

Building Port.Info Assets in CMS

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URL Affected:

<http://www.ncl.com/nclweb/home.html>

1.) Who is involved in the process?

- Marketing
- Sales
- NCL.com Project Team

2.) How often does it occur?

Once. New ports are added when they go on sale in Seaware.

3.) How are we notified of this change or request?

Email, walk-in, or by other communication.

4.) Outline of Process Steps:

- 1.) File the port code under the correct location in "NCL Core Content/Locations".
- 2.) Select the desired country, then edit *port code.name* . Example: ORJ.Port
- 3.) Select each relevant itinerary from the "NCL Core Parent" tab.
- 4.) Add text content in the "Port Title" and "Port Description" fields.
- 5.) Select an image (or "UnderConstruction.Image").
- 6.) Check the "Departure Port" radio button, if applicable.
- 7.) Hit "Save Changes".
- 8.) To publish, select "Approve for Publish" from the top drop-down box.
- 9.) Select "TESTAPP01" and hit approve.
- 10.) Repeat step # 8 and select "QAAPP01", then hit approve.
- 11.) Use the "Publish" button to run a session to TESTAPP01 and to QAAPP01.

5.) Estimated Service Time:

Ongoing.

6.) General Comments:

There is one initial set-up for each port. Port assets may be updated as needed.