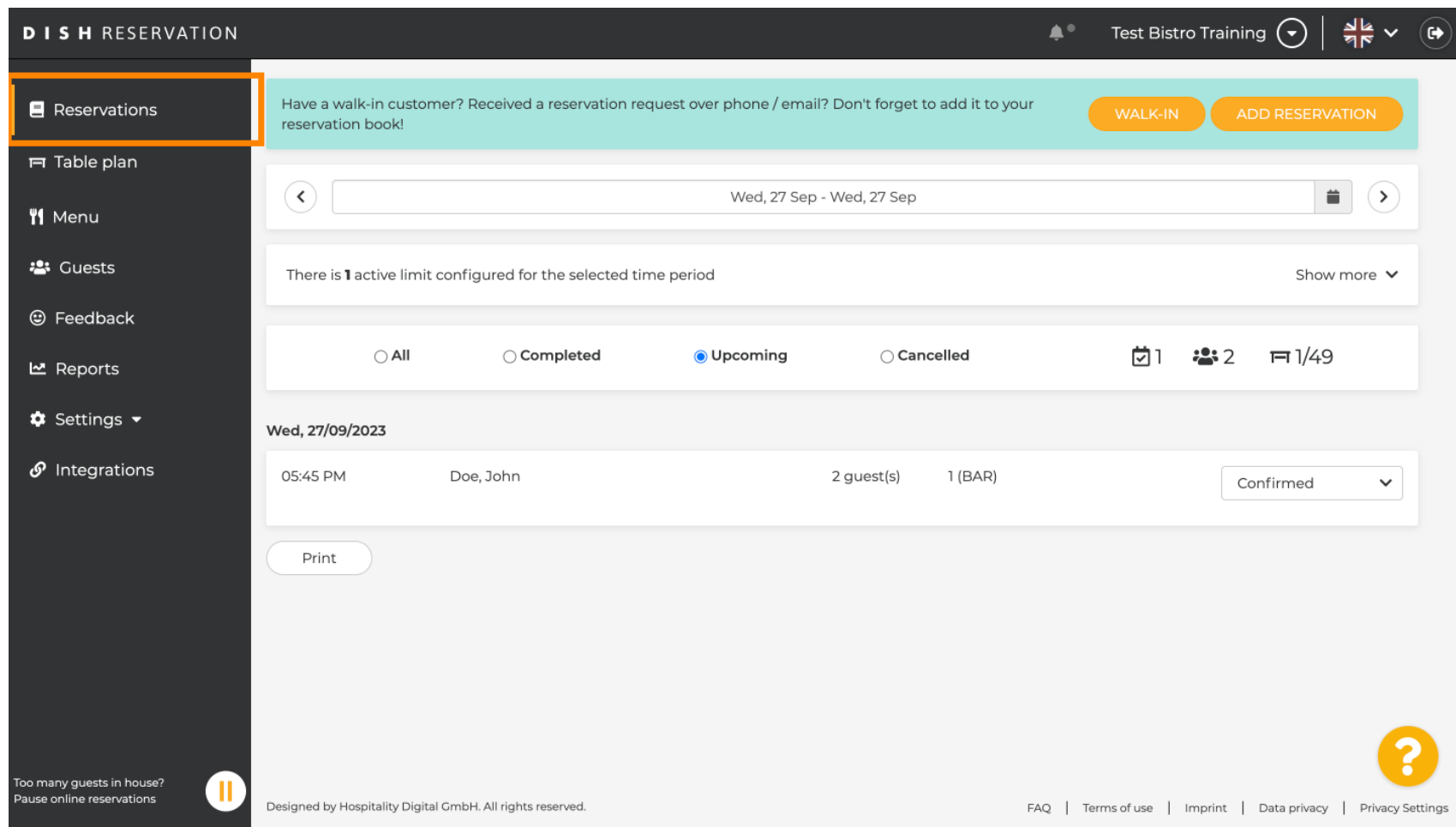




Benvenuti alla dashboard di **DISH Reservation**. In questo tutorial, vi mostriamo come aggiungere ospiti walk-in alle vostre prenotazioni.



The screenshot displays the DISH Reservation dashboard. The top navigation bar includes the logo, the user name 'Test Bistro Training', and a language selector. The left sidebar contains menu items: Reservations (highlighted with an orange box), Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. A teal banner at the top right of the main content area offers 'WALK-IN' and 'ADD RESERVATION' buttons. Below this is a date range selector for 'Wed, 27 Sep - Wed, 27 Sep'. A message states 'There is 1 active limit configured for the selected time period'. Filter buttons for 'All', 'Completed', 'Upcoming' (selected), and 'Cancelled' are present, along with summary icons for 1 calendar, 2 people, and 1/49 reservations. 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. A 'Print' button is located below the reservation card. At the bottom, there is a 'Too many guests in house? Pause online reservations' notification, a footer with 'Designed by Hospitality Digital GmbH. All rights reserved.', and a help icon.



Per aggiungere un walk-in clicca su **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!

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

📅 1 👤 2 🍽️ 1/49

Wed, 27/09/2023

05:45 PM	Doe, John	2 guest(s)	1 (BAR)	Confirmed
----------	-----------	------------	---------	-----------

Print

Too many guests in house? Pause online reservations

Designed by Hospitality Digital GmbH. All rights reserved.

FAQ | Terms of use | Imprint | Data privacy | Privacy Settings



Si aprirà una nuova finestra in cui potrai inserire le **informazioni essenziali per la visita guidata**.

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! Back

Walkin information

Guests *

Date

Time

Duration

Table(s)

Source

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

SAVE

Too many guests in house? ⏸
Pause online reservations



Se ci sono note per la prenotazione, puoi lasciarle in Reservation notes (Note sulla prenotazione). Utilizza il **campo di testo** corrispondente per inserire le informazioni.

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! Back

Walkin information

#' Guests *

Date

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 Lupins
 Sulphite

Diet

Gluten-free
 Halal
 Kosher
 Lactose-free
 Vegan
 Vegetarian

SAVE

Too many guests in house? ||
Pause online reservations



Se sono presenti ulteriori informazioni riguardanti l'ospite, lasciarle nella sezione Informazioni interne sull'ospite nel **campo di testo** corrispondente .

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! Back

Walkin information

Guests *

Date

Time

Duration

Table(s)

Source

Reservation notes

Internal note. Will be shown for this reservation only.

e.g. window seat, occasion...

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Allergies

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

Diet

Gluten-free Halal Kosher Lactose-free Vegan
 Vegetarian

SAVE

Too many guests in house? || Pause online reservations



Dopo aver inserito tutte le informazioni, clicca su **SALVA** per aggiungere il 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! Back

Walkin information

Guests *

Date

Time

Duration

Table(s)

Source

Reservation notes

Internal note. Will be shown for this reservation only.

Internal guest information

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

Allergies

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

Diet

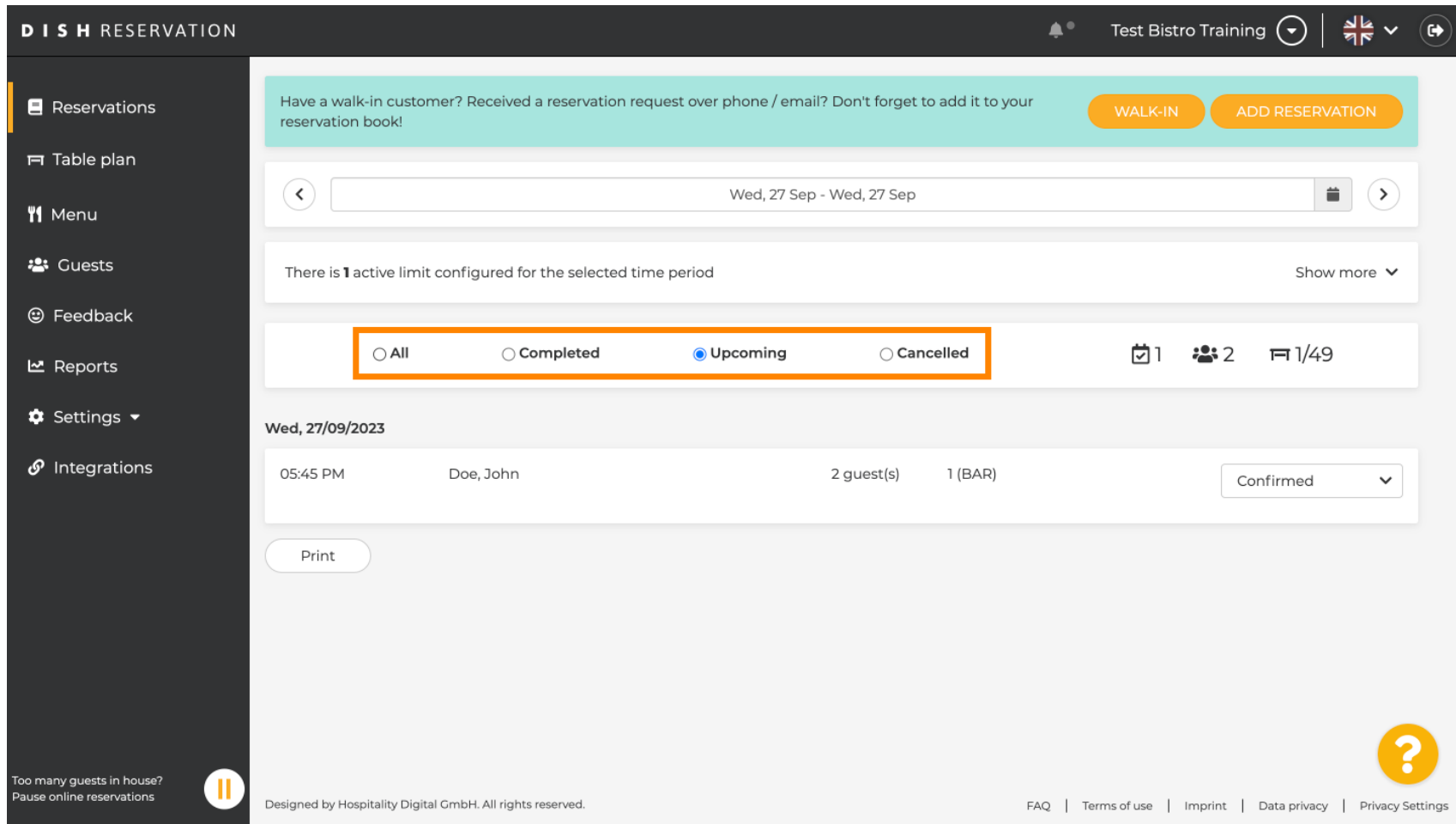
Gluten-free Halal Kosher Lactose-free Vegan
 Vegetarian

Too many guests in house? Pause online reservations ⏸

SAVE



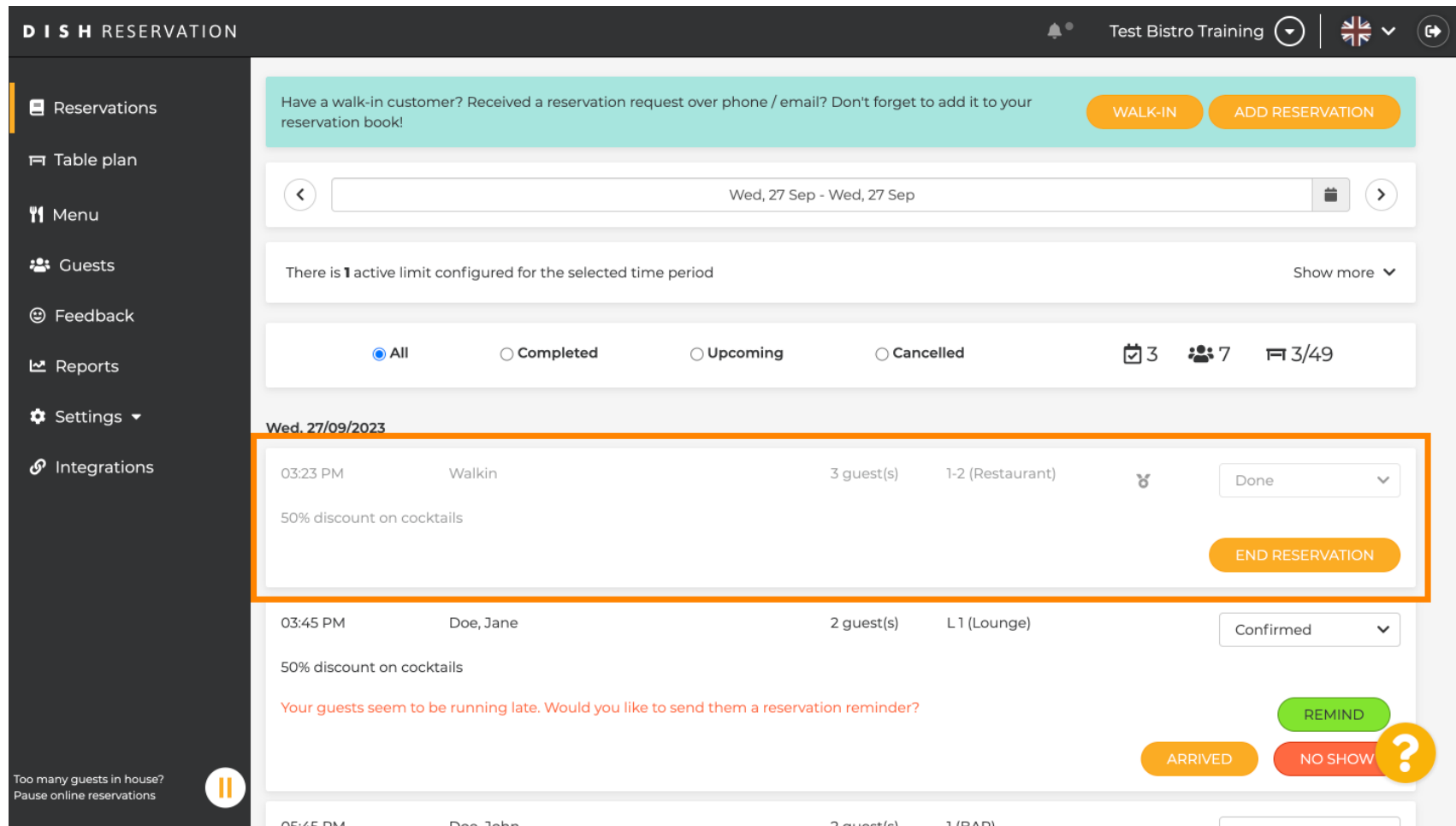
Poiché un walk-in non è una prenotazione imminente, devi filtrare le tue prenotazioni in modo diverso. Per farlo, usa le **selezioni** fornite .



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 features a teal banner with a message: "Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book!" and buttons for "WALK-IN" and "ADD RESERVATION". Below this is a date range selector set to "Wed, 27 Sep - Wed, 27 Sep". A status message indicates "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" (which is selected and highlighted with an orange box), and "Cancelled". To the right of the filters are summary icons: a calendar with "1", a group of people with "2", and a table with "1/49". A reservation card for "Wed, 27/09/2023" shows a time of "05:45 PM", name "Doe, John", "2 guest(s)", "1 (BAR)", and a status of "Confirmed" with a dropdown arrow. A "Print" button is located below the reservation card. At the bottom, there is a footer with a "Too many guests in house? Pause online reservations" warning, a "Designed by Hospitality Digital GmbH. All rights reserved." notice, and a list of links: FAQ, Terms of use, Imprint, Data privacy, and Privacy Settings. A yellow question mark icon is also present in the bottom right corner.



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**

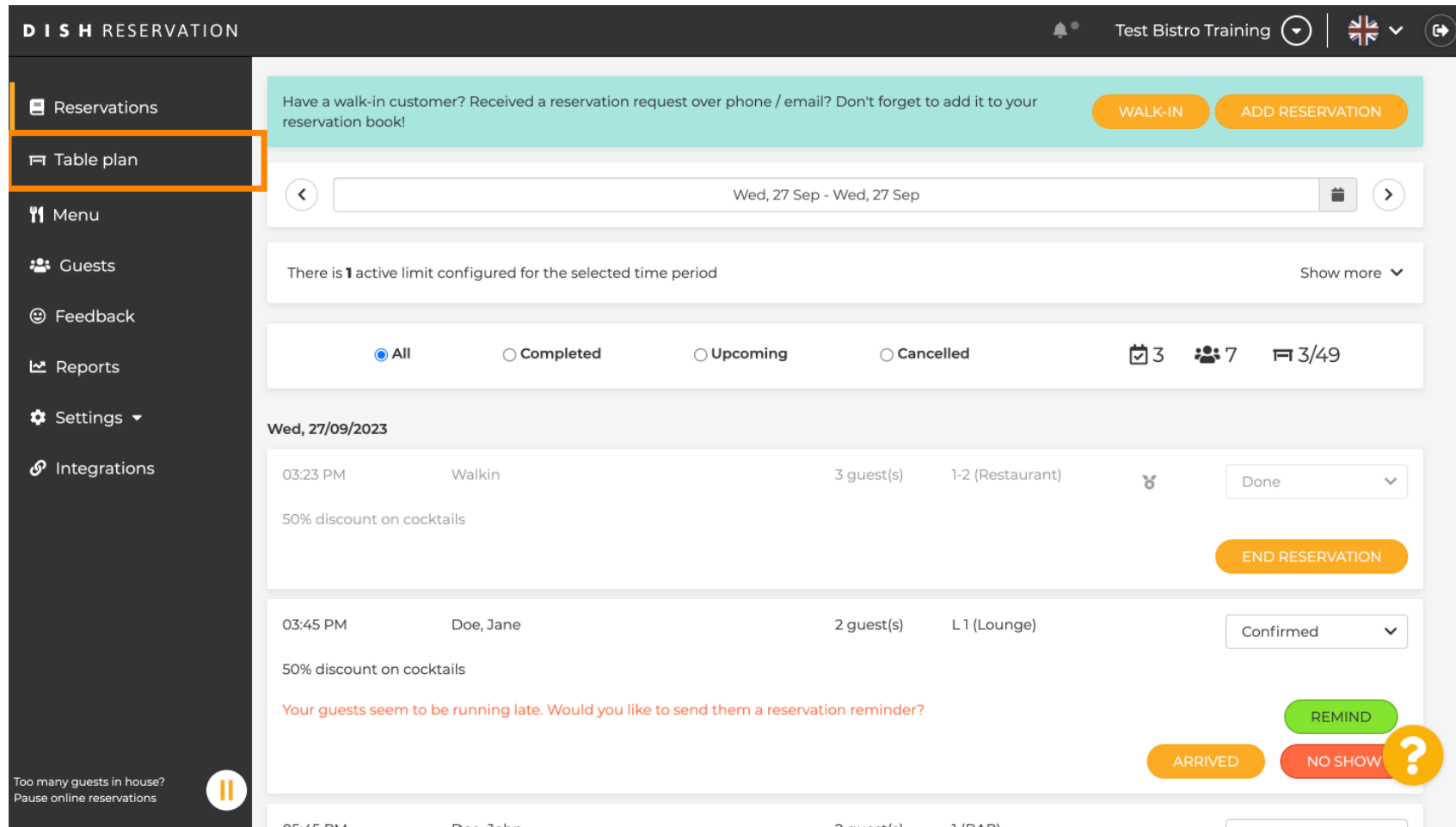
Wed. 27/09/2023

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

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



Un altro modo per aggiungere un ospite walk-in è tramite il table plan. Per farlo, clicca su **Table plan**.



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				
END RESERVATION				
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?				
REMIND				
ARRIVED NO SHOW ?				
05:45 PM	Doe, John	2 guest(s)	1 (BAR)	

Too many guests in house? Pause online reservations

Quindi fare clic su **Disponibile** per aprire un elenco delle tabelle disponibili.

The screenshot displays the DISH RESERVATION interface. On the left, a sidebar menu is visible with the following items:

- Restaurant
- Arrived (0)
- Next bookings (3)
- Available (11)** - This item is highlighted with an orange border.

The main area shows a grid of tables represented by icons and numbers:

- Table 8: Large rectangular table
- Table 10: Small square table
- Table 22: Large rectangular table
- Table 11: Small square table
- Table 12: Small square table
- Table 1-2: Small square table
- demo table: Small square table
- Table 14: Large rectangular table
- Table 16: Large rectangular table
- Table 17: Small square table
- Table 18: Small square table
- Table 19: Small square table

At the top of the interface, there is a header with the following information:

- Test Bistro Training
- Mon, 02/10/2023
- 04:55 pm
- Now

At the bottom of the interface, there is a footer with the following information:

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

Dopo aver scelto il tavolo, clicca sull'icona verde **più** per aggiungere una prenotazione.

The screenshot displays the DISH RESERVATION interface. On the left, a sidebar lists table options with their respective seat counts and a green plus icon for each. The main area shows a grid of tables with their seat counts and colors. The bottom of the interface includes a footer with copyright information and navigation links.

Table Size	Seats	Color
1-2	3	Teal
2-4	3	Teal
8	8	Orange
10	4	Teal
14	8	Teal
16	8	Teal
18	-	Teal

Grid Table Counts:

- Table 8: 8 seats (Teal)
- Table 10: 10 seats (Teal)
- Table 22: 22 seats (Teal)
- Table 11: 11 seats (Orange)
- Table 12: 12 seats (Orange)
- Table 1-2: 1-2 seats (Teal)
- Table 14: 14 seats (Teal)
- Table 16: 16 seats (Teal)
- Table 17: 17 seats (Orange)
- Table 18: 18 seats (Teal)
- Table 19: 19 seats (Teal)
- Table demo: demo table (Teal)

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



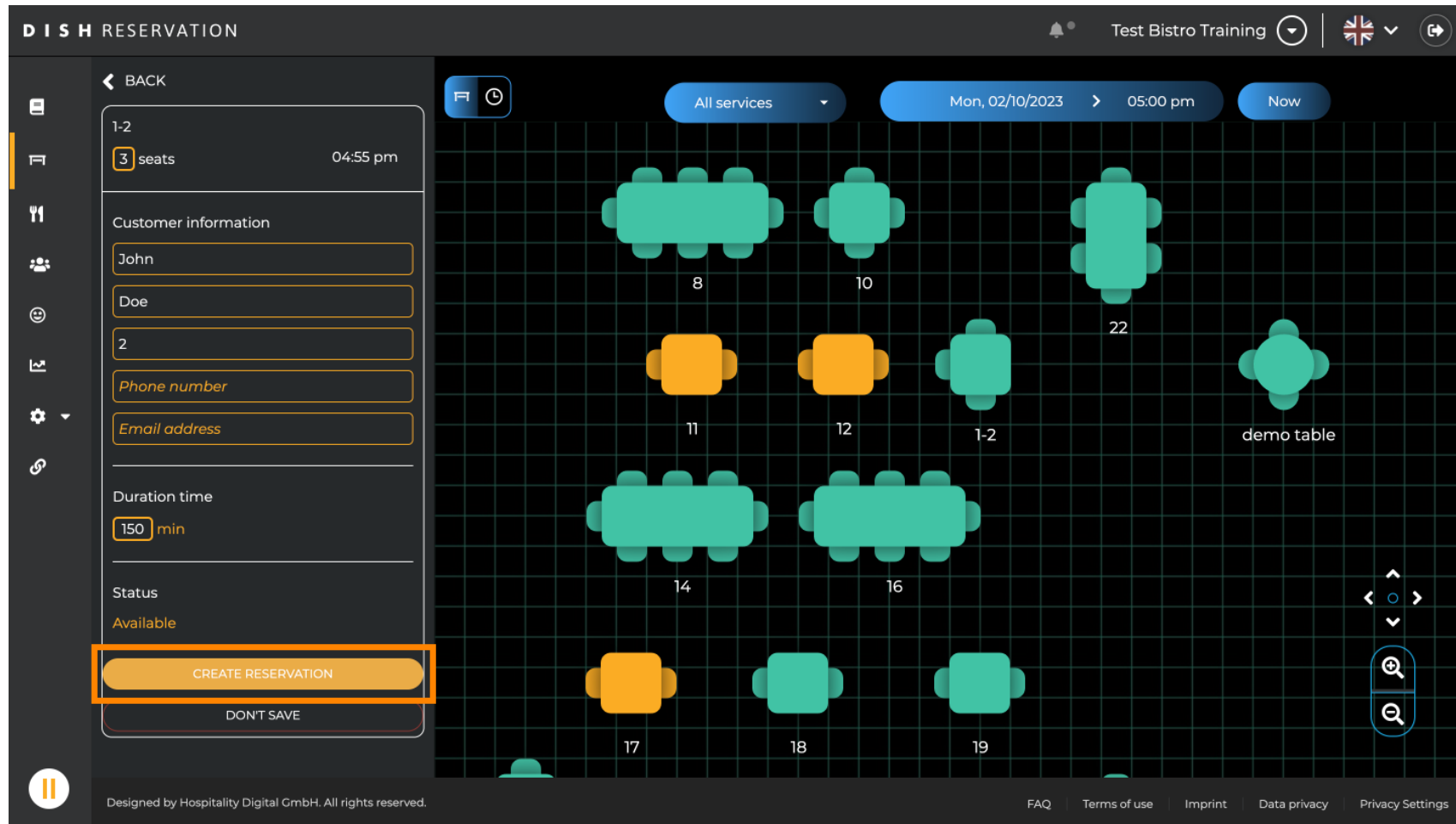
Successivamente, compila le **informazioni** necessarie. **Nota: il numero di telefono e l'indirizzo e-mail sono facoltativi.**

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

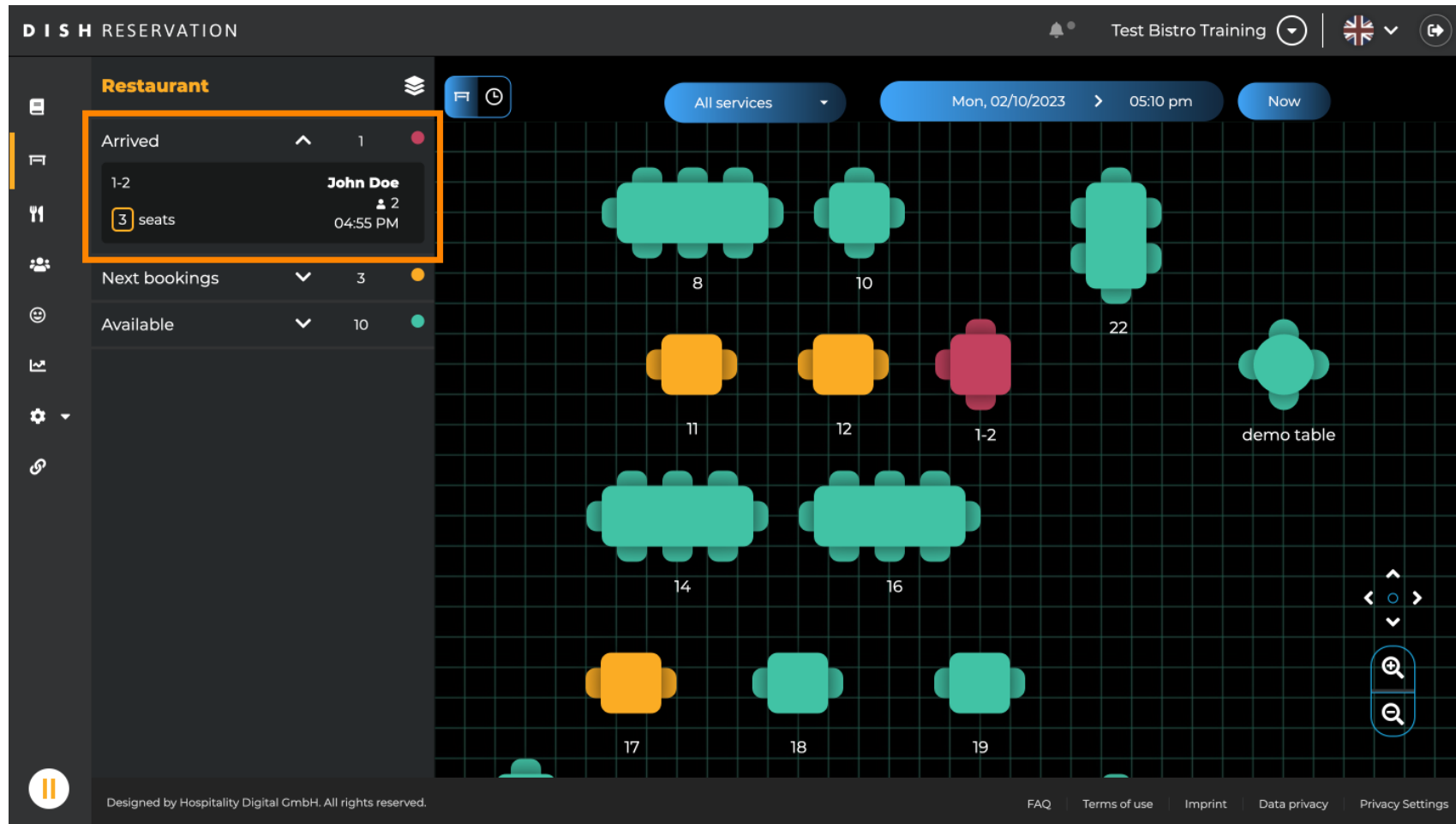
- 1-2
- 3 seats
- 04:55 pm
- Customer information:
 - First name
 - Last name
 - Party size
 - Phone number
 - Email address
- Duration time: 150 min
- Status: Available
- Buttons: CREATE RESERVATION, DON'T SAVE

The main area shows a table layout on a grid. Tables are represented by colored shapes with seat counts: 8, 10, 22, 11, 12, 1-2, 14, 16, 17, 18, 19, and a 'demo table'. The top navigation bar includes 'All services', 'Mon, 02/10/2023', '04:58 pm', and 'Now'. The bottom footer contains 'FAQ', 'Terms of use', 'Imprint', 'Data privacy', and 'Privacy Settings'.

Quindi clicca su **CREA PRENOTAZIONE** per prenotare l'ingresso senza appuntamento.

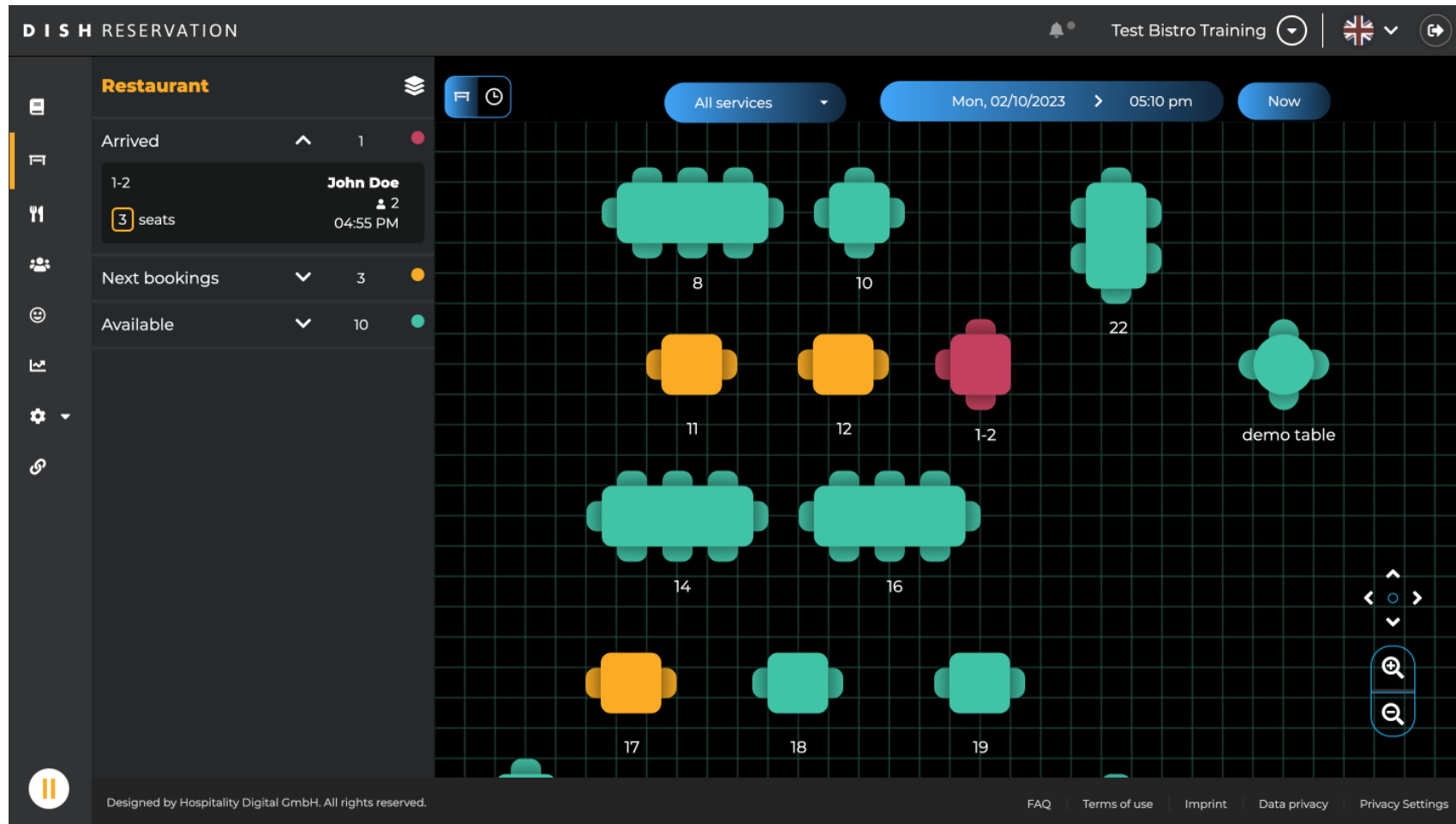


Il tuo arrivo sarà quindi visibile nella sezione **Arrivati**.





Ecco fatto. Hai completato il tutorial e ora sai come aggiungere ospiti walk-in alle tue prenotazioni.





Scansiona per andare al lettore interattivo