



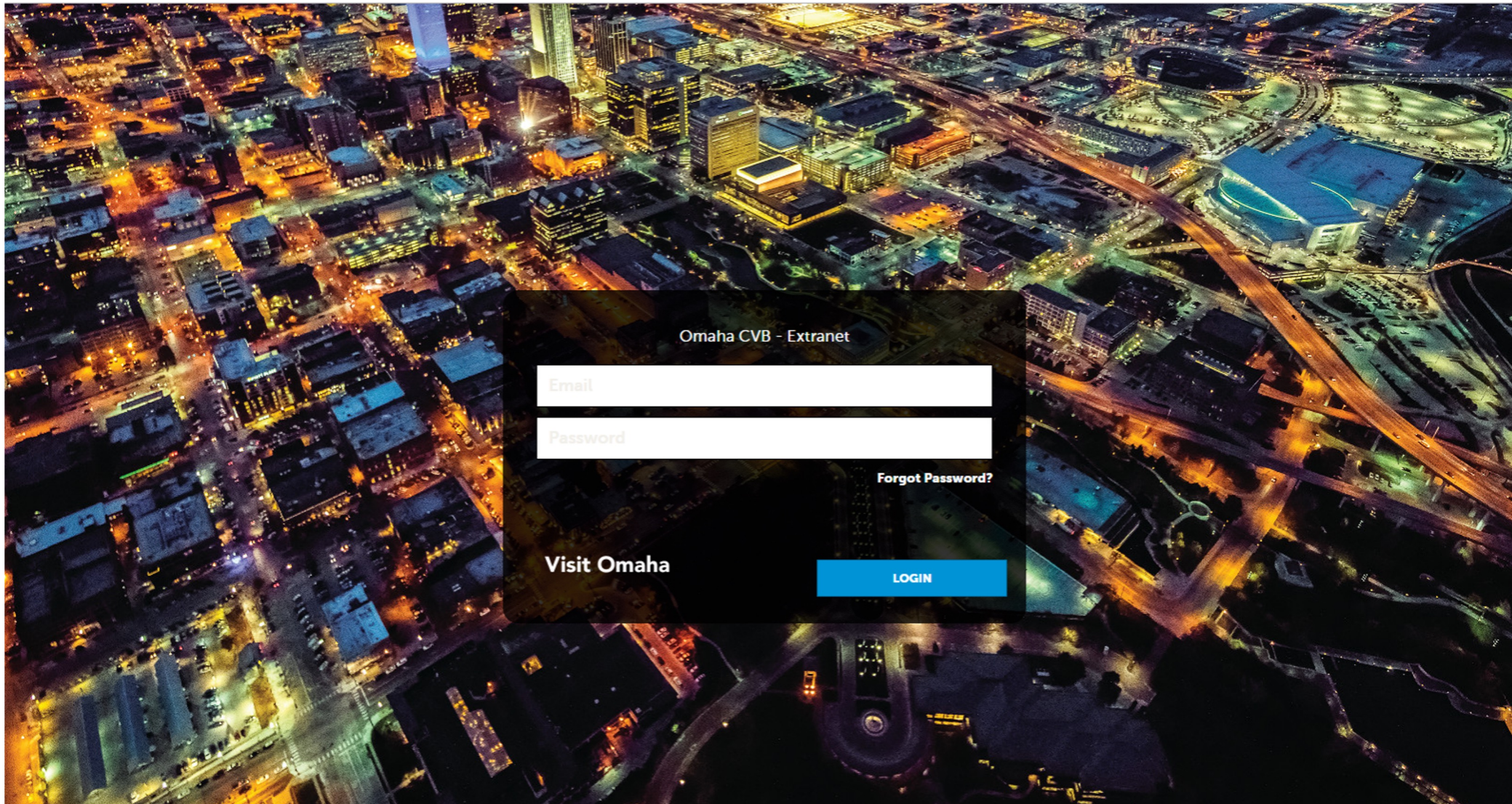
## PARTNER EXTRANET TRAINING GUIDE: LOGIN/HOME SCREEN

**Questions, Comments, Concerns**

**Hotels:** Jen Swanson 402-444-4037 or [jswanson@visitomaha.com](mailto:jswanson@visitomaha.com)

**All other Partners:** Erin O'Brien 402-444-1764 or [eobrien@visitomaha.com](mailto:eobrien@visitomaha.com)

# LOGIN SCREEN



Omaha CVB - Extranet

[Forgot Password?](#)

[Visit Omaha](#)

LOGIN



# HOME SCREEN

Visit OMAHA

Omaha CVB - Extranet

Jgoodwin@visitomaha.com Logout Visit Omaha

HOME

PROFILE

COLLATERAL

OPPORTUNITIES

REPORTS

ADMINISTRATION

NEED HELP

At A Glance [See All](#)

8 Listing Views	0 Listing Click Throughs	139 Offer Views
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Partner Bulletins

**At A Glance** is a brief view of an account's listings and special offers tracking. Clicking on the **See All** link to the right, engages a more detailed view of your account and interaction with Visit Omaha.

# HOME SCREEN (CONT'D)

Visit OMAHA

Omaha CVB - Extranet

Jgoodwin@visitomaha.com Logout Visit Omaha

HOME

PROFILE

COLLATERAL

OPPORTUNITIES

REPORTS

ADMINISTRATION

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At A Glance [See All](#)

8 Listing Views	0 Listing Click Throughs	139 Offer Views
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Partner Bulletins

**Partner Bulletins** are important notices, documentation, extranet training guides, events, etc. posted by Visit Omaha. Important bulletins will be marked with a blue and white exclamation mark.



# HOME SCREEN (CONT'D)

The screenshot displays the 'Omaha CVB - Extranet' interface. A vertical navigation menu on the left includes icons for HOME, PROFILE, COLLATERAL, OPPORTUNITIES, REPORTS, ADMINISTRATION, and NEED HELP. The 'PROFILE' section is expanded, showing 'Manage your Accounts' with sub-items: Accounts, Contacts, and My Benefits. A red arrow points to the PROFILE icon. The main content area features a night-time aerial view of Omaha. Below the banner are three colored boxes: a purple box, an orange box showing '0 Listing Click Throughs' with a hand icon, and a green box showing '139 Offer Views' with a flag icon. A 'See All' link is positioned to the right of the green box. At the bottom, there is a dropdown menu labeled 'All Bulletins'.

Clicking the **Profile** icon displays a partner's information, such as account details, contacts and information about interactions with Visit Omaha (same as the **See All** link in the **At A Glance** section).

# HOME SCREEN (CONT'D)

Visit OMAHA 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.



# HOME SCREEN (CONT'D)

The screenshot displays the 'Omaha CVB - Extranet' interface. The top navigation bar includes the 'Visit OMAHA' logo, the user email 'Jgoodwin@visitomaha.com', a 'Logout' link, and a search bar with 'Visit Omaha' and a magnifying glass icon. A left-hand navigation menu contains icons for HOME, PROFILE, COLLATERAL, OPPORTUNITIES (highlighted with a red arrow), REPORTS, ADMINISTRATION, and NEED HELP. The 'Opportunities' section is expanded, showing 'Manage your Opportunities' and three sub-items: RFPs, Media Leads, and Service Requests. The main content area features a night-time aerial photograph of Omaha. Below the photo are two bar charts: 'Listings' and 'Offers'. 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).

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

Month	Count
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 **Opportunities** icon, displays options for RFPs sent by Visit Omaha. Opportunities are broken into RFPs (meeting and tour Leads), Media Leads (travel writer leads), Service Requests (non-room specific RFPs).

# HOME SCREEN (CONT'D)

The screenshot displays the Visit Omaha Extranet interface. At the top, the header includes the Visit Omaha logo, the text "Omaha CVB - Extranet", the user email "Jgoodwin@visitomaha.com", a "Logout" link, and a "Visit Omaha" dropdown menu with a search icon. A dark blue navigation sidebar on the left contains icons and labels for HOME, PROFILE, COLLEAGUES, OPPORTUNITIES, REPORTS (highlighted with a red arrow), ADMINISTRATION, and NEED HELP. The main content area features a night cityscape background and a "Reports" section. This section is divided into three categories: "Leads" with a "Convention Calendar" link and a description; "Partner Training Materials" with a link to "Updating Your Partner Member Record" and a description; and "TAP Reports" with three links for reports from September 30, 2016, January 31, 2016, and October 31, 2016.

Clicking the **Reports** icon displays reports Visit Omaha has posted, including the TAP report. To view a report just click the name of the report.





## FIND MORE TRAINING GUIDES UNDER “PARTNER BULLETINS”

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