Itinerary management - "How to" Guide

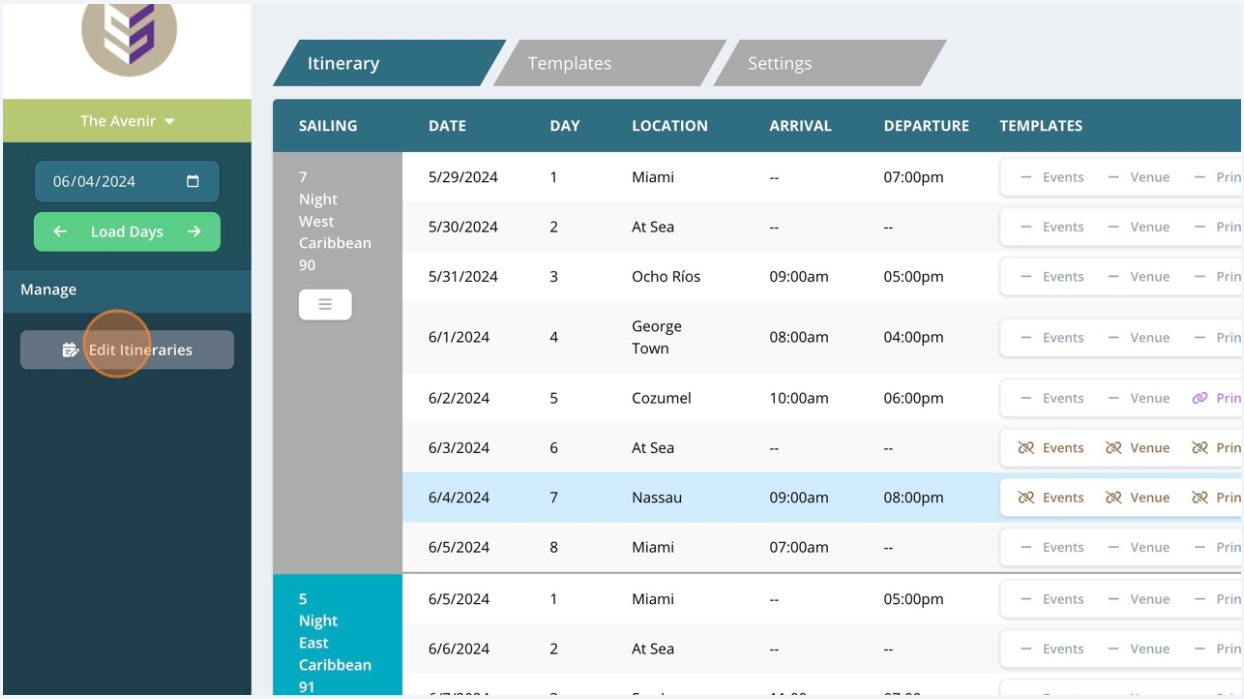
This guide is also available as a video. Click the link below to watch:

scribehow.com/embed-preview/Itinerary_managemen...

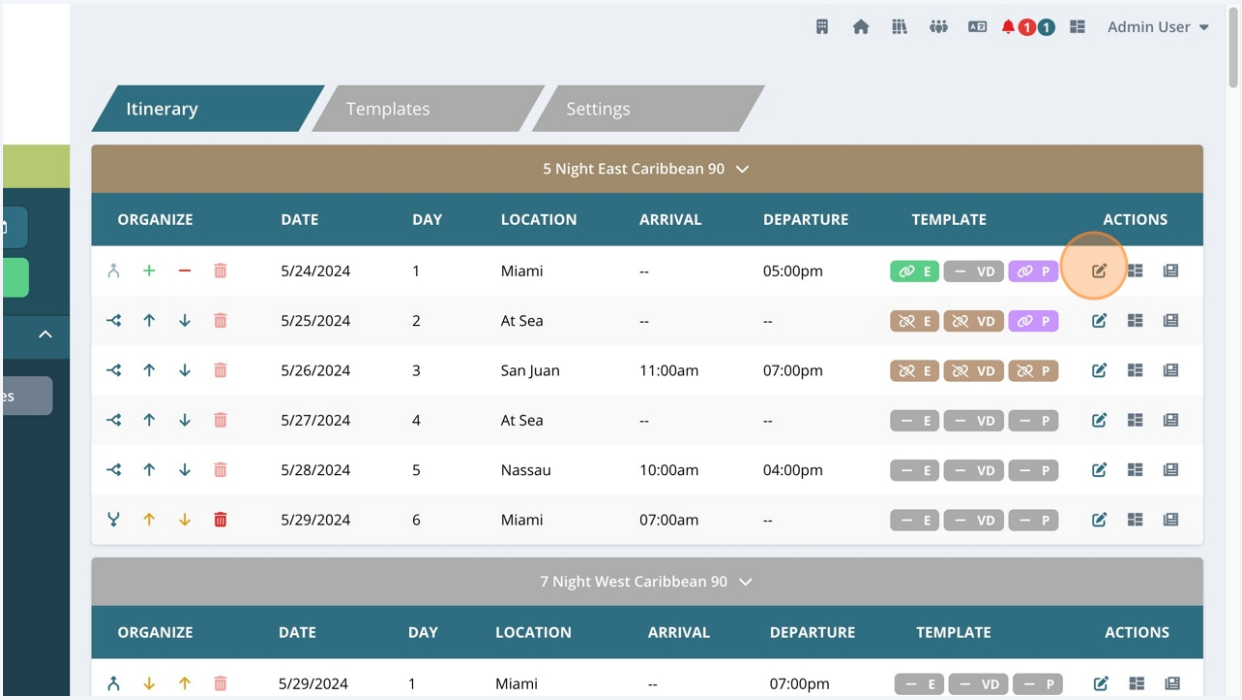
This feature is intended for itinerary adjustments on the fly but not major itinerary deployments. We will still manually load those when they are released.

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

Click "Edit Itineraries"

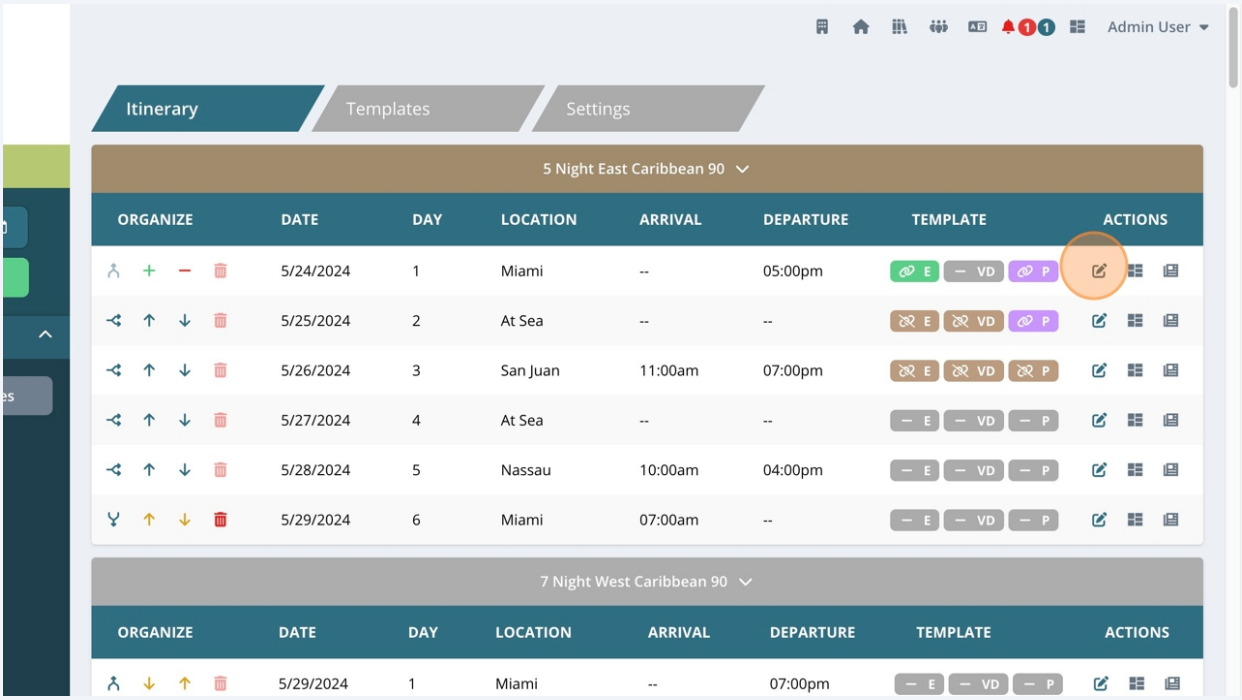


2 This is a summary of a sailing:



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.

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

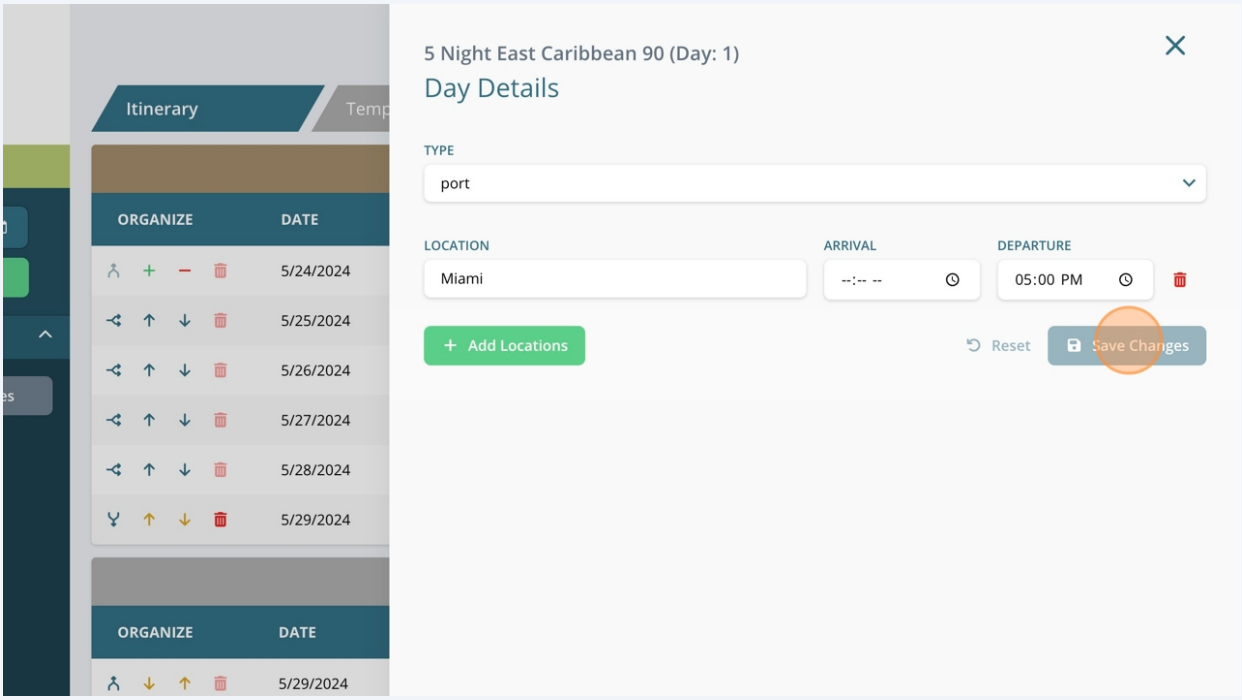


4 You can edit the following:

- 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.)



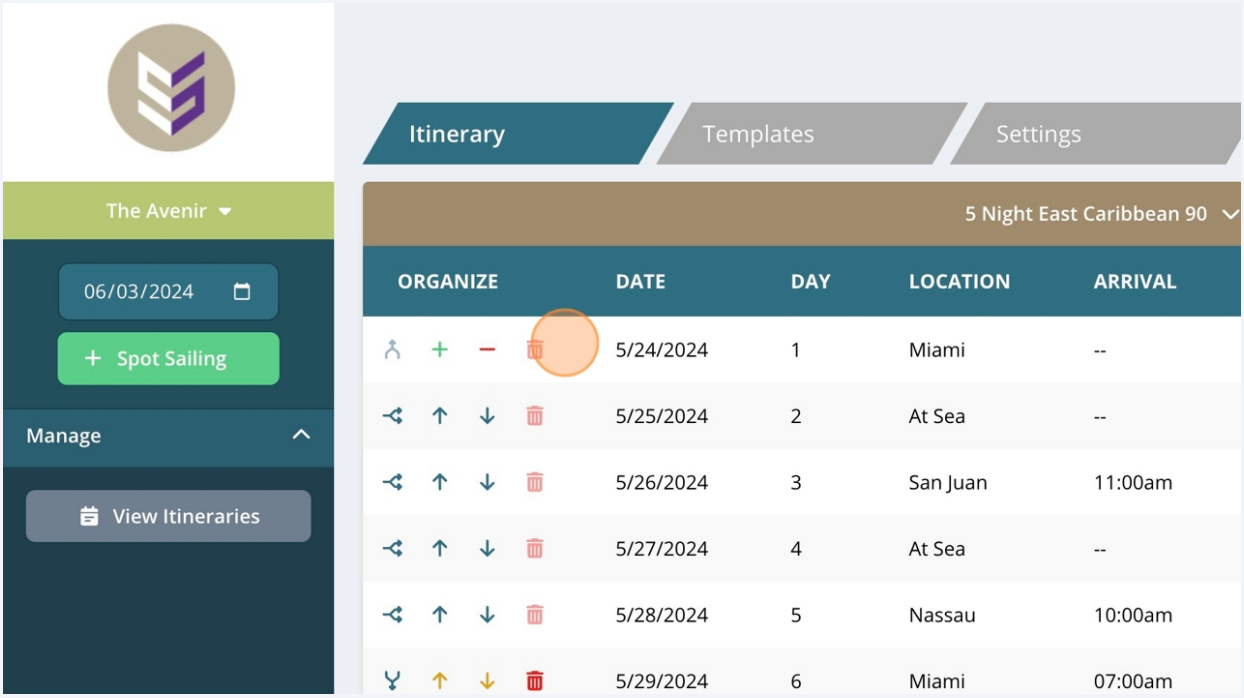
5 Icons under the "Organize" column:

• **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

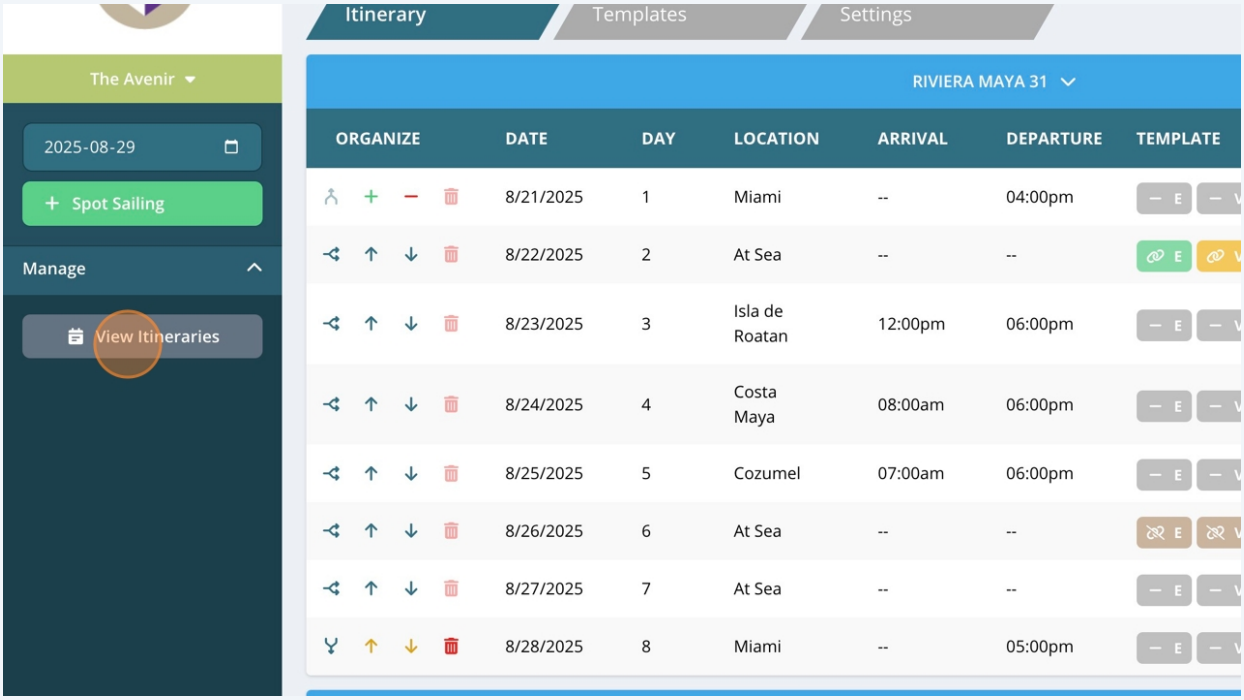
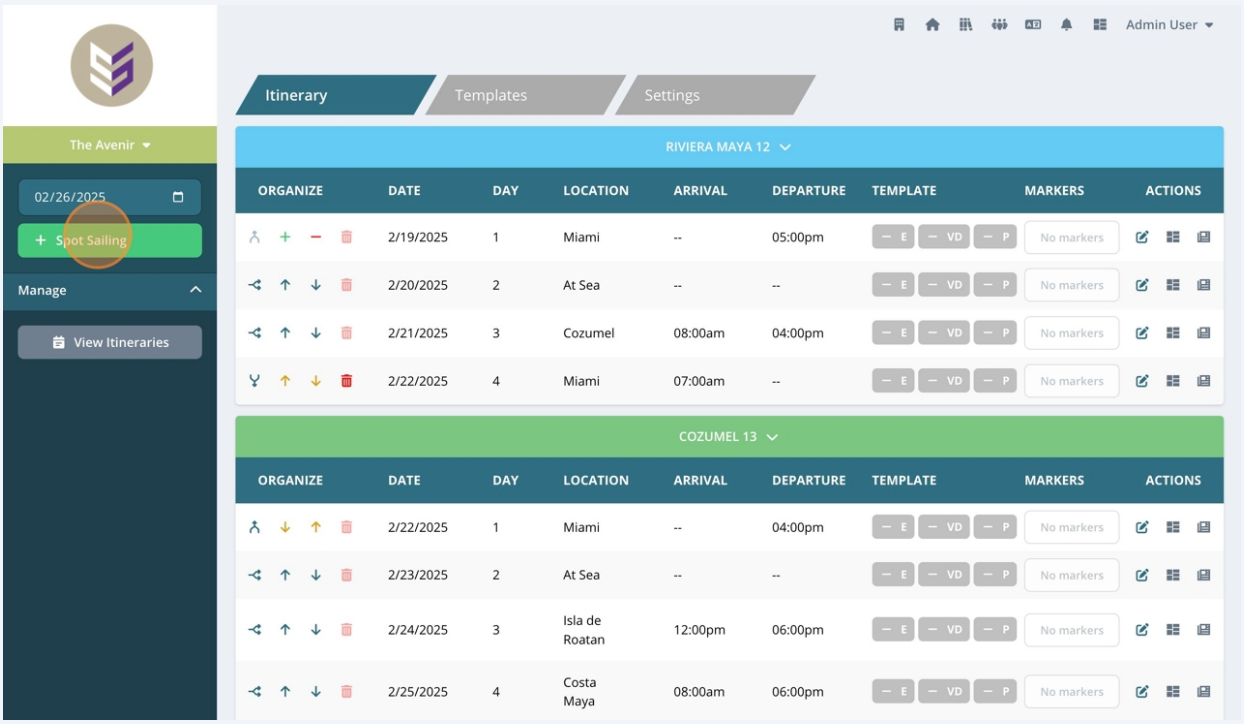
• **Up/down arrow:** used to switch ports around. If for example you go to one port instead of another but will return to the original port, you may want to move a day up or down. This will keep all the event information committed to the day but switch the date so it's happening earlier or later.

• **Garbage icon:** only available for the sailing's last day and it will delete the day completely.



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.

6 Click "View Itineraries" to return the regular itinerary view.



7 The "Spot Sailing" feature is only available to Super Admins, who are typically users from Spark Cooperative. If you need assistance with adding sailings or days in between, kindly reach out to us at support@sparkcooperative.zendesk.com