

Export Handicap Reports Guide

Admin Access to Members Directory then Click on Export Handicaps icon which will display the Criteria Screen as below.

The screenshot shows the 'Export Handicaps' application window with three tabs: 'Criteria', 'Report Content', and 'Saved Reports'. The 'Criteria' tab is active. The form contains the following fields and options:

- Gender: Associates (dropdown)
- Handicap From: +4 (text input)
- Handicap To: 46 (text input)
- Handicap Status: All (dropdown)
- Include No HC:
- Member Category: A list box with options: 6 day, 7 day (highlighted), Bondi Diggers, N/A, Public Member, Standard Ladies (highlighted), Standard Mens, Visitor. A note to the right says: "To select more than one individual category, hold down control key and select categories with mouse."
- Home Club: Home and Away (dropdown)
- Age From: 0 (text input)
- Age To: 100 (text input)
- Include No DOB: Best to enable this as there may be some members without a DOB in the system.
- Deleted Members:
- Inactive Memberships:
- Disabled Categories:

At the bottom, there is a 'Run Report' button and a 'Save Template' button. Below the 'Save Template' button is a text input field for 'Report title:' containing the text 'Associates'. A red note above the input field says: "Enter Name of the report title to reuse here."

You can select the criteria and then click on "Run report" button which will produce an output in HTML view

Or can create a template report for re-use by selecting the criteria then entering a name for the report i.e.

"Associates". Pressing the "Save template" button will cause a popup to appear and advise you that there is a link created under Saved reports that you can run to get updated output report.

Or to further individualise your report output you can:

Select the criteria options then click on the Report Content Tab and modify the output options

Export Handicaps

Criteria **Report Content** **Saved Reports**

Contact details

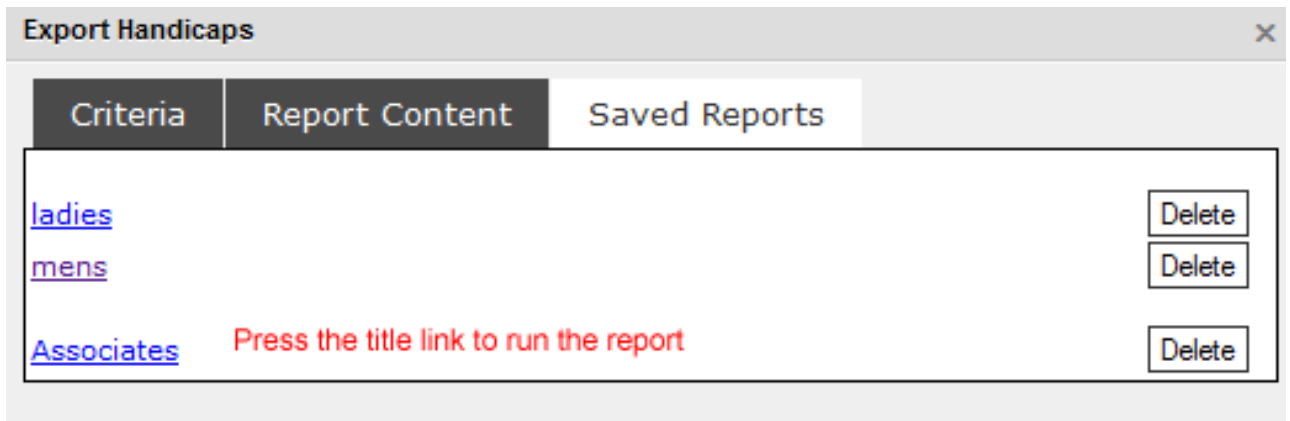
Output as html csv

Field	Order (Leave empty to ignore)
Surname	<input type="text" value="1"/>
First Name	<input type="text" value="2"/>
Gender	<input type="text" value="3"/>
Age	<input type="text" value="4"/>
Member Number	<input type="text" value="5"/>
Member Category	<input type="text"/>
Golfink Number	<input type="text"/>
Home Club	<input type="text"/>
Exact Handicap	<input type="text" value="9"/>
Playing Number	<input type="text" value="10"/>
Handicap Status	<input type="text"/>
Contact Details	<input type="text"/>

 Report title:

At this point; enter a report title that reflects the report then press “Save template” button. Note that you can change the order of the output columns and remove unwanted columns by removing the numbering in this section.

Now click on the “Saved reports” tab and click on the report title link which you created to run the report.



User can then return to this Saved reports area and run the report without having to re-select all the options again.

Outputs are either as a HTML website that can be printed or a CSV (spreadsheet version) that the user can further modify and sort as required. The CSV format is useful in having the ability to edit/delete or add content or sort ordering of data as required.

Example output:

Surname	First Name	Exact HC	Playing HC	Member No
Alistair	Ian	2.4	2	13
Amira - Wayne	Amy	45.1	45	10154
Axiak	Jason	4.7	5	4
Beth	Liz	5.7	6	10121
Bin	Sin	9.6	10	10329
Bloggs	Charles	5	5	10105
Boon	Barry	1.8	2	10120
Citizen	John	5.1	5	17
Clark	Rod	2.2	2	10103
Cool	Trying	-0.5	0	10149
Durden	Tyler	2.8	3	10147
Forte	Abe	9.6	10	10163

Contact Export

If you require the output to include contact details of your members then please ensure you have the "Contact Details" box ticked in under the report content tab and that there is a number in the Contact Details field.