# 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.

## DASHBOARD

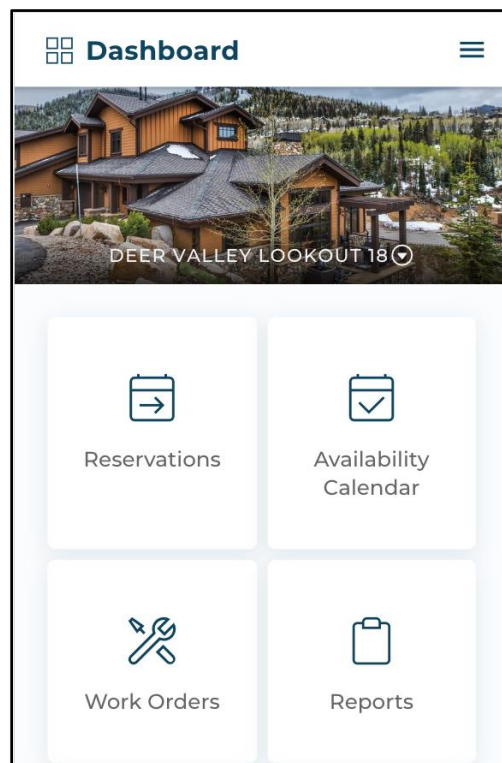The **Dashboard** is the first screen you will see after logging in.

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.

Check the unit's **Availability Calendar**.
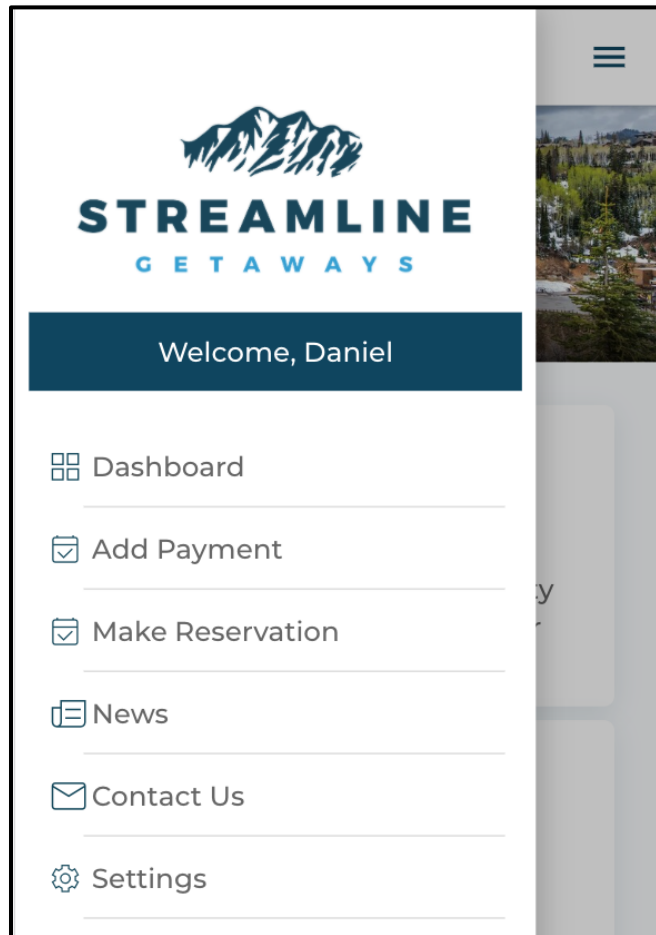
View and add **Work Orders**.

Access some unit **Reports**.

Depending on setup, you may be able to issue your own Owner Blocks from the Availability Calendar.
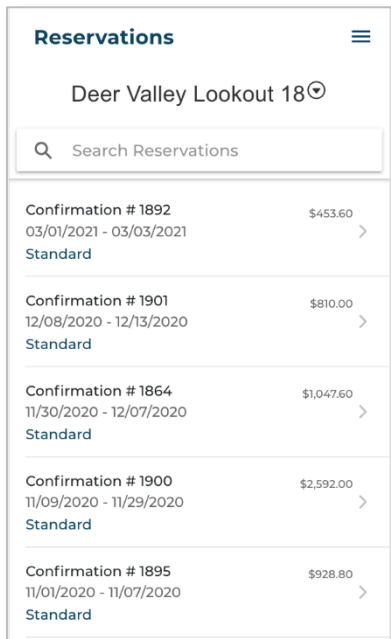
> **Note:** Not all the management tools shown above may be available, as these depend on our system setup. Reach out to us if you have any questions.

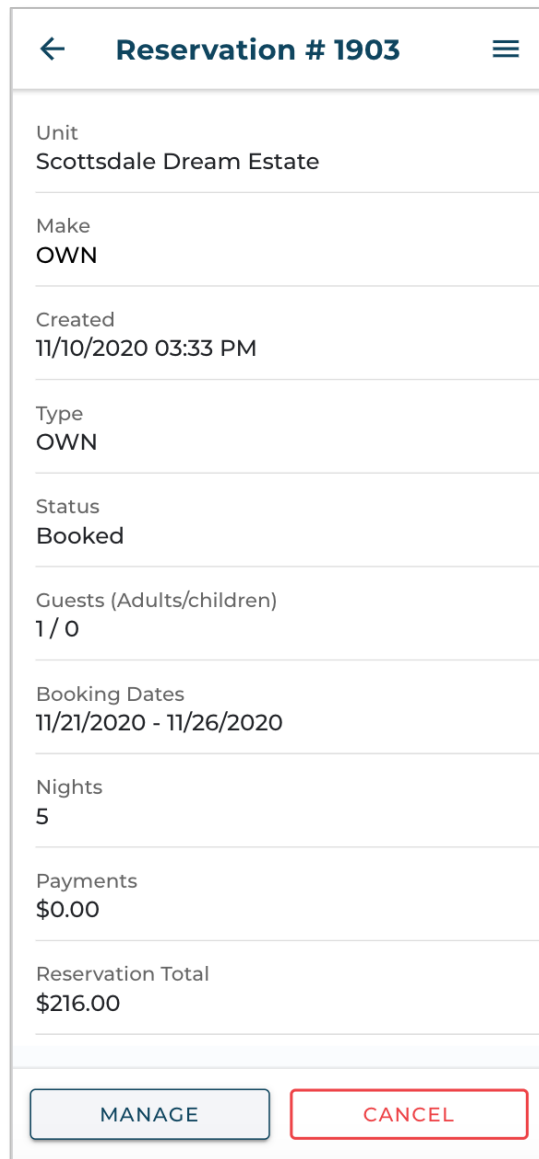Clicking on the Menu icon ☰ on any of the screens will open the Main Menu:

## Reservations

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

**Reservations** ☰

Deer Valley Lookout 18 ⊙

🔍 Search Reservations

| | |
|---|---|
| Confirmation # 1892<br>03/01/2021 - 03/03/2021<br>Standard | $453.60<br>> |
| Confirmation # 1901<br>12/08/2020 - 12/13/2020<br>Standard | $810.00<br>> |
| Confirmation # 1864<br>11/30/2020 - 12/07/2020<br>Standard | $1,047.60<br>> |
| Confirmation # 1900<br>11/09/2020 - 11/29/2020<br>Standard | $2,592.00<br>> |
| Confirmation # 1895<br>11/01/2020 - 11/07/2020<br>Standard | $928.80<br>> |

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.

← **Reservation # 1903** ☰

Unit
Scottsdale Dream Estate

Make
OWN

Created
11/10/2020 03:33 PM

Type
OWN

Status
Booked

Guests (Adults/children)
1 / 0

Booking Dates
11/21/2020 - 11/26/2020

Nights
5

Payments
$0.00

Reservation Total
$216.00

MANAGE          CANCEL

## 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:
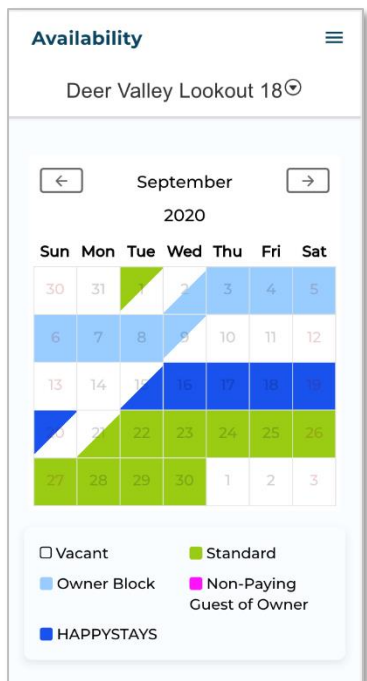


You can scroll through monthly calendars to view the unit's occupancy.
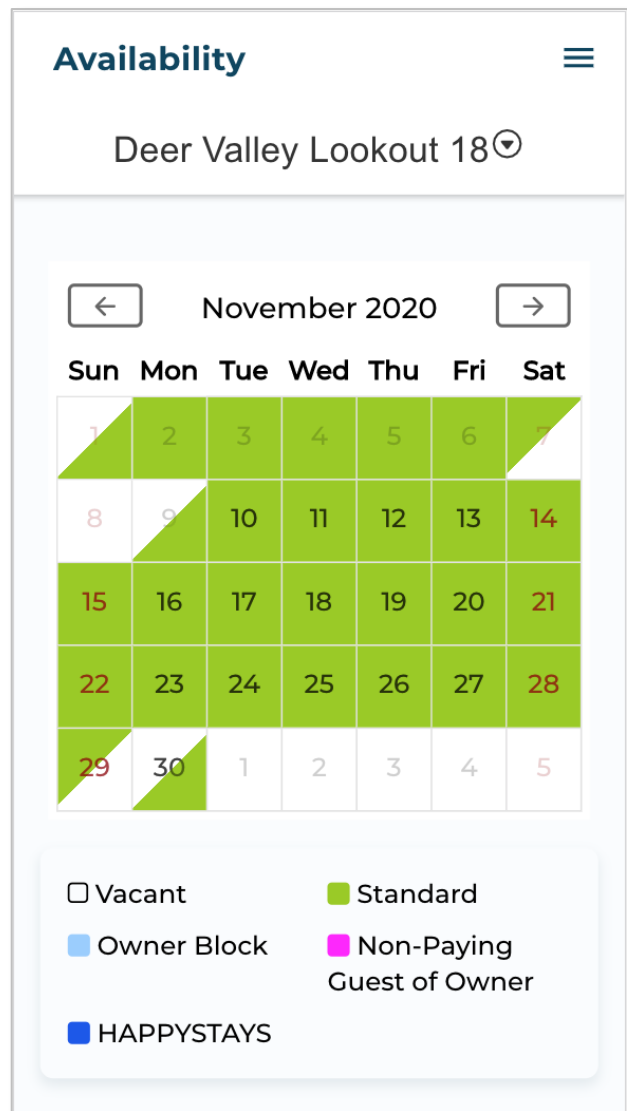
## Adding an Owner Block

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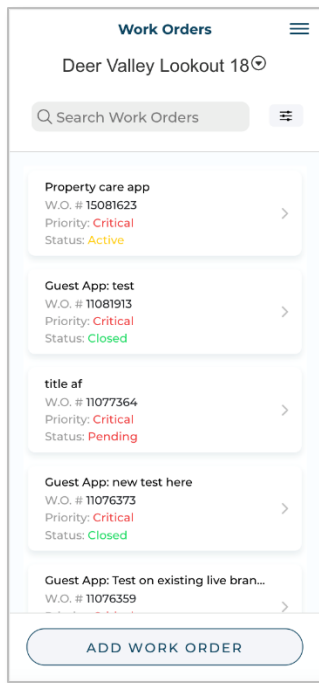
The process for you to create Owner Blocks is the following:

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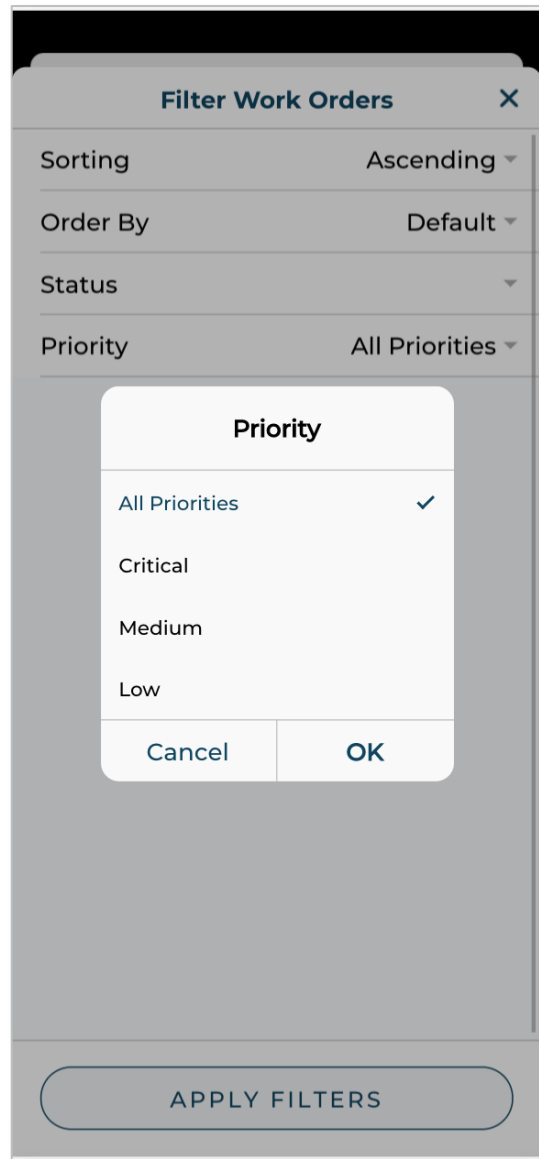
**Note:** You will ***not*** be able to modify the unit's Work Orders from this screen. Once added, work orders will be "closed" to modification.

**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**.



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



5. **Confirm**



6. Confirmation.

## Reports

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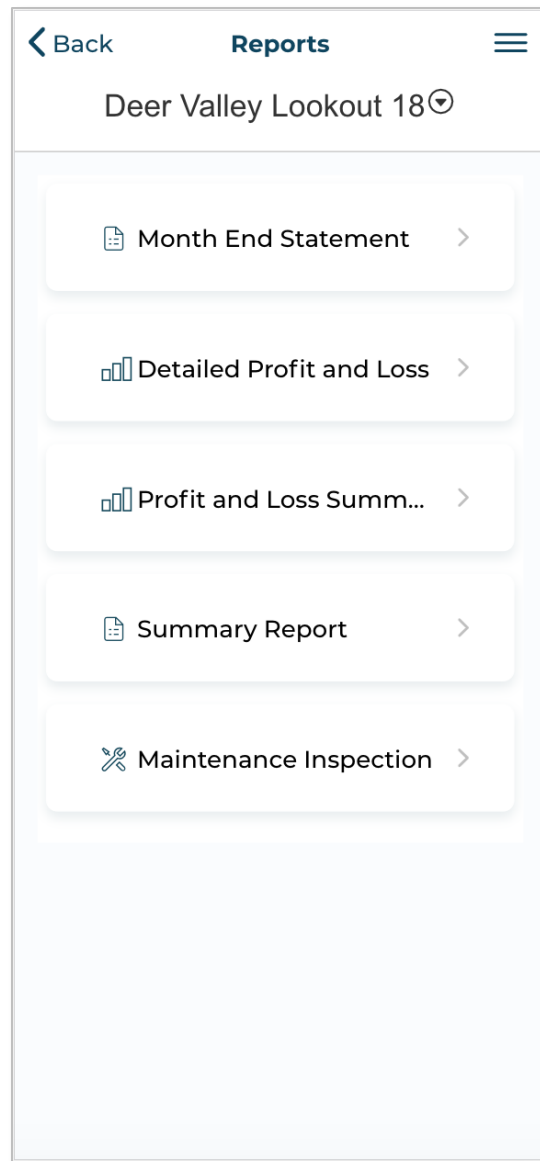


> **Note:** The Month End Statement will always show in this area. Depending on our system setup, other reports may not be available.

## Month End Statement

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

## 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.

## Profit and Loss Summary

–



| | | |
|---|---|---|
| Generated: 11/10/2020 03:56:58 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 | $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.
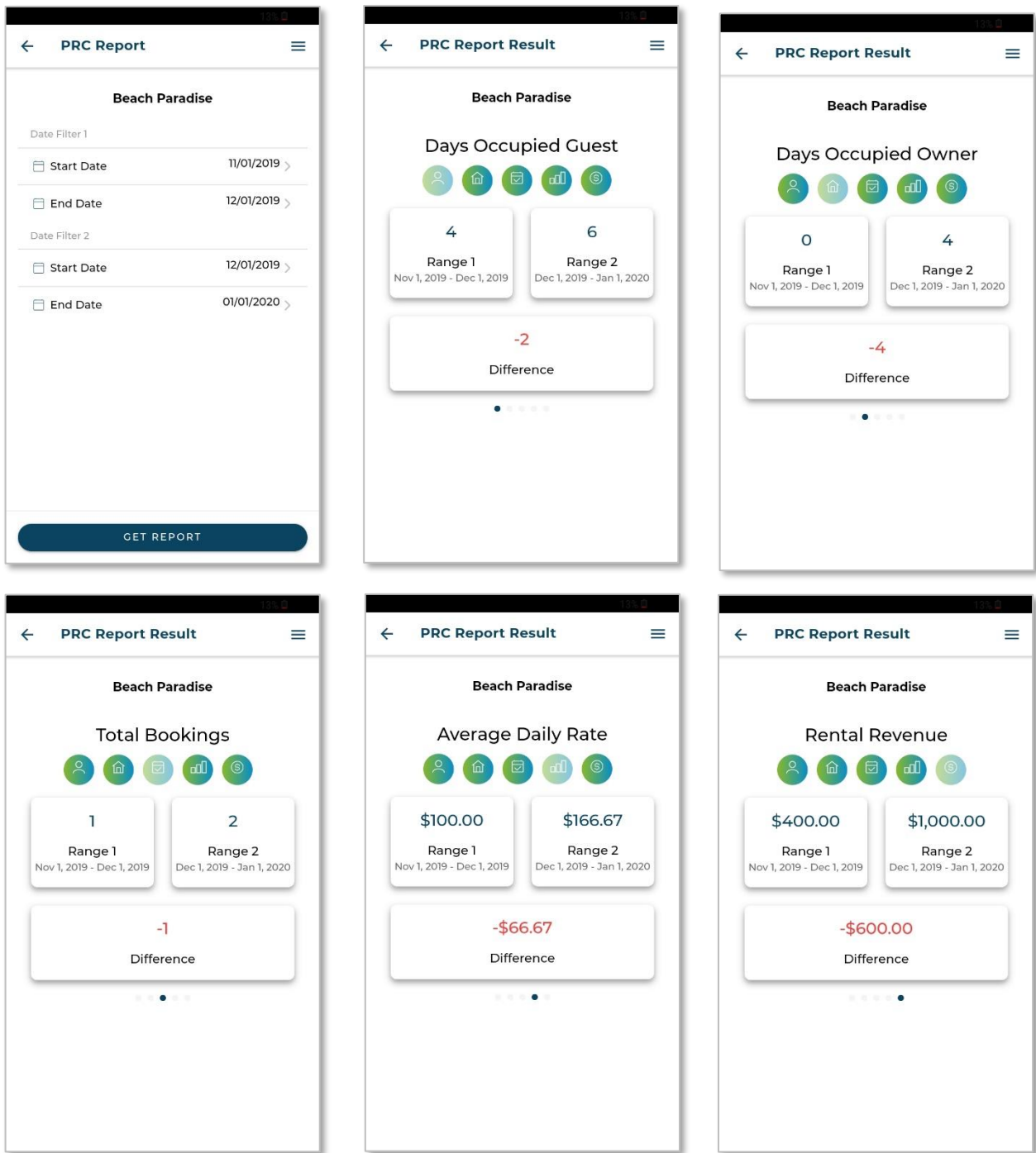
## Assets

**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:
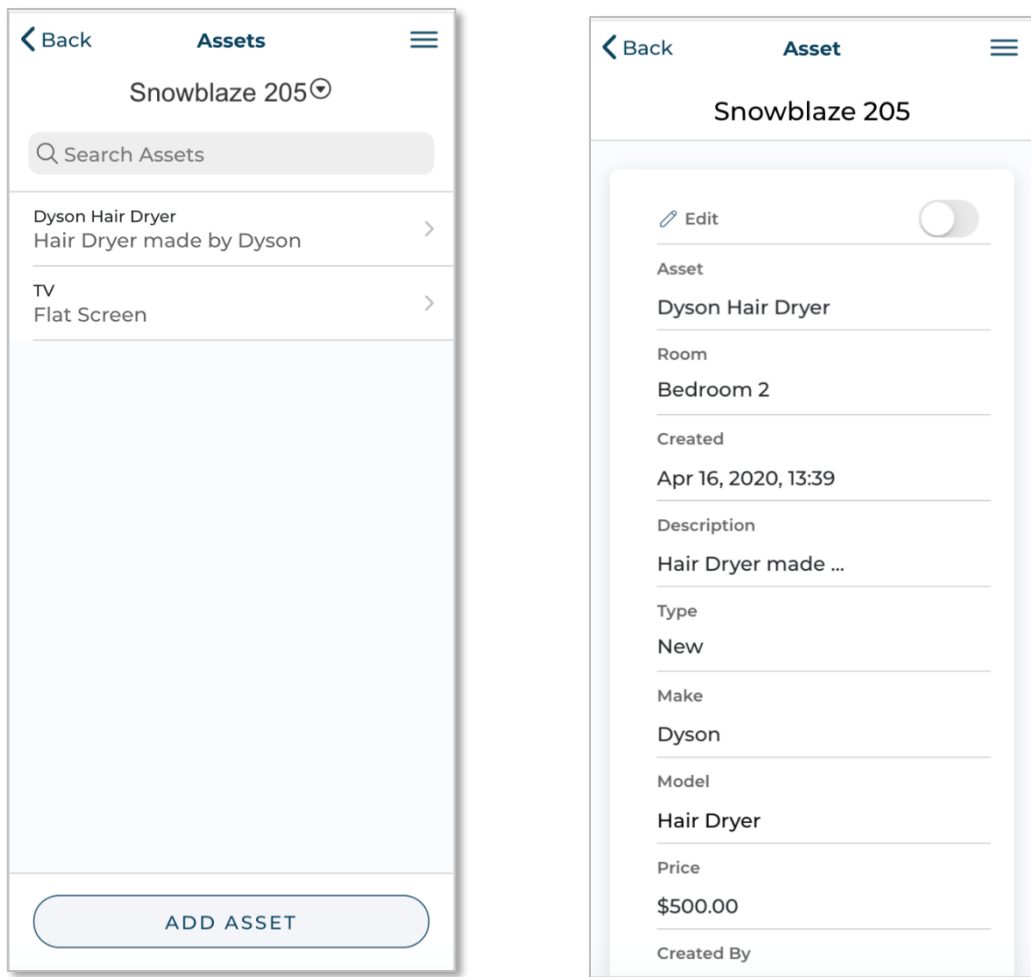
**Add Asset**

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

1. Select **room**.



2. **Name** and **description**.



3. Type: **Used** or **New**.



4. **Make**, **Model**, **Value**.



5. Add **Photo** and **Receipt**.
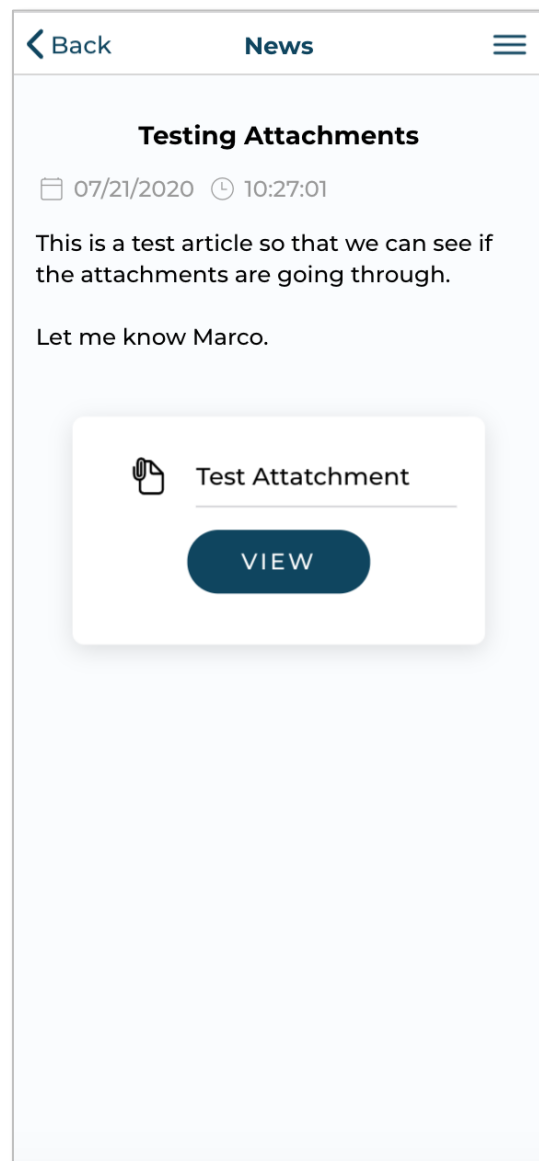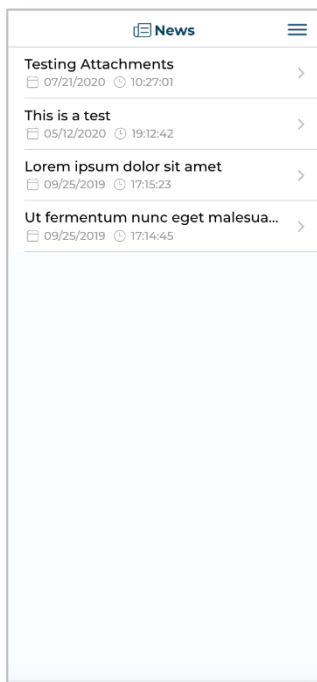


6. Select **Create Asset**.



> **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**.
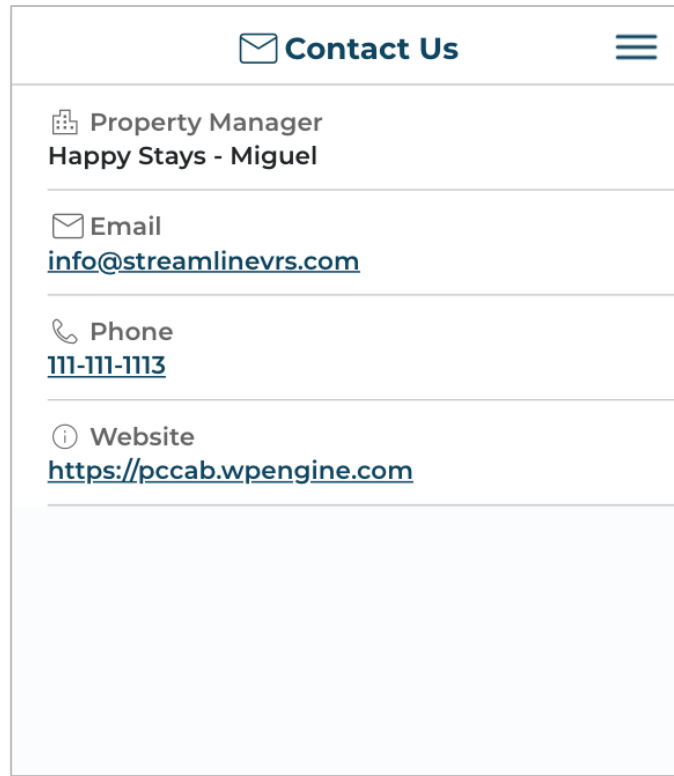
## NEWS

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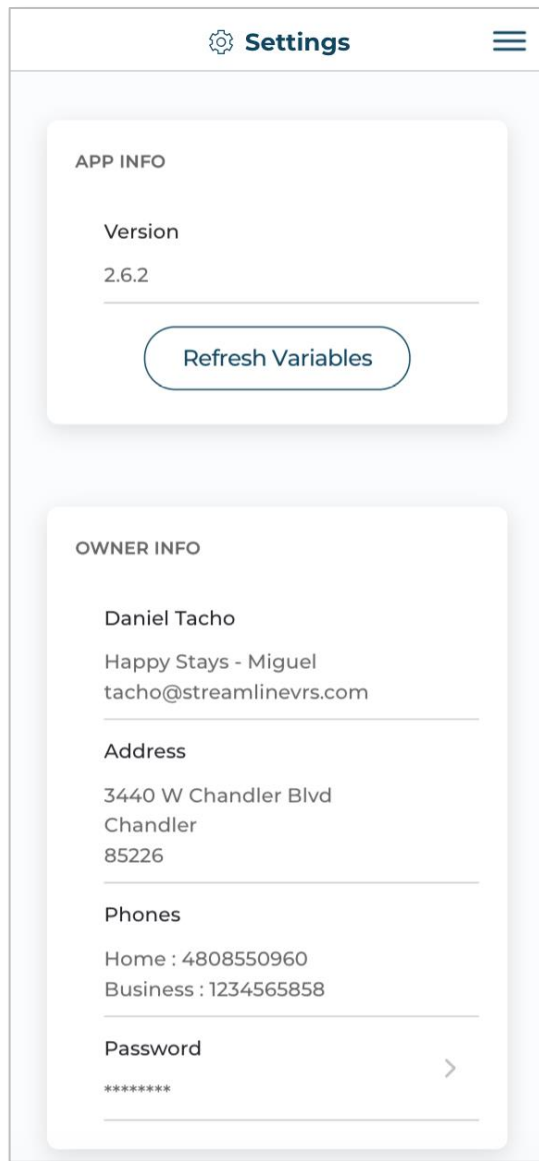
## CONTACT US

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:



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