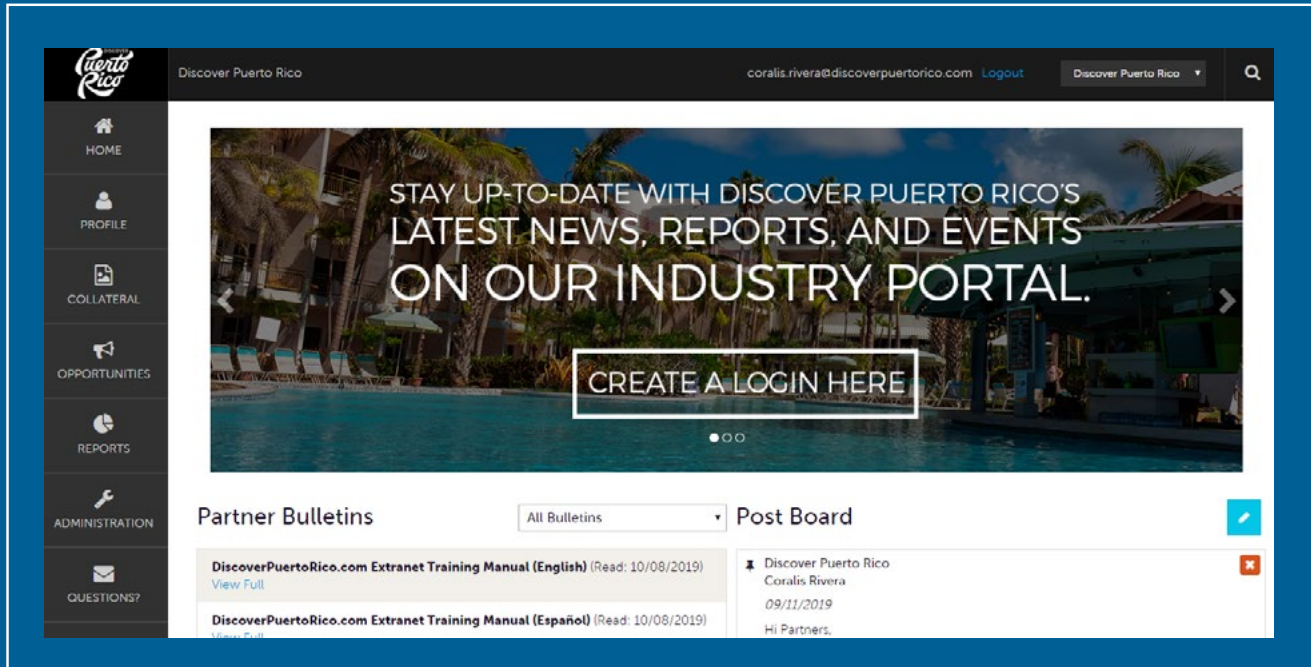


# OVERVIEW OF THE EXTRANET'S MAIN FUNCTIONS



In the extranet's toolbar, you'll find there are seven main options, all with a particular purpose. To the right, you'll see a screenshot of the extranet's toolbar that can help you visualize the area that we're referring to.

## OVERVIEW OF THE TOOLBAR'S FUNCTIONS:

1. **Home:** In the "Home" section of the extranet, you'll find an image carousel with important announcements from Discover Puerto Rico (DPR). Additionally, you'll find a "Partner Bulletins" area filled with helpful tips and guides (just like this one!), that'll help you navigate both the extranet as well as the Google My Business ecosystem. Lastly, to the right of the screen, there's a post-board where DMO team members can communicate en masse with our partners or where you can also ask questions to us and other partners. It's important to keep in mind that the post-board is public and that only the DMO's staff can delete or edit any posts.

2. **Profile:** The “Profile” section has two main features — “Accounts” and “Contacts.” Under “Accounts,” you can edit your primary business information, while in the “Contacts” area, you’ll see the data of the members from your team that is currently stored in our system. Only the DPR team can edit, delete, or add contacts. So, if you’re attempting to do any of these things, please email us [website@discoverpuertorico.com](mailto:website@discoverpuertorico.com).
3. **Collateral:** In the “Collateral” section, you’ll edit everything related to your business listing in Discover Puerto Rico’s website. While editing this section, remember that the business listing and all its information are visible to all of our site visitors (your potential customers/visitors). In the “Listings” section, you can edit all of the text and factual information related to your business/location. On the other hand, in the “Media” area, you can add images or YouTube video links.
4. **Opportunities:** This area is where you’ll find any RFP’s (hotels) or service requests that DPR’s team has shared with your business. Keep track of these requests and respond promptly when any opportunities do come up.
5. **Reports:** Stay up to date with your DMO’s monthly and annual reports.
6. **Administration:** N/A
7. **Questions?:** Want to send us a question via email? This is the place to do it.

For any further questions or queries, please reach out to us at [website@discoverpuertorico.com](mailto:website@discoverpuertorico.com) and our team will get back to you.