

## How to: Identify A Category On A Timesheet

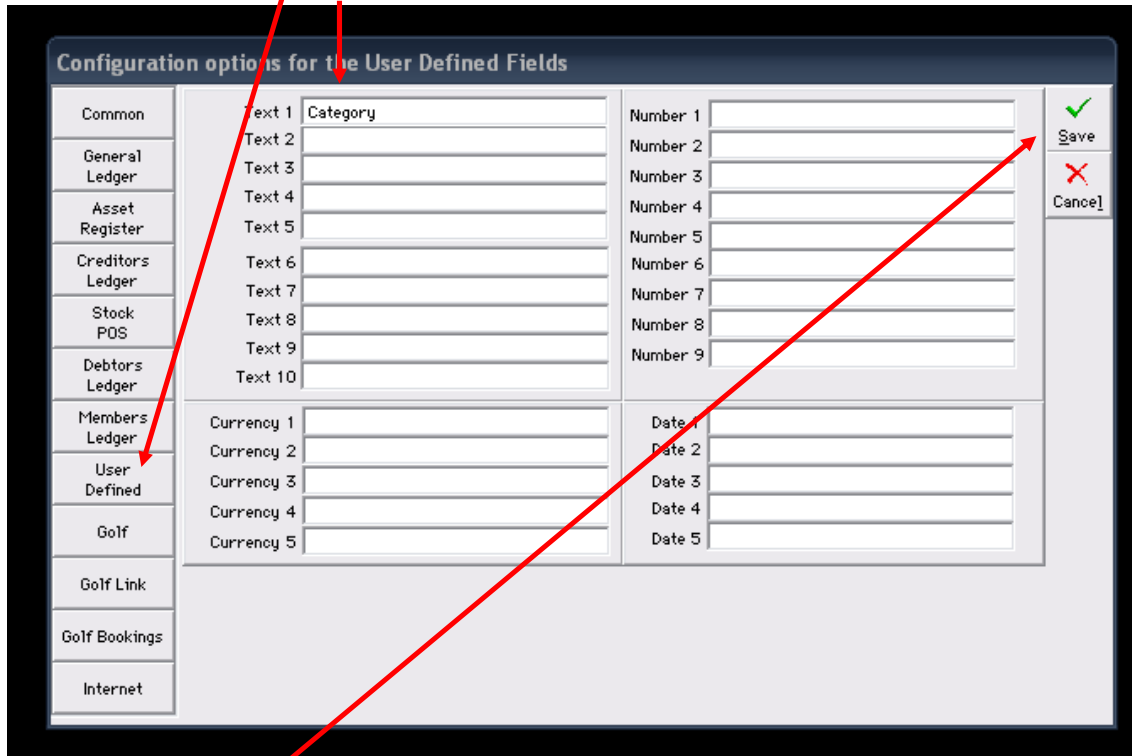
### Summary

Many Clubs these days have categories where players are required to pay a green fee and the need a way of identifying players from those categories when they register for a competition or social round of golf.

The Club must first set up the Category in Membership \ Membership Categories and ensure it has the correct playing rights. If unsure of how to create a new category then please refer to the Micropower Service Centre Help Desk.

### Steps Required

1. Go to System \ Club Details
2. Select the User Defined Tab
3. Select a Text Box and enter "Category" text.

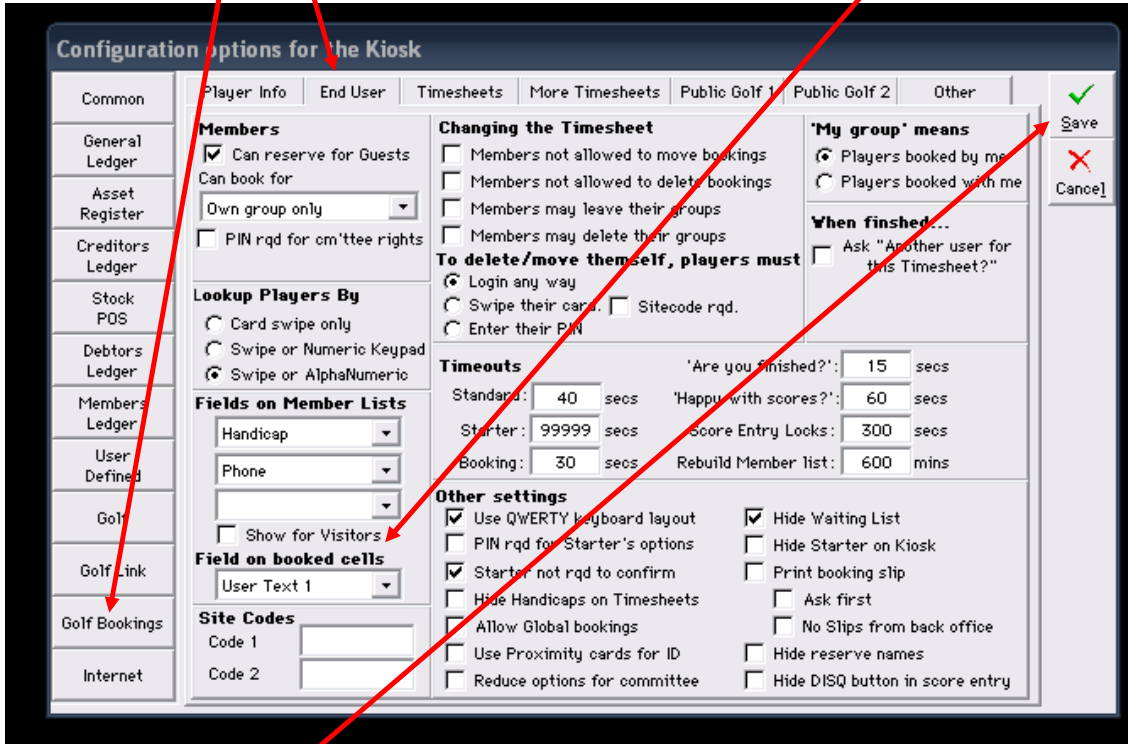


Configuration options for the User Defined Fields

Common	Text 1	Category	Number 1		✓ Save ✗ Cancel
General Ledger	Text 2		Number 2		
Asset Register	Text 3		Number 3		
Creditors Ledger	Text 4		Number 4		
Stock POS	Text 5		Number 5		
Debtors Ledger	Text 6		Number 6		
Members Ledger	Text 7		Number 7		
User Defined	Text 8		Number 8		
Golf	Text 9		Number 9		
Golf Link	Text 10				
Golf Bookings	Currency 1		Date 1		
Internet	Currency 2		Date 2		
	Currency 3		Date 3		
	Currency 4		Date 4		
	Currency 5		Date 5		

4. Click on Save.

5. Go to System \ Club Details
6. Select Golf Bookings Tab.
7. Select End User Tab.
8. In Fields on booked cells select the correct Text box from the drop down options.



**Configuration options for the Kiosk**

Common | **Player Info** | End User | Timesheets | More Timesheets | Public Golf 1 | Public Golf 2 | Other

General Ledger | **Members** | Changing the Timesheet | 'My group' means

Asset Register | Can reserve for Guests  | Can book for: Own group only |  Members not allowed to move bookings |  Players booked by me

Creditors Ledger |  PIN reqd for cm'ttee rights |  Members not allowed to delete bookings |  Players booked with me

Stock POS | **Lookup Players By** |  Members may leave their groups | **When finished...**

Debtors Ledger |  Card swipe only |  Members may delete their groups |  Ask "Another user for this Timesheet?"

Members Ledger |  Swipe or Numeric Keypad | **To delete/move themselves, players must** |  Login any way

User Defined |  Swipe or AlphaNumeric |  Login any way |  Swipe their card.  Sitecode reqd.

Golf | **Fields on Member Lists** |  Enter their PIN | **Timeouts**

Golf Link | Handicap | Standard: 40 secs | 'Are you finished?': 15 secs

Golf Bookings | Phone | Starter: 99999 secs | 'Happy with scores?': 60 secs

Internet |  Show for Visitors | Booking: 30 secs | Score Entry Locks: 300 secs

**Field on booked cells** |  Rebuild Member list: 600 mins

Site Codes | Code 1 | **Other settings**

Code 2 |  Use QWERTY keyboard layout |  Hide Waiting List

PIN reqd for Starter's options |  Hide Starter on Kiosk

Starter not reqd to confirm |  Print booking slip

Hide Handicaps on Timesheets |  Ask first

Allow Global bookings |  No Slips from back office

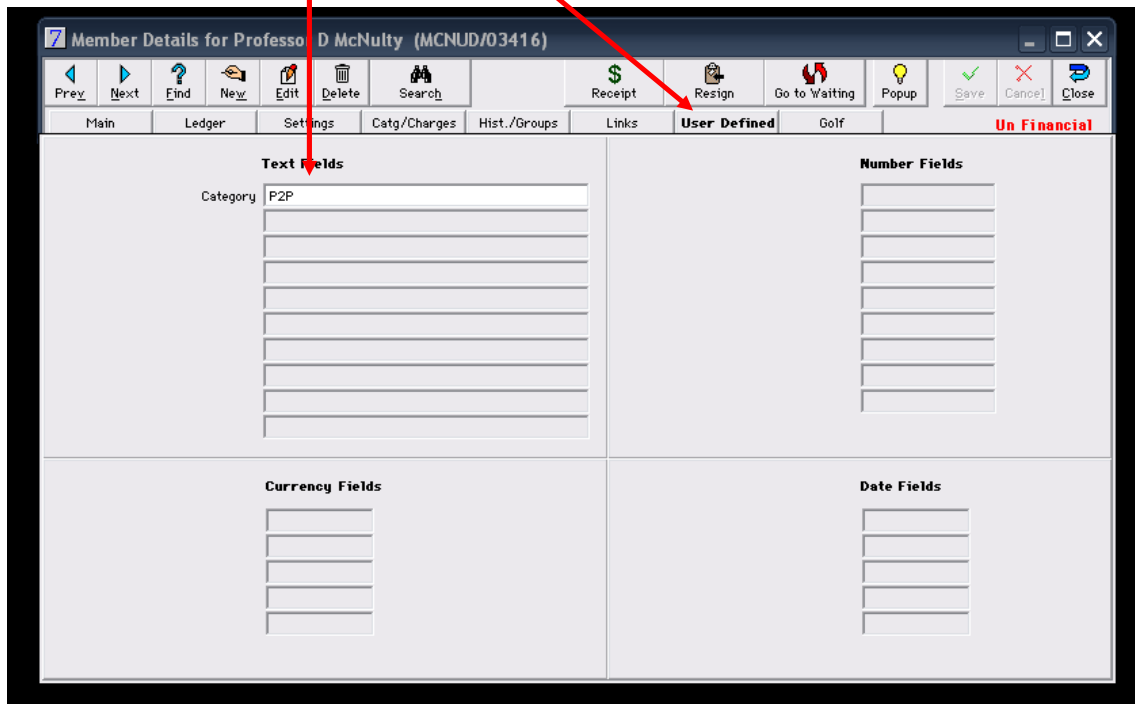
Use Proximity cards for ID |  Hide reserve names

Reduce options for committee |  Hide DISQ button in score entry

Save | Cancel

9. Click on Save.
10. You will now have to edit the Members in the categories affected so that they are shown correctly on the timesheet.
11. You may wish to create a Membership Search Template to identify all Members in this category and then use that list to make the changes to each of the Member's Details by using next rather than having to search for each Member in the Category. Refer to our Knowledge Base for assistance with creating a Search Template.

12. Go to Membership \ Member Details and find the Member.
13. Select the User Defined Tab.
14. In the Text Field marked Category type in a shortened code for the category.



15. Click on Save.
16. Now if you go to a timesheet and book the player in you will find that next to their name is the code which will make easy identification of a category for Staff reviewing the timesheet.

Clear cells

10th Tee ( 07:00 - 11:33 )

07:00	C	comp	comp	comp	comp
07:07	C	Max Ransom	Jarry Brinkworth	comp	comp
07:14	C	comp	comp	comp	comp
07:21	C	Lyall Mccarthy	Keith Krause	Brian Farrell	comp
07:28	C	comp	comp	comp	comp
07:35	C	D McNulty P2P	comp	comp	comp
07:42	C	comp	comp	comp	comp
07:49	C	comp	comp	comp	comp
07:56	C	comp	comp	comp	comp
08:03	C	Ian Anderson	Jeff Amey	Colin Mcdonald	Rex Harvey
08:10	C	bernard Clohesy	comp	Kenneth Steele	comp
08:17	C	comp	comp	comp	comp
08:24	C	comp	comp	comp	comp