

# Modifying Group Master Dates

## Quick Reference Guide

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### Introduction

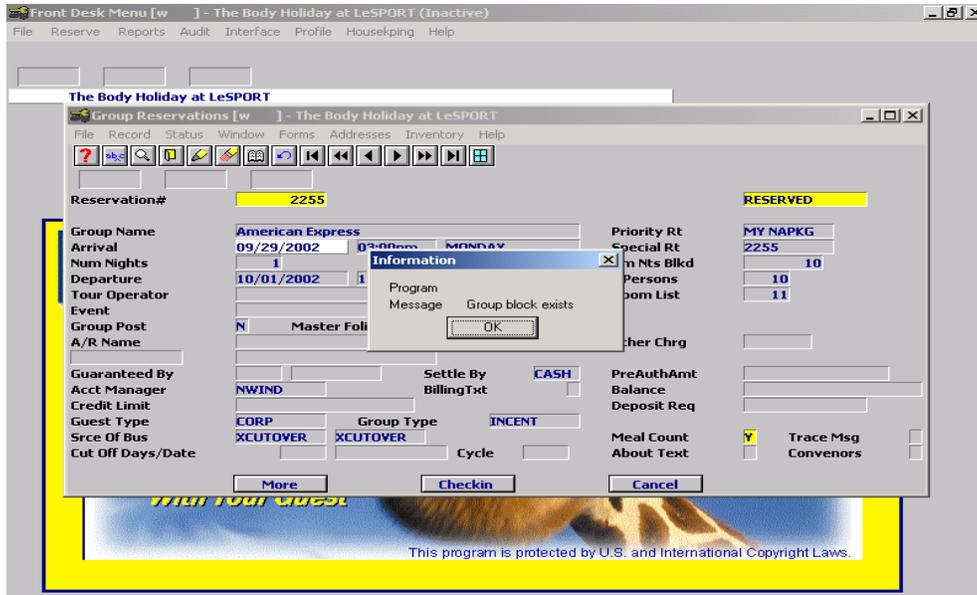
This Quick Reference Guide will explain the procedure to change the arrival and departure dates of a Group Master that is associated with a room block. It is assumed that the reader is already able to create a *Group Master Reservation* and can build a *Room Block*. For more information on these topics, please see the *Maestro User Guide – “Group Reservations.”*

### Procedure

When changing the arrival date on a group reservation, the system instantly and automatically recalculates the departure date according to the number of nights. Maestro does not assume that the user intends to also change the number of nights.

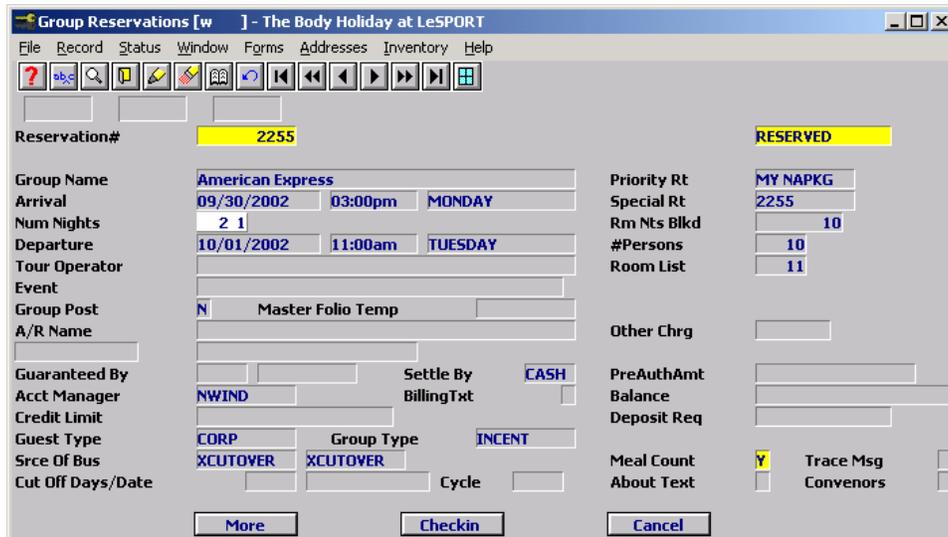
Reservation#	2255	RESERVED
Group Name	American Express	Priority Rt
Arrival	09/30/2002 03:00pm MONDAY	MY NAPKG
Num Nights	1	Special Rt
Departure	10/01/2002 11:00am TUESDAY	2255
Tour Operator		Rm Nts Blkd
Event		10
Group Post	N Master Folio Temp	#Persons
A/R Name		10
Guaranteed By		Room List
Acct Manager	NWIND	11
Credit Limit		Other Chrg
Guest Type	CORP	
Src: Of Bus	XCUTOVER	PreAuthAmt
Cut Off Days/Date		Balance
		Deposit Req
		Meal Count
		Y
		Trace Msg
		Convenors

This is why Maestro does not let the user change the Arrival Date first without offering an error message that a “Group Block Exists.” Meaning that group rooms are blocked for dates outside of the reservation dates. The group master arrival and departure dates must encompass the entire block.



## I.I Step One

To properly reassign group reservation dates (advance arrival dates) with room blocks, the user should first change the number of number of nights to the correct number and only then change the arrival date. It is vital that the reservation dates surround the dates of the room block.





## I.2 Step Two

By increasing the number of nights field and extending the departure date Maestro is satisfied that the room block has not been affected and confirms the change.

The screenshot shows the 'Group Reservations' window for 'The Body Holiday at LeSPORT'. The reservation number is 2255, which is highlighted in yellow and labeled 'RESERVED'. The group name is 'American Express'. The arrival date is 09/30/2002 at 03:00pm on Monday. The number of nights is 2. The departure date is 10/02/2002 at 11:00am on Wednesday. The priority rate is 'MY NAPKG', the special rate is 2255, and the room nights booked are 10. There are 10 persons and 11 rooms listed. The group post is 'N Master Folio Temp'. The settlement method is 'CASH'. The guest type is 'CORP' and the group type is 'INCENT'. The source of bus is 'XCUTOVER'. The meal count is 'Y'. There are buttons for 'More', 'Checkin', and 'Cancel' at the bottom.

## I.3 Step Three

The final step is to return to the Arrival Date and utilize the cushion of the increased Number of Nights to advance the Arrival Date as needed.

This screenshot is identical to the previous one, but the arrival date has been changed to 09/29/2002. A yellow box labeled 'Page Down' is positioned over the arrival date field. All other reservation details remain the same.

## I.4 Step Four

The same applies if you want to change the departure date. Change the number of nights, not adjusting the departure date.