

Franchise Operations – Standard Operating Procedure

01. Operations - Reservation Position List

REC - 009

Overview

The 'Reservation Position List' feature in the Property Management System allows the user to have an overview of the total reservations broken down in the category classification to indicate how the rooms are being utilised on the current day.

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

To utilise this feature, follow the below steps to view the movements within the property for same day date. The 'Category Groupings' function allows the user to segment the results into a desired apartment category and give the property a snapshot of how the rooms are being utilised for the day,

- Log in 'RMS'
- Select 'Charts'
- Select 'Reservation Position List'
- Select 'Print'

The screenshot displays the 'Reservation Position List' interface. On the left, a sidebar menu shows 'Charts' and 'Reservation Position List' highlighted. The main content area is titled 'Reservation Position List' and shows a table of room reservations for 29-Jul-2023. The table has columns for 'Room Type Name', 'No Of Room', 'In House', 'Expected Depa...', 'Expected Arriv...', 'Closing', 'Out of Order', and 'Room For Sale'. The table lists various room types and their corresponding counts.

Room Type Name	No Of Room	In House	Expected Depa...	Expected Arriv...	Closing	Out of Order	Room For Sale
SK - Studio - 107	42	21	0	20	41	0	1
1K - 1 Bedroom - 107	39	8	0	0	8	0	31
1QA - 1 Bedroom Ac...	3	2	0	0	2	0	1
T2KK - TK 2 Bedroo...	0	0	0	0	0	0	0
T2KKA - TK 2 Bedroo...	0	0	0	0	0	0	0
2EKQ - 2 Bedroom E...	5	2	0	0	2	0	3
2EQQA - 2 Bedroom ...	1	0	0	0	0	0	1
3KKK - 3 Bedroom - ...	3	1	0	0	1	0	2
SK - Studio - 060	46	23	13	11	21	0	25
1K - 1 Bedroom - 060	17	12	4	7	15	0	2
1KA - 1 Bedroom Acc...	2	2	1	1	2	0	0
1EK - 1 Bedroom Exe...	21	20	5	6	21	0	0
2KK - 2 Bedroom - 060	11	6	0	3	9	2	0
2EKK - 2 Bedroom Ex...	7	0	0	4	4	0	3
T2KK - TK 2 Bedroo...	0	0	0	0	0	0	0
T2EKK - TK 2 Bedroo...	0	0	0	0	0	0	0
T3KKK - TK 3 Bedroo...	0	0	0	0	0	0	0

Version Control

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