



Bienvenue sur le tableau de bord de **DISH Reservation**. Dans ce tutoriel, nous vous montrons comment rechercher des clients et consulter leurs réservations.

DISH RESERVATION Test Restaurant - Test

Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book! [WALK-IN](#) [ADD RESERVATION](#)

< Fri, 13 Oct - Fri, 13 Oct >

You have no limits configured for the selected date. [Add a new limit](#)

☐ All ☐ Completed ☒ Upcoming ☐ Cancelled

📅 0 👤 0 🗓️ 0/5

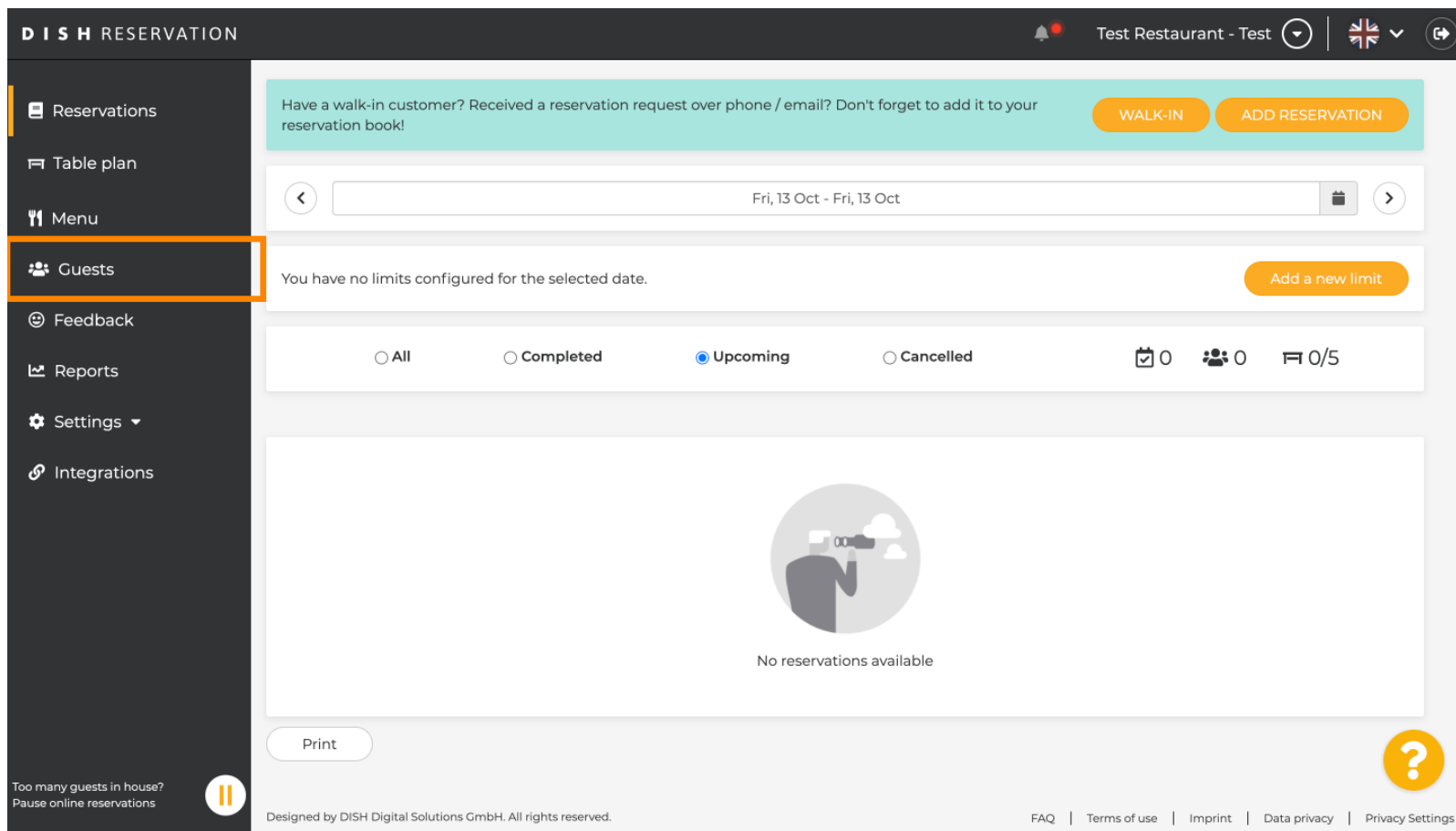
No reservations available

Print

Too many guests in house? Pause online reservations

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 Tout d'abord, allez dans **Invités** dans le menu à votre gauche.



The screenshot displays the DISH RESERVATION administration interface. On the left, a dark sidebar contains a menu with the following items: 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 icon. Below the header, a light blue banner reads: '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. A date selector shows 'Fri, 13 Oct - Fri, 13 Oct'. Below this, 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 calendar, people, 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 status message 'Too many guests in house? Pause online reservations' with a pause icon, and a footer with 'Designed by DISH Digital Solutions GmbH. All rights reserved.' and a help icon.

 Vous êtes maintenant dans l'aperçu de votre base de données invités.

DISH RESERVATION


Test Restaurant - Test






Reservations

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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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Pour trouver un invité spécifique, utilisez la **barre de recherche** et entrez son nom ou son adresse e-mail.

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Search Guest name or Email

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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Cliquez ensuite sur **RECHERCHER** pour commencer à afficher les résultats de votre entrée.

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Tous les invités seront alors répertoriés ci-dessous avec leurs informations affichées.

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Pour voir plus d'informations sur le client ainsi que l'historique des réservations, cliquez sur **Afficher**.

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Vous avez alors les informations du client affichées et vous pouvez en ajouter d'autres.

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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		

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Si vous avez modifié les informations, cliquez sur **ENREGISTRER** pour appliquer les modifications.

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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		

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Pour voir les informations concernant l'historique des réservations, faites défiler vers le bas de la page.

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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
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☐ Crustacean
☐ Eggs
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Reservation history

Date	Time	Pax	Occasion	Status	Food	Service
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Une fois que vous avez terminé de vérifier les informations du client, cliquez sur **Retour** pour revenir à l'aperçu.

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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		



De retour dans l'aperçu, vous pouvez télécharger les données clients : celles de tous les clients, celles des quatre dernières semaines ou celles des abonnés à la newsletter.

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Cliquez simplement sur le **bouton** correspondant à vos besoins pour télécharger les données. Le téléchargement commencera alors.

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Voilà. Vous avez terminé le tutoriel et savez maintenant comment rechercher des clients et consulter les réservations associées.

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