

## We earn loyalty together.

## **eDesk QUICK START GUIDE**

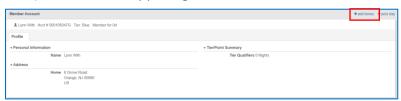
## Purchase Points Rewards & Groups, Meetings & Events in eDesk

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)

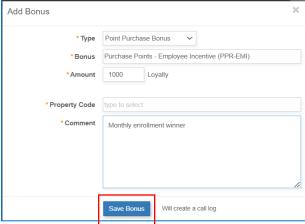


- 3. Complete the fields in the Add Bonus screen as follows:
  - a. **Type**: select **Point Purchase Bonus** from the drop-down menu; the **Bonus** field will populate
  - b. Bonus:

or

- i. Enter **PPR** for Purchase Points Rewards categories to display
- 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



g. Click Save Bonus

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