



Benvenuti alla dashboard di **DISH Reservation**. In questo tutorial, vi mostriamo come cercare gli ospiti e visualizzare le prenotazioni associate a un ospite.

DISH RESERVATION Test Restaurant - Test

Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book! **WALK-IN** **ADD RESERVATION**

Fri, 13 Oct - Fri, 13 Oct

You have no limits configured for the selected date. **Add a new limit**

All Completed Upcoming Cancelled **0** **0** **0/5**

No reservations available

Print

Too many guests in house? Pause online reservations

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Per prima cosa, vai su **Ospiti** nel menu a sinistra.

The screenshot displays the DISH RESERVATION administration interface. On the left, a dark sidebar menu contains the following items: Reservations, Table plan, Menu, **Ospiti** (highlighted with an orange border), Feedback, Reports, Settings, and Integrations. At the bottom of the sidebar, there is a notification: "Too many guests in house? Pause online reservations" with a pause icon.

The main content area features 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 buttons: "WALK-IN" and "ADD RESERVATION".

The main content area has a date selector showing "Fri, 13 Oct - Fri, 13 Oct" with navigation arrows. Below this, a message states: "You have no limits configured for the selected date." with an "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 is mostly empty, displaying a large circular icon of a person with a magnifying glass and the text "No reservations available". At the bottom left of the main content area is a "Print" button, and at the bottom right is a yellow question mark icon.

At the very bottom of the page, there is a footer with the text: "Designed by DISH Digital Solutions GmbH. All rights reserved." and a row of links: "FAQ | Terms of use | Imprint | Data privacy | Privacy Settings".



Ora ti trovi nella panoramica del tuo database ospiti.

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

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Download newsletter customers

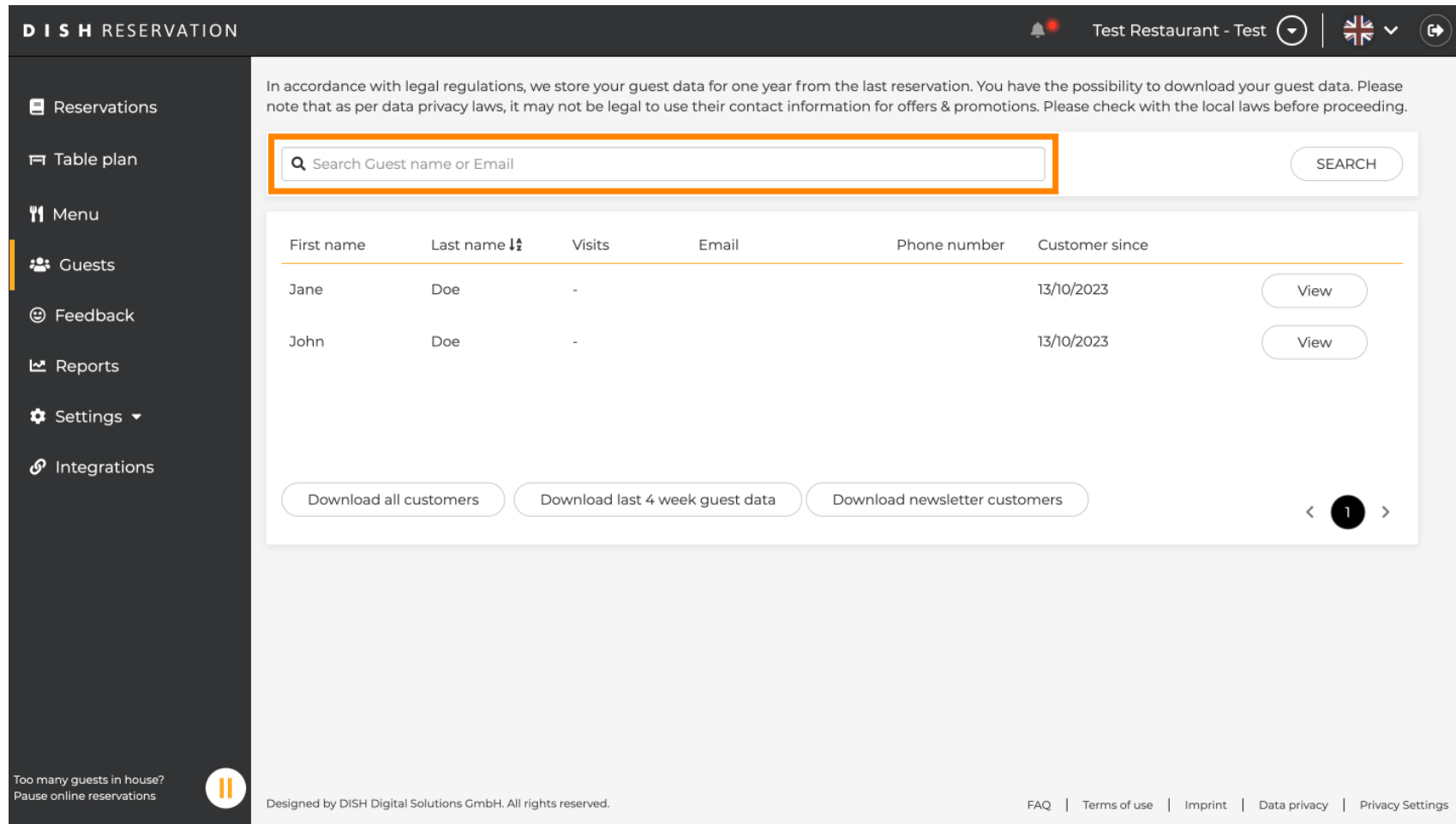
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Too many guests in house?
 Pause online reservations

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Per trovare un ospite specifico, utilizza la **barra di ricerca** e inserisci il suo nome o indirizzo e-mail.



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Search Guest name or Email

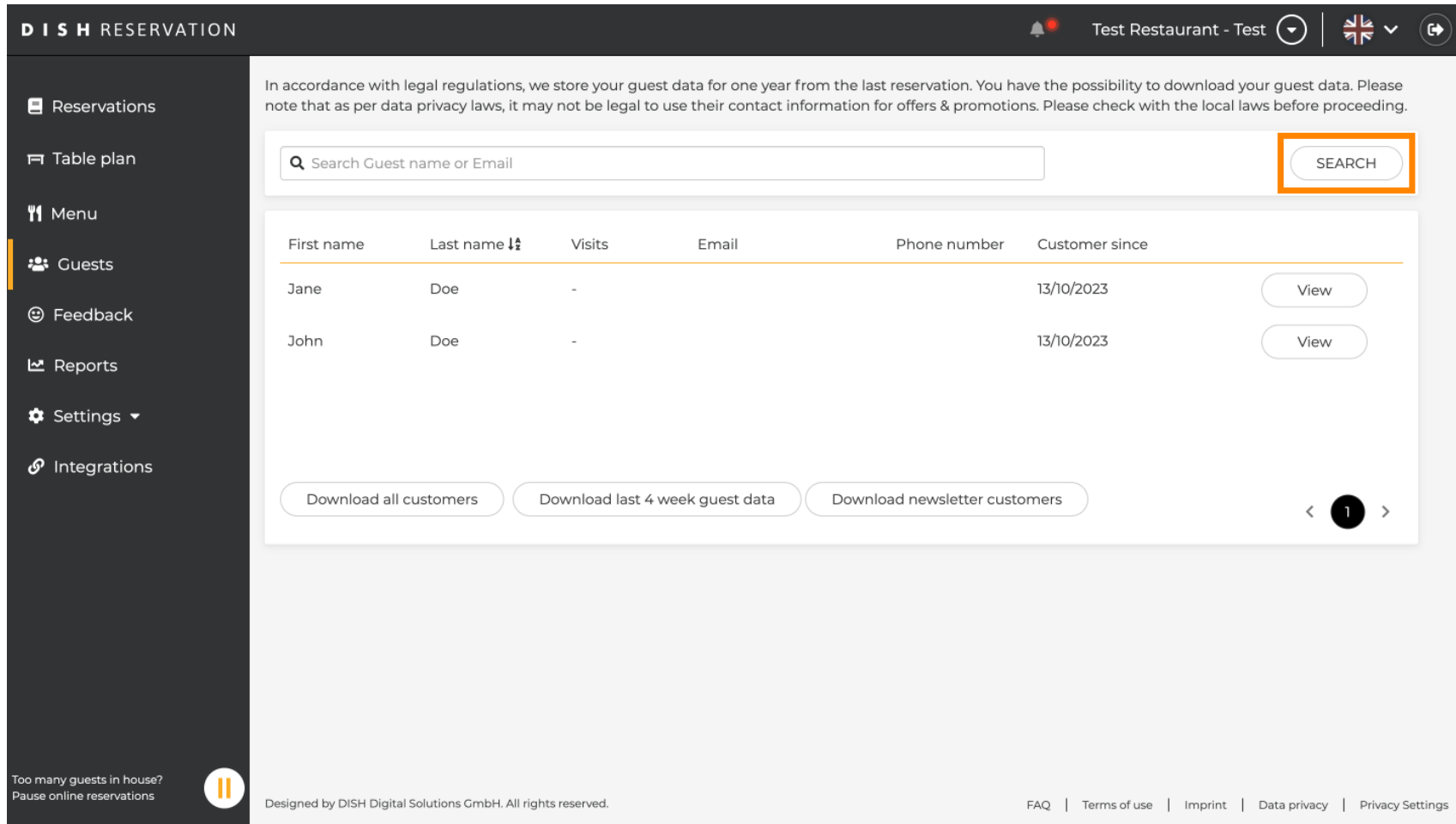
First name	Last name ↓	Visits	Email	Phone number	Customer since	
Jane	Doe	-			13/10/2023	<input type="button" value="View"/>
John	Doe	-			13/10/2023	<input type="button" value="View"/>

Too many guests in house?

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Quindi clicca su **CERCA** per iniziare a visualizzare i risultati per la tua voce.



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Search Guest name or Email **SEARCH**

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

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Too many guests in house? Pause online reservations

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Di seguito verranno elencati tutti gli ospiti con le relative informazioni visualizzate.

DISH RESERVATION
Test Restaurant - Test ▼ ▼

- Reservations
- Table plan
- Menu
- Guests**
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- Reports
- Settings ▼
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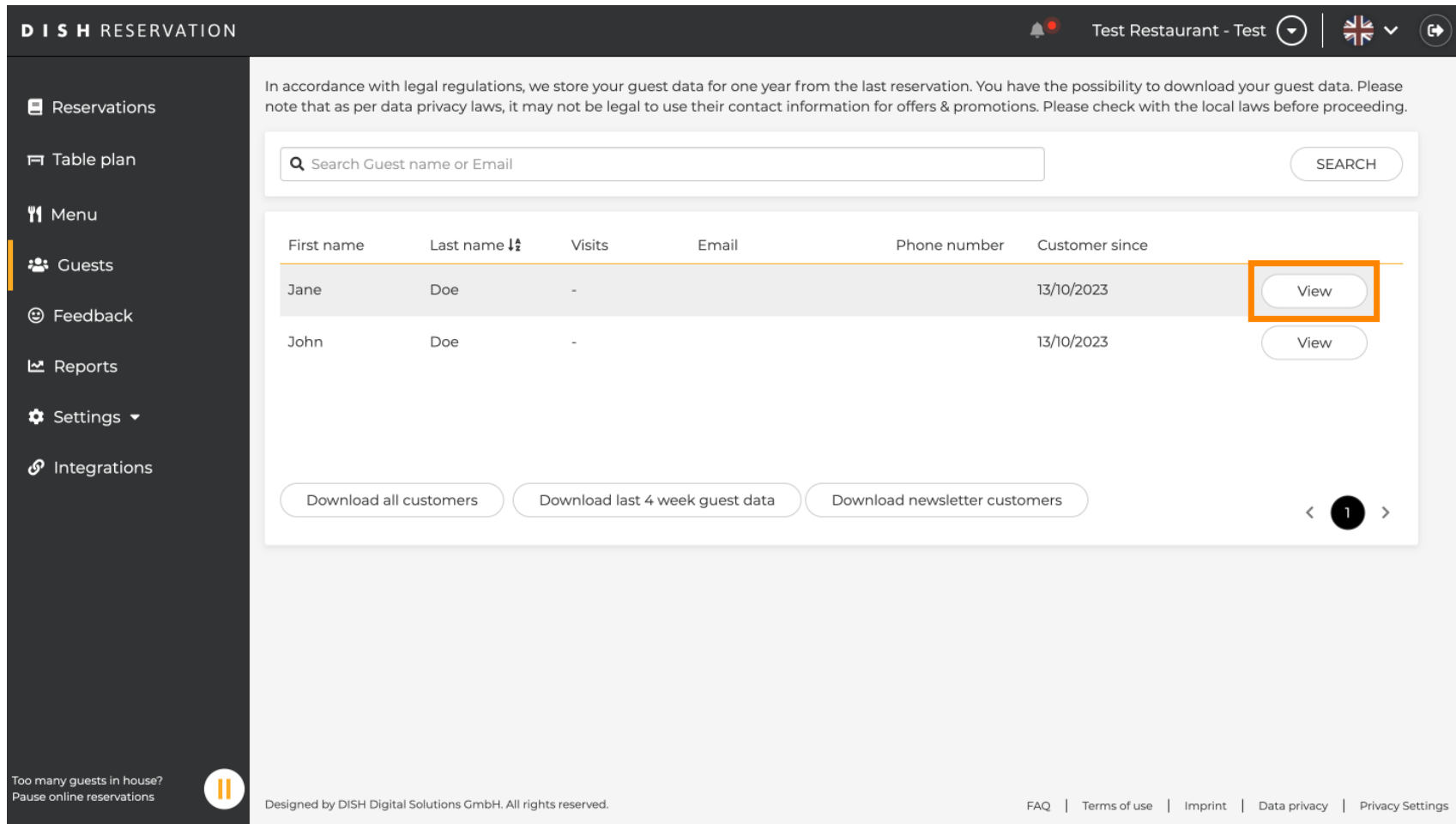
Too many guests in house?
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Per visualizzare ulteriori informazioni sull'ospite e la cronologia delle prenotazioni, fare clic su **Visualizza**.



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Search Guest name or Email SEARCH

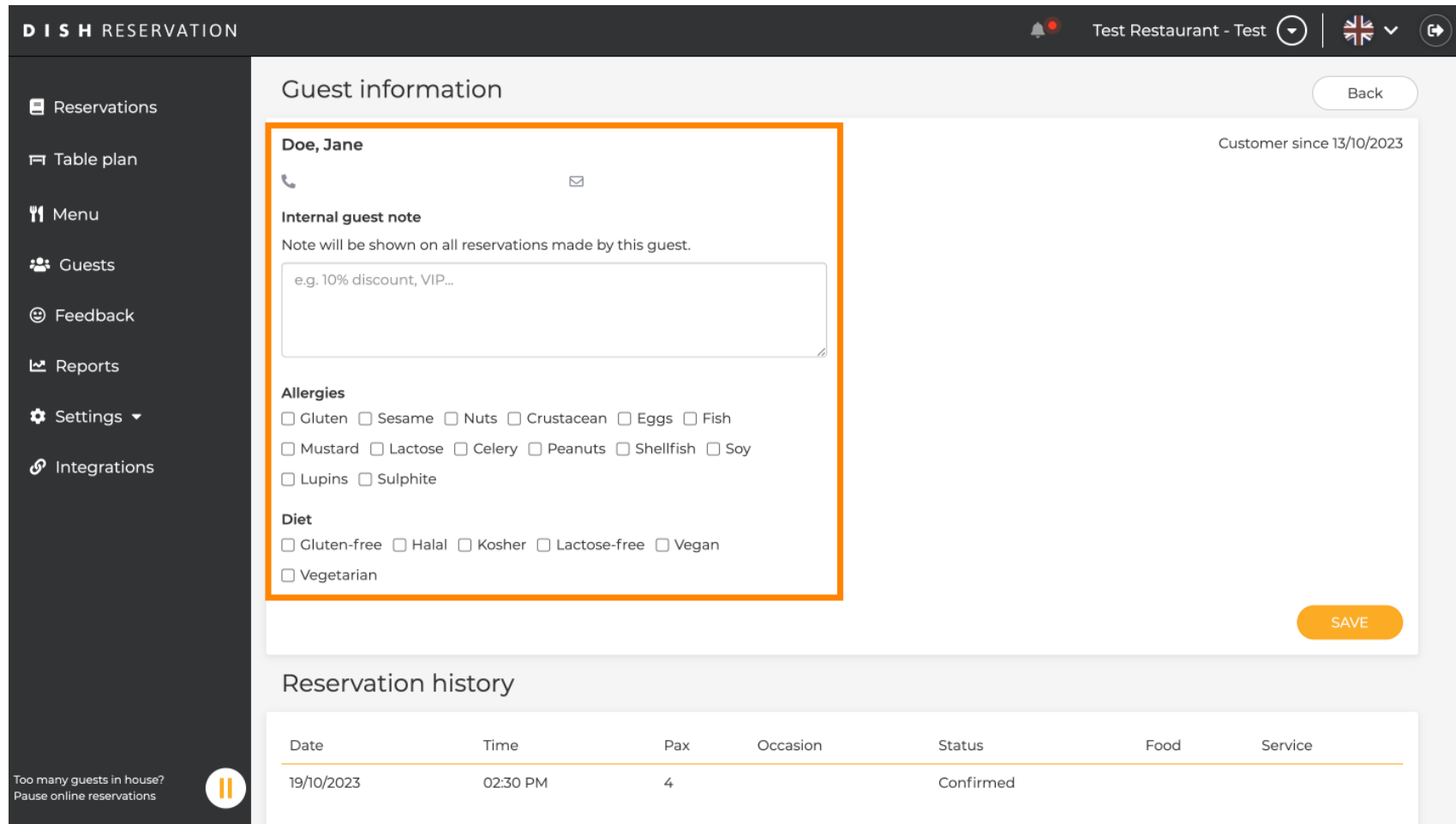
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Vengono quindi visualizzate le informazioni dell'ospite e puoi aggiungerne altre.



The screenshot shows the 'Guest information' section of the DISH Reservation Admin Panel. The interface includes a dark sidebar with navigation options: 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. The guest's name, 'Doe, Jane', is displayed at the top left, with a 'Customer since 13/10/2023' note on the right. Below the name are icons for phone and email. An 'Internal guest note' section contains a text area with the placeholder 'e.g. 10% discount, VIP..'. Underneath are sections for 'Allergies' and 'Diet', each with a list of checkboxes for various dietary requirements. A 'SAVE' button is located at the bottom right of the guest information section. Below this section is a 'Reservation history' table with columns for Date, Time, Pax, Occasion, Status, Food, and Service. A single reservation is listed for 19/10/2023 at 02:30 PM for 4 pax, with a confirmed status. At the bottom left, there is a notification: 'Too many guests in house? Pause online reservations' with a pause icon.

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



Se hai modificato le informazioni, clicca su **SALVA** per applicare le modifiche.

DISH RESERVATION

🔔 Test Restaurant - Test 🇬🇧 🏠

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

Guest information Back

Doe, Jane Customer since 13/10/2023

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 Sulphite

Diet

Gluten-free
 Halal
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 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



Per visualizzare le informazioni relative alla cronologia delle prenotazioni, scorrere fino in fondo alla pagina.

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Test Restaurant - Test ▼ ▼

- Reservations
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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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Dopo aver esaminato le informazioni dell'ospite, fare clic su **Indietro** per tornare alla panoramica.

DISH RESERVATION
Test Restaurant - Test ▼ ▼

- Reservations
- Table plan
- Menu
- Guests
- Feedback
- Reports
- Settings ▼
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Guest information Back

Doe, Jane Customer since 13/10/2023

Internal guest note
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 Nuts
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SAVE

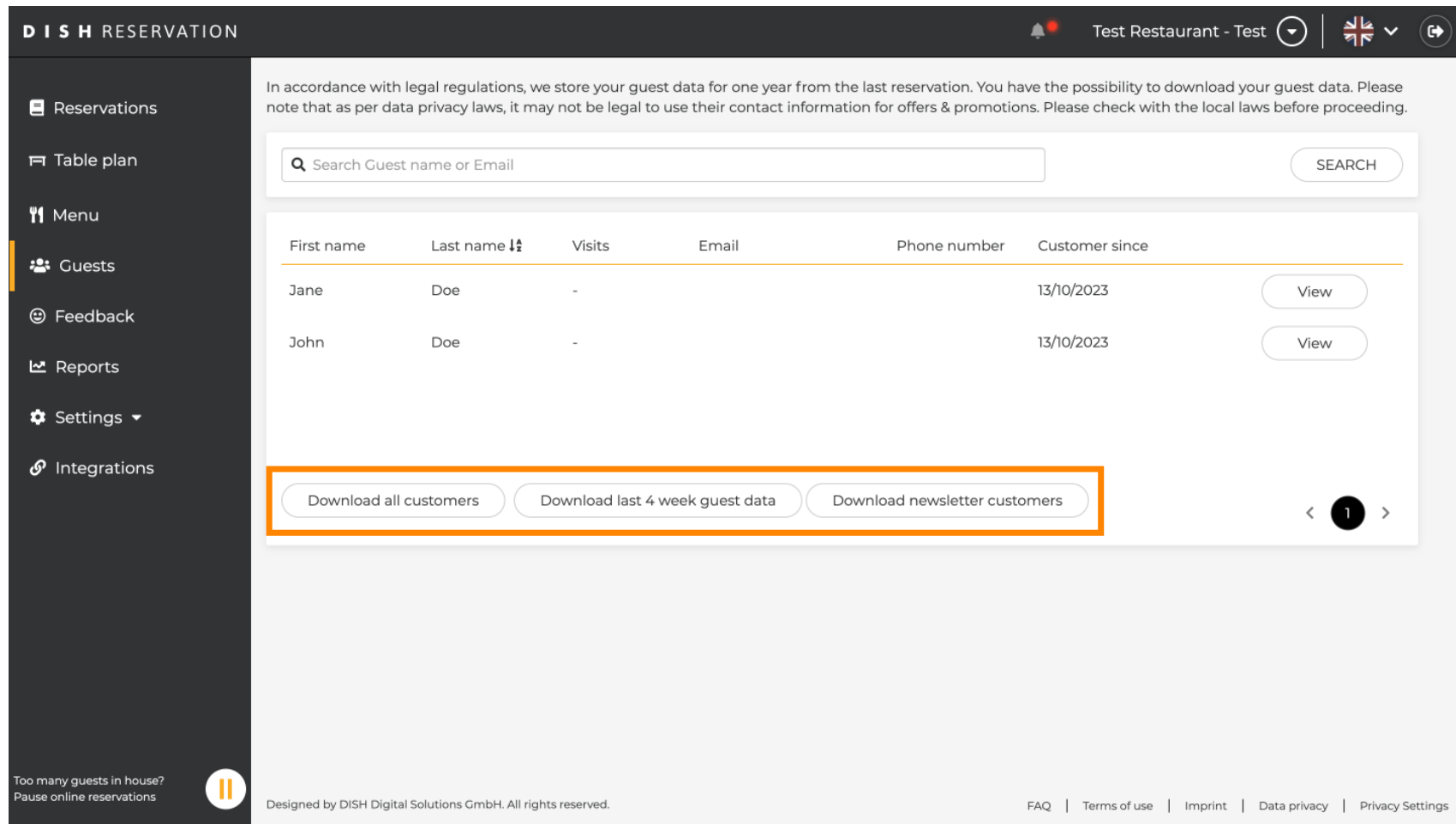
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Too many guests in house? Pause online reservations



Tornando alla panoramica, hai la possibilità di scaricare i dati dei clienti. Sia i dati di tutti i clienti, sia i dati degli ospiti delle ultime quattro settimane, sia i dati dei clienti della newsletter.



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Search Guest name or Email SEARCH

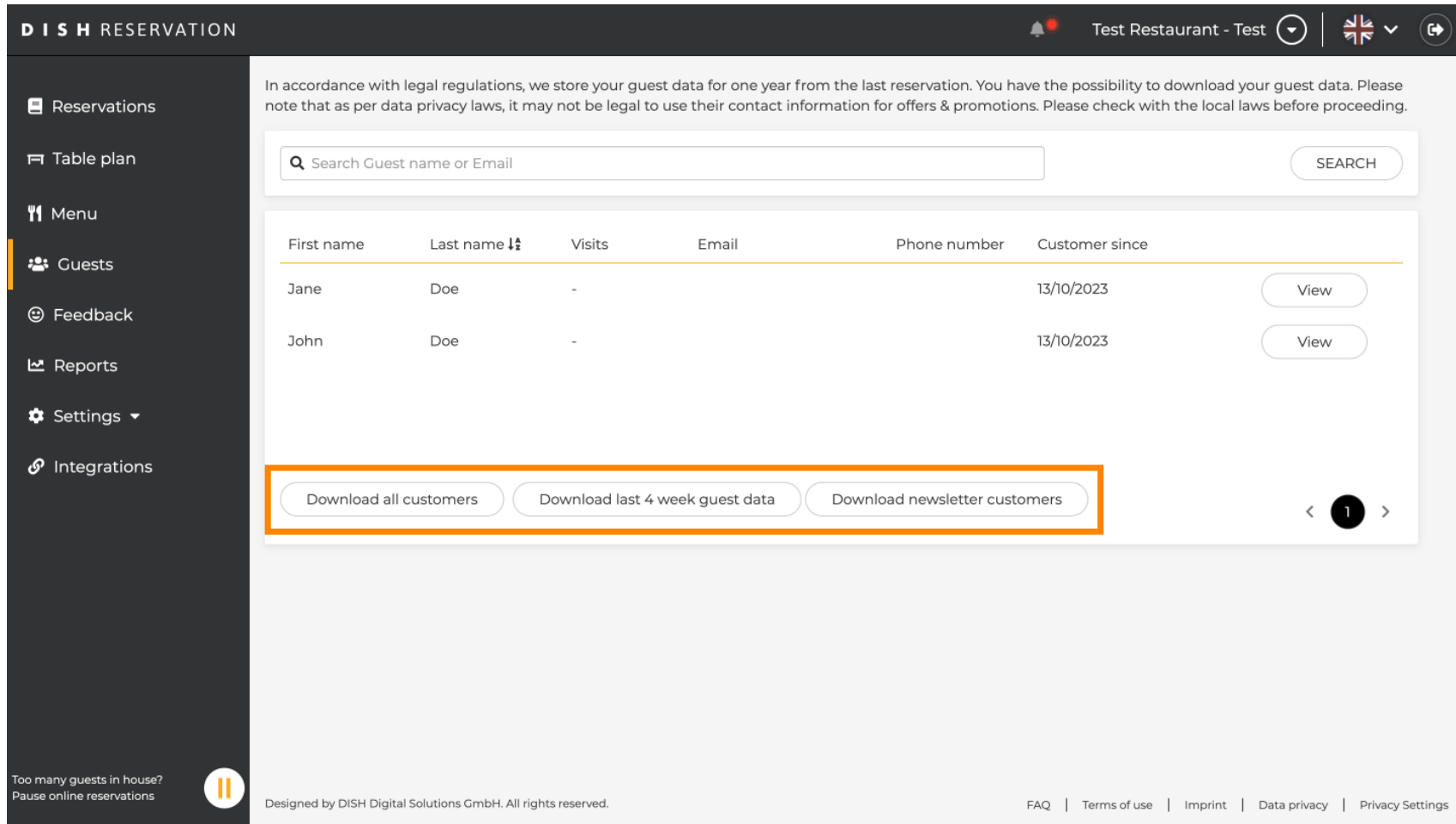
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Basta cliccare sul **pulsante** corrispondente da cui si desidera avere i dati. Il download inizierà.



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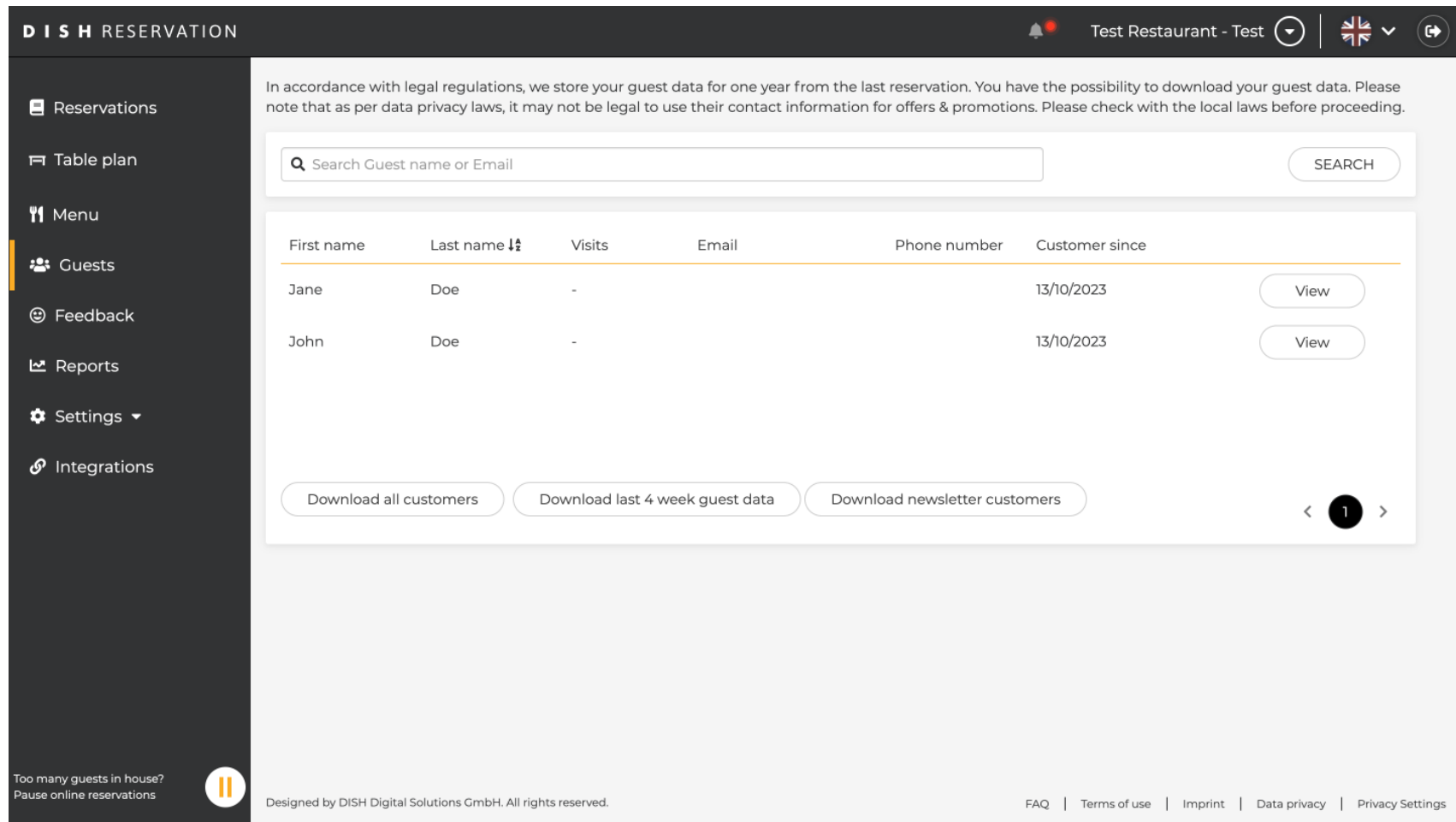
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Ecco fatto. Hai completato il tutorial e ora sai come cercare gli ospiti e visualizzare le prenotazioni associate a un ospite.



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