



Crystal Reports in Maestro

Quick Reference Guide

Date: October 15

Introduction

In Maestro versions 5.2.094 and higher, the Other Reports screen contains a new field that allows properties to categorize crystal reports by operational type. Additionally, users can now limit access to crystal reports by clerk code or clerk groups

It is assumed that the reader is:

- Familiar with Maestro User Interface
- Has access to the Global Maintenance Module

NOTE: For properties that do not wish to utilize the report categories, the Other Report Setup does not need to be altered. However the Other Reports menu option has been relocated to the Reports Menu in Global Maintenance from the Setup Menu.

To View the Traditional Other Reports screen, begin in Global Maintenance | Reports | Other Reports File Maint (No Cat). Any changes, additions or modifications to existing or new Crystal Reports must be completed on this screen.

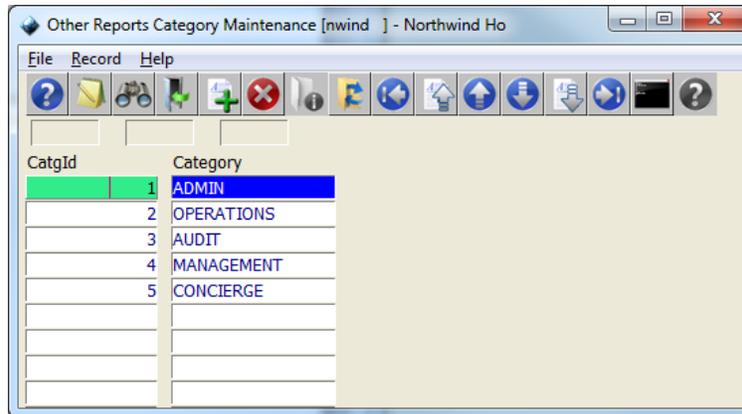
Crystal Rpt File	CurrProj	Description	Preview
365.RPT	FD		Y
365DOW.RPT	FD		Y
365REV.RPT	FD		Y
ADVDEP.RPT	FD		Y
ANALYSIS_COMPANY.RPT	FD	Company rate Analysis	Y
ANDETRATE.RPT	FD	Rate Type Analysis Detailed	Y
ANDETRATESRC.RPT	FD	Detailed Analysis by Rate Type	Y
ANDETRATESUB.RPT	FD		Y
ANDETRMTYPE.RPT	FD	Detailed Analysis by Room Type	Y
ANMKTSEG.RPT	FD	Market Segmentation Report	Y
ANRATE.RPT	FD	Rate Analysis Report	Y
ANRATECOMP.RPT	FD		Y
ANRMTP.RPT	FD		Y
ANRMTPWGRP.RPT	FD	Room Type Analysis Report	Y
ARR_RATE.RPT	FD		Y
ARRIVALS.RPT	FD		N
ARRIVALS2.RPT	FD		Y
AUDFB.RPT	SC	Food & Beverage List	Y
AUDFUNCRM.RPT	SC	Events by Function Room	Y
AUDINV.RPT	SC	Inventory List	Y

To utilize the Other Reports Categories, please follow the instructions below

Setup

Setting up Categories

To set up Report Categories, go to Global Maintenance | Setup | Other Reports Categories Maintenance
To create a new category, press F6 Create.



CatgId	The category code
Category	The description of the category. Max 10 Characters

Adding Files

To add a crystal report, go to Reports | Other Reports File Maintenance

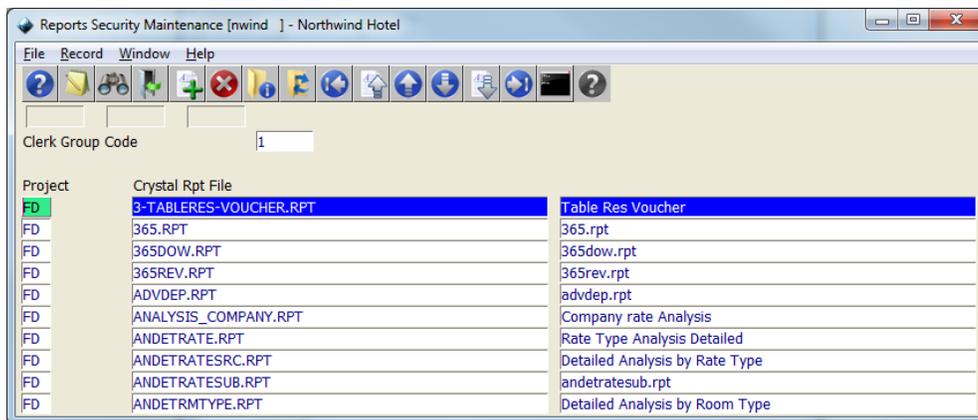
NOTE: All current crystal reports that are configured will be automatically listed on this screen during the upgrade.

Crystal Rpt File	CurrProj	CatgId	Category	Description	Preview
3-TABLERES-VOUCHER.RPT	FD			Table Res Voucher	Y
365.RPT	FD			365.rpt	Y
365DOW.RPT	FD			365dow.rpt	Y
365REV.RPT	FD			365rev.rpt	Y
4-TABLERES-COVERS-LEFT.RPT	TB			Table Res Covers	Y
ADVDEP.RPT	FD			advdep.rpt	Y
ANALYSIS_COMPANY.RPT	FD			Company rate Analysis	Y
ANDETRATE.RPT	FD			Rate Type Analysis Detailed	Y
ANDETRATESRC.RPT	FD	4	MANAGEMENT	Detailed Analysis by Rate Type	Y
ANDETRATESUB.RPT	FD			andetratesub.rpt	Y
ANDETRMTYPE.RPT	FD			Detailed Analysis by Room Type	Y
ANMKTSEG.RPT	FD			Market Segmentation Report	Y
ANRATE.RPT	FD			Rate Analysis Report	Y
ANRATECOMP.RPT	FD			anratecomp.rpt	Y
ANRMTYP.RPT	FD			anrmtyp.rpt	Y
ANRMTYPWGRP.RPT	FD			Room Type Analysis Report	Y
ARR_RATE.RPT	FD			arr_rate.rpt	Y
ARRIVALS.RPT	FD			arrivals.rpt	N
ARRIVALS2.RPT	FD			arrivals2.rpt	Y
AUDFB.RPT	SC			Food & Beverage List	Y

Crystal Rpt File	The name of the file. The report files should be saved in the Reports folder of the Northwind directory
CurrProj	The module where the report will display. An F8 lookup can be performed to select the module
Cateld	The report category. An F8 Lookup can be performed
Category	The description of the report category. This field is for display purposes only
Description	The description of the report. Max 30 Characters
Preview	Y – The report will display, giving the user the option to print N – The report will not preview, will automatically print to the defaulted printer.

Restricting Reports – Clerk Group or Clerk Code

Specific Other Reports can be restricted in Clerk Code Maintenance or Clerk Group Code Maintenance. From within The Clerk Group Code Maintenance Screen, go to Window | Report Security OR from within the Clerk Code Maintenance Screen (with a specific clerk highlighted), go to Window | Report Security.



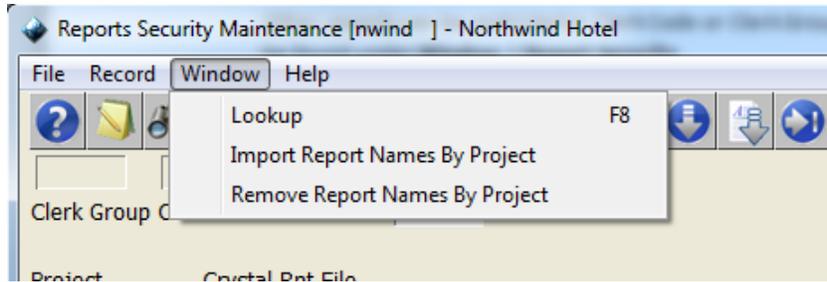
Project	The module of the report, based on the CurrProj field on the Other Reports File Maintenance screen
Crystal Report File	An F8 Lookup can be performed, listing all reports associated with the Project field.

The reports listed on this screen are the reports that the clerk or clerk group have access to. Any reports NOT listed on this screen, the clerk or clerk group will not have the reports listed.

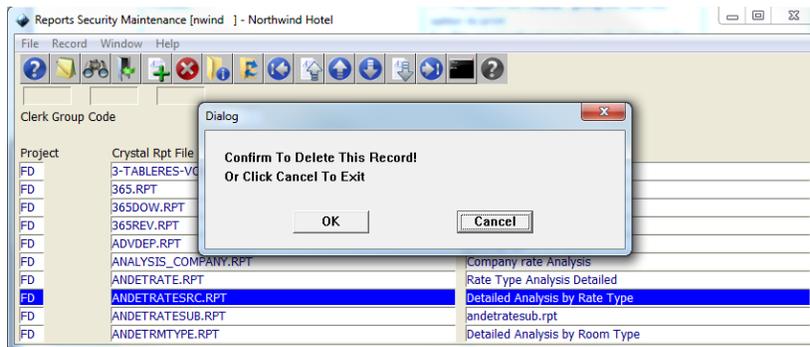
To facilitate the listing of reports the clerk or clerk group has access to, an import function is available.

To import reports, first select the project in the Project field, then go to Window | Import Report Names by Project

To remove report names, select a report that is in the Project you wish to remove. Go to Window | Remove Report Names by Project. All reports associated with the project will be removed



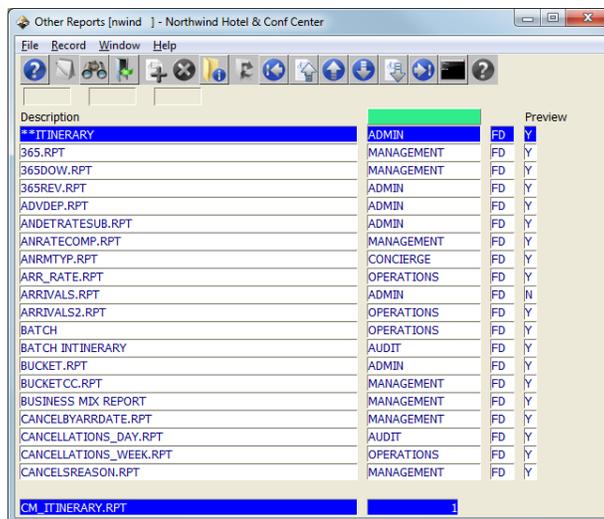
To remove a specific report to prevent access by a user, use the Delete (F7) Key to remove the report from the Reports Security Menu.



Operation of Reports

Viewing the Report

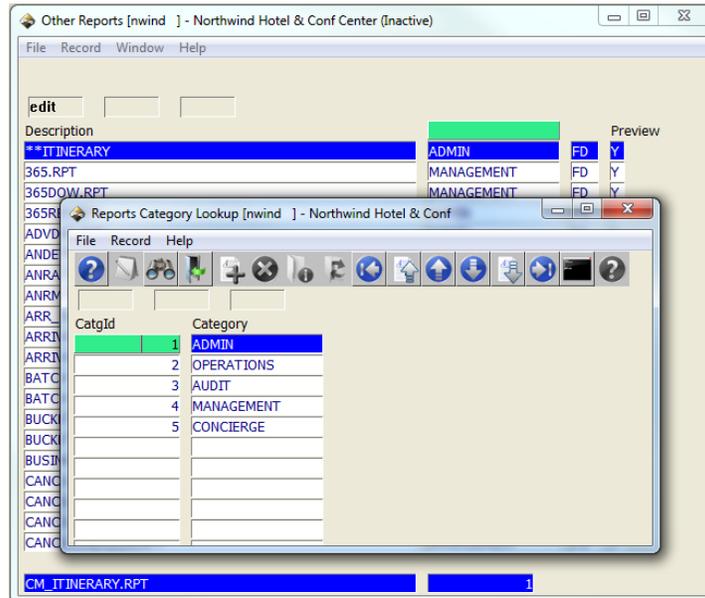
To view other reports, go to Reports | Other Reports



NOTE: For the properties that are not utilizing the report categories, the category field (2nd Field) will be blank.



An F8 can be performed on the Category field, highlighted in green in the above picture, between the words Description and Preview



By selecting a category, only those reports the user has access to in the selected category will be displayed.

