

GO Icons Overview

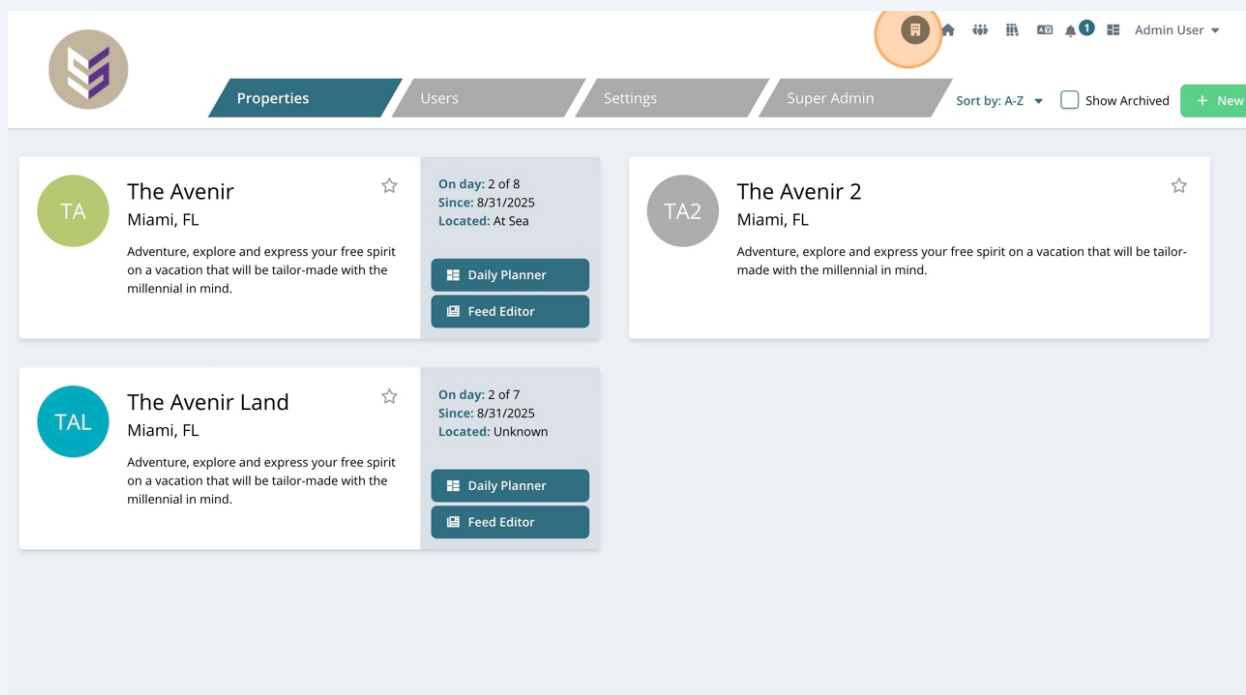
This guide is also available as a video. Click the link below to watch:

[scribehow.com/embed-preview/GO Icons Overview ...](https://scribehow.com/embed-preview/GO%20Icons%20Overview)

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.

The screenshot shows the Home Icon interface. On the left, there is a sidebar with a logo, a dropdown menu for 'The Avenir', a date selector for '2025-09-01', a 'Load Days' button, and a 'Manage' section with an 'Edit Itineraries' button. The main area has tabs for 'Itinerary', 'Templates', and 'Settings'. The 'Itinerary' tab is active, displaying a table with columns: SAILING, DATE, DAY, LOCATION, ARRIVAL, DEPARTURE, and TEMPLATE. The table lists sailing days from 8/21/2025 to 8/28/2025, with locations like Miami, At Sea, Isla de Roatan, Costa Maya, and Cozumel. A blue sidebar on the left of the table shows 'RIVIERA MAYA 31' and a menu icon.

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 --

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 Icon interface. At the top, there is a navigation bar with icons for Home, Users, Settings, and a notification bell. Below this, there are tabs for 'Templates' and 'Settings'. The main area is a table with columns: DATE, DAY, LOCATION, ARRIVAL, DEPARTURE, TEMPLATES, and MARKERS. The table lists sailing days from 8/21/2025 to 8/27/2025, with locations like Miami, At Sea, Isla de Roatan, Costa Maya, and Cozumel. The 'TEMPLATES' column shows various icons for different templates (E, VD, C, P). The 'MARKERS' column shows a 'No markers' button and a grid icon, which is highlighted by an orange circle.

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.

Home

Admin User

1

Templates

Settings

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

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 displays the 'The Avenir' application interface. On the left is a sidebar with a logo, the name 'The Avenir', and buttons for 'Create Event' and 'Export to CSV'. Below these are filter sections for 'DATES' (with two date pickers), 'OPTIONS' (with a 'View Archived' checkbox), and 'FIELDS' (with a checked 'Title' checkbox). The main content area has a top navigation bar with icons for a calendar, home, user, and a highlighted library icon (a grid of books). Below the navigation bar are tabs for 'Libraries' and 'Assets'. Under 'Libraries', there are sub-tabs for 'Events', 'Venues', 'Content', and 'Staff'. The 'Events' sub-tab is active, showing a table with columns 'ACCESS', 'TITLE', and 'DESCRIPTION'. The table contains three rows of event data, each with a 'Property' or 'Brand' icon, a title, a 'Copy ID' link, and a description.

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	

6

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

The screenshot displays the 'Group Bookings' interface. The top navigation bar features a home icon, a groups icon (highlighted with an orange circle), a calendar icon, a language icon (AR), a notification bell with '1', and a user profile 'Admin User'. The main header has 'Groups' and 'Group Bookings' tabs, with 'Group Bookings' selected. A search bar says 'Search by booking or party name...'. Below is a table with columns: GROUP, NAME, VOYAGE, LOCATION, DAY, VENUE, and a checkbox column. The table lists several bookings, including 'Joana's Group' and 'Testing'. The left sidebar shows 'The Avenir' dropdown, 'New Group Booking' button, 'Export Group Bookings' and 'Export Report' buttons, 'Filters' section with 'Filter Presets' button, and 'VENUES' section with 'Filter venues shown...' and a list of venues: 'Reception, Tour Desk' and 'Butler Suites (archived)'.

GROUP	NAME	VOYAGE	LOCATION	DAY	VENUE	
Lucas test team 010101010	Joana's Group	COZUMEL 26	Costa Maya	4	Teen Club	<input type="checkbox"/>
(20 reqs hidden)	unsaved changes fix	RIVIERA MAYA 32	Cozumel	3	Boutique	<input type="checkbox"/>
Test - Joana 4875	Testing	RIVIERA MAYA 30	At Sea	2	Comedy Club	<input type="checkbox"/>
(4 reqs hidden)	Testing	COZUMEL 26	Miami	1	Azul Restaurant	<input type="checkbox"/>
		RIVIERA			Azul	<input type="checkbox"/>

7

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

The screenshot displays the 'Lib. Translations' interface. The top navigation bar features a home icon, a groups icon, a calendar icon, a language icon (AR, highlighted with an orange circle), a notification bell with '1', and a user profile 'Admin User'. The main header has 'Lib. Translations' and 'Brand Translations' tabs, with 'Lib. Translations' selected. Below this are 'Events', 'Venues', and 'Content' tabs, with 'Events' selected. A search bar says 'Search...'. The left sidebar shows 'The Avenir' dropdown, 'File Operations' button, 'Filters' section with 'LANGUAGE' filters for 'SPANISH', 'FRENCH', and 'ARABIC', and 'CREATED BETWEEN' date range filters. The main content area shows a list of translations for 'PROPERTY' with 'SAUTOMERGES' and 'Automated \$MERGEV...'. The right sidebar shows a detailed view for 'TITLE (11)' with '\$AUTOMERGE\$' and fields for 'SPANISH (ESPAÑOL) (0)', 'FRENCH (FRANÇAIS) (0)', and 'ARABIC (العربية) (0)'. Below this is a 'DESCRIPTION (32)' field with 'Automated \$MERGEVARS Description'.

8



9



10

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

