

GO Icons Overview

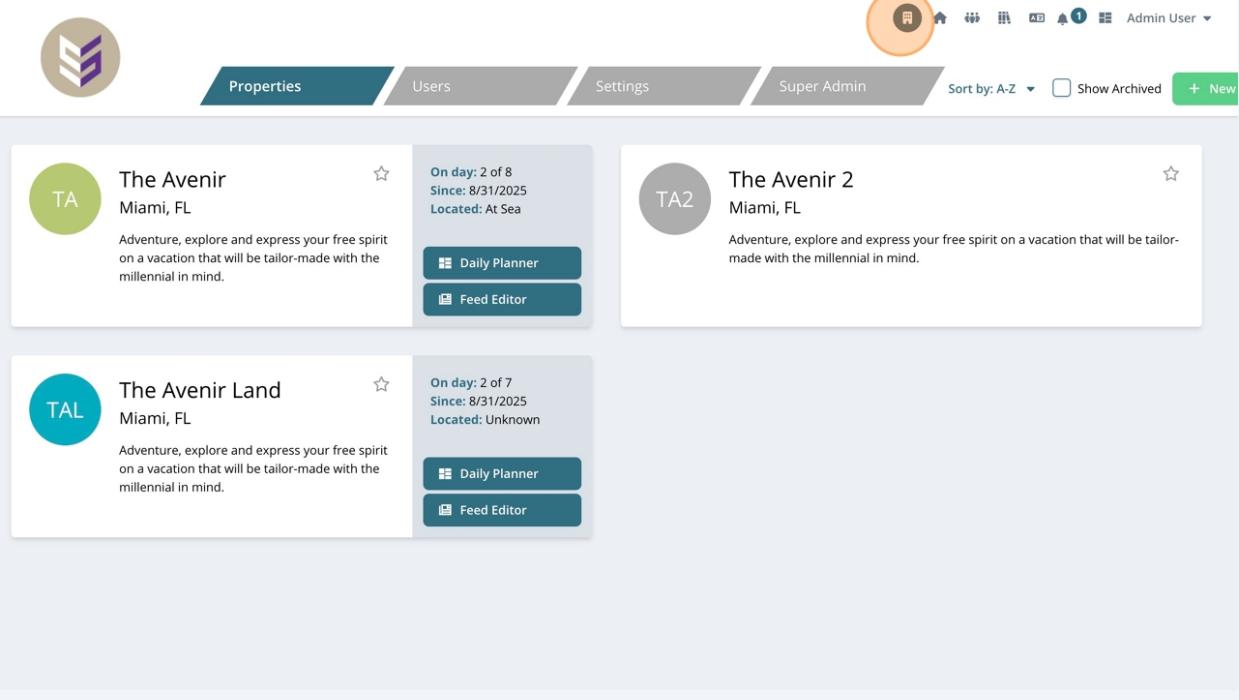
This guide is also available as a video. Click the link below to watch:

scribehow.com/embed-preview/GO_Icons_Overview_...

This guide offers a comprehensive look at the icons and how to navigate them effectively. It's important to note that access levels may vary, meaning that certain icons might not be accessible on all accounts.

1

Building Icon: By clicking on this button, users will access the property page. The property page allows users to select the property they want to view or modify within GO.

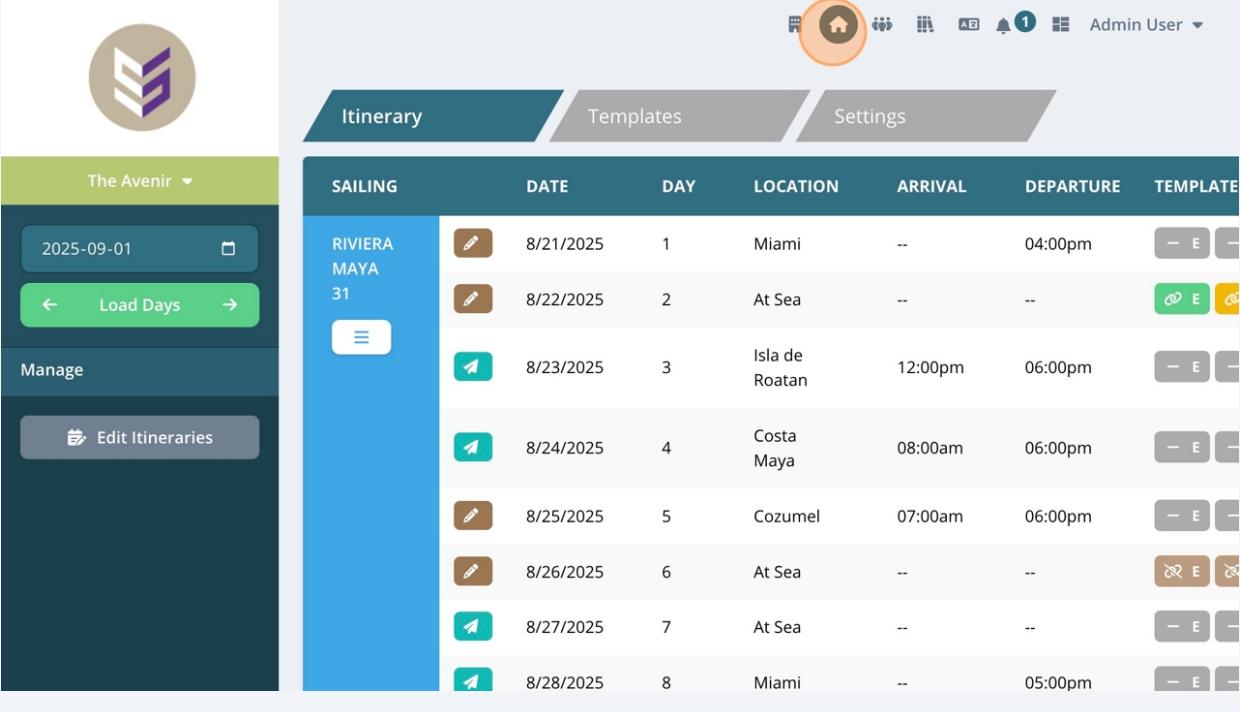


The screenshot shows the GO software interface with the 'Properties' tab selected. The top navigation bar includes 'Properties', 'Users', 'Settings', 'Super Admin', 'Admin User', and buttons for 'Sort by: A-Z', 'Show Archived', and '+ New'. Below the navigation bar are three property cards:

- The Avenir** (Miami, FL): Located at Sea. On day: 2 of 8. Since: 8/31/2025. Located: At Sea. Buttons: Daily Planner, Feed Editor.
- The Avenir 2** (Miami, FL): Located at Sea. On day: 2 of 8. Since: 8/31/2025. Located: Unknown. Buttons: Daily Planner, Feed Editor.
- The Avenir Land** (Miami, FL): Located at Sea. On day: 2 of 7. Since: 8/31/2025. Located: Unknown. Buttons: Daily Planner, Feed Editor.

2

Home Icon: By clicking on this button, users will access the Itinerary List or Calendar within the property originally selected.

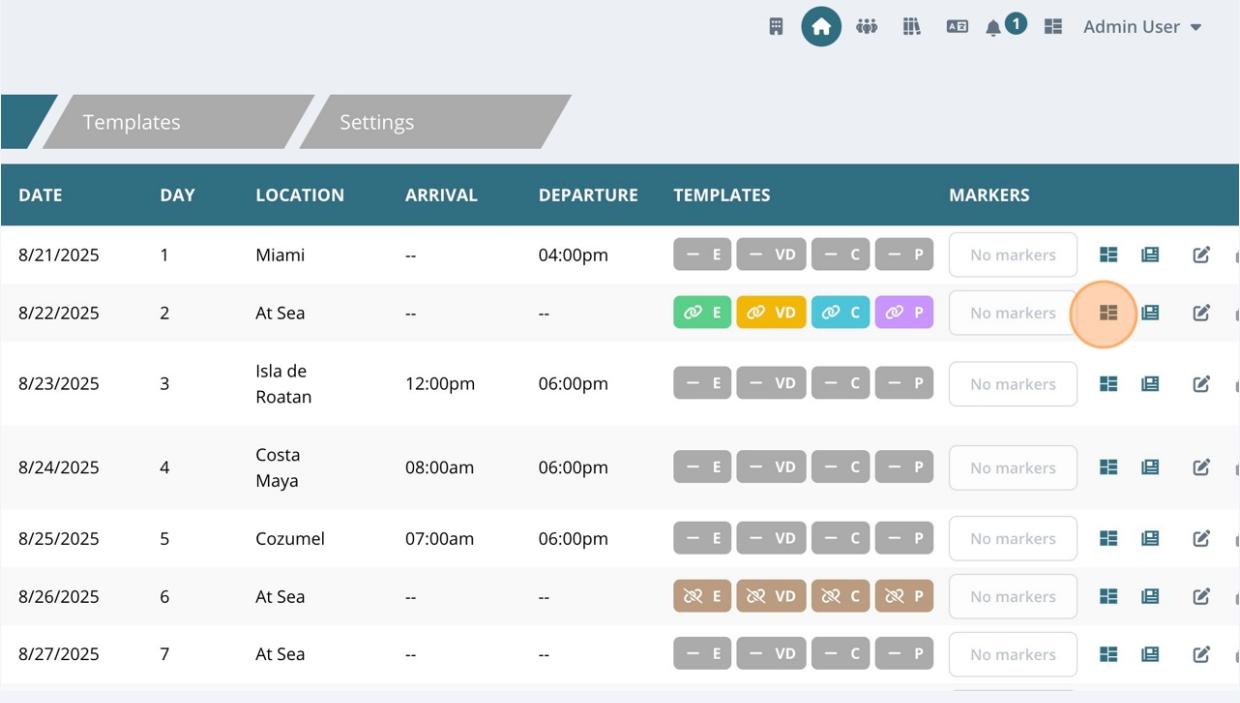


The screenshot shows the 'Itinerary' section of a travel planning application. On the left, a sidebar for 'The Avenir' displays the date '2025-09-01' and a 'Load Days' button. The main area is titled 'SAILING' and lists the following trips:

DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATE
8/21/2025	1	Miami	--	04:00pm	- E
8/22/2025	2	At Sea	--	--	⊗ E
8/23/2025	3	Isla de Roatan	12:00pm	06:00pm	- E
8/24/2025	4	Costa Maya	08:00am	06:00pm	- E
8/25/2025	5	Cozumel	07:00am	06:00pm	- E
8/26/2025	6	At Sea	--	--	⊗ E
8/27/2025	7	At Sea	--	--	- E
8/28/2025	8	Miami	--	05:00pm	- E

3

Canvas Icon: Directs users to that day's Canvas (Daily Planner). This is where the programming, events, and hours of operations are scheduled.

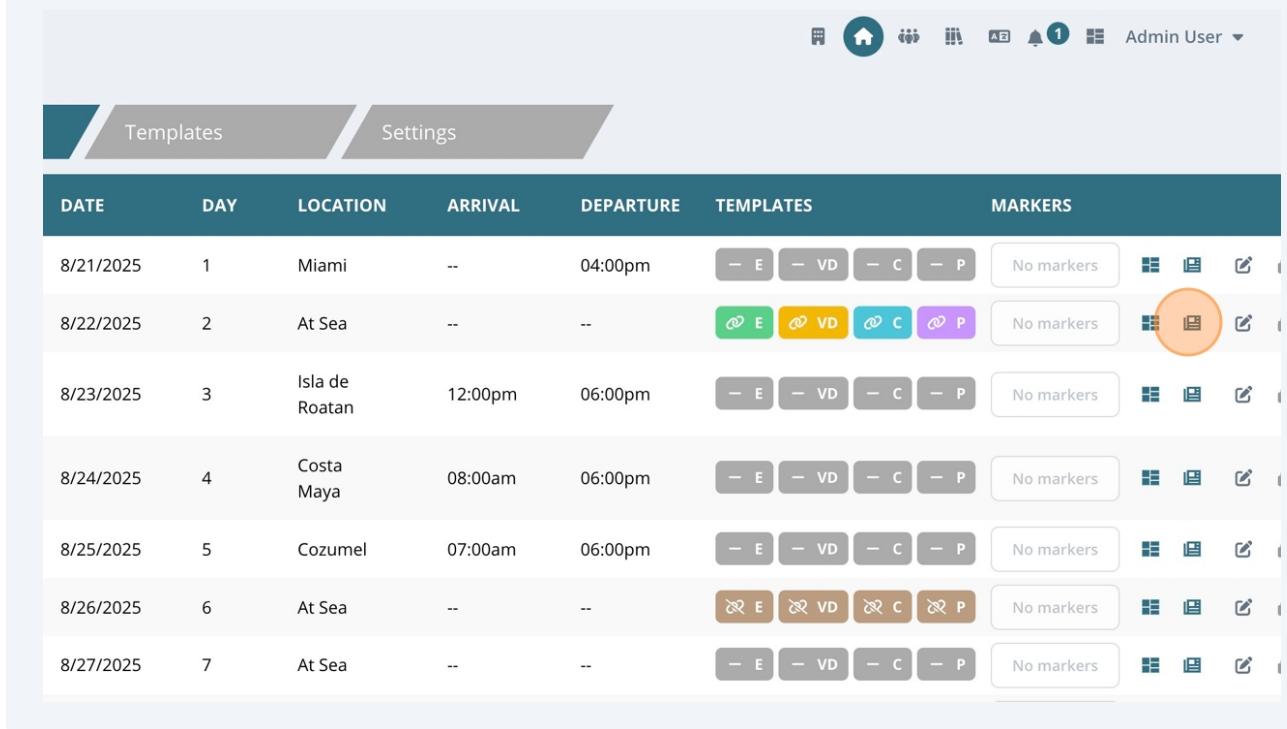


The screenshot shows the 'Canvas' section of the application, displaying a daily schedule for August 22nd. The table includes columns for Date, Day, Location, Arrival, Departure, Templates, and Markers.

DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATES	MARKERS
8/21/2025	1	Miami	--	04:00pm	- E - VD - C - P	No markers
8/22/2025	2	At Sea	--	--	⊗ E ⊗ VD ⊗ C ⊗ P	No markers
8/23/2025	3	Isla de Roatan	12:00pm	06:00pm	- E - VD - C - P	No markers
8/24/2025	4	Costa Maya	08:00am	06:00pm	- E - VD - C - P	No markers
8/25/2025	5	Cozumel	07:00am	06:00pm	- E - VD - C - P	No markers
8/26/2025	6	At Sea	--	--	⊗ E ⊗ VD ⊗ C ⊗ P	No markers
8/27/2025	7	At Sea	--	--	- E - VD - C - P	No markers

4

Feed Editor/Print Program Icon: Directs users to the print program editor where users can build, edit, and export the daily program.

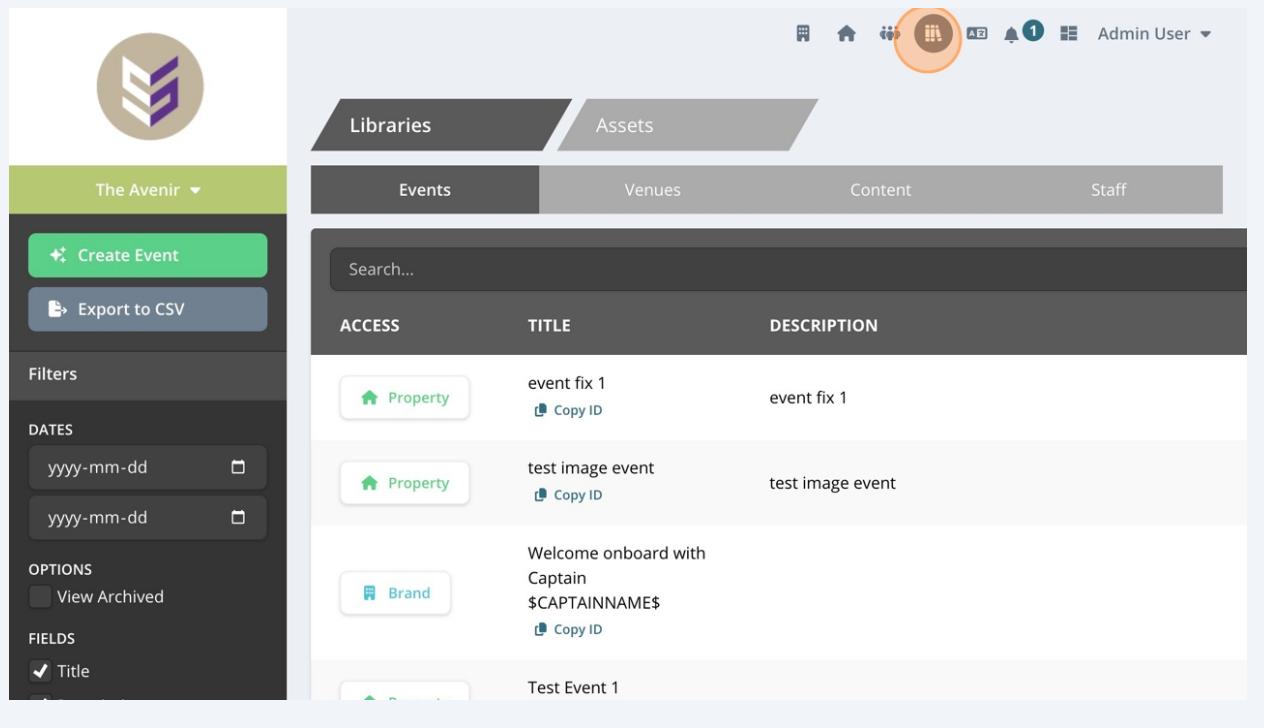


DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATES	MARKERS
8/21/2025	1	Miami	--	04:00pm	— E — VD — C — P	No markers
8/22/2025	2	At Sea	--	--	⊗ E ⊗ VD ⊗ C ⊗ P	No markers
8/23/2025	3	Isla de Roatan	12:00pm	06:00pm	— E — VD — C — P	No markers
8/24/2025	4	Costa Maya	08:00am	06:00pm	— E — VD — C — P	No markers
8/25/2025	5	Cozumel	07:00am	06:00pm	— E — VD — C — P	No markers
8/26/2025	6	At Sea	--	--	⊗ E ⊗ VD ⊗ C ⊗ P	No markers
8/27/2025	7	At Sea	--	--	— E — VD — C — P	No markers

5

Library Icon: By clicking this button, users have the ability to access all libraries.

1. Event Library: Event information is entered and stored
2. Venue Library: Venue information is entered and stored
3. Content Library: All Content information (Basic, Offers, Messages & Information) is entered and stored
4. Staff Library: All Staff information is entered and stored
5. Assets Library: Images information is entered and stored



The screenshot shows the Scribehow platform interface. On the left, there is a sidebar with a logo, a dropdown menu for 'The Avenir', and buttons for 'Create Event' (green) and 'Export to CSV' (blue). Below these are sections for 'Filters', 'DATES' (with two date pickers), 'OPTIONS' (with a 'View Archived' checkbox), and 'FIELDS' (with a 'Title' checkbox). The main area is titled 'Libraries' and contains tabs for 'Events', 'Venues', 'Content', and 'Staff'. A search bar is at the top of this section. Below it is a table with columns 'ACCESS', 'TITLE', and 'DESCRIPTION'. The table contains four rows of data:

ACCESS	TITLE	DESCRIPTION
Property	event fix 1 Copy ID	event fix 1
Property	test image event Copy ID	test image event
Brand	Welcome onboard with Captain \$CAPTAINNAME\$ Copy ID	
	Test Event 1	

6

Groups Icon: By clicking this button, users will open the group functionality to view, create or approve group space requests.

7

Translation Icon: By clicking this button, users have the ability to manage the translation of all content including event, venues, and content blurbs.

8

Notification Icon: By clicking this button, users can access notifications.

9

Canvas Day View Icon: By clicking this button, users can navigate directly to the current day of the canvas.

10

Feed Editor/Print Program Day View Icon: By clicking this button, users can navigate directly to the program's current day.

