



Bem-vindo ao painel do **DISH Reservation**. Neste tutorial, mostramos como pesquisar hóspedes e visualizar reservas associadas a um hóspede.

The screenshot displays the DISH Reservation admin 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. A teal banner at the top right prompts users to add walk-in customers or reservations, with 'WALK-IN' and 'ADD RESERVATION' buttons. 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. 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 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'. A help icon (question mark) is in the bottom right corner.

Primeiro, vá em **Convidados** no menu à sua esquerda.

**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

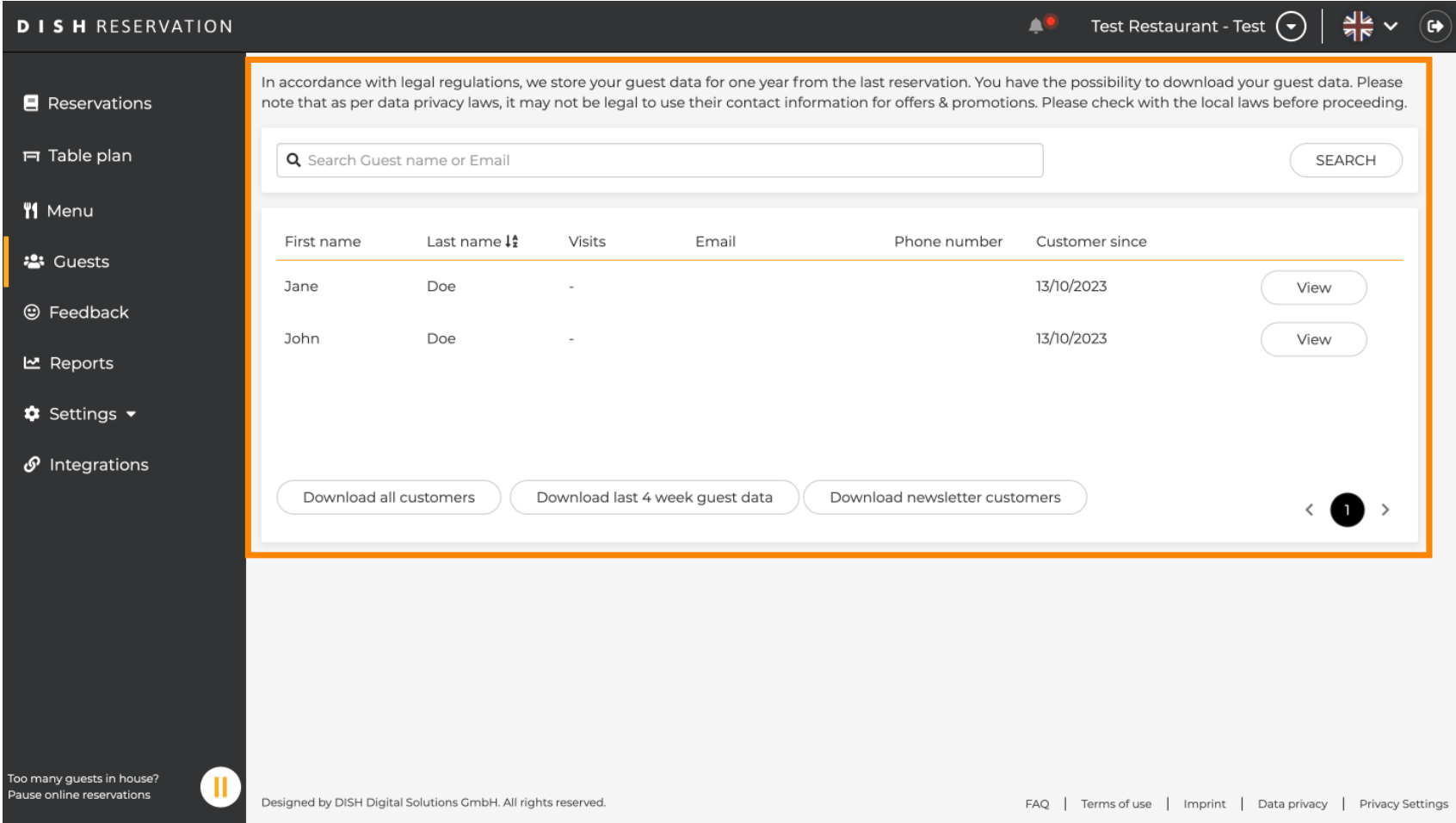
No reservations available

Print

Too many guests in house? Pause online reservations

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 Agora você está na visão geral do seu banco de dados de hóspedes.



**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>

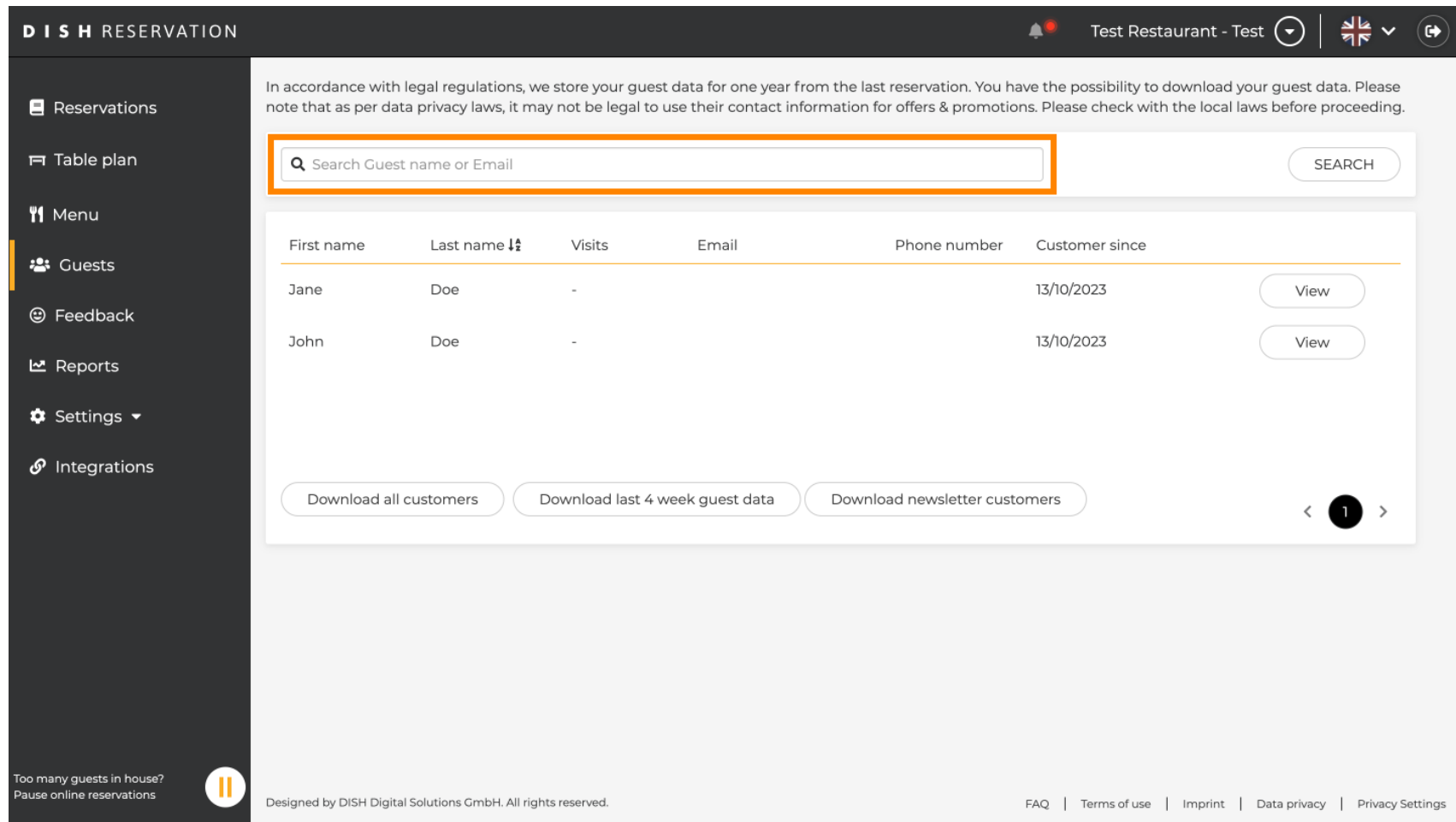
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Para encontrar um hóspede específico, use a **barra de pesquisa** e digite seu nome ou endereço de e-mail.



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

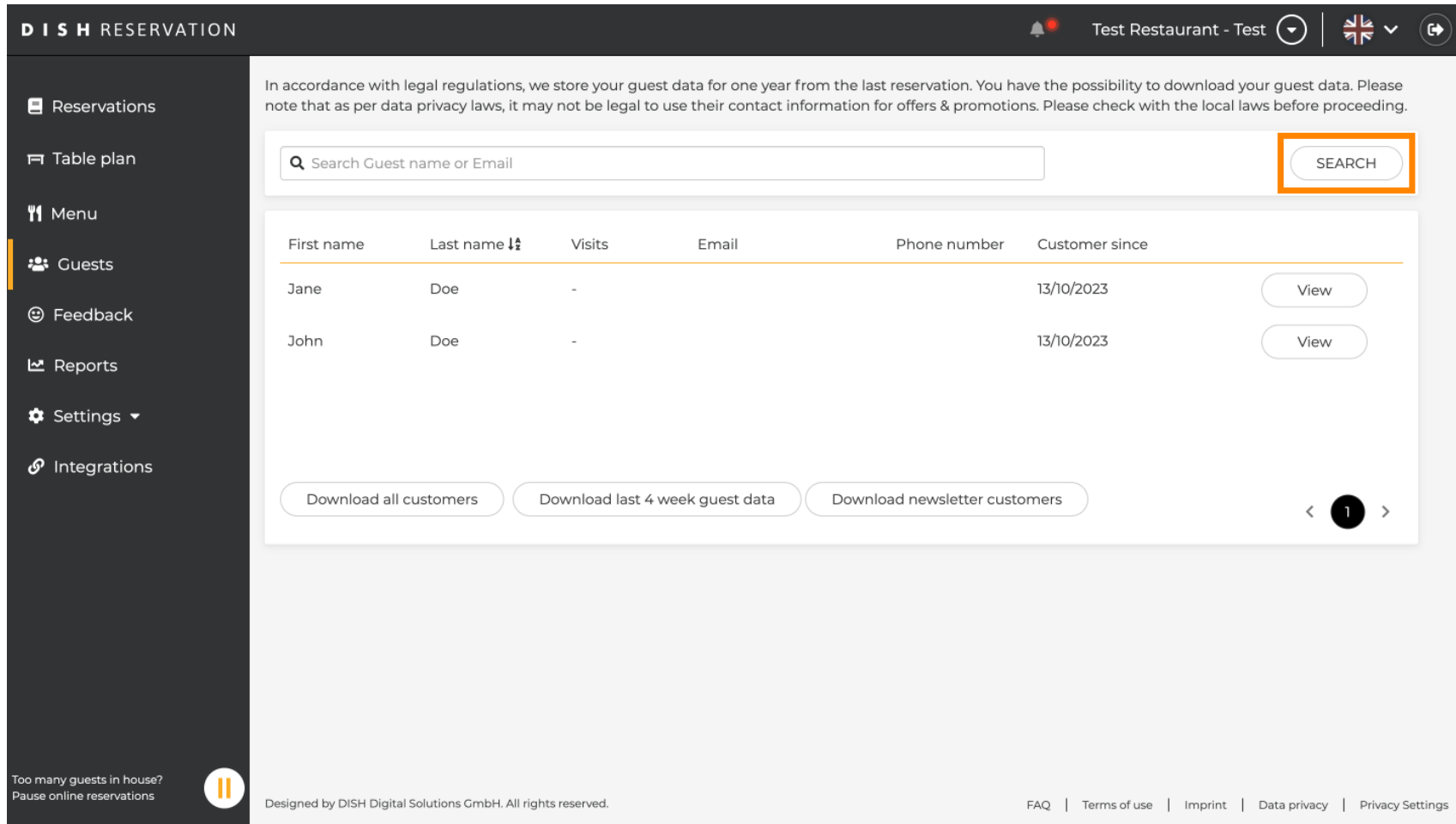
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Em seguida, clique em **PESQUISAR** para começar a mostrar os resultados da sua entrada.



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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 os convidados serão listados abaixo com suas informações exibidas.

DISH RESERVATION
Test Restaurant - Test ▼ ▼

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

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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>

Download all customers
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< 1 >

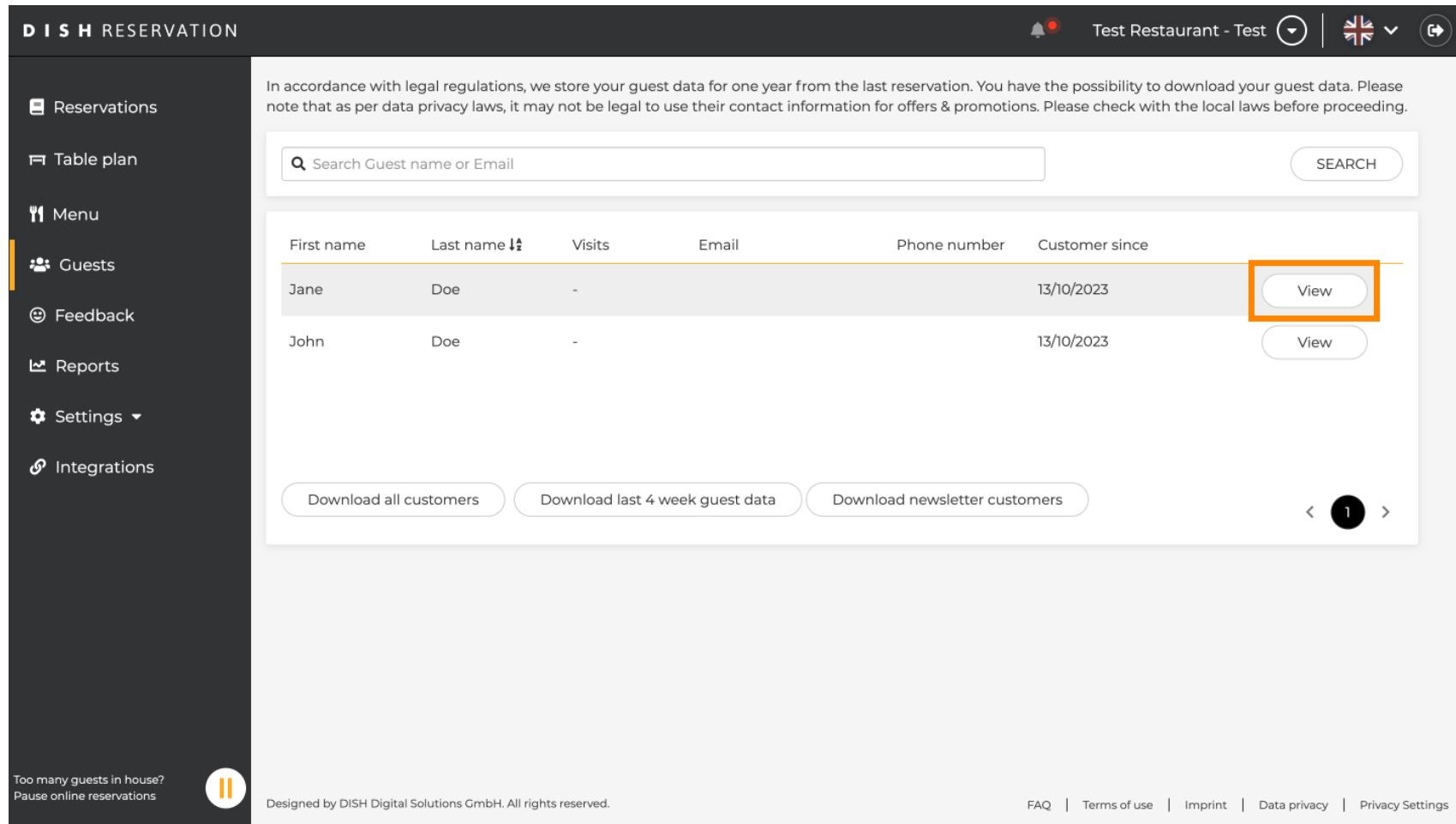
Too many guests in house?  
Pause online reservations

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Para ver mais informações sobre o hóspede, bem como o histórico de reservas, clique em **Exibir**.



The screenshot shows the DISH RESERVATION admin interface. On the left is a dark sidebar with navigation options: Reservations, Table plan, Menu, **Guests** (highlighted), 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 has a dark header with "DISH RESERVATION" on the left, a notification bell, and "Test Restaurant - Test" with a dropdown menu and a language selector (UK flag). Below the header is a privacy notice: "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."

Below the notice is a search bar: "Search Guest name or Email" with a "SEARCH" button. Underneath is a table of guests:

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

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.

At the bottom of the page, there is 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".



Você então terá as informações do hóspede exibidas e poderá adicionar mais também.

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
||





Se você ajustou as informações, clique em **SALVAR** para aplicar as alterações.

DISH RESERVATION

Test Restaurant - Test
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🏠

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

### Guest information Back

**Doe, Jane** Customer since 13/10/2023

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**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  
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  Celery  
  Peanuts  
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 Lupins  
  Sulphite

**Diet**

Gluten-free  
  Halal  
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 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 informações sobre o histórico de reservas, role até o final da página.

DISH RESERVATION
Test Restaurant - Test ▼ ▼

- Reservations
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[SAVE](#)

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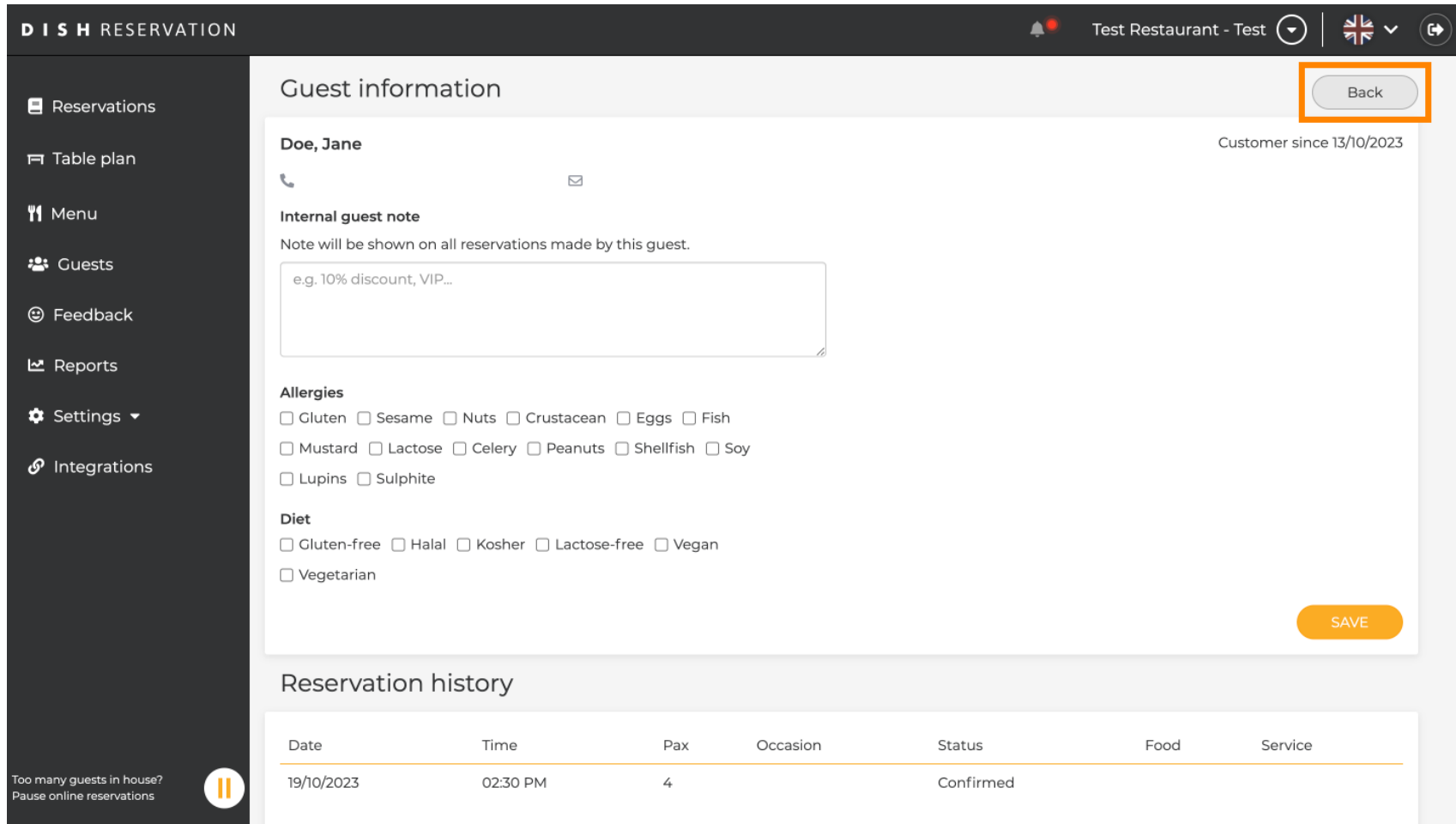
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Depois de terminar de revisar as informações do hóspede, clique em **Voltar** para retornar à visão geral.



**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  
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[SAVE](#)

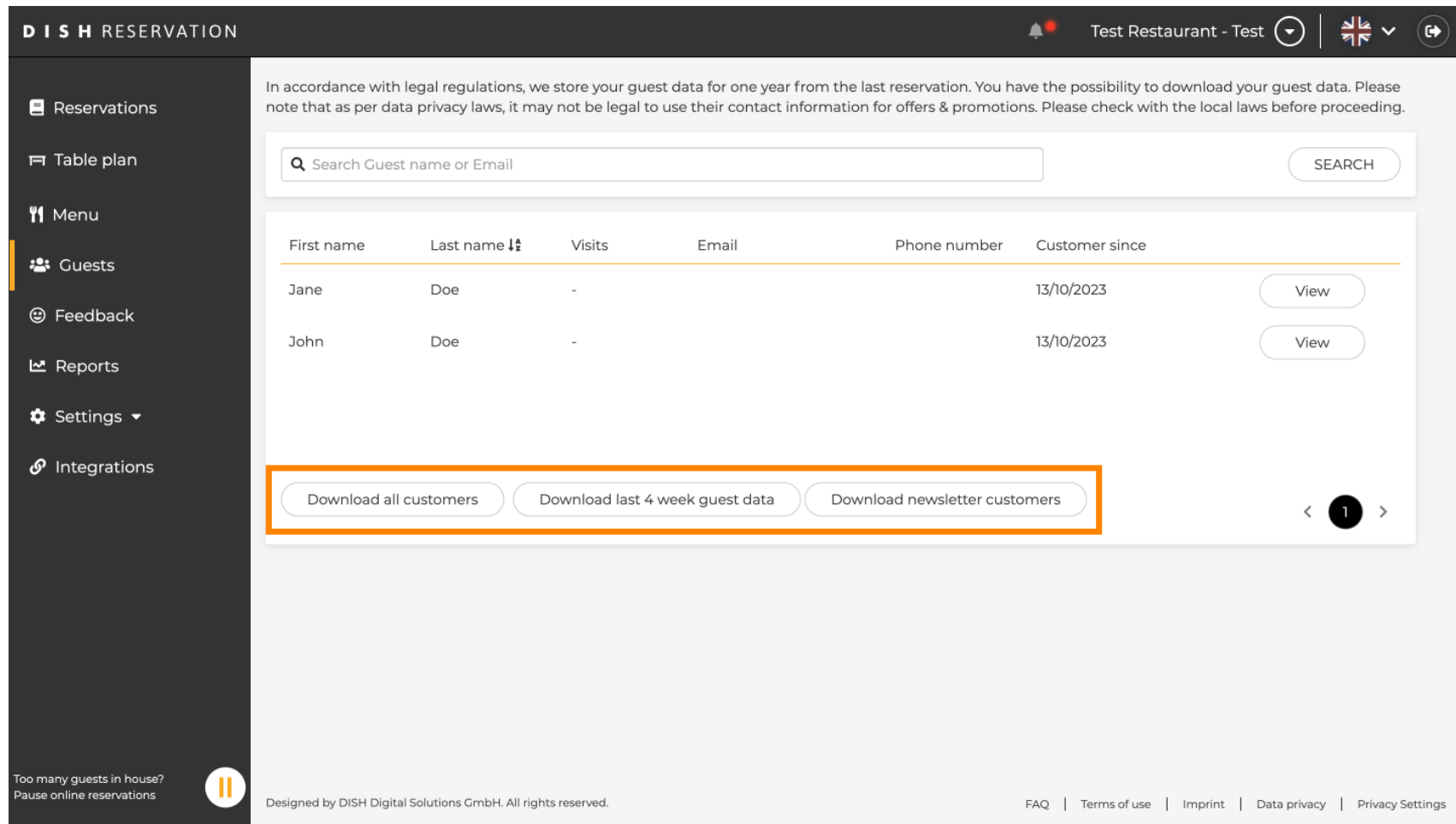
**Reservation history**

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

Too many guests in house?  
Pause online reservations 



De volta à visão geral, você tem a opção de baixar dados do cliente. Os dados de todos os clientes, dados de hóspedes das últimas quatro semanas ou dados dos clientes do boletim informativo.



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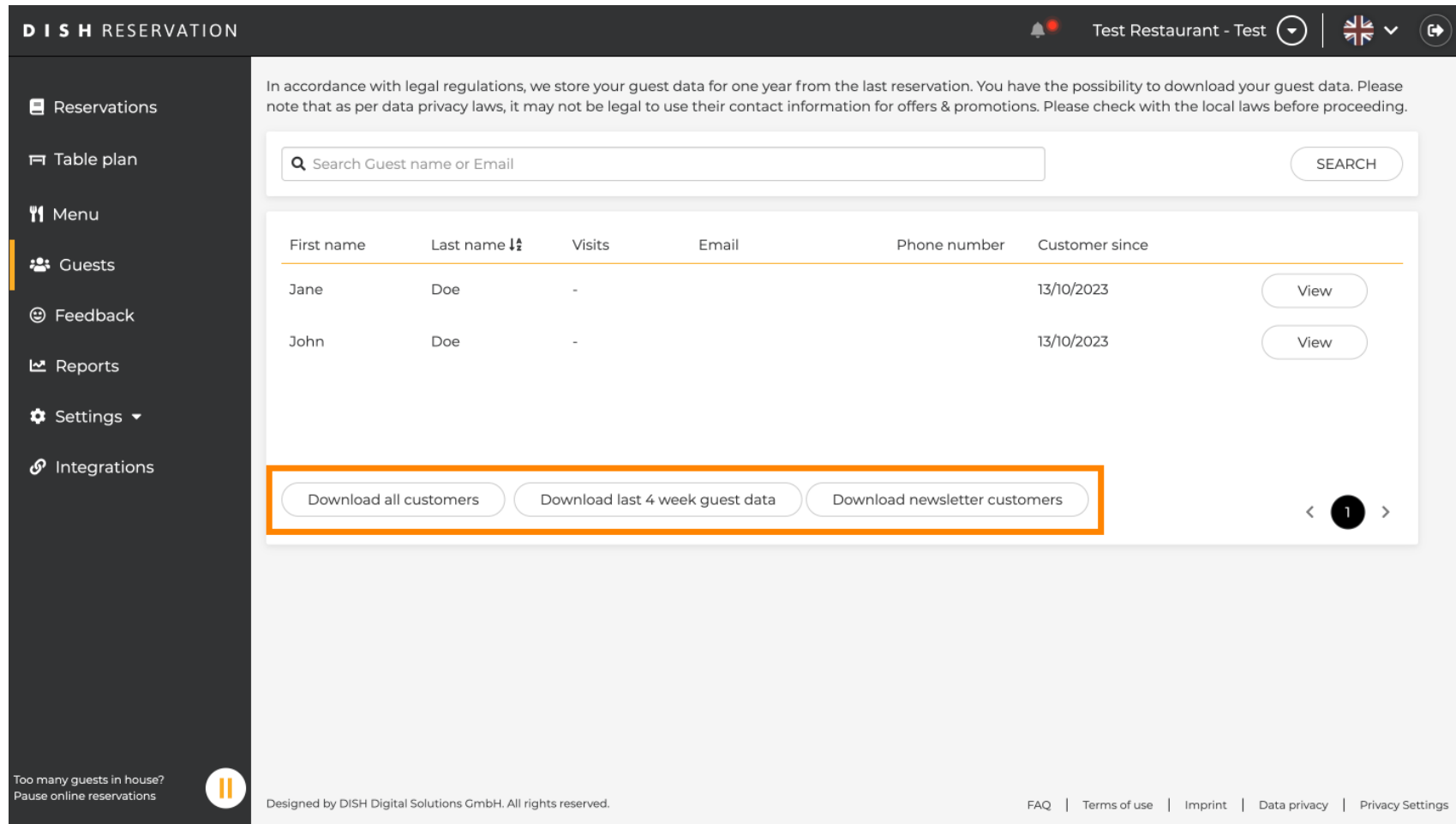
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Basta clicar no **botão** correspondente do qual você quer ter os dados. O download então começará.



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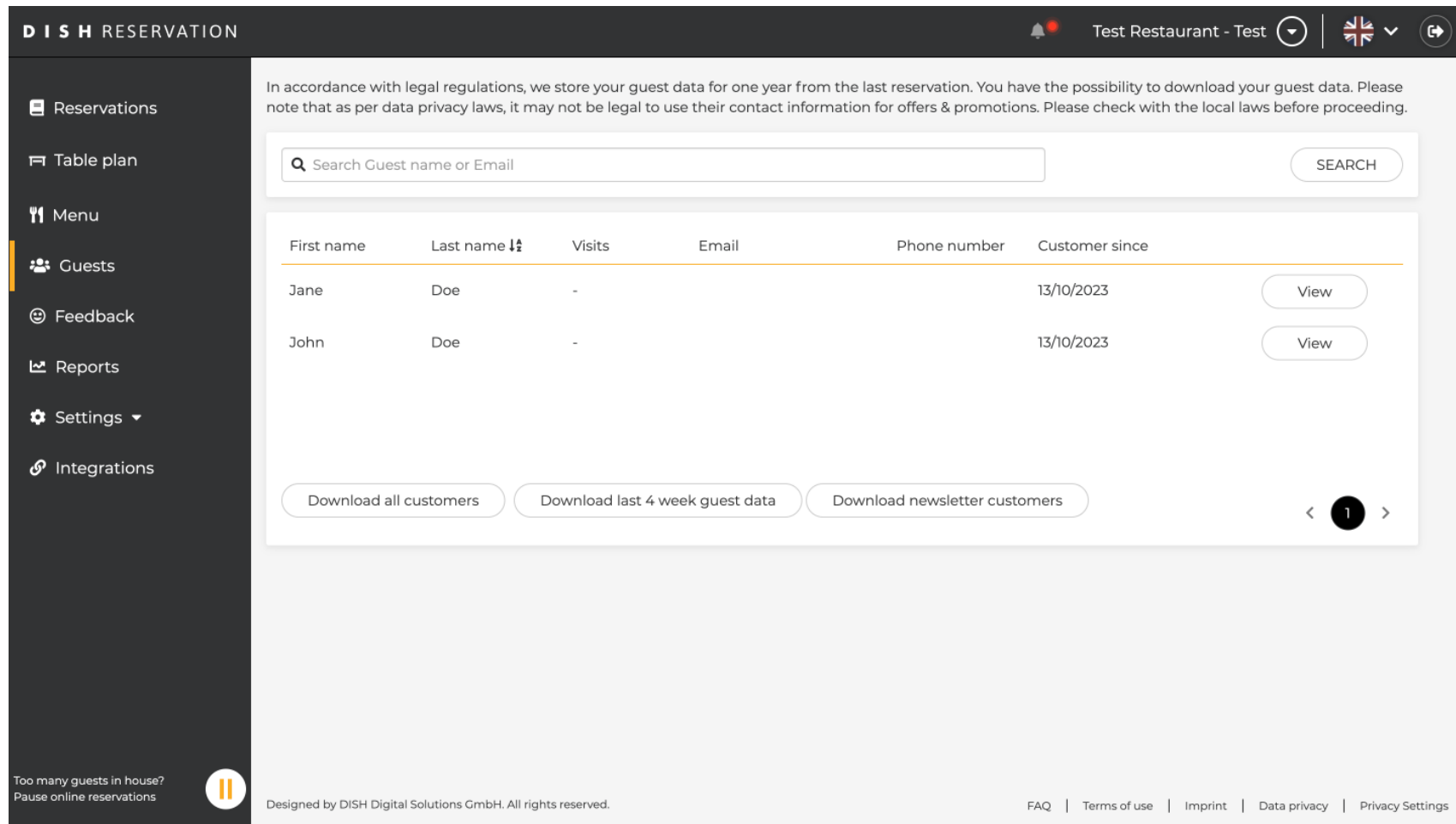
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Pronto. Você concluiu o tutorial e agora sabe como pesquisar hóspedes e visualizar reservas associadas a um hóspede.



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