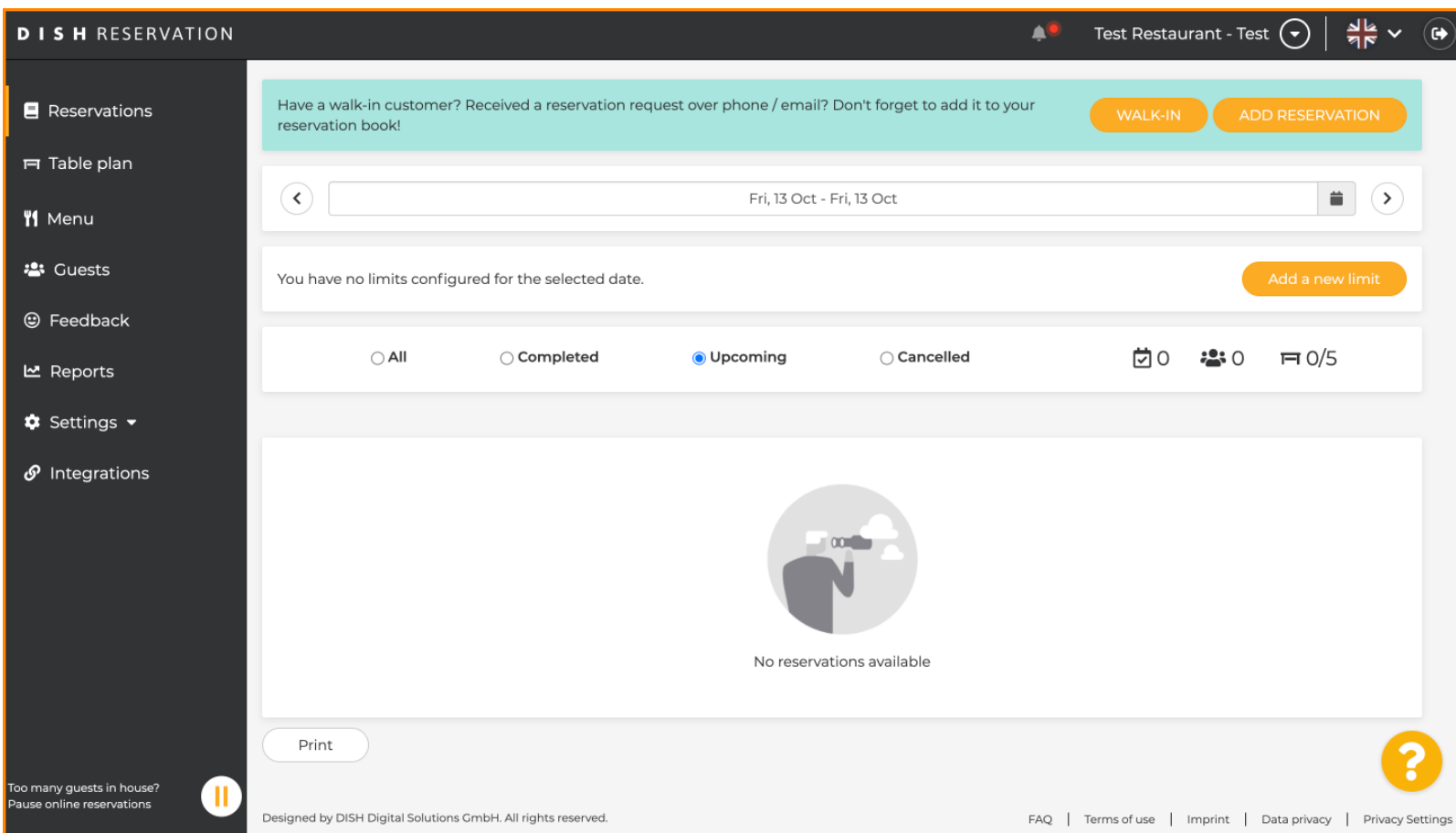




Welcome to the dashboard of **DISH Reservation**. In this tutorial, we show you how to search for guests and view reservations associated with a guest.



The screenshot shows the DISH Reservation Admin Panel dashboard. The top navigation bar includes the DISH RESERVATION logo, a notification bell, the restaurant name 'Test Restaurant - Test', a language selector (UK flag), and a refresh icon. The left sidebar contains a menu with the following items: Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings (with a dropdown arrow), 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!' and two buttons: 'WALK-IN' and 'ADD RESERVATION'. Below the banner is a date range selector showing 'Fri, 13 Oct - Fri, 13 Oct'. A message states 'You have no limits configured for the selected date.' with an 'Add a new limit' button. A filter bar shows 'All', 'Completed', 'Upcoming' (selected), and 'Cancelled' filters, along with counts for a calendar icon (0), a group of people icon (0), and a table icon (0/5). The main content area displays 'No reservations available' with an illustration of a person looking through binoculars. At the bottom, there is a 'Print' button, a status indicator 'Too many guests in house? Pause online reservations' with a pause icon, a footer note 'Designed by DISH Digital Solutions GmbH. All rights reserved.', and a help icon (question mark). The footer also includes links for FAQ, Terms of use, Imprint, Data privacy, and Privacy Settings.



First, go to **Guests** on the menu to your left.

The screenshot displays the DISH Reservation Admin Panel interface. On the left, a dark sidebar contains a menu with options: Reservations, Table plan, Menu, **Guests** (highlighted with an orange box), Feedback, Reports, Settings, and Integrations. The main content area has a dark header with the text "DISH RESERVATION" and a notification bell. Below the header, a teal banner prompts the user to add walk-in customers or reservation requests, with buttons for "WALK-IN" and "ADD RESERVATION". A date selector shows "Fri, 13 Oct - Fri, 13 Oct". A message states "You have no limits configured for the selected date." with an "Add a new limit" button. Filter tabs for "All", "Completed", "Upcoming" (selected), and "Cancelled" are present, along with counts for calendar, users, and tables. The main area shows "No reservations available" with a magnifying glass icon. A "Print" button is at the bottom left. The footer includes a status message "Too many guests in house? Pause online reservations", copyright information, and links for FAQ, Terms of use, Imprint, Data privacy, and Privacy Settings. A yellow question mark icon is in the bottom right corner.



You are now in the overview of your guest database.

DISH RESERVATION


Test Restaurant - Test




Reservations

Table plan

Menu

Guests

Feedback

Reports

Settings

Integrations

In accordance with legal regulations, we store your guest data for one year from the last reservation. You have the possibility to download your guest data. Please note that as per data privacy laws, it may not be legal to use their contact information for offers & promotions. Please check with the local laws before proceeding.

SEARCH

First name	Last name	Visits	Email	Phone number	Customer since	
Jane	Doe	-			13/10/2023	View
John	Doe	-			13/10/2023	View

Download all customers

Download last 4 week guest data

Download newsletter customers

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Too many guests in house?

Pause online reservations



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To find a specific guest, use the **search bar** and enter their name or e-mail-address.

DISH RESERVATION


Test Restaurant - Test




Reservations

Table plan

Menu

Guests

Feedback

Reports

Settings

Integrations

In accordance with legal regulations, we store your guest data for one year from the last reservation. You have the possibility to download your guest data. Please note that as per data privacy laws, it may not be legal to use their contact information for offers & promotions. Please check with the local laws before proceeding.

SEARCH

First name	Last name	Visits	Email	Phone number	Customer since	
Jane	Doe	-			13/10/2023	View
John	Doe	-			13/10/2023	View

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Too many guests in house?

Pause online reservations



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Terms of use

Imprint

Data privacy

Privacy Settings

Then click on **SEARCH** to start to show the results for your entry.

DISH RESERVATION


Test Restaurant - Test




Reservations

Table plan

Menu

Guests

Feedback

Reports

Settings

Integrations

In accordance with legal regulations, we store your guest data for one year from the last reservation. You have the possibility to download your guest data. Please note that as per data privacy laws, it may not be legal to use their contact information for offers & promotions. Please check with the local laws before proceeding.

SEARCH

First name	Last name	Visits	Email	Phone number	Customer since	
Jane	Doe	-			13/10/2023	View
John	Doe	-			13/10/2023	View

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Too many guests in house?

Pause online reservations



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Terms of use

Imprint

Data privacy

Privacy Settings



All guests will then be listed below with their information displayed.

DISH RESERVATION


Test Restaurant - Test





Reservations

Table plan

Menu

Guests

Feedback

Reports

Settings

Integrations

In accordance with legal regulations, we store your guest data for one year from the last reservation. You have the possibility to download your guest data. Please note that as per data privacy laws, it may not be legal to use their contact information for offers & promotions. Please check with the local laws before proceeding.

SEARCH

First name	Last name	Visits	Email	Phone number	Customer since	
Jane	Doe	-			13/10/2023	View
John	Doe	-			13/10/2023	View

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Too many guests in house?

Pause online reservations



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Imprint

Data privacy

Privacy Settings



To see further information about the guest as well as the reservation history, click on **View**.

DISH RESERVATION
Test Restaurant - Test

Reservations
Table plan
Menu
Guests
Feedback
Reports
Settings
Integrations

In accordance with legal regulations, we store your guest data for one year from the last reservation. You have the possibility to download your guest data. Please note that as per data privacy laws, it may not be legal to use their contact information for offers & promotions. Please check with the local laws before proceeding.

Search Guest name or Email

First name	Last name	Visits	Email	Phone number	Customer since	
Jane	Doe	-			13/10/2023	View
John	Doe	-			13/10/2023	View

Download all customers Download last 4 week guest data Download newsletter customers

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Too many guests in house? Pause online reservations

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You then have the guest's information displayed and can add more too.

DISH RESERVATION
Test Restaurant - Test

Reservations
Table plan
Menu
Guests
Feedback
Reports
Settings
Integrations

Guest information

Doe, Jane
Customer since 13/10/2023

Internal guest note
Note will be shown on all reservations made by this guest.
e.g. 10% discount, VIP...

Allergies
☐ Gluten ☐ Sesame ☐ Nuts ☐ Crustacean ☐ Eggs ☐ Fish
☐ Mustard ☐ Lactose ☐ Celery ☐ Peanuts ☐ Shellfish ☐ Soy
☐ Lupins ☐ Sulphite

Diet
☐ Gluten-free ☐ Halal ☐ Kosher ☐ Lactose-free ☐ Vegan
☐ Vegetarian

Reservation history

Date	Time	Pax	Occasion	Status	Food	Service
19/10/2023	02:30 PM	4		Confirmed		

8 of 15



If you have adjusted the information, click on **SAVE** to apply the changes.

DISH RESERVATION
Test Restaurant - Test

Reservations
Table plan
Menu
Guests
Feedback
Reports
Settings
Integrations

Too many guests in house?
Pause online reservations

Guest information

Back

Doe, Jane
Customer since 13/10/2023

Internal guest note
Note will be shown on all reservations made by this guest.

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

Allergies

☐ Gluten
☐ Sesame
☐ Nuts
☐ Crustacean
☐ Eggs
☐ Fish
☐ Mustard
☐ Lactose
☐ Celery
☐ Peanuts
☐ Shellfish
☐ Soy
☐ Lupins
☐ Sulphite

Diet

☐ Gluten-free
☐ Halal
☐ Kosher
☐ Lactose-free
☐ Vegan
☐ Vegetarian

SAVE

Reservation history

Date	Time	Pax	Occasion	Status	Food	Service
19/10/2023	02:30 PM	4		Confirmed		



To see information regarding the reservation history, scroll down to the bottom of the page.

DISH RESERVATION
Test Restaurant - Test

- Reservations
- Table plan
- Menu
- Guests
- Feedback
- Reports
- Settings
- Integrations

Internal guest note

Note will be shown on all reservations made by this guest.

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

Allergies

☐ Gluten
☐ Sesame
☐ Nuts
☐ Crustacean
☐ Eggs
☐ Fish
☐ Mustard
☐ Lactose
☐ Celery
☐ Peanuts
☐ Shellfish
☐ Soy
☐ Lupins
☐ Sulphite

Diet

☐ Gluten-free
☐ Halal
☐ Kosher
☐ Lactose-free
☐ Vegan
☐ Vegetarian

SAVE

Reservation history

Date	Time	Pax	Occasion	Status	Food	Service
19/10/2023	02:30 PM	4		Confirmed		

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Too many guests in house? Pause online reservations

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[Privacy Settings](#)



Once you are done reviewing the information of the guest, click on **Back** to return to the overview.

DISH RESERVATION
Test Restaurant - Test
UK

Reservations
Table plan
Menu
Guests
Feedback
Reports
Settings
Integrations

Guest information

Doe, Jane
Customer since 13/10/2023

Internal guest note
Note will be shown on all reservations made by this guest.
e.g. 10% discount, VIP...

Allergies
☐ Gluten ☐ Sesame ☐ Nuts ☐ Crustacean ☐ Eggs ☐ Fish
☐ Mustard ☐ Lactose ☐ Celery ☐ Peanuts ☐ Shellfish ☐ Soy
☐ Lupins ☐ Sulphite

Diet
☐ Gluten-free ☐ Halal ☐ Kosher ☐ Lactose-free ☐ Vegan
☐ Vegetarian

Reservation history

Date	Time	Pax	Occasion	Status	Food	Service
19/10/2023	02:30 PM	4		Confirmed		



Back in the overview, you have the option to download customer data. Either the data of all customers, guest data of the last four weeks or data of the newsletter customers.

DISH RESERVATION


Test Restaurant - Test






Reservations

Table plan

Menu

Guests

Feedback

Reports

Settings

Integrations

In accordance with legal regulations, we store your guest data for one year from the last reservation. You have the possibility to download your guest data. Please note that as per data privacy laws, it may not be legal to use their contact information for offers & promotions. Please check with the local laws before proceeding.

SEARCH

First name	Last name	Visits	Email	Phone number	Customer since	
Jane	Doe	-			13/10/2023	View
John	Doe	-			13/10/2023	View

Download all customers

Download last 4 week guest data

Download newsletter customers

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Too many guests in house?

Pause online reservations



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Data privacy

Privacy Settings



Simply click on the corresponding **button** from which you want to have the data. The download will then start.

DISH RESERVATION


Test Restaurant - Test






Reservations

Table plan

Menu


Guests


Feedback


Reports


Settings


Integrations

In accordance with legal regulations, we store your guest data for one year from the last reservation. You have the possibility to download your guest data. Please note that as per data privacy laws, it may not be legal to use their contact information for offers & promotions. Please check with the local laws before proceeding.

SEARCH

First name	Last name	Visits	Email	Phone number	Customer since	
Jane	Doe	-			13/10/2023	View
John	Doe	-			13/10/2023	View

Download all customers

Download last 4 week guest data

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Too many guests in house?

Pause online reservations



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13 of 15



That's it. You have completed the tutorial and now know how to search for guests and view reservations associated with a guest.

DISH RESERVATION


Test Restaurant - Test






Reservations

Table plan

Menu

Guests

Feedback

Reports

Settings

Integrations

In accordance with legal regulations, we store your guest data for one year from the last reservation. You have the possibility to download your guest data. Please note that as per data privacy laws, it may not be legal to use their contact information for offers & promotions. Please check with the local laws before proceeding.

SEARCH

First name	Last name	Visits	Email	Phone number	Customer since	
Jane	Doe	-			13/10/2023	View
John	Doe	-			13/10/2023	View

Download all customers

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Scan to go to the interactive player