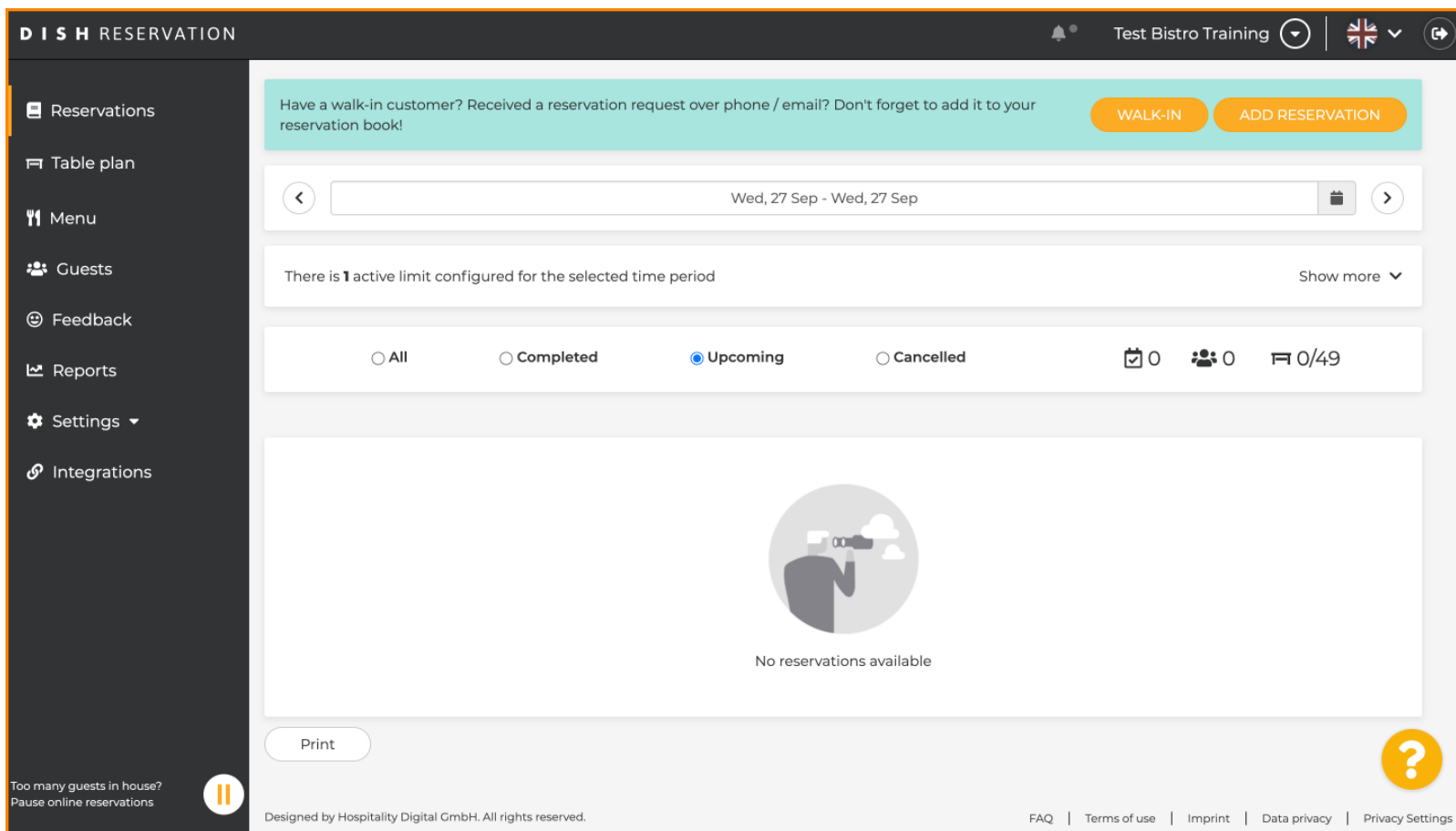




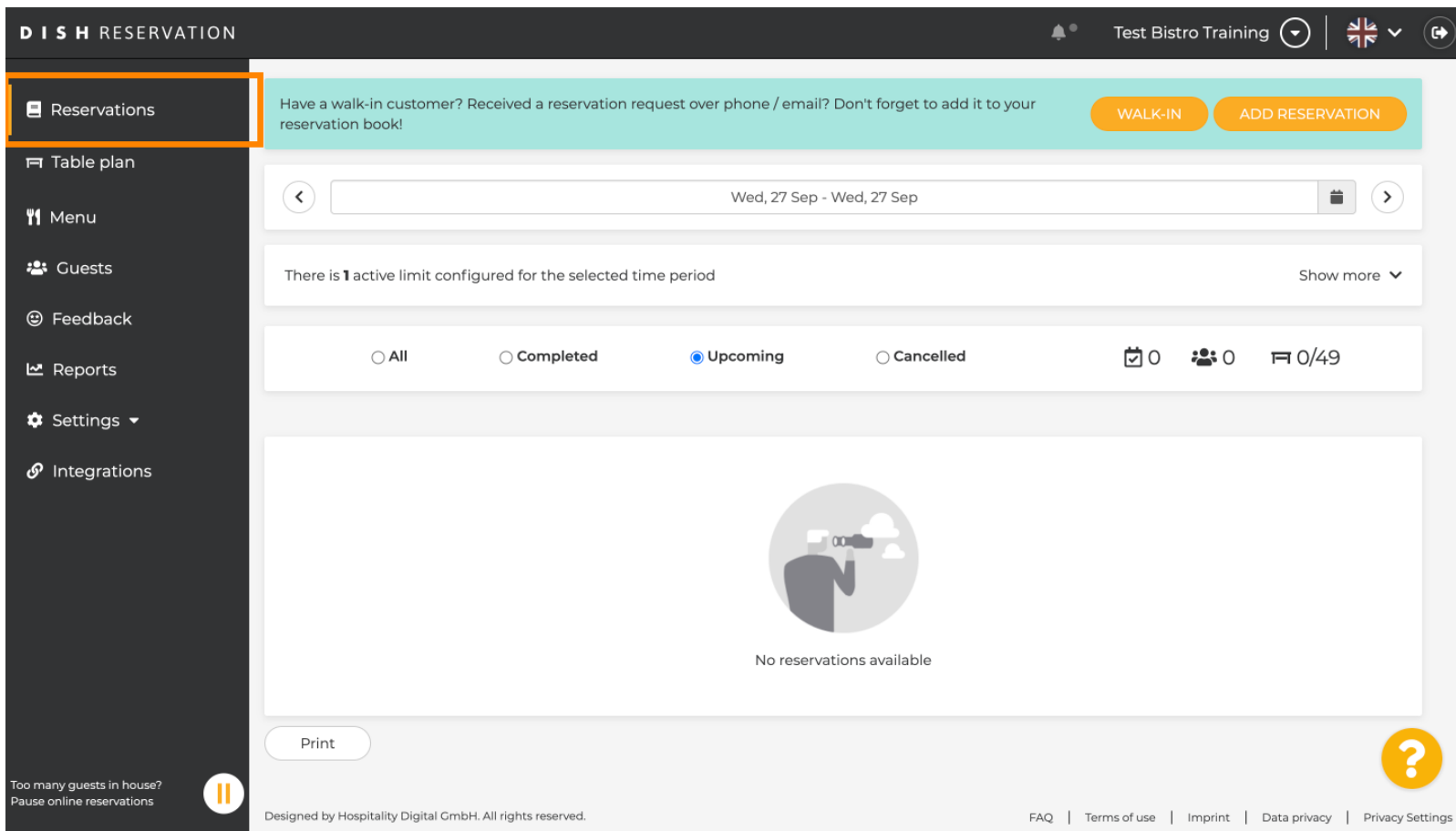
Bem-vindo ao painel de **Reservas da DISH**. Neste tutorial, mostraremos como ajustar o status das suas reservas.



The screenshot displays the DISH RESERVATION dashboard. 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 dark header with the title 'DISH RESERVATION', a user profile 'Test Bistro Training', a language selector (UK flag), and a refresh icon. Below the header is a light blue 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!' and two buttons: 'WALK-IN' and 'ADD RESERVATION'. A date range selector shows 'Wed, 27 Sep - Wed, 27 Sep'. A status filter bar indicates '1 active limit configured for the selected time period' and shows filters for 'All', 'Completed', 'Upcoming' (selected), and 'Cancelled', along with counts: 0 checked, 0 guests, and 0/49 tables. The main 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' with a pause icon, 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. A help icon (question mark) is in the bottom right corner.



Quando o menu **Reservas** é seleccionado, você vê uma visão geral das suas reservas.



The screenshot displays the DISH RESERVATION 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 (with a dropdown arrow), and Integrations. At the bottom of the sidebar, there is a notification: "Too many guests in house? Pause online reservations" with a pause icon.

The main content area has a dark header with the text "DISH RESERVATION" and a user profile "Test Bistro Training" with a dropdown arrow, a language selector (UK flag), and a refresh icon. Below the header is a light blue banner with the text: "Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book!" and two buttons: "WALK-IN" and "ADD RESERVATION".

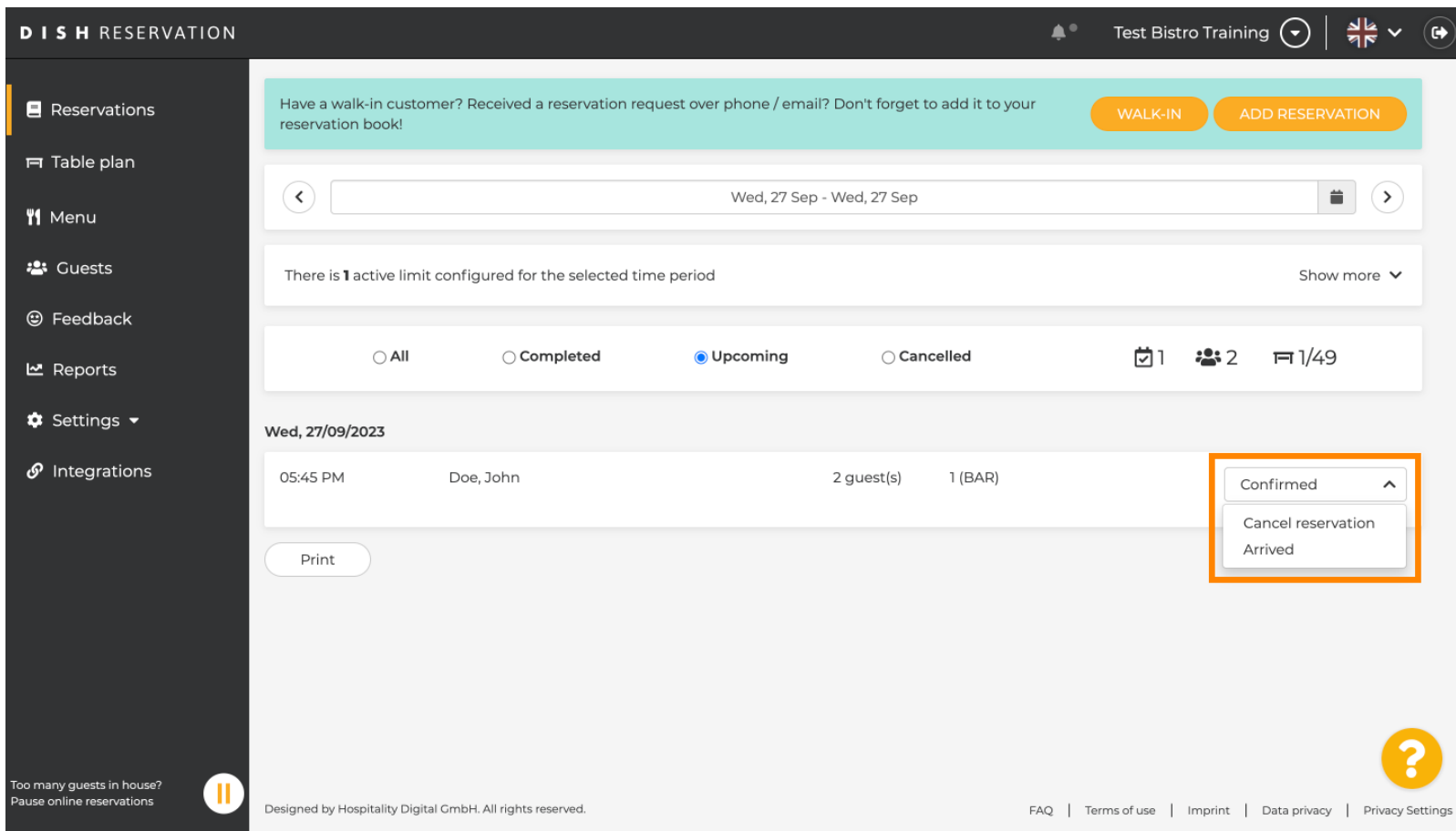
The main content area features a date range selector showing "Wed, 27 Sep - Wed, 27 Sep". Below this, a message states: "There is 1 active limit configured for the selected time period" with a "Show more" link. A filter bar shows four options: "All", "Completed", "Upcoming" (selected), and "Cancelled". To the right of the filters are three icons with counts: a calendar icon with "0", a group of people icon with "0", and a fork and knife icon with "0/49".

The main content area is mostly empty, displaying a large circular icon of a person looking through binoculars and the text "No reservations available". At the bottom left of the main content area is a "Print" button. At the bottom right is a yellow circular help icon with a question mark.

The footer contains the text "Designed by Hospitality Digital GmbH. All rights reserved." and a row of links: "FAQ", "Terms of use", "Imprint", "Data privacy", and "Privacy Settings".



Usando o **menu suspenso**, você pode cancelar uma reserva ou marcá-la como chegada.



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

1 2 1/49

Wed, 27/09/2023

05:45 PM	Doe, John	2 guest(s)	1 (BAR)	Confirmed Cancel reservation Arrived
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Print

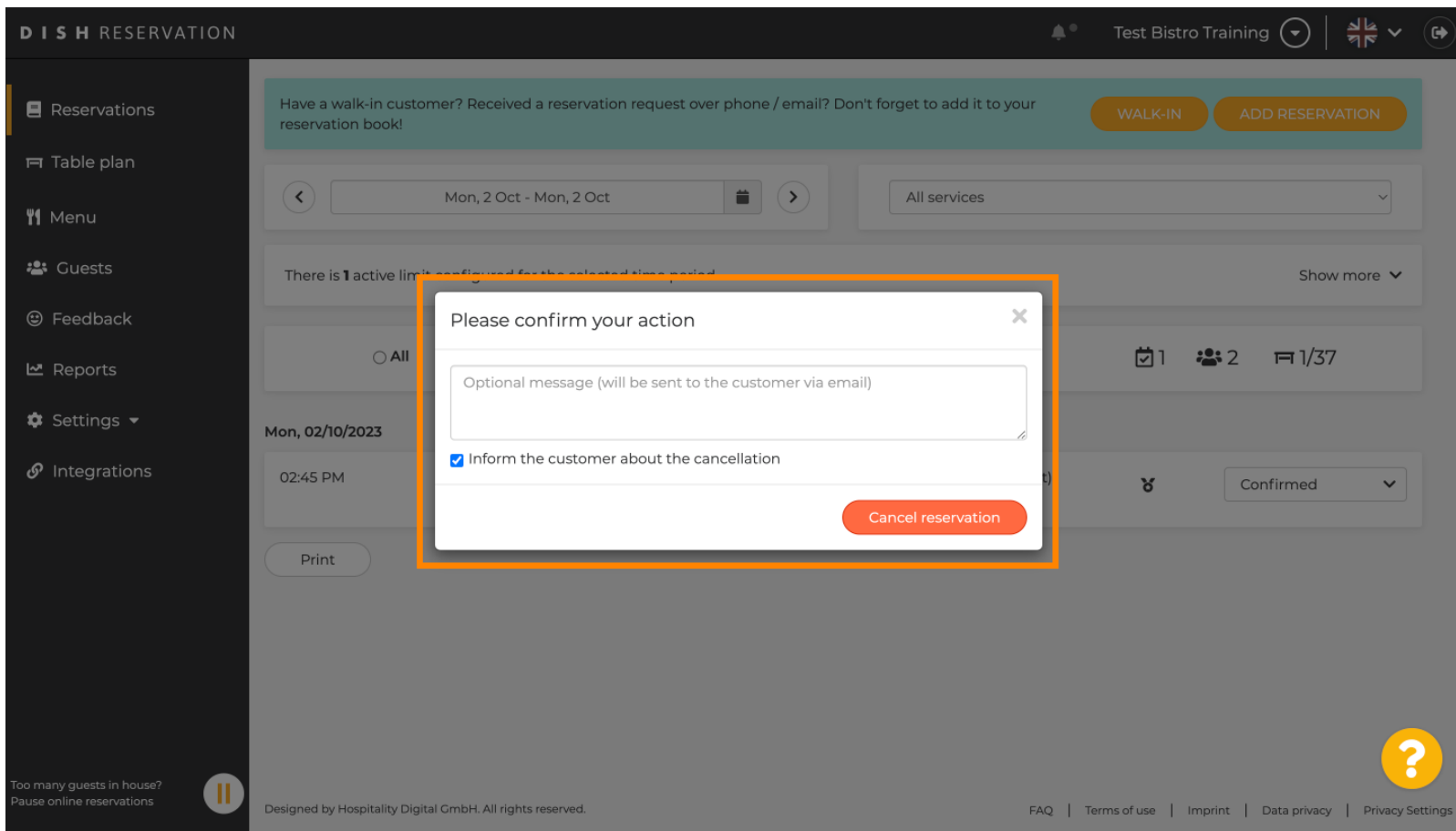
Too many guests in house? Pause online reservations

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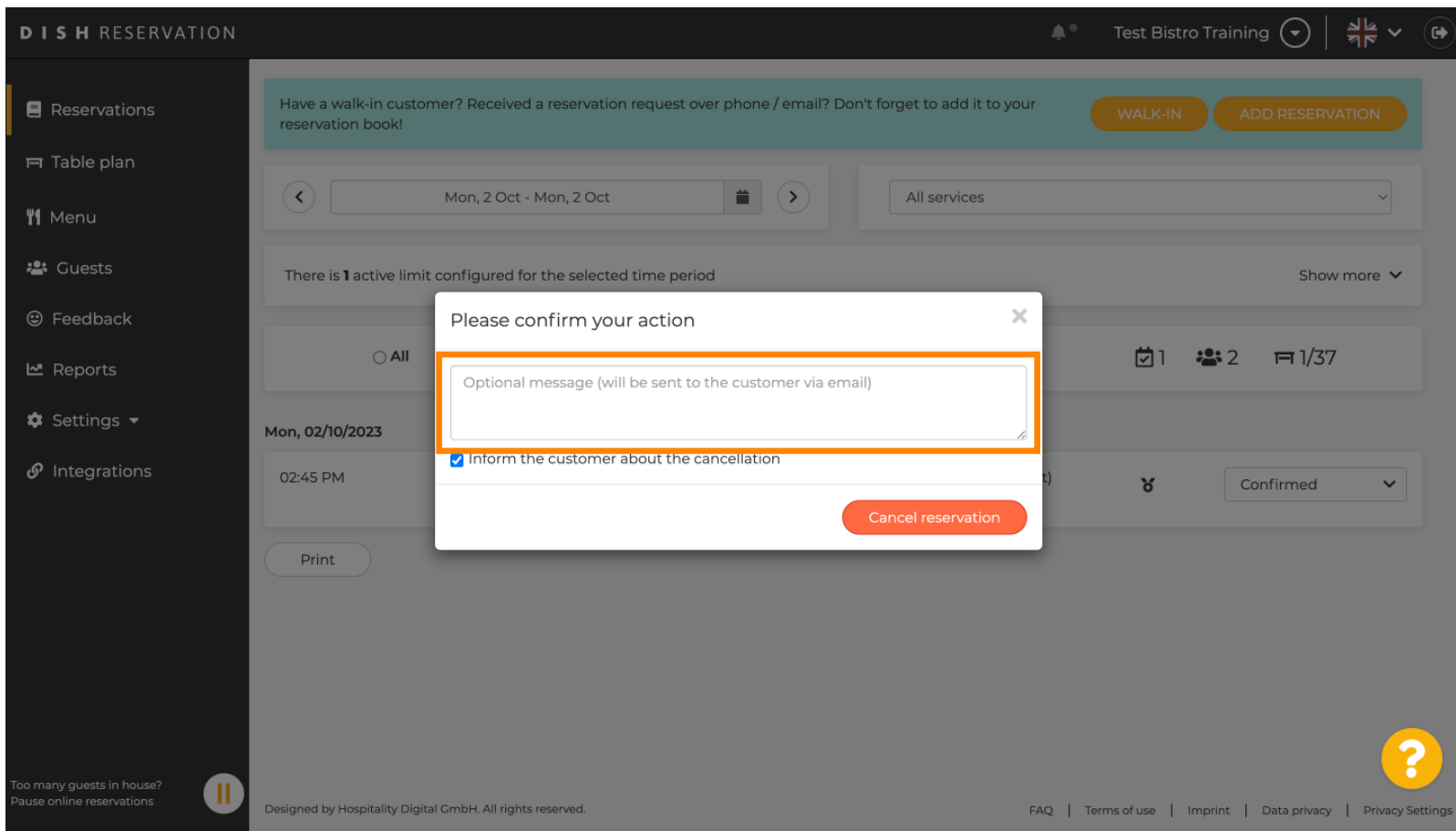


Ao cancelar uma reserva, você tem a opção de informar o cliente sobre o cancelamento.



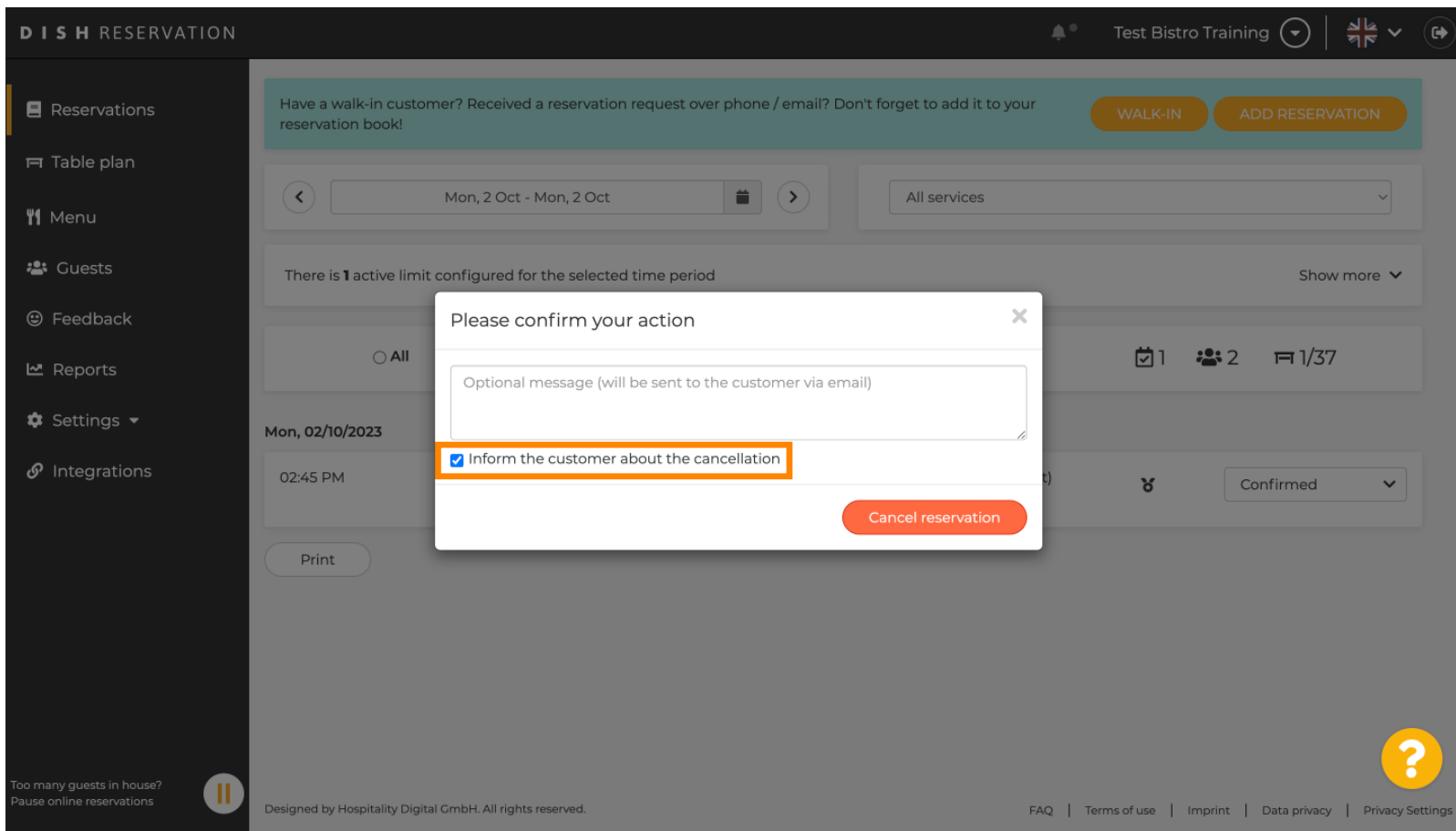
The screenshot displays the DISH RESERVATION management interface. A modal dialog titled "Please confirm your action" is centered on the screen, highlighted with an orange border. The dialog contains a text input field for an "Optional message (will be sent to the customer via email)" and a checked checkbox 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 "Print" button and a "Confirmed" status dropdown. The top right of the interface shows the user "Test Bistro Training" and a language selector.

 Você pode deixar uma mensagem opcional para o cliente.



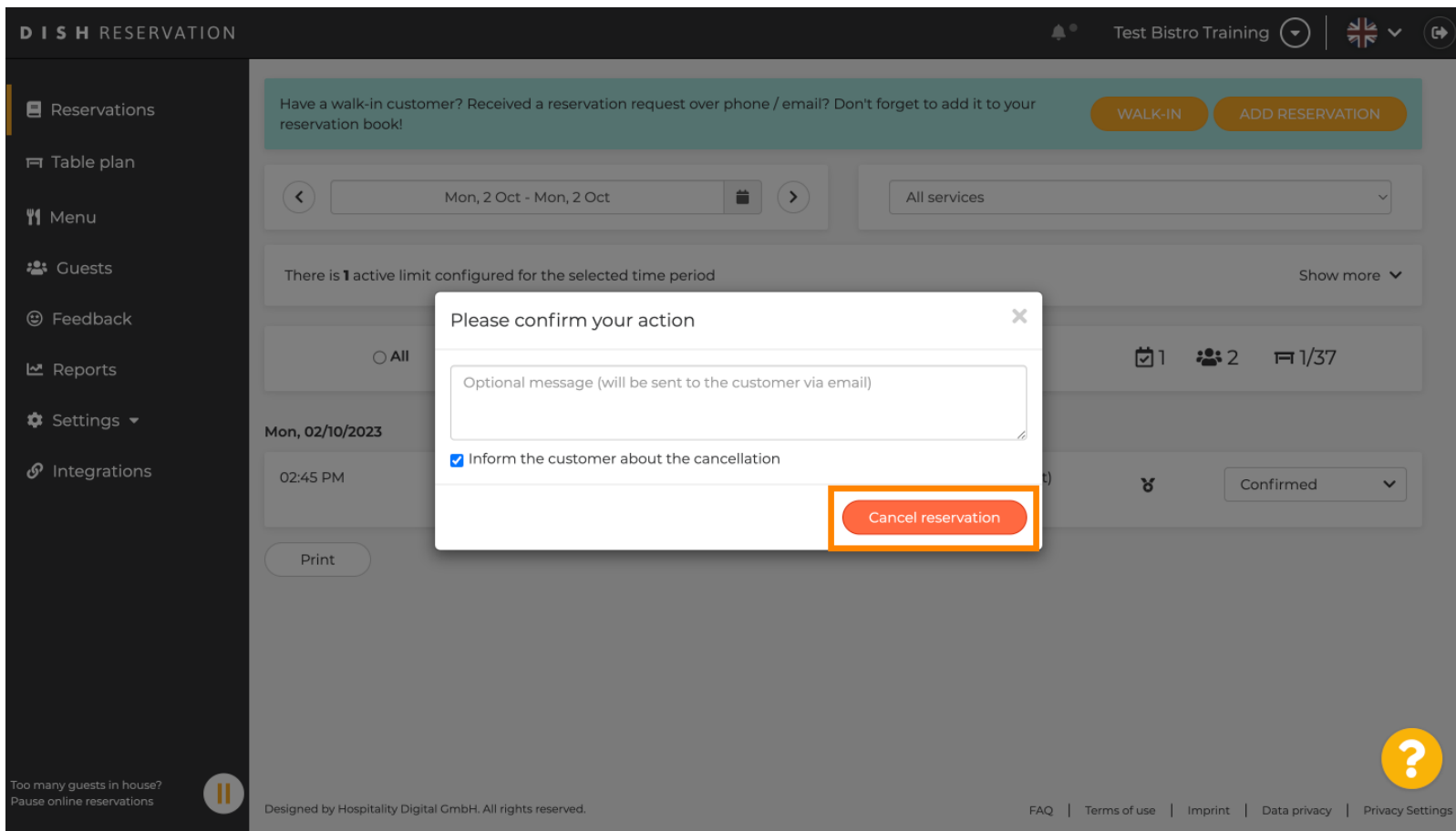
The screenshot displays the DISH RESERVATION management interface. A modal dialog titled "Please confirm your action" is centered on the screen, prompting the user to confirm a reservation cancellation. The dialog includes a text input field for an "Optional message (will be sent to the customer via email)" and a checked checkbox labeled "Inform the customer about the cancellation". A red "Cancel reservation" button is 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 navigation bar includes the "DISH RESERVATION" title, a user profile "Test Bistro Training", and a language selector.

 E decida se deve ou não informar seu cliente sobre o cancelamento.



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 the cancellation of a reservation. The dialog includes a text input field for an "Optional message (will be sent to the customer via email)" and a checkbox labeled "Inform the customer about the cancellation", which is currently checked. 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 corner shows the user "Test Bistro Training" and a language selector.

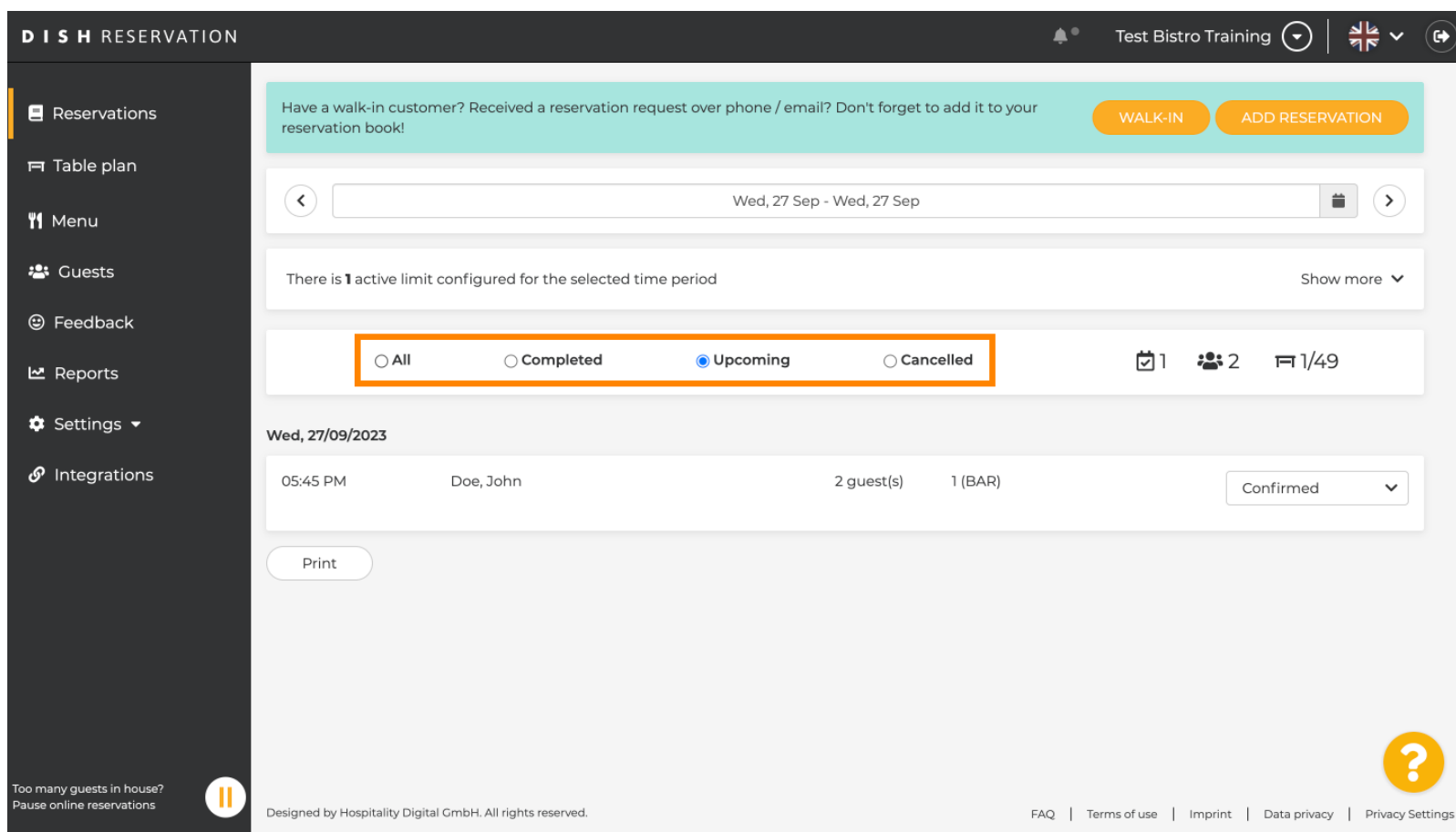
 Ao final, confirme o cancelamento clicando em **Cancelar reserva**.



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 the cancellation of a reservation. 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 button labeled "Cancel reservation" is highlighted with an orange border. 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 corner shows the user "Test Bistro Training" and a language selector. The bottom of the screen contains a footer with legal information and a help icon.



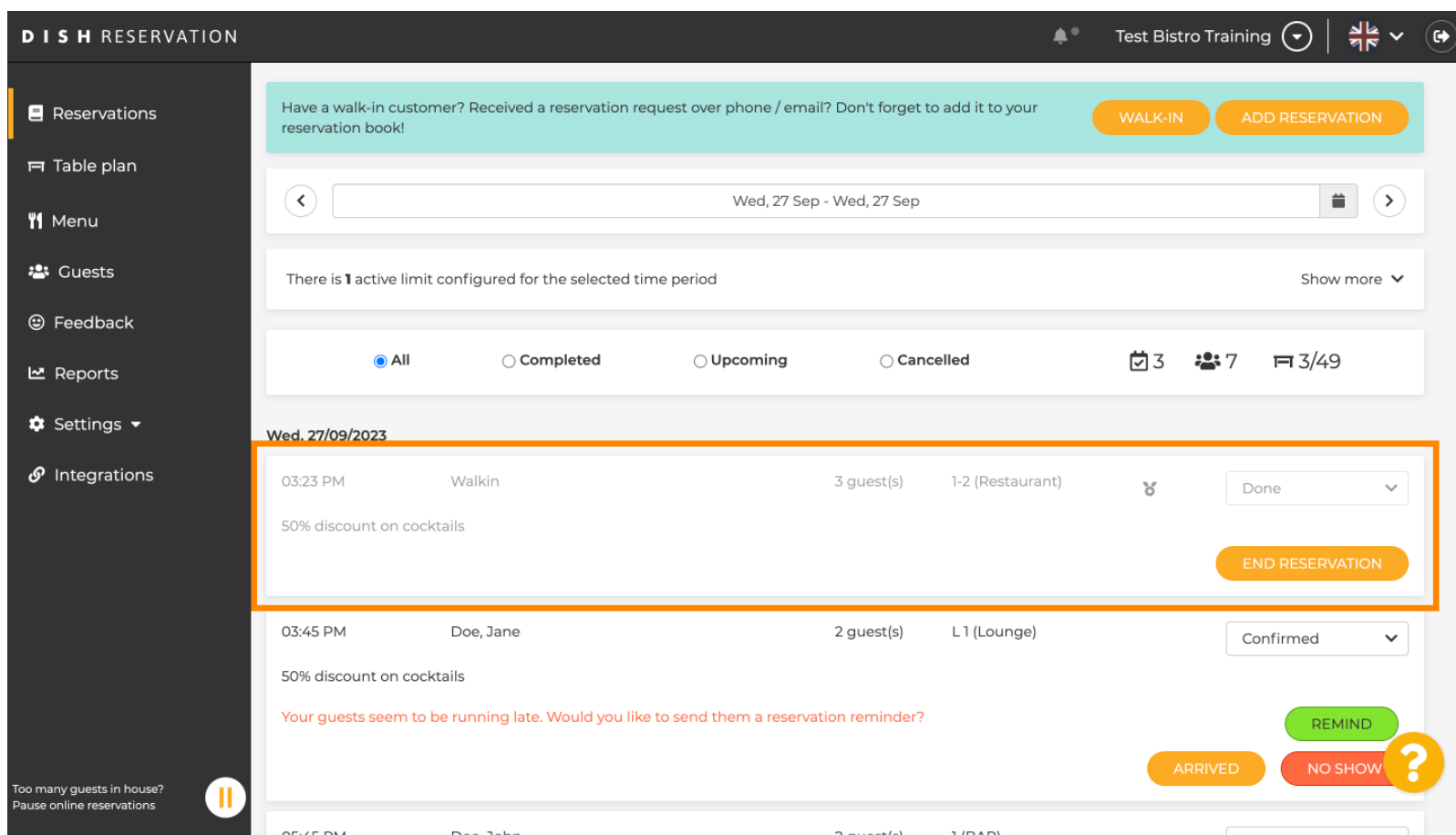
Como uma reserva sem hora marcada não é uma reserva futura, para ver todas as suas reservas, você precisa filtrá-las de forma diferente. Para isso, use as **opções** fornecidas .



The screenshot shows the DISH RESERVATION 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 header with a notification 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 message states 'There is 1 active limit configured for the selected time period' with a 'Show more' link. The filter section shows four radio button options: 'All', 'Completed', 'Upcoming' (which is selected and highlighted with an orange box), and 'Cancelled'. To the right of these are icons for 1 calendar, 2 people, and 1/49 tables. Below the filters, a reservation entry for 'Wed, 27/09/2023' is shown with details: '05:45 PM', 'Doe, John', '2 guest(s)', '1 (BAR)', and a status dropdown set to 'Confirmed'. A 'Print' button is located below the entry. 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 list 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.



Dependendo da sua escolha, você verá suas reservas filtradas. Ao clicar em uma **reserva**, você sempre poderá ver mais informações e ajustá-las.



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**

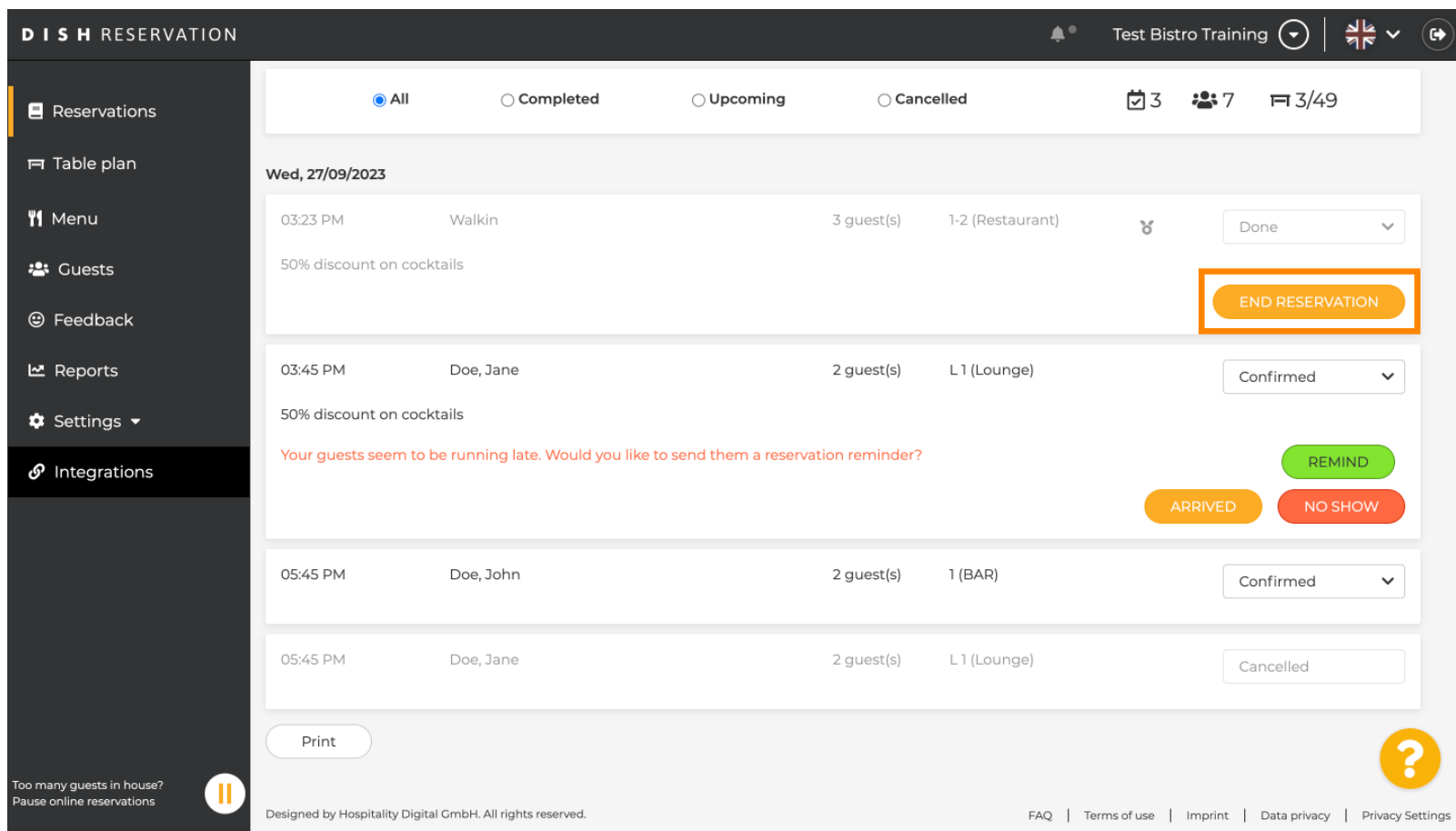
Wed, 27/09/2023

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 (RADI)		

Too many guests in house? Pause online reservations



Quando uma mesa estiver pronta, você pode encerrar aquela reserva específica clicando em **FIM DA RESERVA**.



DISH RESERVATION

Test Bistro Training

Reservations

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		

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

Print

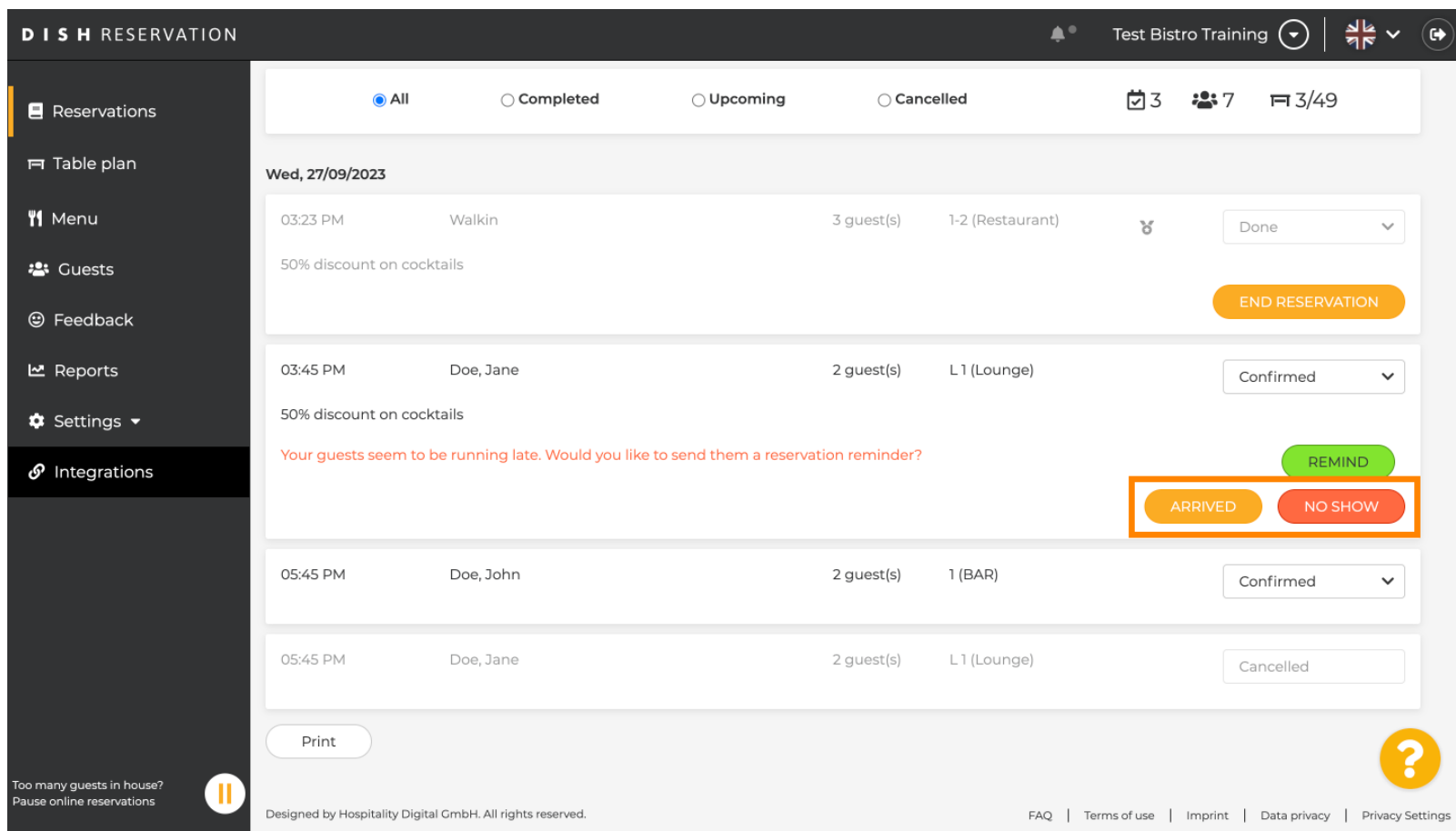
Too many guests in house? Pause online reservations

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Para uma reserva futura, você tem a opção de marcá-la como chegada ou não comparecimento. Basta clicar no **botão** correspondente .



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

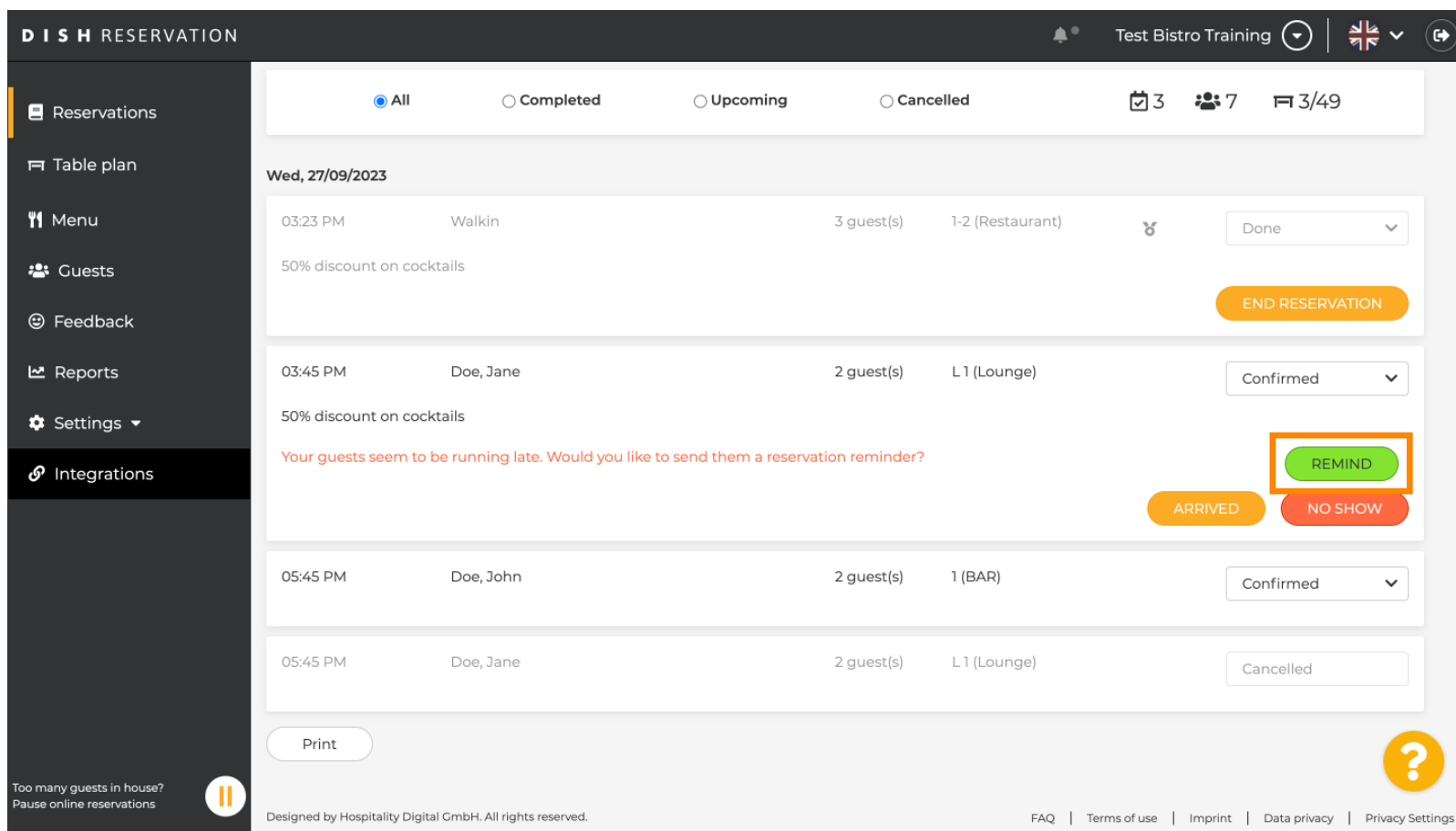
Too many guests in house? Pause online reservations

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Caso o hóspede não chegue no horário, você pode enviar um lembrete usando o **botão LEMBRAR**.
 Observação: é necessário informar um endereço de e-mail ou um número de telefone caso você tenha adicionado a reserva manualmente.



DISH RESERVATION

Test Bistro Training

All ☐ Completed ☐ Upcoming ☐ Cancelled

3 7 3/49

Wed, 27/09/2023

Time	Name	Guest(s)	Location	Status	Actions
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

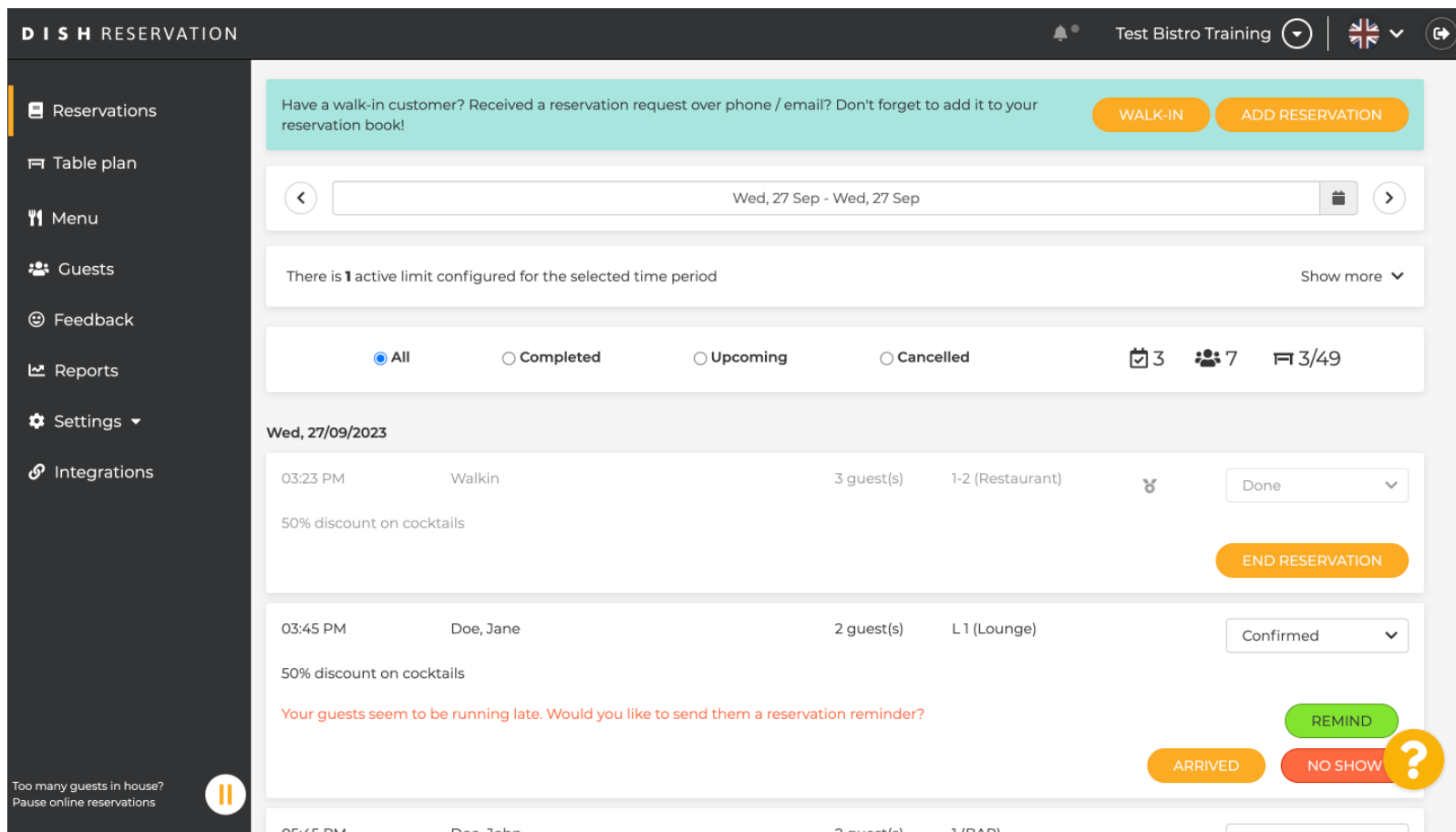
Too many guests in house? Pause online reservations

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Pronto. Você concluiu o tutorial e agora sabe como ajustar o status das suas reservas.



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
50% discount on cocktails					
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?					
				ARRIVED	NO SHOW
REMIND ?					
05:45 PM	Doe, John	2 guest(s)	1 (BAR)		

Too many guests in house? Pause online reservations



Escaneie para ir para o player interativo