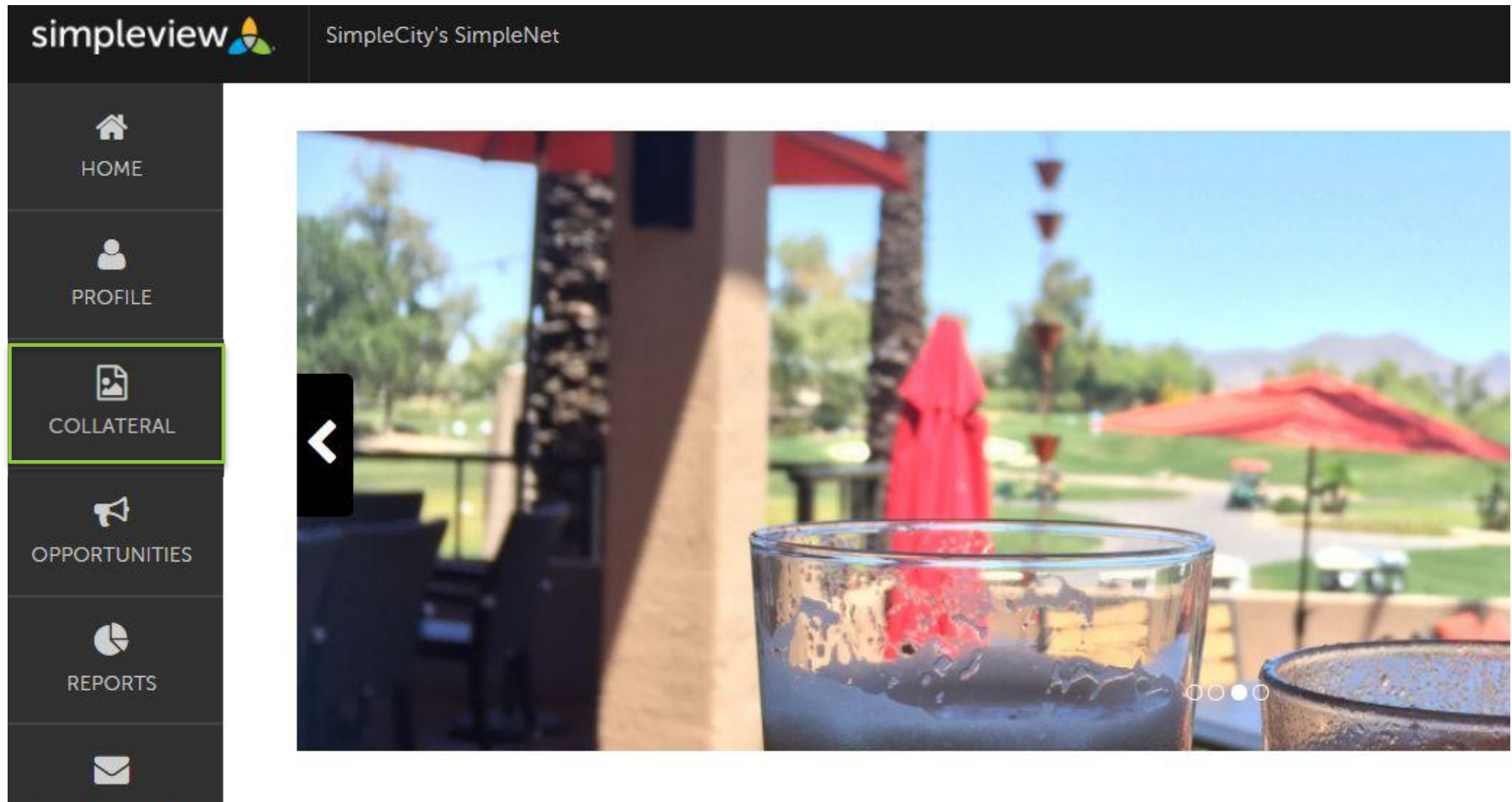# Collateral

Clicking the **Collateral** icon, displays options for listings/publication guides, special offers, calendar of events, media (i.e. images), occupancy data, and materials request from the Bureau.

<u>Note</u>: Some of these options are just view and/or edit and/or add. More on these options later in the presentation.

Collateral - Listings

Listings

Filters (0)   ⚙ Manage Filters

You have not added any filters. You can click the manage filters link in the top right corner or click the ⚙ icon from the grid to add filters from the available list and set a default value to use in the future.

ADD LISTING   Page 1 of 1   Go to Page: 1

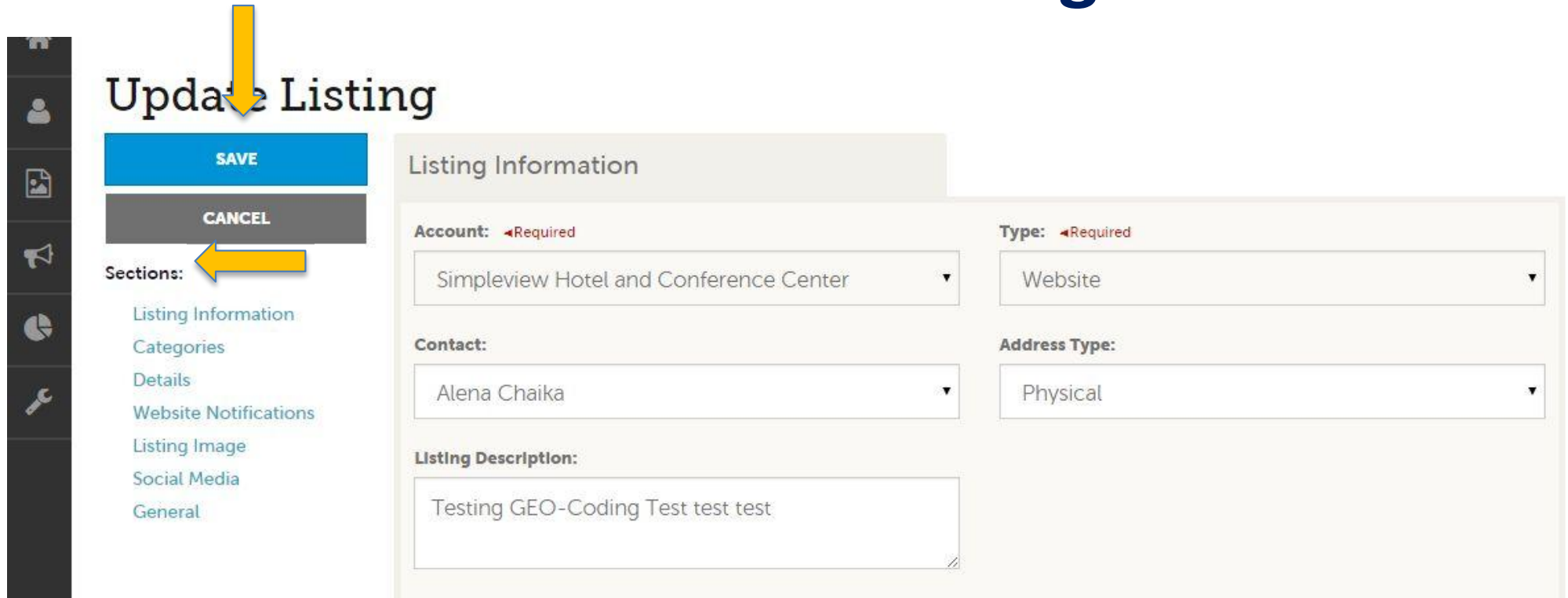| Actions	Company	Listing Type	Category	Subcategory	Listing ID	⚙
✏ 👁 ⧉	Simpleview Hotel and Conference Center	Website	Accommodations	Luxury Resorts	41983	

Page 1 of 1   Go to Page: 1

After you click the Collateral icon and then Listings, you will be presented with your property's listings. These listings may be website listings or publication guide listings. The pencil icon will allow you to edit your listing information. By clicking the eyeball icon, you can view your listing information. The clone icon will allow you to duplicate a listing. You can also create a new listing by clicking the Add Listing button.

NOTE: Add Listing and Clone will only be available if the Bureau has enabled this feature.
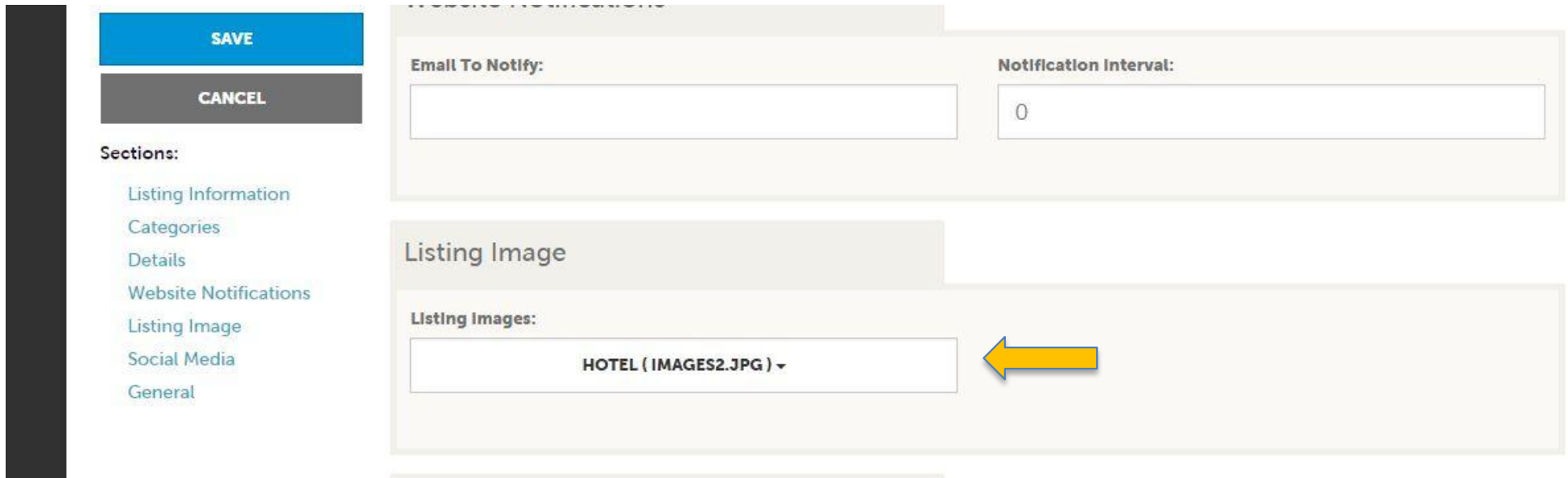
Collateral – Listings

Update Listing

SAVE

CANCEL

Sections:

Listing Information
Categories
Details
Website Notifications
Listing Image
Social Media
General

Listing Information

Account: ◄Required

Simpleview Hotel and Conference Center ▼

Type: ◄Required

Website ▼

Contact:

Alena Chaika ▼

Address Type:

Physical ▼

Listing Description:

Testing GEO-Coding Test test test

When you view, edit, or add (if enabled) a listing, you can quickly scroll to a section on the page by clicking the links of the left 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 the Bureau. Upon saving your updates, the Bureau will be notified of your changes/additions.

Collateral – Listings

When you edit or add (if enabled) 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 the Bureau. Upon saving your updates, the Bureau will be notified of your changes/additions. More on images in the Collateral – Media slide.

NOTE: Not all listing types allow for images to be added.

Collateral – Calendar of Events

Events

☐ **Filters** (0)   ⚙ Manage Filters

You have not added any filters. You can click the manage filters link in the top right corner or click the ⚙ icon from the grid to add filters from the available list and set a default value to use in the future.

ADD EVENT   ◌ Page 1 of 1 ◌   Go to Page: [1] ◉

Actions	Event ID	Title	Priority	Start Date	End Date	Event Category	⚙
✏ 👁 ⧉	57	Bossista	Gold	07/07/2015	07/07/2015	Family, Arts and Culture, Historical	
✏ 👁 ⧉	59	Simpleview Festival	Platinum	07/08/2015	07/08/2015	Sports, Family	

◌ Page 1 of 1 ◌   Go to Page: [1] ◉

After you click the Collateral icon and then Calendar of Events, you will be presented with your property's events. The pencil icon will allow you to edit an existing event. By clicking the eyeball icon, you can view the existing event. The clone icon will allow you to duplicate an event. You can also create a new event by clicking the Add Event button.

Collateral – Calendar of Events

When you view, edit, or add an event, you can quickly scroll to a section on the page by clicking the links of the left of the page. If you are viewing an event, the top left will display an Edit button. If you are editing an event, the top left button will say Save. You must click the Save button before any of your changes are actually saved!

IMPORTANT NOTE: Any edits or adding of events will require approval from the Bureau. Upon saving your updates, the Bureau will be notified of your changes/adds.

Collateral – Calendar of Events
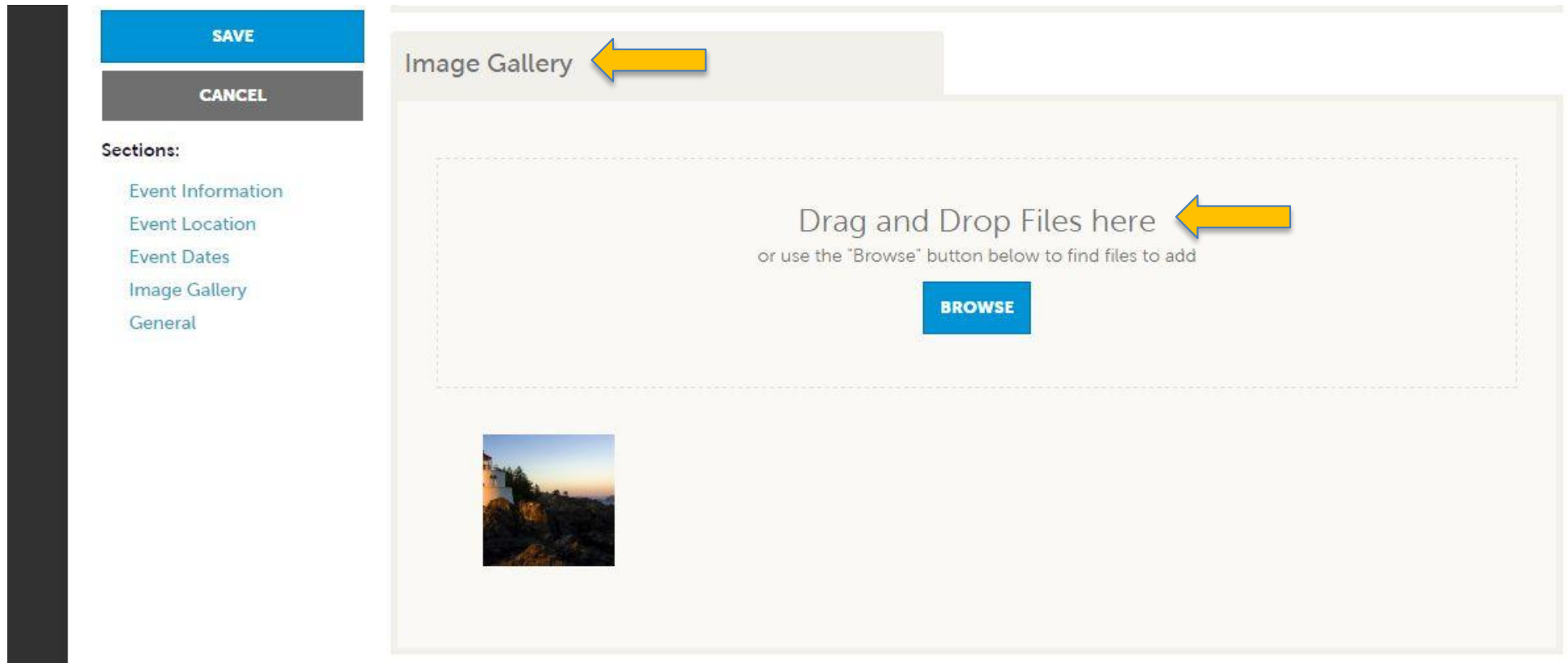
The Calendar of Events has a recurrence model built in. You can make your event a one-time event, daily, weekly, monthly, or yearly. If it is not a one day event, you can choose your recurring days of the event. Depending upon if it is daily, weekly, monthly, or yearly, your recurrence may change. At the bottom of the recurrence section, you can choose to end your event after a certain number of occurrences or on a specified date.

Collateral –Calendar of Events

As with Listings and Special Offers you can add images to your event. Adding images to an event is a little different though. In the image Gallery section on the event, you can drag and drop and image or click the Browse button to search your computer for an image.

Collateral – Media

After you click the Collateral icon and then Media, you will be presented with your property'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 event by clicking the Add Event button.

Collateral – Media

As with Calendar of Events 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.