



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

The screenshot displays the DISH Reservation dashboard. At the top, the header includes the 'DISH RESERVATION' logo, a notification bell, the location '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 shows 'No reservations available' with an illustration of a person looking through binoculars. A 'Print' button is at the bottom left, and a help icon is at the bottom right. A footer notification reads 'Too many guests in house? Pause online reservations' with a pause icon. The footer also contains 'Designed by Hospitality Digital GmbH. All rights reserved.' and links for 'FAQ', 'Terms of use', 'Imprint', 'Data privacy', and 'Privacy Settings'.

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

The screenshot displays the DISH RESERVATION web application interface. On the left, a dark sidebar menu contains several options: 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 orange buttons: "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. A filter bar shows "Upcoming" selected, along with icons for calendar, guests, and tables. The main area displays "No reservations available" with a magnifying glass icon. At the bottom, there is a "Print" button, a help icon, and footer text including "Designed by Hospitality Digital GmbH. All rights reserved." and links for "FAQ", "Terms of use", "Imprint", "Data privacy", and "Privacy Settings".

To add a reservation manually, click on **ADD RESERVATION**.

The screenshot displays the DISH RESERVATION dashboard. 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' on the left, a notification bell, 'Test Bistro Training' with a dropdown, a language selector (UK flag), and a refresh icon. 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!'. To the right of this banner are two buttons: 'WALK-IN' and 'ADD RESERVATION', with the latter highlighted by a red rectangular box. Below the banner is a date range selector showing 'Wed, 27 Sep - Wed, 27 Sep'. A white box below that states 'There is 1 active limit configured for the selected time period' with a 'Show more' dropdown. Below this is a filter bar with radio buttons for 'All', 'Completed', 'Upcoming' (selected), and 'Cancelled', along with icons for a calendar (0), guests (0), and tables (0/49). The main content area is mostly empty, showing a large circular icon of a person with binoculars and the text 'No reservations available'. At the bottom left is a 'Print' button. At the bottom right is a yellow question mark icon. A footer at the very bottom contains the text 'Designed by Hospitality Digital GmbH. All rights reserved.' and links for 'FAQ | Terms of use | Imprint | Data privacy | Privacy Settings'. A small notification at the bottom left of the sidebar says 'Too many guests in house? Pause online reservations' with a pause icon.

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

The screenshot shows the DISH RESERVATION interface. At the top, it says "DISH RESERVATION" and "Test Bistro Training". Below the header, there is a message: "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 form is divided into several sections:

- Reservation information** (highlighted with an orange border):
 - # Guests *
 - Date * (Fri, 20/10/2023)
 - Time * (- time -)
 - Duration (in Min/Hours) (Please select capacity and time first)
 - Table(s) (Please select time slot first)
 - Source (Please select)
 - Occasion (Please select)
- Guest information**:
 - Last name
 - First name
 - Phone
 - Email
- 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...

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



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

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.

Too many guests in house? Pause online reservations



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

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.

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

Too many guests in house? Pause online reservations



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

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 is divided into several sections:

- Reservation details:** A form with three dropdown menus: "Table(s)" set to "11", "Source" set to "Phone", and "Occasion" set to "Casual dining".
- Reservation notes:** A section titled "Reservation notes" with a sub-header "Internal note. Will be shown for this reservation only." Below it is a text input field containing "Needs a business receipt." and a blue checkmark icon.
- Internal guest information:** A section titled "Internal guest information" with a sub-header "Note will be shown on all reservations made by this guest." Below it is a text input field containing "e.g. 10% discount, VIP..".
- Allergies:** A list of checkboxes for various allergens: Gluten, Sesame, Nuts, Crustacean, Eggs, Fish, Mustard, Lactose, Celery, Peanuts, Shellfish, 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 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".

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

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 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 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 box 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 main content area, there is a prominent orange button labeled "SAVE".

At the bottom of the interface, there is a footer with the text "Designed by DISH Digital Solutions GmbH. All rights reserved." and a list of links: FAQ, Terms of use, Imprint, Data privacy, and Privacy Settings.



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

The screenshot displays the DISH RESERVATION interface. At the top, the header includes the logo, the text "DISH RESERVATION", and user information "Test Bistro Training" with 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!" and two buttons: "WALK-IN" and "ADD RESERVATION". Below this is a date range selector showing "Fri, 20 Oct - Fri, 20 Oct" and a service selector set to "All services". A notification bar states "There is 1 active limit configured for the selected time period" with a "Show more" dropdown. Filter buttons include "All", "Completed", "Upcoming" (selected), and "Cancelled", along with icons for 1 calendar, 2 people, and 1/37 tables. The main reservation card for "Fri, 20/10/2023" shows a reservation at 05:45 PM for "Doe, John", 2 guests, at "11 (Restaurant)", with a "Confirmed" status. It lists two notes: a "Reservation Note" stating "Needs a business receipt." and an "Internal guest note" stating "Does not like his cola with ice.". Allergies are listed as "Fish, Shellfish". A "Print" button is located below the reservation card. The footer contains a "Too many guests in house? Pause online reservations" message with a pause icon, the text "Designed by DISH Digital Solutions GmbH. All rights reserved.", and a help icon. Navigation links for "FAQ", "Terms of use", "Imprint", "Data privacy", and "Privacy Settings" are also present.



Scan to go to the interactive player