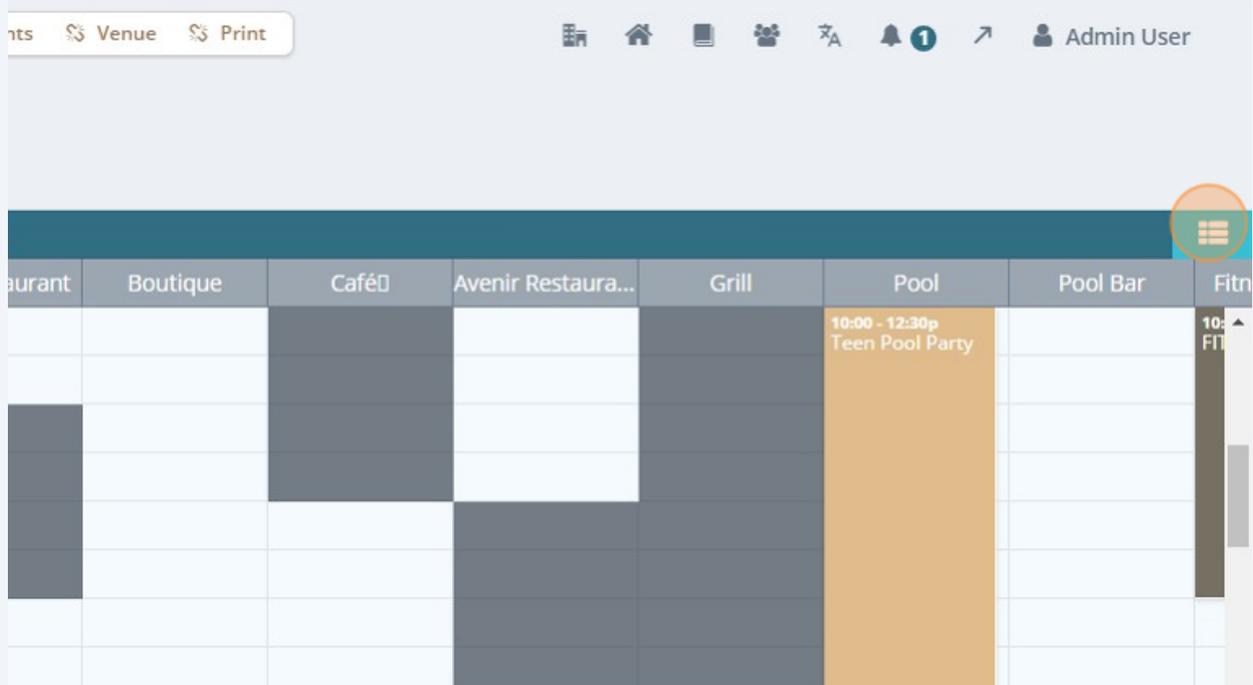


# GO by Spark - How to edit and delete events on the canvas?

The Canvas is an Interactive and Collaborative Modeling Tool that enables teams to plan, analyze, and manipulate the ideal guest experience. Use this feature to create the ideal day including adding hours of operations, daily events, and staff.

1 Navigate to your GO Software URL and open the Canvas (Daily Planner).

2 To edit or delete, simply double-click the event itself from the canvas or, click on the "3 lines" icon on the upper right section.



**3** To finalize and save the changes, click "Submit".

Begin/End Time	Function	
<input type="text" value="12:05pm to 12:30pm"/>	<input type="text"/>	<input type="button" value="Copy"/> <input type="button" value="Delete"/>
<input type="text" value="12:30pm to 2:30pm"/>	<input type="text"/>	<input type="button" value="Copy"/> <input type="button" value="Delete"/>
<input type="text" value="1:45pm to 2:55pm"/>	<input type="text"/>	<input type="button" value="Copy"/> <input type="button" value="Delete"/>

Save changes for:  This Occurrence Only  
 All Occurrences