

How to add and edit staff from the Staff Library?

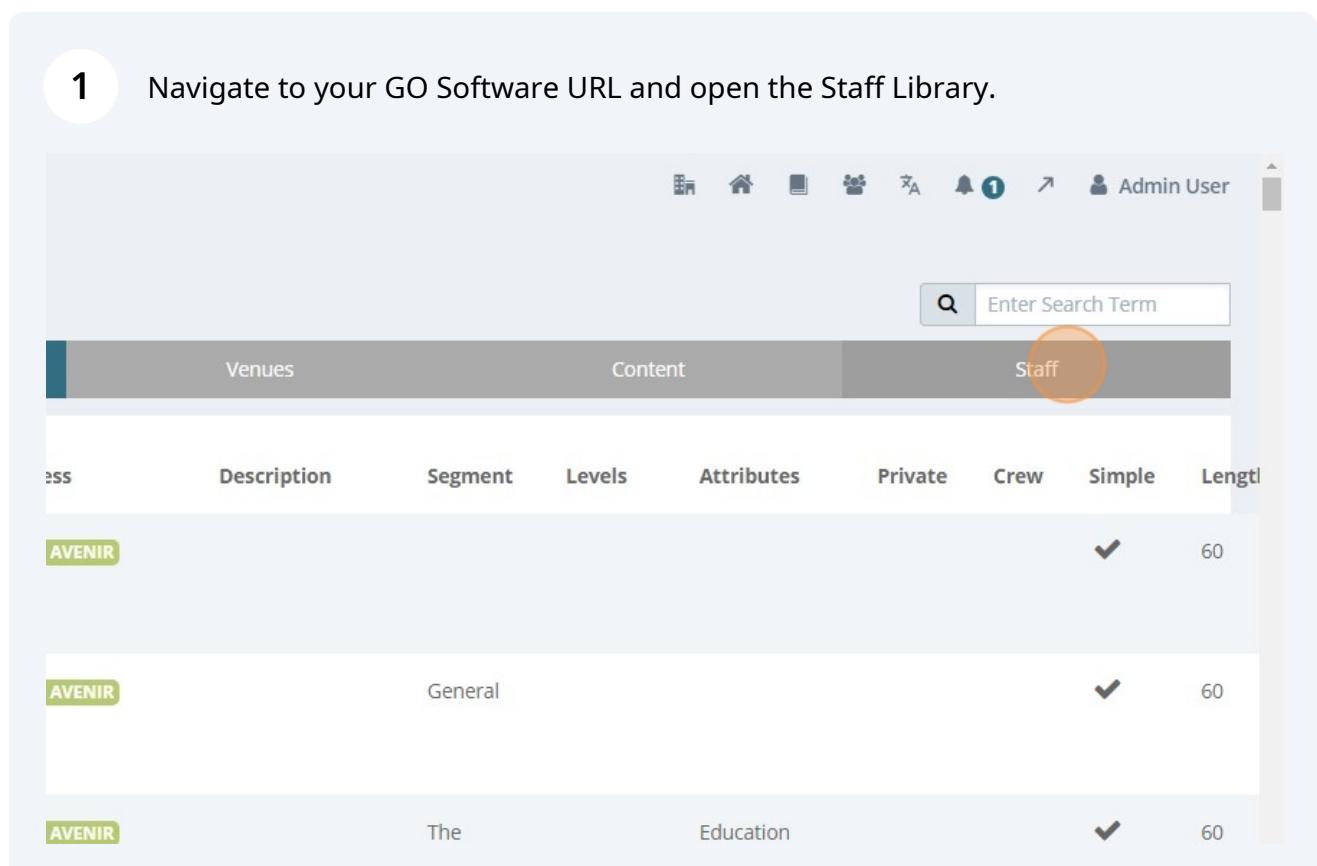
Scribe 

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

scribehow.com/embed-preview/How_to_add_and_edit...

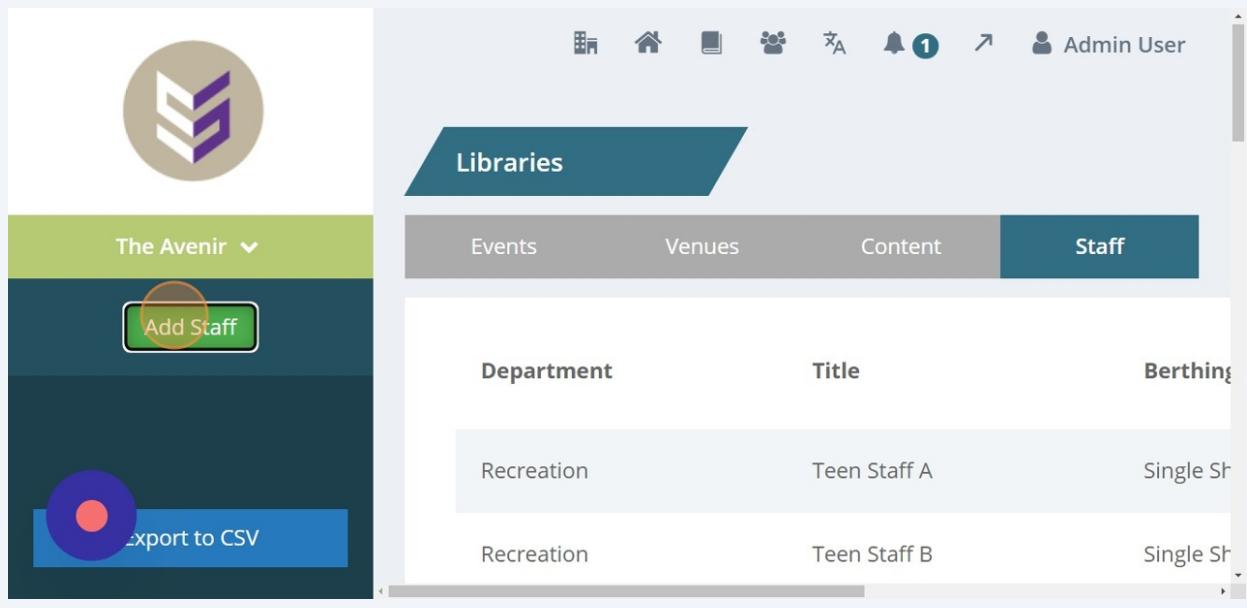
GO Libraries have all staff, event, content, and venue data from the client that populates on guest facing materials. Users have the ability to add and edit library items through GO.

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



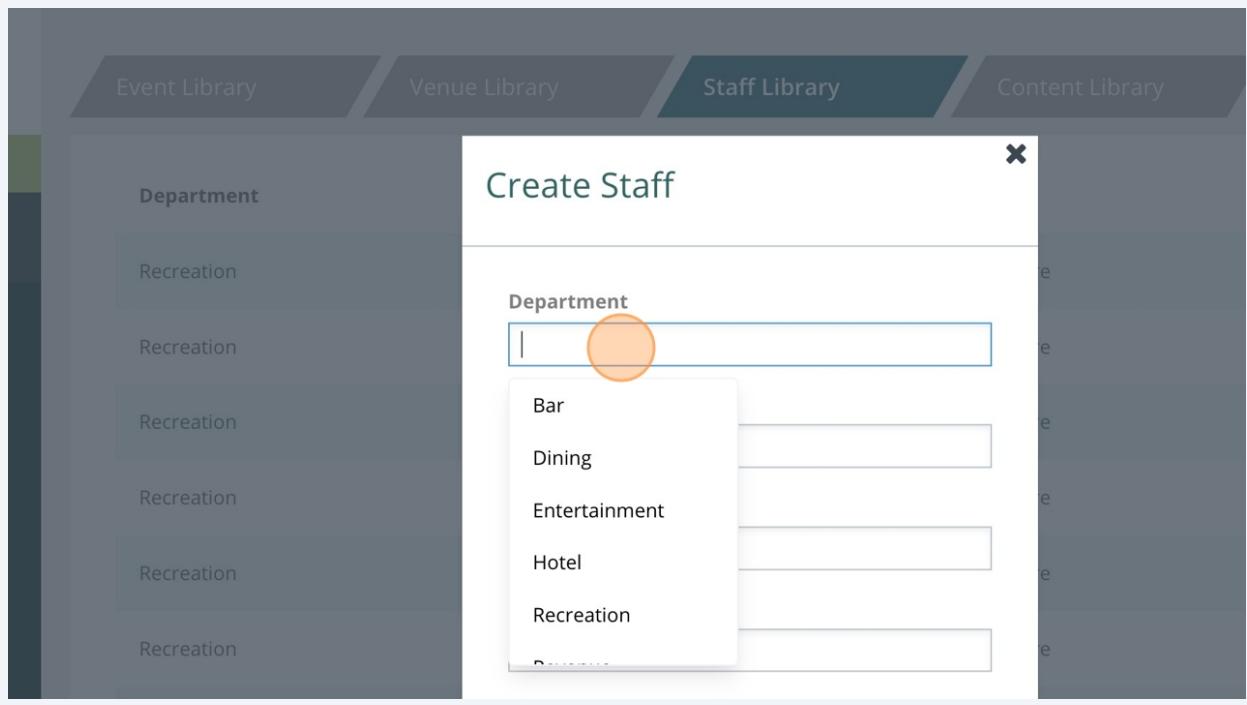
Staff	Description	Segment	Levels	Attributes	Private	Crew	Simple	Length
AVENIR								60
AVENIR	General							60
AVENIR	The			Education				60

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



The screenshot shows the software's navigation bar with icons for Home, Libraries, Content, and Staff. The 'Libraries' tab is active. On the left, there's a sidebar for 'The Avenir' venue, showing an 'Add Staff' button which is circled in red. Below it is a 'Export to CSV' button. The main content area displays a table of staff members with columns for Department, Title, and Berthing. Two staff entries are shown: 'Recreation' with 'Teen Staff A' and 'Single Sh' (partially visible), and 'Recreation' with 'Teen Staff B' and 'Single Sh' (partially visible).

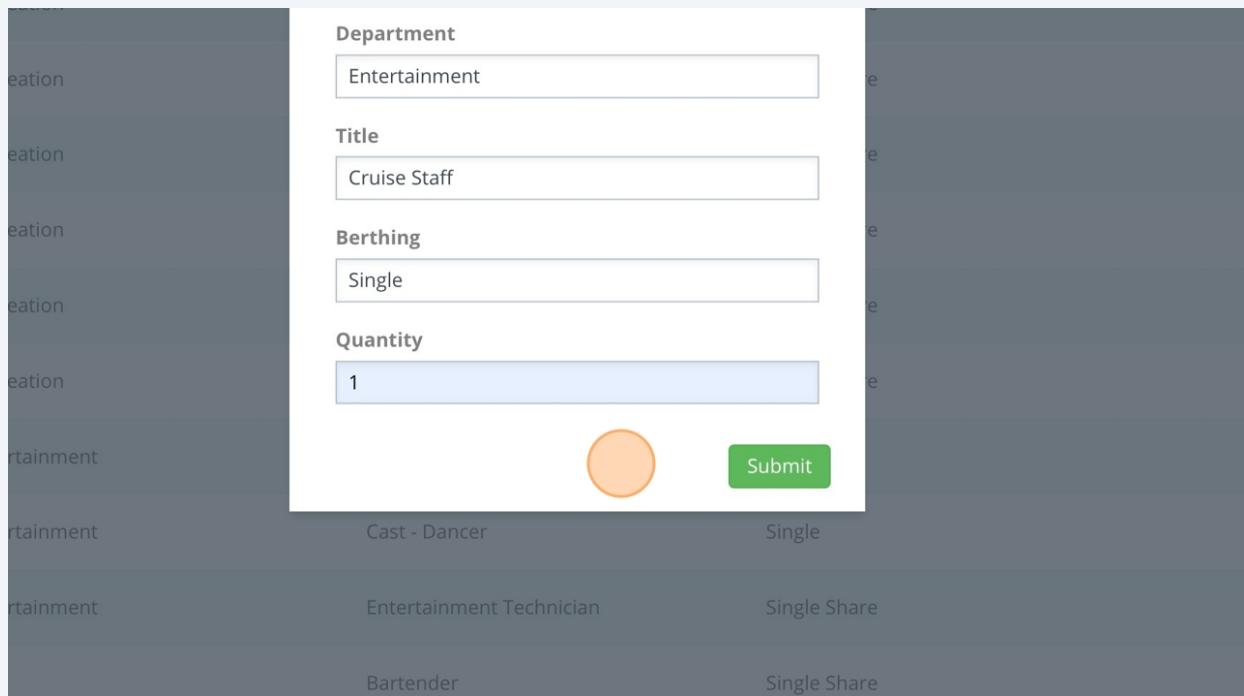
3 The "Department" field has to be pre-populated. To add a new department, a request has to be approved and made with Spark. After choosing the "Department", complete the rest of the fields.



The screenshot shows a 'Create Staff' dialog box. At the top, there are tabs for Event Library, Venue Library, Staff Library, and Content Library. The Staff Library tab is active. The dialog box has a 'Create Staff' title and a 'Department' field which is highlighted with a red circle. Below the department field is a dropdown menu showing 'Bar', 'Dining', 'Entertainment', 'Hotel', and 'Recreation'.

4

Click "Submit" when all information is completed.



The screenshot shows a staff creation form. The fields are as follows:

- Department:** Entertainment
- Title:** Cruise Staff
- Berthing:** Single
- Quantity:** 1

At the bottom right of the form is a **Submit** button. The background of the application shows a list of staff members with their titles and berthing status:

- 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.



Events	Venues	Content	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.