

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

**REGIONAL DIRECTOR**  
Training Guide  
July 2011

# Rev It Up Participation Module

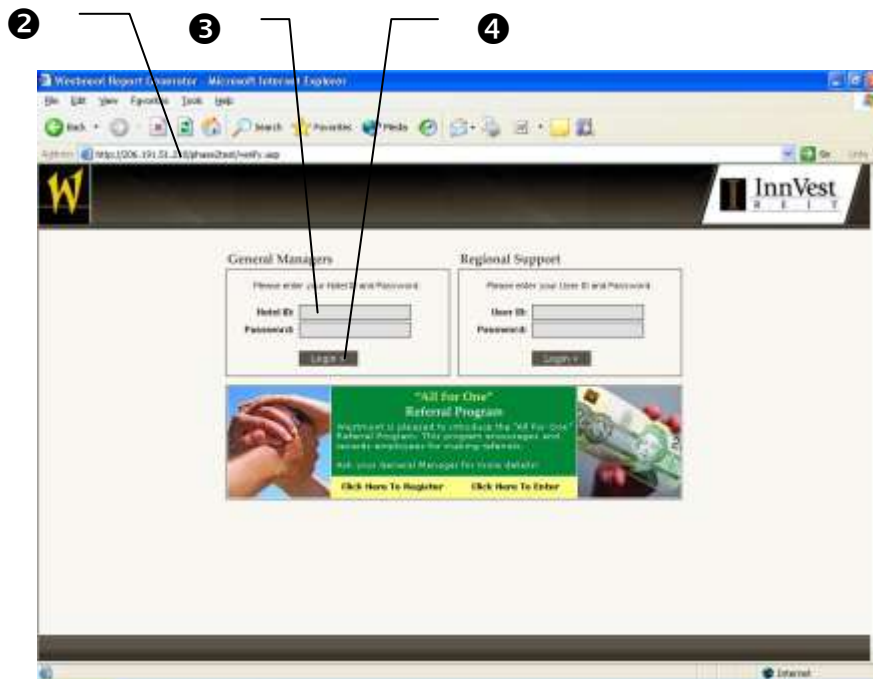
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## Logging In to the Westmont CAPEX Budgeting System – GM

- 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.

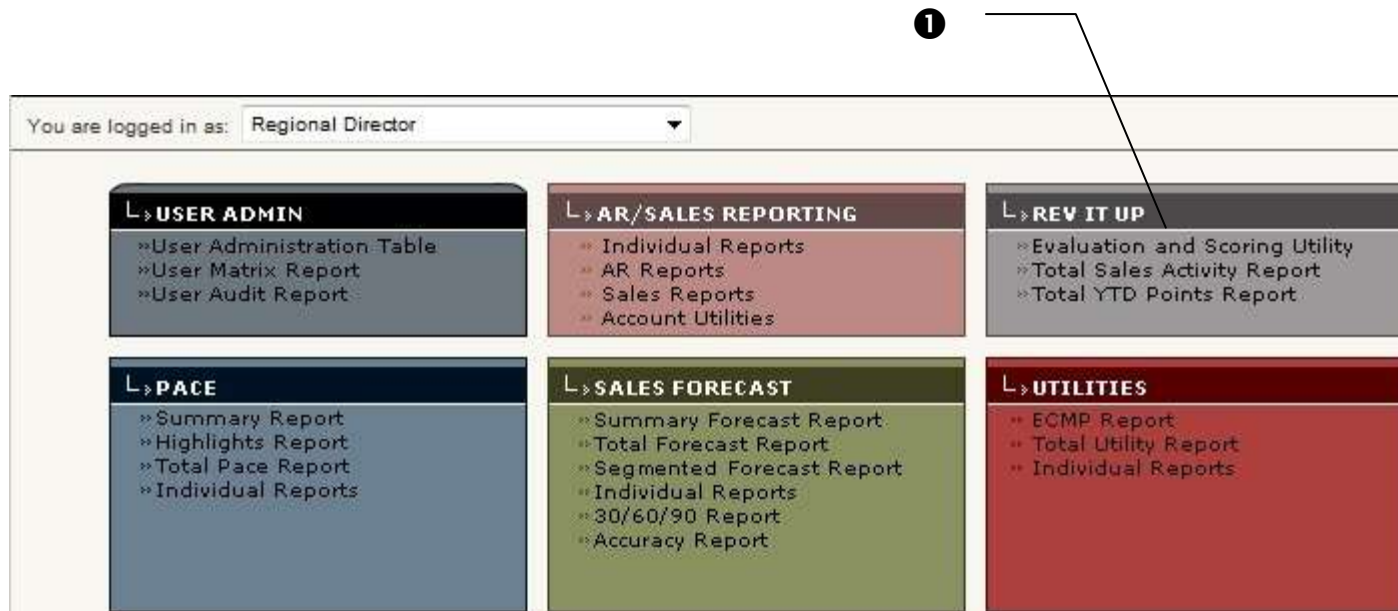
### **\*\*Note:**

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.



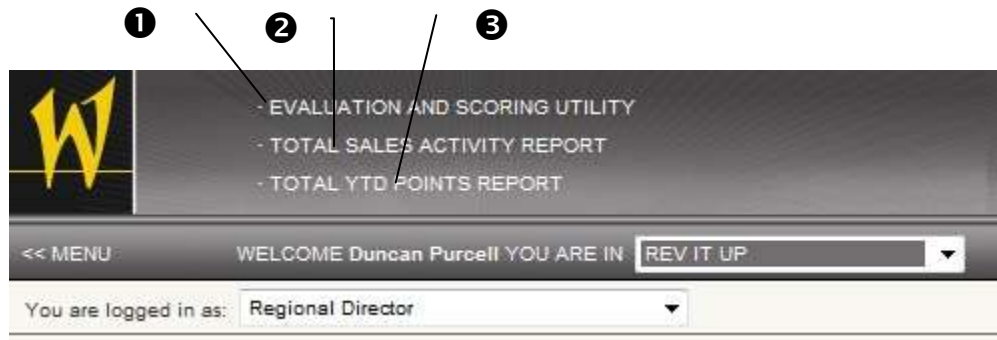
## Selecting the Rev It Up Module

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



## Rev It Up Default Menu

- 1) Click here to view 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

The screenshot shows the 'EVALUATION AND SCORING UTILITY' page. At the top, there's a navigation bar with a yellow 'W' logo on the left and a gold 'I' logo on the right. The bar contains links: 'EVALUATION AND SCORING UTILITY', 'TOTAL SALES ACTIVITY REPORT', and 'TOTAL YTD POINTS REPORT'. Below this is a dark grey bar with '<< MENU', 'WELCOME Duncan Purcell YOU ARE IN', and a dropdown menu set to 'REV IT UP'. Underneath is a light beige bar showing 'You are logged in as: Regional Director' with a dropdown arrow. Below that is a filter section with 'Display' followed by a month dropdown (set to 'February'), a year dropdown (set to '2011'), and a 'Go »' button. The main content area has a red header 'EVALUATION & SCORING UTILITY - FEBRUARY 2011'. Below this is a table with 5 columns: 'Hotel ID', 'Hotel Name', 'Participant', 'Status', and 'Action'. The table contains two rows of data. Callout 1 points to the 'EVALUATION AND SCORING UTILITY' link. Callout 2 points to the month dropdown. Callout 3 points to the 'score' link in the 'Action' column of the second row.

**EVALUATION & SCORING UTILITY - FEBRUARY 2011**

<u>Hotel ID</u>	<u>Hotel Name</u>	<u>Participant</u>	▼ <u>Status</u> ▼	<u>Action</u>
WHG4306	Hilton Windsor	AGM - Dan Bratic	GM/AGM Not Submitted	
WHG4306	Hilton Windsor	GM - Duncan Purcell	 GM/AGM Submitted	<a href="#">score</a>

## Scoring Form

Display report for February 2011 [View YTD Points Report](#)

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

**PERFORMANCE**

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

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

**BEHAVIORAL**

Business Value	# Rooms	ADR	Revenue	POINTS
Local Convention	10	\$20.00	\$1,330.00	
<b>Total</b>	<b>10</b>	<b>\$20.00</b>	<b>\$1,330.00</b>	

[+ Add Note](#)

Prospecting Activities	# Rooms	ADR	Revenue	POINTS
Cold calling through client list	10	\$77.00	\$770.00	
<b>Total</b>	<b>10</b>	<b>\$77.00</b>	<b>\$770.00</b>	

[+ Add Note](#)

Lead Materials to Regional Sales	# Rooms	ADR	Revenue	POINTS
ACHIEVE	10	\$82.00	\$820.00	
<b>Total</b>	<b>10</b>	<b>\$82.00</b>	<b>\$820.00</b>	

[+ Add Note](#)

Total Number of Sales Calls: 20

[+ Add Note](#)

**Community Activities**

Attended local B2B meeting

[+ Add Note](#)

**Lead Practices**

Proactive follow ups

[+ Add Note](#)

**Time Management**

Delegated activities to others to allow for more focus

[+ Add Note](#)

**TIME COMMITTED TO REVENUE GENERATION**

Total hours spent on Revenue Generation activities: 40

[+ Add Note](#)

Bonus

[+ Add Another Line](#)

[Save & Continue Later](#) [Save & Submit](#) **TOTAL POINTS: 200**

- 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
- 4) 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
- 2) Click here to close the message and complete the form

The screenshot shows a web form titled "Rev It Up Participation Module". The form has several sections with input fields and checkboxes. The first section is "Total Number of Sales Calls" with a value of 20. Below it is a "+ Add Note" link. The second section is "Community Activities" with a value of 20. Below it is a "+ Add Note" link. The third section is "Best Practices" with a value of 20. Below it is a "+ Add Note" link. The fourth section is "Time Management" with a value of 20. Below it is a "+ Add Note" link. The fifth section is "TIME COMMITTED TO REVENUE GENERATION" with a value of 60. Below it is a "+ Add Note" link. The sixth section is "Bonus" with a value of 0. Below it is a "+ Add Another Line" link. At the bottom, there are two buttons: "Save & Continue Later" and "Save & Submit". To the right of these buttons is a "TOTAL POINTS" field with a value of 300. An error message dialog box is overlaid on the form. The dialog box has a title bar "Message from webpage" and a close button (X). The message text is "Every Bonus line must be either fully filled or blank." with a yellow warning icon. There is an "OK" button at the bottom right of the dialog box. Two numbered callouts point to the dialog box: "1" points to the message text, and "2" points to the "OK" button.

Total Number of Sales Calls 20

+ Add Note

Community Activities 20

+ Add Note

Best Practices 20

+ Add Note

Time Management 20

+ Add Note

TIME COMMITTED TO REVENUE GENERATION

Total Hours Spent on Revenue Generation Activities 60

+ Add Note

Bonus 0

+ Add Another Line

Save & Continue Later or Save & Submit

TOTAL POINTS 300

Message from webpage

Every Bonus line must be either fully filled or blank.

OK

1

2



### 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

The screenshot shows a web form with several input fields and a modal dialog box. The dialog box, titled "Message from webpage", contains a question mark icon and the text: "Total number of behavioral points (50) exceeds maximum suggested points (45). Click OK to proceed or Cancel to continue editing." Below the text are "OK" and "Cancel" buttons. Three numbered callouts point to the dialog box: 1 points to the message text, 2 points to the "OK" button, and 3 points to the "Cancel" button. The background form includes fields for "Total Number of Sales Calls" (value 20), "Total Hours Spent on Revenue Generation Activities" (value 60), and a "Bonus" section. At the bottom, there are buttons for "Save & Continue Later" and "Save & Submit", and a "TOTAL POINTS" field showing 300.

Total Number of Sales Calls: 20

+ Add Note

Message from webpage

? Total number of behavioral points (50) exceeds maximum suggested points (45).  
Click OK to proceed or Cancel to continue editing.

OK Cancel

Total Hours Spent on Revenue Generation Activities: 60

+ Add Note

Bonus

+ Add Another Line

Save & Continue Later or Save & Submit

TOTAL POINTS: 300

1

2

3

## 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

The screenshot shows the 'EVALUATION AND SCORING UTILITY' interface. At the top, there's a navigation bar with a 'W' logo and links to 'EVALUATION AND SCORING UTILITY', 'TOTAL SALES ACTIVITY REPORT', and 'TOTAL YTD POINTS REPORT'. Below this is a welcome message 'WELCOME Duncan Purcell YOU ARE IN REV IT UP' and a dropdown menu. The user is logged in as 'Regional Director'. There are filters for 'Display February 2011' and a 'Go' button. The main section is titled 'EVALUATION & SCORING UTILITY - FEBRUARY 2011'. It contains a table with columns: 'Hotel ID', 'Hotel Name', 'Participant', 'Status', and 'Action'. The table has two rows. The first row shows 'WHG4306', 'Hilton Windsor', 'AGM - Dan Bratic', and 'GM/AGM Not Submitted'. The second row shows 'WHG4306', 'Hilton Windsor', 'GM - Duncan Purcell', and 'RD Scored'. A red warning flag icon is next to 'RD Scored'. A 'view' link is in the 'Action' column for the second row. Three numbered callouts point to specific elements: 1 points to the 'Status' column header, 2 points to the red warning flag icon, and 3 points to the 'view' link.

Hotel ID	Hotel Name	Participant	Status	Action
WHG4306	Hilton Windsor	AGM - Dan Bratic	GM/AGM Not Submitted	
WHG4306	Hilton Windsor	GM - Duncan Purcell	 RD Scored	<a href="#">view</a>

