

Franchise Operations – Standard Operating Procedure

02. RMS Enterprise - Linen Setup

SET – 010

Overview

The Linen types setup in the Property Management System allows the user to allocate the required linen type associated to the relevant bedding configuration. This will be reflective in the Linen Numbers Report when forecasting future linen orders. The linen setup is aligned to the Quest standards in conjunction with the properties bedding configuration to allow the property to have accurate Linen numbers to meet best practise targets relating to control of cost of linen ordering.

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 create/edit Linen Types. For any service requests 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	