# Group Blind Sharing Quick Reference Guide 

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## Overview

For blind sharing to work properly for a group, the special and priority rates (if present) used by the group must be per-person rates, and at least one of these must be defined. Associated with this group must be the attributes that are important for sharer, with some that are required to match (i.e. gender), and some that are preferred to match. These attributes will be held in a new group attribute table, and whenever a sharing person is entered for this group, the attributes will be gathered.

As well, we allow (by turning on OPTION 363) a single reservation to be created for two adults, or adults and kids, and the rate will be adjusted accordingly. (For example, if a reservation for 2 adults is placed in a 4-person room, they are charged twice the single-person quad rate). If a person category not in the room guest type listing is added to a reservation, (i.e. a quad adult rate on the room, and a reservation is created for an adult and a child), than the rate for that reservation included the calculation for reservation number of that extra person category. (i.e. Child)

## Setup

Blind has to first be turned on throughout Front desk, and then attributes can be set up for individual groups.

## Setup in Front Desk Maintenance

There is a new menu option, "Blind Sharing Matching Attribute Maintenance" under the Codes menu in Front desk Maintenance.

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These attributes are set up just like Reservation or Group user attributes, but the ones set up here are the allowed blind sharing attributes for the entire system. Each group using blind sharing will match on a subset (or all) of these attributes, set up at the group level.

The presence of these attributes turns blind sharing "on", and makes it available to all groups.

> Using Blind Sharing

## Group Master

Once Blind Sharing is turned on globally, there will be a new Blind share indicator on the group master screen. Drill down on this indicator, and set up the Blind Sharing attributes for the group. The attributes to use must be selected from the master list, and the allowed and default values are copied down from the master versions, but can be modified. The priority of the attribute (must match or preferred match) is also indicated on this screen, and can change from group to group.

## Guest Reservations

The main difference between blind sharing and regular sharers is shown when doing the sharer lookup.
When blind sharing is turned on for a group, the sharer lookup screen looks like:


The clerk fills in the Guests in Room field (i.e. The guest wishes a spot in a 3 person, 4 person, etc. room), fills in the matching attributes, and then hits the "Rebuild" and all sharer groups with that occupancy that are not yet full will be displayed.


The Rm AD field displays the expected end occupancy, and the Rs AD field displays the current occupancy in the room. The M column is a $\mathrm{y} / \mathrm{n}$ flag that indicates whether or not the Sharer Set matches the "must Match" attributes, and the P column indicates whether or not the Preferred attributes match. The "Matching" toggle will display all rooms with space available, whether or not the expected occupancy matches the requested occupancy.

The top three text attributes by priority are displayed here; if others are needed, there is access to all of them for the guest under the Window menu.

Once a sharer is chosen, (by double-clicking on the row, or pressing enter on the guest name), the user is returned to wherever they came from, and the reservation proceeds as usual.

When a new room is booked, (i.e. a new sharer set is created), the sharing attributes for the guest are gathered.

The blind sharer lookup and attribute collection should happen whether the guest is entered through the rooming list or not. From the guest reservation, you can also view the sharing attributes for the guest.

## Viewing Occupancy

From the rooming list, there is a new option to view room occupancy. This screen lists all the sharer sets, the expected occupancy, and the actual current occupancy in the room.

Drill down on the Sharer name to see the complete list of sharers in the room (if the " + " is present next to the sharer name.


This screen can be sorted by Sharer Name, room Occupancy, Building and Room type, or Room code

