

Owners

An Owner must first be set up and then assigned to a unit in order to be active. Once the owner is set up, then you are able to track bookings to the unit(s), create transactions and generate reports. Add as many Owners as needed.

The owner can also access an online area with a Login ID and password to view their bookings, track transactions and generate reports for their units.

The online 'Owners Area' available at: <https://owners.bookingcenter.com>. Owners login with the Owner ID and password entered in the Owner Information. See [Owner Units](#)

In this section

To see a list of your current Owners or to add or edit an Owner, Go to **SETUP| OWNERS | OWNERS**.

Owner ID	Company	Contact Name	Phone	Email
EJ	On The Divide	Erica Johnson	333-333-3333	erica@abc.com
JS	International	James Woods	333-333-3333	james@abc.com
BW	BW	Brad Willis	333-333-3333	erica@abc.com
GRAND TOTAL:				

Find records where Owner ID has [] Sort by Owner ID down Display 200 Records **Fetch**

Add

To Add or Edit Owner Information

- To edit the details of an Owner, click on the Owner ID, click Edit, make your changes and click Save.
- To setup a new Owner, click Add
- Enter an Owner ID. This will be used as their Log in ID to access their account.
- Enter a password for the online Owners Area
- Enter the commission rate
- Enter a start date. Choose today's date if you want the owner to be active immediately.
- At the bottom of the Owner information, you will see the rooms assigned to this owner. This will be blank until you assign an owner to a room. To assign a room to an owner, go to

[Front Desk](#)
[Bookings](#)
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✓ [Owners](#)
[Expenses](#)
[Payments](#)
[Transaction Categories](#)

Owner ID:	EJ	Commission Rate (%):	55
Company:	On The Divide	Password:	1234
Title:	MS	Start Date:	27-APR-2015
First Name:	Erica	Last Name:	Johnson
Phone:	333-333-3333	Fax:	
Email:	erica@abc.com		
Address:	PO BOX 1826		
City:	Nederland	State:	CO
Zip/Post Code:	CO	Country:	United States
Notes:			

Find records where ID has Sort by ID up Display 200 Records

ID	Description
103	Two Queen Beds with balcony

1 record found

Each OWNER (associated with specific units or unit types) can also have the following analysis:

- **Create detailed lists of bookings, by owner, with guest details by creation date, arrival and departure date and more.** This is perfect for providing a customized list of bookings per Owner. See Bookings by Owner Unit
- **Print out specific Owner Details on the Booking Confirmation screen to override the system default.** This enables the Confirmation letter to provide property-specific driving address/contact details so that a specific confirmation letter can be sent for each booking based upon the actual Room booked. This can be sent as a fax, letter, or via email with one-click. This would normally be sent to a Guest who had booked a Room that was unique in its needs for a custom confirmation letter. While individual customized Letters COULD be used to send each Confirmation Letter, once the Owners module is purchased,