

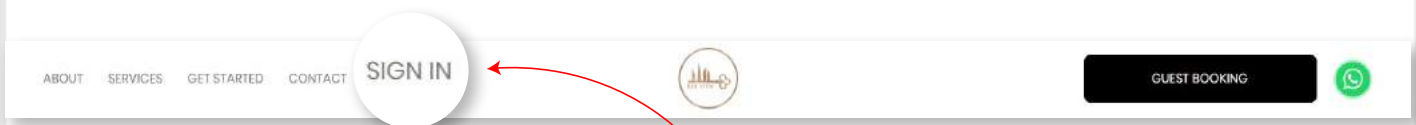
DASHBOARD USER GUIDE

Welcome to the **Key View Dashboard**.

This guide will illustrate all the key elements of the dashboard.

Step 1:

Go to our website under <https://www.keyviewdubai.com>



Step 2:

Click on the sign in button, as indicated [here](#)

ABOUT SERVICES GET STARTED CONTACT SIGN IN

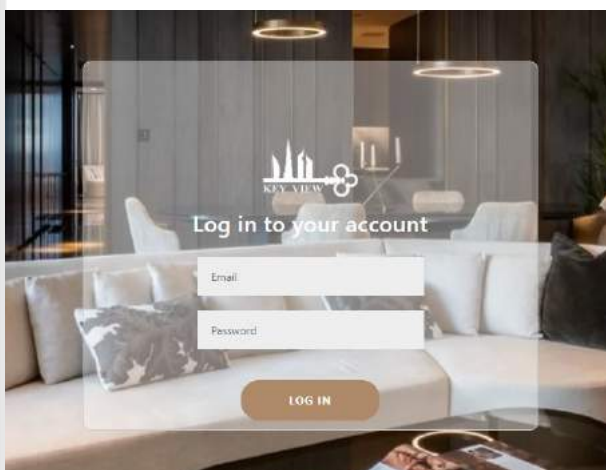


GUEST BOOKING



Step 3:

You will then see the above page. Click the brown "login" button and that will take you to your [login section](#).



Log In details

- Username – is your **email address**.
- Password – is **Keyview1203**

Please don't forget the capital **K**

DASHBOARD USER GUIDE

Property : Dubai Marina 1		Name : Joe Jones		
Income 15,377	Expense (4,069)	Net To Owner 11,307	Average Occupancy % 90%	Average ADR 1,081

This is your most recent months Income, Expenses and Net income.

Here you will also see your property's overall occupancy % and the Average Daily Rate (ADR).

The data is refreshed in the first week of each month.

This is your Average Occupancy since you started with Key View

This is your Average Daily Rate - ADR

Monthly Performance new						Export
Month	Income	Expenses	Net	Paid	Balance	
Oct 2022	7,981	(1,237)	6,724	0	7,736	
Sep 2022	3,675	(2,813)	1,162	(1,162)	1,012	
Aug 2022	3,454	(1,431)	1,012	(3,843)	1,012	
Jul 2022	2,349	(2,179)	220	0	2,831	
Jun 2022	0	(1,003)	(1,003)	0	2,611	
May 2022	5,149	(2,099)	3,051	(3,051)	3,614	
Apr 2022	5,942	(1,290)	4,692	(4,692)	3,614	
Mar 2022	6,133	(2,563)	3,567	(3,567)	3,615	
Feb 2022	7,069	(2,380)	4,709	(4,709)	3,614	

This table shows you your Income, Expenses and the Net Income over the prior months. The Net Amount in the latest month we aim to pay you on the 10th of each month.

Should you click on any of these numbers, you will see a detailed breakdown on any of these numbers.

This column allows you to see whether the balance for this apartment is in a debit/credit and shows the balances since the apartment was onboarded



We have introduced the new columns ("Net" and "Paid") so that the statement makes more sense, and we can see if there are any prior month debit balances.

DASHBOARD USER GUIDE

This button allows you to export the dashboard information into Excel where you can review your performance in detail.

new

Export

Monthly Performance					
Month	Income	Expenses	Net	Paid	Balance
Oct 2022	7,981	(1,257)	6,724	0	7,736
Sep 2022	3,675	(2,513)	1,162	(1,162)	1,012
Aug 2022	3,454	(1,431)	1,012	(3,843)	1,012
Jul 2022	2,349	(2,129)	220	0	2,831
Jun 2022	0	(1,003)	(1,003)	0	2,611
May 2022	5,149	(2,098)	3,051	(3,051)	3,614
Apr 2022	5,942	(1,250)	4,692	(4,692)	3,614
Mar 2022	6,133	(2,565)	3,567	(3,567)	3,615
Feb 2022	7,069	(2,360)	4,709	(4,709)	3,614

When you open your EXCEL file, you will be able to see 4 different pages on the bottom left corner:



Monthly Performance.

This Excel sheet illustrates your overall monthly performance.

Monthly Performance					
Date	Income	Expenses	Net	Paid	Balance
Sep 2020	0	(2,187)	-2,187	0	-2,187
Oct 2020	3,916	(2,527)	1,390	0	-797
Nov 2020	5,957	(1,545)	4,412	0	3,614
Dec 2020	2,755	(1,386)	1,369	-1,369	3,614
Jan 2021	4,368	(1,203)	3,165	-3,165	3,614
Feb 2021	5,338	(1,881)	3,457	-3,457	3,614
Mar 2021	5,577	(1,713)	3,864	-3,864	3,614
Apr 2021	2,084	(1,154)	929	-929	3,614
May 2021	6,629	(1,358)	5,271	0	8,885
Jun 2021	0	(1,848)	-1,848	-5,271	1,766
Jul 2021	7,809	(1,828)	5,980	-4,132	3,614
Aug 2021	5,308	(1,450)	3,857	-3,857	3,614
Sep 2021	8,000	(3,702)	4,298	-4,298	3,614
Oct 2021	2,202	(661)	1,541	-1,541	3,614
Nov 2021	7,172	(1,834)	5,338	-5,338	3,614
Dec 2021	14,832	(4,300)	10,532	-10,532	3,614
Jan 2022	4,821	(2,386)	2,435	-2,435	3,614
Feb 2022	7,069	(2,360)	4,709	-4,709	3,614
Mar 2022	6,133	(2,565)	3,567	-3,567	3,615
Apr 2022	5,942	(1,250)	4,692	-4,692	3,614
May 2022	5,149	(2,098)	3,051	-3,051	3,614
Jun 2022	0	(1,003)	-1,003	0	2,611
Jul 2022	2,349	(2,129)	220	0	2,831
Aug 2022	1,727	(715)	1,012	-3,614	228
Aug 2022	1,727	(715)	1,012	-228	1,012
Sep 2022	3,675	(2,513)	1,162	-1,162	1,012

DASHBOARD USER GUIDE

Monthly Performance	Income Breakdown	Expense Breakdown	Paid Details
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Income Breakdown.

This Excel sheet illustrates all the important information regarding your rental income, eg: guest name, check in and check out date, revenue by reservation.

Date	Property	Description	Amount
Oct 2022	Your property name	01/10/2022 - 18/10/2022 13787133 Avinash Kumawat	3,614
Oct 2022		18/10/2022 - 21/10/2022 14014140 Trang Nguyen Thi Bich	448
Oct 2022		21/10/2022 - 27/10/2022 14028844 GURBAX SINGH	1,154
Oct 2022		28/10/2022 - 07/11/2022 13942024 Uzayr Sedeke	2,765
Sep 2022		08/09/2022 - 28/09/2022 13522467 Manuel Galo	3,037
Sep 2022		28/09/2022 - 30/09/2022 13787133 Avinash Kumawat	638
Aug 2022		23/08/2022 - 04/09/2022 13359705 Ahmad Al Khaldi	1,727
Jul 2022		18/07/2022 - 01/08/2022 12836508 Afshen Abid	2,349
May 2022		28/05/2022 - 29/05/2022 12380516 Lily Pretorius	181
May 2022		30/05/2022 - 27/06/2022 12248545 Christian Boceda	4,968
Apr 2022	10/04/2022 - 13/04/2022 12401727 Thomas Little	500	
Apr 2022	28/04/2022 - 28/05/2022 12380516 Lily Pretorius	5,441	

Monthly Performance	Income Breakdown	Expense Breakdown	Paid Details
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Expense Breakdown.

This Excel sheet illustrates all your expenses by month.

MonthYear(Date)	Property Name	Description	Amount
Sep 2020	Your property name	DTCM	(670)
Sep 2020		Insurance	(500)
Sep 2020		On boarding clean	(397)
Sep 2020		On boarding linen	(320)
Sep 2020		Professional Ozone Clean	(300)
Oct 2020		Dewa	(436)
Oct 2020		Du	(314)
Oct 2020		KeyView commission	(587)
Oct 2020		November value to be paid	(1,189)
Nov 2020		Dewa	(101)

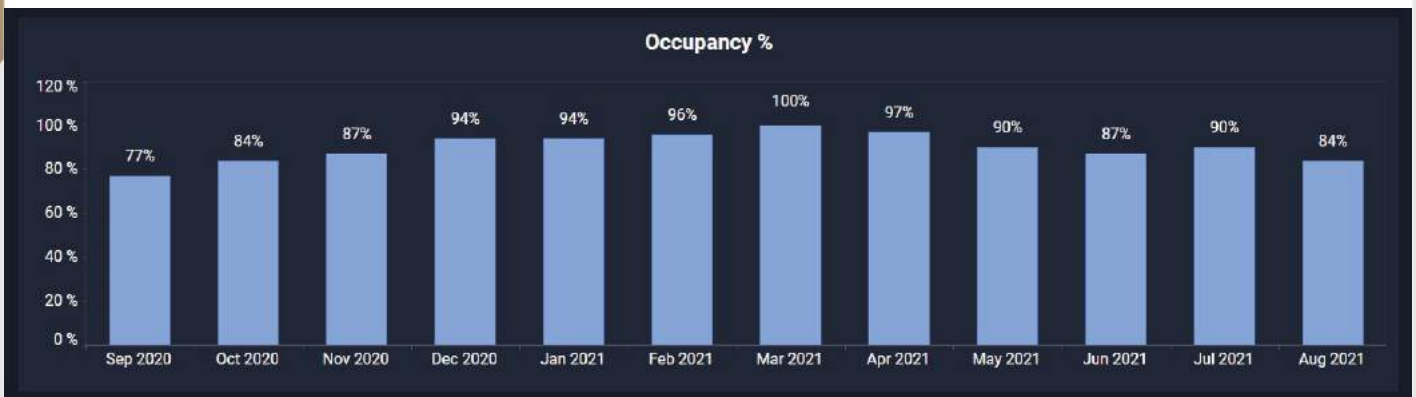
Monthly Performance	Income Breakdown	Expense Breakdown	Paid Details
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Paid Details.

This Excel sheet gives you a summary of the payments that have been made to you.

Date	Paid
Sep 2020	
Oct 2020	
Nov 2020	
Dec 2020	(1,369)
Jan 2021	(3,165)
Feb 2021	(3,457)
Mar 2021	(3,864)
Apr 2021	(929)
May 2021	
Jun 2021	(5,271)
Jul 2021	(4,132)
Aug 2021	(3,857)
Sep 2021	(4,298)
Oct 2021	(1,541)

DASHBOARD USER GUIDE



This chart shows you, your Occupancy percentage per month, for the last 12 months or since you joined Key View.



This chart shows you, your ADR per month, for the last 12 months or since you joined Key View.

If you have any questions please contact me below!



Kind Regards

ALEXANDRA BILLMAN

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