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.

D I S H 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

📖 Reservations

🖼 Table plan

Reservation information   **Guest information**

🍴 Menu

'#' Guests *   2   Last name   [   ]

👥 Guests
                    Date *   Fri, 20/10/2023   First name   [   ]

😊 Feedback
                    Time *   05:45 pm (156 seats) ⌄   Phone   [   ]

📈 Reports
                    Duration (in   02:30   ⌄   Email   [   ]
                    Min/Hours)
⚙ Settings ⌄
                    Table(s)   11   ▲   **Reservation notes**

🔗 Integrations
                    Source   Phone   ⌄   Internal note. Will be shown for this reservation only.

                    Occasion   Casual dining   ⌄   e.g. window seat, occasion...

                                                        Internal guest information
Too many guests in house?
Pause online reservations ⏸   Note will be shown on all reservations made by this guest.

                                                        e.g. 10% discount, VIP...

                                                        Allergies

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