



Visit
Southland

Southland NZ Extranet Portal Guide

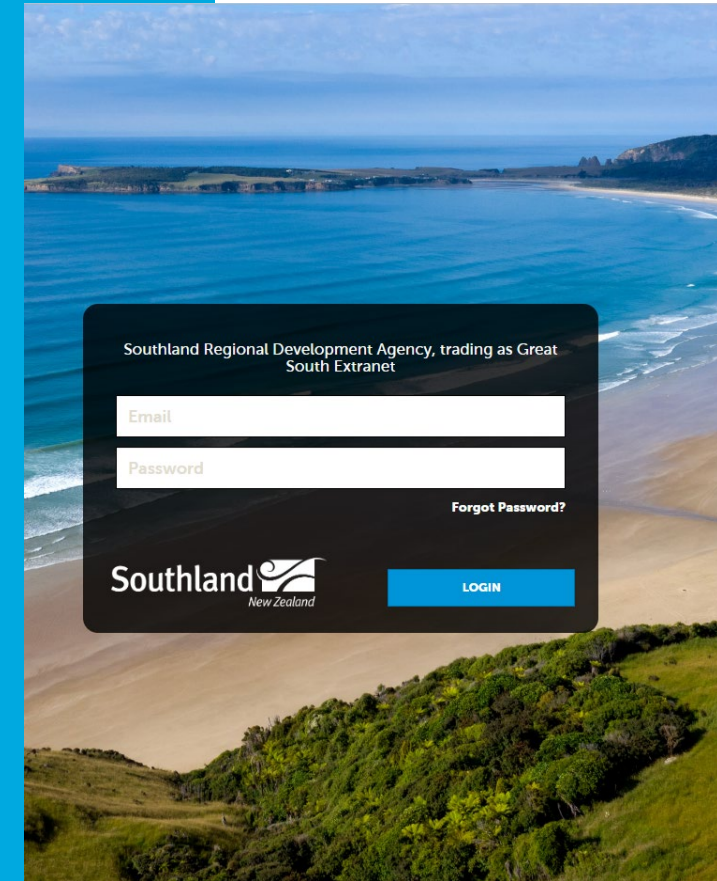


Extranet Guide - Overview

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Extranet Portal – How to Log In

1. You will be sent an email from Simpleview with a URL link and a temporary password.
 - a. Click on the link, which will take you to the “Southland NZ Extranet” login screen.
 - b. Or click on the [Login](#) button on [southlandnz.com](#)
2. Type in your username, this is your email address.
3. Type in your password, this has been emailed to you.
4. 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 visit@southlandnz.com 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

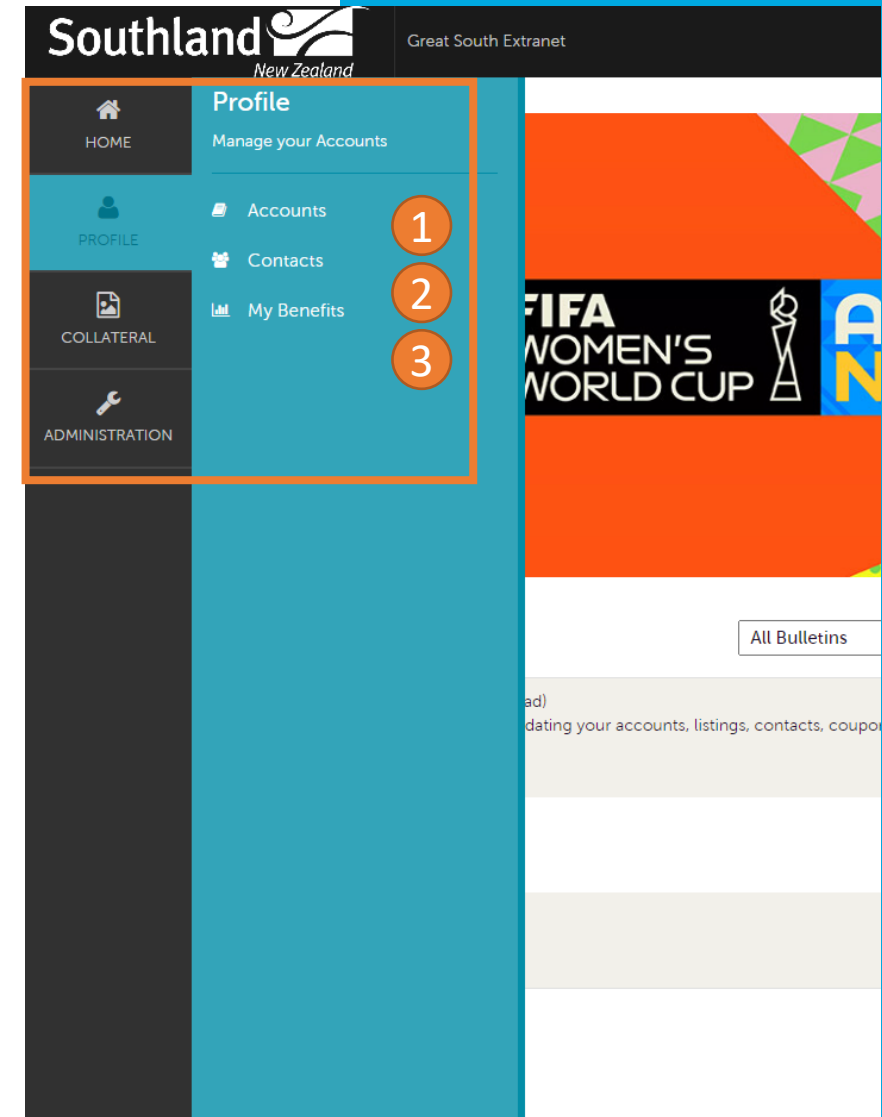
The screenshot shows the Southland Extranet homepage. At the top, the header includes the Southland New Zealand logo and the text 'Great South Extranet'. A vertical navigation menu on the left is highlighted with a red box and labeled '1', containing links for HOME, PROFILE, COLLATERAL, and ADMINISTRATION. Below the menu is a large image carousel (labeled '2') featuring a banner for the 'FIFA WOMEN'S WORLD CUP AU NZ 2023' and a 'FIFA Women's Campaign' announcement. Below the carousel is a 'Partner Bulletins' section (labeled '3') with a dropdown menu set to 'All Bulletins'. It lists three items: 'Extranet - How to Guide' (Not Read), 'March Newsletter' (Not Read), and 'February Newsletter' (Not Read), each with a 'View Full' link. To the right of the bulletins is a 'Post Board' section (labeled '4') which is currently empty.

**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!

Update Account

SAVE **CANCEL**

Sections:

- Account Information
- Phone Information
- Address Information
- Social Media

Account Information

Account: Great South

Website: www.greatsouth.nz

info@greatsouth.nz

Phone Information

Primary: Alternate:

Southland New Zealand

HOME PROFILE COLLATERAL

Profile
Manage your Accounts

- Accounts
- Contacts
- My Benefits

Accounts

Filters (0) Manage Filters

Status is one of:
CHOOSE

APPLY FILTERS

Page 1 of 1 Go to Page: 1

Actions Account

Great South

Snuggery

- Manage Amenities
- Manage Meeting Space

Page 1 of 1 Go to Page: 1

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 Amenities **1**

Standard Amenities

Number of Rooms:	Total m ² :
<input type="text"/>	<input type="text"/>
Largest Room:	Ceiling:
<input type="text"/>	<input type="text"/>
Theater Capacity:	Banquet Capacity:
<input type="text"/>	<input type="text"/>
Classroom Capacity:	Reception Capacity:
<input type="text"/>	<input type="text"/>
Sleeping Rooms:	Suites:
<input type="text"/>	<input type="text"/>
Villas:	Exhibit Space?:
<input type="text"/>	<input type="radio"/> YES <input type="radio"/> NO
Exhibits:	Booths:
<input type="text"/>	<input type="text"/>
Description:	Space Notes:

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.

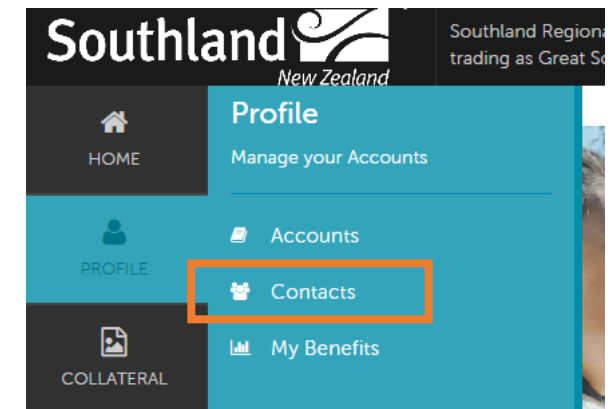
2 [NEW ROOM](#)

Page 1 of 1 Go to Page:

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: Contact Type is one of:

Page 1 of 1 Go to Page:

Actions	Full Name	Account	Title	Email	Contact Type	
<input type="button" value="edit"/> <input type="button" value="eye"/> <input type="button" value="share"/>	Anke Ruwette	Great South	Tourism Marketing Manager	anke@greatsouth.nz	Primary	
<input type="button" value="edit"/> <input type="button" value="eye"/> <input type="button" value="share"/>	Florine Potts	Great South		florine@greatsouth.nz	Primary	

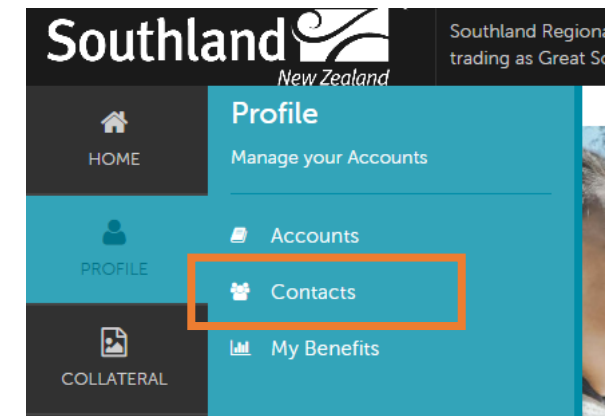
1

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

1

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

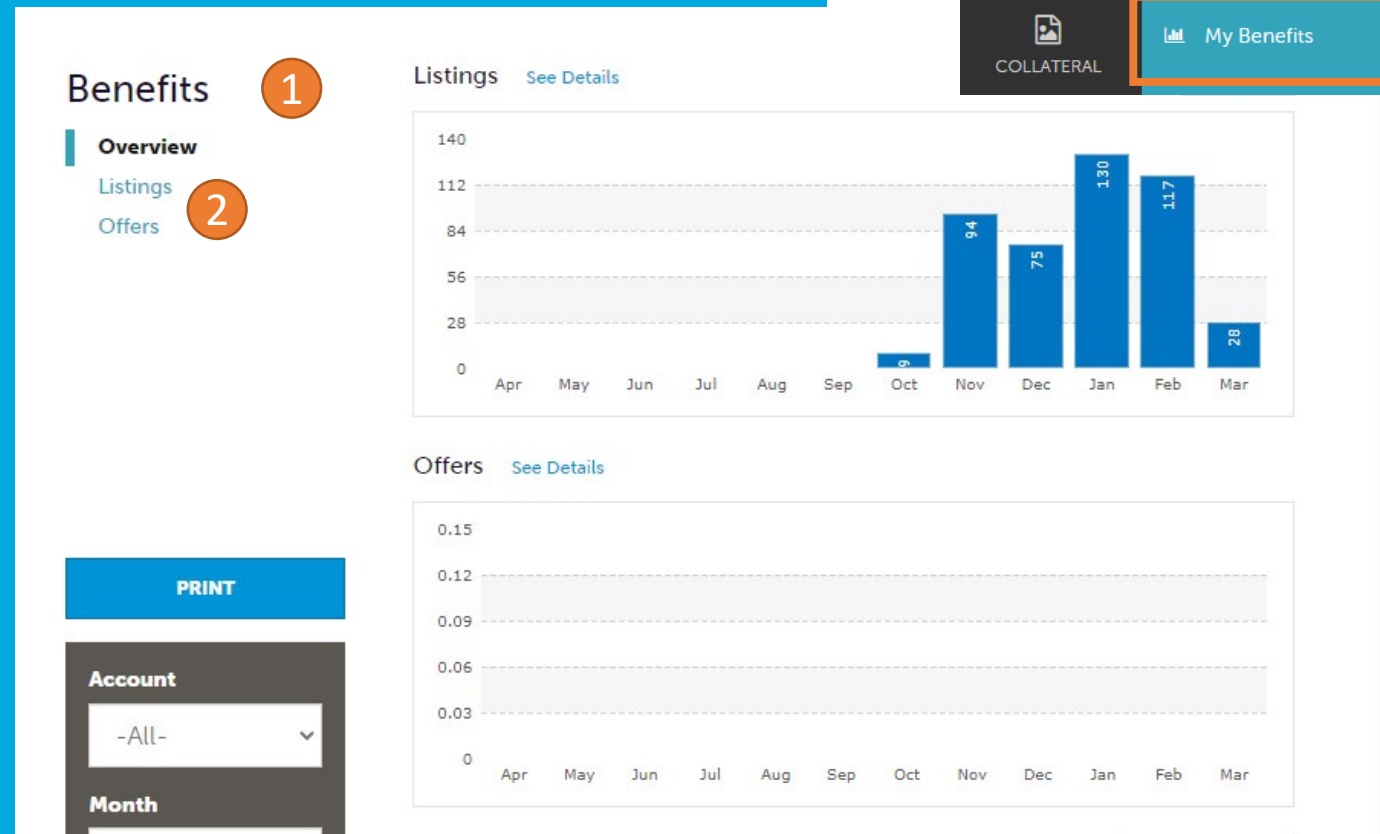
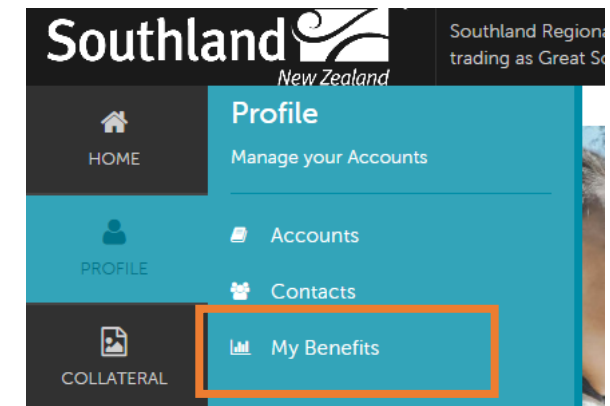
Send Email:

YES

NO

Extranet Portal – My Benefits(s)

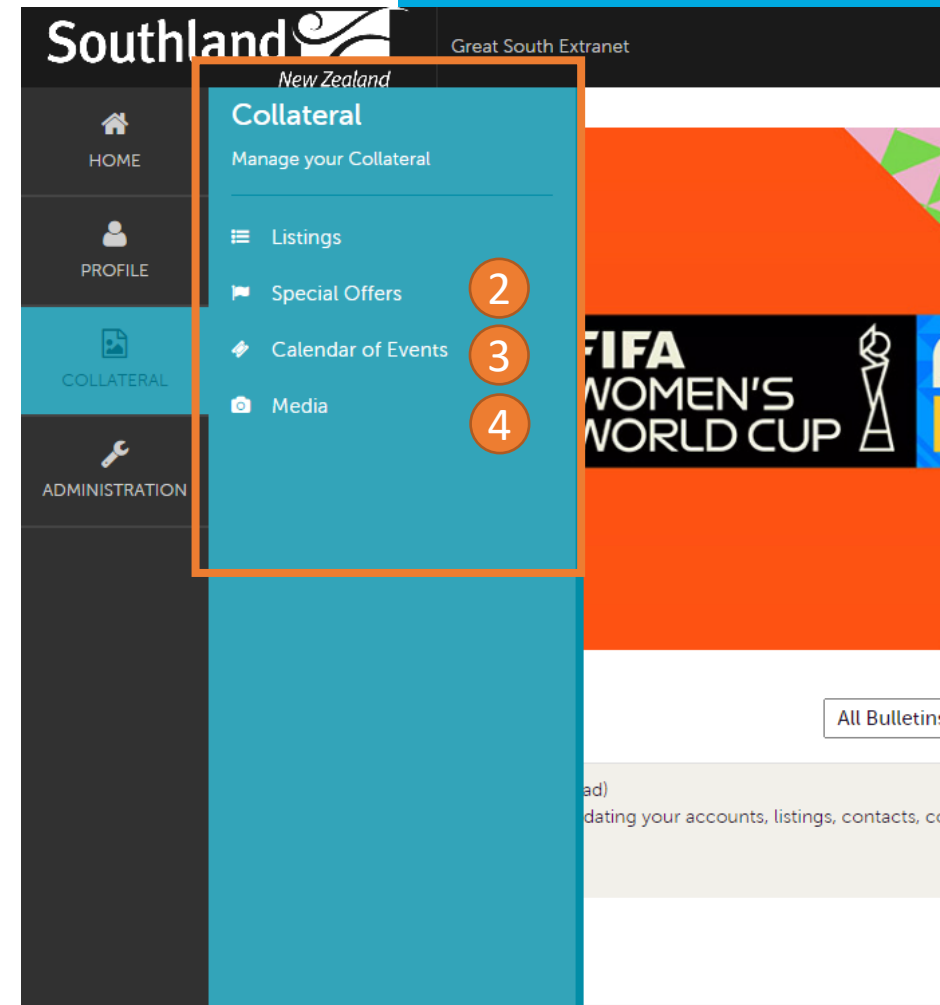
1. Here, you can view many benefits the RTO has provided, such as listing views/clicks and coupon views/clicks. Additional benefits may be turned on at a later stage from Press Mentions, Famils etc.
2. You can click on the links under “Overview” to see more detail and also filter by a date range.



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 screenshot displays the 'Listings' page in the Extranet Portal. At the top right, the 'Collateral' menu is visible, with 'Listings' highlighted and marked with a red circle '1'. Below the menu, the 'Listings' section shows a table with columns for 'Actions', 'Company', 'Listing Type', and 'Category'. A listing for 'Great South' is shown with a 'Website' type and 'Business Events' category. A red circle '2' highlights the edit icon in the 'Actions' column. Below the table, the 'Update Listing' form is shown, with a red circle '2' highlighting the 'LISTING ADDRESS 1' field. The form includes sections for 'Listing Information' (Account, Type, Contacts, Description) and 'Categories' (Category, SubCategory, Additional Subcategories). The 'SAVE' button is highlighted in blue.

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 image shows two screenshots from the Extranet Portal. The top screenshot displays the 'Offers' page with a table of offers and a sidebar menu. The bottom screenshot shows the 'New Offer' form with various input fields.

Offers Page:

- Header: Offers
- Filters: (0)
- Message: 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.
- Buttons: ADD OFFER
- Table:

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

New Offer Form:

- Buttons: SAVE, CANCEL
- Sections: Offer Information, Offer Image, Offer Dates, Offer Categories, Offer Listings
- Offer Information: Account (required), Offer Title (required), Offer Link (required), Offer Text (required)
- Offer Image: There are no images available to choose
- Offer Dates: Redeem From, Redeem To, Post From, Post To
- 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

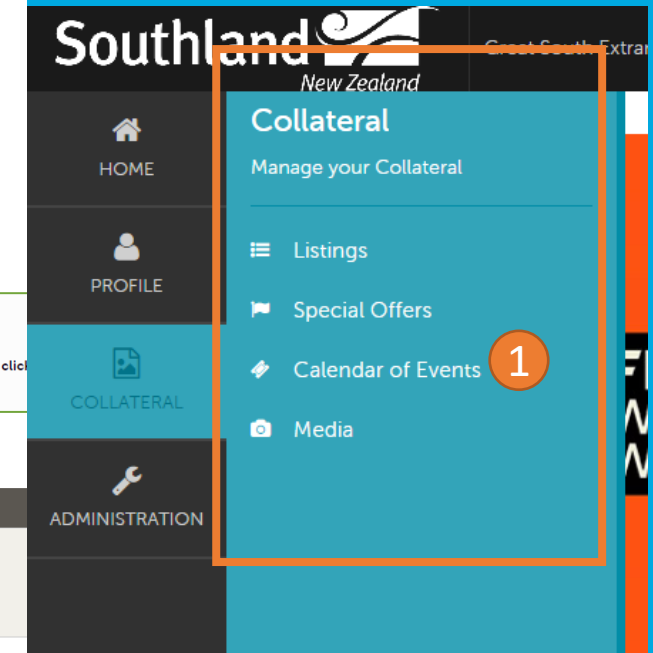
Events

Filters (0)

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

ADD EVENT

Actions	Event ID	Title
   	2016	Free for all



Southland New Zealand Extranet Portal navigation menu. The menu includes: HOME, PROFILE, COLLATERAL (highlighted with a red circle and the number 1), and ADMINISTRATION. The COLLATERAL menu is expanded, showing options: Listings, Special Offers, Calendar of Events (highlighted with a red circle and the number 1), and Media.

New Event

SAVE
CANCEL

Sections:

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

2

Event Information

Event Facebook URL:

Audience:

Ticketing:

Event Information

Account: (Required)

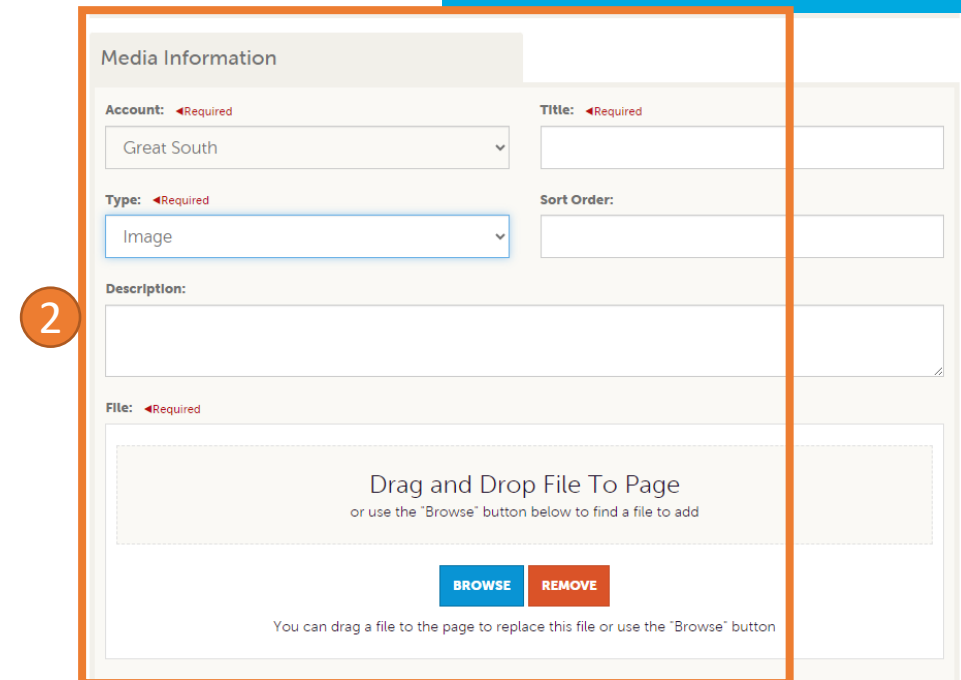
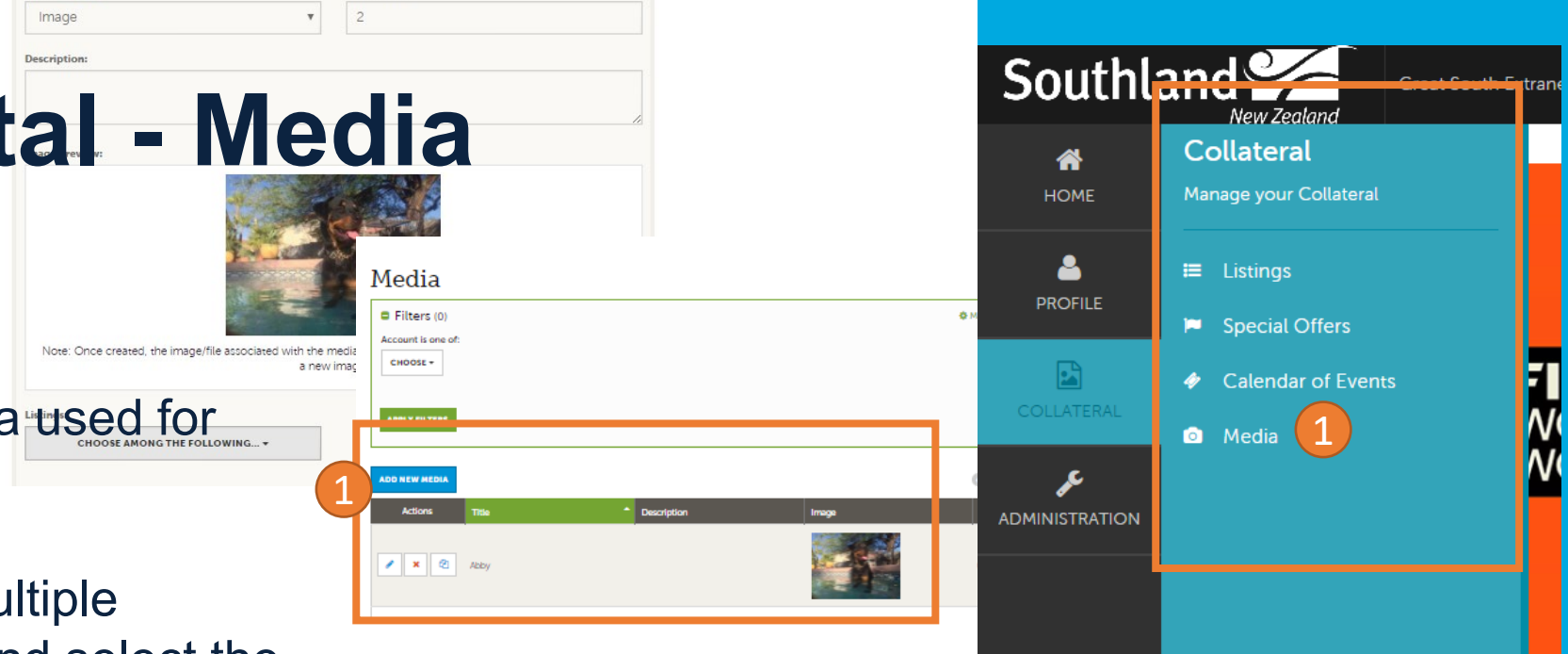
Featured: YES NO

Admission:

Extranet Portal - Media

1. Add and edit your media used for listings and coupons
2. Account (if you have multiple accounts), add a Title and select the type you are uploading. Once Type has been selected the file “Drag and Drop area appears.”

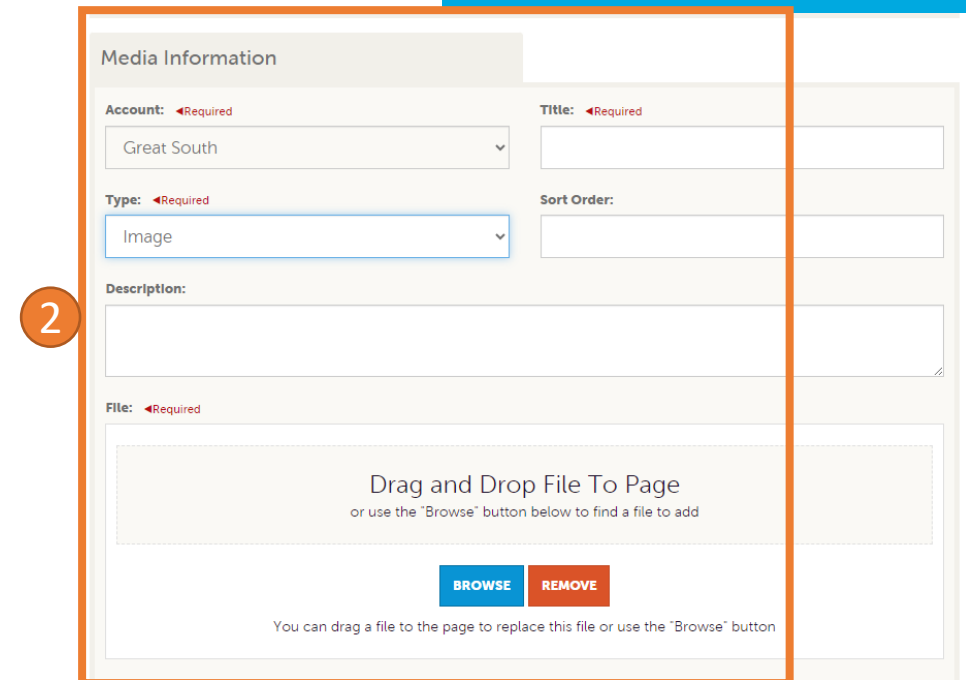
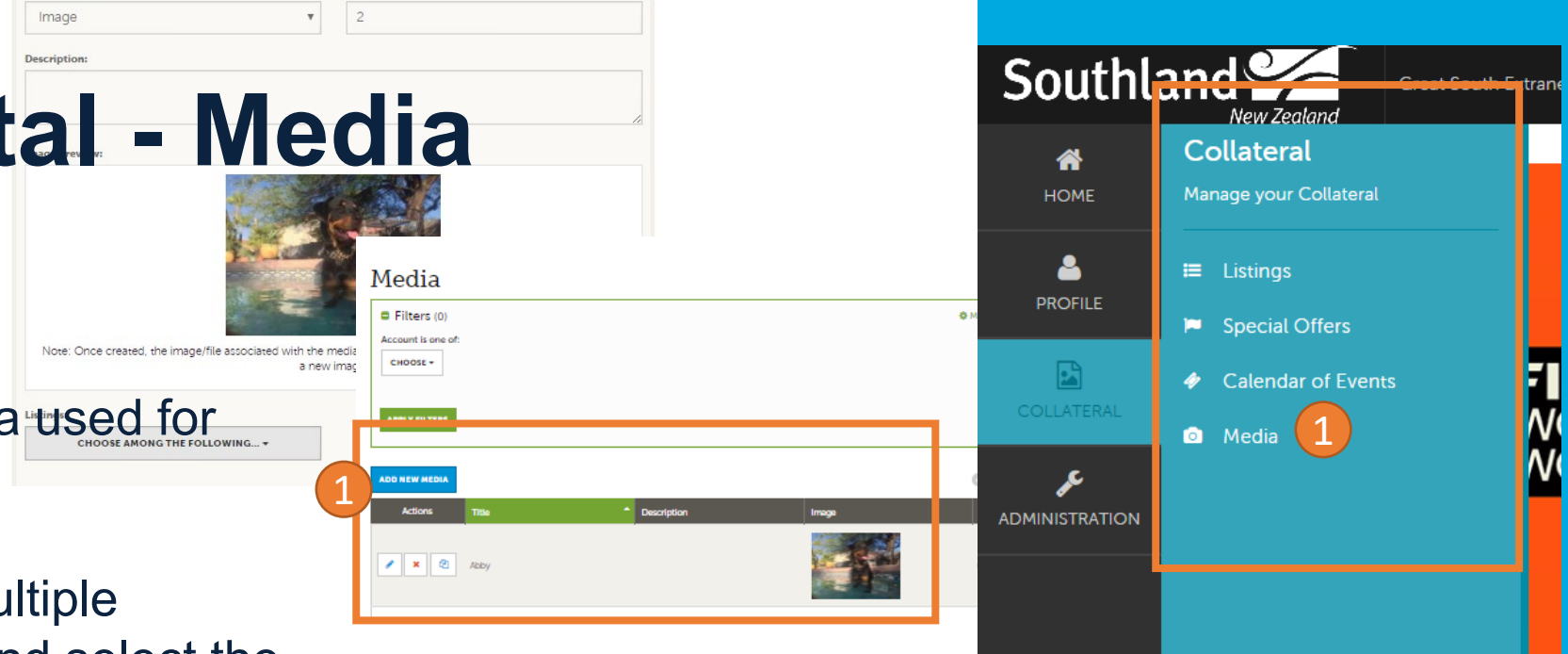
You can add an image to an existing listing if you'd like



Extranet Portal - Media

1. Add and edit your media used for listings and coupons
2. Account (if you have multiple accounts), add a Title and select the type you are uploading. Once Type has been selected the file “Drag and Drop area appears.”

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





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Questions

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

