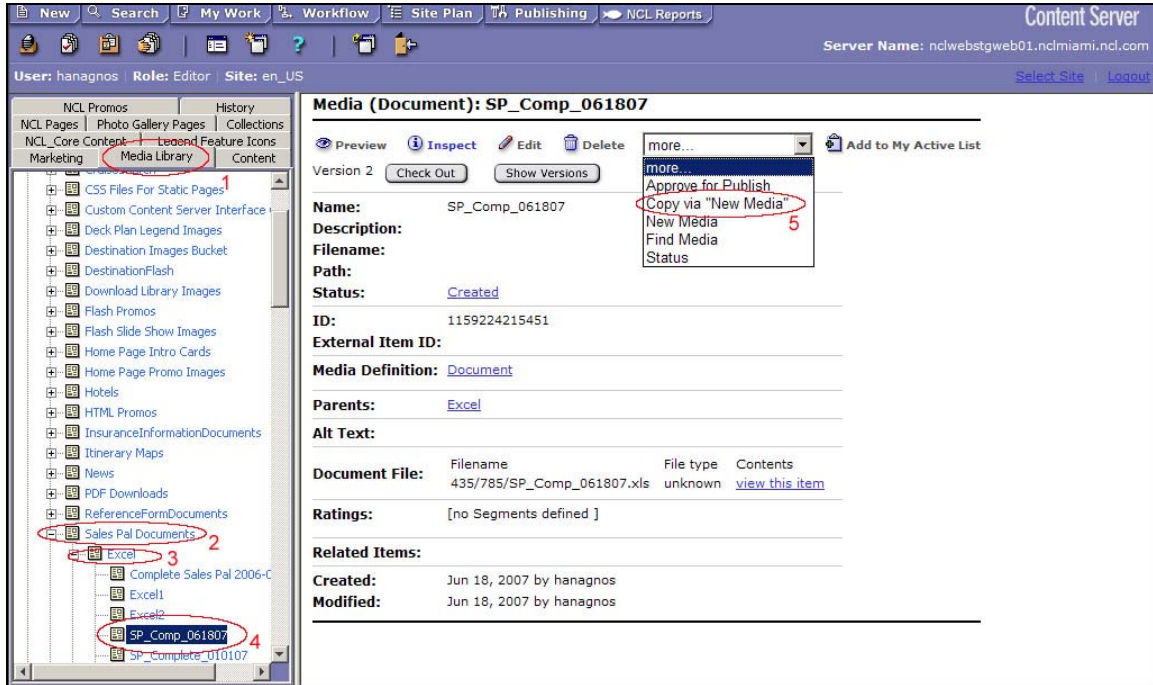


Updating Sales PAL in CMS

Updating the Sales PAL has two major steps; uploading the new Excel file into the **Media Library** as a new media asset, and linking that new asset to the Content named **"ExcelFile1"**.

Creating a New Media Asset

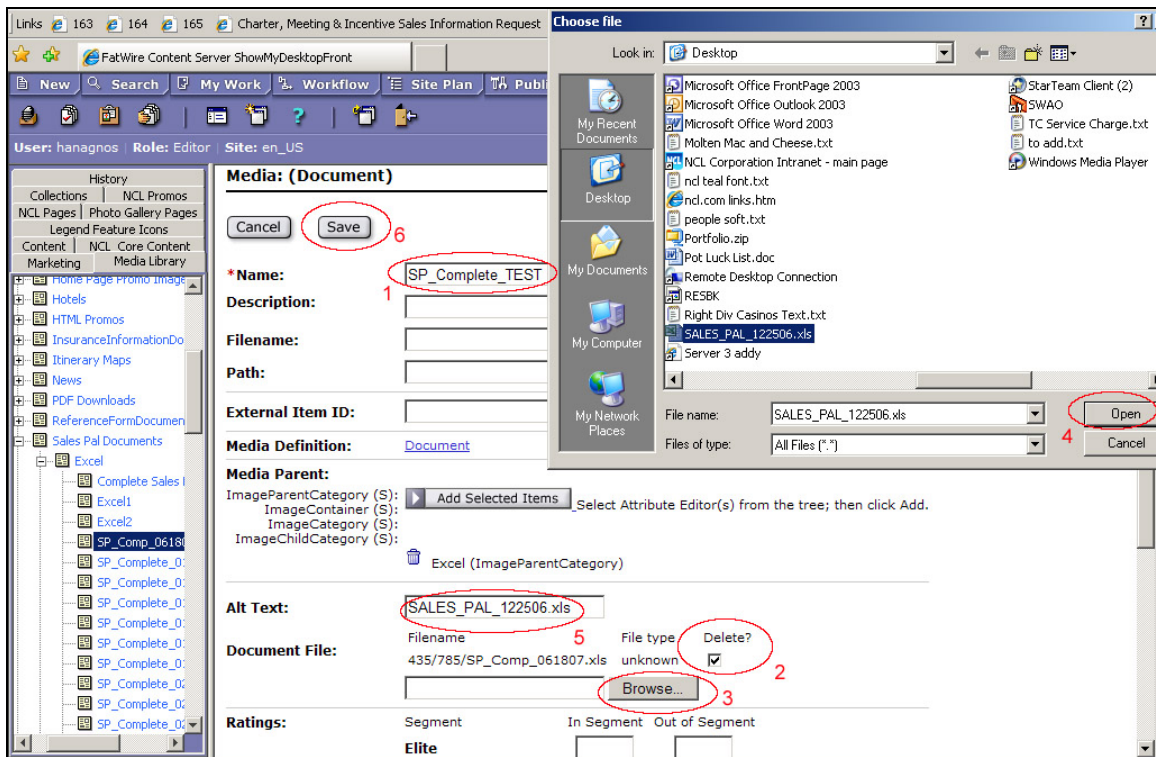


Before uploading the Excel file as new media, format its name correctly; without any spaces. Save the new Excel file to your desktop.

Then, copy an existing media asset by doing the following:

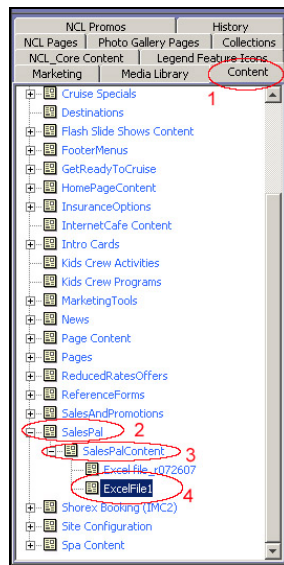
1. Open the **Media Library** tab. Expand **All Media**.
2. Expand **Sales Pal Documents**.
3. Open **Excel**.
4. Double click on any asset to open it.
5. Select **Copy via "New Media"** from the **More** drop-down box.

Creating a New Media Asset – Cont.



1. Name the asset without spaces, via this convention: SP_Complete_MMDDYY.
2. To the right of **Document File**, click the **Delete** check box.
3. Hit the **Browse** button and select the new excel file from the desktop.
4. Hit **Open**.
5. Copy the name of the new file and paste it into the **Alt Text** field.
6. **Save** the new media asset.

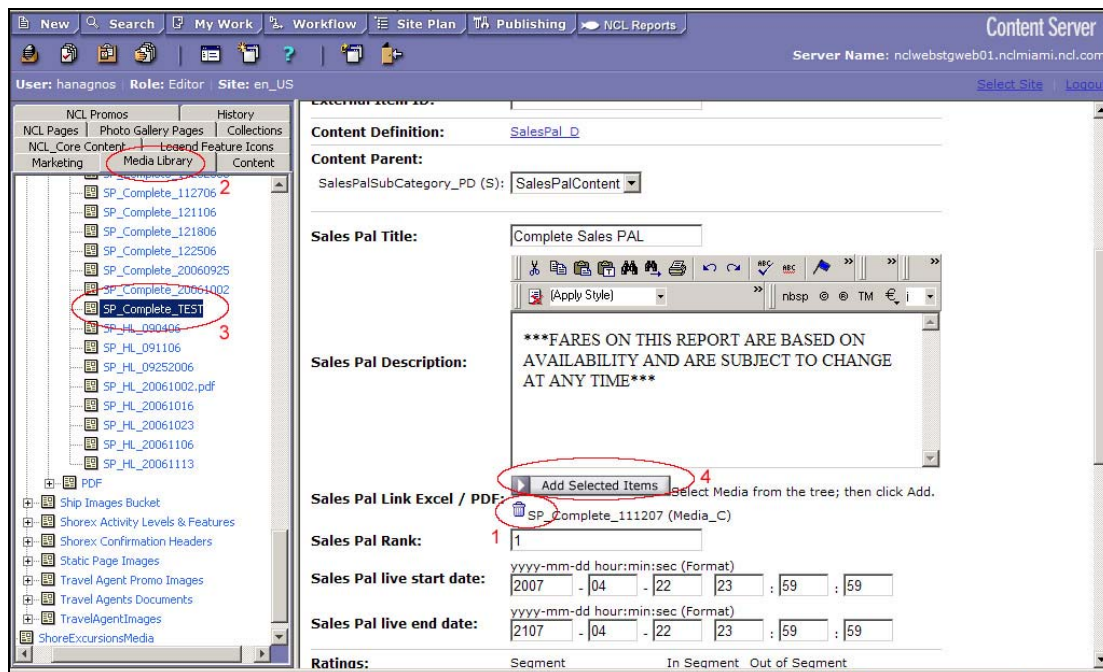
Linking a New Media Asset to ExcelFile1



Opening ExcelFile1

1. Select the Content tab.
2. Expand **SalesPal**.
3. Expand **SalesPalContent**.
4. Double click on **ExcelFile1** and it put into **Edit** mode.

Editing ExcelFile1



1. When you begin, the old excel file from the previous week will still populate **ExcelFile1**. Click on the **Garbage** icon to the left of **Sales Pal Link Excel / PDF** to delete it.
2. Browse to the file you created under the Media Library tab.
3. Click on the new media asset once to select it.
4. Hit **Add Selected Items** to attach it. Save **ExcelFile1**.

Output

The Sales PAL Media and ExcelFile1 Content assets output to the below page, on the travel agent section of the web site. Their locations of origin are noted in red.

The screenshot shows the 'NCL Weekly Sales PAL' page on the NCL website. The page has a blue header with navigation links: HOME, REFERENCE CENTER, TRAINING CENTER, MARKETING TOOLS, SPECIALS & PROMOTIONS, BOOK NCL, and CONTACT NCL. Below the header, there is a 'Hello Ncl of NCL INTERNET ACCESS' message. The main content area features the title 'NCL Weekly Sales PAL' and a brief description. A section titled 'NCL Sales PAL User Guide' includes a 'Learn More' link. A highlighted box contains the text 'Complete Sales PAL' with a red circle and the number '1' next to it. Below this box is another 'Learn More' link with a red '2' next to it. A legend at the bottom of the page lists: '1 - Sales Pal Title (ExcelFile1)', '2 - Sales Pal Description (ExcelFile1)', and '3 - Document File (Media Asset)'. The browser's address bar shows the URL 'http://www.ncl.com/csimages/272/568/SALES_PAL_111207.xls' with a red '3' next to it. The browser's status bar shows 'Local intranet' and '100%' zoom.

1 - Sales Pal Title (ExcelFile1)
2 - Sales Pal Description (ExcelFile1)
3 - Document File (Media Asset)

Preview the Updated Sales PAL in Staging. Confirm that the correct, updated excel file downloads completely. Once it's approved, publish the new media file and ExcelFile1 in all environments.