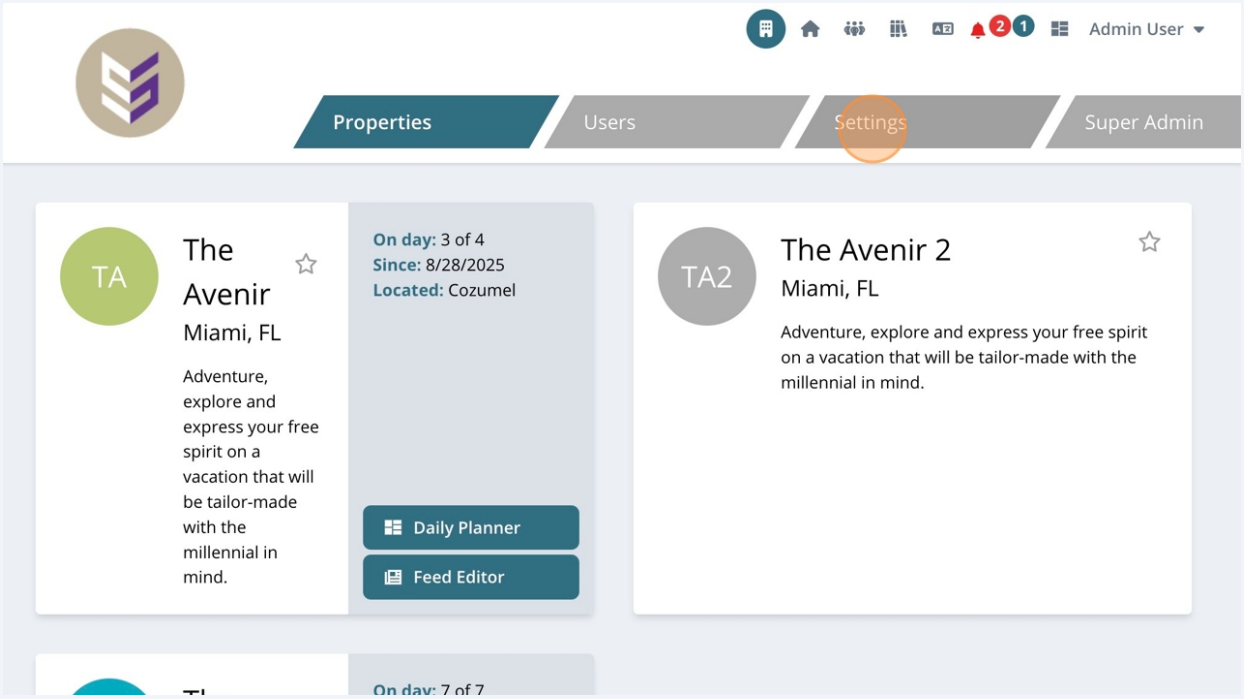
How to add, edit or delete a Meal Period settings?

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

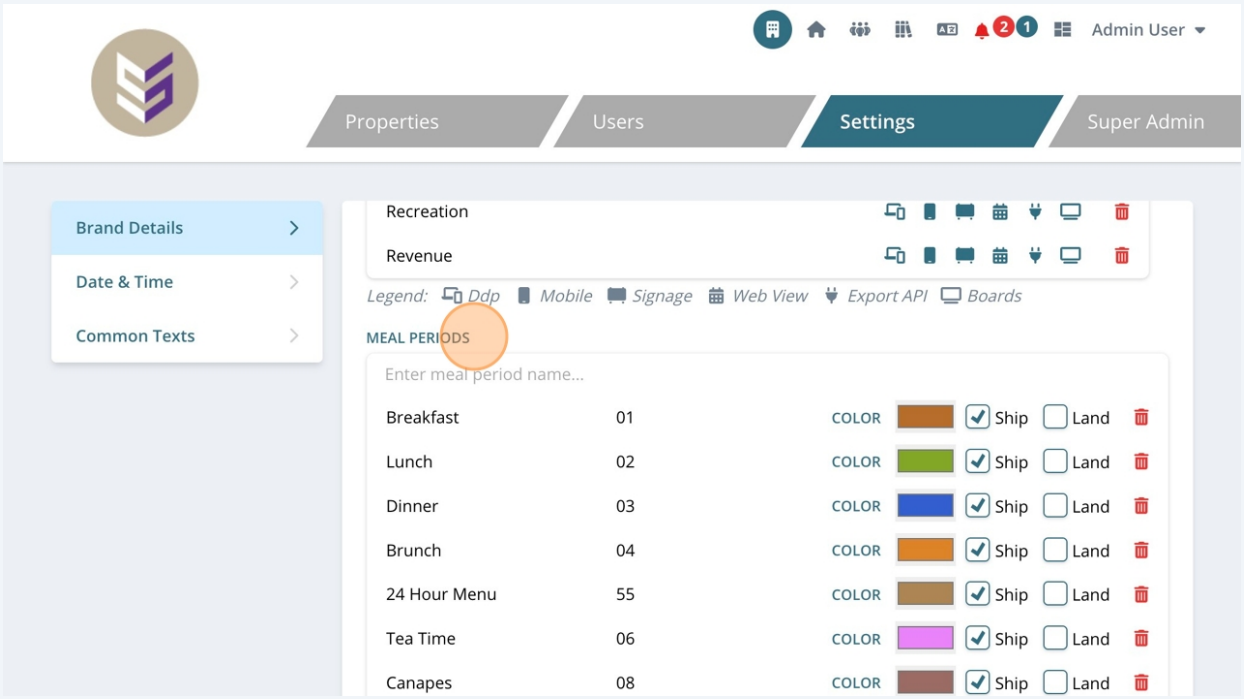
scribehow.com/embed-preview/How_to_add_edit_or_...

This guide provides a straightforward approach to managing Meal Period settings in the GO by Spark software. It outlines the steps for adding, editing, and deleting meal periods, ensuring that users can easily tailor their offerings. Additionally, it highlights the importance of saving changes and the impact on all properties, making it a valuable resource for effective property management. This feature is available for Brand access users only.

1 Navigate to your GO Software URL and open the Brand Settings.

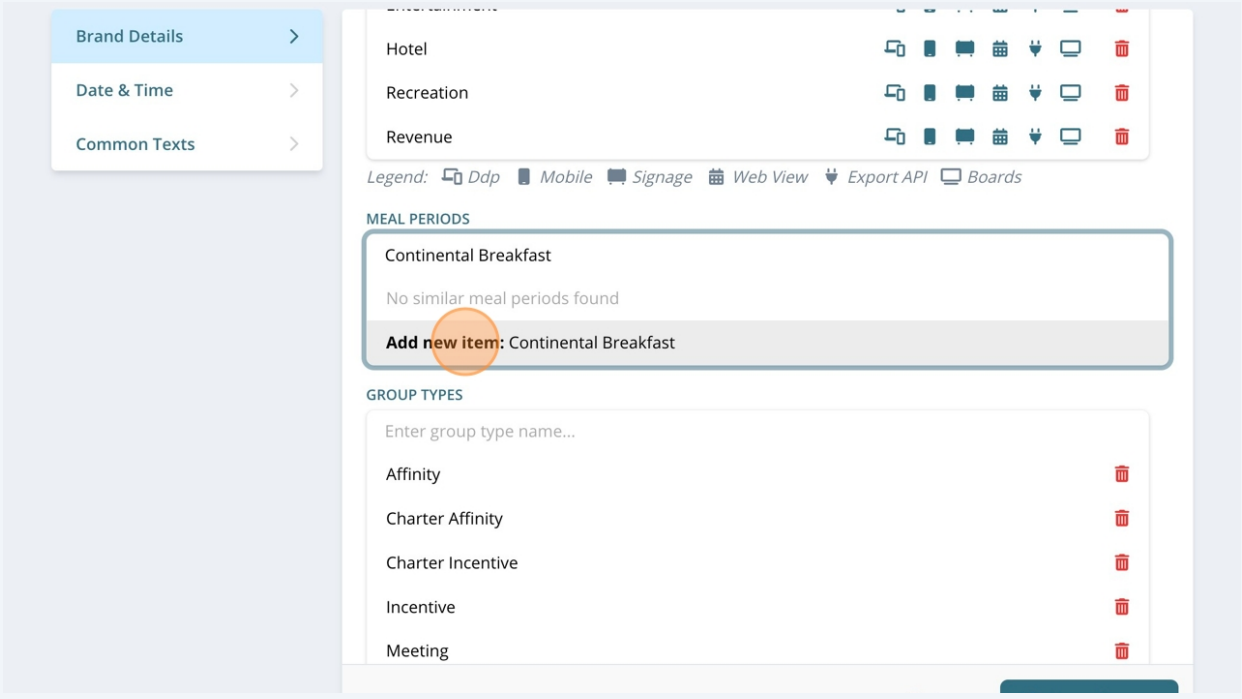


2 Scroll down until find the "Meal Periods" tab in the Brand Details.

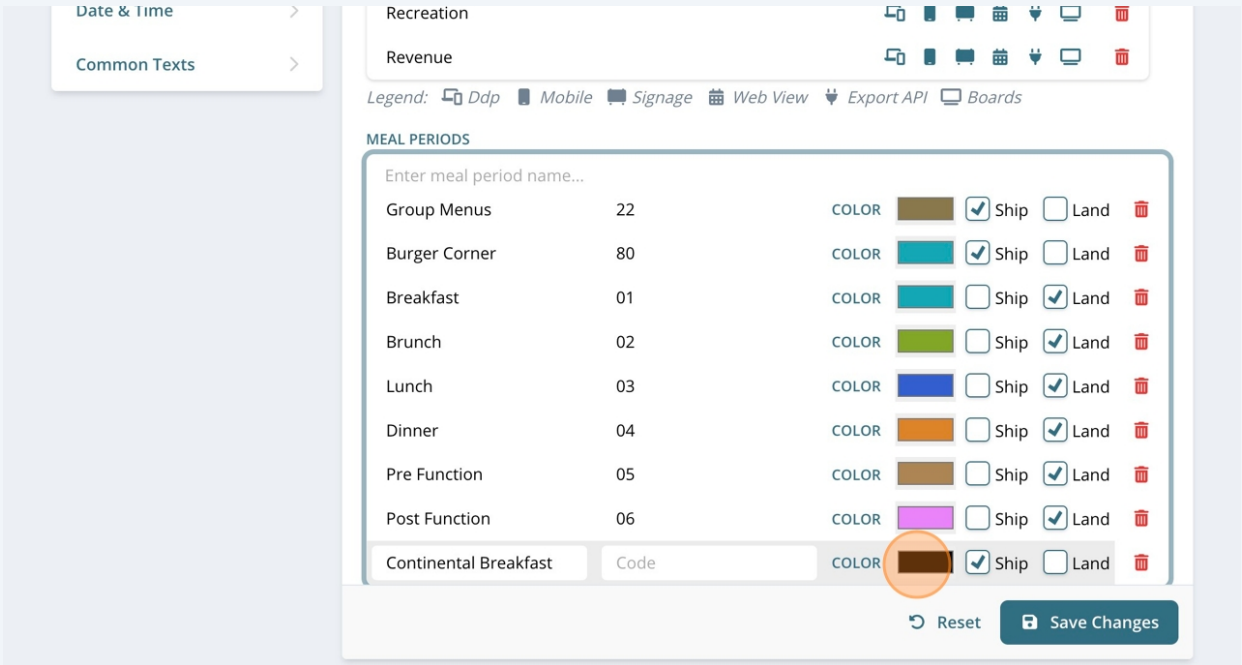


3 To add a meal period, click in the "Enter meal period name..." field and type your desired meal period. For example "Continental Breakfast".

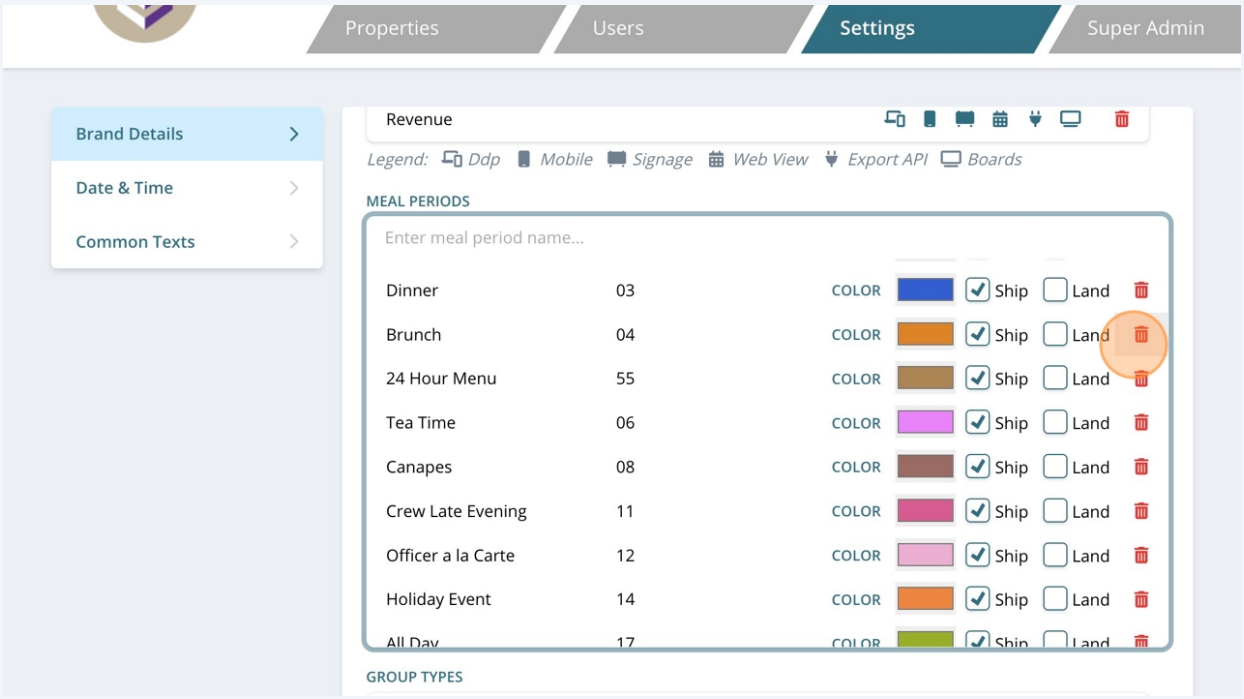
Then click "Add new item".



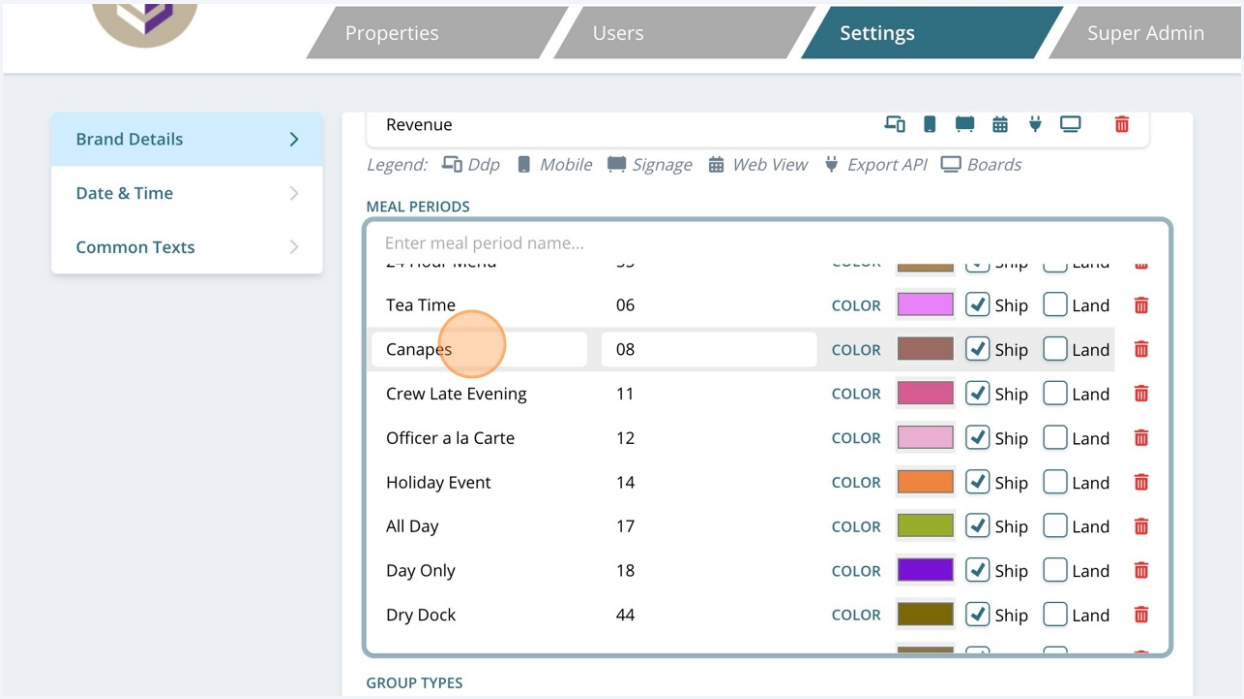
4 Click this color field to edit the color assigned to the meal period.



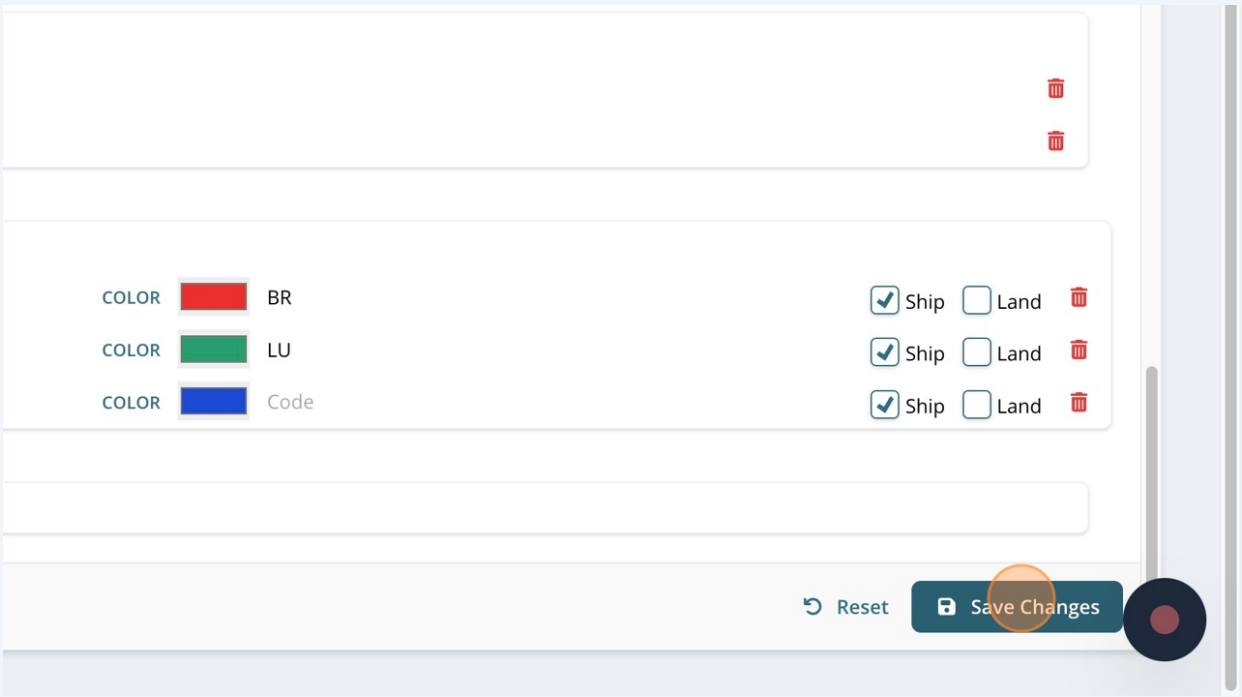
5 To delete a meal period, click the garbage.



6 To edit a meal period, click on the meal period and make the necessary edits. You can also edit the color by clicking on the color box.



7 Click "Save Changes" to finalize.



⚠ Note: Keep in mind changes made to Meal Periods will reflect on every property.