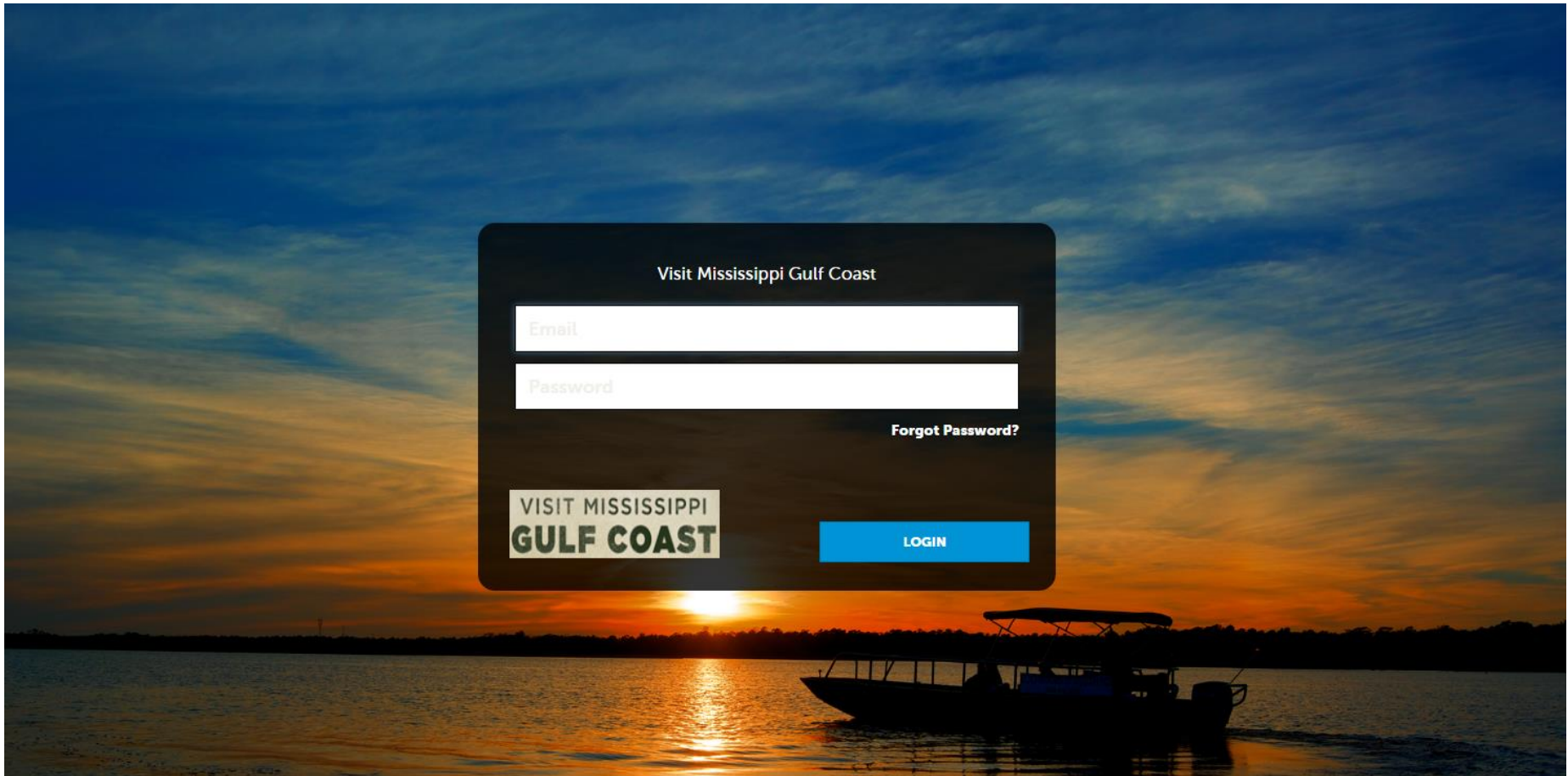


Login Screen – Listings/Special Offers



Home Screen (PROFILE)

Home Screen (PROFILE) interface showing navigation options and content.

Top navigation: VISIT MISSISSIPPI GULF COAST, Visit Mississippi Gulf Coast, Simpleview Hotel and Conference Center, Search icon.

Left sidebar navigation: HOME, PROFILE (highlighted), COLLATERAL, OPPORTUNITIES, REPORTS, ADMINISTRATION.

Main content area: Profile (Manage your Accounts), Accounts, Contacts (highlighted), My Benefits, Invoices.

Post Board:

- Kara's Eco Hotel (07/28/2015): Can anyone post a reply? I can't figure it out!
- City Center Hotel and Conference Center (07/14/2015): Industry Happy Hour. All service industry professionals get \$3.00 appetizers from 11pm to 2am. Show your employee ID or name badge.
- The Lauren Isely Resort (07/13/2015): Multi-Partner Sharing Bulletin. Free concert on Saturday. Come hang out at the bar and enjoy local music.

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)

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: CHOOSE

Contact Type is:

APPLY FILTERS

ADD CONTACT Page 1 of 1 Go to Page: 1

| Actions | Full Name | Account | Title | Email | Contact Type |
|---------|--------------|--|-------|---------------------------|--------------|
| | Angel Berry | Simpleview Hotel and Conference Center | | aberry@simpleviewinc.com | Primary |
| | 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

The screenshot shows the 'Update Contact' interface. On the left is a vertical sidebar with icons for user profile, photos, notifications, analytics, and settings. Below the icons is a 'Sections:' menu with links for 'Contact Information', 'Address Information', 'Phone Information', 'Additional Information', 'ecomm', 'Social Media', and 'General'. A red arrow points from the top of the page to the 'SAVE' button in the top left. Another red arrow points from the 'Contact Information' link in the sidebar to the 'Contact Information' section of the form. A third red arrow points from the 'Contact Type' dropdown menu to the 'Primary' option. The form itself is titled 'Contact Information' and contains several fields: 'Account' (Simpleview Hotel and Conference Center), 'First Name' (Angel), 'Last Name' (Berry), 'Full Name' (Angel Berry), 'Department', 'Title', 'Contact Type' (Primary), and 'Preferred Contact Method' (Email). Each required field has a red 'Required' label.

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 | Click Thrus |
|-------|-------------|
| 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 displays the 'Home Screen (Collateral)' interface. At the top, there is a header with the 'VISIT MISSISSIPPI GULF COAST' logo and the text 'Visit Mississippi Gulf Coast'. A search bar on the right contains 'Simpleview Hotel and Conference Center'. The main navigation menu on the left includes 'HOME', 'PROFILE', 'COLLATERAL' (highlighted with a red arrow), 'OPPORTUNITIES', and 'REPORTS'. The 'Collateral' menu is expanded, showing 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: one from 'Kara's Eco Hotel' dated 07/28/2015 with one reply, and another from 'City Center Hotel and Conference Center' dated 07/14/2015 with zero replies. The posts contain text about industry happy hours 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 displays a web interface for managing listings. On the left, a vertical sidebar contains a 'SAVE' button (blue) and a 'CANCEL' button (grey). Below these are 'Sections:' with a list of menu items: Listing Information, Categories, Details, Website Notifications, Listing Image, Social Media, and General. The main content area is divided into sections. The top section, titled 'Listing Information', contains two input fields: 'Email To Notify:' and 'Notification Interval:'. The 'Notification Interval' field contains the number '0'. Below this is a section titled 'Listing Image'. It features a 'Listing Images:' label and a pull-down menu showing 'HOTEL (IMAGES2.JPG)'. A red arrow points to this 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](#) 

| 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:

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

The screenshot displays the Media management interface. On the left is a dark sidebar with navigation icons. The main area has a 'Media' header. Below it is a filters section with 'Filters (0)' and a 'Manage Filters' link. Underneath, it says 'Account is one of:' followed by a 'CHOOSE' dropdown and an 'APPLY FILTERS' button. A blue 'ADD NEW MEDIA' button is positioned above a table. The table has columns for 'Actions', 'Title', and 'Image'. A row is visible with the title 'Hotel' and an image of a city at night. In the 'Actions' column for this row, there are three icons: a pencil (edit), a red 'x' (delete), and a clone icon. A red arrow points to the 'ADD NEW MEDIA' button, and another red arrow points to the pencil icon.

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.

