

The Westin San Francisco

Meeting Planner Website Instruction on how to view reports

- Click on the link to open the website. If link is not working, copy and past the actual web address
- Look on the bottom left of the web page, you will find this link: Event planner login, click on this and it will take you to another page. Enter your password that was given to you and click submit
- It will take you to the next page give you a several functions.

To View Reports

- Click on View Reports

Step One

- Select Report: Group Delegate (top right)

Step Two Report Criteria

- Order by (located on the left side close to the bottom):
 1. Guest name - will give you alpha list - Most used by all
 2. Arrival - will give you report arrival dates in order
 3. Departure - will give you report departure dates in order
 4. Confirmation - will give you report in confirmation order
- Select status (on the right side) :
 1. Reserved - all reservation that is currently reserved - Most used when wanting to know who made reservations
 2. Cancelled - If you like to see a report of who has cancelled their reservations
 3. In House - when your group is in house, you can print this report
 4. Check out - When your group is completed, you can have a report of all the guests stayed at the hotel
- Than click on View report on the bottom left corner.
- This will give you a report of what you requested.

To Down Load/Print report to PDF

- Click on Down Load/Print (top middle of the screen)
- Look at save/view report in Adobe PDF format
- Select all pages
- Select View PDF
- The PDF will show up with the room list

- You can chose to save or print out report

To Down Load/Print report to Excel

- Click on Down Load/Print (top middle of the screen)
- Look at Export to Microsoft Excel
- Select all pages
- Export report
 - Export report will allow you to print the report
 - It will ask to open or save report. Chose open report
 - You can chose to print or save the report to a name and drive of your choice
 - Export table (this will allow you to add to do changes)
 - It will ask to open or save report. Chose open report
 - You can chose to print or save the report to a name and drive of your choice

How to look at your pick-up report

- Click on View Reports

Step One

- Select Report: select Pick-up (top right)
- Select View report on the left side
- The pick-up report will show how many rooms are booked per day and what the total compare to the contracted room block is.

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How to access the Pace Report

- Click on View Reports

Step One

- Select Report: select Pace Report (top right)
- Select View report on the left side
- The Pace report will give you from 120 days out your pick-up and where you are at.

How to enter room list or staff list with out credit cards

- Click on Enter room list / Room Block
- Select Attendee Type. This will usually be under staff, or VIPs or Attendee
- Enter check and check out dates. (If each reservation is different, you will be able to change it as you enter the reservation)
- Enter number of adults
- Select the room type
- Select Title
- Enter the Last Name & First Name
- Enter any additional information
- On the top left or bottom left of the web page, you will find a reserve bottom, Click on it when you have entered all the information.
- Your reservations are now entered.
- You can see the reservation when you print out a room list