



Benvenuti alla dashboard di **DISH Reservation**. In questo tutorial, vi mostriamo come modificare lo stato delle vostre prenotazioni.

The screenshot displays the DISH Reservation dashboard interface. At the top, the header includes the 'DISH RESERVATION' logo, 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 shows 'All', 'Completed', 'Upcoming' (selected), and 'Cancelled' options, along with counts for calendar, guests, and tables (0/49). The main content area features a large circular icon of a person with a magnifying glass and the text 'No reservations available'. A 'Print' button is located at the bottom left of the main area. The footer contains a status message 'Too many guests in house? Pause online reservations' with a pause icon, the text 'Designed by Hospitality Digital 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.

Selezionando il menu **Prenotazioni**, viene visualizzata una panoramica delle tue prenotazioni.

The screenshot shows the DISH RESERVATION interface. On the left, a dark sidebar contains a menu with 'Reservations' highlighted in orange. Other menu items include 'Table plan', 'Menu', 'Guests', 'Feedback', 'Reports', 'Settings', and 'Integrations'. At the bottom of the sidebar, there is a notification: 'Too many guests in house? Pause online reservations' with a pause icon.

The main content area has a dark header with 'DISH RESERVATION' on the left, a notification bell, and 'Test Bistro Training' with a dropdown arrow, a language selector (UK flag), and a refresh icon. Below the header is a light blue 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'.

The main content area features a date range selector showing '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. A filter bar shows radio buttons for 'All', 'Completed', 'Upcoming' (selected), and 'Cancelled', along with icons for a calendar (0), people (0), and a table (0/49).

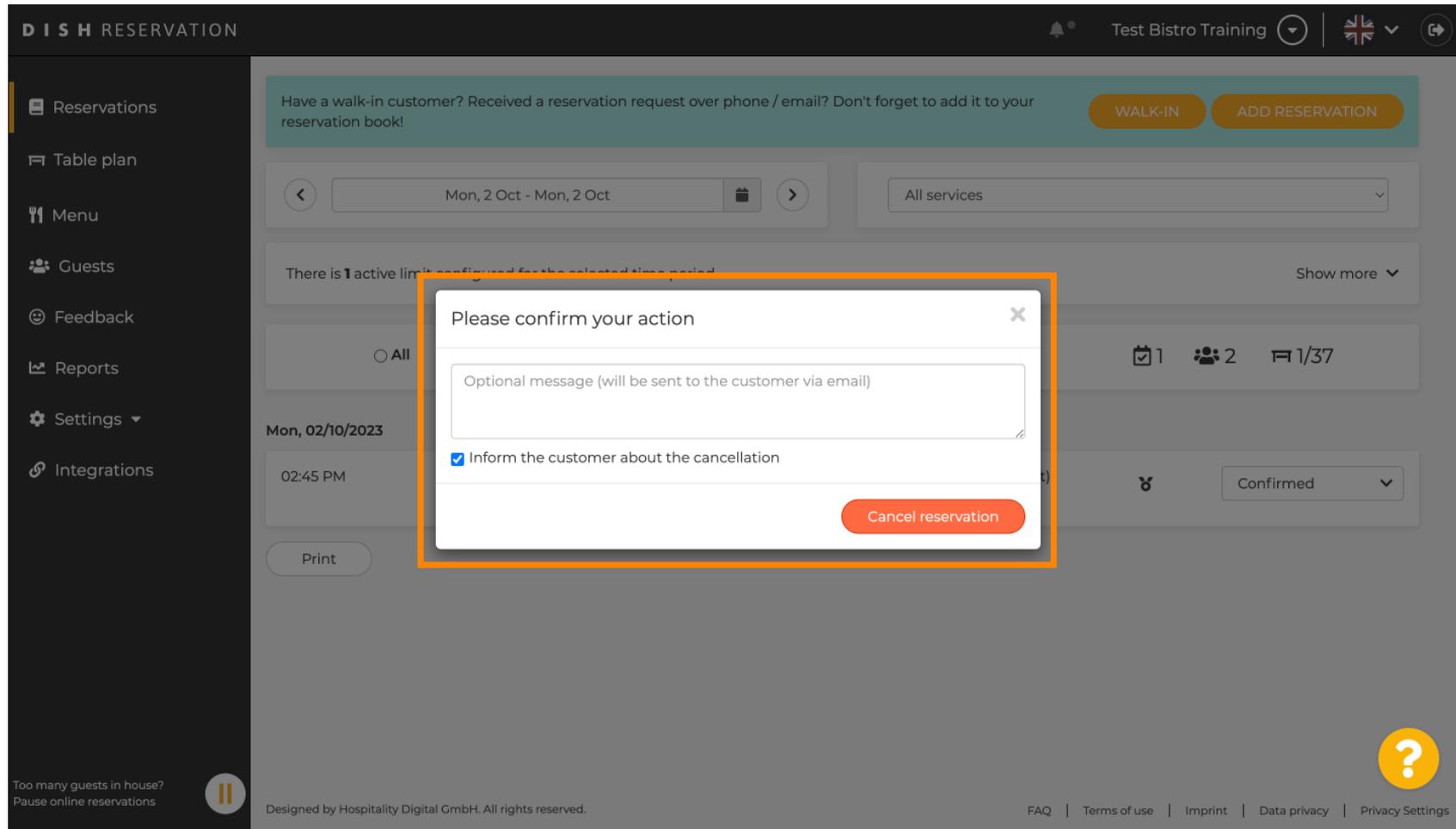
The central area displays a large grey circle with an icon of a person looking through binoculars and the text 'No reservations available'. At the bottom left of the main content area is a 'Print' button. At the bottom right is a yellow circular help icon with a question mark.

At the very bottom of the page, there is a footer with the text: 'Designed by Hospitality Digital GmbH. All rights reserved.' and a row of links: 'FAQ | Terms of use | Imprint | Data privacy | Privacy Settings'.

Utilizzando il **menu a discesa** è possibile annullare una prenotazione o contrassegnarla come arrivata.

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 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' and 'Show more'. Below this are filter buttons for '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 dropdown menu is open on the right of this entry, with options 'Confirmed', 'Cancel reservation', and 'Arrived'. A 'Print' button is located below the reservation entry. At the bottom left, there is a warning: 'Too many guests in house? Pause online reservations'. At the bottom right, there is 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'.

 Quando annulli una prenotazione, hai la possibilità di informare il cliente dell'annullamento.



Puoi lasciare un messaggio facoltativo per il cliente.

The screenshot displays the DISH RESERVATION management interface. A modal dialog titled "Please confirm your action" is centered on the screen, 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 left sidebar contains navigation options such as 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 includes a footer with "Designed by Hospitality Digital GmbH. All rights reserved." and links for FAQ, Terms of use, Imprint, Data privacy, and Privacy Settings.

E decidi se informare o meno il tuo cliente dell'annullamento.

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".

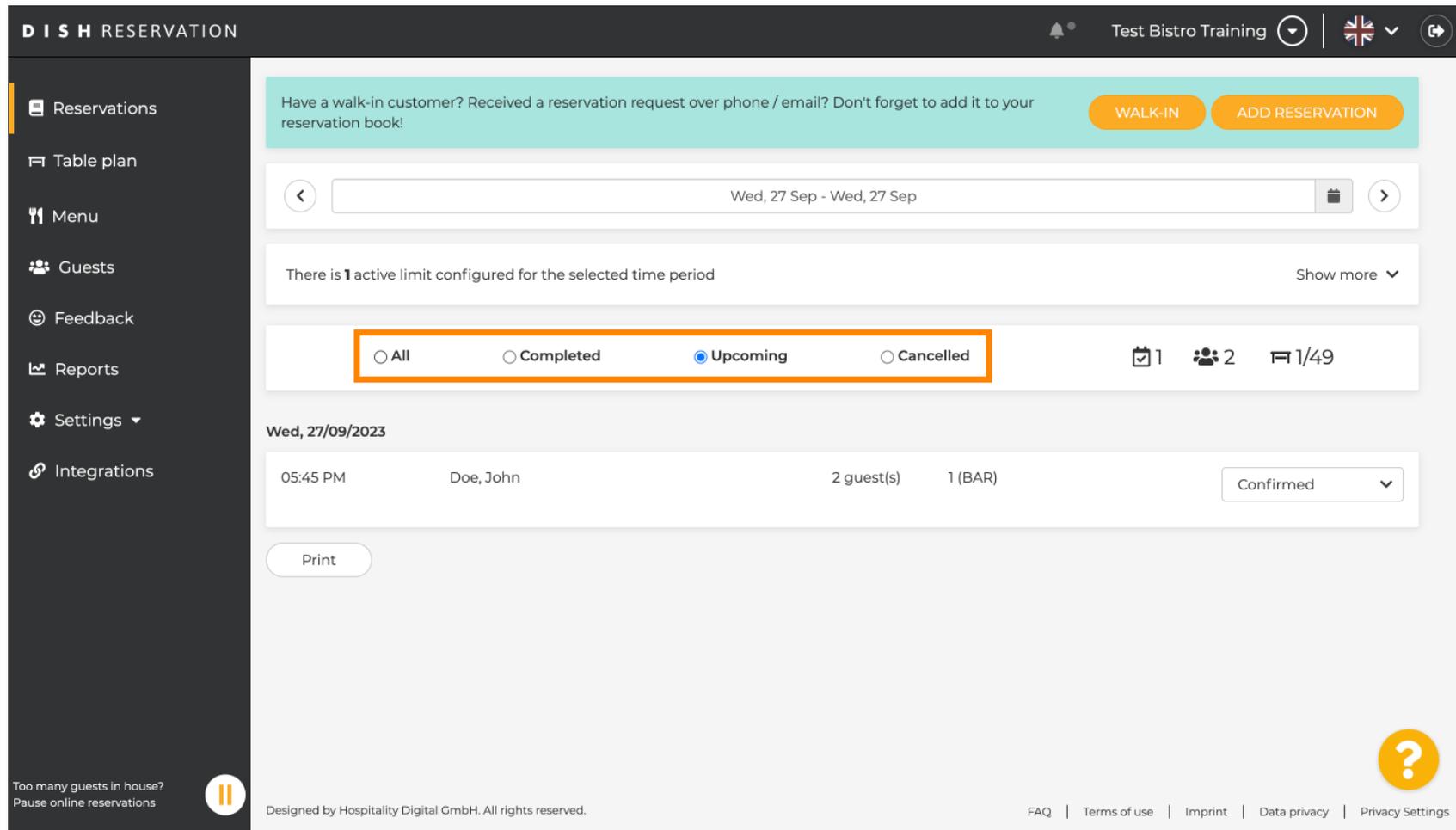
The background interface shows the "DISH RESERVATION" header, a navigation sidebar on the left, and a main content area with a reservation list. The reservation list includes a date filter for "Mon, 2 Oct - Mon, 2 Oct", a service filter for "All services", and a reservation entry for "Mon, 02/10/2023" at "02:45 PM" with a status of "Confirmed".

Infine, conferma l'annullamento cliccando su **Annulla prenotazione**.

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 button labeled "Cancel reservation". 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.



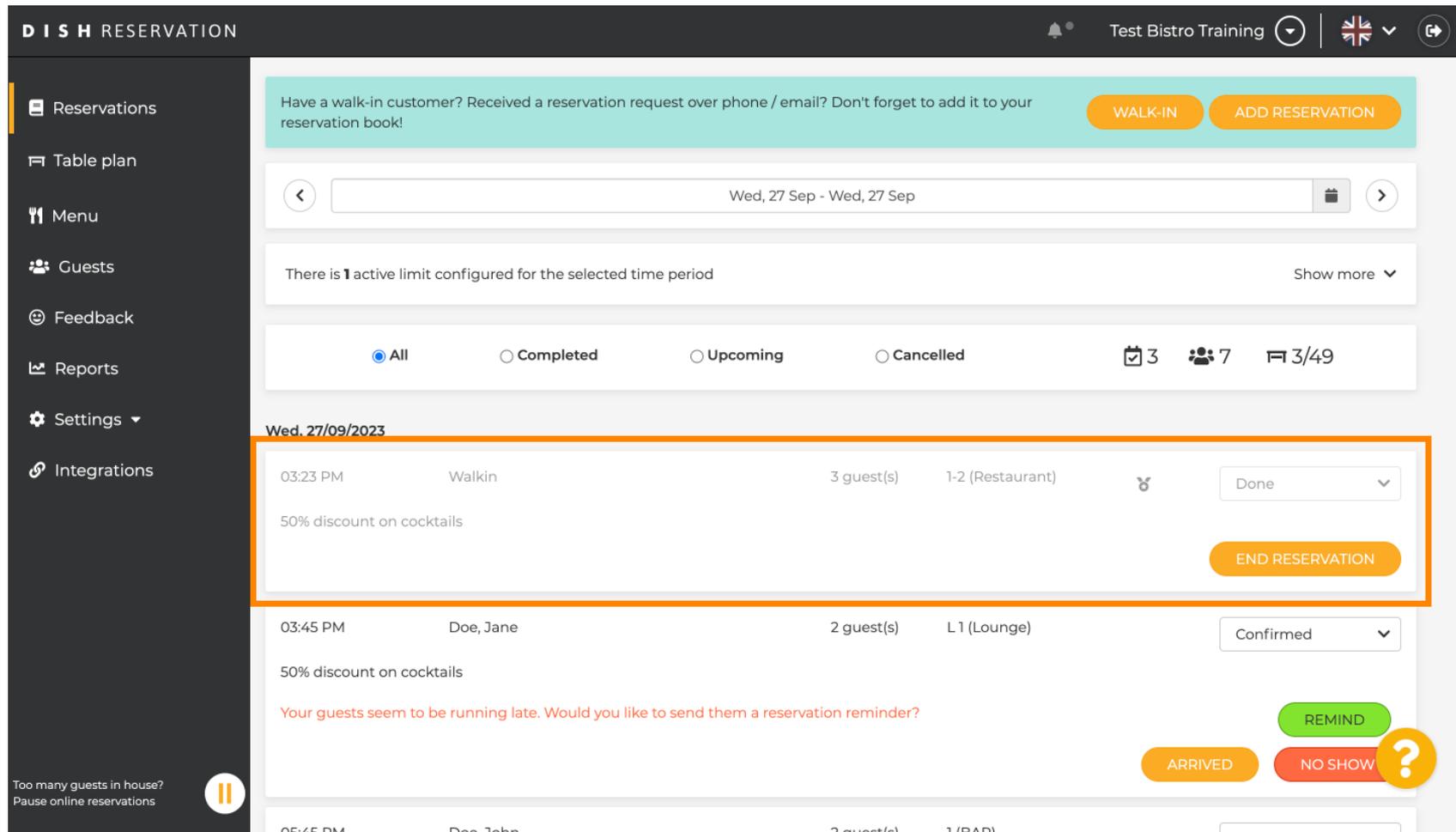
Poiché un walk-in non è una prenotazione imminente e per vedere tutte le tue prenotazioni, devi filtrare le tue prenotazioni in modo diverso. Per farlo, usa le **selezioni** fornite .



The screenshot shows the DISH RESERVATION 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 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 message states '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. To the right of the filter bar are icons for a calendar (1), guests (2), and tables (1/49). Below this is a reservation entry for 'Wed, 27/09/2023' at '05:45 PM' for 'Doe, John', with '2 guest(s)' and '1 (BAR)', and a status dropdown set to 'Confirmed'. A 'Print' button is located below the reservation entry. At the bottom, there is a footer with a 'Too many guests in house? Pause online reservations' message, a help icon, and a copyright notice 'Designed by Hospitality Digital GmbH. All rights reserved.' along with links for 'FAQ', 'Terms of use', 'Imprint', 'Data privacy', and 'Privacy Settings'.



A seconda della selezione che hai scelto, vedrai le tue prenotazioni filtrate. Cliccando su una **prenotazione** puoi sempre vedere ulteriori informazioni e anche modificarle.



**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**

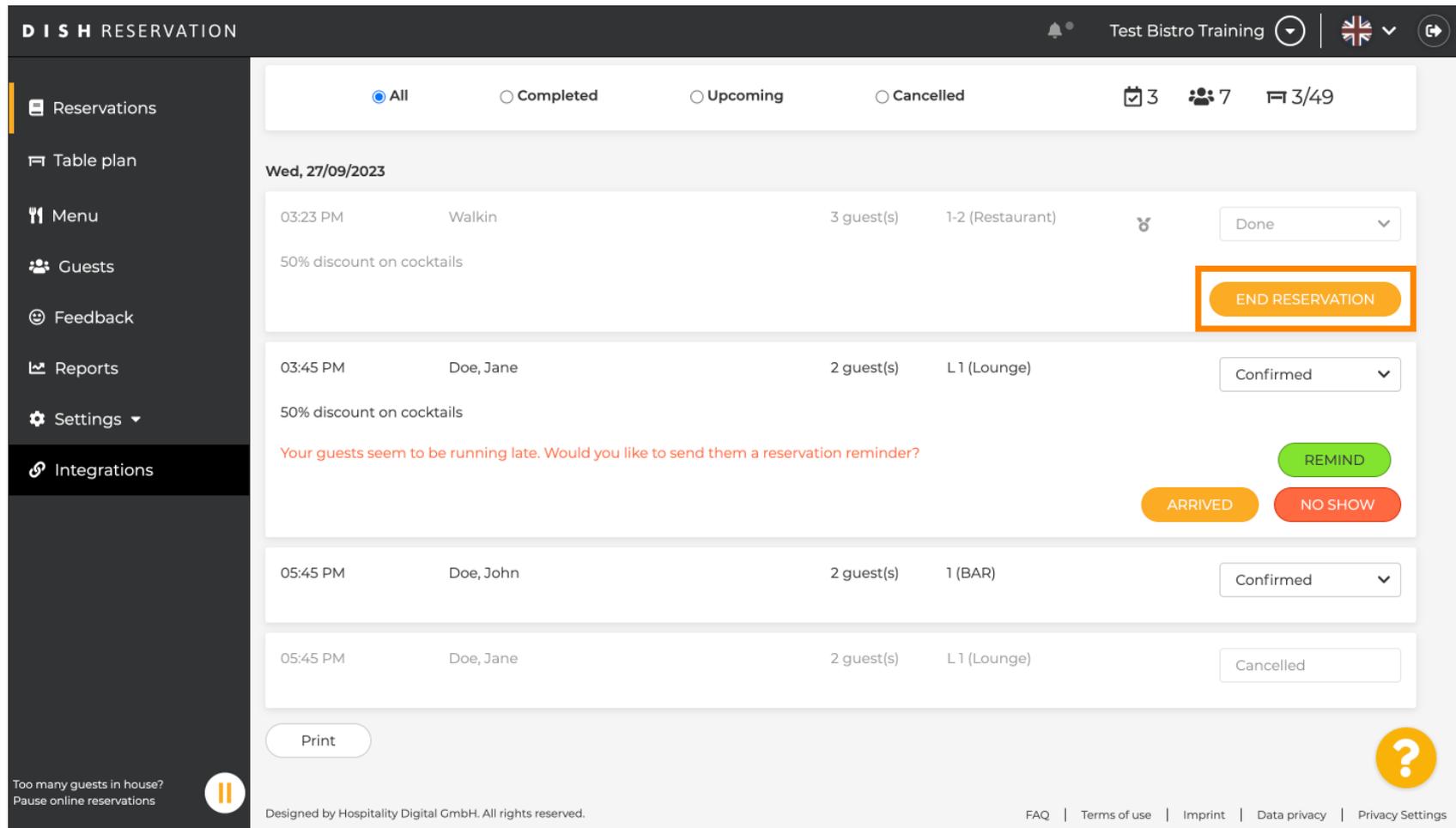
**Wed. 27/09/2023**

03:23 PM	Walkin	3 guest(s)	1-2 (Restaurant)	🔧	Done
50% discount on cocktails					<b>END RESERVATION</b>
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?					<b>REMIND</b>
					<b>ARRIVED</b> <b>NO SHOW</b> <b>?</b>
05:45 PM	Doe, John	2 guest(s)	1 (BAR)		

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



Se un tavolo è terminato, puoi annullare quella specifica prenotazione cliccando su **TERMINA PRENOTAZIONE**.



**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
50% discount on cocktails					
<b>END RESERVATION</b>					
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?					
<span>REMIND</span> <span>ARRIVED</span> <span>NO SHOW</span>					
05:45 PM	Doe, John	2 guest(s)	1 (BAR)		Confirmed
05:45 PM	Doe, Jane	2 guest(s)	L1 (Lounge)		Cancelled

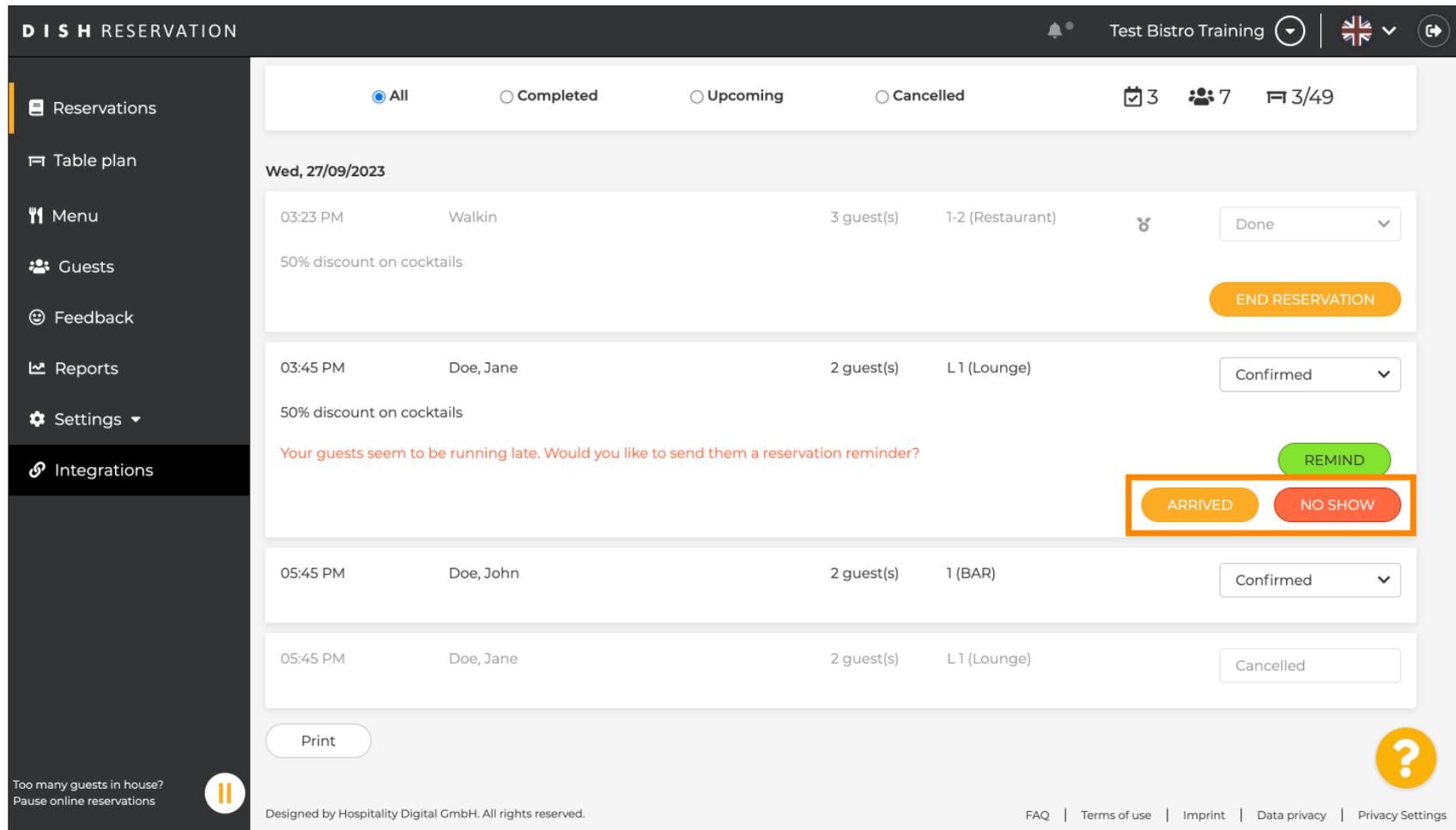
Print

Too many guests in house? Pause online reservations

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Per una prenotazione imminente hai la possibilità di contrassegnarla come arrivata o come mancata presentazione. Basta cliccare sul **pulsante** corrispondente .



The screenshot displays the DISH RESERVATION management interface. The top navigation bar includes the title "DISH RESERVATION", a user profile "Test Bistro Training", a language selector (UK flag), and a refresh icon. Below the navigation bar, there are filter tabs for "All", "Completed", "Upcoming", and "Cancelled", along with summary statistics: 3 reservations, 7 guests, and 3/49 tables. The main content area shows a list of reservations for "Wed, 27/09/2023".

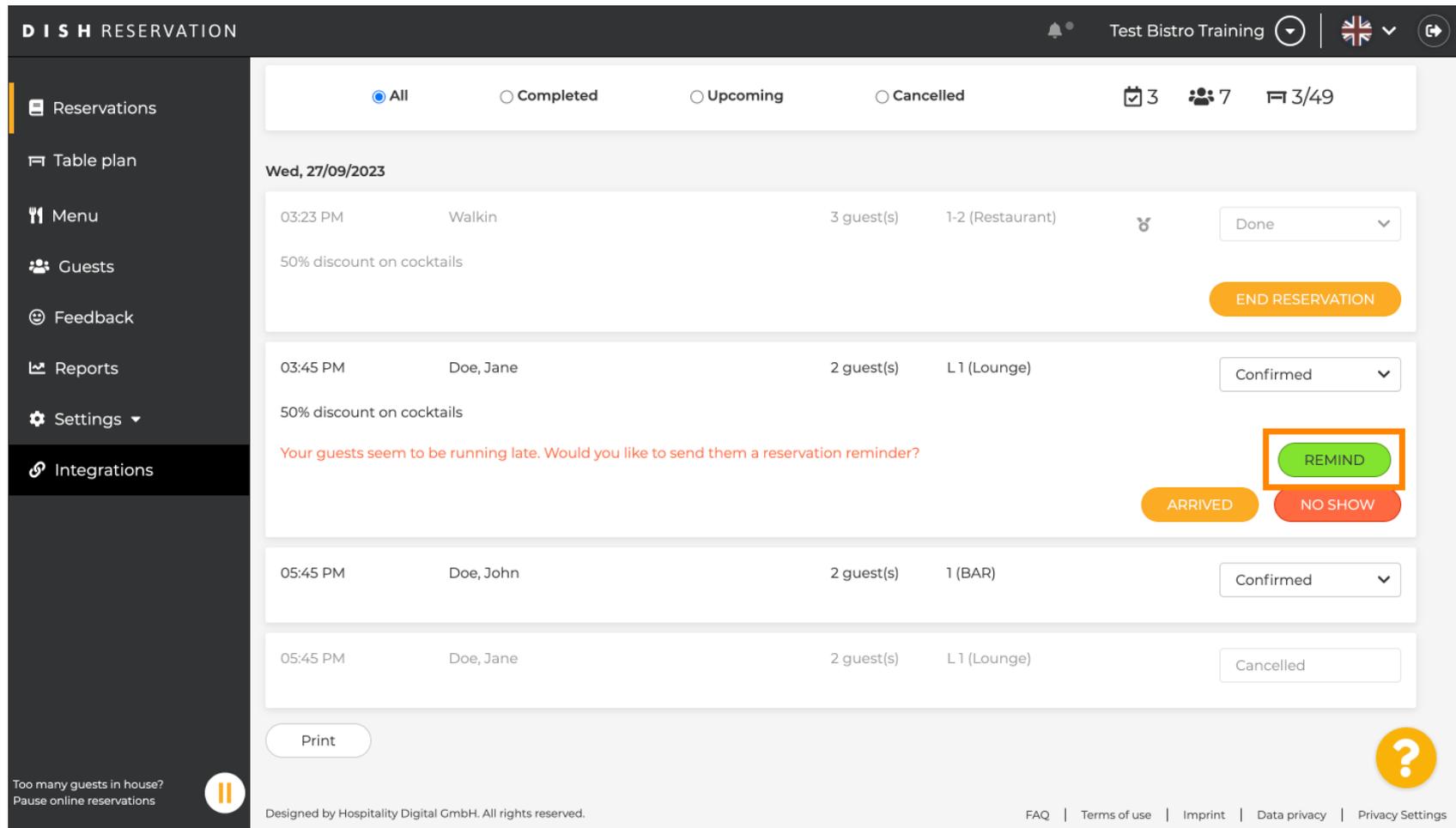
Time	Name	Guests	Location	Status	Actions
03:23 PM	Walkin	3 guest(s)	1-2 (Restaurant)	Done	END RESERVATION
03:45 PM	Doe, Jane	2 guest(s)	L1 (Lounge)	Confirmed	REMIND, ARRIVED, NO SHOW
05:45 PM	Doe, John	2 guest(s)	1 (BAR)	Confirmed	
05:45 PM	Doe, Jane	2 guest(s)	L1 (Lounge)	Cancelled	

The "ARRIVED" and "NO SHOW" buttons for the second reservation are highlighted with an orange box. A red notification message states: "Your guests seem to be running late. Would you like to send them a reservation reminder?".

At the bottom of the interface, there is a "Print" button, a "Too many guests in house? Pause online reservations" warning with a pause icon, 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".



Se l'ospite non è puntuale, puoi inviare un promemoria utilizzando il **pulsante REMIND**. **Nota: se hai aggiunto la prenotazione manualmente, devi depositare un indirizzo e-mail o un numero di telefono.**



**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		

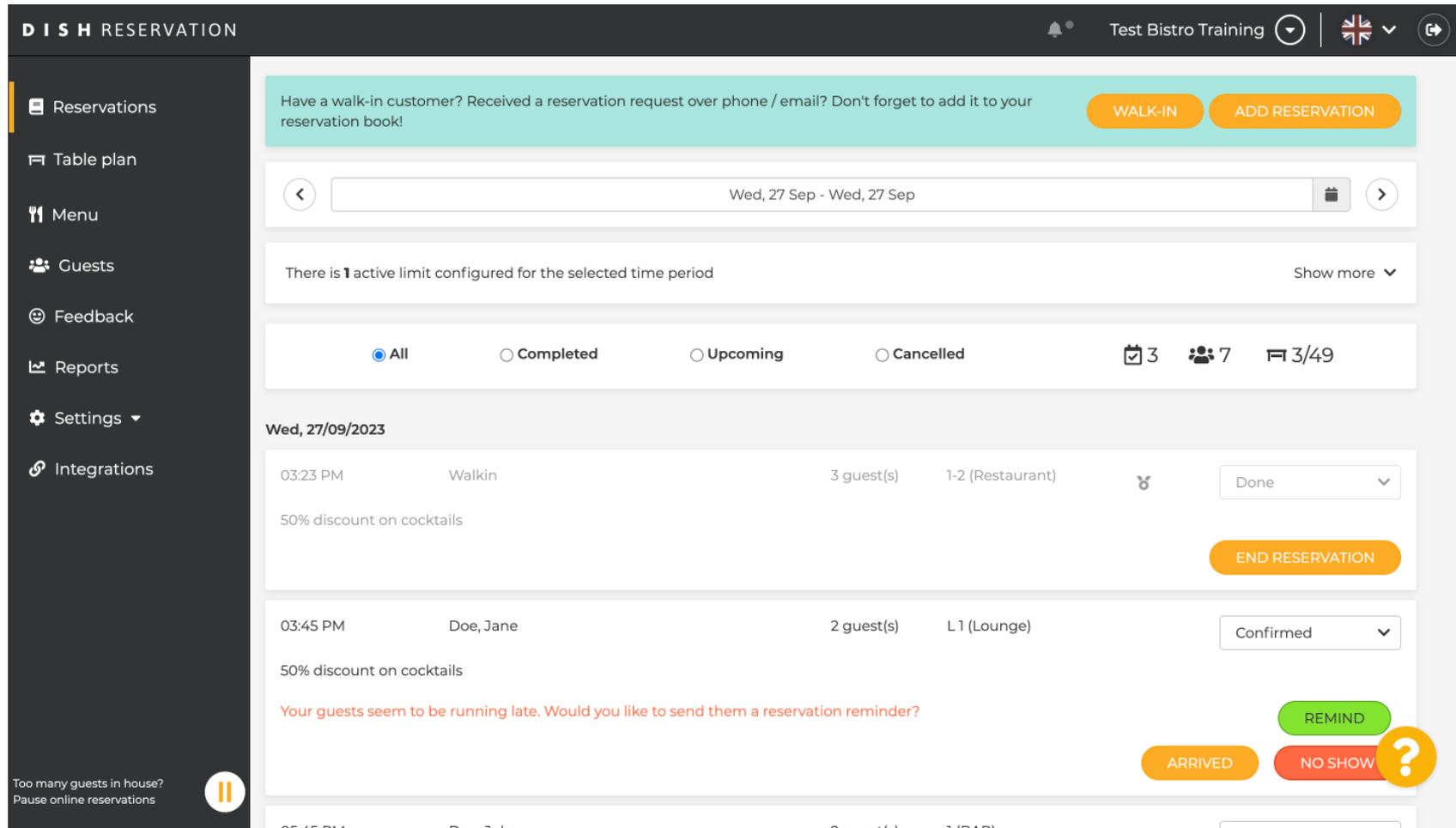
Print

Too many guests in house? Pause online reservations

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Ecco fatto. Hai completato il tutorial e ora sai come modificare lo stato delle tue prenotazioni.



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The main content area has 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".

Below the banner is a date selector showing "Wed, 27 Sep - Wed, 27 Sep". A white box below that states: "There is 1 active limit configured for the selected time period" with a "Show more" dropdown. Below this is a filter bar with radio buttons for "All" (selected), "Completed", "Upcoming", and "Cancelled". To the right of the filter bar are icons for 3 reservations, 7 guests, and 3/49 tables.

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

- Reservation 1:** 03:23 PM, Walkin, 3 guest(s), 1-2 (Restaurant). Status: Done. Includes a note: "50% discount on cocktails" and an "END RESERVATION" button.
- Reservation 2:** 03:45 PM, Doe, Jane, 2 guest(s), L1 (Lounge). Status: Confirmed. Includes a note: "50% discount on cocktails" and a red notification: "Your guests seem to be running late. Would you like to send them a reservation reminder?". Action buttons: "ARRIVED", "REMIND", and "NO SHOW". A yellow question mark icon is overlaid on the "NO SHOW" button.
- Reservation 3 (partial):** 05:45 PM, Doe, John, 2 guest(s), 1 (RADI).



Scansiona per andare al lettore interattivo