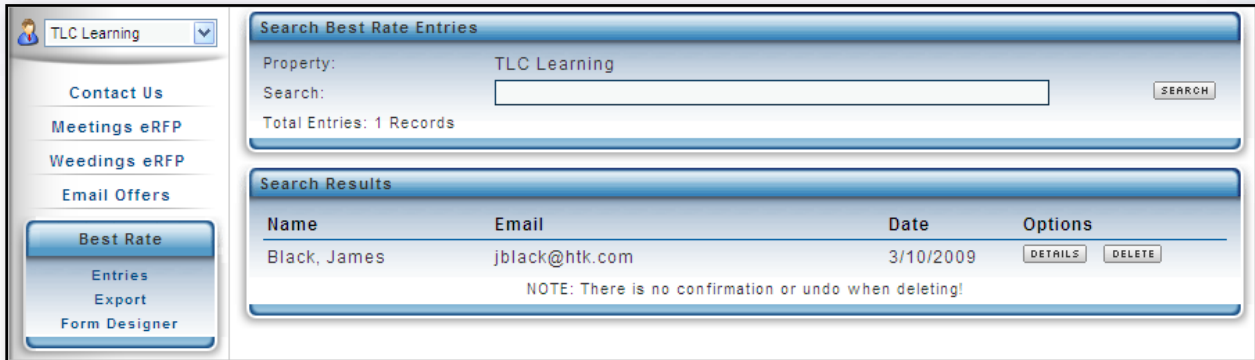


# Best Rate Form – View and Export Entries



eMarketing > Best Rate



The screenshot shows a web interface for searching Best Rate Entries. On the left is a navigation menu with options: Contact Us, Meetings eRFP, Weddings eRFP, Email Offers, Best Rate (highlighted), Entries, Export, and Form Designer. The main area has a search bar for 'TLC Learning' with a 'SEARCH' button. Below the search bar, it says 'Total Entries: 1 Records'. A table titled 'Search Results' contains one entry: 'Black, James' with email 'jblack@htk.com' and date '3/10/2009'. The 'Options' column for this entry has 'DETAILS' and 'DELETE' buttons. A note below the table states: 'NOTE: There is no confirmation or undo when deleting!'.

1. Enter the **Search** criteria and click the **Search** button to find a specific entry.
  - To view client information and completed Best Rate Form, click the **Details** button under **Options** from the **Search Results**.
  - To delete an entry, click the **Delete** button.
  - To export an entry, select the **Export** link from the left hand side navigation.
    - a. Click the **Export Now** button to export entry details into a Microsoft Excel (.xls) file.



**DELETE Warning:** Entries are deleted immediately. No warning message displays. Once deleted, there is no provision for undoing and deleted entries may not be recovered.

Find a complete listing of Hospitality Toolkit job aids at:

<http://www.learningservices.travelclick.com/hospitality-toolkit/index.cfm>