PROCESS TO SUPPRESS OR REMOVE PROPERTY FROM ECHANNELS

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| ITEM | ACTION ITEM | RESPONSIBILITY |
| 1 | Identify desired changes to existing property on eChannel(s) | Local Market |
| 2 | Complete Request to Suppress or Remove Property form and send to Web Content Editor at [echannels@oakwood.com](mailto:echannels@oakwood.com) | Local Market |
| 3 | Review request form and determine if request is complete. Log request onto request tracking sheet. | Web Content Editor |
| 5 | If the data is not complete, return to market and go back to step 2. | Web Content Editor |
| 6 | If the data is complete, send to appropriate contacts for channels requested. (GDS Team, eCommerce Interactive) | Web Content Editor |
| 7 | If GDS/ADS or RVNG change requested, GDS Team will coordinate request with Pegasus as needed. | GDS Team |
| 8 | Notify Web Content Editor when changes have been completed. | ALL |
| 9 | Update Master Property file and if IBE requested, deactivate booking engine on oCom or eCom | Web Content Editor |
| 10 | Notify Market that request is complete. | Web Content Editor |

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