



MICE Buyer Database – User Guide

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Version 1.0



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Computing**

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1 GENERAL INFORMATION

1.1 Scope and Purpose

This guide describes the operation and performance of the MICE Buyer Database system hosted by Sri Lanka Convention Bureau.

This guide is divided in to parts which covers the following areas.

- Process overview - depicts the basic operation covered by the system in its entirety.
- Process 1/2/3... - depicts each individual process and its details.

1.2 Intended Audience & Authorized Use Permission

This guide is intended for members of the following organizations.

- SLAPCEO - Sri Lanka Association of Professional Conference, Exhibition & Event Organizers
- SLAITO - Sri Lanka Association of Inbound Tour Operators
- THASL - The Hotels Association of Sri Lanka
- ASMET - Association of Small and Medium Enterprises in Tourism Sri Lanka

This system is intended for non-sensitive unclassified personnel only. Unauthorized access or use is a violation of law and may lead to prosecution.

1.3 Points of Contact

If you require assistance or further information, please contact us using following details.

Address: Research Division, Sri Lanka Convention Bureau, 4th Floor, Hotel School Building, No 78, Galle Road, Colombo 03, Sri Lanka.

Telephone: + 94 11 4865050/1 2440002

Fax: + 94 11 2472985

Email address: slcb@sltnet.lk

Web address: www.visitsrilanka.net

1.4 System Requirements

Following are the requirements which are necessary to use the system.

- A compatible web browser (Mozilla Firefox or Google Chrome).
- An internet connection with 1Mbps or more.

1.5 Domain Vocabulary

- System = MICE buyer database system.
- Buyers = MICE buyers.

2 System Overview

Following are the major facilities of the system. With the system, you can

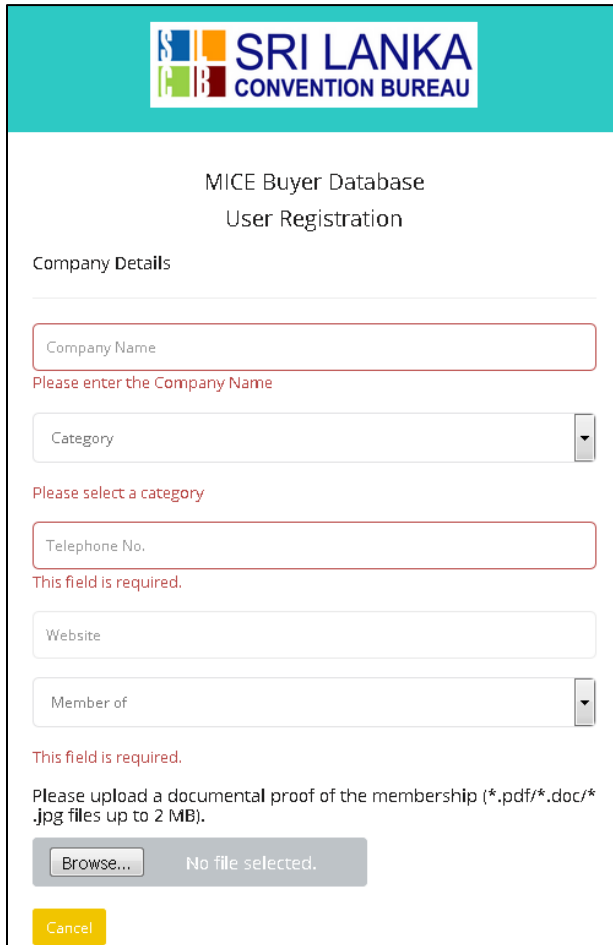
- Register.
- Login.
- Edit your profile.
- Search buyers.
- Filter buyers by each category.
- Email selected buyers.
- Export/Download details of selected buyers.

Each of these processes are defined in detail below.

2.1 Process 1/Registration

In order to get registered in the system, you must,

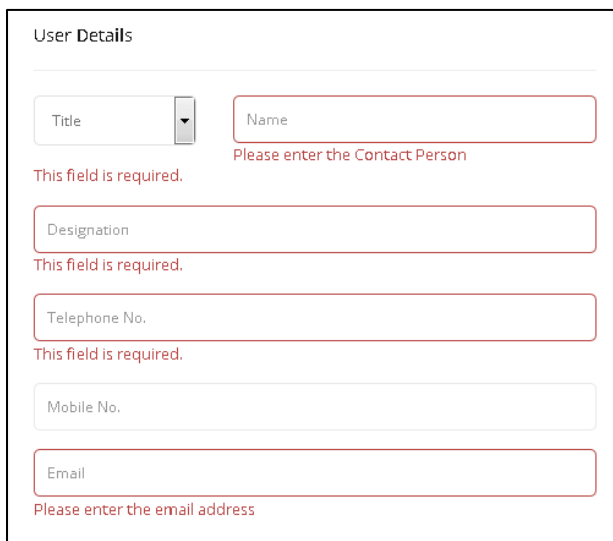
Step 1: Provide all mandatory fields:



The screenshot shows the 'MICE Buyer Database User Registration' form. The 'Company Details' section includes the following fields:

- Company Name:** A text input field with a red border and the error message 'Please enter the Company Name' below it.
- Category:** A dropdown menu with a red border and the error message 'Please select a category' below it.
- Telephone No.:** A text input field with a red border and the error message 'This field is required.' below it.
- Website:** A text input field with a red border.
- Member of:** A dropdown menu with a red border and the error message 'This field is required.' below it.

Below the fields is a file upload section with a 'Browse...' button, the text 'No file selected.', and a 'Cancel' button.



The screenshot shows the 'User Details' section of the form. It includes the following fields:

- Title:** A dropdown menu with a red border and the error message 'This field is required.' below it.
- Name:** A text input field with a red border and the error message 'Please enter the Contact Person' below it.
- Designation:** A text input field with a red border and the error message 'This field is required.' below it.
- Telephone No.:** A text input field with a red border and the error message 'This field is required.' below it.
- Mobile No.:** A text input field with a red border.
- Email:** A text input field with a red border and the error message 'Please enter the email address' below it.

Database Details

Username is required

Password is required

Please confirm your Password

I agree to the Terms of Use & Privacy Policy
You need to agree to our Terms of Use & Privacy Policy.

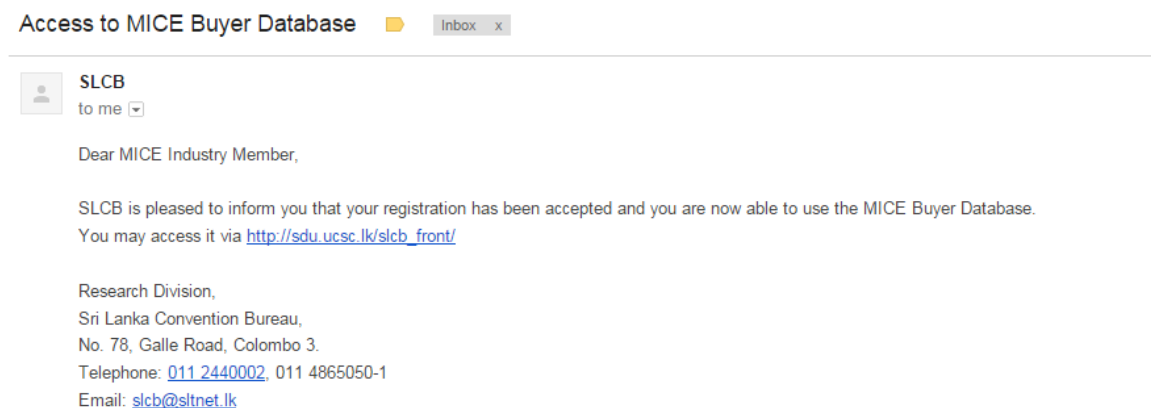
Note : Do not use spaces in your preferred User Name

Step 2: Press “Submit” to send a registration request:

Once registered, you will see the following message.

Your registration is complete; Thank you. An e-mail notification will be sent to you once access is granted by SLCB

And you will receive the following email.



To access the system you must then login (please see process 2). In order to do so, our administrators have to first approve your account. You will receive an email notification from our administration when done so.

If the registration was unsuccessful, you will see one of the following messages. Please check your data and try submitting the form again. If the issue persists, feel free to contact our administrator.

Please upload the documental proof!

Registration Unsuccessful! Invalid file format

Username already exists!

 **NOTE: Only pdf, doc, jpg are accepted as documental proof. Maximum file size allowed is 2MB.**

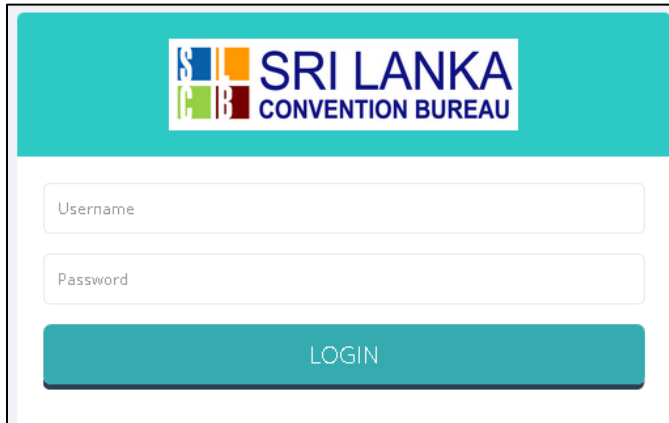
Optional steps:

- Press “Reset” to clear already filled data.
- Press “Cancel” to go back to the previous page.

2.2 Process 2/Login

In order to login to the system first you must register (refer to the process 1). If have already been registered,

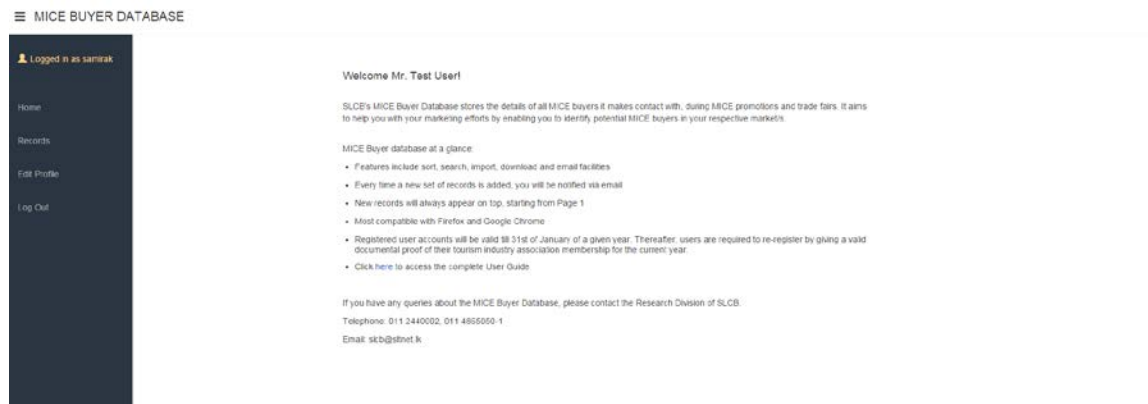
Step 1: Fill in the username and password



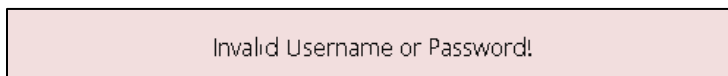
The screenshot shows a login form with a teal header containing the Sri Lanka Convention Bureau logo. Below the header are two input fields: 'Username' and 'Password'. At the bottom of the form is a teal button labeled 'LOGIN'.

Step 2: Click “Login” to login to the system

You will see the following page after a successful login.



If the login was unsuccessful, you will see the following.



2.3 Edit Profile

You can edit the details that you have given during the initial registration **once you have logged in to the system**. In order to do so you must follow the below steps.

Step 1: Fields can be edited other than Company Name, Category and User Name

Step 2: Click “Submit” to apply.

Optional step: Click “Cancel” to reset to previous data.

Edit Profile

Company Details

Company Name

Category

Telephone No.

Website

Member of

Documental Proof Please upload a documental proof of the membership
(* .pdf/* .doc/* .jpg files up to 2 MB).

No file selected.

User Details

Contact Person

Designation

Telephone No.

Mobile No

Email

Database Details

Username

You can also change your password using the following steps.

Step 1: Click on the “Change Password”.

Step 2: Type in your current password/new password.

Step 3: Click “Submit” to apply.

Change Password

Current Password

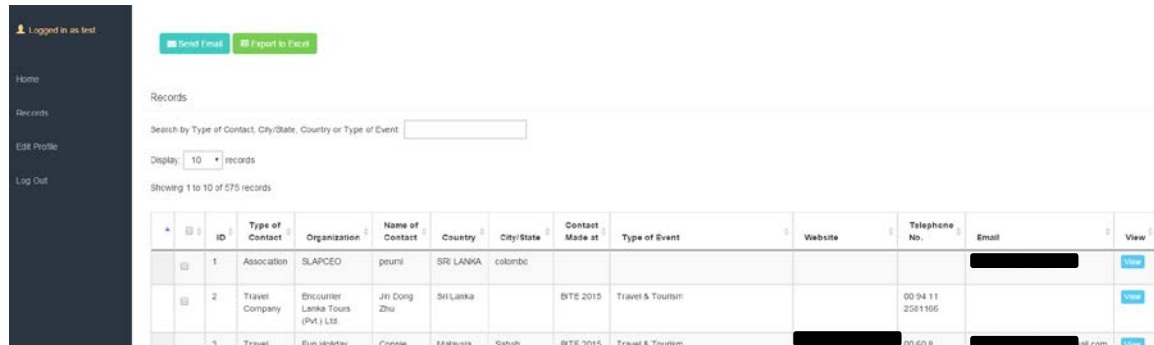
New Password

Re-type Password

2.4 View Record

You can view a full detailed report of an individual record and download it in to a pdf by following those steps.

Step 1: Click the “View” button on the Record view.



Records

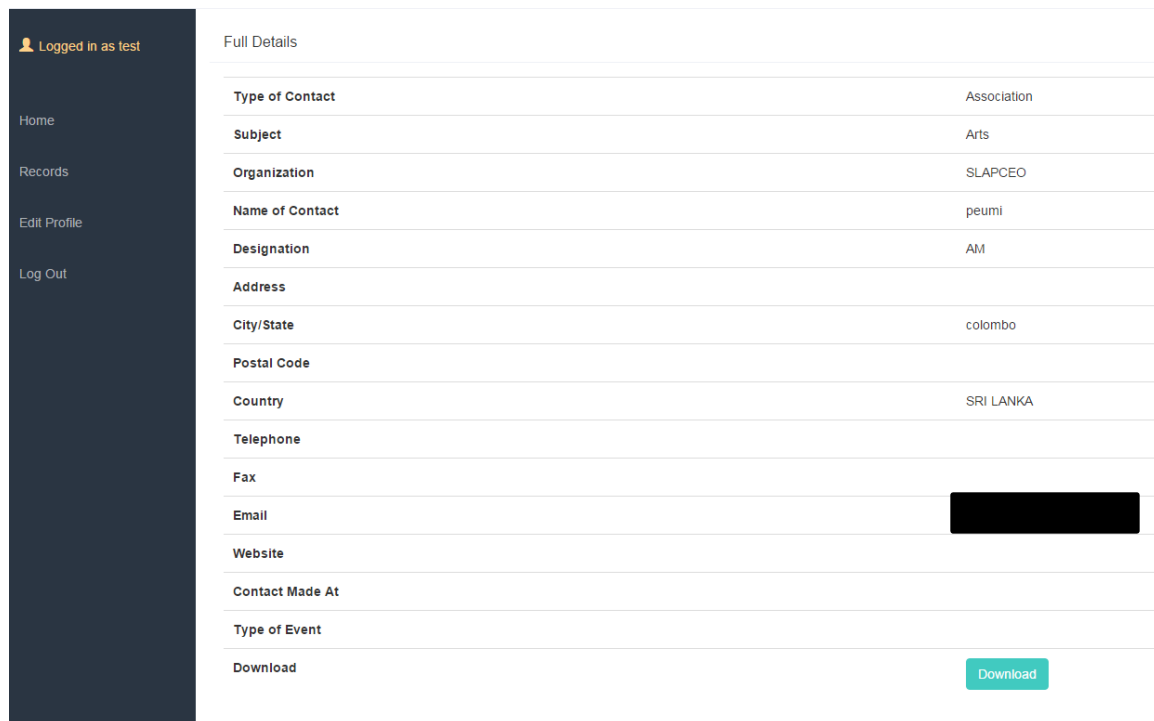
Search by Type of Contact, City/State, Country or Type of Event:

Display: 10 records

Showing 1 to 10 of 575 records

ID	Type of Contact	Organization	Name of Contact	Country	City/State	Contact Made at	Type of Event	Website	Telephone No.	Email	View
1	Association	SLAPCEO	peumi	SRI LANKA	colombo						View
2	Travel Company	Encounter Lanka Tours (Pvt.) Ltd.	Jin Cong Zhu	Sri Lanka		BTE 2015	Travel & Tourism		00 94 11 2561166		View
3	Travel	Fun Holiday	Consie	Malaysia	Sabah	BTE 2015	Travel & Tourism		00 60 8		View

Step 2: Click “Download” button to download the report.



Full Details

Type of Contact	Association
Subject	Arts
Organization	SLAPCEO
Name of Contact	peumi
Designation	AM
Address	
City/State	colombo
Postal Code	
Country	SRI LANKA
Telephone	
Fax	
Email	
Website	
Contact Made At	
Type of Event	
Download	Download

Step 3: Click on “Go Back” to go back to Record view.

2.5 Filter/ Search Records

You can use the search Field in the Records view to search the existing report by Type of Contact, City/State, Country or Type of Event.

Step 1: Click on the search field as per the below screenshot.

Step 2: Enter your desired search option such as Type of Contact, City/State, Country or Type of Event.

Step 3: You can clear the field by clicking on the text typed in the text box. Highlight it and click on “Backspace” key on your keyboard or press delete button.



Records

Search by Type of Contact, City/State, Country or Type of Event:

2.6 Send Emails

You can send mails to one or many (maximum limit of 10) organizations from the Records view.

Step 1: Select one or many organizations by clicking on one or many checkboxes in the following screen. (To check all records which currently displayed, please use the checkbox in the left hand side of the table header)

 Send Email
 Export to Excel

Records

Search by Type of Contact, City/State, Country or Type of Event:

Display: records

Showing 1 to 10 of 575 records

		ID	Type of Contact	Organization	Name of Contact	Country	City/State	Contact Made at	Type of Event
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Association	SLAPCEO	peumi	SRI LANKA	colombo		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	Travel Company	Encounter Lanka Tours (Pvt.) Ltd.	Jin Dong Zhu	Sri Lanka		BITE 2015	Travel & Tourism
<input type="checkbox"/>	<input type="checkbox"/>	3	Travel Company	Fun Holiday Tours & Travel SDN BHD	Connie Chong	Malaysia	Sabah	BITE 2015	Travel & Tourism
<input type="checkbox"/>	<input type="checkbox"/>	4	Travel Company	Pettitts India Tours Pvt. Ltd.	Sandeep Madhavan	India	New Delhi	BITE 2015	Travel & Tourism
<input type="checkbox"/>	<input type="checkbox"/>	5	Travel Company	Gullin China Travel Service	Liu Chang	China	Gullin	BITE 2015	Travel & Tourism
<input type="checkbox"/>	<input type="checkbox"/>	6	Travel Company	China Golden Bridge Travel	Geng Jianve	China	Tianjin	BITE 2015	Travel & Tourism

Step 2: Click the “Send Email” button on the top of the record view.

 Send Email
 Export to Excel

Step 3: Send the mail using the below view.

Email Sender

Recipients

Subject

Content


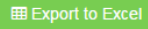
Optional steps:

- Press “Clear” to clear already filled data.
- Press “Cancel” to go back to the previous page.

2.7 Export to an excel

You can export the records to an excel document by clicking the “Export to Excel” button on the Records view. You can choose one or many records or even all records by clicking the checkboxes on your left hand side. (To check all records which currently displayed, please use the checkbox in the left hand side of the table header)

Step 1: Select one or many organizations by clicking on one or many checkboxes in the following screen.

 Send Email
 Export to Excel

Records

Search by Type of Contact, City/State, Country or Type of Event:

Display: records

Showing 1 to 10 of 575 records

	<input type="checkbox"/>	ID	Type of Contact	Organization	Name of Contact	Country	City/State	Contact Made at	Type of Event
	<input checked="" type="checkbox"/>	1	Association	SLAPCEO	peumi	SRI LANKA	colombo		
	<input checked="" type="checkbox"/>	2	Travel Company	Encounter Lanka Tours (Pvt.) Ltd.	Jin Dong Zhu	Sri Lanka		BITE 2015	Travel & Tourism
	<input type="checkbox"/>	3	Travel Company	Fun Holiday Tours & Travel SDN BHD	Connie Chong	Malaysia	Sabah	BITE 2015	Travel & Tourism
	<input type="checkbox"/>	4	Travel Company	Pettitts India Tours Pvt. Ltd.	Sandeep Madhavan	India	New Delhi	BITE 2015	Travel & Tourism
	<input type="checkbox"/>	5	Travel Company	Gullin China Travel Service	Liu Chang	China	Gullin	BITE 2015	Travel & Tourism
	<input type="checkbox"/>	6	Travel Company	China Golden Bridge Travel	Geng Jianve	China	Tianjin	BITE 2015	Travel & Tourism

Step 2: Click the “Export to Excel” button on the top of the record view, and this will download the document to your computer

 Send Email
 Export to Excel

Step 3: Open the document which is already saved in your computer by double click on it.