

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

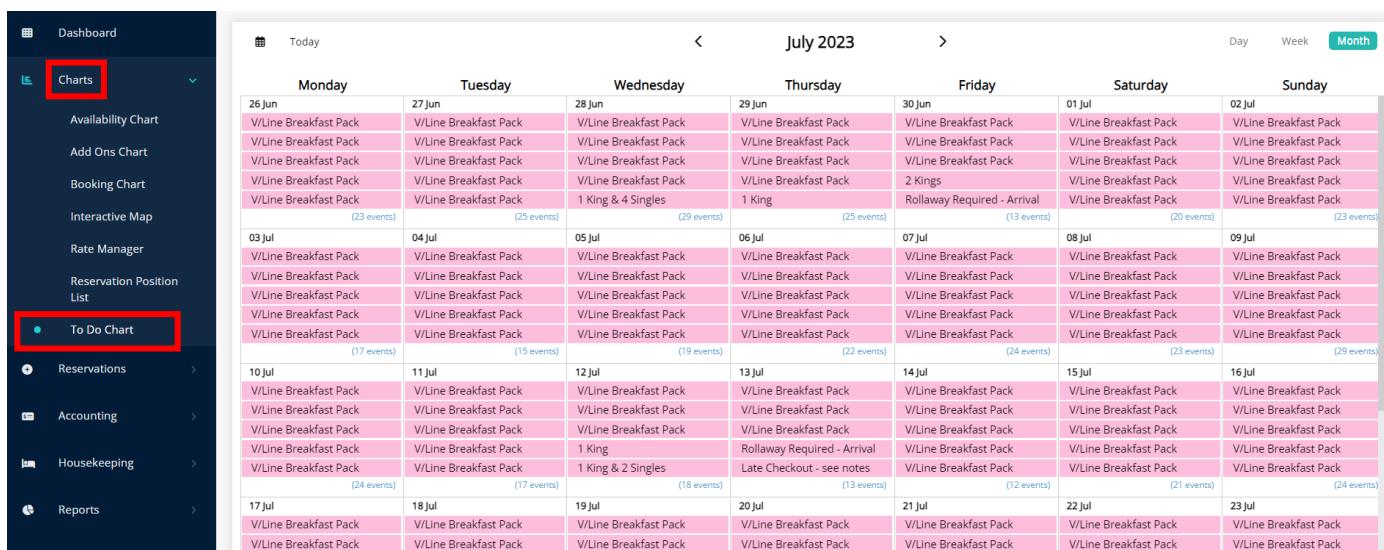
Ensuring all properties, and respective employees, are adhering to the expected guidelines whilst performing operational duties.

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'



July 2023		Day		Week		Month	
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26 Jun	27 Jun	28 Jun	29 Jun	30 Jun	01 Jul	02 Jul	
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	2 Kings	V/Line Breakfast Pack					
V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	V/Line Breakfast Pack	1 King & 4 Singles	1 King	V/Line Breakfast Pack	
					Rollaway Required - Arrival	V/Line Breakfast Pack	
						(20 events)	
(23 events)	(25 events)	(29 events)	(25 events)	(13 events)			(23 events)
03 Jul	04 Jul	05 Jul	06 Jul	07 Jul	08 Jul	09 Jul	
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	V/Line Breakfast Pack						
V/Line Breakfast Pack	V/Line Breakfast Pack						
							(29 events)
(17 events)	(15 events)	(19 events)	(22 events)	(24 events)			
10 Jul	11 Jul	12 Jul	13 Jul	14 Jul	15 Jul	16 Jul	
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	V/Line Breakfast Pack						
V/Line Breakfast Pack	V/Line Breakfast Pack						
							(24 events)
(24 events)	(17 events)	(18 events)	(13 events)	(12 events)			
17 Jul	18 Jul	19 Jul	20 Jul	21 Jul	22 Jul	23 Jul	
V/Line Breakfast Pack	V/Line Breakfast Pack						
V/Line Breakfast Pack	V/Line Breakfast Pack						
							(24 events)

FRANCHISE OPERATIONS MANUAL

Franchise Operations – Standard Operating Procedure

01. Operations – To Do Chart

REC - 010

Print Requirements

Properties: Quest Albury | From: 28-Jul-2023 | To: 28-Jul-2023

Hide Amounts Group by Time/Requirement

Master Requirements

- 1 King
- 1 King & 2 Singles
- 2 Kings
- 2 Singles
- 4 Singles
- Cot
- Late Checkout - 11:30am
- Lock Master Bedroom Door

Packages

18 Jul 19 Jul 20 Jul 21 Jul 22 Jul

Version Control

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