FRANCHISE OPERATIONS MANUAL

Overview

The 'Auto Room Allocation' utility in the Property Management System can be used to bulk assign rooms to upcoming arrivals.
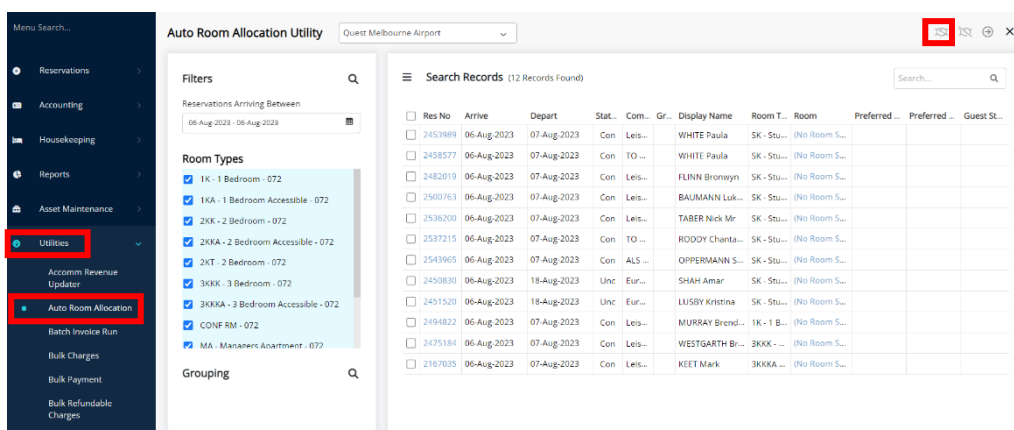
Standard

Ensuring all properties, and respective employees, are adhering to the expected guidelines to maintain Best Practice throughout the network, whilst performing operational duties.

Procedure

To utilise this feature the user will need to complete the below steps to ensure the rooms selected for the upcoming arrivals have rooms Auto Allocated.

→ Log into RMS
→ Select 'Utilities'
→ Select 'Auto Room Allocation'
    → Select Room Types
    → Select Date range and choose 'Search'
    → Select the checkbox for 'All reservation'
    → Select 'Allocate 'Preferences'
    → Select 'Process' to confirm the Room allocations.

Note: Rooms will be allocated accordingly with the Room Type Selected in the Reservation profile. Ensure all reservations have been reviewed prior to processing for any guest special requirements. If the guest requires a specific Room do not tick the checkbox when processing 'Auto Room Allocation'. It is required the room to be allocated manually to meet the Guest requirements.

Version Control

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