



# Maestro eLearning Tutorial Highlights

The list below includes a selection of Maestro eLearning Tutorials. To view all available Tutorials, please visit [www.elearning.maestropms.com](http://www.elearning.maestropms.com).

## Executive Management Overview

<i>Sample Tutorial</i>	<i>Viewing Time</i>
<a href="#">Front Desk/Spa &amp; Activities</a>	4m
<a href="#">Spa &amp; Activities to Front Desk</a>	3m
<a href="#">Front Desk, Spa &amp; Act &amp; Sales &amp; Catering</a>	3m
<a href="#">Analytics Big Picture</a>	13m
<a href="#">Online Reservations</a>	14m
<a href="#">Facilities</a>	4m
<a href="#">Membership</a>	3m

## Maestro Analytics ▪ Business Intelligence Data Mining Tools

<i>Sample Tutorial</i>	<i>Viewing Time</i>
<a href="#">Navigating Analytics</a>	15m
<a href="#">Marketing View</a>	20m
<a href="#">Front Desk Pace View</a>	14m
<a href="#">Big Picture View</a>	26m
<a href="#">Sales &amp; Catering View</a>	13m
<a href="#">Spa Services View</a>	36m
<a href="#">Loyalty View</a>	8m
<a href="#">Rates &amp; Yields View</a>	14m
<a href="#">Maestro Web View</a>	8m

## Mobile & Self-Serve

<i>Sample Tutorial</i>	<i>Viewing Time</i>
<a href="#">Housekeeping App</a>	2m
<a href="#">WebPRO Pre-Registration Online</a>	5m



## Available Reporting Tutorials & Samples

### *Sample Tutorial*

[Crystal Reports](#)  
[Core Maestro Reports](#)  
[Manager's Dashboard Report](#)  
[Advance Deposits](#)

## Rate Management Courses

### *Sample Tutorial*

### *Viewing Time*

<a href="#">Creating a Daily Rate</a>	24m
<a href="#">Creating a Night Audit Package</a>	8m
<a href="#">Creating a Variable Package</a>	14m

## Yield Management Courses

### *Sample Tutorial*

### *Viewing Time*

<a href="#">Closed to Arrivals</a>	7m
<a href="#">Length of Stay</a>	6m
<a href="#">Minimum Rate Restriction</a>	7m
<a href="#">Based on Occupancy</a>	6m
<a href="#">Manager's Messaging Directives</a>	8m
<a href="#">Rate Modifications</a>	5m
<a href="#">The Yield Screen</a>	15m

## Front Desk & Guest Services Courses

### *Sample Tutorial*

### *Viewing Time*

<a href="#">Using the Front Desk Dashboard</a>	10m
<a href="#">Creating a Guest Reservation with a New Client Profile</a>	11m
<a href="#">Creating a Guest Reservation with an Existing Client Profile</a>	14m
<a href="#">Add a Company Profile to a New Guest Reservation</a>	12m
<a href="#">Assign an AR Account to a Guest Reservation</a>	5m

## Night Audit & Daily Balancing Courses

### *Sample Tutorial*

### *Viewing Time*

<a href="#">Running the Night Audit</a>	8m
<a href="#">Daily Balancing Check Report</a>	14m



Closing Balance Report	14m
Posting Audit Report	11m
Shift Report	11m

## Spa Services Courses

<i>Sample Tutorial</i>	<i>Viewing Time</i>
Creating a Free Standing Booking	7m
How to Make a Booking from the Services by Day Screen	11m
Using the Service Providers Schedule Screen	8m
Using the Quick Book Feature	6m
Using the Booking Entry Screen	22m
Spa Dashboard	14m

## Sales & Catering Courses

<i>Sample Tutorial</i>	<i>Viewing Time</i>
Booking Management	40m
BEO Management	40m
Inquires Report	4m
Inquiry Detailed Summary Report	2m
Advance Deposits	4m
Productivity with Pace Report	6m
Reporting Part 1	31m
Reporting Part 2	37m

## Timeshare Condo Courses

<i>Sample Tutorial</i>	<i>Viewing Time</i>
Creating Owner Profiles	4m
How to Link an Owned Unit	12m
Selling or Transferring Owned Unit	6m