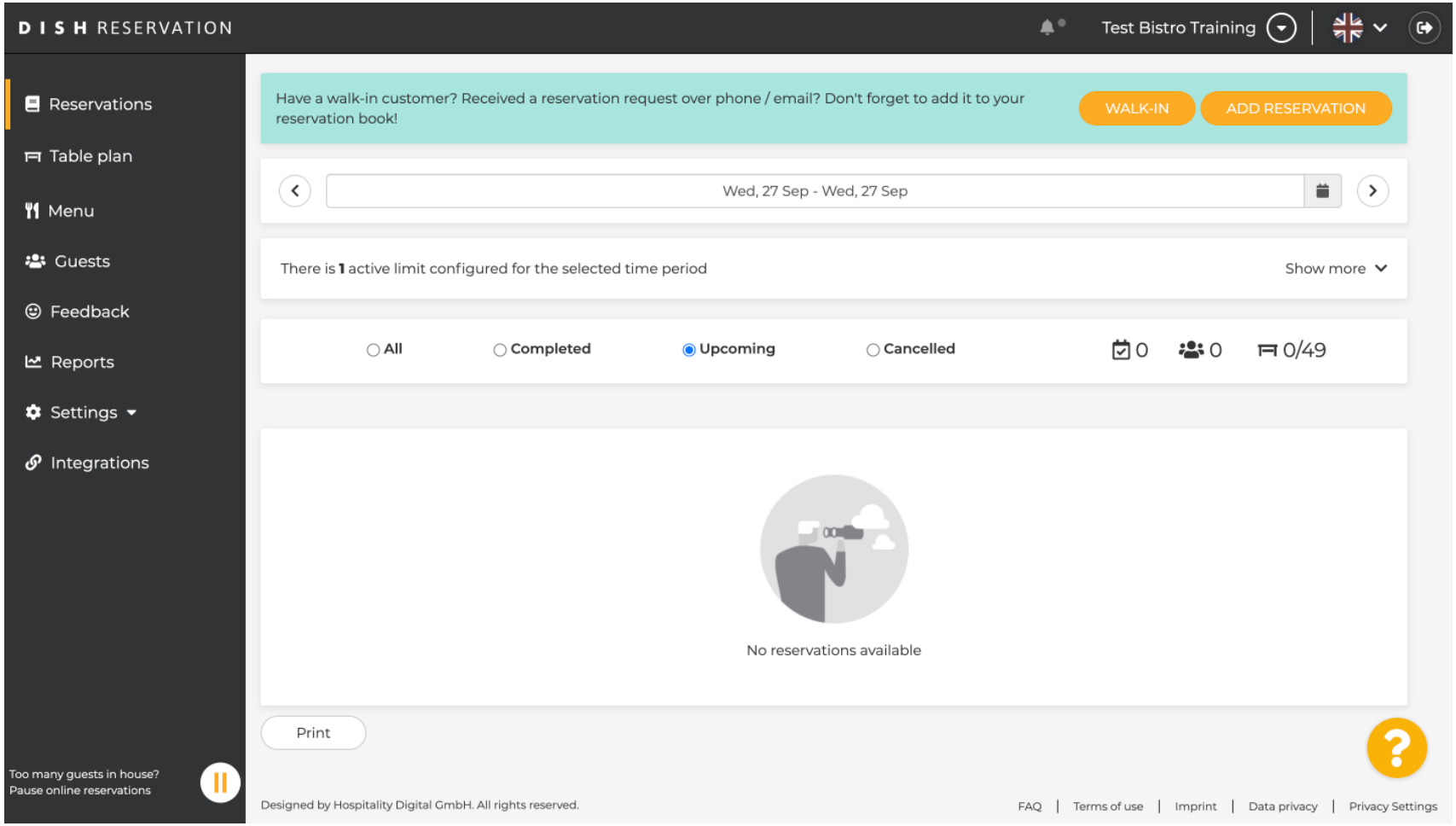
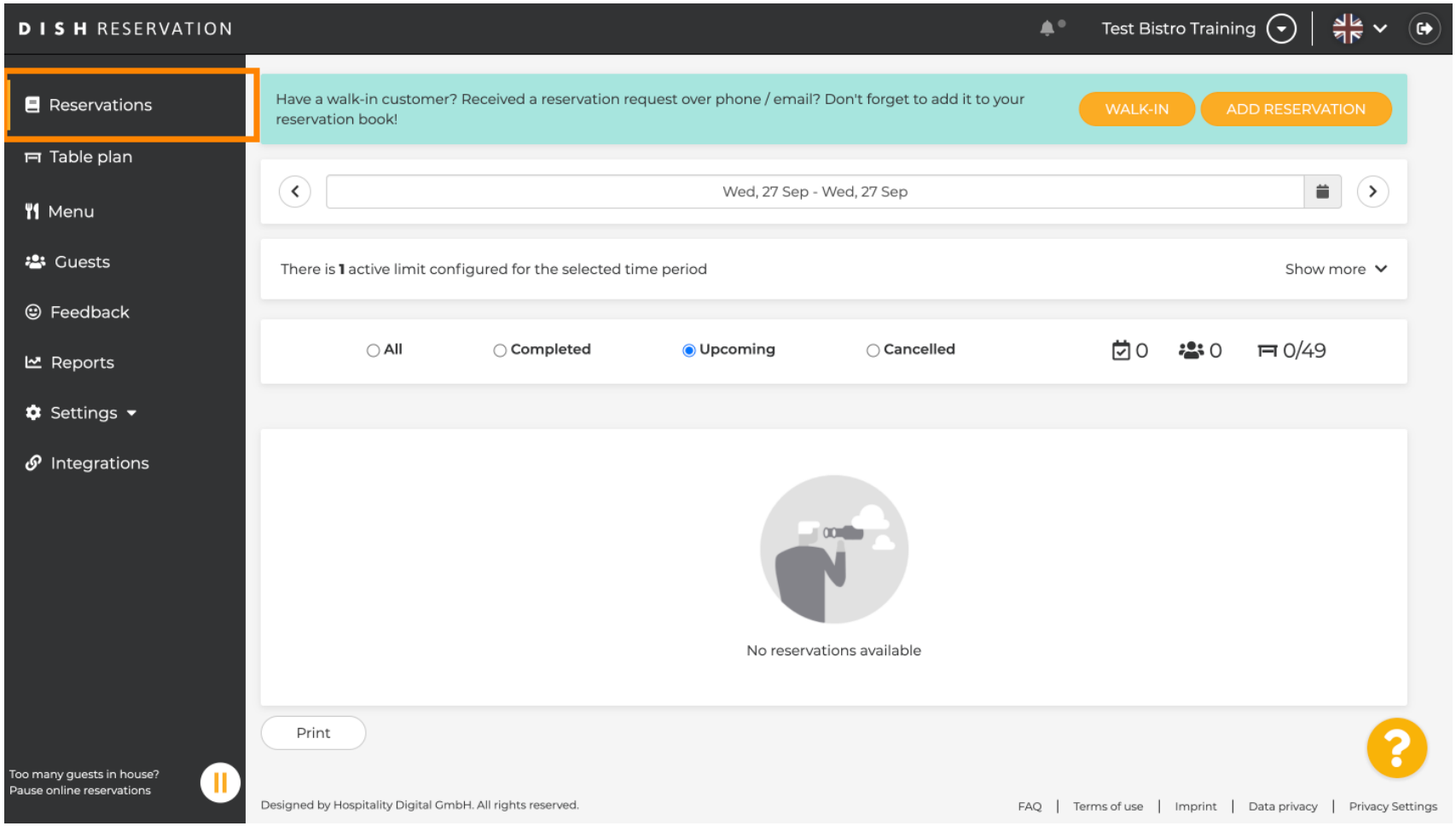
DISH Reservation - How to manage reservations in the admin panel

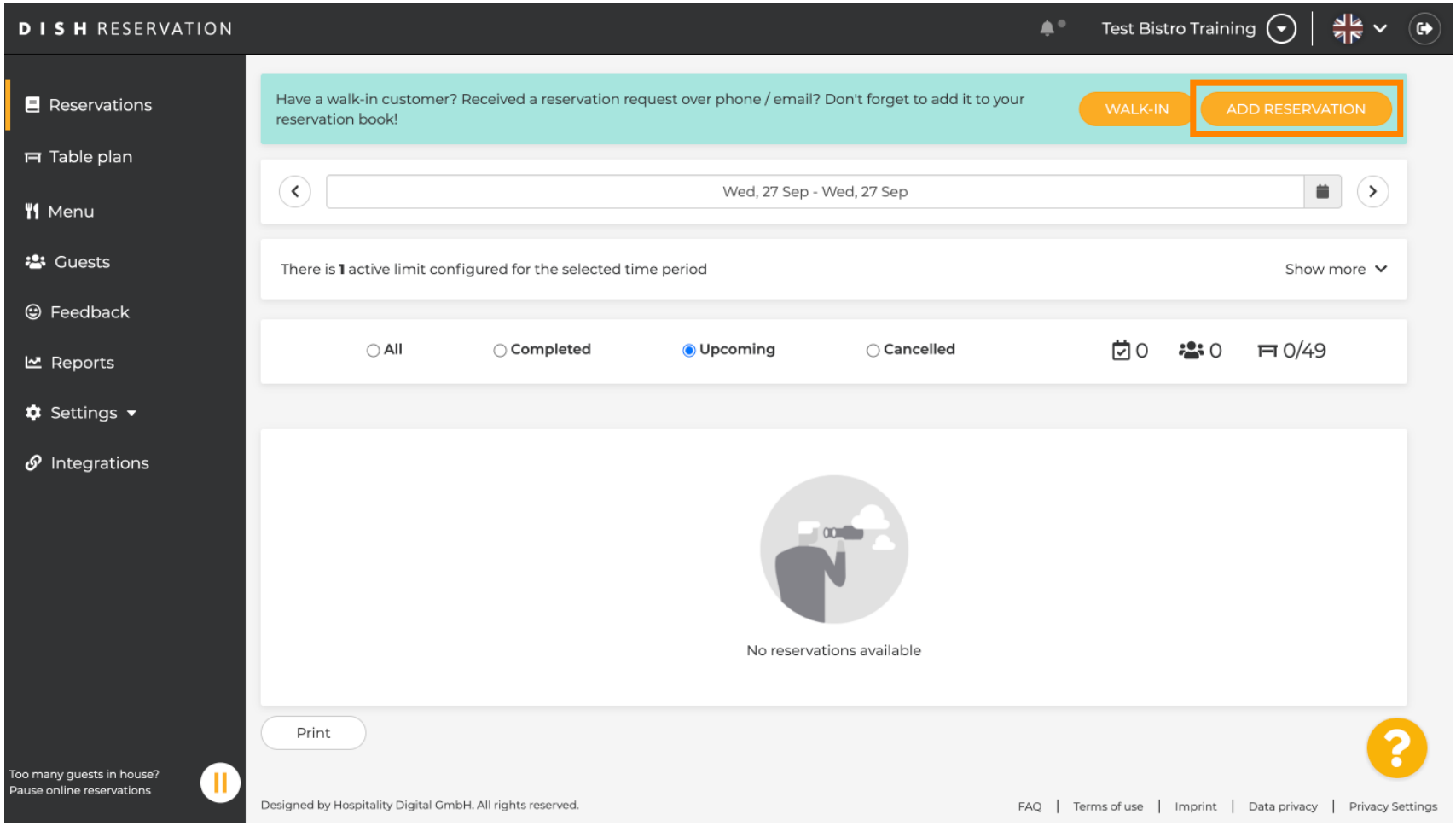
Welcome to the dashboard of DISH Reservation. In this tutorial, we show you how to manage your reservations.



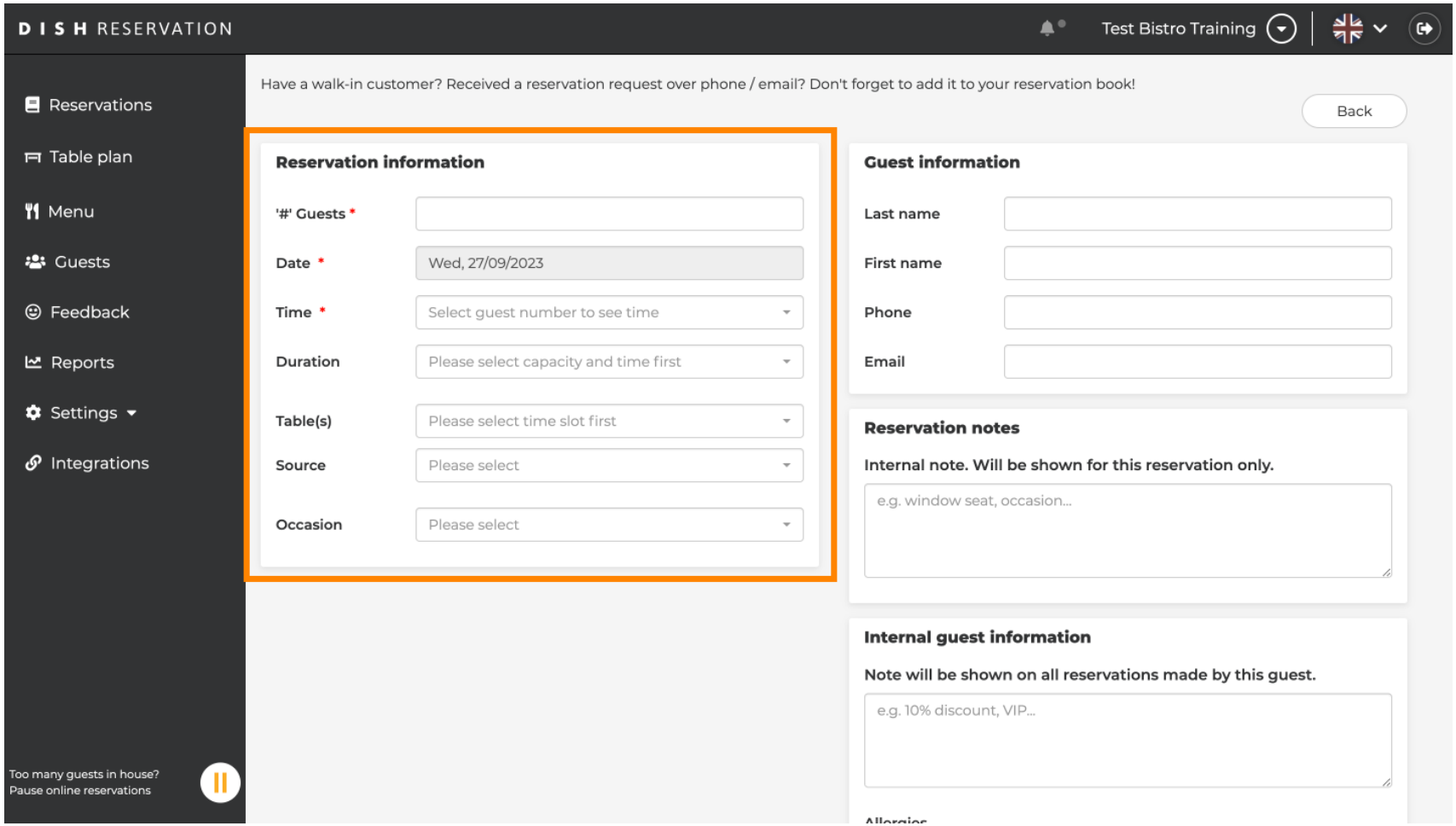
When the menu Reservations is selected, you see an overview of your reservations.



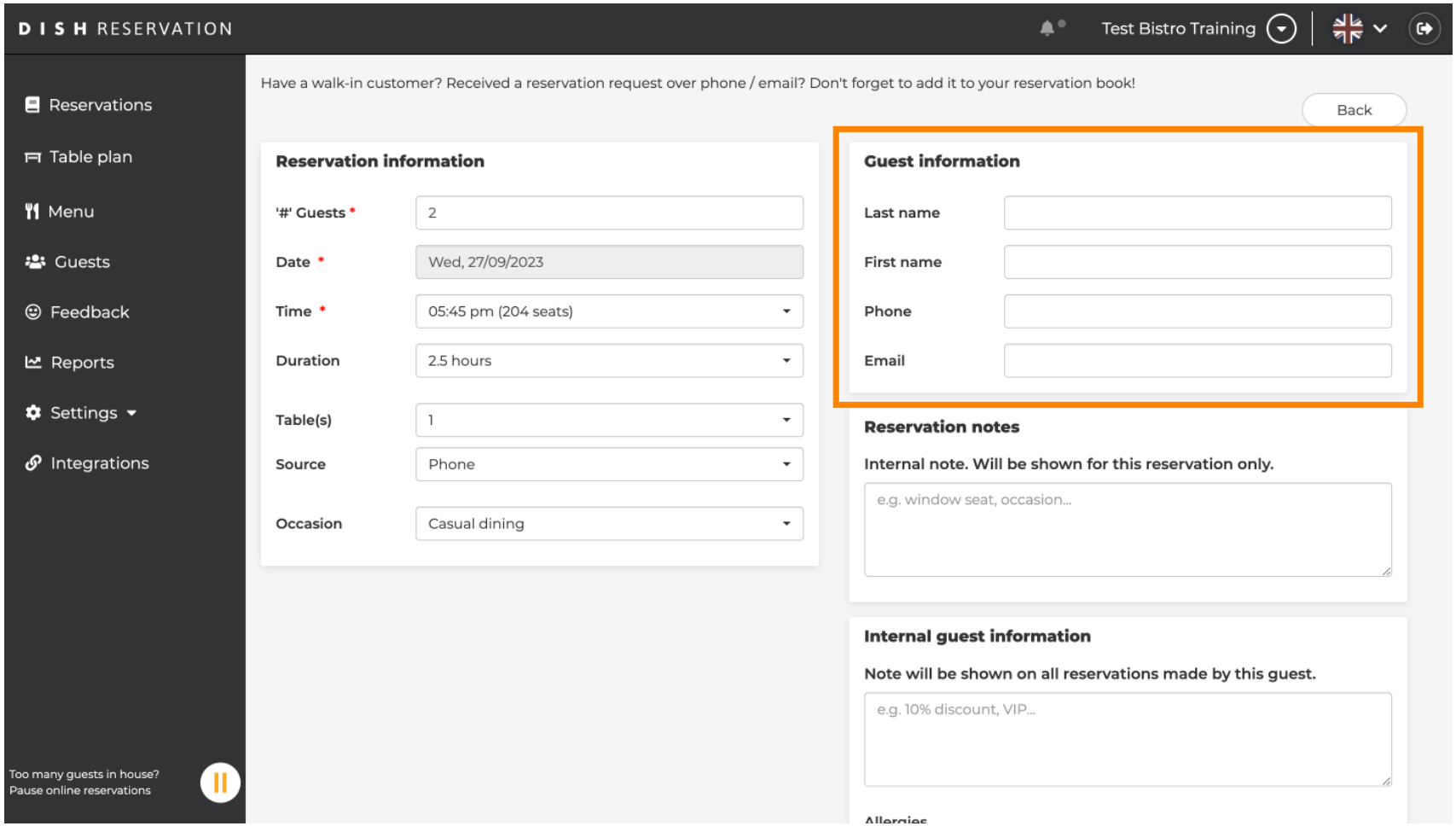
To add a reservation manually, click on ADD RESERVATION.



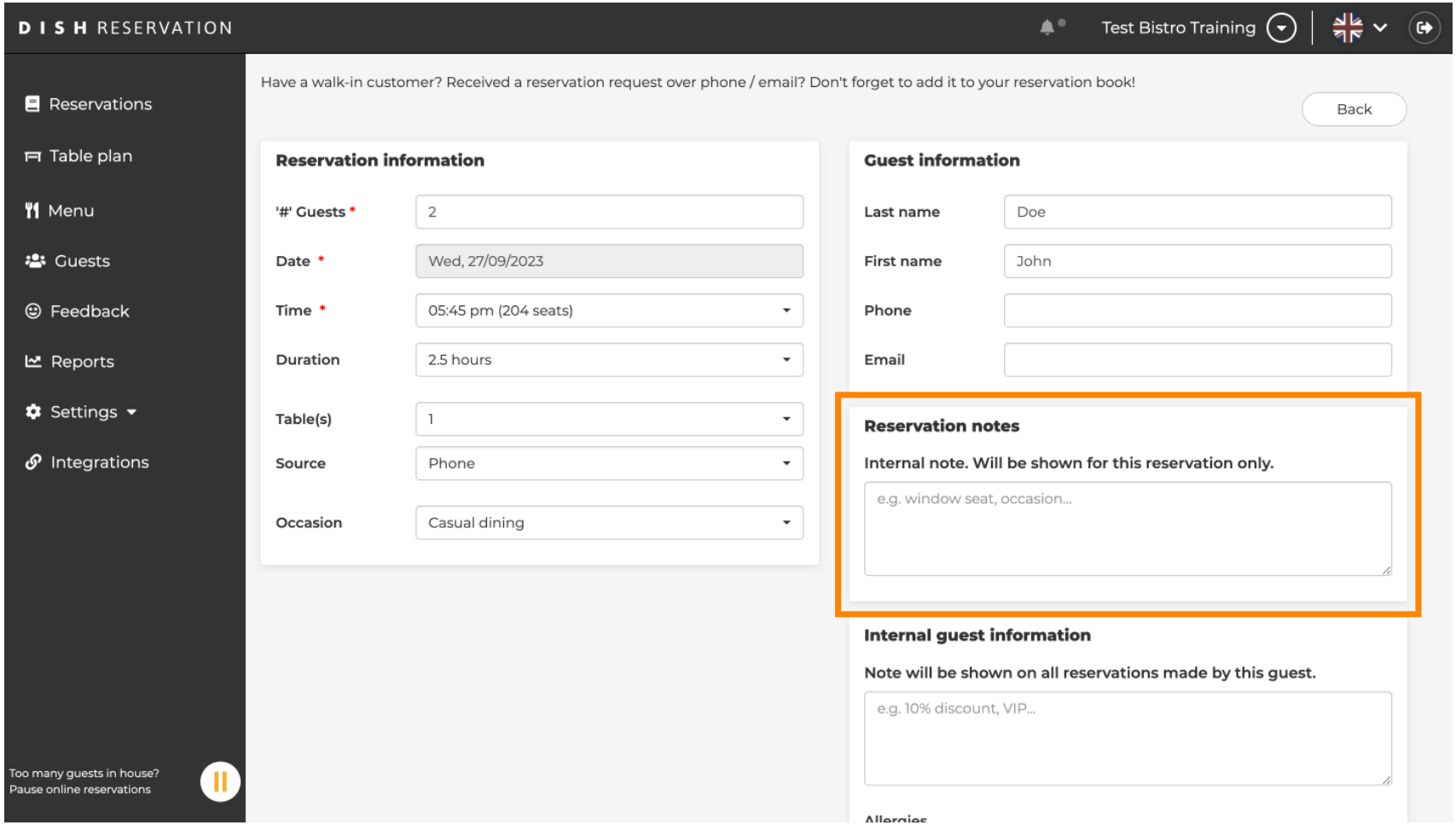
A new window will open where you can enter the essential reservation information.



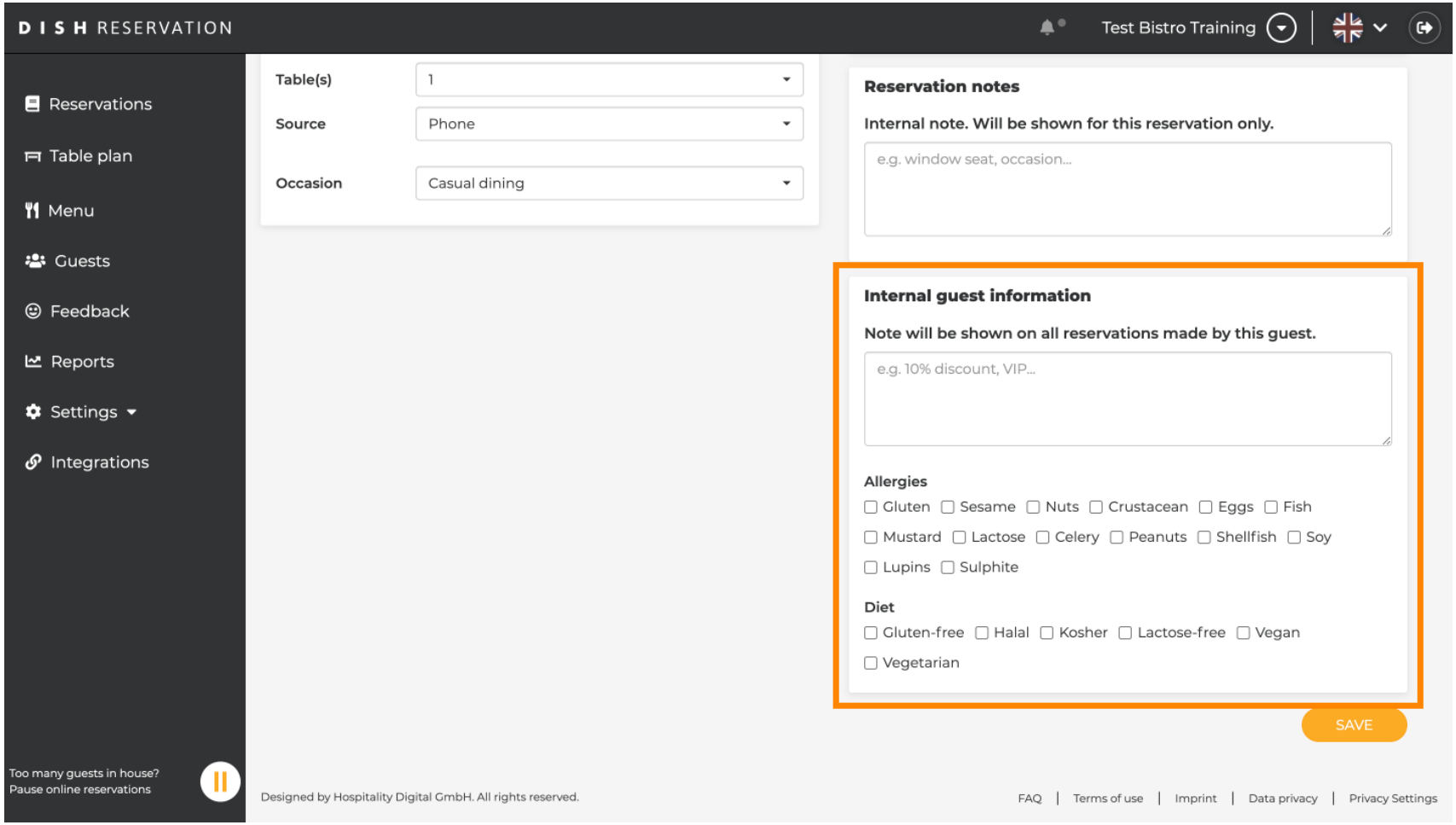
Then fill in the guest's information. Note: First name or last name, one of the two is mandatory.



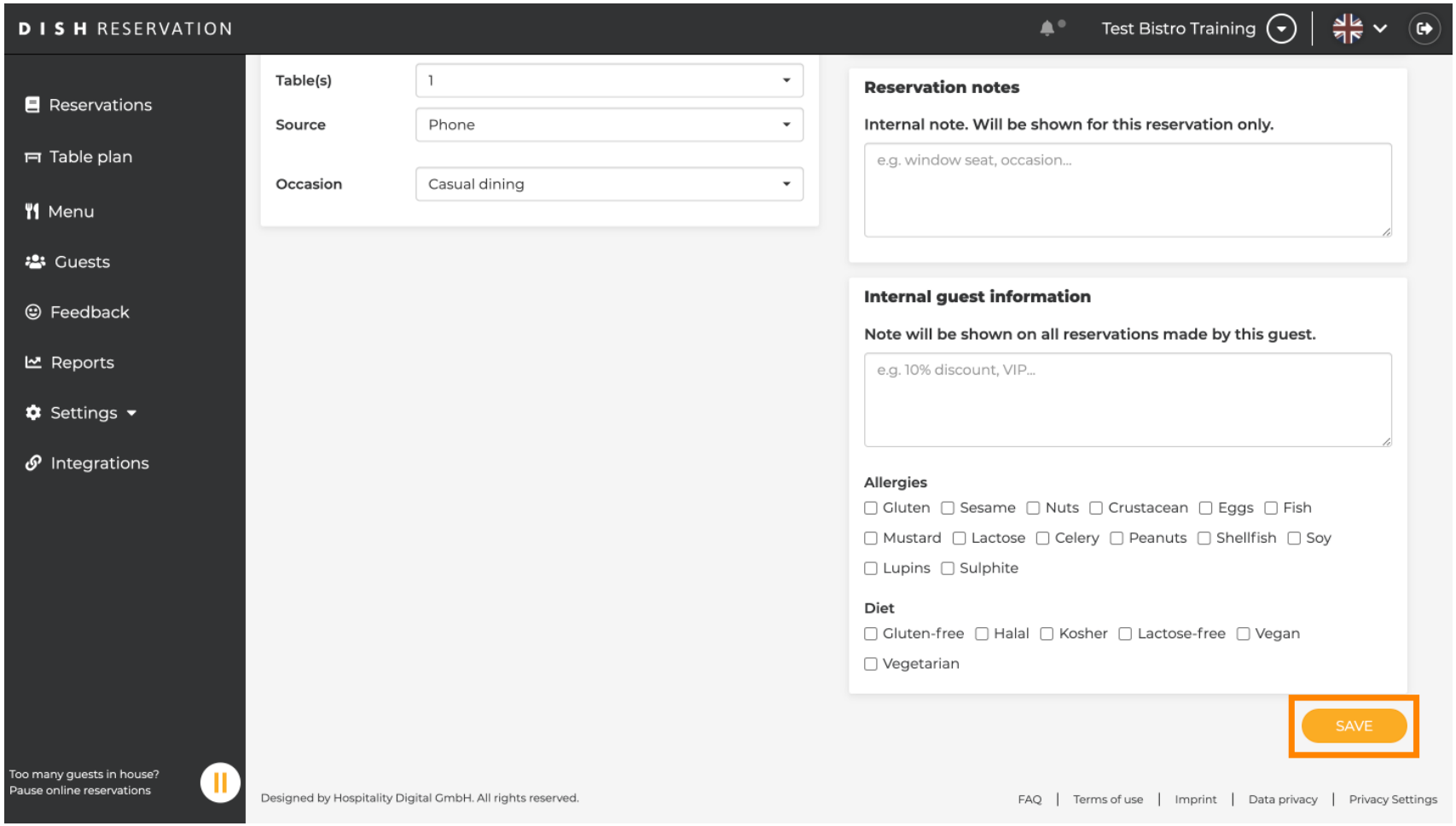
If there are notes for the reservation, you can leave them under Reservation notes. Use the corresponding text field to enter the information.



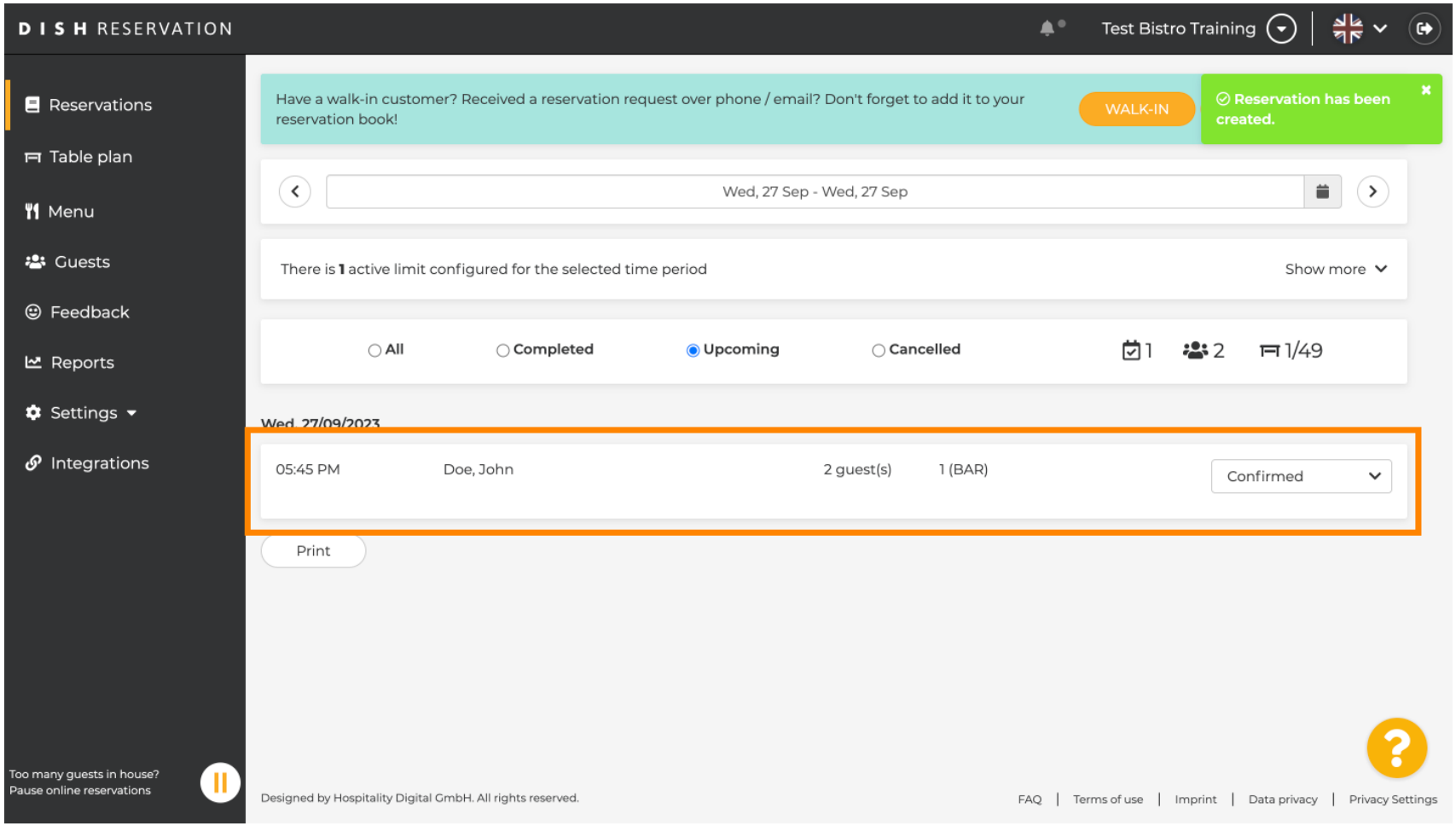
Is there additional information regarding the guest? Leave them under Internal guest information in the corresponding fields.



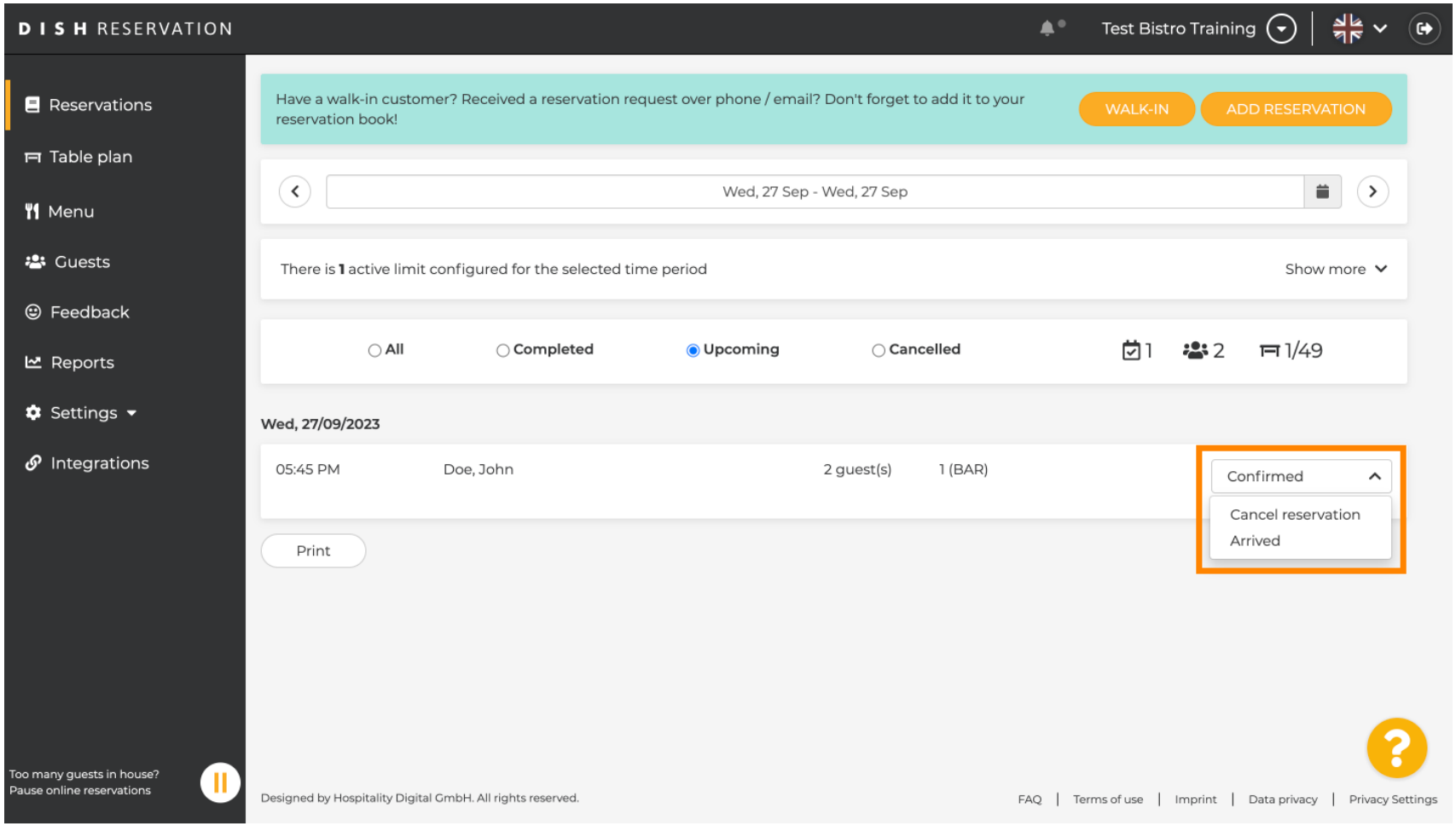
Once you entered all the information, click on SAVE to add the reservation.



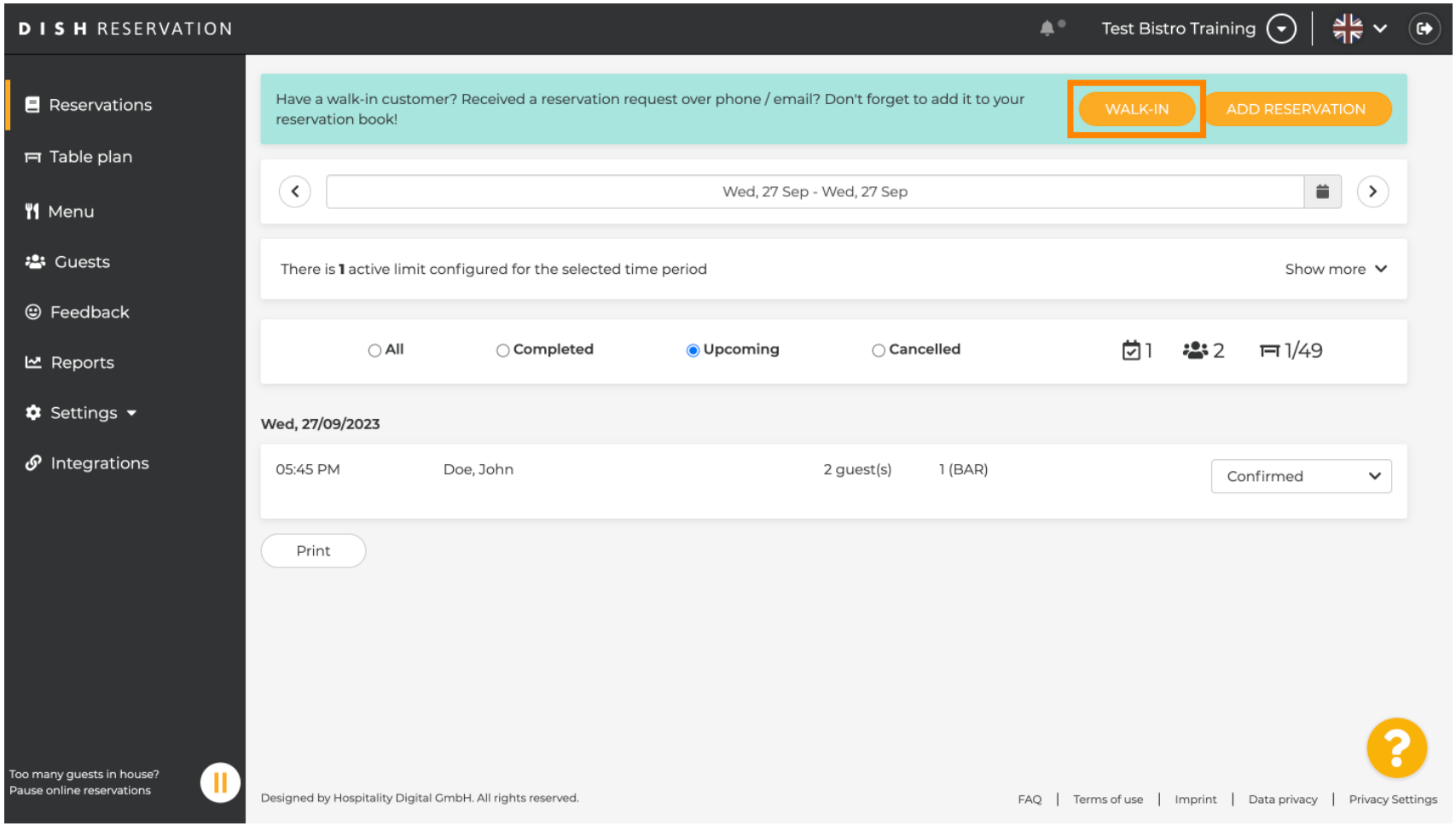
You then will be led back to the overview where you can see your added reservation.



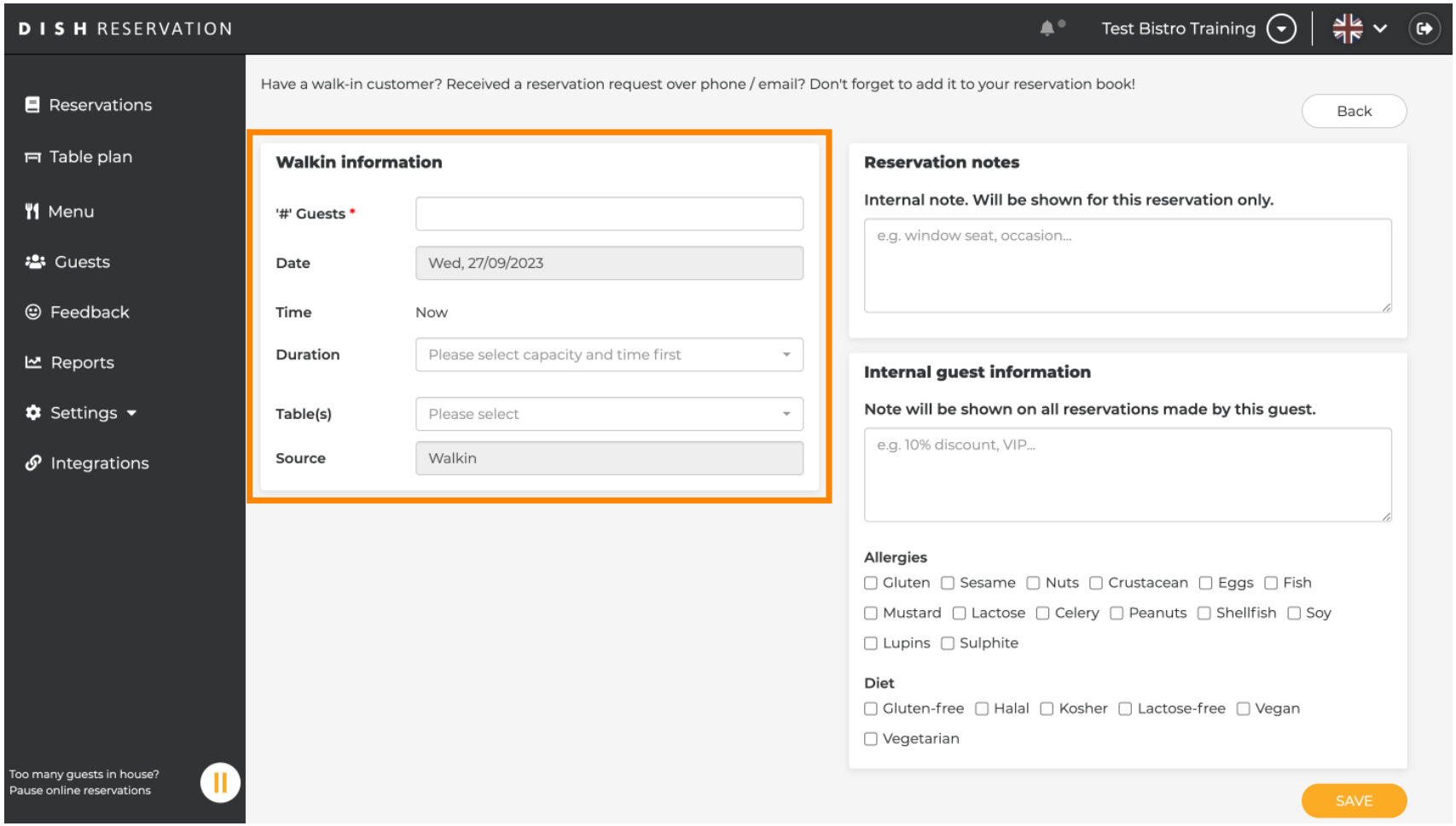
By using the drop-down menu you can either cancel a reservation or mark it as arrived.



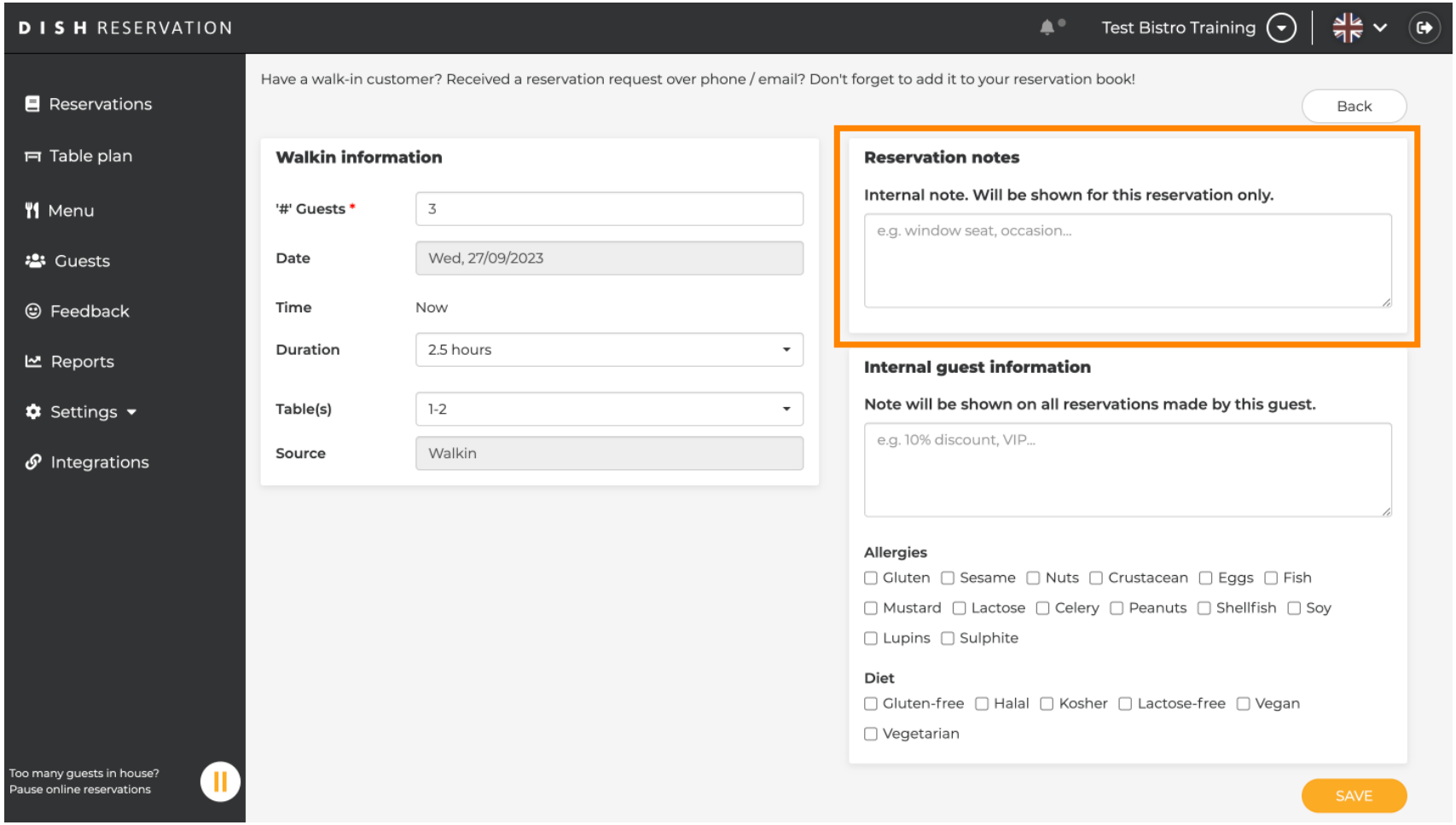
To add a walk-in click on WALK-IN.



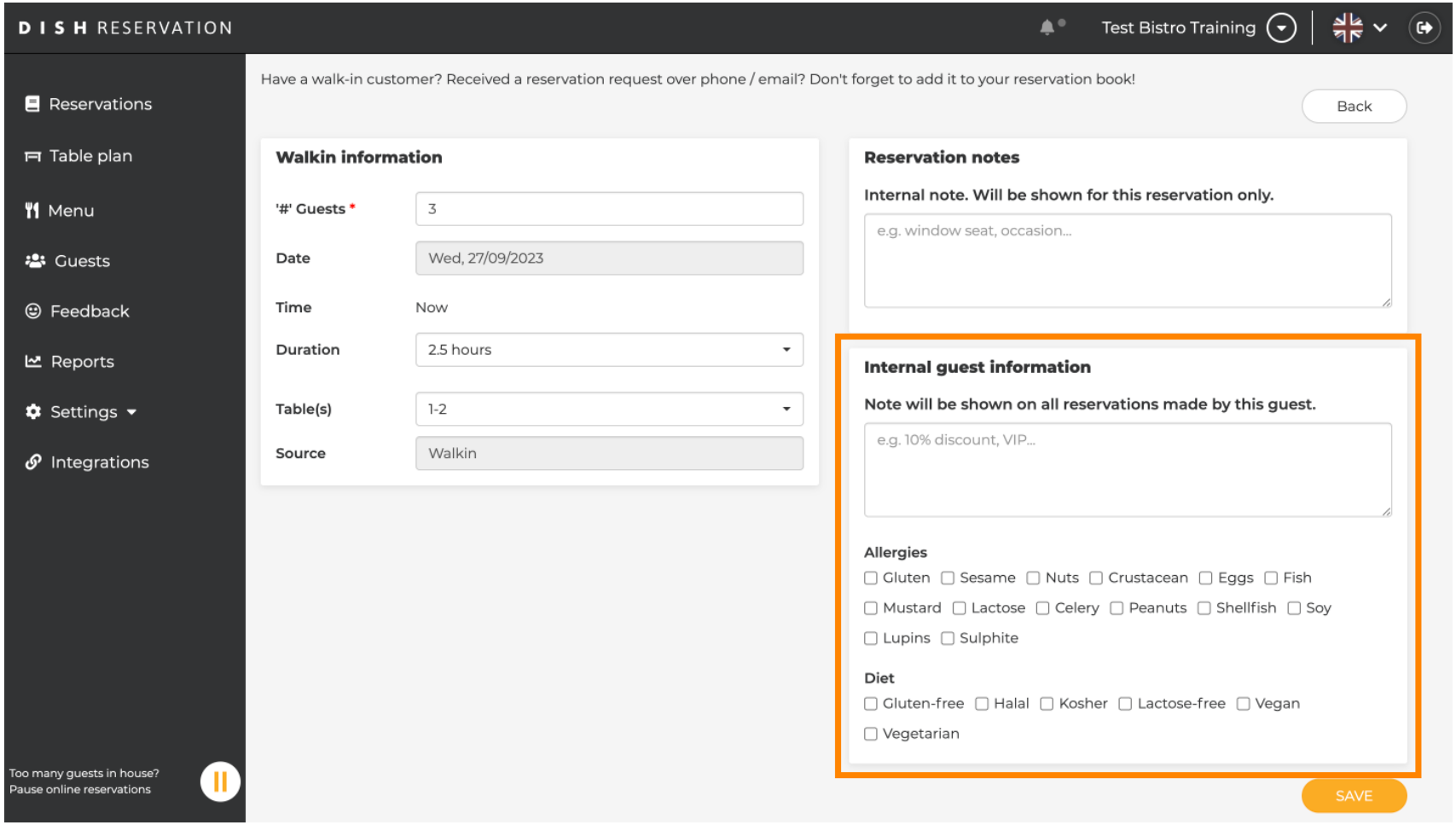
A new window will open where you can enter the essential walkin information.



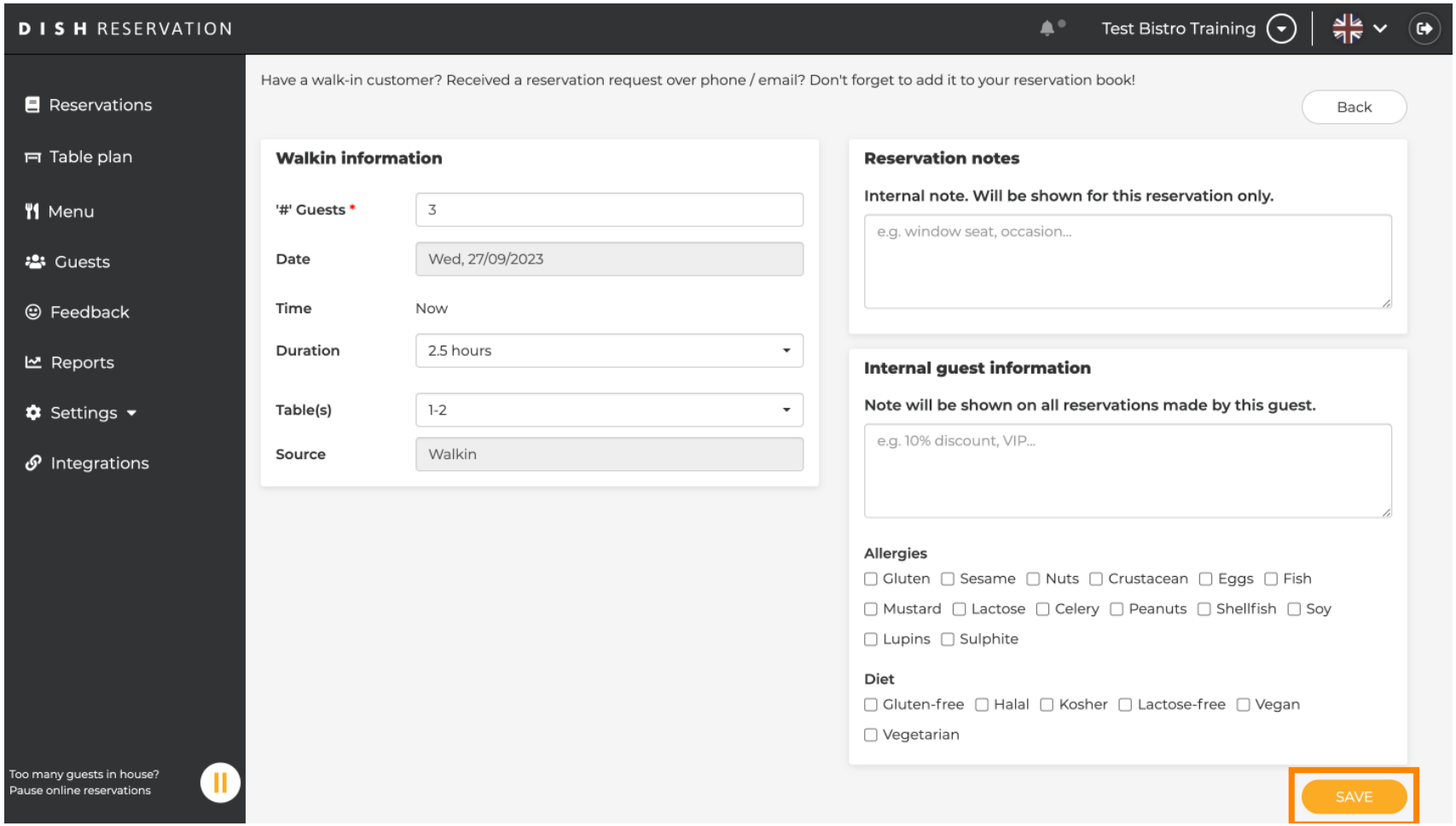
If there are notes for the reservation, you can leave them under Reservation notes. Use the corresponding text field to enter the information.



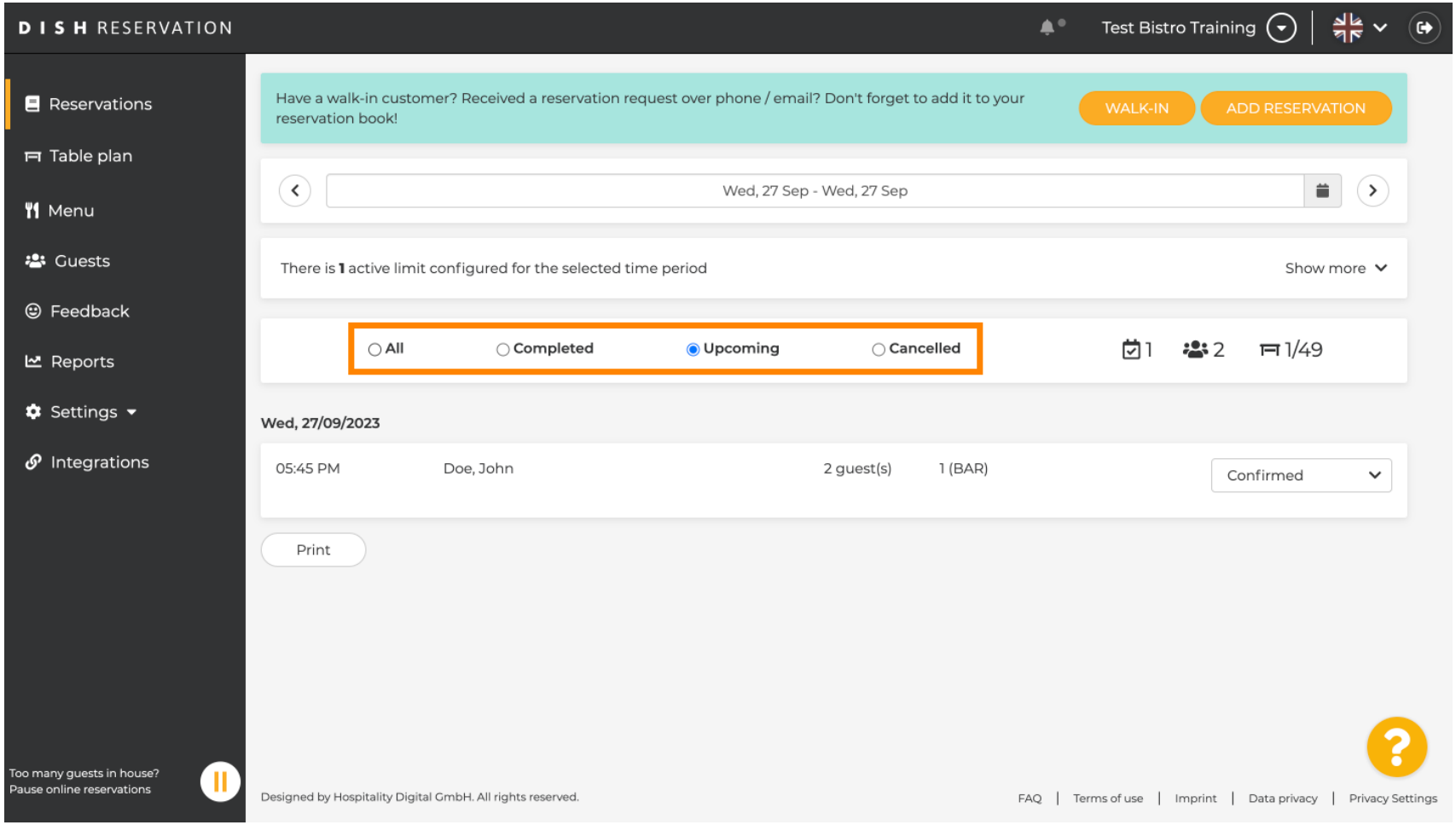
Are there additional information regarding the guest, leave them under Internal guest information in the corresponding text field.



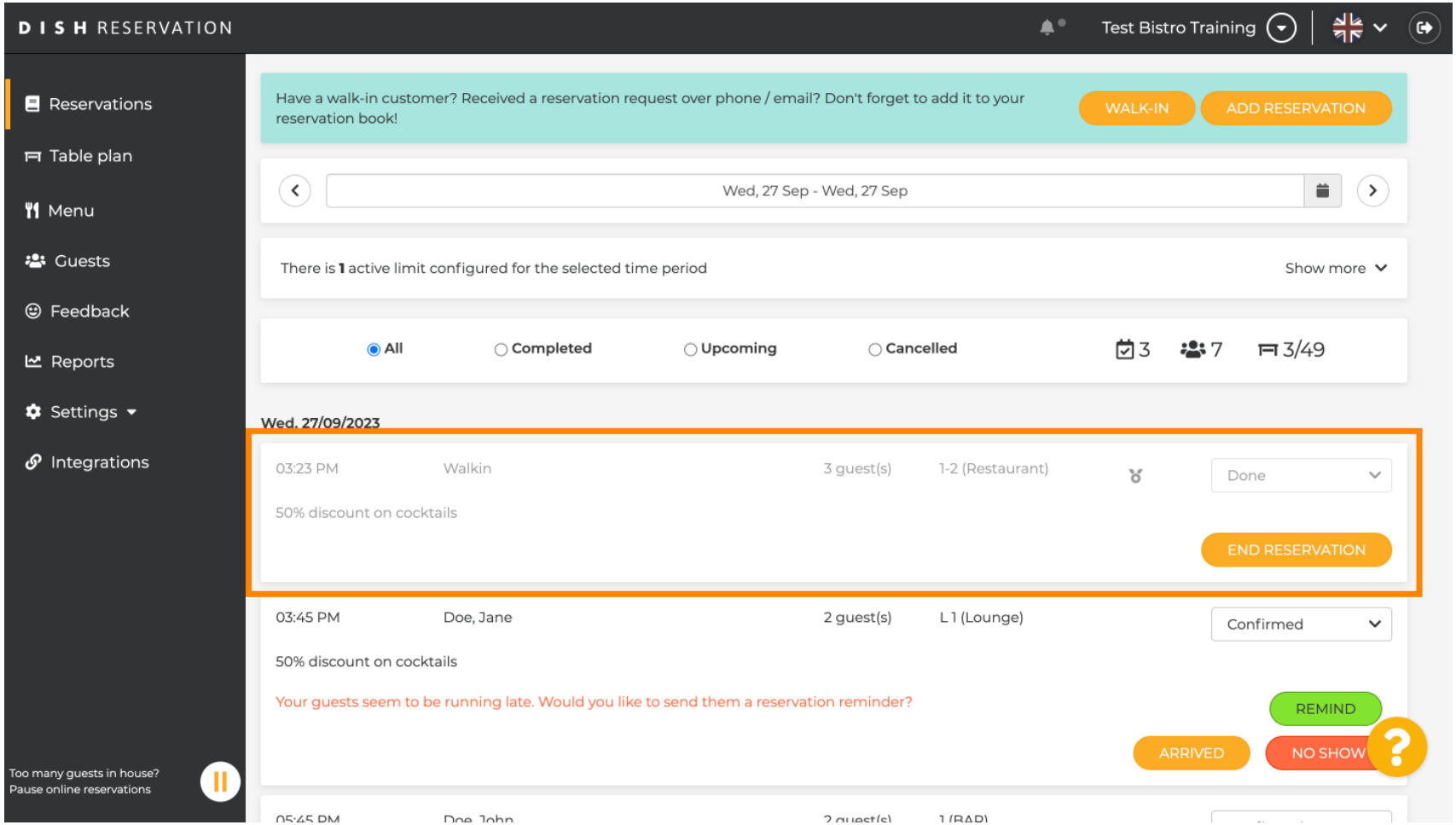
Once you entered all the information, click on SAVE to add the walk-in.



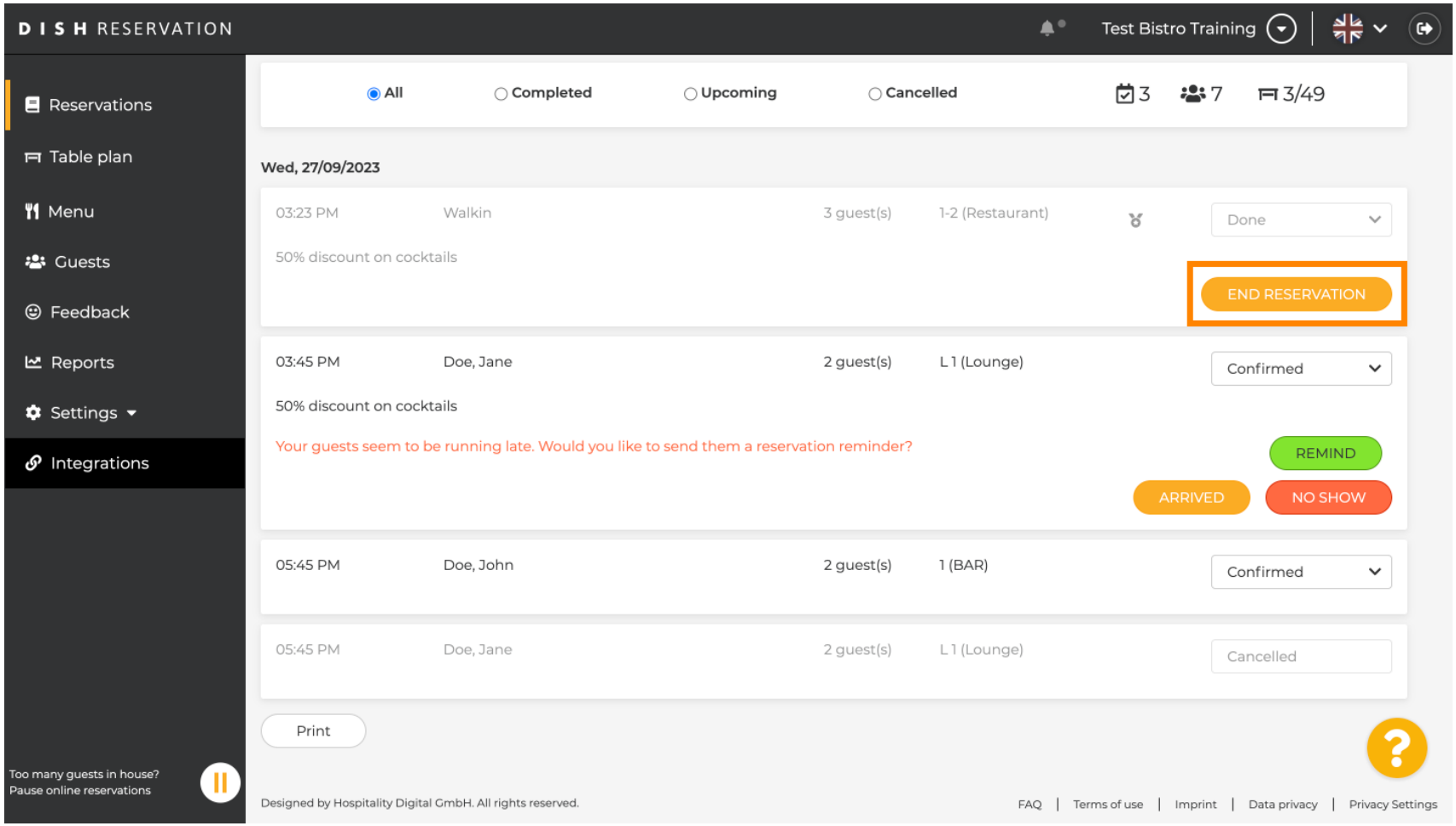
Since a walk-in isn't an upcoming reservation, you have to filter your reservations differently. To do so, use the given selections.



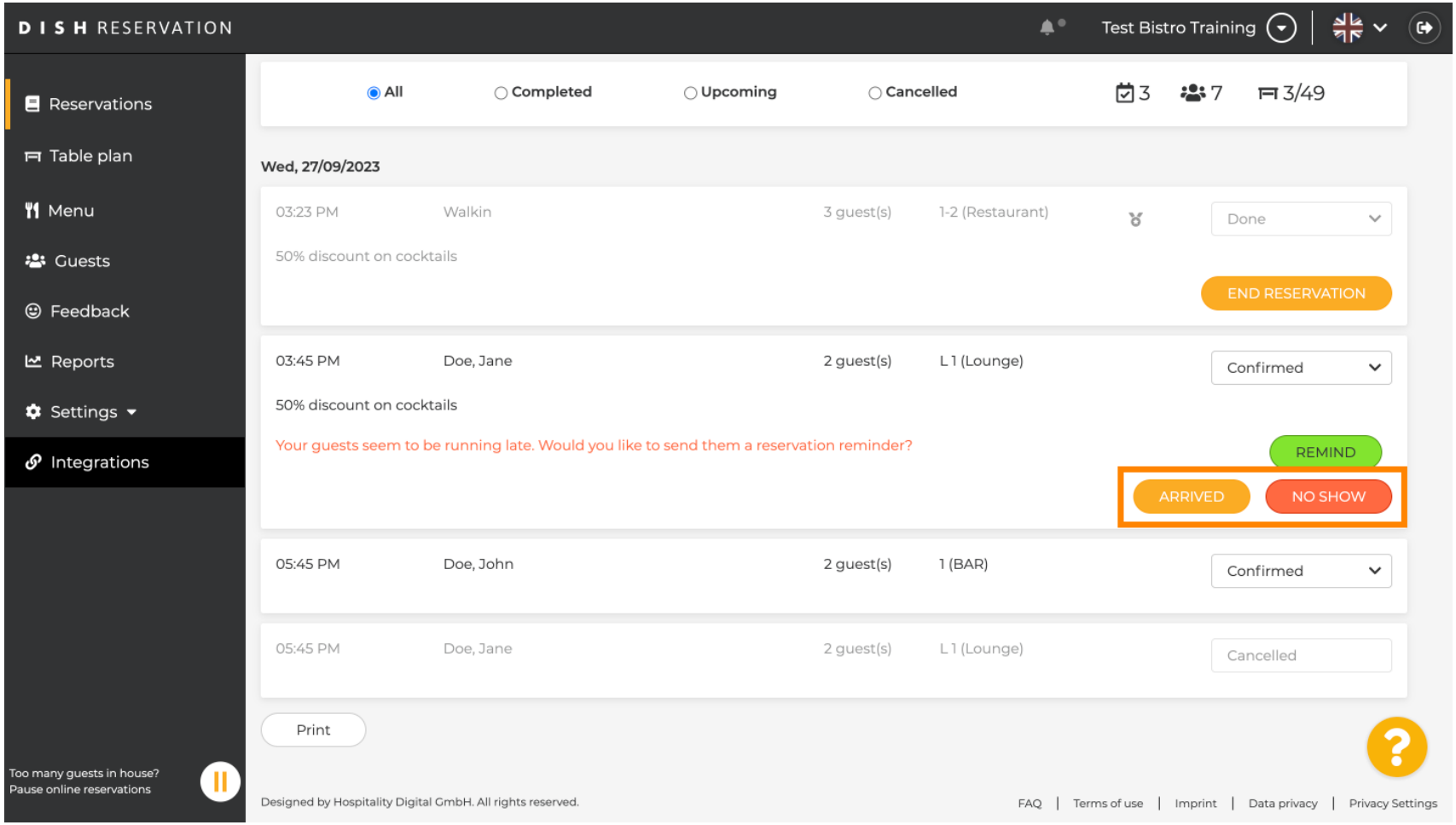
Depending on your choice of selection, you will see your reservations filtered. By clicking on a reservation you can always see further information and adjust it as well.



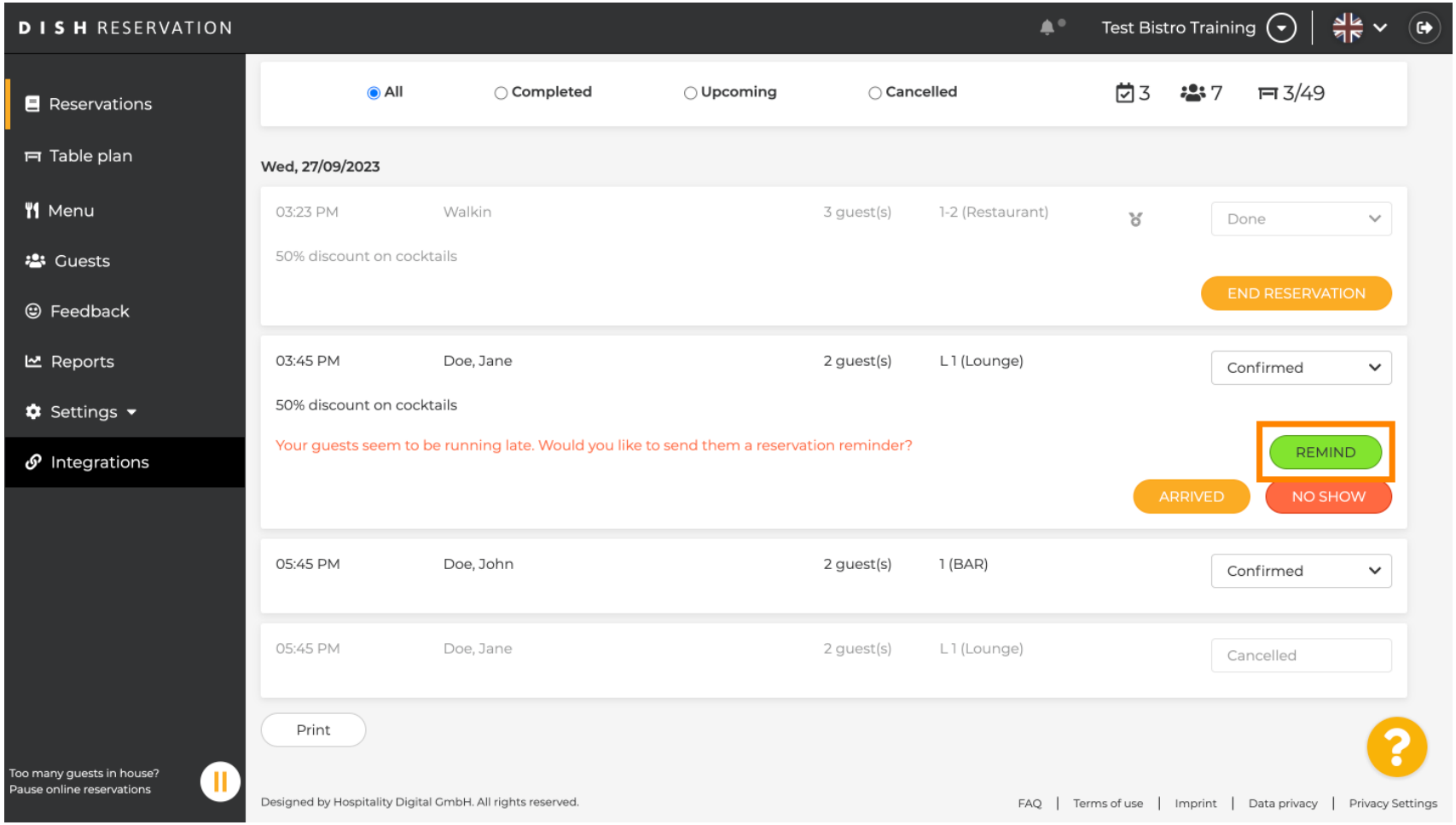
Is a table finished, you can terminate that specific reservation by clicking on END RESERVATION.



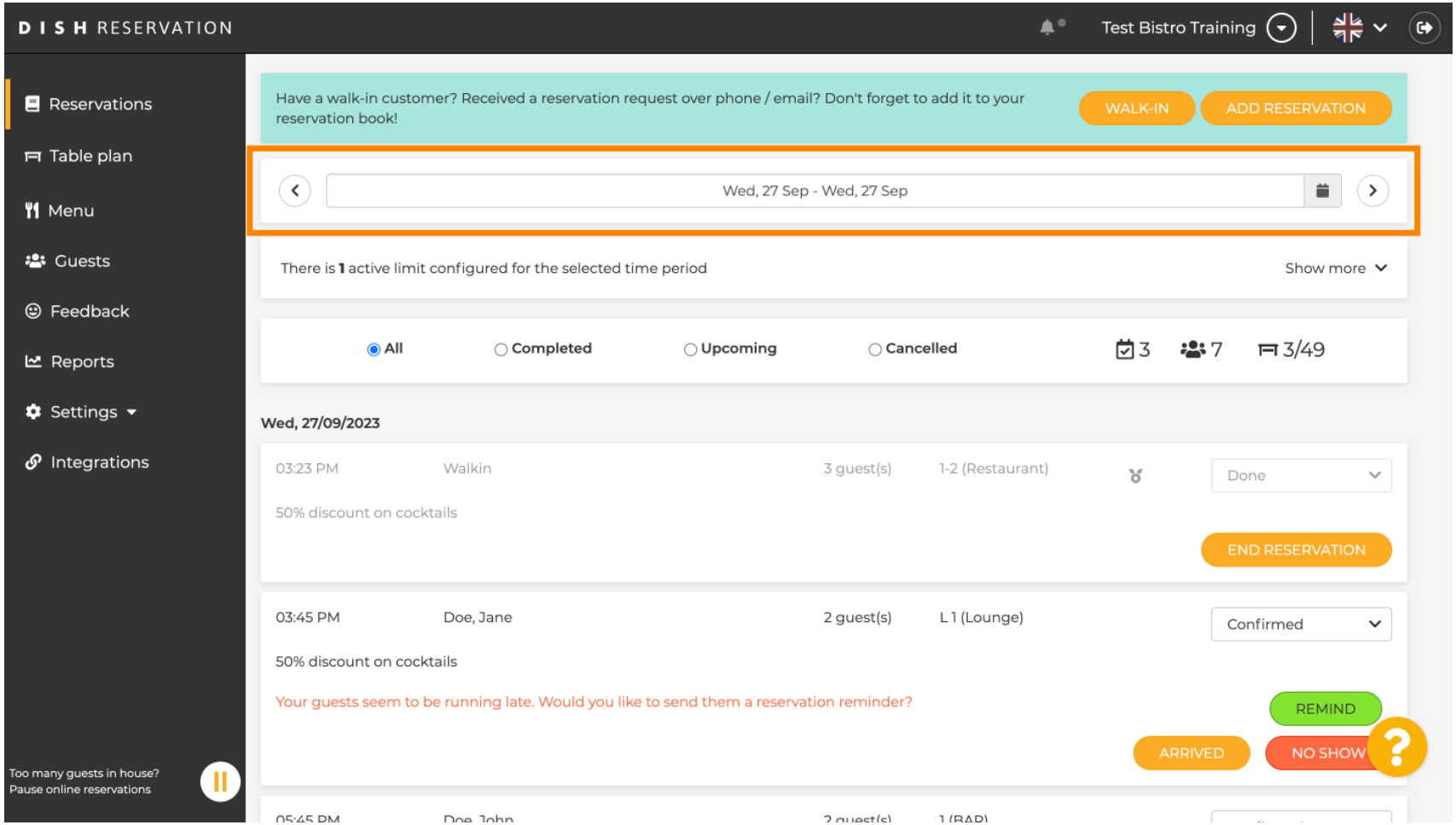
For an upcoming reservation you have the option to either mark it as arrived or no show. Simply click on the corresponding button.



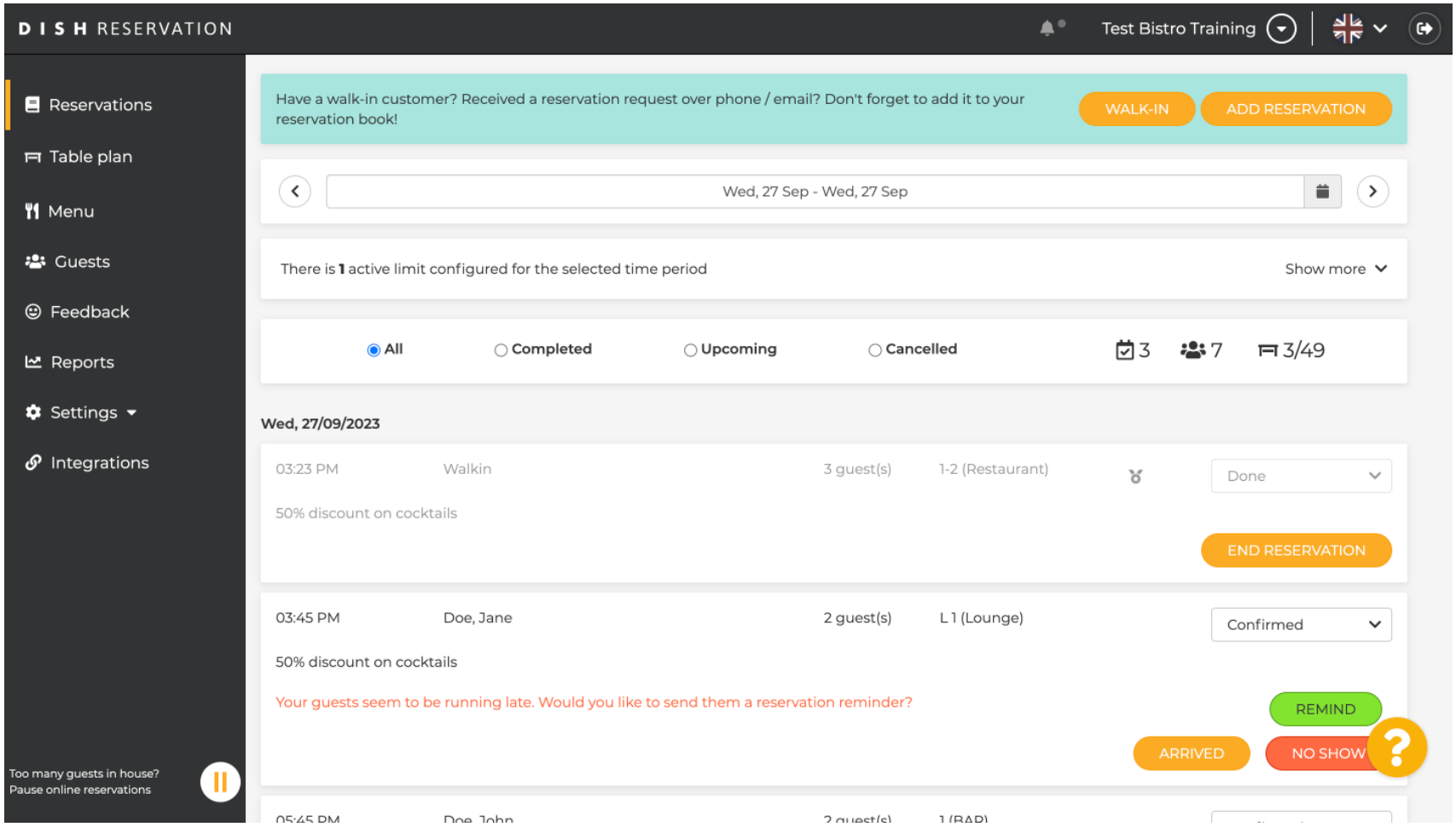
Is the guest not on time you can send a reminder by using the REMIND button. Note: Either an e-mail-address or a telephone number has to be deposited if you have added the reservation manually.



Do you want to manage or review reservations of different dates? Use the calendar function or skip through the dates by using the arrows.



That's it. You have completed the tutorial and now know how to manage your reservations.



Scan to go to the interactive player