



TRENZ
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Mapping and Assignment Guide

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Please find step-by-step instructions to assist you while you work through the mapping and assignment process. If at any point you require further explanation or assistance, please do not hesitate to contact the TRENZ team on:

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These instructions will help you navigate the Mapping & Assignment process and how to allocate appointment books within your organisation. Please note this tab is only available to the TRENZ Registration Contact.

What is Mapping & Assignment for?

The Mapping & Assignment functionality allows Sellers to assign each appointment book to a particular attending delegate and then map each appointment book to the particular markets they wish to be exclusively meeting with. This tab is only available to your company TRENZ Registration Contact.

- All registered Seller companies have access to Mapping & Assignment.
- All Sellers can 'map' their appointment book, so that Trade Booths cannot request appointments with them during the appointment requesting phase
- Sellers who have purchased more than one appointment book, also have access to allocate each appointment book to a geographical region. For example, Sellers who have an Eastern stream and & Western Stream, can assign and map these books accordingly.
- Once mapped, only Buyers from those particular regions can request appointments within those books, meaning the right staff will see the right buyers.
- For example, if you have a staff member who specialises in the China market, you need to select only the China streams in the 'wants to see' column. This then allows only Chinese buyers to request the appointments in that stream. This geographic mapping is based on the TNZ market the Buyer works with.
- In the second appointment book, you would then have to apply the opposite mapping (i.e. all other countries)
- In this tab, you can also change the assignment of their appointment book, to another registered delegate (full passes only).

You can make changes in Mapping & Assignment, as many times as you wish, up until 5pm, 7 February 2018. After this time, Mapping & Assignment is no longer available.

Please note the mapping section only applies during the appointment request phase – after this time, all manually scheduled appointments do not follow these rules, so you will need to manage accepting of any requests closely.

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| Appointments | Assign To | Wants to see | Does NOT want to see | |
|--------------|----------------------|---|----------------------|---|
| Seller | <input type="text"/> | <ul style="list-style-type: none"> Australia New Zealand Argentina Austria Belgium Brazil Canada Chile China - East China - North | Trade Booth | <input type="button" value="Edit"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> |
| Seller | <input type="text"/> | <ul style="list-style-type: none"> Australia New Zealand Argentina Austria Belgium Brazil Canada Chile China - East China - North | Trade Booth | <input type="button" value="Edit"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> |

To assign a book to a person

1. Click edit on the right hand side on the appointment book you wish to assign. You will see a drop down list of eligible people from your company (all those that are full pass holders). Select the person you wish to assign.
2. Once you've made the changes click Save. This person has now been assigned to manage this appointment book.
3. If you have a second appointment book – you will need to follow the previous steps for this book.

To map a book

1. Click edit on the right hand side of the appointment book you wish to map. Select from the options available in the "Wants to see" and move them across to the "Does NOT want to see" column by using the arrows. (Note, those sellers with one appointment book will only be able to see 'Trade Booth'). Click save, and requests will only be available for this book from the "Wants to see" column.
2. The best approach if you have a double appointment book is to assign the books to the people managing the streams i.e. Claire is Western Markets & Bob is Asian Markets.
3. If you would like an alternate company name that is not your registered company name - to be shown in the persons profile, i.e. Claire, TIA Western Markets, please contact us as we can add this in so it is visible in the searches. (Only one Alternate Company Name per person)
4. If one person wishes to manage all of the appointment requests across more than one appointment book – it is recommended that they login as the delegate allocated to each book, so will need to obtain those details from the relevant people. We DO NOT recommend having one person allocated to multiple books.