

How to export the Brand Settings as a CSV file?

Scribe

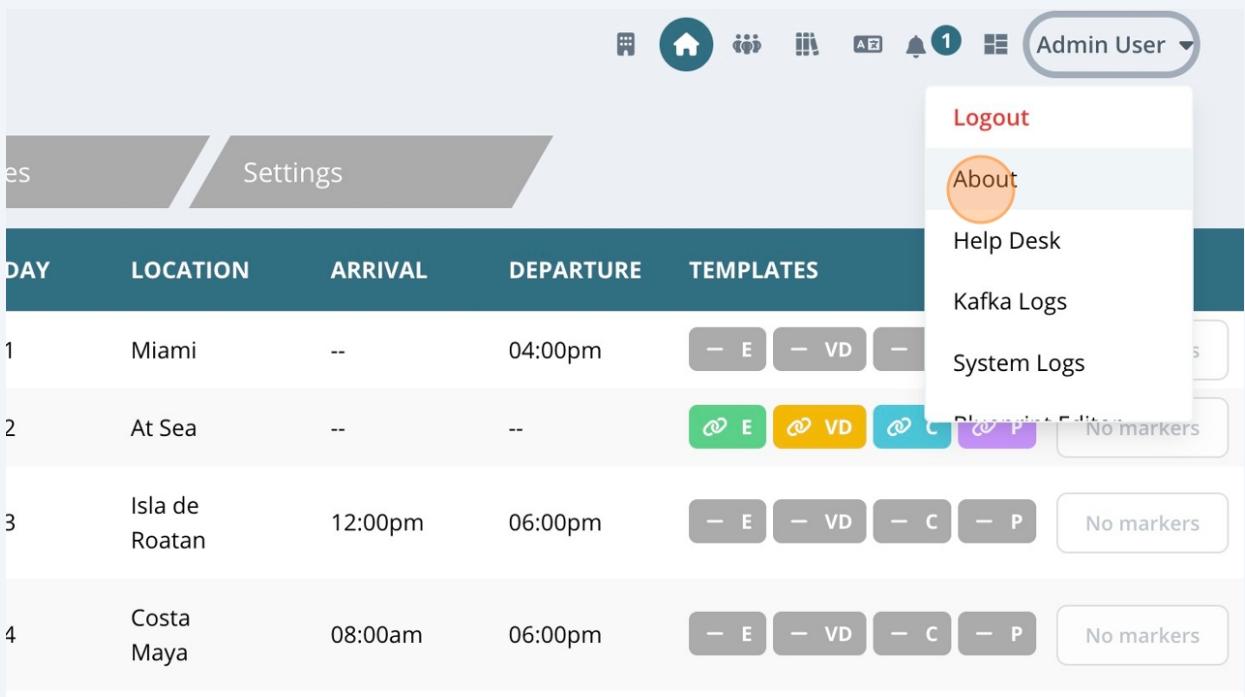
This guide is also available as a video. Click the link below to watch:

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

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"

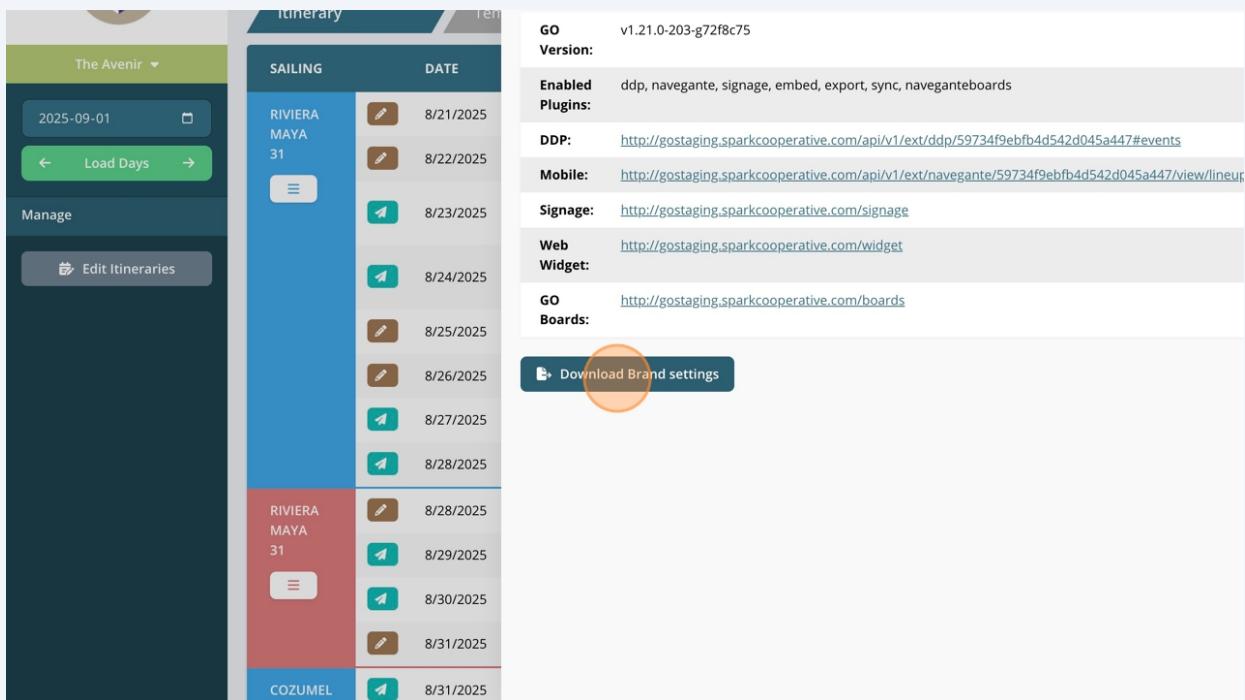


The screenshot shows the GO application's interface. At the top, there is a navigation bar with icons for Home, Settings, and Admin User (which is currently selected). Below the navigation bar is a table with four rows, each representing a day of a trip. The columns are labeled DAY, LOCATION, ARRIVAL, DEPARTURE, and TEMPLATES. The first row (Day 1) shows Miami as the location, with arrival at 04:00pm and departure at 06:00pm. The second row (Day 2) shows At Sea as the location, with both arrival and departure times as "--". The third row (Day 3) shows Isla de Roatan as the location, with arrival at 12:00pm and departure at 06:00pm. The fourth row (Day 4) shows Costa Maya as the location, with arrival at 08:00am and departure at 06:00pm. Each row has a set of buttons in the TEMPLATES column. To the right of the table, a sidebar is open, showing a list of options: Logout, About (which is highlighted with an orange circle), Help Desk, Kafka Logs, System Logs, and a section for markers. The 'About' option is the second item in the list.

| 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 |

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Click "Download Brand settings"



The screenshot shows the 'Itinerary' section of a software interface. On the left, there's a sidebar with 'The Avenir' dropdown, a date selector for '2025-09-01', a 'Load Days' button, a 'Manage' button, and an 'Edit Itineraries' button. The main area is titled 'Itinerary' and shows a table of sailings. The table has 'SAILING' and 'DATE' columns. The first section, 'RIVIERA MAYA', spans from 8/21/2025 to 8/28/2025. The second section, 'RIVIERA MAYA', spans from 8/28/2025 to 8/31/2025. The final section, 'COZUMEL', is shown for 8/31/2025. To the right of the table is a 'Ten' dropdown. Below the table is a sidebar with 'GO Version: v1.21.0-203-g72f8c75' and 'Enabled Plugins: ddp, navegante, signage, embed, export, sync, naveganteboards'. It also lists 'DDP', 'Mobile', 'Signage', 'Web Widget', and 'GO Boards' with their respective URLs. At the bottom right of the sidebar is a dark blue button with white text that says 'Download Brand settings', which is circled in red.

| 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 8/31/2025 |
| 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