Operating basics

1. **Entry-level video tutorials (in German) can be found here: Beginners tutorial videos**
2. **Our customer webinar records (in German) can be found here: Records customer webinars**

Hotkeys

Date field and calendar function

Just enter the day number, and PC CADDIE will complete each date field with the current month and calendar year. In addition, there is a logical TO-FROM link and the relative date selection, which means that you don't have to type everything when you create competitions, maintain personal data, record courses or events, book tee times, assign appointments, or make statistical selections. We recommend using this automatic in any date field: entry date, exit date, statistics, in the timetable - wherever you need to enter a date. This feature, unfamiliar in the beginning, will save you time on the long run.

All date field and calendar automatics can be found here

All examples are for: Today „15.02.2016"

DD → DD.MM.YYYY
If you enter a two-digit day number, PC CADDIE fills-in the current month and the current calendar year. The dots are set automatically.
If you type today: „25" → it becomes: „25.02.2016"

DDMM → DD.MM.YYYY
If you enter two digits for the day number and two digits for the month, and this day is less than 60 days in the past, PC CADDIE fills-in the corresponding calendar year.
If you type today: „3112" → it becomes: „31.12.2015"

If the digits you enter correspond to a date more than 60 days in the past, PC CADDIE will consider this as a date in the future, the next possible date.
If you type today: „0912" → it becomes: „09.12.2016"
The dots are set automatically.

DDMMYY → DD.MM.YYYY
If you enter two digits for the day number, two digits for the month, and two digits for the year, PC CADDIE will just fills-in the dots for you.
If you type today: „250216" → it becomes: „25.02.2016"

EXCEPTION 0101
01.01. is always supplemented with the current calendar year, as it is a typical statistical value for the entire calendar year in the program logic (turnover statistics, contribution statistics, ...)
If you type today: „0101" → it becomes: „01.01.2016"

y - a - t → YESTERDAY - AT PRESENT - TOMORROW
Use these abbreviations: y for yesterday a for today (at present) t for tomorrow
If you type today: „t" → it becomes: „16.02.2016"

+5 → +5 Days (RELATIVE DATE SELECTION)
If you want to enter a relative date for the first date displayed in the respective dialog, i.e. 5 days later or 2 days before, enter the sign: PLUS „+" or MINUS „-", and the number of days, for example „5".
If you type today: „+5" it becomes: „+5 Days"

Depending on the logic, the „5 days" is converted into a real date value (DD.MM.YYYY) in other date fields. For example, for course and event management.

Relative date selection for card validity
You can set the *VALIDITY FROM THE FIRST USE* for vending machines and entry systems. For example, 5 days from the date on which the customer holds the card for the first time in front of a card reader in the golf club.
This is handy for golf packages and hotel partnerships, when you want to pre-issue guest cards to an organizer or hotel for a certain period from the first day of use.

FROM → TO → CONNECTION (FOR STATISTICS)
The logical TO-FROM connection of date fields is completely independent of the calendar year. When filling-in the TO date, PC CADDIE refers exclusively to the calendar year from the FROM date; and vice versa. This avoids errors for statistics, which are usually collected every week, month or quarter within the same calendar year.
If the FROM date is 01.10.2014
→ you type today: „3112" in the TO date → it becomes: „31.12.2014"
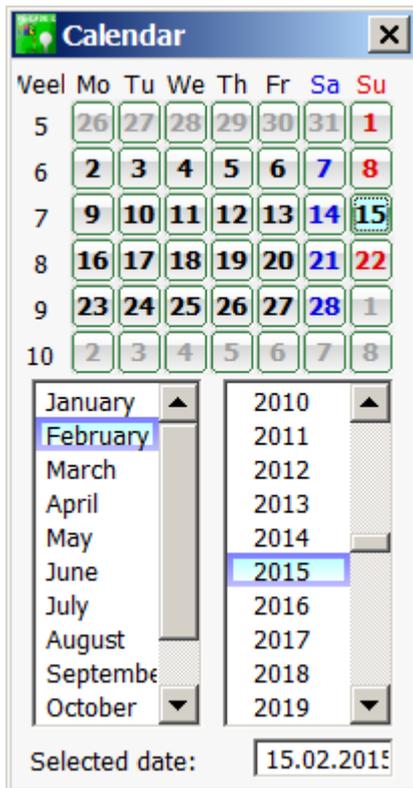

And vice versa:
If the TO date is 31.10.2015 → and you type today: „0101" in the FROM date → it becomes:
„01.01.2015"

The dots are set automatically.

RIGHT MOUSE CLICK or „F2" → CALENDAR SELECTION
If the date is not fixed and you have to set it individually, we suggest using our calendar selection.
Right click in the date field or tap the „F2" function key to open the calendar:

Windows list/ Favorites