Lockers and caddie boxes

PC CADDIE includes a complete caddie box management system. This is a very helpful function that simplifies the management of caddie box lists and the invoicing of the corresponding rentals. To be able to work with the caddie box management, the required fields must first be installed.

Before you make any changes here, please create a data backup first.

With the function *Settings/Programme settings/Additional personal fields* you can configure the fields according to your requirements:

Perso	onen-Zu	isatzfelder				?	×
~	Automat	ische Info-Abf				ĸ	
	Bezeichn	ung				bruch	
<u>1</u> .	Objekt	Feldgass	TEST	-DE	EPL		
<u>2</u> .	Elektro	Caddie					
<u>3</u> .	Klassen	fest					
<u>4</u> .	FC Club	90	Zeichen	Ŧ	50.0		
<u>5</u> .	Mahnu	ng Club 90	Zeichen	•	50.0		
<u>6</u> .	Caddie	Box	Schrank/Box	•	150.0		
<u>7</u> .	Verteiler Stras		Zeichen	•	150.0		
<u>8</u> .	Perimeter		Zeichen	•	150.0		
_							
Zus	atž:	Zusatz-Info					
Þ	Automat	ische Änderung	der Zusatzfelder		F7		

Installation of the field configuration

Before you define the fields, you should think about the layout.

Let's take the caddie boxes as an example:

If your club has a mixture of different locker/place types in consecutive order (1-10 = box with electricity, 11-15 = family box, 16-20 = again with electricity, 21-30 single box etc.), we advise you to use just one general field for all the different types**"Box"**and simply define the category using a supplementary letter - we will come to this later. It would also be a good idea to separate the fields by hall, as this allows you, for example, to automatically assign access for a particular hall to people who have a locker in the hall when using online door control. Enter the desired designation in the field

above. In our example **"Caddie box".** You can determine the type by pressing the button. Select the type "Cupboard/box" for the caddie space. Now specify the maximum number of characters (length) for this field.

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

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

Working with the Lockers and Caddie Boxes function

To determine the division and assign the boxes to the persons, select the following in the menu **People/Cabinets and caddie boxes** or right-click on the first image of the coloured toolbar:



The previously configured administrations will open:

Feld auswählen	? 🗆 X
Wählen Sie das Feld, das Sie bearbeiten möchten:	✓ <u>O</u> K
Elektro Caddie	
Caddie Box	
Feld initialisieren	

Activate the field you want to edit (in our example: "Caddie box") and confirm with **OK** or the Enter button, the following window appears.

(We will discuss the initialise field function later).

Caddie Box ? 🗖 🗙									
Nummer Ber	itzer		Informa	tion Sch	التجما		√ <u>о</u> к		
1 Albissos Hor			interna	aon sei	nusser		X <u>A</u> bbr	uch	
2 Affentranger	Dr. med	Paul							
3 Arregger, Hel	ena								
4 Aeschlimann	, Ida								
5 Albisser, Herr	mann								
<u>Z</u> usatz:	6								
<u>A</u> nzahl bisher:	1								
+ <u>N</u> eu	F9	🗍 Löschen	F5	/ Bearbeiten	F7				
• <u>S</u> ortieren	F2	Q Suchen	F3	Liste druck	en F8				

Add numbers

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

Elektro Caddie	? 🗆 🗙
	√ <u>о</u> к
Nummer Besitzer Information Schlüssel	
12 Zemp, Benno	
12 Schnyder, Leo	
12 Rettig, Vreny	
12 Tonazzi, Hugo	
7	
Anzani bisher:	
+ №eu F9 III Löschen F5 / Bearbeiten F7	
🕨 Sortieren F2 🔍 Suchen F3 🖶 Liste drucken F8	

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

Caddie Box	×
Welche Nummern sollen hinzugefügt werden?	√ <u>о</u> к
Nummern von 6 bis: 20 Anzahl Stellen 3 Vummern mit führenden Nullen	X Abbruch
Text vor der Zahl:	
Text hinter der Zahl:	
Liste neu initialisieren	

- **Field from: bis:** Here you can enter the numbers to be added. For example, if you want to add the caddie places 0-100, enter a "0" in the first field and a "100" in the second field.
- **Number of places** Here you can enter the maximum number of digits required. Then activate numbers with leading zeros. With this activation, PC CADDIE will always fill in the maximum number of digits. For example, if you have entered "3" as the number of digits, the caddie place with the number 5 will appear in the list as "005". This ensures continuous numbering.
- **Text before the number** Enter the text or a letter here which should appear before the numbering. For example, enter a "D" for ladies' curlers or an "H" for men's curlers. Whatever appears before the number will be included in the numbering.

Place a full stop between the number and the letter identifier for a better overview. You can also place the letter directly after the number, but there must be no space in between. This then looks as follows:

arderoben						? 🗆 >
Nummer	Besitzer		Informat	ion Schlüss	el	✓ <u>о</u> к
G.098					~	X <u>A</u> bbruch
G.099						
G.100						
Herr001kle						
Herr002kle						
Herr003kle	_					
Herr004kle						
Herr005kle						
Herr006kle						
Herr007kle						
L.001					~	
Zusatz:						
Anzahl bisher:						
<u>+ N</u> eu	F9	<u> L</u> öschen	F5	/ Bearbeiten	F7	
<u>S</u> ortieren	F2	C Suchen	F3	ᡖ Liste drucken	F8	

• **Text after the number Zahl:**: Enter the text/letter here which should appear after the numbering. We recommend that you use this function if you want to define the prices later depending on this code letter. Please select a separate letter for all types with different (rental) prices; no letters may be assigned twice.

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

Here is an example: In your club, you differentiate between men's, women's and juniors' dressing rooms. As a generic term, you use the following term under Installation of fields - Configuration in the previous section **"Cloakroom".** This saves you a field in the person mask that you can later use for other administrations. You now only need one additional field, but you can use the letters "H" or "D" and "J" before the numbering to create a separate list for each sub-category of the cloakrooms.

Edit individual number

Via the button *Edit* (F7) button to edit an individual number:

Caddie Box					×
	Bearbeiten de	er Nummer C01		√ <u>о</u> к	
<u>N</u> ummer:	C01			X Abbruch	
<u>S</u> chlüssel:					
<u>B</u> esitzer:			$\equiv \cdots$		
<u>I</u> nfo:					
<u>M</u> itnutzer:			≡		
Mietzeit:	<u>v</u> on:	<u>b</u> is:	•••		
<u>K</u> ategorie:					

With **Key** you can save the key number. In the fields below you also have the option of **Owner, Info, Co-user, Rental period and Category** can be entered. If you enter an owner here in the list, the corresponding field for the owner (person mask) is also filled with this number. With the button

button, a new person can be selected from the list and immediately edited with to edit it immediately. Once you have made all the entries, you can close the field with **Enter** or with the button **OK** button.

If, for example, the person "Heike Frohgemut" is assigned to the box "D.002", you can later switch to the function **Persons/...enter new, change, delete...** function, select "Heike Frohgemut" and jump to the Info page - "D.002" is then also already entered in the Wardrobe field. You also have the option of entering new numbers directly in this field.

Kontakt: Sonne	enschein,	Susanne								? _ □	
- Name					_		_			,	
Suchkürzel	sosu	Nr. 041.7003.203600	Nr. wählen	Korrespondenz Vermerke	Coffen	Mail Ansprechpartr	<u>D</u> atensat	tz-Anderungen Kontakt	<u>S</u> uche Übersicht über alles	● =	▶
Titel		Briefanrede		18 12 19	09:03 NEU	Neu angeleg	t: Sonner	aschein Sonne (04	417003203600)	√ Filter	F12
Vorname	Susanne			✓ 05.02.20	08:43 VERM	Startgeld no	ch zurück	zahlen / Bitte noo	th das Guthaben vom Startg	<u>+ N</u> eu	
Nachname	Sonnensc	hein		✓26.02.20	10:11 RECH	Rechnung	6			✓ <u>S</u> ichern	F11
🖤 Event	<u> K</u> asse	i <u>T</u> imetable		✓26.02.20	10:12 RECH	Rechnung	7			🕅 Löschen	F5
_					⊠ † S	ichmedding, Bene	dikt (bs@	pccaddie.com)			
Merkmale Adr	esse <u>2</u> .Adr	resse Zahlung Ir	nf <u>o</u> s Memo							L ^e Kopieren	F6
Zusatz-Info	cmd;Grati	s	≡								
										S Umsatzko	onto
Elektro Caddio	DOD1		_							<u>л</u> .	
Elektro Caddle	Dooil		=							Drucken	F8
										E <u>x</u> port	
										SMS	
										/ /O Online	
Caddie Box			=							🔚 Karte	
										Sperren	
Geburt											
Eintritt	02.04.202	0									
Austritt											
				Optionen	Ctvl F	5 + <u>N</u> eu		Ctvl FG 🥒	Edit Ctrl F7	<u></u> <u> </u>	

Sort list

With *Sort* (F2), the list can be sorted according to different criteria:



Print list

Standard lists

? 🗆 X Caddie Box 🗸 <u>о</u>к Besitzer Schlüssel Nummer Information X Abbruch ^ C01 C02 C03 C04 C05 C06 Mustermann, Prof. Max C07 Sonnenschein, Susanne C08 C09 C10 <u>Z</u>usatz: Anzahl bisher: 🗍 Löschen + <u>N</u>eu... F5 📍 <u>B</u>earbeiten F9 F7 <u>Sortieren</u> F2 Q Suchen F3 🖶 Liste drucken

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

addie Box								\times
Welch	e Nummern	sollen gedru	ickt wer	ien?			🔓 Drucken	F8
Nummern	von	<u>b</u> is:					X Abbruch	
(wenn	beides leer i	st, werden a	alle gedr	uckt)			-	
<u>K</u> ennung in der Nu	ummer							
Kennung im Schlü	ssel							
<u>E</u> inschränkung	Keine (=A	Alle Einträge)			•		
<u>R</u> eihenfolge	Nummer					•		
Spezielles For	mat:							
<u>L</u> ayout:	Abweses	enheit GV			-	•••		

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

<u>F</u> ilter	No filter (= All entries)
	No filter (= All entries)
<u>.</u>	Only occupied entries
<u>U</u> rder	Only occupied by persons
	Only empty
🔲 Special	format:

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

<u>O</u> rder	Info
🗌 Spec	Number Key number ial Name
<u>L</u> ayout:	Info Co-user
	Category
	Start End Duration

List with customised layout

Print out a list with key numbers, for example:

Locker	×
Which numbers should be printed? Numbers from to (both fields empty = all numbers will be printed) Text in the number	<mark>≽ <u>P</u>rint F8</mark> <mark>≭ <u>C</u>ancel</mark>
Key ID	
<u>F</u> ilter No filter (=All entries)	
Order Number	
 Special format: Layout: Boxes with key number 	

You can create customised layouts yourself at any time. If you create the layout directly here from the box management, you will automatically receive suitable fields for selection:

Fields

	Sort (F4)		✓ <u>о</u> к
<title></title>	(Title)		
<name_public></name_public>	(Name to publish)		🗙 <u>C</u> ancel
NAME, FIRSTNAME>	(Name, first name*)		
NAME_WITHOUT_TIT>	(Name + first name without title*)		
<pre>(TITLE_FIRSTNAME)</pre>	(Title+first name*)		
«XNUM»	(Caddiebox-Nummer)		
(XKEY)	(Caddiebox-Schlüssel)		
«XOWNER»	(Caddiebox-Besitzer)		
«XINFO»	(Caddiebox-Info)		
«XUSER»	(Caddiebox-Benutzer)		
<pre>KKEROM></pre>	(Caddiebox Zeit von)		
«XTO»	(Caddiebox Zeit bis)		
«XCAT»	(Caddiebox-Kategorie)		
<firstname></firstname>	(First name)		
<name></name>	(Name)		
<pre><famfirst></famfirst></pre>	(First names of all family-members*)		
<pre><famfirst.x></famfirst.x></pre>	(First name of x. family member*)		
<pre><famlast.x></famlast.x></pre>	(Last name of x. family member*)		
<pre><famlast.x></famlast.x></pre>	(Name of x. family member*)		
<pre><famfirst.xff></famfirst.xff></pre>	(First name after x. family name*)		
<famlast.xff></famlast.xff>	(Last name after x. family member*)		
<pre><famlast.xff></famlast.xff></pre>	(Name after x. family member*)		
<pre> <hcp></hcp></pre>	(Handicap)		
<hcpa></hcpa>	(Handicap active / inactive*)		
<exact></exact>	(EGA handicap*)		
<hcpldat></hcpldat>	(Date of last Hcp-record*)	▼	

Rental invoicing

Please note in advance the account area in which the caddie boxes are to be invoiced.

As already mentioned, several boxes can be saved per person. The different box numbers are listed separated by a semicolon,,;" (this happens automatically when the numbers are selected from the list). If necessary, several amounts with different prices are booked for each of the numbers.

The automation of rental invoicing is installed by going to **Sales/contribution types**, **articles/...create**, **edit**, **delete** to create a separate rent for each box type. Select the following for each box type that you want to create **New (F9)**:

V

Beitrags-Typ			?	×						
_ Suchkürzel, Name, Status —	Suchkürzel, Name, Status									
K <u>ü</u> rzel Cad2	Konto-Nr. (Fibu):		• ≡	•						
Gruppe MIET Mie	te 💌 Neu Lösch	n.	1							
Name Elektro Cadd	ie Box		- <u>N</u> eu							
<u>F</u> älligkeit 01.11.20 l	eer = Buchungstag		✓ <u>S</u> ichern	F11						
Status I - Info-Beit	rag, jährlich	-	III Löschen	55						
Betrag				13						
<u>M</u> wSt: 8.0 % Ne <u>t</u> to:	92.59 <u>B</u> rutto: 100.00									
Automatische Beitrags-Zuord	nung									
Nur Mitglieder / Gäste n	ur Mitglieder	•	X Zuordnen							
Gefülltes Infofeld E	ektro Caddie 💌 Filter S		• -							
	▼ Filter									
	▼ Filter		Drucken	F8						
Geschlecht nur		=	_							
Altersklasse nur		=								
Mitgliedschaft nur		=								
Status nur		=								
Verschiedenes nur		=	📑 <u>E</u> nde							

With Status you should definitely *"I-Info contribution, annual"* should be selected. This allows PC CADDIE (in contrast to status *"J"*) to include the number in the text, i.e. from the name *"Caddie box"* is automatically turned into, for example *"Caddie-Box D.005".*

Status	Effect
Info article	Number of the caddie box is automatically noted, even without then at the end of the article text
Info contribution	must be used if the caddie box number in the middle of the article description in the article description, e.g. box 123 in hall 1
Annual	is less useful, as ONLY with in the article text can also be used to assign 2 boxes! Only then can PC CADDIE recognise that 2 "identical" articles are to be booked in on the same date!

The decisive factor for the automatic booking assignment is the entry for **"Filled Infofeld":** The box for which this rental is intended must be selected here. If you have different sizes or versions of boxes and lockers - which then also have different rental prices - you must differentiate between the individual sizes/versions in PC CADDIE.

To make a distinction, simply add a corresponding identifier for the respective category to the box or locker numbers so that you can clearly differentiate the type. Here are a few examples:

Hire caddie box with power:	Filter: "S"
Hire family box:	Filter: "F"
Rent single box:	Filter: "E"
Rent single box below:	Filter: "U"
Rent single box top:	Filter: "O"

For a subsequent automatic contribution allocation, you must now create an article for each price and enter the corresponding identifier after the filter in the automatic system. The following is an example of an item creation <u>Caddie box with power:</u>

Beitrags-Typ								?	×
Suchkürzel, Nam	e, Status-						4	_	
K <u>ü</u> rzel (Cad2	к	ionto-Nr. (Fit	ou):				=	
Gruppe	MIET N	Viete		•	Neu Lö	sch.			
N <u>a</u> me E	Elektro Ca	ddie Bo)x				+ №	eu	
<u>F</u> älligkeit (01.11.20	Leer	= Buchungst	ag			<u>✓ S</u> i	chern	F11
<u>S</u> tatus	I - Info-B	eitrag, j	ährlich			•	<u> </u>	öschen	F5
MwSt: 8.0 %	Ne <u>t</u> to:	92	.59 <u>B</u>	rutto	: 100.00				
Nur Mitglieder (Gärta	nur M	5 italieder			-			
Gefülltes Infofel		Elekte	o Coddio –	Filt	or E		'∛ <u>Z</u> u	Jordnen	
Gerantes moren	" L	Elekti	o caudie +		ci 3				
			•	Filt	er				
			•	Filt	er		📥 <u>D</u>	rucken	F8
Geschlecht	п	ur							
Altersklasse	п	ur				\equiv			
Mitgliedscha	aft n	ur				\equiv			
Status	n	ur				\equiv			
Verschieden	es n	ur				\equiv	⊡ <u>E</u> r	nde	
Verschieden	es n	ur				=	📑 Er	nde	

However, if there are no different prices for your boxes and lockers, it is sufficient to select the filter. The field behind it for the identifier can then remain "empty".

Initialise list

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

To do this, go to **Settings/Cabinets and caddie boxes** and select the desired category. Then click on the button **box initialisieren:**

Feld auswählen	? 🗆 🗙
Wählen Sie das Feld, das Sie bearbeiten möchten:	✓ <u>о</u> к
Elektro Caddie	× Abbruch
Caddie Box	
Feld initialisieren	

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



• **Field contents from the person mask to the caddie box list holen:** You can use this function if you have deleted the entire caddie box list. During the deletion process, however, the contents in the person mask - under the tab **Info** - tab are not deleted. By selecting this button, the box numbers can be automatically transferred to the locker/caddie box database from the person mask. After confirming the button, a status window appears in which you can see the progress of the action. The empty box list is automatically filled with the contents from the person mask.

Elektro Caddie	D001	≡
Klassenfest		
FC Club 90		
Mahnung Club		
Caddie Box		≡
Verteiler Stras		
Perimeter		
Geburt	••	
Eintritt	02.04.2020	
Austritt	•••	
Bitte warten		
	Caddie-Platz	
,	Abbruch	

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

Bitte warten
Es wird geprüft - Bitte warten Spinde, Caddie-Boxen 1267 Datensätze
26%
Abbruch

Working with the locker and caddie box plan

To give your members and guests precise information on where they can find the rented locker, you can link the caddie box list to a plan. In it you can see at any time which boxes are available available or occupied, who they belong to and where they are located. We will be happy to help you create the locker and caddie box plan. For this Formular-Service We calculate approx. 1-2 hours for this, but will be happy to make you a binding offer after consultation.

Once the installation is complete, you will find the cabinet and caddie box plan under the "Show plan" button:

	Caddie box	X
	Richter, Heike	ОК ОК
Nummer	Besitzer Information Schlüssel	
C001	Schmedding, Benedikt	X Abbruch
C002	E-100 Table 2	
C003		
C004		
C005		
C006	Availation, Tagan	
C007		
✓ C008	Richter, Heike	
C009		
C010	Richter, Heike 12345	
C011	×	
Zuesta		
Anaphi bishor	. 2	
<u>S</u> ortiere	n (F2) 🔍 Suchen F3 鎟 Liste drucken F8	
	Plan anzeigen 📀 Bearbeiten	

The plan view naturally depends on your individual circumstances on site. Here is an example: "C001" means "Caddie box no. 001"

C001 🔴	C007 😑
Schmedding,	
Benedikt	
C002 🔴	C008
	Richter Heike
	Noner, neike
C003 😑	C009 😑
C004 😑	C010 🛛 🔴
	Richter, Heike
	12345
C005 🔴	C011 🛛 😑
Scotters.	
C006 🔴	C012 😑
And and a second second	
-	

	C013	•	C014	•	C015	٠	C016	•	C017	•	C018	٠	C019	•
L														

Red = Occupied. A box with a red dot is an occupied box. As soon as a box is occupied, the name of the tenant/owner is also displayed. The red number in the box is the key number.

Green = Free. A box with a green dot is a free box. If you want to allocate a free box, click on this box. The following window opens:

Caddie Box			X							
	Bearbeiten der Nummer 2									
<u>N</u> ummer:	2	× Abbruch								
Schlüssel:										
Besitzer:	afpa Affentranger, Dr. med. Paul	≡2								
<u>I</u> nfo:										
<u>M</u> itnutzer:		≡…								
Mietzeit:	<u>v</u> on: <u>b</u> is:									
<u>K</u> ategorie:										

Either select the person in the "Owner" field using the search abbreviation (point 1) or using the list button on the right-hand side (point 2).

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

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

Examples of locker and caddie box plan

Example 1:

Haupfhaus	Haupthous Tealoroum	Arkaden	Geriitehaus LI	Gerðlehaus RE				
		Haupthaus						
	and and a strategy an	and the second s	and and a constant and	Aufre 11 stan abar jutan				
			Image: Note of the sector of the se					
			and and <td></td>					
			Image: state of the s					
	No. No. <td>Matrix Matrix Matrix Matrix </td> <td>Matrix Matrix Matrix<</td> <td></td>	Matrix Matrix Matrix Matrix	Matrix Matrix<					

Example 2:



Example 3:



Example 4:

Eingang Patting Green			Ebene 3										Vardereingang							9					
• • •	•	1			-				•		•	. '									-				
		1.10														-									
		1																							
- 12.0		- •		10.00	-	-													-				-		
			100010				100010				100011	10001	10000.0			100010		100010			10000			10.00	
			****		10100	-		0	ALC O	10.000	-			- 10 10 0	101010				1010	10100			- 3000 0		
																								1	
		-					-																		

Eingang Putting Green