



Bine ați venit la tabloul de bord al **rezervării DISH**. În acest tutorial, vă arătăm cum să căutați oaspeți și să vizualizați rezervările asociate unui oaspete.

The screenshot displays the DISH Reservation dashboard. 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 contains 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'. Below this is a date range 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. The status filter section shows 'All', 'Completed', 'Upcoming' (selected), and 'Cancelled', along with counts for calendar, guests, and tables (0, 0, 0/5). The main content area is empty, displaying a 'No reservations available' message with an icon 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' notification 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.

Mai întâi, accesați **Oaspeții** din meniul din stânga voastră.

The screenshot displays the DISH RESERVATION admin interface. On the left, a dark sidebar contains a menu with the following items: Reservations, Table plan, Menu, **Guests** (highlighted with an orange border), Feedback, Reports, Settings, and Integrations. The main content area features a teal notification banner at the top 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". 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. 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 empty, displaying a large circular icon of a person with a magnifying glass and the text "No reservations available". At the bottom left, there is a "Print" button and a notification: "Too many guests in house? Pause online reservations" with a pause icon. At the bottom right, there is a help icon (question mark) and a footer with the text: "Designed by DISH Digital Solutions GmbH. All rights reserved." and links for "FAQ", "Terms of use", "Imprint", "Data privacy", and "Privacy Settings".

 Acum vă aflați în prezentarea generală a bazei de date de oaspeți.

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

Download all customers
Download last 4 week guest data
Download newsletter customers

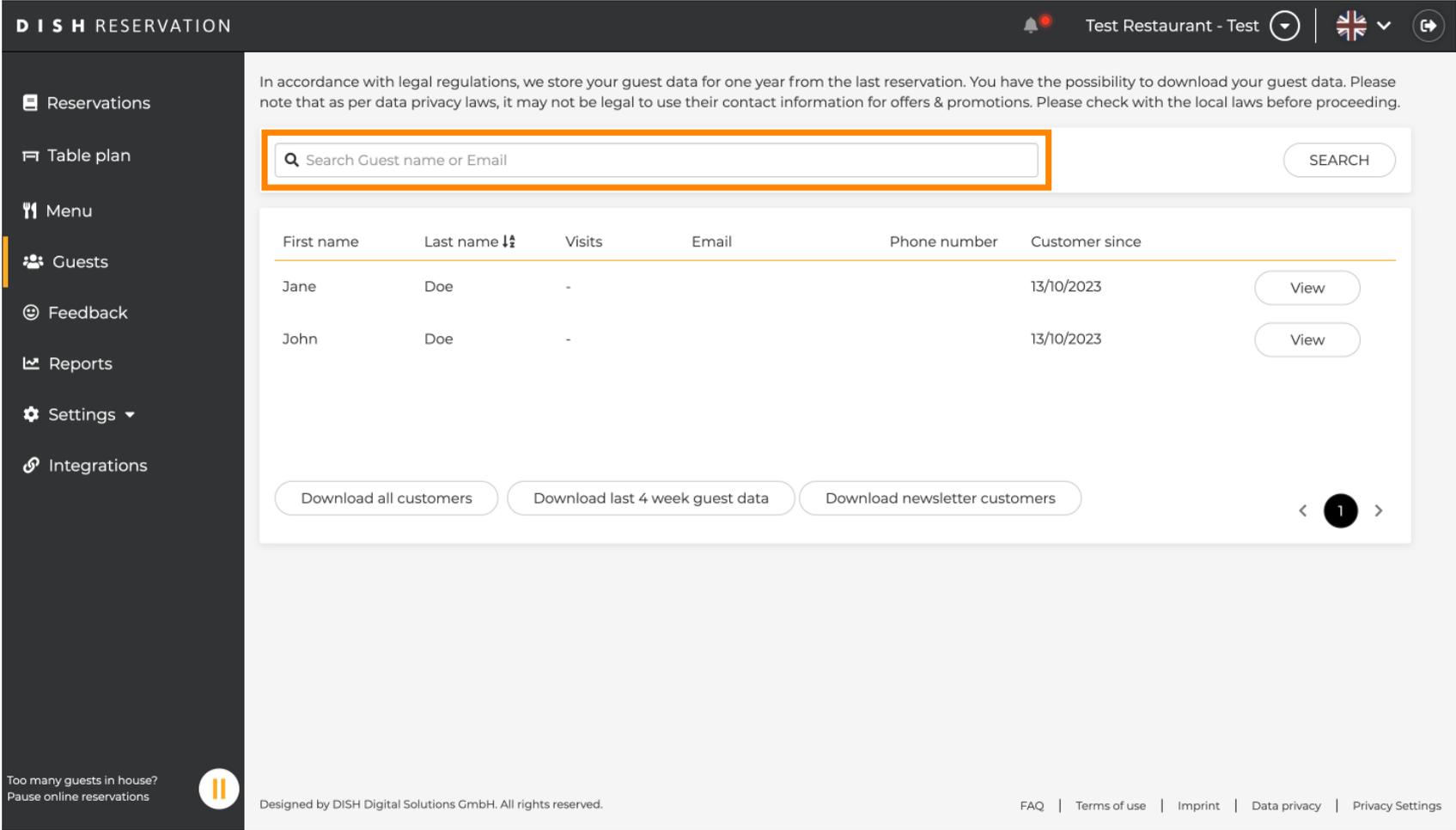
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Too many guests in house?
 Pause online reservations 

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 Pentru a găsi un anumit oaspete, utilizați **bara de căutare** și introduceți numele sau adresa de e-mail a acestuia.



DISH RESERVATION Test Restaurant - Test

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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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Apoi faceți clic pe **CĂUTARE** pentru a începe să afișați rezultatele pentru intrarea dvs.

DISH RESERVATION
Test Restaurant - Test ▼ ▼

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Jane	Doe	-			13/10/2023	View
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Download last 4 week guest data

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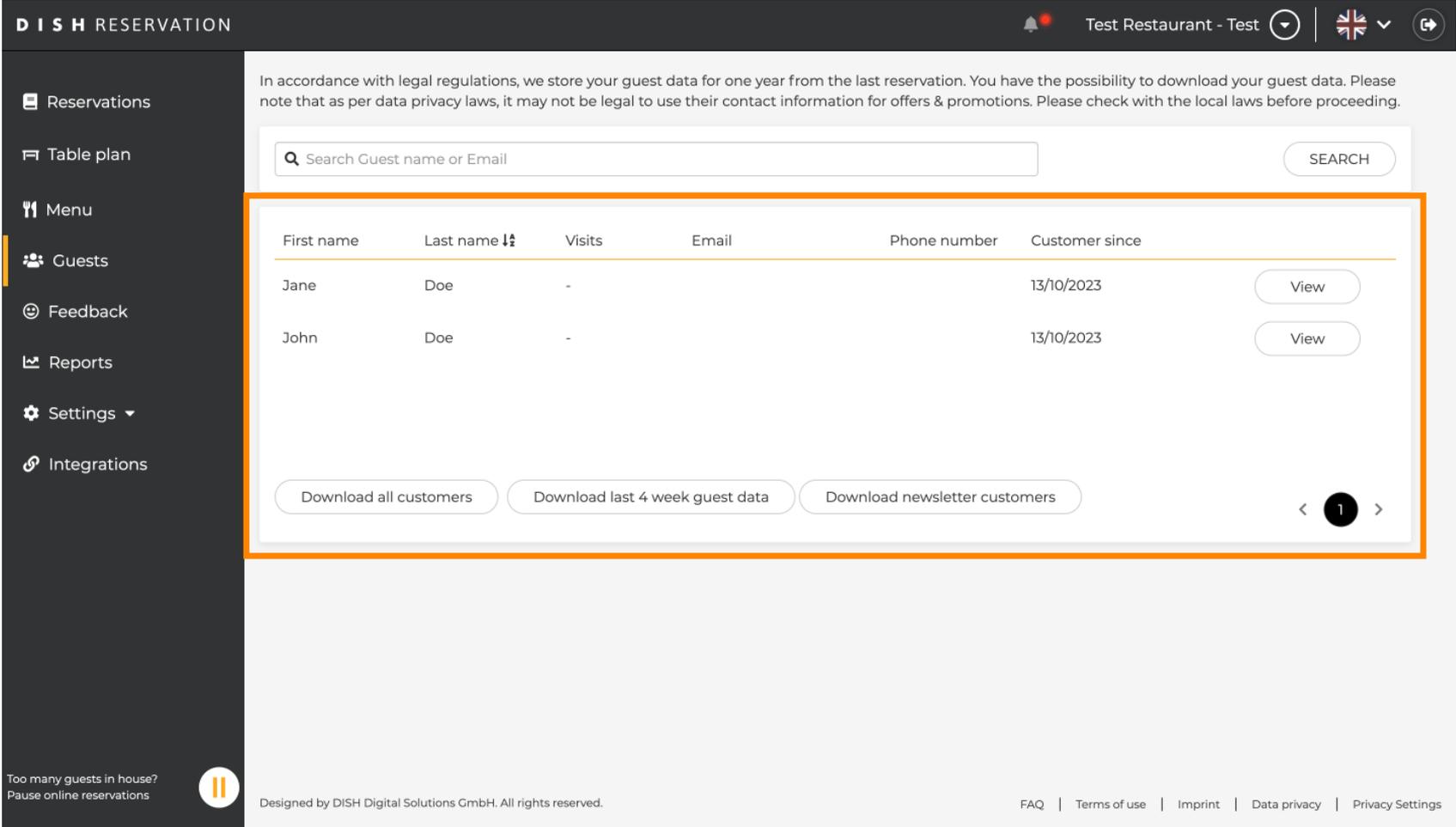
Too many guests in house?

Pause online reservations

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 [Data privacy](#) |
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 Toți oaspeții vor fi apoi listați mai jos cu informațiile lor afișate.



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John	Doe	-			13/10/2023	View

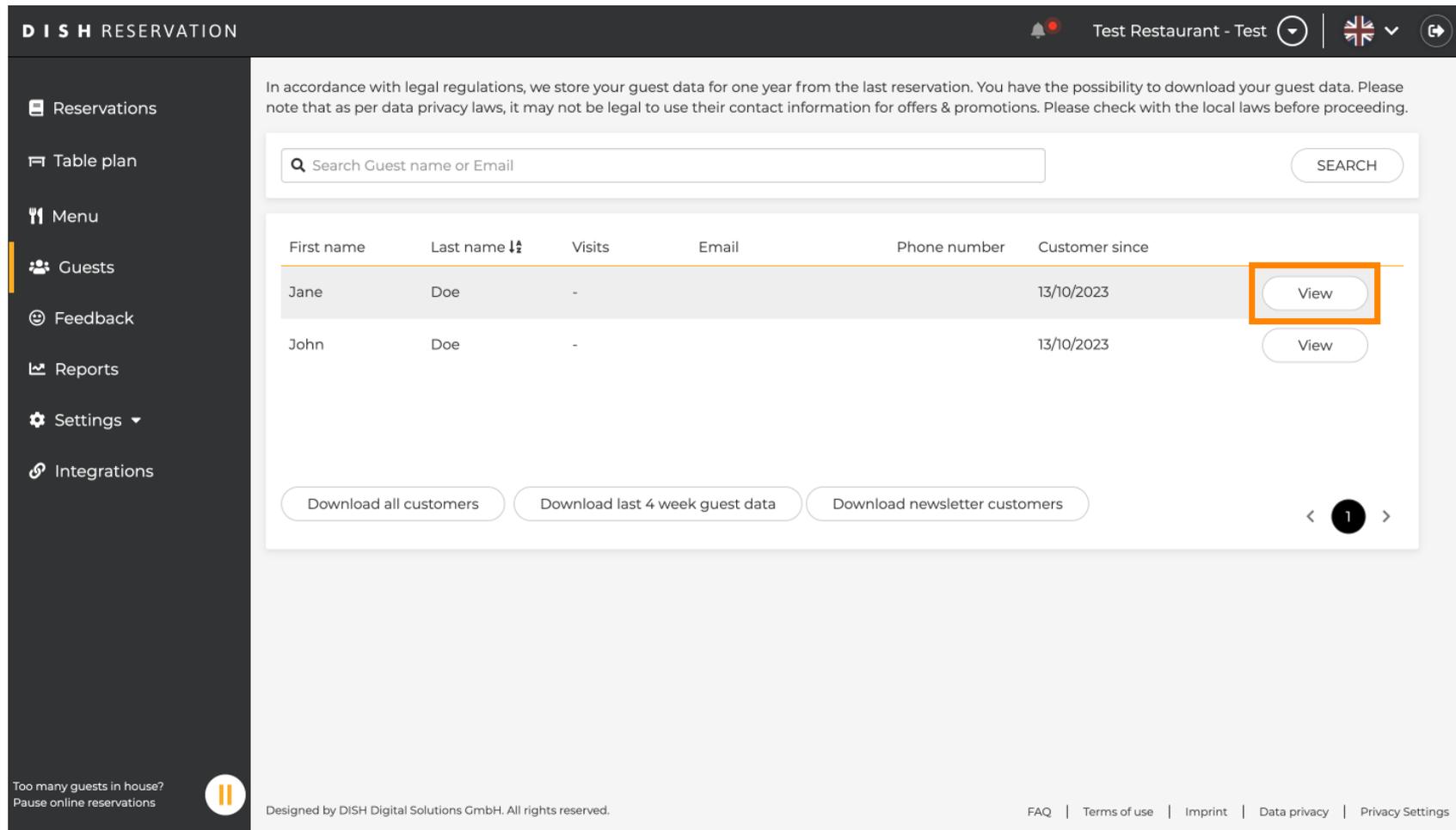
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Pentru a vedea mai multe informații despre oaspete, precum și istoricul rezervărilor, faceți clic pe **Vizualizare**.



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 Aveți apoi afișate informațiile oaspeților și puteți adăuga și mai multe.

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



Dacă ați ajustat informațiile, faceți clic pe **SALVARE** pentru a aplica modificările.

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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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



Pentru a vedea informații despre istoricul rezervărilor, derulați în jos până în partea de jos a paginii.

DISH RESERVATION
Test Restaurant - Test ▼ ▼

- Reservations
- Table plan
- Menu
- Guests
- Feedback
- Reports
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[SAVE](#)

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19/10/2023	02:30 PM	4		Confirmed		

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Too many guests in house? Pause online reservations

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După ce ați terminat de revizuit informațiile oaspetelui, faceți clic pe **Înapoi** pentru a reveni la prezentarea generală.

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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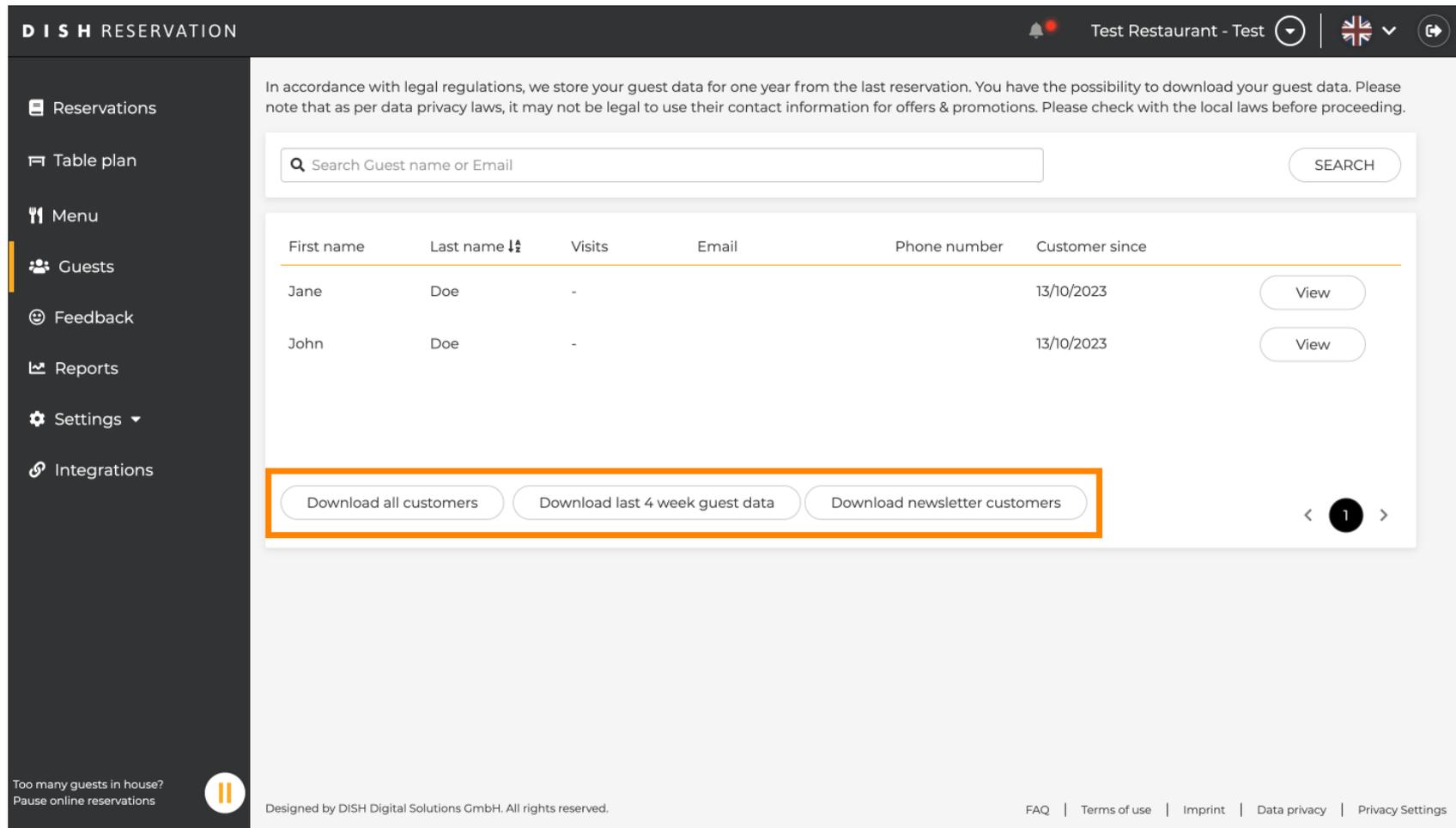
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Date	Time	Pax	Occasion	Status	Food	Service
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Too many guests in house? || Pause online reservations



Înapoi în prezentarea generală, aveți opțiunea de a descărca datele clienților. Fie datele tuturor clienților, datele oaspeților din ultimele patru săptămâni sau datele clienților newsletter-ului.



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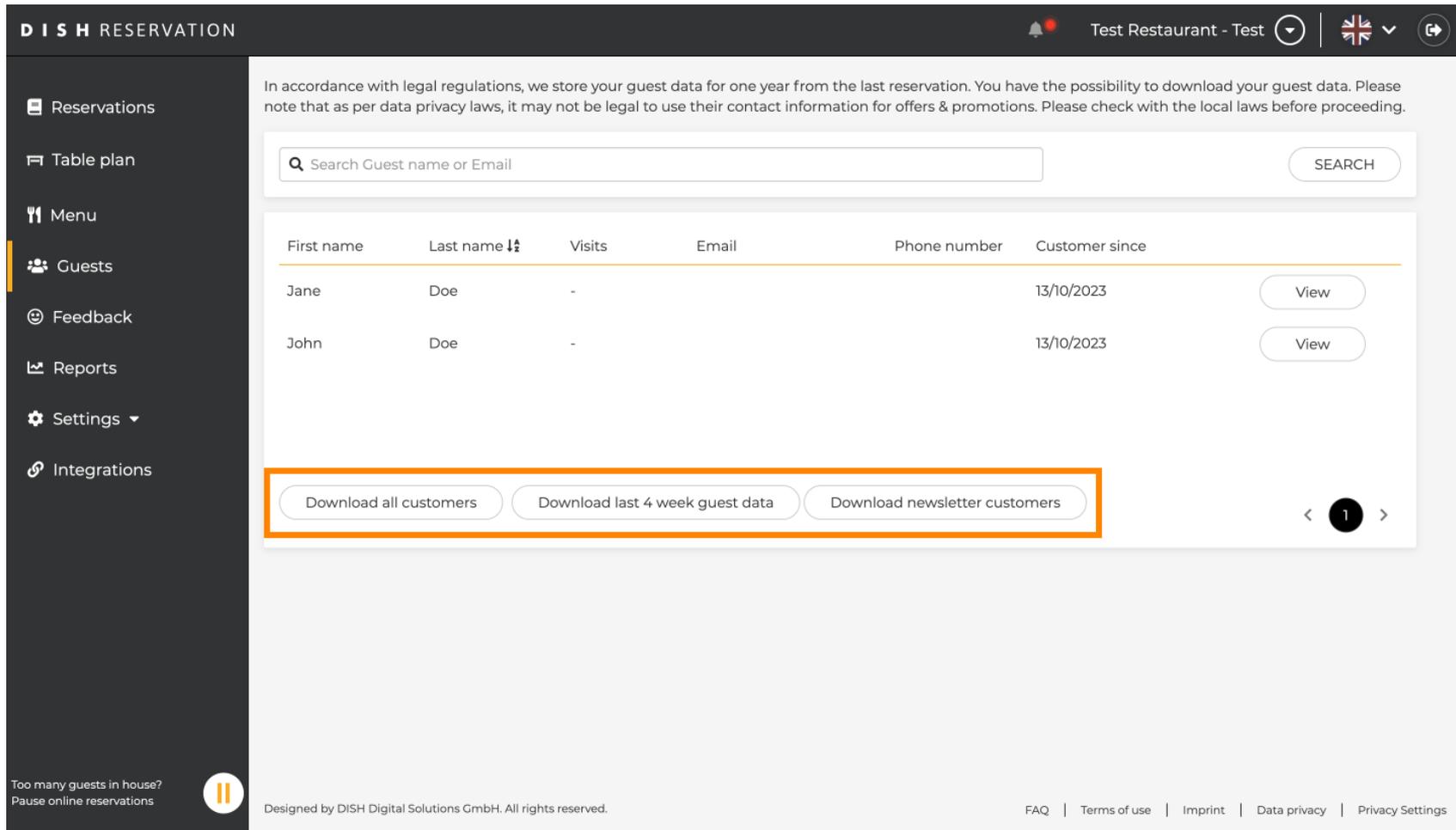
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 **Pur și simplu faceți clic pe butonul** corespunzător de la care doriți să aveți datele. Descărcarea va începe apoi.



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Asta este. Ați finalizat tutorialul și acum știți cum să căutați oaspeți și să vizualizați rezervările asociate unui oaspete.

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