

GO by Spark - Canvas Icons Overview

This guide provides an overview of the different icons and actions available in Canvas. It walks you through various steps and clicks to demonstrate how to use the icons and actions effectively.

1 Click here to view previous Day.

The screenshot shows the Canvas interface for 'The Avenir' venue on '5/8/2024' at 'George Town'. The main area displays a schedule for '7 Night West Caribbean 88 (Day 4)' with columns for 'Escape Room', 'Retail Shop 1', 'Retail Shop 2', 'Sky Bar', and 'Theatre'. The time slots range from 6:45 AM to 8:45 AM. The left sidebar contains navigation icons: a back arrow (circled in orange), a calendar icon, and a forward arrow. Below these are buttons for '+ Add Event', 'Export Schedule', and 'View Staff Report', followed by a 'Collapse Actions' toggle. At the bottom of the sidebar are 'Event Filters' and 'Venue Filters' dropdown menus.

2 Click here to view next Day.

DATE: **5/7/2024** LOCATION: **Ocho Ríos** — Events — Venue — Print

The Avenir

7 Night West Caribbean 88 (Day 3)

	Escape Room	Retail Shop 1	Retail Shop 2	Sky Bar	Theatre
6:45 AM					
7:00 AM					
7:15 AM					
7:30 AM					
7:45 AM					
8:00 AM					
8:15 AM					
8:30 AM					
8:45 AM					

Navigation: ← Home →

+ Add Event

Export Schedule

View Staff Report

Collapse Actions

Event Filters

Venue Filters

3 Click here to navigate to Feed Editor/Print Program.

DATE: **5/8/2024** LOCATION: **George Town** — Events — Venue — Print

The Avenir

7 Night West Caribbean 88 (Day 4)

	Escape Room	Retail Shop 1	Retail Shop 2	Sky Bar	Theatre
6:45 AM					
7:00 AM					
7:15 AM					
7:30 AM					
7:45 AM					
8:00 AM					
8:15 AM					
8:30 AM					
8:45 AM					

Navigation: ← Home →

+ Add Event

Export Schedule

View Staff Report

Collapse Actions

Event Filters

Venue Filters

4 Click here to add an Event to the day.

DATE: 5/8/2024 LOCATION: George Town — Events — Venue — Print

The Avenir

7 Night West Caribbean 88 (Day 4)

	Escape Room	Retail Shop 1	Retail Shop 2	Sky Bar	Theater
10:00 AM					
10:15 AM					
10:30 AM					
10:45 AM					
11:00 AM					
11:15 AM		11:15 - 12:15p Art at Sea			
11:30 AM					
11:45 AM					
12:00 PM					
12:15 PM					

5 Click here to Export Schedule as a CSV file.

The Avenir

7 Night West Caribbean 88 (Day 4)

	Escape Room	Retail Shop 1	Retail Shop 2	Sky Bar	Theater
10:00 AM					
10:15 AM					
10:30 AM					
10:45 AM					
11:00 AM					
11:15 AM		11:15 - 12:15p Art at Sea			
11:30 AM					
11:45 AM					
12:00 PM					
12:15 PM					
12:30 PM					

6 Click here to View Staff Report.

The Avenir

7 Night West Caribbean 88 (Day 4)

	Escape Room	Retail Shop 1	Retail Shop 2	Sky Bar	Theater
10:00 AM					
10:15 AM					
10:30 AM					
10:45 AM					
11:00 AM					
11:15 AM		11:15 - 12:15p Art at Sea			
11:30 AM					
11:45 AM					
12:00 PM					
12:15 PM					
12:30 PM					
12:45 PM					
1:00 PM					

Navigation: ←, 📅, →

+ Add Event

Export Schedule

View Staff Report

⬆ Collapse Actions

Event Filters

Venue Filters

Search...

All Hotel

7 Click "Collapse Actions" to hide the icons above.

The Avenir

7 Night West Caribbean 88 (Day 4)

	Escape Room	Retail Shop 1	Retail Shop 2	Sky Bar	Theater
10:00 AM					
10:15 AM					
10:30 AM					
10:45 AM					
11:00 AM					
11:15 AM		11:15 - 12:15p Art at Sea			
11:30 AM					
11:45 AM					
12:00 PM					
12:15 PM					
12:30 PM					
12:45 PM					
1:00 PM					
1:15 PM					

Navigation: ←, 📅, →

+ Add Event

Export Schedule

View Staff Report

⬆ Collapse Actions

Event Filters

Venue Filters

Search...

All Hotel

All Bar

8 Click "Show Actions" to unhide the icons.

DATE: 5/8/2024 LOCATION: George Town — Events — Venue — Print

The Avenir

7 Night West Caribbean 88 (Day 4)

Escape Room Retail Shop 1 Retail Shop 2 Sky Bar Theatre

Show Actions

Event Filters

Venue Filters

Search...

All Hotel

All Bar

All Dining

All Revenue

Time	Escape Room	Retail Shop 1	Retail Shop 2	Sky Bar	Theatre
10:00 AM					
10:15 AM					
10:30 AM					
10:45 AM					
11:00 AM					
11:15 AM		11:15 - 12:15p Art at Sea			
11:30 AM					
11:45 AM					
12:00 PM					
12:15 PM					

9 Click this icon to filter the Events.

← 📅 →

+ Add Event

📄 Export Schedule

👤 View Staff Report

▲ Collapse Actions

Event Filters

Venue Filters

Search...

All Hotel

All Bar

All Dining

All Revenue

Time	Escape Room	Retail Shop 1	Retail Shop 2	Sky Bar	Theatre
10:00 AM					
10:15 AM					
10:30 AM					
10:45 AM					
11:00 AM					
11:15 AM		11:15 - 12:15p Art at Sea			
11:30 AM					
11:45 AM					
12:00 PM					
12:15 PM					
12:30 PM					
12:45 PM					
1:00 PM					
1:15 PM					
1:30 PM					
1:45 PM					

10 Click here to filter the venues that display on the Canvas Grid.

The screenshot shows a dark sidebar on the left with several menu items: '+ Add Event' (green), 'Export Schedule', 'View Staff Report', and 'Collapse Actions'. Below these are three filter sections: 'Event Filters', 'Venue Filters' (highlighted with a red circle), and 'Customize Grid'. To the right is a grid with a vertical time axis on the left, ranging from 10:15 AM to 2:00 PM. A single event block is visible, labeled '11:15 - 12:15p Art at Sea', spanning from 11:15 AM to 12:15 PM.

11 Click here to customize the Grid's view layout.

This screenshot is similar to the previous one, but the 'Customize Grid' option in the sidebar is highlighted with a red circle. The grid's vertical time axis now extends further down to 2:15 PM. The event block '11:15 - 12:15p Art at Sea' remains in the same position.

12 Click this button to view the Meal Periods.

DATE: 5/8/2024 LOCATION: George Town — Events — Venue — Print

The Avenir

7 Night West Caribbean 88 (Day 4)

	Escape Room	Retail Shop 1	Retail Shop 2	Sky Bar	Theater
6:00 AM	Breakfast				
6:15 AM	Breakfast				
6:30 AM	Breakfast				
6:45 AM	Breakfast				
7:00 AM	Breakfast				
7:15 AM					
7:30 AM					
7:45 AM					
8:00 AM					
8:15 AM					

13 Click on the venue to open the Venue Setting and add the opening hours and/or meal periods.

DATE: 5/8/2024 LOCATION: George Town — Events — Venue — Print

The Avenir

7 Night West Caribbean 88 (Day 4)

	Escape Room	Retail Shop 1	Retail Shop 2	Sky Bar	Theater
10:00 AM					
10:15 AM					
10:30 AM					
10:45 AM					
11:00 AM					
11:15 AM		11:15 - 12:15p Art at Sea			
11:30 AM					
11:45 AM					
12:00 PM					
12:15 PM					

14 Double-click here to create an Event to the day.

The Avenir

7 Night West Caribbean 88 (Day 4)

Escape Room Retail Shop 1 Retail Shop 2 Sky Bar Theater

10:00 AM

10:15 AM

10:30 AM

10:45 AM

11:00 AM

11:15 AM

11:30 AM

11:45 AM

12:00 PM

12:15 PM

12:30 PM

12:45 PM

← Add Event →

Export Schedule

View Staff Report

Collapse Actions

Event Filters

Venue Filters

Customize Grid

15 Hover your mouse over the event to view its details.

The Avenir

7 Night West Caribbean 88 (Day 4)

Escape Room Retail Shop 1 Retail Shop 2 Sky Bar Theater Comedy Club Atrium

10:00 AM

10:15 AM

10:30 AM

10:45 AM

11:00 AM

11:15 AM

11:30 AM

11:45 AM

12:00 PM

12:15 PM

12:30 PM

12:45 PM

1:00 PM

1:15 PM

1:30 PM

1:45 PM

2:00 PM

← Add Event →

Export Schedule

View Staff Report

Collapse Actions

Event Filters

Venue Filters

Customize Grid

11:15 - 12:15p Art at Sea

PRIVATE

TITLE TIME

Art at Sea 11:15 - 12:15p

VENUE

Retail Shop 1, Deck 0

DESCRIPTION

Junior cruisers use their imagination to create fun art pieces through collaging, painting, and m... Show All

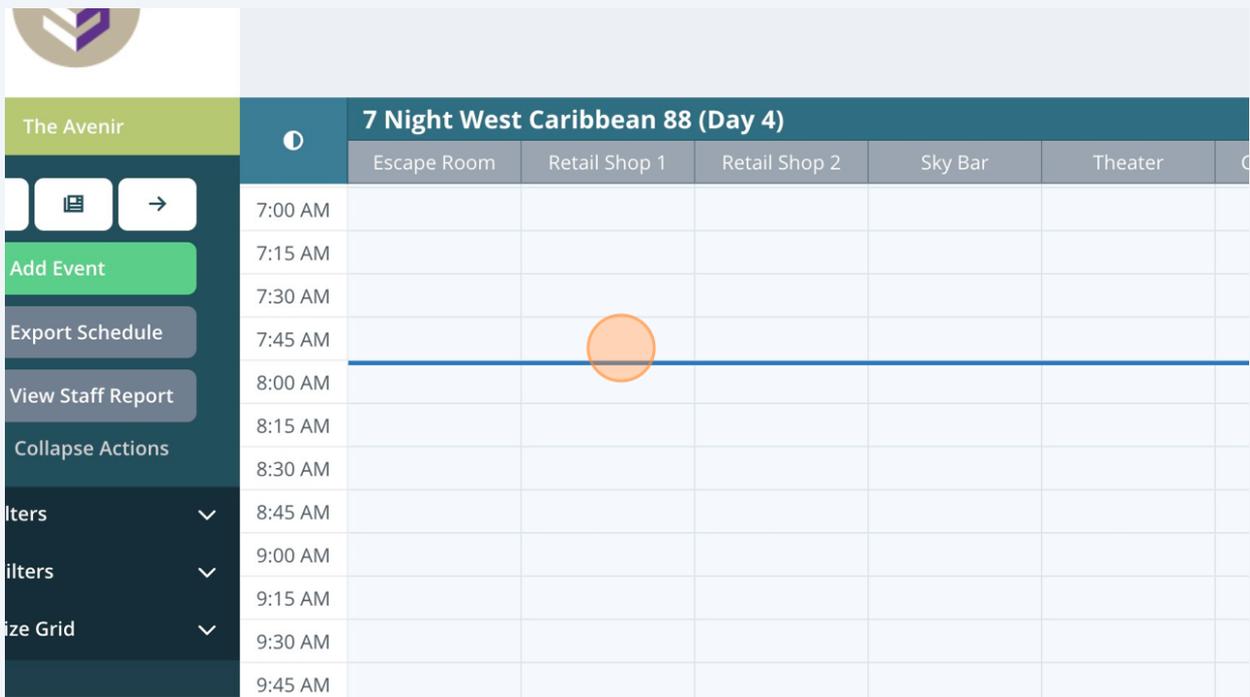
SEGMENT

KIDS

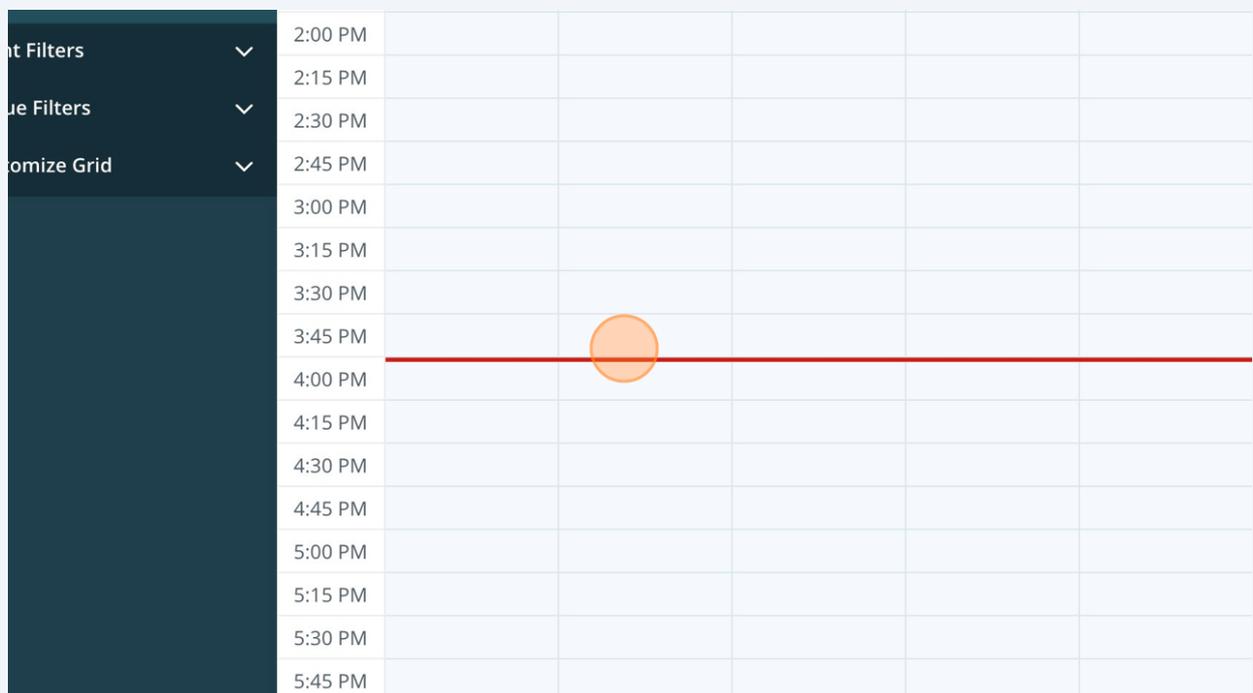
ATTRIBUTES DISPLAY TIME

Education 11:15am - 12:15pm

16 The blue line indicates the port's arrival hour.



17 The red line indicates the port's departure hour.



18 Click here to view the events by a chronological order.

The screenshot shows a dashboard with a top navigation bar containing icons for home, list, and user profile (Admin User). Below the navigation bar is a dark teal header with a menu icon circled in orange. Underneath is a table with columns for venues: Theater, Comedy Club, Atrium, Reception, Tour ..., Butler Suites, Lounge, Library, and Pod. The table body is currently empty.

19 Click this icon to add an Event to the day.

The screenshot shows a 'DAILY SCHEDULE' modal window. At the top left of the modal is a plus icon circled in orange. The modal has a search bar labeled 'Search by title or venue...'. Below the search bar, there is a list of events with their times and titles: 11:15am Art at Sea, 12:15pm Retail Shop 1, Deck 0, 12:00am Maker Workshop, and 02:00am Reception, Tour Desk, Deck 2. The background shows a grid of event slots with columns for Sky Bar, Theater, and Comedy Club.

20 Type on the "Search by title or venue..." field to find an event.

The screenshot shows a web application interface. At the top left, there is a "Print" button. At the top right, there are navigation icons and a user profile labeled "Admin User". Below the navigation bar, there is a "DAILY SCHEDULE" section with a search field labeled "Search by title or venue...". The search field is highlighted with an orange circle. Below the search field, there is a list of events:

Time	Event Title	Venue	Actions
11:15am	Art at Sea	Retail Shop 1, Deck 0	Trash, Edit
12:00am	Maker Workshop	Reception, Tour Desk, Deck 2	Trash, Edit

21 Click the garbage icon to delete the event.

The screenshot shows the same web application interface as in step 20. The search field is now empty. The list of events is the same. The garbage icon for the first event, "Art at Sea", is highlighted with an orange circle.

Time	Event Title	Venue	Actions
11:15am	Art at Sea	Retail Shop 1, Deck 0	Trash, Edit, Delete, Share
12:00am	Maker Workshop	Reception, Tour Desk, Deck 2	Trash, Edit, Eye, Share

22 Click this icon to edit the event.

The screenshot shows a user interface for a 'DAILY SCHEDULE'. At the top right, there is a navigation bar with icons for home, list, and user profile, along with the text 'Admin User'. Below this is a table with columns for 'Theater' and 'Comedy Club'. A search bar is present with the text 'Search by title or venue...'. A single event is listed: '12:00am - 02:00am Maker Workshop Reception, Tour Desk , Deck 2'. To the right of this event, there are four icons: a trash can, an edit icon (highlighted with an orange circle), an eye icon, and a share icon.

23 Click here to hide the event from the guest facing communication.

This screenshot is identical to the one above, showing the 'DAILY SCHEDULE' interface. In this version, the eye icon (used to hide the event) is highlighted with an orange circle, instead of the edit icon.

24

Click this icon to view the event's details.

The screenshot shows a user interface with a top navigation bar containing icons for home, list, and notifications, along with the text 'Admin User'. Below this is a modal window titled 'DAILY SCHEDULE' with a search bar and a table of events. The table has columns for time and venue. The first event is 'Maker Workshop' from 12:00am to 02:00am at 'Reception, Tour Desk, Deck 2'. An orange circle highlights the magnifying glass icon in the event's action menu.

+	DAILY SCHEDULE	×
theater	Comedy Club	Search by title or venue...
12:00am	02:00am	Maker Workshop Reception, Tour Desk, Deck 2