How to Set up Mandatory Fields on the Client Entry View Screen
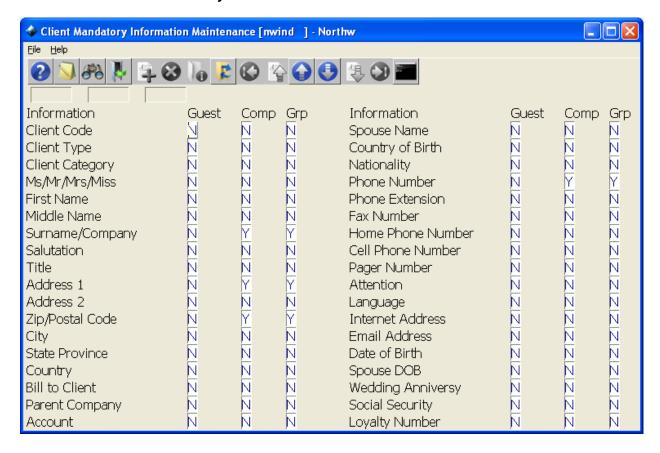## Quick Reference Guide

The Client Profile screen in Maestro is used to create all new clients and update all existing Client Profiles whether they are Individual, Group or Company Profiles.

The Type of Profile may be determined by the user and defaults based on where the new Client Profile is created from.   For example, if the user elects to create a new Company with the cursor on the Company Field, Maestro will default the newly created Profile to be a Company Profile.

Each type of Profile may have unique fields that are filled in and may have independent mandatory fields.

To setup / remove Mandatory Fields from within the Client Profile Screen, begin in **Global Maintenance**

➜ Select the **Codes Menu**

➜ Then select **Client Mandatory Information Maintenance**

Client Mandatory Information Maintenance [nwind   ] - Northw

File   Help

Information	Guest	Comp	Grp	Information	Guest	Comp	Grp
Client Code	Y	N	N	Spouse Name	N	N	N
Client Type	N	N	N	Country of Birth	N	N	N
Client Category	N	N	N	Nationality	N	N	N
Ms/Mr/Mrs/Miss	N	N	N	Phone Number	N	Y	Y
First Name	N	N	N	Phone Extension	N	N	N
Middle Name	N	N	N	Fax Number	N	N	N
Surname/Company	N	Y	Y	Home Phone Number	N	N	N
Salutation	N	N	N	Cell Phone Number	N	N	N
Title	N	N	N	Pager Number	N	N	N
Address 1	N	Y	Y	Attention	N	N	N
Address 2	N	N	N	Language	N	N	N
Zip/Postal Code	N	Y	Y	Internet Address	N	N	N
City	N	N	N	Email Address	N	N	N
State Province	N	N	N	Date of Birth	N	N	N
Country	N	N	N	Spouse DOB	N	N	N
Bill to Client	N	N	N	Wedding Anniversy	N	N	N
Parent Company	N	N	N	Social Security	N	N	N
Account	N	N	N	Loyalty Number	N	N	N

For each field and for each Client Profile Type (Guest = Individual, Comp = Company, Grp = Group), type a *Y* to make the field mandatory and require that information is filled in or type an *N* to allow this field to be left blank.

Once completed, ensure that users log out of their current Maestro session and log back in, for the changes to take effect.

NOTE: If a field that was not mandatory, becomes mandatory, when a user accesses a profile that does not have information in this field, the user will need to enter a value to exit the screen.