

# How to Set up Contingency Reports in Maestro

## Overview

- Contingency Reports are setup and maintained in Global Maintenance
- Report Sets are created first to allow users to link multiple reports to be printed when a specific Report Set is selected
- Each Report Set can be created with unique reports based on the type of reports that are required to be printed
- Reports to be printed are selected from a preconfigured list of available reports

## Creating Contingency Report Sets

- Begin by logging into Global Maintenance
- Select Reports | Contingency Report Sets Maintenance

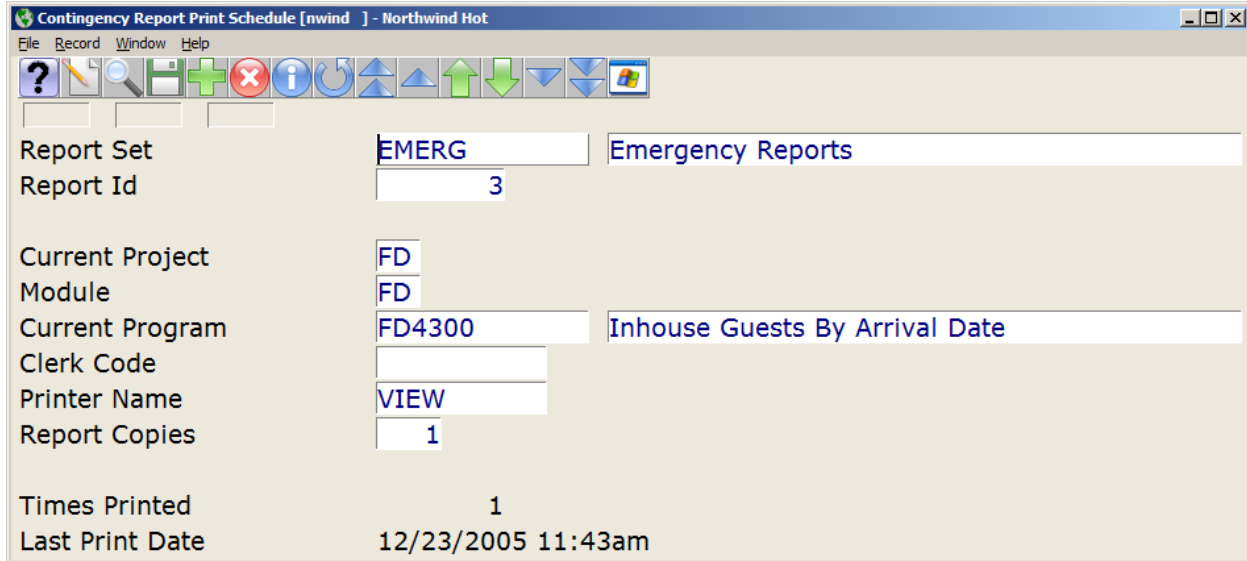
Report Set	Description	Start	Hours Between AutoRun
AM SHIFT	AM Shift		
EMERG	Emergency Reports	09:00am	4
FOM	Front Office Manager's Reports		
PM SHIFT	PM Shift		

- Complete the following fields for each Contingency Report set required. Only one Report Set needs to be configured if the same reports will be printed each time
  - Report Set – enter the name of the Report Set that will be configured to print specified reports
  - Description – enter the description of 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 – enter 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

## 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
- Begin from the main Global Maintenance Menu
- Select Audit | Contingency Report Print Schedules

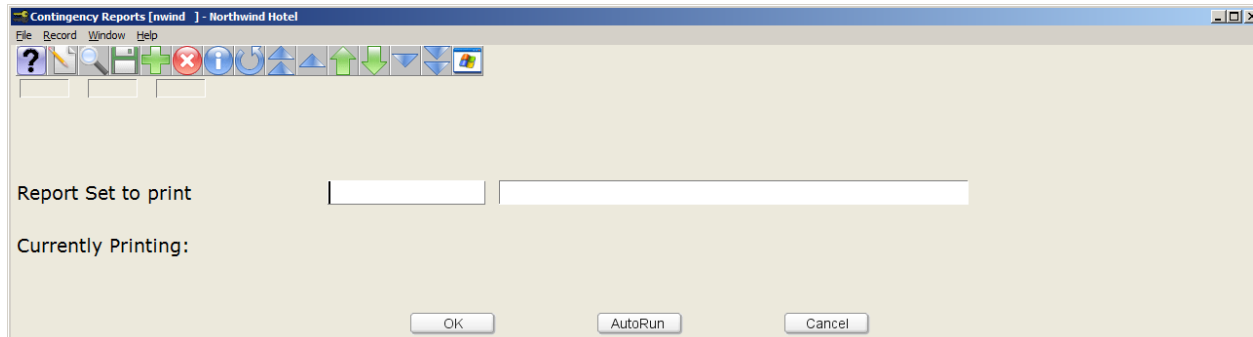


Report Set	EMERG	Emergency Reports
Report Id	3	
Current Project	FD	
Module	FD	
Current Program	FD4300	Inhouse Guests By Arrival Date
Clerk Code		
Printer Name	VIEW	
Report Copies	1	
Times Printed	1	
Last Print Date	12/23/2005 11:43am	

- The following fields must be completed for each report within each Report Set that is required for printing. It is recommended to configure one Report Set at a time to ensure that no reports are omitted
  - Press the Create (F6) key to begin
  - Report Set – use the Look Up (F8) key 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 Look Up (F8) key 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 Current Project is selected
  - Current Program – this field will be filled in automatically when the Current Project is selected
  - Clerk Code – enter a valid Clerk ID using the Look Up (F8) key 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 Look Up (F8) key to select the View Printer option to print the reports. Select the File Printer option to save the reports to a file.
  - 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
- Once all reports have been configured, Contingency Reports can be run through the Front Desk

## Printing Contingency Reports

- Contingency Reports are run from the main Front Desk Menu
- Select Reports | Contingency Reports



- Use the Look Up (F8) key to select the required Report Set in the Report Set to Print Field
- 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 the Exit (F4) key and select OK when the Confirm Abort? Dialogue box is displayed

## Additional Report Setup Notes

- In certain cases, a property may wish to change a report's printing default selections. Please contact our Maestro Support Department for assistance with determining if a report's default options can be modified