



Bienvenido al panel de control de **DISH Reservation** . En este tutorial, te mostramos cómo ajustar el estado de tus reservas.

The screenshot shows the DISH Reservation dashboard. At the top, there's a header with the logo and navigation options like 'Test Bistro Training' and a language selector. 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 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, along with icons for calendar, guests, and tables. The main content area shows 'No reservations available' with a magnifying glass icon. A 'Print' button is at the bottom left, and a help icon is at the bottom right. The footer includes a notice about pausing reservations if too many guests are in house, and links for FAQ, Terms of use, Imprint, Data privacy, and Privacy Settings.

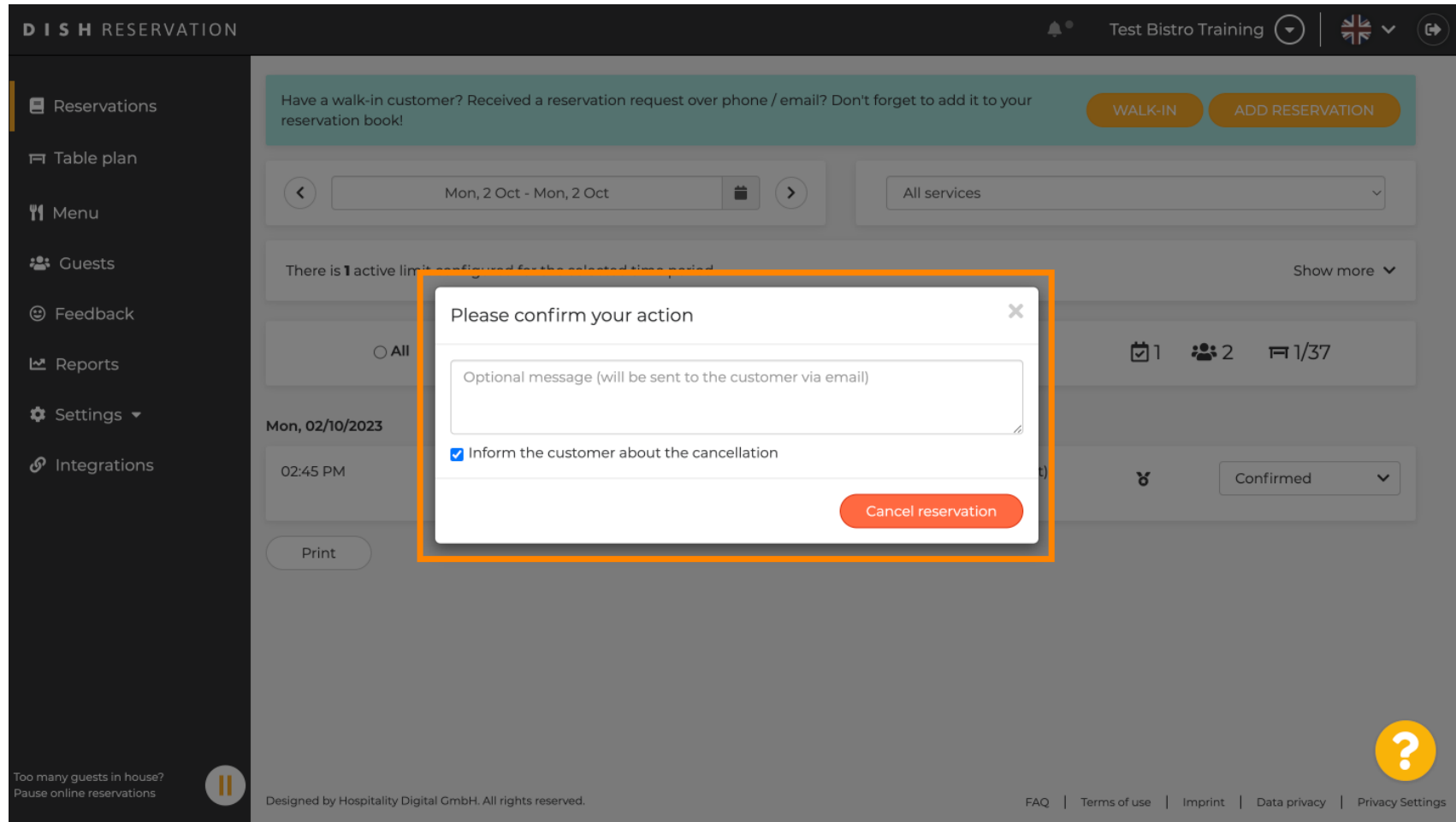
📌 Cuando se selecciona el menú **Reservas** , verá una descripción general de sus reservas.


The screenshot displays the DISH RESERVATION 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 range selector set to "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 options include "All", "Completed", "Upcoming" (selected), and "Cancelled". Summary statistics show 0 calendar icons, 0 people icons, and 0/49 table icons. The central area displays a large grey circle with a person looking through 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 with a pause icon, and a "Designed by Hospitality Digital GmbH. All rights reserved." footer. The top right corner shows "Test Bistro Training" with a dropdown, a language selector (UK flag), and a refresh icon. The bottom right corner contains a help icon (question mark) and links for "FAQ", "Terms of use", "Imprint", "Data privacy", and "Privacy Settings".

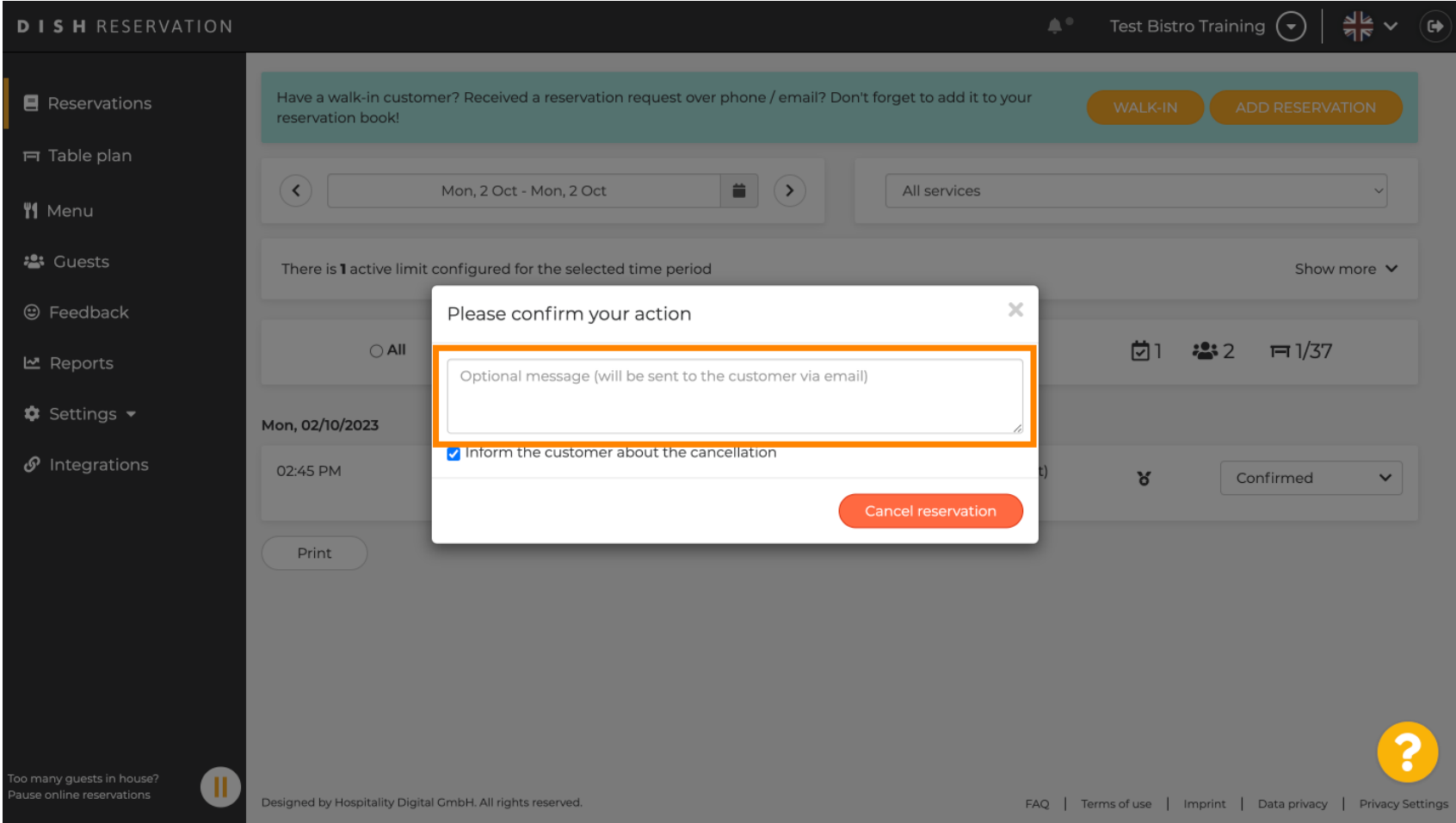
Utilizando el **menú desplegable** puedes cancelar una reserva o marcarla como llegada.

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 range selector shows 'Wed, 27 Sep - Wed, 27 Sep'. A summary bar indicates '1 active limit configured for the selected time period'. Filter buttons for 'All', 'Completed', 'Upcoming', and 'Cancelled' are present, along with icons for 1 calendar, 2 people, and 1/49 tables. A table lists a reservation for 'Wed, 27/09/2023' at '05:45 PM' for 'Doe, John' with '2 guest(s)' and '1 (BAR)'. A 'Print' button is below the reservation. A dropdown menu is open on the right, showing 'Confirmed', 'Cancel reservation', and 'Arrived' options. A footer contains a 'Too many guests in house? Pause online reservations' message, a help icon, and links for 'FAQ', 'Terms of use', 'Imprint', 'Data privacy', and 'Privacy Settings'.

 Cuando cancela una reserva, tiene la opción de informar al cliente sobre la cancelación.



 Puede dejar un mensaje opcional para el cliente.



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 (will be sent to the customer via email)" 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 1 table and 2 guests. The status is "Confirmed".

Y decide si quieres informar a tu cliente sobre la cancelación o no.

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 displays reservation details for "Mon, 02/10/2023" at "02:45 PM". It includes a "Print" button and a "Confirmed" status dropdown. A notification at the bottom left states "Too many guests in house? Pause online reservations". 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".

Por último, confirma la cancelación haciendo clic en **Cancelar reserva** .

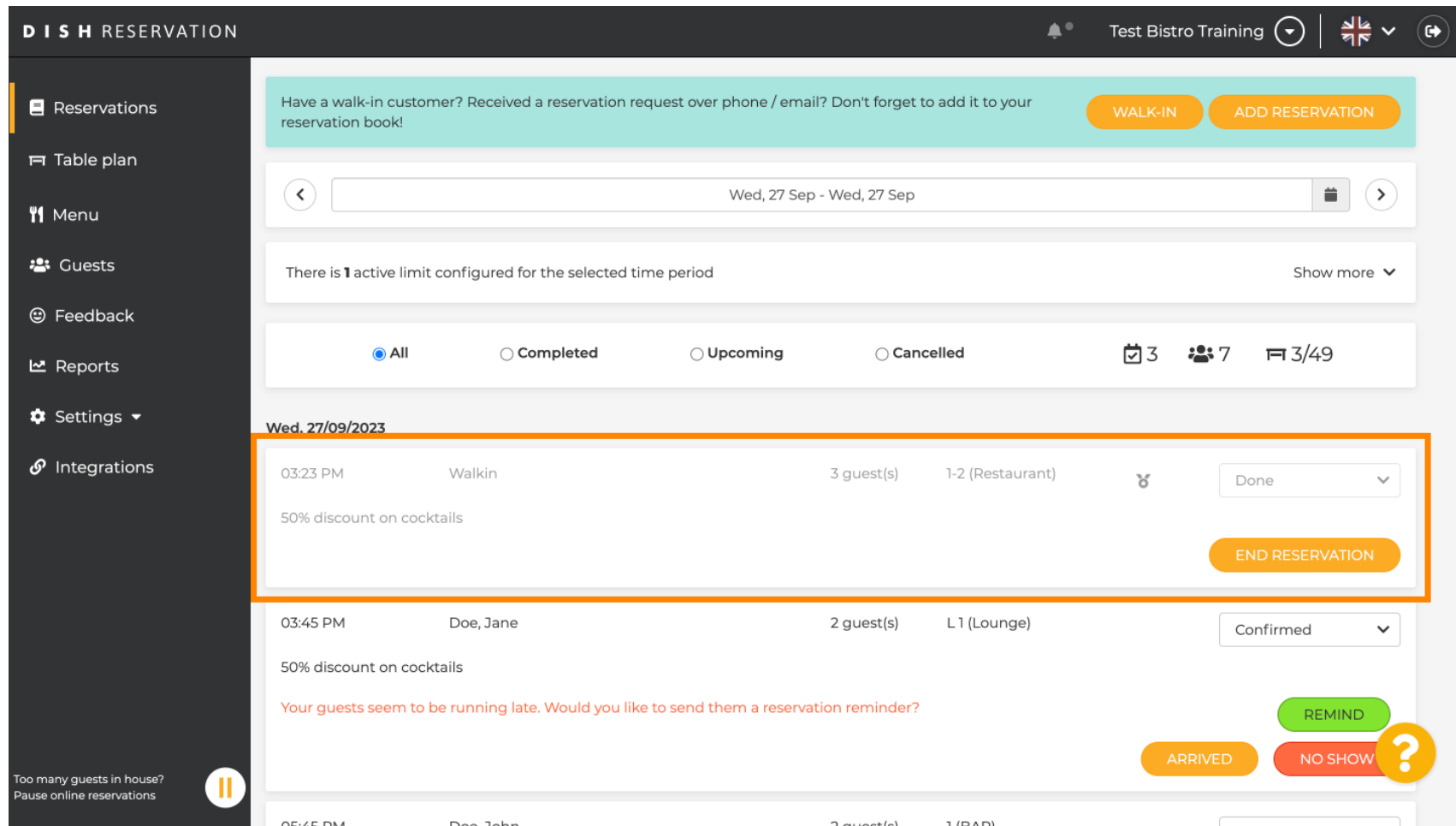
The screenshot displays the DISH RESERVATION management interface. A modal dialog box titled "Please confirm your action" is centered on the screen. The dialog contains a text input field for an "Optional message (will be sent to the customer via email)", a checked checkbox for "Inform the customer about 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 features a footer with "Designed by Hospitality Digital GmbH. All rights reserved." and links for FAQ, Terms of use, Imprint, Data privacy, and Privacy Settings.

👉 Dado que una reserva sin cita previa no es una reserva próxima, para ver todas tus reservas, debes filtrarlas de forma diferente. Para ello, utiliza las **selecciones** proporcionadas .

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 features 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". Below this is a date range selector showing "Wed, 27 Sep - Wed, 27 Sep". A status message indicates "There is 1 active limit configured for the selected time period" with a "Show more" link. A filter bar contains radio buttons for "All", "Completed", "Upcoming", and "Cancelled", with "Upcoming" selected. Summary statistics show 1 calendar icon, 2 people icon, and 1/49 table icon. A reservation entry for "Wed, 27/09/2023" at "05:45 PM" for "Doe, John" with "2 guest(s)" and "1 (BAR)" is shown, with a "Confirmed" status dropdown. A "Print" button is located below the entry. The footer includes a "Too many guests in house? Pause online reservations" warning, a help icon, and links for "FAQ", "Terms of use", "Imprint", "Data privacy", and "Privacy Settings".



Según su selección, verá sus reservas filtradas. Al hacer clic en una **reserva**, podrá ver más información y ajustarla.



DISH RESERVATION | Test Bistro Training | 🇬🇧

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**

Wed, 27 Sep - Wed, 27 Sep

There is **1** active limit configured for the selected time period **Show more**

All Completed Upcoming Cancelled **3** **7** **3/49**

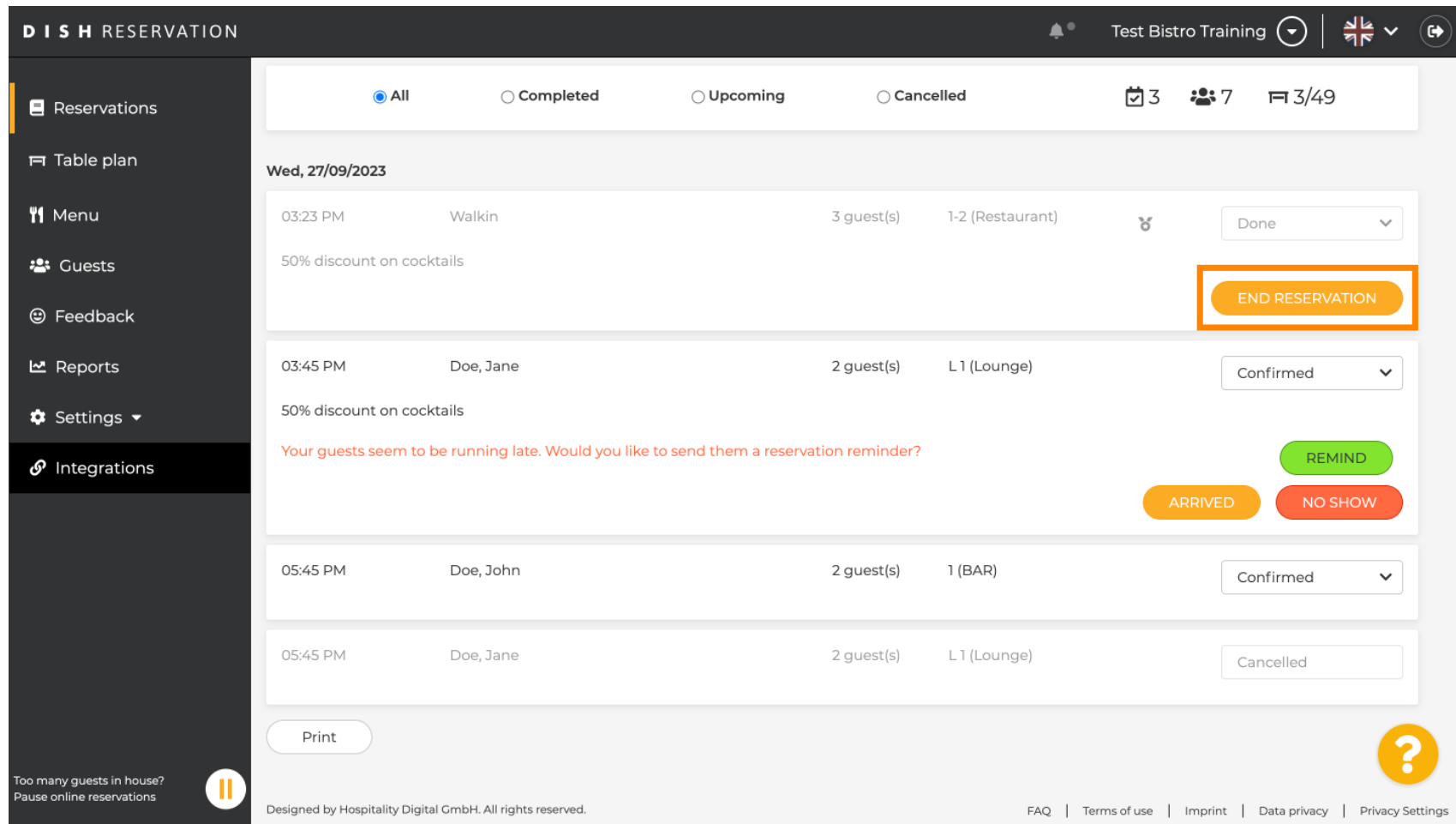
Wed. 27/09/2023

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

Too many guests in house? Pause online reservations **||**



Si una mesa está terminada, puedes finalizar esa reserva específica haciendo clic en **FINALIZAR RESERVA**.

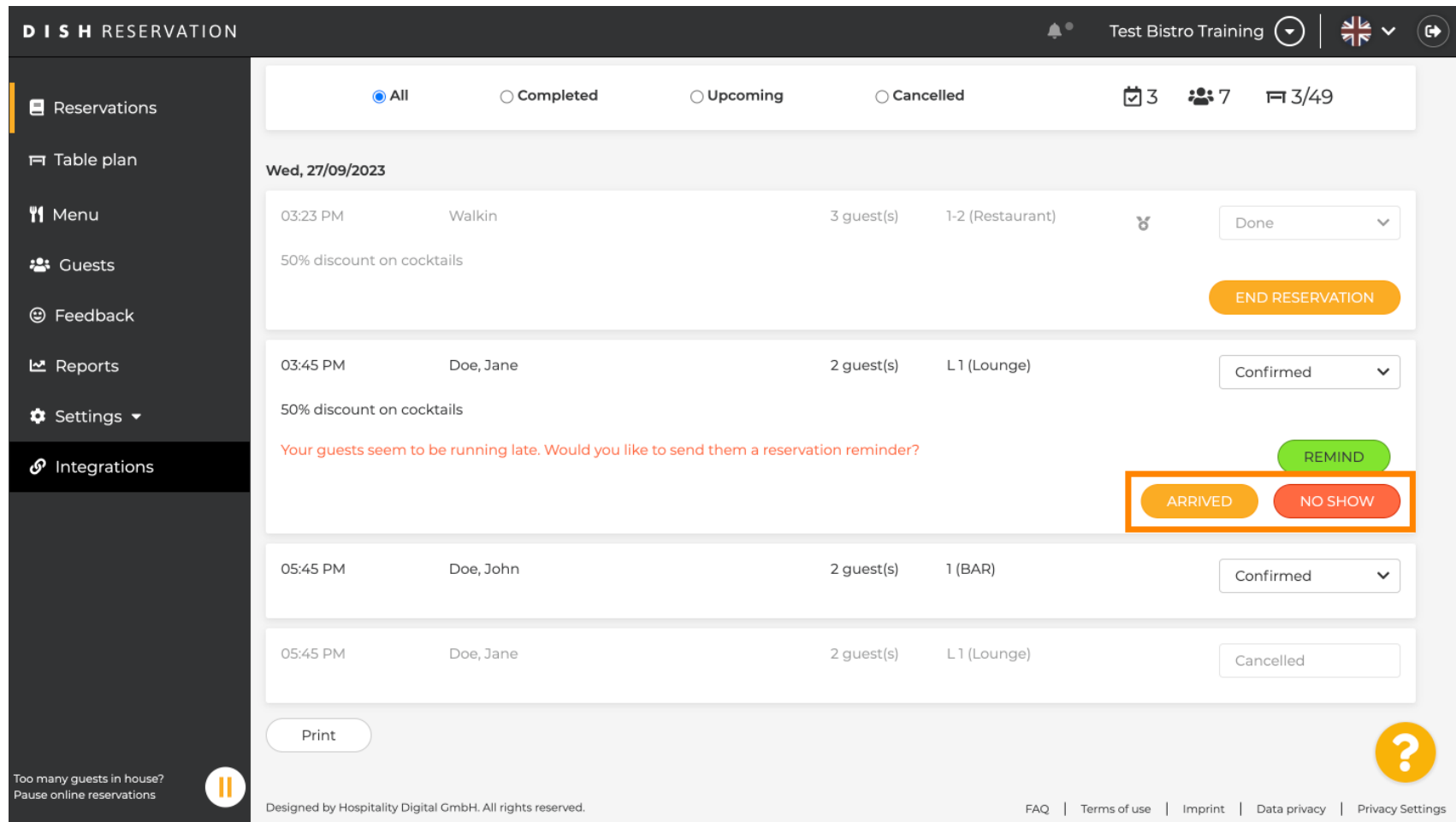


The screenshot displays the DISH RESERVATION management interface. The top navigation bar includes the title 'DISH RESERVATION', a notification bell, the text 'Test Bistro Training', a language selector (UK flag), and a refresh icon. Below the navigation bar, there are filter tabs for 'All' (selected), 'Completed', 'Upcoming', and 'Cancelled'. Summary statistics show 3 reservations, 7 guests, and 3/49 tables. The main content area lists reservations for 'Wed, 27/09/2023':

Time	Guest 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	

Additional interface elements include a 'Print' button, a 'Too many guests in house? Pause online reservations' warning, and a help icon (question mark). 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'.

Para una próxima reserva, puede marcarla como llegada o no presentada. Simplemente haga clic en el **botón** correspondiente .



The screenshot displays the DISH RESERVATION management interface. The top navigation bar includes the title 'DISH RESERVATION', a user profile 'Test Bistro Training', and a language selector set to 'UK'. Below the navigation bar, there are filter tabs for 'All', 'Completed', 'Upcoming', and 'Cancelled'. The main content area shows a list of reservations for 'Wed, 27/09/2023'. Each reservation entry includes the time, name, number of guests, location, and a status dropdown menu. The 'ARRIVED' and 'NO SHOW' buttons are highlighted with an orange box, indicating the actions to be taken. A 'REMIND' button is also visible for the 'Confirmed' reservation. A 'Print' button is located at the bottom left of the reservation list. The footer contains a 'Too many guests in house? Pause online reservations' notification, a help icon, and a footer with '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	ARRIVED, NO SHOW, REMIND
05:45 PM	Doe, John	2 guest(s)	1 (BAR)	Confirmed	
05:45 PM	Doe, Jane	2 guest(s)	L1 (Lounge)	Cancelled	

- Si el huésped no llega a tiempo, puede enviarle un recordatorio usando el botón **RECORDAR**. **Nota: Si ha añadido la reserva manualmente, deberá proporcionar una dirección de correo electrónico o un número de teléfono.**

DISH RESERVATION

Test Bistro Training
🇬🇧
🏠

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

All
 Completed
 Upcoming
 Cancelled

📅 3
👤 7
📄 3/49

Wed, 27/09/2023

03:23 PM	Walkin	3 guest(s)	1-2 (Restaurant)	🔒	Done ▾
50% discount on cocktails					END RESERVATION
03:45 PM	Doe, Jane	2 guest(s)	L1 (Lounge)		Confirmed ▾
50% discount on cocktails					
Your guests seem to be running late. Would you like to send them a reservation reminder?					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

Print
?

Too many guests in house? || Pause online reservations

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[FAQ](#) | [Terms of use](#) | [Imprint](#) | [Data privacy](#) | [Privacy Settings](#)



Listo. Has completado el tutorial y ahora sabes cómo ajustar el estado de tus reservas.

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. At the bottom of the sidebar, a notification reads "Too many guests in house? Pause online reservations" with a pause icon.

The main content area features a dark header with "DISH RESERVATION", a notification bell, "Test Bistro Training", a language selector (UK flag), and a refresh icon. 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".

A date range selector shows "Wed, 27 Sep - Wed, 27 Sep". Below this, 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". Summary statistics show 3 reservations, 7 guests, and 3/49 tables.

The main list shows reservations for "Wed, 27/09/2023":

- 03:23 PM, Walkin, 3 guest(s), 1-2 (Restaurant), status "Done", with an "END RESERVATION" button.
- 03:45 PM, Doe, Jane, 2 guest(s), L1 (Lounge), status "Confirmed", with a "REMIND" button and a note: "Your guests seem to be running late. Would you like to send them a reservation reminder?". Below this are "ARRIVED" and "NO SHOW" buttons, with a question mark icon next to "NO SHOW".
- 05:45 PM, Doe, John, 2 guest(s), 1 (RADI), partially visible.



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