

Service Name	Report Name	General Manager	Asst Gen Mgr/Hotel Manager	Hotel Controller/HR Manager	Housekeeping Manager/Executive Housekeeper	Department Manager/Supervisor (FOM, F&B Dir, Chef, DOS, Chief Eng.)	Hotel Support/Accounting Clerk/HR Admin	Night Aud Indiv	Revenue Report Access Only	Misc Other
<b>Recommended</b>										
Revenue	Revenue Details - All Data									
Labor Summary	Win-Loss & Check-In Progress Yesterday (Group)									
Labor Summary	Win-Loss & Check-In Progress Last Week (Group)									
Labor Summary	Total Labor Picture - MTD (Group)									
Labor Summary	Total Labor Picture - Last Week (Group)									
Labor Summary	F&B Labor Cost - Last Week (Group)									
Overtime	Daily Overtime Risk	X	X	X	X	X				
Overtime	Actual Overtime Spent - Last Week (Group)	X	X							
Position	Position Details - Last Week (Send Always)									
Spotlight	Spotlight Housekeeping - MTD (Group)				X					
Spotlight	Spotlight Rooms Positions - POR MTD (Group)					FOM				
Spotlight	Spotlight F&B Positions - Labor Cost % MTD					F&B Dir				
Data Quality	Missing Night Audit Entry - Last 10 Days (Group)			Controller			Accting			
Data Quality	Missing Punch Details - Last 14 Days (Group)			Controller			Accting			
Data Quality	Salaried Verification (Group)									
Reminders	Special Dates Reminder - Today (Group)									
Reminders	Special Dates Reminder - Upcoming 14 Day (Group)									
System Updates	Hotel Effectiveness System Updates Notification									
<b>Other Email Alerts</b>										
Revenue	Revenue Details - Rooms Only									
Revenue	Revenue Summary (Group)									
Revenue	Revenue Summary - Text Version (Group)									
Revenue	Revenue Summary vs Budget (Group)									
Labor Summary	Opportunity Hotels (+5% Over Std) MTD (Group)									
Labor Summary	Labor Summary - Rooms Only MTD (Group)									
Position	Position Details - Last Week (if Unfavorable)	X	X							
Position	Position Profitability - Labor Cost MTD									
Position	Position Profitability - POR MTD									
Position	Position Profitability - Combo MTD									
Pending Approvals	Pending Approvals for Extra Plan Hours (Group)	X	X							
Pending Approvals	Pending Time Off List									
Billing	Hotel Effectiveness Billing Notifications			Controller						