

DISCOVER
Puerto Rico

HOW TO:

update your business profile in
DiscoverPuertoRico.com



The DiscoverPuertoRico.com extranet is a private network through which you can manage your business profile and the information you want to provide to the website's users. It is an excellent tool to give exposure to your business with attractive, accurate, and updated information.

Access the extranet by clicking below, using the email and password linked to the business account.

[ACCESS HERE](#)

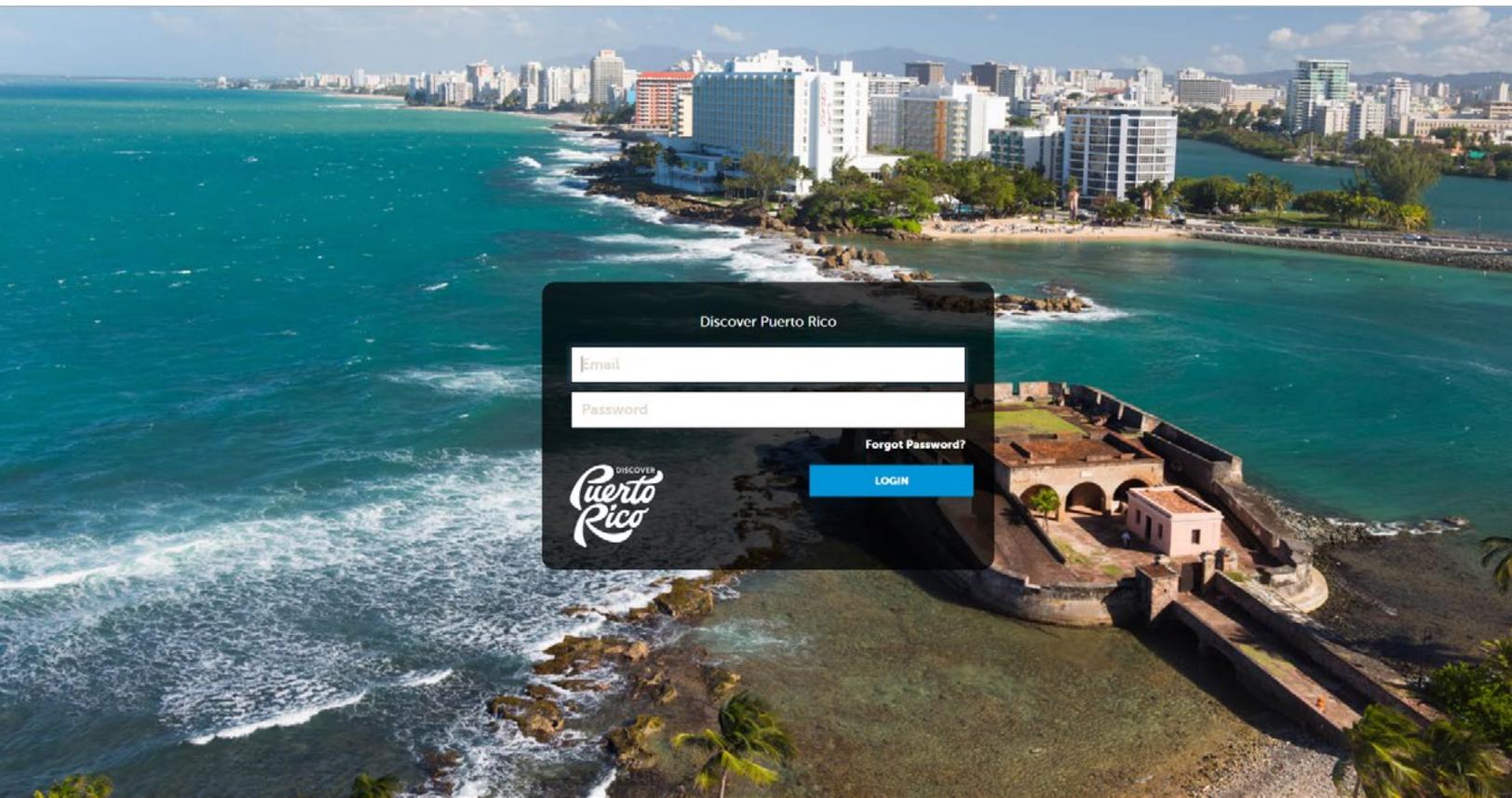
If you have a business profile on DiscoverPuertoRico.com and you have not received an email with temporary credentials to access the extranet, please contact website@discoverpuertorico.com to assist you.



Likewise, if you own a business in the tourism sector and do not have a profile on the website, send an email to the same address to assist you in the creation of an account.

This is the information you must send to start the process of creating an account:

- Business name
- Physical address
- Website
- Business phone number
- Brief description of the business (approximately 150 words)
- 3-5 business horizontal images, without text or logos



HOME

After accessing the extranet, you will see this main page where you will find important information from Discover Puerto Rico, as well as the tools to update your business profile.

The screenshot shows the Discover Puerto Rico Industry Portal homepage. The top navigation bar includes the Discover Puerto Rico logo, the text "Discover Puerto Rico", the user email "dalissa.zeda@discoverpuertorico.com", a "Logout" link, and a "Discover Puerto Rico" dropdown menu. The left sidebar contains navigation options: HOME, PROFILE, COLLATERAL, OPPORTUNITIES, REPORTS, and QUESTIONS?. The main content area features a large banner with the text "STAY UP-TO-DATE WITH THE LATEST NEWS, RESEARCH AND MEETINGS ON DISCOVER PUERTO RICO'S INDUSTRY PORTAL" and a "CREATE A LOGIN HERE" button. Below the banner is a "Partner Bulletins" section with a dropdown menu set to "All Bulletins" and a "Post Board" button.

“PROFILE” - this button will take you to “Accounts,” which is where you will update your business information (website, email, physical address, mailing address, phone numbers) and “Contacts,” which is where you can add the information (name, position, email and type of contact: primary or secondary) of the people authorized to access the account, make changes / updates, or simply receive communications.

The screenshot shows the Discover Puerto Rico Industry Portal Profile page. The top navigation bar is identical to the homepage. The left sidebar is highlighted in teal and shows the "Profile" section selected, with sub-options for "Manage your Accounts", "Accounts", and "Contacts". The main content area features a large teal banner with the text "— SAVE THE DATE — 2019 Q1 INDUSTRY UPDATE March 19, 2019". Below the banner, it lists "Guest speakers: Dave Bahlman, ADARA; Dianne Turner, Brand USA; Paul Winkle, Miles Partnership" and the event details: "8:00 A.M. - 12:00 P.M. SHERATON PUERTO RICO HOTEL & CASINO". Below the banner is a "Partner Bulletins" section with a dropdown menu set to "All Bulletins" and a "Post Board" button.

ACCOUNTS

Press the [pencil icon](#) to edit the account's general information such as: website, email of the contact person, address, and phone numbers.

Then, press the [arrow](#) and choose “[Manage Amenities](#)” to edit the information related to hours / days of operation and characteristics of the business.

Then go to “[Manage Meeting Space](#)” to add / edit information about spaces available for meetings.

Make sure to press the “**SAVE**” button to save all changes before leaving the screen.

The screenshot shows the 'Accounts' management interface. At the top, there is a navigation bar with the Discover Puerto Rico logo, user information (dalissa.zeda@discoverpuertorico.com), and a search icon. A left sidebar contains navigation options: HOME, PROFILE, COLLATERAL, OPPORTUNITIES, REPORTS, and QUESTIONS?. The main content area is titled 'Accounts' and features a filter section with 'Filters (0)' and a 'Status is one of:' dropdown menu. Below the filter section is a table with one account listed: 'Discover Puerto Rico'. The table has columns for 'Actions' and 'Account'. The 'Actions' column contains a pencil icon and a dropdown menu with options 'Manage Amenities' and 'Manage Meeting Space'. The 'Account' column contains the account name. At the bottom right of the table, there are pagination controls showing 'Page 1 of 1' and 'Go to Page: 1'.

The screenshot shows the 'Update Account' form. At the top, there is a navigation bar with the Discover Puerto Rico logo, user information (dalissa.zeda@discoverpuertorico.com), and a search icon. A left sidebar contains navigation options: HOME, PROFILE, COLLATERAL, OPPORTUNITIES, REPORTS, and QUESTIONS?. The main content area is titled 'Update Account' and features a 'SAVE' button and a 'CANCEL' button. Below the buttons is a 'Sections:' list with options: 'Account Information', 'Address Information', and 'Phone Information'. The 'Account Information' section is active and contains the following fields: 'Account:' (Discover Puerto Rico), 'Region:' (Metro), 'Website:', and 'Email:'. The 'Address Information' section is also active and contains the following fields: 'Physical Address:' (Edificio Ochoa), 'Address 1:' (500 Tanca), and 'Address 3:' (Suite 402).

Contacts

Filters (0)

Account is one of:

DISCOVER PUERTO RICO -

Contact Type is one of:

PRIMARY -

Primary ✓
 Secondary
 Inactive

[APPLY FILTERS](#)

Page 1 of 7 Go to Page:

Actions	Full Name	Account	Title	Email	Contact Type
	██████████	Discover Puerto Rico	██████████	██████████	Primary
	Alma Pedrosa	Discover Puerto Rico	CFO	alma.pedrosa@discoverpuertorico.com	Secondary
	██████████	Discover Puerto Rico	██████████	██████████	Primary
	Brad Dean	Discover Puerto Rico	CEO	brad.dean@discoverpuertorico.com	Primary
	██████████	Discover Puerto Rico	-	██████████	Inactive
	Carlos Deliz	Discover Puerto Rico	Regional Sales Manager	carlos.deliz@discoverpuertorico.com	Primary
	Caroll Lopez	Discover Puerto Rico	Sales Coordinator	caroll.lopez@discoverpuertorico.com	Primary
	██████████	Discover Puerto Rico	██████████	██████████	Inactive
	Coralis Rivera	Discover Puerto Rico	Social Media Coordinator	coralis.rivera@discoverpuertorico.com	Primary

CONTACTS

The contacts identified as “**Primary**” must be the people of the company who will interact more with the database based on their responsibilities. For example, in a hotel the primary contacts could be the “**lead catchers.**”

Note that if any person who appears as a contact no longer works for the company, it is the company’s responsibility to change the status of that contact to “Inactive” or notify the change to website@discoverpuertorico.com.

To change the status of a contact, press the pencil icon that appears next to the person’s name, then look for the “Contact information” segment and in “Contact type” choose the “Inactive” button.

Remember to
press “SAVE” when
you finish making
changes on this
screen.



“COLLATERAL” - this button will take you to “Listings,” which is the business profile that appears on the DiscoverPuertoRico.com website. An account can have more than one “listing” in the system if it is, for example, a merchant that has more than one property or business and wants to manage the profiles from a single main account.

On that screen you can add / edit the business name, address, website, email, phone numbers, keywords and a short description (150+ words). You will also have access to “Media,” which is the section where you can add high resolution horizontal images that represent your business.

The screenshot shows the user interface for managing business profiles on Discover Puerto Rico. On the left is a dark blue sidebar with navigation options: HOME, PROFILE, COLLATERAL (highlighted), OPPORTUNITIES, REPORTS, and QUESTIONS?. The main content area is titled "Collateral" and "Manage your Collateral". It features two menu items: "Listings" and "Media". A large, empty white rectangular box is positioned in the center of the page, outlined in green, representing a placeholder for a business profile or listing. At the bottom right of the page, there are pagination controls showing "Page 1 of 1" and "Go to Page: 1".

LISTINGS

Click on the pencil icon to make changes or updates.

The screenshot displays the 'Listings' management page. At the top, there is a message box indicating that no filters are currently applied. Below this is a table with the following data:

Actions	Company	Listing Type	Category	SubCategory	Listing ID
	Discover Puerto Rico	Website English	Event Services	Travel Agencies	10066

Page navigation controls show 'Page 1 of 1' and 'Go to Page: 1'.

- Category / Subcategory: can only be changed internally by the Discover Puerto team. If you want to add or change your current categories/ subcategories, please send us an email to website@discoverpuertorico.com.
- Editing listing information: press the pencil icon that appears next to the “Company” name.
- Details: to edit the name of the business, physical address, email, website, and phone numbers ensure that the small circle next to detail category has been selected. A “Details” text box is ready to be edited when its color changes from grey to green.
- Listing information: select the images you want to appear visible on the Discover Puerto Rico website by clicking on it and ensuring that it says “active” and a green check mark appears on it. To upload new images to the system, go back to “Collateral” and then go to “Media.”
- Website notifications: email account that will receive notices each time the “notification interval” is reached. You can add more than one email by separating one from another with a comma (,) or semicolon (;)
- Notification interval: determines the number of clicks this profile should receive on the Discover Puerto Rico website so that the system sends you a notice by email. For example, the number 50 would be equivalent to 50 clicks.

Update Listing

SAVE

CANCEL

Sections:

- Categories
- Details
- Listing Image
- Listing Information
- Website Notifications

Categories

Category: *Required

Event Services

SubCategory: *Required

Travel Agencies

Details

COMPANY

Discover Puerto Rico

COMPANY (SORT)

Discover Puerto Rico

LISTING ADDRESS 1

Edificio Ochoa

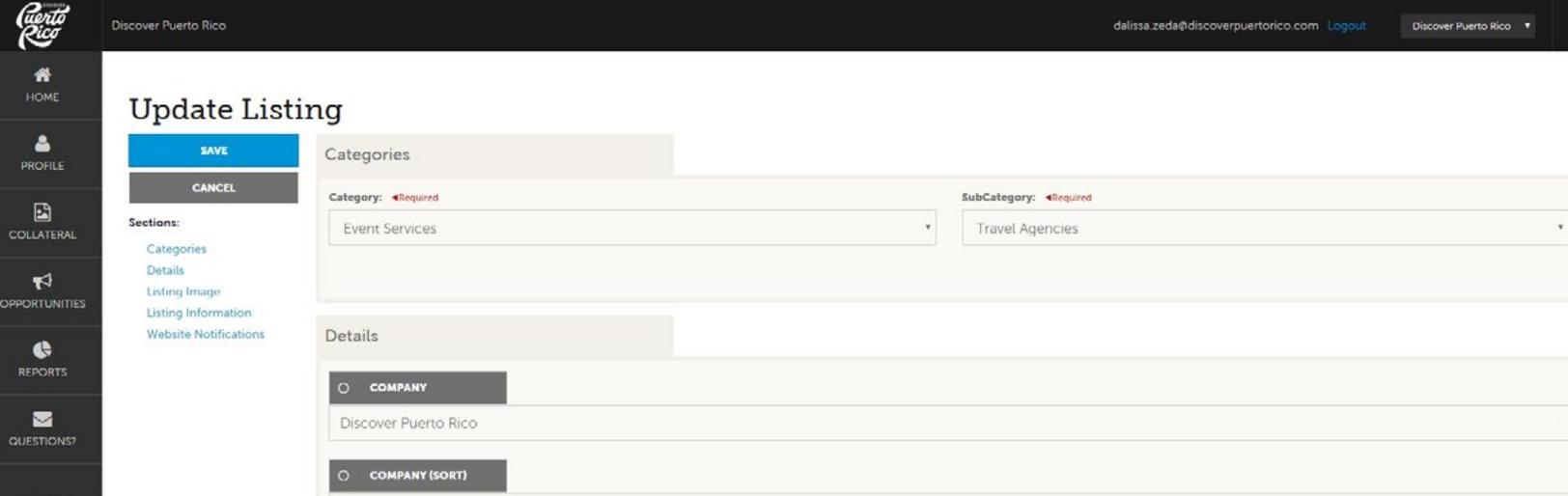
LISTING ADDRESS 2

500 Tanca

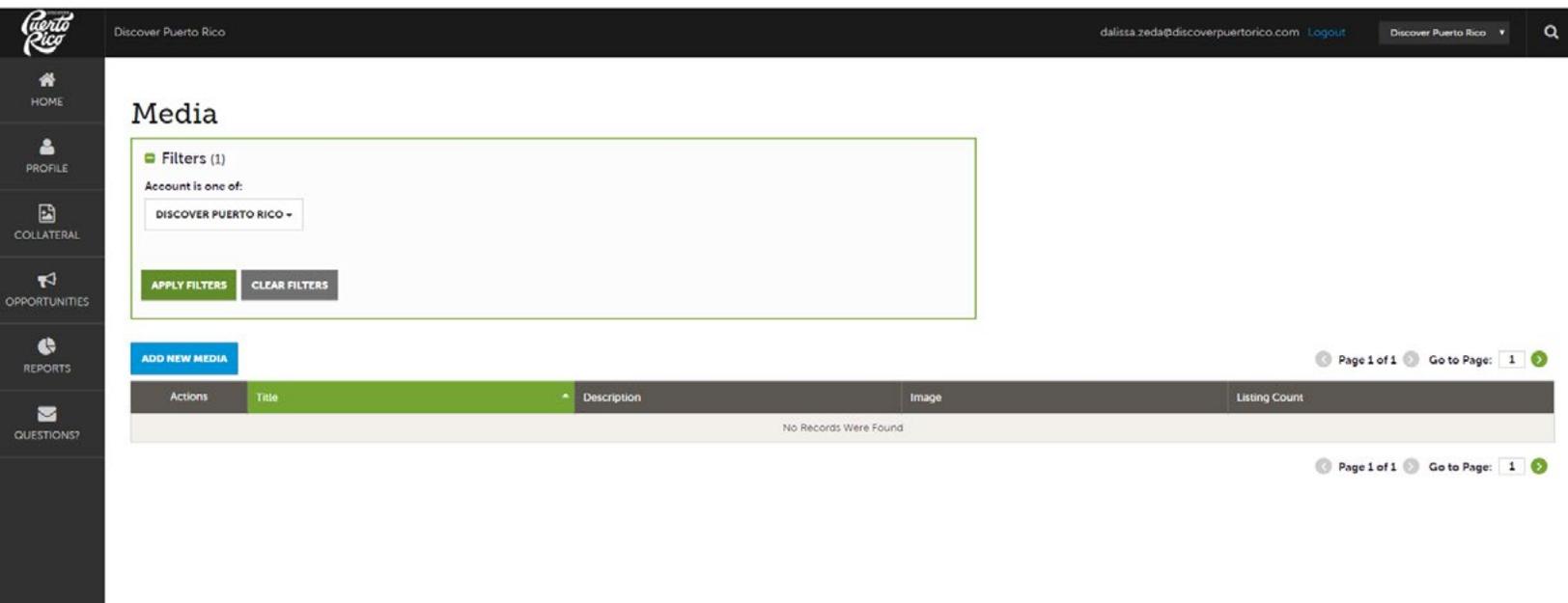
LISTING ADDRESS 3

Suite 402

IMPORTANT: ANY CHANGE TO A “LISTING,” WILL BE EVALUATED AND APPROVED BY THE DISCOVER PUERTO RICO DIGITAL TEAM. ONCE THE CHANGE IS APPROVED, THE SYSTEM WILL TAKE UP TO 24 HOURS TO DISPLAY IT ON THE DPR WEBSITE. IF YOU NEED TO CREATE A NEW “LISTING”, CONTACT: WEBSITE@DISCOVERPUERTORICO.COM FOR ASSISTANCE.



MEDIA



- After selecting the “listing,” you are going to work on, press the [“Add New Media”](#) button to add new photos / logos or YouTube videos. Press the pencil icon (which will appear next to the photos that are already in the system) to make changes to existing images. Each image / logo / video must have the following elements:
 - **Title:** must be descriptive of the image. For example, if it is a photo of a hotel room, it can be called “Accomodations” or “Double suite.”
 - **Description:** brief description of the image
- You can add official logos, images, and YouTube links. Remember to press [“SAVE”](#) after uploading each file.

Discover Puerto Rico

dalissa.zeda@discoverpuertorico.com Logout Discover Puerto Rico

New Media

SAVE CANCEL

Sections: Media Information

Media Information

Account: Required Discover Puerto Rico

Title: Required

Type: Required --Choose One--

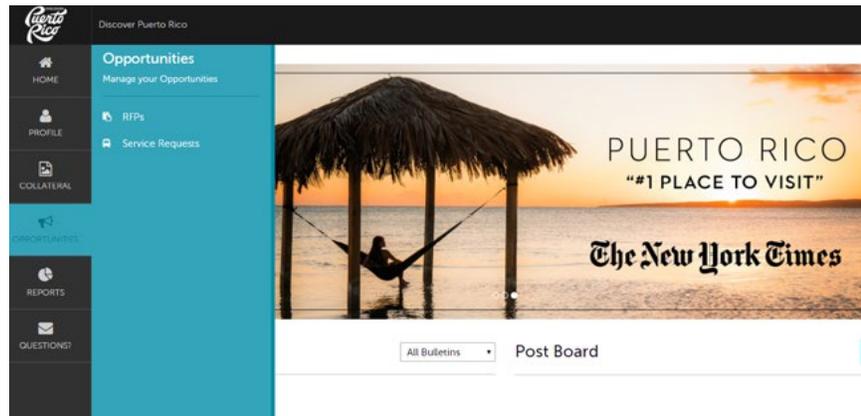
Sort Order:

Description:

Listings: CHOOSE AMONG THE FOLLOWING...>

! Type is required!

“OPPORTUNITIES” - this button will take you to “RFPs,” where you can see and respond to requests for proposals, and to “Service Requests,” which are requests for proposals unrelated to hotels.



RFPs

- The “Property Lead Status is one of” filter always starts with OPEN and OPEN / BID SENT. To remove it, click the CLEAR FILTERS button and then APPLY FILTERS to see all your requests.

Discover Puerto Rico

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RFPs

Filters (1)

Responded is: [] Response Date: -All Dates-

Lead Name contains: [] Create Date: -All Dates-

Lead ID contains: [] Organization contains: []

Group Type is one of: CHOOSE - Property Lead Status is one of: OPEN, OPEN/ BID SENT -

APPLY FILTERS CLEAR FILTERS

Actions	Lead ID	Lead Name	Property Lead Status	Create Date	Group Type	Lead Type	Organization	Account	Response Date	Arrival (Preferred)	Departure (Preferred)
No Records Were Found											

Page 1 of 1 Go to Page: 1

Page 1 of 1 Go to Page: 1



SERVICE REQUESTS

- The “Status is one of” filter is always in default, so you will always see all pending, completed, denied requests, etc.

Other sections:

- “REPORTS” - on that screen you will eventually find reports and important documents that Discover Puerto Rico wants to share with the industry.
- “QUESTIONS” - press that button to send a message to the Discover Puerto Rico team when you need assistance to update your profile.

Discover Puerto Rico

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Service Requests

Filters (0)

Status is one of:

CHOOSE ▾

- Closed/ No Bid Sent
- Open
- Open/ Bid Sent
- Turned Down
- Closed/ Decision Pending
- Closed/ Lost to Another City
- Closed/ Cancelled
- Closed/ Won
- Closed/ Lost

Account	Request Type	Deadline	Start Date	End Date	Attendees
No Records Were Found					

Page 1 of 1 Go to Page: 1

Page 1 of 1 Go to Page: 1