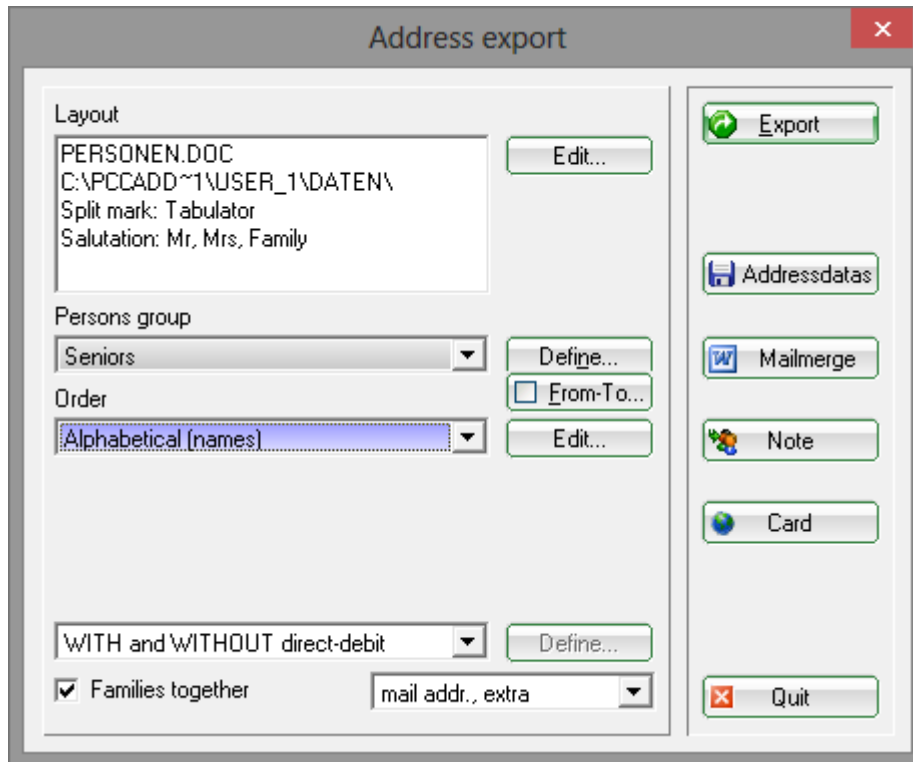


Export addresses

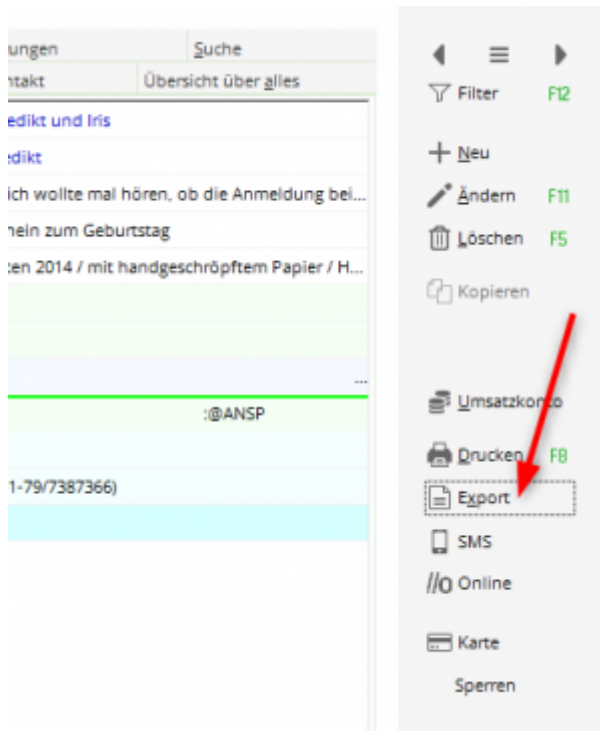
You can export address data for various purposes and use this data for e-mails, a form letter or a list. a mail merge or a list. You can access the address export via ***Persons/Addresses exportieren:***



After selecting the person group, PC CADDIE automatically exports the address data to the file PERSONEN.DOC. This is the default file and must not be changed.

Exporting individual addresses

To export an individual person, please select the button ***Word/Export*** if you are using Word or ***Writer/Export*** you should be working with Open Office.



In the following window, select **Output address only** and confirm with **OK**.

Person exportieren

Schmedding, Benedikt (smbe)

Nur diese Adresse exportieren

Automatisch einen Brief erzeugen (ggf. Betreff eingeben!)

Betreff:

(Unter diesem Namen wird der Brief gespeichert.)

Für den Brief diese Vorlage verwenden:

Couvert Josy Versand.odt	27.06.17	^
Couvert Kili 50 Jahre.odt	17.01.20	
Ebay Leerbrief.odt	10.09.11	
Leerbrief Klasse.odt	10.09.11	
Leerbrief Strassen.odt	31.12.11	
Leerbrief.odt	10.09.11	
PERSONEN.DOC	19.11.18	
Persönlicher Leerbrief.odt	10.09.11	v

Ordner: C:\PCCADDIE\TEMPLATE\

+ Neue Vorlage holen

Vorlagenordner öffnen

An bestehende Datei anhängen

Vorlage bearbeiten

Ausgabeordner öffnen

Familie zusammenfassen

OK

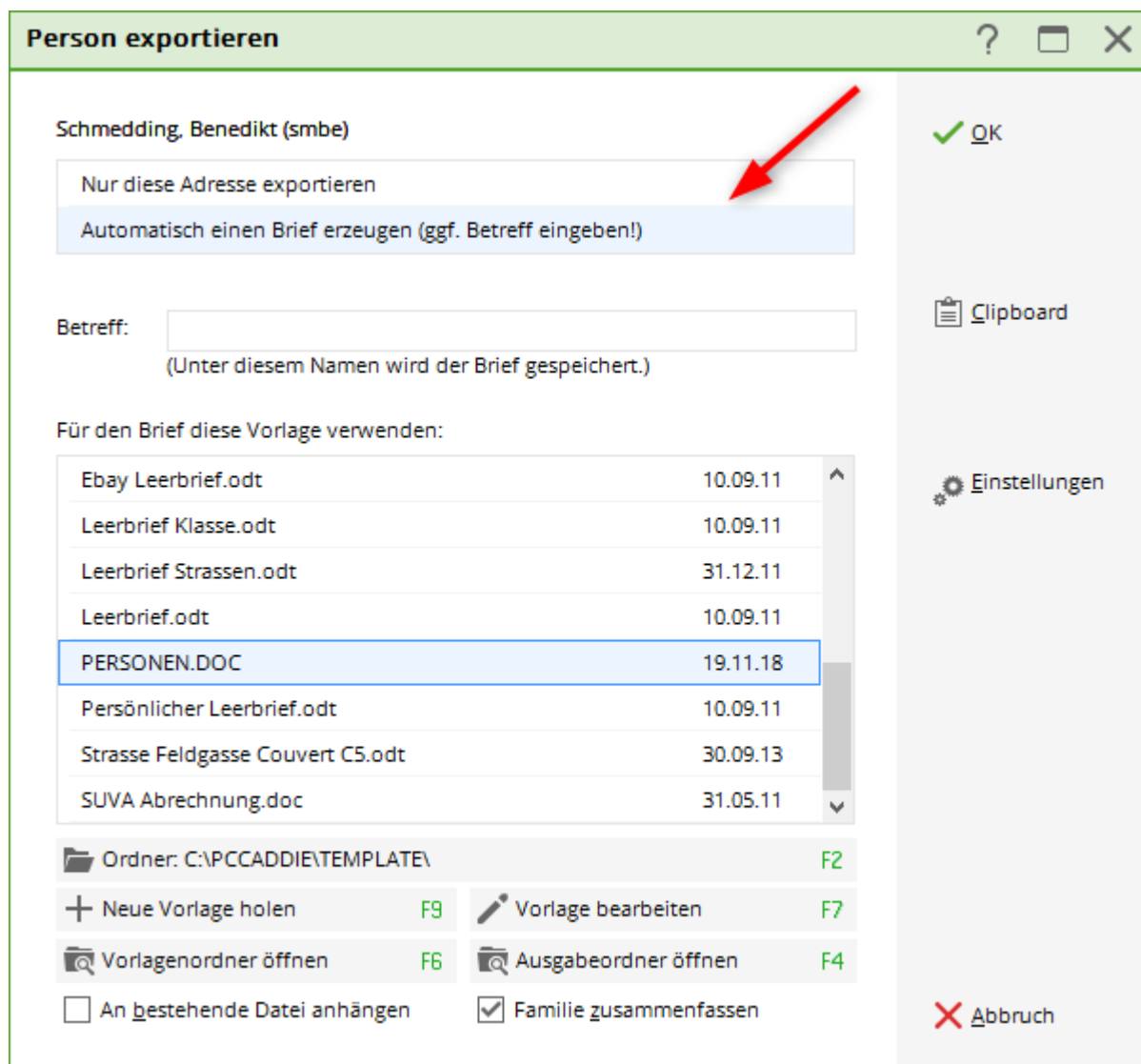
Clipboard

Einstellungen

Abbruch

The address is copied to the Windows clipboard and can then be easily pasted into any text document by pressing **Ctrl + V** here.

It is also possible to write a letter directly to the selected person. To do this, please select the second option **Automatically create a letter** option, select a letter template and confirm with **OK**:



Person exportieren

Schmedding, Benedikt (smbe)

Nur diese Adresse exportieren

Automatisch einen Brief erzeugen (ggf. Betreff eingeben!)

Betreff:

(Unter diesem Namen wird der Brief gespeichert.)

Für den Brief diese Vorlage verwenden:

Ebay Leerbrief.odt	10.09.11
Leerbrief Klasse.odt	10.09.11
Leerbrief Strassen.odt	31.12.11
Leerbrief.odt	10.09.11
PERSONEN.DOC	19.11.18
Persönlicher Leerbrief.odt	10.09.11
Strasse Feldgasse Couvert C5.odt	30.09.13
SUVA Abrechnung.doc	31.05.11

Ordner: C:\PCCADDIE\TEMPLATE\ F2

+ Neue Vorlage holen F9 ✎ Vorlage bearbeiten F7

🔍 Vorlagenordner öffnen F6 📁 Ausgabeordner öffnen F4

☐ An bestehende Datei anhängen ☒ Familie zusammenfassen

OK

Clipboard

Einstellungen

Abbruch

The desired letter then opens directly in Word with the address data entered. You can write the letter in Word as usual, print it out and save it in the CRM window for the person.

Golfclub Sommersheim e.V.

Sommerrain 11 - 54321 Testhausen

Telefon: 0541/39458-10

Telefax: 0541/39458-90

info@gc-sommersheim.de

www.gc-sommersheim.de

Golfclub Sommersheim - Sommerrain 11 - 54321 Testhausen

Herrn
Paul Member
Trampelpfad 11
54333 Nachbarschaft

|

Sehr geehrter Herr Member,

Text

Mit freundlichen Grüßen

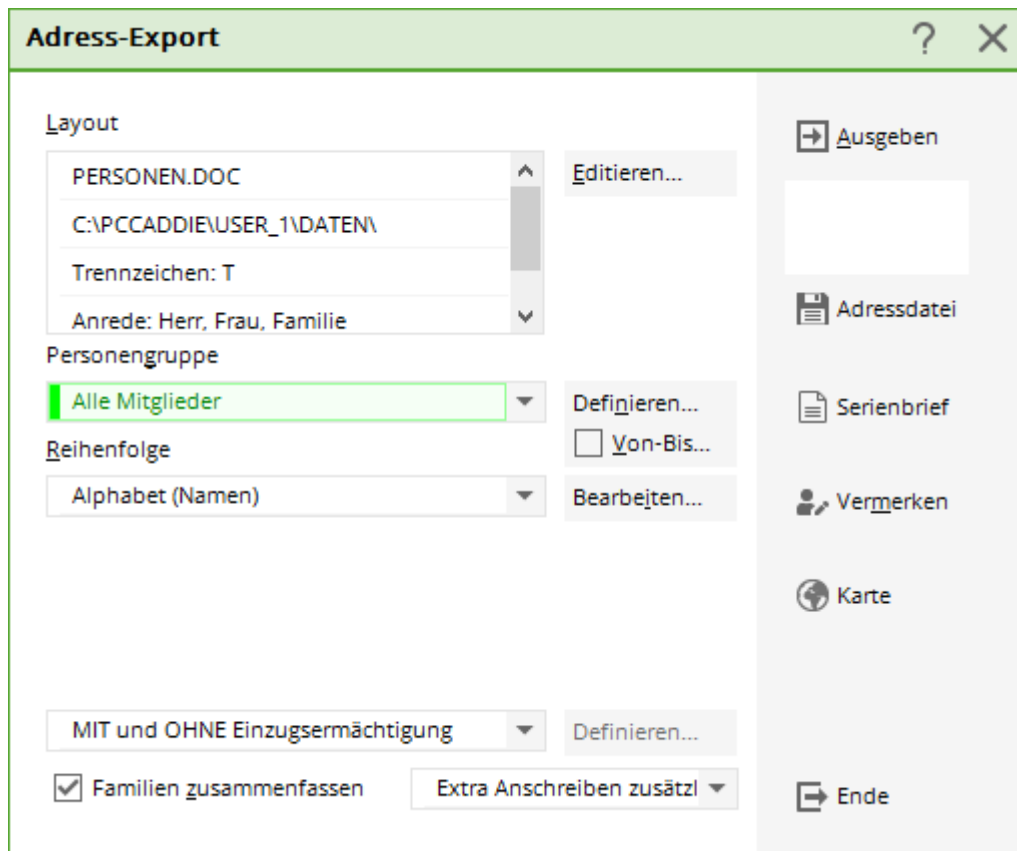
Further information on the CRM\DMS module can be found here: [CRM\DMS](#)

Export e-mail addresses to the clipboard

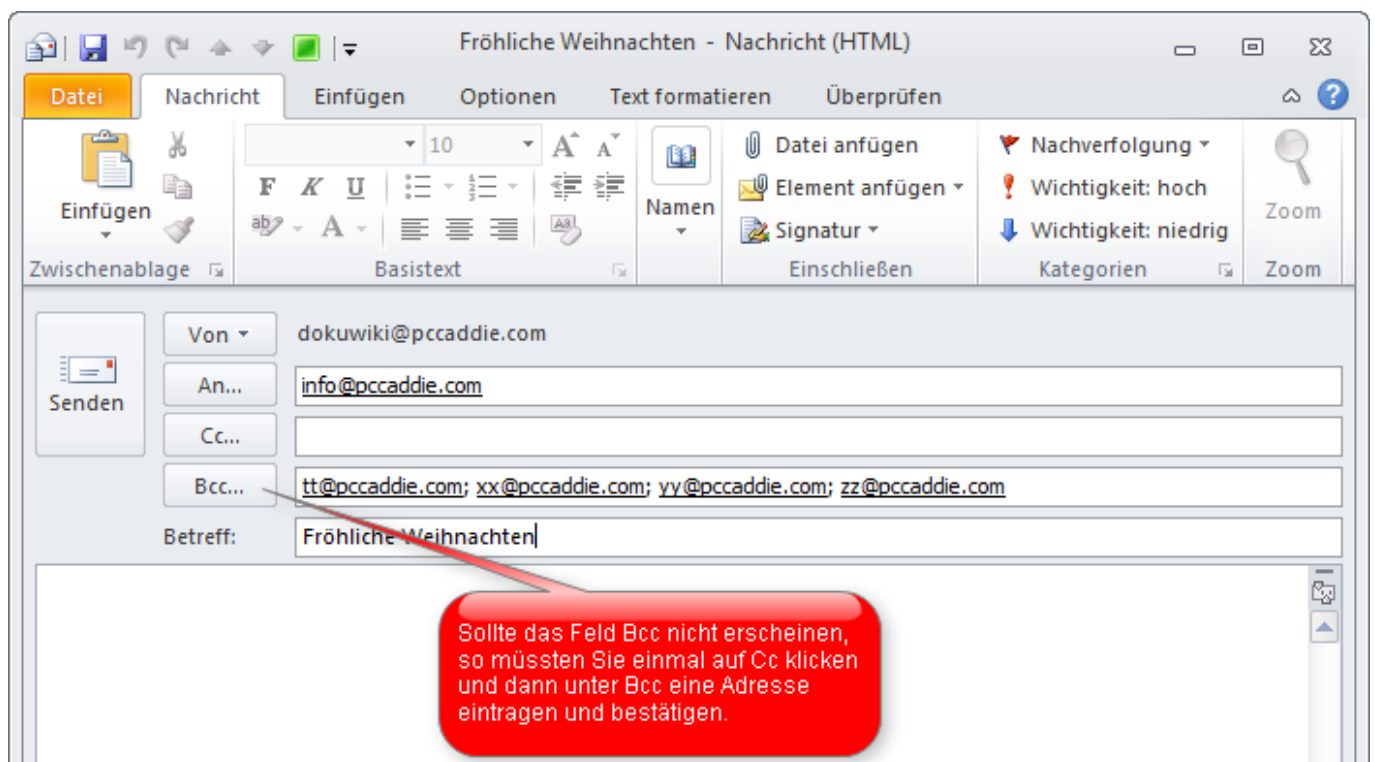
You can only use this function if the correct data protection regulations are set. [</ignore>](#)

If you use the export function **Export persons/addresses** function, the e-mail addresses of the selected persons are copied to the clipboard at the same time as they are output to the interface file. This makes it very easy to send a circular mail to all members:

- Select the function **Export persons/addresses** and define the desired **group of people** (for example „Tournament participants“).
- Start with **Export** to start the export. All email addresses are copied to the Windows clipboard.



- Open your e-mail programme, open a new e-mail, go to the field **To** field (where you enter the destination address) and enter your own e-mail address. Then go to the **Bcc** field and press the key combination Ctrl + V. This will enter all e-mail addresses here. The field **Bcc** field has the advantage that not everyone can see all email addresses (Blind Carbon Copy = Blind copy). If the email addresses not separated by a semicolon (;), PC CADDIE Support will be happy to help you.
- Now of course you have to fill in the subject line and write the content of the e-mail, then you can send the e-mail.



TIP Mail the start list to all participants in a tournament: To do this, open the tournament window via **Print** in the tournament window and click on the button **Internet**:

The screenshot shows a tournament management window titled "Startliste: Flühli Sörenberg 18 Loch - 29.01.20". On the left, there are settings for "Kopftext" (Individuell), "Reihenfolge" (Alphabetisch (Telefon)), and checkboxes for "Hauptliste", "Puffer", and "Warteliste". Below these are "Angaben" for "Grupp", "Tee", "Zeit", and "Handicap", and an "Info" section with "BRUTTO-Ergebnisse" and "Zeitvorgabe eing.". At the bottom, there are time settings for "von Loch" (1, 0:00 Uhr) and "bis Loch" (19, 99:59 Uhr). On the right, there is a sidebar with a "1. Runde" dropdown, a "Drucken F8" button, a red-circled "Internet" button, an "SMS" button, a "Von-Bis..." button, and an "Ende" button.

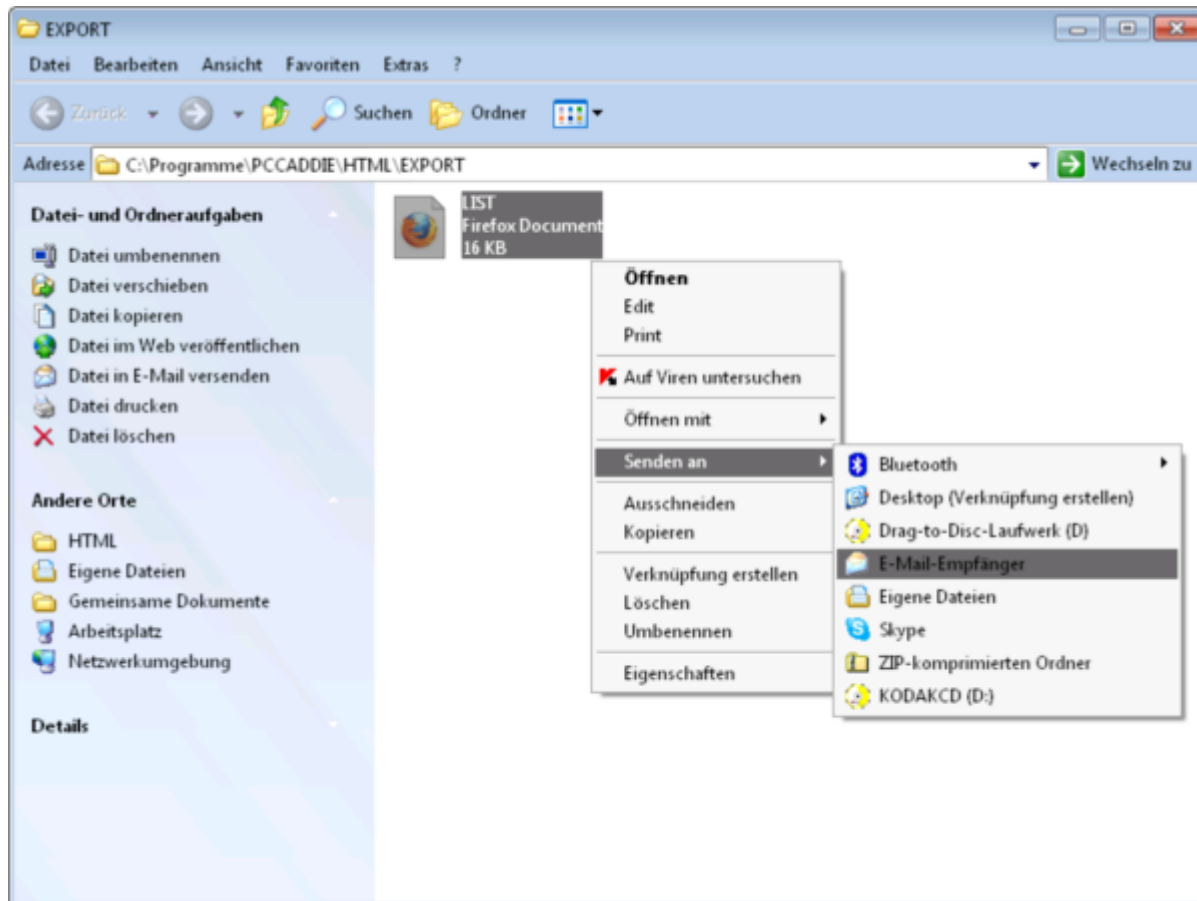
You will receive a confirmation window in which the creation of the HTML file is displayed:

The screenshot shows a small window titled "Bitte warten" (Please wait). It contains the text "HTML-Datei erstellen" (Creating HTML file) and a progress bar. Below the progress bar is a button labeled "Abbruch" (Cancel).

In the window that then appears, please click on the button **button in the target directory**.

The screenshot shows a window titled "Html-Datei öffnen" (Open HTML file). It contains a message: "Vor dem Abspeichern oder Versenden der Datei können Sie sich diese nochmals anschauen." (Before saving or sending the file, you can view it one more time.) Below this is another message: "Nach Bestätigen mit <Übertragen> wird die Datei abgeschickt." (After confirming with <Übertragen>, the file will be sent.) There are four buttons: "Im Browser öffnen", "Mit Word öffnen", "Mit Excel öffnen", and "Zielverzeichnis öffnen" (which is highlighted with a red circle). On the right, there are two buttons: "Übertragen" (with a green checkmark) and "Abbruch" (with a red X).

An Explorer window opens with a **LIST file**. This is the created start list as an HTML file and can be sent as an e-mail attachment by right-clicking on the mouse.



TIP You can also send the start list as a PDF file, as this looks much more appealing. To do this, export the addresses of the tournament participants as described and attach a previously created start list as a PDF file to your e-mail.



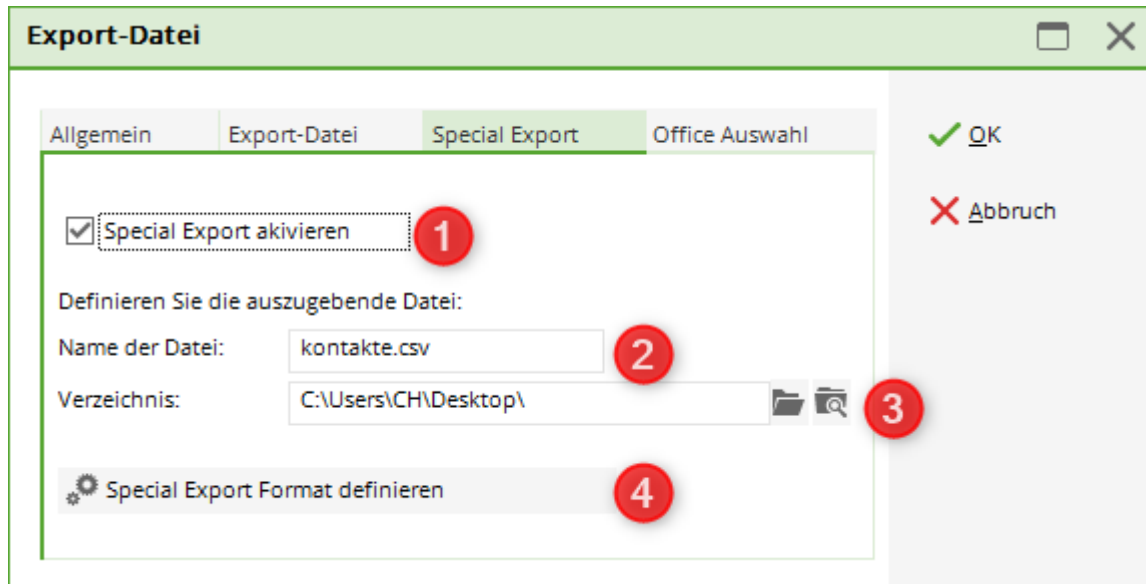
It can happen more and more frequently with large circular mails via the export function that these serial mails are rejected by the provider as „SPAM“.

The email programme [SuperMailer](#) can help here.

Special export

The special export is used to convert our personal data into a special file format as easily as possible.

If the special export is activated, the special export file is also generated each time the persons are output.



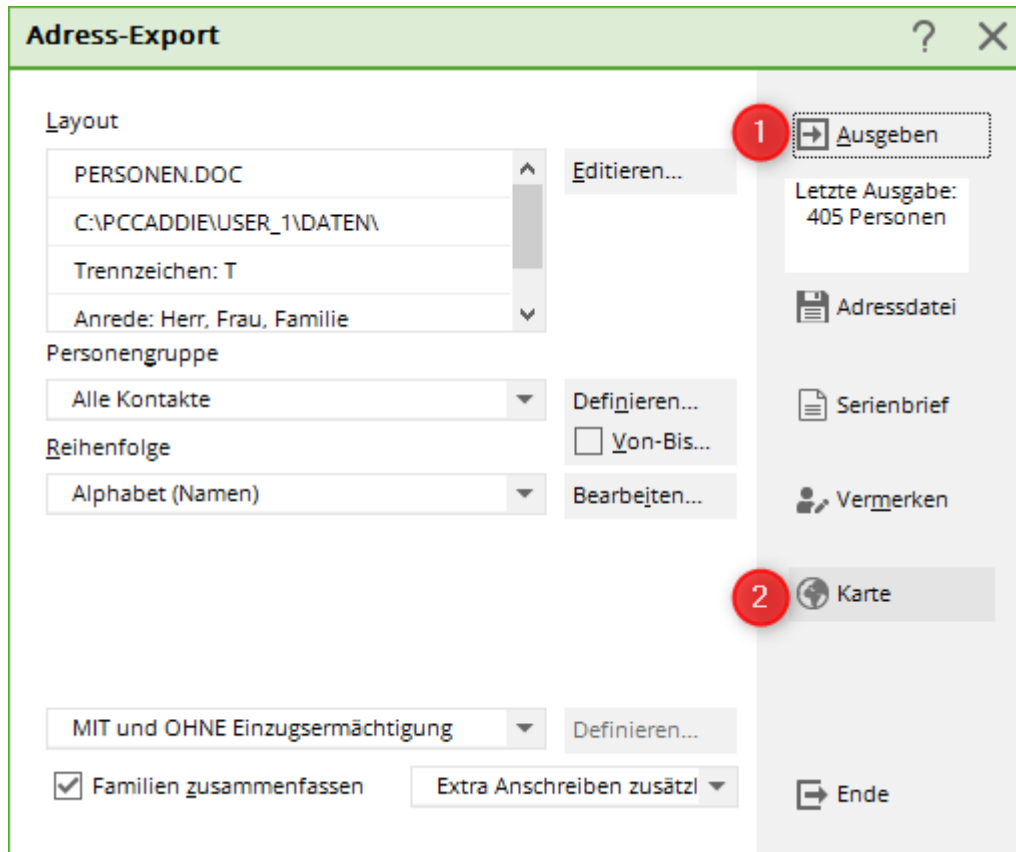
1. The special export is activated here
2. The file name of the file to be exported
3. The path of the file to be exported
4. To define the file to be exported

Member distribution overview map



This function is currently not available because PC CADDIE transfers the data to Google and Google has changed the interface again.

It is just as easy to obtain a map overview showing the home address of all members. Start via **People/Export addresses** to start an address export of all members and then click on the **Output button**. Next, click on the **Map**.



A map with a Google Maps overview will now open automatically. All members are marked on this map:

