

## EZ Links – Advanced Account Stat & Class (ASSC)

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. **Click the “Retail Management”** icon in the main navigation bar.
3. Under the “Reports” and “Sales” section, **click “Advanced Account, Stat & Class.”**
4. In the pop-up, **enter the “From” and “To” date**, usually the date range for the last month.
5. For “Account Code,” “Stat Codes,” “Class Codes,” and “Vendors” **ensure “All” is selected.**
6. Leave “Sort By” on “Account Code” and **ensure the “Summary” checkbox is not checked.**
7. **Click the “File” icon** in the navigation bar at the top of the pop-up.
8. In the next pop-up, **click the “CSV” option** (It may take a few minutes for the report to run).
9. In the next pop-up, **choose a folder location, enter a file name, ensure “Save as type” is set to “CSV Files (\*.csv)” and then click the “Save” button.**
10. In the next pop-up, **click the “OK” button** to close the windows.
11. **Attach the file to an email and send to [data@sagacitygolf.com](mailto: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](mailto:data@sagacitygolf.com) to schedule a quick walk-through of the process.

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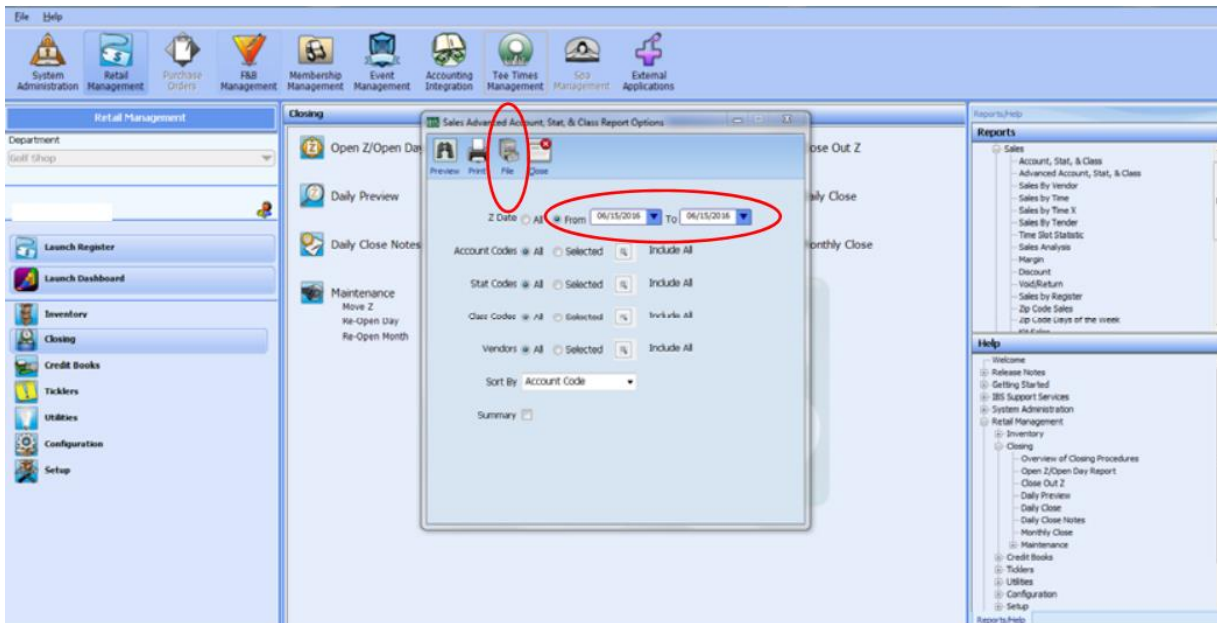
## Detailed Instructions



- ❖ Login to your EZ Links system using your assigned Username and Password.
- ❖ Click the “Retail Management” icon in the main navigation bar.
- ❖ Under the “Reports” section and the “Sales” section, click “Advanced Account, Stat & Class.”

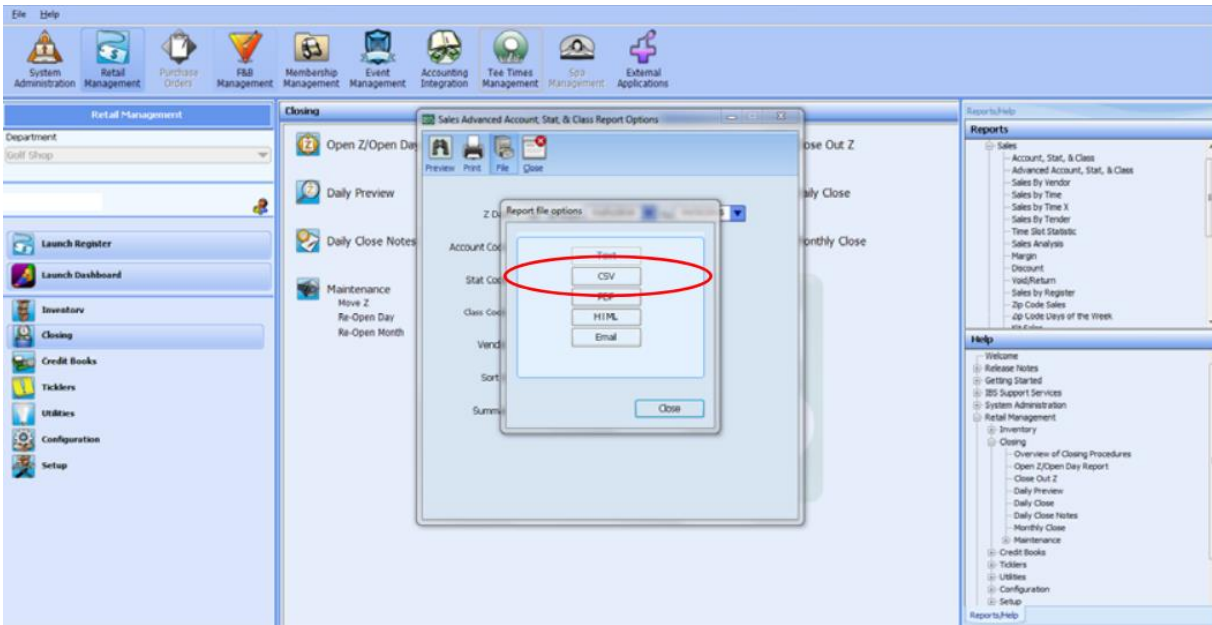


- ❖ In the pop-up, enter the “From” and “To” date, usually the date range for the previous month.
- ❖ For “Account Code,” “Stat Codes,” “Class Codes,” and “Vendors” ensure that “All” is selected.
- ❖ Leave “Sort By” on “Account Code” and ensure that the “Summary” checkbox is not checked.
- ❖ Click the “File” icon in the navigation bar at the top of the pop-up.

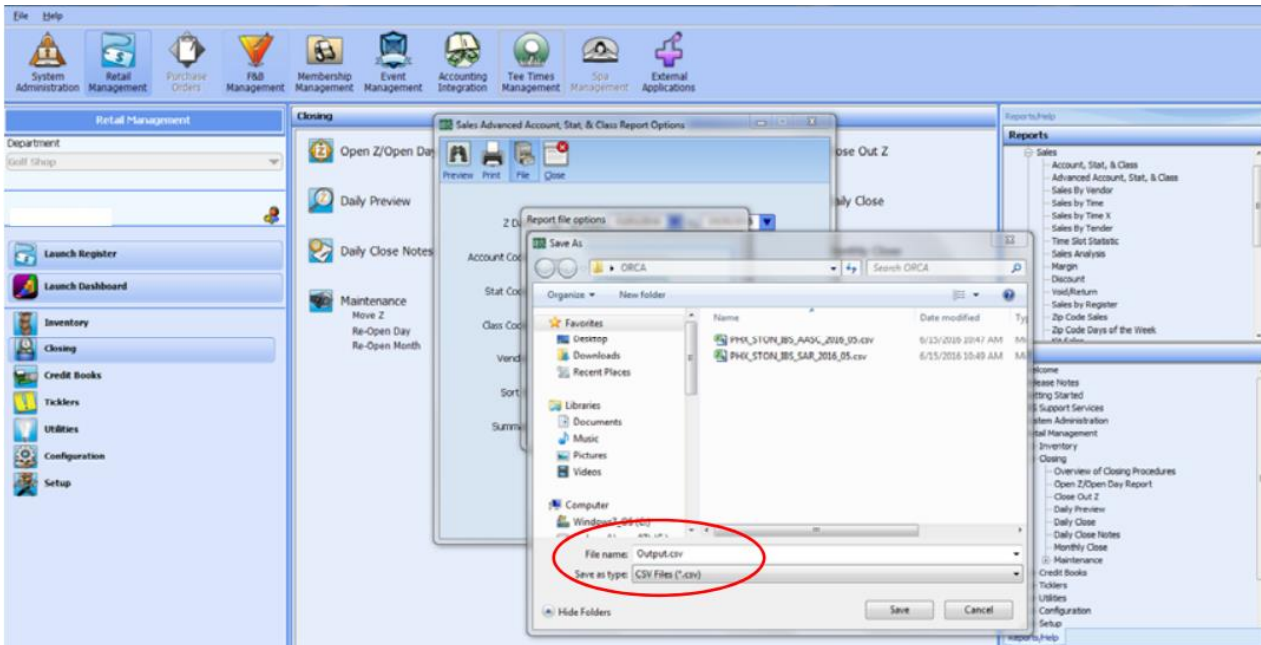


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❖ In the next pop-up, click the “CSV” option (It may take a few minutes for the report to run).

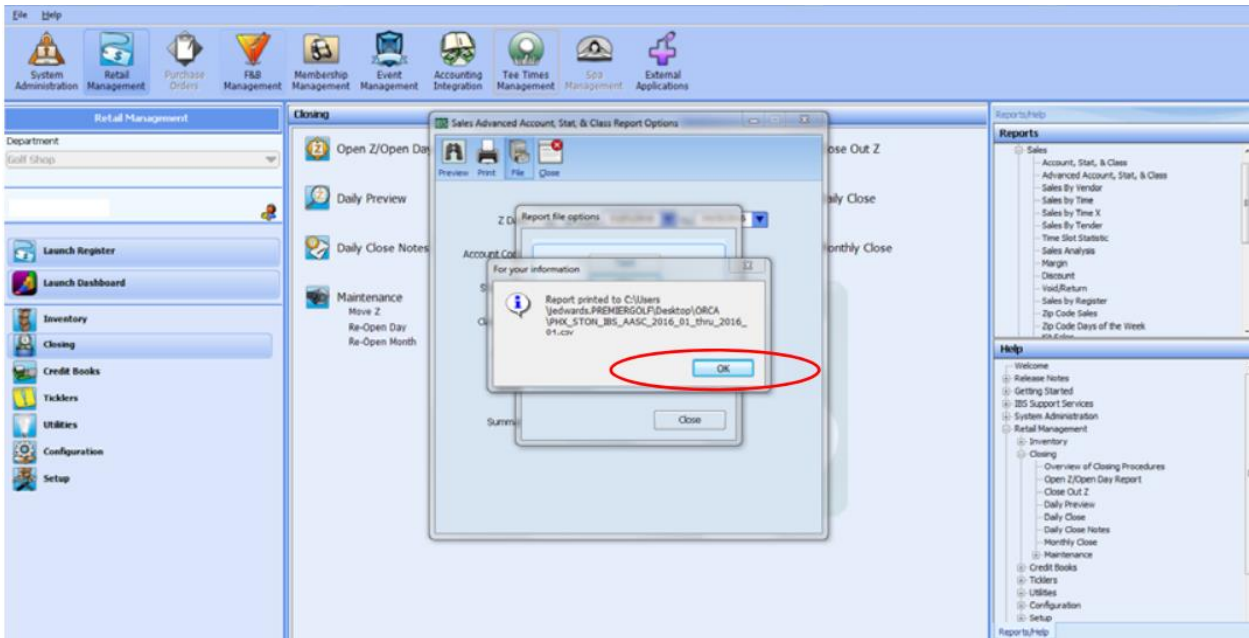


❖ In the next pop-up, choose a folder location, enter a file name, ensure “Save as type” is set to “CSV Files (\*.csv)” and then click the “Save” button.



## EZ Links – Advanced Account Stat & Class (ASSC)

❖ In the next pop-up, click the “OK” button to close the windows.



❖ Using your email application, attach the file to an email and send to [data@sagacitygolf.com](mailto:data@sagacitygolf.com)

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