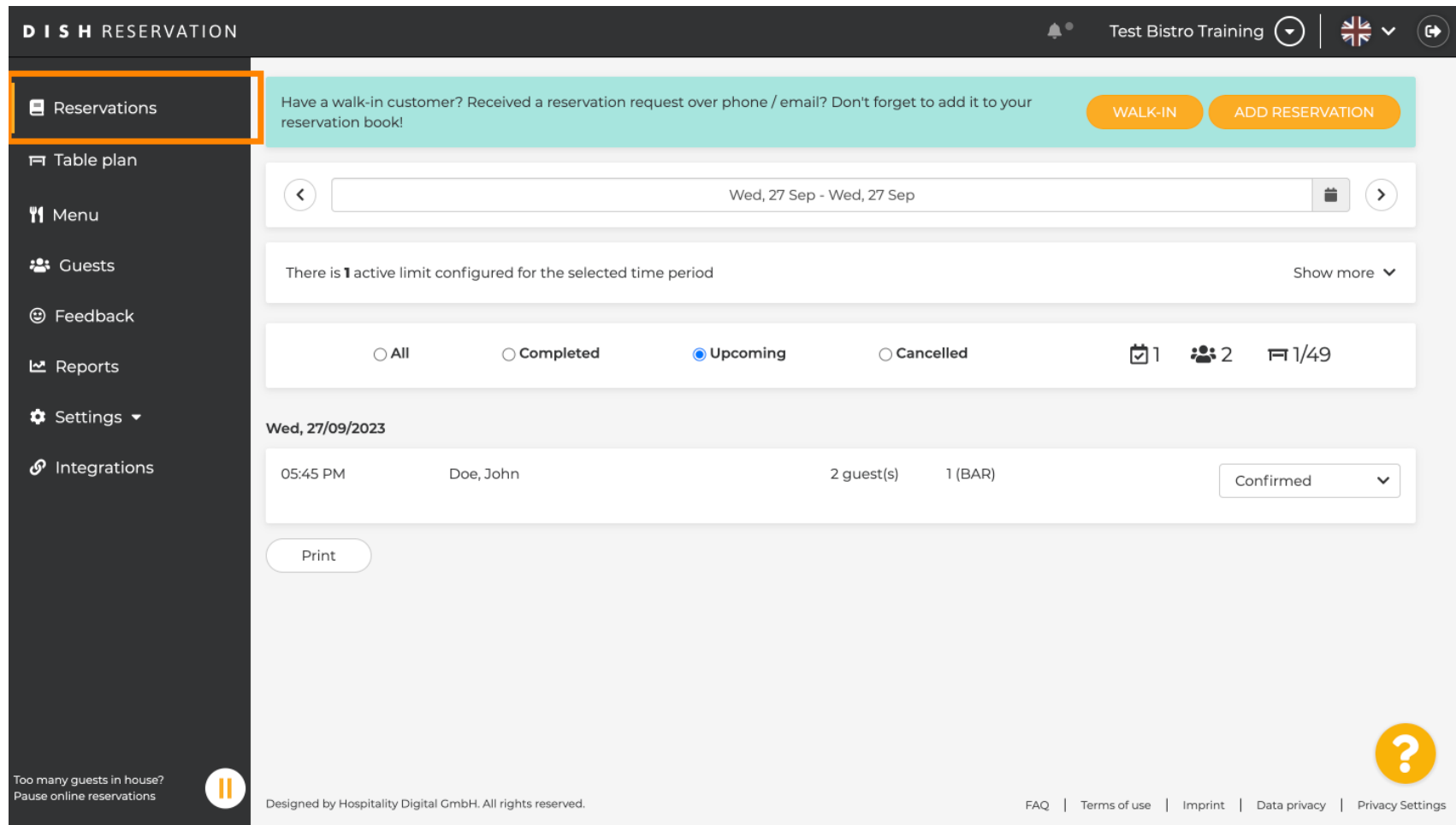




Bem-vindo ao painel do **DISH Reservation**. Neste tutorial, mostramos como adicionar hóspedes sem hora marcada às suas reservas.



The screenshot shows the DISH Reservation dashboard. The top navigation bar includes the logo, the name 'DISH RESERVATION', a user profile 'Test Bistro Training', a language selector (UK flag), and a refresh icon. The left sidebar contains menu items: Reservations (highlighted with an orange box), Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. 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 the banner 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. Filter tabs include 'All', 'Completed', 'Upcoming' (selected), and 'Cancelled'. 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 contains a 'Too many guests in house? Pause online reservations' warning, a 'Designed by Hospitality Digital GmbH. All rights reserved.' notice, and a help icon. Links for 'FAQ', 'Terms of use', 'Imprint', 'Data privacy', and 'Privacy Settings' are also present.



Para adicionar um cliente sem hora marcada, clique em **SEM HOSPEDAGEM**.

The screenshot displays the DISH RESERVATION dashboard. At the top, the header includes the logo, the text 'DISH RESERVATION', and user information 'Test Bistro Training'. 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 buttons: 'WALK-IN' (highlighted with an orange box) and 'ADD RESERVATION'. Below the banner is a date selector for '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 options include 'All', 'Completed', 'Upcoming' (selected), and 'Cancelled'. Summary statistics show 1 calendar icon, 2 people icon, and 1/49 table icon. A reservation entry 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 entry. At the bottom, there is a 'Too many guests in house? Pause online reservations' warning, a 'Designed by Hospitality Digital GmbH. All rights reserved.' footer, and a help icon (question mark) with links for 'FAQ', 'Terms of use', 'Imprint', 'Data privacy', and 'Privacy Settings'.



Uma nova janela será aberta, onde você poderá inserir as **informações essenciais para a caminhada** .

**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

[SAVE](#)

Too many guests in house? [Pause online reservations](#)

- Se houver notas para a reserva, você pode deixá-las em Reservation notes. Use o campo de texto correspondente para inserir as informações.

The screenshot displays the DISH RESERVATION 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, there is a notification: "Too many guests in house? Pause online reservations" with a pause icon. The main content area has a dark header with "DISH RESERVATION" on the left, a notification bell, "Test Bistro Training" with a dropdown arrow, a language selector (UK flag), and a share icon. Below the header is a light gray box 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 a "Back" button. The main form is divided into two columns. The left column is titled "Walkin information" and contains fields for: "# Guests" (3), "Date" (Wed, 27/09/2023), "Time" (Now), "Duration" (2.5 hours), "Table(s)" (1-2), and "Source" (Walkin). The right column is titled "Reservation notes" and contains a text area with the placeholder "e.g. window seat, occasion...". Below this is "Internal guest information" with a text area for "Note will be shown on all reservations made by this guest." (placeholder: "e.g. 10% discount, VIP..."). Underneath are sections for "Allergies" (checkboxes for Gluten, Sesame, Nuts, Crustacean, Eggs, Fish, Mustard, Lactose, Celery, Peanuts, Shellfish, Soy, Lupins, Sulphite) and "Diet" (checkboxes for Gluten-free, Halal, Kosher, Lactose-free, Vegan, Vegetarian). A "SAVE" button is located at the bottom right of the form.



Se houver informações adicionais sobre o hóspede, deixe-as em Informações internas do hóspede no **campo de texto** correspondente .

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

Too many guests in house?  
Pause online reservations

||

SAVE



Depois de inserir todas as informações, clique em **SALVAR** para adicionar o cliente.

**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

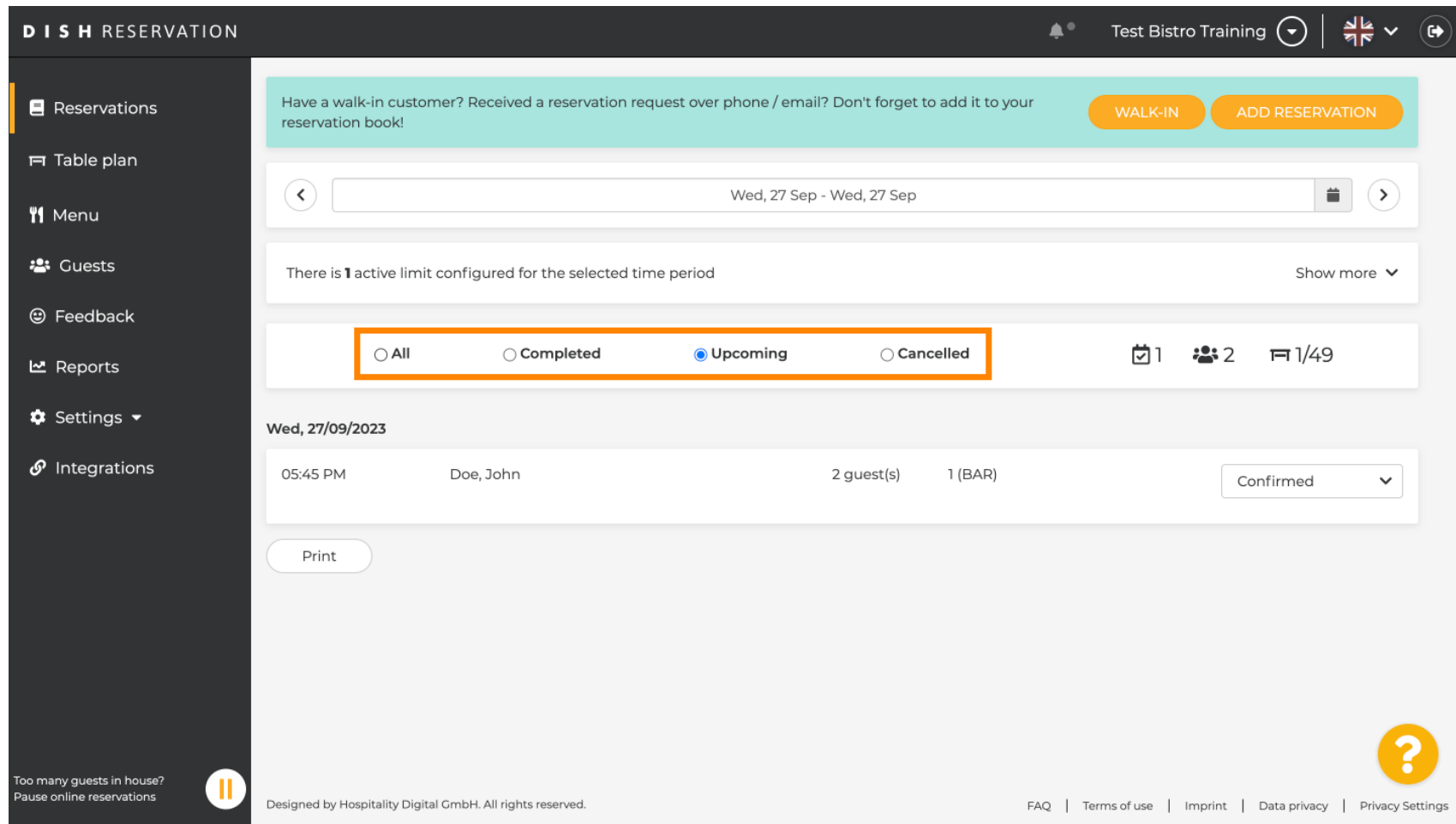
Gluten-free  Halal  Kosher  Lactose-free  Vegan  
 Vegetarian

Too many guests in house? Pause online reservations ⏸

**SAVE**



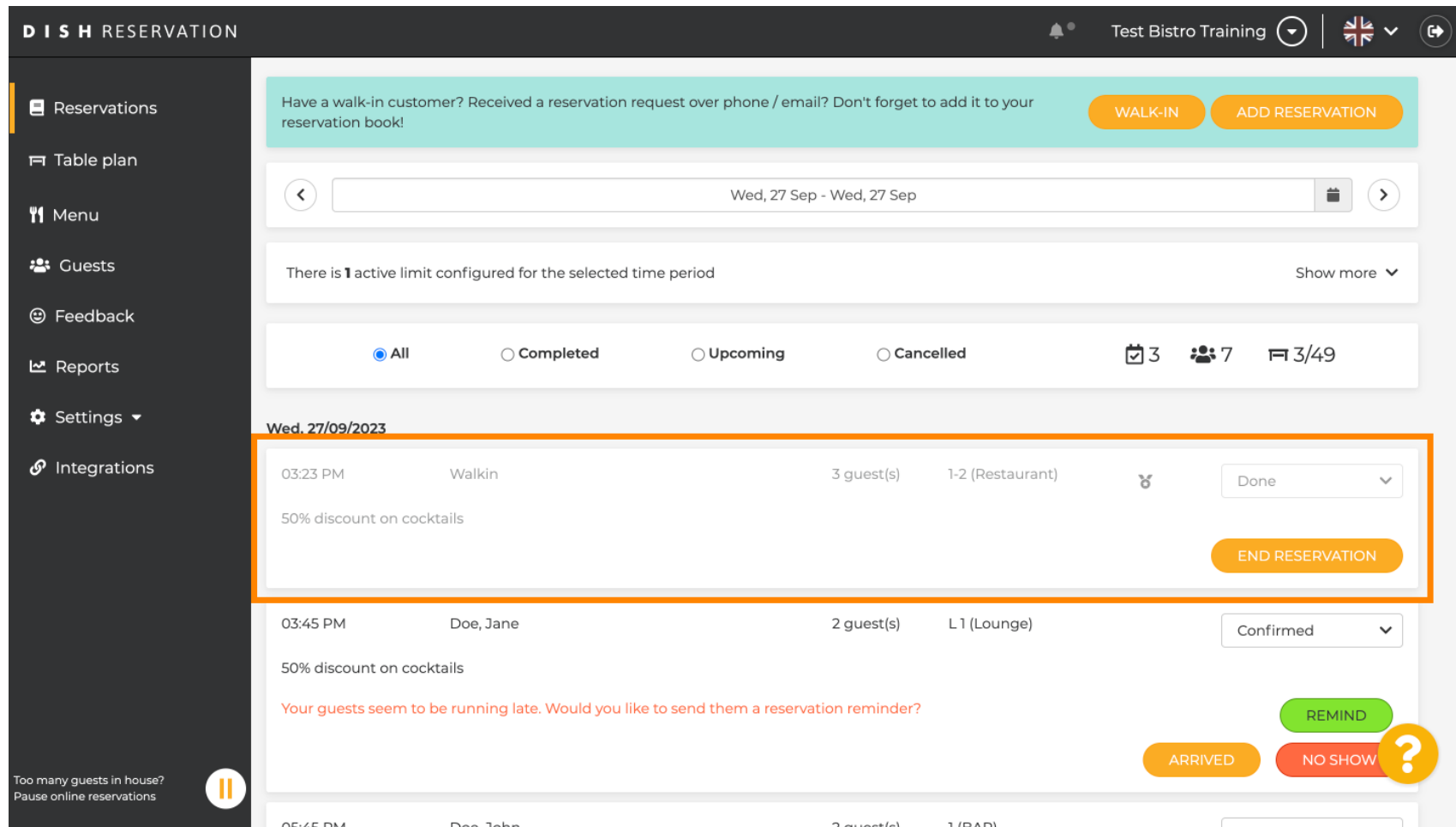
Como um walk-in não é uma reserva futura, você precisa filtrar suas reservas de forma diferente. Para fazer isso, use as **seleções** fornecidas .



The screenshot displays 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 orange 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 and highlighted by an orange box. To the right of the filter bar are icons for a calendar (1), guests (2), and a table (1/49). Below this is a reservation entry for 'Wed, 27/09/2023' at '05:45 PM' for 'Doe, John', with '2 guest(s)' and '1 (BAR)', and a status dropdown set to 'Confirmed'. A 'Print' button is located below the reservation entry. At the bottom, there is a footer with a 'Too many guests in house? Pause online reservations' message, 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.



**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**

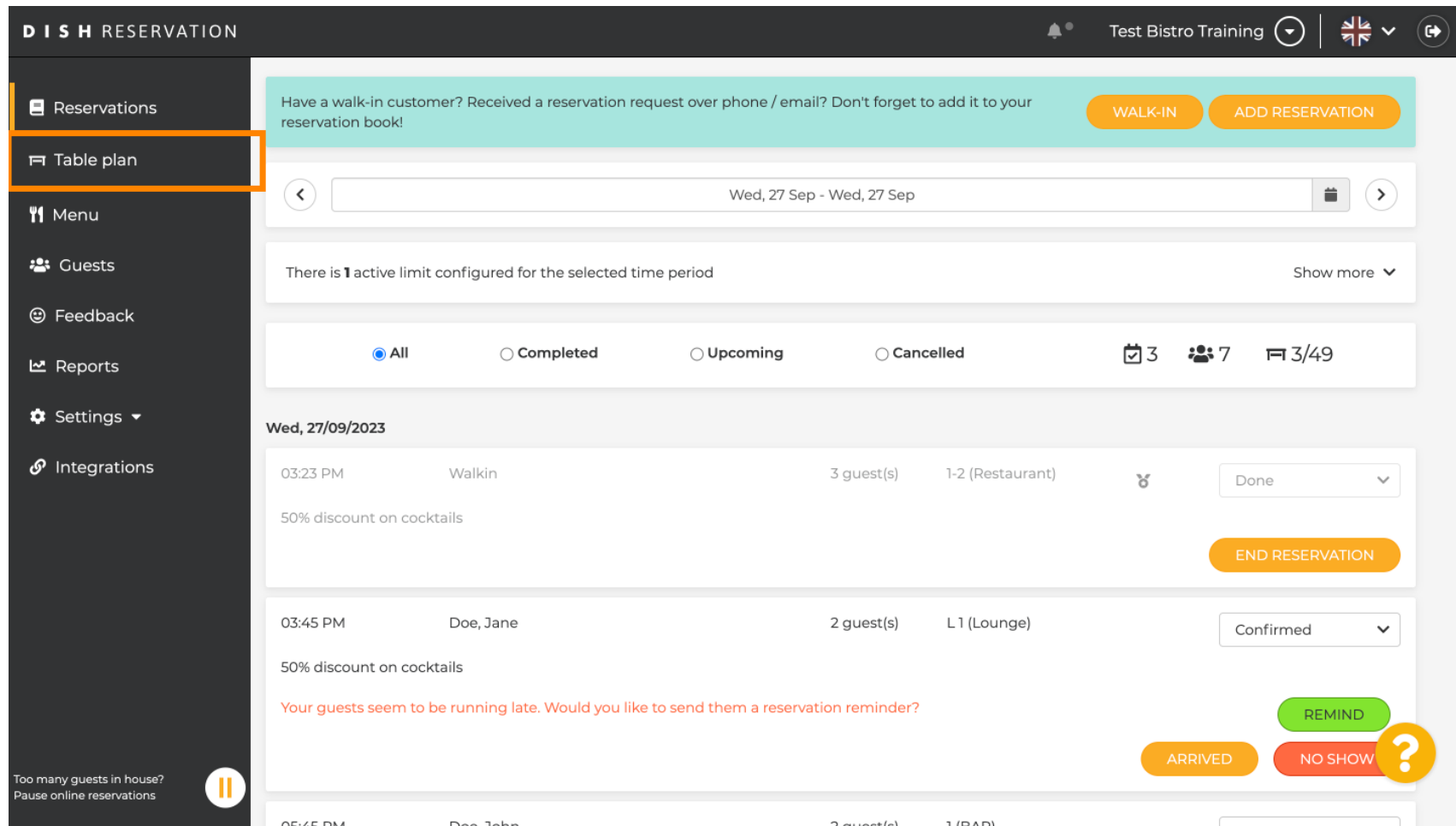
03:23 PM	Walkin	3 guest(s)	1-2 (Restaurant)	<b>8</b>	Done
50% discount on cocktails					<b>END RESERVATION</b>
03:45 PM	Doe, Jane	2 guest(s)	L1 (Lounge)		Confirmed
50% discount on cocktails					
Your guests seem to be running late. Would you like to send them a reservation reminder?					<b>REMIND</b>
					<b>ARRIVED</b> <b>NO SHOW</b> <b>?</b>
05:45 PM	Doe, John	2 guest(s)	1 (BAR)		

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





Outra maneira de adicionar um convidado walk-in é por meio do table plan. Para fazer isso, clique em **Table plan**.



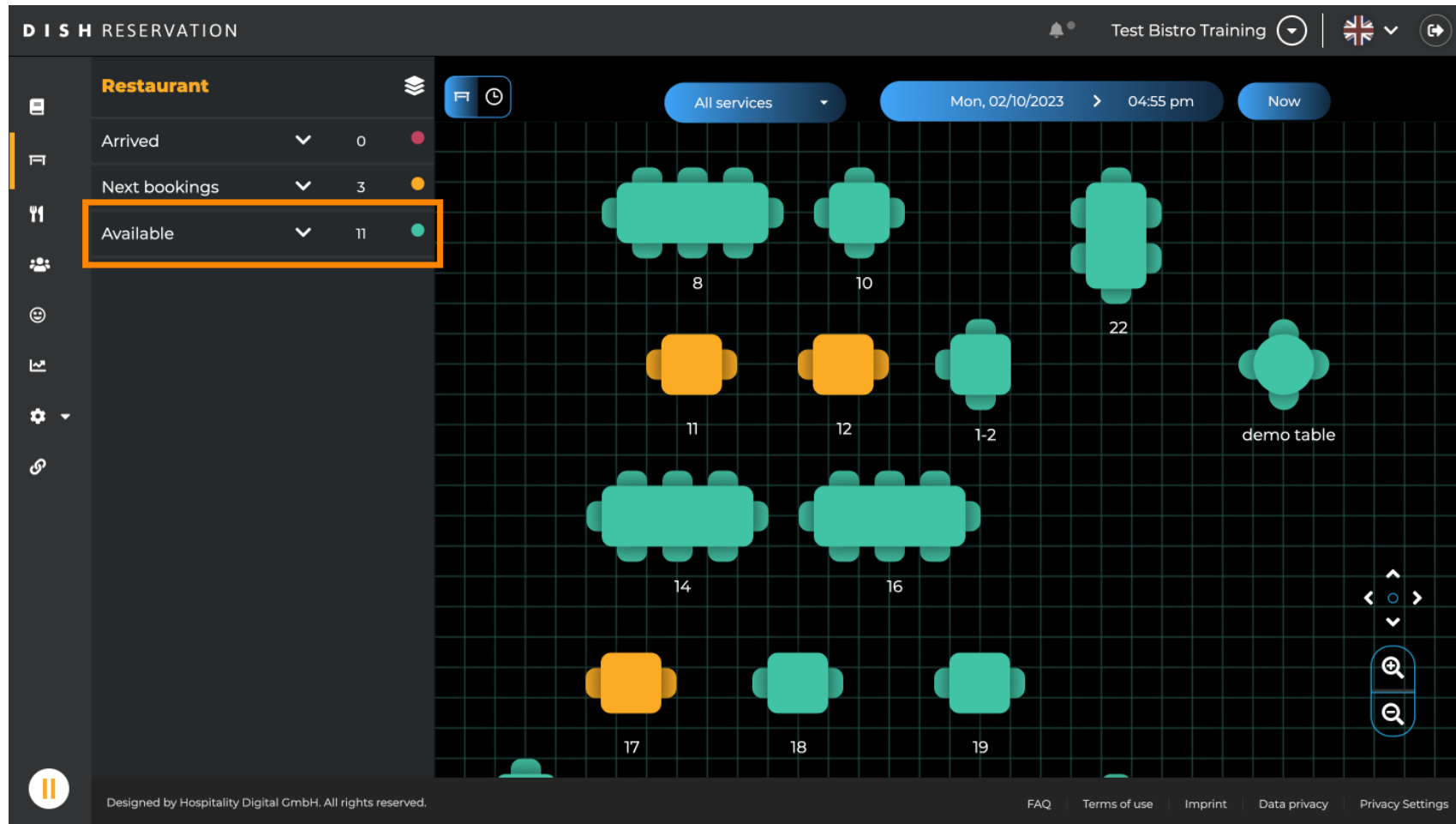
The screenshot displays the DISH RESERVATION interface. The sidebar on the left contains navigation options: Reservations, **Table plan** (highlighted with an orange box), Menu, Guests, Feedback, Reports, Settings, and Integrations. At the bottom of the sidebar, there is a notification: "Too many guests 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 buttons for "WALK-IN" and "ADD RESERVATION". Below this is a date selector for "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 options include "All" (selected), "Completed", "Upcoming", and "Cancelled", along with counts: 3, 7, and 3/49. The date "Wed, 27/09/2023" is displayed above a list of reservations:

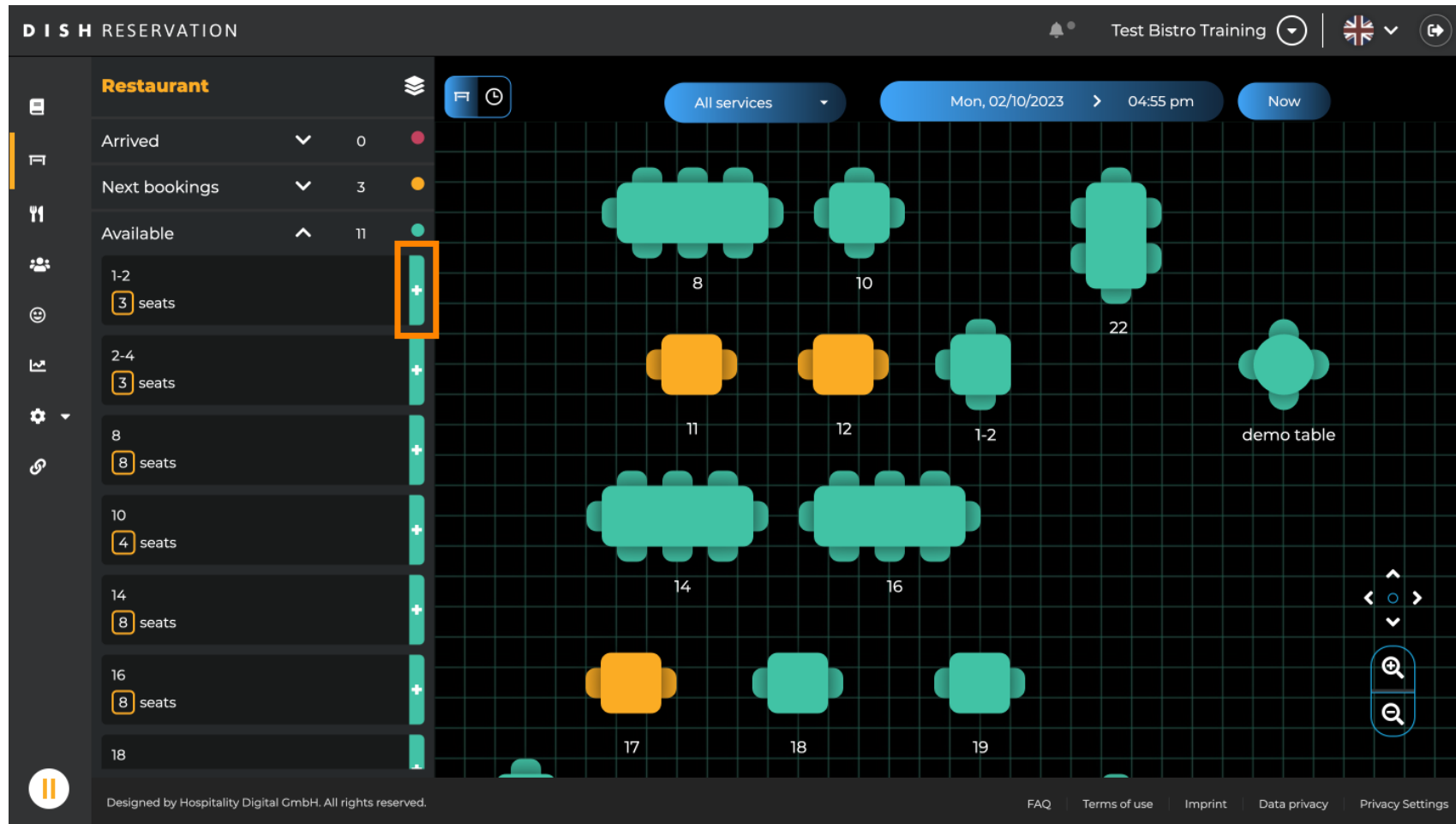
Time	Guest Name	Guest Count	Location	Status	Actions
03:23 PM	Walkin	3 guest(s)	1-2 (Restaurant)	Done	END RESERVATION
03:45 PM	Doe, Jane	2 guest(s)	L1 (Lounge)	Confirmed	REMIND, ARRIVED, NO SHOW
05:45 PM	Doe, John	2 guest(s)	1 (BAR)		

Additional details for the 03:23 PM reservation include "50% discount on cocktails". A red notification for the 03:45 PM reservation reads: "Your guests seem to be running late. Would you like to send them a reservation reminder?". A yellow question mark icon is overlaid on the bottom right of the interface.

Em seguida, clique em **Disponível** para abrir uma lista de tabelas disponíveis.



Depois de escolher sua mesa, clique no **ícone verde de mais** para adicionar uma reserva.

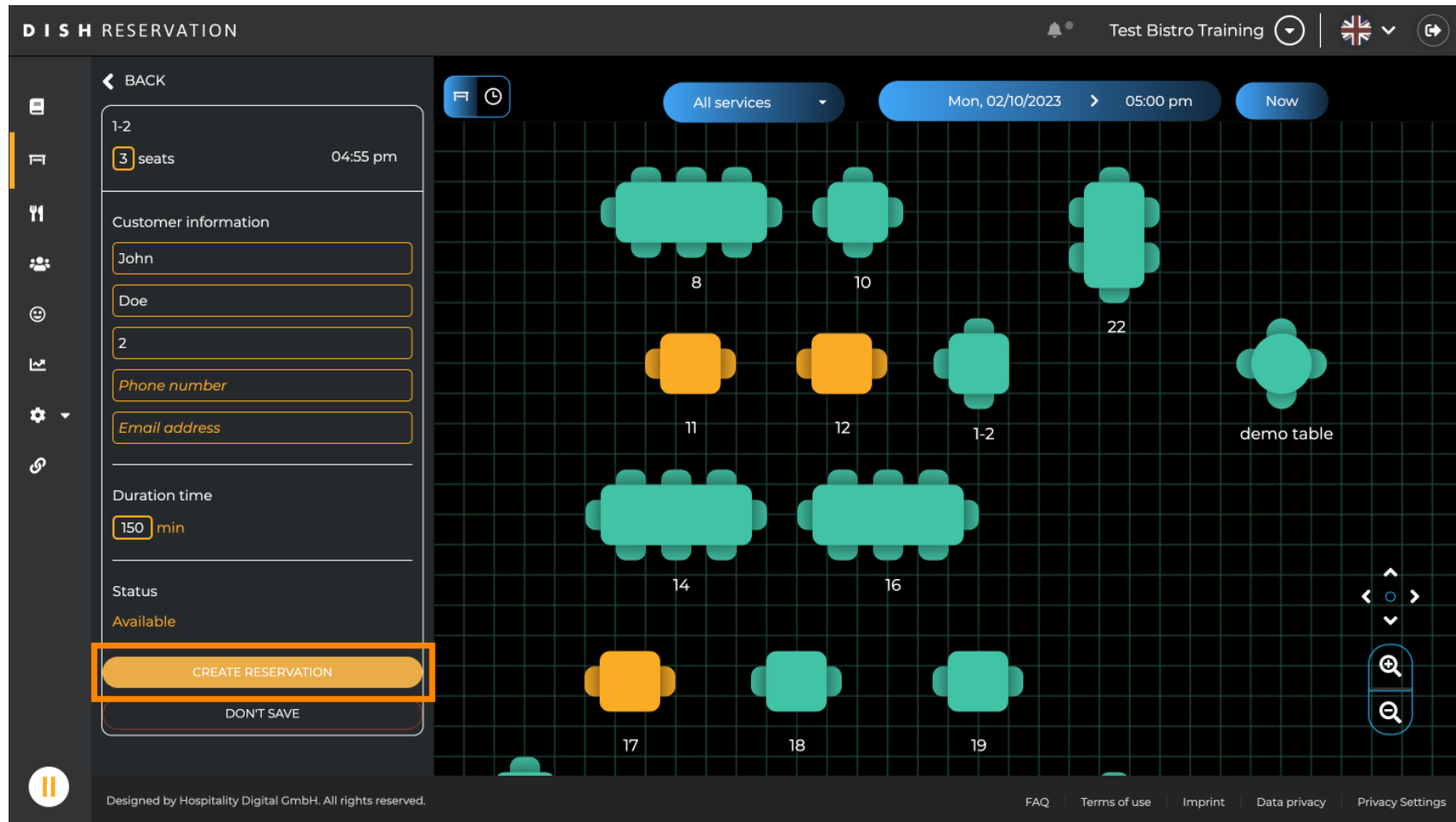




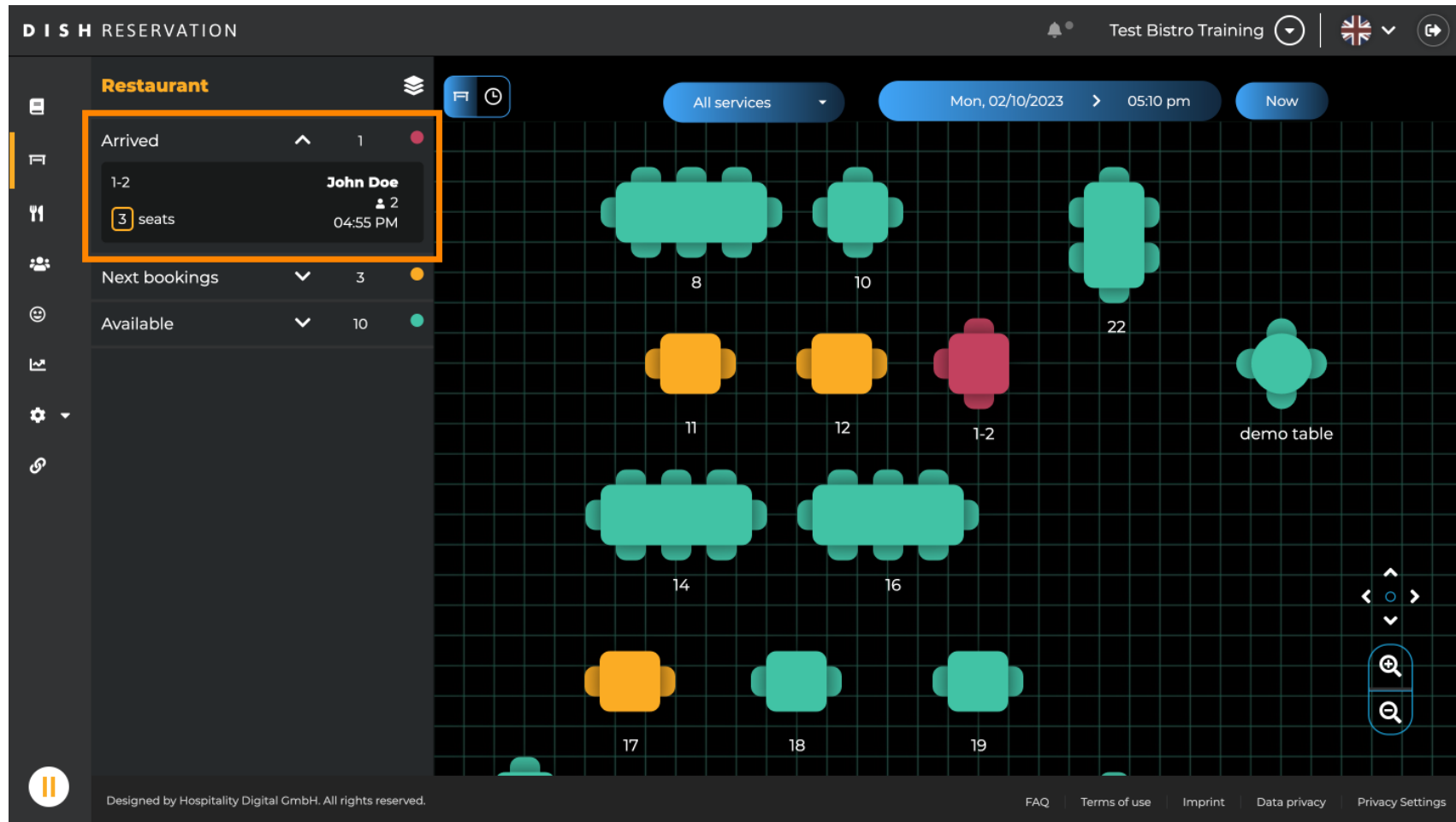
Depois, preencha as **informações** necessárias. **Nota: Número de telefone e endereço de e-mail são opcionais.**

The screenshot displays the DISH RESERVATION app interface. On the left, a reservation form is visible with the following fields: "1-2" (party size), "3 seats" (number of seats), "04:55 pm" (time), "Customer information" (with sub-fields for First name, Last name, Party size, Phone number, and Email address), "Duration time" (150 min), "Status" (Available), and buttons for "CREATE RESERVATION" and "DON'T SAVE". The main area shows a grid of tables with various shapes and sizes, each labeled with a number (8, 10, 11, 12, 1-2, 14, 16, 17, 18, 19, 22) or "demo table". The top navigation bar includes "Test Bistro Training", a date/time selector for "Mon, 02/10/2023 04:58 pm", and a "Now" button. 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".

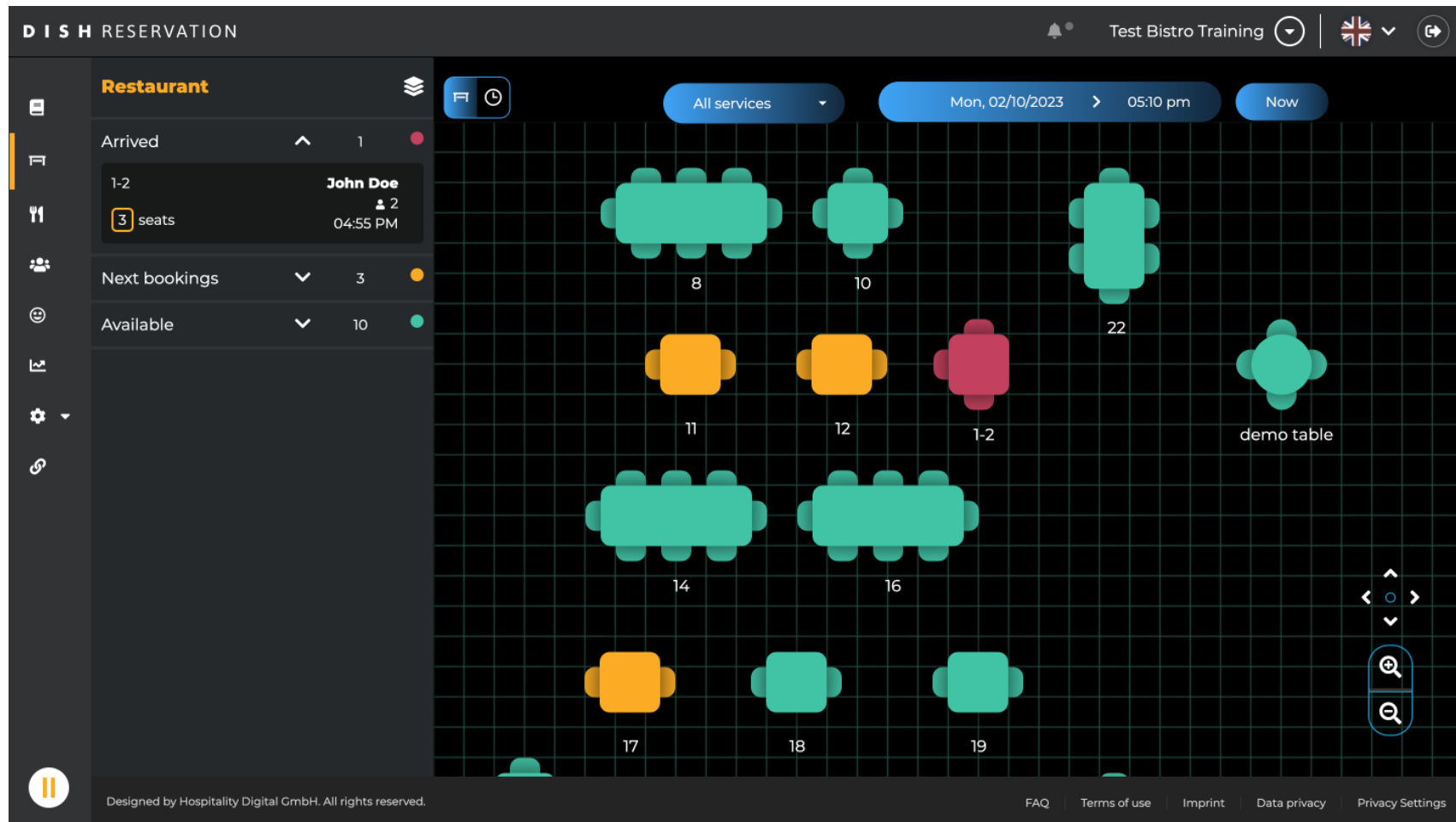
Em seguida, clique em **CRIAR RESERVA** para reservar o atendimento sem hora marcada.



Seu walk-in ficará visível na seção **Chegou**.



**i** Pronto. Você concluiu o tutorial e agora sabe como adicionar hóspedes sem hora marcada às suas reservas.





Digitalize para ir para o player interativo