

Instructions for the Owners Online Reservations System

The primary purpose of this system is so owners can make reservations for their units.

It has many other options for sharing documentation and communicating with ownership. We will be implementing other items in the future as we perfect each option.

Login Step 1:

Go to <http://osthoff.com/>

Scroll to the bottom of the page and click on **Owner Login**.

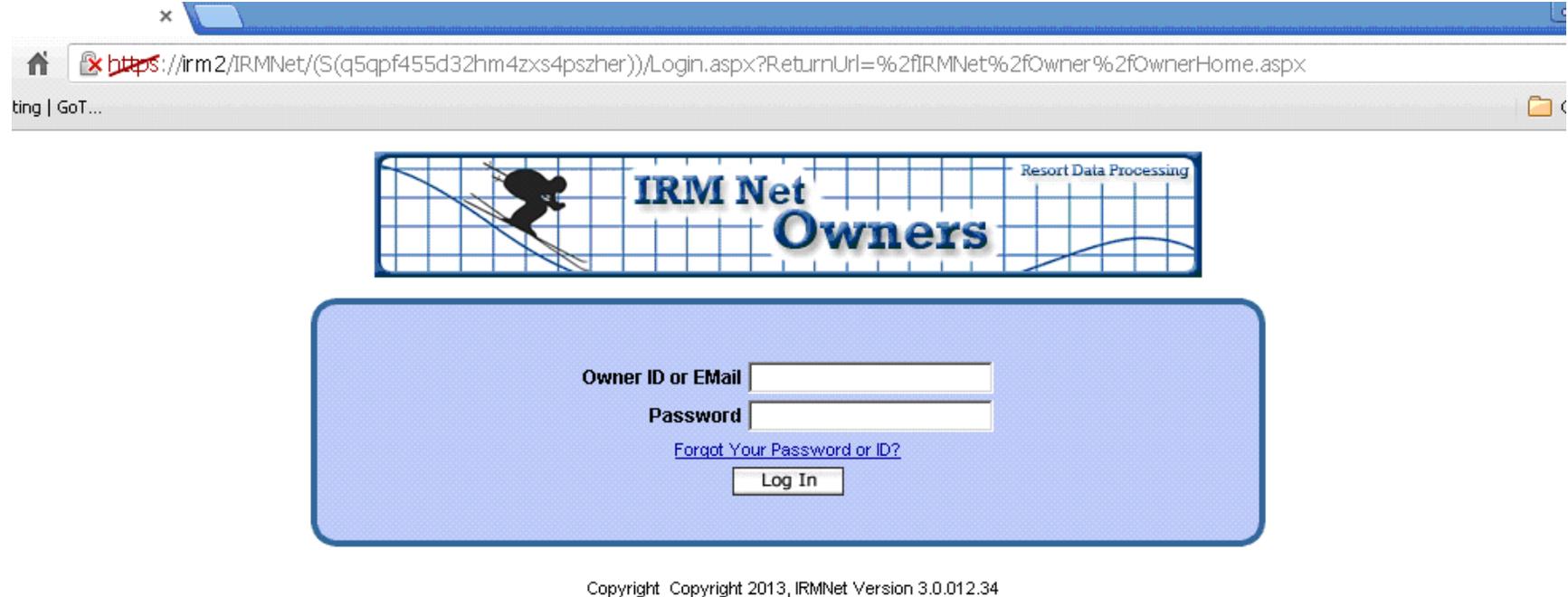
On the next page you will see a number of links. The top one is the link to the reservations site.

These instructions and future items will be linked below this on the same page.

Login Step 2:

Click on Click here to login Link. Bookmark this if you like to connect directly next time.

You will be taken to a login page that looks like this:



On this page enter your E-mail address that The Osthoff has on file and the password that you were given. Then click the Log In button.

Exception: If you own multiple units you will need to enter the owner number for the unit you want to reserve instead of an E-mail.

This next screen is the home calendar screen. The colors on the dates indicate the status of the room for each day according to the color key directly above the calendar. If the unit does not show vacant on a day that you need it may still be possible to move the current reservation if another unit of your same type is open. This however will require you to call reservations.



Owner Name: **Gary H. Roeh**

Owner #: **389.0111**

- Calendar
- Reservations
- Work Orders
- Owner Detail

Refresh Calendar

[Click here to find out how to print the calendar in color](#)

Vacant	Occupied	Owner	Guest of Owner
April, 2013 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	May, 2013 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	June, 2013 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	July, 2013 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
August, 2013 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	September, 2013 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October, 2013 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	November, 2013 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

Next click on the **Reservations** tab to make any new reservations.

The screenshot shows a web browser window with the following elements:

- Browser tab: Owner Home
- Address bar: [https://irm2/IRMNet/\(S\(q5qpf455d32hm4zxs4pszher\)\)/Owner/OwnerHome.aspx](https://irm2/IRMNet/(S(q5qpf455d32hm4zxs4pszher))/Owner/OwnerHome.aspx)
- Navigation bar: Join the Meeting | GoT...
- Header banner: IRM Net Owners Resort Data Processing (with a skier icon)
- User information: Owner Name: Gary H. Roeh, Owner #: 389/0111
- Navigation tabs: Calendar, Reservations, Work Orders, Owner Detail
- Reservations section:
 - View Reservations: [View All](#) [View Owner](#) [View Guest of Owner](#)
 - Make Reservations: [Owner Reservation](#) [Guest of Owner Reservation](#)

Options:

View All: Show all owner and guest of owner reservations in the system.

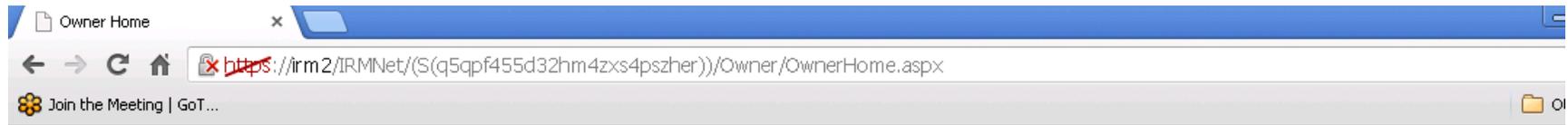
View Owner: Show just owner reservations.

View Guest of Owner: Show just guest of owner reservations.

Owner Reservation: Make a new owner reservation.

Guest of Owner Reservation: Make a new guest of owner reservation.

Click on **Owner Reservation**



Owner Name: **Gary H. Roeh**

Owner # **389.0111**

- Calendar
- Reservations
- Work Orders
- Owner Detail

View Reservations: [View All](#) [View Owner](#) [View Guest of Owner](#)
Make Reservations: [Owner Reservation](#) [Guest of Owner Reservation](#)

Owner Reservation

Arrival: Friday, April 26, 2013 Nights: 2 Min=1 Max=30

Departure: Sunday, April 28, 2013

of People: Adult 1 Children 0

Check Availability

Select the dates you require and click the **Check Availability** button.

Owner Name: **Gary H. Roeh**

Owner # **389/0111**

- Calendar
- Reservations
- Work Orders
- Owner Detail

View Reservations: [View All](#) [View Owner](#) [View Guest of Owner](#)
Make Reservations: [Owner Reservation](#) [Guest of Owner Reservation](#)

Owner Reservation

Arrival **Nights** Min=1 Max=30
Departure
of People **Adult** **Children**

[Click here to find out how to print the calendar in color](#)

Vacant	Occupied	Owner	Guest of Owner																								
May, 2013																											
S	M	T	W	T	F	S	June, 2013																				
			1	2	3	4	S	M	T	W	T	F	S	July, 2013													
						1							1	2	3	August, 2013											
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30	31				
							30																				

If your dates are open then click **Continue**. If not then modify your dates or call to try to get the current reservation moved. This will not always be possible however.
 The dates selected will be highlighted in black.

Owner Name: **Gary H. Roeh**

Owner #: **389/0111**

- Calendar
- Reservations
- Work Orders
- Owner Detail

View Reservations: [View All](#) [View Owner](#) [View Guest of Owner](#)
Make Reservations: [Owner Reservation](#) [Guest of Owner Reservation](#)

Owner Reservation

Arrival: Sunday, June 02, 2013 Nights: 4 Min=1 Max=30
Departure: Thursday, June 06, 2013

of People: Adult 1 Children 0

Cleaning Fee: 40.00
Total for Stay: 40.00

Owner Information

First Name	Gary H.	Home	[Redacted]
Last Name	Roeh	Work	[Redacted]
Address 1	[Redacted]	E-Mail	[Redacted]
Address 2	[Redacted]		
City	[Redacted]		
State/Province	[Redacted]		
Postal Code	[Redacted]		
Country	[Redacted]		

Comments or Requests:

This is the confirmation screen. Add comments or requests if you like and then click **Make Reservation** if everything looks correct. After you are done you can click on View Owner to confirm that the reservation is in the system.

The **Work Order** tab will show any open or completed work orders for your unit.



View Work Orders: [View Closed](#)
[Add Work Order](#)

Any open orders will be here. If you click **View Closed** then old orders will show.



Drag a column header here to group by that column						
Requested Start Date	Requested Start Time	Status	Description	Room#	Completion Date	Completion Time
2/10/2011	09:51 AM	Closed	Replace old garbage disposal	389	2/10/2011	10:03 AM
2/21/2013	09:40 PM	Closed	Repair all wallpaper seams. Reglue all wallpaper seams. JF 1 hr.	389	2/22/2013	07:32 AM

The last tab is **Owner Detail**

This will show all current owner contact information in our system.

The screenshot shows a web browser window with the following details:

- Browser Tab: Owner Home
- Address Bar: [https://irm2/IRMNet/\(S\(q5qpf455d32hm4zxs4pszher\)\)/Owner/OwnerHome.aspx](https://irm2/IRMNet/(S(q5qpf455d32hm4zxs4pszher))/Owner/OwnerHome.aspx)
- Page Header: Owner Name: **Gary H. Roeh** Owner #: **389/0111**
- Navigation Tabs: Calendar, Reservations, Work Orders, **Owner Detail**

The main content area displays the following information in a table:

Name	Roeh/Gary H.	Room Number	[REDACTED]
Spouse Name	Lola L.	Entry Date	[REDACTED]
Address 1	[REDACTED]	Contract Start	[REDACTED]
Address 2	[REDACTED]	Contract End	[REDACTED]
City	[REDACTED]	Working Balance	[REDACTED]
State/Province	[REDACTED]		
Postal Code	[REDACTED]		
Country	[REDACTED]		
Home	[REDACTED]		
Work	[REDACTED]		
E-Mail	[REDACTED]		