**![VISITDENVER_vert [Hi-Res].jpg]()**

 **CRM Instructions
Service Requests**

<http://extranet.denver.simpleviewcrm.com>

**Reviewing Service Requests:**

1. Once you are logged in, click on the “Service Requests” tab in the upper menu bar.
2. You will be able to view all Service Requests that your property was included in.
	1. Groups (Meeting, Tour, Media, Misc Leads, Other Events)
3. You are able to sort your list of service requests by clicking on any of the column headers (i.e. Service Request, Contact, etc)



**Viewing Service requests:**

1. Click on the Service request ID or Title to open and view.



1. You will notice the Contact information is available on the detail screen, use the email address provided to send your response directly to the client.