

# Owner Make Batch Reservation Quick Reference Guide

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## Introduction

This Quick Reference Guide will guide the user through the process of reviewing and processing timeshare reservations for multiples units and/or years through the Owner Make Batch reservation process, in the Owner Management Maintenance module.

In a timeshare environment an owner owns a room for a segment of time each year or every other year. Using the interval, calendar types and reservation status codes for each segment of time, the batch process makes reservations up to ten years out.

## Review Owner Batch Reservation Setup

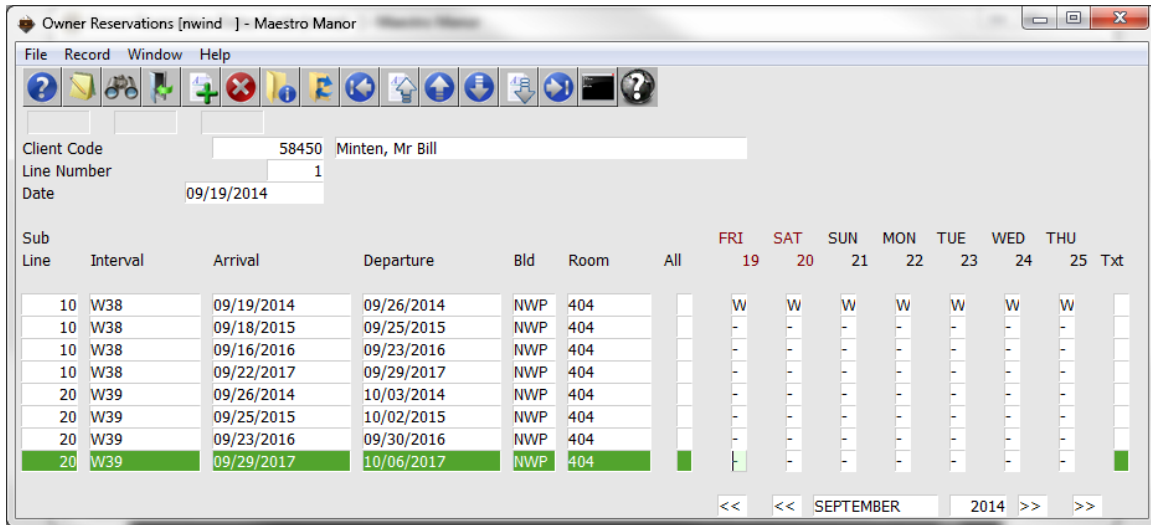
Reservations for weekly intervals will have a plus sign beside the week interval owned

Client Code	58450	Bill Minten	
Line Number	1		
Status Code	A	Unit Group Type	2QQ
Timeshare Type	INT	Building	NWP
Interval Type	I	Room Number	404
Calendar Type	WEEK	Interval Code	W38 +
Int Bi-Annl Flag	N	Comp. Plcy Code	AA

The user can change the reservation status of an interval as required from the Owner Reservation Status screen

- ➔ Begin on the Timeshare/Condo Owner Units Screen,
- ➔ Select the Window menu,
- ➔ Select Owner Reservation Status, to display the following screen.

Can be entered



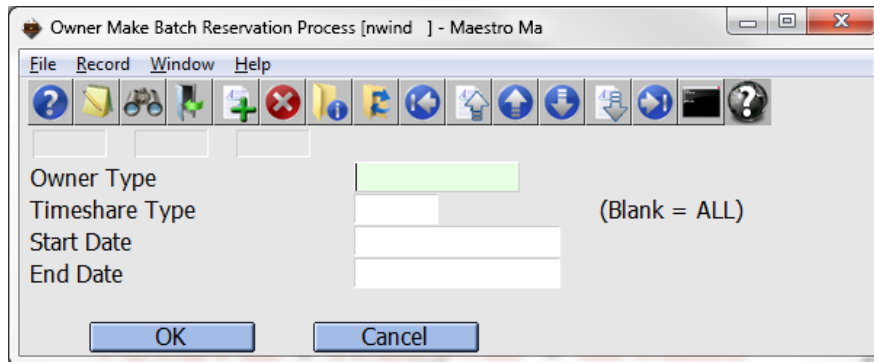
By changing the date at the top the status for each week will be displayed

The status codes are typically entered when the owner purchases the unit, however the status can change before the batch process has been run, if the status changes after the process has been run it needs to be cancelled from the front desk side and batched again with the correct status, so the tape chart reflects the correct status.

### Owner Batch Reservation Process

To process the Batch Reservations

- ➔ Begin on the Owner Management Menu Main Screen,
- ➔ Select the Accounting menu,
- ➔ Select Owner Make Batch Reservation Process, to display the following screen.



Fill in the fields based on the chart below

Field Name	Description
Owner Type	Look up (F8) or type in the type this field may not be left blank
Timeshare Type	Look up (F8) or type in the type
Start Date	The date that reservations should begin from
End Date	A maximum of 10 years from the system date



After selecting the OK button the screen below will display.

Owner Make Batch Reservation Process [nwind ] - Maestro Ma

Bldg Code	Room Code	Owner Type	T/S Type	Arrival Date	Departure Date	Resrvtn Number	Client Code	Owner Name	Process Status	Description
NWP	404			09/19/2014	09/26/2014					UNIT UNPROCESSED
NWP	404			09/26/2014	10/03/2014					UNIT UNPROCESSED
NWP	404			10/03/2014	10/10/2014				S	STATUS SAYS OWNER NOT COMING
NWP	404			10/10/2014	10/17/2014					UNIT UNPROCESSED
NWP	404			09/18/2015	09/25/2015					UNIT UNPROCESSED
NWP	404			09/25/2015	10/02/2015					UNIT UNPROCESSED
NWP	404			10/02/2015	10/09/2015				S	STATUS SAYS OWNER NOT COMING
NWP	404			10/09/2015	10/16/2015				S	STATUS SAYS OWNER NOT COMING
NWP	404			09/16/2016	09/23/2016					UNIT UNPROCESSED
NWP	404			09/23/2016	09/30/2016					UNIT UNPROCESSED
NWP	404			09/30/2016	10/07/2016				S	STATUS SAYS OWNER NOT COMING
NWP	404			10/07/2016	10/14/2016				S	STATUS SAYS OWNER NOT COMING
NWP	404			09/22/2017	09/29/2017					UNIT UNPROCESSED
NWP	404			09/29/2017	10/06/2017					UNIT UNPROCESSED
NWP	404			10/06/2017	10/13/2017				S	STATUS SAYS OWNER NOT COMING
NWP	404			10/13/2017	10/20/2017				S	STATUS SAYS OWNER NOT COMING
NWP	404			12/22/2017	12/29/2017				S	STATUS SAYS OWNER NOT COMING

MAKE RESERVATIONS

The screen displays dates and the description of the reservation status that will be processed, select the Make Reservations Button. After the process is complete a screen will display with the word “Done”.

The Owner Make Batch Reservation Process will now display the reservations made and state “UNIT PROCESSED” under the Description column.

Owner Make Batch Reservation Process [nwind ] - Maestro Ma

Bldg Code	Room Code	Owner Type	T/S Type	Arrival Date	Departure Date	Resrvtn Number	Client Code	Owner Name	Process Status	Description
NWP	404			09/19/2014	09/26/2014	100446	58450	MINTEN, MR BILL	P	UNIT PROCESSED
NWP	404			09/26/2014	10/03/2014	100447	58450	MINTEN, MR BILL	P	UNIT PROCESSED
NWP	404			10/03/2014	10/10/2014				S	STATUS SAYS OWNER NOT COMING
NWP	404			10/10/2014	10/17/2014	100448	58450	MINTEN, MR BILL	P	UNIT PROCESSED
NWP	404			09/18/2015	09/25/2015	100449	58450	MINTEN, MR BILL	P	UNIT PROCESSED
NWP	404			09/25/2015	10/02/2015	100450	58450	MINTEN, MR BILL	P	UNIT PROCESSED
NWP	404			10/02/2015	10/09/2015				S	STATUS SAYS OWNER NOT COMING
NWP	404			10/09/2015	10/16/2015				S	STATUS SAYS OWNER NOT COMING
NWP	404			09/16/2016	09/23/2016	100451	58450	MINTEN, MR BILL	P	UNIT PROCESSED
NWP	404			09/23/2016	09/30/2016	100452	58450	MINTEN, MR BILL	P	UNIT PROCESSED
NWP	404			09/30/2016	10/07/2016				S	STATUS SAYS OWNER NOT COMING
NWP	404			10/07/2016	10/14/2016				S	STATUS SAYS OWNER NOT COMING
NWP	404			09/22/2017	09/29/2017	100453	58450	MINTEN, MR BILL	P	UNIT PROCESSED
NWP	404			09/29/2017	10/06/2017	100454	58450	MINTEN, MR BILL	P	UNIT PROCESSED
NWP	404			10/06/2017	10/13/2017				S	STATUS SAYS OWNER NOT COMING
NWP	404			10/13/2017	10/20/2017				S	STATUS SAYS OWNER NOT COMING
NWP	404			12/22/2017	12/29/2017				S	STATUS SAYS OWNER NOT COMING

MAKE RESERVATIONS

If the reservation cannot be processed the Process Status may display one of the following letters.

Status Code	Description
“ (space)	Unprocessed Building, Room and Dates
H	On Hold Building, Room and Dates
T	Timeshare - Building, Room and Dates booked by a reservation having a guest type indicating it is a timeshare owner
X	Building, Room and Dates booked by a non-owner reservation
O	Building, Room and Dates indicate it is Off-market
P	Building, Room and Dates indicate it has been Processed already (there is a reservation occupying the date range)
I	Building, Room and Dates indicate it is in Process. The user will only be able to choose a space or an H, because the other valid status are system defined.



## Reports and Displays

To run a Batch Reservation report:

- ➔ Begin on the Owner Make Batch Reservation Process Screen,
- ➔ Select the Window menu,
- ➔ Select Batch Reservation Report, to display the following screen

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**BATCH RESERVATION PROCESS REPORT**

ALL RESERVATIONS Owner Type:FIXED Start Date:08/26/201End Date: 12/31/2020  
Timeshare Type:INT

Bldg Code	Room Code	Arrival Date	Departure Date	Client Name	Reservation Number	Status
NWP	404	09/19/2014	09/26/2014	58450 MINTEN, MR BILL	100446	P
NWP	404	09/26/2014	10/03/2014	58450 MINTEN, MR BILL	100447	P
NWP	404	10/03/2014	10/10/2014	58450 MINTEN, MR BILL		S
NWP	404	10/10/2014	10/17/2014	58450 MINTEN, MR BILL	100448	P
NWP	404	09/18/2015	09/25/2015	58450 MINTEN, MR BILL	100449	P
NWP	404	09/25/2015	10/02/2015	58450 MINTEN, MR BILL	100450	P
NWP	404	10/02/2015	10/09/2015	58450 MINTEN, MR BILL		S
NWP	404	10/09/2015	10/16/2015	58450 MINTEN, MR BILL		S
NWP	404	09/16/2016	09/23/2016	58450 MINTEN, MR BILL	100451	P
NWP	404	09/23/2016	09/30/2016	58450 MINTEN, MR BILL	100452	P
NWP	404	09/30/2016	10/07/2016	58450 MINTEN, MR BILL		S
NWP	404	10/07/2016	10/14/2016	58450 MINTEN, MR BILL		S
NWP	404	09/22/2017	09/29/2017	58450 MINTEN, MR BILL	100453	P
NWP	404	09/29/2017	10/06/2017	58450 MINTEN, MR BILL	100454	P
NWP	404	10/06/2017	10/13/2017	58450 MINTEN, MR BILL		S
NWP	404	10/13/2017	10/20/2017	58450 MINTEN, MR BILL		S
NWP	404	12/22/2017	12/29/2017	58450 MINTEN, MR BILL		S

This example shows batch reservations for one room only for display purposes. The batch may be used for multiple rooms and/or years at a time



The Display on the front desk Room Number Tape Charts shows how the weeks were processed.

Room Number 2-Week Tape Chart [nwind] - Maestro Manor

File Record Window Text Move Features Help

From Date: 09/28/2014 Attributes: Start Move/Swap All Room No. Report Make Reservation  
Room Type: Search #days: Offmarket Only Change Room  
ResStatus: SUN 28 MON 29 TUE 30 WED 1 THU 2 FRI 3 SAT 4 SUN 5 MON 6 TUE 7 WED 8 THU 9 FRI 10 SAT 11

Bld--	RmTyp--	Room#^	Grade	Gets	St--	SUN 28	MON 29	TUE 30	WED 1	THU 2	FRI 3	SAT 4	SUN 5	MON 6	TUE 7	WED 8	THU 9	FRI 10	SAT 11
NWP	4SUITE	310	2	4	OK														
NWP	1KING	311	1		OK														
NWP	1KING	315	2		OK														
NWP	1KING	317	1		CO														
NWP	1KING	319	2		OK														
NWP	4SUITE	320	1	4	OK														
NWP	SEKEC	325	2	2	OK														
NWP	3DD	401	3	6	VT														
NWP	200	402	3	4	CO	Rental													Rental
NWP	1KING	403	3	4	OK														
NWP	200	404	3	4	CO	Mint en, Mr Bill													Mint en, Mr Bill
NWP	3DD	405	3	6	VT														
NWP	200	406	3	4	CO														
NWP	1KING	407	3		OK														
NWP	200	408	3	4	CO														
NWP	3DD	409	3	6	VT														
NWP	4SUITE	410	3	4	OK														
NWP	1KING	411	3		OK														
NWP	SEKEC	412	3	2	OK														
NWP	1KING	415	3		OK														
NWP	1KING	417	3		OK														
NWP	1KING	419	3		OK														
NWP	4SUITE	420	3	4	OK														
NWP	SEKEC	425	3	2	OK														
NWP	6PRES	500	1	4	OK														

<< SEPT 2014 >> Legend

Room Attributes: crocan #03 fp jet