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.

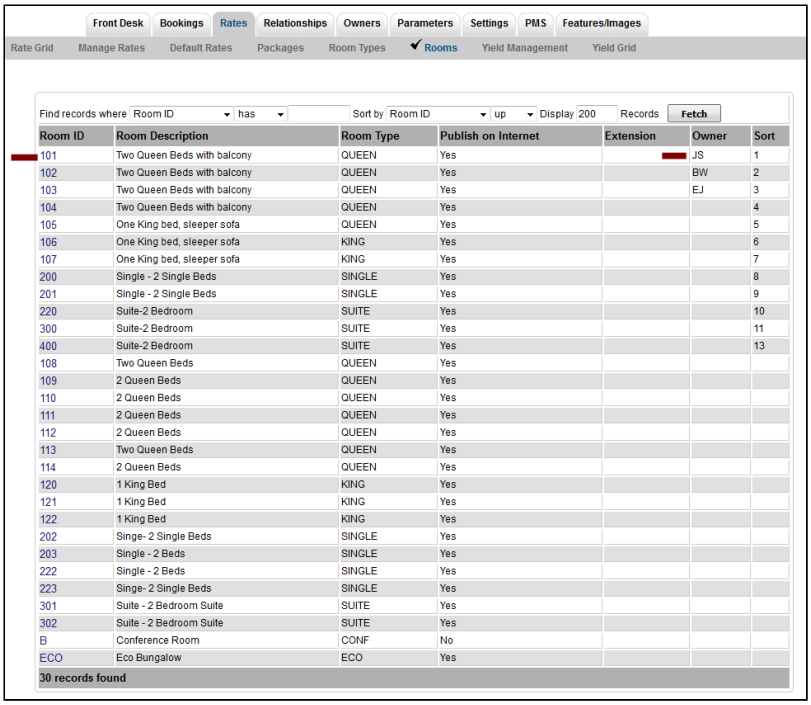
The Owner is assigned in the settings of unit or room in SETUP. Therefore any changes made to the description, occupancy, beds, or amenities in the Owner Unit is made in the unit or room settings itself. See Add or Edit Rooms

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**

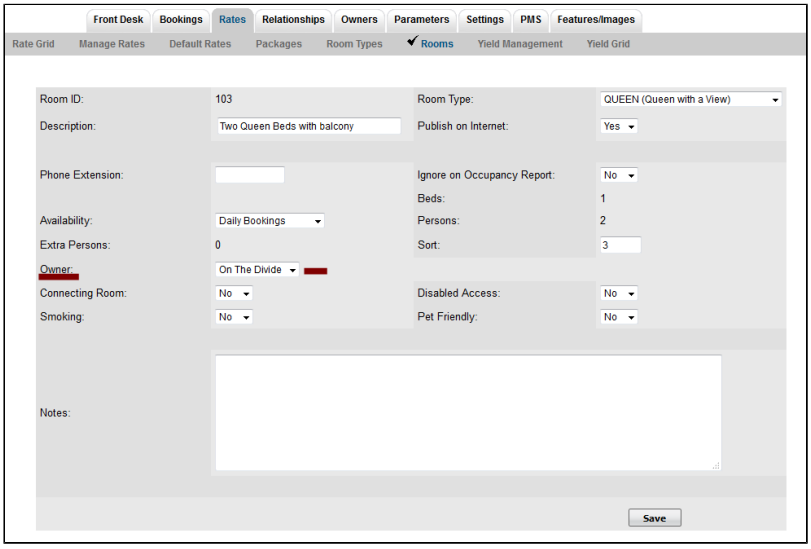
- Click on the Room ID which you want to assign
- Click **Edit**
- Choose the Owner from the drop down list
- Click **Save**

SETUP | RATES | ROOMS



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		BW	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	Singe- 2 Single Beds	SINGLE	Yes			
203	Single - 2 Beds	SINGLE	Yes			
222	Single - 2 Beds	SINGLE	Yes			
223	Singe- 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			

EDIT ROOM



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