



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. At the top, the header includes the 'DISH RESERVATION' logo, a user profile for 'Test Bistro Training', and a language selector set to 'UK'. A teal notification banner at the top right 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 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 are set to 'Upcoming', with counts for 'All', 'Completed', 'Upcoming', and 'Cancelled'. Summary statistics show 0 reservations, 0 guests, and 0/49 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. A footer notice reads: 'Too many guests in house? Pause online reservations' with a pause icon. The footer also contains: 'Designed by Hospitality Digital GmbH. All rights reserved.', 'FAQ | Terms of use | Imprint | Data privacy | Privacy Settings'.

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

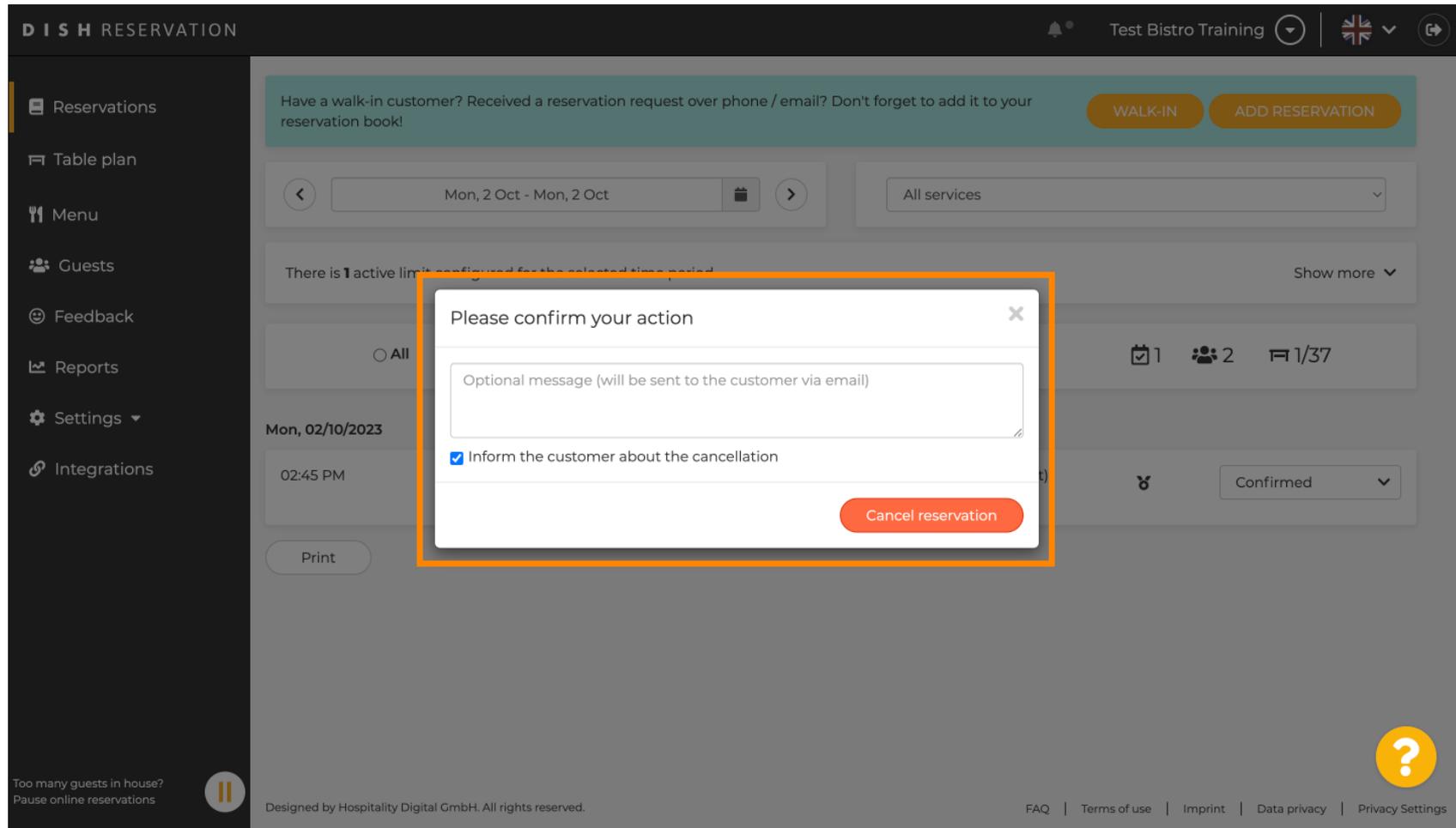
The screenshot displays the DISH RESERVATION interface. On the left, a dark sidebar contains a menu with the following items: Reservations (highlighted with an orange border), Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main content area features a teal header with the 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 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. Filter options include "All", "Completed", "Upcoming" (selected), and "Cancelled". Summary statistics show: 0 calendar icons, 0 people icons, and 0/49 table icons. The main content area displays 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.

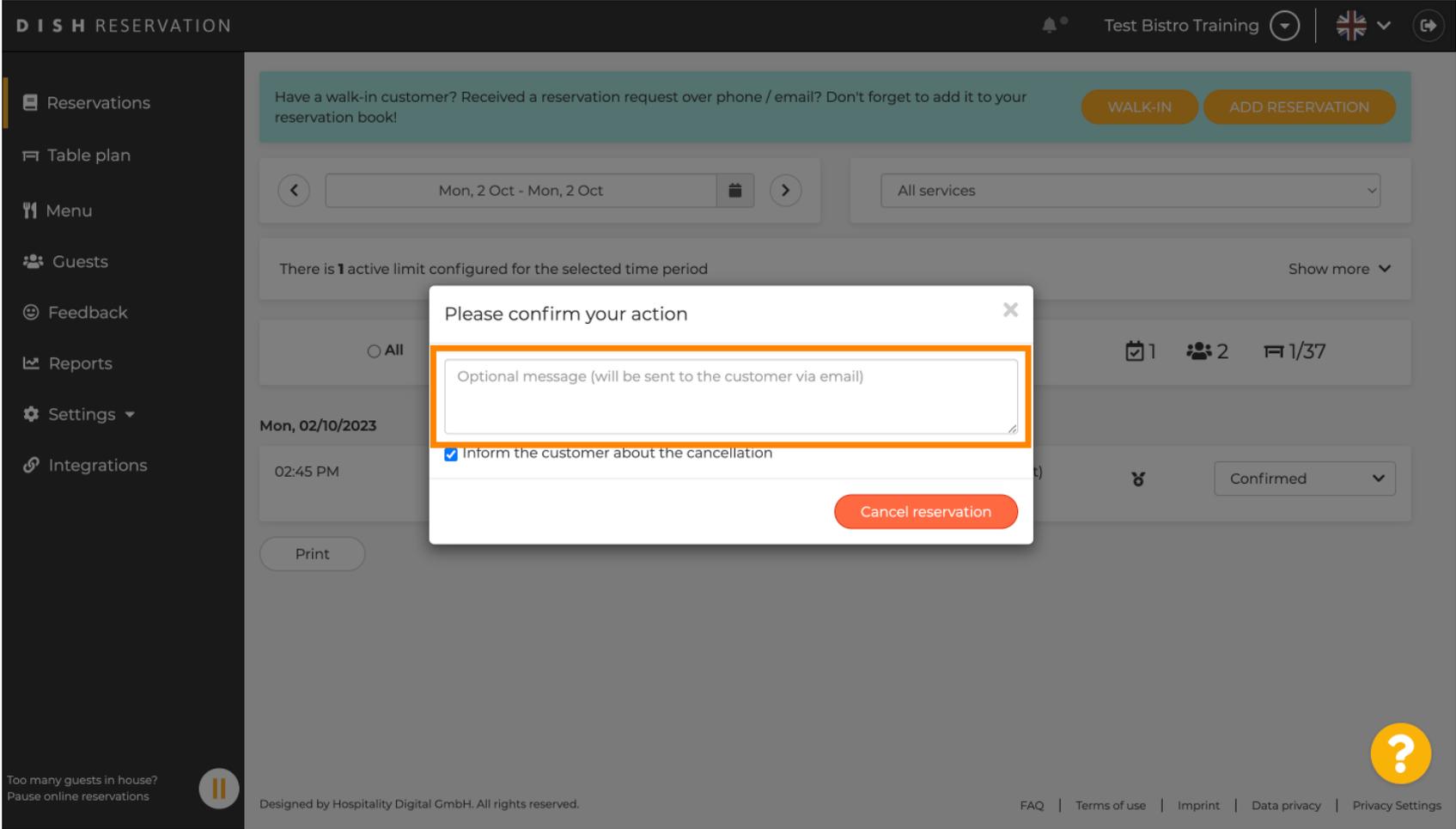
The screenshot displays the DISH Reservation management interface. On the left is a dark sidebar with navigation options: Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main content area has a dark header with 'DISH RESERVATION', a notification bell, 'Test 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'. A summary bar indicates 'There is 1 active limit configured for the selected time period' with a 'Show more' dropdown. Filter buttons include 'All', 'Completed', 'Upcoming' (selected), and 'Cancelled', along with icons for 1 calendar, 2 people, and 1/49 tables. A reservation entry for 'Wed, 27/09/2023' at '05:45 PM' for 'Doe, John' (2 guest(s), 1 (BAR)) is shown. A 'Print' button is to the left of the reservation. A drop-down menu is open on the right of the reservation entry, showing options: 'Confirmed' (selected), 'Cancel reservation', and 'Arrived'. At the bottom left, a notification says 'Too many guests in house? Pause online reservations' with a pause icon. At the bottom right, there is a help icon (question mark) and footer links for 'FAQ', 'Terms of use', 'Imprint', 'Data privacy', and 'Privacy Settings'. The footer also includes 'Designed by Hospitality Digital GmbH. All rights reserved.'



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 (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 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 user information and a language selector.

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, the checkbox "Inform the customer about the cancellation" is checked and highlighted with an orange border. A red "Cancel reservation" button is located at the bottom right of the dialog. The background interface shows a reservation for Monday, 02/10/2023 at 02:45 PM, with a status of "Confirmed". The left sidebar contains 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.

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

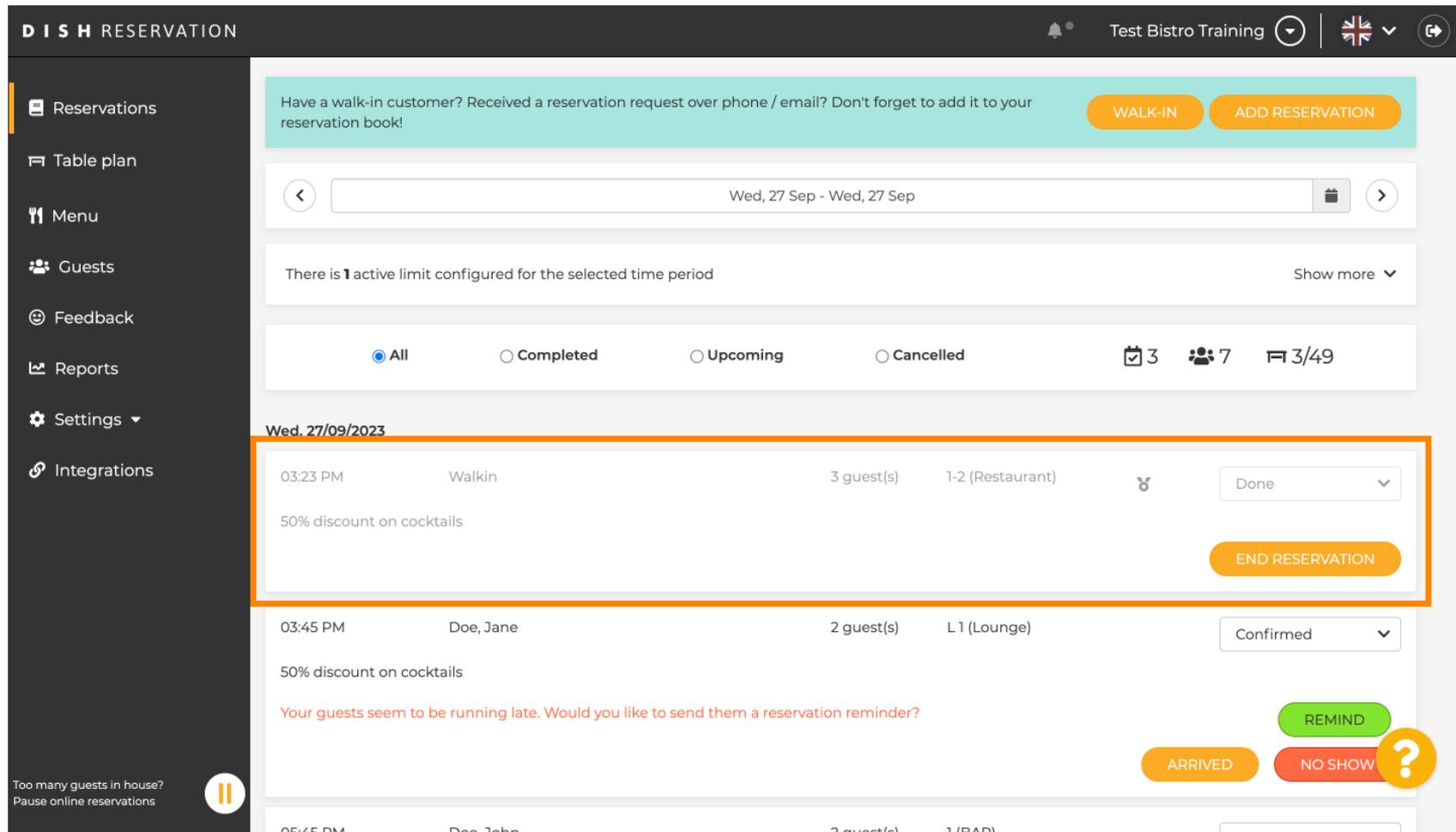
The screenshot displays the DISH Reservation management interface. A modal dialog titled "Please confirm your action" is centered on the screen. The dialog contains a text input field for an optional message, a checked checkbox labeled "Inform the customer about the cancellation", and a prominent orange "Cancel reservation" button. The background interface shows a reservation for Monday, October 2, 2023, at 02:45 PM, with a status of "Confirmed". The left sidebar contains 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.



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 'RESERVATION', and user information 'Test Bistro Training'. A sidebar on the left contains menu items: Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main content area features a teal banner with a message about walk-in customers and buttons for 'WALK-IN' and 'ADD RESERVATION'. Below this is a date range selector set to 'Wed, 27 Sep - Wed, 27 Sep'. A status message indicates '1 active limit configured for the selected time period'. A filter bar is highlighted with an orange box, containing radio buttons for 'All', 'Completed', 'Upcoming', and 'Cancelled'. The 'Upcoming' filter is selected. To the right of the filter bar are icons for a calendar (1), guests (2), and tables (1/49). Below the filter bar, a reservation entry for 'Wed, 27/09/2023' is shown with details: '05:45 PM', 'Doe, John', '2 guest(s)', '1 (BAR)', and a status dropdown set to 'Confirmed'. A 'Print' button is located below the reservation entry. At the bottom of the interface, there is a footer with a 'Too many guests in house? Pause online reservations' message, a help icon, and copyright information: '© 2020 - 2024 DISH Digital Solutions GmbH'. Additional links for 'FAQ', 'Terms of use', 'Imprint', 'Data privacy', and 'Privacy Settings' are also present.

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.



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

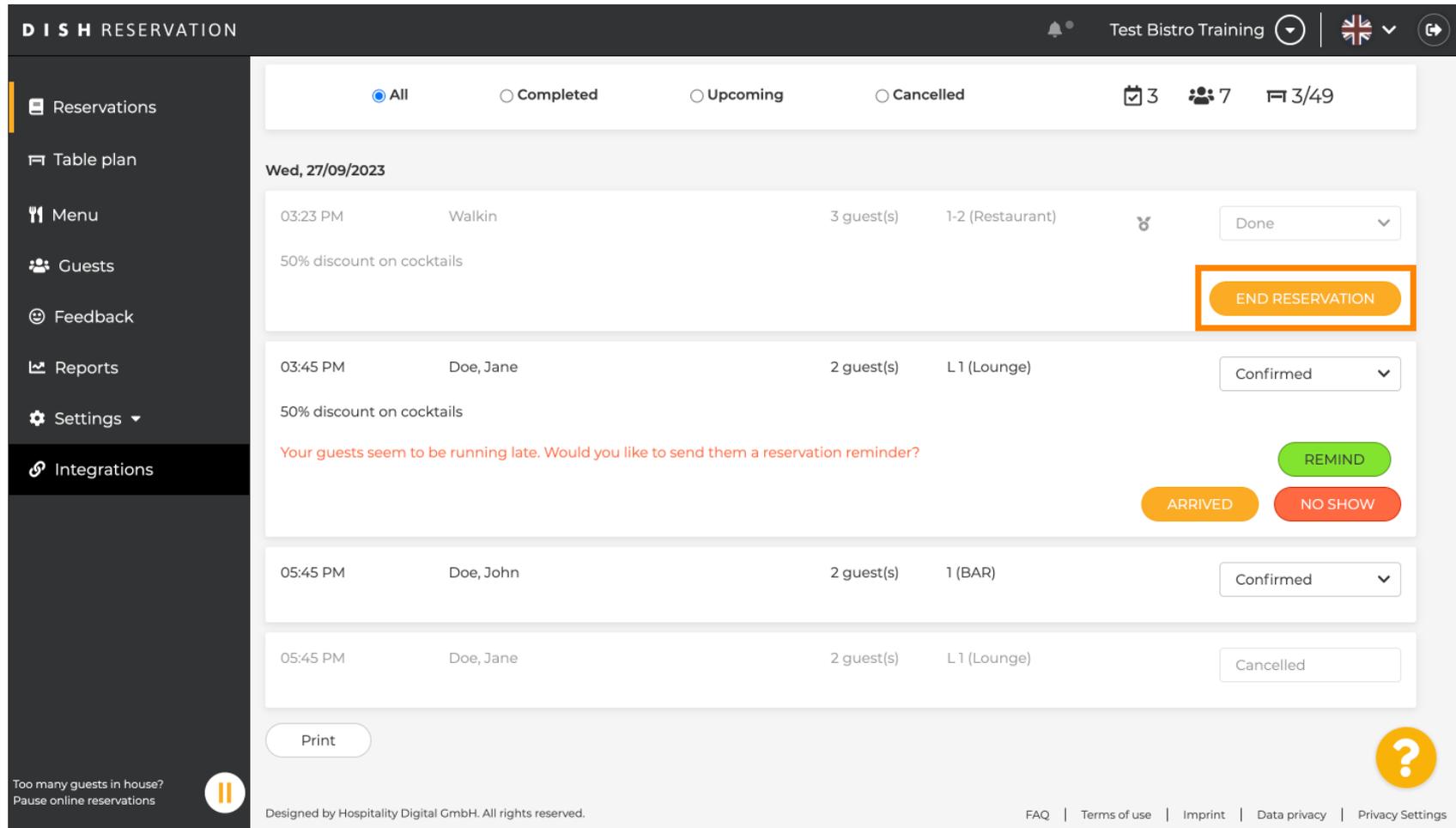
Wed. 27/09/2023

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



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



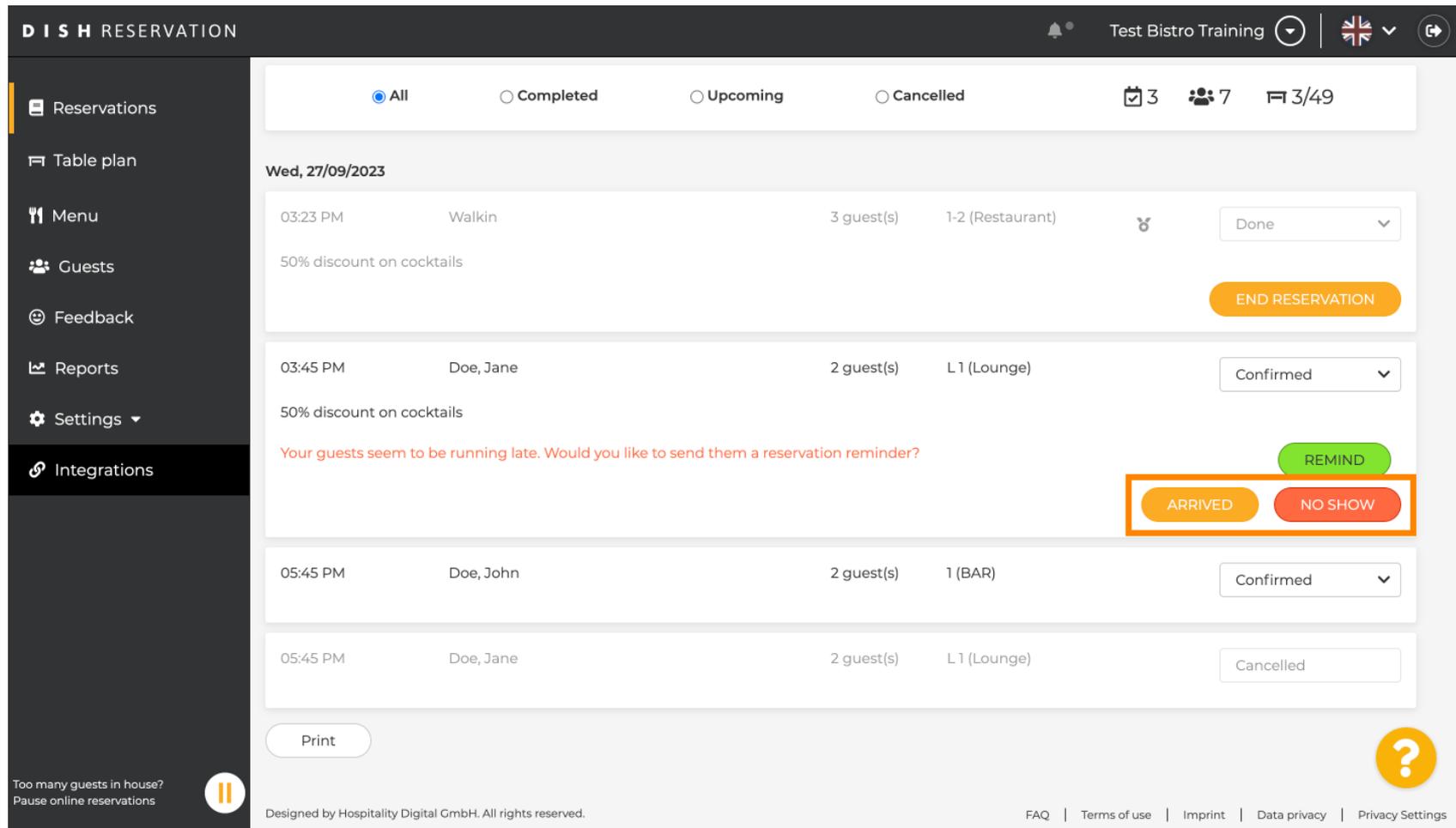
The screenshot shows the DISH RESERVATION management interface. The header includes the title 'DISH RESERVATION', a notification bell, the text 'Test Bistro Training', a language selector (UK flag), and a refresh icon. Below the header, there are filter tabs: 'All' (selected), 'Completed', 'Upcoming',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

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	

Additional interface elements include a 'Print' button, a 'Too many guests in house? Pause online reservations' warning, 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'.



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

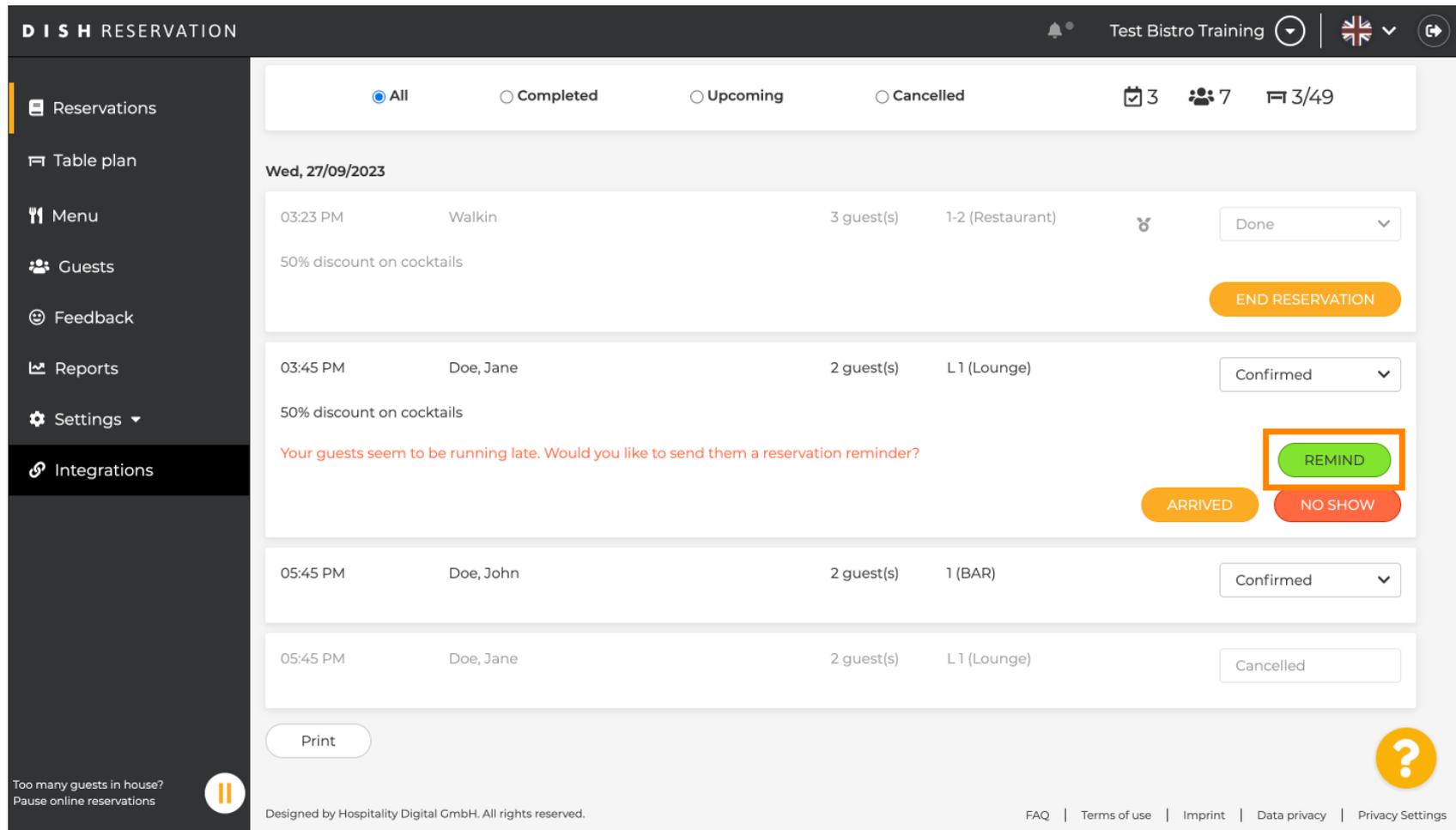


The screenshot displays the DISH Reservation management interface. The top navigation bar includes the DISH logo, user information (Test Bistro Training), and a language selector (UK flag). The main content area shows a list of reservations for Wednesday, 27/09/2023. The reservations are filtered by 'All' status. The interface includes a sidebar with navigation options: Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The reservation list shows details such as time, name, guest count, and location. The 'ARRIVED' and 'NO SHOW' buttons for the reservation at 03:45 PM are highlighted with an orange box. Other buttons like 'END RESERVATION', 'REMIND', and 'Print' are also visible.

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	



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

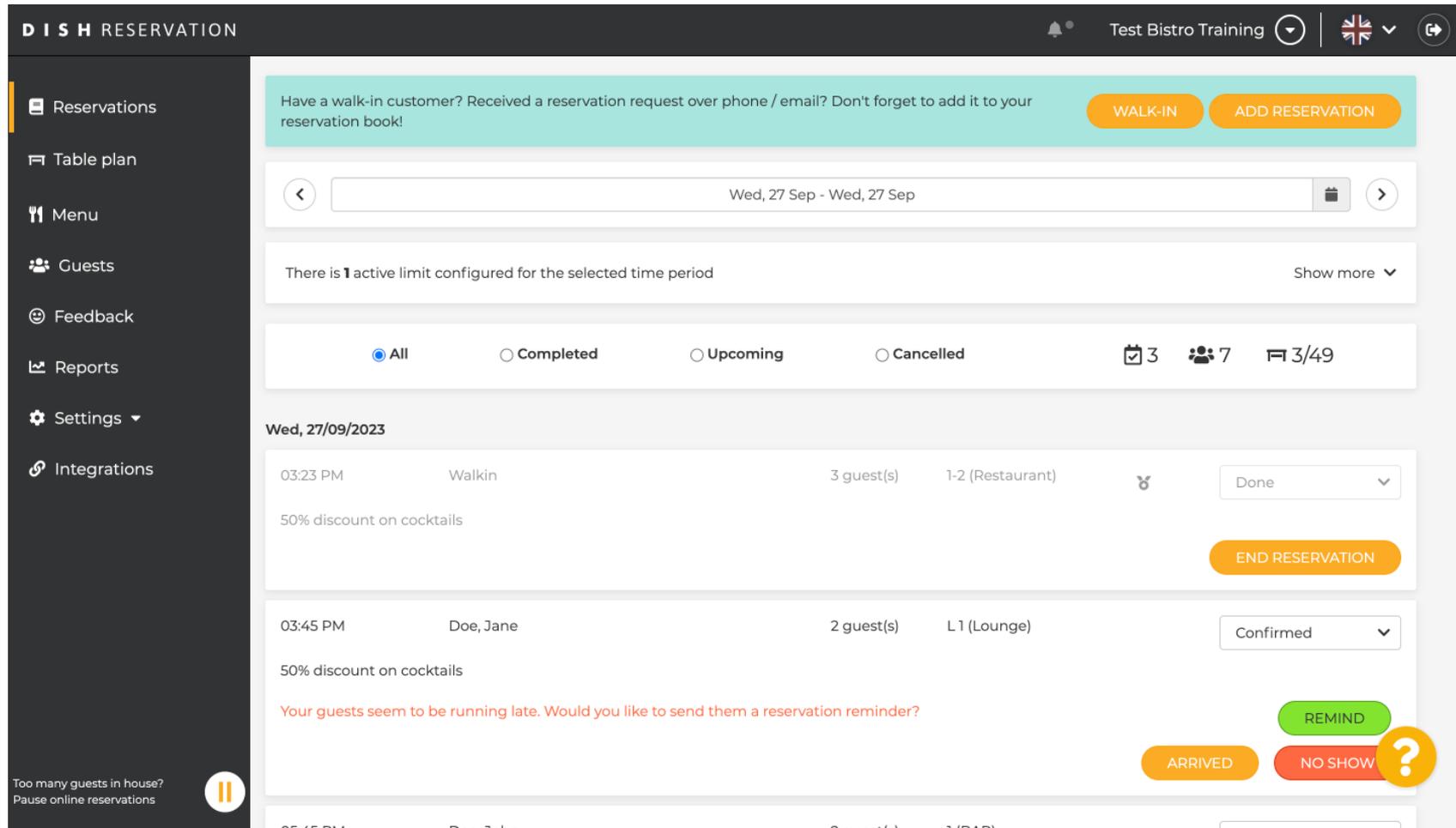
Print

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. 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" on the left, a notification bell, "Test Bistro Training" with a dropdown, 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 message states: "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 yellow question mark icon next to "NO SHOW".
- 05:45 PM**: Doe, John, 2 guest(s), 1 (BAR), partially visible.



Scan to go to the interactive player