



Benvenuti alla dashboard di **DISH Reservation**. In questo tutorial vi mostreremo come aggiungere ospiti occasionali alle vostre prenotazioni.

The screenshot shows the DISH Reservation dashboard. The sidebar on the left has the 'Reservations' menu item highlighted with an orange box. The main content area features a teal 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 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' dropdown. Filter buttons for 'All', 'Completed', 'Upcoming', and 'Cancelled' are present, along with summary icons for 1 calendar, 2 people, and 1/49 tables. A reservation card 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 and a 'Print' button below it. The footer includes a 'Pause online reservations' button, a help icon, and links for 'FAQ', 'Terms of use', 'Imprint', 'Data privacy', and 'Privacy Settings'.



Per aggiungere un walk-in clicca su **WALK-IN**.

The screenshot displays the DISH RESERVATION management interface. At the top, the header includes the 'DISH RESERVATION' title, a notification bell, the location 'Test Bistro Training', and a language selector. A teal banner at the top right contains 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 border) and 'ADD RESERVATION'. Below the banner is a date range 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 for 'All', 'Completed', 'Upcoming' (selected), and 'Cancelled' are visible, along with summary icons for 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 'Confirmed' status dropdown. A 'Print' button is located below the entry. At the bottom left, a status message reads 'Too many guests in house? Pause online reservations' with a pause icon. The bottom right features a help icon and footer links for 'FAQ', 'Terms of use', 'Imprint', 'Data privacy', and 'Privacy Settings'. The footer also includes the text 'Designed by Hospitality Digital GmbH. All rights reserved.'



Si aprirà una nuova finestra in cui potrai inserire le **informazioni essenziali per la visita guidata**.

**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! Back

### Walkin information

# Guests

Date

Time

Duration

Table(s)

Source

### Reservation notes

Internal note. Will be shown for this reservation only.

### Internal guest information

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

### 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 ||



Se sono presenti note per la prenotazione, è possibile lasciarle nella sezione "Note sulla prenotazione". Utilizzare il **campo di testo** corrispondente per inserire le informazioni.

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! Back

- Reservations
- Table plan
- Menu
- Guests
- Feedback
- Reports
- Settings ⌵
- Integrations

**Walkin information**

# Guests \*

Date

Time

Duration

Table(s)

Source

**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



Se sono presenti informazioni aggiuntive riguardanti l'ospite, lasciarle nella sezione Informazioni interne sull'ospite nel **campo di testo** corrispondente .

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! Back

**Walkin information**

**#' Guests** \*

**Date**

**Time**

**Duration**

**Table(s)**

**Source**

**Reservation notes**

Internal note. Will be shown for this reservation only.

**Internal guest information**

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

**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



Dopo aver inserito tutte le informazioni, clicca su **SALVA** per aggiungere il walk-in.

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! Back

### Walkin information

**#' Guests**

**Date**

**Time**

**Duration**

**Table(s)**

**Source**

### 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**

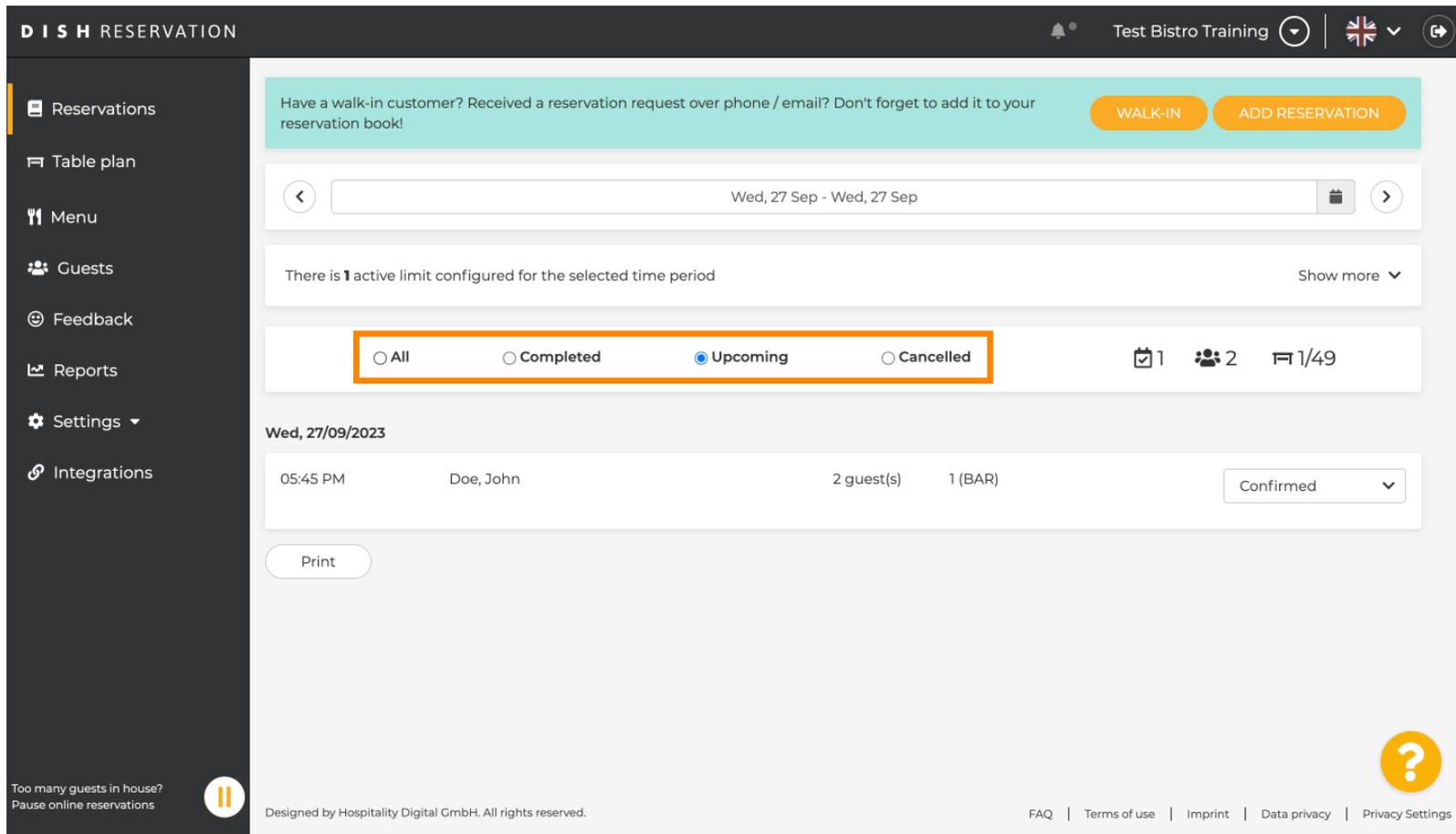
Gluten-free
  Halal
  Kosher
  Lactose-free
  Vegan
  Vegetarian

SAVE

Too many guests in house? || Pause online reservations



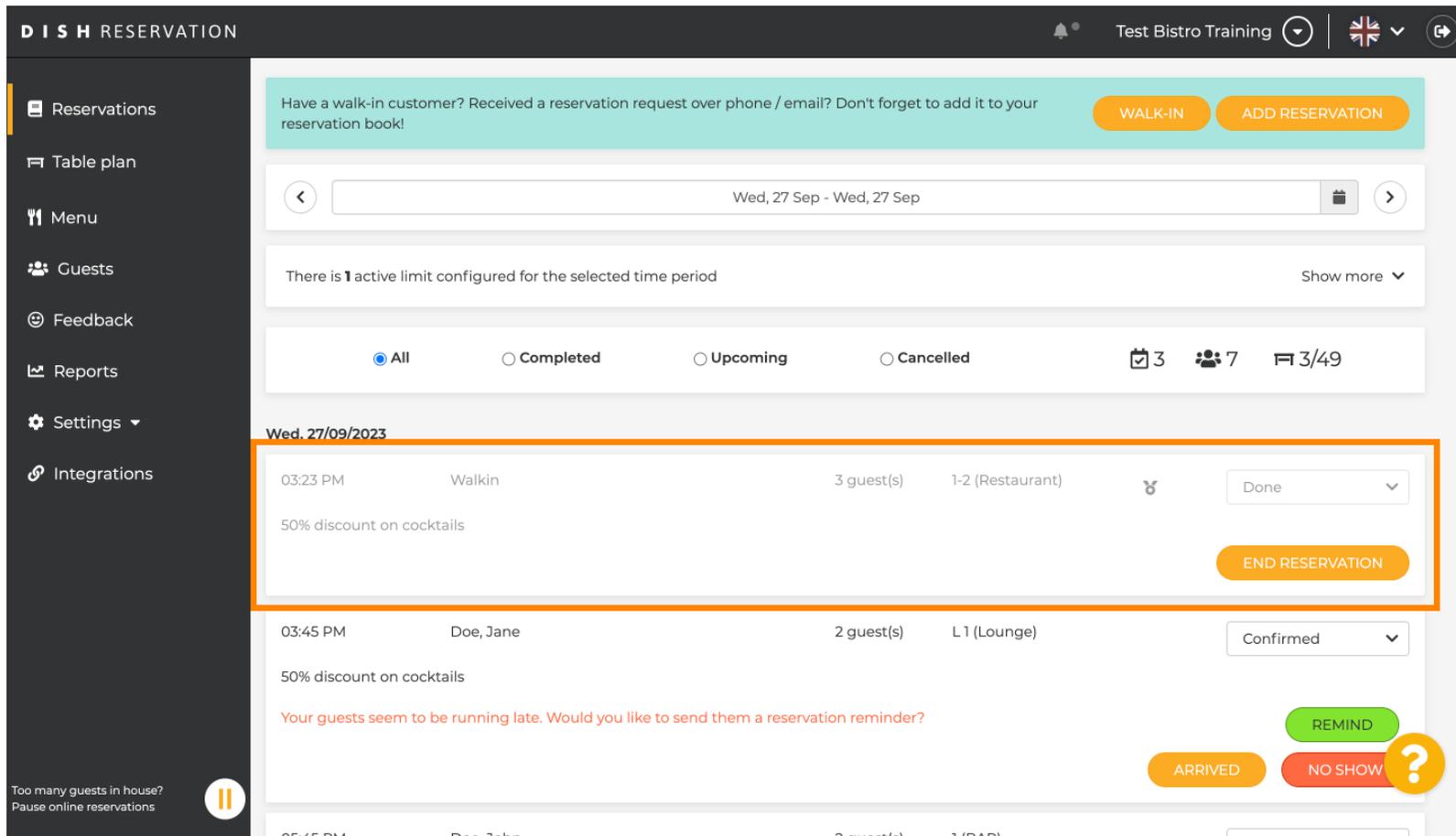
Poiché un walk-in non è una prenotazione imminente, è necessario filtrare le prenotazioni in modo diverso. Per farlo, utilizza le **selezioni** fornite .



The screenshot shows the DISH RESERVATION interface. The top navigation bar includes the DISH logo, the text "DISH RESERVATION", and user information "Test Bistro Training" with a dropdown arrow and a language selector (UK flag). A teal banner at the top right contains 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". Below the banner 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. The filter section is highlighted with an orange box and contains four radio buttons: "All", "Completed", "Upcoming" (which is selected), and "Cancelled". To the right of the filters are icons for a calendar (1), a group of people (2), and a table (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 "Confirmed" status dropdown. A "Print" button is located below the reservation details. At the bottom left, there is a notification "Too many guests in house? Pause online reservations" with a pause icon. At the bottom right, there is a help icon (question mark) and footer text: "Designed by Hospitality Digital GmbH. All rights reserved." and "FAQ | Terms of use | Imprint | Data privacy | Privacy Settings".



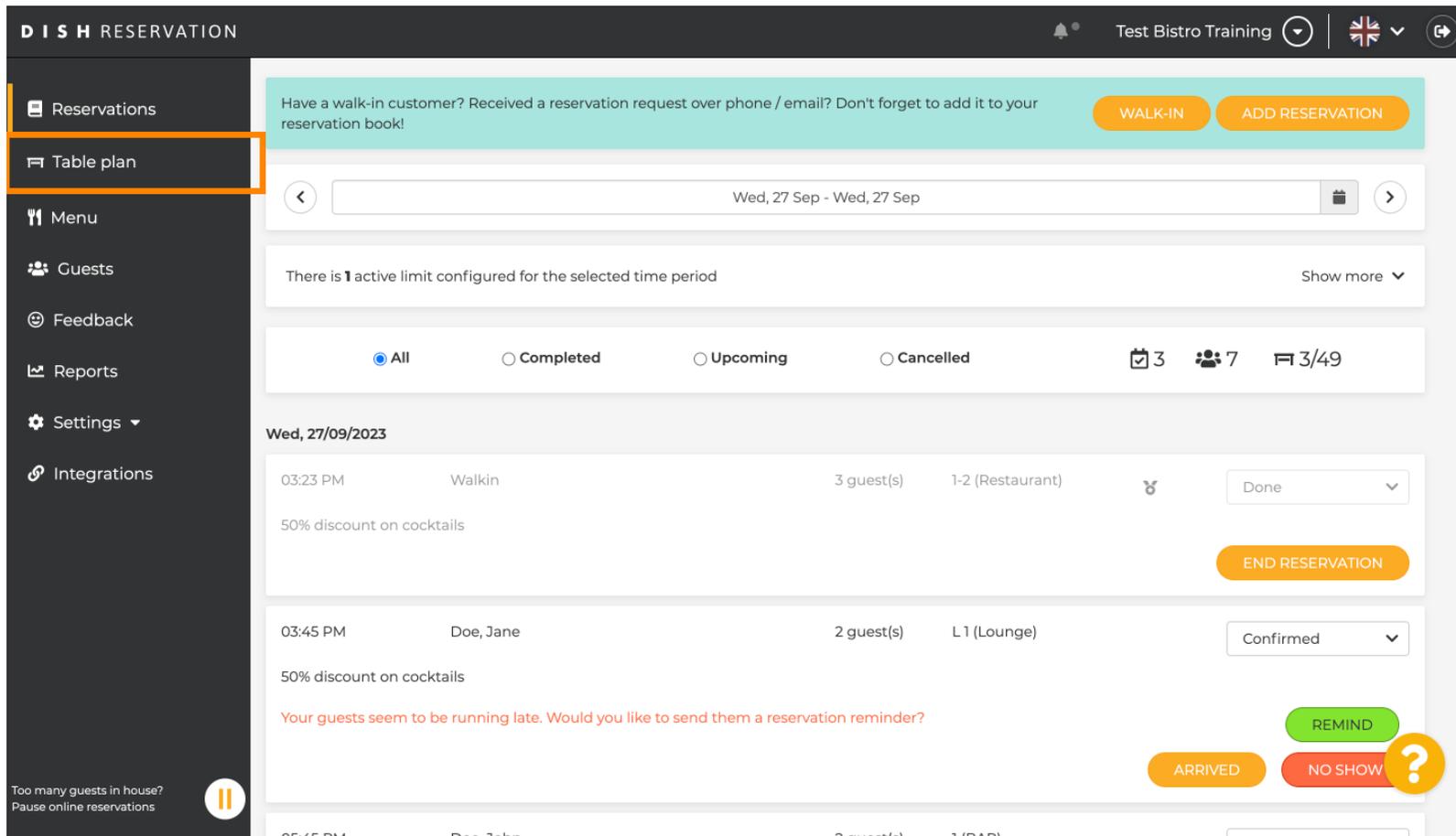
A seconda della selezione effettuata, le tue prenotazioni verranno filtrate. Cliccando su una **prenotazione** potrai sempre visualizzare ulteriori informazioni e modificarla.



The screenshot shows the DISH RESERVATION interface. At the top, there's a header with 'DISH RESERVATION' and 'Test Bistro Training'. Below the header, there's a teal 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 shows a date range 'Wed, 27 Sep - Wed, 27 Sep' and a message 'There is 1 active limit configured for the selected time period'. Below this, there are filters for 'All', 'Completed', 'Upcoming', and 'Cancelled', along with icons for 3 reservations, 7 guests, and 3/49 tables. The list of reservations is shown for 'Wed. 27/09/2023'. The first reservation is highlighted with an orange border: '03:23 PM Walkin 3 guest(s) 1-2 (Restaurant) Done' with a '50% discount on cocktails' note and an 'END RESERVATION' button. The second reservation is '03:45 PM Doe, Jane 2 guest(s) L1 (Lounge) Confirmed' with a '50% discount on cocktails' note and a 'Your guests seem to be running late. Would you like to send them a reservation reminder?' message, with 'REMIND', 'ARRIVED', and 'NO SHOW' buttons. The third reservation is partially visible: '05:45 PM Doe, John 2 guest(s) 1 (RADI)'. A 'Too many guests in house? Pause online reservations' notification is visible in the bottom left corner.



Un altro modo per aggiungere un ospite occasionale è tramite la disposizione dei tavoli. Per farlo, clicca su **Disposizione dei tavoli**.



**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**

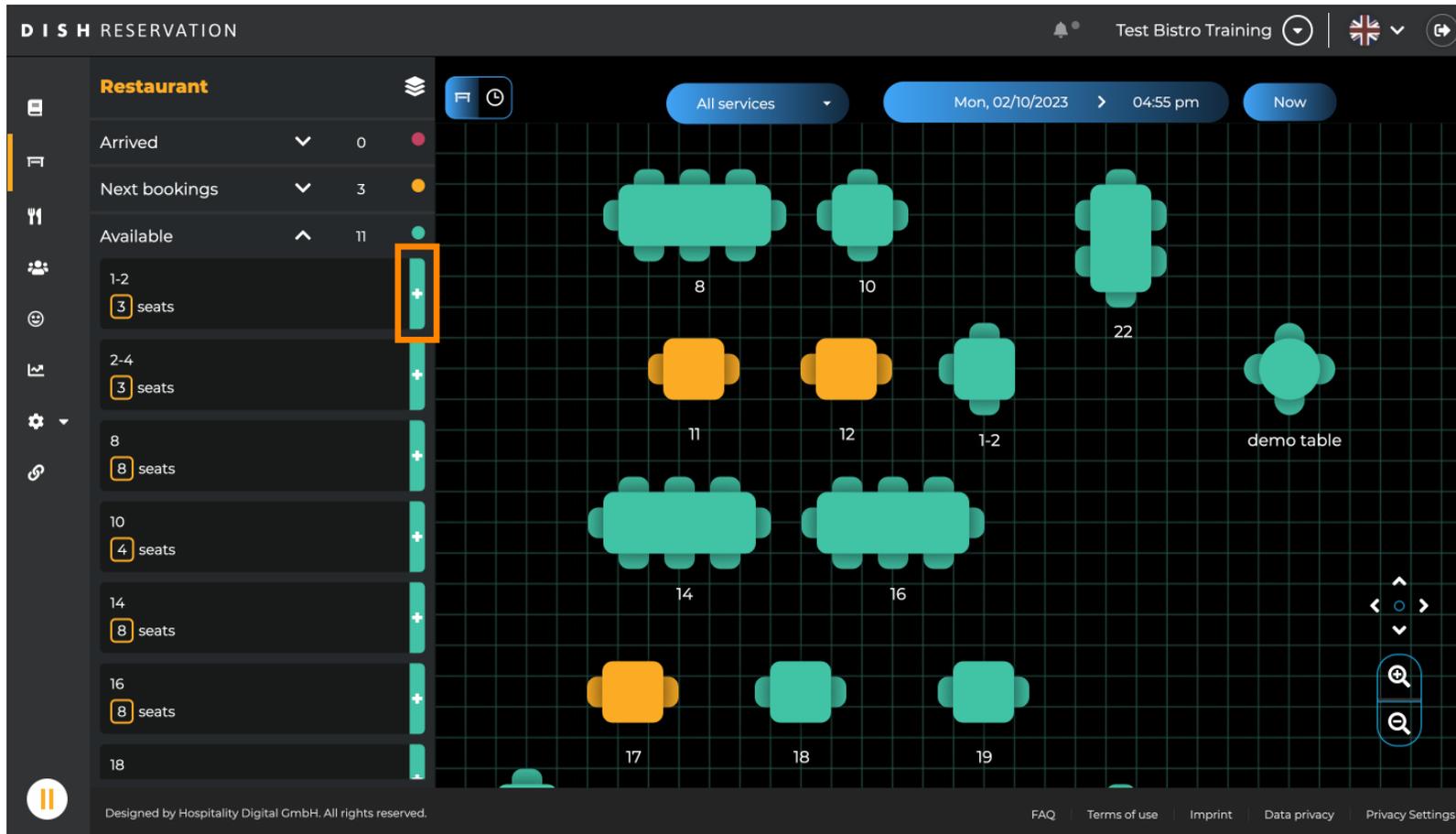
03:23 PM	Walkin	3 guest(s)	1-2 (Restaurant)	Done
50% discount on cocktails				
<b>END RESERVATION</b>				
03:45 PM	Doe, Jane	2 guest(s)	L1 (Lounge)	Confirmed
50% discount on cocktails				
Your guests seem to be running late. Would you like to send them a reservation reminder?				
<b>ARRIVED</b> <b>NO SHOW</b> <b>REMIND</b>				
05:45 PM	Doe, John	2 guest(s)	1 (RADI)	

Too many guests in house? Pause online reservations

Quindi fare clic su **Disponibile** per aprire un elenco delle tabelle disponibili.

The screenshot displays the DISH RESERVATION interface. On the left, a sidebar menu under the heading "Restaurant" lists three categories: "Arrived" (0), "Next bookings" (3), and "Available" (11). The "Available" category is highlighted with an orange border. The main area shows a grid of tables represented by icons and numbers: 8, 10, 22, 11, 12, 1-2, demo table, 14, 16, 17, 18, and 19. The interface includes a top navigation bar with "Test Bistro Training", a date and time selector for "Mon, 02/10/2023" at "04:55 pm", and a "Now" button. A bottom footer contains the text "Designed by Hospitality Digital GmbH. All rights reserved." and links for "FAQ", "Terms of use", "Imprint", "Data privacy", and "Privacy Settings".

Dopo aver scelto il tavolo, clicca sull'icona verde **più** per aggiungere una prenotazione.

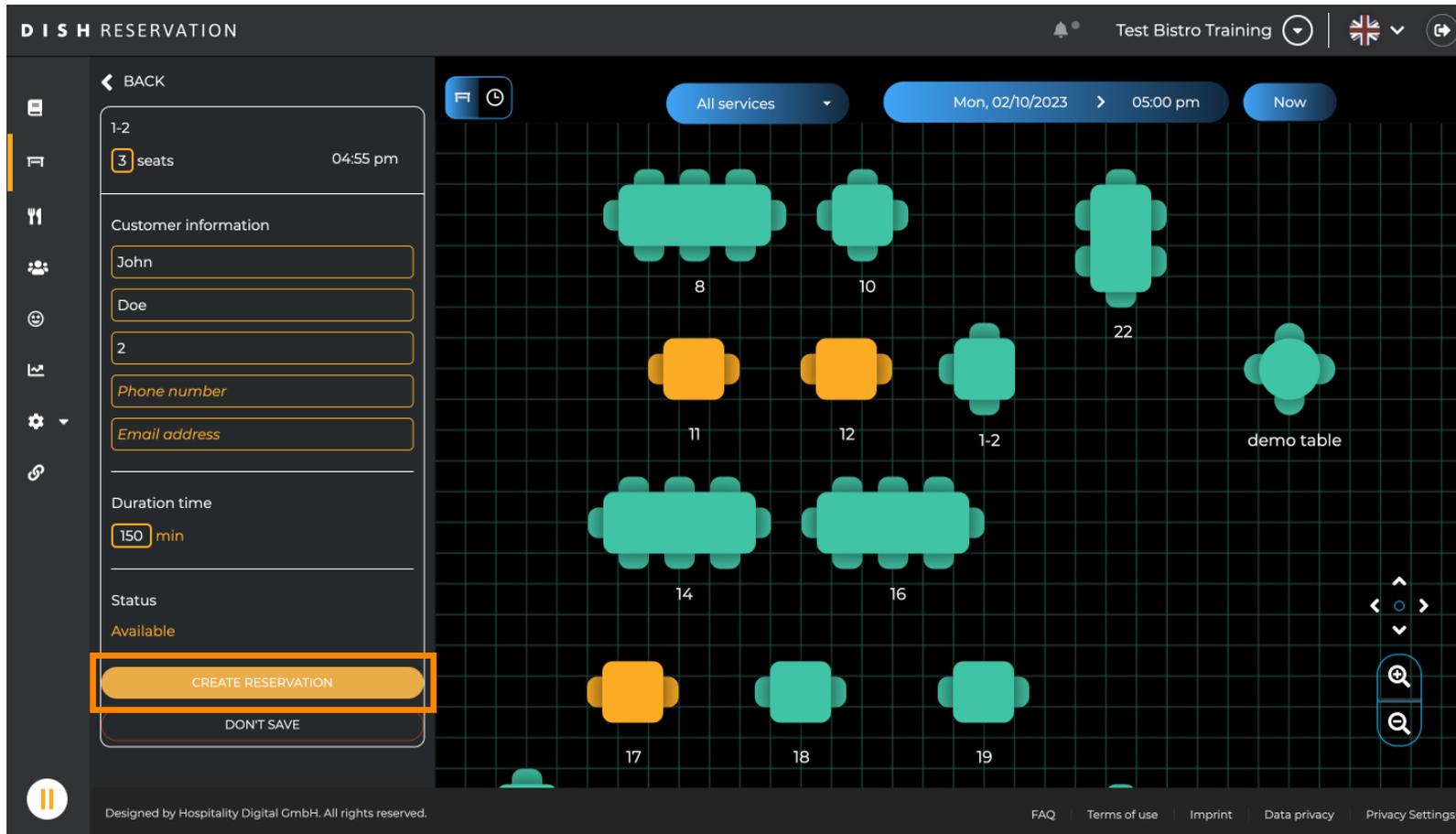




Successivamente, compila le **informazioni** necessarie. **Nota: il numero di telefono e l'indirizzo email sono facoltativi.**

The screenshot displays the DISH RESERVATION app interface. On the left, a sidebar contains navigation icons. The main screen shows a reservation form on the left and a table layout on the right. The form includes fields for 'Customer information' (First name, Last name, Party size, Phone number, Email address), 'Duration time' (150 min), and 'Status' (Available). The table layout shows various table sizes (8, 10, 11, 12, 1-2, 14, 16, 17, 18, 19, 22) and a 'demo table'. The top of the screen shows the restaurant name 'Test Bistro Training', the date 'Mon, 02/10/2023', and the time '04:58 pm'. The bottom of the screen 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'.

Quindi clicca su **CREA PRENOTAZIONE** per prenotare la visita senza appuntamento.



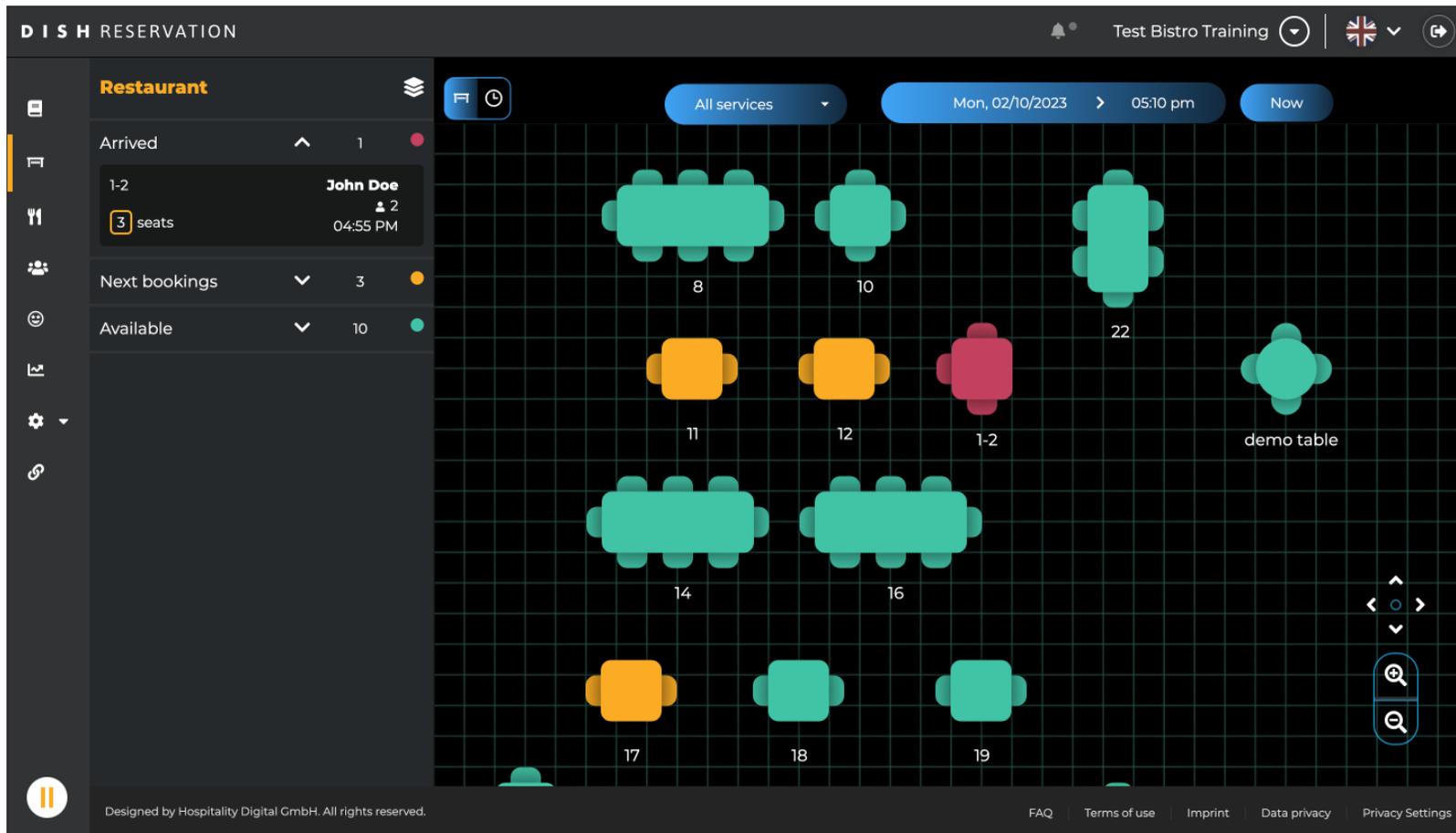
Il tuo walk-in sarà quindi visibile nella sezione **Arrivati**.

The screenshot displays the DISH RESERVATION interface for 'Test Bistro Training'. The main area shows a grid of tables with various shapes and colors (teal, yellow, pink). The sidebar on the left is titled 'Restaurant' and contains the following sections:

- Arrived**: 1 booking. Details: 1-2, John Doe, 3 seats, 04:55 PM. This section is highlighted with an orange box.
- Next bookings**: 3 bookings.
- Available**: 10 bookings.

The main grid shows tables numbered 8, 10, 11, 12, 14, 16, 17, 18, 19, and 22. A 'demo table' is also visible. The interface includes a top navigation bar with 'All services', 'Mon, 02/10/2023', '05:10 pm', and 'Now'. The bottom footer contains 'Designed by Hospitality Digital GmbH. All rights reserved.' and links for 'FAQ', 'Terms of use', 'Imprint', 'Data privacy', and 'Privacy Settings'.

**i** Ecco fatto. Hai completato il tutorial e ora sai come aggiungere ospiti senza appuntamento alle tue prenotazioni.





Scansiona per andare al lettore interattivo