

Owner Units

Owner's can be assigned to one or multiple units. The Owner must first be set up and active in order to assign a unit or room, depending on your label.

The Owner is assigned in the settings of unit or room in **SETUP**. Therefore any changes made to the description, occupancy, beds, or amenities in the Owner Unit is made in the unit or room settings itself. See [Add or Edit Rooms](#)

To view occupancy for Owner Units, go to [Bookings Report](#) and choose sort by Room.

To assign a unit to an owner, go to **SETUP | RATES | ROOMS**

- Click on the Room ID which you want to assign
- Click **Edit**
- Choose the Owner from the drop down list
- Click **Save**

SETUP | RATES | ROOMS

Front Desk Bookings Rates Relationships Owners Parameters Settings PMS Features/Images							
Rate Grid	Manage Rates	Default Rates	Packages	Room Types	Rooms	Yield Management	Yield Grid
Find records where Room ID has Sort by Room ID up Display 200 Records Fetch							
Room ID	Room Description	Room Type	Publish on Internet	Extension	Owner	Sort	
101	Two Queen Beds with balcony	QUEEN	Yes		JS	1	
102	Two Queen Beds with balcony	QUEEN	Yes		BIW	2	
103	Two Queen Beds with balcony	QUEEN	Yes		EJ	3	
104	Two Queen Beds with balcony	QUEEN	Yes			4	
105	One King bed, sleeper sofa	QUEEN	Yes			5	
106	One King bed, sleeper sofa	KING	Yes			6	
107	One King bed, sleeper sofa	KING	Yes			7	
200	Single - 2 Single Beds	SINGLE	Yes			8	
201	Single - 2 Single Beds	SINGLE	Yes			9	
220	Suite-2 Bedroom	SUITE	Yes			10	
300	Suite-2 Bedroom	SUITE	Yes			11	
400	Suite-2 Bedroom	SUITE	Yes			13	
108	Two Queen Beds	QUEEN	Yes				
109	2 Queen Beds	QUEEN	Yes				
110	2 Queen Beds	QUEEN	Yes				
111	2 Queen Beds	QUEEN	Yes				
112	2 Queen Beds	QUEEN	Yes				
113	Two Queen Beds	QUEEN	Yes				
114	2 Queen Beds	QUEEN	Yes				
120	1 King Bed	KING	Yes				
121	1 King Bed	KING	Yes				
122	1 King Bed	KING	Yes				
202	Single- 2 Single Beds	SINGLE	Yes				
203	Single - 2 Beds	SINGLE	Yes				
222	Single - 2 Beds	SINGLE	Yes				
223	Single- 2 Single Beds	SINGLE	Yes				
301	Suite - 2 Bedroom Suite	SUITE	Yes				
302	Suite - 2 Bedroom Suite	SUITE	Yes				
B	Conference Room	CONF	No				
ECO	Eco Bungalow	ECO	Yes				
30 records found							

EDIT ROOM

Front Desk Bookings Rates Relationships Owners Parameters Settings PMS Features/Images							
Rate Grid	Manage Rates	Default Rates	Packages	Room Types	Rooms	Yield Management	Yield Grid
Room ID: 103 Room Type: QUEEN (Queen with a View) Description: Two Queen Beds with balcony Publish on Internet: Yes Phone Extension: Ignore on Occupancy Report: No Beds: 1 Availability: Daily Bookings Persons: 2 Extra Persons: 0 Sort: 3 Owner: On The Divide Connecting Room: No Disabled Access: No Smoking: No Pet Friendly: No Notes: Save							

Click on images to enlarge

Communications to Owners - Emails and/or SMS Letter

If you wish the Owner to be notified when an online booking occurs for the Owner's unit(s) then make sure the option: **Send Letter?** is set to YES . Also, assign a [Default Letter](#) and/or SMS for the specific Owner. If a default Letter(s) is assigned, an online booking will trigger the Owner Email and/or SMS to the Owner with the details saved in the Letter.

In this section

