



## Instructions for Gatekeepers to load a new map:

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

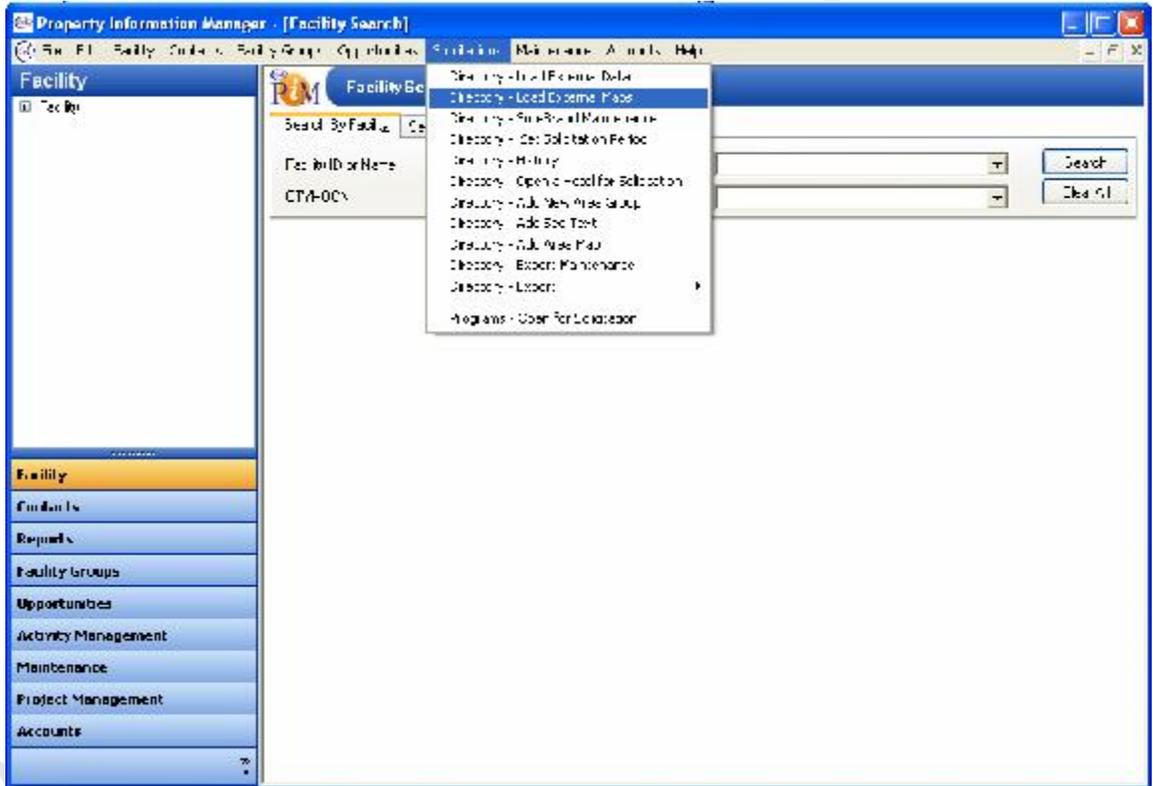
- **File -**
  - File Type: .jpg
  - Resolution: 72dpi
  - Typical Dimensions (L x W): 300px X 300px
  
- **Naming Conventions –**
  - Property Maps:
  - (Chain Code + Property Map Indicator + Inn Code + .JPG)
  - Property map example: HX + P + CANBR + .JPG (HXPCANBR.JPG)
  
- **Area Maps -**
  - (Chain 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 – [kkozlowski@strath.com](mailto:kkozlowski@strath.com)) for assistance. This printer has experience creating/editing maps for Hampton, Homewood, and Embassy brands.

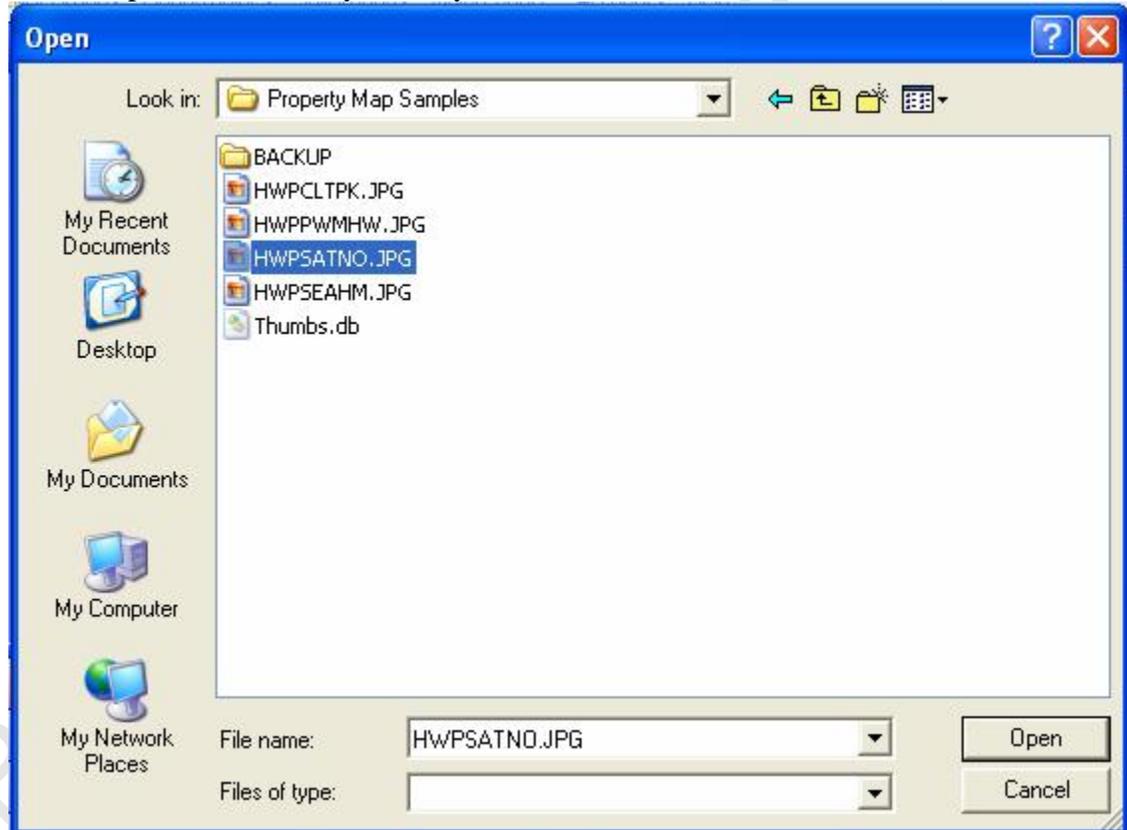
### Instructions for Bulk Map Upload –

- 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)



- 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):



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