Visit Tucson Partner
Extranet 4.0
Logging on the Partner Extranet

• Go to either
    o Select Partners at top of page
  OR
• Go to [https://tucson.extranet.simpleviewwcrm.com/login/#/login](https://tucson.extranet.simpleviewwcrm.com/login/#/login)
• Log in using your email address and password
The Home Page- View Left Navigation, Partner Bulletins and Post Board
Your Benefits Summary
Member/Partner Extranet

Homepage

Default Tools

• **Site Search:** Search the extranet for a specific listing, lead service request or contact

• **At a Glance:** An overview of key metrics from the benefits summary

• **Partner Bulletins:** A bulletin board that is controlled by the DMO

• **Post Board:** A user forum where local businesses can connect with each other
What do I want to do?

- Manage your account
- Personalize listings and media
- Respond to leads and service requests
Member Profile

- **Update** your account and contact information
- **Manage** amenities
- **Link** Social Media
- **Drag & drop** image files, easier than ever
- **View** Invoices
View, Edit, & Add New Contacts with Ease

- Click 🆕 pencil icon to Edit
- Click 🦂 eye icon to View
- Click 📖 pages icon to Clone
Performance Metrics

- Under Profile
- Set date range in left column
- Select Overview, Offers, Events, Leads, Service Request, Inkind, Advertising Opportunities or Press Mentions
- Click update
- You may view your reports or print them
Lead Conversion Analysis

**My Benefits**

**Overview**
- Listings
- Offers
- Events

**Leads/RFPs**
- Service Requests
- Inbound/Expenses
- Advertising Opportunities
- Press Mentions

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**Leads**

**Conversion Analysis**

The following is a conversion analysis of all leads that were sent during this time period. It will help provide some insight as to where in the process you are losing out on these opportunities.

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**Period Summary**

Unlike the conversion data above, the following is a full summary of updates for the time period. In this section, you will see how many you won or lost during this time period, regardless of when the lead was sent.

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**Total**

<table>
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<th>Sent</th>
<th>Responded</th>
<th>Pending</th>
<th>Won</th>
<th>Lost - City</th>
<th>Lost - Property</th>
<th>Cancelled</th>
<th>Assists</th>
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**Convention Sales**

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Opportunities & Collateral just a Click Away

- Collateral
  - Manage your Collateral
  - Listings
  - Special Offers
  - Calendar of Events
  - Media

- Opportunities
  - Manage your Opportunities
  - RFPs
  - Media Leads
  - Service Requests
Manage Your Collateral

- View or edit your listings
- Add high resolution images by dragging & dropping into screen
- Submit an event to the calendar of events
- Create special offers
Add Events at your location to the Events Calendar
Opportunities, View Leads, Service Request and More

- Select Response Date
- Create Date
- Property Lead Status Dropdown
- Click on Apply Filter
<table>
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<tr>
<th>Actions</th>
<th>Lead ID</th>
<th>Lead Name</th>
<th>Property Lead Status</th>
<th>Create Date</th>
<th>Group Type</th>
<th>Lead Type</th>
<th>Organization</th>
<th>Account</th>
<th>Response Date</th>
<th>Arrival (Preferred)</th>
<th>Departure (Preferred)</th>
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<tr>
<td></td>
<td>35474</td>
<td>Developing Customers Training</td>
<td>Closed/Decision Pending</td>
<td>07/22/2016</td>
<td>Meeting</td>
<td>Annual Meeting</td>
<td>Colgate-Palmolive</td>
<td></td>
<td>07/22/2016</td>
<td>07/22/2016</td>
<td>07/22/2016</td>
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</table>
To View Leads, Click on the Eye to View & Respond to RFP's
Reports

- View or download Visit Tucson Brand Standards
- View the Visit Tucson Marketing Plan
- User Manual or Tutorials
- Visit Tucson Staff Listing
For More Information

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