

EZ Links – Player Activity Report (PAR)

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 Employee Number and Password.
2. **Click the “Tee Time Management”** icon in the main navigation bar.
3. Under the “Reports” and “Tee Times Management” section, **double-click “Player Activity.”**
4. In the pop-up, **click the “<Any Date>” link.**
5. In the next pop-up, **select “Absolute Date”** from the “Date Range” dropdown.
6. **Enter a “Start Date” and “End Date,”** usually the date range for the last month. **Click “OK.”**
7. On the previous pop-up, **select “Export to File”** from the Output dropdown.
8. **Click the “Change...” button** next to the file output.
9. **Select a folder, enter a file name, select “Standard Export File Format (*.csv)” for the “Save as” type. Click the “Save” button.**
10. On the previous pop-up, **click the “Go” button.**
11. A processing window displays while the report runs. Then it’s saved to the folder you selected.
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.

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Detailed Instructions



- ❖ Login to your EZ Links system using your assigned Employee Number and Password.

The image shows a window titled "EZ Login" with a standard Windows title bar (minimize, maximize, close). The main text reads "Please enter your credentials." Below this, there are two input fields: "Employee Number" and "Password". At the bottom of the window, there are two buttons: "OK" and "Cancel".

- ❖ Click the "Tee Time Management" icon in the main navigation bar.
- ❖ Under the "Reports" and "Tee Times Management" section, double-click "Player Activity."



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❖ In the pop-up, click the “<Any Date>” link.

Player Activity Report Setup

Player Activity Report

Step 1. Edit the Report Header, which will appear at the top of each page of the report.

Step 2. Add filters to the report. Without filters, all data will be included. Filters can be modified by clicking the blue hypertext links.

Step 3. On the Columns tab, configure report output columns.

Step 4. Select output criteria. Click Change to configure.

Step 5. Click Go.

Header: Player Activity Report

Data: Detail

Filters | Columns

Players or main reservers <on> the tee sheet for the time period <Any Date>.

Players or main reservers <on> the tee sheet for the time period <Any Date>.

Output: Preview Report | Microsoft XPS Document Writer, Portrait, Font: Aria

Buttons: Save, Save As..., Go, Add, Delete, ↑, ↓, Change...

❖ In the next pop-up, select “Absolute Date” from the “Date Range” dropdown.

❖ Enter a “Start Date” and “End Date,” usually the date range for the previous month.

➤ Click “OK.”

Select Date Range / Weekly Schedule

Date Range

Absolute Date

Start Date: 6 / 1 / 2021

End Date: 6 / 30 / 2021

Days: 0

Days of Week

Any Day of Week

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Time Range

Any Time of Day

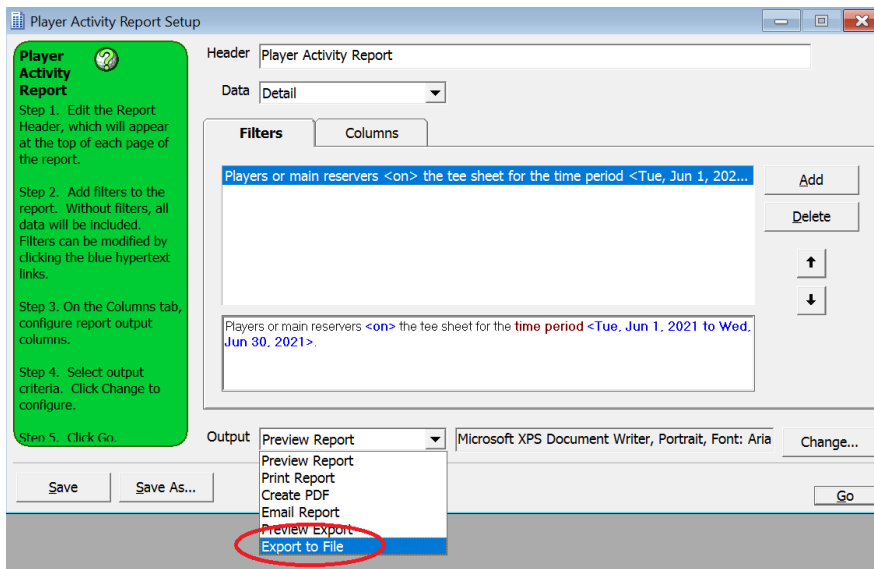
Start Time: 04:00 am

End Time: 10:59 pm

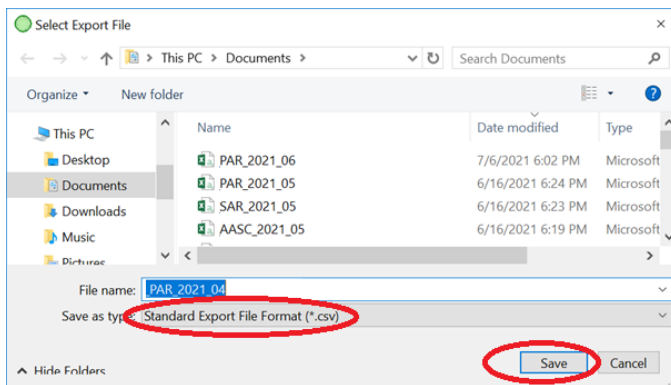
Buttons: OK, Cancel

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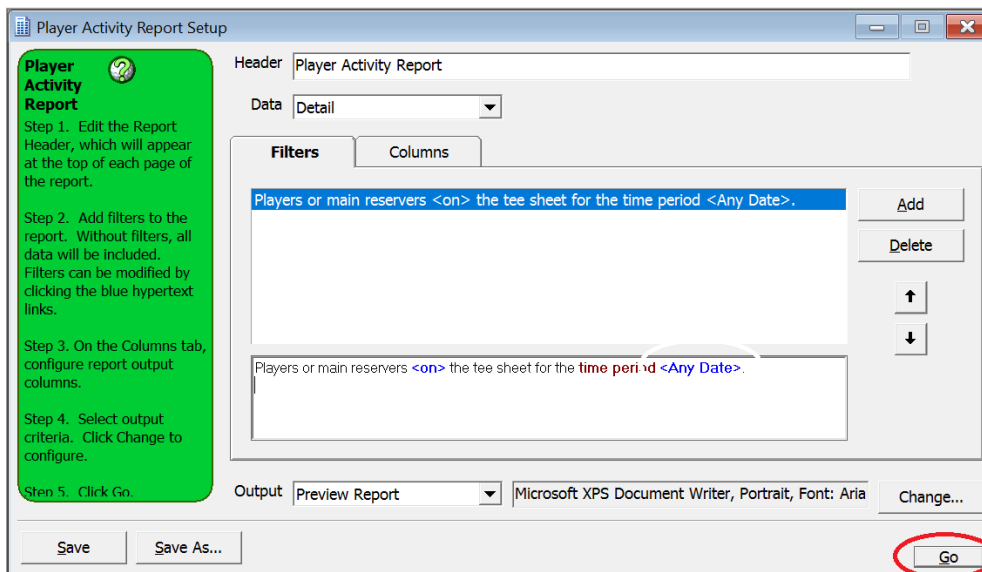
- ❖ On the previous pop-up, select “Export to File” from the Output dropdown.
- ❖ Click the “Change...” button next to the file output.



- ❖ Select a folder, enter a file name, select “Standard Export File Format (*.csv)” for the Save as type.
 - Click the “Save” button.

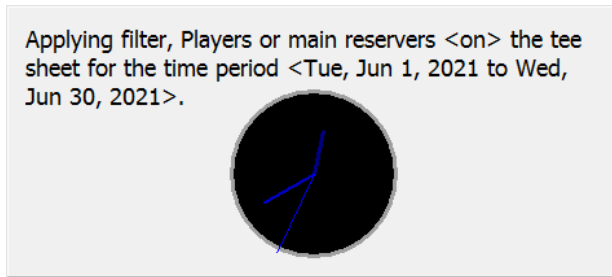


- ❖ On the previous pop-up, click the “Go” button.



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❖ A processing window will display while the report runs. Then it will be saved to the folder you selected.



❖ 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.