Anytime Booking for agencies:
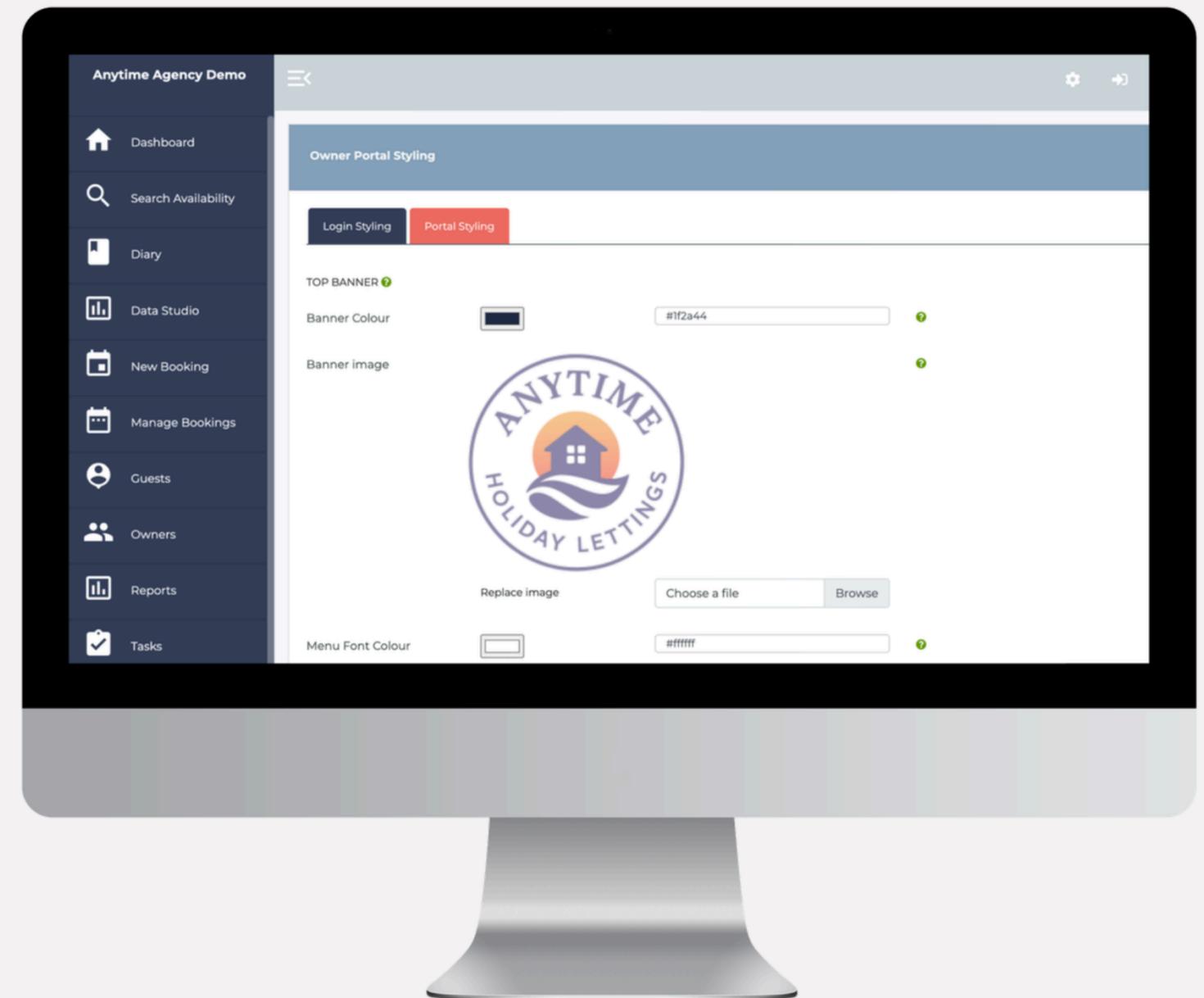Owner Portal guide

anytime

Customised Owner Portal for your brand

You can offer your owners a customised portal that reflects your brand identity. We'll create the portal link for you, and you'll be able to personalise the appearance to match your branding.

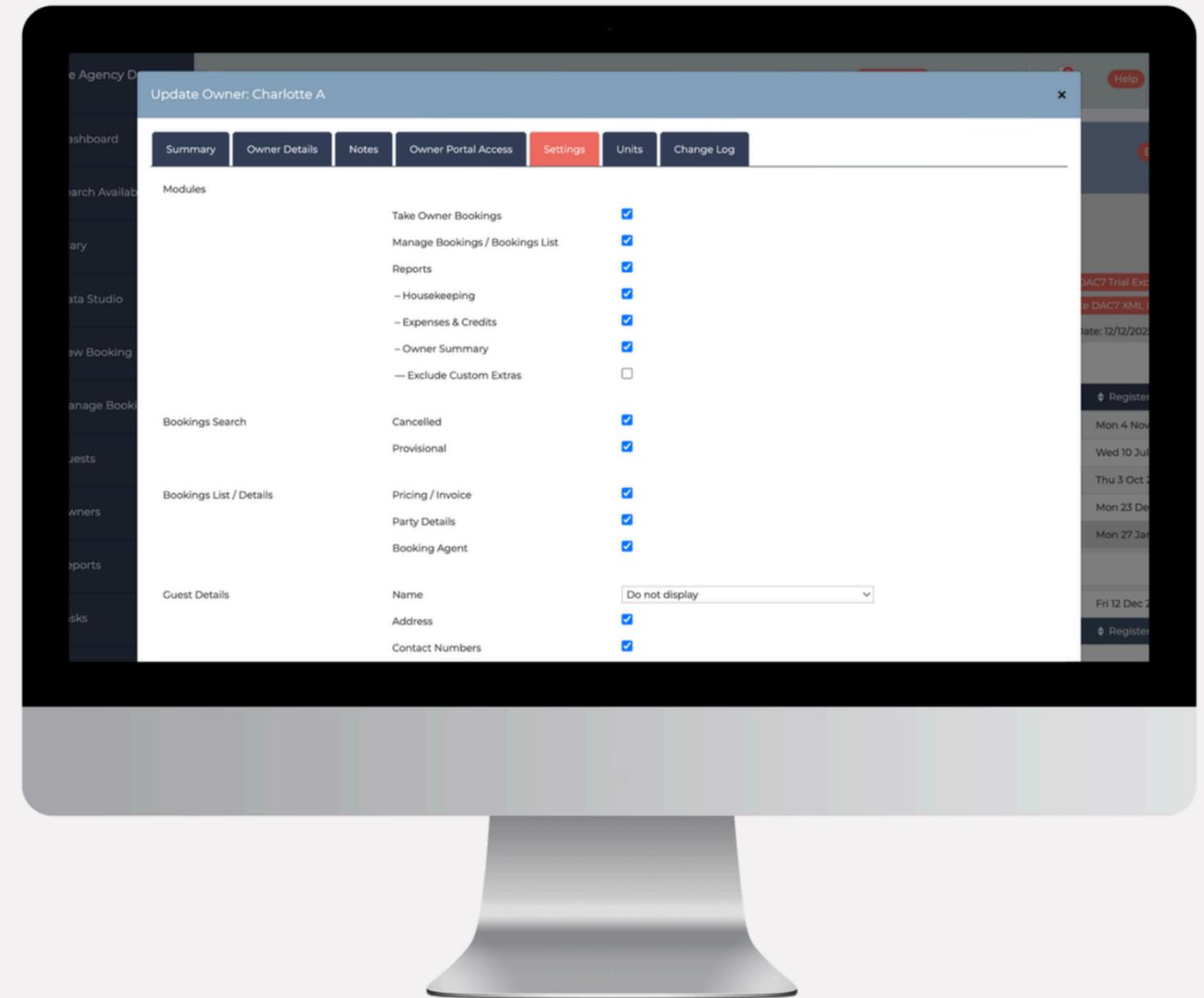To get started, follow our step-by-step customisation guide here.

Owner Portal permissions

What owners see in their portal depends on the permissions you set. Go to **owners > view owner > settings** to customise what each owner can access.

Once you've updated the portal theme and permissions, share the login link and their username and password to give them access.
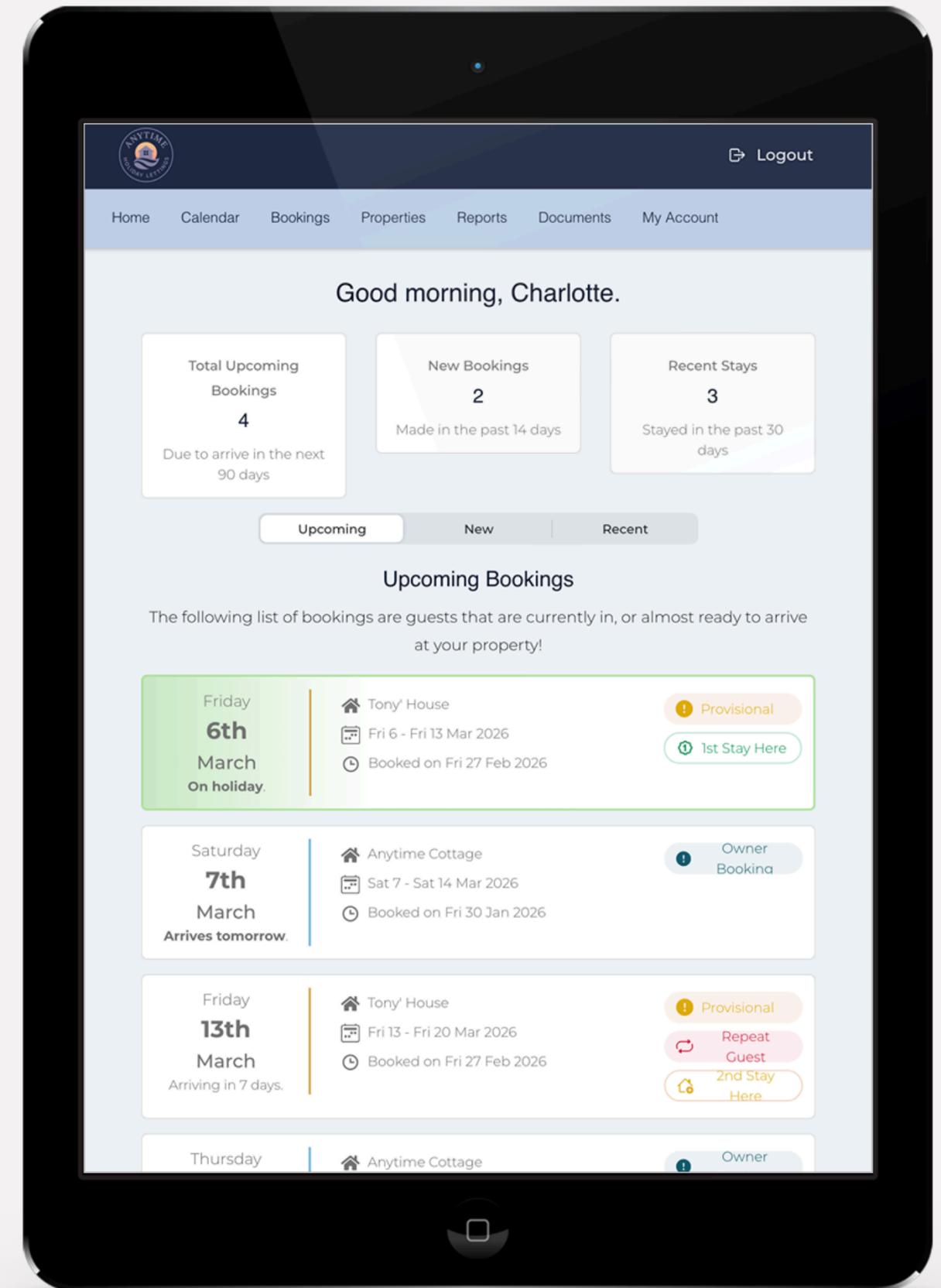
Home

The 'home' page is the first tab in the menu bar along the top of the page.

It provides a quick overview of upcoming, new and recent bookings, including owner bookings.
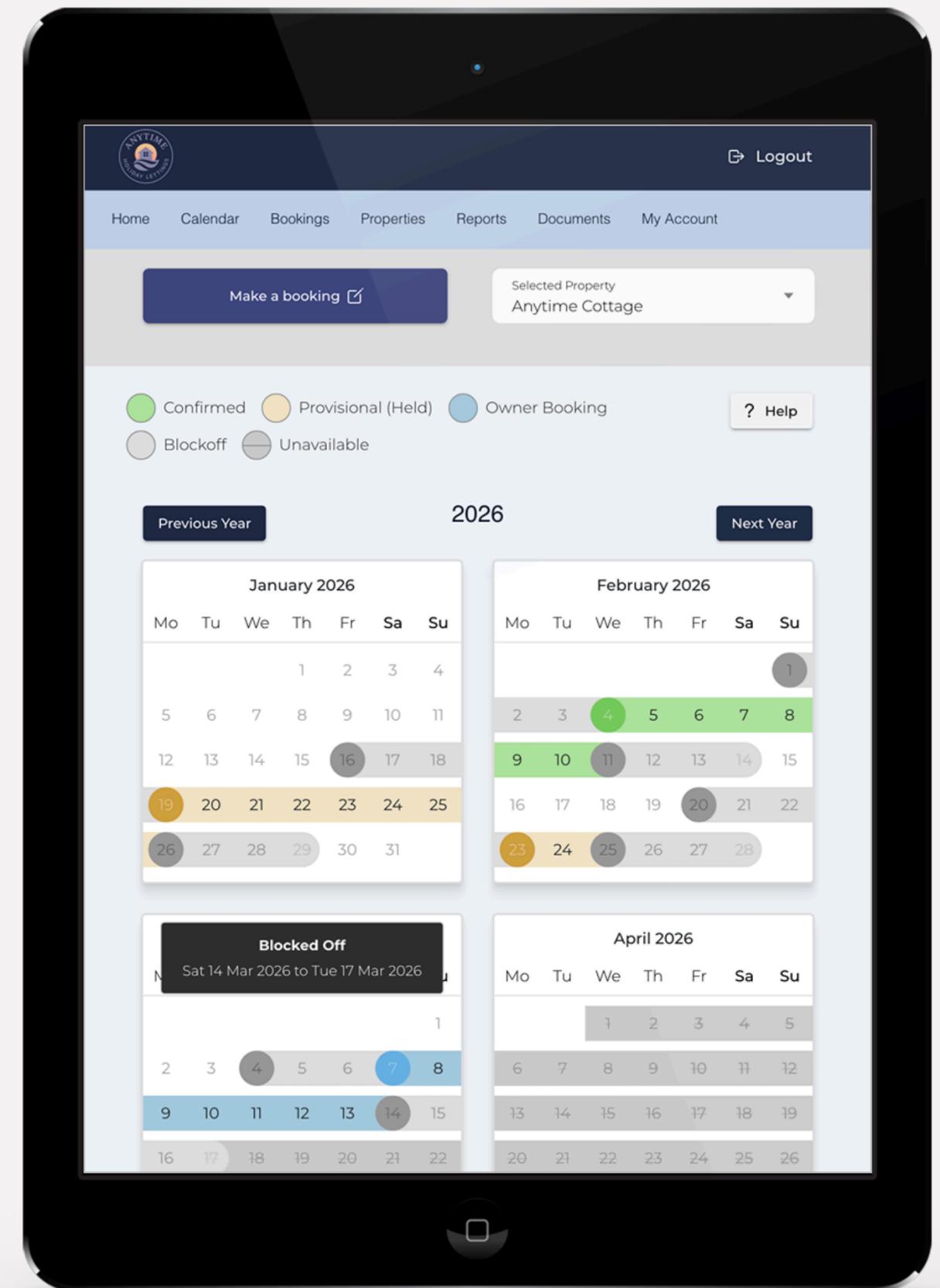
Calendar

The calendar tab provides your owners with a visual overview of bookings, block-offs, and unavailable dates, all clearly colour-coded. If an owner manages multiple properties, they can switch between them using the property dropdown menu.

If you've enabled the permission for owners to make their own bookings, they can do so directly from the calendar or bookings tab (by clicking the 'make a booking' button).
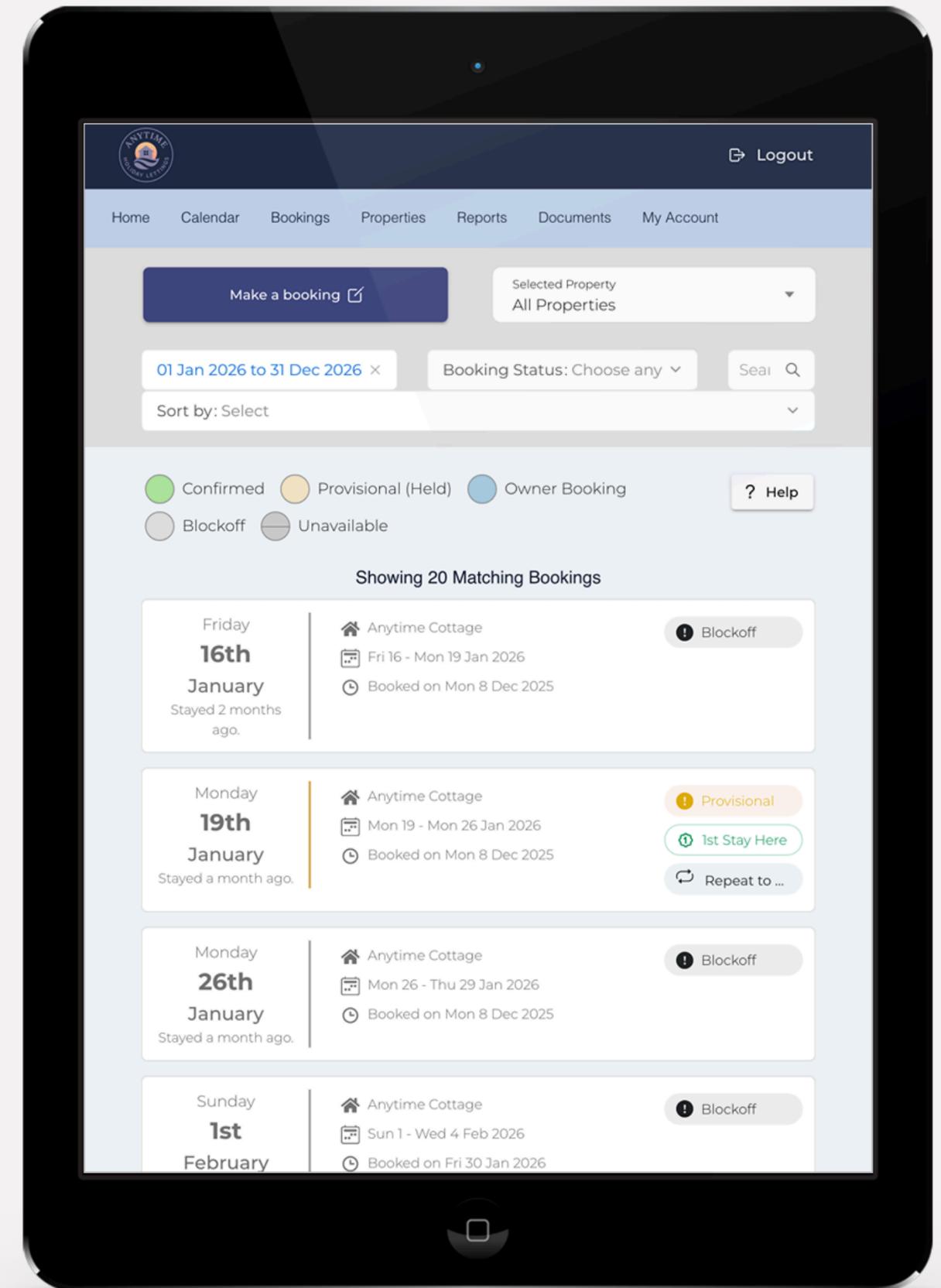
Bookings

This tab shows all bookings and block-offs across an owner's properties. Owners can filter by property, date range, and booking status to quickly find what they need.

With the right permissions, owners can open a booking to view details such as totals, deposits, discounts, approved extras, and notes.
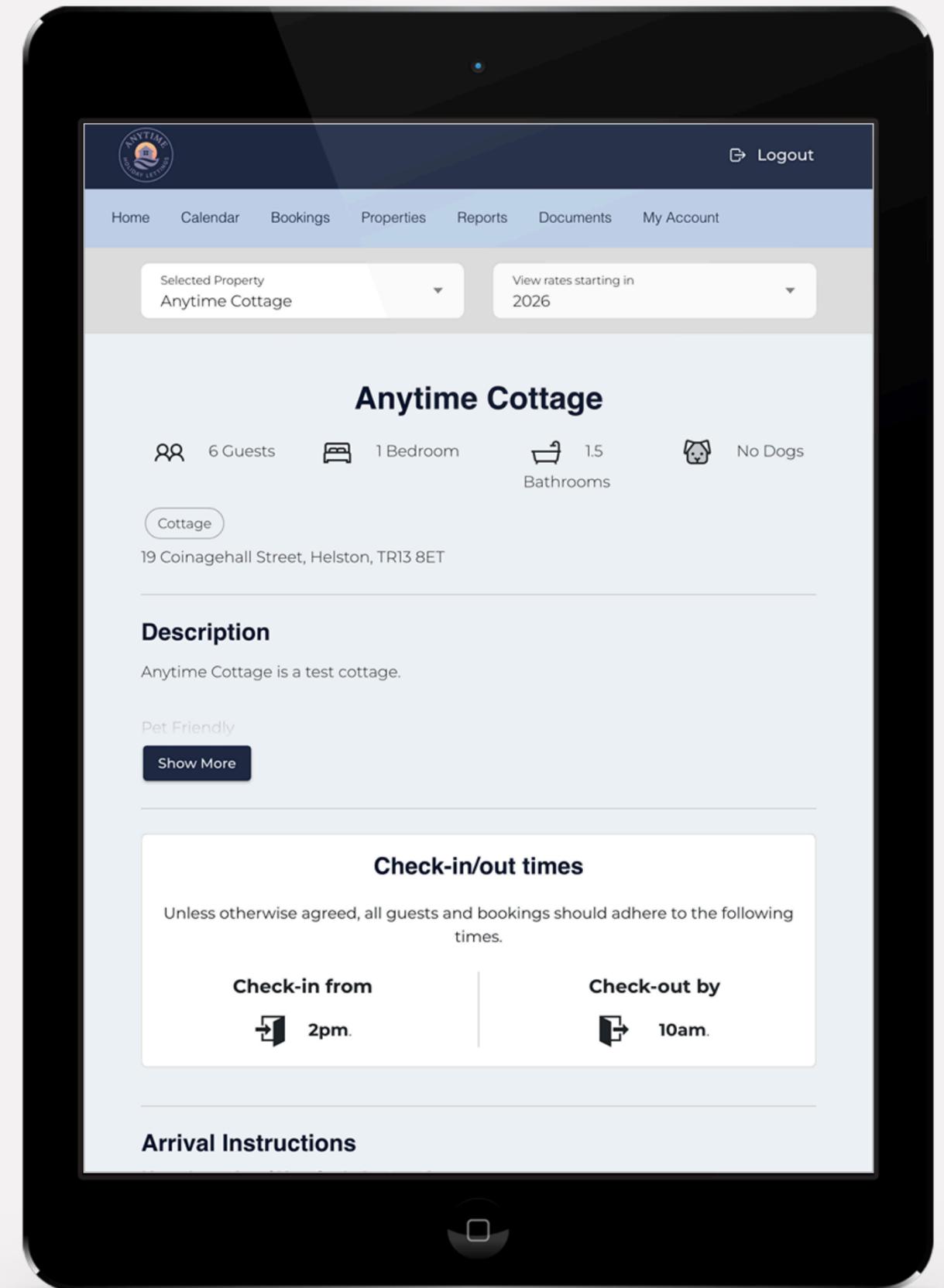
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Properties

The properties tab provides an overview of each property, including important details, property content, and rate information.

Further details are provided on the next page.

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Properties (continued)

Details

- **Guests** (online occupancy)

- **Bedrooms/bathrooms**

- **Check-in/out**

- **Arrival instructions** (key code, parking, and directions)

Pulled from the unit details tab.

Content

- **Images** (pulled from the unit images tab)

- **Description** (pulled from the unit description tab)

- **Pets** (displays 'pet friendly' if selected in the unit options tab)
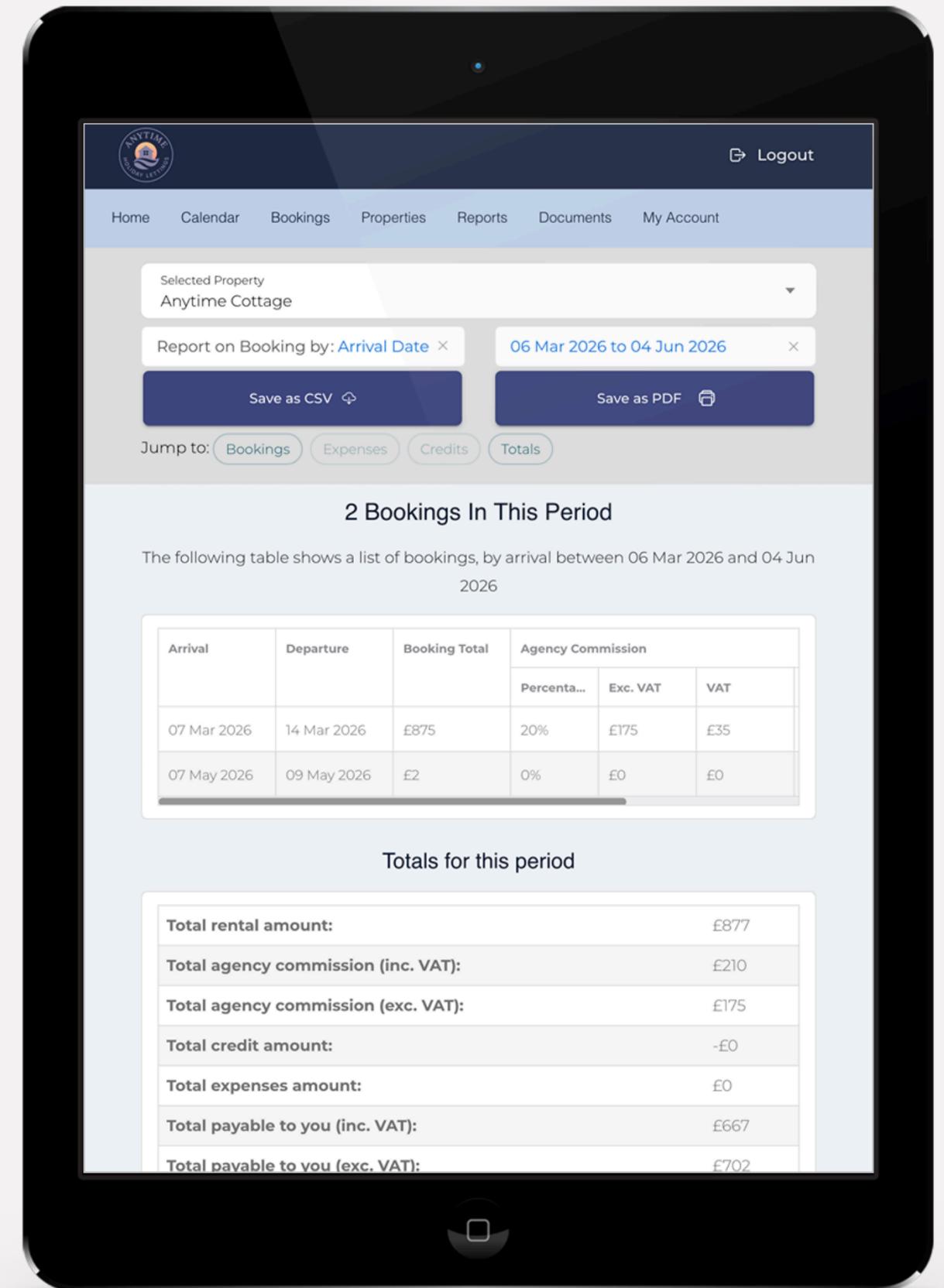
Rates

- Defaults to the current year

- Switch to future years using the dropdown

- Pulled from the rates within configuration

Reports

If you've granted your owners permission to view reports, they'll have access to their Owner Summary here.

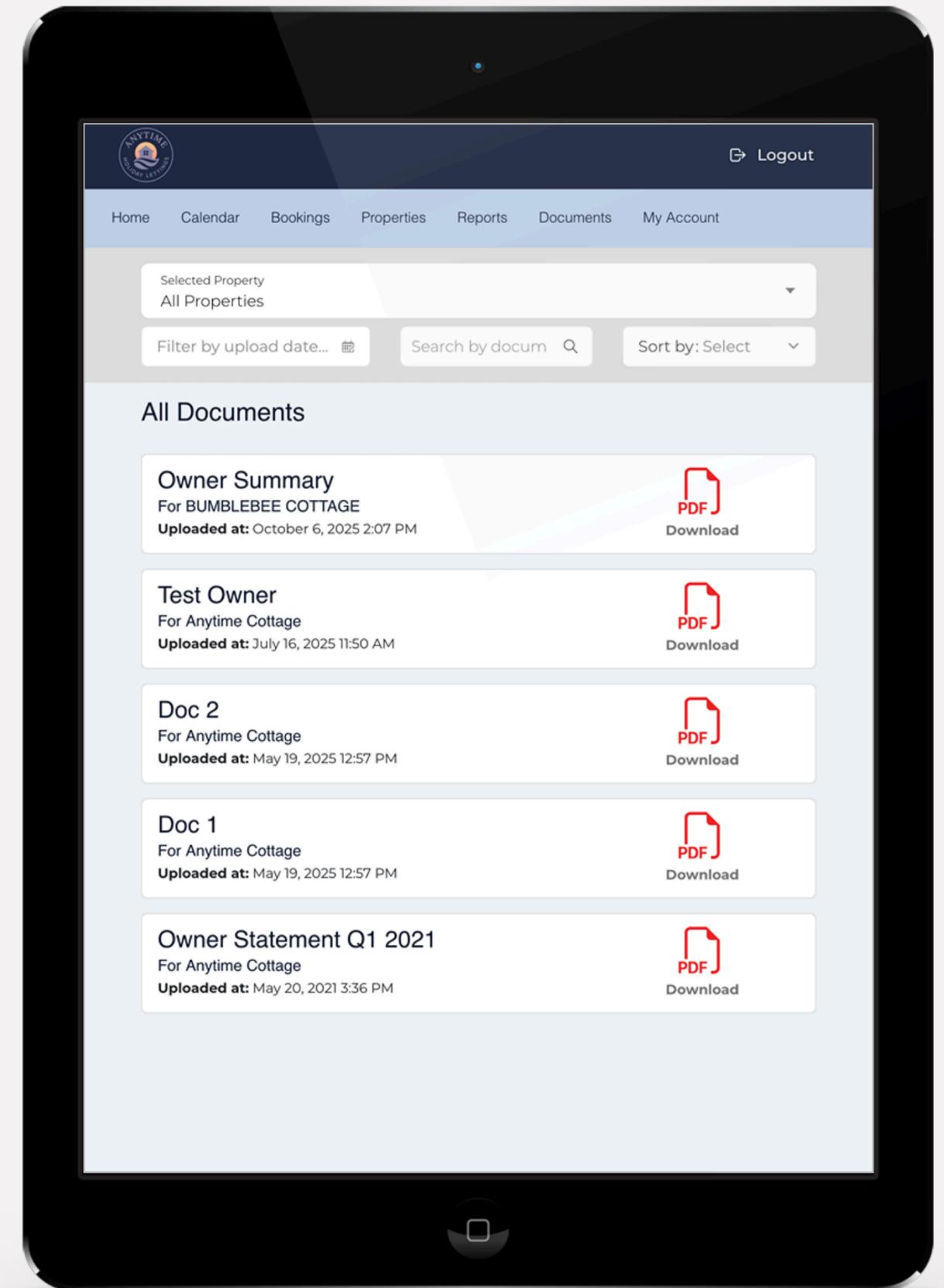Visit our Knowledge Base guide here for more information.

Documents

If you upload documents to a property and grant the owner permission to view them, they will appear in a list here.

Owners can then download any of these documents as PDFs for their records.

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Logout

Home   Calendar   Bookings   Properties   Reports   Documents   My Account

Selected Property
All Properties

Filter by upload date...   Search by docum   Sort by: Select

All Documents

Owner Summary
For BUMBLEBEE COTTAGE
Uploaded at: October 6, 2025 2:07 PM
PDF Download

Test Owner
For Anytime Cottage
Uploaded at: July 16, 2025 11:50 AM
PDF Download

Doc 2
For Anytime Cottage
Uploaded at: May 19, 2025 12:57 PM
PDF Download

Doc 1
For Anytime Cottage
Uploaded at: May 19, 2025 12:57 PM
PDF Download

Owner Statement Q1 2021
For Anytime Cottage
Uploaded at: May 20, 2021 3:36 PM
PDF Download

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My Account

Owners can keep their details up to date in this section. This includes:

- Name and address

- Payment details

- DAC7 information

If you have any questions about your Owner Portal, please contact our support team at support@anytimebooking.co.uk