



# How to User Defined Fields in Sales & Catering

## Quick Reference Guide

**User defined fields** in Maestro may be setup to provide additional fields for specific information to be collected by the property and stored in Maestro for Sales & Catering **Bookings, Clients** and **Contacts**.

User defined fields may be setup as **Alphanumeric, Date** or **Number** fields and can be setup to be mandatory fields once a user has accessed the screen. User fields can also be setup to be free form fields or set up with 'pick list' to allow users to select only valid options.

The type of User Defined field will determine where it is placed on screen. User fields set up as Number or Date fields will appear on the top portion of the screen on the left and right sides respectively. Alphanumeric will appear in the lower portion of the screen.

Once set up, User Defined fields may be accessed as follows:

- 1) **Booking User Defined Fields** – from the main booking screen go to Window | Booking User Fields Entry
- 2) **Client User Defined Fields** – from the Client Maintenance (Address) Screen go to Window } Client User Fields Entry
- 3) **Contact User Defined Fields** – from the Client Contact Entry Screen go to Window | Contact User Fields

### User Defined Field Set Up

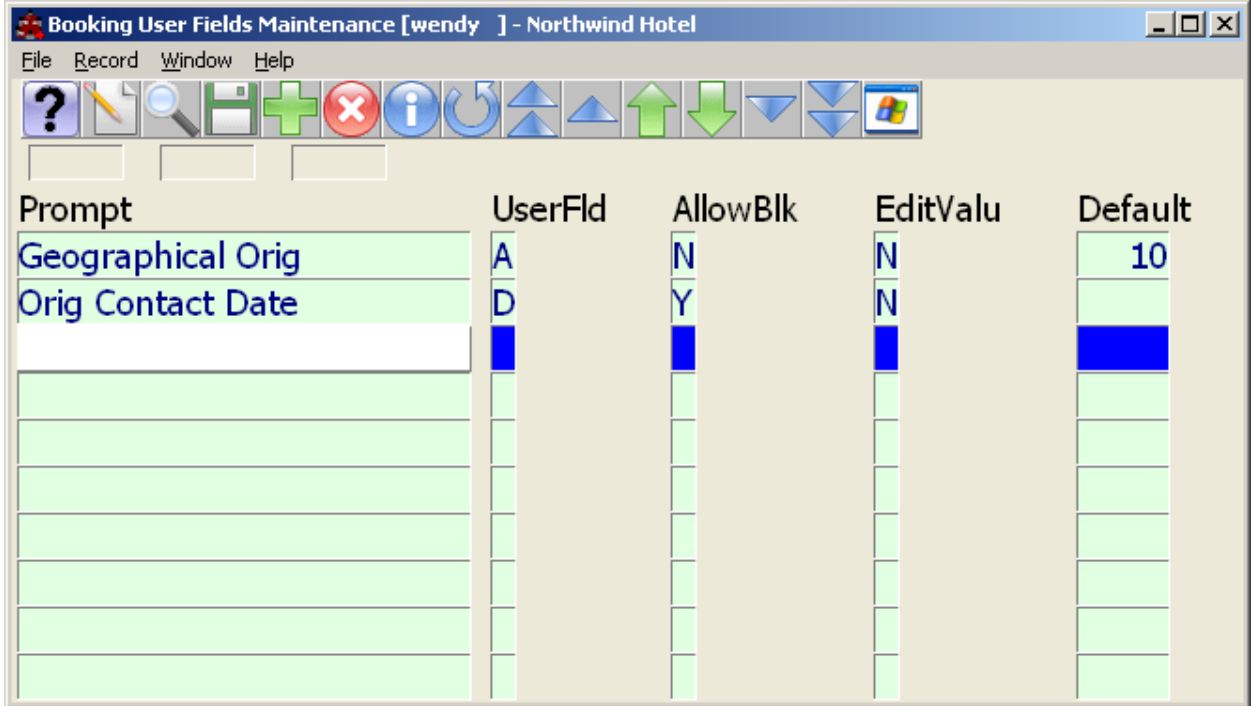
**\*\* User Defined fields can be created and maintained using the follow guidelines but it is recommend to contact Support prior to deleting any existing User Fields to ensure that they have not been used in Maestro \*\***

Booking, Client and Contact User Defined fields are setup with **Sales & Catering Maintenance**.

Begin from the main screen and select the **Codes** Menu

Then **select Booking, Client** or **Contact User Defined Fields**

:



Prompt	UserFld	AllowBlk	EditValu	Default
Geographical Orig	A	N	N	10
Orig Contact Date	D	Y	N	

Complete the following fields for each User Defined Field

**Prompt** – fill in the User Defined field name

**UserFld** – use the Look Up to select

- A for Alphanumeric to allow this field to accept entries containing letters and/or numbers
- D for Date to make this field a Date Specific Field
- N for Number to allow only numeric values to be entered

**AllowBlk** – type a **Y** to allow this User Defined field to be left blank or an **N** to force this field to be mandatory

**EditValu** – type an N in this field

Place your cursor on the Default field and press the Enter key to display the Field Details Maintenance Screen. This screen allows user to configure specific options that may be selected for the User Defined Fields.

Use the **Create key** to create a list of options that can be selected by the user.

Once the list of options has been created, users may access this field by using the **Look Up** key within the User Defined Entry screen