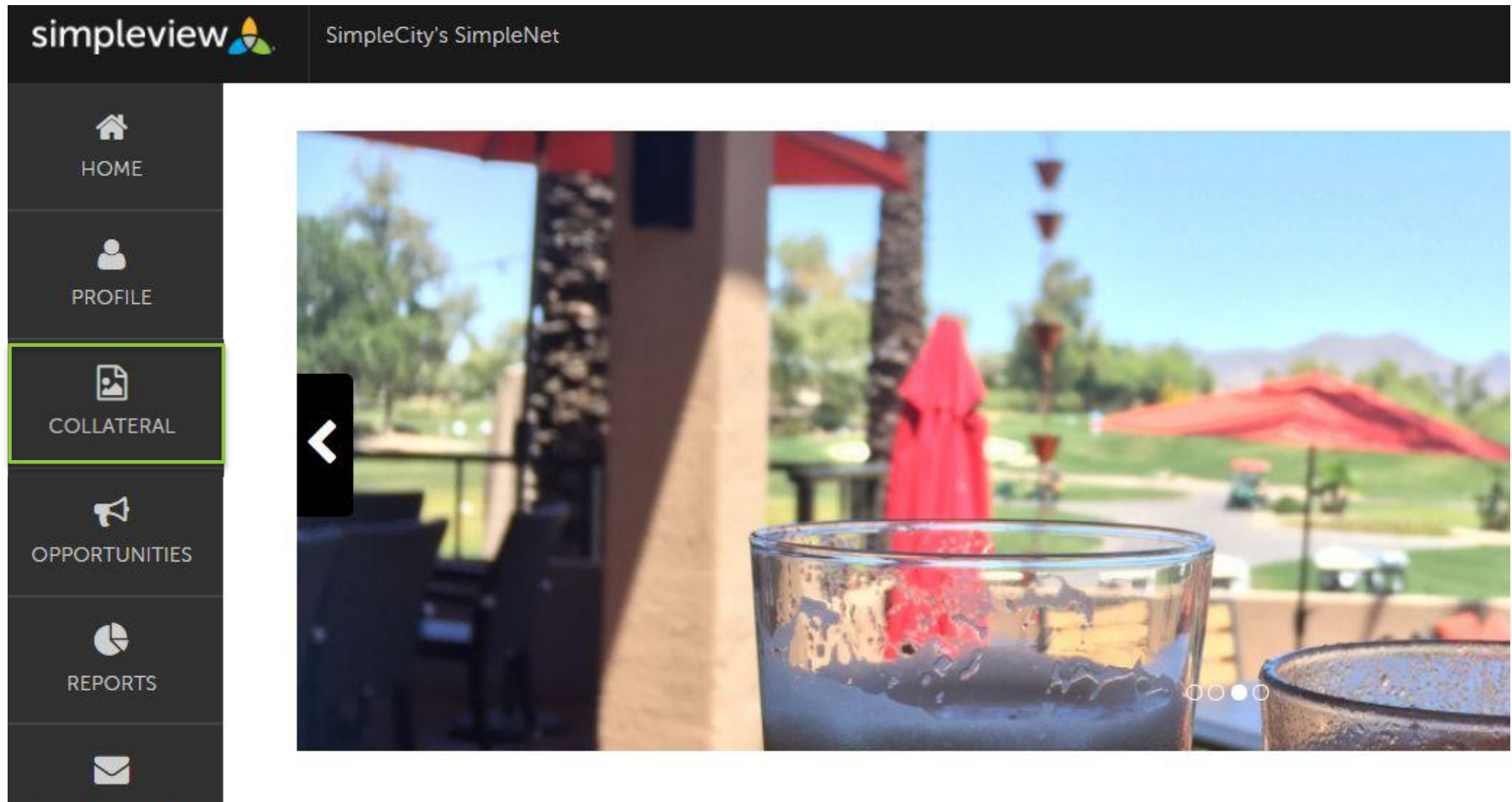


Collateral



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.

Note: 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

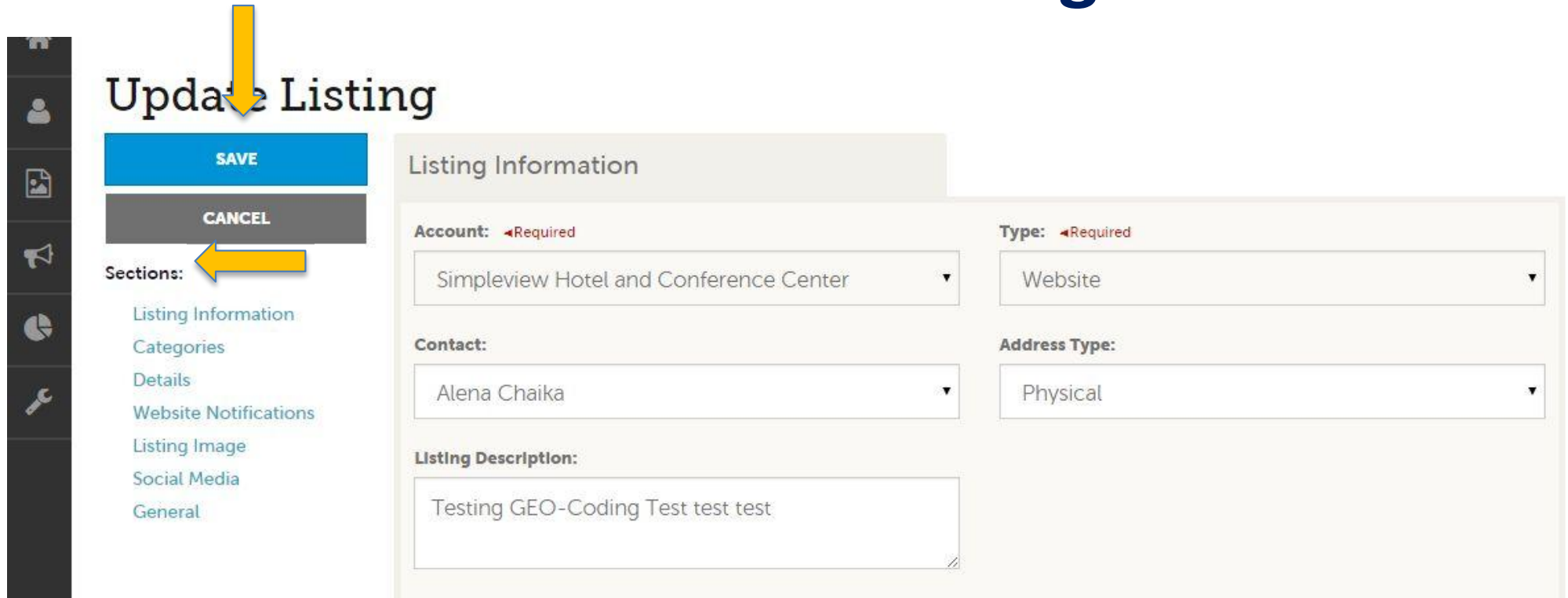
Page 1 of 1 Go to Page: 1

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



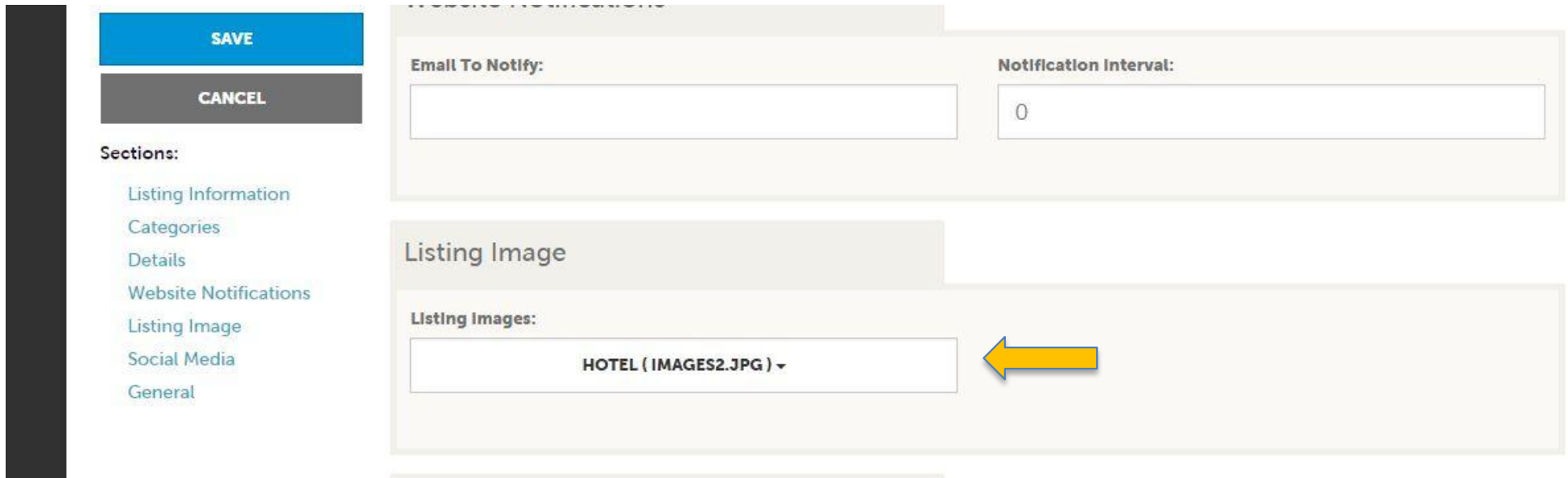
The screenshot shows a web interface for updating a listing. On the left is a dark sidebar with icons for home, user, document, announcement, analytics, and settings. The main content area is titled 'Update Listing' in a large, bold font. Below the title are two buttons: a blue 'SAVE' button and a grey 'CANCEL' button. To the left of the form is a 'Sections:' menu with links: 'Listing Information' (highlighted in blue), 'Categories', 'Details', 'Website Notifications', 'Listing Image', 'Social Media', and 'General'. A yellow arrow points from the 'Update Listing' title down to the 'SAVE' button. Another yellow arrow points from the 'SAVE' button to the 'Listing Information' link in the sidebar. The form itself is titled 'Listing Information' and contains several fields: 'Account:' (a dropdown menu showing 'Simpleview Hotel and Conference Center'), 'Type:' (a dropdown menu showing 'Website'), 'Contact:' (a dropdown menu showing 'Alena Chaika'), 'Address Type:' (a dropdown menu showing 'Physical'), and 'Listing Description:' (a text area containing '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



The screenshot shows a web interface for managing listings. On the left is a dark sidebar with a vertical menu. The main content area has a light beige background. At the top left of the main area are two buttons: a blue 'SAVE' button and a grey 'CANCEL' button. Below these is a 'Sections:' heading followed by a list of menu items: 'Listing Information', 'Categories', 'Details', 'Website Notifications', 'Listing Image', 'Social Media', and 'General'. The 'Listing Image' item is highlighted. The main form area is divided into sections. The top section is titled 'Email To Notify:' and 'Notification Interval:'. It contains two input fields: the first is empty, and the second contains the number '0'. Below this is a section titled 'Listing Image'. It contains a label 'Listing Images:' followed by a pull-down menu. The menu is open, showing the selected item 'HOTEL (IMAGES2.JPG)' with a downward arrow. A large yellow arrow points to this pull-down menu.

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:

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:

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

The screenshot shows a web interface for updating an event. On the left is a dark sidebar with icons for user, image, announcement, chart, and tools. The main content area is titled 'Update Event'. Below the title are two buttons: a blue 'SAVE' button and a grey 'CANCEL' button. To the left of the form is a 'Sections:' menu with links: 'Event Information' (highlighted in blue), 'Event Location', 'Event Dates', 'Image Gallery', and 'General'. A yellow arrow points from the 'SAVE' button to the left, and another yellow arrow points from the 'Event Information' link to the top of the form. The form itself is titled 'Event Information' and contains several fields: 'Account:' (a dropdown menu showing 'Simpleview Hotel and Conference Center'), 'Title:' (a text box with 'Simpleview Festival'), 'Featured:' (radio buttons for 'YES' (selected) and 'NO'), 'Admission:' (a text box), 'Email:' (a text box), 'Website:' (a text box), 'Contact:' (a dropdown menu showing 'Shawn Wilkins'), 'Description:' (a rich text editor with the text '<p>This is the Simpelview Festival event description. This is the Simpelview Festival event description. </p>'), 'Priority:' (a dropdown menu showing 'Platinum'), and 'Phone:' (a text box). Red asterisks and the word 'Required' are next to the 'Account:', 'Title:', and 'Priority:' labels.

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

SAVE

CANCEL

Sections:

- Event Information
- Event Location
- Event Dates
- Image Gallery
- General

One Day Daily **Weekly** Monthly Yearly

Weekly Recurrence Options

✓ Every **1** Week(s) on **MONDAY, TUESDAY, WEDNESDAY**

Recurrence End

No End Date

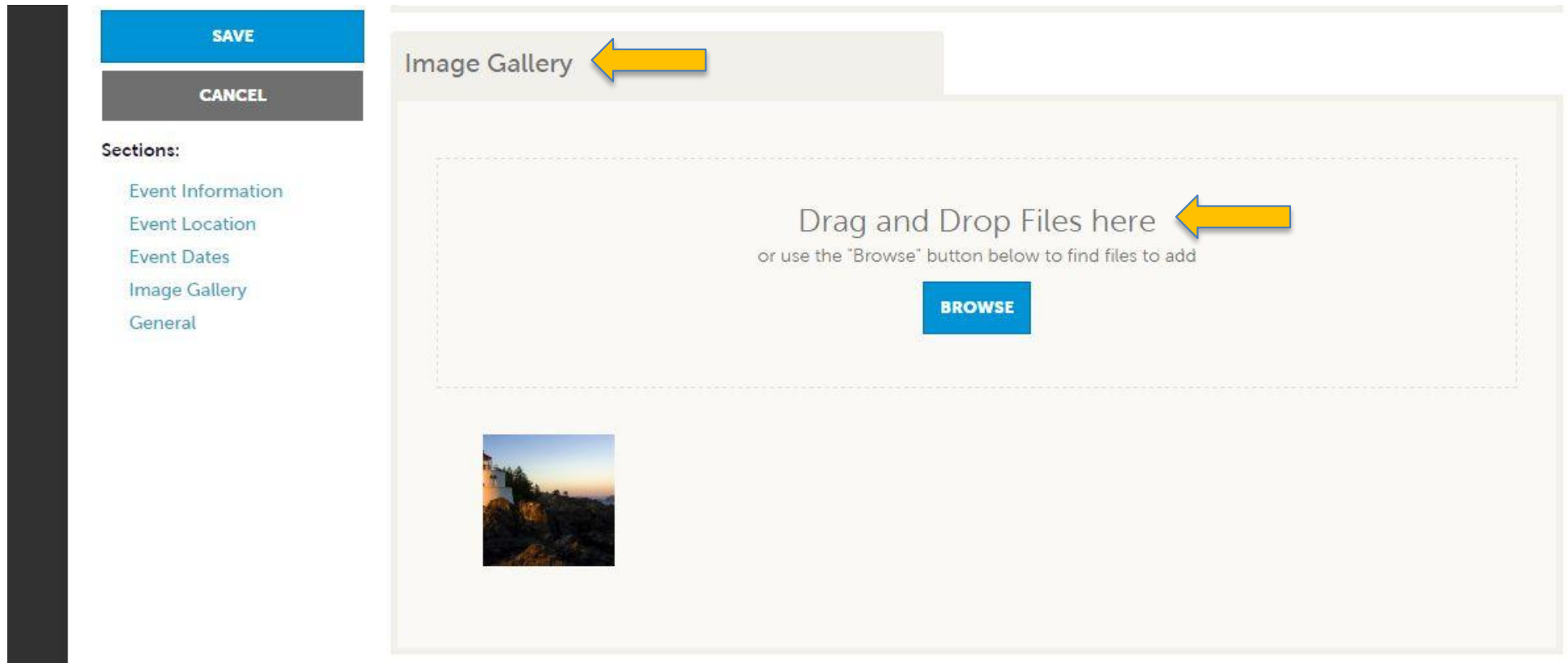
End after **0** occurrences

✓ End on **09/30/2015**

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



The screenshot shows a web interface for editing an event. On the left is a dark sidebar. To its right is a panel with a blue 'SAVE' button and a grey 'CANCEL' button. Below these are the 'Sections:' listed: 'Event Information', 'Event Location', 'Event Dates', 'Image Gallery' (which is highlighted), and 'General'. The main area is titled 'Image Gallery' with a yellow arrow pointing to it. It contains a large dashed box with the text 'Drag and Drop Files here' and a smaller yellow arrow pointing to it. Below this text is a blue 'BROWSE' button. At the bottom left of the main area is a small thumbnail image of a sunset over a rocky landscape.

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 an image or click the Browse button to search your computer for an image.



Collateral – Media

Media

Filters (0) [Manage Filters](#)





Account is one of:

CHOOSE ▾

APPLY FILTERS

ADD NEW MEDIA

Page 1 of 1 Go to Page: 1

Actions	Title	Image
  	Hotel	

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

The screenshot displays the 'Collateral – Media' interface. On the left, a dark sidebar contains a wrench icon. The main area has a top bar with 'SAVE' and 'CANCEL' buttons. Below this, a 'Sections:' label is followed by a link for 'Media Information'. The main form consists of several sections: an 'Image' field with a dropdown arrow; a 'Description:' label followed by a large text area; a 'File:' label followed by a dashed box containing the text 'Drag and Drop File To Page' and 'or use the "Browse" button below to find a file to add', with a yellow arrow pointing to the dashed box; below the dashed box are 'BROWSE' and 'REMOVE' buttons, followed by the text 'You can drag a file to the page to replace this file or use the "Browse" button'; and finally, a 'Listings:' label followed by a dropdown menu labeled 'CHOOSE AMONG THE FOLLOWING...' with a yellow arrow pointing to it.

SAVE

CANCEL

Sections:

Media Information

Image

Description:

File:

Drag and Drop File To Page
or use the "Browse" button below to find a file to add

BROWSE REMOVE

You can drag a file to the page to replace this file or use the "Browse" button

Listings:

CHOOSE AMONG THE FOLLOWING...

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.

