

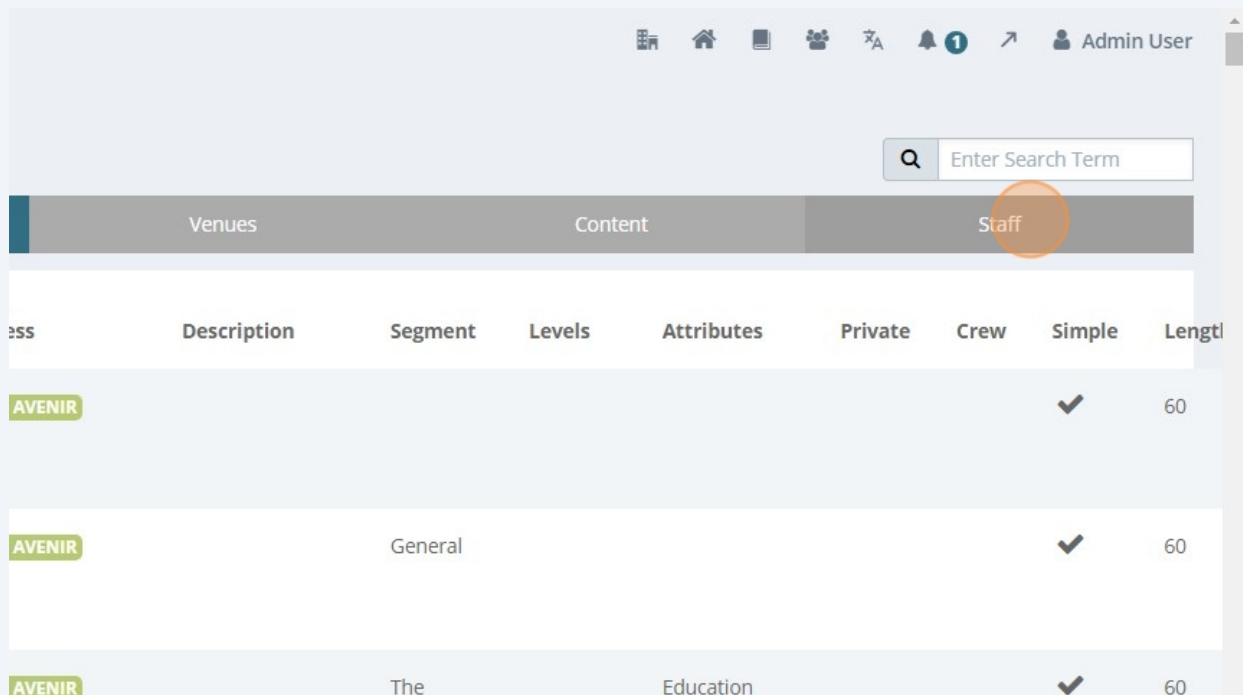
How to add and edit staff from the Staff Library?

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

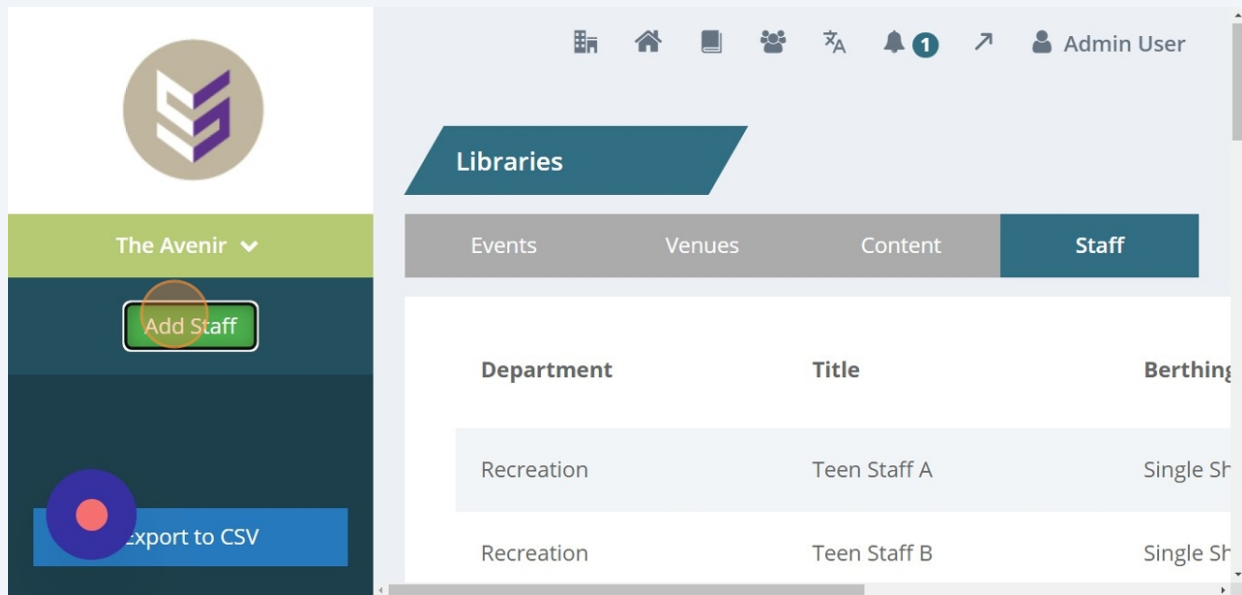
[scribehow.com/embed-preview/How to add and edit...](https://scribehow.com/embed-preview/How%20to%20add%20and%20edit...)

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.

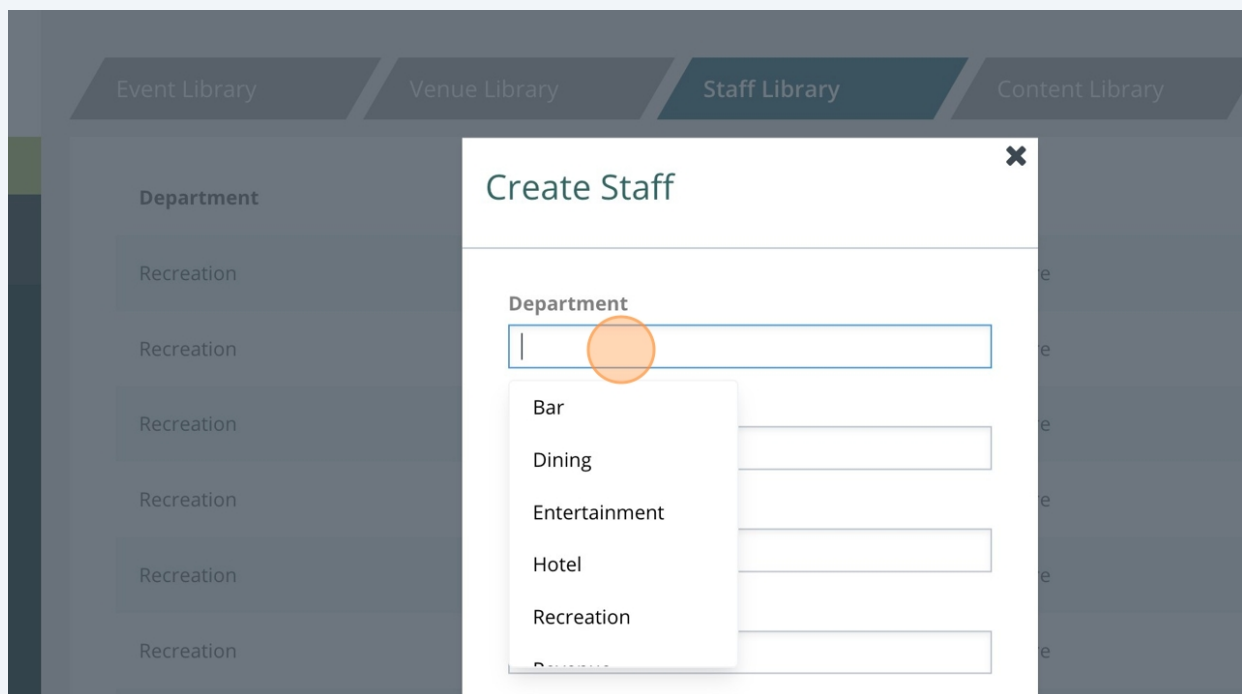
- 1 Navigate to your GO Software URL and open the Staff Library.



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

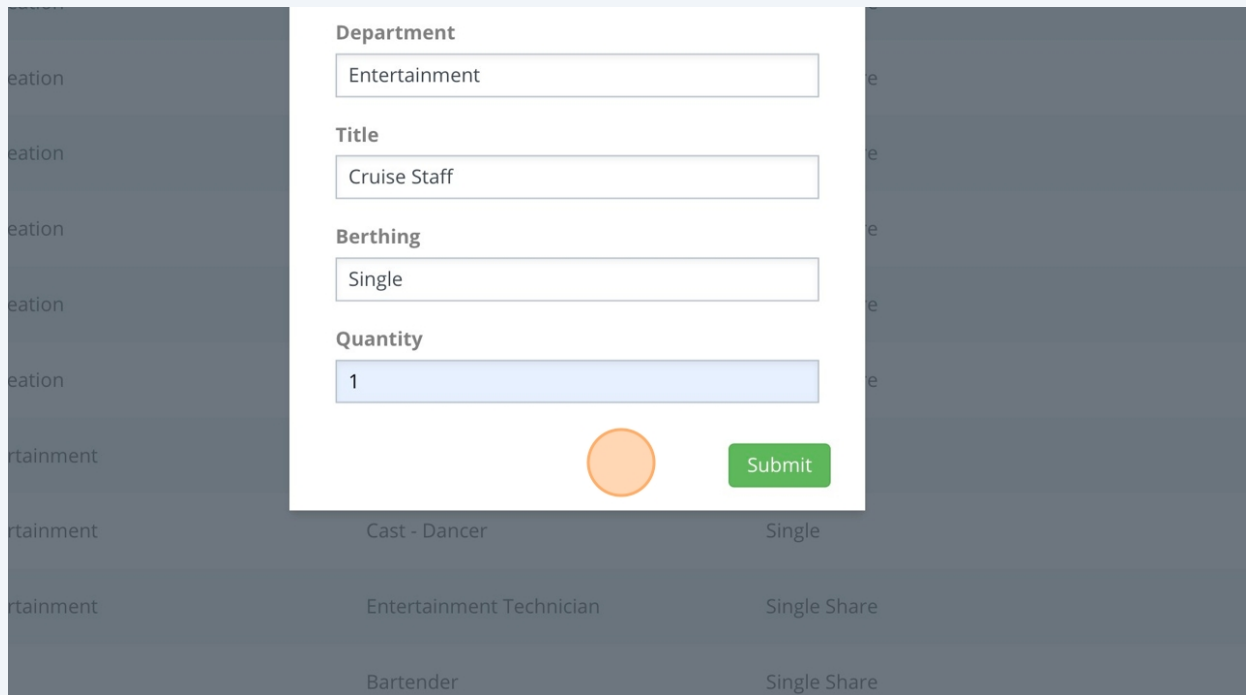


- 3 The "Department" field has to be pre-populated. To add a new department, a request has to be approved and made with Spark. After choosing the "Department", complete the rest of the fields.



4

Click "Submit" when all information is completed.



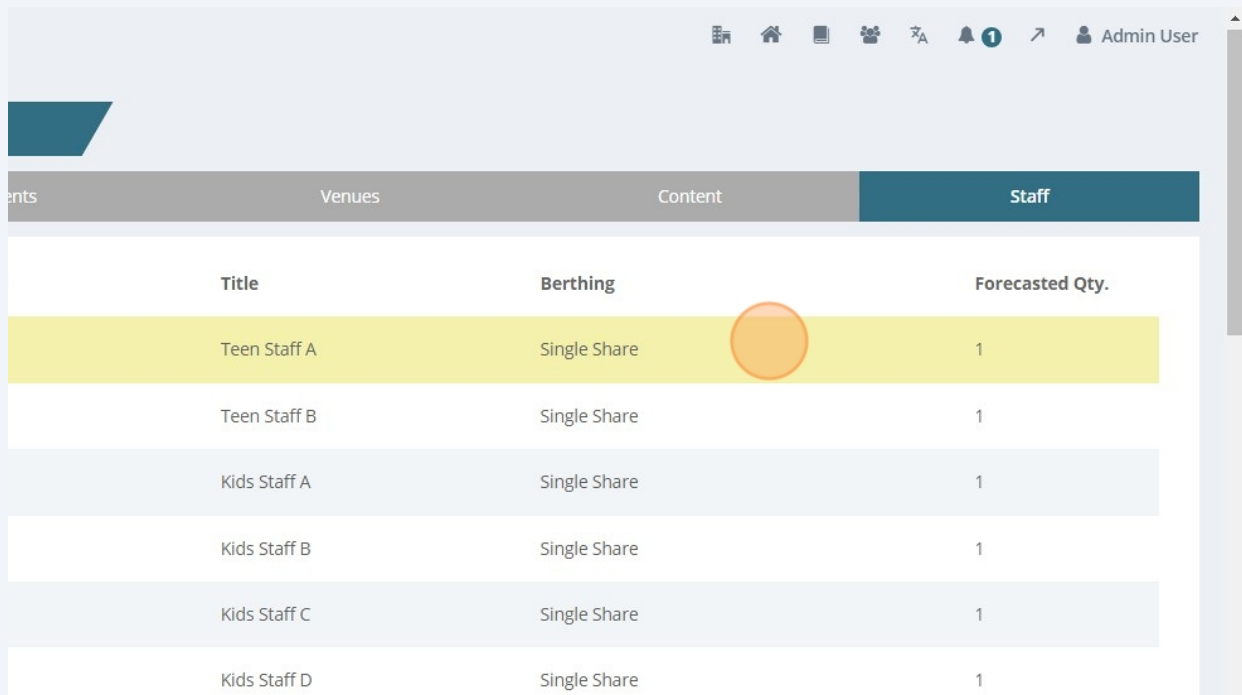
The screenshot shows a modal form for creating a staff member. The form has four input fields: "Department" with the value "Entertainment", "Title" with the value "Cruise Staff", "Berthing" with the value "Single", and "Quantity" with the value "1". Below the fields is an orange circular button and a green "Submit" button. The background is a dark grey table with the following visible rows:

entertainment	Cast - Dancer	Single
entertainment	Entertainment Technician	Single Share
entertainment	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.