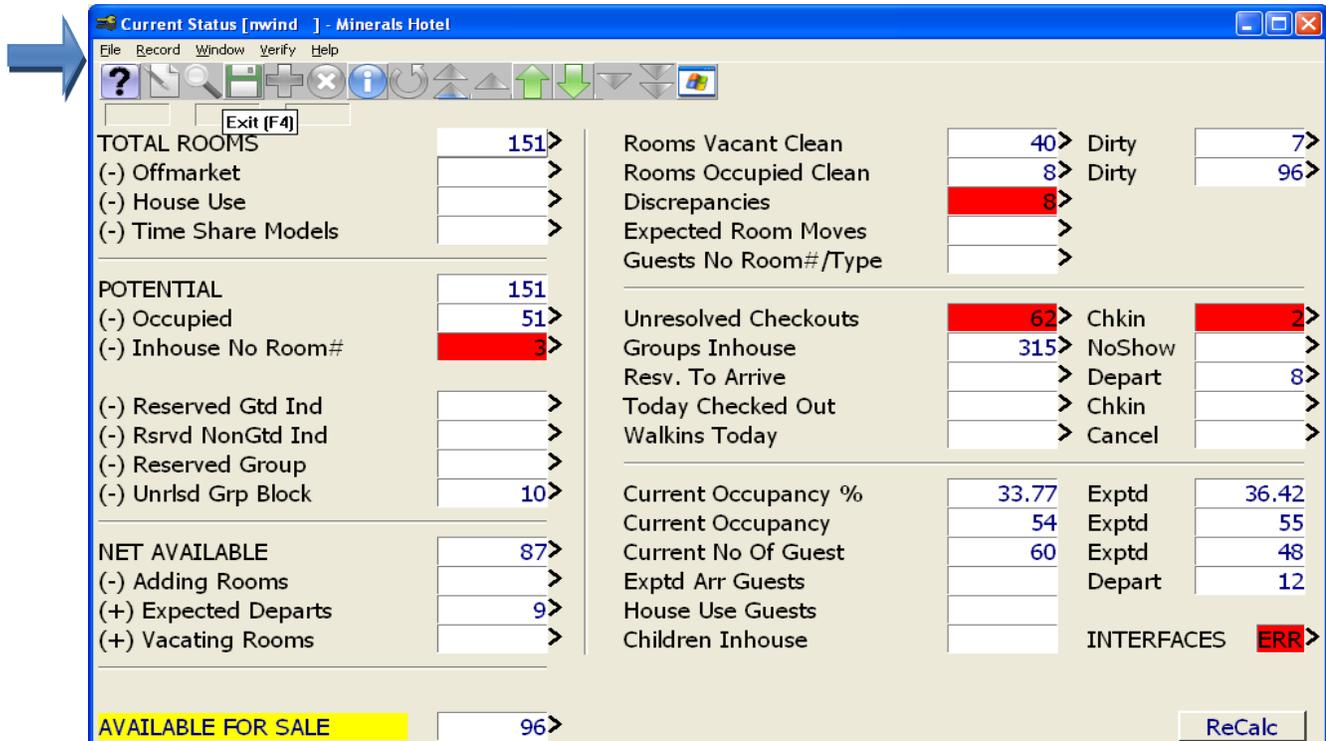# Current Status
Quick Reference Guide

This document will provide the user with a summary of the fields located in the current status screen shown below.

Located in the **menu bar** are the following items:

- **File, Record and Help-** These items will display standard items found in all Maestro screens.
- **Window-** Located in the window menu are the following options.

  Property- This option will allow you to select from different properties if your system is configured for multi-property.

  Detailed Information- Selecting this option will allow the user to view a rooms report.

  Recalculate Status- Selecting this option will refresh the information on the screen. You may also do so by clicking the button at the bottom right side of the screen as shown above.

  Room Status- Selecting this option will allow the user to view a room status report.

  Room Moves- Selecting this option will allow the user to view a room moves report for a specified date range.

  Rooms Available- Selecting this option will allow the user to view a rooms available report for a specified date.

  Off Market- The "Off Market" selection will allow the user to place rooms off market for a specified date range.

  Suite Space Chart- Selecting this option will allow the user to view the suite space chart as well as create a reservation from the suite space chart.
- **Verify-** The verify processes located in this menu are system maintenance items typically scheduled to run during the night audit process. These processes may be run as needed should

you find the inventory is out of balance. When selecting to run these processes you should use extreme caution and be mindful of the warning message displayed at the top of the screen as shown below. *** Assigning inventory, changing inventory or deleting inventory during this process can result in serious complications.

Verify Inventory- This process will recalculate inventory for a specified date range. It is recommended that you run this process for only 30 days at one time as the process can require a bit of time to complete. Corrections will be saved in the exception log which you may view upon completion of each process by selecting Exceptions from the menu shown in the screen above.

Verify Occupancy – This process will recalculate occupancy for today's date.

Current Status [nwind   ] - Minerals Hotel

File Record Window Verify Help

Exit (F4)

TOTAL ROOMS	151>	Rooms Vacant Clean	40> Dirty 7>
(-) Offmarket	>	Rooms Occupied Clean	8> Dirty 96>
(-) House Use	>	Discrepancies	8>
(-) Time Share Models	>	Expected Room Moves	>
		Guests No Room#/Type	>
POTENTIAL	151		
(-) Occupied	51>	Unresolved Checkouts	62> Chkin 2>
(-) Inhouse No Room#	3	Groups Inhouse	315> NoShow >
		Resv. To Arrive	> Depart 8>
(-) Reserved Gtd Ind	>	Today Checked Out	> Chkin >
(-) Rsrvd NonGtd Ind	>	Walk ins Today	> Cancel >
(-) Reserved Group	>		
(-) Unrlsd Grp Block	10>	Current Occupancy %	33.77 Exptd 36.42
		Current Occupancy	54 Exptd 55
NET AVAILABLE	87>	Current No Of Guest	60 Exptd 48
(-) Adding Rooms	>	Exptd Arr Guests	Depart 12
(+) Expected Departs	9>	House Use Guests	
(+) Vacating Rooms	>	Children Inhouse	INTERFACES ERR>
AVAILABLE FOR SALE	96>		ReCalc

*Drill down **(F5)** in many of the fields shown in the screen above to view detailed information *
Information displayed on Left Side of above screen:

- **Total Rooms**- Displays total number of rooms for your Property
- **(-) Off Market-** Displays total number of off market rooms. This number will be subtracted from total rooms above.
- **(-) House Use** –Displays total number of house rooms. This number will be subtracted from total rooms.
- **(-) Time Share Models-** If the property is using owner management the total number of time shares will be displayed and subtracted from Total rooms.
- **POTENTIAL** –The number displayed is the total number of rooms available after the above have been subtracted.
- **(-) Occupied** –Displays total number of occupied rooms. This number will be subtracted from Potential rooms.
- **(-) Inhouse No Rooms#**- Displays total number of rooms currently "inhouse" with no room number assigned. These should be resolved as soon as possible.
- **(-) Reserved Gtd Ind**- Displays total number of reservations with a Guaranteed status for Individuals
- **(-) Reserved NonGtd Ind**- Displays total number of reservations with a non Guaranteed status for individuals
- **(-) Reserved Group-** Displays total number of reserved groups.
- **(-) Unrlsd Grp Block**- Displays the number of rooms held in a Group block with no reservation attached. These rooms are holding inventory and should be managed as soon as possible to maximize occupancy
- **NET AVALIABLE**-Total number of available rooms after subtracting the reservations

Maestro
PMS like no other.

- **(-) Adding rooms**-Displays number of rooms in reservations where multiple pieces of inventory are being held for this date and should be checked in.
- **(+) Expected Departs**- Total number of expected departures today.
- **(+) Vacating Rooms**-Displays number of rooms in reservations where multiple pieces of inventory are being held and need to be checked out today.
- **AVAILABLE FOR SALE-** Displays the total number of rooms available for sale today and should be equal to the number on the available rooms on the Room Type Space chart. Select (F5) to Drill down and display a "Rooms Available Report"

Information displayed on Right Side of screen below: The numbers displayed on the right side represent reservations not rooms, therefore in many cases the numbers may not match with the left side of the screen as the left side is displaying actual room counts.

- **Rooms Vacant Clean-**vacant, clean rooms today, *to the right* **Dirty** - Vacant Dirty rooms today
- **Rooms Occupied Clean-**occupied, clean rooms today*, to the right* **Dirty** are Occupied Dirty rooms today
- **Discrepancies-**Displays the number of rooms with a housekeeping status that is different from the Front Desk status Ex: When a guest leaves the room with-out "checking out" and housekeeping cleans the room they change the status to **Vacant and clean** the front desk may still have **Occupied and dirty** until the housekeeping report is given to the Front Desk the guest is checked out of the system.
- **Expected Room Moves-** Displays the number of reservations where the guest is either moving to a new room or there is a new piece of inventory that needs to be checked in. This can also

occur with rate changes for the same type of inventory. Select (F5) to drill down and access a report.

- **Guest No Room#/Type-** Alerts the user to any reservation that is "inhouse" with no room number or type therefore no inventory is being held for the guest. When a number is displayed in this field the user should resolve as soon as possible.
- **Unresolved Checkouts** –Represents the number of reservations that were scheduled to depart and after midnight these have not been checked out. These reservations should be resolved prior to beginning the audit process. *To the right* **Unresolved Checkins**- represents the number of arrivals that have not been checked in after midnight. These reservations should be resolved prior to beginning the audit process.
- **Resv. To Arrive**-Reservations scheduled to arrive today. (There can also be 1 reservation with multiple pieces of inventory) that are scheduled to arrive today. *to the right* **Depart-** Reservations scheduled to depart today. (There can also be 1 reservation with multiple pieces of inventory) that are scheduled to depart today.
- **Today Checked Out-**Represents the total number of reservations checked out today. *To the right* Chkin-Represents the total number of reservations checked in today.
- **Walkins Today**-If configured for your property, this will give you the number of reservations that were made today for check in today. *To the right* **Cancel**-Represents the total number of reservations cancelled with today's arrival date. This number will include any reservation cancelled for today's arrival up to and including today.
- **Current Occupancy %**- Represents occupancy Percentage the moment you requested the report. *To the right* **Exptd-** Represents expected occupancy % after all the expected arrival and departures have occurred.
- **Current Occupancy**- Represents the number of occupied rooms the moment you requested the report. *To the right* **Exptd-** Represents the expected number of occupied rooms after all the expected arrival and departures have occurred.
- **Current No of Guest**-Represents s the number of guests the moment you requested the report. *To the right* **Exptd-** Represents the expected number of guests after all the expected arrivals and departures have occurred.
- **Exptd Arr Guests-**Represents the number of guests expected to check in today. *To the right* **Depart-** Represents the number of guests that are expected to depart today.
- **House Use Guests-**Represents the number of guests occupying House Use rooms.

Children Inhouse- Represents the number of children "Inhouse". And *to the right* **INTERFACES- Select (F5)** to drill down and see detailed information. This field may display in red when an interface has stopped running or an excessive amount of time has passed since the last transaction has passed through the interface. The highlighted red field is an indicator that you may need to check your status of your interfaces.