

User Defined Fields Quick Reference Guide

Date: November 15

Introduction

This Quick Reference Guide will illustrate the creation of User Defined Fields and the configuration options. These fields are available as:

Reservation User Fields:

Front Desk Maintenance > Codes > 1 Guest Reservation User Fields Maintenance

Group Reservation User Fields:

Front Desk Maintenance > Codes > 2 Group Reservation User Fields Maintenance

Client Profile User Fields:

Global Maintenance > Codes > Client User Fields Maintenance

Sales and Catering Booking User Fields:

Sales and Catering Maintenance > Codes > Booking User Fields Maintenance

Sales and Catering Client User Fields:

Sales and Catering Maintenance > Codes > Client User Fields Maintenance

Sales and Catering Contact User Fields:

Sales and Catering Maintenance > Codes > Client Contacts User Fields Maintenance

Accounts Receivables Client User Fields:

Accounts Receivables Maintenance > Setup > A/R User Field Maintenance

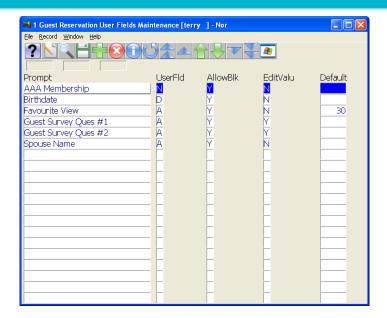
Procedure

There are five (5) fields that need to be occupied in order to create a user field and, if required, an additional screen for the creation of default options. The screens are:

- Prompt
- UserFld
- AllowBlk
- EditValu
- Default







Prompt

This field should contain the description of the desired information. The field allows for 20 alphanumeric characters, including spaces.

UserFld

The User Field defines what type of field the user is creating. This will dictate characters accepted, the length of the field and the placement on the screen. There are three (3) options:



Alphanumeric creates a free form field which allows any type of characters. The Alphanumeric field allows for 30 characters and the user can create a maximum of 15 distinct Alphanumeric Fields.

Numeric creates a field for numbers only. Maestro will include two decimal points and allows 9 numbers, in addition to the 2 decimal places. A maximum of 5 distinct Numeric Fields can be created.

Date create a date specific field which will follow the standard date format found elsewhere in Maestro. A maximum of 5 distinct Date fields can be created.

AllowBlk

Allow Blank dictates if the user can leave this field blank once they have accessed the Guest Reservation User Field Entry Screen. If a field contains an "N" in the AllowBlk field then that field will be mandatory once the screen is activated.





EditValu

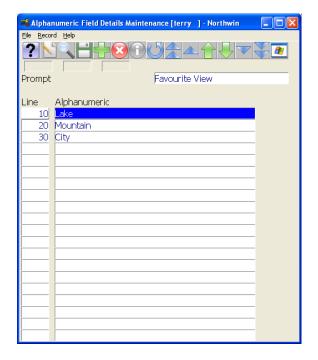
Edited Value restricts the user from changing the default options. If an "N" is entered in this field the user can freeform type any desired entry. If a "Y" is entered in this field, only pre-determined entries will be accepted.

Default

If pre-determined values have been created (see below) for this User Defined Field the user can assign a default in this field by looking up (F8) on this field, choosing an option and selecting Enter. If a default has been assigned, this value will automatically appear once the Guest Reservation User Field Entry Screen is accessed. The user can then lookup (F8) within the field and choose a different option, or, if the EditValu field is set to an "N", simply overwrite the default with the desired information.

Creating Pre-determined options

If the property desire pre-determined options, the user must first create the User Defined Field without a Default option. The user will then highlight the desired field and select Window > Field Detail



The user adds options by selecting the Create option (F6) and adding the information into the Field.

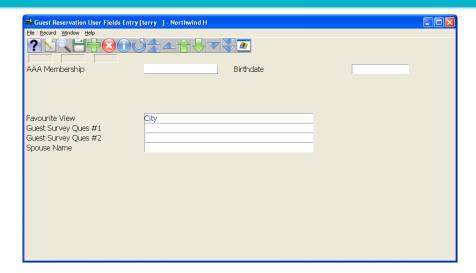
If the user had selected a Numeric Field or a Date Field, the appropriate screen will display

Result

Once all fields have been created, the user can now access any reservation and select Window > Guest Reservation User Fields Entry







The User can enter data into any fields, and potentially overwrite default information, depending upon the settings within the configuration:

