AVUM, INC. AND CNIC F&FR



Golf Program Data Entry Web Application

Regional Manager User Guide

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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):

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Some of your resources have not been reconnected. Try reconnecting to your resources again and, if the problem persist, contact your system administrator. Want to be the first to know breaking News and up-to-date information concerning CTIRD? Sind an e-mail to <u>mailto-mill more technictic@navo.mil</u> with CTIRD in the subject to subcrote. Main Select view.*		Search 🔑 Logged on as: etest2	
Want to be the first to know Breaking News and up-to-date information concerning CTIRD? Send an e-mail to <u>mailto-mill more technitectidinary mill</u> with CTIRD in the subject to udorotile. Main Select view. *		3 Some of your resources have not been reconnected. Try reconnecting to your resources again and, if the problem persists, contact your system administrator.	
Main Select view *		Want to be the first to know Breaking News and up-to-date information concerning CITRDC Send an e-mail to mailcomili must techaterts@navy.mii with CITRDC in the subject to subscribe.	
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FAFF SAP Fondal		Fällt SuP Portal SuP Logen 730	
Hint: Tou can view your resources in several different ways. Use the Select view control to change the way that your resources are displayed.		Hint: You can view your resources in several different ways. Use the Select view control to change the way that your resources are displayed.	

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:

AIMS/SAP Portal	
User* Password * Log On	
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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.

Course Data 👻 Data Change Report				Aeropines Gc	V
Data Entry View	Specify the date you are e	ntering data for	Select the time of day of the data		
	10/03/2014		Specify a Time Frame 🗸		

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

þ9/1	i							
• September 2014								
Su	Мо	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							

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

Select the time of day of the data

Specify a Time Frame

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					GI	en Eagle GC 🔽
Data Entry View						
	Specify the date you are ent	ering data for	Select the	time of day of the data		
	09/29/2014	i	Open t	o 1000 👻		
	Weather Condition Good	Special Con	dition None	# of Open Hours 2		
	Rounds played by eac	h Type of Play	and Player	Type combination		
	Active Duty	Active Duty				
	E-5 and below	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, r	iders, and les	sons during	this time of day		
	Power G	Solf Cart Rentals	\$ 2			
		No. of Riders	s 0 -	(
	Pull G	Solf Cart Rentals	s 0	ower Carts Available 12		
	G	olf Club Rentals	s 0	Pull Carts Available 3		
	No. of Private L	essons (1-5 ppl) 0	Club Sets Available 4		
	Hours of Large Group/Clinics	Camps (6+ ppl) 0			

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.

Course Data -	Data Change Report
Data Entry View	
Data Entry Che	ck

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.



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



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.

« <				Se	ptember 20	0.	14		> >>	
Sun		Mon		Tue	Wed		Thu	Fri	Sat	
	31		1	2		3	4	5		
pen to 1000		Closed (Seasonal)	Clos	ed (Seasonal)	Closed (Seasonal)		Closed (Seasonal)	Closed (Seasonal)	Closed (Seasonal)	
100-1400	_									
100 to Close										
	7		8	9	10	0	11	12		
osed (Maintenance)		Closed (Maintenance)	Clos	ed (Maintenance)	Closed (Maintenance)	Ľ	Closed (Maintenance)	Closed (Maintenance)	Closed (Maintenance)	
	14	1	5	16	1	7	18	19	:	
osed (Weather)		Closed (Weather)	Ope	n to 1000	Open to 1000	4	Open to 1000	Open to 1000	Open to 1000	
			100	0-1400	1000-1400	-	1000-1400	1000-1400	1000-1400	
			140	J to Close	1400 to Close		1400 to Close	1400 to Close	1400 to Close	
	21	2	2	23	24	4	25	26		
pen to 1000		Open to 1000	Ope	n to 1000	Open to 1000	1	Open to 1000			
00-1400		1000-1400	100	0-1400	1000-1400	1	1000-1400			
100 to Close		1400 to Close	140	0 to Close	1400 to Close	1	1400 to Close			
	28	2	9	30		1	2	3		
	5			7			9	10		
	Ĭ		~				0			

Dates that are closed will have a single blue event associated with the title closed and an indication of the type of closure in parenthesize. 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.

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 09/29/2014	entering data for	Select the t Open to	time of day of the data		
	Weather Condition Goo Rounds played by e	d Special Cor ach Type of Pla	dition None	# of Open Hours 2		
	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	Dower Corte Available 12
Dull Call Cart Dantala 0	Fower Carts Available 12
Pull Golf Cart Rentals 0	Pull Carts Available 3
Golf Club Rentals 0	Tun curto Avanabic 5
Con club Rentais 0	Club Sate Available 4
No. of Private Lessons (1-5 ppl) 0	Club Sets Available 4
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.

Course Data - Data Change Report

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

Find data that has been changed.								
Select a Region/Course:	Start Date:		End Date:		Filter By:			
Jake Dennis Memorial GC 🔻	Start Date		End Date		Change Date	Run Report	Generate Excel	

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 a Region/Course:	
Jake Dennis Memorial GC	Ŧ

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:



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.



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 \square 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 \square icon. If the arrow icon is pointing up \square , then the order will be ascending. If the arrow icon is pointing down \square , then the order will be descending.

Find data that has Select a Region/Cou	been change rse:	d. Start Date:			End Date:			Filter By:				
Jake Dennis Memorial GC 🔻		09/01/2014		1	09/22/2014			Change Date TR	un Report G	enerate 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	G	iroup 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 t O-10	o Fi C	ree / 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	т	wilight	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	D P	iscounted / unchcards	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 A 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.



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

2	4 A	В	C	D	E	F G	Н		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										
	Rounds Metrics	Weather 🖌 Special Conditions 🖌 🕂 🖉								