



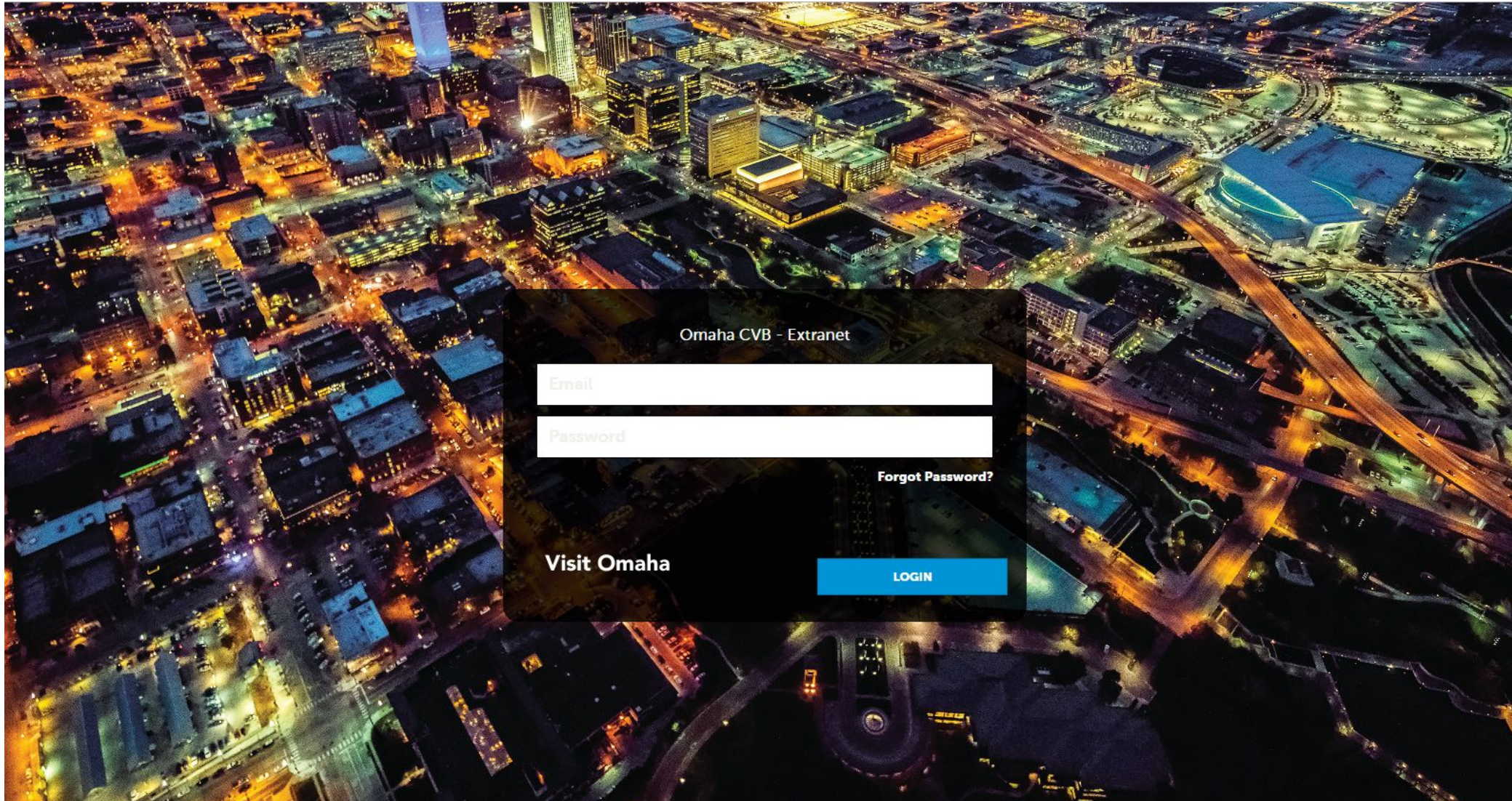
PARTNER EXTRANET TRAINING GUIDE: ADDING OCCUPANCY

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

COLLATERAL-OCCUPANCY

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 bar. A left sidebar contains navigation icons for HOME, PROFILE, COLLATERAL, OPPORTUNITIES, REPORTS, ADMINISTRATION, and NEED HELP. The main content area features a "Collateral" section with a sub-header "Manage your Collateral" and a list of options: Listings, Special Offers, Calendar of Events, Media, and Occupancy. A red arrow points to the "Occupancy" option. Below this menu, there are two bar charts: "Listings" and "Offers".

Listings [See Details](#)

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

Offers [See Details](#)

Month	Count
Jun	0
Jul	0
Aug	0
Sep	0
Oct	0
Nov	0
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.

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

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