

# Accor HCM or Hotel Content Manager

- Use to upload photos and images to Accor CMS
- HCM Website is [https://hcm.accor.com/login\\_mode](https://hcm.accor.com/login_mode)

## How to use Accor HCM?

- Make sure you have Zscaler account
- Go to [https://hcm.accor.com/login\\_mode](https://hcm.accor.com/login_mode) and click login
- Enter your TARS Login Credential (also known as AH Desk login)
- Search your property using your Property ID
- Click 'Open' to open your property

## How to add images?

- Click on specific 'Entity'
- Click on 'Add Media'
- Select the images from either your computer or from the stock photos. Please note that you need to link the uploaded image/s to a DocuSign contract of the Photographers Consent Form (uploaded separately)
- Click on 'Upload'
- A popup will appear with the system checking the images. Click 'OK, proceed' button.
- The image/s will then be saved to 'Draft'
- Drag the image/s in the 'Draft' to the 'Published' section
- Click 'Publish my changes' button

## How to unpublished image?

- Click on an image and select 'Unpublish and move to draft'
- Click 'Publish my changes' button

## How to access migrated images from photo library?

- Click on 'Add Media'
- Click on 'From hotel stock photos'
- Select the images you want to add and click on 'Add Media'

## How to upload legal documents or IP form?

- Click on the Paper icon on the left side

- Upload the necessary legal documents like Photographer Consent Form

# Accor AH Desk

- AH Desk Website is <https://accor.sharepoint.com/DigitalServices/Pages/TARS-web-portal.aspx>

## How to edit text contents in AH Desk?

- Use hotel code to search for the hotel you want to edit
- Go to 'Hotel Descriptive Contents'
- Choose the contents you want to edit
- Click 'Edit' button
- Click 'Save' after editing