Jonas Software – Tee Time Reservation Export

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 Jonas system using your Username and Password.

2. From the main menu, **select "Tee Time Management."**

3. In the next menu, **select "Processing."**

4. In the next menu, **select the "Tee Time Reservation Export."**

5. When the export window opens, **enter the "Starting Date" and "Ending Date"** for the report. *NOTE: Use the "Tee Sheet Date Options" dropdown to select an option for a date range.*

6. **Check all the fields** for "Tee Time Reservation Fields Available for Export."

7. If more than one course, **select the golf course you are exporting** under "Golf Courses."

8. **Click the "Export" button.**

9. When the export window opens, **select "Excel" for the "Output File Type."**

10. **Enter a filename** and browse to a working folder on your computer by clicking the "file" icon. *NOTE: Make sure the file name you enter ends with .xls (for example: myfilename.xls)*

11. For "Include Report Headers on Worksheet," **select "1 – Worksheet Header (Excel Only)."**

12. For "Include Column Headers on Worksheet," **select "1 – One Row."**

13. For "Include Report Footers on Worksheet," **select "Not Applicable."**

14. For "Options," **select "Launch Excel."**

15. **Click the "Export" button.**

16. The report may take a few seconds to run. When complete, it will open in an Excel workbook. **You can close Excel.** The file has already been saved to the folder you selected.

17. **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 Jonas system using your Username and Password.
❖ From the main menu, select "Tee Time Management."
❖ In the next menu, select "Processing."
❖ In the next menu, select the "Tee Time Reservation Export."
❖ When the export window opens, enter the "Starting Date" and "Ending Date" for the report period.

➢ NOTE: Use the "Tee Sheet Date Options" dropdown to select an option for a date range.

❖ Check all the fields for "Tee Time Reservation Fields Available for Export."
❖ If you have more than one course, select the golf course you are exporting under "Golf Courses."
❖ Click the "Export" button.

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❖ When the export window opens, select "Excel" for the "Output File Type."
❖ Enter a filename and browse to a working folder on your computer by clicking the "file" icon,

  ➢ NOTE: Make sure the file name you enter ends with .xls (for example: myfilename.xls)

❖ For "Include Report Headers on Worksheet," select "1 – Worksheet Header (Excel Only)."
❖ For "Include Column Headers on Worksheet," select "1 – One Row."
❖ For "Include Report Footers on Worksheet," select "Not Applicable."
❖ For "Options," select "Launch Excel."
❖ Click the "Export" button.
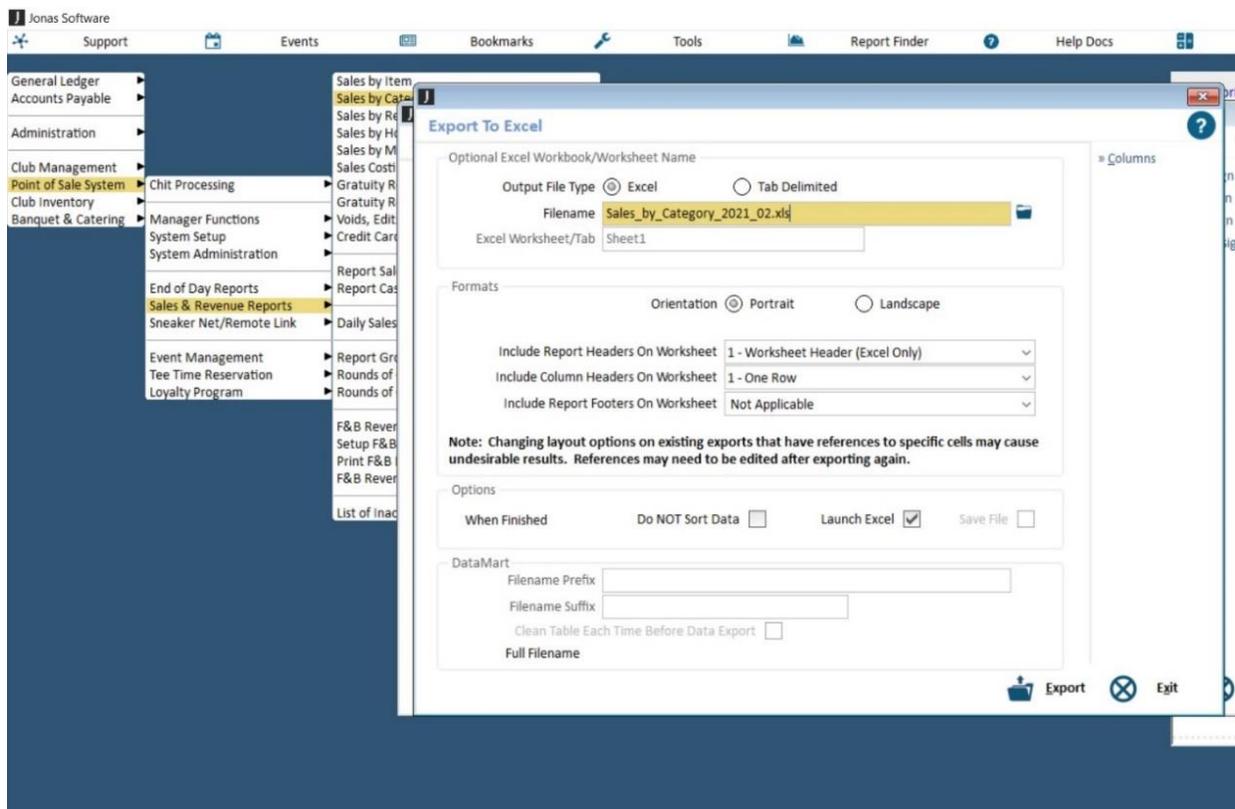
❖ The report may take a few seconds to run. When complete, it will open in an Excel workbook. You can close Excel. The file has already been saved to the directory you selected previously.

❖ 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.