



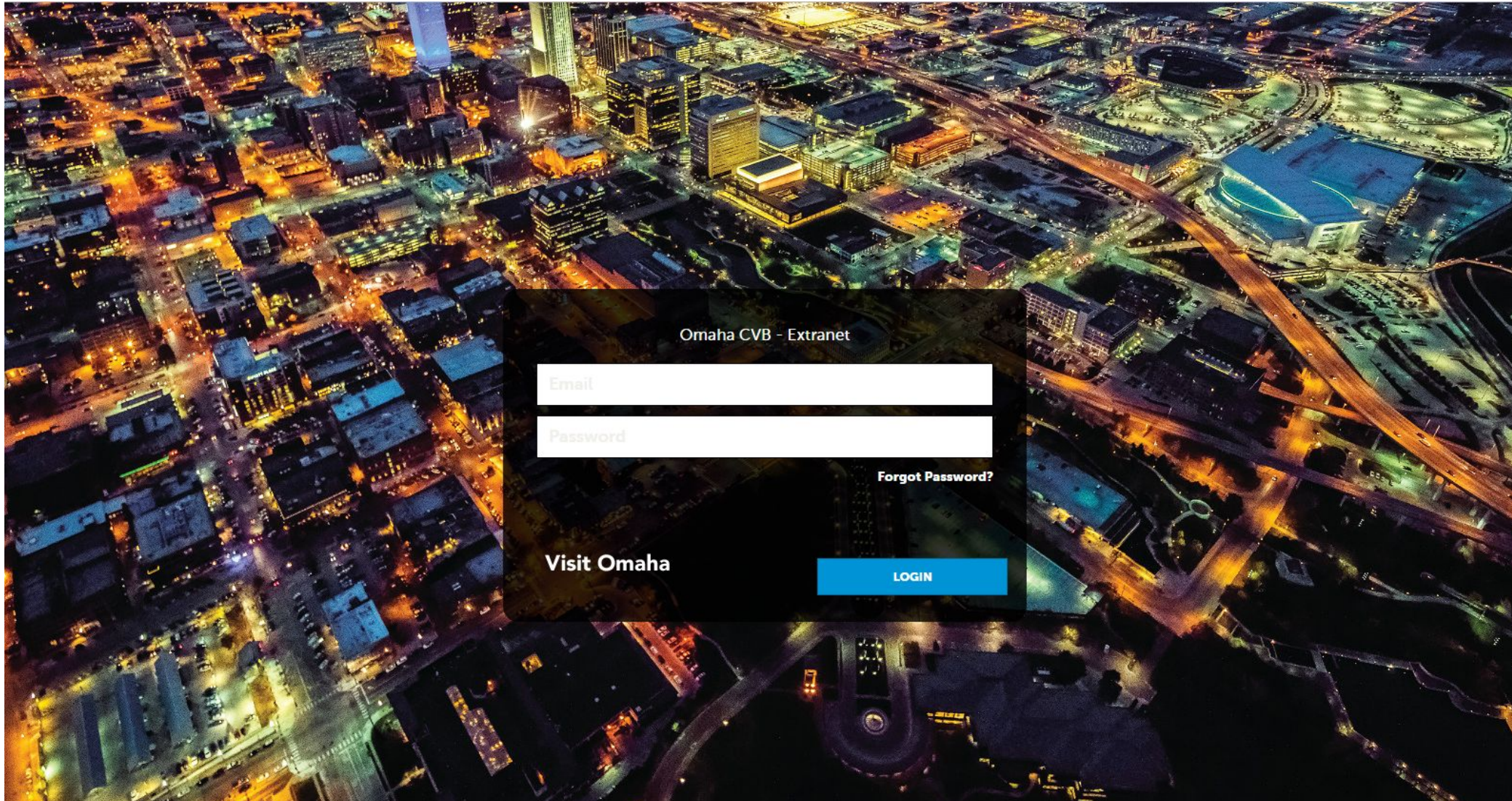
## PARTNER EXTRANET TRAINING GUIDE: UPDATING LISTINGS/ADDING IMAGES

**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

[Forgot Password?](#)

[Visit Omaha](#)

LOGIN

# COLLATERAL - LISTINGS

The screenshot displays the 'Visit OMAHA' Extranet interface. The top navigation bar includes the user email 'Jgoodwin@visitomaha.com', a 'Logout' link, and a search box. 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, with a peak in July (41). The 'Offers' chart shows monthly counts from June to May, with a peak in March (213). A red arrow points to the 'Listings' 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.

# UPDATING LISTINGS

## Listings




Filters (0) Manage Filters

Category is one of: Listing Type is one of:

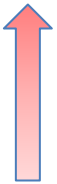
CHOOSE ▾ CHOOSE ▾

**APPLY FILTERS**

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Actions	Company	Listing Type	Category	SubCategory	Listing ID	
 	Visit Omaha	Web Site	General	General	59137	
 	Visit Omaha	Services	DMOs	DMOs	60829	

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After you click the **Collateral** icon and then **Listings**, you will be presented with your business's listings. These listings appear on VisitOmaha.com. The pencil icon will allow you to edit your listing information. By clicking the eyeball icon, you can view your listing information.

# UPDATING LISTINGS (CONT'D)

Update Listing

The screenshot shows a web form for updating a listing. On the left, there are two buttons: a blue 'SAVE' button and a grey 'CANCEL' button. Below them is a 'Sections:' menu with links for 'Listing Information', 'Categories', 'Details', 'Website Notifications', 'Listing Image', 'Social Media', and 'General'. A red arrow points from the 'Update Listing' text to the 'SAVE' button. Another red arrow points from the 'Listing Information' link in the menu to the 'Listing Information' section of the form. The form itself has an orange header 'Listing Information' and contains several fields: 'Account:' (dropdown with 'Visit Omaha'), 'Type:' (dropdown with 'Web Site'), 'Contacts:' (dropdown with '--Choose One--'), 'Address Type:' (dropdown with 'Physical'), and 'Description:' (text area with 'Visit Omaha helps visitors find information about Omaha.'). There is also a 'Keywords:' text area.

When you view or edit a listing, 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 listing, the top left will display an **Edit** button. If you are editing a listing, the top left will display a **Save** button. You must click the **Save** button before changes are applied!

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

# UPDATING LISTINGS (CONT'D)

## Sections:

- Listing Information
- Categories
- Details
- Website Notifications
- Listing Image
- Social Media
- General

### Listing Image

Images must be in either a "jpg" or "gif" format. For best results when scaling and resizing in the website's responsive design, please upload images that are 800 pixels wide and 397 pixels high (800 x 397px).

Select one or more images



When you edit a listing, you can select one or multiple images to associate to the listing by selecting the **Listing Images** pull down menu. As mentioned previously, any edits or adding of listings will require approval from Visit Omaha. Upon saving your updates, Visit Omaha will be notified of your changes/additions. See the next page for more on adding images.

# MEDIA - IMAGES


## Media

Filters (0) Manage Filters






Account is one of: Media Type is one of:

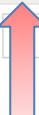
CHOOSE ▾ CHOOSE ▾

**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 media. 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 file upload with the text 'Drag and Drop File To Page or use the "Browse" button below to find a file to add'. Below the dashed box 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 dashed file upload area.

When adding a new image, first select the **Type**. **Logo** is your primary photo 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 and special offer 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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