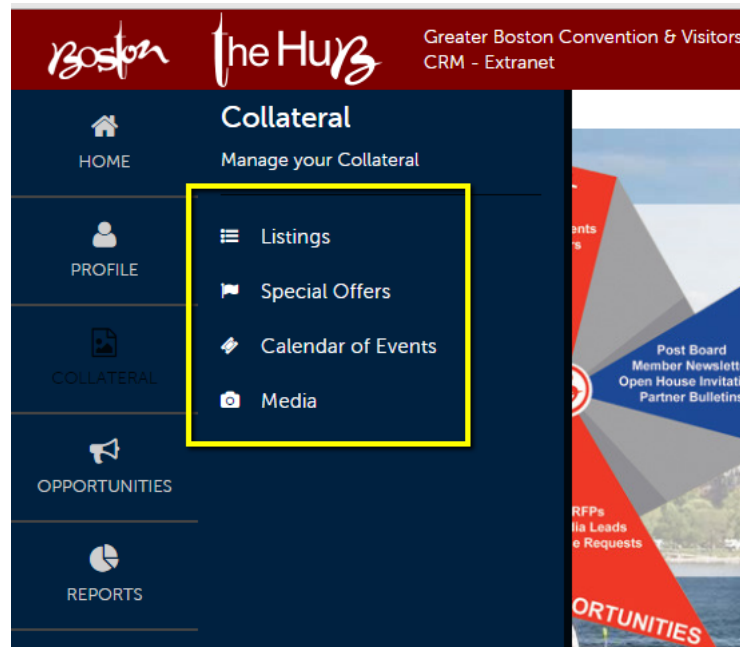


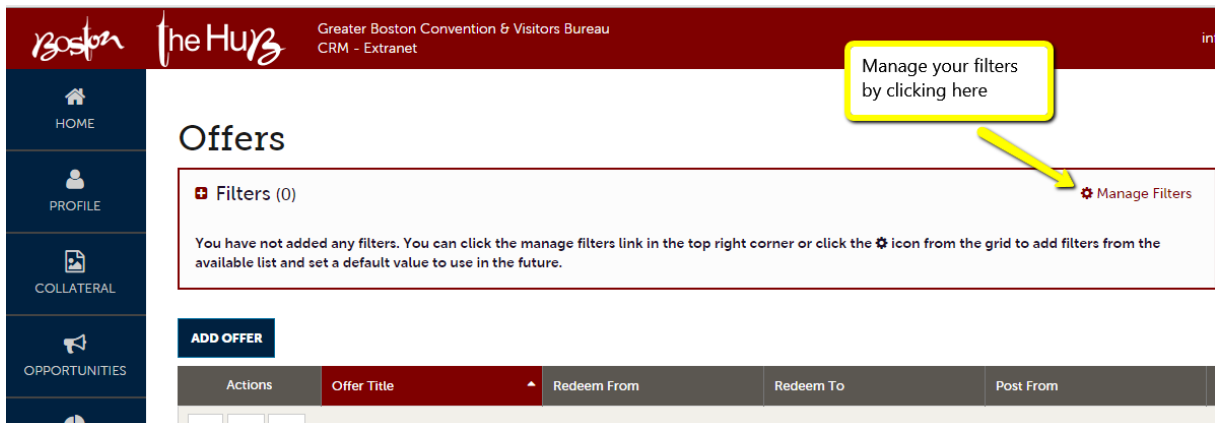


## Adding, Viewing and Editing Special Offers on the Extranet

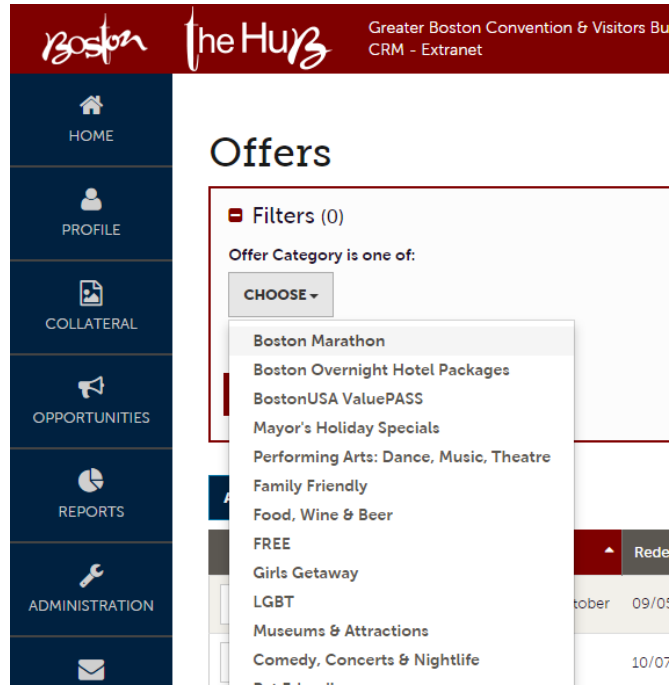
- Log in to the Boston Extranet at <https://boston.extranet.simpleviewcrm.com>
- Go to the Collateral menu and select Listings, Special Offers, Calendar of Events or Media.



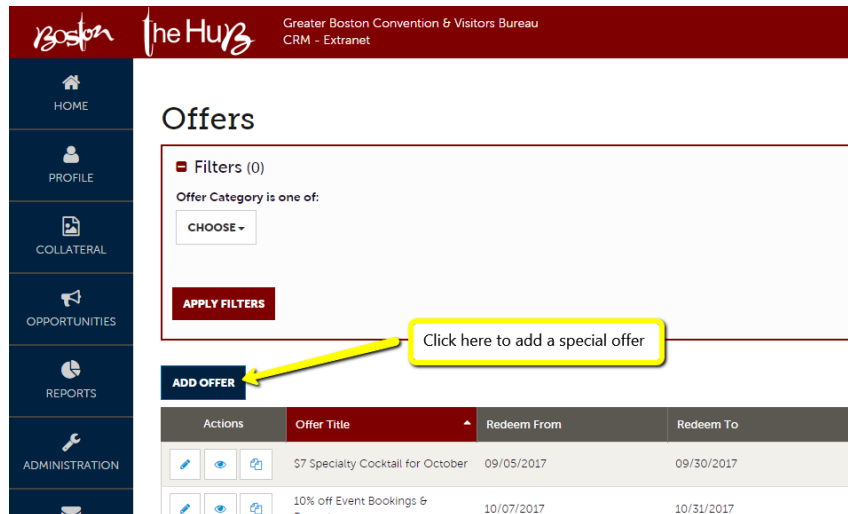
- Your Special Offers will show up on a page in a grid with filter options above them. You can add or remove filters and change them to find different Special Offers. For the grid you can sort by any column and you can also add or remove columns from the display.



- Also, you will have some defaults set for filters, but you can change these. Remember to click 'Apply Filters' for the changes to take effect.



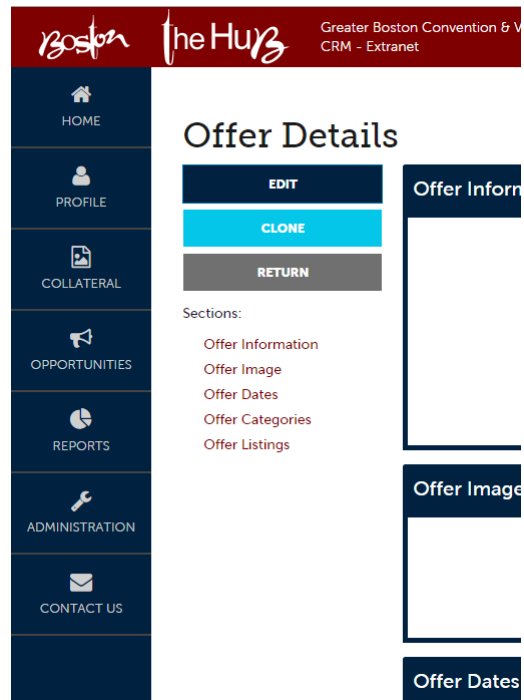
- You can add a special offer by selecting 'Add Offer'



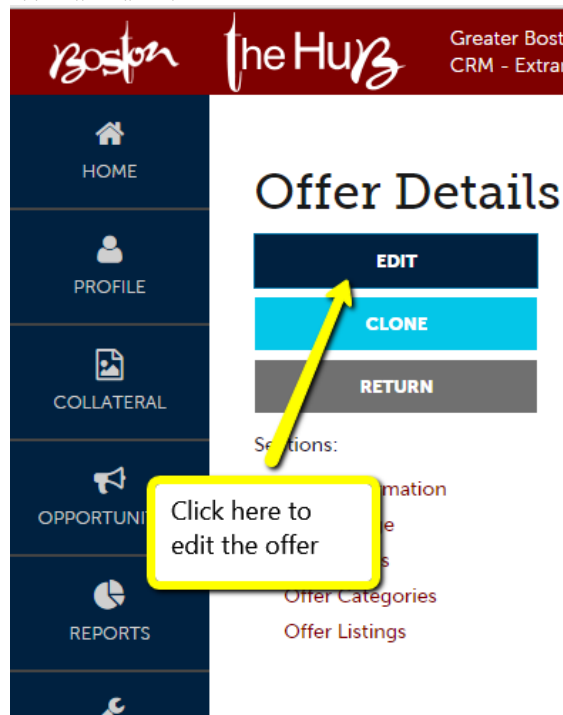
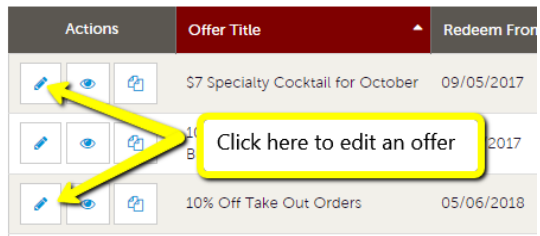
- To view the detail of the special offer select the eyeball icon and it will take you to Offer Details page.



- The Offer Detail page will show you all of the information about the Offer. On the left side you can toggle quickly to a section about the Listing.



- To edit the offer, you can select the pencil icon on the grid showing all offers or you can select edit from within the offer detail page



- Once you have selected edit, you are able to update offer information such as Offer Title, Link, Text, Categories, Listings your offer should be linked to, images and offer dates.
  - You will not be able to change the Account.

- You also have the ability to clone offers.



- Once you have selected to clone, it will take you to the 'New Offer' detail screen where you can edit/fill out your offer information. It looks and works the same as the edit offer page.

