EZ Links – Rounds Report (14e)

Follow the Quick Start steps to produce the requested report. If you need more detail, including screen shots, see the Detailed Instructions on the next page.

Quick Start

1. **Login** to your EZ Links system using your assigned Username and Password.

2. From the "Report" menu, **select "Report Generator."**

3. From "Report Category" **select "Rounds Reports."**

4. Under "Report Name" **select the "Rounds Report (14e)."**

5. **Click the "Export Report" button** in the lower-right side of the window.

6. For "Report Export Selection Type," **choose "Comma Separated Values (CSV)."**

7. **Select a course from the "Course List."** Always choose 1st to 10th tee.

8. **Select a Begin Date and End Date**, usually the date range of the previous month.

9. **Check the box to "Include Checked-In Rounds Only."** This is <u>VERY IMPORTANT.</u>

10. **Click the "Generate Report" button** at the bottom of the window.

11. **Click "No"** when asked "Would you like to open this file now?"

12. **Attach the file to an email and send** to data@sagacitygolf.com
    NOTE: Be sure to include your contact information in the email, course name, phone, etc.

We Can Help

If you have questions or need assistance producing your first report, let us help. Send an email to data@sagacitygolf.com to schedule a quick walk-through of the process.
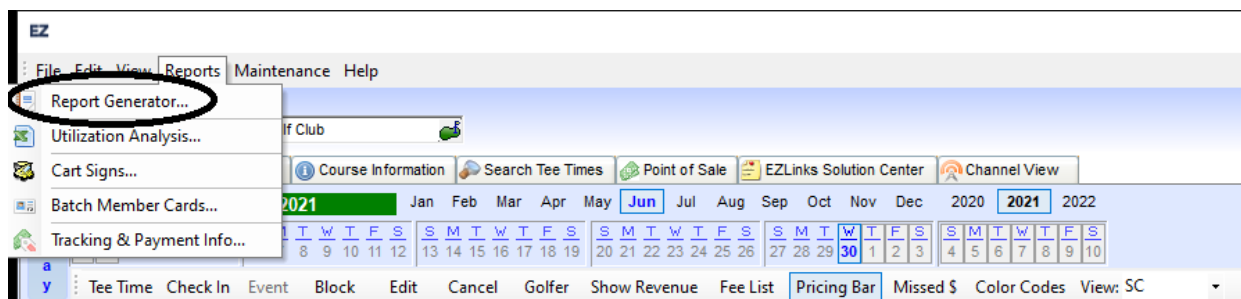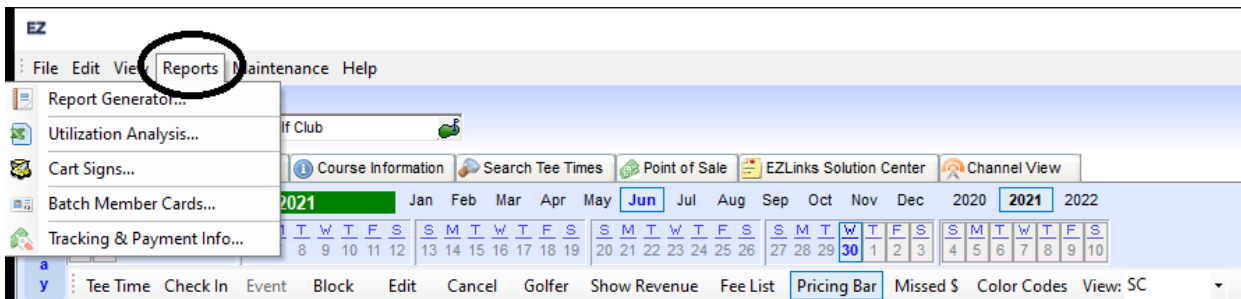
Detailed Instructions

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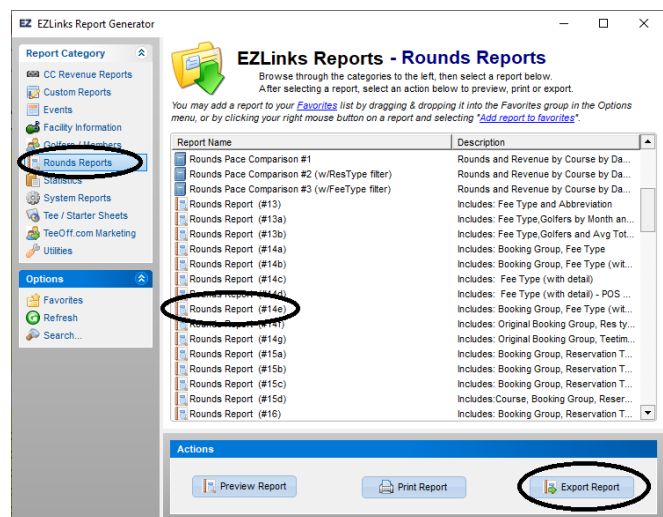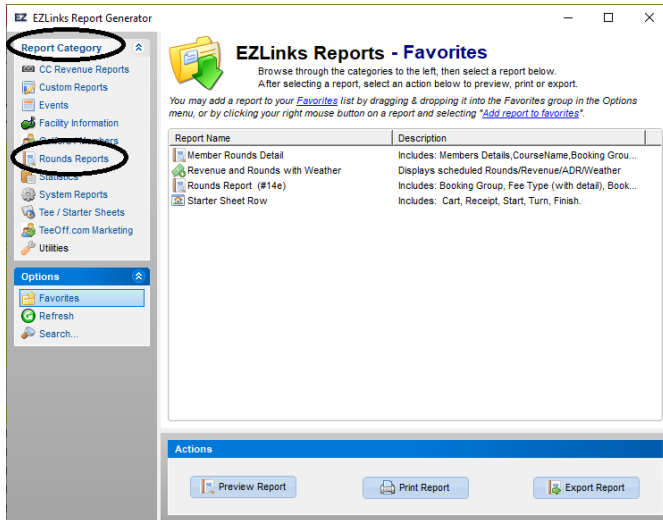❖ Login to your EZ Links system using your assigned username and password.
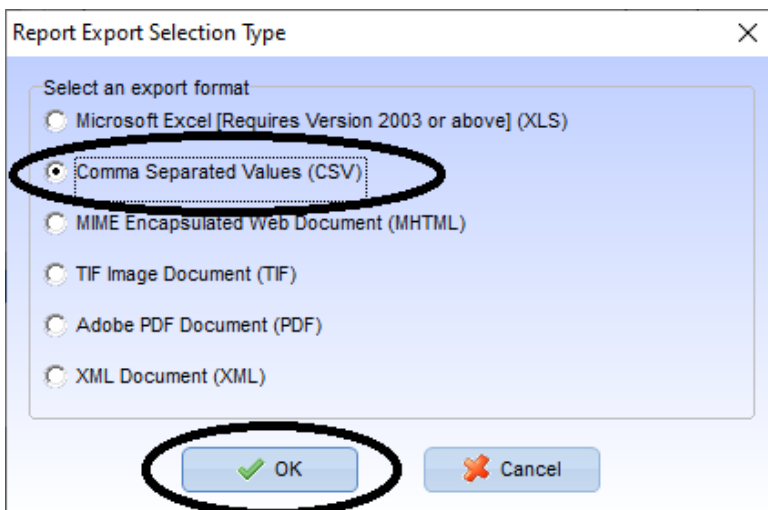

❖ From the "Report" menu, select "Report Generator."

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❖ Under "Report Name" select the "Rounds Report (14e)."

❖ Click the "Export Report" button in the lower-right side of the window.

❖ For "Report Export Selection Type" choose "Comma Separated Values (CSV)."

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❖ Select a course from the "Course List." Always choose 1st to 10th tee.

❖ Select a Begin Date and End Date, usually the date range of the previous month.

❖ Check the box to "Include Checked-In Rounds Only." This is <u>VERY IMPORTANT.</u>

❖ Click the "Generate Report" button at the bottom of the window.

❖ Click "No" when asked "Would you like to open this file now?" However, make note of the path so you can locate the saved CSV file after the window closes.

Golf Club Admin

Report has been exported to:

C:\Users\Documents\My EZLinks Reports\rptRoundsPlayedbyGroupFeeDetailMobile_21776_40529_20210630192451.csv

Would you like to open this file now?

Yes   No
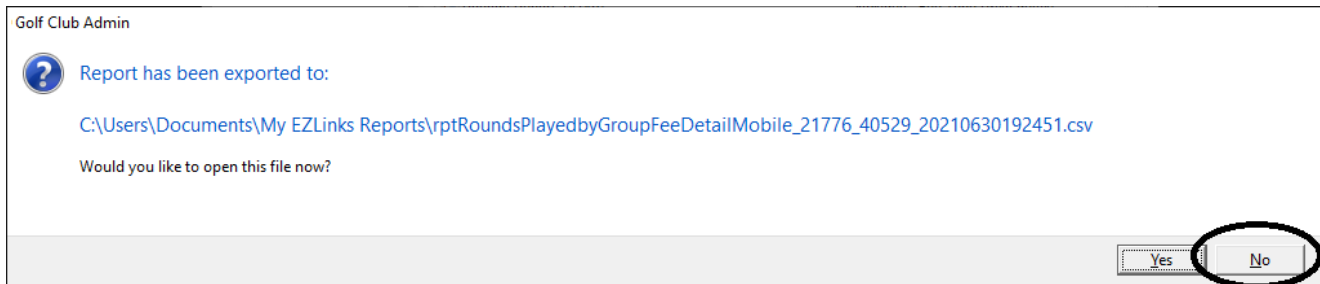
❖ Using your email application, attach the file to an email and send to data@sagacitygolf.com

➢ NOTE: Be sure to include your contact information in the email, course name, phone, etc.