

# Instructions for Gatekeepers to load a new map:

#### Before beginning the steps to upload a new map, please ensure the following:

- File -
  - File Type: .jpg
  - o Resolution: 72dpi
  - o Typical Dimensions (L x W): 300px X 300px

## • Naming Conventions –

- Property Maps:
- o (Chain Code + Property Map Indicator + Inn Code + .JPG)
- Property map example: HX + P + CANBR + .JPG (HXPCANBR.JPG)
- Area Maps -
  - (Chain Code + Area Map Indicator + QQ + Area Code + .JPG)
  - Area map example: HX + A + QQ + ATL + .JPG (HXAQQATL.JPG)

*NOTE*: If you need assistance getting maps created in the proper format you may check with Strathmore Company (Kathy Kozlowski – <u>kkozlowski@strath.com</u>) for assistance. This printer has experience creating/editing maps for Hampton, Homewood, and Embassy brands.

### Instructions for Bulk Map Upload -

- 1.) Once the files are created and named properly, please place them in a file folder on your pc noting their location
- 2.) Open the PiM smart-client application and look for the **Solicitations** menu at the top and select the **Directory Load External Maps** menu item from the list (see

# screenshot below)

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3.) Next, you will get a file open dialog box where you must browse to and select one of the maps in the directory where you saved them (see screenshot below):

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Look in:	: C Property Map Samples	
MuBecent		
Documents		
Desktop	Thumbs.db	
My Computer		
My Network Places	File name: HWPSATNO.JPG	Open
	Files of type:	Cancel

4.) Click the **Open** button and the files should begin uploading with the progress bar showing the status for the map upload process.