

**A Requests**

epic™’s interactive home page includes data visualization tools so you can see a snapshot of your housing requests in real-time, based on all of the bid requests that have been sent to you within the last 30, 60, 90 days, or within the year. Simply click on the date labels at the top of the chart to change the timeframe to update the chart. You can easily access a list-view of all the housing requests in any given category by clicking on the color-coded status in the chart. You may also access the list-view by selecting the desired status from the “Requests ∨” menu in the top navigation bar.

**B Alerts**

Quickly access a list of new housing requests by clicking on the “Display Request” link.

**C Generating On-Demand Reports**

Select the Reports option from the top navigation bar to access epic™ reporting. See page 5 for details.

The screenshot shows the 'Submit New Response' form in the epic™ interface. At the top, there is a navigation bar with 'Home', 'Requests', and 'Reports', along with a user profile 'John' and the date 'December 18, 2017'. Below this is a 'Back' button and a 'RESPOND' button. The form is divided into three main sections, each with a purple lettered header:

- D Property Information:** Includes fields for 'Property Option \*' (pre-filled with 'Property Option'), 'Property Name \*' (pre-filled with 'Property Name'), 'Street Name' (pre-filled with '707 Lakecook road'), 'State' (pre-filled with 'IL'), 'City' (pre-filled with 'Deerfield'), 'Country' (pre-filled with 'United States'), and 'ZIP / Postal Code' (pre-filled with '60015').
- E Rate Information:** Includes fields for 'Date Available \*' (MM/DD/YYYY), '# of Days to Give Notice \*' (# of Days to Give Notice), 'CitySqft / Mts \* (Unit of Measure)' (CitySqft / Mts (Unit of Measure)), 'Laundry Type \*' (Laundry Type), 'Parking \*' (Parking), 'Background Check \*' (Background Check), 'Currency \*' (USD), 'Rate without Tax \*' (Rate without Tax), 'Tax Amount \*' (Tax Amount), and 'Cancel Policy \*' (Cancel Policy). There are also checkboxes for 'Accept Terms & Condition'.
- F Priority Needs:** Includes five dropdown menus for 'Priority Needs Reply #1 \*' through '#5 \*', each pre-filled with 'Priority Needs Reply #1' through '#5'.

## Responding to Housing Requests

Responding to a new housing request is easy. You will receive an email notification with a direct link each time you have a new request, or you may log in at any time using your credentials. Property information will be prepopulated based on what you've saved in your RFH Property Profile and can be customized per request using one simple form.

**D** **Property Information**  
This section captures your property's physical details.

**E** **Rate Information**  
This section will capture all information relative to what is included within the quoted rate, as well as any background or credit check requirements.

**F** **Priority Needs**  
This section lets you know what is most important to the guest. Use the drop down boxes to indicate how your option meets each of the items requested.

**G Viewing and Sorting Housing Requests**

epic™ makes it easy to see a detailed snapshot of all your housing requests in any given status within a list view. The list can be sorted by virtually any category by simply clicking on the column header and selecting "Sort". If you have more than ten housing requests, you can access additional pages by clicking on the forward (▶) and back (◀) icons at the bottom of the list.

**H View Request Details**

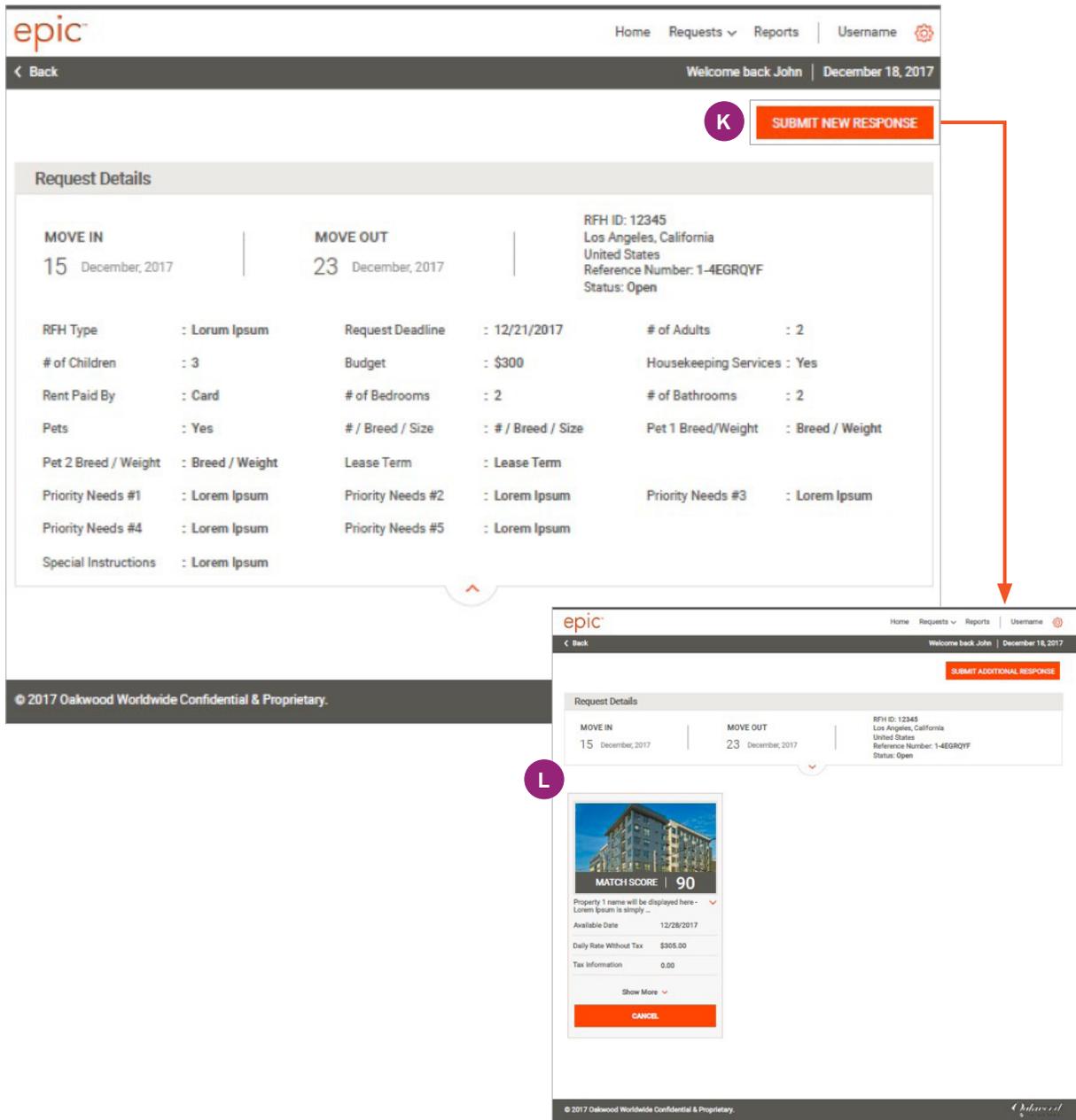
Click on the Request # of any housing request to view the details and submit a response.

**I Keyword Search**

You can also search for a specific housing request using keywords by selecting your keyword category from the dropdown menu, and then typing in your desired keyword. For example, you can select the category "RFH Type" and then enter the keyword "Oakwood® Global Services" to see a list of only the housing requests from Oakwood®.

**J Exporting Your List**

At any time you can export your complete list of housing requests into .csv, .txt or HTML formats by clicking on the Export button and defining your desired parameters within the Export wizard.



## Viewing Request Details

- K** Once you have accessed the Request Details from the list view, you will see a summary of the traveler's requirements within a single page. Once you have determined the best option for your bid, you can respond to the housing request by clicking the "Submit New Response" button. You may submit multiple (unique) responses for each request.
- L** Once you have responded to a request, the Request Details screen will be updated with a property card for that response. Each option you provide will be assigned a Match Score according to how well it meets the guest's stated priority needs.

epic™ Home Requests Reports Username

Back Welcome back John December 18, 2017

Reporting EXPORT

GO

Destination Move-in Date RFH Type Client Guest Name

Req#	Property Name	City	Country	Date Available	Currency	Rate Without Tax	Tax Amount	Priority Needs Reply #1
123456	Property Name	Dallas	United States	06/30/2017	USD	\$ 250	\$ 10	Lorem ipsum is simply dur text of the printing and ...
223456	Property Name	Toronto	Canada	06/30/2017	USD	\$ 300	\$ 15	Lorem ipsum is simply dur text of the printing and ...
123456	Property Name	Dallas	Spain	06/30/2017	USD	\$ 250	\$ 10	Lorem ipsum is simply dur text of the printing and ...
223456	Property Name	Toronto	France	06/30/2017	USD	\$ 300	\$ 15	Lorem ipsum is simply dur text of the printing and ...
123456	Property Name	Dallas	Brazil	06/30/2017	USD	\$ 250	\$ 10	Lorem ipsum is simply dur text of the printing and ...
223456	Property Name	Toronto	Jordan	06/30/2017	USD	\$ 300	\$ 15	Lorem ipsum is simply dur text of the printing and ...
223456	Property Name	Toronto	China	06/30/2017	USD	\$ 300	\$ 10	Lorem ipsum is simply dur text of the printing and ...

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## M Running Reports

epic™ allows you to run on-demand reports by clicking on the Reports option from the top navigation bar. The entire data-set can be exported, or the search bar can be used to call specific data before a file is exported. Reporting is available for:

- Request #
- Property Name
- City
- Country
- Date Available
- Currency
- Rate
- Tax Amount
- Priority Needs