



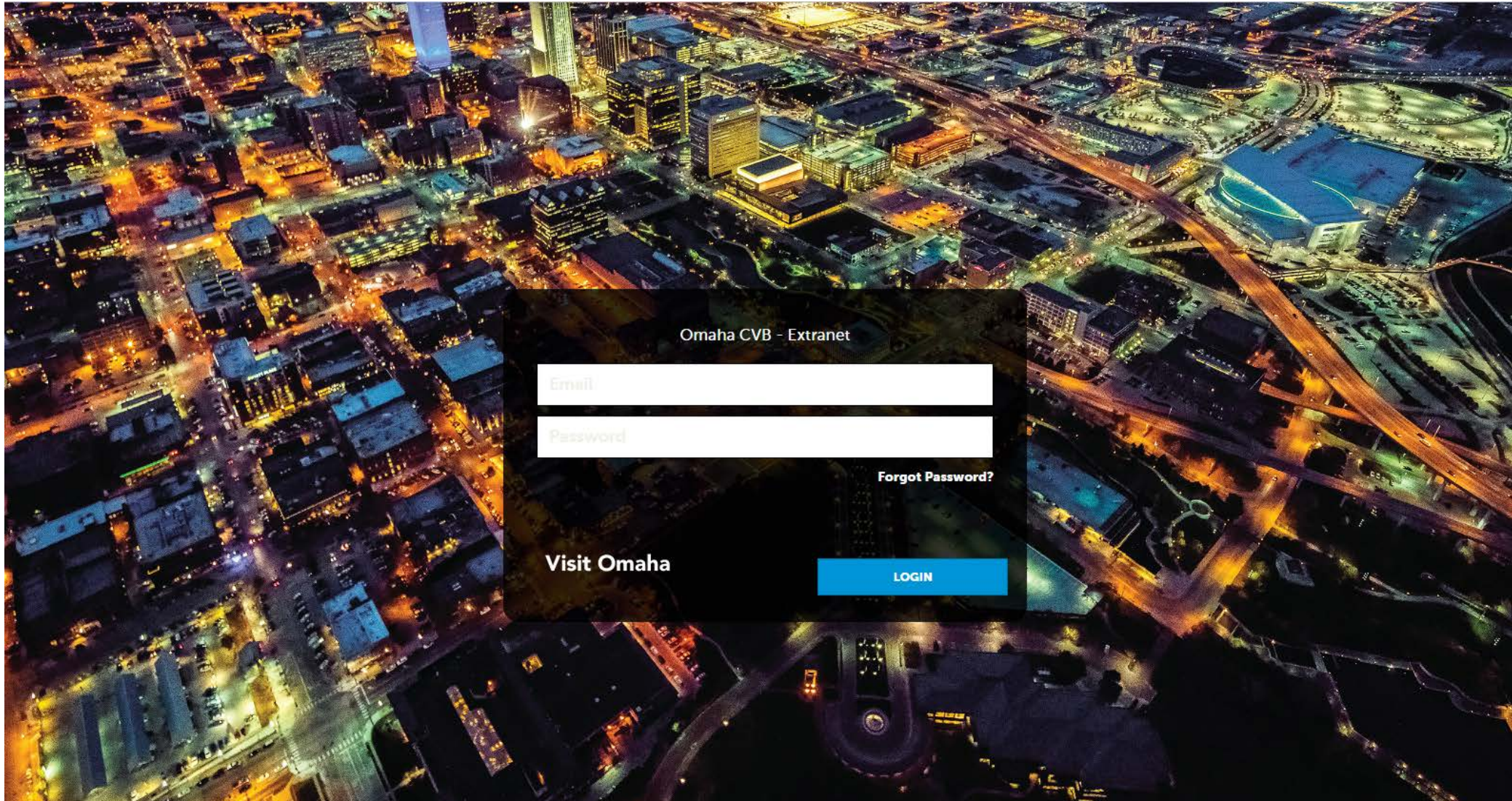
PARTNER EXTRANET TRAINING GUIDE: LOGIN/HOME SCREEN

Questions, Comments, Concerns

Hotels: Sue Chevalier 402-444-1624 or schevalier@visitomaha.com

All other Partners: Jasmyn Goodwin 402-444-7024 or jgoodwin@visitomaha.com

LOGIN SCREEN



Omaha CVB - Extranet

[Forgot Password?](#)

[Visit Omaha](#)

LOGIN

HOME SCREEN

Visit OMAHA

Omaha CVB - Extranet

Jgoodwin@visitomaha.com Logout

Visit Omaha

HOME

PROFILE

COLLATERAL

OPPORTUNITIES

REPORTS

ADMINISTRATION

NEED HELP

At A Glance [See All](#)

8 Listing Views	0 Listing Click Throughs	139 Offer Views
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Partner Bulletins

At A Glance is a brief view of an account's listings and special offers tracking. Clicking on the **See All** link to the right, engages a more detailed view of your account and interaction with Visit Omaha.

HOME SCREEN (CONT'D)

Visit OMAHA

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HOME

PROFILE

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At A Glance [See All](#)

8 Listing Views	0 Listing Click Throughs	139 Offer Views
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Partner Bulletins

Partner Bulletins are important notices, documentation, extranet training guides, events, etc. posted by Visit Omaha. Important bulletins will be marked with a blue and white exclamation mark.

HOME SCREEN (CONT'D)

The screenshot displays the 'Visit Omaha - Extranet' interface. A vertical navigation menu on the left includes icons for HOME, PROFILE, COLLATERAL, OPPORTUNITIES, REPORTS, ADMINISTRATION, and NEED HELP. The 'PROFILE' icon is highlighted with a red arrow. The main content area features a night-time aerial view of Omaha. Below the banner, there are three colored boxes: a purple box, an orange box showing '0 Listing Click Throughs' with a hand icon, and a green box showing '139 Offer Views' with a flag icon. A 'See All' link is positioned to the right of the green box. At the bottom, there is a dropdown menu labeled 'All Bulletins'.

Clicking the **Profile** icon displays a partner's information, such as account details, contacts and information about interactions with Visit Omaha (same as the **See All** link in the **At A Glance** section).

HOME SCREEN (CONT'D)

Omaha CVB - Extranet

Jgoodwin@visitomaha.com Logout Visit Omaha

Collateral
Manage your Collateral

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

Listings [See Details](#) Views

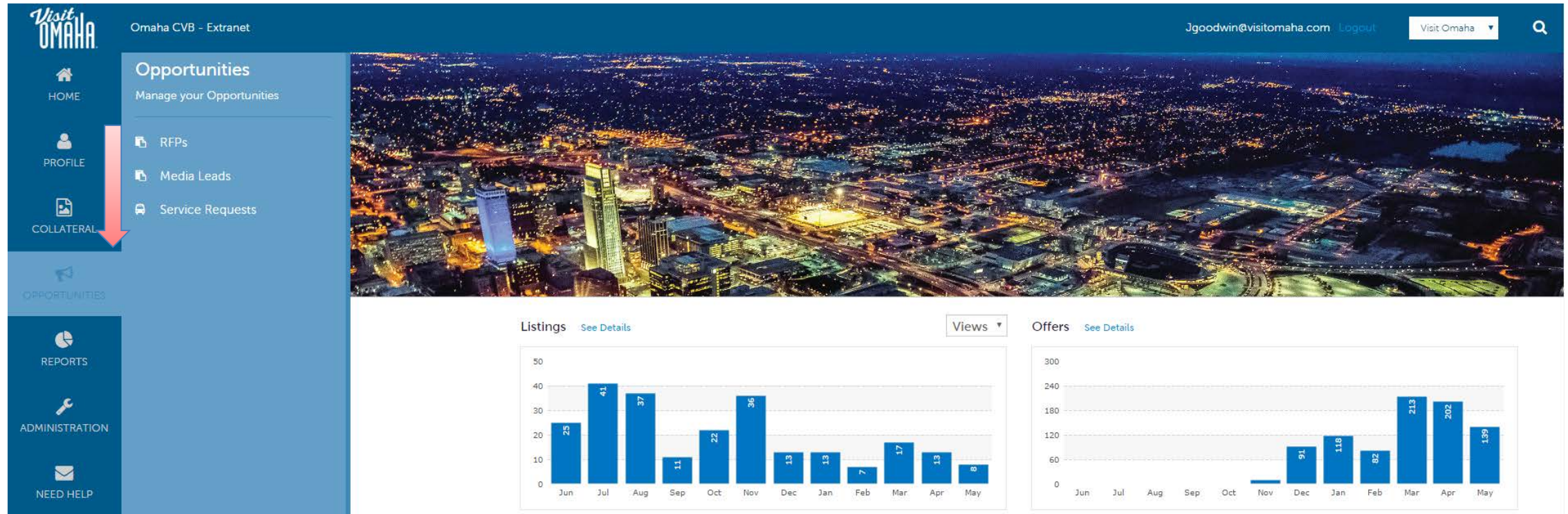
Month	Listings
Jun	25
Jul	41
Aug	37
Sep	11
Oct	22
Nov	36
Dec	13
Jan	13
Feb	7
Mar	17
Apr	13
May	8

Offers [See Details](#)

Month	Offers
Jun	0
Jul	0
Aug	0
Sep	0
Oct	0
Nov	10
Dec	91
Jan	118
Feb	82
Mar	213
Apr	202
May	139

Clicking the **Collateral** icon, displays options for listings, special offers, calendar of events, media (i.e. images) and occupancy data submission.

HOME SCREEN (CONT'D)



Clicking the **Opportunities** icon, displays options for RFPs sent by Visit Omaha. Opportunities are broken into RFPs (meeting and tour Leads), Media Leads (travel writer leads), Service Requests (non-room specific RFPs).

HOME SCREEN (CONT'D)

The screenshot displays the Visit Omaha Extranet interface. At the top, the header includes the Visit Omaha logo, the text "Omaha CVB - Extranet", the user email "Jgoodwin@visitomaha.com", a "Logout" link, and a search bar. A vertical navigation menu on the left contains icons and labels for HOME, PROFILE, COLLEGERAL, OPPORTUNITIES, REPORTS, ADMINISTRATION, and NEED HELP. A red arrow points to the REPORTS icon. The main content area features a night-time aerial photograph of Omaha, Nebraska, with the title "Reports" above a list of report categories: Leads, Partner Training Materials, and TAP Reports. Each category has a sub-link and a brief description.

Visit Omaha
Omaha CVB - Extranet
Jgoodwin@visitomaha.com Logout
Visit Omaha

HOME
PROFILE
COLLEGERAL
OPPORTUNITIES
REPORTS
ADMINISTRATION
NEED HELP

Reports

Leads

[Convention Calendar](#)
List of leads being held for specified month and year.

Partner Training Materials

[Updating Your Partner Member Record](#)
This .pdf will walk you through updating and maintaining your partner member record.

TAP Reports

[TAP Report - September 30, 2016](#)
[TAP Report - January 31, 2016](#)
[TAP Report - October 31, 2016](#)

Clicking the **Reports** icon displays reports Visit Omaha has posted, including the TAP report. To view a report just click the name of the report.



FIND MORE TRAINING GUIDES UNDER “PARTNER BULLETINS”

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