

We earn loyalty together.

eDesk 快速入门指南

购买积分奖励和团体、会议与活动

在 eDesk 中原为聚惠通(go meet)

本快速入门指南概述了酒店业主和总经理如何使用 "购买积分奖励"(PPR)和 "团体、会 议与活动"(MEET)计划向会员授予温德姆奖赏计划积分。

> **请注意**: 仅限酒店负责人、业主负责人和总经理/ 副总经理访问**购买积分奖励(PPR)**和团体、会 议与活动(MEET)功能。

- 1. 导航至"Member Account" (会员账户) 页面
- 点击"+ add bonus"(添加奖励),其位于"Member Account"(会员账户) 页面的右上角

Member Account			+ add bonus	post stay
Lynn With Acct # 500105047G Tier: Blue Member for 0d				
Profile				
* Personal Information		* TienPoint Summary		
	Name Lynn With	Tier Qualifiers 0 Nights		
* Address				
	Home 8 Grove Road Orange, NJ 00990 US			
v Address	Name Lynn With Home 8 Grave Road Crange, NJ 00980 US	Tier Qualifiers 0 Hights		

- 3. 在"Add Bonus"(添加奖励)页面填写以下内容:
 - a. **类型 (Type)**:从下拉菜单中选择"Point Purchase Bonus" (购买积分奖励),系 统将自动显示"Bonus" (奖励) 一栏
 - b. 奖励(Bonus):
 - i. 输入 PPR, 以显示"Purchase Points"(购买积分)类别
 - 或
 - ii. 输入 MEET, 以显示"Groups, Meetings & Events"(团体、会议与活动)类别

<u>请注意</u>: 在"Add Bonus"(添加奖励) 页面授予积分时,只能选择"PPR"(购买 积分奖励)或"MEET"(团体、会议与活 动)。

c. 选择合适的购买积分奖励(PPR)或团体、会议与活动(Meet)类别;系统 将自动显示"Amount"(积分数额)一栏

* Туре	Point Purchase Bonus ~	* Туре	Point Purchase Bonus	
* Bonus	PPR	 * Bonus	Meet	***
* Comment	Purchase Points - Costomer Service (PPR-CS Purchase Points - Employee Incontro (PPR-CH) Purchase Points - Enrollment Incontrol (PPR-EN) Purchase Points - Cuest Loyal (PPR-CL) Purchase Points - Medallia Survey (PPR-MED) Purchase Points - Other (PPR-OTH)	* Comment	Associations Ferred (NEET-ASSO) Corporate Event (NEET-CORP Othor Event (NEET-CORP SMERF Event (NEET-SOLAL) Sports Event (NEET-SOCIAL) Sports Event (NEET-SPORTS)	

- d. 积分数额(Amount): 输入您想要授予该会员的积分数量
- e. 酒店代码(Property Code): 输入您的五位数酒店代码
- f. 备注(Comment): 输入授予该积分的原因
- g. 点击"Save Bonus" (保存奖励)

	×			
Point Purchase Bonus				
Purchase Points - Employee Incentive (PPR-EMI)				
1000 Loyalty				
type to select				
Monthly enrollment winner				
	11			
Save Bonus Will create a call log				
	Point Purchase Bonus Purchase Points - Employee Incentive (PPR-EMI) 1000 Loyalty type to select Monthly enrollment winner Save Bonus Will create a call log			

请注意:所有因此产生的积分购买均为最终决定。提出申请后,您酒店将收到积分费用账单 (\$0.005/点积分)。