



Welcome to the dashboard of **DISH Reservation**. In this tutorial, we show you how to search for guests and view reservations associated with a guest.

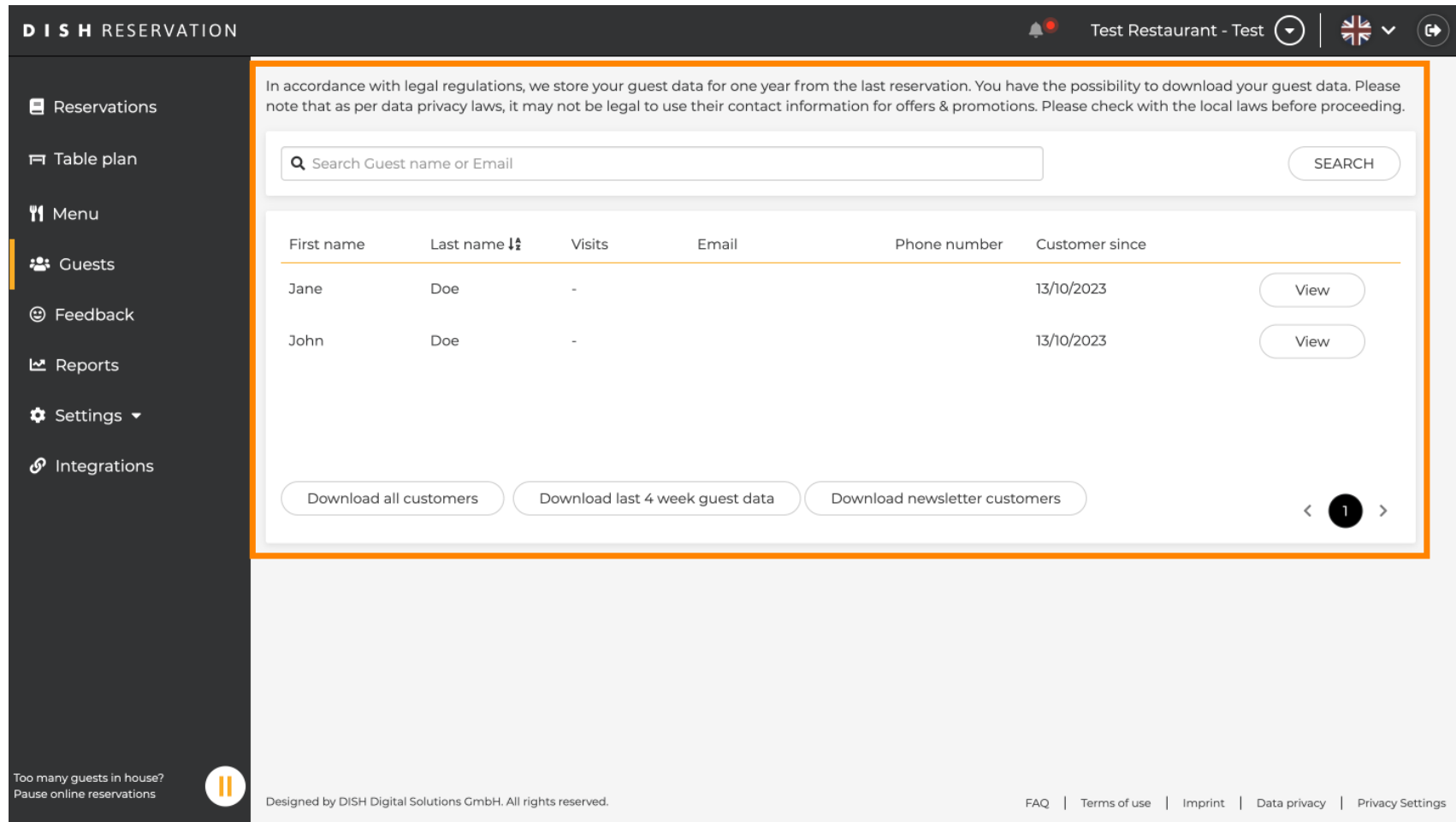
The screenshot shows the DISH Reservation Admin Panel for the 'Guests' section. The top navigation bar includes the 'DISH RESERVATION' logo, a notification bell, the restaurant name 'Test Restaurant - Test', a language selector (UK flag), and a refresh icon. The left sidebar contains menu items: Reservations, 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 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 tabs are set to 'Upcoming', with counts for 'All', 'Completed', 'Upcoming', and 'Cancelled'. Summary statistics show 0 reservations, 0 guests, and 0/5 tables. A large empty area contains an icon of a person with a magnifying glass and the text 'No reservations available'. A 'Print' button is at the bottom left. A status bar at the bottom left says 'Too many guests in house? Pause online reservations' with a pause icon. The footer includes 'Designed by DISH Digital Solutions GmbH. All rights reserved.', a help icon, and links for 'FAQ', 'Terms of use', 'Imprint', 'Data privacy', and 'Privacy Settings'.

First, go to **Guests** on the menu to your left.

The screenshot displays the DISH Reservation Admin Panel interface. On the left is a dark sidebar menu with the following items: Reservations, Table plan, Menu, **Guests** (highlighted with an orange border), Feedback, Reports, Settings, and Integrations. The main content area has a dark header with 'DISH RESERVATION' on the left and 'Test Restaurant - Test' with a dropdown arrow, a flag icon, and a refresh icon on the right. 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 'Fri, 13 Oct - Fri, 13 Oct'. Below that, a message states 'You have no limits configured for the selected date.' with an orange 'Add a new limit' button. A filter bar shows radio buttons for 'All', 'Completed', 'Upcoming' (selected), and 'Cancelled', along with icons for a calendar (0), a group of people (0), and a table (0/5). The main content area contains a large grey box with a circular icon of a person with a magnifying glass and the text 'No reservations available'. At the bottom left of the main area is a 'Print' button. At the bottom right is a yellow circular help icon with a question mark. The footer contains the text 'Too many guests in house? Pause online reservations' with a pause icon, 'Designed by DISH Digital Solutions GmbH. All rights reserved.', and a list of links: 'FAQ | Terms of use | Imprint | Data privacy | Privacy Settings'.



You are now in the overview of your guest database.

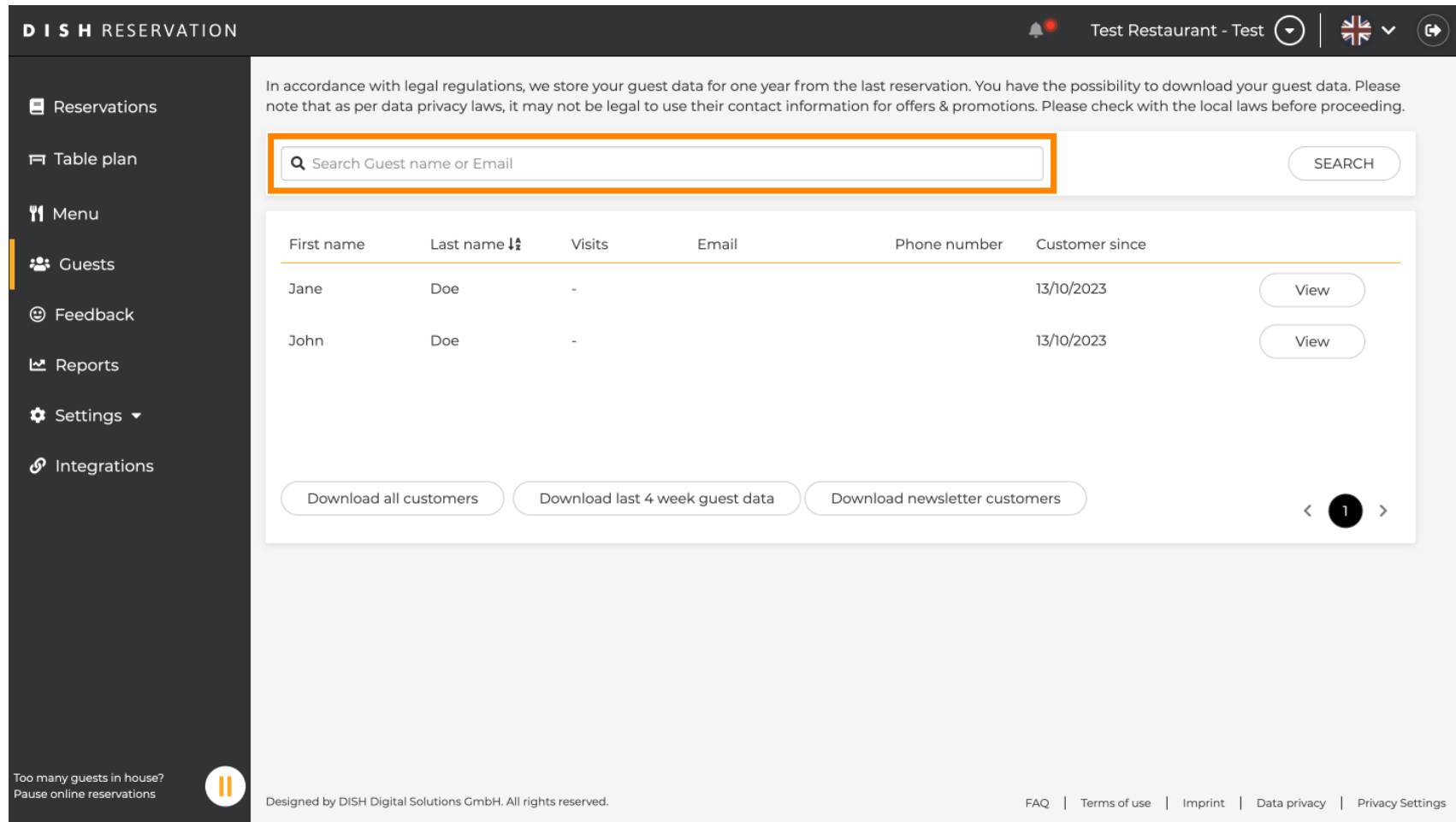


The screenshot displays the 'DISH RESERVATION' admin interface. The top navigation bar includes the restaurant name 'Test Restaurant - Test', a language selector (UK flag), and a refresh icon. The left sidebar contains menu items: Reservations, Table plan, Menu, **Guests** (highlighted), Feedback, Reports, Settings, and Integrations. The main content area features a legal notice, a search bar for guest names or emails, and a table with columns: First name, Last name, Visits, Email, Phone number, and Customer since. Two guest entries are shown: Jane Doe and John Doe, both with a 'View' button. Below the table are buttons for 'Download all customers', 'Download last 4 week guest data', and 'Download newsletter customers'. A pagination indicator shows '1' of 1 pages. At the bottom, there is a status message 'Too many guests in house? Pause online reservations', a copyright notice 'Designed by DISH Digital Solutions GmbH. All rights reserved.', and a footer with links for FAQ, Terms of use, Imprint, Data privacy, and Privacy Settings.

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



To find a specific guest, use the **search bar** and enter their name or e-mail-address.



DISH RESERVATION Test Restaurant - Test

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 Guest name or Email SEARCH

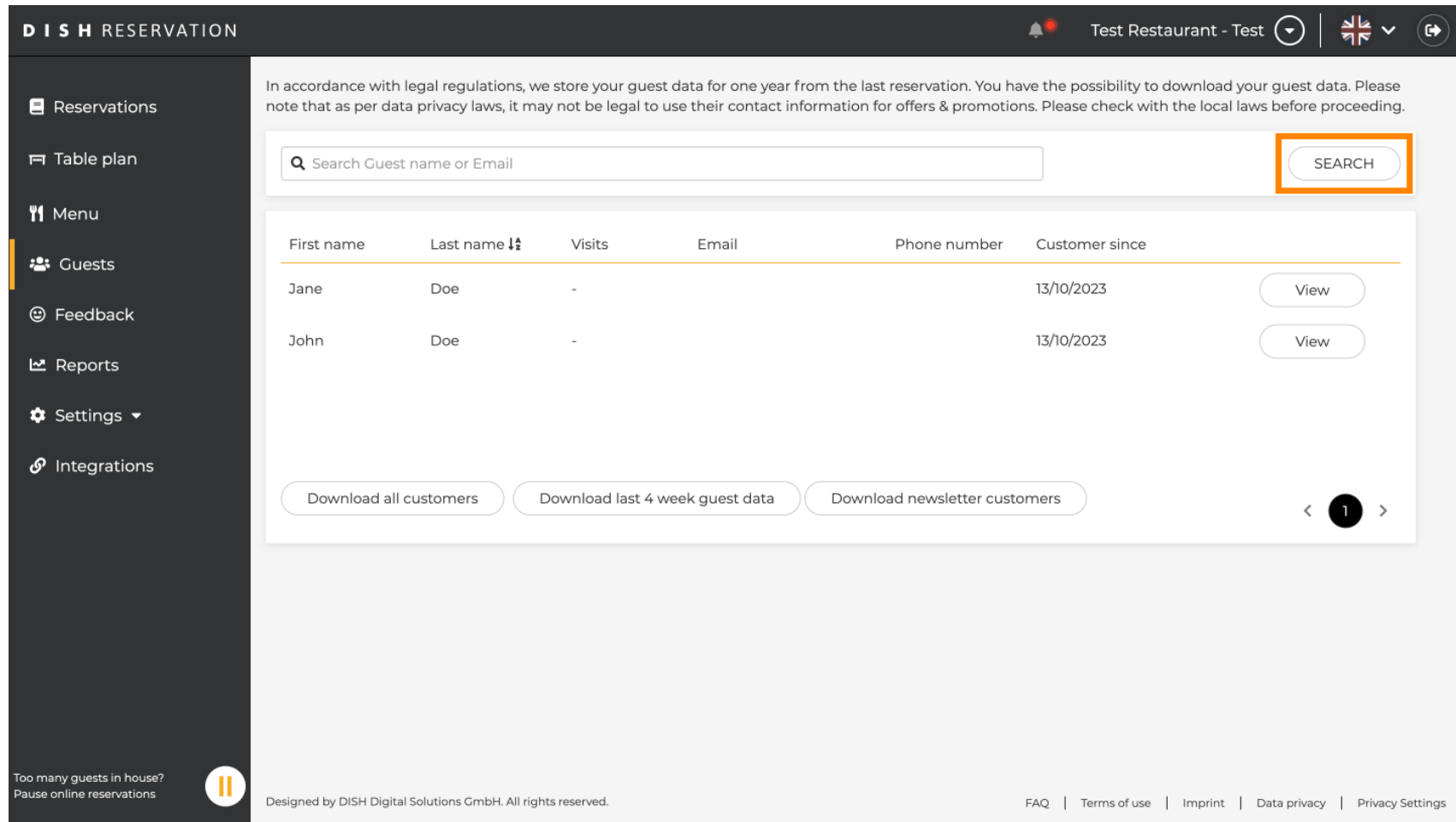
First name	Last name ↓	Visits	Email	Phone number	Customer since	
Jane	Doe	-			13/10/2023	View
John	Doe	-			13/10/2023	View

Download all customers Download last 4 week guest data Download newsletter customers < 1 >

Too many guests in house? Pause online reservations

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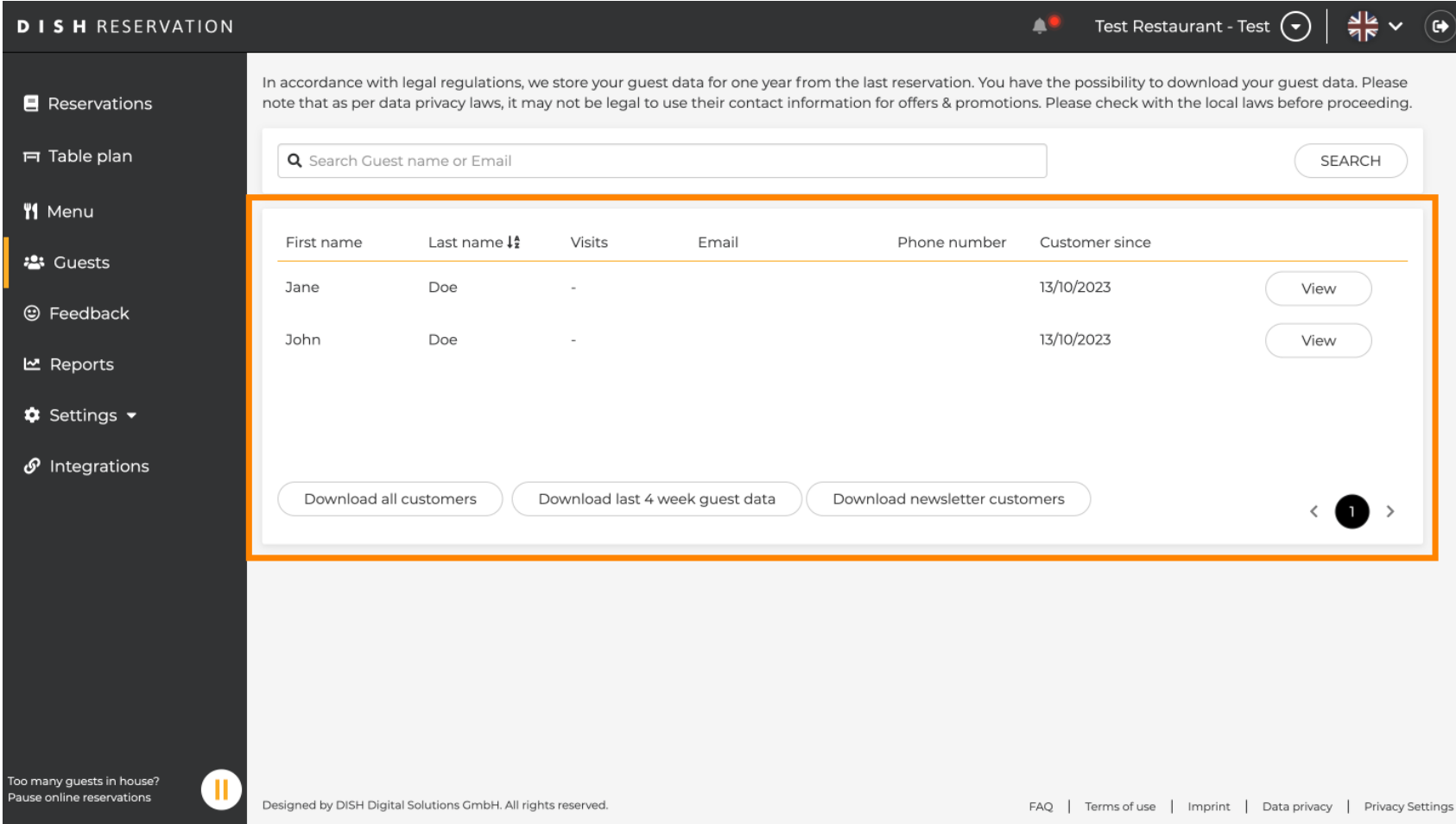
Then click on **SEARCH** to start to show the results for your entry.



The screenshot shows the DISH Reservation Admin Panel interface. The top navigation bar includes the DISH RESERVATION logo, a notification bell, the restaurant name 'Test Restaurant - Test', a language selector (UK flag), and a refresh icon. The left sidebar contains navigation options: Reservations, Table plan, Menu, **Guests** (highlighted), Feedback, Reports, Settings, and Integrations. The main content area features a legal notice about data storage, a search bar with the placeholder 'Search Guest name or Email', and a 'SEARCH' button highlighted with an orange border. Below the search bar is a table with columns: First name, Last name (with a sort icon), Visits, Email, Phone number, and Customer since. The table contains two entries: Jane Doe and John Doe, both with a 'View' button. At the bottom of the table are three buttons: 'Download all customers', 'Download last 4 week guest data', and 'Download newsletter customers'. A pagination indicator shows '1' between left and right arrows. The footer includes a 'Too many guests in house? Pause online reservations' warning, a copyright notice 'Designed by DISH Digital Solutions GmbH. All rights reserved.', and links for 'FAQ', 'Terms of use', 'Imprint', 'Data privacy', and 'Privacy Settings'.

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

 All guests will then be listed below with their information displayed.

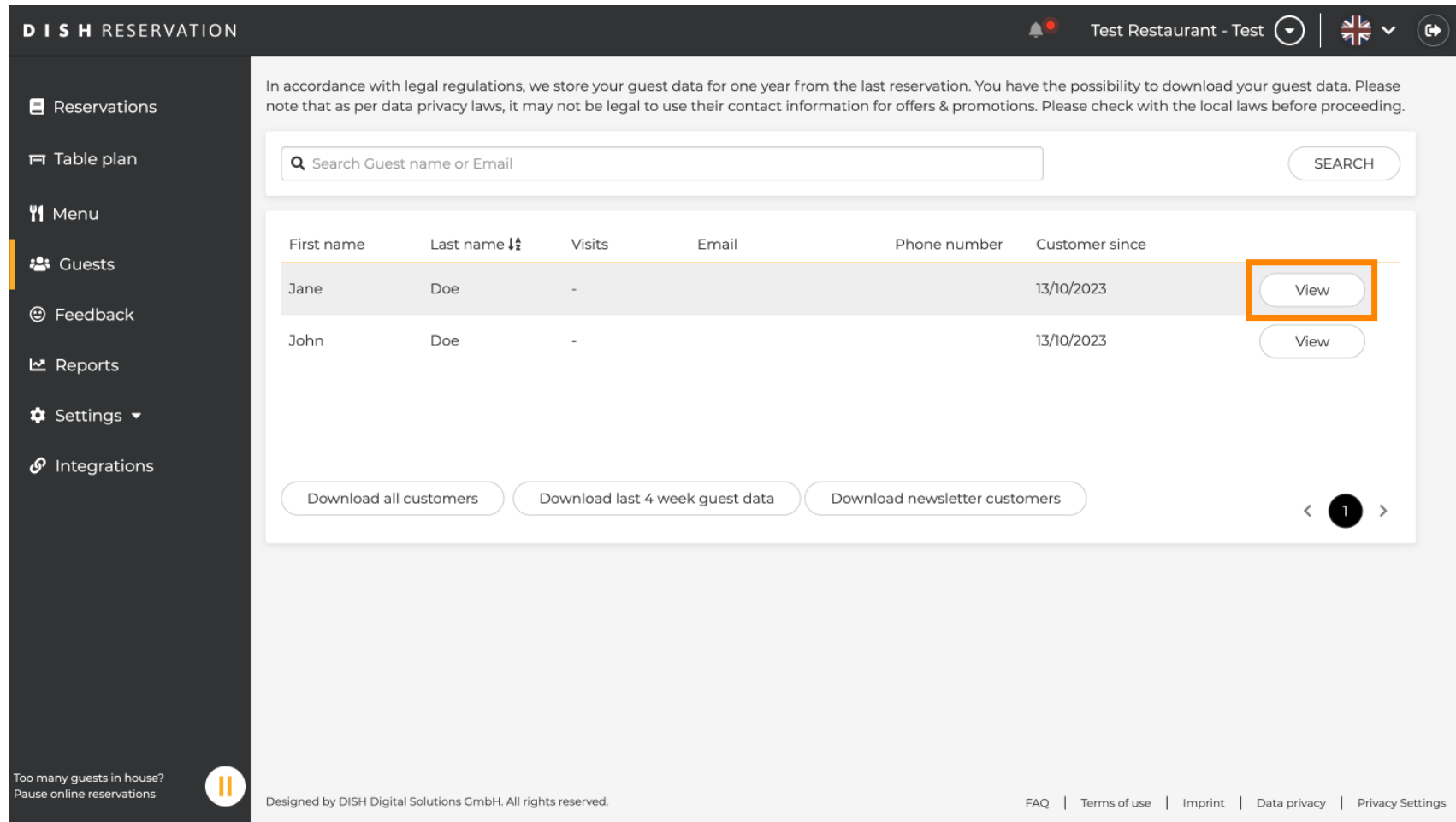


The screenshot shows the DISH Reservation Admin Panel interface. The top navigation bar includes the DISH logo, the restaurant name "Test Restaurant - Test", a language selector (UK flag), and a refresh icon. The left sidebar contains navigation options: Reservations, Table plan, Menu, **Guests** (highlighted), Feedback, Reports, Settings, and Integrations. The main content area features a search bar for "Search Guest name or Email" and a "SEARCH" button. Below the search bar is a table of guest information:

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

Below the table are three buttons: "Download all customers", "Download last 4 week guest data", and "Download newsletter customers". A pagination indicator shows "1" between left and right arrows. At the bottom left, there is a notification: "Too many guests in house? Pause online reservations" with a pause icon. 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".

To see further information about the guest as well as the reservation history, click on **View**.



DISH RESERVATION Test Restaurant - Test

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 Guest name or Email SEARCH

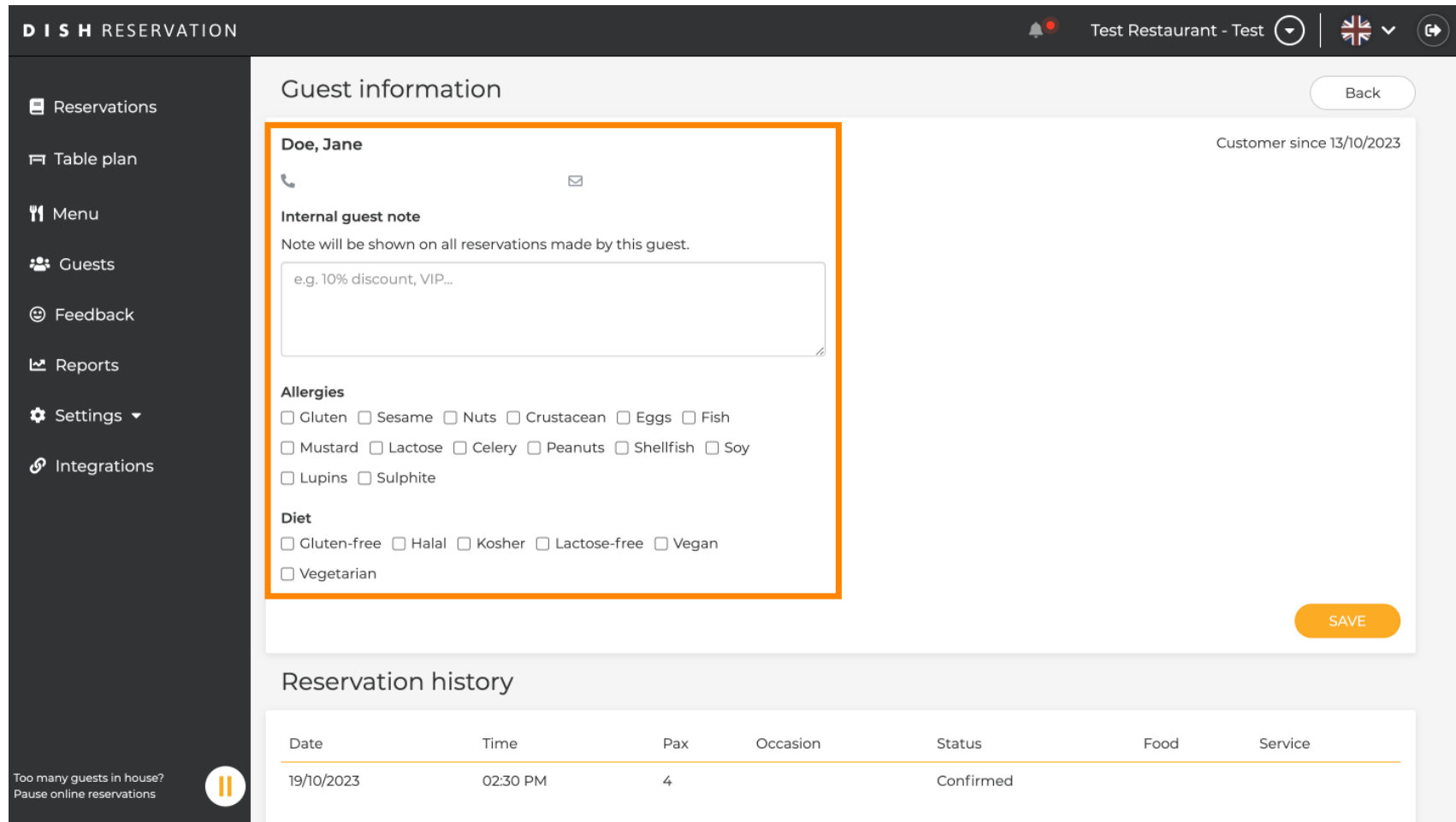
First name	Last name ↓	Visits	Email	Phone number	Customer since	
Jane	Doe	-			13/10/2023	View
John	Doe	-			13/10/2023	View

[Download all customers](#) [Download last 4 week guest data](#) [Download newsletter customers](#) < 1 >

Too many guests in house? [Pause online reservations](#)

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You then have the guest's information displayed and can add more too.



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 is a 'Customer since 13/10/2023'. There are icons for phone and email. An 'Internal guest note' section contains a text area with the placeholder 'e.g. 10% discount, VIP...'. Below this are sections for 'Allergies' and 'Diet', each with several checkboxes. A 'SAVE' button is located at the bottom right of the form area. Below the form is a 'Reservation history' section with a table showing one reservation.

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



If you have adjusted the information, click on **SAVE** to apply the changes.

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

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



To see information regarding the reservation history, scroll down to the bottom of the page.

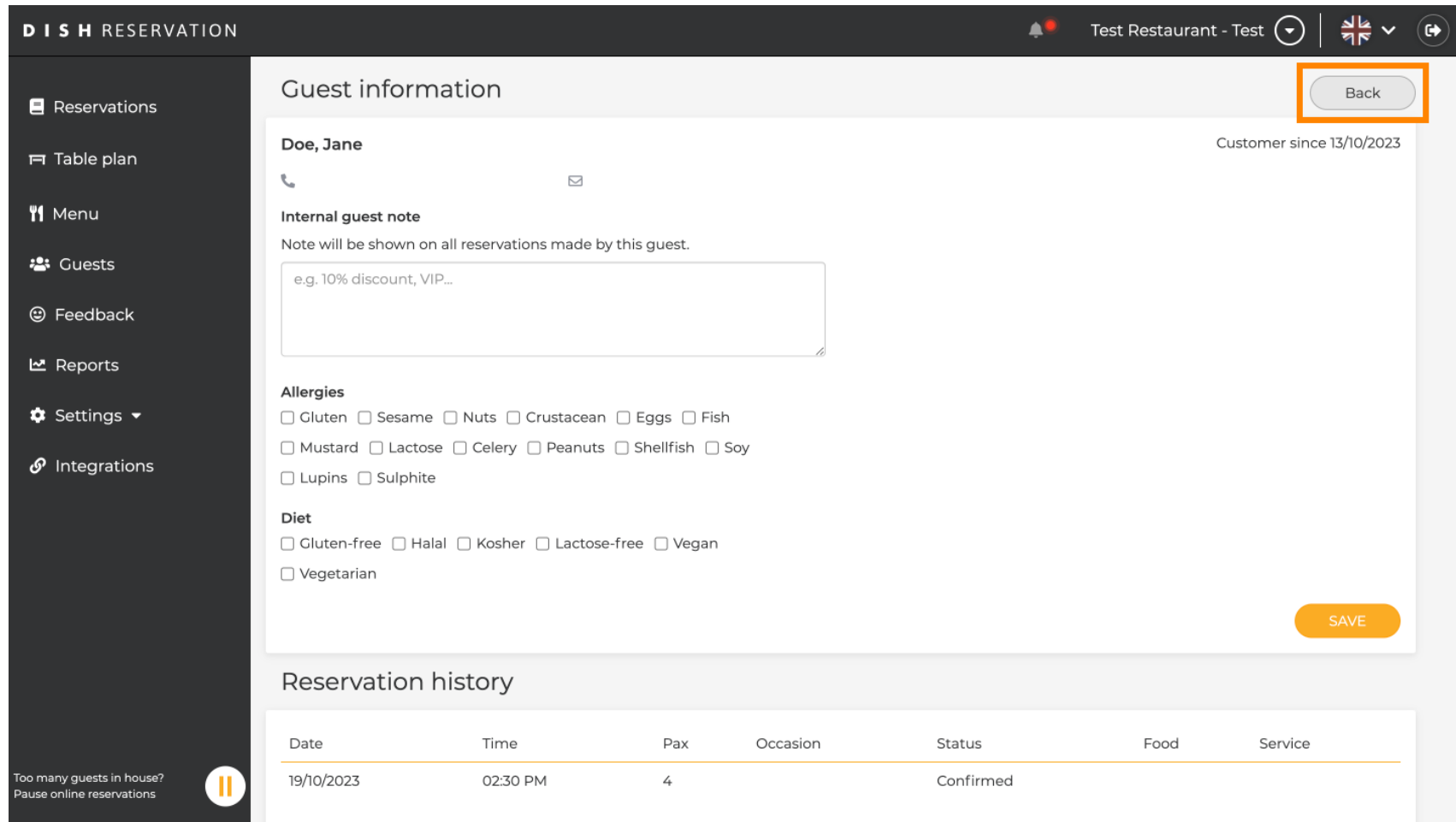
The screenshot shows the DISH Reservation Admin Panel interface. The top navigation bar includes the DISH logo, a notification bell, the restaurant name 'Test Restaurant - Test', a language selector (UK flag), and a refresh icon. The left sidebar contains menu items: Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main content area is divided into two sections. The first section, 'Internal guest note', includes a text area for notes (with an example 'e.g. 10% discount, VIP...'), a list of allergy checkboxes (Gluten, Sesame, Nuts, Crustacean, Eggs, Fish, Mustard, Lactose, Celery, Peanuts, Shellfish, Soy, Lupins, Sulphite), and a list of diet checkboxes (Gluten-free, Halal, Kosher, Lactose-free, Vegan, Vegetarian). A 'SAVE' button is located at the bottom right of this section. The second section, 'Reservation history', is highlighted with an orange border and contains a table with the following data:



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

At the bottom of the reservation history table, there are navigation arrows and a page number '1'. The footer of the page includes a status message 'Too many guests in house? Pause online reservations', a copyright notice 'Designed by DISH Digital Solutions GmbH. All rights reserved.', and links for 'FAQ', 'Terms of use', 'Imprint', 'Data privacy', and 'Privacy Settings'.





Once you are done reviewing the information of the guest, click on **Back** to return to the overview.



DISH RESERVATION | Test Restaurant - Test |  | 

Guest information [Back](#)

Doe, Jane Customer since 13/10/2023

Internal guest note
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](#)

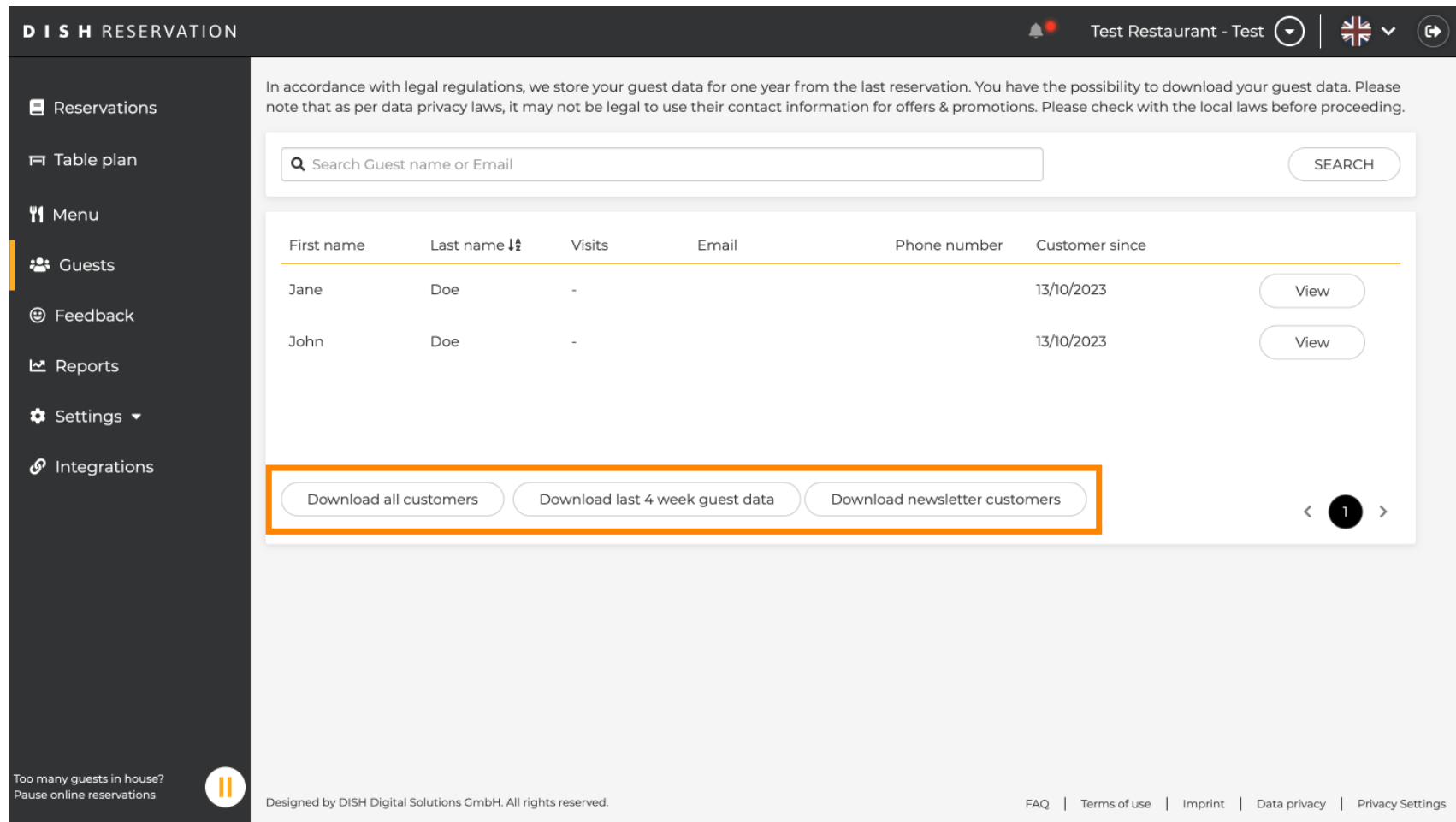
Reservation history

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

Too many guests in house?  Pause online reservations



Back in the overview, you have the option to download customer data. Either the data of all customers, guest data of the last four weeks or data of the newsletter customers.



DISH RESERVATION Test Restaurant - Test

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 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

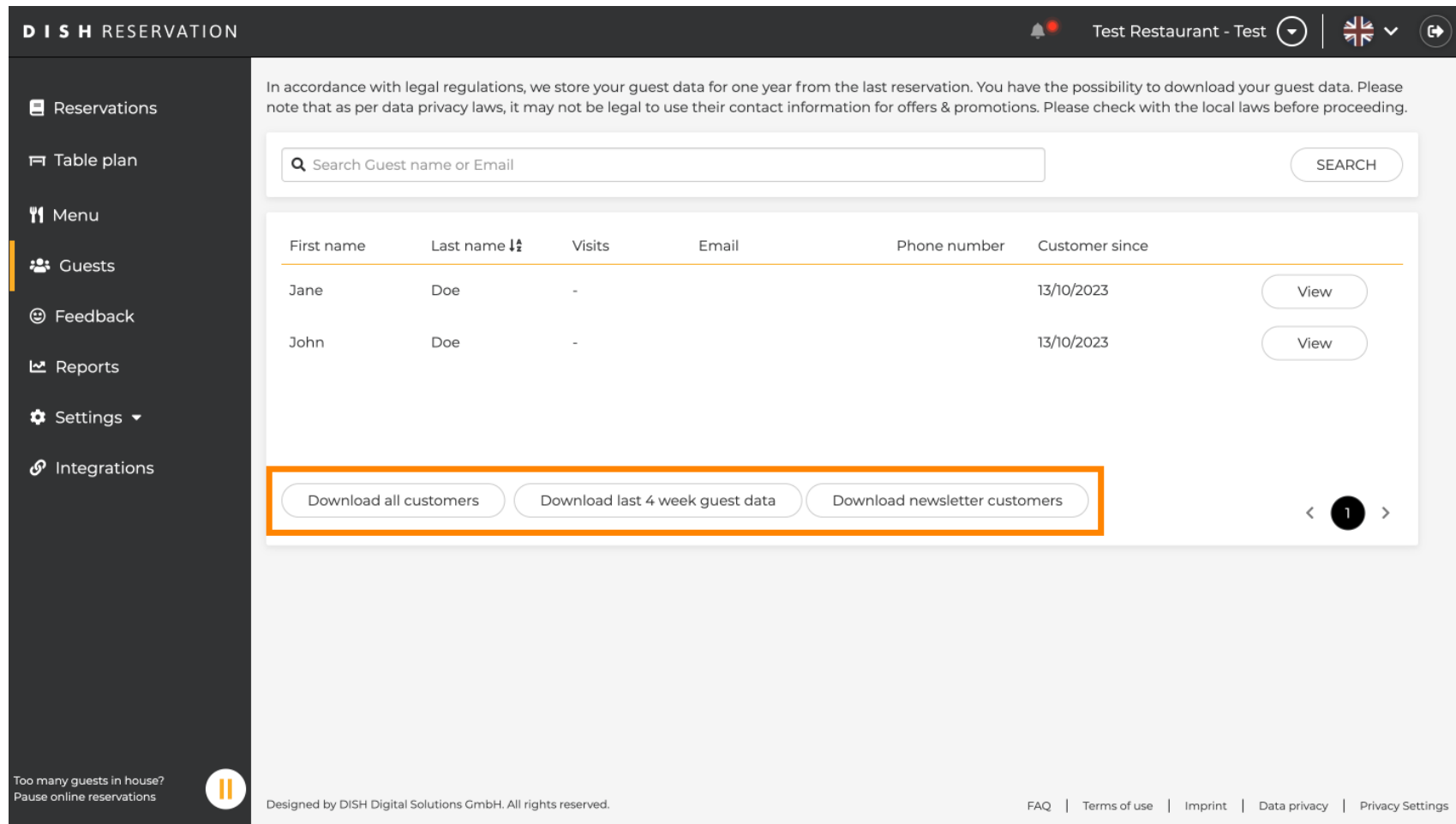
Download all customers Download last 4 week guest data Download newsletter customers < 1 >

Too many guests in house? Pause online reservations

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Simply click on the corresponding **button** from which you want to have the data. The download will then start.




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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 < 1 >

Too many guests in house? Pause online reservations 

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That's it. You have completed the tutorial and now know how to search for guests and view reservations associated with a guest.

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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 < 1 >

Too many guests in house? Pause online reservations

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