

EZ Suite – “Sales Analysis” 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 EZ Suite using your assigned Username and Password.
2. **Select “Retail Management”** from the main menu.
3. Under the “Reports” section (upper right side), **select “Sales Analysis.”**
NOTE: Depending on the date range and other factors, the report may timeout or fail to run. It’s best not to do anything else on the computer while running the report.
4. In the pop-up, **select the date range** for the report (usually one month).
NOTE: It is not recommended to run for more than two-months of data at a time.
5. In the same pop-up, **click the “File” icon** near the top.
6. In the next pop-up, **select the option for “CSV”** file format.
7. **Wait for the report to run.** It could take 90 seconds or more to complete.
8. In the next pop-up, **enter a file name and select a location** to save the file.
NOTE: Make sure the file type dropdown is set to “CSV (.csv).”*
9. **Click “Save.”**
10. The next pop-up will confirm the save operation. **Click “Close.”**
11. **Attach the file to an email** and send to data@sagacitygolf.com
NOTE: Include your contact information in the email, course name, phone, etc.

We Can Help



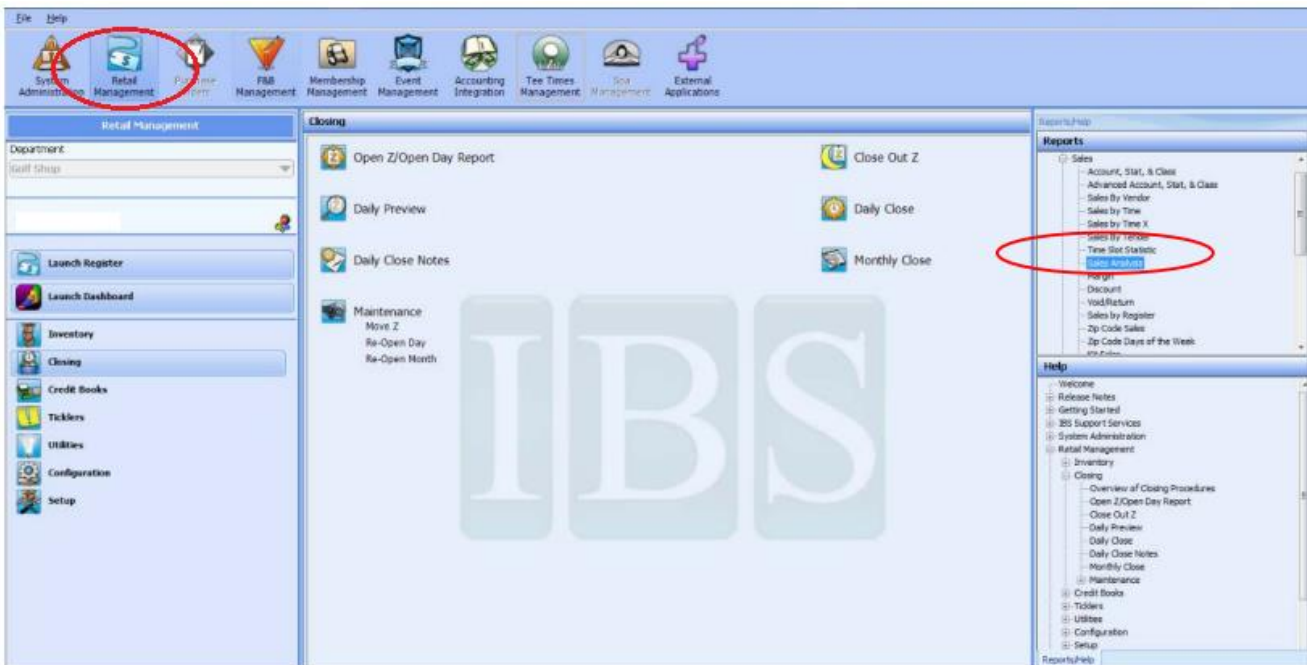
If you have questions or need assistance producing your first report, let us help. Send an email to data@sagacitygolf.com to schedule a quick walk-through of the process.

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Detailed Instructions



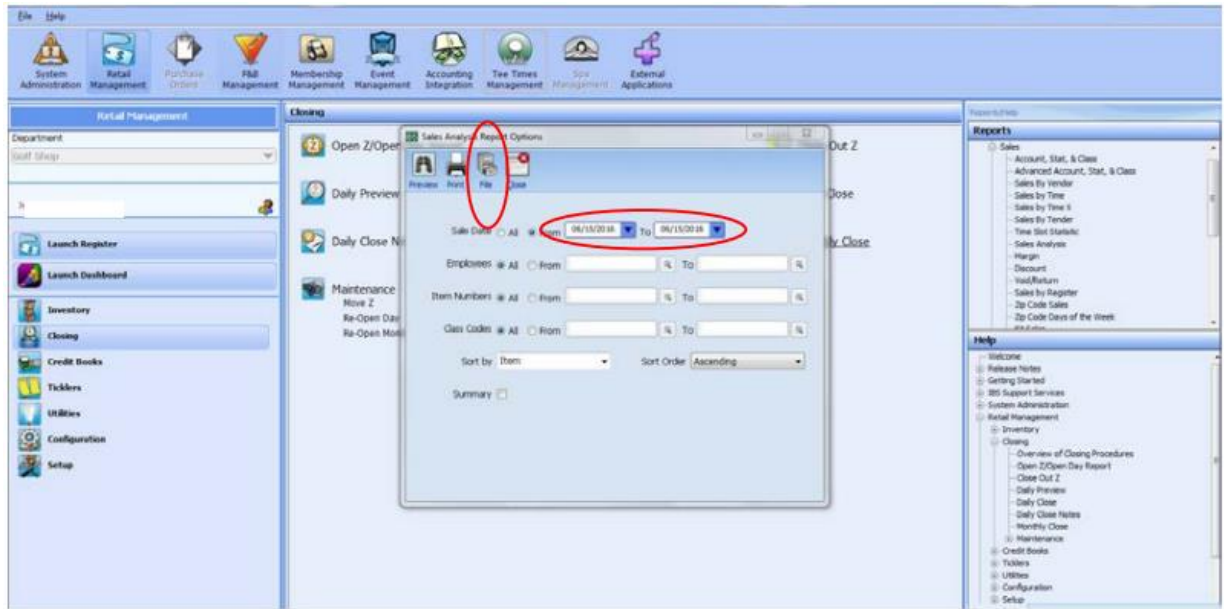
- ❖ Login to EZ Suite using your assigned Username and Password.
- ❖ Select “Retail Management” from the main menu.



- ❖ Under the “Reports” section on the upper right side of the screen, select “Sales Analysis.”
 - NOTE: Depending on the date range and other factors, the report may timeout or fail to run. It’s best not to do anything on the computer while running the report: Don’t click on other items.
- ❖ In the pop-up, select the date range for the report (typically one month).
 - NOTE: It is not recommended to run the report for more than two-months of data at one time.

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❖ In the same pop-up, click the “File” icon near the top.



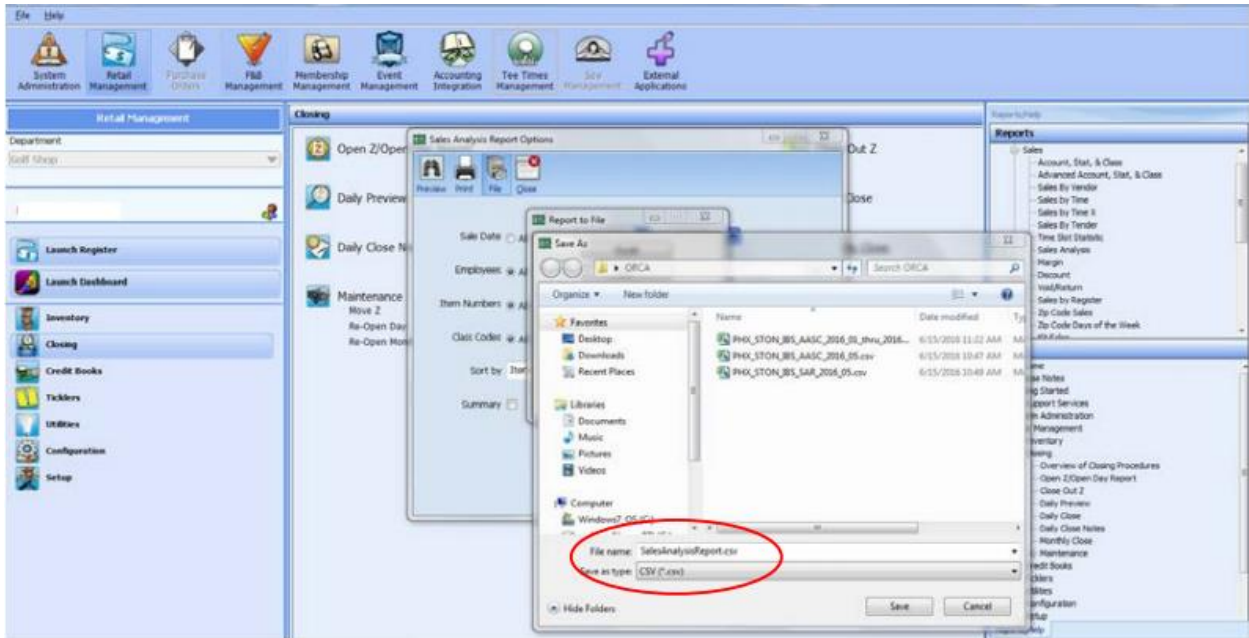
❖ In the next pop-up, select the option for “CSV” file format.



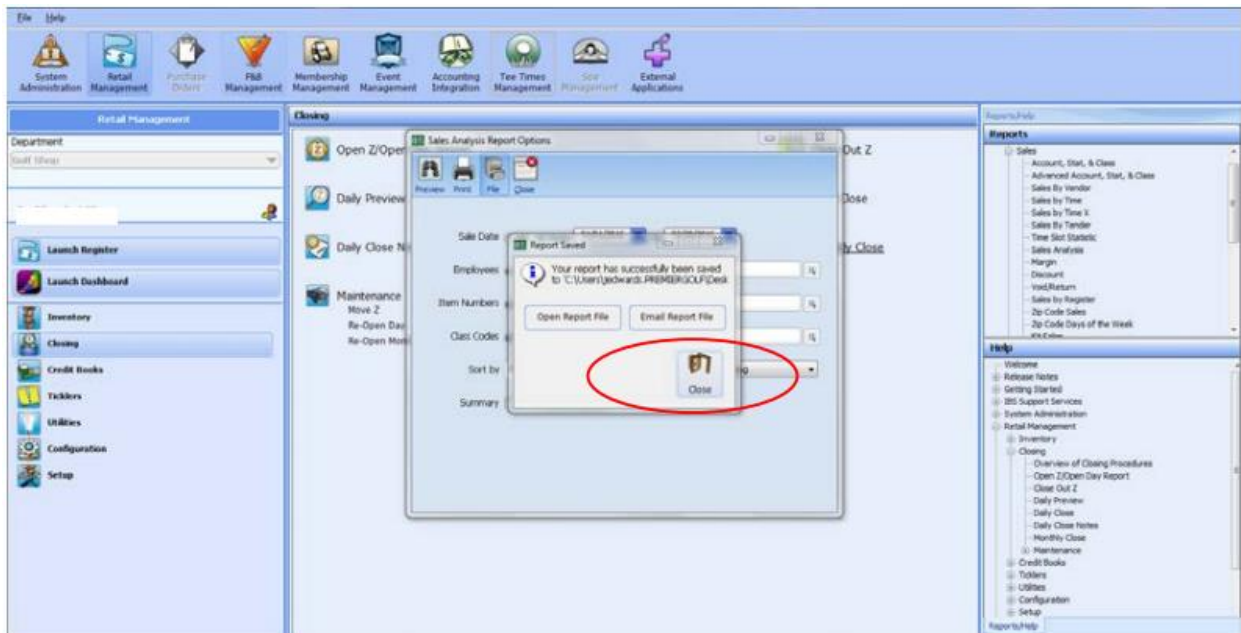
❖ Wait for the report to run. It could take 90 seconds or more to complete.

❖ In the next pop-up, enter a file name and select a location to save the file. Make sure the file type dropdown is set to “CSV (*.csv).”

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- ❖ Click “Save.”
- ❖ The next pop-up will confirm the save operation. Click “Close.”



- ❖ 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.