WESTMONT Rev It Up Participation Module

REGIONAL DIRECTOR

Training Guide July 2011

LOGGING IN TO THE WESTMONT CAPEX BUDGETING SYSTEM – GM	. 2
SELECTING THE REV IT UP MODULE	. 3
REV IT UP DEFAULT MENU	. 4
EVALUATION AND SCORING UTILITY	. 5
SCORING FORM	. 6
EVALUATION AND SCORING – ERROR MESSAGE #1	.7
EVALUATION AND SCORING – ERROR MESSAGE #2	. 8
EVALUATION AND SCORING UTILITY - COMPLETED	. 9
YTD POINTS REPORT	10

Logging In to the Westmont CAPEX Budgeting System – GM

- 1) Open your Microsoft Internet Explorer.
- 2) Type: <u>http://webreports.whgca.com</u> 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 x 768. 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 Participation Module

Rev It Up Default Menu

- 1) Click here to view and score GM/AGM submissions
- 2) Click here to view Total Sales Activities Reports
- 3) Click here to view YTD Points Report



Evaluation and Scoring Utility

- 1) Click here to view and score GM/AGM submissions
- 2) Click here to filter the list by month
- 3) Click here to Score a report that has been submitted

	0		3	
W	EVALUATION AND SCORING UT TOTAL SALES ACTIVITY REPORT TOTAL YTD POINTS REPORT	ILITY RT		
<< MENU	WELCOME Duncan Purcell YOU AR	E IN REVIT UP 🔻		
You are logged i	n as: Regional Director	¥		
Display Febru	Jary - 2011 - Go.» ION & SCORING UTILITY	- FEBRUARY 2011		
Hotel ID	Hotel Name	Participant	▼ <u>Status</u> ▼	Action
WHG4306	Hilton Windsor	AGM - Dan Bratic	GM/AGM Not Submitted	+
WHG4306	Hilton Windsor	GM - Duncan Purcell	GM/AGM Submitted	score

Rev It Up Participation Module

Scoring Form

Reside DC00000 D100000 D100000 <thd100000< th=""> D100000 D1000000 D1000000 D1000000000000000000000000000000000000</thd100000<>	NauFLS Fectormatio	Budget	Actual	Variance	Percentage
Revelation inter-Sectorments Automation	Restan.	\$10,000,00	\$11,000.00	91,000.00	10.075
Revelation (and a performance) Jair 2011 Jair 2011 <thjair< td=""><td></td><td>1.000</td><td>100.00</td><td>opening:</td><td>_</td></thjair<>		1.000	100.00	opening:	_
Rush miss 10.000.00 10.000.00 10.000.00 10.000.00 BEHAVYORAL Statements 100 500.00 51.000.00 51.000.00 Statements Writes All Rummas All Rummas All Rummas All Rummas All Rummas 500.00 51.000.00 </td <td>RevifiuR index Performance</td> <td>Jan. 2011</td> <td>2012011</td> <td>Valance</td> <td>Percentage</td>	RevifiuR index Performance	Jan. 2011	2012011	Valance	Percentage
BEHAVIORAL # Roma # Roma <td# roma<="" td=""> <td# roma<="" td=""> # Rom</td#></td#>	AdvAAT miss	10.000.00	11:005:05	1.005.00	1630
Business Uting A Rouns	BEHAVIORAL				
Lacar Committee 11 550.00 0.120.0 Table 14 550.00 0.120.0 International State 4 Rooms 0.001 Revenue Descenting Lathane 4 Rooms 0.001 Revenue Contraining Weige owner not 12 577.00 577.00 Table 18 877.00 577.00 Ladd State 18 877.00 507.00 Table 18 877.00 507.00 Ladd State 18 877.00 507.00 Table 18 587.00 500.00 Ladd State 19 582.50 588.50 Constantly Attives 28 28 588.50 Ladd State 29 28 588.50 Constantly Attives 29 28 588.50 State State 29 28 28 Programme Tables 29 28 28 State State 29 28 28 Denglass Tables	Business Witte		A Rooma	104	Heverus
Table NI B00.00 A3320.00 2-3402.000h 400mm 400mm 400mm 400mm 2-3402.000h 10 877.00 877.00 877.00 2-3402.000h 10 887.00 887.00 887.00 2-3402.000h 10 887.00 887.00 887.00 2-3402.000h 10 887.00 987.00 887.00 2-3402.000h 10 887.00 987.00 987.00 2-3402.000h 10 10 887.00 987.00 2-3402.000h 10 10 10 10 2-3402.000h	Lote Cenertor		- 16	509.00	\$1,335.00
shift this Prospecting Activities A 001 Reveals Cool county thinger event not Trials 11 B 77.00 20700 Trials 11 B 77.00 20700 Trials 11 B 77.00 20700 Trials 12 B 77.00 20700 Seed Referents to Regional Seals ACONE IN REGIONAL IN REGION REGIONAL IN REGION	Tinta		10	\$27.00	\$1,233.00
Prospecting Lativities 4 Rooms 60/1 Reveaue Color commy trendy reveaue reveaues 11 877.00 877.00 Task 11 877.00 877.00 Ladd Nation 11 877.00 877.00 Land Referents to Regioner loose 4 Rooms ADM Reveaue ACMR Into 11 867.00 90 90.00 Table 11 867.00 90 90.00 ACMR Into 11 867.00 90 90.00 Table 10 867.00 90.00 90.00 Ladd Notice of Lates Calls 20 30 90.00 Ladd Notice 20 90.00 90.00 90.00 Ladd Notice 20 20.00 20.00 90.00 Ladd Notice 20.00 20.00 20.00 90.00 Ladd Notice 20.00 20.00 20.00 20.00 Statistice 20.00 20.00 20.00 20.00 Ladd Notice 20.00 20.00 20.00 20.00 Statistice 20.00 20.00 20.00 20.00 Ladd Notice 20.00 20.00 20.00 20.00 Statistice 20.00	e Judit Juste			1. I.	0 00
Color county through allert half 11 877.00 877.00 Tests 14 877.00 877.00 Ladd Nather 14 877.00 877.00 Landt Reternate for Regional Sames 4 Rooms- 4204 Revenue ACMR Into 11 860.00 90 90.000 Table 10 860.00 90 90.000 +302.000b 10 90.000 90.000 90.000 Contractify Add Notice Calls 20 20 90.000 +302.000b Contractify Add Notice 20 90.000 Contractify Add Notice 20 90.000 90.000 Add Notice Contractify Add Notice 20 90.000 Add Notice 20 20.000 90.000 Contractify Add Notice 20 20.000 90.000 Add Notice 20.000 20.000 20.000 Add Notice 20.0000 20.000 20.000 Add Notice 20.0000 20.0000 20.0000 Add Notice 20.0000 <td>Prospecting Activities</td> <td></td> <td># Roone</td> <td>ADW.</td> <td>Revetue</td>	Prospecting Activities		# Roone	ADW.	Revetue
Telai 10 877.00 870.00 -3.0521028 -3.0521028 4224 Movement Land Raterials to Regional Lanes 4.000 402.00 400.00 ACM IN 11 1857.00 400.00 Telai 10 1857.00 400.00 ACM IN 11 1857.00 400.00 Telai 10 1827.00 300.00	Cod samp trough pert ful		12	\$77.00	1779.00
Lidel State Leed Referent takes Leed Referent takes Leed Referent takes Leed Referent takes Long Referent takes Long Referent takes Leed State Leed S	Tirbi		10	\$17.00	8776.00
Leed Reference Lange A Booms ADM Revenue ACM (IN) 11 ME 00 MC00 Table 16 ME 00 MC00 Table 16 ME 00 MC00 Table 16 ME 00 MC00 Index (IN) 16 ME 00 MC00 Index (IN) 16 ME 00 MC00 Index (IN) Index (IN) ME 00 MC00 Index (IN) Index (IN) Index (IN) ME 00 ADD MID Index (IN) Index (IN) Index (IN) ADD MID Index (IN) Index (IN) Index (IN) Memoral local INS metrics Index (IN) Index (IN) Index (IN) State functions Index (IN) Index (IN) Index (IN) Table Management Index (IN) Index (IN) Index (IN) Total Hours light on Reverse Serversion Activities Index (IN) Index (IN) Total Hours light on Reverse Serversion Activities Index (IN) Index (IN) Total Hours light on Reversion Ac	± lidal.Nulle				
ACME INC IN ME TO MADE IN ME TO MADE IN ME TO MADE IN ME TO MADE IN MADE INT MADE IN MADE INT MADE IN MADE INT MADE IN	Land Referrats to Regional Sales		A BOOM	404	Awanaa
Tela M SE2.00 +ADELEDIA	ACME INC		18	bit: 00	8420.00
idd2102b Total Number of Asers Date idd2102b Construitly Addivides Adenoid coal RS making add2102b Second RS making add2102b Test Management Designers addenoid Total Notes to area for more tron coalt Nub Table Table Collegent on Reverse Serveritori addenoid Total House Apent Apen	Total			\$12.99	\$120.90
Total Number of Astric Date 21 ±368 bitsh 22 Consultity Addivides 22 Advected coal DIS Insetting 22 ±368 fitsh 22 Start Functions 22 Programma Starting 22 ±368 fitsh 22 Programma Starting 22 ±368 fitsh 22 Programma Starting 22 Programma Starting Notices 22 Programma Starting Notices 22 *200 Number Of Description Starting 22 Programma Start no Revenue Semention activities 42 *200 Number Of Description Activities 42	= indititizite				
LIBELINE Consult y Attribute Advected coal INS metrys Advected coal INS metrys Advected Seat INS Seat	Fieldi Humber of Jame Calls				28
Consultly Attributes A	- index forcise				
Alerand loai IIS metrop a Add Hille set Fraction Second	Community Addividue				35
add table Best Practices Programme atom rows add table Tress Analysesed Designment atomes to atoms to atoms to rese from add table Total Hours Apent on Review Generation Total Hours Apent on Review Generation activities add table Doma Dom Dom	Attended incel BIS meeting				
best Practices Propriester Ution ops a 2021/bit Tone Management Designer attintes to others to allow for more from a 2021/bit Tone Commercial Discretion activities a 2021/bit Total Hours Apent on Reviews Generation activities a 2021/bit Doma	+ add trule				
Propriation totes up. +Add trails Tree Advangement Designer admits to dress to rece tota +Add trails Total Hours topet an Reverse Generation activities +Add trails Total Hours topet an Reverse Generation activities +Add trails Total Hours topet an Reverse Generation activities +Add trails Total Hours topet an Reverse Generation activities +Add trails Total Hours topet an Reverse Generation activities +Add trails	Emet Practicae				2
add tody Toos Management Designer addres to allow to allow to env treat add tods Table Conservation Reverse Generation address add tods Table Hours Agent on Reverse Generation address add tods Doma	Programme Witter ups.				
The Management Designed address to allow to more from + add toda Table Commentation To Reverse Generation Table Hours Agent on Reverse Generation addresse + add toda forma	- 201. Northe				1.15
Despite addes to des to any to see too. 2-50 tob Table Conserted to Reverse detector adortee -50 tob Date -50 tob	Time Banagement				
1.101 Hole TABLE COMMETTED TO REVEAUE GENERATION Total Hours Apent on Reverse Selection Juliantee 4.501 Hole Donue	Consignated antibules to others to aroun for more focus				
TME COMMITTED TO REVENUE OFINERATION Total Hours Apent on Revenue Servation Judicities =3201029 Done	e Add Note				
Total Hours Apent An Reverse Selection activities 4 = 3201029 Roma	TIME COMMITTED TO REVENUE GENERATION				
- 421 HUS	Total Hours Igent on Revenue Secention Julivities			23	65
tona	- ADX 19299				
	forma			_	

- 1) All fields in yellow require data before form can be submitted
- 2) Click here to add a text note to the line item
- 3) Click here to Save & Continue at a later time this does not submit the form to the Regional Director for scoring
- Click here to Save & Submit the form to the Rev It Up Manager for Review and Approval. (Note: Once a form has been submitted, it can no longer be edited)

Evaluation and Scoring – Error Message #1

1) If not all required fields have been completed a message will appear

7

2) Click here to close the message and complete the form

Total Number of Sales Calls 20		
+ Add Note	. <u> </u>	
Community Ad Attended local B		
Add Note Best Practices Progressive foi Add Note Every Bonus line must be either fully filled or blank.		- 0
Time Managen Delegated activ + Add Note TIME COMMITTED TO REVENUE GENERATION		- 0
Total Hours Spent on Revenue Generation Activities 60		
Bonus		
+ Add Another Line Save & Continue Later or Save & Submit POIN	AL 300	

Evaluation and Scoring – Error Message #2

- 1) If points have been awarded that exceed the maximum suggested a message will appear
- 2) Click here to accept the awarded points as entered
- 3) Click here to cancel the submission and return to the form to re-adjust the scoring values

Total Number of S	Sales Calls	20		
+ Add Note				
Co Message	from webpage	×		
Али + А Ве	Total number of behavioral points (50) exceeds maximum sugges points (45).	ted		— 0
Pro	Click OK to proceed or Cancel to continue editing.			
TIR De +A	ОК С	ncel		•••••••••••••••••••••••••••••••••••••••
Total Hours Spen	t on Revenue Generation Activities	60		
+ Add Note				
Bonus				
+ Add Another Lin Save & Cor	ie ntinue Later or Save & Submit	TOTAL POINT\$	500	

Evaluation and Scoring Utility - Completed

- 1) Once a submission has been score the status will change to RD Scored
- 2) If extra points beyond the maximum have been awarded a warning flag will be displayed here
 - Hover over the flag with the mouse to view the details of the flag
- 3) To view the detailed report click here

W	EVALUATION AND SCORING UTILITY TOTAL SALES ACTIVITY REPORT TOTAL YTD POINTS REPORT			6		I
<< MENU	WELCOME Duncan Purcell YOU ARE IN	REV IT UP				
You are logged in	as: Regional Director	•				
Display Febru EVALUATI	ary 2011 Go > ON & SCORING UTILITY - FE 	BRUARY 2011				
Hotel ID	Hotel Name	Participant		✓ <u>Status</u>	Acti	on
WHG4306	Hilton Windsor	AGM - Dan Bratic	GM/AGN	Not Submitted		
WHG4306	Hilton Windsor	GM - Duncan Purcell	🔒 RD S	cored	Vie vie	w

YTD Points Report

- 1) Click here to go to the YTD Points Report
- 2) Click here to select another year (if available)
- 3) Click here to view the full report for the selected month



TOTAL YTD POINTS REPORT - 2011 - Mike Bobbitt

	<u>Jan</u>	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	<u>Oct</u>	Nov	Dec	TOTAL
RevPAR	125	150	0	0	100	0	0	0	0	0	0	0	375
RevPAR index	125	150	0	0	125	0	0	0	0	0	0	0	400
Business Wins	10	10	0	0	10	0	0	0	0	0	0	0	30
Prospecting Activities	0	10	0	0	10	0	0	0	0	0	0	0	20
Lead Referrals to Regional Sales	10	5	0	0	10	0	0	0	0	0	0	0	25
Total Number of Sales Calls	0	5	0	0	10	0	0	0	0	0	0	0	15
Community Activities	0	10	0	0	10	0	0	0	0	0	0	0	20
Best Practices	0	5	0	0	10	0	0	0	0	0	0	0	15
Time Management	0	5	0	0	100	0	0	0	0	0	0	0	105
Bonus	10	59	0	0	10	0	0	0	0	0	0	0	79
TOTAL	280	409	0	0	395	0	0	0	0	0	0	0	1,084