

# Group Rooming List Import

## Quick Reference Guide

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### Introduction

This Quick Reference Guide will introduce you to the Group Rooming List Import feature.

### Procedure

The Group Rooming List Import feature can be utilized for all Group Reservations in Maestro. The following procedure will take the user through preparing the Group Master Reservation for the import, configuring the information properly in Excel and successfully importing the Rooming List in to Maestro.

### Completing the Group Master Reservation

Prior to using the Group Rooming List Import feature, the Group Master Reservation must be fully completed. The following fields **MUST** be completed in order for the import to be successful.

- 1) Priority Rate or Special Rate
- 2) Room Nights Blocked

The screenshot shows the 'Group Reservations' window in Maestro. The reservation is for 'Northwind Airlines' with reservation number 28207. The arrival is on 11/01/2013 at 02:00pm on a Friday, and the departure is on 11/03/2013 at 12:00pm on a Sunday. The group type is 'CORP'. A red box highlights the 'Room Nights Blocked' field, which is set to 40. Other fields include 'Priority Rt', 'Special Rt', 'Rm Nts Blkd', 'Tour Operator', 'Event', 'Group Post', 'A/R Name', 'Guaranteed By', 'Acct Manager', 'Credit Limit', 'Guest Type', 'Sce Off Bus', 'Cut Off Days/Date', 'Settle By', 'BillingTxt', 'PreAuthAmt', 'Balance', 'Deposit Req', 'Meal Count', 'About Text', 'Clin Text', 'Blind Share', 'Trace Msg', 'Convenors', and 'Ckout Text'.

The functionality of the import will reconcile inventory from the Room Nights Blocked Screen, **but will not add additional block to the Group Master**. The Group Master must contain AT LEAST the appropriate amount of inventory that will be imported to the Rooming List.

### Creating a Location for the Import File

The location of the file that will be saved is very important, as the path will be needed to import the Rooming List. Prior to saving the file, a destination location should be created using the steps below. **Once this is created, this location can be used for all future import files.** If the file location has already been created, skip to step 2.3.



- 1.) Go to **My Computer**, and select the drive (C:\, N:\, etc.) where you would like to save the file
- 2.) Right-click and select - **New | Folder**
- 3.) Name the folder something that will distinguish it as containing your Rooming List Imports

Name	Date modified	Type	Size
599fec33e27b6bd50c23	4/6/2007 8:10 PM	File Folder	
Documents	12/17/2006 10:49 ...	File Folder	
EOrganizer	1/30/2010 11:55 AM	File Folder	
GamesCampus	6/13/2009 7:38 PM	File Folder	
google	12/17/2006 10:40 ...	File Folder	
Intel	3/6/2008 8:34 PM	File Folder	
Maestro	11/3/2009 10:11 AM	File Folder	
OEMSettings	1/15/2011 8:56 AM	File Folder	
Program Files	6/18/2011 12:57 PM	File Folder	
<b>Rooming List Import</b>	6/21/2011 10:43 AM	File Folder	
Users	6/20/2011 8:30 AM	File Folder	
Windows	6/21/2011 7:59 AM	File Folder	
.rnd	10/22/2009 8:21 AM	RND File	1 KB
BOOTSECT.BAK	6/11/2006 5:36 PM	BAK File	8 KB
EMicon.dll	11/9/2006 5:21 PM	Application Extens...	116 KB

## Completing the Excel Spreadsheet

Using the Northwind provided Excel Spreadsheet, the **Guest Info** tab must be completed with all required information for the import to be successful.

Rooming List Import											
Group Name:	Northwind Airlines										
Group Number:	28207										
Suffix No	First Name	Last Name	Sharer	Building	Room Type	Arrival Date	Departure Date	# adults	# Children	# Infants	Gender
1	Peter	Parker		enw	dd	2013-11-01	2013-11-03	2	1		
2	Mary Jane	Watson		enw	qq	2013-11-01	2013-11-03	2			
3	Charles	Xavier		enw	dd	2013-11-01	2013-11-02	2			
4	Hank	McCoy		enw	dd	2013-11-01	2013-11-03	1	1		
5	Harry	Osborn		enw	dd	2013-11-01	2013-11-02	1			
6	Gwen	Stacy		enw	dd	2013-11-01	2013-11-03	2	1		
7	Scott	Summers		enw	dd	2013-11-01	2013-11-03	1			
8	Jean	Grey	7	enw	dd	2013-11-01	2013-11-03	1			
9	Carol	Danvers		enw	dd	2013-11-01	2013-11-03	1	1		
10	Clint	Barton		enw	dd	2013-11-01	2013-11-03	2			
11	Jubilation	Lee	10	enw	dd	2013-11-01	2013-11-03	1			
12	Orozo	Monroe		enw	dd	2013-11-01	2013-11-03	1			
13											
14											

All information entered on the Guest Info tab will automatically format in the **Import** tab, which in step 2.4 will be the file that is saved to facilitate the Rooming List Import.

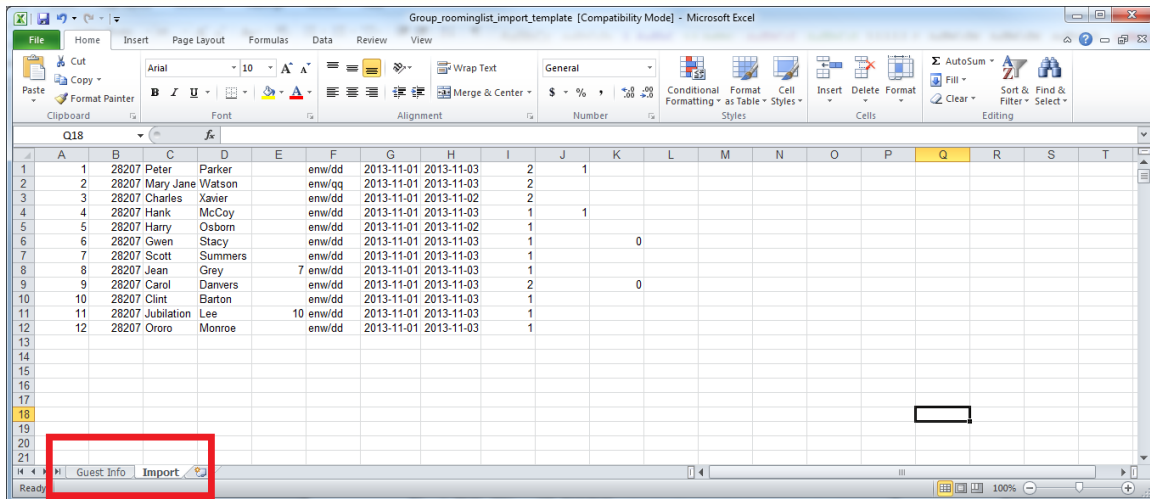


All fields listed below are **required** for the import to be successful, with the optional field of **Sharers**

<b>Suffix No.</b>	Should go in numerical order for each reservation listed
<b>Group Res.</b>	Enter the Group Reservation Number where these reservations will be imported
<b>First Name</b>	Enter the guest's first name
<b>Last Name</b>	Enter the guest's last name
<b>Sharer_Suffix</b>	If creating Sharer Reservations, the Sharer Suffix must be used to attach the Suffix Number of the reservation attributed to it. The number entered should always be the lower Suffix Number entered on the line of the higher Suffix Number (as indicated in the above example, where Suffix Number 3 is sharing with Suffix Number 4)
<b>Building/Room Type</b>	Enter the Building Code and Room Type Code in the following convention: <b>BLD/RMT</b> (not case sensitive). Do not spell out the full description of the Building or Room Type. <b>All inventory contained within the spreadsheet MUST be blocked in the Group Master Reservation prior to import</b>
<b>Arrival Date</b>	Enter the Arrival Date of the Reservation. The format must be <b>YYYY-MM-DD</b>
<b>Departure Date</b>	Enter the Departure Date of the Reservation. The format must be <b>YYYY-MM-DD</b>
<b>#Adults</b>	Enter the number of Adults in the room. Maestro will calculate the appropriate rate based upon any Extra Persons Factoring configured
<b>#Children</b>	Enter the number of Children in the room. Maestro will calculate the appropriate rate based upon any Extra Persons Factoring configured. If there is no children, a zero must be entered
<b>#Infants (or property specific substitute)</b>	of Infants in the room. Maestro will calculate the appropriate rate based upon any Extra Persons Factoring configured
<b>Gender</b>	Enter the gender of the primary guest on the reservation. (m=male, f=female, c=mixed, u=unknown)

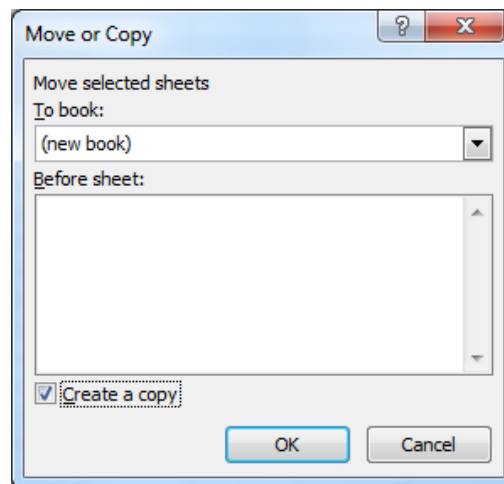
Saving the Excel Spreadsheet as a .csv (Comma Separated Value) File

After creating the destination folder and completing the spreadsheet, the **Import** tab referenced above must be saved as a **.csv** File. This tab must be separated from the existing Excel Spreadsheet and saved to the destination folder created in step 2.2.

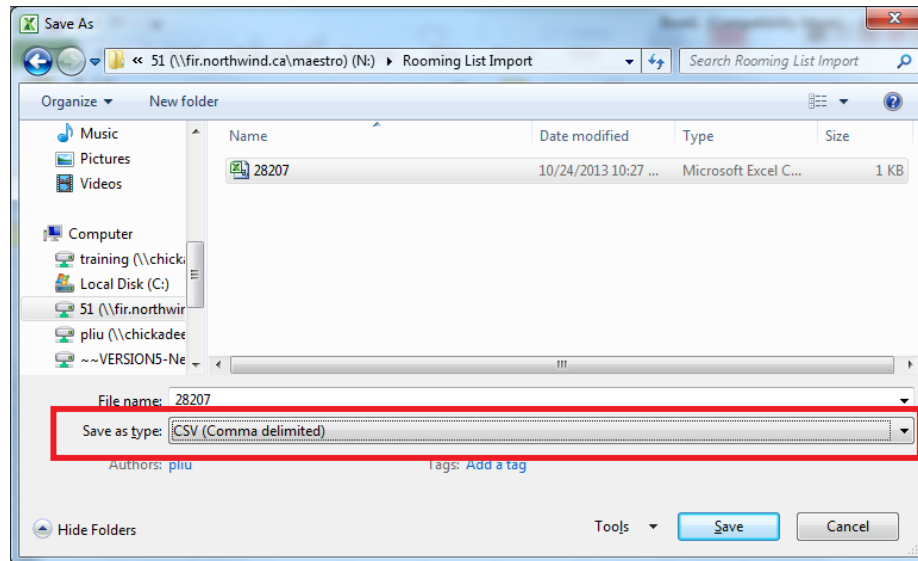


To separate the tab and save:

- 1.) Right-click on the secondary tab and select **Move or Copy**
- 2.) In the '**To book:**' drop-down menu, select **(new book)**, ensure the Create a Copy checkbox is marked.



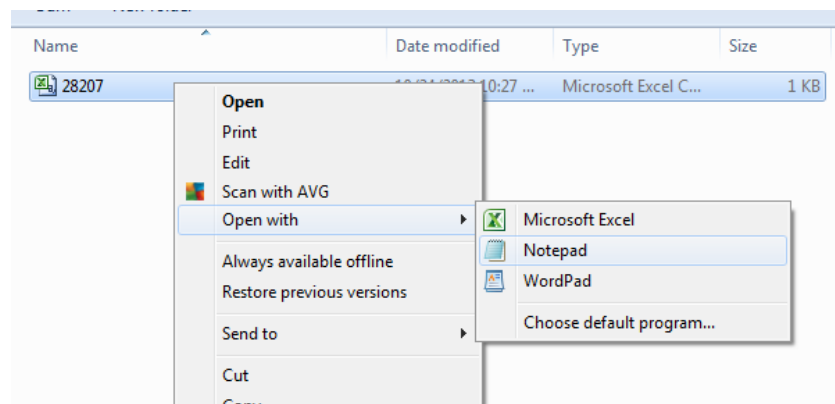
- 3.) Once the New Book has been created, go to – **File / Save As**
- 4.) In the **Save as Type** Field, select **CSV (Comma Delimited)**
- 5.) Name the file with the Group Name or Group Reservation Number to distinguish it
- 6.) Save the file to the location created in step 2.2



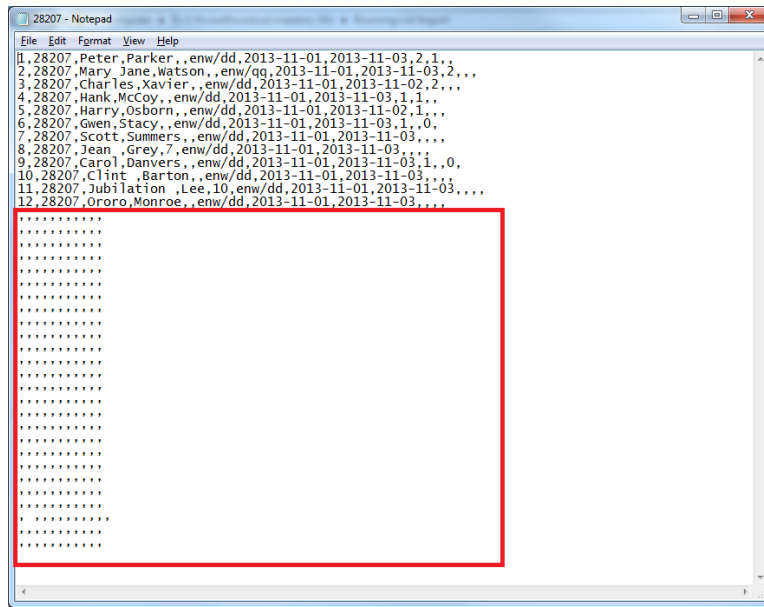
## Preparing the CSV File for Import

Due to the nature of Microsoft Excel, there may be extra fields that have blank data within the fields. If these blank data fields are not addressed, it will cause an unsuccessful import.

To address the blank fields, go to the file location created in step 2.2. Right click on the file, go to **Open With | Notepad**



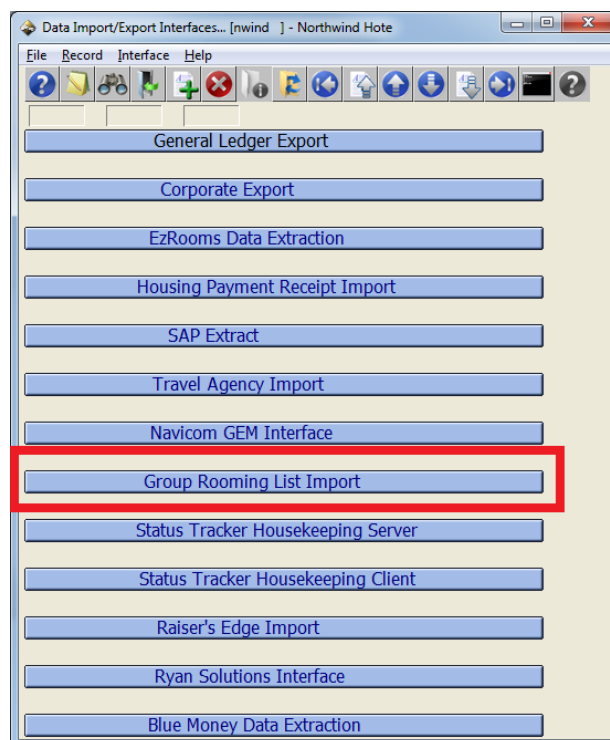
By opening the file in the Notepad format, it allows the user to see the blank data as seen below



Delete all instances where there are only commas in the lines. When you close the file, ensure that the file is saved.

### Importing the Rooming List in to Maestro

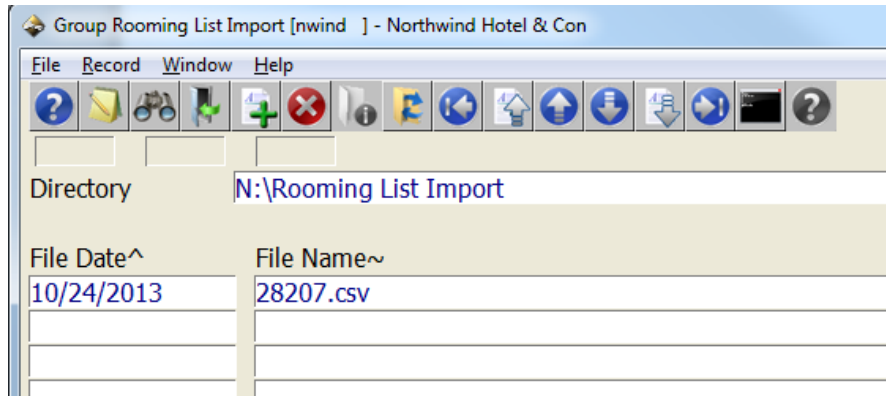
Once the file has been saved, the location of the file needs to be entered in to Maestro to complete the import. This is completed in the **Front Desk Module | Data Import/Export Interfaces | Group Rooming List Import**



The location of the previously saved file will need to be entered in the Group Room List Import screen. It must be entered EXACTLY (not including the file name) or the file will fail to import.

From the Group Rooming List Import screen:

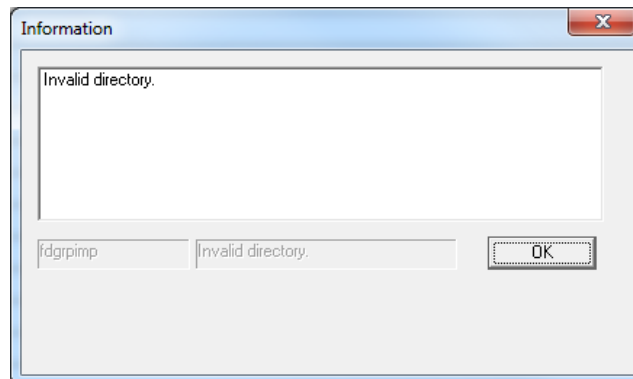
- 1.) Enter the path where the .csv File was saved in the **Directory** field and press **ENTER**. This information can be retrieved from the drive in which the file was saved to.



The screenshot shows the 'Group Rooming List Import [nwind] - Northwind Hotel & Con' window. It has a menu bar with 'File', 'Record', 'Window', and 'Help'. Below the menu is a toolbar with various icons. The 'Directory' field is populated with 'N:\Rooming List Import'. Below this is a table with two columns: 'File Date^' and 'File Name~'. The first row of the table shows '10/24/2013' and '28207.csv'.

File Date^	File Name~
10/24/2013	28207.csv

If the path entered in the Directory field is incorrect, you will receive the following Dialog Box:



The screenshot shows an 'Information' dialog box with a red 'X' button in the top right corner. The main text area contains the message 'Invalid directory.'. At the bottom, there is a text field containing 'fdgrpimp', another text field containing 'Invalid directory.', and an 'OK' button.

- 2.) Highlight the file that you would like to import (*note: all files contained in this folder will display*)
- 3.) Press '**OK**' on the bottom left

Book Group Rooming List [nwind] - Northwind Hotel & Conf

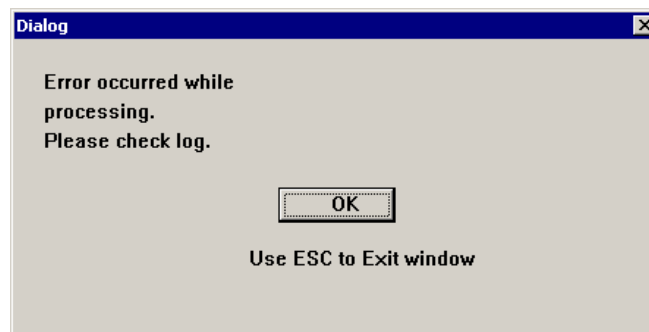
File Record Window Help

Group Res# 28207  
Group Name Northwind Airlines

Date	Bld	RmType	Blocked	Require
11/01/2013	ENW	DD	10	9
11/01/2013	ENW	QQ	10	1
11/02/2013	ENW	DD	10	7
11/02/2013	ENW	QQ	10	1

4.) From the **Book Group Rooming List** screen, double-check the **Blocked** Column and **Require** Column to ensure that both the blocked rooms and the rooms requested from the file import are correct. If the number blocked is lower than the number required, you will get an *Insufficient Inventory Dialog Box*.

5.) Press **'OK'** on the bottom left to import



**Note:** If you receive the above Dialog Box, there was an issue with the information contained in the import or the configuration of the Group Master. Go to **Window | Import Log** to check for any errors that may have occurred during the import. Drilling-down on the **Error#** field on the right will bring up a Dialog Box with a description of the issue. Once identified and corrected, begin again at step 1.

6.) If the import was completed successfully, you will receive the following Dialog Box







7.) Upon retrieving the Group Master Reservation, the imported information will appear in the Group Rooming List. The imported reservations will also take several characteristics from the Group Master such as *Guaranteed By* and *Source/Sub-Source of Business*.

Group Rooming List [nwind ] - Northwind Hotel & Conf Centre

File Record Window Help

Create

Group Reservation# 28207 Rebuild

Group Name Northwind Airlines Arrival Date 11/01/2013

Default Guest Type GROUP Number Of Days 2

Default Folio Temp STANDARD Departure Date 11/03/2013

Guest Name	Gnd	Arr Date	Dep Date	#Sh	#A	#C	#A	#C	Bld	RmType	Room	OS	C	A	C	Un	Central Res	RS
Parker, Peter		11/01/2013	11/03/2013		2	1	2	1	ENW	DD								RES
Watson, Mary Jane		11/01/2013	11/03/2013		2		2		ENW	QQ								RES
Xavier, Charles		11/01/2013	11/02/2013		2		2		ENW	DD								RES
McCoy, Hank		11/01/2013	11/03/2013		1	1	1	1	ENW	DD								RES
Osborn, Harry		11/01/2013	11/02/2013		1		1		ENW	DD								RES
Stacy, Gwen		11/01/2013	11/03/2013		1		1		ENW	DD								RES
Summers, Scott		11/01/2013	11/03/2013	1	2	1	1	1	ENW	DD								RES
Danvers, Carol		11/01/2013	11/03/2013		1		1		ENW	DD								RES
Barton, Clint		11/01/2013	11/03/2013	1	2	1	1	1	ENW	DD								RES
Monroe, Ororo		11/01/2013	11/03/2013		1		1		ENW	DD								RES
Grey, Jean		11/01/2013	11/03/2013	2	2	1	1	1	ENW	DD								RES
Lee, Jubilation		11/01/2013	11/03/2013	2	2	1	1	1	ENW	DD								RES