



Extranet User Instructions

Filters and Data Grids

Before we start looking at the extranet, let's take some time to discuss settings that can be customized by each user for themselves in the extranet.


- 1. Filters** – Several pages of the extranet will contain a Filters section. This section allows you to narrow down the results displayed on the page. The default filters can be adjusted by clicking the **Manage Filters*** option in the top right corner of this section.
- 2. Data Grids** – When viewing pages with filter options, just below the filters is a data grid. This data grid will display a list of records matching the criteria specified in the filters. Each default column heading in a data grid can be modified by clicking the **sprocket*** icon in the top right corner of the grid.

* Remember, any adjustments made with the **sprocket** or the **Manage Filters** apply only to the person making the changes.



Filters and Data Grids

RFPs

Filters (1)  Manage Filters

Responded is:

Lead Name contains:

Lead ID contains:

Group Type is one of:

Response Date:

Create Date:

Organization contains:

Status is one of:




APPLY FILTERS **CLEAR FILTERS**

Here is an example of the RFPs filter page. Once the desired criteria have been set in the filters, click the **Apply Filters** button to see the results. Notice the **Manage Filters** button that was mentioned previously.



Filters and Data Grids (cont'd)

ADD OFFER Page 1 of 1 Go to Page: 1

Actions	Offer Title	Redeem From	Redeem To	Post From	Post To	Pending	
  	20% Off Rooms Sunday Thursday Nights	08/01/2015	08/31/2015	08/01/2015	08/31/2015	No	

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Once the filters have been applied, the data grid will update with the matching results. Several icons may appear on the records within the grid. The appearance of these icons will depend on the page being viewed.

These icons are:

1. **Pencil** – allows editing of a record
2. **Eyeball** – allows viewing of a record
3. **Clone** – allows duplicating of a record
4. **Add Button** - Depending on the page, an Add button may appear in the top left of the data grid. When this option is available, clicking allows the addition of a new record.

Notice the **sprocket** icon that was mentioned previously.



Filters and Data Grids (cont'd)

The screenshot displays the 'RFPs' interface. On the left, a sidebar contains navigation icons. The main area shows a 'Filters (1)' section with several filter criteria: 'Responded is:', 'Lead Name contains:', 'Lead ID contains:', 'Group Type is one of:', 'Response Date:', 'Create Date:', 'Organization contains:', and 'Status is one of:'. Each criterion has a corresponding input field or dropdown menu. On the right, a configuration menu is open, showing options for 'Columns', 'Filters', and 'Ordering'. The 'Filters' option is selected, and the menu displays a list of available filters: 'Account', 'Arrival (Preferred)', 'Create Date', 'Decision Date', 'Departure (Preferred)', 'Group Type', and 'Lead ID'. The 'Create Date' and 'Group Type' filters are currently selected and highlighted in green. The 'Create Date' filter has a dropdown menu set to '-All Dates-'. The 'Group Type' filter has a dropdown menu set to 'CHOOSE'. The menu also includes a 'Choose Available Filters and their default values' section.

Clicking on the **sprocket** icon or the **Manage Filters** button will trigger a menu as shown here. This menu provides options for personalizing the filters, data grid columns, and ordering of each. By changing these options, changing of these options effects ONLY the person making the changes.



Login Screen

Kentucky Tourism Extranet

Email

Password

[Forgot Password?](#)

TEAM
KENTUCKY.

LOGIN



Home Screen

The screenshot shows the home screen of the TEAM KENTUCKY Kentucky Tourism Extranet. The top navigation bar includes the logo, the site name, the user's email (swilkins@simpleviewinc.com), a 'Logout' link, and a dropdown menu for 'Simpleview Hotel #1'. A left sidebar contains navigation links for HOME, PROFILE, and COLLATERAL. The main content area features a large image of a mountain valley with fog. Below the image, the 'Partner Bulletins' section is highlighted with a red arrow. This section includes a dropdown menu currently set to 'All Bulletins' and a 'Post Board' button. A notification box below the dropdown reads: 'Welcome to the New Extranet! (Not Read) Click View Full to download extranet documentation. View Full'.

Partner Bulletins are important notices, documentation, events, etc. posted by Kentucky Tourism. Important bulletins will be marked with a blue and white exclamation mark.



Home Screen (cont'd)

TEAM KENTUCKY. Kentucky Tourism Extranet

swilkins@simpleviewinc.com Logout

Simpleview Hotel #1

Profile
Manage your Accounts

Accounts

Contacts

PROFILE

COLLATERAL

All Bulletins Post Board

Not Read) documentation.

Clicking the **Member Profile** icon displays a property's information, such as Contacts and Account details.



Home Screen (cont'd)

TEAM KENTUCKY
Kentucky Tourism Extranet

swilkins@simpleviewinc.com Logout

Simpleview Hotel #1

HOME

PEOPLE

COLLATERAL

Collateral
Manage your Collateral

- Listings
- Calendar of Events
- Media

All Bulletins Post Board

(Not Read)
documentation.

Clicking the **Collateral** icon, displays options for Listings, Calendar of Events, and Media (e.g. Images).



Manage Profile - Accounts

Accounts

Filters (0) Manage Filters

Account is one of:

CHOOSE ▾

APPLY FILTERS

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Actions	Account
▾	Simpleview Hotel and Conference Center
	<ul style="list-style-type: none">Manage AmenitiesManage Meeting Space

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After you click the Profile icon and then Accounts, you will be presented with your account name and various action you can perform. If you see multiple account names, this is due to your property being associated with another property.



Manage Profile - Contacts

Contacts

Filters (0) Manage Filters

Account is one of: CHOOSE

Contact Type is:

APPLY FILTERS

ADD CONTACT ←

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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.



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

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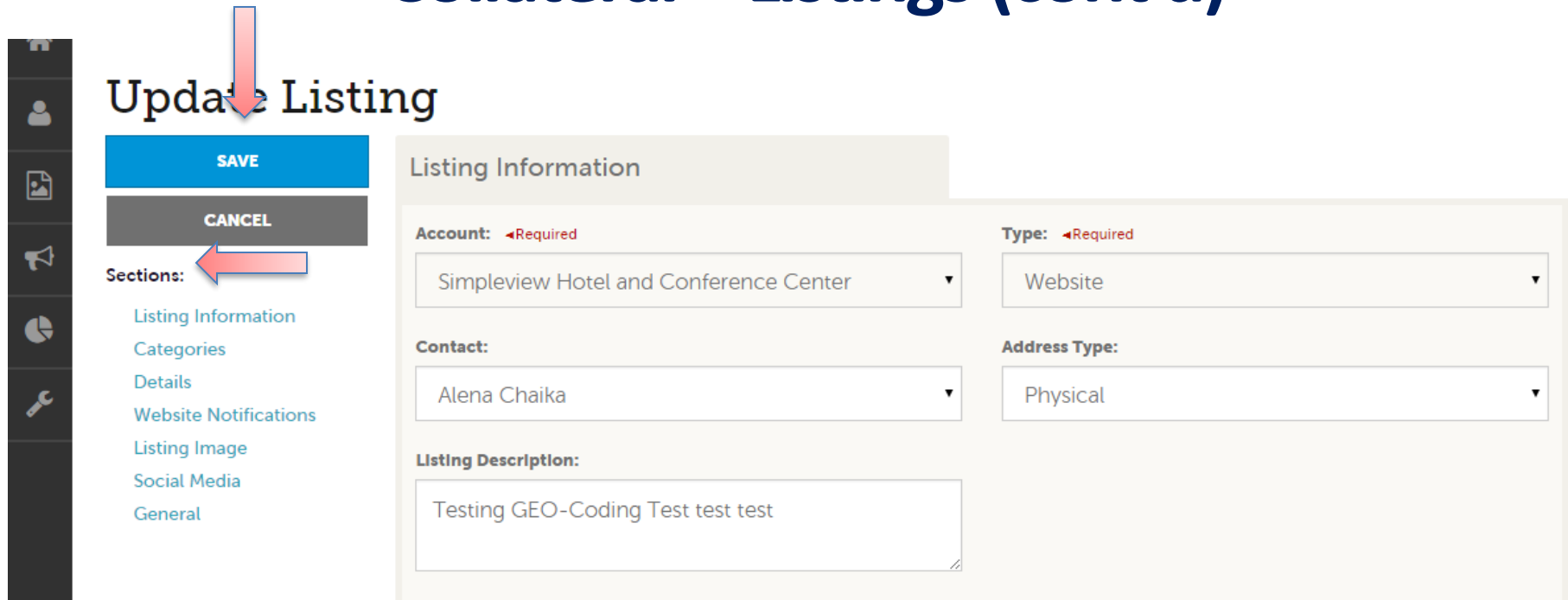
Actions	Company	Listing Type	Category	Subcategory	Listing ID	⚙
  	Simpleview Hotel and Conference Center	Website	Accommodations	Luxury Resorts	41983	

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After you click the Collateral icon and then Listings, you will be presented with your property's listings. The pencil icon will allow you to edit your listing information. By clicking the eyeball icon, you can view your listing information.



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: Any edits of listings will require approval from Kentucky Tourism. Upon saving your updates, Kentucky Tourism will be notified of your changes/additions.



Collateral – Calendar of Events

Events

+ 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 EVENT Page 1 of 1 Go to Page: 1

Actions	Event ID	Title	Priority	Start Date	End Date	Event Category	
	57	Bossista	Gold	07/07/2015	07/07/2015	Family, Arts and Culture, Historical	
	59	Simpleview Festival	Platinum	07/08/2015	07/08/2015	Sports, Family	

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After you click the Collateral icon and then Calendar of Events, you will be presented with your property's events. The pencil icon will allow you to edit an existing event. By clicking the eyeball icon, you can view the existing event. The clone icon will allow you to duplicate an event. You can also create a new event by clicking the Add Event button.



Collateral – Special Calendar of Events (cont'd)

Update Event

SAVE

CANCEL

Sections:

- Event Information
- Event Location
- Event Dates
- Image Gallery
- General

Event Information

Account: Required
Simpleview Hotel and Conference Center

Title: Required
Simpleview Festival

Featured:
 YES NO

Contact:
Shawn Wilkins

Admission:

Description:
<p>This is the Simpleview Festival event description. This is the Simpleview Festival event description. Further down

Email:

Priority: Required
Platinum

Website:

Phone:

When you view, edit, or add an event, 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 event, the top left will display an Edit button. If you are editing an event, the top left button will say Save. You must click the Save button before any of your changes are actually saved!

IMPORTANT NOTE: Any edits or adding of events will require approval from Kentucky Tourism. Upon saving your updates, Kentucky Tourism will be notified of your changes/adds.



Collateral – Special Calendar of Events (cont'd)

SAVE

CANCEL

Sections:

- Event Information
- Event Location
- Event Dates
- Image Gallery
- General

One Day Daily **Weekly** Monthly Yearly

Weekly Recurrence Options

Every 1 Week(s) on MONDAY, TUESDAY, WEDNESDAY

Recurrence End

No End Date

End after 0 occurrences

End on 09/30/2015

The Calendar of Events has a recurrence model built in. You can make your event a one-time event, daily, weekly, monthly, or yearly. If it is not a one day event, you can choose your recurring days of the event. Depending upon if it is daily, weekly, monthly, or yearly, your recurrence may change. At the bottom of the recurrence section, you can choose to end your event after a certain number of occurrences or on a specified date.



Collateral – Special Calendar of Events (cont'd)

The screenshot shows a user interface for managing event collateral. On the left, there is a sidebar with a 'SAVE' button (blue) and a 'CANCEL' button (grey). Below these are the 'Sections:' listed: Event Information, Event Location, Event Dates, Image Gallery (highlighted), and General. The main content area is titled 'Image Gallery' and features a large dashed box with the text 'Drag and Drop Files here' and 'or use the "Browse" button below to find files to add'. A blue 'BROWSE' button is positioned below the dashed box. A small thumbnail image of a sunset is visible in the bottom left corner of the main area. Red arrows point to the 'Image Gallery' header and the 'Drag and Drop Files here' text.

As with Listings and Special Offers you can add images to your event. Adding images to an event is a little different though. In the image Gallery section on the event, you can drag and drop an image or click the Browse button to search your computer for an image.



Collateral – Media

Media

Filters (0) Manage Filters

Account is one of:

CHOOSE ▾

APPLY FILTERS

ADD NEW MEDIA ←

Page 1 of 1 Go to Page: 1

Actions	Title	Image
	Hotel	

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 event by clicking the Add Event button.



Collateral – Media (Cont'd)

The screenshot shows a web form for managing media. On the left is a dark sidebar with a wrench icon. The main form area has a blue 'SAVE' button and a grey 'CANCEL' button. Below these are 'Sections:' and 'Media Information'. The 'Description:' field is a large text area. The 'File:' section features a dashed box with the text 'Drag and Drop File To Page' and 'or use the "Browse" button below to find a file to add'. Below this are 'BROWSE' and 'REMOVE' buttons. A note states 'You can drag a file to the page to replace this file or use the "Browse" button'. The 'Listings:' section has a dropdown menu labeled 'CHOOSE AMONG THE FOLLOWING...'. Red arrows point to the dashed box and the 'Listings:' dropdown.

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.

