Room Type Space Chart

Quick Reference Guide

Contents

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.**

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

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.

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

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**.

The room type display will then be updated to display room types within the selected building only.

5 View room availability by Attribute

When using Attributes on the Room Type Space Chart one must be aware that they work on a Room Type Level only. Based on the criteria you enter into the fields at the bottom of the chart, Maestro will deliver varying results. To select an attribute, place your cursor in one of the **rectangle fields**, **F8 Lookup** key to select the attribute or **key** the attribute in the rectangle field.

When **F8 Lookup** is clicked, it will open up the **Attributes Items Lookup** screen. Highlight and select the attribute then click **Enter key**

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

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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
Bld

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

	THU 30	FRI 1	SAT 2	SUN 3	MON 4	TUE 5	WED 6	THU 7	FRI 8	SAT 9
Directives	5 4 3	4 3 1	4 3		4 3	4 4	4 4	4 4	4 3	4 3

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		12	12	12	1	1		23	13	13	13	100
QL	KING	3		17	10	10			16	31	16	16	16	100
QL	DKING	3		19	13	13				20	1			100
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

ZZZZZZ   -
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.

Maestro

	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
Bld

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

Bld	RmType	Gsts	#OB	THU 30	FRI 1	SAT 2	SUN 3	MON 4	TUE 5	WED 6	THU 7	FRI 8	SAT 9	Mtch%
				5 4 3	4 3 1	4 3	4 3	4 4	4 4	4 4	4 4	4 3	4 3	
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
ZZZZZZ -	TOTAL			99	93	94	2	1	61	156	92	91	91	

BALCONY   E
SLEEPS3   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
Bld

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

| Bld	RmType	Gsts	#OB	THU 30	FRI 1	SAT 2	SUN 3	MON 4	TUE 5	WED 6	THU 7	FRI 8	SAT 9	Mtch%
				5 4 3	4 3 1	4 3	4 3	4 4	4 4	4 4	4 3	4 3		
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
ZZZZZZ -	TOTAL			98	93	94	2	1	61	156	92	91	91	

BALCONY   E   DELUXE   P
SLEEPS3   P

Search

<< | << APRIL >> | << 2020 >> | >>

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

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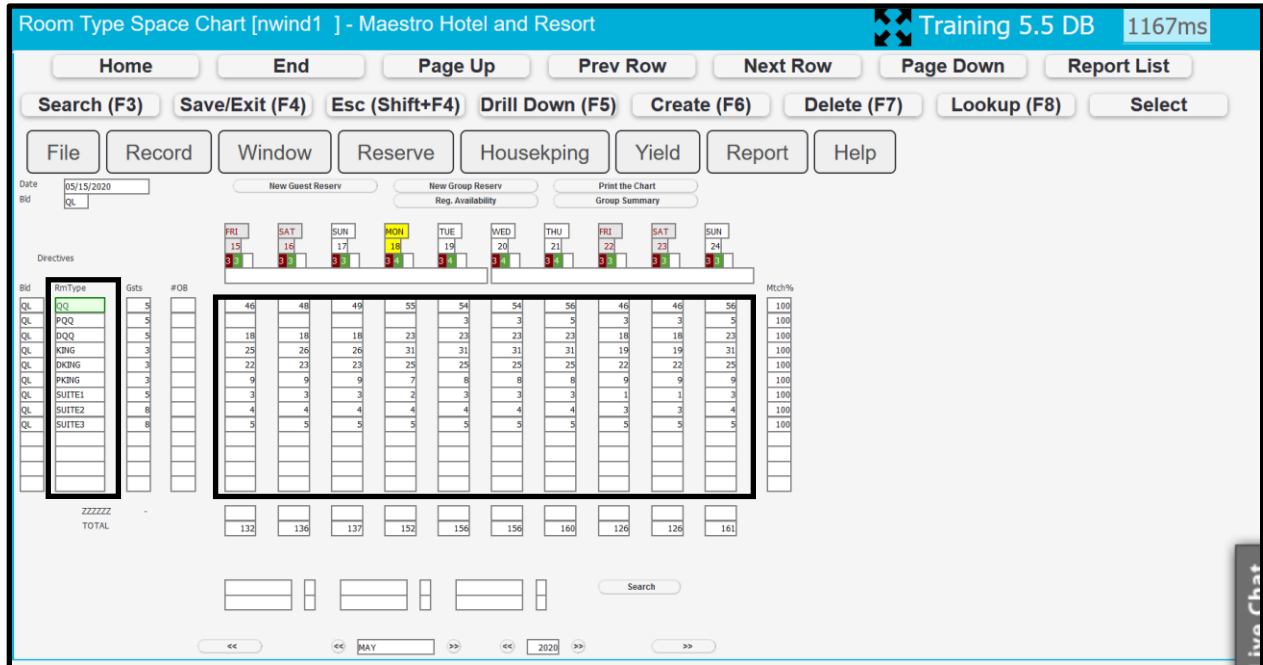
Each room type is shown on a horizontal line and displays the building code, room type code, maximum number of guests and the # of rooms that can be overbooked in the #OB column, if configured. If configured, the line with ZZZZZZ's will show the number of reservations with Run of House Rooms. In this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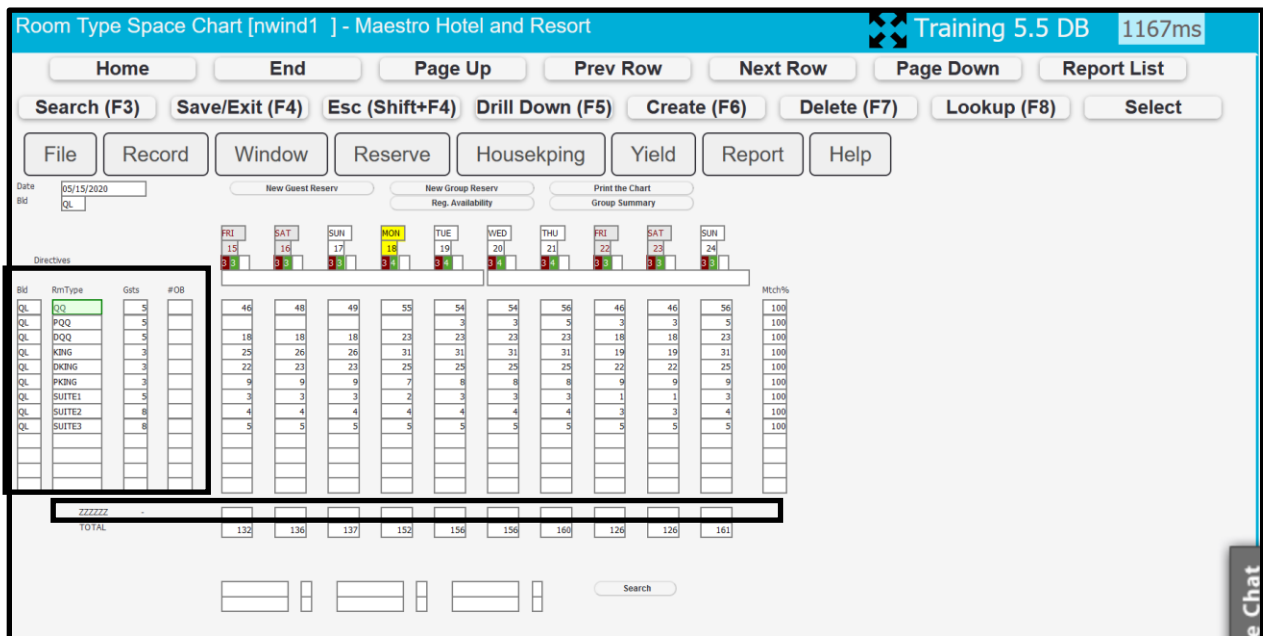
6.1   Room Type details

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 Oversize 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

[OK]   [Cancel]   [Print]

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.
Building   QL   Copy Reservation   Change Date
Room Type Code   QQ
                                            Assignment Chart   Reservation

05/15/2020

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	

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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.
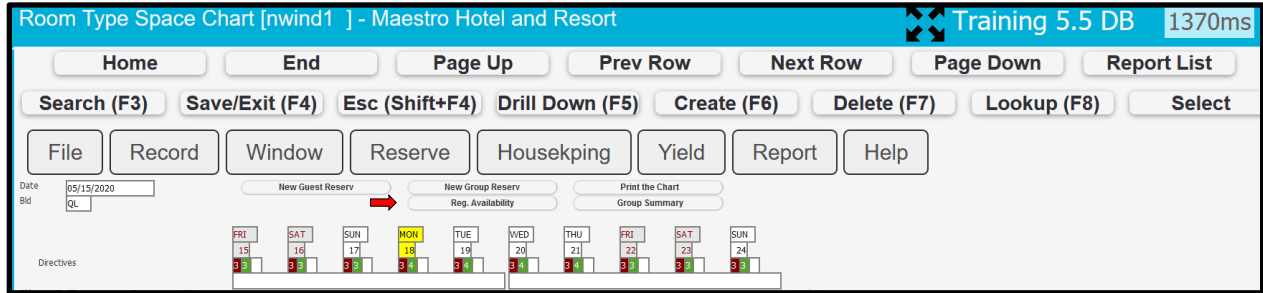
6.4 Summary of Groups blocked

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

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.