

GO by Spark - How to duplicate, delete, and edit existing templates? GO Version: v1.17.1

A template provides the ability to copy a specific Daily Program that could include Print Program, Venue Hours, and Events in order to strategically assign it to future dates.

- 1 Navigate to your GO Software URL and open the Itinerary Page

- 2 Click on "Templates" to view the Template Library.

SAILING	DATE	DAY	LOCATION	ARRIVAL	DEPARTURE
7 Night West Caribbean 49	01/22/2023	1	Miami	--	07:00pm
	01/23/2023	2	At Sea	--	--
	01/24/2023	3	Ocho Rios	09:00am	05:00pm
	01/25/2023	4	George Town	08:00am	04:00pm
	01/26/2023	5	Cozumel	10:00am	06:00pm
	01/27/2023	6	At Sea	--	--
	01/28/2023	7	Nassau	08:00am	08:00am

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The most updated template will populate first and you can search for other templates by Name or Tag.

Itinerary

Templates

Search by template name...

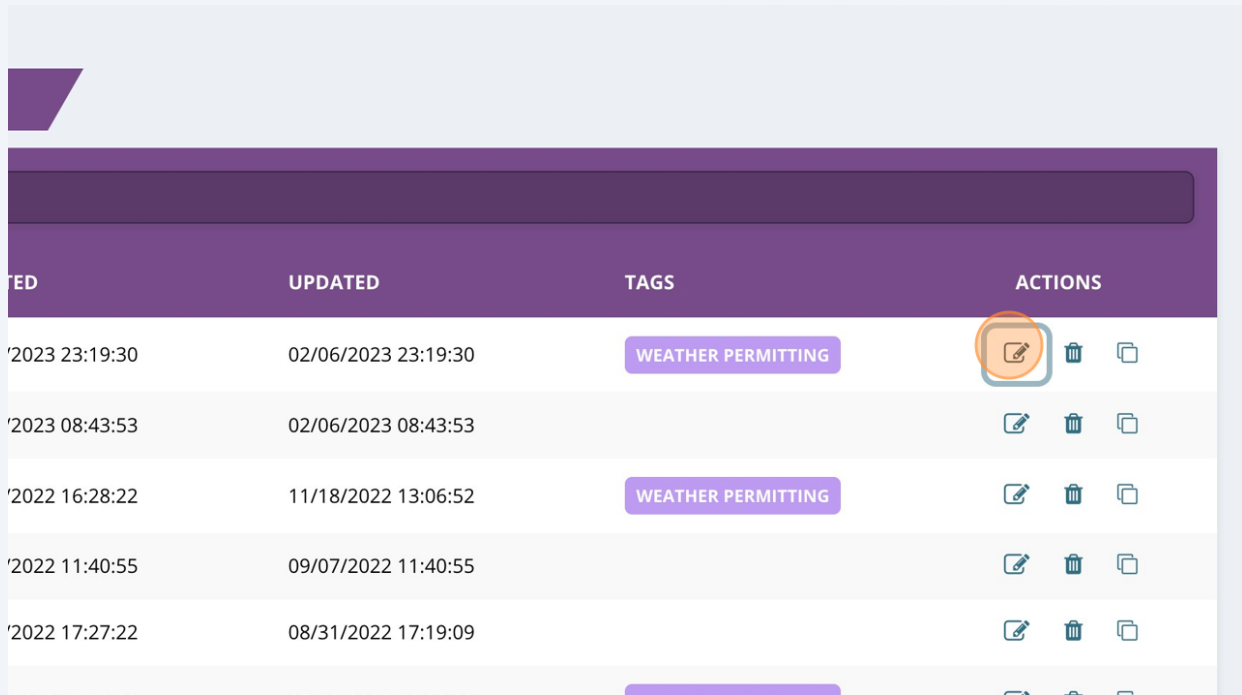
NAME	CREATED	UPDATED
Test Template 2	02/06/2023 23:19:30	02/06/2023 23:19:30
Test	02/06/2023 08:43:53	02/06/2023 08:43:53
Sea Day Caribbean Template	07/11/2022 16:28:22	11/18/2022 13:06:52
Test	09/07/2022 11:40:55	09/07/2022 11:40:55
Boarding Day 1 Template	06/23/2022 17:27:22	08/31/2022 17:19:09
Sea Day Template 2	07/12/2022 00:20:22	07/12/2022 00:20:22



















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The following icons are located under the "Actions" section:

- "Edit" Icon to edit an existing template
- "Garbage" Icon to delete a template
- "Duplicate" Icon to duplicate a template

Now, click here to edit an existing template:



ID	UPDATED	TAGS	ACTIONS
2023 23:19:30	02/06/2023 23:19:30	WEATHER PERMITTING	  
2023 08:43:53	02/06/2023 08:43:53		  
2022 16:28:22	11/18/2022 13:06:52	WEATHER PERMITTING	  
2022 11:40:55	09/07/2022 11:40:55		  
2022 17:27:22	08/31/2022 17:19:09		  
-----	-----		  

5 Click "Daily Planner"

Itinerary Template

Search by template name...

NAME

Test Template

core day programming option 2

Test

Demo MSCTemplate

TestDavid

Sea Day Template 2

Template Details

Daily Planner **Feed Editor**

NAME

Sea Day Template 2

TAGS

WEATHER PERMITTING Search by tag name (or create a new one)...

Save Changes Reset

6 Add, delete, and change events as well as hours of operation on a template level Canvas. Any day that has the template assigned will be automatically updated.

TEMPLATE: Sea Day Template 2

The Avenir

+ Add Event

- Hide Actions

Event Filters

Venue Filters

Search...

All Hotel

All Bar

All Dining

		Reception, Tour...	Butler Suites	Azul Restaurant	Boutique	Café
10:00 AM						
10:15 AM						
10:30 AM						
10:45 AM						
11:00 AM						
11:15 AM						
11:30 AM						
11:45 AM						
12:00 PM						
12:15 PM						

7 Click "Feed Editor"

Sea Day Template 2
Template Details

Daily Planner **Feed Editor**

NAME
Sea Day Template 2

TAGS
✕ WEATHER PERMITTING Search by tag name (or create a new one)...

Save Changes Reset

8 In the print program, make the necessary changes on a template level. Any day that has the template assigned will be automatically updated.

TEMPLATE: Sea Day Template 2

the Avenir

Export Program
Enable Preview

Pages
Page 1
Page 2

Actions
Line Height

Language
Spanish

the Avenir

THE Spa
THE Casino

THE Entertainment
THE Excursion

Events
Venues
Content
Search...

BAD WEATHER
Mist out on deck

DRINK OF THE DAY
DRINK OF THE DAY Enjoy Drunken Monkey Rum Cocktails in our Pool Bar for...

DYNAMIC CONTENT
Hello \$0\$ \$0\$ (abc) (123)

FIRST DAY SPA
A Day for Pampering! Get your cruise off to a relaxing start by taking...

HEADER - BARS
BARS

HEADER - DINING

Widgets



Note: All the changes save automatically while editing, it's not needed to submit or save the changes.