

Embrace Scotland

SimpleView Quickstart Instructions

August 2022



Produced by bulbstudios.com

Fáilte

A quick introduction about the document and its contents...

This document details what needs to be done to get your property page ready for the re-launch of the Embrace Scotland website.

Whilst every care was taken to import your property data from the old website to the new, there were some limitations on how much we were able to import across into the new property management system.

Moving forward, your property details will be managed in **SimpleView**. This system is easy to use and more powerful than the previous system, whilst giving you the flexibility to promote your property on the new Embrace Scotland platform with ease.

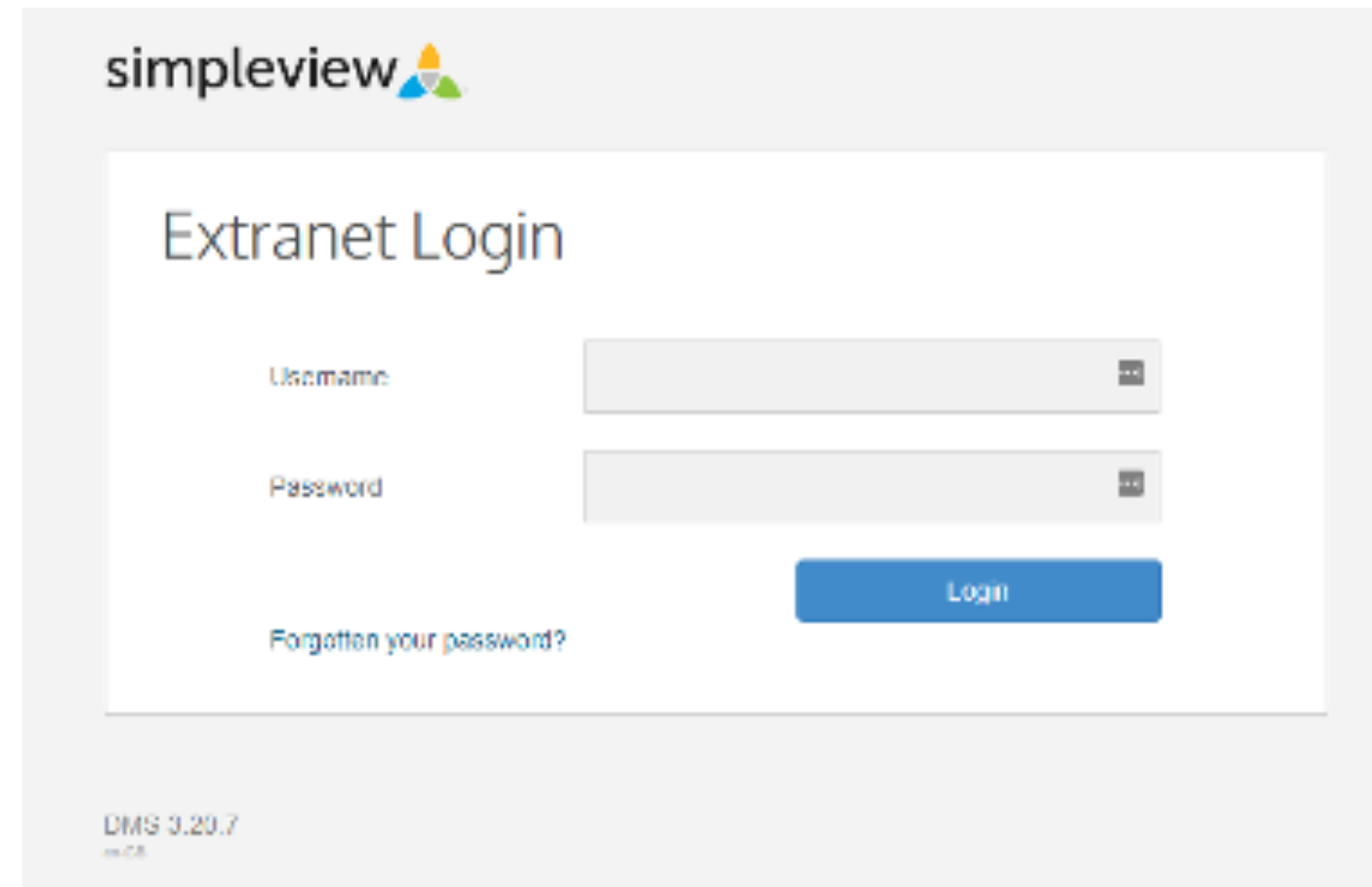
As a minimum, we would suggest that all of the steps detailed in this document are followed. It is very important to get your property page up to date before the new website is launched, so that all of your details are to date, your property page looks good to viewers and everything is correctly set up to allow for bookings.

All of the steps in this document should take you no more than an hour to complete.

Step 1

Logging on

1. Navigate to <https://extranet-uk.newmindets.net/>
2. To first log in, you will need to use your contact email address that you provided to the ASSC and select the 'forgotten password' link.
3. Here follow the steps to reset your password.
4. Once your password has been reset, sign into to the DMS. You can use this new password and your email to log in again in the future.
5. Once logged in, you will see your business record listed on screen. If you have more than one business these will all be listed in this section.
6. Select the record which you want to update.



The DMS login screen

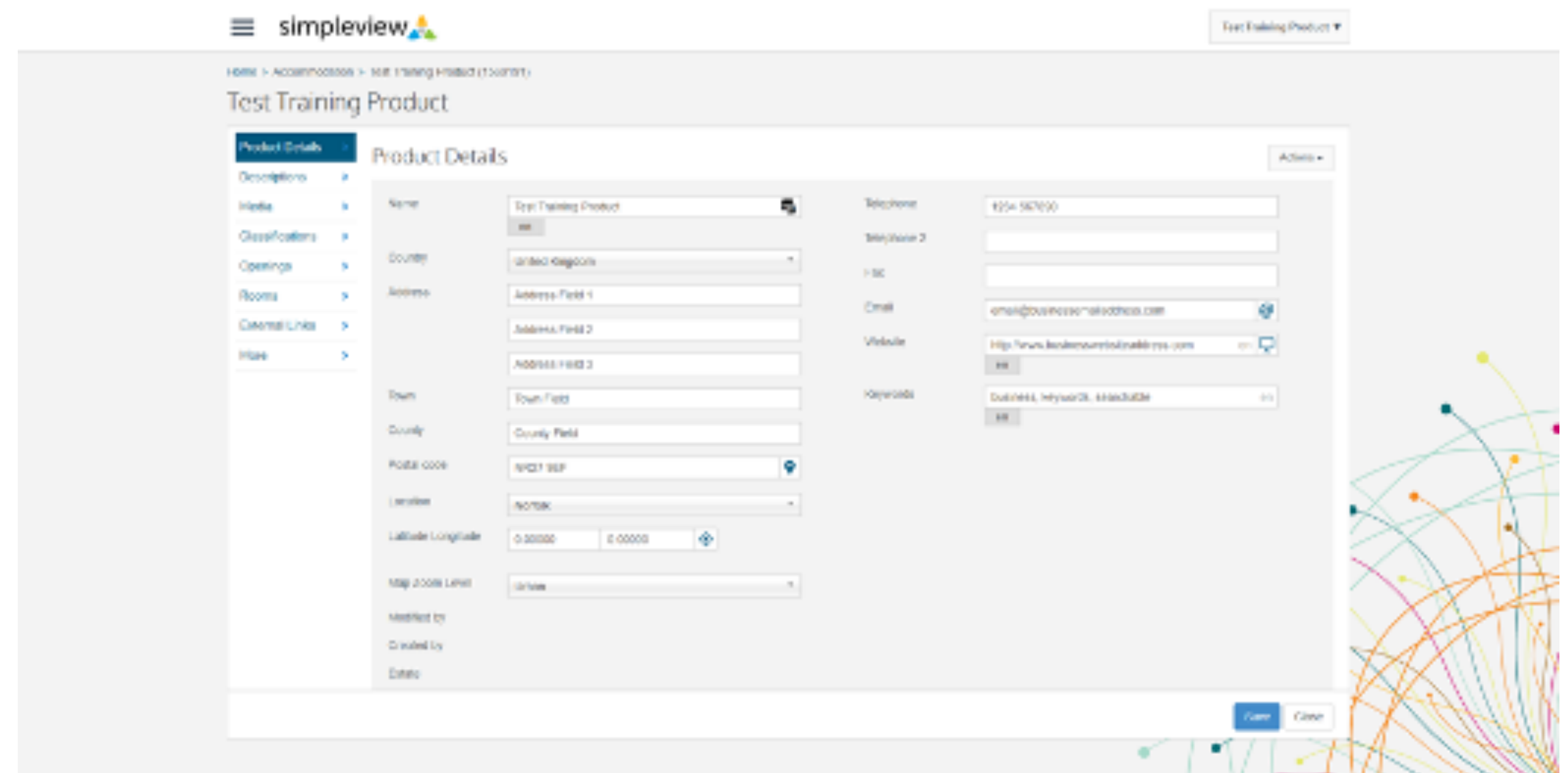
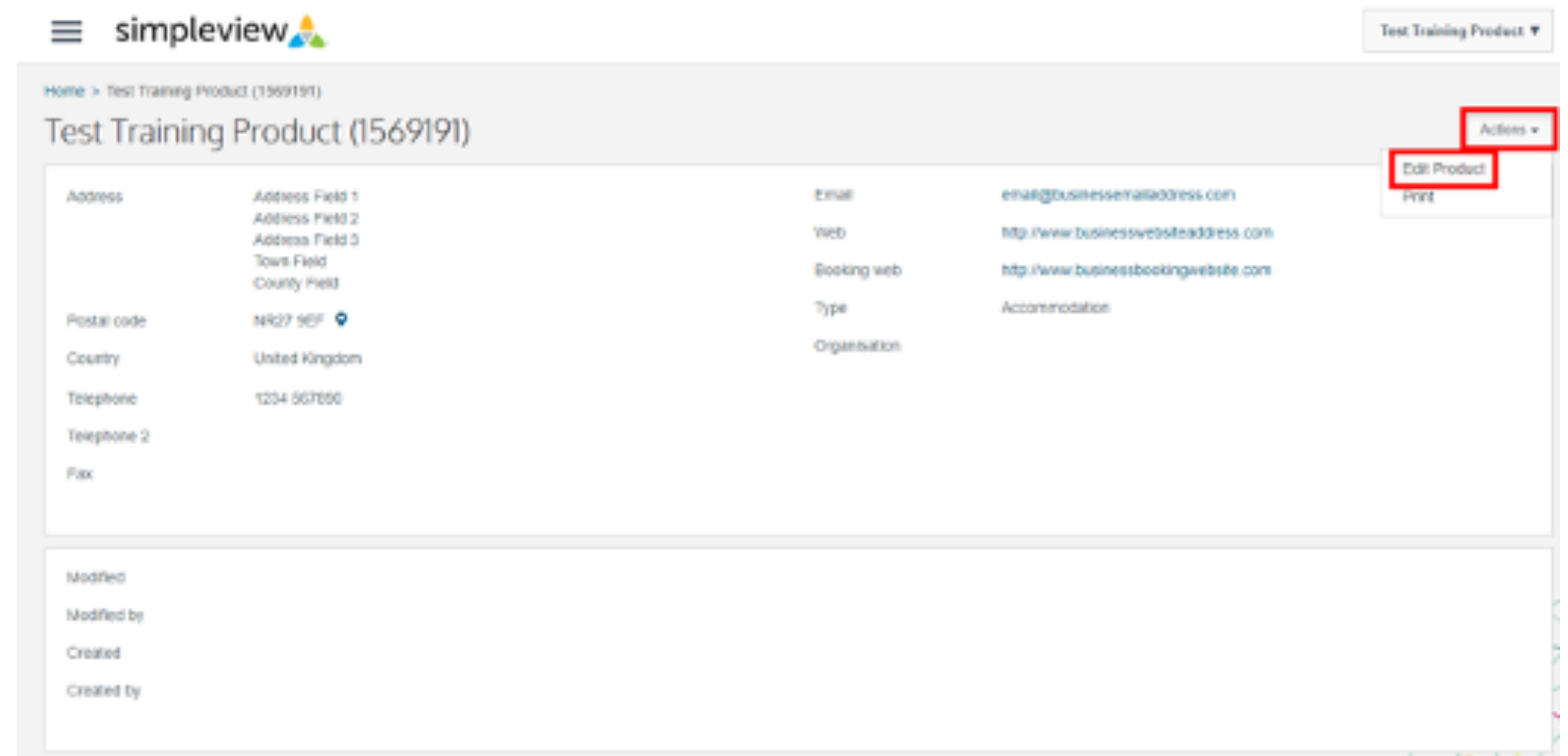


Business records

Step 2

Editing your Property Details

1. When you have selected a property, a summary of your business details will appear on screen.
2. To update, edit or change your record, select the 'Actions' button and select 'Edit Product' from the dropdown menu.
3. Here you will see 8 options in the side menu – each of these will provide different options and settings. The following sections included in this document are the core details which need to be edited for the Embrace Scotland Website.



Step 3

Product Details

1. Here you will see that most of your property details have already been added, however there will be some details missing, principally your postcode, location, keywords and booking website. You can edit any of the details at any time.
2. Add your property's postcode to the postcode box, and select your region location from the dropdown box. To appear under the categories specified under the Embrace Scotland website, please select one from the following: Aberdeen, Angus, Argyll, Arran, Ayrshire, Dumfries & Galloway, Dundee, Edinburgh, Fife, Glasgow, Highlands, Inner Hebrides, Moray, Orkney, Outer Hebrides, Perthshire, Scottish Borders, Shetland, Skye or Stirlingshire.

Product Details Actions ▾

Name	Test Product House en	Telephone	01234 6789101
Country	United Kingdom	Telephone 2	07123456789
Address	Glenfield Park	Fax	
		Email	stay@testproducthouse.com
		Website	www.testproducthouse.com en
Town	ULLAPOOL	Booking website	 en
County	Ross-shire	Keywords	3 Bedrooms Hot Tub Dog Friendly en
Postal code	IV26 2AB		
Location	United Kingdom > Highlands		
Latitude Longitude	57.90325 -5.15901		
Map Zoom Level	Urban		
Modified by	CRichardson 16 August 2022	Provider Settings	
Created by	CRichardson 16 August 2022		Mirror as Organisation
Estate	ASSC		

Step 3

Product Details (continued)

1. Next you will need to define your property's location on a map. Select the crosshairs icon in the latitude and longitude section. Here this will open a map.
2. Drag the map icon to your property location and select save and close.
3. You can also define the view of the map you wish to have displayed on your property page. Urban, shows a more zoomed in representation, with other options showing a more remote view. It's worth considering how you want your property to be displayed on a map so that users can see other contextual information nearby which may help define a location.

Postal code: IV26 2AB

Location: United Kingdom > Highlands

Latitude Longitude: 57.90325 -5.15901

Map Zoom Level: Urban

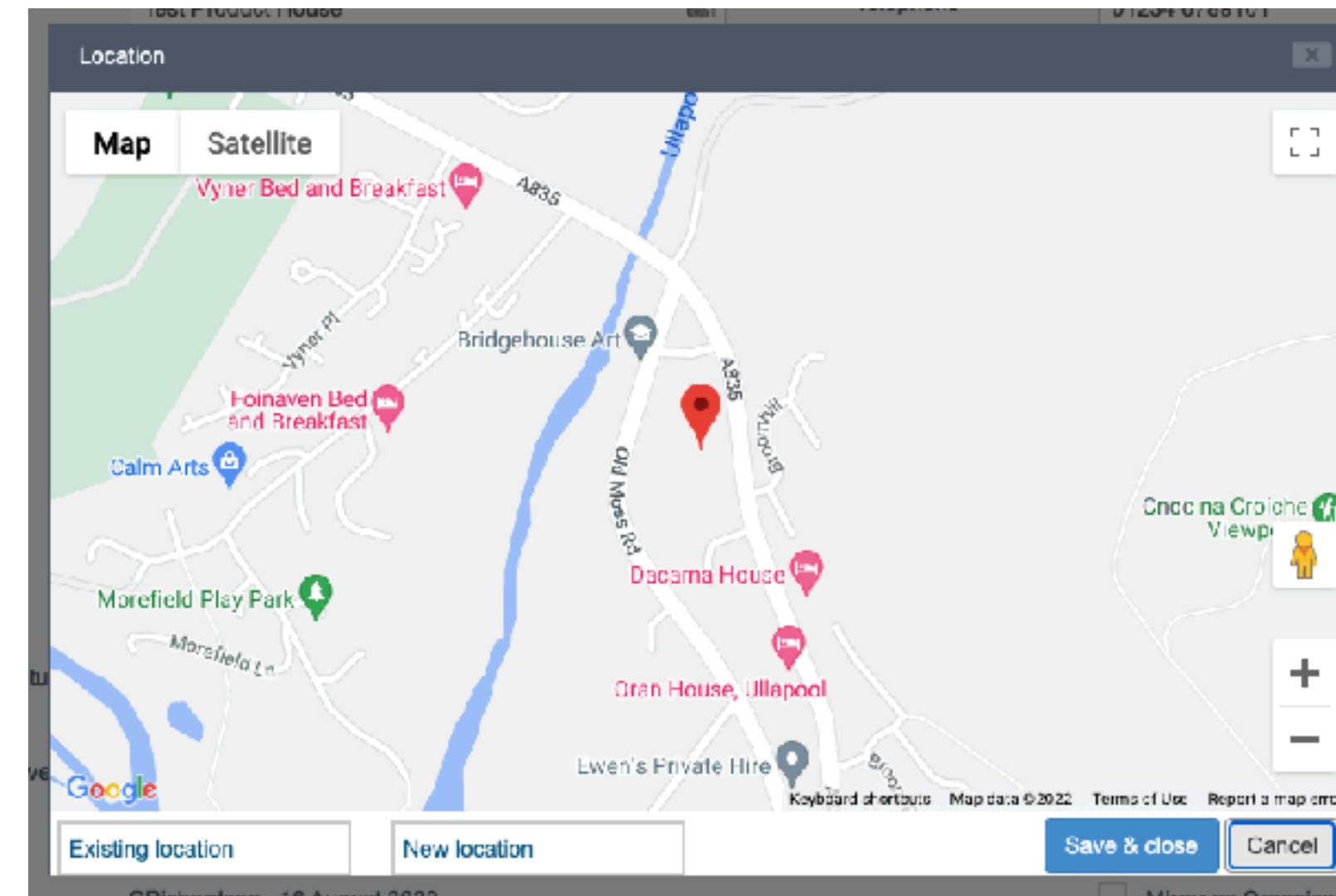
Modified by: [empty]

Created by: [empty]

Estate: [empty]

Keywords: [empty]

Provider S: [empty]

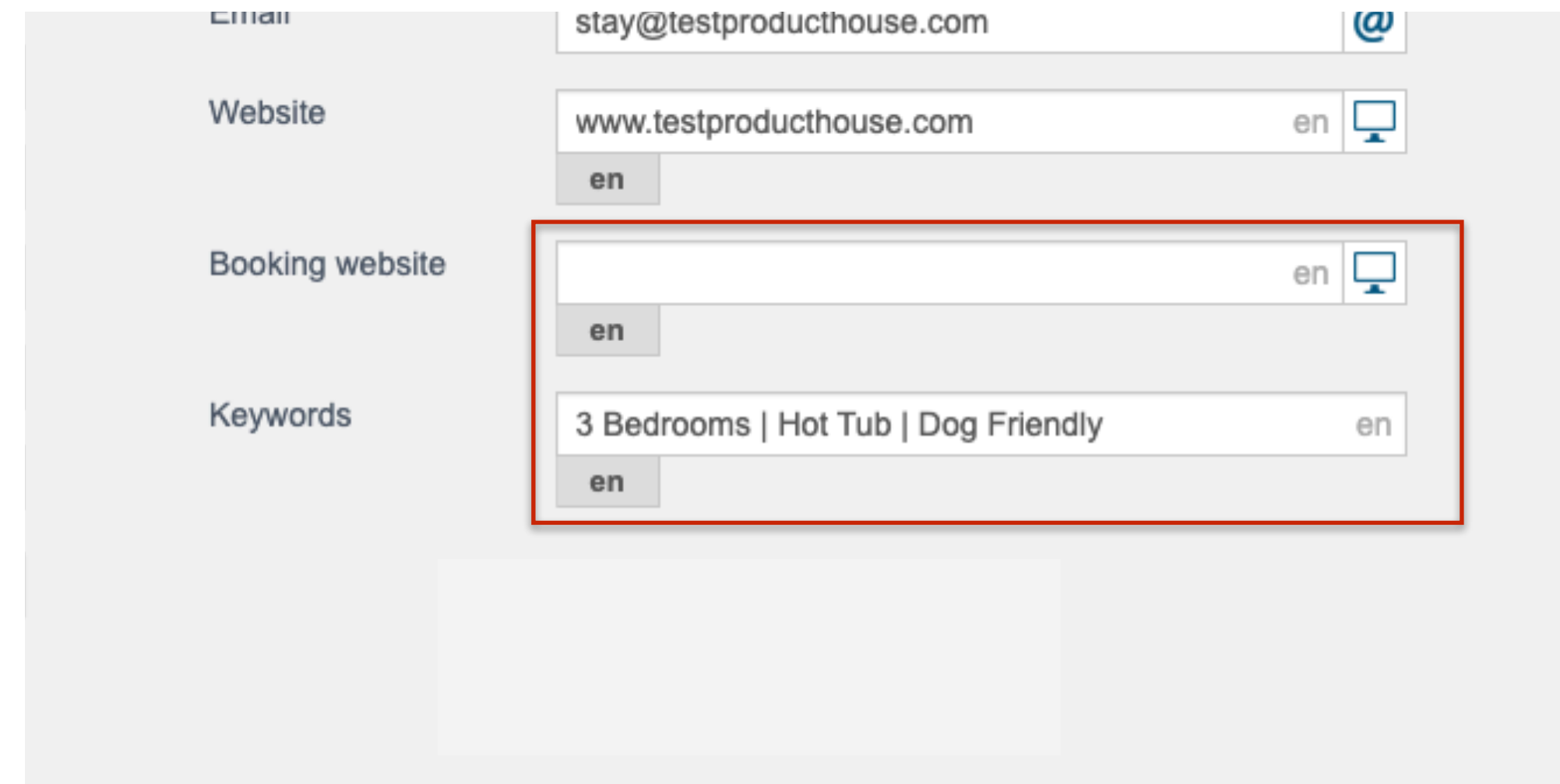


Drag and drop the map pin to your exact property location

Step 3

Product Details (continued)

1. Next you will need to add your booking website URL. Copy and paste your webpage address which users navigate to online to book your property.
2. Add keywords to your property to showcase key features and highlights of it which will be shown on a property page. This could be bedrooms, special features etc.
3. Save your settings.



The screenshot shows a form with the following fields:

- Email:** stay@testproducthouse.com
- Website:** www.testproducthouse.com
- Booking website:** (empty field)
- Keywords:** 3 Bedrooms | Hot Tub | Dog Friendly

A red rectangular box highlights the **Booking website** and **Keywords** fields.

Step 4

Descriptions

1. Your property descriptions have been migrated across to the new DMS. By selecting the 'Descriptions' option from the left hand menu you can see your property descriptions.
2. At present, only the 'Description' and 'Short Description' boxes are required to be filled in. Future iterations of the website may allow for additional details in other boxes to be filled out and show on the property pages.
3. Save your settings.

Descriptions

Actions ▾

Channel

Default

Language

en cy de fr n

 Translate descriptions

Description

[Edit Description](#)

Short

0/750

Step 5

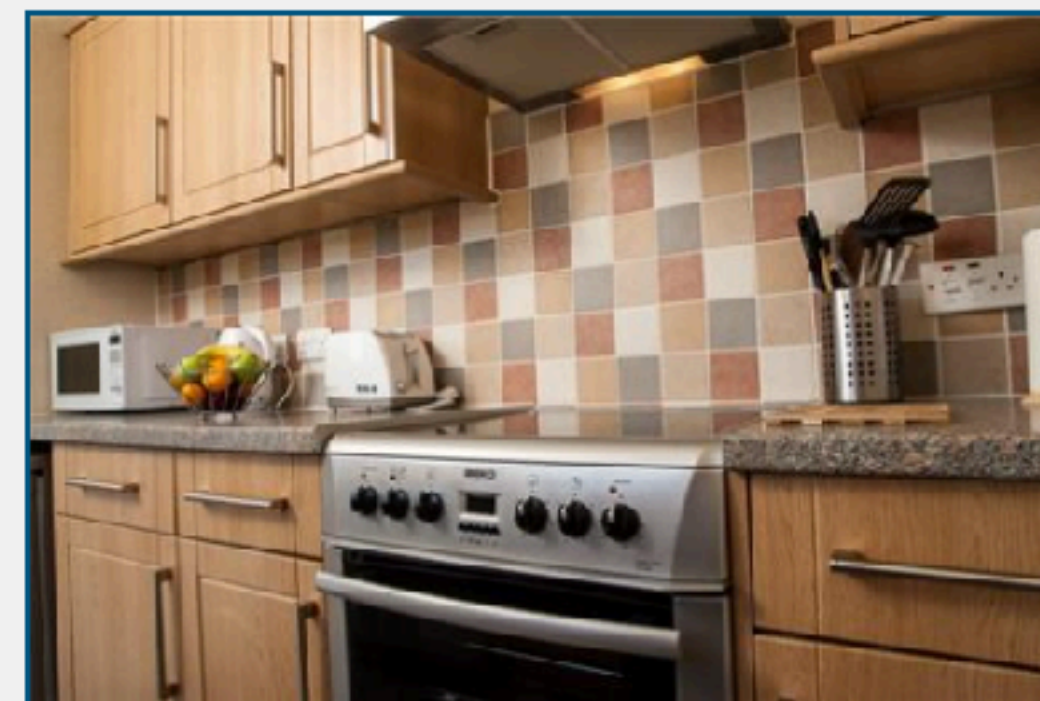
Media

1. Your property images have been imported into your SimpleView account. By selecting the Media option on the menu you can see these.
2. By dragging and dropping your images in your preferred order will display these in the same order on your property listing. We would suggest putting your hero image first in the list which you want to advertise your property.
3. We would recommend adding 'alt text' descriptions to your images. This will ensure people using screen readers can understand what the image is showing- it is important to offer users with special needs as good an experience as those without.
4. Additionally you can also add any images of awards your property has been awarded to your media library for users to see.
5. Save your settings.

Media

Actions ▾

15 images added to this product



File size 82.15KB (jpg)
Height 533px
Width 800px

Change Media Remove Media Create Crops

Name	<input type="text"/>
Estate	ASSC ▾
Media type	Picture ▾
Language	All Languages ▾
Media Categories	Select
Source	<input type="text"/>
Edit Channels	Select
Edit Units	Select
Comments	<input type="text"/>
Alt Text	<p>To comply with accessibility guidelines we recommend that the A.T text field is completed.</p> <input type="text"/>
Copyright	<input type="text"/>

Step 6

Openings

1. You need to define your property's opening times. Select from the 'Actions' dropdown button and select 'Add opening'.
2. Here this will add a new opening option. Define the name and dates of which you want your property open.
3. You can also select other options such as whether you want the property to be open over Christmas and New year.
4. You can also define particular days you may want your property close. To do this, select the three dots next to the opening dates and select 'Edit Days'
5. Here you can define the days which you want your property to be closed or open.
6. Save your settings.

Openings

Name	Date from	To	Open	Reoccur	Provisional
Summer Opening Times	01/01/2022	30/09/2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Open over Christmas Open over New Year Closed long term

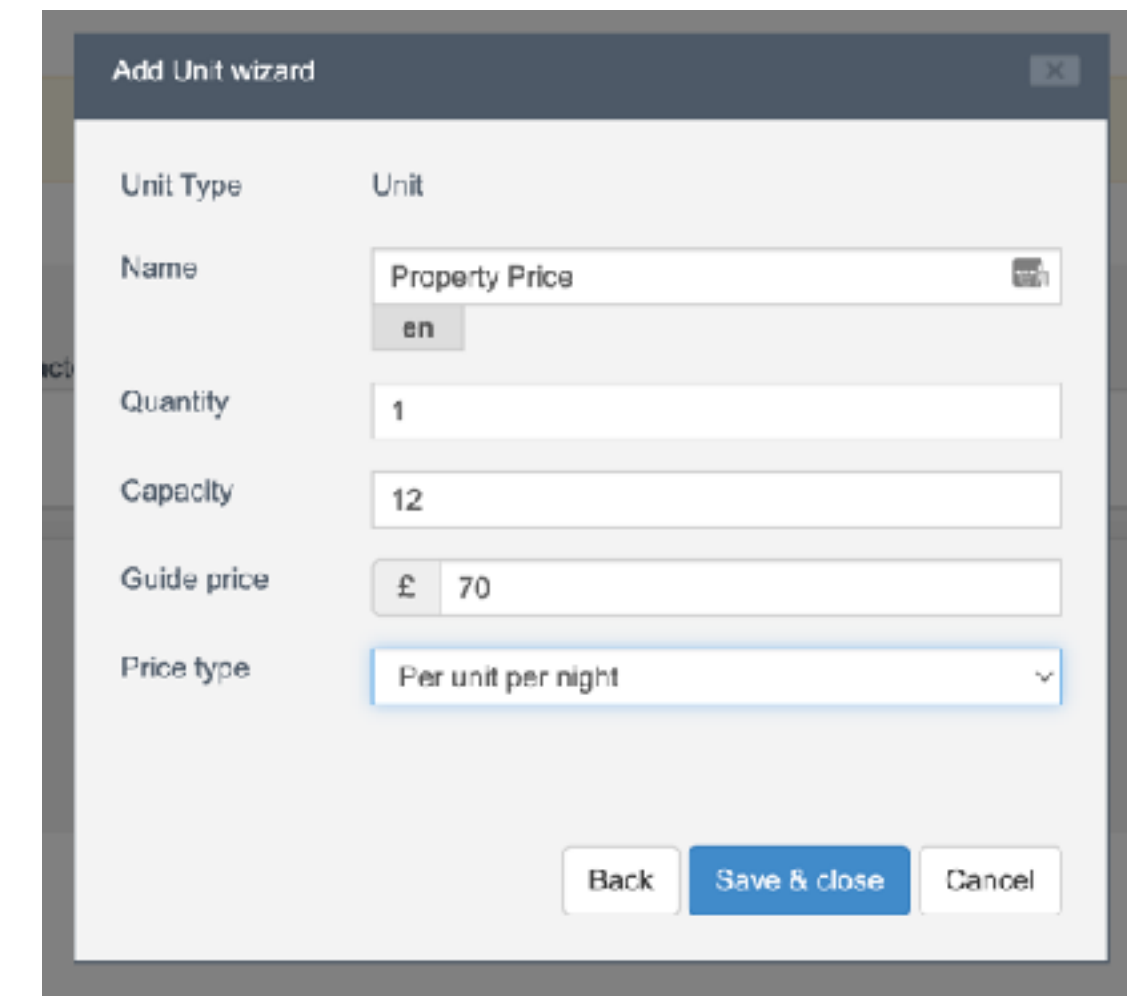
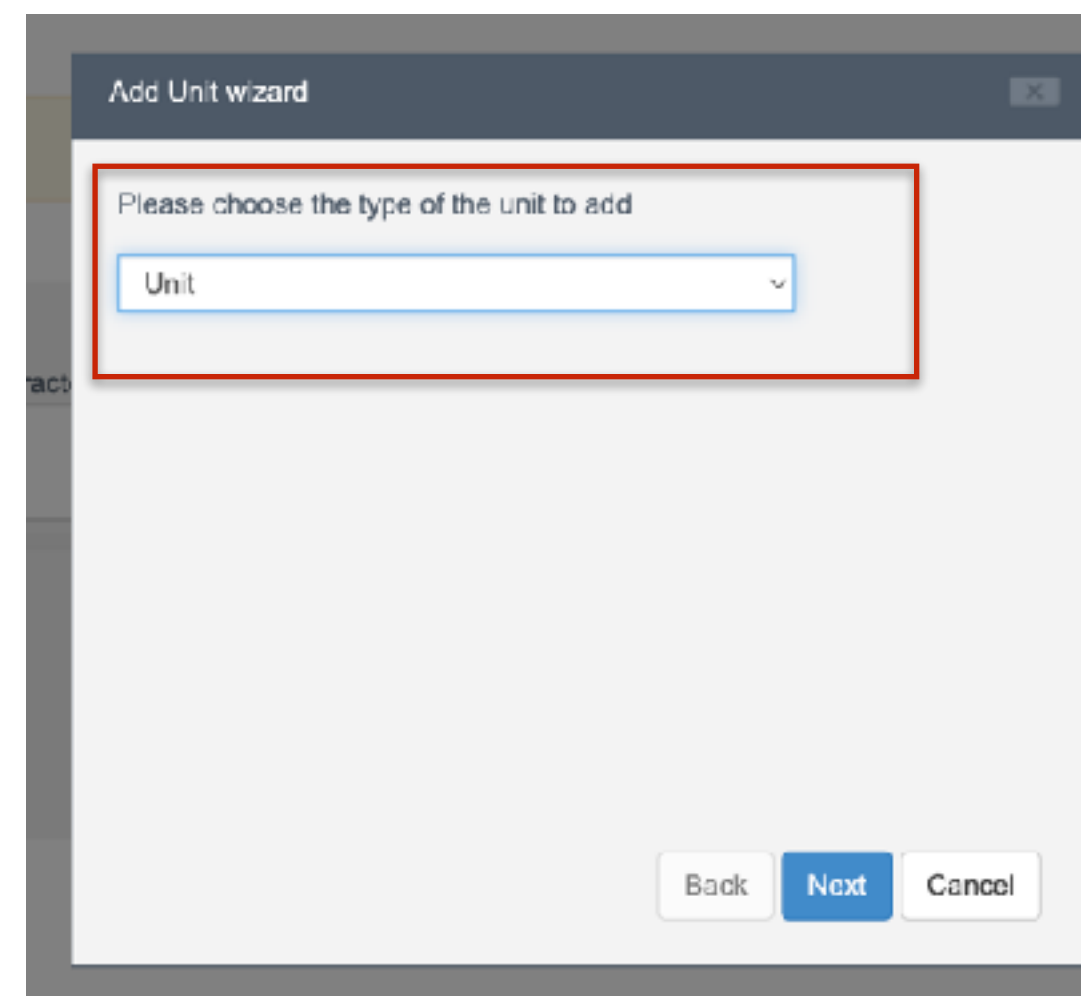
Additional opening details
Text limit 2000 characters, 2000 characters left

Days	Unknown	Closed	Open	Opens	Closes	Provisional	Copy
Monday	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Tuesday	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Wednesday	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Thursday	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Friday	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Saturday	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Sunday	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Bank holiday	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>				

Step 7

Pricing

1. Select the option 'Rooms'. Here you are able to define the price of your accommodation. As you will be renting the entire property to a customer you only need to set up pricing for the entire property (as opposed to individual rooms).
2. Select 'Add Unit' from the Actions drop down menu. Here this will open a pop up window where you can define the price of your property.
3. Select Unit from the drop down menu and then the 'Next' button. Then fill out the details of your property price. It's important to set the price as 'per unit per night' for it to be shown on the website.
4. Select the 'Save and Close' Button.



Step 7

Pricing (continued)

1. Next on the Price record, select the three dots to open the menu and select 'Edit prices'
2. Here a pop up will open, where you can add maximum and minimum prices based on opening times based on the openings that you have already defined.
4. To add a different price range for a different set of dates, select from the 'Actions' button and select the 'Add' option.
5. This will give you options to define prices based on different times of the year and prices affiliated to them. Add your dates and the maximum and minimum prices for when your property is available to hire and select the save button.
6. Save your settings.

Rooms Actions -

Type	Name	Qty.	Cap.	Min	(£) Guide	Price basis	Bookable
Unit	Property Price en	1	12	1	70	Per unit per night	<input checked="" type="checkbox"/>

General pricing details
Text limit 2000 characters, 2000 characters left

en

Minimum occupancy [Set to 0 \(calculated\)](#)

Maximum occupancy [Set to 12 \(calculated\)](#)

- Edit prices
- Edit Facilities
- Use for 'from prices'
- Remove

Edit prices Actions -

example (Unit) prices

Price s:	Opening	Min	Max	Guide
	Summer Opening Times 1 Jun 2022 - 31 Aug 2022	<input type="text" value="60.00"/>	<input type="text" value="70.00"/>	70.00

Edit prices

Add New Price Range

Date Range: Existing Date Range: -- No Available Openings --
 New Date Range: From: To:

Minimum Price: £

Maximum Price: £

Step 8

Special Offers

1. If you have any special offers which you want to list on Embrace website you can define this by selecting the 'Special Offers' option.
2. To add a new offer, select 'add special offer' from the Actions drop down menu.
3. Here you can write your offer description, and add which category which you want it to feature under on the website eg. 'Christmas Offers' by selecting the 'Add offers category' and searching for the relevant category. Here you can define the start and finish dates for the offer.
4. Save your settings.

Special Offers

There are no special offers for this product.

Actions ▾

Add Special Offer

Product Summary

Polygons

Clone

Create organisation

Search for linked products

Audit trail

Archive

Change owning estate

Add to Basket

Description

Christmas Special Offer

Here are details about a special offer.

body p Paragraphs: 2, Words: 10

Media 0 item(s) Manage

Categories

Add Offer Categories

Christmas Offers

Published Between	Visitors will see this special offer on the website from 01/10/2022 to 31/12/2022
Valid Between	Visitors will be able to redeem this special offer between 01/12/2022 to 31/12/2022
Set Product Offer Validity Period?	01/12/22 30/12/22

Tapadh leat!

Any questions, please do not hesitate to get in touch.



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