

**TISCOVER
Extranet
User Guide
For
Serviced Accommodation
Providers**

Home

Home (Welcome Page)

The Home section of the Extranet links to the Welcome Page displayed on the website. This page is the first view the customer has about your business and will encourage them to look at more of your entry.

This is found via:

Data

Master Data Home

View: [view all](#) [hide all](#) [view only required fields](#)

- Description / Name *
- Quality Assurance
- QA Ecode
- URN (VS unique reference number)
- Company Number
- Name
- Property Address *
- Contact Address
- Link in contactblock
- E-Mail/Fax
- Thumbnail Image (Maximum Size 100x100 Pixel)
- Logo (Maximum Size 175x175 Pixel)
- Homepage Image 1 (Maximum Size 210x175 Pixel)
- Homepage Text
- Homepage Link 1
- Homepage Link 2
- Homepage Image 2 (Maximum Size 210x175 Pixel)
- Location
- Beds and Rooms *

Save

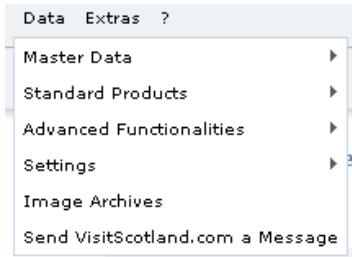
The sections: Description / Name, Quality Assurance, QA Ecode are greyed out and you cannot edit them.

If any of the information in these fields is incorrect please contact the Tourism Services team (updates@visitscotland.com) or use the message facility in the Extranet. (Explained overleaf).

The message facility is found at:

Data

Send VisitScotland.com a Message



Type your requirements in the form (example shown overleaf).

A screenshot of a web form titled 'Send a message to VisitScotland.com'. The form consists of a large, empty text input field with a vertical scrollbar on the right side. Below the text field is a small, rectangular button labeled 'Send'.

and then click Send.

To Edit the Home Page

- Use the link: View All, to display all of the content for each heading.
- Alternatively click on the pencil icon beside the heading/item you wish to edit and the field(s) for this item will be displayed. Click the pencil icon again to remove the fields from display.
- Edit the content as appropriate.
- Click save at the end of the page when you have completed all the changes.

N.B. For the home page always edit the text content first and then save the page. Then if you wish to add or change any of the images process these changes and re-save the page. For details on adding images please follow the same process outlined in the Image and Photo gallery sections.

Each of the Editable items/headings are explained next:

Name

Enter the name of the contact at the property. This is displayed on the Welcome page of your guide page entry, at the foot of the page and also in the left hand navigation panel for all the sections of your guide entry.

Property Address

Ensure the address details are entered correctly in the Address line fields. This is the address that will be displayed in the contact section of your guide page entry.

Once a postcode has been entered the system will use the postcode to set the location of the property for the GIS co-ordinates used in the mapping functionality.

*See the GIS co-ordinates page 27 for details of how to check the location of the property is correct and move it if necessary.

Contact Address

Only enter this information if the business location address is different to the contact address. This may be the situation for self-catering businesses where the property address is different to where you live.

Link in Contact Block & E-mail/Fax

Enter here your website, email and fax contact information.

These details are displayed at the foot of the welcome page and in the left hand navigation column under the Contact heading.

Images on the Welcome Page

The welcome page has four image options:

- Thumbnail
- Logo
- Homepage Image 1
- Homepage Image 2
-



The thumbnail image displays on the VisitScotland.com website in the search results page.



The Thumbnail image size is 100 x 100 pixels.



The Logo can be a logo or another image. This displays at the top of the welcome page to the right hand side of the main image.

The logo size is 175 x 175 pixels.



The Homepage Image 1 shows as the main image at the top of the Welcome Page of your entry.

The image size is 210 x 175 pixels.

Homepage Image 2 is also 210 x 175 pixels in size.

The images should be added or amended separately to any content/text amendments. Save any text amendments first and then work with the images before saving the page again.

See the image gallery or photo gallery section for information on how to add images.

Homepage Text

Text entered in this section displays on the Welcome Page of your entry.

Text entered in the Teaser field will display in bold. (max. 1400 characters)

Text entered in the Text field will display in normal style. (max. 3800 characters)

Homepage Link 1 and Homepage Link 2

In this section you can add up to 2 addresses for Websites into the http:// fields.

These will display below the homepage text on your welcome page entry.

The text that the customer will read is entered in the Linktext field.

Example. If you wanted to provide a link to the Caledonian MacBrayne website so visitors could find out about Ferry times then you would enter their website address in the Link field. In the Linktext field you might type something along the lines of: Click here to find out ferry times and information.

Location

Place a tick in the box beside each of the reference that best describe the location of your property.

Beds and Rooms

Enter the number of each of the room types you have in your property.

In the Beds section enter the total number of bed spaces you have. E.g. 1 double room is 2 bed spaces.

- Click Save at the foot of the page to save all changes.

GIS Co-ordinates*

Once an address has been entered and saved the GIS co-ordinates will populate automatically from the postcode entry. When you click Save at the foot of the page the system may prompt you to enter your GIS co-ordinates to set the location of your business.

If you are not prompted automatically then you can set the co-ordinates manually by clicking on the link shown below:

The screenshot shows a web form titled "Property Address". It contains several input fields: Primary Addressable Object, Secondary Addressable Object, Property No., Address 1, Address 2, City/Town, County, Post Code, PO Box, PO Box Post Code, and Country. Under the "GIS-Coordinates" section, there are fields for "Lg:" and "Lt:". To the right of these fields are links for "view/edit" and "delete". A callout box with a black border and white background points to the "view/edit" link, containing the text "Click here to set the co-ordinates."

Press OK when the following screen message appears (shown below).

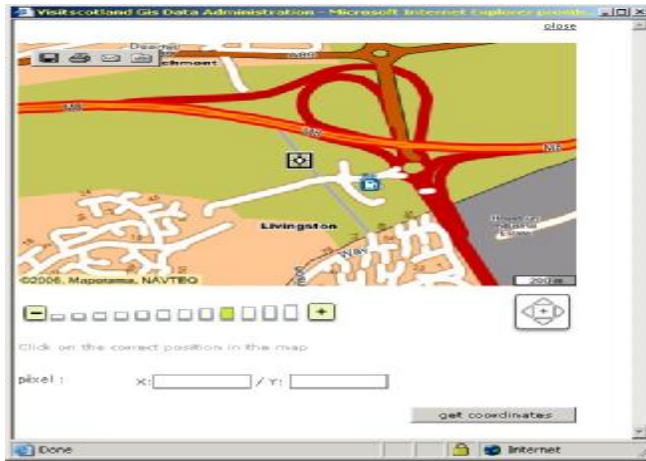


A map will appear showing the location of the establishment. This is taken from the postcode co-ordinates. If your business is located in a large geographical postcode area the arrow may not be in the exact position of your business.

If it is correct, all you need to do is click on close at the top right of the map. If you need to move the arrow then follow the next section.

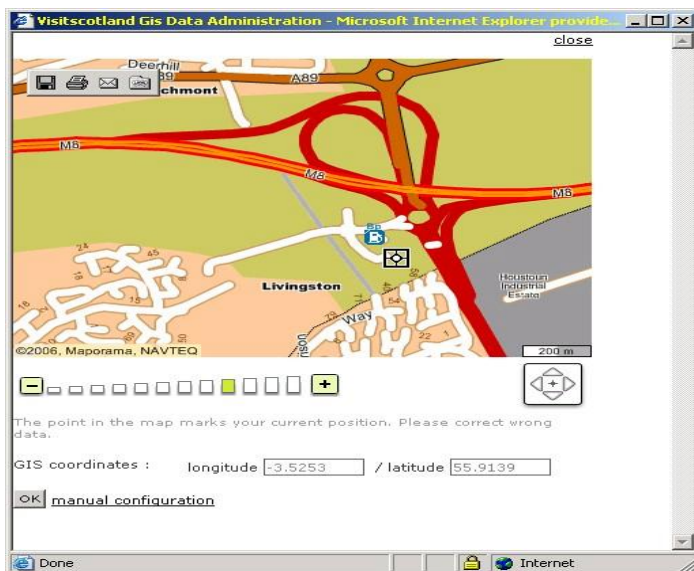
To change the location

Click on manual configuration at the bottom left of the map.



Another map will appear, there are now empty pixel boxes (bottom left) instead of GIS Co-ordinates.

Left-click on the map at the correct location of your business and you will see the pixels boxes are populated.



Now click on Get Co-ordinates.

If the location is now correct click on OK to go back to the page on which you are entering the data.

Click Save at the foot of the screen.

Entering Co-Ordinates will populate a link on the Main Guide Page of your business listing with a location/map option. Clicking on this option will display a page detailing a map of where your business is located. The next page shows diagrams of this information.

- › **Homepage**

- › **Welcome**

- › Images
- › **Location/Map**
- › Facilities / Rates

- › **Contact**

The Location / Map link in the left hand navigation bar on the Main Guide Page will provide a link to a map of your business location.



Note: To be able to navigate on this map you must have Javascript enabled in your browser.

