

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 VERY IMPORTANT.
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.

EZ Links – Rounds Report (14e)

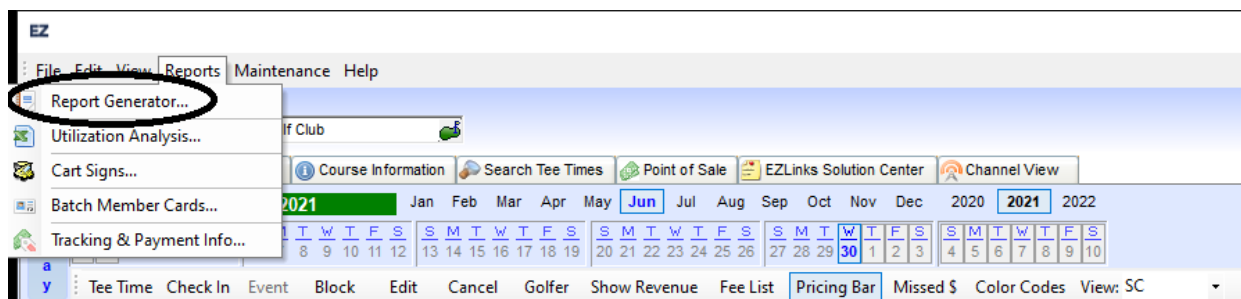
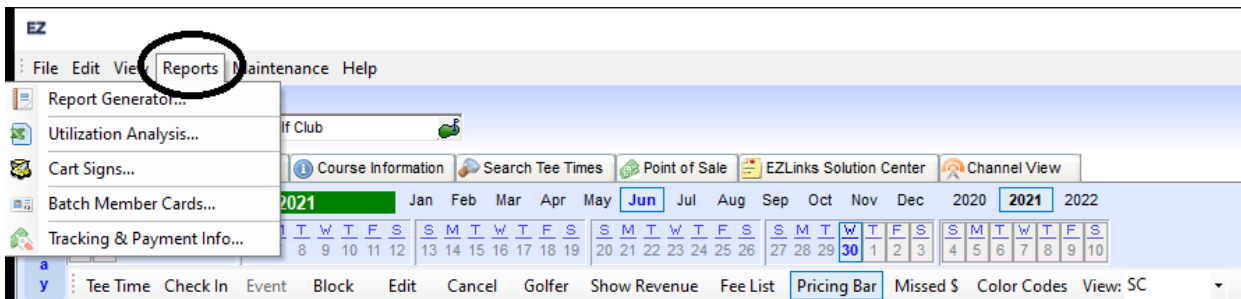
Detailed Instructions



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

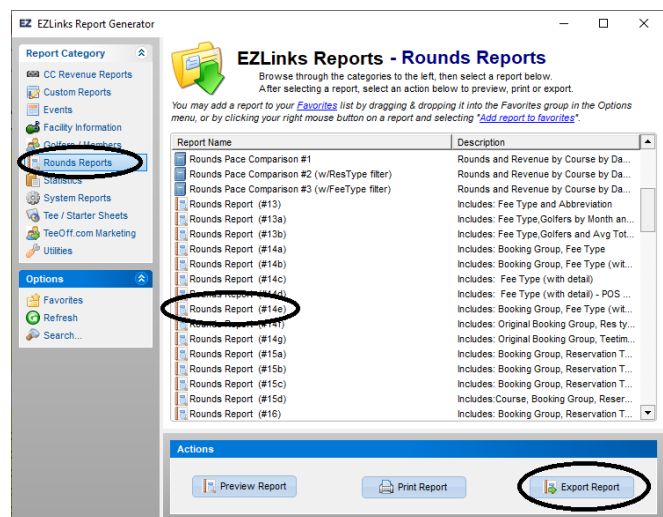
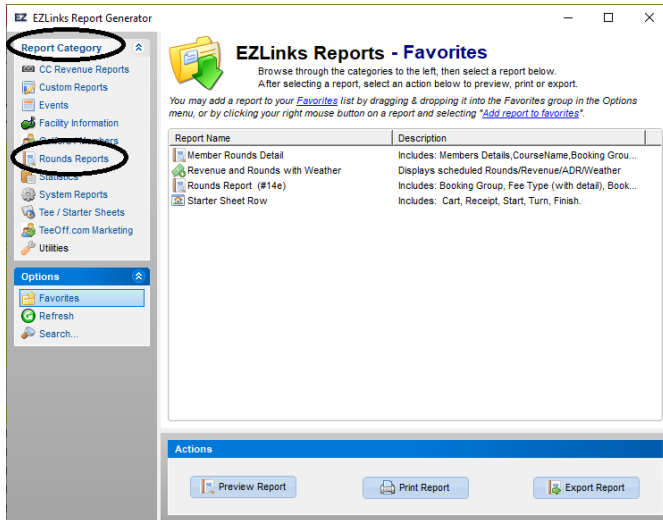
The login screen features the EZ Links logo (A PGA TOUR AFFILIATED COMPANY) and the PGA TOUR logo. It includes a 'Login Name:' field, a 'Password:' field with masked characters, and 'OK' and 'Cancel' buttons. At the bottom, it states 'Tee Sheet Version 8.1.0.721' and 'Copyright 1996-2018, EZLinks Golf LLC. All rights reserved.'

❖ From the “Report” menu, select “Report Generator.”

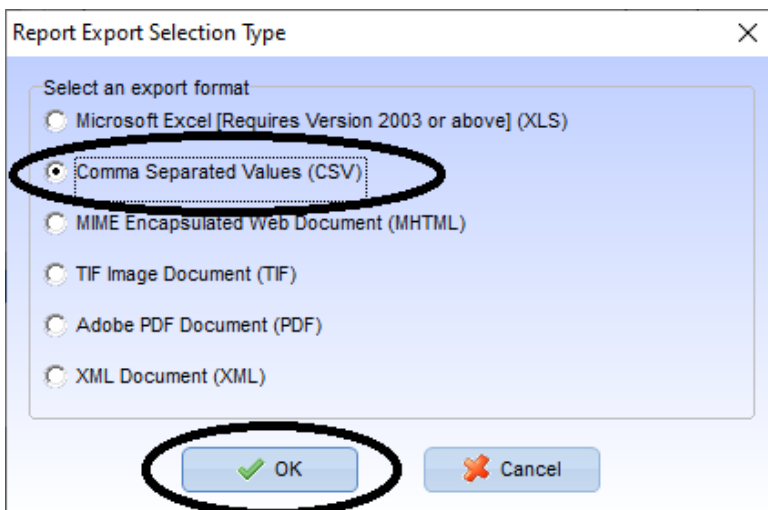


EZ Links – Rounds Report (14e)

- ❖ From “Report Category” select “Rounds Reports.”
- ❖ 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).”



EZ Links – Rounds Report (14e)

- ❖ 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 VERY IMPORTANT.
- ❖ Click the “Generate Report” button at the bottom of the window.

EZLinks Report Parameters - Build [721] X

Rounds Report (#14e)

Includes: Booking Group, Fee Type (with detail), Booked Date, Mobile Site

Select Course(s):

Course List

- ☒ Golf Club
- ☒ Golf Club (10th Tee)

Begin Date: Tuesday, June 1, 2021

End Date: Wednesday, June 30, 2021

☒ Include Checked-In Rounds Only

Preparing EZLinks Report

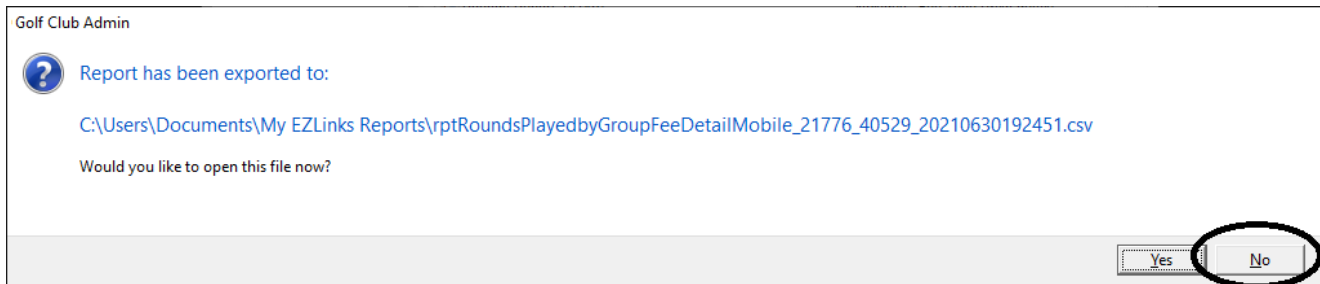


Generating [Rounds Report (#14e)].

Includes: Booking Group, Fee Type (with detail), Booked Date, Mobile Site

EZ Links – Rounds Report (14e)

- ❖ 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.



- ❖ 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.