

Customers

Customizing the customer list

In this tutorial, you will learn how to customize the Customer List screen in GolfNow Reservations.

Grid filtering

The grid is filtered automatically by name with a key stroke when the filter bar does not have focus. Column focus does not matter.

- To filter by another column or to perform filters on multiple columns, move focus to the filter bar.
- To clear all the filter bar select the Reset Filters button. When the filter bar is not in focus, an ESC key stroke will also reset the filters.
- To quickly filter the active and inactive customers, right click a row in the grid and select Show Inactive Customers or Hide Inactive Customers depending on the current state of the filter.

Grid layout

Modifying column order

To change the order of the columns in the grid, drag and drop a column heading to a new location. When the column is in a valid location to be dropped, a red arrow will display where the column will be moved to. All columns can be moved except the Name column.

Name /	Address	City	State	Postal Code	Home Phone
Cichella, Tony		Wheaton	IL		(654) 654-6546
Dykstra, Ryan	334 Golf Road		IN		(304) 985-0293
Fore! Reservation, Tech Support	200 South Frontage	Burr Ridge	IL	60527	(630) 789-9784
Ipema, Carrie			IL		(630) 789-9784
Ipema, Harry	200 South County Far	Willowbrook	IL	60527	(630) 789-9784
McCloud, Duncan	1 Highlander Ave	Lisle	IL	60532	(856) 549-8887
Mitchell, Jeff	12 Cool Cat Drive	Chicago	IL		(630) 789-9841
Ryan, Jack	223 Patriot Games	La	CA		(949) 304-3444
Smith, John			VA		(434) 980-2333

Saving grid layout

The layout of the grid can be saved so that each time the Customer List screen is opened, your custom grid layout is applied. Saving the grid layout saves column orders, column widths, and column filters.

To save the grid layout, right click a row in the grid, select Grid and then Save Layout.

Name /	Address	City	State	Postal Code	Home Phone
Cichella, Tony		Wheaton	IL		(654) 654-6546
Dykstra, Ryan	334 Golf Road		IN		(304) 985-0293
Fore! Reservation, Tech Support	200 South Frontage	Burr Ridge	IL	60527	(630) 789-9784
Ipema, Carrie			IL		(630) 789-9784
Ipema, Harry		brook	IL	60527	(630) 789-9784
McCloud, Duncan			IL	60532	(856) 549-8887
Mitchell, Jeff			IL		(630) 789-9841
Ryan, Jack			CA		(949) 304-3444
Smith, John			VA		(434) 980-2333

Customers

Restore grid layout

Restoring the grid layout restores the column orders, column widths, and column filters to their default states.

To restore the grid layout to the default state, right click a row in the grid, select Grid and then Restore Layout.

Grid styles

Background colors

The Name column background color can be customized to display a color based on missing customer fields.

- To change the Name column background color, right click a row in the grid.
- Select Grid and then Customize Colors.
- In the Customize screen, select a color by selecting the color picker button, then select the criteria when the Name column is to be colored.
- The selected style will then be applied to the Name column background color.
- Inactive customers are displayed in a light red row style. The customer name font color is red if that customer has a no-show.

