

FAQ | Reception

Reserve a Tee Time

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To use this function, the additional license "Reservation in the Reception" has to be purchased and activated.

1. Log on to the Albatros Reception and click on "Customers".

Reception and POS					
Licensed to: Test-GC Albatros Version: 8.9.1.0a Required DB version 2693					
Login	End of day	Logout			
Çustomers	Journal	Configuration			
CashBook		Exit			

2. Search and select the customer you want to book a tee time for.

Gottschalk	ARC	Search		Federat. Card	DEV	7/31/2015 2126 PM
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Gottschalk 11/13/2	Thekla 004	59	16,6 ord	Test-GC Albatros Mitglied	regionality i full play nor 🛛 🖤	
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3. Click on "Start List". A new window will appear.

			/ Employeers - (Operator: ADMINISTRATOR)		31/2015 2:35 FM
_	ABC	Search	Federat. Cand		Customers
	1997 (1997) 1997 - 1997 (1997)	Boxes Platz	Champions Course Status	Zeit	Start List
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Account		Average	Cach Sal		

4. Select "New starttime".

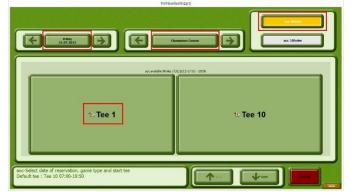


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5. The Reservation Wizard will open. From the top left, choose a date, a course, and the number of holes to be played.



6. After choosing the starting tee (by clicking on Tee 1 or Tee 10), a new window will appear. A list of tee times will display which times are still available and which times have already been reserved. Make your selection by clicking on one of the tee times.

14:40	Free	Free	
14.40	Free Free	Free	
	-	-	
14:50	Free Free	Free Free	
	- Hee	1100	
15.00	Free	Free	
15:00	Free	Free	
15:10	Free	Free	
Q	Free	Free	
-	Free	Free	
15:20	Free	Free	

- 7. The time will change by the average duration needed for the first nine holes and suggests a tee time for the second round of nine holes. Click on the desired tee time for the second round of nine holes. Afterwards click on "Next".
- 8. A list of players will appear. Search and select the player who wants to reserve a tee time. You can also reserve this tee time for several players at the same time (press "Alt" and click on the players). Confirm your selection with "Ok".

gott	ABC Customer Num	nber Internal Card
Last Name	First Name	Cust No
Gottfried	Jürgen	10069
Göttlicher	Victoria	11080
Gottschalk	Thekla	59
Gottschalk	Thomas	8
Götz	Georg-Friedr. von	10508
Götz	Gerhard	10463
Götz	Rosemarie von	10507
Edit	Beints Contingents	Contingents Ok General



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9. Then click on "Save" to complete the reservation. Players can be subsequently added to the list anytime, either via "Add Customer" or via "Add Guest", for players not registered in the system. Likewise, marked players can be deleted or rental items be added. Don't forget to save your changes ("Save"). The overview can be updated via "R".



10. Back in the main view, the reservation appears as follows:

