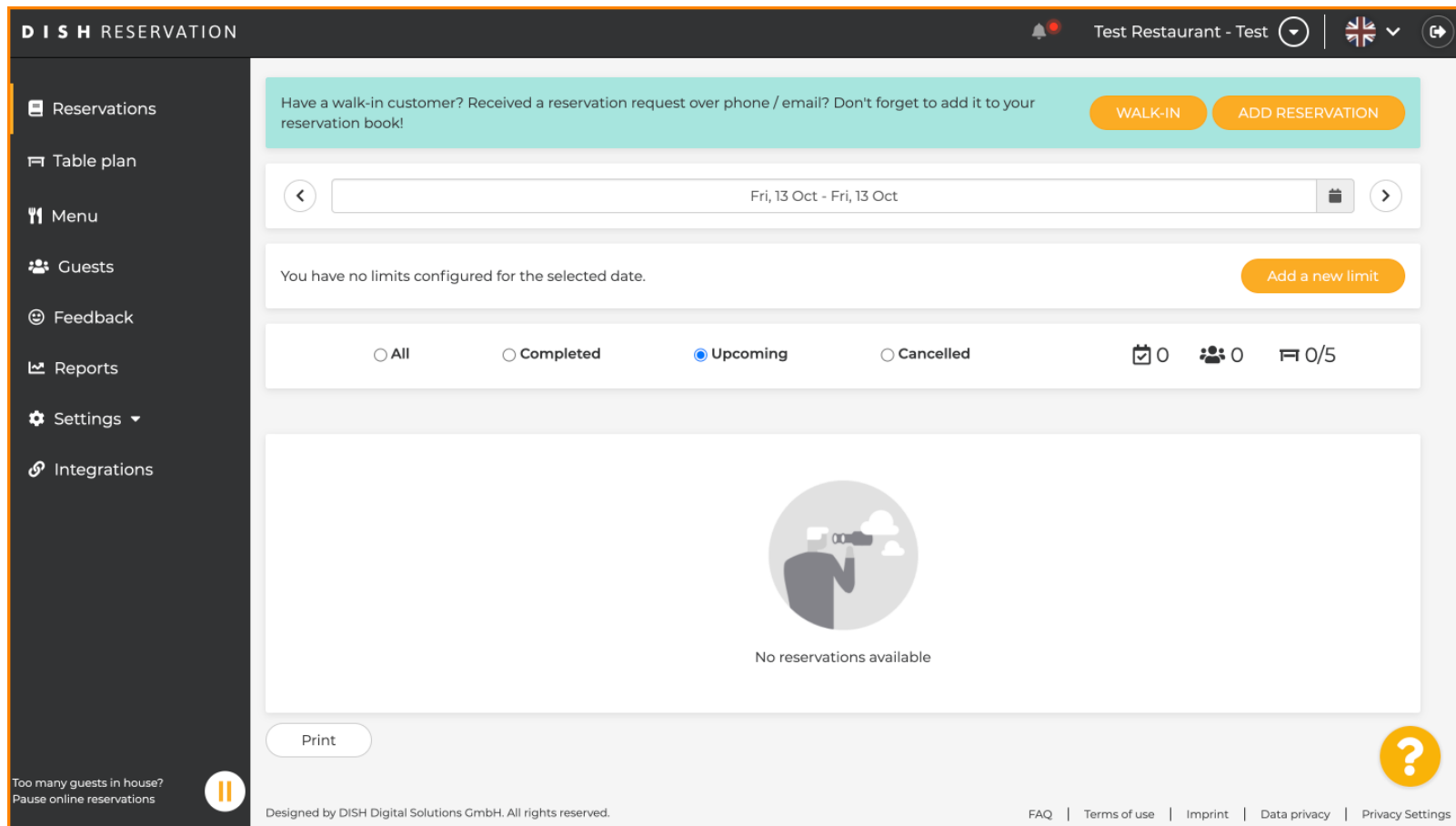


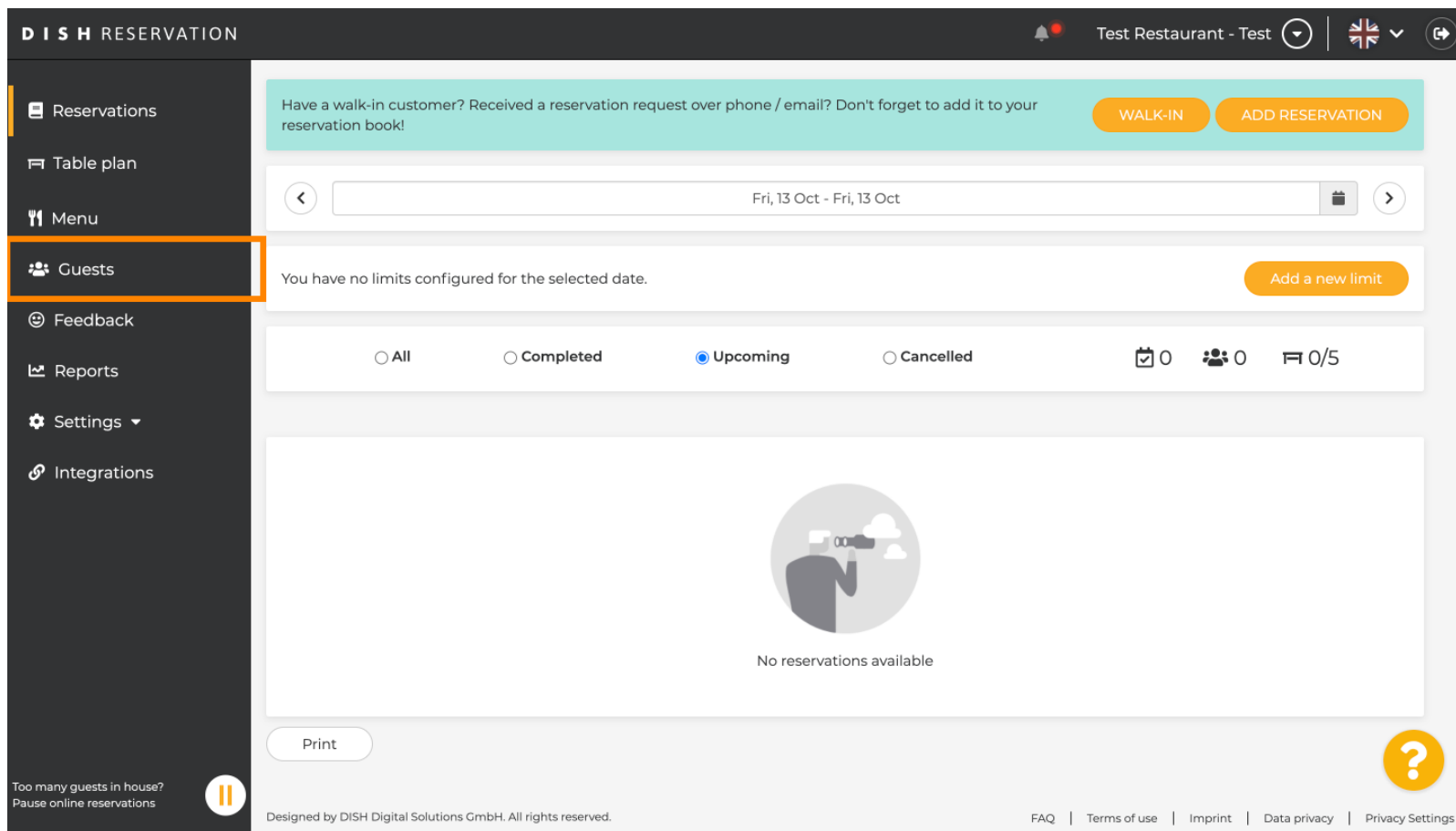


Bienvenido al panel de control de **DISH Reservation** . En este tutorial, le mostramos cómo buscar huéspedes y ver las reservas asociadas a ellos.



The screenshot displays the DISH Reservation admin interface. On the left is a dark sidebar with navigation links: Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main content area has a top header with the restaurant name 'Test Restaurant - Test' and a language selector. Below this is a teal banner with a message about walk-in customers and two buttons: 'WALK-IN' and 'ADD RESERVATION'. A date range 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 include 'All', 'Completed', 'Upcoming' (selected), and 'Cancelled'. Summary statistics show 0 reservations, 0 guests, and 0/5 tables. The main area shows 'No reservations available' with a magnifying glass icon. At the bottom, there is a 'Print' button, a status indicator for 'Too many guests in house?', and a footer with legal links and a help icon.

Primero, ve a **Invitados** en el menú a tu izquierda.



The screenshot displays the DISH RESERVATION admin 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 teal header with a notification and 'WALK-IN' and 'ADD RESERVATION' buttons. Below this is a date selector showing 'Fri, 13 Oct - Fri, 13 Oct'. The 'Guests' section shows a message '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' status options, along with counts for calendar, users, 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 status message 'Too many guests in house? Pause online reservations', and a footer with copyright information and links for FAQ, Terms of use, Imprint, Data privacy, and Privacy Settings.



Ahora se encuentra en la descripción general de su base de datos de invitados.

DISH RESERVATION


Test Restaurant - Test




Reservations

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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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Para encontrar un huésped específico, utilice la **barra de búsqueda** e ingrese su nombre o dirección de correo electrónico.

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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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Luego haga clic en **BUSCAR** para comenzar a mostrar los resultados de su entrada.

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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.

BUSCAR

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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A continuación se mostrará una lista de todos los invitados con su información.

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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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Para ver más información sobre el huésped así como el historial de reservas, haga clic en **Ver**.

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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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Luego se muestra la información del huésped y puedes agregar más.

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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

SAVE

Reservation history

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

Too many guests in house?

Pause online reservations



Si ha ajustado la información, haga clic en **GUARDAR** para aplicar los cambios.

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Too many guests in house?
Pause online reservations

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

SAVE

Reservation history

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



Para ver información sobre el historial de reservas, desplácese hasta la parte inferior de la página.

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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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Pause online reservations



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Una vez que haya terminado de revisar la información del huésped, haga clic en **Atrás** para regresar a la descripción general.

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Too many guests in house?
Pause online reservations

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

Back
SAVE

Reservation history

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



En la vista general, puede descargar los datos de los clientes: de todos los clientes, de los invitados de las últimas cuatro semanas o de los clientes del boletín informativo.

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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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Simplemente haga clic en el **botón** correspondiente del que desea obtener los datos. La descarga comenzará.

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SEARCH

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John	Doe	-			13/10/2023	View

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Listo. Has completado el tutorial y ahora sabes cómo buscar huéspedes y ver las reservas asociadas a ellos.

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Jane	Doe	-			13/10/2023	View
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