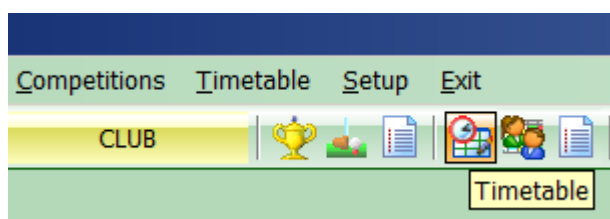


# Timetable

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 allows 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.



## Work 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:

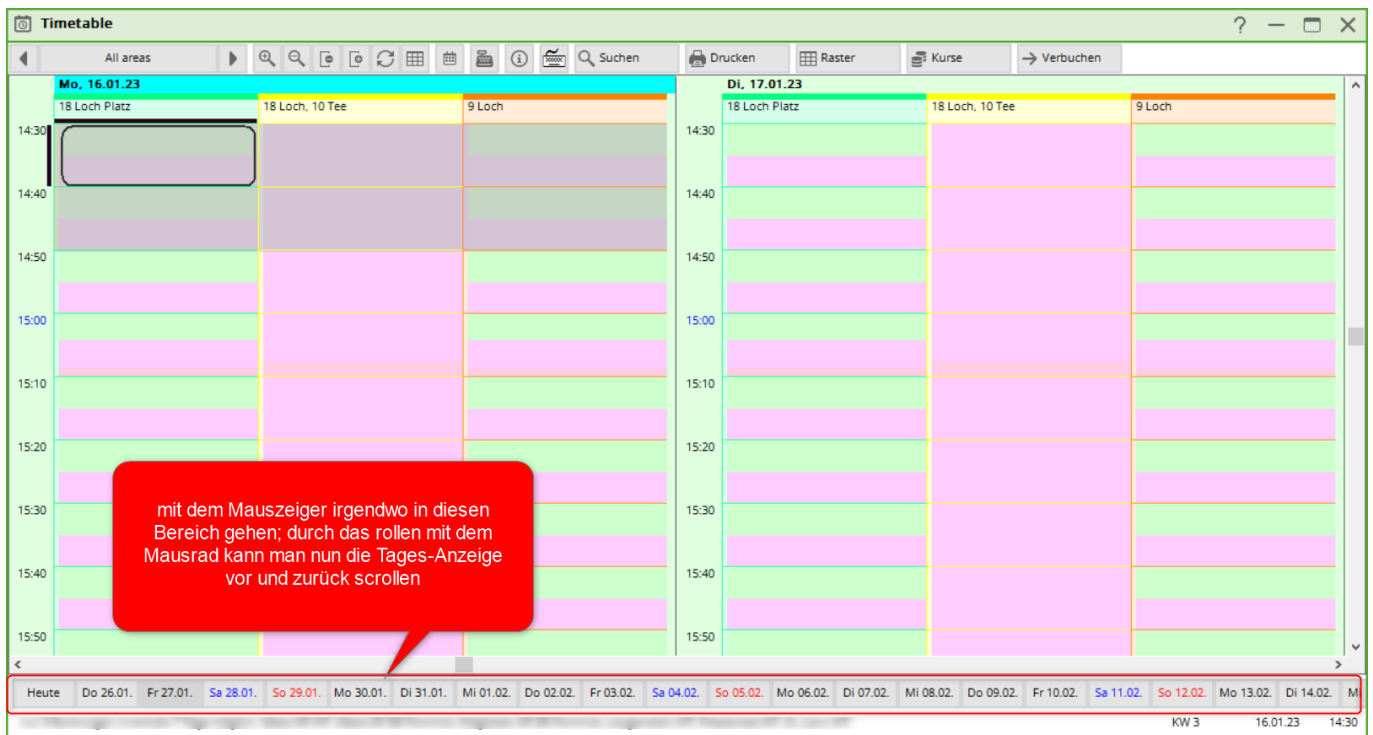
<b>1</b>	1 Day view
<b>2</b>	2 day view
<b>7</b>	7 day view (players visible individually)
<b>8</b>	7 Day view (whole day visible)
<b>9</b>	14 Day view (whole day visible)
<b>a</b>	Evening (18:30)
<b>Alt + t</b>	From the cash register to the timetable view
<b>b</b>	Change areas
<b>d</b>	Print
<b>Enter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

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

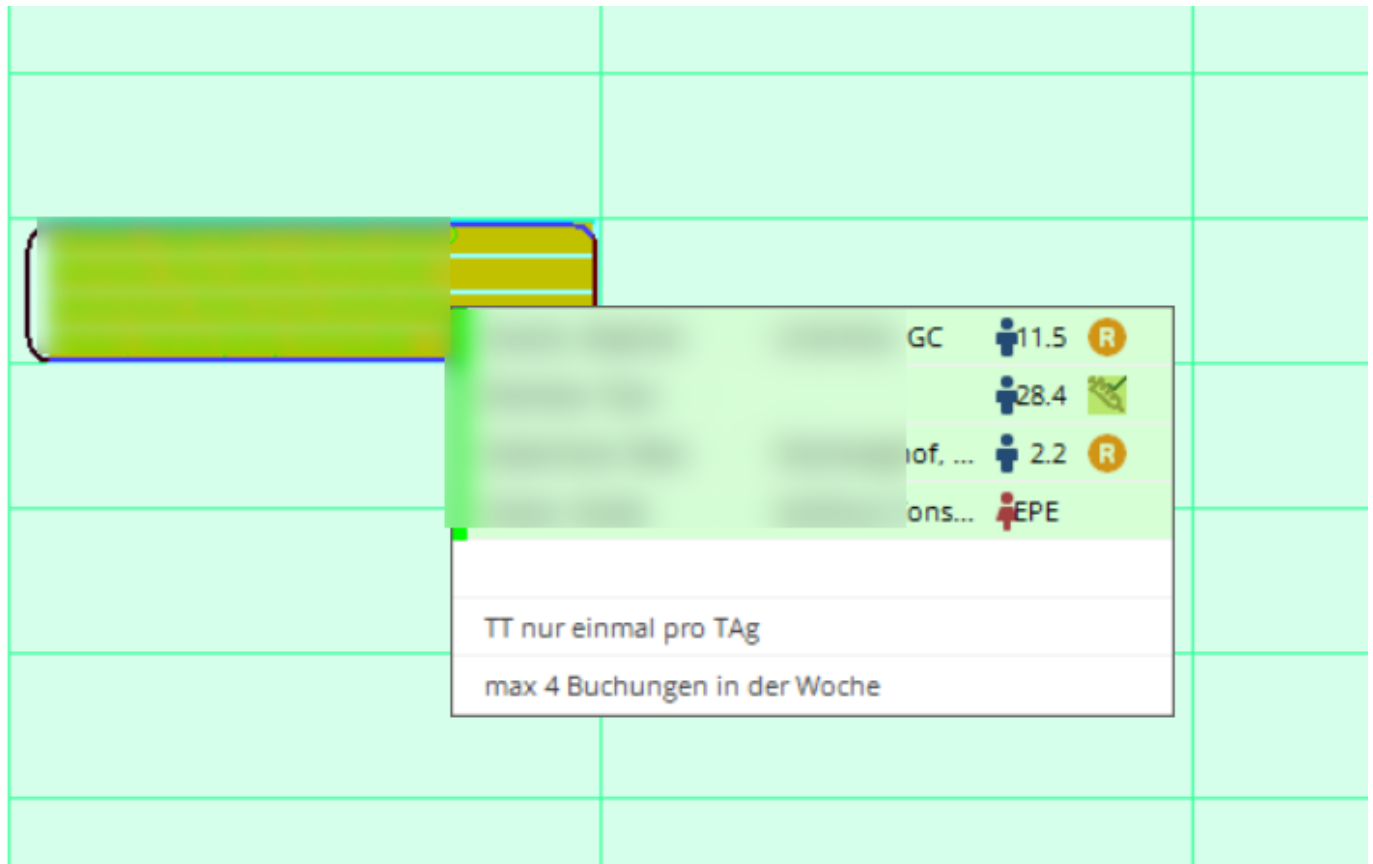
### Move/scroll the day buttons below the timetable with the mouse wheel



- 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



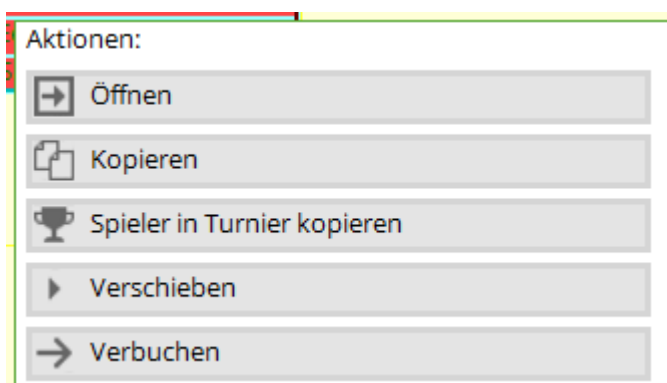
The screenshot shows a grid representing a timetable. A booking is highlighted with a yellow background. A context menu is open over this booking, displaying the following information:

GC	11.5	R
	28.4	
lof, ...	2.2	R
ons...	EPE	

Below the table, the menu contains the following text:

- TT nur einmal pro Tag
- max 4 Buchungen in der Woche

## Right-click on the booking for the following functions

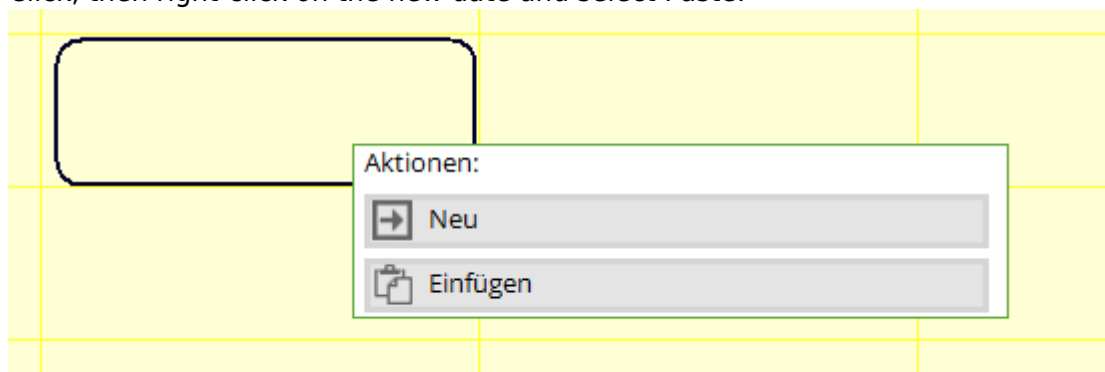


## Open

so that the bookings can be processed

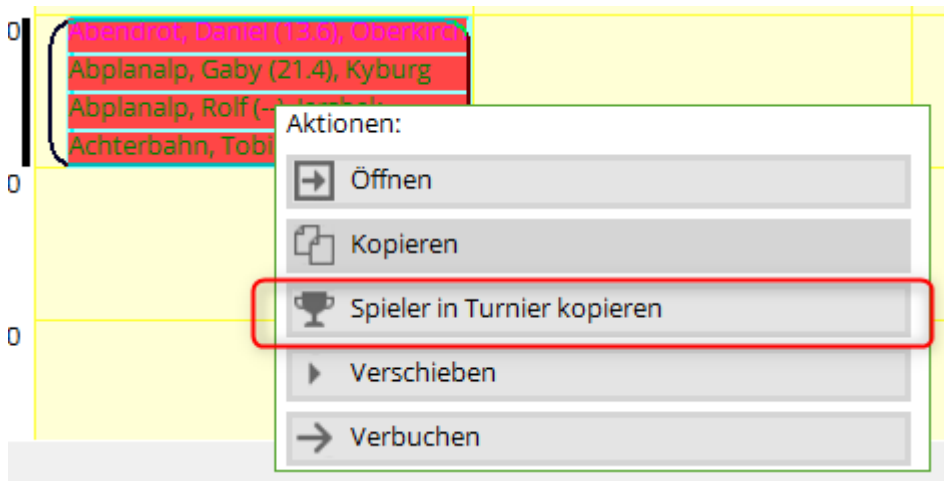
## Copy

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

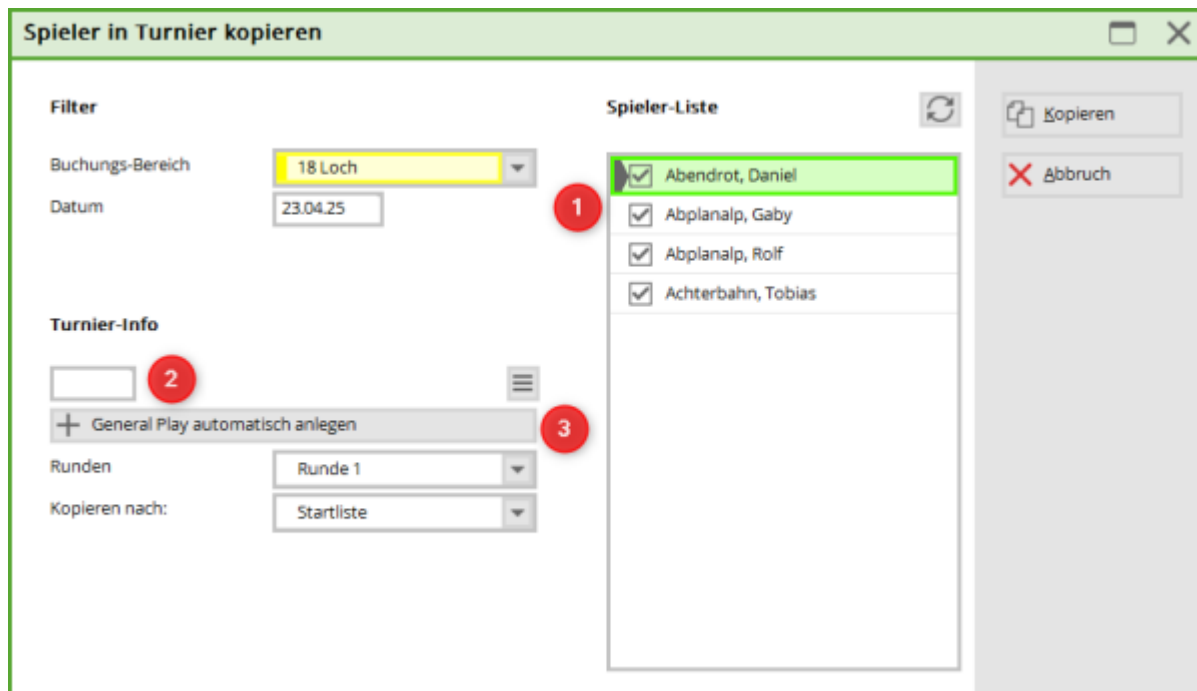


In this window, select whether you want to copy the entire flight or just individual items:





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

### Buchung verschieben

Wohin wollen Sie die Buchung verschieben?

Bereich: 18 Loch

Datum: 28.04.25

Zeit: 17:50

## Book

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

### Bestätigen

<input checked="" type="checkbox"/>	Ghisletti, Tamara	MITGLIED	14,5
	GF Mitglieder		0,00
<input type="checkbox"/>	Ringelstein, Eva	Gast	--
	GF - Gäste - WT		70,00
<input type="checkbox"/>	Werner, Edda	PC CADDIE Gast D	13,0
	GF - Gäste - WT		70,00
<input type="checkbox"/>	Mathys, Sandra	Gast	--
	GF - Gäste - WT		70,00

Gemeinsam buchen auf: Ghisletti, Tamara (14,5), MITGLIED 1

Offen in Kasse buchen 3

2

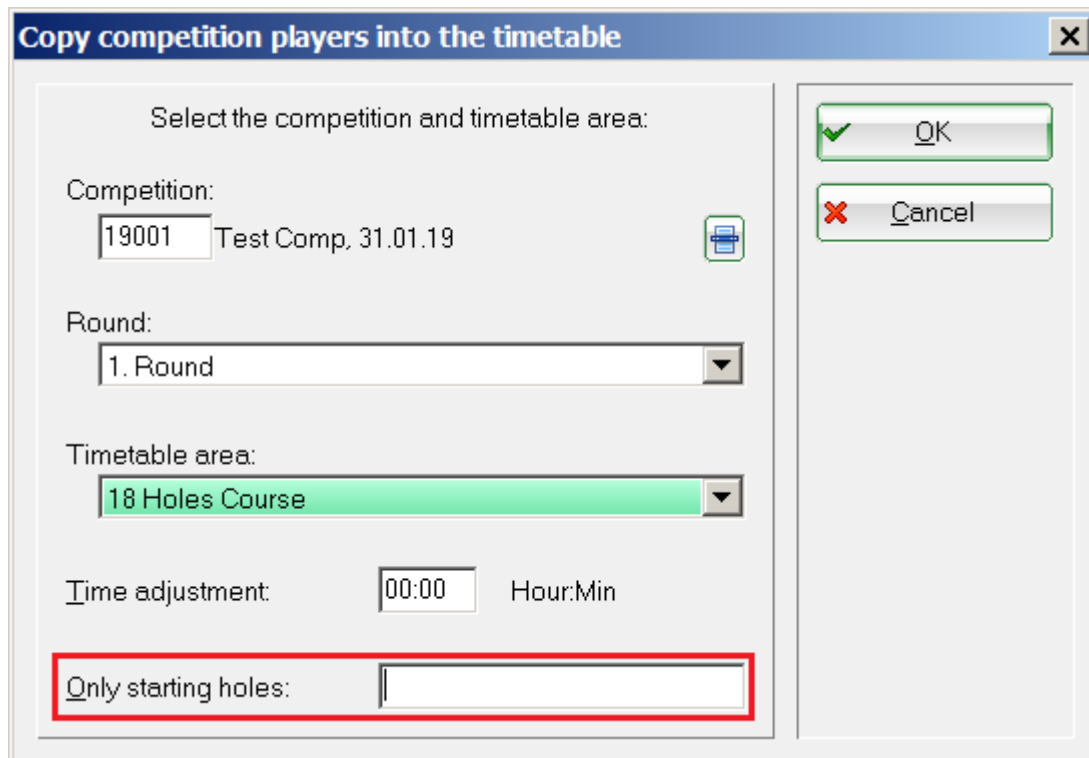
Tick the box for all players who are to be processed via this procedure.

1. Tick this box if a player pays for other players so that the bookings are transferred to the paying person. Then confirm with Pay (2).
2. If each player pays on site themselves, click here directly. The payment window pops up for each player in order and you only need to define how to pay.
3. If you want the ticked persons incl. items to be transferred to the cash register first, this tick should be set. Then confirm with Pay (2).

## Book competition 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

Round: 1. Round

Timetable area: 18 Holes Course

Time adjustment: 00:00 Hour:Min

Only starting holes:

OK

Cancel

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:

Competition: 19002 Test Comp start Tee1&10, 07.02.19

Round: 1. Round

Timetable area: 18 Holes Course

Time adjustment: 00:00 Hour:Min

Only starting holes: 01

OK Cancel

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:

Competition: 19002 Test Comp start Tee1&10, 07.02.19

Round: 1. Round

Timetable area: 18 Holes Course

Time adjustment: 02:00 Hour:Min

Only starting holes: 10

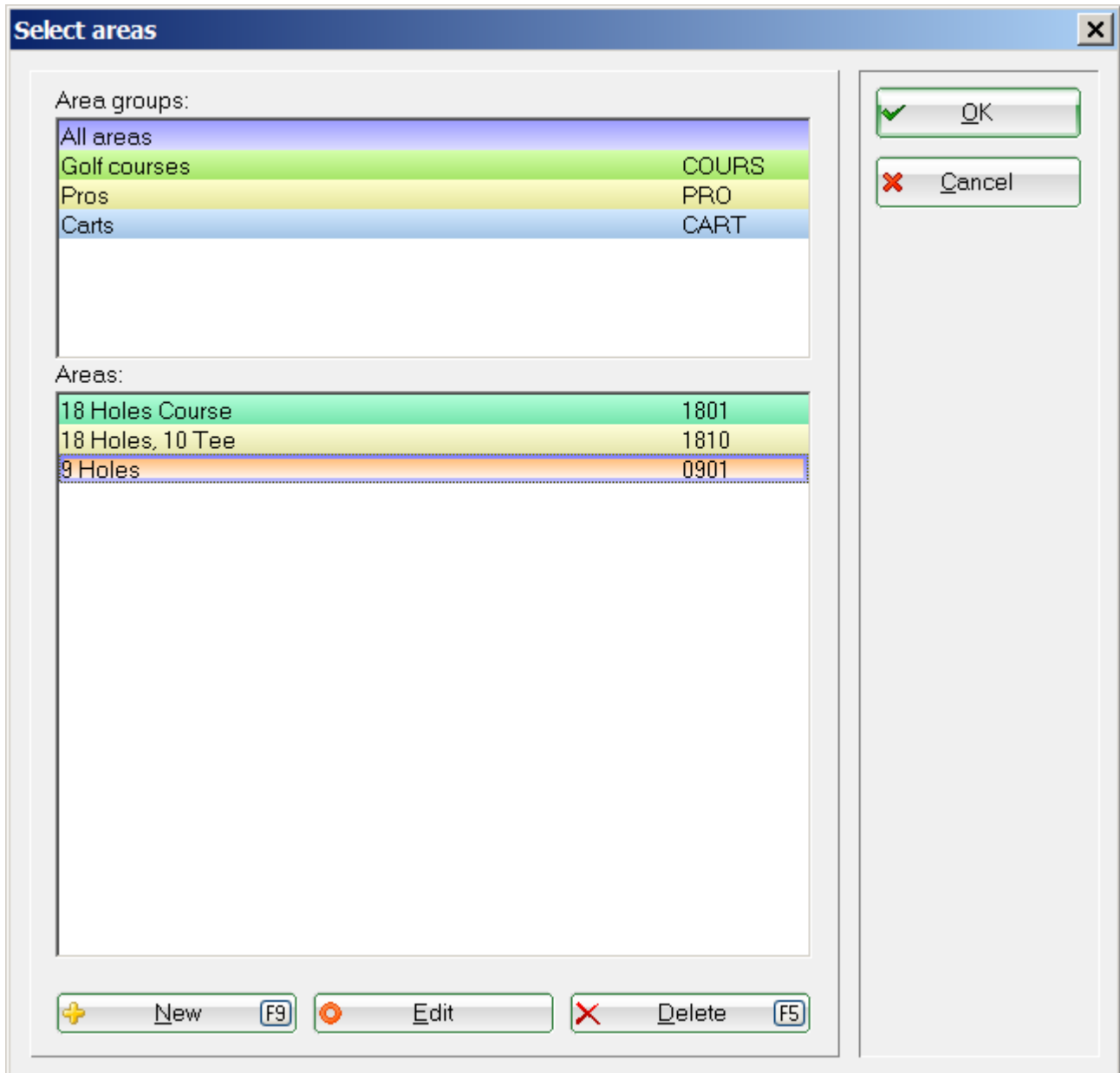
OK Cancel

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:       Sortierung:

Name:

Option A	Option B	Option C	Stornierung	Views	Publizieren
Grundeinstellungen	Information	Buchung	Folgebuchung		

Raster:    Start:  Uhr

          Ende:  Uhr

          Abstand:

Standard-Dauer:

Grenz-Zahl:  Personen

Im Voraus buchbar:  Tage    für Gäste:  Tage

Anzahl Löcher:       Platzkennung (A/B/C):

Grundfarbe:

Status:  ▼

Buchungsgruppen:  Wahl

Adress-Datensatz:  ☰ ...

Platz-Datensatz:  ☰ ...

✓ OK
✕ Abbruch

## 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 a 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). Different course combinations can be created using this identifier. 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.

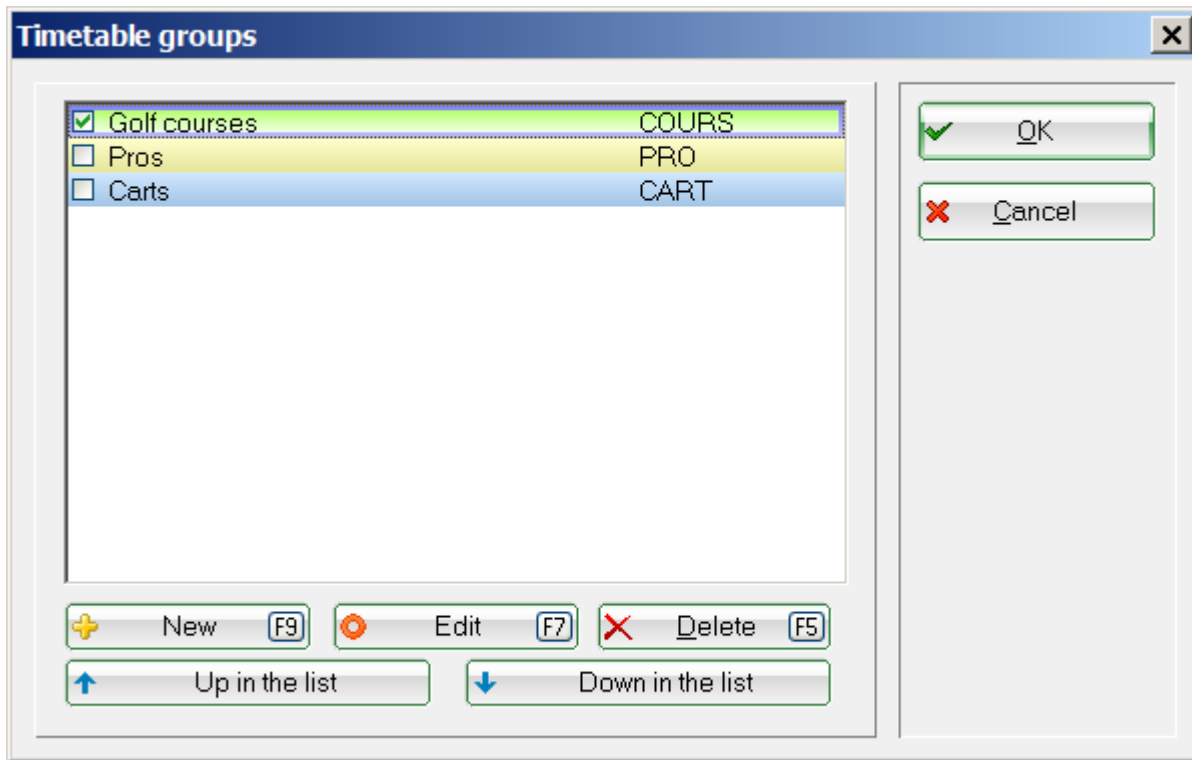
**Course data record** Enter the course data belonging to this area here.



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 button to create a new area group:

**Bereich wählen** ? □ ×

Bereichs-Gruppe Kürzel

Alle Bereiche	
Golfplätze	PLATZ
Pros	PRO
Carts	CART

Bereich

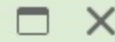
Bereich	Start	Ende	Abstand	Kürzel
9 Loch	08:00	00:00	10 Min	0901
Carmela	06:00	25:00	30 Min	CAR
Geburtstage	09:00	12:00	60 Min	GEB
JOHN	06:00	20:00	10 Min	PRO1

OK  
Abbruch

+ Neu F9 **Bearbeiten** Löschen F5

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

## Bereich bearbeiten



Suchkürzel:  Sortierung:

Name:

✓ OK

✗ Abbruch

Option A Option B Option C Stornierung Views Publizieren  
Grundeinstellungen Information Buchung Folgebuchung

Raster: Start:  Uhr

Ende:  Uhr

Abstand:

Standard-Dauer:

Grenz-Zahl:  Personen

Im Voraus buchbar:  Tage für Gäste:  Tage

Anzahl Löcher:  Platzkennung (A/B/C):

Grundfarbe:   

Status:  

Buchungsgruppen:  

Adress-Datensatz:  

Platz-Datensatz:  

**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

F9
 
 F5

OK  
 Abbruch

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

**Timetable-Gruppe** ×

Geben Sie die Timetable-Gruppe ein:

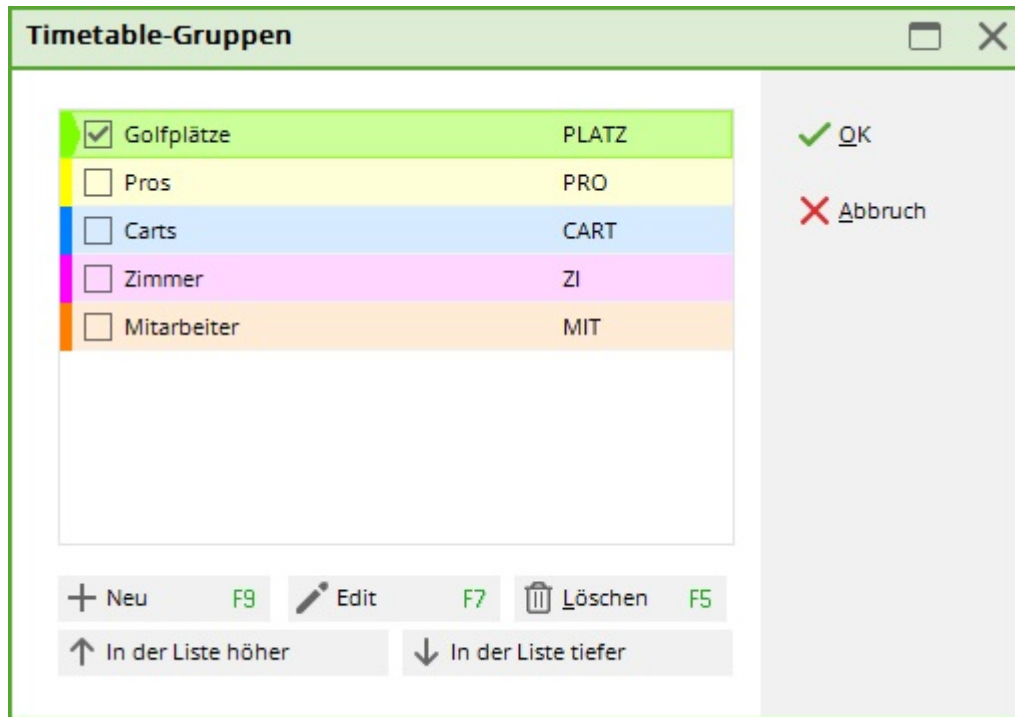
Kurz:

Lang:

Farbe:

OK  
 Abbruch

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

✓ OK  
✗ Abbruch

Enter your club course data record for regional timekeeping below:

Bereich bearbeiten

Suchkürzel: 1801 Sortierung:

Name: 18 Loch Platz

Option A | Option B | Option C | Stornierung | Views | Publizieren  
Grundeinstellungen | Information | Buchung | Folgebuchung



Raster: Start: 08:00 Uhr  
Ende: 20:00 Uhr  
Abstand: 10 Min

Standard-Dauer:

Grenz-Zahl: 4 Personen



Im Voraus buchbar: 2 Tage für Gäste: 3 Tage



Anzahl Löcher: 18 Platzkennung (A/B/C):

Grundfarbe: 12648320  

Status: Aktiv

Buchungsgruppen: PLATZ

Adress-Datensatz:   

Platz-Datensatz: 9001.1.1.1 GC Sonnenschein  

The following screen will open.

**Club**

Suchkürzel, Name, Nummer

Kürzel: smed | schm | aach | sonn | gast

Voller Name: GC Sonnenschein

Kurzname: Sonnenschein


Clubnummer: 0499001

Platzdaten eingeben

Ansprechpartner

Titel: | Vorname: | Nachname: | Männlich

Adresse

Straße: Bachtelweg 6 | Postfach: | PLZ: CH 6048 | Ort: Horw | 

Telefon: 41-41/511 06 00 | Fax: +41-41/511 06 99

E-Mail: support@pccaddie.info

WWW: www.pccaddie.info

Info

Gruppe: | Warnung: | LGV: | Gründung: | Mitgliederaufnahme | Gemeinnützig

Neu | Sichern (F11) | Löschen (F5) | Personen... | Bild | Intranet | Drucken (F8) | Ende

Click on the globe next to the Location field:

**Adress-Koordinaten**

Adress-Informationen:


Strasse: Bachtelweg 6

Land:	Kennung	Bezeichnung	Vorwahl
CH	CH	Schweiz	41

PLZ: 6048

Ort: Horw


Land: (Spezial)


Koordinaten: 47.0224080, 8.3288540 |  Refres (F2)

Distanz: 308,1 km von dieser Referenz-

Adresse: Fuchsthal 1, 83544 Alpbaching

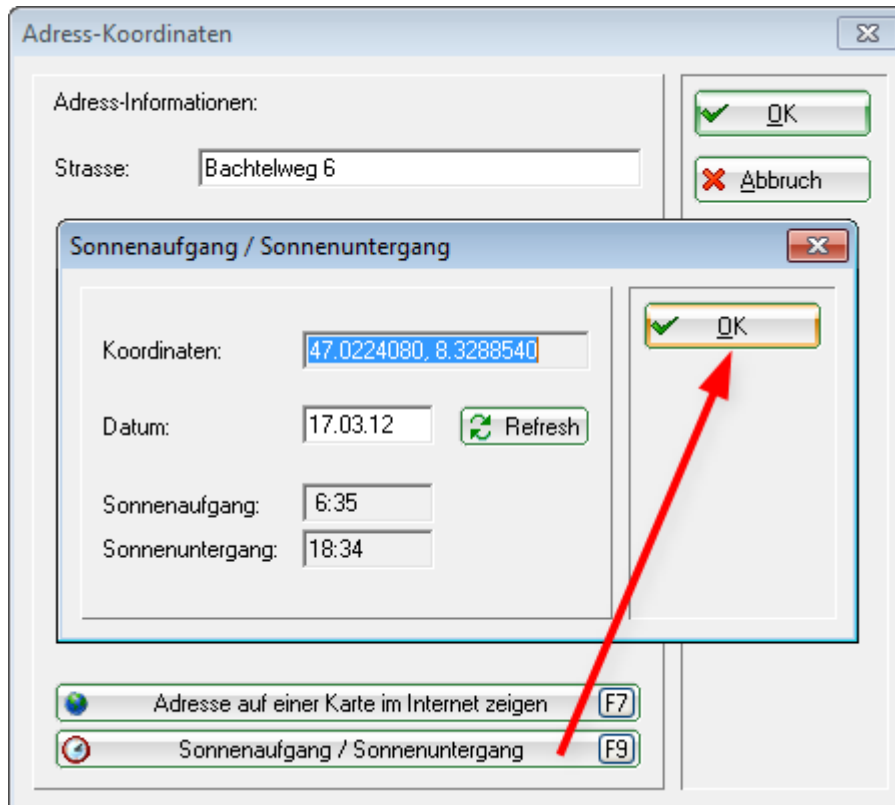
Koordinaten: 48.0984380, 12.1085720

 Adresse auf einer Karte im Internet zeigen (F7)

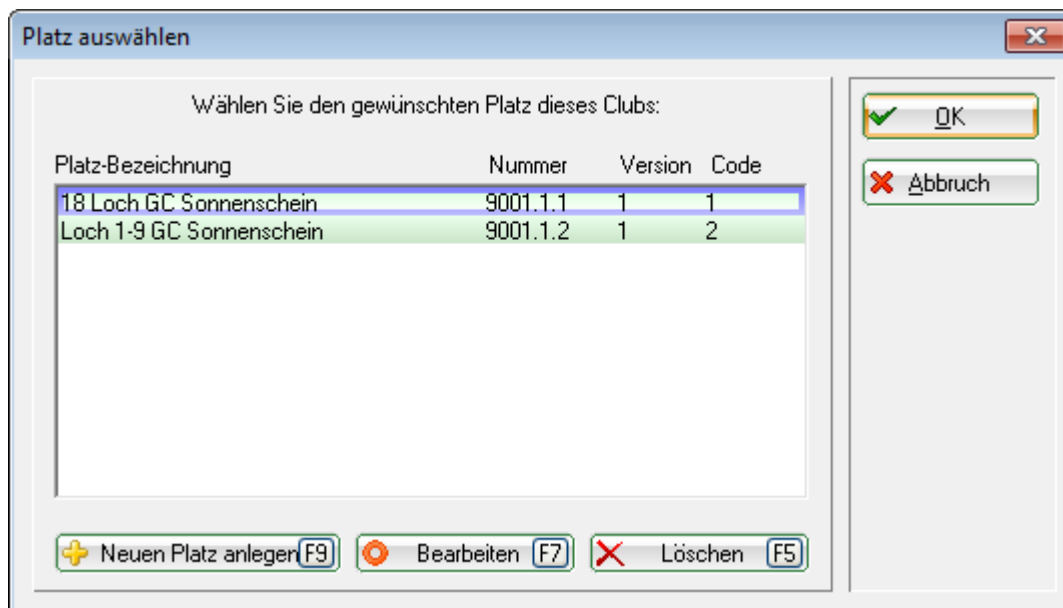
 Sonnenaufgang / Sonnenuntergang (F9)

OK | Abbruch

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

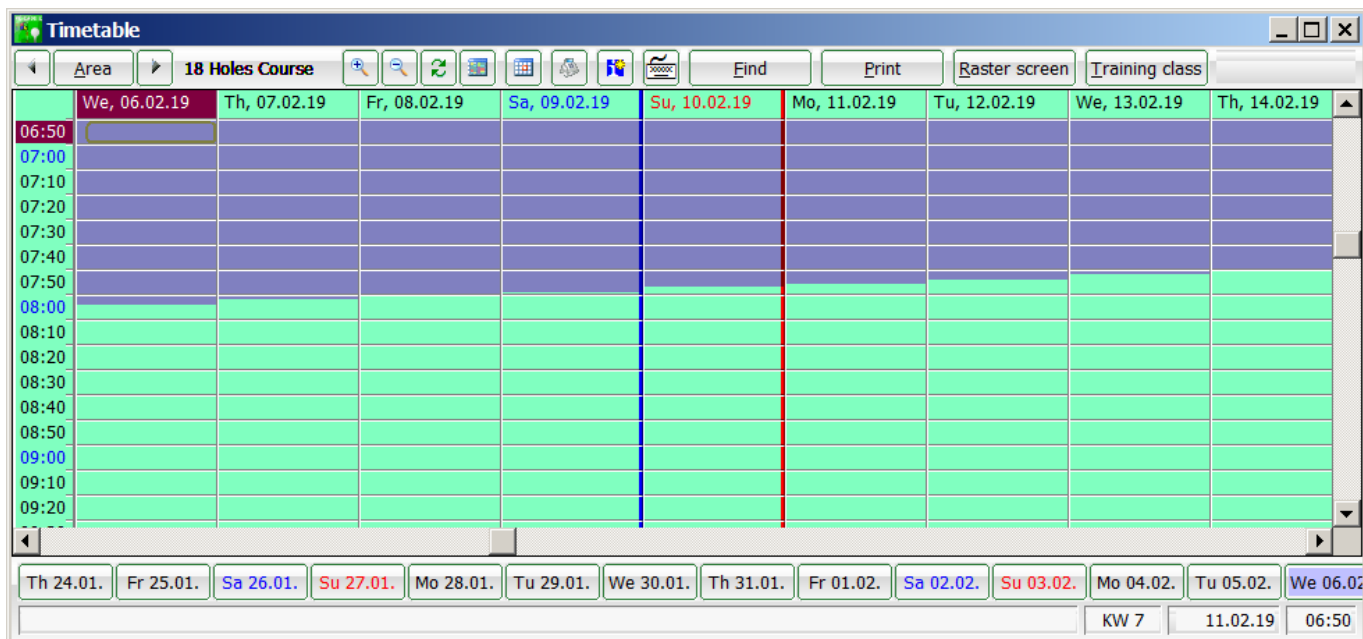


Finally, the following window opens, in which you select the appropriate location and click **OK** again.

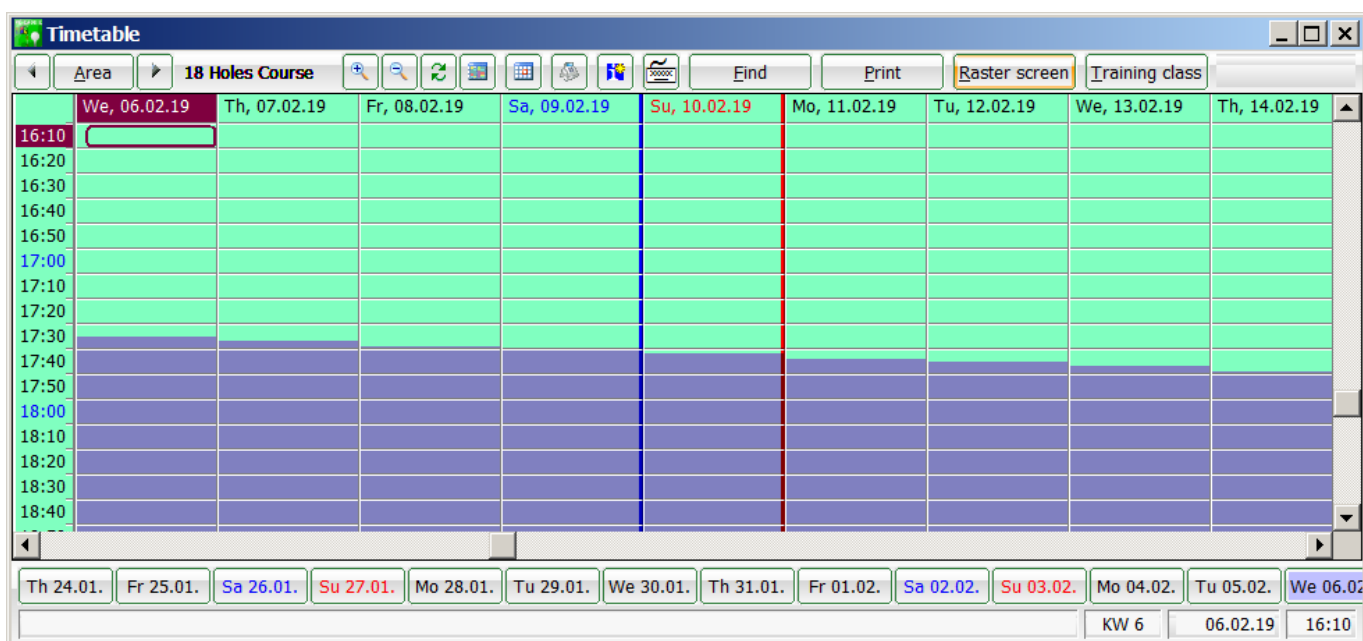


Then click twice on **OK**, to return to the timetable. You will now see the sunrise and sunset marked in colour.

This shows the time transition to sunrise:



This is what the time transition at sunset looks like:



## Show hint line for sunset

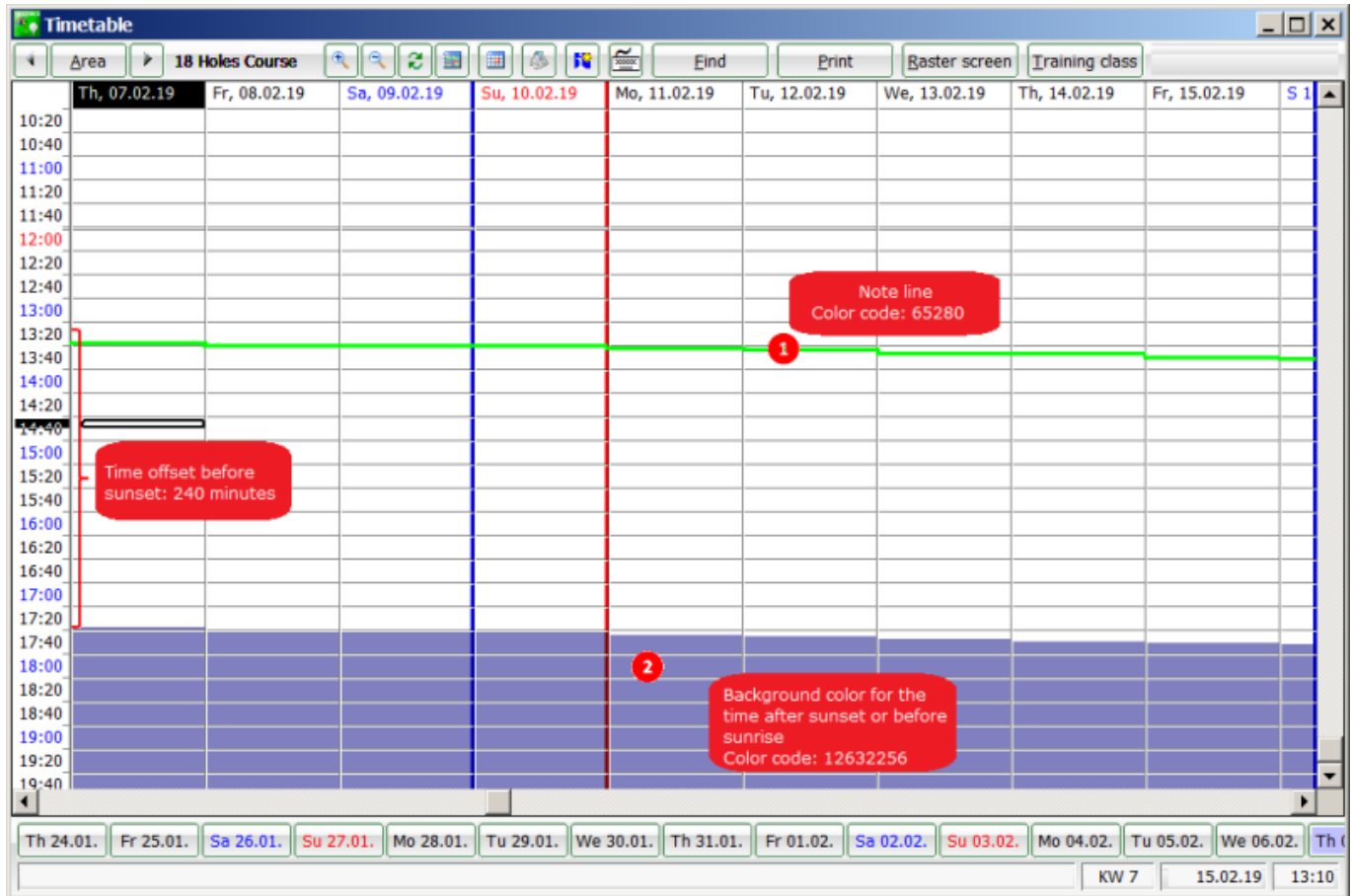
You can also display a sunset timeline in the timetable, which shows you, for example, whether a player can finish his 18-hole round before nightfall.

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:       Sortierung:

Name:

Option A	Option B	Option C	Stornierung	Views	Publizieren
Grundeinstellungen	Information	Buchung	Folgebuchung		

Information:

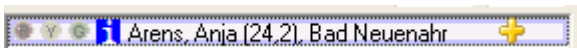
Internet-Link:

✓ 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:       Sortierung:

Name:

Option A	Option B	Option C	Stornierung	Views	Publizieren
Grundeinstellungen	Information	Buchung	Folgebuchung		

Folge-Bereich: 9 Loch Süd  ▼

Zeitabstand:

Dauer: Minimal:

Maximal:

Automatische Folgebuchung

✓ OK

✕ Abbruch

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:

Zeit:  Uhr

Dauer:

Folgebuchung für den ganzen Flight F9

✓ QK

✗ 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:  Freitag + 9 Loch Süd F9

Zeit:  Runden

Dauer:  Maximal

Personen	Kursus	Pause	Sperrung	Filter
3xSUKZ oder Name, Vorname	<input type="text"/>	<input type="text"/>	<input type="text"/>	Wahl Gast
<input type="button" value="Info F6"/>	<span style="font-size: small;">(R) (Y) (G) (i) Mustermann, Prof. Max</span> <span style="float: right;">(--+) +</span>			
<input type="button" value="Neu Edit"/>				
<input type="button" value="Löschen"/>				
Artikel	<input type="text"/>			<input type="button" value="Wahl"/>
Preis	<input type="text" value="0.00"/>	<input type="checkbox"/> Zeitproportiona		
Buchen für	<input type="text" value="Individuell für jeden"/>			

✓ Buchen

Stornieren

Verteilen

Drucken F8

→ Verbuchen F11

Bezahlen F12

✗ Abbruch

## Cancellation

Bereich bearbeiten

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 Storagegebühr

Prozent: (LEER = Automatik)

OK

Abbruch

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:       Sortierung:

Name:

Grundeinstellungen	Information	Buchung	Folgebuchung
Option A	Option B	Option C	Stornierung
		Views	Publizieren

Bezeichnung:

Icon:

Maximalzahl:   Bereichs-übergreifend

Artikel:   ☰ ...

Durchbuchen in dieser Buchungsgruppe:

Zeitabstand:

Dauer (normal):

Dauer (alternativ):

✔ OK

✕ Abbruch

**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** ✕

Datum	18.12.20	Freitag			
Zeit	15:00		Runden		
Dauer	10 Min		Maximal		

Personen	Kursus	Pause	Sperrung	Filter	
----------	--------	-------	----------	--------	--

3xSUKZ oder Name, Vorname	Wahl	Gast	
<div style="display: flex; align-items: center; justify-content: space-between; padding: 2px;"> <span style="font-size: 0.8em;">➔</span> <span style="font-size: 0.8em;">✔</span> <span style="font-size: 0.8em;">⊙</span> <span style="font-size: 0.8em;">⋮</span> </div> <div style="background-color: #f0f0f0; padding: 2px; border: 1px solid #ccc;"> <span style="font-size: 0.8em;">Mustermann, Prof. Max</span> <span style="font-size: 0.8em;">(--)</span> </div>			
<span style="font-size: 0.8em;">Info</span> <span style="font-size: 0.8em;">F6</span>			
<span style="font-size: 0.8em;">Neu</span> <span style="font-size: 0.8em;">Edit</span>			
<span style="font-size: 0.8em;">Löschen</span>			

Artikel	ew	Erwachsene Wochentags	Wahl		
Preis	Auto: 60.00	<input type="checkbox"/> Zeitproportiona			
Buchen für	Individuell für jeden				

✔ Buchen

Stornieren

Verteilen

🖨️ Drucken F8

➔ Verbuchen F11

💰 Bezahlen F12

✕ 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.

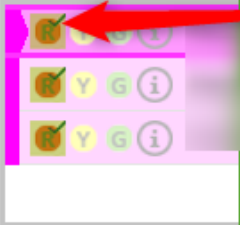
**Book through in this booking group** If this function is activated, PC CADDIE searches in the respective area group to see if an area is free and suggests it. For example, you book option A on the 18-hole course. Option A corresponds to the booking group Cars. When completing the booking, PC CADDIE 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 collected at 1.50 pm. The value -10 would then be entered here.

Zeit-Buchung: 18 Loch Platz

Datum: 24.03.22 Donnerstag + 18 Loch, 10 Tee F9  
 Zeit: 09:50 Runden  
 Dauer: 10 Min Maximal

Personen: 3xSUKZ oder Name, Vorname  
 Info F6  
 Neu Edit  
 Löschen

Kursus: 

Artikel: gf0000050706 G  
 Preis: Auto: 50.00  Zeitproportional  
 Buchen für: Individuell für jeden

Buchen  
 Alle löschen  
 Informieren  
 Verteilen  
 Drucken F8  
 Verbuchen F11  
 Bezahlen F12  
 Abbruch

**Aktive Zusatz-Option**

Diese Zusatz-Option ist aktiv!

24.03.22 - 09:40 - Cart 1

Option deaktivieren

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:       Sortierung:

Name:

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:

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

\* 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 **tt dg** (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.

**Zeit-Buchung: Tee1 (erste 9 Loch mit Folge auf 1810)**

Datum: 26.08.24 Montag Tee1 (erste 9 Loch mit Folge auf 1810)  Buchen

Zeit: 15:00

Dauer: 10 Min

Personen:

Personen	Pause	Sperrung	Alter
3xSUKZ oder Name, Vorname			
<input type="button" value="Info"/> <input type="button" value="FB"/>			
<input type="button" value="Neu"/> <input type="button" value="Edit"/>			
<input type="button" value="Löschen"/>			
Member, Paul (5.7), MITGLIED			
<input type="button" value="Info"/> <input type="button" value="FB"/>			
Müller, Heri [M/]			

Artikel: mg000001 Mitglieder GF

Preis: Auto: 0.00

Buchen für: Individuell für jeden

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:       Sortierung:

Name:

✓ OK
✗ Abbruch

Grundeinstellungen	Information	Buchung	Folgebuchung
Option A	Option B	Option C	Publizieren
		Stornierung	<b>Views</b>

<input checked="" type="checkbox"/>	All areas	a
<input checked="" type="checkbox"/>	Courses (Week)	C
<input checked="" type="checkbox"/>	Courses	c
<input type="checkbox"/>	Pros (Week)	P
<input type="checkbox"/>	Pros	p

	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 mask.....



**Person suchen / Buchungen drucken** — □ ×

Geben Sie die zu suchende Person an:  
Für diese Person können Sie dann auch  
die Buchungsliste drucken.

Person:  **1** ☰ ⋮

Mit Referenz-Buchungen

oder

Text:  **2**

Datum:  bis

Suchen:

- Alle Bereiche
- Aktiver Bereich: 1801
- Diese Ansicht

**3**

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	

Suchen

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	

Suchen Drucken F8

Neu Bearbeiten Löschen No Show Details

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:

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:

Address record:

Course record:

✓

✕



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

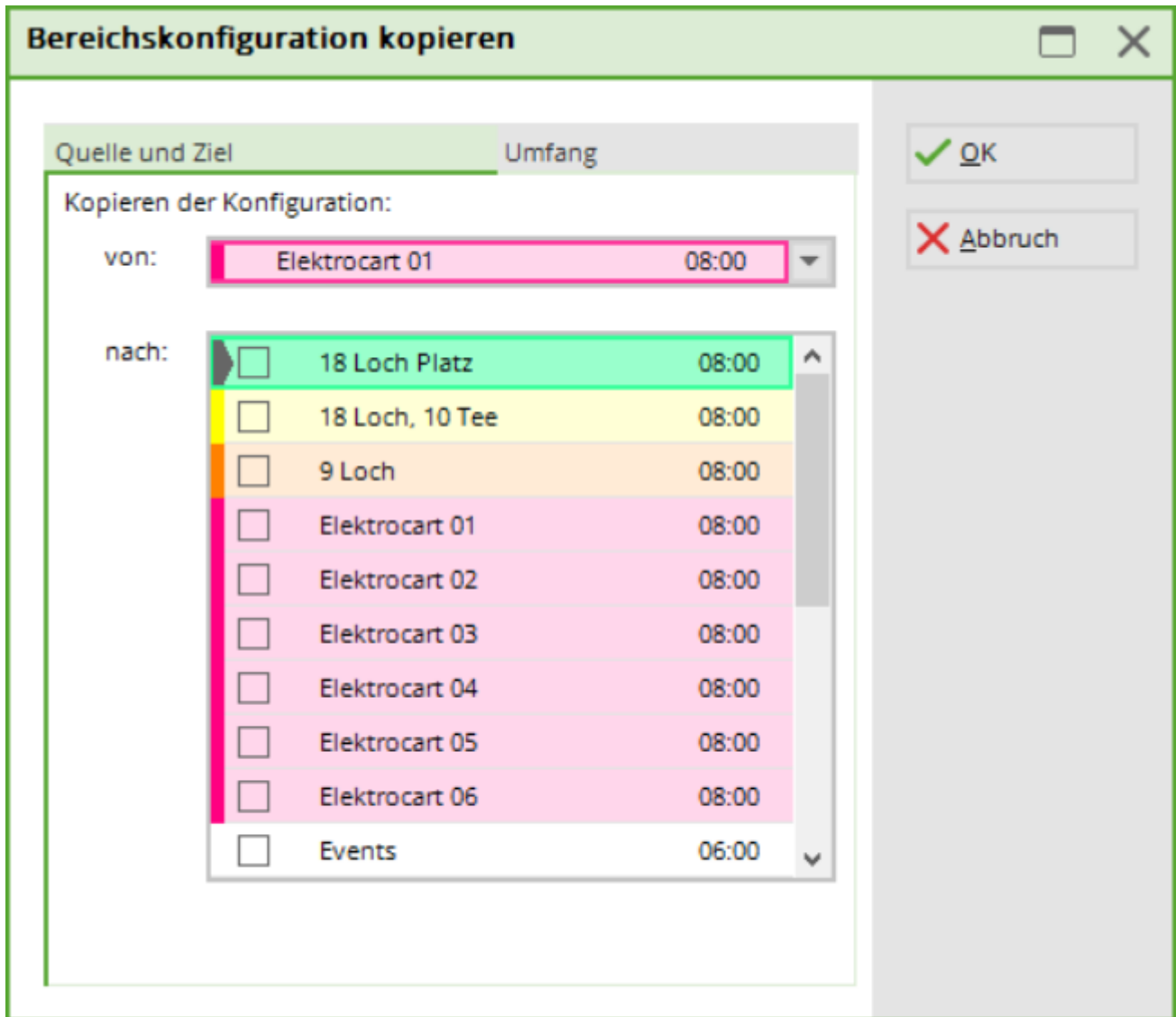
## Copy area settings

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

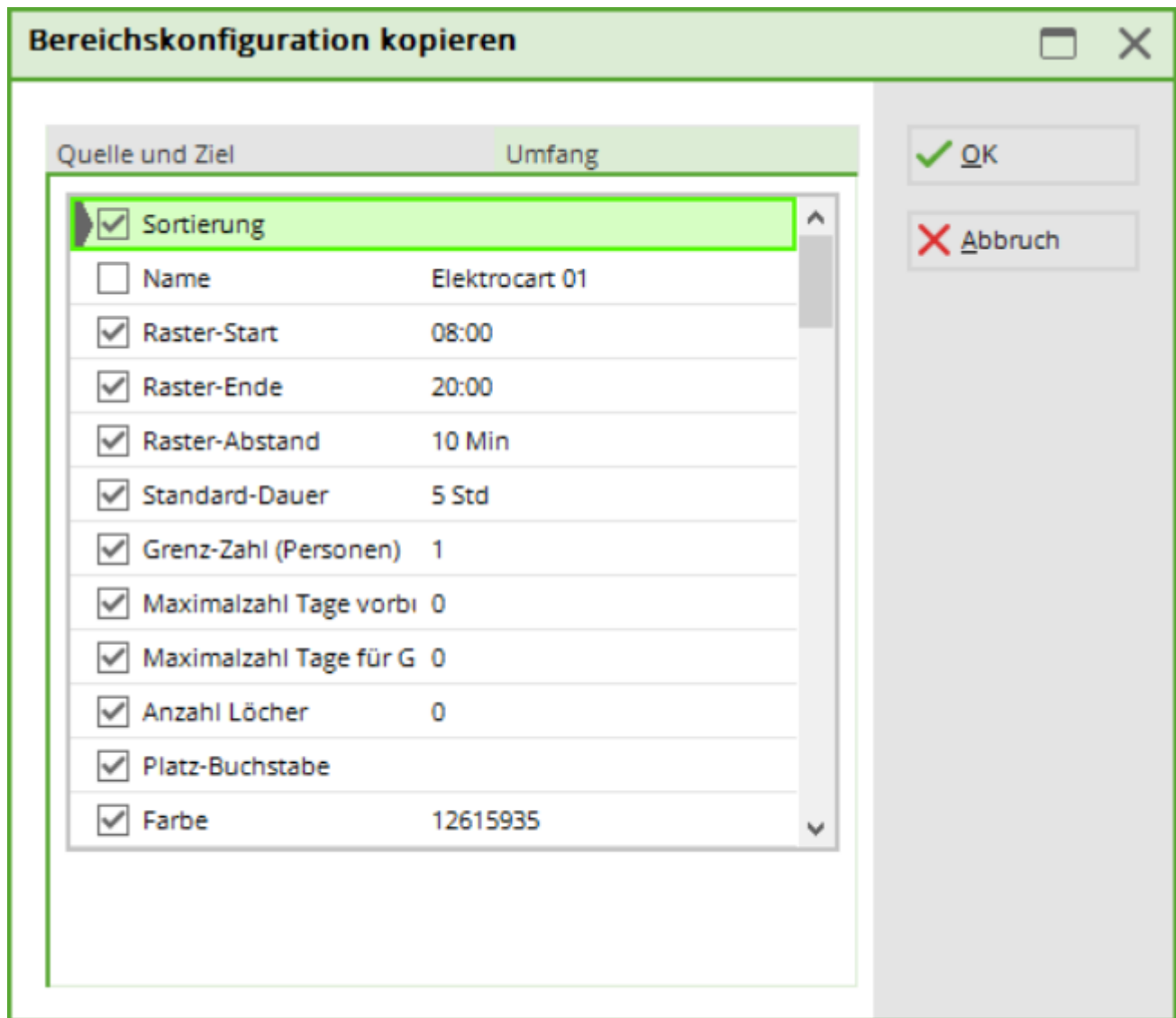
So that you do not have to do this for all cart areas individually, you can also copy the change to the other existing areas.

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:

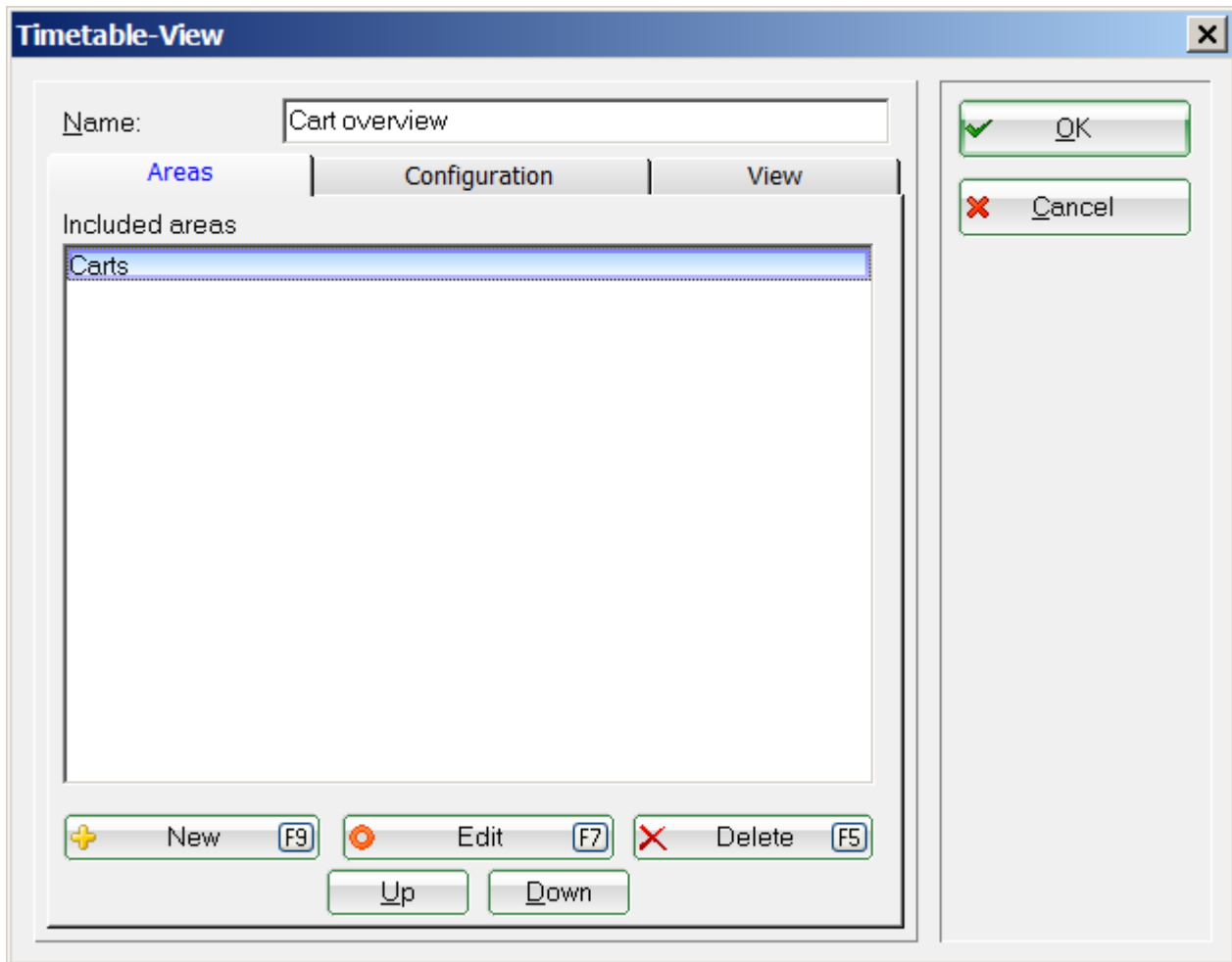


In the „Source and destination“ tab, tick the boxes for the areas to be copied to.  
In the „Scope“ tab, you can specify everything that is to be copied.



## 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.: 1801      Sorting: A

Name: 18 Holes Course

Option C    Cancellation    Views    Publish  
General settings | Information | Booking | Follow-up booking | **Option A** | Option B

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):

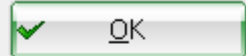
Primary colour: 12648320     

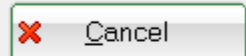
Status: Active

Booking groups: COURS;    Sel.

Address record:     

Course record: sonn.1    18 Holes Sonnenschein     





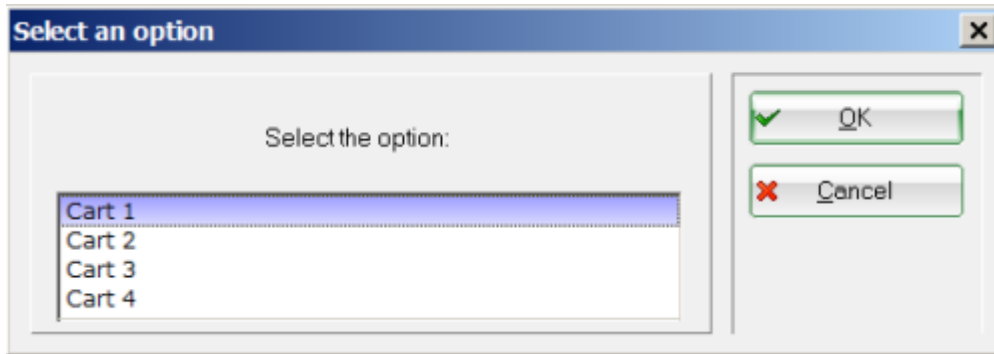
**(1.) Enter the designation:** You can also just enter „Cart“ here. However, the name „Cart“ is important here, as this is used as a code word so that the corresponding symbol for the cart appears online, which is then to be booked.

**(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

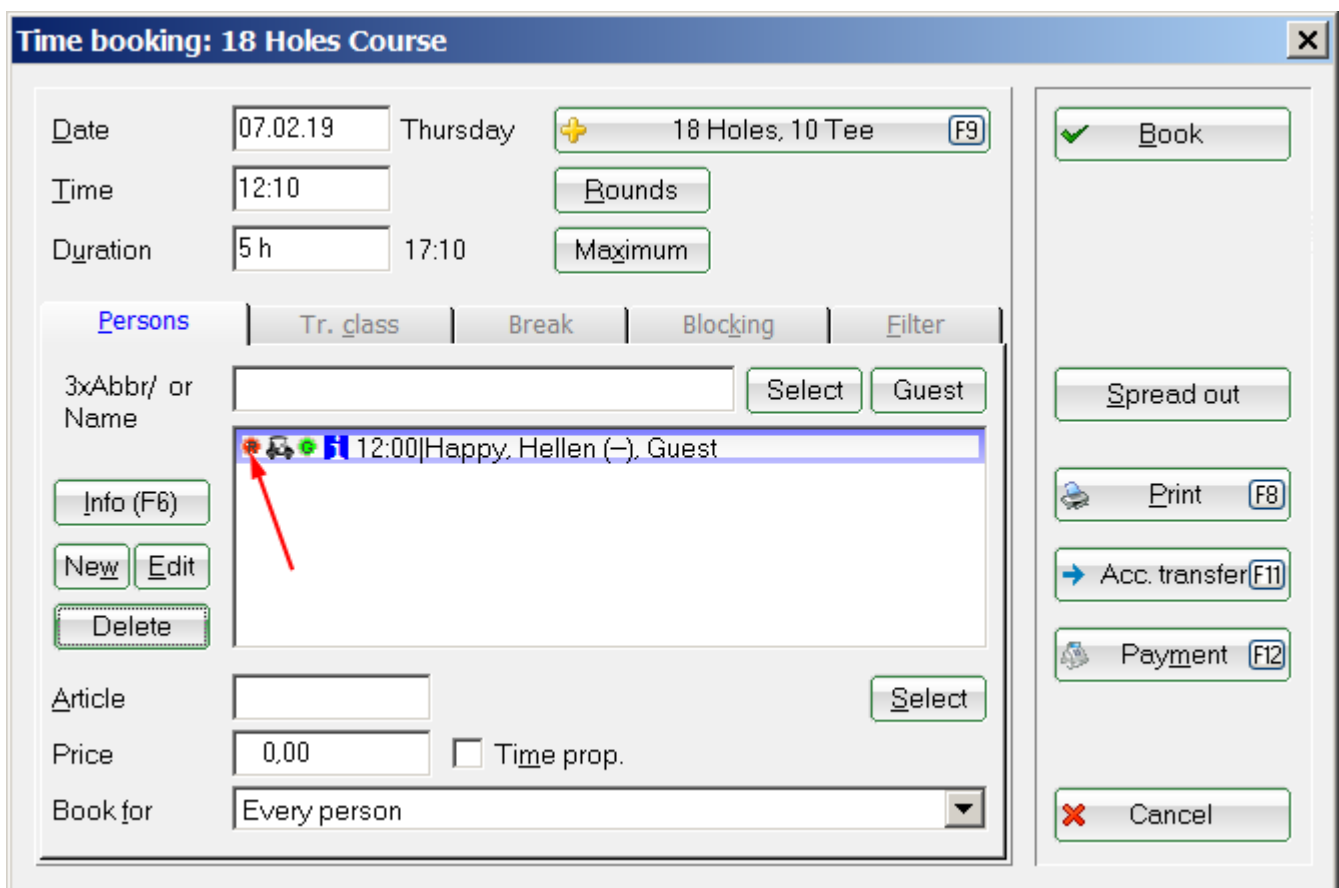
- Booking through after selection in this booking group means that a query appears in which a carts can be selected:



**!** 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	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

The screenshot shows the Club Manager interface. The left sidebar has a menu with 'Teetimes' highlighted. The main content area is titled 'Teetimes' and has a sub-section 'Einstellungen' with a button 'Einstellungen bearbeiten'. Below that are tabs for 'Timetable-Bereiche', 'Timetable-Regeln', 'Artikel & Services', and 'Feiertage'. Under 'Timetable-Bereiche', there is a button 'Mit dem lokalen System abgleichen' and a yellow box with the text 'Mit ändern: Zeit von/ Zeit bis, Zeitraster, Spielgruppengröße, Vorbuchbarkeit/ Tage'. Below this is a table with the following data:

Aktionen	Kürzel	Name	Typ	Status	Kombination	Löcher	Zeit von	Zeit bis				A	B	C
1	★	1810 Folge mir	Golfplatz	buchbar	1810	9	06:00	22:00	10	4				
2	★	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 online booking options page. There are three options: 'Option A: TISCH: TISCH' (unchecked), 'Option B: HUND: Hund dabei?' (checked), and 'Option C: CART: Cart buchen?' (checked). The 'Option C' checkbox is highlighted with a red box. Below the options is a yellow box with the following text: '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. Optionen A bis C: Nur zur Anzeige der Option in der Onlinebuchung. Einrichtung muss im lokalen PC CADDIE erfolgen. (z.B. Cart-Buchungen)'. At the bottom, there is a 'Speichern' button highlighted with a red box and an 'Abbrechen' button.

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 ☰

Golf International Moyland > Startzeit buchen Drucken

SCHRITT 2/3: DETAILS AUSWAHLEN

**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: Gast

Typ: Spieler/in

Person nicht buchen

Person 3  E-Cart

Typ: Freund

Typ: Gast

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!

**Bereich bearbeiten**

Suchkürzel:  Sortierung:

Name:

Grundeinstellungen Information Buchung Folgebuchung

Option A Option B Option C Stornierung Views Publizieren

Bezeichnung:

Icon:

Maximalzahl:   Bereichs-übergreifend

Artikel:

Durchbuchen in dieser Buchungsgruppe:

1 Zeitabstand:

2 Dauer (normal):

Dauer (alternativ):

OK

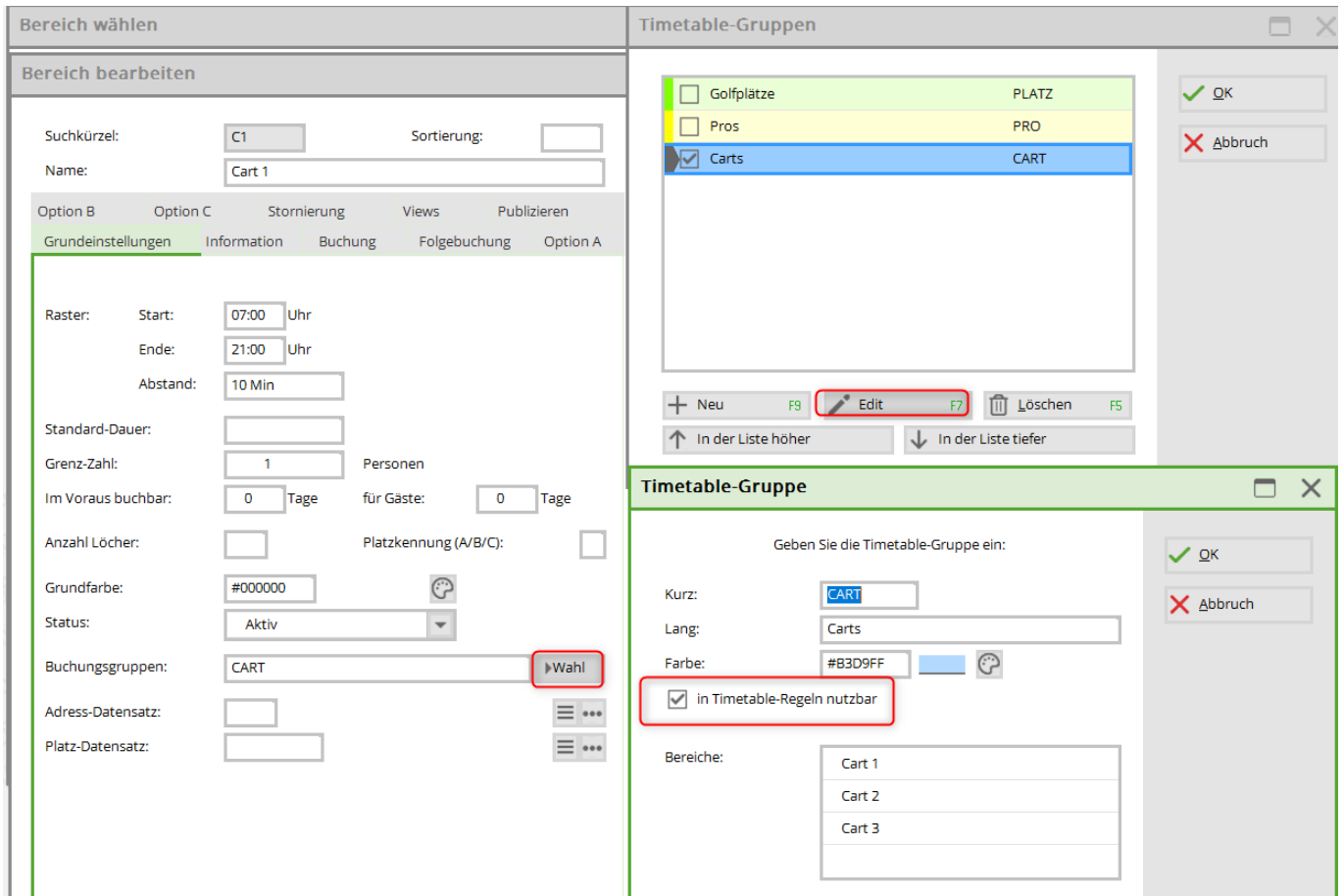
Abbruch

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

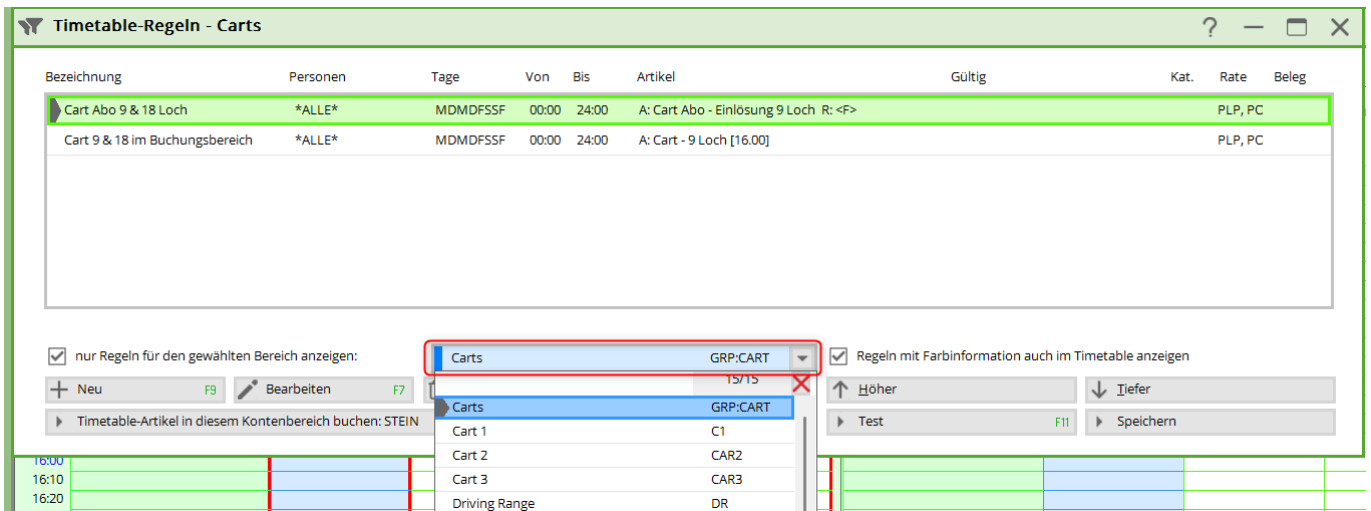
## Payment for carts

Cart booking is an optional booking. This means that it behaves differently to a direct timetable booking and must therefore be created differently.

In the CART booking area, the box must be ticked for: Can be used in timetable rules



This means that the article rules of the carts are assigned to the booking area and not to each individual cart.

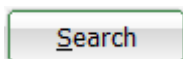


## Working with the different areas

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“.

The dialog box has a blue title bar with the text "Find person / print bookings" and a close button (X) on the right. The main area is light gray and contains the following elements:

- Instructional text: "Enter the person which has to been found. You can then print a reservation list."
- Person field: A text input containing "hah1" followed by the name "Happy, Hellen". To the right are two small icons: a printer and a magnifying glass.
- Checkbox: A checked checkbox labeled "with reference bookings".
- Text field: A label "Text:" followed by an empty text input box.
- Date range: A label "Date:" followed by two date input boxes containing "24.01.19" and "14.02.19", with the word "to" between them.
- Search dropdown: A label "Search:" followed by a dropdown menu with three options: "All Areas" (highlighted in blue), "Only active area 1810", and "Only inside areas of this view".
- Buttons: On the right side, there are two buttons: "Search" (with a magnifying glass icon) and "Cancel" (with a red X icon).

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

**Found bookings** [X]

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 (-), M
1801	07.02.19 (Thursday)	12:10	5 h hah1 Happy, Hellen (-), M
1801	07.02.19 (Thursday)	12:10	5 h hah1 Happy, Hellen (-), M

Buttons: Edit, Back, No Show (F6), Delete (F5), Print (F8), New (F9), Quit

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

**Print reservation(s)** [X]

This text will be added to the printout:

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

Buttons: Print (F8), Cancel



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 reservations**

Address:  Happy, Hellen

Layout:  Edit

This text will be added to the printout:

Area-related text:

Only print selected position (F5)

Print only main bookings (no follow-up bookings) (F6)

Make a note of the printout

OK

Cancel

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

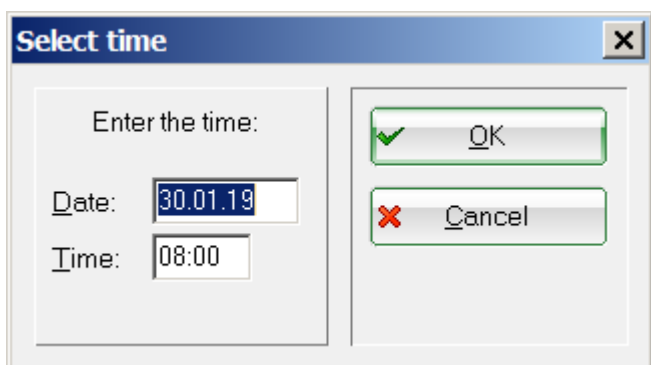
example, we will now show you how you can book an appointment and the numerous options PC CADDIE offers you for each booking.

## I. Change to the desired date

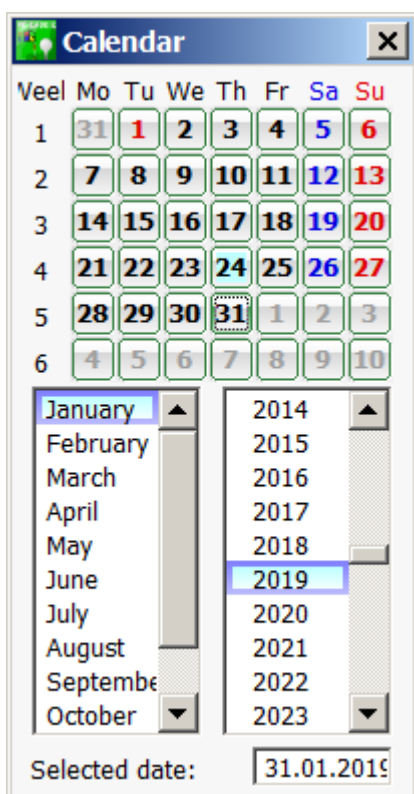
If you double-click on the date at the bottom right



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  
Duration: 10 min

Persons: 3xAbbr/ or Name: Member, Petra (33.0), Fontana GC

Article: gf18 Greenfee adults 18 holes  
Price: Auto: 0,00 Time prop.   
Book for: Individual for everybody

Buttons: Book, Spread out, Print (F8), Acc. transfer (F11), Payment (F12), 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.

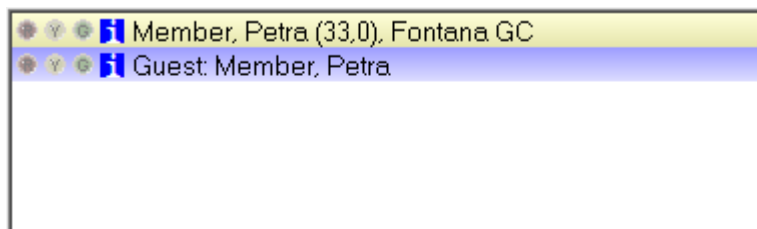
**Search abbreviation** Enter the name of the person to be booked here. Persons can be searched for as follows:

- 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

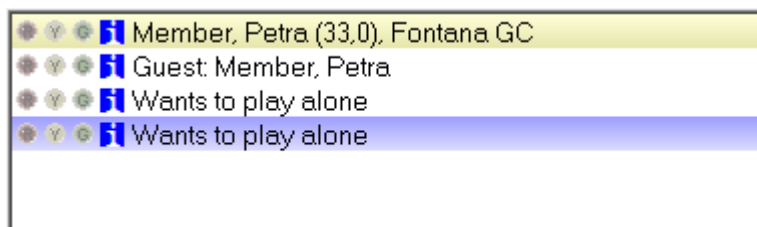
**Guest**, button to book this teatime.



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



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)** [X]

Booking | Credit card | Marshal | Article | Details | Exchange

Enter additional info here

No. of bookings:

Bookingreference:  Member, Petra [Print] [Copy]

Reference info:

2nd reference:  [Print] [Copy]

Status:  [v]

Date:  Time:

(ATTENTION: The booking will be deleted afterwards!)

Booked (F11)

Show name:  [v]

List of 'No Show'-entries [F6]

Data belonging to that entry [F7]

Print bookings overview [F8]

[OK] [Cancel]

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.

Member, Petra (33,0), Fontana GC

\* Guest, Member, Petra

Wants to play alone

Wants to play alone

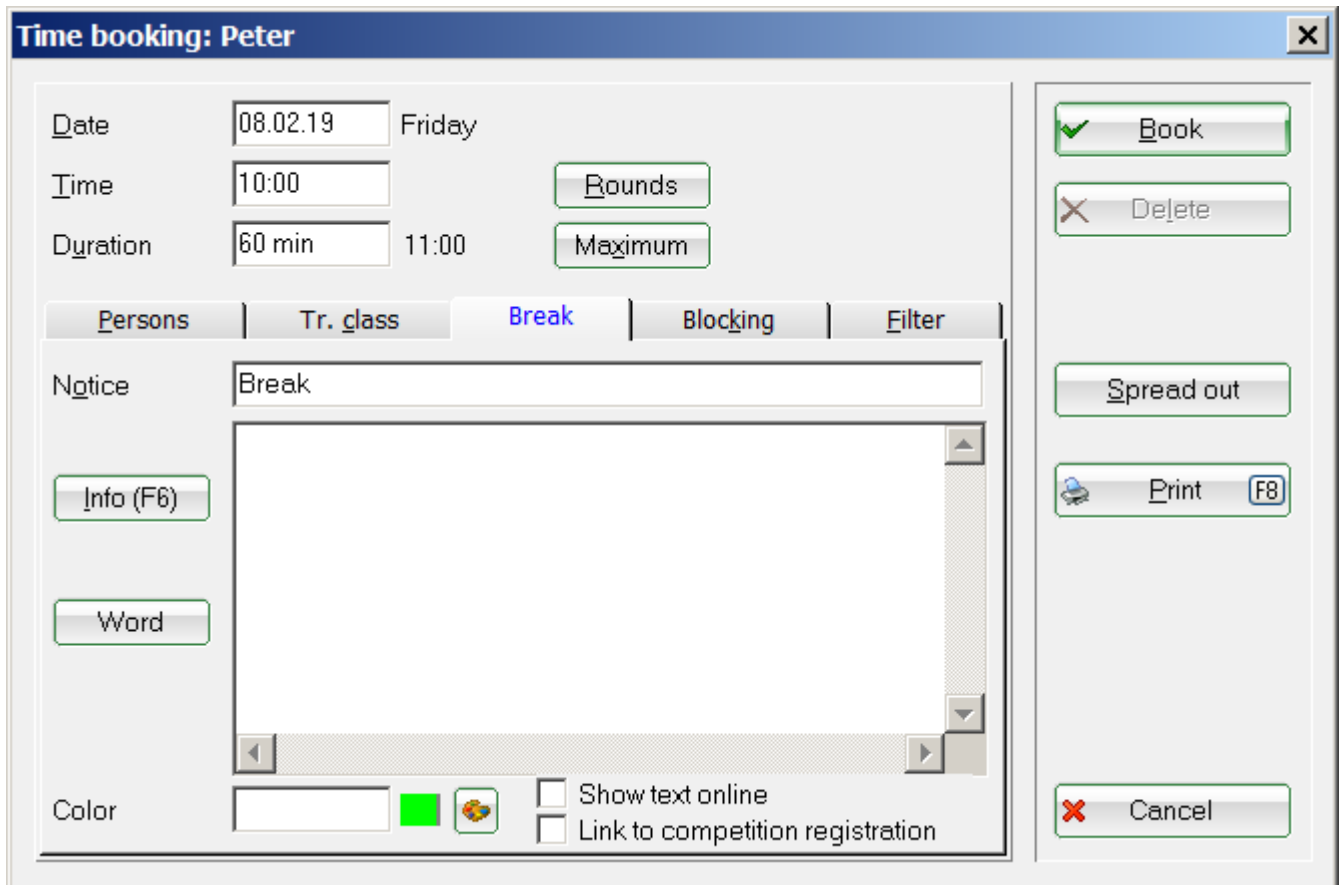
As a **booking reference** a person or company from the database can be entered as a booking reference. On the one hand, this is intended as information for you, on the other hand, PC CADDIE will ask you when paying whether the reference person or the player should pay (e.g. for groups invited by one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



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



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** [X]

Date: 08.02.19 Friday  
 Time: 10:00 [Rounds]  
 Duration: 60 min 11:00 [Maximum]

Persons | Tr. class | Break | **Blocking** | Filter

Notice: No classes

[Info (F6)]  
 [Word]

Color: [ ] [Red] [Globe]  Show text online  
 Link to competition registration

[Book] [Delete] [Spread out] [Print (F8)] [CRM (Ctrl) (F6)] [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 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** [X]

Date: 08.02.19 Friday

Time: 10:00 [Rounds]

Duration: 60 min 11:00 [Maximum]

Persons | Tr. class | Break | Blocking | **Filter**

Notice: Women team

[Info (F6)]

[Word]

Color: [ ] [ ] [ ]  Enable warning

[Book] [Delete] [Spread out] [Print (F8)] [CRM (Strg) (F6)] [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:





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** [X]

Number:  (empty = according to basic booking)

Date till:

Total period:  Period per unit:

Start Date:  Time:  o'clock

Days:  Mo  Tu  We  Th  Fr  Sa  Su

Spread out only on every  week

OK Cancel

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

Green fee type:  Greenfee adults 18 holes  



Date:

Tee time:  Tee information:   
 10.Tee:  Tee information:

No. of players:   print several bag tags per player  
 Special price:  (Empty = normal price)

Alternative player:  
 Record:     
 Individual:  Hcp:  Club:

Additional text:

Course data:  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** [X]

Enter the payment:

Paying person  
 Happy, Hellen [Print] [Info]

To pay: 400.00

	Payment method	Amount
[F1]	cash 0000 Cash payment [Print] [Info]	400.00
[F2]	<input type="text"/>	<input type="text"/>
[F3]	<input type="text"/>	<input type="text"/>
[F4]	<input type="text"/>	<input type="text"/>

**return: 0,00**

[Print] Print receipt [F5]  [v]

Book as invoice into account [F11]

Continue transactions in the cash register [F12]

Transfer to another customer [Up] [F12]

[v]  
  
 [X]

## Post and pay

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

[Print] [Info] [F1] Happy, Hellen (-), MEMBER	[Deactivate]
[Print] [Info] [F1] Interested, Sarah (34,4), Golfclub Gast	[Add]
[Print] [Info] [F1] Member, Paul (32,0), MEMBER	[Add]

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)** [X]

Booking | Credit card | Marshal | Article | Details | Exchange

[Empty list box]

No. of bookings:

Bookingreference:  [Print] [Email]

Reference info:

2nd reference:  [Print] [Email]

Status:  [Dropdown arrow]

Date:  Time:

(ATTENTION: The booking will be deleted afterwards!)

Booked (F11)

Show name:  [Dropdown arrow]

List of 'No Show'-entries [F6]

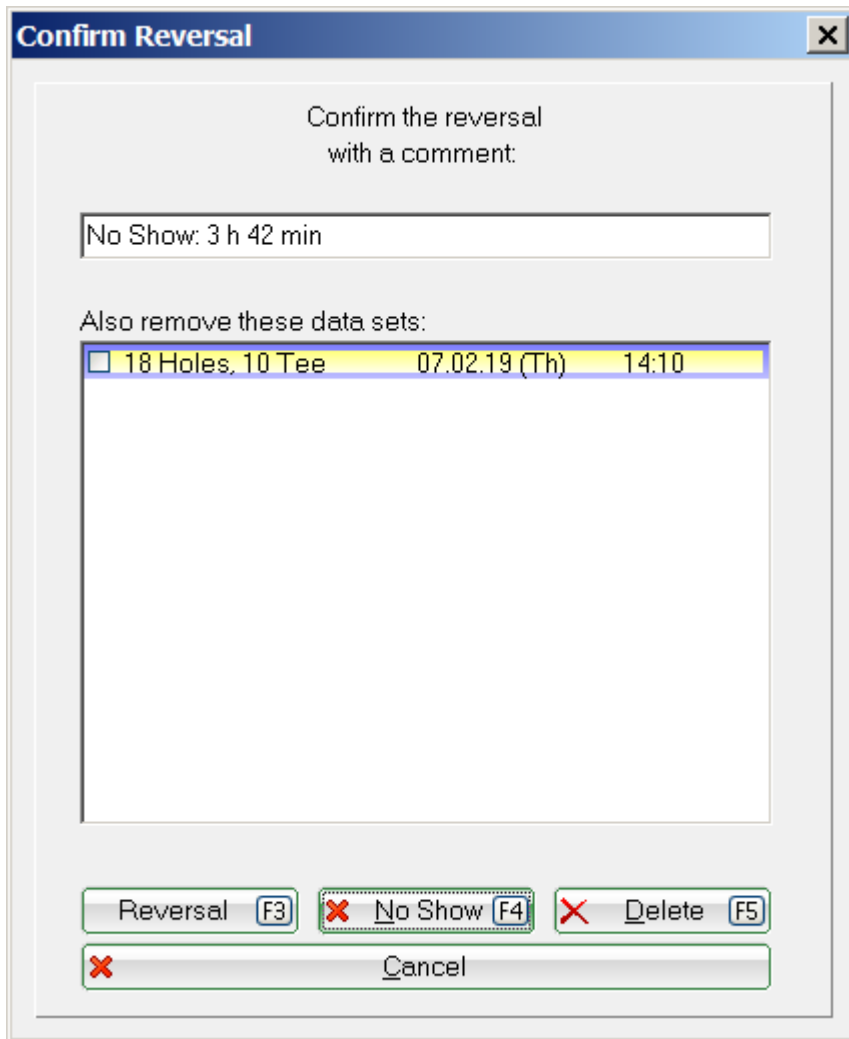
Data belonging to that entry [F7]

Print bookings overview [F8]

[OK] [Cancel]

### III. delete booking

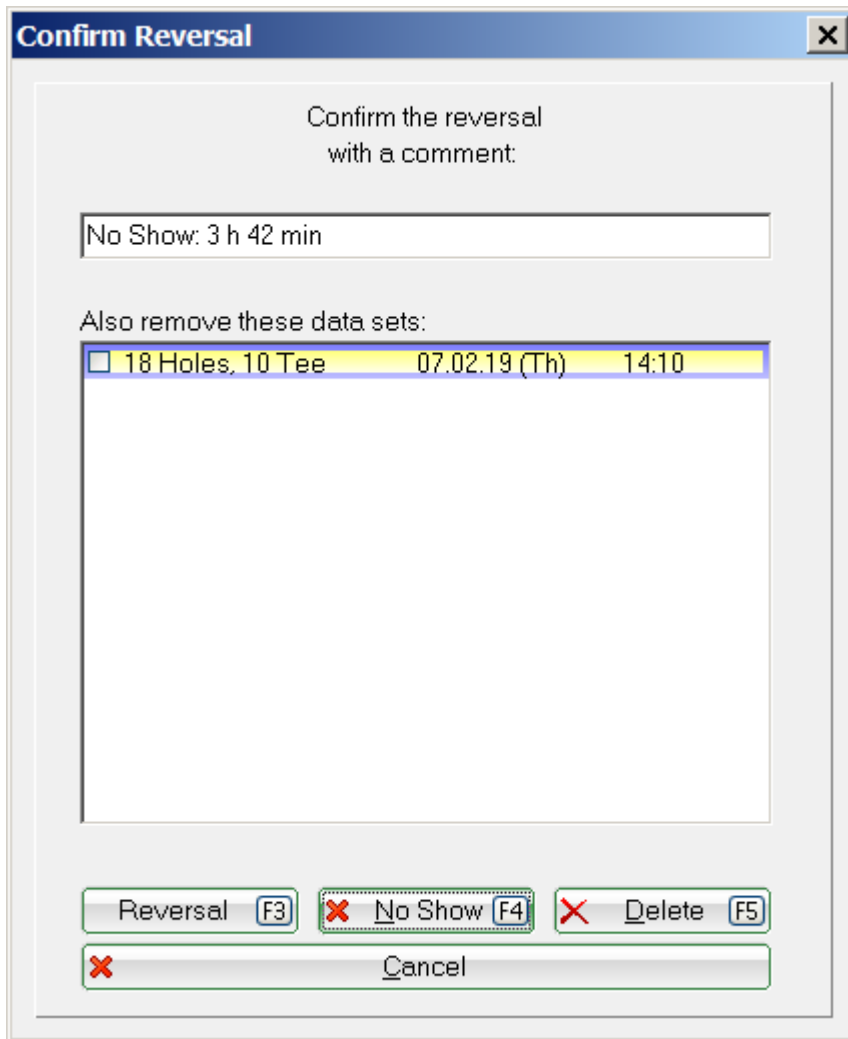
If you realise within five minutes of making a booking that you have made a mistake, you can easily delete the booking by pressing the button **delete** button. If your customer only cancels their appointment a few days later or you only notice an error afterwards, the booking cannot be deleted immediately. 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** X

---

Name \_\_\_\_\_

Search abbr.  No

Title   

First name

Name

---

Belonging to  1:Petra

Family status

Function (Club)

Street

Postcode  Town

Telephone

Mobile

Fax

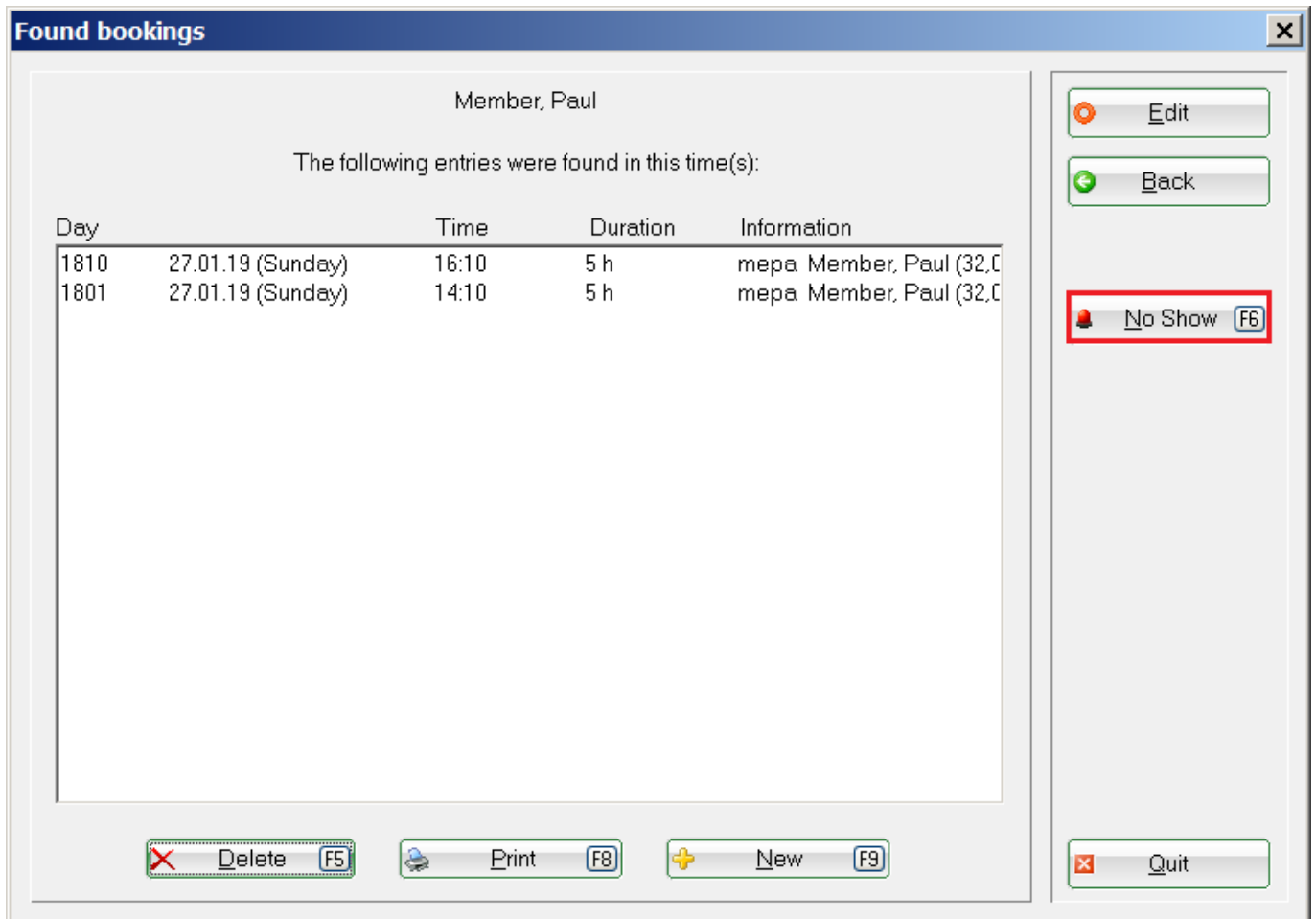
e-mail

WWW

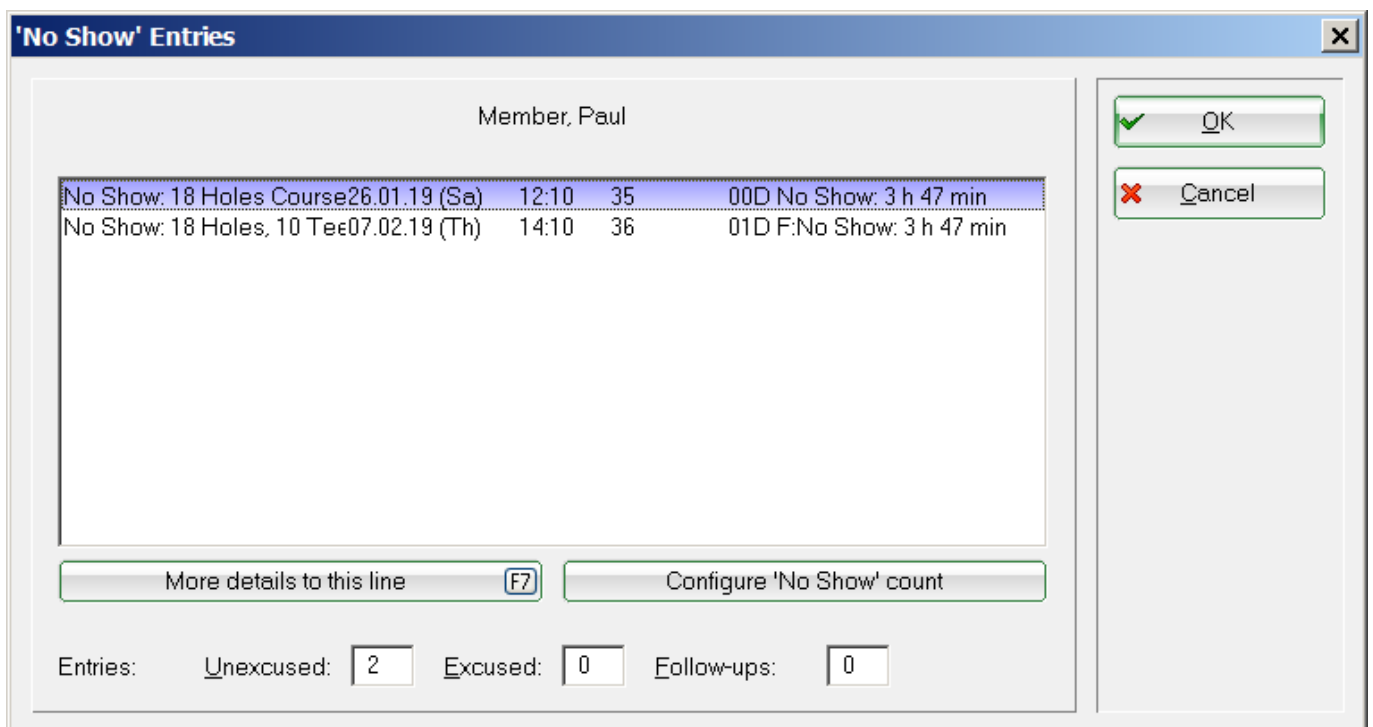
---

F12  
  
 F11  
 F5  
 F6  
  
 F8

The following window opens:



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



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:	<input type="text" value="24.01.2019"/>	<input type="text" value="21:11:03"/>	L
<u>b</u> y:	<input type="text" value="Timo Tester"/>		
<u>C</u> hanged:	<input type="text" value="26.01.2019"/>	<input type="text" value="15:44:01"/>	L
<u>b</u> y:	<input type="text" value="Timo Tester"/>		
<u>D</u> eleted:	<input type="text" value="26.01.2019"/>	<input type="text" value="15:57:41"/>	L
<u>b</u> y:	<input type="text" value="Timo Tester"/>		
<u>I</u> nfo:	<input type="text" value="No Show: 3 h 47 min"/>		
	<input type="checkbox"/> Excused (F3)		
<u>S</u> et:	<input type="text" value="35"/>		
<u>I</u> D:	<input type="text" value="0001586725863003500D"/>		
<u>R</u> ef:	<input type="text"/>		
<u>N</u> xt:	<input type="text" value="0001586725863003501"/>		
<u>A</u> :	<input type="text"/>		
<u>B</u> :	<input type="text"/>		
<u>C</u> :	<input type="text"/>		

✓

✕

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** [X]

Count No Show entries from this date:

Count back the days to a maximum of:

Alert after this number of entries:

Include only main reservations

After this time 'No Show' instead of Delete:

Deleting requires special rights

OK [X] Cancel [X]

## Print list via No Show

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

**Format editor** [X]

Name:  Define new format

Format type:  Lines:  Title:

1/0 (0) | Line | Tab

```

<KOPFINFO:FILTER>
<TTNS      >|<NAME, FIRSTNAME      >

```

Fields [F2] | Commands | Fonts [F6] | Save format [F1] | Delete format [F5] | File [F9] | Test [F8] | Quit [X]

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:

F9

**Personen-Filter** | **Aufzählung**

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

Eintritt/Austritt passend zum:

OK

Negation

Sonderfilterung:

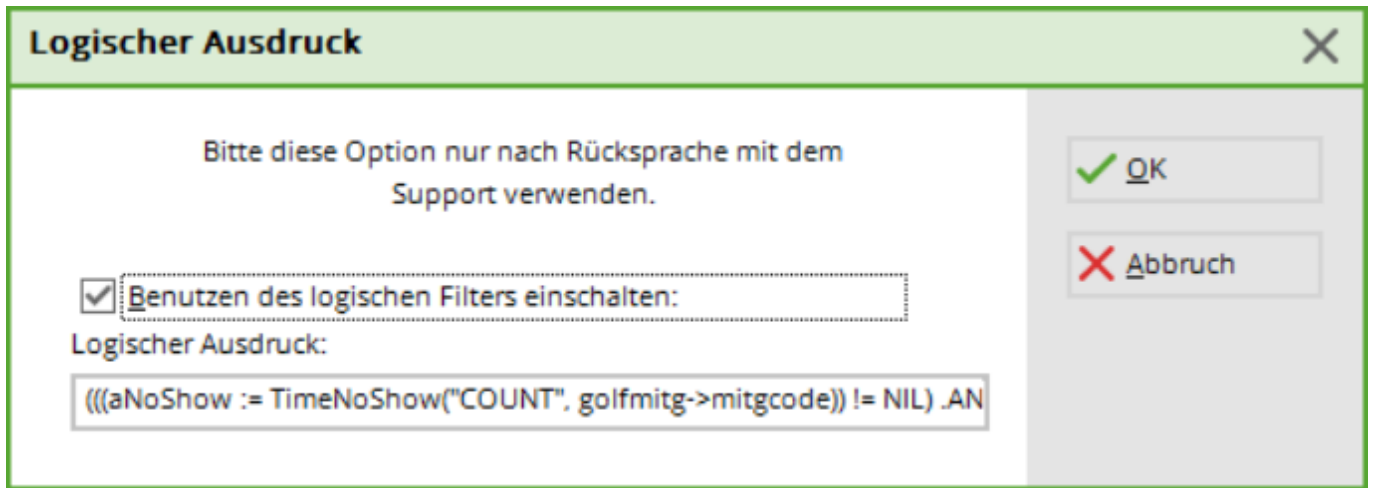
Event

Beitrag

Umsatz

CRM

**Logisch**

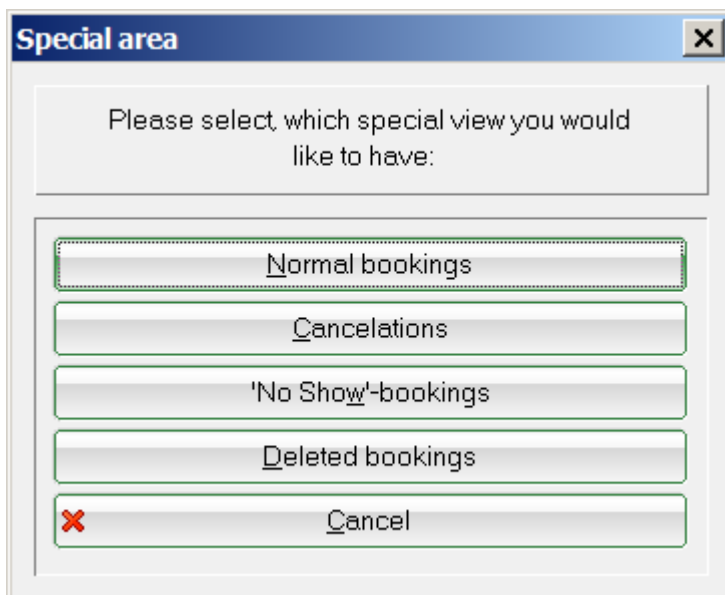


Here is the complete logical filter:

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

Area	Date	Time	Free
1810	01.02.19	17:50	4

Number of bookings:

Maximum players:

Number of days:

automatic follow-booking(F6)

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:

Maximum players:

Number of days:

Add days F4

automatic follow-booking(F6)

Delete entry F5

Delete all Strg F5

Reserve 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** [X]

For which persons shall these times be booked?

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

Note:

Reference:

Information:

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

Also the subsequent bookings (F6)

OK [X] Cancel

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

## Enter day information

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

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

Double-click on the date to get the Daily information

The following window opens:

### Daily information

Title:

Details:

Color:  ■

Enable warning

Daily ID:  ▼

Edit course F7

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:

Timetable						
Area		18 Holes				
	Fr, 01.02.19	Sa, 02.02.19	Su, 03.02.19	Mo, 04.02.19	Tu, 05.02.19	W, 06.02.19
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:

The screenshot shows the 'Time booking: 18 Holes Course' window. The booking form is filled with:
 

- Date: 01.02.19 (Friday)
- Time: 11:30
- Duration: 5 h (16:30)
- Course: 18 Holes, 10 Tee

 A 'Rule' dialog box is open, showing:
 

- Person: Happy, Hellen
- Area: 18 Holes Course
- Date: 01.02.19
- Time: 11:30
- Warning: ATTENTION: For this person are the following rules valid for this times: Aerification on holes 10-18

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.

**Daily information** [X]


Title:

Details:

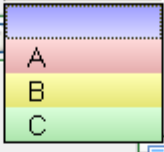
Color:   

Enable warning

Daily ID:  

 Edit course (F7)

Or explicitly defined course:



Usage time to this value:



Automatic players check



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



**Edit Course data Allocation** [X]

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  

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	
Golfplätze	PLATZ
Pros	PRO
Carts	CART
Hotel	HOTE

✓ OK

✗ Abbruch

## Bereich

Start

Ende

Abstand

Kürzel

18 Loch	07:00	21:00	10 Min	1801
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:  Sortierung:

Name:

Option A	Option B	Option C	Stornierung	Views	Publizieren
Grundeinstellungen		Information	Buchung	Folgebuchung	

Raster: Start:  Uhr

Ende:  Uhr

Abstand:

Standard-Dauer:

Grenz-Zahl:  Personen

Im Voraus buchbar:  Tage für Gäste:  Tage

Anzahl Löcher:  Platzkennung (A/B/C):

Grundfarbe:

Status:  ▼

Buchungsgruppen:  Wahl

Adress-Datensatz:  ☰ ...

Platz-Datensatz:  Sonnenschein ☰ ...

✓ OK


✕ Abbruch

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

**Tages-Information** ☐ ✕


Titel:

Details:

Farbe:  

Warnung aktiviert

Tageskennung:  ▼


 Platzzuordnung bearbeiten F7

Oder explizit festgelegter Platz:  ☰ ⋮

Nutzungszeit auf diesen Wert:

Automatische Spielerprüfung

▶ Spieler dieses Bereichs jetzt prüfen

 SMS an die Spieler dieses Bereichs

✓ OK

✗ Abbruch

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:

**Normale Abfolge:**

A - B  ☰ ...

B - C  ☰ ...

C - A  ☰ ...

**Umgekehrte Kombination:**

B - A  ☰ ...

C - B  ☰ ...

A - C  ☰ ...

**2 mal 9-Löcher:**

A - A  Meggen 18 Loch ☰ ...

B - B  ☰ ...

C - C  ☰ ...


**NUR 9-Löcher (ohne Folgebuchung):**


A  Meggen 9 Loch ☰ ...


B  ☰ ...

C  ☰ ...

**Farben:**

Course A  

Course B  

Course C  

✓ OK

✗ Abbruch

Only then can PC CADDIE print the scorecard correctly.

## Automatic player check

**Daily information**

Title: Aerification on holes 10-18

Details: Only one player per tee time

Color: 255 ■

Enable warning

Daily ID:   

Edit course F7

Or explicitly defined course:   

Usage time to this value: 0

Automatic players check

Check the players of this area now

Send SMS to all players f this area

OK

Cancel

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.](#)

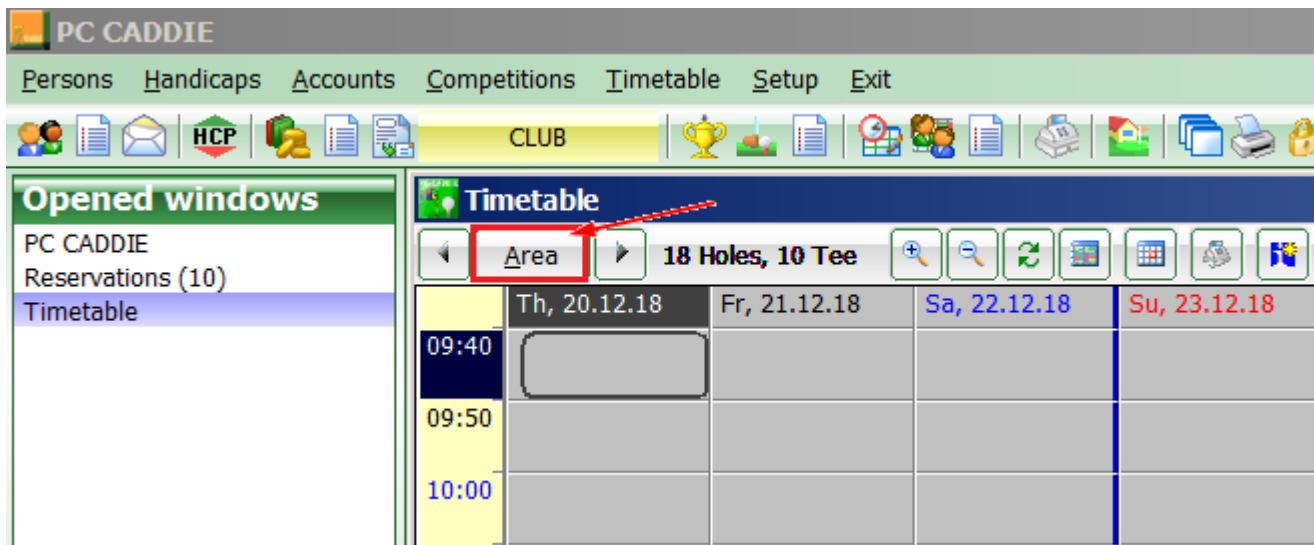
## Example from practice

### Overview of the rounds played

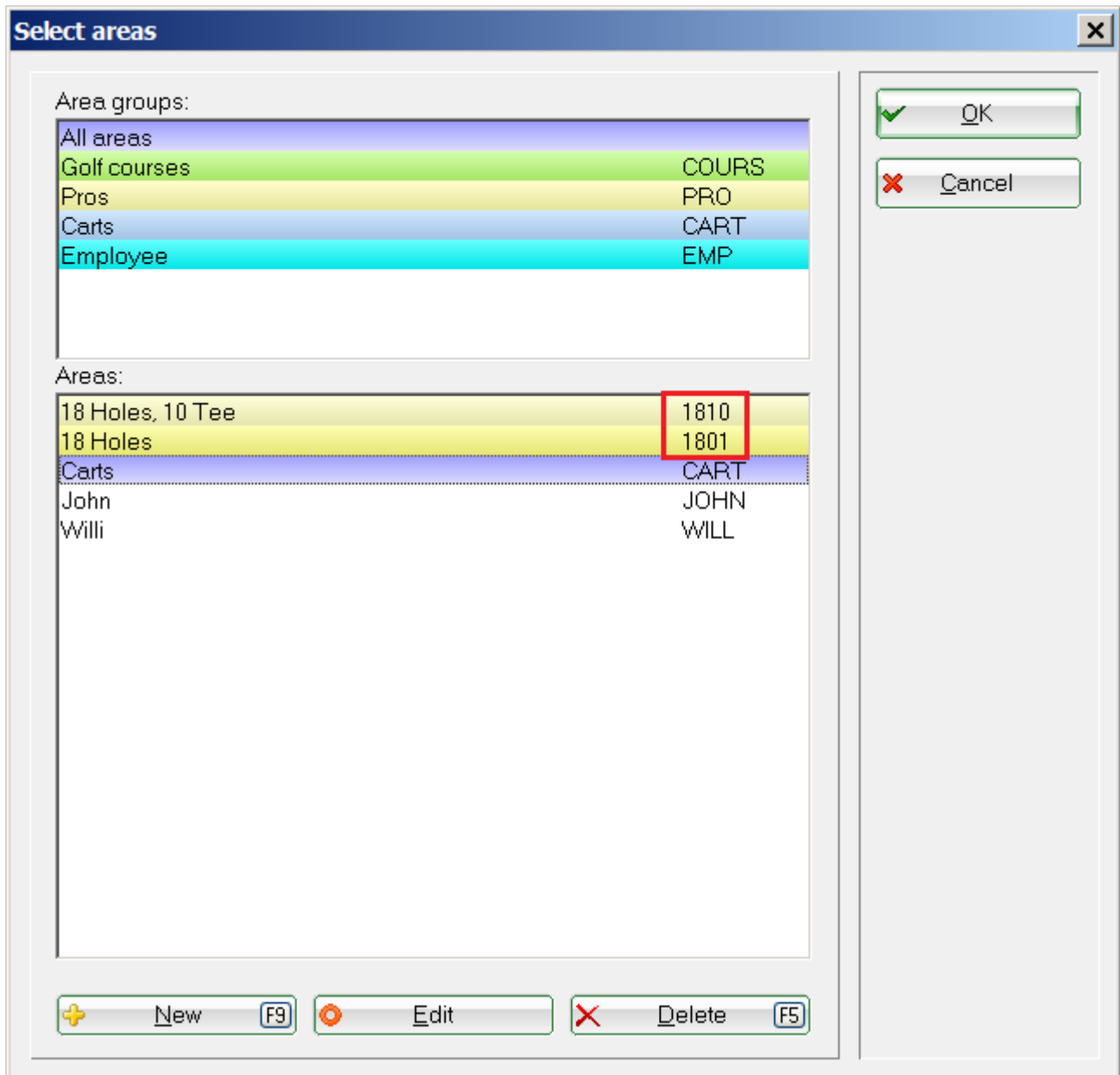
At the end of the year, our support team often receives the question of whether it is possible to print a list in which the rounds booked in the timetable can be counted per player.

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:



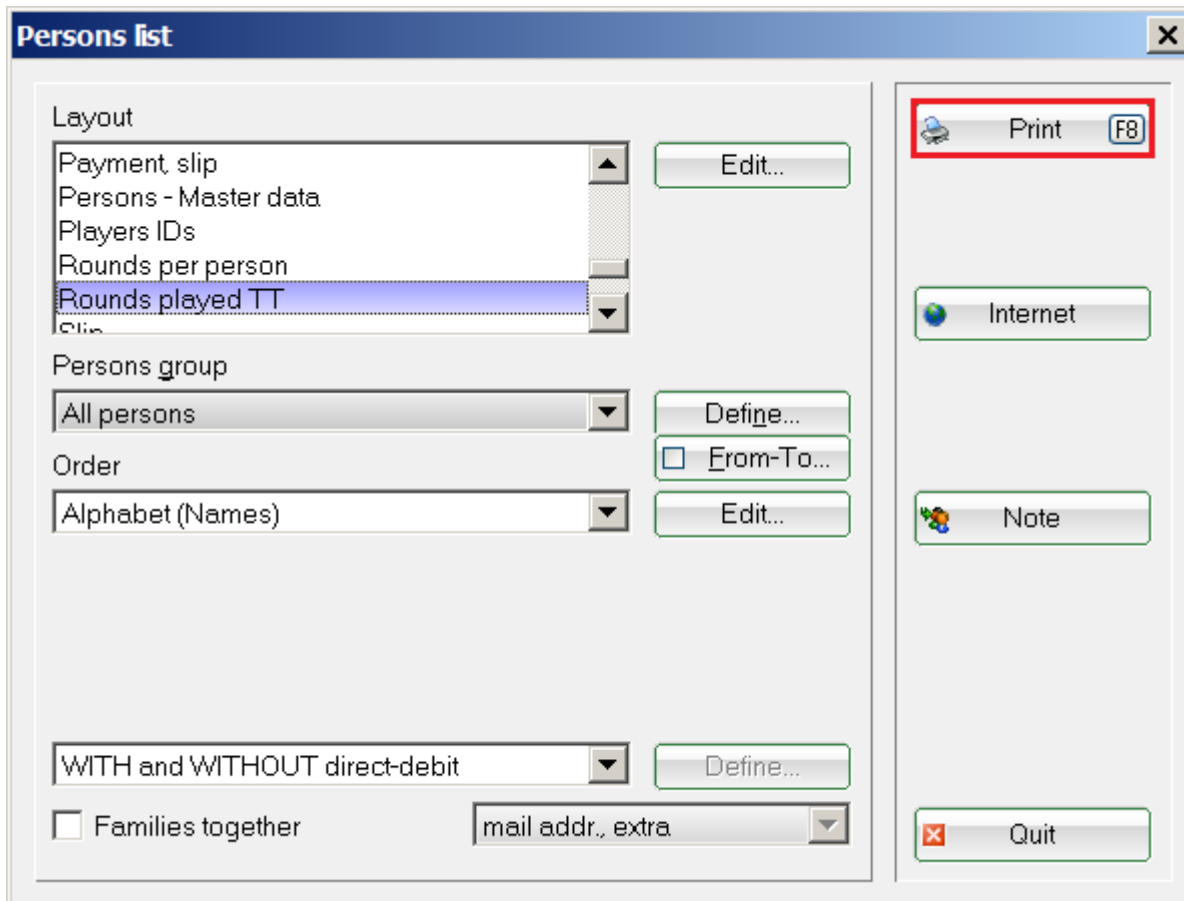
Now you have to select **PERSONS** → **PERSON LISTS** to create a list layout for the desired list. Please select the following fields in the layout:

- <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>





## 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)

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PROBEINSTALLATION: Testclub AG

## Booking online via Touroperator

Worth knowing:

- A tour operator can receive a larger forecast 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

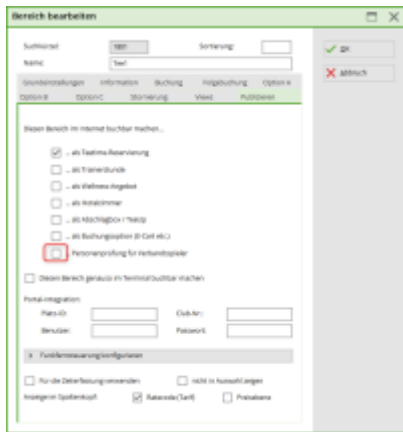
The home club must be entered in the online login

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

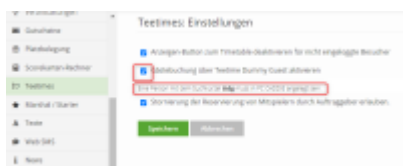
In the local PCCADDIE, the tick must be set in the Timatable:in the area/Publish tab: Check for association players

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





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

Name

Suchkürzel  Nr.

Titel

Vorname

Nachname

1)

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