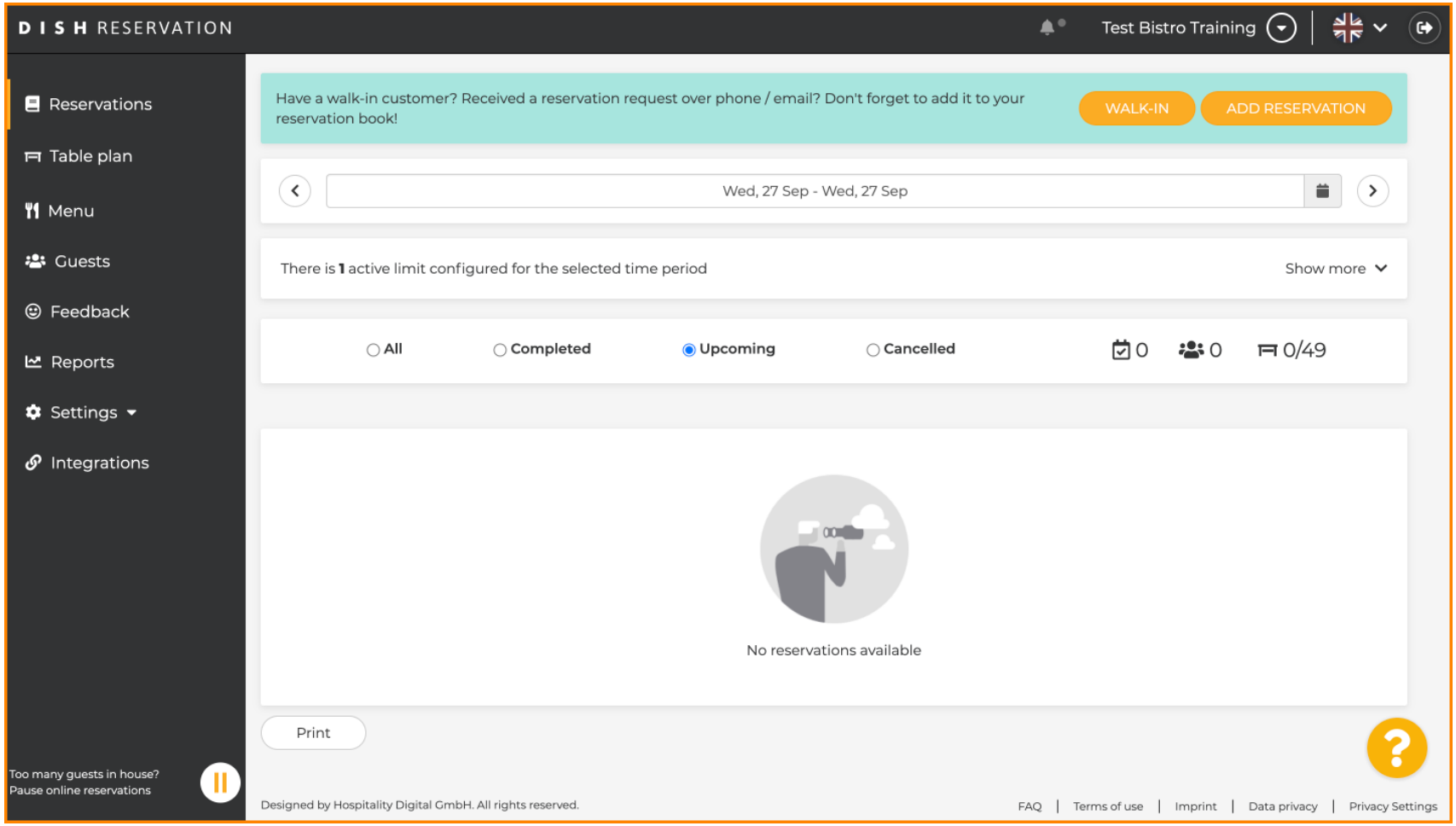
Welcome to the dashboard of DISH Reservation. In this tutorial, we show you how to adjust the status of your reservations.



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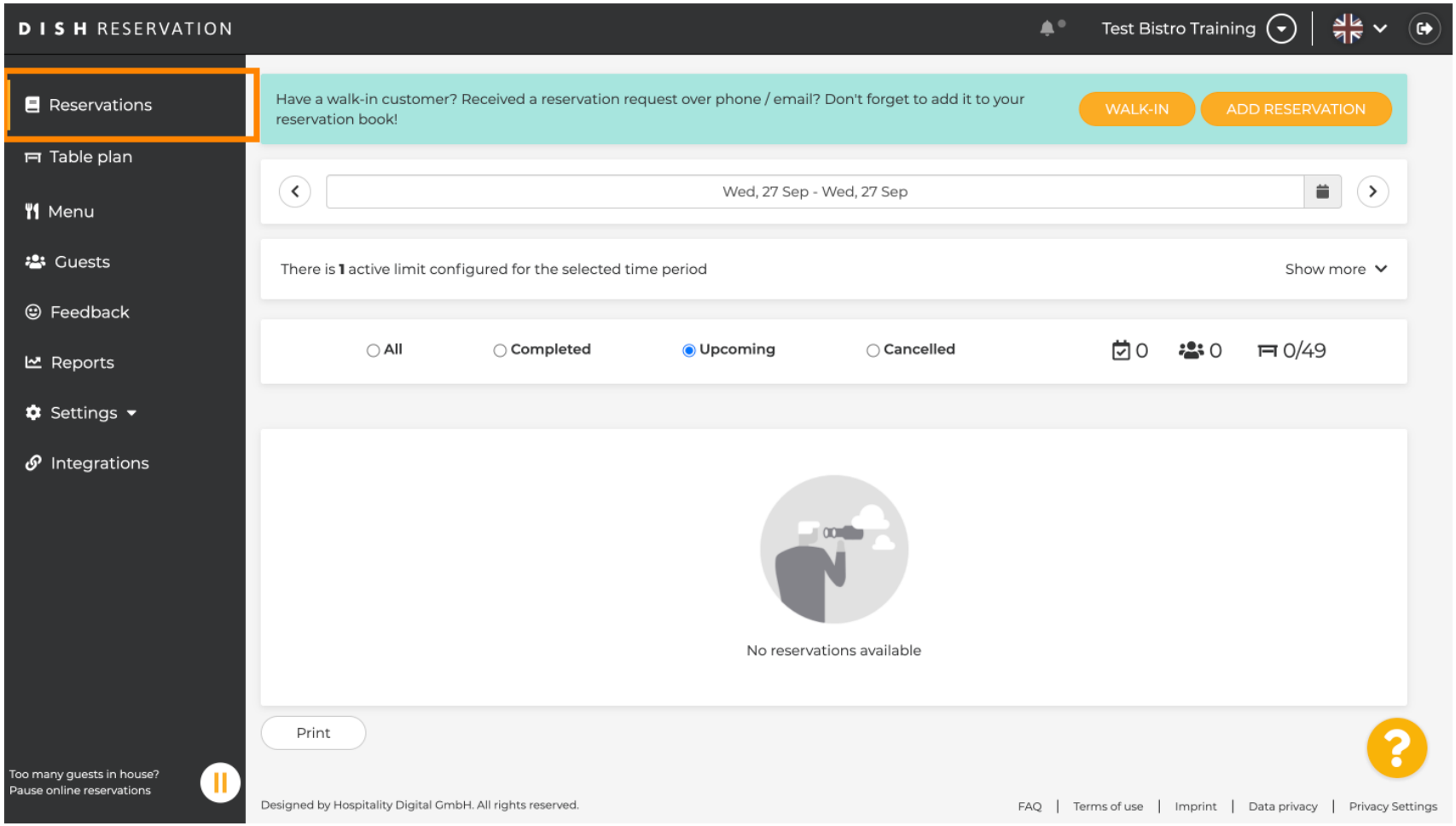
When the menu Reservations is selected, you see an overview of your reservations.



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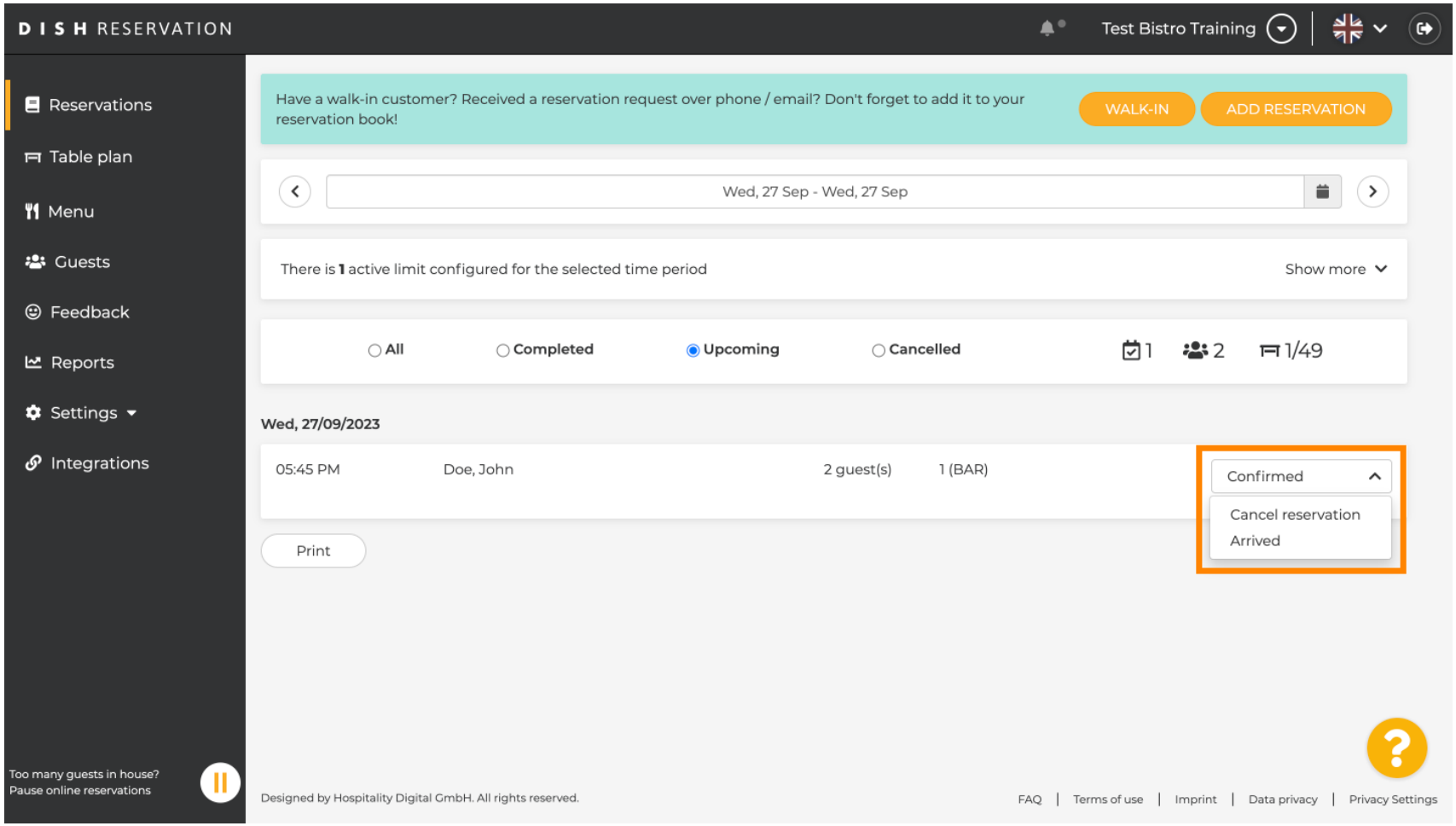
By using the drop-down menu you can either cancel a reservation or mark it as arrived.



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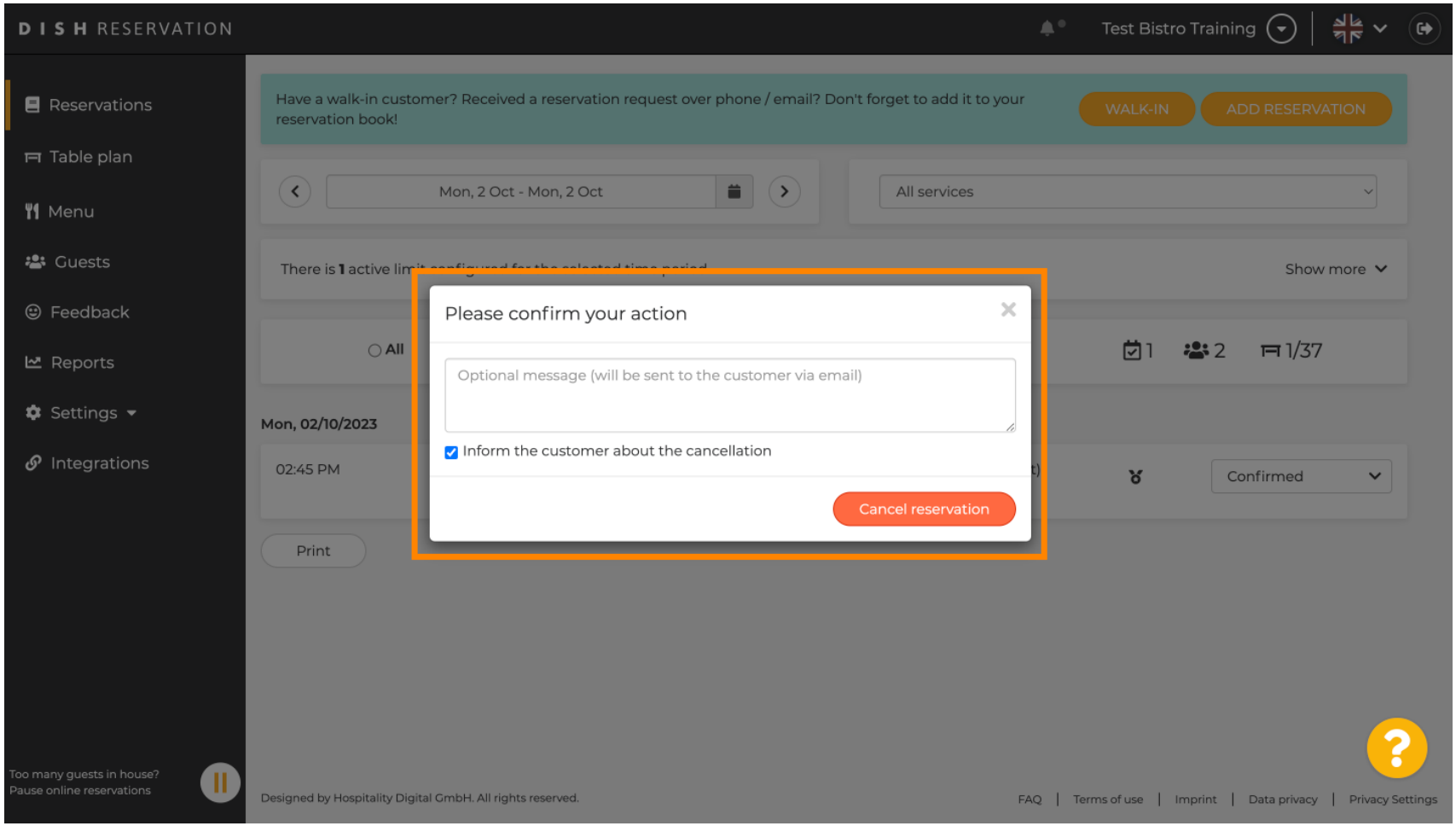
When you cancel a reservation, you have the option to inform the customer about the cancellation.



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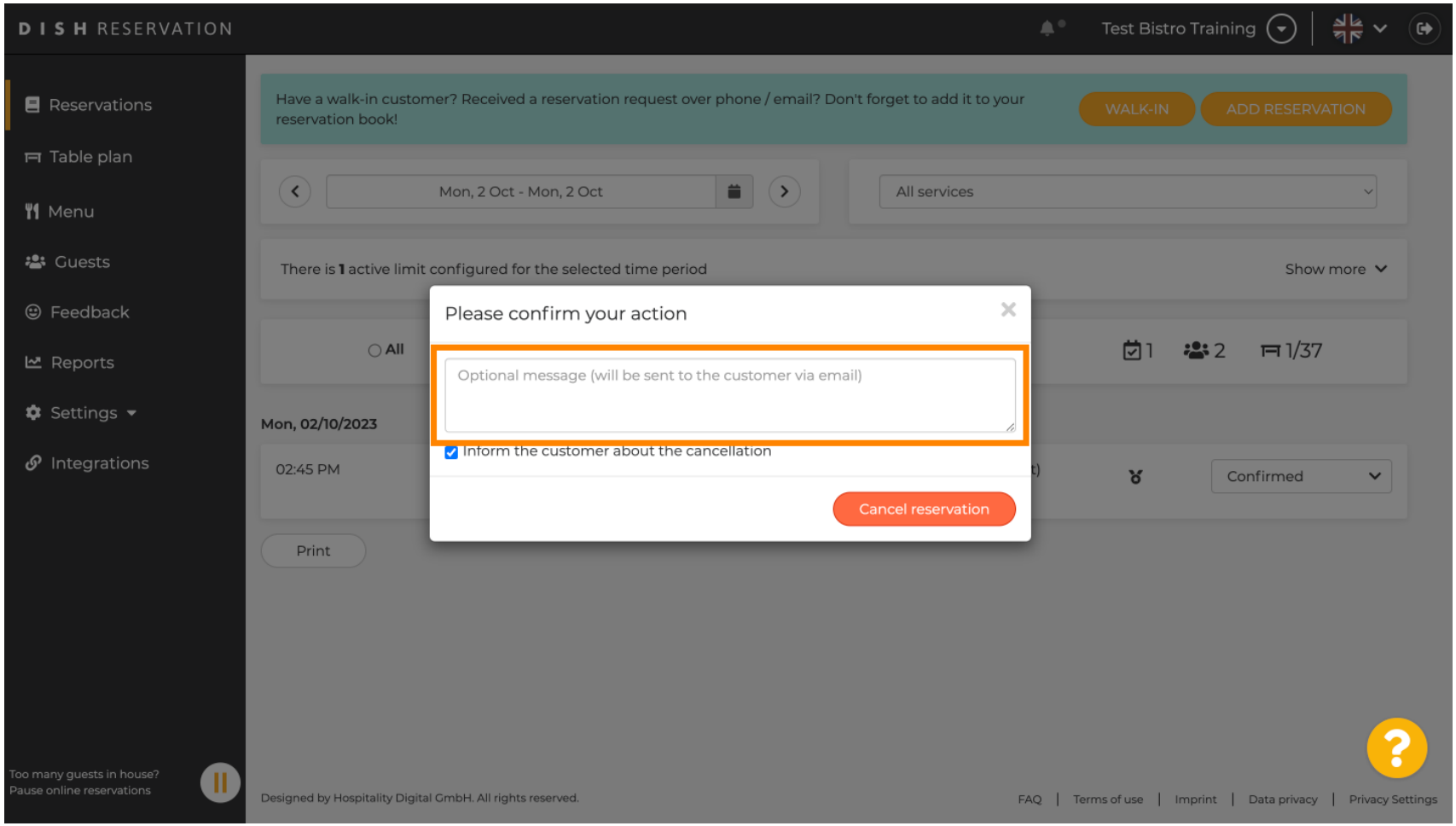
You can leave an optional message for the customer.



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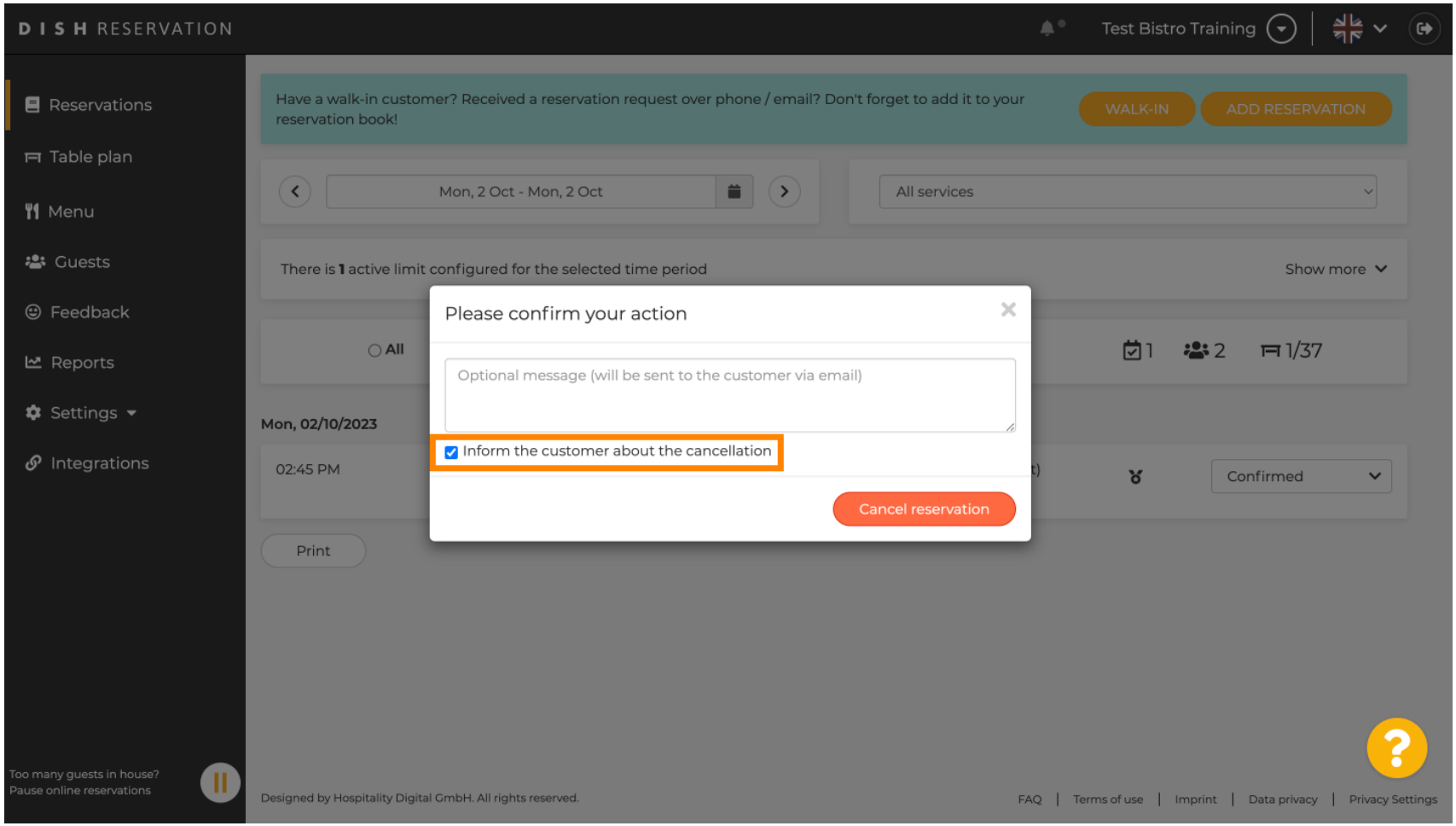
And decide whether to inform your customer about the cancellation or not.



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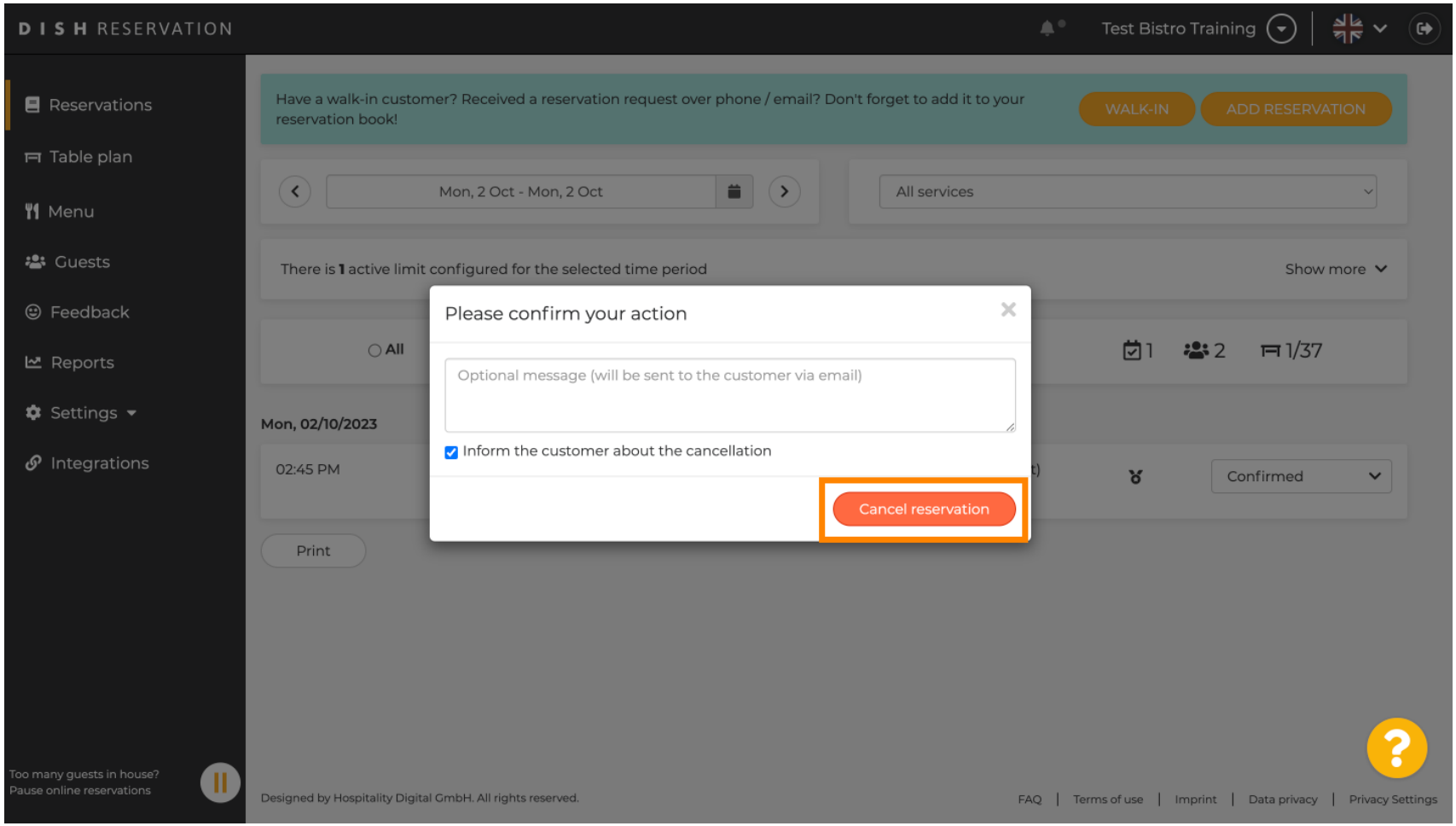
In the end, confirm the cancellation by clicking Cancel reservation.



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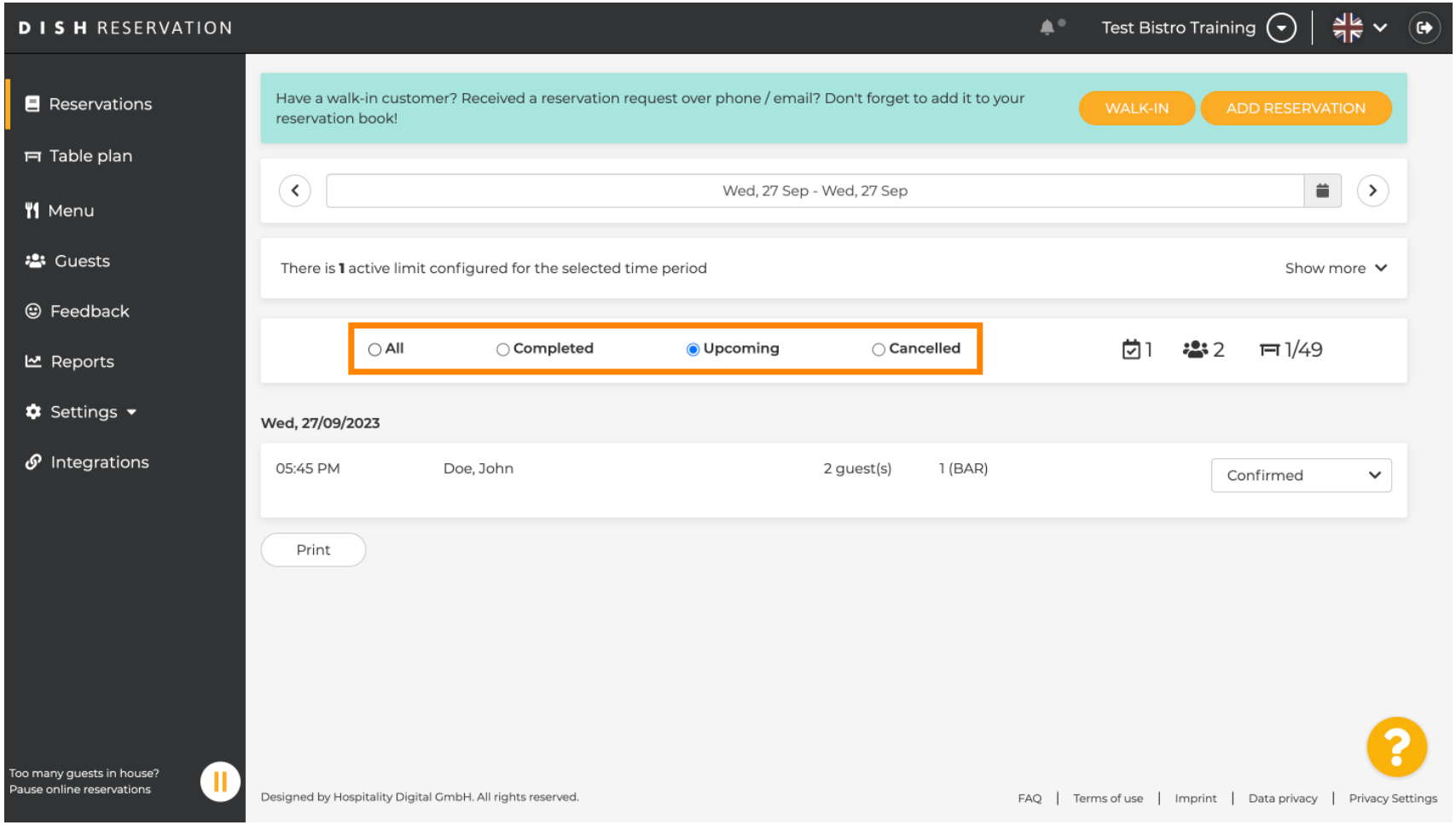
Since a walk-in isn't an upcoming reservation and to see all your bookings, you have to filter your reservations differently. To do so, use the given selections.



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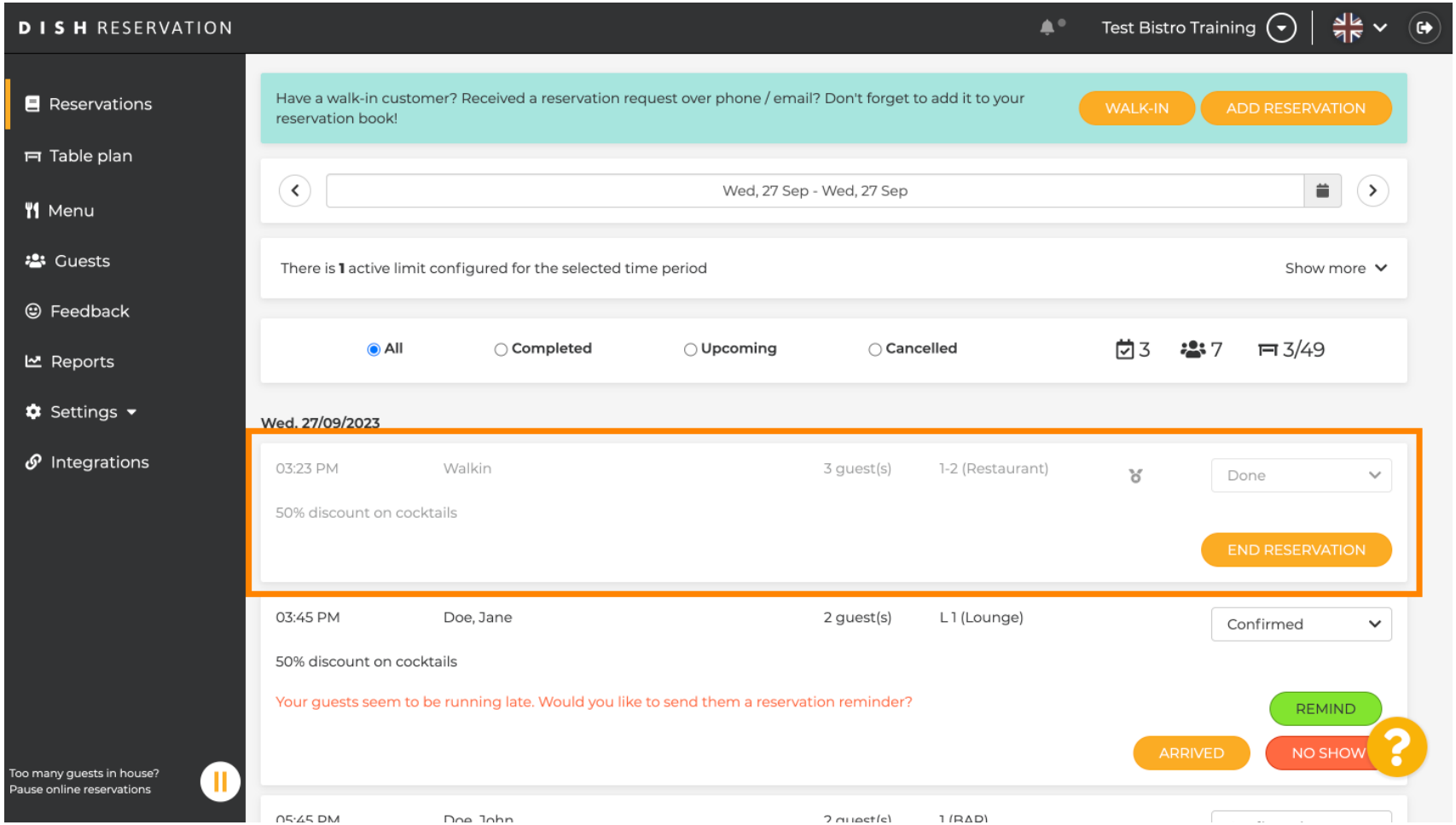
Depending on your choice of selection, you will see your reservations filtered. By clicking on a reservation you can always see further information and adjust it as well.



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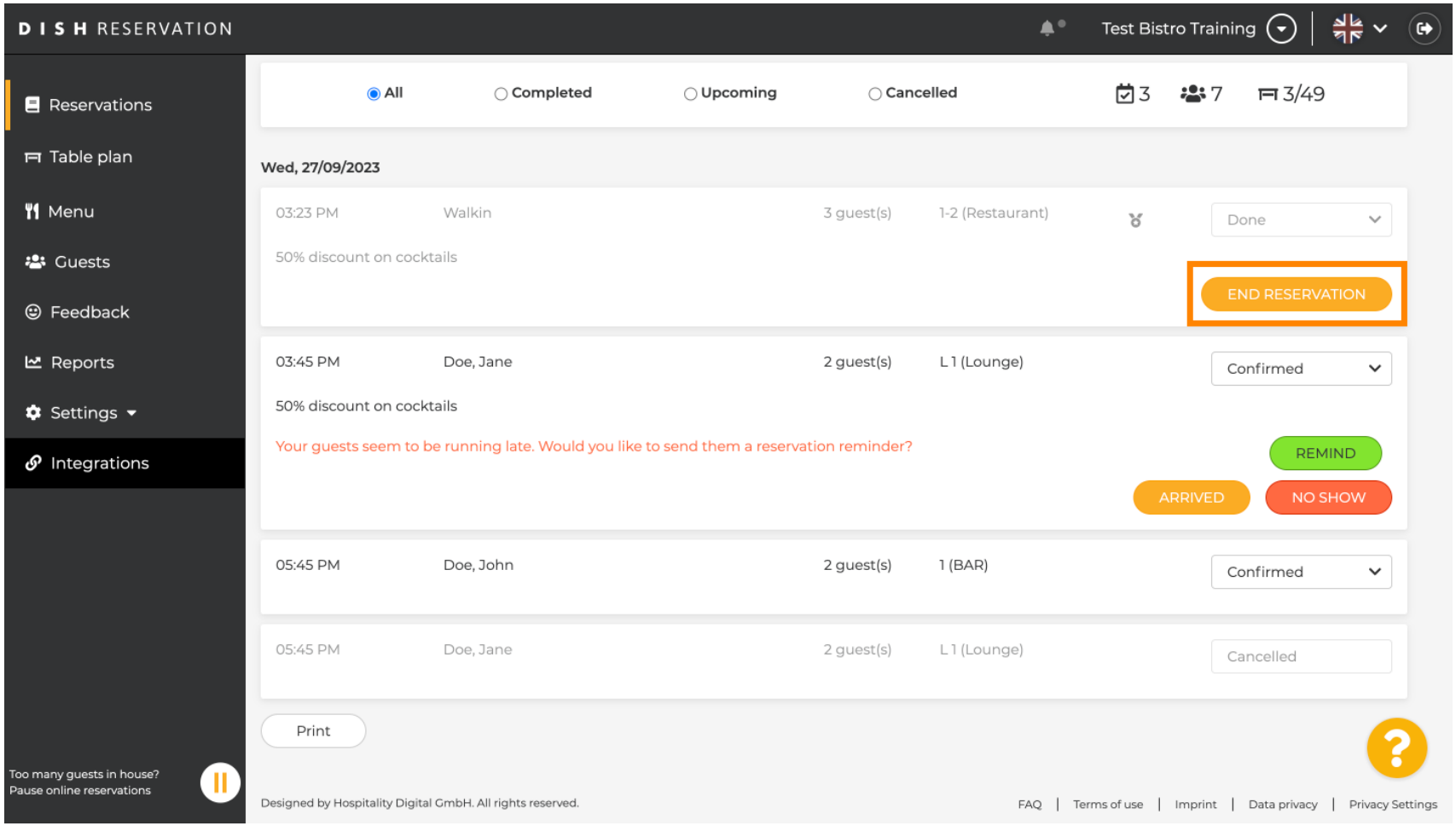
Is a table finished, you can terminate that specific reservation by clicking on END RESERVATION.



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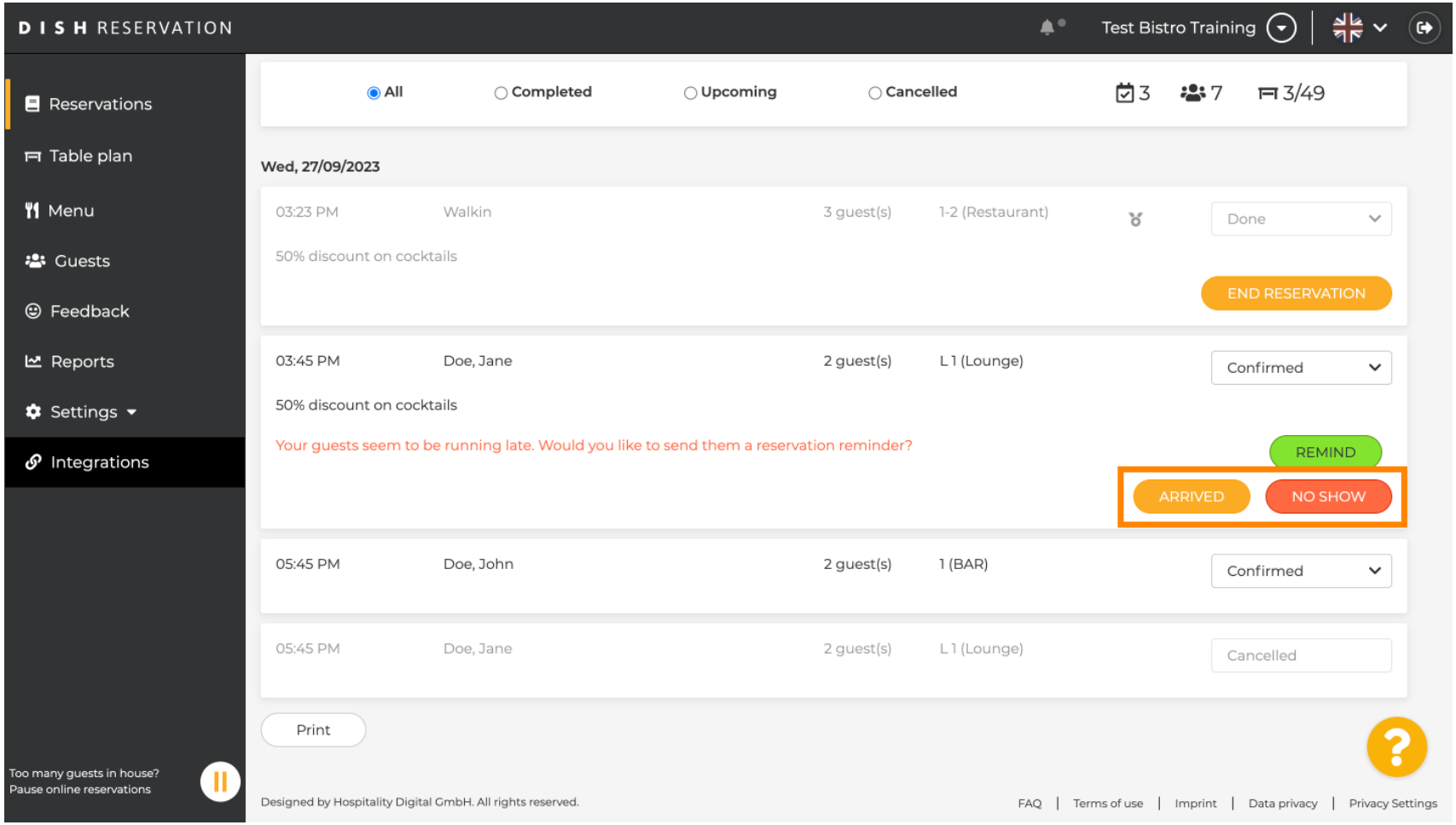
For an upcoming reservation you have the option to either mark it as arrived or no show. Simply click on the corresponding button.



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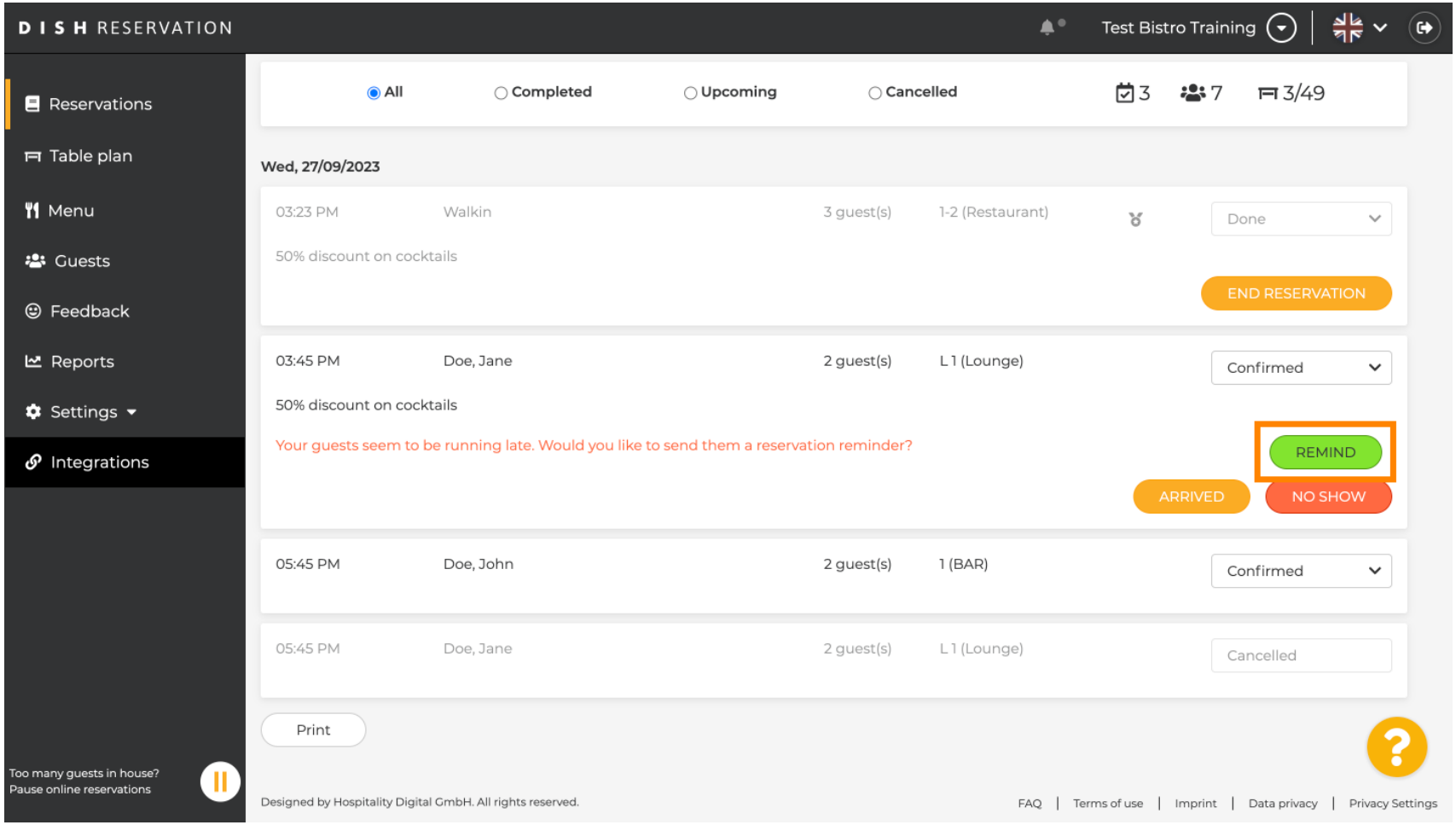
Is the guest not on time you can send a reminder by using the REMIND button. Note: Either an e-mail-address or a telephone number has to be deposited if you have added the reservation manually.



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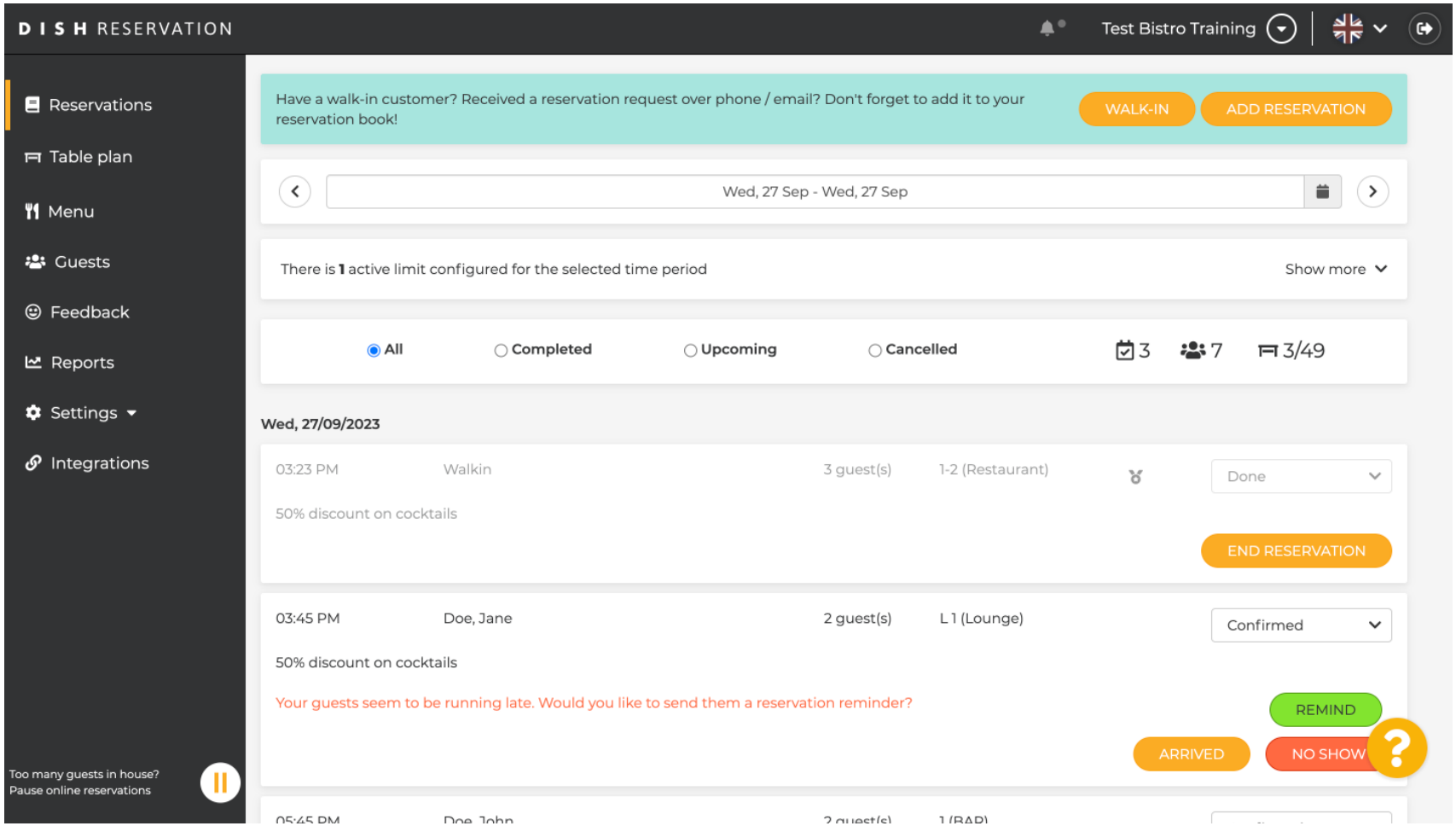
That's it. You have completed the tutorial and now know how to adjust the status of your reservations.



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