

How to add, edit or archive a Venue on the Scribe Venue Library?

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

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

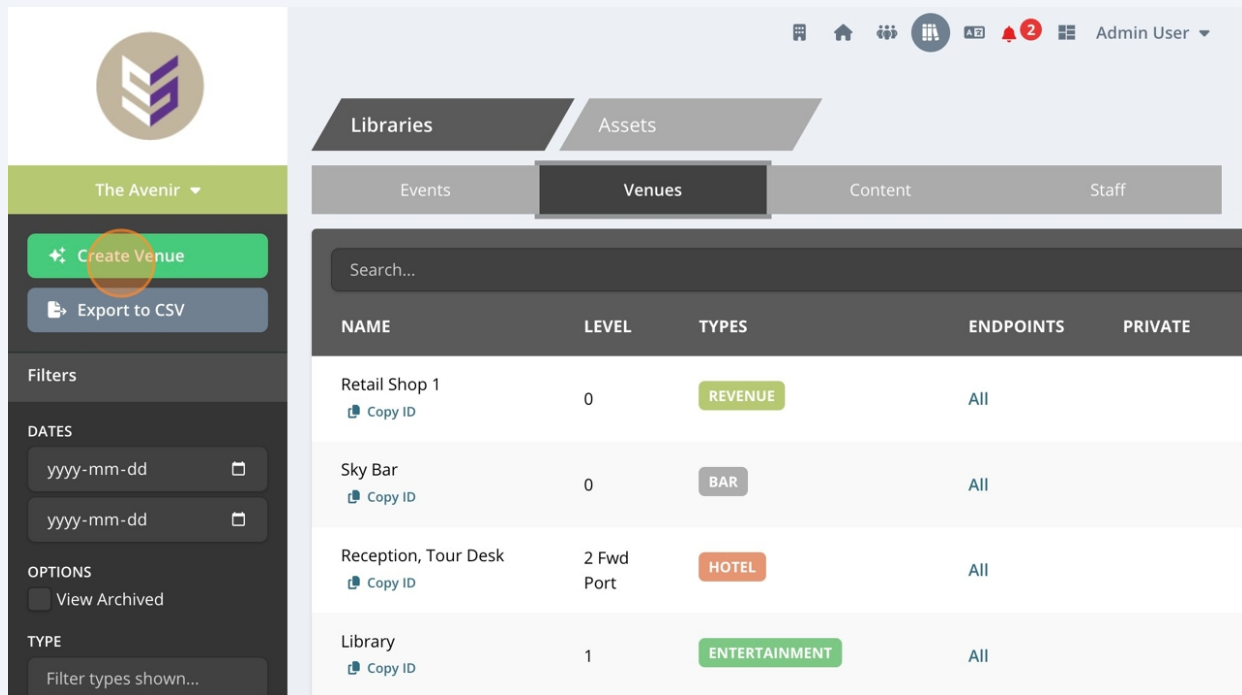
GO Libraries have all staff, event, content, and venue data from the client that populates on guest facing materials. Users have the ability to add, edit or archive the library items through GO.

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

The screenshot displays the GO Software Venue Library interface. On the left, there is a sidebar with a logo, a dropdown menu for 'The Avenir', and buttons for 'Create Venue' and 'Export to CSV'. Below these are filter sections for 'DATES' (with date pickers) and 'OPTIONS' (with a 'View Archived' checkbox). The main area shows a table of venues with columns: NAME, LEVEL, TYPES, ENDPOINTS, and PRIVATE. The 'Venues' tab is selected and highlighted with an orange circle. The table lists four venues: 'Retail Shop 1' (REVENUE), 'Sky Bar' (BAR), 'Reception, Tour Desk' (HOTEL), and 'Library' (ENTERTAINMENT). Each row includes a 'Copy ID' link.

NAME	LEVEL	TYPES	ENDPOINTS	PRIVATE
Retail Shop 1 Copy ID	0	REVENUE	All	
Sky Bar Copy ID	0	BAR	All	
Reception, Tour Desk Copy ID	2 Fwd Port	HOTEL	All	
Library Copy ID	1	ENTERTAINMENT	All	

2 Click "Create Venue" to add a new venue.




The screenshot shows the GO application interface. On the left sidebar, under 'The Avenir' dropdown, the 'Create Venue' button is highlighted with an orange circle. Below it is the 'Export to CSV' button. The main content area has a top navigation bar with 'Libraries' and 'Assets' tabs. Below this is a sub-navigation bar with 'Events', 'Venues' (selected), 'Content', and 'Staff' tabs. A search bar is present above a table of venues. The table has columns: NAME, LEVEL, TYPES, ENDPOINTS, and PRIVATE. The table lists four venues: 'Retail Shop 1' (REVENUE), 'Sky Bar' (BAR), 'Reception, Tour Desk' (HOTEL), and 'Library' (ENTERTAINMENT). Each venue entry includes a 'Copy ID' link.

NAME	LEVEL	TYPES	ENDPOINTS	PRIVATE
Retail Shop 1 Copy ID	0	REVENUE	All	
Sky Bar Copy ID	0	BAR	All	
Reception, Tour Desk Copy ID	2 Fwd Port	HOTEL	All	
Library Copy ID	1	ENTERTAINMENT	All	

3 While there are no mandatory fields, please add as much information as possible. GO allows users to add the following to a Venue:

- Image, name, description, deck, and occupancy
- Upload files for the Venue's attributes
- Add Venue configurations
- Select the type and location
- Specify booking hours (applicable for Groups only)
- Set display options
- Set Endpoints



The Avenir ▾

Create Venue

Export to CSV

Filters

DATES

yyyy-mm-dd

yyyy-mm-dd

OPTIONS

☐ View Archived

TYPE

Filter types shown...

Create Venue

IMAGES

Name

Description

Staff


ENDPOINTSPRIVATE

All

All

All

All



The Avenir ▾

Create Venue

Export to CSV

Filters

DATES

yyyy-mm-dd

yyyy-mm-dd

OPTIONS

☐ View Archived

TYPE

Filter types shown...

Configurations

+ Add Venue Configuration

Types

☐ Bar

☐ Dining

☐ Entertainment

☐ Hotel

☐ Recreation

☐ Revenue

Location

☒ Unassigned

☒ Unassigned

☐ Fwd

☐ Prt

☐ Mid

☐ Stb

☐ Aft

BOOKING HOURS

Start	End	State	
06:00am	06:00am	Open	

+ Add Period

Staff

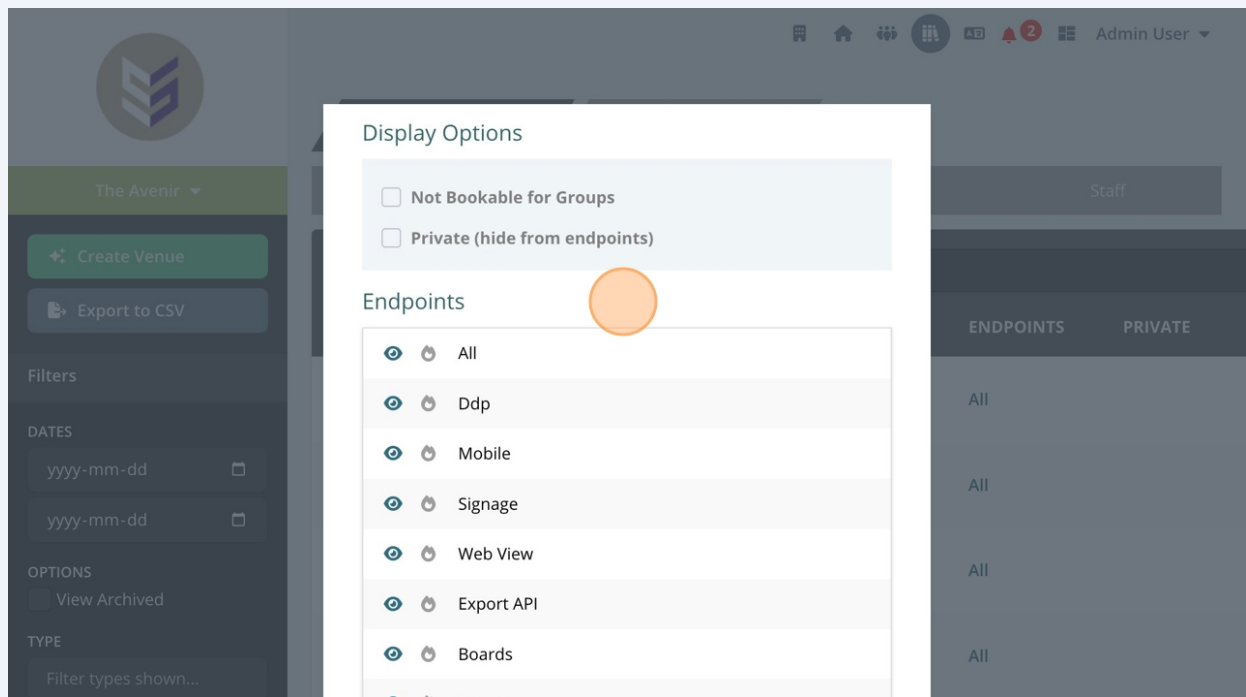
ENDPOINTSPRIVATE

All

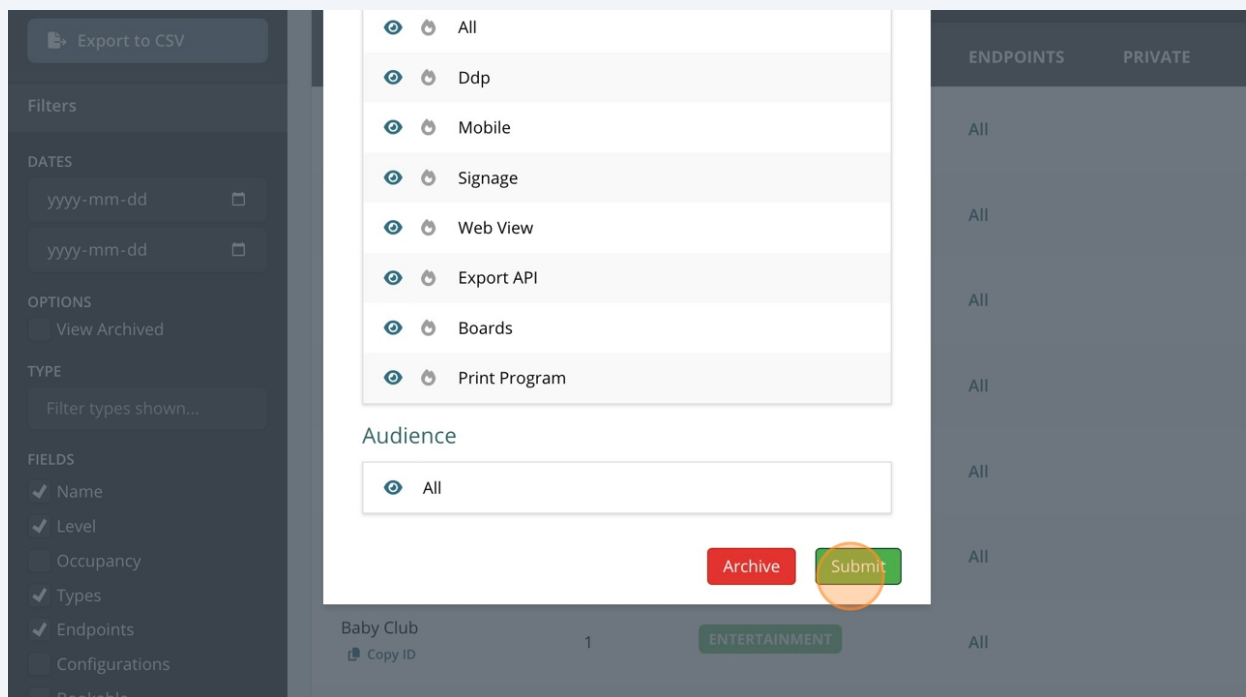
All

All

All



4 Click "Submit" when all information is added.



5

To edit an existing venue, double click on the venue or click on the edit icon (pencil).

The screenshot shows the 'Venues' tab in a management system. On the left, there's a sidebar with 'The Avenir' selected, a 'Create Venue' button, an 'Export to CSV' button, and filter sections for 'DATES', 'OPTIONS' (with 'View Archived' checked), 'TYPE' (with 'Filter types shown...' selected), and 'FIELDS'. The main table has columns: LEVEL, TYPES, ENDPOINTS, PRIVATE, and IMAGES. The first row is highlighted, and its edit icon (pencil) is circled in orange.

LEVEL	TYPES	ENDPOINTS	PRIVATE	IMAGES
0	REVENUE	All		0
0	BAR	All		0
2 Fwd Port	HOTEL	All		0
1	ENTERTAINMENT	All		0
7	ENTERTAINMENT	All		0

6

Make the necessary changes and click "Submit".

The screenshot shows the edit form for a venue. On the left, the same sidebar as in the previous screenshot is visible. The main form has a list of endpoints: All, Ddp, Mobile, Signage, Web View, Export API, Boards, and Print Program. Below this is the 'Audience' section with 'All' selected. At the bottom right, there are 'Archive' and 'Submit' buttons, with the 'Submit' button circled in orange.

ENDPOINTS	PRIVATE
All	
All	
All	
All	
All	
All	
All	
All	

7 To archive an existing venue, double click on the venue you want to archive.

The screenshot shows the 'Venues' tab in a management interface. On the left, there's a sidebar with 'The Avenir' selected, a 'Create Venue' button, an 'Export to CSV' button, and filter sections for 'DATES', 'OPTIONS' (with 'View Archived' checked), 'TYPE' (with 'Filter types shown...' selected), and 'FIELDS'. The main area has tabs for 'Libraries', 'Assets', 'Events', 'Venues', 'Content', and 'Staff'. Below these is a search bar and a table of venues.

NAME	LEVEL	TYPES	ENDPOINTS	PRIVATE
Retail Shop 1 <small>Copy ID</small>	0	REVENUE	All	
Sky Bar <small>Copy ID</small>	0	BAR	All	
Reception, Tour Desk <small>Copy ID</small>	2 Fwd Port	HOTEL	All	
Library <small>Copy ID</small>	1	ENTERTAINMENT	All	
Lounge	7	ENTERTAINMENT	All	

8 Click "Archive"

This screenshot shows a modal window for editing a venue named 'Baby Club'. The modal has a list of options on the left: 'All', 'Ddp', 'Mobile', 'Signage', 'Web View', 'Export API', 'Boards', and 'Print Program'. Below this is an 'Audience' section with an 'All' option. At the bottom right, there are 'Archive' and 'Submit' buttons. The 'Archive' button is highlighted with an orange circle. The background shows a partial view of the venue table from the previous screenshot.

9 Click "Yes" to confirm your wish to archive this venue from the library.

The screenshot shows a web application interface for managing venues. On the left is a sidebar with filters and options. The main area displays a list of venues with a modal dialog open for archiving.

Filters:

- CREATE VENUE
- EXPORT TO CSV
- FILTERS
- DATES: yyyy-mm-dd
- OPTIONS: View Archived
- TYPE: Filter types shown...
- FIELDS: Name, Level, Occupancy, Types, Endpoints

Endpoints:

- All
- Ddp
- Mobile
- Boards
- Print Program

Audience:

- All

Confirmation Dialog:

? Question

Are you sure you want to archive "Retail Shop 1"?

No Yes

Buttons: Archive, Submit

Table:

NAME	LEVEL	TYPES	ENDPOINTS	PRIVATE
Baby Club	1	ENTERTAINMENT	All	

10 To unarchive a venue, click "View Archived".

The screenshot shows the same web application interface, but with the 'View Archived' option in the filters sidebar highlighted with a red circle.

Filters:

- EXPORT TO CSV
- FILTERS
- DATES: yyyy-mm-dd
- OPTIONS: View Archived
- TYPE: Filter types shown...
- FIELDS: Name, Level, Occupancy, Types, Endpoints, Configurations

Table:

NAME	LEVEL	TYPES	ENDPOINTS	PRIVATE
Copy ID	0		All	
Sky Bar	0	BAR	All	
Reception, Tour Desk	2 Fwd Port	HOTEL	All	
Library	1	ENTERTAINMENT	All	
Lounge	7	ENTERTAINMENT	All	
Atrium	6	ENTERTAINMENT	All	
Baby Club	1	ENTERTAINMENT	All	

11 Double click on the archived venue.

The screenshot shows a web interface for managing venues. On the left, a sidebar for 'The Avenir' contains a 'Create Venue' button, an 'Export to CSV' button, and filter sections for 'DATES', 'OPTIONS' (with 'View Archived' checked), 'TYPE', and 'FIELDS'. The main area is titled 'Libraries' and 'Assets', with a sub-tab 'Venues'. A search bar contains 'Retail'. Below it, a table lists venues. The first row is 'Retail Shop 1 (archived)' with a 'Copy ID' link highlighted by an orange circle. The table has columns: NAME, LEVEL, TYPES, ENDPOINTS, PRIVATE, and IMA. Below the table, it says 'Showing 1 of 1'.

NAME	LEVEL	TYPES	ENDPOINTS	PRIVATE	IMA
Retail Shop 1 (archived)	0	REVENUE	All		0

12 Click "Unarchive".

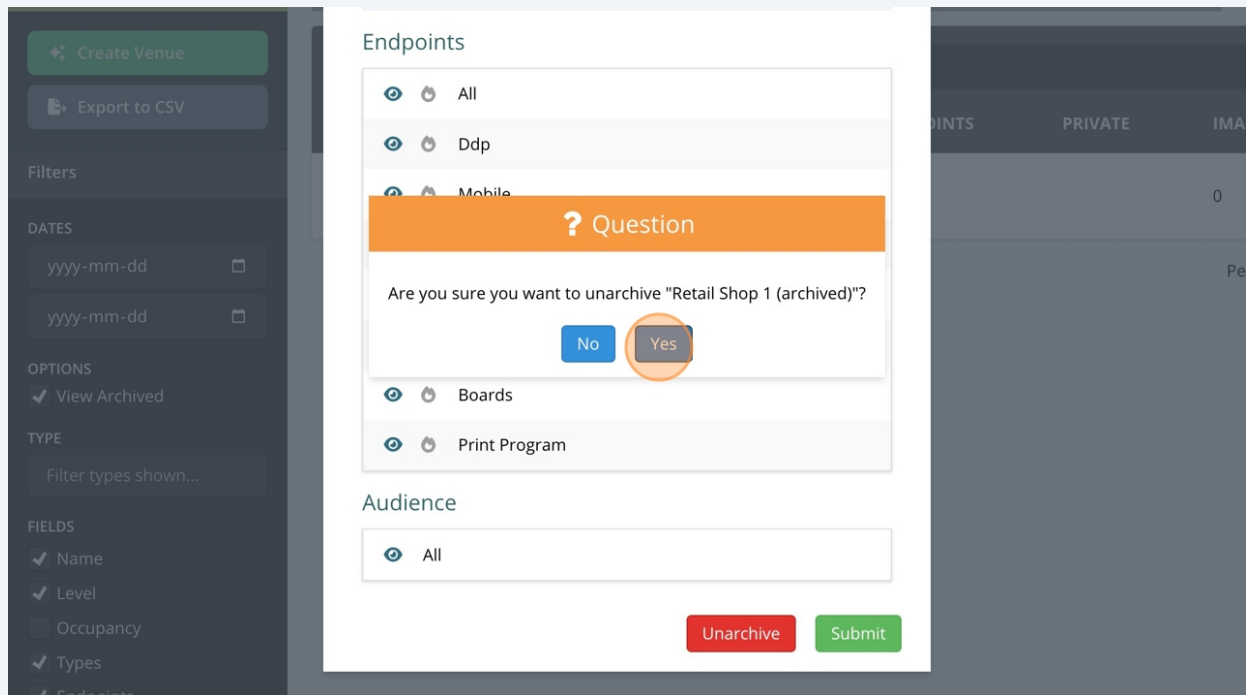
The screenshot shows a dialog box for archiving/unarchiving venues. It has a list of options: All, Ddp, Mobile, Signage, Web View, Export API, Boards, and Print Program. Below this is an 'Audience' section with an 'All' option. At the bottom are 'Unarchive' and 'Submit' buttons. An orange circle highlights the 'Unarchive' button.

Audience

All

Unarchive Submit

13 Click "Yes" to confirm your wish to unarchive this venue.



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