

## GoGuide Workflow: How to Assign Assets to Bookings

Assigning assets ensures your trips are fully set up for success—whether it's tracking river sections or managing specific equipment. Here's how to get it done smoothly!

### **Step 1: Confirm the Booking**

Before assigning assets, make sure the trip is:


- **Fully confirmed** and listed on the calendar or bookings tab.

 **Why?** Assets tie directly to confirmed bookings for accuracy in location and reporting.

### **Step 2: Access the Asset Assignment Options**

In the confirmed booking:

- Scroll to the **Assets** section
- Choose:
  - **Assign Asset**, or
  - **Reschedule Trip** (located on the far right hand side of the booking)

 **Heads Up:** All updates in GoGuide run through the **Reschedule Flow**. This keeps everything cohesive and ensures all changes are tracked properly.

### **Step 3: Open the Resources Tab**

Once you're in the Reschedule Flow:

- Select the **Resources tab** on the left-hand side.
- Here's where you assign your asset (e.g., a **River Section**).

## Step 4: Select the Asset

- Browse from:
  - **Supported Assets:** These are pre-linked to your specific listings and bookings.
  - **Unsupported Assets:** Assets linked to other listings (if needed).

Example: For a **private water trip**, choose the desired **river section** that matches your future trip location.

## Step 5: Finalize and Save

- After selecting your asset, click **Continue** (bottom right).
- On the final screen:
  - **If you want to notify the customer:**  
Select the email/notification from the dropdown.
  - **If you don't want to notify the customer:**  
**Leave the dropdown blank** and press **Reschedule**.

## Why This Matters

- ✓ Keeps your team organized
- ✓ Ensures accurate asset tracking
- ✓ Seamless integration with reporting tools