

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 section with the text "Admin User" and a dropdown arrow. A dropdown menu is open, showing options: "Logout", "About", "Help Desk", "Kafka Logs", and "System Logs". The "About" option is highlighted with an orange circle. Below the user menu, there is a table with the following columns: "DAY", "LOCATION", "ARRIVAL", "DEPARTURE", and "TEMPLATES". The table contains four rows of data:

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

Below the table, there are buttons for "No markers" and "No markers" on the right side.

2 Click "Download Brand settings"

The screenshot shows a sailing itinerary management interface. The left sidebar displays 'The Avenir' and a date selector for '2025-09-01'. The main area shows a sailing schedule for 'RIVIERA MAYA 31' and 'COZUMEL' with dates from 8/21/2025 to 8/31/2025. The right panel displays brand settings for 'GO Version: v1.21.0-203-g72f8c75'. 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