



Vítejte na hlavním panelu **rezervace DISH**. V tomto tutoriálu vám ukážeme, jak vyhledávat hosty a prohlížet rezervace spojené s hostem.

The screenshot displays the DISH Reservation Admin Panel for a restaurant named "Test Restaurant - Test". The interface includes a dark sidebar with navigation options: Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main content area features a teal notification banner for walk-in customers, a date selector for "Fri, 13 Oct - Fri, 13 Oct", and a message stating "You have no limits configured for the selected date." Below this, there are filter tabs for reservation status: All, Completed, Upcoming (selected), and Cancelled. Summary statistics show 0 reservations in each category. A large empty area contains a "No reservations available" message with a magnifying glass icon. A "Print" button is located at the bottom left of the main content area. The footer includes a "Too many guests in house? Pause online reservations" warning, a copyright notice for DISH Digital Solutions GmbH, and links for FAQ, Terms of use, Imprint, Data privacy, and Privacy Settings.




Nejprve přejděte na **Hosté** v nabídce vlevo.


The screenshot displays the DISH RESERVATION admin interface. The top navigation bar includes the logo, a notification bell, the restaurant name 'Test Restaurant - Test', a language selector (UK flag), and a refresh icon. The left sidebar contains a menu with items: Reservations, Table plan, Menu, **Guests** (highlighted with an orange border), Feedback, Reports, Settings, and Integrations. The main content area features a teal banner with a message about walk-in customers and 'WALK-IN' and 'ADD RESERVATION' buttons. Below this is a date range selector for 'Fri, 13 Oct - Fri, 13 Oct'. A message states 'You have no limits configured for the selected date.' with an 'Add a new limit' button. Filter options include 'All', 'Completed', 'Upcoming' (selected), and 'Cancelled'. Summary statistics show 0 reservations, 0 guests, and 0/5 tables. A large empty area contains a 'No reservations available' message with a person looking through binoculars icon. A 'Print' button is at the bottom left, and a help icon is at the bottom right. The footer contains the text 'Designed by DISH Digital Solutions GmbH. All rights reserved.' and links for 'FAQ', 'Terms of use', 'Imprint', 'Data privacy', and 'Privacy Settings'.












Nyní jste v přehledu své databáze hostů.

DISH RESERVATION


Test Restaurant - Test





-  Reservations
-  Table plan
-  Menu
-  **Guests**
-  Feedback
-  Reports
-  Settings ▾
-  Integrations


In accordance with legal regulations, we store your guest data for one year from the last reservation. You have the possibility to download your guest data. Please note that as per data privacy laws, it may not be legal to use their contact information for offers & promotions. Please check with the local laws before proceeding.

SEARCH

First name	Last name ↓↑	Visits	Email	Phone number	Customer since	
Jane	Doe	-			13/10/2023	View
John	Doe	-			13/10/2023	View

Download all customers
Download last 4 week guest data
Download newsletter customers

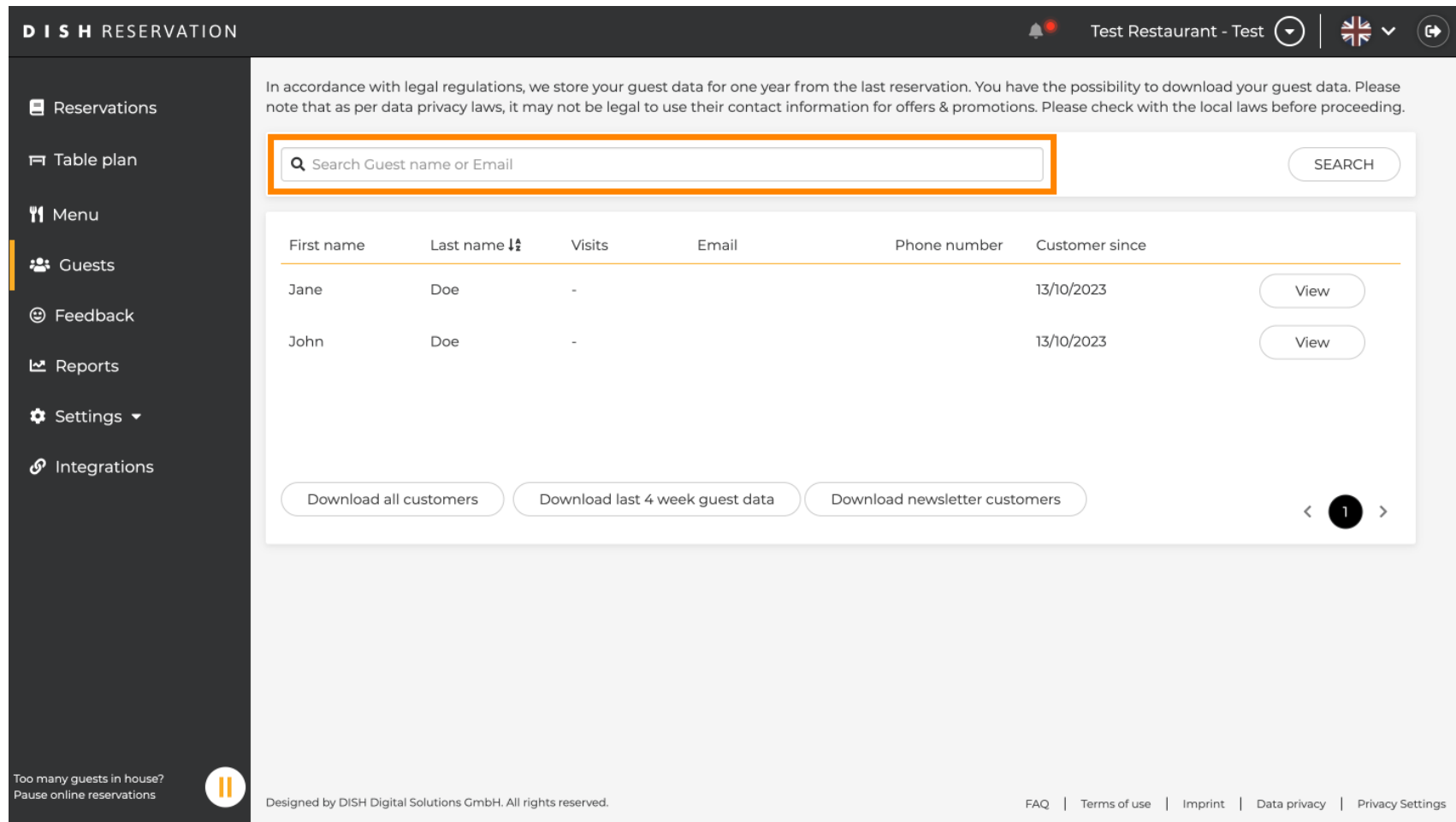
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Too many guests in house?

Pause online reservations

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Chcete-li najít konkrétního hosta, použijte **vyhledávací lištu** a zadejte jeho jméno nebo e-mailovou adresu.



DISH RESERVATION Test Restaurant - Test

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Search Guest name or Email SEARCH

First name	Last name ↓	Visits	Email	Phone number	Customer since	
Jane	Doe	-			13/10/2023	View
John	Doe	-			13/10/2023	View

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Poté klikněte na **HLEDAT** a začněte zobrazovat výsledky pro váš záznam.

DISH RESERVATION
Test Restaurant - Test ▼ ▼

- Reservations
- Table plan
- Menu
- Guests
- Feedback
- Reports
- Settings ▼
- Integrations

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John	Doe	-			13/10/2023	View

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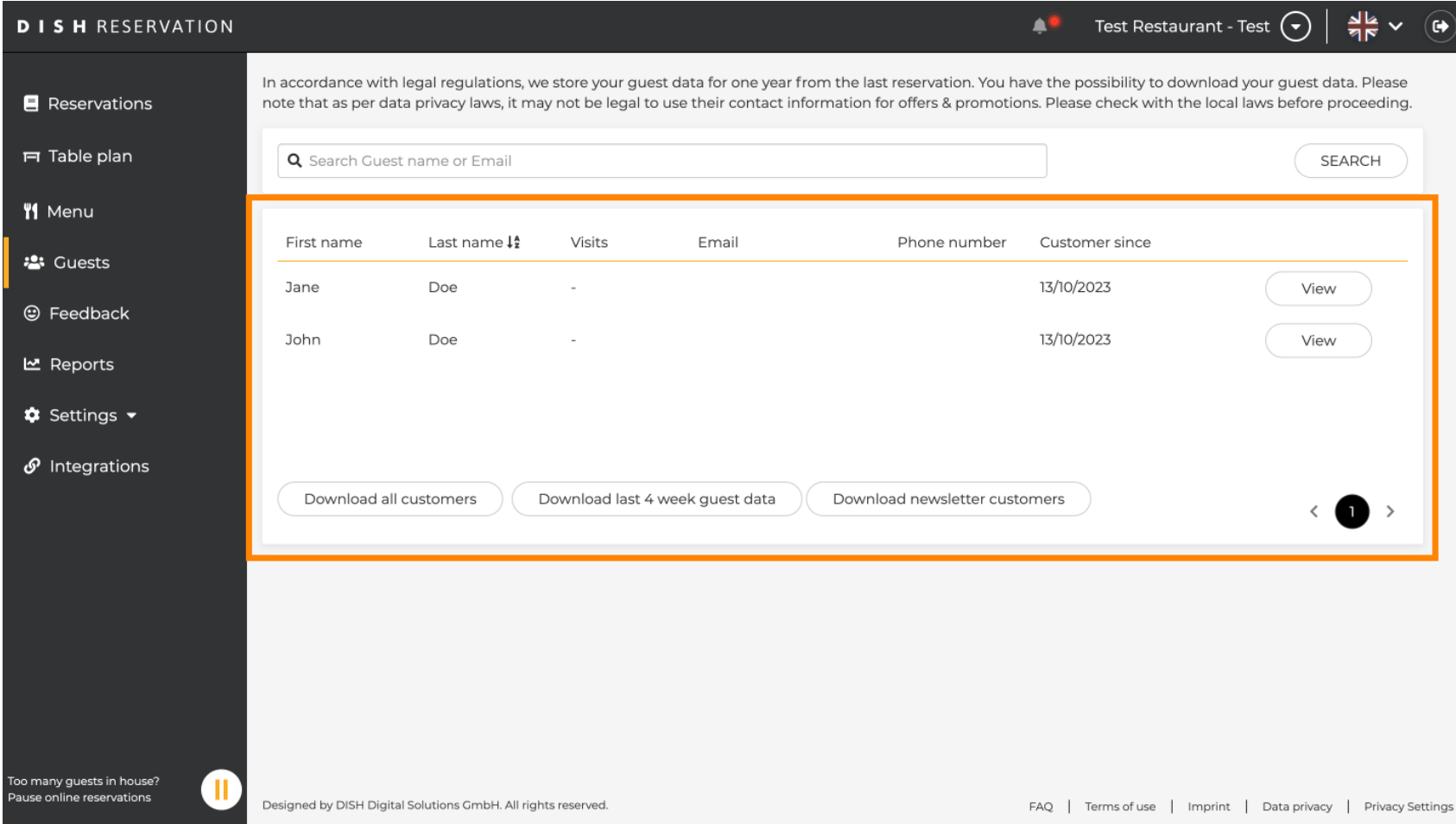
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Too many guests in house?
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 Všichni hosté pak budou uvedeni níže se zobrazenými údaji.



DISH RESERVATION Test Restaurant - Test

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John	Doe	-			13/10/2023	View

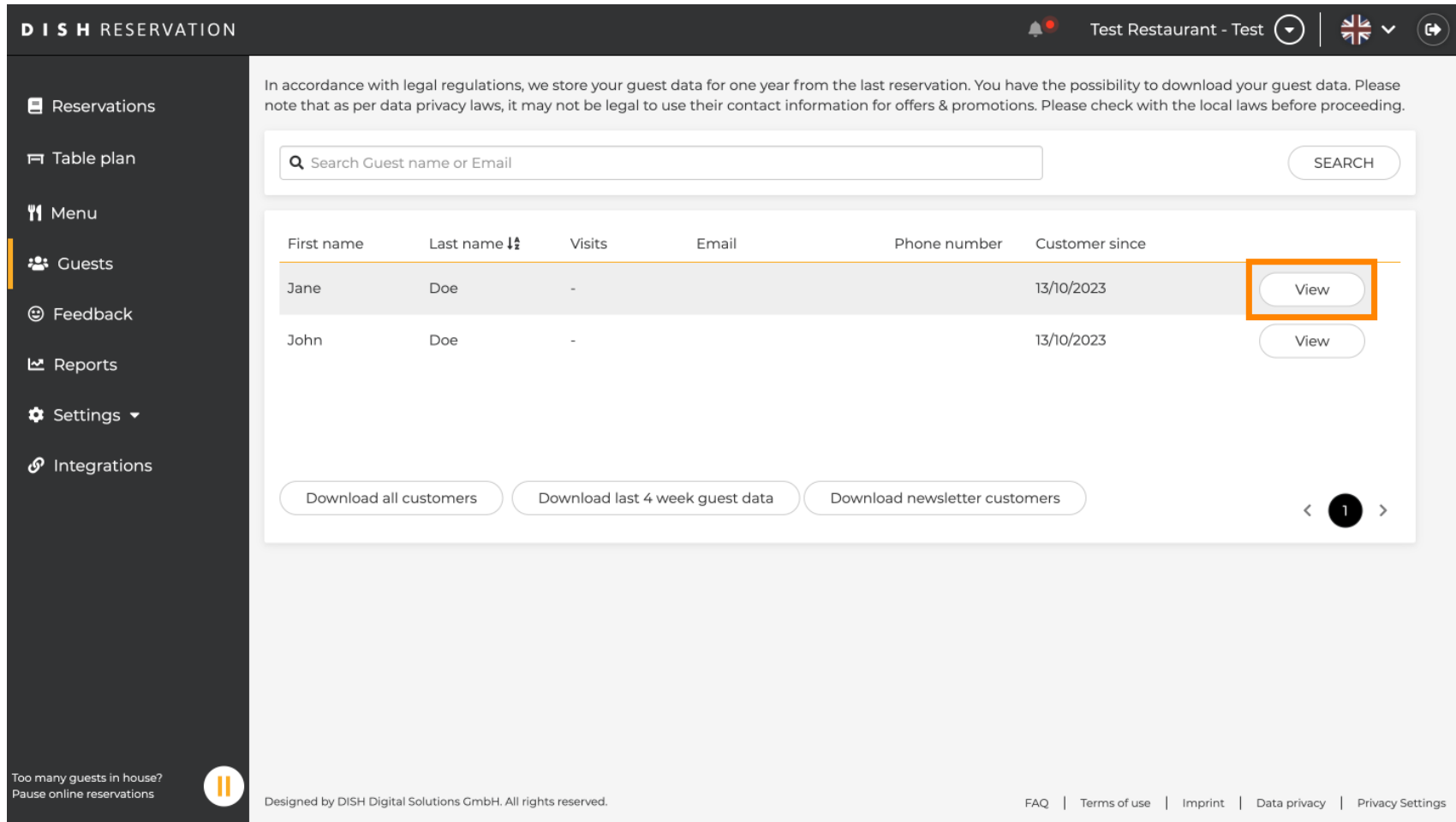
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Chcete-li zobrazit další informace o hostovi a historii rezervací, klikněte na **Zobrazit**.



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Search Guest name or Email SEARCH

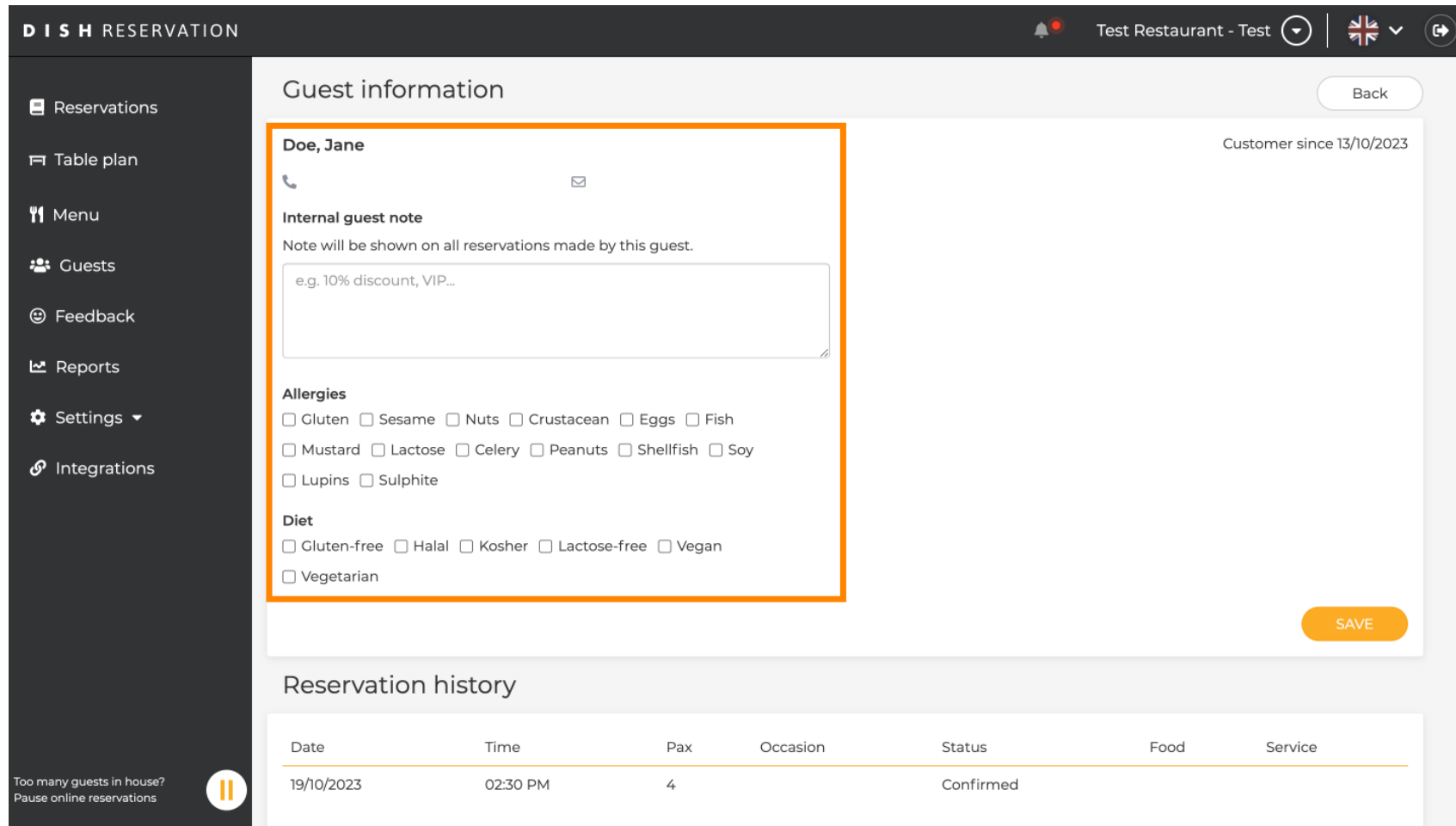
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Poté se vám zobrazí informace o hostovi a můžete přidat další.



The screenshot shows the 'Guest information' page in the DISH Reservation Admin Panel. The page is titled 'Guest information' and includes a 'Back' button. The guest's name is 'Doe, Jane' and she has been a customer since 13/10/2023. There are icons for phone and email. An 'Internal guest note' section contains a text area with the example text 'e.g. 10% discount, VIP...'. Below this are sections for 'Allergies' and 'Diet' with various checkboxes.

Guest information Back

Doe, Jane Customer since 13/10/2023

Internal guest note
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


Reservation history









Date	Time	Pax	Occasion	Status	Food	Service
19/10/2023	02:30 PM	4		Confirmed		

Too many guests in house? Pause online reservations

 Pokud jste upravili informace, klikněte na **ULOŽIT** pro použití změn.



DISH RESERVATION

 Test Restaurant - Test 🇬🇧 🏠

-  Reservations
-  Table plan
-  Menu
-  Guests
-  Feedback
-  Reports
-  Settings ▾
-  Integrations

Guest information Back

Doe, Jane Customer since 13/10/2023

Internal guest note
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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

Reservation history

Date	Time	Pax	Occasion	Status	Food	Service
19/10/2023	02:30 PM	4		Confirmed		

Too many guests in house?  Pause online reservations



Chcete-li zobrazit informace týkající se historie rezervací, přejděte dolů na konec stránky.

DISH RESERVATION
Test Restaurant - Test 🇬🇧 🏠

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

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

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Allergies

Gluten
 Sesame
 Nuts
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 Lupins
 Sulphite

Diet

Gluten-free
 Halal
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[SAVE](#)

Reservation history

Date	Time	Pax	Occasion	Status	Food	Service
19/10/2023	02:30 PM	4		Confirmed		

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Too many guests in house? ⏸️ Pause online reservations

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Po dokončení kontroly informací o hostu se kliknutím na **Zpět** vraťte do přehledu.

DISH RESERVATION

🔔 Test Restaurant - Test ⌵
🇬🇧
↶

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

Guest information

Back

Doe, Jane Customer since 13/10/2023

📞 ✉️

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

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

Allergies

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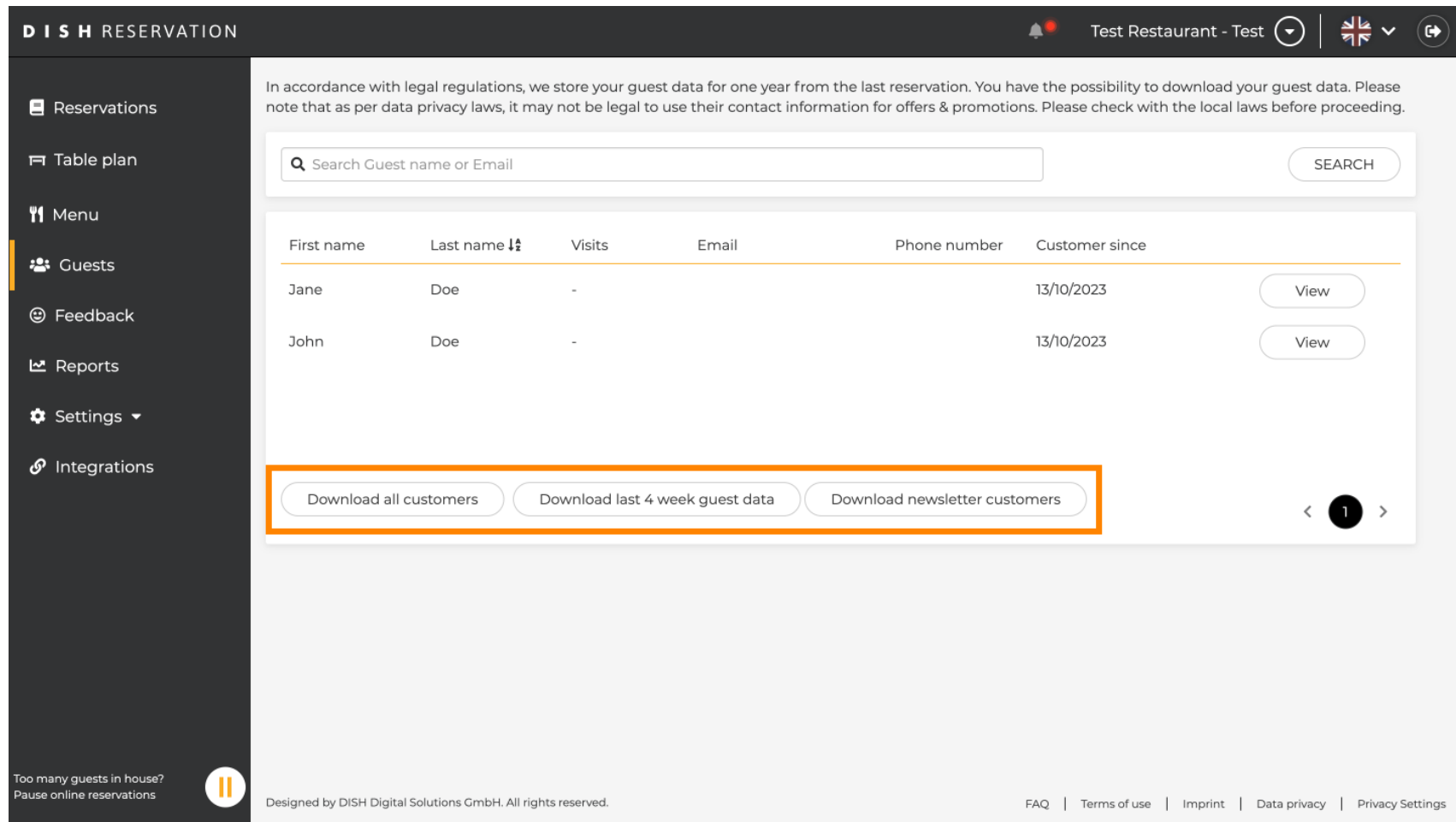
Reservation history

Date	Time	Pax	Occasion	Status	Food	Service
19/10/2023	02:30 PM	4		Confirmed		

Too many guests in house? || Pause online reservations



Zpět v přehledu máte možnost stáhnout si údaje o zákaznících. Buď údaje všech zákazníků, údaje hostů za poslední čtyři týdny nebo údaje zákazníků newsletteru.



DISH RESERVATION Test Restaurant - Test

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Jednoduše klikněte na odpovídající **tlačítko** , ze kterého chcete mít data. Poté se spustí stahování.

DISH RESERVATION
Test Restaurant - Test ▼ ▼

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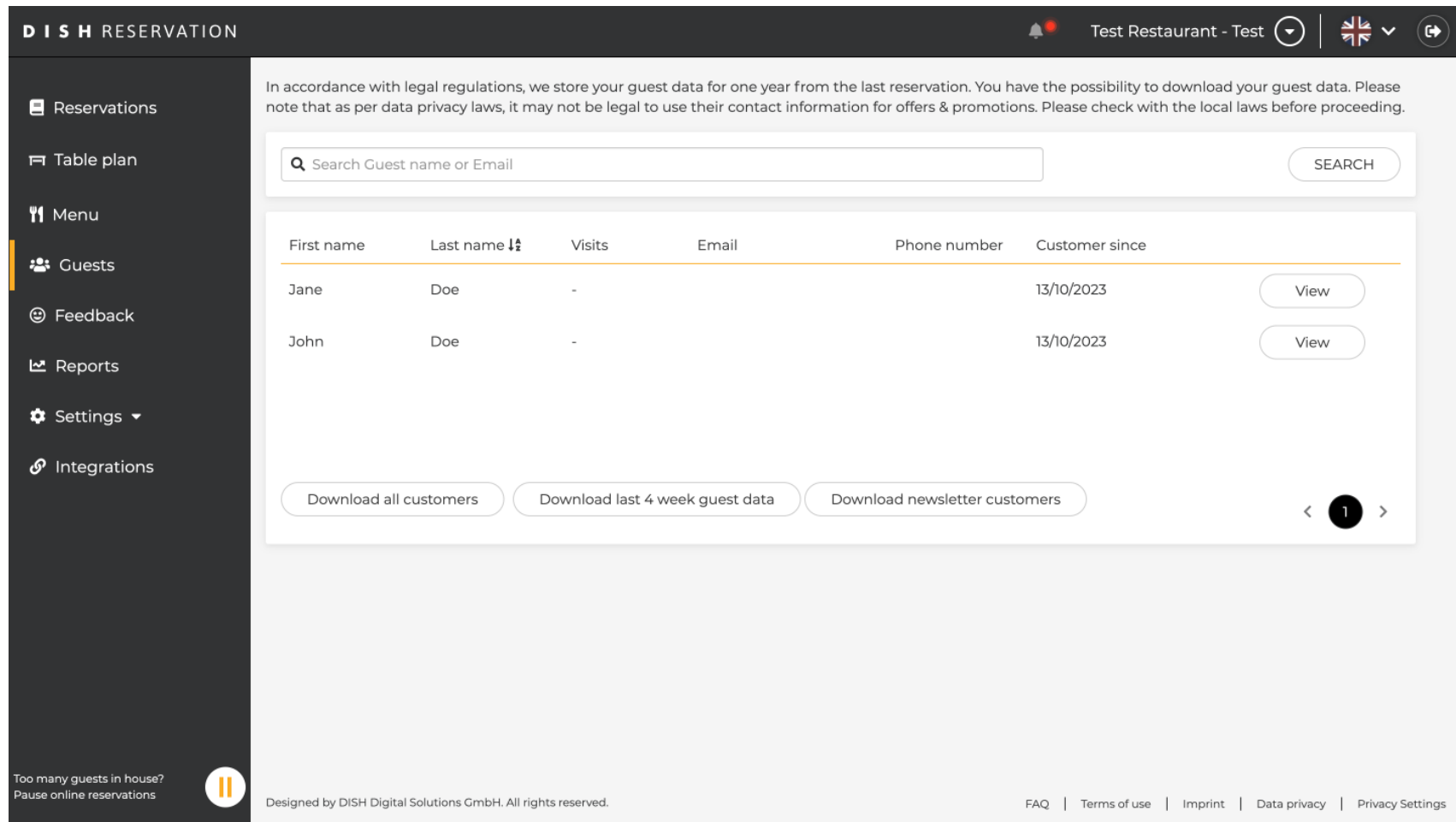
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To je vše. Dokončili jste výukový program a nyní víte, jak vyhledávat hosty a prohlížet rezervace spojené s hostem.



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Skenováním přejděte do interaktivního přehrávače