

GO by Spark - How to add, edit or delete a Meal Period settings?

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

The screenshot shows the GO Software interface. At the top right, there is a user profile for 'Admin User'. Below this is a navigation bar with three tabs: 'Properties', 'Users', and 'Settings'. The 'Settings' tab is highlighted with an orange circle. To the right of the navigation bar, there are options for 'Sort by: A-Z', a 'Show Archived' checkbox, and a '+ New Property' button. The main content area displays three property cards. The first card is for 'The Avenir' in Miami, FL, with a star icon and a description: 'Adventure, explore and express your free spirit on a vacation that will be tailor-made with the millennial in mind.' It includes buttons for 'Daily Planner' and 'Feed Editor'. The second card is for 'The Avenir Resort' in Miami, FL, with a star icon and a description: 'Adventure, explore and express your free spirit on a vacation that will be tailor-made with the millennial in mind.' It also includes buttons for 'Daily Planner' and 'Feed Editor'. The third card is for 'Caesars Demo Property' in Las Vegas, with a star icon.

2 Scroll all the way down to find the "Meal Periods" tab.

21+

GROUP TYPES

Enter group type name...

Affinity

Charter Affinity

Charter Incentive

Incentive

Meeting

MEAL PERIODS

Enter meal period name...

Breakfast	COLOR		01	<input checked="" type="checkbox"/> Ship	<input type="checkbox"/> La
Lunch	COLOR		02	<input checked="" type="checkbox"/> Ship	<input type="checkbox"/> La
Dinner	COLOR		03	<input checked="" type="checkbox"/> Ship	<input type="checkbox"/> La
Brunch	COLOR		04	<input checked="" type="checkbox"/> Ship	<input type="checkbox"/> La
24 Hour Menu	COLOR		05	<input checked="" type="checkbox"/> Ship	<input type="checkbox"/> La
Tea Time	COLOR		06	<input checked="" type="checkbox"/> Ship	<input type="checkbox"/> La

Reset Save

3 Click the "Enter meal period name..." field and type "Dinner" for example.

Reservation Needed

GROUP TYPES

Enter group type name...

Meeting

Weddings

MEAL PERIODS

Enter meal period name...

Breakfast	COLOR
Lunch	COLOR

ADDITIONAL INSTANCE DETAILS

Enter note name...

4 Click "Add new item:"

GROUP TYPES

Enter group type name...

Meeting

Weddings

MEAL PERIODS

Dinner

No similar meal periods found

Add new item: Dinner

ADDITIONAL INSTANCE DETAILS

Enter note name...

5 Choose the color field.

Free of Charge

Charges Apply

No Reservation Needed

Reservation Needed

GROUP TYPES

Enter group type name...

Meeting

Weddings

MEAL PERIODS

Enter meal period name...

Breakfast

COLOR  BR

Ship Lar

Lunch

COLOR  LU

Ship Lar

Dinner

COLOR  Code

Ship Lar

ADDITIONAL INSTANCE DETAILS

Enter note name...

Reset

Save

6 To delete a meal period, click the garbage.

The screenshot shows the 'Settings' page with a sidebar containing 'Brand Details'. The main content area has sections for 'Level 4', 'Free of Charge', 'Charges Apply', 'No Reservation Needed', and 'Reservation Needed'. Below these are 'GROUP TYPES' (Meeting, Weddings) and 'MEAL PERIODS'. The 'MEAL PERIODS' section includes a table with columns for 'COLOR', a color swatch, a code, and checkboxes for 'Ship' and 'Land'. A red trash icon is circled in orange next to the 'Dinner' row. At the bottom right, there are 'Reset' and 'Save Changes' buttons.

7 Click "Save Changes" to finalize.

This is a close-up of the 'MEAL PERIODS' section. It shows three rows: 'Breakfast' (red swatch, BR), 'Lunch' (green swatch, LU), and 'Dinner' (blue swatch, Code). Each row has checkboxes for 'Ship' and 'Land', and a red trash icon. The 'Dinner' row's trash icon is circled in orange. At the bottom, there are 'Reset' and 'Save Changes' buttons.



Note: Keep in mind that these changes will reflect on every property.