

# PPG Timesheet Setup

This document walks the reader through the steps in creating a new timesheet from a template.

Select **Tee Booking** and the day in question from either the P.O.G or Dashboard tabs selecting → [Create Timesheet.](#)



No timesheet has been created for Tuesday 24 January 2017.

→ [Create Timesheet](#)

Tue 24 Jan 2017	⊖ Empty Timesheet	0	0	(None)	→ <a href="#">Create Timesheet.</a>
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--Select-- an available Template from the Create From Template: dropdown box.



Create timesheet for Tuesday 24 January 2017

→ [Back to Dashboard](#)

▶ Day Messages (none)	<a href="#">(show)</a>
▶ Recurring Bookings (none)	<a href="#">(show)</a>
▶ iSeekGolf	<a href="#">(show)</a>

## Add Blocks to Timesheet

Create From Template:  → [Create New Template...](#)

The Timesheet Template loads separated by Block Name, tweak if necessary and select **Create Sheet**

You can also → [Add New Block](#) and add separate time specific blocks of times from a template or manually added.

*Note: - if making a weekly change to the selected Template make the change permanent in **Tee Booking > Templates***

## Add Blocks to Timesheet

Create From Template: Tues/Thur - 1 Tee Start [Create New Template...](#)

Block Name	Holes	Tee	Time	Frequency	Slots	Visibility	Release Time	
<input type="text" value="Open to ALL Home and Affiliated Visitors"/> Alias: <input type="text" value="Competition"/> Key: <input type="text" value="Comp"/> <input type="text" value="Comp"/>	<input type="radio"/> Any <input checked="" type="radio"/> 18 <input type="radio"/> 9	1 <a href="#">Select...</a>	6:30 to 9:53	Interval: 7 min Starters: 0 Tee Times: 30 Starters: 0	4	<input checked="" type="checkbox"/> Show to <input type="text" value="All"/> <input checked="" type="checkbox"/> Book on Internet <input checked="" type="checkbox"/> Book on Kiosk	<b>Internet:</b> (Default) <b>Kiosk:</b> (Default)	<a href="#">Remove</a> <a href="#">Duplicate</a>
<input type="text" value="Open to ALL"/> Alias: <input type="text" value="Comp/Social"/> Key: <input type="text" value="Comp/Soc"/> <input type="text" value="Comp/Soc"/>	<input type="radio"/> Any <input checked="" type="radio"/> 18 <input type="radio"/> 9	1 <a href="#">Select...</a>	10:05 to 10:54	Interval: 7 min Starters: 0 Tee Times: 8 Starters: 0	4	<input checked="" type="checkbox"/> Show to <input type="text" value="All"/> <input checked="" type="checkbox"/> Book on Internet <input checked="" type="checkbox"/> Book on Kiosk	<b>Internet:</b> (Default) <b>Kiosk:</b> (Default)	<a href="#">Remove</a> <a href="#">Duplicate</a>
<input type="text" value="Open to ALL"/> Alias: <input type="text" value="Social"/> Key: <input type="text" value="Social"/> <input type="text" value="Social"/>	<input type="radio"/> Any <input checked="" type="radio"/> 18 <input type="radio"/> 9	1 <a href="#">Select...</a>	11:05 to 17:00	Interval: 7 min Starters: 0 Last Tee Time: 16:55 Tee Times: 51 Starters: 0	4	<input checked="" type="checkbox"/> Show to <input type="text" value="All"/> <input checked="" type="checkbox"/> Book on Internet <input checked="" type="checkbox"/> Book on Kiosk	<b>Internet:</b> (Default) <b>Kiosk:</b> (Default)	<a href="#">Remove</a> <a href="#">Duplicate</a>

[Add New Block...](#)

**Timesheet has been created (and uploaded to iSeekGolf) for Tuesday 24 January. Go to [Dashboard](#) or [Start Sheet](#).**

The new Timesheet reloads drilling down to the individual time slot level, use the [Select / Remove / All / None](#) options to edit multiple slots where necessary and select **Save Changes**

## Timesheet

Timesheet contains 89 tee times and 356 slots.

- [Delete All Timeslots...](#)
- [Set all times read only \(Save Changes to apply\)](#)

Block Name	Holes	Tee	Time	Slots	Visibility	Release Time	Select All   None
<input type="text" value="Open to ALL Home and Affiliated Visitors"/> Alias: <input type="text" value="Competition"/> Key: <input type="text" value="Comp"/> <input type="text" value="Comp"/>	<input type="radio"/> Any <input checked="" type="radio"/> 18 <input type="radio"/> 9	1	6:30	4	<input checked="" type="checkbox"/> Show to <input type="text" value="All"/> <input checked="" type="checkbox"/> Book on Internet <input checked="" type="checkbox"/> Book on Kiosk	<b>Internet:</b> (Club Defaults) <b>Kiosk:</b> (Club Defaults)	<a href="#">Remove</a> <a href="#">Select</a>
<input type="text" value="Open to ALL Home and Affiliated Visitors"/> Alias: <input type="text" value="Competition"/> Key: <input type="text" value="Comp"/> <input type="text" value="Comp"/>	<input type="radio"/> Any <input checked="" type="radio"/> 18 <input type="radio"/> 9	1	6:37	4	<input checked="" type="checkbox"/> Show to <input type="text" value="All"/> <input checked="" type="checkbox"/> Book on Internet <input checked="" type="checkbox"/> Book on Kiosk	<b>Internet:</b> (Club Defaults) <b>Kiosk:</b> (Club Defaults)	<a href="#">Remove</a> <a href="#">Select</a>
<input type="text" value="Open to ALL Home and Affiliated Visitors"/> Alias: <input type="text" value="Competition"/> Key: <input type="text" value="Comp"/> <input type="text" value="Comp"/>	<input type="radio"/> Any <input checked="" type="radio"/> 18 <input type="radio"/> 9	1	6:44	4	<input checked="" type="checkbox"/> Show to <input type="text" value="All"/> <input checked="" type="checkbox"/> Book on Internet <input checked="" type="checkbox"/> Book on Kiosk	<b>Internet:</b> (Club Defaults) <b>Kiosk:</b> (Club Defaults)	<a href="#">Remove</a> <a href="#">Select</a>
<input type="text" value="Open to ALL"/> Alias: <input type="text" value="Social"/> Key: <input type="text" value="Social"/> <input type="text" value="Social"/>	<input type="radio"/> Any <input checked="" type="radio"/> 18 <input type="radio"/> 9	1	16:55	4	<input checked="" type="checkbox"/> Show to <input type="text" value="All"/> <input checked="" type="checkbox"/> Book on Internet <input checked="" type="checkbox"/> Book on Kiosk	<b>Internet:</b> (Club Defaults) <b>Kiosk:</b> (Club Defaults)	<a href="#">Remove</a> <a href="#">Select</a>

[Add New Slot...](#)

Note: - you can also [Add New Slot](#) and add a single time specific slot.

To then view the newly created timesheet select → [View Start Sheet](#)

Your changes were saved to the time sheet for Tuesday 24 January. Back to [Dashboard](#).

Tuesday  
**24**  
 Jan 2017

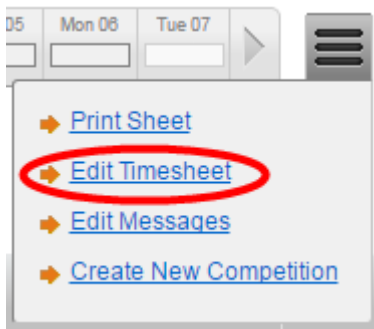
## Editing timesheet for Tuesday 24 January 2017

[Back to Dashboard](#)  
[View Start Sheet](#)

The timesheet loads, any **Recurring Bookings** are automatically added to timesheet and is uploaded to iseekgolf.com when necessary and the member portal automatically.

Time	Tee	Key	Player 1	Player 2	Player 3	Player 4	Called
6:30	1	Comp	(empty)	(empty)	(empty)	(empty)	No
6:37	1	Comp	(empty)	(empty)	(empty)	(empty)	No
6:44	1	Comp	(empty)	(empty)	(empty)	(empty)	No
6:51	1	Comp	(empty)	(empty)	(empty)	(empty)	No
10:05	1	Comp/Soc	(empty)	(empty)	(empty)	(empty)	No
16:55	1	Social	(empty)	(empty)	(empty)	(empty)	No

The timesheet can still be edited even on the day of play by selecting → [Edit Timesheet](#) from either of the P.O.G or Dashboard tabs.



[Print Sheet](#)  
[Edit Timesheet](#)  
[Edit Messages](#)  
[Create New Competition](#)

Tue 24 Jan 2017 ⌚ Internet opening at 8:30pm 9 Jan, Kiosk opening at 6pm 9 Jan 356 0 (None) [Edit Timesheet...](#)

To delete a new timesheet with no bookings select → [Delete All Timeslots...](#) and tick **Delete Entire Timesheet** and then **Save Changes**

Delete all slots on this timesheet? ([Cancel](#))

Delete Entire Timesheet

Only empty timesheets may be deleted; if there are one or more bookings, an error will be reported. To proceed, click the Save Changes button.

Timesheet for 24 January 2017 was successfully deleted (including iSeekGolf).