

How to Use the Owner Dashboard

Summary: The Dashboard provides an overview of a homeowner's account. This will be the landing page upon successfully logging in.

Default Dashboard

The screenshot displays the Homeowner Dashboard for Residential Valley. On the left is a navigation sidebar with links for Home, Dashboard, Payments, Requests, Calendar & Events, Directory, Documents, Help, and My Profile. The main content area is titled 'Welcome, Homeowner Name' and includes a dropdown menu for the community name and address. The dashboard is divided into several sections: 'Payments' showing an account balance of \$1,100.00 and upcoming charges of \$50.00; 'Recent Requests' listing three items with statuses (Approved, Pending, Received); 'Recent Reservations' showing no recent activity; and 'Messages' displaying a list of notifications such as Work Order, Homeowner eStatement, and CCR Violation. A pagination bar at the bottom indicates 'Page 1 of 36'.

The following dashboard widgets will be available by default:

- **Payments**
- **Recent Requests**
- **Recent Reservations**
- **Messages**

Payments

The screenshot shows a 'Payments' interface. At the top left is the title 'Payments' with a help icon. At the top right is a blue button labeled 'eCheck / Credit Card'. Below this is a section titled 'Ledger 1 of 3'. The main area displays 'Account Balance: \$1,100.00' on the left and 'Account #: 10110256' with the address '24 Second Portal Test Street, Presidential Valley' on the right. Below the balance is 'Upcoming Charges: \$50.00' with a help icon. At the bottom left is 'Auto-Draft: Enroll' and at the bottom right is 'Account details' with a right-pointing arrow.







- In this example, the **eCheck/Credit Card Button** will be used to **Make a Payment**.
- View **Upcoming Charge** information.
- **Enroll** or **Unenroll** in Auto-Draft with the provided link.
- View additional **Account Details**.

Recent Requests

The screenshot shows a 'Recent Requests' interface. At the top left is the title 'Recent Requests' with a help icon. At the top right is a blue button labeled 'New Request'. Below this is a list of three requests, each with a blue arrow icon on the left and a status on the right. The first request is 'Reservation - Tennis court #1' submitted on 8/29/2023 with a status of 'Approved'. The second is 'Service - Plumbing Issue' submitted on 8/09/2023 with a status of 'Pending'. The third is 'General - Question about the pool' submitted on 7/19/2023 with a status of 'Received'. At the bottom right is a blue link labeled 'View All Requests' with a right-pointing arrow.

- Submit a new request with the **New Request** button.
- Selecting an individual request or the **View All Requests** link will redirect to the **Community Request > My Items** page where you can view additional requests information.



Messages

Messages 	
11/2/2023	Homeowner eStatement A new Statement has been created and is ready for you to view. 
11/2/2023	Homeowner eStatement A new Statement has been created and is ready for you to view. 
7/5/2023	Association Broadcast Message If you would like to respond to this notification, please place your response in between the dotted lines found below: ----- 
11/15/2022	Broadcast Email Message Testing for 106719. 
9/14/2022	Association Broadcast Message 

« < Page of 19 > » [View All →](#)

- View your most recent Messages.
- View all messages on your account with the **View All** link.

Recent Reservations (visible in communities with reservable amenities)

Recent Reservations 		New Reservation
	Venus Court - Tennis Time Submitted on 11/15/2023	Tentative Reservation
		View Calendar →

- View recent Amenity Reservations and their current status.
- Create a new reservation with the **New Reservation** button.
- View the Community and Amenity Calendar.

Have Multiple Accounts?

- The **Account Selector** and can be used to easily switch between multiple accounts.

The screenshot displays a user dashboard for a homeowner. On the left is a navigation menu with options: Home, Dashboard (selected), Payments, Requests, Calendar & Events, Directory, Documents, Help, and My Profile. The main content area is titled "Welcome, Homeowner Name" and features a "Presidential Valley" account selector in the top right corner, showing the address "Second Portal Test Street, Second Portal Test Street, Second Portal Test Street" and account number "10110256".

The dashboard is divided into three main sections:

- Payments:** Shows an account balance of **\$1,100.00**. It includes a "Check / Credit Card" button, account details (Account #: 10110256, 24 Second Portal Test Street, Presidential Valley), and an "Upcoming Charges: \$50.00" notification. There are also links for "Auto-Draft: Enroll" and "Account details".
- Recent Requests:** Lists three requests: "Reservation - Tennis court #1" (Submitted on 8/29/2023, Approved), "Service - Plumbing Issue" (Submitted on 8/09/2023, Pending), and "General - Question about the pool" (Submitted on 7/19/2023, Received). A "New Request" button and a "View All Requests" link are also present.
- Recent Reservations:** A section indicating "You have no open or recent reservations from the last 30 days." with a "New Reservation" button.