" value="Print F8"/>
<input type="button" value="Export"/>
<input type="button" value="SMS"/>
<input type="button" value="Card"/>
<input type="button" value="Close"/>
<input type="button" value="Quit"/>

The following window opens:

Found bookings

Member, Paul

The following entries were found in this time(s):

Day		Time	Duration	Information
1810	27.01.19 (Sunday)	16:10	5 h	mepa Member, Paul (32,0)
1801	27.01.19 (Sunday)	14:10	5 h	mepa Member, Paul (32,0)

No Show [F6]

Delete [F5] **Print** [F8] **New** [F9]

Quit

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

No Show: 18 Holes Course	26.01.19 (Sa)	12:10	35	00D No Show: 3 h 47 min
No Show: 18 Holes, 10 Tee	07.02.19 (Th)	14:10	36	01D F:No Show: 3 h 47 min

OK

Cancel

More details to this line [F7] **Configure 'No Show' count**

Entries: **Unexcused:** **Excused:** **Follow-ups:**

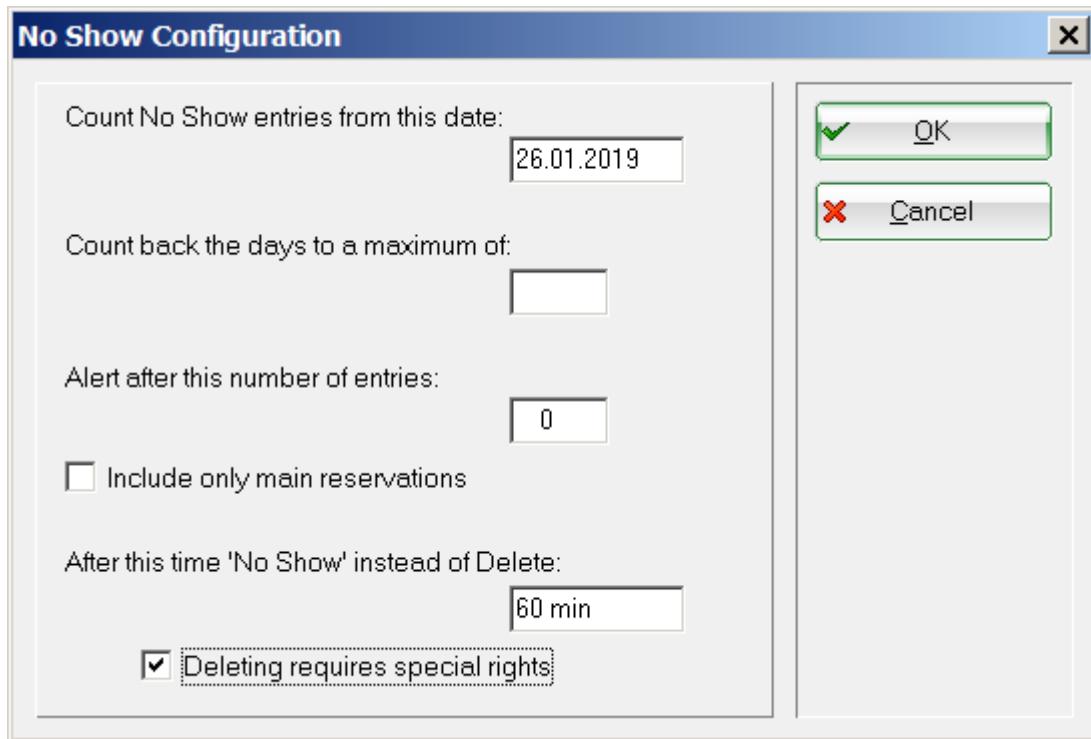
To obtain detailed information, click on **Further details on this line** (F7). Enter here if a no show was subsequently excused.

Record details

Entered:	24.01.2019	21:11:03	L
by:	Timo Tester		
Changed:	26.01.2019	15:44:01	L
by:	Timo Tester		
Deleted:	26.01.2019	15:57:41	L
by:	Timo Tester		
Info:	No Show: 3 h 47 min		
<input type="checkbox"/> Excused (F3)			
Set:	35		
ID:	0001586725863003500D		
Ref:			
Nxt:	0001586725863003501		
A:			
B:			
C:			

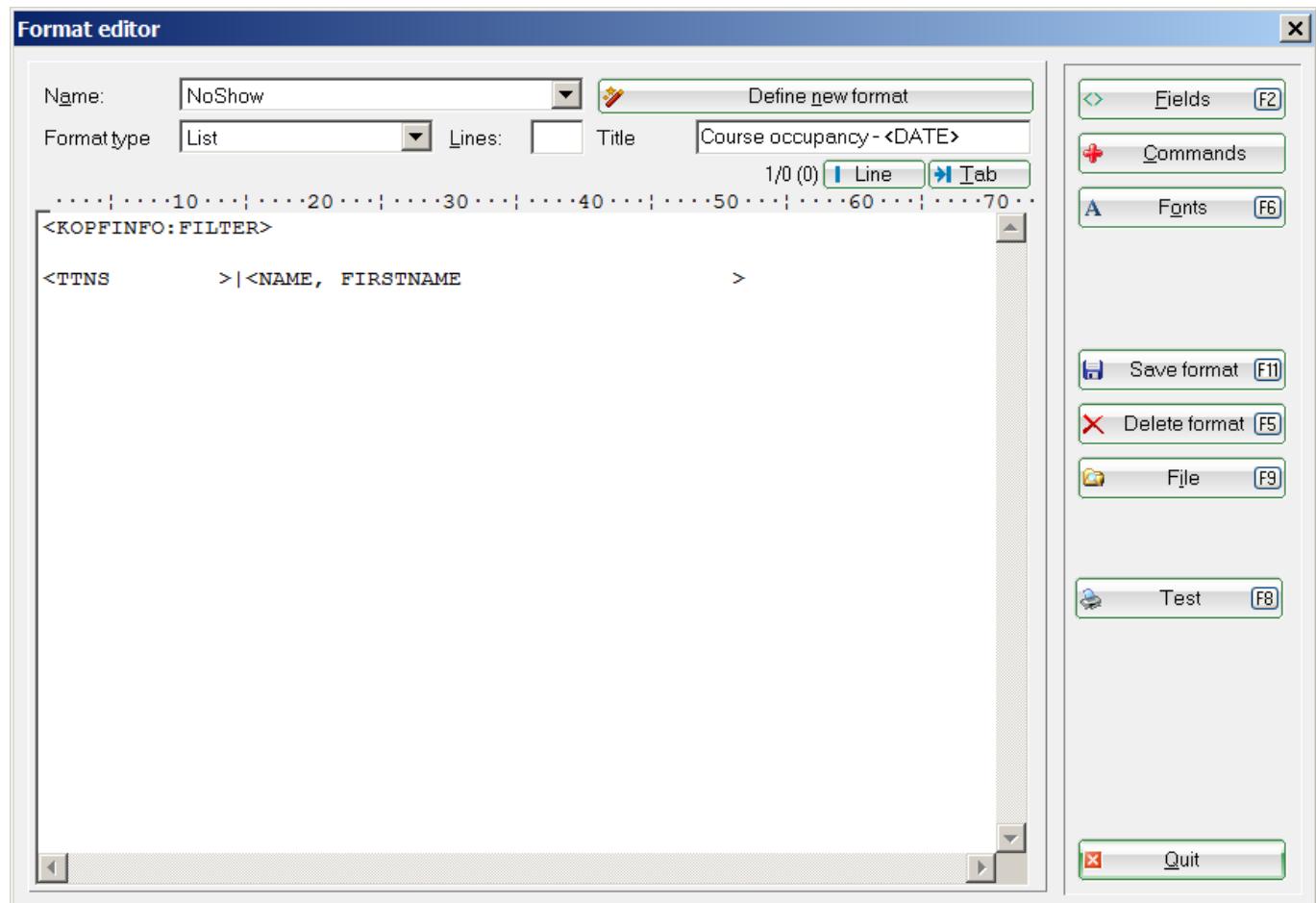
OK
 Cancel

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“.



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:



You will receive a complete list for printing.

Course occupancy - 26.01.19

Printed: 26.01.19, 16:16 h

NoShow	Name, first name
2 (0)	Member, Paul

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 Negation

Personen-Filter Aufzählung

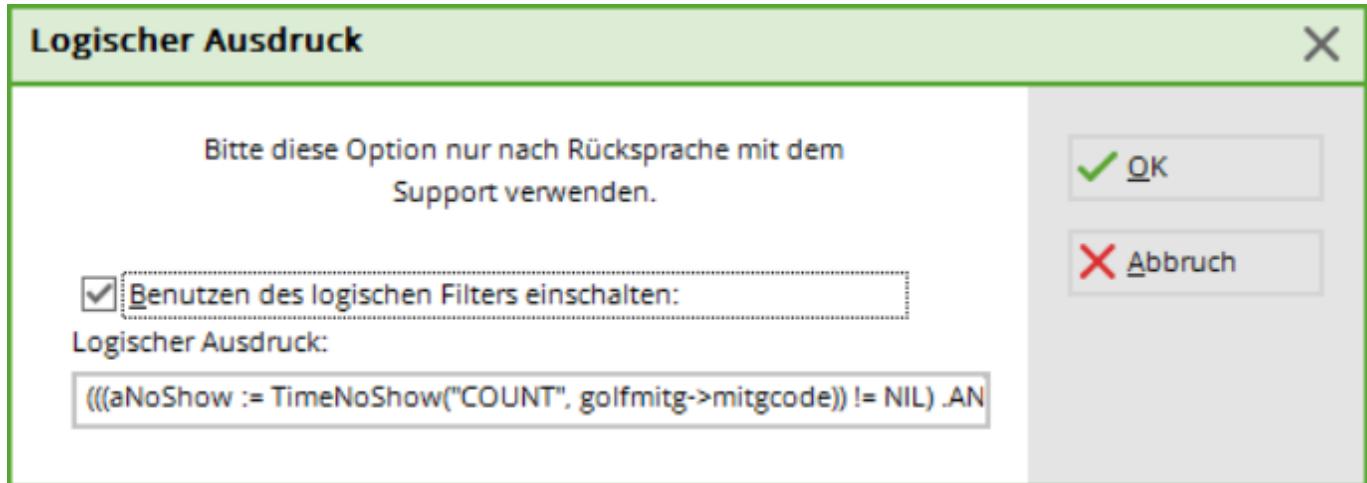
<input type="checkbox"/> Handicaps	von	Pro	bis	--
<input type="checkbox"/> Geburtsdatum	von	..	bis	31.12.2022
<input type="checkbox"/> Eintrittsdatum	von	..	bis	31.12.2022
<input type="checkbox"/> Heimatclub	nur			
<input type="checkbox"/> Geschlecht	nur			
<input type="checkbox"/> Altersklasse	nur			
<input type="checkbox"/> Mitgliedschaft	nur			
<input type="checkbox"/> Status	nur			
<input type="checkbox"/> Beitragsstatus	nur			
<input type="checkbox"/> Zusatz-Info				
<input type="checkbox"/> Austritts-Datum				
<input type="checkbox"/> Clubnummer/-kennung				
<input type="checkbox"/> Irgendwo/Alles				

Eintritt/Austritt passend zum:

Sonderfilterung:

Event
 Beitrag
 Umsatz
 CRM
 Logisch





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:



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

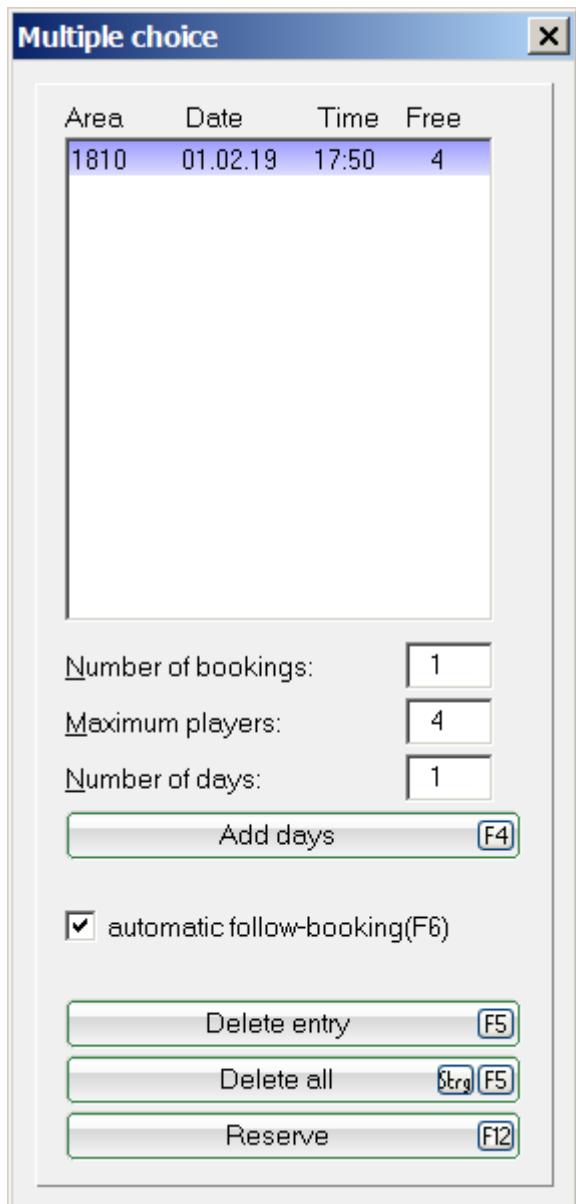


Please note that no lists can be drawn from these „background areas“.

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:



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:

Multiple choice

Area	Date	Time	Free
1810	01.02.19	17:50	4
1810	02.02.19	16:40	4
1810	03.02.19	16:40	4
1810	04.02.19	16:40	4

Number of bookings: F4

Maximum players:

Number of days:

F4

automatic follow-booking(F6)

F5

Strg F5

F12

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 times

For which persons shall these times be booked?

	Options :	A	B	C
hah1 Happy, Hellen		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
mepa Member, Paul		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note:

Reference:

Information:

Provisional booking valid till (F5):
Date: Time:
(ATTENTION: Thee booking will be cancelled afterwards!)

Also the subsequent bookings (F6)

OK **Cancel**

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:

		18 Holes					
		Area	18 Holes				
11:20		Fr, 01.02.19	Sa, 02.02.19	Su, 03.02.19	Mo, 04.02.19	Tu, 05.02.19	
11:30							
11:40							
11:50							
12:00							
12:10							
12:20							
12:30							

The following window opens:

Daily information

Title: Aerification on holes 10-18

Details:

Color: 255 █ █

Enable warning

Daily ID:

Or explicitly defined course:

Usage time to this value:

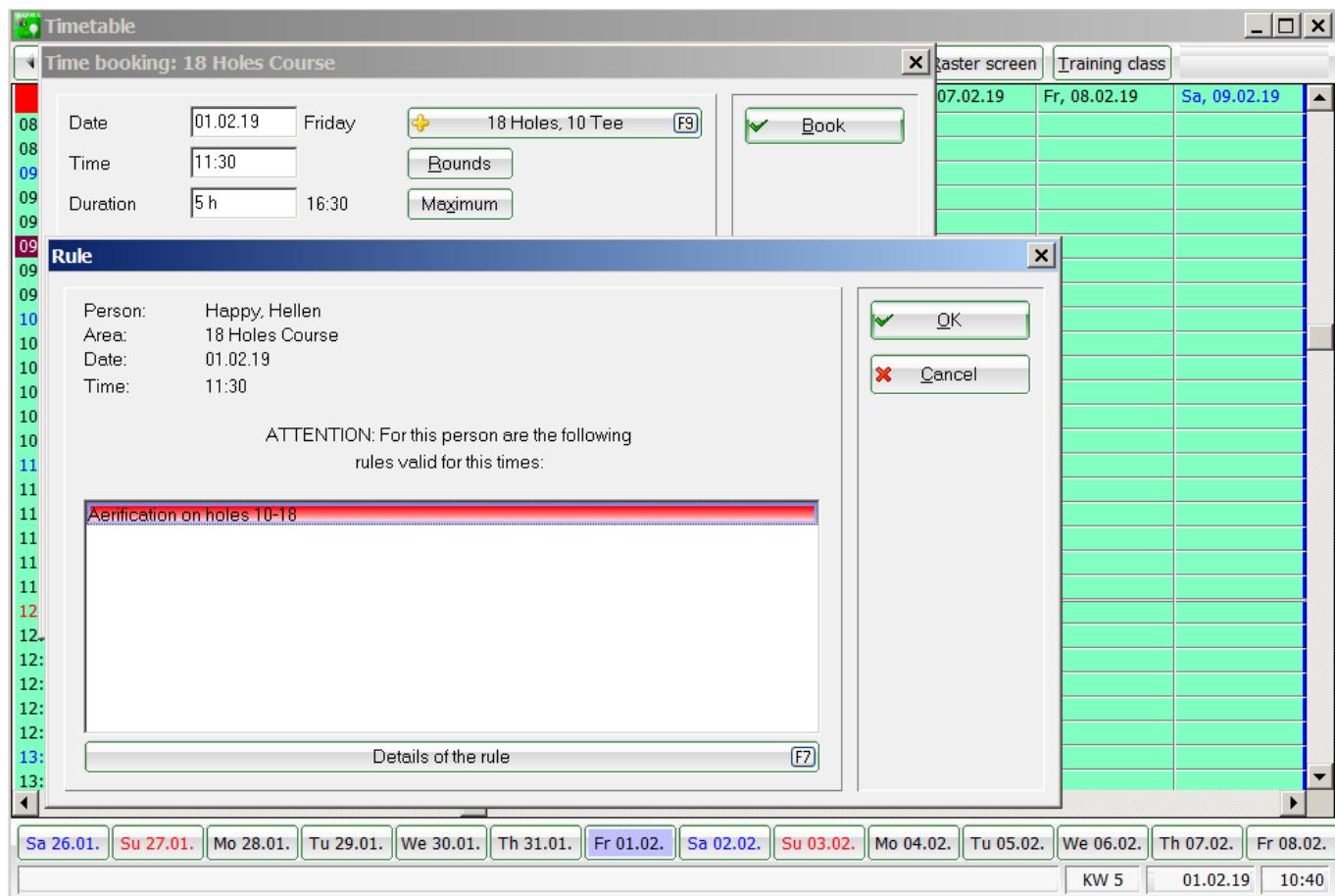
Automatic players check

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:

18 Holes				
	Fr, 01.02.19	Sa, 02.02.19	Su, 03.02.19	Mo, 04.02.19
08:40				
08:50		Aerification on holes 10-18		
09:00				
09:10				

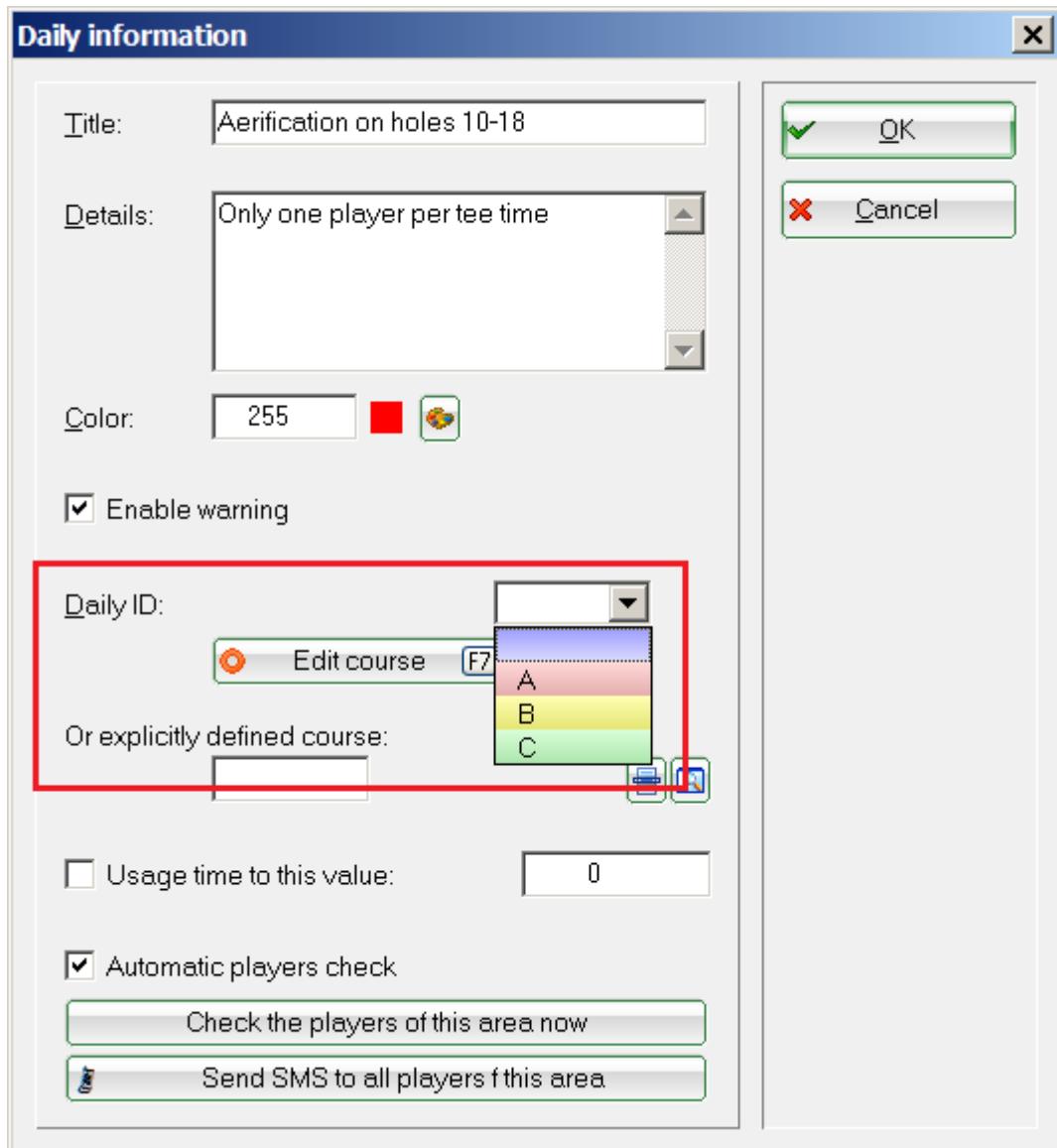
If someone were to book a start time, the following warning message would appear:



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.



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

Edit Course data Allocation

Define which course combination matches the course data in accordance with the scorecard:

Normal order:

A-B

B-C

C-A

Reverse combination:

B-A

C-B

A-C

9-hole twice:

A-A

B-B

C-C

Colours:

Course A

Course B

Course C

OK

Cancel

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

Alle Bereiche

Golfplätze PLATZ

Pros PRO

Carts CART

Hotel HOTE

18 Loch Start Ende Abstand Kürzel

9 Loch Platz 06:00 20:00 10 Min 9L

Cart 1 08:00 18:00 10 Min C1

Cart 2 08:00 18:00 10 Min C2

Cart 3 08:00 18:00 10 Min C3

Hotel 00:10 04:00 10 Min HOTL

John 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 08:00 19:00 15 Min TETI

Willi 08:00 20:00 15 Min WILL



+ Neu F9 Bearbeiten F7 Löschen F5

Bereich bearbeiten

Suchkürzel: 9L Sortierung:

Name: 9 Loch Platz

Option A Option B Option C Stornierung Views Publizieren

Grundeinstellungen Information Buchung Folgebuchung

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 Platzkennung (A/B/C):

Grundfarbe: #000000

Status: Aktiv

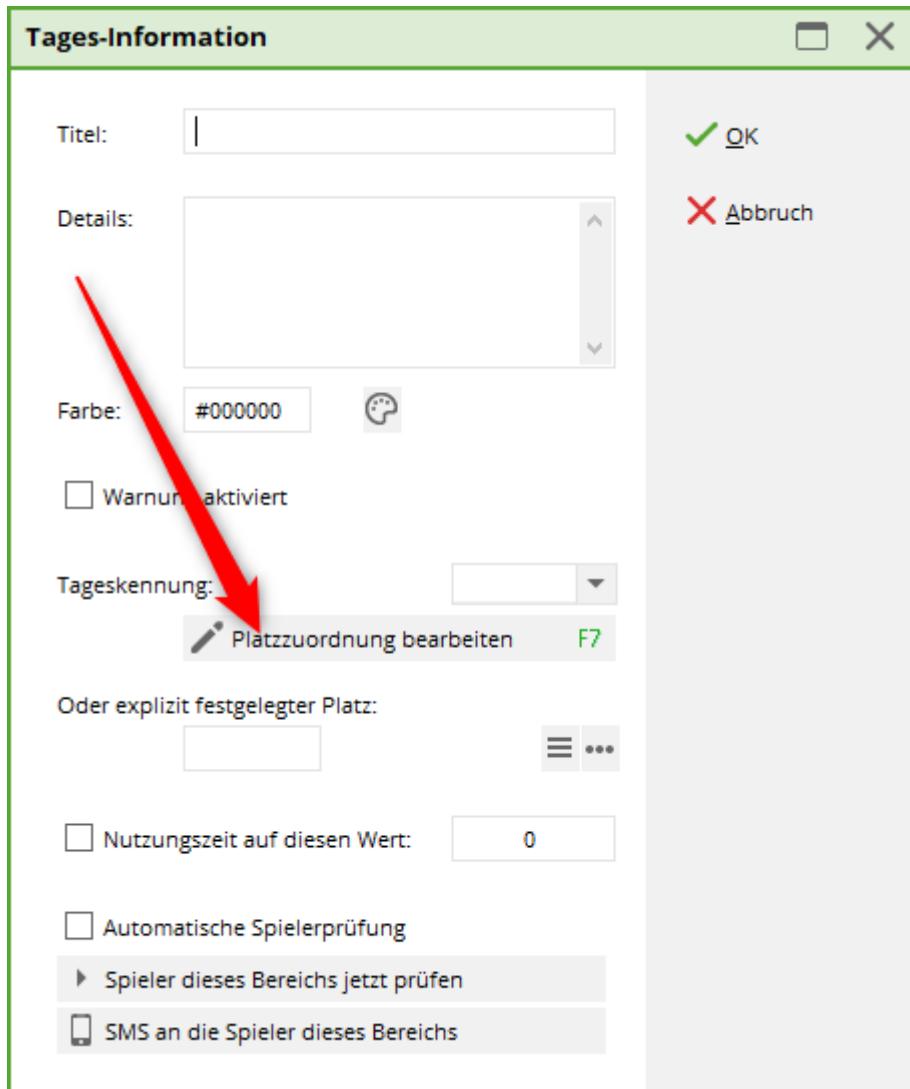
Buchungsgruppen: PLATZ;

Adress-Datensatz:

Platz-Datensatz: sonn.1.1.0 Sonnenschein

OK

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



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:

✓ OK

✗ Abbruch

Normale Abfolge:

A - B

≡	...
---	-----

B - C

≡	...
---	-----

C - A

≡	...
---	-----

Umgekehrte Kombination:

B - A

≡	...
---	-----

C - B

≡	...
---	-----

A - C

≡	...
---	-----

2 mal 9-Löcher:

A - A

0104.1.2.1 Meggen 18 Loch

≡	...
---	-----

B - B

≡	...
---	-----

C - C

≡	...
---	-----

NUR 9-Löcher (ohne Folgebuchung):

A

0104.1.1.2 Meggen 9 Loch

≡	...
---	-----

B

≡	...
---	-----

C

≡	...
---	-----

Farben:

Course A

#000000



Course B

#000000



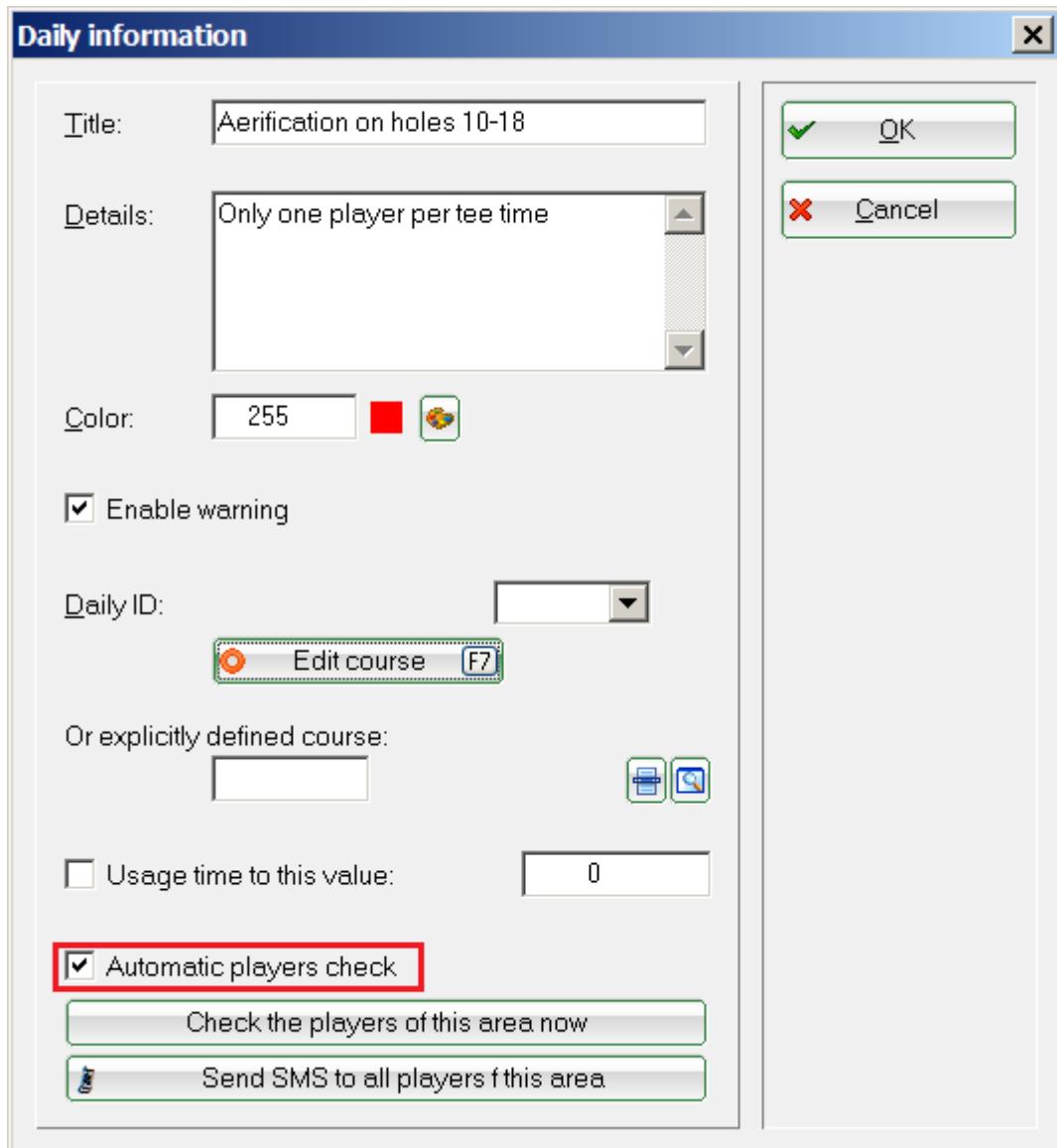
Course C

#000000



Only then can PC CADDIE print the scorecard correctly.

Automatic player check



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](#).

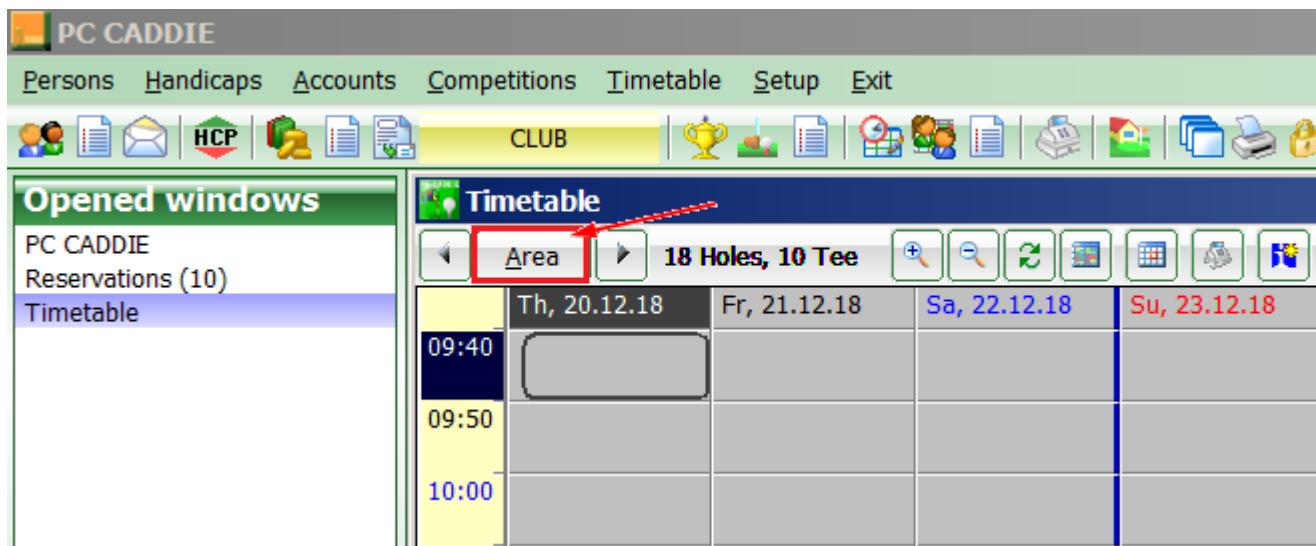
Example from practice

Overview of the rounds played

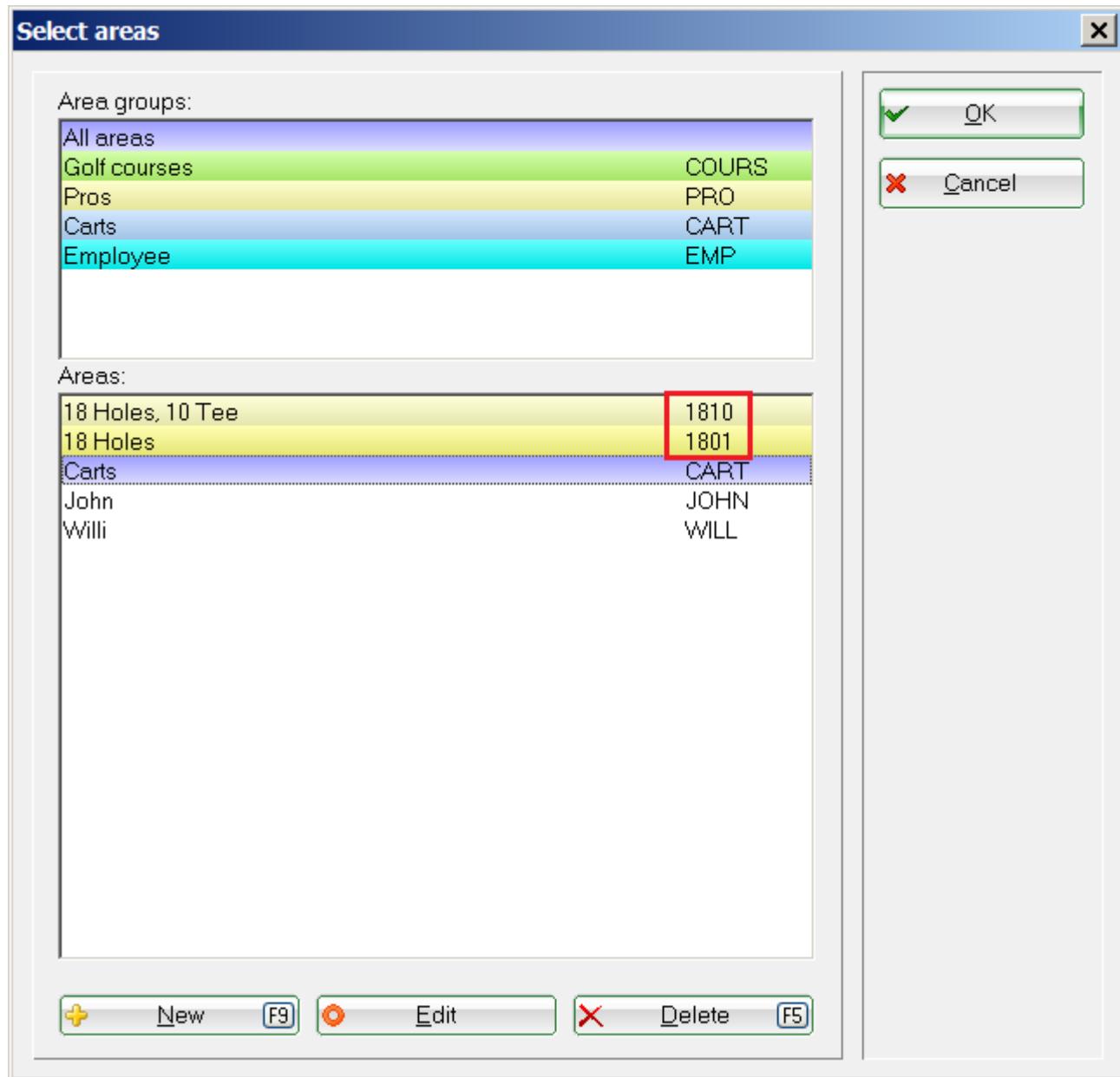
At the end of the year, our support team often receives the question of whether it is possible to print a list in which the rounds booked in the timetable can be counted per player.

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**



the following window:

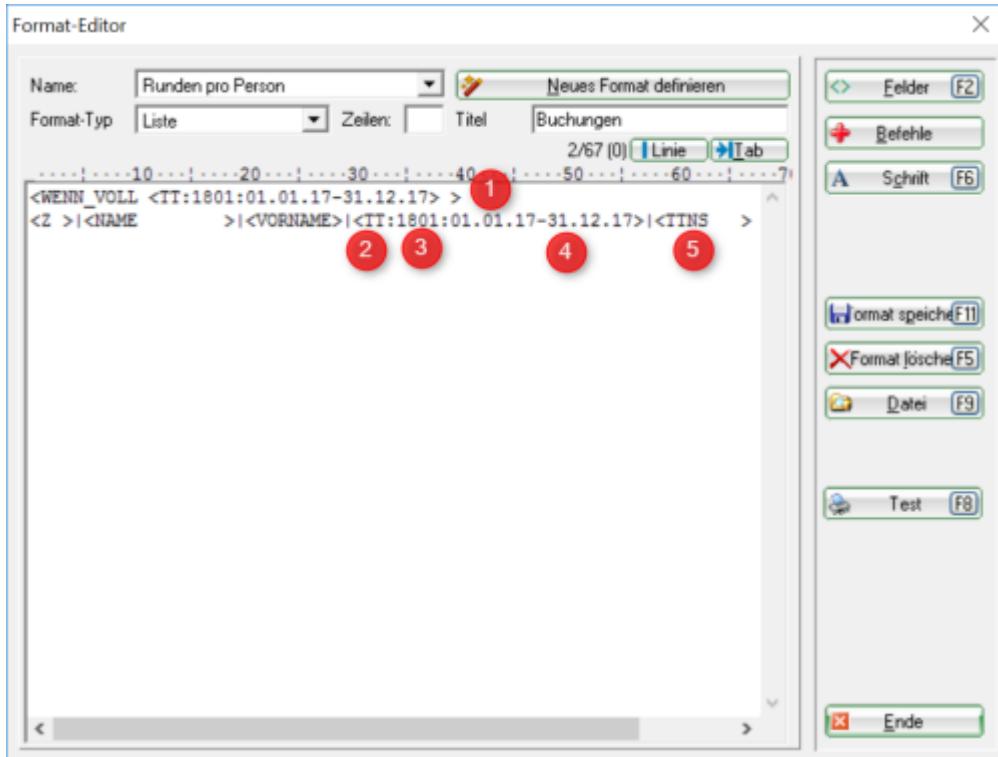


Now you have to select **PERSONS** → **PERSON LISTS** to create a list layout for the desired list. Please select the following fields in the layout:

- <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>

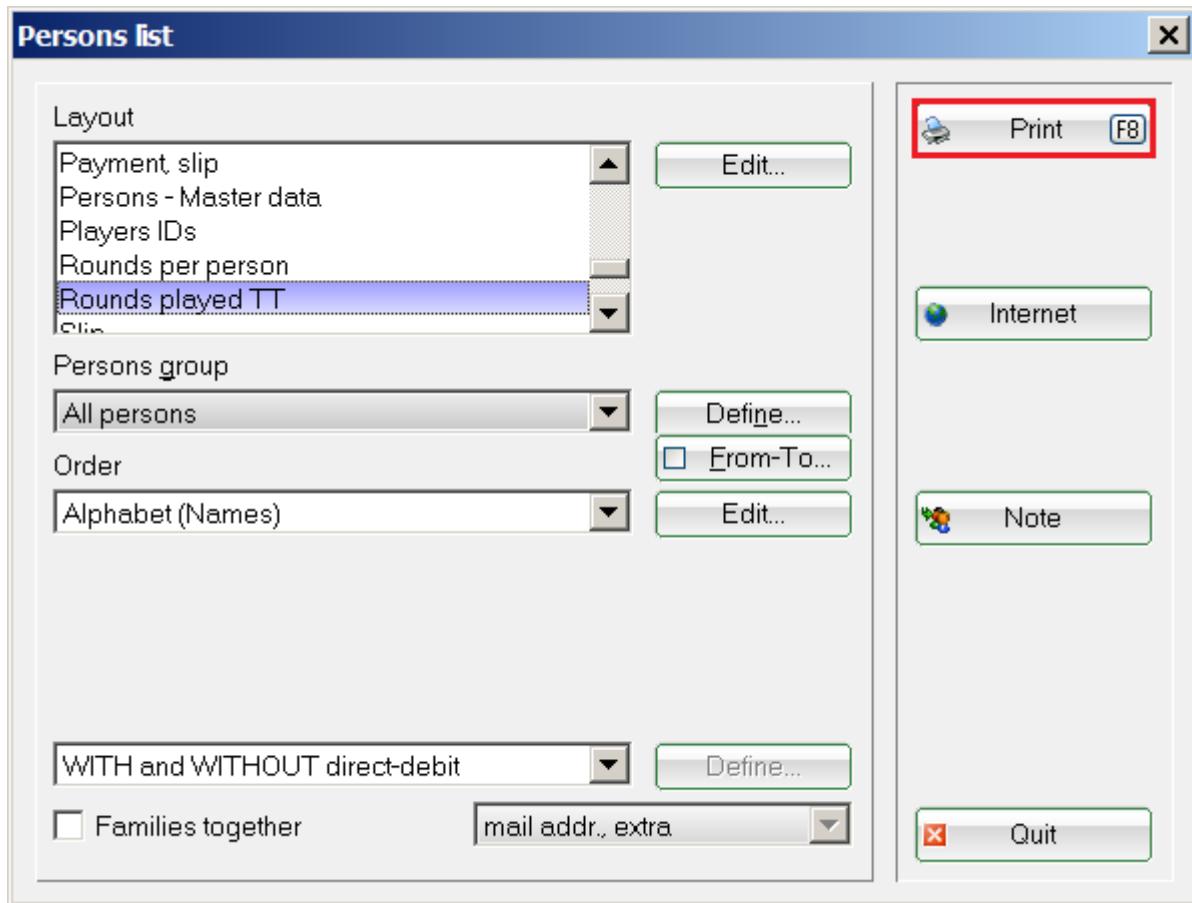


The following applies:

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:



Rounds played TT - 26.01.19

Printed: 26.01.19, 17:08 h

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)

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

PROBEINSTALLATION: Testclub AG

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

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 Timetable:in the area/Publish tab: Check for association players

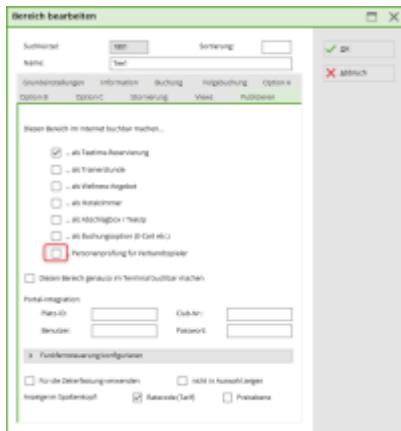
In the local PCCADDIE the [timetable rule](#) must be stored for INTRANET

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

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 Timetable: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



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



1)

(aNoShow :=TimeNoShow(„COUNT“,golfmitg→mitgcode