Viewing & Responding to Leads:

1. Click on the Lead ID or Title to open and respond to it

2. Please note that the Hotel Response Date listed is your deadline to be able to respond to the lead online (or edit your response)

3. If a client response is required, click on the client's email address to send your response directly to the client (**respond to the CVB through the extranet in addition to this response**)

4. If the lead has an attached RFP, it will be located in a field titled "Meeting Specs". Simply click the file name to open/download it.

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	Contact:	John Smith 1212 Loop Dallas,TX 7 UNITED ST	12 5206 ATES			:	3rd Party Meeting Planner Contact:	Ms. Victoria Schlosser 3893 California Street Ste. 7 San Diego,CA 92110		-
		(214) 571- johnsmith@1	1000 trainingaccoun	t.com				UNITED STATES 619-546-4568 vschlosser@helmsbriscoe.com		
	Type:	Board Meet	ing				Source Code:	Website		
	EEI Type:	Default_nev	N				Market Segment:	Nat. Association		
Decision M	aking Process:	Self					Meeting Pattern:	Sun to Wed		
	② Status:	New					Attendees:	230		
	Decision Date:	11/09/201	2				Site Inspection?	No		
Hotel R	esponse Due:	10/31/201	2				Confidential:	No		
Rep	eat Business:	No								
S	ales Manager:	Test User crm@simplev 123.123.12	viewinc.com							Е
Meeting I	Requirements:	This is the d	lescription of	what is being	requested	. (Show Mor	re)			
Scheo	lule of Events:	If events ar	e being condu	icted, this is v	where you w	(Show M	ore)			
Actio	on Requested:	Please resp	ond via the ex	ctranet.						
	Comments:	These are n	nisc. comment	s. These are	misc. comme	ents <u>(Sho</u> v	w More)			
Corr	petitive Sites:	Dallas, Rale	igh, Bucks Co	unty						
	leeting Specs:	• <u>Tulips</u>	.ipg							
Lost B	usiness Code:	None								
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		R	equested Roo	ms				Totals and Peak		
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190	200	200	170							
95%	100%	100%	85%							-
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5. In the bottom left corner you will see an "Add Your Response" or "Edit Your Response" link – click the link to open and respond to th

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- 6. Fill in the appropriate information, and click "Save" at the bottom
- 7. Note that items in red are required fields

Bureau Only Comments will only	be seen by the Greater Newark CVB	(the client will not see them)
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