

# FRANCHISE OPERATIONS MANUAL

## 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](mailto:revenue@questapartments.com.au).

### Version Control

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