

Owner Room Rotation

Quick Reference Guide

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Introduction

This Quick Reference Guide will guide the user through the process creating and using Owner Room Rotation in the owner Maintenance module

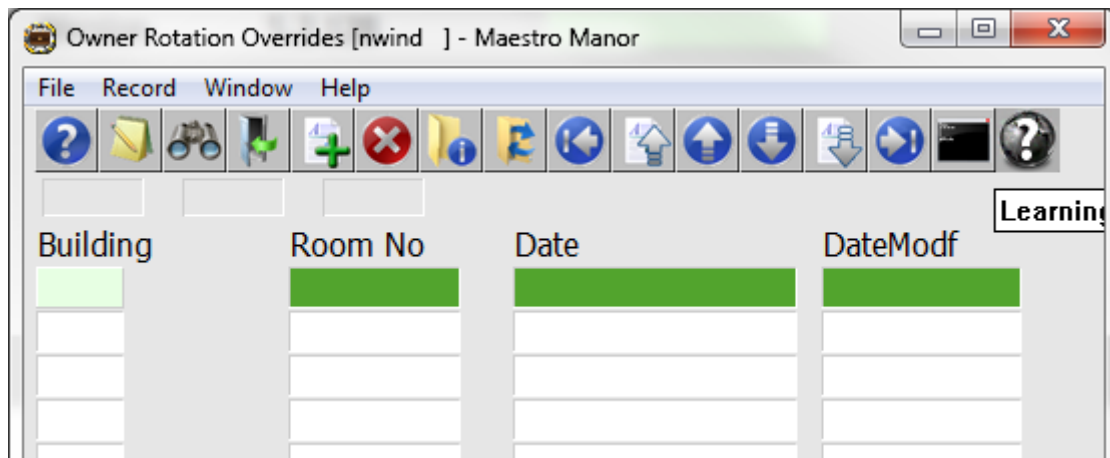
Owner Rotation allows the property to assign a Merit number to a unit which will place the unit in a specific order on the room number tape charts so selection of rooms for a reservation can be manipulated.

When a property is migrating to Maestro the owner units may already be in a rotation order and should keep this order, this screen can be utilized to start the rotation in a matching sequence.

Setting up Owner Rotation

To setup Owner Rotation Overrides:

- ➔ Begin on the Owner Management Maintenance Main Screen,
- ➔ Select the Rotation menu,
- ➔ Select Owner Rotation Overrides 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 Rotation Overrides. The property can be changed by selecting the window menu and selecting "Property".

Once the property has been selected, an override can be created by creating (F6) to generate a new line, fill in the fields based on the chart on the following page.



Field Name	Description
Building	Look up (F8) to choose a Building or type it in
Room No	Look up (F8) to choose a Room Number or type it in
Date	Look up (F8) to choose a Date to start the rotation override
DateModf	Can be used either as a date or more typically as a dollar value. If the sort method (from Front Desk Maintenance) is by dollar Value; the higher the dollar value the lower on the Room Number Tape chart

Owner Rotation Overrides can also be used to keep Off Market/Non Rental Owner units at the bottom of the Room Number Tape Charts by adding 9999999 to the DateModf.

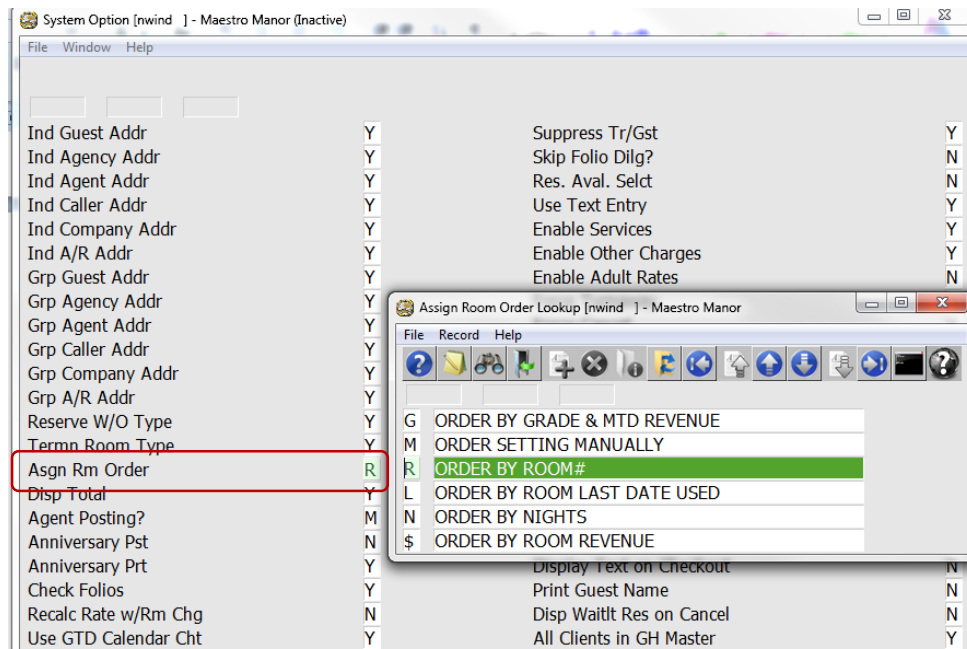
This chart may be modified during the year or if circumstances change. Each building and room number must be entered individually the Date will prepopulate but can be altered to the required date.

If a unit (room number) is not entered, it will, by default have a blank "DateModf" which will move that unit to the top of the list.

Room Assignment Order

In order to modify or review the Assignment Room Order:

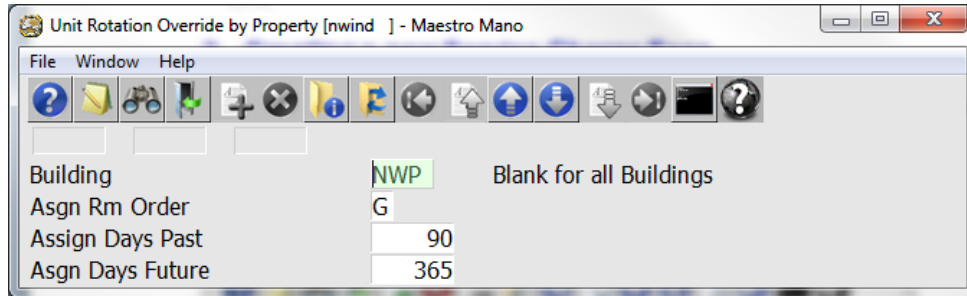
- ➔ Begin on the Front Desk Maintenance Main Screen,
- ➔ Select the Setup menu, and then
- ➔ Select System Option to display the following screen.



Look up (F8) in the "Asgn Rm Order" field and the order appropriate for the property; this order will default to all properties, to modify a specific properties Room Order Assignment see below..

In order to modify or review the Unit Rotation Override by Property:

- ➔ Begin on the Front Desk Maintenance Main Screen,
- ➔ Select the Setup menu, and then
- ➔ Select Unit Rotation Override by Property to display the following screen



Look up (F8) in the “Asgn Rm Order” field and the order appropriate for the specific property