

## How to Batch Guest Status / VIP To a Group Rooming List Quick Reference Guide

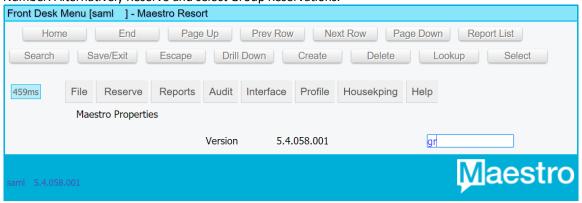
Published Date: December 12th, 2016

This new feature is available in **Version 5.4.052** or higher. This feature will allow the user to Batch a Guest Status/VIP based on available option criteria's. The benefit of utilizing this feature is to update Guest Status for multiple guests within a Rooming List of a Group Reservation.

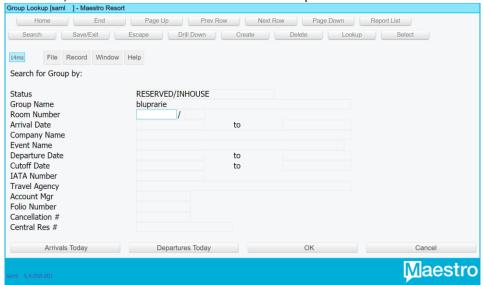
## **Procedure**

1. Search for the Group Reservation which needs to be updated with Guest Status/VIP.

i. From the main Front Desk Screen > Type 'gr' and press ENTER key OR Type in the Group Reservation Number. Alternatively Reserve and select Group Reservations.



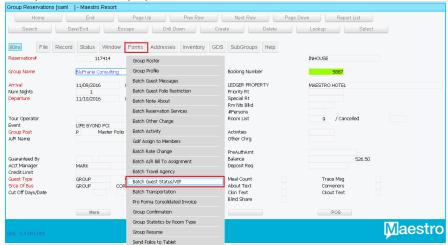
ii. In the Group Reservation Number, Press **F8** to look for the selected Group. Once the search criteria's are filled in, select the OK button to search for the Group.



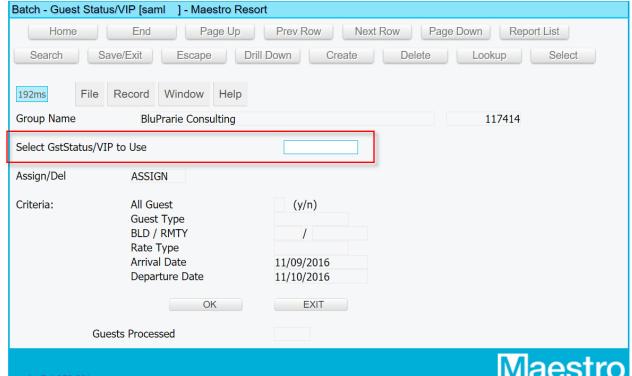




2. With the Group Reservation displayed on the screen, select Forms > Batch Guest Status/VIP



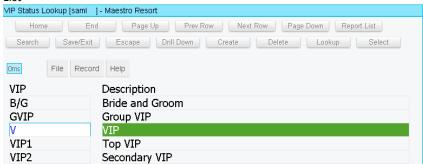
i. F8 or lookup under Select GstStatus/VIP to use field



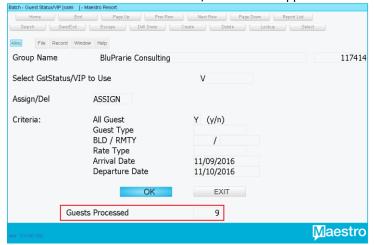




ii. Select the Guest Status to be assigned to the selected Reservations associated within the Rooming List



iii. User can update the Guest Status to the Reservations by various criteria's such as: All Guests, specific Guest Types, a specific Building or Room Type, a specific Rate Type or a date range based on the selected Arrival or Departure date. Fill in the Criteria as required and select the OK button to continue. Once this process is completed, Maestro will auto populate Guests Processed which will indicate the number of Reservations the Guest Status/VIP has been applied too







3. The user now can verify the Guest Status/VIP addition has been added to the Guest Reservation in the Rooming List. F5 or drill down within the Group Rooming List and select a Guest Reservation to which the Guest Status/VIP was applied to. Guest Status at the top of the Guest Reservation is filled in.

