



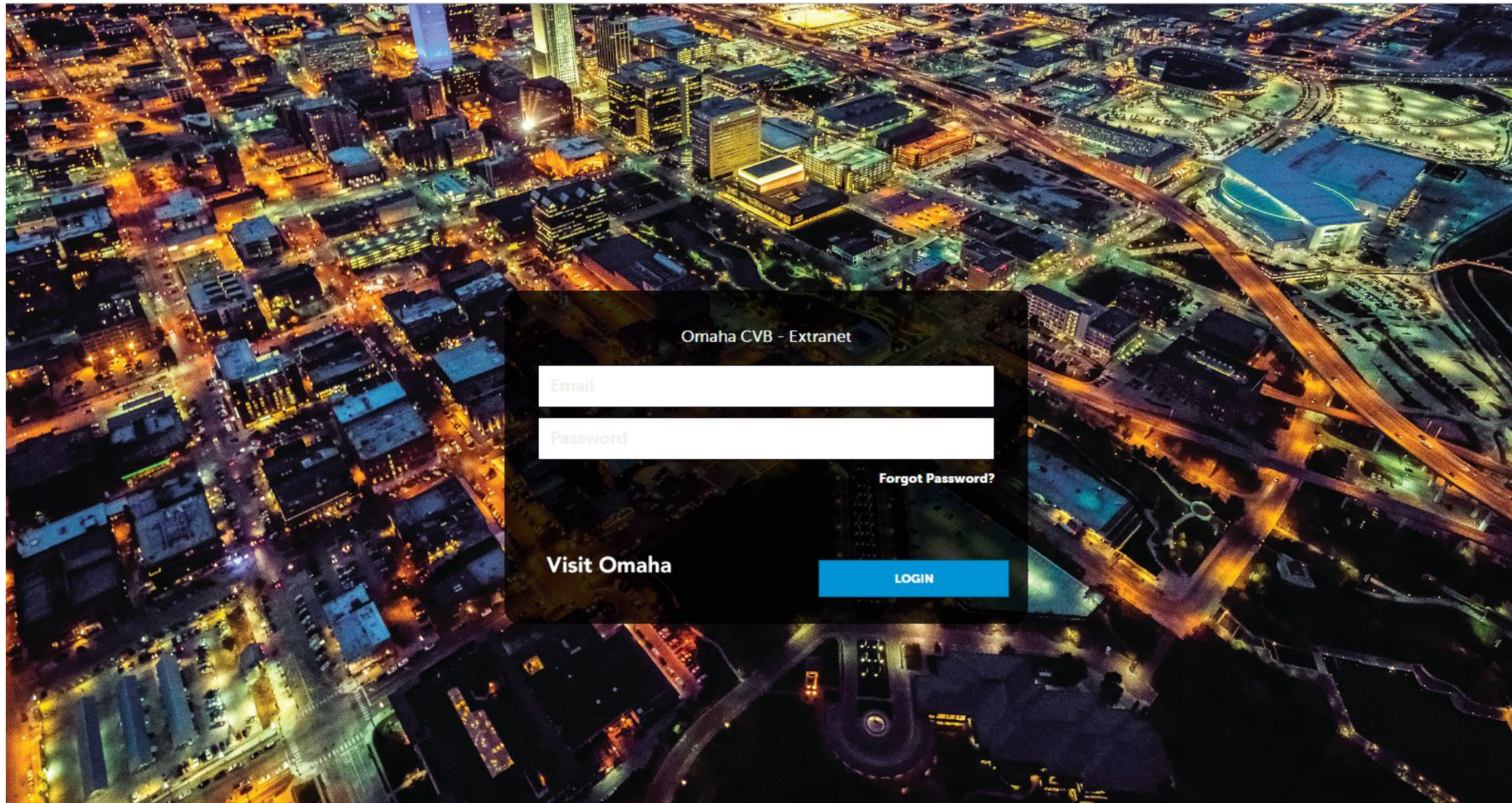
PARTNER EXTRANET TRAINING GUIDE: MANAGE PROFILE

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



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



Accounts

Filters (0) [Manage Filters](#)

Status is one of:

CHOOSE ▾

APPLY FILTERS

Actions	Account
  ▾	Visit Omaha
<div>Manage Amenities</div> <div>Manage Meeting Space</div>	

Page 1 of 1 Go to Page: 1

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

SAVE

CANCEL

Sections:

Account Information

Phone Information

Social Media

Account Information

Website:

http://www.visitomaha.com

Email:

Account:

Visit Omaha

Phone Information

Primary:

(402) 444-4660

Ext

Alternate:

Ext

Toll Free:

Fax:

(402) 444-4511

Ext

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:

CHOOSE ▾

Account is one of:

CHOOSE ▾

Department contains:

Security Access is one of:

CHOOSE ▾

APPLY FILTERS

ADD CONTACT							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

The screenshot shows the 'Update Contact' form. On the left, there are two buttons: 'SAVE' (blue) and 'CANCEL' (grey). Below them is a 'Sections:' list with links: 'Contact Information', 'Address Information', 'Phone Information', 'Additional Information', and 'General'. A red arrow points from the 'Update Contact' text to the 'SAVE' button. Another red arrow points from the 'Contact Information' link in the sections list to the 'Contact Information' section of the form. The form itself has an orange header 'Contact Information' and contains several fields: 'Account:' (dropdown menu with 'Visit Omaha' selected), 'First Name:' (text input with 'Cathy'), 'Last Name:' (text input with 'Keller'), 'Full Name:' (text input with 'Cathy Keller'), 'Department:' (text input with 'Sales'), 'Title:' (text input with 'Director of Sales'), 'Contact Type:' (dropdown menu with 'Active' selected), 'Preferred Contact Method:' (dropdown menu with 'Email' selected), and 'Email:' (text input with 'Ckeller@visitomaha.com'). At the bottom right, there is a 'Send Email:' section with a question mark icon, a checked radio button for 'YES', and an unchecked radio button for 'NO'. Red 'Required' labels are present next to the Account, First Name, Last Name, Contact Type, Full Name, Preferred Contact Method, and Email fields.

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

Listings

[See Details](#)

Views



Offers

[See Details](#)



Press Mentions

[See Details](#)

Mentions



Leads/RFPs

[See Details](#)

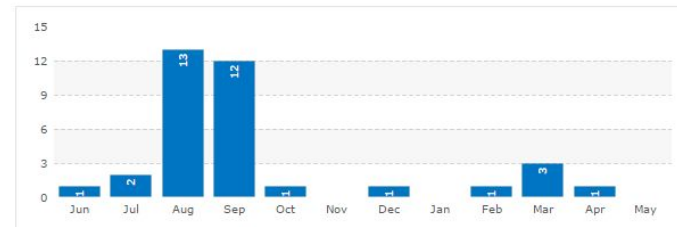
Sent



Services

[See Details](#)

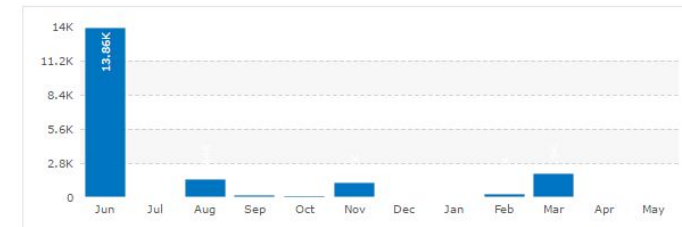
Service Requests Sent



Inkind/Expense

[See Details](#)

Inkind Contributed



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”

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