



THE DC BUSINESS LOGIN

USER GUIDE FOR
BUSINESS ADMINS

BROUGHT TO YOU BY

JACOB BAILEY GROUP™

WWW.DESTINATIONCORE.COM

WHAT IS THE DC BUSINESS LOGIN?

The DC Business Login functionality provides a password protected area where businesses listed on a DestinationCore website can:

- Submit an update to their **business directory page** (or pages if they have multiple businesses listed on the website)
- Submit, or update an **offer** that is related to their business
- Submit, or update an **event** that is related to their business.

All submissions made via the DC Business Login are held in moderation for approval by a Website Admin before being published on the website.

TYPES OF USER OF THE DC BUSINESS LOGIN

Business Admin = a user who is associated with a business, or multiple businesses listed on a DestinationCore website.

Website Admin = a user who is responsible for approving submissions made by a Business Admin.

OTHER KEYS TERMS

CMS = Content Management System (NB: a Business Admin will be interacting with the CMS to make submissions).

Draft = the status of a 'saved' submission, before it has been submitted for approval.

Submitted = the status of a submission after it has been submitted by a Business Admin, but before it has been approved by a Website Admin.

Rejected = the status of a submission if the content submitted by a Business Admin is deemed unacceptable for publication by a Website Admin.

Live = the status of a submission when it has been published on the website and is viewable by visitors to the website.

Auto-approve = a status created by a Website Admin against a Business whereby any submissions made by Business Admin associated to that Business will be published to the website without the need for moderation.

HOW IS A BUSINESS ADMIN ACCOUNT CREATED?

A Business Admin cannot create their own account. They will only be able to gain access to the system if a Website Admin has created an account for them.

Immediately after a Website Admin has created a Business Admin account an activation email is triggered in the system and sent to the email address of the Business Admin.

The Business Admin will then receive an email containing a link. The Business Admin will be able to activate their account by clicking on the link.

In order to activate an account the Business Admin must set a password.

Once a password has been set, the Business Admin will be able to login to the system using their email address and the password they have created.

NOTES:

- Activation links **expire after 24 hours**
- If an activation link has expired an account can be activated using the **forgotten password facility** (NB: the forgotten password link can be found on the login page).

HOW DOES A BUSINESS ADMIN LOGIN?

A Business Admin can only login to the DC Business Login once they have activated their account (see above).

To login a Business Admin must input an Email and Password.

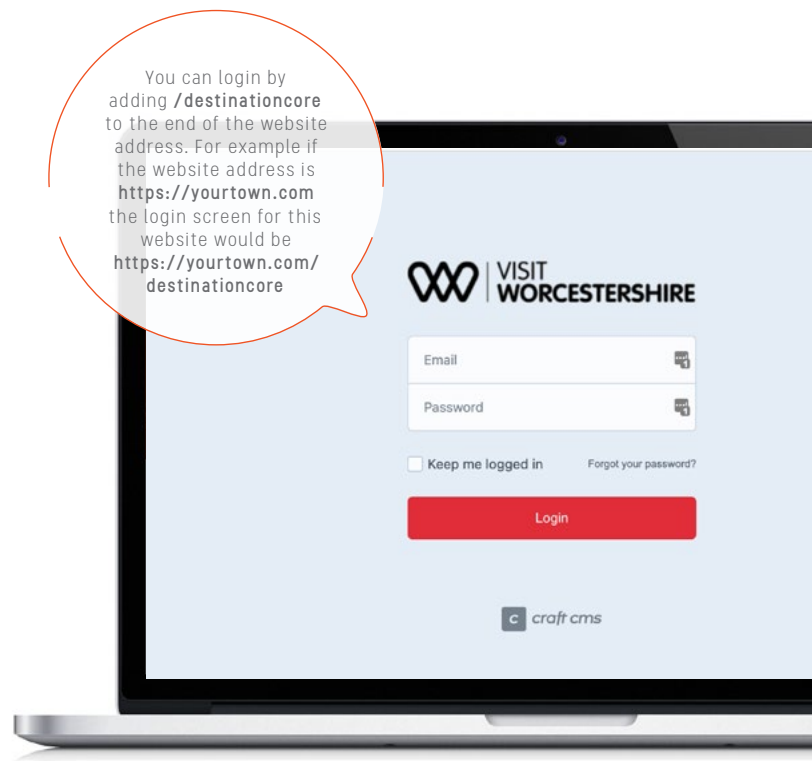
Email = the email address associated with the Business Admin.

Password = the unique password created by the Business Admin when the account was activated.

A Business Admin can reset their password at any time by using the forgotten password facility. Clicking the forgotten password link will trigger an email to be sent to the email address associated with the Business Admin who can then follow the links in the email in order to reset their password.

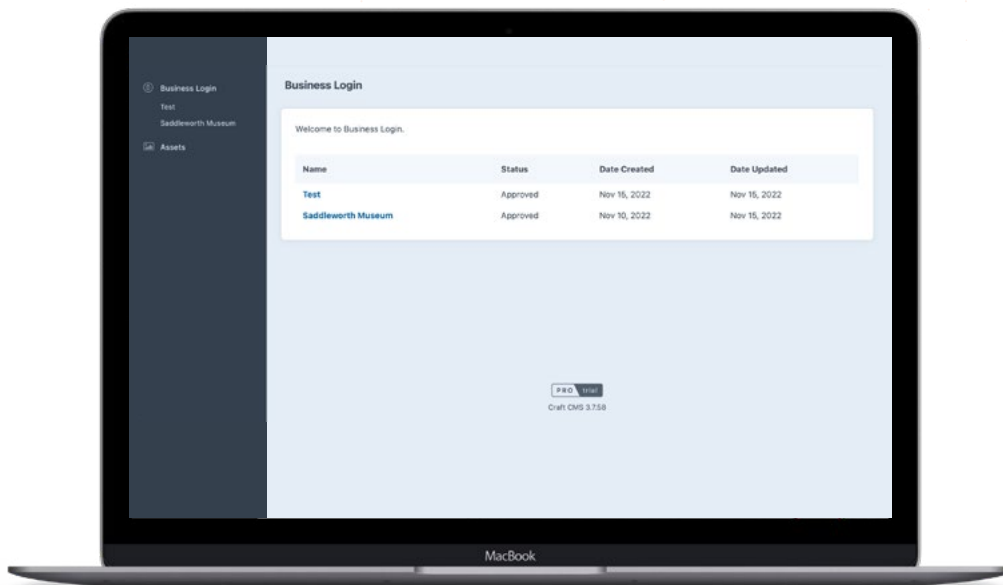
(NB: Remember the forgotten password facility can also be used to activate an account where the activation link has expired).

You can login by adding **/destinationcore** to the end of the website address. For example if the website address is **https://yourtown.com** the login screen for this website would be **https://yourtown.com/destinationcore**



WHAT HAPPENS WHEN LOGGED IN

When a Business Admin is logged into the system they will be presented with a dashboard which contains all businesses listings associated with their Business Admin account.



If a Business Admin is associated with multiple businesses they will be able to access all business listings from one single login.

Once logged in a Business Admin can perform the following actions:

- Submit an update to their business directory page
- Submit an offer that is related to their business
- Submit an event that is related to their business
- Update an offer that is related to their business
- Update an event that is related to their business.

When logged in a Business Admin can also see the current status of each submission they have made.

There are four levels of status:

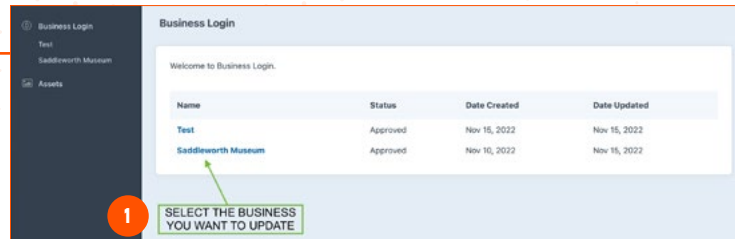
- Draft
- Rejected
- Live
- Submitted.

EDITING A BUSINESS DIRECTORY PAGE

To submit an **update** to a business directory page the Business Admin needs to:

1

Select your business, listed under 'Name'



2

Click through using the 'Manage Directory' button



3

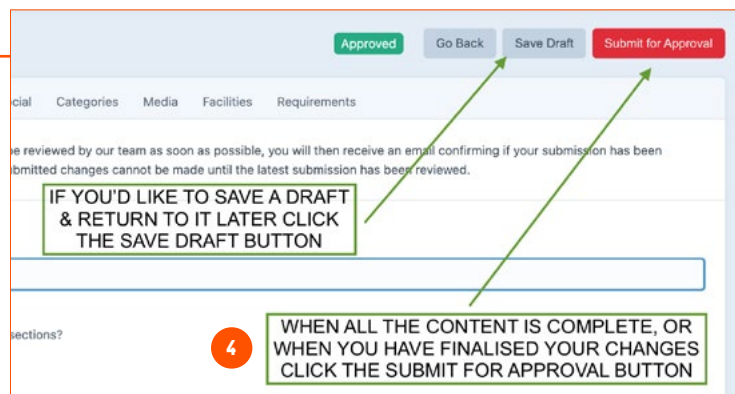
Make the required changes. There are multiple tabs to click through containing business information

(NB: There may be multiple tabs to click through containing offer information)



4

When the changes/amends have been made, click 'Submit for approval', if you wish to save a draft to return to a later date instead click 'Save Draft'



AFTER YOU HAVE COMPLETED STEPS 1 TO 4:

- Your business directory update will have been submitted
- You will receive an email notification letting you know that your submission has been received
- Once your business submission has been submitted you then cannot make another edit until your submission has been either approved or rejected.

SUBMITTING OR AMENDING AN EVENT

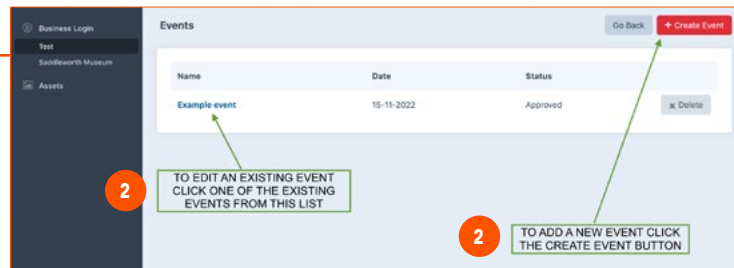
To submit an **event** listing a Business Admin needs to:

STEP 1: Click through using the 'Manage Events' button

2

Either create a new event using the 'Create Event' button

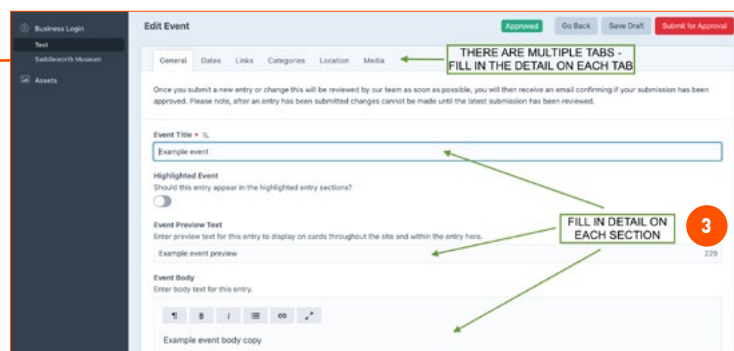
Or to edit an existing one click the event name



3

Make the required changes. There are multiple tabs to click through containing event information

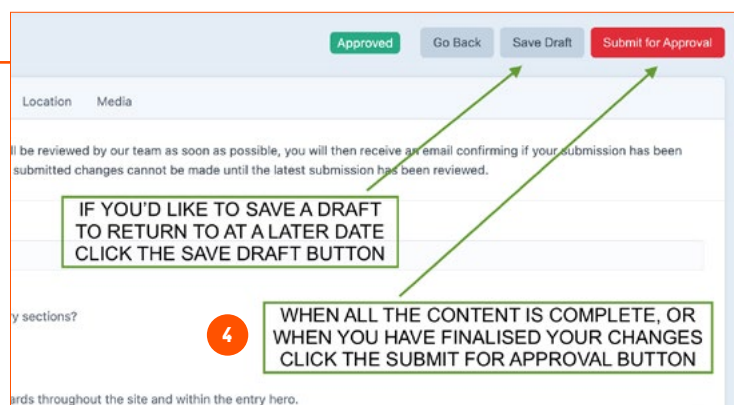
(NB: There may be multiple tabs to click through containing offer information)



4

When the changes/amends have been made, click 'Submit for approval'

If you wish to save a draft to return to a later date instead click 'Save Draft'



AFTER YOU HAVE COMPLETED STEPS 1 TO 4:

- Your event update will have been submitted
- You will receive an email notification letting you know that your submission has been received
- Once your event submission has been submitted you then cannot make another edit until your submission has been either approved or rejected (NB: you are free to make additional submissions for other events).

SUBMITTING OR AMENDING AN OFFER

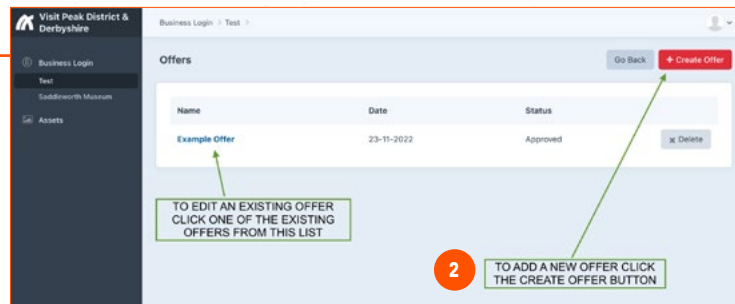
To submit an **offer** a Business Admin needs to:

STEP 1: Click through using the 'Manage Offers' button

2

Either create a new event using the 'Create Offer' button

Or to edit an existing one click the offer name



3

When adding a new offer - fill in the offer content

When updating an existing offer - make the required changes

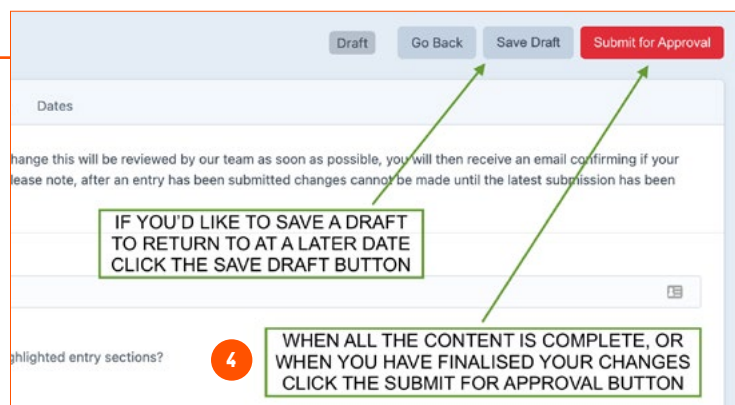
(NB: There may be multiple tabs to click through containing offer information)



4

When the changes/amends have been made, click 'Submit for approval'

If you wish to save a draft to return to a later date instead click 'Save Draft'



AFTER YOU HAVE COMPLETED STEPS 1 TO 4:

- Your offer update will have been submitted
- You will receive an email notification letting you know that your submission has been received
- Once your offer submission has been submitted you then cannot make another edit until your submission has been either approved or rejected (NB: you are free to make additional submissions for other offers).

WHAT IS THE **APPROVAL** **PROCESS** FOR SUBMISSIONS?

All submissions are handled via a dedicated section in the CMS.

Everytime a new submission is made a notification is sent to the Website Admins.

Only a Website Admin can approve a submission, and only approved submissions will be published on the website.

For each submission that has been made a Website Admin has three options:

- **Approve** - which will put the submission live on the website
- **Edit and approve** - the Website Admin can make minor edits to the submission and then put it live
- **Reject and comment** - when a Website Admins rejects a submission they will provide a reason for the rejection. An email will be sent back to the Business Admin containing a message with the reason for the rejection. The Business Admin is then prompted to login so they can make the appropriate adjustments and re-submit for approval.

It is possible for a Website Admin to set up auto-approval for specific Business on a case by case basis. If a Business has been set-up with auto-approval any submission made by a Business Admin related to that Business will be published on the website without the need for approval by a Website Admin.

WHAT SHOULD A BUSINESS ADMIN DO IF A SUBMISSION HAS BEEN **REJECTED**?

Every time a Business Admin logs in to the system they will be able to see the status of their submissions.

Submissions can only be edited by Business Admins when they are in the Live, or Rejected state.

If a submission has been rejected the Business Admin will see a message which explains the rationale behind the rejection.

The Business Admin can use the information provided in the message to make adjustments to the content in the submission and re-submit for approval.

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