

Itinerary management - "How to" Guide

This feature is intended for itinerary adjustments on the fly but not major itinerary deployments. We will still manually load those when they are released.

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

- 2 Click "Edit Itineraries"

SAILING	DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATES
7 Night West Caribbean 90	5/29/2024	1	Miami	--	07:00pm	— Events — Venue — Prin
	5/30/2024	2	At Sea	--	--	— Events — Venue — Prin
	5/31/2024	3	Ocho Rios	09:00am	05:00pm	— Events — Venue — Prin
	6/1/2024	4	George Town	08:00am	04:00pm	— Events — Venue — Prin
	6/2/2024	5	Cozumel	10:00am	06:00pm	— Events — Venue Print
	6/3/2024	6	At Sea	--	--	Print Events Print Venue Print
	6/4/2024	7	Nassau	09:00am	08:00pm	Print Events Print Venue Print
	6/5/2024	8	Miami	07:00am	--	— Events — Venue — Prin
5 Night East Caribbean 91	6/5/2024	1	Miami	--	05:00pm	— Events — Venue — Prin
	6/6/2024	2	At Sea	--	--	— Events — Venue — Prin

3 This is a summary of a sailing:

5 Night East Caribbean 90							
ORGANIZE	DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATE	ACTIONS
	5/24/2024	1	Miami	--	05:00pm		
	5/25/2024	2	At Sea	--	--		
	5/26/2024	3	San Juan	11:00am	07:00pm		
	5/27/2024	4	At Sea	--	--		
	5/28/2024	5	Nassau	10:00am	04:00pm		
	5/29/2024	6	Miami	07:00am	--		

7 Night West Caribbean 90							
ORGANIZE	DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATE	ACTIONS
	5/29/2024	1	Miami	--	07:00pm		



If a template is assigned to that day you will see it with the link indicators. You can navigate to that day by clicking the Canvas or Feed buttons.

4 To edit a day, click the "edit icon".

The screenshot shows a web application interface for managing travel itineraries. At the top, there are navigation tabs for "Itinerary", "Templates", and "Settings". Below these is a header for a specific itinerary: "5 Night East Caribbean 90". The main content is a table with columns: ORGANIZE, DATE, DAY, LOCATION, ARRIVAL, DEPARTURE, TEMPLATE, and ACTIONS. The first row of the table is for the date 5/24/2024, Day 1, in Miami, with an arrival of -- and a departure of 05:00pm. The ACTIONS column for this row contains several icons, including a pencil icon (edit) which is circled in orange. Below this table is another section for "7 Night West Caribbean 90" with a single row for 5/29/2024, Day 1, in Miami, with an arrival of -- and a departure of 07:00pm.

ORGANIZE	DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATE	ACTIONS
	5/24/2024	1	Miami	--	05:00pm		(edit icon circled)
	5/25/2024	2	At Sea	--	--		
	5/26/2024	3	San Juan	11:00am	07:00pm		
	5/27/2024	4	At Sea	--	--		
	5/28/2024	5	Nassau	10:00am	04:00pm		
	5/29/2024	6	Miami	07:00am	--		

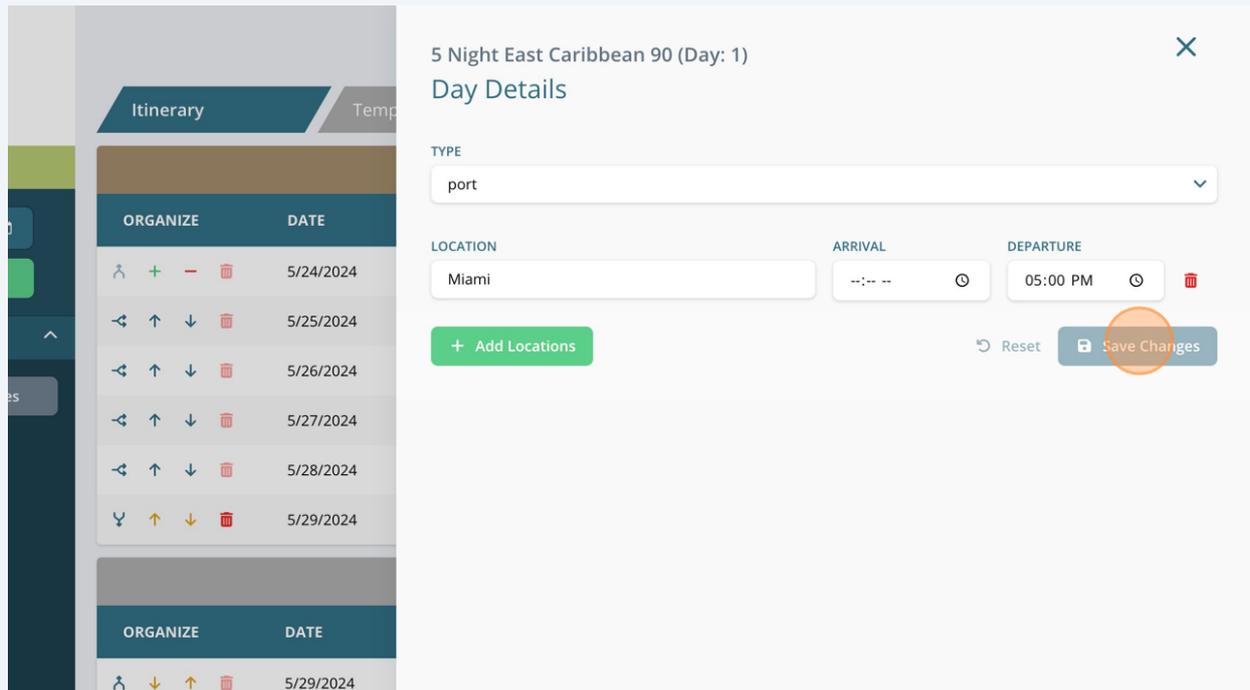
ORGANIZE	DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATE	ACTIONS
	5/29/2024	1	Miami	--	07:00pm		

5 You can edit the following:

- Type of day (port or sea)
- Enter the location
- Arrival and/or departure time

Click "Save Changes" when finished.

(This is the most used functionality among our clients.)



6 Icons under the "Organize" column:

- **Link icon:** it will create a new sailing - duplicating the day for an embark/debark experience and starting a new sailing from the day.
- **Plus and minus signs:** will pull a day from the previous or add a day to the next sailing
- **Up/down arrow:** used to switch ports around. If for example you go to one port instead of another but will return to the original port, you may want to move a day up or down. This will keep all the event information committed to the day but switch the date so it's happening earlier or later.
- **Garbage icon:** only available for the sailing's last day and it will delete the day completely.

ORGANIZE	DATE	DAY	LOCATION	ARRIVAL
	5/24/2024	1	Miami	--
	5/25/2024	2	At Sea	--
	5/26/2024	3	San Juan	11:00am
	5/27/2024	4	At Sea	--
	5/28/2024	5	Nassau	10:00am
	5/29/2024	6	Miami	07:00am



IMPORTANT:

If you remove a day you will remove all the content, data, hours of operation for that day. To save that information turn it into a template so you can copy it to new days.