



Bienvenido al panel de control de **DISH Reservation**. En este tutorial, le mostramos cómo utilizar notas internas para sus reservas.

The screenshot shows the DISH Reservation dashboard. At the top, the header includes the 'DISH RESERVATION' logo, a notification bell, the user '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 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 tabs include 'All', 'Completed', 'Upcoming' (selected), and 'Cancelled', along with icons for calendar (0), guests (0), and tables (0/49). The main content area is empty, displaying 'No reservations available' with a magnifying glass icon. A 'Print' button is at the bottom left, and a help icon (question mark) is at the bottom right. The footer contains a status message 'Too many guests in house? Pause online reservations' with a pause icon, the text 'Designed by Hospitality Digital GmbH. All rights reserved.', and links for 'FAQ', 'Terms of use', 'Imprint', 'Data privacy', and 'Privacy Settings'.

📌 Cuando se selecciona el menú **Reservas** , verá una descripción general de sus reservas.

The screenshot displays the DISH Reservation interface. On the left, a dark sidebar contains a menu with the following items: Reservations (highlighted with an orange border), Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main content area features a teal header 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 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 options include "All", "Completed", "Upcoming" (selected), and "Cancelled". Summary statistics show: 0 calendar icons, 0 people icons, and 0/49 table icons. A large central area contains an illustration of a person with binoculars and the text "No reservations available". At the bottom left, there is a "Print" button and a notification: "Too many guests in house? Pause online reservations" with a pause icon. At the bottom right, there is a yellow question mark icon. The footer includes the text "Designed by Hospitality Digital GmbH. All rights reserved." and links for "FAQ", "Terms of use", "Imprint", "Data privacy", and "Privacy Settings".

Para agregar una reserva manualmente, haga clic en **AGREGAR RESERVA**.

The screenshot displays the DISH Reservation management interface. The top navigation bar includes the 'DISH RESERVATION' logo, a notification bell, the user name 'Test Bistro Training', a language selector (UK flag), and a refresh icon. The left sidebar contains navigation options: Reservations, 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!'. Two buttons are present: 'WALK-IN' and 'ADD RESERVATION', with the latter highlighted by a red box. Below the banner 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' with a 'Show more' dropdown. Filter options include 'All', 'Completed', 'Upcoming' (selected), and 'Cancelled'. Summary statistics show 0 reservations, 0 guests, and 0/49 tables. A large empty area contains an icon of a person with binoculars and the text 'No reservations available'. A 'Print' button is located at the bottom left of the main area. The footer includes a 'Too many guests in house? Pause online reservations' warning, a copyright notice 'Designed by Hospitality Digital GmbH. All rights reserved.', and links for 'FAQ', 'Terms of use', 'Imprint', 'Data privacy', and 'Privacy Settings'. A help icon (question mark) is in the bottom right corner.

Se abrirá una nueva ventana donde podrás introducir los **datos imprescindibles de la reserva**.

The screenshot displays the DISH Reservation system interface. At the top, it says "DISH RESERVATION" and "Test Bistro Training". Below the header, there is a notification: "Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book!" with a "Back" button. The main content area is divided into several sections:

- Reservation information** (highlighted with an orange border):
 - # Guests * (text input)
 - Date * (text input: Fri, 20/10/2023)
 - Time * (dropdown menu: - time -)
 - Duration (in Min/Hours) (dropdown menu: Please select capacity and time first)
 - Table(s) (dropdown menu: Please select time slot first)
 - Source (dropdown menu: Please select)
 - Occasion (dropdown menu: Please select)
- Guest information**:
 - Last name (text input)
 - First name (text input)
 - Phone (text input)
 - Email (text input)
- Reservation notes**:
 - Internal note. Will be shown for this reservation only. (text area: e.g. window seat, occasion...)
- Internal guest information**:
 - Note will be shown on all reservations made by this guest. (text area: e.g. 10% discount, VIP...)

At the bottom left, there is a notification: "Too many guests in house? Pause online reservations" with a pause icon.



A continuación, rellena los **datos del huésped** . **Nota: Nombre o apellido, uno de los dos es obligatorio.**

The screenshot displays the DISH Reservation system 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 header with "DISH RESERVATION" on the left, a notification bell, "Test Bistro Training" with a dropdown, a language selector (UK flag), and a share icon. Below the header is a prompt: "Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book!" with a "Back" button.

The form is divided into several sections:

- Reservation information:** Fields for '# Guests' (2), 'Date' (Fri, 20/10/2023), 'Time' (05:45 pm (156 seats)), 'Duration (in Min/Hours)' (02:30), 'Table(s)' (11), 'Source' (Phone), and 'Occasion' (Casual dining).
- Guest information:** Fields for 'Last name', 'First name', 'Phone', and 'Email'. This section is highlighted with a red border.
- Reservation notes:** A section titled "Internal note. Will be shown for this reservation only." with a text area containing "e.g. window seat, occasion..."
- Internal guest information:** A section titled "Note will be shown on all reservations made by this guest." with a text area containing "e.g. 10% discount, VIP..."

At the bottom of the form, the word "Allergies" is partially visible.



Si hay notas para la reserva, puedes dejarlas en **Notas de la reserva** . Utiliza el campo de texto correspondiente para introducir la información.

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

Reservation information

Guests *

Date *

Time *

Duration (in Min/Hours)

Table(s)

Source

Occasion

Guest information

Last name

First name

Phone

Email

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

Too many guests in house? Pause online reservations



¿Hay información adicional sobre el huésped? Déjala en Información interna del huésped en los **campos** correspondientes .

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 is divided into several sections:

- Table(s)**: A dropdown menu showing "11".
- Source**: A dropdown menu showing "Phone".
- Occasion**: A dropdown menu showing "Casual dining".
- Reservation notes**: A section titled "Internal note. Will be shown for this reservation only." containing a text box with the note "Needs a business receipt." and a blue checkmark icon.
- Internal guest information**: A section titled "Note will be shown on all reservations made by this guest." containing a text box with the note "e.g. 10% discount, VIP..". Below this are sections for "Allergies" and "Diet", each with a list of checkboxes for various dietary restrictions.

At the bottom right of the main content area is a yellow "SAVE" button. The footer contains a status message "Too many guests in house? Pause online reservations" with a pause icon, the text "Designed by DISH Digital Solutions GmbH. All rights reserved.", and a list of links: "FAQ | Terms of use | Imprint | Data privacy | Privacy Settings".

Una vez ingresados todos los datos, haga clic en **GUARDAR** para agregar la reserva.

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- Table(s)**: A dropdown menu showing '11'.
- Source**: A dropdown menu showing 'Phone'.
- Occasion**: A dropdown menu showing 'Casual dining'.
- Reservation notes**: A section titled 'Internal note. Will be shown for this reservation only.' containing a text area with the text 'Needs a business receipt.'
- Internal guest information**: A section titled 'Note will be shown on all reservations made by this guest.' containing a text area with the text 'Does not like his cola with ice.'
- Allergies**: A list of checkboxes for various allergens: Gluten, Sesame, Nuts, Crustacean, Eggs, Fish (checked), Mustard, Lactose, Celery, Peanuts, Shellfish (checked), Soy, Lupins, and Sulphite.
- Diet**: A list of checkboxes for dietary preferences: Gluten-free, Halal, Kosher, Lactose-free, Vegan, and Vegetarian.

At the bottom right of the form area, there is a prominent orange button labeled 'SAVE'. At the bottom left, there is a notification: 'Too many guests in house? Pause online reservations' with a pause icon. At the bottom center, it says 'Designed by DISH Digital Solutions GmbH. All rights reserved.' At the bottom right, there are links for 'FAQ | Terms of use | Imprint | Data privacy | Privacy Settings'.



Eso es todo. Has completado el tutorial y ahora sabes cómo utilizar notas internas para tus reservas.

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 "Fri, 20 Oct - Fri, 20 Oct" and a service filter set to "All services". A summary bar indicates "There is 1 active limit configured for the selected time period" with a "Show more" link. Filter buttons for "All", "Completed", "Upcoming", and "Cancelled" are present, along with icons for 1 calendar, 2 people, and 1/37 tables. The main reservation entry for "Fri, 20/10/2023" shows a reservation at 05:45 PM for "Doe, John", 2 guests, at table 11 (Restaurant), with a "Confirmed" status. It includes two notes: a "Reservation Note" stating "Needs a business receipt." and an "Internal guest note" stating "Does not like his cola with ice." Allergies listed are "Fish, Shellfish". A "Print" button is located below the reservation details. At the bottom, there is a footer with a "Too many guests in house? Pause online reservations" warning, a "Print" icon, and a "Designed by DISH Digital Solutions GmbH. All rights reserved." notice. On the right side of the footer, there are links for "FAQ", "Terms of use", "Imprint", "Data privacy", and "Privacy Settings", and a yellow question mark icon.



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