

Calendar Type Maintenance

Quick Reference Guide

Date: October 15

Introduction

This Quick Reference Guide will guide the user through the process of creating Calendar Types in the Owner Management Module.

Calendar Types indicate a period of time(s) that a unit is owned by a specific owner

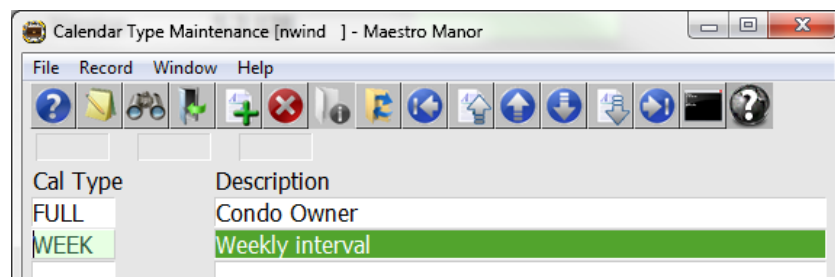
After creating a Calendar Type it is added to the “Timeshare Type Maintenance” so it will pre populate fields when linking units to an Owner Profile

To modify the Calendar Type code on a Unit in an Owner Profile please refer to “Add a New Unit to an Owner Profile” QRG

Creating a Calendar Type

To create a new Calendar Type:

- Begin on the Owner Management Maintenance Main Screen,
- Select the Codes menu
- Select Calendar Type to display the following screen.



By default the on screen display is based on the property the user has logged into. As each property using Maestro’s Owner module may have unique service charge requirements. The property can be changed by selecting the window menu and selecting “Property”

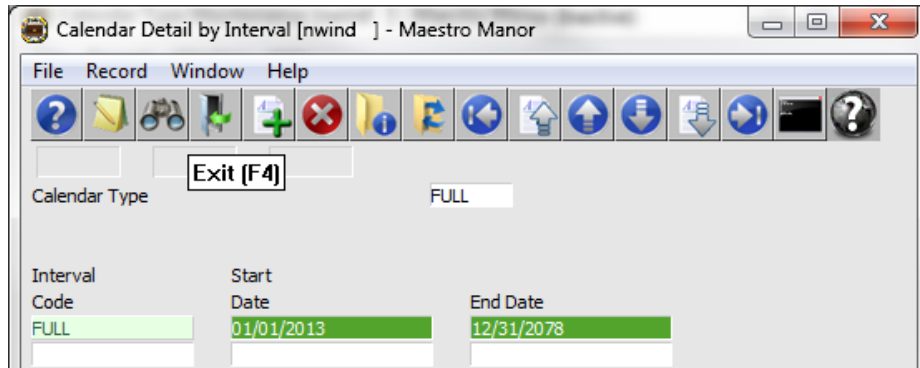
Once the property has been selected, a new Calendar Type can be created by selecting create (F6) to generate a new line, enter a maximum of 4 characters in the “Cal Type” field and up to 30 characters for the Description

Creating the Calendar Type

Once the Calendar Type has been made:

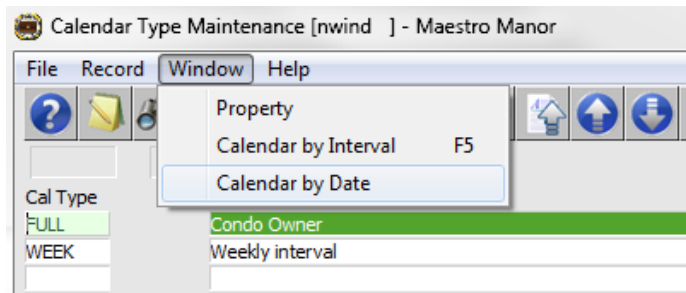
- Select the Window menu
- Select either the Calendar by Interval or Calendar by Date.

With a “Full “whole owner it may be easier to use Calendar Detail by Interval.



The Interval code Full for Condo Whole Ownership has the start date of the date the property goes live with Maestro and can end well into the future, the date shown is the latest date Maestro can use as of the date of this QRG.

For weekly intervals it may be easier to use Calendar by Date. Both can be used for all calendar types



When creating the calendar for a weekly interval it may be easier to use calendar detail by Date, if dates of each week into the future are known,
 Start by entering the first date the end date
 The interval code
 The next Start and End date will prepopulate
 Then type in the next Interval Code

Sample 1, below is a portion of the end of 2013 and 2014, showing Friday weeks 38 through 49 (W38 – W49) on a Calendar Detail by Date.

Sample 2, below is a portion of the end of 2014, showing Sunday weeks 38 through 50 (W38 – W49) on a Calendar Detail by date.

Note: If the property has weeks starting on Friday, Saturday and Sunday a of minimum 3 calendars will need to be created, if the property has annual and biennial (every two years) 6 calendars will need to be created.

Because the dates of each start of the week will be different each year these calendars are built for many years in advance so that reservations for the owned weeks can be “Batched Processed” well into the future.

Calendar Detail by Date [nwind] - Maestro Manor

File Record Window Help

Calendar Type WEEK

Start Date	End Date	Interval Code
09/20/2013	09/27/2013	W38
09/27/2013	10/04/2013	W39
10/04/2013	10/11/2013	W40
10/11/2013	10/18/2013	W41
10/18/2013	10/25/2013	W42
10/25/2013	11/01/2013	W43
11/01/2013	11/08/2013	W44
11/08/2013	11/15/2013	W45
11/15/2013	11/22/2013	W46
11/22/2013	11/29/2013	W47
11/29/2013	12/06/2013	W48
12/06/2013	12/13/2013	W49
09/19/2014	09/26/2014	W38
09/26/2014	10/03/2014	W39
10/03/2014	10/10/2014	W40

Sample 1

Calendar Detail by Interval [nwind] - Maestro Manor

File Record Window Help

Calendar Type SUNW

Interval Code	Start Date	End Date
W38	09/21/2014	09/28/2014
W39	09/28/2014	10/05/2014
W40	10/05/2014	10/12/2014
W41	10/12/2014	10/19/2014
W42	10/19/2014	10/26/2014
W44	10/26/2014	11/02/2014
W45	11/02/2014	11/09/2014
W46	11/09/2014	11/16/2014
W47	11/16/2014	11/23/2014
W48	11/23/2014	11/30/2014
W49	11/30/2014	12/07/2014
W50	12/07/2014	12/14/2014

Sample 2