



Room Type Space Chart

Quick Reference Guide

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Overview

This document has been written to assist users to understand and interpret the Room Type Space Chart. This guide will cover the following:

- How to access the Room Type Space Chart
- How to maximize use of the various features of the Room Type Space Chart

1 What can be seen on the Room Type Space Chart

Maestro shows all available room types for all buildings, based on the property the user is logged into. Availability for each room type is shown by day, for 10 days forward based on the selected business date. Note that the default when you access the Chart is the current business day

2 Access the Room Type Space Chart

The Room Type Space Chart can be accessed from the main Front Desk Screen in two ways:

1. Type RTSC in the **Quick Menu** field and pres the **Enter Key**.



Front Desk Menu [nwind1] - Maestro Hotel and Resort Training 5.5 DB 188ms

Home End Page Up Prev Row Next Row Page Down Report List

Search (F3) Save/Exit (F4) Esc (Shift+F4) Drill Down (F5) Create (F6) Delete (F7) Lookup (F8) Select

File Reserve Reports Audit Interface Profile Housekping Help

Northwind Canada Inc

Version 5.5.136.003
Maestro Client ID 1530

rtsc

nwind1
5.5.136.003
Maestro

2. Selecting the Reserve Drop Down Menu then select Room Type Space Chart

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Version
Maestro Client ID

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- Guest Reservations
- Group Reservations
- Request for Information
- Room Type Space Chart**
- Property / Building Chart
- Calendar Space Chart
- Room Number Space Chart
- Switchboard
- Current Status
- Rapid Checkout
- Rapid Room Assignment
- Rapid Checkin
- Rapid Noshow
- Rapid Search
- Group Quoting
- Activities Processing
- Suite Space Chart
- Rate Chart
- Gender Space Chart
- Room Number Space Chart By Room #
- Room Number Tape Chart
- Room Number 2-Week Tape Chart
- GEM Survey Dashboard
- Front Desk Dashboard
- Waitlist Reservation List
- Batch Generate Specialty Vouchers

Live Chat



3 Change date of Room Type Space chart

The Room Type Space Chart, automatically opens up to the current audit date – displayed on top left. The display date can be changed at anytime. To do this, place the cursor in the **Date** Field and either **over key** the new date to be displayed without using slashes or **F8 LookUp** to select the new date using the Calendar. Then press the **Enter Key** to update the display below.

Room Type Space Chart [nwind1] - Maestro Hotel and Resort

Training 5.5 DB 24ms

Home End Page Up Prev Row Next Row Page Down Report List

Search (F3) Save/Exit (F4) Esc (Shift+F4) Drill Down (F5) Create (F6) Delete (F7) Lookup (F8) Select

File Record Window Reserve Housekping Yield Report Help

Date 05/15/2020

Blid

Directives

Blid	RmType	Gets	#OB	FRI 15	SAT 16	SUN 17	MON 18	TUE 19	WED 20	THU 21	FRI 22	SAT 23	SUN 24	Mtch%
QL	QQ	4		48	48	49	55	54	54	56	46	46	56	100
QL	PQQ	4						3	3	3	3	3	3	5
QL	DQQ	4		19	18	18	23	23	23	23	18	18	23	100
QL	KNG	4		25	26	26	31	31	31	31	19	19	31	100
QL	DKING	3		22	23	23	25	25	25	22	22	22	25	100
QL	PKING	3		9	9	9	7	8	8	8	9	9	9	100
QL	SUITE1	5		3	3	3	2	3	3	3	1	1	3	100
QL	SUITE2	8		4	4	4	4	4	4	4	3	3	4	100
QL	SUITE3	8		5	5	5	5	5	5	5	5	5	5	100
TOTAL				132	136	137	152	156	156	160	126	126	161	

Search

<< MAY >> << 2020 >>

nwind1
5.5.136.003
Maestro

The date can also be changed by clicking the arrow Buttons at the bottom of the screen. Use the larger left double arrow keys to move the screen backwards 10 days at a time and use the larger right double arrow keys to move the screen forward 10 days at a time.

The month can also be changed by clicking the arrow buttons at the bottom of the screen. Use the double arrows next to the month. Use the larger left double arrow keys to move the screen backwards one month at a time and use the larger right double arrow keys to move the screen forward one month at a time.

The year can also be changed by clicking the arrow buttons at the bottom of the screen. Use the double arrows next to the year. Use the larger left double arrow keys to move the screen backwards one year at a time and use the larger right double arrow keys to move the screen forward one year at a time



Date: 05/15/2020

New Guest Reserv New Group Reserv Print the Chart
Reg. Availability Group Summary

Directives		FRI 15	SAT 16	SUN 17	MON 18	TUE 19	WED 20	THU 21	FRI 22	SAT 23	SUN 24	Mtch%
Bld		3 3	3 3	3 3	3 4	3 4	3 4	3 4	3 3	3 3	3 3	
RmType	QL	46	48	49	55	54	54	56	46	46	56	100
	QQ					3	3	5	3	3	5	100
	PQQ											100
	DQQ	18	18	18	23	23	23	23	18	18	23	100
	KING	25	26	26	31	31	31	31	19	19	31	100
	DKING	22	23	23	25	25	25	25	22	22	25	100
	PKING	9	9	9	7	8	8	8	9	9	9	100
	SUITE1	3	3	3	2	3	3	3	1	1	3	100
	SUITE2	4	4	4	4	4	4	4	3	3	4	100
	SUITE3	5	5	5	5	5	5	5	5	5	5	100
	ZZZZZ											
	TOTAL	132	136	137	152	156	156	160	126	126	161	

Search

<< << MAY >> << 2020 >> >>

nwind1 5.5.136.003

Change the month and year

4 Properties with multiple buildings

To view available room types within a particular building, place the cursor in the Bld field directly below the date. Then look up (F8) or key in a valid building code.

Buildings in Property [nwind1] - Maestro Hotel and Resort Training 5.5 DB 233ms

Home End Page Up Prev Row Next Row Page Down Report List

Search (F3) Save/Exit (F4) Esc (Shift+F4) Drill Down (F5) Create (F6) Delete (F7) Lookup (F8) Select

File Record Help

QL	MAESTRO HOTEL AND RESORT

nwind1 5.5.136.003

Live Chat

Room Type Space Chart [nwind1] - Maestro Hotel and Resort Training 5.5 DB 1373ms

Home End Page Up Prev Row Next Row Page Down Report List

Search (F3) Save/Exit (F4) Esc (Shift+F4) Drill Down (F5) Create (F6) Delete (F7) Lookup (F8) Select

File Record Window Reserve Housekping Yield Report Help

Date: 05/15/2020

New Guest Reserv New Group Reserv Print the Chart
Reg. Availability Group Summary

Directives		FRI 15	SAT 16	SUN 17	MON 18	TUE 19	WED 20	THU 21	FRI 22	SAT 23	SUN 24
Bld		3 3	3 3	3 3	3 4	3 4	3 4	3 4	3 3	3 3	3 3





Search (F3) Save/Exit (F4) Esc (Shift+F4) Drill Down (F5) Create (F6) Delete (F7) Lookup (F8)

File Record Help

Att Item	Description
1 BEDRM	1 Bedroom
2 BEDRM	2 Bedroom
ACCESS	Handicapped access
AE	Away from Elevator
AIRPORT	Airport
BALCONY	Balcony
BARRIE	Barrie
BATH	Bath
BAY	Bay window
BAYV	Bay View
BRAMPTON	Brampton
CAMP	Camp Buildings
CHI_C	CHI C
CHI_D	CHI D
CHI_G	CHI G
CHI_H	CHI H
CITY	City View
CON	Connecting room
CORNER	Corner Unit
CRIB	Crib

5.5.136.003

Search (F3) Save/Exit (F4) Esc (Shift+F4) Drill Down (F5) Create (F6) Delete (F7) Lookup (F8)

File Record Window Reserve Housekeeping Yield Report Help

Date: 04/30/2020

Bld:

New Guest Reserv New Group Reserv Print the Chart
Reg. Availability Group Summary

Directives	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	Mtch%
Bld	30	1	2	3	4	5	6	7	8	9	
RmType	5	12	12	12	1	1	23	13	13	13	100
Gsts	17	10	10			16	31	16	16	16	100
#OB	3	19	13	13			20	1			100
	3	7	3	2	1		9	9	9	9	100
	5	3	2	2			3	3	3	3	100
	8	4	5	5			5	5	5	5	100
TOTAL	112	94	94	2	1	61	156	92	91	91	

BALCONY E Search

In the above example you can see that "BALCONY" has been selected with the letter "E" next to it. The field with the E can be either E for Essential, or P for Preferred. If you use Essential, the Room type MUST have that Attribute to stay on the Room Type Space Chart after pressing search. If you use Preferred, it does not have to match, and you are able to see your match percentage change based on what is matched. To select Essential or Preferred, click F8 Lookup or type E or P in the field.

In the above example, all the displayed rooms have the attribute "BALCONY" on a room type level. All other room types have disappeared. Now let's look for something preferred along with this search.





Search (F3) Save/Exit (F4) Esc (Shift+F4) Drill Down (F5) Create (F6) Delete (F7) Lookup (F8)

File Record Window Reserve Housekping Yield Report Help

Date: 04/30/2020

New Guest Reserv New Group Reserv Print the Chart
Reg. Availability Group Summary

Directives

Bld	RmType	Gsts	#OB	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	Mtch%
QL	PQQ	5		4						5	5	5	5	100
QL	DQQ	5		9	12	12	1	1		23	13	13	13	100
QL	KING	3		12	9	10			16	31	16	16	16	50
QL	DKING	3		19	13	13				20	1			50
QL	PKING	3		7	3	2	1			9	9	9	9	100
QL	SUITE1	5		3	2	2				3	3	3	3	100
QL	SUITE3	8		4	5	5				5	5	5	5	100
ZZZZZ														
TOTAL				99	93	94	2	1	61	156	92	91	91	

BALCONY SLEEPS3 E P Search

You will now notice that all the same Room Types remain on the screen with our new search. Because we have made "SLEEPS3" only Preferred, it does not have to match to stay on the Room Type Space Chart. You will however notice that the Match Percentage has reduced on some Room Types.

Search (F3) Save/Exit (F4) Esc (Shift+F4) Drill Down (F5) Create (F6) Delete (F7) Lookup (F8)

File Record Window Reserve Housekping Yield Report Help

Date: 04/30/2020

New Guest Reserv New Group Reserv Print the Chart
Reg. Availability Group Summary

Directives

Bld	RmType	Gsts	#OB	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	Mtch%
QL	PQQ	5		4						5	5	5	5	66
QL	DQQ	5		9	12	12	1	1		23	13	13	13	100
QL	KING	3		12	9	10			16	31	16	16	16	33
QL	DKING	3		19	13	13				20	1			66
QL	PKING	3		7	3	2	1			9	9	9	9	66
QL	SUITE1	5		3	2	2				3	3	3	3	66
QL	SUITE3	8		4	5	5				5	5	5	5	66
ZZZZZ														
TOTAL				98	93	94	2	1	61	156	92	91	91	

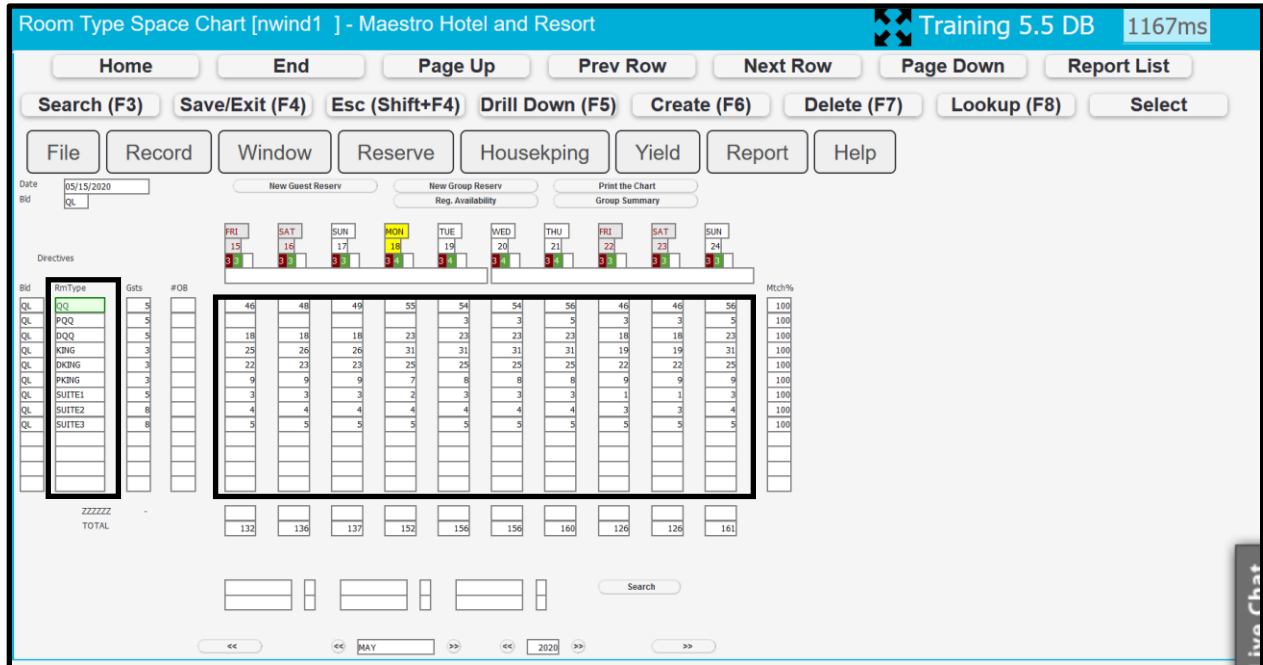
BALCONY SLEEPS3 E DELUXE P Search

In this final example, you can see that we have added "DELUXE" as a third Attribute and made this be Preferred. Up to six attributes can be added

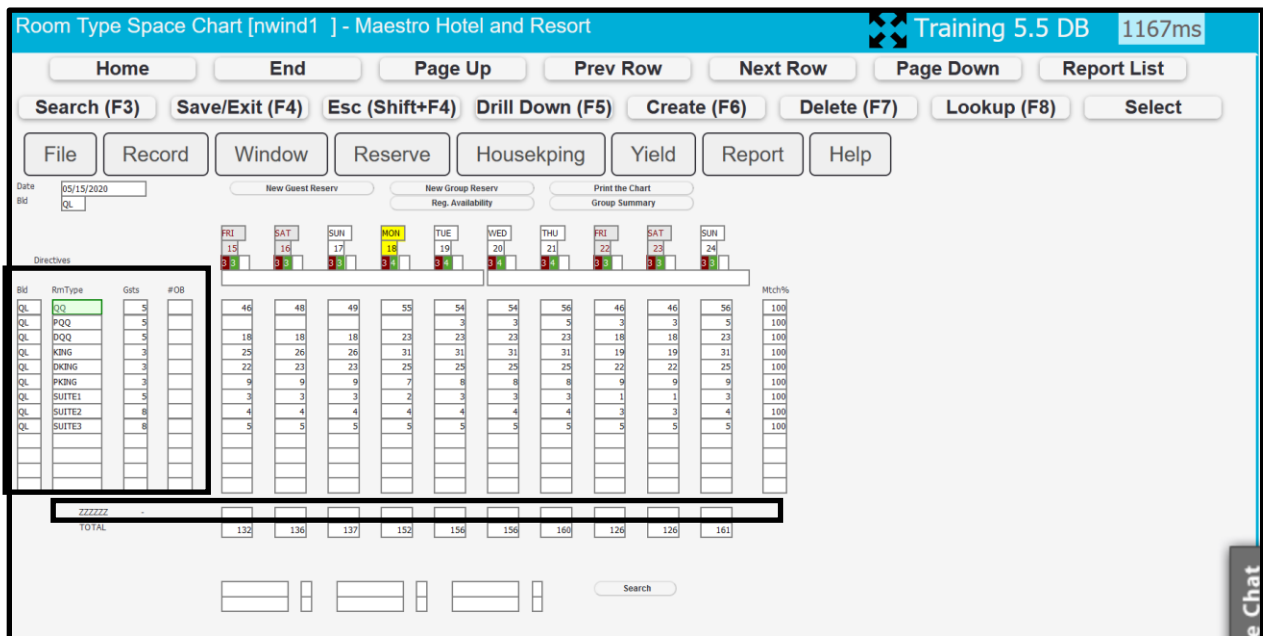


6 Rooms available by room type

For each day, based on the Start Date, Maestro shows the number of available rooms within each room type. The first 8 room types will display on screen and users can use the Page Up or Page Down to move through the list of available room types.



Each room type is shown on a horizontal line and displays the building code, room type code, maximum number of guests and the # of rooms that can be overbooked in the #OB column, if configured. If configured, the line with ZZZZZ's will show the number of reservations with Run of House Rooms. In this case, the Total Number of Rooms to sell will be the total of all available room types minus all run of house rooms.





6.1 Room Type details

Text about each room type can be displayed by clicking F5 drill down on the Room Type Code. The Room Type Text screen below will open and it will describe the room attributes.

Room Type Text

Luxury Bedroom with two Queen-size beds

Lofty down comforters
Upsize jetted bathtub
 Deck
 Fireplace
 Approximately 700 square feet
 Indoor hot tub optional*
 Sleep 2 to 4 people
 * based on availability

www.maestropms.com/images/demo/html/room_description5.html

Building Code: ql
 Room Type Code: qq

6.2 Reservations already booked for that room type

To see a list of reservations that are currently booked for this room type, place cursor on the room type, click F8 lookup. Who has Room Booked List screen will open. This screen shows reservations that will be arriving, departing or staying over in this room type for this business day.

Who Has Room Booked List [nwind1] - Maestro Hotel and Reso
Training 5.5 DB 447ms

Home
End
Page Up
Prev Row
Next Row
Page Down
Report List

Search (F3)
Save/Exit (F4)
Esc (Shift+F4)
Drill Down (F5)
Create (F6)
Delete (F7)
Lookup (F8)
Select

File
Record
Window
Text
Help

Terminal: 10024.OSTRICH
Copy Reservation
Change Date

Building: QL
Assignment Chart
Reservation

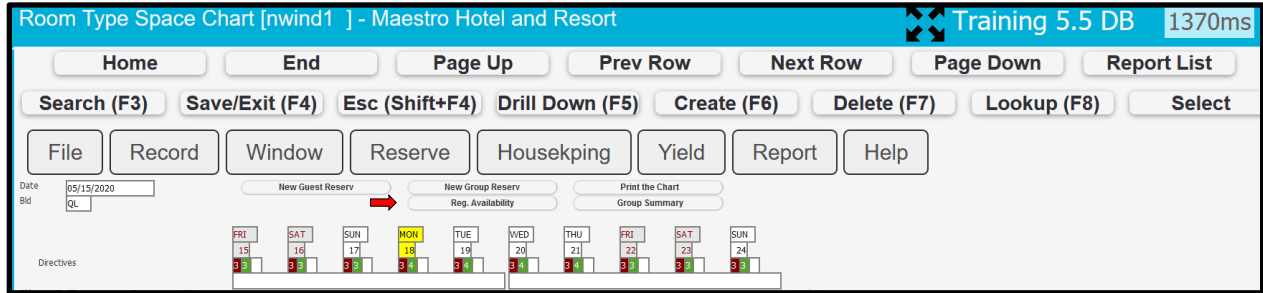
Room Type Code: QQ

Room No	Start	End	Res#	Name	GuestTyp	Vip Type	Sh	Arrival	Departure	Gtd
	03:00pm	11:59pm	137057	Sandy, Ayinka	PKG			05/15/2020	05/19/2020	CLRK
	03:00pm	11:59pm	137058	Ormond, Anita	TRANS			05/15/2020	05/17/2020	CLRK
143		11:59pm	135058	Saatchi, Peter	GROUP			05/13/2020	05/18/2020	
146		11:59pm	135076	135035 guest	GROUP			05/13/2020	05/18/2020	
271	02:00pm		136973	MacLennan, Heath	TRANS		SH	05/12/2020	05/15/2020	CC
273		11:59pm	135079	135035 guest	GROUP			05/13/2020	05/18/2020	
288		11:59pm	137037	Luong, Jenny	GROUP			05/13/2020	05/16/2020	CLRK
294		11:59pm	135077	135035 guest	GROUP			05/13/2020	05/18/2020	
351		02:00pm	137044	137039 guest	AAA			05/14/2020	05/15/2020	
352		02:00pm	137047	137039 guest	AAA			05/14/2020	05/15/2020	

nwind1
5.5.136.003

6.3 Group Rooms booked but not picked up

On the top right side of the Room Type Space Chart, click on Reg Availability button. This will change the inventory counts that are displayed to include any rooms that are booked for a group but have not yet been picked up. click on this button again to return to the Regular Availability.



6.4 Summary of Groups blocked

Select the Group Summary button to display the Group Block Summary Screen. This screen provides a list of all groups including the Group Name, the Group Master Status and the Group Cut off Date if applicable.



This screen below provides a list of all groups including the Group Name, the Group Master Status and the Group Cut off Date if applicable

		WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
Start Date	05/13/2020	13	14	15	16	17	18	19	20	21	22
Group Name											
28 PICKS	RESERVED										
	Cutoff										
Richard Colours	RESERVED							3	3		
	Cutoff										
My Snow	RESERVED										
	Cutoff										
Nicole Knits	RESERVED										
	Cutoff										
Nicole Knits	RESERVED										
	Cutoff										
Nicole Knits	RESERVED										
	Cutoff										



6.5 Create a new Guest Reservation or Group Reservation

Users may also make a new Guest or Group Master Reservation directly from the Room Type Space Chart screen. To make a new Guest Reservation, click on **New Guest Reservation** and follow the prompts. To create a new Group Master Reservation, select the **New Group Reservation** button and follow the prompts.

The screenshot displays the Maestro Room Type Space Chart interface. At the top, there are navigation buttons: Home, End, Page Up, Prev Row, Next Row, Page Down, and Report List. Below these are function key shortcuts: Search (F3), Save/Exit (F4), Esc (Shift+F4), Drill Down (F5), Create (F6), Delete (F7), Lookup (F8), and Select. A menu bar includes File, Record, Window, Reserve, Housekeeping, Yield, Report, and Help. The main area shows a date of 05/13/2020 and a grid of room availability for room types: DOO, PQQ, PQQ, PKNG, PKNG, SUITE1, SUITE2, and SUITE3. The grid columns represent days of the week (WED, THU, FRI, SAT, SUN, MON, TUE, WED, THU, FRI) and rows represent room types. A 'TOTAL' row is at the bottom. Navigation arrows and a search box are at the bottom of the screen.

Room Type	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
DOO	32	42	44	50	50	50	54	54	50	40
PQQ	5						3	3	5	3
PQQ	15	17	18	18	18	23	23	23	21	18
PKNG	20	20	20	20	20	31	31	31	31	39
PKNG	22	22	22	22	22	25	25	25	25	22
PKNG	9	9	9	9	9	7	8	8	8	9
SUITE1	2	2	3	3	3	2	3	3	3	1
SUITE2	2	4	4	4	4	4	4	4	4	3
SUITE3	4	5	5	5	5	5	5	5	5	3
TOTAL	107	122	126	138	138	153	156	156	160	126