



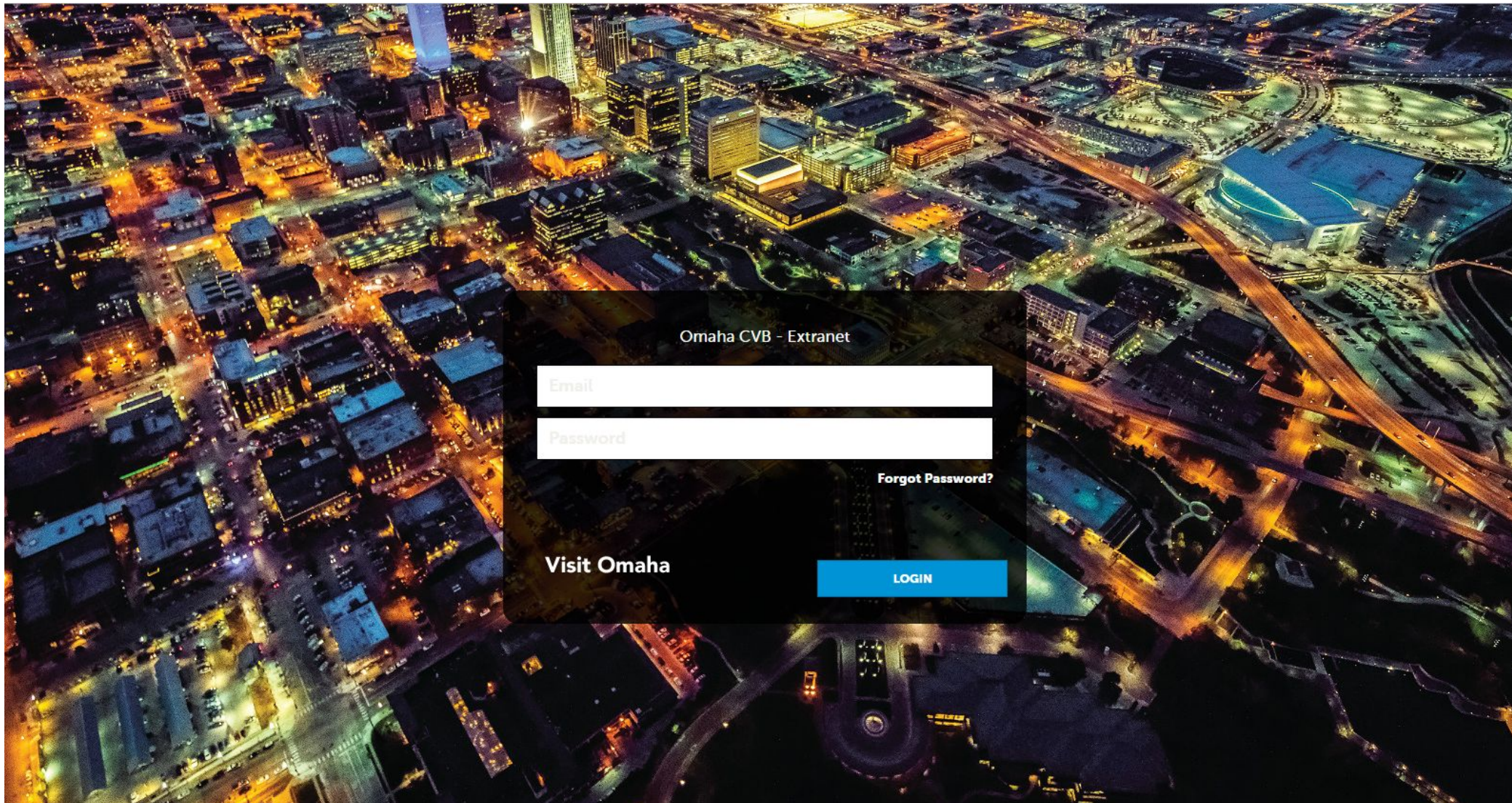
## PARTNER EXTRANET TRAINING GUIDE: ADDING SPECIAL OFFERS

**Questions, Comments, Concerns**

**Hotels:** Bryan Schlotterbeck 402-444-1624 or [bschlotterbeck@visitomaha.com](mailto:bschlotterbeck@visitomaha.com)

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# LOGIN SCREEN



Omaha CVB - Extranet

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[Visit Omaha](#)

LOGIN

# COLLATERAL-SPECIAL OFFERS

The screenshot displays the Visit Omaha Extranet interface. The top navigation bar includes the Visit Omaha logo, the text "Omaha CVB - Extranet", the user email "Jgoodwin@visitomaha.com", a "Logout" link, and a search box labeled "Visit Omaha". A left sidebar contains navigation icons for HOME, PROFILE, COLLATERAL, OPPORTUNITIES, REPORTS, ADMINISTRATION, and NEED HELP. The "Collateral" section is expanded, showing options: Listings, Special Offers (highlighted with a red arrow), Calendar of Events, Media, and Occupancy. The main content area features a night cityscape image and two bar charts. The "Listings" chart shows monthly counts from June to May, and the "Offers" chart shows monthly counts from June to May.

| Month | Count |
|-------|-------|
| Jun   | 25    |
| Jul   | 41    |
| Aug   | 37    |
| Sep   | 11    |
| Oct   | 22    |
| Nov   | 36    |
| Dec   | 13    |
| Jan   | 13    |
| Feb   | 7     |
| Mar   | 17    |
| Apr   | 13    |
| May   | 8     |

| Month | Count |
|-------|-------|
| Jun   | 0     |
| Jul   | 0     |
| Aug   | 0     |
| Sep   | 0     |
| Oct   | 0     |
| Nov   | 10    |
| Dec   | 91    |
| Jan   | 118   |
| Feb   | 82    |
| Mar   | 213   |
| Apr   | 202   |
| May   | 139   |

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

# ADDING SPECIAL OFFERS

## Offers


Filters (0) Manage Filters

Account is one of:










Redeem From:


Redeem To:

Offer Title contains:



Page 1 of 1 Go to Page: 1



| Actions   | Offer Title                              | Redeem From | Redeem To  | Post From  | Post To    | Pending |  |
|---|--|-------------|------------|------------|------------|---------|--|
|          | 20% off tickets to Omaha Fashion Week    | 07/14/2014  | 07/21/2014 | 07/16/2014 | 07/21/2014 | No      |  |
|    | Download the Omaha Adventure Savings App | 06/01/2015  | 09/30/2015 | 06/01/2015 | 09/30/2015 | No      |  |
|    | Download the Omaha Savings App           | 06/01/2016  | 06/30/2017 | 06/01/2016 | 06/30/2017 | No      |  |



After you click the **Collateral** icon and then **Special Offers**, you will be presented with your business'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.

# SPECIAL OFFERS (CONT'D)

Update Offer

Sections:

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

### Offer Information

Account: Required  
Visit Omaha

Offer Title: Required  
20% off tickets to Omaha Fashion Week

Offer Link:  
http://omahafashionweek.com/tickets

Offer Text:  
Exclusive offer to friends of Visit Omaha - 20% off tickets to the Midwest's premier fashion event. Use promo code: OCVB.

### Offer Image

To add an image go to the Photos/Video section under Web Content.

There are no images available to choose

When you view, edit, or add an offer, you can quickly scroll to a section on the page by clicking the links on 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 (see next page for details).

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

# MEDIA - IMAGES


## Media

Filters (0) Manage Filters






Account is one of: Media Type is one of:

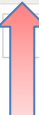
CHOOSE ▾ CHOOSE ▾

**APPLY FILTERS**

**ADD NEW MEDIA** 

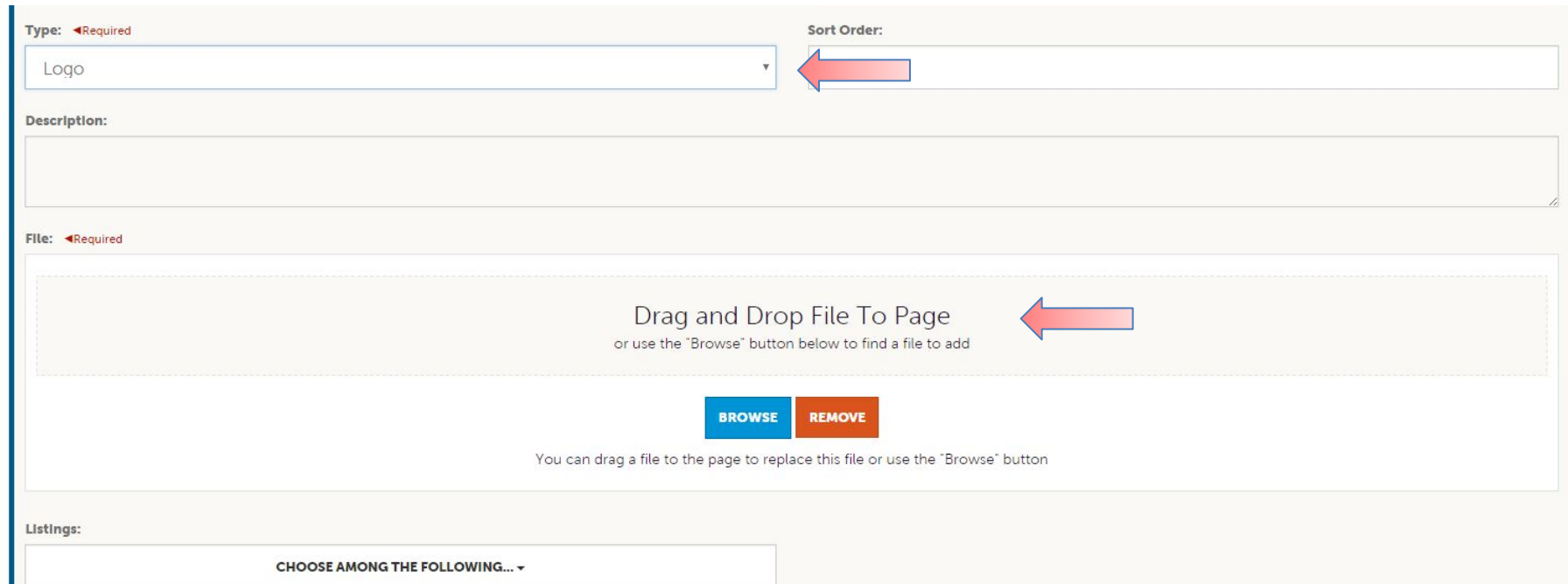
Page 1 of 1 Go to Page: 1

| Actions   | Title             | Description | Image | Listing Count |  |
|---|-------------------|-------------|-------|---------------|--|
|    | Logo              |             |       | 0             |  |
|     | Omaha Savings App |             |       | 0             |  |



After you click the **Collateral** icon and then **Media**, you will be presented with your business'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 New Media** button.

# MEDIA - IMAGES (CONT'D)



The screenshot shows a form for adding a new image. At the top, there is a 'Type:' dropdown menu with 'Logo' selected and a red arrow pointing to it. To the right is a 'Sort Order:' input field with a red arrow pointing to it. Below these is a 'Description:' text area. Underneath is a 'File:' section with a red arrow pointing to a dashed box containing the text 'Drag and Drop File To Page or use the "Browse" button below to find a file to add'. Below this box are 'BROWSE' and 'REMOVE' buttons. At the bottom of the file section is a note: 'You can drag a file to the page to replace this file or use the "Browse" button'. At the very bottom is a 'Listings:' dropdown menu with the text 'CHOOSE AMONG THE FOLLOWING...'. The entire form is enclosed in a light beige border.

When adding a new image, first select the **Type**. **Logo** is your primary image and should not be your business logo. **Image** is your secondary photo and can also be used for special offers.

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.

**IMPORTANT NOTE:** All listing images should be 1920px wide by 1300px high. Images should be experiential and not a promotional graphic.



## FIND MORE TRAINING GUIDES UNDER “PARTNER BULLETINS”

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