



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

Published Date: December 12<sup>th</sup>, 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.

Front Desk Menu [saml ] - Maestro Resort

Home End Page Up Prev Row Next Row Page Down Report List

Search Save/Exit Escape Drill Down Create Delete Lookup Select

459ms File Reserve Reports Audit Interface Profile Housekeeping Help

Maestro Properties

Version 5.4.058.001 gr

saml 5.4.058.001 **Maestro**

- 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.

Group Lookup [saml ] - Maestro Resort

Home End Page Up Prev Row Next Row Page Down Report List

Search Save/Exit Escape Drill Down Create Delete Lookup Select

14ms File Record Window Help

Search for Group by:

Status RESERVED/INHOUSE

Group Name bluprarie

Room Number /

Arrival Date to

Company Name

Event Name

Departure Date to

Cutoff Date to

IATA Number

Travel Agency

Account Mgr

Folio Number

Cancellation #

Central Res #

Arrivals Today Departures Today OK Cancel

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

Group Reservations [sam] - Maestro Resort

Home End Page Up Prev Row Next Row Page Down Report List

Search Save/Exit Escape Drill Down Create Delete Lookup Select

192ms File Record Status Window **Forms** Addresses Inventory GDS SubGroups Help

Reservation# 117414 Group Roster INHOUSE

Group Name BluPrarie Consulting Group Profile Booking Number 5667

Arrival 11/09/2016 Batch Guest Messages LEDGER PROPERTY MAESTRO HOTEL

Num Nights 1 Batch Guest Folo Restriction Priority Rt

Departure 11/10/2016 Batch Note About Special Rt

Batch Reservation Services Rm Its Bld #Persons Room List 9 / Cancelled

Batch Other Charge Batch Activity Activities Other Chrg

LIFE BEYOND PCI Batch Assign to Members Golf Assign to Members PreAuthAmt

Event P Master Follo Batch Rate Change Batch A/R Bill To Assignment Balance 526.50

Group Post A/R Name Batch Travel Agency Batch Transportation Meal Count About Text Trace Mlg

Guaranteed By MARK GROUP COR Batch Guest Status/VIP Batch Transportation About Text Conventions Clout Text

Acct Manager Credit Limit GROUP COR Batch Transportation About Text Conventions Clout Text

Guest Type Group Post A/R Name Batch Travel Agency Batch Transportation About Text Conventions Clout Text

Scope of Bus Cut Off Days/Date Batch Travel Agency Batch Transportation About Text Conventions Clout Text

More POS

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

Batch - Guest Status/VIP [sam] - Maestro Resort

Home End Page Up Prev Row Next Row Page Down Report List

Search Save/Exit Escape Drill Down Create Delete Lookup Select

192ms File Record Window Help

Group Name BluPrarie Consulting 117414

Select GstStatus/VIP to Use

Assign/Del ASSIGN

Criteria: All Guest (y/n)

Guest Type

BLD / RMTY /

Rate Type

Arrival Date 11/09/2016

Departure Date 11/10/2016

OK EXIT

Guests Processed

Maestro



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

VIP	Description
B/G	Bride and Groom
GVIP	Group VIP
V	VIP
VIP1	Top VIP
VIP2	Secondary VIP

- 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

Batch - Guest Status/VIP [saml] - Maestro Resort

Group Name BluPrie Consulting 117414

Select GstStatus/VIP to Use V

Assign/Del ASSIGN

Criteria: All Guest Y (y/n)  
Guest Type /  
BLD / RMTY /  
Rate Type /  
Arrival Date 11/09/2016  
Departure Date 11/10/2016

OK EXIT

Guests Processed 9



- 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.

Guest Reservations [saml ] - Maestro Resort

Home End Page Up Prev Row Next Row Page Down Report List

Search Save/Exit Escape Drill Down Create Delete Lookup Select

767ms

File Record Status Window Forms Inventory Addresses Text Verify Help MyMenu

Reservation# 117535 GsStatus **Y** CHECKED OUT

Guest Name McLean, Christopher

Arrival 11/14/2016 11:58pm MONDAY

Num Nights 1

Departure 11/15/2016 11:58pm TUESDAY

Building QL

Room Info QQ **267**

Rate GRPCORP Y AP

Rate Amt 198.00

Group Name BluPrairie Consulting

No. ADULTS 1

Activities Tbl Uncl

Other Chrg

PreAuthAmt

House Limit .00

Cur Balance

Cr. Avail

Deposit Req

Services Past Stays **1**

Guaranteed By

Settle By CASH

Send Confirm N

Post To Group P

Since Of Bus GROUP CORP

Travel Agency

Notes About

Client Text

Trace Msg

Locator

HL/WO Sts

BillingText

Transport

Tbl Resvtn

Checkin Text

Checkout Text

Unbooked Items

Additional Svcs

More

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