Travel Manitoba.com

Extranet 4.0 Member Instructions

## First Login

https://manitoba.extranet.simpleviewcrm.com

Travel Manitoba
21 Forks Market Road
Winnipeg, Manitoba
**Canada R3C 4T7**
www.travelmanitoba.com

Logging In

- You will receive an email from Travel Manitoba with a link to the extranet along with your user name and a temporary password.

- Click on the link, which will take you to the extranet login screen.

- Your username is your full e-mail address.

- Your password is a temporary password found in the email that was sent to you.

- Upon logging in with your temporary password, you will be prompted to change your password to one of your preference.
    - If you are assigned to more than one account (e.g. multiple hotels, parks, etc.), and have the same email address for each account, you will only need to create one password.
    - If you need access to multiple accounts, but have unique email addresses for each you will need to log into each account separately using each email address.

- If you ever have problems getting into your account, please contact Travel Manitoba at tmbpartnerextranet@travelmanitoba.com or (800)-665-0040. We can look up your password, or reset it and have a new one generated for you.
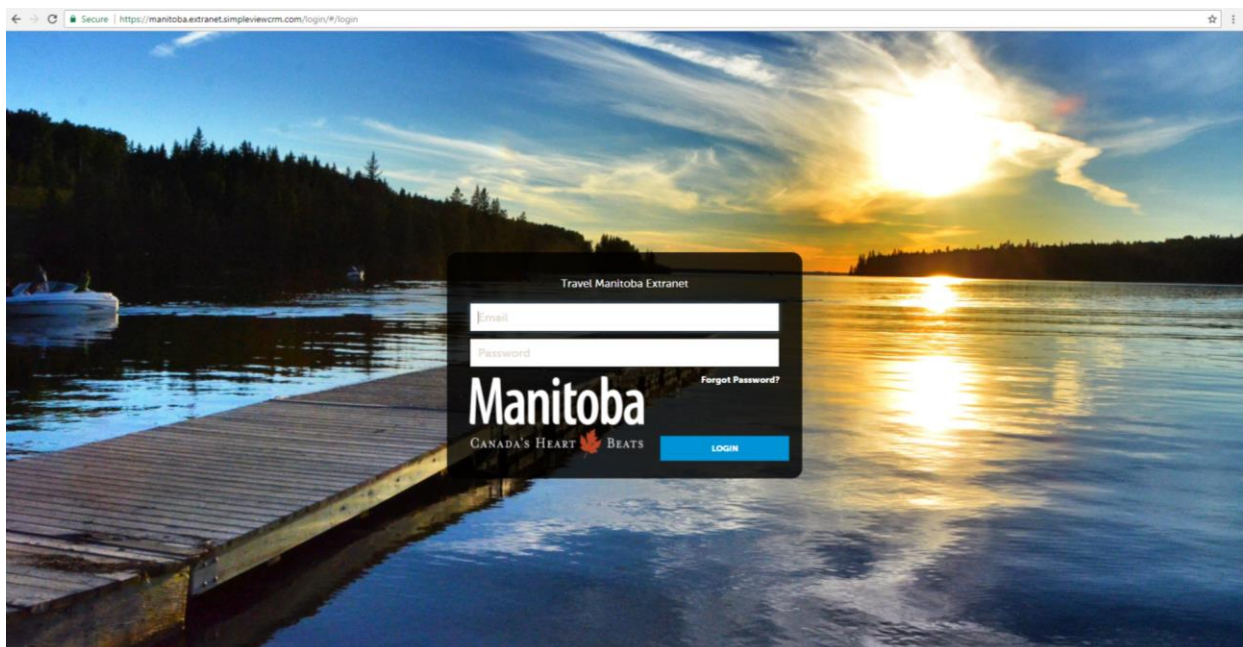
Home Page

- After successfully logging in, you will be taken to the main home page. This home page is where Travel Manitoba will communicate partner information to you. Things such as extranet documentation, event reminders, partnership opportunities, etc.

- You can search for anything in your extranet by clicking on the magnifying glass in the top right hand corner of the screen and typing search terms.

- In the center of the page are partner bulletins. To view a bulletin, simply click on the "View Full" link and a window will open.

- On the left hand side of the page are the main navigation buttons, Home, Profile & Collateral.
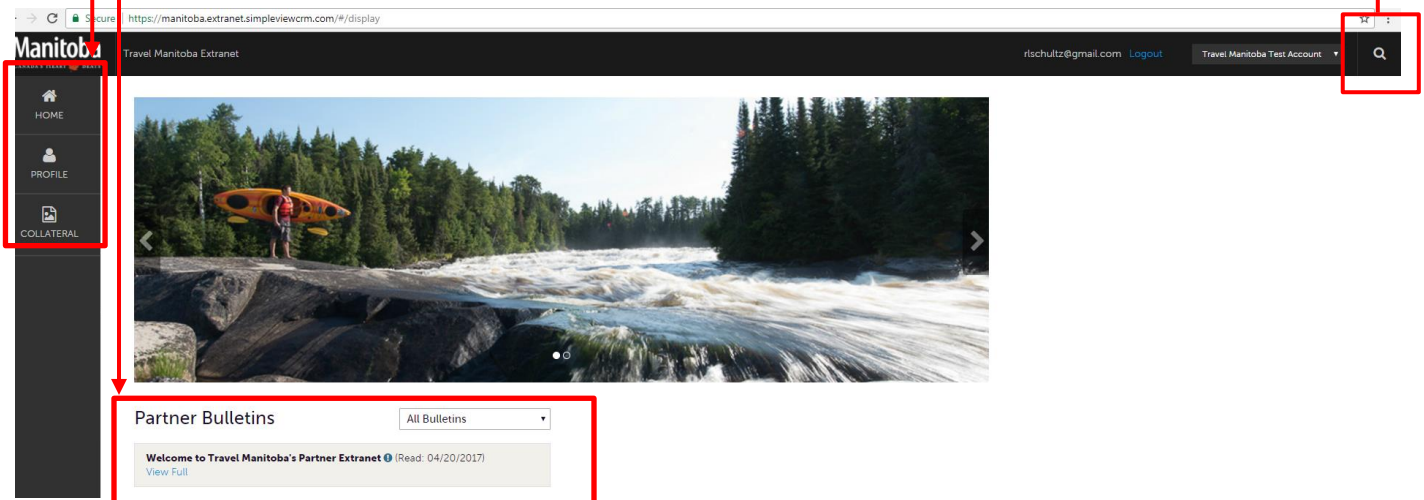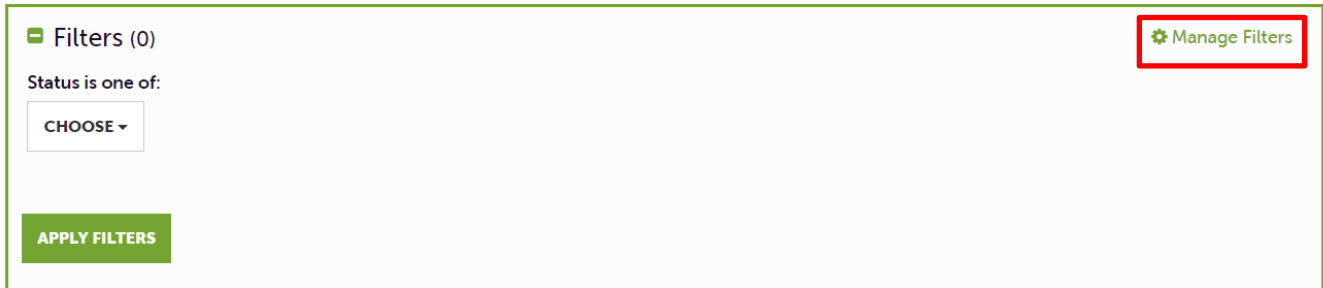

- The navigation buttons are broken down as follows:
  - Home
  - Profile
    - Account
    - Contacts
    - My Benefits
  - Collateral
    - Listings
    - Special Offers (Must be purchased through the partnership team)
    - Calendar of Events
    - Media
    - Material Requests

General > Columns, Filters & Order

- Each of the main pages in the extranet contain an assortment of options in order for you to customize your view.

- Clicking on the Manage Filters button will bring up a list in order for you to choose the columns you'd like to see, filter options and the ability to rearrange the fields.
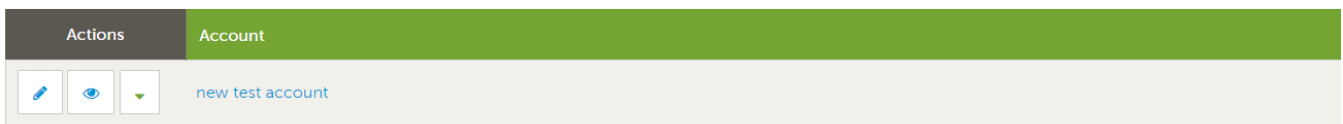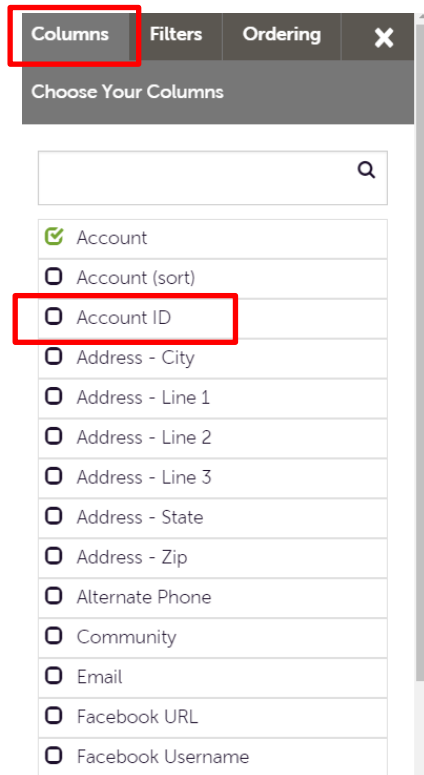

- The Columns tab allows you the ability to choose the columns you'd like to view in the grid.
  - For example, if you selected Account ID, scrolled down and clicked Apply Changes, this field would then show up in the grid.
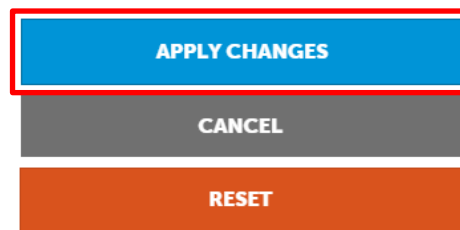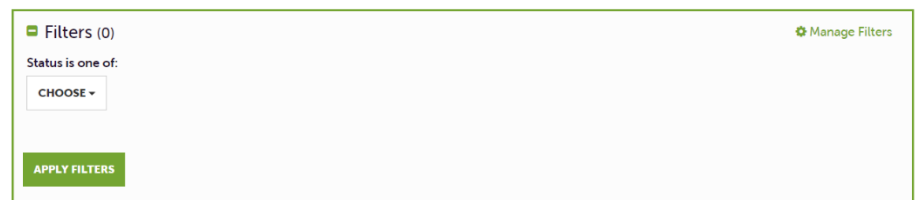
- The Filters tab allows you the ability to view only certain items that match the filter chosen.
  - For example, if you selected Region, clicked on Eastern, scrolled down and clicked Apply Changes, only accounts that were in the Eastern region would appear.
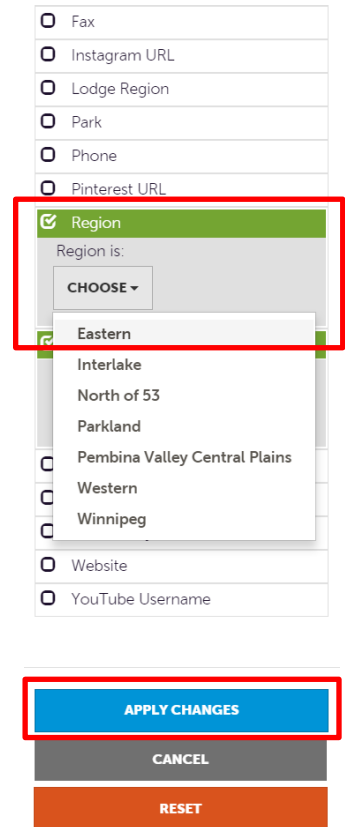
- The Ordering tab allows you the ability to reorder the columns and/or filters you've already set up.
  - For example, if you wanted to move the Account ID field in front of the Account Name field, click and drag the Account ID in the field chooser and move it above the Account Name, then click Apply Changes.
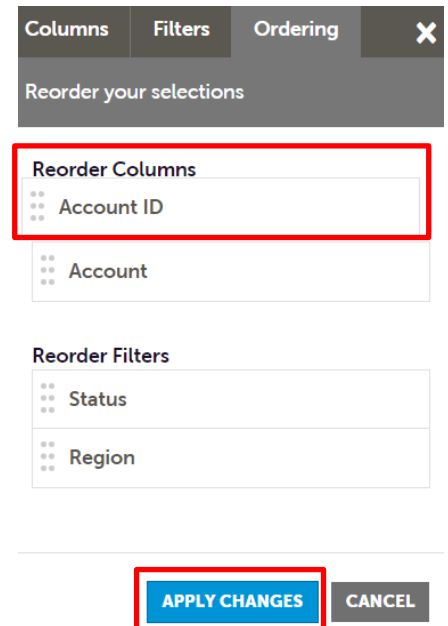
- The columns, filters and order options are available in all areas of Extranet 4.0.