

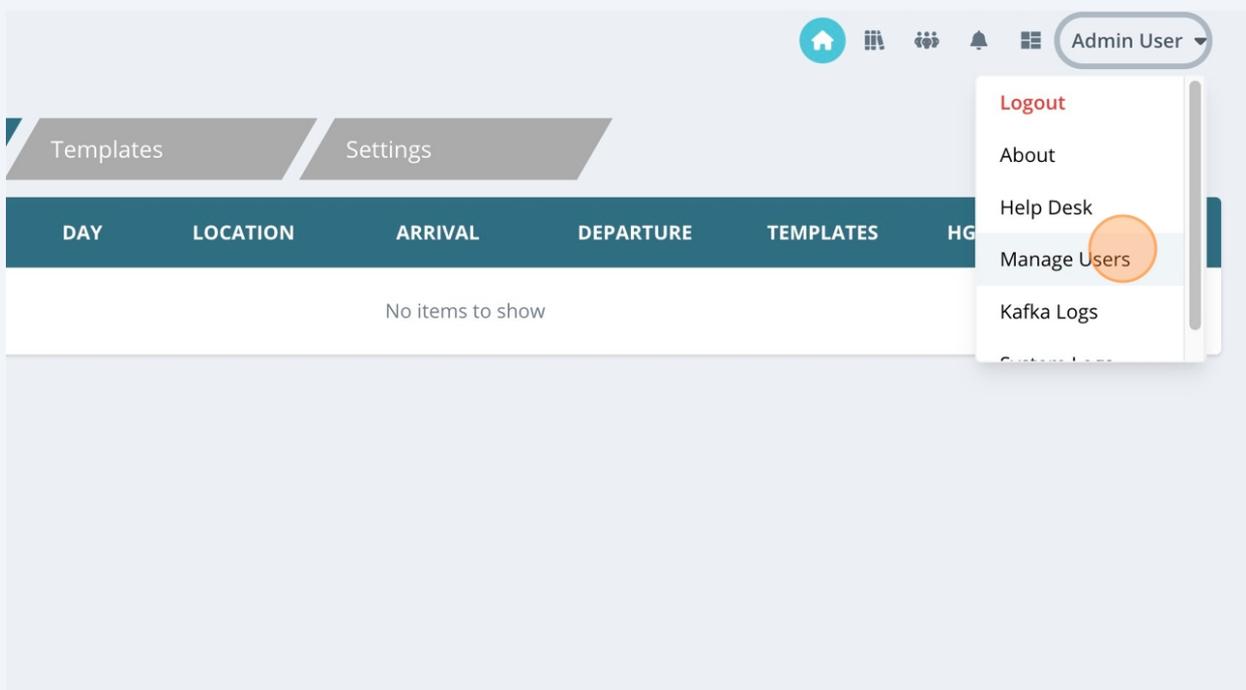
GO by Spark - How to create and manage Users?

This guide provides step-by-step instructions on how to create and manage users in GO by Spark. It explains how to navigate to the user management section, create a new user, set permissions, and share a recovery key. Anyone who needs to create and manage users in GO by Spark will find this guide helpful.

1 Navigate to GO URL.

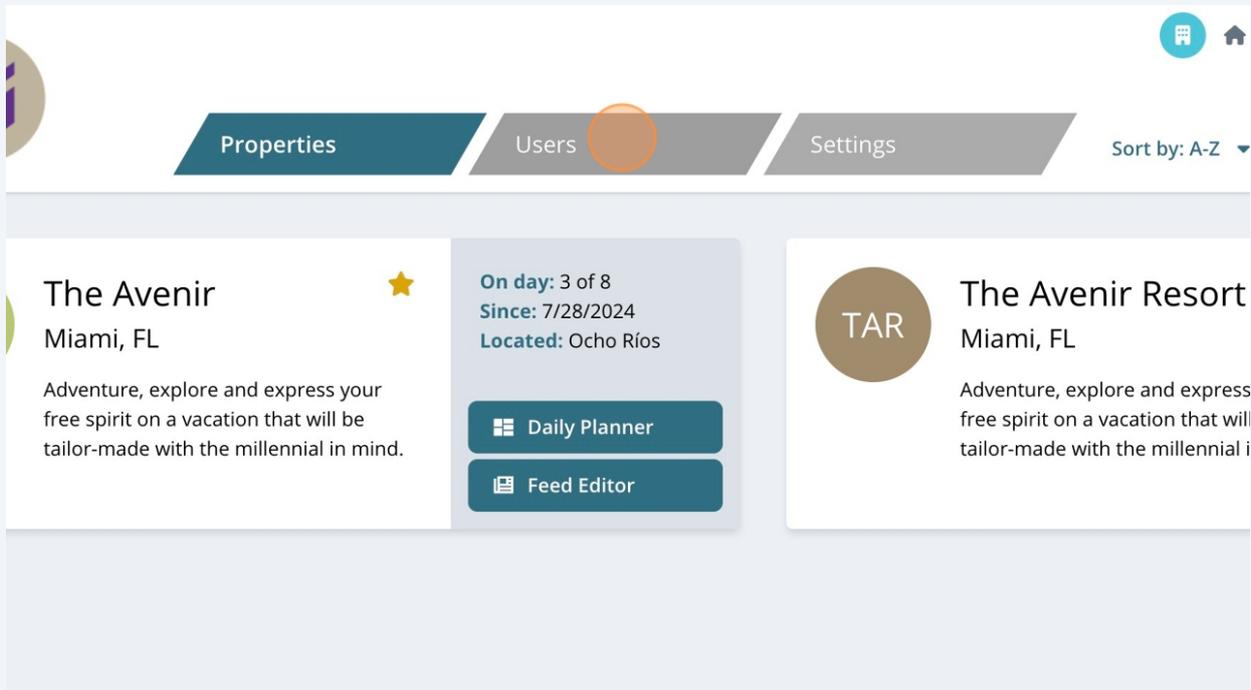
2 Depending on the version, the "Users management" can be found:

Within the user options: Click the user name and then click "Manage Users".

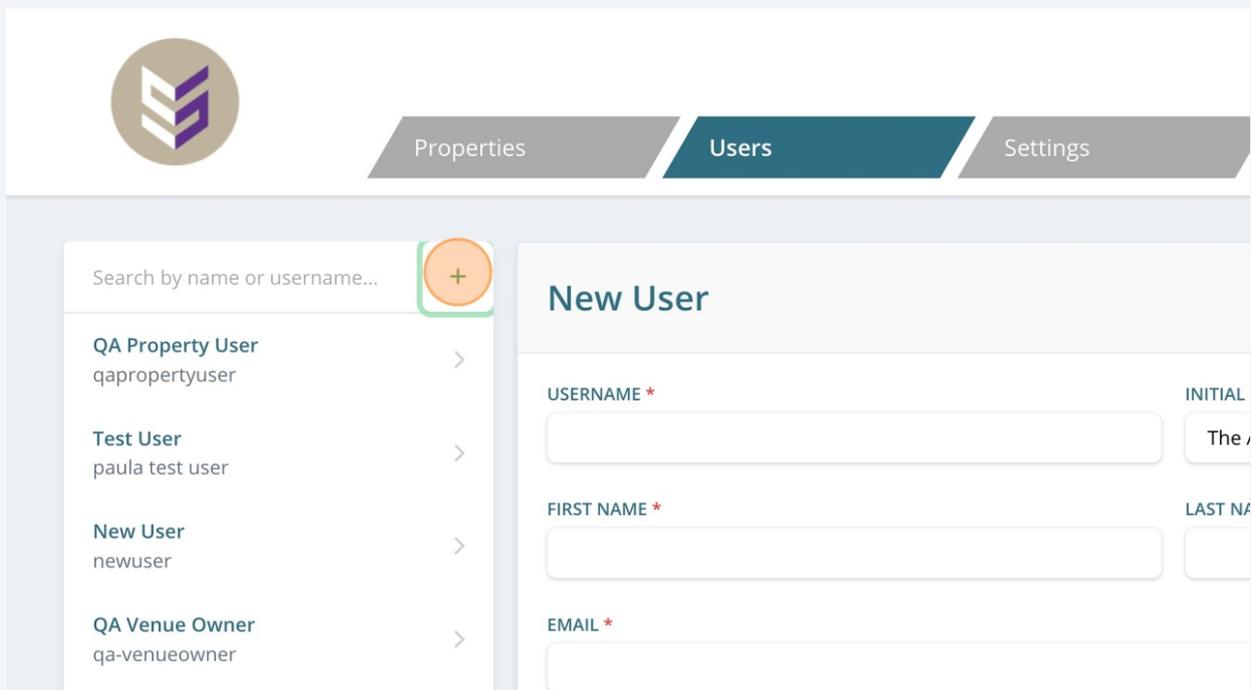


3 Or,

As a tab: Click on "Users" to access this functionality.



4 To create a new user, click the "+" icon.



5 Complete the fields as shown in the example below.

Also, make sure that the property is selected correctly.

The screenshot shows a web application interface for creating a new user. At the top, there is a navigation bar with tabs for 'Properties', 'Users', 'Settings', and 'Super Admin'. The 'Users' tab is active. Below the navigation bar, there is a sidebar with a search bar and a list of users. The main content area is titled 'New User' and contains the following form fields:

- USERNAME ***: A text input field containing 'test@spark.com'.
- INITIAL PROPERTY**: A dropdown menu with 'The Avenir' selected. This field is highlighted with an orange circle.
- FIRST NAME ***: A text input field containing 'Test'.
- LAST NAME ***: A text input field containing 'Spark'.
- EMAIL ***: A text input field containing 'test@spark.com'.

Below the form fields, there is a section titled 'BASIC FUNCTIONS' with two checkboxes:

- Canvas Editor**: Allows the user to edit the canvas (day calendar grid), which is required for adding events to a day or modifying options such as event merge variables. When combined with Library Admin permissions, this role also enables the creation of new events within the canvas.
- Print Program Editor**: Enables the user to edit the print program layout (feed editor), necessary for modifying options such as content merge variables, line height, hours of operation venue rundown, and more. When combined with Library Admin permissions, this role allows for the creation and editing of content within



Please note that after creating the user, if the selected property is incorrect, you will need to delete the user and create a new one with the correct property.

To delete, simply click "Delete User" at the bottom of the page.

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Each permission includes a brief description—carefully review them and check the appropriate boxes to assign the user's permissions.

Test User
paula test user

New User
newuser

QA Venue Owner
qa-venueowner

QA Admin User
qa-adminuser

QA Basic User
qa-basicuser

QA Group Admin
qa-groupadmin

QA Ship Admin
qa-shipadmin

QA Feed User
qa-feeduser

test@spark.com

test@spark.com

FIRST NAME *
Test

LAST NAME *
Spark

EMAIL *
test@spark.com

BASIC FUNCTIONS

Canvas Editor
Allows the user to edit the canvas (day calendar grid), which is required for adding variables. When combined with Library Admin permissions, this role also enables t

Print Program Editor
Enables the user to edit the print program layout (feed editor), necessary for modi operation venue rundown, and more. When combined with Library Admin permis: the print program.

Group User
Enables the user to create new groups and group bookings. As a Group User, you status of any bookings. Your booking capabilities are limited to the specified time p the venue.

ADVANCED FUNCTIONS

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Add one or more venues here if the user is a venue owner.

It is possible to search by typing the venue name or using the scroll up/down option. To select the venue, simply click on the venue name.

Brand Admin
Allows the user the ability to manage brand settings and brand library items when used in conjunction with Libr include the ability to edit attributes, levels, highlights, day themes, group types, meal periods, etc. These edits ca instance.

MISCELLANEOUS

View Only
Provides the user with viewing access only, removing all editing capabilities and overriding all other permissions

Super Admin
Allows the user full access and the ability to override all other permissions.

GROUP VENUE APPROVAL LIST

Search by venue name...

Reception, Tour Desk

Azul Restaurant

Boutique

8 Click here to finish creating a user.

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ability to edit attributes, levels, highlights, day themes, group types, meal periods, etc. These edits can only be performed on a brand

user with viewing access only, removing all editing capabilities and overriding all other permissions.

in
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APPROVAL LIST

TOUR DESK Search by venue name...

None

Reset Create User

9 After creating the user, it is necessary to share a recovery key so that the user can create their unique password.

Click "Generate Password Recovery Key" to obtain the code.

Admin User

Users Settings Super Admin

Test Spark Generate Password Recovery Key
test@spark.com

THE AVENIR Add additional property...

NOTE: The Avenir cannot be deleted from this user's access

LAST NAME *
Spark

om

10 Click here to copy the recovery key.

The screenshot shows a user management interface. At the top, there is a navigation bar with icons for home, list, and user management, and a user profile 'Admin User'. Below this is a breadcrumb trail with 'Users' selected. The main content area shows the user profile for 'Test Spark' (test@spark.com). A red box highlights the recovery key '147491 (click to copy)'. Below the key is a section for 'THE AVENIR' with an 'Add additional property...' button and a note: 'NOTE: The Avenir cannot be deleted from this user's access'. There are also input fields for 'LAST NAME *' (containing 'Spark') and a partially visible field containing 'om'.



Note: The following two steps are typically used for Shoreside users.

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If the user requires access to more than one property, click here to add an additional property.

The screenshot shows a user profile page for 'Test Spark' (test@spark.com). At the top, there is a navigation bar with 'Users' selected. Below the navigation bar, there is a sidebar with a '+' icon and a '>' icon. The main content area shows the user's profile information, including a green circular avatar with 'TS' and a green button labeled 'THE AVENIR'. Below this, there is a text input field with the placeholder text 'Add additional property...'. A note below the input field reads: 'NOTE: The Avenir cannot be deleted from this user's access'. Below the note, there are three form fields: 'FIRST NAME *' with the value 'Test', 'LAST NAME *' with the value 'Spark', and 'EMAIL *' with the value 'test@spark.com'.

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If the user needs access to all properties, click "Promote to Brand" to grant access to all properties at once.

The screenshot shows a user management interface. On the left, there is a list of user roles with a '>' icon next to each: 'New User' (newuser), 'QA Venue Owner' (qa-venueowner), 'QA Admin User' (qa-adminuser), 'QA Basic User' (qa-basicuser), 'QA Group Admin' (qa-groupadmin), 'QA Ship Admin' (qa-shipadmin), and 'QA Feed User' (qa-feeduser). On the right, there is a detailed view of a user's permissions. At the top, there is an 'EMAIL *' field with the value 'test@spark.com'. Below this, there are two sections: 'BASIC FUNCTIONS' and 'ADVANCED FUNCTIONS'. Under 'BASIC FUNCTIONS', there are three items: 'Canvas Editor' (checked), 'Print Program Editor' (unchecked), and 'Group User' (unchecked). Under 'ADVANCED FUNCTIONS', there are two buttons: 'Promote to Brand' (highlighted with an orange circle) and 'Delete User'.



Tip! Remember to click "Save Changes" whenever editing an existing user's permissions.