

FRANCHISE OPERATIONS MANUAL

Franchise Operations – Standard Operating Procedure

02. RMS Enterprise - Room Type Setup

SET – 013

Overview

The Room Type Setup is the list of Room types and availability in the Property Management System's Inventory that is available for guests to book at your property via the appropriate booking source. Room Types are specific to the property and reflect the standard within the Quest guidelines to ensure accurate information is provided and maintaining appropriate standards of data integrity.

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 edit any information for the properties Room Type. 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 | |