

How to add hours of operation on the canvas & meal periods on the canvas?

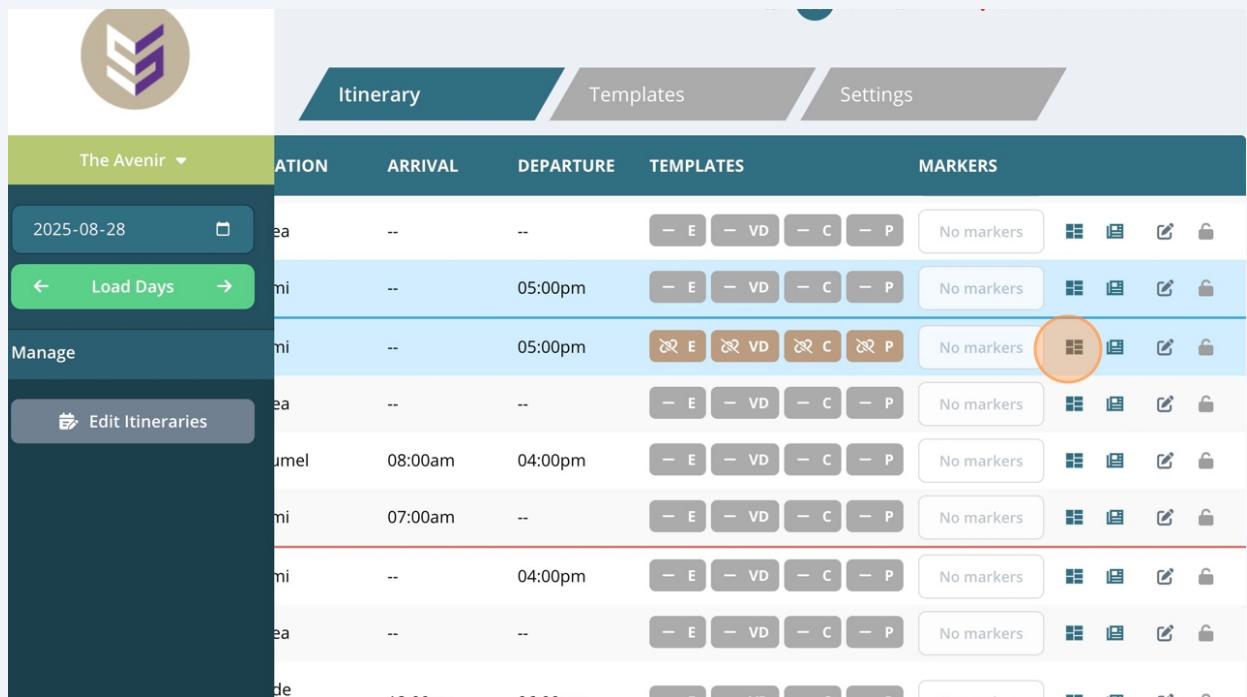
This guide is also available as a video. Click the link below to watch:

scribehow.com/embed-preview/How_to_add_hours_of...

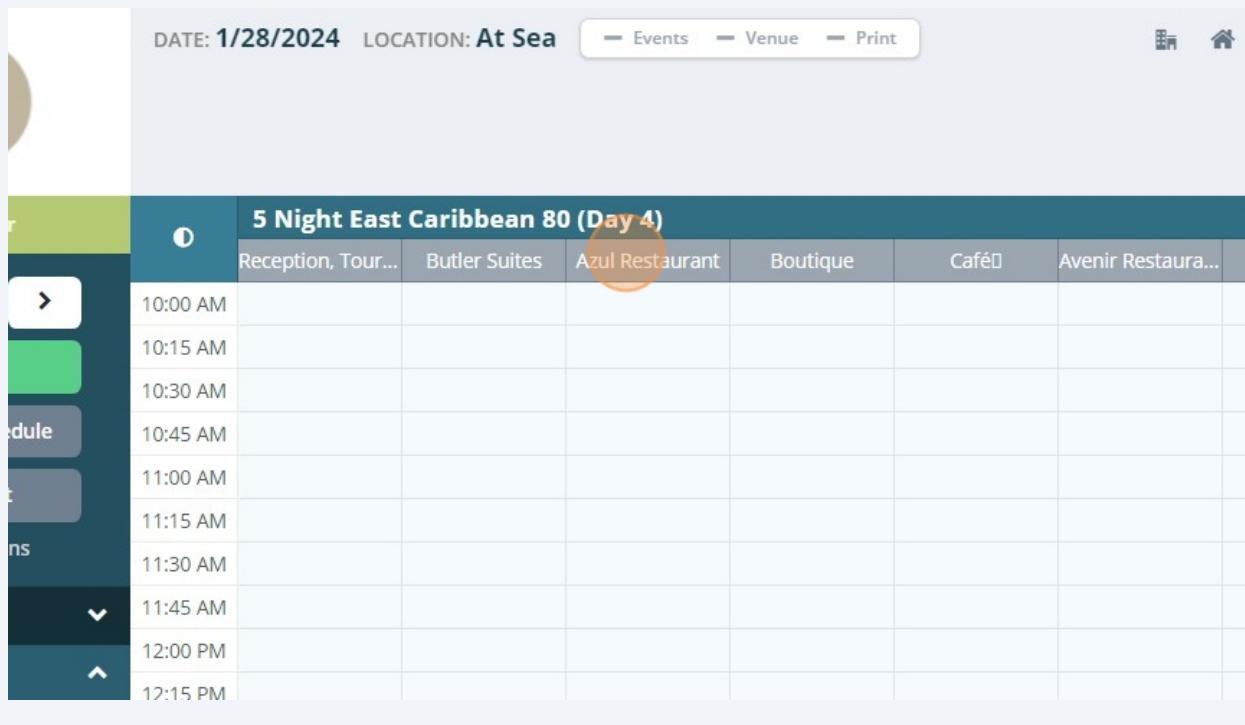
The Canvas is an Interactive and Collaborative Modeling Tool that enables teams to plan, analyze, and manipulate the ideal guest experience. Use this feature to add hours of operation and meal periods on the canvas.

- 1 Navigate to your GO Software URL and open the "Home page".

- 2 In the Itinerary List, select a date and click on the Canvas icon.

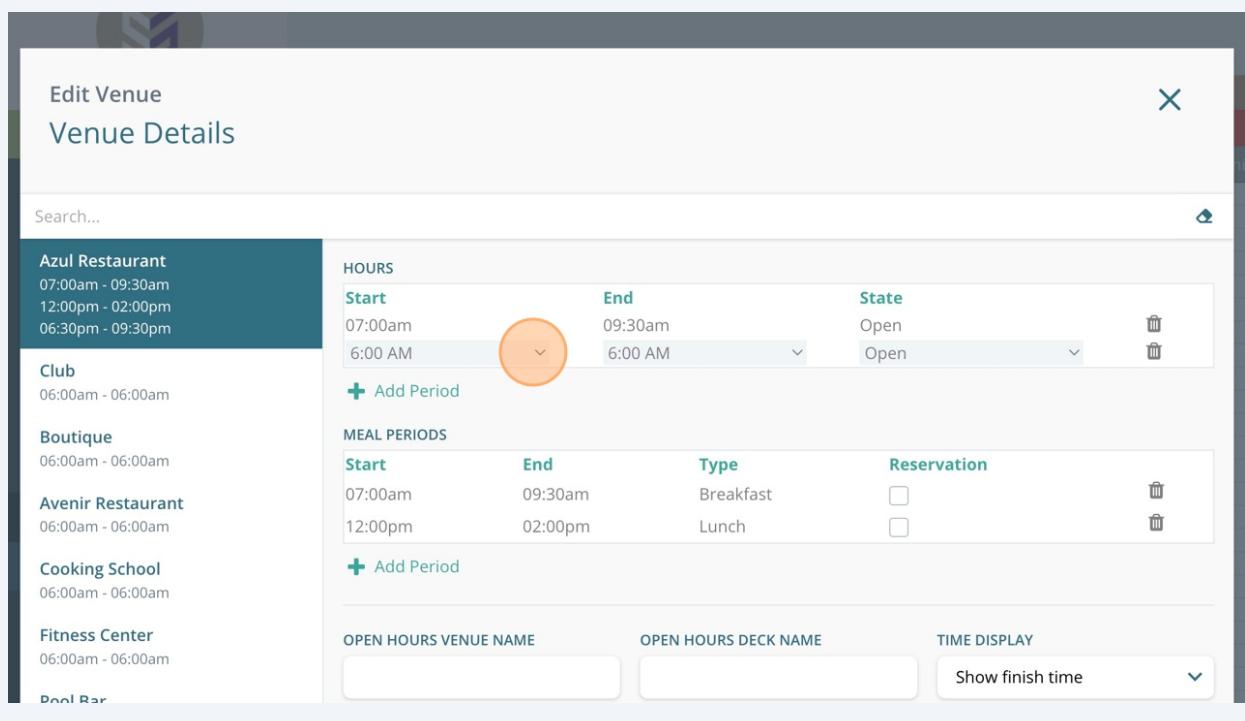


3 On the upper section, click on the venue name to add hours of operation.



The screenshot shows a software interface for managing a cruise ship's schedule. At the top, it displays the date (1/28/2024) and location (At Sea). Below this is a grid titled "5 Night East Caribbean 80 (Day 4)". The grid has columns for "Reception, Tour..." and several other venues: Butler Suites, Azul Restaurant, Boutique, Café, and Avenir Restaurant. The "Azul Restaurant" column is highlighted with a red circle. The grid rows represent time intervals from 10:00 AM to 12:15 PM. The left sidebar has a vertical menu with items like "Schedule", "Cruises", and "Events".

4 Select and modify the hours of operation by clicking on the drop-down "Start" & "End" time.



The screenshot shows the "Edit Venue" dialog box for the "Azul Restaurant". The left sidebar lists other venues: Club, Boutique, Avenir Restaurant, Cooking School, Fitness Center, and Pool Bar. The main area shows "Venue Details" with a search bar. The "Hours" section displays a table with a row for "07:00am - 09:30am". The "Meal Periods" section displays a table with rows for "Breakfast" (07:00am - 09:30am) and "Lunch" (12:00pm - 02:00pm). The "Start" and "End" time dropdowns in the meal periods are highlighted with red circles. There are also "Add Period" buttons for both sections.

5 Click "Add Period" to add multiple opening hours to a day.

Azul Restaurant
07:00am - 09:30am
12:00pm - 02:00pm
06:30pm - 09:30pm

Club
06:00am - 06:00am

Boutique
06:00am - 06:00am

Avenir Restaurant
06:00am - 06:00am

Cooking School
06:00am - 06:00am

Fitness Center
06:00am - 06:00am

Pool Bar
06:00am - 06:00am

Start	End	State
07:00am	09:30am	Open
6:00 AM	6:00 AM	Open

+ Add Period

Start	End	Type	Reservation
07:00am	09:30am	Breakfast	<input type="checkbox"/>
12:00pm	02:00pm	Lunch	<input type="checkbox"/>

+ Add Period

OPEN HOURS VENUE NAME OPEN HOURS DECK NAME TIME DISPLAY
Show finish time

Dynamic Venue

6 To delete hours of operation click on the "Garbage Can" icon.

Azul Restaurant
07:00am - 09:30am
12:00pm - 02:00pm
06:30pm - 09:30pm

Club
06:00am - 06:00am

Boutique
06:00am - 06:00am

Avenir Restaurant
06:00am - 06:00am

Cooking School
06:00am - 06:00am

Fitness Center
06:00am - 06:00am

Pool Bar

Start	End	State
07:00am	09:30am	Open
6:00am	6:00am	Open

+ Add Period

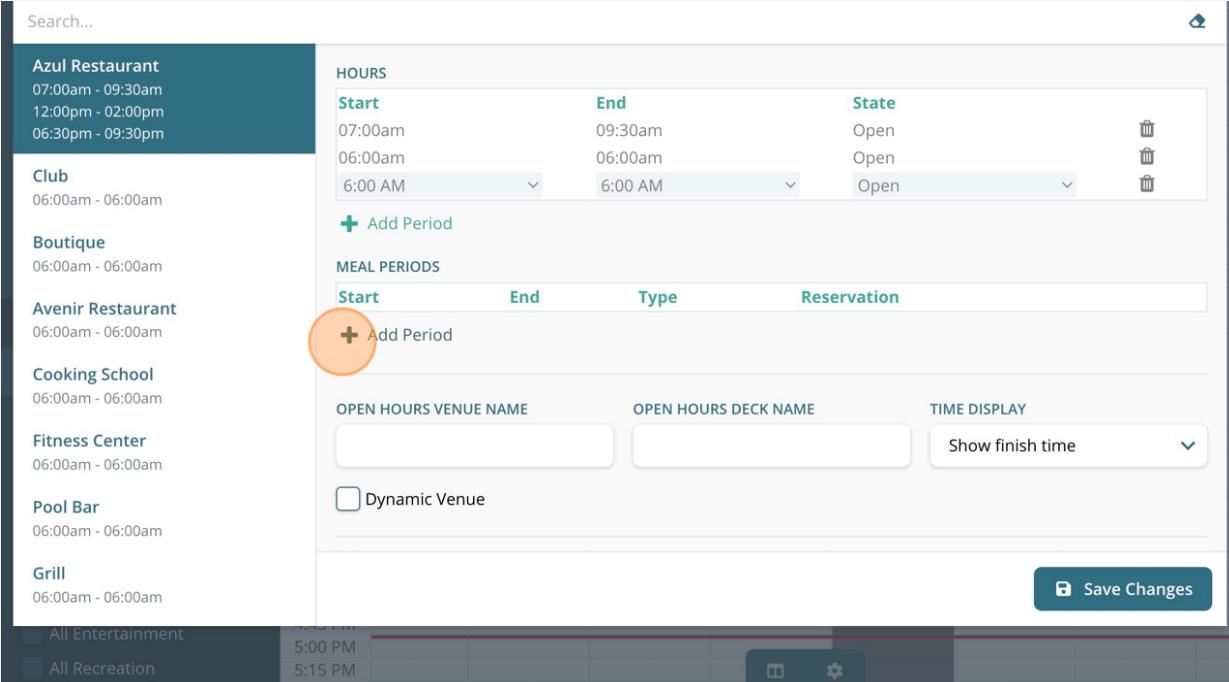
Start	End	Type	Reservation
6:00 AM	6:00 AM	Breakfast	<input type="checkbox"/>

+ Add Period

OPEN HOURS VENUE NAME OPEN HOURS DECK NAME TIME DISPLAY
Show finish time

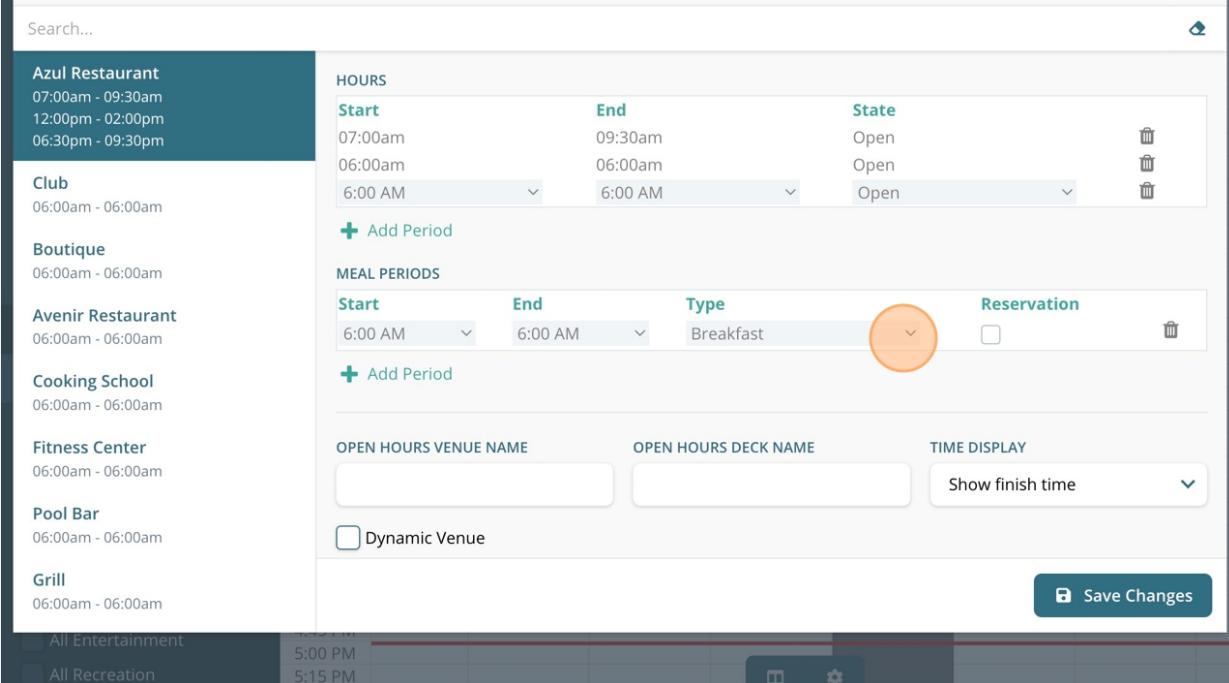
Dynamic Venue

7 To add Meal Periods, click on "Add Period".



The screenshot shows the 'Open Hours' configuration page. On the left, a sidebar lists various locations with their operating hours: Azul Restaurant (07:00am - 09:30am, 12:00pm - 02:00pm, 06:30pm - 09:30pm), Club (06:00am - 06:00am), Boutique (06:00am - 06:00am), Avenir Restaurant (06:00am - 06:00am), Cooking School (06:00am - 06:00am), Fitness Center (06:00am - 06:00am), Pool Bar (06:00am - 06:00am), and Grill (06:00am - 06:00am). The main area is titled 'HOURS' and shows a table with columns 'Start', 'End', and 'State'. The 'Start' and 'End' columns have dropdown menus. The 'State' column has a dropdown menu with 'Open' selected. There are three trash can icons in the 'State' column. Below this is a section titled 'MEAL PERIODS' with a table having columns 'Start', 'End', 'Type', and 'Reservation'. A large orange circle highlights the '+ Add Period' button. At the bottom, there are fields for 'OPEN HOURS VENUE NAME', 'OPEN HOURS DECK NAME', and 'TIME DISPLAY' (with a dropdown set to 'Show finish time'). A 'Dynamic Venue' checkbox is also present. A 'Save Changes' button is at the bottom right. A timeline at the bottom shows hours from 5:00 PM to 5:30 PM.

8 To select a specific type of Meal Periods, click on the drop-down arrow and select the corresponding meal type.



The screenshot shows the 'Open Hours' configuration page, similar to the previous one but with a meal period added. The sidebar and 'HOURS' section are identical. In the 'MEAL PERIODS' section, the first row has 'Start' set to 6:00 AM, 'End' set to 6:00 AM, 'Type' set to 'Breakfast', and 'Reservation' checked. A large orange circle highlights the dropdown arrow in the 'Type' column. The rest of the interface is the same as the previous screenshot, including the 'Save Changes' button and the timeline at the bottom.



Meal Types are customizable and can be set up in the Brand Settings by a user with Brand access permissions.

9

Click "Display Options" to open flexible ways on how the venue should populate in the guest facing communication related to operating hours.

The options labeled "Open Hours Venue Name" and "Open Hours Deck Name" allow users to rename the Venue and Deck on a day level.

Azul Restaurant
07:00am - 09:30am
12:00pm - 02:00pm
06:30pm - 09:30pm

Club
06:00am - 06:00am

Boutique
06:00am - 06:00am

Avenir Restaurant
06:00am - 06:00am

Cooking School
06:00am - 06:00am

Fitness Center
06:00am - 06:00am

Pool Bar
06:00am - 06:00am

Grill
06:00am - 06:00am

All Entertainment
All Recreation
Reception, Tour Desk

Start	End	State
6:00 AM	6:00 AM	Open

MEAL PERIODS

Start	End	Type	Reservation
6:00 AM	6:00 AM	Breakfast	<input type="checkbox"/>

OPEN HOURS VENUE NAME **OPEN HOURS DECK NAME** **TIME DISPLAY**

Show finish time

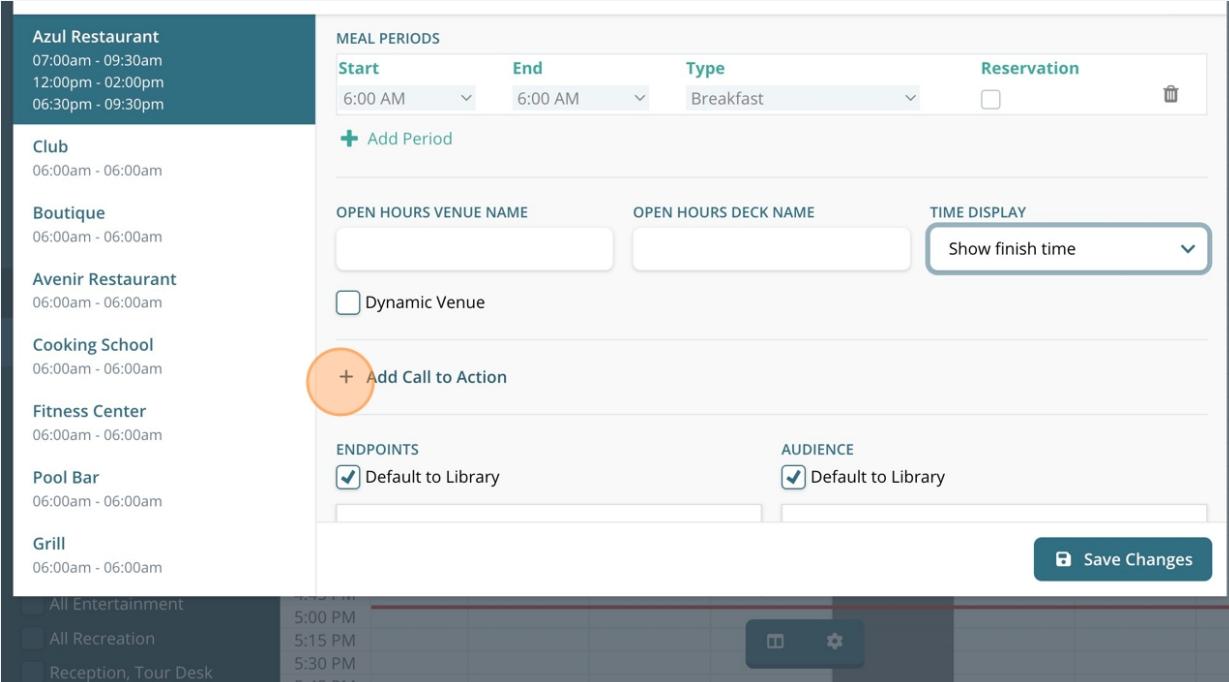
Dynamic Venue

+ Add Call to Action

Save Changes

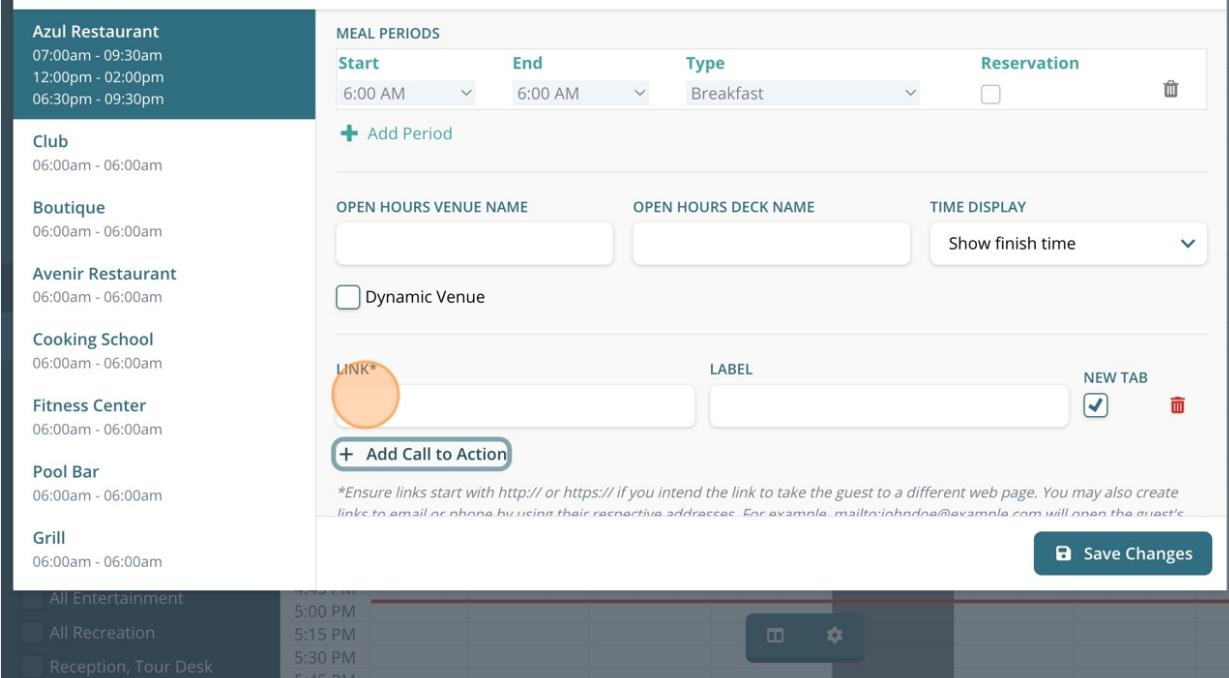
5:00 PM
5:15 PM
5:30 PM
5:45 PM

10 To add a "Call to Action" click on the "+" icon.



The screenshot shows the 'Open Hours' configuration interface. On the left, a sidebar lists various locations with their operating hours: Azul Restaurant (07:00am - 09:30am, 12:00pm - 02:00pm, 06:30pm - 09:30pm), Club (06:00am - 06:00am), Boutique (06:00am - 06:00am), Avenir Restaurant (06:00am - 06:00am), Cooking School (06:00am - 06:00am), Fitness Center (06:00am - 06:00am), Pool Bar (06:00am - 06:00am), and Grill (06:00am - 06:00am). Below this is a section for 'All Entertainment', 'All Recreation', and 'Reception, Tour Desk'. The main configuration area has tabs for 'MEAL PERIODS', 'OPEN HOURS VENUE NAME', 'OPEN HOURS DECK NAME', and 'TIME DISPLAY'. Under 'TIME DISPLAY', the 'Show finish time' dropdown is selected. A button '+ Add Call to Action' is highlighted with an orange circle. Below it are sections for 'ENDPOINTS' (checkbox 'Default to Library' checked) and 'AUDIENCE' (checkbox 'Default to Library' checked). A 'Save Changes' button is at the bottom right.

11 Add the URL link in the "Link" section. Add the name of the Call to Action in the Label section.



The screenshot shows the 'Open Hours' configuration interface, similar to the previous one but with a new 'Call to Action' entry. The sidebar and main configuration area are identical to the previous screenshot. The 'LINK*' field is highlighted with an orange circle. To its right is the 'LABEL' field, which is currently empty. A checkbox 'NEW TAB' is checked, and a trash icon is visible. A note at the bottom of the 'Call to Action' section states: '*Ensure links start with http:// or https:// if you intend the link to take the guest to a different web page. You may also create links to email or phone by using their respective addresses. For example, mailto:john doe@example.com will open the guest's default email client with the recipient set to John Doe.' A 'Save Changes' button is at the bottom right.



Tip: To make a Call to Action permanent for a venue, update it at the **Library level**. This ensures that every time the venue is used on a day, the associated link and label are automatically included.

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You can hide venues from selected guest facing endpoints by clicking on the eye icon. You can choose to make a venue "trending" by clicking on the flame icon. Any changes made here apply to this specific day only.

Azul Restaurant
07:00am - 09:30am
12:00pm - 02:00pm
06:30pm - 09:30pm

Club
06:00am - 06:00am

Boutique
06:00am - 06:00am

Avenir Restaurant
06:00am - 06:00am

Cooking School
06:00am - 06:00am

Fitness Center
06:00am - 06:00am

Pool Bar
06:00am - 06:00am

Grill
06:00am - 06:00am

All Entertainment
All Recreation
Reception, Tour Desk

ENDPOINTS

Default to Library

All
Ddp
Mobile
Signage

AUDIENCE

Default to Library

All

+ Add Call to Action

*Ensure links start with http:// or https:// if you intend the link to take the guest to a different web page. You may also create links to email or phone by using their respective addresses. For example, mailto:john doe@example.com will open the guest's email client to send an email to john doe@example.com. Likewise, tel:123-456-7890 will open the guest's phone book to call 123-456-7890.

Save Changes

13 Click "Save Changes"

Azul Restaurant
07:00am - 09:30am
12:00pm - 02:00pm
06:30pm - 09:30pm

Club
06:00am - 06:00am

Boutique
06:00am - 06:00am

Avenir Restaurant
06:00am - 06:00am

Cooking School
06:00am - 06:00am

Fitness Center
06:00am - 06:00am

Pool Bar
06:00am - 06:00am

Grill
06:00am - 06:00am

All Entertainment
All Recreation
Reception, Tour Desk

5:00 PM
5:15 PM
5:30 PM
5:45 PM

+ Add Call to Action

*Ensure links start with <http://> or <https://> if you intend the link to take the guest to a different web page. You may also create links to email or phone by using their respective addresses. For example, <mailto:john doe@example.com> will open the guest's email client to send an email to john doe@example.com. Likewise, <tel:123-456-7890> will open the guest's phone book to call 123-456-7890.

ENDPOINTS Default to Library

AUDIENCE Default to Library

All
Ddp
Mobile
Signage

All

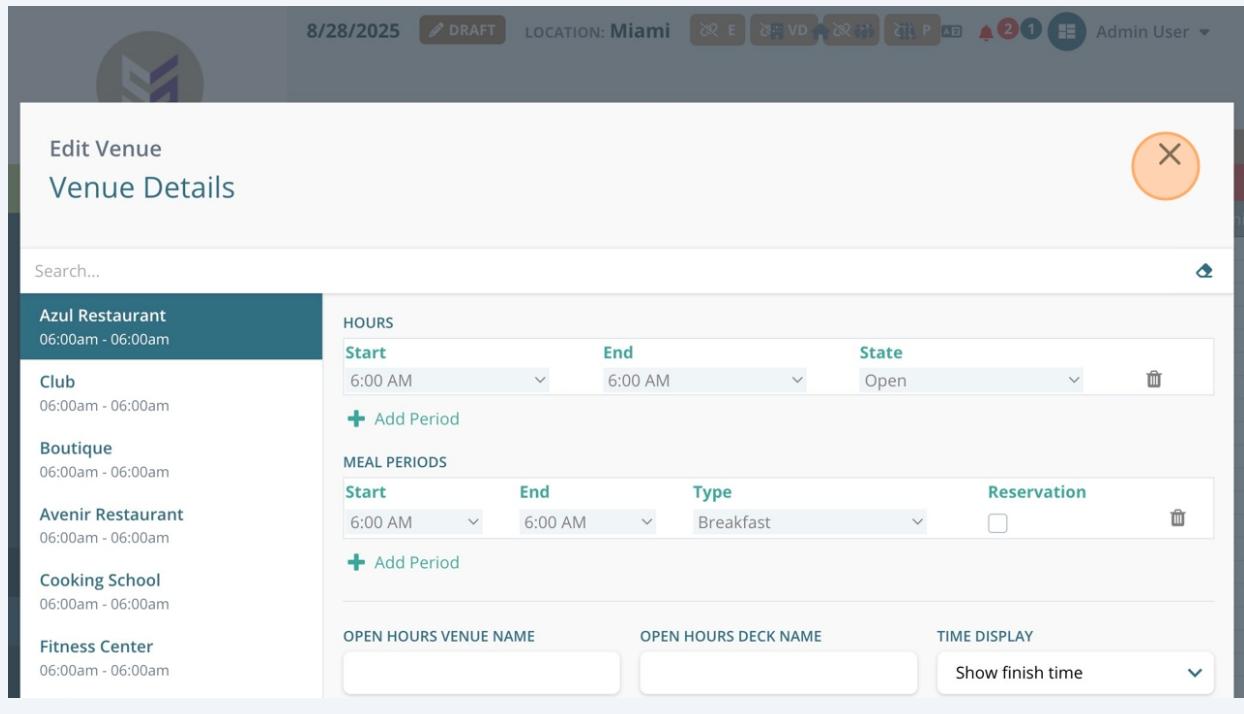
Save Changes



Tip! Without leaving this page, the users have the ability to continue editing the hours of operation for other venues. On the upper section, use the search bar to search by venue name or by scrolling up and down in the venues column.

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Click "x" icon when finished adding the hours of operation and to close this view.



8/28/2025 DRAFT LOCATION: Miami Admin User

Edit Venue

Venue Details

Search...

Azul Restaurant 06:00am - 06:00am

Club 06:00am - 06:00am

Boutique 06:00am - 06:00am

Avenir Restaurant 06:00am - 06:00am

Cooking School 06:00am - 06:00am

Fitness Center 06:00am - 06:00am

HOURS

Start	End	State
6:00 AM	6:00 AM	Open

MEAL PERIODS

Start	End	Type	Reservation
6:00 AM	6:00 AM	Breakfast	<input type="checkbox"/>

OPEN HOURS VENUE NAME OPEN HOURS DECK NAME TIME DISPLAY

Show finish time



Remember, if you do not click "Save Changes", the changes won't save!

15 Click this button for the Meal Periods to show. See example below.

The Avenir

Pool Guest Services Café Casino Azul Restaura... Club Boutique Avenir

6:00 AM 6:15 AM 6:30 AM 6:45 AM 7:00 AM 7:15 AM 7:30 AM 7:45 AM 8:00 AM 8:15 AM 8:30 AM 8:45 AM 9:00 AM 9:15 AM 9:30 AM 9:45 AM 10:00 AM 10:15 AM 10:30 AM 10:45 AM 11:00 AM 11:15 AM 11:30 AM 11:45 AM 12:00 PM 12:15 PM

Breakfast

Lunch

Event Filters

Venue Filters

Search... All Hotel All Bar All Dining

16 To view when a venue is closed, the venue will be "dark grey" in the calendar view, as shown in the example below (in "Azul Restaurant"). When a venue is open, the venue will be "blank" in the calendar view.

8/28/2025 DRAFT LOCATION: Miami Admin User

The Avenir

Pool Guest Services Café Casino Azul Restaura... Club Boutique Avenir

10:00 AM 10:15 AM 10:30 AM 10:45 AM 11:00 AM 11:15 AM 11:30 AM 11:45 AM 12:00 PM 12:15 PM 12:30 PM 12:45 PM 1:00 PM 1:15 PM 1:30 PM 1:45 PM 2:00 PM 2:15 PM 2:30 PM 2:45 PM

You are viewing a draft version. Click here to view the published version.

Event Filters

Venue Filters

Search...