



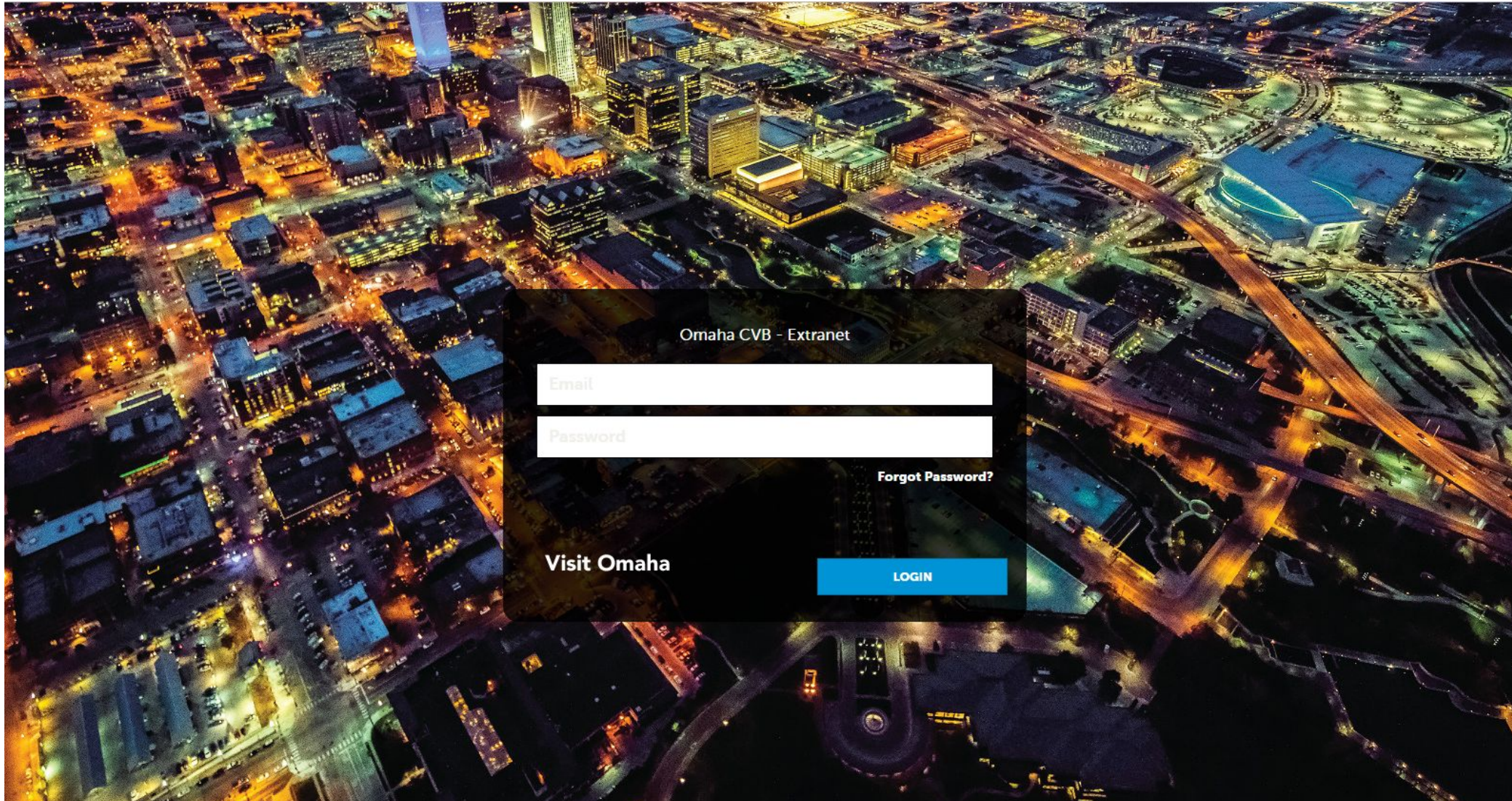
PARTNER EXTRANET TRAINING GUIDE: LOGIN/HOME SCREEN

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

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

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OPPORTUNITIES

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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. On the left is a dark blue navigation sidebar with icons and labels for HOME, PROFILE, COLLATERAL, OPPORTUNITIES, REPORTS, ADMINISTRATION, and NEED HELP. A red arrow points to the PROFILE icon. The main content area features a large banner image of a city at night. 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)

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 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. The main content area features a night cityscape image and two bar charts: 'Listings' and 'Offers'. A 'Views' dropdown menu is positioned above the 'Listings' chart.

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 **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 'Visit Omaha - Extranet' interface. The top navigation bar includes the user email 'Jgoodwin@visitomaha.com', a 'Logout' link, and a search box labeled 'Visit Omaha'. The left sidebar contains navigation icons for HOME, PROFILE, COLLATERAL, OPPORTUNITIES (highlighted with a red arrow), REPORTS, ADMINISTRATION, and NEED HELP. The main content area features a night cityscape background and two bar charts: 'Listings' and 'Offers'. The 'Listings' chart shows monthly counts from June to May, with a peak of 41 in July. The 'Offers' chart shows monthly counts from June to May, with a peak of 213 in March.

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 search bar. A dark blue sidebar on the left contains navigation icons for HOME, PROFILE, COLLEAGUES, OPPORTUNITIES, REPORTS, ADMINISTRATION, and NEED HELP. A red arrow points to the REPORTS icon. The main content area features a night-time aerial photograph of Omaha, Nebraska, with the title "Reports" in large text. Below this, three report categories are listed in light gray boxes: "Leads" with a link to "Convention Calendar" 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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