FRANCHISE OPERATIONS MANUAL

Franchise Operations – Standard Operating Procedure	
01. Operations – To Do Chart	REC - 010

Overview

The 'To Do Chart' utility in the Property Management System allows the user to have a snapshot of the guest requirements allocated for the day in the form of a calendar view. This also allows the user to access the guest requirements efficiently to assist with the required operational task.
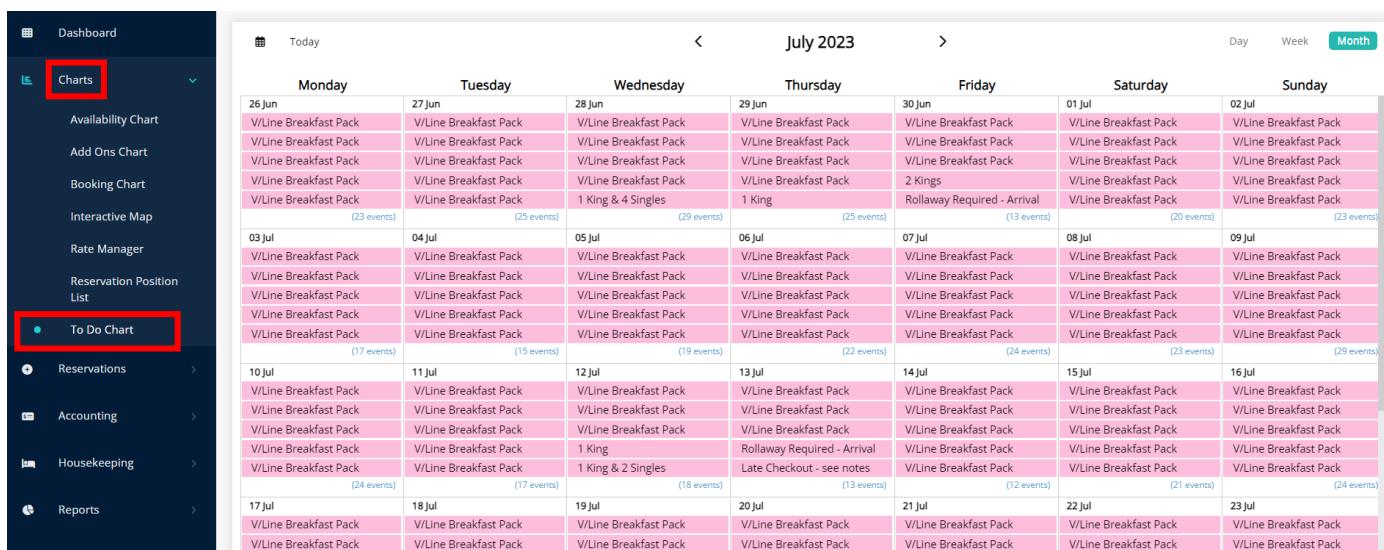
Standard

Ensuring all properties, and respective employees, are adhering to the expected guidelines whilst performing operational duties.

Procedure

The 'To Do Chart' is utilised to view requirements over day, week, or month, which can be altered using the three options. The calendar icon is sed to alter the date parameters. The chart can be customised by altering the filters and selecting only the requirements that should be visible. The user can add a requirement using the designated function, and review monitored requirements.

To Print a 'To Do Chart' follow the below process:
→ Select 'Charts'
→ Select 'To Do Chart'
  → Double click on the date and 'Day Requirement' pop up window will appear
  → Select 'Date'
  → Select 'Print'
  → Select check box 'Group by Time/Requirement'
→ Select 'Build'

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Version Control

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