



eDesk QUICK START GUIDE

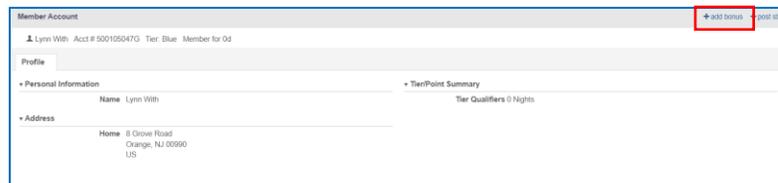
Purchase Points Rewards & Groups, Meetings & Events

(formerly *go meet*) in eDesk

This Quick Start Guide outlines how Owners and General Managers can use the **Purchase Points Rewards (PPR)** and **Groups, Meetings & Events (MEET)** programs to award Wyndham Rewards points to members.

Important: Access to **PPR** and **Groups, Meetings & Events** functionality is limited to Site Principals, Entity Principals and General Managers / Assistant General Managers.

1. Navigate to a member's **Member Account**
2. Click **+ add bonus** (located in the upper right of the **Member Account** screen)



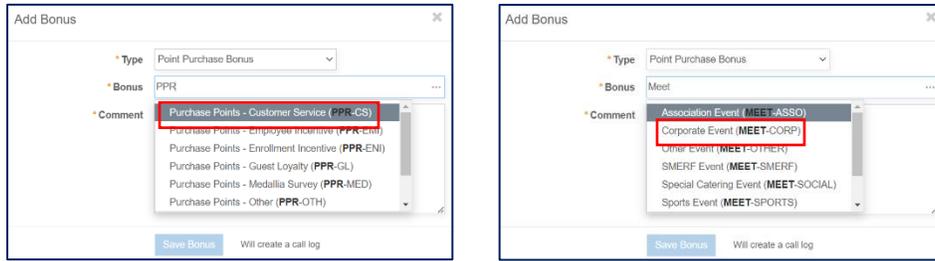
3. Complete the fields in the **Add Bonus** screen as follows:
 - a. **Type:** Select **Point Purchase Bonus** from the drop-down menu; the **Bonus** field will populate.
 - b. **Bonus:**
 - i. Enter **PPR** for Purchase Points Rewards categories to display;

or

 - ii. Enter **MEET** for Groups, Meetings & Events categories to display.

Important: Only select **PPR** or **MEET** when awarding points using the **Add Bonus** screen.

c. Select the appropriate **PPR** or **Meet** category; the **Amount** field will populate.



d. **Amount:** Enter the number of points to award the member.

e. **Property Code:** Enter hotel's five-digit site number.

f. **Comment:** Enter a reason for awarding the points.

g. Click **Save Bonus**.

The image shows a screenshot of the 'Add Bonus' form with the following fields filled out: 'Type' is 'Point Purchase Bonus', 'Bonus' is 'Purchase Points - Employee Incentive (PPR-EMI)', 'Amount' is '1000' with 'Loyalty' as a label, 'Property Code' is 'type to select', and 'Comment' is 'Monthly enrollment winner'. The 'Save Bonus' button at the bottom is highlighted with a red box.

Important: All sales are final. Cost: US\$0.005/point.
