

BEST OF TOWNE –TRIP ADVISOR PROGRAM MANAGER JOB AID

OVERVIEW

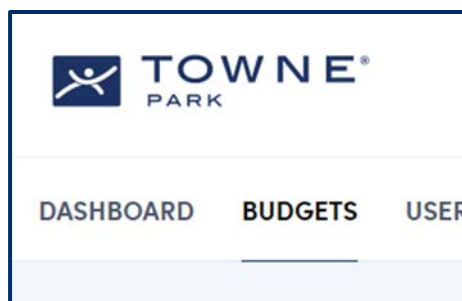
The Trip Advisor program within Best of Towne provides Managers the opportunity to reward and recognize our associates who go above and beyond for our clients and are recognized by our clients with a named 5-star review in Trip Advisor.

ELIGIBILITY FOR TRIP ADVISOR REWARD

Active, hourly associate received a named 5-star review on Trip Advisor while working for Towne Park.

INSTRUCTIONS FOR AWARDED TRIP ADVISOR REWARD

1. To view your site budget, first navigate to the Best of Towne Homepage, login, and select **ADMIN** in the top right corner of the page.
2. Next, select the **BUDGETS** tab in the top left corner of the page.

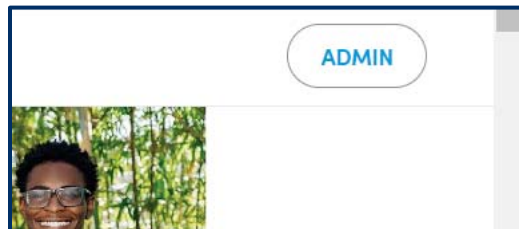


3. You can then view your budget on the left-hand side of the page.

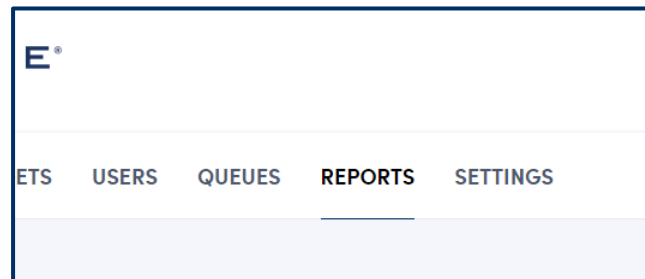
Dashboard	
My Budgets	
District Budgets – D – Anywhere	80
District Budgets – D - Hometown	260
District Budgets – Regional	0
Points Balance	340

INSTRUCTIONS FOR RUNNING REPORTS IN BEST OF TOWNE

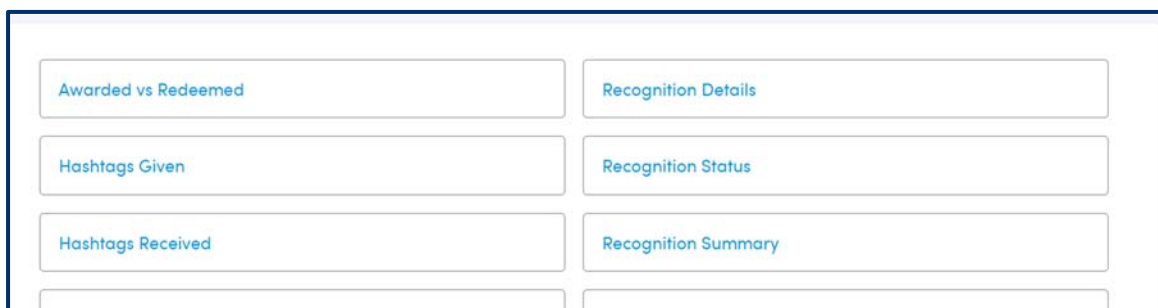
1. To run reports for points awarded and spent, first navigate to the **ADMIN** tab.



2. Next, select the **REPORTS** tab in the top left corner of the page.



3. Choose the **report from the report list, some examples are shown below.**



4. The **Recognition Details** report provides information on associates who have been recognized by all types of awards.
 - Enter the filter information, for example, Start Date and End Date.
 - Select "Show" to generate the report
 - Select Export to download the data from the report.
 - Additional Filters can be applied in the Best of Towne platform or in the extracted data.

REPORTS

Recognition Details

FILTERS

Start Date 	End Date 	From Group Add Filter	To Group Add Filter	From XMLNAME____Cost_Center 	From XMLNAME____Department 	From XMLNAME____Job_Title
From XMLNAME____Management_Level 	From XMLNAME____City 	From XMLNAME____District 	From Level 8 Recipient Eligibility 	To XMLNAME____Cost_Center 		
To XMLNAME____Department 	To XMLNAME____Job_Title 	To XMLNAME____Management_Level 	To XMLNAME____City 	To XMLNAME____District 		
To Level 8 Recipient Eligibility 						

SHOW

EXPORT