# Additional fields of the contacts

To store additional personal characteristics in PC CADDIE, you also have the option of in the tab **Info** tab to define personal fields yourself. You have the option of defining up to eight fields:

Name       micl       No       099.0001.100020       Select         Title       Addr.(Pers.)       Image: Select       Addr.(Pers.)       Image: Select         First name       Claudia       Image: Select       Image: Select       Image: Select         Name       Mitglied       Image: Select       Image: Select       Image: Select         Y       Competition       Image: Select       Image: Select       Image: Select         Status       1st Addr.       2nd Addr.       payment       Image: Select         Status       1st Addr.       2nd Addr.       payment       Image: Select         Caddy Place       007       Image: Select       Image: Select       Image: Select         Caddy Place       007       Image: Select       Image: Select       Image: Select       Image: Select         Caddy Place       007       Image: Select       I		×
Caddy Place007Electro-CaddieEC.110LockerD.245License plateT-MC 110Debtor145789	t No. anet Memo	✓ →   ✓ Filter   ✓ New   ✓ Save   ✓ Save   ✓ Delete   ✓ Delete   ✓ Copy   ✓ Account
		Erint F8
D.O.B. 12.04.56 Entry 21.09.07		Close Discount

However, you should always create a Fast data backup before making any changes so that you can correct any errors that may occur.

## **Creating additional fields**

Please think first of the Quick data backup

Open via **Settings/Programme settings/Personal additional fields** to open the following window:

Pe	Person - Special info fields										
		Automatic info check									
		Identifier	Туре	Length	X <u>C</u> ancel						
	<u>1</u> .	Caddy Place	Locker/Box 💌	50,0							
	<u>2</u> .	Electro-Caddie	Locker/Box 💌	50,0							
	<u>3</u> .	Locker	Locker/Box 💌	50,0							
	<u>4</u> .	License plate	Mark 💌	30,0							
	<u>5</u> .	Debtor	Numbers	50,0							
	<u>6</u> .		Unused 💌	0,0							
	<u>Z</u> .		Unused 💌	0,0							
	<u>8</u> .		Unused 💌	0,0							
_	<u>E</u> xtr	a: Additional info Automatic change of	the additional fields	F7)							

TIP Manage not only caddie boxes and cabinets in PC CADDIE, but also your shares. Here we would like to explain how to create the additional fields using the share as an example.

Then click on the next free unused line and enter the description "Share". As **type** "Cabinet/box" must be selected here.

PLEASE do not leave a blank line but fill in from top to bottom.

Only change existing fields after consultation with PC CADDIE Support.

Pe	rson	- Special info fields			×
	<b>V</b> A	utomatic info check			
		Identifier	Туре	Length	X <u>C</u> ancel
	<u>1</u> .	Caddy Place	Locker/Box	50,0	
	<u>2</u> .	Electro-Caddie	Locker/Box 💌	50,0	
	<u>3</u> .	Locker	Locker/Box	50,0	
	<u>4</u> .	License plate	Mark 💌	30,0	
	<u>5</u> .	Debtor	Mark 💌	50,0	
	<u>6</u> .	Shares	Locker/Box 💌	30,0	
	<u>Z</u> .		Unused 💌	0,0	
	<u>8</u> .		Unused 💌	0,0	
	<u>E</u> xtra	a: Additional info Automatic change of	the additional fields	F7	

Confirm your entry with **OK** and confirm the next window with **Yes.** 

Shares	×
Do you want to initialize this field?	
🖌 Yes 🛛 🗶 No	

The new additional share field is then available in all personal masks under the tab **Info** tab:

Caddy Place	007	-
Electro-Caddie	EC.110	-
Locker	D.245	-
License plate	T-MC 110	
Debtor	145789	
Shares		

To open, either click on the list icon or right-click on the first image in the icon bar to open the selection:



Now configure the number of allocated shares in PC CADDIE.

Sh	ares								×	1	
			Mitgl	ied, Claudia					<u>0</u> K		
	Number	Owner		Informat	ion	Key-No.	_	×	<u>C</u> ancel		
									Shares		×
									W	vhich numbers should be added?	✓ <u>о</u> к
									Numbers fro	om 0 to 350	- Cancel
									Number of digits	ts 3	
								$\vdash$	<ul> <li>Numbers be</li> </ul>	eginning with 0	
	Additional	: [			/				Text in front of th	he number 🛛 🗛 🗛 🗛	
	Previous r	number:	0						Text behind the	number	]
	( <del> </del>	<u>N</u> ew (	3 X D	elete FS	0	<u>E</u> dit (				Initialize list	
		ort (F9)		ind F3	<b>*</b>	Print list	<u>F8</u>				
-											

Use the button *New* button to specify the corresponding number of shares.

In the fields **from... to...** you can enter the numbers to be added. For example, if you want to add the shares 0-100, enter a "0" in the first field and a "100" in the second field. With **Number of digits** you determine 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 share with the number 5 will appear in the list as "005". This ensures continuous numbering. For **Text before the number** enter the text/letter that should appear before the numbering. For example, enter "AG" for a public limited company. Anything before the number will be included in the numbering.

Place a full stop between the number and the letter identifier. You can also place the letter directly after the number, but there must be no space in between.

**Text after the number Zahl:** Enter the text/letter here that should appear after the numbering. We recommend that you use this function if you want to set the prices later depending on this code letter. depending on this code letter. Please select a separate letter for all types with different share 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**.

You then have the completed selection list available and can assign the shares to the corresponding

#### persons.

Shares			×
	Mitglied, Claudia		
Number Owner	Information	Key-No.	Cancel
<ul> <li>AG.000</li> <li>AG.001</li> <li>AG.002</li> <li>AG.003</li> <li>AG.004</li> <li>AG.005</li> <li>AG.006 Mitglied, Claudia</li> <li>AG.007</li> <li>AG.008</li> <li>AG.009</li> <li>AG.010</li> <li>AG.011</li> <li>AG.012</li> <li>AG.013</li> <li>AG.014</li> <li>AG.015</li> <li>AG.016</li> </ul> Additional: Previous number: 1 Sort (F9)	<u>     Delete</u> F5     €     Eind     F3     €	▲	

### Various additional field types

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▼

PC CADDIE offers you various field types for the creation of additional fields. The field length is limited to a maximum of 70 characters and can be customised here.

Mark

This selection offers the option of entering individual "characters". It can be used for vehicle licence plates, for example.

🔹 Right align 📃 💌

The text entered here is displayed "right-aligned" in the person window.

Numbers

This setting is to be used for all information that is managed using numbers. This field type must be selected when storing customer "numbers". However, this is only important for customer numbers if the member numbers cannot be used as customer numbers with the Accounting export module because the accounting department has already assigned other numbers internally.

Date 💌
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▼

With this field type, a date field is displayed in the person mask.

Locker/Box

anc

This type allows you to manage various information via lists (see also the explanation of Caddie boxes).

Liste	Zeichen	•	30,0

It is also possible to define a selection list and save it in the PC CADDIE data directory. Various fixed selection criteria can be stored in this list. The field should be a character field with a length of approx. 30-50 characters. The file is called e.g. PCC\_SEL1.txt for the 1st field (other digits analogue to field 2 PCC\_SEL2) and must be a text file. (ending:.txt)

dows (C:) > PCCADDIE.GER	MANY > DATEN			~	(
🖈 🔷 📃 Name	e	Änderungsdatum	Тур	Größe	
* 📃 PC	CC_MERK	15.12.2021 14:58	Textdokument	1	KB
🖌 🗌 PC	CC_O_ID.DAT	17.04.2011 12:52	DAT-Datei	1	KB
🗋 po	cc_ögvl.zmp	06.11.2001 09:51	ZMP-Datei	308	KB
🗋 PC	CC_PARA.DAT	11.10.2021 15:20	DAT-Datei	1	KB
🗋 PC	CC_PDA.TSK	25.03.2009 15:00	TSK-Datei	4	KB
🗋 PC	CC_PDA1.TSK	13.09.2013 10:55	TSK-Datei	7	KB
🗋 PC	CC_PDAX.tsk	26.04.2019 09:25	TSK-Datei	20	KB
D PC	CC_PEHI.DAT	25.03.2022 09:05	DAT-Datei	1	KB
🗋 PC	CC_PERS.DAT	31.03.2022 15:35	DAT-Datei	1	KB
🔳 po	cc_picd	15.02.2022 15:06	BMP-Datei	34	KB
PC	CC_PLOG-DESKTOP-N5KMJ9F-hr	11.10.2021 15:23	Textdokument	1	KB
🗋 PC	CC_PRIV.DAT	09.08.2021 17:39	DAT-Datei	1	KB
📑 PC	CC_RABA	31.03.2022 18:15	OpenOffice.org 1	1	KB
D PC	CC_REMI.DAT	09.01.2014 08:10	DAT-Datei	1	KB
pr	CC_SEEK	30.03.2022 17:17	OpenOffice.org 1	21	KB
🔽 📄 PC	CC_SEL5	<mark>3</mark> 1.03.2022 19:21	Textdokument	1	KB
	CC_SEPA.DAT	11.02.2022 13:34	DAT-Datei	1	KB
PC	CC_SMS	31.03.2022 18:15	OpenOffice.org 1	1	KB
P(	CC_SPND	31.03.2022 19:29	OpenOffice.org 1	68	KB

Member, Paul							
Name Suchkürzel Titel Vorname	mepa Nr. 099.0001.100011 Nr. wählen Briefanrede	Korrespondenz E-Mail Vermerke Offen Ansprechgan	Datensatz-Änderungen tner Kontakt				
Nachname	Member	Auswahl 1 Auswahl 2 Auswahl 3	✓ <u>O</u> K ★ <u>A</u> bbruch				
Zusatz-Info		Auswahl 4					
Caddie-Platz Elektro-Caddie Schrank		1					
KFZ-Kennz. Auswahlliste	0.00 Auswahl 1						

### Automatic change of additional fields

Please carry out a quick data backup before making any automatic changes - better safe than sorry!

This function is purely a calculation or replacement routine. For numeric fields, for example, X\*1.09 can be entered to convert a "Euro" field into a "Franc" field, or a validity date can be extended by 1 year with X+365, also for numeric fields.

If the target field is a text or cabinet/box field, the normal commands (such as those used in a list of persons) can be entered to fill any content in the additional fields.

The function is also particularly useful if you want to reorder the additional fields, for example. If, for example, a new field should definitely be at the top, then you can move all the field contents down one after the other (starting at the bottom, of course!)...