



Bem-vindo ao painel do **DISH Reservation**. Neste tutorial, mostramos como usar notas internas para suas reservas.

The screenshot displays the DISH Reservation dashboard. At the top, the header includes the 'DISH RESERVATION' logo, a notification bell, the user name '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!' and two orange 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 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 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'.

Quando o menu **Reservas** é selecionado, você vê uma visão geral das suas reservas.

The screenshot displays the DISH RESERVATION interface. On the left, a dark sidebar menu lists various 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 a notification: "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 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 "All", "Completed", "Upcoming" (selected), and "Cancelled" options, along with icons for calendar, guests, and tables. The main area displays "No reservations available" with an icon of a person looking through binoculars. At the bottom, there is a "Print" button, a "Too many guests in house? Pause online reservations" warning, and a help icon. The footer includes "Designed by Hospitality Digital GmbH. All rights reserved." and links for "FAQ", "Terms of use", "Imprint", "Data privacy", and "Privacy Settings".

Para adicionar uma reserva manualmente, clique em **ADICIONAR RESERVA**.

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' with a dropdown arrow and a language selector (UK flag). 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'. The 'ADD RESERVATION' button is highlighted with a red border. 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. A filter bar shows 'All', 'Completed', 'Upcoming' (selected), and 'Cancelled' options, along with icons for calendar, guests, and tables. The main content area shows 'No reservations available' with an icon of a person looking through binoculars. At the bottom, there is a 'Print' button, a 'Too many guests in house? Pause online reservations' warning, and a help icon (question mark). The footer contains 'Designed by Hospitality Digital GmbH. All rights reserved.' and links for 'FAQ', 'Terms of use', 'Imprint', 'Data privacy', and 'Privacy Settings'.

Uma nova janela será aberta onde você poderá inserir as **informações essenciais da reserva**.

The screenshot displays the DISH RESERVATION 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 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.

Em seguida, preencha as **informações do hóspede**. **Nota: Nome ou sobrenome, um dos dois é obrigatório.**

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 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 text area for internal notes, with a prompt "Internal note. Will be shown for this reservation only." and an example "e.g. window seat, occasion..."
- Internal guest information:** A text area for notes shown on all reservations by this guest, with a prompt "Note will be shown on all reservations made by this guest." and an example "e.g. 10% discount, VIP..."

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



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

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...

Too many guests in house? ||
Pause online reservations



Há informações adicionais sobre o hóspede? Deixe-as em Internal guest information nos **campos** correspondentes .

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:** Table(s) is set to 11, Source is Phone, and Occasion is Casual dining.
- Reservation notes:** A text box contains "Needs a business receipt." with a blue checkmark icon.
- Internal guest information:** A text box contains "e.g. 10% discount, VIP..". Below this are sections for Allergies and Diet, each with a list of checkboxes for various options.

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

Depois de inserir todas as informações, clique em **SALVAR** para adicionar a reserva.

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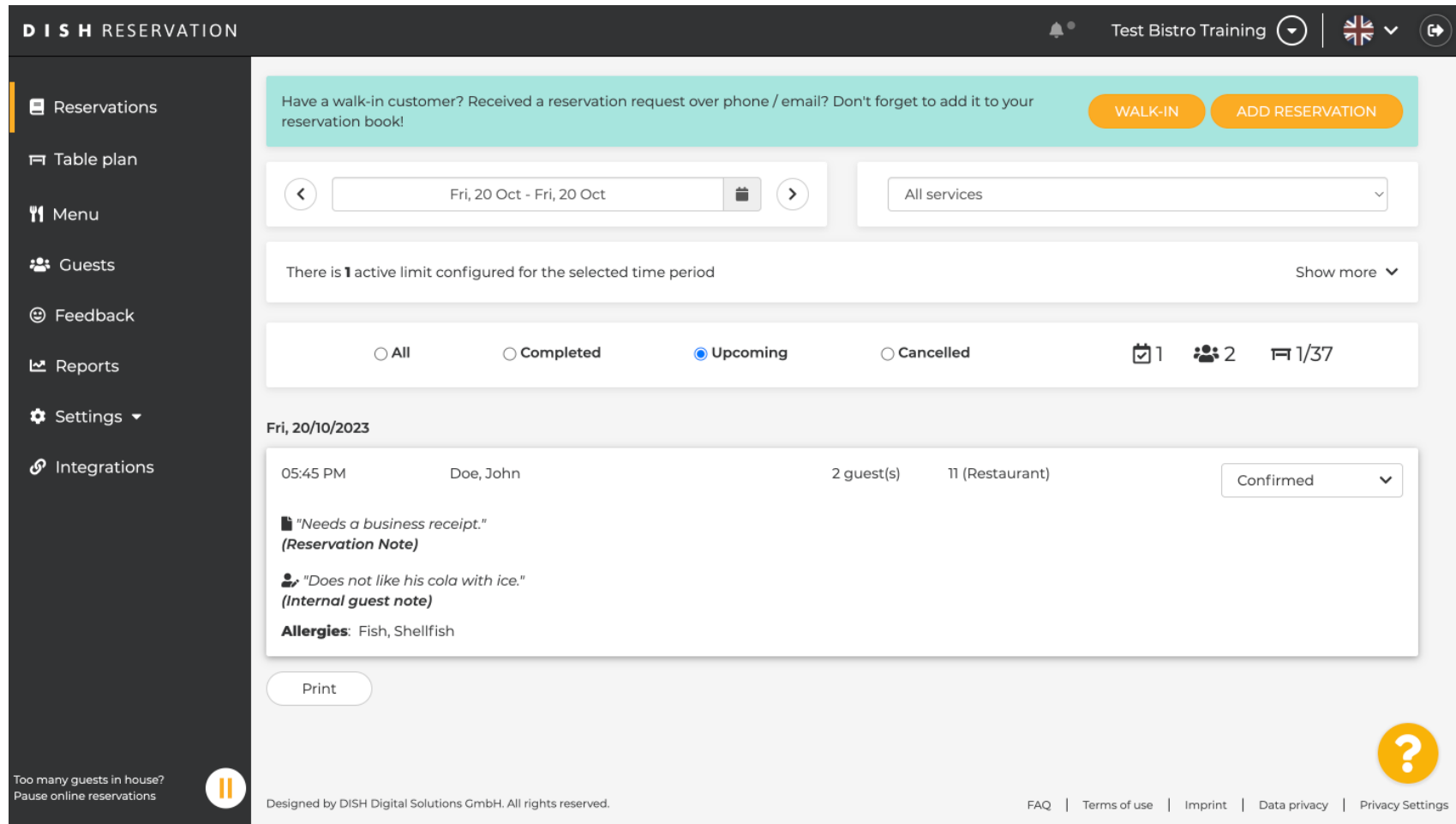
- Table(s)**: A dropdown menu with the value "11".
- Source**: A dropdown menu with the value "Phone".
- Occasion**: A dropdown menu with the value "Casual dining".
- Reservation notes**: A section titled "Internal note. Will be shown for this reservation only." containing a text area with the text "Needs 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, 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 navigation menu with links for "FAQ", "Terms of use", "Imprint", "Data privacy", and "Privacy Settings".



Pronto. Você concluiu o tutorial e agora sabe como usar notas internas para suas reservas.



The screenshot displays the DISH RESERVATION interface. The top navigation bar includes the logo, the text "DISH RESERVATION", 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 "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" dropdown. Filter buttons for "All", "Completed", "Upcoming" (selected), and "Cancelled" are present, 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 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 are listed as "Fish, Shellfish". A "Print" button is located below the reservation card. The bottom left corner features a warning "Too many guests in house? Pause online reservations" with a pause icon. The bottom right corner has a help icon (question mark) and a footer with "Designed by DISH Digital Solutions GmbH. All rights reserved." and links for "FAQ", "Terms of use", "Imprint", "Data privacy", and "Privacy Settings".



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