

Franchise Operations – Standard Operating Procedure

02. RMS Enterprise - Booking Sources Setup

SET – 011

Overview

The Booking Source is a label in the Property Management System that is selectable in the Guest Reservation Screen which allows the user to determine the source of booking. This feature is vital to track where the booking / reservation was sourced from and provide a property with accurate data and assisting with targeting specific sources.

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 booking sources. 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	