



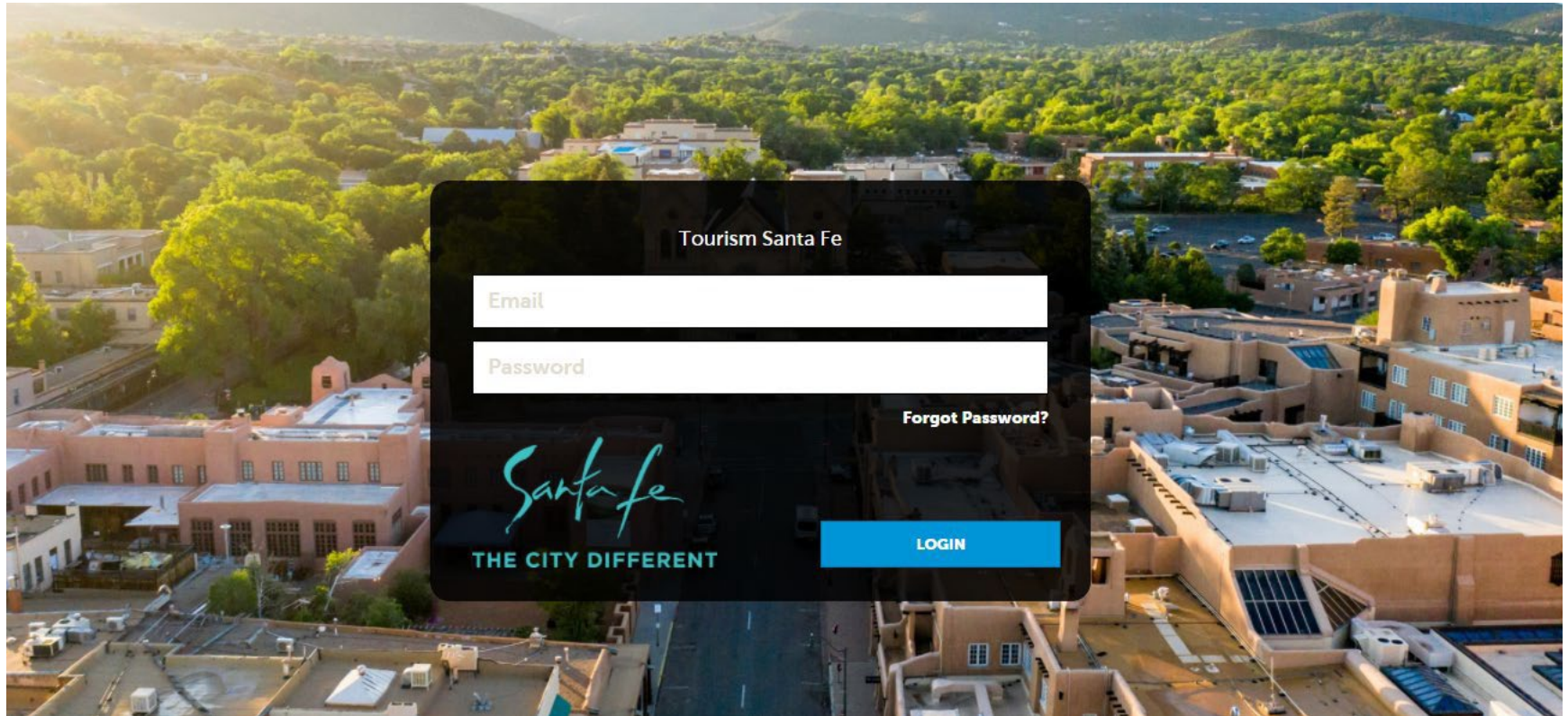
## **THE CITY DIFFERENT**

Meeting and Event Facilities

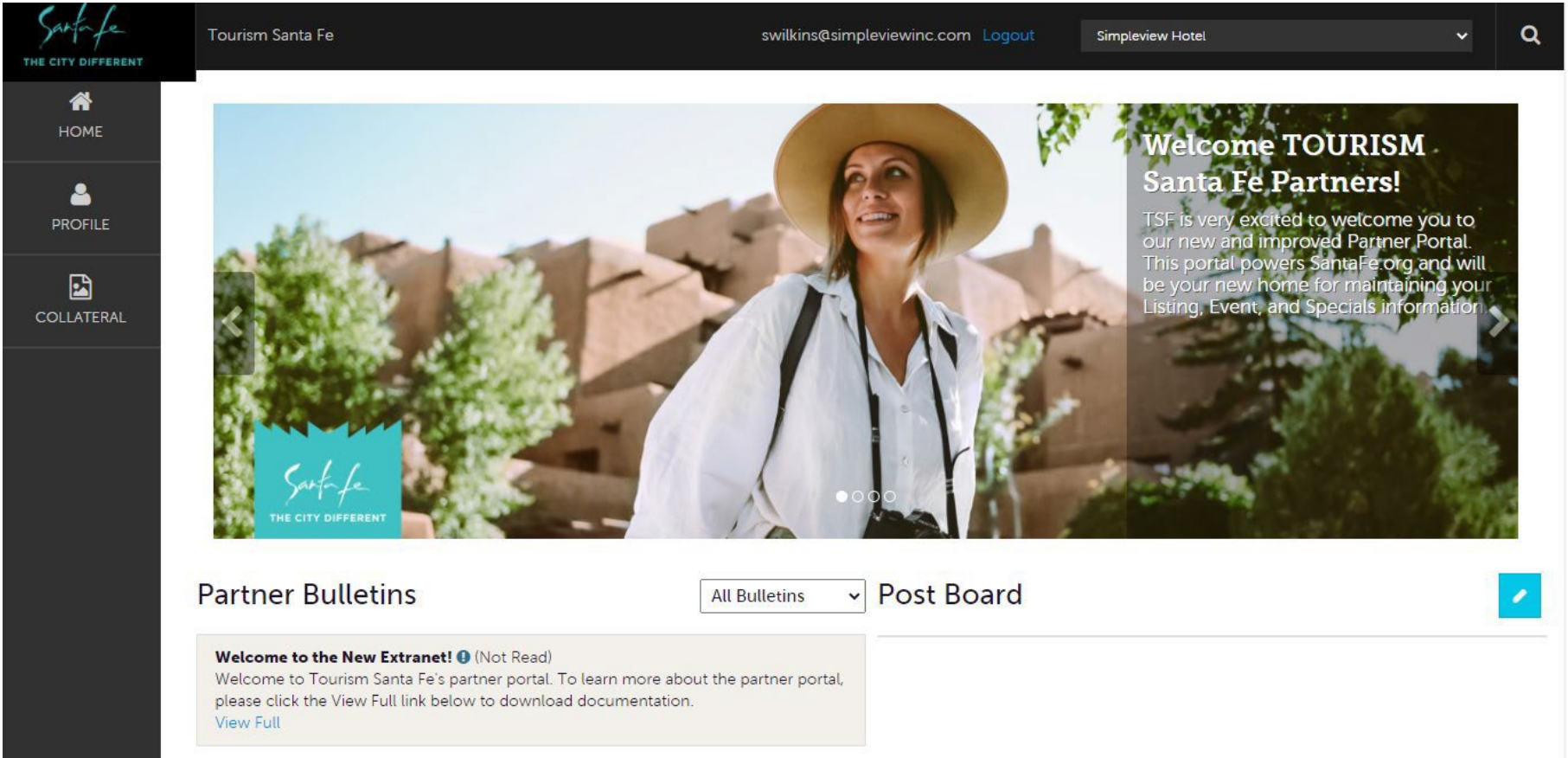
Extranet User Instructions

<https://santafenm.extranet.simpleviewcrm.com>

# Login Screen



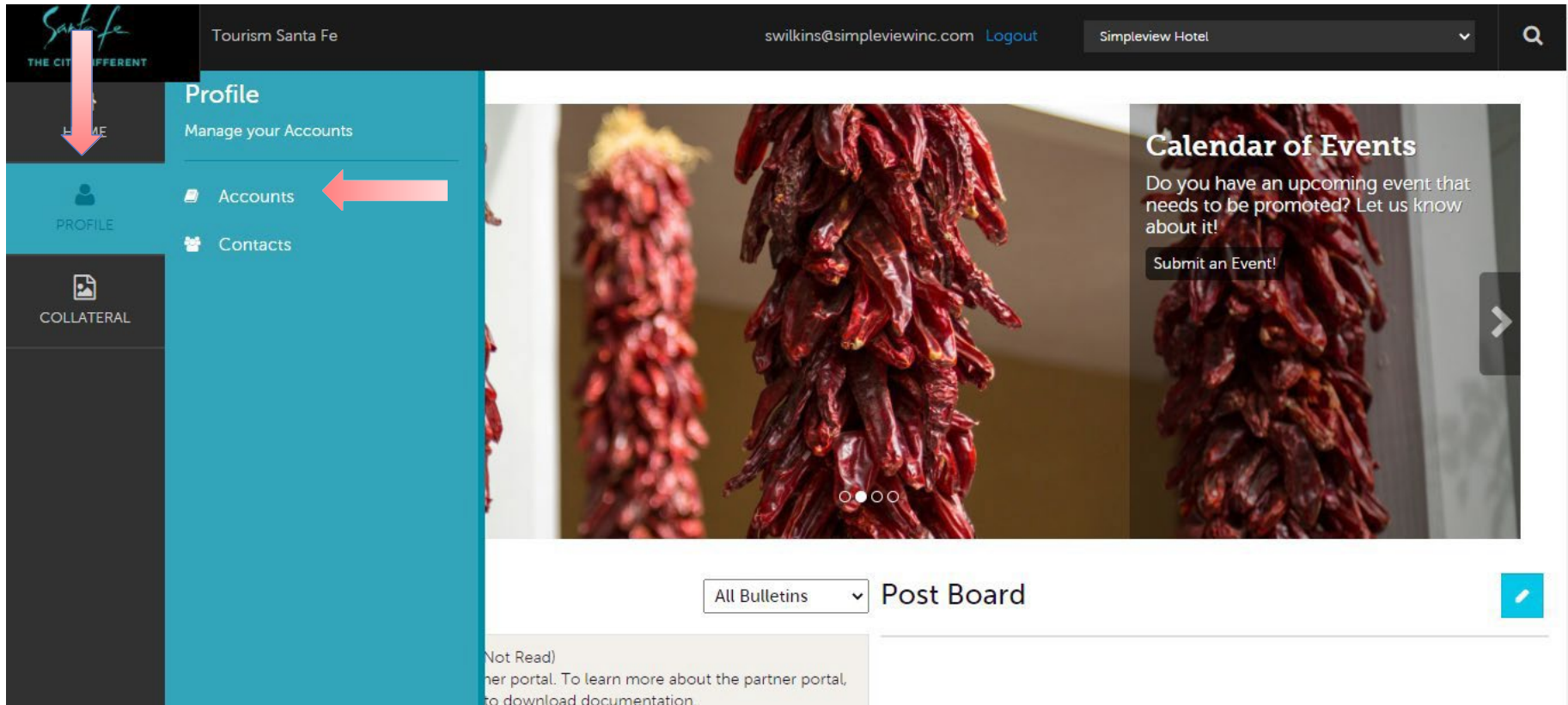
# Home Screen



The screenshot shows the home screen of the Tourism Santa Fe partner portal. At the top, there is a dark navigation bar with the Santa Fe logo on the left, the text "Tourism Santa Fe" in the center, the user email "swilkins@simpleviewinc.com" and a "Logout" link on the right, and a dropdown menu for "Simpleview Hotel" with a search icon on the far right. A vertical sidebar on the left contains four menu items: "HOME" (with a house icon), "PROFILE" (with a person icon), "COLLATERAL" (with a document icon), and "COLLATERAL" (with a document icon). The main content area features a large hero image of a woman in a white shirt and a wide-brimmed hat, smiling, with a blurred background of adobe buildings. Overlaid on the right side of the hero image is a text box that reads "Welcome TOURISM Santa Fe Partners!" followed by a paragraph: "TSF is very excited to welcome you to our new and improved Partner Portal. This portal powers SantaFe.org and will be your new home for maintaining your Listing, Event, and Specials information." Below the hero image is a "Partner Bulletins" section with a dropdown menu set to "All Bulletins" and a "Post Board" button with a blue pencil icon. A notification box is visible under "Partner Bulletins" with the text: "Welcome to the New Extranet! (Not Read)" and "Welcome to Tourism Santa Fe's partner portal. To learn more about the partner portal, please click the View Full link below to download documentation." with a "View Full" link.



# Home Screen (cont'd)



Clicking the **Profile** icon displays a property's information, such as Contacts and Account details.



# Manage Profile - Accounts

Accounts




Filters (0) Manage Filters

Account is one of:

CHOOSE ▾

APPLY FILTERS

Page 1 of 1 Go to Page: 1

Actions	Account
  	Simpleview Hotel and Conference Center

- Manage Amenities
- Manage Meeting Space

Page 1 of 1 Go to Page: 1

After you click the Profile icon and then Accounts, you will be presented with your account name and various action you can perform. If you see multiple account names, this is due to your property being associated with another property. The pencil icon will allow you to edit your property information. By clicking the eyeball icon, you can view your property information. The down arrow icon will allow you to view and edit your Amenity and Meeting Space information.





# Manage Meeting Space

Facility Details

EDIT

RETURN

Sections:

- [Standard Amenities](#)
- [Meeting Rooms](#)

Standard Amenities

ID	222
Number of Rooms	29
Total Sq. Ft.	40,000
Largest Room	18,000
Ceiling	
Theater Capacity	2,100
Banquet Capacity	1,000
Classroom Capacity	1,000
Reception Capacity	1,900
Sleeping Rooms	
Suites	
Villas	
Exhibit Space?	No
Exhibits	
Booths	
Description	
Space Notes	
Floorplan File	
Large Floorplan File	<a href="#">SFCCC-Floor-Plan_EDITED-2023_8.16.23_3B9D93A5-AEFE-9D6D-B9CD39FCA0CFD128.pdf</a>

After selecting Manage Meeting Space, you will be presented with the option to manage the **Standard Amenities** and **Meeting Rooms**.

- **Standard Amenities:** Click the Edit button to update Standard Amenities, such as *Number of Rooms*, *Total Sq. Ft.*, *Largest Room*, and *Sleeping Rooms*. You must click the Save button before changes are applied.
- **Meeting Rooms:** Click Meeting Rooms to add/edit meeting room details, such as Room Name, dimensions, square ft, and capacity. You must click the Save button before changes are applied.



# Manage Amenities

The screenshot displays the 'Accounts' management interface. On the left is a dark sidebar with icons for user, document, notification, chart, and settings. The main content area is titled 'Accounts' and contains a filter section with 'Filters (0)' and a 'Manage Filters' link. Below this is a dropdown menu labeled 'Account is one of:' with a 'CHOOSE -' button and an 'APPLY FILTERS' button. A table below shows a single row for 'Simpleview Hotel and Conference Center'. The table has columns for 'Actions' and 'Account'. A dropdown menu is open under the 'Actions' column, showing 'Manage Amenities' and 'Manage Meeting Space'. A red arrow points to the 'Manage Amenities' option. The table also includes pagination controls: 'Page 1 of 1' and 'Go to Page: 1'.

After selecting Manage Amenities, you will be presented with the option to manage amenities, such as Parking, Hours, Accessibility, and more. You must click the Save button before changes are applied.

