



How to Set up Contingency Reports

Quick Reference Guide

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Overview

This Quick Reference Guide will assist the users through the setup of creating a contingency report. To create a contingency report is an authorized function and users must have the authorization. The contingency reports set are made up of Maestro base reports that are required to frequently be printed or emailed during the shift, night audit or in an emergency.

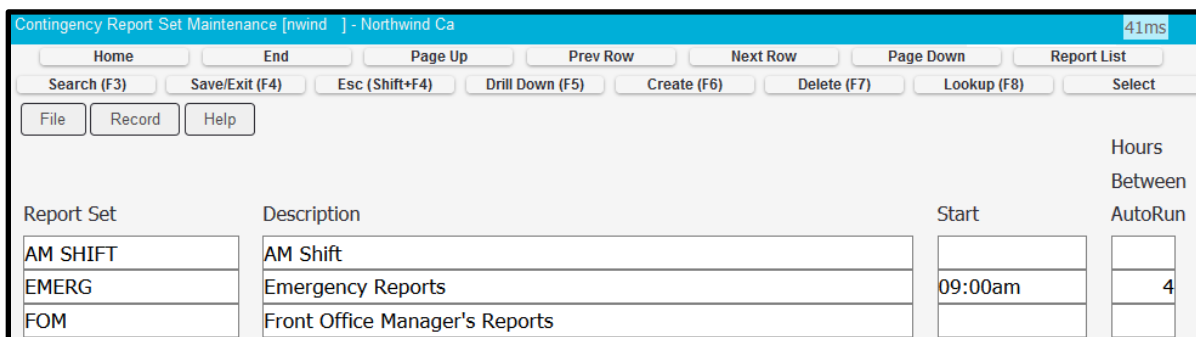
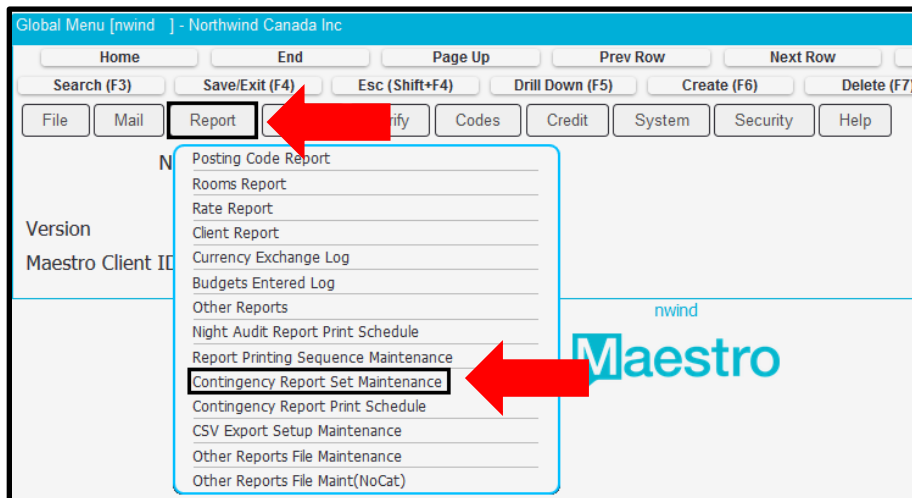
The reader should be familiar with the following Maestro functions:

- Maestro Interface
- Maestro Reporting

I Configuration

II Creating Contingency Report Sets

Global Maintenance | Select Reports | Select Contingency Report Sets Maintenance



Create (F6) to complete the following fields for each Contingency Report set required.

Field	Action / Purpose of Field
Report Set	Enter the name of the Report Set that will be configured to print specified reports. A Maximum of 10 Characters
Description	A Maximum of 30 Characters to describe the report set
Start	Enter a start time if this Report Set should be printed automatically*. This field is not required if this Report Set will be run manually
Hours Between AutoRun	The number of hours between each printing if automatic printing has been selected by entering a start time. * This field is not required if this Report Set will be run manually

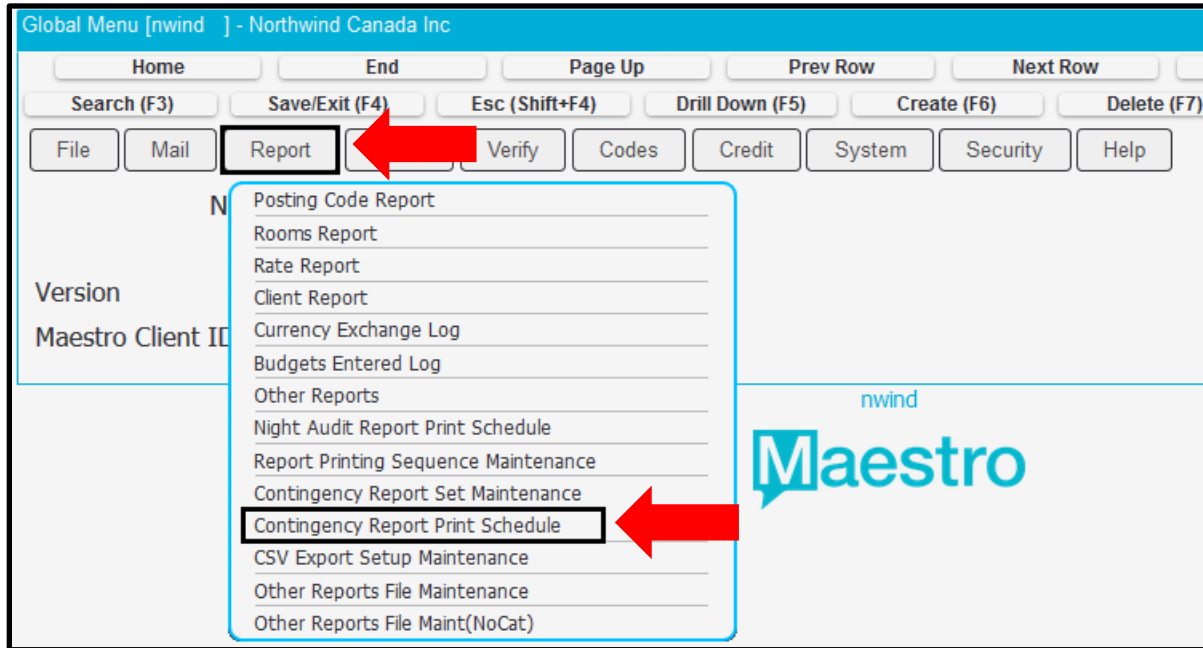
* A Maestro session must remain active when Automatic Printing has been configured



I.2 Creating Contingency Report Print Schedules

Once Report Sets have been created, specific reports can be linked to each Report Set. When the Report Set is selected for Printing, all reports linked to this Report Set will be printed

Global Maintenance | Select Reports | Select Contingency Report Print Schedules



The screenshot shows the 'Contingency Report Print Schedule [nwind] - Maestro Hotel' form. The fields are as follows:

- Report Set: AM SHIFT
- Report Id: 6
- Current Project: FD
- Module: FD
- Current Program: FD5820
- Clerk Code: Arriving and Reserved Guests R
- Printer Name: PDF
- Report Copies: 1
- Times Printed: 1
- Last Print Date: 06/11/2020 11:13am

Create (F6) to complete the following fields for each Contingency Report Print Schedule set required.

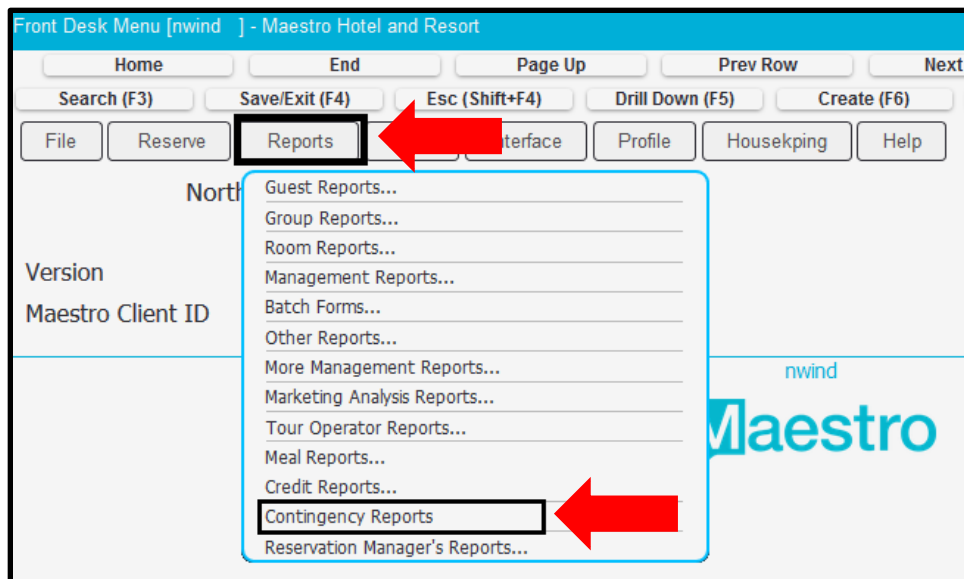
Field	Action / Purpose of Field
Report Set	Use the Lookup (F8) to select the Report Set that this report will be linked to
Report ID	Enter the report ID for this report. This often represents the order the reports were entered such as 1, 2, 3, etc.
Current Project	Use the Lookup (F8) to select the report to be printed based on this list of available

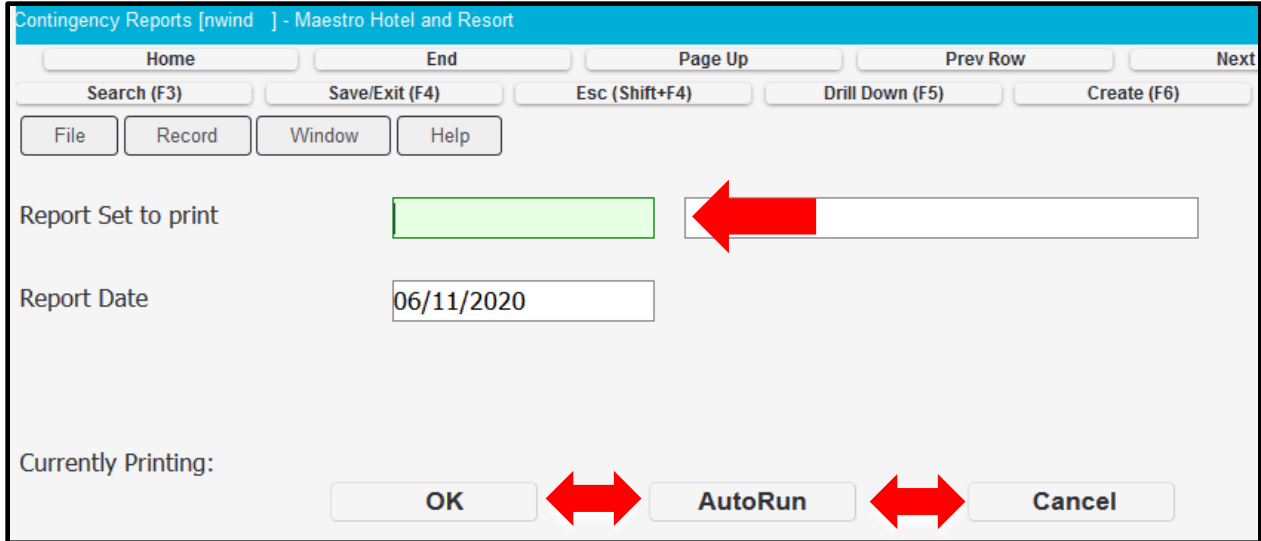
	reports
Current Module	This field will be filled in automatically when the CurrentProject is selected
Current Program	This field will be filled in automatically when the Current Project is selected
Clerk Code	Use LookUp (F8) to select a valid Clerk ID or Clerk Group if this report should be printed with a banner page displaying the selected Clerk Name. Leave this field blank if no banner page is required
Printer Name	Use the LookUp (F8) to select how the report should be printed. Select the File Printer option to save the reports to a file or email. Note: If Report is to be Emailed, further setup is required under the window drop down and add email address to email reports option
Report Copies	Enter the number of report copies that should be printed
Times Printed	This field will be filled in automatically by Maestro
Last Print Date	This field will be filled in automatically by Maestro

Repeat this process for each Report within each Report Set that is required.

2 Printing Contingency Reports

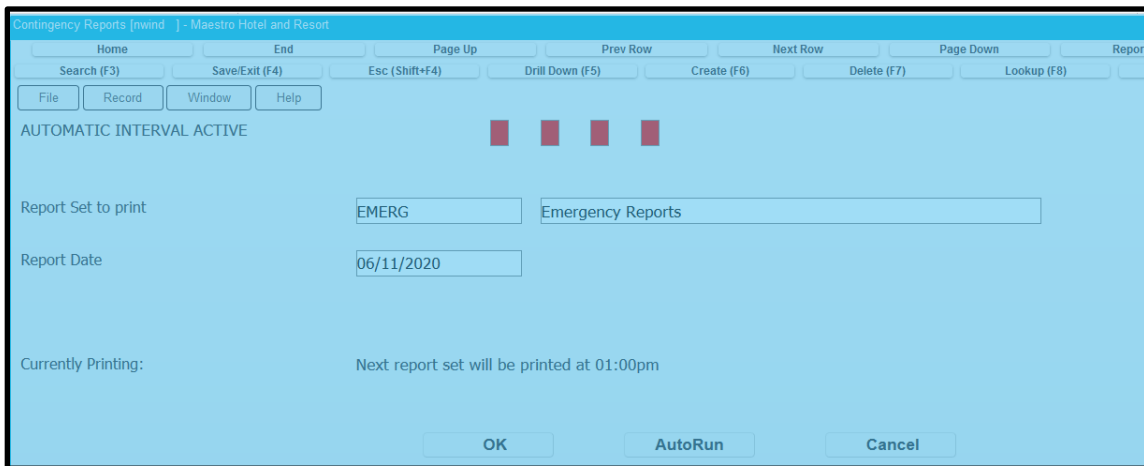
Front Desk Menu | Select Reports | Select Contingency Report





In the Report Set to Print use the **Lookup (F8)** to Select the Report Set. Select the **OK** Button to immediately print all reports that have been associated to the selected Report Set.

Select the **AutoRun** button if the selected Report Set has been configured to run automatically. **Once selected, Maestro will display the next time the Report Set will be printed.**



To ensure that the reports will run automatically, this session of Maestro should remain active and should not be logged out.

To stop the AutoRun process, press **Save/Exit (F4)** and an Alert will pop up to “Confirm Abort” and select **OK** press **Save/Exit (F4)** to go back to the Front Desk Menu

