

**WESTMONT**  
**Rev It Up Participation Module**

**REV IT UP MANAGER**  
Training Guide  
July 2011

# Rev It Up Participation Module

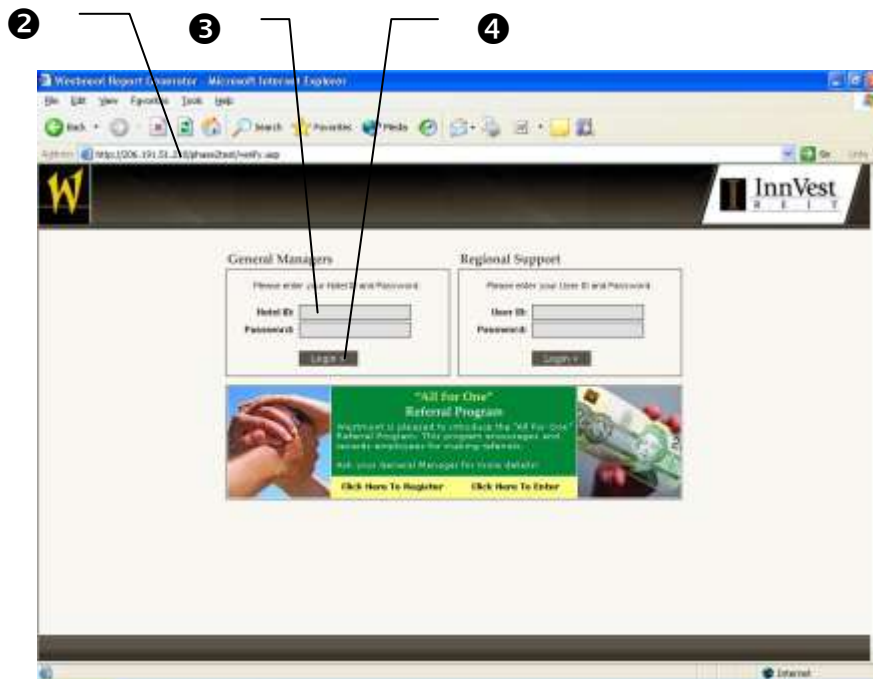
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## Logging In to the Westmont CAPEX Budgeting System – GM

- 1) Open your Microsoft Internet Explorer.
- 2) Type: <http://webreports.whgca.com> into the address bar of your browser (do not type "www").
- 3) Type in your user name and password (please note that these are CASE sensitive).
- 4) Click login to enter the system.

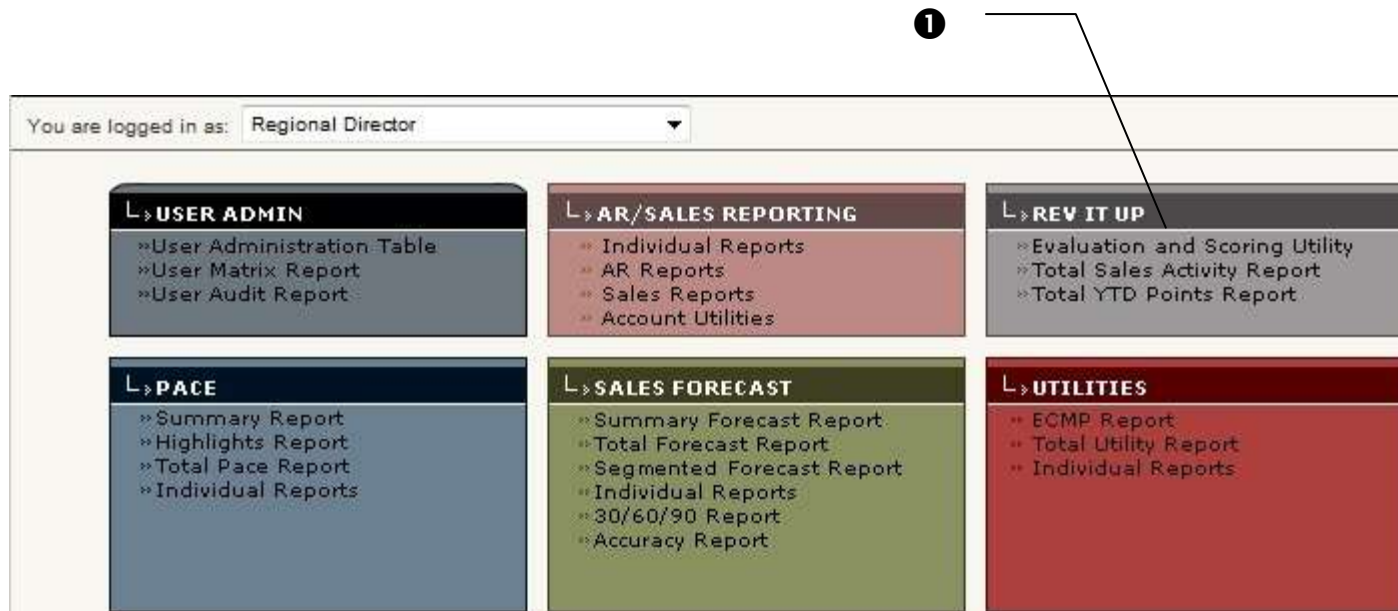
### **\*\*Note:**

The entry screens are designed for 1024 x 768 resolutions. Therefore, in order to see all the columns for data entry please ensure your screen resolution is at a minimum of 1024 x768. To change your screen resolution, on your desktop right click, then clicks Properties, Settings and adjust your resolution accordingly.



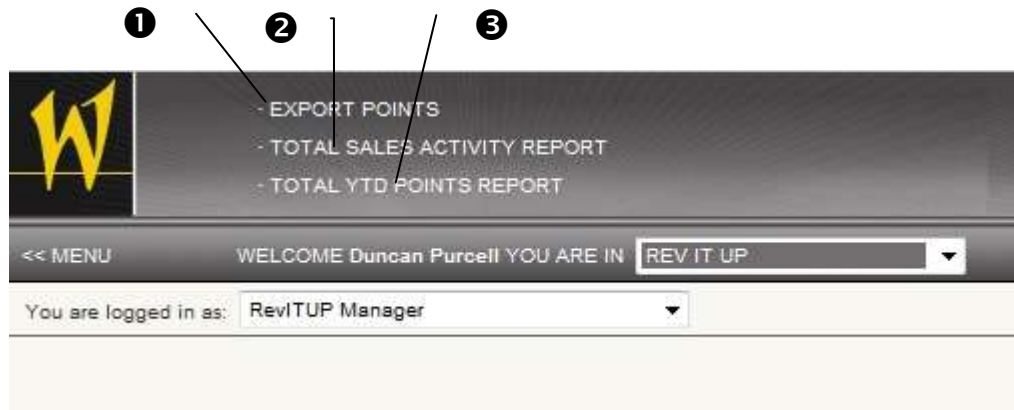
## Selecting the Rev It Up Module

- 1) Click here to go to the Rev It Up module



## Rev It Up Default Menu

- 1) Click here to view, validate and export submissions
- 2) Click here to view Total Sales Activities Reports
- 3) Click here to view YTD Points Report





## Reviewing and Exporting RD Submissions

- 1) Click here to filter the list by year
- 2) Click here to view, validate and save a report submitted by a Regional Director
- 3) Hover over the Red flag is a RD has submitted a report with points exceeding the suggested allocated amount
- 4) Click here to view a submission that has been previously closed out (exported)
- 5) Click here to select a file for export
- 6) Click here to export all selected submissions

You are logged in as: RevITUP Manager

Display **February** **2011** **Go »**

**EXPORT POINTS - FEBRUARY 2011**

<u>Hotel ID</u>	<u>Hotel Name</u>	<u>Participant</u>	<u>Status</u>	Action	Export
CN254	Comfort Inn Barrie	GM - Azward Sulaiman	GM/AGM Not Submitted		<input type="checkbox"/>
CN314	Comfort Inn Waterloo	AGM - Karen Merrick	GM/AGM Not Submitted		
CN314	Comfort Inn Waterloo	GM - Azward Sulaiman	GM/AGM Not Submitted		
CN339	Comfort Inn Ste-Foy	GM - Mike Bellamy	GM/AGM Not Submitted		
WHG4306	Hilton Windsor	AGM - Dan Bratic	GM/AGM Not Submitted		
WHG4306	Hilton Windsor	GM - Duncan Purcell	 RD Scored	<a href="#">edit</a>	<input checked="" type="checkbox"/>
CN313	Comfort Inn Trenton	GM - Karen Merrick	 Manager Exported	<a href="#">view</a>	

**Export**

Diagram illustrating the interface for reviewing and exporting RD submissions. The interface includes a login bar, a filter section, a table of submissions, and an export button. Numbered callouts (1-6) point to specific elements: 1) Filter by year (2011), 2) View/validate/save report (edit link), 3) Red flag icon indicating points exceeding suggested amount, 4) View submission (view link), 5) Select file for export (checkbox), 6) Export all selected submissions (Export button).

## Editing a RD Submission

Display report for: February 2011 [Go](#) [View RD Check Report](#)

**SALES ACTIVITY MONTHLY REPORT - FEBRUARY 2011**  
Hilton Windsor - Duncan Purcell (GM)

**PERFORMANCE**

RevPak Performance	Budget	Actual	Variance	Percentage	POINTS
RevPak	\$10,000.00	\$11,000.00	\$1,000.00	110.00%	100

**RevPak Index Performance**

	Budget Jan 2011	Actual Jan 2011	Variance	Percentage	POINTS
RevPak Index	10,000.00	11,000.00	1,000.00	110.00%	100

**DEVELOPMENT**

Business Wins	# Rooms	ADR	Revenue	POINTS
Lead Conversion	10	\$80.00	\$1,300.00	
<b>Total</b>	10	\$80.00	\$1,300.00	10
<a href="#">+ Add Note</a>				

Prospecting Activities	# Rooms	ADR	Revenue	POINTS
Cost saving through client ref	10	\$77.00	\$770.00	
<b>Total</b>	10	\$77.00	\$770.00	10
<a href="#">+ Add Note</a>				

Lead Referrals to Regional Sales	# Rooms	ADR	Revenue	POINTS
Active Ref	10	\$80.00	\$800.00	
<b>Total</b>	10	\$80.00	\$800.00	0
<a href="#">+ Add Note</a>				

**Total Number of Sales Calls** 10 **POINTS** 0 [+ Add Note](#)

**Community Activities**

Advised local B&B meeting				10
<a href="#">+ Add Note</a>				

**Ref Franchise**

Progressive Follow up				0
<a href="#">+ Add Note</a>				

**Time Management**

Delegated activities to others to allow for more focus				0
<a href="#">+ Add Note</a>				

**TIME COMMITTED TO REVENUE GENERATION**

Total Hours spent on Revenue Generation Activities	00
<a href="#">+ Add Note</a>	

**Bonus**

Productive month		00
<a href="#">+ Add Justification Note</a>		

[Save](#) **TOTAL POINTS** 400

- 1) Click on a report to view and/or edit (see #2 previous page)
- 2) All fields in Yellow can be edited
- 3) Click here to add a text note to the line item
- 4) Click here to Save



## Exporting RD Submissions

- 1) Click here to select all available submissions for export
- 2) Click here to select a specific submission for export
- 3) Click here to export all selected submissions
- 4) Click here to open archived export files

You are logged in as: RevITUP Manager

Display **February** 2011 **Go**

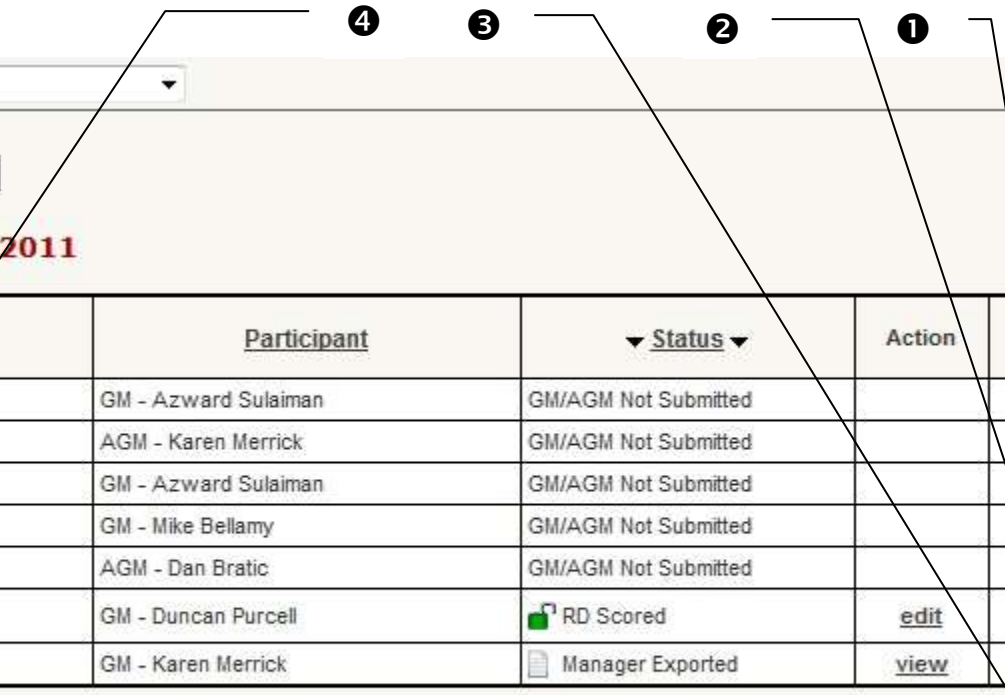
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WHG4306	Hilton Windsor	GM - Duncan Purcell	 RD Scored	<a href="#">edit</a>	<input type="checkbox"/>
CN313	Comfort Inn Trenton	GM - Karen Merrick	 Manager Exported	<a href="#">view</a>	

**Previous Exports**

[Jul 5, 15:23](#) - (1/7 participants) - By Karen Merrick

**Export**





## Export File Contents

- 1) When exporting a file a prompt will appear to save / open the export file
- 2) Click open to view the file contents

You are logged in as: RevITUP Manager

Display February 2011 Go »

**EXPORT POINTS - FEBRUARY 2011**

points-2011-7-8-12-57-15 -

File Home Insert Page Layout Formulas Data Review View Acrobat

Clipboard Font Alignment

Calibri 11 A A B I U Wrap Text Merge & Center \$ %

D12 fx

	A	B	C	D	E	F
1	Last Name	First Name	Dept/Area	Activity Description	Deposit, # of AwardperQ	
2	Purcell	Duncan	GM	FebruaryPointsAwarded	350	
3						
4						
5						

Previous Ex

Jul 5, 15:23



## Total Sales Activity Report Details

**EXPORT FONTS**  
**TOTAL SALES ACTIVITY REPORT**  
**TOTAL VTS-POINTS REPORT**

Display report for: **All Hotels** For: **January** 2011 **Go**

**TOTAL SALES ACTIVITY REPORT - JANUARY 2011**

**PERFORMANCE**

Region Performance	Budget	Actual	Variance	Percentage	POINTS
Region	85,000.41	85,000.94	0.007.24	104.37%	125

Region Index Performance	Budget	Actual	Variance	Percentage	POINTS
Region Index	6,507.12	6,505.16	-0.001.96	104.00%	250

**BEHAVIORAL**

Business Units	# Rooms	ADR	Revenue	POINTS
Total	10,139	\$40.04	\$406,346.36	25

Prospecting Activities	# Rooms	ADR	Revenue	POINTS
Total	254	\$79.21	\$20,096.36	5

Lead Referrals to Regional Sales	# Rooms	ADR	Revenue	POINTS
Total	279	\$77.62	\$21,567.79	20

Total Number of Area Calls	Average	POINTS
101	35.67	100

Community Activities	POINTS
0	0

Best Practices	POINTS
15	15

Time Management	POINTS
0	0

**TIME COMMITTED TO REVENUE GENERATION**

Total hours spent on Revenue Generation activities	Average	POINTS
121	40.33	10

**TOTAL POINTS** 363

**PARTICIPANTS IN (3)**

Comfort Inn Tustin - GAI - Karen Marlow, Comfort Inn Waterloo - AGM - Karen Marlow, Hilton Windsor - GAI - Karen Marlow

**PARTICIPANTS OUT (4)**

Comfort Inn Berlin - GAI - Apsara Sulaman, Comfort Inn Waterloo - GAI - Apsara Sulaman, Comfort Inn St-Py - GAI - Mike Sedaty, Hilton Windsor - AGM - Dan Biele

- 1) View the details of the report here
- 2) View hotels included in the report here
- 3) View hotels not included in the report here