



Welcome to the dashboard of **DISH Reservation**. In this tutorial, we show you how to adjust the status of your reservations.

The screenshot displays the DISH Reservation dashboard. The top navigation bar includes the 'DISH RESERVATION' logo, a user profile 'Test Bistro Training', a language selector (UK flag), and a help icon. The left sidebar contains a menu with options: Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main content area features a teal banner with a message about walk-in customers and buttons for 'WALK-IN' and 'ADD RESERVATION'. Below this is a date range selector set to 'Wed, 27 Sep - Wed, 27 Sep'. A summary bar indicates 'There is 1 active limit configured for the selected time period' with a 'Show more' link. Filter tabs for 'All', 'Completed', 'Upcoming' (selected), and 'Cancelled' are present, along with counts for checkmarks (0), guests (0), and tables (0/49). The central area shows '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', a footer with 'Designed by Hospitality Digital GmbH. All rights reserved.', and a row of links: FAQ, Terms of use, Imprint, Data privacy, and Privacy Settings. A large yellow question mark icon is also visible in the bottom right corner.

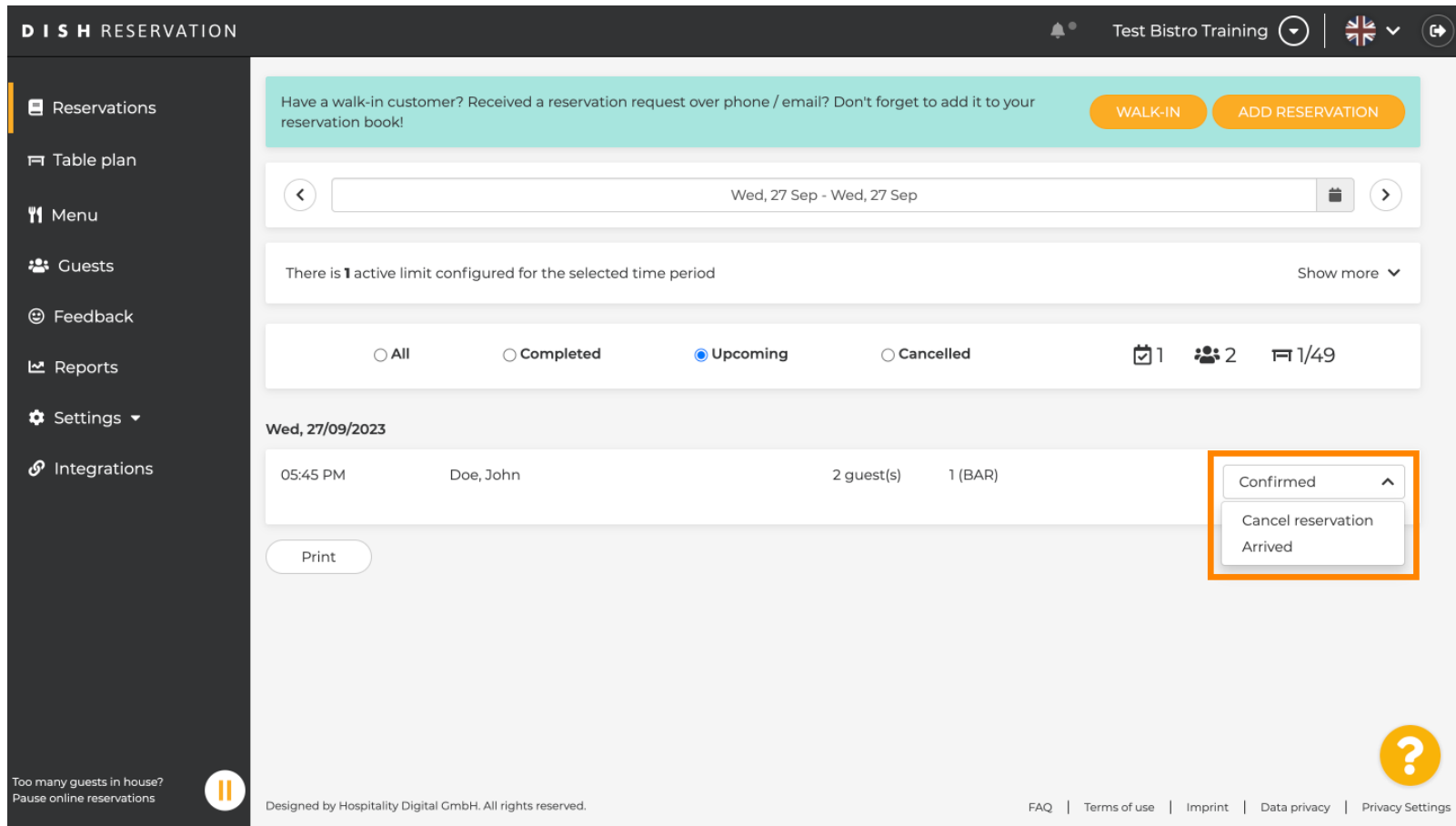


When the menu **Reservations** is selected, you see an overview of your reservations.

The screenshot displays the DISH Reservation web application interface. On the left, a dark sidebar contains a menu with the following items: **Reservations** (highlighted with an orange border), Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main content area has a dark header with the text "DISH RESERVATION" and user information "Test Bistro Training". Below the header, a light blue banner provides a tip: "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". A date selector shows "Wed, 27 Sep - Wed, 27 Sep". A message states: "There is 1 active limit configured for the selected time period" with a "Show more" link. Filter buttons include "All", "Completed", "Upcoming" (selected), and "Cancelled". Summary statistics show "0" for a checklist icon, "0" for a group of people icon, and "0/49" for a table icon. The main area contains a large white box with a magnifying glass icon and the text "No reservations available". A "Print" button is located at the bottom left of the main area. The footer includes a warning "Too many guests in house? Pause online reservations" with a pause icon, the text "Designed by Hospitality Digital GmbH. All rights reserved.", and a list of links: "FAQ", "Terms of use", "Imprint", "Data privacy", and "Privacy Settings". A yellow question mark icon is in the bottom right corner.



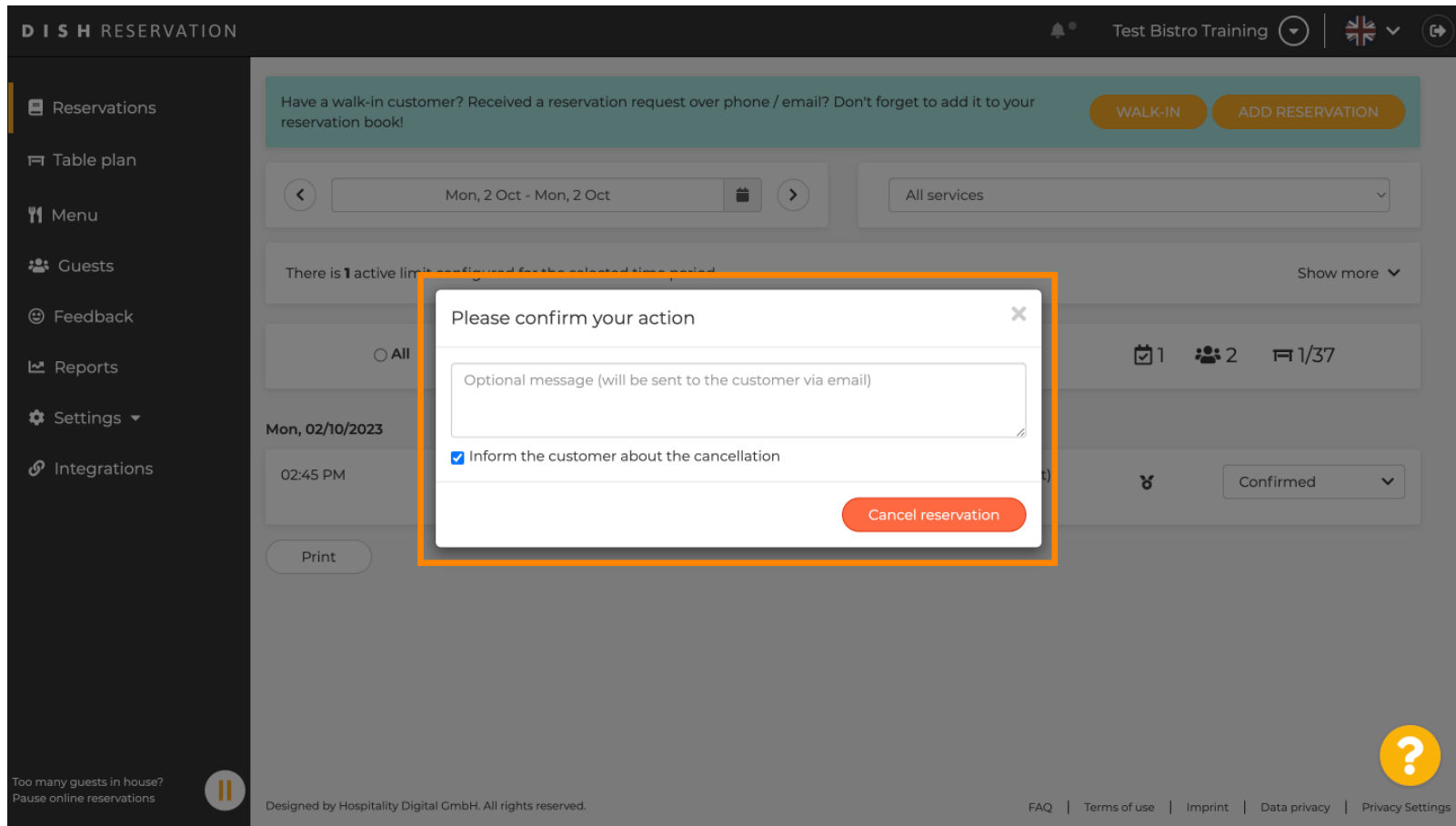
By using the **drop-down menu** you can either cancel a reservation or mark it as arrived.



The screenshot displays the DISH Reservation management 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 bar with a notification about walk-in customers and buttons for 'WALK-IN' and 'ADD RESERVATION'. Below this is a date selector for 'Wed, 27 Sep - Wed, 27 Sep'. A message states '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, 2 people icon, and 1/49 table icon. A reservation entry for 'Wed, 27/09/2023' at '05:45 PM' for 'Doe, John' with '2 guest(s)' and '1 (BAR)' is shown. A 'Print' button is next to it. A drop-down menu is open on the right of the reservation entry, showing 'Confirmed' (selected), 'Cancel reservation', and 'Arrived'. At the bottom left, a message says 'Too many guests in house? Pause online reservations' with a pause icon. At the bottom right, there is a help icon (question mark) and a footer with 'Designed by Hospitality Digital GmbH. All rights reserved.' and links for FAQ, Terms of use, Imprint, Data privacy, and Privacy Settings.



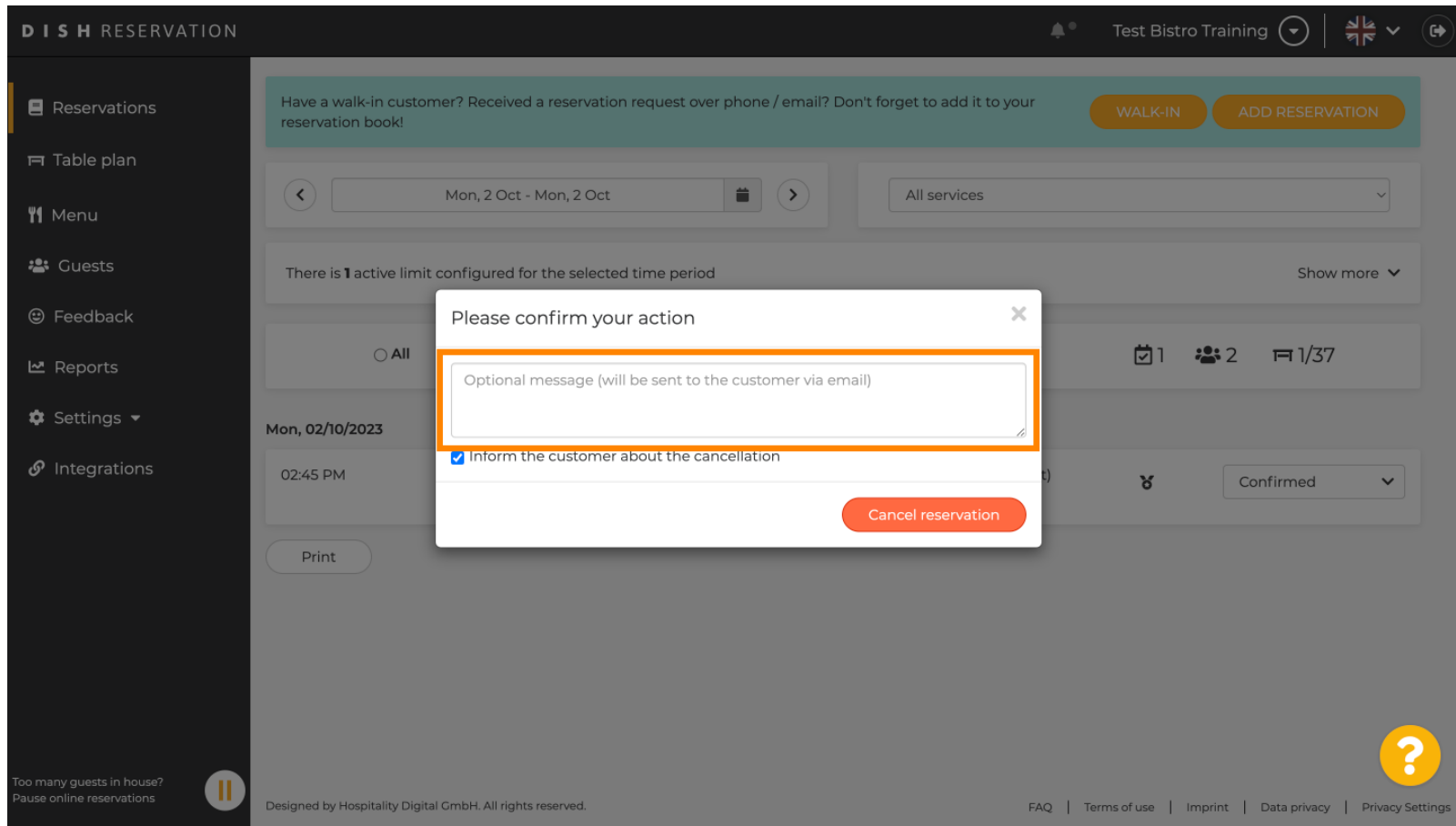
When you cancel a reservation, you have the option to inform the customer about the cancellation.



The screenshot displays the DISH Reservation management interface. A modal dialog titled "Please confirm your action" is centered on the screen, highlighted with an orange border. The dialog contains a text input field for an "Optional message (will be sent to the customer via email)" and a checked checkbox labeled "Inform the customer about the cancellation". A red "Cancel reservation" button is located at the bottom right of the dialog. The background interface shows a sidebar with navigation options like Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main content area displays reservation details for "Mon, 02/10/2023" at "02:45 PM", including a status of "Confirmed" and a "Print" button. The top right of the interface shows the user "Test Bistro Training" and a language selector.



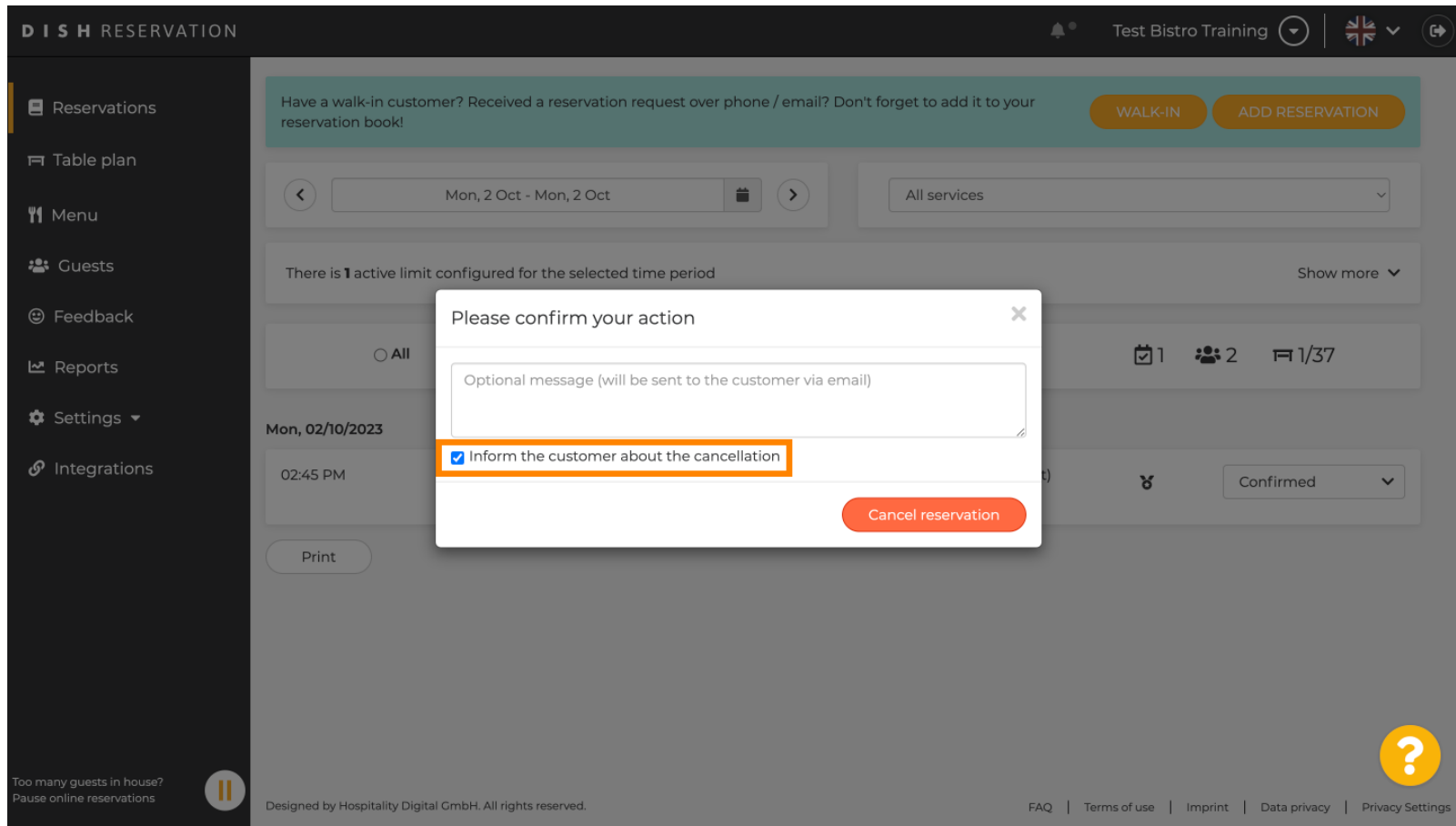
You can leave an optional message for the customer.



The screenshot displays the DISH Reservation management interface. A modal dialog titled "Please confirm your action" is centered on the screen. The dialog contains a text input field with the placeholder "Optional message (will be sent to the customer via email)". Below the input field, there is a checkbox labeled "Inform the customer about the cancellation" which is currently checked. At the bottom right of the dialog is a red button labeled "Cancel reservation". The background interface shows a sidebar with navigation options like Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main content area displays reservation details for "Mon, 02/10/2023" at "02:45 PM", including a "Print" button and a "Confirmed" status dropdown. The top of the interface includes a header with the DISH logo, a user profile "Test Bistro Training", and a language selector. The bottom of the interface features a footer with a "Pause online reservations" button, a "Designed by Hospitality Digital GmbH" notice, and a list of links: FAQ, Terms of use, Imprint, Data privacy, and Privacy Settings.

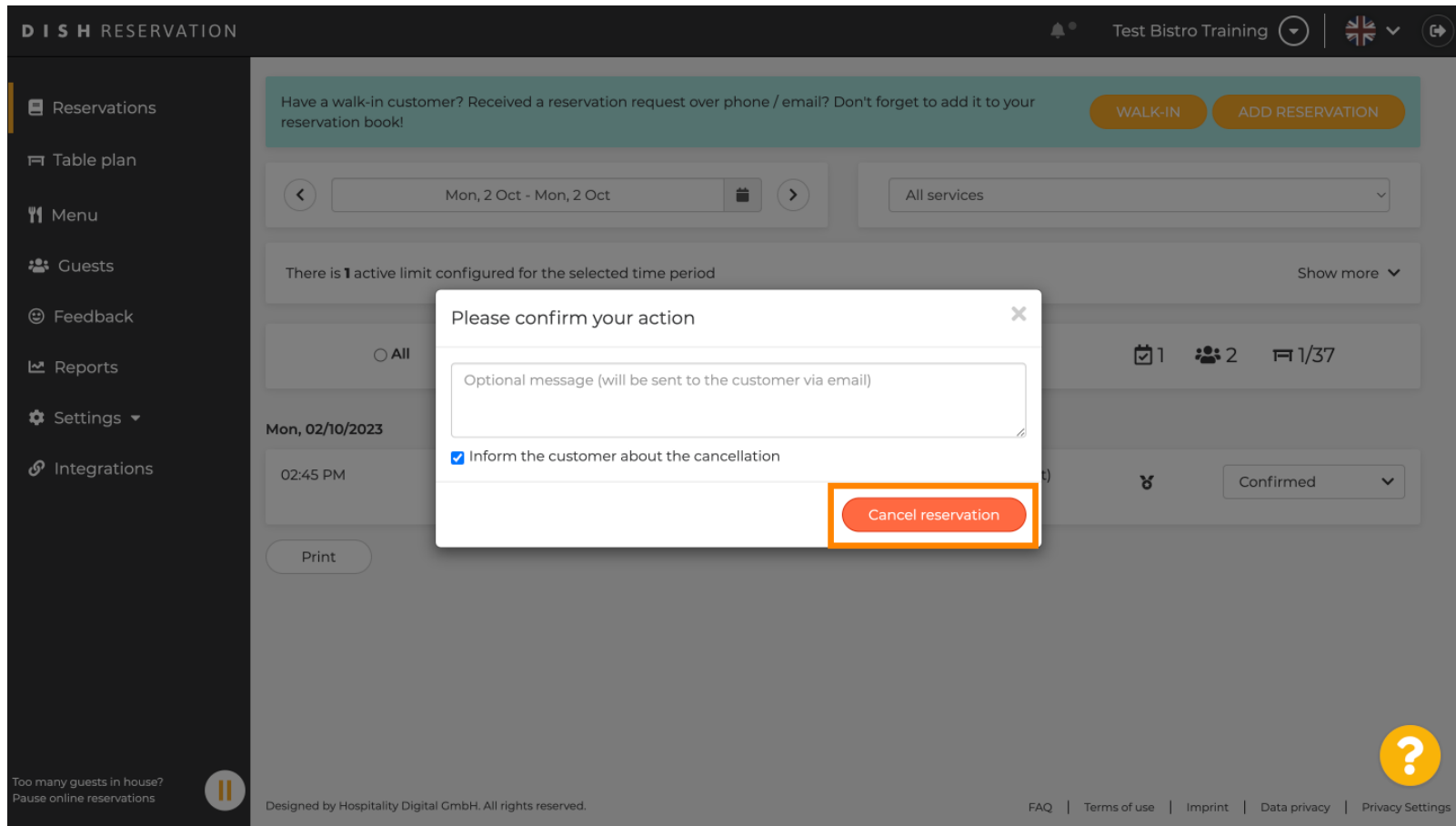


And decide whether to inform your customer about the cancellation or not.



The screenshot displays the DISH Reservation management interface. A modal dialog titled "Please confirm your action" is centered on the screen. The dialog contains a text input field for an "Optional message (will be sent to the customer via email)". Below this, the checkbox "Inform the customer about the cancellation" is checked and highlighted with an orange border. A red "Cancel reservation" button is at the bottom right of the dialog. The background interface shows a sidebar with navigation options like Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main content area displays reservation details for "Mon, 02/10/2023" at "02:45 PM", including a "Print" button and a "Confirmed" status dropdown. The top right of the interface shows the user "Test Bistro Training" and a language selector.

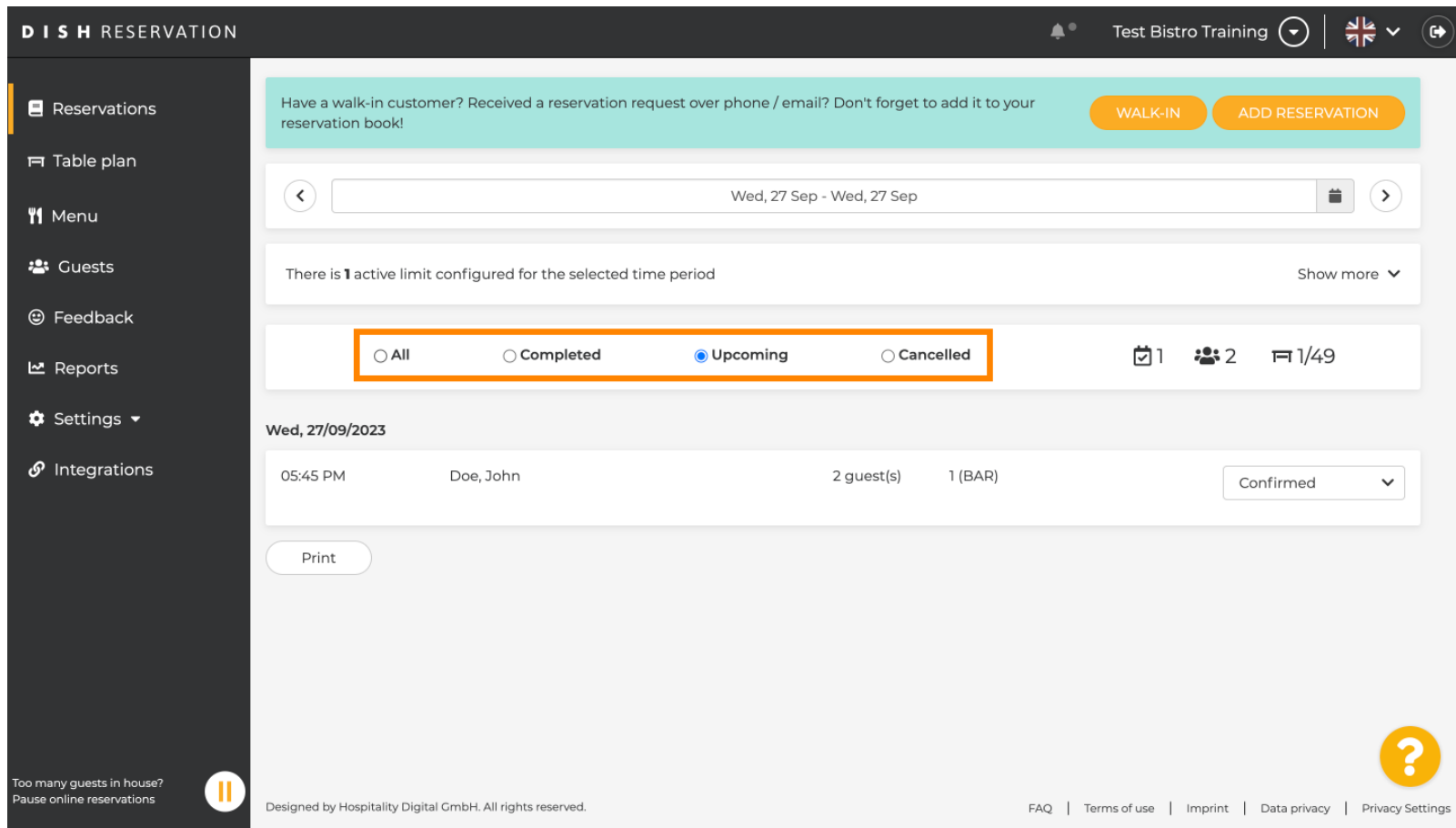
In the end, confirm the cancellation by clicking **Cancel reservation**.



The screenshot displays the DISH Reservation management interface. A modal dialog titled "Please confirm your action" is centered on the screen, prompting the user to confirm a reservation cancellation. The dialog includes a text input field for an "Optional message (will be sent to the customer via email)" and a checked checkbox labeled "Inform the customer about the cancellation". A red "Cancel reservation" button is highlighted with an orange border at the bottom right of the dialog. The background interface shows a sidebar with navigation options like Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main content area displays reservation details for "Mon, 02/10/2023" at "02:45 PM", including a status of "Confirmed" and a "Print" button. The top right of the interface shows the user "Test Bistro Training" and a language selector.



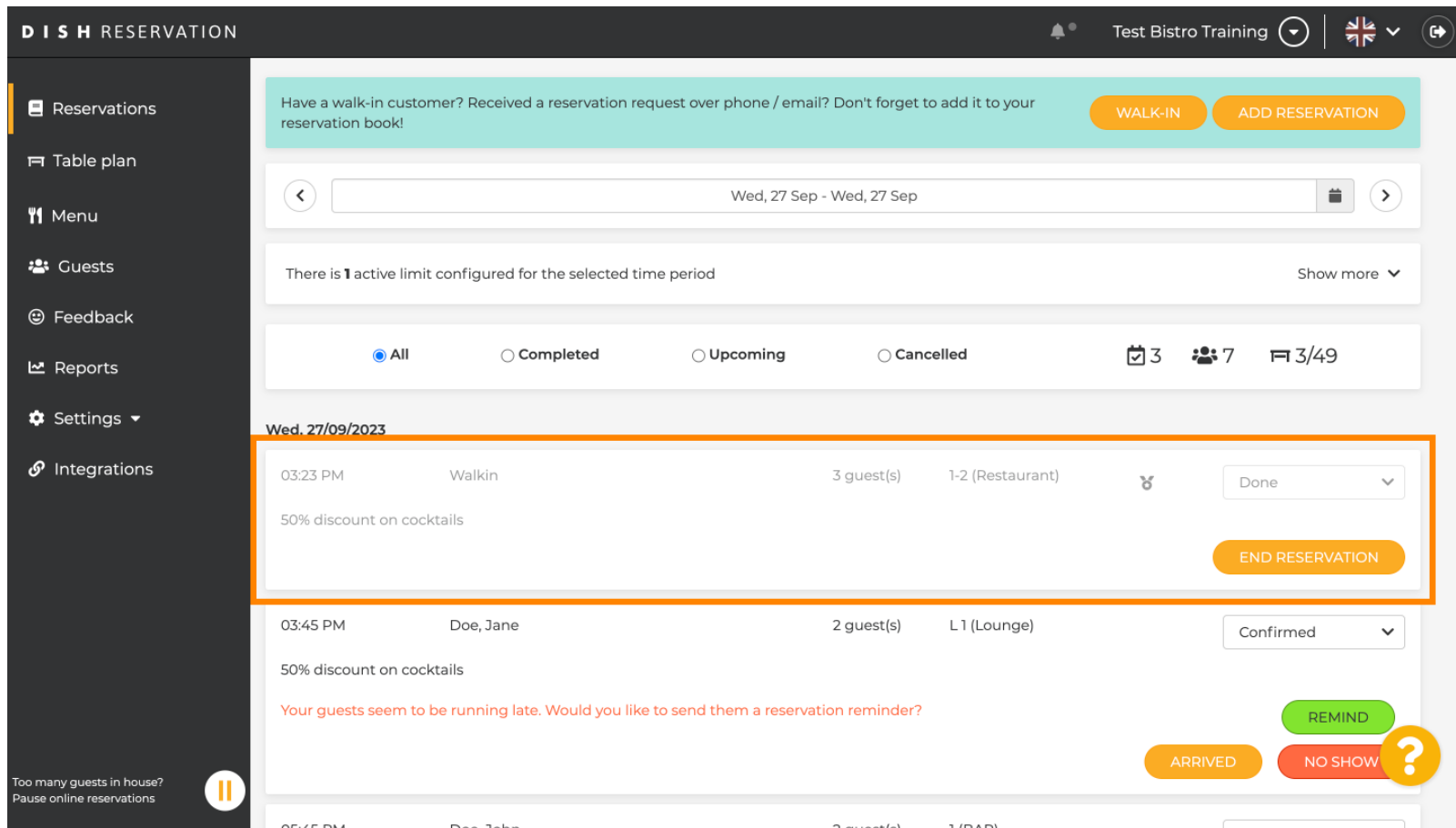
Since a walk-in isn't an upcoming reservation and to see all your bookings, you have to filter your reservations differently. To do so, use the given **selections**.



The screenshot displays the DISH Reservation management 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 has a dark header with the 'DISH RESERVATION' logo, a notification bell, the user 'Test Bistro Training', a language dropdown (UK flag), and a refresh icon. Below the header is a teal banner with a message about walk-in customers and two buttons: 'WALK-IN' and 'ADD RESERVATION'. A date range selector shows 'Wed, 27 Sep - Wed, 27 Sep'. A status message indicates '1 active limit configured for the selected time period' with a 'Show more' link. A filter bar contains four radio buttons: 'All', 'Completed', 'Upcoming' (which is selected and highlighted with an orange border), and 'Cancelled'. To the right of the filters are icons for a calendar (1), guests (2), and tables (1/49). Below this, a reservation for 'Wed, 27/09/2023' at '05:45 PM' for 'Doe, John' with '2 guest(s)' and '1 (BAR)' is shown with a 'Confirmed' status dropdown. A 'Print' button is located below the reservation details. At the bottom, there is a footer with a 'Too many guests in house? Pause online reservations' message, a 'Designed by Hospitality Digital GmbH. All rights reserved.' notice, and a row of links: FAQ, Terms of use, Imprint, Data privacy, and Privacy Settings. A yellow question mark icon is also present in the bottom right corner.



Depending on your choice of selection, you will see your reservations filtered. By clicking on a **reservation** you can always see further information and adjust it as well.



DISH RESERVATION

Test Bistro Training

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**

Wed, 27 Sep - Wed, 27 Sep

There is 1 active limit configured for the selected time period [Show more](#)

☒ All ☐ Completed ☐ Upcoming ☐ Cancelled

3 7 3/49

Wed, 27/09/2023

03:23 PM	Walkin	3 guest(s)	1-2 (Restaurant)	Done	END RESERVATION
03:45 PM	Doe, Jane	2 guest(s)	L1 (Lounge)	Confirmed	REMIND ARRIVED NO SHOW
05:45 PM	Doe, John	2 guest(s)	1 (R&D)		

Too many guests in house? Pause online reservations



Is a table finished, you can terminate that specific reservation by clicking on **END RESERVATION**.

DISH RESERVATION

Test Bistro Training

Reservations

Table plan

Menu

Guests

Feedback

Reports

Settings

Integrations

All

Completed

Upcoming

Cancelled

3

7

3/49

Wed, 27/09/2023

03:23 PM

Walkin

3 guest(s)

1-2 (Restaurant)

Done

50% discount on cocktails

END RESERVATION

03:45 PM

Doe, Jane

2 guest(s)

L 1 (Lounge)

Confirmed

50% discount on cocktails

REMIND

ARRIVED

NO SHOW

Your guests seem to be running late. Would you like to send them a reservation reminder?

05:45 PM

Doe, John

2 guest(s)

1 (BAR)

Confirmed

05:45 PM

Doe, Jane

2 guest(s)

L 1 (Lounge)

Cancelled

Print

Too many guests in house?

Pause online reservations

FAQ

Terms of use

Imprint

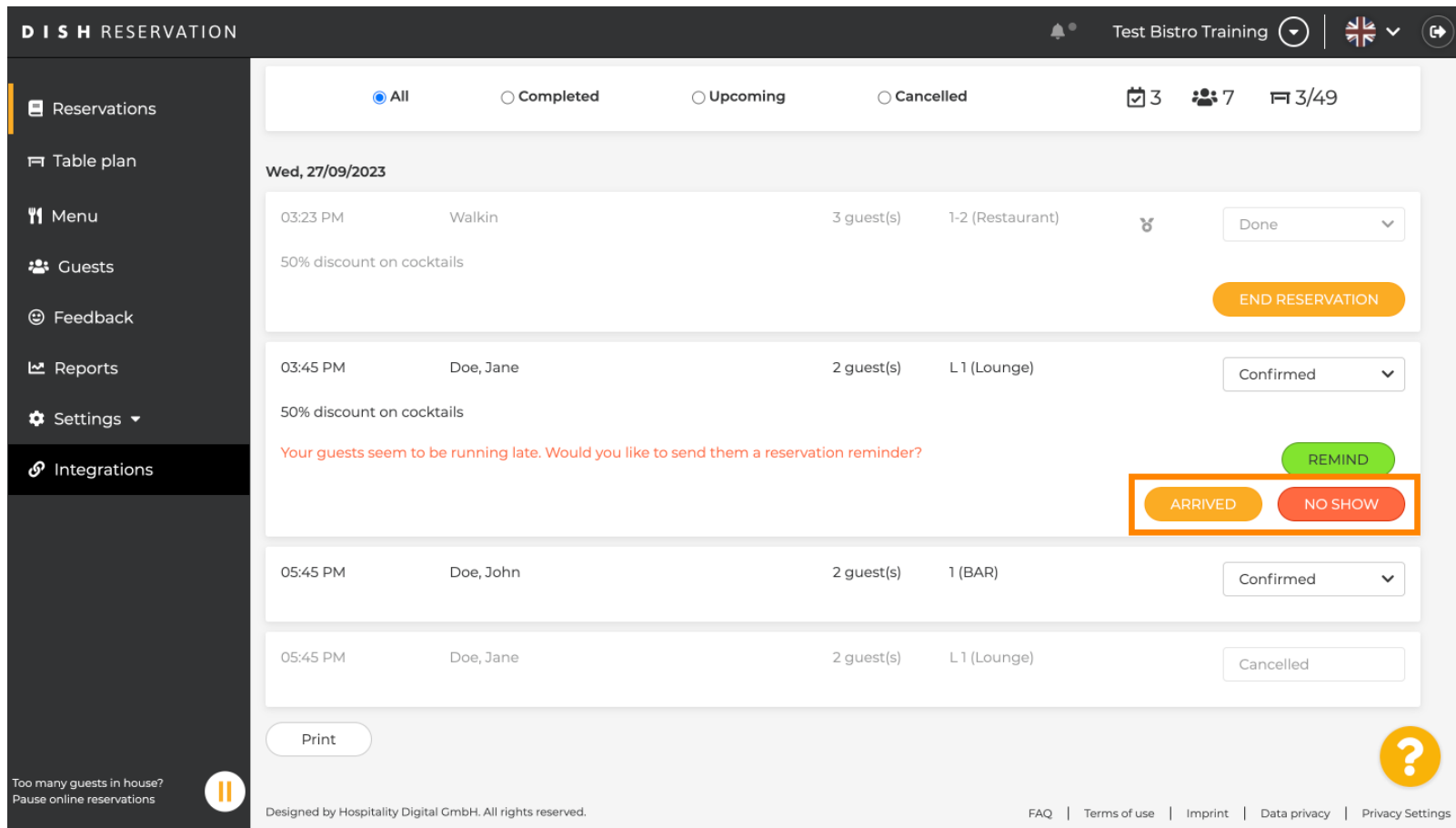
Data privacy

Privacy Settings

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For an upcoming reservation you have the option to either mark it as arrived or no show. Simply click on the corresponding **button**.



DISH RESERVATION

Test Bistro Training

Reservations

Table plan

Menu

Guests

Feedback

Reports

Settings

Integrations

Wed, 27/09/2023

03:23 PM Walkin 3 guest(s) 1-2 (Restaurant) Done

50% discount on cocktails

END RESERVATION

03:45 PM Doe, Jane 2 guest(s) L1 (Lounge) Confirmed

50% discount on cocktails

Your guests seem to be running late. Would you like to send them a reservation reminder?

REMIND

ARRIVED NO SHOW

05:45 PM Doe, John 2 guest(s) 1 (BAR) Confirmed

05:45 PM Doe, Jane 2 guest(s) L1 (Lounge) Cancelled

Print

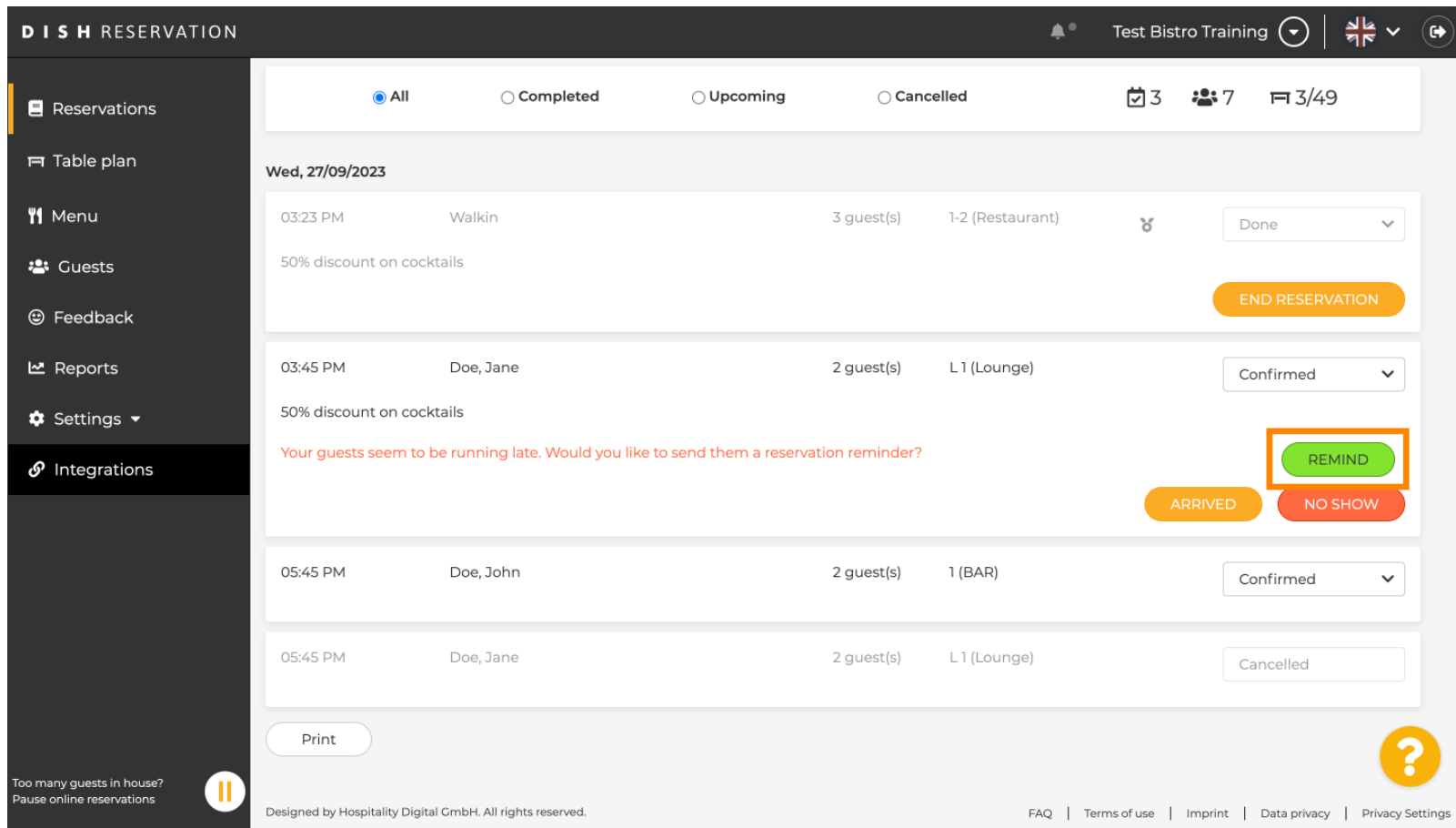
Too many guests in house? Pause online reservations

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Is the guest not on time you can send a reminder by using the **REMIND** button. Note: Either an e-mail-address or a telephone number has to be deposited if you have added the reservation manually.



DISH RESERVATION

Test Bistro Training

Reservations

Table plan

Menu

Guests

Feedback

Reports

Settings

Integrations

Wed, 27/09/2023

All	Completed	Upcoming	Cancelled	3	7	3/49
03:23 PM	Walkin	3 guest(s)	1-2 (Restaurant)	Done	END RESERVATION	
03:45 PM	Doe, Jane	2 guest(s)	L1 (Lounge)	Confirmed	REMIND	ARRIVED NO SHOW
05:45 PM	Doe, John	2 guest(s)	1 (BAR)	Confirmed		
05:45 PM	Doe, Jane	2 guest(s)	L1 (Lounge)	Cancelled		

Print

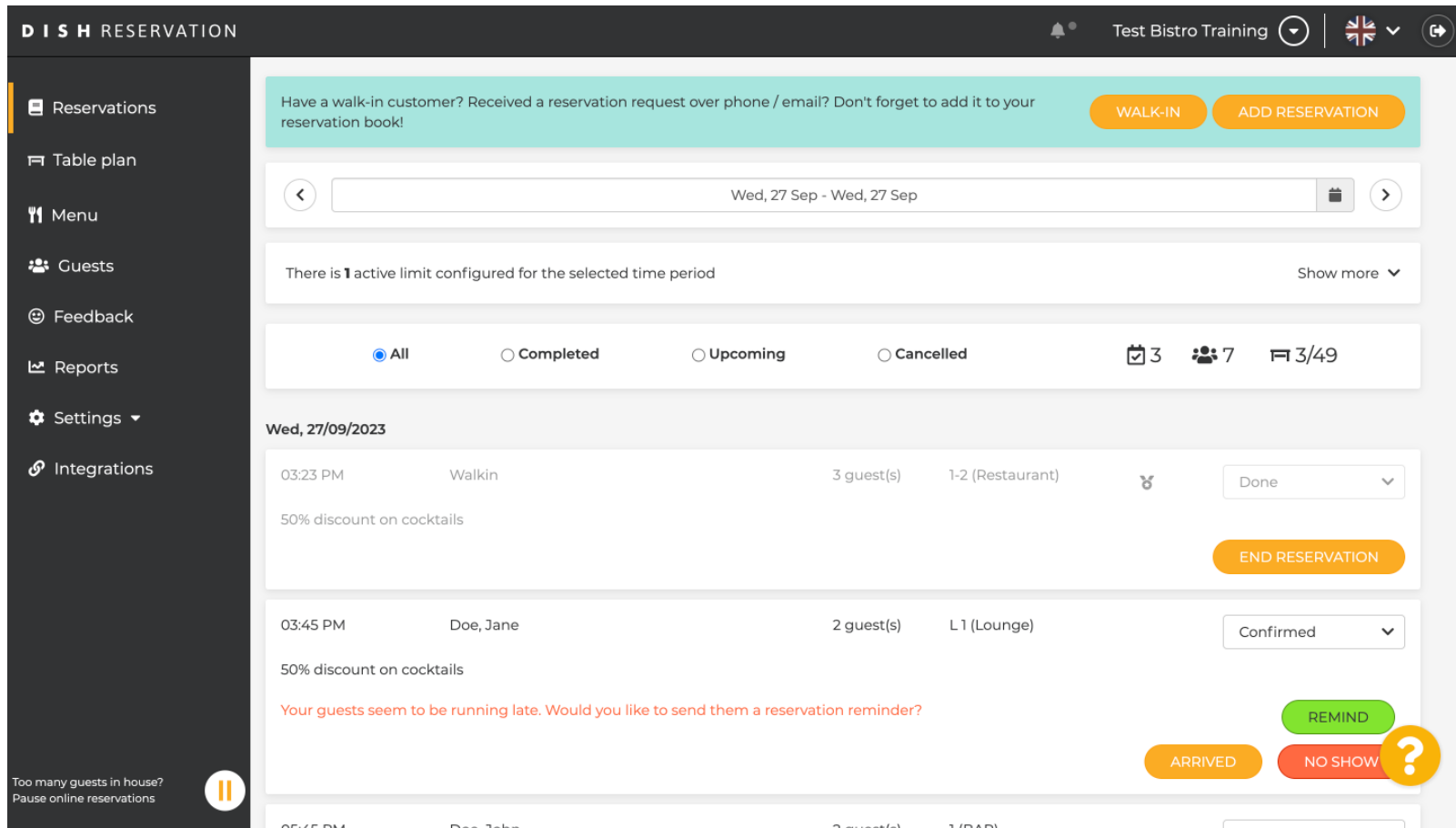
Too many guests in house? Pause online reservations

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That's it. You have completed the tutorial and now know how to adjust the status of your reservations.



The screenshot displays the DISH Reservation management 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 has a dark header with the text "DISH RESERVATION" and a user profile "Test Bistro Training". Below the header, a teal banner prompts users to add walk-in reservations. A date selector shows "Wed, 27 Sep - Wed, 27 Sep". A summary bar indicates "1 active limit configured for the selected time period". Filter buttons for "All", "Completed", "Upcoming", and "Cancelled" are present, along with counts for reservations (3), guests (7), and tables (3/49). The main list shows reservations for "Wed, 27/09/2023". The first reservation is for 03:23 PM, Walk-in, 3 guests, 1-2 (Restaurant), with a status of "Done" and an "END RESERVATION" button. The second reservation is for 03:45 PM, Doe, Jane, 2 guests, L 1 (Lounge), with a status of "Confirmed" and buttons for "REMIND", "ARRIVED", and "NO SHOW". A red message states "Your guests seem to be running late. Would you like to send them a reservation reminder?". A yellow question mark icon is overlaid on the "NO SHOW" button. At the bottom left, a notification says "Too many guests in house? Pause online reservations" with a pause icon.



Scan to go to the interactive player