# C Installing Custom Netcaddy Pro Reports

2019 - Winter Edition

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### Overview

Netcaddy Pro has default reports within the program. In order to add custom reports to Netcaddy Pro, Users must download and install them. The following guide explains the process of downloading and installing the new custom reports.

#### Use Case(s)

For example, the User would like a report that details lunch and dinner reservations separately as opposed to the standard report that shows all reservations together.

## Accessing the Tool

Before reviewing these instructions, please ensure Netcaddy is installed on your computer.

Users will receive an email from Clubessential with more information on Netcaddy Pro Custom Reports. There will be a file attached to the email with an XSL extension.

## Installing

- 1. **Save** the report to your desktop.
  - a. Right-click the report and select **Download** or **Save Link As**. See below for an example of how this would appear in Gmail.



2. **Open** Netcaddy Pro.

3. Click the wrench and screwdriver icon to open the **Preferences** menu.

ite ID	Webste Uit	Usemame	Password	
3115	http://www.grandkeyclub.com/	mragan		Last updated: 13:09 EDT 2015
acility ID	Backup Directory	100 m	Days	13.09 201 2013
2109	C:\Users\Matt\AppData\Roaming\C	Cubessential \Net:	Browse 20	
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toxy Serv	ver IP Address	Proxy Port	Work Offline	
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OS Detail	File Format IV Enabled?	Allow Current Day PC	OS Download?	
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ustom Exp	oort File Format T Enabled?	Custo	m Export Type	
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<b>п ч</b>	etcaddy Golf Netcaddy Rese nis computer is the primary backup loca nable IP verification for backup update	ation. 🗖 Require lo	toaddy Dining gin on open?	

4. Select and copy the file path, located in the **Backup Directory** field.

	ł	Usemame	Password	1 and underland
3115 http://ww	w.grandkeyclub.com/	*mragan		Last updated: 13:09 EDT 2015
Facility ID Backup Di	ectory		Days	10.00 201 2010
32109 C:\Users\	Matt\AppData\Roaming\	Clubessential Wet	Browse 20	
Proxy Server Domain		Proxy Usemame	Proxy Password	
Proxy Server IP Addres	5	Proxy Port	Work Offline	
			WOR ONLINE	
POS Header File Forma				
	Clubessential/Netcaddy			
POS Detail File Format	Enabled?	Allow Current Day	POS Download?	
C:\Program Files (x86)	Netcaddy Pro\Netcaddy	POS\MBD##MM###	##DD##A.bt	
Custom Export File Form	at Enabled?	Cu	stom Export Type	
C:\Program Files (x86)	Clubessential\Netcaddy	Pro\NetcaddyEx		
Netcaddy Gol	Netcaddy Res	servations 🗆 1	Netcaddy Dining	
This computer	is the primary backup loo	cation. Require	login on open?	
	ication for backup updat	te requests		
Enable IP veri				
Enable IP vert				

- 5. Once the Backup Directory file path is selected and copied, navigate to that backup folder on your computer
  - Open windows file explorer and paste the file path into the top bar by clicking the Start menu and Computer - or - click the folder icon on the taskbar.

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🚖 Favorites	Name	Date modified	Туре	Size		
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🚺 Downloads	🍶 Golf	6/1/2015 12:17 PM	File folder			
🕹 Google Drive	Reservations	5/29/2015 2:34 PM	File folder			
2 Recent Places						
Desktop						
Libraries						
R Michael	E					
Computer						
Local Disk (C:)						
DVD RW Drive (D:)						
BD-ROM Drive (F:)						
wedia (\192.168.20.7) (G:)						
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Control Panel						
🔄 Recycle Bin						
Resources						
bining-2015-04-21	-					

6. To place the report drag or copy and paste the report from your desktop to the appropriate folder.

<u>Please Note</u>: The Reservations folder is for anything that is not Dining or Golf - such as Courts, Massage, Lessons, etc.

7. Close and re-open Netcaddy Pro and the new report(s) will now be available.

Netcaddy F			1		-	_	100	
MONDAY June 1, 2015 Course Totals Pla			•	North	June	01, 2015	• >	Last updated: Mon Jun 1 12:32:26 EDT 2015
		Tee Sheet Alaba List						
Time	Hole	Players	_					
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9:10 AM	1							
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