



Bienvenido al panel de control de **DISH Reservation**. En este tutorial, te mostramos cómo gestionar tus reservas.

**DISH RESERVATION** Test Bistro Training

Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book! **WALK-IN** **ADD RESERVATION**

Wed, 27 Sep - Wed, 27 Sep

There is **1** active limit configured for the selected time period [Show more](#)

All  Completed  Upcoming  Cancelled 📅 0 👤 0 🍴 0/49

No reservations available

Print

Too many guests in house? Pause online reservations

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📅 Cuando se selecciona el menú **Reservas** , verá una descripción general de sus reservas.

The screenshot displays the DISH RESERVATION administration interface. On the left is a dark sidebar menu with the following items: Reservations (highlighted with an orange border), Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main content area has a dark header with 'DISH RESERVATION' on the left, a notification bell, 'Test Bistro Training' with a dropdown arrow, a language selector (UK flag), and a refresh icon. Below the header is a teal banner with the text: 'Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book!' and two orange buttons: 'WALK-IN' and 'ADD RESERVATION'. A date range selector shows 'Wed, 27 Sep - Wed, 27 Sep'. Below that, a white box states 'There is 1 active limit configured for the selected time period' with a 'Show more' dropdown. A filter bar contains radio buttons for 'All', 'Completed', 'Upcoming' (selected), and 'Cancelled', along with icons for a calendar (0), guests (0), and tables (0/49). The main content area shows a large grey box with a circular icon of a person with binoculars and the text 'No reservations available'. At the bottom left is a 'Print' button. At the bottom right is a yellow circular help icon with a question mark. A footer at the very bottom contains the text 'Designed by Hospitality Digital GmbH. All rights reserved.' and links for 'FAQ | Terms of use | Imprint | Data privacy | Privacy Settings'. A small notification in the bottom left corner of the interface reads 'Too many guests in house? Pause online reservations' with a pause icon.



Para agregar una reserva manualmente, haga clic en **AGREGAR RESERVA**.

**DISH RESERVATION** Test Bistro Training

Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book!

WALK-IN **ADD RESERVA**

Wed, 27 Sep - Wed, 27 Sep

There is 1 active limit configured for the selected time period Show more

All Completed **Upcoming** Cancelled 0 0 0/49

No reservations available

Print

Too many guests in house? Pause online reservations

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Se abrirá una nueva ventana donde podrás ingresar los **datos esenciales de la reserva** .

The screenshot displays the DISH RESERVATION management interface. The top navigation bar includes the DISH logo, the text "DISH RESERVATION", a notification bell, the text "Test Bistro Training", a language selector (UK flag), and a refresh icon. A sidebar on the left contains menu items: Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. At the bottom left of the sidebar, there is a notification: "Too many guests in house? Pause online reservations" with a pause icon.

The main content area features a header with the text: "Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book!" and a "Back" button. Below this, the form is divided into several sections:

- Reservation information** (highlighted with an orange border):
  - # Guests \* (text input)
  - Date \* (text input: Wed, 27/09/2023)
  - Time \* (dropdown menu: Select guest number to see time)
  - Duration (dropdown menu: Please select capacity and time first)
  - Table(s) (dropdown menu: Please select time slot first)
  - Source (dropdown menu: Please select)
  - Occasion (dropdown menu: Please select)
- Guest information**:
  - Last name (text input)
  - First name (text input)
  - Phone (text input)
  - Email (text input)
- Reservation notes**:
  - Internal note. Will be shown for this reservation only. (text area: e.g. window seat, occasion...)
- Internal guest information**:
  - Note will be shown on all reservations made by this guest. (text area: e.g. 10% discount, VIP...)

Luego, complete la **información del huésped** . **Nota: Nombre o apellido (uno de los dos es obligatorio).**

The screenshot displays the DISH RESERVATION management interface. On the left is a dark sidebar with navigation options: Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. At the bottom of the sidebar, there is a notification: "Too many guests in house? Pause online reservations" with a pause icon.

The main content area has a dark header with "DISH RESERVATION" on the left, a notification bell, "Test Bistro Training" with a dropdown arrow, a language selector (UK flag), and a refresh icon. Below the header, a light gray box contains the text: "Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book!" and a "Back" button.

The reservation form is divided into two main sections:

- Reservation information:** This section contains several input fields:
  - # Guests \*: 2
  - Date \*: Wed, 27/09/2023
  - Time \*: 05:45 pm (204 seats) [dropdown]
  - Duration: 2.5 hours [dropdown]
  - Table(s): 1 [dropdown]
  - Source: Phone [dropdown]
  - Occasion: Casual dining [dropdown]
- Guest information:** This section is highlighted with an orange border and contains four input fields:
  - Last name
  - First name
  - Phone
  - Email

Below the guest information, there are two text areas for notes:

- Reservation notes:** Internal note. Will be shown for this reservation only. (e.g. window seat, occasion...)
- Internal guest information:** Note will be shown on all reservations made by this guest. (e.g. 10% discount, VIP...)

At the bottom, the word "Allergies" is partially visible.



Si hay notas para la reserva, puede dejarlas en "Notas de la reserva". Utilice el **campo de texto** correspondiente para introducir la información.



¿Hay información adicional sobre el huésped? Indíquela en la sección "Información interna del huésped" en los **campos** correspondientes .

The screenshot shows the DISH RESERVATION administration interface. On the left is a dark sidebar with navigation options: Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main content area is divided into several sections:

- Table(s)**: A dropdown menu set to '1'.
- Source**: A dropdown menu set to 'Phone'.
- Occasion**: A dropdown menu set to 'Casual dining'.
- Reservation notes**: A section titled 'Internal note. Will be shown for this reservation only.' with a text input field containing 'e.g. window seat, occasion...'.
- Internal guest information**: A section titled 'Note will be shown on all reservations made by this guest.' with a text input field containing 'e.g. 10% discount, VIP...'. This section is highlighted with an orange border and includes:
  - Allergies**: A list of checkboxes for Gluten, Sesame, Nuts, Crustacean, Eggs, Fish, Mustard, Lactose, Celery, Peanuts, Shellfish, Soy, Lupins, and Sulphite.
  - Diet**: A list of checkboxes for Gluten-free, Halal, Kosher, Lactose-free, Vegan, and Vegetarian.
- SAVE**: A prominent orange button at the bottom right of the 'Internal guest information' section.

At the bottom of the page, there is a footer with the text 'Designed by Hospitality Digital GmbH. All rights reserved.' and a navigation menu with links for 'FAQ', 'Terms of use', 'Imprint', 'Data privacy', and 'Privacy Settings'.

Una vez ingresada toda la información, haga clic en **GUARDAR** para agregar la reserva.

**DISH RESERVATION** Test Bistro Training

Reservations

Table plan

Menu

Guests

Feedback

Reports

Settings

Integrations

Table(s) 1

Source Phone

Occasion Casual dining

**Reservation notes**

Internal note. Will be shown for this reservation only.

e.g. window seat, occasion...

**Internal guest information**

Note will be shown on all reservations made by this guest.

e.g. 10% discount, VIP...

**Allergies**

Gluten  Sesame  Nuts  Crustacean  Eggs  Fish

Mustard  Lactose  Celery  Peanuts  Shellfish  Soy

Lupins  Sulphite

**Diet**

Gluten-free  Halal  Kosher  Lactose-free  Vegan

Vegetarian

**SAVE**

Too many guests in house? Pause online reservations

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Luego volverás a la descripción general donde podrás ver la reserva agregada.

**DISH RESERVATION** Test Bistro Training

Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book! **WALK-IN** Reservation has been created.

Wed, 27 Sep - Wed, 27 Sep

There is 1 active limit configured for the selected time period [Show more](#)

All  Completed  Upcoming  Cancelled 📅 1 👤 2 🍴 1/49

Wed 27/09/2023

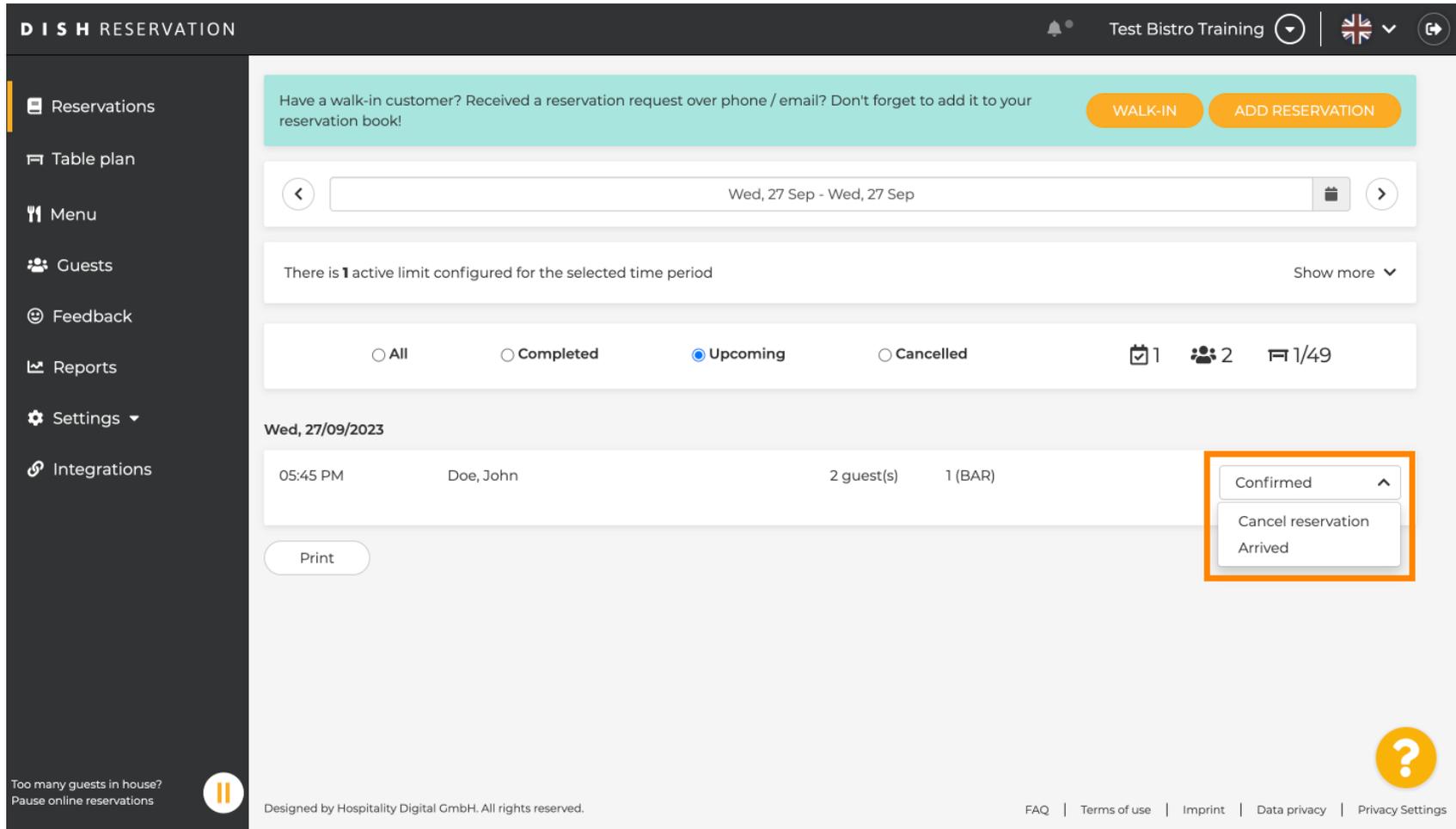
05:45 PM	Doe, John	2 guest(s)	1 (BAR)	Confirmed
----------	-----------	------------	---------	-----------

Print

Too many guests in house? Pause online reservations

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Utilizando el **menú desplegable** puedes cancelar una reserva o marcarla como llegada.



The screenshot displays the DISH RESERVATION management interface. The top navigation bar includes the DISH logo, the text "RESERVATION", and user information "Test Bistro Training" with a language selector (UK flag) and a refresh icon. A teal banner at the top right contains the text "Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book!" and two buttons: "WALK-IN" and "ADD RESERVATION". Below this is a date range selector showing "Wed, 27 Sep - Wed, 27 Sep". A white box indicates "There is 1 active limit configured for the selected time period" with a "Show more" dropdown. A filter bar shows "All", "Completed", "Upcoming" (selected), and "Cancelled" filters, along with summary icons for 1 calendar, 2 people, and 1/49 tables. The main content area shows a reservation for "Wed, 27/09/2023" at "05:45 PM" for "Doe, John" with "2 guest(s)" and "1 (BAR)". A "Print" button is located below the reservation details. A dropdown menu is open on the right side of the reservation row, showing options: "Confirmed" (with an up arrow), "Cancel reservation", and "Arrived". The bottom of the interface features a "Too many guests in house? Pause online reservations" warning with a pause icon, a footer with "Designed by Hospitality Digital GmbH. All rights reserved.", and a footer menu with "FAQ", "Terms of use", "Imprint", "Data privacy", and "Privacy Settings". A help icon (question mark) is also present in the bottom right corner.

Para agregar un cliente sin cita previa, haga clic en **ENTRADA**.

**DISH RESERVATION** Test Bistro Training

Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book!

**WALK-IN** ADD RESERVATION

Wed, 27 Sep - Wed, 27 Sep

There is 1 active limit configured for the selected time period [Show more](#)

All  Completed  Upcoming  Cancelled

1 2 1/49

Wed, 27/09/2023

05:45 PM	Doe, John	2 guest(s)	1 (BAR)	Confirmed
----------	-----------	------------	---------	-----------

Print

Too many guests in house? Pause online reservations

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Se abrirá una nueva ventana donde podrás ingresar la **información esencial para caminar** .

**DISH RESERVATION** Test Bistro Training 🇬🇧 🏠

Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book! Back

### Walkin information

**#' Guests \***

**Date**

**Time**

**Duration**

**Table(s)**

**Source**

### Reservation notes

Internal note. Will be shown for this reservation only.

e.g. window seat, occasion...

### Internal guest information

Note will be shown on all reservations made by this guest.

e.g. 10% discount, VIP...

### Allergies

Gluten  Sesame  Nuts  Crustacean  Eggs  Fish  
 Mustard  Lactose  Celery  Peanuts  Shellfish  Soy  
 Lupins  Sulphite

### Diet

Gluten-free  Halal  Kosher  Lactose-free  Vegan  
 Vegetarian

SAVE

Too many guests in house? ⏸  
Pause online reservations



Si hay notas para la reserva, puede dejarlas en "Notas de la reserva". Utilice el **campo de texto** correspondiente para introducir la información.

DISH RESERVATION
Test Bistro Training ▼ ▼

Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book! Back

**Walkin information**

# Guests \*

Date

Time

Duration

Table(s)

Source

**Reservation notes**

Internal note. Will be shown for this reservation only.

e.g. window seat, occasion...

**Internal guest information**

Note will be shown on all reservations made by this guest.

e.g. 10% discount, VIP...

**Allergies**

Gluten  Sesame  Nuts  Crustacean  Eggs  Fish  
 Mustard  Lactose  Celery  Peanuts  Shellfish  Soy  
 Lupins  Sulphite

**Diet**

Gluten-free  Halal  Kosher  Lactose-free  Vegan  
 Vegetarian

**SAVE**

Too many guests in house? || Pause online reservations



Si hay información adicional sobre el huésped, déjela en Información interna del huésped en el **campo de texto** correspondiente .

DISH RESERVATION
Test Bistro Training ▼ ▼

Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book! Back

**Walkin information**

# Guests \*

Date

Time

Duration

Table(s)

Source

**Reservation notes**

Internal note. Will be shown for this reservation only.

e.g. window seat, occasion...

**Internal guest information**

Note will be shown on all reservations made by this guest.

e.g. 10% discount, VIP...

**Allergies**

Gluten  Sesame  Nuts  Crustacean  Eggs  Fish  
 Mustard  Lactose  Celery  Peanuts  Shellfish  Soy  
 Lupins  Sulphite

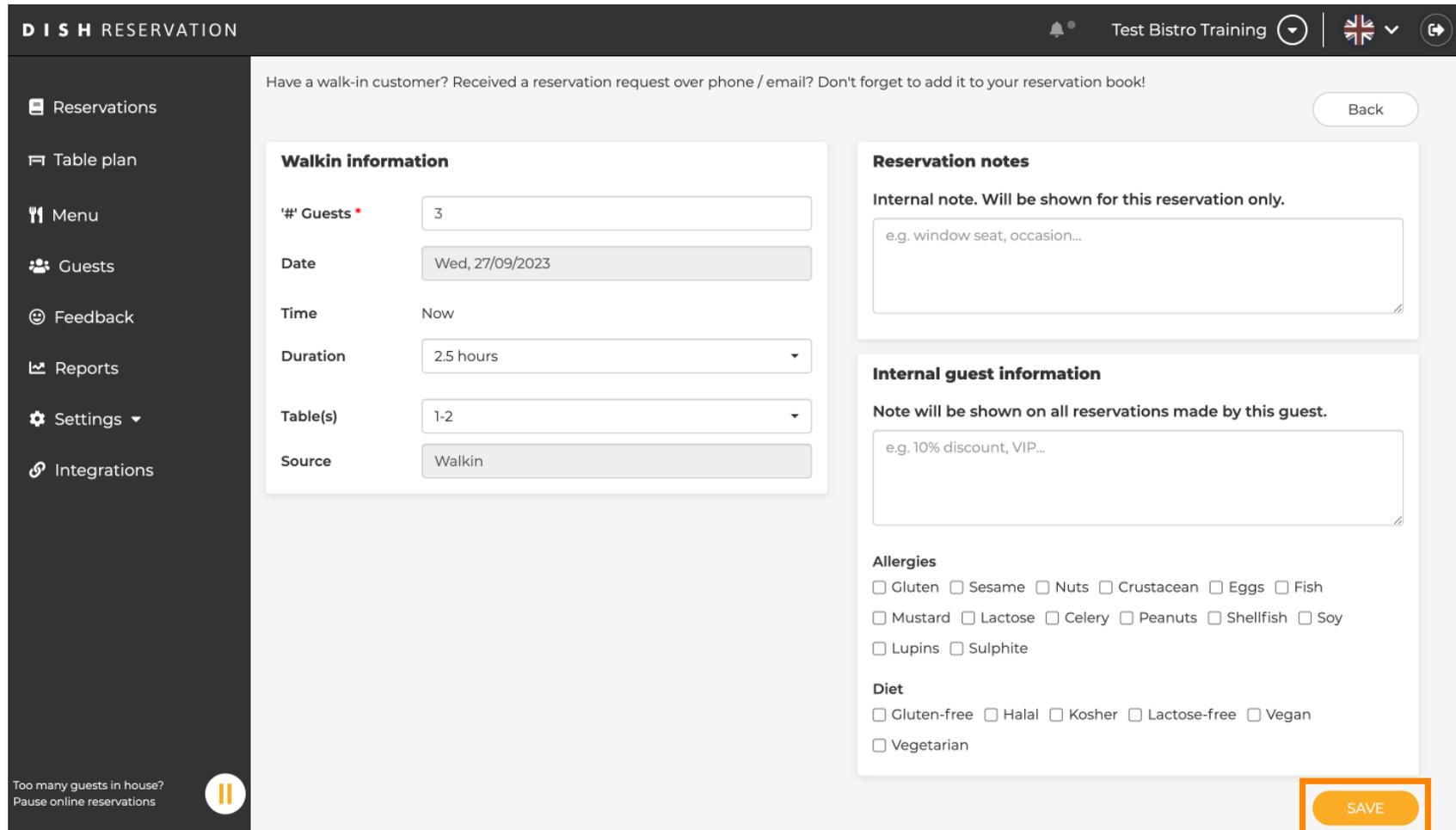
**Diet**

Gluten-free  Halal  Kosher  Lactose-free  Vegan  
 Vegetarian

SAVE

Too many guests in house? || Pause online reservations

Una vez ingresada toda la información, haga clic en **GUARDAR** para agregar la visita.



**DISH RESERVATION** Test Bistro Training

Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book! [Back](#)

**Walkin information**

# Guests \*

Date

Time

Duration

Table(s)

Source

**Reservation notes**

Internal note. Will be shown for this reservation only.

**Internal guest information**

Note will be shown on all reservations made by this guest.

**Allergies**

Gluten  Sesame  Nuts  Crustacean  Eggs  Fish  
 Mustard  Lactose  Celery  Peanuts  Shellfish  Soy  
 Lupins  Sulphite

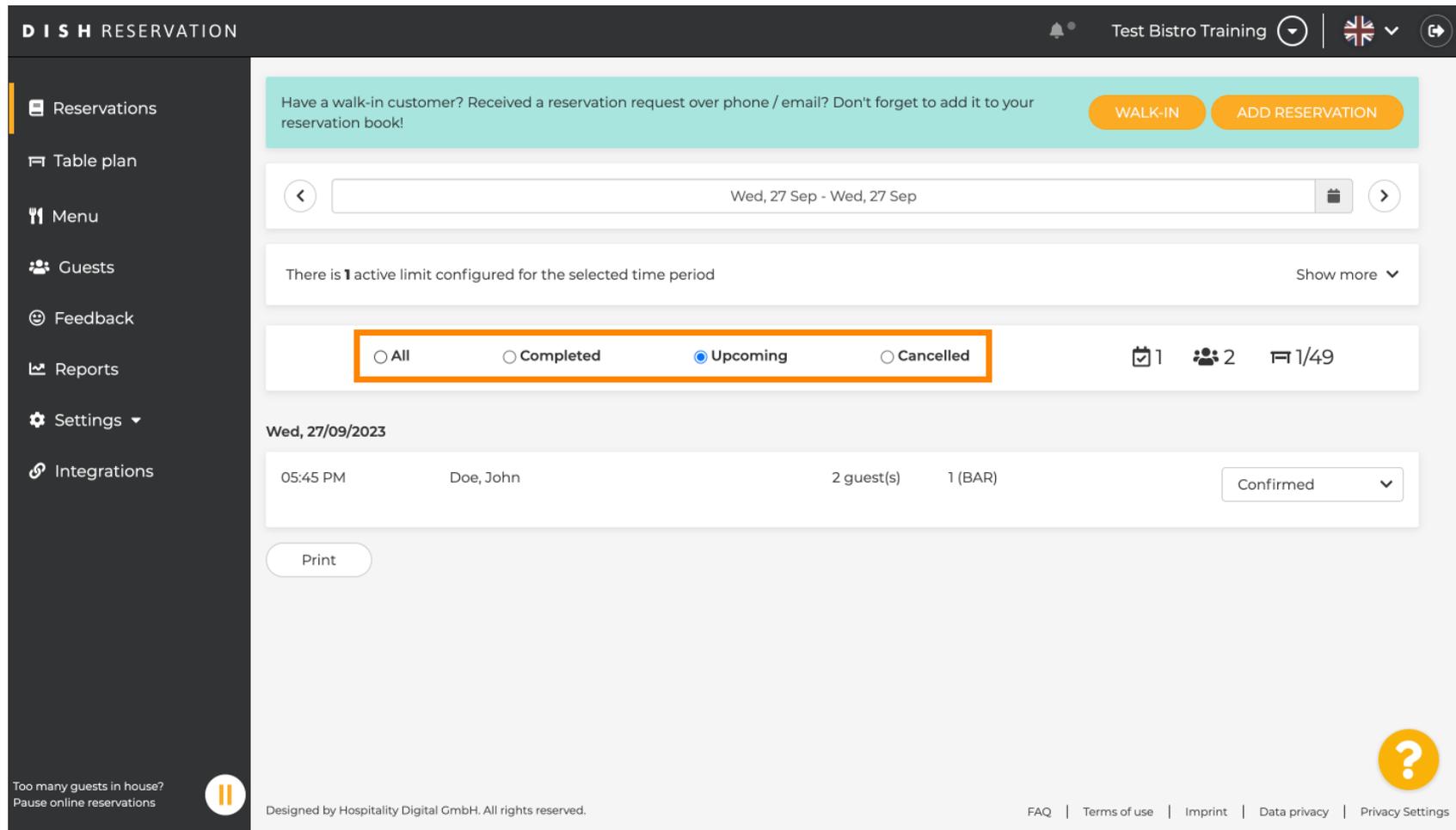
**Diet**

Gluten-free  Halal  Kosher  Lactose-free  Vegan  
 Vegetarian

**SAVE**

Too many guests in house?  Pause online reservations

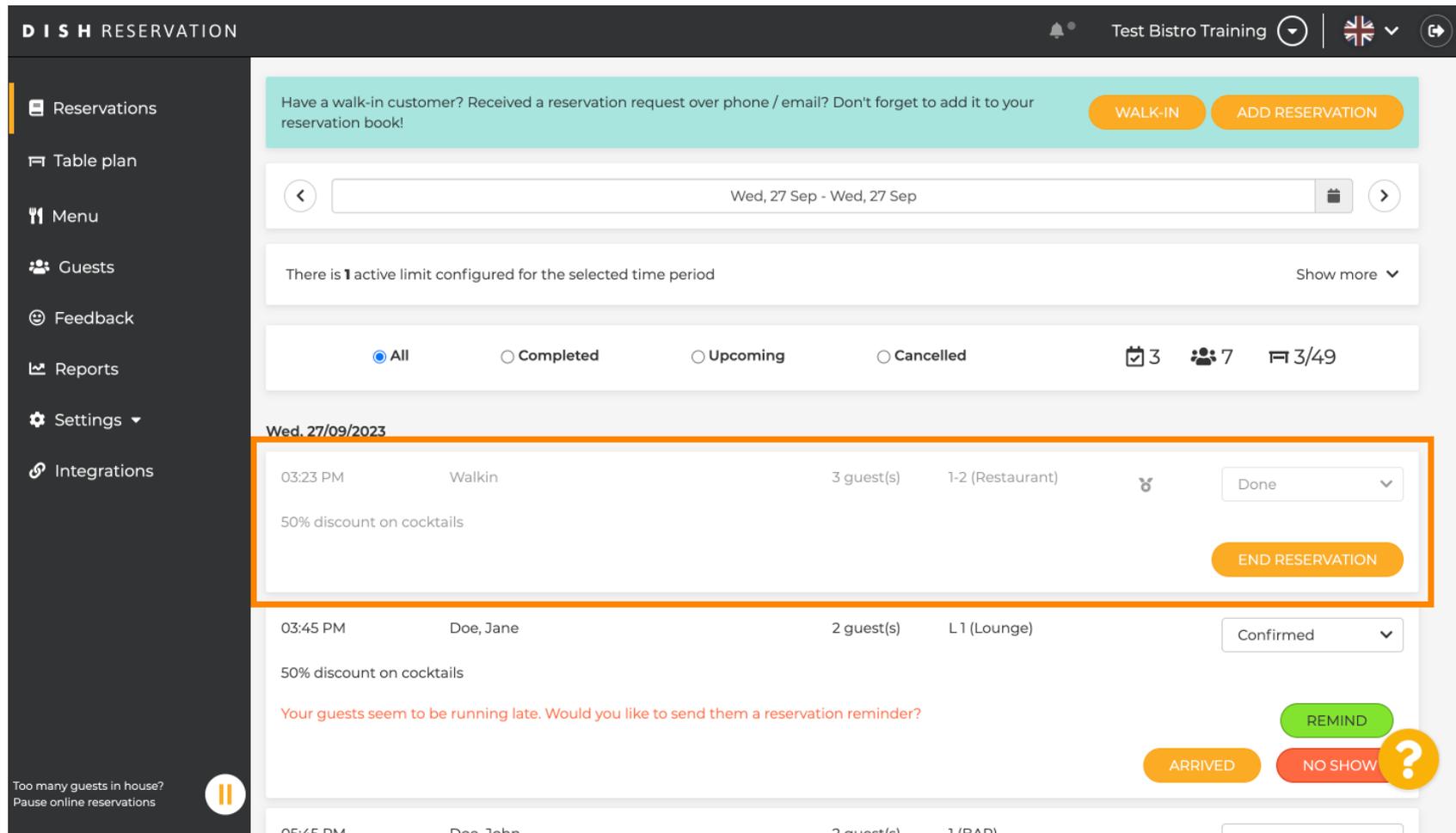
👉 Dado que una reserva sin cita previa no es una reserva próxima, debe filtrar sus reservas de forma diferente. Para ello, utilice las **selecciones** proporcionadas .



The screenshot displays the DISH RESERVATION administration interface. On the left is a dark sidebar with navigation options: Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main content area features a teal banner with a message: "Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book!" and buttons for "WALK-IN" and "ADD RESERVATION". Below this is a date range selector set to "Wed, 27 Sep - Wed, 27 Sep". A status message indicates "There is 1 active limit configured for the selected time period" with a "Show more" link. A filter bar contains radio buttons for "All", "Completed", "Upcoming" (which is selected and highlighted with an orange box), and "Cancelled". To the right of the filter bar are icons for a calendar (1), guests (2), and tables (1/49). A reservation entry for "Wed, 27/09/2023" is shown with details: "05:45 PM", "Doe, John", "2 guest(s)", "1 (BAR)", and a "Confirmed" status dropdown. A "Print" button is located below the entry. At the bottom, there is a footer with a "Too many guests in house? Pause online reservations" warning, a "Designed by Hospitality Digital GmbH. All rights reserved." notice, and a footer menu with links for "FAQ", "Terms of use", "Imprint", "Data privacy", and "Privacy Settings". A help icon (question mark) is also present in the bottom right corner.



Según su selección, verá sus reservas filtradas. Al hacer clic en una **reserva**, podrá ver más información y ajustarla.



**DISH RESERVATION** | Test Bistro Training

Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book! **WALK-IN** **ADD RESERVATION**

Wed, 27 Sep - Wed, 27 Sep

There is **1** active limit configured for the selected time period **Show more**

All  Completed  Upcoming  Cancelled **3** **7** **3/49**

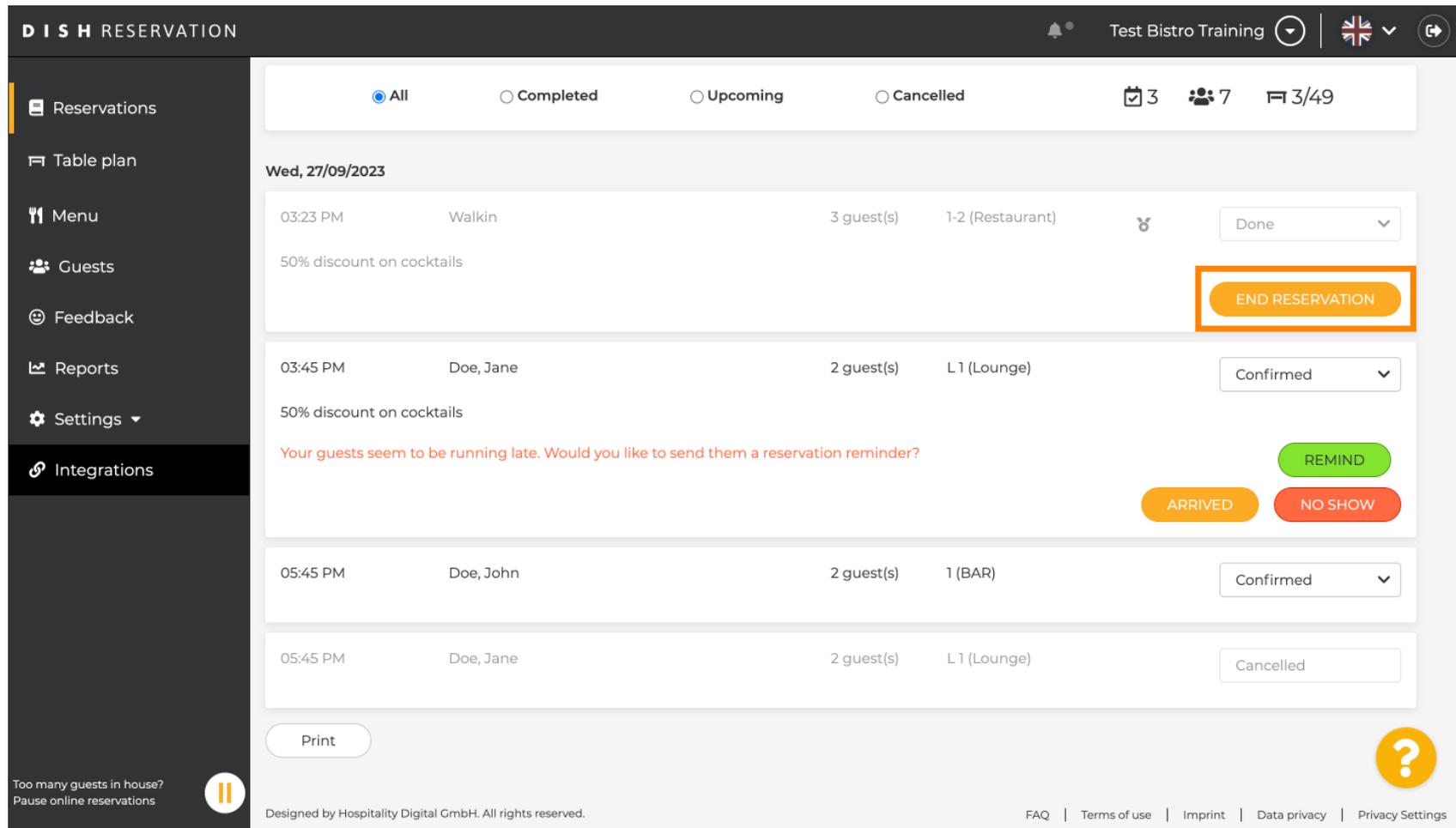
**Wed. 27/09/2023**

03:23 PM	Walkin	3 guest(s)	1-2 (Restaurant)	Done	<b>END RESERVATION</b>
03:45 PM	Doe, Jane	2 guest(s)	L1 (Lounge)	Confirmed	<b>REMIND</b> <b>ARRIVED</b> <b>NO SHOW</b> <b>?</b>
05:45 PM	Doe, John	2 guest(s)	1 (BAR)		

Too many guests in house? Pause online reservations



Si una mesa está terminada, puedes finalizar esa reserva específica haciendo clic en **FINALIZAR RESERVA**.

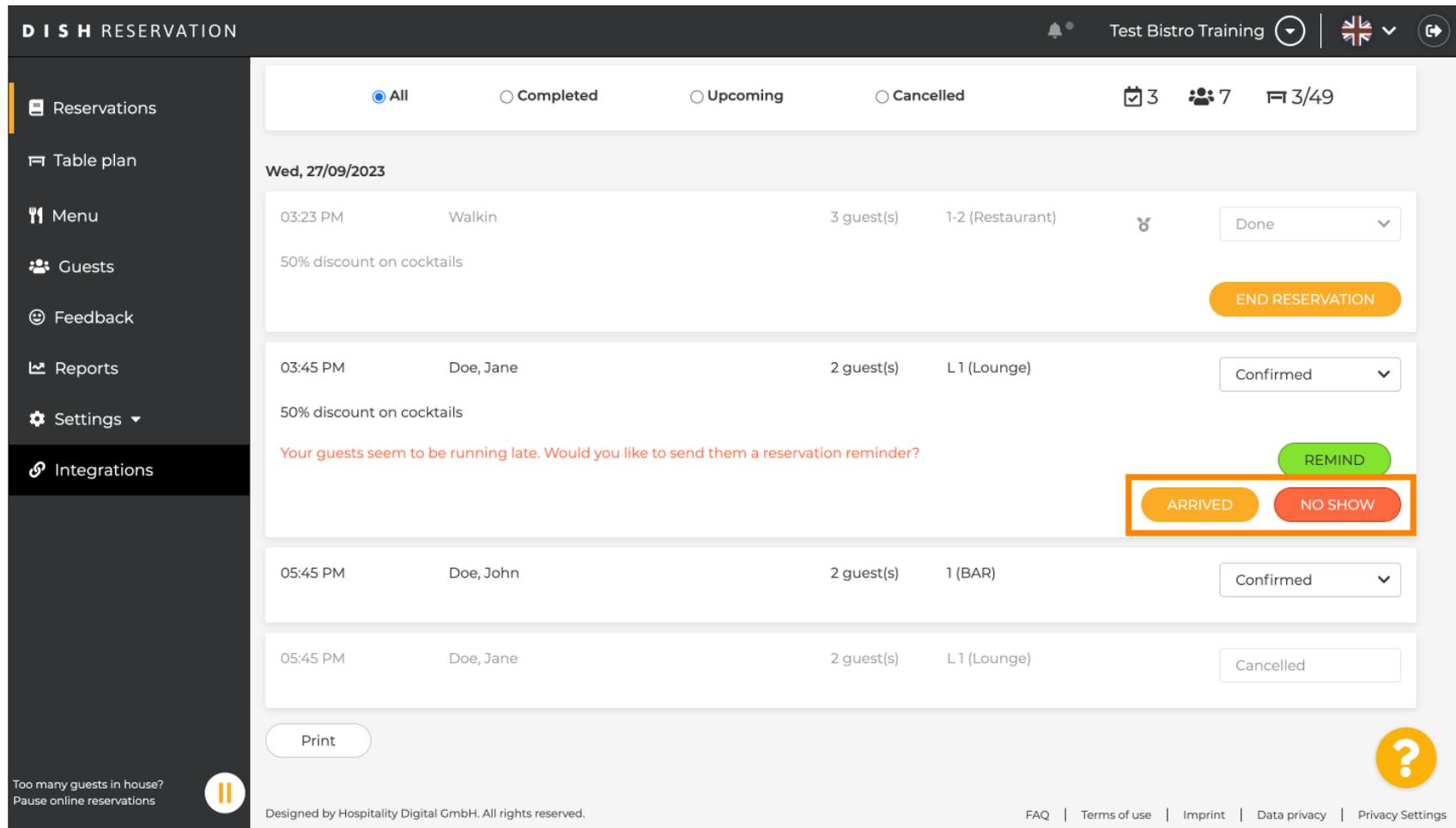


The screenshot displays the DISH RESERVATION management interface. The top navigation bar includes the title 'DISH RESERVATION', a notification bell, the user 'Test Bistro Training', a language dropdown (UK flag), and a refresh icon. Below the navigation bar, there are filters for reservation status: 'All' (selected), 'Completed', 'Upcoming', and 'Cancelled'. Summary statistics show 3 reservations, 7 guests, and 3/49 tables. The main content area lists reservations for 'Wed, 27/09/2023':

Time	Guest Name	Guests	Location	Status	Actions
03:23 PM	Walkin	3 guest(s)	1-2 (Restaurant)	Done	END RESERVATION
03:45 PM	Doe, Jane	2 guest(s)	L1 (Lounge)	Confirmed	REMIND, ARRIVED, NO SHOW
05:45 PM	Doe, John	2 guest(s)	1 (BAR)	Confirmed	
05:45 PM	Doe, Jane	2 guest(s)	L1 (Lounge)	Cancelled	

The 'END RESERVATION' button for the first reservation is highlighted with an orange border. A red notification message states: 'Your guests seem to be running late. Would you like to send them a reservation reminder?'. At the bottom left, there is a 'Print' button and a notification: 'Too many guests in house? Pause online reservations'. At the bottom right, there is a help icon (question mark) and a footer with 'Designed by Hospitality Digital GmbH. All rights reserved.' and links for 'FAQ | Terms of use | Imprint | Data privacy | Privacy Settings'.

Para una próxima reserva, puede marcarla como llegada o no presentada. Simplemente haga clic en el **botón** correspondiente .



**DISH RESERVATION** | Test Bistro Training | 🇬🇧

All
  Completed
  Upcoming
  Cancelled
 📅 3
👤 7
🍴 3/49

**Wed, 27/09/2023**

03:23 PM	Walkin	3 guest(s)	1-2 (Restaurant)	🔗	Done
50% discount on cocktails					
<b>END RESERVATION</b>					
03:45 PM	Doe, Jane	2 guest(s)	L1 (Lounge)		Confirmed
50% discount on cocktails					
Your guests seem to be running late. Would you like to send them a reservation reminder?					
<b>REMIND</b>					
<b>ARRIVED</b> <b>NO SHOW</b>					
05:45 PM	Doe, John	2 guest(s)	1 (BAR)		Confirmed
05:45 PM	Doe, Jane	2 guest(s)	L1 (Lounge)		Cancelled

Print

Too many guests in house? Pause online reservations

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Si el huésped no llega a tiempo, puede enviarle un recordatorio usando el botón **RECORDAR**. **Nota: Si ha añadido la reserva manualmente, deberá proporcionar una dirección de correo electrónico o un número de teléfono.**

DISH RESERVATION

🔔
Test Bistro Training
🇬🇧
🏠

- 📅 Reservations
- 📄 Table plan
- 🍴 Menu
- 👤 Guests
- 😊 Feedback
- 📊 Reports
- ⚙️ Settings ▾
- 🔗 Integrations

All
 Completed
 Upcoming
 Cancelled

📅 3
👤 7
📄 3/49

**Wed, 27/09/2023**

03:23 PM	Walkin	3 guest(s)	1-2 (Restaurant)	🔒	Done ▾
50% discount on cocktails					<b>END RESERVATION</b>
03:45 PM	Doe, Jane	2 guest(s)	L1 (Lounge)	🔒	Confirmed ▾
50% discount on cocktails					<span style="border: 2px solid orange; padding: 2px 5px; color: white; font-weight: bold;">REMIND</span>
Your guests seem to be running late. Would you like to send them a reservation reminder?					<span style="margin-right: 10px; border: 1px solid #ccc; border-radius: 15px; padding: 2px 5px;">ARRIVED</span> <span style="border: 1px solid #ccc; border-radius: 15px; padding: 2px 5px;">NO SHOW</span>
05:45 PM	Doe, John	2 guest(s)	1 (BAR)	🔒	Confirmed ▾
05:45 PM	Doe, Jane	2 guest(s)	L1 (Lounge)		Cancelled

Print

Too many guests in house?  
Pause online reservations

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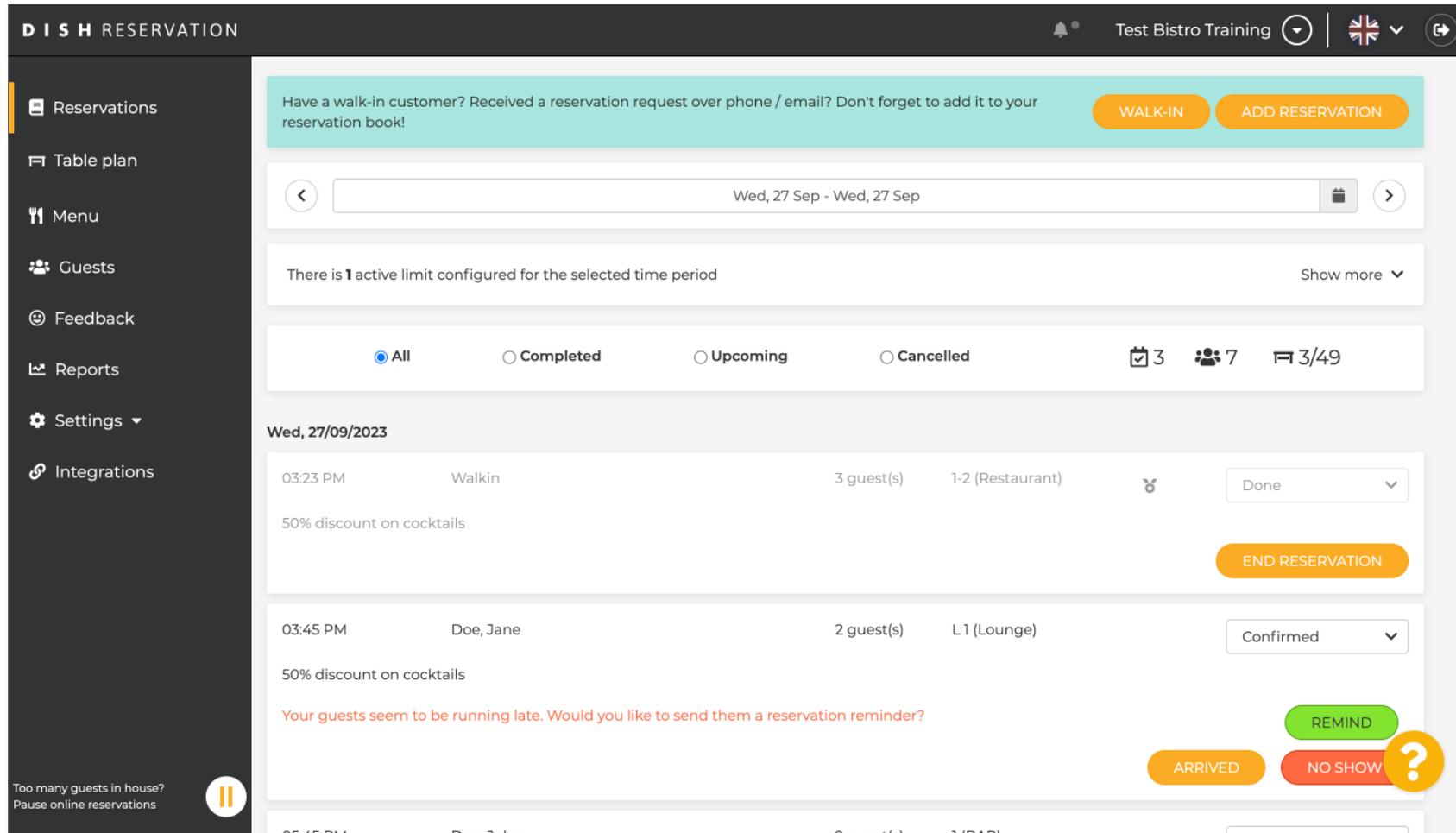
?

¿Quieres gestionar o revisar reservas de diferentes fechas? Usa el **calendario** o navega por las fechas con las **flechas**.

The screenshot shows the DISH Reservation management interface. The top navigation bar includes the DISH logo, the text "DISH RESERVATION", a notification bell, the text "Test Bistro Training", a language selector (UK flag), and a refresh icon. A sidebar on the left contains menu items: Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main content area features a teal banner with the text "Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book!" and two buttons: "WALK-IN" and "ADD RESERVATION". Below this is a calendar navigation bar with a date range "Wed, 27 Sep - Wed, 27 Sep" and navigation arrows, highlighted with an orange box. The interface also displays a summary of active limits, filter options (All, Completed, Upcoming, Cancelled), and reservation statistics (3, 7, 3/49). A list of reservations for "Wed, 27/09/2023" is shown, including details like time, name, guest count, location, and status, along with action buttons like "END RESERVATION", "REMIND", "ARRIVED", and "NO SHOW".



Listo. Has completado el tutorial y ahora sabes cómo gestionar tus reservas.



The screenshot shows the DISH RESERVATION management interface. At the top, there's a header with the logo, a user profile 'Test Bistro Training', a language selector (UK flag), and a refresh icon. A teal banner at the top right contains the text 'Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book!' with 'WALK-IN' and 'ADD RESERVATION' buttons. Below this is a date range selector for 'Wed, 27 Sep - Wed, 27 Sep'. A summary bar indicates 'There is 1 active limit configured for the selected time period' with a 'Show more' dropdown. Filter tabs include 'All' (selected), 'Completed', 'Upcoming', and 'Cancelled'. Summary statistics show 3 reservations, 7 guests, and 3/49 tables. The main list shows reservations for 'Wed, 27/09/2023':

Time	Guest Name	Guests	Location	Status	Actions
03:23 PM	Walkin	3 guest(s)	1-2 (Restaurant)	Done	END RESERVATION
03:45 PM	Doe, Jane	2 guest(s)	L1 (Lounge)	Confirmed	REMIND, ARRIVED, NO SHOW
05:45 PM	Doe, John	2 guest(s)	1 (BAR)		

Additional features include a sidebar with navigation options (Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, Integrations) and a bottom notification: 'Too many guests in house? Pause online reservations' with a pause icon.



Escanee para ir al reproductor interactivo