



Owner Module X: Mobile and Desktop Versions

GETTING STARTED

App download and installation

The app is available for download for Apple and Android devices under the name **Owner X**.



Follow your phone's instructions to install the app.

Get in touch with us if you experience any issues during the process.

Owner desktop access

Besides managing your home through your mobile device, you may also login from a desktop by navigating to

https://ownerx.streamlinevrs.com/auth_login.html

Login Now

The **Login** screen is the first screen you will see.

You will use your **Owner Portal Login/Username and password** to log in, as provided in the access email.



NOTE: The same user id and password will work with the Owner App and desktop access. Get in touch with us if you have any issues logging in.

A screenshot of the Owner X login interface. At the top is a logo consisting of a green house shape with a white person icon inside, and the text "OWNERX" below it, where "OWNER" is in blue and "X" is in green. Below the logo are two input fields: "Username" with a person icon and "Password" with a lock icon. Both fields have red horizontal lines above and below them. At the bottom is a dark blue rounded rectangle button with the word "LOGIN" in white capital letters.

DASHBOARD

The **Dashboard** is the first screen you will see after logging in.

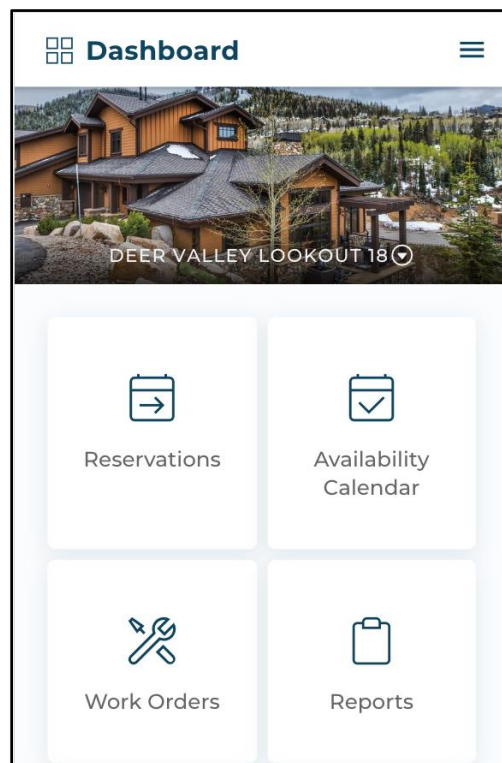
It presents a **drop-down menu** where you can select the **Property** you want to work with as well as the **unit's management tools**.



Note: Only your **Active** units will show in this area. Reach out to us if you notice a home is missing.

View your future
Reservations for
that unit.

View and add
Work Orders.




Check
the unit's
**Availability
Calendar**.

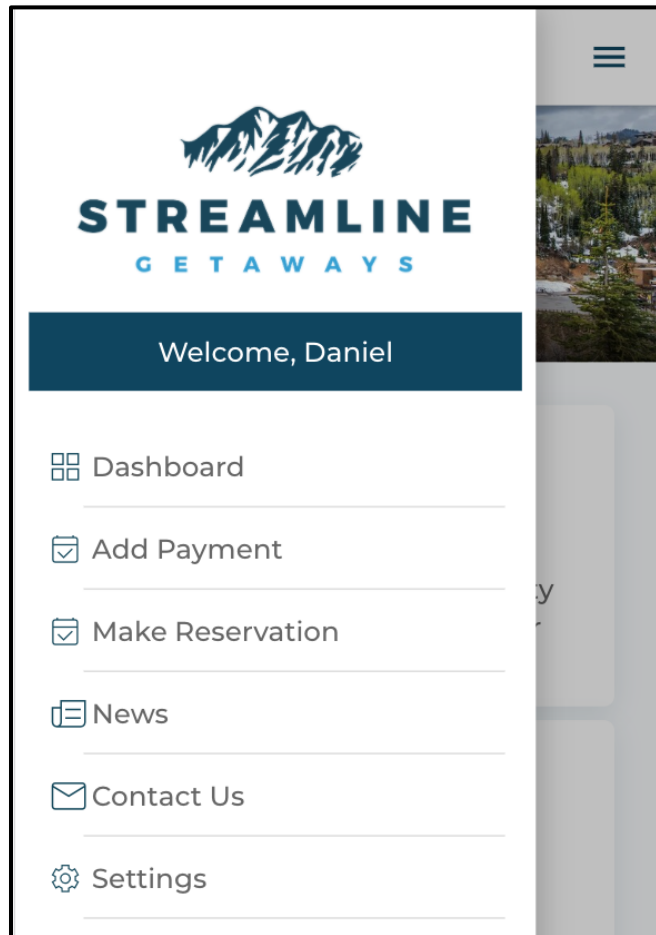
Access some
unit **Reports**.

Depending on setup, you may be able to issue your own Owner Blocks from the Availability Calendar.



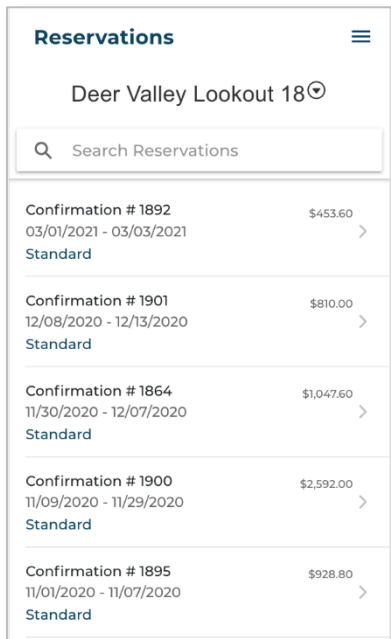
Note: Not all the management tools shown above may be available, as these depend on our system setup. Reach out to us if you have any questions.

Clicking on the Menu icon  on any of the screens will open the Main Menu:



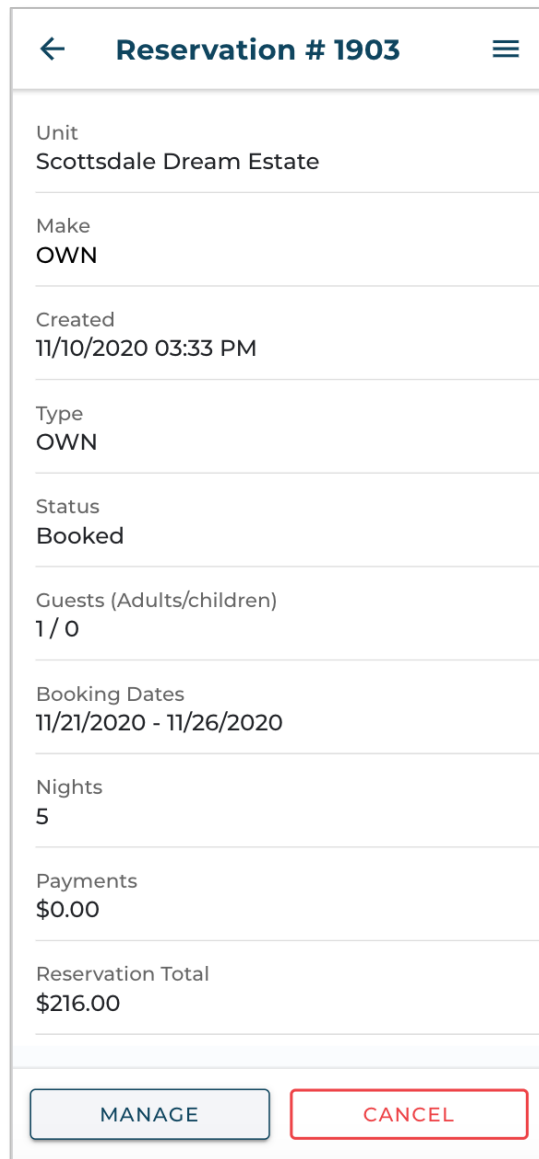
Reservations

In this area you will be able to view and delete your future **Owner Blocks**.



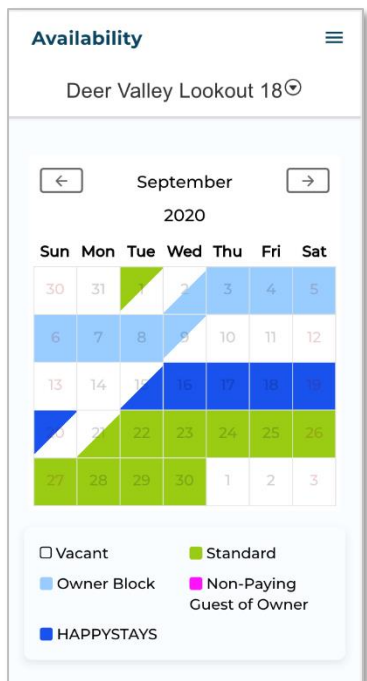
You will only be able to **view** your Owner Blocks from this screen, any changes other than cancellation must be processed through the Desktop Module.

To cancel select Manage and then confirm the cancellation.

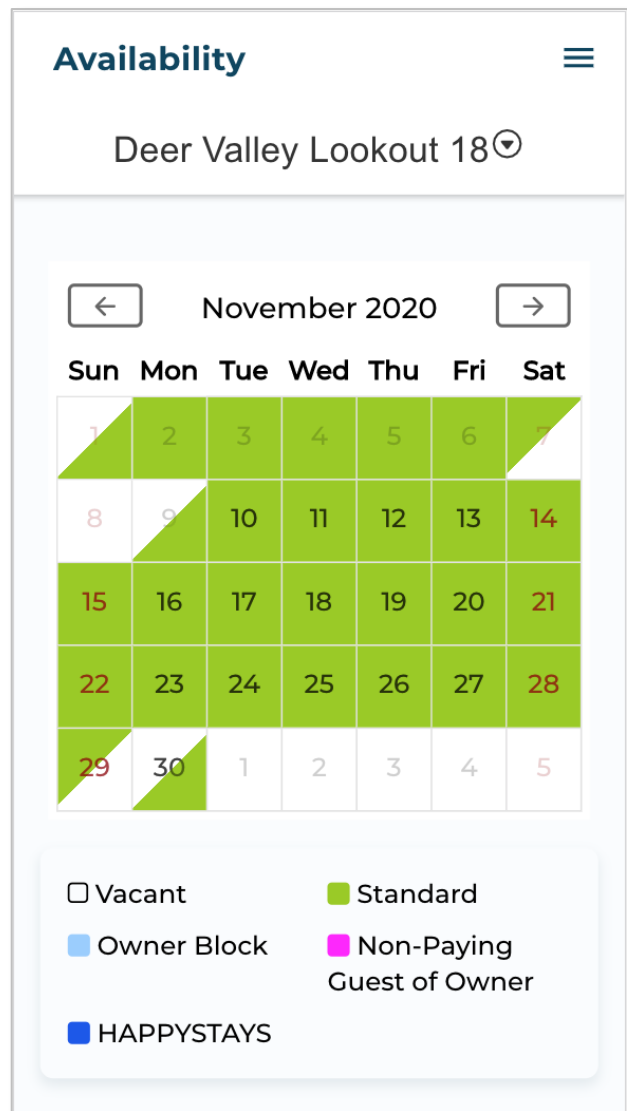


Availability Calendar

In the **Availability Calendar**, you can view the unit's availability and create your own Owner Blocks by using the interactive calendar and a simple data gathering process:



You can scroll through monthly calendars to view the unit's occupancy.



Adding an Owner Block

In the Availability Calendar area, you can be given access to block out dates in your own unit in order to create **Owner Blocks** and make use of your own home.

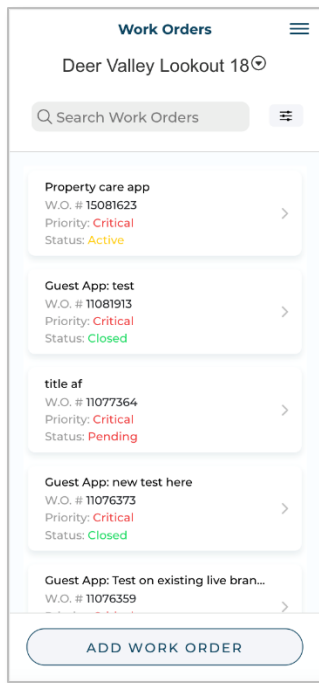
The process for you to create Owner Blocks is the following:

1. Locate **vacant dates**.
2. Select **C.I.** and **C.O.**
Select **Book Dates**
3. Fill in the form

4. Click **Make Reservation**.
5. Confirmed!

Work Orders

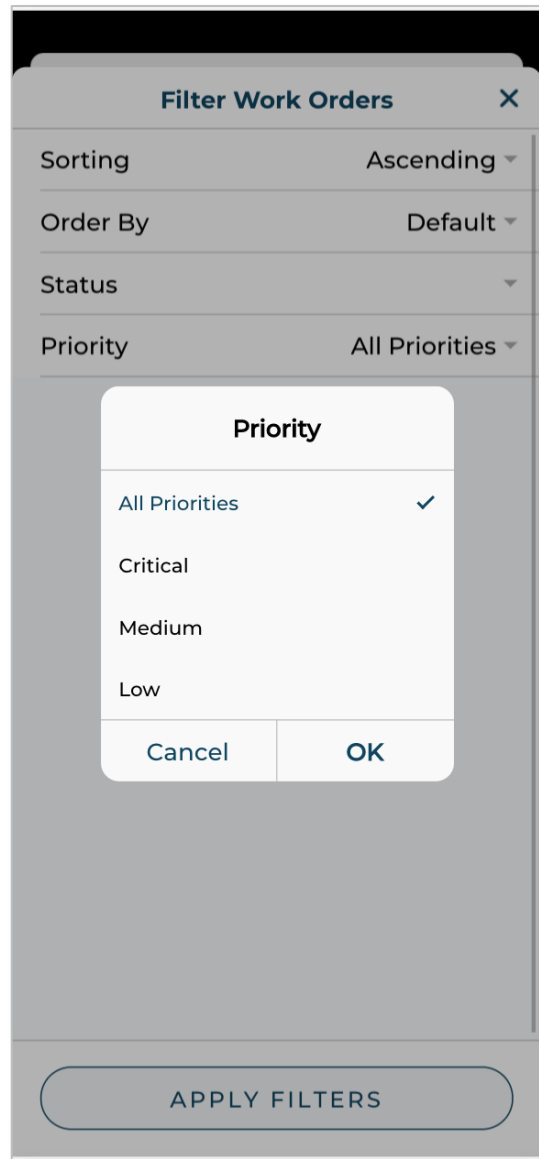
In this area, you will be able to view the unit's **Work Orders** as well as add new ones:



The unit's Work Orders will be sorted in **Pending, Active and Completed** status.

The main view will be **Active**.

Work Orders marked as **Critical** will be positioned at the **top** of the list.



Note: You will **not** be able to modify the unit's Work Orders from this screen. Once added, work orders will be "closed" to modification.

Add Work Order

You can also add work orders.

The process to **Add a Work Order** is simple:

1. Enter a **Title**.

2. Select a **Priority**.

3. Enter a **Description**.

The screenshot shows the 'Create Work Order' form. At the top, there's a header with a back arrow, 'Create Work Order', and a menu icon. Below the header is the title 'Deer Valley Lookout 18' with a location pin icon. The form is divided into sections: 'Work Order Info' with a 'Work Order Title' field containing 'Broken Sink', a 'Priority' dropdown menu, and a 'Description' field. Below these is a 'Show in Owner Area' toggle switch. The 'Work Order Photos' section has an 'ADD PHOTO' button. At the bottom is a 'CREATE WORK ORDER' button.

This screenshot shows the 'Priority' dropdown menu open, with options 'Critical', 'Medium', and 'Low'. The 'Critical' option is selected. The rest of the form is the same as in the previous screenshot.

This screenshot shows the 'Description' field filled with the text 'The sink is not draining and causing it to overflow into the bathroom.' The 'Priority' is set to 'Critical'. The rest of the form is the same as in the previous screenshots.

4. Add **Photos** and **Create**.

5. **Confirm**

6. Confirmation.

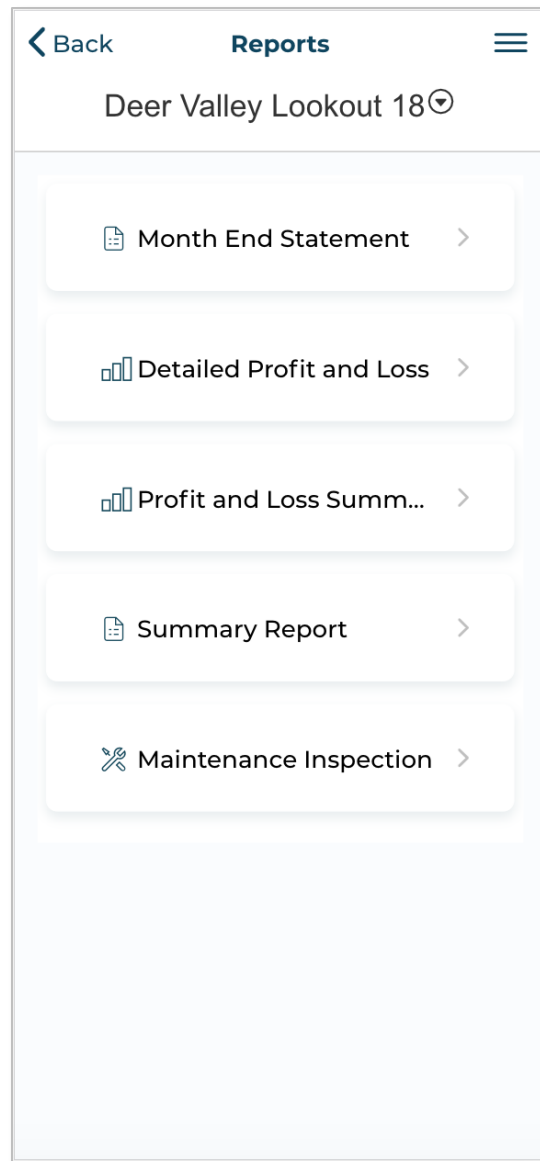
This screenshot shows the 'Work Order Photos' section with a photo of a broken faucet and a red 'x' icon. The 'Description' field is filled with the text 'The sink is not draining and causing it to overflow into the bathroom.' The 'Priority' is set to 'Critical'. The rest of the form is the same as in the previous screenshots.

This screenshot shows a confirmation dialog box with the text 'Create Work Order' and 'You are uploading 1 photos. This can take a while depending on your photo's quality, are you sure to continue?'. There are 'No' and 'Yes' buttons. The rest of the form is the same as in the previous screenshots.

This screenshot shows the 'Create Work Order' form with a loading spinner overlaying the 'Description' field. The rest of the form is the same as in the previous screenshots.

Reports

By accessing the **Reports** area, you will have access to the following:



Note: The Month End Statement will always show in this area. Depending on our system setup, other reports may not be available.

Month End Statement

You will be able to access your unit's Month End Statement in this area

[Back](#) **Month End Stateme...**

Deer Valley Lookout 18


09/01/2020 - 09/30/2020

08/01/2020 - 08/31/2020

07/01/2020 - 07/31/2020

06/01/2020 - 06/30/2020

OWNER STATEMENT
Deer Valley Lookout 18
09/01/2020 - 09/30/2020
Owner: 1023


Deer Valley Lookout 18
09/01/2020 - 09/30/2020
Owner: 1023

Deer Valley Lookout 18 **APPROVED**

Your Account Summary
Activity: From 09/01/2020 to 09/30/2020

	Period	YTD
Balance as of 09/01/2020	\$0.00	
Payment Received	\$101.00	\$101.00
Gross Reservation Revenue	\$0.00	\$0.00
Less Management Commission	\$0.00	\$0.00
Owner Charges/Expenses	\$0.00	\$0.00
Owner Held	\$0.00	
Owner Account Balance	\$101.00	
Total Balance Due	\$101.00	\$101.00
Payments To Owner	\$0.00	\$0.00
Balance as of 09/30/2020	\$101.00	

Your payment amount of \$0.00 has been processed.

Reservations

Res #	Type	Guest	Start	End	Nights	Gross Rent	Mgmt Comm	Net Amount
TOTAL					0	\$0.00	\$0.00	\$0.00

* - This reservation carries over into the next statement or carried over from a previous statement.

Owner Payments/Additional Owner Income

Date	Description	Amount
09/28/2020	test payment 0928	\$1.00
09/29/2020	test	\$100.00
TOTAL		\$101.00

Owner Charges/Expenses

Posted Date	Type	Description	W.O./REF#	Expense
TOTAL				\$0.00

Payments To Owner

Paid Owner	\$0.00
Scheduled Payments	\$0.00

Owner Held

Posted Date	Description	Vendor	Invoice #	Amount
TOTAL				\$0.00

Owner Reserve (Recommended Balance \$0.00)

Date	Type	Description	Amount
Balance as of 09/01/2020			\$0.00

Detailed Profit and Loss

This report shows income and expenses by unit, by date range.

It includes reservation data, gross room revenue, management commission, and the date, type, description and amount of expenses. Also considered as Net Income.

[Back](#) **Detailed Profit & Loss**

Deer Valley Lookout 18

Date Filter

☐ Start Date

11/01/2020 >

☐ End Date

11/10/2020 >

GET REPORT

Generated: 11/10/2020 03:56:08 pm

Profit and Loss Statement for: Deer Valley Lookout 18						
Property: 6578 Lookout Dr. #18 Park City, UT 84068						
Report dates from: 11/01/2020 to 11/10/2020						
DETAILED REPORT						
INCOME						
Res Num	Arrival	Departure	Nights	Gross Room Revenue	Mgmt Comm	Net to Owner
1895	11/01/2020	11/07/2020	6	\$0.00	\$0.00	\$0.00
Revenue Income:				6	\$0.00	\$0.00
* - This reservation carries over into the next month or carried over from a previous month.						
Date	Description				Cancellation Fee	
	Cancellation Fees:				\$0.00	
Date	Description				Owner Credit	
	Owner Credits:				\$0.00	
Date	Description				Fee Paid to Owner	
	Fees Paid to Owner:				\$0.00	
Total Income:				\$0.00		
EXPENSE						
Date	Type	W/O #	Description		Charge	
Total Expense:					\$0.00	
Net Income (Income - Expense):					\$0.00	

Profit and Loss Summary

-

[< Back](#) **Profit & Loss Summ...** [☰](#)

Deer Valley Lookout 18 [📍](#)

Date Filter

☐ Start Date

11/01/2020 [>](#)

☐ End Date

11/10/2020 [>](#)

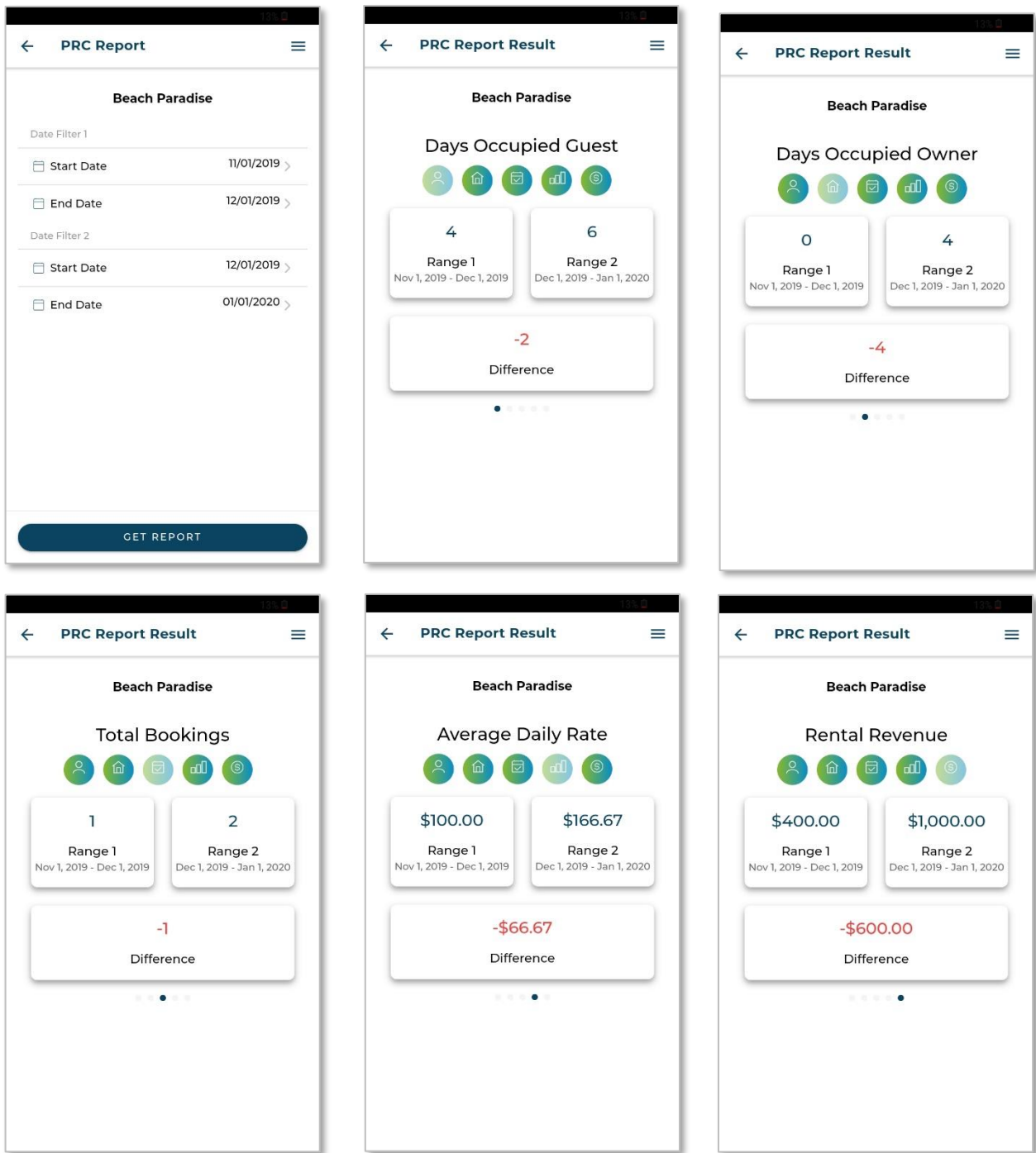
[GET REPORT](#)

Generated: 11/10/2020 01:56:59 pm

Profit and Loss Statement for: Deer Valley Lookout 18		
Property: 6578 Lookout Dr. #18 Park City, UT 84068		
Report dates: from 11/01/2020 to 11/10/2020		
SUMMARY REPORT		YTD
Night Occupied:	6	192
Owner Nights:	0	30
Occupancy:	66.67%	61.15%
Guest Count:	2	86
INCOME		
Rental Revenue to Owner:	\$0.00	\$0.00
Gross Room Revenue:	\$0.00	\$0.00
Cancellation Fees:	\$0.00	\$0.00
Owner Credits:	\$0.00	\$0.00
Fees Paid to Owner:	\$0.00	\$0.00
Management commission (expense):		\$0.00
Net Income:	\$0.00	\$0.00
EXPENSE		
Total Expenses:	\$0.00	\$0.00
Amount Due to Owner (Income - Expense):	\$0.00	\$0.00

Property Revenue Comparison

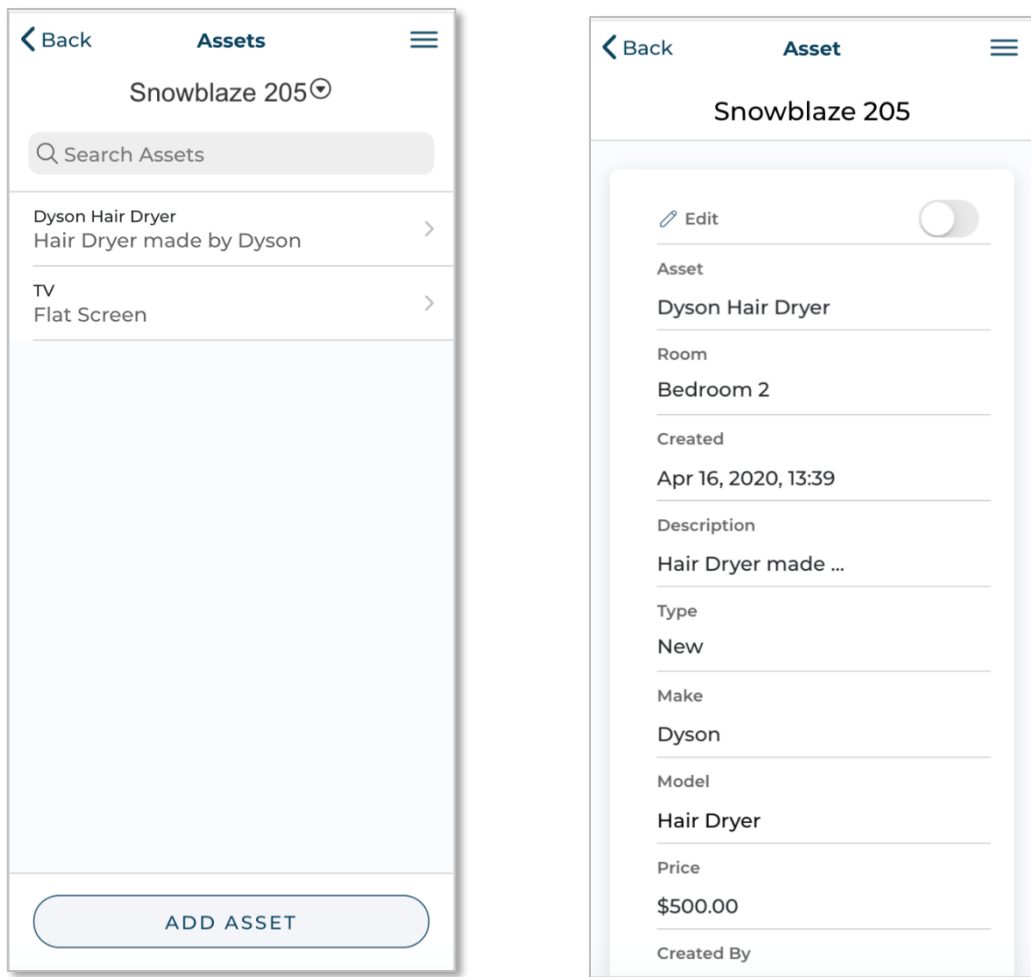
This report allows you to compare the revenue generated by your unit(s) for two different date ranges. You will be able to see how a unit performed this year vs. last year.



Assets

Assets are valuable items that are part of your unit's inventory. Examples of Assets may be high-end TVs and appliances, art pieces, memorabilia, etc. Assets can be inspected and accounted for after a guest checks out of a unit, which is usually done by a Housekeeper or Inspector through their own app.

You will be able to view and add unit Assets in this area:



Add Asset

The process you will follow to add an asset is the following:

1. Select **room**.
2. **Name** and **description**.
3. Type: **Used** or **New**.

The screenshot shows the 'Create Asset' form for 'Snowblaze 205'. The 'Asset Information' section has a 'Room' field with a dropdown menu open, showing options: 'Select Room' (checked), 'Bedroom 1', and 'Bedroom 2'. There are 'Cancel' and 'OK' buttons at the bottom of the dropdown. Below the dropdown, there are fields for 'Make', 'Model', and 'Estimated Value'.

The screenshot shows the 'Create Asset' form for 'Snowblaze 205'. The 'Asset Information' section has 'Room' set to 'Bedroom 1', 'Name' set to 'PS5', and 'Description' set to 'Gaming console'. The 'Type' field has a dropdown menu open showing 'Select Type'. Below this are fields for 'Make', 'Model', and 'Estimated Value'.

The screenshot shows the 'Create Asset' form for 'Snowblaze 205'. The 'Asset Information' section has 'Room' set to 'Bedroom 1', 'Name' set to 'PS5', and 'Description' set to 'Gaming console'. The 'Type' field has a dropdown menu open showing options: 'Select Type' (checked), 'New', and 'Used'. There are 'Cancel' and 'OK' buttons at the bottom of the dropdown. Below the dropdown, there are fields for 'Model' and 'Estimated Value'.

4. **Make, Model, Value.**
5. Add **Photo** and **Receipt**.
6. Select **Create Asset**.

The screenshot shows the 'Create Asset' form for 'Snowblaze 205'. The 'Make' field is set to 'Sony', the 'Model' field is set to 'PS5 Digital', and the 'Estimated Value' field is set to '499'. Below these fields are sections for 'ASSET PHOTO' and 'RECEIPT PHOTO', each with an 'Add Photo' button. At the bottom is a 'CREATE ASSET' button.

The screenshot shows the 'Create Asset' form for 'Snowblaze 205'. The 'ASSET PHOTO' section shows a photo of a PS5 console with a 'Remove Photo' button. The 'RECEIPT PHOTO' section shows a photo of a receipt with a 'Remove Photo' button. At the bottom is a 'CREATE ASSET' button.

The screenshot shows the 'Create Asset' form for 'Snowblaze 205'. The 'ASSET PHOTO' section shows a photo of a PS5 console with a 'Remove Photo' button. The 'RECEIPT PHOTO' section shows a photo of a receipt with a 'Remove Photo' button. At the bottom is a 'CREATE ASSET' button.



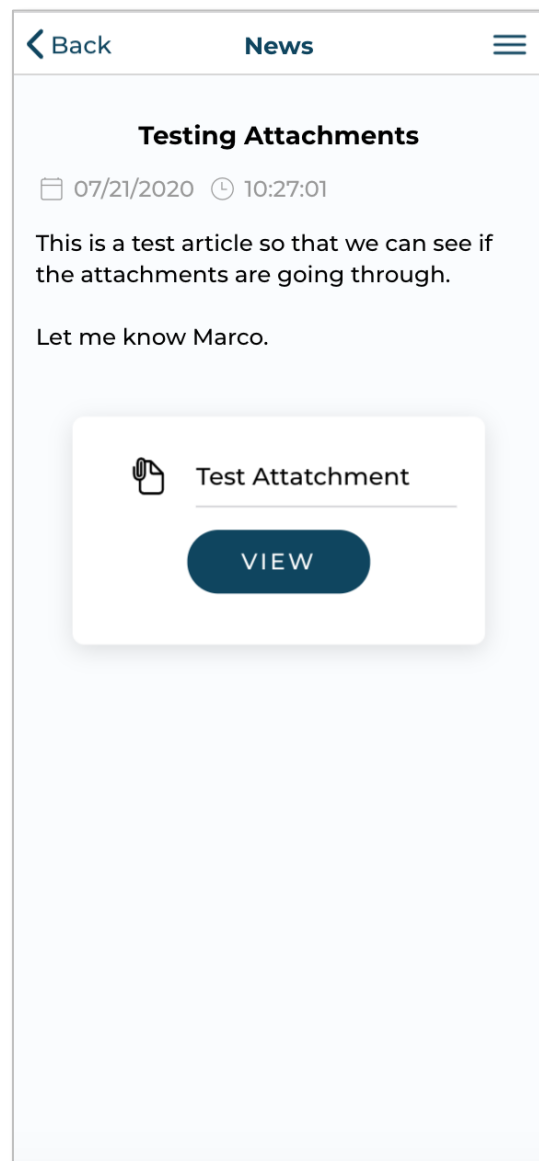
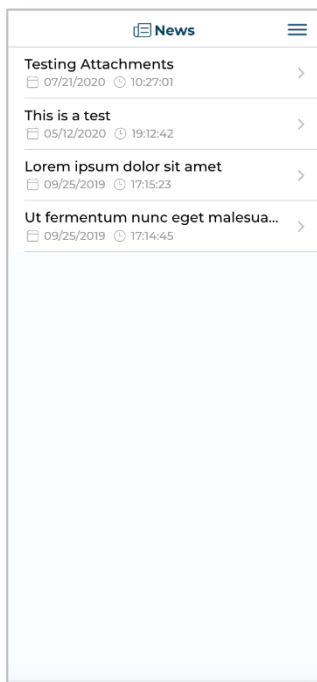
Note: After an Asset is added, you will only be able to modify it on the desktop version.

More info

The **More Info** area presents an overview of the unit's enabled **Additional Property Fields**.

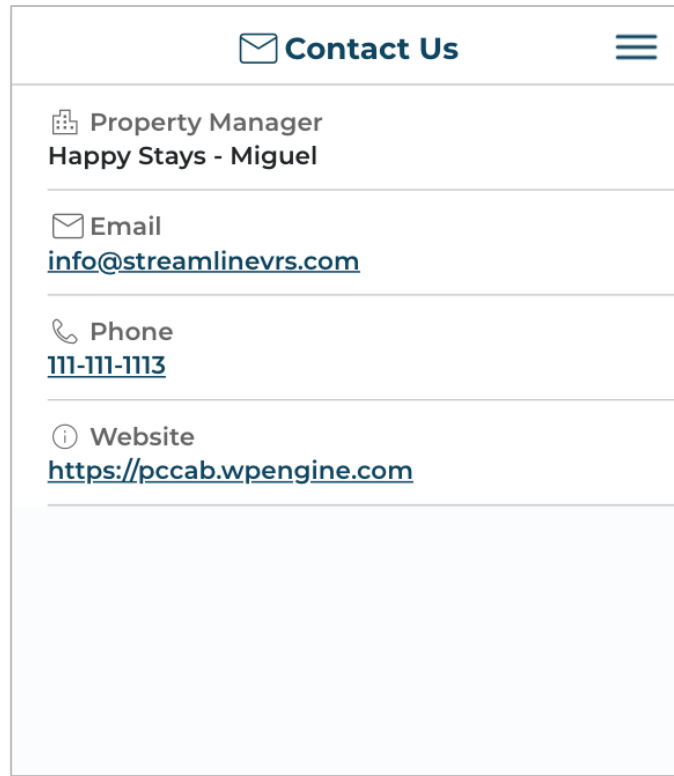
NEWS

The **News** area presents important information from us, sometimes these will include attachments.



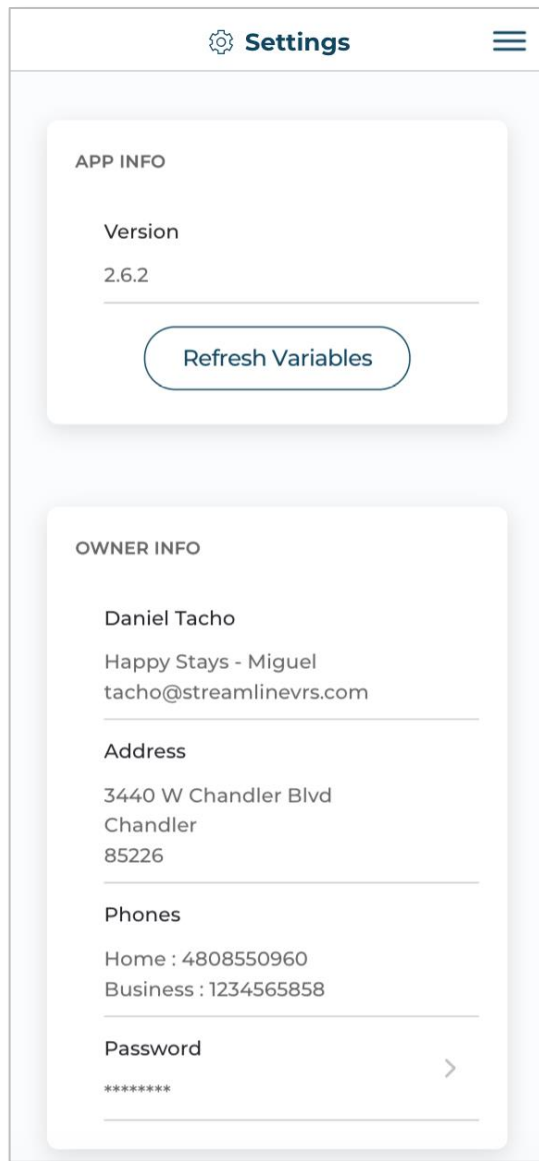
CONTACT US

In the **Contact Us** area you will be able to view our contact information:



MY ACCOUNT

In the **My Account** area you will be able to view your own account information as well as **Log Out** of the App:



The screenshot displays a mobile application's 'Settings' screen. At the top, there is a header bar with a gear icon, the word 'Settings', and a hamburger menu icon. Below the header, the screen is divided into two main sections: 'APP INFO' and 'OWNER INFO'. The 'APP INFO' section contains a 'Version' field showing '2.6.2' and a 'Refresh Variables' button. The 'OWNER INFO' section contains fields for 'Daniel Tacho', 'Happy Stays - Miguel', 'tacho@streamlinevrs.com', 'Address' (3440 W Chandler Blvd, Chandler, 85226), 'Phones' (Home: 4808550960, Business: 1234565858), and 'Password' (masked with asterisks and a right arrow).

Settings

APP INFO

Version
2.6.2

Refresh Variables

OWNER INFO

Daniel Tacho
Happy Stays - Miguel
tacho@streamlinevrs.com

Address
3440 W Chandler Blvd
Chandler
85226

Phones
Home : 4808550960
Business : 1234565858

Password
***** >



Note: Get in touch with us if you notice any information that needs to be changed.