



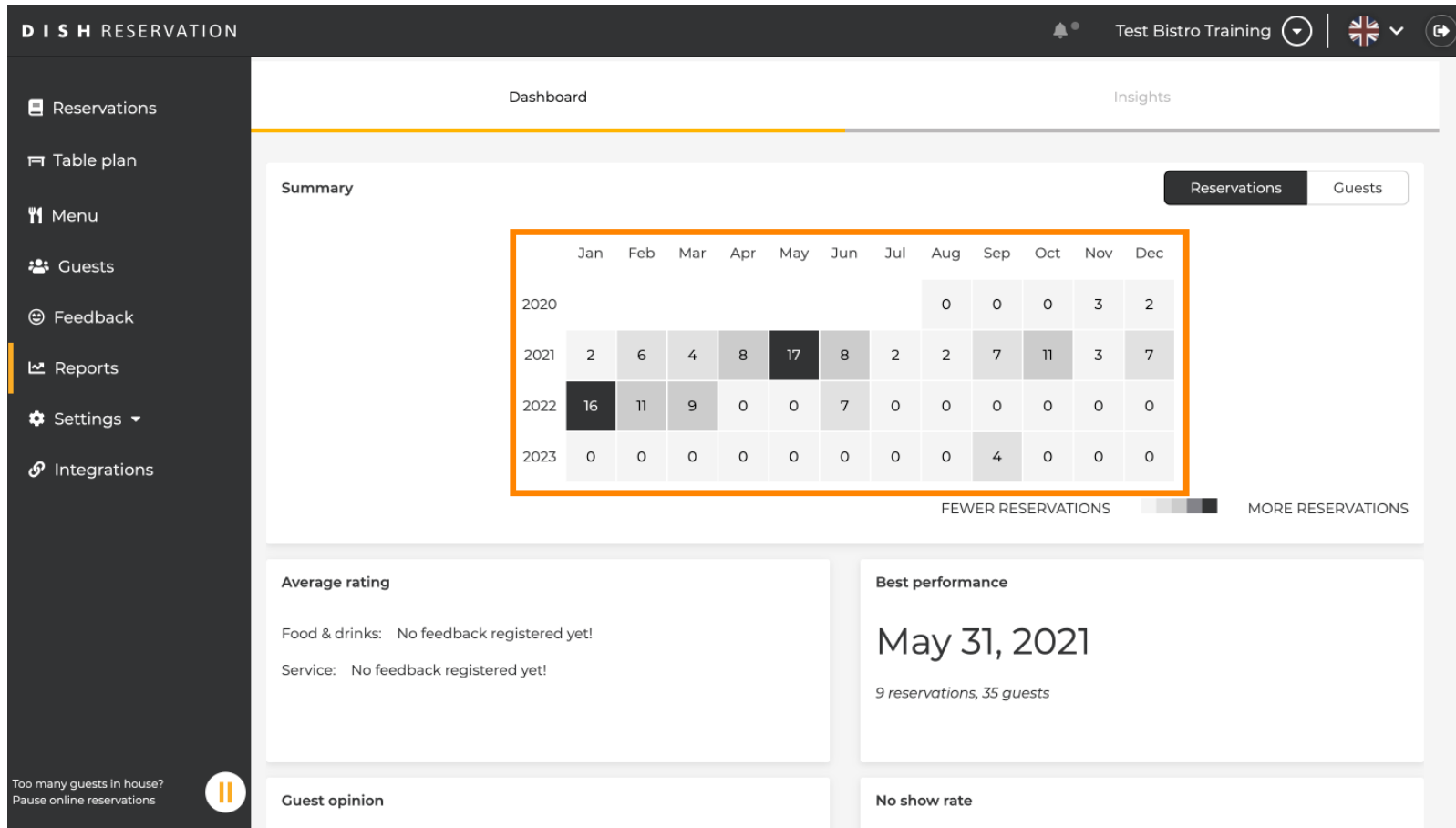
Welcome to the **DISH Reservation dashboard**. In this tutorial, we will give you an overview of the reports function.

The screenshot displays the DISH Reservation dashboard 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 features a teal banner with a message: "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, 22 Sep - Fri, 22 Sep". A summary bar 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 calendar icon, 3 guests, and 1/50 tables. A reservation card for "Fri, 22/09/2023" at "02:45 PM" for "Doe, John" with "3 guest(s)" and "1-2 (Restaurant)" is shown, with a "Confirmed" status and "Allergies: Peanuts" listed. A "Print" button is below the card. At the bottom, there is a "Too many guests in house? Pause online reservations" warning, a "Designed by Hospitality Digital GmbH. All rights reserved." footer, and a "FAQ | Terms of use | Imprint | Data privacy | Privacy Settings" menu.

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

The screenshot displays the DISH RESERVATION administration interface. On the left, a dark sidebar menu contains several options: Reservations, Table plan, Menu, Guests, Feedback, Reports (highlighted with an orange border), Settings, and Integrations. The main content area features a teal banner with a message and 'WALK-IN' and 'ADD RESERVATION' buttons. Below this is a date range selector set to 'Fri, 22 Sep - Fri, 22 Sep'. A summary bar indicates '1 active limit configured for the selected time period'. A filter bar shows 'Upcoming' selected, with icons for 1 calendar, 3 people, and 1/50 tables. A reservation card for 'Fri, 22/09/2023' at 02:45 PM for 'Doe, John' (3 guests, 1-2 Restaurant) is shown as 'Confirmed' with an allergy note for 'Peanuts' and a 'Print' button. The footer includes a 'Too many guests in house?' warning, a help icon, and links for FAQ, Terms of use, Imprint, Data privacy, and Privacy Settings.

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





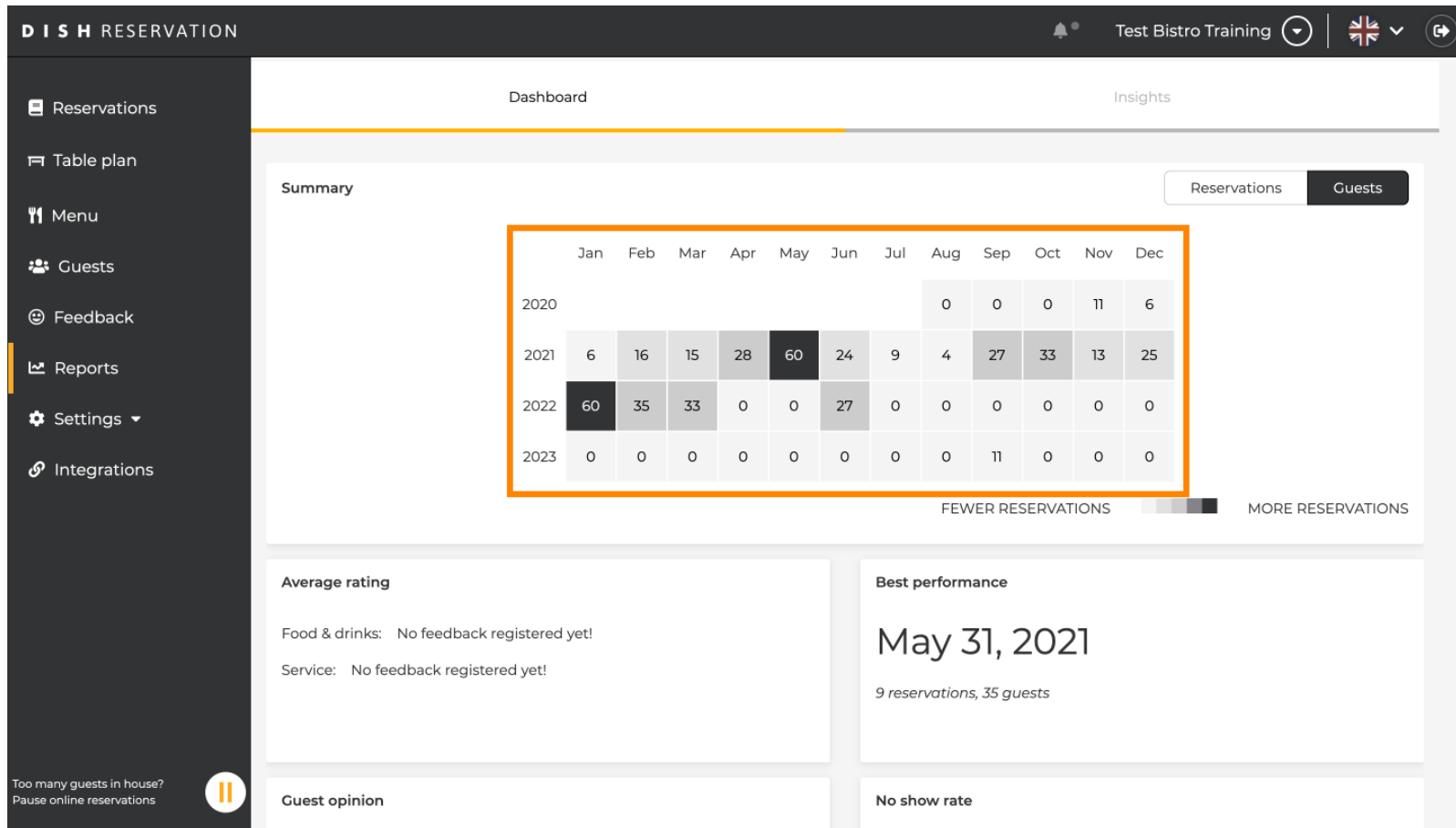
To see an overview of how many guests have visited you during the years per month, click on **Guests**.

The screenshot shows the DISH RESERVATION dashboard. The top navigation bar includes the logo, the name 'Test Bistro Training', a language selector (UK flag), and a refresh icon. The main content area is divided into 'Dashboard' and 'Insights' tabs. A sidebar on the left contains navigation options: Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The 'Guests' option is highlighted with an orange bar. The main content area features a 'Summary' section with a 'Reservations' button and a 'Guests' button (highlighted with an orange box). Below this is a calendar grid showing the number of guests per month from 2020 to 2023. The data is as follows:

	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

Below the calendar, there are controls for 'FEWER RESERVATIONS' and 'MORE RESERVATIONS'. The dashboard also includes sections for 'Average rating' (with feedback status for food & drinks and service), 'Best performance' (highlighting May 31, 2021 with 9 reservations and 35 guests), and 'Guest opinion' (with a 'No show rate' indicator). A notification at the bottom left states 'Too many guests in house? Pause online reservations' with a pause icon.

 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 y the no show rate.

Test Bistro Training

	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

Value for money: No feedback registered yet!

Would recommend: No feedback registered yet!

No show rate

25% ▲

from 0% in the last month

Too many guests in house? || Pause online reservations

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

DISH RESERVATION Test Bistro Training

Dashboard Insights

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

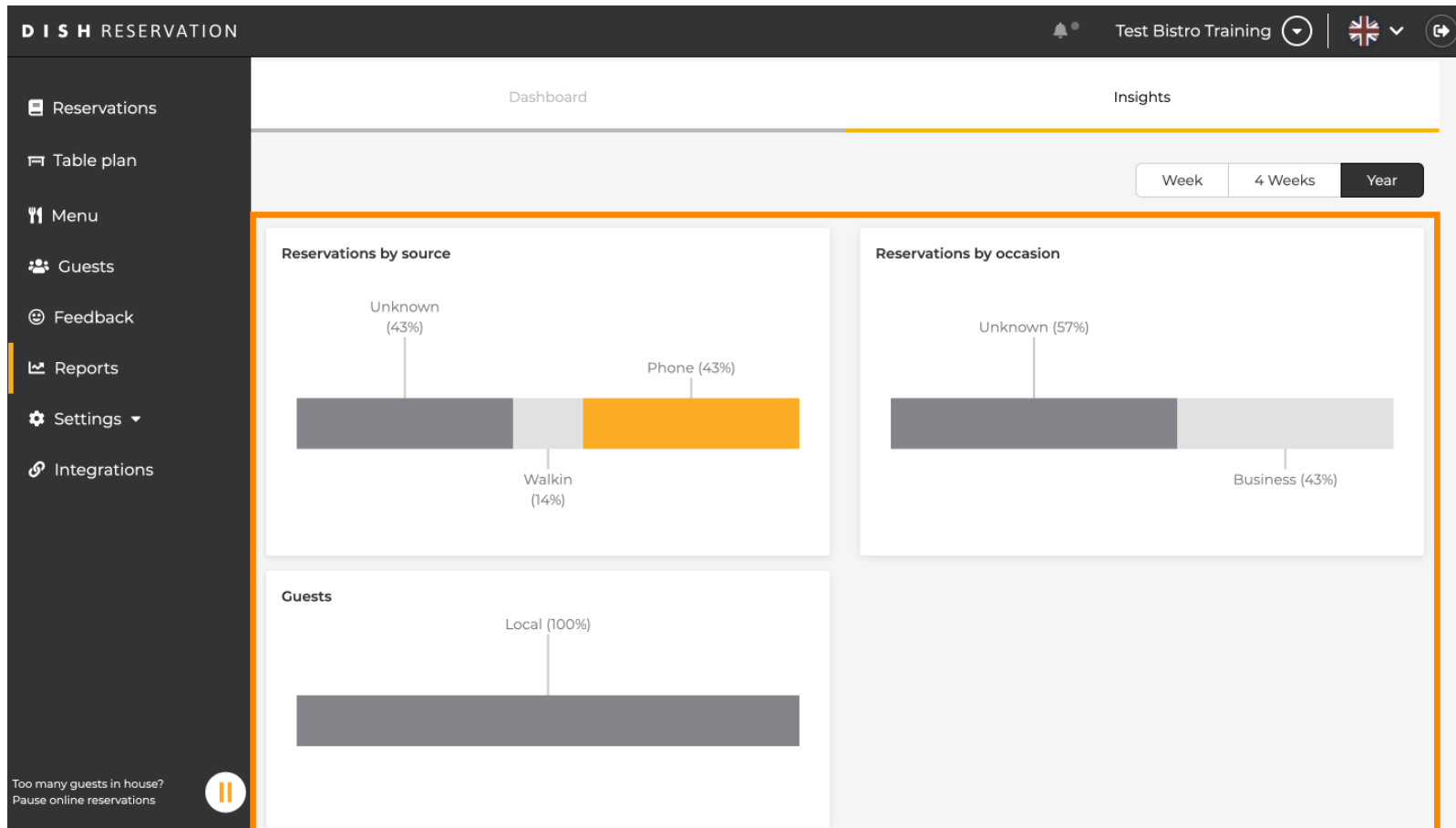
May 31, 2021
9 reservations, 35 guests

Guest opinion

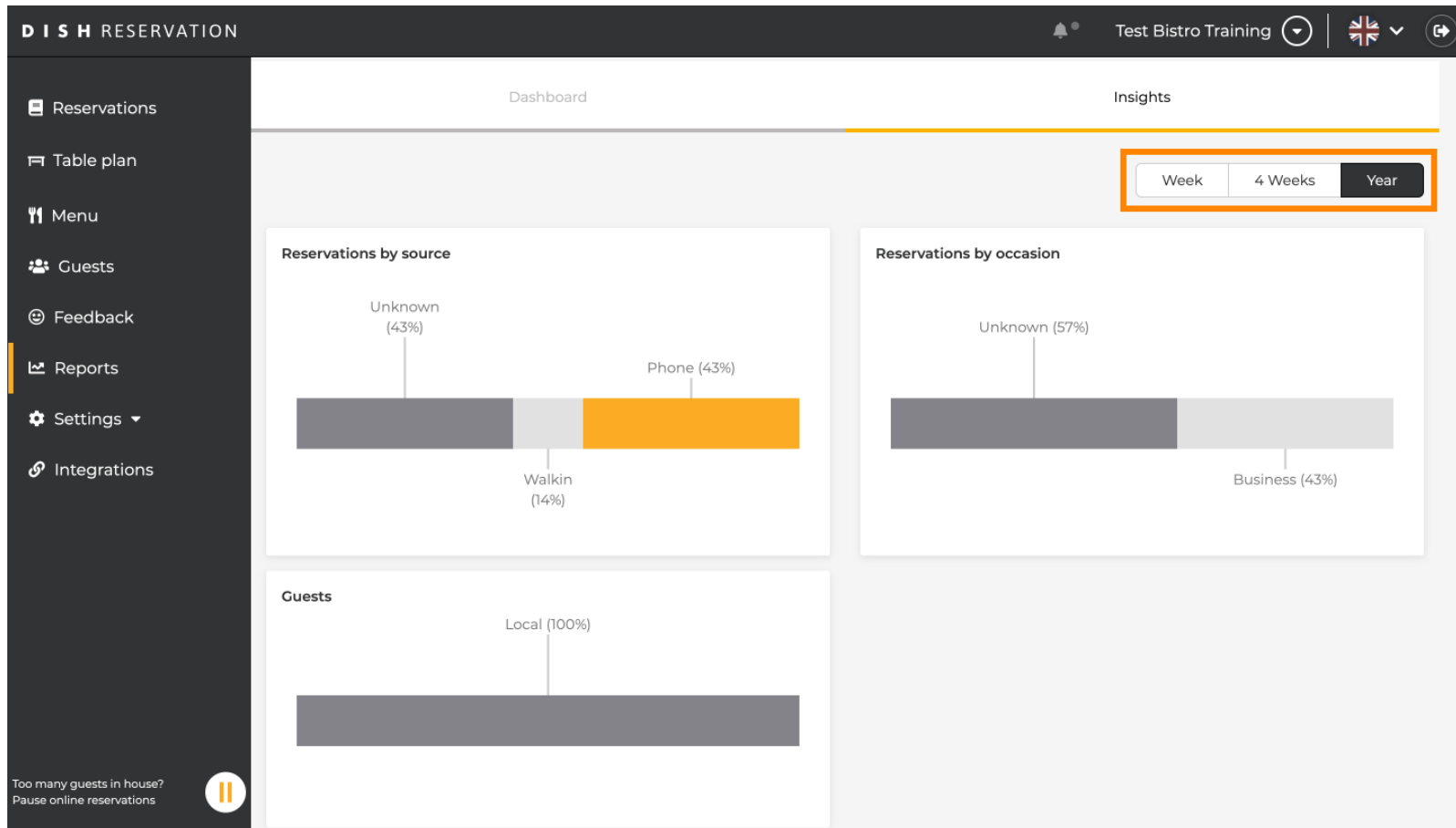
No show rate

Too many guests in house? Pause online reservations

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

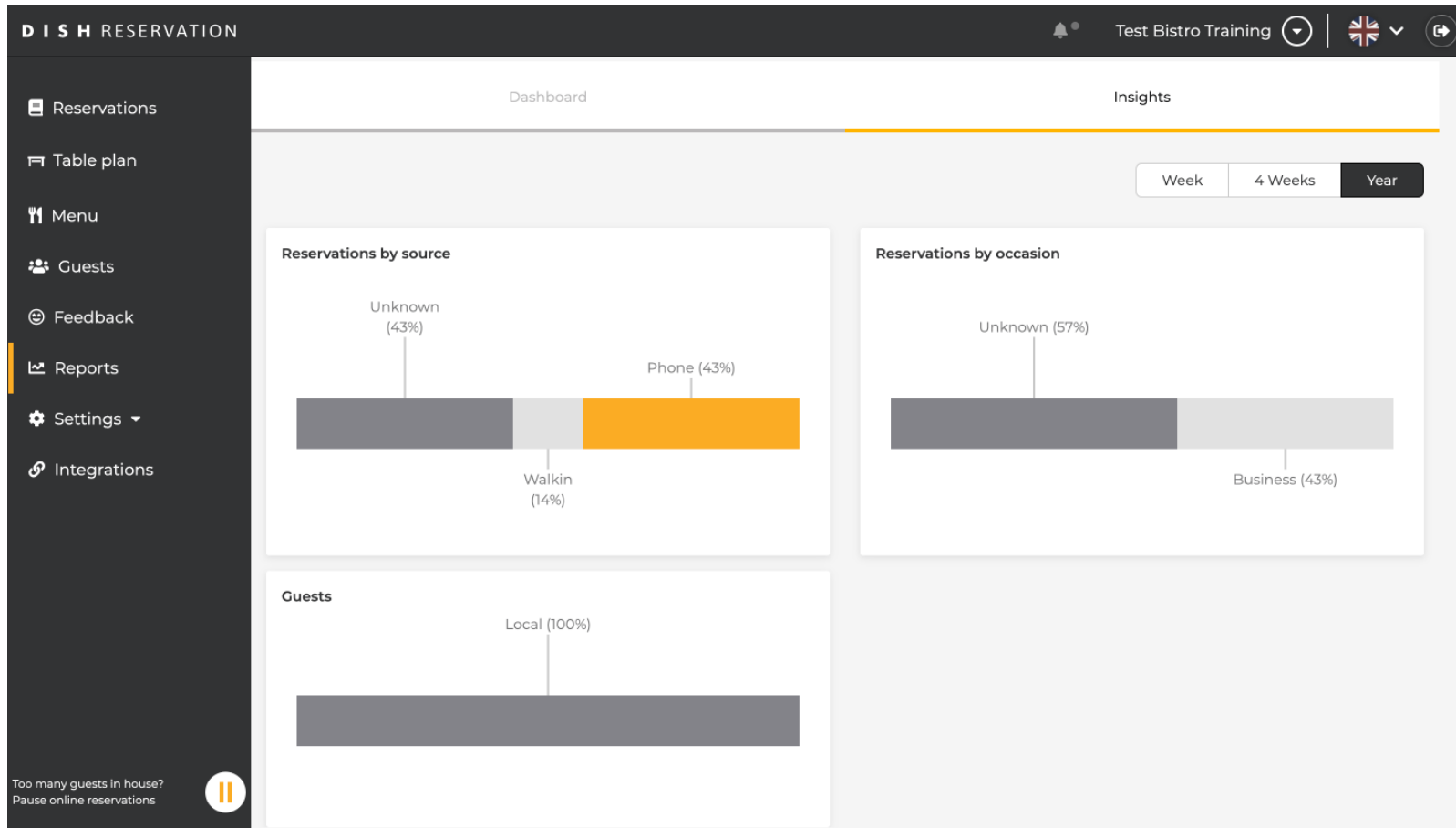


Those insights can be segmented by week, 4 weeks y year. Simply select the **time frame** by clicking.





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





Scan to go to the interactive player