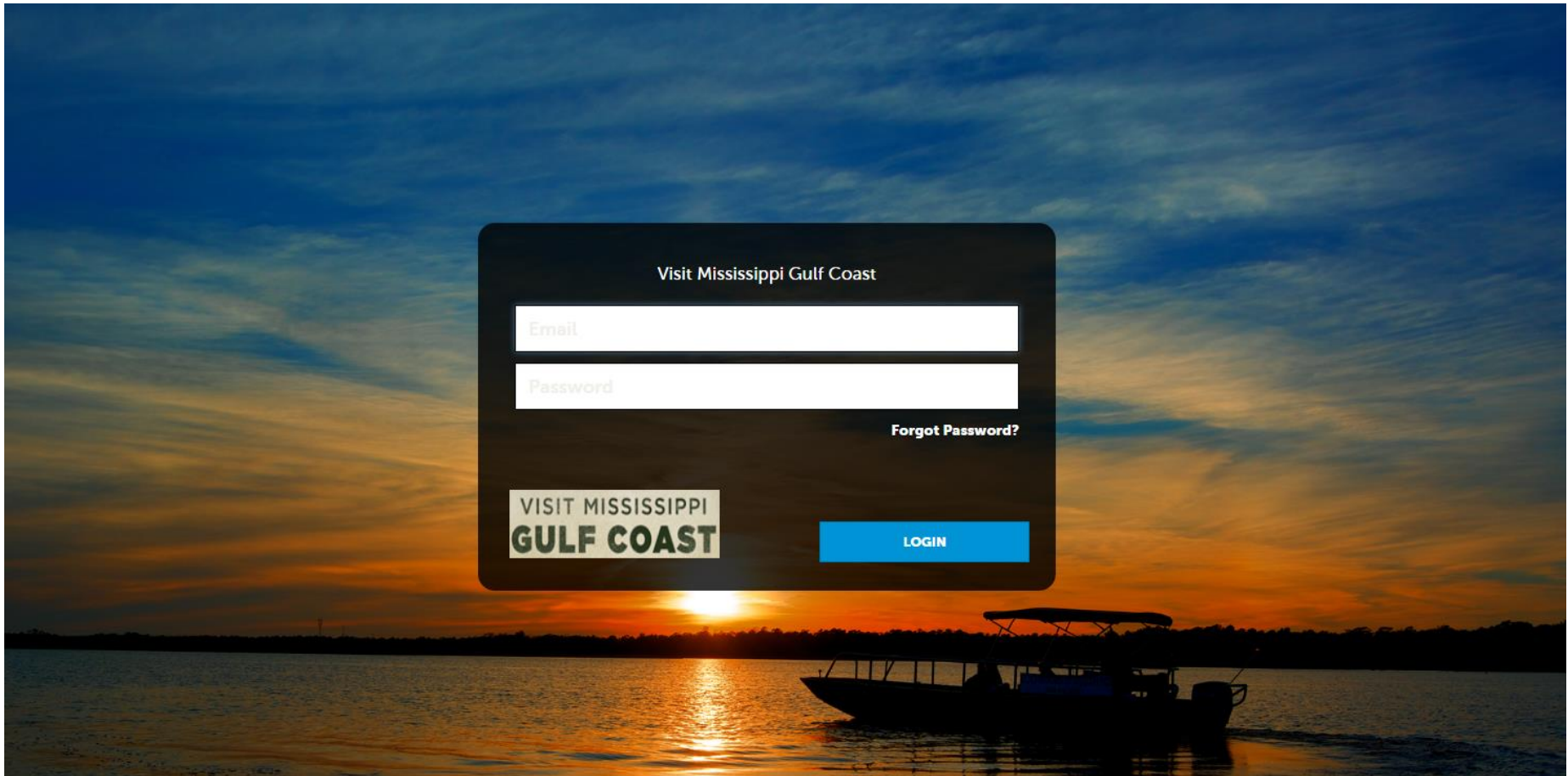


Login Screen – Listings/Special Offers



Home Screen (PROFILE)

The screenshot displays the user interface for the 'Home Screen (PROFILE)'. At the top, the header includes the 'VISIT MISSISSIPPI GULF COAST' logo, the text 'Visit Mississippi Gulf Coast', and a search bar for 'Simpleview Hotel and Conference Center'. The left sidebar contains navigation icons for HOME, PROFILE (indicated by a red arrow), COLLATERAL, OPPORTUNITIES, REPORTS, and ADMINISTRATION. The main content area features a 'Profile' section with the sub-header 'Manage your Accounts' and a list of menu items: Accounts, Contacts (indicated by a red arrow), My Benefits, and Invoices. Below the menu is a 'Post Board' section with a dropdown menu set to 'All Bulletins'. The post board displays three posts: 'Kara's Eco Hotel' (07/28/2015), 'City Center Hotel and Conference Center' (07/14/2015), and 'The Lauren Isely Resort' (07/13/2015).

Clicking the **Member Profile** icon displays your property's information, such as Account details, Contacts, My Benefits, and Invoices.



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
	<ul style="list-style-type: none">Manage AmenitiesManage 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 the action you can perform. If you see multiple account names, this is due to your property having more than one business represented by the Bureau (Listings are not seen at this level). 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)

The screenshot displays the 'Manage Profile - Accounts' interface. On the left, a dark sidebar contains navigation icons and a 'Sections:' menu with the following links: Account Information, Phone Information, Address Information, New Group, Hotel Incentive Fund, Social Media, and General. A red arrow points to the 'Account Information' link. At the top left, there are two buttons: a blue 'SAVE' button and a grey 'CANCEL' button. The main form area is divided into sections. The 'Account' section contains a text field with 'Simpleview Hotel and Conference Center' and a 'Region:' dropdown menu with 'North' selected and a red 'Required' indicator. The 'Website' section contains a text field with 'www.simpleviewinc.com'. The 'Phone Information' section is highlighted and contains two rows of input fields. The first row is labeled 'Primary:' and the second 'Alternate:'. Each row has a text field, a grey 'Ext' button, and another text field.

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: 1

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 (duplicate) a contact depending upon your extranet permissions.

Please contact Janice Jones, Janice@gulfcoast.org – 228-388-1431, if you don't see what you think you should under Contacts.



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 you now have the ability to change the contact type from “Active” to “Inactive” and create that person’s replacement Contact record (clone the previous contact. You may still notify the Bureau of contact type to “Inactive” as they will need to set the permissions for the new contact.



Manage Profile - My Benefits

Benefits

- Listings
- Offers
- Fam Trips
- Events
- Leads/RFPs
- Service Requests
- Inkind/Expenses
- Social Mentions
- Press Mentions

FROM
Month
September

Year
2014

Listings [See Details](#) Views

Month	Views
Sep	0
Oct	0
Nov	1
Dec	0
Jan	1
Feb	3
Mar	2
Apr	0
May	0
Jun	0
Jul	0
Aug	0

Offers [See Details](#)

Month	Clicks
Sep	0
Oct	0
Nov	0
Dec	0
Jan	0
Feb	0
Mar	0
Apr	0
May	0
Jun	0
Jul	0
Aug	0

Press Mentions [See Details](#) Mentions

Month	Mentions
Sep	0
Oct	0
Nov	0
Dec	0
Jan	2
Feb	0
Mar	3
Apr	0
May	0
Jun	0
Jul	0
Aug	0

Events [See Details](#) Attended

Month	Attended
Sep	0
Oct	0
Nov	0
Dec	0
Jan	0
Feb	0
Mar	0
Apr	0
May	0
Jun	0
Jul	0
Aug	0

After you click the Profile icon and then My Benefits, you will be presented summary reports based on the Bureau's interaction with your property. The information you see on this page is specifically related to your property.

Here you can see how your listings or special offers are producing – showing the number of views and click thrus.



Home Screen (Collateral)

The screenshot shows the 'Home Screen (Collateral)' interface. At the top, there is a navigation bar with the 'VISIT MISSISSIPPI GULF COAST' logo, the text 'Visit Mississippi Gulf Coast', and a search bar containing 'Simpleview Hotel and Conference Center'. Below the navigation bar is a sidebar with five main categories: HOME, PROFILE, COLLATERAL (highlighted with a red arrow), OPPORTUNITIES, and REPORTS. The 'Collateral' menu is expanded, showing sub-options: Listings, Special Offers, Calendar of Events, Media, and Occupancy. The main content area features a 'Post Board' with a dropdown menu set to 'All Bulletins'. The board displays two posts: 'Kara's Eco Hotel' dated 07/28/2015 with 1 reply, and 'City Center Hotel and Conference Center' dated 07/14/2015 with 0 replies. The posts contain text about industry happy hour and ad campaign results.

Clicking the **Collateral** icon, displays options for listings, special offers, calendar of events (not applicable to all partners), media (images), and occupancy data.

Note: Some of these options are not available to all Extranet users. If you are responsible for anything related to collateral and don't have access, contact Janice, Janice@gulfcoast.org – 228-388-1431.




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 are usually website listings but can be publication 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.



Collateral – Listings (cont'd)

Update Listing

SAVE

CANCEL

Sections:

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

Listing Information

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: All edits of listings will require approval from the Bureau. Upon saving your updates, the Bureau will be notified of your changes/additions. Once your edits/changes have been approved or denied, you will receive a notification e-mail.



Collateral – Listings (cont'd)

The screenshot shows a web application interface for editing a listing. On the left is a dark sidebar with a vertical list of sections: Listing Information, Categories, Details, Website Notifications, Listing Image, Social Media, and General. At the top of the main content area are two buttons: a blue 'SAVE' button and a grey 'CANCEL' button. Below these are two input fields: 'Email To Notify' (empty) and 'Notification Interval' (containing '0'). The 'Listing Image' section is highlighted in a light grey box. Below it is the 'Listing Images' section, which contains a pull-down menu with the text 'HOTEL (IMAGES2.JPG)' and a downward arrow. A red arrow points to this pull-down menu.

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 will require approval from the Bureau. Upon saving your updates, the Bureau will be notified of your changes/additions. You will receive a notification e-mail as soon as the bureau approves/denies your changes/additions.




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

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.

All offers (edited, created, or cloned) must be approved by the Bureau before going live. Like with Listings, you make your changes, the Bureau is notified of your changes/additions. You will receive a notification e-mail once the bureau approves or denies your edits/additions.



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.



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 image by clicking the Add Media button.



Collateral – Media (Cont'd)

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.

