



Bem-vindo ao **painel de reservas do DISH**. Neste tutorial, daremos a você uma visão geral das funções do plano de mesa.

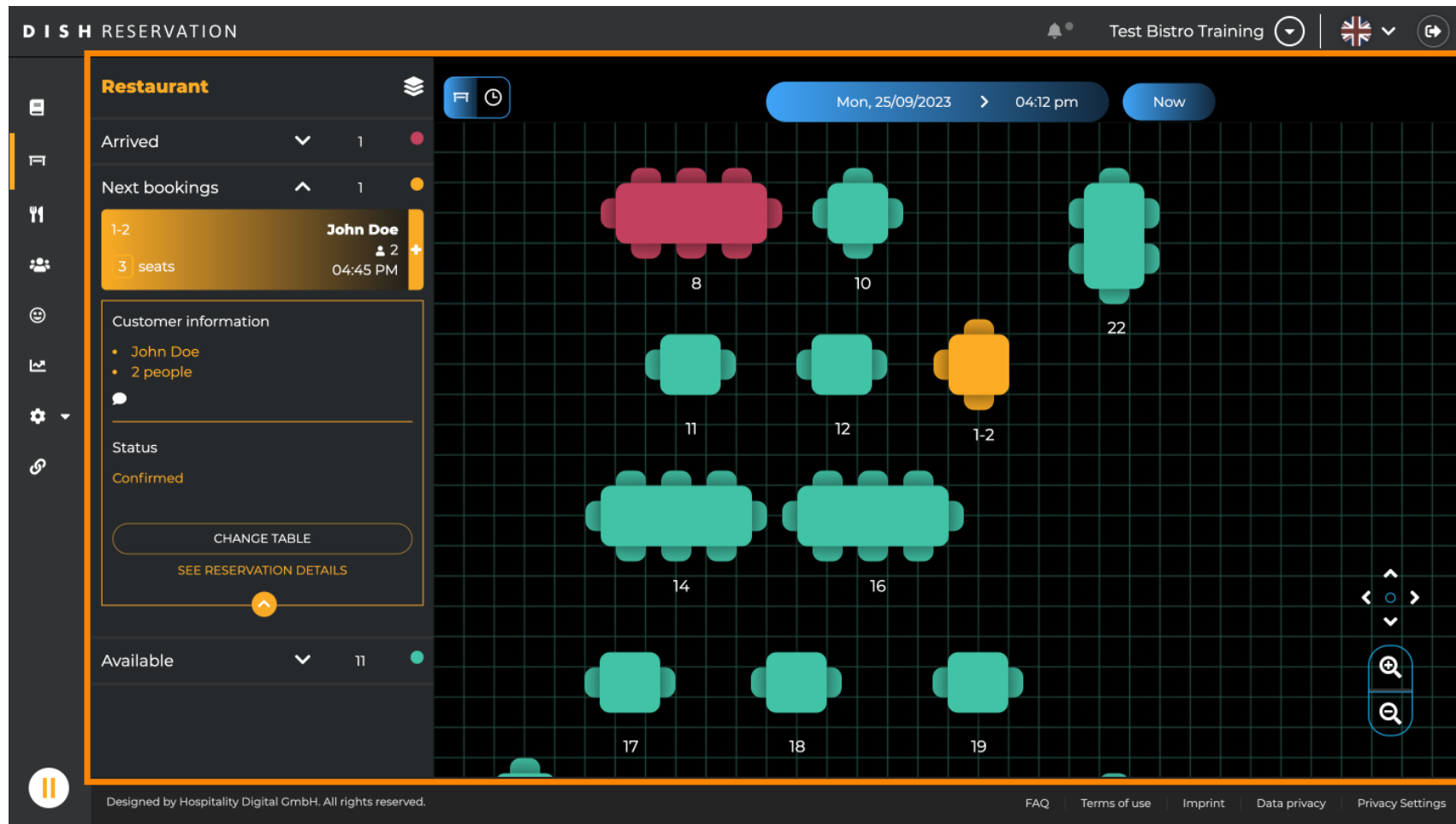
The screenshot displays the DISH Reservation Admin Panel interface. At the top, the header includes the DISH logo, the text "DISH RESERVATION", a notification bell, the user name "Test Bistro Training", a language selector (UK flag), and a refresh icon. A teal banner at the top right contains the text "Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book!" with "WALK-IN" and "ADD RESERVATION" buttons. Below this is a date range selector showing "Mon, 25 Sep - Mon, 25 Sep". A message states "There is 1 active limit configured for the selected time period" with a "Show more" dropdown. Filter tabs include "All", "Completed", "Upcoming" (selected), and "Cancelled". Summary statistics show 1 calendar icon, 2 people icon, and 1/50 table icon. A reservation card for "Mon, 25/09/2023" at "04:45 PM" for "Doe, John" (2 guest(s) at 1-2 (Restaurant)) is shown with a "Confirmed" status dropdown and a "50% discount on cocktails" note. A "Print" button is located below the reservation card. At the bottom left, a warning "Too many guests in house? Pause online reservations" is visible with a pause icon. The footer contains "Designed by Hospitality Digital GmbH. All rights reserved.", a help icon, and links for "FAQ", "Terms of use", "Imprint", "Data privacy", and "Privacy Settings".



Para acessar a planta da mesa, clique em **Planta da Mesa** no menu à esquerda.

The screenshot displays the DISH RESERVATION administration interface. The top header includes the logo, the text 'DISH RESERVATION', and user information 'Test Bistro Training'. A left sidebar contains navigation options: Reservations, Table plan (highlighted with an orange box), Menu, Guests, Feedback, Reports, Settings, and Integrations. The main content area features a teal banner with a message and 'WALK-IN' and 'ADD RESERVATION' buttons. Below this is a date selector for 'Mon, 25 Sep - Mon, 25 Sep'. A status summary shows '1 active limit configured for the selected time period'. Filter options include 'All', 'Completed', 'Upcoming' (selected), and 'Cancelled'. Summary statistics show 1 calendar icon, 2 people icon, and 1/50 table icon. A reservation entry for 'Mon, 25/09/2023' at '04:45 PM' for 'Doe, John' (2 guests, 1-2 Restaurant) is shown as 'Confirmed' with a '50% discount on cocktails' note and a 'Print' button. The footer contains a 'Too many guests in house? Pause online reservations' warning, a help icon, and legal links: FAQ, Terms of use, Imprint, Data privacy, and Privacy Settings.

**i** Você verá então suas **mesas disponíveis**, **convidados que chegaram** e **próximas reservas**. **Nota: O plano de mesa visual é um recurso incluído apenas no DISH Professional Reservation.**



Para assistir a outra data/hora, clique na **barra de tempo**.

The screenshot displays the DISH Reservation Admin Panel interface. On the left, a sidebar contains navigation icons and a detailed reservation card for 'John Doe' (2 people, 04:45 PM, 3 seats). The main area features a table plan grid with tables numbered 8 through 19. A time bar at the top of the grid is highlighted with an orange box, showing 'Mon, 25/09/2023' and '04:12 pm'. A 'Now' button is also visible. The bottom of the screen 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'.

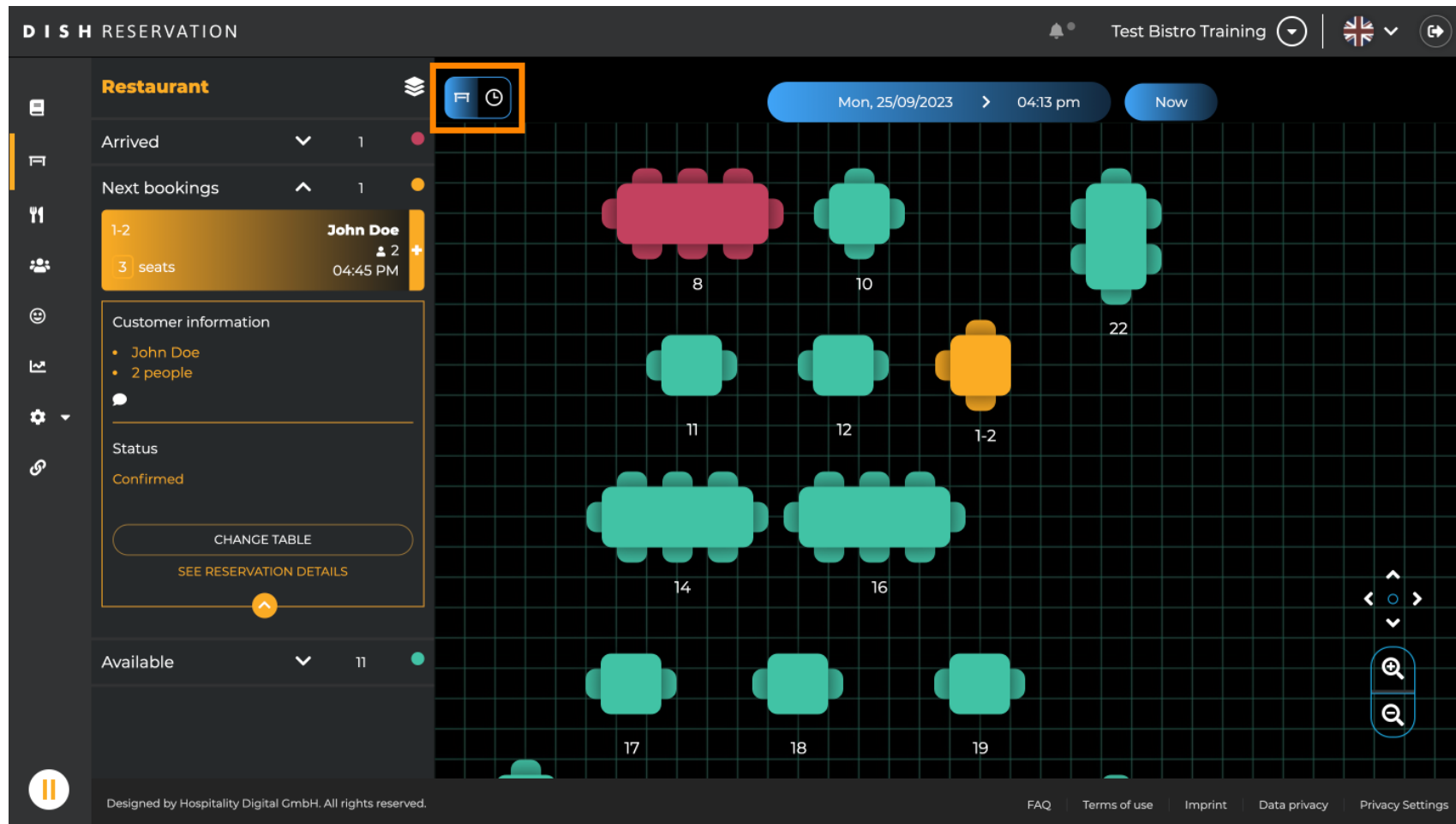
Em seguida, selecione a data e a hora em que deseja assistir.

The screenshot displays the DISH Reservation Admin Panel interface. On the left, a sidebar contains navigation icons and a 'Restaurant' section with details for a reservation: 'Arrived' (1), 'Next bookings' (1), and a reservation for 'John Doe' (2 people) at 04:45 PM for 3 seats. Below this, 'Customer information' lists 'John Doe' and '2 people', and the status is 'Confirmed'. A 'CHANGE TABLE' button and a 'SEE RESERVATION DETAILS' link are also visible. The main area shows a table plan with tables numbered 8 through 19. A date and time selection modal is open, showing a calendar for September 2023 with the 25th selected, and a time picker set to 04:13 PM. The modal has an 'Apply' button. The top right of the interface shows 'Test Bistro Training' and a language selector. The bottom of the screen 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'.

Para voltar ao horário atual, clique em **Agora**.

The screenshot displays the DISH Reservation Admin Panel interface. On the left, a sidebar contains navigation icons and a detailed reservation card for 'John Doe' (2 people, 04:45 PM, 3 seats). The main area shows a grid of tables numbered 8 through 19, with various table shapes and colors (pink, teal, orange). At the top right, a date and time selector shows 'Mon, 25/09/2023' and '04:13 pm', with a 'Now' button highlighted by an orange box. The bottom of the screen 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'.

Quando o **ícone da mesa** é selecionado, ele mostra a você a visão geral das mesas reservadas disponíveis. Clique no **ícone do relógio** para ver uma visão geral das reservas atribuídas às mesas.



**i** Agora você vê os horários disponíveis para as mesas correspondentes.

The screenshot displays the DISH Reservation Admin Panel interface. At the top, it shows the restaurant name 'Test Bistro Training' and the current date and time: 'Mon, 25/09/2023' at '04:13 pm'. A 'Now' button is also present.

The main area is a table layout with columns representing time slots: 2:00 PM, 3:00 PM, 4:00 PM, and 5:00 PM. The current time, 04:13 pm, is highlighted in the 4:00 PM slot. The table rows represent different tables, each with a table number and a person icon indicating the number of seats. Reservations are shown as colored blocks within the table cells, with details such as the customer name and duration.

On the left side, there is a sidebar with various controls and information:

- Restaurant:** A dropdown menu.
- Arrived:** 1 reservation.
- Next bookings:** 1 reservation.
- Reservation Details:** A card for reservation '1-2' by 'John Doe' (2 people) at '04:45 PM' for '3 seats'. It includes a 'CHANGE TABLE' button and a 'SEE RESERVATION DETAILS' button.
- Customer information:** Lists 'John Doe' and '2 people'.
- Status:** 'Confirmed'.
- Available:** 11 reservations.

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





Clique em uma **reserva existente** para ajustar as reservas selecionadas. **Nota: Futuras ou já em andamento não importa.**

The screenshot displays the DISH Reservation Admin Panel interface. On the left, a sidebar contains navigation icons and a detailed view for a reservation by John Doe (2 people, 3 seats, 04:45 PM). The main area shows a table layout with columns for time slots (2:00 PM, 3:00 PM, 4:00 PM, 5:00 PM) and rows for different tables (1-2, 2-4, 8, 10, 11, 12, 14, 16). Reservations are represented by colored blocks: green for standard reservations and orange for the reservation by John Doe. A vertical yellow line indicates the current time is 04:26 pm. An orange box highlights the reservation for 8 seats at 4:20 pm, which is also labeled with 'John Doe' and '4' people.

**i** As **informações** da reserva selecionada serão mostradas à esquerda. Você então tem diferentes opções para escolher dependendo do status (chegou, confirmado, próximo) da reserva.

The screenshot displays the DISH Reservation Admin Panel interface. On the left, a sidebar shows reservation details for a reservation with status 'Arrived'. The details include:

- Arrived** (1 reservation)
- 8 seats** (highlighted in orange)
- John Doe** (customer name)
- 4 people** (customer count)
- 04:00 PM** (reservation time)
- Customer information:**
  - John Doe
  - 4 people
- Status:** Arrived
- Actions:**
  - END RESERVATION
  - CHANGE TABLE
  - SEE RESERVATION DETAILS

The main area shows a table plan for 'Restaurant' on 'Mon, 25/09/2023' at '04:20 pm'. The table is divided into sections for 1-2, 2-4, 8, 10, 11, 12, 14, and 16 seats. A reservation for 'John Doe' (2 people) is shown at 04:27 pm, occupying a table with 8 seats. The reservation duration is 465 minutes. Other reservations are shown with their respective durations and customer counts.

Para adicionar uma nova reserva, selecione a **mesa** desejada para fazer a reserva.

The screenshot displays the DISH Reservation Admin Panel interface. On the left, a sidebar contains navigation icons and a detailed view of a reservation for 'John Doe' (4 people, 8 seats, 04:00 PM). The main area shows a table layout with columns for time slots (12:00 PM, 3:00 PM, 4:00 PM, 5:00 PM) and rows for tables (1-2, 2-4, 8, 10, 11, 12, 14, 16). A vertical yellow line indicates the current time is 04:27 pm. Table 11, which has 2 seats, is highlighted with an orange border, indicating it is the selected table for a new reservation. The bottom of the screen 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'.

Em seguida, clique no **símbolo de mais** para adicionar uma nova reserva.

The screenshot displays the DISH Reservation Admin Panel interface. The top navigation bar shows the restaurant name "Test Bistro Training", the current date and time "Mon, 25/09/2023 04:20 pm", and a "Now" button. The main area is divided into a sidebar and a table plan grid.

**Sidebar (Left):**

- Restaurant:** John Doe, 2 people. Status: Confirmed. Buttons: CHANGE TABLE, SEE RESERVATION DETAILS.
- Available:** 11 seats. A plus sign icon is highlighted with an orange box.
- Table Availability:** 2-4 seats (3 seats), 10 seats (4 seats), 11 seats (2 seats), 12 seats (2 seats).

**Table Plan Grid (Right):**

Restaurant	1:00 PM	3:00 PM	4:00 PM	5:00 PM
1-2	3 people		465 minutes, John Doe, 2 people	
2-4	3 people			
8	8 people	420 minutes, John Doe, 4 people		
10	4 people			
11	2 people			
12	2 people			
14	8 people			
16	8 people			

Footer: Designed by Hospitality Digital GmbH. All rights reserved. | FAQ | Terms of use | Imprint | Data privacy | Privacy Settings

Uma nova tela de entrada será aberta, onde você poderá inserir as **informações** necessárias .

The screenshot displays the DISH Reservation Admin Panel. On the left, a reservation form is visible, highlighted with an orange border. The form includes the following fields and options:

- Table:** 11
- Seats:** 2
- Time:** 04:20 pm
- Customer information:**
  - First name
  - Last name
  - Party size
  - Phone number
  - Email address
- Duration time:** 150 min
- Status:** Available
- Buttons:** CREATE RESERVATION, DON'T SAVE

On the right, a table reservation layout is shown for the restaurant. The table is divided into sections for different times: 12:00 PM, 3:00 PM, 4:00 PM, and 5:00 PM. The current time is 04:27 pm. The table is currently occupied by two reservations:

Table	Seats	Duration	Customer Name	Customer Count
1-2	3	465 minutes	John Doe	2
8	8	420 minutes	John Doe	4

The bottom of the screen features a footer with the text "Designed by Hospitality Digital GmbH. All rights reserved." and links for FAQ, Terms of use, Imprint, Data privacy, and Privacy Settings.



Depois de inserir todas as informações da reserva, clique em **CRIAR RESERVA** para adicioná-la.

The screenshot displays the DISH RESERVATION admin interface. On the left, a reservation form is visible with the following details:

- Table: 11
- Seats: 2
- Time: 04:20 pm
- Customer information:
  - Name: Jane Doe
  - Phone number: 2
  - Email address: [empty]
- Duration time: 150 min
- Status: Available
- Buttons: CREATE RESERVATION (highlighted with an orange box), DON'T SAVE

On the right, a table reservation layout is shown for the restaurant. The table is a grid with columns for time slots (12:00 PM, 1:00 PM, 2:00 PM, 3:00 PM, 4:00 PM, 5:00 PM) and rows for table numbers (1-2, 2-4, 8, 10, 11, 12, 14, 16). The current time is 04:27 pm. Reservations are shown as colored blocks with customer names and durations:

Table	Seats	Start Time	End Time	Customer	Duration
1-2	3	04:00 PM	04:45 PM	John Doe	45 minutes
2-4	3	04:00 PM	04:45 PM		
8	8	04:00 PM	04:40 PM	John Doe	40 minutes
10	4	04:00 PM	04:45 PM		
11	2	04:00 PM	04:45 PM		
12	2	04:00 PM	04:45 PM		
14	8	04:00 PM	04:45 PM		
16	8	04:00 PM	04:45 PM		

At the bottom of the screen, there is a footer with the text "Designed by Hospitality Digital GmbH. All rights reserved." and links for FAQ, Terms of use, Imprint, Data privacy, and Privacy Settings.

Para alternar a área do seu estabelecimento, clique no **símbolo em camadas**.

The screenshot displays the DISH Reservation Admin Panel interface. The top header shows 'DISH RESERVATION' and 'Test Bistro Training'. The main area is a table layout with columns for time slots (3:00 PM, 4:00 PM, 5:00 PM) and rows for tables (1-2, 2-4, 8, 10, 11, 12, 14, 16). A reservation for 'John Doe' is highlighted in orange, showing a duration of 465 minutes and 2 people. The left sidebar contains a 'Restaurant' section with a 'layers' icon highlighted in orange. Below this, there is a 'Customer information' section for 'John Doe' (2 people) and a 'Status' section showing 'Confirmed'. The bottom of the sidebar has buttons for 'ARRIVED', 'NO SHOW', 'CHANGE TABLE', and 'SEE RESERVATION DETAILS'. The bottom of the screen shows a footer with 'Designed by Hospitality Digital GmbH. All rights reserved.' and links for 'FAQ', 'Terms of use', 'Imprint', 'Data privacy', and 'Privacy Settings'.

Em seguida, selecione a área desejada clicando no **nome** dela.

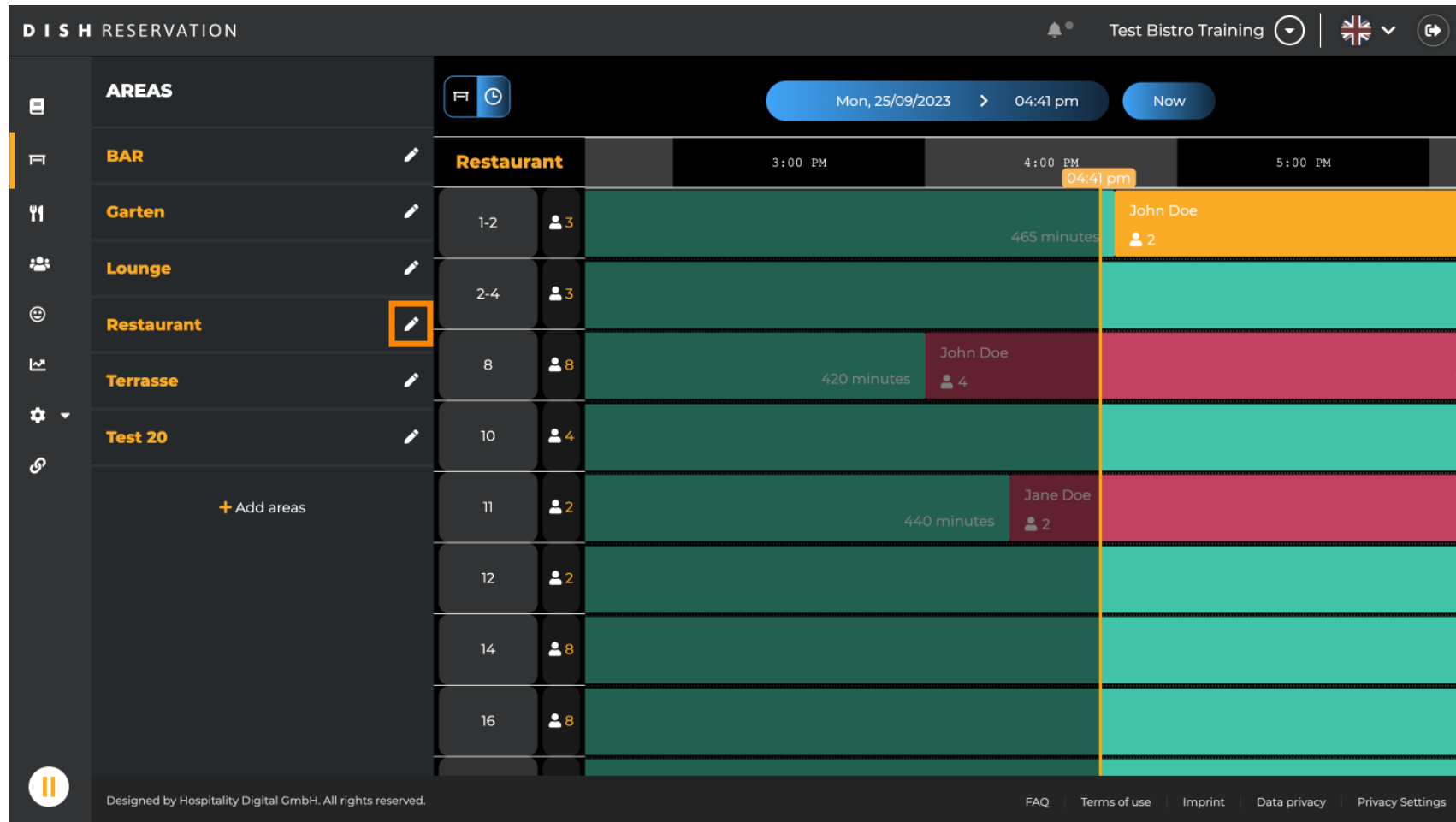
The screenshot displays the DISH Reservation Admin Panel interface. The top header shows 'DISH RESERVATION' and 'Test Bistro Training'. The main content area is a reservation grid for the 'Restaurant' area, with a time axis from 3:00 PM to 5:00 PM. A vertical yellow line indicates the current time at 04:41 pm. The left sidebar lists various areas: BAR, Garten, Lounge (highlighted with an orange box), Restaurant, Terrasse, and Test 20. The reservation grid shows several reservations with details such as table numbers, guest counts, and reservation durations.

Area	Table	Guests	Duration	Guest Name	Guest Count
Lounge	1-2	3	465 minutes	John Doe	2
	2-4	3			
Restaurant	8	8	420 minutes	John Doe	4
	10	4			
Test 20	11	2	440 minutes	Jane Doe	2
	12	2			
Terrasse	14	8			
	16	8			





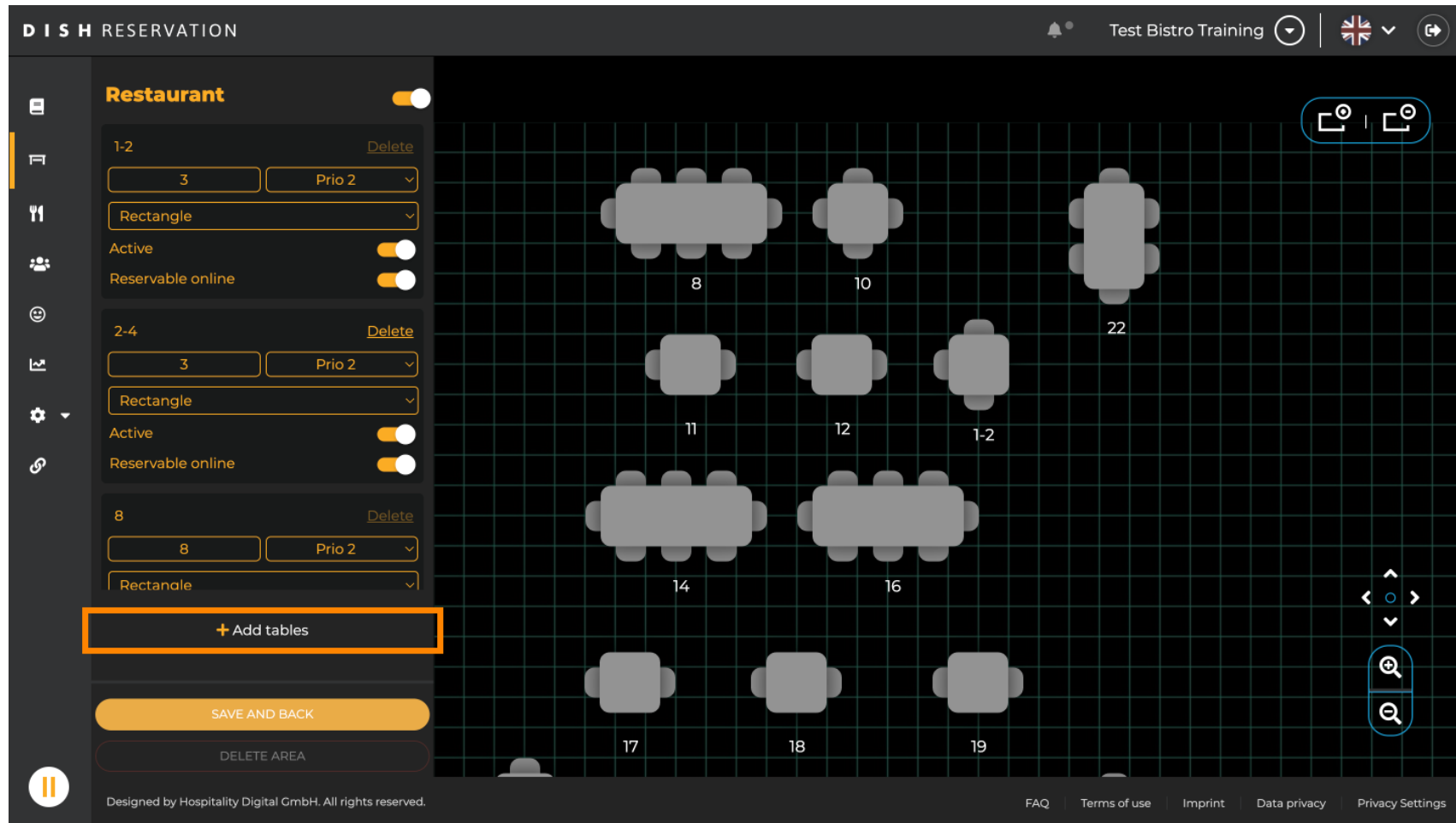
Se você deseja editar uma área, clique no ícone de edição correspondente .



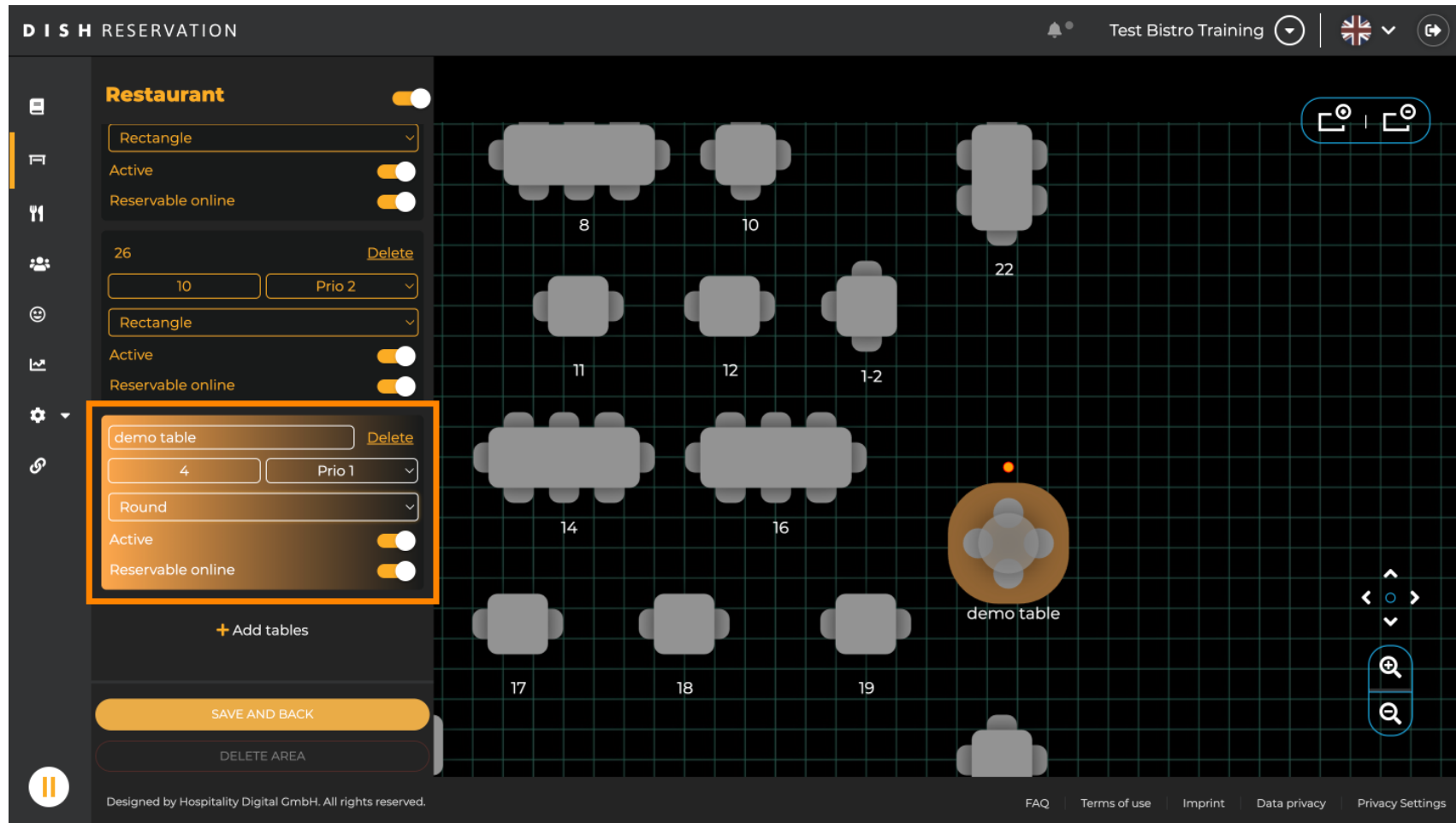
The screenshot displays the DISH RESERVATION interface. At the top, it shows the restaurant name 'Test Bistro Training' and the current date and time: 'Mon, 25/09/2023' at '04:41 pm'. Below this is a navigation bar with icons for home, calendar, and settings. The main area is a table layout with columns for time slots (3:00 PM, 4:00 PM, 5:00 PM) and rows for different areas. The 'Restaurant' area is highlighted, and its edit icon (a pencil) is circled in orange. The table shows reservations for 'John Doe' and 'Jane Doe' with their respective durations and party sizes.

Area	Table No.	Capacity	Reservation 1	Reservation 2
Restaurant	1-2	3	John Doe (465 minutes)	John Doe (2 people)
Lounge	2-4	3		
Restaurant	8	8	John Doe (420 minutes)	John Doe (4 people)
Test 20	10	4		
+ Add areas	11	2	Jane Doe (440 minutes)	Jane Doe (2 people)
	12	2		
	14	8		
	16	8		

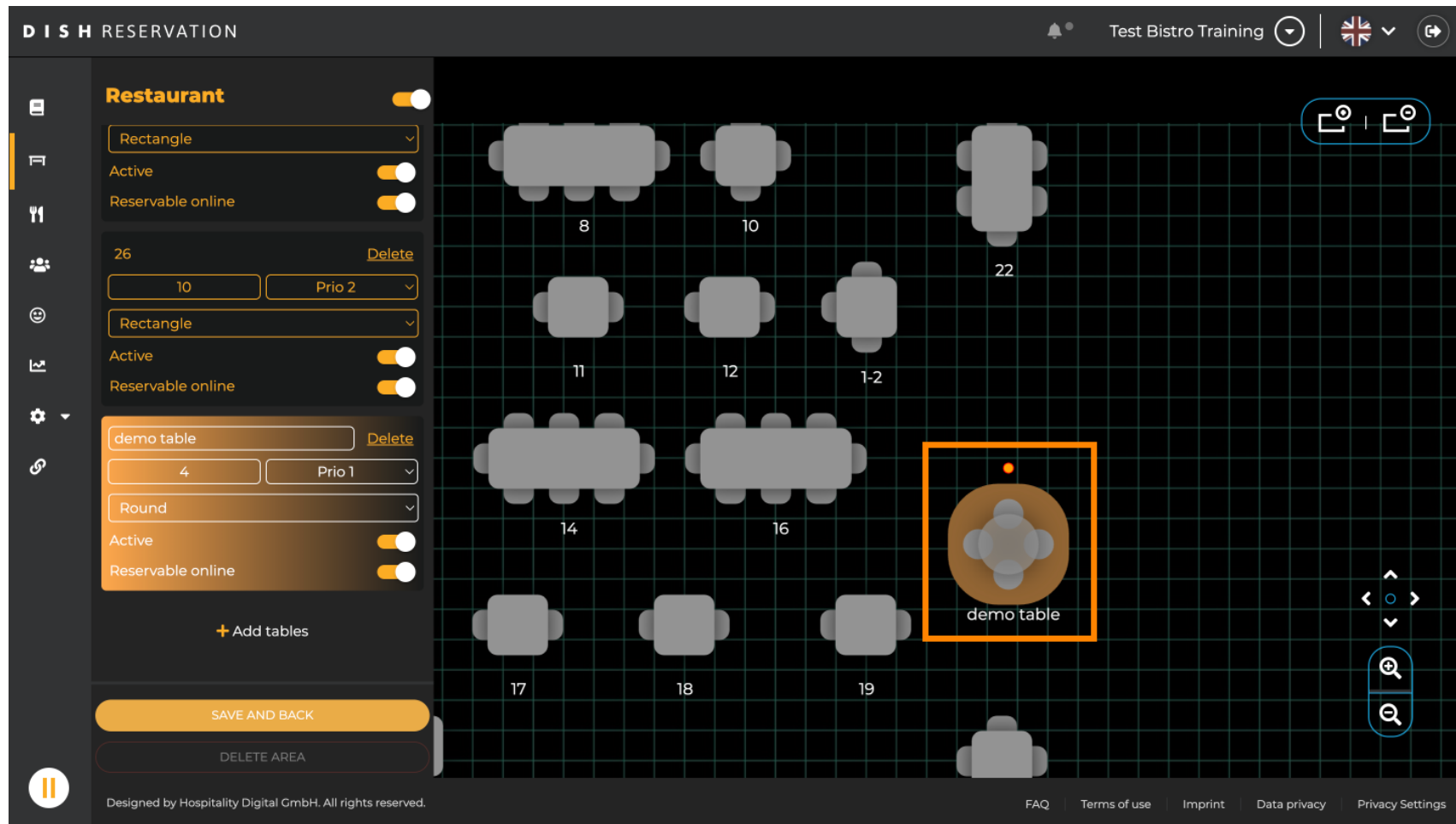
🕒 Agora você pode adicionar tabelas a esta área. Para fazer isso, clique em **+ Adicionar tabelas**.



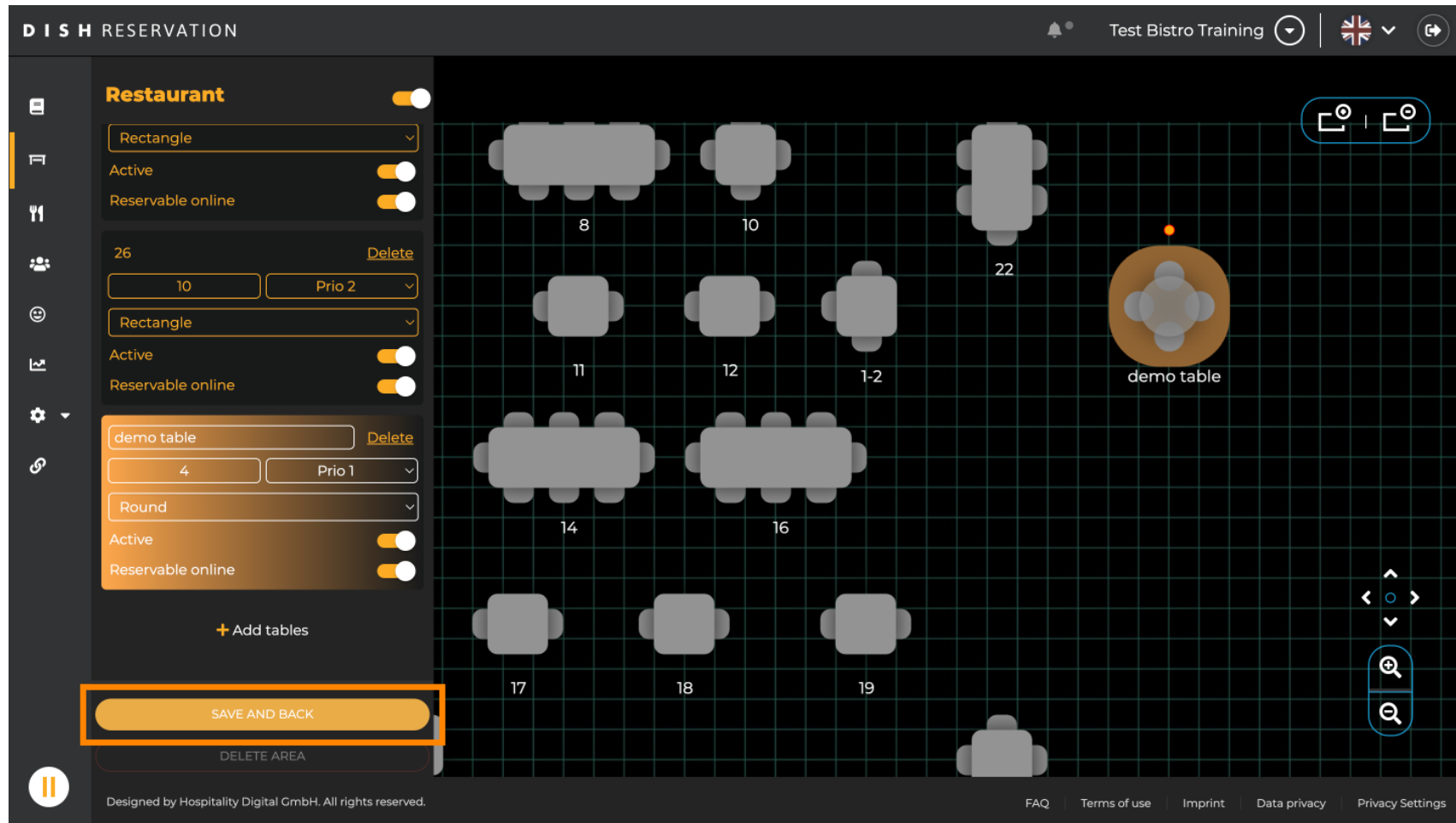
Uma nova **máscara de entrada** aparecerá onde você deve adicionar os detalhes da tabela.



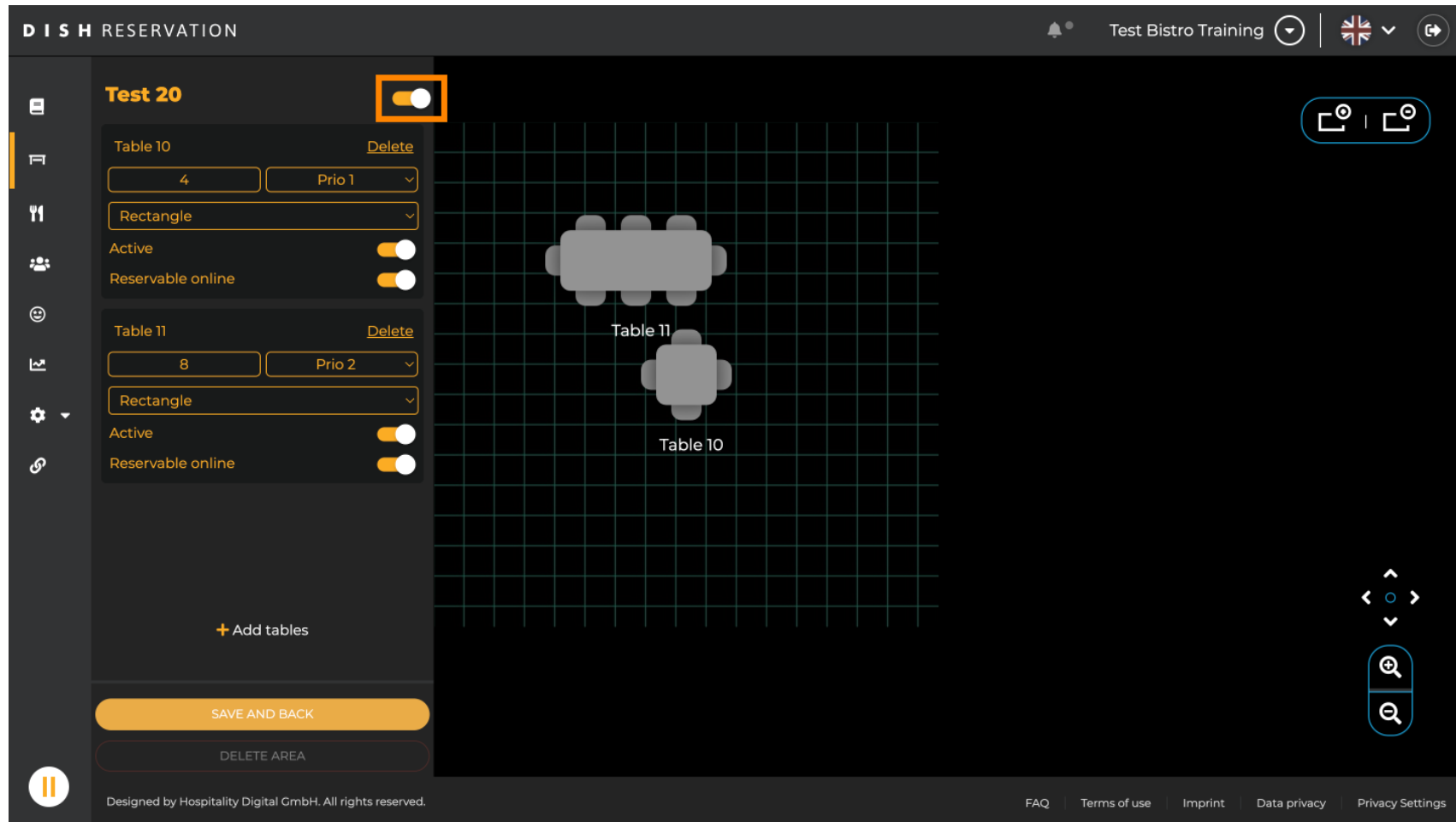
- Depois de adicionar os detalhes, você pode mover livremente a **nova mesa** no seu plano de mesa. Simplesmente arraste e solte-a no local desejado.



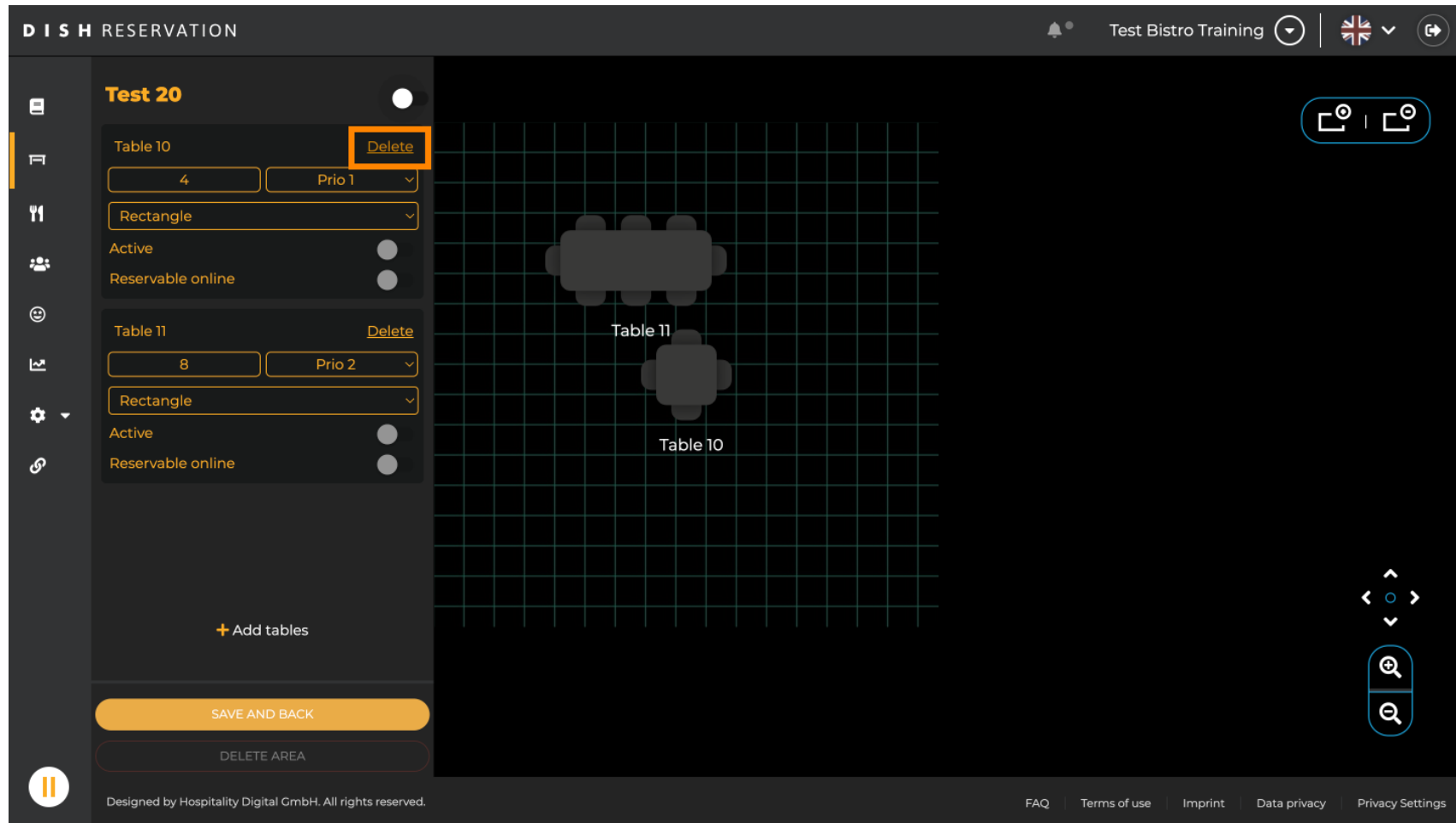
Em seguida, clique em **SALVAR E VOLTAR** para aplicar suas alterações.



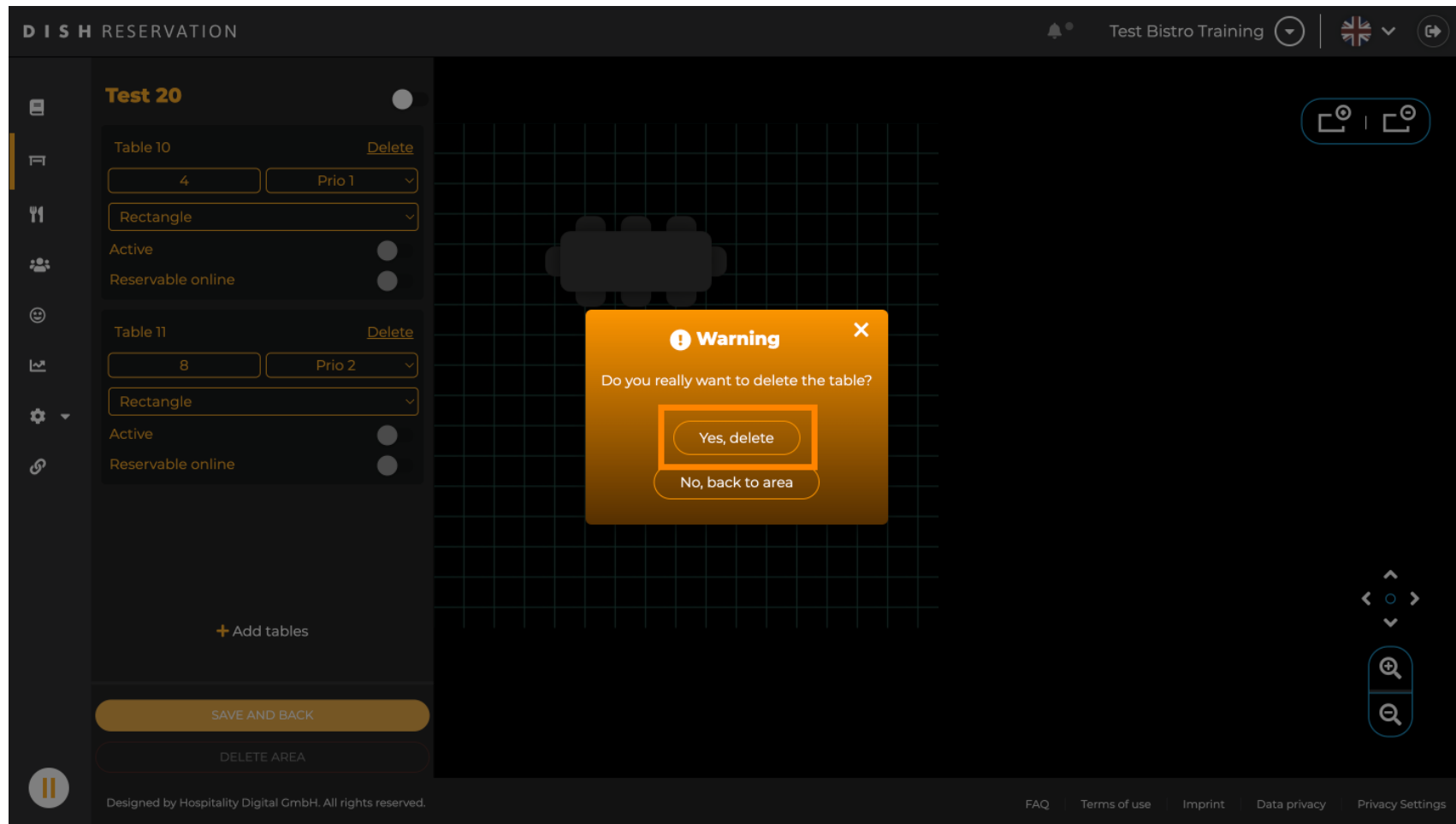
Para desabilitar uma área, defina o **controle deslizante** como inativo.



Se você quiser remover uma tabela, clique em **Excluir**.

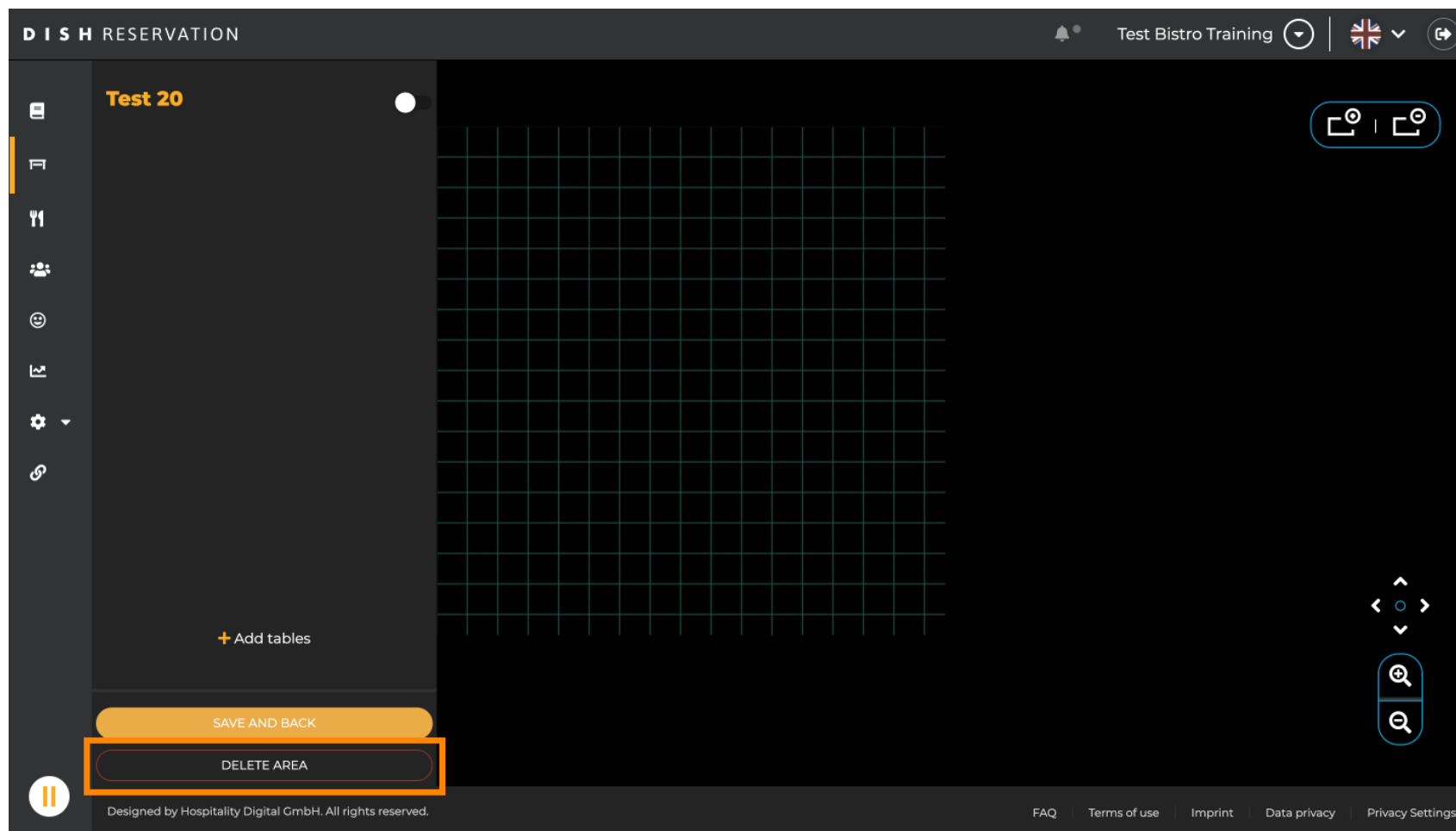


- Para garantir que você não exclua uma tabela por acidente, será solicitado que você confirme sua ação. Para confirmar, clique em **Sim, excluir**.

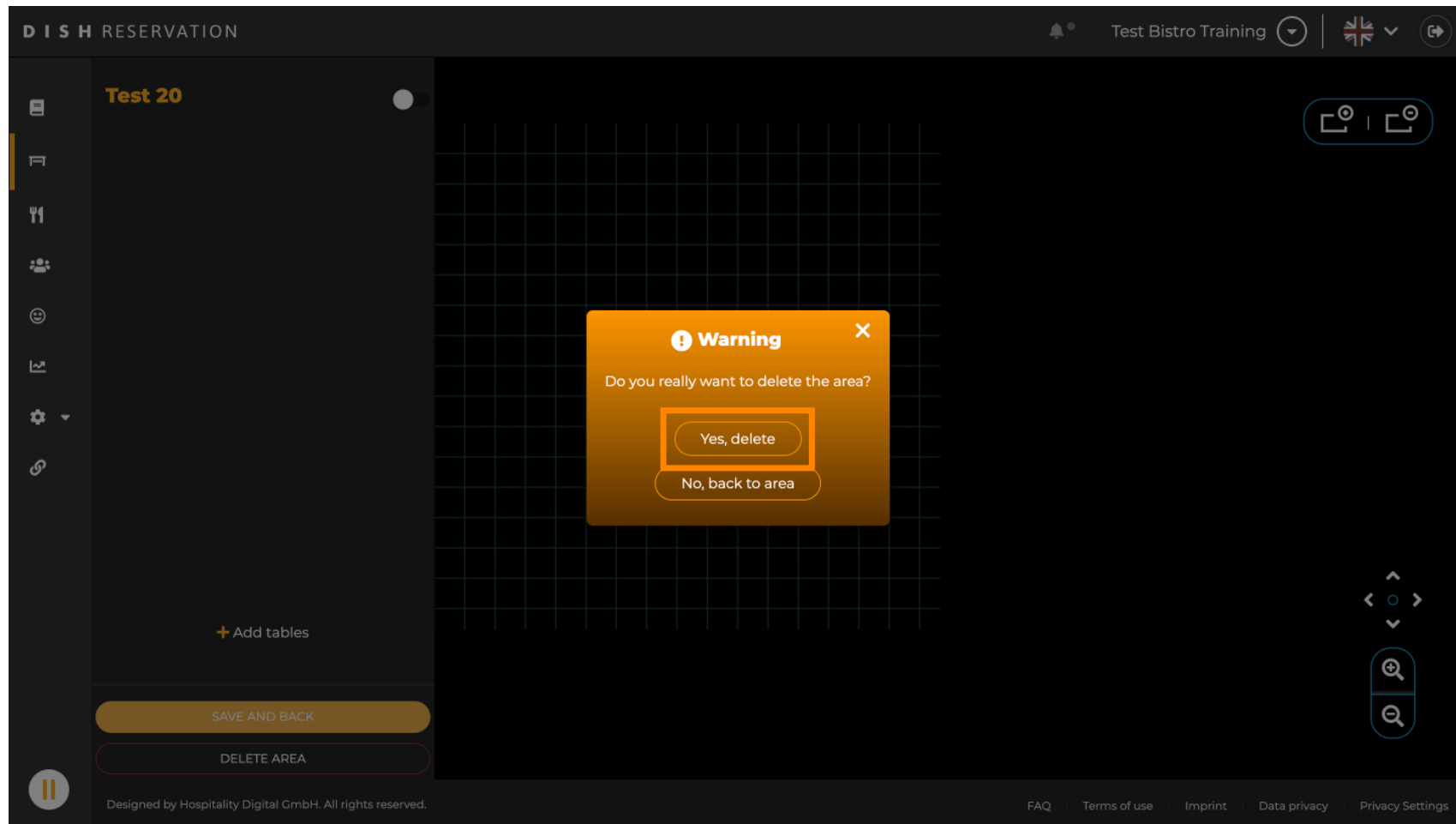




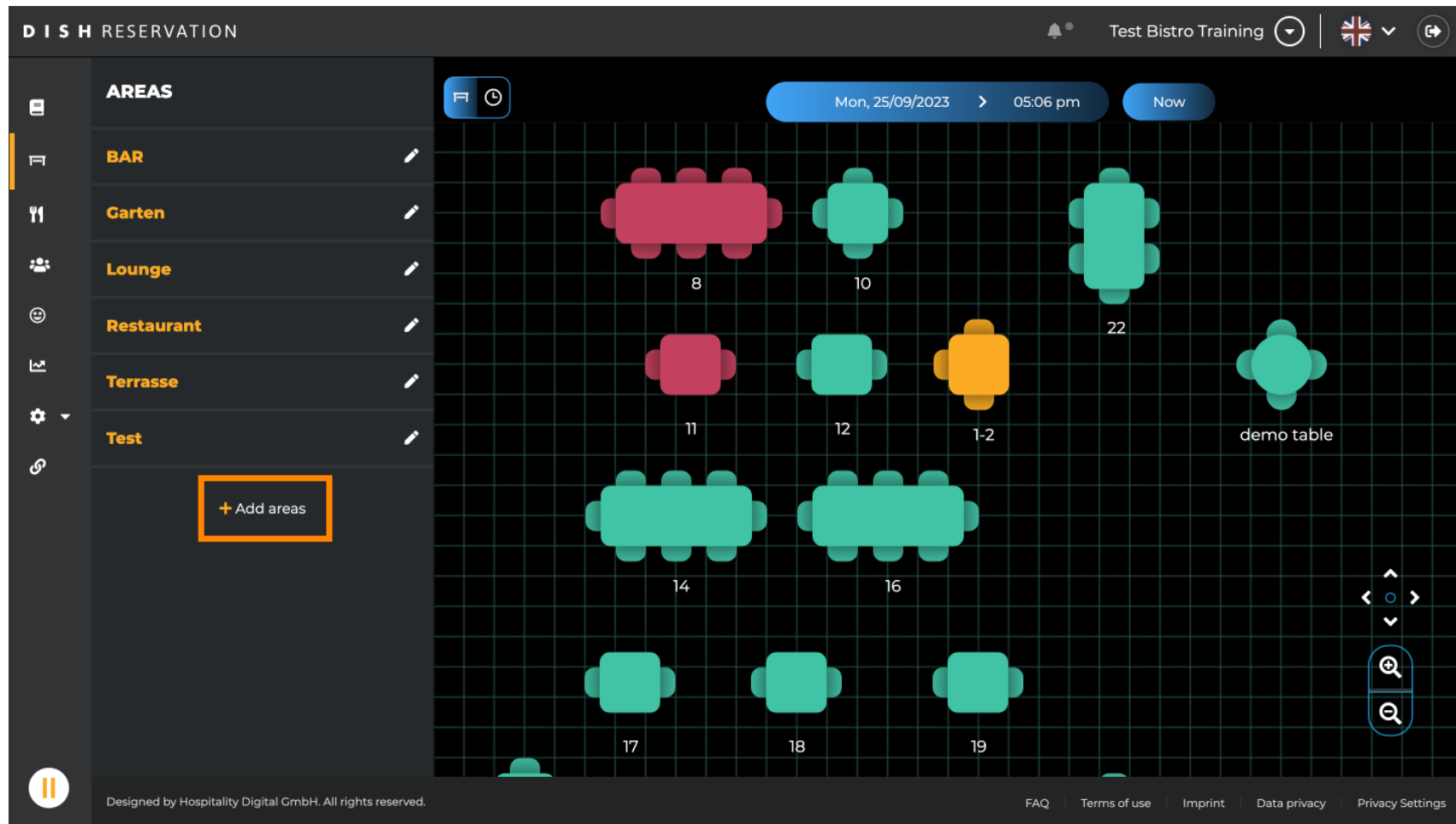
- Para remover uma área completa, clique em **DELETE AREA** . Nota: Para excluir uma área, certifique-se de que todas as tabelas sejam excluídas e a área esteja desabilitada.



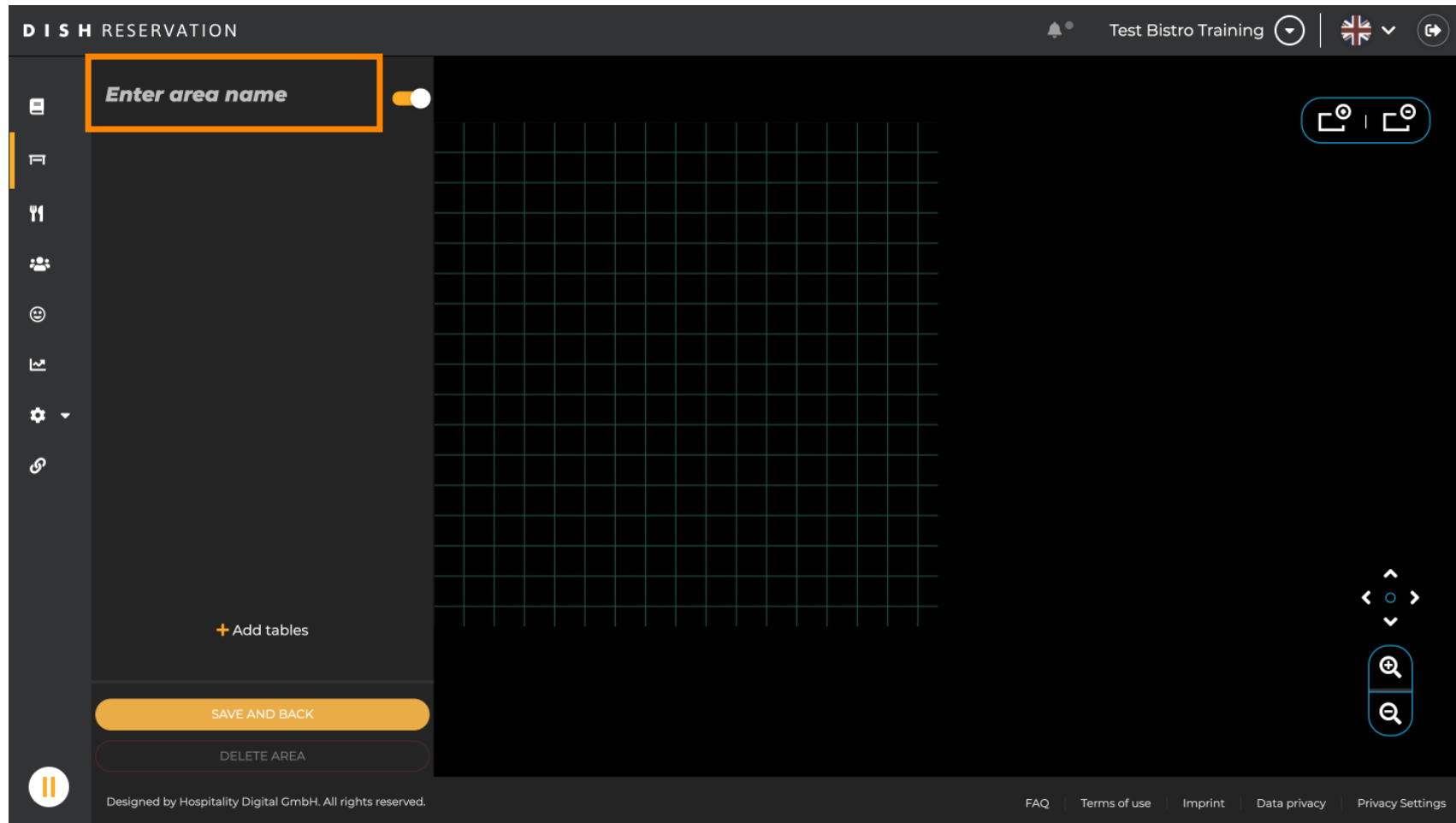
- Para garantir que você não exclua uma área por acidente, será solicitado que você confirme sua ação. Para confirmar, clique em **Sim, excluir**.



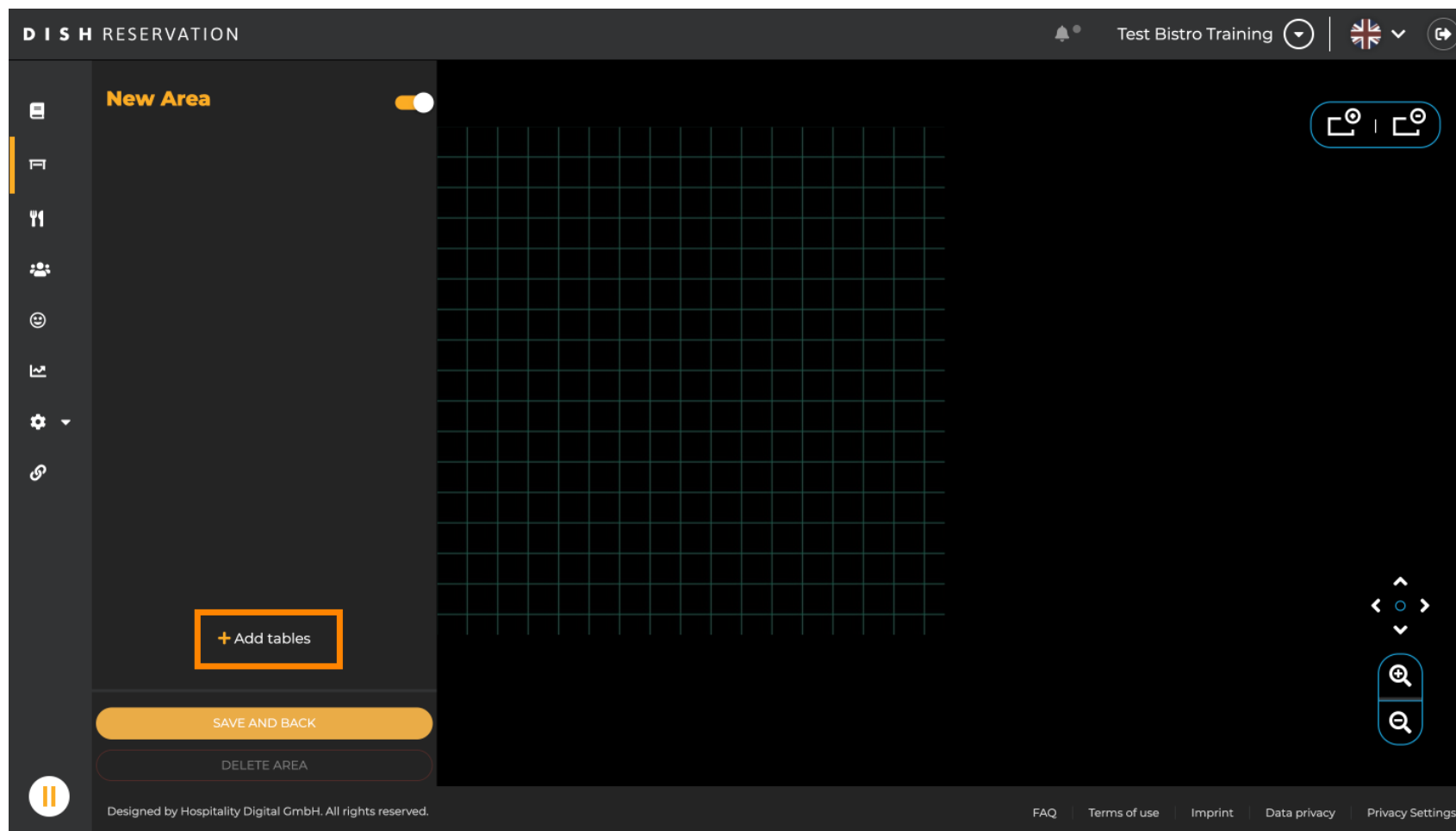
🔑 Ao clicar em **+ Adicionar áreas**, uma máscara de entrada para adicionar o nome da nova área será aberta.



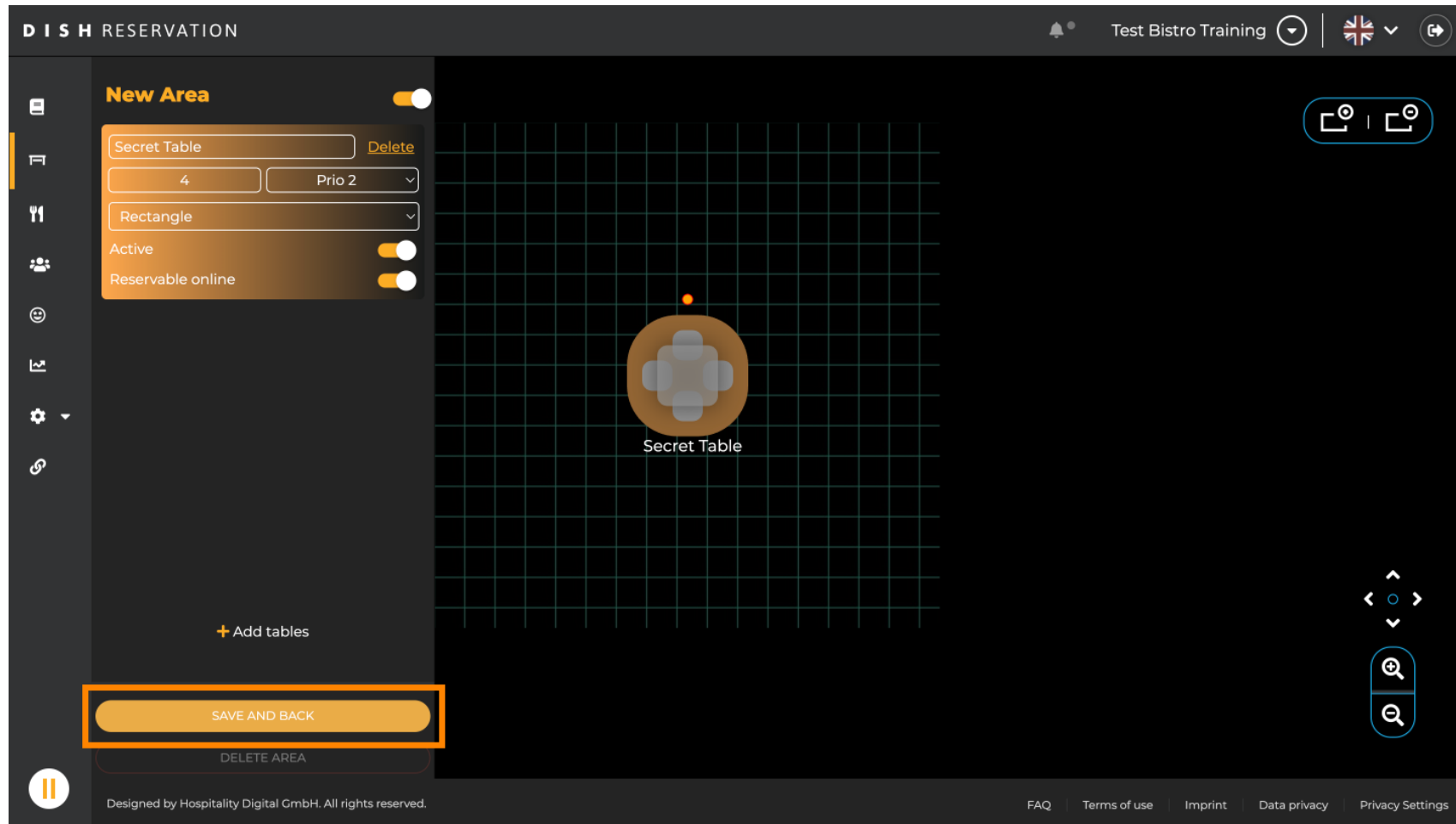
🔑 Digite o nome da área no **campo de texto** correspondente .



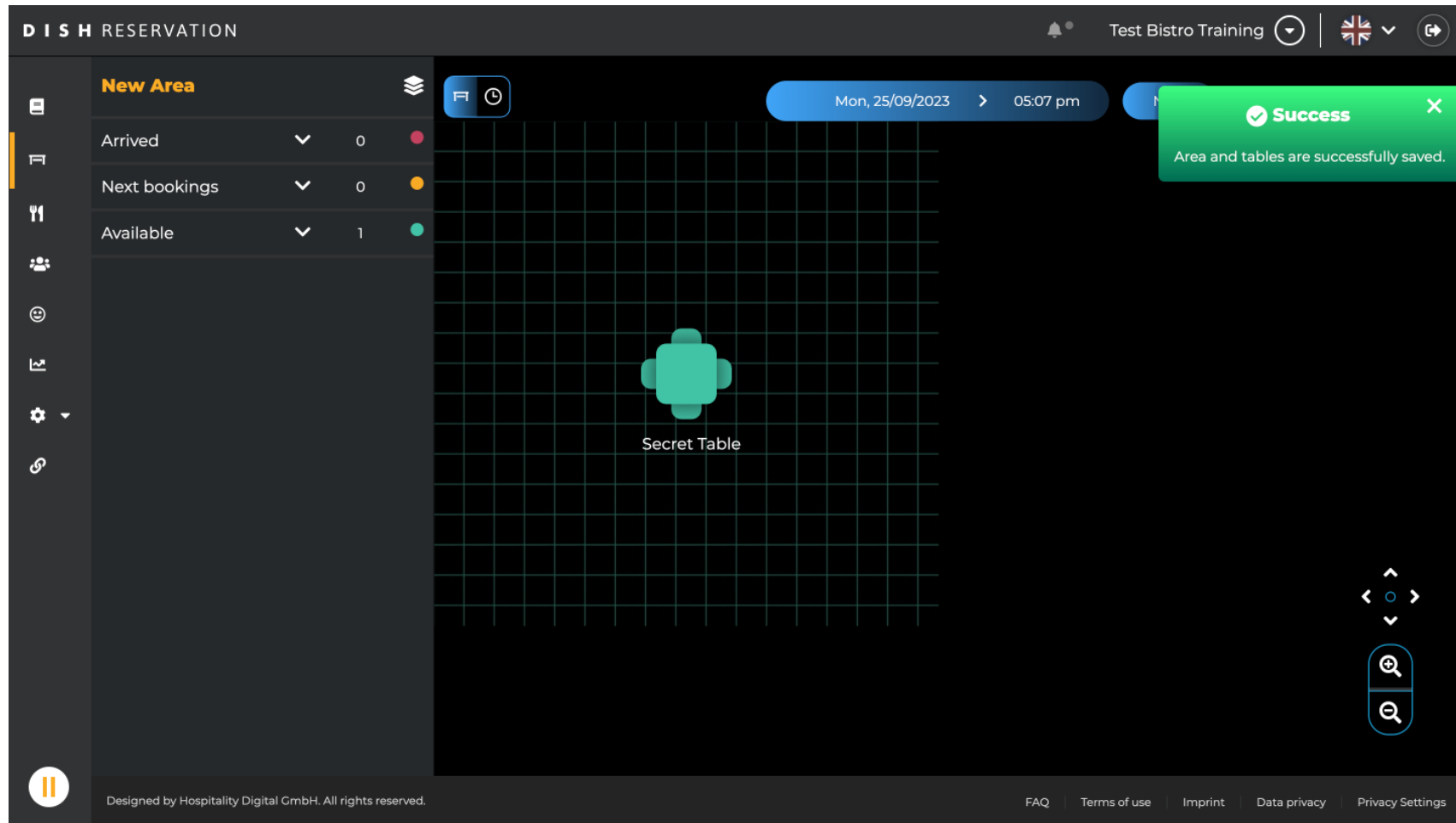
- Conforme mostrado nas etapas anteriores, você pode criar tabelas de lugares clicando em **+ Adicionar tabelas**.



Após terminar a configuração da nova área, clique em **SALVAR E VOLTAR** para aplicar as alterações.



 Pronto. Você concluiu o tutorial e agora tem uma visão geral das funções do plano de mesa.





Digitalize para ir para o player interativo