

Property Settings - "How to" Guide

This guide is essential for Property Admins 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.

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

The screenshot shows a user interface for property management. On the left, a sidebar contains a logo, a dropdown menu for 'The Avenir', and a button labeled 'Edit Itineraries'. The main content area has three tabs: 'Itinerary', 'Templates', and 'Settings'. Below the tabs is a table with the following data:

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	--	--

3 Click "Settings"

The screenshot shows a web application interface. At the top right, there is a navigation bar with several icons: a home icon, a list icon, a group icon, a calendar icon, a notification bell, and a settings icon. Below this, there is a horizontal navigation menu with two items: 'Templates' and 'Settings'. The 'Settings' item is highlighted with an orange circle. Below the navigation menu is a table with the following columns: DATE, DAY, LOCATION, ARRIVAL, DEPARTURE, TEMPLATES, and MARKETS. The table contains six rows of data, each representing a day of an event. The 'TEMPLATES' column contains buttons for 'Events', 'Venue', and 'Print'. The 'MARKETS' column contains a button labeled 'No m'.

DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATES	MARKETS
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

4 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.
- **Venue Order:** Arrange the order of venues in the Canvas display view for better organization and user experience.

The screenshot shows a web application interface with a top navigation bar containing icons for a menu, home, list, and user. Below the navigation bar are three tabs: "Itinerary", "Templates", and "Settings". The "Settings" tab is active. On the left side of the "Settings" tab, there is a sidebar menu with two items: "Property Details" (highlighted in blue) and "Digital Daily Program". The main content area of the "Settings" tab is a form with the following fields:

- NAME ***: A text input field containing "The Avenir".
- DESCRIPTION**: A text area containing "Adventure, explore and express your free spirit on a vacation that will be tailor-made w".
- LOCATION**: A text input field containing "Miami, FL".
- HOUR FORMAT**: A text input field containing "24".

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

Miami, FL

HOUR FORMAT

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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