

# sZenCorp Eighteen – “Tee Slot Out” Report

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 sZenCorp Eighteen Tee Sheet using your Username and Password.
2. On the main menu, **select “Golf.”**
3. On the submenu, **select “Tee Slot Out”** (bottom of the submenu).
4. On the next screen, **enter the “Start Date” and “End Date”** for the data (usually last month).
5. **Submit the report.**  
*NOTE: It may take some time for the report to finish depending on the date range you entered. It may take up to 9 minutes to produce a full month of tee sheet data.*
6. Once the report has displayed on the screen, **click the “Save to Excel” button.**
7. **The Excel file will be saved to the “c:\szencorp\TeeSlotOut” folder** (or another folder you may have configured during the installation of the sZen software).
8. **The file will be named: “teeout\_<startdate>\_<enddate>.xls”** where the dates are the ones you entered.
9. **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



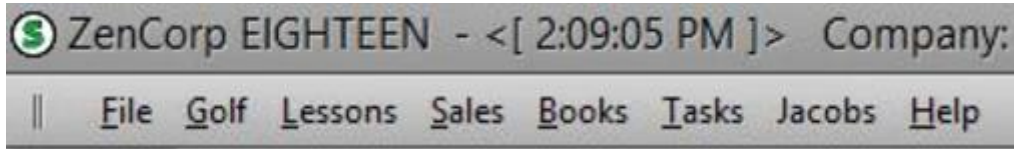
If you have questions or need assistance producing your first report, let us help. Send an email to [data@sagacitygolf.com](mailto:data@sagacitygolf.com) to schedule a quick walk-through of the process.

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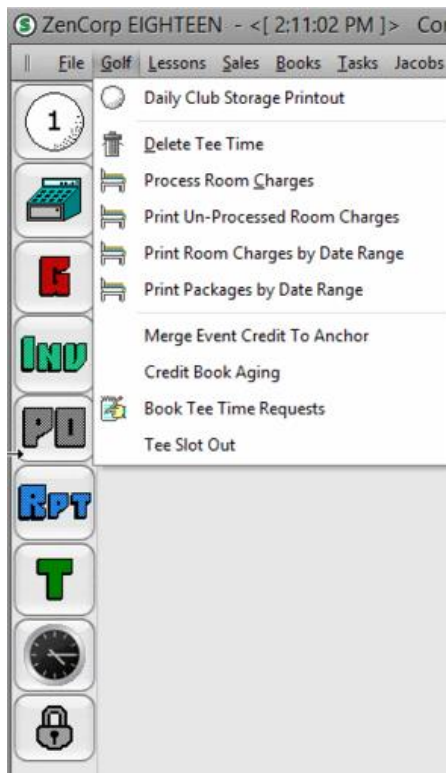
## Detailed Instructions



- ❖ Login to your sZenCorp Eighteen Tee Sheet using your Username and Password.
- ❖ On the main menu, select “Golf.”



- ❖ On the submenu, select “Tee Slot Out” (bottom of the submenu).



- ❖ On the next screen, enter the “Start Date” and “End Date” for the data.
- ❖ Submit the report.

- NOTE: It may take some time for the report to finish depending on the date range you entered. It may take up to 9 minutes to produce a full month of tee sheet data.

- ❖ Once the report has displayed on the screen, click the “Save to Excel” button.
- ❖ The Excel file will be saved to the “c:\szencorp\TeeSlotOut” folder (or another folder you may have configured during the installation of the sZenCorp software).
- ❖ The file will be named: “teeout\_<startdate>\_<enddate>.xls” where the dates are the ones you entered.
- ❖ Using your email application, attach the file to an email and send it to [data@sagacitygolf.com](mailto:data@sagacitygolf.com)

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