



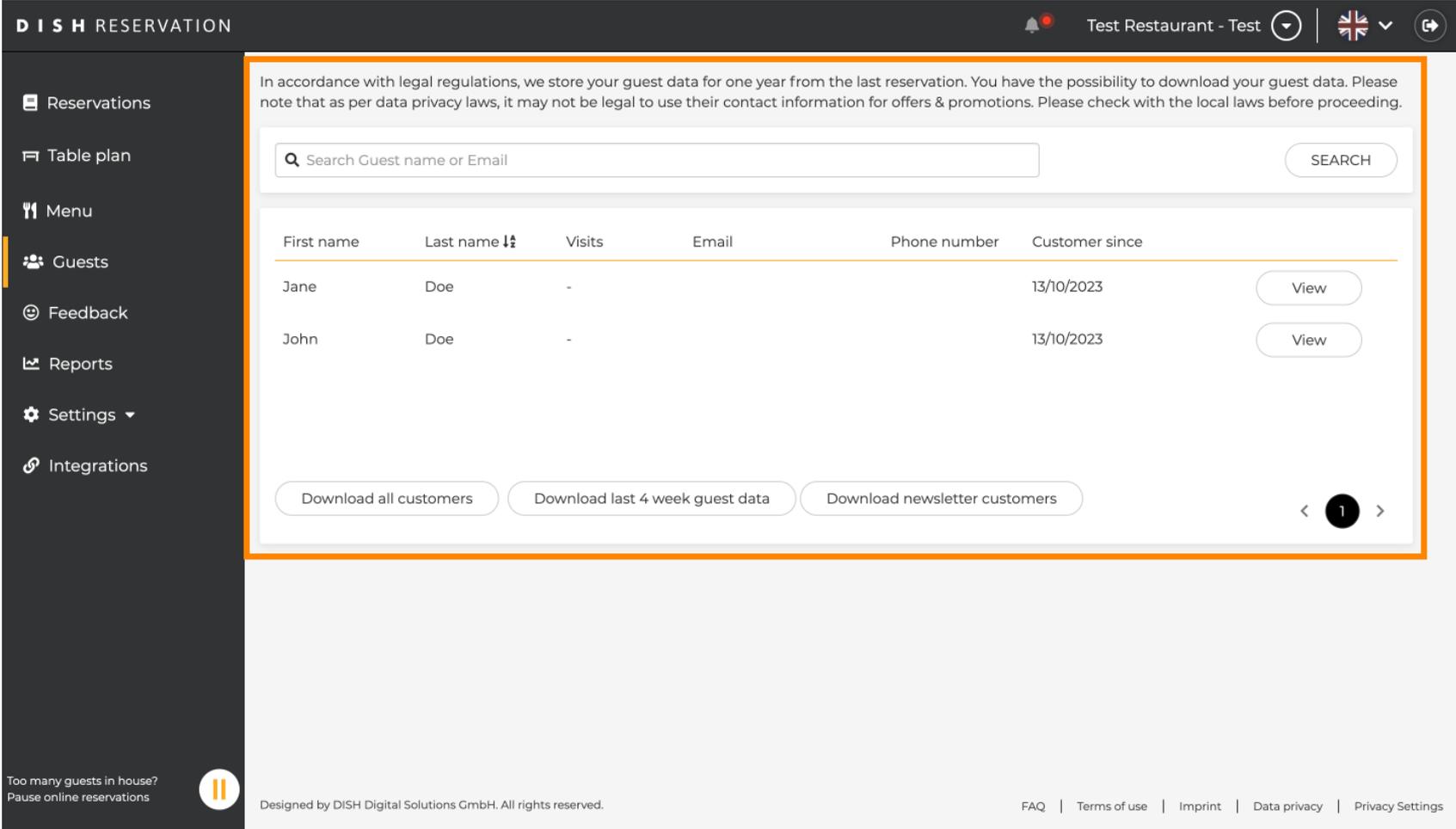
Bienvenido al panel de control de **DISH Reservation**. En este tutorial, le mostramos cómo buscar huéspedes y ver las reservas asociadas a un huésped.

The screenshot displays the DISH Reservation admin interface. At the top, the header includes the 'DISH RESERVATION' logo, a notification bell, and the restaurant name 'Test Restaurant - Test' with a dropdown menu and a language selector (UK flag). A teal banner at the top right prompts the user to add walk-in customers or reservations, with 'WALK-IN' and 'ADD RESERVATION' buttons. Below this is a date 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 for 'All', 'Completed', 'Upcoming', and 'Cancelled' are shown, with 'Upcoming' selected. Summary statistics for 'Upcoming' reservations are displayed: 0 reservations, 0 guests, and 0/5 tables. The main content area shows 'No reservations available' with an illustration of a person looking through binoculars. A 'Print' button is located at the bottom left of the main area. The footer contains a 'Too many guests in house? Pause online reservations' warning with a pause icon, the text 'Designed by DISH Digital Solutions GmbH. All rights reserved.', and links for 'FAQ', 'Terms of use', 'Imprint', 'Data privacy', and 'Privacy Settings'. A help icon (question mark) is in the bottom right corner.

Primero, ve a **Invitados** en el menú a tu izquierda.

The screenshot shows the DISH RESERVATION admin interface. The top header 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 box), 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 '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. A filter bar shows 'All', 'Completed', 'Upcoming' (selected), and 'Cancelled' options, along with counts for calendar, users, and tables. The main content area displays 'No reservations available' with an icon of a person looking through binoculars. At the bottom, there is a 'Print' button, a 'Too many guests in house? Pause online reservations' warning, and a help 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'.

 Ahora estás en la vista general de tu base de datos de invitados.



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

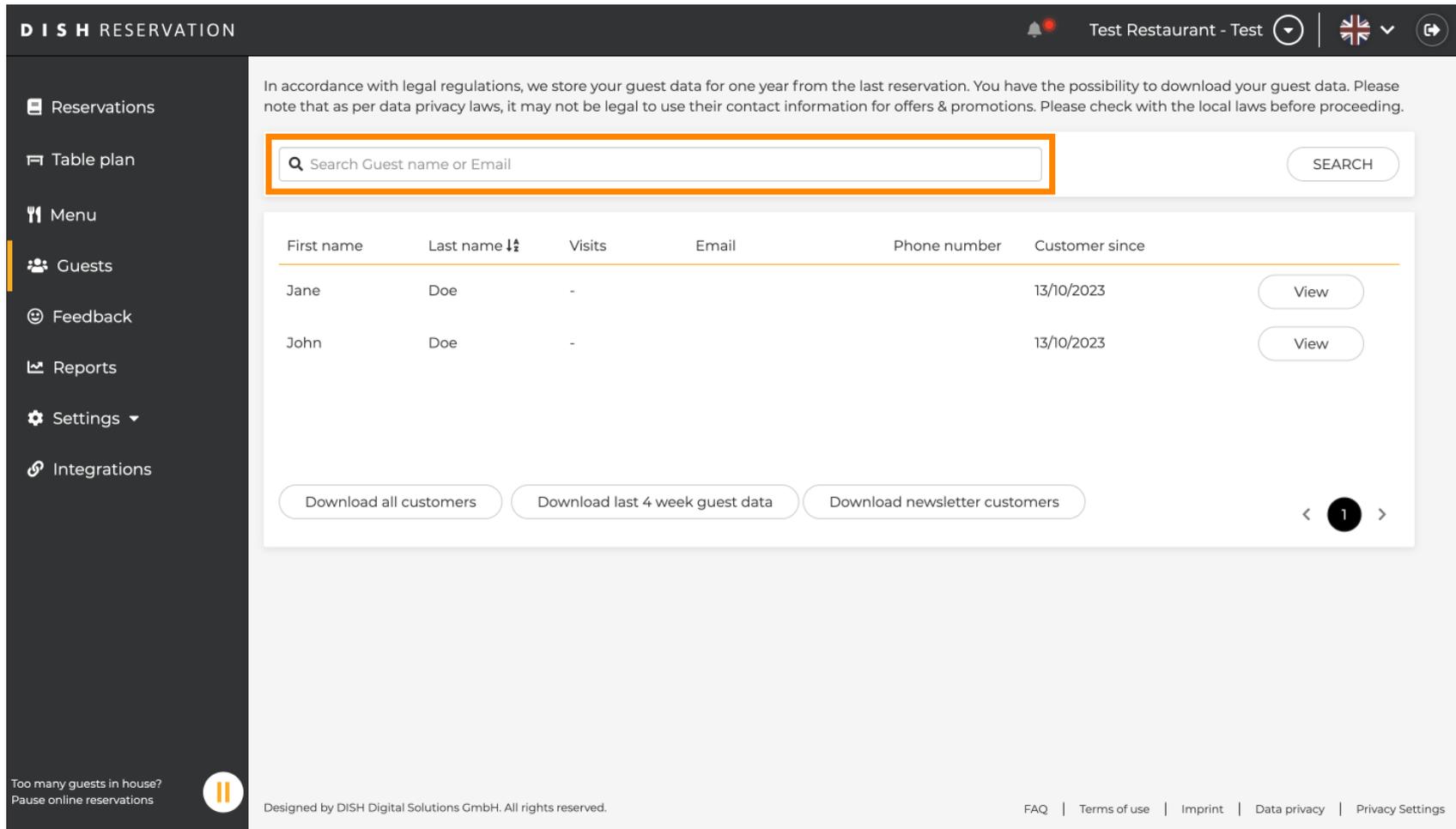
First name	Last name ↓	Visits	Email	Phone number	Customer since	
Jane	Doe	-			13/10/2023	View
John	Doe	-			13/10/2023	View

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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Para encontrar un huésped específico, utilice la **barra de búsqueda** e ingrese su nombre o dirección de correo electrónico.

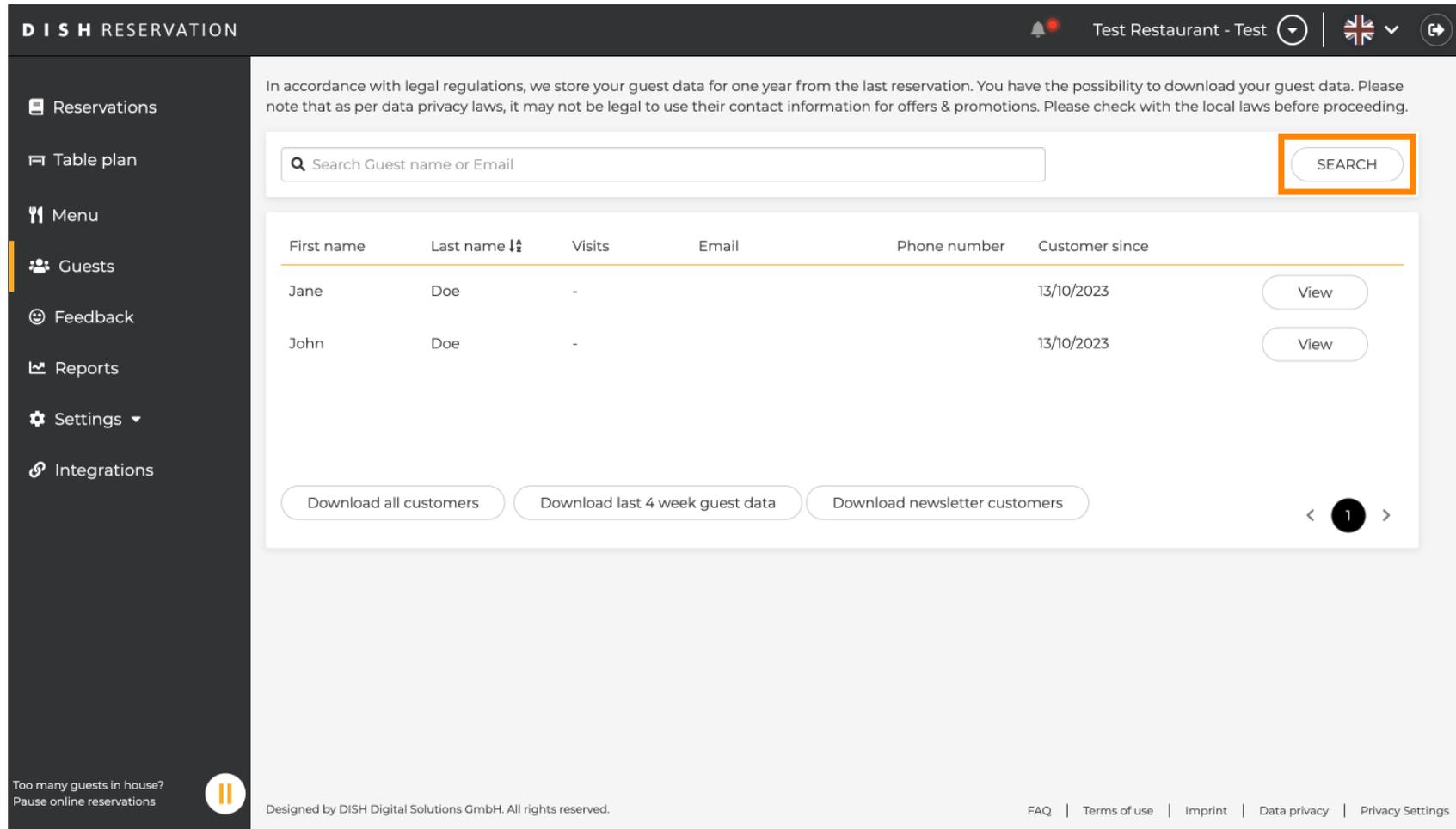


The screenshot displays the DISH Reservation Admin Panel. The top navigation bar includes the DISH RESERVATION logo, a notification bell, the restaurant name 'Test Restaurant - Test', a language selector (UK flag), and a refresh icon. The left sidebar contains navigation options: Reservations, Table plan, Menu, **Guests** (highlighted), Feedback, Reports, Settings, and Integrations. The main content area features a privacy notice, a search bar (highlighted with an orange box) labeled 'Search Guest name or Email' with a 'SEARCH' button, and a table of guest data. The table has columns for First name, Last name, Visits, Email, Phone number, and Customer since. Two guests are listed: Jane Doe and John Doe, both with 0 visits and a customer since date of 13/10/2023. Each row has a 'View' button. Below the table are three download buttons: '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 'Too many guests in house? Pause online reservations' warning, a footer with '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
John	Doe	-			13/10/2023



Luego haga clic en **BUSCAR** para comenzar a mostrar los resultados de su entrada.



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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

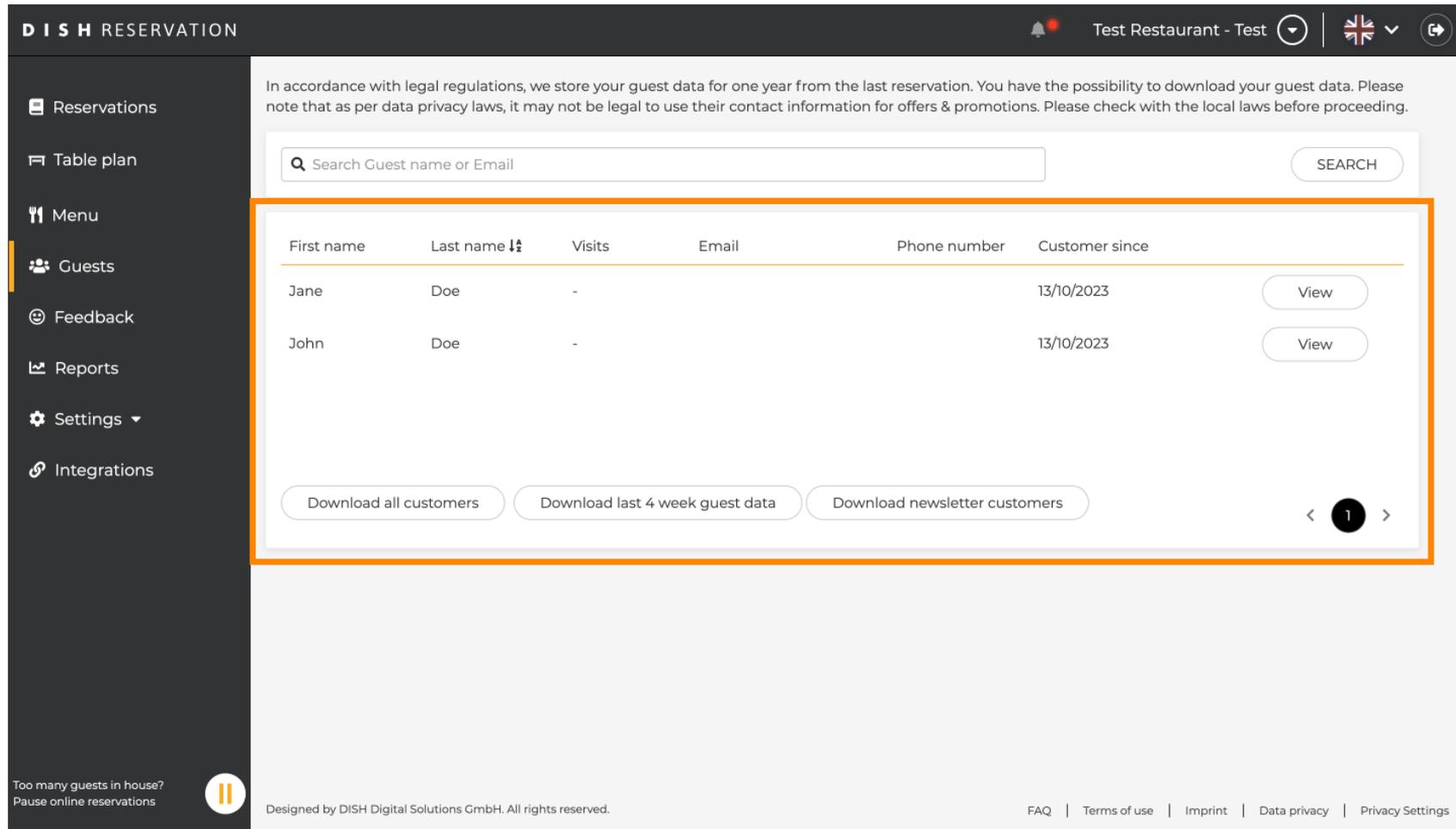
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Too many guests in house? Pause online reservations

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Todos los invitados aparecerán a continuación con su información visible.



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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

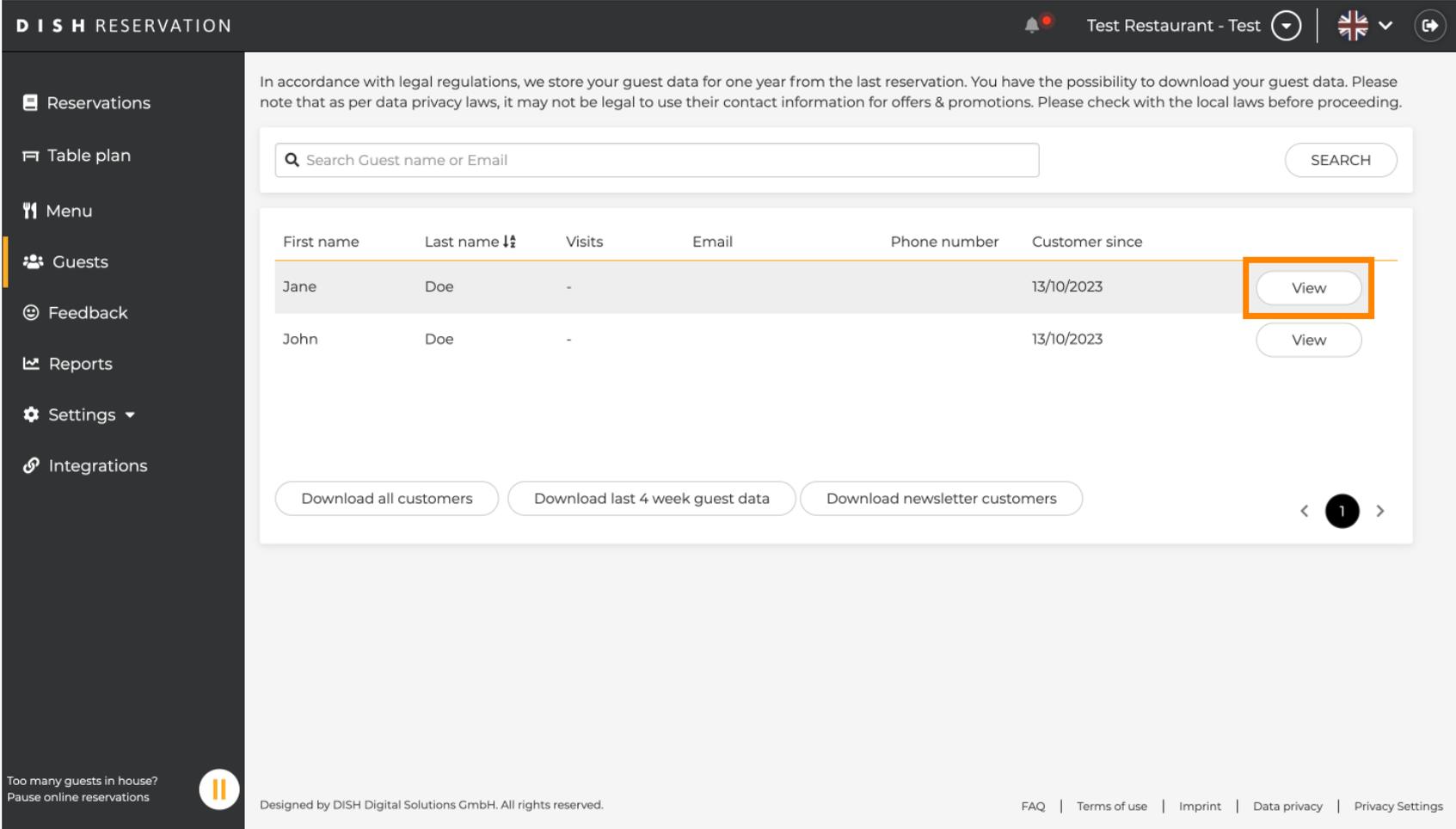
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Too many guests in house? Pause online reservations

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Para ver más información sobre el huésped así como el historial de reservas, haga clic en **Ver**.



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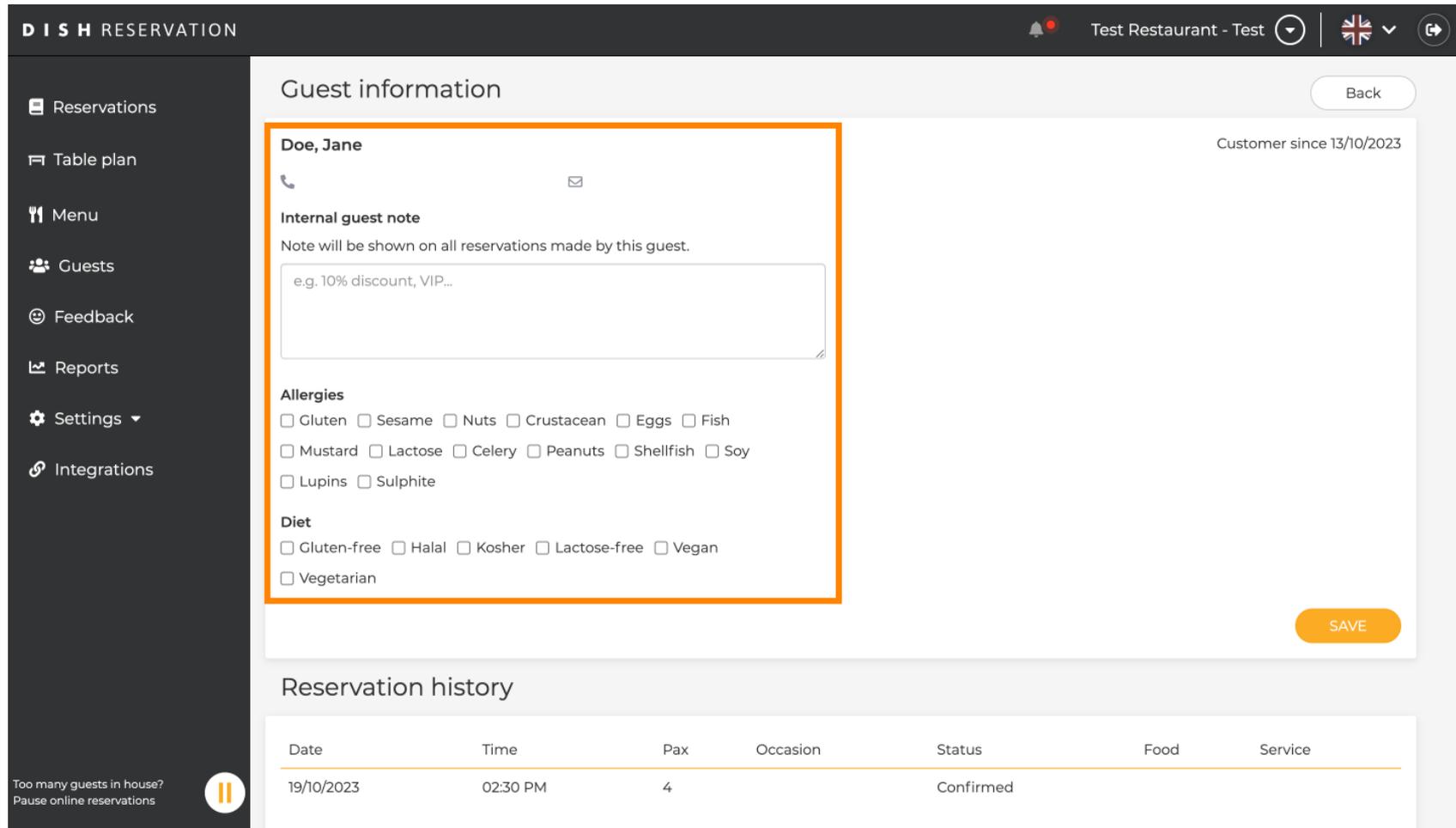
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Luego verás la información del huésped y podrás agregar más.



DISH RESERVATION | Test Restaurant - Test | [Language: English]

Guest information [Back]

Doe, Jane Customer since 13/10/2023

[Phone icon] [Email icon]

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 [Pause icon]



Si ha ajustado la información, haga clic en **GUARDAR** para aplicar los cambios.

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

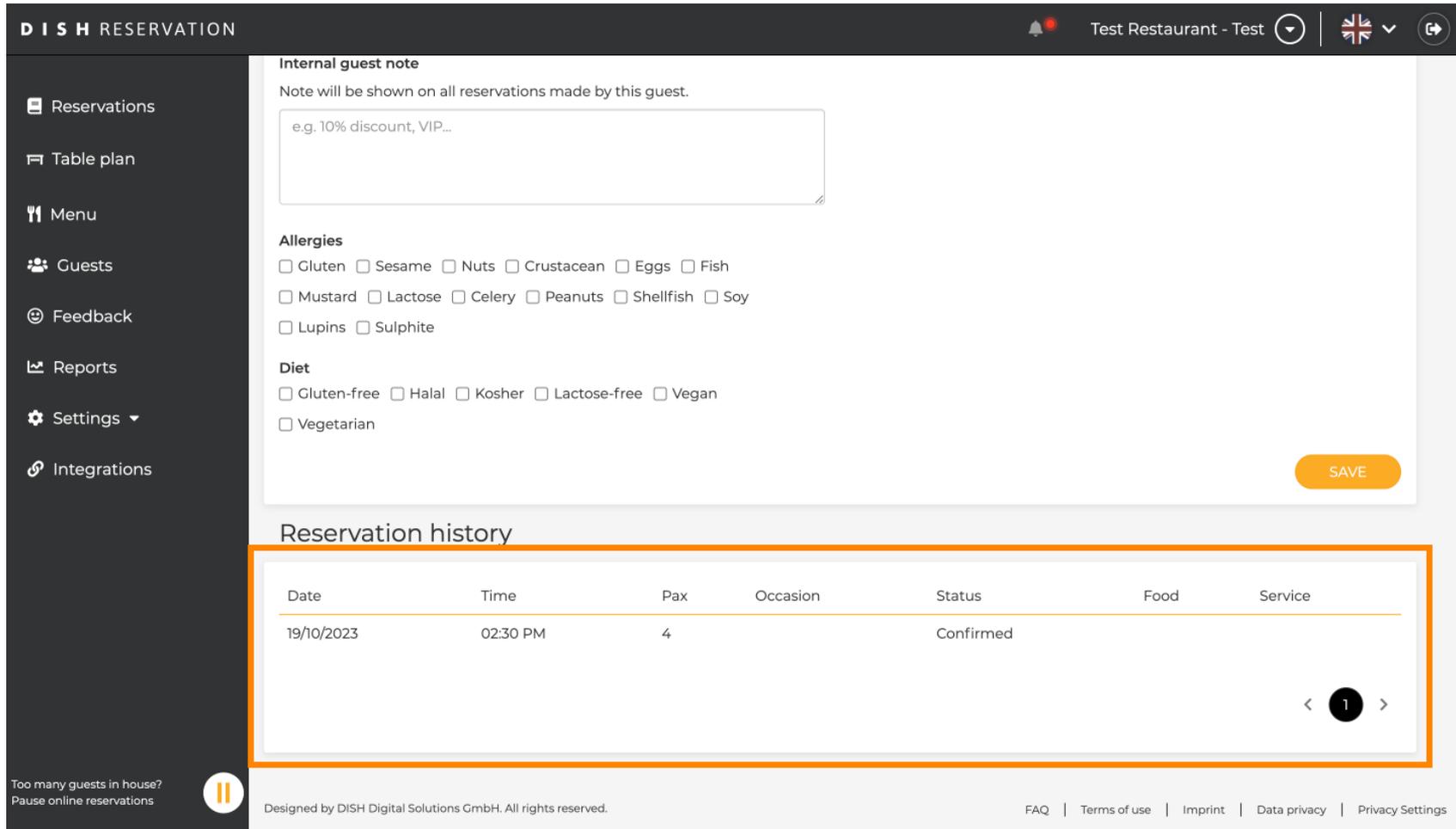
Reservation history

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

Too many guests in house? ⏸️
Pause online reservations



Para ver información sobre el historial de reservas, desplácese hasta la parte inferior de la página.



DISH RESERVATION Test Restaurant - Test

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

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Una vez que haya terminado de revisar la información del huésped, haga clic en **Atrás** para regresar a la descripción general.

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
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SAVE

Reservation history

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Too many guests in house? Pause online reservations

-  En la vista general, tiene la opción de descargar los datos de los clientes. Ya sean los datos de todos los clientes, los datos de los invitados de las últimas cuatro semanas o los datos de los clientes del boletín informativo.

DISH RESERVATION Test Restaurant - Test 🇬🇧

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🔍 Search Guest name or Email SEARCH

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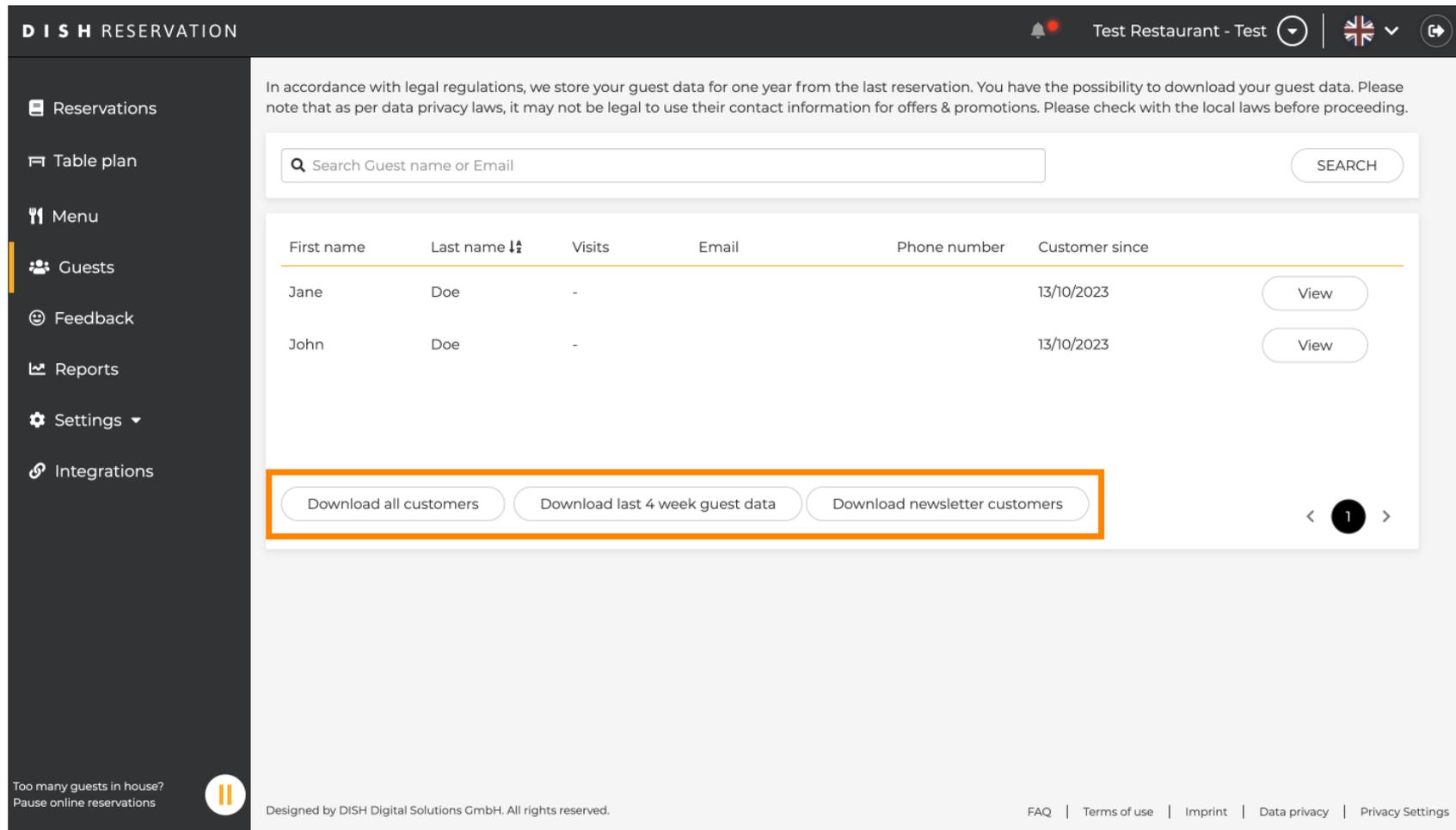
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Too many guests in house?
Pause online reservations ⏸

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Simplemente haz clic en el **botón** correspondiente del cual quieres obtener los datos. A continuación, comenzará la descarga.



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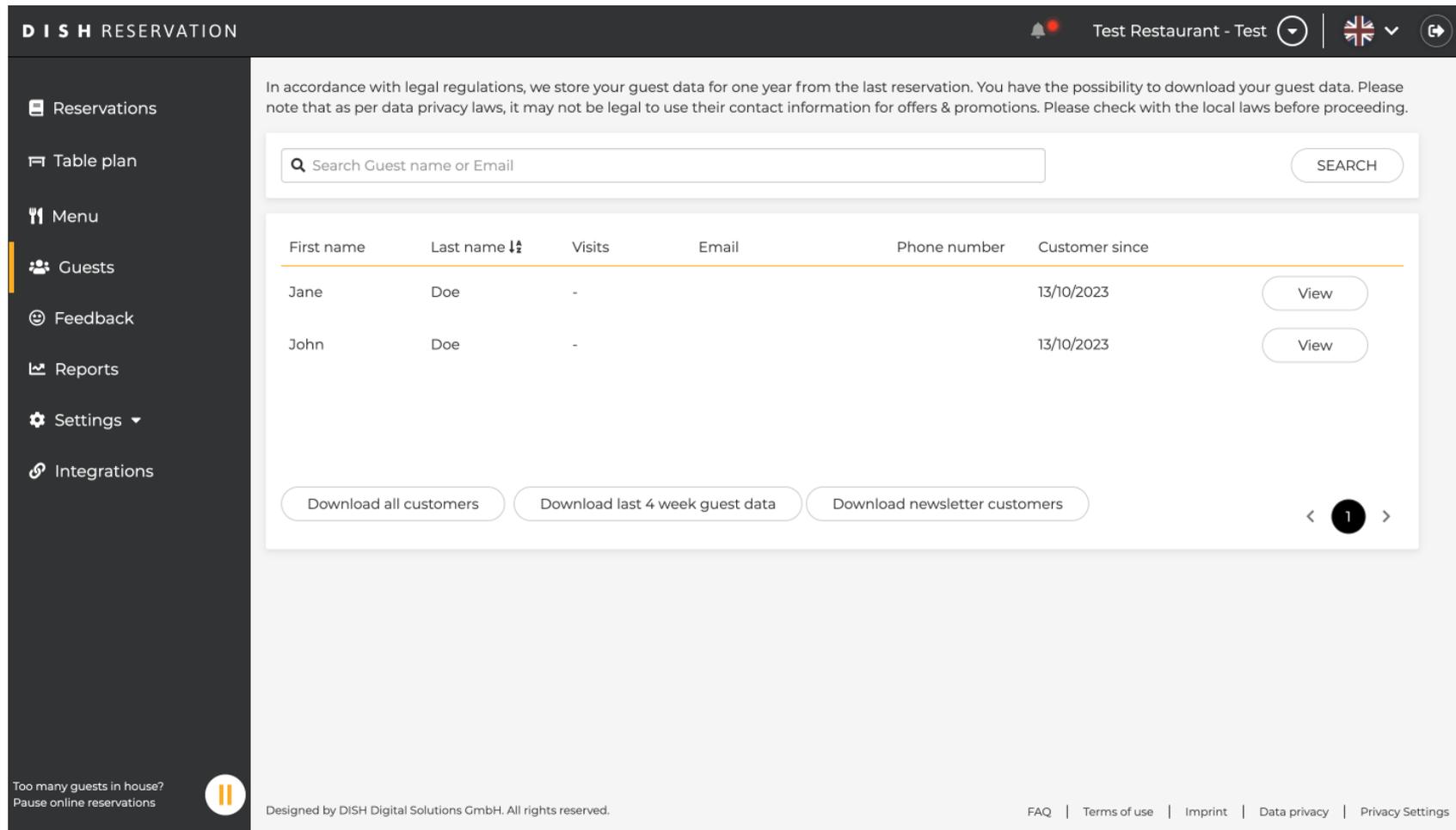
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Eso es todo. Has completado el tutorial y ahora sabes cómo buscar huéspedes y ver las reservas asociadas a un huésped.



The screenshot shows 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. A sidebar on the left 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 of guest data. The table has columns for First name, Last name, Visits, Email, Phone number, and Customer since. Two guests are listed: Jane Doe and John Doe, both with a customer since date of 13/10/2023. Below the table are three download buttons: 'Download all customers', 'Download last 4 week guest data', and 'Download newsletter customers'. A pagination indicator shows '1' of 1 page. At the bottom, there is a footer with 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.

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



Escanee para ir al reproductor interactivo