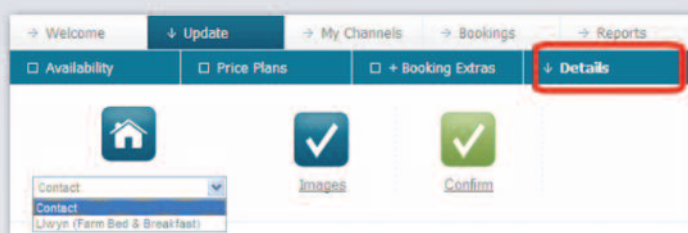


How do I update my property details in Guestlink?

Overview: Guestlink enables you to update your contact and property details. Some details can be changed instantly, while other changes are sent to your data steward for approval.

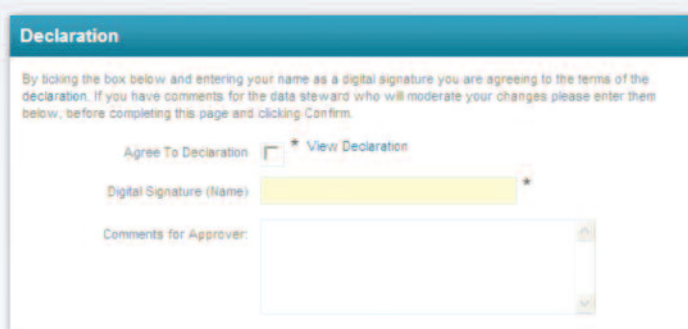
Step 1: Once you have logged into Guestlink click **Update** on the main menu and then click **Details** from the sub-menu below:



Step 2: By default the details page will display your contact details. Note your contact details are used by your Data Steward and Guestlink Helpdesk. With the exception of your booking number these contact details are not published to websites.

To view to your **property** details click on the pull-down list below the house icon and select your property.

Step 3: At the top of the details section is the **Declaration**. You should view the declaration, tick the **Agree to Declaration** box, enter your name as a **Digital Signature** and add any **Comments For Approver** if appropriate. Agreeing to the declaration is necessary before making changes on the page and clicking Confirm:

A screenshot of the 'Declaration' form. The form has a title 'Declaration' in a blue header. Below the title, there is a paragraph of text: 'By ticking the box below and entering your name as a digital signature you are agreeing to the terms of the declaration. If you have comments for the data steward who will moderate your changes please enter them below, before completing this page and clicking Confirm.' Below this text, there are three fields: 'Agree To Declaration' with a checkbox and a 'View Declaration' link, 'Digital Signature (Name)' with a text input field, and 'Comments for Approver:' with a text area.

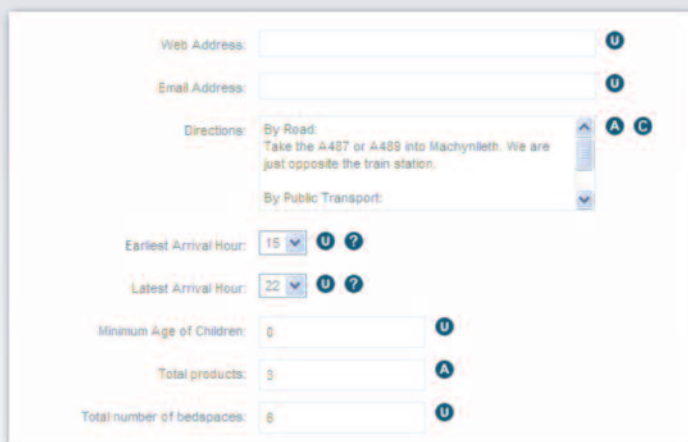
Step 4: Fields with a **U** symbol by them mean they are un-moderated and will be changed as soon as you click **Confirm**. Fields with an **A** symbol by them mean they need to be approved by your Data Steward before going live. Your Data Steward is listed on your Guestlink welcome page.

While changes are waiting for approval a **C** symbol is added. Once the changes have been approved a message will be displayed on your logon page and at the top of the details page.

Most fields are self explanatory. However please note:

- **National Grid References** should be in 6 digit format and are generated from your postcode by default.
- **Long Description of Property** and **Short Description of Property** are necessary as websites may have varying amounts of space available depending on the design and device (e.g. mobile). We would encourage you to make the descriptions different.
- We recommend splitting **Directions** into **By Road:** and **By Public Transport:** to give a constant look and feel across the websites.

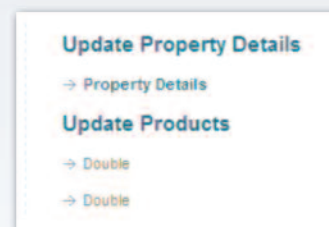
Here is an example of some of the available fields and approval symbols:



The screenshot shows a form with the following fields and symbols:

- Web Address: [input field] U
- Email Address: [input field] U
- Directions: [dropdown menu] A C
 - By Road: Take the A487 or A489 into Machynlleth. We are just opposite the train station.
 - By Public Transport: [dropdown menu]
- Earliest Arrival Hour: [dropdown menu: 15] U ?
- Latest Arrival Hour: [dropdown menu: 22] U ?
- Minimum Age of Children: [input field: 0] U
- Total products: [input field: 3] A
- Total number of bedspaces: [input field: 8] U

Step 5: To edit **room** or **unit** details (known as **products** in the Guestlink system) click on the appropriate product name on the right of your property page. Note you cannot currently add new products so please contact your Data Steward as listed on your Guestlink welcome page if this is required:



Note After making changes remember to click the Confirm button and then read the confirmation message:

