

## 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 used 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'

Dashboard	July 2023						
Charts	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Availability Chart	26 Jun	27 Jun	28 Jun	29 Jun	30 Jun	01 Jul	02 Jul
Add Ons Chart	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack
Booking Chart	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack
Interactive Map	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack
Rate Manager	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack
Reservation Position List	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack
To Do Chart	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack
Reservations	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack
Accounting	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack
Housekeeping	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack
Reports	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack

## Franchise Operations – Standard Operating Procedure

01. Operations – To Do Chart

REC - 010

### Version Control

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