

Franchise Operations – Standard Operating Procedure

01. Operations - Availability Chart

REC - 004

Overview

The 'Availability Chart' in the Property Management System view data pertaining to the specific property; comprised in this function is a detailed analysis of the properties inventory. The inventory is separated by individual room types and identifies the availability by the amount of remaining rooms. The Availability Chart offers the added functionalities of customising the chart to include 'Special Events', 'Rates', 'ADR' and 'Cell Breakdown'.

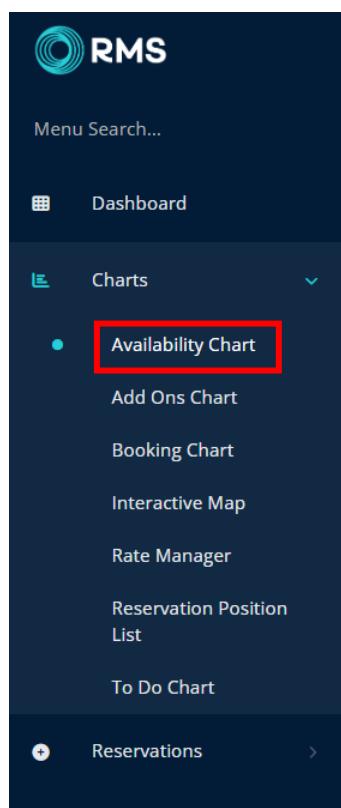
The Availability Chart also includes a summary of the amount of rooms confirmed, amount of the day use rooms confirmed, amount of out of order rooms, amount of rooms available and occupancy levels as a percentage.

Standard

Ensuring all properties, and respective employees, are adhering to the expected guidelines to maintain data integrity throughout the network, whilst performing operational duties.

Procedure

Availability Chart is accessible under 'Charts' in the menu options. The calendar icon in the Availability Chart allows a specific date to be selected. The date range can be altered by selecting the number of days visible from the four options.



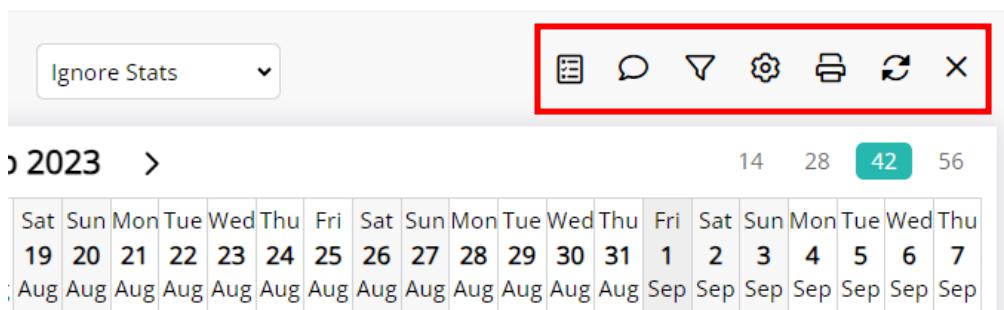
FRANCHISE OPERATIONS MANUAL

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The icons on the top right corner are used to alter the settings of the Availability Chart, which allows for more, or less, information to be visible. The user has the ability to create a reservation or quote by selecting the date and room type inventory box; this is not considered best practice and to create a reservation the user will need to utilise 'Quick Quote'.



Version Control

Version	Issue Date	Developer	Approval	SLT Meeting Review
01	15 June 2023	Business Transitions	Emrah Tataroglu	