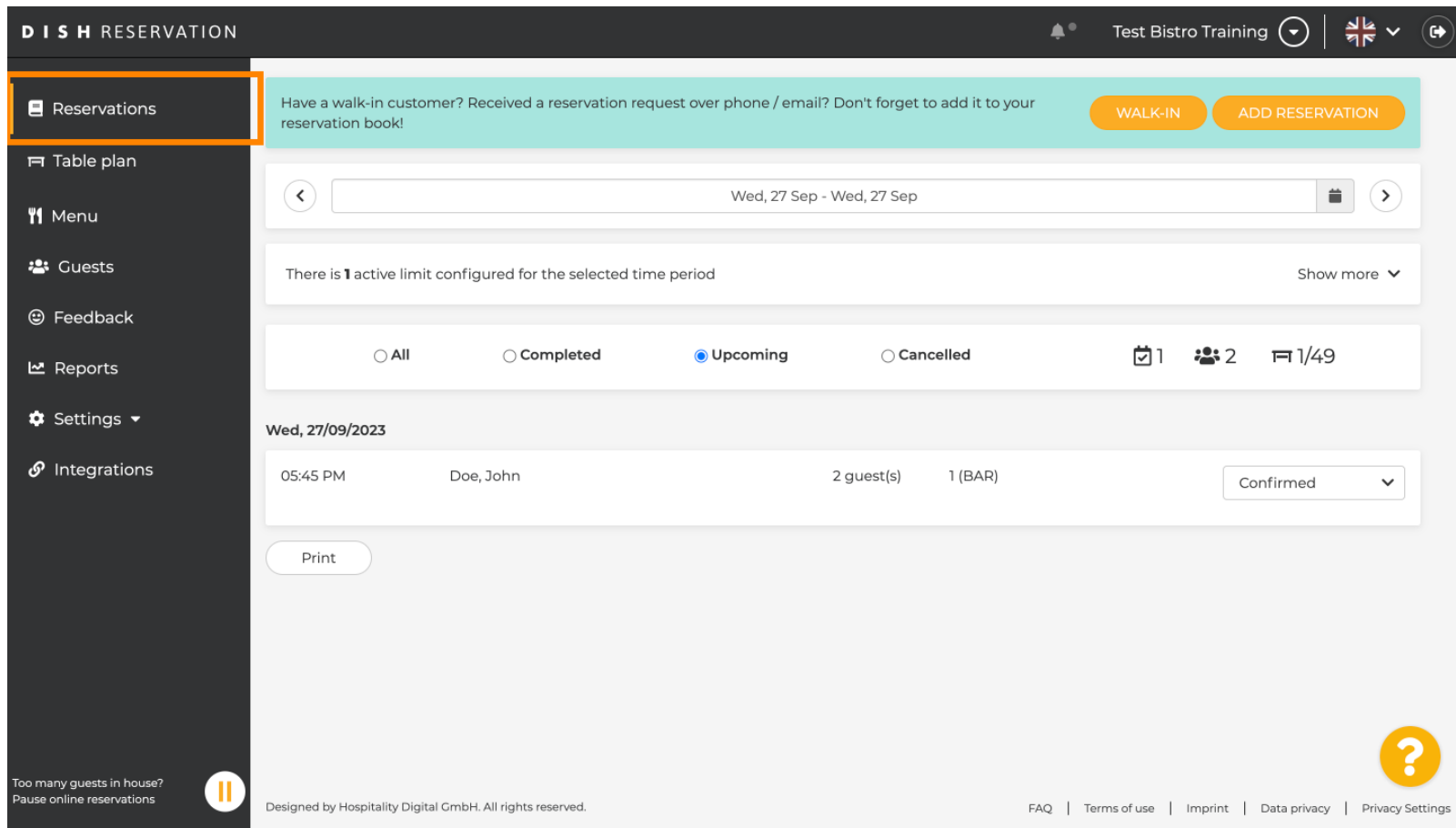




Bienvenido al panel de control de **DISH Reservation**. En este tutorial, le mostramos cómo añadir clientes sin reserva a sus reservas.



The screenshot displays the DISH Reservation web interface. On the left is a dark sidebar with navigation links: Reservations (highlighted with an orange box), Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. At the bottom of the sidebar, there is a status message: "Too many guests in house? Pause online reservations" next to a pause icon.

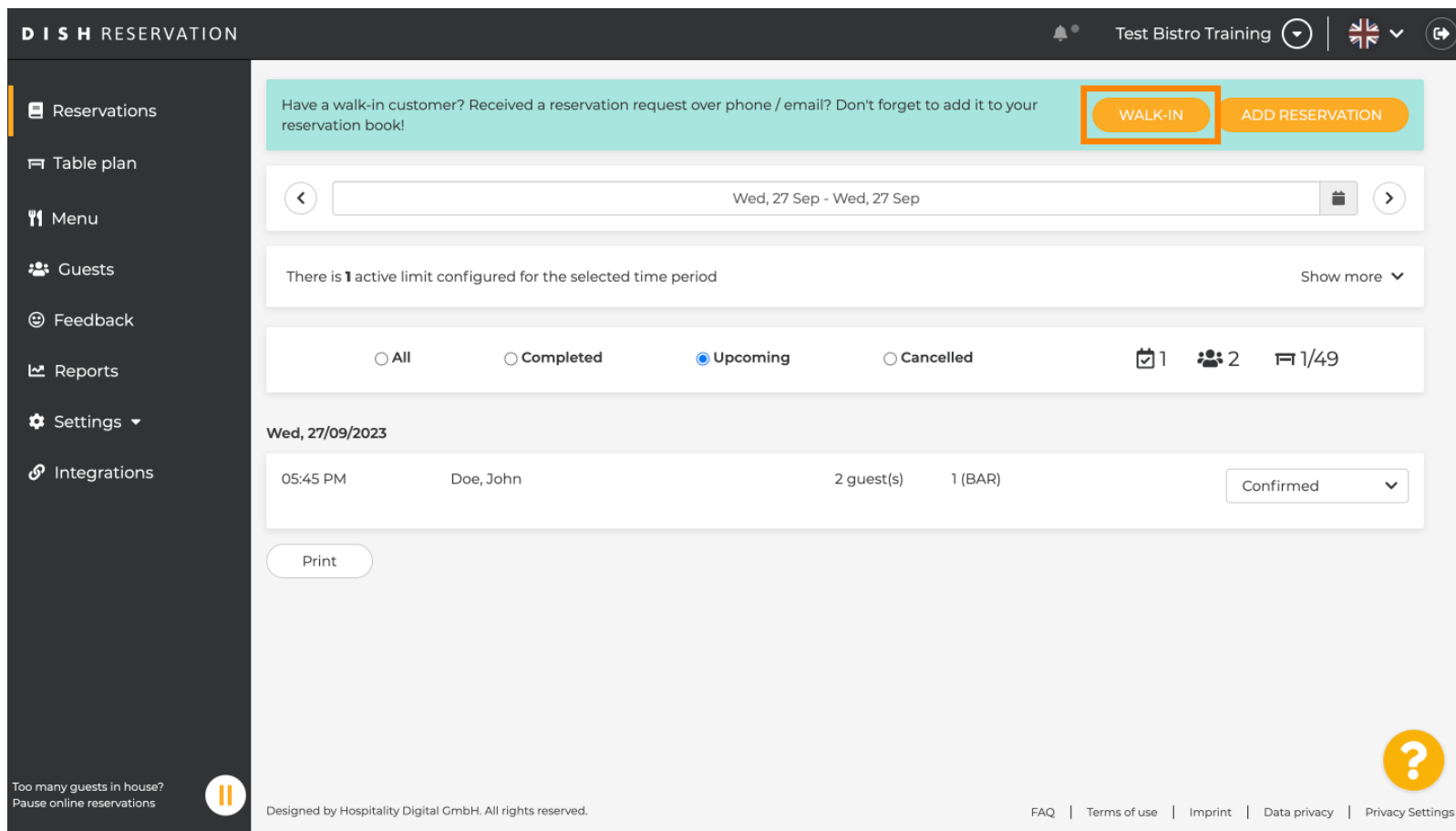
The main content area has a dark header with "DISH RESERVATION", a notification bell, the text "Test Bistro Training", a language selector (UK flag), and a refresh icon. Below the header is a light blue banner with the text: "Have a walk-in customer? Received a reservation request over phone / email?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

Below the banner is a date range selector showing "Wed, 27 Sep - Wed, 27 Sep". A summary box 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" is shown with details: "05:45 PM", "Doe, John", "2 guest(s)", "1 (BAR)", and a "Confirmed" status dropdown. A "Print" button is located below the entry.

The footer contains a "Designed by Hospitality Digital GmbH. All rights reserved." notice, a help icon (question mark in a circle), and links for "FAQ", "Terms of use", "Imprint", "Data privacy", and "Privacy Settings".

Para agregar un cliente sin cita previa, haga clic en **ENTRADA**.



The screenshot shows the DISH RESERVATION 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 teal header 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" (highlighted with an orange box) and "ADD RESERVATION". Below this is a date selector showing "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 icons show 1 calendar, 2 people, and 1/49 tables. A reservation entry for "Wed, 27/09/2023" at "05:45 PM" for "Doe, John" with "2 guest(s)" and "1 (BAR)" is shown, with a status of "Confirmed". A "Print" button is below the entry. At the bottom, there is a "Too many guests in house? Pause online reservations" message, a "Designed by Hospitality Digital GmbH. All rights reserved." footer, 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.



Se abrirá una nueva ventana donde podrás ingresar la **información esencial para caminar**.

DISH RESERVATION
Test Bistro Training

Reservations
Table plan
Menu
Guests
Feedback
Reports
Settings
Integrations

Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book!

Back

Walkin information

'##' Guests

Date
Wed, 27/09/2023

Time
Now

Duration
Please select capacity and time first

Table(s)
Please select

Source
Walkin

Reservation notes

Internal note. Will be shown for this reservation only.

e.g. window seat, occasion...

Internal guest information

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

Too many guests in house?
Pause online reservations



3 de 16



Si hay notas para la reserva, puede dejarlas en "Notas de la reserva". Utilice el **campo de texto** correspondiente para introducir la información.

DISH RESERVATION

Test Bistro Training

🇬🇧

🌐

Reservations

Table plan

Menu

Guests

Feedback

Reports

Settings

Integrations

Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book!

Back

Walkin information

Guests3

DateWed, 27/09/2023

TimeNow

Duration2.5 hours

Table(s)1-2

SourceWalkin

Reservation notes

Internal note. Will be shown for this reservation only.

e.g. window seat, occasion...

Internal guest information

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

Too many guests in house? Pause online reservations

⏸

SAVE



Si hay información adicional sobre el huésped, déjela en Información interna del huésped en el **campo de texto** correspondiente .

DISH RESERVATION

Test Bistro Training

🇬🇧

🌐

Reservations

Table plan

Menu

Guests

Feedback

Reports

Settings

Integrations

Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book!

Back

Walkin information

Guests3

DateWed, 27/09/2023

TimeNow

Duration2.5 hours

Table(s)1-2

SourceWalkin

Reservation notes

Internal note. Will be shown for this reservation only.

e.g. window seat, occasion...

Internal guest information

Note will be shown on all reservations made by this guest.

e.g. 10% discount, VIP...

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☐ Sesame

☐ Nuts

☐ Crustacean

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☐ Mustard

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☐ Lupins

☐ Sulphite

Diet

☐ Gluten-free

☐ Halal

☐ Kosher

☐ Lactose-free

☐ Vegan

☐ Vegetarian

SAVE

Too many guests in house? Pause online reservations

⏸



Una vez ingresada toda la información, haga clic en **GUARDAR** para agregar la visita sin cita previa.

DISH RESERVATION

Test Bistro Training

Reservations

Table plan

Menu

Guests

Feedback

Reports

Settings

Integrations

Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book!

Back

Walkin information

Guests3

DateWed, 27/09/2023

TimeNow

Duration2.5 hours

Table(s)1-2

SourceWalkin

Reservation notes

Internal note. Will be shown for this reservation only.

e.g. window seat, occasion...

Internal guest information

Note will be shown on all reservations made by this guest.

e.g. 10% discount, VIP...

Allergies

☐ Gluten
☐ Sesame
☐ Nuts
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☐ Eggs
☐ Fish
☐ Mustard
☐ Lactose
☐ Celery
☐ Peanuts
☐ Shellfish
☐ Soy
☐ Lupins
☐ Sulphite

Diet

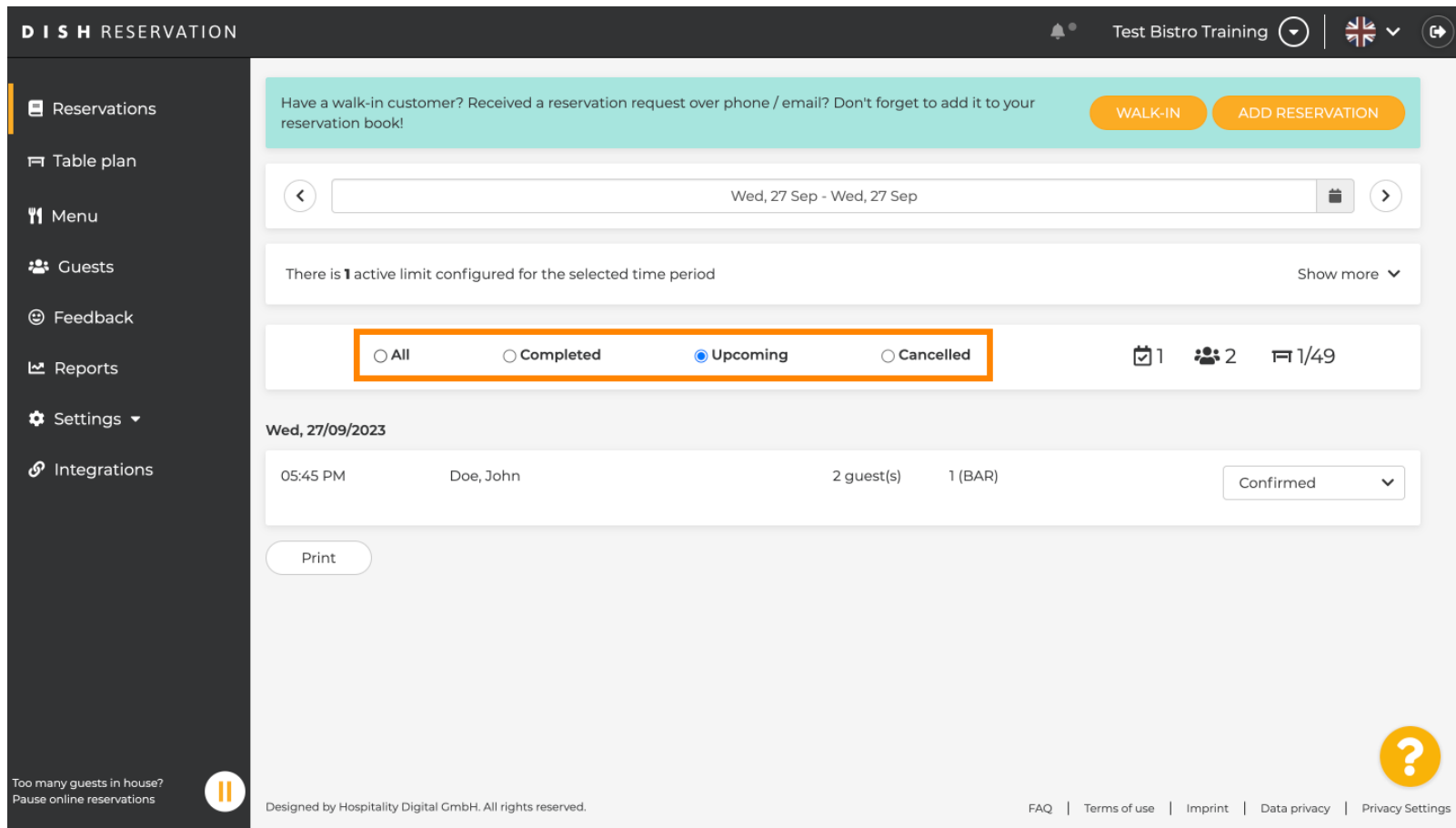
☐ Gluten-free
☐ Halal
☐ Kosher
☐ Lactose-free
☐ Vegan
☐ Vegetarian

Too many guests in house? Pause online reservations

SAVE



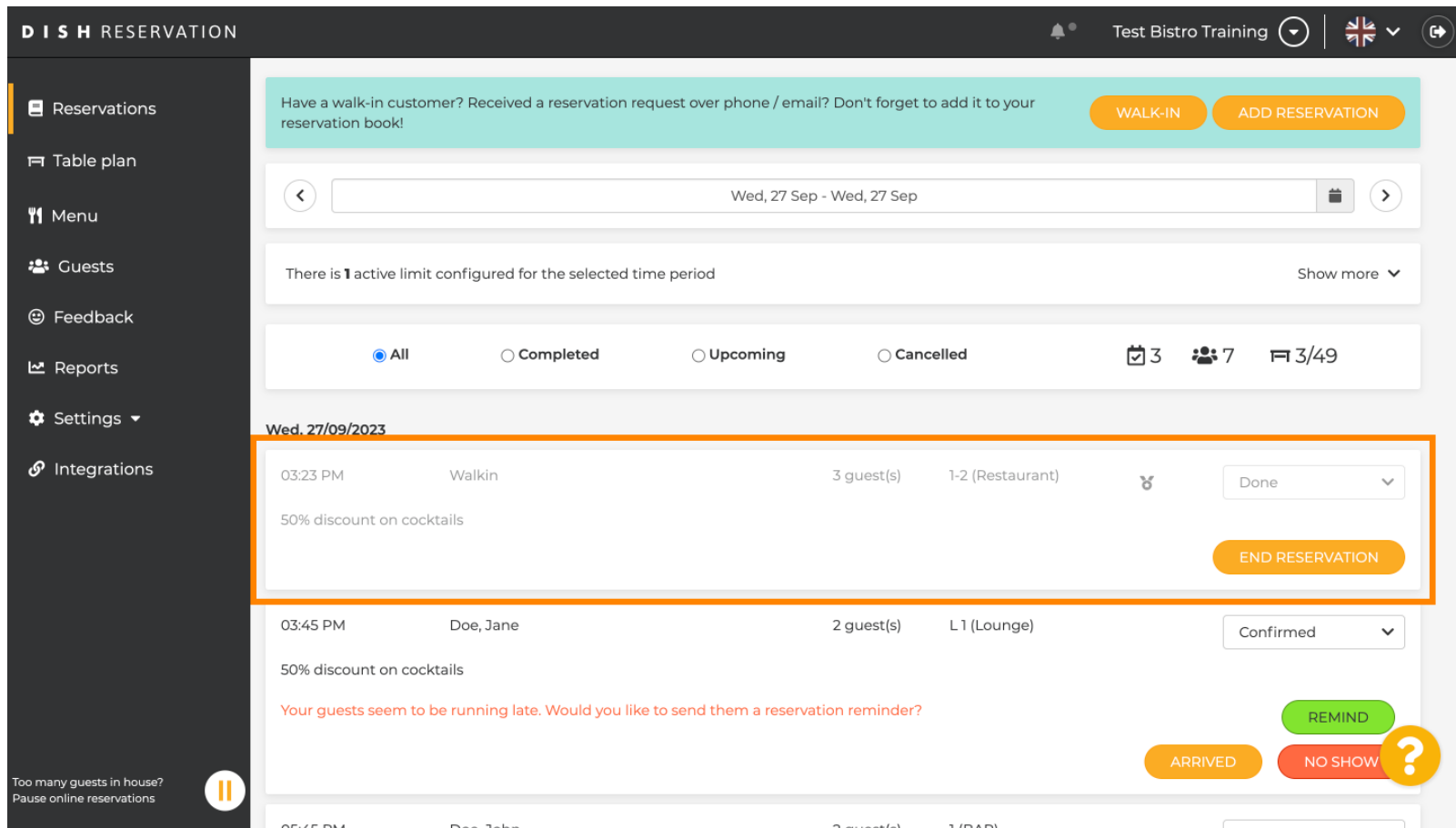
Dado que una reserva sin cita previa no es una reserva próxima, debe filtrar sus reservas de forma diferente. Para ello, utilice las **selecciones** proporcionadas .



The screenshot shows 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 teal header 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 buttons for "WALK-IN" and "ADD RESERVATION". Below this is a date range selector showing "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. A filter bar contains four options: "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, 2 guests, and a table icon labeled "1/49". Below the filters, a reservation for "Wed, 27/09/2023" is shown with details: "05:45 PM", "Doe, John", "2 guest(s)", "1 (BAR)", and a status of "Confirmed" with a dropdown arrow. A "Print" button is located below the reservation details. At the bottom left, there is a warning: "Too many guests in house? Pause online reservations" with a pause icon. At the bottom right, there is a help icon (a yellow circle with a question mark) and a footer with links: "FAQ", "Terms of use", "Imprint", "Data privacy", and "Privacy Settings".



Según su selección, verá sus reservas filtradas. Al hacer clic en una **reserva**, podrá ver más información y ajustarla.



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**

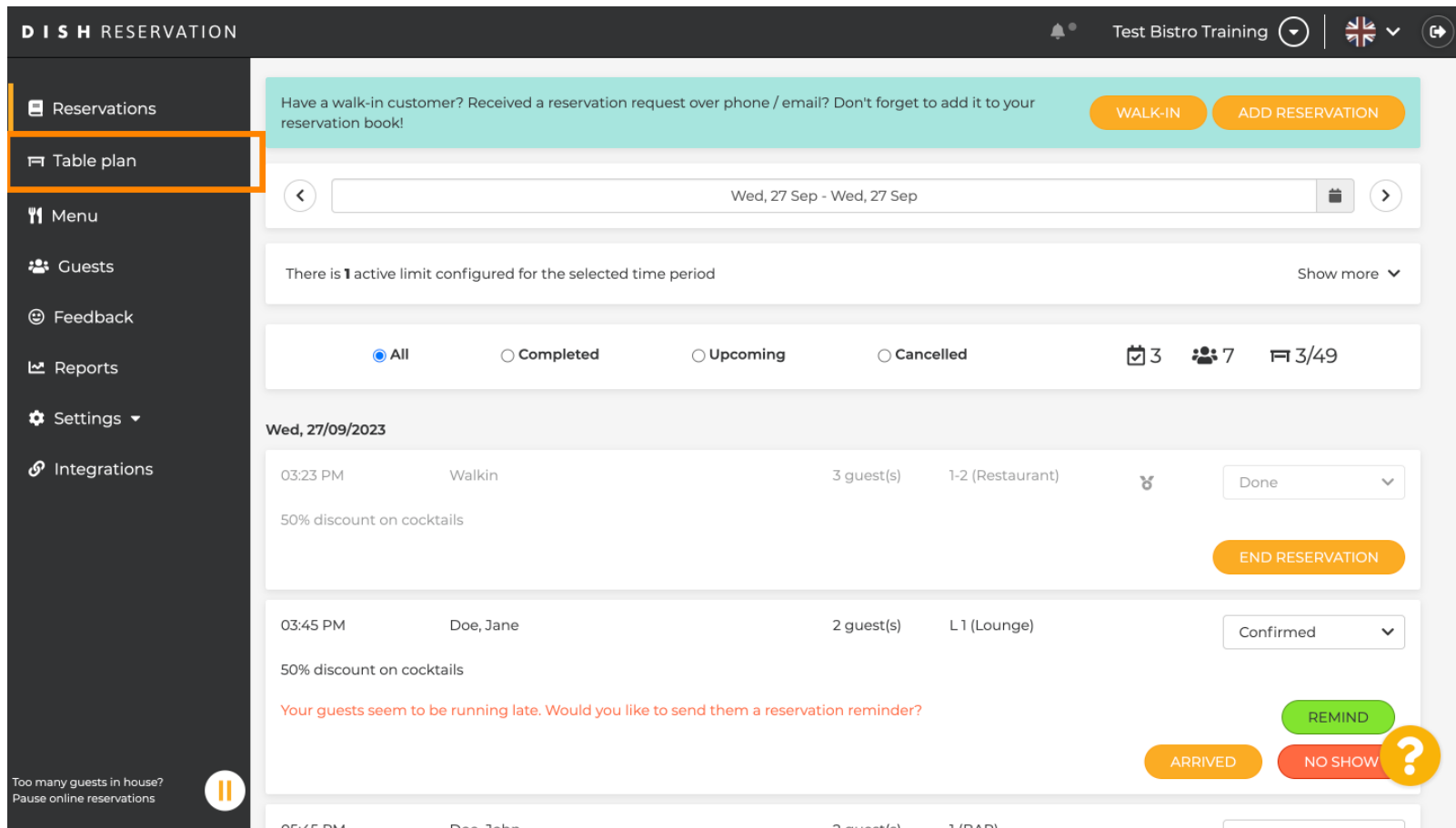
Wed, 27/09/2023

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



Otra forma de añadir un cliente sin reserva es a través del plano de mesas. Para ello, haga clic en "Plano de mesas".



DISH RESERVATION

Test Bistro Training

Reservations

Table plan

Menu

Guests

Feedback

Reports

Settings

Integrations

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

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?

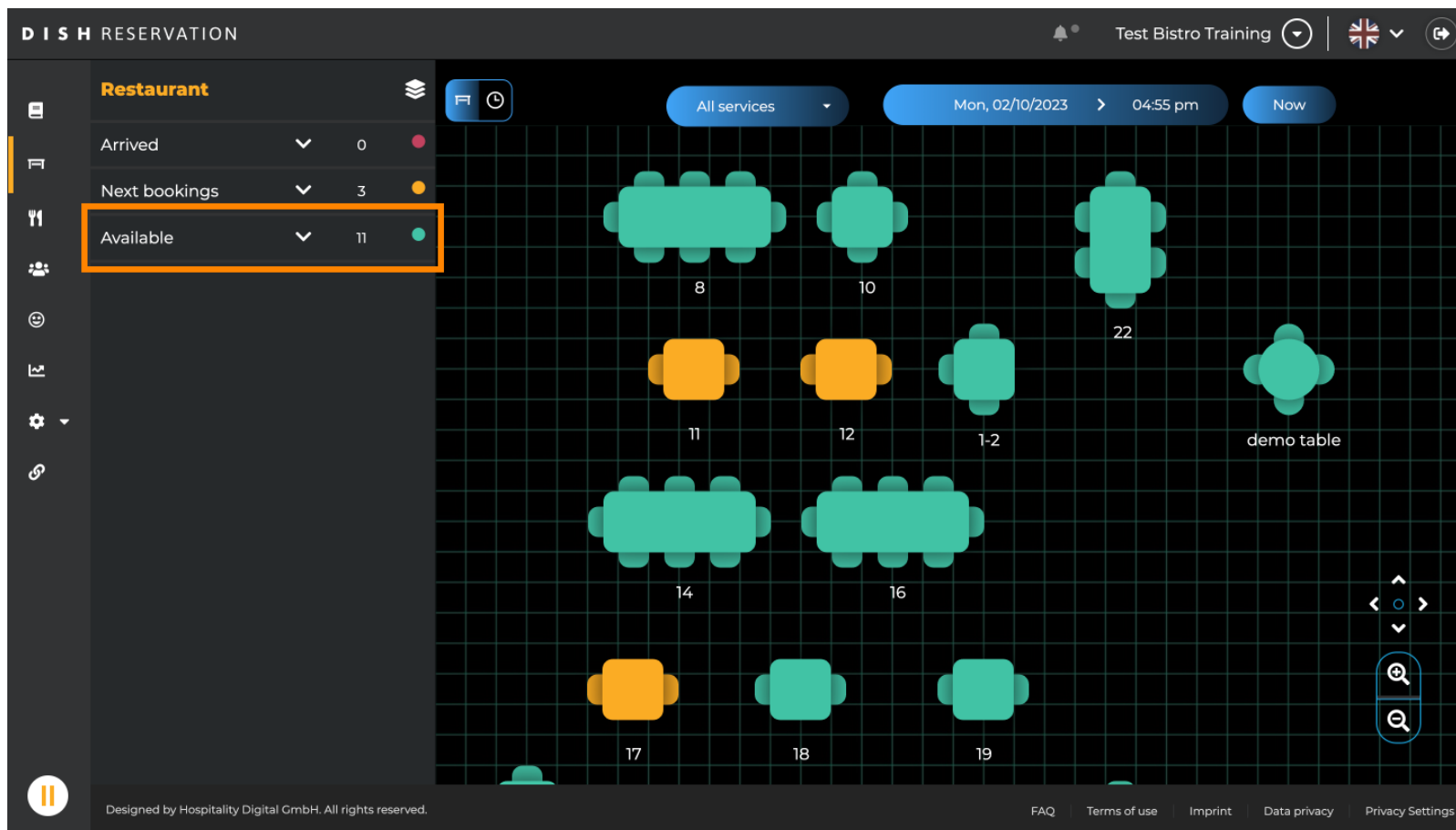
REMIND

ARRIVED

NO SHOW

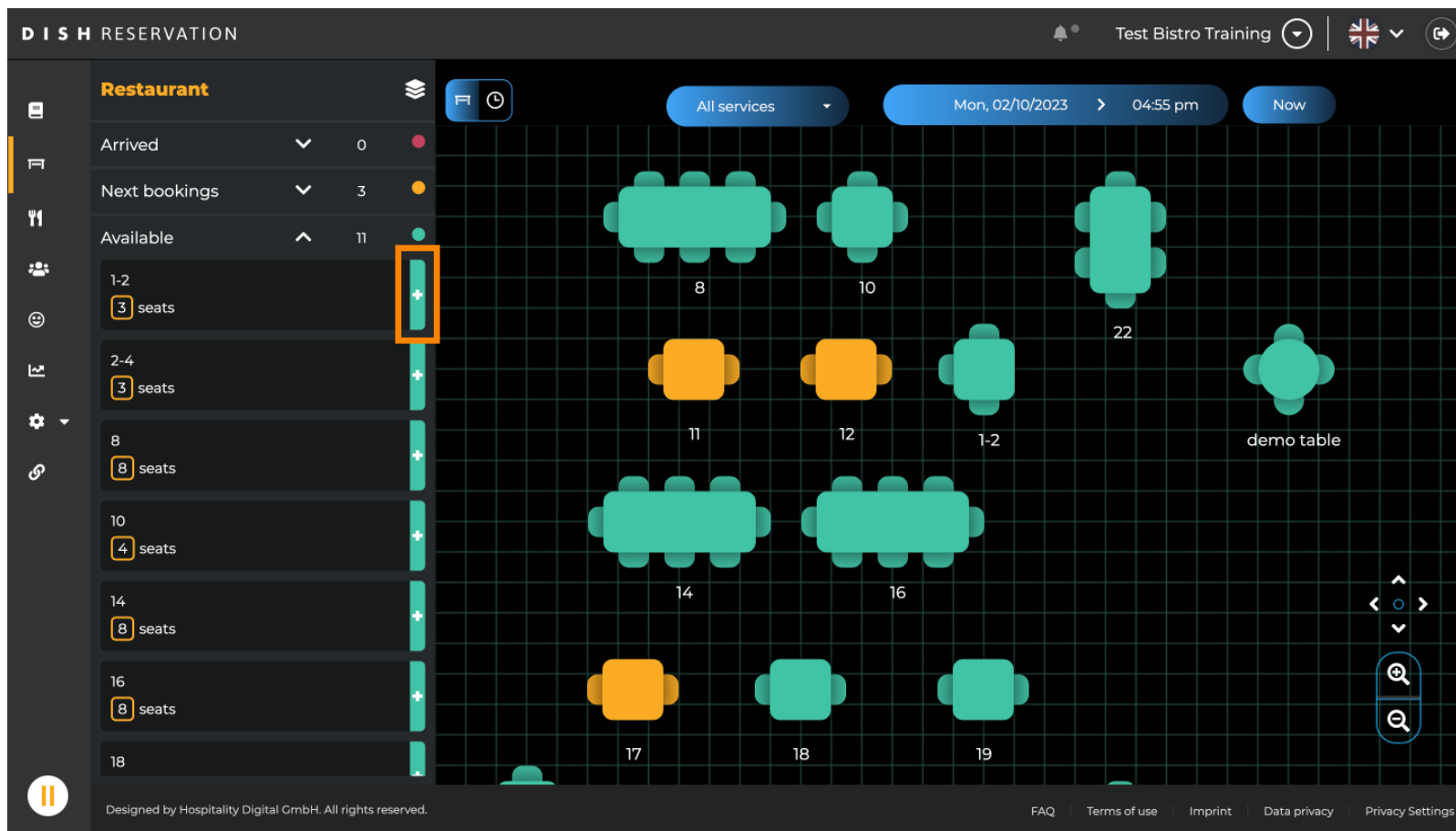
Too many guests in house? Pause online reservations

Luego haga clic en **Disponible** para abrir una lista de tablas disponibles.



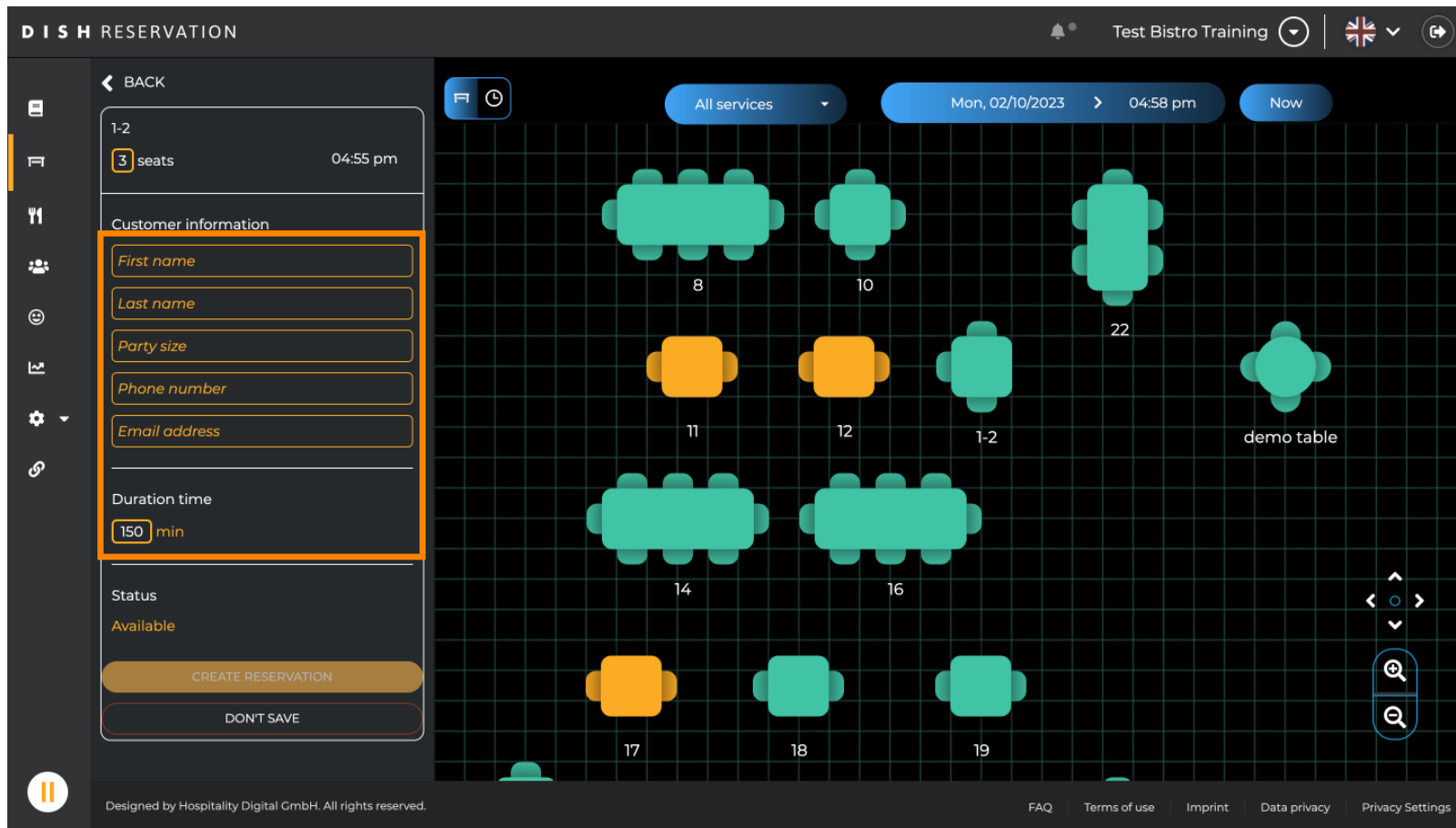


Una vez que haya elegido su mesa, haga clic en el **ícono verde más** para agregar una reserva.





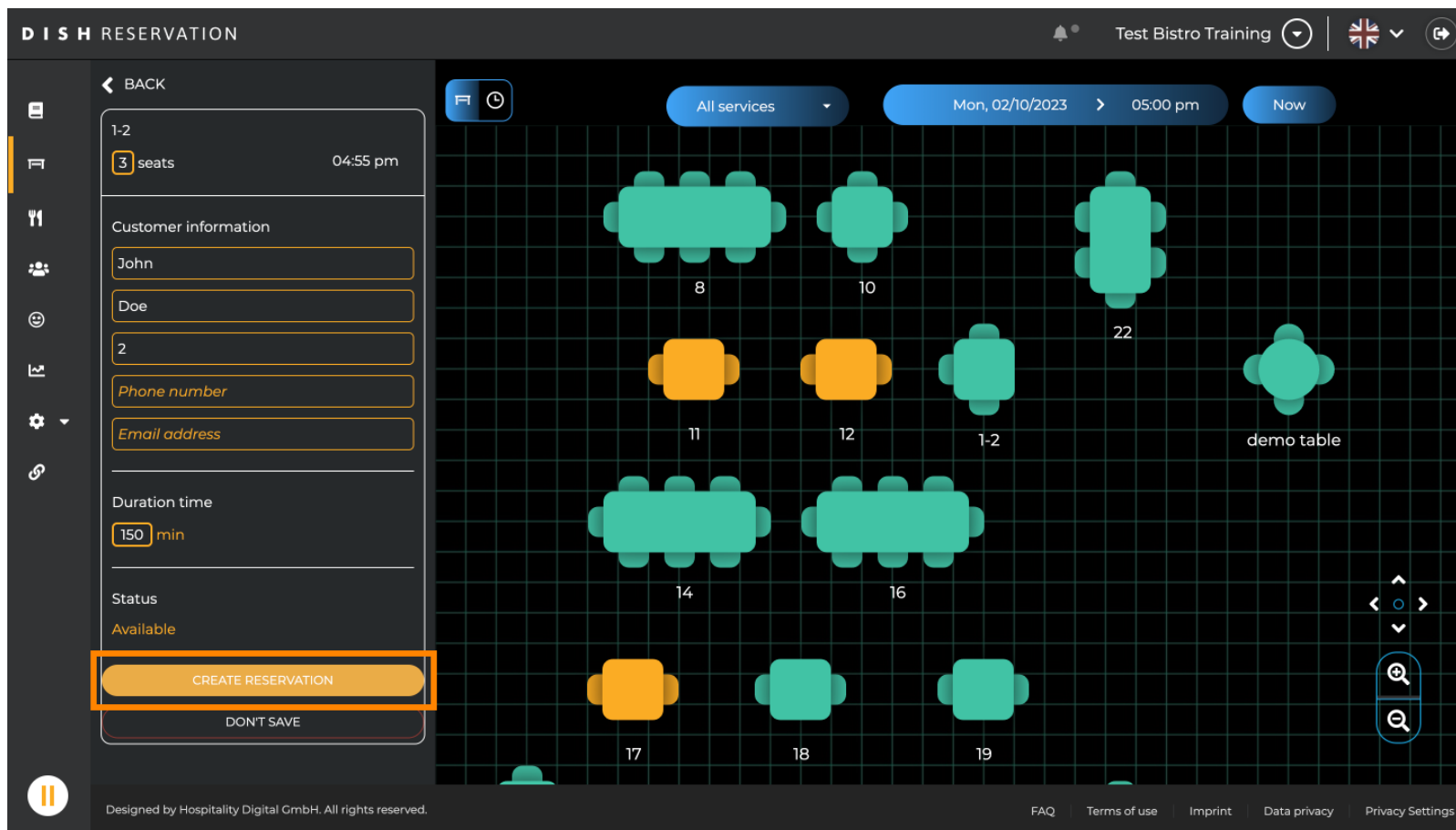
Luego, completa la **información** necesaria. **Nota: El número de teléfono y la dirección de correo electrónico son opcionales.**



The screenshot displays the DISH RESERVATION interface. On the left, a sidebar contains navigation icons. The main form on the left includes a 'BACK' button, a reservation summary (1-2 seats, 04:55 pm), and a 'Customer information' section. This section contains input fields for 'First name', 'Last name', 'Party size', 'Phone number', and 'Email address', which are highlighted with an orange border. Below these is a 'Duration time' field set to '150 min'. The 'Status' is 'Available'. At the bottom of the form are 'CREATE RESERVATION' and 'DON'T SAVE' buttons. The right side of the interface shows a table layout with various table shapes and sizes, each labeled with a number (8, 10, 11, 12, 14, 16, 17, 18, 19, 22) or 'demo table'. The top of the interface shows the date 'Mon, 02/10/2023' and time '04:58 pm'. The bottom of the interface has a footer with 'Designed by Hospitality Digital GmbH. All rights reserved.' and links for 'FAQ', 'Terms of use', 'Imprint', 'Data privacy', and 'Privacy Settings'.



Luego haga clic en **CREAR RESERVA** para reservar la visita sin cita previa.



DISH RESERVATION

Test Bistro Training

Mon, 02/10/2023 05:00 pm Now

1-2
3 seats 04:55 pm

Customer information

John

Doe

2

Phone number

Email address

Duration time

150 min

Status

Available

CREATE RESERVATION

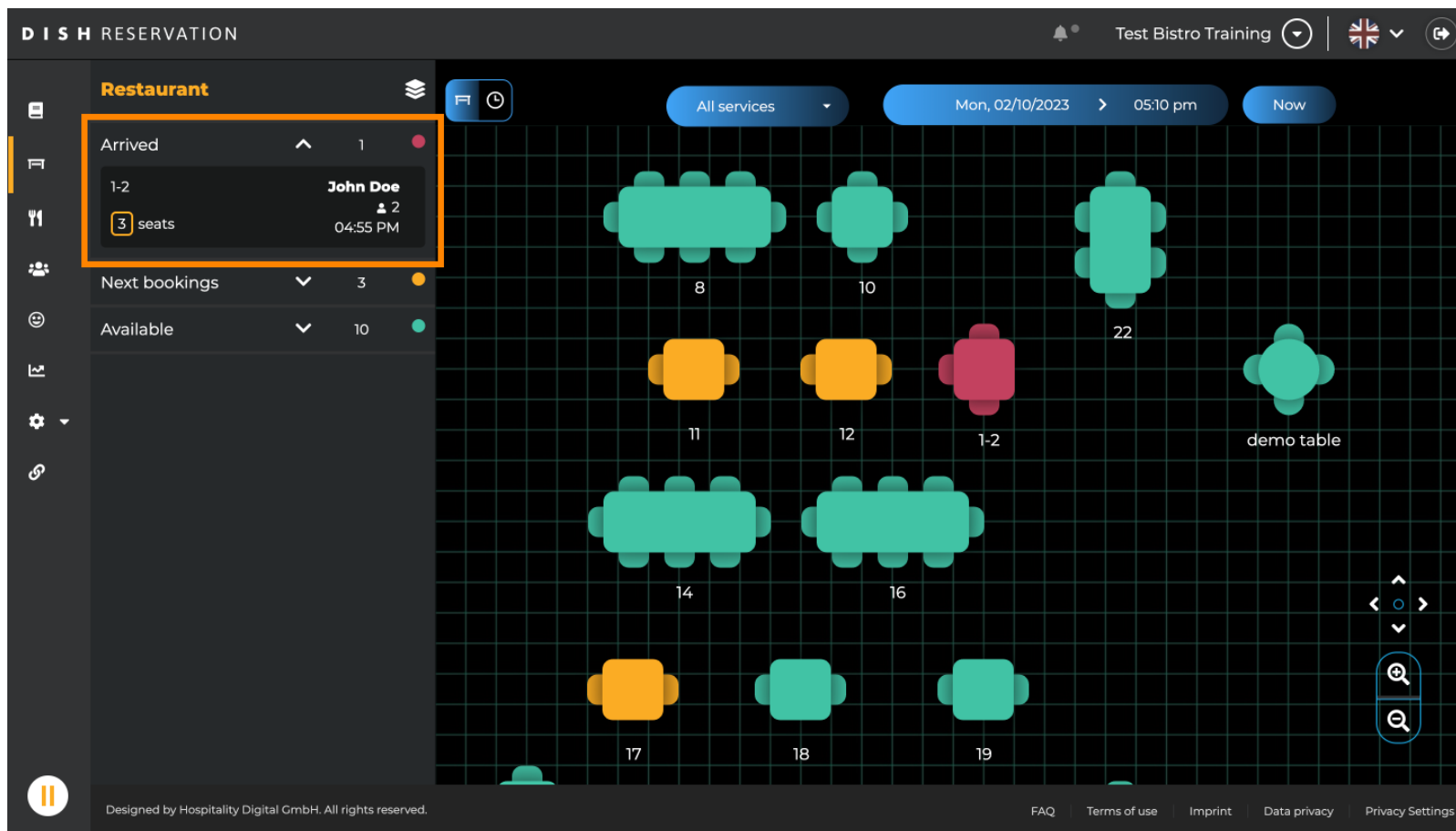
DON'T SAVE

Table layout showing various table sizes (8, 10, 11, 12, 14, 16, 17, 18, 19, 22) and a demo table.

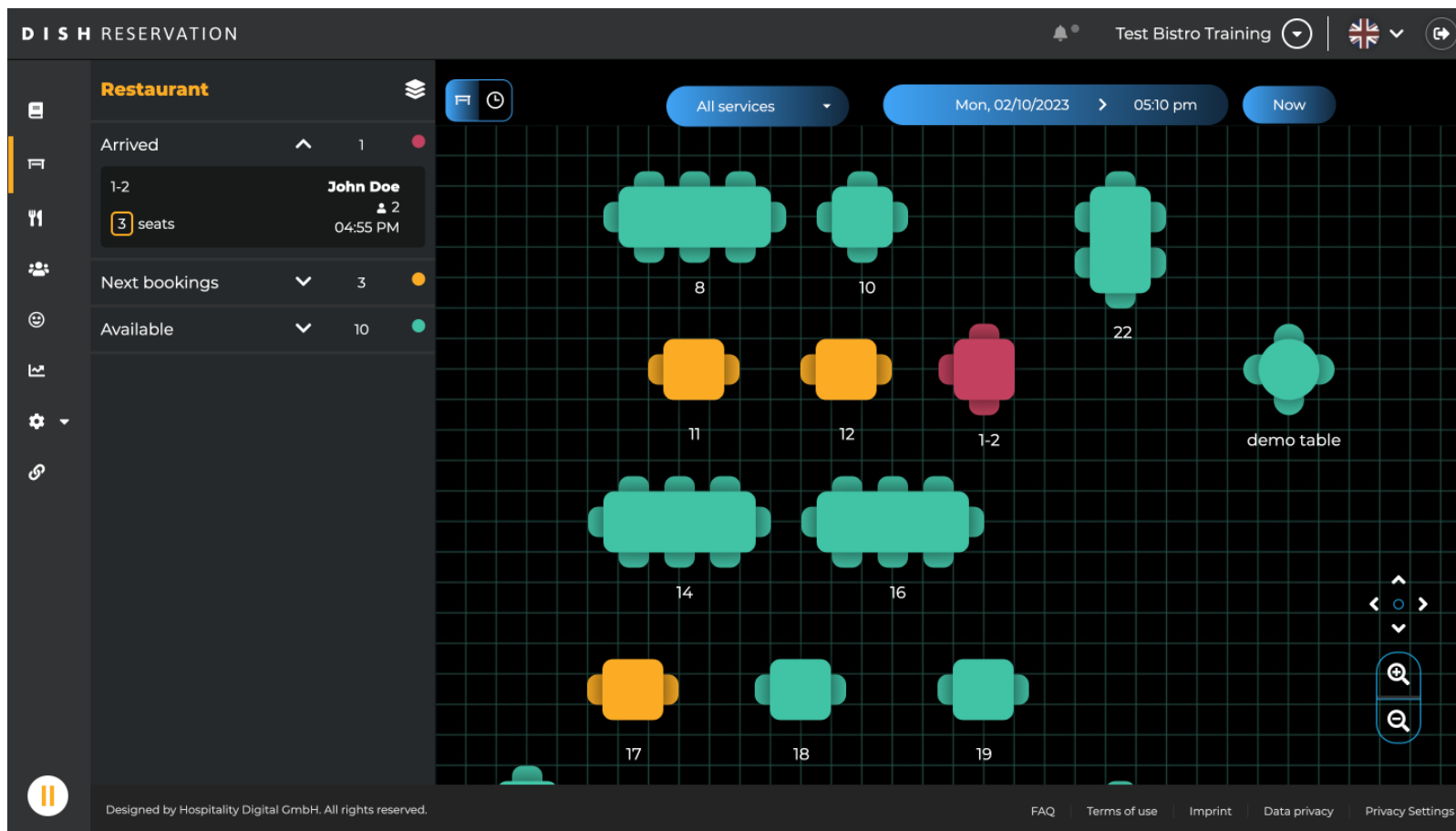
Designed by Hospitality Digital GmbH. All rights reserved.

FAQ Terms of use Imprint Data privacy Privacy Settings

Tu visita será visible entonces en la sección **Llegado**.



 Listo. Has completado el tutorial y ahora sabes cómo añadir huéspedes sin reserva a tus reservas.





Escanee para ir al reproductor interactivo