



GOLF MANAGER APP USER MANUAL

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PORTAL

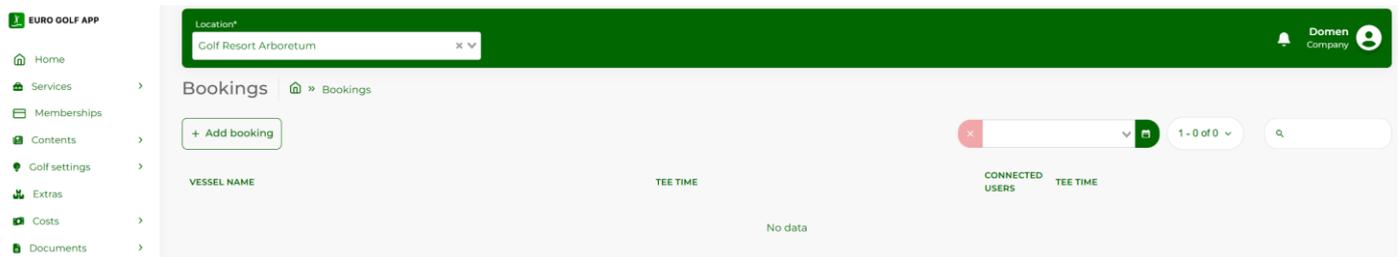
1. Bookings

The **Bookings** section allows you to view, create, and manage all reservations within your golf facility.

1.1 Bookings

Here, you can view all active bookings or manually create new ones.

- Use the **timeframe dropdown menu** at the top of the page to switch between predefined views (e.g., *This Week, Next Week, Last Week, Year-to-Date, Upcoming This Year*).
- Alternatively, click the **calendar icon** next to the dropdown menu to select a specific date.

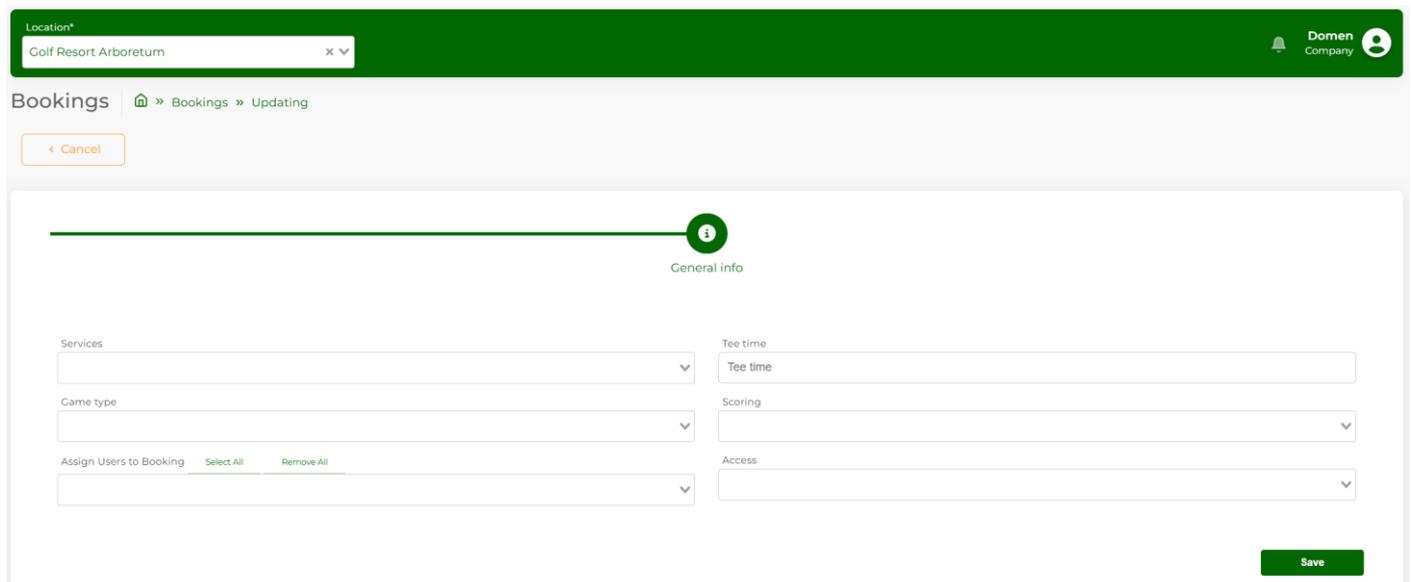


To create a new booking, click the “**Add booking**” button in the top-left corner.

1.1.1 General info

The booking creation process has a single step:

- **Service selection:** Choose which service (e.g., *18-hole, 9-hole, lesson*) the booking covers.
- **Game type:** Select the game format (e.g., *Stroke Play, Stableford*).
- **Assigned users:** Add one or more users to the booking.
- **Tee time:** Set the exact date and time for the booking.
- **Scoring method:** Choose between Gross or Net scoring.
- **Access level:** Decide whether the booking is *Public, Private, or Club-only*.



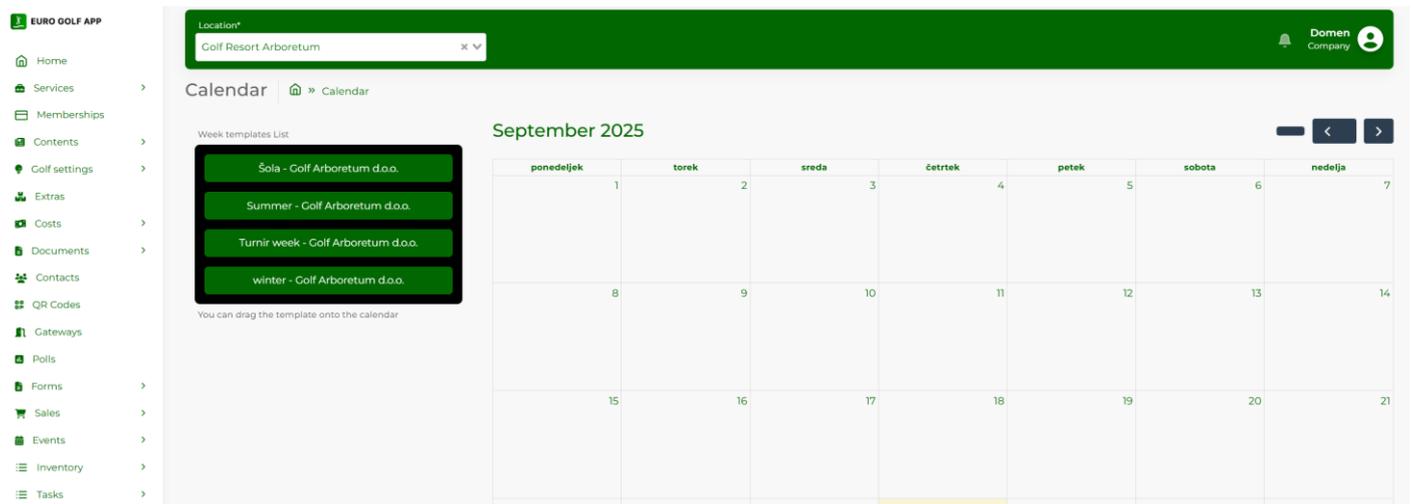
1.2 Calendar

The **Calendar** view allows you to visualize and manage bookings by day or week.

- Your **week templates** are listed on the left side of the page (see **Section 18: Templates**).

- To quickly schedule bookings, **drag a week template** onto the calendar. You will then be prompted to select a service for that week.

This feature is ideal for efficiently populating recurring schedules.



1.3 Slots

The **Slots** view enables you to manage and assign specific booking slots on specific dates.

- To create a new booking slot, **drag a slot template** from the left panel onto the calendar.
- You will then be prompted to:
 - Select a service.
 - Specify whether the booking requires **Manager Approval**, **Client Approval** or both before it becomes active.

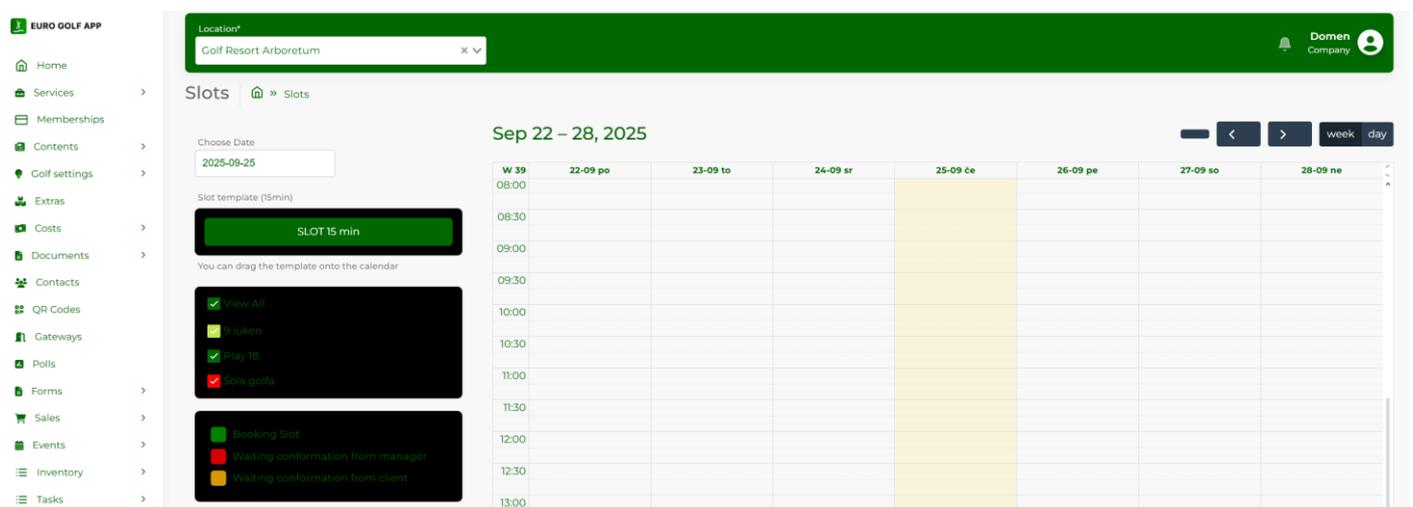
Slot status is color-coded for clarity:

- Green:** Active booking slot.
- Red:** Awaiting manager confirmation.
- Orange:** Awaiting client confirmation.

You can navigate through the calendar using the **arrow icons** in the top-right corner.

To switch between views:

- Click **“Day”** to display a single day.
- Click **“Week”** to return to the weekly view.



2. Tasks

The **Tasks** module is designed to help you efficiently manage, assign, and track work at your golf course. Tasks can be created manually, imported from an Excel file, or based on templates for recurring processes.

2.1 All Tasks

The **All Tasks** page is your central task database, where you can view, create, edit, and manage every task in the system.

- **Search & navigation:** Use the navigation menus to filter tasks by status, category, or other criteria. For quick access, use the search bar in the top-right corner to find a specific task.
- **Actions:** For each task, you can update its status (execute from the portal), edit details, view state logs, or delete it using the action buttons on the far right.

The screenshot displays the 'All Tasks' interface. At the top, there's a location filter set to 'Golf Resort Arboretum' and a user profile for 'Domen Company'. Below this, a '+ ADD TASK' button and a '1 - 80 of 80' indicator are visible. The tasks are organized into three columns: 'Open', 'In Progress', and 'Done'. Each task card shows the task name, categories (e.g., 'Mowing'), assigned user, and date. For example, in the 'Open' column, there are tasks 'unassigned' (Assigned User: Michael crew, Date: 06.06.2025) and 'tesrt' (Assigned User: Michael crew, Date: 09.06.2025). In the 'In Progress' column, there are 'Task name' (Assigned User: Michael crew, Date: 06.06.2025) and 'x-2/ Trim and flymo/ Blower/ Bunkers 1-9' (Assigned User: Johnny B. Wissemealer, Date: 07.06.2025). In the 'Done' column, there are 'Mow grass' (Assigned User: Michael crew, Date: 06.06.2025) and 'Mowing' (Assigned User: Michael crew, Date: 07.06.2025). Each task card has three action buttons on the right: a left arrow, a pencil, and a square with an 'x'.

Adding a task: Click »Add task« to create a task. You will be asked whether to use an existing template or create a task from scratch. Selecting a template allows you to quickly import pre-defined task details.

2.1.1 General info

In the **General info** step, you can configure the core task details:

1. **Task name** – The title of the task.
2. **Designation** – Assign a designation for categorization (e.g., *Regular Maintenance, Player Damage*).
3. **Category** – Select a task category.
4. **Priority** – Set the task's priority level.
5. **Assigned User** – Choose who will be responsible for completing the task (users are pulled from **Settings** → **Employees – Golf Crew & Golf Manager**)
6. **Date** – Set the date the task should be performed.
7. **Estimated duration** – Specify the expected time required to complete the task.

The 'General info' form contains the following fields:

- Name:** A text input field with the placeholder 'Name'.
- Tasks Categories:** A dropdown menu.
- Assigned User:** A dropdown menu.
- Estimated Duration:** A dropdown menu with the placeholder 'Select Time'.
- Tasks Designations:** A text input field with the placeholder 'Task desig' and a clear button (x).
- Priority:** A dropdown menu with the placeholder 'Normal' and a clear button (x).
- Date:** A date selection field with the placeholder 'Select Date'.

A green 'Continue' button is located at the bottom right of the form.

Click »Continue« when finished.

2.1.2 Description.

Here, you can provide detailed instructions for completing the task.

- Use the **rich text editor** to format your text, add links, quotes, code blocks or images.
- A live preview is displayed in the **Description Preview** window on the right, allowing you to see exactly how the instructions will look.

The screenshot shows the 'Description' step of a task configuration process. The progress bar at the top indicates that 'Description' is the current step, with 'General info', 'Inventory Items', 'Task Equipment', and 'Attachments' as subsequent steps. The 'Description' section contains a rich text editor with a toolbar for bold, italic, underline, link, unlink, quote, and list, as well as font and size options. A 'Description Preview' window is positioned to the right of the editor. At the bottom of the interface, there are 'Back' and 'Continue' buttons.

2.1.3 Inventory items

If the task requires using specific inventory items (e.g., maintenance supplies), you can add them here:

- Click »Add inventory item«, select the item from the dropdown menu, and enter the quantity.
- Quantities can be adjusted later by editing the field directly.
- To remove an item, click the **red trashcan icon** to the far right.

The screenshot shows the 'Inventory Items' step of a task configuration process. The progress bar at the top indicates that 'Inventory Items' is the current step, with 'General info', 'Description', 'Task Equipment', and 'Attachments' as subsequent steps. Below the progress bar, there is a table with two columns: 'Item Name' and 'Quantity'. The table lists three items: 'Fertilizer A 25 kg' with a quantity of 1, 'Sandbag black 25 Kg' with a quantity of 3, and 'Dirtbag for FW 25 Kg' with a quantity of 5. Each item has a red trashcan icon to its right. Below the table is a '+ Add Inventory Item' button. At the bottom of the interface, there are 'Back' and 'Continue' buttons.

Item Name	Quantity
Fertilizer A 25 kg	1
Sandbag black 25 Kg	3
Dirtbag for FW 25 Kg	5

2.1.4 Task Equipment

Assign equipment that will be needed to complete the task:

- Click »Add task equipment« and select the required equipment from the dropdown menu.

- Remove equipment by clicking the **red trashcan icon** next to the item.



Task Equipment

Equipment Name	
Lawn mower 1	
Spreader	
Blower	
Hedge Trimmer	

+ ADD TASK EQUIPMENT

Back **Continue**

2.1.5 Attachments

You can attach supporting files (e.g., diagrams, images or documents) to provide additional context for the task.

- Supported formats: **.jpg, .png, .webp, .gif**
- Click **»Add Attachment«** to upload files.



Attachments

Attachments	Name	
	Golfer_swing.jpg	

+ Add Attachment

Back **Save**

2.2 Tasks Week

The **Tasks Week** view lets you see all tasks scheduled within a selected week. Tasks are visually separated by day and grouped into three color-coded categories:

- Open** – blue
- In Progress** – orange
- Done** – green

You can switch between weeks using the **Previous Week** and **Next Week** buttons at the top of the page. You may also jump directly to a specific week by selecting the **year** and **week number** in the dropdown menus in the top center.

To refine what is displayed, you can filter tasks using the **Open**, **In Progress**, and **Done** checkboxes. Additional dropdown filters in the top-right allow you to show only tasks assigned to a specific **user** or only tasks belonging to a specific **category**.

You can also create a new task directly from this page. The process is identical to adding a task in **16.1 All Tasks**.

2.3 Tasks Template

Task templates allow you to save time by predefining commonly used tasks.

*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	

2.3.1 Adding a new task template

Add a new task template: Click "Add Task Template" and follow the same process as creating a task.

8.3.2 Importing a task template

Import templates: Click “Excel import” to bulk import task templates. Select the company, location and Excel file to upload.

General info

Company

Location

Import .xlsx file template

Choose file | No file chosen

Import

Templates are ideal for recurring workflows (e.g., *Weekly Maintenance, Rainy Day Operations*).

2.4 Tasks Groups Template

Task groups allow you to organize tasks into logical collections (e.g., *Winter Preparation, Event Setup*).

- You can edit, delete or assign tasks to a group.
- Use the search bar in the top-right corner to quickly find a specific group.

Tasks Groups Template

+ ADD TASK GROUP TYPE | EXCEL IMPORT | Import

1 - 1 Of 1

NAME	TASKS TEMPLATE
Tasks sample	Edit, delete

1

2.5 Tasks Categories

Task categories help you organize tasks for easier filtering and reporting.

- Categories are automatically created during Excel import but can also be manually added, edited, or deleted.

Tasks Categories

+ ADD TASK CATEGORY | Add new

1 - 4 Of 4

NAME	LOCATION	COLOR
Mowing	Golf Resort Arboretum	Edit, delete
Fertilizing	Golf Resort Arboretum	
Aerating	Golf Resort Arboretum	
Irrigation management	Golf Resort Arboretum	

2.6 Task Designation

Task designations allow you to classify tasks with custom labels such as **Regular Maintenance**, **Problem Found**, or **Player Damage**.

These designations can then be applied when creating tasks, allowing for better tracking and reporting.

Task Designation [» Task Designation](#)

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

NAME

Task desig	Edit, delete 
------------	--

< 1 >

2.7 Task Equipment

This section allows you to manage the available equipment used for tasks.

- Once added, this equipment can be assigned to tasks from the **Task Equipment** step.

Task Equipment [» Task Equipment](#)

[+ ADD TASK EQUIPMENT](#) [Add new](#) 1 - 6 Of 6

EQUIPMENT NAME

Blower	Edit, delete 
Hedge Trimmer	

Inventory Category [» Inventory Category](#)

[+ ADD INVENTORY CATEGORY](#) [Add new](#) 1 - 3 Of 3

NAME	BASE	COLOR	
Fertilizer	Golf Resort Arboretum		Edit, delete 
Dirt	Golf Resort Arboretum		
Sand Bag	Golf Resort Arboretum		

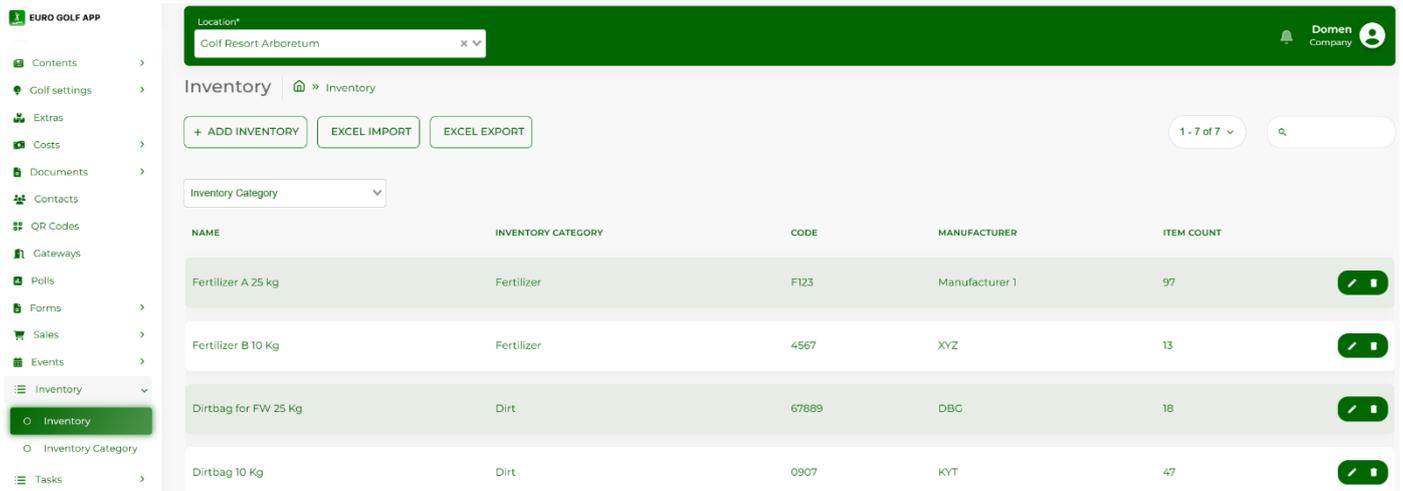
3. Inventory

3.1 Inventory

The **Inventory** section allows you to track and manage your stock of items. You can add items manually, import them from an Excel file, or export your entire inventory at any time.

- Add inventory:** Click **"Add inventory"** to create a new inventory item.
- Import inventory:** Import items from an **.xlsx** file to quickly populate your stock.

- **Export inventory:** Use the “**Excel export**” button to download your inventory for reporting or backup purposes.
- **Edit/delete items:** Use the icons on the far right of each item to make changes or remove them from your inventory.

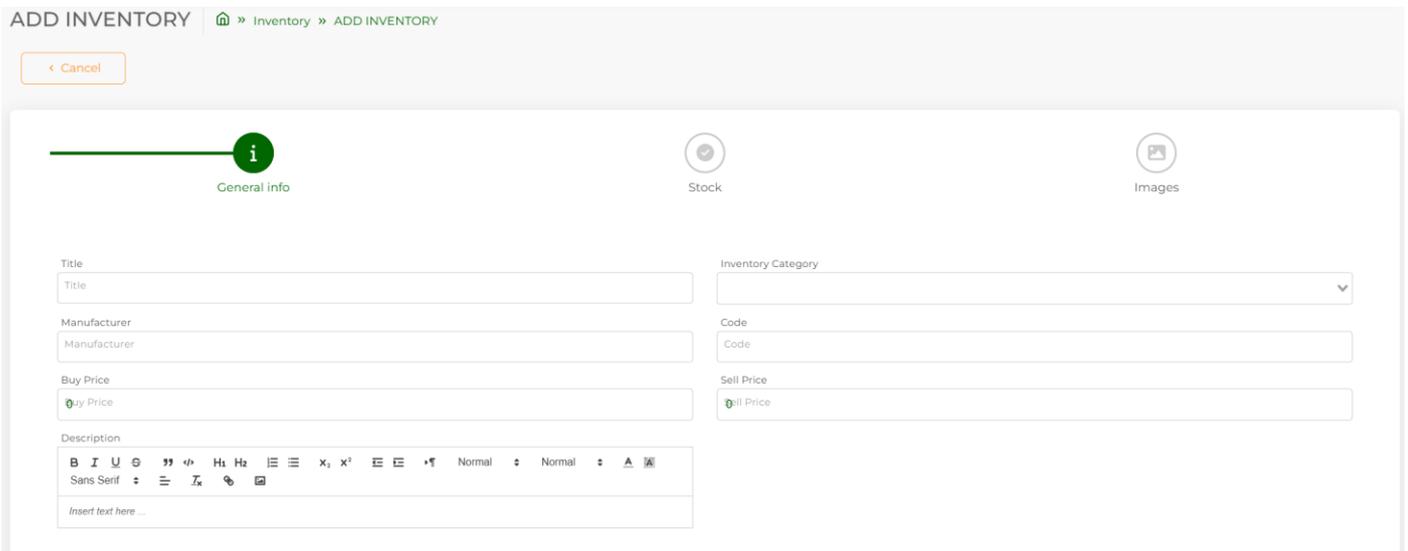


When adding a new inventory item, you will go through three steps:

3.1.1 General info

In the **General info** step, you can set:

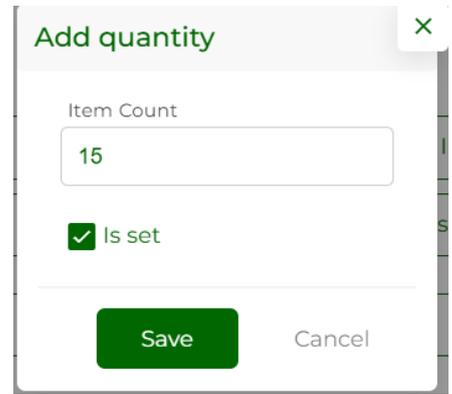
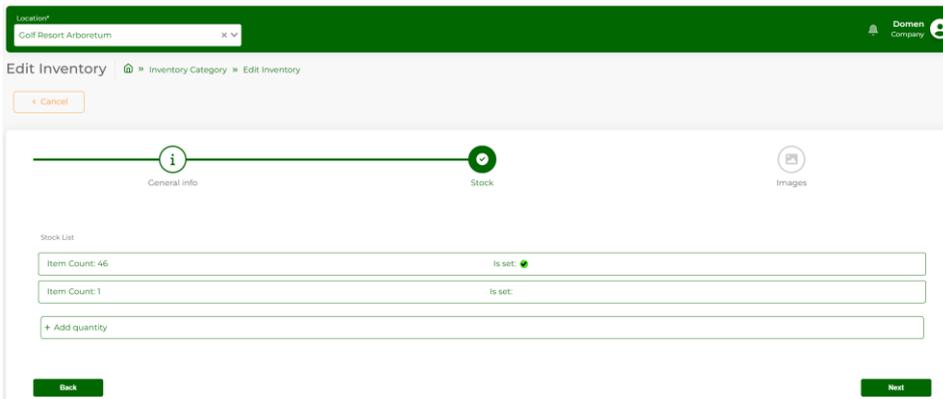
- **Title** – Name of the inventory item.
- **Inventory Category** – Choose the category the item belongs to.
- **Manufacturer** – Add the item’s brand or manufacturer (optional).
- **Code** – Internal reference code for tracking purposes.
- **Buy price / Sell price** – Set cost and sales price.
- **Description** – Use the rich text editor to describe the item, add specifications, or any other relevant details.



3.1.2 Stock

Here, you can manage the available quantity for the item:

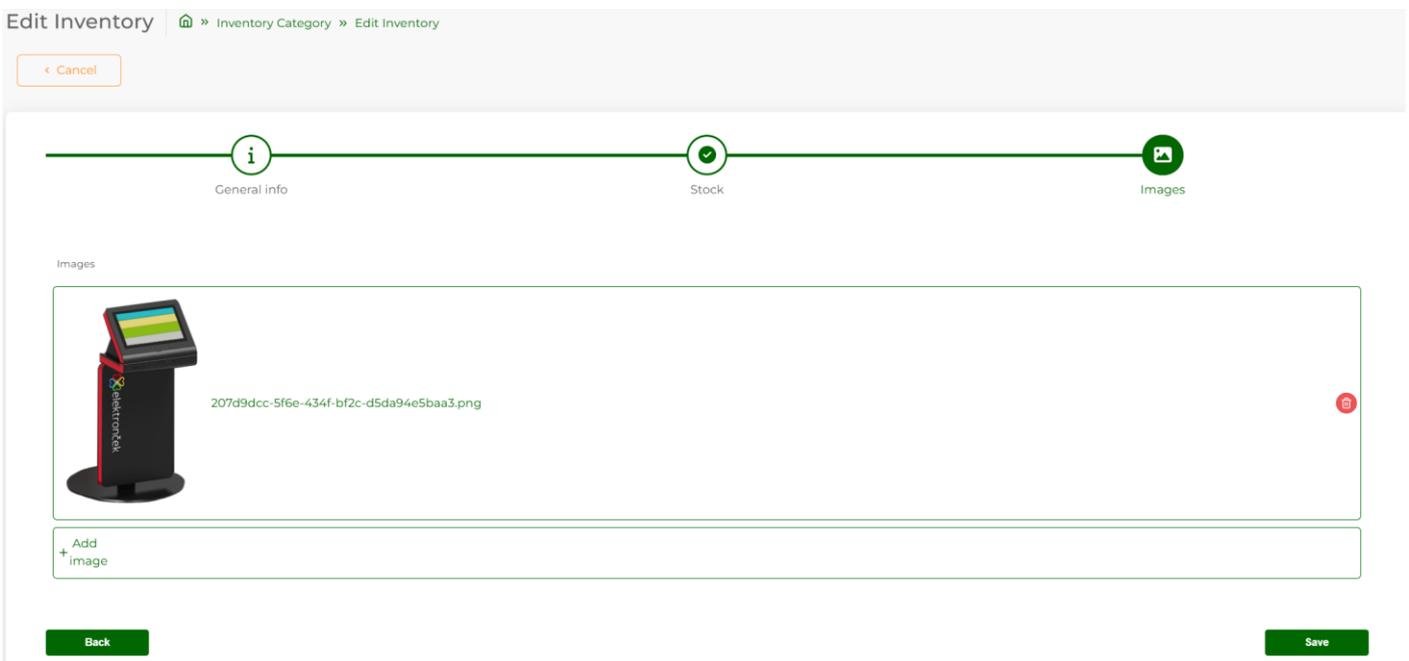
- Click “**Add quantity**” to adjust stock levels.
- Input a **positive number** to increase the count, or a **negative number** to decrease it.
- Tick the “**is set**” checkbox to set the current stock as a fixed count (useful after a manual stocktake).



3.1.3 Images

You can add images to help identify the item:

- Click **“Add image”** to upload photos.
- Add as many images as you like.
- Delete images by clicking the **red bin icon** on the right.



3.2 Inventory Category

Inventory categories help you organize your items for easier management.

- **Automatic creation:** Categories are created automatically when importing inventory from Excel.
- **Manual management:** You can manually add, edit or delete categories.

Inventory Category » Inventory Category

+ ADD INVENTORY CATEGORY Add new 1 - 3 Of 3

NAME	BASE	COLOR	
Fertilizer	Golf Resort Arboretum	●	Edit, delete ✎ □
Dirt	Golf Resort Arboretum	●	✎ □
Sand Bag	Golf Resort Arboretum	●	✎ □

Adding a new category: Click “Add inventory category”, then select a **title** and a **colour** to represent the category.

ADD INVENTORY CATEGORY » Inventory Category » ADD INVENTORY CATEGORY

< Cancel

ⓘ
General info

Title

Color ✕

Save

4. Notifications

Here, you can send push notifications to your guests and review previously sent notifications. The main table displays each notification’s **title** (usually the location name), **content**, the **number of users** it was sent to, and the **date and time** it was delivered. To view the full details of a notification, click the green arrow icon on the right side of each notification.

EURO GOLF APP

- Home
- Services
- Memberships
- Contents
- Golf settings
- Extras
- Costs
- Documents
- Contacts
- QR Codes
- Gateways
- Polls
- Forms
- Sales
- Events
- Inventory
- Tasks
- Bookings
 - Bookings
 - Calendar
 - Slots
 - Notifications**
- Templates

Location*
Golf Resort Arboretum

Notifications » Notifications

+ Send notification

1 - 20 of 56

TITLE	CONTENT	SENT TO	DATE SENT
Golf Resort Arboretum	WEATHER ALERT: Test Tom	14	13.05.2025 11:54
Golf Resort Arboretum	test	8	14.03.2025 15:41
Golf Resort Arboretum	test	8	14.03.2025 15:41
Golf Resort Arboretum	test	9	14.03.2025 15:38
Golf Resort Arboretum	test	8	14.03.2025 15:06
Golf Resort Arboretum	test	8	14.03.2025 14:41
Golf Resort Arboretum	test	8	14.03.2025 14:34
Golf Resort Arboretum	test	8	14.03.2025 14:15

To send a new notification, click the “**Send notification**” button on the top left. When composing a notification, you can choose from a list of preset titles or enter a custom one. You may also assign a **category**, which appears beneath the title in the message (*Golf Services, Upcoming Games, News, App Updates, etc.*).

An **additional text** field is available and will be displayed when a user taps on the notification. This field supports full formatting through the built-in rich text editor, allowing you to style your message as needed.

Notification



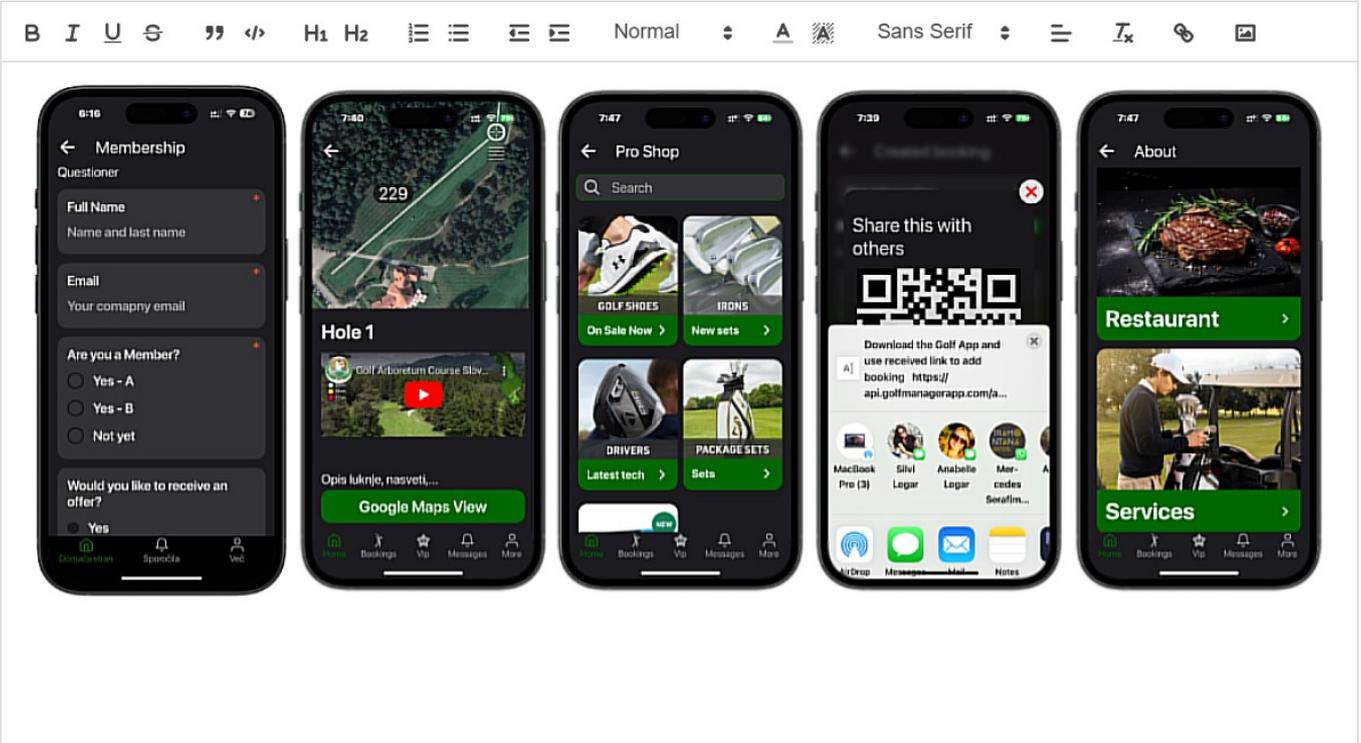
Category

App updates

Edit notifications message

WEATHER ALERT: Test Tom

Additional rich text (visible only in the app under main message)

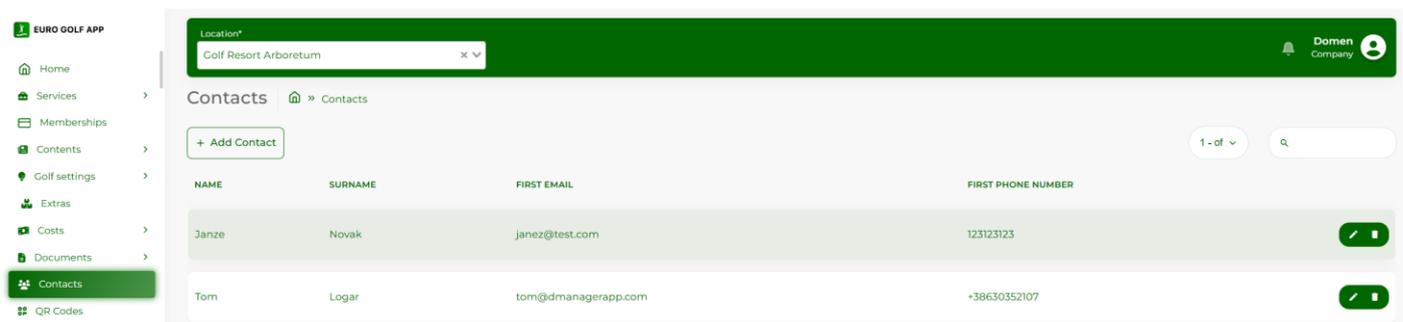


Once you have prepared your notification, simply click **“Send”** to deliver it to your users.

5. Contacts

The **Contacts** section allows you to store and manage important contact information in one centralized location. This feature is ideal for tracking **customers, vendors, suppliers, staff members, or business partners**, ensuring quick and easy access to their details whenever needed.

To add a new contact, click the **“Add new contact”** button in the top-left corner of the page. To edit or delete an existing contact, use the icons on the far right of the contact list.



Contact creation is divided into three simple steps:

4.1 General info

In the **General Info** step, you can enter:

- **Name**
- **Surname**

The screenshot shows a contact creation interface. At the top, there is a green header bar with a 'Location*' dropdown menu set to 'Golf Resort Arboretum' and a user profile icon for 'Domen Company'. Below the header, the breadcrumb 'Contacts » Contacts » Creating' is visible. A '< Cancel' button is on the left. The main content area features a progress bar with three steps: 'General info' (active, highlighted with a green circle), 'Emails', and 'Phone numbers'. Under 'General info', there are two input fields: 'Name' and 'Surname'. A green 'Next' button is located at the bottom right.

Providing both fields ensures contacts are properly identified and easy to search for later.

4.2 Emails

The **Emails** step allows you to associate one or more email addresses with the contact.

- Click »**Add email**« to add additional email fields as needed

The screenshot shows the 'Emails' step of the contact creation process. The header and breadcrumb are the same as in the previous step. The progress bar now highlights the 'Emails' step with a green circle. The 'General info' step is now greyed out. There are two input fields for 'Email', each with a clear (X) button on the right. Below these is a '+ Add email' button. At the bottom, there are 'Back' and 'Next' buttons.

4.3 Phone numbers

In the **Phone Numbers** step, you can add one or more phone numbers for the contact.

- Click »**Add phone number**« to add additional fields.

Location* Golf Resort Arboretum x v Domen Company

Contacts » Contacts » Creating

[Cancel](#)

Progress: General info (active) | Emails | Phone numbers

Phone number
 ✕

Phone number
 ✕

+ Add phone number

[Back](#) [Save](#)

6. Costs

The **Costs** section allows you to record and manage your golf course's expenses directly within the system. This feature helps you track operational costs, keep financial records organized, and associate relevant documents with each expense entry.

5.1 Costs

To add a new cost entry, click the **"Add new cost"** button in the top-left corner of the page.

To edit or delete an existing cost, use the icons on the far right of the cost list.

EURO GOLF APP

Location* Golf Resort Arboretum x v Domen Company

Costs » Costs

[+ Add New Cost](#) 1 - 4 of 4

NAME	AMOUNT	CURRENCY	DATE	CATEGORY	LAST CHANGE	
Test tom tom	1000.00	EUR	07.08.2025	Repro material	08.08.2025 04:31:04	✎ ✖
test tom	450.00	EUR	05.08.2025	Osnovna sredstva	05.08.2025 06:42:34	✎ ✖
234234234	12313.00	EUR	31.07.2025	Repro material	31.07.2025 09:08:22	✎ ✖
tes	67978949.00	EUR	31.07.2025	Repro material	05.08.2025 12:24:35	✎ ✖

1

Cost creation is divided into three simple steps:

5.1.1 General info

In the **General Info** step, you can provide the key details for the expense:

- **Name** – A descriptive title for the cost (e.g., *Course Maintenance, Clubhouse Supplies, Marketing Campaign*).
- **Amount** – The total value of the expense.
- **Currency** – Choose whether the amount is recorded in **€ (Euros)** or **\$ (US Dollars)**.
- **Date** – The date the expense was incurred or paid.
- **Category** – Select a category to group similar costs together (e.g., *Maintenance, Equipment, Utilities, Staff Wages*)

Costs Create [Home](#) » [Costs](#) » Costs Create

[Cancel](#)

General Information Notes Attachments

Name: Amount: Currency:

Date: Category:

Categorizing costs helps streamline reporting and makes it easier to analyze where your resources are being spent.

5.1.2 Notes

In the **Notes** step, you can add additional information about the expense.

- The notes field supports **plain text only** (no formatting).
- This is useful for adding **payment details, vendor names, invoice numbers or internal references** for bookkeeping purposes.

Costs Create [Home](#) » [Costs](#) » Costs Create

[Cancel](#)

General Information Notes Attachments

Notes Notes Notes Notes Notes

Notes

5.1.3 Attachments

In the **Attachments** step, you can upload supporting documents for the expense.

Accepted file types include: **.jpg, .png, .webp and .gif**.

Typical attachments include **receipts, invoices, or proof-of-payment images**, making it easy to keep your financial records complete and organized.

Costs Create [Home](#) » [Costs](#) » Costs Create

[Cancel](#)

General Information Notes Attachments

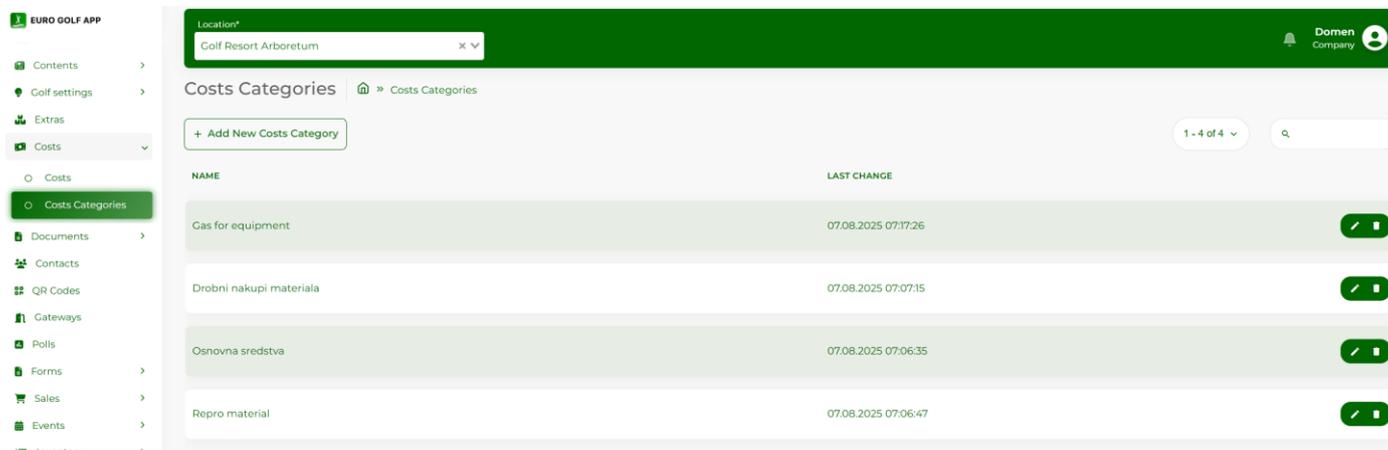
Attachments

No attachments

5.2 Costs Categories

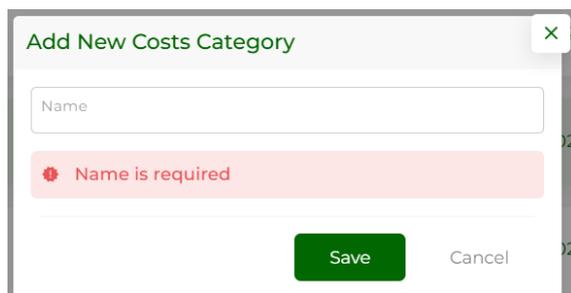
The **Cost Categories** section allows you to organize your expenses into logical groups, making it easier to review spending patterns and generate meaningful reports.

- **Adding a new category** – Click the »Add new cost category« button in the top-left corner of the page.
- **Viewing and managing categories** – All created categories are displayed in a list, along with the date of their last modification. This allows you to easily keep track of updates or changes.



Creating a new cost category is simple:

- **Assign a name** – Choose a clear, descriptive name for the category (e.g., *Maintenance, Staff Wages, Utilities, Equipment, Marketing*).



Using well-defined categories helps ensure that your costs remain organized, improves **budget tracking**, and simplifies financial reporting for audits or end-of-year reviews.

7. Documents

The **Documents** section allows you to digitally store, organize, and track important files related to your golf course operations. This feature helps ensure that key paperwork—such as **permits, certifications, contracts, and insurance documents**—are easy to access and kept up to date.

6.1 Documents

To add a new document, click the **“Add new document”** button in the top-left corner.

To edit or delete an existing document, use the icons on the far right of each entry.

EURO GOLF APP

Location*
Golf Resort Arboretum

Documents

+ Add New Document

1 - 3 of 3

TITLE	CATEGORY	EXPIRATION DATE	STATUS
tom	Osnovna sredstva	13.11.2025	VALID
test tom	Osnovna sredstva	05.08.2026	EXPIRING SOON
Test 123	Osnovna sredstva	29.08.2025	EXPIRED

Document creation is split into four simple steps:

6.1.1 General info

In the **General info** step, you can:

- **Assign a title** – enter a clear, descriptive name for the document (e.g., *Greens Maintenance Contract, Course Safety Certification*).
- **Select a category** – Choose a category to organize the document for easier retrieval.

Documents Create

< Cancel

General Information Expiration Settings Notes Attachments

Title:

Category:

Next

6.1.2 Expiration settings

In the **Expiration settings** step, you can control whether the document has an expiration date:

- **Expiration checkbox** – Tick the box if the document is time-sensitive (e.g., insurance policies, employee certifications).
- **Expiration date** – If enabled, select the exact date the document expires.
- **Reminder settings** – Use the »Remind me (days before)« field to receive a notification a set number of days before the document expires.

Documents Create

< Cancel

General Information Expiration Settings Notes Attachments

Document has expiration date

Expiration Date:

Remind me (days before):

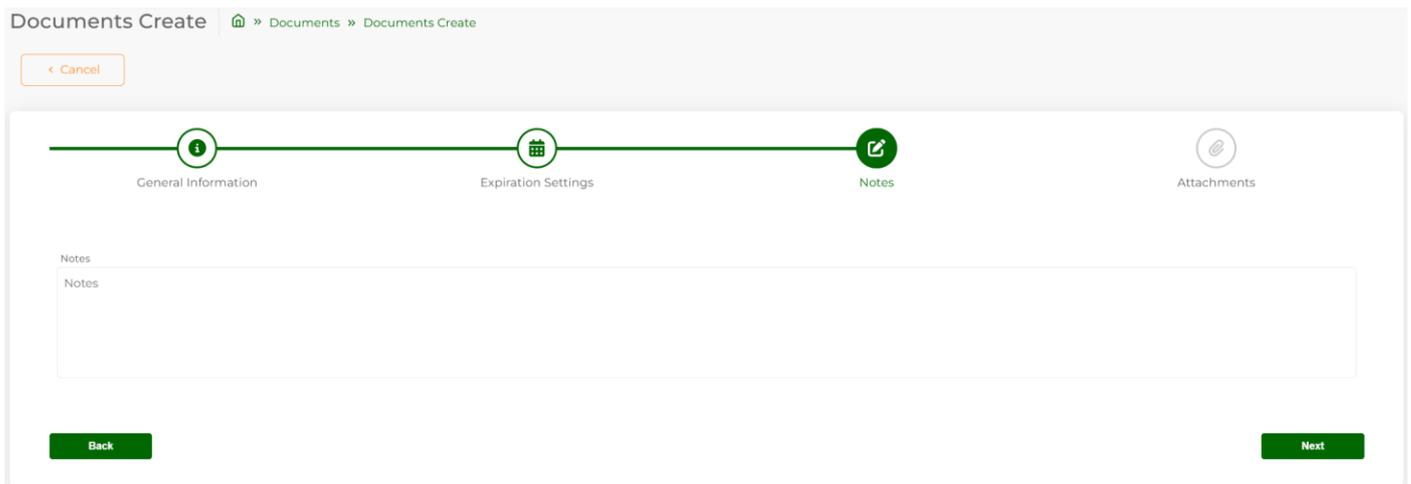
How many days before expiration to show reminder

Back Next

This feature helps ensure important renewals are never missed.

6.1.3 Notes

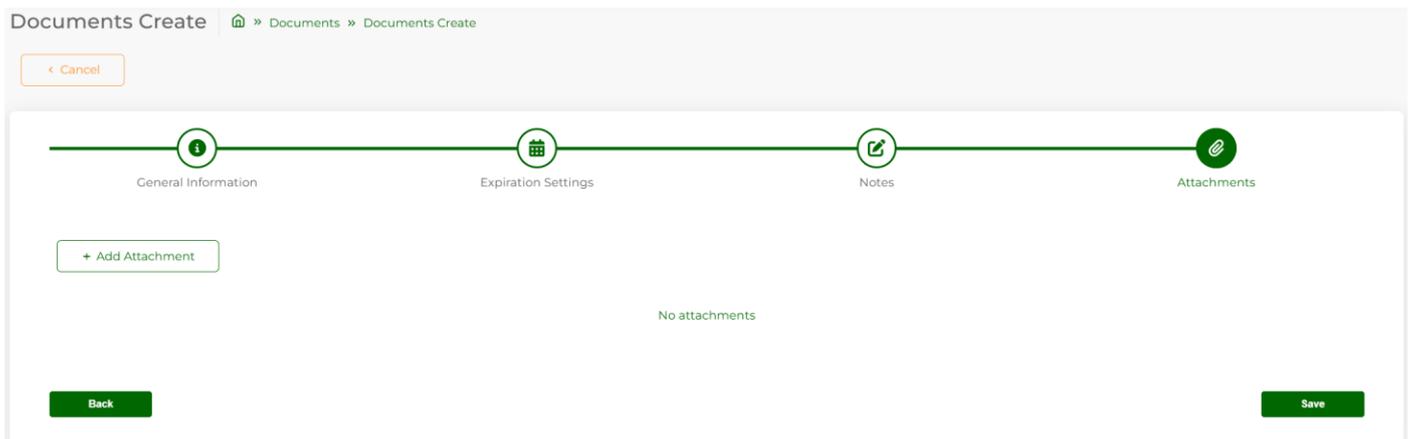
In the **Notes** step, you can add plain-text notes to provide additional context about the document (e.g., vendor or issuer contract information, reference numbers, instructions for renewal).



6.1.4 Attachments

In the **Attachments** step, you can upload files related to the document.

Accepted formats include **.jpg, .png, .webp, .gif and .pdf**



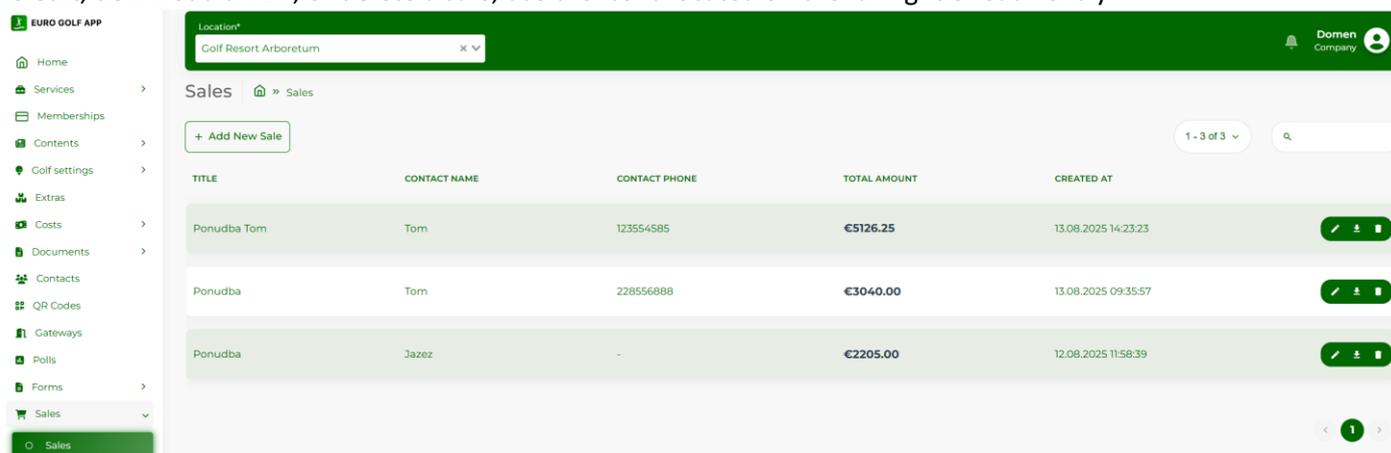
Attachments make it easy to access the original file at any time, ensuring all documentation is stored centrally and securely.

8. Sales

The **Sales** module allows you to manage and track all sales made through the system. You can record new sales, view past transactions, and manage which items are available for sale.

To create a new sale, click the **“Add New Sale”** button on the top-left.

To **edit, download a PDF, or delete** a sale, use the icons located on the far right of each entry.



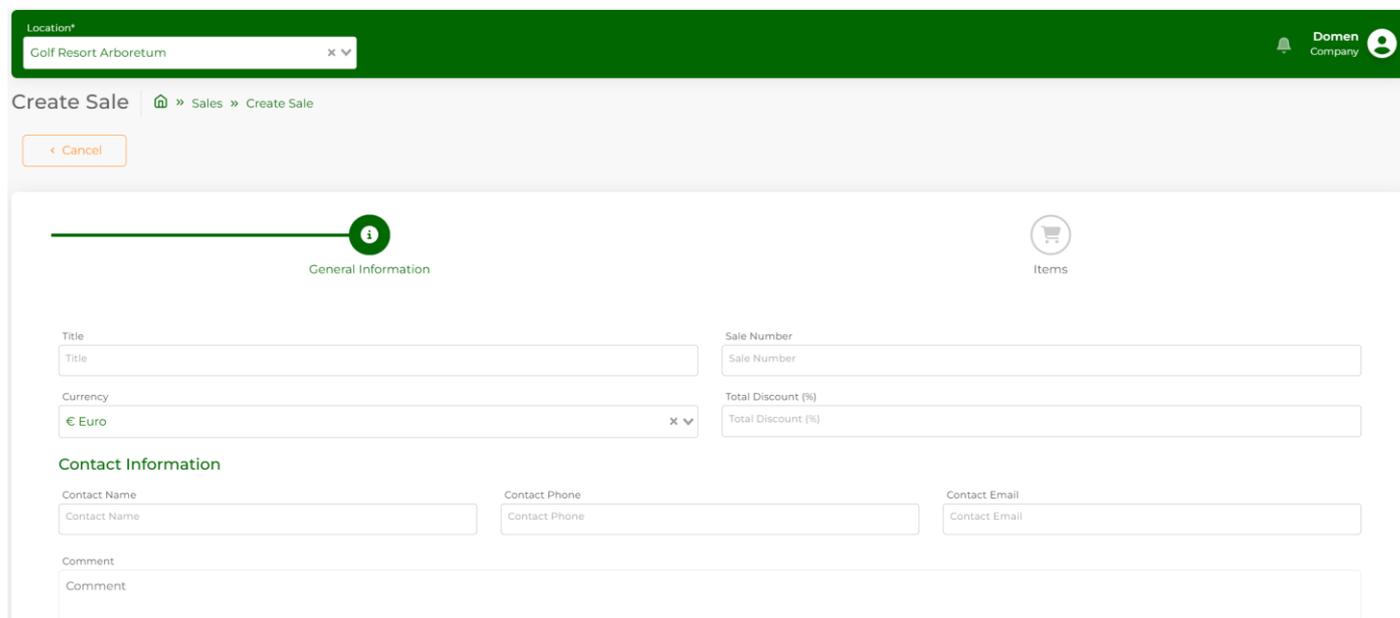
7.1 Sales

When creating a new sale, you will go through two steps:

7.1.1 General information

In the **General information** step, you can set the following:

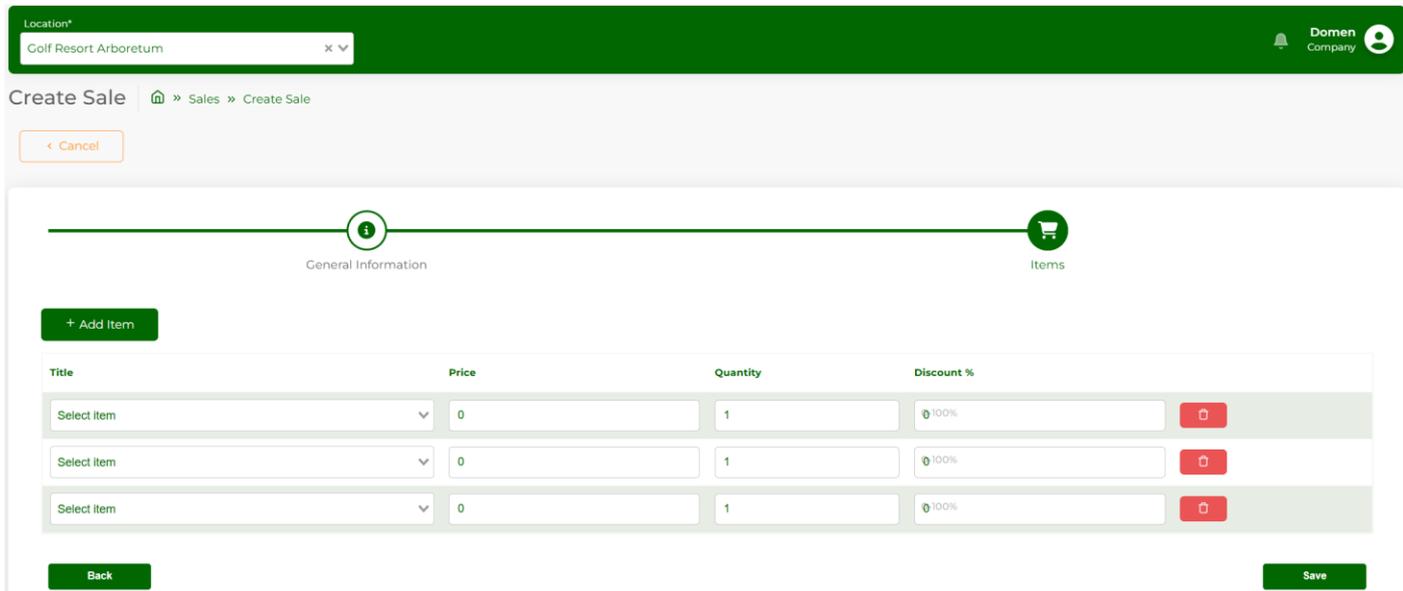
- **Title** – Give the sale a clear name or reference.
- **Sale number** – Assign a unique identifier for tracking.
- **Currency** – Choose between **€ (euros)** or **\$ (US dollars)**.
- **Total discount (%)** – Apply a percentage discount to the entire sale.
- **Contact information** – Record the contact name, phone number, and email of the customer.
- **Comment** – Add any relevant notes about the sale.



7.1.2 Items

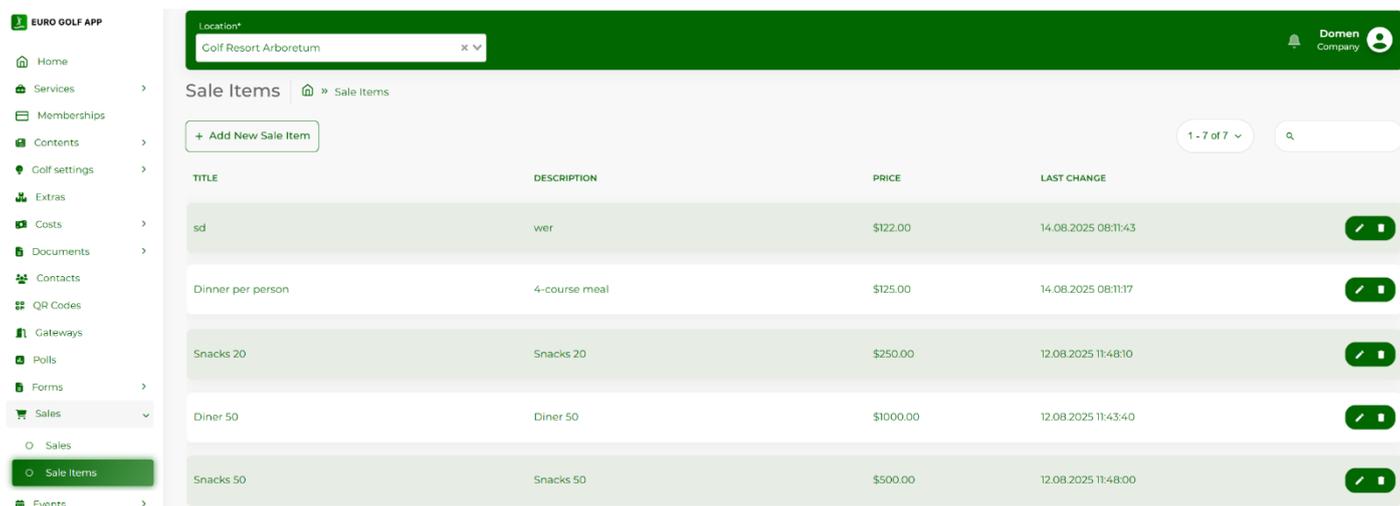
In the **Items** step, you can add the products or services included in the sale:

- Click **“Add item”** to include a new line item.
- Select the item from the dropdown menu.
- Input **price, quantity,** and (optionally) an **item specific discount**.
- To remove an item, click the **red bin icon** to the right of that line.



7.2 Sale items

This section allows you to manage which items are available for sale in the system.



To add a new sale item:

1. Click the **“Add new sale item”** button on the top-left.
2. Set a **title** (name of the item).
3. Input a **description** (optional, but helpful for clarity).
4. Set a **price** in the chosen currency.

Add New Sale Item ✕

Title

Description

Price

✖ Title is required

Once created, sale items will be available to select from the dropdown menu when adding items to a sale.

9. QR Codes

The **QR Codes** section allows you to manage and generate QR codes for different purposes within your golf facility.

- To add a new QR code, click the **»QR Code Edit«** button in the top-left corner of the page.
- To edit or delete existing QR codes, use the action icons on the far right of each listed QR code.

QR CODE TYPE	NAME	QUANTITY (NUMBER OF QR CODES)	USED	DISABLED	
doors	door	1	0 / 1	Enabled	
memberships		3	0 / 3	Enabled	
memberships		2	0 / 2	Enabled	
memberships	Članarina B 2026	10	0 / 10	Disabled	
memberships		2	0 / 2	Enabled	

When adding a QR code, you must first select its **type**. This can be either:

- **Booking** – Allows guests to manually create a booking by scanning the code.
- **Membership** – Links the QR code to a membership, making it easy for users to sign up or renew.
- **Doors** – Configures QR codes for physical access control, such as opening doors, lockers, ball dispensers or driving range gates.

Next, specify **how many QR codes** to generate. This determines how many unique users can be assigned that code.

When editing a QR code, you can see which QR codes are active, and how many times each QR code has been scanned. You can also download, copy or disable them, either all at once or individually.

QR Codes

Download as PDF Download All QR Codes Disable All QR Codes

Enabled	Enabled	Enabled	Enabled	Enabled
Scan Count: 0	Scan Count: 0	Scan Count: 0	Scan Count: 0	Scan Count: 1

10. Gateways

The **Gateways** module manages all access points that use QR codes for entry. The system integrates with your facility via API, allowing your app to act as a secure scanner for doors, lockers, ball dispensers, and other access-controlled areas.

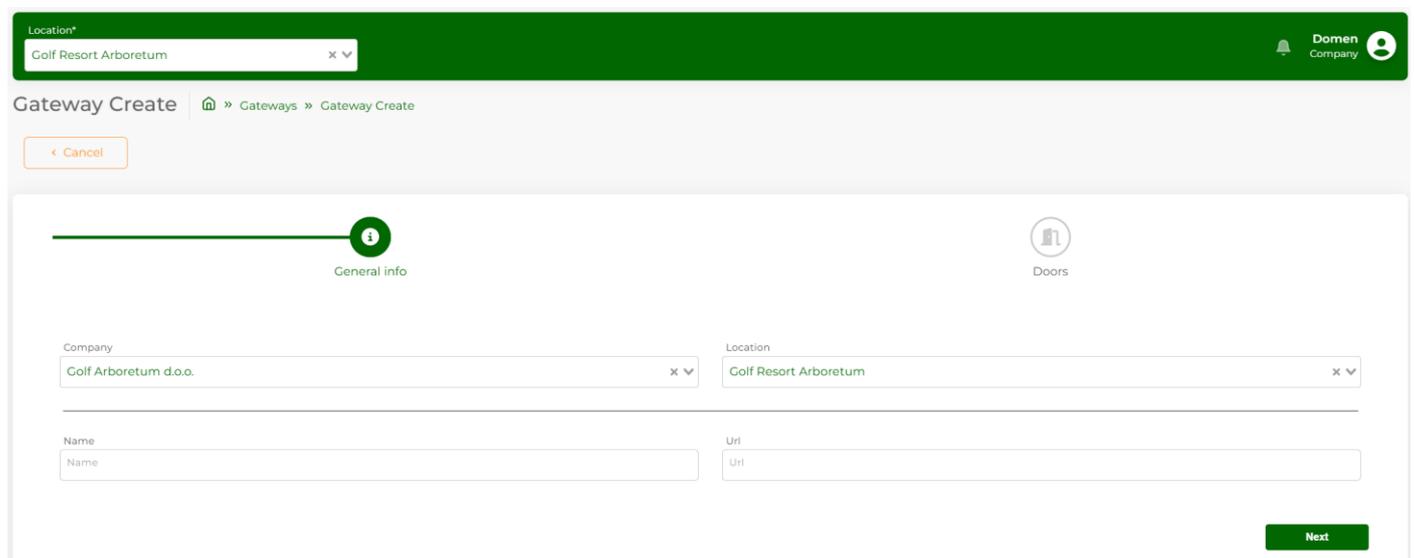
- To add a new gateway, click the »**Gateway Create**« button in the top-left corner of the page.
- To edit or delete existing gateways, use the action buttons on the far right.



9.1 General info

In the **General Info** step, you can configure the basic gateway details:

- **Company & Location:** Select the company and golf course where the gateway will be used.
- **Name:** Assign a recognizable name for easy identification.
- **URL:** Input the URL endpoint used to connect the gateway to your system.

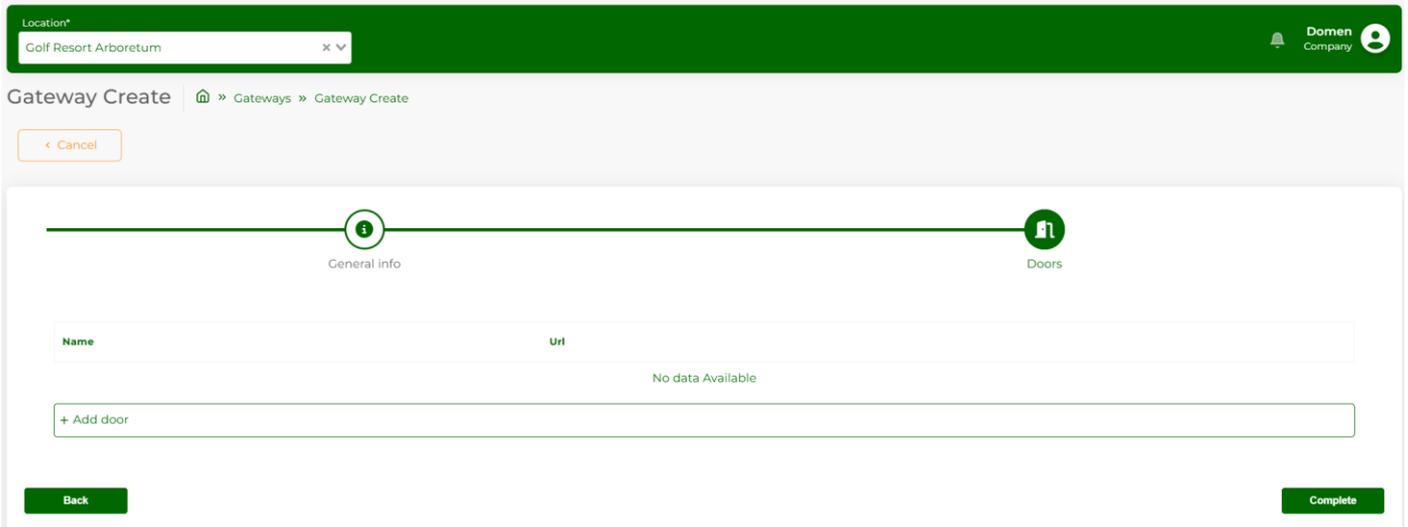


9.2 Doors

In the **Doors** step, you can specify which doors or access points are controlled by the gateway.

- To add a new door, click »**Add Door**« and input:
 - **Name:** A descriptive name (e.g., *Locker Room Entrance*).
 - **URL:** The URL of the associated QR code or API endpoint.

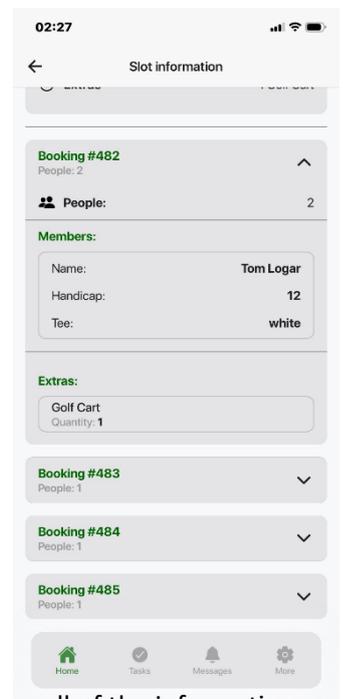
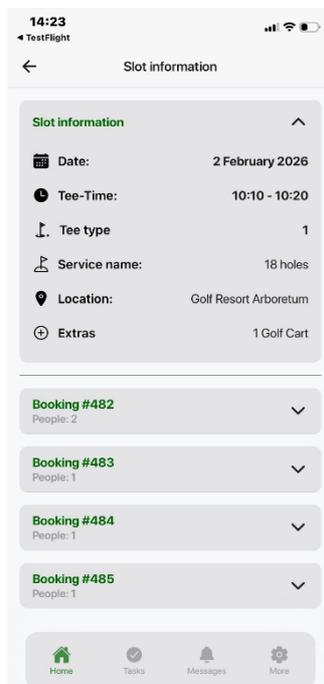
Repeat the process to add multiple doors under the same gateway if needed.



APP

1. Home

The “Home” page displays all active or past slots for a specified timeframe. You can change the timeframe by tapping on the date at the top right.



Clicking on a slot will expand it with all of the active bookings on that slot. Here, you can see all of the information associated with that time slot. Tapping on a booking will display the booking’s information (number of users, names, handicap amounts, tee colours and extras)

9.3 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.

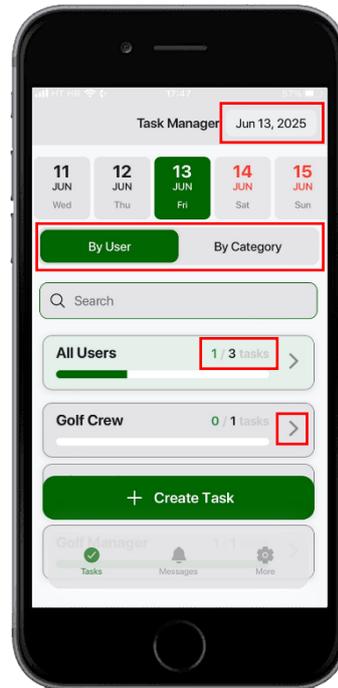
9.4 Category

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**.



Select date

Sorting

Completed - All

Enter category view



Search

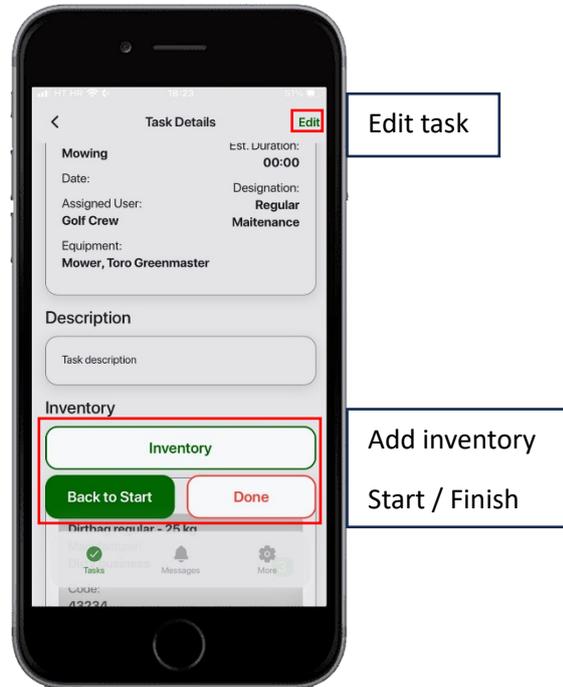
Start / Finish

9.5 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.



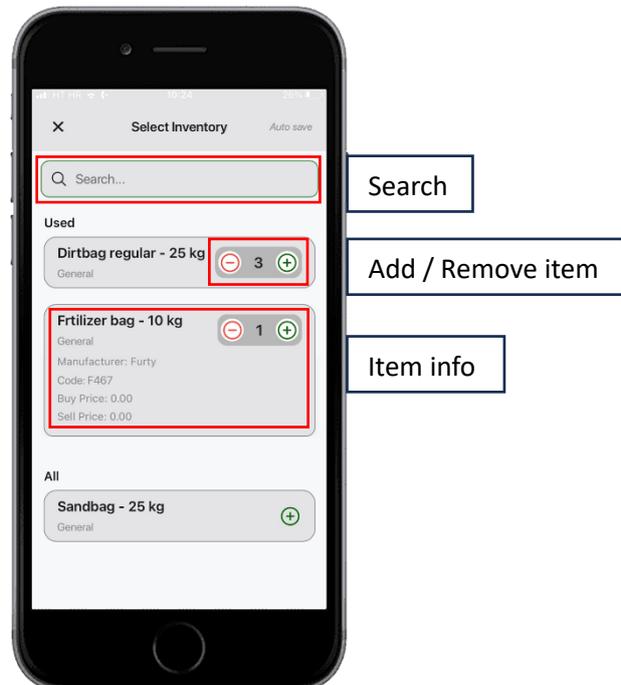
9.6 Inventory

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**



11.1 Creating a task

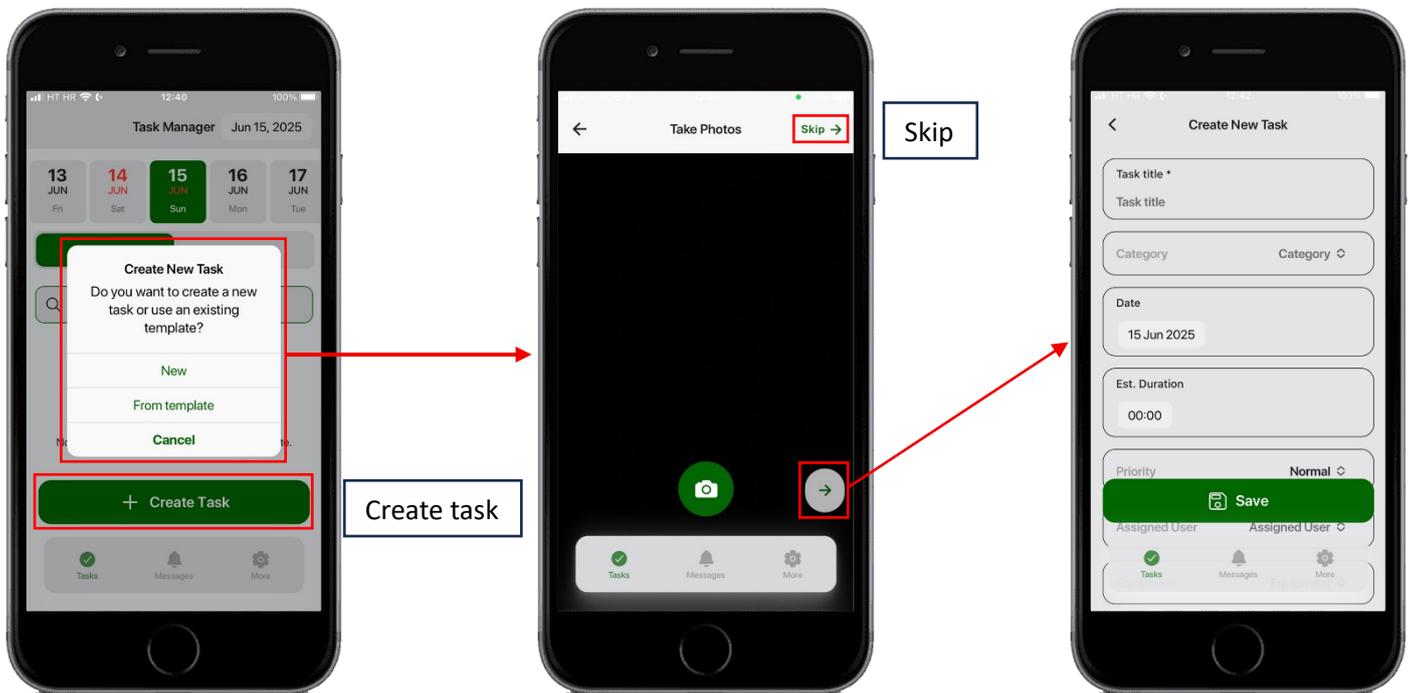
To create a new task, navigate to the “**Tasks**” section and tap the “**Create Task**” button.

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.

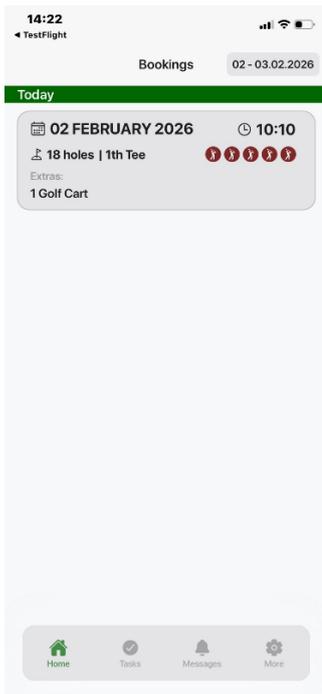


When creating a task, you can configure the following details:

- **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.

2. Messages

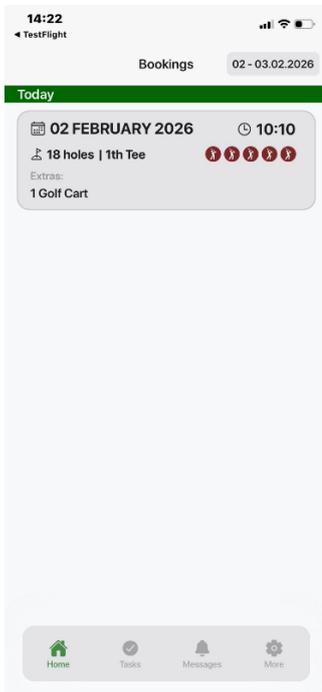
Here, you can view your notifications. You can also access your personal notes and open your team board.



11.2 My notes

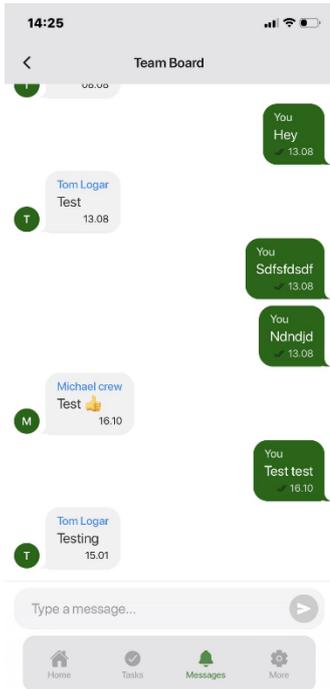
Here, you can use the rich text editor to write notes.

PLACEHOLDER IMG



11.3 Team Board

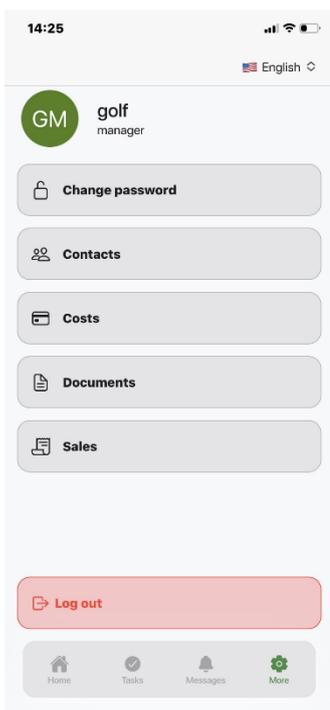
Here, you can access your team's group chat.



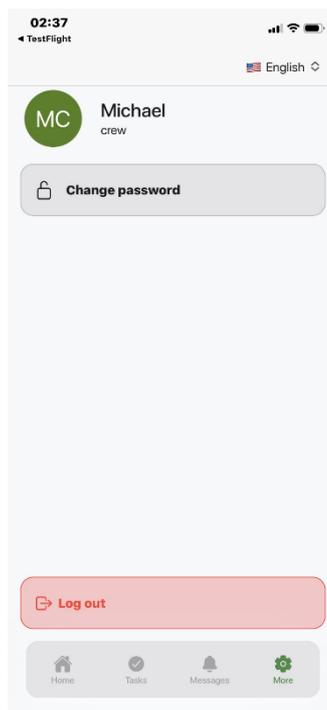
3. More

On the “**More**” page, you can change your account’s password and the app’s displayed language on the top right. If you’re a manager, you can also view and manage your contacts, costs, documents and sales.

MANAGER VIEW



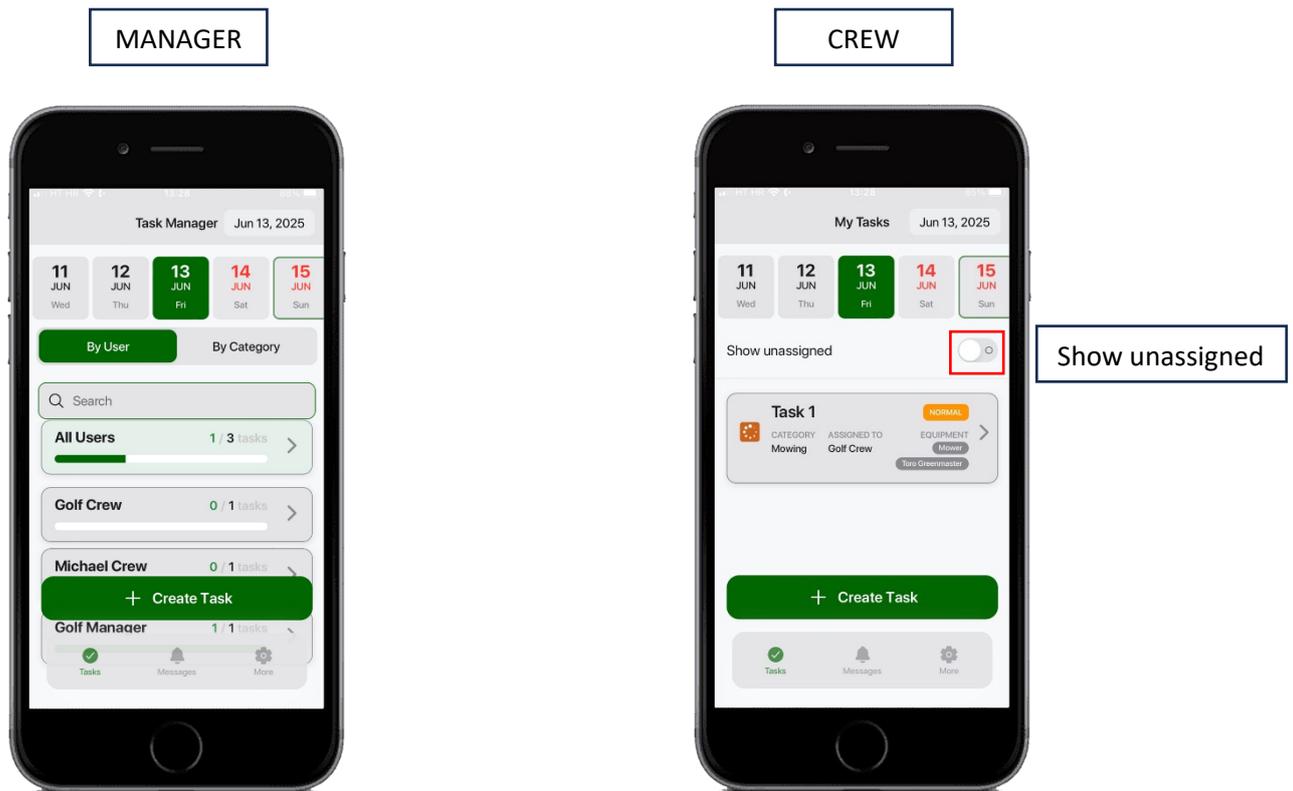
CREWMEMBER VIEW



4. 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 hoc findings)
- **When crewmembers create an unassigned task** (not assigning it to themselves) a notification will be sent to Managers to evaluate & assign it.
- ***Unassigned Tasks** also offer a different task organization/management – to assign a task at morning meetings, on the spot or 'as you go' during the day.
- Tasks can be **automatically created** based on requests from the Golf App (e.g. a guest reports damage to the course or requests the beverage cart)

