

# How can I select what the owner can see in the owner login?

1. Go to *Agency > Edit owners*.
2. Select Edit against an owner.

Seeler, Uwe		166406			2	0	 Edit	Add property
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3. Scroll down to the heading “Owners’ login details”. Here you can change what access the owner has, then click Save.

Owners' login details

Password:

Generate new password

Can update prices:

☐

Can update shortbreaks:

☐

Can add properties:

☐

Can update properties:

☐ Property details

☐ Booking details

☐ Late availability discount

☐ Web description

☐ Photos

☐ Facilities (amenities)

Default Login page:

Bookings

Show agreed rates:

☐

Show customer prices:

☐

Can update map positions:

☐

Show payment statement:

☐

Show statement of account:

☐

Earliest date for viewing statements:

☒ Show all dates

Viewing booking details:

☐ Allow access to booking details

Update booking details:

☐ Allow to edit customer details (owner bookings only)

☐ Allow to edit booking details (owner bookings only)

Owner can add bookings:

☒

☐ Owner can add value to booking

☐ Owner bookings will be marked as property closed

Owner can view guest names:

☐

Owner can edit guest comments:

☐

Owner can update their contact details:

☐

Owner can add housekeeping notes:

☐

Owner can not view housekeeper notes

Owner can view source of cross-updated bookings in arrivals list:

☐

Start year:

Default - do not modify