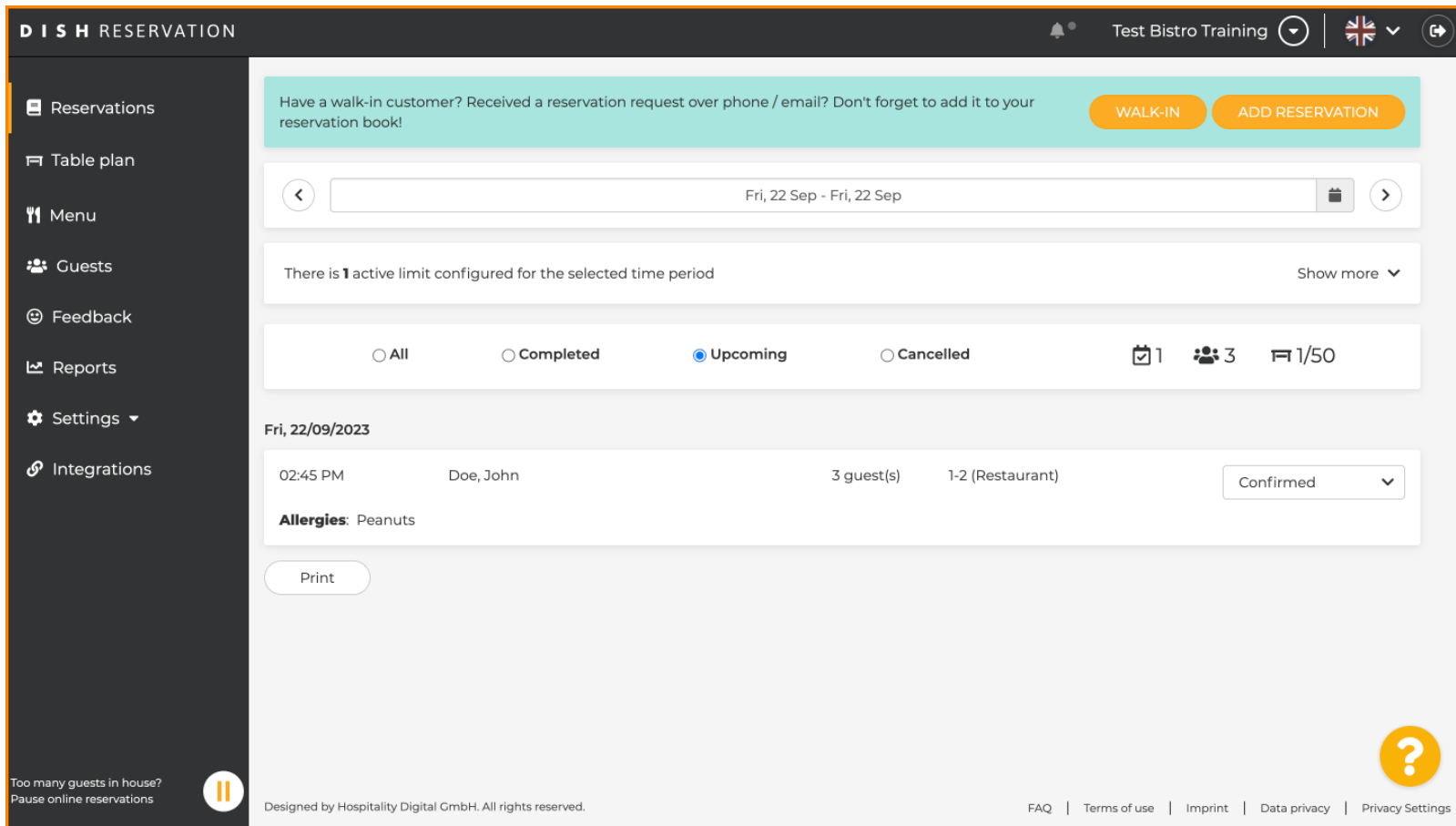


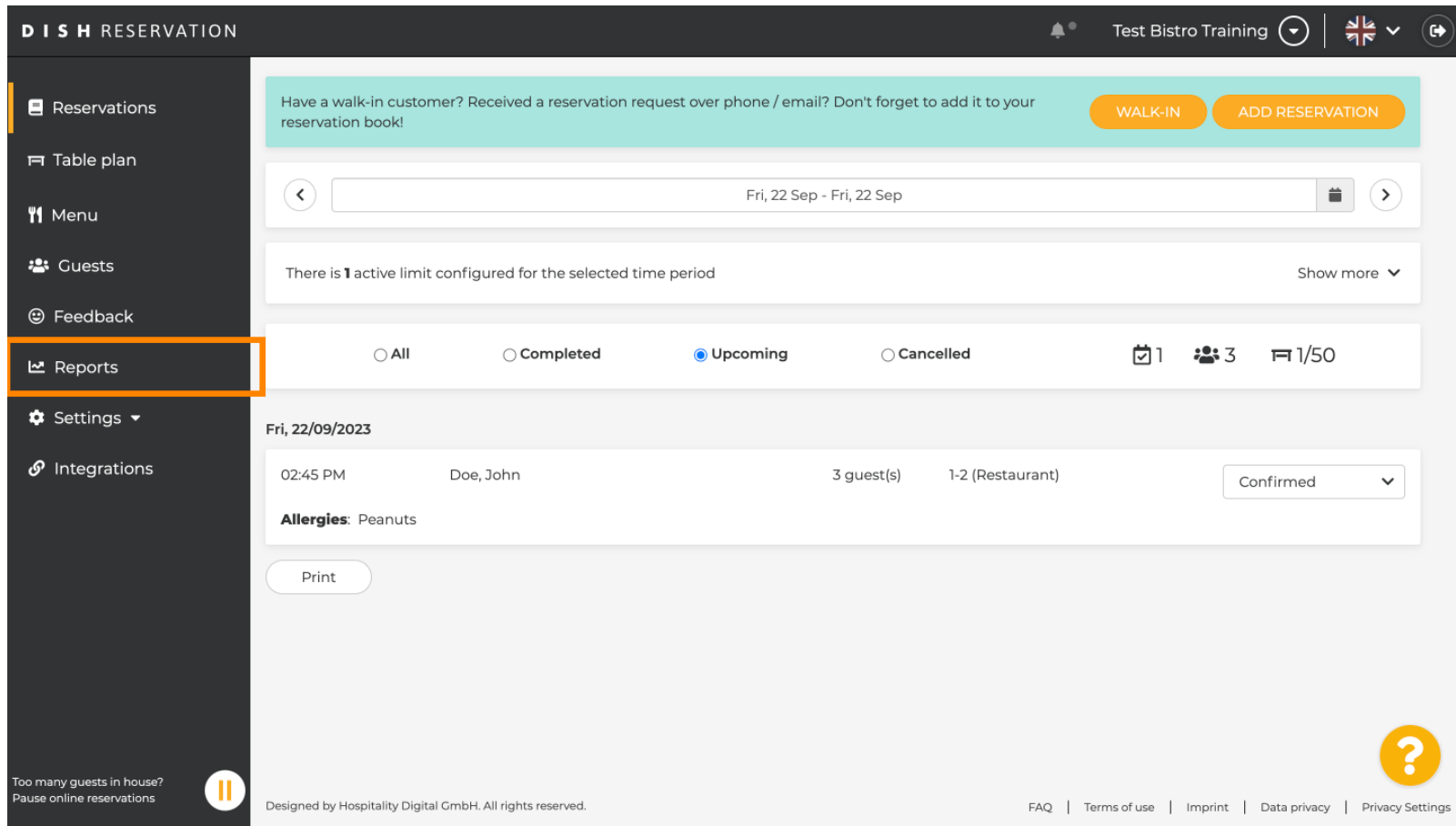


Welcome to the **DISH Reservation dashboard**. In this tutorial, we will give you an overview of the reports function.



The screenshot displays the DISH Reservation Admin Panel Reports page. The interface features a dark sidebar on the left with navigation options: Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main content area has a top header with the DISH RESERVATION logo, a user profile (Test Bistro Training), and a language selector (UK flag). Below the header, a teal banner provides a reminder to add walk-in customers to the reservation book, with buttons for WALK-IN and ADD RESERVATION. A date range selector shows 'Fri, 22 Sep - Fri, 22 Sep'. A summary box indicates 'There is 1 active limit configured for the selected time period' with a 'Show more' link. Filter tabs include All, Completed, Upcoming (selected), and Cancelled. Summary statistics show 1 confirmed reservation, 3 guests, and 1/50 tables. A detailed reservation entry for 'Fri, 22/09/2023' at 02:45 PM for 'Doe, John' (3 guests, 1-2 Restaurant) is shown as 'Confirmed' with a 'Print' button and 'Allergies: Peanuts'. A bottom status bar includes a warning about too many guests, a help icon, and footer links for FAQ, Terms of use, Imprint, Data privacy, and Privacy Settings.

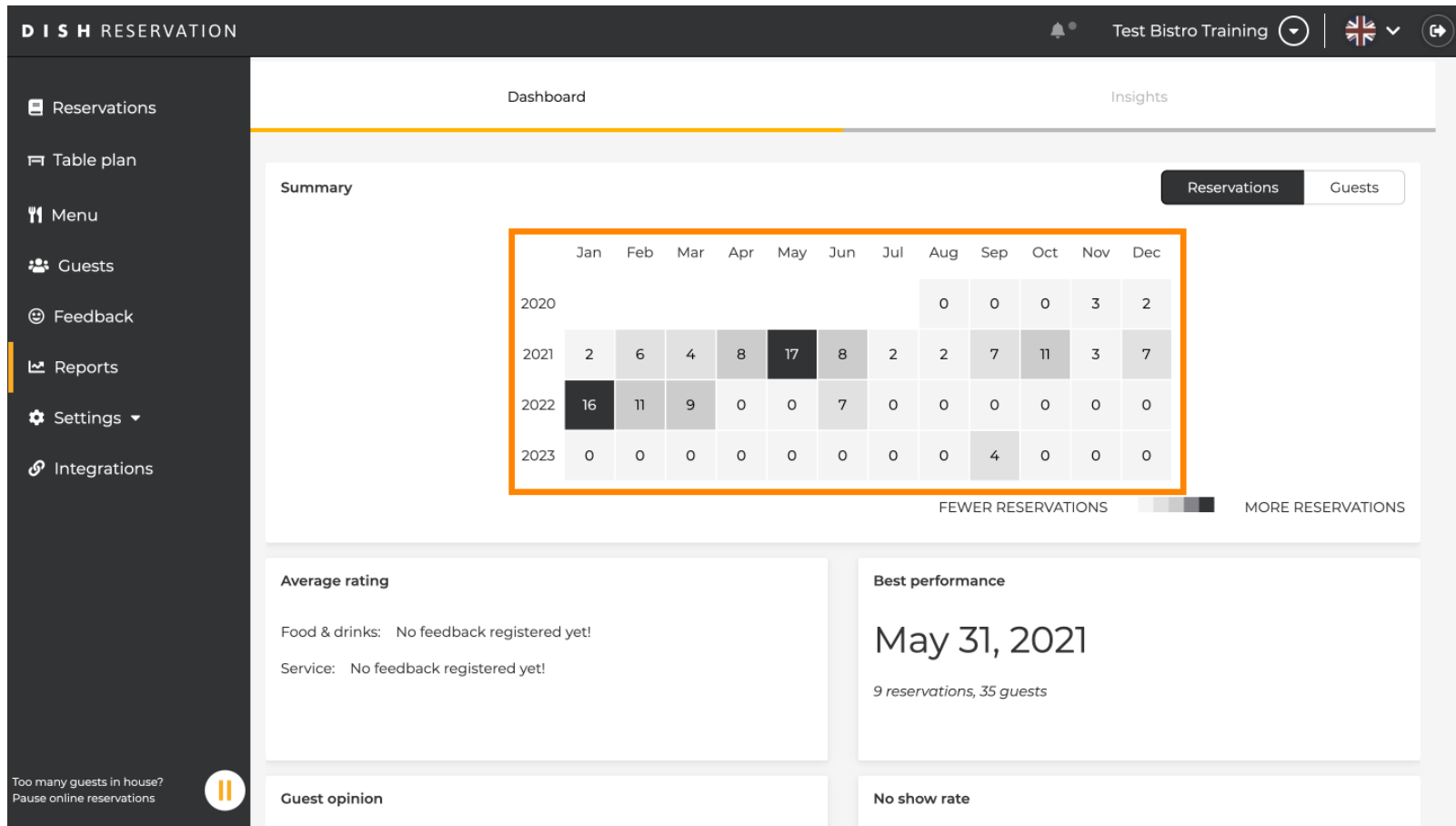
To access the data, click on **Reports** at the menu on the left.



The screenshot shows the DISH Reservation Admin Panel. The left sidebar contains a menu with the following items: Reservations, Table plan, Menu, Guests, Feedback, **Reports** (highlighted with an orange box), Settings, and Integrations. The main content area displays a notification at the top: "Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book!" with buttons for "WALK-IN" and "ADD RESERVATION". Below this is a date range selector showing "Fri, 22 Sep - Fri, 22 Sep". A message states: "There is 1 active limit configured for the selected time period" with a "Show more" link. The filter section shows "All", "Completed", "Upcoming" (selected), and "Cancelled" filters, along with counts: 1 calendar icon, 3 people icon, and 1/50 table icon. The reservation details for "Fri, 22/09/2023" are shown: "02:45 PM", "Doe, John", "3 guest(s)", "1-2 (Restaurant)", and "Confirmed" status. The "Allergies" are listed as "Peanuts". A "Print" button is available. At the bottom, there is a footer with "Designed by Hospitality Digital GmbH. All rights reserved." and a "Help" icon (question mark in a circle). The bottom right corner of the page shows "2 of 11".



You now see an **overview** of how many reservations you received during the years per month.





To see an overview of how many guests have visited you during the years per month, click on **Guests**.

DISH RESERVATION


Test Bistro Training






Reservations

Table plan

Menu

Guests

Feedback

Reports

Settings

Integrations

Dashboard

Insights

Summary

Reservations

Guests

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020								0	0	0	3	2
2021	2	6	4	8	17	8	2	2	7	11	3	7
2022	16	11	9	0	0	7	0	0	0	0	0	0
2023	0	0	0	0	0	0	0	0	4	0	0	0

FEWER RESERVATIONS

MORE RESERVATIONS

Average rating

Food & drinks: No feedback registered yet!

Service: No feedback registered yet!

Best performance

May 31, 2021

9 reservations, 35 guests

Guest opinion

No show rate

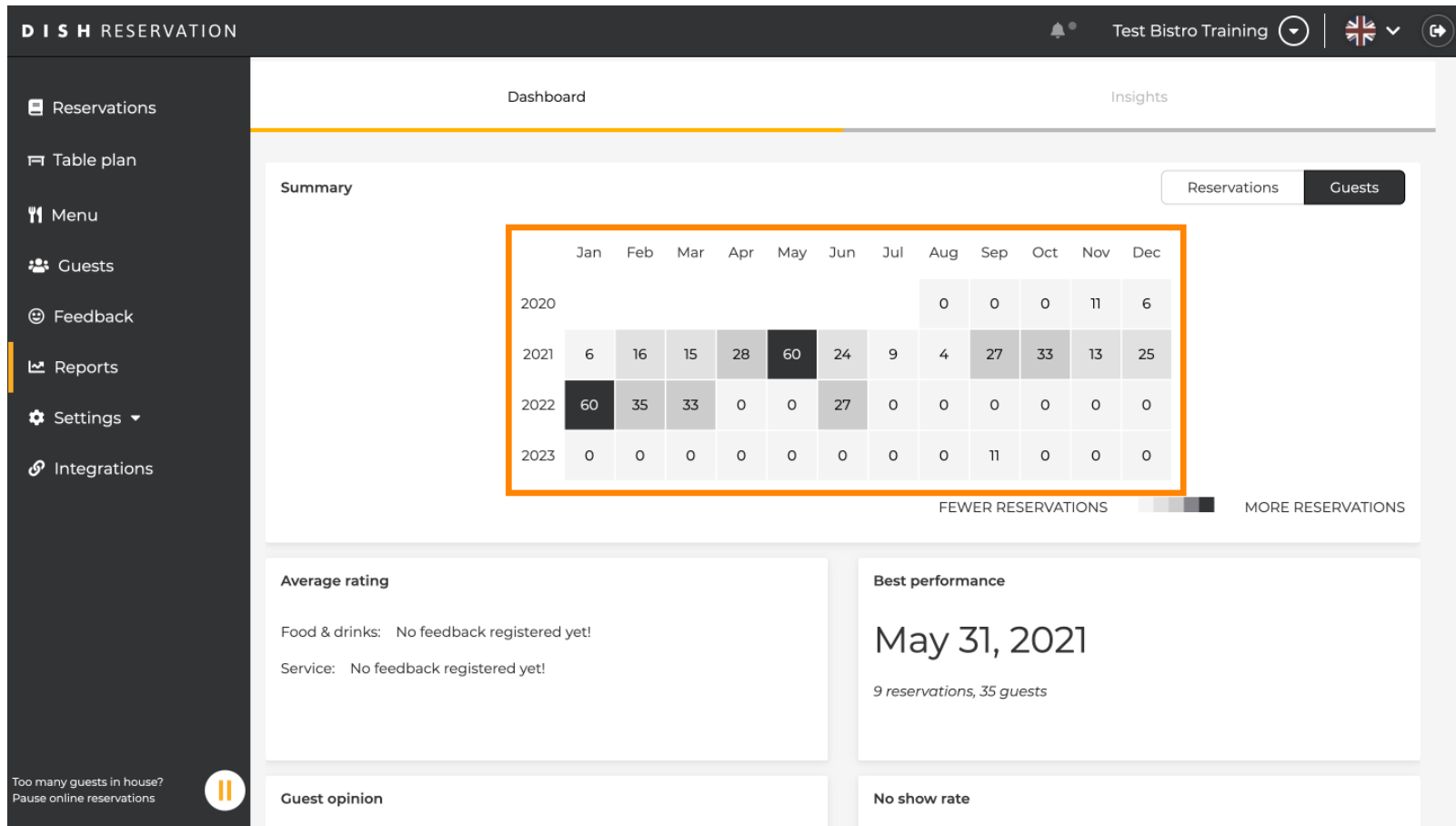
Too many guests in house?

Pause online reservations



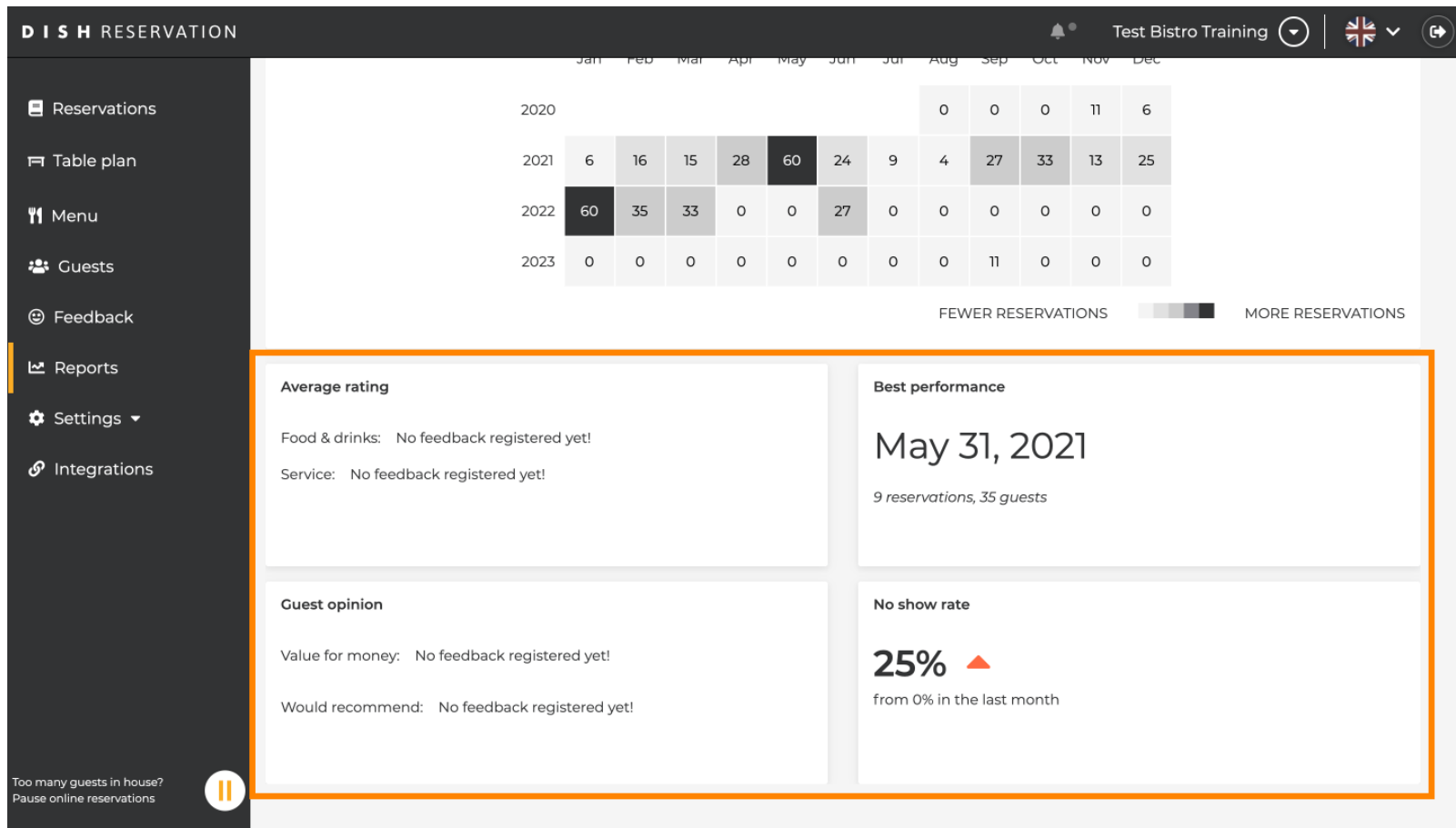


You will see an **overview** of how many guests have visited you during the years per month.





By scrolling down you will have **additional information** like the average rating, guest opinions, the best performance and the no show rate.





To get more information on the reservations themselves, click on **Insights**.

DISH RESERVATION

Test Bistro Training





Dashboard

Insights

Reservations

Table plan

Menu

Guests

Feedback

Reports

Settings

Integrations

Summary

Reservations

Guests

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020								0	0	0	11	6
2021	6	16	15	28	60	24	9	4	27	33	13	25
2022	60	35	33	0	0	27	0	0	0	0	0	0
2023	0	0	0	0	0	0	0	0	11	0	0	0

FEWER RESERVATIONS
MORE RESERVATIONS

Average rating

Food & drinks: No feedback registered yet!

Service: No feedback registered yet!

Best performance

May 31, 2021

9 reservations, 35 guests

Guest opinion

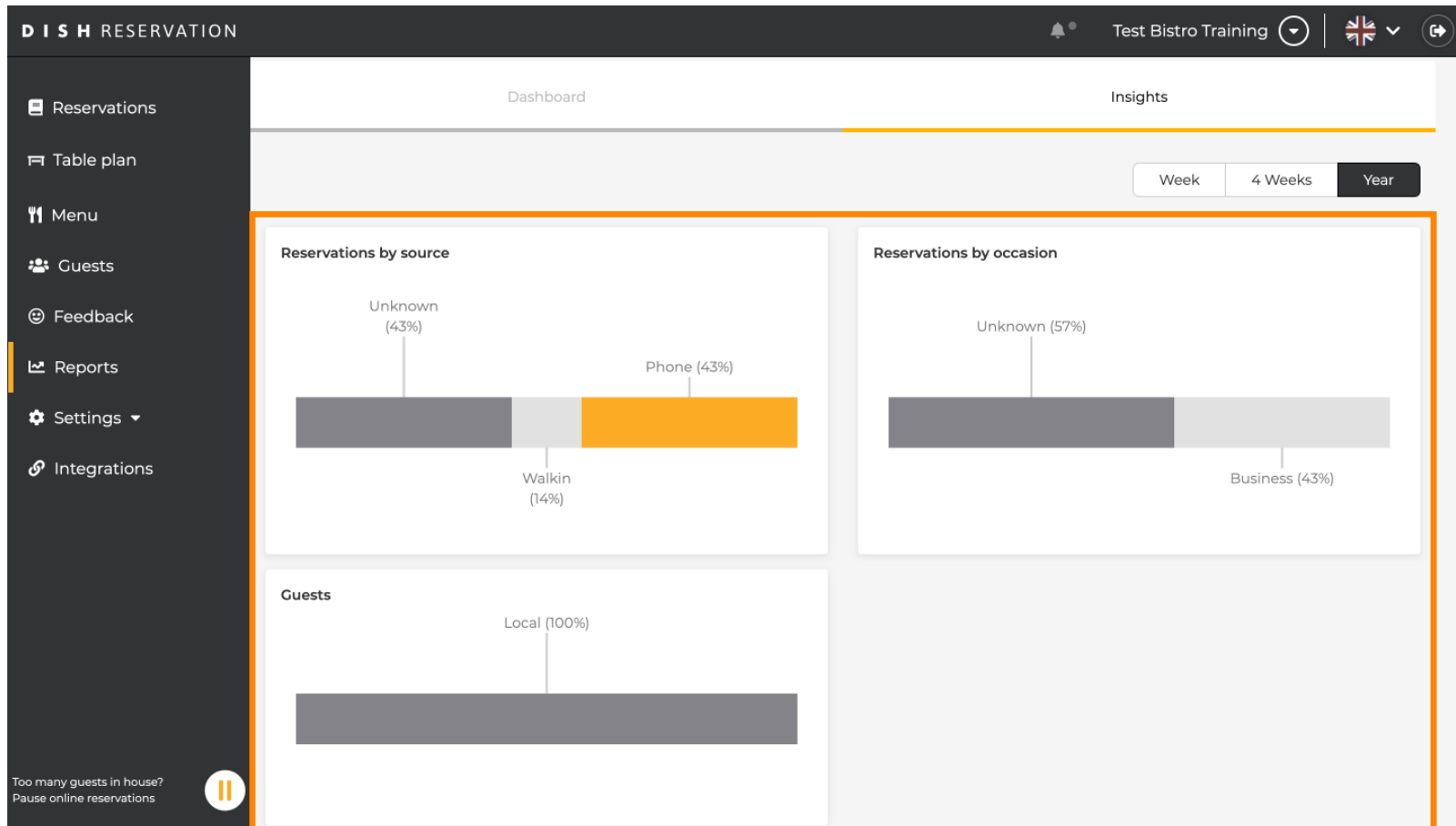
No show rate

Too many guests in house? Pause online reservations



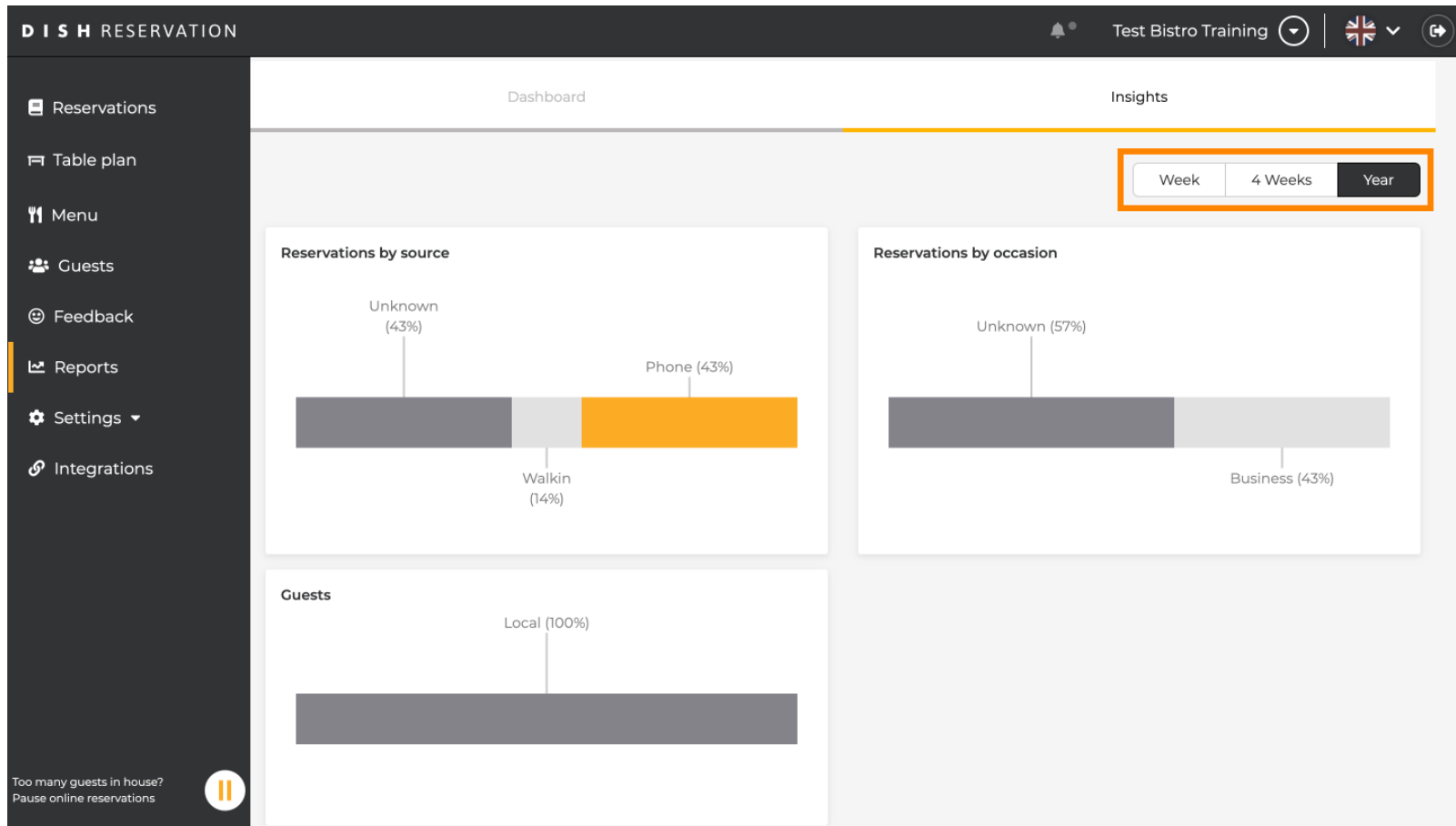


You then will have information about the **source of reservation**, **occasion** and **guests** be displayed.



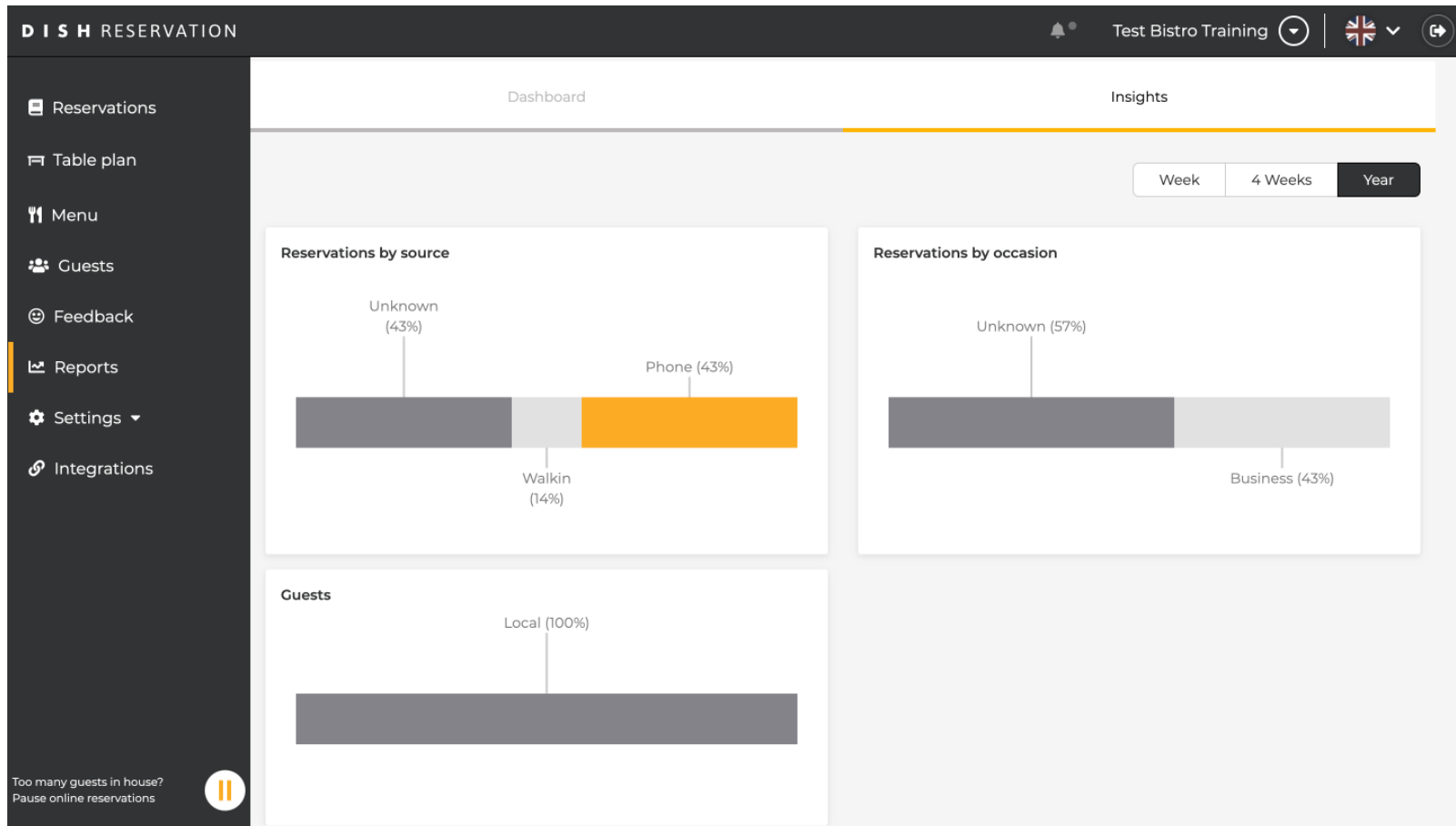


Those insights can be segmented by week, 4 weeks and year. Simply select the **time frame** by clicking.





You successfully completed the tutorial. Now you have an overview of the reports function.





Scan to go to the interactive player