

OWNER PORTAL LOGIN

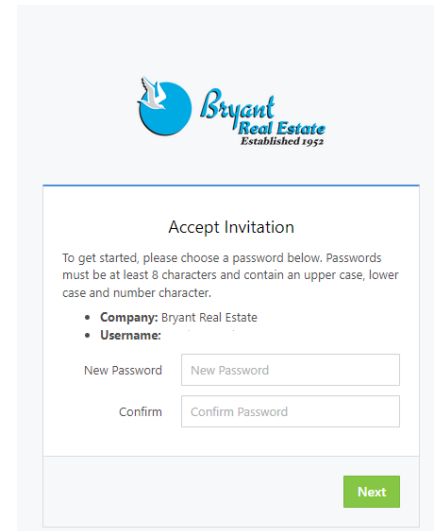
Link to owner portal: <https://bryantre.trackhs.com/owner>

Username: your e-mail address

Password: Owner sets this from invite e-mail. If you forget your password, you must go to the link above and click "Forgot Password" and enter your e-mail address. If the system found your e-mail, you will receive instructions to reset your password.

You can have multiple users access your owner portal. They will need to provide their e-mail address to us and then we can send them an invite. They will have the same view as you.

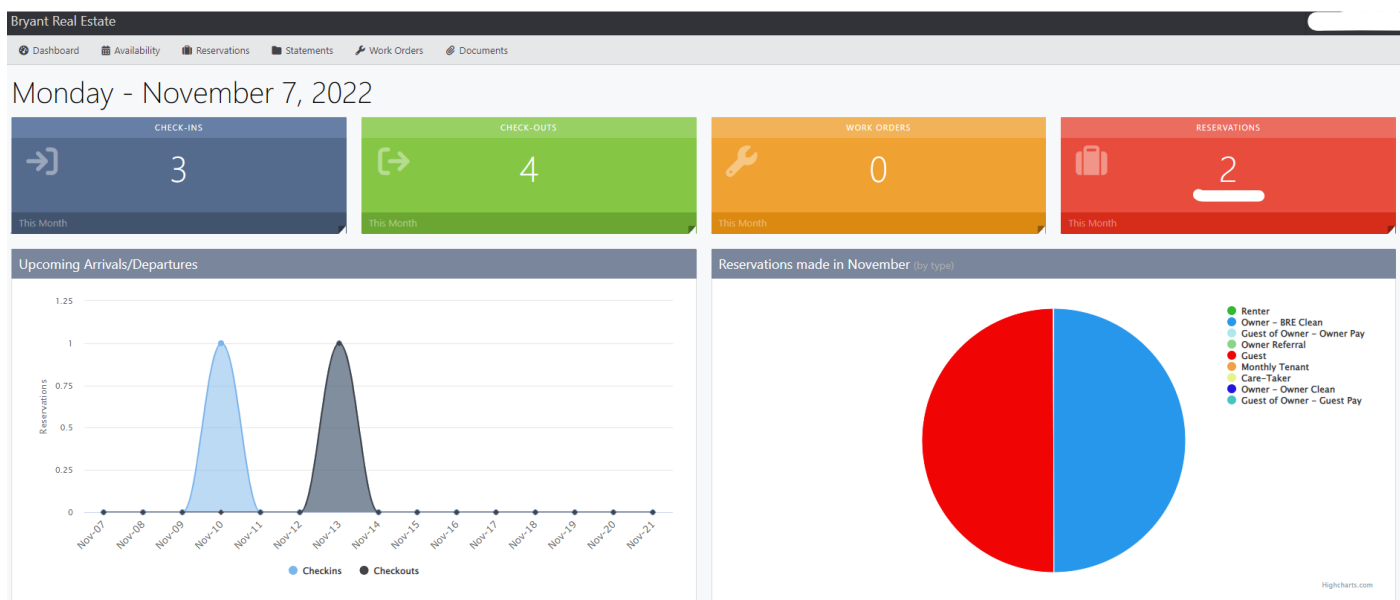
The invite e-mail will expire within 72 hours for security purposes.



DASHBOARD

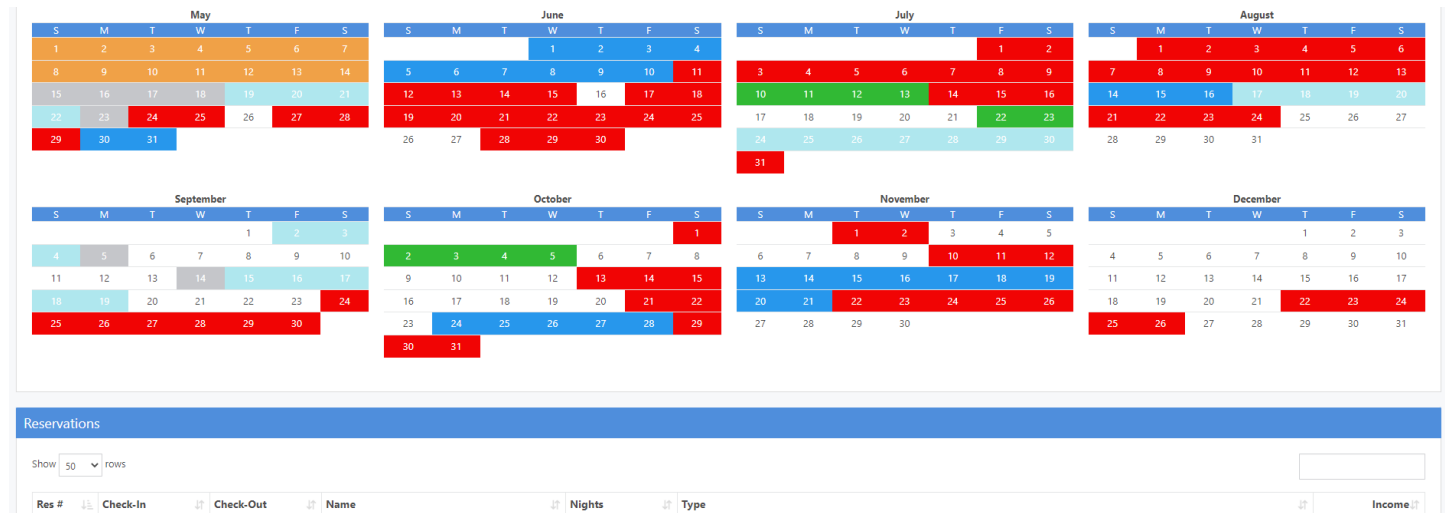
The dashboard gives you a quick look at your rental unit(s) reservations and work orders. The page contains:

1. The name of the user currently accessing the portal.
2. The available menu options within the owner portal.
3. Quick view dashboard icons that allow you to quickly view your check-ins, check-outs, work orders, and reservations.
4. A graph showing your upcoming arrivals and departures.
5. A graph showing your reservations by type. (Ex. Owner, owner guest, renter, Airbnb, etc.)



AVAILABILITY

The Availability Calendar shows you the different reservations that have been made on your unit. You can select the unit, year, and reservation type that you would like to view at the top of the page. The default search parameters will be all Reservation Types for the current year. The Reservations will be color-coded and if you scroll to the bottom of the page, you can see the reservations listed with color types. The Reservations tab also contains the totals for the year.



RESERVATIONS

The Reservations tab will show you a breakdown of all confirmed reservations including the type, check in and out dates and income. You can also create a new reservation from this tab.

Dashboard Availability Reservations Statements Work Orders Documents

Reservations

+ New Reservation

Reservations

Show 10 rows

Start Date End Date Select Unit Search Keywords Export Reset

Res. #	Status	Type	Unit	Guest	Booked Date	Check-In	Checkout	Nights	Income
368054	Checked Out	Guest			Oct 19, 2022	Oct 21, 2022	Oct 23, 2022	2	
368096	Checked Out	Owner - BRE Clean			Oct 22, 2022	Oct 24, 2022	Oct 29, 2022	5	
368274	Confirmed	Guest			Nov 6, 2022	Nov 10, 2022	Nov 13, 2022	3	
368280	Confirmed	Owner - BRE Clean			Nov 6, 2022	Nov 13, 2022	Nov 22, 2022	9	

Showing 111 to 114 of 114 entries

Previous 1 ... 8 9 10 11 12 Next

HOW TO CREATE AN OWNER RESERVATION ON THE PORTAL

Click the green “New Reservation” button in the top right of the reservations tab. You will see a drop-down menu of options to select with specifications of whether it is an owner clean or Bryant clean. There is also an option to create a guest of owner booking, where the guest will pay for cleaning/linens or if the owner will cover it. The system will also tell you the booking value which shows what it could have rented for if a paying guest booked those dates.

Dashboard Availability Reservations Statements Work Orders Documents

Reservations

+ New Reservation

Create Reservation

[Back to Reservations](#)

Reservation

Reservation Type *

Please Select a Reservation Type
Owner - BRE Clean
Owner - Owner Clean
Guest of Owner - Owner Pay
Guest of Owner - Guest Pay

Create Reservation

[Back to Reservations](#)

Reservation

Reservation Type *

Owner - BRE Clean

Check-In *

Check-Out *

Unit *

Select Unit

Booking Value

--

What is this?

Notes

Create Reservation

Reset Fields

STATEMENTS

The Statements tab shows all your owner statements that have been generated in Track. The Tax Forms are also listed on this page.

Statements

[Statement Summary](#)

Owner Statements

[Statements](#) [Tax Forms](#)

Show 10 rows

Id	Owner	Year	Type	Period	End Date	Revenue	Charges	Paid	Balance
No data available in table									
Showing 0 to 0 of 0 entries									

[Previous](#) [Next](#)

WORK ORDERS

The Work Orders tab shows a copy of the Work Order Summary Report. This report shows the different work orders that have been billed/completed on your unit(s). You can select the year, date, and month to view. The total charges for the unit are listed at the bottom of the report.

W219 - All Decked Out

2022

November

View

Work Order Summary Report

Bryant Real Estate
November, 2022

WO #	Status	Vendor	Name	Date	Summary	Total
Total Charges:						\$0.00

DOCUMENTS

The Document tab will contain any documents that have been uploaded by the Property Management Company. Examples of documents that can be uploaded include Prior tax documents, prior statements, and other necessary information.

Dashboard

Availability

Reservations

Statements

Work Orders

Documents

Documents

Documents

Date	Company	File Name
No Attachments		