

GO by Spark - How to use the Canvas Venues filters?

This guide offers step-by-step instructions on utilizing the Canvas Venues filters. It's a useful tool for users to navigate efficiently and focus on venues that are relevant to them without affecting other users.

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

2 Click "Venue Filters".

The Avenir		7 Night West Caribbean 88 (Day 4)						
		Escape Room	Retail Shop 1	Retail Shop 2	Sky Bar	Theater	Comedy Club	Atrium
9:00 AM								
9:15 AM								
9:30 AM								
9:45 AM								
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								

3

Select one or multiple venues by clicking the checkboxes. Utilize the "Search" box to locate a venue or scroll down to browse.

The screenshot shows a software interface with a dark sidebar on the left and a light grid on the right. The sidebar contains several sections: 'Add Event' (green button), 'Export Schedule' (grey button), 'View Staff Report' (grey button), 'Collapse Actions' (arrow icon), 'Event Filters' (dropdown), 'Venue Filters' (dropdown), a 'Search...' input field, a list of venue categories with checkboxes, and 'Customize Grid' (dropdown). The 'All Dining' checkbox is highlighted with an orange circle. The grid on the right has a time column on the left ranging from 9:30 AM to 2:30 PM in 15-minute increments, and several empty columns to its right.

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The selected venues are displayed at the top of the page. Click "Clear all filters" to return to the Default View, or click the "X" next to each venue to remove it individually.

The screenshot shows a software interface with a header and a main grid. The header includes a logo on the left, the date '5/8/2024', the location 'George Town', and buttons for 'Events', 'Venue', and 'Print'. Below the header is a row of filter buttons: 'CLEAR ALL FILTERS' (highlighted with an orange circle), 'RECEPTION, TOUR DESK', 'BUTLER SUITES', 'AZUL RESTAURANT', 'CAFÉ', 'AVENIR RESTAURANT', 'GRILL', and 'COOKING SCHOOL'. Below the header is a table with a green header row 'The Avenir' and a dark blue header row '7 Night West Caribbean 88 (Day 4)'. The table has columns for 'Reception, Tour ...', 'Butler Suites', 'Guest Services', 'Café', 'Azul Restaurant', 'Avenir Restaurant', and 'Cooking School'. The main grid below the table has a time column on the left ranging from 9:00 AM to 12:45 PM in 15-minute increments, and several empty columns to its right.



Note! The changes will be saved only on an account level, meaning that the users can navigate efficiently and focus on the venues that are relevant to them without affecting other users.