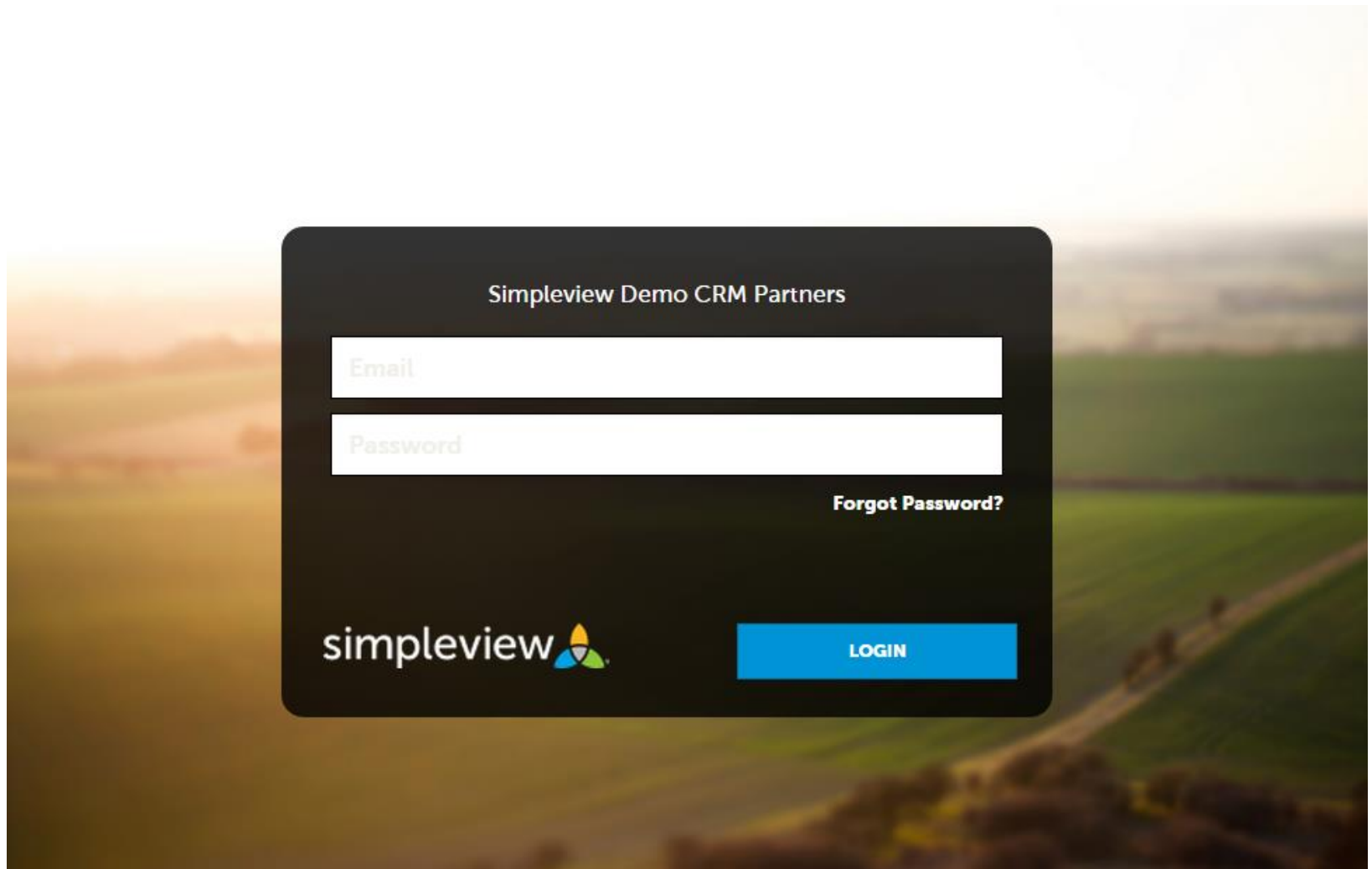




Extranet User Instructions



Login Screen




The login screen is a dark gray rounded rectangle centered on a blurred background of a green field and a sunset sky. It contains the title 'Simpleview Demo CRM Partners', two white input fields for 'Email' and 'Password', a 'Forgot Password?' link, the 'simpleview' logo, and a blue 'LOGIN' button.

Simpleview Demo CRM Partners

Email

Password

[Forgot Password?](#)

simpleview 

LOGIN



Home Screen

The screenshot shows the Simpleview Home Screen. At the top is a dark navigation bar with the Simpleview logo, 'Extranet' link, 'Simpleview Demo CRM Partners' text, user email 'user@simpleviewinc.com' with a 'Logout' link, a dropdown menu for 'Simpleview Hotel and Conference Center', and a search icon. On the left is a vertical sidebar with icons for home, user, documents, announcements, analytics, and settings. The main content area is divided into three sections. The 'At A Glance' section, highlighted by a red arrow, contains three colored boxes: a purple box for '0 Listing Views' with a list icon, an orange box for '0 Listing Click Throughs' with a hand icon, and a green box for '0 Offer Views' with a flag icon. A 'See All' link is to the right of these boxes. Below this is the 'Partner Bulletins' section with a 'Show: All Bulletins' dropdown and three bulletin items: 'Partner Bulletin Test', 'Weather warning', and 'Review Your Visitors Guide Information!!!!'. The 'Post Board' section on the right lists three posts from 'Kara's Eco Hotel', 'City Center Hotel and Conference Center', and 'The Lauren Isely Resort', each with a date and a brief description. A red 'X' icon is in the top right of each post box.

simpleview Extranet Simpleview Demo CRM Partners user@simpleviewinc.com Logout Simpleview Hotel and Conference Center

At A Glance [See All](#)

0 Listing Views 0 Listing Click Throughs 0 Offer Views

Partner Bulletins

Show: All Bulletins

Partner Bulletin Test [View Full](#)

Weather warning [View Full](#)

Review Your Visitors Guide Information!!!! [View Full](#)

Post Board

Kara's Eco Hotel 07/28/2015 Can anyone post a reply? I can't figure it out!

City Center Hotel and Conference Center 07/14/2015 Industry Happy Hour. All service industry professionals get \$3.00 appetizers from 11pm to 2am. Show your employee ID or name badge.

The Lauren Isely Resort 07/13/2015 Multi-Partner Sharing Bulletin Free concert on Saturday. Come hang out at the bar and enjoy local music.

At A Glance is a brief view of your listing and special offers tracking. You can also click the See All link to the right to view more information about your property interaction with the bureau.



Home Screen (cont'd)

The screenshot displays the Simpleview Home Screen. At the top is a dark navigation bar with the Simpleview logo, 'Extranet' link, 'Simpleview Demo CRM Partners' text, user email 'user@simpleviewinc.com' with a 'Logout' link, a dropdown menu for 'Simpleview Hotel and Conference Center', and a search icon. A vertical sidebar on the left contains icons for home, user profile, documents, announcements, analytics, and settings. The main content area is divided into three sections. The 'At A Glance' section features three colored boxes: a purple box for '0 Listing Views' with a list icon, an orange box for '0 Listing Click Throughs' with a hand icon, and a green box for '0 Offer Views' with a flag icon. A 'See All' link is to the right. The 'Partner Bulletins' section has a 'Show: All Bulletins' dropdown and lists three items: 'Partner Bulletin Test', 'Weather warning', and 'Review Your Visitors Guide Information!!!!', each with a 'View Full' link. The 'Post Board' section on the right is titled with a red arrow pointing to it and a blue icon with a pencil. It lists three posts from pinned properties: 'Kara's Eco Hotel' (dated 07/28/2015) with a comment bubble icon showing '1' and an email icon; 'City Center Hotel and Conference Center' (dated 07/14/2015) with a comment bubble icon showing '0' and an email icon; and 'The Lauren Isely Resort' (dated 07/13/2015) with a comment bubble icon showing '0' and an email icon. Each post has a red 'X' icon in the top right corner.

simpleview Extranet Simpleview Demo CRM Partners user@simpleviewinc.com Logout Simpleview Hotel and Conference Center

At A Glance

See All

- 0 Listing Views
- 0 Listing Click Throughs
- 0 Offer Views

Partner Bulletins

Show: All Bulletins

- Partner Bulletin Test**
[View Full](#)
- Weather warning**
[View Full](#)
- Review Your Visitors Guide Information!!!!**
It's time to review the information that will be placed in the 2015 Visitors Guide.
[View Full](#)

Post Board

- Kara's Eco Hotel**
07/28/2015
Can anyone post a reply? I can't figure it out!
1
✕
- City Center Hotel and Conference Center**
07/14/2015
Industry Happy Hour. All service industry professionals get \$3.00 appetizers from 11pm to 2am. Show your employee ID or name badge.
0
✕
- The Lauren Isely Resort**
07/13/2015
Multi-Partner Sharing Bulletin
Free concert on Saturday. Come hang out at the bar and enjoy local music.
✕

Post Board allows you to communicate with other properties in your destination. By clicking on the caption bubble icon, you can reply to a post. You can also email the poster by clicking the mail icon.



Home Screen (cont'd)

The screenshot shows the Simpleview Home Screen. At the top is a dark navigation bar with the Simpleview logo, 'Extranet' link, 'Simpleview Demo CRM Partners' text, user email 'user@simpleviewinc.com' with a 'Logout' link, a dropdown menu for 'Simpleview Hotel and Conference Center', and a search icon. A vertical sidebar on the left contains icons for home, user profile, documents, announcements, analytics, and settings. The main content area is divided into three sections: 'At A Glance' with three colored boxes (purple for '0 Listing Views', orange for '0 Listing Click Throughs', and green for '0 Offer Views'), 'Partner Bulletins' with a dropdown set to 'All Bulletins' and three items including 'Partner Bulletin Test', 'Weather warning', and 'Review Your Visitors Guide Information!!!!' (the last marked with a blue and white exclamation mark), and 'Post Board' with three pinned posts from 'Kara's Eco Hotel', 'City Center Hotel and Conference Center', and 'The Lauren Isely Resort'.

simpleview Extranet Simpleview Demo CRM Partners user@simpleviewinc.com Logout Simpleview Hotel and Conference Center

At A Glance

0 Listing Views

0 Listing Click Throughs

0 Offer Views

Partner Bulletins

Show: All Bulletins

Partner Bulletin Test ⓘ
[View Full](#)

Weather warning ⓘ
[View Full](#)

Review Your Visitors Guide Information!!!! ⓘ
It's time to review the information that will be placed in the 2015 Visitors Guide.
[View Full](#)

Post Board

Kara's Eco Hotel ⓘ
07/28/2015
Can anyone post a reply? I can't figure it out!
1

City Center Hotel and Conference Center ⓘ
07/14/2015
Industry Happy Hour. All service industry professionals get \$3.00 appetizers from 11pm to 2am. Show your employee ID or name badge.
0

The Lauren Isely Resort ⓘ
07/13/2015
Multi-Partner Sharing Bulletin
Free concert on Saturday. Come hang out at the bar and enjoy local music.

Partner Bulletins are important notices, documentation, events, etc... Important bulletins will be marked with a blue and white exclamation mark.



Home Screen (cont'd)

The screenshot displays the Simpleview Extranet Home Screen. At the top, a dark navigation bar contains the Simpleview logo, the word 'Extranet', the user's name 'Simpleview Demo CRM Partners', the email 'user@simpleviewinc.com', a 'Logout' link, and a dropdown menu for 'Simpleview Hotel and Conference Center'. A search icon is located on the far right. On the left, a teal sidebar features a 'Member Profile' section with a red arrow pointing to a profile icon and the text 'Manage your Accounts'. Below this are links for 'Accounts', 'Contacts', 'My Benefits', and 'Invoices'. The main content area shows two large colored boxes: an orange one for 'Listing Click Throughs' (0) and a green one for 'Offer Views' (0). To the right is a 'Post Board' with three entries from Kara's Eco Hotel, City Center Hotel and Conference Center, and The Lauren Isely Resort, each with a date and a brief description. A 'See All' link is positioned above the Post Board.

By clicking the Profile icon, you can view/edit your property information, contacts associated with your property, view information about your property interaction with the bureau (same as the See All link in the At A Glance section), and view and pay invoices sent to you by the bureau. More on these options later in the presentation.



Home Screen (cont'd)

The screenshot displays the Simpleview Home Screen. At the top is a dark navigation bar with the Simpleview logo, 'Extranet' link, 'Simpleview Demo CRM Partners' text, user email 'user@simpleviewinc.com' with a 'Logout' link, and a dropdown menu for 'Simpleview Hotel and Conference Center'. A search icon is on the far right. On the left is a teal sidebar with a 'Collateral' section containing links for Listings, Special Offers, Calendar of Events, Media, Occupancy, and Materials Request. A red arrow points to the Collateral icon. The main content area shows two large colored boxes: an orange one for 'Listing Click Throughs' (0) and a green one for 'Offer Views' (0). To the right is a 'Post Board' with two posts: 'Kara's Eco Hotel' dated 07/28/2015 and 'City Center Hotel and Conference Center' dated 07/14/2015. Each post includes a title, date, text, and interaction icons for comments and email.

By clicking the Collateral icon, you can view/edit/add your listings/publication guides, special offers, calendar of events, media (i.e. images), occupancy data, and request materials from the bureau.

Note: Some of these options are just view and/or edit and/or add. More on these options later in the presentation.



Manage Profile - Accounts

The screenshot displays the 'Accounts' management interface. On the left is a dark sidebar with icons for user profile, documents, announcements, analytics, and settings. The main content area is titled 'Accounts' and contains a filter section. The filter section has a 'Filters (0)' header, a 'Manage Filters' link, and a dropdown menu labeled 'Account is one of:' with a 'CHOOSE' button. Below the dropdown is a green 'APPLY FILTERS' button. A red arrow points from this button to a table below. The table has a green header with 'Actions' and 'Account' columns. The first row shows an account named 'Simpleview Hotel and Conference Center'. To the left of the account name are three icons: a pencil (edit), an eyeball (view), and a dropdown arrow. The dropdown menu is open, showing 'Manage Amenities' and 'Manage Meeting Space' options. To the right of the table are pagination controls showing 'Page 1 of 1' and 'Go to Page: 1'.

After you click the Profile icon and then Accounts, you will be presented with your account name and various action you can perform. If you see multiple account names, this is due to your property being associated with another property. 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)

SAVE

CANCEL

Sections:

- Account Information
- Phone Information
- Address Information
- New Group
- Hotel Incentive Fund
- Social Media
- General

Account: Simpleview Hotel and Conference Center

Region: ◀ Required North

Website: www.simpleviewinc.com

Phone Information

Primary: **Ext**

Alternate: **Ext**

When you view or edit your property information, you can quickly scroll to a section on the page by clicking the links of the left of the page. If you are viewing the account, the button in the top left will say Edit. If you are editing the account, the top left button will say Save. You must click the Save button before any of your changes are actually saved!



Manage Profile - Contacts

Contacts

Filters (0) [Manage Filters](#)

Account is one of:

Contact Type is:

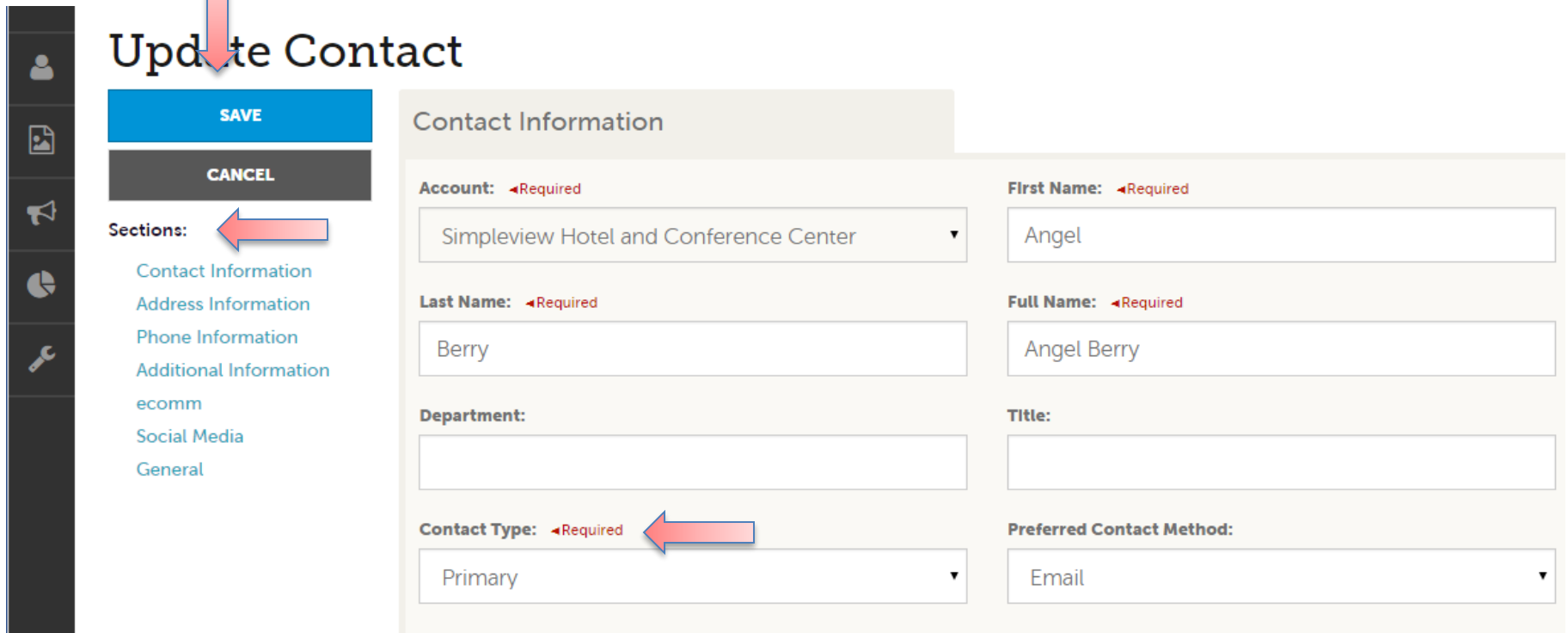
Page 1 of 1 Go to Page:

Actions	Full Name	Account	Title	Email	Contact Type
<input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Clone"/>	Angel Berry	Simpleview Hotel and Conference Center		aberry@simpleviewinc.com	Primary
<input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Clone"/>	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, and Clone (i.e. duplicate) a contact depending upon your extranet permissions.



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 ▼

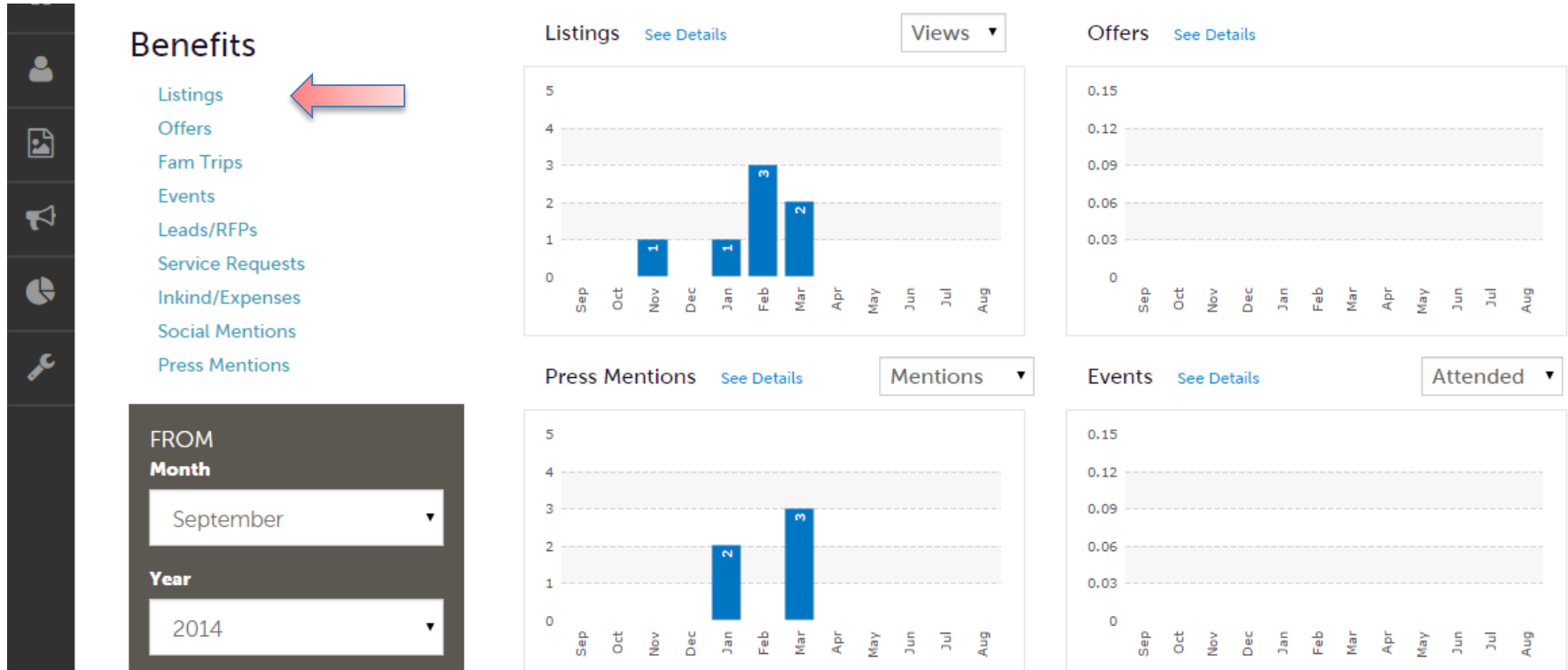
Preferred Contact Method:
Email ▼

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 button in the top left will say Edit. If you are editing a contact, the top left button will say Save. You must click the Save button before any of your changes are actually saved!

IMPORTANT NOTE: If a contact has left your property it is your responsibility to notify the bureau and/or change their contact type to “Inactive”.



Manage Profile - My Benefits




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




Manage Profile - Invoices






Invoices

+ 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.

< Page 1 of 1 > Go to Page: >

Actions	Invoice ID	Account	Type	Invoice Date ▲	Invoice Amount	Paid Amount	Balance Due	Payment Date	Description	
 	1565	Simpleview Hotel and Conference Center	Membership	11/13/2009	\$2,060.00	\$0.00	\$2,060.00		Test	
 		Simpleview Hotel and Conference Center	Membership	12/02/2014	\$300.00	\$0.00	\$300.00			

After you click the Profile icon and then Invoices, you will be presented with a list of invoices sent to your property. To view the details of the invoice you can either click the eyeball icon or the Print icon. To pay an invoice, click the eyeball icon to first view the invoice.



Manage Profile - Invoices (cont'd)

RETURN

PRINT INVOICE

PAY NOW

Sections:

- Recipient Details
- Invoice Details
- Payment Details
- General

Type: Membership

Description: Test

Invoice Date: 11/13/2009

Due Date: 11/13/2009

Invoice Amount: \$2,060

Paid Amount: \$0

Balance Due: \$2,060

Payment Date:

Payment Method:

Payment Details

Actions	Payment ID	Payment Method	Payment Date	Amount
No Records Were Found				

When viewing an invoice you can see the payment history associated to the invoice. If the invoice has an outstanding balance, you will see a Pay Now button in the top left of the page. Paying Now will take you to a secure page to pay using a credit card much like any online payment portal on the internet.

NOTE: Pay Now will only appear if this feature has been enabled by the bureau.



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

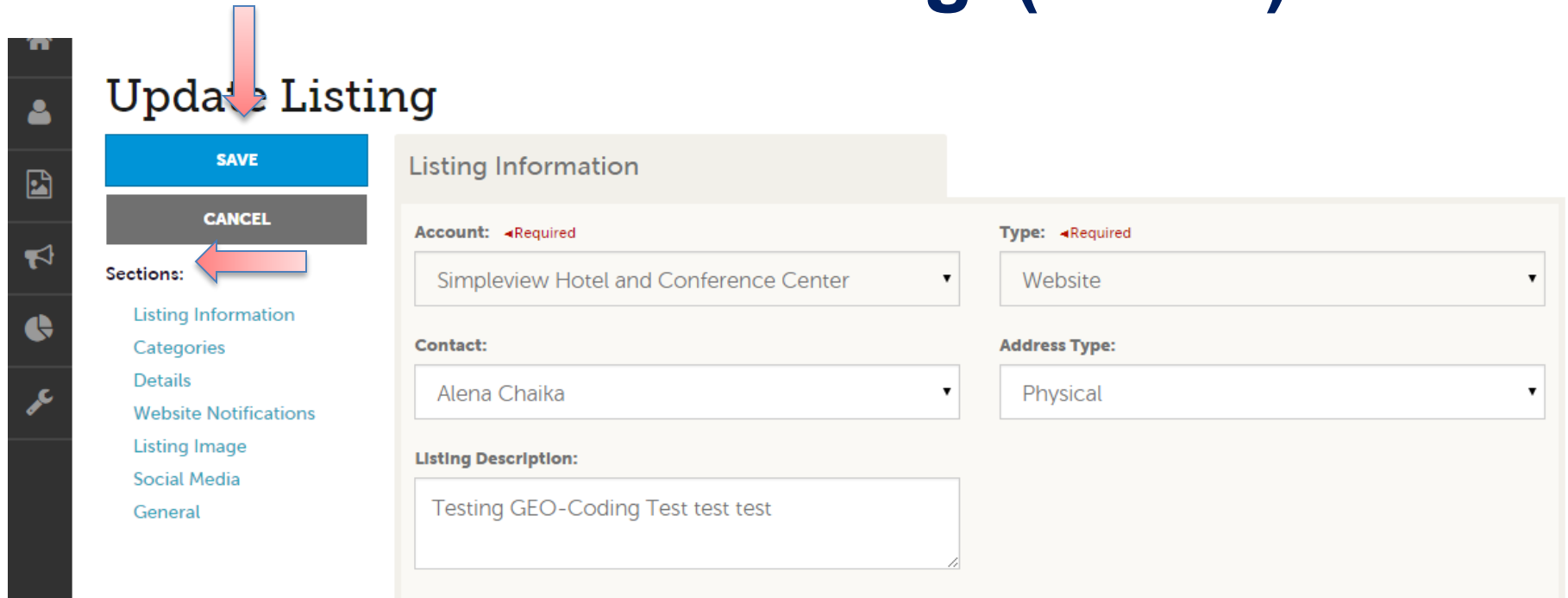
Page 1 of 1 Go to Page: 1

After you click the Collateral icon and then Listings, you will be presented with your property's listings. These listings may be website listings or publication guide 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.

NOTE: Add Listing and Clone will only be available if the bureau has enabled this feature.



Collateral - Listings(cont'd)

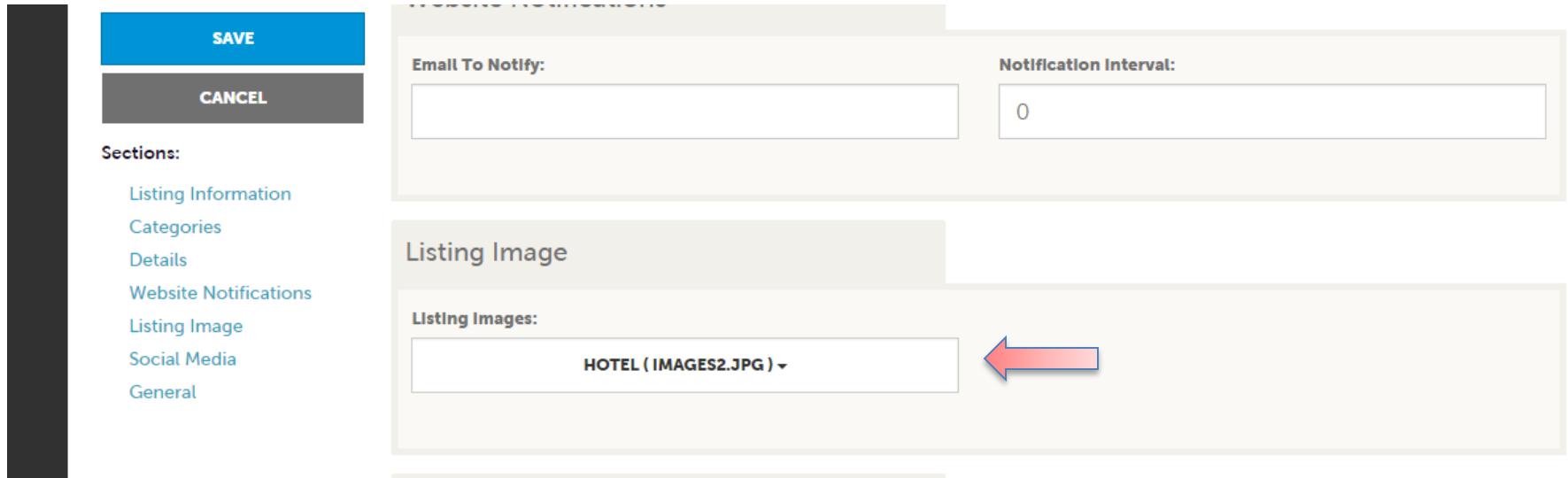


The screenshot shows a web interface for updating a listing. On the left is a dark sidebar with icons for user, image, announcement, analytics, and settings. The main content area is titled 'Update Listing' with a red arrow pointing to the title. Below the title are two buttons: a blue 'SAVE' button and a grey 'CANCEL' button, with a red arrow pointing to the 'CANCEL' button. To the left of the form is a 'Sections:' menu with links: 'Listing Information' (highlighted with a red arrow), 'Categories', 'Details', 'Website Notifications', 'Listing Image', 'Social Media', and 'General'. The form itself is titled 'Listing Information' and contains several fields: 'Account:' (required) with a dropdown showing 'Simpleview Hotel and Conference Center'; 'Type:' (required) with a dropdown showing 'Website'; 'Contact:' with a dropdown showing 'Alena Chaika'; 'Address Type:' with a dropdown showing 'Physical'; and 'Listing Description:' with a text area containing 'Testing GEO-Coding Test test test'.

When you view, edit, or add (if enabled) 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 button in the top left will say Edit. If you are editing a listing, the top left button will say Save. You must click the Save button before any of your changes are actually saved! **IMPORTANT NOTE:** Any edits or adding of listings will require approval from the bureau. Upon saving your updates, the bureau will be notified of your changes/adds.



Collateral - Listings(cont'd)



The screenshot displays a web form for managing listings. On the left is a dark sidebar with a vertical menu. The main content area has a top section with 'SAVE' and 'CANCEL' buttons. Below these is a 'Sections:' list with links: 'Listing Information', 'Categories', 'Details', 'Website Notifications', 'Listing Image', 'Social Media', and 'General'. The 'Listing Image' section is highlighted. It contains a 'Listing Images:' label and a pull-down menu showing 'HOTEL (IMAGES2.JPG)'. A red arrow points to this menu. Above the 'Listing Image' section, there are fields for 'Email To Notify:' and 'Notification Interval:' with a value of '0'.

SAVE

CANCEL

Sections:

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

Email To Notify:

Notification Interval:

0

Listing Image

Listing Images:

HOTEL (IMAGES2.JPG) ▾

When you edit or add (if enabled) a listing, you can select one or multiple images to associate to the listing by selecting the Listing Images pull down menu. As mentioned in the previous slide; Any edits or adding of listings will require approval from the bureau. Upon saving your updates, the bureau will be notified of your changes/adds. More on images in the Collateral – Media slide.

NOTE: Not all listing types allow for images to be added.




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: 1 >

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: 1 >

After you 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.



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 button will say Save. You must click the Save button before any of your changes are actually saved! As with listings, you have the ability to attach images to your offers.

IMPORTANT NOTE: Any edits or adding of offers will require approval from the bureau. Upon saving your updates, the bureau will be notified of your changes/adds.



Collateral – Calendar of Events

Events

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 EVENT

< Page 1 of 1 > Go to Page: 1 >

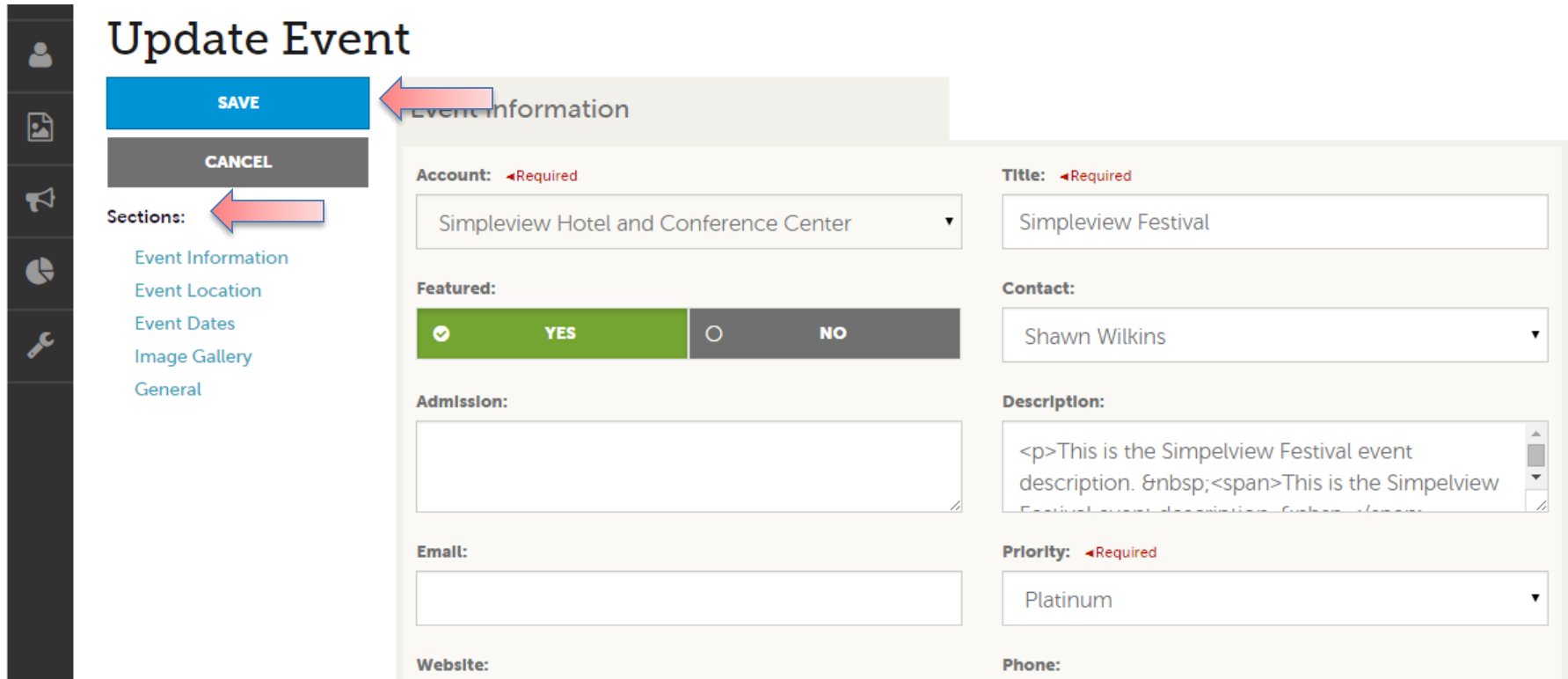
Actions	Event ID	Title	Priority	Start Date	End Date	Event Category	
	57	Bossista	Gold	07/07/2015	07/07/2015	Family, Arts and Culture, Historical	
	59	Simpleview Festival	Platinum	07/08/2015	07/08/2015	Sports, Family	

< Page 1 of 1 > Go to Page: 1 >

After you click the Collateral icon and then Calendar of Events, you will be presented with your property's events. The pencil icon will allow you to edit an existing event. By clicking the eyeball icon, you can view the existing event. The clone icon will allow you to duplicate an event. You can also create a new event by clicking the Add Event button.



Collateral – Special Calendar of Events (cont'd)



Update Event

SAVE

CANCEL

Sections:

- Event Information
- Event Location
- Event Dates
- Image Gallery
- General

Event Information

Account: Required
Simpleview Hotel and Conference Center

Title: Required
Simpleview Festival

Featured:
☒ YES ☐ NO

Contact:
Shawn Wilkins

Admission:

Description:
<p>This is the Simpleview Festival event description. This is the Simpleview Festival event description. </p>

Email:

Priority: Required
Platinum

Website:

Phone:

When you view, edit, or add an event, 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 event, the button in the top left will say Edit. If you are editing an event, the top left button will say Save. You must click the Save button before any of your changes are actually saved!

IMPORTANT NOTE: Any edits or adding of events will require approval from the bureau. Upon saving your updates, the bureau will be notified of your changes/adds.



Collateral – Special Calendar of Events (cont'd)

The screenshot shows a web form for creating a calendar event. On the left is a sidebar with a 'SAVE' button (blue) and a 'CANCEL' button (grey). Below these are 'Sections:' with links for 'Event Information', 'Event Location', 'Event Dates', 'Image Gallery', and 'General'. The main form area has tabs for 'One Day', 'Daily', 'Weekly' (selected), 'Monthly', and 'Yearly'. A red arrow points to the 'Weekly' tab. Below the tabs is the 'Weekly Recurrence Options' section, which includes a green bar with 'Every 1 Week(s) on MONDAY, TUESDAY, WEDNESDAY'. A red arrow points to the day selection dropdown. Below this is the 'Recurrence End' section with three options: 'No End Date' (grey), 'End after 0 occurrences' (grey), and 'End on 09/30/2015' (green). Two red arrows point to the 'End after' and 'End on' options.

SAVE

CANCEL

Sections:

- Event Information
- Event Location
- Event Dates
- Image Gallery
- General

One Day Daily **Weekly** Monthly Yearly

Weekly Recurrence Options

Every 1 Week(s) on MONDAY, TUESDAY, WEDNESDAY

Recurrence End

No End Date

End after 0 occurrences

End on 09/30/2015

The Calendar of Events has a recurrence model built-in. You can make your event a one time event, daily, weekly, monthly, or yearly. If it is not a one day event, you can choose your recurring days of the event. Depending upon if it is daily, weekly, monthly, or yearly, your recurrence may change. At the bottom of the recurrence section, you can choose to end your event after a certain number of occurrences or on a specified date.



Collateral – Special Calendar of Events (cont'd)

SAVE

CANCEL

Sections:


- Event Information
- Event Location
- Event Dates
- Image Gallery
- General

Image Gallery

Drag and Drop Files here

or use the "Browse" button below to find files to add

BROWSE



As with Listings and Special Offers you can add images to your event. Adding images to an event is a little different though. In the image Gallery section on the event, you can drag and drop an image or click the Browse button to search your computer for an image.



Collateral – Media

Media

Filters (0) [Manage Filters](#)





Account is one of:

CHOOSE ▾

APPLY FILTERS

ADD NEW MEDIA

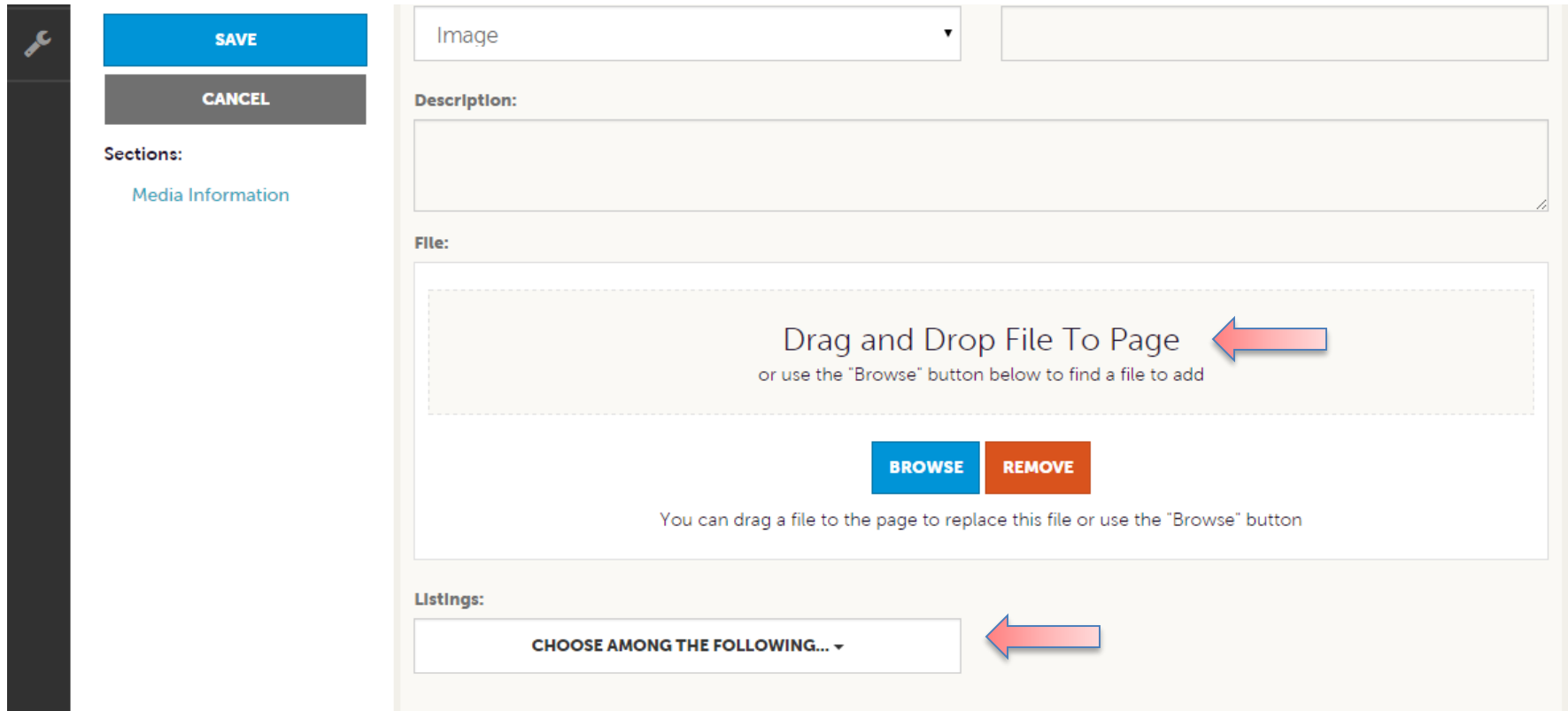
Page 1 of 1 Go to Page: 1

Actions	Title	Image
  	Hotel	

After you click the Collateral icon and then Media, you will be presented with your property's images to possibly be used in 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 event by clicking the Add Event button.



Collateral – Media (cont'd)



The screenshot shows a web interface for managing media collateral. On the left is a dark sidebar with a wrench icon. The main area has a top bar with 'SAVE' and 'CANCEL' buttons. Below this is a 'Sections:' label with a link to 'Media Information'. The form itself has several sections: 1. A dropdown menu currently set to 'Image'. 2. A 'Description:' label followed by a large text area. 3. A 'File:' label followed by a large dashed box containing the text 'Drag and Drop File To Page' and 'or use the "Browse" button below to find a file to add'. A red arrow points to this dashed box. Below the dashed box are 'BROWSE' and 'REMOVE' buttons. 4. A note: 'You can drag a file to the page to replace this file or use the "Browse" button'. 5. A 'Listings:' label followed by a dropdown menu showing 'CHOOSE AMONG THE FOLLOWING...'. A red arrow points to this dropdown menu.

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. 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.



Collateral – Materials Request

Materials Requests

Filters (0)

Manage Filters

Status is:

APPLY FILTERS

ADD MATERIALS REQUEST

Page 1 of 1 Go to Page: 1

Actions	Order ID	Send Date	Full Name	Company	City/State/Zip	Items Ordered	
<div><div></div><div></div><div></div></div>	1384	08/07/2015	Shawn Wilkins	Simpleview Hotel and Conference Center	Tucson, AZ 85741	300	

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After you click the Collateral icon and then Materials Request, you will be presented with a list of orders you have submitted to the bureau. This feature will allow you to request collateral such as publication guides from the bureau. To request new materials click the Add Materials Request button. You can also edit, view, or clone (duplicate) an existing order by clicking the Pencil, Eyeball, or Clone icons.



Collateral – Materials Request (cont'd)



SAVE




CANCEL

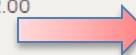
Sections:

[Materials Request Information](#)
[Attached To..](#)
[Order Recipient](#)
[Order Address](#)
[Order Detail](#)
[General](#)

Order Detail



Image	Product	Price	Qty	Available
	Cactus Keychains	\$2.00	<input type="text" value="0"/>	1
	Cowboy Hat	\$80.00	<input type="text" value="0"/>	5
	Hoodie Sweatshirt	\$35.00	<input type="text" value="0"/>	127
	Pens	\$2.00	<input type="text" value="0"/>	12067
	Restaurant Week Tote Bags	\$0.00	<input type="text" value="0"/>	1878



Upon editing or creating a new request, you will be presented with an order form. Within the order form there is an Order Detail section where you can select from available inventory, just enter the Quantity of each product you are requesting. You will not be able to order more of a product than is in the Available column. Upon clicking the Save button, the bureau will be notified of your request.



Filters and Data Grids

Before we start looking at the extranet, let take some time to discuss setting that can you customize for your own unique experience in the extranet. Below is a list of a few things you have control to change for you that other colleagues may have different settings. More one the setting on subsequence slides.

- 1. Filters** – On many pages of the extranet, you will see a Filters section. This is section allows you to narrow down the results you may see on the page. You can update your default filters by clicking the Manage Filters option in the top right corner of this section.
- 2. Data Grids** - When viewing pages with filter options, just below the filters is a data grid. A data grid displays a list of records matching the criteria you specified in the filters. You can update your default column heading in data grids by clicking the Sprocket icon in the top right corner of the data grid.
- 3. Update your Filters and Data Grids** – As just mentioned, you can customize your filters and data grids. When doing so you will have the ability to add or remove filters and column headings as well as choose the defaults values and ordering.



Filters and Data Grids

RFPs

Filters (1)

Manage Filters

Responded is:

Response Date:

-All Dates-

Lead Name contains:

Create Date:

-All Dates-

Lead ID contains:

Organization contains:

Group Type is one of:

CHOOSE

Status is one of:

OPEN, OPEN/ BID SENT

APPLY FILTERS

CLEAR FILTERS





Here is an example of the RFPs filter page. Once you have entered your filters click the Apply Filters button to see your results. To customize this page, click the Manage Filters option in the top right corner. Once you have entered filters updated



Filters and Data Grids (cont'd)

ADD OFFER

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

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Once have applied your filters, the data grid will update with the matching results. Within each data grid you may see several icons to the left of each record depending upon the page you are viewing. These icons are...

1. **Pencil** – this allows you to edit the record
 2. **Eyeball** – this allows you to view the record
 3. **Clone** – this allows you to duplicate the record
 4. **Add Button** - Depending on the page, you may see an Add button to the top left of the data grid. When this option is available, click the button to add a new record.
- Notice the Sprocket icon in the top right corner, this is to customize your data grids as explained on the next page



Filters and Data Grids (cont'd)

The screenshot displays the 'RFPs' interface. On the left, a sidebar contains icons for home, user profile, document, funnel, pie chart, and settings. The main area is titled 'RFPs' and shows a 'Filters (1)' section with the following settings:

- Responded is: [Dropdown]
- Lead Name contains: [Text Input]
- Lead ID contains: [Text Input]
- Group Type is one of: [CHOOSE ▼]
- Response Date: [-All Dates-]
- Create Date: [-All Dates-]
- Organization contains: [Text Input]
- Status is one of: [OPEN, OPEN/ BID SENT ▼]

On the right, a customization menu is open, showing options for 'Columns', 'Filters', and 'Ordering'. The 'Filters' tab is selected, displaying a list of available filters with checkboxes:

- ☐ Account
- ☐ Arrival (Preferred)
- ☒ Create Date
- ☐ Decision Date
- ☐ Departure (Preferred)
- ☒ Group Type
- ☒ Lead ID

Below the 'Create Date' and 'Group Type' filters, there are sub-sections for 'Create Date:' and 'Group Type is:' with their respective dropdown menus.

As mentioned above, you can customize your filters and data grids as you prefer. When clicking on the mentioned settings options, you will be presented with a menu on the right. Here is where you can personalize your filters, data grid columns, and ordering. By changing these options, you are only changing them for yourself. A fellow colleague may have different settings.

