



Bem-vindo ao **painel de reservas do DISH**. Neste tutorial, mostramos como editar e adicionar mesas no seu plano de mesa.

The screenshot shows the DISH RESERVATION dashboard. At the top, there's a header with the logo and navigation options like 'Test Bistro Training' and a language selector. 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 'WALK-IN' and 'ADD RESERVATION' button. Below this is a date range selector for '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 guests) is shown with a 'Confirmed' status and a '50% discount on cocktails' note. A 'Print' button is located below the card. At the bottom, there's a 'Too many guests in house? Pause online reservations' warning, a 'Designed by Hospitality Digital GmbH. All rights reserved.' footer, and a 'FAQ | Terms of use | Imprint | Data privacy | Privacy Settings' link set.



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

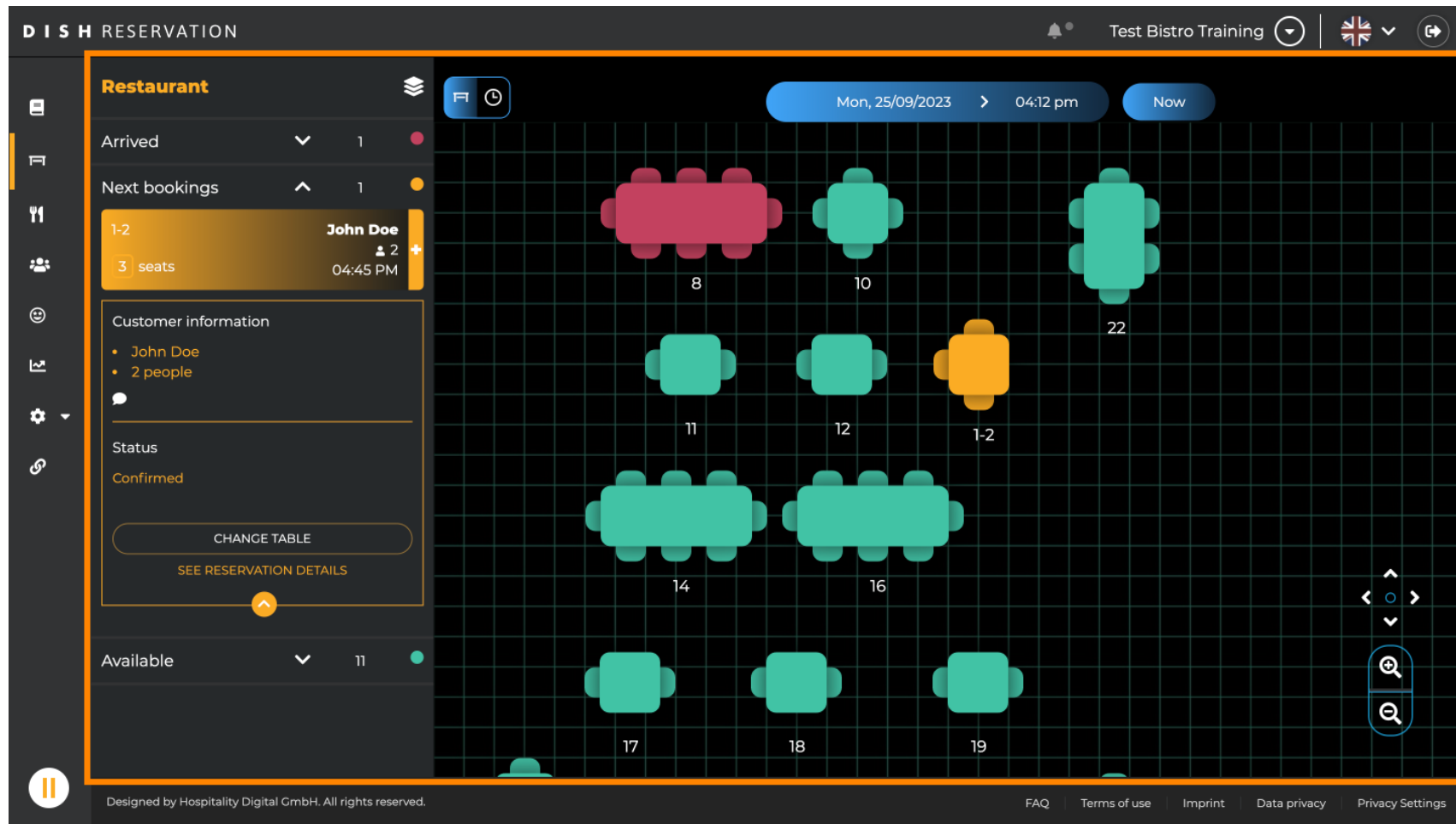
The screenshot displays the DISH RESERVATION web application interface. On the left, a dark sidebar menu contains several options: Reservations, Table plan (highlighted with an orange box), Menu, Guests, Feedback, Reports, Settings, and Integrations. At the bottom of the sidebar, there is a notification: "Too many guests in house? Pause online reservations" with a pause icon.

The main content area features 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 this is a date 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 options include "All", "Completed", "Upcoming" (selected), and "Cancelled". Summary statistics show 1 calendar icon, 2 people icon, and 1/50 table icon.

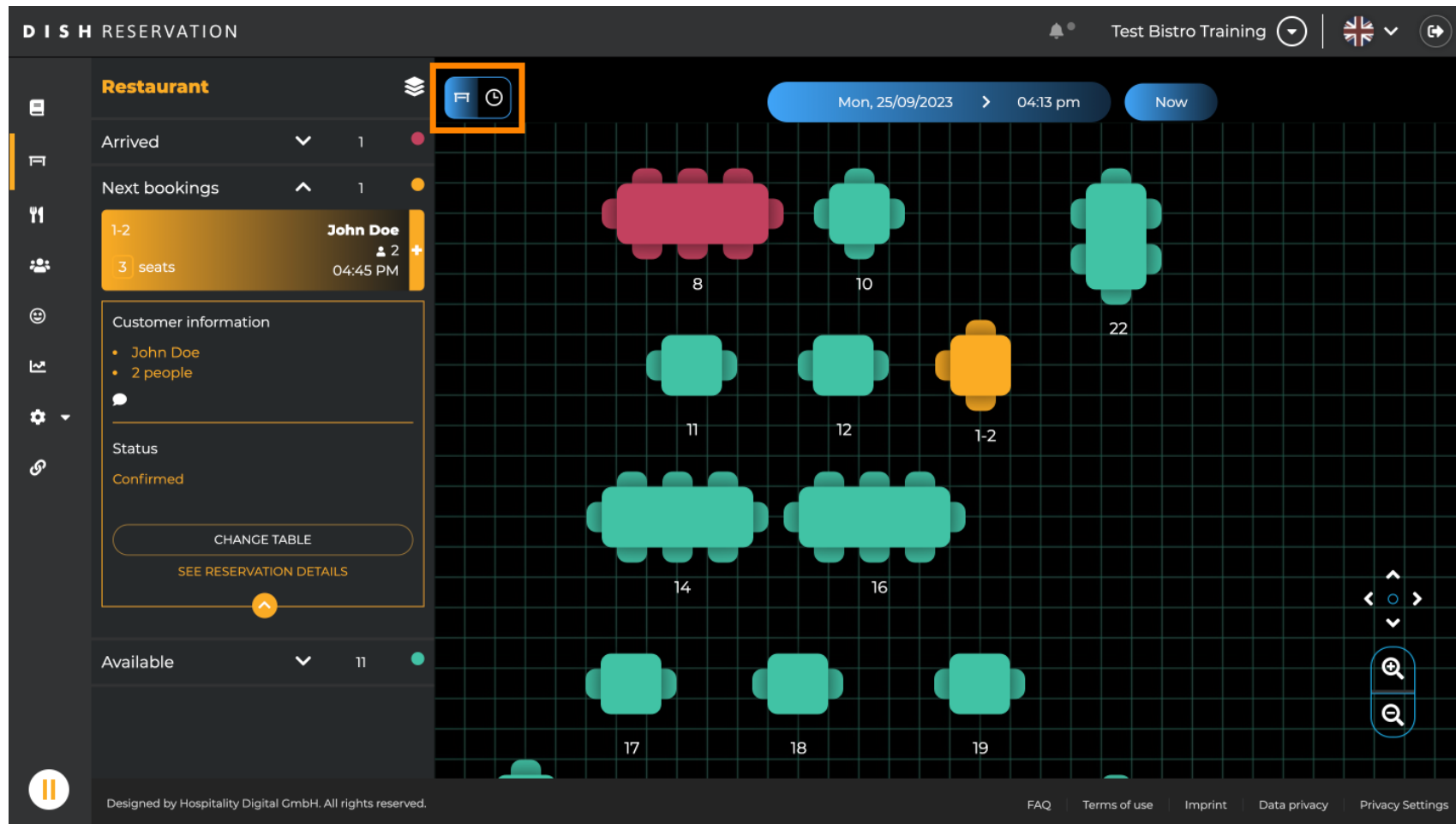
A reservation card for "Mon, 25/09/2023" is shown with the following details: Time "04:45 PM", Name "Doe, John", "2 guest(s)", "1-2 (Restaurant)", and status "Confirmed" with a dropdown arrow. A note below the card reads "50% discount on cocktails". A "Print" button is located below the reservation card.

At the bottom of the page, there is a footer with "Designed by Hospitality Digital GmbH. All rights reserved.", a help icon (question mark in a circle), and links for "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.**



- 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.

**DISH RESERVATION** Test Bistro Training

Mon, 25/09/2023 04:13 pm Now

**Restaurant**

Arrived 1

Next bookings 1

1-2 **John Doe**  
3 seats 04:45 PM

Customer information

- John Doe
- 2 people

Status: Confirmed

CHANGE TABLE

SEE RESERVATION DETAILS

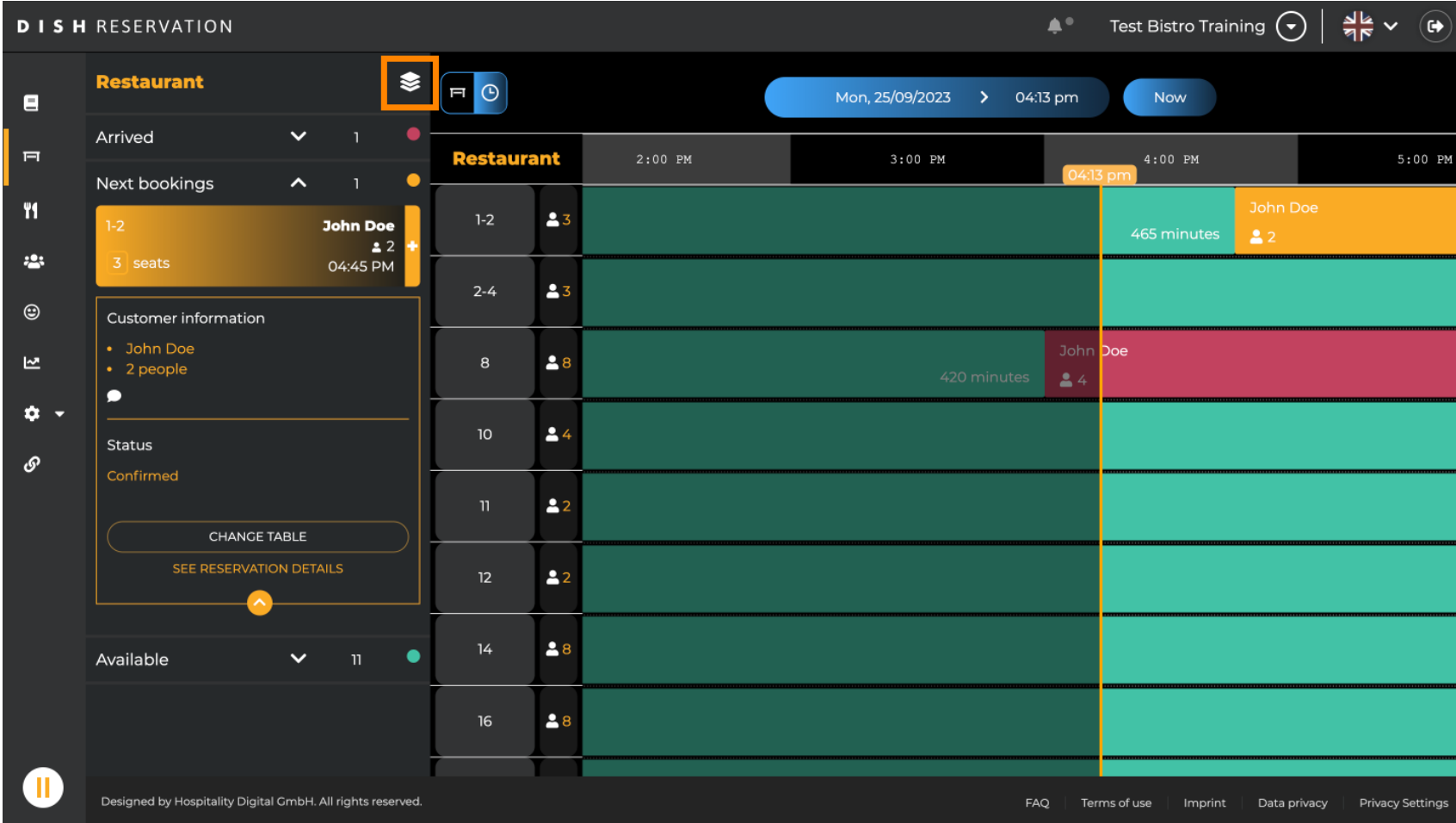
Available 11

Restaurant	2:00 PM	3:00 PM	4:00 PM	5:00 PM
1-2 (3 seats)			04:13 pm 465 minutes John Doe (2)	
2-4 (3 seats)				
8 (8 seats)			John Doe (4) 420 minutes	
10 (4 seats)				
11 (2 seats)				
12 (2 seats)				
14 (8 seats)				
16 (8 seats)				

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



**DISH RESERVATION** Test Bistro Training

Mon, 25/09/2023 04:13 pm Now

**Restaurant** (Layers icon highlighted)

Arrived 1  
Next bookings 1

1-2 **John Doe**  
3 seats 04:45 PM

Customer information  
• John Doe  
• 2 people

Status  
Confirmed

CHANGE TABLE  
SEE RESERVATION DETAILS

Available 11

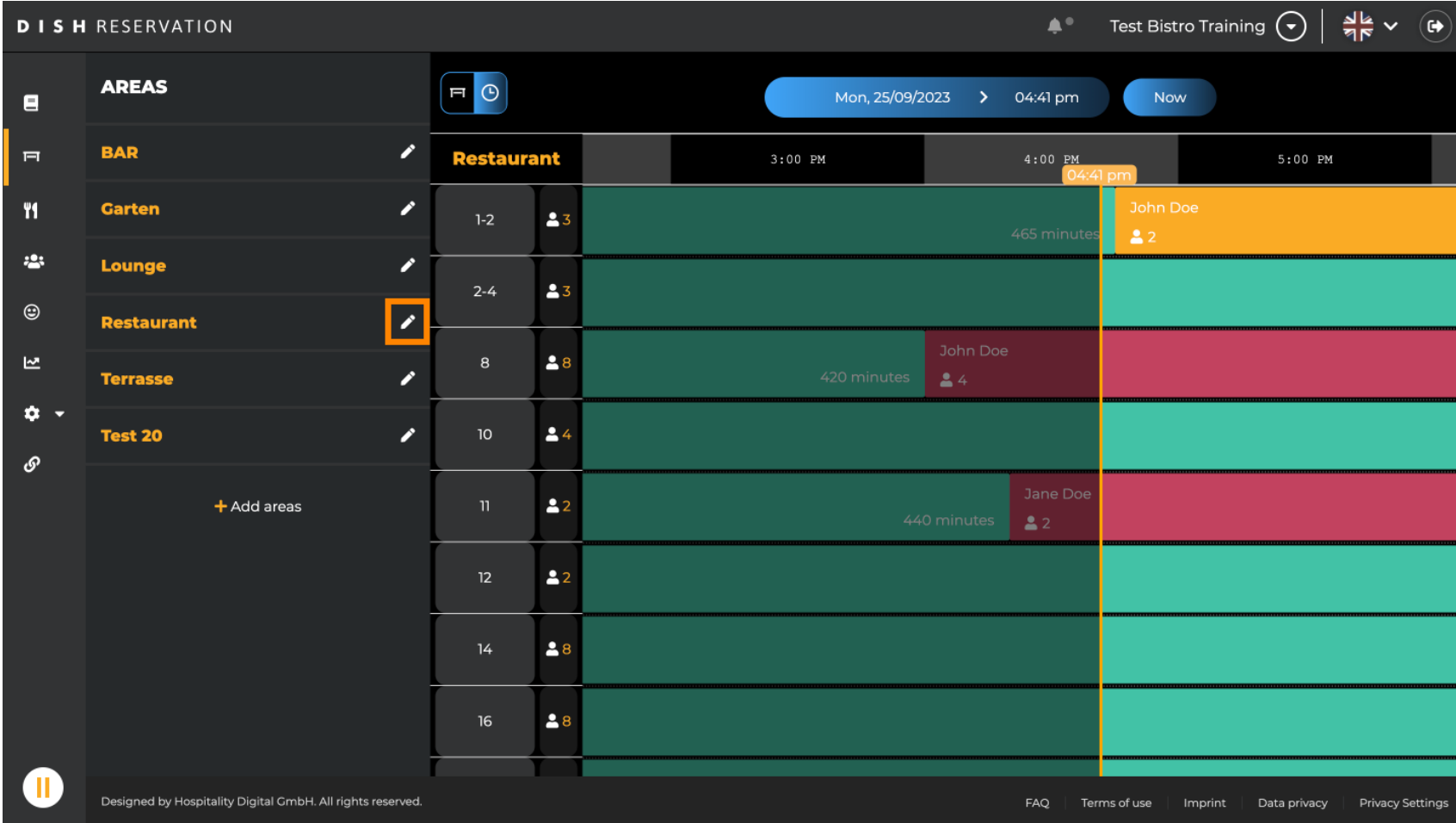
Restaurant	2:00 PM	3:00 PM	4:00 PM	5:00 PM
1-2	3		465 minutes John Doe 2	
2-4	3			
8	8	420 minutes John Doe 4		
10	4			
11	2			
12	2			
14	8			
16	8			

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

The screenshot displays the DISH RESERVATION interface. On the left, a sidebar lists several areas: BAR, Garten, Lounge (highlighted with an orange border), Restaurant, Terrasse, and Test 20. The main area shows a table plan for 'Restaurant' with a time slot from 3:00 PM to 5:00 PM. A vertical yellow line indicates the current time is 04:41 pm. Reservations are shown as colored blocks: a yellow block for 'John Doe' (2 people) from 3:00 PM to 4:00 PM, a teal block for 'John Doe' (4 people) from 4:00 PM to 4:41 pm, and a pink block for 'Jane Doe' (2 people) from 4:41 pm to 5:00 PM. Other reservations are shown in teal and pink blocks without names. The interface includes a top navigation bar with the date 'Mon, 25/09/2023' and a 'Now' button. 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'.

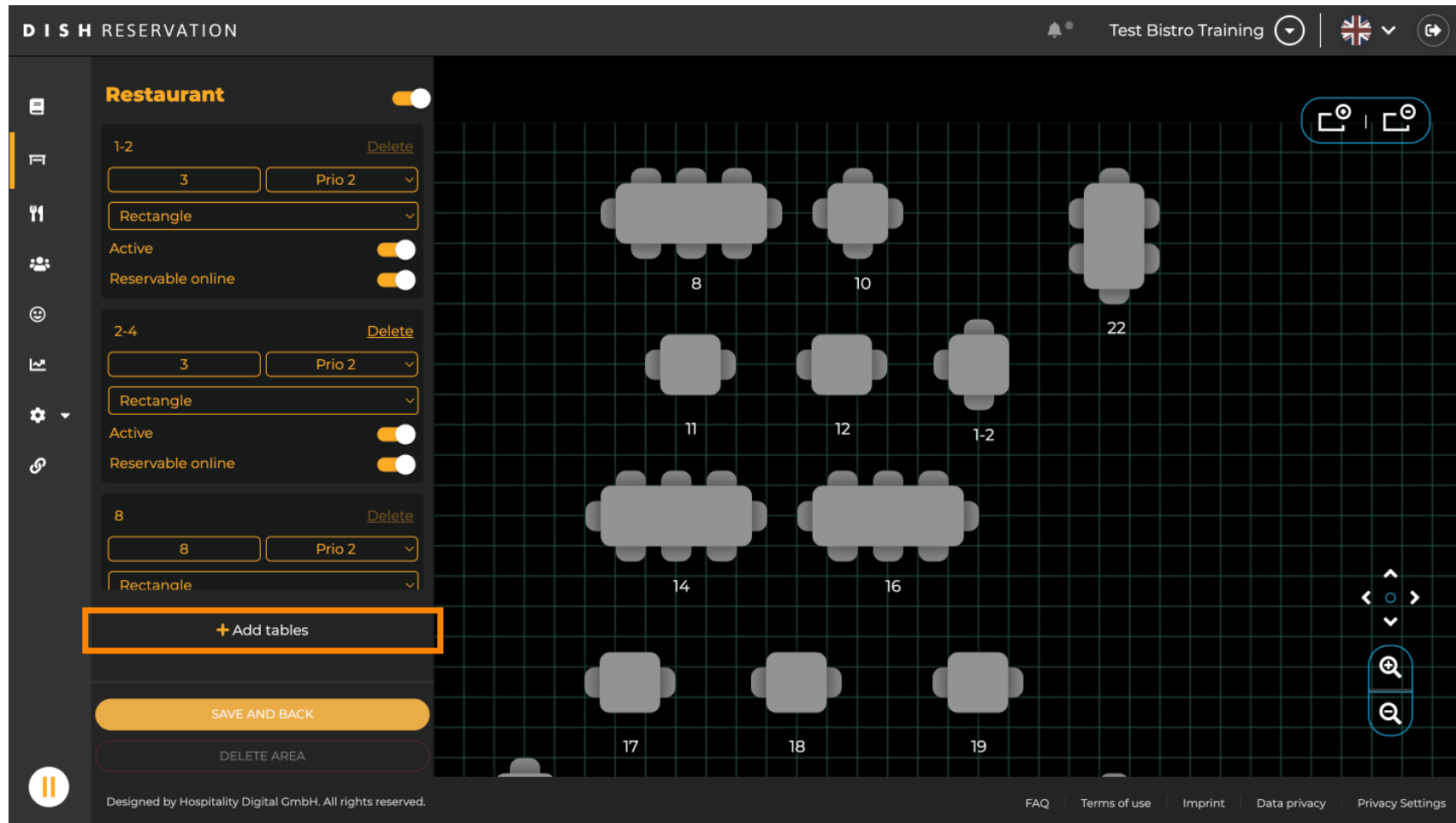
Para editar uma área, clique no **ícone de edição** correspondente .



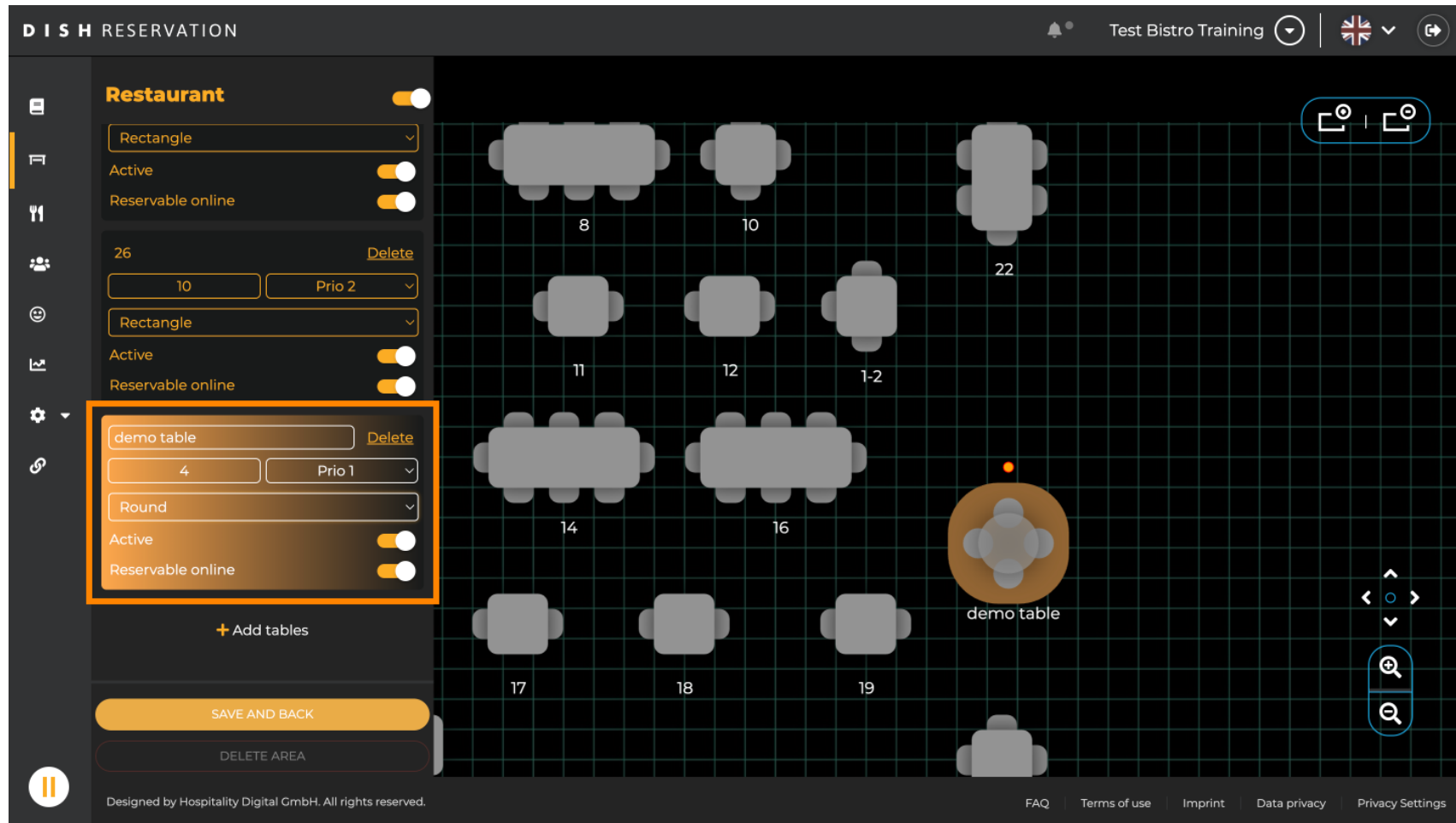
The screenshot displays the DISH RESERVATION interface. The top navigation bar includes the DISH logo, the name of the establishment "Test Bistro Training", and the current date and time "Mon, 25/09/2023 04:41 pm". Below this, a sidebar on the left lists various areas: BAR, Garten, Lounge, Restaurant, Terrasse, and Test 20. The "Restaurant" area is currently selected, and its edit icon (a pencil) is highlighted with an orange box. The main area shows a table plan with columns for time slots (3:00 PM, 4:00 PM, 5:00 PM) and rows for different table numbers (1-2, 2-4, 8, 10, 11, 12, 14, 16). Each table row shows the number of tables and the number of people. Reservations are shown as colored blocks with names and durations. For example, table 1-2 has a reservation for John Doe (2 people) from 4:00 PM to 4:41 PM (465 minutes). Table 8 has a reservation for John Doe (4 people) from 3:00 PM to 4:20 PM (420 minutes). Table 11 has a reservation for Jane Doe (2 people) from 3:00 PM to 4:40 PM (440 minutes). The bottom of the interface includes 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.



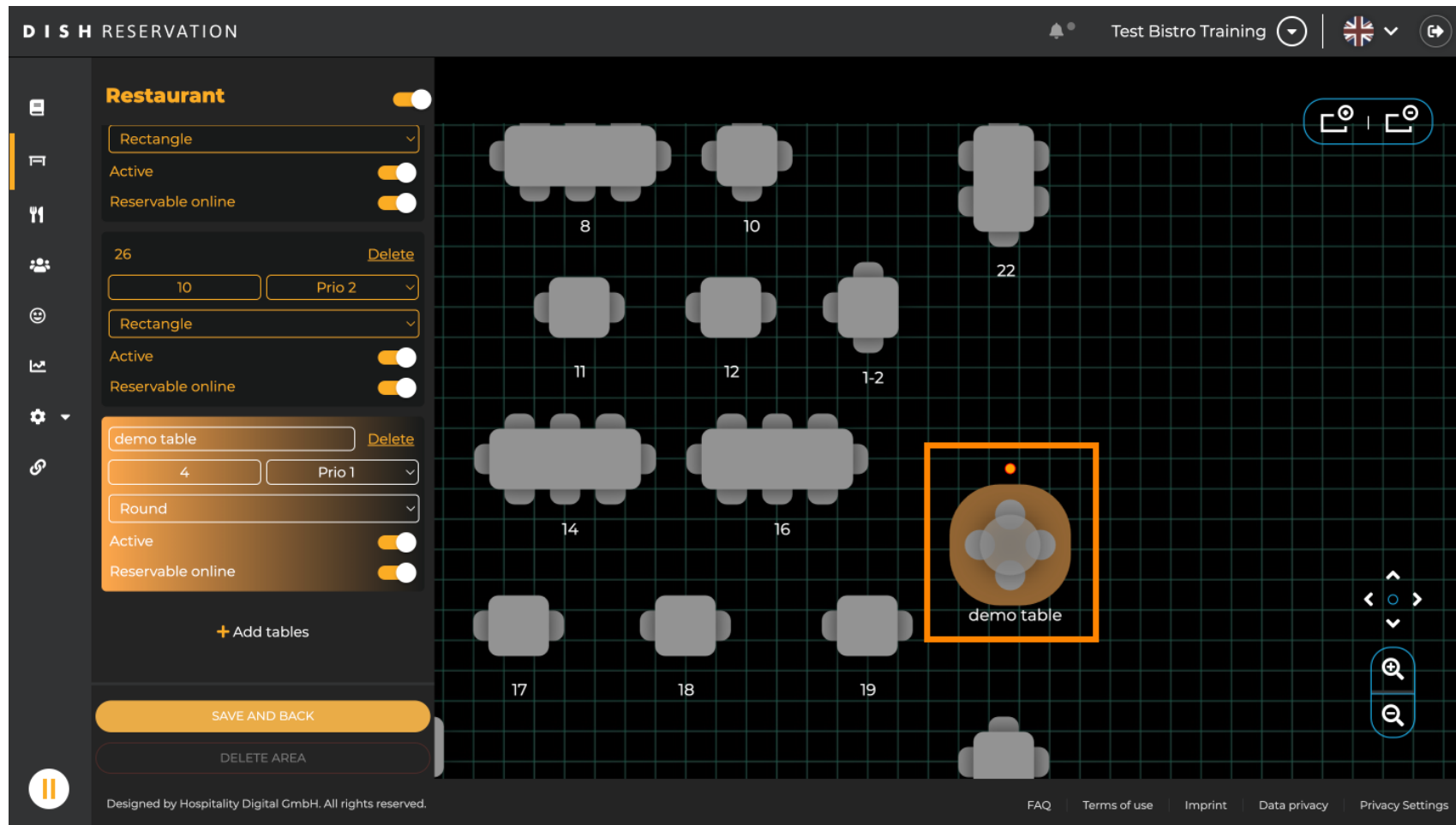
🕒 Agora você pode adicionar tabelas a esta área. Para fazer isso, clique em **+ Adicionar tabelas**.



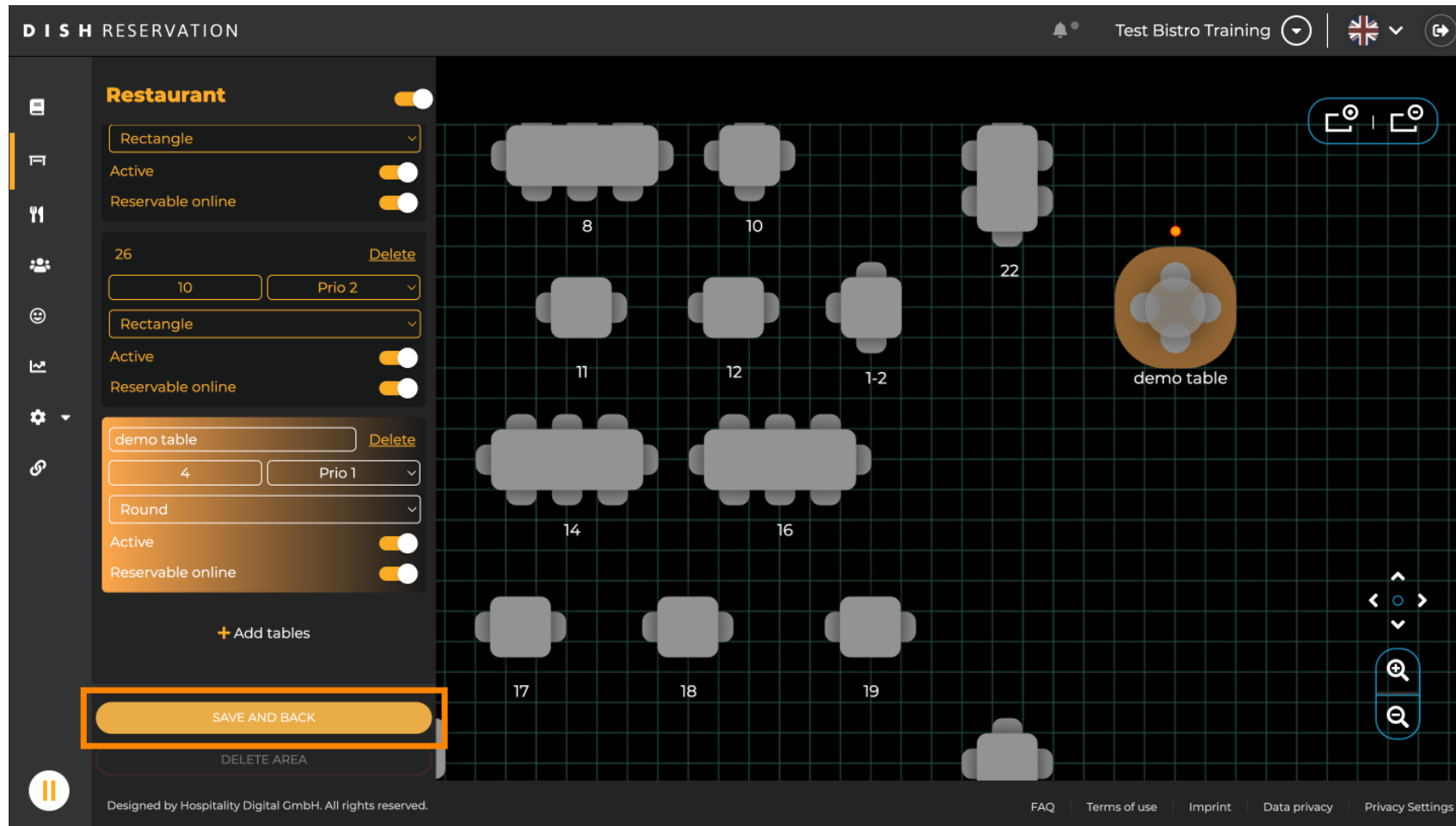
- Uma nova **máscara de entrada** aparecerá onde você deve adicionar os detalhes da tabela.



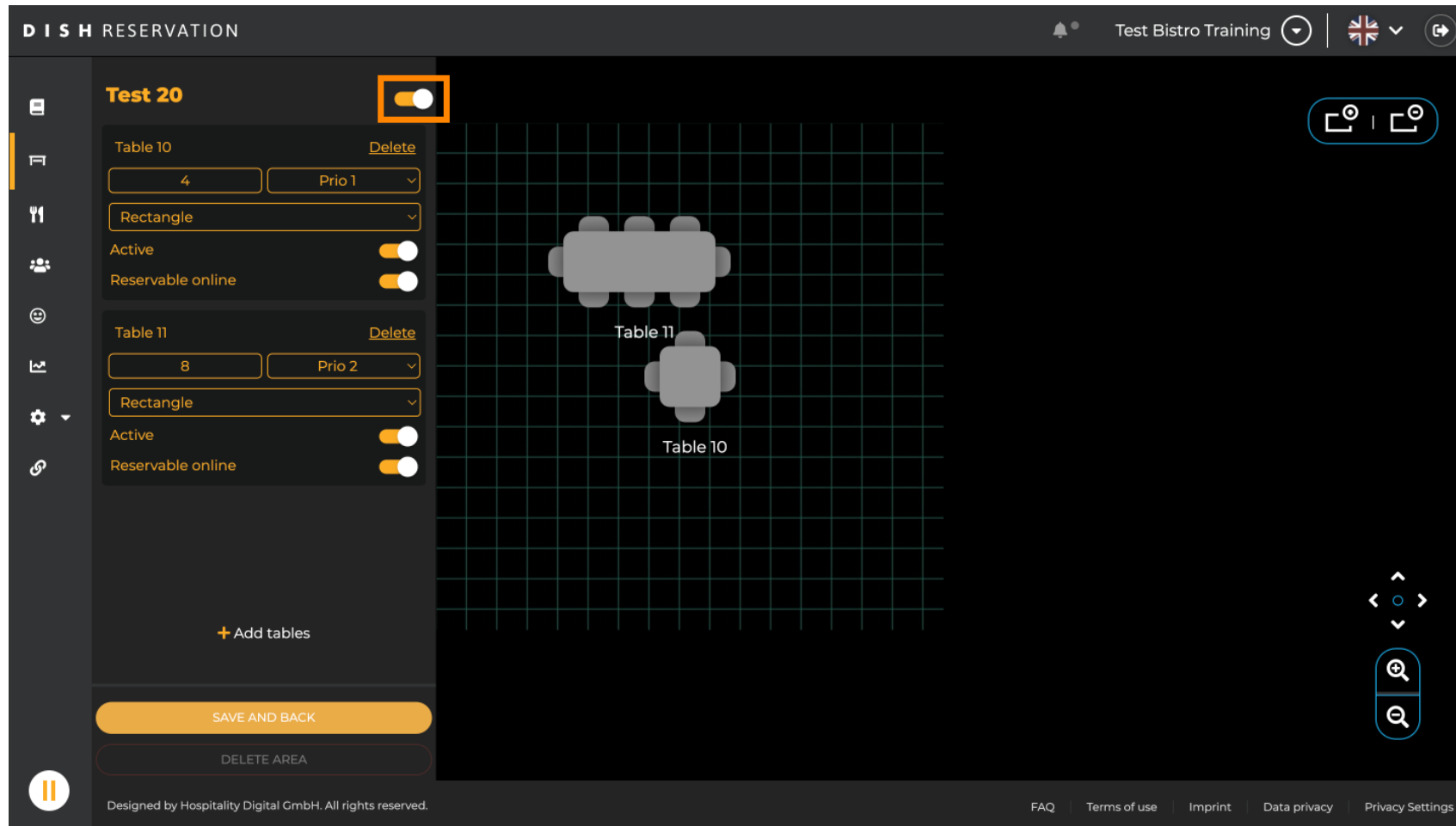
- Depois de adicionar os detalhes, você pode mover livremente a **nova mesa** no seu plano de mesa. Simplesmente arraste e solte-a no local desejado.



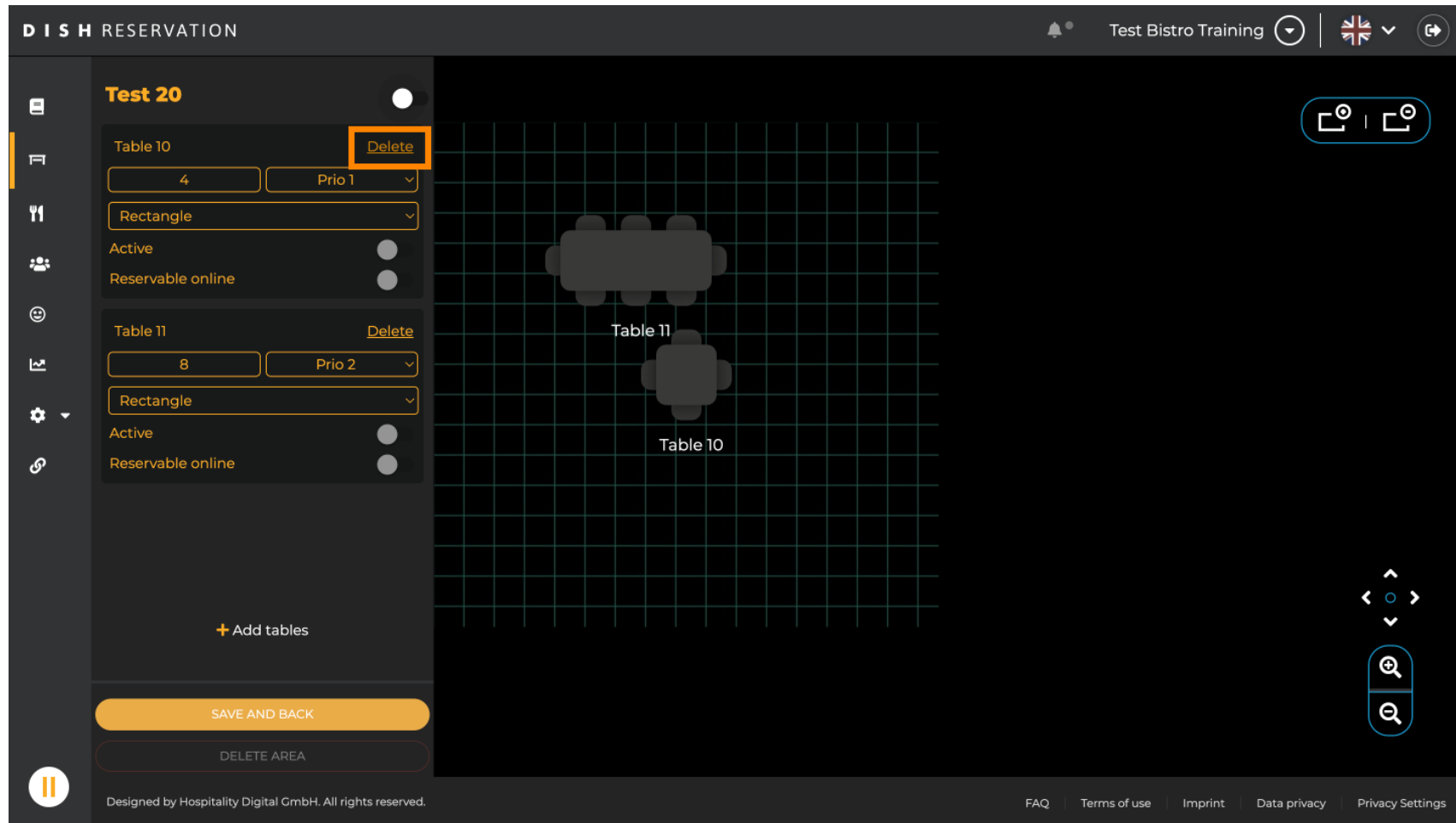
Em seguida, clique em **SALVAR E VOLTAR** para aplicar suas alterações.



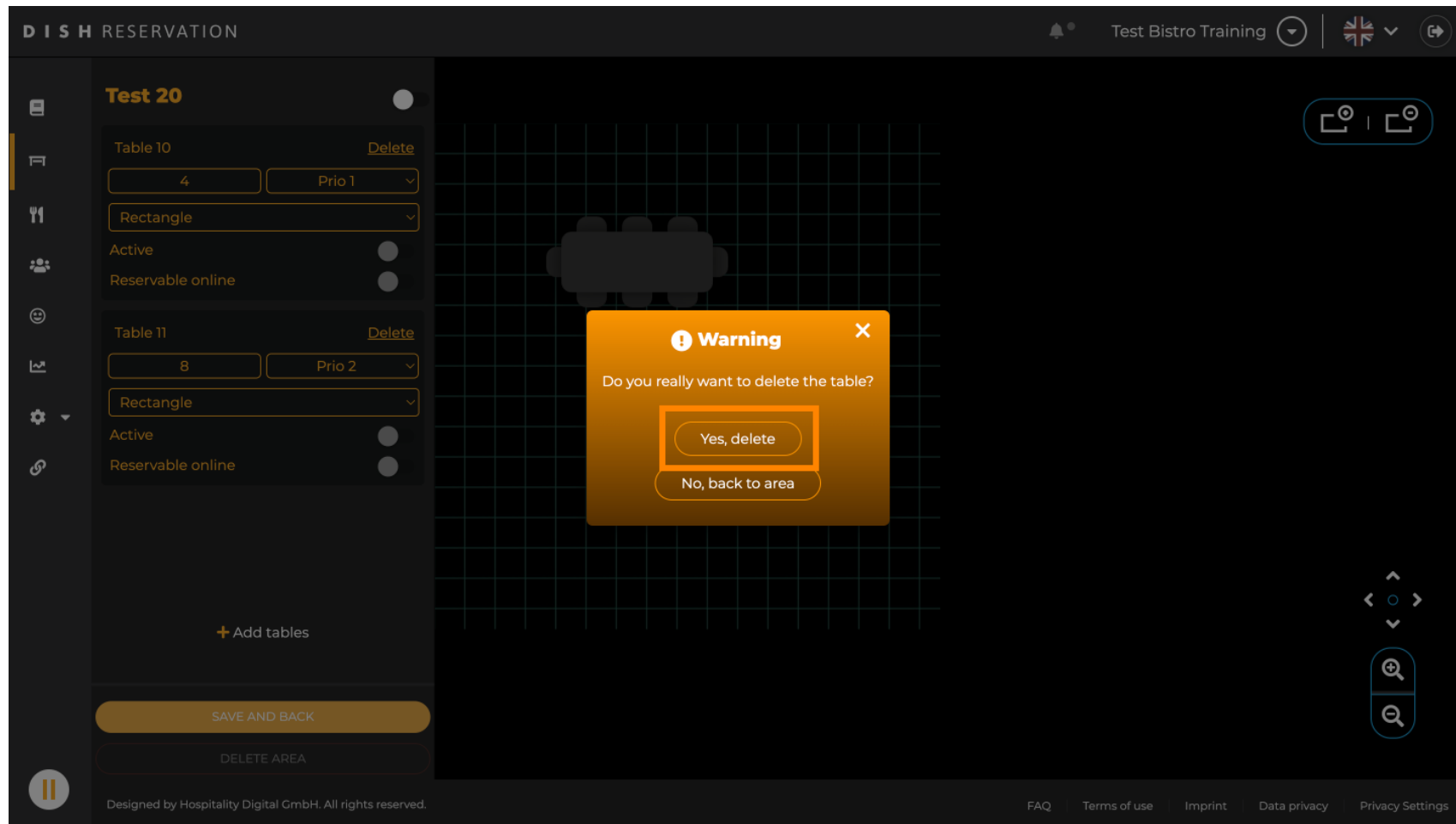
- Para desabilitar uma área, defina o **controle deslizante** como inativo.



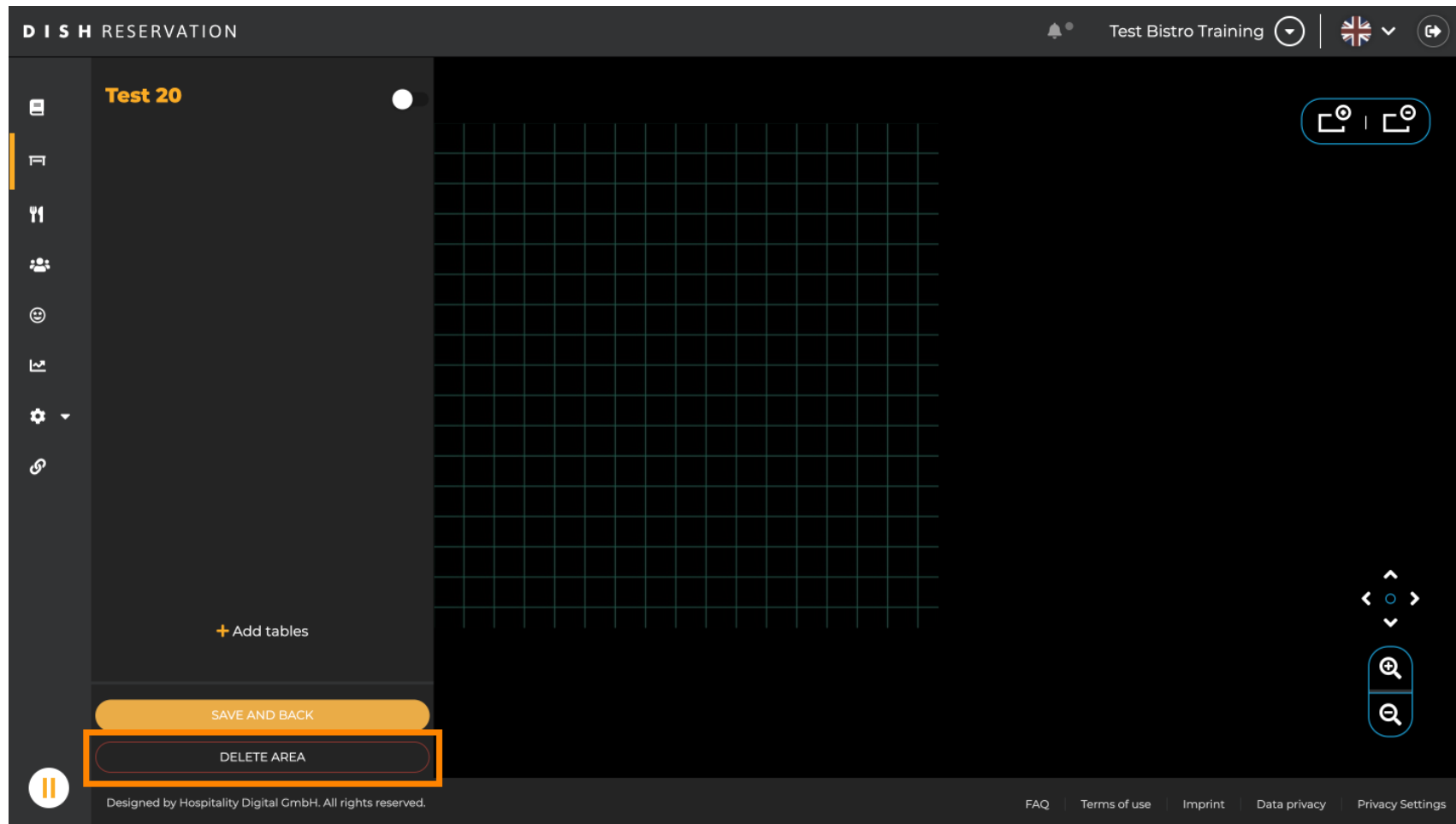
Se você quiser remover uma tabela, clique em **Excluir**.



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

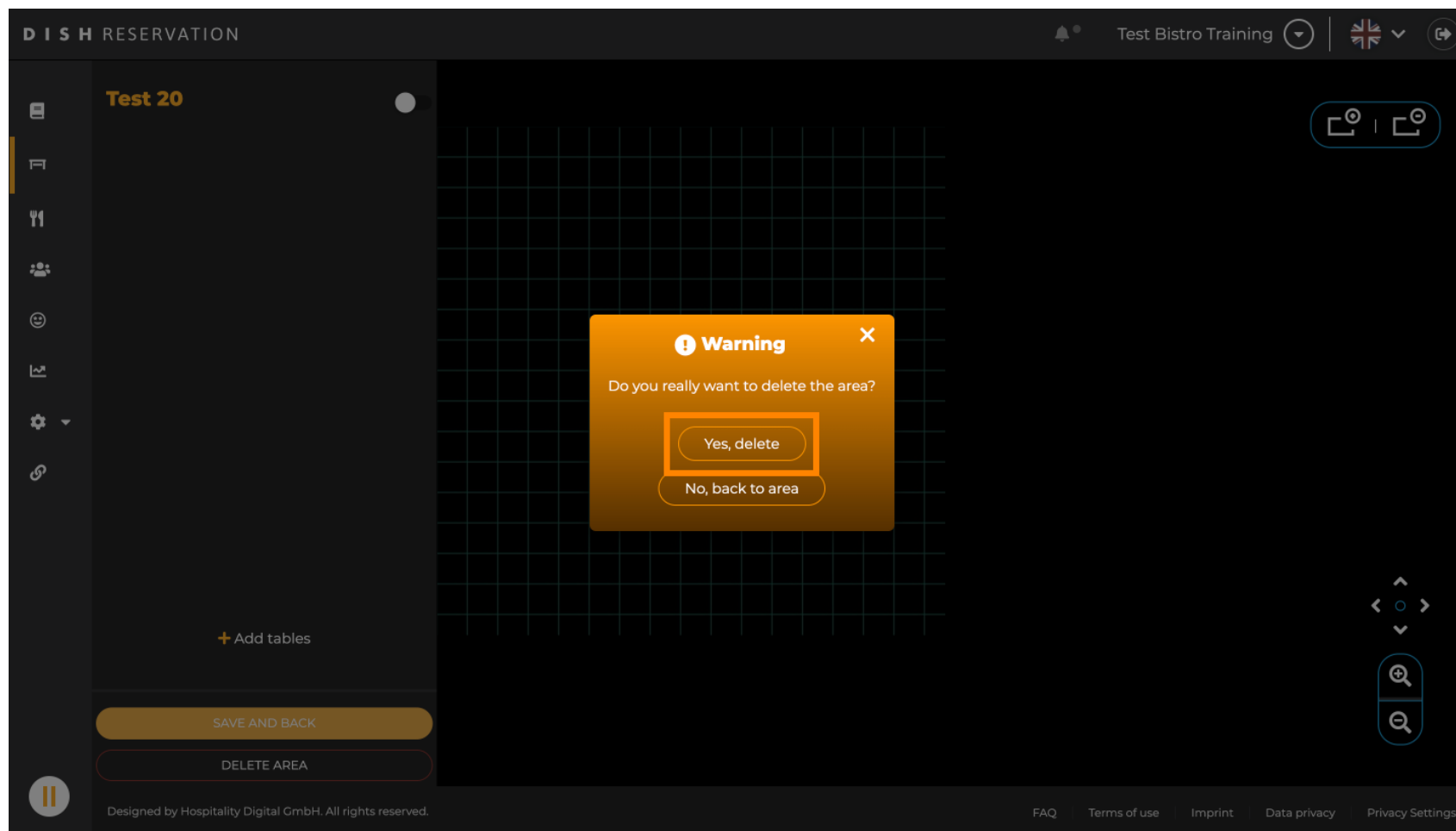


- Para remover uma área completa, clique em **DELETE AREA** . Nota: Para excluir uma área, certifique-se de que todas as tabelas sejam excluídas e a área esteja desabilitada.

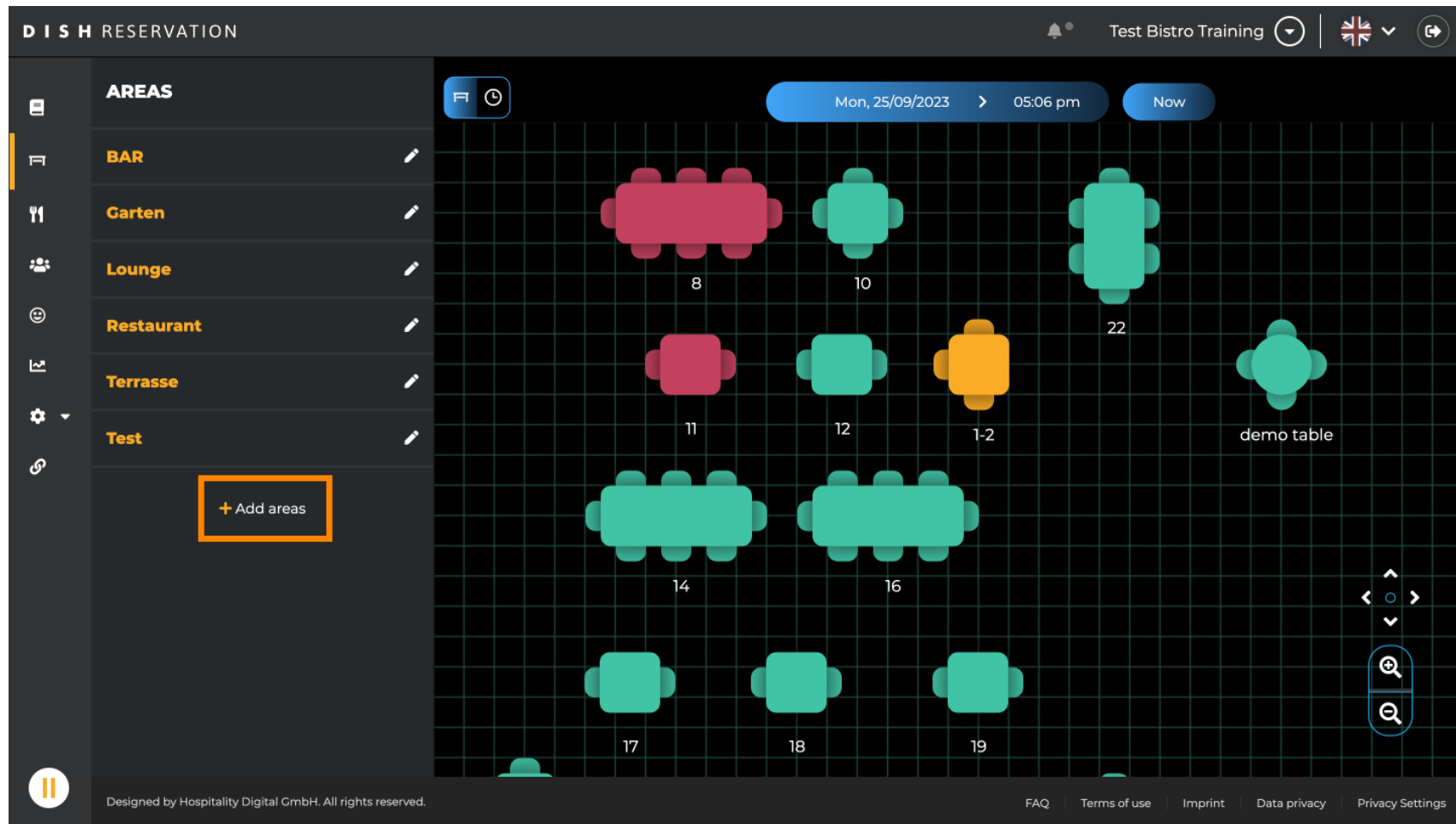




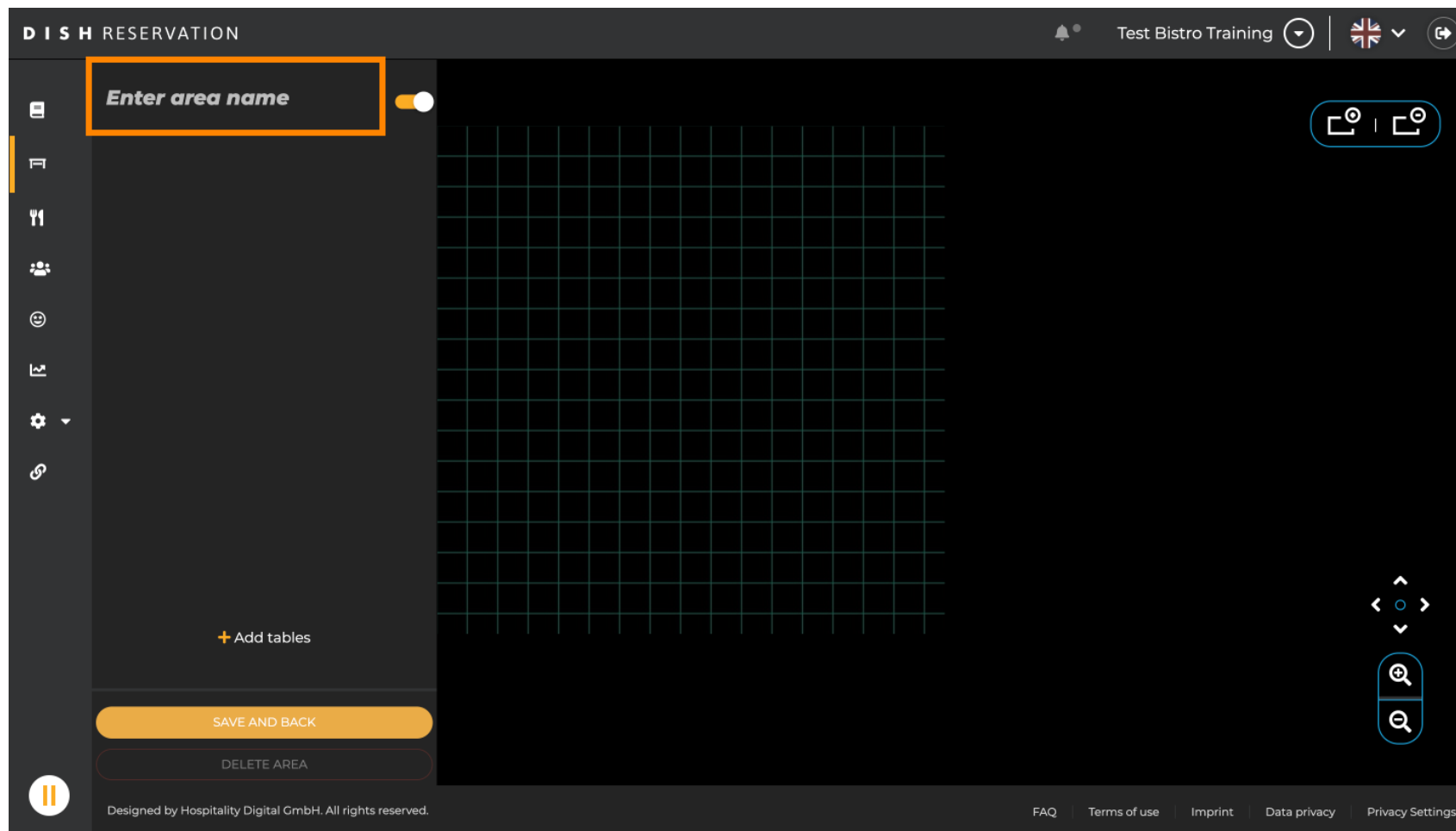
- Para garantir que você não exclua uma área por acidente, será solicitado que você confirme sua ação. Para confirmar, clique em **Sim, excluir**.



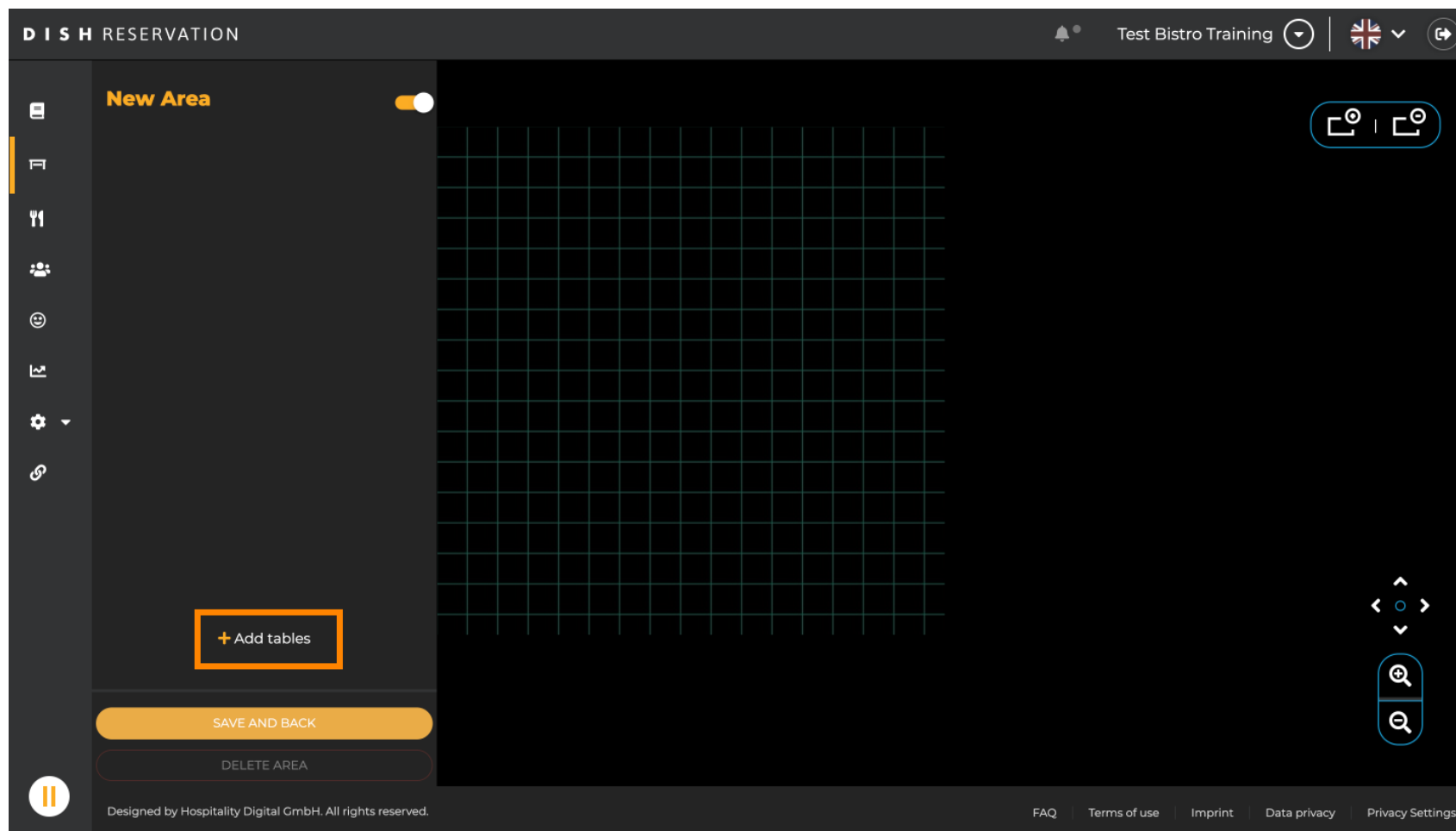
🔑 Ao clicar em **+ Adicionar áreas**, uma máscara de entrada para adicionar o nome da nova área será aberta.



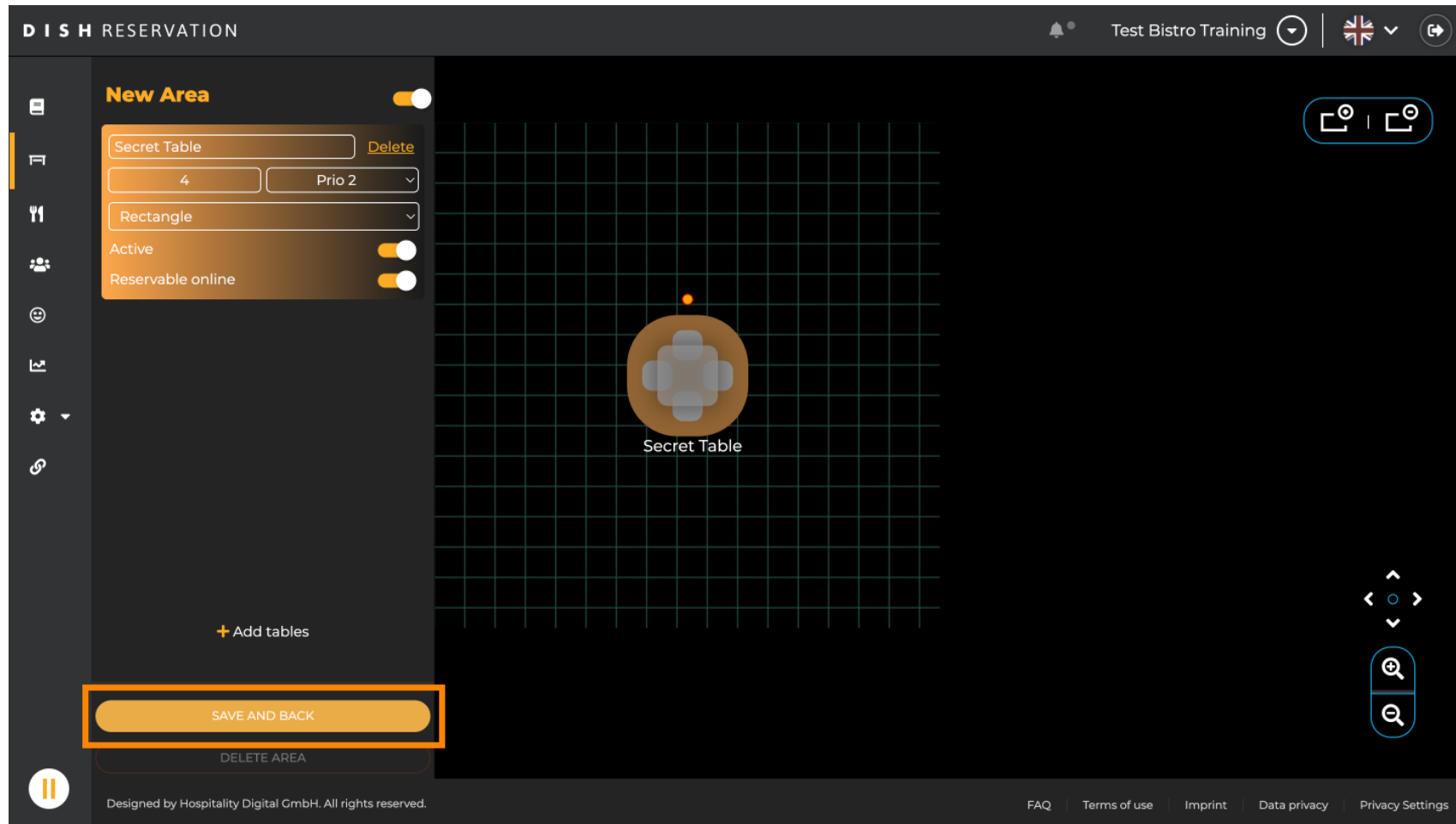
🔑 Digite o nome da área no **campo de texto** correspondente .



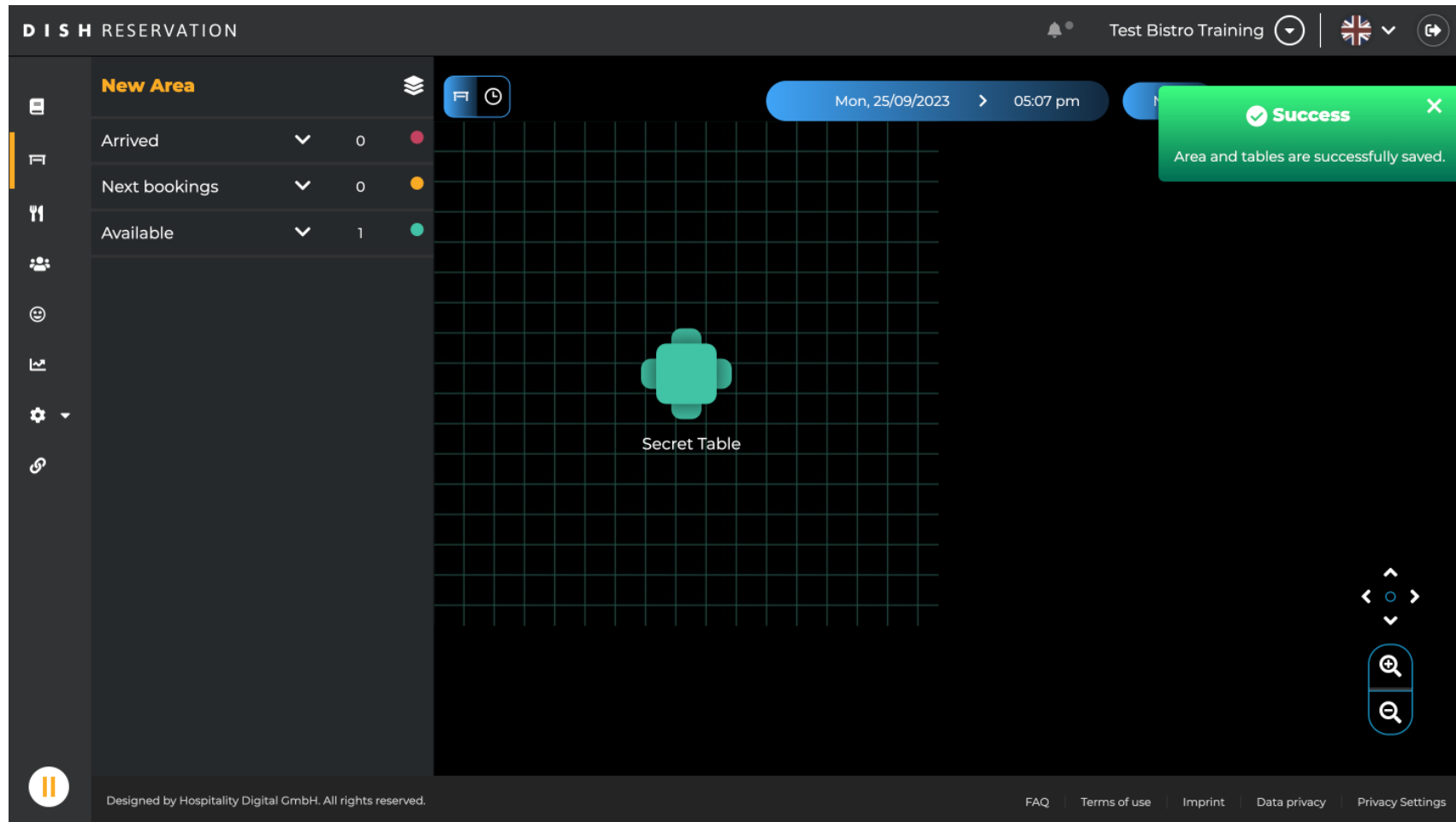
- Conforme mostrado nas etapas anteriores, você pode criar tabelas de lugares clicando em **+ Adicionar tabelas**.



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



 Pronto. Você concluiu o tutorial e agora sabe como editar e adicionar tabelas no seu plano de tabelas.





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