

Franchise Operations – Standard Operating Procedure

01. Operations - Scheduling Reports

RES - 013

Overview

Scheduling reports to build automatically can help free up your time which you can spend on your guests instead. It is mostly used for night audit reports but can be set up for any other reports you would like to receive.

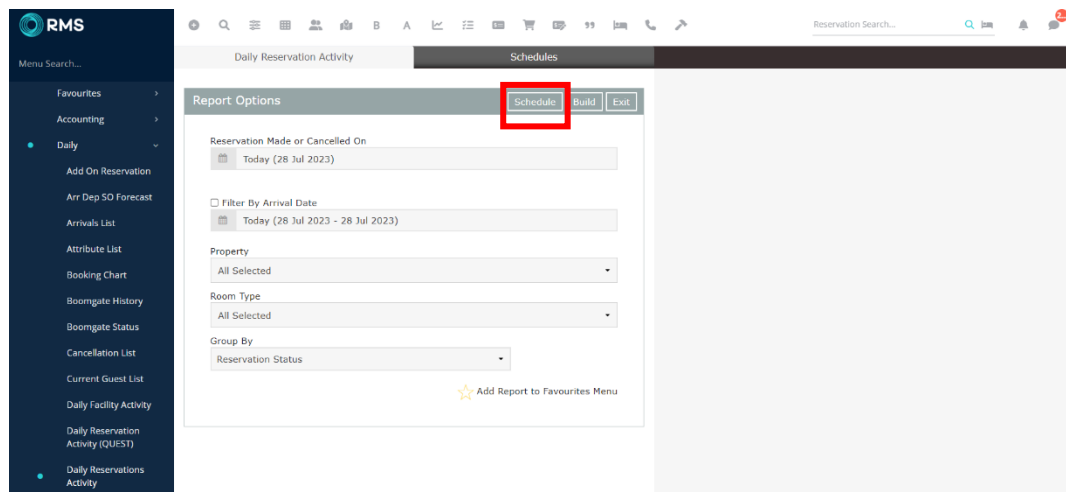
Standard

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

Procedure

Start building the report you would like to schedule. Once you have selected the correct options, you will need to select Schedule instead of Build.

- Once you have selected 'Schedule', a menu will appear below which you will be able to see if you scroll down.
- Select which days and how often you would like to receive the report. It will also give you an option to select what time the reports will come through.
- The next step is to select the email address you'd like the reports to be sent through. This is done but searching the email in the drop down menu under the section 'Select User'
- Click 'Save' once above steps are completed.



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The screenshot displays the RMS Schedules report configuration interface. The sidebar on the left includes navigation options: Menu Search..., Accounting, Housekeeping, Reports, Favourites, Accounting, and Daily. The main area is titled 'Schedules' and contains a 'Report Schedule Options' form. The form includes the following fields and options:

- Schedule Name:** Daily Reservation Activity
- Starting Date:** 28 Jul 2023
- Schedule Time:** 12:00 PM
- Location:** (UTC+10:00) Canberra, Melbourne, Sydney
- Export Options:** PDF
- Schedule Day:** Monday
- Select Users:** (Dropdown menu)
- Select Security Groups:** (Dropdown menu)

Version Control

Version	Issue Date	Developer	Approval	SLT Meeting Review
01	30 June 2023	Business Transitions	Emrah Tataroglu	