FRANCHISE OPERATIONS MANUAL

QUEST
APARTMENT HOTELS

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.
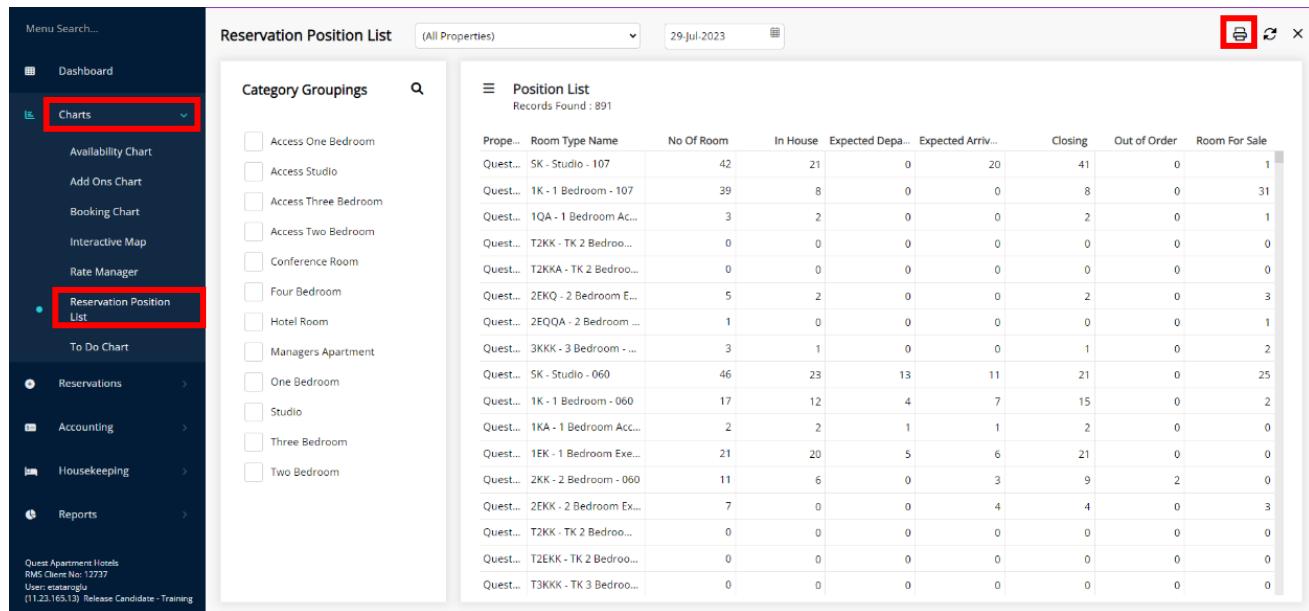
Standard

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'

Version Control

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