

# 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:

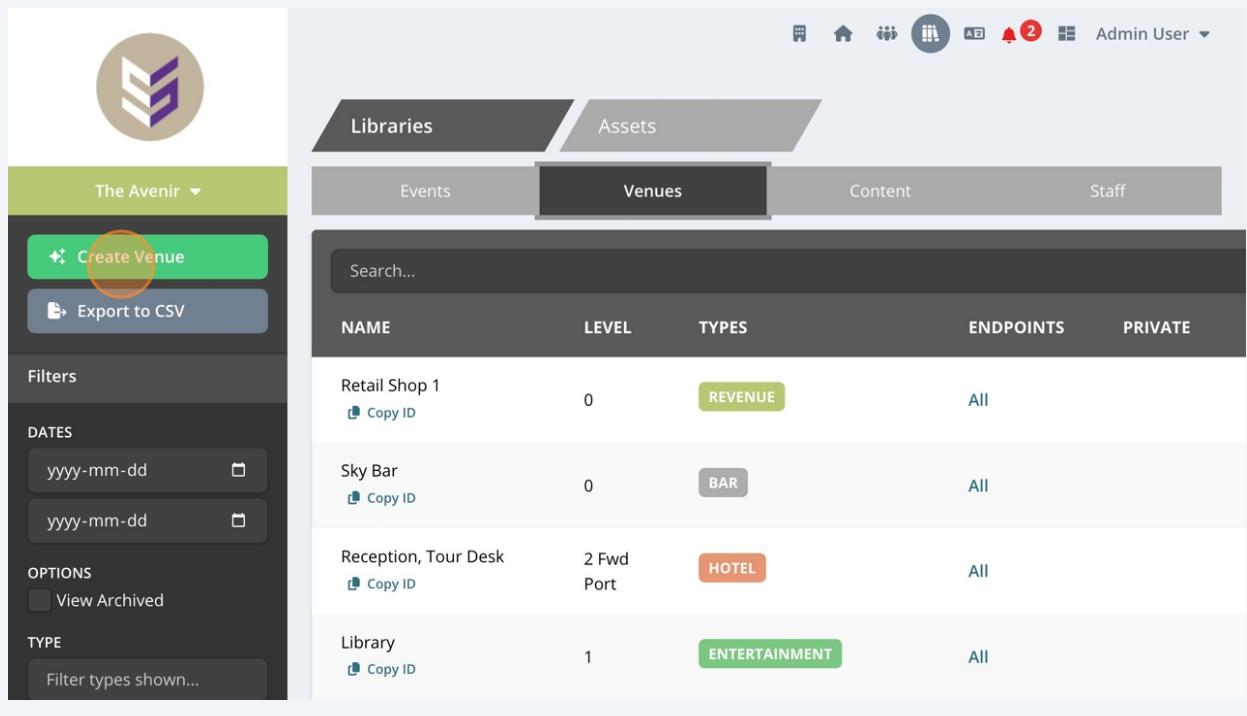
[scribehow.com/embed-preview/How\\_to\\_add\\_edit\\_or\\_...](https://scribehow.com/embed-preview/How_to_add_edit_or_...)

**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.

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

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



The screenshot shows the GO platform's interface. On the left, there's a sidebar for 'The Avenir' with a 'Create Venue' button highlighted by a red circle. The main area is a 'Venues' list with columns for NAME, LEVEL, TYPES, ENDPOINTS, and PRIVATE. The data in the table is as follows:

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

IMAGES

Name

Description

Book

Documentation

Staff

ENDPOINTS

PRIVATE

All

All

All

All

Admin User

The Avenir

Create Venue

Export to CSV

Filters

DATES

OPTIONS

View Archived

TYPE

Filter types shown...

FIELDS

Configurations

+ Add Venue Configuration

Types

Bar

Entertainment

Recreation

Dining

Hotel

Revenue

Location

Unassigned

Fwd

Mid

Aft

Unassigned

Prt

Stb

BOOKING HOURS

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

+ Add Period

Staff

ENDPOINTS

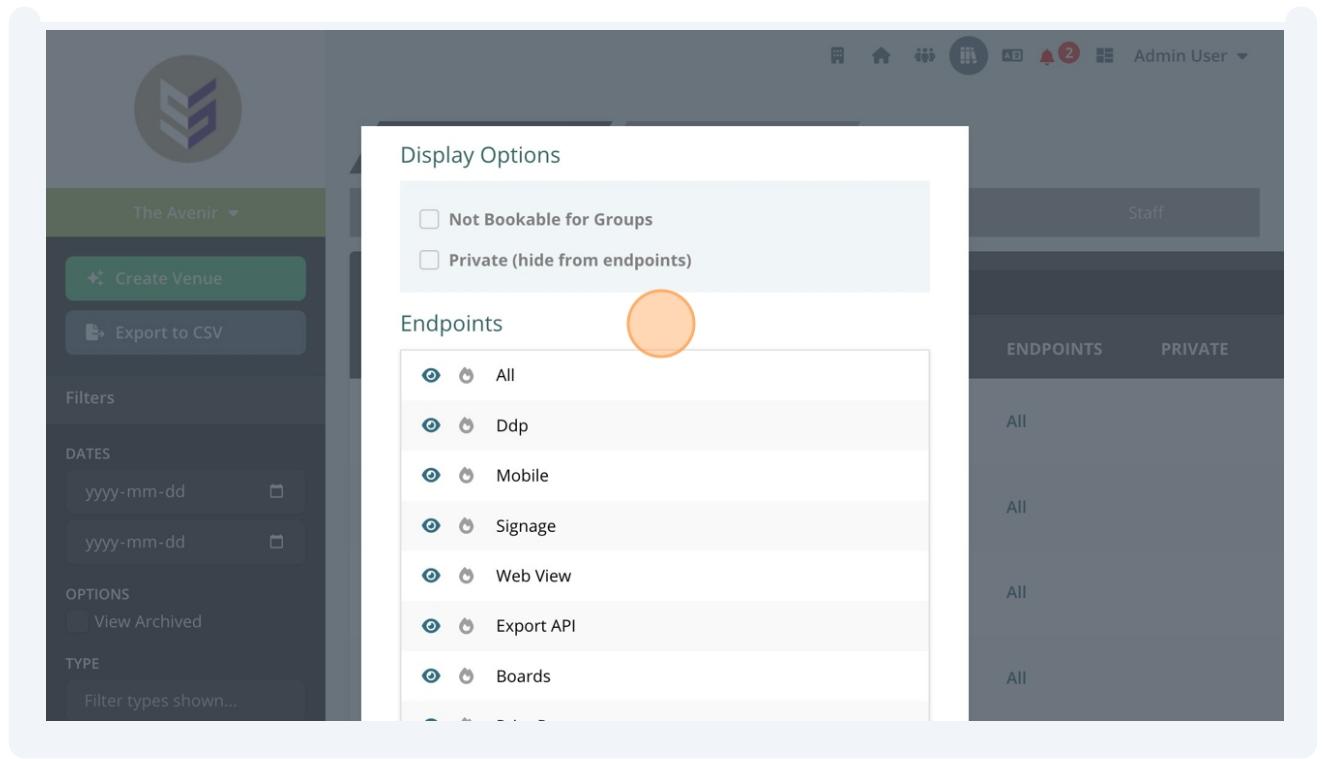
PRIVATE

All

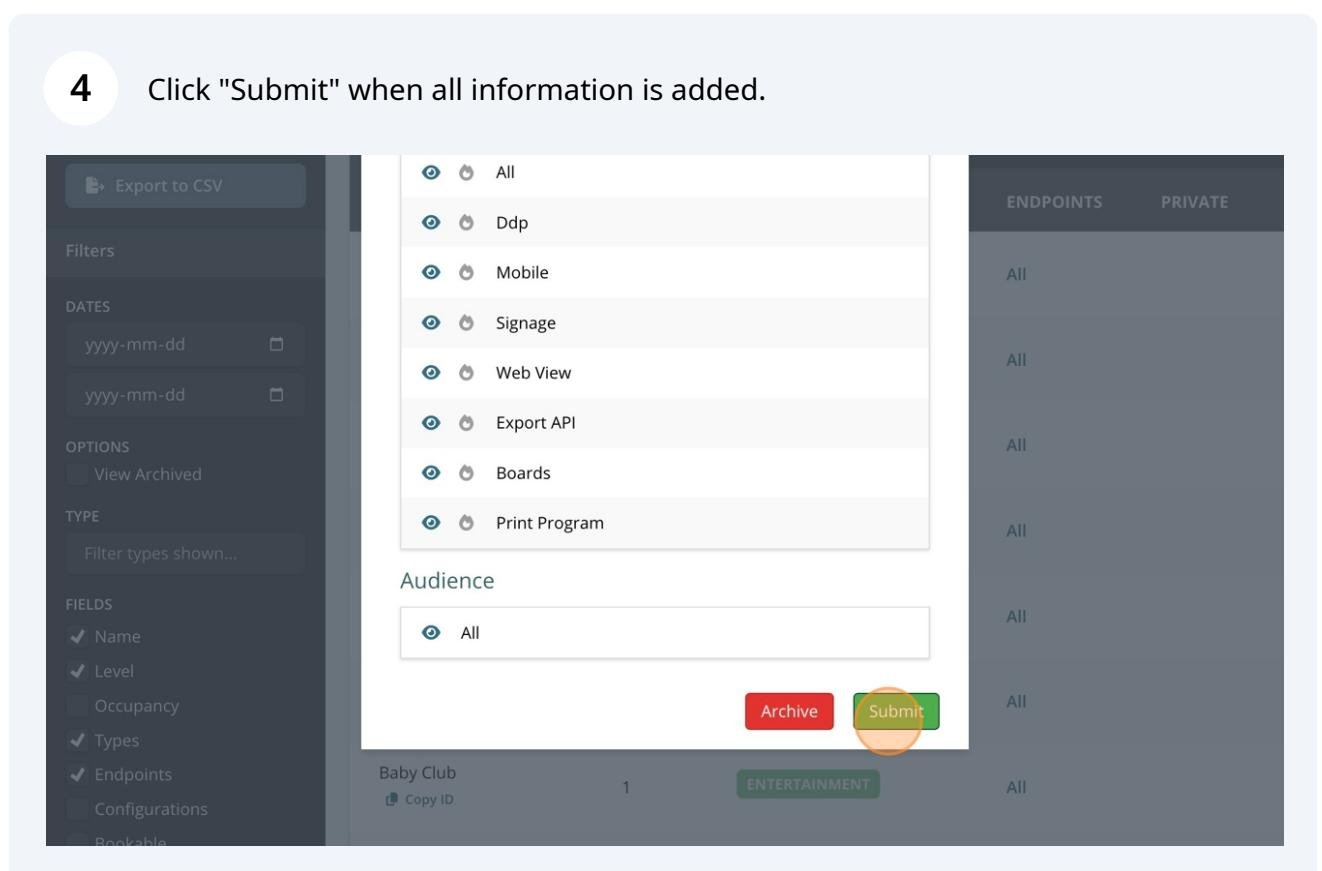
All

All

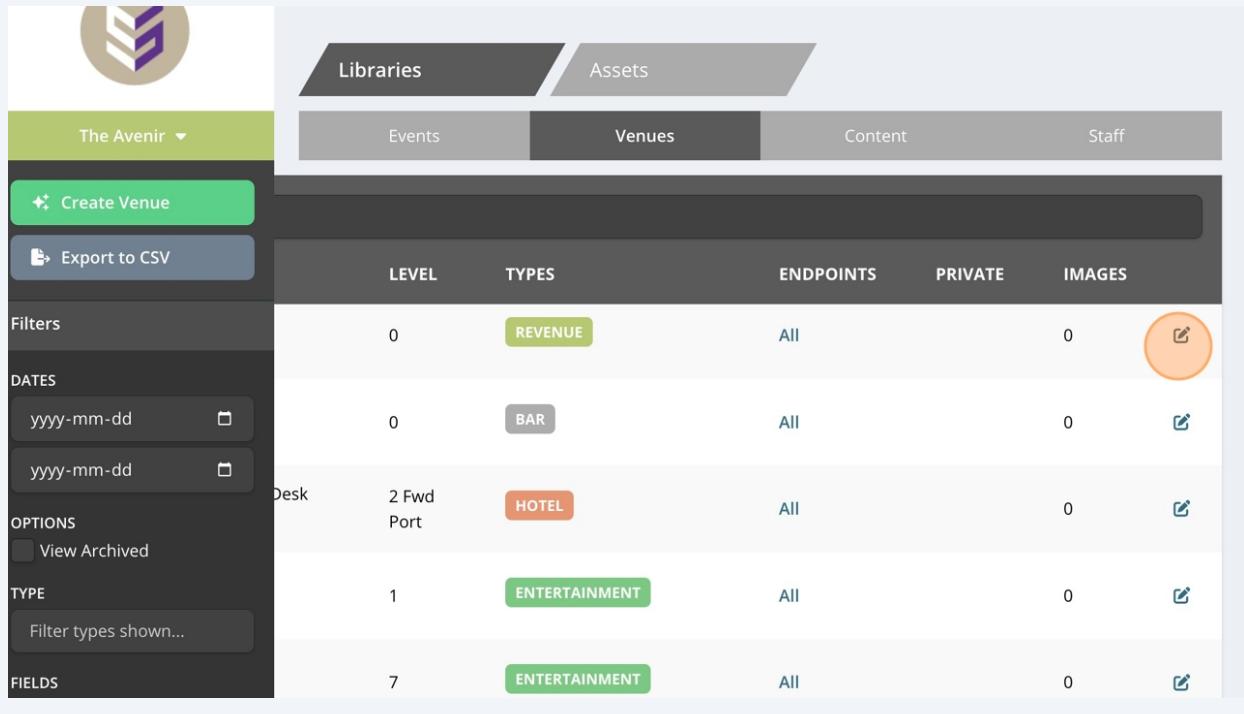
All



4 Click "Submit" when all information is added.

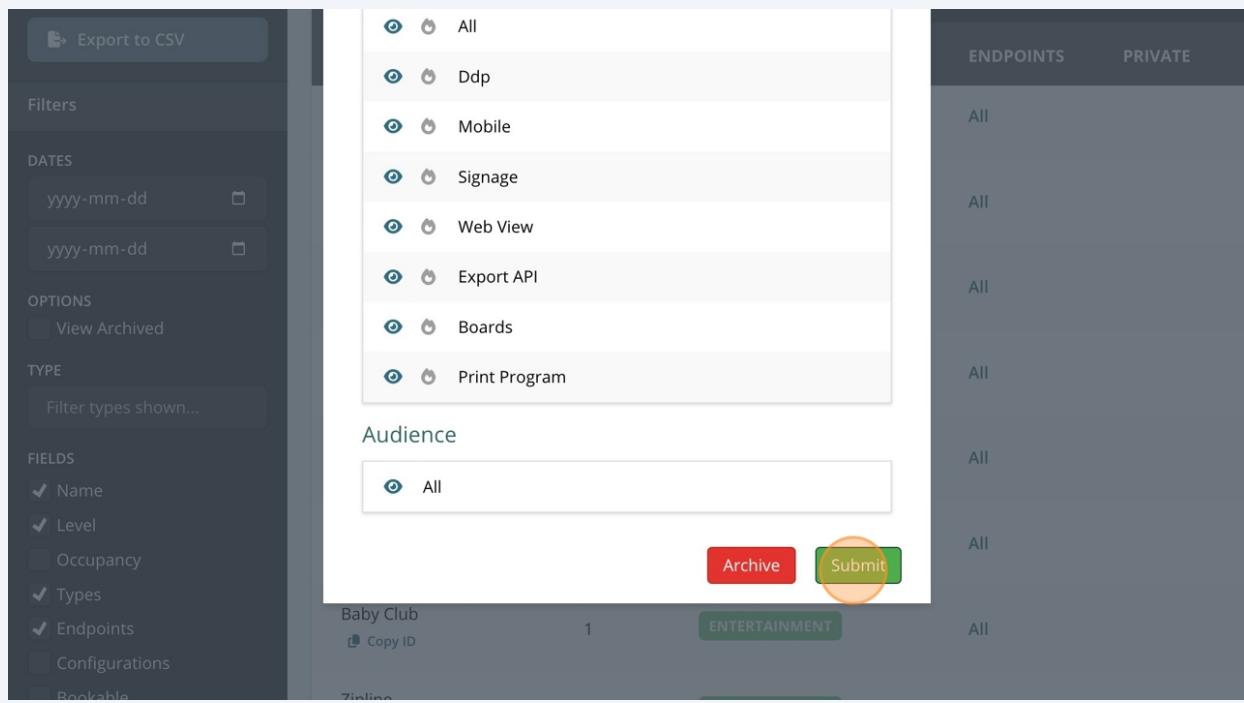


5 To edit an existing venue, double click on the venue or click on the edit icon (pencil).



The screenshot shows the 'Venues' section of a software interface. On the left, there's a sidebar with buttons for 'Create Venue' and 'Export to CSV', and filters for 'DATES' and 'OPTIONS'. The main area has tabs for 'Libraries' and 'Assets', with 'Events', 'Venues' (selected), 'Content', and 'Staff' tabs. A table lists venues with columns for 'LEVEL', 'TYPES', 'ENDPOINTS', 'PRIVATE', and 'IMAGES'. Each row has an edit icon (pencil) in the 'IMAGES' column. The rows show venues like 'The Avenir' (Revenue, Bar, Hotel, Entertainment), '2 Fwd Port' (Revenue, Bar, Hotel, Entertainment), and 'Baby Club' (Revenue, Bar, Entertainment).

6 Make the necessary changes and click "Submit".



The screenshot shows the 'Edit Venue' interface. On the left, there are filters for 'DATES' and 'OPTIONS', and a list of 'FIELDS' with checkboxes for 'Name', 'Level', 'Occupancy', 'Types', 'Endpoints', 'Configurations', and 'Bookable'. The main area has sections for 'Audience' (with a 'All' filter) and 'Endpoints' (with a 'All' filter). At the bottom, there are 'Archive' and 'Submit' buttons, with 'Submit' highlighted with an orange circle. The venue details shown are 'Baby Club' with '1' endpoint and 'ENTERTAINMENT' type.

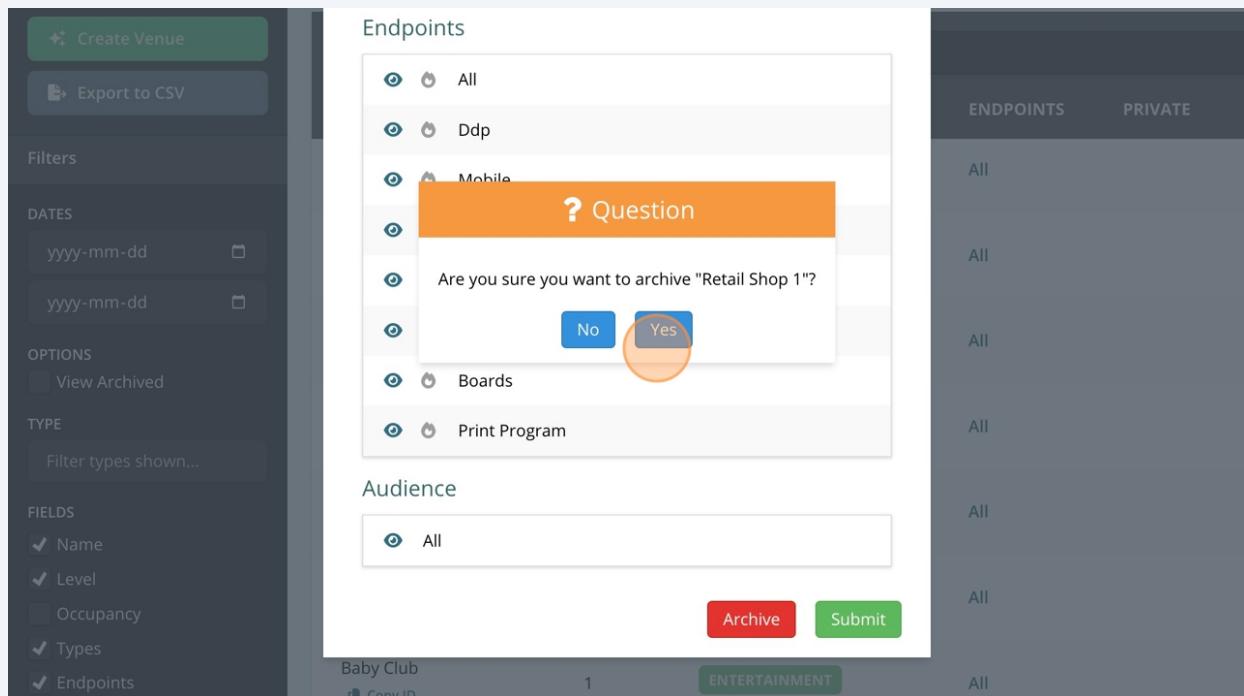
7 To archive an existing venue, double click on the venue you want to archive.

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

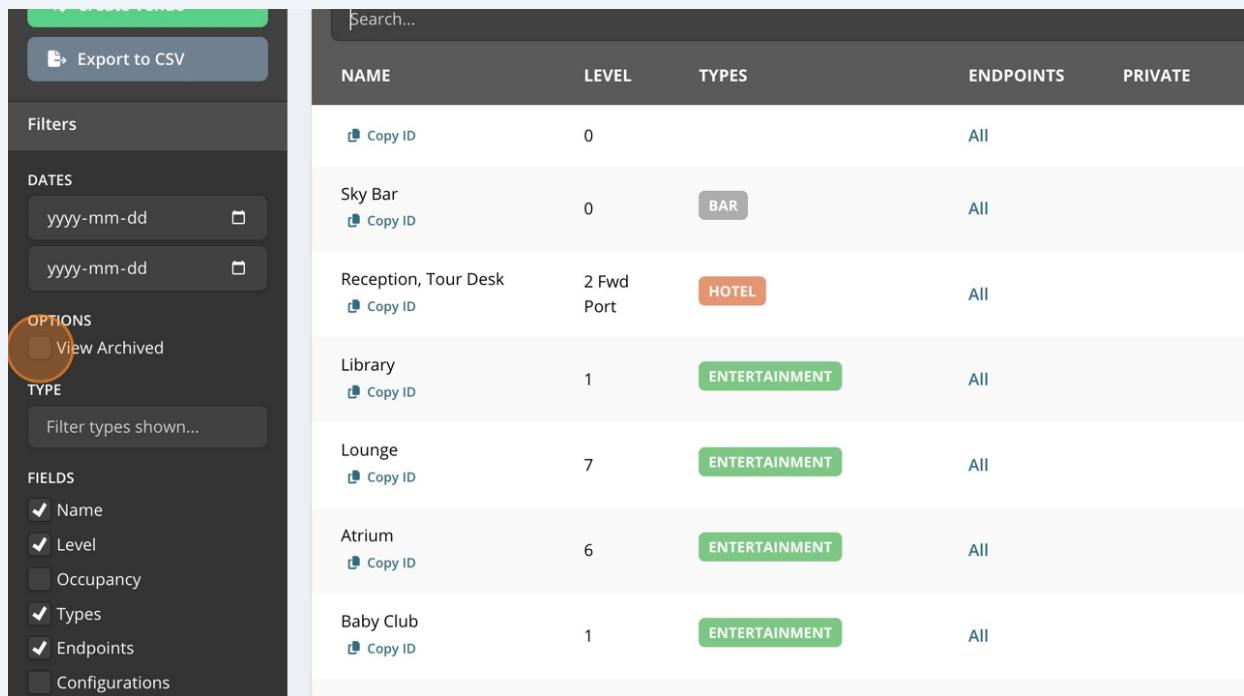
8 Click "Archive"

ENDPOINTS	PRIVATE
All	All

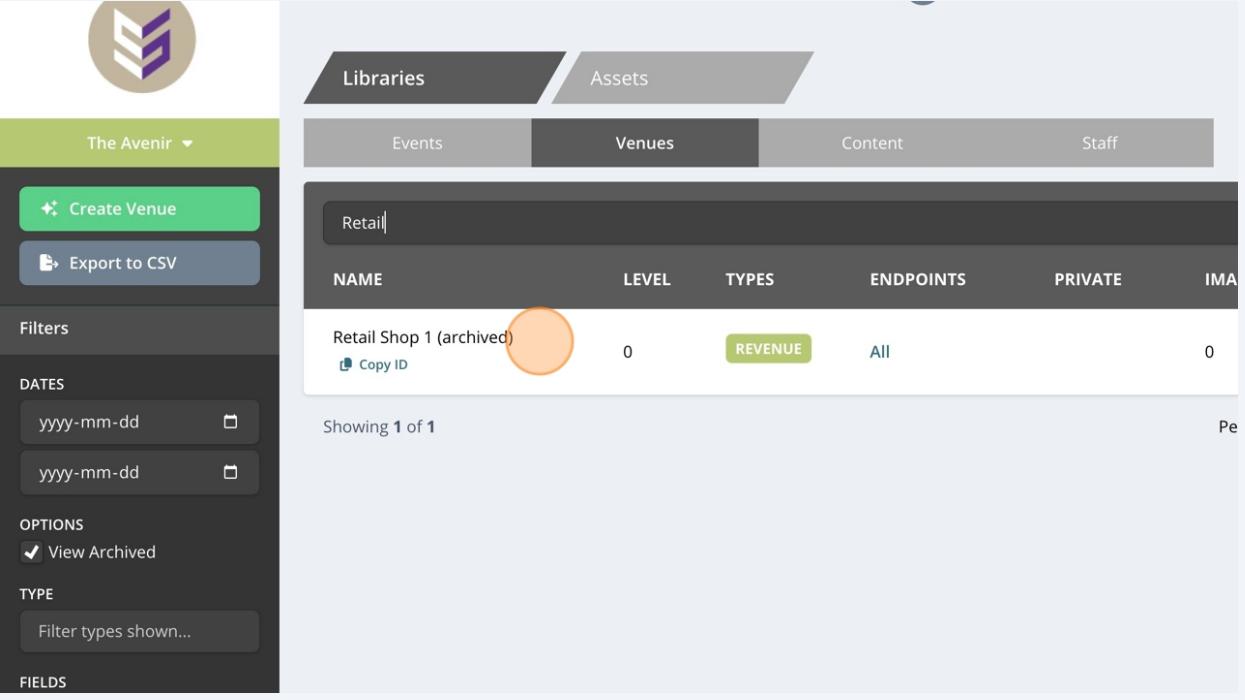
9 Click "Yes" to confirm your wish to archive this venue from the library.



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

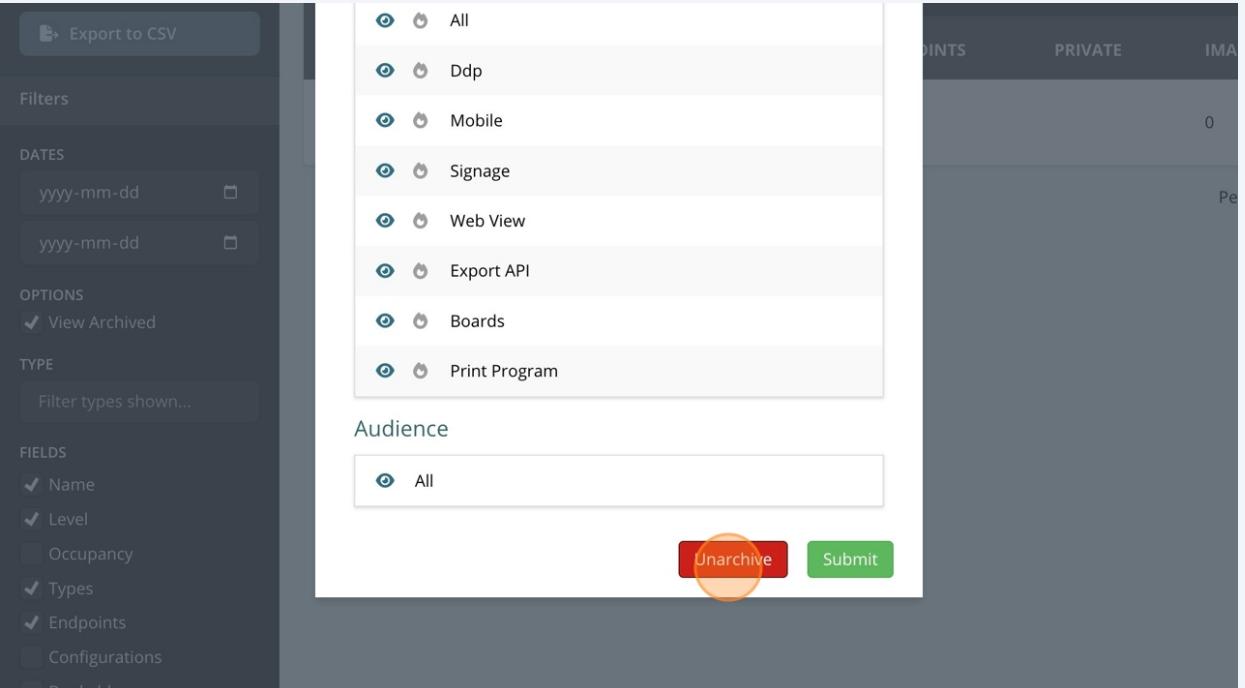


11 Double click on the archived venue.



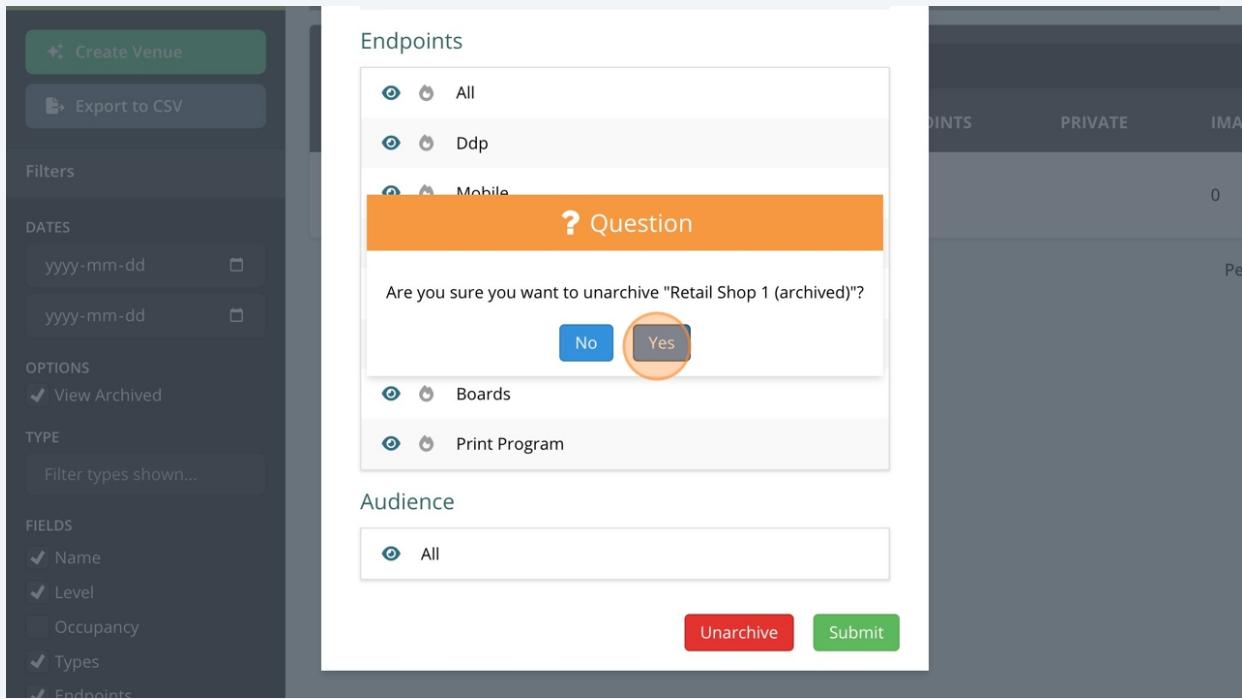
The screenshot shows the 'Venues' section of a software interface. The top navigation bar includes 'Libraries', 'Assets', 'Events', 'Venues' (which is selected and highlighted in grey), 'Content', and 'Staff'. A search bar at the top contains the text 'Retail'. Below the search bar is a table with columns: NAME, LEVEL, TYPES, ENDPOINTS, PRIVATE, and IMA. The first row in the table is for 'Retail Shop 1 (archived)'. The 'Copy ID' button next to the venue name is highlighted with an orange circle. The table also shows '0' in the LEVEL, TYPES, and PRIVATE columns, and 'All' in the ENDPOINTS column. At the bottom of the table, it says 'Showing 1 of 1'. On the left side of the interface, there is a sidebar with sections for 'Create Venue', 'Export to CSV', 'Filters', 'DATES', 'OPTIONS' (with a checked 'View Archived' checkbox), 'TYPE' (with a 'Filter types shown...' button), and 'FIELDS'.

12 Click "Unarchive".



The screenshot shows a software interface with a sidebar on the left containing 'Export to CSV', 'Filters', 'DATES', 'OPTIONS' (with a checked 'View Archived' checkbox), 'TYPE' (with a 'Filter types shown...' button), and 'FIELDS' (with checkboxes for 'Name', 'Level', 'Occupancy', 'Types', 'Endpoints', 'Configurations', and 'Bookable'). The main area on the right lists various types: All, Ddp, Mobile, Signage, Web View, Export API, Boards, and Print Program. Below this is an 'Audience' section with a 'All' button. At the bottom right, there are two buttons: a red 'Unarchive' button and a green 'Submit' button. The 'Unarchive' button is highlighted with an orange circle.

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.