FRANCHISE OPERATIONS MANUAL

Franchise Operations – Standard Operating Procedure	
02.RMS Enterprise - Property Options Setup	SET – 012

Overview

The Property Options function in the Property Management System (RMS) registers property specific information that appears in various RMS operational features e.g: Banking Details, Property Information. This will assist in automating relevant property information and streamline operational tasks throughout front office operational duties.

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

Properties are unable to edit any information. For any amendments please contact the revenue team at revenue@questapartments.com.au

Version Control

Version	Issue Date	Developer	Approval	SLT Meeting Review
01	08 April 2020	Quest Academy	David Valentine	