DISH Reservation - How to add walk-in guest to your reservations

Welcome to the dashboard of DISH Reservation. In this tutorial, we show you how to add walk-in guests to your reservations.

To add a walk-in click on WALK-IN.

A new window will open where you can enter the essential walkin information.

If there are notes for the reservation, you can leave them under Reservation notes. Use the corresponding text field to enter the information.

Are there additional information regarding the guest, leave them under Internal guest information in the corresponding text field.

Once you entered all the information, click on SAVE to add the walk-in.

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!

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Table plan

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Walkin information

'#' Guests *   3

Date   Wed, 27/09/2023

Time   Now

Duration   2.5 hours

Table(s)   1-2

Source   Walkin

Reservation notes

Internal note. Will be shown for this reservation only.

e.g. window seat, occasion...

Internal guest information

Note will be shown on all reservations made by this guest.

e.g. 10% discount, VIP...

Allergies
☐ Gluten ☐ Sesame ☐ Nuts ☐ Crustacean ☐ Eggs ☐ Fish
☐ Mustard ☐ Lactose ☐ Celery ☐ Peanuts ☐ Shellfish ☐ Soy
☐ Lupins ☐ Sulphite

Diet
☐ Gluten-free ☐ Halal ☐ Kosher ☐ Lactose-free ☐ Vegan
☐ Vegetarian

Too many guests in house?
Pause online reservations

SAVE

Since a walk-in isn't an upcoming reservation, you have to filter your reservations differently. To do so, use the given selections.

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.

Another way to add a walk-in guest is through the table plan. To do so, click on Table plan.
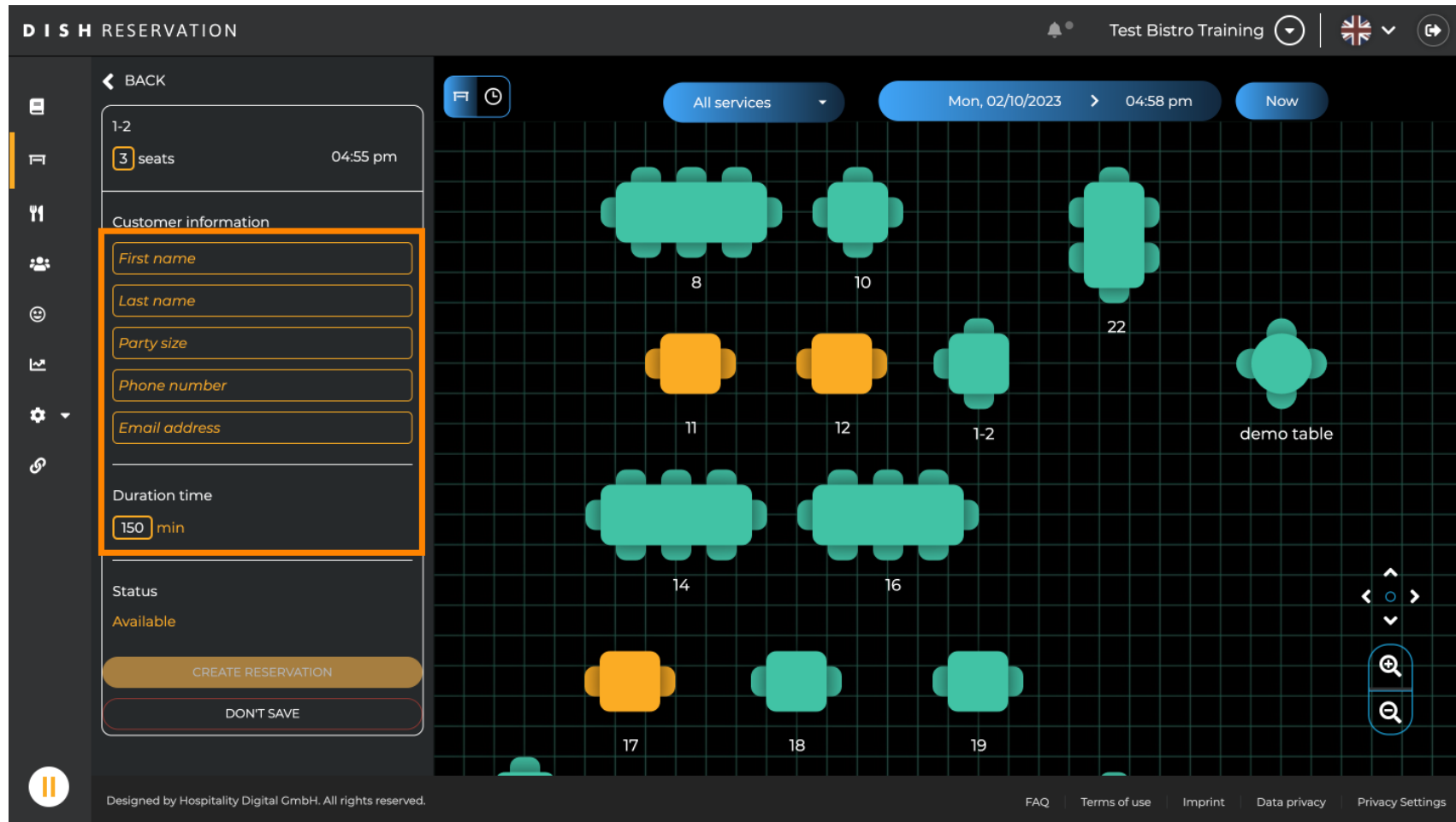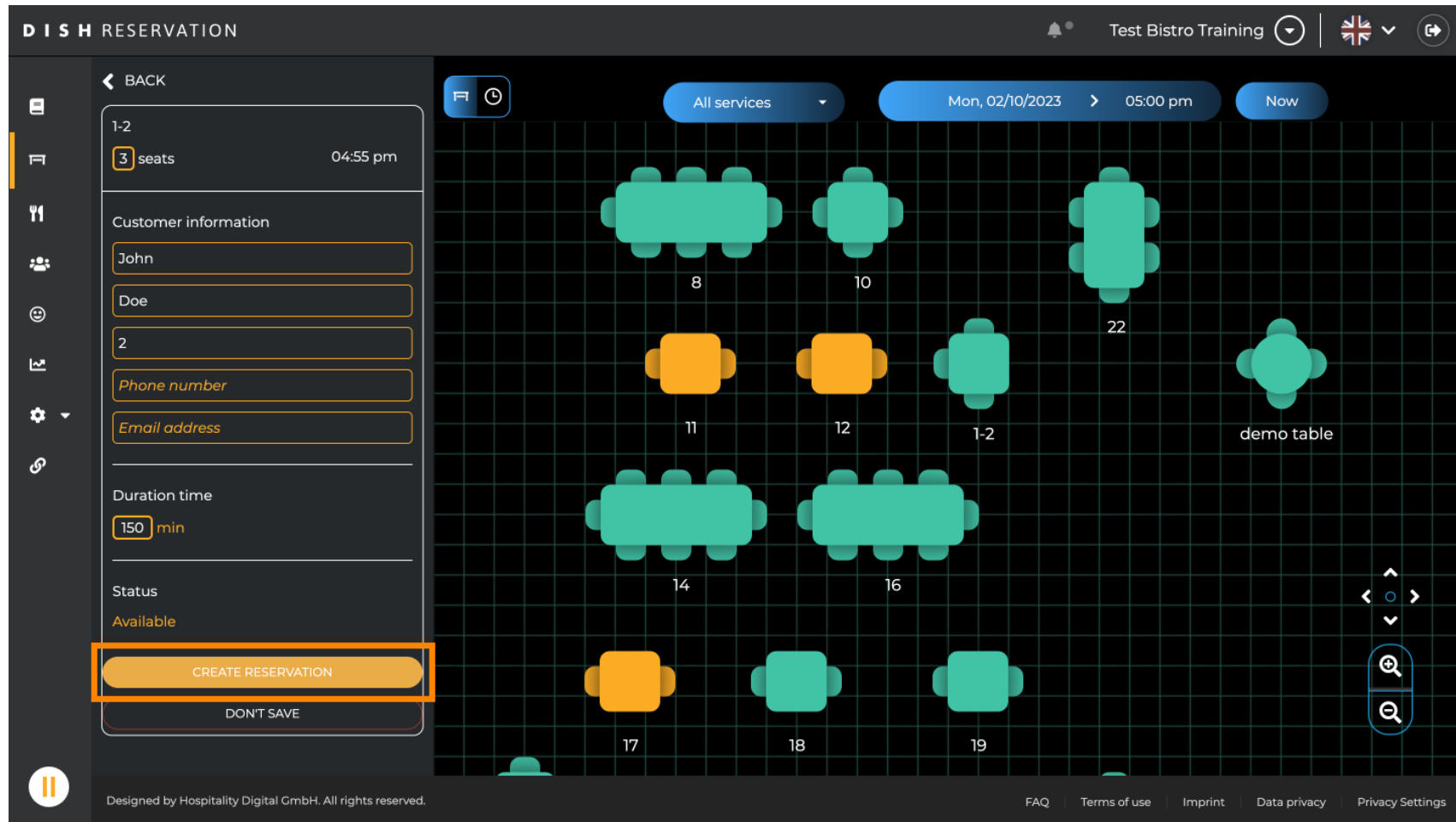
Then click on Available to open a list of available tables.
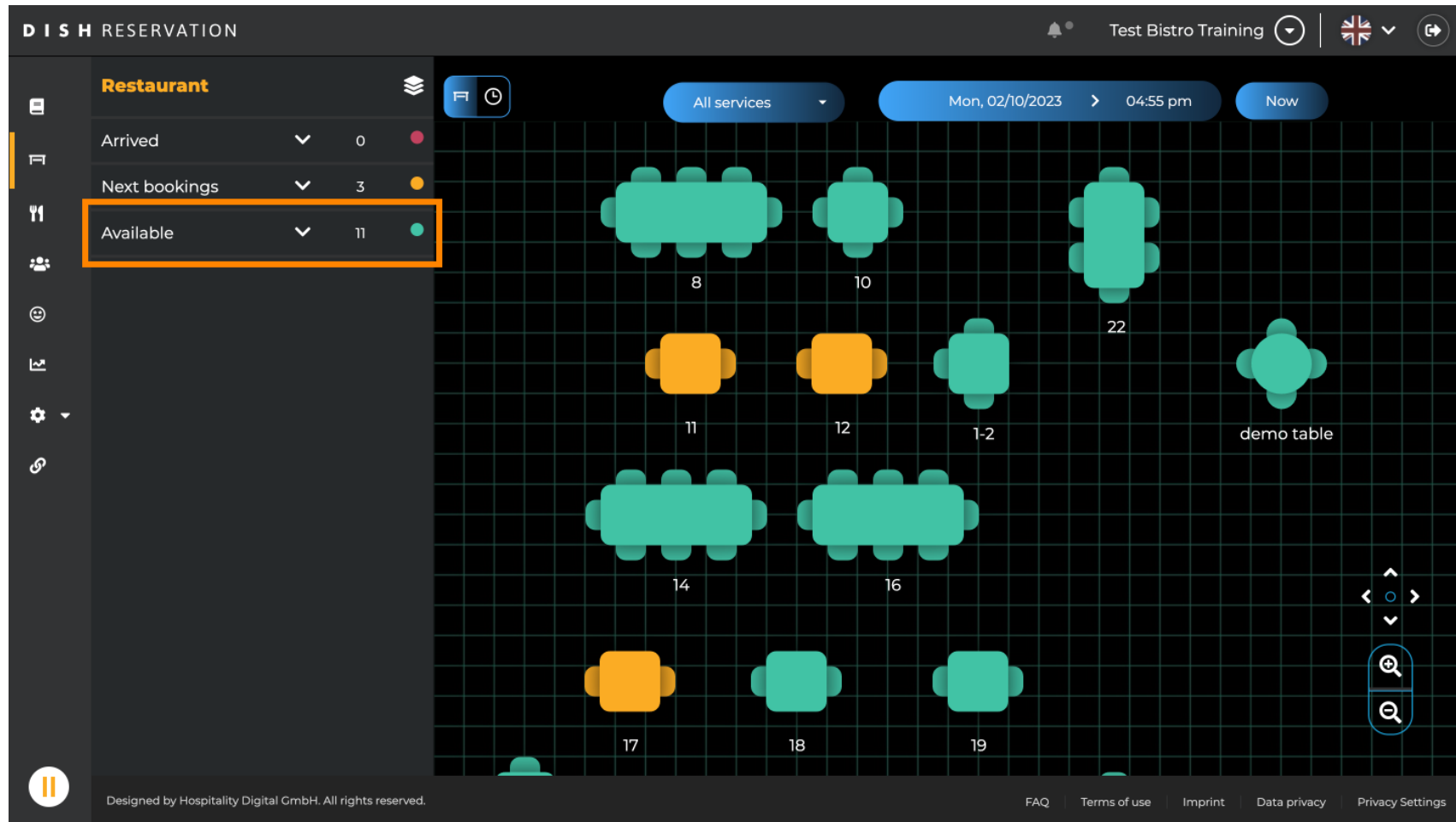
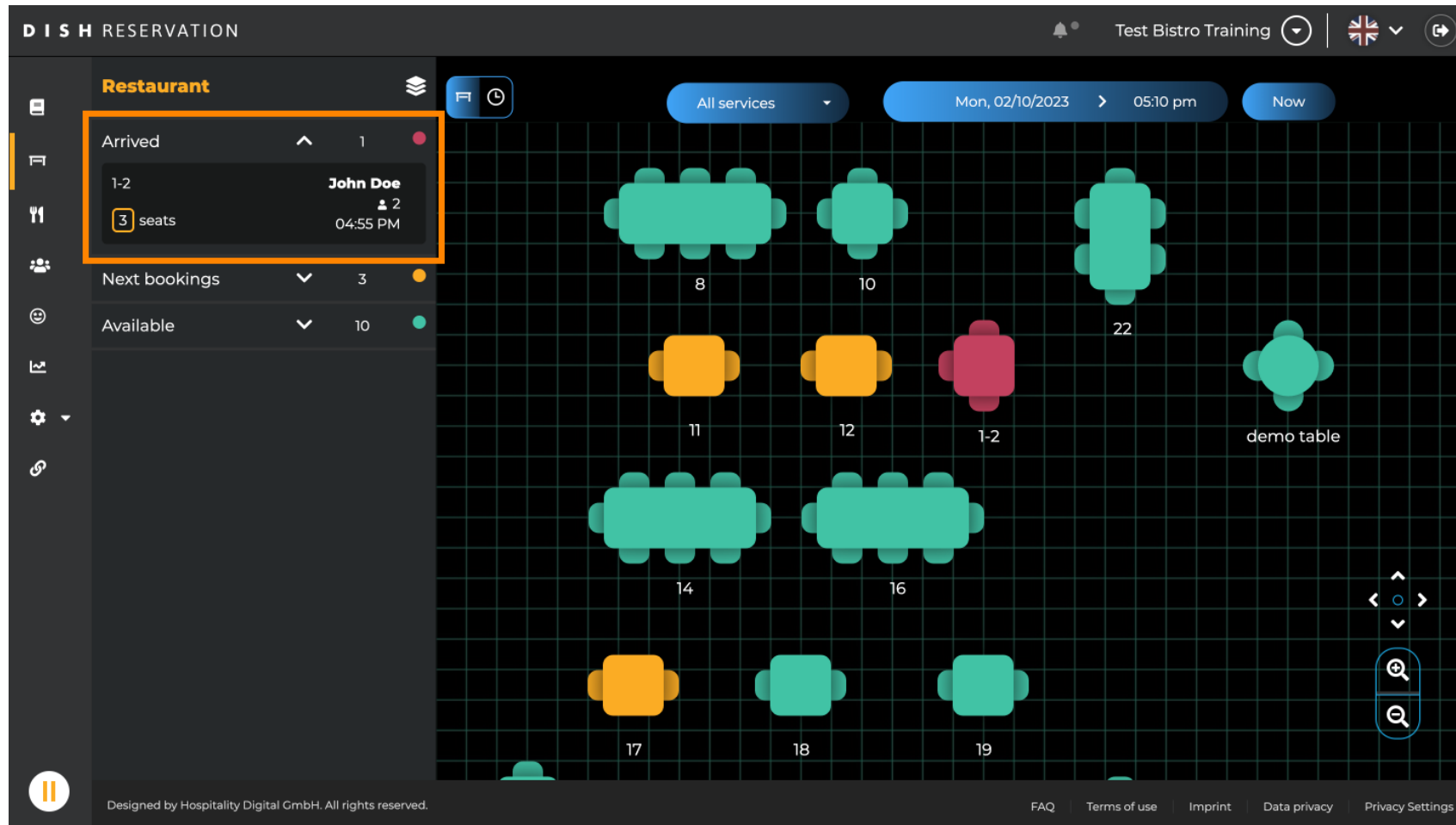Once you chose your table, click on the green plus icon to add a booking.
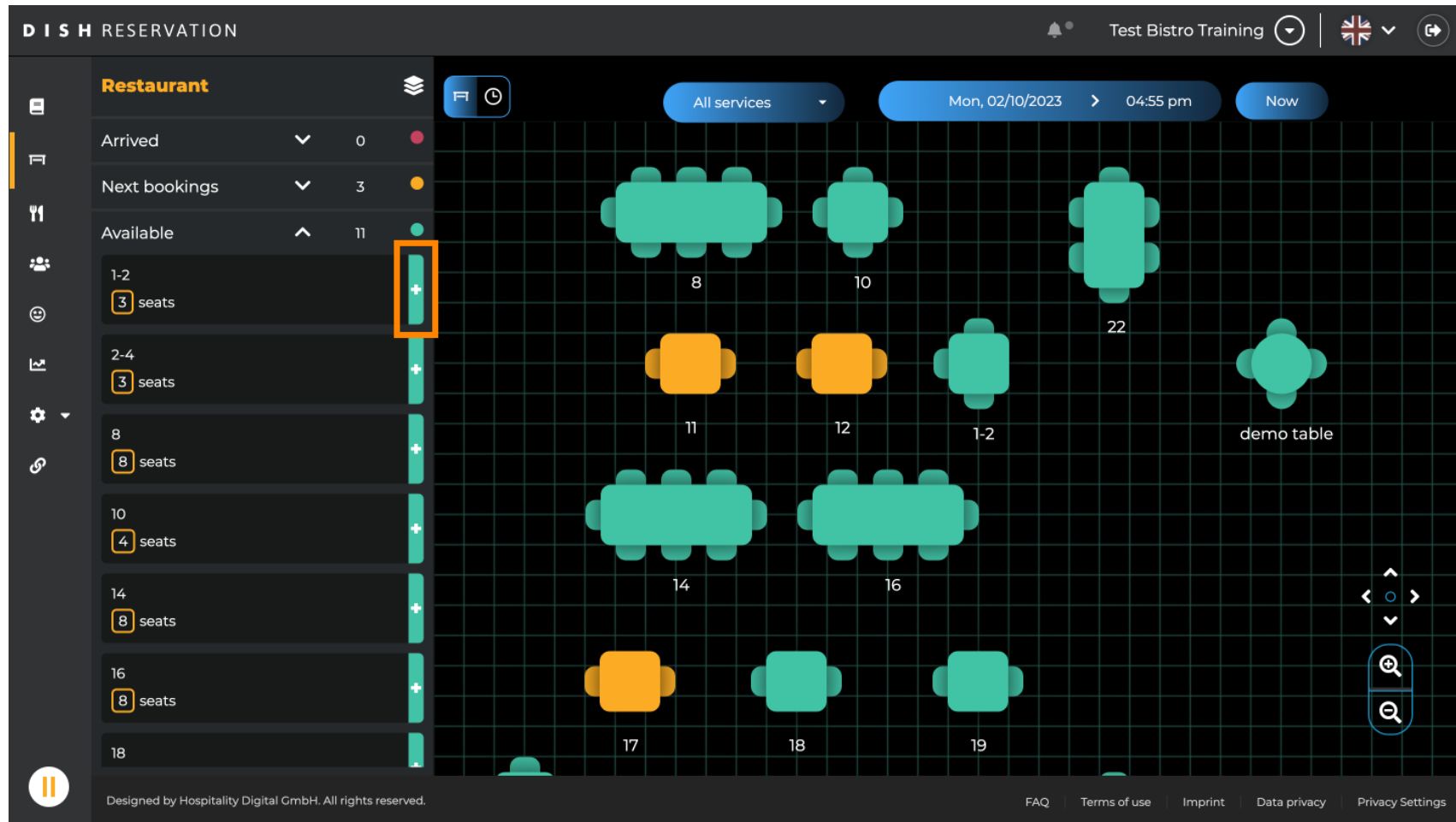
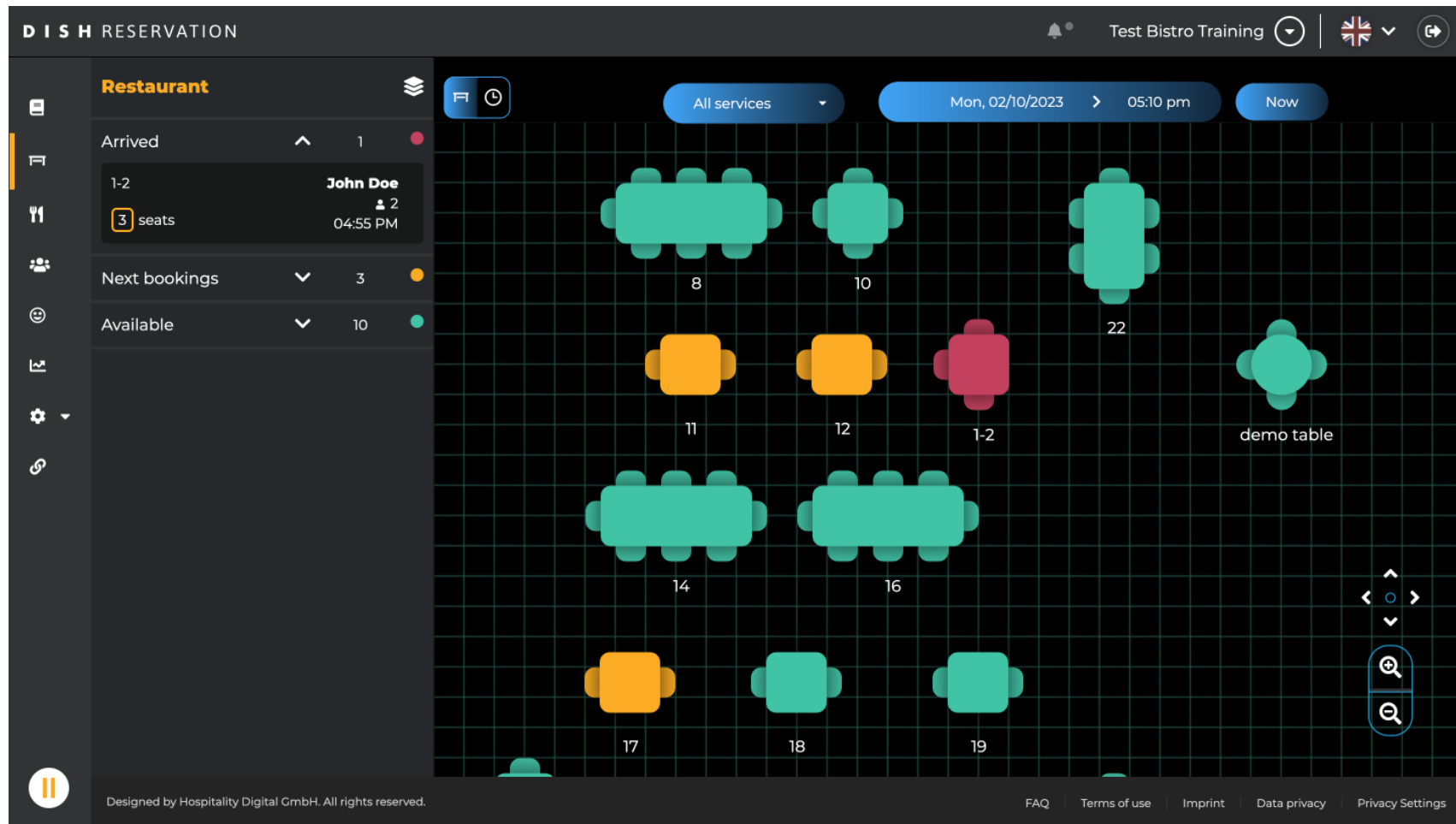Afterward, fill in the needed information. Note: Phone number and email address is optional.

Then click on CREATE RESERVATION to book the walk-in.

Your walk-in is then visible under the section Arrived.

That's it. You have completed the tutorial and now know how to add walk-in guests to your reservations.

Scan to go to the interactive player