



Bem-vindo ao painel do **DISH Reservation** . Neste tutorial, mostramos como ajustar o status das suas reservas.

The screenshot displays the DISH Reservation dashboard. At the top, the header includes the 'DISH RESERVATION' logo, a notification bell, the user name 'Test Bistro Training', a language dropdown menu (set to UK), 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 orange 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, people, and tables: '0', '0', and '0/49' respectively. The main content area is empty, displaying 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 a help icon (question mark). Navigation links for 'FAQ', 'Terms of use', 'Imprint', 'Data privacy', and 'Privacy Settings' are also present.

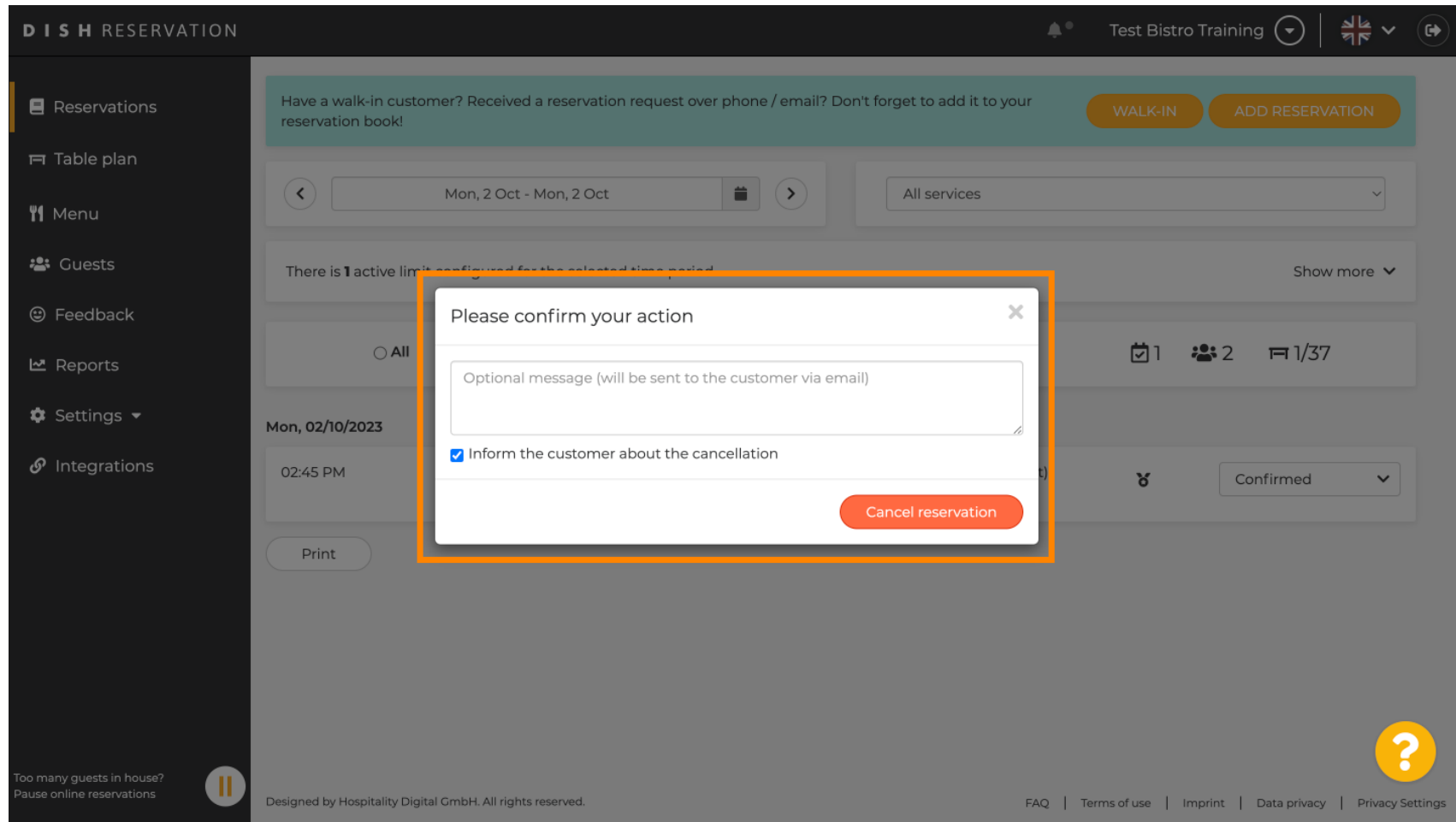
Quando o menu **Reservas** é selecionado, você vê uma visão geral das suas reservas.

The screenshot displays the DISH RESERVATION interface. On the left, a dark sidebar menu has the 'Reservations' item highlighted with an orange border. The main content area features a teal header with a notification: '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 buttons for 'All', 'Completed', 'Upcoming' (selected), and 'Cancelled' are present, along with icons for calendar, guests, and tables. The main area shows 'No reservations available' with a magnifying glass icon. At the bottom, there is a 'Print' button, a help icon, and footer text: 'Designed by Hospitality Digital GmbH. All rights reserved.' and 'FAQ | Terms of use | Imprint | Data privacy | Privacy Settings'.

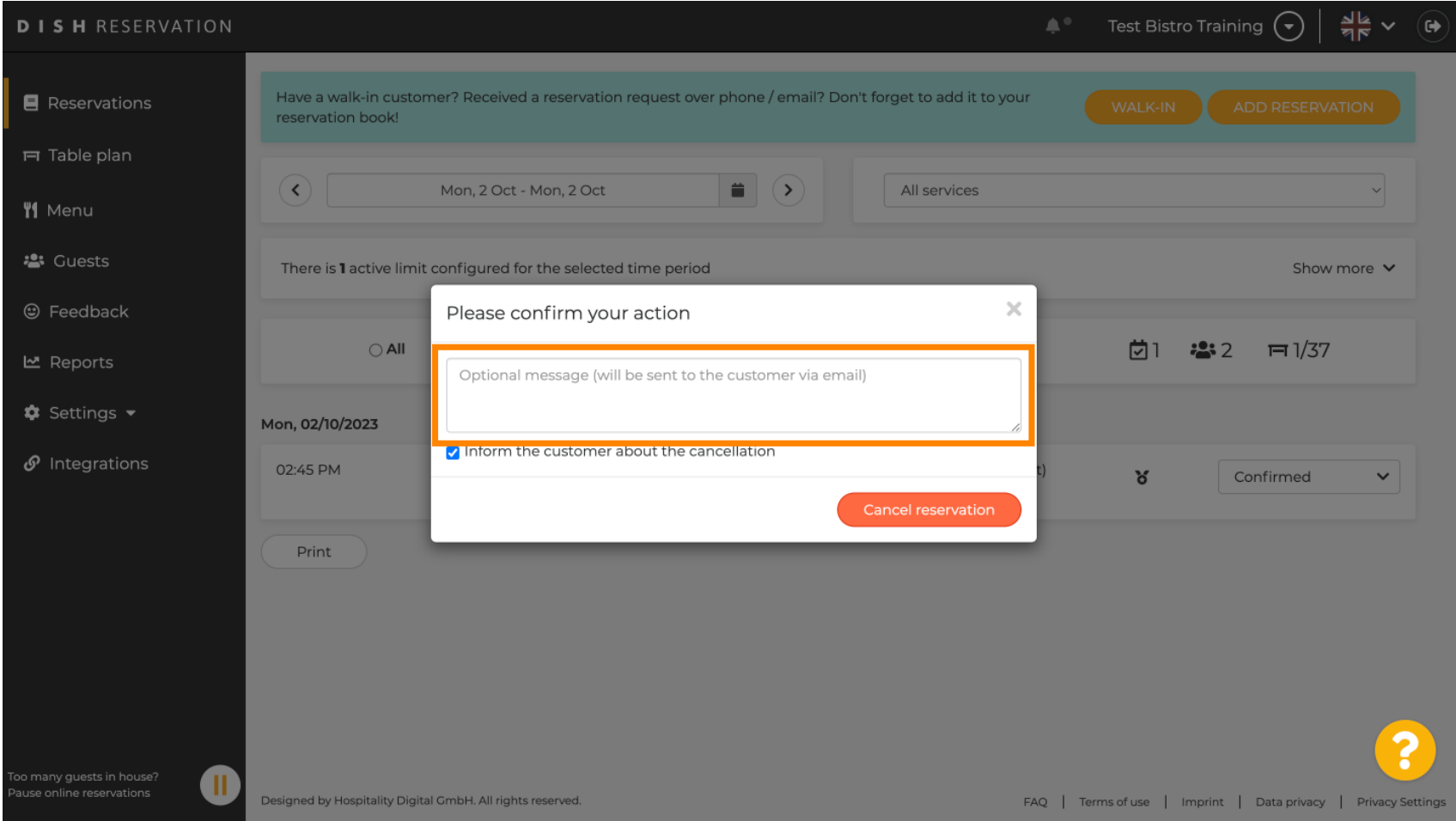
Usando o **menu suspenso**, você pode cancelar uma reserva ou marcá-la como chegada.

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 status filter bar shows 'Upcoming' selected, with 1 calendar icon, 2 people icon, and 1/49 table icon. A reservation table lists a reservation for 'Doe, John' at '05:45 PM' for '2 guest(s)' at '1 (BAR)'. A dropdown menu for this reservation is open, showing options: 'Confirmed', 'Cancel reservation', and 'Arrived'. A 'Print' button is visible below the reservation row. At the bottom, there is a footer with a warning message, a help icon, and links for FAQ, Terms of use, Imprint, Data privacy, and Privacy Settings.

 Ao cancelar uma reserva, você tem a opção de informar o cliente sobre o cancelamento.



 Você pode deixar uma mensagem opcional para o cliente.



The screenshot displays the DISH RESERVATION management interface. A modal dialog box 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.

E decida se deve ou não informar seu cliente sobre o cancelamento.

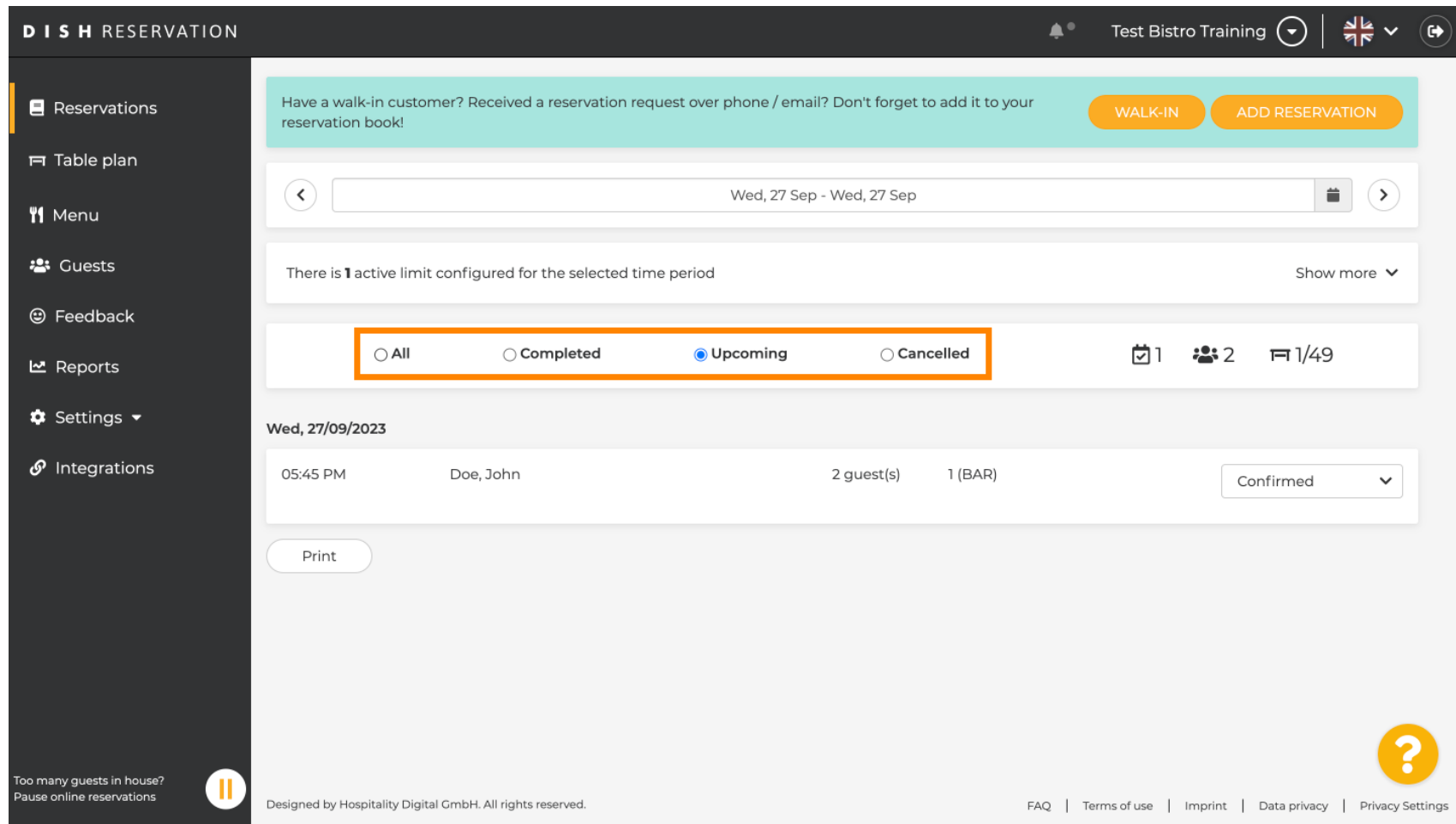
The screenshot displays the DISH RESERVATION management interface. A modal dialog titled "Please confirm your action" is centered on the screen. The dialog contains a text input field for an "Optional message (will be sent to the customer via email)". Below the input field, there is a checkbox labeled "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 reservation for "Mon, 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.

Ao final, confirme o cancelamento clicando em **Cancelar reserva** .

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 button labeled "Cancel reservation". 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. 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.



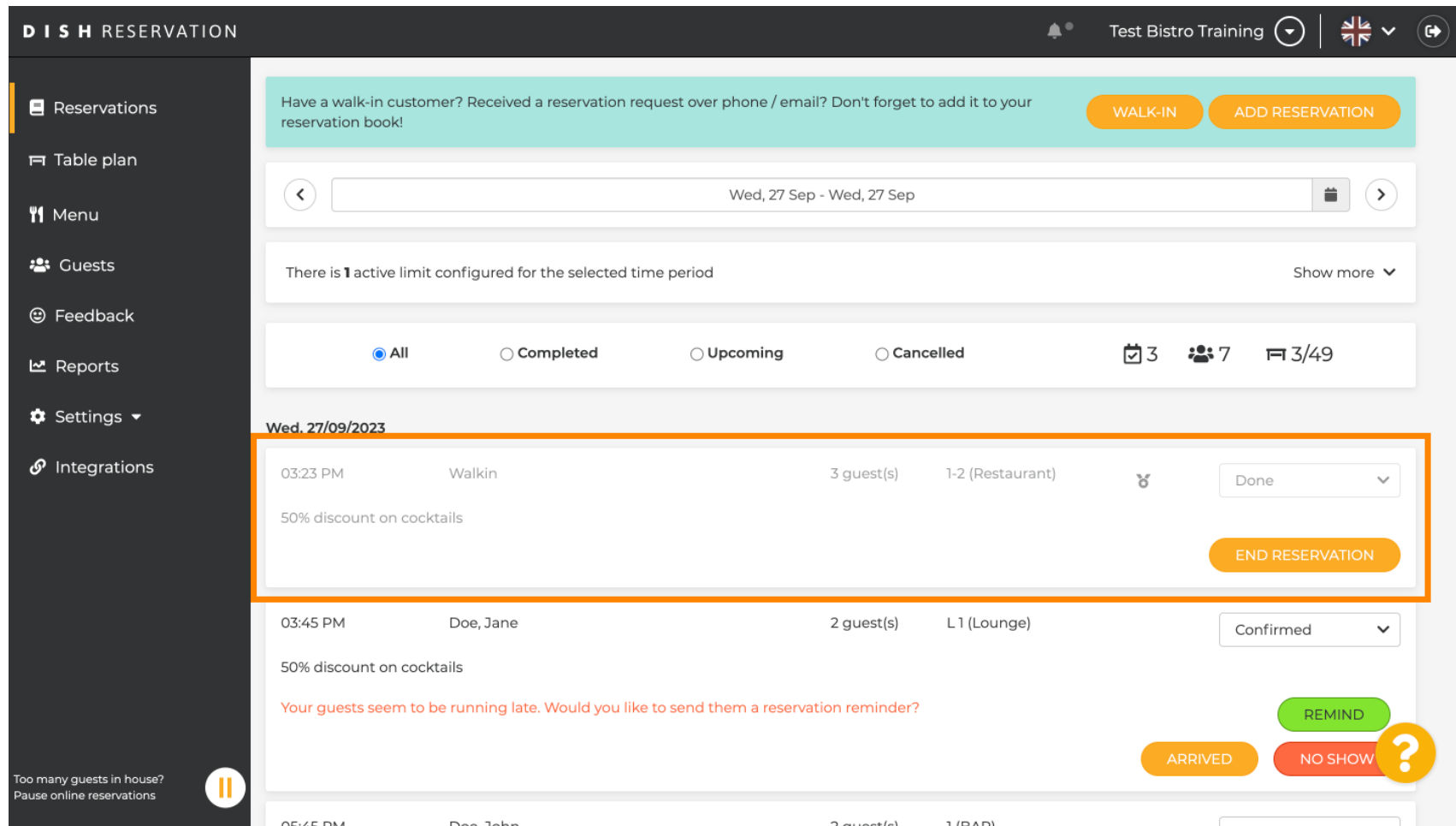
Como um walk-in não é uma reserva futura e para ver todas as suas reservas, você tem que filtrar suas reservas de forma diferente. Para fazer isso, use as **seleções** fornecidas .



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. Summary statistics show 1 calendar icon, 2 people icon, and 1/49 table icon. A reservation card 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 and a 'Print' button. 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'.



Dependendo da sua escolha de seleção, você verá suas reservas filtradas. Ao clicar em uma reserva, você sempre pode ver mais informações e ajustá-las também.



The screenshot shows the DISH RESERVATION management interface. The top navigation bar includes the logo, the restaurant name 'Test Bistro Training', and a language selector. A sidebar on the left contains navigation options: Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main content area features a teal banner with a 'WALK-IN' button and an 'ADD RESERVATION' button. Below this is a date selector for 'Wed, 27 Sep - Wed, 27 Sep'. A notification states 'There is 1 active limit configured for the selected time period'. A filter bar shows 'All' selected, with counts for 3 reservations, 7 guests, and 3/49 tables. The reservation list for 'Wed. 27/09/2023' is shown below, with the first reservation highlighted in orange:

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)		

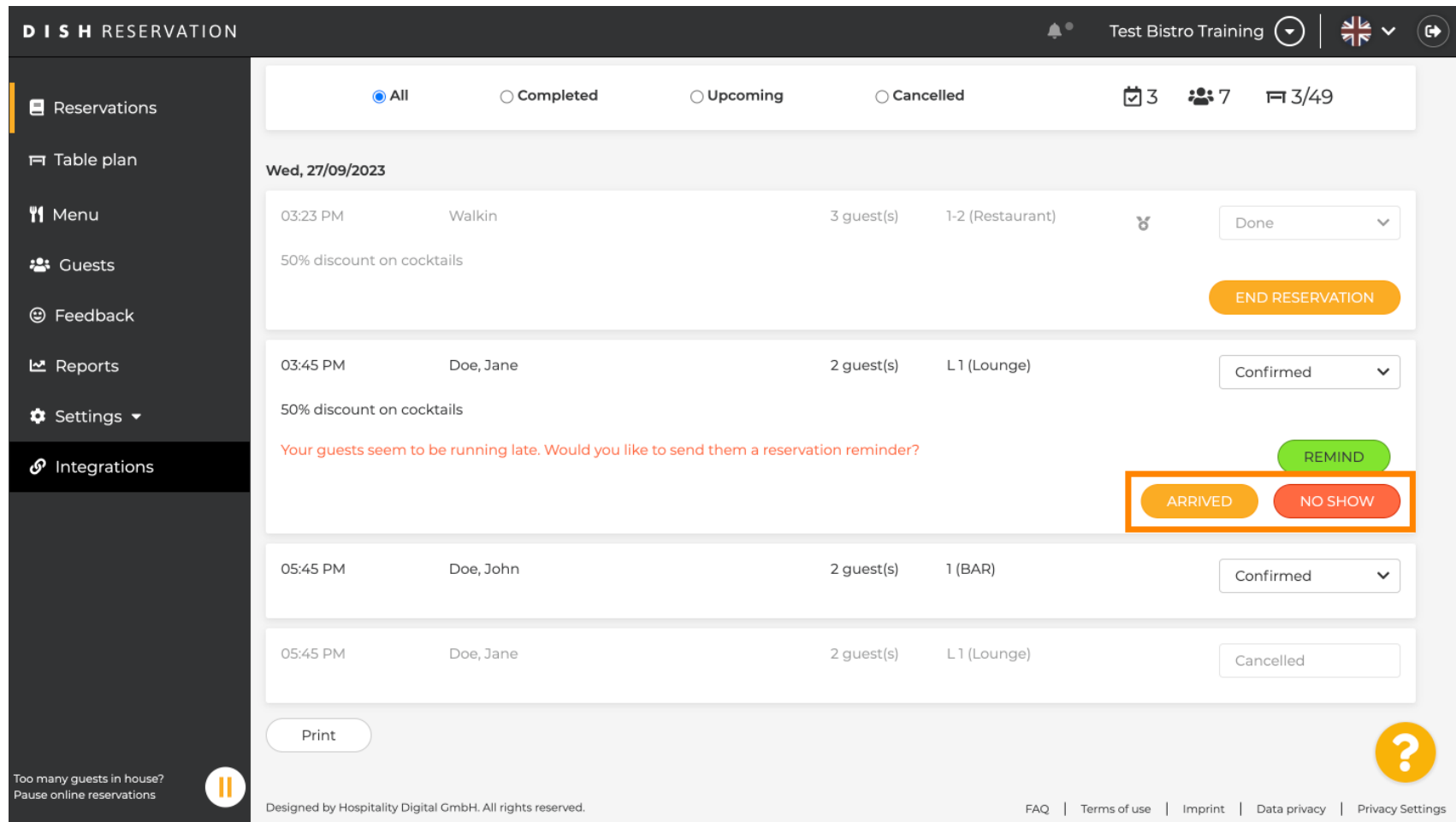
Additional details for the highlighted reservation include a note: '50% discount on cocktails'.



Quando uma mesa estiver pronta, você pode encerrar aquela reserva específica clicando em **FIM DA RESERVA**.

The screenshot displays 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 shows 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 box. 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 warning message: '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, there is a 'Print' button, a 'Too many guests in house? Pause online reservations' warning, 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'.

Para uma reserva futura, você tem a opção de marcá-la como chegada ou não comparecimento. Basta clicar no **botão** correspondente .



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'. Summary statistics show 3 reservations, 7 guests, and 3/49 tables. The main content area lists reservations for 'Wed, 27/09/2023'. Each reservation entry includes a time slot, guest name, number of guests, location, and a status dropdown menu. The second reservation, for 'Doe, Jane' at 03:45 PM in 'L1 (Lounge)', is highlighted with an orange box around its status options: 'ARRIVED', 'NO SHOW', and 'REMIND'. The 'ARRIVED' and 'NO SHOW' buttons are also 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?'. The interface also features a 'Print' button, a 'Too many guests in house? Pause online reservations' warning, and a help icon (question mark) in the bottom right corner.

Time	Guest Name	Guests	Location	Status
03:23 PM	Walkin	3 guest(s)	1-2 (Restaurant)	Done
03:45 PM	Doe, Jane	2 guest(s)	L1 (Lounge)	Confirmed
05:45 PM	Doe, John	2 guest(s)	1 (BAR)	Confirmed
05:45 PM	Doe, Jane	2 guest(s)	L1 (Lounge)	Cancelled



Se o hóspede não chegar no horário, você pode enviar um lembrete usando o **botão REMIND** . **Nota:** Um endereço de e-mail ou um número de telefone precisa ser depositado se você tiver adicionado a reserva manualmente.

**DISH RESERVATION** | Test Bistro Training | 🇬🇧

All  Completed  Upcoming  Cancelled | 📅 3 👥 7 🗨️ 3/49


**Wed, 27/09/2023**

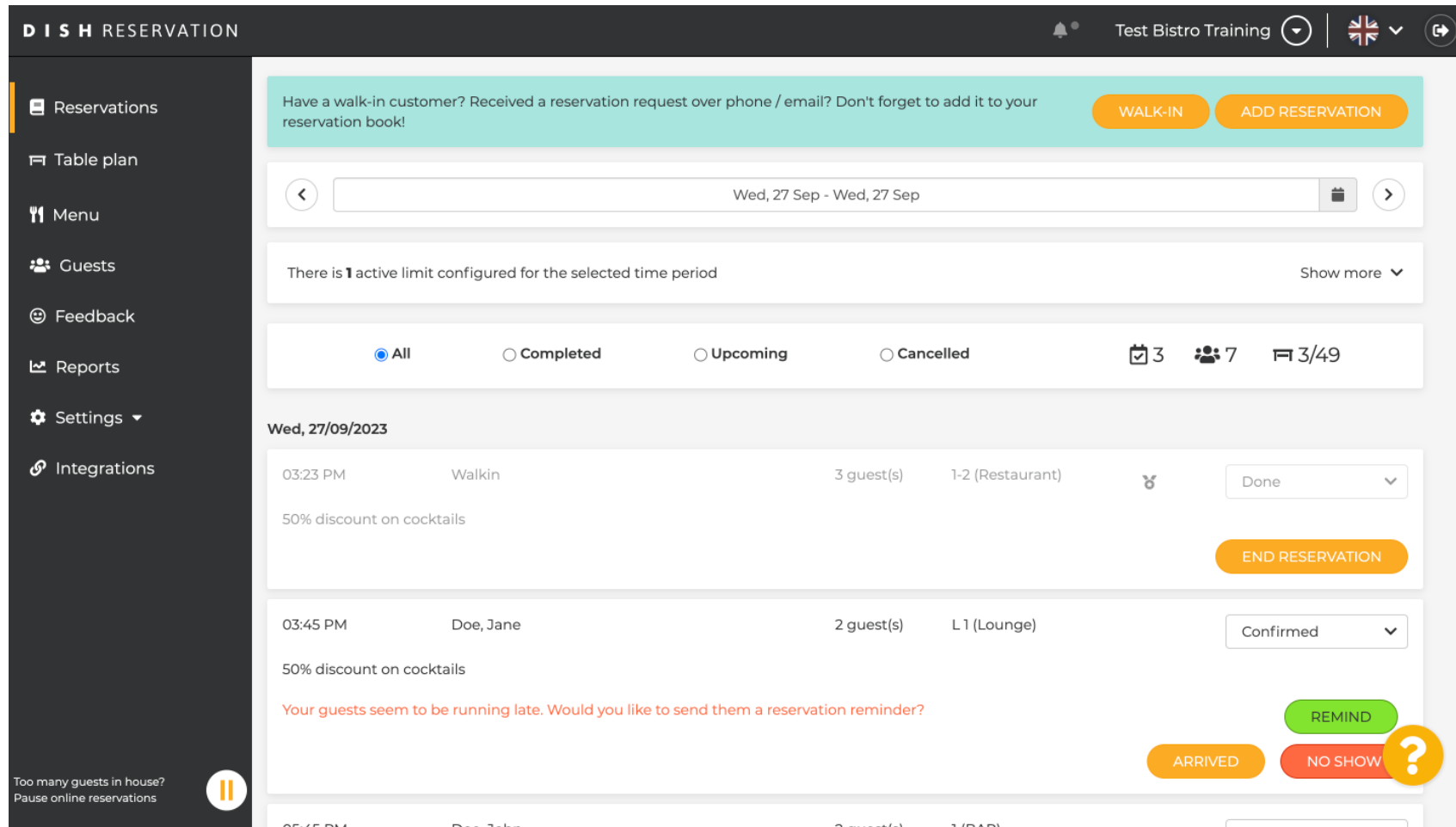
03:23 PM	Walkin	3 guest(s)	1-2 (Restaurant)	🔒	Done	END RESERVATION
03:45 PM	Doe, Jane	2 guest(s)	L1 (Lounge)	Confirmed	REMIND	ARRIVED NO SHOW
05:45 PM	Doe, John	2 guest(s)	1 (BAR)	Confirmed		
05:45 PM	Doe, Jane	2 guest(s)	L1 (Lounge)	Cancelled		

Print

Too many guests in house? Pause online reservations

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 Pronto. Você concluiu o tutorial e agora sabe como ajustar o status das suas 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" 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 buttons include "All" (selected), "Completed", "Upcoming", and "Cancelled". Summary statistics show 3 reservations, 7 guests, and 3/49 tables.

The reservation list for "Wed, 27/09/2023" includes:

- 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 note are "ARRIVED" and "NO SHOW" buttons.
- 05:45 PM, Doe, John, 2 guest(s), 1 (BAR), partially visible.

A yellow question mark icon is overlaid on the "NO SHOW" button.



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