



User Defined Fields

Quick Reference Guide

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Introduction

This Quick Reference Guide will illustrate the creation of User Defined Fields and the configuration options. These fields are available as:

Reservation User Fields:

Front Desk Maintenance > Codes > 1 Guest Reservation User Fields Maintenance

Group Reservation User Fields:

Front Desk Maintenance > Codes > 2 Group Reservation User Fields Maintenance

Client Profile User Fields:

Global Maintenance > Codes > Client User Fields Maintenance

Sales and Catering Booking User Fields:

Sales and Catering Maintenance > Codes > Booking User Fields Maintenance

Sales and Catering Client User Fields:

Sales and Catering Maintenance > Codes > Client User Fields Maintenance

Sales and Catering Contact User Fields:

Sales and Catering Maintenance > Codes > Client Contacts User Fields Maintenance

Accounts Receivables Client User Fields:

Accounts Receivables Maintenance > Setup > A/R User Field Maintenance

Procedure

There are five (5) fields that need to be occupied in order to create a user field and, if required, an additional screen for the creation of default options. The screens are:

- Prompt
- UserFld
- AllowBlk
- EditValu
- Default

The User can enter data into any fields, and potentially overwrite default information, depending upon the settings within the configuration: