



# GOLF MANAGER APP USER MANUAL

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# PORTAL

## 1. Tasks

### 1.1 All tasks

“All tasks” is your database of tasks, where you can create tasks **manually or import** them via Excel file. You can see all your created or imported tasks here.

You can search and sort your tasks by using the navigation menus, or find a specific task using the search bar in the top right corner.

It is also possible to update the task (execute it from the portal), edit it, see the state logs of a task, or delete it by clicking the buttons on the far right of each task.

The screenshot displays the 'All Tasks' page in the EURO GOLF APP. The interface includes a sidebar on the left with navigation options like Home, Services, Memberships, Contents, Golf settings, Extras, QR Codes, Gateways, Polls, Forms, Events, Inventory, Tasks, and Bookings. The main content area features a top header with a location dropdown (Golf Resort Arboretum) and a user profile (Domen Company). Below the header, there are filters for 'Assigned User', 'Tasks Categories', and 'Task Status', along with a 'Navigation' button. A search bar is located in the top right. The task list table has columns for NAME, TASKS CATEGORIES, ASSIGNED USER, DATE, and TASK STATUS. Each task row includes an action menu with icons for back, edit, logs, and delete. A callout box 'Update, edit, logs, delete' points to these icons. A '+ ADD TASK' button and an 'Add new' button are also visible.

NAME	TASKS CATEGORIES	ASSIGNED USER	DATE	TASK STATUS
Task name	Mowing	Michael crew		
Mowing	Mowing	Michael crew	07.06.2025	DONE
unassigned	Mowing		06.06.2025	NEW
x-2/ Toro Flex at 5 mm	Mowing	John crew	07.06.2025	IN PROGRESS
x-2/ Trim and flymo/ Blower/ Bunkers 1-9	Mowing	Johnny B. Wissemealer	07.06.2025	IN PROGRESS

#### 1.1.1 Adding a new task

To add a new task, click the »Add new« button.

First, you'll be asked if you want to use a template, or start fresh. If you wish, you can select a template to import information from.

The first step of creating a new task is **General info**.

General info Description Inventory Items Task Equipment Attachments

Name 1

Tasks Designations 2

Tasks Categories 3

Assigned User 5

Estimated Duration 7

Priority 4

Date 6

Continue

Here, you can assign a name to the task (1), designation (2), categories (3) and priority (4). You can also assign the user responsible for the task\* (5), which date it should be performed on (6) and its estimated duration (7).

\*assigned users are pulled from Settings -> Employees – Golf Crew & Golf Manager

When finished, click »Continue«

The next step of task creation is **Description**.

General info Description Inventory Items Task Equipment Attachments

Description

Description Preview

Back Continue

Here, you can add a description to your task/instructions how to perform this task. The text editor functions similarly to programs like Microsoft Word. You can format text however you like or add quotes, code blocks, links and images.

You can see a preview of what your description will look like in the »Description Preview« window on the right.

## Next, **Inventory Items.**



Inventory Items

Item Name	Quantity	
Fertilizer A 25 kg	<input type="text" value="1"/>	
Sandbag black 25 Kg	<input type="text" value="3"/>	
Dirtbag for FW 25 Kg	<input type="text" value="5"/>	

[+ Add Inventory Item](#)

Back

Continue

Here, you can specify which items (and how many) are to be used to complete the task. To add a new item, click »Add Inventory item«, select an item from the dropdown menu, and enter a quantity.

After you add an item, you can still edit the item quantity by clicking on the »Quantity« field of each item. To delete an item, click the red trashcan icon to the far right of the item.

## Next, **Task Equipment.**



Task Equipment

Equipment Name	
Lawn mower 1	
Spreader	
Blower	
Hedge Trimmer	

[+ ADD TASK EQUIPMENT](#)

Back

Continue

Here, you can specify which equipment should be used to complete the task. Add equipment by clicking »Add task equipment« and selecting equipment from the dropdown menu. Delete equipment by clicking the red trashcan icon to the far right of each item.

## Last button is **Attachments.**



Attachments

Attachments	Name	
	Golfer_swing.jpg	

[+ Add Attachment](#)

Back

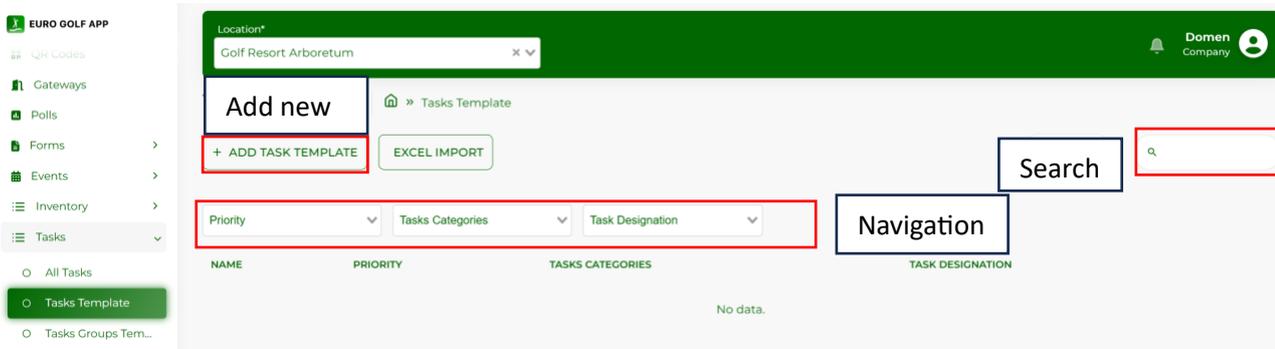
Save

Here, you can add attachments to your task (images to present task, equipment or...). To add a new attachment, click the »Add attachment« button. You can add attachments in the following formats: .jpg, .png, .svg, .webp, .gif

## 1.2 Tasks Template

Here, you can **manually** create a task template or **import** a template using excel. Every task that you create or import here can be seen on the "All Tasks" page.

You can search and sort your tasks by using the navigation menus, or find a specific task using the search bar in the top right corner.



\*Probably the fastest and easiest way to import Tasks, Templates or Groups is via excel.

Template name	Task category	Category color	Task description	Equipment	Task priority	Designation
x-2/ Toro Flex at 5 mm	GREENS MOW	#DAE795	Instructions, descriptions,...	Toro Flex	Normal	With Buckets
x-1/ Toro Flex Practice Greens at 8 mm	GREENS MOW	#DAE795	Instructions, descriptions,...	Toro Flex	Normal	
x-2/ Toro Flex at 4 mm	GREENS MOW	#DAE795	Instructions, descriptions,...	Toro Flex	Normal	
x-1/ Toro Flex Practice Greens at 6 mm	GREENS MOW	#DAE795	Instructions, descriptions,...	Toro Flex	Normal	

### 1.2.1 Adding a new task template

To add a new task template, click the »Add task template« button.

Templates are preloaded tasks for faster and easier Task assignments.

General info | Description | Inventory Items | Task Equipment | Attachments

Title:

Task Designation:

Tasks Categories:

Priority:

Estimated Duration:

[Continue](#)

### 1.2.2 Importing a task template

To import a task template, click the »Excel import« button.

General info

Company:

Location:

Import .xlsx file template

No file chosen

[Import](#)

Just select your company, which location you want to import your tasks to, and select your excel file.

### 1.3 Tasks Groups Template

On the Task Group Type page, you can import tasks in groups (e. g. Wintering, Rainy Day, ...).

You can then edit the group, delete it or assign tasks within that group.

You can search for a specific group via the search bar on the top right.

Tasks Groups Template [Tasks Groups Template](#)

[+ ADD TASK GROUP TYPE](#) [EXCEL IMPORT](#) [Import](#) 1 - 1 Of 1

NAME	TASKS TEMPLATE
Tasks sample	<a href="#">Edit, delete</a>

< 1 >

### 1.4 Tasks Categories

On this page, you can see your task categories. These are created automatically when you import your tasks, but you can always add new manually, edit or delete them.

Tasks Categories [Tasks Categories](#)

[+ ADD TASK CATEGORY](#) [Add new](#) 1 - 4 Of 4

NAME	LOCATION	COLOR
Mowing	Golf Resort Arboretum	<a href="#">Edit, delete</a>
Fertilizing	Golf Resort Arboretum	
Aerating	Golf Resort Arboretum	
Irrigation management	Golf Resort Arboretum	

### 1.5 Task Designation

Here you can create designations which you can then assign to your tasks in the app (e. g. regular maintenance, problem found, players or natural damage,...)

The designation is yours custom choice.

Task Designation [Task Designation](#)

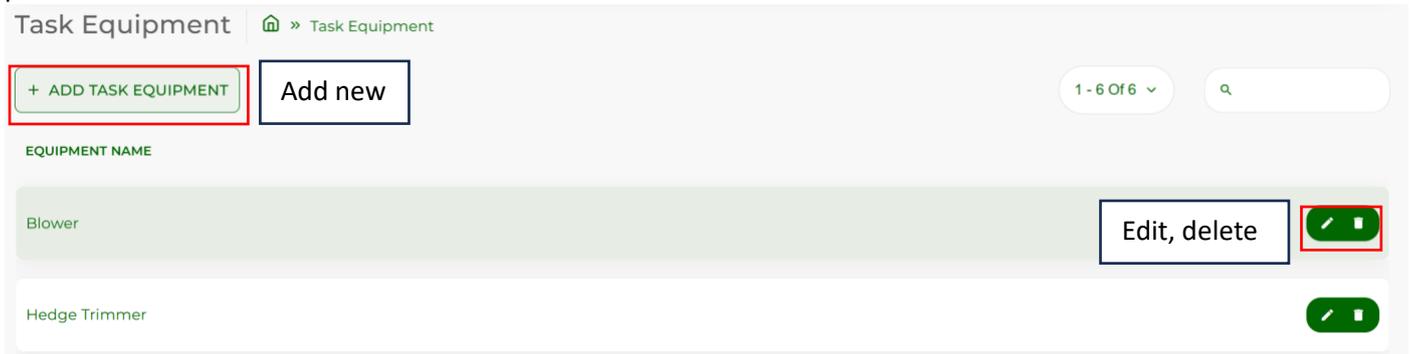
[+ ADD TASK DESIGNATION](#) [Add new](#) 1 - 1 Of 1

NAME	
Task desig	<a href="#">Edit, delete</a>

< 1 >

## 1.6 Task Equipment

Here, you can add the equipment used for tasks. This equipment can then be assigned to each task via the app or portal.



Task Equipment » Task Equipment

+ ADD TASK EQUIPMENT Add new 1 - 6 Of 6

EQUIPMENT NAME

Blower	<span>Edit, delete</span> 
Hedge Trimmer	

## 2. Inventory

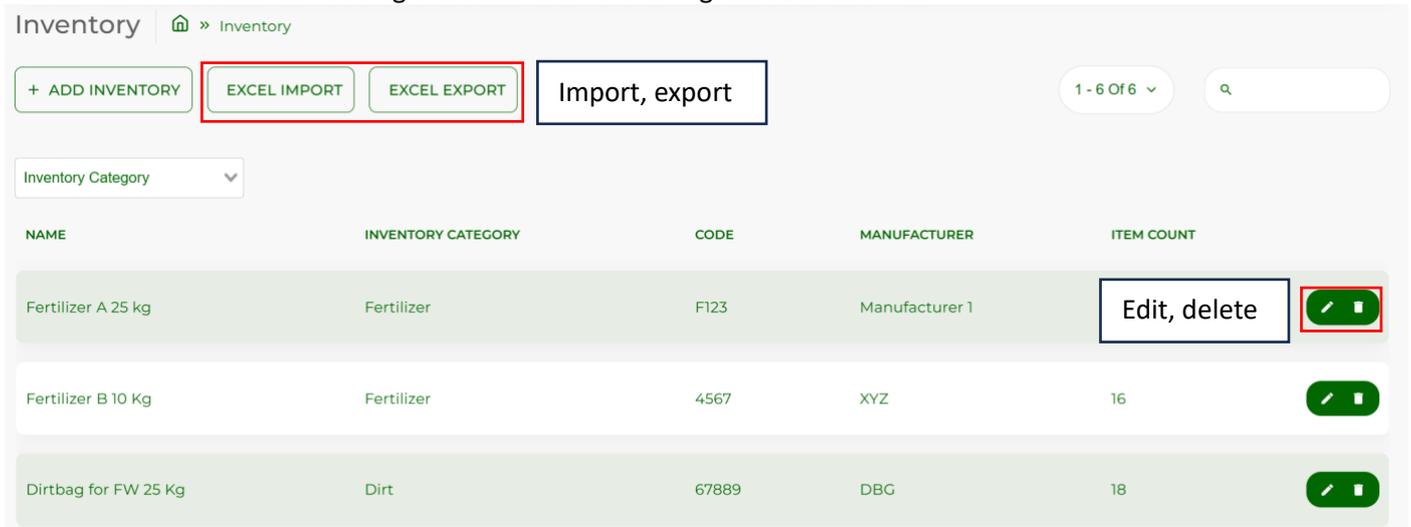
### 2.1 Inventory

On the inventory page, you can see your stock of items.

You can either add these items **manually** using the ADD INVENTORY button, or **import** items from an excel .xlsx file.

If you wish, you can also export your inventory at any time, using the EXCEL EXPORT button.

You can edit or delete items using the buttons on the far right side of each item.



Inventory » Inventory

+ ADD INVENTORY EXCEL IMPORT EXCEL EXPORT Import, export 1 - 6 Of 6

Inventory Category

NAME	INVENTORY CATEGORY	CODE	MANUFACTURER	ITEM COUNT	
Fertilizer A 25 kg	Fertilizer	F123	Manufacturer 1		<span>Edit, delete</span> 
Fertilizer B 10 Kg	Fertilizer	4567	XYZ	16	
Dirtbag for FW 25 Kg	Dirt	67889	DBG	18	

#### 2.1.1 Adding a new inventory item

To add a new inventory item, click the “Add Inventory” button.

The first step of adding a new inventory item is **General info**, where you can set the item’s name (1), which inventory category it belongs to (2), its manufacturer (3), item code (4) and the item’s buy and sell price (5 & 6). You can also add a description to each item (7).

General info      Stock      Images

Title 1

Inventory Category 2

Manufacturer 3

Code 4

Buy Price 5

Sell Price 6

Description

B I U S " " H1 H2 X<sub>2</sub> X<sup>2</sup> Normal

Normal Sans Serif

Insert text here ...

The second step is **Stock**. Here, you can determine the amount of each item you have in stock.

General info      Stock      Images

Stock List

Item Count: 15	Is set:		
Item Count: 10	Is set:		

+ Add quantity

Back Continue

**Add quantity** X

Item Count

Is set

Save Cancel

Is Set will count inventory

The last step is **Images**.

Here, you can add images to your inventory item. To add a new image, click the “Add image” button.

General info      Stock      Images

Images

*No images added yet*

+ Add image

Back Save

You can add attachments in the following formats:

- .jpg
- .png
- .webp
- .gif

### 2.1.2 Inventory Category

Here you can see your inventory categories. Like task categories, these are created automatically when you import your inventory, but can be manually added, edited or deleted.

Inventory Category » Inventory Category

+ ADD INVENTORY CATEGORY Add new 1 - 3 Of 3

NAME	BASE	COLOR	
Fertilizer	Golf Resort Arboretum	<span style="color: green;">●</span>	<span>Edit, delete</span> <span></span>
Dirt	Golf Resort Arboretum	<span style="color: brown;">●</span>	<span></span>
Sand Bag	Golf Resort Arboretum	<span style="color: grey;">●</span>	<span></span>

# APP

## 1. Tasks

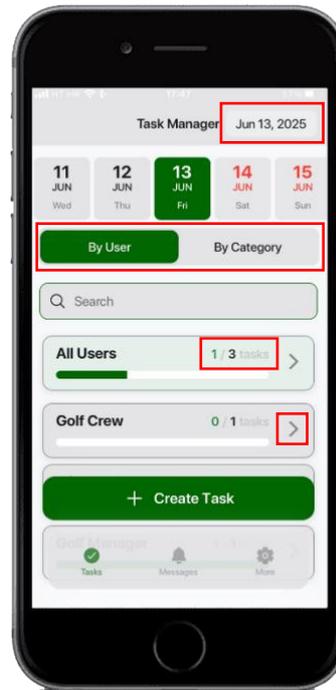
The "Tasks" page displays all available tasks in the system.

At the top of the screen, you can toggle the view to **sort tasks by user or by category** using the corresponding buttons.

Each user or category displays two indicators:

- **Black Number** – Shows the number of open (incomplete) tasks.
- **Green Number** – Shows the number of completed tasks.

To view specific tasks, select a user and/or a category from the list.



Select date

Sorting

Completed - All

Enter category view

## 2. Category

On this level, you can manage individual tasks directly.

Tap the **white box** to the left of a task's name to update its status:

- **First tap** – Marks the task as **In Progress**.
- **Second tap** – Marks the task as **Completed**.

To view more details, tap anywhere on the task to **expand** it.



Search

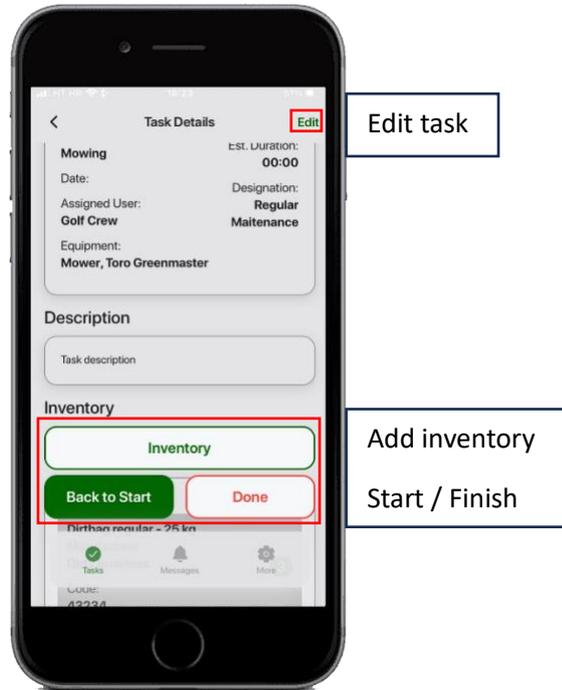
Start / Finish

### 3. Task

The task view displays all relevant details for a selected task.

From this screen, you can:

- **Start or complete** the task.
- **Reopen** the task if it has already been marked as completed.
- **Add notes** to document progress or provide additional information.
- **Upload photos** — there is no limit to the number of images you can attach.
- **Record inventory usage** by specifying which items were used during task completion.



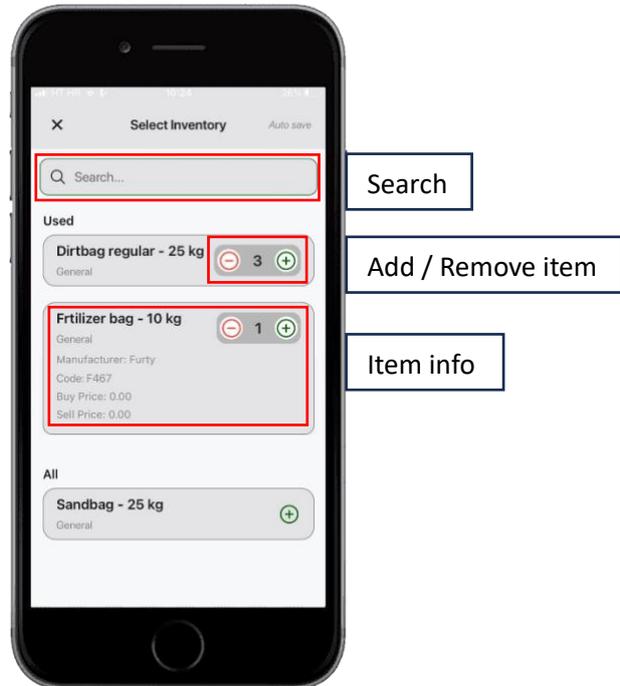
### 4. Inventory

The **Inventory** page allows you to log which items were used to complete a task, along with their quantities.

- To **add an item**, tap the **plus (+)** icon next to its name.
- To **remove an item**, tap the **minus (-)** icon.

You can quickly locate specific items using the **search bar** at the top of the screen. The search function supports:

- **Item name**
- **Description**
- **ID code**
- **Manufacturer**
- **Category**



## 4.1 Creating a task

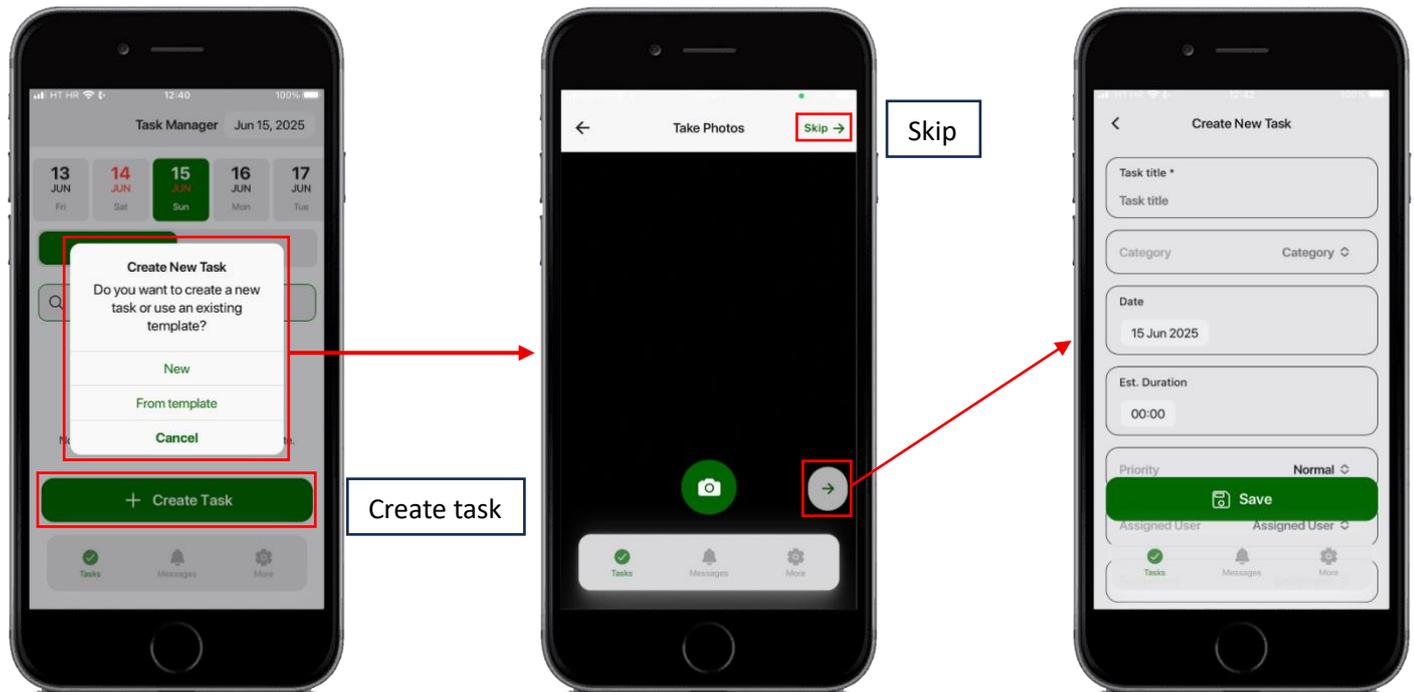
To create a new task, navigate to the “**Tasks**” section and tap the “**Create Task**” button.

You will first be prompted to choose whether to:

- **Start from Scratch** – Create a completely new task, or
- **Use a Template** – Select from your saved task templates.

Next, you have the option to **add photos** to the task. This step is optional and can be skipped by tapping the “**Skip**” button in the top-right corner.

Once completed, you will proceed to the task creation screen, where you can begin entering task details.



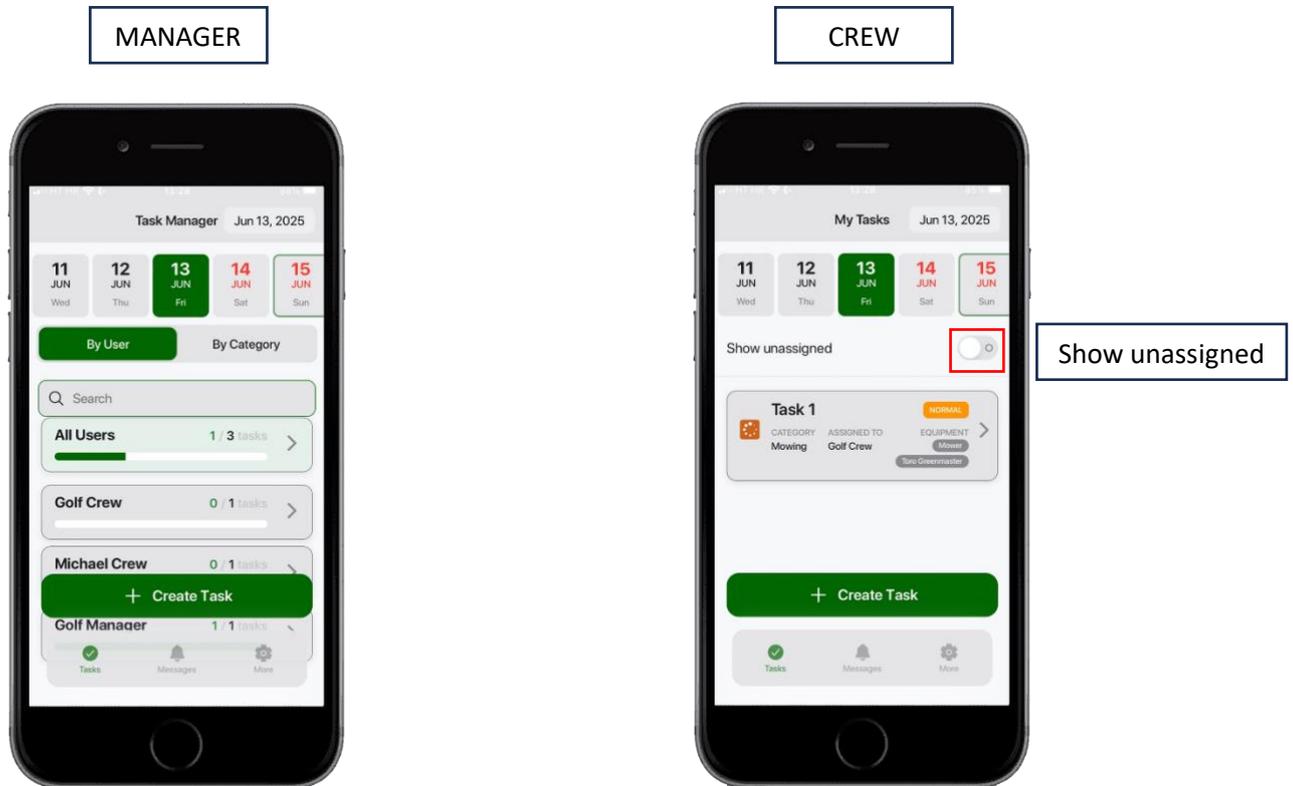
When creating a task, you can configure the following details:

- **Task Title** – Assign the task a name.
- **Category** – Select the appropriate category.
- **Date** – Specify when the task should be performed.
- **Est. Duration** – Indicate how long the task is expected to take.
- **Priority** – Choose from LOW, NORMAL, HIGH, or TOP priority.
- **Assigned User** (*optional*) – Assign the task to a specific user.
- **Equipment** – Select the equipment needed to complete the task.
- **Designation** – Define the task’s designation or type.
- **Description & User’s Note** – Add any relevant details or instructions.
- **Inventory** – Specify which inventory items will be used.
- **Attachments** – Upload any supporting files or images.
- **GPS Coordinates** – Attach location data if necessary.

## 5. Crew / Manager differences

The primary difference between **Crew** and **Manager** logins is found in the **Tasks** section.

- **Manager Login** – Can view **all tasks**, regardless of assignment.
- **Crew Login** – Can only view tasks that are **assigned to them personally** or tasks that are **unassigned**.



Another key difference lies in the task creation process:

- **Manager Login** – Upon tapping **Create Task**, the user is prompted to choose between **starting from scratch** or **using a template**, before proceeding to the photo stage.
- **Crew Login** – Tapping **Create Task** takes the user **directly to the photo stage**, skipping the template selection step (crew adding tasks are usually associated with urgent/damage/ad hock findings)
- **When Crew creating an Unassign Task** (not recording for them self) a notification will be sent to Managers to evaluate & assign it.
- **\*Unsigned Tasks** also offer a different task organization/management – to assign taska at morning meetings, on spot or 'as you go' during the day

