

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

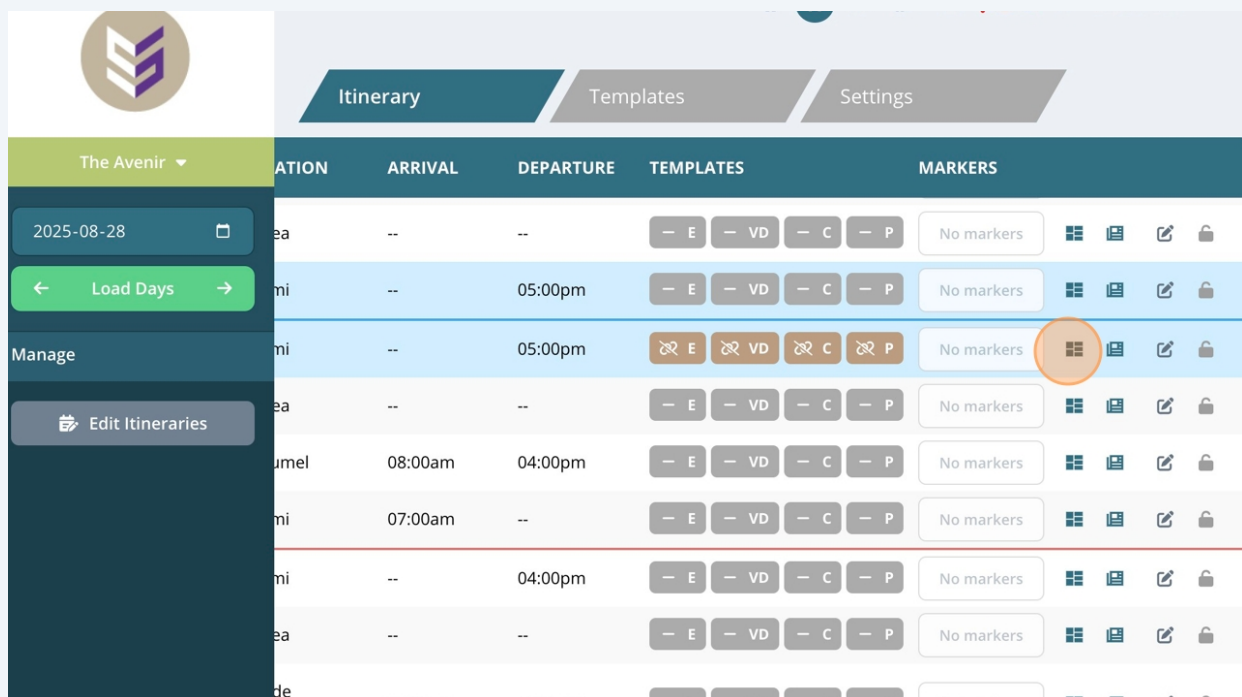
This guide is also available as a video. Click the link below to watch:

[scribehow.com/embed-preview/How to add hours of...](https://scribehow.com/embed-preview/How%20to%20add%20hours%20of...)

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.

DATE: 1/28/2024 LOCATION: At Sea — Events — Venue — Print

5 Night East Caribbean 80 (Day 4)							
		Reception, Tour...	Butler Suites	Azul Restaurant	Boutique	Café	Avenir Restaura...
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							

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

Edit Venue

Venue Details

Search...

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

HOURS

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

+ Add Period

MEAL PERIODS

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

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

The screenshot shows the 'Edit Venue' interface with a sidebar on the left listing various venue types and their default hours. The main area is titled 'Venue Details' and contains a search bar, a table of current hours, a table of meal periods, and form fields for additional venue information. The 'Add Period' button is highlighted with an orange circle.

Edit Venue ×

Venue Details

Search...

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

HOURS

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

+ Add Period

MEAL PERIODS

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.

The screenshot shows the 'Edit Venue' interface, similar to the previous one, but with the 'Garbage Can' icon in the 'HOURS' table highlighted with an orange circle, indicating the action to delete a period.

Edit Venue ×

Venue Details

Search...

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

HOURS

Start	End	State	
07:00am	09:30am	Open	✕
06:00am	06:00am	Open	✕

+ Add Period

MEAL PERIODS

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".

Search...

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

HOURS

Start	End	State	
07:00am	09:30am	Open	
06:00am	06:00am	Open	
6:00 AM	6:00 AM	Open	

[+ Add Period](#)

MEAL PERIODS

Start	End	Type	Reservation
+ Add Period			

OPEN HOURS VENUE NAME

OPEN HOURS DECK NAME

TIME DISPLAY
Show finish time

☐ Dynamic Venue

[Save Changes](#)

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

Search...

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

HOURS

Start	End	State	
07:00am	09:30am	Open	
06:00am	06:00am	Open	
6:00 AM	6:00 AM	Open	

[+ Add Period](#)

MEAL PERIODS

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

[Save Changes](#)



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.

The screenshot displays a user interface for configuring venue settings. On the left, a sidebar lists various venue types with their respective 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 content area is divided into sections for meal periods and display options. The 'MEAL PERIODS' section includes a table with columns for Start, End, Type, and Reservation, and a '+ Add Period' button. Below this, the 'OPEN HOURS VENUE NAME' and 'OPEN HOURS DECK NAME' fields are visible, along with a 'TIME DISPLAY' dropdown menu currently set to 'Show finish time'. A 'Dynamic Venue' checkbox and an '+ Add Call to Action' button are also present. A 'Save Changes' button is located at the bottom right of the main content area.

Start	End	State
6:00 AM	6:00 AM	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

+ Add Call to Action

Save Changes

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

The screenshot shows the 'Azul Restaurant' management interface. On the left, a sidebar lists various venues: 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 'MEAL PERIODS' and contains a table with columns: Start, End, Type, and Reservation. The first row shows '6:00 AM', '6:00 AM', 'Breakfast', and a checkbox for 'Reservation'. Below the table is a '+ Add Period' button. Further down, there are fields for 'OPEN HOURS VENUE NAME', 'OPEN HOURS DECK NAME', and a 'TIME DISPLAY' dropdown set to 'Show finish time'. A 'Dynamic Venue' checkbox is also present. At the bottom, there are 'ENDPOINTS' and 'AUDIENCE' sections, both with a 'Default to Library' checkbox. A '+ Add Call to Action' button is highlighted with an orange circle. 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.

This screenshot shows the same 'Azul Restaurant' management interface, but with the 'LINK' section expanded. The 'LINK*' field is highlighted with an orange circle. Below it is a '+ Add Call to Action' button. The 'LABEL' field is also visible. A 'NEW TAB' checkbox is checked. A note at the bottom 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:info@hotel.com will open the guest's email client.' 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.

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.

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
5:00 PM

All Recreation
5:15 PM

Reception, Tour Desk
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

☐ All

☒ Ddp

☐ Mobile

☐ Signage

AUDIENCE

☒ Default to Library

☐ All

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

+ 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:johndoe@example.com will open the guest's email client to send an email to johndoe@example.com. Likewise, tel:123-456-7890 will open the guest's phone book to call 123-456-7890.*

ENDPOINTS

☒ Default to Library

☒ All

☒ Ddp

☒ Mobile

☒ Signage

AUDIENCE

☒ Default to Library

☒ All

Save Changes

All Entertainment 5:00 PM

All Recreation 5:15 PM

Reception, Tour Desk 5:30 PM

5:45 PM



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.

The screenshot shows the 'Edit Venue' interface with the following components:

- Header:** 8/28/2025, DRAFT, LOCATION: Miami, and user information (Admin User).
- Search Bar:** A search input field with a placeholder 'Search...'.
- Left Sidebar:** A list of venues with their operating hours:
 - 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)
- Main Content Area:**
 - HOURS Section:** Includes a table with columns Start, End, and State. The first row shows 6:00 AM, 6:00 AM, and Open. Below the table is a '+ Add Period' button.
 - MEAL PERIODS Section:** Includes a table with columns Start, End, Type, and Reservation. The first row shows 6:00 AM, 6:00 AM, Breakfast, and an unchecked checkbox. Below the table is a '+ Add Period' button.
 - Form Fields:** Three input fields labeled 'OPEN HOURS VENUE NAME', 'OPEN HOURS DECK NAME', and 'TIME DISPLAY' (with a dropdown menu showing '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 screenshot shows the 'The Avenir' calendar interface. On the left is a sidebar with navigation buttons: back, forward, and a calendar icon. Below these are buttons for 'Publish Draft', 'Add Event', 'Export Schedule', 'View Staff Report', and 'Collapse Actions'. There are also 'Event Filters' and 'Venue Filters' sections. The main calendar area has a header with venue names: Pool, Guest Services, Café, Casino, Azul Restaura..., Club, Boutique, and Aveni. The time slots on the left range from 6:00 AM to 12:15 PM. An orange block labeled 'Breakfast' is visible in the 'Azul Restaura...' column from 6:00 AM to 8:45 AM. A green block labeled 'Lunch' is visible in the 'Azul Restaura...' column from 11:30 AM to 12:15 PM. A button with a fork and knife icon is circled in the top left of the calendar area.

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.

The screenshot shows the 'The Avenir' calendar interface. At the top, there is a header with the date '8/28/2025', a 'DRAFT' button, the location 'Miami', and various icons. Below the header is a message: 'You are viewing a draft version. Click here to view the published version.' The main calendar area has a header with venue names: Pool, Guest Services, Café, Casino, Azul Restaura..., Club, Boutique, and Aveni. The time slots on the left range from 10:00 AM to 2:45 PM. The 'Azul Restaura...' column shows dark grey blocks from 10:00 AM to 11:30 AM and from 2:00 PM to 2:45 PM, indicating the venue is closed during these times. A button with a clock icon is circled in the top left of the calendar area.