

Northwind Maestro Quick Reference Guide

Sales and Catering- Function Room Do Not Move

1 Introduction

This Quick Reference Guide will introduce you to the Do Not Move functionality in Sales & Catering and provide you with the information needed to add or remove 'Do Not Move' status for a Function Room.

2 Procedure

The Do Not Move feature can be used from all Booking Availability Screens in Maestro, as well as from the 'Booked Function Rooms' screen within the Sales & Catering Booking. The following procedure will take the user through the process of managing this functionality using all available screens.

2.1 Setting a Function Room as a Do Not Move when using the Function Room Booking Screen (Day View & GRC)

The **Function Room Booking Screen** is the default screen utilized to complete the Function Room Booking process when using the **Day View** or **GRC/Function Room Availability** screens (for Bookings originating from the **Month View** screen, see 2.2. From the Booking Screen, see 2.3)

After deciding upon a Function Room and beginning the CREATE process:

- 1) From the Function Room Booking Screen, enter the desired Start and End time per usual
- 2) Locate the **Do Not Move** field directly below the Do Not Post field (circled red below)

The screenshot shows the 'Function Room Booking' window. The 'Do Not Move' field is circled in red and contains the value 'N'. The 'Do Not Post' field is empty. The 'Usage Hours' field contains '18'. The 'Price' field is empty. The 'OK' and 'Cancel' buttons are at the bottom.

- 3) F8 and select 'Yes' to set this room as a Do Not Move (default setting is 'N')



2.2 Setting a Function Room as a Do Not Move from the Book from Marked List Screen (Month View)

The **Book from Marked List** screen is the default screen utilized to complete the Function Room Booking process when using the **Month View** screen.

After marking all needed Function Rooms and beginning the BOOKING process:

- 1.) From the Book from Marked List Screen, enter the desired Start and End time per usual
- 2.) Locate the **Do Not Move** field (marked 'DNM') to the right of the No Post field (circled red below)
- 3.) Type in a 'Y' to set this room as a Do Not Move (*note: this not an F8 lookup field*)

2.3 Setting a Function Room as a Do Not Move from the Booked Function Rooms Screen

After having booked a Function Room, the user still has the ability to go back and set a room as Do Not Move.

- 1.) From the Booking screen, go to **Window | Booked Function Rooms**
- 2.) From the Booked Function Rooms screen, highlight the room and go to **Window | Do Not Move**

- 3.) The double asterisk above indicates that the room has successfully been placed as a Do Not Move (circled red above)

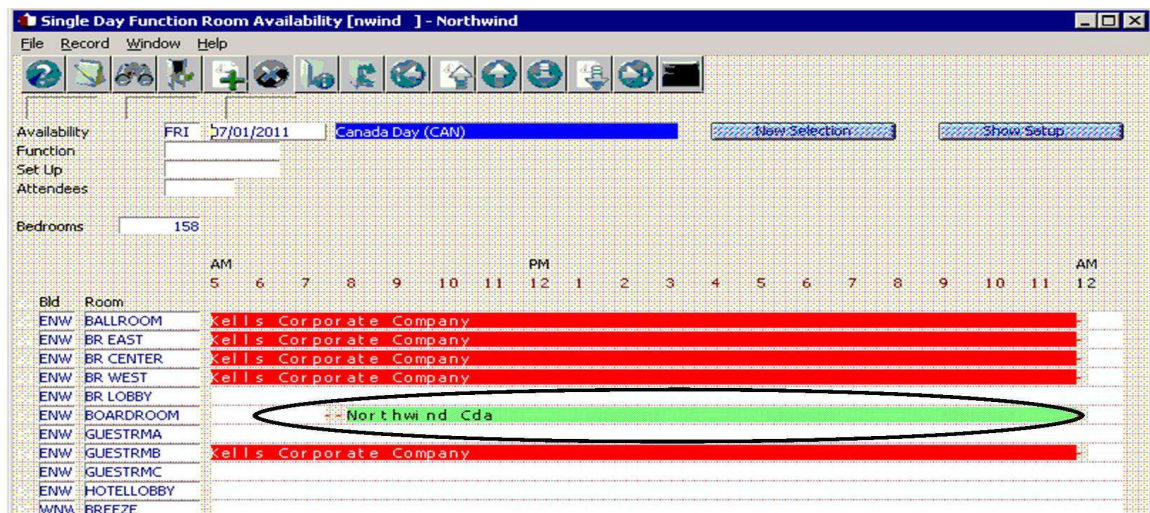
2.4 Removing a Do Not Move from the Booked Function Rooms Screen

The Booked Function Rooms Screen is the only area where the Do Not Move can be removed from.

- 1.) From the Booked Function Rooms Screen go to **Window | Clear Do Not Move**
- 2.) The asterisks will disappear and the room is free to be moved.

2.5 Characteristics of the Do Not Move Setting on the Single Day Function Room Availability Screen

Once a room has been set as a Do Not Move, the display color of the Booking will change on the Single Day Function Room Availability Screen to distinguish this Booking as having been set to Do Not Move. This will supersede the display of the Booking Status color on this screen. The example circled below is a Confirmed Booking, which has been set as a Do Not Move and will display in green rather than red.



Now that a Do Not Move has been set, Maestro will not allow the user to move this Function Room from the Single Day Function Room Availability Screen using the Rapid Functions (see **section 2.4** for removing the Do Not Move).



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