

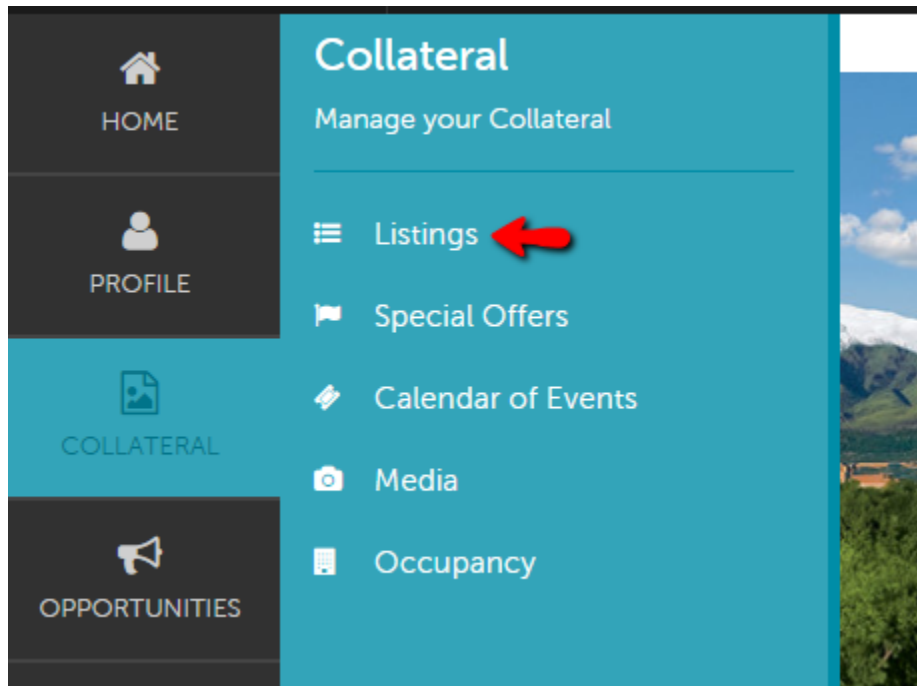


Extranet Instructions Updating Listings

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



Viewing Your Member Record

Listings are found under the collateral section of the extranet. To view your listings click the Collateral link from the left main navigation and then click Listings.



Editing a Listing:

1. In order to update your listing, click the pencil icon to the left of the appropriate listing.
2. Contact Drop-down: This contact will be the main contact for your listing if we were to send a referral to a visitor or group.
3. Address Type: Select "Physical" to display the main address on your account
4. Listing: Enter descriptive text for your venue.
5. Search Keywords: Enter keywords that can be used on the website to locate your listing in a search.

Actions	Company	Listing Type	Category	SubCategory	Listing ID
 	Test - Partner Account	Website - Meeting & Conventions	Visitor & Relocation Services	Currency Exchange	21064

Edit listing.

View listing details.

Update Listing

The screenshot shows the 'Update Listing' form with the 'Listing Information' section active. On the left, there are 'SAVE' and 'CANCEL' buttons, and a 'Sections:' menu with links for Listing Information, Categories, Details, Listing Image, Booking.com, Denver Restaurant Week, and Menu. The main form area contains several fields: 'Account' (Test - Partner Account), 'Type' (Website - Meeting & Conventions), 'Contacts' (--Choose One--), 'Address Type' (Physical), and 'Description' (Enter your listing description here!). There is also a 'Keywords' field.

6. Listing Details: This information will pull in from your Account Detail; however, by clicking the “Overwrite” radio button next to each field you may replace it with alternate text

The screenshot shows the 'Update Listing' form with the 'Details' section active. On the left, there are 'SAVE' and 'CANCEL' buttons, and a 'Sections:' menu with links for Listing Information, Categories, Details, Listing Image, Booking.com, Denver Restaurant Week, and Menu. The main form area contains several fields: 'LISTING ADDRESS 1' (1555 California St), 'LISTING ADDRESS 2', 'LISTING ADDRESS 3', 'CITY' (Denver), 'STATE' (CO), and 'ZIP/POSTAL CODE' (80118). A red callout box with the text 'Click to overwrite field data.' points to the radio button next to 'LISTING ADDRESS 1'.

7. Click the “Save” button when you are finished making any changes.
8. Your changes will go into a pending status until a representative from VISIT FORT COLLINS approves them. You cannot alter a listing that is pending approval.
9. When you return to your listing screen, you will be able to tell that your listing changes are pending by seeing that the far left pencil icon has turned into a clock icon.

