

## Updating TA Reduced Rates in CMS

Each Reduced Rate on the web site is a CMS asset. Every detail, such as the ship or date of sailing, comes from a field within that asset. All of the info on the TA Reduced Rate page has an origin in CMS that is specified below.

Ship	Sail Date	Rate
Norwegian Dawn	December 09, 2007	\$50pp/Day/Balc Plus NCF & GTF
Norwegian Dream	December 09, 2007	\$25pp/Day/In \$35pp/Day/Out Plus NCF & GTF
Norwegian Gem	December 03, 2007	\$20pp/Day/In \$25pp/Day/Out \$35pp/Day/Balc Plus NCF & GTF
Norwegian Majesty	December 08, 2007	\$20pp/Day/Out Plus NCF & GTF
Norwegian Majesty	December 15, 2007	\$25pp/Day/Out Plus NCF & GTF
Norwegian Spirit	December 09, 2007	\$30pp/Day/Balc Plus NCF & GTF
Norwegian Sun	December 01, 2007	\$50pp/Day/Balc

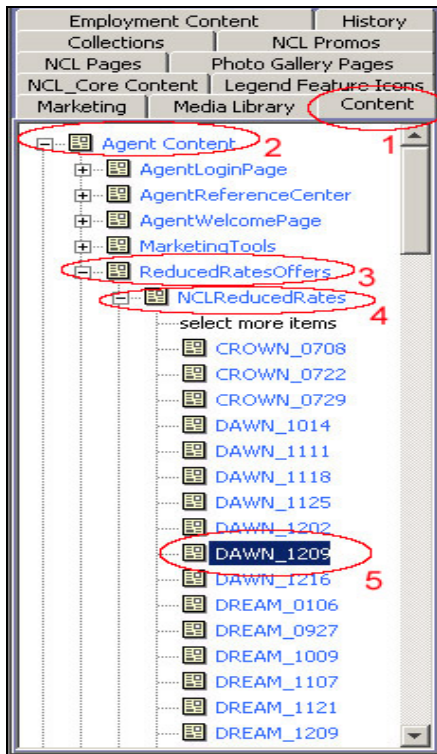
### Field Name

1. Reduced Rate - ShipName
2. Reduced Rate Sailing Date
3. Reduced Rate Allocation
4. Reduced Rate Allocation Conditions
5. ReducedRateForm

### CMS Asset Type or Location

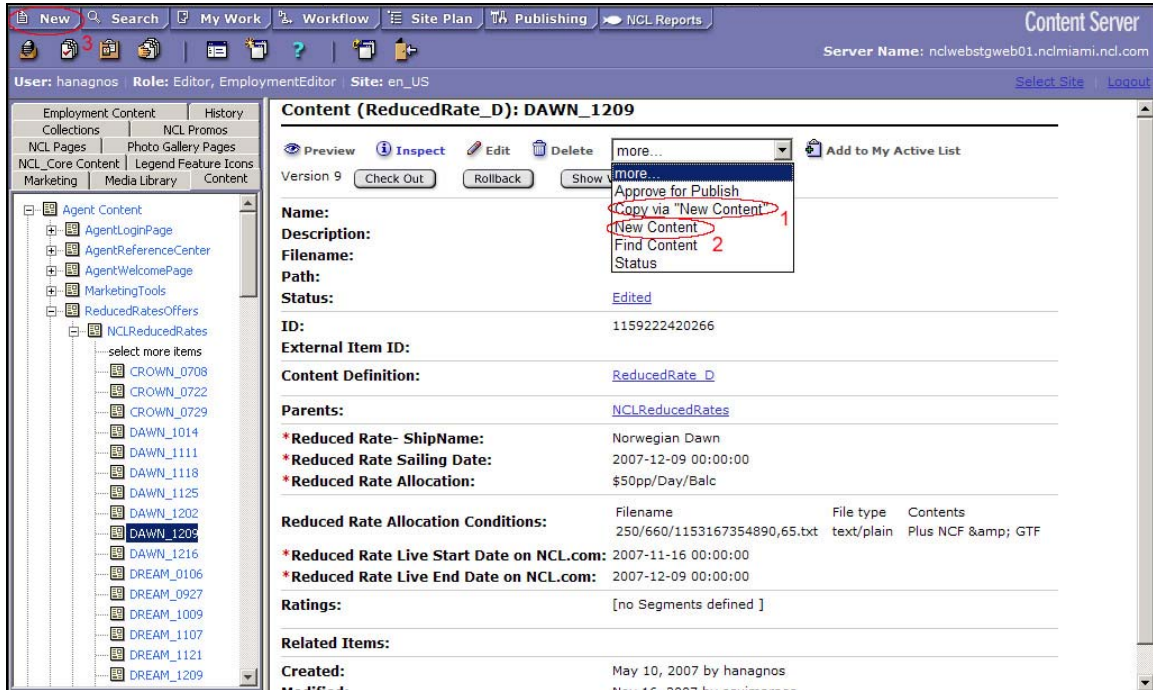
- Content (ReducedRate\_D)
- Content (ReducedRate\_D)
- Content (ReducedRate\_D)
- Content (ReducedRate\_D)
- Media (Document)

## Navigating to TA Reduced Rate Assets in CMS



1. Expand the **Content** tab.
2. Expand **Agent Content**.
3. Expand **ReducedRatesOffers**.
4. Expand **NCLReducedRates** for NCL offers, or **OrientReducedRates** for Marco Polo.
5. Double click on the desired asset to open it.

## Creating a New TA Reduced Rate Asset



There are three ways to create a new TA Reduced Rate asset. The easiest is shown first.

1. Double click on an asset to copy it. From the **More** drop-down box, select **Copy via "New Content"**.
2. From the **More** drop-down box, select **New Content**. Select **ReducedRate\_D** from the **Content Definition** drop-down box that appears.
3. Click **New** from the blue toolbar at the top of the screen. Select **New Content** under the **Name** column that will be displayed. Select **ReducedRate\_D** from the **Content Definition** drop-down box.

## Editing a TA Reduced Rate Asset - 1

Always put an asset into **Edit** mode to update its fields.

The screenshot shows the 'Content (ReducedRate\_D): DAWN\_1209' edit form. The interface includes a navigation pane on the left with a tree view of content items. The main form area contains the following fields and values:

- Name:** DAWN\_1209 (highlighted with a red circle and '1')
- Description:** (empty)
- Filename:** (empty)
- Path:** (empty)
- Status:** (empty)
- ID:** 1159222420266
- External Item ID:** (empty)
- Content Definition:** ReducedRate\_D
- Content Parent:** (empty)
- Reduced RatesSubCategory\_PD (S):** NCLReducedRates
- Reduced Rate- ShipName:** Norwegian Dawn (highlighted with a red circle and '2')
- Reduced Rate Sailing Date:** 2007 - 12 - 09 00 : 00 (highlighted with a red circle and '3')

1. The asset must be given a unique **Name**. Follow this naming convention, without spaces: **SHIP\_MMDD**.
2. Select the appropriate ship from the **Reduced Rate- ShipName** drop-down box.
3. In the **Reduced Rate Sailing Date** field, enter the sail date with this convention: **Year: Month: Day: Hour: Minute: Second**.

## Editing a TA Reduced Rate Asset - 2

The screenshot shows the 'Content Server' interface for editing a TA Reduced Rate Asset. The interface includes a navigation pane on the left with a tree view of content items. The main area is divided into sections:

- Reduced Rate Allocation:** A text input field containing '\$50pp/Day/Balc' (circled in red and labeled '1').
- Reduced Rate Allocation Conditions:** A text input field containing 'Plus NCF & GIF' (circled in red and labeled '2').
- Reduced Rate Live Start Date on NCL.com:** A date and time picker showing '2007-11-16 00:00:00' (labeled '3').
- Reduced Rate Live End Date on NCL.com:** A date and time picker showing '2007-12-09 00:00:00' (labeled '3').
- Ratings:** A table with columns 'Segment', 'In Segment', and 'Out of Segment' (labeled '4').

Segment	In Segment	Out of Segment
Elite	<input type="checkbox"/>	<input type="checkbox"/>
FreeStyleFriends	<input type="checkbox"/>	<input type="checkbox"/>
GoldClub	<input type="checkbox"/>	<input type="checkbox"/>
PlatinumClub	<input type="checkbox"/>	<input type="checkbox"/>
PresidentsClub	<input type="checkbox"/>	<input type="checkbox"/>

1. Enter the **Reduced Rate Allocation**.
2. Enter the **Reduced Rate Allocation Conditions**.
3. The **Reduced Rate Live Start Date** determines when the asset will appear on the web site. You can set it to a time in the past to make it appear currently, or set it to appear at a future time.

Boxes in this and the next field take date and time by: **Year: Month: Day: Hour: Minute: Second**. They are on a 24-hour clock. For example, it is currently set to start on November 16, 2007 at midnight. To have it start on the same day at 11:05 pm and 20 seconds, enter: 2007: 11: 16: 23: 05: 20.

4. **Reduced Rate Live End Date** determines when the asset will disappear from the web site.

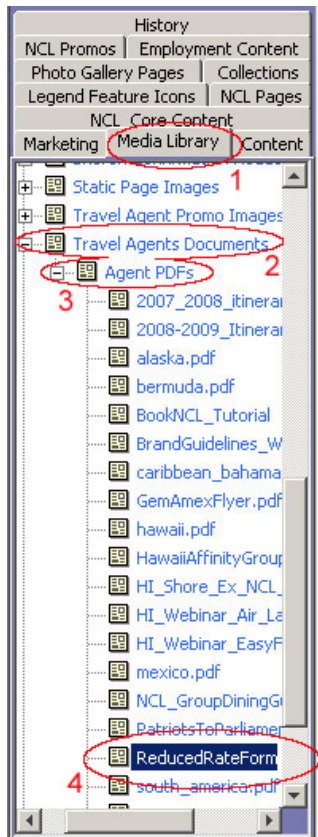
Be sure to **Save** the asset with the buttons located at the top or bottom of the screen (not shown).

After editing, preview the page in Staging. The asset can be edited further, or published to the **QA**, **Production**, or **Development** environments after receiving approval.



## Replacing the Reduced Rate Application Form

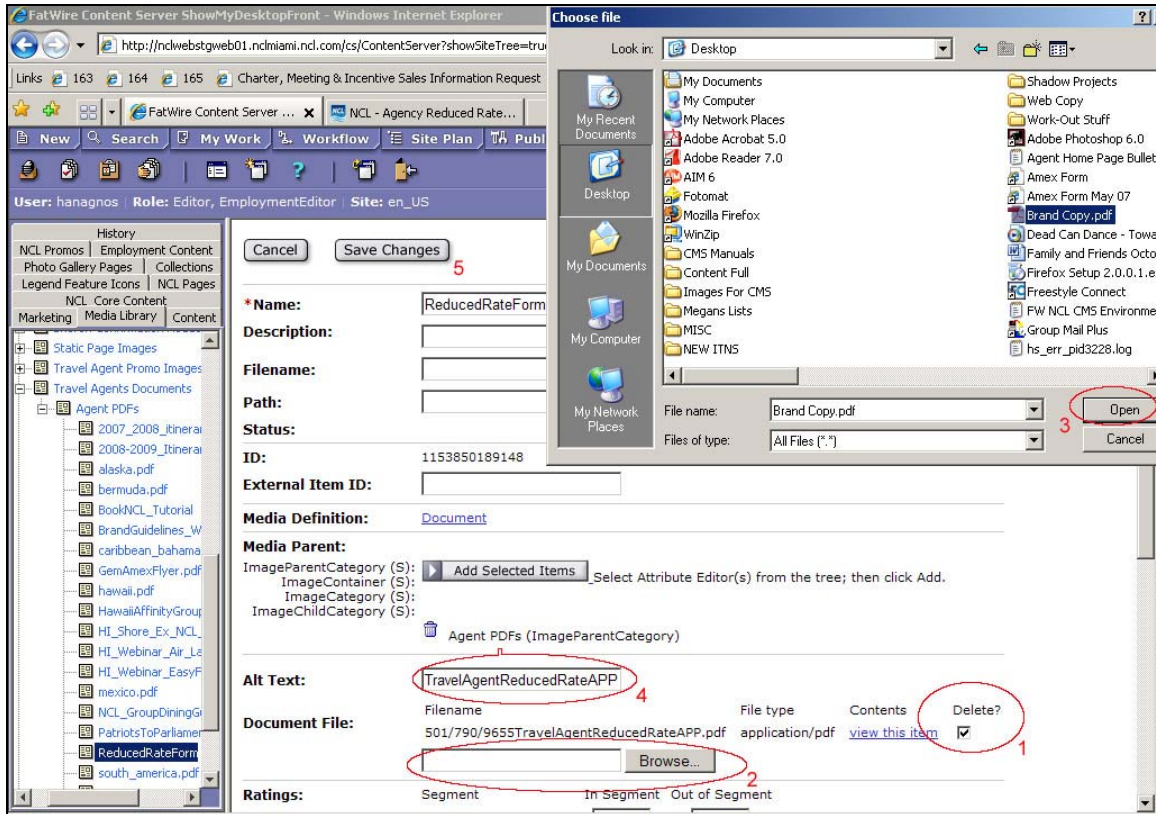
The application form PDF is saved in the **ReducedRateForm** Media Asset. First, browse to this asset.



1. Expand the **Media Library** tab and open **All Media** (not shown).
2. Expand **Travel Agent Documents**.
3. Expand **Agent PDFs**.
4. Double click on the **ReducedRateForm** asset to open it.

## Replacing the Reduced Rate Application Form, Cont.

Next, you'll put **ReducedRateForm** into **Edit** mode and replace the old PDF.



1. Check the **Delete** box next to **Document File** to erase the old PDF.
2. Click the **Browse** button and select the replacement PDF from the hard drive.
3. Click **Open** to attach the new PDF.
4. Delete the old **Alt Text** and enter the new file name.
5. **Save** the changes.

The updated media asset must also be published to **Production** to be viewed live.