

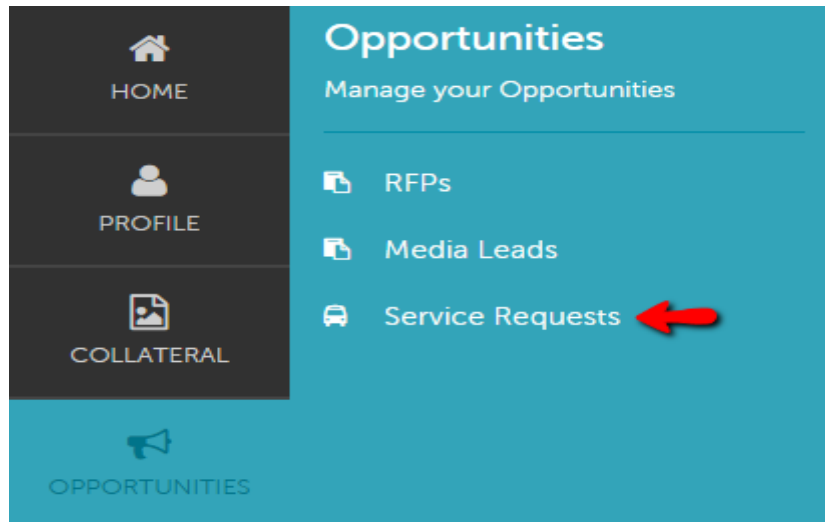


Extranet Instructions Service Requests

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

Reviewing Service Requests:

1. Once you are logged in, click on the “Opportunities” link in the left navigation and select “Service Requests”.



2. You will be able to view all Service Requests that your property was included in.
 - a. Groups (Meeting, Tour, Media,)
3. You are able to sort your list of service requests by using the filter section or by clicking on any of the column headers (i.e. Service Request, Contact, etc)

| Actions | Request Name | Account | Request Type | Deadline | Start Date | End Date | Attendees |
|---------|--|------------------------|--------------|------------|------------|------------|-----------|
| | Service request testing for extranet | Test - Partner Account | Request type | 03/11/2017 | 03/12/2017 | 03/13/2017 | 10 |
| | Tourism Test Service Request | Test - Partner Account | Food Truck | 03/12/2017 | 03/11/2017 | 03/13/2017 | 10 |

Viewing Service requests:

1. Click on the Eye Icon or Title to open and view.

Request Details

RETURN

Request Information

Sections:

[Request Information](#)

[Request Dates](#)

[Contact Information](#)

| | |
|----------------------|--------------------------------------|
| Services Manager | Phil Waneka |
| Request ID | 136917 |
| Company | TEST AC |
| Lead | Extranet 4 Testing Lead |
| Request Type | Request type |
| Request Name | Service request testing for extranet |
| Attendees | 10 |
| Deadline | 03/11/2017 |
| Budget | \$50 |
| Location | Denver 16th mall |
| Description | description notes testing |
| Additional Documents | |

Request Dates

| | |
|------------|------------|
| Start Date | 03/12/2017 |
| End Date | 03/13/2017 |
| Start Time | 08:00 AM |

2. You will notice the Contact information is available on the detail screen, use the email address provided to send your response directly to the client.