

Total-E-Golf Integrated – “ORCA 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 Total-E-Golf Tee Sheet using your assigned Username and Password.
2. **Select the “Tee Sheet” icon** from the main navigation on the left side of the screen.
3. **Select the “Tee Sheet Report” tab** from the horizontal tabs.
4. **Click on the “Orca Export” report** option from the list of Report Names.
5. **Enter a “Start Date” and “End Date”** for the report, usually the date range of the last month.
6. **Click the “View Data” button.**
7. Once the report window opens, **click the “Export” button.**
8. When the export window opens, **select the “Export to CSV” option.**
9. **Select a folder location, enter a file name, and save.**
10. **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 Total-E-Golf Tee Sheet using your assigned username and password.
- ❖ Select the “Tee Sheet” icon from the main navigation on the left side of the screen.
- ❖ Select the “Tee Sheet Report” tab from the horizontal tabs.
- ❖ Click on the “Orca Export” report option from the list of Report Names.
- ❖ Enter a “Start Date” and “End Date” for the report, usually the date range of the previous month.
- ❖ Click the “View Data” button.

The screenshot shows the 'Tee Sheet Reports' window with a list of reports. The 'Orca Export' report is highlighted in green. Below the list, the 'View Data' button is visible. The 'Start Date' is set to 7/1/2019 and the 'End Date' is set to 7/31/2019.

Report Name	Description	Report ID	Is Custom	Linked Report
Lost Revenue	Lost Revenue	893	0	
Multi Round Booking Cash EQ	Multi Round Booking Cash EQ	1140	0	
No Shows	No shows for bookings over a given period.	700	0	
Orca Export	Orca Export [CourseCo]	1772	1	
Rain Check Liability [Date Range]	Rain Check Liability [Date Range]	1126	0	
Rain Checks Issued [Date Range]	Rain checks issued	15	0	
Rain Checks Voided [Date Range]	Rain Checks Voided [Date Range]	887	0	
Rounds & Carts Booked by Pr Lvl	Rounds and carts booked by course and price level.	786	0	
Rounds & Carts by Price Level	Rounds by Course and Price Level	707	0	
Rounds & Carts Checked-in	Rounds and carts checked-in by course and play type.	710	0	
Rounds & Carts Checked-in (\$)	Rounds and carts revenue by course and play type.	766	0	

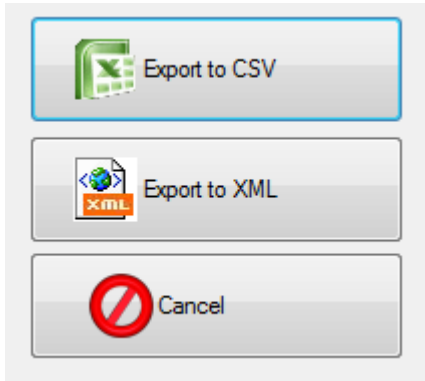
- ❖ Once the report window opens, click the “Export” button.

The screenshot shows the 'Report Data' window with a table of report data. The table has columns for TeeDate, TeeTime, Golfers, FeeAmount, FeeName, ReserveDate, ReserveTime, ReservationId, DistributionC..., and CourseName. The 'Export' button is visible at the bottom right.

TeeDate	TeeTime	Golfers	FeeAmount	FeeName	ReserveDate	ReserveTime	ReservationId	DistributionC...	CourseName
07/12/2019	05:40:00	1	26	OPEN FEE	07/12/2019	05:33:03	214994	Phone/Staff	Metropolitan...
07/12/2019	05:40:00	1	26	MEMBER SE...	07/12/2019	05:33:03	214994	Phone/Staff	Metropolitan...
07/09/2019	05:40:00	1	6	MJGC VOLU...	07/09/2019	05:40:32	214671	Phone/Staff	Metropolitan...
07/02/2019	05:40:00	1	26	RES TUE OR...	06/30/2019	14:19:18	213793	Web	Metropolitan...
07/02/2019	05:40:00	1	26	RES TUE OR...	06/30/2019	14:19:18	213793	Web	Metropolitan...
07/02/2019	05:40:00	1	6	MJGC VOLU...	06/30/2019	14:19:18	213793	Web	Metropolitan...
07/03/2019	05:40:00	1	0	PLAYER ASST	07/03/2019	05:30:47	214043	Phone/Staff	Metropolitan...
07/06/2019	05:40:00	1	55	RESIDENT R...	07/05/2019	18:24:35	214393	Phone/Staff	Metropolitan...
07/06/2019	05:40:00	1	55	RESIDENT R...	07/05/2019	18:24:35	214393	Phone/Staff	Metropolitan...
07/06/2019	05:40:00	1	55	RESIDENT R...	07/05/2019	18:24:35	214393	Phone/Staff	Metropolitan...
07/06/2019	05:40:00	1	0	EMPLOYEE	07/05/2019	18:24:35	214393	Phone/Staff	Metropolitan...
07/09/2019	05:40:00	1	26	MEMBER SE...	07/09/2019	05:32:14	214670	Phone/Staff	Metropolitan...
07/01/2019	05:40:00	1	0	PLAYER ASST	07/01/2019	05:31:46	213829	Phone/Staff	Metropolitan...
07/01/2019	05:40:00	1	0	PLAYER ASST	07/01/2019	05:31:46	213829	Phone/Staff	Metropolitan...
07/07/2019	05:40:00	1	45	MEMBER RES	07/04/2019	14:39:32	214238	Web	Metropolitan...
07/07/2019	05:40:00	1	45	MEMBER RES	07/04/2019	14:39:32	214238	Web	Metropolitan...
07/03/2019	05:40:00	1	6	MJGC VOLU...	07/03/2019	05:31:50	214045	Phone/Staff	Metropolitan...
07/03/2019	05:40:00	1	6	MJGC VOLU...	07/03/2019	05:31:50	214045	Phone/Staff	Metropolitan...
07/05/2019	05:40:00	1	26	DEFAULT	07/02/2019	10:45:25	213975	Web	Metropolitan...
07/12/2019	05:40:00	1	26	OPEN FEE	07/11/2019	18:10:27	214970	Web	Metropolitan...
07/12/2019	05:40:00	1	26	OPEN FEE	07/11/2019	18:10:27	214970	Web	Metropolitan...
07/07/2019	05:40:00	1	0	PLAYER ASST	07/07/2019	05:24:51	214496	Phone/Staff	Metropolitan...
07/07/2019	05:40:00	1	0	PLAYER ASST	07/07/2019	05:24:51	214496	Phone/Staff	Metropolitan...
07/11/2019	05:40:00	1	31	RESIDENT R...	07/07/2019	06:41:55	214499	Web	Metropolitan...

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❖ When the export window opens, select the “Export to CSV” option.



❖ Select a folder location, enter a file name, and save.

❖ 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.