

Goad Portal Crib Sheet

Changing a fascia name



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Level 2/3 users can edit the fascia name for an outlet stored as part of an organisation or personal plan. Fascia name is not the only outlet detail that can be changed; any of the following may be edited:

- Fascia
- Fascia Master
- Secondary Activity
- Category
- Activity
- Primary Activity
- Holding Company
- Use Class

Step 1 – Select the outlet(s)

Using one or more of the selection tools, select the outlet(s) for which you want to edit the fascia name.

Step 2 – Change the fascia name

1. Click  in the **Tools** panel to the left of the plan to display the selection table.
2. Double click on the fascia name you want to edit.
3. Make the changes required. You can use the special character # to specify the position of a carriage return.



Fascia	Activity	Fascia Master	Holding Company	Category	Use Class	Misc Text
MY NAME HERE	LADIES WEAR	KAREN MILLEN	KAREN MILLEN FASHIONS	LADIES WEAR &	A1	
VIVELLA	LADIES WEAR	VIVELLA	AUSTIN REED	LADIES WEAR &	A1	
OFFICE ANGELS	ENT TO EMP AGY	OFFICE ANGELS	ADECCO GROUP	EMPLOYMENT &	A2	
STUART THEXTON	JEWELLER	STUART THEXTON		JEWELLERY, WAT	A1	
CASTLE	ART GAL (RET)	CASTLE GALLERIES	CASTLE GALLERIES	ART & ART DEAL	A1	
YORKSHIRE BANK		YORKSHIRE BANK	NATIONAL AUSTRALIA BAI	RETAIL BANKS	A2	

4. Click **Update**.

Note: Changes made to the selection table will be apparent if you hover over a selected outlet to display the information for that outlet. However, any changes will be lost if you close the plan without saving it first.

Step 3 – Save the plan

1. Either

Click **Save Plan** in the **Save & Downloads** panel to the left of the plan to save the plan by overwriting the existing copy.

Or

Click **Save as Personal** in the **Save & Downloads** panel to the left of the plan to save the plan as a new personal plan version.

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