

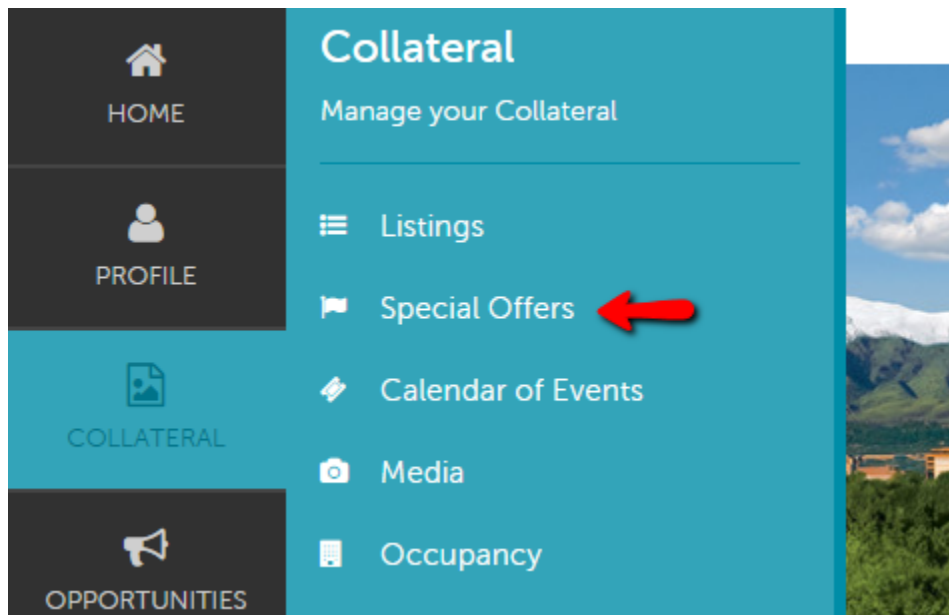


Extranet Instructions
Updating Special Offers (Coupons)

<https://fortcollinsco.extranet.simpleviewcrm.com/login/#/login>

Viewing Your Special Offers (coupons)

To access the Special Offers section click the Collateral link from the left main navigation and select Special Offers.



Special Offers:

1. Once inside the special offers page you can edit any existing offers or create a new one.
2. Any past offers you have posted will also be listed in this screen
 - a. You can filter them so that only the pending coupons show
 - b. They can also be sorted by column/feature

The screenshot shows a table of special offers. The 'ADD OFFER' button is highlighted with a red box and labeled 'Create new special offer.'. The table has columns for Actions, Offer Title, Account, Redeem From, Redeem To, Post From, Post To, Instruction, Disclaimer, Deal Price, and Offer Category. A row of data is visible with the following values: Test Coupon, Test - Partner Account, 03/08/2017, 03/08/2017, 03/15/2017, 03/15/2017, Testing coupon instructions, Testing coupon Disclaimer, \$25.00, Colorado Resources. The 'Actions' column for this row has three icons: a pencil (labeled 'Edit existing offer.'), an eye (labeled 'View offer details'), and a clone icon (labeled 'Clone offer.').

| Actions | Offer Title | Account | Redeem From | Redeem To | Post From | Post To | Instruction | Disclaimer | Deal Price | Offer Category |
|---------|-------------|------------------------|-------------|------------|------------|------------|-----------------------------|---------------------------|------------|--------------------|
| | Test Coupon | Test - Partner Account | 03/08/2017 | 03/08/2017 | 03/15/2017 | 03/15/2017 | Testing coupon instructions | Testing coupon Disclaimer | \$25.00 | Colorado Resources |

3. To add a new coupon, click on the “Add New Coupon” button
4. Complete the fields on the form
 - a. Offer Title
 - b. Offer Link (if you have a page on your site that specifically details this offer)
 - c. Offer Text – Description/details of the offer – include benefits, price, restriction dates and how to redeem offer if applicable
 - d. The “Redeem From” & “Redeem To” Dates – these will print on the coupon as dates which the coupon is valid (e.g. expiration date)
 - e. The “Post To” and Post From” Dates – determined by you, your coupon will only show up on the website during these dates – it will automatically be removed on the day after the “Post To” date
 - f. Select a category for your offer.
 - g. Select the listing this offer should be attached to.

h. Click “Save” to submit the coupon to the CVB for approval.

The screenshot shows a coupon creation interface. On the left, there are two buttons: a blue 'SAVE' button and a grey 'CANCEL' button. Below these is a 'Sections:' menu with links for 'Offer Information', 'Offer Image', 'Offer Dates', 'Offer Categories', 'Offer Listings', and 'General'. The main form area is divided into three sections: 1. 'Post From:' and 'Post To:' fields, each with a calendar icon. 2. 'Offer Categories' section with a dropdown menu labeled 'Offer Categories:' and 'CHOOSE AMONG THE FOLLOWING...'. 3. 'Offer Listings' section with a dropdown menu labeled 'Offer Listings:' and 'CHOOSE AMONG THE FOLLOWING...'. Below the dropdown is a text box containing the text 'Test - Partner Account (Website - Meeting & Conventions: Visitor & Relocation Services: Currency Exchange)'.

5. Upon approval, your offer will appear on your individual listing, as well as on a page listing all Coupons/Special Offers that our members have available
6. To edit the coupon, you just need to click on the pencil link to the left of your coupon, and make the desired changes