



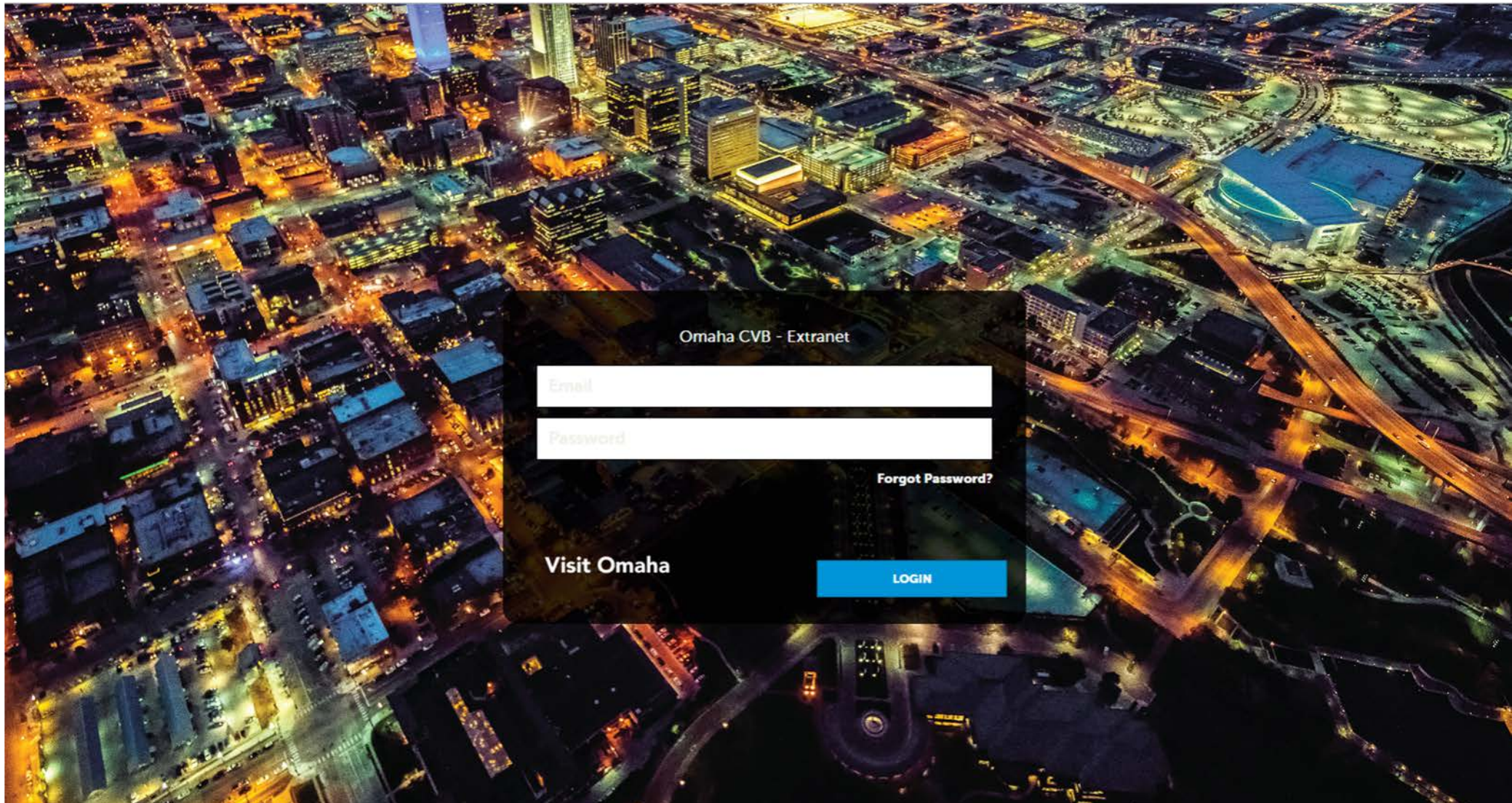
## PARTNER EXTRANET TRAINING GUIDE: ADDING OCCUPANCY

**Questions, Comments, Concerns**

**Hotels:** Patrick Keele 402-444-1624 or [pkeele@visitomaha.com](mailto:pkeele@visitomaha.com)

**All other Partners:** Erin O'Brien 402-444-1764 or [eobrien@visitomaha.com](mailto:eobrien@visitomaha.com)

# LOGIN SCREEN



Omaha CVB - Extranet

Email

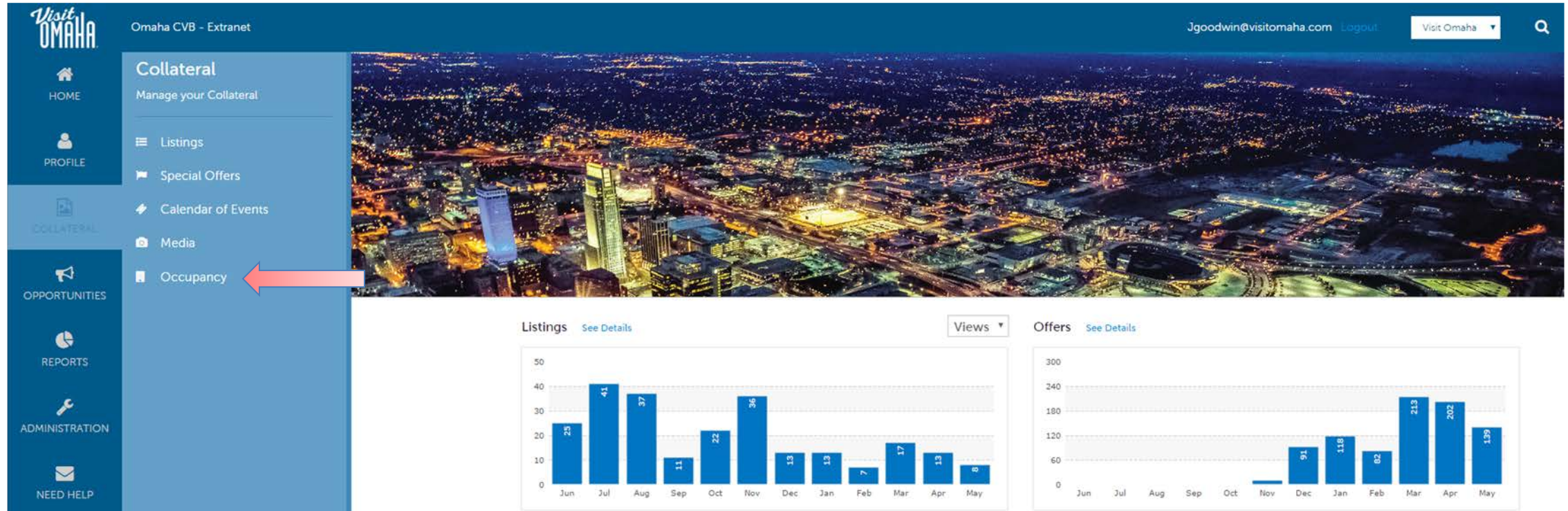
Password

[Forgot Password?](#)

[Visit Omaha](#)

LOGIN

# COLLATERAL-OCCUPANCY



Clicking the **Collateral** icon, displays options for listings, special offers, calendar of events, media (i.e. images) and occupancy data submission.

# COLLATERAL-OCCUPANCY (CONT'D)

## Occupancy

Filters (0) Manage Filters

Year between:

and

**APPLY FILTERS**

Page 1 of 1 Go to Page: 1

Actions	Year	Percent Occupied (Avg)	Last Updated
 	2015		
	2016		
	2017		

Clicking the **Collateral** icon and then **Occupancy** displays options to enter your hotel occupancy numbers by day/month for the year. Click the pencil icon next to the year to enter/edit your occupancy numbers.

# COLLATERAL-OCCUPANCY (CONT'D)

## Update Occupancy

Account: VISIT OMAHA ▾ Year: 2015 ▾ Entry Mode:  BY PERCENT  BY OCCUPANCY

SAVE  
RETURN

Visit Omaha					
Year	Month	% Occupied	Rms Occupied	Available	Rate
2015	January	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2015	February	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Once you click the pencil icon to add/edit your occupancy numbers, you will be presented with a grid of all the months for that year. You can choose to enter your occupancy by percentage or by rooms. As you enter this data, you will see the **% Occupied** or **Rms Occupied** fields auto-calculate based upon the data entered. *As with all add/edit pages in the extranet, be sure to click the Save button!*



## FIND MORE TRAINING GUIDES UNDER “PARTNER BULLETINS”

**Questions, Comments, Concerns**

**Hotels:** Patrick Keele 402-444-1624 or [pkeele@visitomaha.com](mailto:pkeele@visitomaha.com)

**All other Partners:** Erin O’Brien 402-444-1764 or [eobrien@visitomaha.com](mailto:eobrien@visitomaha.com)