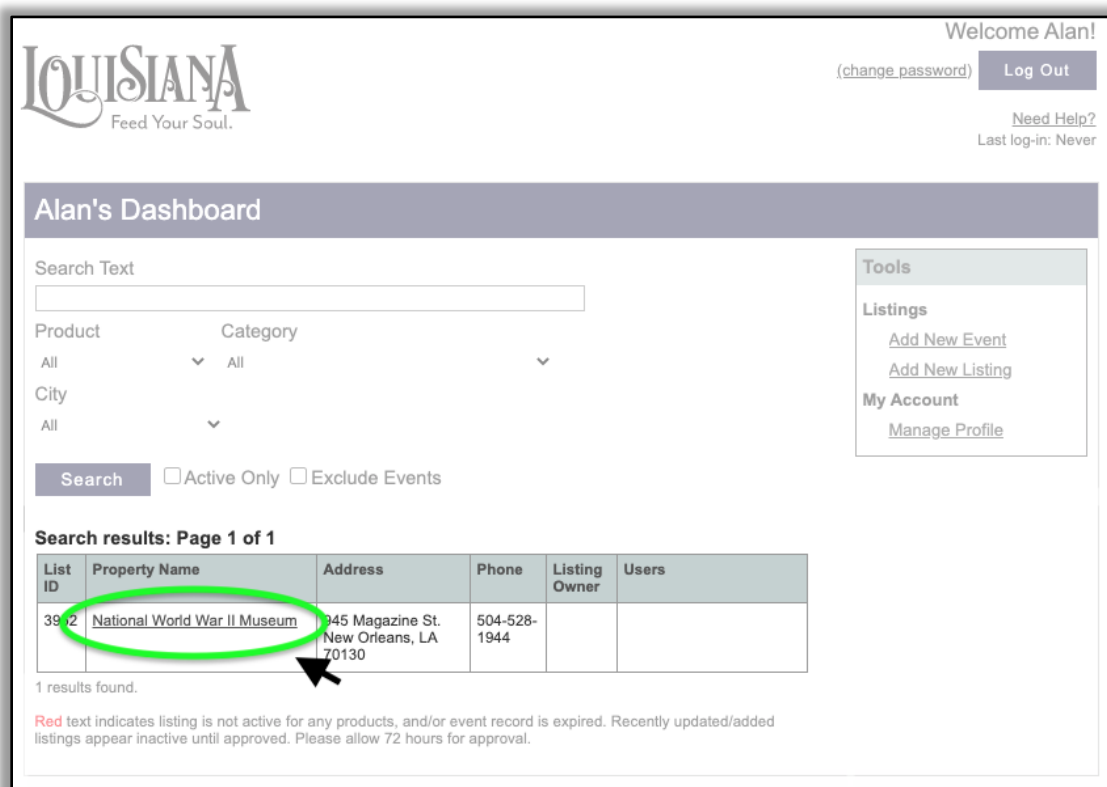


LouisianaTravel.com Data Engine

Managing and Updating Your Listing

>> Now that you have successfully registered for an account and your listing has been approved for the website, here is a basic “How To” guide for managing your listing and making updates in the Data Engine.

1. **Log in** using your email address and password at data.louisianatravel.com. Feel free to use the “*Forgot Password*” link if you are unsure of your passcode
2. From your Dashboard, click on your **listing name** to go into the listing and **make edits**:



The screenshot shows the user's dashboard for Alan. At the top right, it says "Welcome Alan!" with links for "(change password)", "Log Out", "Need Help?", and "Last log-in: Never". The main heading is "Alan's Dashboard". Below this is a search interface with a "Search Text" input field, and dropdown menus for "Product" (All), "Category" (All), and "City" (All). There are checkboxes for "Active Only" and "Exclude Events", and a "Search" button. To the right is a "Tools" sidebar with links for "Add New Event", "Add New Listing", and "Manage Profile". The search results section shows "Search results: Page 1 of 1" and a table with one entry: "National World War II Museum" (List ID 3902), located at 945 Magazine St., New Orleans, LA 70130, with phone number 504-528-1944. The listing name is circled in green, and an arrow points to it. A note at the bottom states: "Red text indicates listing is not active for any products, and/or event record is expired. Recently updated/added listings appear inactive until approved. Please allow 72 hours for approval."

List ID	Property Name	Address	Phone	Listing Owner	Users
3902	National World War II Museum	945 Magazine St. New Orleans, LA 70130	504-528-1944		

3. Review and make any necessary updates to the **“Business Information”** section, which includes basic info such as *address, contact info, website and hours.*

TO EDIT, simply click the **blue “Edit” button** at the bottom of the section and then hit **“Save”** when you’re done

Tip: Your location info here determines which LouisianaTravel.com **Region** and **City** pages your listing will appear on

The screenshot shows the 'Business Information' section for 'The National World War II Museum'. It includes fields for Physical Address (945 Magazine St., New Orleans, LA 70130), Mailing Address (945 Magazine St., New Orleans, LA 70130), Phones ((504) 528-1944 (Local), (504) 527-6088 (Fax), (877) 813-3329 (Toll Free US)), Emails (info@nationalww2museum.org (Business Email)), Websites (http://www.nationalww2museum.org (Business Website)), and Hours (No hours chosen). A map of New Orleans is shown on the right, with a red pin marking the museum's location. At the bottom, a blue 'Edit' button is circled in green with a black arrow pointing to it.

4. Review the **“Categories”** section and make sure the categories accurately reflect your listing. Please do not select categories that do not directly reflect your actual offerings.

TO EDIT, simply click the **blue “edit” button** at the bottom and then hit **“Save”**

Tip: Categories determine what pages of the site your listing appears on (ex: businesses with the “Attractions” category will appear on LouisianaTravel.com/attractions)

The screenshot shows the 'Categories' section for 'The National World War II Museum'. It includes a 'Pending Items Key' with 'Added' and 'Removed' buttons, and a list of categories for LouisianaTravel.com: Attractions, History & Heritage (Historic Districts & Sites, Museums), and Tours (General Tours). At the bottom, a blue 'Edit' button is circled in green with a black arrow pointing to it.

All changes to categories are reviewed and approved by our staff prior to publishing

5. Update and add Amenities in the “**Amenities**” section:

Amenities

You have selected 12 of 31 possible amenities. Click the edit button to select or remove amenities.

Discounts

AAA Discount	Military Discount
AARP Discount	Senior Citizen Discount
Group Discount	Student Discount

General Information

Cash Only	Handicapped Accessible
Family Friendly	Open Year-Round

Parking

Bus Parking

Type of Museum

Historical Museum

[Edit](#)

Tip: In the actual *published version* of your listing on LouisianaTravel.com, these selections will appear in the bottom section:

Amenities

Discounts

- AAA Discount
- AARP Discount
- Group Discount
- Military Discount
- Senior Citizen Discount
- Student Discount

Facility Amenities

- Concessions
- Special Packages Available

General Information

- Cash Only
- Family Friendly
- Handicapped Accessible
- Open Year-Round

Parking

- Bus Parking

Type of Museum

- Historical Museum

Contact

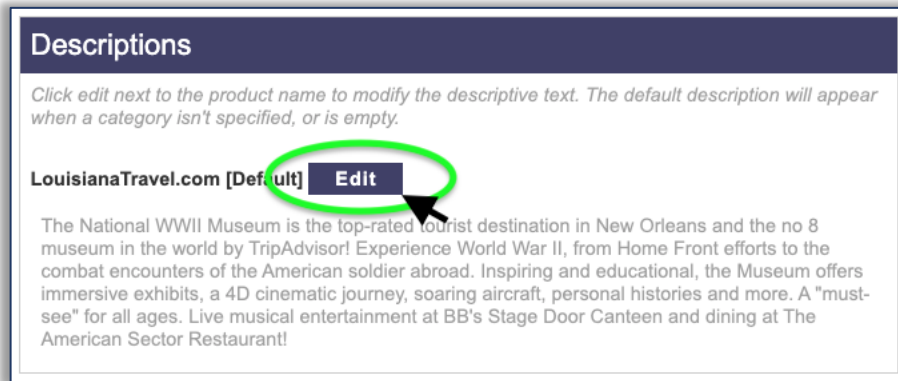
Phone:
504-528-1944

Email:
info@nationalww2museum.org

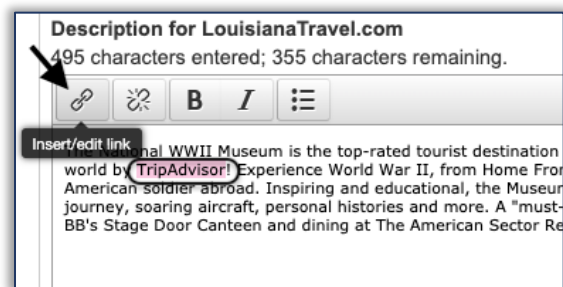
Social

[f](#) [t](#) [v](#)

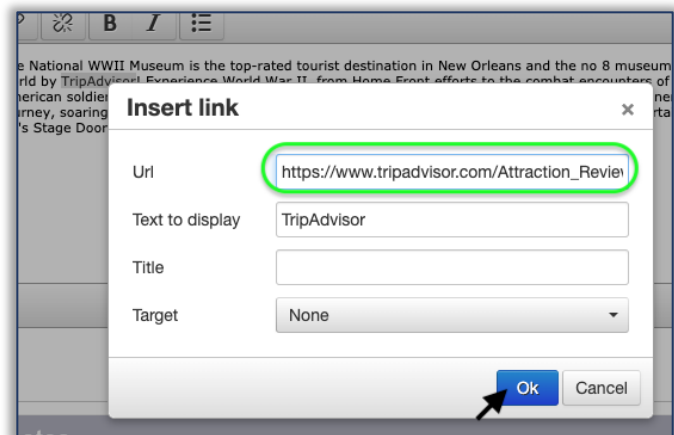
6. Update your Description in the “**Descriptions**” section to tell readers who you are and what you do:



Tip: To **hyperlink** text in your description to go to a particular webpage, **select the text** you wish to hyperlink, then click on the **link icon** in the upper-left corner of the description window:



Paste your URL into the Url field at the top and click “**Ok**” to apply:



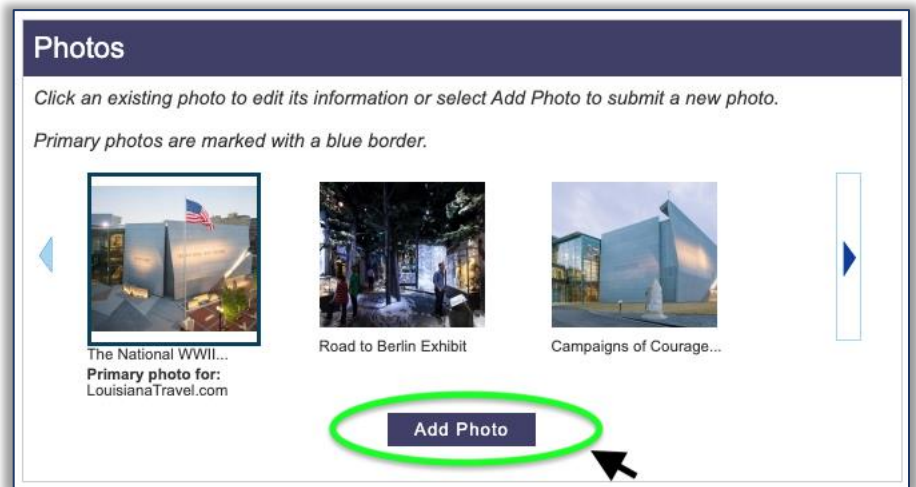
Make sure to hit the “**Save**” button when you’re done updating the description to save all of your changes.

All changes to descriptions are reviewed and approved by our staff prior to publishing

7. Add photos to your listing in the “Photos” section:

Choose **engaging, attention-grabbing** images that are **landscape** in orientation.

Add captions to each photo to help provide some context for viewers



8. Add social media links in the “Social Media Links” section

How to Delete a Listing

1. **Log in** using your email address and password at data.louisianatravel.com. Feel free to use the “*Forgot Password*” link if you are unsure of your passcode
2. From your Dashboard, click on your **listing** to go into the listing.
3. Click on “**Delete Listing**” in upper right corner.
4. A popup window will display requesting why the listing needs to be deleted. Feel free to enter reasoning for deletion and any additional info if as needed.
5. Hit “**Send**” (*the listing will not be deleted without submitting this form*).



Where am I listed?

The National World War II Museum

Business Information

Click edit to update your core business information.

Physical Address
945 Magazine St.
New Orleans, LA 70130

Your listing is published under:
New Orleans (Orleans Parish)

Mailing Address
945 Magazine St.
New Orleans, LA 70130

Phones
(504) 528-1944 (Local)
(504) 527-6088 (Fax)
(877) 813-3329 (Toll Free US)

Emails
info@nationalww2museum.org (Business Email)

Websites
<http://www.nationalww2museum.org> (Business Website)

Hours
No hours chosen.

[Edit](#)

Latitude: 29.943332
Longitude: -90.069823

Return to Dashboard

All done? Simply click the “Return to Dashboard” button in the upper-right corner of the page to go back to your main Dashboard.

Options from the Dashboard:

- Manage your other listings
- Submit new business or event listings
- Update your account information
- Log out

Final/General Notes

- Any changes you make to your listings may take up to **24-48 hours** to appear on the site.
- Any listings submitted to be deleted will take up to **3-5 business days** to be removed from the site.
- If you ever need anything or have any questions/concerns, feel free to reach out directly to Michelle Johnson:
michelle.johnson@milespartnership.com