

How to export the Brand Settings as a CSV file? Scribe

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

[scribehow.com/embed-preview/How to export the B...](https://scribehow.com/embed-preview/How%20to%20export%20the%20B...)

This guide offers a straightforward method for exporting brand settings into a CSV file, which can be easily converted to Excel for further analysis or reporting. By following these simple steps, users can efficiently gather essential data such as venue types, segments, and event highlights, making it a valuable resource for managing brand information.

1 Navigate to GO URL.

Click on the username located in the upper-right corner and then click "About"

The screenshot shows a web application interface. At the top right, there is a user profile dropdown menu for 'Admin User'. The dropdown menu is open, showing options: 'Logout', 'About' (highlighted with an orange circle), 'Help Desk', 'Kafka Logs', and 'System Logs'. Below the menu, there is a table with columns: 'DAY', 'LOCATION', 'ARRIVAL', 'DEPARTURE', and 'TEMPLATES'. The table contains four rows of data. The first row is for 'Miami' with arrival '04:00pm'. The second row is for 'At Sea' with arrival '--'. The third row is for 'Isla de Roatan' with arrival '12:00pm' and departure '06:00pm'. The fourth row is for 'Costa Maya' with arrival '08:00am' and departure '06:00pm'. Each row has a 'TEMPLATES' column with buttons for 'E', 'VD', 'C', and 'P'. The 'About' button in the user menu is highlighted with an orange circle.

DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATES
1	Miami	--	04:00pm	— E — VD —
2	At Sea	--	--	🔗 E 🔗 VD 🔗 C 🔗 P
3	Isla de Roatan	12:00pm	06:00pm	— E — VD — C — P
4	Costa Maya	08:00am	06:00pm	— E — VD — C — P

2 Click "Download Brand settings"

The screenshot shows a sailing itinerary management interface. The left sidebar contains a date selector for '2025-09-01' and a 'Load Days' button. The main area displays a sailing schedule for 'RIVIERA MAYA 31' and 'COZUMEL' with dates from 8/21/2025 to 8/31/2025. A 'Download Brand settings' button is highlighted with an orange circle.

SAILING	DATE
RIVIERA MAYA 31	8/21/2025
	8/22/2025
	8/23/2025
	8/24/2025
	8/25/2025
	8/26/2025
	8/27/2025
	8/28/2025
RIVIERA MAYA 31	8/28/2025
	8/29/2025
	8/30/2025
COZUMEL	8/31/2025

GO Version: v1.21.0-203-g72f8c75

Enabled Plugins: ddp, navegante, signage, embed, export, sync, naveganteboards

DDP: <http://gostaging.sparkcooperative.com/api/v1/ext/ddp/59734f9ebfb4d542d045a447#events>

Mobile: <http://gostaging.sparkcooperative.com/api/v1/ext/navegante/59734f9ebfb4d542d045a447/view/lineup>

Signage: <http://gostaging.sparkcooperative.com/signage>

Web Widget: <http://gostaging.sparkcooperative.com/widget>

GO Boards: <http://gostaging.sparkcooperative.com/boards>

Download Brand settings

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The Brand Settings file (CSV) includes the following data:

- Venue Types Id
- Venue Types Name
- Segments Id
- Segments Name
- Levels Id
- Levels Name
- Attributes Id
- Attributes Name
- Group Types Id
- Group Types Name
- Meal Periods Id
- Meal Periods Name
- Event Highlights Id
- Event Highlights Name
- Day Themes Id
- Day Themes Name
- Image Types Id
- Image Types Name
- Additional Instance Details Id
- Additional Instance Details Label
- Additional Instance Details Value