

ATDW NAVIGATION GUIDE



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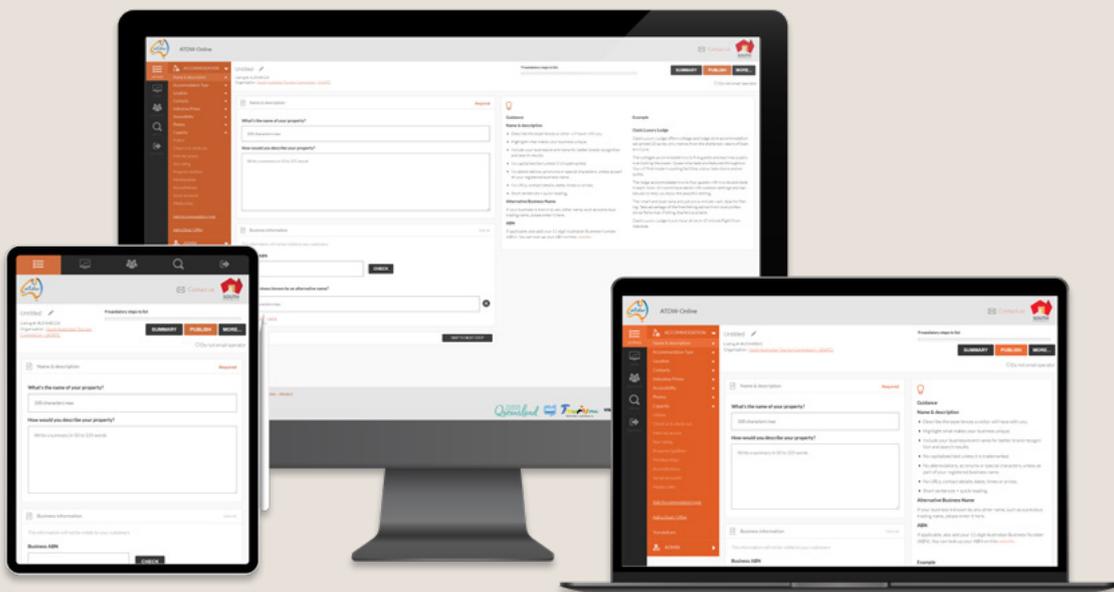


ABOUT THE NAVIGATION GUIDE

The navigation guide has been created and is designed to help businesses navigate their way around the ATDW platform including understanding terminology, the dashboard features and icons and admin account settings. Throughout this guide, users can familiarise themselves with the different functionalities available and where they're located.

The on page viewing of the ATDW platform can differ between screen sizes so we recommend increasing the screen size to full screen by clicking the maximise icon (☐) in the top right of the webpage to ensure maximum visibility. This navigation guide is primarily based on the full screen view of a desktop or large laptop screen.

Please refer to the "alternative screen view tips" if using a laptop or screen and the display of the webpages differ to what is seen as navigation examples in the guide.



ATDW TERMINOLOGY

CATEGORY TYPE	The primary segment of the tourism industry which the product offering is attributed to and will be filtered with on websites.
EXPIRY DATE	All listings expire automatically 12 months after the last update was submitted. This date indicates what day the listing will expire if not updated prior. We recommend updating the listing every six months to ensure information relevance is maintained.
LISTING ADDRESS	The address of the tourism listing (not the organisation). This will determine the geographical filtering and attribution to state. All South Australian offerings need a South Australian address. National offerings should have a different listing per state.
LISTING NUMBER	A unique identification number for the ATDW listing. This number begins with 'AU'.
LISTING STATUS	Current status of the most recently submitted update or the overall listing. For example, if your listing is inactive, in draft or live, or if your update is awaiting review or was rejected.
PROGRESS BAR	A generalised indicator of the amount of information included in an ATDW listing and how many fields are still available to have information filled out. The more high quality information complete in relevant fields of information, the better optimised your listing will be for consumers.

CATERGORY ICONS

	ACCOMMODATION
	ATTRACTION
	DESTINATION INFORMATION
	EVENT
	FOOD & DRINK
	GENERAL SERVICE
	HIRE
	INFORMATION SERVICE
	JOURNEYS
	TOUR
	TRANSPORT

ATDW DASHBOARD

The ATDW dashboard is the first page a user is directed to when logging in.

The screenshot shows the ATDW-Online dashboard. At the top left is the ATDW logo and 'ATDW-Online'. At the top right is a 'Contact us' link. Below the header is a welcome message: 'Hi South Australia's Best Tourism Attraction, listing with the ATDW could get your business in front of millions of people globally through a range of travel and tourism websites.' The main content area features a list of listings. Each listing card includes a placeholder image, the title 'Untitled', address '250 Victoria Square, Adelaide, SA 5000', category, listing number, and a progress bar for 'mandatory steps to list'. The status is 'Draft listing'. To the right of each card is an 'UPDATE' button. At the top right of the listing area is an 'ADD NEW LISTING' button. A sidebar on the left contains navigation icons for 'LISTINGS', 'STATS', 'ACCOUNT', and 'SIGN OUT'. A filter menu at the top of the listing area allows sorting by 'Name A-Z' and choosing a view (Main, Grid, List).

1

STATS

Review any ATDW generated analytics of listing performance across distributor networks.

Please note: *ATDW states in the FAQs they can't track click through or conversion data from third-party distributor sites.*

2

ACCOUNT

Manage the organisation's user access and organisation details.

[See page 8 for more detail.](#)

3

'SORT BY' FILTERING

Listings can be sorted by Name, Category, status and last updated to assist users in finding the relevant listing.

4

CHANGE PREFERRED VIEW

The dashboard offers three different options of view. Main, Grid or List view.

5

LISTING INFORMATION

Shows information such as Category type, Listing status, Expiry date, Progress bar, Listing Number, Listing Address, Name of Listing and Hero photo.

[See page 7 for more detail.](#)

6

ADD NEW LISTING

Click here to create a new listing which the business offers. New accounts will see a 'LET'S GO' button instead.

7

UPDATE

Click to enter a pre-existing listing and update information.

DEFAULT VIEW

ATDW-Online

Hi **Business Name**, listing with the ATDW could get your business in front of millions of people globally through a range of travel and tourism websites.

Listsings Sort by: Name A-Z View: [Grid Icon] [List Icon]

ADD NEW LISTING [Settings Icon]

Listing 1: Untitled, Level 3, 121-125, Adelaide, SA 5000, Category: Food/Drink, Listing #: AU0411239, 6 mandatory steps to list, Status: Draft listing, UPDATE

Listing 2: Untitled, Level 3, 121-125, Adelaide, SA 5000, Category: General Services, Listing #: AU0446124, 4 mandatory steps to list, Status: Draft listing, UPDATE

GRID VIEW

ATDW-Online

Hi **Business Name**, listing with the ATDW could get your business in front of millions of people globally through a range of travel and tourism websites.

Listsings Sort by: Name A-Z View: [Grid Icon] [List Icon]

ADD NEW LISTING [Settings Icon]

Listing 1: Untitled, Listing: AU0411239, Status: Draft listing, UPDATE

Listing 2: Untitled, Listing: AU0446124, Status: Draft listing, UPDATE

Listing 3: Untitled, Listing: AU0446535, Status: Draft listing, UPDATE

Listing 4: Untitled, Listing: AU0447257, Status: Draft listing, UPDATE

LIST VIEW

ATDW-Online

Hi **Business Name**, listing with the ATDW could get your business in front of millions of people globally through a range of travel and tourism websites.

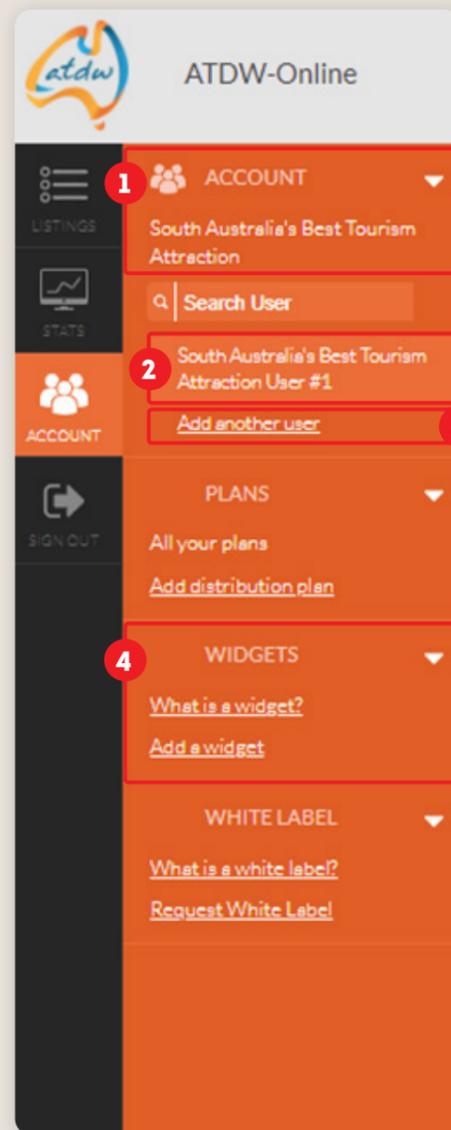
Listsings Sort by: Last Updated View: [Grid Icon] [List Icon]

ADD NEW LISTING [Settings Icon]

Category	Listing Name	Listing Number	Address	Expiry Date	Listing Status	UPDATE
[Info Icon]	Untitled	AU0448880	Level 3, 121-125, Adelaide, SA 5000		Draft listing	UPDATE
[Info Icon]	Untitled	AU0448879	Level 3, 121-125, Adelaide, SA 5000		Draft listing	UPDATE
[Info Icon]	Untitled	AU0448878	Level 3, 121-125, Adelaide, SA 5000		Draft listing	UPDATE
[Info Icon]	Untitled	AU0448876	Level 3, 121-125, Adelaide, SA 5000		Draft listing	UPDATE
[Info Icon]	Untitled	AU0448841	Level 3, 121-125, Adelaide, SA 5000		Draft listing	UPDATE

- 1 NAME OF LISTING
- 2 LISTING ADDRESS
- 3 CATEGORY TYPE
- 4 LISTING NUMBER
- 5 HERO PHOTO
- 6 PROGRESS BAR
- 7 EXPIRY DATE
- 8 LISTING STATUS
- 9 UPDATE

ACCOUNT MENU



The screenshot shows a user registration form with two main sections: 'Login details' and 'Personal Information'. Both sections are marked as 'Required'. The 'Login details' section has a single input field for 'Email address'. The 'Personal Information' section has two input fields for 'First name' and 'Last name', and a single input field for 'Phone number'. A 'SAVE' button is located at the bottom right of the form.

1

ORGANISATION ACCOUNT DETAILS

This page contains all details for the overall organisation account. This includes API keys, ABN number, name, location, and communication methods for organisation.

2

LIST OF USERS FOR THE ORGANISATION ACCOUNT

This is a full list of users with current log in access to your business account. Click a username to edit their user log in information or delete their account.

3

ADD ANOTHER USER FUNCTIONALITY

Click here to add additional users to the organisation account. It is recommend if a third party organisation is managing your ATDW listings on your behalf, to add them as a user to the business account - should they need to be removed, this can seamlessly be done whilst maintaining all account information and access.

4

PLANS, WIDGETS AND WHITE LABELS

These functionalities are typically not relevant for tourism operators but can be applicable from time-to-time. For more information on these functionalities, please contact ATDW.

Please note: We recommend checking the name of the account reflects the overarching business organisation.

NAVIGATING AN ATDW LISTING

When adding or updating a listing, it will automatically open to the 'Name & Description' section. To view the listing in full you can click on the black Summary button in the top right hand corner or navigate to different sections within the listing via the left hand orange panel.

INFORMATION FIELD VIEW

The screenshot shows the ATDW-Online interface for editing a listing. The left-hand orange panel (1) contains a navigation menu. The top right corner (2) features a 'Contact us' button and a '7 mandatory steps to list' progress bar (3). The main form area includes a 'Name & description' section (4) with a 'Guidance' box (5) and an 'Example' box (6). The 'Business information' section (7) includes a 'Business ABN' field with a 'CHECK' button and an 'Alternative Business Name' field. At the bottom right, there are buttons for 'SUMMARY' (8), 'PUBLISH' (9), and 'MORE...' (10). A 'SKIP TO NEXT STEP' button (11) is located at the bottom center.

ALTERNATIVE SCREEN VIEW TIPS

Guidelines and information example - if these fields are not to the right of the screen, they can be found at the bottom of the screen when users scroll downwards.

Orange Side Menu - click the orange listing icon to show and hide the orange side menu.

1	2	3	4	5	6	7	8	9
LISTING DASHBOARD	ORANGE SIDE MENU	PROGRESS BAR	ATDW GUIDANCE	INFORMATION EXAMPLE	SUMMARY	SUBMIT FOR REVIEW	MORE OPTIONS	SUBMIT FOR REVIEW
Click the listing option to navigate back to the ATDW dashboard.	The orange side menu contains all available sections of information for the category. See page 10 for more information.	Indicates the status of completion for the listing. Click the progress bar for information on which sections can or need to be updated.	Contains key information on the guidelines and requirements for the respective information fields.	An example of a good-practise information which can be provided in the respective information fields.	Click to load the 'summary view' page, an overview of all applicable ATDW information within this listing.	Click to send the listing for review and to be distributed. Reviews can take up to 5 business days.	Provides a dropdown of additional options, such as disabling listings, cloning listings and removing services.	Click to send the listing for review and to be distributed. Reviews can take up to 5 business days.

SUMMARY PAGE VIEW

1 LISTING DASHBOARD

Click the listing option to navigate back to the ATDW dashboard.

2 ORANGE SIDE MENU

Contains all available sections of information for the category. See page X for more information.

3 NAME AND LISTING NUMBER

Individual name and listing number for the ATDW listing which is being edited.

4 SECTION NAME

Name of the information field for the respective information.

5 EDIT (PENCIL ICON)

Click the pencil icons to edit the respective information sections.

6 ORANGE BOXES

These highlighted boxes will display if there is no information currently entered into the information fields for the section.

7 PROGRESS BAR

Click to load the 'summary view' page, an overview of all applicable ATDW information within this listing.

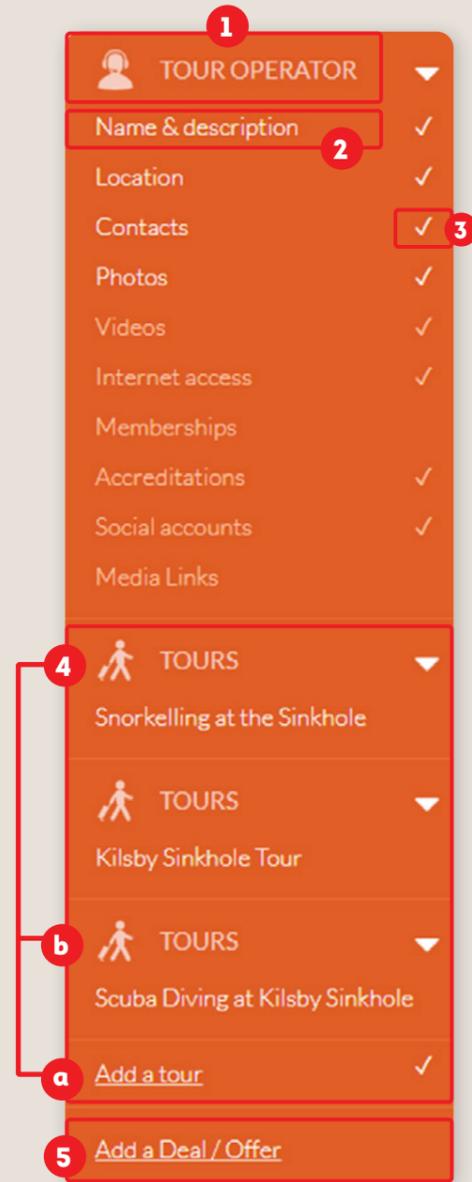
8 SUBMIT FOR REVIEW

Click to send the listing for review and to be distributed. Reviews can take up to 5 business days.

9 MORE OPTIONS

Provides a dropdown of additional options, such as disabling listings, cloning listings and removing services.

ORANGE SIDE MENU



1	2	3	4	5
CATEGORY NAME	AVAILABLE INFORMATION FIELD VIEWS	INFORMATION STATUS	SERVICE TYPES	DEAL/OFFER FUNCTIONALITY
This is the type of category the listing is created in.	List of all available information fields for this category. Click the name of the section to view and edit the sections relevant to your business. The more high quality information available to consumers, the better informed they can be about your business offering.	<p>Either a star, tick or nothing will appear corresponding to the information sections.</p> <ul style="list-style-type: none"> ★ A star requires information to be completed. ✓ A tick indicated sections with information in the fields. <p>Nothing will appear if the field is optional and no information has been added.</p>	<p>Service types are available for Tours, Accommodation, Hire and Transport categories. Additional functionalities are also available in each service type which will expand in the orange side menu while creating or editing the service type.</p> <ul style="list-style-type: none"> a Add a service type. b Name of the service type. 	<p>Click to create and use the deal/offer functionality. This is also available in-service types for individual attribution to sub-product offerings.</p>

CONTACT US

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