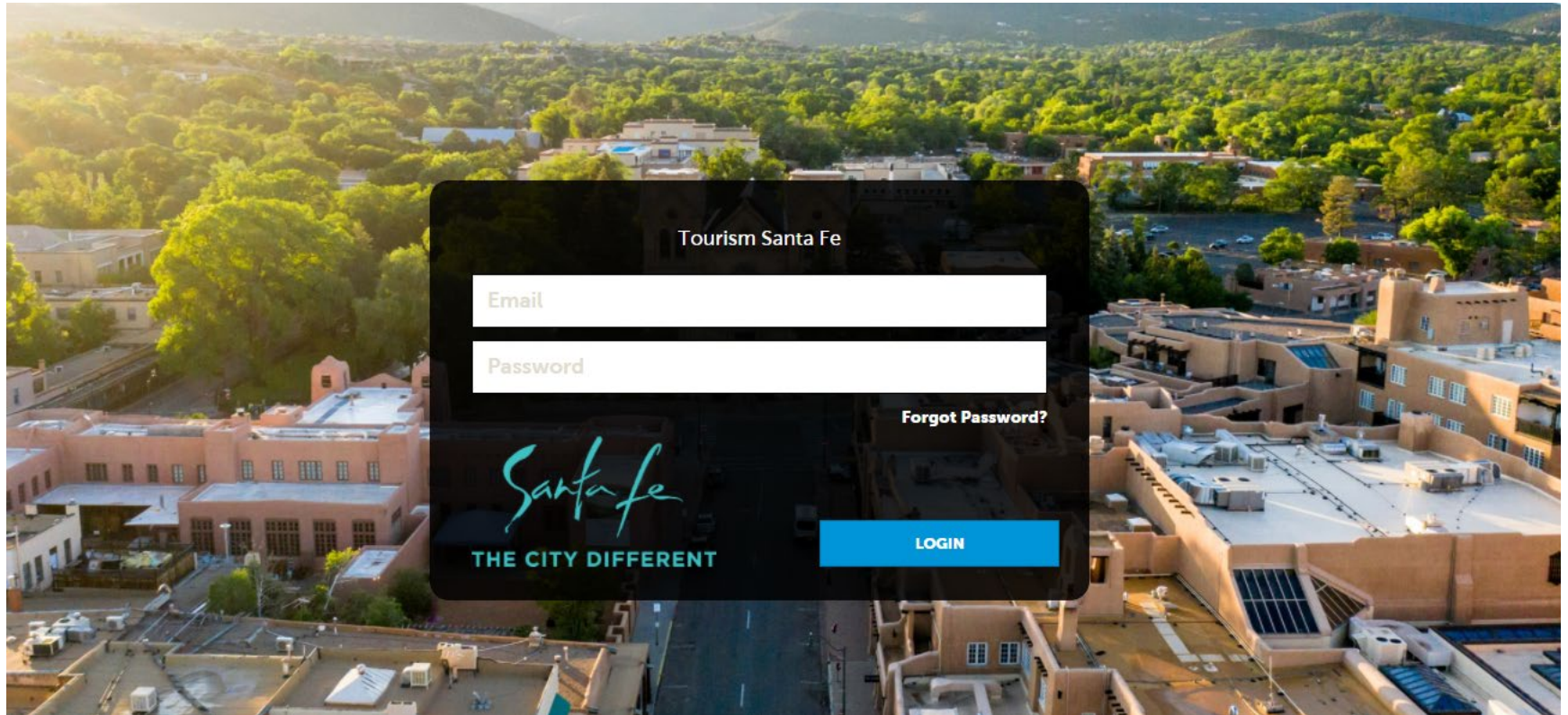





THE CITY DIFFERENT


Extranet User Instructions


Login Screen




Home Screen


THE CITY DIFFERENT


HOME



PROFILE



COLLATERAL

Tourism Santa Fe

swilkins@simpleviewinc.com [Logout](#)

Simpleview Hotel






Welcome TOURISM Santa Fe Partners!

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.

Partner Bulletins


All Bulletins

Welcome to the New Extranet!  (Not Read)

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.

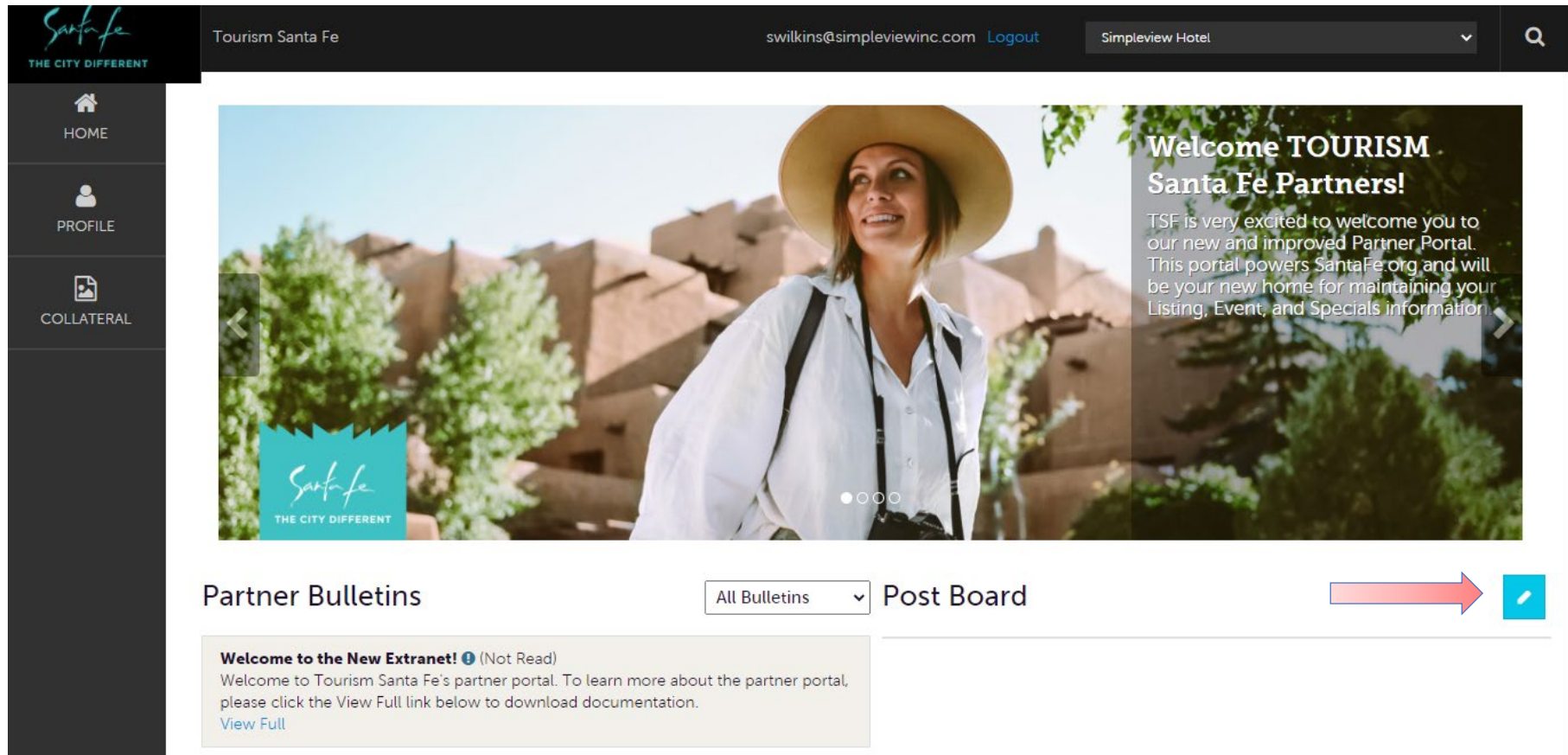
[View Full](#)

Post Board





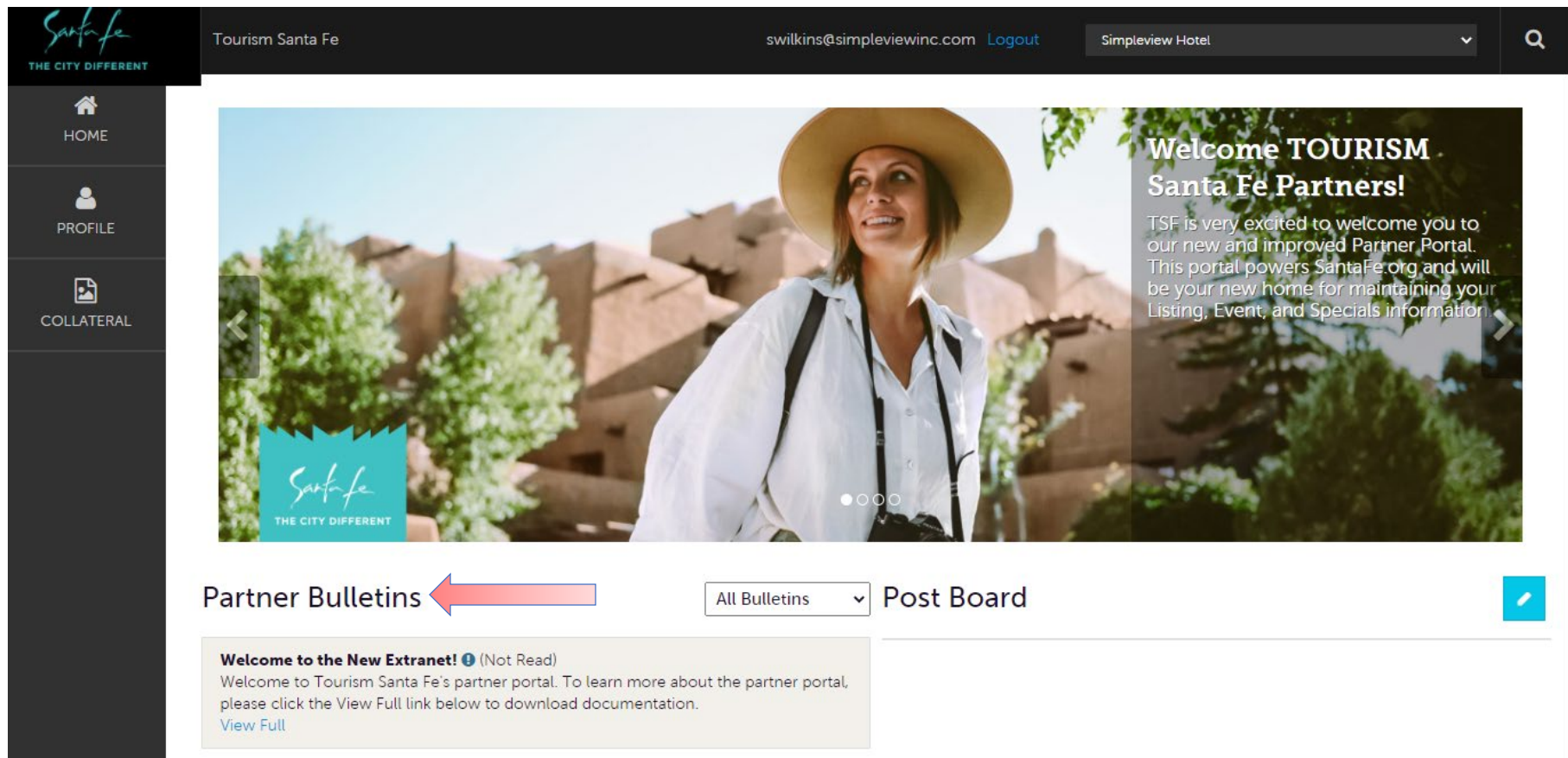
Home Screen (cont'd)



Post Board allows a user to communicate with other properties within their destination. Clicking on the caption bubble icon allows a user to reply to a post. There is also an email icon for contacting the poster via email.



Home Screen (cont'd)



The screenshot shows the Tourism Santa Fe Home Screen. At the top is a dark navigation bar with the Santa Fe logo on the left, the text "Tourism Santa Fe" in the center, the email "swilkins@simpleviewinc.com" and a "Logout" link on the right, and a "Simpleview Hotel" dropdown menu. Below this is a left sidebar with icons and labels for "HOME", "PROFILE", and "COLLATERAL". The main content area features a large hero image of a woman in a white shirt and a wide-brimmed hat. Overlaid on the right side of the hero image is a "Welcome TOURISM Santa Fe Partners!" message. Below the hero image, there is a "Partner Bulletins" section with a red arrow pointing to it, a dropdown menu set to "All Bulletins", and a "Post Board" button. A notification box below the bulletins says "Welcome to the New Extranet! (Not Read)" and provides a "View Full" link.

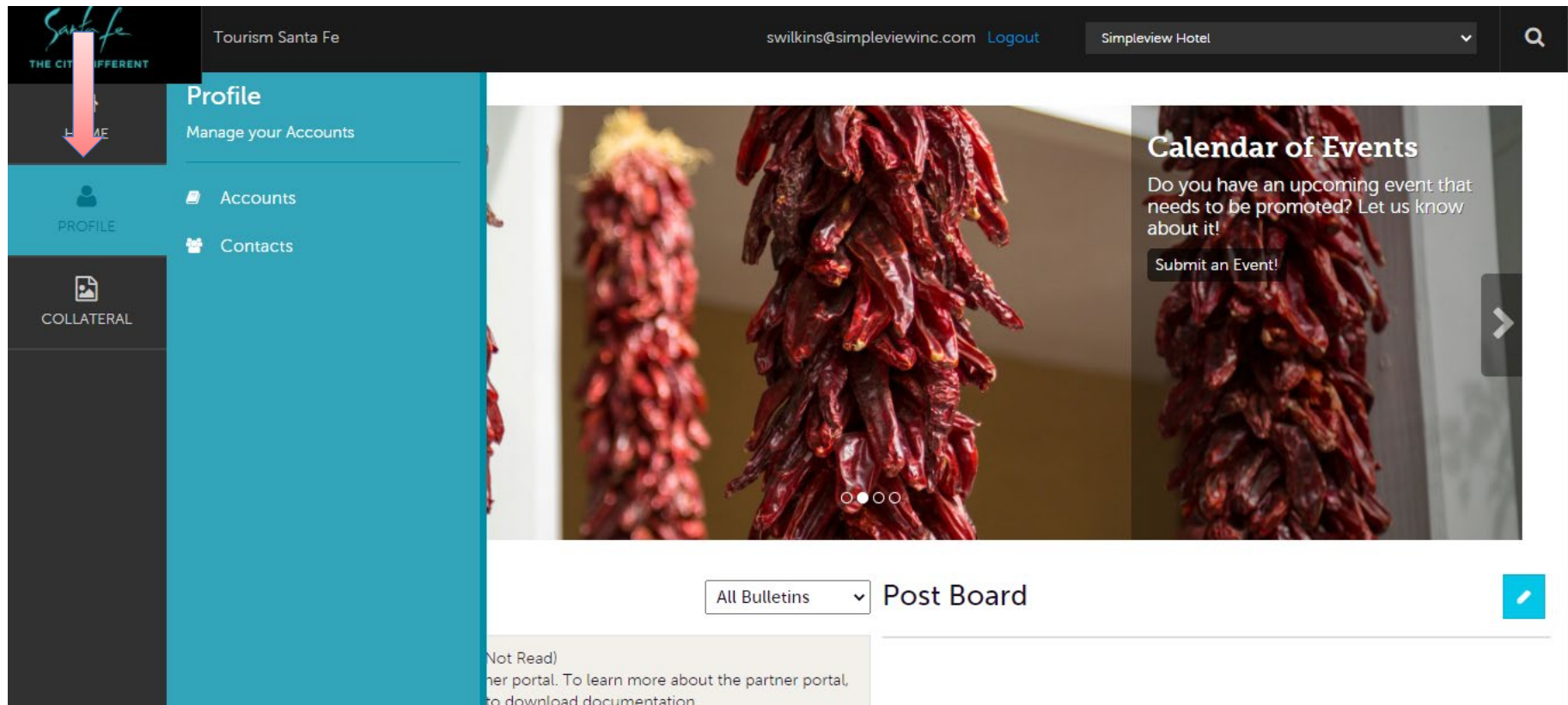
Partner Bulletins ← All Bulletins Post Board

Welcome to the New Extranet! (Not Read)
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.
[View Full](#)

Partner Bulletins are important notices, documentation, events, etc. posted by Tourism Santa Fe. Important bulletins will be marked with a blue and white exclamation mark.



Home Screen (cont'd)

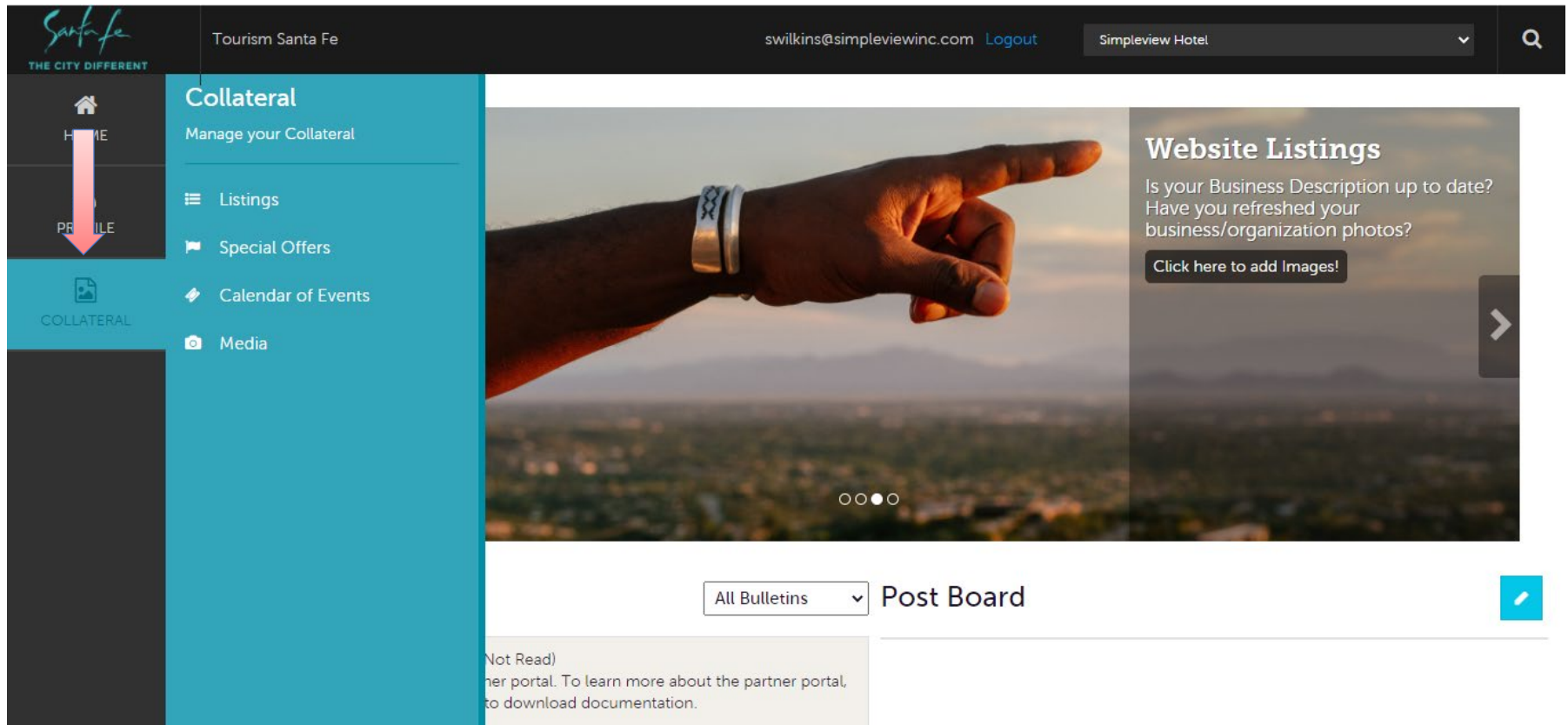


Clicking the **Profile** icon displays a property's information, such as contacts, Account details and information about interaction with Tourism Santa Fe.

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



Home Screen (cont'd)



Clicking the **Collateral** icon, displays options for listings, special offers, calendar of events, and media (i.e. images).

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



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
	<div>Manage Amenities</div> <div>Manage Meeting Space</div>

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 Profile - Accounts (cont'd)

SAVE

CANCEL

Sections:

- Account Information
- Phone Information
- Address Information
- New Group
- Hotel Incentive Fund
- Social Media
- General

Account:

Simpleview Hotel and Conference Center

Region: ◀ Required

North

Website:

www.simpleviewinc.com

Phone Information

Primary:

Ext

Alternate:

Ext

When you view or edit your property information, you can quickly scroll to a section on the page by clicking the links on the left of the page. If you are viewing the account , the top left will display an Edit button. If you are editing the account , the top left will display a Save button. You must click the Save button before changes are applied!



Manage Profile - Contacts

Contacts

Filters (0) [Manage Filters](#)

Account is one of:

Contact Type is:

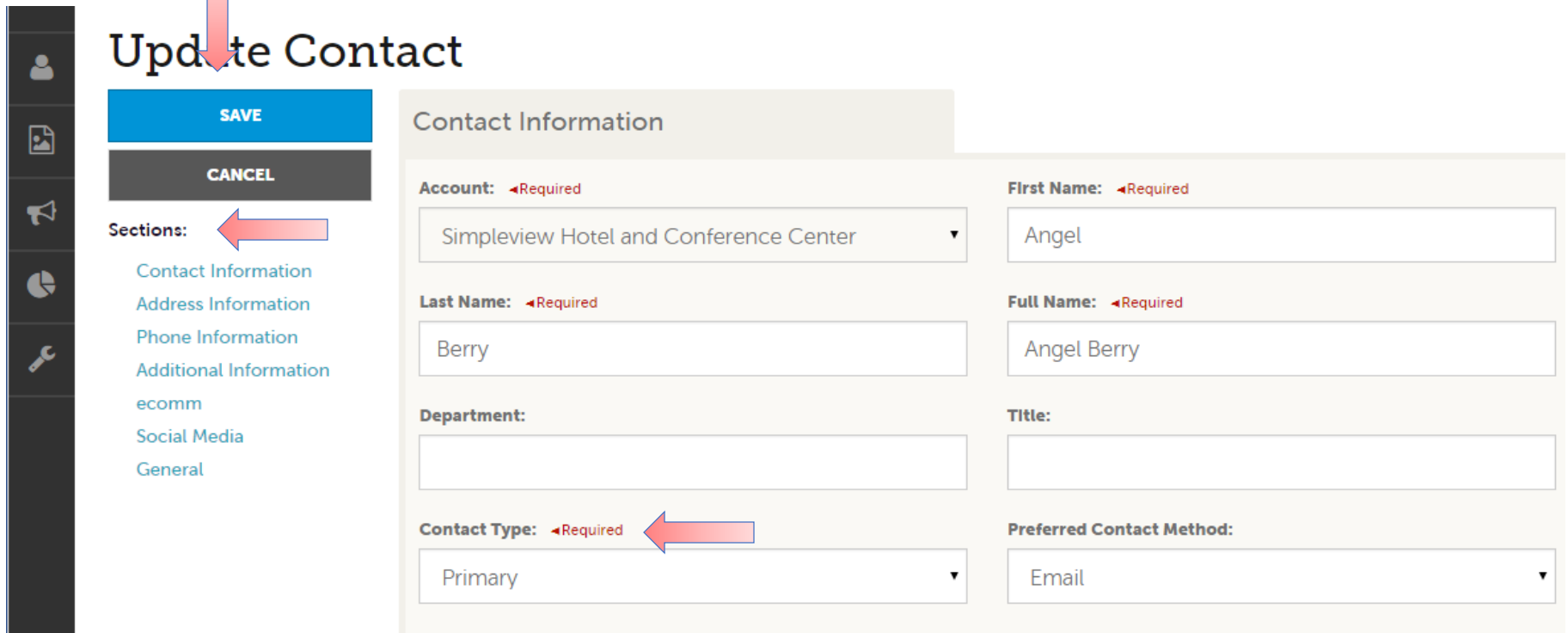
Page 1 of 1 Go to Page:

Actions	Full Name	Account	Title	Email	Contact Type
<input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Clone"/>	Angel Berry	Simpleview Hotel and Conference Center		aberry@simpleviewinc.com	Primary
<input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Clone"/>	Alena Chaika	Simpleview Hotel and Conference Center		achaika@simpleviewinc.com	Secondary

After you click the Profile icon and then Contacts, you will be presented with a list of all the contacts associated with your property. On this page you can Add, Edit, View, or Clone (i.e. duplicate) a contact depending upon your extranet permissions.



Manage Profile - Contacts (cont'd)



Update Contact

SAVE

CANCEL

Sections:

- Contact Information
- Address Information
- Phone Information
- Additional Information
- ecomm
- Social Media
- General

Contact Information

Account: ◀Required
Simpleview Hotel and Conference Center ▼

First Name: ◀Required
Angel

Last Name: ◀Required
Berry

Full Name: ◀Required
Angel Berry

Department:

Title:

Contact Type: ◀Required
Primary ▼

Preferred Contact Method:
Email ▼

When you view or edit a contact, 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 contact, the top left will display an Edit button. If you are editing a contact, the top left will display a Save button. You must click the Save button before changes are applied!

IMPORTANT NOTE: If a contact has left your property it is your responsibility to notify Tourism Santa Fe and/or change their contact type to “Inactive”.




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 >

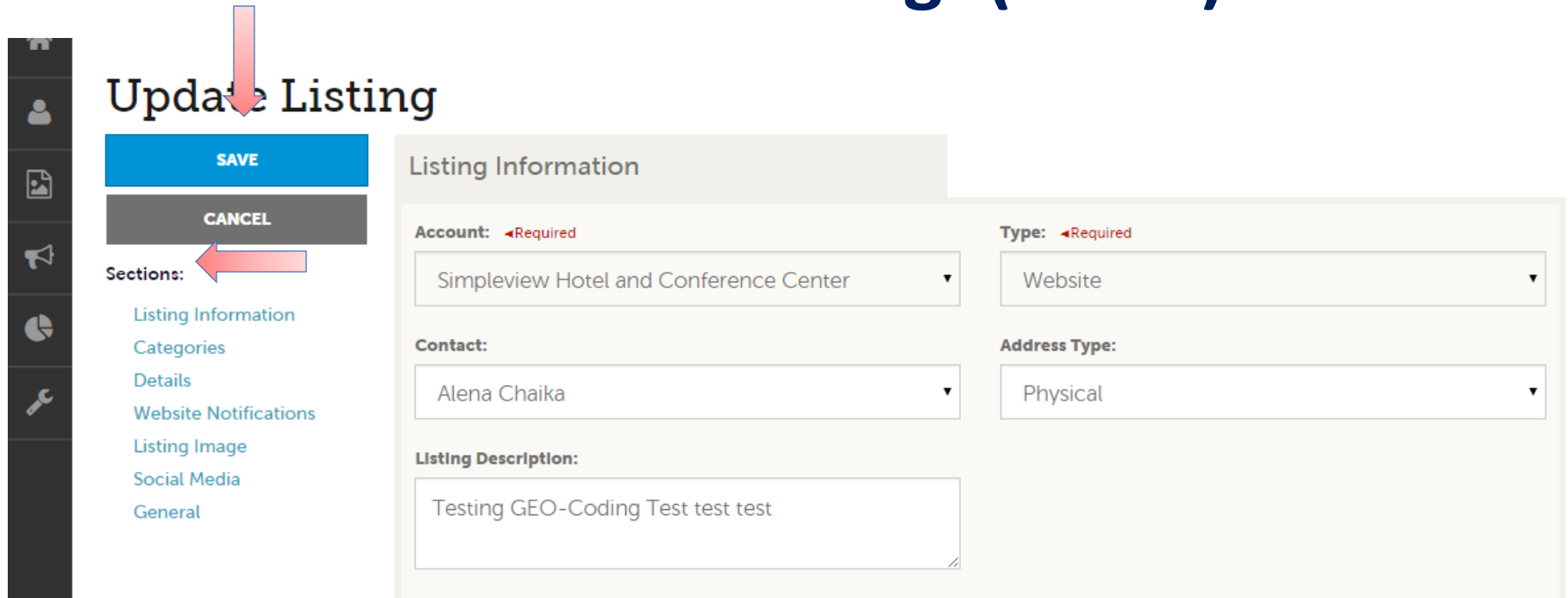
Actions	Company	Listing Type	Category	Subcategory	Listing ID	
  	Simpleview Hotel and Conference Center	Website	Accommodations	Luxury Resorts	41983	

< 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. The pencil icon will allow you to edit your listing information. By clicking the eyeball icon, you can view your listing information.



Collateral – Listings (cont'd)



The screenshot shows the 'Update Listing' interface. On the left is a vertical sidebar with icons for user, image, announcement, analytics, and settings. Below these icons is a 'Sections:' list with links: 'Listing Information', 'Categories', 'Details', 'Website Notifications', 'Listing Image', 'Social Media', and 'General'. A red arrow points from the top of the sidebar to the 'Update Listing' title. Another red arrow points from the 'SAVE' button to the 'Listing Information' section header. The main form area is titled 'Update Listing' and contains a 'SAVE' button (blue) and a 'CANCEL' button (grey). Below these buttons is the 'Listing Information' section, which includes:

- 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 or edit 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 of listings will require approval from Tourism Santa Fe. Upon saving your updates, Tourism Santa Fe will be notified of your changes/additions.



Collateral – Listings (cont'd)

SAVE

CANCEL

Sections:

- Listing Information
- Categories
- Details
- Website Notifications
- Listing Image
- Social Media
- General

Email To Notify:

Notification Interval:

0

Listing Image

Listing Images:

HOTEL (IMAGES2.JPG) ▾


When you edit 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 of listings will require approval from Tourism Santa Fe. Upon saving your updates, Tourism Santa Fe will be notified of your changes/additions. More on images in the Collateral – Media slide.




Collateral – Special Offers

Offers





+ 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 OFFER

< Page 1 of 1 > Go to Page: 1 >

Actions	Offer Title	Redeem From	Redeem To	Post From	Post To	Pending	
  	20% Off Rooms Sunday through Thursday Nights	08/01/2015	08/31/2015	08/01/2015	08/31/2015	No	

< Page 1 of 1 > Go to Page: 1 >

After you click the Collateral icon and then Special Offers, you will be presented with your property's offers. The pencil icon will allow you to edit an existing offer. By clicking the eyeball icon, you can view the existing offer. The clone icon will allow you to duplicate an offer. You can also create a new offer by clicking the Add Offer button.



Collateral – Special Offers (cont'd)

Update Offer

SAVE

CANCEL

Sections:

- Offer Information
- Offer Image
- Offer Dates
- Offer Categories
- Offer Listings
- General

Offer Information

Account: Required
Simpleview Hotel and Conference Center

Offer Title: Required
20% Off Rooms Sunday through Thursday Nights

Offer Link:
www.simpleviewinc.com

Offer Text:
Get 20% Off Rooms Sunday through Thursday Nights in the month of August!

Offer Image

Offer Image:
Hotel (images2.jpg)

When you view, edit, or add an offer, 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 offer, the button in the top left will say Edit. If you are editing an offer, the top left will display a Save button. You must click the Save button before changes are applied! As with listings, you have the ability to attach images to your offers.

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



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 (cont'd)

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. Below these icons is a 'Sections:' menu with links: 'Event Information' (highlighted), 'Event Location', 'Event Dates', 'Image Gallery', and 'General'. At the top left of the main content area, there are two buttons: a blue 'SAVE' button and a grey 'CANCEL' button. A red arrow points from the 'SAVE' button to the 'Event Information' section header. The 'Event Information' section contains several fields: 'Account:' (dropdown menu showing 'Simpleview Hotel and Conference Center'), 'Title:' (text input with 'Simpleview Festival'), 'Featured:' (radio buttons for 'YES' (selected) and 'NO'), 'Contact:' (dropdown menu showing 'Shawn Wilkins'), 'Admission:' (text area), 'Description:' (text area with HTML content), 'Email:' (text input), 'Priority:' (dropdown menu showing 'Platinum'), 'Website:' (text input), and 'Phone:' (text input). Red arrows also point to the 'SAVE' button and the 'Event Information' section header.

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 Tourism Santa Fe. Upon saving your updates, Tourism Santa Fe will be notified of your changes/adds.



Collateral – Calendar of Events (cont'd)

The screenshot shows a web form for creating an event. On the left is a sidebar with a 'SAVE' button (blue) and a 'CANCEL' button (grey). Below these are 'Sections:' with links for 'Event Information', 'Event Location', 'Event Dates', 'Image Gallery', and 'General'. The main form area has tabs for 'One Day', 'Daily', 'Weekly', 'Monthly', and 'Yearly'. The 'Weekly' tab is selected and highlighted in green, with a red arrow pointing to it. Below the tabs is the 'Weekly Recurrence Options' section, which contains a green bar with 'Every 1 Week(s) on MONDAY, TUESDAY, WEDNESDAY'. A red arrow points to the days list. Below this is the 'Recurrence End' section, which has three options: 'No End Date' (grey), 'End after 0 occurrences' (grey), and 'End on 09/30/2015' (green). Two red arrows point to the 'End after' and 'End on' options respectively.

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 (cont'd)

SAVE

CANCEL

Sections:


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

Image Gallery

Drag and Drop Files here

or use the "Browse" button below to find files to add

BROWSE



As with Listings 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

After you click the Collateral icon and then Media, you will be presented with your property's images available for use on listings. 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 (Cont'd)

The screenshot displays a web interface for managing media collateral. On the left, a dark sidebar contains a wrench icon. The main content area has a top section with a blue 'SAVE' button and a grey 'CANCEL' button. Below these is a 'Sections:' label followed by a link 'Media Information'. The main form area is divided into sections: 'Image' with a dropdown menu, 'Description' with a text area, 'File' with a large dashed box for file upload, and 'Listings' with a dropdown menu. The 'File' section includes 'BROWSE' and 'REMOVE' buttons. The 'Listings' section has a dropdown menu with the text 'CHOOSE AMONG THE FOLLOWING...'. Red arrows point to the 'File' upload area and the 'Listings' dropdown menu.

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.

