

Property Settings - "How to" Guide

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

scribehow.com/embed-preview/Property_Settings_...

This guide is essential for Property Users and provides a step-by-step to effectively update and manage your property settings, ensuring that your information remains current and accurate. By following the instructions, you can easily modify key details such as the property name, description, and location, as well as customize the hour format and venue order for improved user experience.

- 1 Navigate to GO URL and open the Home Page.

Select the property for which you'd like to update the settings.

Itinerary	Templates	Settings			
SAILING	DATE	DAY	LOCATION	ARRIVAL	DEPARTU
COZUMEL 08	1/3/2025	1	Miami	--	16:00
	1/4/2025	2	At Sea	--	--
	1/5/2025	3	Isla de Roatan	12:00	18:00
	1/6/2025	4	Costa Maya	08:00	18:00
	1/7/2025	5	Cozumel	07:00	18:00
	1/8/2025	6	At Sea	--	--

2 Click "Settings"

The screenshot shows a web application interface. At the top, there is a navigation bar with several icons. Below the navigation bar, there are two tabs: 'Templates' and 'Settings'. The 'Settings' tab is highlighted with an orange circle. Below the tabs, there is a table with the following columns: DATE, DAY, LOCATION, ARRIVAL, DEPARTURE, TEMPLATES, and MARKED. The table contains 6 rows of data.

DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATES	MARKED
12/24/2024	1	Miami	--	16:00	— Events — Venue — Print	No m
12/25/2024	2	At Sea	--	--	— Events — Venue — Print	No m
12/26/2024	3	Isla de Roatan	12:00	18:00	— Events — Venue — Print	No m
12/27/2024	4	Costa Maya	08:00	18:00	🗑 Events — Venue — Print	No m
12/28/2024	5	Cozumel	07:00	18:00	🗑 Events 🗑 Venue 🗑 Print	No m
12/29/2024	6	At Sea	--	--	🗑 Events — Venue — Print	No m

3

Under the "**Property Details**" you can update the following:

- **Property Name:** Easily modify the name of your property whenever necessary.
- **Description:** Adjust the property description to ensure it stays relevant and accurate.
- **Location:** Update the property location details to keep them current.
- **Hour Format:** While the default setting is based on the Brand Settings, you can customize the hour format at the property level, choosing between a 12-hour or 24-hour format to best suit your needs. This format applies to the Daily Program venue hours and events lineup.
- **Venue Order:** Arrange the order of venues in the Canvas display view for better organization and user experience.
- **Archive Property:** You have the ability to archive a property.

The screenshot shows a web application interface for managing property details. At the top, there are three tabs: "Itinerary", "Templates", and "Settings". The "Settings" tab is currently selected. Below the tabs, there is a sidebar with two options: "Property Details" (selected) and "Digital Daily Program". The main content area displays the "Property Details" form. It includes a "NAME" field with a red asterisk and an orange circle, containing the text "The Avenir". Below this is a "DESCRIPTION" field with the text "Adventure, explore and express your free spirit on a vacation that will be tailor-made w". Further down is a "LOCATION" field containing "Miami, FL". At the bottom is an "HOUR FORMAT" field containing "24". In the top right corner of the application, there are several icons: a calendar, a home icon, a list icon, a group of people icon, and a user profile icon.

- 4 Click **"Save Changes"** at the bottom after making any updates or adjustments.

Miami, FL

HOUR FORMAT

12

VENUE ORDER

↓ Auto Fix Order ↓ Auto Fix Order (Padded)

1	(archived)	21	Lounge
2	(archived)	22	Library
3	Automation Venue - Library Admin (archived)	23	Pool
4	Automation Venue - Library Admin (archived)	24	Guest Services
5	Automation Venue - Library Admin (archived)	25	Café
		26	Casino

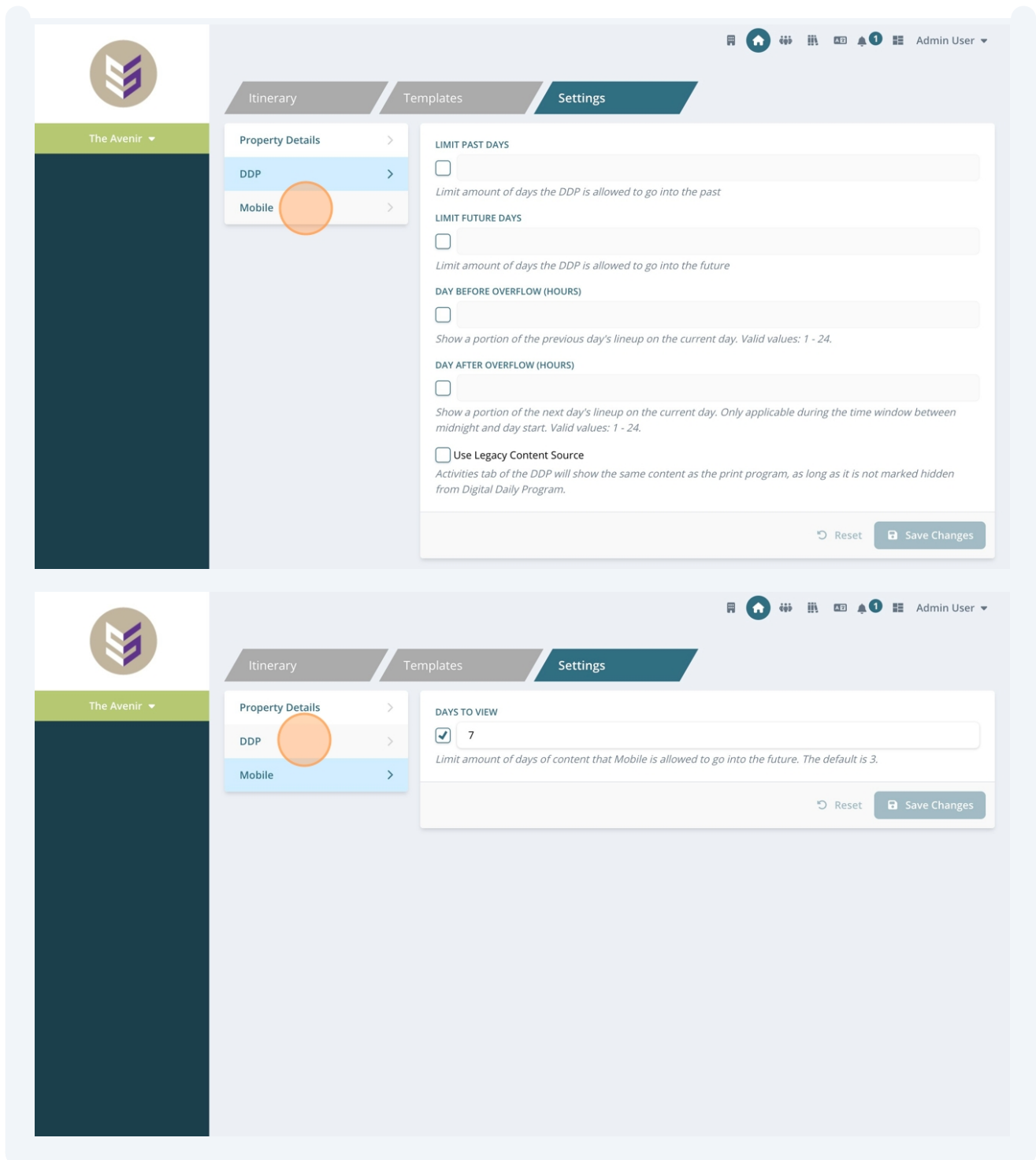
Archive Property Reset Save Changes

- 5 Under **"DDP"** you can update the following:

- **Limit Past Days:** Limit the amount of days the DDP is allowed to go into the past.
- **Limit Future Days:** Limit the amount of days the DDP can go into the future.
- **Days Before and After Overflow (Hours) :** Show a portion of the previous and next day's lineup on the current day.
- **Use Legacy Content Source:** Activities tab of the DDP will show the same content as the print program, as long as it is not marked hidden from the Digital Daily Program.

Under **"MOBILE"** you can update the following:

- **Days to View:** Limit amount of days of content that Mobile is allowed to go into in the future.



Alert! Remember to "Save Changes" when updates are completed.