

# An Overview to PetExec's 3.1 Owner Portal



Owners can be given access to their own PetExec portal. They can perform multiple tasks without the need for extra assistance. This saves you time and money so that you can focus on what matters most to both of you – your guests!

This document gives a high-level overview of the owner portal functionality.

## Contents:

1. [How does an owner get access?](#)
2. [What can owners accomplish from their portal?](#)
3. [What does the owner portal look like?](#)

## How does an owner get access?

First they need an account and it can be created in one of two ways: you can create a username and password for them via Modify Owner, or they can create their own when they register themselves using your company's unique link.

Once they have a username and password, they log in using our login page at <https://secure.petexec.net/login.php>.

PetExec Login ⓘ

Usernames and passwords are case sensitive. Keep in mind that some devices auto capitalize the first letter which may lead to login errors. PetExec limits one login per username. Attempting to login from multiple devices, or browsers, will invalidate all but the latest one.

Username \* Password \*


Username Password

Please enter a proper username.

Login Reset Password

Logging in implies your continued acceptance of the legal [Terms of Service](#) of this site.

Server updates and required server reboots occur between 3:00 AM and 5:00 AM Eastern time. [Please click here for more information](#)

 ©2016 PetExec | All Rights Reserved

**What can owners accomplish from their portal?** PetExec gives **you** the tools to configure the privileges to fit your business needs. Here is a list of options:

1. Add & modify their own personal information
  - Add & modify pet information
  - Maintain credit card information
  - View, sign, and print contracts (sign with a username & password validation or using a digital signature)
  - Upload files
2. Schedule daycare appointments
3. Schedule or request boarding appointments
  - Include boarding add-ons
  - Make a deposit (must be integrated with First Data)
    - Required deposits can be configured with a minimum amount or %.
4. Request a grooming appointment
5. Request a scheduled service
6. View scheduled appointments in all-inclusive calendar
7. View purchase history
8. View package status
9. Make payments (must be integrated with First Data)
10. Purchase daycare and/or boarding packages (must be integrated with First Data)
11. Send email to your company's email address
12. View personal notes from you
13. Have a shortcut to your webcam site

***These options are configurable, so you can enable/disable options to customize the owner portal. PetExec offers a lot of flexibility in this area, so be sure to review the options and enable only those that work for your company. For example, if you want owners to register themselves, but not be allowed to schedule any appointments until it's confirmed that their pets pass the temperament test, PetExec can do just that!!***

**What does the owner portal look like?** Below is an example. In this particular image, all of the privileges have been enabled for demonstration purposes.

Design a unique message for all portal users.

**Welcome to the Owner Portal!**

This message can be customized to fit your company's style.

Here you can give your owners a custom message detailing exactly what you want to communicate and in the design of your liking.

This can be configured in Company Preferences --> Maintain Company Info under the Owner Message section.


Communicate with individual owners via their portal.

**Personal Notes from PetExec Training**

10/16/2016 09:10 PM - Hi Bob,

We want to let you know that Zoe and Ranger are doing great! They are having a blast during the day and are ready to rest when the day comes to an end. We hope you are having a great vacation. Rest assured that we are taking great care of your furry friends.

Your friends at PetExec!



PetExec provides the flexibility to select the combination of privileges needed! Here is an overview of what's available.

**PetExec Training Menu Options**

Account Details	Packages	Services
<a href="#">Personal Info</a>	<a href="#">Boarding Package History</a>	<a href="#">Schedule a Boarding Time</a>
<a href="#">Credit Cards On File</a>	<a href="#">Daycare Package History</a>	<a href="#">Modify Boarding Time</a>
<a href="#">Pet Info</a>	<a href="#">Purchase a Package</a>	<a href="#">Schedule a Daycare</a>
<a href="#">File Uploads</a>		<a href="#">Request a Grooming</a>
<a href="#">Contracts/Agreements</a>		<a href="#">Request a Scheduled Service</a>
<a href="#">Make a Payment</a>		<a href="#">My Calendar</a>
<a href="#">Purchase History</a>		

[Email PetExec Training](#) [PetExec Training Webcam](#)

The vaccination records on file have expired? No problem! PetExec keeps owners informed! PetExec even offers the option to prevent owners from scheduling services if they have expired vaccinations on file!

**Vaccination Status**

This area is being displayed because your pet appears to have expired vaccinations. Please contact PetExec Training or your vet to schedule your vaccination updates.

Pet Name	Vaccination Type	Date
Ranger Smith	Bordetella	02/02/2015
	Distemper	05/02/2016
Zoe Smith	Bordetella	03/22/2016