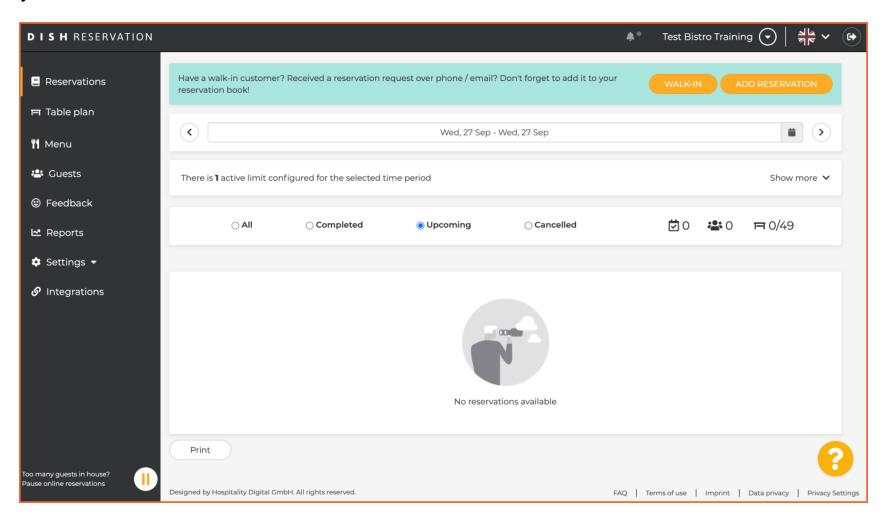
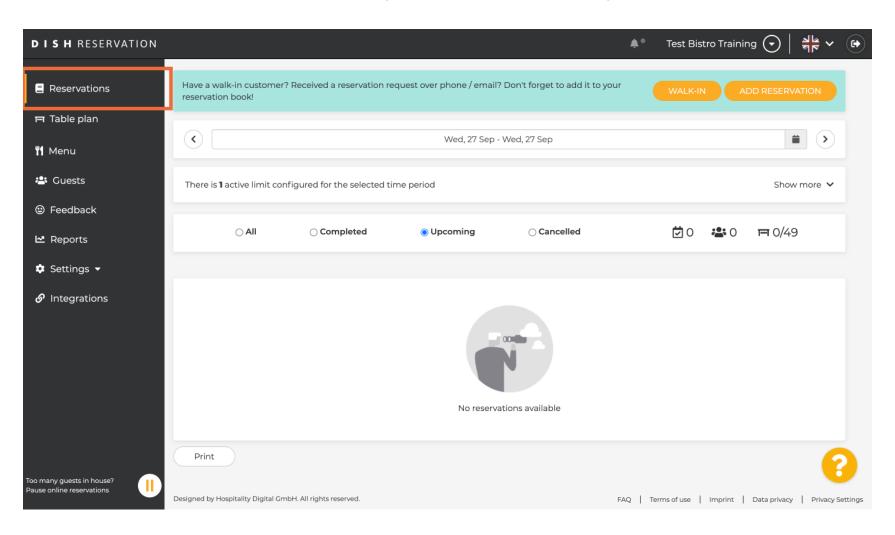


Welcome to the dashboard of DISH Reservation. In this tutorial, we show you how to use internal notes for your reservations.



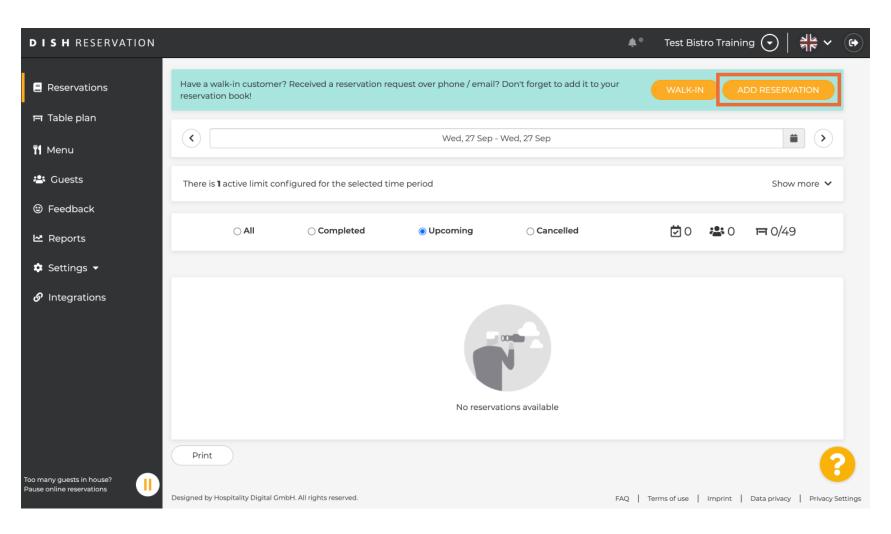


When the menu Reservations is selected, you see an overview of your reservations.



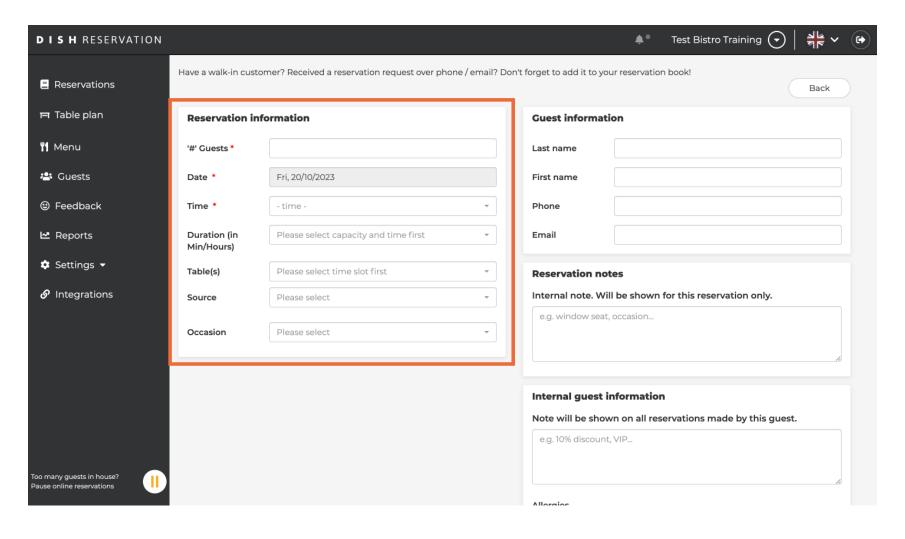


To add a reservation manually, click on ADD RESERVATION.



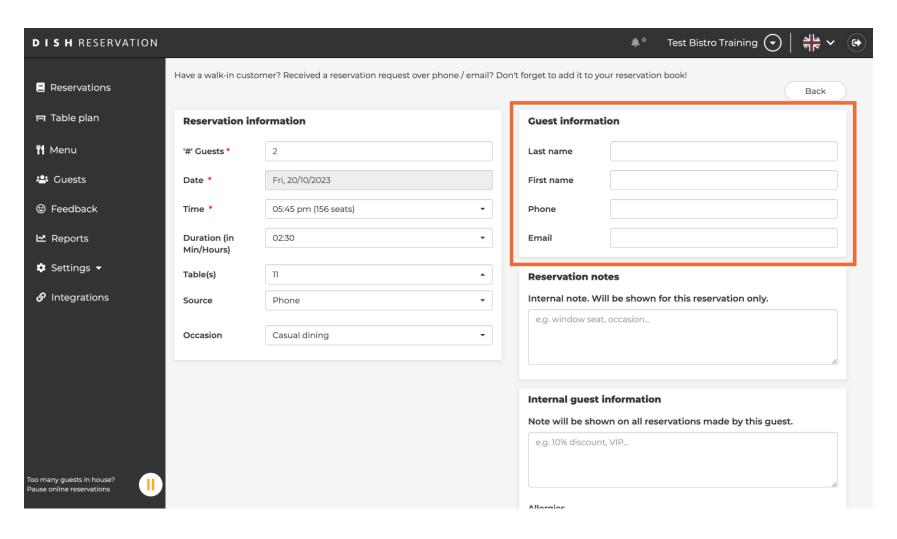


A new window will open where you can enter the essential reservation information.



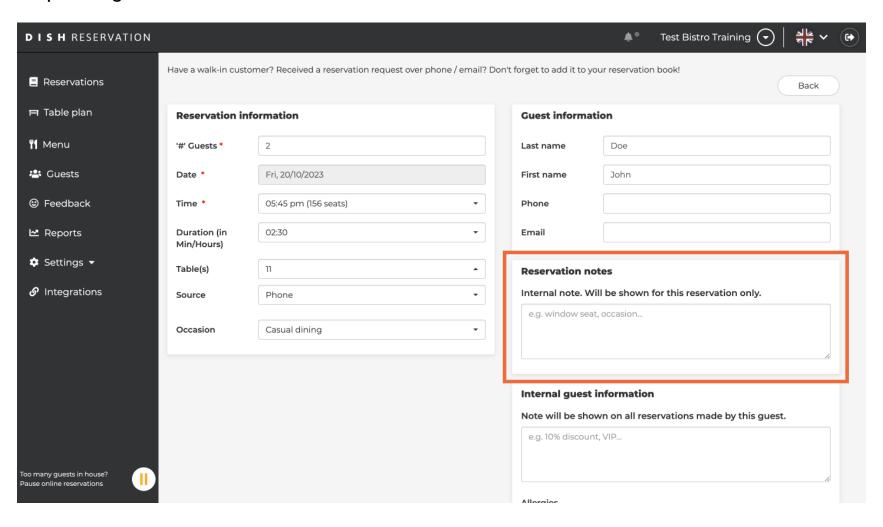


Then fill in the guest's information. Note: First name or last name, one of the two is mandatory.



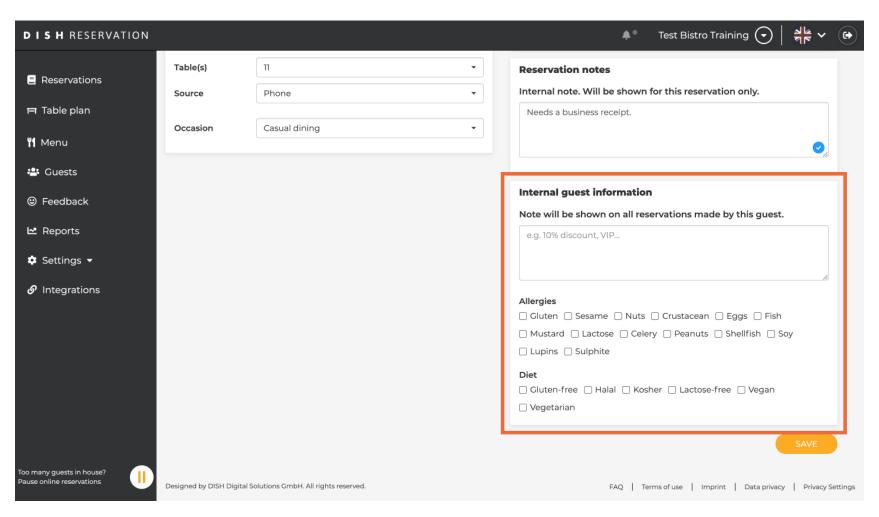


If there are notes for the reservation, you can leave them under Reservation notes. Use the corresponding text field to enter the information.



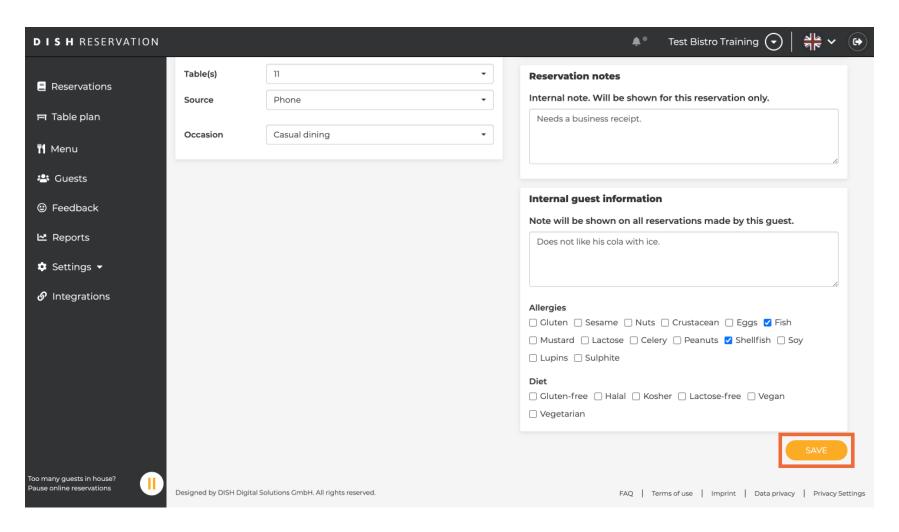


Is there additional information regarding the guest? Leave them under Internal guest information in the corresponding fields.



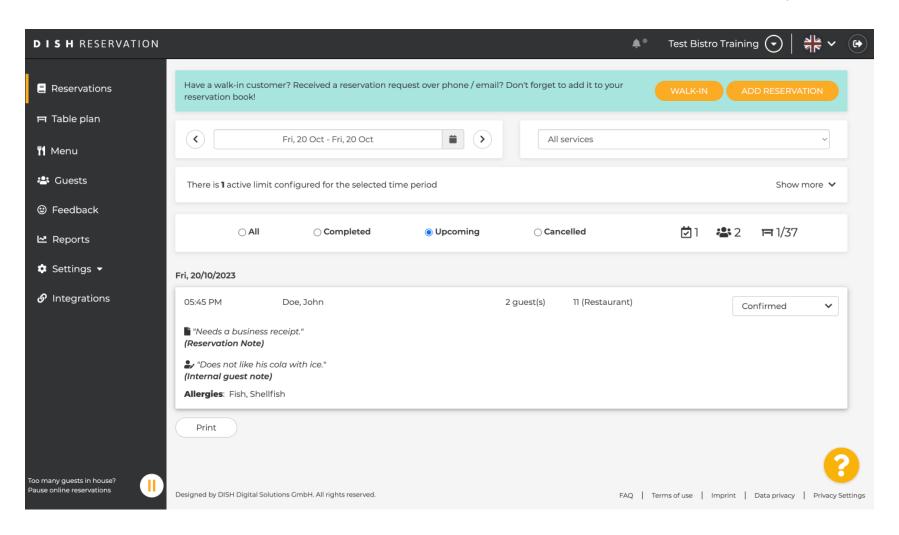


• Once you entered all the information, click on SAVE to add the reservation.





That's it. You have completed the tutorial et now know how to use internal notes for your reservations.







Scan to go to the interactive player