

GO by Spark - How to duplicate a Group?

The group functionality works to assist in managing group operations including transparent communication between all departments and ability to book group space in your property.

1 Navigate to your GO Software URL and open the Group Functionality.

The screenshot shows the 'Bookings' section of the GO Software interface. At the top right, there is a navigation bar with icons for a calendar, home, list, group (highlighted with an orange circle), a notification bell, and a user profile labeled 'Admin User'. Below the navigation bar is a dark green header with the word 'Bookings'. Underneath is a search bar with the text 'me...'. The main content is a table with the following columns: NAME, VOYAGE, LOCATION, DAY, VENUE, MARKERS, DATE, and TIME. The table contains four rows of booking data.

NAME	VOYAGE	LOCATION	DAY	VENUE	MARKERS	DATE	TIME
Test	COZUMEL 01	At Sea	2	Butler Suites (archived)	No markers	6/18/2019	09:00am - 01:00pm
Pierre Art Seminar	COZUMEL 26	Miami	1	Art Gallery	No markers	2/22/2020	06:45pm - 11:00pm
Pierre Art Seminar	COZUMEL 26	Miami	1	Art Gallery	No markers	2/22/2020	06:45pm - 11:00pm
Welcome	COZUMEL			Reception			12:30pm -

2 Click here.

The screenshot shows the 'Bookings' interface. On the left sidebar, the 'New Booking' button is circled in orange. The main area displays a table of bookings with columns: GROUP, NAME, VOYAGE, LOCATION, and DAY. The table contains three rows of booking data.

GROUP	NAME	VOYAGE	LOCATION	DAY
John Pierre II 123223	Test	COZUMEL 01	At Sea	2
	Pierre Art Seminar	COZUMEL 26	Miami	1
	Pierre Art Seminar	COZUMEL 26	Miami	1

3 Enter the name of the Group you'd like to duplicate in the search field.

The screenshot shows the 'Create Group Booking' dialog for 'THE AVENIR'. It has two main options: 'Create a New Group' and 'Use an Existing Group'. The 'Use an Existing Group' option is selected. Below the options is a search field labeled 'Search by group name...' with a magnifying glass icon. Below the search field is a table of existing groups.

NAME	ID	TYPE
asd	--	asd
Group to be archived (archived)	--	Group to be a (archived)
Lucas test team	010101010	Lucas test tea

4 Select the checkbox next to the Group you want to copy.

Use an Existing Group

Bri

	NAME	ID	TYPE
<input type="radio"/>	Brian's Yoga Group	--	Brian's
<input checked="" type="radio"/>	Brian's Yoga Group New	123	Brian's
<input type="radio"/>	Princess Group	1234	Princes
<input type="radio"/>	David's Birthday Group	--	David's
<input type="radio"/>	Ronnie Birthday Parties	--	Ronnie
<input type="radio"/>	Morris & Jones Wedding Group	G1003	Morris Group

5 Click "Create a New Group" to duplicate all the Group's information.

Create Group Booking THE AVENIR

1. Select Group

Create a New Group

Use an Existing Group

Brian's Yoga Group New

	NAME	ID	TYPE
<input checked="" type="radio"/>	Brian's Yoga Group New	123	Brian's Yoga Group Ne
<input type="radio"/>	Brian's Yoga Group	--	Brian's Yoga Group

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In the example below, you'll see that all the details for "Brian's Yoga Group New" have been successfully copied.

Create Group Booking (New Group) THE AVENIR

1. Select Group

Create a New Group Clear Form

GROUP	NAME
John Pierre II 123223	<input type="checkbox"/> Test
	<input type="checkbox"/> Pierre Art Seminar
	<input type="checkbox"/> Pierre Art Seminar
	<input type="checkbox"/> Welcome party
	<input type="checkbox"/> Test

GROUP NAME * Brian's Yoga Group New

GROUP ID 123

GROUP TYPE None

CONTACT NAME

GUESTS (MIN. 0) 0

TOUR LEADER

TL CABIN / BOOKING NO.

SALES OFFICE

EMBARK mm/dd/yyyy

DEBARK mm/dd/yyyy

CABIN DROP REQUESTS

DINING PREFERENCE

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Make any necessary changes, then click "Next" at the bottom to proceed.

Pierre Art Seminar

Welcome party

Test

cafe

cafe

yay

EMBARK mm/dd/yyyy

DEBARK mm/dd/yyyy

CABIN DROP REQUESTS

DINING PREFERENCE

GUEST EXPERIENCE

PRE-PAID PACKAGES

Use an Existing Group 2 similar group names found

Group Selected: Brian's Yoga Group New (New Group)

Next: Select Voyage & Venue (New Group)