



## **Extranet 4.0 Member Instructions**

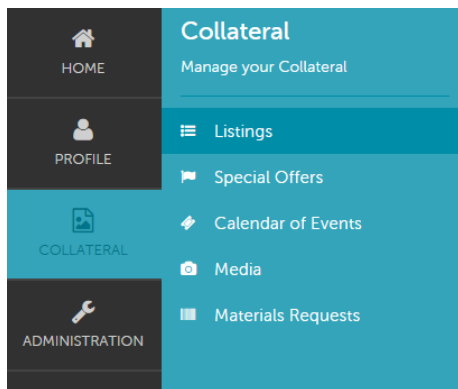
### **Listings**

**<https://manitoba.extranet.simpleviewcrm.com>**

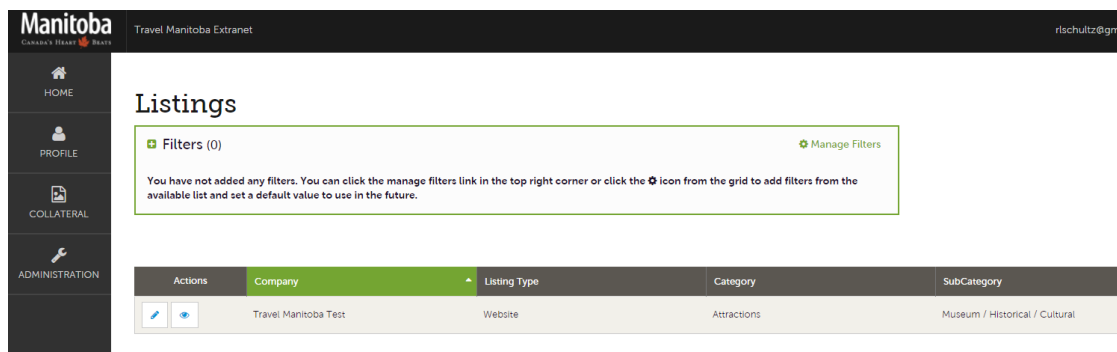
**Travel Manitoba  
21 Forks Market Road  
Winnipeg, Manitoba  
Canada R3C 4T7  
[www.travelmanitoba.com](http://www.travelmanitoba.com)**

## Collateral > Listings

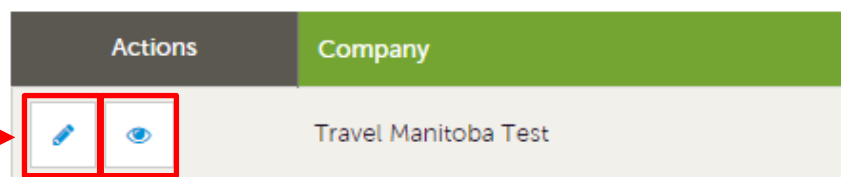
- The Listings area will allow you to manage the listing associated with your account.



- The main listings page will list the listing associated with your account.
- You CANNOT add new or clone existing listings.** You will only be able to edit your existing listings.



- You can navigate this page in the following manner:
  - The Pencil icon will bring you to the Update Listing page and allow you to edit your listing.
  - The Eye icon will bring you to the Listing Details page.
    - Once on the Listing Details page clicking on the Edit button will bring you to the Update Listing page.



## Collateral > Listings > Update Listing > Listing Information

- You can edit most of the following fields in the Listing Information section by clicking on the pencil icon:
  - **Account & Type:** These fields are not able to be modified via the extranet.
  - **Contact:** The contact from the account associated to the listing.
  - **Address Type:** The address from the account associated to the listing.
  - **Description:** The actual listing text.
    - All listings are limited to 1,725 characters.
    - If your listing has more than 1,725 characters (carried over from Travel Manitoba's old system), you will not be able to save the changes to your listing until you are below the character limit.
    - Please note that if paragraph breaks are needed in the listing, you will have to press the enter button twice.
  - **Keywords:** Enter in any keywords associated with your business in order to assist users when searching.
  - The images below detail where the listing information you enter into the extranet will appear on TravelManitoba.com.

The screenshot shows the 'Listing Information' form. It includes fields for 'Account' (Travel Manitoba Test Account), 'Type' (Website), 'Contacts' (--Choose One--), 'Address Type' (Physical), 'Description' (At the Explore Manitoba Centre, travel counsellors provide year-round information on special events and activities throughout the province.), and 'Keywords' (aaavvvccc). A blue bar at the bottom indicates the 'Character Limit: 139/1,725'.

### Listing Page



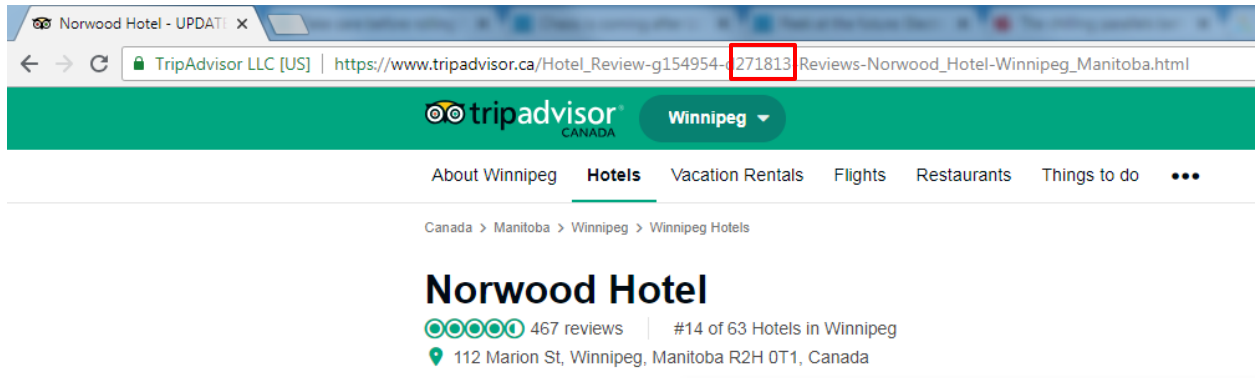
### Travel Manitoba Test

At the Explore Manitoba Centre, travel counsellors provide year-round information on special events and activities throughout the province. test



## Collateral > Listings > Update Listing > Trip Advisor Fields

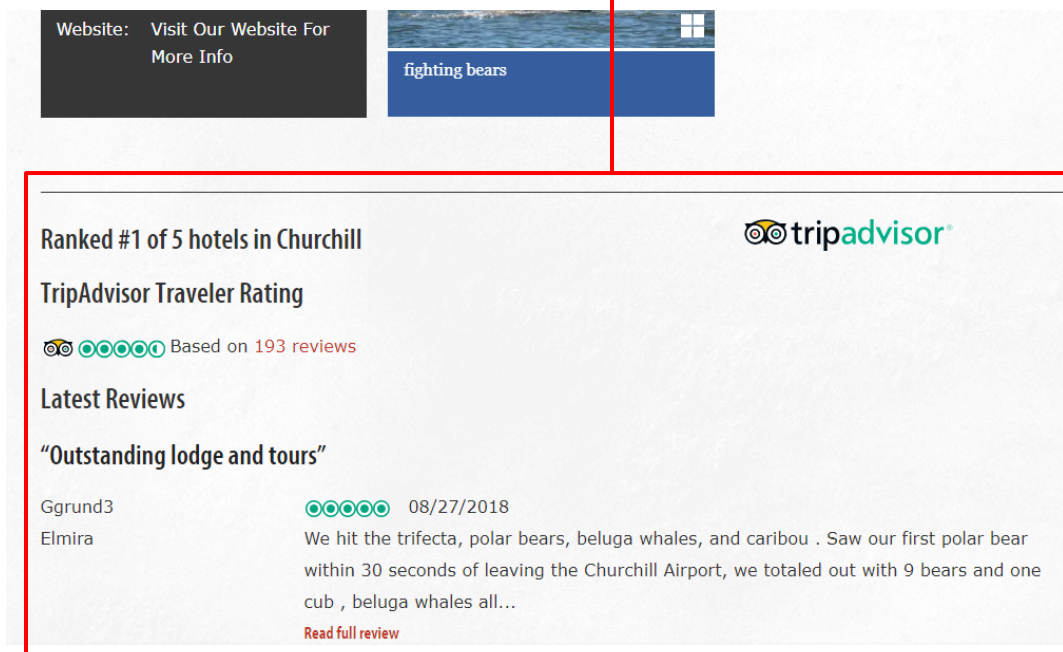
- You can have Trip Advisor reviews show on your listing page by adding your Trip Advisor ID into the extranet and setting the Trip Advisor Show Reviews field to yes.
  - Trip Advisor ID:** This is the number found in the Trip Advisor url. See below for example from the Norwood Hotel.



- Trip Advisor Show Reviews:** This needs to be set to “Yes” for reviews to show on the listing page.
  - Trip Advisor Category:** The category the business is most closely associated with.
- The images below show where the listing detail information entered into the extranet will appear on TravelManitoba.com.

A screenshot of a web form for updating a listing. On the left, there are 'SAVE' and 'CANCEL' buttons, and a 'Sections:' menu with 'Listing Information' and 'Categories'. The main form area has three fields: 'Trip Advisor ID:' with the value '12345', 'Trip Advisor Show Reviews:' with radio buttons for 'YES' (selected) and 'NO', and 'Trip Advisor Category:' with a dropdown menu showing 'Restaurant'. A red rectangular box highlights these three fields.

## Listing Page



## Collateral > Listings > Update Listing > Categories

- The Category & SubCategory fields are not able to be modified via the extranet.

Categories

Category: \*Required Attractions

SubCategory: \*Required Museum / Historical / Cultural

## Collateral > Listings > Update Listing > Details

- All of the fields under Listing Details can be edited to display unique information on TravelManitoba.com, yet will not overwrite the underlying account data, simply by clicking on the title checkbox (which will turn green) and entering data into the field.
- Clicking the checkbox and not entering any information in the field that appears will omit that field from TravelManitoba.com.
- The images below detail where the listing detail information you enter into the extranet will appear on TravelManitoba.com.

**COMPANY** ☒ Travel Manitoba Test

**COMPANY (SORT)** Travel Manitoba Test Account

**LISTING ADDRESS 1** 21 Forks Market Road

**LISTING ADDRESS 2**

**LISTING ADDRESS 3**

**CITY** Winnipeg

**STATE** MB

**ZIP/POSTAL CODE** R3C 4T7

**COUNTRY** CANADA

**EMAIL** test@travelmanitoba.com

**WEBSITE** http://www.travelmanitoba.com

**PRIMARY PHONE** (204) 555-1234

**ALTERNATE PHONE** 222-5558

**FAX** (204) 555-9876

**TOLL FREE**

## Listing Page

**Travel Manitoba Test**

At the Explore Manitoba Centre, travel counsellors provide year-round information on special events and activities throughout the province. test

Map Satellite

The Forks National Historic Site

What's Nearby

Add to Itinerary

Address: 21 Forks Market Road  
Winnipeg, MB R3C 4T7

Fax: (204) 555-9876

Email: Send E-Mail

Website: Click!!!

youtube 1

test

## Collateral > Listings > Update Listing > Website Link

- The Website Link group allows you to change the wording on the hyperlink (back to your website) displayed on TravelManitoba.com. See below for options and explanations.
- **Website Display Link (Dropdown of 3 options)** *You must have an URL entered in the account area before the following options will apply*
  - **Book Now!** – The wording displayed for your link on TravelManitoba.com will be 'Book Now!'
  - **Visit Our Website For More Info** – The wording displayed for your link on TravelManitoba.com will be 'Visit Our Website For More Info'
  - **Custom Label** – The wording displayed for your link on TravelManitoba.com will be the first 30 characters of whatever is typed in the “Website Display Link Custom (max 30 characters):” field
- **Website Display Link Custom (max 30 characters):** - You can type in customized text to display for your link on TravelManitoba.com.

### Website Link

Website Display Link:

Custom Label - Add Text to Website Display Link Custom Field

Website Display Link Custom (max 30 characters):

Click!!!

**Travel Manitoba Test**

At the Explore Manitoba Centre, travel counsellors provide year-round information on special events and activities throughout the province. test

Map Satellite  
The Forks National Historic Site  
The Forks  
Valley Herita Advent Park  
Map data ©2018 Google Terms of Use Report a map error  
WHAT'S NEARBY ADD TO ITINERARY  
f p i t y

Address: 21 Forks Market Road  
Winnipeg, MB R3C 4T7  
Fax: (204) 555-9876  
Email: Send E-Mail  
Website: Click!!!

youtube 1 test

## Collateral > Listings > Update Listing > Website Notifications

- The website notification section on the listing will allow you to set notifications per listing view.
  - For example, if you would like to be notified by email every time your listing on TravelManitoba.com is viewed a certain number of times you can set the number of views and then enter an email address to be notified at.
  - Every time the listing is viewed at that set number of times an email will be sent to alert you.

Website Notifications

Email To Notify:

rschultz@travelmanitoba.com

Notification Interval:




250




## Collateral > Listings > Update Listing > Listing Image

- All media uploaded in the media area will automatically be added to your listing.

Listing Image

Select one or more images

Travel Manitoba   
Manitoba .com  
 Active

   
 Active

- To remove an image from your listing, click on it and the green check mark will disappear and it will be removed from your listing.
- After editing your listing, click on the Save button to save your changes.
- Listings **will** go through a review process.

## **Review Process**

- Once you make any changes to your listing, add images, logos or Youtube clips or add an event, Travel Manitoba will be notified. You'll still be able to make changes via the extranet however any changes made will not be published live to Travel Manitoba's website until they are approved by Travel Manitoba.
- Travel Manitoba staff will endeavor to review and approve or deny your changes within a maximum of 5 business days.
- You will be notified via email once your changes have been approved.
- If for some reason your changes are not approved, a Travel Manitoba staff member will be in touch by email to discuss.