

FRANCHISE OPERATIONS MANUAL

Franchise Operations – Standard Operating Procedure

01. Operations – RMS Dashboard

REC - 001

Overview

The 'Dashboard' feature in the Property Management System (RMS) is utilised as a Dashboard that provides a customisable visual snapshot of the property and business, displaying up-to-date information front and centre.

This feature allows the users to streamline their operational duties through the quick keys available on the dashboard. The dashboard also displays updated communications via the social media accounts to keep the property across any updates or upcoming events.

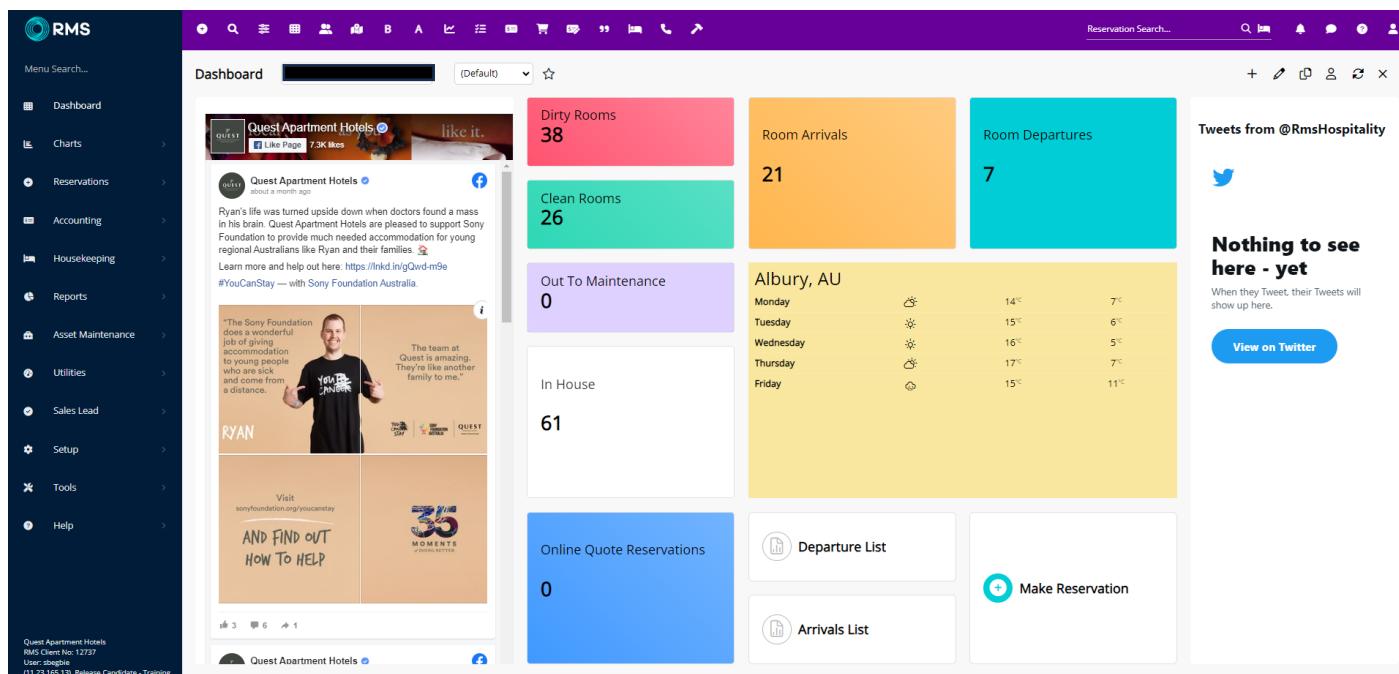
Standard

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

Procedure

To utilise this feature, select 'Dashboard' and navigate effectively throughout the system by selecting the available navigation panes as required to give the user quick access to streamline operational duties.

Below is an example of what the Dashboard looks like.



The screenshot shows the RMS Dashboard with the following data:

- Dirty Rooms:** 38 (Red box)
- Clean Rooms:** 26 (Green box)
- Room Arrivals:** 21 (Orange box)
- Room Departures:** 7 (Blue box)
- Out To Maintenance:** 0
- In House:** 61
- Online Quote Reservations:** 0
- Albury, AU Weather:** Monday: 14°C, Tuesday: 15°C, Wednesday: 16°C, Thursday: 17°C, Friday: 15°C
- Social Media:** Tweets from @RmsHospitality (None shown)
- Advertisement:** A box featuring a photo of a man named Ryan and text about the Sony Foundation.

Version Control

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