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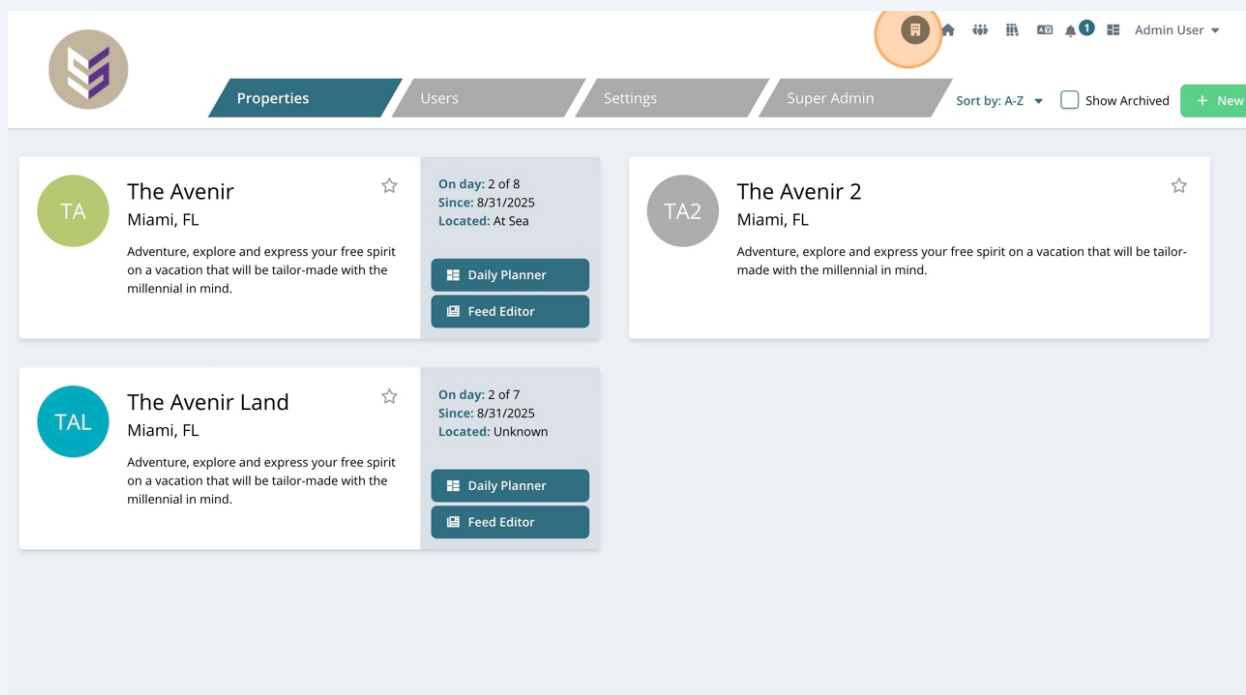
This guide is also available as a video. Click the link below to watch:

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.

2

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

SAILING		DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATE
RIVIERA MAYA 31	✏️	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 —

Itinerary   Templates   Settings

The Avenir ▼
2025-09-01
← Load Days →
Manage
📝 Edit Itineraries

Admin User ▼

3

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

Templates   Settings

Admin User ▼

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.
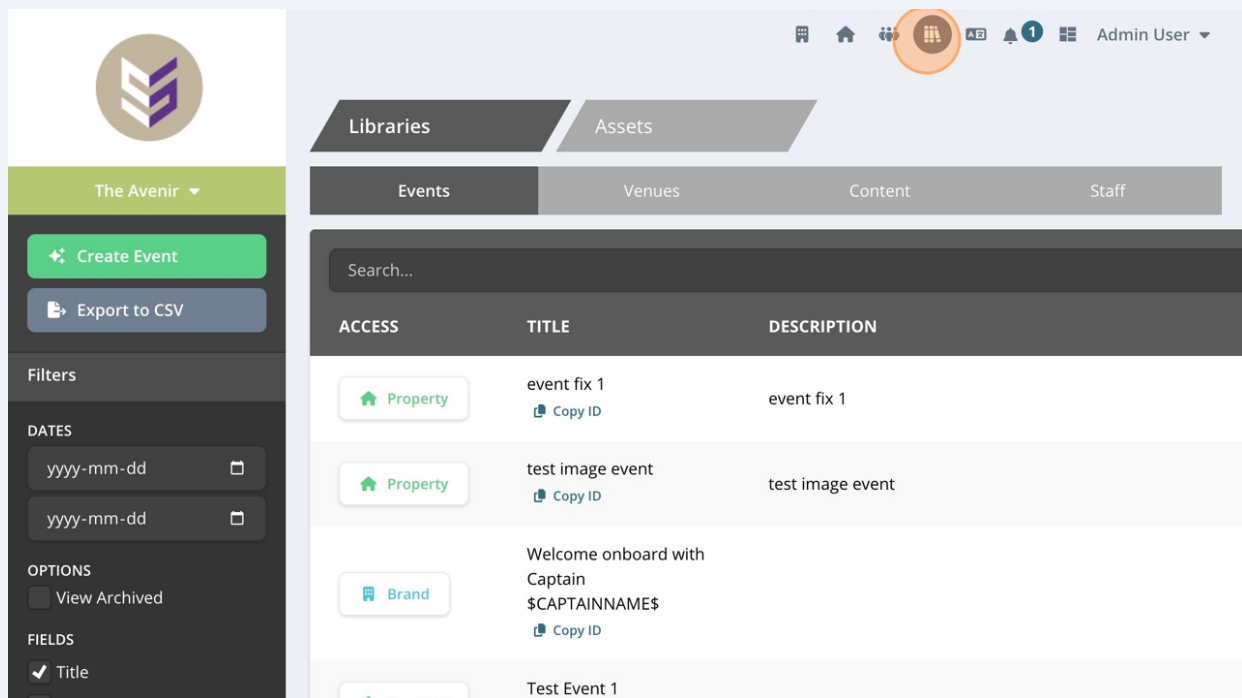
Templates | Settings

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

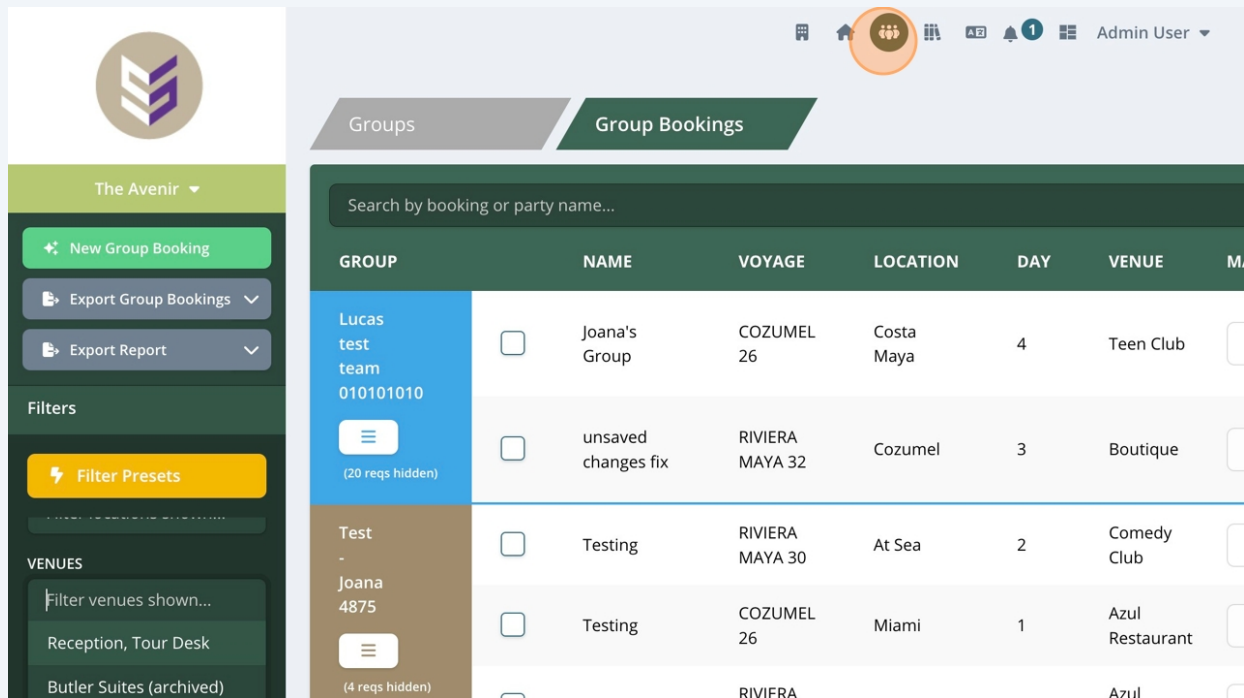5. Assets Library: Images information is entered and stored

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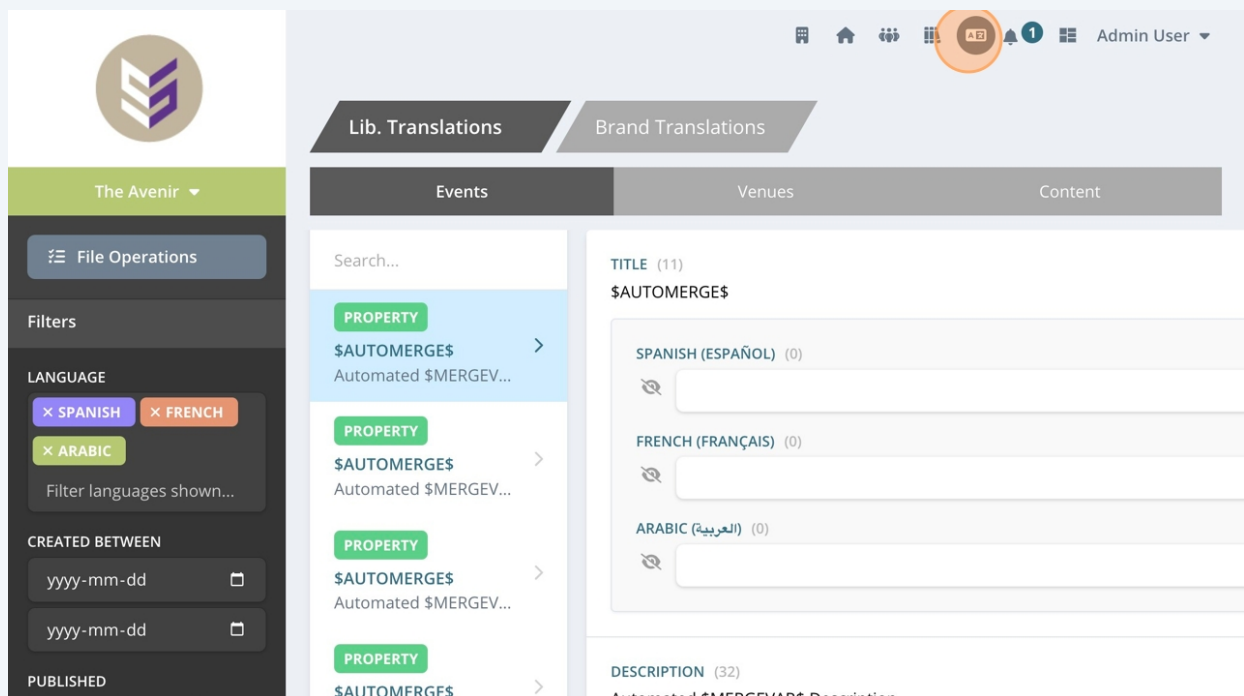

7 **Translation Icon:** By clicking this button, users have the ability to manage the translation of all content including event, venues, and content blurbs.

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

DATE	PROPERTY	CATEGORY	TITLE	DESCRIPTION

Alerts | **Alert History**

Important

DATE	PROPERTY	CATEGORY	TITLE	DESCRIPTION
			No items to show	

Miscellaneous
⤫ Mark All As Read

DATE	PROPERTY	CATEGORY	TITLE	DESCRIPTION		
8/28/2025 10:07:57 AM	THE AVENIR LAND	GROUPS	Group Request Message	*group group* on group *Group Planings* booking *Testing* sent message: reg	↗	🗑

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

LOCATION: **At Sea** E VD C P   Admin User ▾

(Day 2)

etail Shop 1	Retail Shop 2	Theater	Comedy Club	Atrium	Reception, To...	Lounge	Library	Pool	Guest Services

12:00 PM - Late
event fix 1

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