

WESTMONT

Rev It Up Participation Module

GM & AGM
Training Guide
July 2011

Rev It Up Participation Module

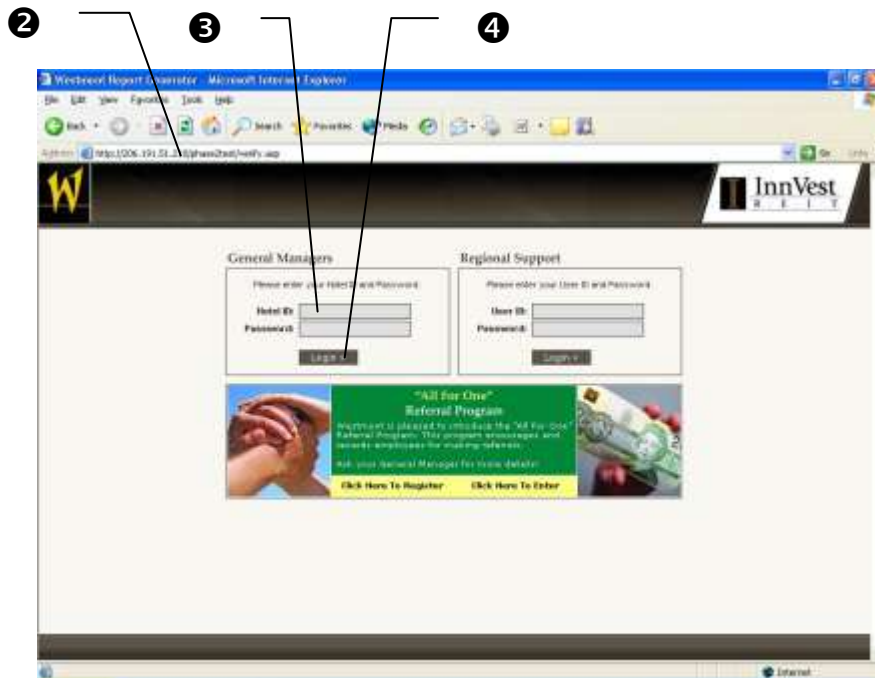
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Logging In to the Westmont CAPEX Budgeting System

- 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.

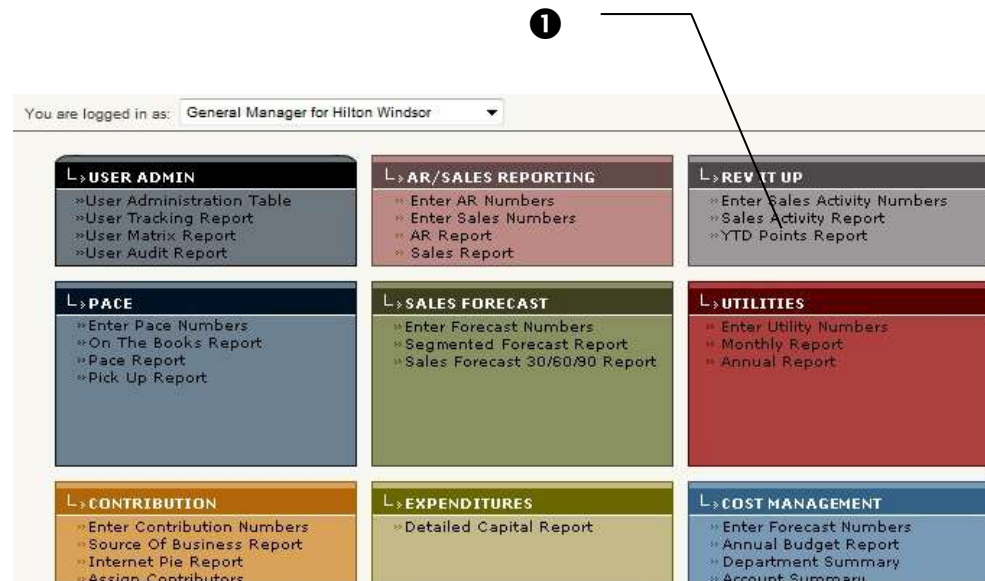
****Note:**

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.



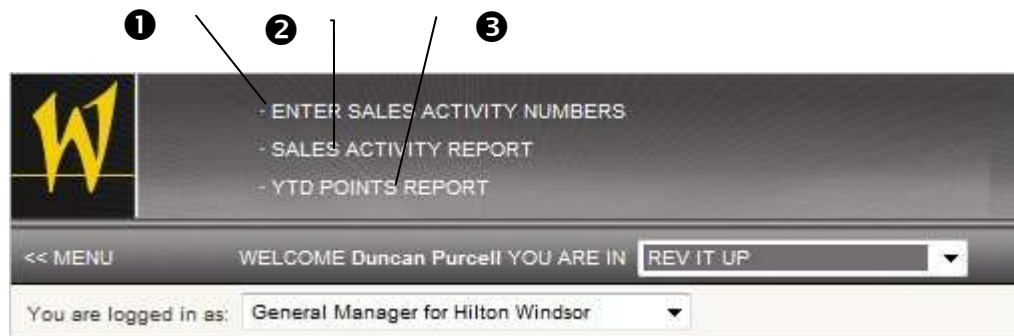
Selecting the Rev It Up Module

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



Rev It Up Default Menu

- 1) Click here to enter your Sales Activities Numbers
- 2) Click here to view past Sales Activities Reports
- 3) Click here to view YTD Points Report



Enter Monthly Numbers

- 1) Click here to enter select a month to enter Sales Activities Numbers
- 2) Months in Green have been submitted and scored by the Regional Director
- 3) Months in Red have no numbers submitted
- 4) Months not highlighted are not available for data entry

The screenshot shows the Rev It Up Participation Module interface. At the top, there is a navigation bar with a yellow 'W' logo and three menu items: '- ENTER SALES ACTIVITY NUMBERS', '- SALES ACTIVITY REPORT', and '- YTD POINTS REPORT'. Below this is a welcome message: 'WELCOME Duncan Purcell YOU ARE IN' followed by a dropdown menu currently showing 'REV IT UP'. Below the welcome message, it says 'You are logged in as: General Manager for Hilton Windsor' with a dropdown arrow. The main content area features a horizontal row of month buttons for 2011: Jan-2011, Feb-2011, Mar-2011, Apr-2011, May-2011, Jun-2011, Jul-2011, Aug-2011, Sep-2011, Oct-2011, Nov-2011, and Dec-2011. Below this row is a legend box with three entries: a red box for 'Data has not been submitted - click the month to access the entry form', a green box for 'Data has been submitted - click the month to view the report', and a white box for 'Future non-clickable months'. Numbered callouts (1-4) point to specific elements: 1 points to the 'ENTER SALES ACTIVITY NUMBERS' menu item, 2 points to the Jan-2011 button, 3 points to the Feb-2011 button, and 4 points to the Jul-2011 button.

2

3

1

4

- ENTER SALES ACTIVITY NUMBERS
- SALES ACTIVITY REPORT
- YTD POINTS REPORT

<< MENU WELCOME Duncan Purcell YOU ARE IN REV IT UP

You are logged in as: General Manager for Hilton Windsor

Jan-2011 Feb-2011 Mar-2011 Apr-2011 May-2011 Jun-2011 Jul-2011 Aug-2011 Sep-2011 Oct-2011 Nov-2011 Dec-2011

Data has not been submitted - click the month to access the entry form
Data has been submitted - click the month to view the report
Future non-clickable months

Monthly Numbers Form

You are logged in as: General Manager for Hilton Windsor

ENTER SALES ACTIVITY NUMBERS - FEBRUARY 2011
Hilton Windsor - Duncan Purcell (GM)

PERFORMANCE

RevPAR Performance	Budget	Actual	Variance	Percentage
RevPAR				

RevPAR Index Performance

RevPAR Index	Budget Jan 2011	Actual Jan 2011	Variance	Percentage
RevPAR Index				

BEHAVIORAL

Business Visits (List companies)

# Rooms	ADR	Revenue
Total	0	\$0.00

[+ Add Another Line](#) [+ Add Note](#)

Prospecting Activities (List companies/nature of activity)

# Rooms	ADR	Revenue
Total	0	\$0.00

[+ Add Another Line](#) [+ Add Note](#)

Lead Referrals to Regional Sales (List company and name of Regional)

# Rooms	ADR	Revenue
Total	0	\$0.00

[+ Add Another Line](#) [+ Add Note](#)

Total Number of Sales Calls

[+ Add Note](#)

Community Activities

[+ Add Another Line](#) [+ Add Note](#)

Best Practices

[+ Add Another Line](#) [+ Add Note](#)

Time Management

[+ Add Another Line](#) [+ Add Note](#)

TIME COMMITTED TO REVENUE GENERATION

Total Hours Spent on Revenue Generation Activities

[+ Add Note](#)

[Save & Continue Later](#) or [Save & Submit to Regional Director](#)

2

2

3

4

5

6

- 1) Click on a month highlighted in Red to enter monthly numbers (see #3 previous page)
- 2) All fields in yellow require data before form can be submitted
- 3) Click here to add another line
- 4) Click here to add a text note to the line item
- 5) Click here to Save & Continue at a later time – this does not submit the form to the Regional Director for scoring
- 6) Click here to Save & Submit the form to the Regional Director for scoring. (Note: Once a form has been submitted, it can no longer be edited)

Monthly Sales Activity Report

The screenshot shows a web application interface for a 'SALES ACTIVITY REPORT'. At the top, there's a header with a logo and navigation links. Below the header, a login bar shows 'WELCOME Duncan Purcell YOU ARE IN REV IT UP'. A message states 'You are logged in as: General Manager for Hilton Windsor'. A filter section allows selecting the report for 'February' in '2011'. A 'View' link is present. The main title is 'SALES ACTIVITY MONTHLY REPORT - FEBRUARY 2011' for 'Hilton Windsor - Duncan Purcell (GM)'. The report is divided into 'PERFORMANCE' and 'BEHAVIORAL' sections. The 'PERFORMANCE' section includes two tables: 'RevPAR Performance' and 'RevPAR Index Performance'. The 'BEHAVIORAL' section includes three tables: 'Business Wins', 'Prospecting Activities', and 'Lead Referrals to Regional Sales'. At the bottom, there are sections for 'Total Number of Sales Calls', 'Community Activities', 'Best Practices', 'Time Management', and 'TIME COMMITTED TO REVENUE GENERATION'.

RevPAR Performance	Budget	Actual	Variance	Percentage
RevPAR	\$10,000.00	\$11,000.00	\$1,000.00	110.00%

RevPAR Index Performance	Budget Jan 2011	Actual Jan 2011	Variance	Percentage
RevPAR Index	10,000.00	11,000.00	1,000.00	110.00%

Business Wins	# Rooms	ADR	Revenue
Local Convention	15	\$88.00	\$1,320.00
Total	15	\$88.00	\$1,320.00

Prospecting Activities	# Rooms	ADR	Revenue
Cold calling through client list	10	\$77.00	\$770.00
Total	10	\$77.00	\$770.00

Lead Referrals to Regional Sales	# Rooms	ADR	Revenue
ACME Inc	10	\$82.00	\$820.00
Total	10	\$82.00	\$820.00

Total Number of Sales Calls	25
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Community Activities
Attended local DG meeting

Best Practices
Progressive follow up

Time Management
Delegated activities to others to allow for more focus

TIME COMMITTED TO REVENUE GENERATION	
Total Hours Spent on Revenue Generation Activities	60

3

1

1) When a form has been submitted the final report will be displayed

2

2) Click here to view previous reports that have been submitted

3) Click here to go to the YTD Points Report

