




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, along with counts for '0' reservations in each category. The main content area is empty, displaying a 'No reservations available' message with a magnifying glass icon. 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, a 'Pause' button, and a 'Help' icon. Copyright information and links for 'FAQ', 'Terms of use', 'Imprint', 'Data privacy', and 'Privacy Settings' are also present.

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

The screenshot shows the DISH RESERVATION admin interface. On the left is a dark sidebar with a menu: Reservations, Table plan, Menu, **Guests** (highlighted with an orange box), Feedback, Reports, Settings, and Integrations. The main content area has a teal 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 buttons for "WALK-IN" and "ADD RESERVATION". Below this is a date selector showing "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. There are radio buttons for "All", "Completed", "Upcoming" (selected), and "Cancelled". Summary statistics show 0 reservations, 0 guests, and 0/5 tables. A large grey area contains an icon of a person with binoculars and the text "No reservations available". At the bottom, there is a "Print" button, a "Too many guests in house? Pause online reservations" warning, and a help icon. The footer includes "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

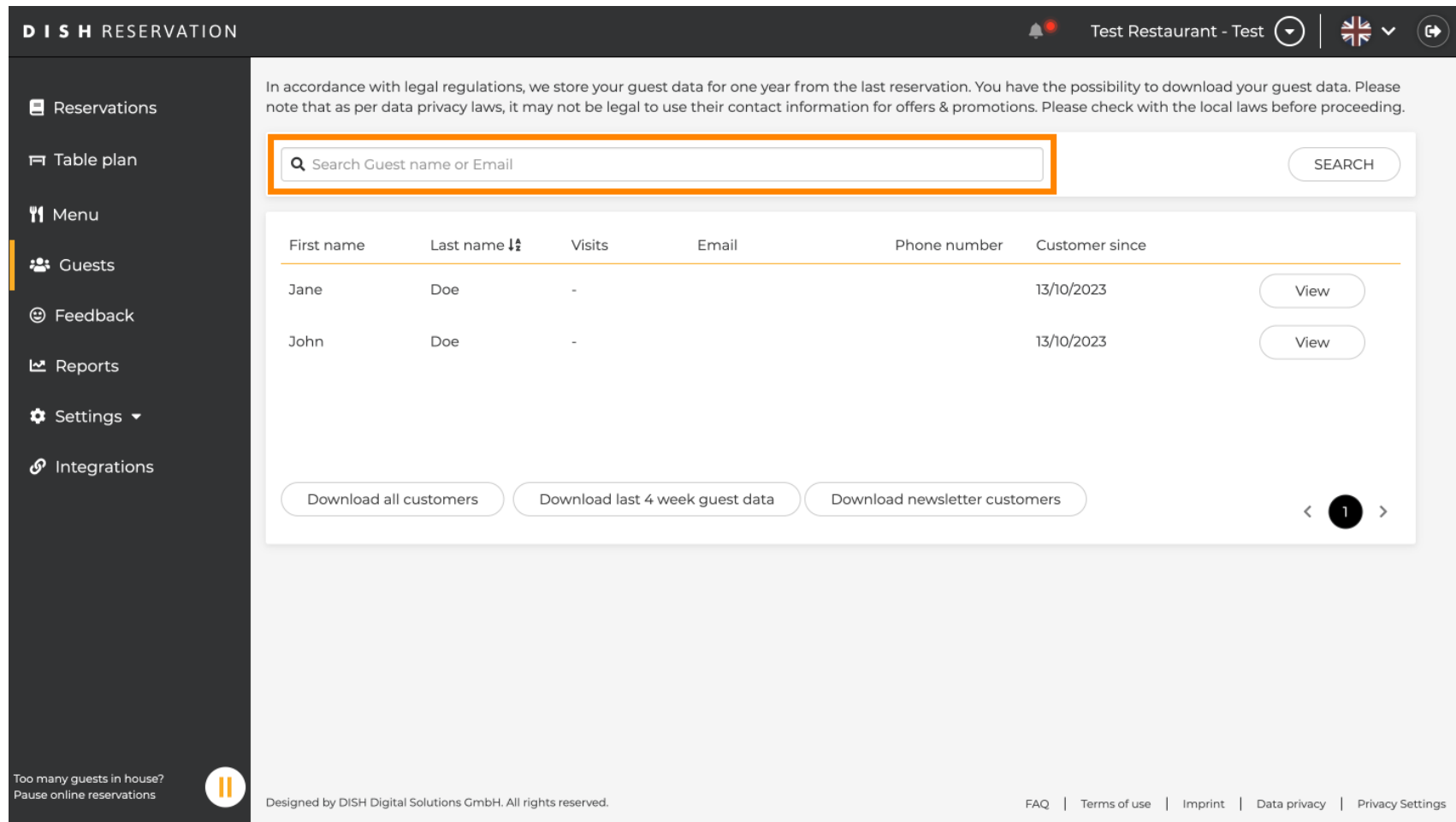
| First name | Last name ↓ | Visits | Email | Phone number | Customer since |                   |
|------------|-------------|--------|-------|--------------|----------------|-------------------|
| Jane       | Doe         | -      |       |              | 13/10/2023     | <span>View</span> |
| John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

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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 shows the DISH Reservation Admin Panel. The top navigation bar includes the DISH logo, the text 'DISH RESERVATION', and the restaurant name 'Test Restaurant - Test'. A sidebar on the left contains navigation options: Reservations, Table plan, Menu, **Guests**, Feedback, Reports, Settings, and Integrations. The main content area features a search bar labeled 'Search Guest name or Email' with a 'SEARCH' button. Below the search bar is a table with columns: First name, Last name, Visits, Email, Phone number, and Customer since. The table contains two entries: Jane Doe and John Doe. Each entry has 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'.

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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     | <span>View</span> |
| John       | Doe         | -      |       |              | 13/10/2023     | <span>View</span> |

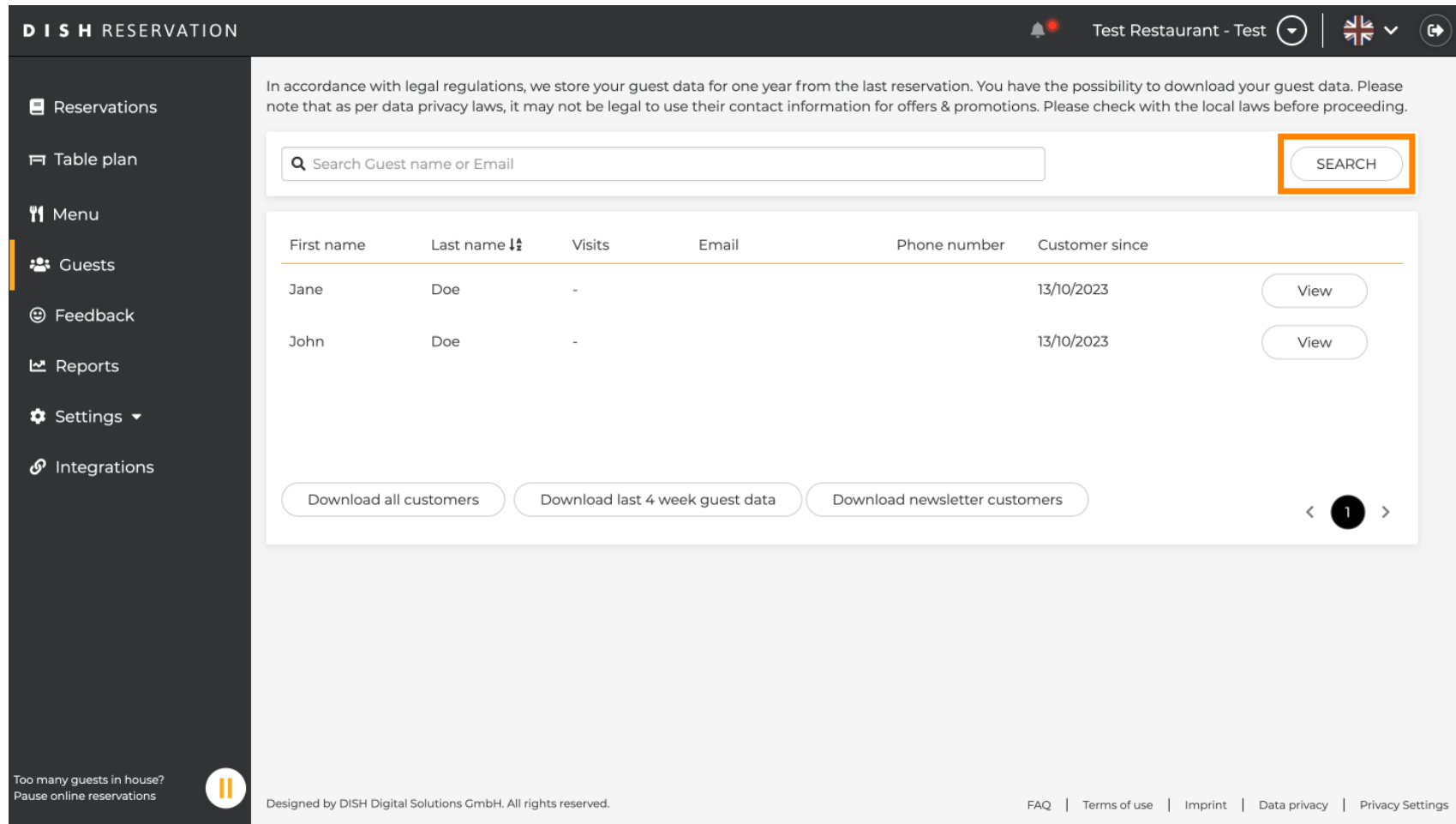
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Luego haga clic en **BUSCAR** para comenzar a mostrar los resultados de su entrada.



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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     | <a href="#">View</a> |
| John       | Doe         | -      |       |              | 13/10/2023     | <a href="#">View</a> |

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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.

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 <span style="font-size: 0.8em;">↓↑</span> | Visits | Email | Phone number | Customer since |  |
|------------|---|--------|-------|--------------|----------------|--|
| Jane       | Doe   | -      |       |              | 13/10/2023     | <span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; font-size: 0.8em;">View</span> |
| John       | Doe   | -      |       |              | 13/10/2023     | <span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; font-size: 0.8em;">View</span> |

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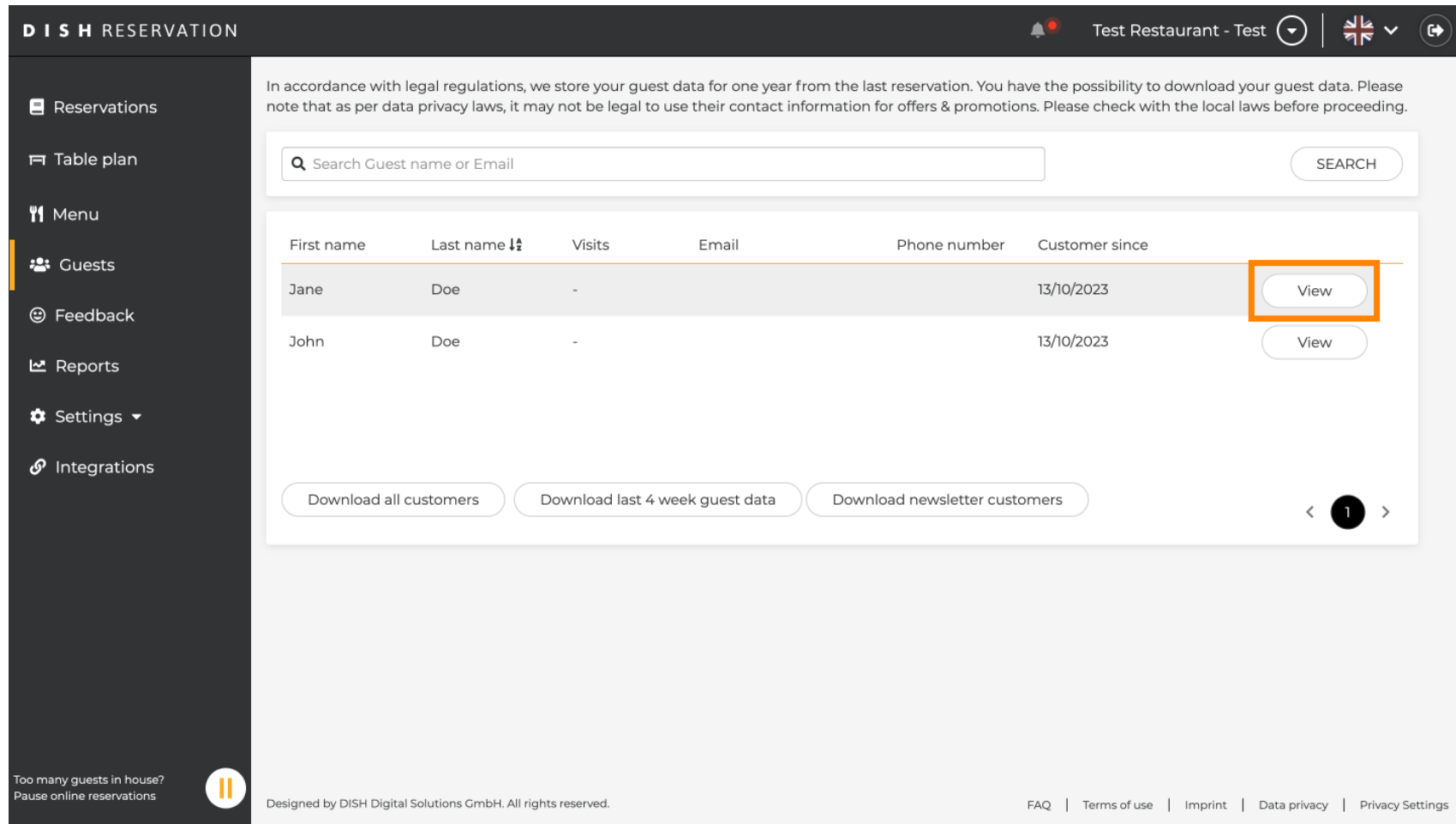
Too many guests in house?  
Pause online reservations

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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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Search Guest name or Email SEARCH

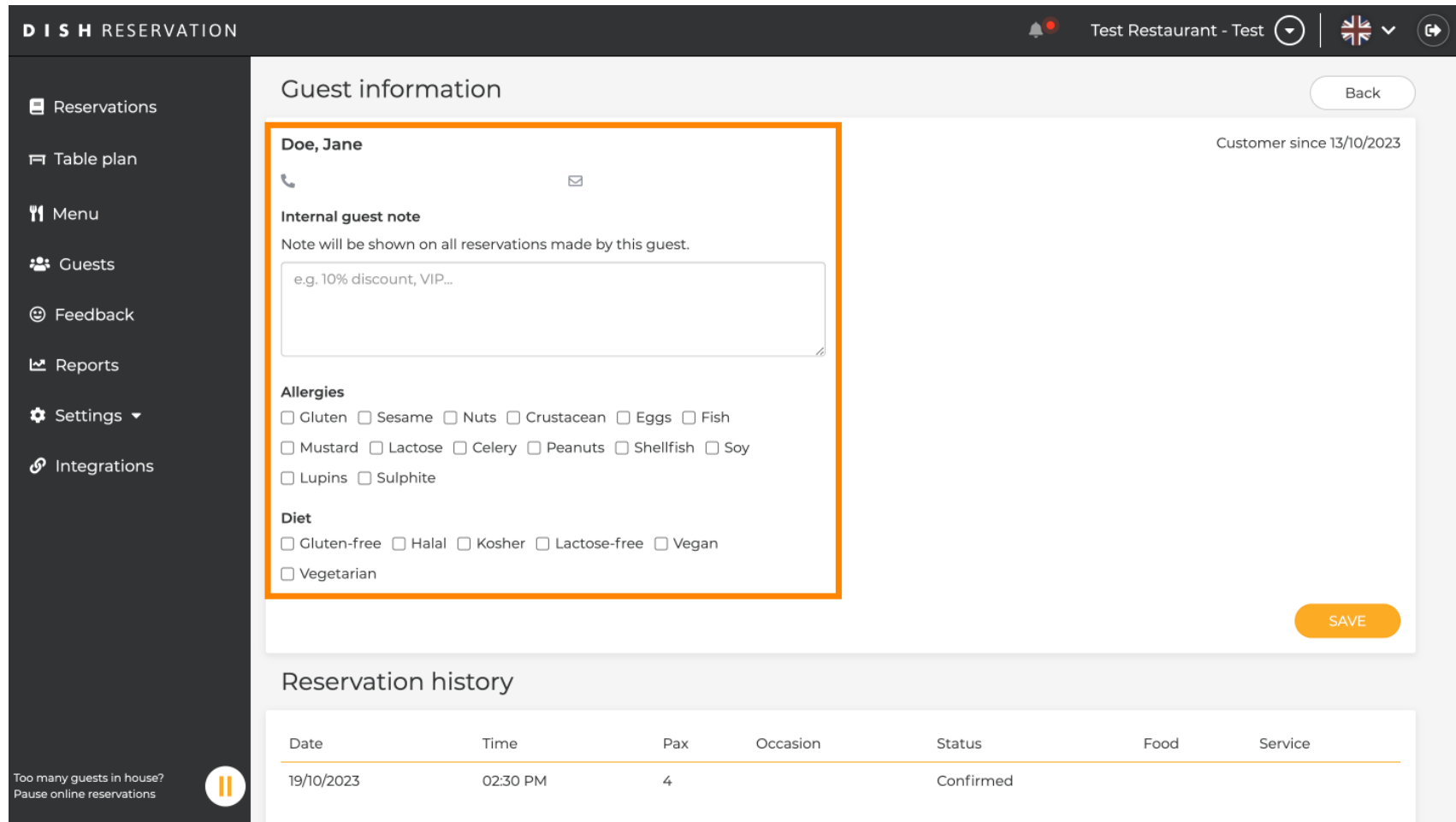
| First name | Last name ↓ | Visits | Email | Phone number | Customer since |                   |
|------------|-------------|--------|-------|--------------|----------------|-------------------|
| Jane       | Doe         | -      |       |              | 13/10/2023     | <span>View</span> |
| John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

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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

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]





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

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

**Internal guest note**  
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  Sesame
  Nuts
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  Eggs
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Mustard
  Lactose
  Celery
  Peanuts
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  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 |      |         |

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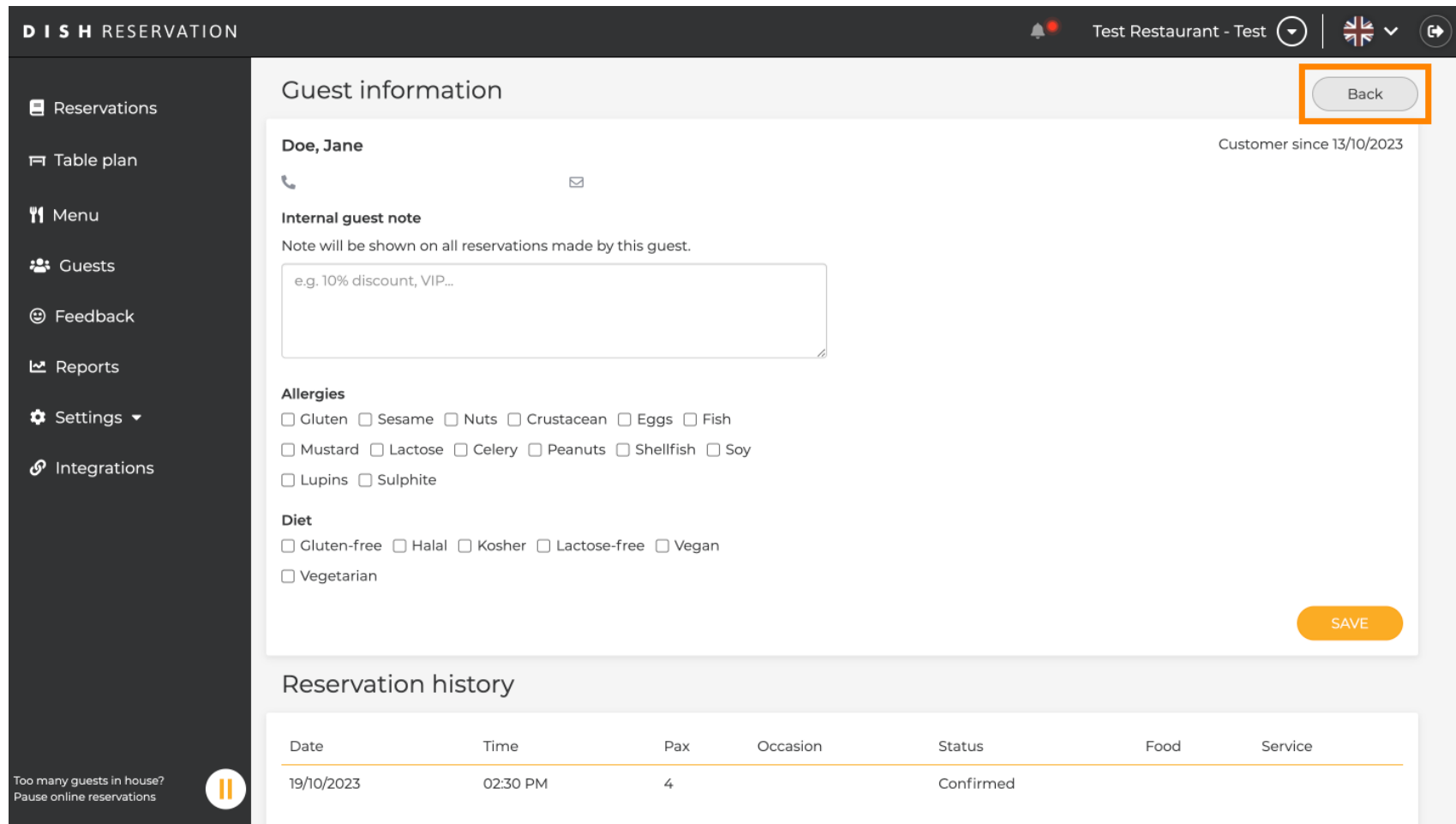
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Una vez que haya terminado de revisar la información del huésped, haga clic en **Atrás** para regresar a la descripción general.



The screenshot shows the DISH Reservation Admin Panel. The top navigation bar includes the DISH logo, a notification bell, the restaurant name 'Test Restaurant - Test', a language dropdown (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 titled 'Guest information' and features a 'Back' button in the top right corner, highlighted with an orange box. Below the title, the guest's name 'Doe, Jane' is displayed, along with a 'Customer since 13/10/2023' note. 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 guest information section. At the bottom of the page, there 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 |      |         |

-  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.

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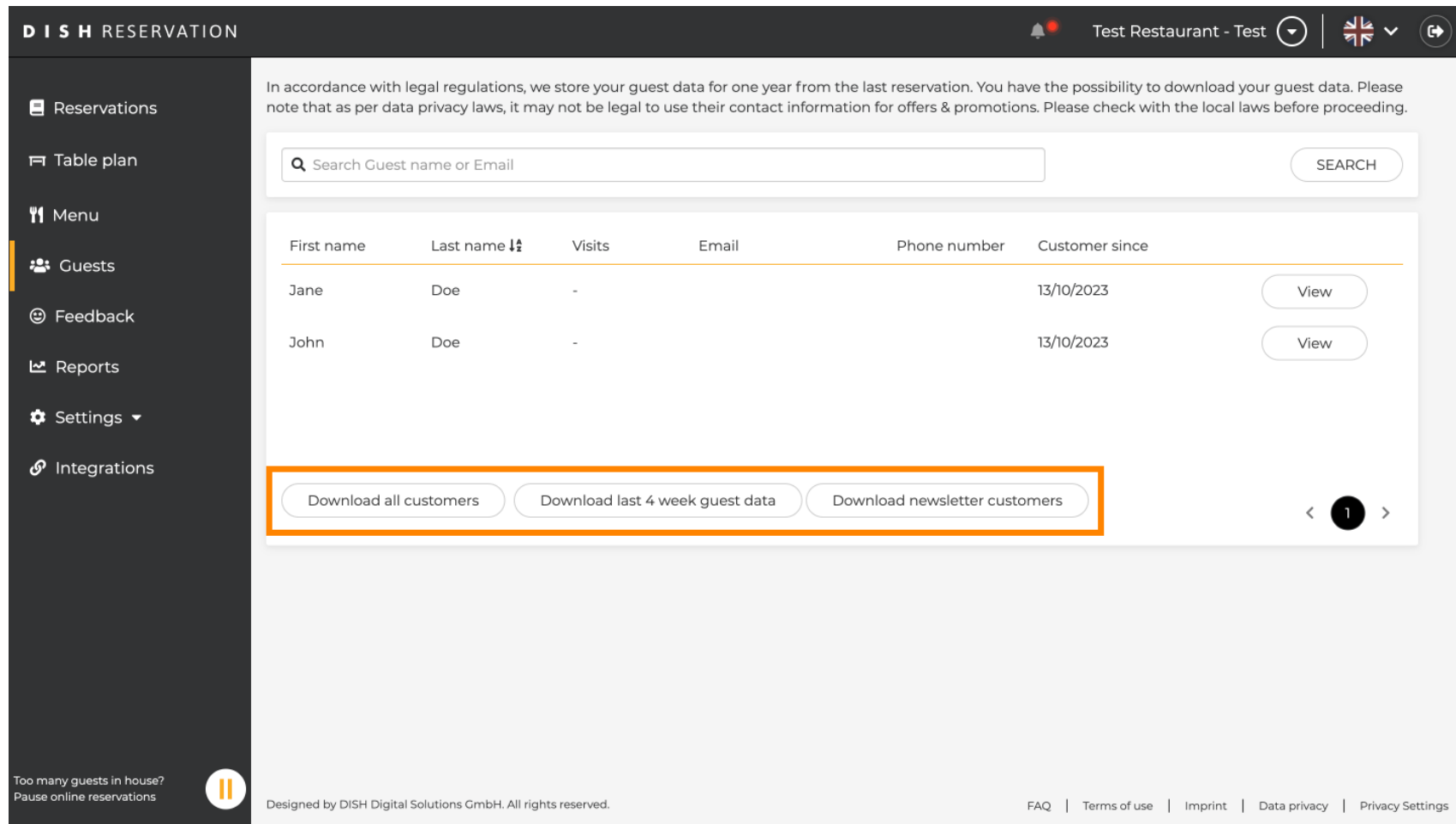
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Simplemente haz clic en el **botón** correspondiente del cual quieres obtener los datos. A continuación, comenzará la descarga.



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|------------|-------------|--------|-------|--------------|----------------|-------------------|
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| John       | Doe         | -      |       |              | 13/10/2023     | <span>View</span> |

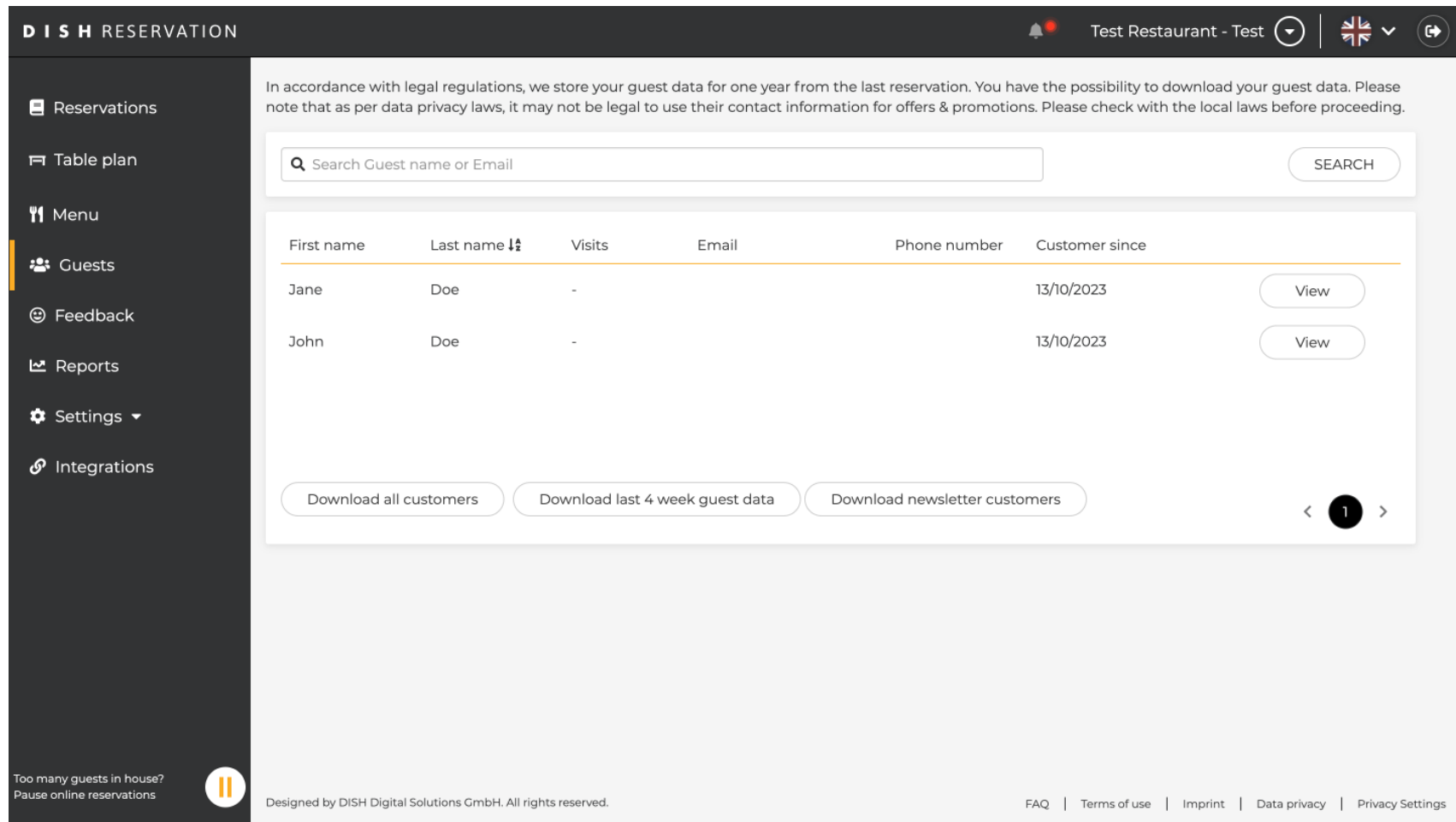
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Eso es todo. Has completado el tutorial y ahora sabes cómo buscar huéspedes y ver las reservas asociadas a un huésped.



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

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