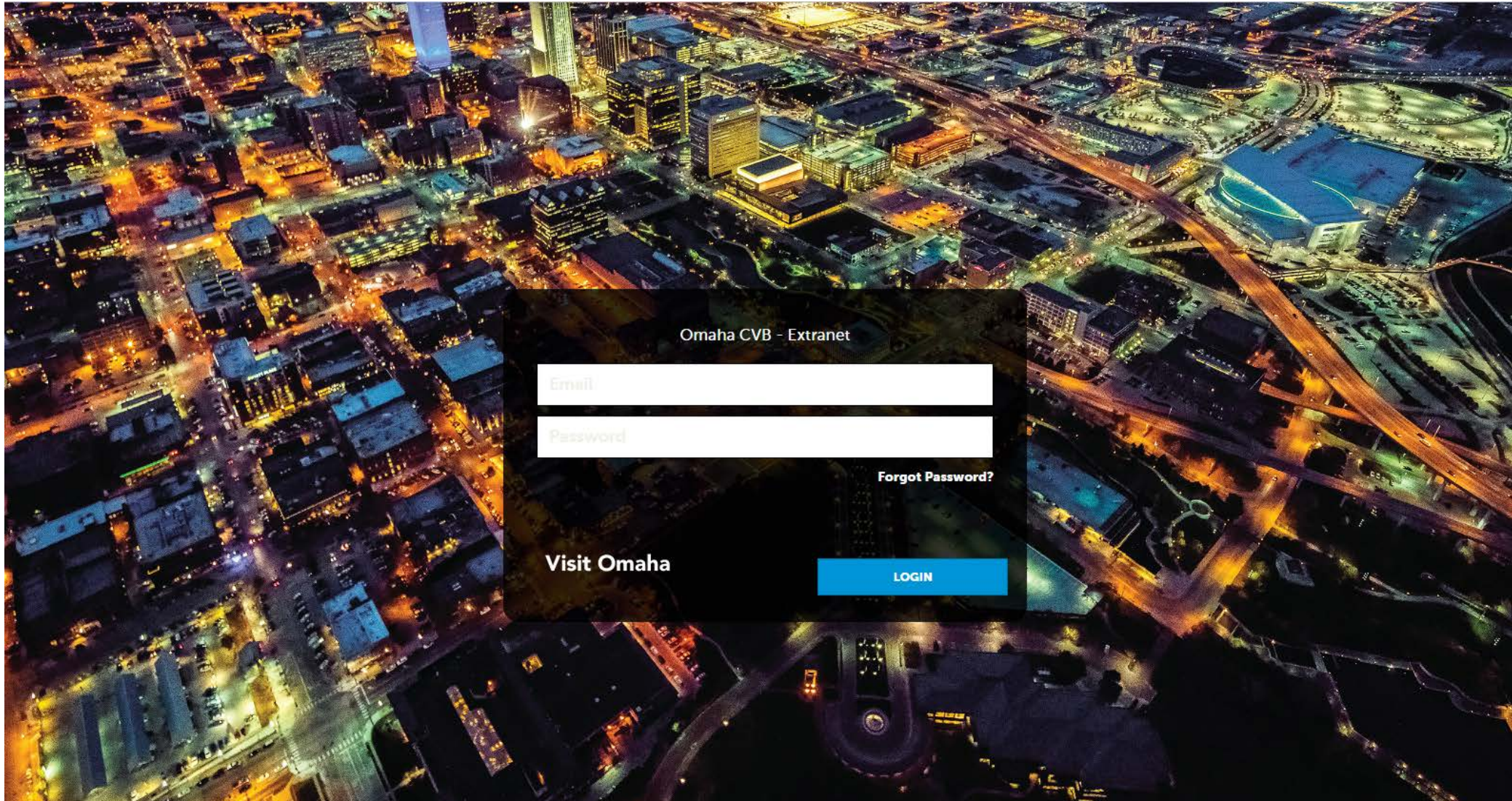# PARTNER EXTRANET TRAINING GUIDE:
ADDING OCCUPANCY

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

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COLLATERAL-OCCUPANCY

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

COLLATERAL-OCCUPANCY (CONT'D)

Clicking the **Collateral** icon and then **Occupancy** displays options to enter your hotel occupancy numbers by day/month for the year. Click the pencil icon next to the year to enter/edit your occupancy numbers.

COLLATERAL-OCCUPANCY (CONT'D)

Once you click the pencil icon to add/edit your occupancy numbers, you will be presented with a grid of all the months for that year. You can choose to enter your occupancy by percentage or by rooms. As you enter this data, you will see the **% Occupied** or **Rms Occupied** fields auto-calculate based upon the data entered. *As with all add/edit pages in the extranet, be sure to click the Save button!*

FIND MORE TRAINING GUIDES UNDER "PARTNER BULLETINS"

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