

Southland NZ Extranet Portal Guide

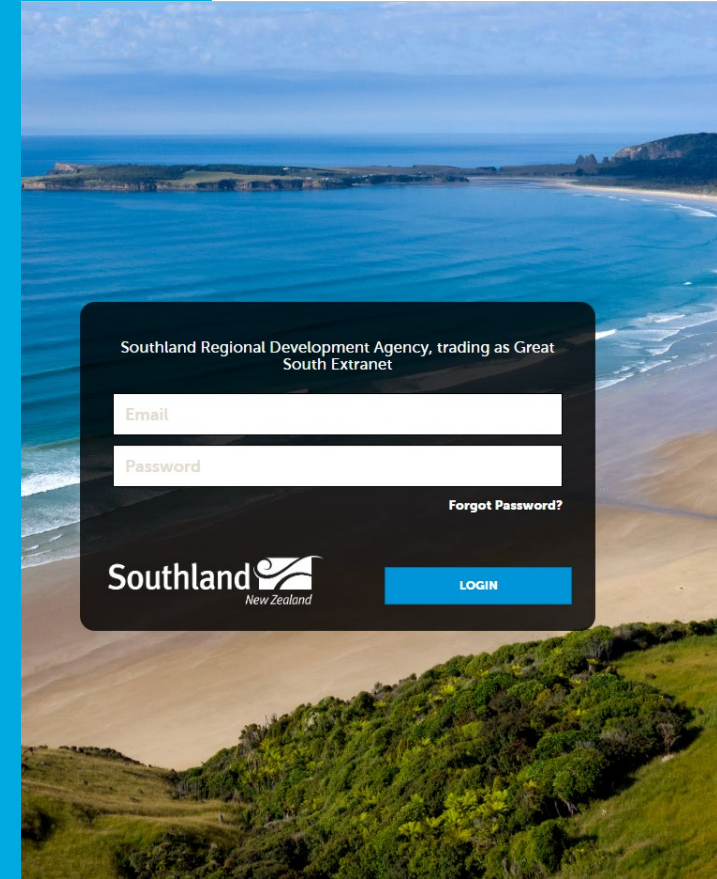


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Extranet Portal – How to Log In

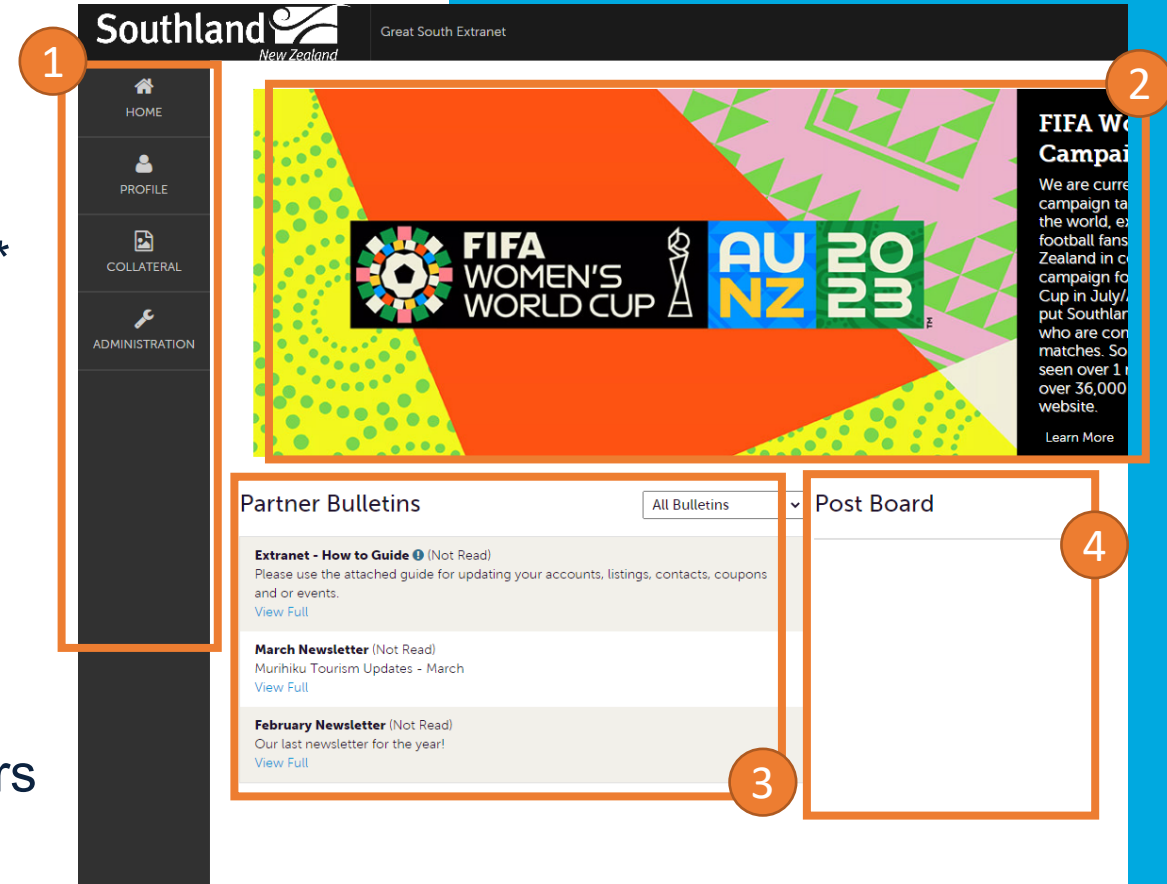
1. You will be sent an email from Southland NZ with a URL link and a temporary password.
2. Click on the link, which will take you to the “Southland NZ Extranet” login screen.
3. Type in your username, which is your email address.
4. Type in your password, which is the temporary one that was emailed to you.
5. Upon logging in with your temporary password, you will be prompted to change your password.
 - a) If you are assigned to more than one member account (e.g. multiple hotels, restaurants, etc...), and have the same email address for each member account, you will be able to access all of your accounts with the same login credentials.
6. If you have problems getting into your account, contact florine@greatsouth.nz for assistance.



Extranet Portal - Homepage

Homepage

1. The main menu is displayed vertically on the left*
2. An image carousel rotates links of interest.
3. Partner Bulletins may be used by to RTO for important updates.
4. The post board can be used to share news or information. This is visible to all extranet members

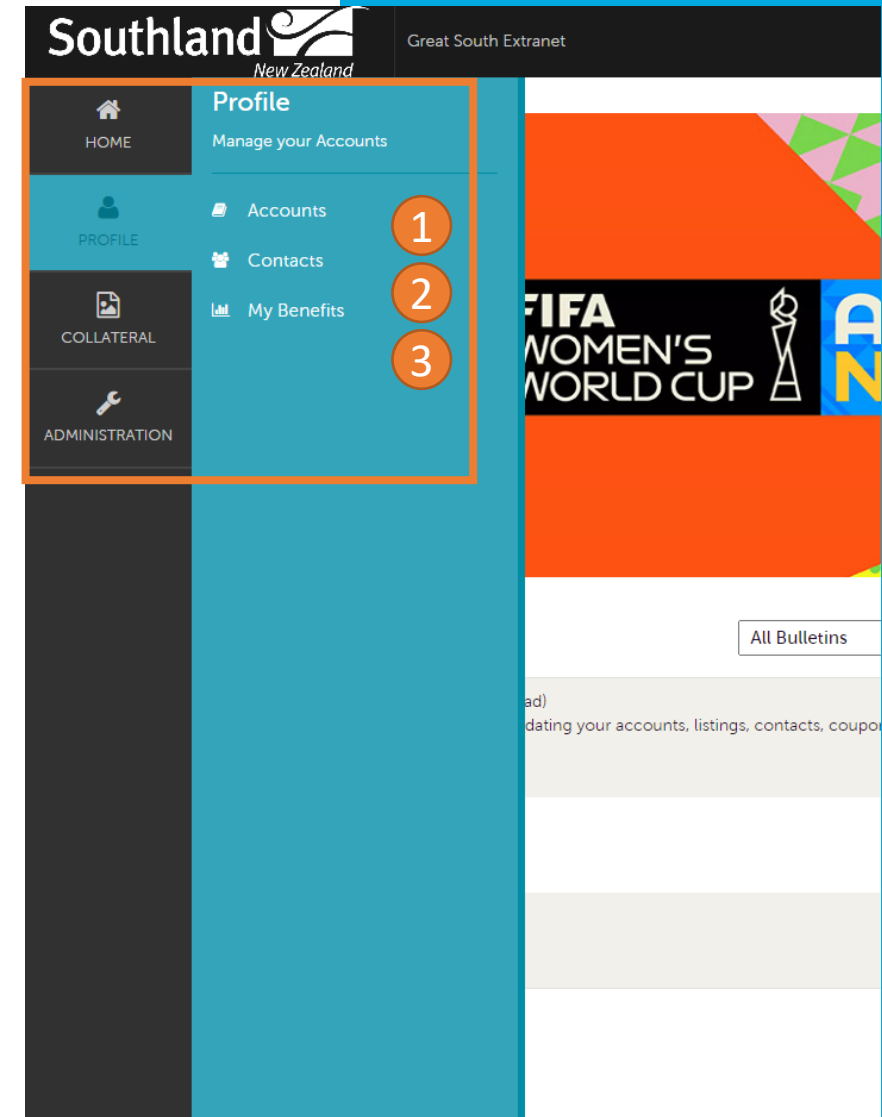


**Your extranet may not display all menu items, such as Opportunities*

Extranet Portal - Profile

The Account Menu

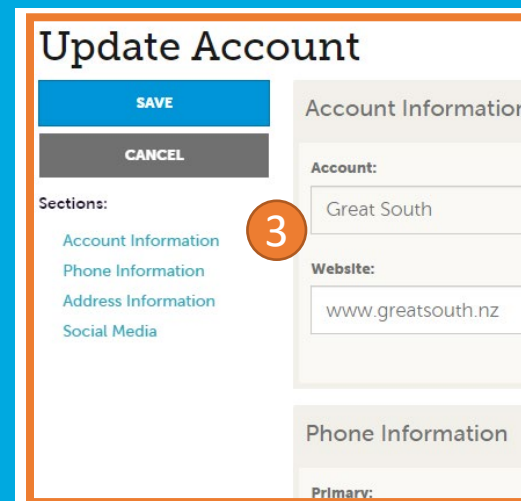
1. [Accounts \(Business Information\)](#)
 - Edit and manage your business amenities, and if relevant meeting space(s)
2. [Contacts](#)
 - Edit and add the contact information of the people who manage your business
3. [My Benefits](#)
 - Review the benefits Visit Southland has supplies. Such as listing visits and clicks to your site.



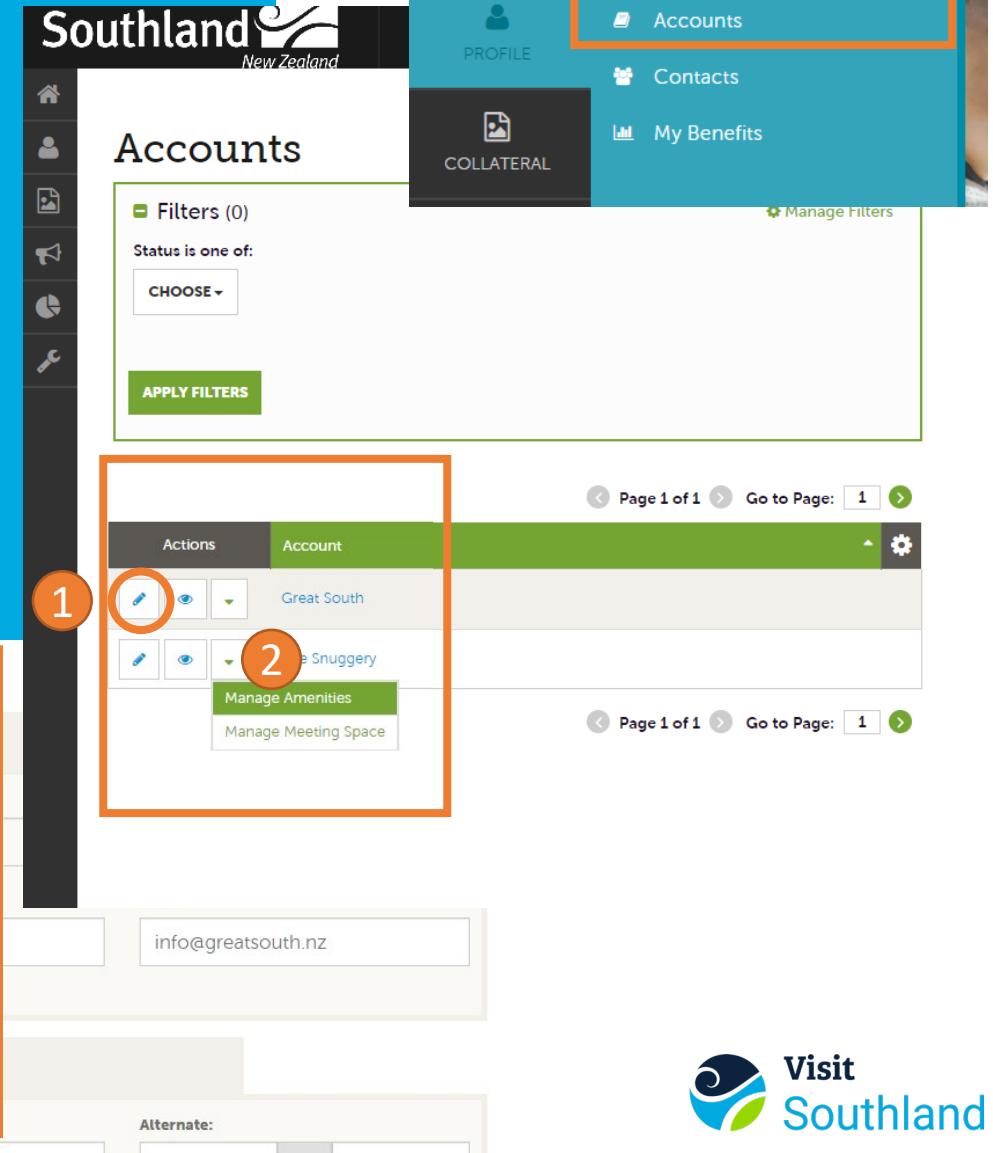
Extranet Portal – Account(s)

1. View Your Accounts. You may only have one account unless you are managing more than one business/property. Use the Edit icons (pencil) to modify your account information
2. Manage your amenities and meeting space by clicking the arrow button.
3. Click on your account name to edit your account details, including website, email, phone, address, social media links etc.

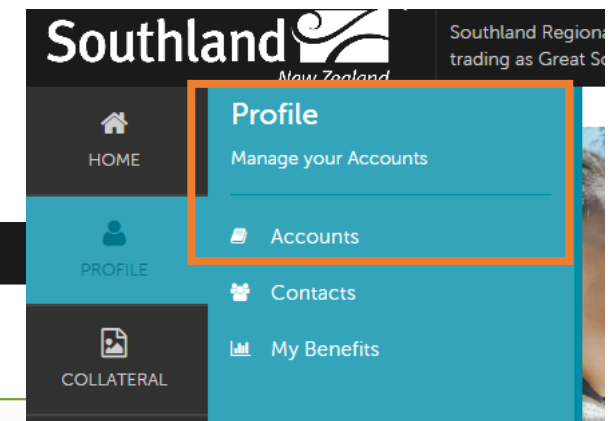
Don't forget to click the save button!



The 'Update Account' form is shown with an orange border. It includes a 'SAVE' button and a 'CANCEL' button. Under 'Sections:', there are links for 'Account Information', 'Phone Information', 'Address Information', and 'Social Media'. The 'Account Information' section is expanded, showing fields for 'Account:' (Great South), 'Website:' (www.greatsouth.nz), and 'Phone Information' (Primary: and Alternate:).



The 'Accounts' page is shown with an orange border. It features a sidebar with 'HOME', 'PROFILE', and 'COLLATERAL' links. The main content area has a 'Filters (0)' section with a 'Status is one of:' dropdown and an 'APPLY FILTERS' button. Below this is a table with columns 'Actions' and 'Account'. The table lists two accounts: 'Great South' and 'Snuggery'. The 'Great South' account is highlighted with an orange box and a red circle around its edit icon. The 'Snuggery' account has a green box around its 'Manage Amenities' and 'Manage Meeting Space' links. The page also includes pagination controls at the bottom.



The 'Profile' page is shown with an orange border. It features a sidebar with 'HOME', 'PROFILE', and 'COLLATERAL' links. The main content area has a 'Manage your Accounts' section with links for 'Accounts', 'Contacts', and 'My Benefits'.

Extranet Portal – Account(s)

1. Managing Amenities. Based on your type of listing (e.g. Accommodation, Food, Activity) you can select from various amenities. It is important to keep your amenities accurate. If there is an amenity not on the list, let us know.

Update Amenities

SAVE

CANCEL

Dining & Entertainment

1

Dining & Entertainment

Dining

Alcohol Served:

☐ YES ☒ NO

Cash Only:

☐ YES ☒ NO

Casual Dining:

☐ YES ☒ NO

Cuisine:

CHOOSE AMONG THE FOLLOWING... ▾

Delivery:

☐ YES ☒ NO

Dining Options:

CHOOSE AMONG THE FOLLOWING... ▾

Family Friendly:

☐ YES ☒ NO

Fine Dining:

☐ YES ☒ NO

Group Dining:

☐ YES ☒ NO

Kids Menu:

☐ YES ☒ NO

Late Night:

☐ YES ☒ NO

Live Music:

☐ YES ☒ NO

Motorhome Parking:

☐ YES ☒ NO

Non Smoking:

☐ YES ☒ NO

Extranet Portal – Account(s)

1. Managing Meeting Spaces. Similar to Amenities if your listing is categorised as a Meeting Space, you can update your Meeting Room “Standard Amenities”
2. You can also add new meeting rooms.

Update Facility

SAVE

CANCEL

Sections:

Standard Amenities1

Standard Amenities

Number of Rooms:

Total m²:

Largest Room:

Ceiling:

Theater Capacity:

Banquet Capacity:

Classroom Capacity:

Reception Capacity:

Sleeping Rooms:

Suites:

Villas:

Exhibit Space?:

YES

NO

Exhibits:

Booths:

Description:


Space Notes:

2

Rooms

+ 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.

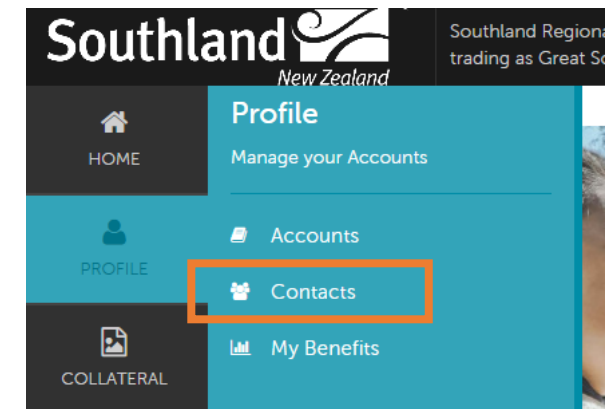
NEW ROOM

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

Actions	Room
No Records Were Found	

Extranet Portal – Contact(s)

1. View your user contacts.
Manage your active and inactive users. Add a new user, or edit existing users



Contacts

Filters (0)

Manage Filters

Account is one of:

CHOOSE ▾







Contact Type is one of:

CHOOSE ▾

APPLY FILTERS

ADD CONTACT

Page 1 of 1 Go to Page: 1

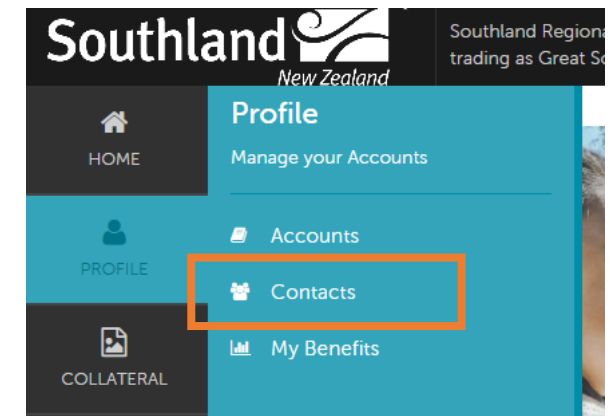
Actions	Full Name	Account	Title	Email	Contact Type	
  	Anke Ruwette	Great South	Tourism Marketing Manager	anke@greatsouth.nz	Primary	
  	Florine Potts	Great South		florine@greatsouth.nz	Primary	

Extranet Portal – Contact(s)

1. Editing Contact

Edit your contact details, including title, email, phone, assistants, and other information.

Note: It is important to select Yes for Send Email. Otherwise, the user will not be able to receive emails from the RTO and won't be getting login information to the extranet.



Update Contact

SAVE

CANCEL

Sections:

- Contact Information
- Address Information
- Phone Information
- Additional Information

Contact Information

Account: ◀Required
Great South

First Name: ◀Required
Anke

Last Name: ◀Required
Ruwette

Full Name: ◀Required
Anke Ruwette

Department:
Tourism Team

Title:
Tourism Marketing Manager

Contact Type: ◀Required
Primary

Preferred Contact Method:
Email

Email:
anke@greatsouth.nz

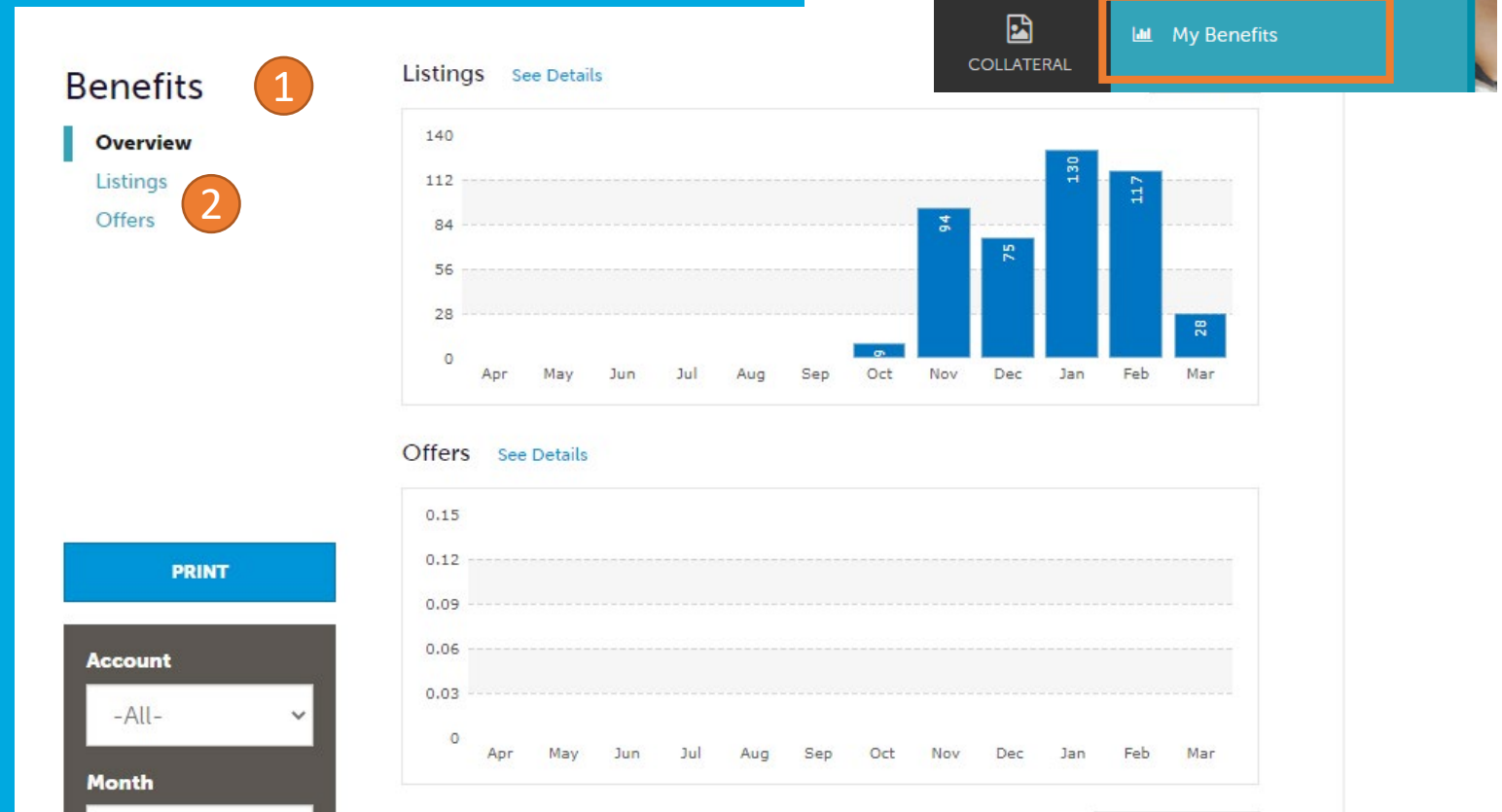
Send Email:

☒ YES ☐ NO

1

Extranet Portal – My Benefits(s)

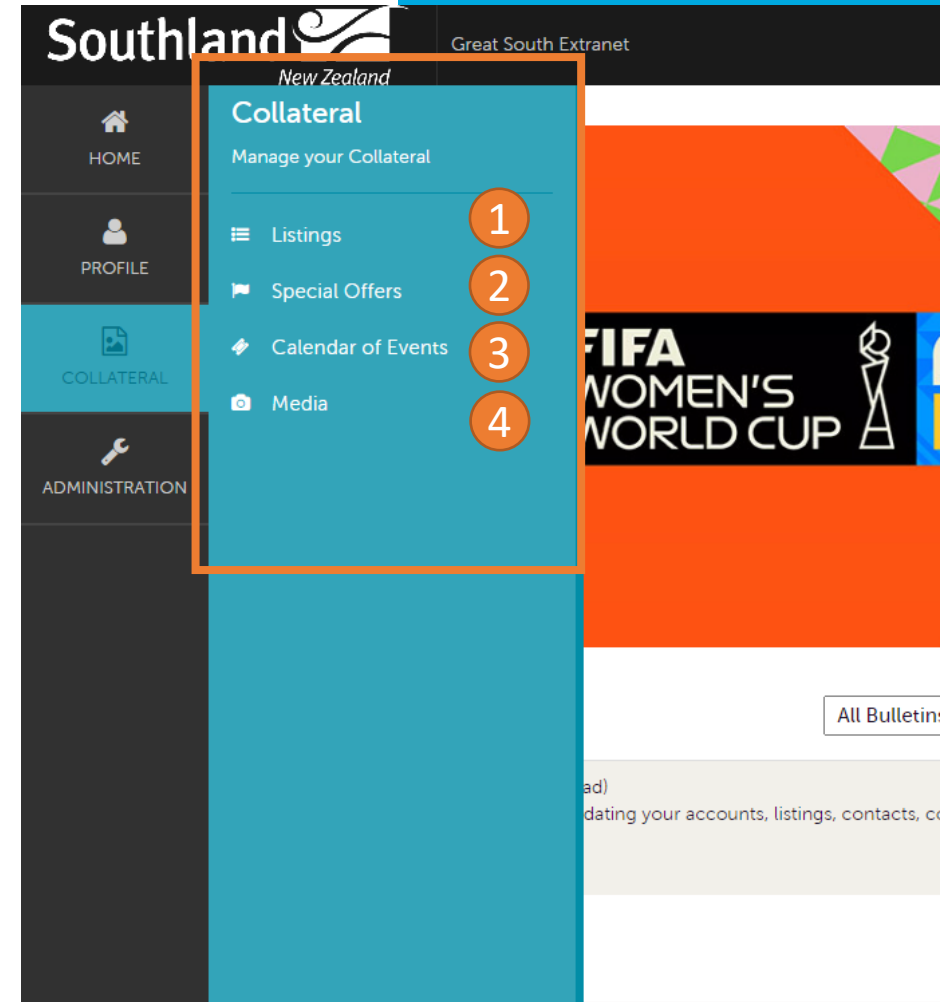
1. Here, you can view many benefits the RTO has provided, such as listing views/clicks and coupon views/clicks. Additional benefits may be turned on at a later stage from Press Mentions, Famils etc.
2. You can click on the links under “Overview” to see more detail and also filter by a date range.



Extranet Portal - Collateral

The Collateral Menu

1. [Listings](#)
 - This is your public profile on the RTO website. Add and edit your business listings
2. [Special Offers](#)
 - Add and edit your coupons and special offers
3. [Calendar of Events](#)
 - Add and edit your events
4. [Media](#)
 - Upload the images and videos used in your listings



Extranet Portal - Listings

1. The listing is the presence of your account on the RTO website.
2. When you scroll down you will see that you have the ability to customize the address, and website, choose an image to display (to add images, see the media tab) and other information.

Note: To edit, make sure you click the checkbox in the grey form, once it turns green, you can edit the information.

Listings

The image shows a screenshot of the Southland New Zealand Extranet Portal. The top navigation bar includes 'HOME', 'PROFILE', 'COLLATERAL', and 'ADMINISTRATION'. The 'COLLATERAL' menu is open, showing options like 'Listings' (highlighted with a red circle and the number 1), 'Special Offers', 'Calendar of Events', and 'Media'. Below the navigation bar, the 'Listings' section is displayed. It includes a 'Filters (0)' section with a message: 'You have not added any filters. You can click the manage filters link in the add filters from the available list and set a default value to use in the future'. Below this, there is a table with columns: 'Actions', 'Company', 'Listing Type', and 'Category'. The table contains one row for 'Great South' with 'Website' as the listing type and 'Business Events' as the category. The 'Actions' column for this row has a red circle and the number 2 next to a pencil icon. Below the table, the 'Update Listing' form is shown. It has a 'SAVE' button and a 'CANCEL' button. The form is divided into sections: 'Listing Information', 'Categories', and 'Additional Subcategories'. The 'Listing Information' section includes fields for 'Account' (Great South), 'Type' (Website), 'Contacts' (--Choose One--), and 'Description'. The 'Categories' section includes fields for 'Category' (Business Events) and 'SubCategory' (Meeting Venues). The 'Additional Subcategories' section includes a field for '--Category--' and a field for '--Subcategories--'. The 'Listing Address' section shows two entries: 'LISTING ADDRESS 1' with the address '143 Spey Street'. The first entry is greyed out, and the second entry is green, indicating it is selected for editing. A red circle and the number 2 are next to the second entry.

Southland New Zealand

HOME PROFILE COLLATERAL ADMINISTRATION

Collateral Manage your Collateral

Listings 1

Special Offers

Calendar of Events

Media

Filters (0)

You have not added any filters. You can click the manage filters link in the add filters from the available list and set a default value to use in the future

Actions Company Listing Type Category

Great South Website Business Events

Update Listing

SAVE CANCEL

Sections: Listing Information Categories Details Website Notifications Listing Image

Listing Information

Account: Required Great South

Type: Required Website

Contacts: --Choose One--

Description: Source B I S I x

Categories

Category: Required Business Events

SubCategory: Required Meeting Venues

Additional Subcategories: --Category-- --Subcategories--

LISTING ADDRESS 1

143 Spey Street

LISTING ADDRESS 1

143 Spey Street

Extranet Portal - Offers

1. You can add special offers here, these offers will appear on your listing
2. Provide an overview of the offer in the title. Add a link if there is a special page for the coupon. Include a detailed description in the Offer Text. Don't forget to add media before creating a coupon
3. The Redeem fields define when an offer is valid. The Post dates define when the offer will show on the web.
4. Attach the offer to a listing so that it will be linked on the web.










The screenshot shows the 'Offers' section of the Southland Extranet Portal. On the right is a sidebar with navigation links: HOME, PROFILE, COLLATERAL (highlighted with an orange box and a '1' in a red circle), and ADMINISTRATION. The 'Collateral' menu is also highlighted with an orange box and a '1' in a red circle, containing links for Listings, Special Offers, Calendar of Events, and Media. The main content area is titled 'Offers' and shows a table of offers. A red box with a '1' in a red circle highlights the 'ADD OFFER' button and the first row of the table. Below the table is the 'New Offer' form, which is divided into four sections, each highlighted with a red box and a number in a red circle: 1. 'Offer Information' (containing Account, Offer Link, Offer Title, and Offer Text fields), 2. 'Offer Image' (containing a placeholder for an image), 3. 'Offer Dates' (containing Redeem From, Redeem To, Post From, and Post To date pickers), and 4. 'Offer Listings' (containing Offer Categories and Offer Listings dropdowns).

Offers

Filters (0)

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

ADD OFFER

Actions	Offer Title	Redeem From	Redeem To	Post From
  	40% off on rooms			
  	Buy one get one free	09/21/2016		
  	Buy one get one free	09/21/2016	12/21/2016	09/21/2016

New Offer

SAVE

CANCEL

Sections:

- Offer Information
- Offer Image
- Offer Dates
- Offer Categories

Offer Information

Account: *Required

--Choose One--

Offer Link: *Required

Offer Title: *Required

Offer Text: *Required

Offer Image

There are no images available to choose

Offer Dates

Redeem From: *Required

Redeem To: *Required

Post From: *Required

Post To: *Required

Offer Categories

Offer Categories:

CHOOSE AMONG THE FOLLOWING...

Offer Listings

Offer Listings:

CHOOSE AMONG THE FOLLOWING...

Extranet Portal – Events

1. If you are hosting any events, you can add these here.
2. You can edit the information about the event, it is important is to include a title, description and to select a category(s) that fits best with your events
3. When you scroll down you will see that you have the ability to add the event dates, times, and if it is a reoccurring event. Also make sure you add in an image

Events will display in the event calendar as well as on your listing

Events

[Filters \(0\)](#)

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

[ADD EVENT](#)

Actions	Event ID	Title
New Edit Delete	2016	Free for all

New Event

[SAVE](#)

[CANCEL](#)

Sections:

- [Event Information](#)
- [Event Information](#)
- [Event Location](#)
- [Event Dates](#)
- [Image Gallery](#)

2

Event Information

Event Facebook URL:

Audience:

Ticketing:

Event Information

Account:

Featured: ☒ YES ☐ NO

Admission:

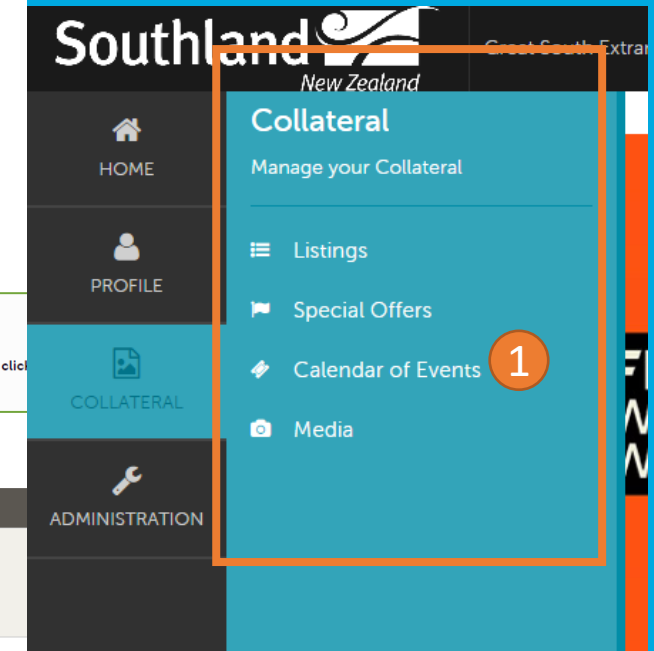
Event Instance:

Region:

Expected A:

Title:

Contact:



Extranet Portal - Media

1. Add and edit your media used for listings and coupons
2. Add a title, and select a type. Images will display if a logo is not present on the listing page, so it's usually good to only add images and sort the main image to the top.

You can add an image to an existing listing if you'd like

The image displays three screenshots of the Extranet Portal's Media management interface. The top right screenshot shows the 'Collateral' sidebar menu with options: HOME, PROFILE, COLLATERAL, and ADMINISTRATION. The 'Media' option is highlighted with a red circle and the number 1. The middle screenshot shows the 'Media' main view with a table of media items. The 'ADD NEW MEDIA' button is highlighted with a red circle and the number 1. The bottom screenshot shows the 'Update Media' form. The 'Media Information' section is highlighted with a red circle and the number 2. The form includes fields for Account (Simpleview Inc.), Title (Abby), Type (Image), Sort Order (2), and Description. An 'Image Preview' section shows a photo of a dog in a pool. A note at the bottom states: 'Note: Once created, the image/file associated with the media record can no longer be modified. You must create a new image.'

Southland New Zealand

Collateral
Manage your Collateral

- Listings
- Special Offers
- Calendar of Events
- Media 1

HOME

PROFILE

COLLATERAL

ADMINISTRATION





Media

Filters (0)

Account is one of:

CHOOSE

ADD NEW MEDIA

Actions	Title	Description	Image
  	Abby		

Update Media

SAVE

CANCEL

Sections:

Media Information

Media Information

Account: *Required
Simpleview Inc.

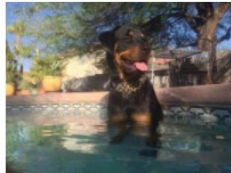
Title: *Required
Abby

Type: *Required
Image

Sort Order:
2

Description:

Image Preview:



Note: Once created, the image/file associated with the media record can no longer be modified. You must create a new image.

Listings:

CHOOSE AMONG THE FOLLOWING...

Questions

If you ever have problems getting into your account,
contact florine@greatsouth.nz for assistance.