

Property Settings - "How to" Guide



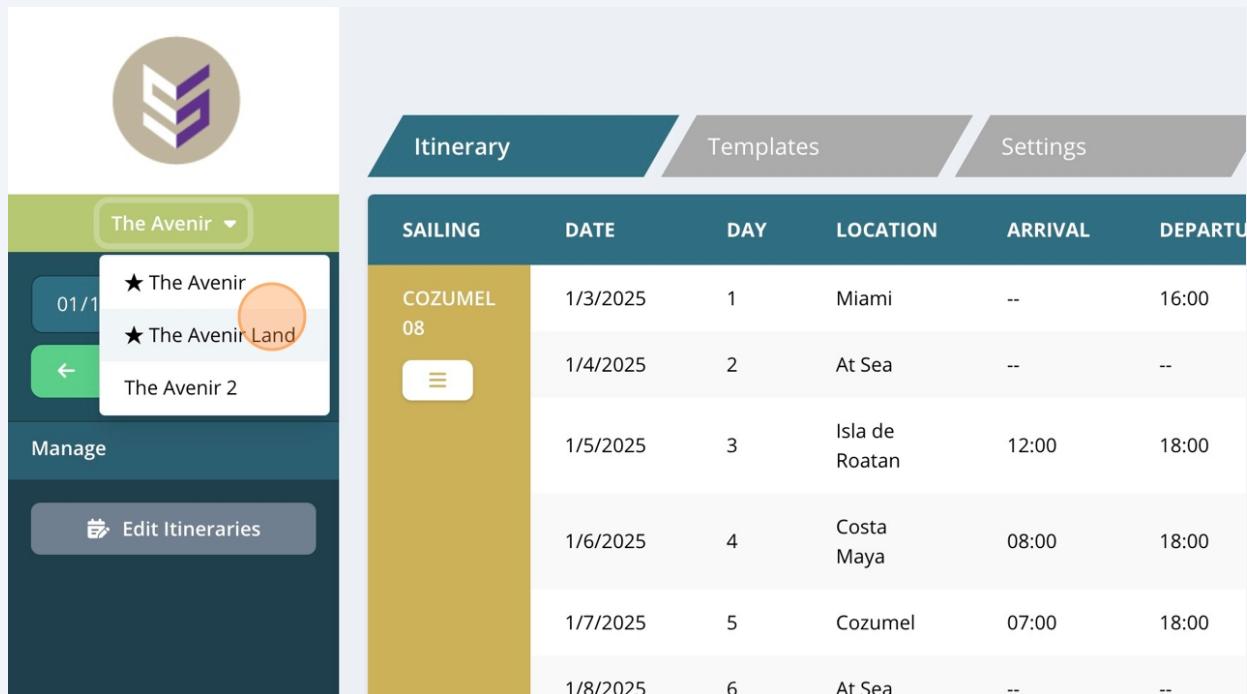
This guide is also available as a video. Click the link below to watch:

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.



The screenshot shows the Scribe GO software interface. On the left, there is a sidebar with a logo, a dropdown menu for 'The Avenir', and buttons for 'Manage' and 'Edit Itineraries'. The main area has three tabs: 'Itinerary' (which is active and highlighted in teal), 'Templates', and 'Settings'. The 'Itinerary' tab displays a table of sailing trips:

SAILING	DATE	DAY	LOCATION	ARRIVAL	DEPARTURE
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"

DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATES	MARK
12/24/2024	1	Miami	--	16:00	<input type="button" value="— Events"/> <input type="button" value="— Venue"/> <input type="button" value="— Print"/>	<input type="button" value="No m"/>
12/25/2024	2	At Sea	--	--	<input type="button" value="— Events"/> <input type="button" value="— Venue"/> <input type="button" value="— Print"/>	<input type="button" value="No m"/>
12/26/2024	3	Isla de Roatan	12:00	18:00	<input type="button" value="— Events"/> <input type="button" value="— Venue"/> <input type="button" value="— Print"/>	<input type="button" value="No m"/>
12/27/2024	4	Costa Maya	08:00	18:00	<input type="button" value="🔗 Events"/> <input type="button" value="— Venue"/> <input type="button" value="— Print"/>	<input type="button" value="No m"/>
12/28/2024	5	Cozumel	07:00	18:00	<input type="button" value="🔗 Events"/> <input type="button" value="🔗 Venue"/> <input type="button" value="🔗 Print"/>	<input type="button" value="No m"/>
12/29/2024	6	At Sea	--	--	<input type="button" value="🔗 Events"/> <input type="button" value="— Venue"/> <input type="button" value="— Print"/>	<input type="button" value="No m"/>

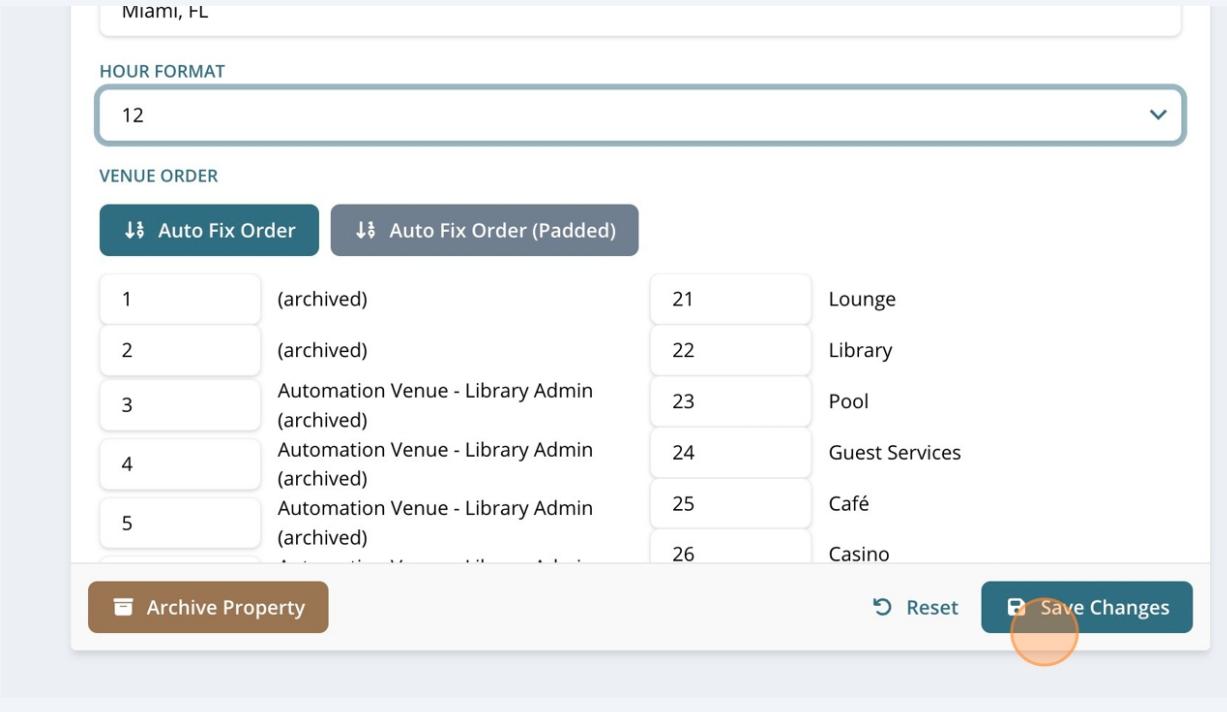
3

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 software interface for managing property details. At the top, there are navigation icons: a phone, a house (highlighted in blue), a book, a gear, and a search bar. Below the icons, a navigation bar has three tabs: 'Itinerary' (grey), 'Templates' (grey), and 'Settings' (dark blue, indicating it is the active tab). Under the 'Settings' tab, there are two main sections: 'Property Details' and 'Digital Daily Program'. The 'Property Details' section is expanded, showing fields for 'NAME' (containing 'The Avenir'), 'DESCRIPTION' (containing 'Adventure, explore and express your free spirit on a vacation that will be tailor-made w'), 'LOCATION' (containing 'Miami, FL'), and 'HOUR FORMAT' (containing '24'). The 'Digital Daily Program' section is collapsed, showing a right-pointing arrow.

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.

The Avenir ▾

Itinerary Templates **Settings**

Property Details >

DDP > **Mobile** **Mobile**

LIMIT PAST DAYS
 Limit amount of days the DDP is allowed to go into the past

LIMIT FUTURE DAYS
 Limit amount of days the DDP is allowed to go into the future

DAY BEFORE OVERFLOW (HOURS)
 Show a portion of the previous day's lineup on the current day. Valid values: 1 - 24.

DAY AFTER OVERFLOW (HOURS)
 Show a portion of the next day's lineup on the current day. Only applicable during the time window between midnight and day start. Valid values: 1 - 24.

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 Digital Daily Program.

Reset Save Changes

The Avenir ▾

Itinerary Templates **Settings**

Property Details >

DDP > **Mobile** **Mobile**

DAYS TO VIEW
 7
Limit amount of days of content that Mobile is allowed to go into the future. The default is 3.

Reset Save Changes



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