

## Franchise Operations – Standard Operating Procedure

01. Operations - Report Schedule

SET – 017

### Overview

The Property Management System (PMS) includes the function to schedule reports, so that the reports will be e-mailed to a specified account on a scheduled routine basis.

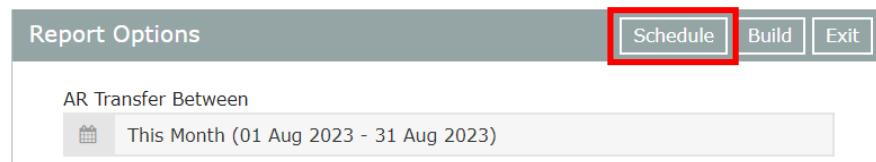
### Standard

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 able to schedule reports by adhering to following operational procedure.

- Select the *specified report* under the ‘Reports’ menu
- Select ‘Schedule’



# FRANCHISE OPERATIONS MANUAL

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- Identify all the necessary parameters of the report
- Enter the report name under '**Schedule Name**'
- Select the '**Starting Date**'
- Select the '**Schedule Time**'
- Select the '**Schedule Time Zone**'
- Select the '**Export Options**'
- Select the '**Schedule Day**' and frequency
- Select the '**User**' whom will receive the report

## Report Schedule Options

Schedule Name  
AR Postings

Starting Date 02 Aug 2023 Schedule Time 12:00 PM

Schedule Time Zone (UTC+10:00) Canberra, Melbourne, Sydney

Export Options PDF

Schedule Day

Daily

Weekly On Monday

Monthly Select Day

Select Users Select Users

Select Security Groups Select Security Groups

**Note:** When creating a schedule report it is imperative that a 'Security Group' is not selected as this will send the report to all users associated.

## Version Control

Version	Issue Date	Developer	Approval	SLT Meeting Review
01	2 August 2023	Business Transitions	Sarah Begbie	