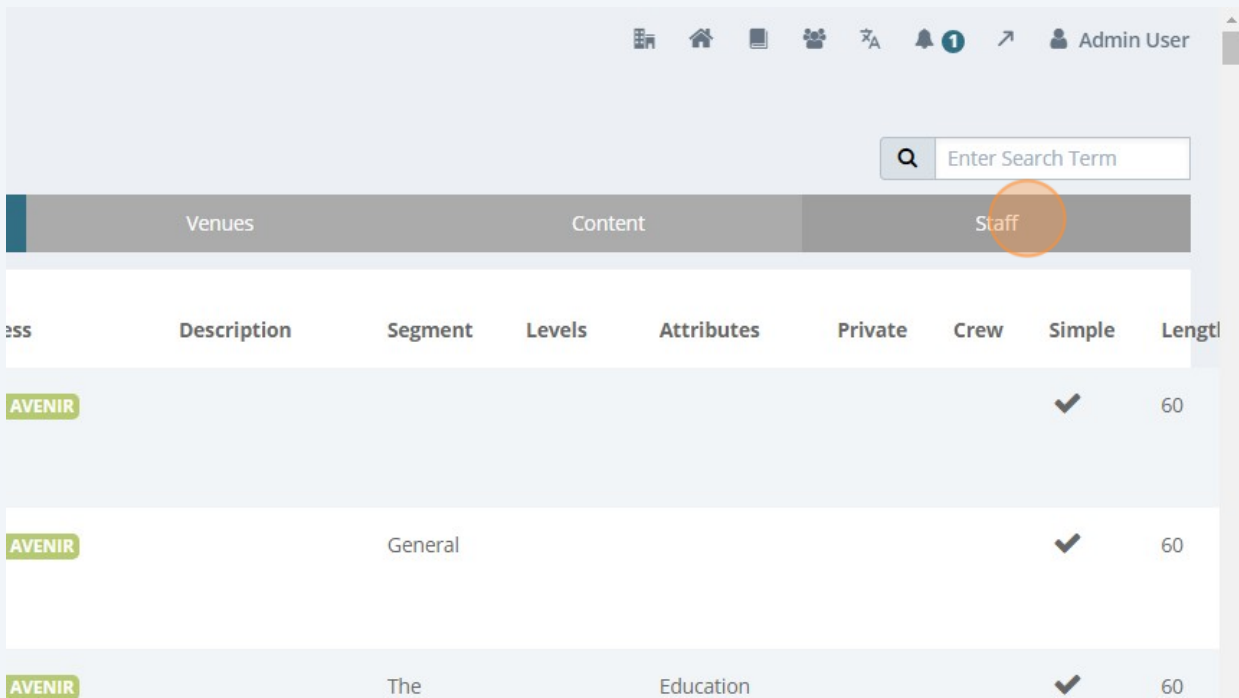


GO by Spark - How to add and edit staff from the Staff Library?

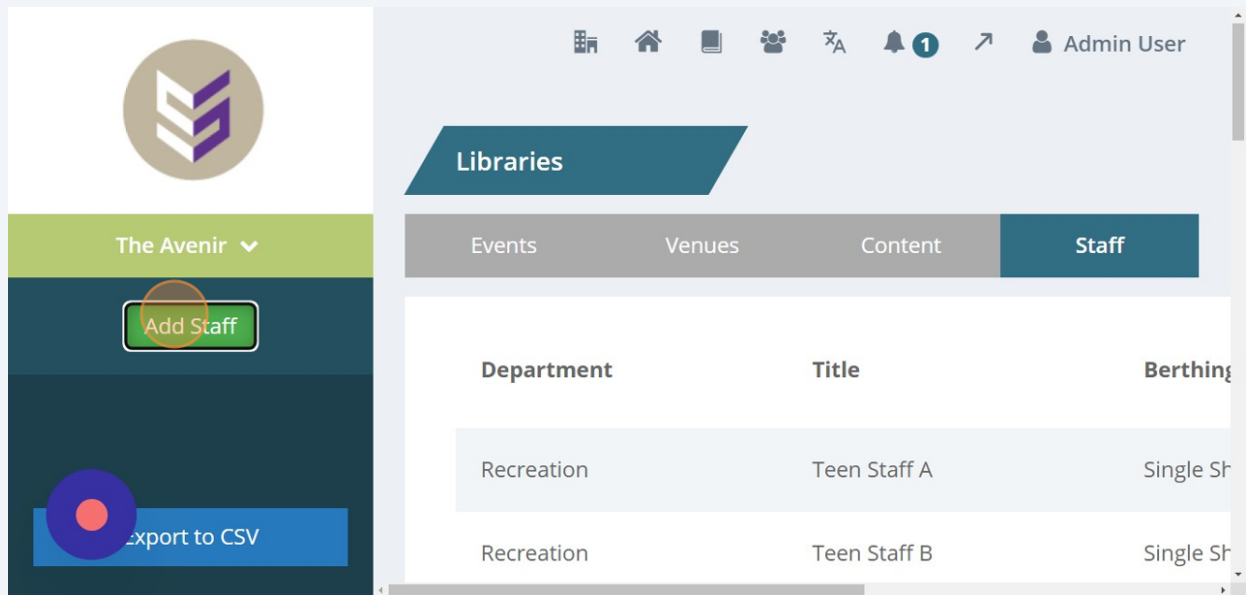
GO Libraries have all staff, event, content, and venue data from the client that populates on guest facing materials. Users have the ability to add and edit library items through GO.

1

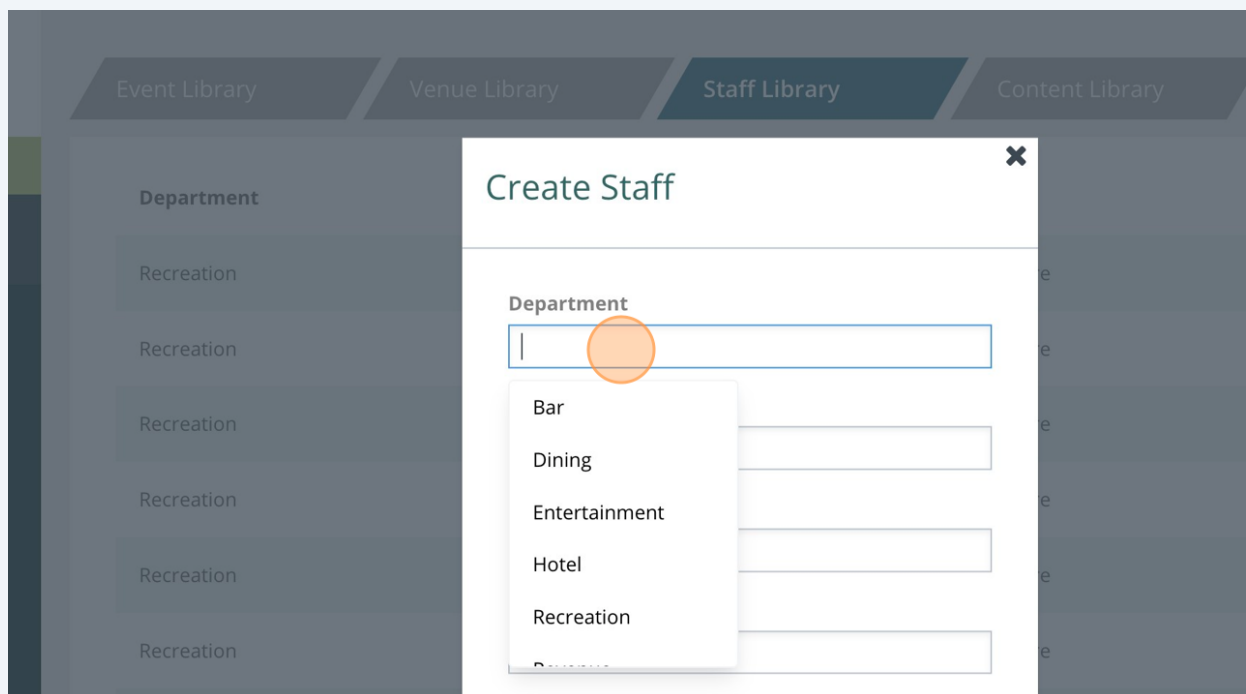
Navigate to your GO Software URL and open the Staff Library.



- 2 Click "Add Staff" to add a new staff member.




- 3 The "Department" field has to be pre-populated. To add a new department, a request has to be approved and made with Spark. After choosing the "Department", complete the rest of the fields.



4

Click "Submit" when all information is completed.

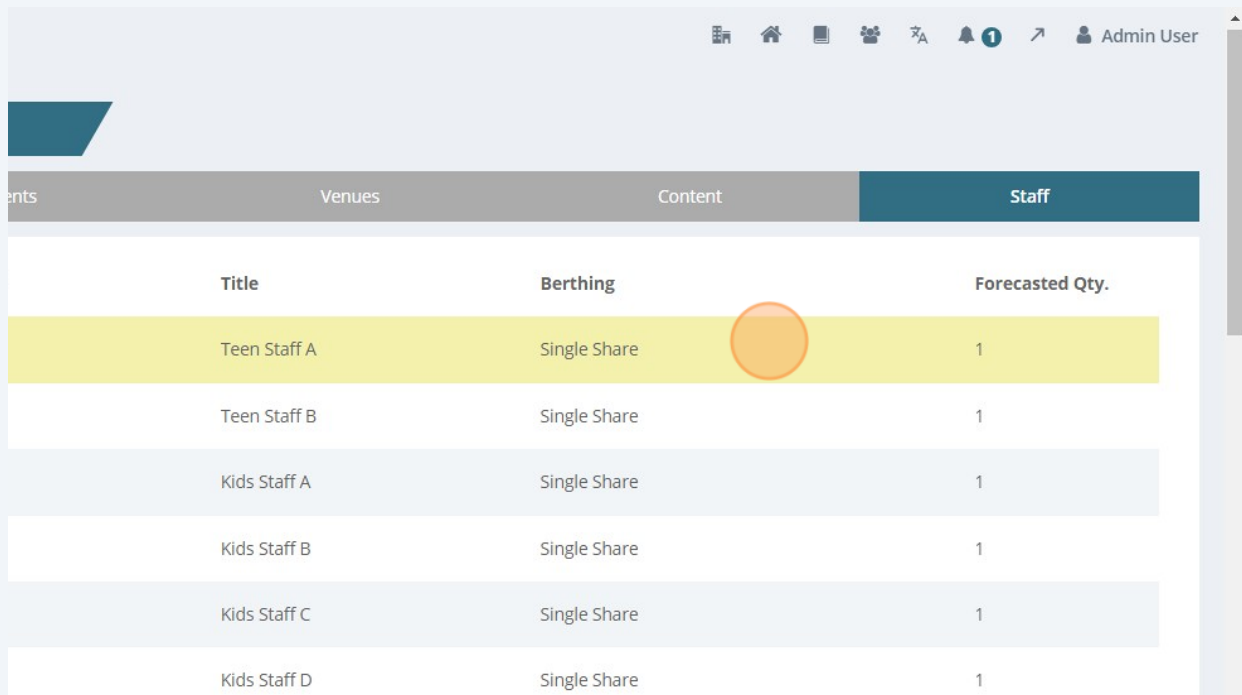
| | |
|------------|---|
| Department | Entertainment |
| Title | Cruise Staff |
| Berthing | Single |
| Quantity | 1 |
| |  <input type="button" value="Submit"/> |

| | |
|--------------------------|--------------|
| Cast - Dancer | Single |
| Entertainment Technician | Single Share |
| Bartender | Single Share |



Alert! After creating a staff member they cannot be deleted.

5 To edit an existing staff, simply click on the staff member to edit.



| Staff | | |
|--------------|--------------|-----------------|
| Title | Berthing | Forecasted Qty. |
| Teen Staff A | Single Share | 1 |
| Teen Staff B | Single Share | 1 |
| Kids Staff A | Single Share | 1 |
| Kids Staff B | Single Share | 1 |
| Kids Staff C | Single Share | 1 |
| Kids Staff D | Single Share | 1 |



Tip! Click "Export to CSV" in the bottom left corner if you want to download all staff data to a CSV file.