



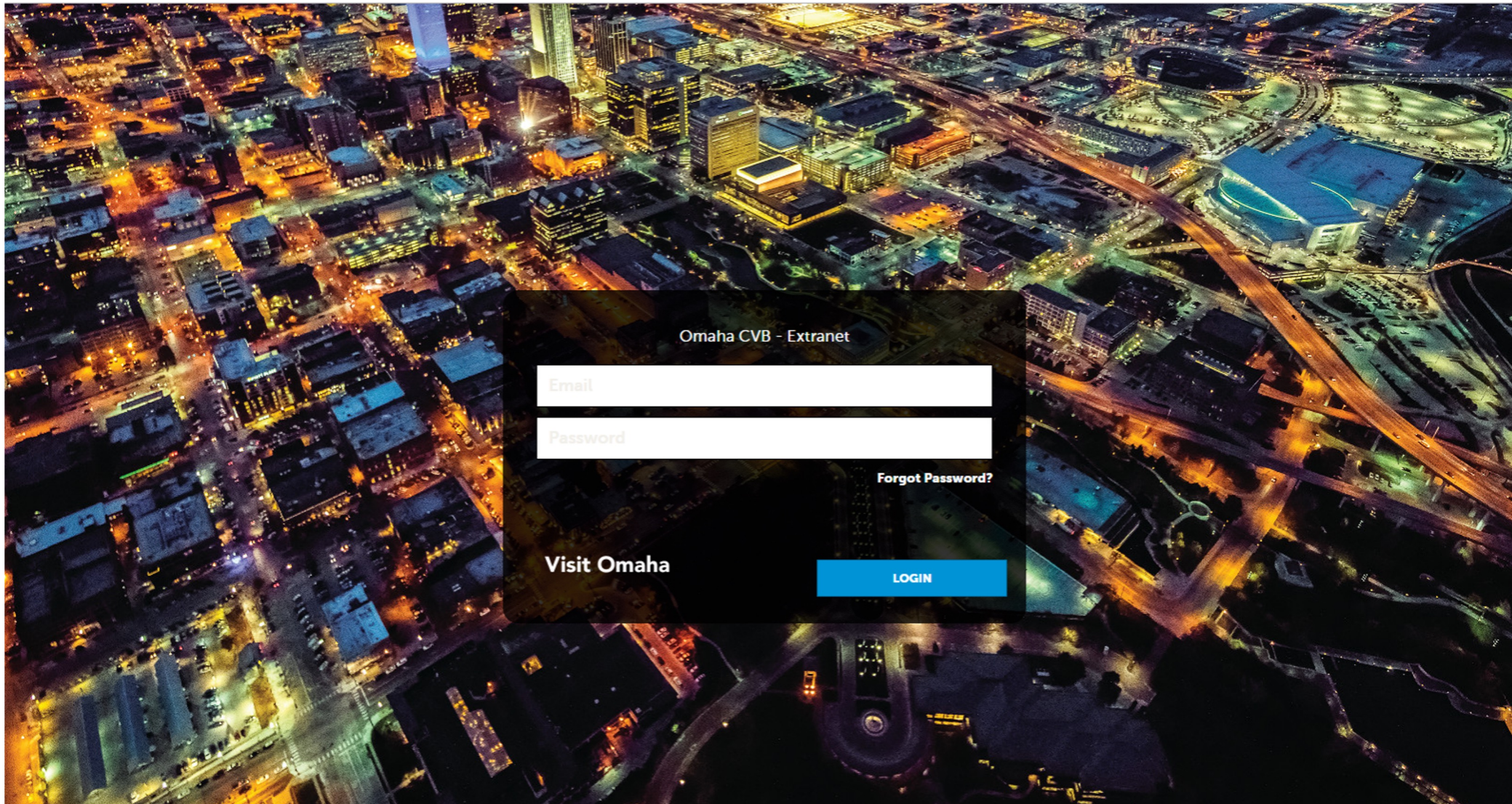
PARTNER EXTRANET TRAINING GUIDE: UPDATING LISTINGS/ADDING IMAGES

Questions, Comments, Concerns

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

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LOGIN SCREEN



Omaha CVB - Extranet

Email

Password

[Forgot Password?](#)

[Visit Omaha](#)

LOGIN

COLLATERAL - LISTINGS

The screenshot shows the Visit Omaha Extranet dashboard. The top navigation bar includes the logo, user information (Jgoodwin@visitomaha.com), and a search icon. The 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 'Manage your Collateral' header and a list of options: Listings, Special Offers, Calendar of Events, Media, and Occupancy. A red arrow points to the 'Listings' option. Below this, there are two bar charts. The 'Listings' chart shows monthly counts from June to May, with a peak in July (41) and November (36). The 'Offers' chart shows monthly counts from June to May, with a peak in March (213) and April (202).

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.

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 interface 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 a blue header 'Listing Information' and contains several fields: 'Account:' (Required) with a dropdown menu showing 'Visit Omaha'; 'Contacts:' with a dropdown menu showing '--Choose One--'; 'Description:' with a text area containing 'Visit Omaha helps visitors find information about Omaha.'; 'Type:' (Required) with a dropdown menu showing 'Web Site'; 'Address Type:' with a dropdown menu showing 'Physical'; and 'Keywords:' with an empty 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)

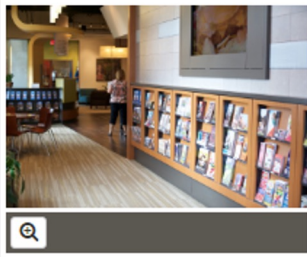
Sections:

- 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:

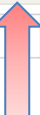
CHOOSE ▾ CHOOSE ▾

APPLY FILTERS

ADD NEW MEDIA 

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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, marked as 'Required'. To its right is a 'Sort Order:' input field with a red arrow pointing left. Below this is a 'Description:' text area. The 'File:' section is marked as 'Required' and contains a large dashed box with the text 'Drag and Drop File To Page or use the "Browse" button below to find a file to add', with a red arrow pointing left. Below the dashed box are 'BROWSE' and 'REMOVE' buttons. A note below the buttons says 'You can drag a file to the page to replace this file or use the "Browse" button'. At the bottom, there is a 'Listings:' dropdown menu with the text 'CHOOSE AMONG THE FOLLOWING...'. The entire form is enclosed in a light beige border.

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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