

Owner Reservation Status Code Quick Reference Guide

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Introduction

This Quick Reference Guide will guide the user through the process of creating and using Owner Reservation Status Codes in the Owner Management Module.

Reservation Status Codes can be assigned to owner reservations and will allow the user to report historically on the status of the owned units. The Description of the will also appear on the room number tapes charts in the Front Desk Module

Create Reservation Status Codes

To create or review existing Reservation Status Codes:

- ➔ Begin on the Owner Management Maintenance Main Screen
- ➔ Select the Codes menu
- ➔ Select Owner Reservation Status Code to display the following screen.

| Code | Description | Rental Pool Use Y/N | Owner Using Room | Is this Code the Default |
|------|------------------------|---------------------|------------------|--------------------------|
| A | Rental Pool | Y | N | Y |
| B | Owner Occupied | N | Y | N |
| C | Developer | N | N | N |
| D | Exchange | N | N | N |
| E | Platinum Club | N | N | N |
| F | Interval International | N | N | N |
| G | RCI | N | N | N |
| W | Waitlist for Usage | N | Y | N |

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 reservation code strategies. The property can be changed by selecting the window menu and selecting "Property".

Once the property has been selected, a new reservation status code can be created by creating (F6) to generate a new line, complete the status using the information in the chart on the following page.



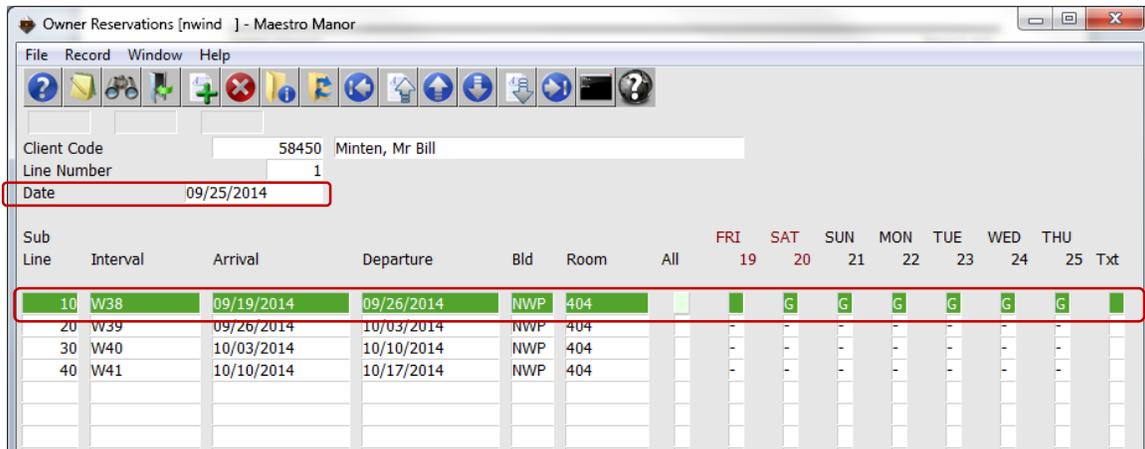
| Field Title | Explanation |
|-------------------------------|---|
| Owner Reservation Status Code | Enter a single character in this field that will represent the reservation status on the room number tape charts |
| Description | Enter up to a 30 character alphanumeric description of the code that will display on the room number tapes charts |
| Rental Pool | If the code entered represents a unit in the rental pool select "Y" if not enter "N" |
| Owner Using Room | If the code entered represents a unit being used by the owner select "Y" if not enter "N" |
| Is this Code the Default | If the code entered represents the default status you wish to display on the room number tape charts enter "Y" if not enter "N" |

***Note - At least one of these codes MUST have a "Y" in the "Is this code the default" column, in a full owner situation "In Rental Pool" or "Standard" would be the default.

Assign Reservation Status Codes

To assign a status to a week or period of ownership

- ➔ Begin on the Owner Units Screen of an Owner Profile
- ➔ Select the window menu
- ➔ Select Owner Reservation Status to display the following screen.



Choose the line with the interval code that requires a reservation status in the "All" field Look up (F8) select the appropriate status.

Note the date in the screen above 09/25/2014 is part of W38, on the right side the letter "G" is displayed. The reservation status code "G" represents RC1

In the screen below the date 09/27/2014 is part of W39 and on the right side the letter "D" is displayed. The reservation status code "D" represents Exchange



Owner Reservations [nwind] - Maestro Manor

Client Code 58450 Minten, Mr Bill
 Line Number 1
 Date 09/27/2014

| Sub Line | Interval | Arrival | Departure | Bld | Room | All | FRI 26 | SAT 27 | SUN 28 | MON 29 | TUE 30 | WED 1 | THU 2 | Txt |
|----------|----------|------------|------------|-----|------|-----|--------|--------|--------|--------|--------|-------|-------|-----|
| 10 | W38 | 09/19/2014 | 09/26/2014 | NWP | 404 | | | | | | | | | |
| 20 | W39 | 09/26/2014 | 10/03/2014 | NWP | 404 | | D | D | D | D | D | D | D | |
| 30 | W40 | 10/03/2014 | 10/10/2014 | NWP | 404 | | | | | | | | | |
| 40 | W41 | 10/10/2014 | 10/17/2014 | NWP | 404 | | | | | | | | | |

Display Reservation Status Codes

To see the status in the front desk,

- ➔ Begin on the Room Number 2 Week Tape Chart in the Front Desk module
- ➔ Select the date and find the room number.

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

From Date 09/19/2014

| Bld | RmTyp | RmAsq | Grade | Gets | St | FRI 19 | SAT 20 | SUN 21 | MON 22 | TUE 23 | WED 24 | THU 25 | FRI 26 | SAT 27 | SUN 28 | MON 29 | TUE 30 | WED 1 | THU 2 |
|-----|-------|-------|-------|------|----|--------|--------|--------|--------|--------|--------|--------|--------|----------|--------|--------|--------|-------|----------|
| NWP | 300 | 305 | 2 | 6 | VT | | | | | | | | | | | | | | |
| NWP | 300 | 308 | 2 | 4 | CO | | | | | | | | | | | | | | |
| NWP | 300 | 204 | 2 | 4 | CO | | | | | | | | | | | | | | |
| NWP | 300 | 206 | 2 | 4 | CO | | | | | | | | | | | | | | |
| NWP | 300 | 407 | 3 | 6 | OK | | | | | | | | | | | | | | |
| NWP | 300 | 409 | 3 | 6 | VT | | | | | | | | | | | | | | |
| NWP | 300 | 410 | 3 | 4 | OK | | | | | | | | | | | | | | |
| NWP | 300 | 411 | 3 | 6 | OK | | | | | | | | | | | | | | |
| NWP | 300 | 412 | 3 | 2 | OK | | | | | | | | | | | | | | |
| NWP | 300 | 415 | 3 | 6 | OK | | | | | | | | | | | | | | |
| NWP | 300 | 401 | 3 | 6 | VT | | | | | | | | | | | | | | |
| NWP | 300 | 417 | 3 | 6 | OK | | | | | | | | | | | | | | |
| NWP | 300 | 419 | 3 | 6 | OK | | | | | | | | | | | | | | |
| NWP | 300 | 420 | 3 | 4 | OK | | | | | | | | | | | | | | |
| NWP | 300 | 425 | 3 | 2 | OK | | | | | | | | | | | | | | |
| NWP | 300 | 403 | 3 | 6 | VT | | | | | | | | | | | | | | |
| NWP | 300 | 405 | 3 | 6 | VT | | | | | | | | | | | | | | |
| NWP | 300 | 408 | 3 | 4 | CO | | | | | | | | | | | | | | |
| NWP | 300 | 404 | 3 | 4 | CO | | RCI | | | | | | | Exchange | | | | | Exchange |
| NWP | 300 | 400 | 3 | 4 | CO | | | | | | | | | | | | | | |
| NWP | 300 | 303 | 4 | 4 | CO | | | | | | | | | | | | | | |
| NWP | 300 | 305 | 4 | 6 | VT | | | | | | | | | | | | | | |
| NWP | 300 | 304 | 4 | 4 | CO | | | | | | | | | | | | | | |
| NWP | 300 | 306 | 4 | 4 | CO | | | | | | | | | | | | | | |

Note that the code under Sat 20 is RCI for one week and the next week Sat 27 is an exchange week.

Below is another sample, in room 402 displays Rental Pool, where the owner has entered his unit into the rental pool.



Room Number Tape Chart [nwind] - Maestro Manor

File Record Window Text Move Features Help

From Date: 09/27/2014 Attributes Start Move/Swap All Room No. Report Make Reservation

Room Type Search #days Offmarket Only Change Room

ResStatus

| Bld~ | RmTyp~ | Room#^ | Grade | Gsts | St~ | SAT 27 | SUN 28 | MON 29 | TUE 30 | WED 1 | THU 2 | FRI 3 |
|------|---------|--------|-------|------|-----|-------------|--------|--------|--------|-------|-------|-------------|
| NWP | 4SUIITE | 310 | 2 | 4 | OK | | | | | | | |
| NWP | IKING | 311 | 1 | | OK | | | | | | | |
| NWP | IKING | 315 | 2 | | OK | | | | | | | |
| NWP | IKING | 317 | 1 | | CO | | | | | | | |
| NWP | IKING | 319 | 2 | | OK | | | | | | | |
| NWP | 4SUIITE | 320 | 1 | 4 | OK | | | | | | | |
| NWP | SESEC | 325 | 2 | 2 | OK | | | | | | | |
| NWP | 3D | 401 | 3 | 6 | VT | | | | | | | |
| NWP | IKING | 402 | 3 | 4 | CO | Rental Pool | | | | | | Rental Pool |
| NWP | IKING | 403 | 3 | | OK | | | | | | | |
| NWP | 200 | 404 | 3 | 4 | CO | Exchange | | | | | | Exchange |
| NWP | 3D | 405 | 3 | 6 | VT | | | | | | | |
| NWP | 200 | 406 | 3 | 4 | CO | | | | | | | |
| NWP | IKING | 407 | 3 | | OK | | | | | | | |
| NWP | 200 | 408 | 3 | 4 | CO | | | | | | | |
| NWP | 3D | 409 | 3 | 6 | VT | | | | | | | |
| NWP | 4SUIITE | 410 | 3 | 4 | OK | | | | | | | |
| NWP | IKING | 411 | 3 | | OK | | | | | | | |
| NWP | SESEC | 412 | 3 | 2 | OK | | | | | | | |
| NWP | IKING | 415 | 3 | | OK | | | | | | | |
| NWP | IKING | 417 | 3 | | OK | | | | | | | |
| NWP | IKING | 419 | 3 | | OK | | | | | | | |
| NWP | 4SUIITE | 420 | 3 | 4 | OK | | | | | | | |
| NWP | SESEC | 425 | 3 | 2 | OK | | | | | | | |
| NWP | 6PRES | 500 | 1 | 4 | OK | | | | | | | |

<< << SEPTEMBER >> << 2014 >> >> Legend

Room Attributes crocan #03 fp jet +