



eDesk QUICK START GUIDE

Purchase Points Rewards & Groups, Meetings & Events in eDesk

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

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

to members.

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

A screenshot of the "Member Account" screen in a web application. The header shows "Member Account" and a red box highlights the "+add bonus" button in the top right corner. Below the header, the user's name "Lynn With" and account details "Acct # 500105047G Tier: Blue Member for 0d" are displayed. The main content area is divided into two sections: "Personal Information" and "TierPoint Summary". The "Personal Information" section includes fields for "Name" (Lynn With) and "Address" (Home: 8 Grove Road, Orange, NJ 09090, US). The "TierPoint Summary" section shows "Tier Qualifiers 0 Nights".

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 **GOM** for *Groups, Meetings & Events* categories to display
 - c. Select the appropriate PPR or *Groups, Meetings & Events* 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

Add Bonus

Type

Point Purchase Bonus

Bonus

Purchase Points - Employee Incentive (PPR-EMI)

Amount

1000

Loyalty

Property Code

type to select

Comment

Monthly enrollment winner

Save Bonus

Will create a call log

- g. Click **Save Bonus**

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