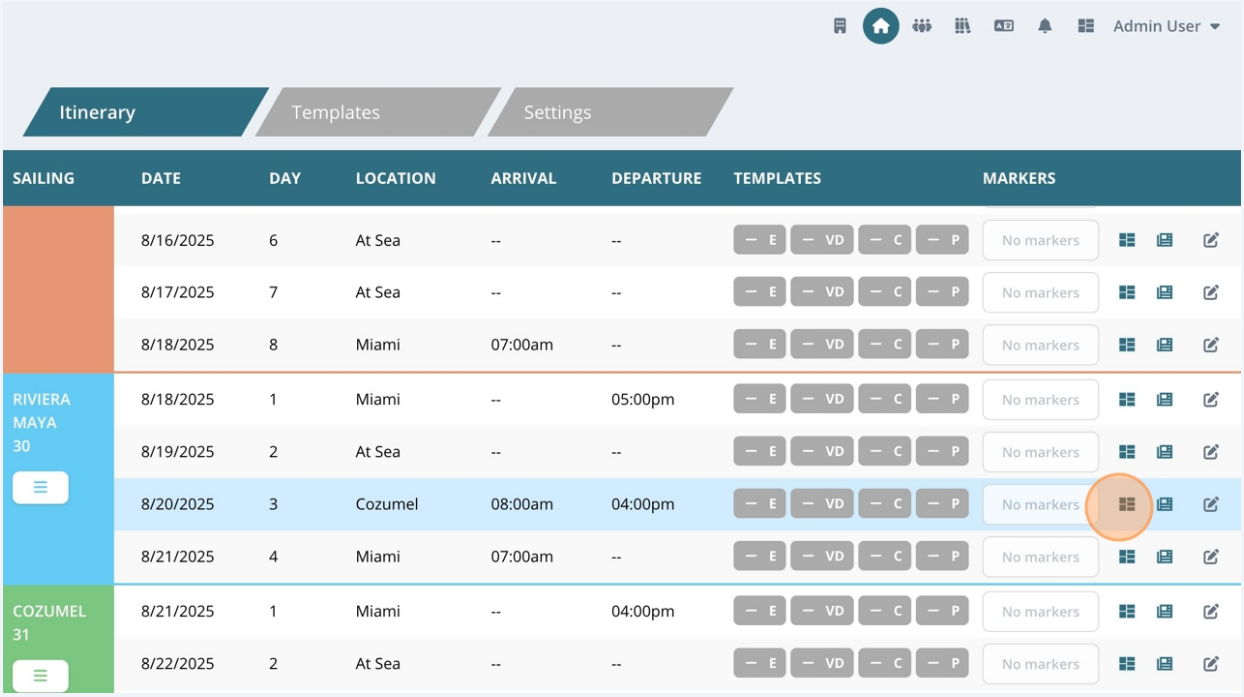
Canvas Icons Overview

This guide is also available as a video. Click the link below to watch:

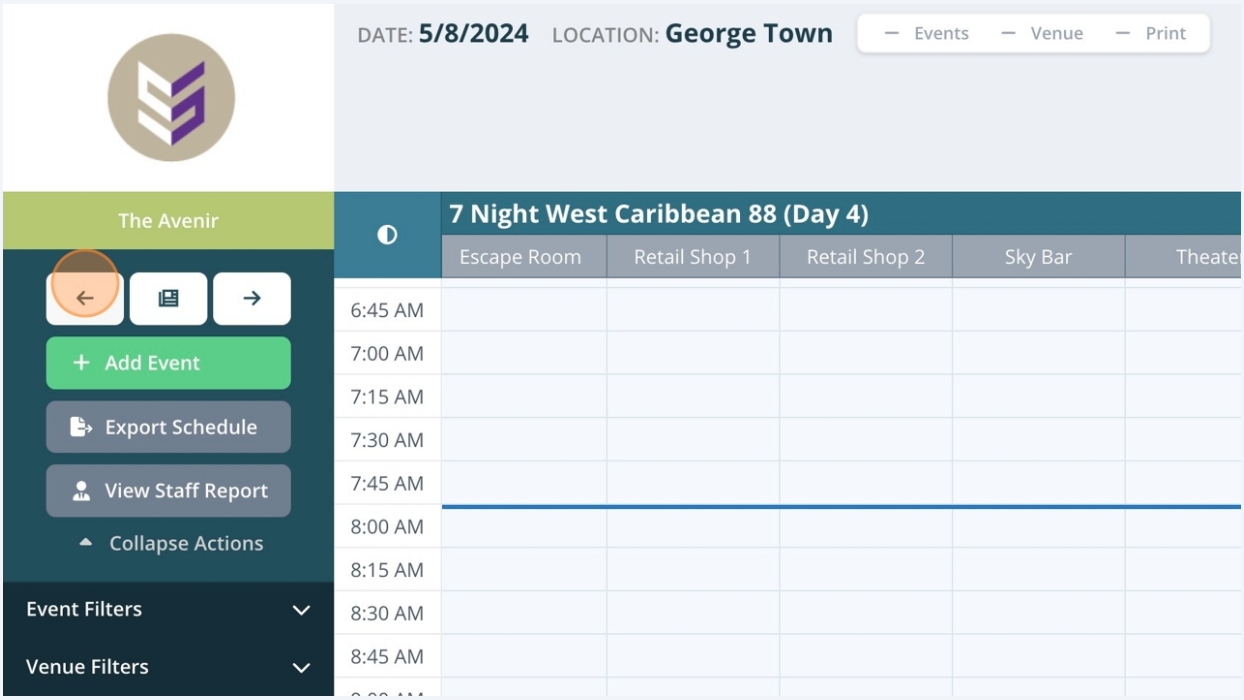
scribehow.com/embed-preview/Canvas_Icons_Overvi...

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.

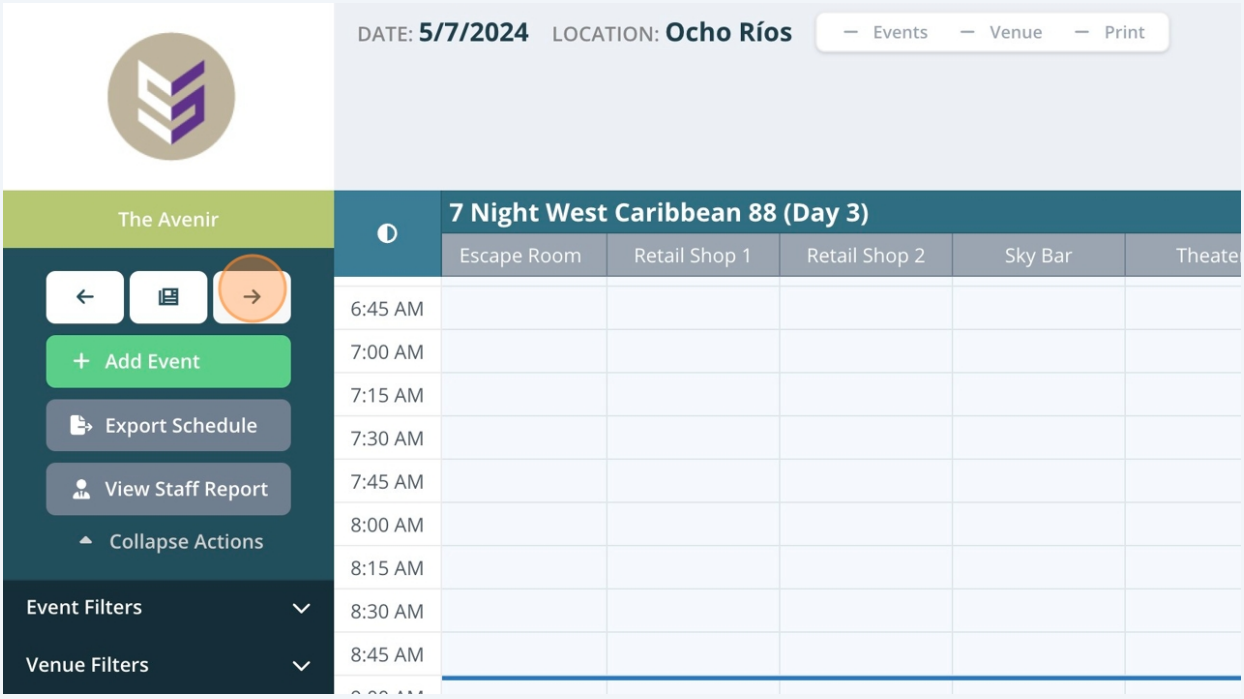
1 The "Canvas/Daily Planner" icon is highlighted below. Wherever you see it, clicking on it will redirect you to the Canvas. The specific day will depend on where you click — in this example, it will open August 20, 2025.



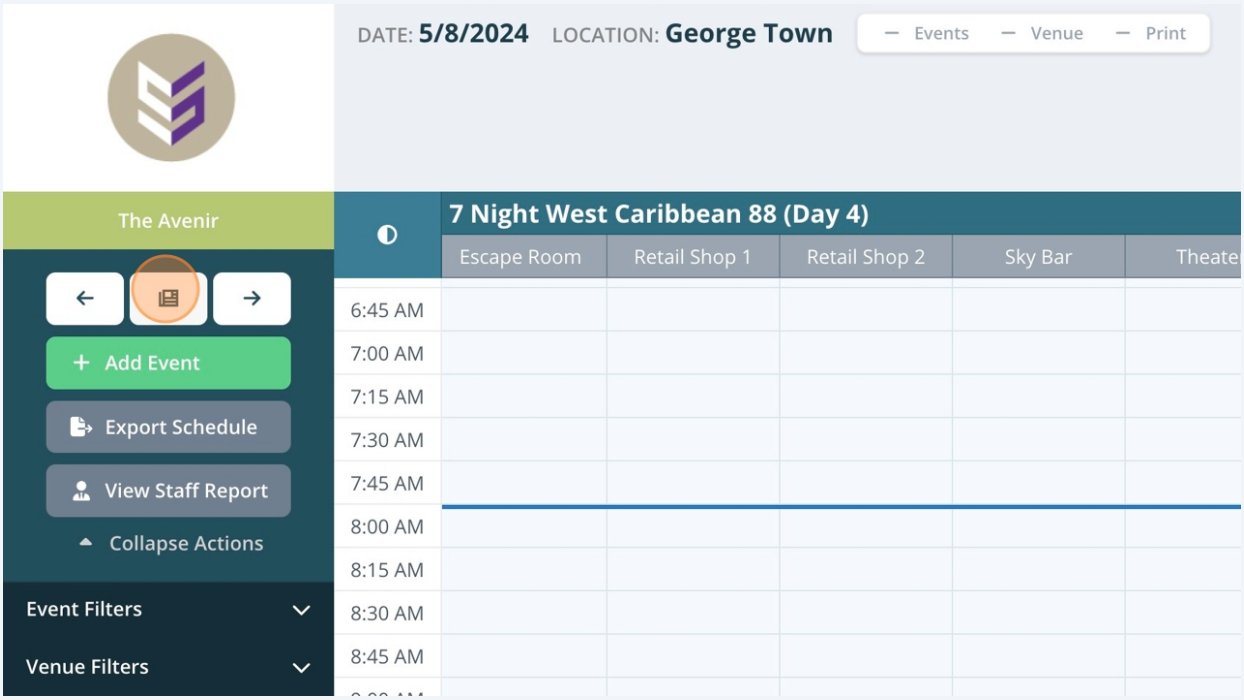
2 Click here to view previous Day.



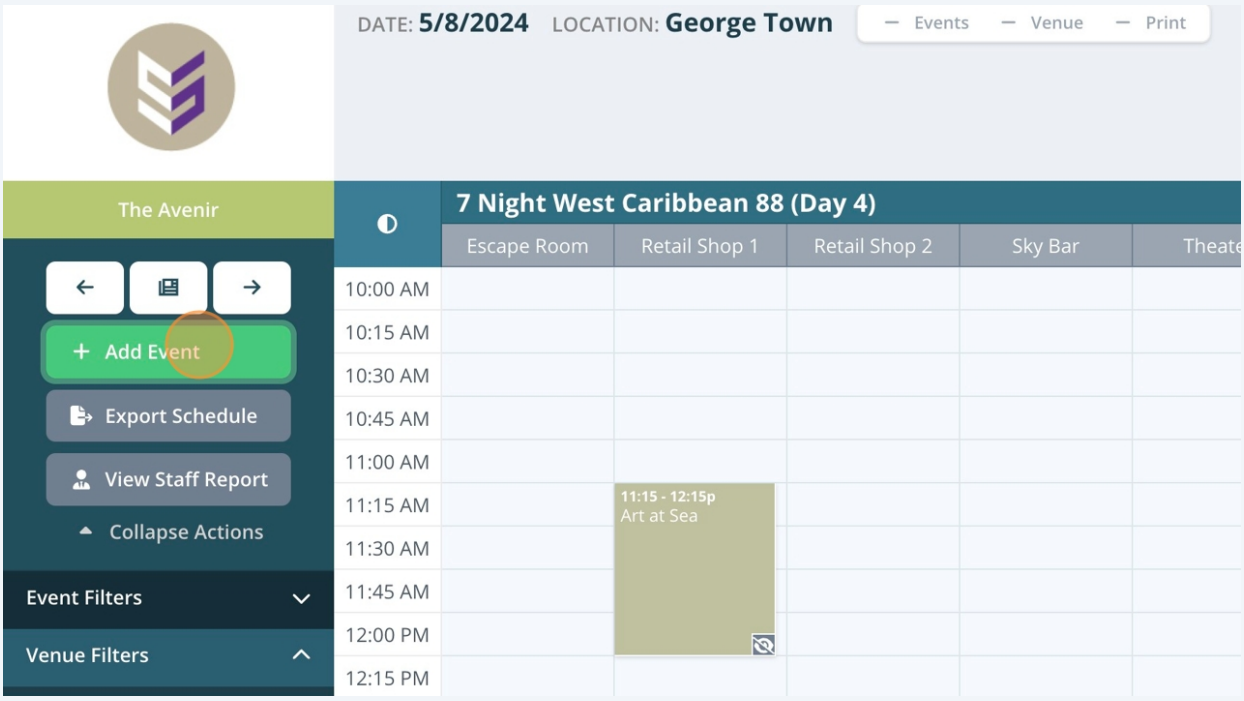
3 Click here to view next Day.



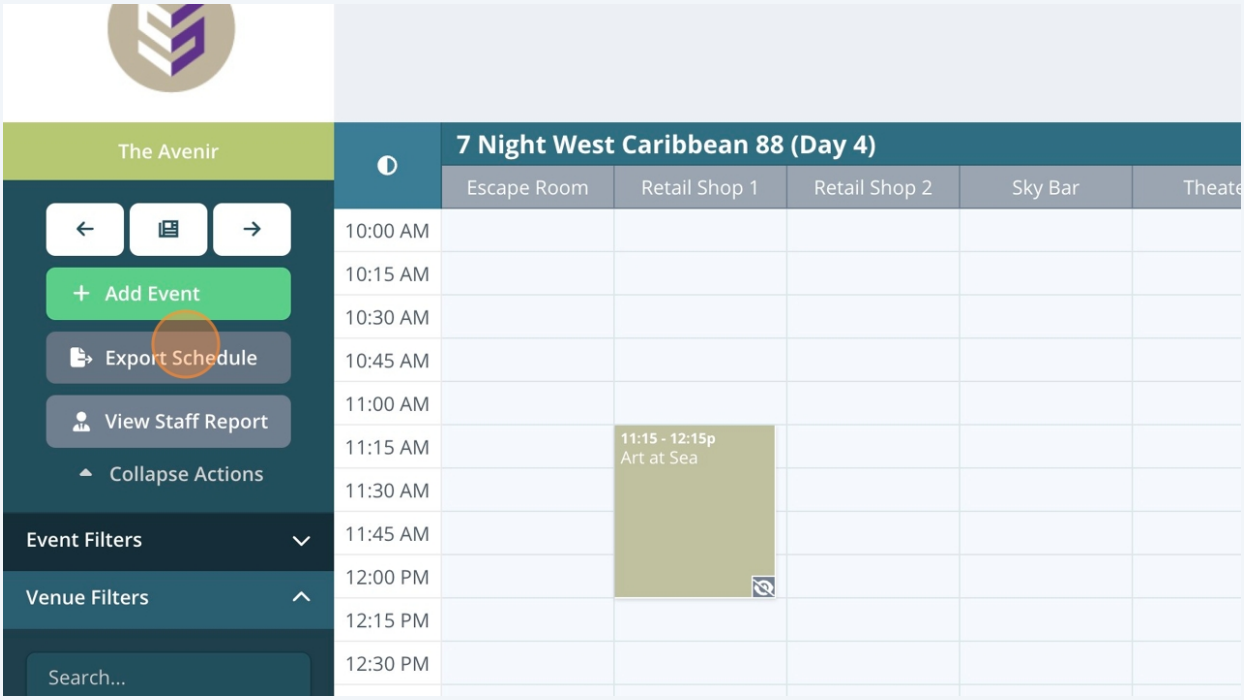
4 Click here to navigate to Feed Editor/Print Program.



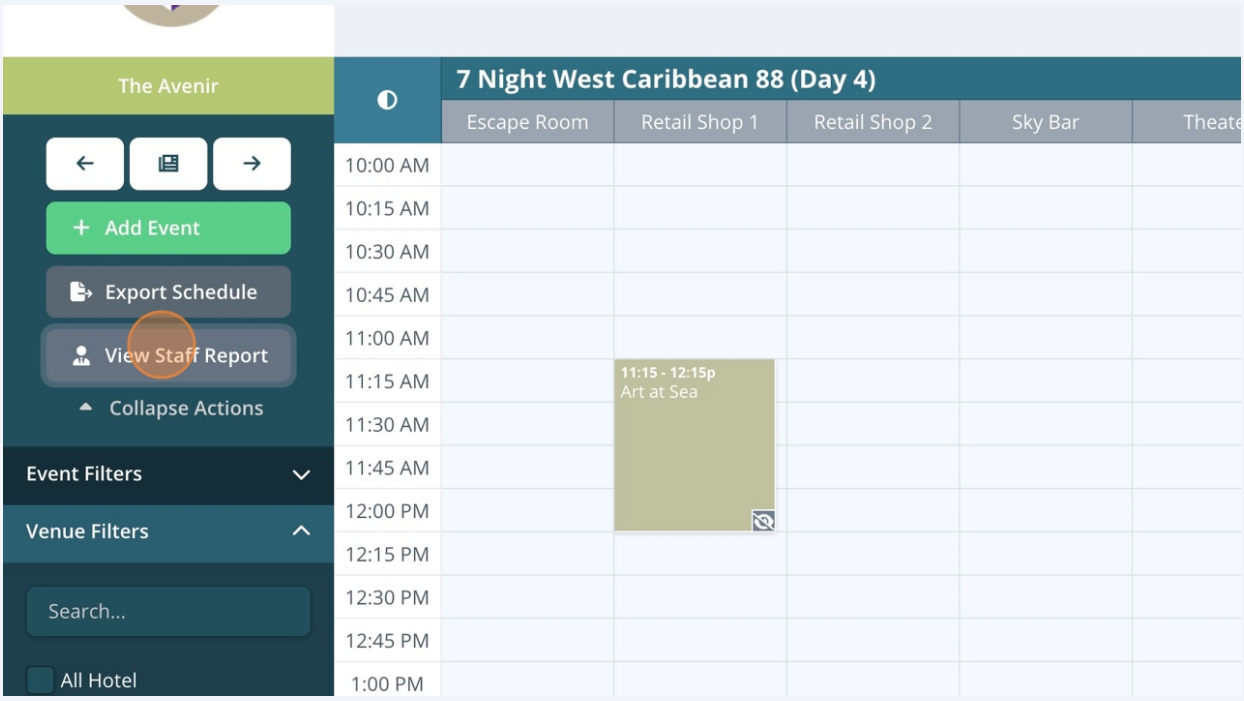
5 Click here to add an Event to the day.



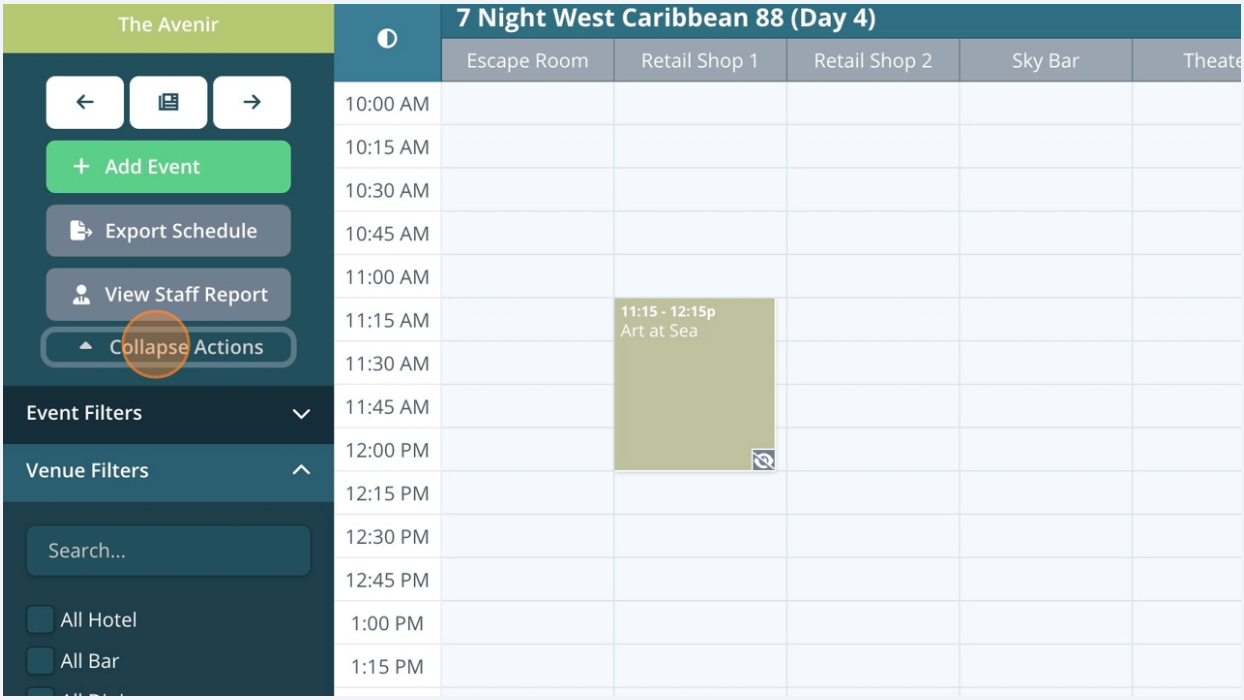
6 Click here to Export Schedule as a CSV file.



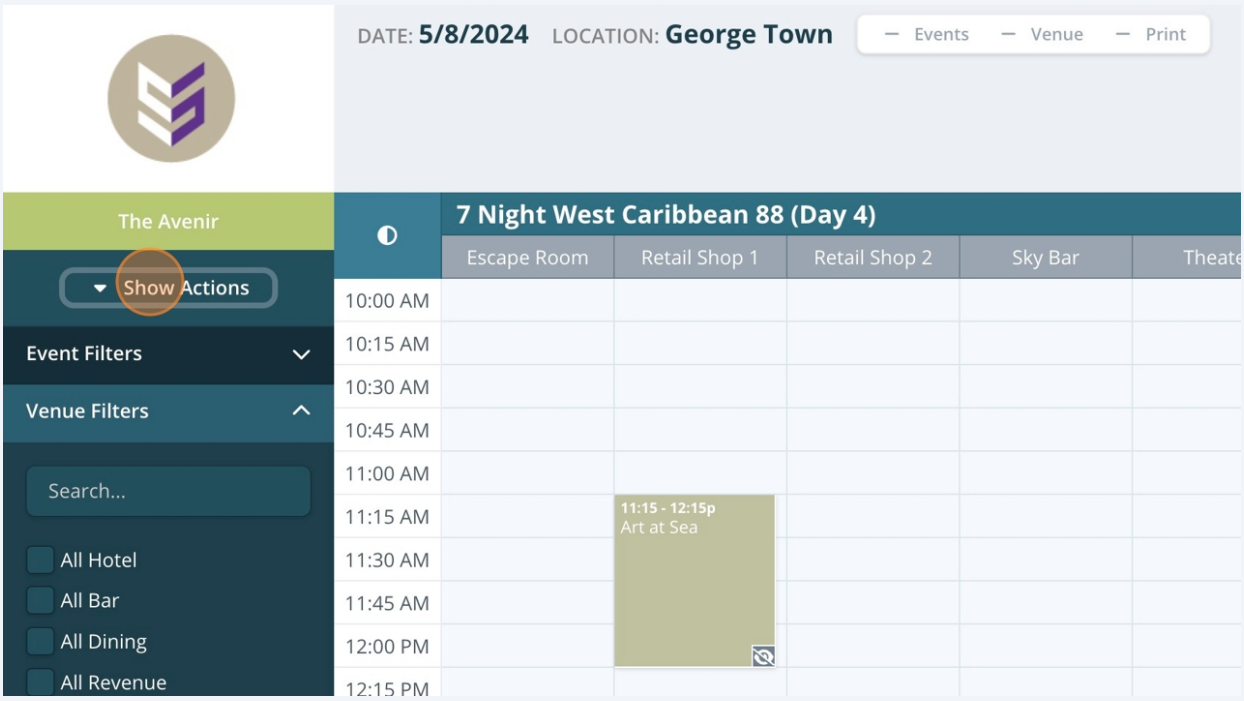
7 Click here to View Staff Report.



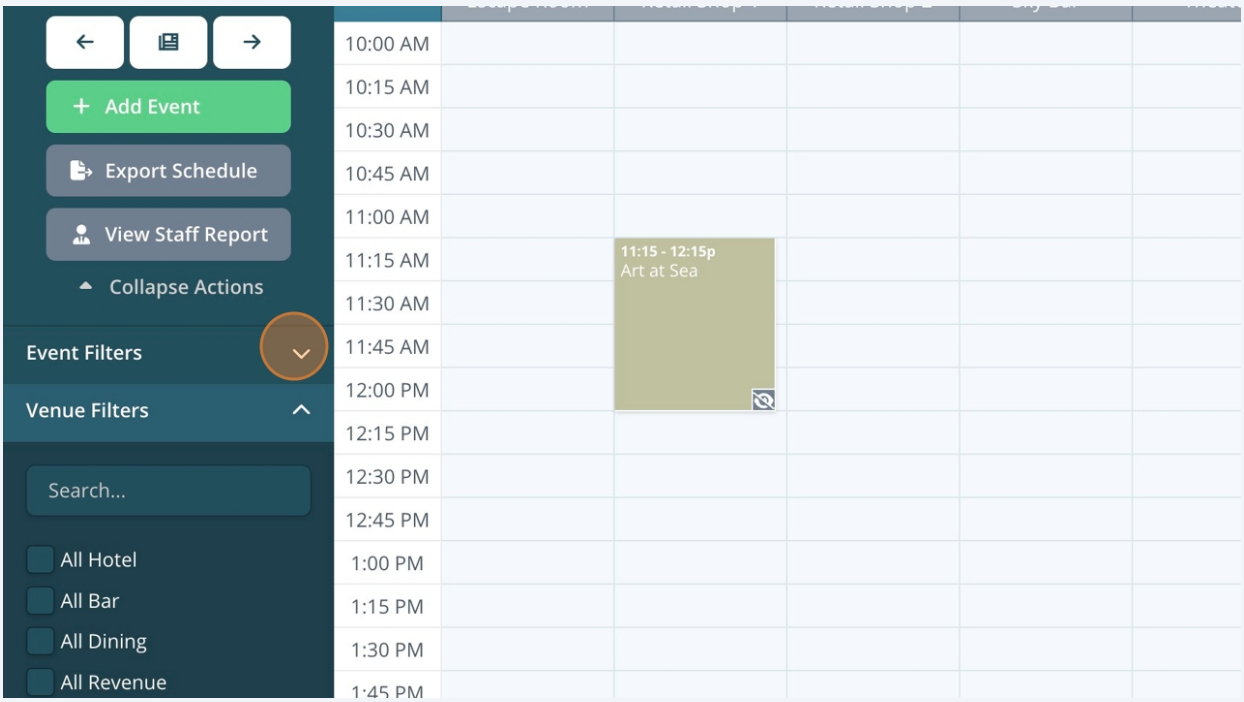
8 Click "Collapse Actions" to hide the icons above.



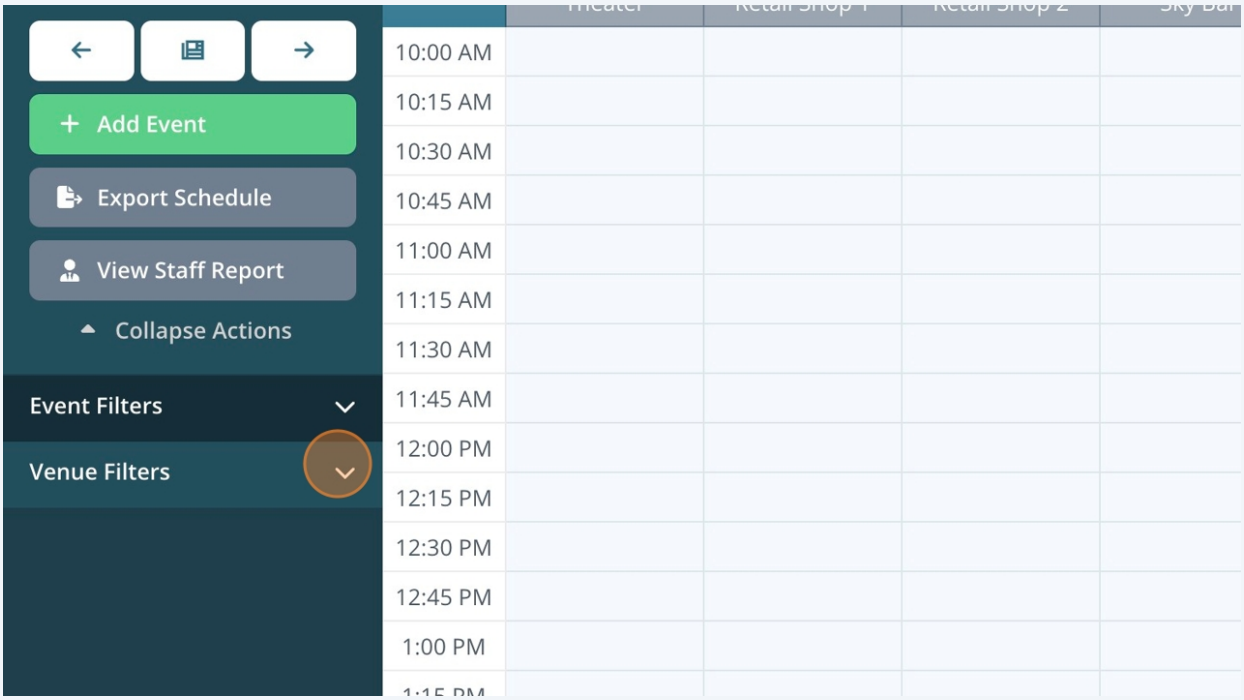
9 Click "Show Actions" to unhide the icons.



10 Click this icon to filter the Events.

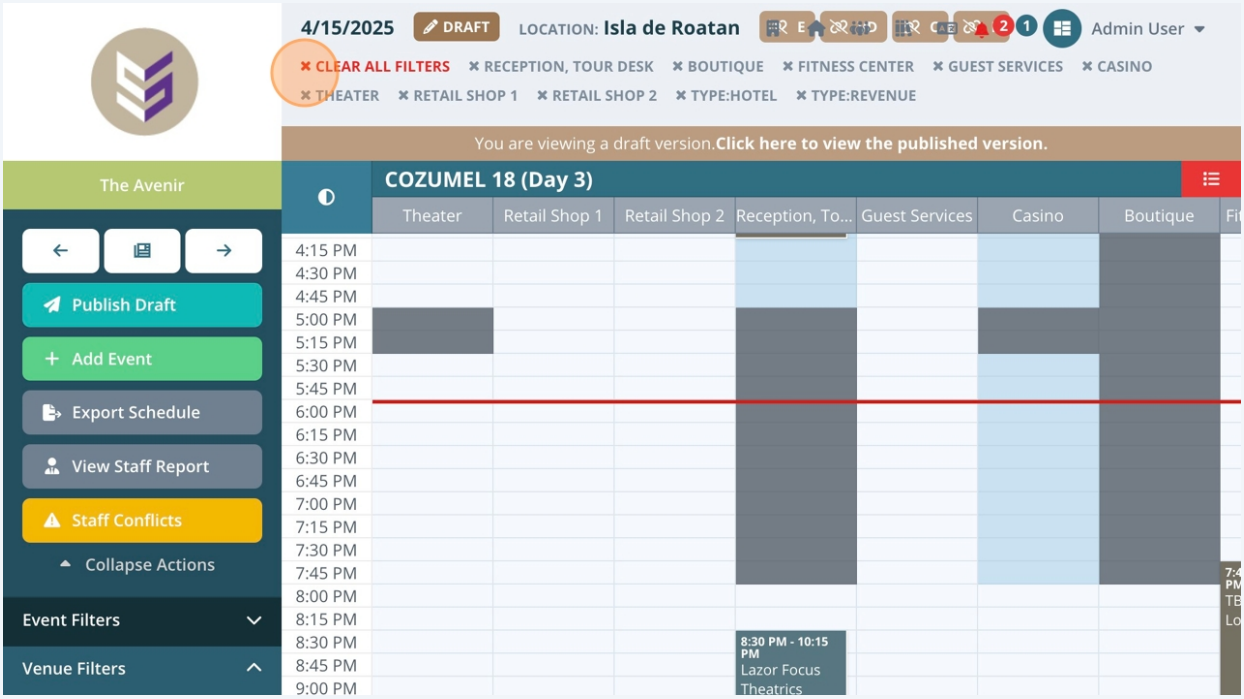


11 Click here to filter the venues that display on the Canvas Grid.

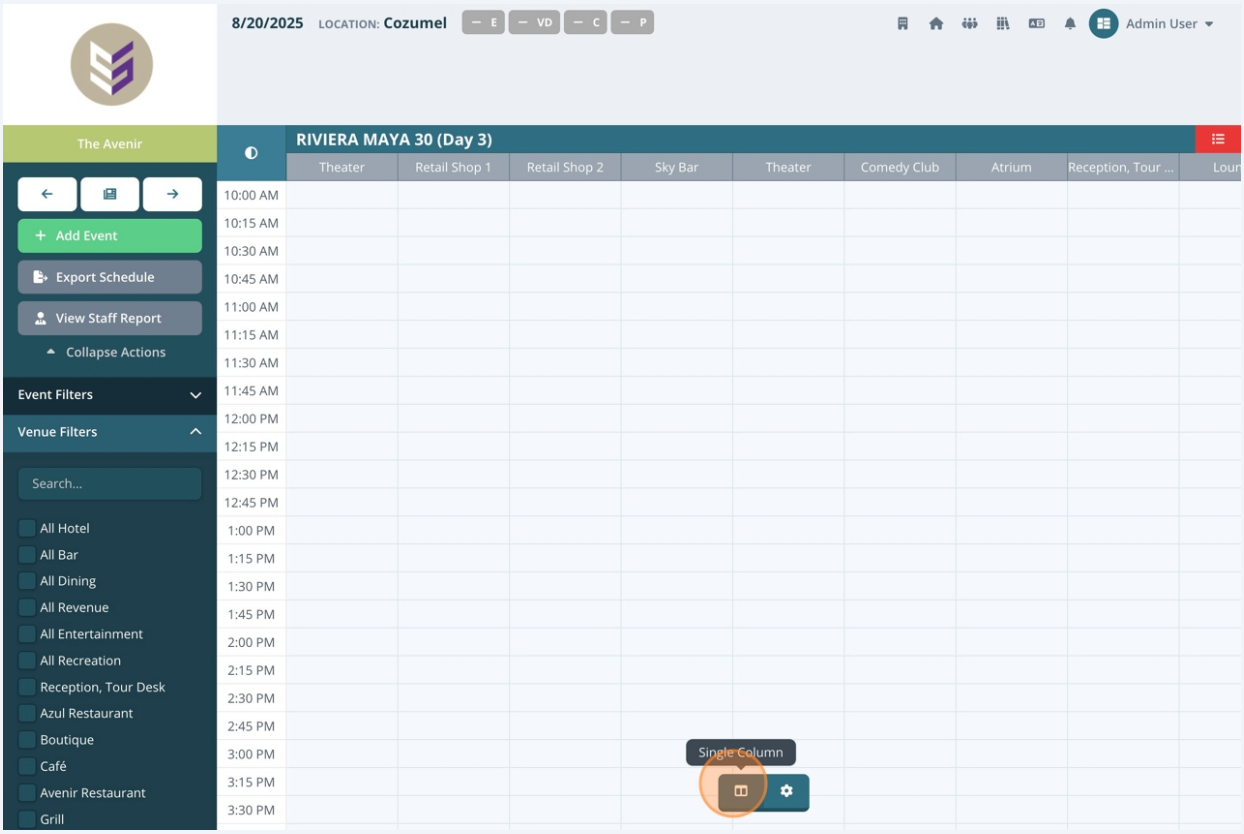


12 Click the red "x" to clear all venue filters.

Click the grey "x"' beside a venue to clear that specific venue.

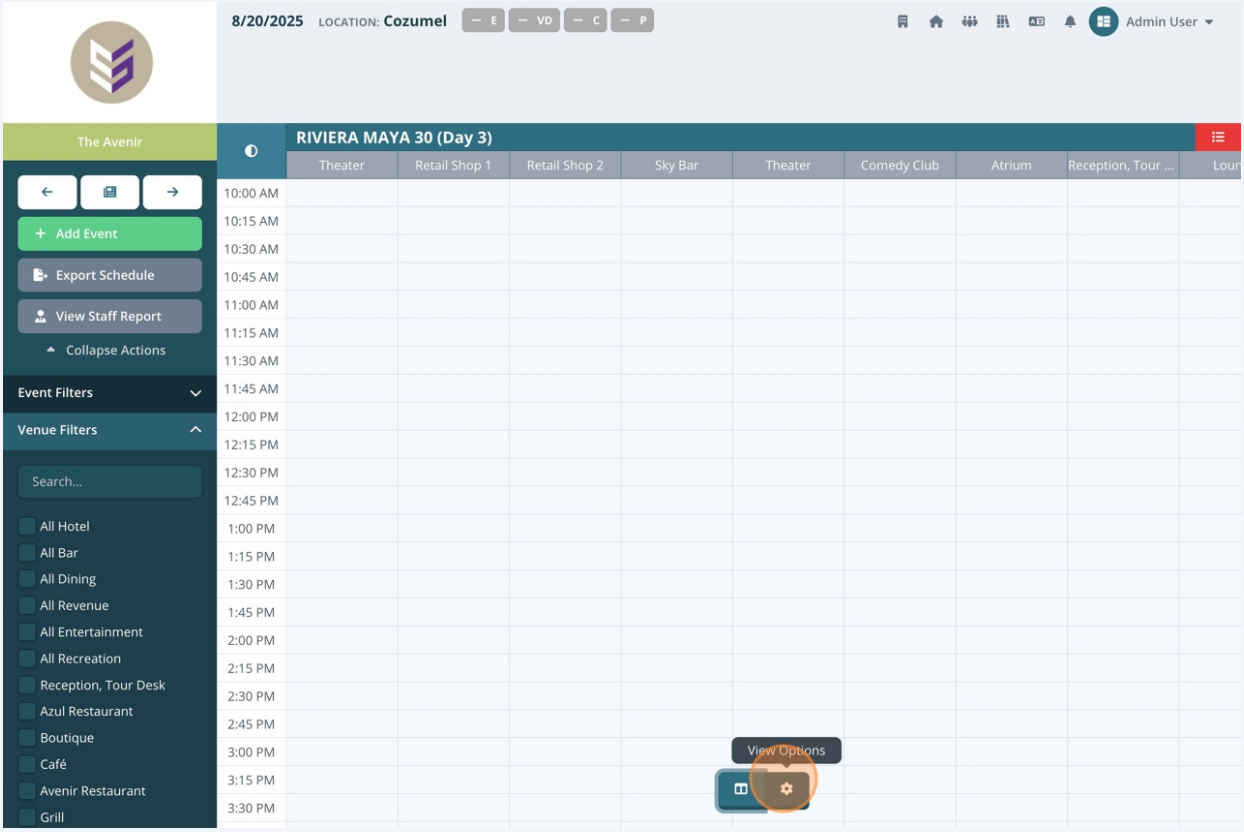


13 Click here to see a "Single Column" view.

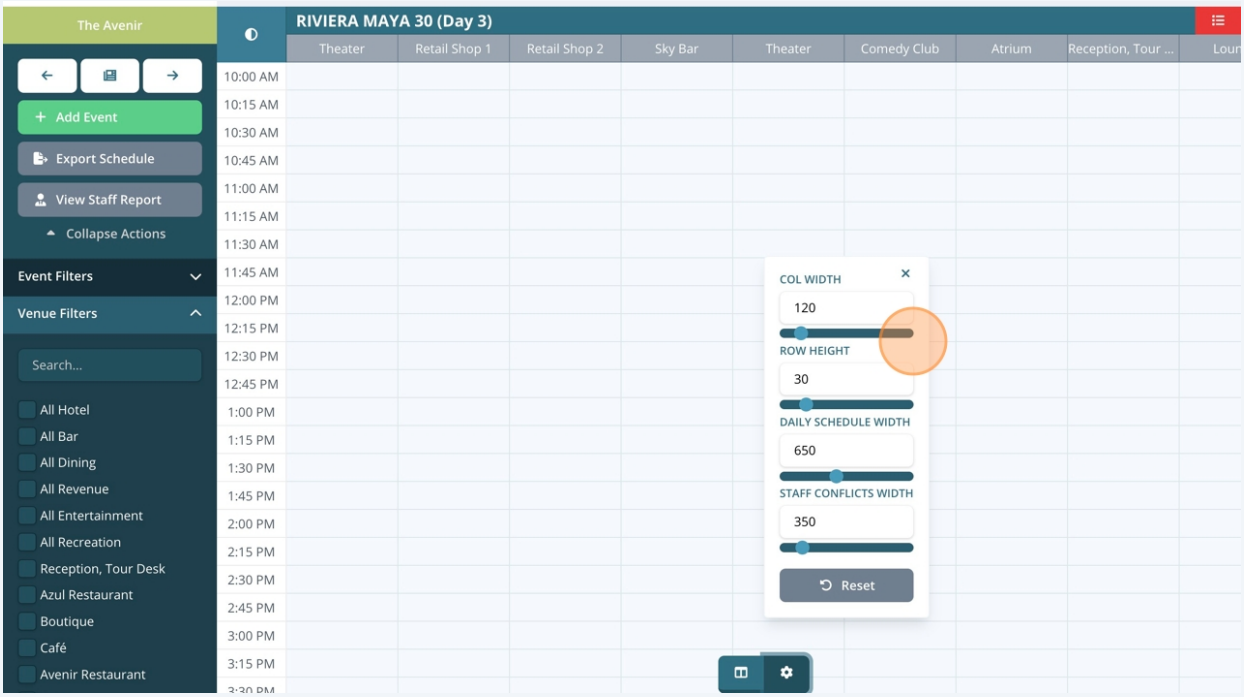


14 Click here to customize view options.

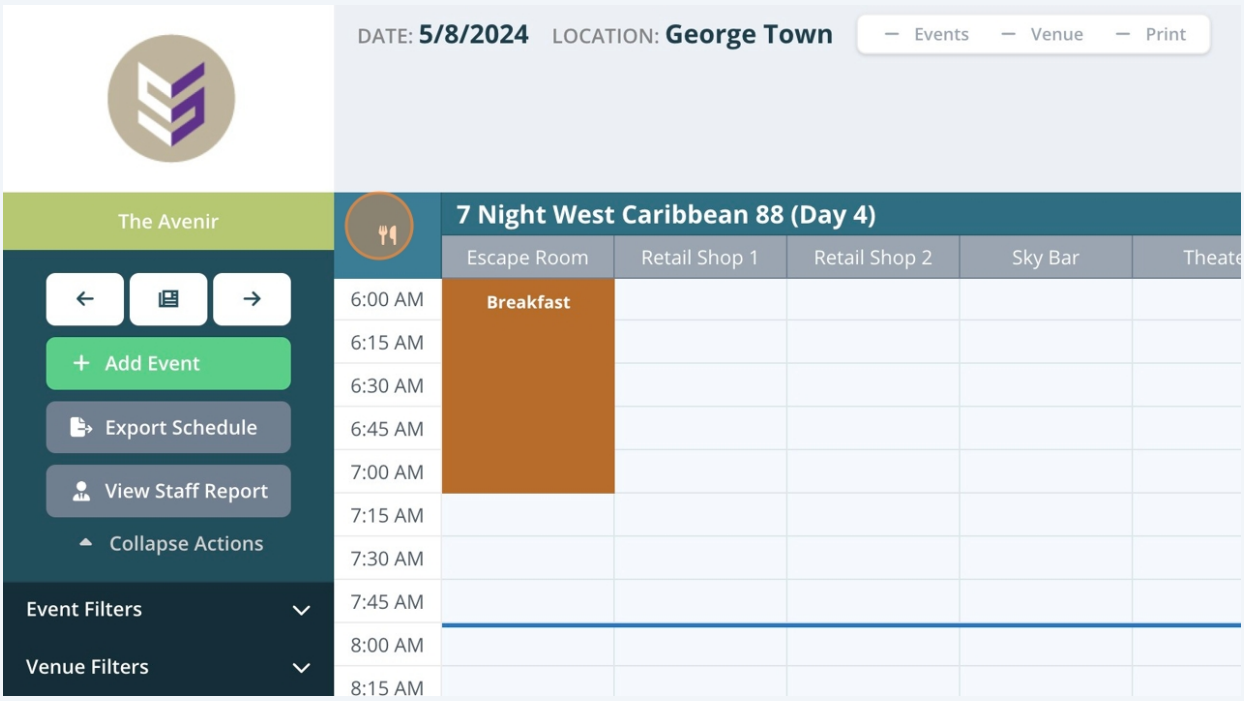
Options you can edit from here are: Column Width, Row Height, Daily Schedule Width & Staff Conflicts Width.



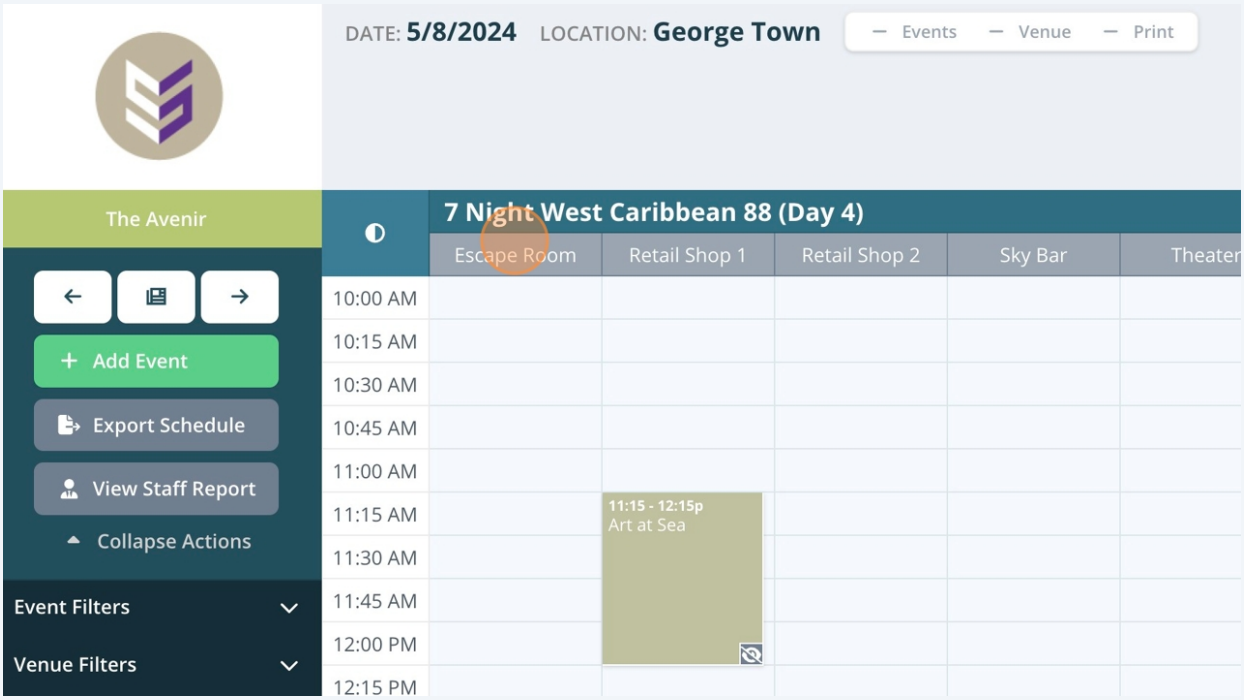
15 Click here to customize the Grid's view layout.



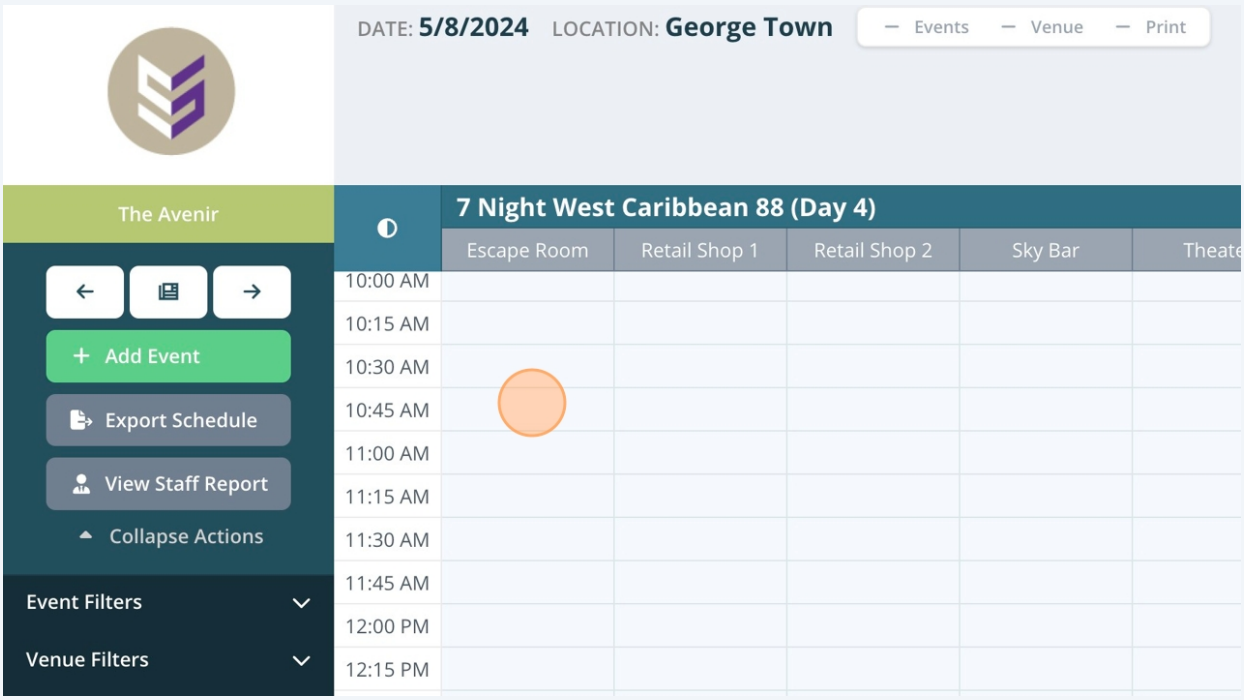
16 Click this button to view the Meal Periods.



17 Click on the venue to open the Venue Details and add the opening hours and/or meal periods. You can also add a Call to Action from the Venue Details.



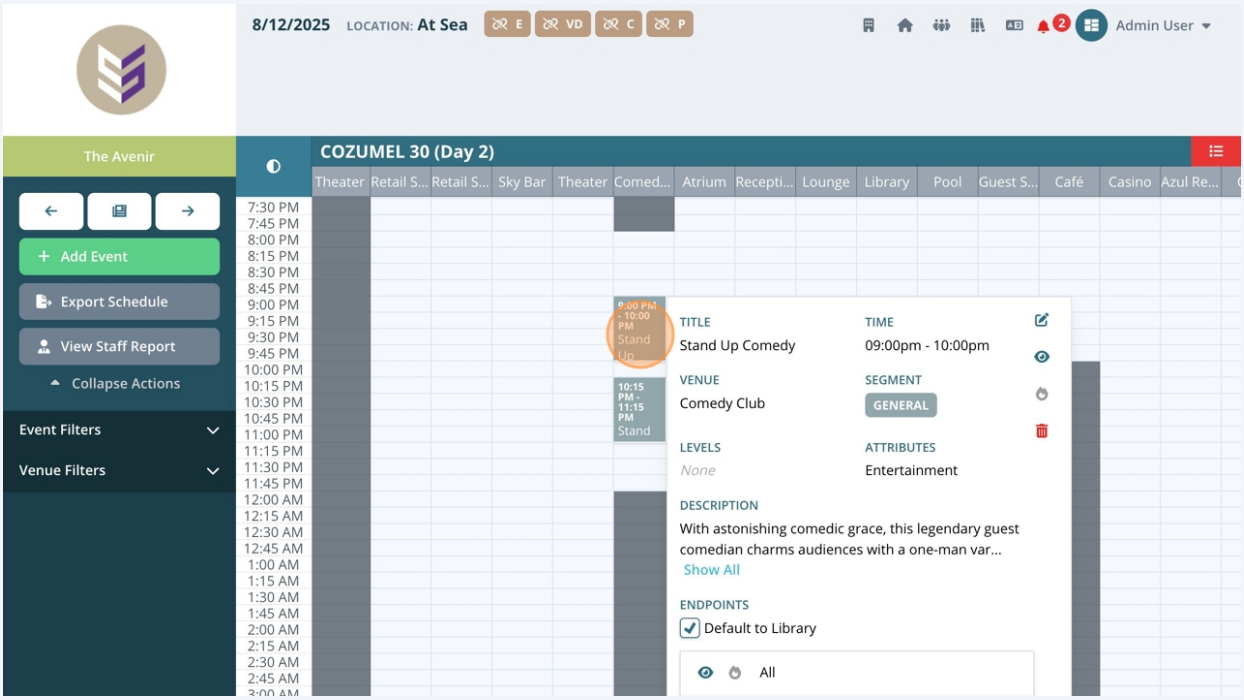
18 Double-click here (or in any cell on the Canvas) to add an Event to the day or to create a new Event.



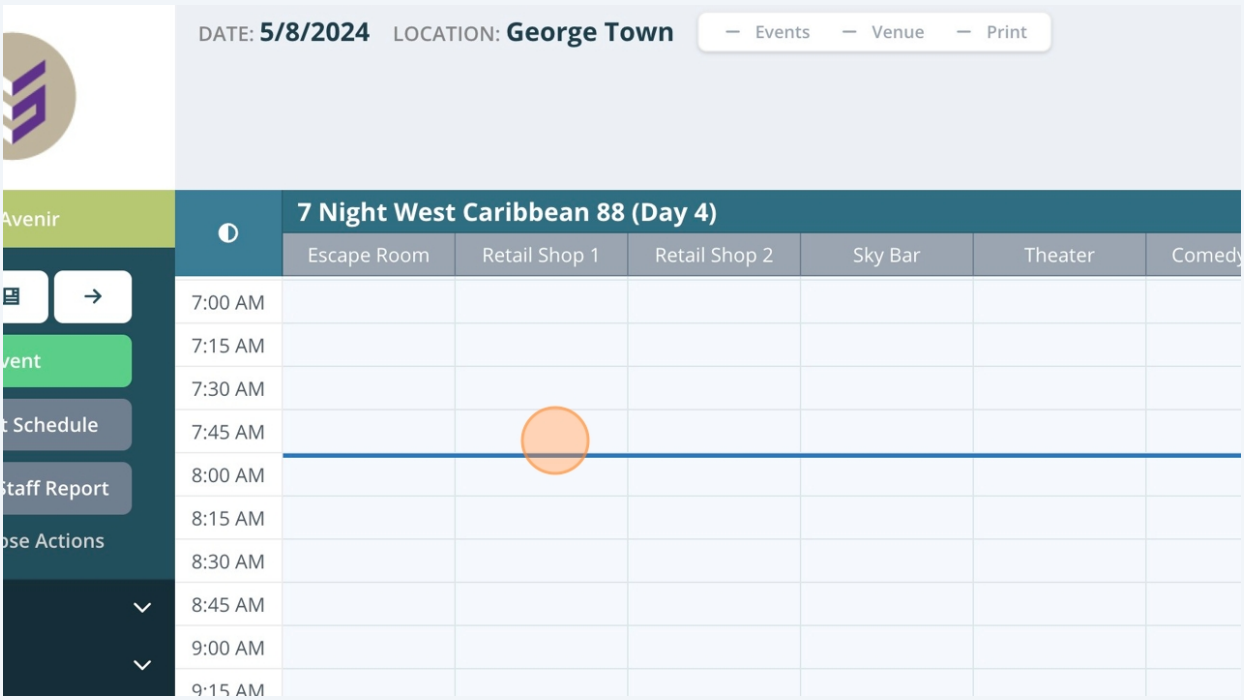
19 Hover your mouse over the event to display the event details.

Or

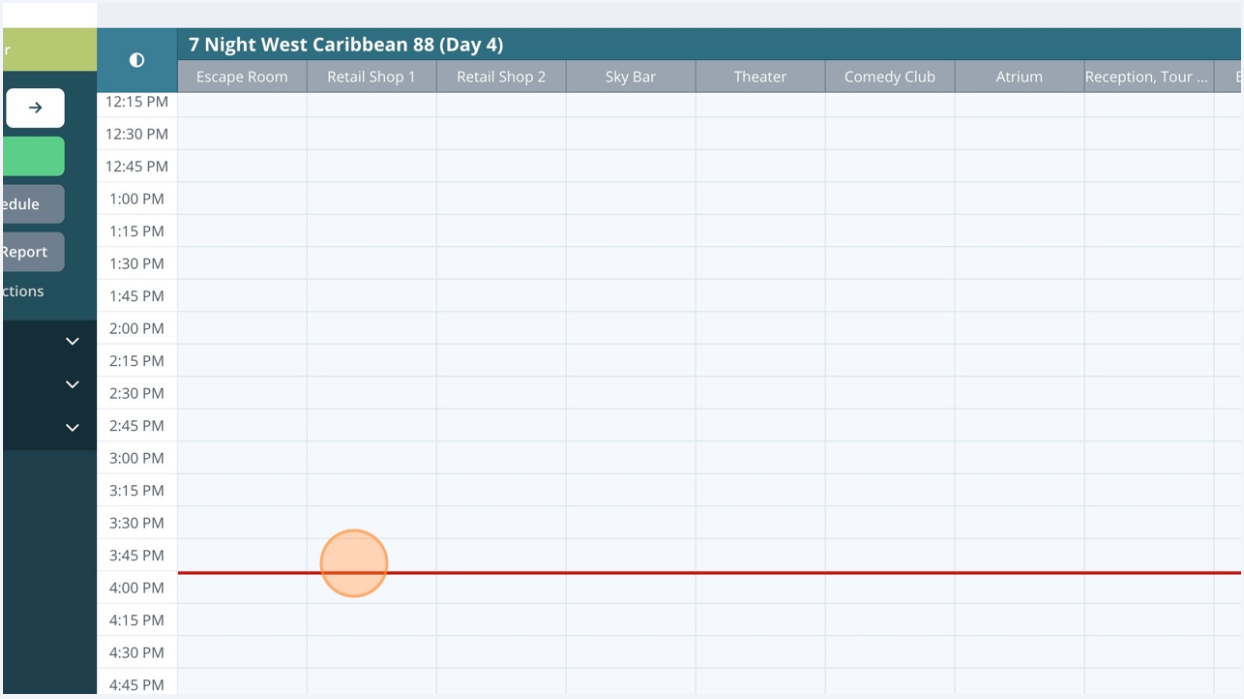
Double-click event to edit its details.



20 The blue line indicates the ships arrival hour into port.

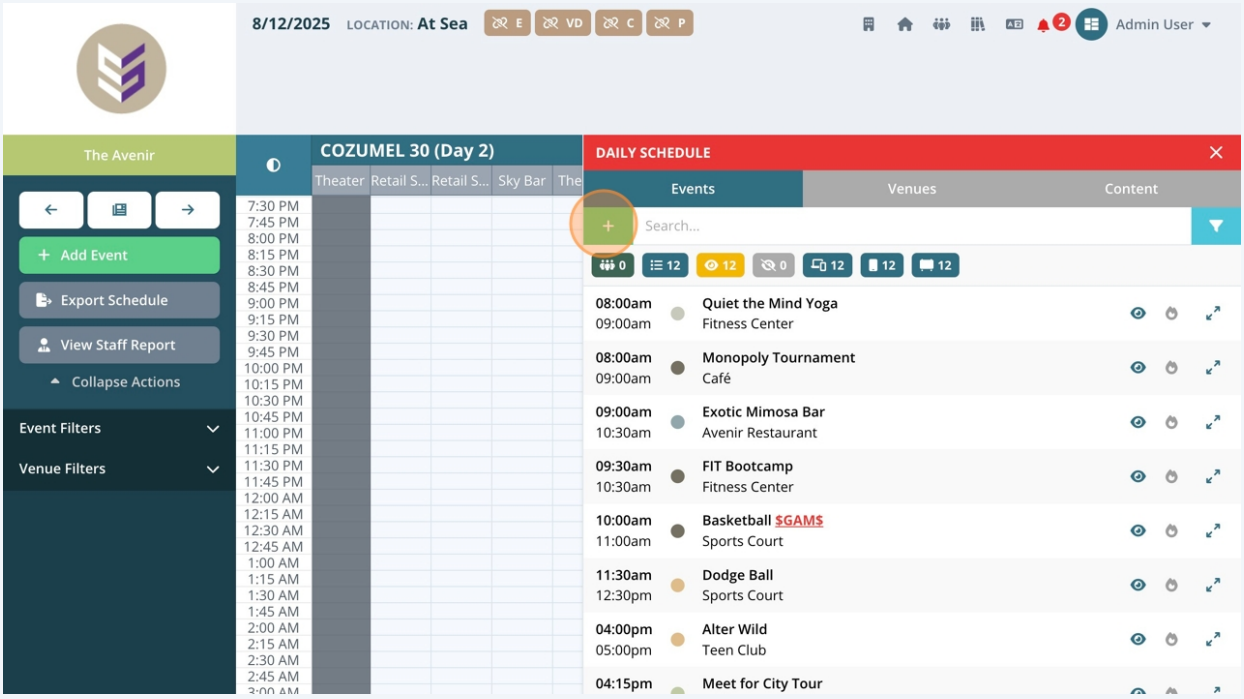


21 The red line indicates the ships departure hour from port.

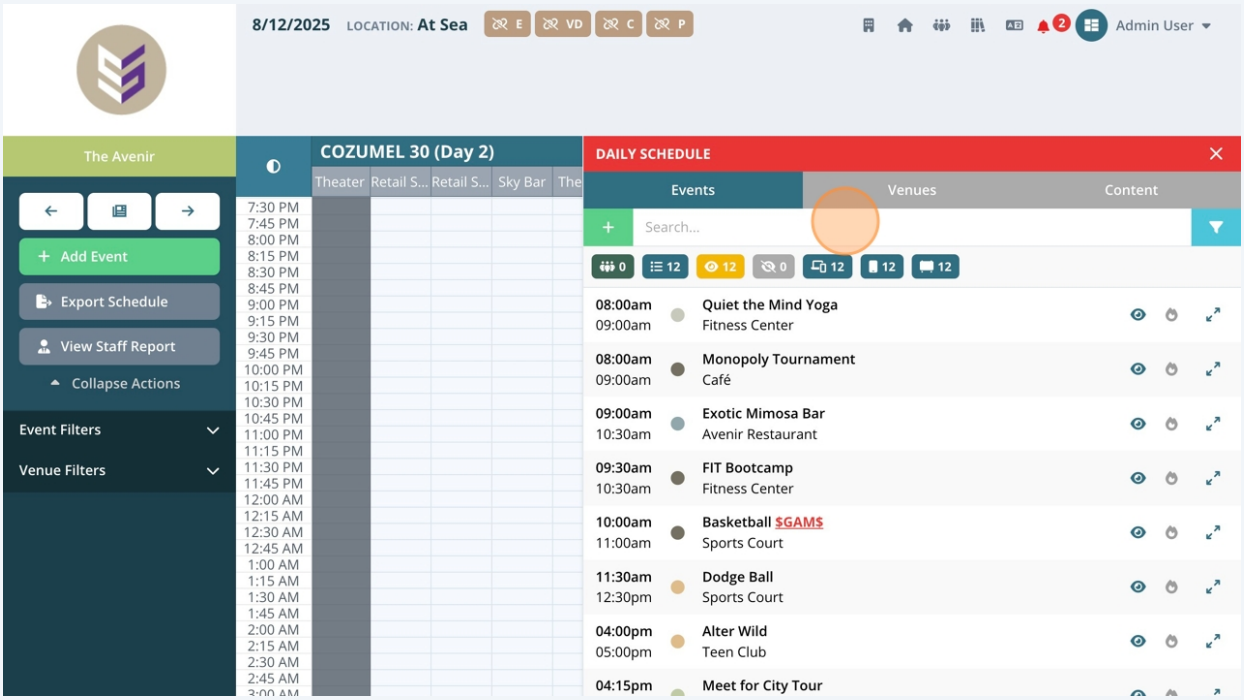


22 Click here to view the events (Daily Schedule) by a chronological order.

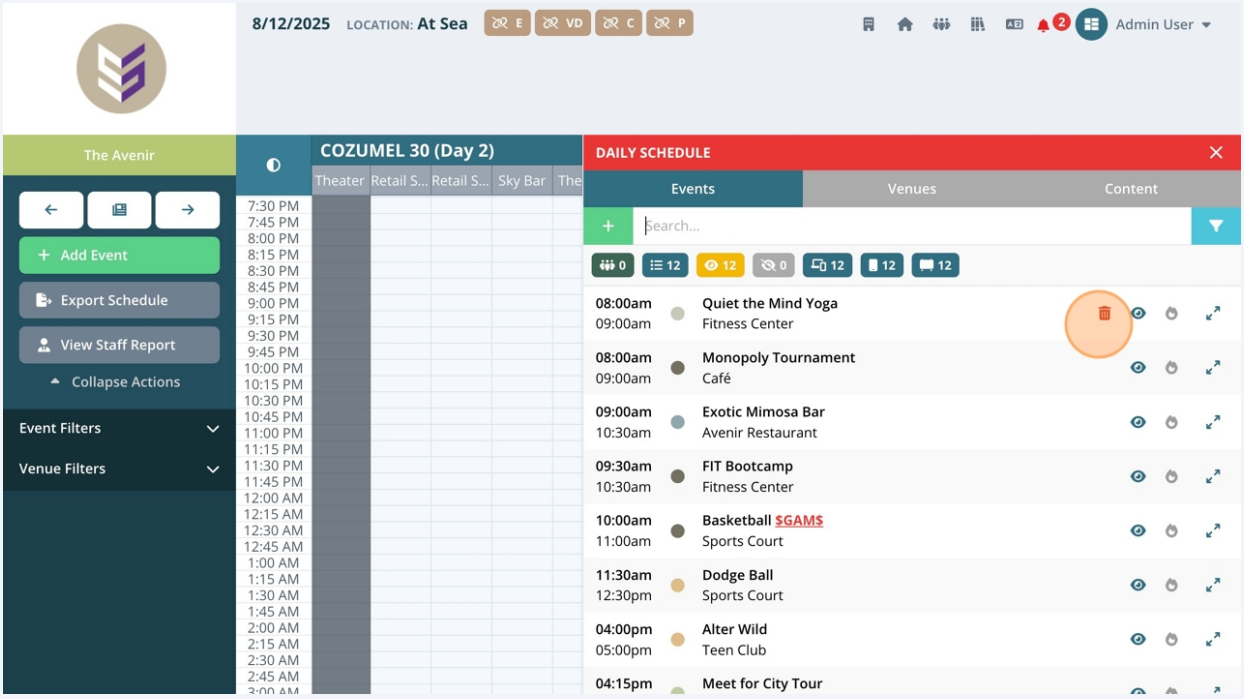
23 Click this icon to add/create an Event to the day.



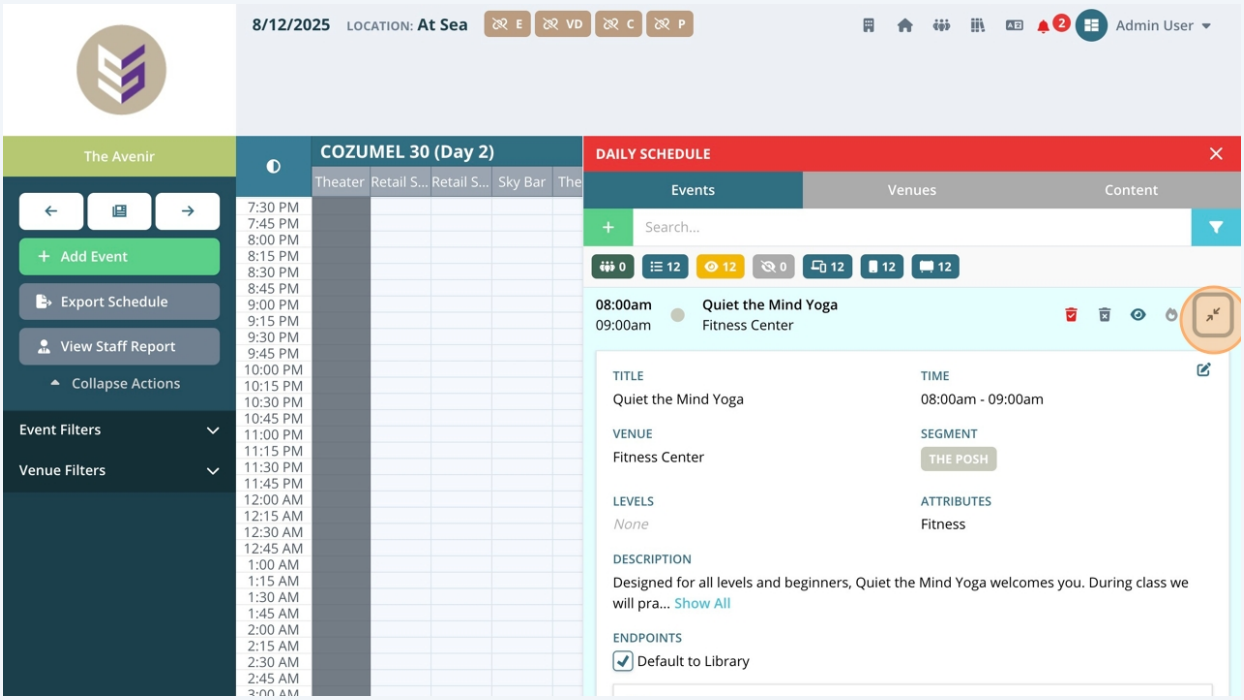
24 Type in the "Search..." field to find an event in the Daily Schedule. You can search by event name or venue name.



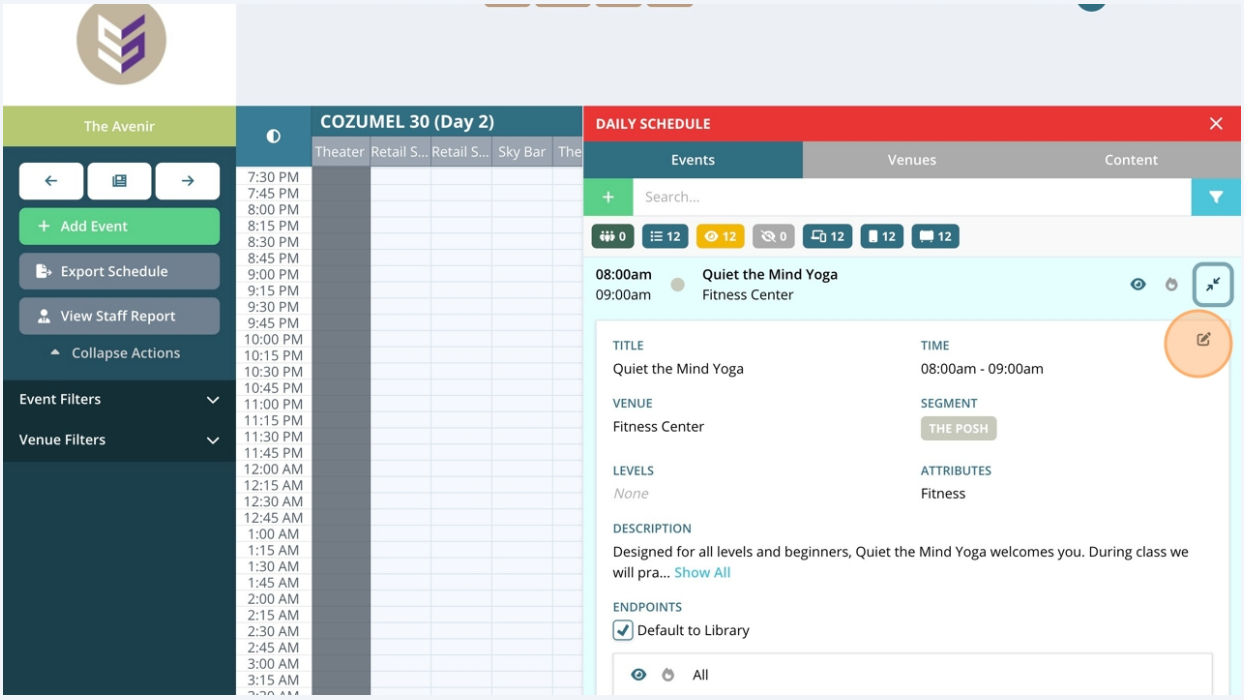
25 Click the garbage icon to delete the event from this day.



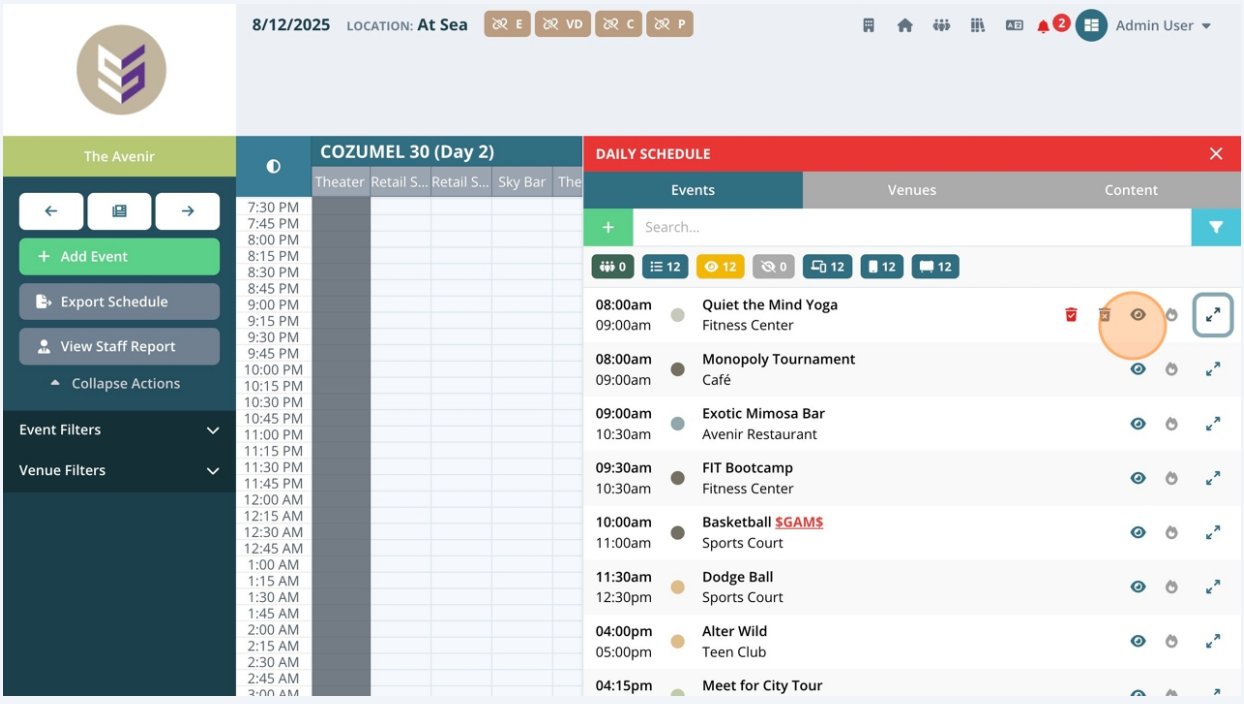
26 Click this icon to view the event details.



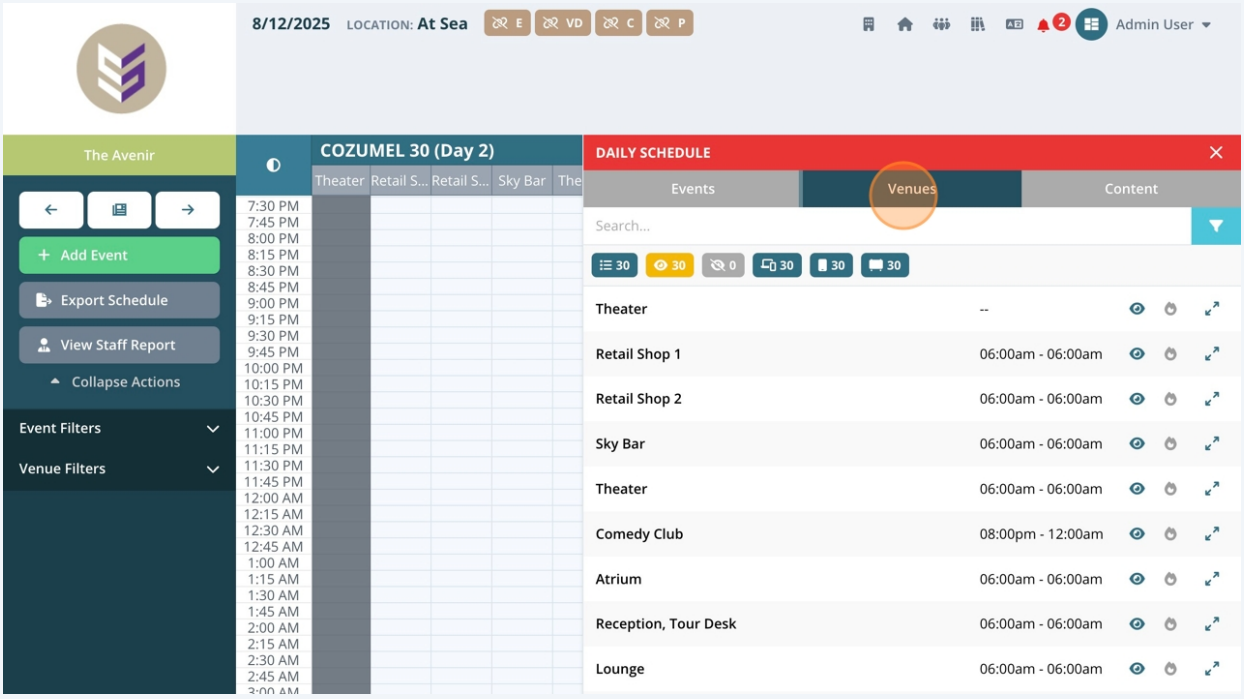
27 Click this icon to edit the event, or simply double-click the event row.



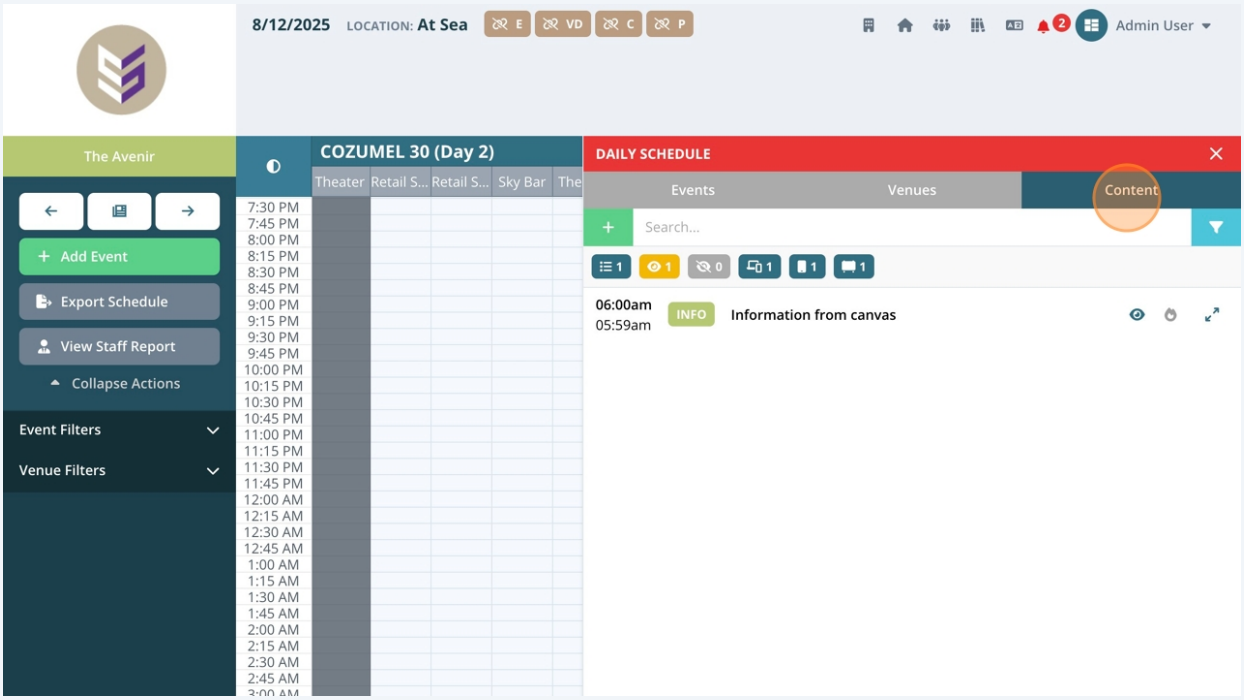
28 Click here to hide the event from the guest facing communication.



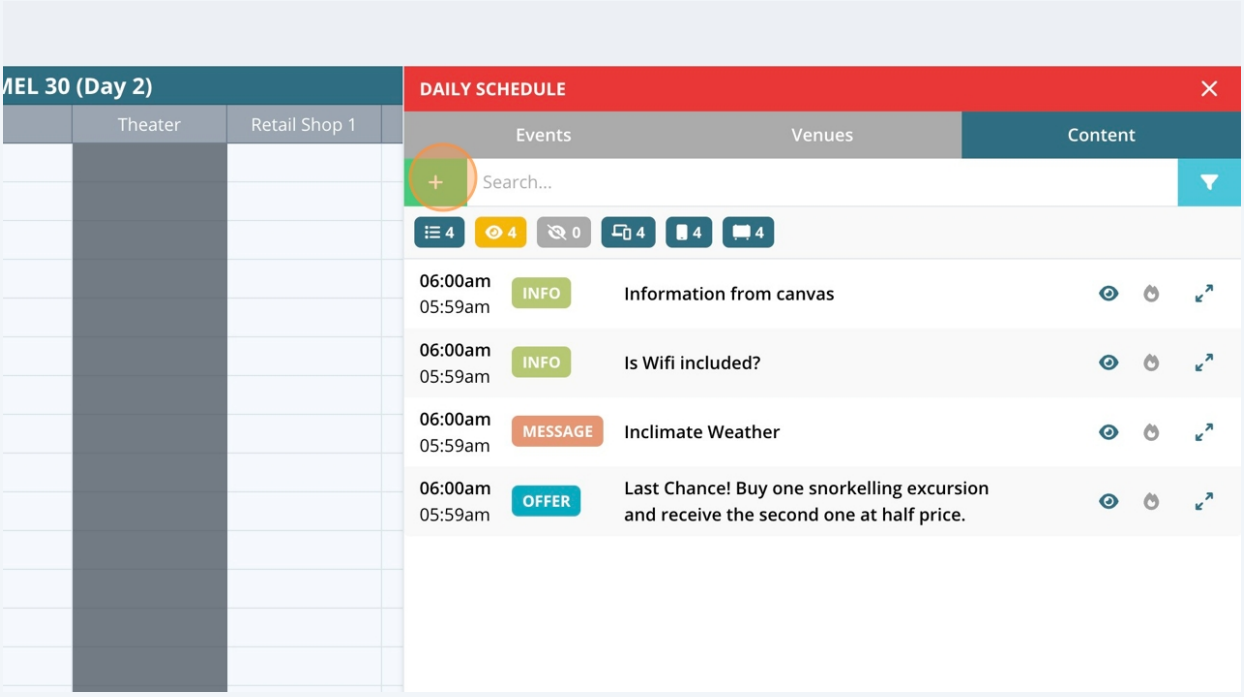
29 Click "Venues" to view venues and hours of operation.



30 Click "Content" to view Content scheduled to the day.



31 Click the "+" icon to schedule a Content —Offer, Message or Info — to a day.

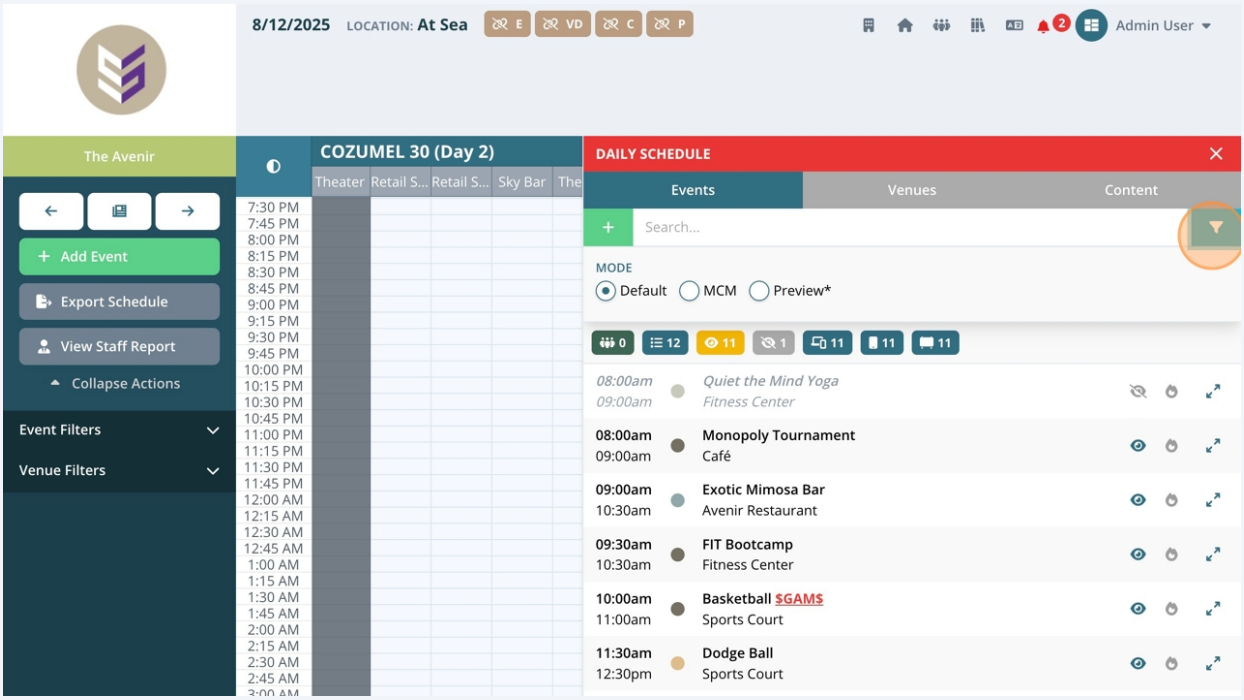


32 Click here to see different view mode options:

• **Default** — Shows overall numbers, with only the eye, trending, and expand icons visible. Allows you to delete, hide, view, mark an event as trending or edit an event with full visibility.

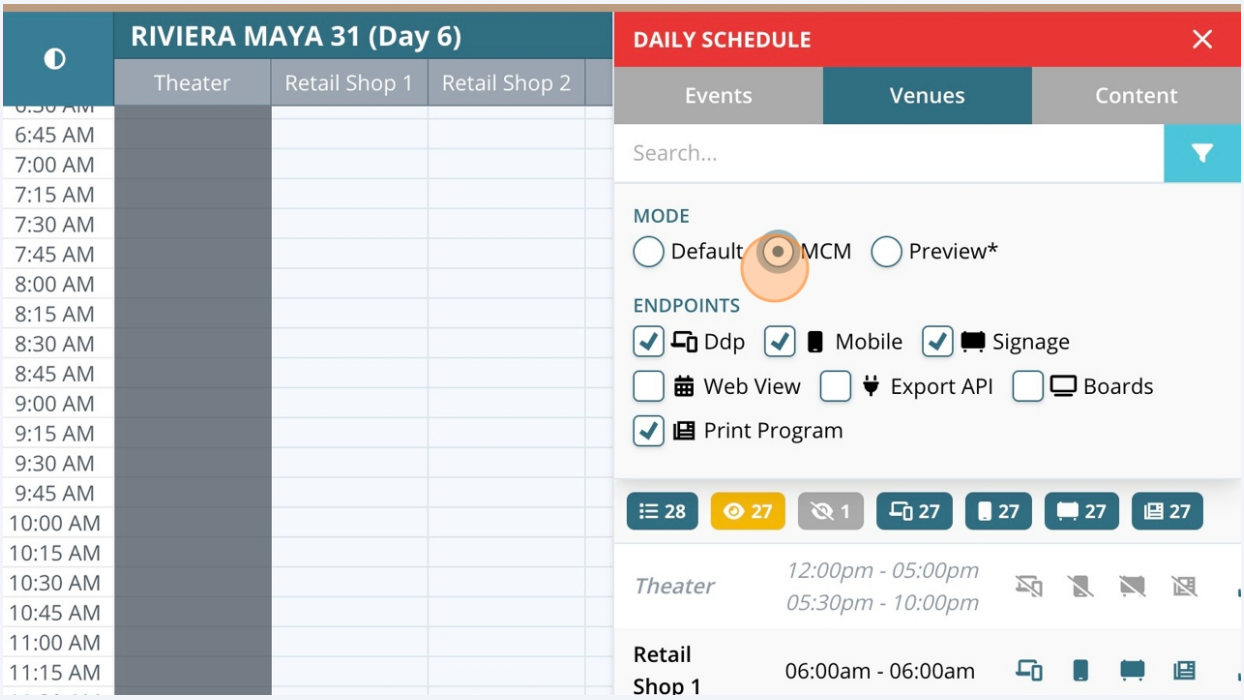
• **MCM (Multi-Channel Management)** — Allows you to select which guest endpoints to focus on. As you click an endpoint, the counts update automatically, and an endpoint icon appears next to each event. You can click these icons to quickly hide or unhide events, making it easier to manage all your channels in one place.

• **Preview** — Allows you to filter by endpoint, language, or audience. The event/ venue/content list update in real time based on your selections.

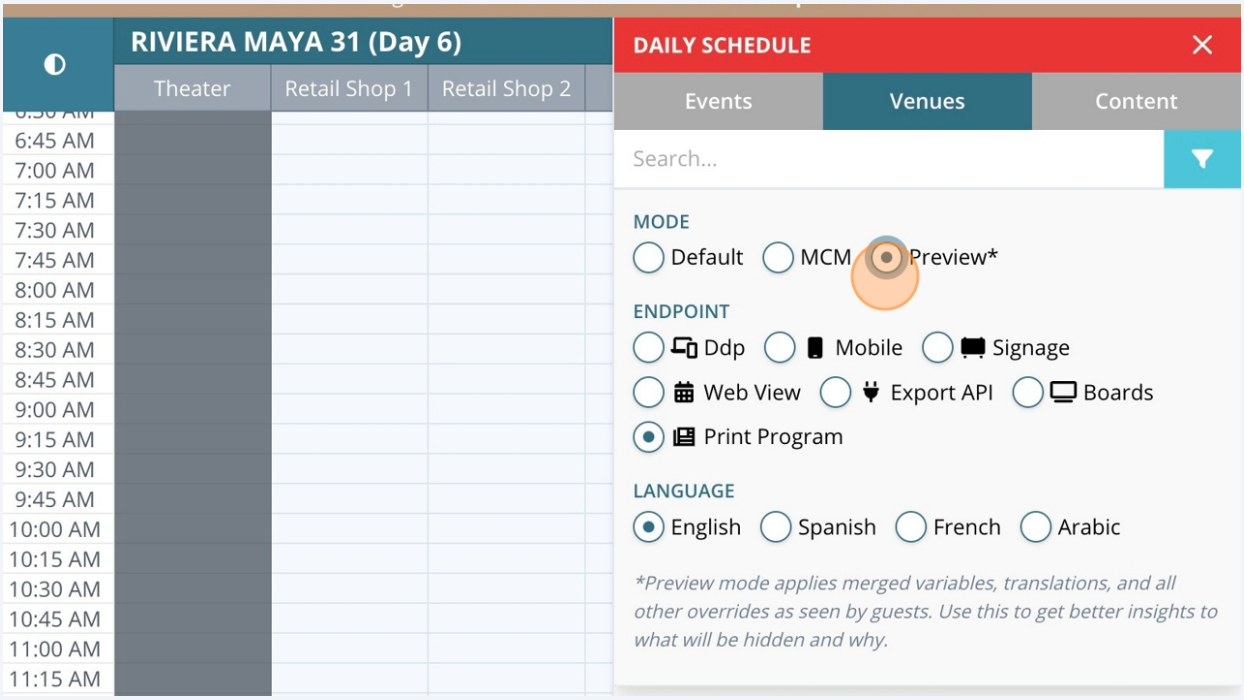


33 Example of Default Mode view.

34 Example of MCM Mode view.



35 Example of Preview Mode view.



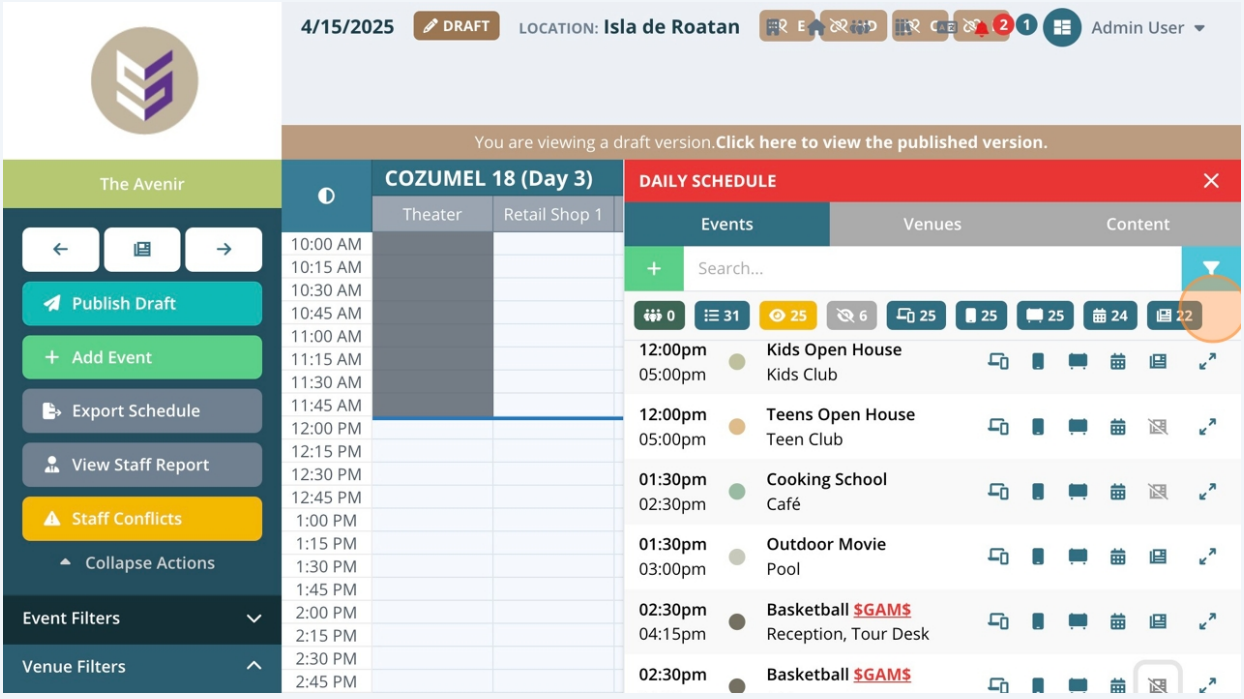
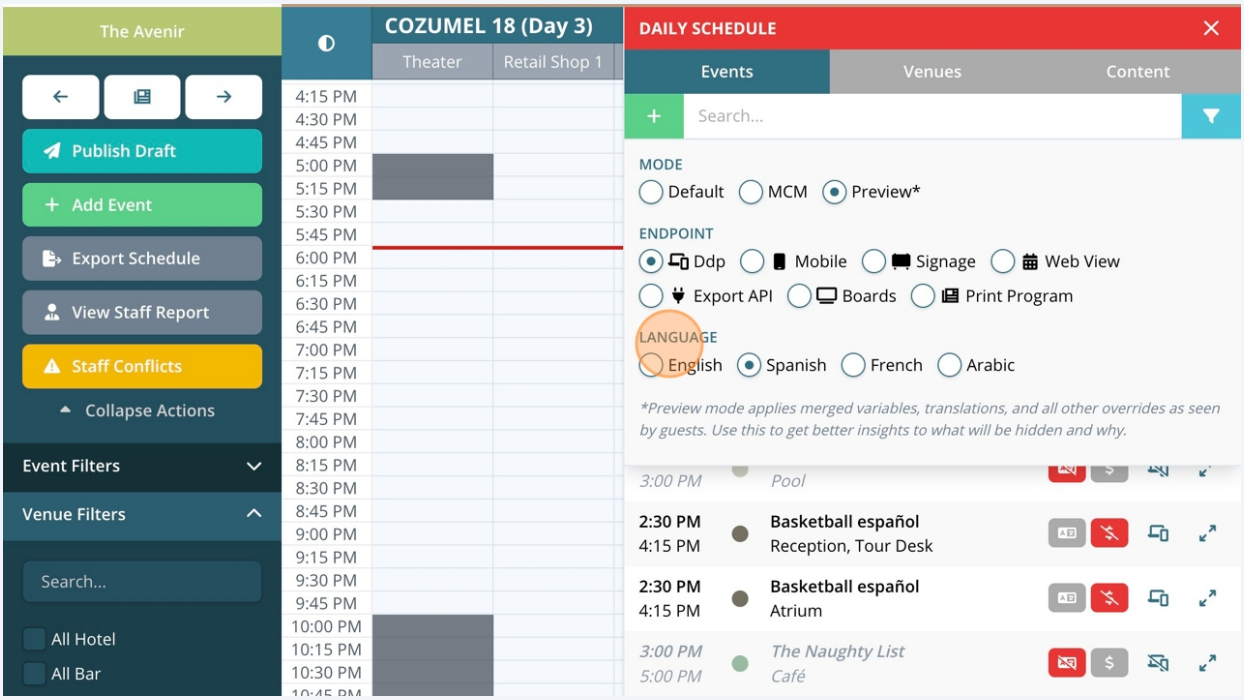
36 We've improved the overall visibility of events and now you can see the amount of events that are currently added to that day across different guest endpoints. For this particular day, we can see easily see the following:

The first 4 icon, show the overall:

- **0** Groups
- **31** events added to this day
- **25** are visible
- **6** are hidden

Then we can see the number of events per Guest Endpoint:

- **25** Digital Daily Program (DDP)
- **25** Mobile
- **25** Signage
- **24** Web View
- **22** Print Program



37 When in Preview Mode view you can also select which language you'd like to display.