

Owner Module Online Documents

Quick Reference Guide

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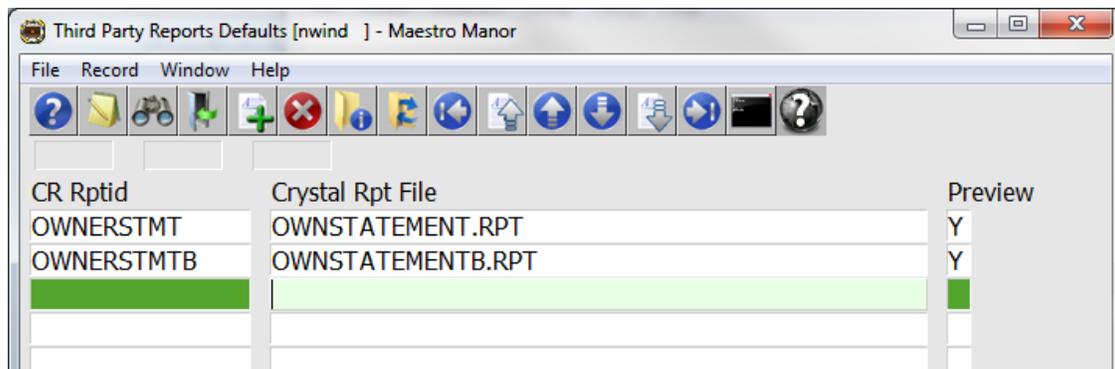
Introduction

This document outlines the method of configuring Maestro and up-loading Owner Statements in an .HTML format to Reswave.

Setup - Crystal Owner Statement to HTML

Owner Statements to .HTML

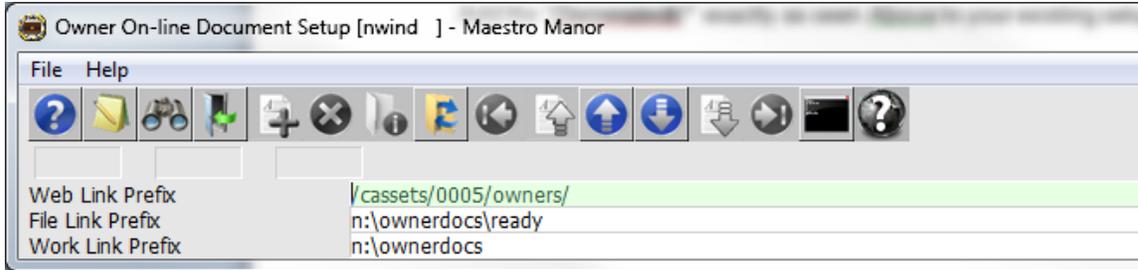
- ➔ Begin on the Owner Management Maintenance Main Screen
- ➔ Select the Setup menu
- ➔ Select Third Party Reports Defaults to display the following screen.



Add the "**Ownerstmtb**" exactly as seen Above to your existing setup.

Owner On-line Document Setup

- ➔ Begin on the Owner Management Maintenance Main Screen
- ➔ Select the Setup menu
- ➔ Select Owner On-line Documentation to display the following screen.



Complete the fields using the information below

Field Name	Description
Web Link Prefix	This should be a location on a public webserver where the HTML statements will be stored. example : http://clientwebserver/folder
File Link Prefix	The directory on the server where the HTML files will be saved by Maestro.
Work Link Prefix	The working directory on the server used by Maestro.

Setup – Crystal Export and required dlls

The workstations that will be publishing the Owner Statements will require Crystal Export functionality. Have your local IT department contact Maestro Support to get this configured if not already in place.

Beyond the usual .dll files required for Crystal Export, the following .dll files need to be in the n:\exe folder.

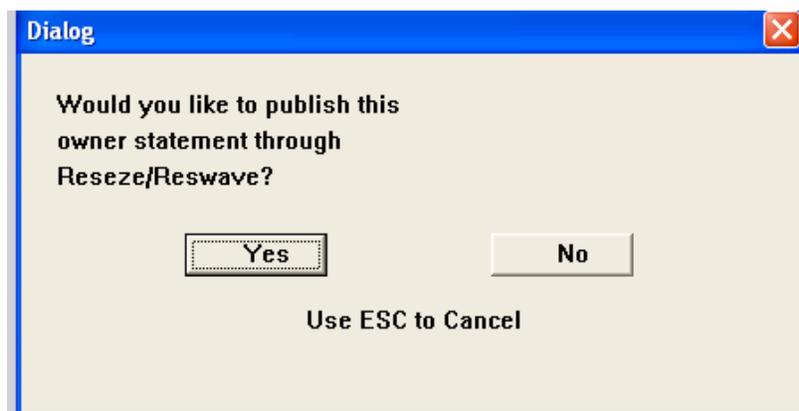
- U2fhtml.dll
- Exlate32.dll

Publishing Owner Statements to Reswave

After completing the required setup, run the Owner Statement program as usual.

“Owner Maintenance>Reports>Owner Statement Report.”

When asked by Maestro if you want your statements published online, click **YES**.



NOTE: Publishing the statements online creates files in the folder specified in **Owner On-line Document > File Link Prefix** .

Copy the .HTML files to your Web Server

Maestro will 'Publish' the .HTML statements and an accompanying .jpg file to the folder specified in **Owner Management Maintenance>Setup>Owner On-line Document > File Link Prefix**. You must copy all of the files produced by Maestro into the folder on your Webserver that was specified **Owner Management Maintenance>Setup>Owner On-line Document > WebLink Prefix**.

Restart your Reswave Interface

Restarting your Reswave interface will 'push' this new HTML Owner Statement details out to the Reswave server, making them available on line.

NOTE: Restarting your Reswave interface creates a new button on the Owner's Reswave page called "Document Links". Click on this link to access the on-line documents.

Fletcher ([Account Info](#) | [Sign Out](#))

User Account Information

From this page you can view your account information.
Click on the links to change information.

Show Group Reservations

Owner Management: [Make Unit Reservation](#) | [Get Unit Reports/Reservations](#) | **Document Links**

E-mail: rlapensee@maestropms.com

Password: [Change Password](#)

Adding Non-Maestro generated Documents to the Owner Online View.

It is possible to add non-Maestro generated .pdf documents to the available documents that Owners call view when logged into Reswave. Properties can add documents to the following setup screen.

Step 1: Login to Owner Management>Reports>Owner Documents Links.

To Add non-Maestro reports:

- ➔ Begin on the Owner Management Main Screen
- ➔ Select the Reports menu
- ➔ Select Owner Document Links to display the following screen.

ClientCd	Name	Mnth/Yr	Line	Bld	Room	Doc. Description	Document Link
55851	STATON, MS HELEN	7 2012	10	QL	254	Owner Statement for 07/31/2012	55851qj_254201207.htm
55851	STATON, MS HELEN	8 2012	10	QL	254	Owner Statement for 08/31/2012	55851qj_254201208.htm
55851	STATON, MS HELEN	9 2012	9000	QL		Work Order completed on 09/26/2012	55851_589.pdf
55851	STATON, MS HELEN	9 2013	10	QL	254	Owner Statement for 09/30/2013	55851qj_254201309.htm

Field Name	Description
Client Cd	The client code of the owner.
Name	Name of the owner, display only.
Mnth/Yr	The month and year of the document
Line	The line number of the document. Each document should have a unique number (10, 20, 30, etc)
Doc. Description	Document description, this will appear in Reswave
Document Link	The file name of the actual document.

Step 2: Save copies of the .pdf files to the same folder as your HTML files (the webserver folder is specified in the **Owner Management Maintenance >Setup>Owner On-line Document** screen).

Step 3: Restart your Reswave interface.

Uploading Owner unit Workorders to Reswave

Step 1: To upload Owner unit Workorders to Reswave:

- ➔ Begin on the Work Order Management Main Screen
- ➔ Select the Reports menu
- ➔ Select Work Order Batch Report to display the following screen..

Step 2: Look up (F8) on the Forms Header Id and select 'WorkOrder'.

Step 3: Select which Work Orders should be included by selecting Work Order Status, Building and Room number. Look up (F8) to select from available options. Blank for All.

Work Order Batch Report [nwind] - Maestro Manor

File Record Window Help

Forms Header Id WORKORDER

From Date 10/09/2014

To Date 10/09/2014

Work Ord. Status (Blank for All)

Building (Blank for All)

Area/Room ID (Blank for All)

OK Cancel

Step 4: Maestro will 'Publish' the Workorders to the folder specified in **Owner Management Maintenance>Setup>Owner On-line Document > File Link Prefix**.

Copy all of the files produced by Maestro into the folder on the property Webserver that was specified Owner Management Maintenance>Setup>Owner On-line Document > WebLink Prefix.

Step 5: Restart the Reswave interface.