

# Owners' Intranet

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The Owners' Intranet can be used by the owner to consult and/or modify information about their accommodation, reservations, settlements, reports ...

## ADVANTAGES

- **Gives** different **permissions** to owners to consult real-time calendars, view and / or modify accommodations, their settlements, reports, enter reservations ...
- Better **confidence and transparency**.
- **Save time and costs on communications** with the owners.

## PERMISSIONS

The PM can choose which permissions they want to assign to the owner

Permissions	
<b>Accommodations &amp; photos - Create</b>	<ul style="list-style-type: none"><li>• Create new accommodations</li><li>• Modify accommodations</li><li>• Create new photo galleries</li><li>• Modify photo galleries</li></ul>
<b>Accommodations &amp; photos - Modify</b>	<ul style="list-style-type: none"><li>• Modify accommodations</li><li>• Modify photo galleries</li></ul>
<b>Accommodations &amp; photos - View</b>	<ul style="list-style-type: none"><li>• View accommodations</li><li>• View photo galleries</li></ul>
<b>Availability - Modify</b>	<ul style="list-style-type: none"><li>• Create owner bookings</li><li>• Delete owner bookings</li></ul>
<b>Availability - View</b>	<ul style="list-style-type: none"><li>• View owner bookings</li><li>• View availability</li></ul>
<b>Bookings - Rent (minus) increment for portal</b>	<ul style="list-style-type: none"><li>• View rent price minus increment portal</li><li>• Overview bookings</li></ul>
<b>Bookings - (Rent portal commission):</b>	<ul style="list-style-type: none"><li>▪ View rent price minus commission portal</li></ul>
<b>Bookings - Commission</b>	<ul style="list-style-type: none"><li>▪ View amount to be settled to owner</li></ul>
<b>Bookings - Priceless</b>	<ul style="list-style-type: none"><li>▪ No price is shown</li></ul>
<b>Bookings - Rent</b>	<ul style="list-style-type: none"><li>▪ See the total amount of the rent (extras not included)</li></ul>
<b>Bookings - See Cancelled Bookings</b>	<ul style="list-style-type: none"><li>• See cancelled bookings</li></ul>
<b>Bookings - See customer documentation</b>	<ul style="list-style-type: none"><li>• See the name, document number and nationality</li></ul>
<b>Bookings - See customer information</b>	<ul style="list-style-type: none"><li>▪ See email phone number &amp; name of customer</li></ul>
<b>Bookings - Show portal</b>	<ul style="list-style-type: none"><li>▪ See portal of origin</li></ul>
<b>Bookings - Total</b>	<ul style="list-style-type: none"><li>▪ See the total amount included extras</li></ul>

## In this section

### Related content

## Content by label

There is no content with the specified labels

<b>Rates - Modify</b>	<ul style="list-style-type: none"> <li>■ Modify rates</li> </ul>
<b>Rates - View</b>	<ul style="list-style-type: none"> <li>■ View rates</li> </ul>
<b>Reports - (Net profit and occupation percentage)</b>	<ul style="list-style-type: none"> <li>■ Access to reports management &amp; owners / occupation percentage per month &amp; net profit per owner</li> </ul>
<b>Settlements - View</b>	<ul style="list-style-type: none"> <li>■ View settlements</li> </ul>
<b>Unified Inbox - Send a message</b>	<ul style="list-style-type: none"> <li>• Allows the owner to initiate a message about a booking</li> </ul>

If you do not have the owner created, you will need to create the owner at the same time as they are assigned to your accommodation:

### STEP 1. CREATE THE OWNER:

You can create a new owner directly from the accommodation tab, by clicking on "New" to the right of the owner field:

**SAVE** **CANCEL**

**General data**

Name or reference\* 06LERI Oneiro - Leri ?

Type\* Villa ▾

Building/Urbanization\* --None-- ▾ **LIST** **NEW** ?

Category\* 11 PAX ▾ ?

Status Activated ▾

**Owner:** --None-- ▾ **NEW**

Cleaning status: Uncleaned ▾

Or from the list of owners, click on NEW:

**OWNERS: HOME**

**FILTERS** **NEW** **EXPORT**

NAME AND SURNAME	E-MAIL	CONTACT TELEPHONE	COUNTRY	INTRANET ACCESS	ACTIONS
Christopher Dillon	christopherdillon7984@yahoo.com	658-2569	United States	✓	
Daggatt Harvey			United States	✗	
Eugene	eugene@gooseon.nl		United States	✗	
Geraldine Johnson	gdjo01@gmail.com	305-675-883-402	United States	✗	
Grant Evans			United States	✓	
Henry Elagier	hagierh@yahoo.com	954-555-9832	United States	✓	
Jason Bone	contact@havantio.com		United States	✗	

## STEP 2. SEND ACCESS:

Once you have created the owner, you can give them access to the Owner's Intranet from the **Owners - List of Owners**

Search for the owner and click on EDIT to activate the access with the permissions you want.

SELEC	NAME AND SURNAME	E-MAIL	CONTACT TELEPHONE	COUNTRY	INTRANET ACCESS	ACTIONS
<input type="checkbox"/>	Christopher Dillon	christopherdillon1984@yahoo.com	65842569	United States	✓	
<input type="checkbox"/>	Darrell Harvey			United States	✗	
<input type="checkbox"/>	Eugene	eugene@prosepo.nl		United States	✗	
<input type="checkbox"/>	Cerastine Johnson	cdillo01@gmail.com	305-675-883 402	United States	✗	
<input type="checkbox"/>	Grant Evans			United States	✓	
<input type="checkbox"/>	Henry Elajler	flajlerh@yahoo.com	954-555-9832	United States	✓	
<input type="checkbox"/>	Jason Bone	contact@avantio.com		United States	✗	

At the same time we can send the connection data so that an email will be sent automatically to the owner:

OWNERS LOGIN

Active owner intranet access ☒

User (Email)\*  permissions\*

☐ Send connection data to the email of the owner

☐ Yes, I want the access data be sent to the owner.

**Important**  
Each owner must have a different e-mail address