



Visit Fort Worth  
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# Partner Portal Instructions

## Partner Collateral

(Material Request)

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## Viewing Your Member Collateral:

Click on the **Collateral Icon** on the left side navigation panel. This will display the details on file for your Partner account with Visit Fort Worth.

## Material Requests

This feature provides partners the opportunity to order Visit Fort Worth designated material (i.e. brochures, maps, etc.) via the Partner Portal.

### Materials Requests

The screenshot shows a filter panel at the top with a 'Status is:' dropdown menu and an 'APPLY FILTERS' button. Below the filter panel is a table of orders. A blue button labeled 'ADD MATERIALS REQUEST' is positioned above the table. A red arrow points to this button. The table has columns for Actions, Order ID, Send Date, Full Name, Company, City/State/Zip, and Items Ordered. The first row shows an order with ID 1384, sent on 08/07/2015, for Shawn Wilkins at Simpleview Hotel and Conference Center in Tucson, AZ. The 'Items Ordered' column shows 300. Below the table, there are pagination controls showing 'Page 1 of 1' and 'Go to Page: 1'. A red arrow also points to the 'Actions' column of the first row, which contains icons for edit (pencil), view (eye), and clone (two overlapping squares).

After you click the Collateral icon and then Materials Request, you will be presented with a list of orders you have submitted to the Bureau. This feature will allow you to request collateral such as publication guides from the Bureau. To request new materials, click the Add Materials Request button. You can also edit, view, or clone (duplicate) an existing order by clicking the Pencil, Eyeball, or Clone icons.

The screenshot shows the 'Order Detail' form. On the left, there are buttons for 'SAVE' and 'CANCEL'. Below these are sections for 'Materials Request Information', 'Attached To..', 'Order Recipient', 'Order Address', 'Order Detail', and 'General'. The 'Order Detail' section is highlighted with a red arrow. It contains a table with columns for Image, Product, Price, Qty, and Available. The table lists five products: Cactus Keychains (\$2.00, Qty 0, Available 1), Cowboy Hat (\$80.00, Qty 0, Available 5), Hoodie Sweatshirt (\$35.00, Qty 0, Available 127), Pens (\$2.00, Qty 0, Available 12067), and Restaurant Week Tote Bags (\$0.00, Qty 0, Available 1878). A red arrow points to the 'Qty' column of the first row, which has an input field with the value 0.

Upon editing or creating a new request, you will be presented with an order form. Within the order form there is an Order Detail section where you can select from available inventory, just enter the quantity of each product you are requesting. You will not be able to order more of a product than is in the Available column. Upon clicking the Save button, the Bureau will be notified of your request.