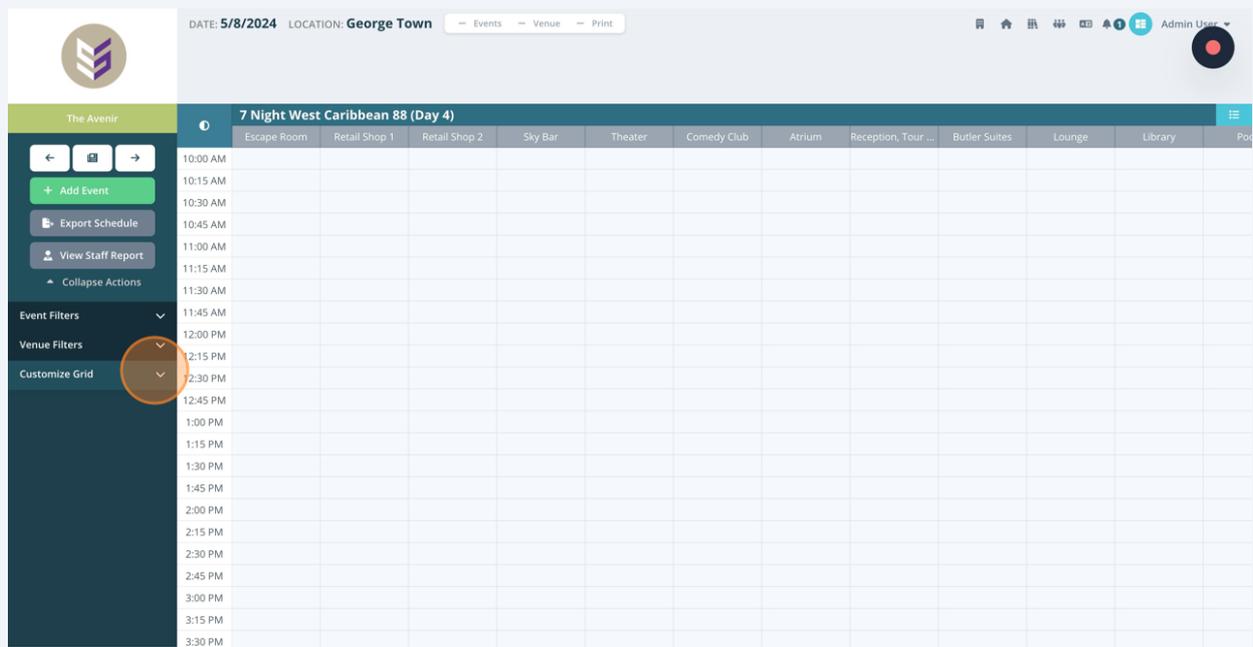


# GO by Spark - How to customize the Canvas Scribe Grid?

This guide offers step-by-step instructions on customizing the Canvas Grid layout. By following these steps, users can easily adjust the layout to their preferred viewing or working style without impacting other users.

1 Navigate to GO URL and go to the Canvas (Daily Planner).

2 Click "Customize Grid".



The screenshot displays the Canvas Scribe Grid interface. At the top, it shows the date '5/8/2024' and location 'George Town'. Below this, there are navigation options for 'Events', 'Venue', and 'Print'. The main area is a grid titled '7 Night West Caribbean 88 (Day 4)'. The grid has columns for various venues: 'Escape Room', 'Retail Shop 1', 'Retail Shop 2', 'Sky Bar', 'Theater', 'Comedy Club', 'Atrium', 'Reception, Tour ...', 'Butler Suites', 'Lounge', 'Library', and 'Pos'. The rows represent time slots from 10:00 AM to 3:30 PM. On the left sidebar, there are several action buttons: '+ Add Event', 'Export Schedule', 'View Staff Report', and 'Collapse Actions'. Below these are filter sections for 'Event Filters', 'Venue Filters', and 'Customize Grid'. The 'Customize Grid' option is highlighted with a red circle.

3

Use the range field to adjust the "Col Width", "Row Height" and the "Daily Schedule Width".

The screenshot shows a scheduling application interface. At the top, it displays the date '5/8/2024' and location 'George Town'. Below this is a navigation bar with 'Events', 'Venue', and 'Print' options. The main area is a grid titled '7 Night West Caribbean 88 (Day 4)'. The grid has columns for various venues: Escape Room, Retail Shop 1, Retail Shop 2, Sky Bar, Theater, Comedy Club, Atrium, Reception, Tour, Butler Suites, Lounge, Library, and Pool. The rows represent time slots from 10:00 AM to 3:30 PM. On the left sidebar, there are several sections: 'The Avenir' with navigation arrows, '+ Add Event', 'Export Schedule', 'View Staff Report', and 'Collapse Actions'; 'Event Filters' and 'Venue Filters' dropdowns; 'Customize Grid' section with sliders for 'COL WIDTH' (set to 120), 'ROW HEIGHT' (set to 30), 'DAILY SCHEDULE WIDTH' (set to 650), and 'STAFF CONFLICTS WIDTH' (set to 350). A red circle highlights the 'COL WIDTH' slider.

4

The example below displays the changes made, it is visible that the Column width, the Row Height and the Daily Schedule on the right side are smaller.

Click "Reset" to go back to the Default view.

This screenshot shows the same scheduling application interface as the previous one, but with different settings. The 'COL WIDTH' slider is now set to 11, 'ROW HEIGHT' is set to 11, and 'DAILY SCHEDULE WIDTH' is set to 400. A 'DAILY SCHEDULE' panel is open on the right side, showing a search bar and a list of events. The first event is 'Maker Workshop' with a time range of 12:00am to 02:00am, located at 'Reception, Tour Desk, Deck 2'. A red circle highlights the 'Reset' button at the bottom of the sidebar.



Note! The changes will be saved only on an account level, meaning that the users can easily adjust the layout to their preferred viewing or working style without impacting other users.