



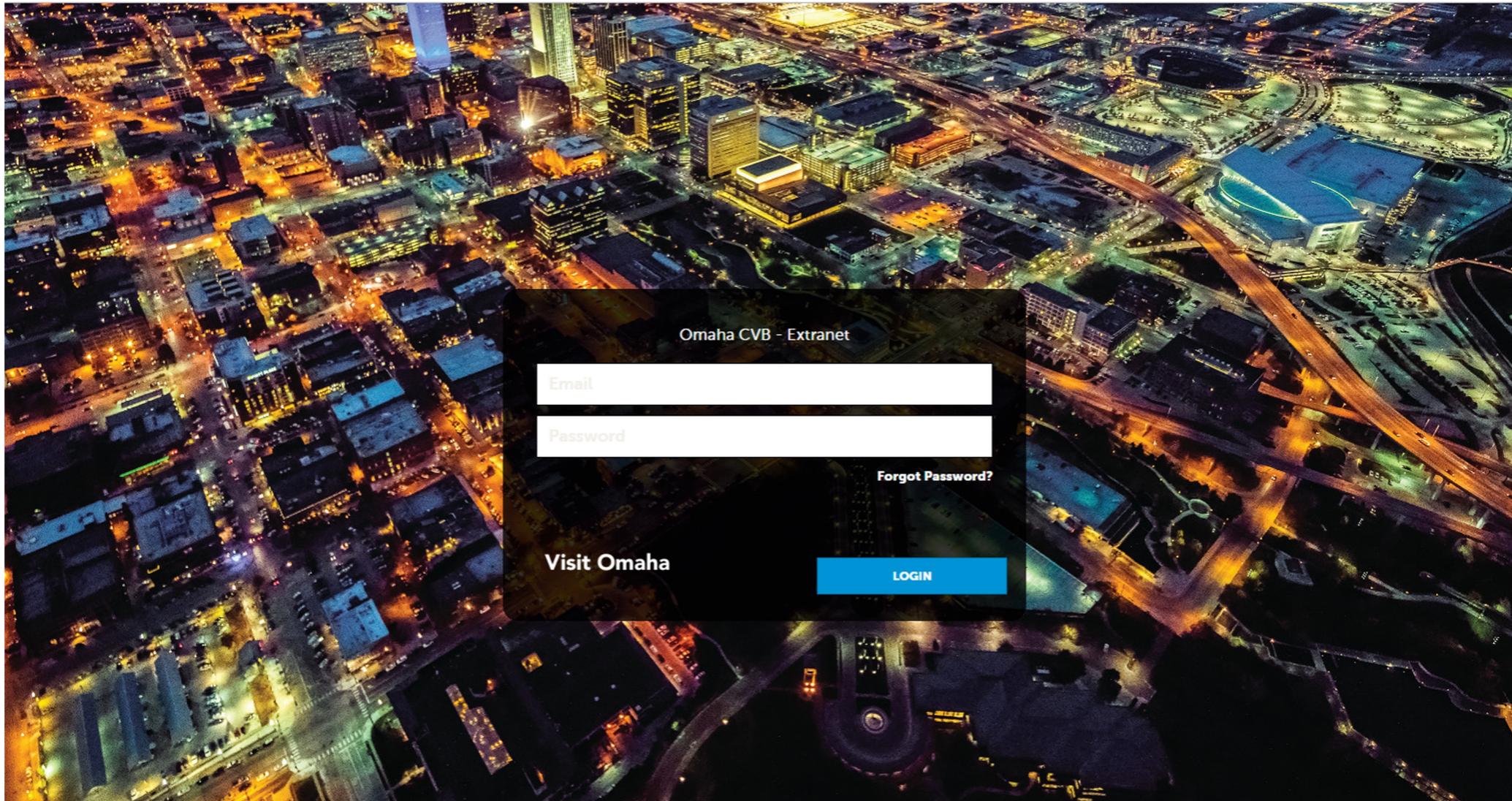
PARTNER EXTRANET TRAINING GUIDE: ADDING OCCUPANCY

Questions, Comments, Concerns

Hotels: Jen Swanson 402-444-4037 or jswanson@visitomaha.com

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

LOGIN SCREEN



Omaha CVB - Extranet

Email

Password

[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 with "Visit Omaha" and a magnifying glass icon. A left sidebar contains navigation icons for HOME, PROFILE, COLLATERAL, OPPORTUNITIES, REPORTS, ADMINISTRATION, and NEED HELP. The "Collateral" section is expanded, showing options for Listings, Special Offers, Calendar of Events, Media, and Occupancy. A red arrow points to the "Occupancy" option. 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	Listings	Offers
Jun	25	0
Jul	41	0
Aug	37	0
Sep	11	0
Oct	22	0
Nov	36	1
Dec	13	91
Jan	13	118
Feb	7	82
Mar	17	213
Apr	13	202
May	8	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”

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