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

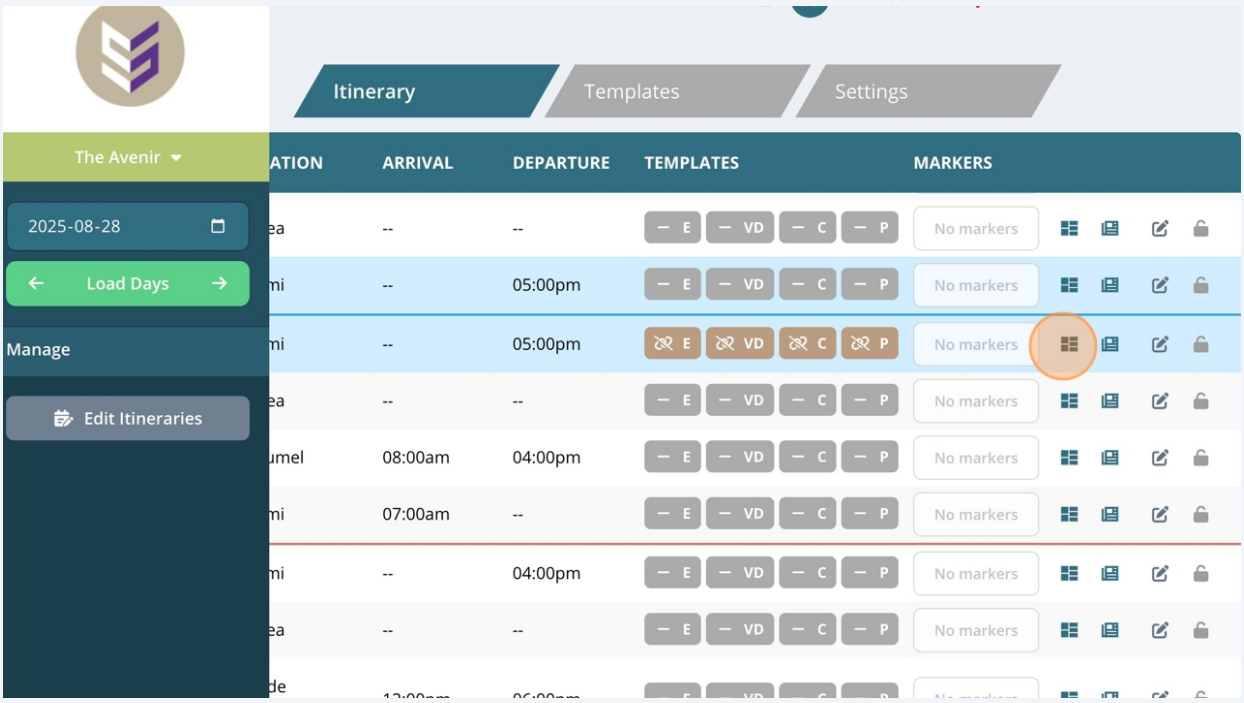
This guide is also available as a video. Click the link below to watch:

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

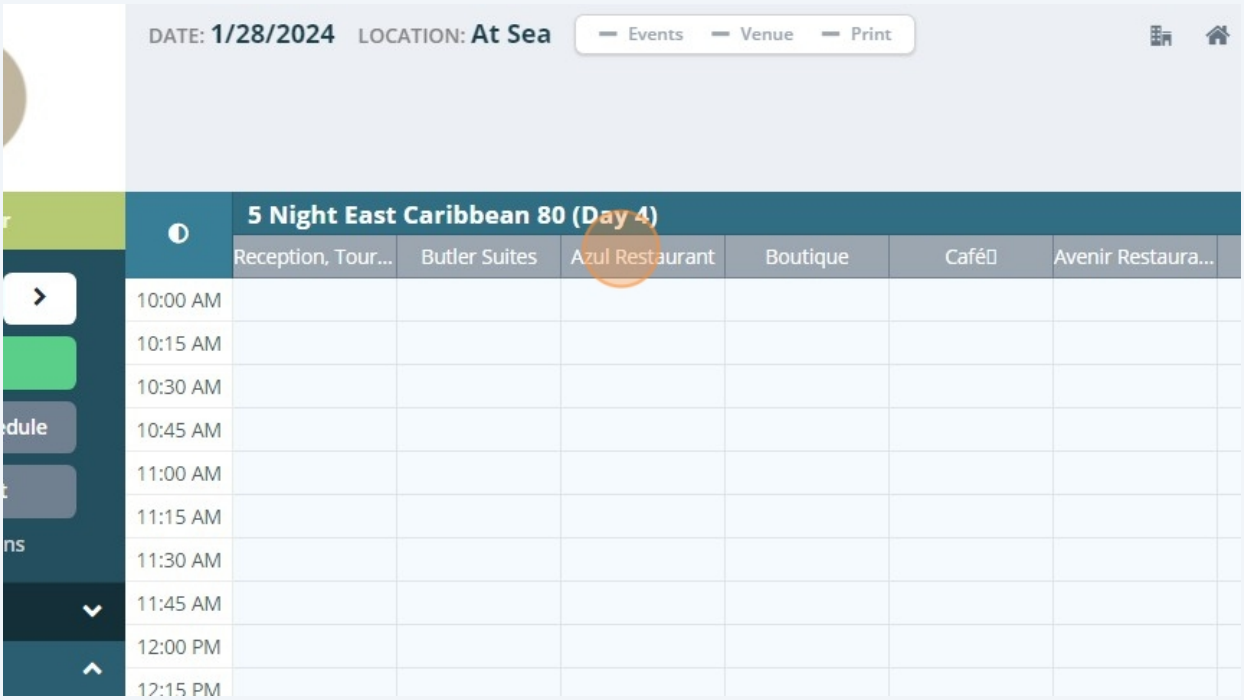
The Canvas is an Interactive and Collaborative Modeling Tool that enables teams to plan, analyze, and manipulate the ideal guest experience. Use this feature to add hours of operation and meal periods on the canvas.

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

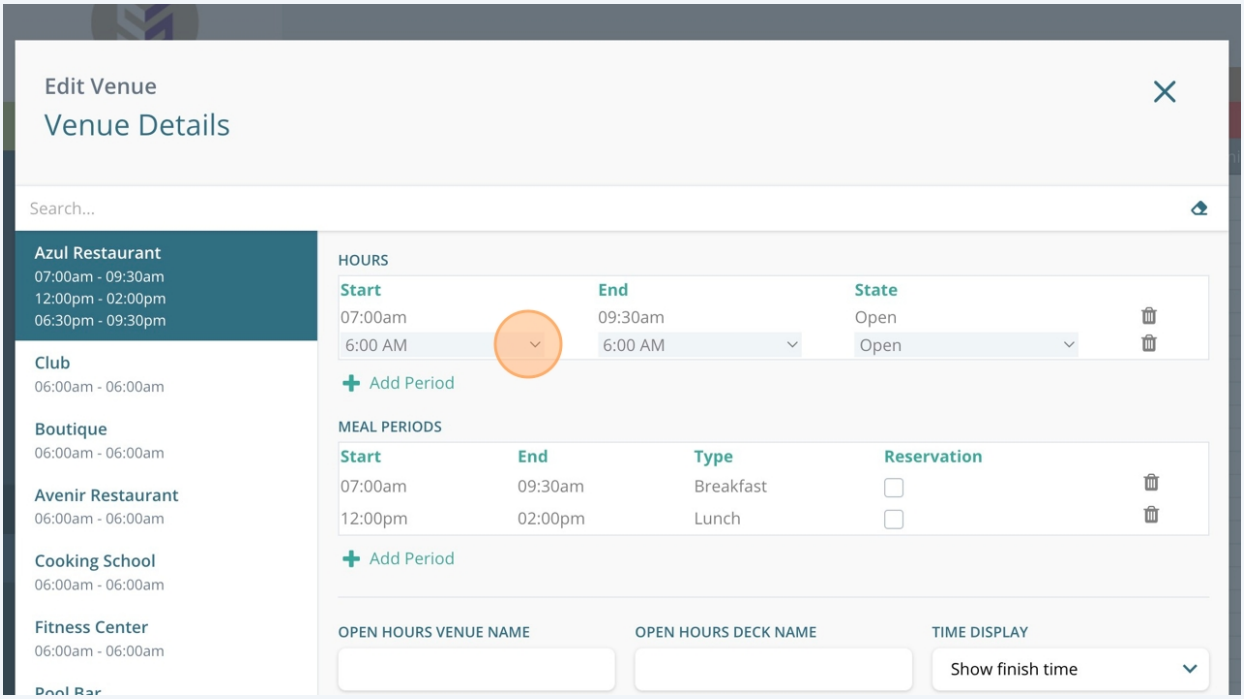
2 In the Itinerary List, select a date and click on the Canvas icon.



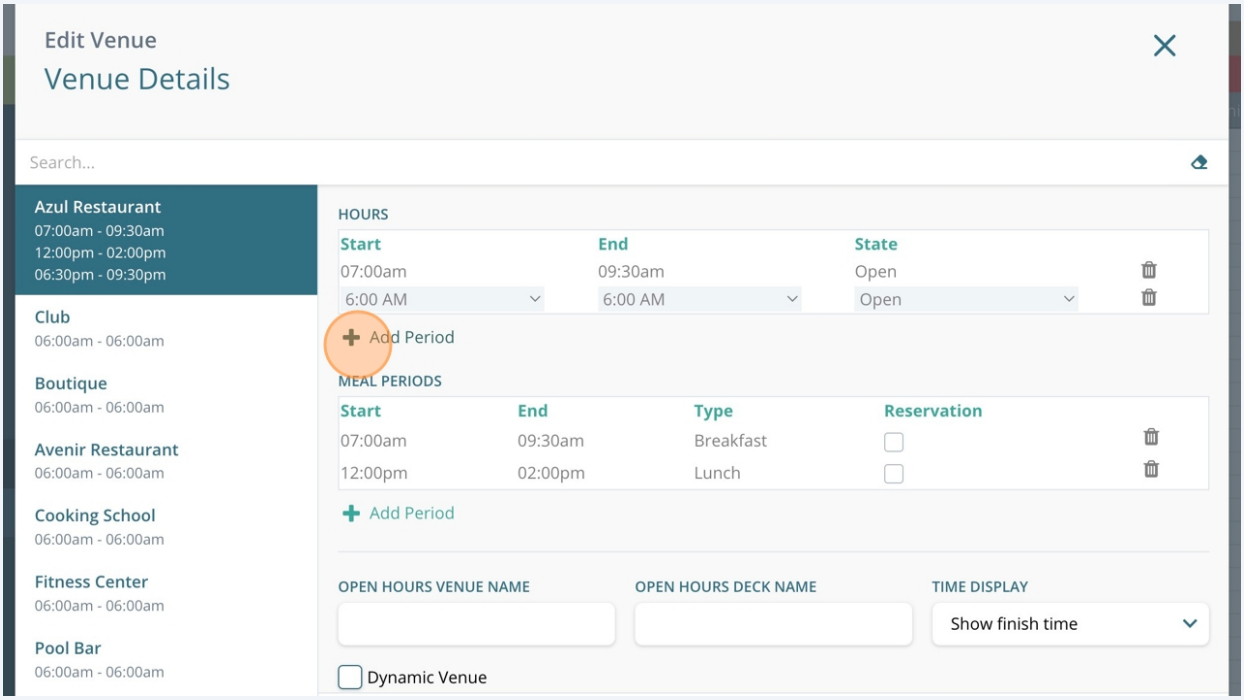
3 On the upper section, click on the venue name to add hours of operation.



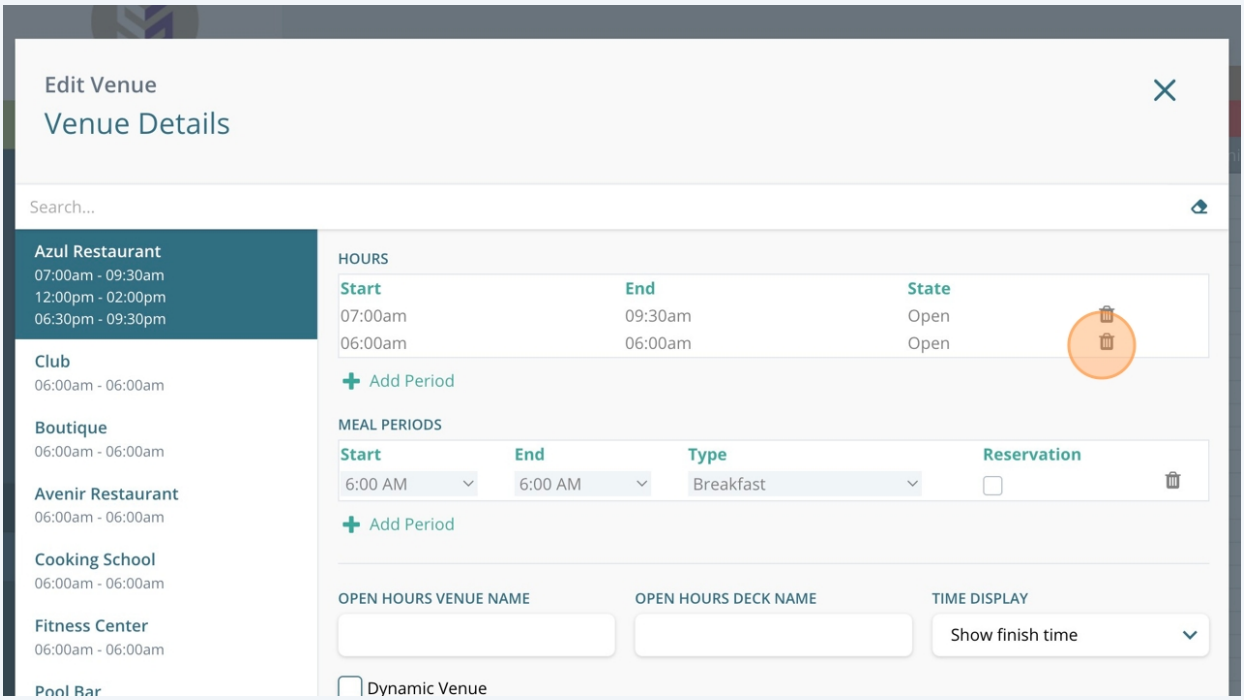
4 Select and modify the hours of operation by clicking on the drop-down "Start" & "End" time.



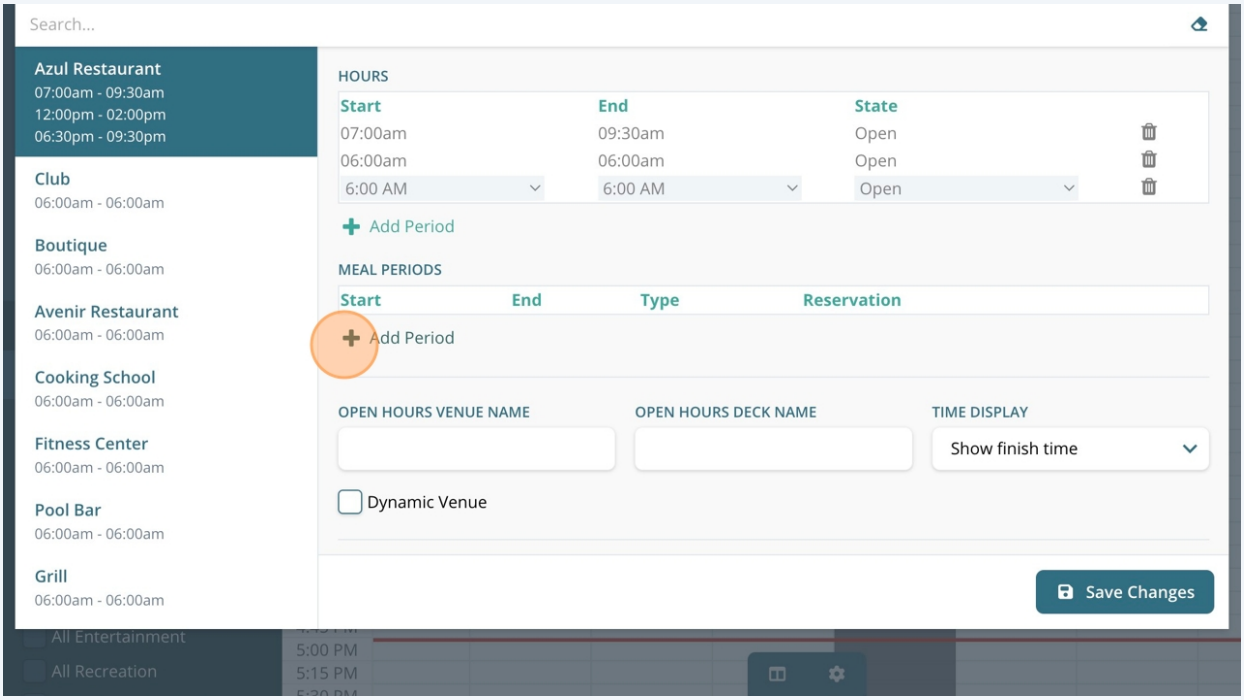
5 Click "Add Period" to add multiple opening hours to a day.



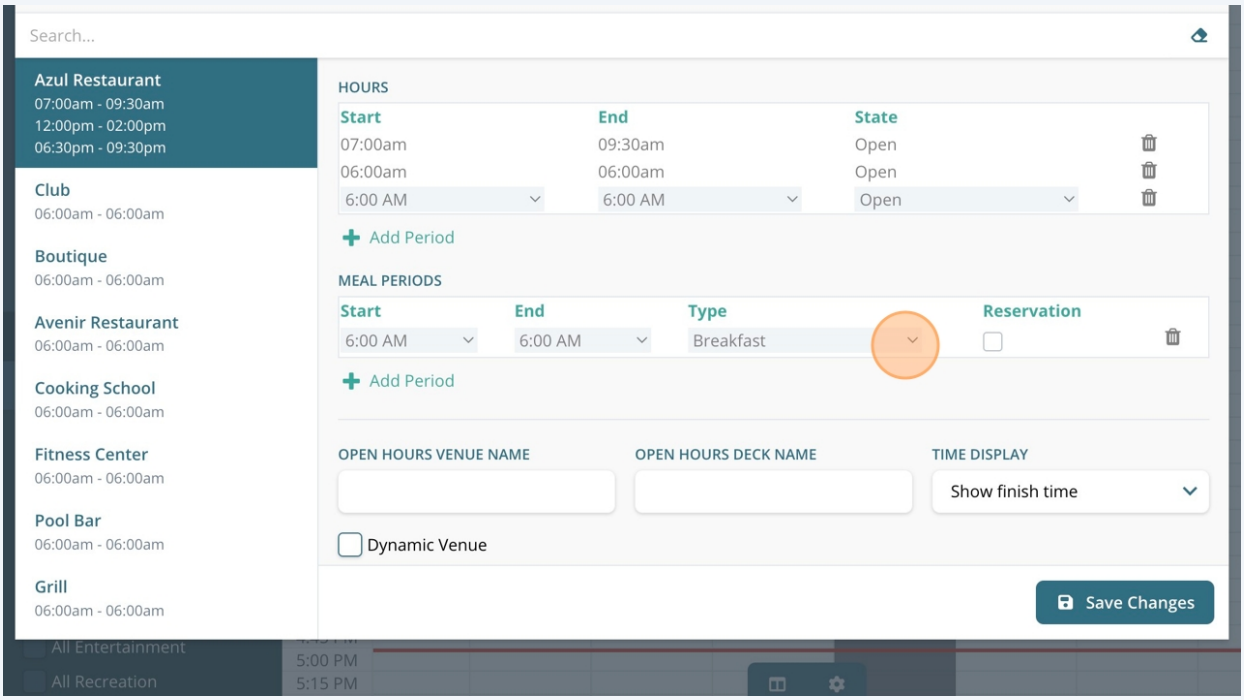
6 To delete hours of operation click on the "Garbage Can" icon.



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



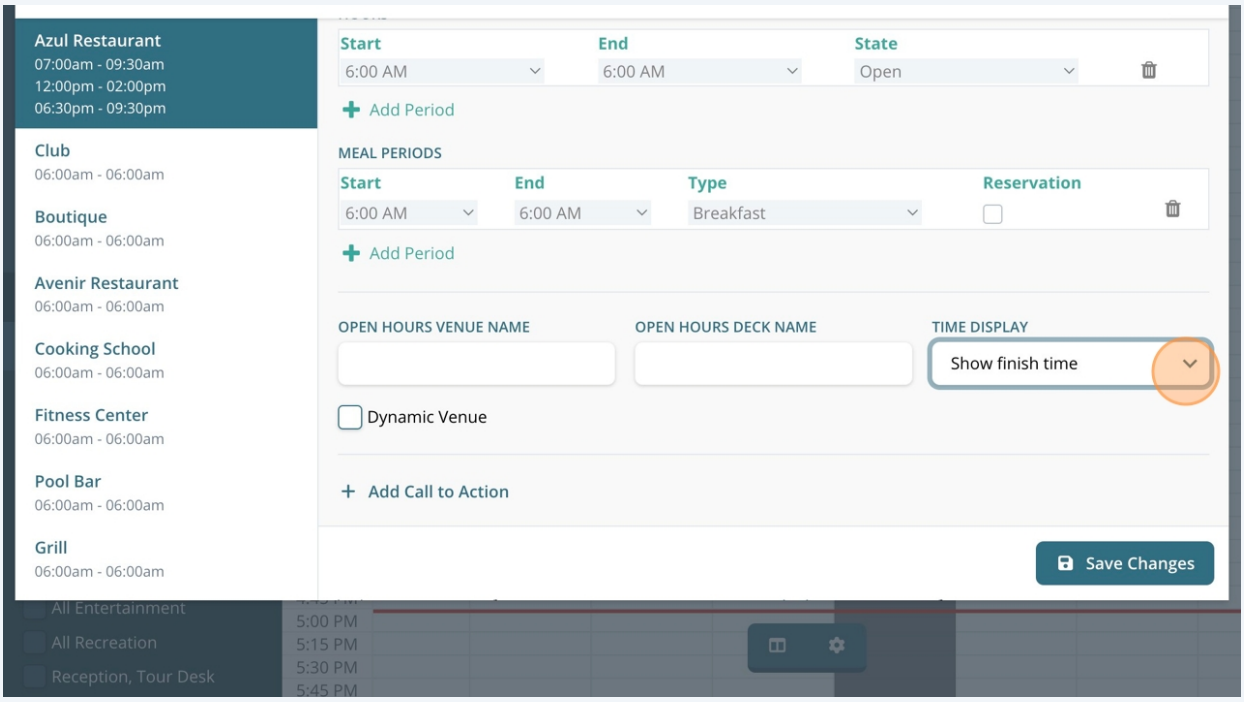
8 To select a specific type of Meal Periods, click on the drop-down arrow and select the corresponding meal type.



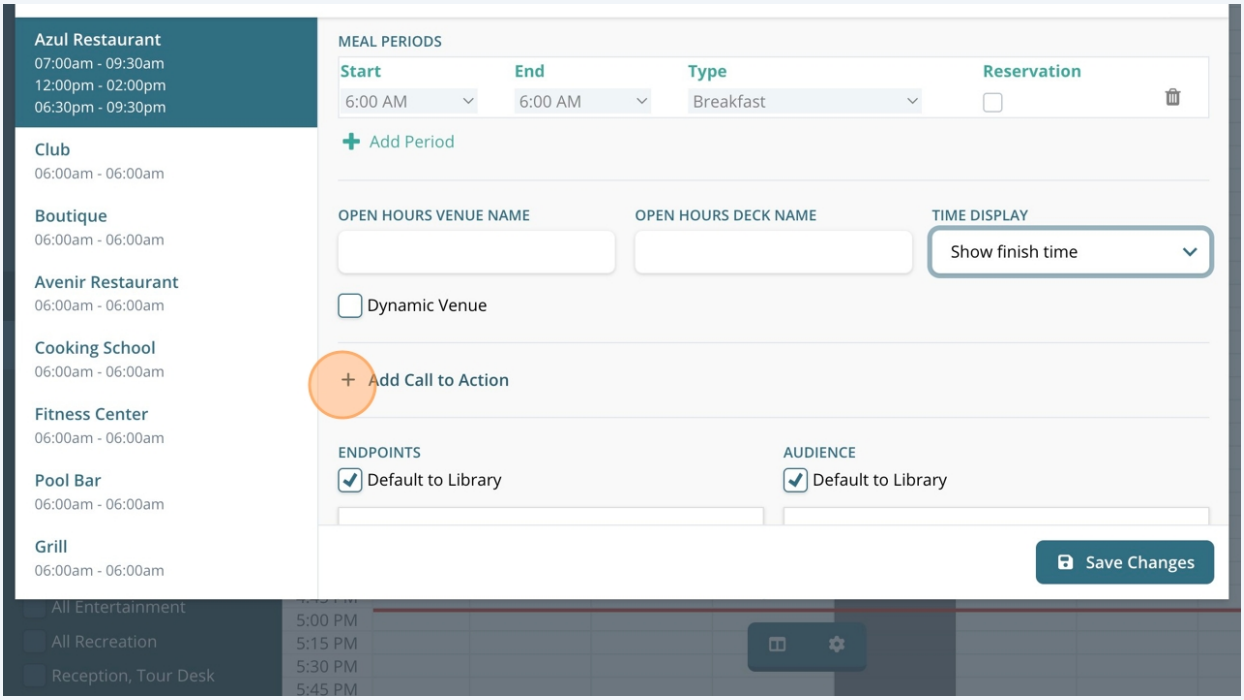
Meal Types are customizable and can be set up in the Brand Settings by a user with Brand access permissions.

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

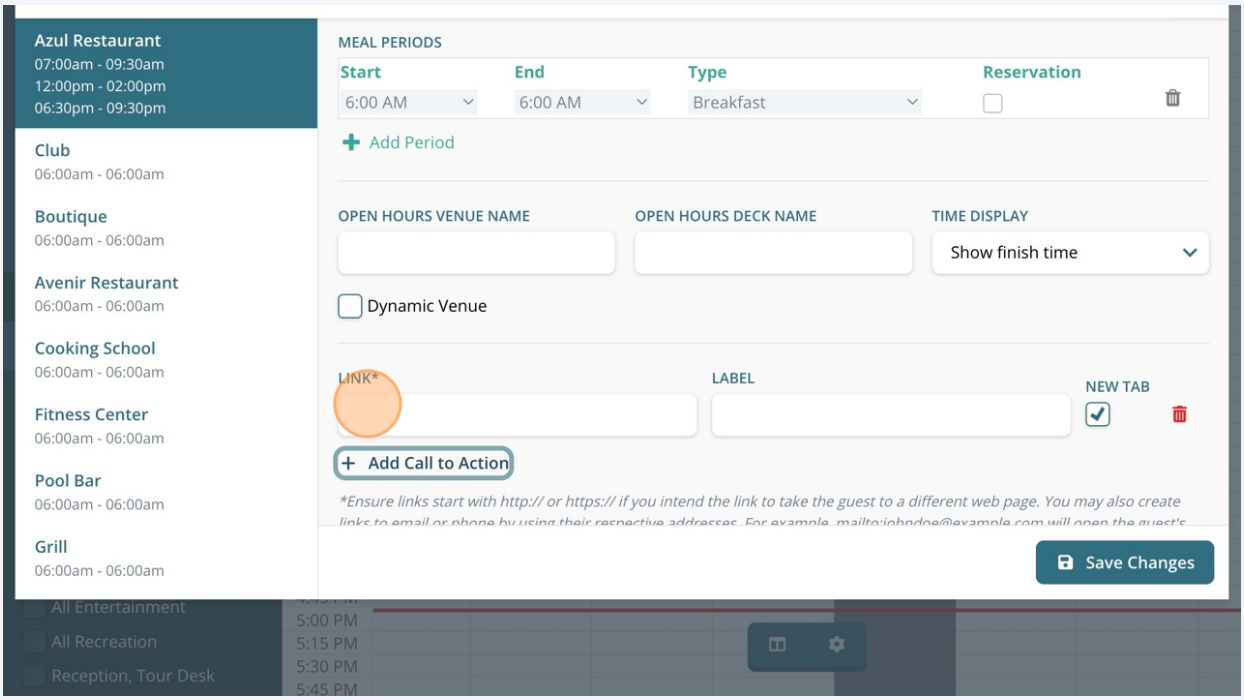
The options labeled "Open Hours Venue Name" and "Open Hours Deck Name" allow users to rename the Venue and Deck on a day level.



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

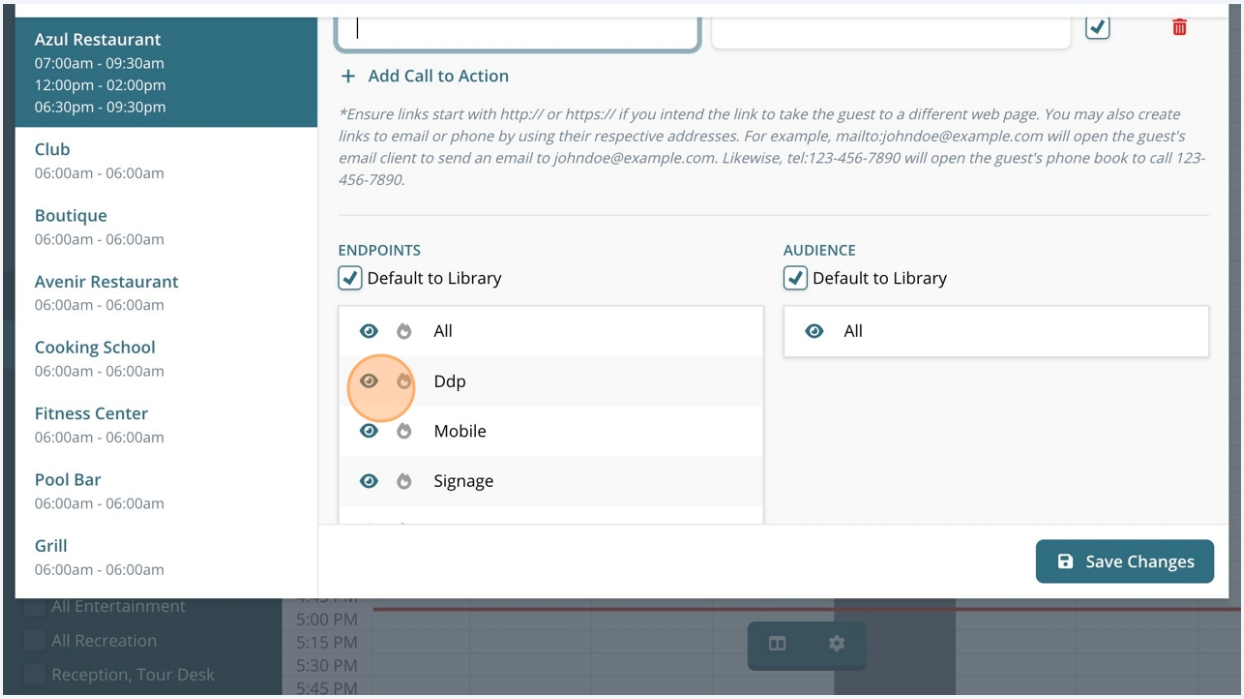


11 Add the URL link in the "Link" section. Add the name of the Call to Action in the Label section.

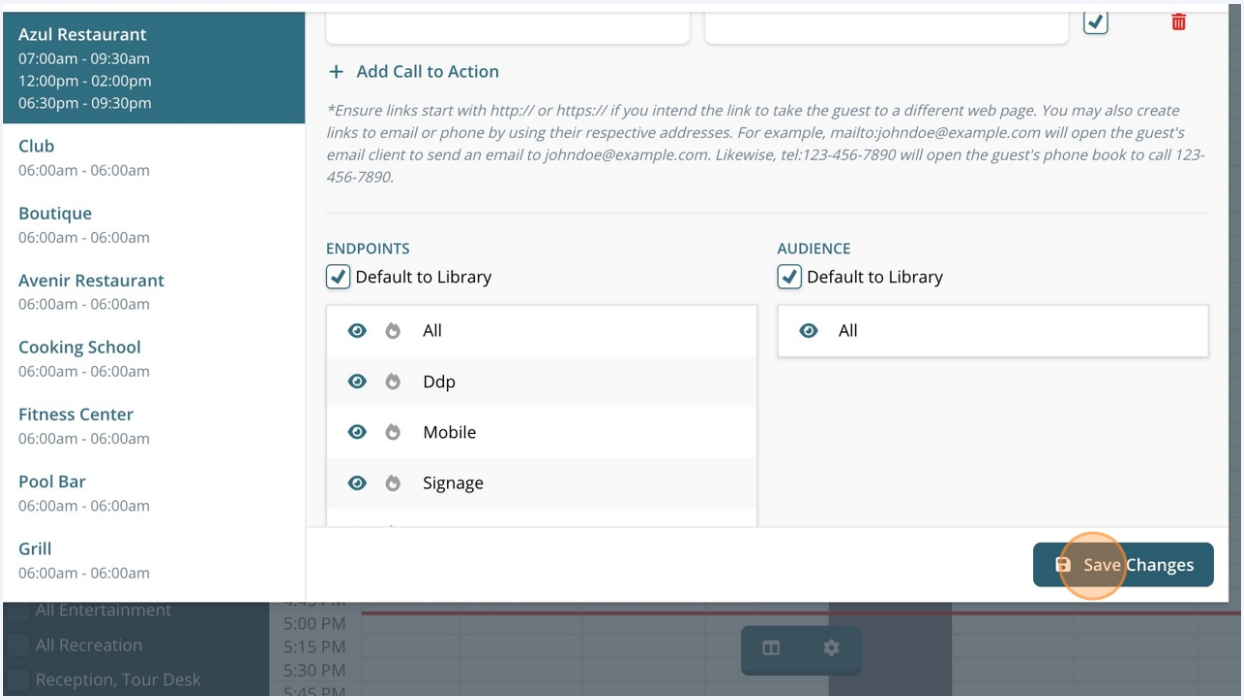


Tip: To make a Call to Action permanent for a venue, update it at the **Library level**. This ensures that every time the venue is used on a day, the associated link and label are automatically included.

12 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.

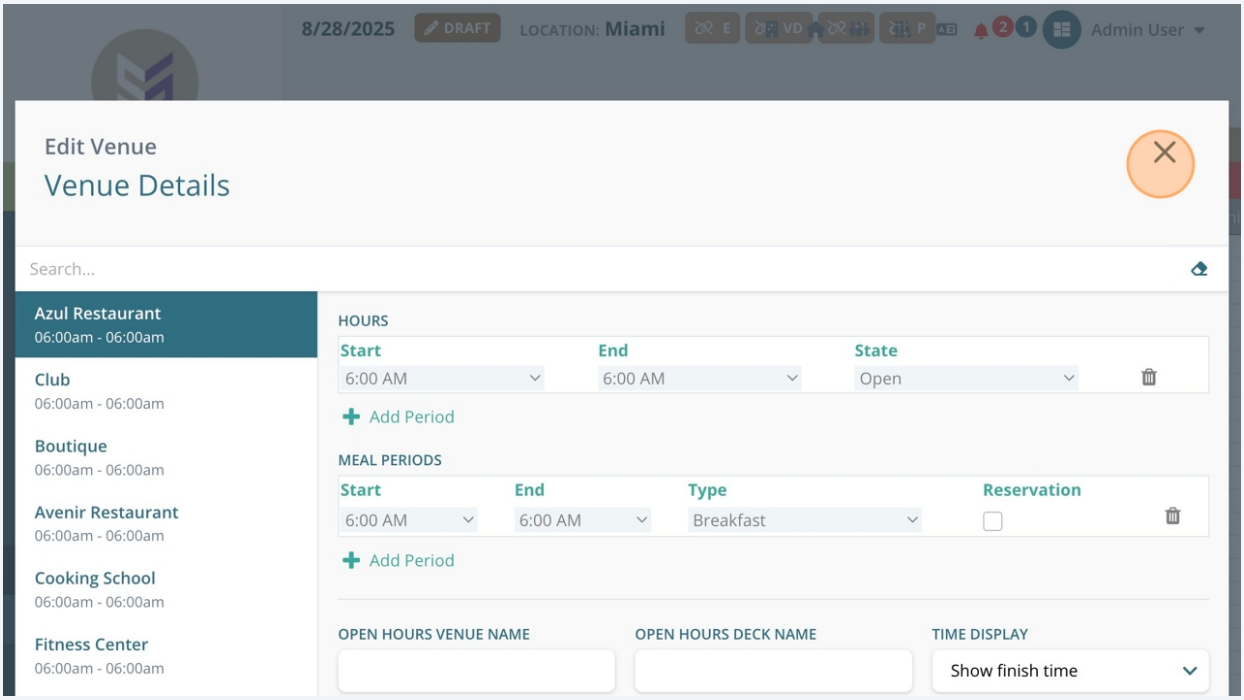


13 Click "Save Changes"



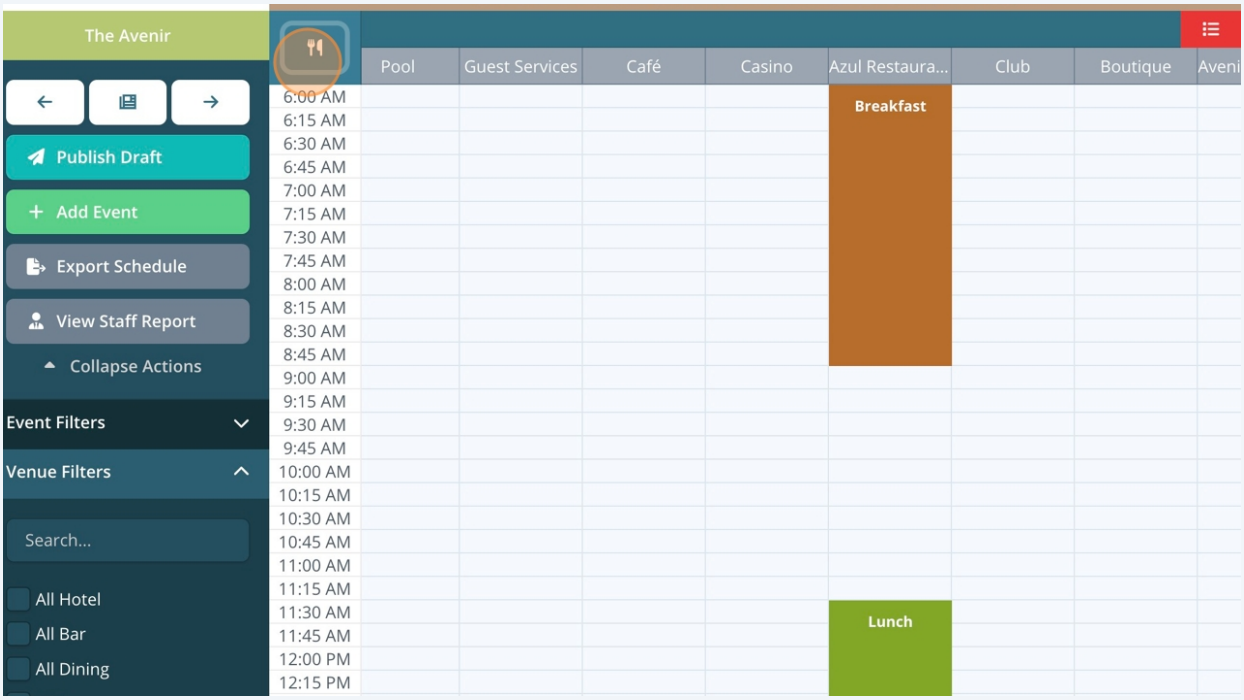
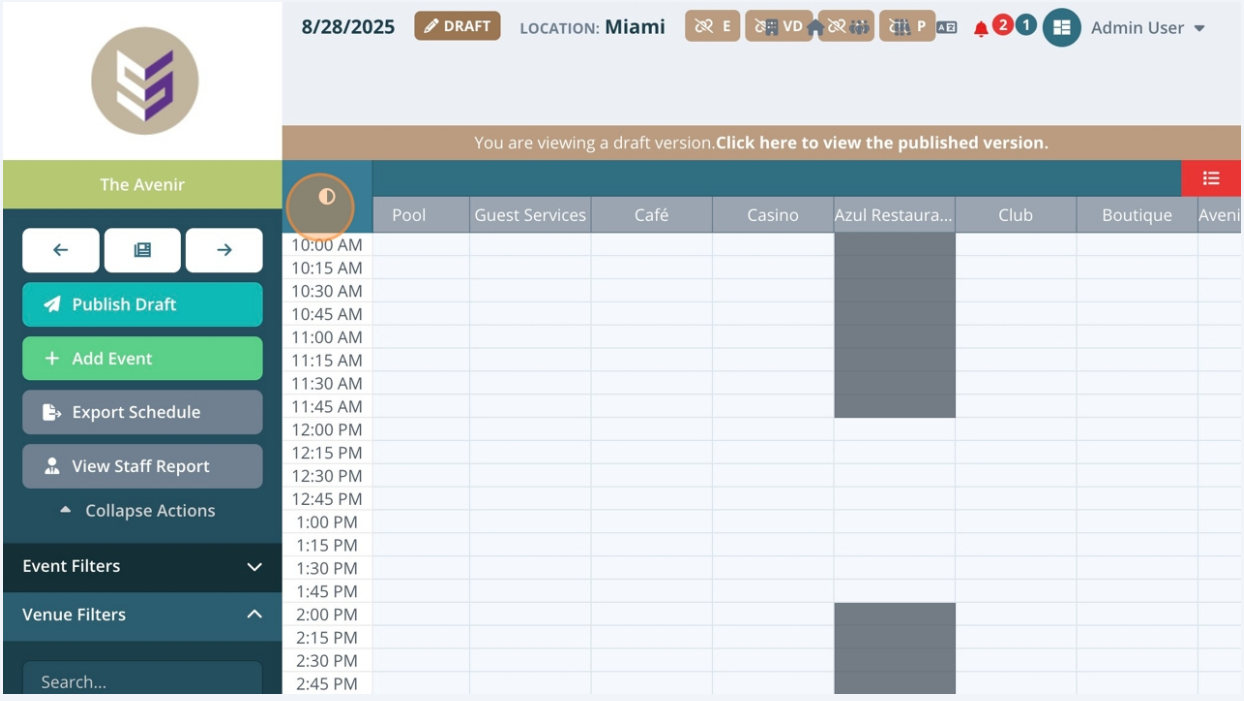
Tip! Without leaving this page, the users have the ability to continue editing the hours of operation for other venues. On the upper section, use the search bar to search by venue name or by scrolling up and down in the venues column.

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



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.



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.