

## Franchise Operations – Standard Operating Procedure

01. Operations – In Out Movements

REC - 006

### Overview

The 'In/Out Movement' utility in the Property Management System will allow the user to have an overview of the arrival, in-house and departure reservations that have any movements for a specified date range.

This feature allows for more effective and efficient viewing to assist with the property's 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

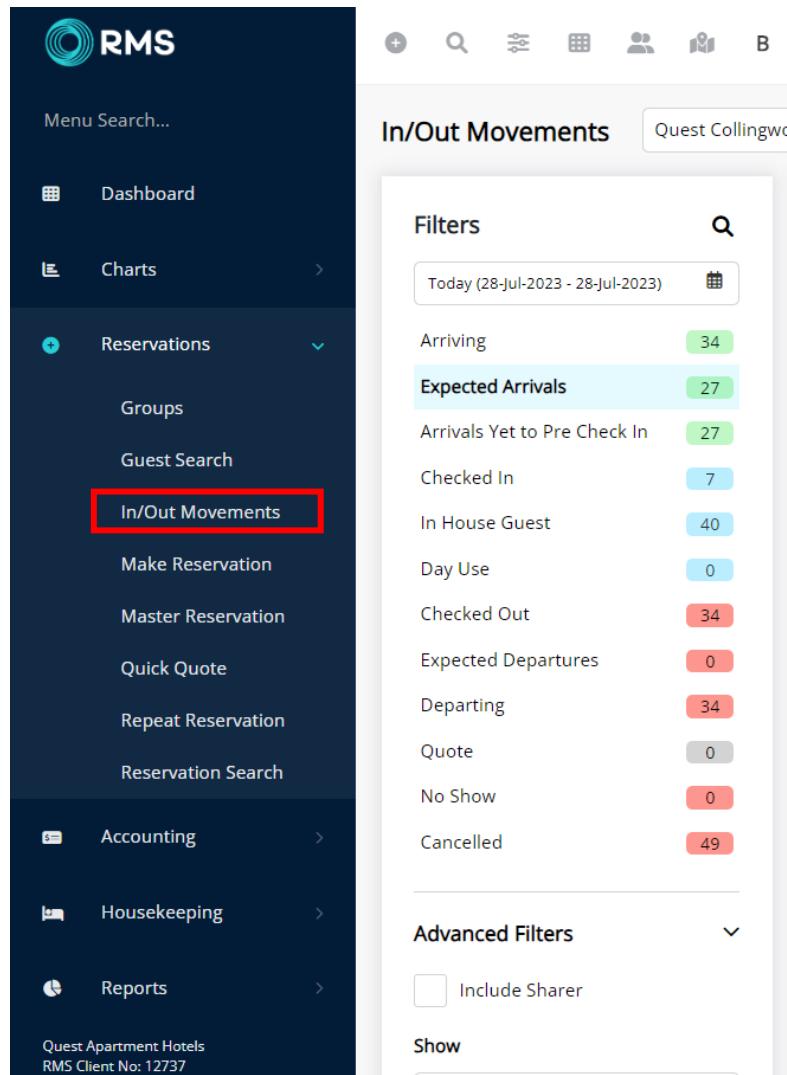
The 'In/Out Movements' utility is located within the 'Reservations' tab. The function will list all the reservations that pertain to any of the following filter:

- Arriving
- Expected Arrivals/ Arrivals Yet to Pre Check in
- Checked In
- In House Guest
- Day Use
- Checked Out, Expected Departures
- Departing
- Quote
- No Show
- Cancelled

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Selecting any of the filters will produce only reservations associated with the screen view. This function will allow the user to navigate efficiently through reservations to streamline the required operational tasks.

### Version Control

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