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

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)

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)

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

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)

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

Home Screen (cont'd)

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

Page 1 of 1 ▸   Go to Page: 1 ▸

Actions	Account	▲ ⚙
✏ 👁 ▾	Simpleview Hotel and Conference Center	

Manage Amenities
Manage 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 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: Contact Type is:

[CHOOSE ▾]   [▾]

[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.

Collateral - Listings

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)

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)

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)

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)

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 and image or click the Browse button to search your computer for an image.

Collateral – Media

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)

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.