



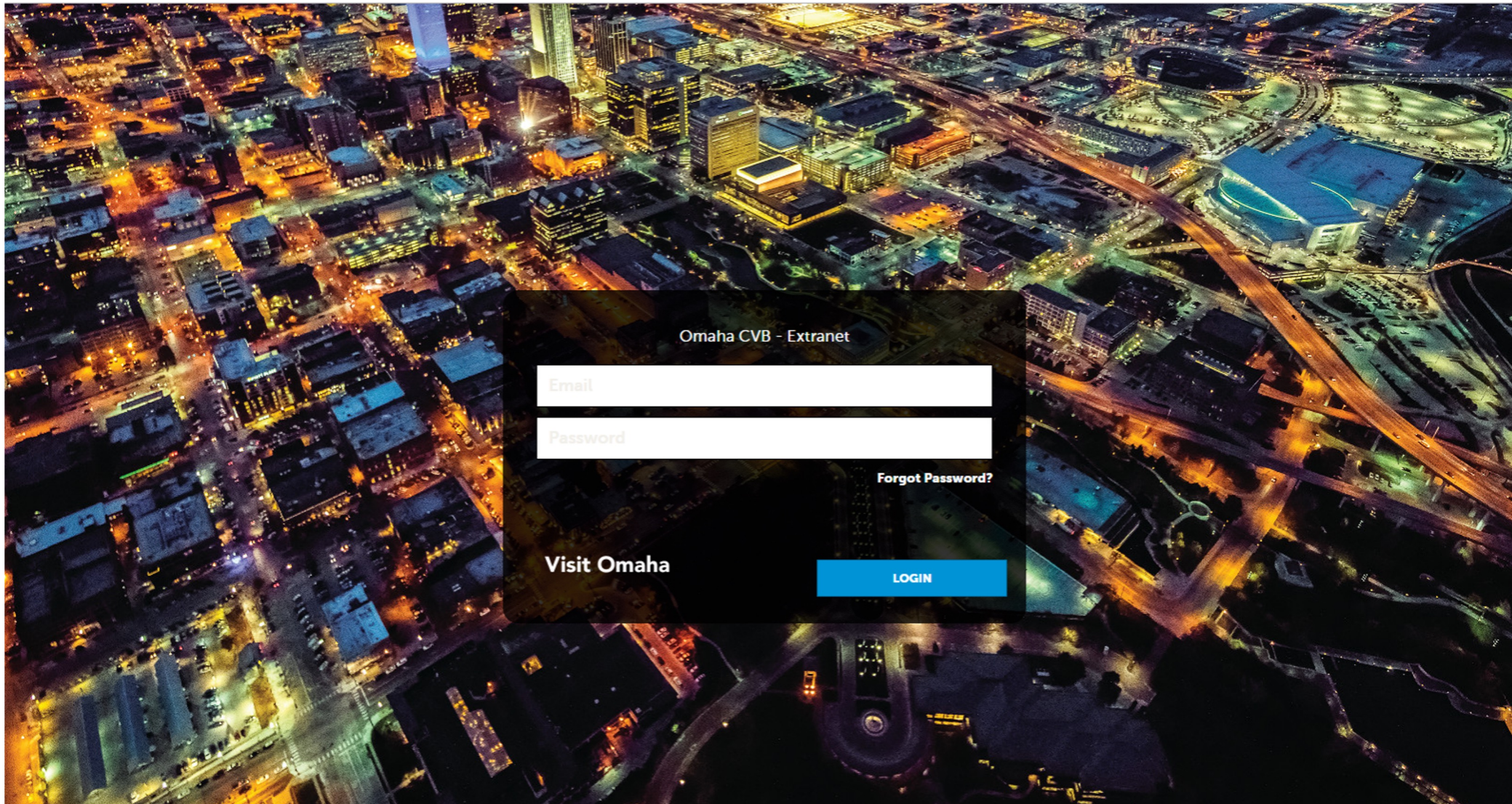
## PARTNER EXTRANET TRAINING GUIDE: ADDING SPECIAL OFFERS

**Questions, Comments, Concerns**

**Hotels:** Jen Swanson 402-444-4037 or [jswanson@visitomaha.com](mailto:jswanson@visitomaha.com)

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

# LOGIN SCREEN



Omaha CVB - Extranet

[Forgot Password?](#)

[Visit Omaha](#)

LOGIN

# COLLATERAL-SPECIAL OFFERS

The screenshot shows the Visit Omaha Extranet dashboard. The top navigation bar includes the logo, user information (Jgoodwin@visitomaha.com), and a search bar. The left sidebar contains a 'Collateral' menu with options: Home, Profile, Collateral, Opportunities, Reports, Administration, and Need Help. The main content area features a night cityscape background 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. A red arrow points to the 'Special Offers' option in the Collateral menu.

Omaha CVB - Extranet

Jgoodwin@visitomaha.com Logout Visit Omaha

**Collateral**  
Manage your Collateral

- Listings
- Special Offers
- Calendar of Events
- Media
- Occupancy

**Listings** See Details Views

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

**Offers** See Details

Month	Offers
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

→ **SAVE**  
**CANCEL**

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:

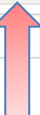
CHOOSE ▾ CHOOSE ▾

**APPLY FILTERS**

**ADD NEW MEDIA** 

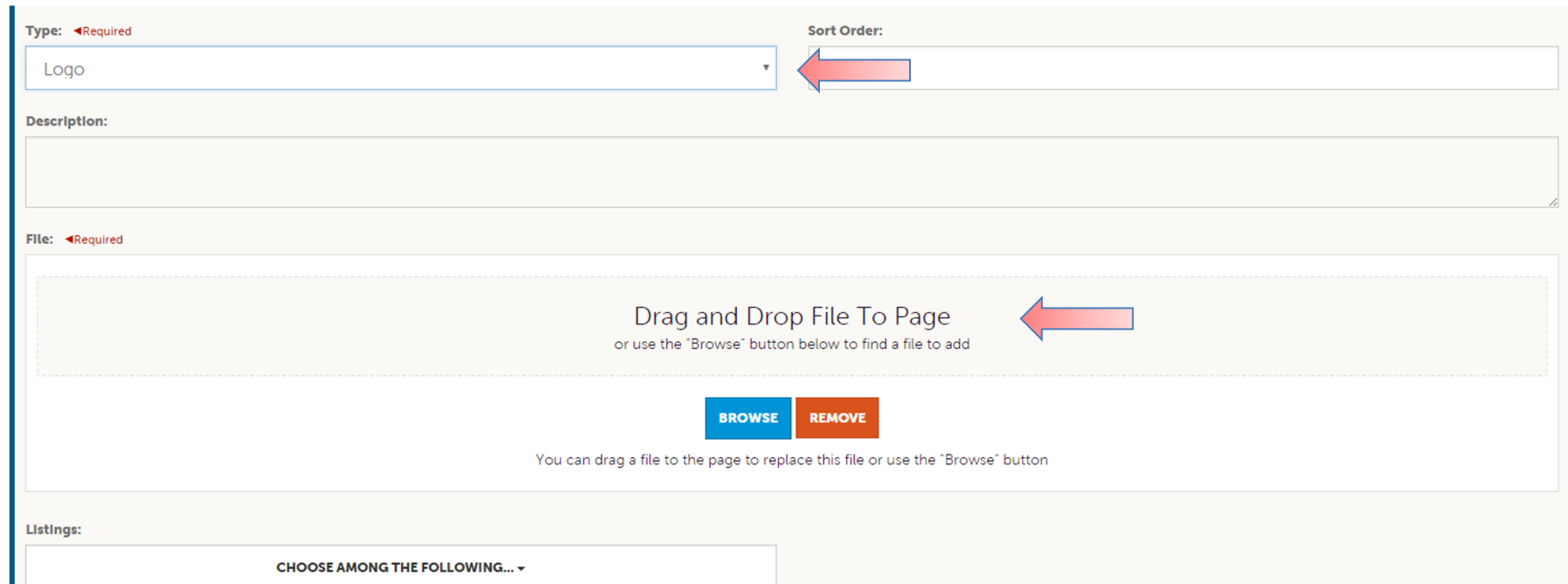
Page 1 of 1 Go to Page:  ▶

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 'Sort Order:' input field. Below this is a 'Description:' text area. The 'File:' section features a large dashed box for drag-and-drop uploads, with instructions to 'Drag and Drop File To Page' or use the 'Browse' button. Below the drag area are 'BROWSE' and 'REMOVE' buttons. At the bottom, there is a 'Listings:' dropdown menu with the text 'CHOOSE AMONG THE FOLLOWING...'. Red arrows point to the 'Sort Order' field and the drag-and-drop area.

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”

**Questions, Comments, Concerns**

**Hotels:** Jen Swanson 402-444-4037 or [jswanson@visitomaha.com](mailto:jswanson@visitomaha.com)

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