

Login Screen – Listings/Special Offers

Coastal Mississippi

Email

Password

[Forgot Password?](#)

coastal
MISSISSIPPI
The Secret Coast

LOGIN

coastal
MISSISSIPPI
The Secret Coast

Home Screen (PROFILE)

The screenshot shows the 'Home Screen (PROFILE)' interface. On the left, a dark sidebar contains navigation icons and labels: HOME, PROFILE (highlighted with a red arrow), COLLATERAL, OPPORTUNITIES, REPORTS, and ADMINISTRATION. The main content area is titled 'Profile' and includes 'Manage your Accounts' and a list of menu items: Accounts, Contacts (highlighted with a red arrow), My Benefits, and Invoices. The right side of the screen displays a 'Post Board' with three posts from Kara's Eco Hotel, City Center Hotel and Conference Center, and The Lauren Isely Resort.

Clicking the **Member Profile** icon displays your property's information, such as Account details, Contacts, My Benefits, and Invoices.

Manage Profile - Accounts

Accounts

Filters (0) Manage Filters

Account is one of:

CHOOSE ▾

APPLY FILTERS

Page 1 of 1 Go to Page: 1

Actions	Account
▾	Simpleview Hotel and Conference Center
	<ul style="list-style-type: none">Manage AmenitiesManage Meeting Space

Page 1 of 1 Go to Page: 1

After you click the Profile icon and then Accounts, you will be presented with your account name and the action you can perform. If you see multiple account names, this is due to your property having more than one business represented by Coastal Mississippi (Listings are not seen at this level). The pencil icon will allow you to edit your property information. By clicking the eyeball icon, you can view your property information. The down arrow icon will allow you to view and edit your amenity and meeting space information.

Manage Profile - Accounts (cont'd)

The screenshot displays the 'Manage Profile - Accounts' interface. On the left, a sidebar contains navigation links: Account Information, Phone Information, Address Information, New Group, Hotel Incentive Fund, Social Media, and General. A red arrow points to the 'Account Information' link. At the top left, there are 'SAVE' and 'CANCEL' buttons. The main form area is divided into sections: 'Account' (with a text field containing 'Simpleview Hotel and Conference Center' and a 'Region' dropdown menu set to 'North'), 'Website' (with a text field containing 'www.simpleviewinc.com'), and 'Phone Information' (with 'Primary' and 'Alternate' phone number fields, each including an 'Ext' field).

When you view or edit your property information, you can quickly scroll to a section on the page by clicking the links on the left of the page. If you are viewing the account, the top left will display an Edit button. If you are editing the account, the top left will display a Save button.

You must click the Save button before changes are applied!

Manage Profile - Contacts

Contacts

Filters (0) Manage Filters

Account is one of:

Contact Type is:

APPLY FILTERS

ADD CONTACT

Page 1 of 1 Go to Page:

Actions	Full Name	Account	Title	Email	Contact Type	
	Angel Berry	Simpleview Hotel and Conference Center		aberry@simpleviewinc.com	Primary	
	Alena Chaika	Simpleview Hotel and Conference Center		achaika@simpleviewinc.com	Secondary	

After you click the Profile icon and then Contacts, you will be presented with a list of all the contacts associated with your property. On this page you can Add, Edit, View, or Clone (duplicate) a contact depending upon your extranet permissions.

Please contact Janice Jones, Janice@coastalmississippi.com – 228-388-1431, if you don't see what you think you should under Contacts.

Manage Profile - Contacts (cont'd)

Update Contact

SAVE

CANCEL

Sections:

- Contact Information
- Address Information
- Phone Information
- Additional Information
- ecomm
- Social Media
- General

Contact Information

Account: ◀Required
Simpleview Hotel and Conference Center ▼

First Name: ◀Required
Angel

Last Name: ◀Required
Berry

Full Name: ◀Required
Angel Berry

Department:

Title:

Contact Type: ◀Required
Primary ▼

Preferred Contact Method:
Email ▼

When you view or edit a contact, you can quickly scroll to a section on the page by clicking the links of the left of the page. If you are viewing a contact, the top left will display an Edit button. If you are editing a contact, the top left will display a Save button. You must click the Save button before changes are applied!

IMPORTANT NOTE: If a contact has left your property you now have the ability to change the contact type from “Active” to “Inactive” and create that person’s replacement Contact record (clone the previous contact. You may still notify Coastal Mississippi of contact type to “Inactive” as they will need to set the permissions for the new contact.

Manage Profile - My Benefits

Benefits

- Listings
- Offers
- Fam Trips
- Events
- Leads/RFPs
- Service Requests
- Inkind/Expenses
- Social Mentions
- Press Mentions

FROM
Month
September

Year
2014

Listings [See Details](#) Views

Month	Views
Sep	0
Oct	0
Nov	1
Dec	0
Jan	1
Feb	3
Mar	2
Apr	0
May	0
Jun	0
Jul	0
Aug	0

Offers [See Details](#)

Month	Click Thrus
Sep	0
Oct	0
Nov	0
Dec	0
Jan	0
Feb	0
Mar	0
Apr	0
May	0
Jun	0
Jul	0
Aug	0

Press Mentions [See Details](#) Mentions

Month	Mentions
Sep	0
Oct	0
Nov	0
Dec	0
Jan	2
Feb	0
Mar	3
Apr	0
May	0
Jun	0
Jul	0
Aug	0

Events [See Details](#) Attended

Month	Attended
Sep	0
Oct	0
Nov	0
Dec	0
Jan	0
Feb	0
Mar	0
Apr	0
May	0
Jun	0
Jul	0
Aug	0

After you click the Profile icon and then My Benefits, you will be presented summary reports based on interaction with your property. The information you see on this page is specifically related to your property.

Here you can see how your listings or special offers are producing – showing the number of views and click thrus.

Home Screen (Collateral)

The screenshot displays the 'Home Screen (Collateral)' interface. At the top, the navigation bar features the 'VISIT MISSISSIPPI GULF COAST' logo, the text 'Visit Mississippi Gulf Coast', and a search bar containing 'Simpleview Hotel and Conference Center'. The left sidebar contains navigation icons for HOME, PROFILE, COLLATERAL (highlighted with a red arrow), OPPORTUNITIES, and REPORTS. The main content area is titled 'Collateral' and includes a dropdown menu for 'All Bulletins'. Below this, there are several bulletins, including 'Full Report (Not Read)', 'Conclusions (Not Read)', and 'A Sense of Place - Reputation Management'. On the right, there is a 'Post Board' section with two posts: 'Kara's Eco Hotel' dated 07/28/2015 and 'City Center Hotel and Conference Center' dated 07/14/2015.

Clicking the **Collateral** icon, displays options for listings, special offers, calendar of events (not applicable to all partners), media (images), and occupancy data.


Note: Some of these options are not available to all Extranet users. If you are responsible for anything related to collateral and don't have access, contact Janice, Janice@coastalmississippi.com – 228-388-1431.

Collateral - Listings

Listings





+ Filters (0)

Manage Filters

You have not added any filters. You can click the manage filters link in the top right corner or click the  icon from the grid to add filters from the available list and set a default value to use in the future.

ADD LISTING

Page 1 of 1 Go to Page: 1

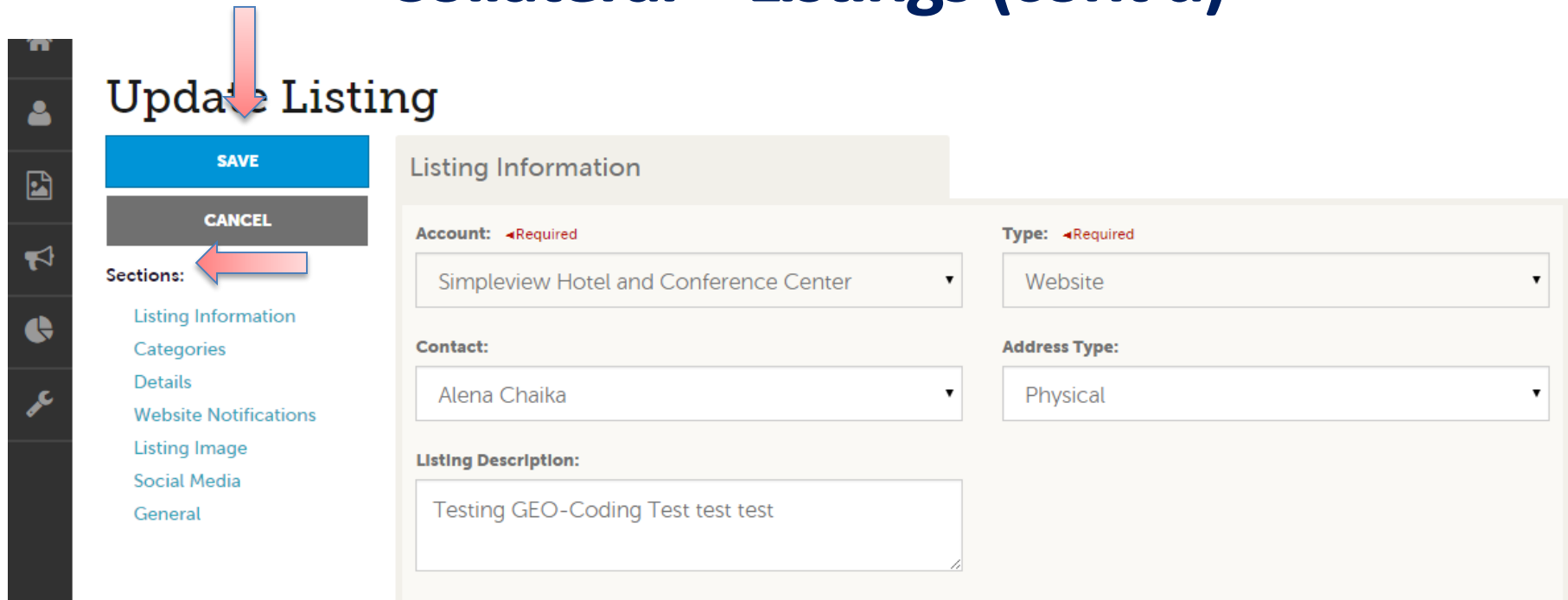
Actions	Company	Listing Type	Category	Subcategory	Listing ID	
  	Simpleview Hotel and Conference Center	Website	Accommodations	Luxury Resorts	41983	

Page 1 of 1 Go to Page: 1

After you click the Collateral icon and then Listings, you will be presented with your property's listings. These listings are usually website listings but can be publication listings. The pencil icon will allow you to **edit** your listing information.

By clicking the eyeball icon, you can **view** your listing information. The clone icon will allow you to duplicate a listing. You can also create a new listing by clicking the Add Listing button.

Collateral – Listings (cont'd)



Update Listing

SAVE

CANCEL

Sections:

- Listing Information
- Categories
- Details
- Website Notifications
- Listing Image
- Social Media
- General

Listing Information

Account: Required

Simpleview Hotel and Conference Center

Type: Required

Website

Contact:

Alena Chaika

Address Type:

Physical

Listing Description:

Testing GEO-Coding Test test test

When you view or edit a listing, you can quickly scroll to a section on the page by clicking the links of the left of the page. If you are **viewing** a listing, the top left will display an Edit button. If you are **editing** a listing, the top left will display a Save button. You must click the Save button before changes are applied!

IMPORTANT NOTE: All edits of listings will require approval from the Bureau. Upon saving your updates, Coastal Mississippi will be notified of your changes/additions. Once your edits/changes have been approved or denied, you will receive a notification e-mail.

Collateral – Listings (cont'd)

The screenshot shows a web application interface for editing a listing. On the left is a dark sidebar with a vertical list of sections: Listing Information, Categories, Details, Website Notifications, Listing Image, Social Media, and General. At the top of the main content area are two buttons: a blue 'SAVE' button and a grey 'CANCEL' button. Below these are two input fields: 'Email To Notify' (empty) and 'Notification Interval' (containing '0'). The 'Listing Image' section features a pull-down menu with the text 'HOTEL (IMAGES2.JPG)' and a red arrow pointing to it from the right.


When you edit a listing, you can select one or multiple images (**900 x 600 or larger**) to associate to the listing by selecting the Listing Images pull down menu.


As mentioned previously, any edits will require approval from the Bureau. Upon saving your updates, the Bureau will be notified of your changes/additions. You will receive a notification e-mail as soon as the bureau approves/denies your changes/additions.

Collateral – Special Offers





Offers

+ Filters (0) Manage Filters

You have not added any filters. You can click the manage filters link in the top right corner or click the  icon from the grid to add filters from the available list and set a default value to use in the future.

[ADD OFFER](#) 

Page 1 of 1 Go to Page:

Actions	Offer Title	Redeem From	Redeem To	Post From	Post To	Pending	
  	20% Off Rooms Sunday through Thursday Nights	08/01/2015	08/31/2015	08/01/2015	08/31/2015	No	

Page 1 of 1 Go to Page:

Click the Collateral icon and then Special Offers, you will be presented with your property's offers.

The pencil icon will allow you to **edit** an existing offer.

By clicking the eyeball icon, you can **view** the existing offer.

The clone icon will allow you to **duplicate** an offer.

You can also create a new offer by clicking the Add Offer button.

All offers (edited, created, or cloned) must be approved by the Bureau before going live.

Like with Listings, you make your changes, the Bureau is notified of your changes/additions. You will receive a notification e-mail once the bureau approves or denies your edits/additions.

Collateral – Special Offers (cont'd)

Update Offer

SAVE

CANCEL

Sections:

- Offer Information
- Offer Image
- Offer Dates
- Offer Categories
- Offer Listings
- General

Offer Information

Account: Required
Simpleview Hotel and Conference Center

Offer Title: Required
20% Off Rooms Sunday through Thursday Nights

Offer Link:
www.simpleviewinc.com

Offer Text:
Get 20% Off Rooms Sunday through Thursday Nights in the month of August!

Offer Image

Offer Image:
Hotel (images2.jpg)

When you view, edit, or add an offer, you can quickly scroll to a section on the page by clicking the links of the left of the page. If you are viewing an offer, the button in the top left will say Edit. If you are editing an offer, the top left will display a Save button. You must click the Save button before changes are applied! As with listings, you have the ability to attach images to your offers.

Collateral – Media

Media

Filters (0) Manage Filters





Account is one of:

CHOOSE ▾

APPLY FILTERS

ADD NEW MEDIA ←

Page 1 of 1 Go to Page: 1

Actions	Title	Image
  	Hotel	

After you click the Collateral icon and then Media (images should be no smaller than 900 x 600), you will be presented with your property's images available for use on listings and special offers. The pencil icon will allow you to edit an existing image.

By clicking the red **x** icon, you can delete an existing image. The clone icon will allow you to duplicate an image. You can also create a new image by clicking the Add Media button.

Collateral – Media (Cont'd)

SAVE

CANCEL

Sections:

Media Information

Image

Description:

File:

Drag and Drop File To Page
or use the "Browse" button below to find a file to add

BROWSE REMOVE

You can drag a file to the page to replace this file or use the "Browse" button

Listings:

CHOOSE AMONG THE FOLLOWING... ▾

As with Calendar of Events you can browse your hard drive or drag and drop an image **(900 x 600 or larger)**. Once you upload a new image or edit an existing one you can attach the image to one or multiple listings by selecting the Listings pull down menu.