



eDesk QUICK START GUIDE

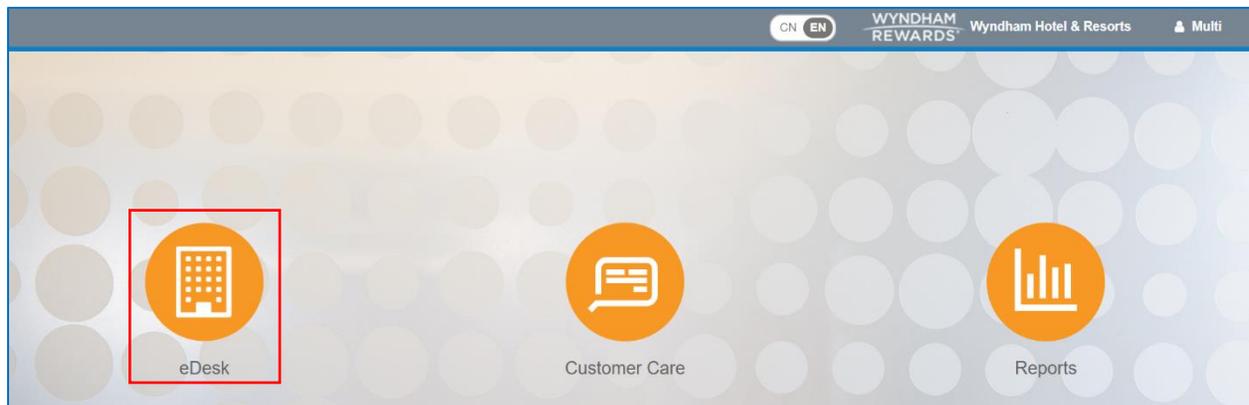
Points Bank

This Quick Start Guide outlines how to distribute Wyndham Rewards Points using the Points Bank in eDesk.

Points Bank

Follow these instructions to distribute Wyndham Rewards points to your employees using the Points Bank:

- Upon entering eDesk, select the **eDesk** icon.



- This will take you to your hotel's **eDesk Dashboard**.
- First, if you have more than one property, enter the 5-digit site number in the **Location** field.



- Scroll down to the bottom of the **eDesk Dashboard** to view your hotel's **Points Bank**.

Points Bank

The Rewards Circle is an important tool to help hotels achieve their Quarterly Valid Enrollment Target. Hotel staff can earn Wyndham Rewards points for every Valid Enrollment. Points are awarded on a monthly basis for the prior month. Start earning toward exciting rewards including: free nights, gift cards, merchandise and more! [How It Works](#)

Enrollments

Valid Enrollments*

◀
0 in June
0
▶

0 in 2024
0

*Points are deposited into the hotel's Points Bank in the month following the month they were earned.

Points

You Have
500 Points
To Distribute

500 of these points expire on 08/10/2024

[⇒ View Points Bank](#)

Earning and use of points are subject to complete [Terms & Conditions: U.S.](#) and [Terms & Conditions: Canada](#)

- The **Enrollments** section displays:
 - the number of Valid Enrollments processed in the current month;
 - the number of Wyndham Rewards points earned in the current month;
 - the number Valid Enrollments processed in the current year; and
 - the number of points earned in the current year.

Points Bank

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◀
0 in June
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Points

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- Use the left arrow to view the previous month's Valid Enrollments and points.
- Use the right arrow to return to the current month's Valid Enrollments and points.

Note: Wyndham Rewards points are awarded to your hotel's Points Bank on or about the tenth of the month following the month in which they are earned.

- The **Points** section displays:
 - The number of points available in your hotel's Points Bank;
 - The expiration date of the points which will expire first; and
 - A link to distribute your hotel's points to your employees.

Points Bank

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Enrollments

Valid Enrollments*

<
0 in June
0
>

<
0 in 2024
0
>

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Points

You Have
500 Points
To Distribute

500 of these points expire on 08/10/2024

[⇒ View Points Bank](#)

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- Select **View Points Bank**

Points

You Have
92,700 Points
To Distribute

92,700 of these points expire on 07/23/2024

[⇒ View Points Bank](#)

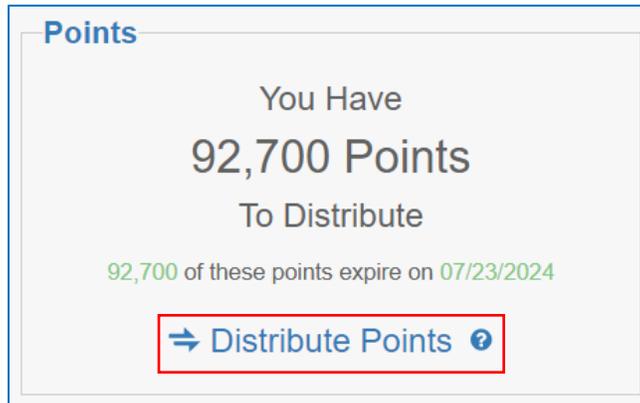
Reminder: Points expire 60 days after they are added to your Points Bank. Check your Transaction History to view expiration date(s).

- The **Transaction History** section displays:
 - **Bonus(es):**
 - The number of points deposited into your hotel's Points Bank;
 - The date(s) **Bonus(es)** were deposited into your hotel's Points Bank.
 - **Redemption(s):**
 - The number of points distributed to your hotel's employees;
 - The dates of each redemption;

- The Wyndham Rewards member number used for each Redemption.

Description	Member ...	Type	Activity...	Post Date	Points
The Rewards Cir...		Bonus		05/24/2024	97700
Points Distribute...	500361722H	Redemption		06/07/2024	-5000

- Select **Distribute Points**.



- Enter the employee's Wyndham Rewards member number in the **Transfer to** field;
- Select the magnifying button;

The screenshot shows the 'Distribute Points' form. The 'Transfer To' field is highlighted with a red box and contains the member number '500361722H'. A magnifying glass icon is visible to the right of the field. Below it is the 'Points To Transfer' field, which is empty. At the bottom of the form is a blue 'Distribute' button.

- The member's name will display under the **Transfer To** field;
- Confirm the member's name;

The screenshot shows the 'Distribute Points' form after the member's name has been displayed. The 'Transfer To' field still contains '500361722H'. Below it, the name 'Sue Pea' is displayed next to a magnifying glass icon. The 'Points To Transfer' field remains empty. The 'Distribute' button is still at the bottom.

- If the Wyndham Rewards member number isn't correct, the following error message will display:

The screenshot shows a 'Distribute Points' form. The 'Transfer To' field contains the number '123456790n'. Below this field, an orange error message box displays 'Member account not found'. The 'Points To Transfer' field is empty, and the 'Distribute' button is visible at the bottom.

- Add the number of points to distribute to the member in the **Points to Transfer** field;
- Select **Distribute**.

The screenshot shows the 'Distribute Points' form with the 'Transfer To' field containing '500361722H' and the 'Name' field showing 'Sue Pea'. The 'Points To Transfer' field is set to '5000'. The 'Distribute' button is highlighted with a red box.

- The transaction will display in the **Transaction History**;
- The number of points in the **Points** section will represent the new total.

The screenshot shows the 'Points' section on the left, which displays 'You Have 87,700 Points To Distribute'. On the right, the 'Transaction History' table is visible. The table has columns for Description, Member, Type, Activity, Post Date, and Points. The following table represents the data shown in the screenshot:

Description	Member	Type	Activity	Post Date	Points
Points Distribute...	500361722H	Redemption	06/09/2024	06/09/2024	-5000
Points Distribute...	500361722H	Redemption	06/07/2024	06/07/2024	-5000
The Rewards Cir...		Bonus	05/24/2024	05/24/2024	97700

Transaction History:

- Use the filter buttons to search/sort the **Description, Member, Type, Activity, Post Date & Points** columns.

The screenshot shows the 'Transaction History' table with a filter dropdown menu open over the 'Description' column. The dropdown menu shows 'Contains' as the selected filter type and a 'Filter...' input field. The table data is the same as in the previous screenshot.

- If **The Rewards Circle Points Bank Monthly Award** is the **Description**:
 - the date in the **Activity & Post Date** columns reflects the date when points are earned through The Rewards Circle.
- If **Points Distributed to Employee** is the **Description**:
 - The date in the **Activity & Post Date** columns reflects the date when points were distributed to the employee.

Transaction History					
Description	Member ...	Type	Activity...	Post Date	
The Rewards Circle Points Bank Monthly Award		Bonus	05/24/2024	05/24/2024	
Points Distributed to Employee	500361722H	Redemption	06/09/2024	06/09/2024	
Points Distributed to Employee	500361722H	Redemption	06/07/2024	06/07/2024	

Points Expiration:

This section displays:

- The expiration date for the Wyndham Rewards points deposited into your hotel's Points Bank;
- The number of points earned, distributed or expired;
- The number of available points left to distribute.

Points Expiration				
Points must be distributed within 60 days or they expire from your Points Bank. Once points are distributed to an account, they follow the Wyndham Rewards program expiration rules.				
Status	Earned	Distributed	Expired	Available
Expiration Date: Aug 10, 2024.	1,000	500	0	500
Expiration Date: Jul 23, 2024.	97,700	97,700	0	0