



# SPA Module Year End Maintenance

## Quick Reference Guide

Published Date: November 15

### Introduction

This Quick Reference Guide will explain how to update all the Schedules in the SPA Module. It is assumed that the reader is trained in SPA Setup and Configuration. For more information on these topics, please see the Maestro User Guides

1. SPA & Activities Management – Services
2. Facilities Management
3. Alternate Inventory Management
4. Shuttle Management

### Procedure

The SPA Module is comprised of four sections:

- Services (SPA)
- Facilities
- Alternate Inventory
- Shuttle

Each of these sections has schedules that need to be updated on a regular basis.

### Updating SPA Schedules

There are 8 Schedules that need to be updated at year end or when they expire

#### 1. **Expired Service Provider Schedule**

- Service
  - Service Provider Master
    - Window
      - Service Provider Schedule

Service Provider Schedule [linda] - Northwind Hotel

File Record Window Help

Provider Code: 28946 Mary Kate  
Date To View: 01/07/2009

Copy/Delete

Date	From Tm	To Time	Cancel	Clerk	Last Date/Time
01/07/2009	08:00am	07:00pm		NWIND	04/24/2008 04:00pm
01/08/2009	08:00am	07:00pm		NWIND	04/24/2008 04:00pm
01/09/2009	08:00am	07:00pm		NWIND	04/24/2008 04:00pm
01/10/2009	08:00am	07:00pm		NWIND	04/24/2008 04:00pm
01/11/2009	08:00am	07:00pm		NWIND	04/24/2008 04:00pm
01/12/2009	08:00am	07:00pm		NWIND	04/24/2008 04:00pm
01/13/2009	08:00am	To Time		NWIND	04/24/2008 04:00pm
01/14/2009	08:00am	07:00pm		NWIND	04/24/2008 04:00pm
01/15/2009	08:00am	07:00pm		NWIND	04/24/2008 04:00pm
01/16/2009	08:00am	07:00pm		NWIND	04/24/2008 04:00pm

## 2. Expired Provider Service Time Block Schedule

- Service
  - Service Provider Master
    - Window
      - Provider Service Time Block

Provider Service Time Block [linda] - Northwind Hotel

File Record Window Help

Provider Code: 28946 Mary Kate  
Date To View: 01/07/2009

Copy/Delete

Date	From Tm	To Time	Blk Rsn	Clerk	Last Date/Time
01/07/2009	01:00pm	01:45pm	LUNCH	NWIND	04/24/2008 04:29pm
01/08/2009	01:00pm	01:45pm	LUNCH	NWIND	04/24/2008 04:29pm
01/09/2009	01:00pm	01:45pm	LUNCH	NWIND	04/24/2008 04:29pm
01/10/2009	01:00pm	01:45pm	LUNCH	NWIND	04/24/2008 04:29pm
01/11/2009	01:00pm	01:45pm	LUNCH	NWIND	04/24/2008 04:29pm
01/12/2009	01:00pm	01:45pm	LUNCH	NWIND	04/24/2008 04:29pm
01/13/2009	01:00pm	01:45pm	LUNCH	NWIND	04/24/2008 04:29pm
01/14/2009	01:00pm	01:45pm	LUNCH	NWIND	04/24/2008 04:29pm
01/15/2009	01:00pm	01:45pm	LUNCH	NWIND	04/24/2008 04:29pm
01/16/2009	01:00pm	01:45pm	LUNCH	NWIND	04/24/2008 04:29pm

## 3. Expired Default Provider Schedule

- Service
  - Service Provider Master
    - Window
      - Default Provider

Default Provider [linda] - Northwind Hotel

File Record Window Help

Provider Code: 28946 Mary Kate  
Date To View: 01/07/2009

Copy/Delete

Date	From Tm	To Time	Bld	Rm Num	STN	Clerk	Last Date/Time
01/07/2009	08:00am	07:00pm	QL	GREEN	1	NWIND	04/24/2008 04:01pm
01/08/2009	08:00am	07:00pm	QL	GREEN	1	NWIND	04/24/2008 04:01pm
01/09/2009	08:00am	07:00pm	QL	GREEN	1	NWIND	04/24/2008 04:01pm
01/10/2009	08:00am	07:00pm	QL	GREEN	1	NWIND	04/24/2008 04:01pm
01/11/2009	08:00am	07:00pm	QL	GREEN	1	NWIND	04/24/2008 04:01pm
01/12/2009	08:00am	07:00pm	QL	GREEN	1	NWIND	04/24/2008 04:01pm
01/13/2009	08:00am	07:00pm	QL	GREEN	1	NWIND	04/24/2008 04:01pm
01/14/2009	08:00am	07:00pm	QL	GREEN	1	NWIND	04/24/2008 04:01pm
01/15/2009	08:00am	07:00pm	QL	GREEN	1	NWIND	04/24/2008 04:01pm
01/16/2009	08:00am	07:00pm	QL	GREEN	1	NWIND	04/24/2008 04:01pm

#### 4. Expired Service Room Schedule

- Service
  - Service Rooms Schedule

Service Rooms Schedule [linda] - Northwind Hotel

File Record Window Help

Building: NORTHWIND HOTEL  
 Service Room Number: AQUA ROOM  
 Service Room Type: MULTI PURPOSE ROOM

From Date: 03/27/2007 To Date: 12/31/2010  
 From Time: 08:00am To Time: 07:00pm  
 Clerk: LINDA Last Date/Time: 01/05/2009 11:39am

M	T	W	T	F	S	S	Prt	Cpct
Y	Y	Y	Y	Y	Y	Y	8	10

#### 5. Expired Service Rate Schedule

- Service
  - Service Rates Table

Service Rates Table [linda] - Northwind Hotel

File Record Window Help

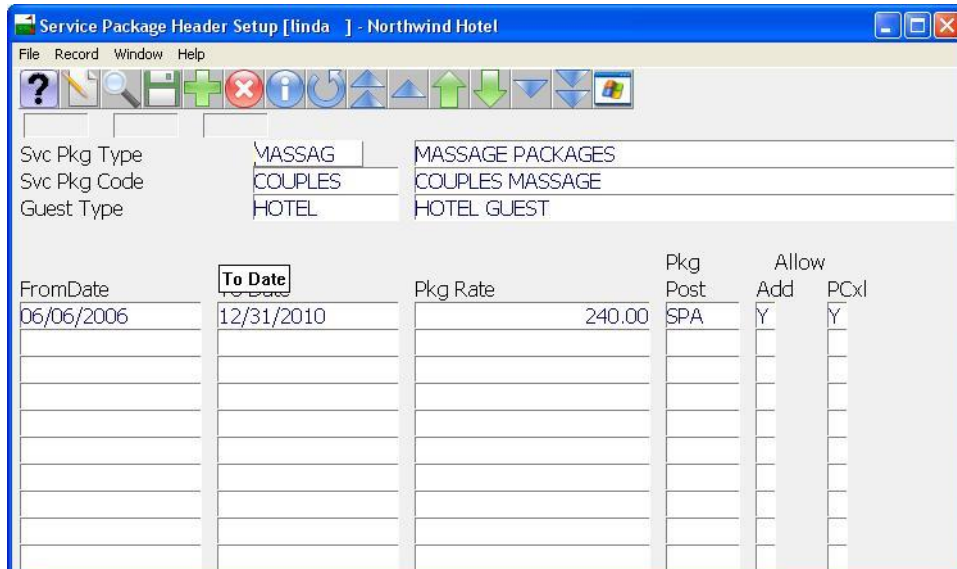
Building Code: NORTHWIND HOTEL  
 Service Type: FACIALS  
 Service: SERENITY  
 Guest Type: SPA DAY GUEST (HOTEL)  
 Date From: 09/01/2004 Date To: 12/31/2010  
 Group Res#: N Add-on Flag: Y  
 CurrCd: CA

Week No	Day	From Time	Default Rate	Internal Cost	Post Code
1	MON	08:00am	175.00	85.00	SPA
2	TUE	08:00am	175.00	85.00	SPA
3	WED	08:00am	175.00	85.00	SPA
4	THU	08:00am	175.00	85.00	SPA
5	FRI	08:00am	175.00	85.00	SPA
6	SAT	08:00am	175.00	85.00	SPA
7	SUN	08:00am	175.00	85.00	SPA

Clerk: Date/Time:

## 6. Expired Service Package Schedule

- Service
  - Service Package Header Setup



Service Package Header Setup [linda] - Northwind Hotel

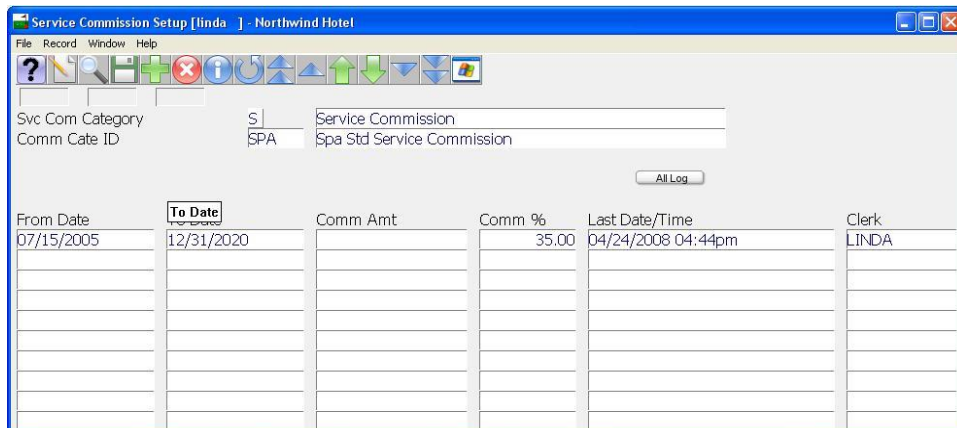
File Record Window Help

Svc Pkg Type: MASSAG      MESSAGE PACKAGES  
 Svc Pkg Code: COUPLES      COUPLES MESSAGE  
 Guest Type: HOTEL      HOTEL GUEST

FromDate	To Date	Pkg Rate	Pkg Post	Allow Add	PCxl
06/06/2006	12/31/2010	240.00	SPA	Y	Y

## 7. Expired Commission

- Service
  - Service Commission Setup



Service Commission Setup [linda] - Northwind Hotel

File Record Window Help

Svc Com Category: S      Service Commission  
 Comm Cate ID: SPA      Spa Std Service Commission

All Log

From Date	To Date	Comm Amt	Comm %	Last Date/Time	Clerk
07/15/2005	12/31/2020		35.00	04/24/2008 04:44pm	LINDA

## 8. Expired Text

Please note that there are 5 types of text:

- |      |   |                   |
|------|---|-------------------|
| 1. G | ↔ | General Text      |
| 2. P | ↔ | Provider Text     |
| 3. R | ↔ | Service Room Text |
| 4. S | ↔ | Service Text      |
| 5. T | ↔ | Service Type Text |

- Service
  - Service Text

Service Text [linda] - Northwind Hotel

File Record Window Help

Text Category Provider Text

From Date	To Date	Provider	Clerk	Last Date/Time
06/06/2006	12/31/2010	25296	LINDA	01/06/2009 02:45pm
06/06/2006	12/31/2010	26429	LINDA	01/06/2009 02:45pm
06/06/2006	12/31/2010	28208	LINDA	01/06/2009 02:45pm
06/06/2006	12/31/2010	28209	LINDA	01/06/2009 02:45pm
06/06/2006	12/31/2010	28946	LINDA	01/06/2009 02:45pm
06/06/2006	12/31/2010	29069	LINDA	01/06/2009 02:45pm
04/01/2008	12/31/2010	32171	LINDA	01/06/2009 02:45pm

## Updating Facilities Schedules

There are 4 Schedules that need to be updated at year end or when they expire

### 1. Expired Default Rate Schedules

- Facilities
  - Default Rates

Default Rates [linda] - Northwind Hotel

File Record Window Help

Building Code: QL NORTHWIND HOTEL

Facility Type: TENN TENNIS LESSONS

Facility Code: TPRIV TENNIS LESSONS (PRIVATE)

Date From: 06/06/2006 Date To: 12/31/2009

Group Res#:

Force Rm Inv: N

Txt: Y Cvn:

Week No	Day	From Time	Default Rate	Internal Cost	Clerk	Date/Time
1	MON	08:00am	65.00		NWIND	06/20/2007 04:47pm
2	TUE	08:00am	65.00		NWIND	06/20/2007 04:47pm
3	WED	08:00am	65.00		NWIND	06/20/2007 04:47pm
4	THU	08:00am	65.00		NWIND	06/20/2007 04:47pm
5	FRI	08:00am	65.00		NWIND	06/20/2007 04:47pm
6	SAT	08:00am	65.00		NWIND	06/20/2007 04:47pm
7	SUN	08:00am	65.00		NWIND	06/20/2007 04:47pm

### 2. Expired Guest Rate Schedules

- Facilities
  - Guest Rates

Guest Rates [linda] - Northwind Hotel

File Record Window Help

Building Code: QL NORTHWIND HOTEL

Facility Type: YOGA YOGA CLASSES

Facility Code: YADV ADVANCED YOGA

Guest Type: DAY SPA DAY GUEST (NON-HOTEL)

Date From: 06/06/2006 Date To: 12/31/2010

Group Res#:

Force Rm Inv: N

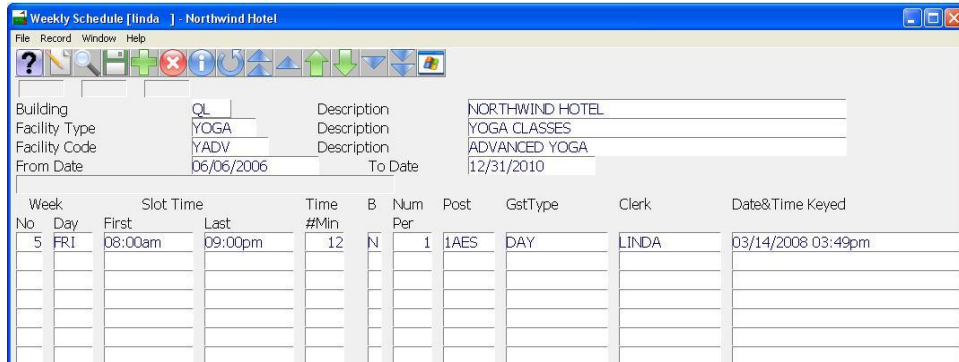
Txt: Y Cvn:

Week No	Day	From Time	Default Rate	Internal Cost	Clerk	Date/Time
1	MON	08:00am	15.00		LINDA	03/14/2008 03:45pm
2	TUE	08:00am	15.00		LINDA	03/14/2008 03:45pm
3	WED	08:00am	15.00		LINDA	03/14/2008 03:45pm
4	THU	08:00am	15.00		LINDA	03/14/2008 03:45pm
5	FRI	08:00am	15.00		LINDA	03/14/2008 03:45pm
6	SAT	08:00am	15.00		LINDA	03/14/2008 03:45pm
7	SUN	08:00am	15.00		LINDA	03/14/2008 03:45pm



### 3. Expired Weekly Schedule

- Facilities
  - Weekly Schedule



Weekly Schedule [linda] - Northwind Hotel

File Record Window Help

Building Code: QL Description: NORTHWIND HOTEL

Facility Type: YOGA Description: YOGA CLASSES

Facility Code: YADV Description: ADVANCED YOGA

From Date: 06/06/2006 To Date: 12/31/2010

Week No	Day	Slot Time	Time #Min	B	Num Per	Post	GstType	Clerk	Date&Time Keyed
5	FRI	08:00am - 09:00pm	12	N	1	1AES	DAY	LINDA	03/14/2008 03:49pm

### 4. Expired Facility Blocked Date Schedules

- Facilities
  - Facility Blocked Dates



Facility Blocked Dates [linda] - Northwind Hotel

File Record Window Help

Building Code: QL Description: NORTHWIND HOTEL

Facility Type: YOGA Description: YOGA CLASSES

Facility Code: YADV Description: ADVANCED YOGA

Date From: 01/01/2009 To: 12/31/2009

From Time: 12:00pm To: 02:00pm

Block Code: MN Reason description: DAILY CLEANING

Clerk Code: LINDA

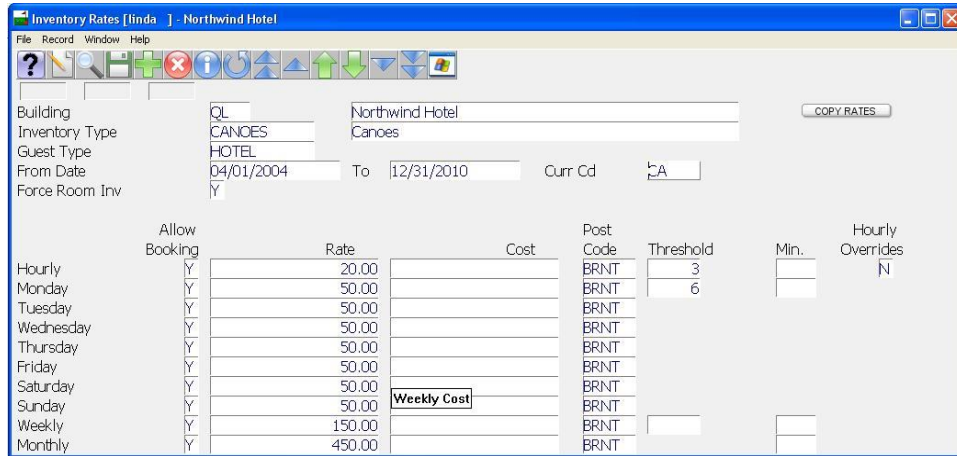
Date: 01/07/2009 11:39am

## Updating Alternate Inventory Schedules

There is 1 Schedule that needs to be updated at year end or when it expires

### 1. **Expired Alternate Inventory Rates**

- Alt. Inventory
  - Inventory Rates



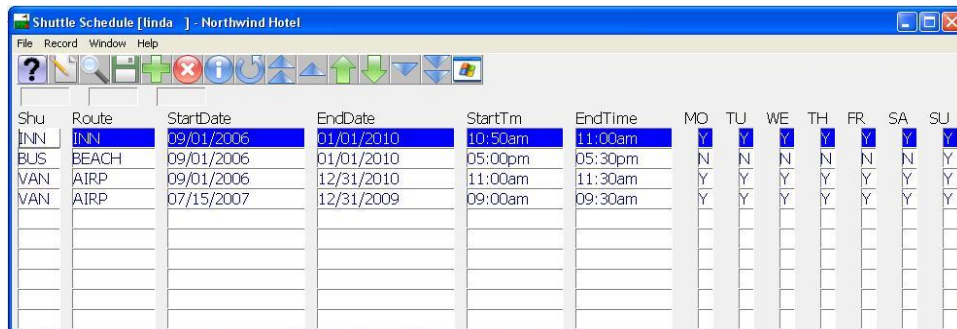
	Allow Booking	Rate	Cost	Post Code	Threshold	Min.	Hourly Overrides
Hourly	Y	20.00		BRNT	3		N
Monday	Y	50.00		BRNT	6		
Tuesday	Y	50.00		BRNT			
Wednesday	Y	50.00		BRNT			
Thursday	Y	50.00		BRNT			
Friday	Y	50.00		BRNT			
Saturday	Y	50.00		BRNT			
Sunday	Y	50.00		BRNT			
Weekly	Y	150.00		BRNT			
Monthly	Y	450.00		BRNT			

## Updating Shuttle Schedules

There is 1 Schedule that needs to be updated at year end or when it expires

### 1. **Expired Shuttle Schedule**

- Shuttle
  - Shuttle Schedule



Shu	Route	StartDate	EndDate	StartTm	EndTime	MO	TU	WE	TH	FR	SA	SU
INN	INN	09/01/2006	01/01/2010	10:50am	11:00am	Y	Y	Y	Y	Y	Y	Y
BUS	BEACH	09/01/2006	01/01/2010	05:00pm	05:30pm	N	N	N	N	N	N	Y
VAN	AIRP	09/01/2006	12/31/2010	11:00am	11:30am	Y	Y	Y	Y	Y	Y	Y
VAN	AIRP	07/15/2007	12/31/2009	09:00am	09:30am	Y	Y	Y	Y	Y	Y	Y