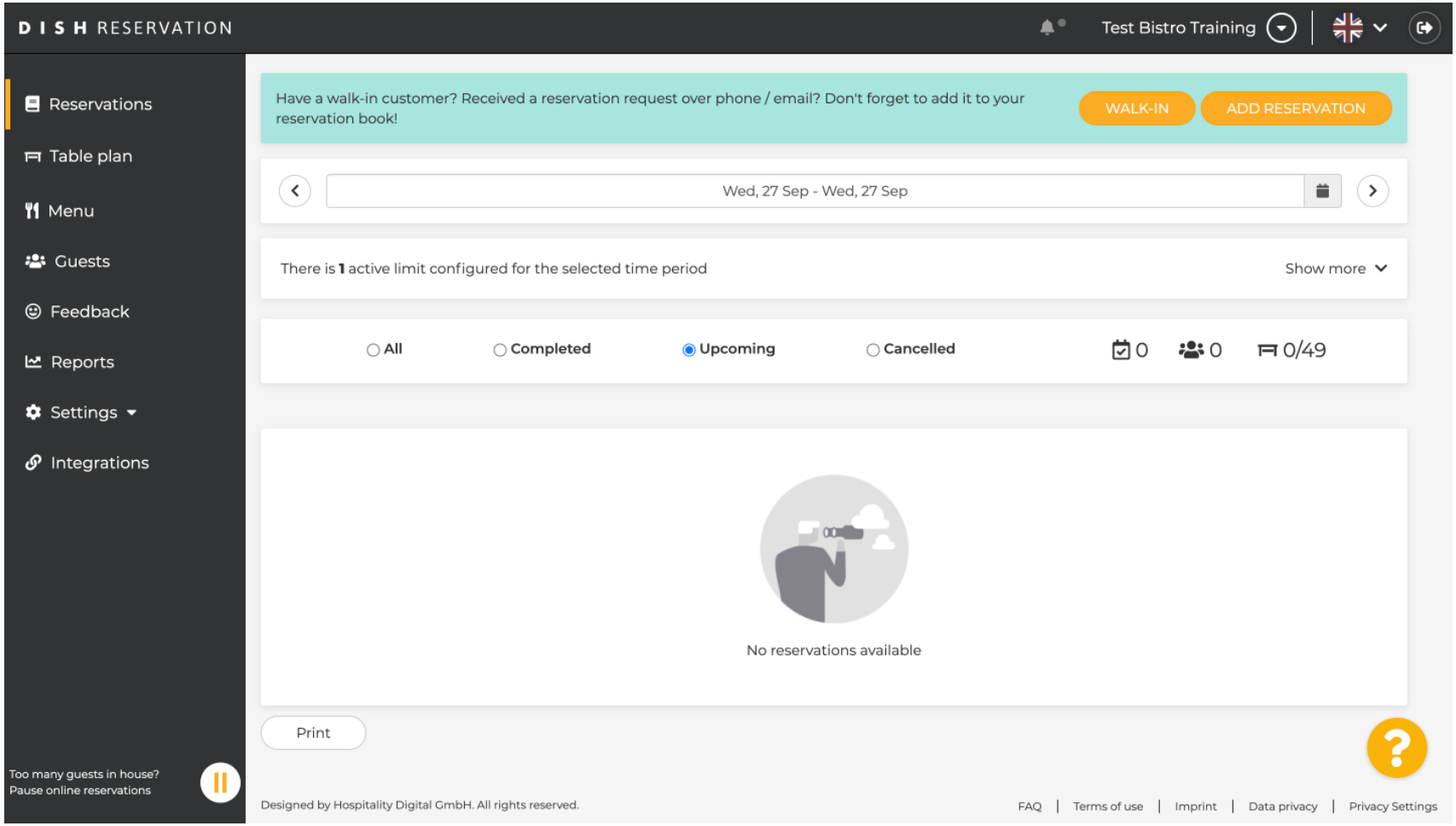
DISH Rezervacija - Kako upravljati rezervacijama u administratorskoj ploči

Dobro došli na nadzornu ploču DISH rezervacije . U ovom vodiču pokazat ćemo vam kako upravljati svojim rezervacijama.



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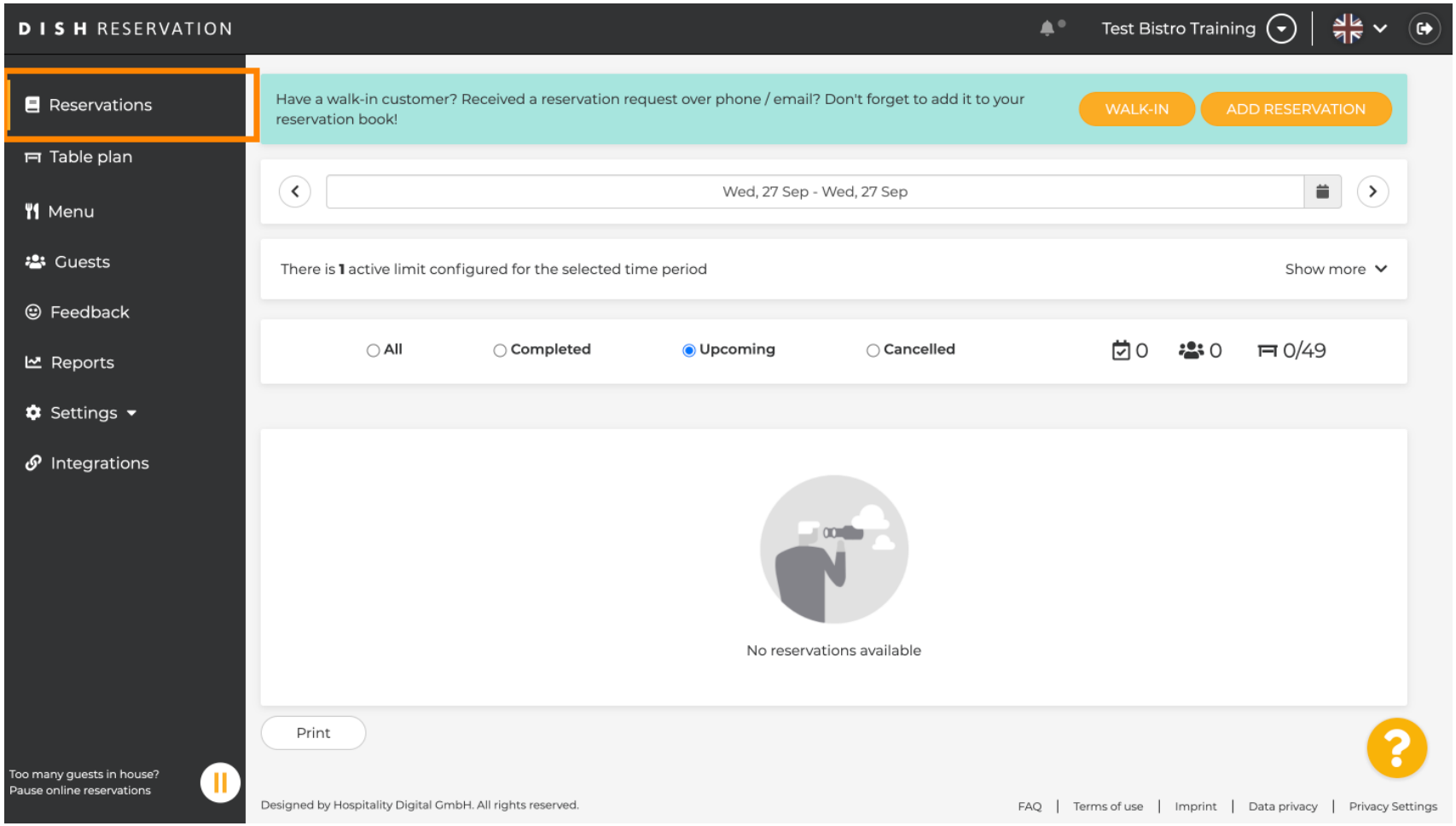
Odabirom izbornika Rezervacije prikazuje se pregled vaših rezervacija.



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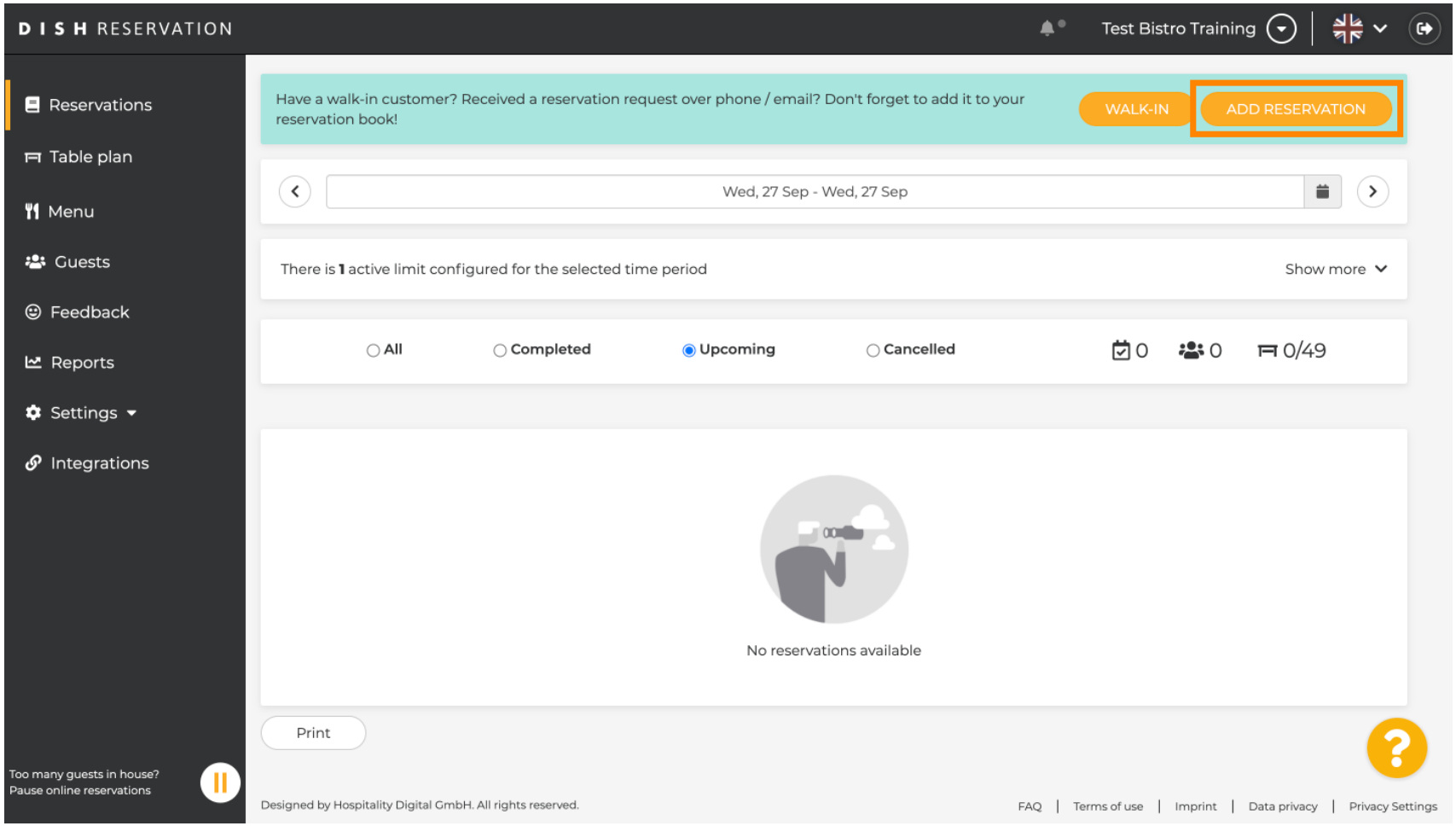
Za ručno dodavanje rezervacije kliknite na DODAJ REZERVACIJU .



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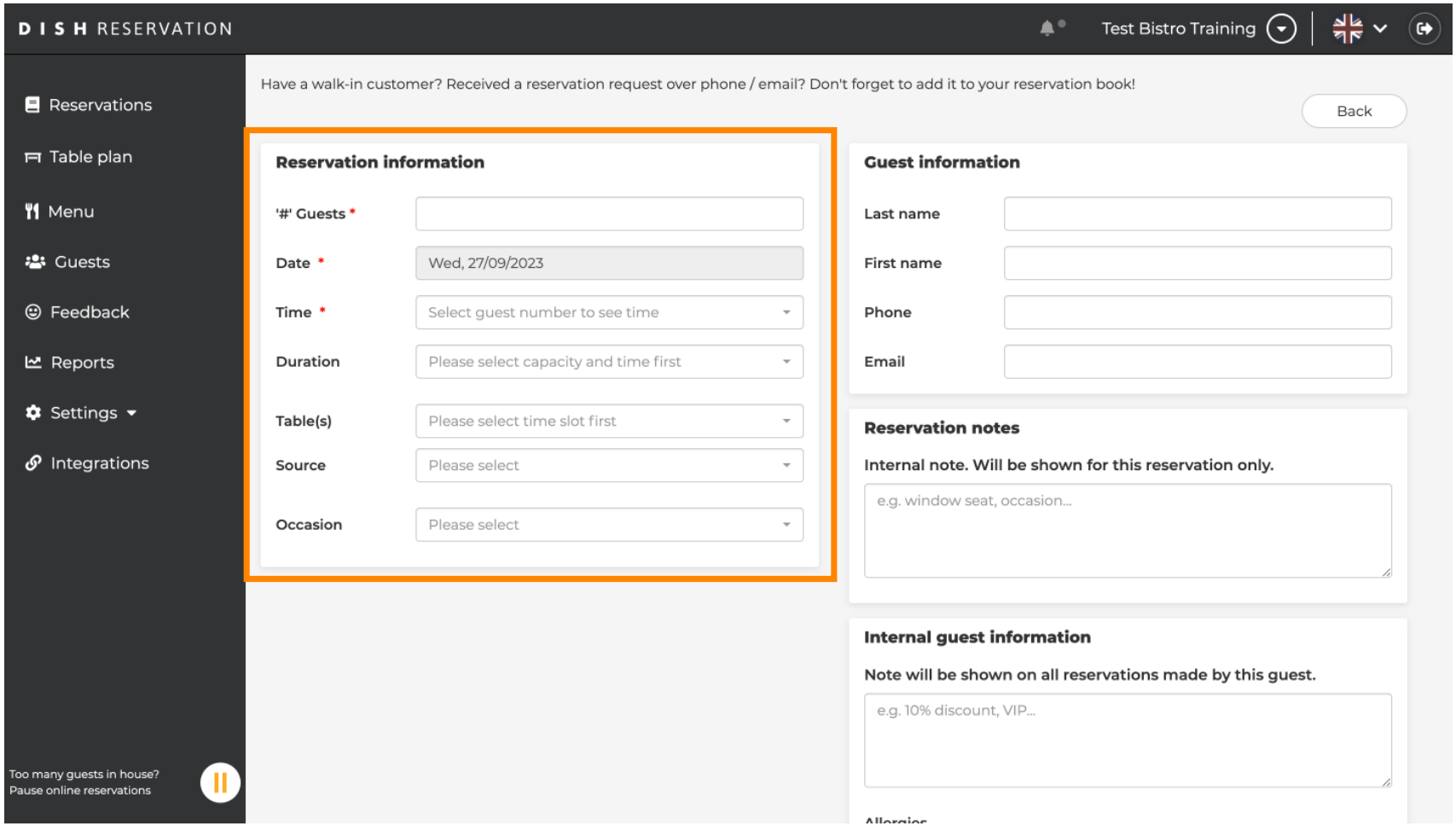
Otvorit će se novi prozor u koji možete unijeti bitne podatke o rezervaciji .



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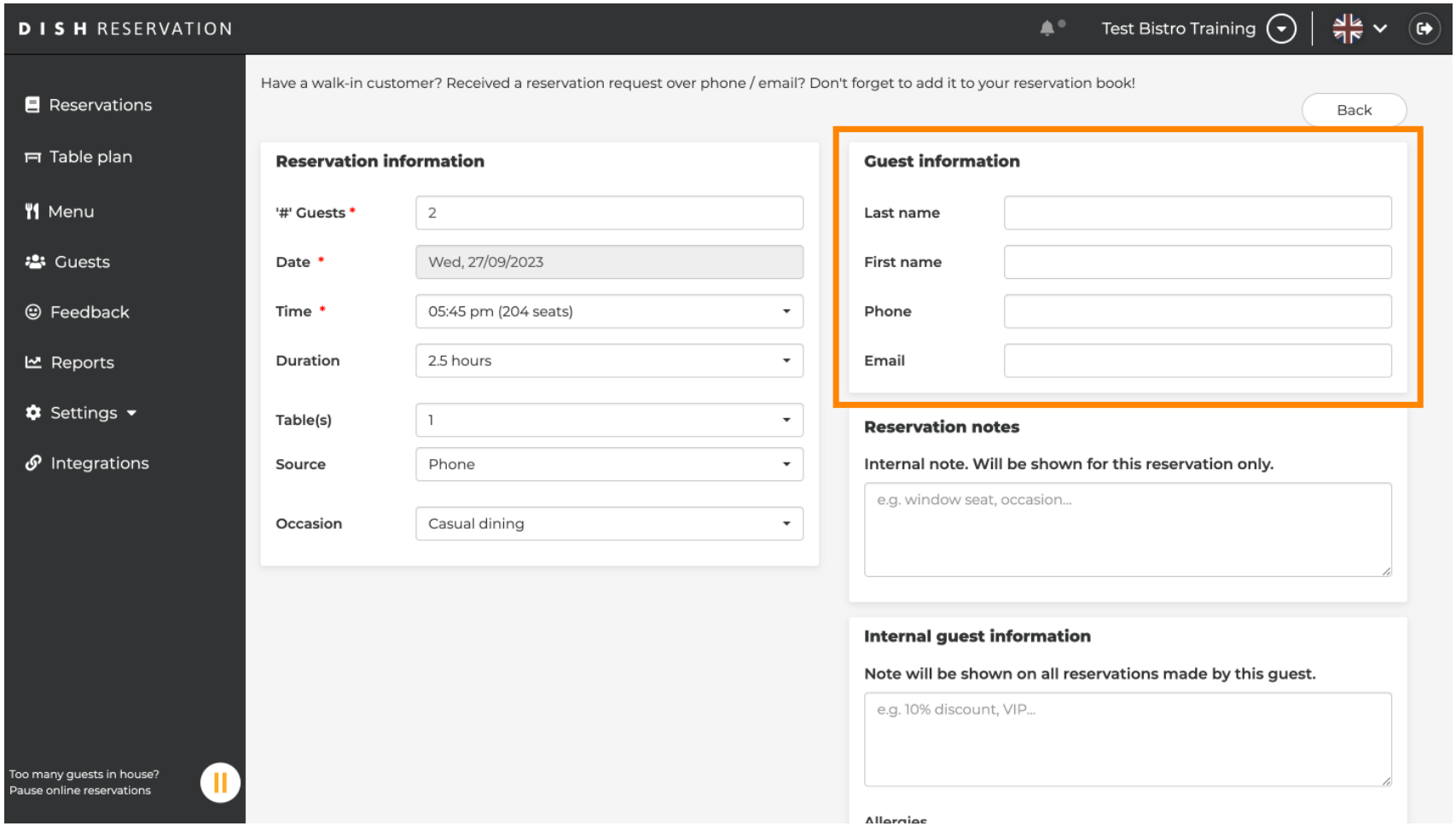
Zatim ispunite podatke o gostu . Napomena: Ime ili prezime, jedno od dva je obavezno.



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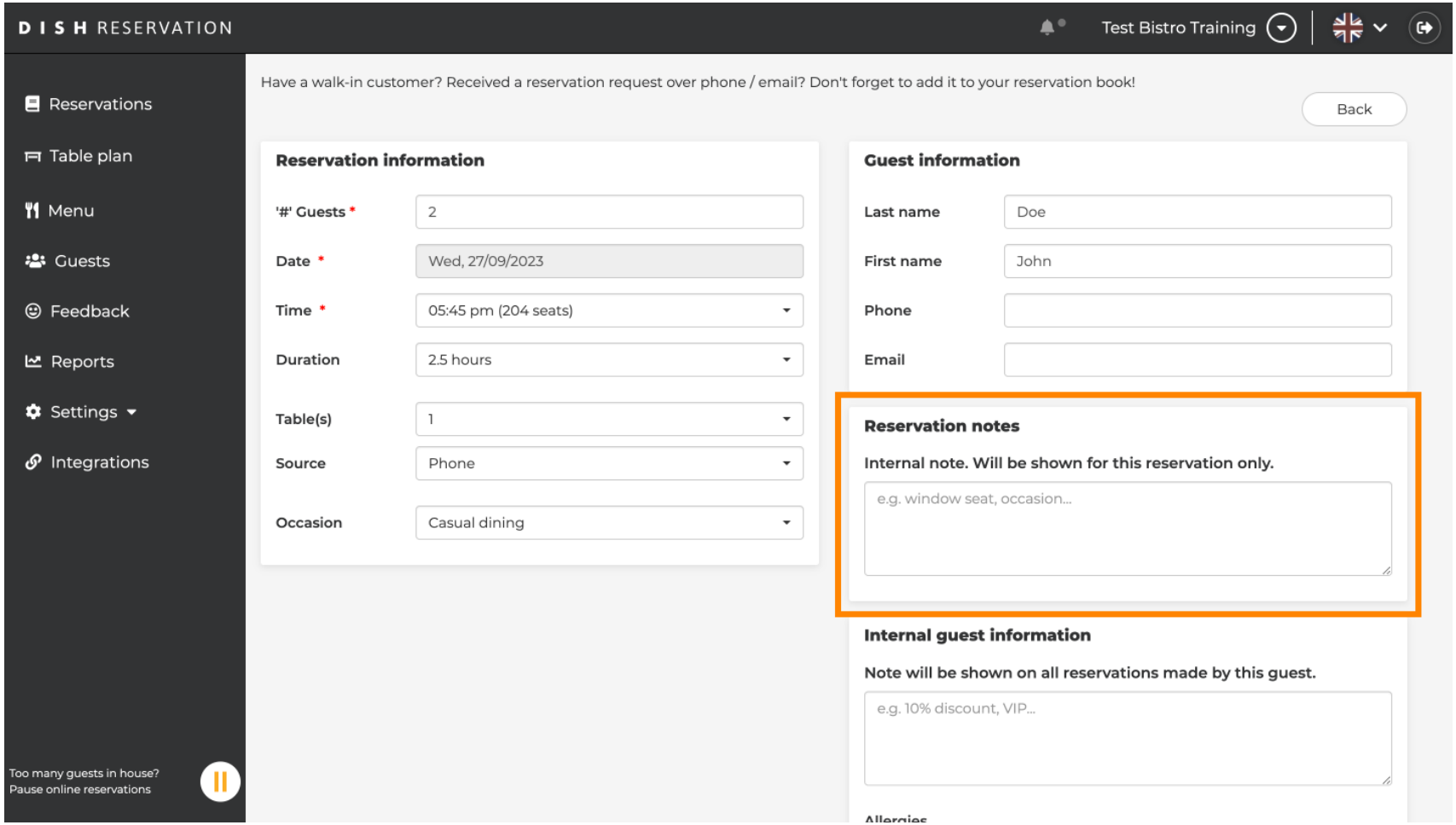
Ukoliko postoje napomene za rezervaciju, možete ih ostaviti pod Napomene rezervacije. Upotrijebite odgovarajuće tekstualno polje za unos informacija.



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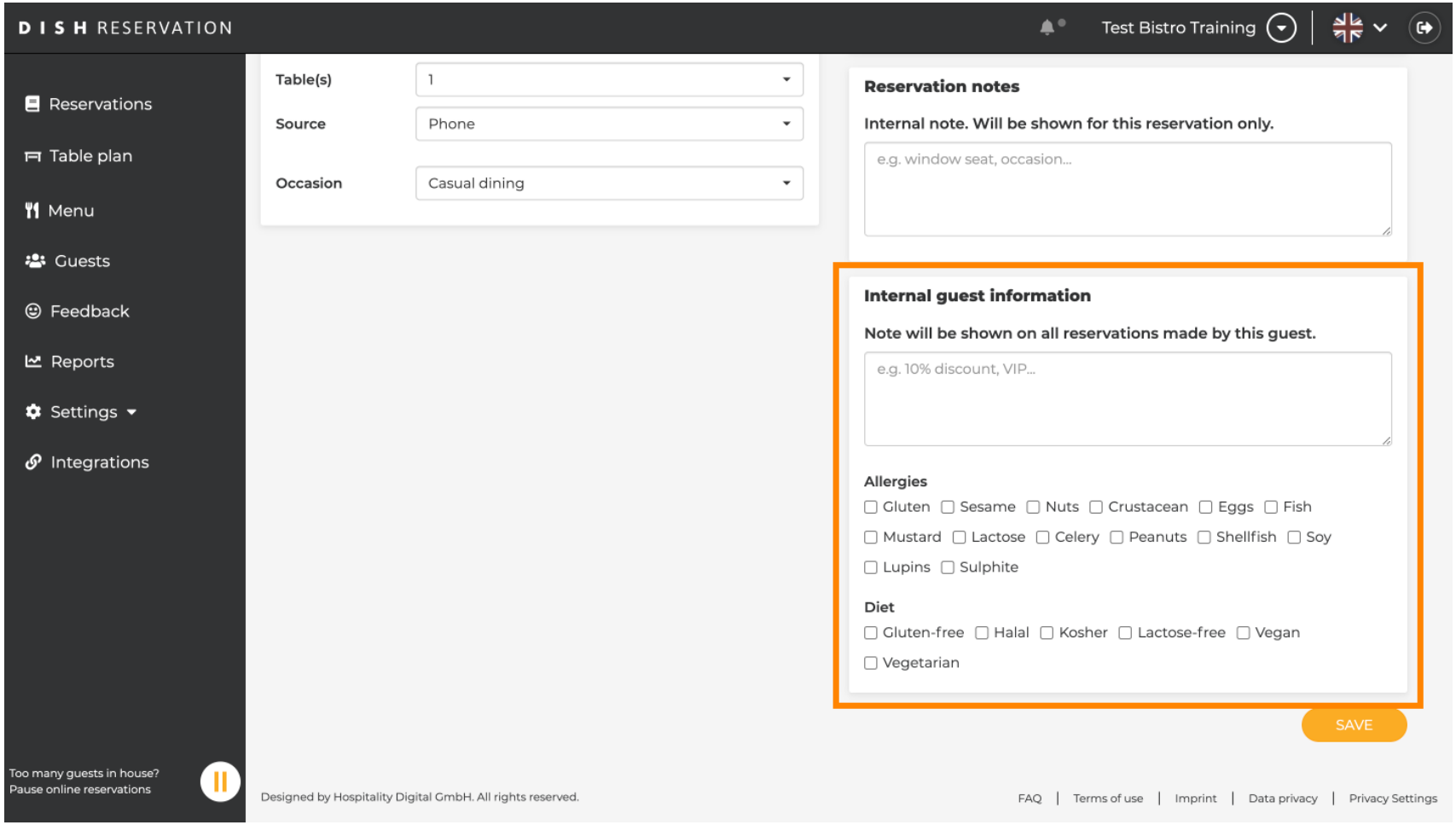
Postoje li dodatne informacije o gostu? Ostavite ih pod informacijama o internim gostima u odgovarajućim poljima .



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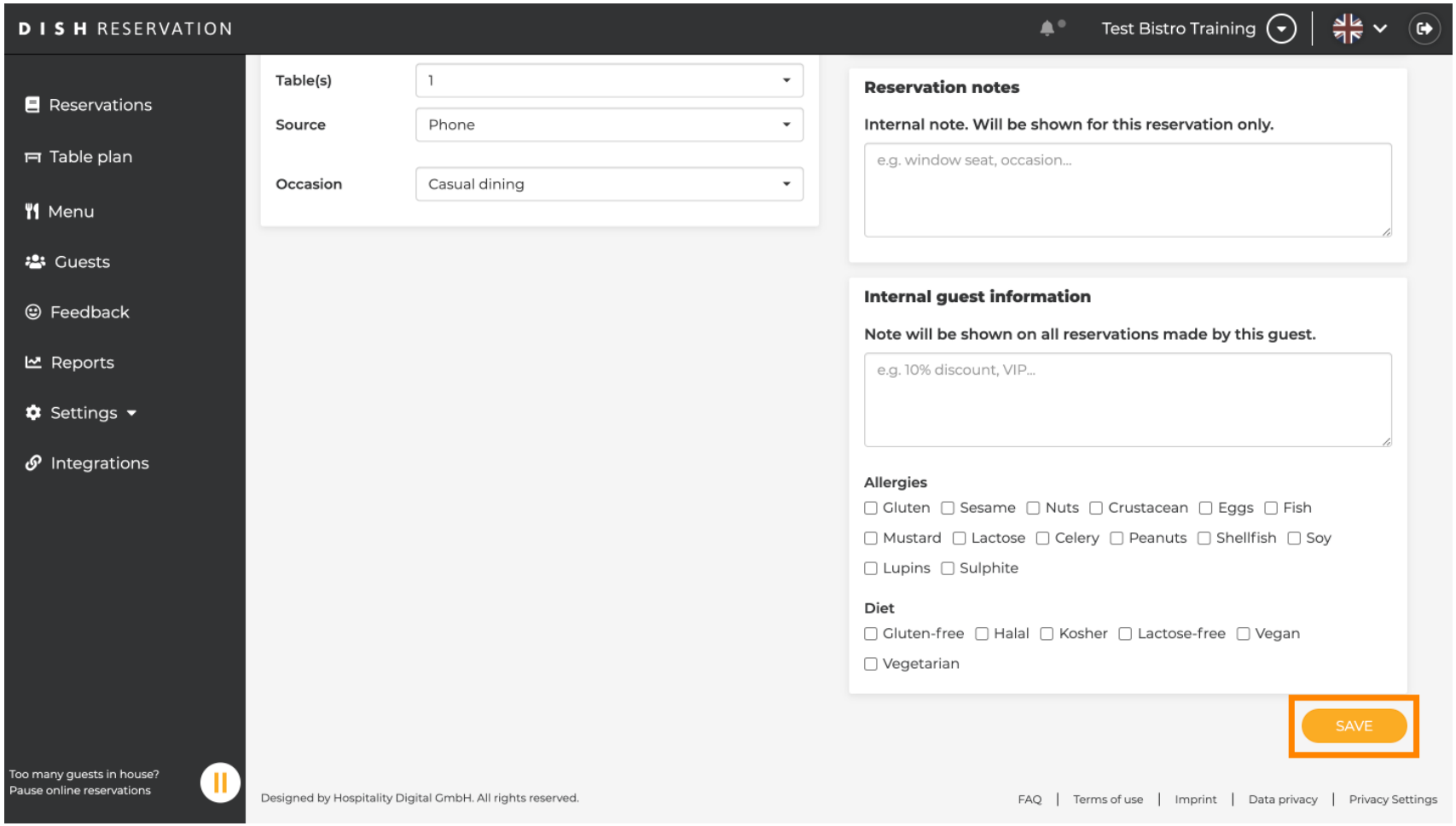
Nakon što unesete sve podatke kliknite na SPREMI kako biste dodali rezervaciju.



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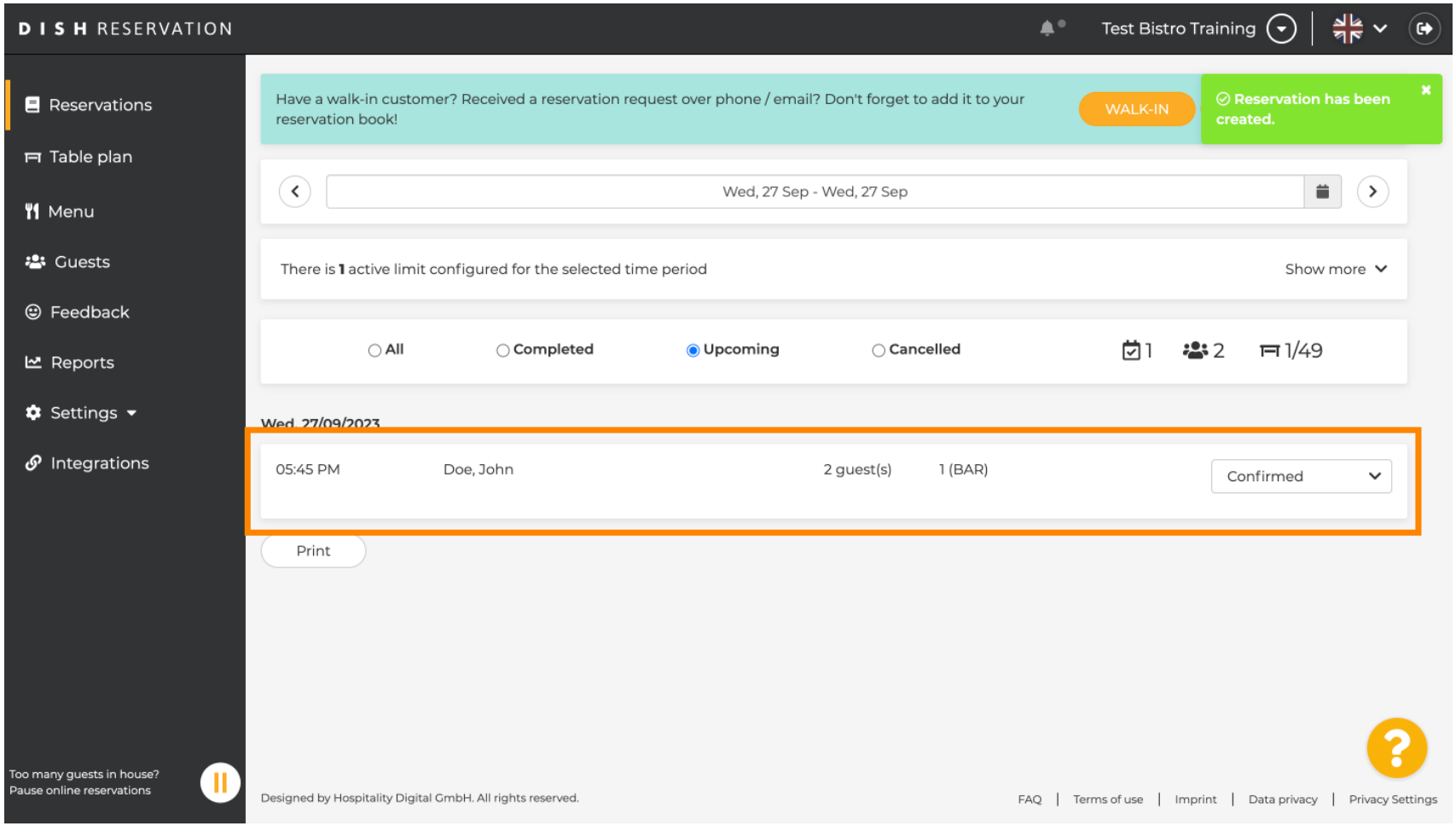
Zatim ćete se vratiti na pregled gdje možete vidjeti svoju dodanu rezervaciju.



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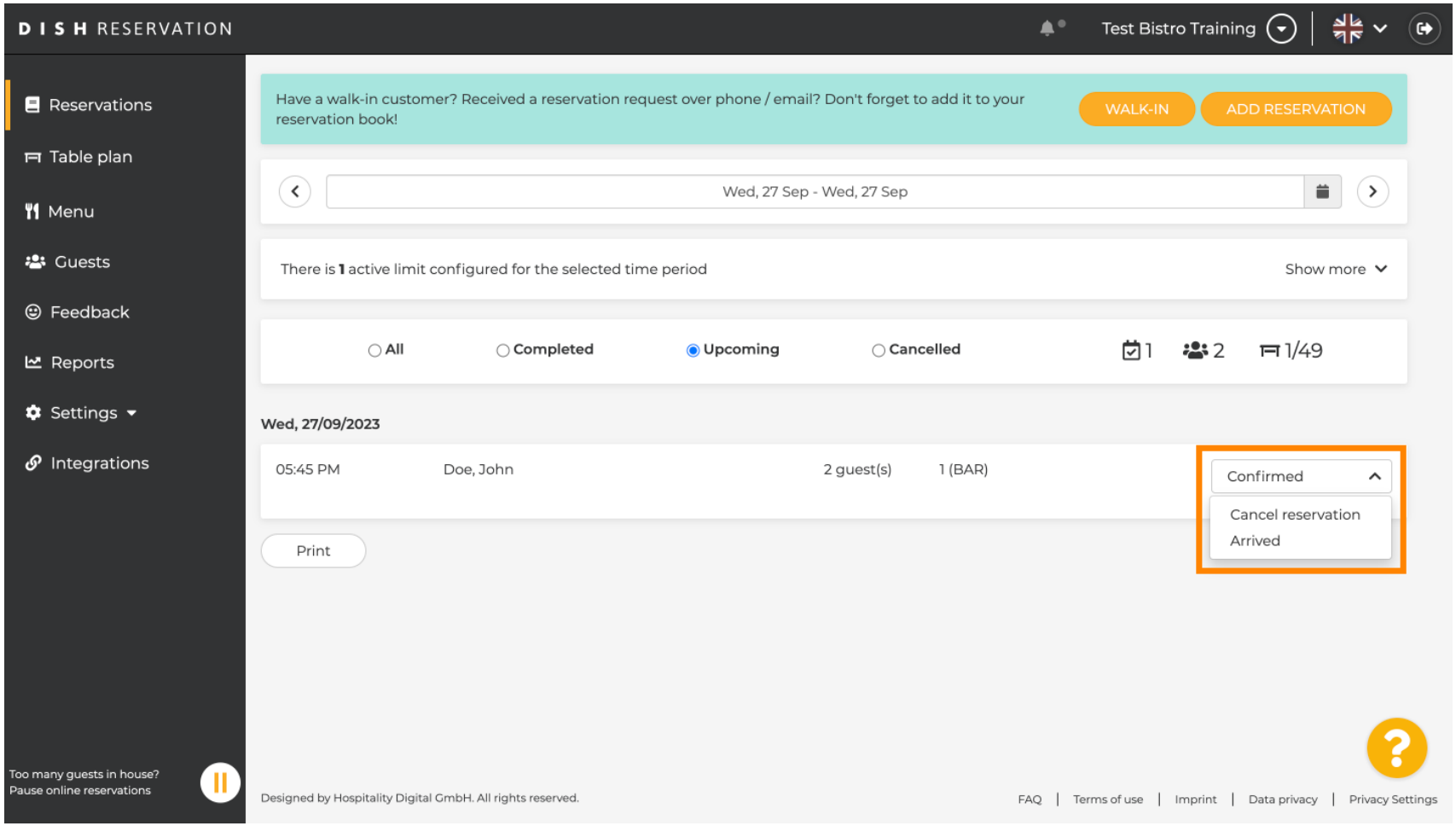
Pomoću padajućeg izbornika možete ili otkazati rezervaciju ili je označiti kao pristiglu.



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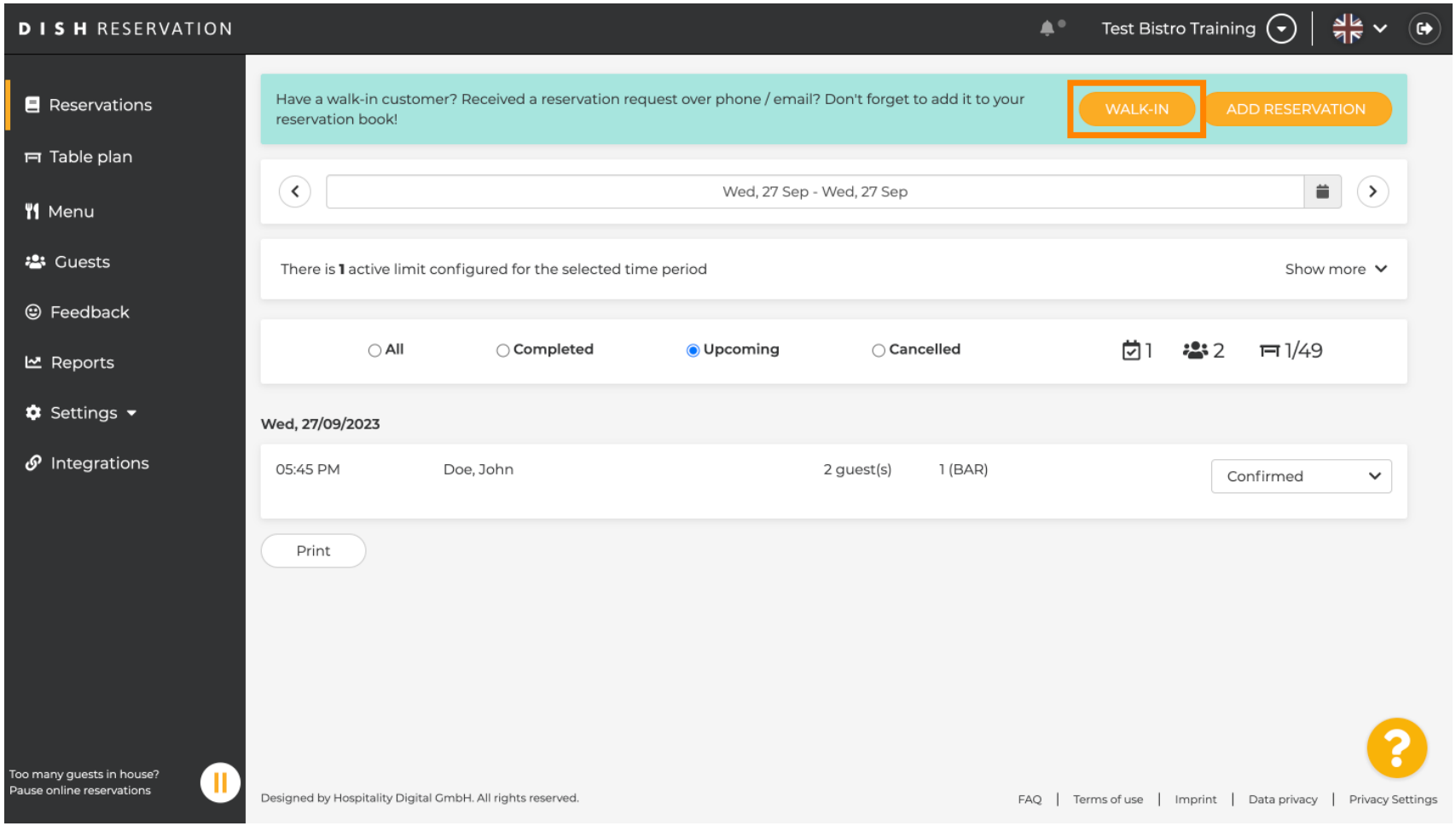
Za dodavanje walk-in kliknite na WALK-IN .



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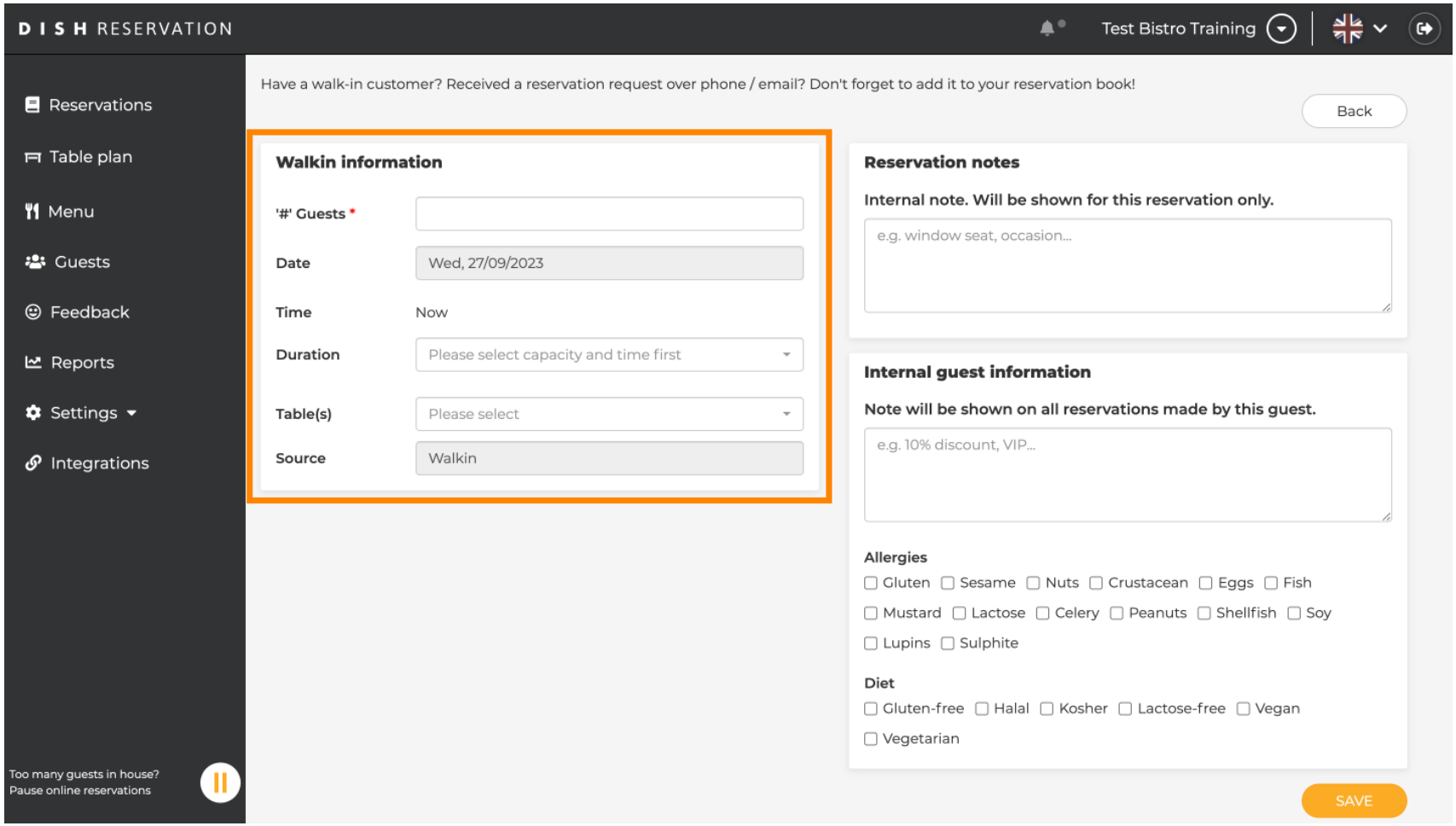
Otvorit će se novi prozor u koji možete unijeti bitne podatke za hodanje .



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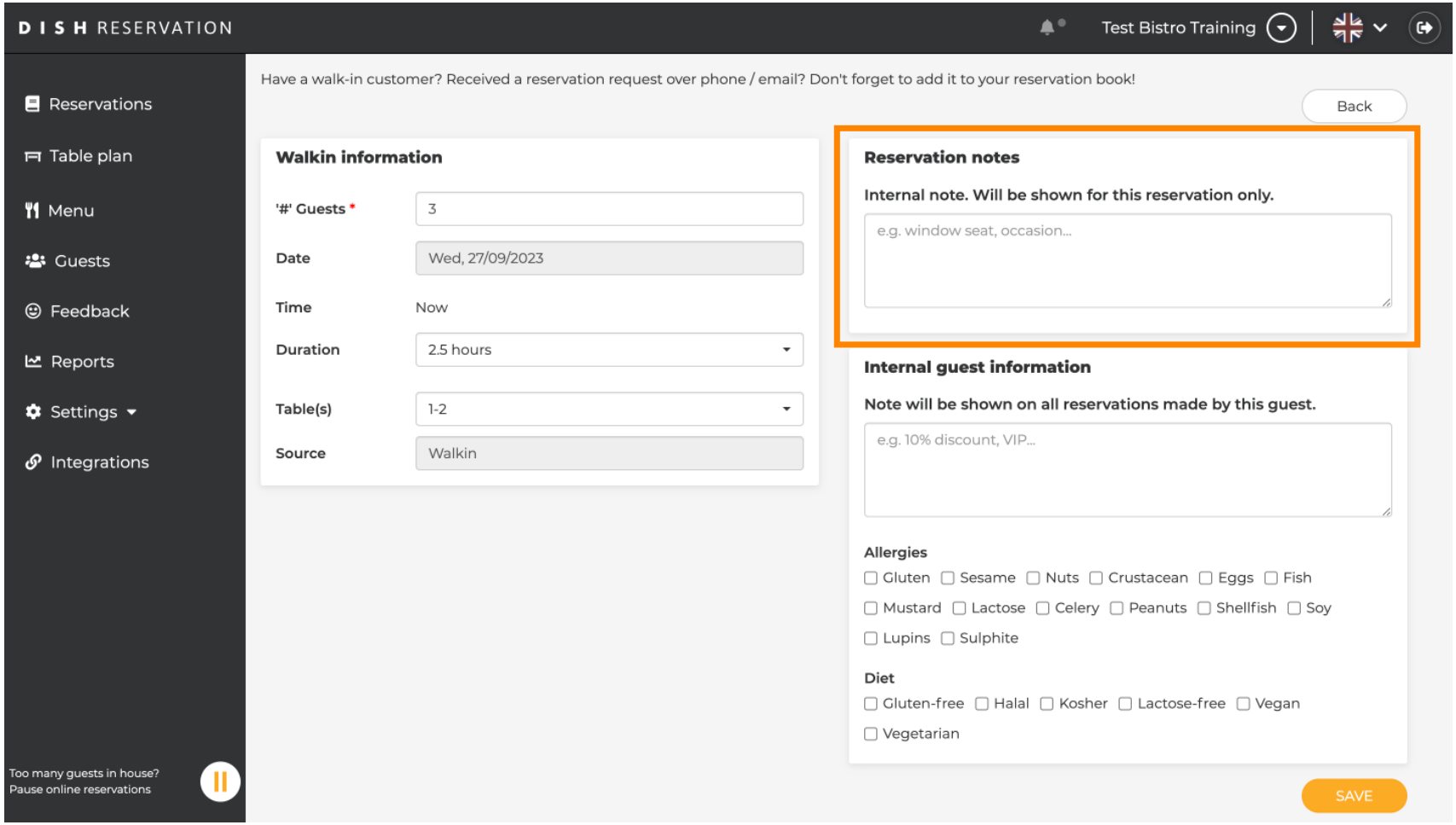
Ukoliko postoje napomene za rezervaciju, možete ih ostaviti pod Napomene rezervacije. Upotrijebite odgovarajuće tekstualno polje za unos informacija.



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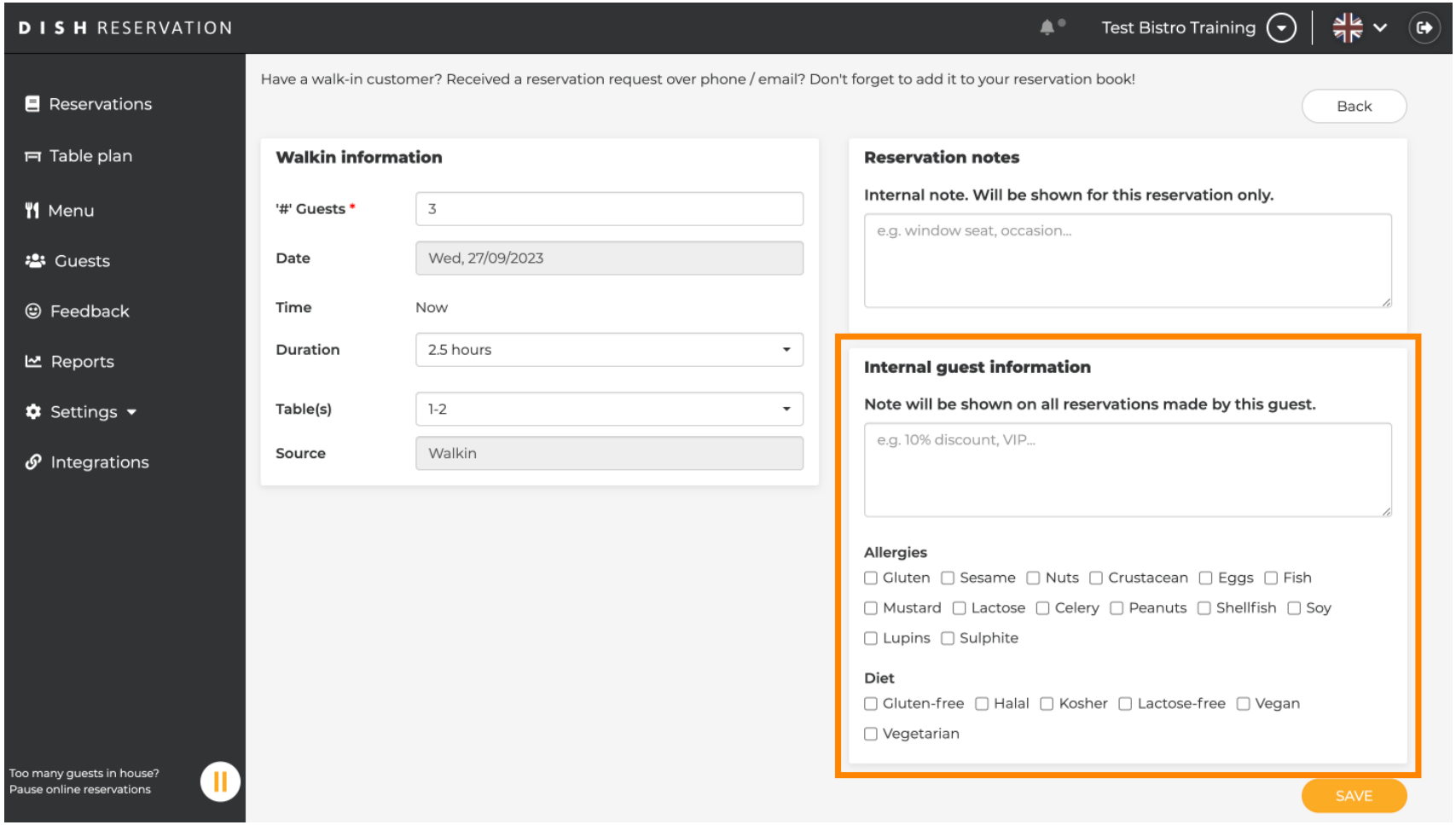
Postoje li dodatne informacije o gostu, ostavite ih pod Interni podaci o gostima u odgovarajućem tekstualnom polju .



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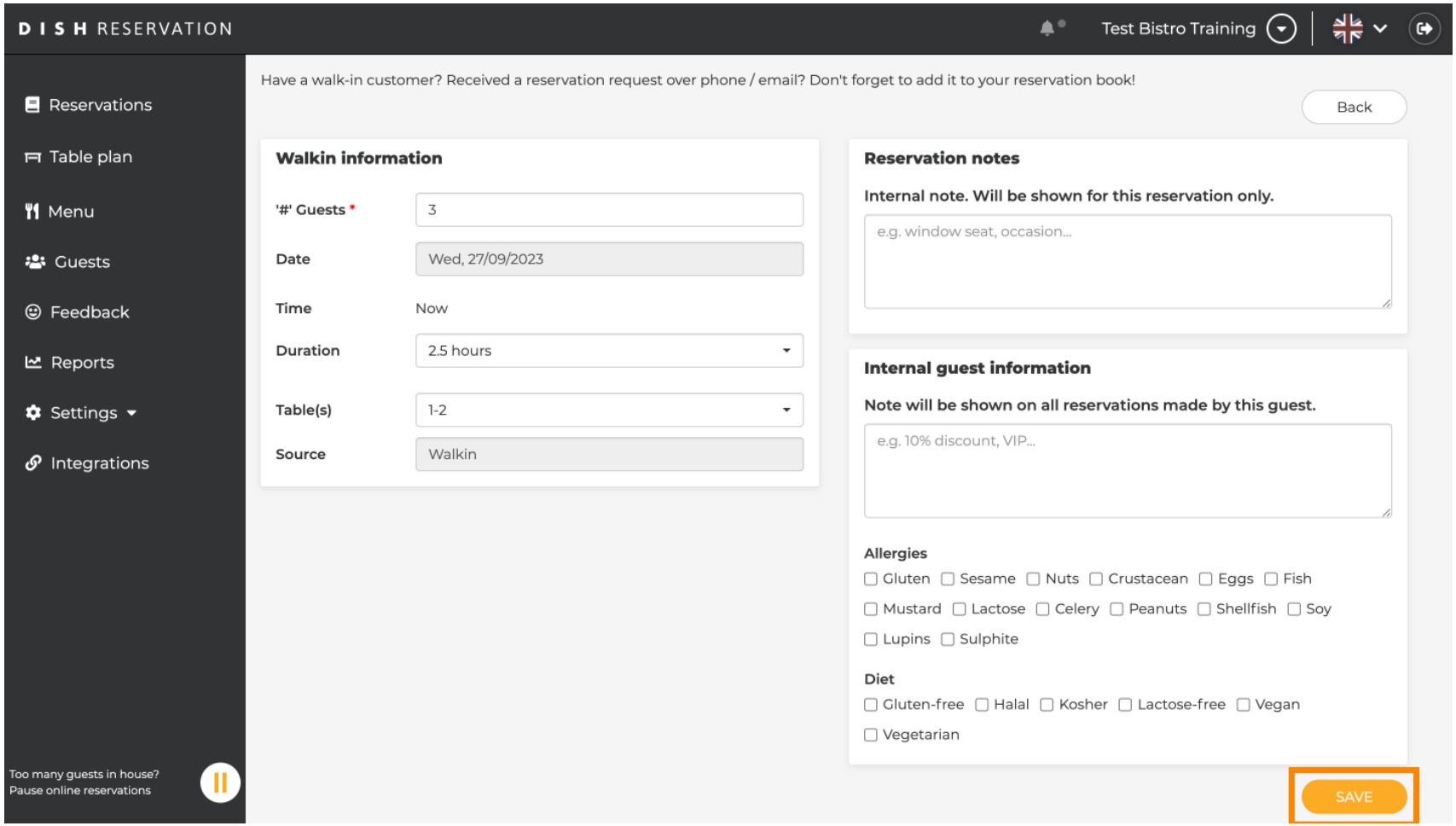
Nakon što unesete sve podatke, kliknite na SPREMI kako biste dodali ulaznicu.



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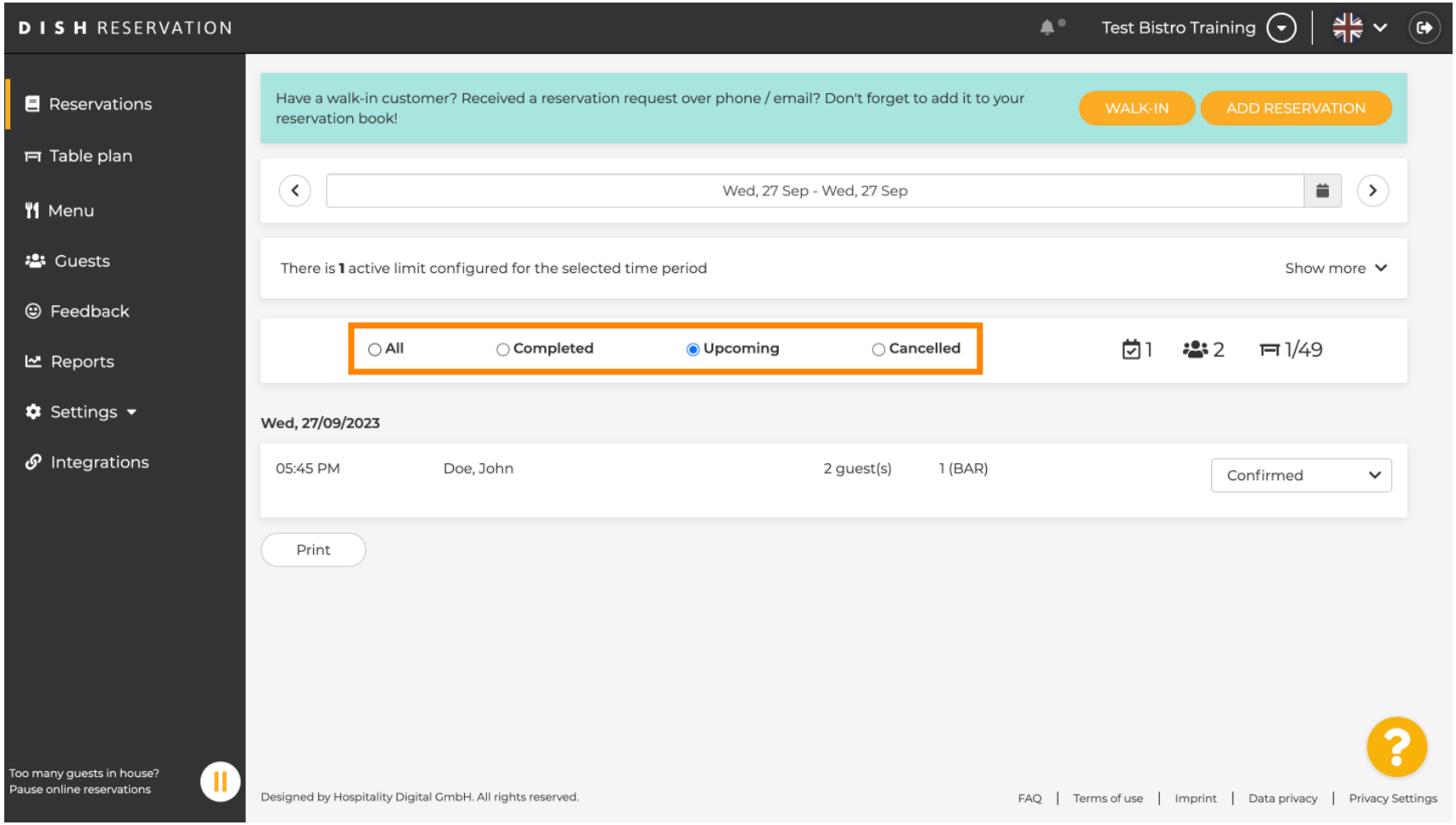
Budući da dolazak nije nadolazeća rezervacija, svoje rezervacije morate filtrirati drugačije. Da biste to učinili, koristite dane odabire .



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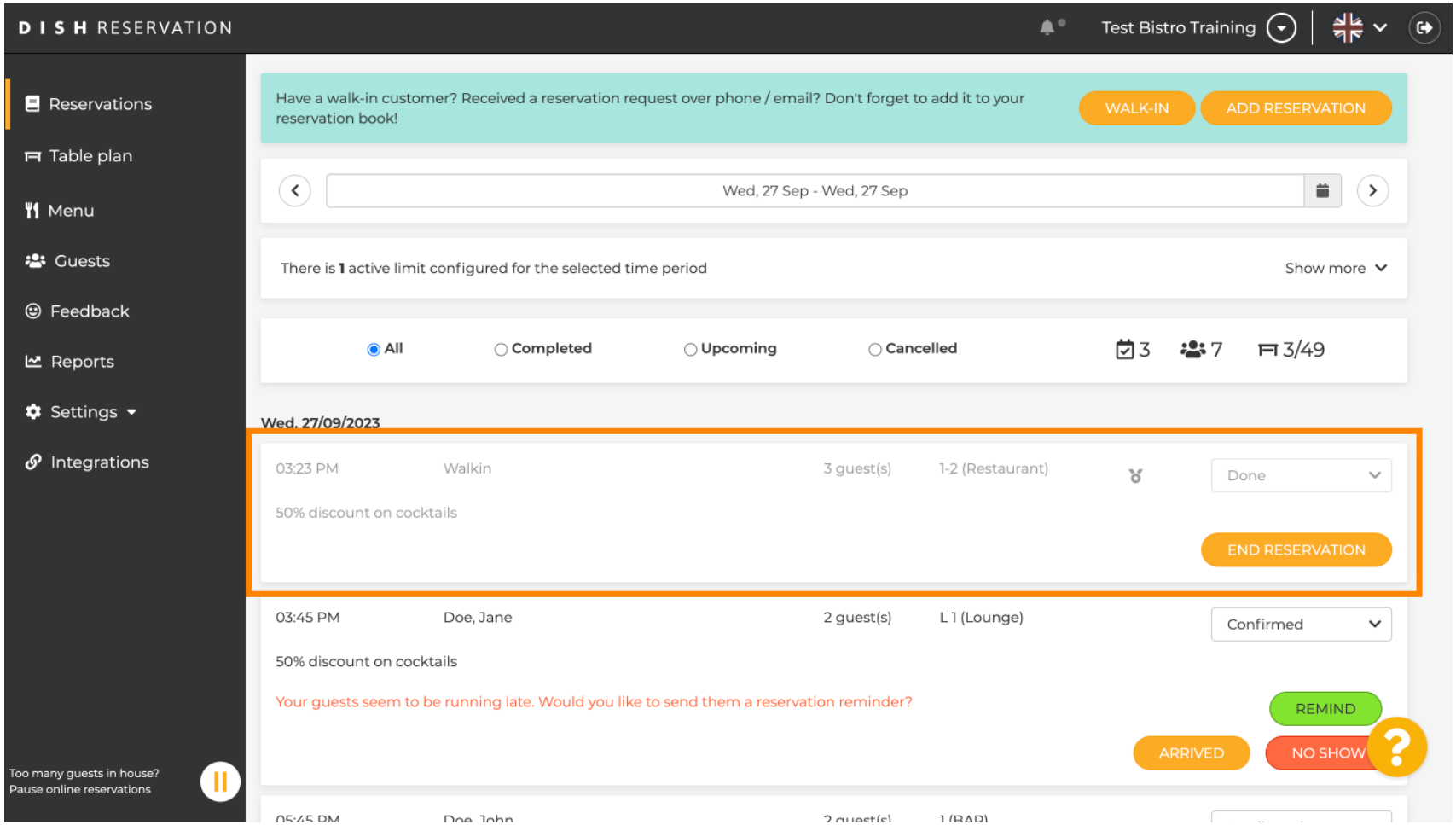
Ovisno o vašem odabiru, vidjet ćete svoje rezervacije filtrirane. Klikom na rezervaciju uvijek možete vidjeti daljnje informacije te ih također prilagoditi.



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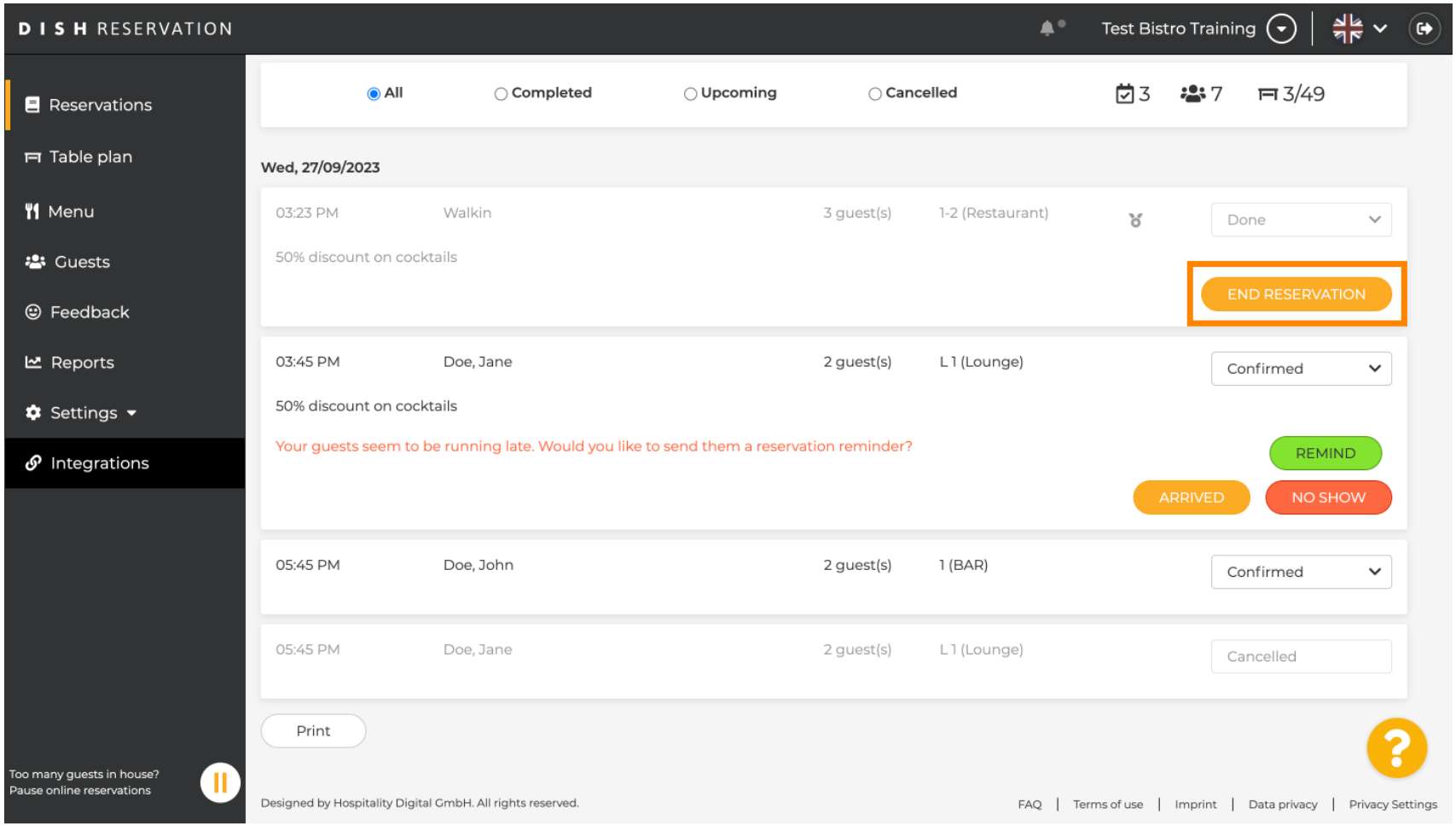
Ako je stol popunjen, tu konkretnu rezervaciju možete raskinuti klikom na ZAVRŠI REZERVACIJU .



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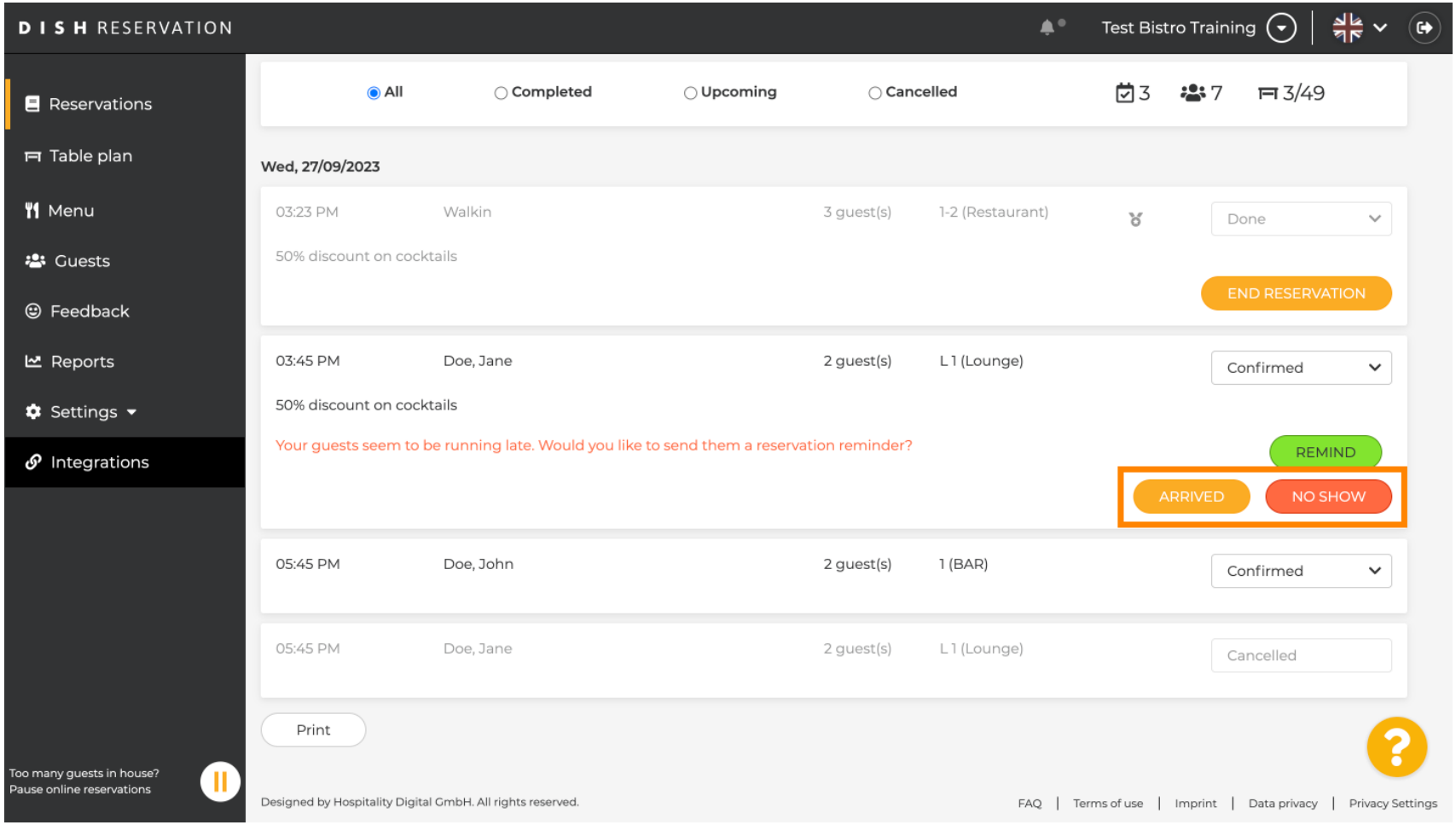
Za nadolazeću rezervaciju imate opciju označiti je kao stiglo ili nedolazak. Jednostavno kliknite na odgovarajući gumb .



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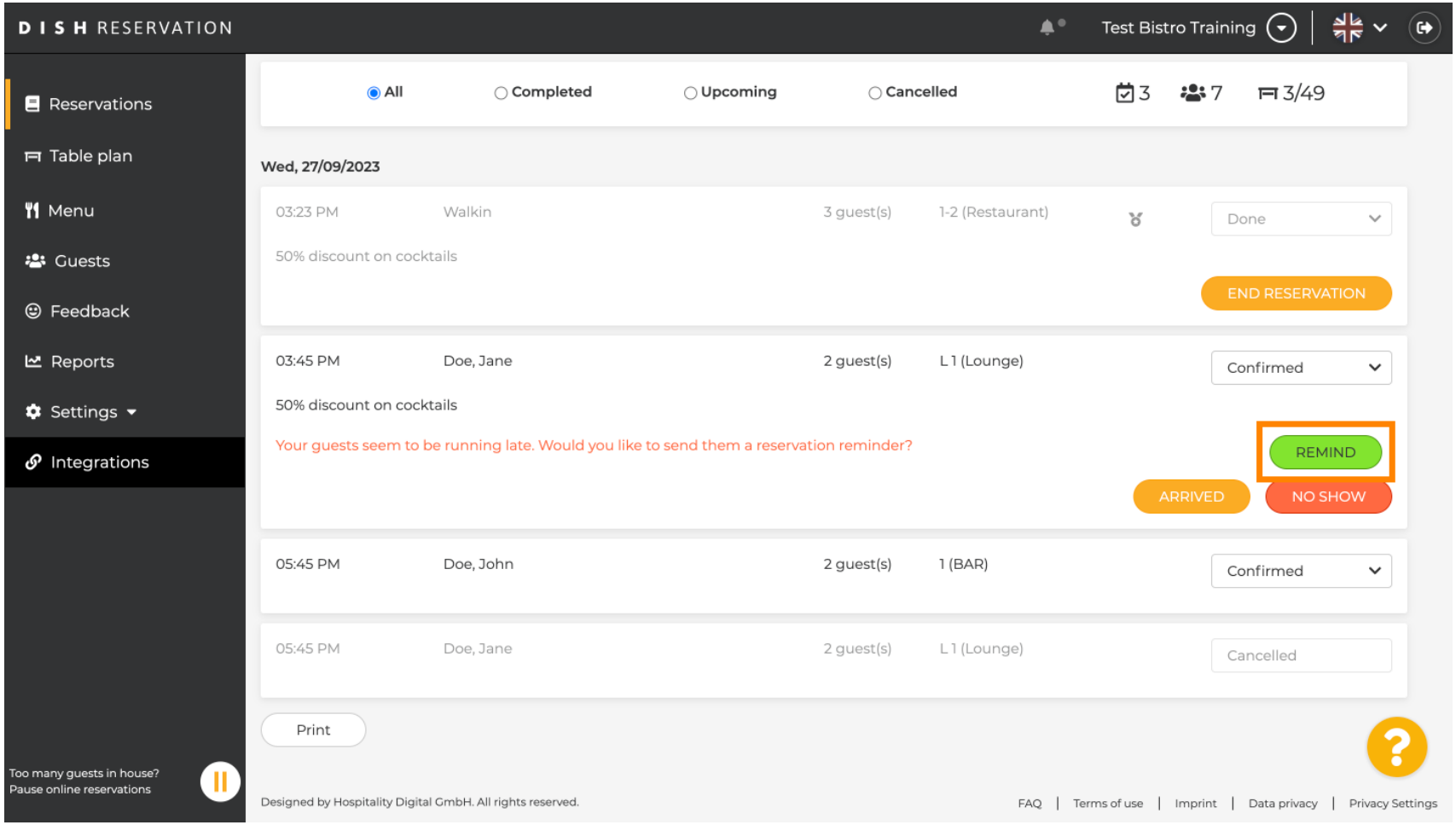
Is the guest not on time you can send a reminder by using the REMIND button. Note: Either an e-mail-address or a telephone number has to be deposited if you have added the reservation manually.



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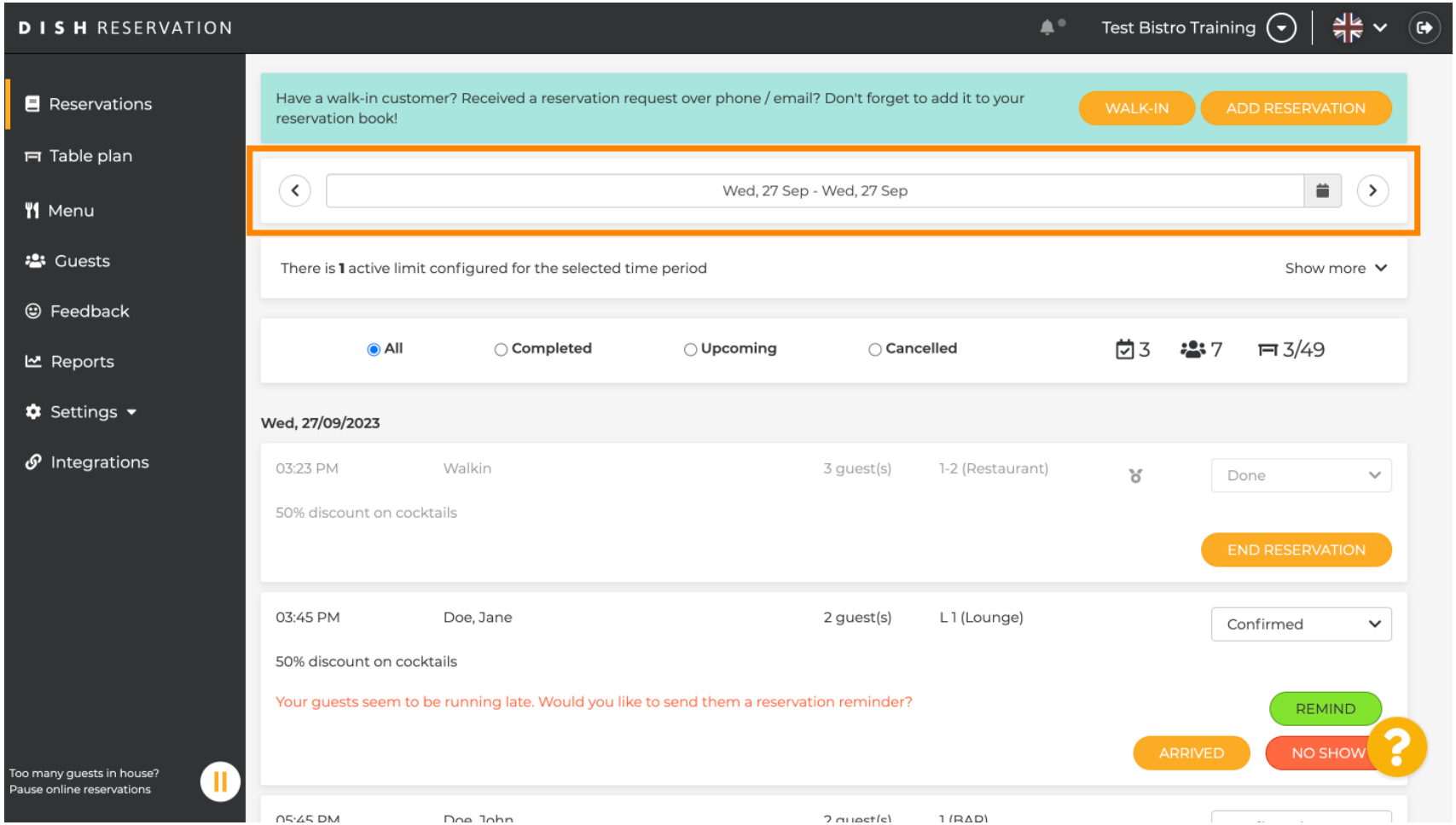
Do you want to manage or review reservations of different dates? Use the calendar function or skip through the dates by using the arrows.



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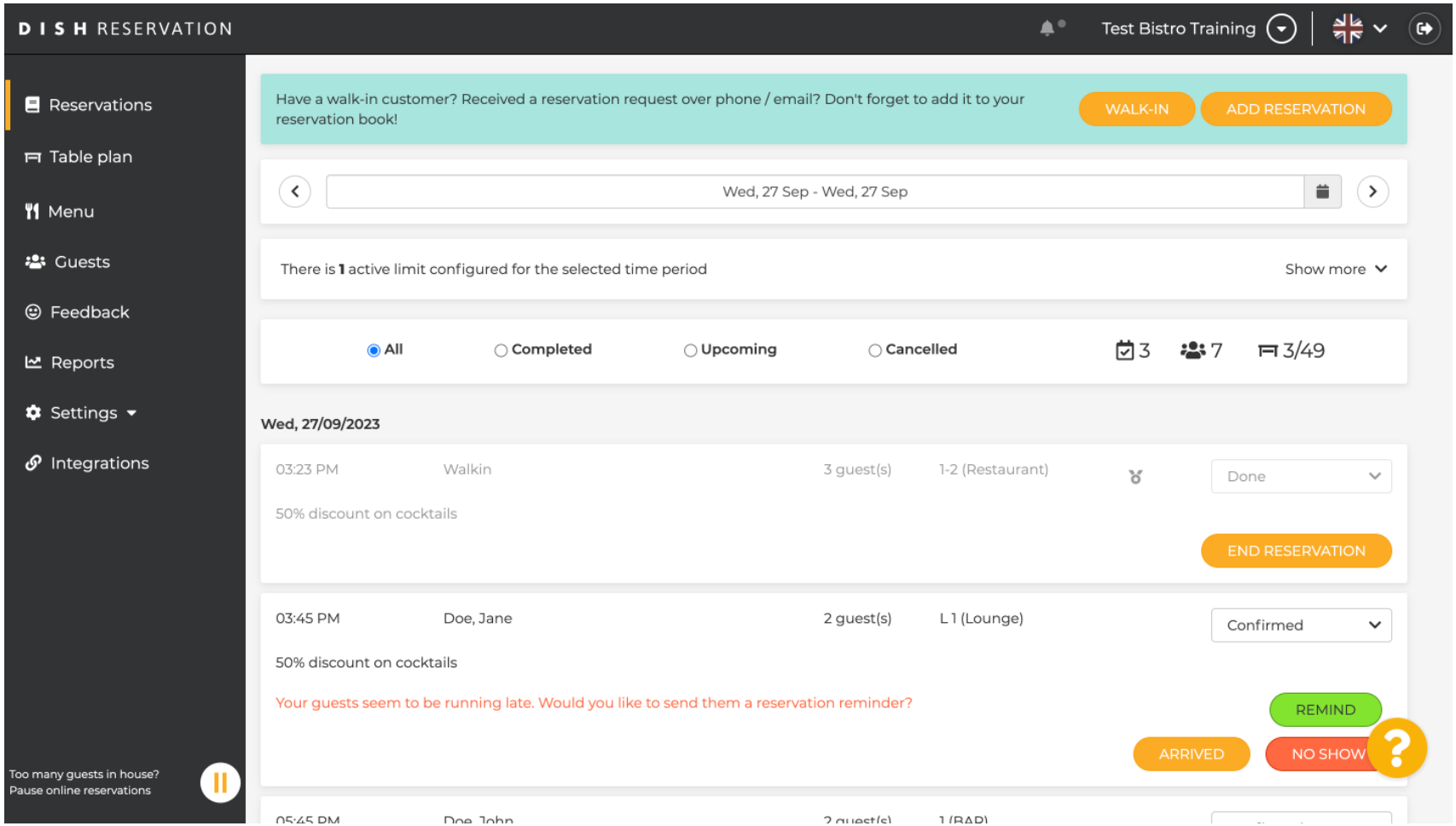
That's it. You have completed the tutorial and now know how to manage your reservations.



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Skenirajte za odlazak na interaktivni player

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