

# Blocking Rooms Definite vs. Tentative

To block rooms to come out of inventory the room block on the group reservation must be DEFINITE.

FEBRUARY		2010	MON	TUE	WED
			22	23	24
Building	RoomTyp	Avl			
ENW	DD	19	19	19	29
Definite Block--->			10	10	
Tentative					

To block rooms tentatively on the group reservation and NOT come out of inventory, the room block must be created under the TENTATIVE option

FEBRUARY		2010	MON	TUE	WED
			22	23	24
Building	RoomTyp	Avl			
ENW	DD	29	29	29	29
Definite Block--->					
Tentative			10	10	

To have both DEFINITE BLOCK and TENTATIVE options appear on the group block screen:

Front Desk Maintenance | Codes | Group Status Codes

- Page down to see the settings:

NOTE: Below, the Inventory Status of '1' does not make a difference as to whether the rooms come out of inventory or not. The rooms come out of inventory for Definite and NOT for Tentative.

- A Tentative option will not appear on the Group Block screen if these steps are not done



### Setup

In order for the Tentative block to appear on the GRC screen in S&C even though the tentative block doesn't come out of inventory:

Sales & Catering Maintenance | Set Up | Statistic Options

- Number of Days is how long out do you want to see the accurate room block info on the GRC screen. 30 Days is used here as an example, but the user could put in as many days as wanted.



## Examples

Based on the above example where the 10 rooms are in the 'tentative' fields on the group block screen and the S&C booking is in TN status, here are 4 screen prints:

1. Group Block screen as tentative room block

FEBRUARY		2010	MON	TUE	WED
			22	23	24
Building	RoomTyp	Avl			
ENW	DD	29	29	29	29
Definite Block--->					
Tentative			10	10	

2. Room Nights on group reservation screen

Priority Rt	
Special Rt	13688
Rm Nts Blkd	
#Persons	1
Room List	

3. S&C booking Room Nights field

Room Nights	20	149.00
Audit Status		
Decision Date	02/19/2010	
Inquiry Number		
Contract Due	02/19/2010	
Res Method	RM LIST	

4. S&C GRC screen for that date.

NOTE: Once the S&C booking is moved to CF – Confirmed status then the below '10' Grp Rms Tentatv will move to Grp Rms Confirm. The status of the group block on THIS screen is strictly based on the status of the Sales and Catering booking and not the status of the group reservation or the room block.

Date	02/23/2010		Bld	ENW			
	TUE			WED			
	23			24			
Directives	12			12			
Guest Rms Avail	106			106			
Grp Rms Confirm							
Grp Rms Tentatv	10						
Grp Rms Quote							
Sell Rate							
Bld	Room	M	A	E	M	A	E
ENW	BALLROOM	T	T	T			
ENW	BR EAST	T	T	T			
ENW	BR CENTER	T	T	T			
ENW	BR WEST	T	T	T			

Based on the above example where the 10 rooms are in the 'DEFINITE' fields on the group block screen and the S&C booking is in a Tentative status, here are 4 screen prints:

1. Front Desk Group Block screen

FEBRUARY		2010	MON	TUE	WED
			22	23	24
Building	RoomTyp	Avl			
ENW	DD	19	19	19	29
Definite Block--->			10	10	
Tentative					

2. Room Nights on Group Reservation Screen

Priority Rt	
Special Rt	13688
Rm Nts Blkd	20
#Persons	1
Room List	

3. Room Nights on S&C booking screen

Room Nights	20	149.00
Audit Status		
Decision Date	02/19/2010	
Inquiry Number		
Contract Due	02/19/2010	
Res Method	RM LIST	

4. S&C GRC screen for that date

Date	02/23/2010	Bld	ENW				
	TUE		WED				
	23		24				
Directives	12		12				
Guest Rms Avail	106		106				
Grp Rms Confirm							
Grp Rms Tentatv	10						
Grp Rms Quote							
Sell Rate							
Bld	Room	M	A	E	M	A	E
ENW	BALLROOM	T	T	T			
ENW	BR EAST	T	T	T			
ENW	BR CENTER	T	T	T			
ENW	BR WEST	T	T	T			

NOTE: Once the S&C booking is moved to CF – Confirmed status then the below '10' Grp Rms Tentatv will move to Grp Rms Confirm. The status of the group block on THIS screen is strictly based on the status of the Sales and Catering booking and not the status of the group reservation or the room block.