



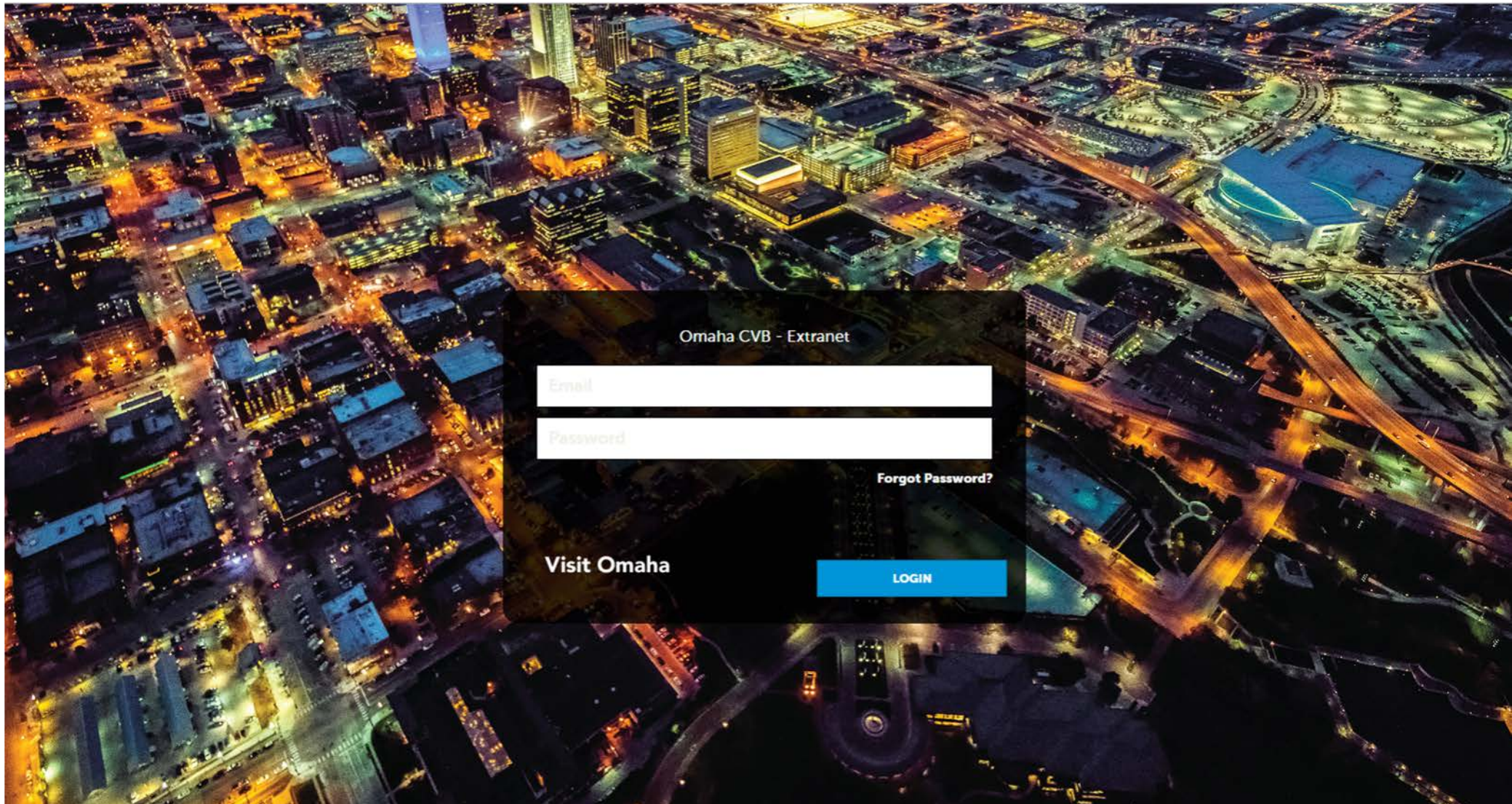
PARTNER EXTRANET TRAINING GUIDE: MANAGE PROFILE

Questions, Comments, Concerns

Hotels: Patrick Keele 402-444-1624 or pkeele@visitomaha.com

All other Partners: Erin O'Brien 402-444-1764 or eobrien@visitomaha.com

LOGIN SCREEN



Omaha CVB - Extranet

[Forgot Password?](#)

[Visit Omaha](#)

LOGIN

MANAGE PROFILE

Visit OMAHA Omaha CVB - Extranet Jgoodwin@visitomaha.com Logout Visit Omaha

HOME PROFILE COLLATERAL OPPORTUNITIES REPORTS ADMINISTRATION NEED HELP

Profile Manage your Accounts

- Accounts
- Contacts
- My Benefits

See All

0 Listing Click Throughs

139 Offer Views

All Bulletins

Clicking the **Profile** icon displays a partner's information, such as contacts, account details and information about interactions with Visit Omaha (same as the **See All** link in the **At A Glance section**).

PROFILE - ACCOUNTS

The screenshot displays the 'Accounts' management interface. On the left, a dark blue sidebar contains three menu items: 'REPORTS' (with a pie chart icon), 'ADMINISTRATION' (with a wrench icon), and 'NEED HELP' (with an envelope icon). The main content area is titled 'Accounts' and contains a filter section. This section includes a 'Filters (0)' header with a 'Manage Filters' link, a 'Status is one of:' label, and a 'CHOOSE' dropdown menu. Below the filter section is a blue 'APPLY FILTERS' button. A large red arrow points from this button down to a table. The table has two columns: 'Actions' and 'Account'. The first row of the table shows an account named 'Visit Omaha'. In the 'Actions' column, there are three icons: a pencil (edit), an eyeball (view), and a downward-pointing arrow (dropdown menu). The dropdown menu is open, showing two options: 'Manage Amenities' and 'Manage Meeting Space'. At the bottom right of the table area, there are two instances of page navigation controls, each showing 'Page 1 of 1' and 'Go to Page: 1' with a right arrow.

After you click the **Profile** icon and then **Accounts**, you will be presented with your account name and various actions you can perform. If you see multiple account names, this is due to your business being associated with another business. The pencil icon will allow you to edit your business's information. By clicking the eyeball icon, you can view your business information. The down arrow icon will allow you to view and edit your amenity and meeting space details (if applicable).

PROFILE-ACCOUNTS_(CONT'D)

Update Account

The screenshot displays a web form for updating account information. On the left, there are two buttons: a blue 'SAVE' button and a grey 'CANCEL' button. Below these is a 'Sections:' menu with three links: 'Account Information', 'Phone Information', and 'Social Media'. A pink arrow points from the 'Account Information' link to the top of the 'Account Information' section. The 'Account Information' section has an orange header and contains fields for 'Website' (with 'http://www.visitomaha.com'), 'Email', 'Account' (with 'Visit Omaha'), and 'Phone Information'. The 'Phone Information' section has an orange header and contains fields for 'Primary' (with '(402) 444-4660' and an 'Ext' dropdown), 'Alternate', 'Toll Free', and 'Fax' (with '(402) 444-4511' and an 'Ext' dropdown).

When you view or edit your business's 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!*

PROFILE - CONTACTS

Contacts

Filters (0) Manage Filters

Contact Type is one of:

Account is one of:

Department contains:

Security Access is one of:

Page 1 of 3 Go to Page: 1

Actions	Full Name	Account	Title	Email	Contact Type
  	Cathy Keller	Visit Omaha	Director of Sales	Ckeller@visitomaha.com	Active
  	Jasmyn Goodwin	Visit Omaha		Jgoodwin@visitomaha.com	Active

After you click the **Profile** icon and then **Contacts**, you will be presented with a list of all the contacts associated with your business. On this page you can **add**, **edit**, **view**, or **clone** (i.e. duplicate) a contact depending upon your extranet permissions.

PROFILE-CONTACTS (CONT'D)

Update Contact

SAVE

CANCEL

Sections:

- Contact Information
- Address Information
- Phone Information
- Additional Information
- General

Contact Information

Account: ◀Required
Visit Omaha

Last Name: ◀Required
Keller

Department:
Sales

Contact Type: ◀Required
Active

Email: ◀Required
Ckeller@visitomaha.com

First Name: ◀Required
Cathy

Full Name: ◀Required
Cathy Keller

Title:
Director of Sales

Preferred Contact Method: ◀Required
Email

Send Email:
 YES NO

When you view or edit a contact, you can quickly scroll to a section on the page by clicking the links on the left side 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 business please notify Visit Omaha and/or change their contact type to “Inactive.”

PROFILE – MY BENEFITS

Benefits

Overview

- Listings
- Offers
- Leads/RFPs
- Service Requests
- Inkind/Expenses
- Advertising Opportunities
- Press Mentions
- Social Mentions



PRINT

Account
-All- ▼

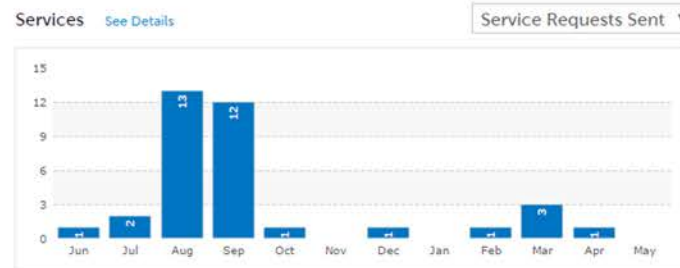
Month
June ▼

Year
2016 ▼

TO

Month
May ▼

Year
2017 ▼



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



FIND MORE TRAINING GUIDES UNDER “PARTNER BULLETINS”

Questions, Comments, Concerns

Hotels: Patrick Keele 402-444-1624 or pkeele@visitomaha.com

All other Partners: Erin O’Brien 402-444-1764 or eobrien@visitomaha.com