

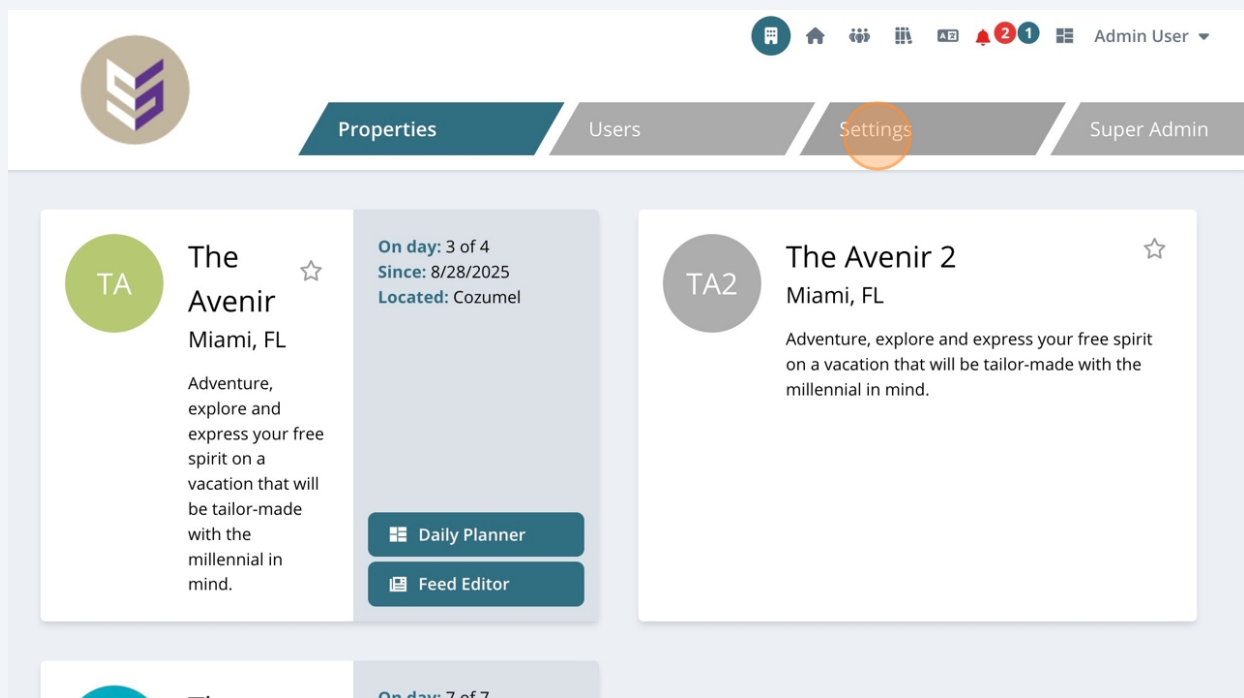
How to add, edit or delete a Meal Period settings?

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

[scribehow.com/embed-preview/How to add edit or ...](https://scribehow.com/embed-preview/How%20to%20add%20edit%20or%20delete%20a%20Meal%20Period%20settings%3F)

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.

The screenshot shows the 'Brand Details' page with the 'Meal Periods' tab selected. The left sidebar contains 'Brand Details', 'Date & Time', and 'Common Texts'. The main content area has tabs for 'Recreation', 'Revenue', and 'MEAL PERIODS'. The 'MEAL PERIODS' tab is active, showing a table of meal periods. An orange circle highlights the 'MEAL PERIODS' tab in the sidebar and the 'MEAL PERIODS' tab in the main content area.

Meal Period	ID	COLOR	Ship	Land	Actions
Breakfast	01	Brown	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Lunch	02	Green	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Dinner	03	Blue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Brunch	04	Orange	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
24 Hour Menu	55	Brown	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Tea Time	06	Purple	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Canapes	08	Brown	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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".

The screenshot shows the 'Brand Details' page with the 'Meal Periods' tab selected. The left sidebar contains 'Brand Details', 'Date & Time', and 'Common Texts'. The main content area has tabs for 'Hotel', 'Recreation', 'Revenue', and 'MEAL PERIODS'. The 'MEAL PERIODS' tab is active, showing a form to add a new meal period. An orange circle highlights the 'Add new item' button. Below the form, there is a list of 'GROUP TYPES'.

Enter meal period name...

Continental Breakfast

No similar meal periods found

Add new item: Continental Breakfast

GROUP TYPES

Enter group type name...

- Affinity
- Charter Affinity
- Charter Incentive
- Incentive
- Meeting

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

The screenshot shows the 'Revenue' section of a software interface. On the left, there is a sidebar with 'Date & Time' and 'Common Texts' options. The main content area is titled 'MEAL PERIODS' and contains a table with columns for meal period name, code, color, and checkboxes for 'Ship' and 'Land'. The 'Continental Breakfast' row is highlighted, and its color field is circled in orange. Below the table are 'Reset' and 'Save Changes' buttons.

Meal Period Name	Code	COLOR	Ship	Land
Group Menus	22		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Burger Corner	80		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Breakfast	01		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Brunch	02		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lunch	03		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dinner	04		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pre Function	05		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Post Function	06		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Continental Breakfast			<input checked="" type="checkbox"/>	<input type="checkbox"/>

5 To delete a meal period, click the garbage.

The screenshot shows the 'Revenue' section of a software interface. On the left, there is a sidebar with 'Brand Details', 'Date & Time', and 'Common Texts' options. The main content area is titled 'MEAL PERIODS' and contains a table with columns for meal period name, code, color, and checkboxes for 'Ship' and 'Land'. The 'Brunch' row is highlighted, and its delete icon (garbage can) is circled in orange. Below the table is a 'GROUP TYPES' section.

Meal Period Name	Code	COLOR	Ship	Land
Dinner	03		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Brunch	04		<input checked="" type="checkbox"/>	<input type="checkbox"/>
24 Hour Menu	55		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tea Time	06		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Canapes	08		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crew Late Evening	11		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Officer a la Carte	12		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Holiday Event	14		<input checked="" type="checkbox"/>	<input type="checkbox"/>
All Day	17		<input checked="" type="checkbox"/>	<input type="checkbox"/>

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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.

The screenshot shows the 'Revenue' settings page with a sidebar on the left containing 'Brand Details', 'Date & Time', and 'Common Texts'. The main content area is titled 'MEAL PERIODS' and contains a table with the following data:

Meal Period Name	Code	Color	Ship	Land	Actions
Tea Time	06		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Canapes	08		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Crew Late Evening	11		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Officer a la Carte	12		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Holiday Event	14		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All Day	17		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Day Only	18		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Dry Dock	44		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

The 'Canapes' row is highlighted with an orange circle. Below the table, there is a section for 'GROUP TYPES'.

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Click "Save Changes" to finalize.

The screenshot shows the bottom of the settings page. At the bottom right, there are two buttons: 'Reset' and 'Save Changes'. The 'Save Changes' button is highlighted with an orange circle. Below the buttons, there is a large dark blue circular button with a white dot in the center.



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