



Welcome to the dashboard of **DISH Reservation**. In this tutorial, we show you how to adjust the status of your reservations.

The screenshot displays the DISH Reservation dashboard interface. At the top, the header includes the 'DISH RESERVATION' logo, a user profile for 'Test Bistro Training', and a language selector set to 'GB'. A teal notification 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 for 'Wed, 27 Sep - Wed, 27 Sep'. A message states 'There is 1 active limit configured for the selected time period' with a 'Show more' dropdown. Filter tabs for 'All', 'Completed', 'Upcoming', and 'Cancelled' are visible, with 'Upcoming' selected. Summary statistics show 0 reservations for 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 'Print' button, and a 'Help' icon. Legal links for 'FAQ', 'Terms of use', 'Imprint', 'Data privacy', and 'Privacy Settings' are at the bottom right.

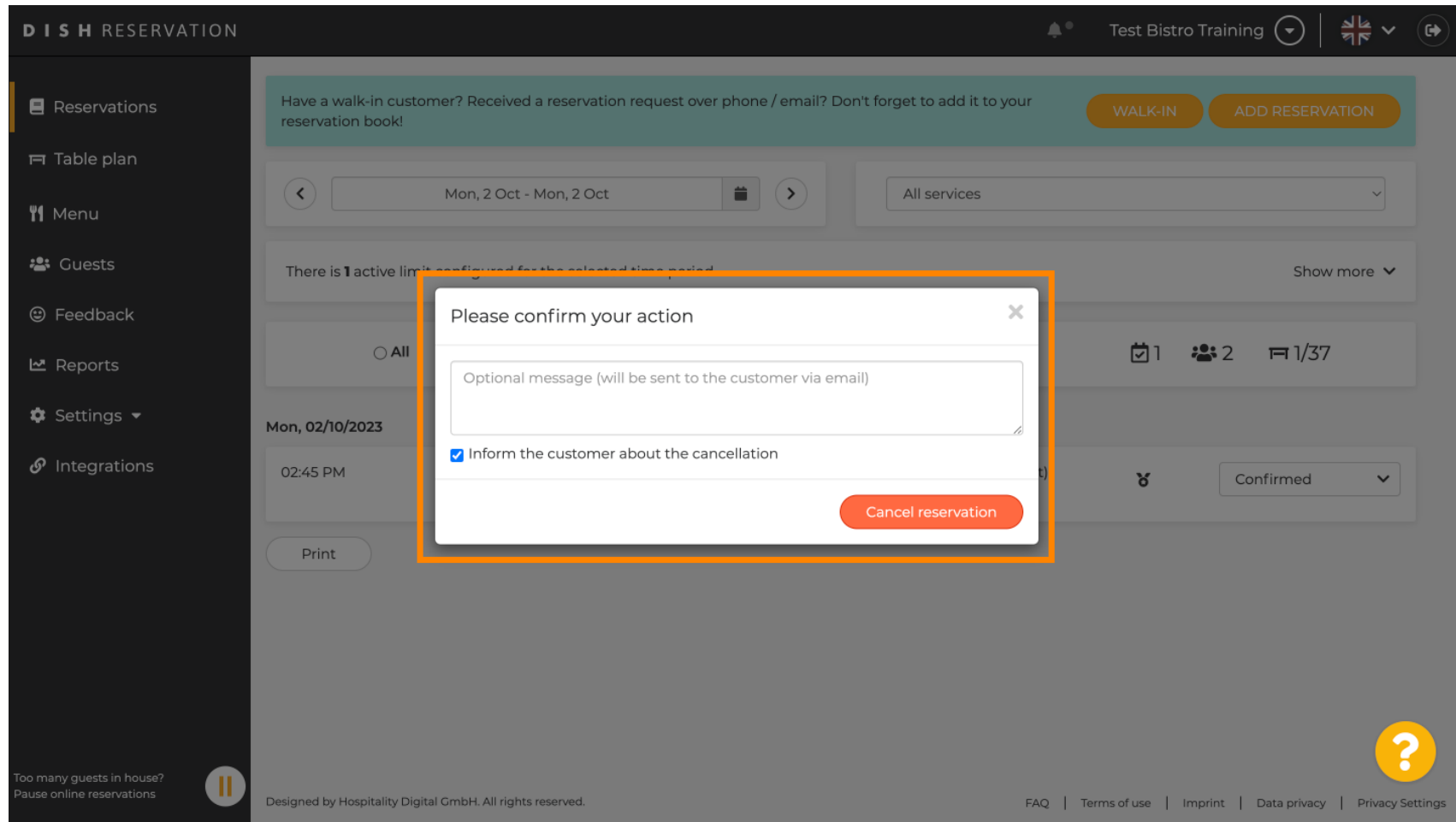
When the menu **Reservations** is selected, you see an overview of your reservations.


The screenshot displays the DISH Reservation management interface. On the left, a dark sidebar contains a menu with the following items: Reservations (highlighted with an orange border), Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main content area features 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 two buttons: "WALK-IN" and "ADD RESERVATION". Below this is a date selector showing "Wed, 27 Sep - Wed, 27 Sep". A message states: "There is 1 active limit configured for the selected time period" with a "Show more" dropdown. A filter bar includes radio buttons for "All", "Completed", "Upcoming" (selected), and "Cancelled", along with icons for a calendar (0), people (0), and a table (0/49). The central area shows a large grey circle with a person looking through binoculars 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 yellow question mark icon. The footer contains the text "Designed by Hospitality Digital GmbH. All rights reserved." and links for "FAQ", "Terms of use", "Imprint", "Data privacy", and "Privacy Settings".

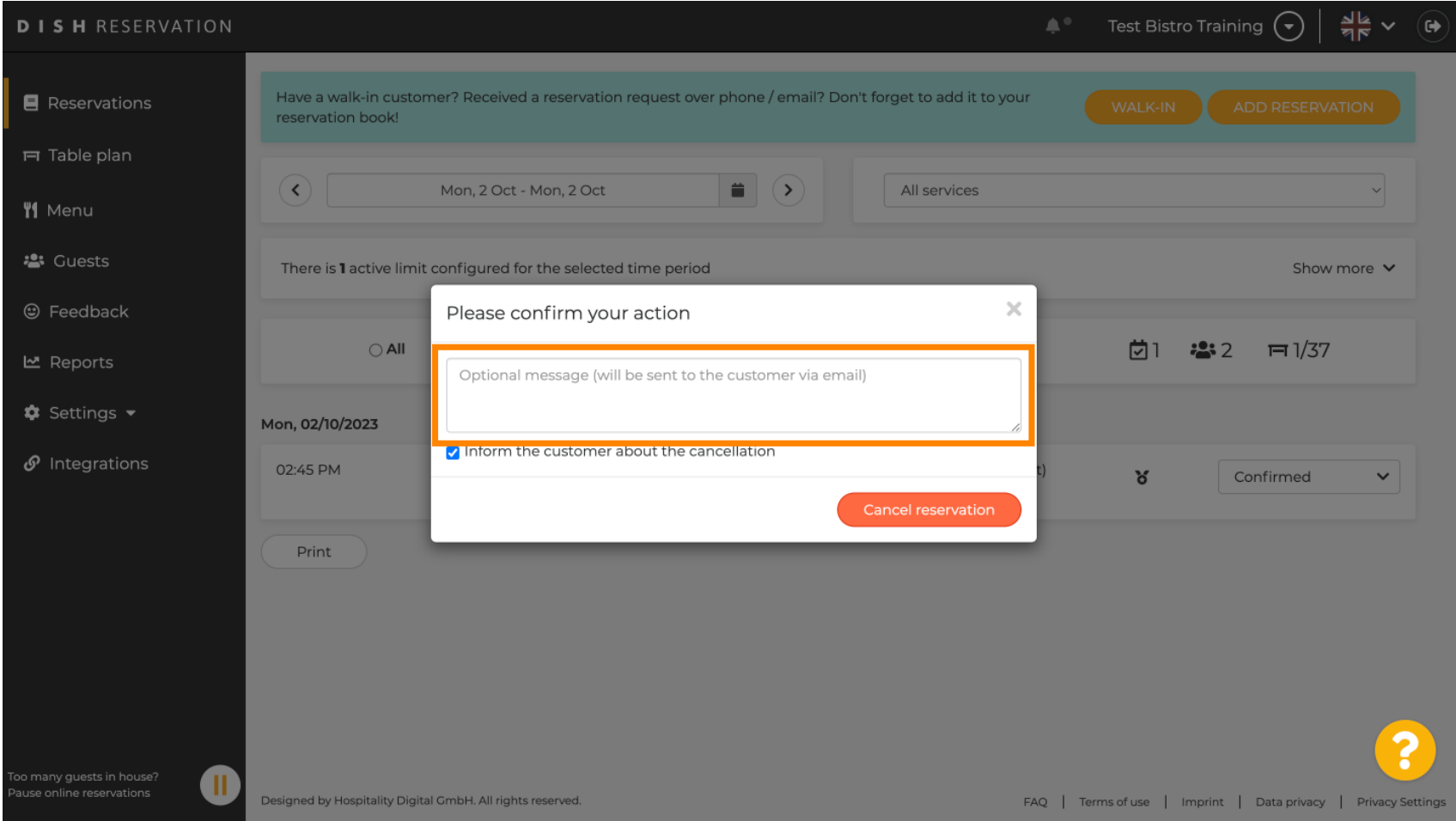
By using the **drop-down menu** you can either cancel a reservation or mark it as arrived.

The screenshot displays the DISH Reservation management interface. On the left is a dark sidebar with navigation options: Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main content area has a dark header with 'DISH RESERVATION' and 'Test Bistro Training'. Below the header is a teal banner with a message and 'WALK-IN' and 'ADD RESERVATION' buttons. A date selector shows 'Wed, 27 Sep - Wed, 27 Sep'. A summary bar indicates '1 active limit configured for the selected time period'. A filter bar shows 'Upcoming' selected, with 1 calendar icon, 2 people icon, and 1/49 table icon. A reservation table for 'Wed, 27/09/2023' shows a reservation at 05:45 PM for 'Doe, John', 2 guest(s), and 1 (BAR). A dropdown menu is open for this reservation, showing 'Confirmed', 'Cancel reservation', and 'Arrived' options. A 'Print' button is below the reservation row. At the bottom, there is a 'Too many guests in house? Pause online reservations' warning, a footer with 'Designed by Hospitality Digital GmbH. All rights reserved.', and a footer with 'FAQ | Terms of use | Imprint | Data privacy | Privacy Settings'.

 When you cancel a reservation, you have the option to inform the customer about the cancellation.



 You can leave an optional message for the customer.



The screenshot displays the DISH Reservation management interface. A modal dialog titled "Please confirm your action" is open, featuring a text input field for an optional message (highlighted with an orange border) and a checked checkbox for "Inform the customer about the cancellation". A "Cancel reservation" button is located at the bottom right of the dialog. The background interface shows a reservation for Monday, October 2, 2023, at 02:45 PM, with a status of "Confirmed". The interface includes a sidebar with navigation options like Reservations, Table plan, Menu, and Guests, and a top navigation bar with the user name "Test Bistro Training".

And decide whether to inform your customer about the cancellation or not.

The screenshot displays the DISH Reservation management interface. A modal dialog titled "Please confirm your action" is centered on the screen. The dialog contains a text input field for an "Optional message (will be sent to the customer via email)". Below the input field, there is a checkbox labeled "Inform the customer about the cancellation", which is currently checked and highlighted with an orange border. At the bottom right of the dialog is a red button labeled "Cancel reservation".

The background interface shows a sidebar with navigation options: Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main content area includes a header with "DISH RESERVATION" and "Test Bistro Training". A notification banner at the top reads: "Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book!" with "WALK-IN" and "ADD RESERVATION" buttons. Below this, there are date and service filters, a status indicator "There is 1 active limit configured for the selected time period", and a reservation list. The reservation list shows a reservation for "Mon, 02/10/2023" at "02:45 PM" with a status of "Confirmed".

In the end, confirm the cancellation by clicking **Cancel reservation**.

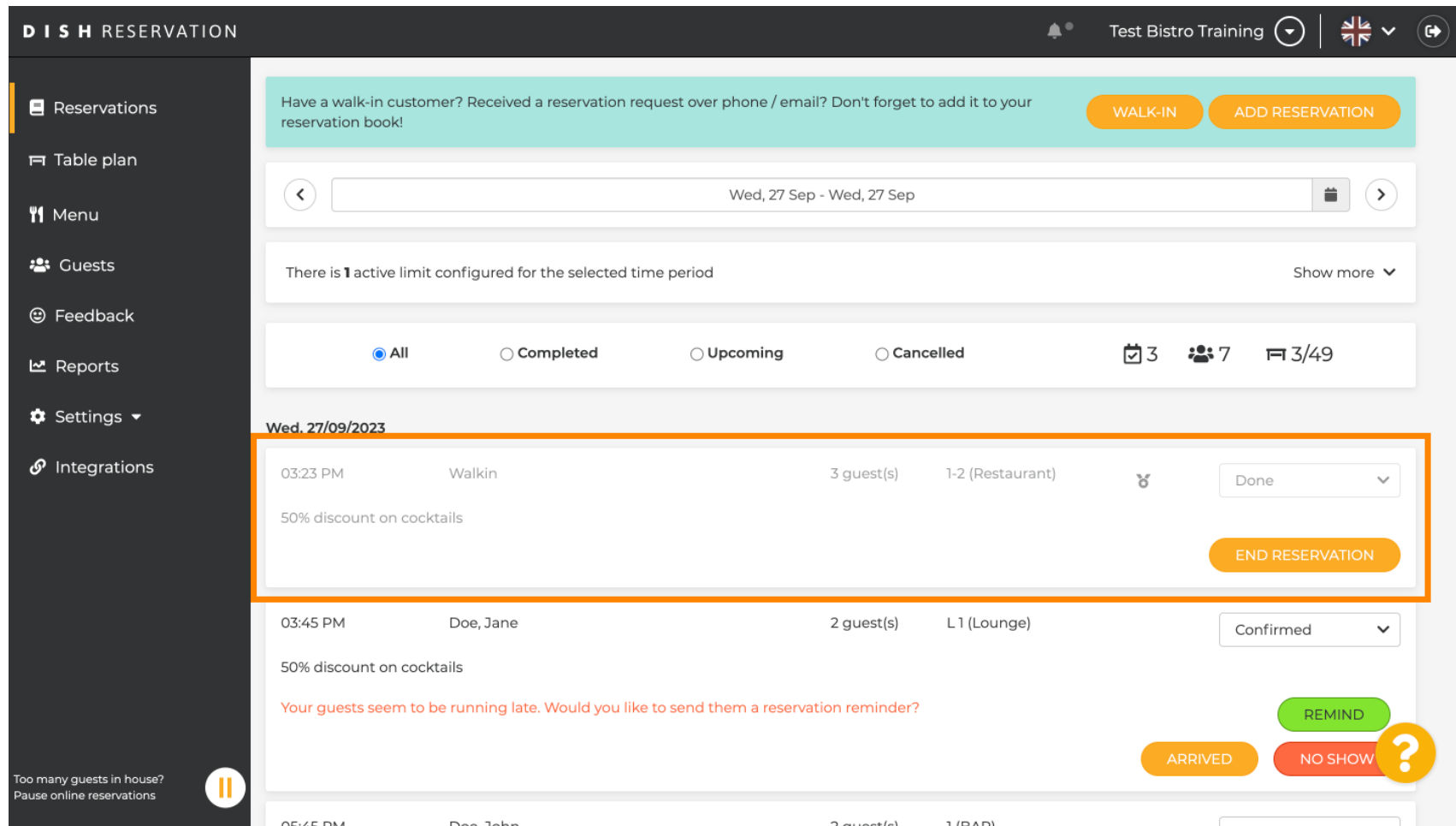
The screenshot displays the DISH Reservation management interface. A modal dialog box titled "Please confirm your action" is centered on the screen. The dialog contains a text input field for an "Optional message (will be sent to the customer via email)", a checked checkbox for "Inform the customer about the cancellation", and a prominent orange "Cancel reservation" button. The background interface shows a reservation for "Mon, 02/10/2023" at "02:45 PM" with a status of "Confirmed". The left sidebar includes navigation options like Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The top right corner shows the user "Test Bistro Training" and a language selector. The bottom of the page contains a footer with "Designed by Hospitality Digital GmbH. All rights reserved." and links for FAQ, Terms of use, Imprint, Data privacy, and Privacy Settings.



Since a walk-in isn't an upcoming reservation and to see all your bookings, you have to filter your reservations differently. To do so, use the given **selections**.

The screenshot shows the DISH Reservation management interface. The top navigation bar includes the DISH logo, the text "DISH RESERVATION", a notification bell, the user name "Test Bistro Training", a language selector (UK flag), and a refresh icon. 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 "Wed, 27 Sep - Wed, 27 Sep". A message states "There is 1 active limit configured for the selected time period" with a "Show more" dropdown. A filter bar contains radio buttons for "All", "Completed", "Upcoming", and "Cancelled", with "Upcoming" selected. To the right of the filter bar are icons for a calendar (1), a group of people (2), and a table (1/49). The main content area shows a reservation for "Wed, 27/09/2023" at "05:45 PM" for "Doe, John" with "2 guest(s)" and "1 (BAR)". The reservation status is "Confirmed". A "Print" button is located below the reservation entry. The bottom of the interface includes a footer with "Designed by Hospitality Digital GmbH. All rights reserved.", a "FAQ | Terms of use | Imprint | Data privacy | Privacy Settings" menu, and a help icon (question mark).

Depending on your choice of selection, you will see your reservations filtered. By clicking on a **reservation** you can always see further information and adjust it as well.



The screenshot displays the DISH Reservation management interface. On the left is a dark sidebar with navigation options: Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main content area has a dark header with 'DISH RESERVATION', a user profile 'Test Bistro Training', and a language selector. Below the header is 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'. A date range selector shows 'Wed, 27 Sep - Wed, 27 Sep'. A status filter bar shows 'All' selected, with counts for 3 reservations, 7 guests, and 3/49 tables. The reservation list for 'Wed. 27/09/2023' includes:

Time	Type	Guests	Location	Status	Actions
03:23 PM	Walkin	3 guest(s)	1-2 (Restaurant)	Done	END RESERVATION
03:45 PM	Doe, Jane	2 guest(s)	L1 (Lounge)	Confirmed	REMIND, ARRIVED, NO SHOW
05:45 PM	Doe, John	2 guest(s)	1 (BAR)		

The first reservation (03:23 PM, Walkin, 3 guest(s), 1-2 (Restaurant), Done) is highlighted with an orange border. A red notification message states: 'Your guests seem to be running late. Would you like to send them a reservation reminder?'.



Is a table finished, you can terminate that specific reservation by clicking on **END RESERVATION**.

The screenshot shows the DISH Reservation management interface. The top navigation bar includes the DISH logo, the text 'DISH RESERVATION', and user information 'Test Bistro Training'. A sidebar on the left contains navigation options: Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main content area displays a list of reservations for 'Wed, 27/09/2023'. The first reservation is for 03:23 PM, Walkin, 3 guest(s), 1-2 (Restaurant), with a status of 'Done'. The 'END RESERVATION' button is highlighted with an orange border. The second reservation is for 03:45 PM, Doe, Jane, 2 guest(s), L1 (Lounge), with a status of 'Confirmed'. Below this reservation, there is a red notification: 'Your guests seem to be running late. Would you like to send them a reservation reminder?' with buttons for 'REMIND', 'ARRIVED', and 'NO SHOW'. The third reservation is for 05:45 PM, Doe, John, 2 guest(s), 1 (BAR), with a status of 'Confirmed'. The fourth reservation is for 05:45 PM, Doe, Jane, 2 guest(s), L1 (Lounge), with a status of 'Cancelled'. At the bottom left, there is a 'Print' button and a notification: 'Too many guests in house? Pause online reservations'. At the bottom right, there is a help icon (question mark) and footer links: FAQ, Terms of use, Imprint, Data privacy, and Privacy Settings.



For an upcoming reservation you have the option to either mark it as arrived or no show. Simply click on the corresponding **button**.

The screenshot shows the DISH Reservation management interface. The top navigation bar includes the DISH logo, user name 'Test Bistro Training', and a language selector. The left sidebar contains navigation options: Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main content area displays a list of reservations for 'Wed, 27/09/2023'. The reservations are filtered by 'All' status. The first reservation is for 'Walkin' at 03:23 PM with 3 guests, and its status is 'Done'. The second reservation is for 'Doe, Jane' at 03:45 PM with 2 guests, and its status is 'Confirmed'. Below this reservation, there is a red notification: 'Your guests seem to be running late. Would you like to send them a reservation reminder?' with a green 'REMIND' button. The 'ARRIVED' and 'NO SHOW' buttons are highlighted with an orange box. The third reservation is for 'Doe, John' at 05:45 PM with 2 guests, and its status is 'Confirmed'. The fourth reservation is for 'Doe, Jane' at 05:45 PM with 2 guests, and its status is 'Cancelled'. At the bottom, there is a 'Print' button, a 'Too many guests in house? Pause online reservations' notification, and a help icon. The footer contains the text 'Designed by Hospitality Digital GmbH. All rights reserved.' and links for 'FAQ', 'Terms of use', 'Imprint', 'Data privacy', and 'Privacy Settings'.

Time	Name	Guests	Location	Status	Actions
03:23 PM	Walkin	3 guest(s)	1-2 (Restaurant)	Done	END RESERVATION
03:45 PM	Doe, Jane	2 guest(s)	L1 (Lounge)	Confirmed	REMIND, ARRIVED, NO SHOW
05:45 PM	Doe, John	2 guest(s)	1 (BAR)	Confirmed	
05:45 PM	Doe, Jane	2 guest(s)	L1 (Lounge)	Cancelled	



Is the guest not on time you can send a reminder by using the **REMIND** button. Note: Either an e-mail-address or a telephone number has to be deposited if you have added the reservation manually.

DISH RESERVATION | Test Bistro Training | 🇬🇧

All
 Completed
 Upcoming
 Cancelled
 📅 3
 👤 7
 🗨️ 3/49

Wed, 27/09/2023

03:23 PM	Walkin	3 guest(s)	1-2 (Restaurant)	🔗	Done	END RESERVATION
50% discount on cocktails						
03:45 PM	Doe, Jane	2 guest(s)	L1 (Lounge)		Confirmed	REMIND
50% discount on cocktails						
Your guests seem to be running late. Would you like to send them a reservation reminder?						
						ARRIVED NO SHOW
05:45 PM	Doe, John	2 guest(s)	1 (BAR)		Confirmed	
05:45 PM	Doe, Jane	2 guest(s)	L1 (Lounge)		Cancelled	

Print

Too many guests in house? Pause online reservations

Designed by Hospitality Digital GmbH. All rights reserved. | FAQ | Terms of use | Imprint | Data privacy | Privacy Settings



That's it. You have completed the tutorial and now know how to adjust the status of your reservations.

The screenshot displays the DISH Reservation management interface. At the top, the header includes the DISH RESERVATION logo, a notification bell, the text 'Test Bistro Training', a language selector (UK flag), and a refresh icon. 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!' with 'WALK-IN' and 'ADD RESERVATION' buttons. Below this is a date range selector for 'Wed, 27 Sep - Wed, 27 Sep'. A summary bar indicates 'There is 1 active limit configured for the selected time period' with a 'Show more' dropdown. Filter tabs include 'All' (selected), 'Completed', 'Upcoming', and 'Cancelled', along with summary counts: 3 reservations, 7 guests, and 3/49 tables. The main content area shows a list of reservations for 'Wed, 27/09/2023'. The first reservation is at 03:23 PM, 'Walkin', for 3 guests in room 1-2 (Restaurant), with a status of 'Done' and an 'END RESERVATION' button. The second reservation is at 03:45 PM, 'Doe, Jane', for 2 guests in room L1 (Lounge), with a status of 'Confirmed'. A red notification says 'Your guests seem to be running late. Would you like to send them a reservation reminder?' with 'REMIND', 'ARRIVED', and 'NO SHOW' buttons. A yellow question mark icon is overlaid on the 'NO SHOW' button. A third reservation is partially visible at 05:45 PM for 'Doe, John'.



Scan to go to the interactive player