

Franchise Operations – Standard Operating Procedure

01. Operations - Report Writer

SET – 016

Overview

The Report Writer your Property Management System is a utility allowing customised searches on any field or information stored in RMS to create an exportable file with the required data.

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 access the Report Writer utility. For any enquiries or customised reports to be created, please log a service request at revenue@questapartments.com.au.

Version Control

Version	Issue Date	Developer	Approval	SLT Meeting Review
01	08 April 2020	Quest Academy	David Valentine	