Golfsoft ™ GS Software

User Manual

Tee Sheets

Tee Time Sheets - c:\golfsoft\db66561\teetime						☒

Exit   Non-Members   Setup...   Sign Up   Check In   Delete   Look Up   Print   Zip   UnZip   No Mode

[<<] **Wednesday, January 27, 2010** [>>]   Day of Year: 27

Time	9/18	Player 1	Player 2	Player 3	Player 4	
8:00 am	>>>>					▲
8:07 am	>>>>					
8:15 am	>>>>					
8:22 am	>>>>					
8:30 am	>>>>					
8:37 am	>>>>					
8:45 am	>>>>					
8:52 am	>>>>					
9:00 am	>>>>					
9:07 am	>>>>					
9:15 am	>>>>					
9:22 am	>>>>					
9:30 am	>>>>					
9:37 am	>>>>					
9:45 am	>>>>					
9:52 am	>>>>					
10:00 am	>>>>					
10:07 am	>>>>					
10:15 am	>>>>					
12:30 pm	>>>>					
12:37 pm	>>>>					▼

System Manager   ☐ Available   ☐ Checked In   ☐ Need a Cart

Ready...   **No Mode...**

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1.   GETTING STARTED

This *User Manual* will help you to familiarize yourself with the **Tee Sheets** application. The dialog boxes and controls in this *User Manual* may appear different from the dialog boxes and controls that appear on your computer screen.

This *User Manual* describes xxx this application.

Please take a moment to familiarize yourself with the text conventions, terms, and controls used in this *User Manual*.

1.1   Text Conventions

The examples below explain the specially formatted text used in this *User Manual*.

- Dialog boxes and control names appear in bold type: **Select Member** dialog
- Keyboard key names appear in bold type: **Home**, **End**, **Backspace**, **Tab**
- Keyboard keys that must be pressed at the same time to perform a task appear in bold type with a plus (**+**) between the key names: **Alt+H**
- Drives appear as capital letters: drive C
- File names appear in italics with an initial capital letter: *Setup.exe*
- Command line statements appear in lower case bold type: **a:\install**
- Names of icons appear in bold type: **My Computer** icon
- Menu items, option buttons, and check boxes appear in bold type: **Programs**, **Accessories**, **Tournament** option, **Use 18-Hole Factor** check box

1.2   Terms

You can use either a single-button mouse or a multiple-button mouse with the **Tee Sheets** application.

If you have a multiple-button mouse, the left mouse button is the primary mouse button, unless you have configured it differently. Any procedure that requires you to click the secondary button will refer to it as "the right mouse button."

If you have a single-button mouse, pressing the **Ctrl** key while clicking the mouse button is the same as clicking the right mouse button.

This *User Manual* uses the following terms.

Term	Meaning
Alternate Shot	Name of application.
Press	Strike a key from the keyboard.
Type	Strike a key from the keyboard to display text on the screen. Do not press the **Enter** key after entry is complete, unless instructed to do so.
Enter	Type the entry, then press the **Enter** key.
Point	Position the mouse pointer until the tip of the pointer rest on whatever you want to point to on the screen.
Click	Point, press and immediately release the left mouse button without moving the mouse.
Double-click	Point, press and immediately release the mouse button twice without moving the mouse.
Drag	Point and then hold down the mouse button as you move the mouse.
Choose	Click a command button. Click an item from a menu bar or dropdown menu.

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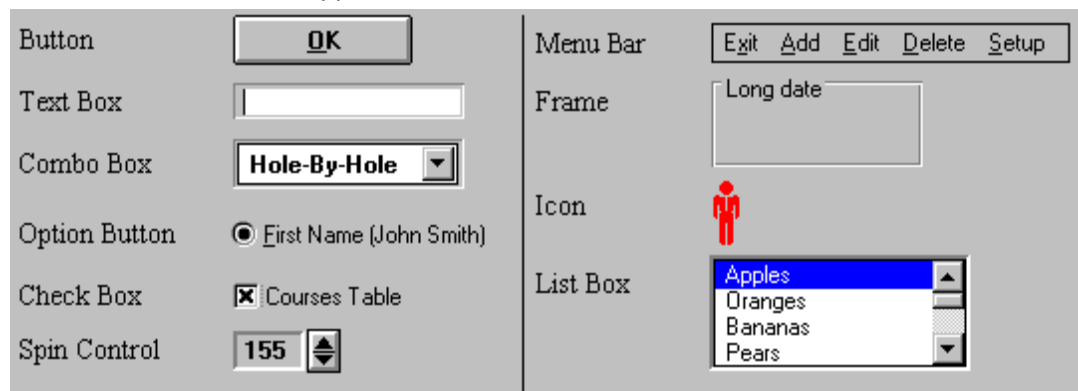| Select	Click a command button. Click an item from a menu bar or dropdown menu. Click an option button to make a black dot appear. Click a check box to make an **X** appear. Click and item in a list box, then click **OK**, or double click and item in a list.
Clear	Click an option button to make the black dot disappear. Click a check box to make the **X** disappear.

In Windows, the terms *choose* and *select* have different and specific meanings. Selecting an item usually means mark it with the selection cursor, which can appear as a highlight, a dotted rectangle, or both. You also select *check boxes* and *option buttons* in dialogs. Selecting alone does not initiate an action.

You choose an item to carry out an action. For example, choosing a command button or menu item might open a dialog or carry out a command. You often need to select an item before you can choose it.

1.3 Controls

You can use a combination of mouse and keyboard techniques. For example, you could click an item to select it, and then press **Enter** from the keyboard to choose it. When a procedure in this *User Manual* says to choose an item, generally you can use whichever method you prefer.

This section gives basic information about controls and their functions. Throughout this *Guide*, the control name will be in bold type. For example, select **OK** or select **Courses Table** check box. The controls found in the **Tee Sheets** application are similar as shown below.

Button	[**OK**]	Menu Bar	E<u>x</u>it <u>A</u>dd <u>E</u>dit <u>D</u>elete <u>S</u>etup
Text Box	[|]	Frame	Long date
Combo Box	[**Hole-By-Hole** ▼]		
Option Button	◉ <u>F</u>irst Name (John Smith)	Icon	
Check Box	☒ Courses Table	List Box	Apples / Oranges / Bananas / Pears
Spin Control	[155 ⬍]		

1.3.1 Button or Command Button

You choose a *command button* to initiate an action, such as carrying out or cancelling a command. Common command buttons are **OK** and **Cancel**. They are often located along the bottom or on the right side of the dialog.

A command button, followed by an ellipsis (…) or a double greater-than sign (>>) opens another dialog box.

Unavailable command buttons are dimmed. The currently selected button has a darker border than other buttons. You can choose the currently selected button, simply by pressing the **Enter** key.

To choose a command button, click the command button. Or press the **Tab** key until the button you want is selected, and then press the **Enter** key.

1.3.2 Text Box

You type information into a *text box.* When you move to an empty text box, an *insertion point* (a flashing vertical bar) appears. The text you type starts at the insertion point.

If the box you move to already contains text, and the text is highlighted, any text you type replaces it. You

can also delete the existing text by pressing the **Delete** key or **Backspace** key.

To select text in a text box, drag the pointer across the text, or double-click a word to select one word at a time. Or press and hold down the **Shift** key while pressing an **Arrow** key.

1.3.3 Combo Box

A *combo box* appears initially as a rectangular box containing the current selection. When you select the down arrow in the square box at the right, a list of available choices appears. If there are more items than can fit in the box, scroll bars are provided.

To open a combo box and select an item:

1. Click the arrow at the right to see a list of available choices.
2. Click the up or down scroll arrow, if visible or drag the scroll box to move to the item you want to select.
3. Click the item.

1.3.4 Option Button

Option buttons represent a group of mutually exclusive options. You can select only one option at a time. If you already have one option selected, your current selection replaces it. The option buttons are, generally enclosed in a frame. The selected option button contains a black dot. Names of unavailable options are dimmed.

To select an option button, click the option button.

1.3.5 Check Box

A *check box* means you can select or clear an option. You can select as many check-box options as needed. When a check box is selected, it contains an **X**. Names of unavailable options are dimmed.

To select or clear check boxes, click the check box.

1.3.6 Spin Control

The *spin control* is a control that works with another control, such as a text box to increment and decrement values. It can also, scroll back and forth through a range of values or a list of items.

To continue to increment the value, click the up (or right) arrow of the spin control and hold down the mouse button, then release the mouse button when the desired value is displayed. Likewise, repeat the latter by clicking the down (or left) arrow to decrement the value. If a flashing vertical bar appears when you drag the mouse cursor over the area left of the up (or right) and down (or left) arrows, the control contains a text box. If the area is highlighted or selected you can change the value or list with the up and down (or left and right) arrow keys from the keyboard.

1.3.7 Menu Bar

The *menu bar* contains a list of menu items. Some commands carry out an action immediately; others display a dialog so that you can select options, or a dropdown menu. Dimmed menu items are unavailable.

A menu item followed by an ellipsis (…) opens another dialog.

1.3.8 Frame

A *frame* groups the controls together. The name of the frame usually describes the group of controls.

1.3.9 Icon

Icons are small pictures that represent something. For example, the icon in the previous illustration represents a male. Some icons act as a command button.

1.3.10 List Box

A *list box* displays a list of choices. If there are more choices than can fit in the box, scroll bars are provided so you can move quickly through the list. Some list boxes are accompanied with a text box. If you type a letter in the text box the list box scrolls to match the letter you type.

Usually, you can select only one item in a list box. There are some cases when you can select more than one item.

To select a single item from a list box:

- Use the method as described above or
- Click the scroll arrows until the item you want to select appears in the list
- Click the item, and then choose the appropriate command button or double-click the item to select it and complete the command all in one step.

To select multiple sequential items in a list, click the first item you want to select, and then drag the cursor to the last item you want to select.

To cancel the selection, click any item in the list or click the first item you want to select, press and hold down the **Shift** key, and click the last item you want to select. Both items, and all items in between, are selected.

To select multiple non-sequential items in a list, press and hold down the **Ctrl** key, and click each item you want to select.

To cancel a selection, press and hold down the **Ctrl** key, and click the item again.

1.4 System Requirements

The application will operate on the following operating systems and configurations:

- PC with a 266 MHz or greater Pentium-class processor
- Microsoft Windows 95/98/2000/ME/XP/Vista
- 256 MB of RAM or greater
- 15 MB available hard drive space
- CD drive
- Monitor supporting 800 x 600 or greater resolution with at least 256 colors

Set DPI Setting to 96 DPI

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2. INSTALLATION AND SETUP

The application must be installed to a hard disk, before it can run. Please look at the appropriate instructions below.

2.1 Installing from Website

To install application from Golfsoft Software website:
1. Logon to the Golfsoft Software website (www.golfsoftsoftware.ca).
2. Click the **Tee Sheets** hyperlink.
3. Click the **Download Application** hyperlink and save to your desktop.
4. When the download is complete and successful, logoff from the website.
5. Double-click the **TeeSheetsSetup** icon from your desktop.
6. Delete the **TeeSheetsSetup** icon from your desktop.

2.2 Installing from CD-ROM

To install application from CD-ROM:
1. Turn on your computer and start Microsoft Windows 95/98/2000/ME/XP/Vista.
2. Place the application **CD** in your CD-ROM drive.
3. If AutoPlay is enabled, the installation will begin once the drive closes, follow the on-screen instructions.
   Or
   If Auto Play is not enabled, you will need to manually install the application. Double-click the **My Computer** icon on your desktop, double-click the icon for your CD-ROM drive, and then double-click the **TeeSheetsSetup.exe** icon. Once the installation begins follow the on-screen instructions.

2.3 Uninstalling Application

To uninstall application:
1. Turn on your computer and start Microsoft Windows 95/98/NT4/2000/ME/XP/Vista.
2. Click the **Start** button on the taskbar, point to **Settings**, and then click **Control Panel**.
3. Double-click **Add or Remove Programs**, select **Golfsoft Software Tee Sheets**, and then click **Add/Remove** to uninstall the application.

2.4   **Using Application**

Note: Handicap Creator 2011 must be installed on your computer before this application will operate properly.

2.4.1   Starting Application

To start the application from the **Start Menu**, click the **Start** button on the task bar, point to **Programs**, then **Golfsoft Software**, and then select **Tee Sheets** to launch the application.

To start the **Tee Sheets** application from the **desktop**, double-click the **Tee Sheets** icon on your desktop.

To start the **Tee Sheets** application from the **Handicap Creator 2011** application, click the appropriate command button from the **Handicap Creator 2011** opening screen. Refer to the *System Manager User Manual* on how to create a **Tee Sheets** command button.

2.5   **Start Up**

Once the application is started, a **Start Up** window will appear.

This window offers commands to 8 command buttons

2.5.1 System Manager Access

To access the main **Tee Sheets** application, click the **System Manager Access** button. This action will require the user to enter the System Manager password, if password protection has been enabled with the **Handicap Creator 2011** application.

Exit Non-Members Setup... Sign Up Check In Delete Look Up Reserve... Print Zip UnZip

2.5.1.1 Exit

To exit the **Tee Sheets** application, click **Exit** from the menu bar.
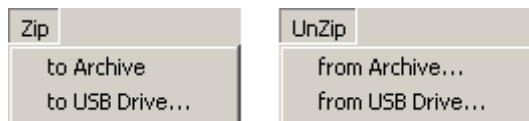
2.5.1.2 Non-Members

To execute the Non-Members detail application (NONMEMS.EXE), click **Non-Members…** from the menu bar.

2.5.1.3 Print

To print tee sheets of the current date, click **Print** from the menu bar.

2.5.1.4 Zip and UnZip

Zip
to Archive
to USB Drive...

UnZip
from Archive...
from USB Drive...

To zip files to `c:\golfsoft\archive\teetime.zip`:

- Click **Zip** from the main menu and click **to Archive**.

To zip files to USB Drive:

- Insert USB Drive into USB port.
- Click **Zip** from the main menu and click **to USB Drive**.

To extract files from `c:\golfsoft\archive\teetime.zip` to `c:\golfsoft\teetime`:

- Click **UnZip** from the main menu and click **from Archive**.

To extract files from USB Drive to `c:\golfsoft\teetime`:

- Insert USB Drive into USB port.
- Click **UnZip** from the main menu and click **from USB Drive**.

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2.5.2 Pro Staff Access

Exit   Non-Members   Setup...   Sign Up   Check In   Delete   Look Up   Reserve...   Print   Zip   UnZip

2.5.2.1   Exit

To exit the **Tee Sheets** application, click **Exit** from the menu bar.

2.5.2.2   Non-Members

To execute the Non-Members detail application (NONMEMS.EXE), click **Non-Members…** from the menu bar.

2.5.2.3   Setup…

2.5.2.3.1   Morning, Afternoon and Evening

Show Tabs – Select this check box to display Morning, Afternoon and Evening tabs.

Continuous – Select this check box to create continuous tee times.

Apply – Click the appropriate button to accept the changes in the appropriate frame.

Copy from Previous Tee Sheet – Click this button to copy parameters from the previous tee sheet (day before).

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2.5.2.3.2 Continuous

2.5.2.4 Sign Up

To set the **Current Mode** in *Sign Up* mode, click **Sign Up** from the menu bar.
To sign up players to the tee sheet, see Section 2.5.3 for instructions.

2.5.2.5 Check In

To set the **Current Mode** in *Check In* mode, click **Check In** from the menu bar.
To check in players on the tee sheet, see Section 2.5.4 for instructions.

2.5.2.6 Delete

To set the **Current Mode** in *Delete* mode, click **Delete** from the menu bar.
To delete or remove players from the tee sheet, see Section 2.5.5 for instructions.

2.5.2.7 Look Up

The **Look Up** menu item offers commands to 2 dropdown menus.

Look Up
Tee Times...
Signer

To look up tee times for a player, click **Look Up|Tee Times…** from the menu bar:

- Select player from list and click the **OK** button.

To set the **Current Mode** in *Look Up Signer* mode, click **Look Up|Signer** from the menu bar.
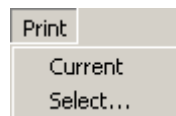
To look up who signed up a player:

| 9:20 am | 18 | Francis Mattie | John Alessio | Tom Lornie | Rick Rousselle |

1. Click the box displaying the player's name.

Tee Time Sheets

John Alessio signed up Francis Mattie.

OK
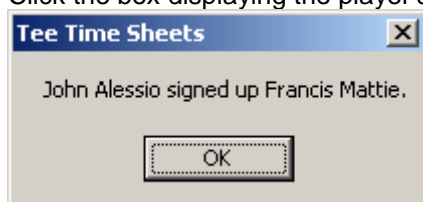
2.5.2.8 Print

The **Print** menu item offers commands to 2 dropdown menus, which allows users to print tee sheets.

Print
Current
Select...

To print the day currently displayed, click **PrintCurrent** from the menu bar (see sample in Section 4.1). The letter "c" will follow the player's ID number, if the player requires a power cart.

To select another day to print, click **Print|Select** from the menu bar and select the date from the calendar.

2.5.3 Sign Up

This command button allows users to sign up players to the tee sheets, which have been previously setup by the Pro Shop staff. The response to this button will require the member to enter his/her access code.

To sign up players to the tee sheets, click the **Sign Up** button and enter a valid access code. These actions will open the main application in *Sign Up* mode. While in *Sign Up* mode, available tee times are displayed in yellow background.

1. Click the **<<** button to move the current date down one day and the **>>** button to move the current date up one day.

2. If the tee times are not continuous, click the appropriate tab.

To sign up multiple players:
1. Click the **>>>>** box.
2. If the player requires a power cart, select the **Need Power Cart** check box.
3. Select each player from the list and click the **OK** button.

To sign up a single player:
1. Click one of the yellow boxes.
2. If the player requires a power cart, select the **Need Power Cart** check box.
3. Select player from the list and click the **OK** button.

Click the **9/18** column to toggle between 18 and 9.

Note: Members are limited to sign up the maximum number of times set on the **Handicap Creator 2011 Setup Options** dialog, during the number of weekly tee time sheets.
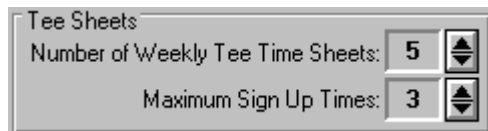
If an attempt to sign up more than the times allowed, a message box will appear similar, as shown below and the application will not allow the person to signup.
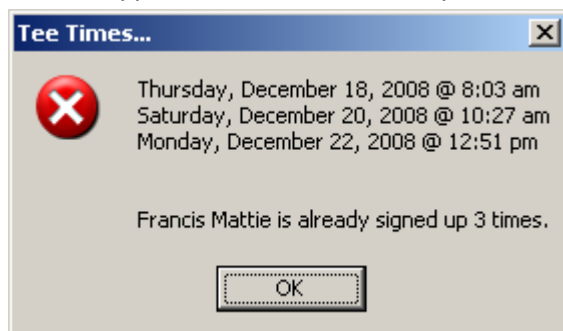
Click **Exit** from the menu bar, when finished.

2.5.4   Check In

This command button allows users to check in any players on the tee sheets. The response to this button will require the member to enter his/her access code.

To check in players on the tee sheets, click the **Check In** button and enter a valid access code. These actions will open the main application in *Check In* mode.

1. Click the **<<** button to move the current date down one day and the **>>** button to move the current date up one day.

| << | **Friday, January 16, 2009** | >> | Day of Year: | **16** |

2. If the tee times are not continuous, click the appropriate tab.

| **Morning** | Afternoon | Evening |

| 8:20 am | 18 | **Francis Mattie** | **John Alessio** | **Tom Lornie** | **Rick Rousselle** |

To check in player:
     2. Click the box displaying the player's name.
     3. Click the **Yes** button on the **Confirm…** window.

Players not checked in are displayed in grey background and checked in players are displayed in white background.

Click **Exit** from the menu bar, when finished.

2.5.5   Remove

This command button allows users to remove their name or players that they sign up from the tee sheets. The response to this button will require the member to enter his/her access code.

To remove players from the tee sheets, click the **Remove** button and enter a valid access code. These actions will open the main application in *Remove* mode.

1. Click the **<<** button to move the current date down one day and the **>>** button to move the current date up one day.

| << | **Friday, January 16, 2009** | >> | Day of Year: | **16** |

2. If the tee times are not continuous, click the appropriate tab.

| **Morning** | Afternoon | Evening |

| 9:20 am | 18 | **Francis Mattie** | **John Alessio** | **Tom Lornie** | **Rick Rousselle** |

To remove player:
     1. Click the box displaying the player's name.
     2. Click the **Yes** button on the **Confirm…** window.

| 9:20 am | 18 | | **John Alessio** | **Tom Lornie** | **Rick Rousselle** |

Players cannot be removed from the tee sheet, if they have were checked in.

Click **Exit** from the menu bar, when finished.

2.5.6   View My Tee Times

To view your tee times, click the **View My Tee Times** button and enter a valid access code.

Tee Times...

Francis Mattie is currently signed up for:

Tuesday, December 9, 2008 @ 10:00 am
Thursday, December 11, 2008 @ 11:40 am
Saturday, December 13, 2008 @ 9:07 am

        OK
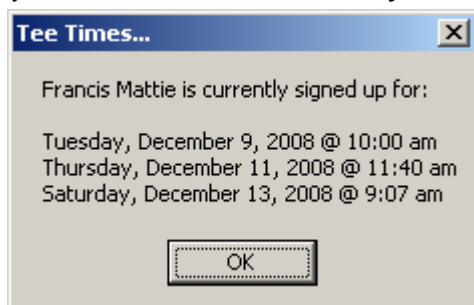
2.5.7   View All Tee Sheets

To view all the tee sheets, click the **View All Tee Sheets** button.

2.5.8   Cancel

To exit the **Start Up** window, click the **Cancel** button.

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4. PRINT SAMPLES

The print samples are not actual size.

4.1 Tee Times

Tee Time Sheets   352   Date: Wednesday, December 17, 2008

Time	9/18	ID#	Name	Time	9/18	ID#	Name
7:00 am				8:50 am			
7:10 am				9:00 am			
7:20 am				9:10 am			
7:30 am				9:20 am			
7:40 am				9:30 am			
7:50 am				9:40 am			
8:00 am				9:50 am			
8:10 am				10:00 am			
8:20 am				10:10 am			
8:30 am				10:20 am			
8:40 am				10:30 am			