

**Golf Program Data Entry Web Application
Regional Manager User Guide**

AVUM, INC. AND CNIC F&FR



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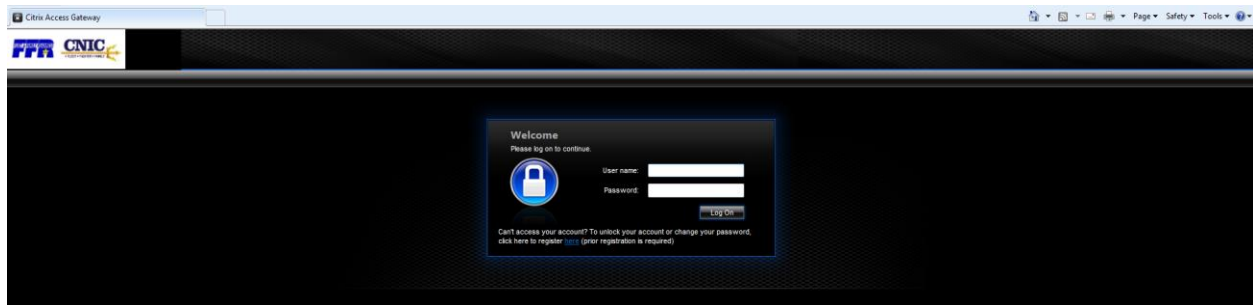
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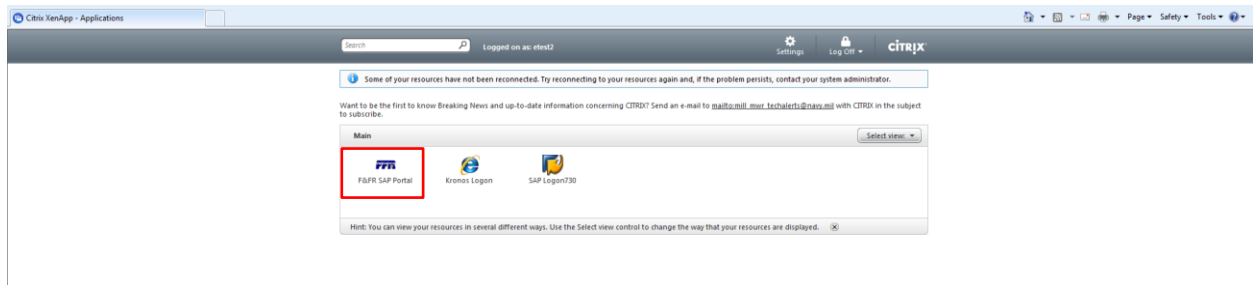
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1. Accessing the Application

To access the application the user will need to login to Citrix:

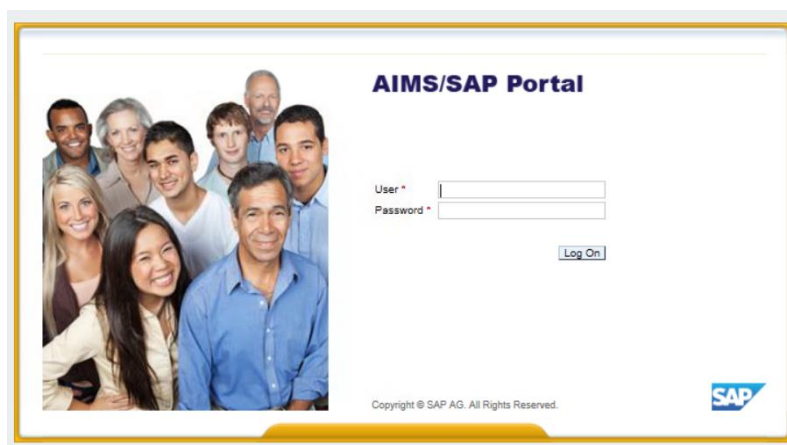


Once logged into Citrix click on the F&FR SAP Portal icon (outlined in red below):



Note: The icon(s) appearing on your Citrix desktop may differ from the picture above depending on which applications you are authorized to use.

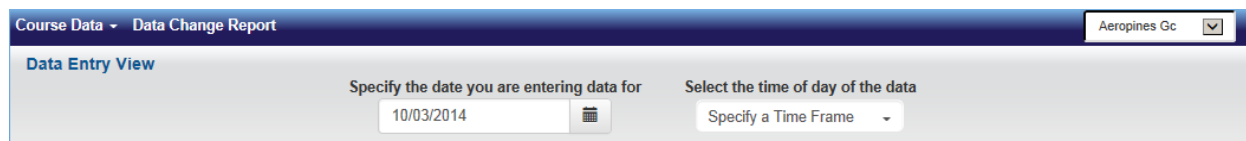
Once the user clicks on the F&FR SAP Portal icon, the user will be presented the SAP login screen below:



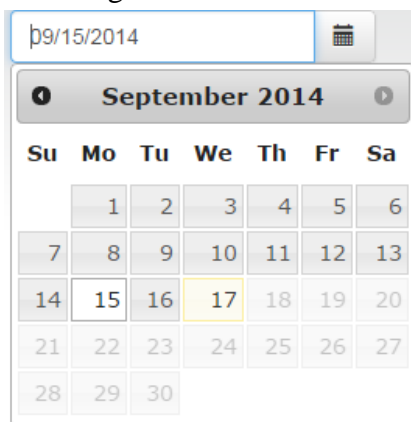
After entering a valid username and password, the user will be presented with the “Data Entry View” Screen.

2. Data Entry View and Selecting a Course

The “Data Entry View” screen is the default landing page that you will be directed to.



To change the date click on the input field or the calendar icon:

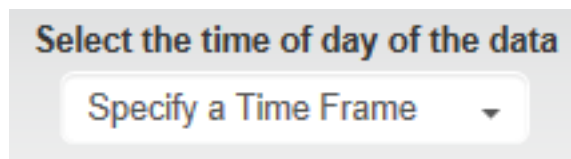


This will open up the date selection tool:

Navigate to the month of interest and click on the date you want to select. This will cause the calendar widget to go away and the selected day will be in the input box.

The data entry view screen will not appear until a date and time of day is selected. To view data select a time frame option from the drop down. There are three options:

1. Open – 1000
2. 1000 – 1400
3. 1400 – Close



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After selecting the date and time frame, a read only version of the data entry page will appear, allowing you to see what has been entered.

Course Data ▾ Data Change Report
Glen Eagle GC ▾

Data Entry View

Specify the date you are entering data for

Select the time of day of the data

Weather Condition Good
Special Condition None
of Open Hours 2

Rounds played by each Type of Play and Player Type combination

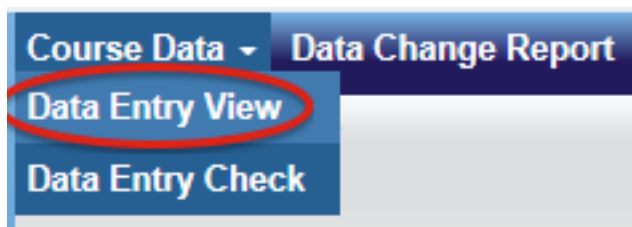
	Active Duty E-5 and below	Active Duty E-6 to O-10	Retiree	DoD Civilians	Sponsored Guests	Other
Regular Play 9 Hole	10	0	0	0	0	0
Regular Play 18 Hole	0	0	0	0	0	0
Membership	0	0	0	0	0	0
Group Play	10	0	0	0	0	0
Twilight	0	0	0	0	0	0
Discounted / Punchcards	0	0	0	0	0	0
Complimentary	10	0	0	0	0	0
Junior Play	0	0	0	0	0	0
TOTALS	30	0	0	0	0	0

Grand Total: 30 rounds

Number of rentals, riders, and lessons during this time of day

Power Golf Cart Rentals	2	
No. of Riders	0	Power Carts Available
Pull Golf Cart Rentals	0	12
Golf Club Rentals	0	Pull Carts Available
No. of Private Lessons (1-5 ppl)	0	3
Hours of Large Group/Clinics/Camps (6+ ppl)	0	Club Sets Available
		4

You can also navigate directly to the “Data Entry View” page by hovering over the “Course Data” menu item in the upper left of the screen and clicking on the “Data Entry View” link.



The page will be defaulted to the first golf course listed alphabetically (A-Z). Click on the drop down menu in the top right corner of the screen to change the golf course.



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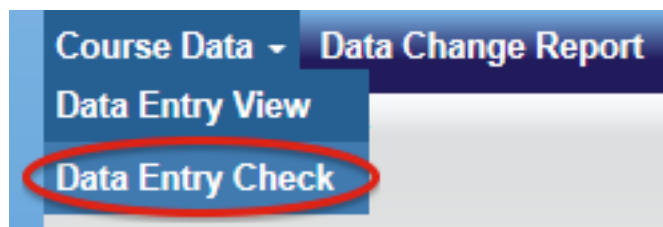
Select any golf course from the list to view that course's data.



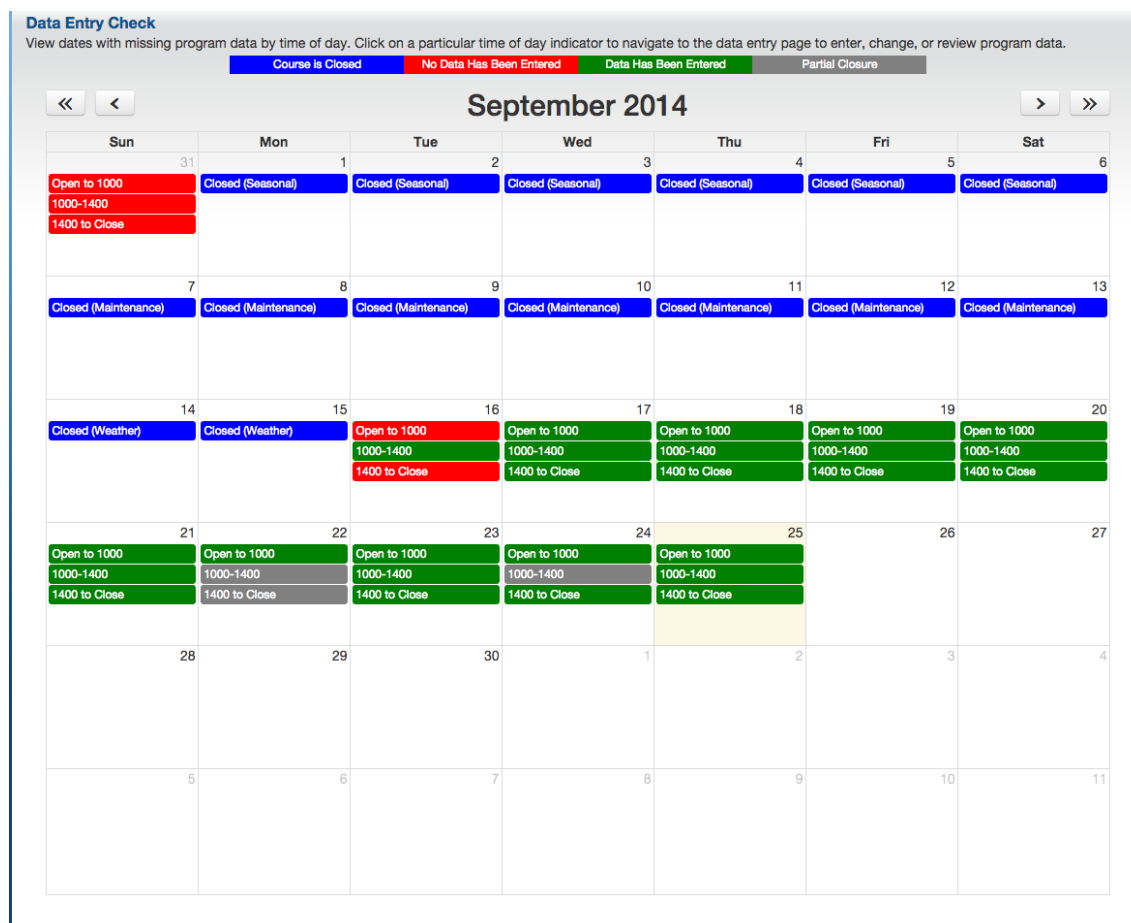
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3. Data Entry Check (Calendar View)

The “Data Entry Check” provides the ability to quickly see what day/time periods have data entered for them and which dates are missing data. To navigate to this page, hover over the “Course Data” menu item in the upper left of the screen and click on the “Data Entry Check” link.



The page displays an interactive calendar. Each day that is in the past will have one (1) or three (3) entries associated to it.



Dates that are closed will have a single blue event associated with the title closed and an indication of the type of closure in parentheses. Days where the course isn't closed will have three events, one for each time of day that data is to be collected for. A green event represents a period where data has been collected, a red event represents a period that is missing data, and a grey event indicates that period for the course was closed for maintenance or un-playable weather.

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Clicking on one of the date/time frame events will take you to a read only version of the data entry page that will allow you to see what has been entered.

Course Data ▾ Data Change Report
Glen Eagle GC ▾

Data Entry View

Specify the date you are entering data for

Select the time of day of the data

Weather Condition Good
Special Condition None
of Open Hours 2

Rounds played by each Type of Play and Player Type combination

	Active Duty E-5 and below	Active Duty E-6 to O-10	Retiree	DoD Civilians	Sponsored Guests	Other
Regular Play 9 Hole	10	0	0	0	0	0
Regular Play 18 Hole	0	0	0	0	0	0
Membership	0	0	0	0	0	0
Group Play	10	0	0	0	0	0
Twilight	0	0	0	0	0	0
Discounted / Punchcards	0	0	0	0	0	0
Complimentary	10	0	0	0	0	0
Junior Play	0	0	0	0	0	0
TOTALS	30	0	0	0	0	0

Grand Total: 30 rounds

Number of rentals, riders, and lessons during this time of day

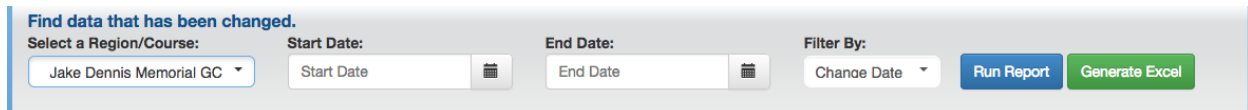
Power Golf Cart Rentals 2	
No. of Riders 0	Power Carts Available 12
Pull Golf Cart Rentals 0	Pull Carts Available 3
Golf Club Rentals 0	Club Sets Available 4
No. of Private Lessons (1-5 ppl) 0	
Hours of Large Group/Clinics/Camps (6+ ppl) 0	

4. Data Change Report

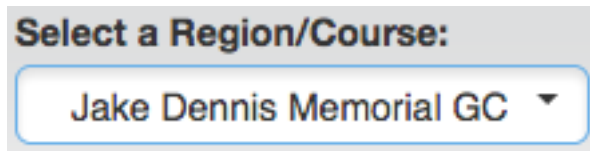
The “Data Change Report” page provides the ability to view all changes that have been made to existing data. This ensures all changes are tracked and that no data is lost. To navigate to this page click on the “Data Change Report” link in the upper left of the screen.




This will navigate to the “Data Change Report” screen where the data changes can be displayed for any course.

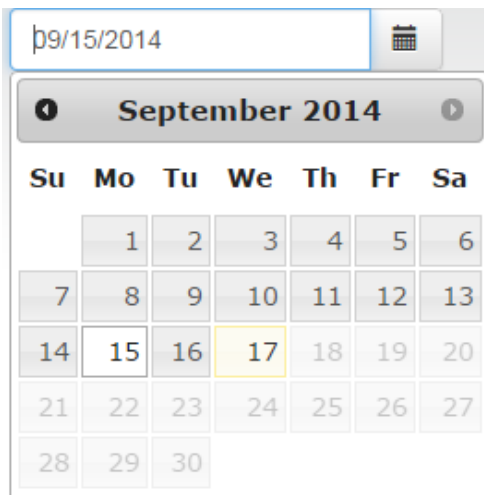


The drop down menu on the far right of the page indicates which course the report will be generated for. Click on the drop down menu and select the appropriate course for the report.



Select the start and end date needed for report. To change the date fields click on the input field or the calendar icon: 

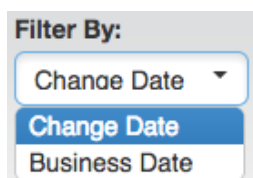
This will open up the date selection tool:



Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Navigate to the month of interest and click on the date you want to select. This will cause the calendar widget to go away and the selected day will be in the input box.

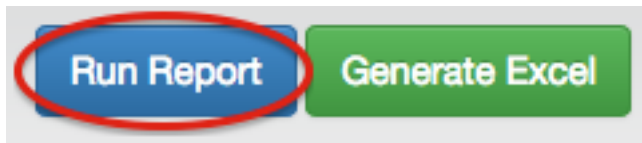
You can also filter the results by the change date or business date by clicking on the “Filter By:” drop down menu and selecting the preferred option.







Filter By:
Change Date
Change Date
Business Date

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After the course, date range, and filter options have been set click on the “Run Report” button.



The screen will populate with all the changes made to that course’s data, for the given date range. The  icon allows the user can reorder the list in either ascending or descending order for each of the dimensions. Move the mouse next to the dimension and click on the  icon. If the arrow icon is pointing up , then the order will be ascending. If the arrow icon is pointing down , then the order will be descending.

Find data that has been changed.

Select a Region/Course: Jake Dennis Memorial GC Start Date: 09/01/2014 End Date: 09/22/2014 Filter By: Change Date Run Report Generate Excel

Rounds Other Metrics Weather Special Conditions

Course Name	Business Date	Time Frame	Player Type	Type of Play	Old Value	New Value	User ID	Change Date	Explanation
Jake Dennis Memorial GC	09/15/2014	Open to 1000	Active Duty E-5 and below	Group Play	0	2	Jake_Dennis_Memorial	09/15/2014 16:01	I had miss read the POS report
Jake Dennis Memorial GC	09/15/2014	Open to 1000	Active Duty E-6 to O-10	Free / Complimentary	0	2	Jake_Dennis_Memorial	09/15/2014 16:01	I had miss read the POS report
Jake Dennis Memorial GC	09/15/2014	Open to 1000	Retiree	Twilight	0	2	Jake_Dennis_Memorial	09/15/2014 16:01	I had miss read the POS report
Jake Dennis Memorial GC	09/15/2014	Open to 1000	DoD Civilians	Discounted / Punchcards	0	2	Jake_Dennis_Memorial	09/15/2014 16:01	I had miss read the POS report

Showing 1 to 4 of 4 entries Previous 1 Next

The default screen will show the changes to “Rounds” data, but you can also select the changes made to “Other Metrics”, “Weather”, or “Special Conditions” data by clicking on the tabs above the change list.

Rounds Other Metrics Weather Special Conditions

Course Name	Business Date	Time Frame	Metric Type Play	Old Value	New Value	User ID	Change Date	Explanation
No changes to the other metrics data have been made during the specified time frame.								

Rounds Other Metrics Weather Special Conditions

Course Name	Business Date	Time Frame	Old Value	New Value	User ID	Change Date	Explanation
No changes to weather data have been made during the specified time frame.							

Rounds Other Metrics Weather Special Conditions

Course Name	Business Date	Time Frame	Old Value	New Value	User ID	Change Date	Explanation
No changes to special condition data have been made during the specified time frame.							

An Excel spreadsheet similar to the one shown on the next page can also be generated for all the changed data by clicking on the “Generate Excel” button at the top right of the screen.

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The Excel file will then automatically download (example on the following page).

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	A	B	C	D	E	F	G	H	I	J	K
1	Rounds change report for course Jake Dennis Memorial GC between 09/01/2014 and 09/30/2014										
2	Course Name	Type of Play	Player Type	Business Date	Time Frame	Original Entry Date	Old Value	New Value	Change Date	Changing User	Reason Text
3	Jake Dennis Memorial GC	Group Play	Active Duty E-5 and below	9/15/2014	Open to 1000	9/15/2014 15:57	0	2	9/15/2014 16:01	Jake_Dennis_Memorial	I had miss read the POS report
4	Jake Dennis Memorial GC	Free / Complimentary	Active Duty E-6 to O-10	9/15/2014	Open to 1000	9/15/2014 15:57	0	2	9/15/2014 16:01	Jake_Dennis_Memorial	I had miss read the POS report
5	Jake Dennis Memorial GC	Twilight	Retiree	9/15/2014	Open to 1000	9/15/2014 15:57	0	2	9/15/2014 16:01	Jake_Dennis_Memorial	I had miss read the POS report
6	Jake Dennis Memorial GC	Discounted / Punchcards	DoD Civilians	9/15/2014	Open to 1000	9/15/2014 15:57	0	2	9/15/2014 16:01	Jake_Dennis_Memorial	I had miss read the POS report
7	Jake Dennis Memorial GC	Regular Play 9 Hole	Active Duty E-5 and below	9/22/2014	1400 to Close	9/25/2014 09:58	1	0	9/25/2014 10:49	ActivyManager	Maint.
8	Jake Dennis Memorial GC	Regular Play 9 Hole	Active Duty E-5 and below	9/22/2014	1000-1400	9/25/2014 09:58	1	0	9/25/2014 10:50	ActivyManager	Bad Weather
9	Jake Dennis Memorial GC	Regular Play 18 Hole	Active Duty E-5 and below	9/25/2014	Open to 1000	9/25/2014 09:44	1	0	9/25/2014 11:50	ActivyManager	Miss read the POS data
10											