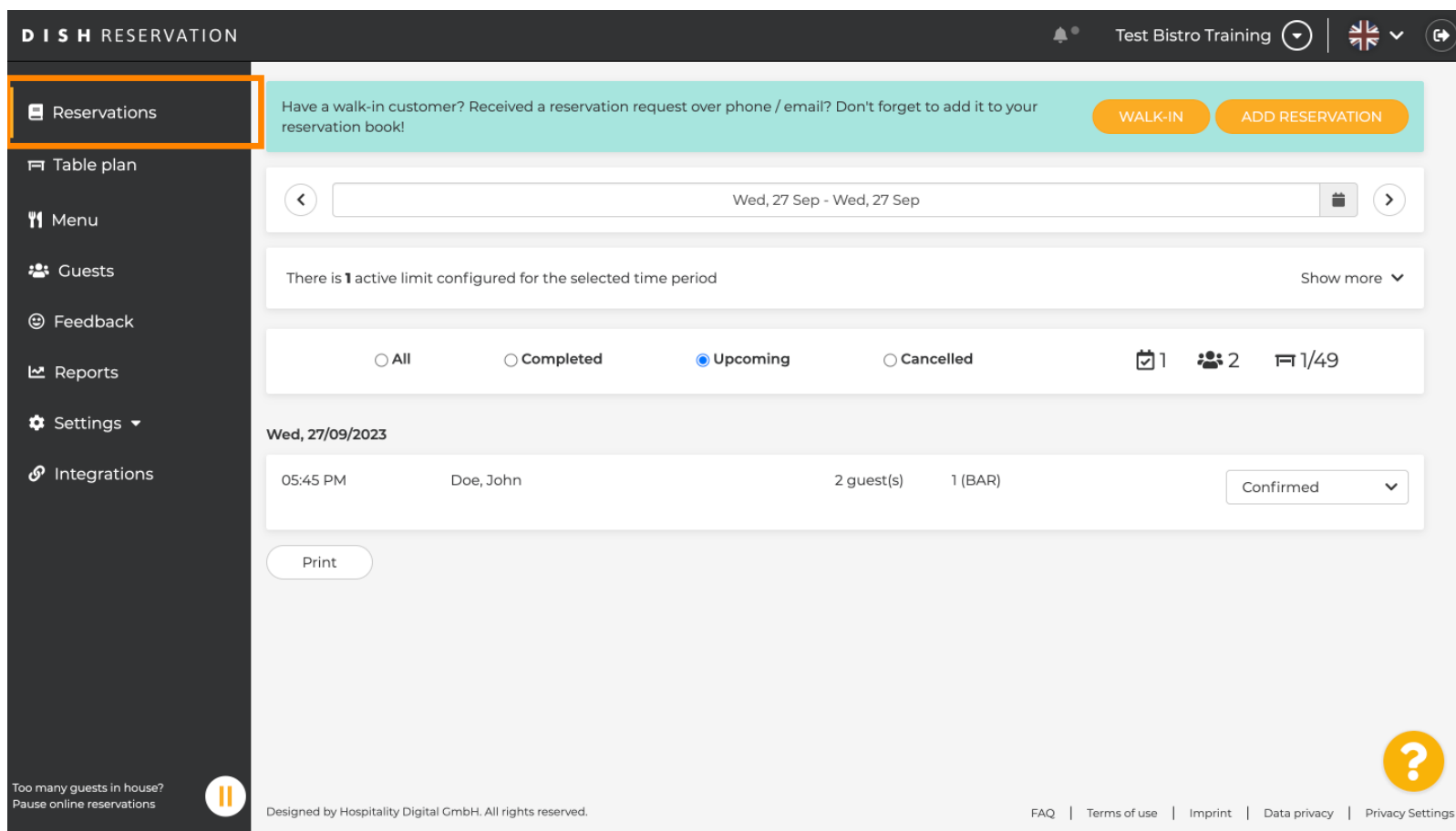




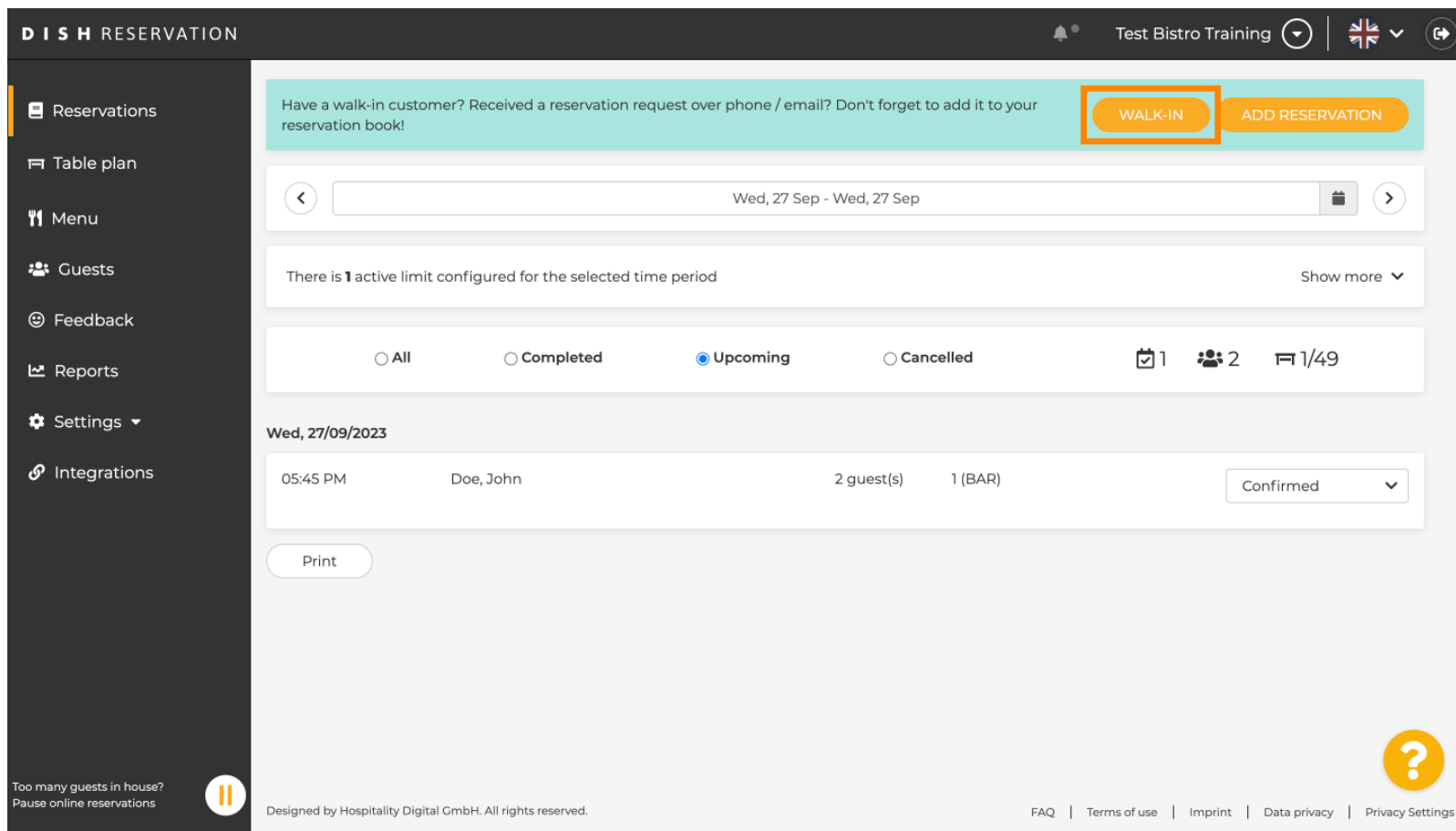
Bem-vindo ao painel de **reservas do DISH**. Neste tutorial, mostraremos como adicionar clientes sem reserva às suas reservas.



The screenshot shows the DISH RESERVATION dashboard. The left sidebar contains navigation links: Reservations (highlighted with an orange box), 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" 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 shows "All", "Completed", "Upcoming" (selected), and "Cancelled" filters, along with 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 below the entry. 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" link bar.



Para adicionar um cliente sem hora marcada, clique em **SEM HORA MARCADA**.



The screenshot displays the DISH RESERVATION web application 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 dark header with the text 'DISH RESERVATION' and user information 'Test Bistro Training'. Below the header, a teal banner 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 orange buttons: 'WALK-IN' (highlighted with an orange border) and 'ADD RESERVATION'. A date range selector shows '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 'All', 'Completed', 'Upcoming' (selected), and 'Cancelled' filters, along with counts for calendar, guests, and 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 message says 'Too many guests in house? Pause online reservations' with a pause icon. The footer includes '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.



Uma nova janela será aberta, onde você poderá inserir as **informações essenciais do passeio**.

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!

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

Back

SAVE

Too many guests in house? Pause online reservations



Se houver observações sobre a reserva, você pode deixá-las em "Observações da reserva". Use o **campo de texto** correspondente para inserir as informações.

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

SAVE

Too many guests in house? Pause online reservations



Se houver informações adicionais sobre o hóspede, deixe-as em Informações internas do hóspede no **campo de texto** correspondente .

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

3

Date

Wed, 27/09/2023

Time

Now

Duration

2.5 hours

Table(s)

1-2

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

Too many guests in house?

Pause online reservations

SAVE

5 de 16



Depois de inserir todas as informações, clique em **SALVAR** para adicionar o cliente.

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

3

Date

Wed, 27/09/2023

Time

Now

Duration

2.5 hours

Table(s)

1-2

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

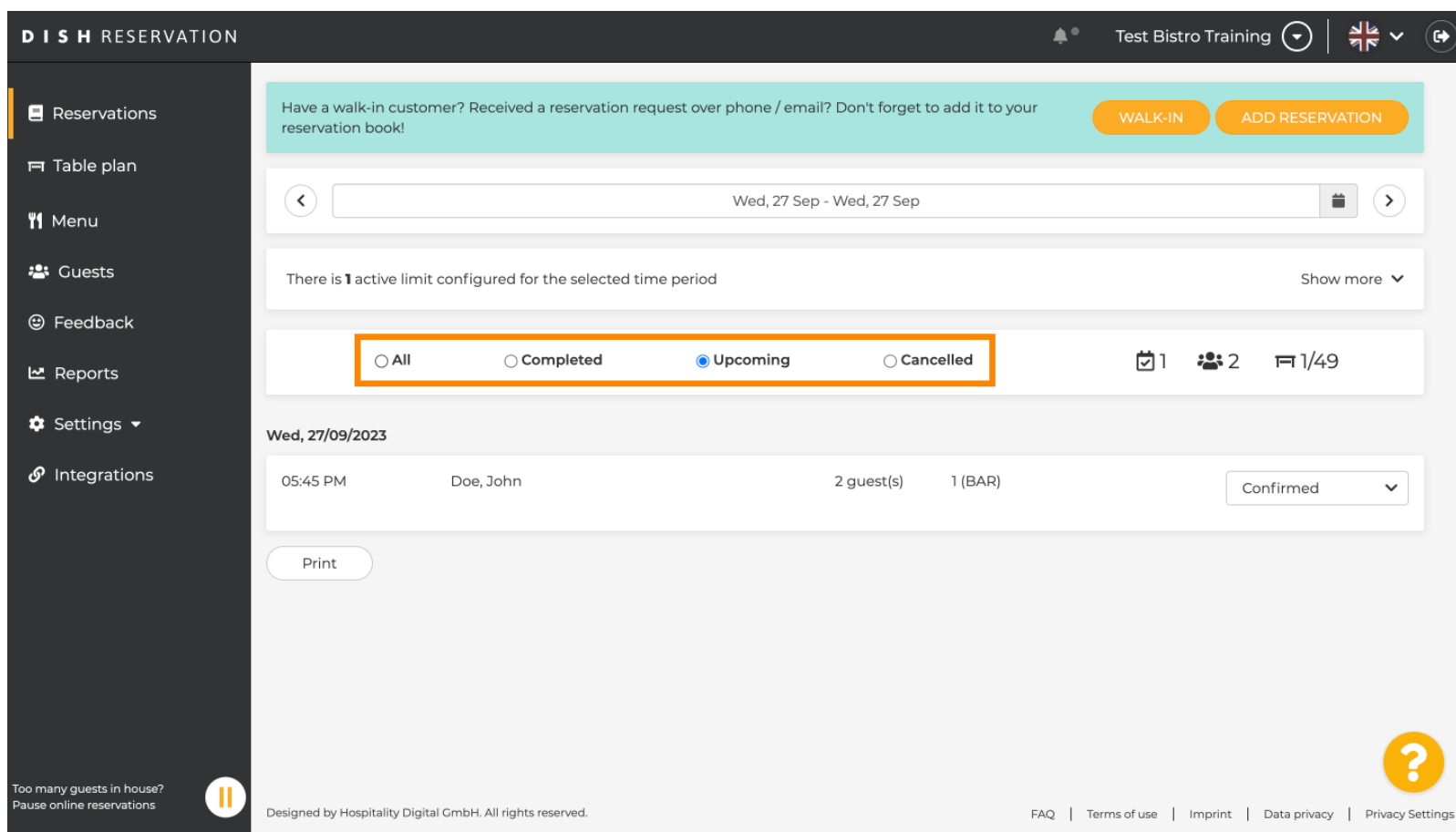
SAVE

Too many guests in house? Pause online reservations

6 de 16



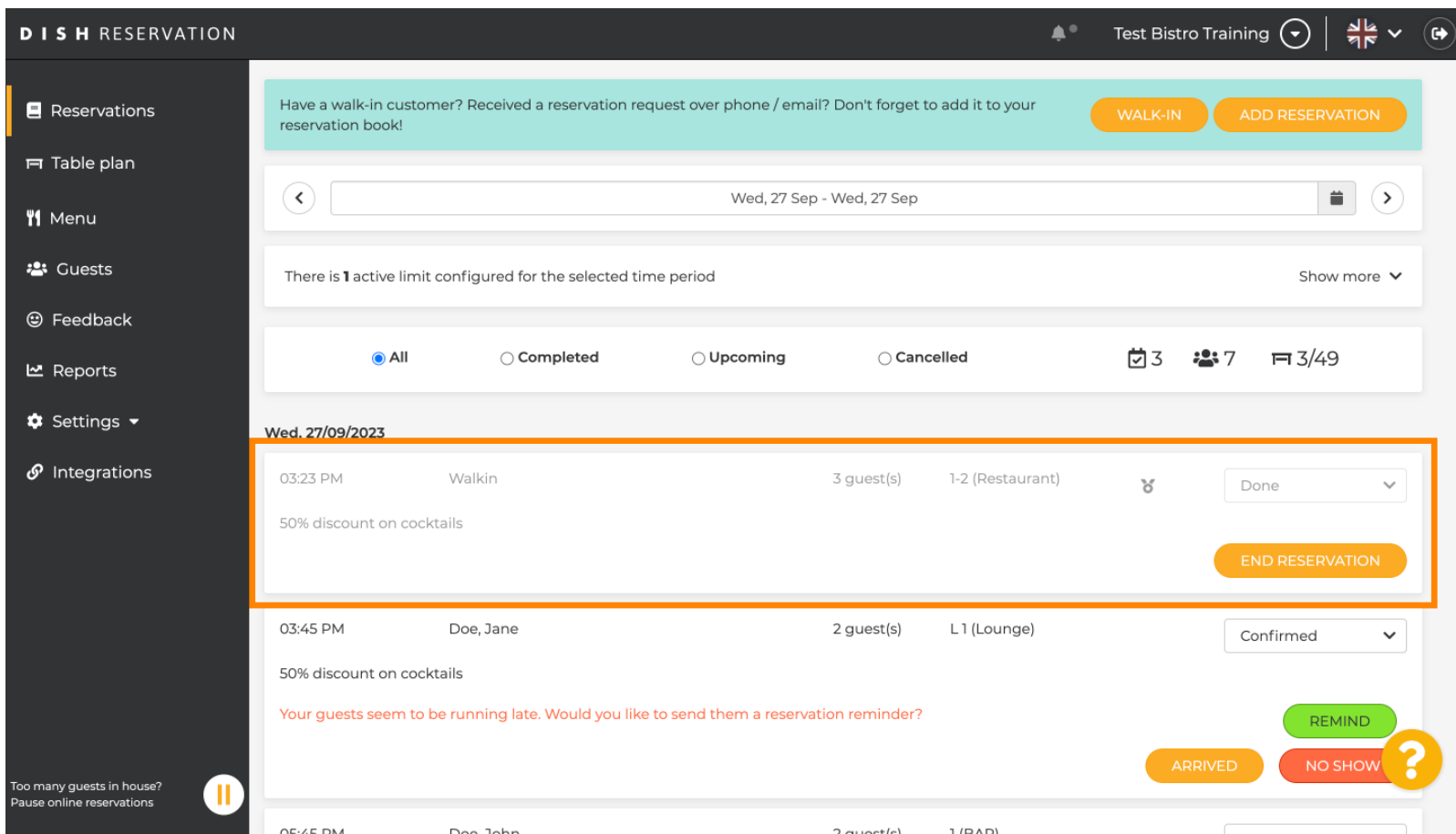
Como uma reserva sem hora marcada não é uma reserva futura, você precisa filtrar suas reservas de forma diferente. Para isso, use as **opções** fornecidas.



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". The footer also includes the text "Designed by Hospitality Digital GmbH. All rights reserved."



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**

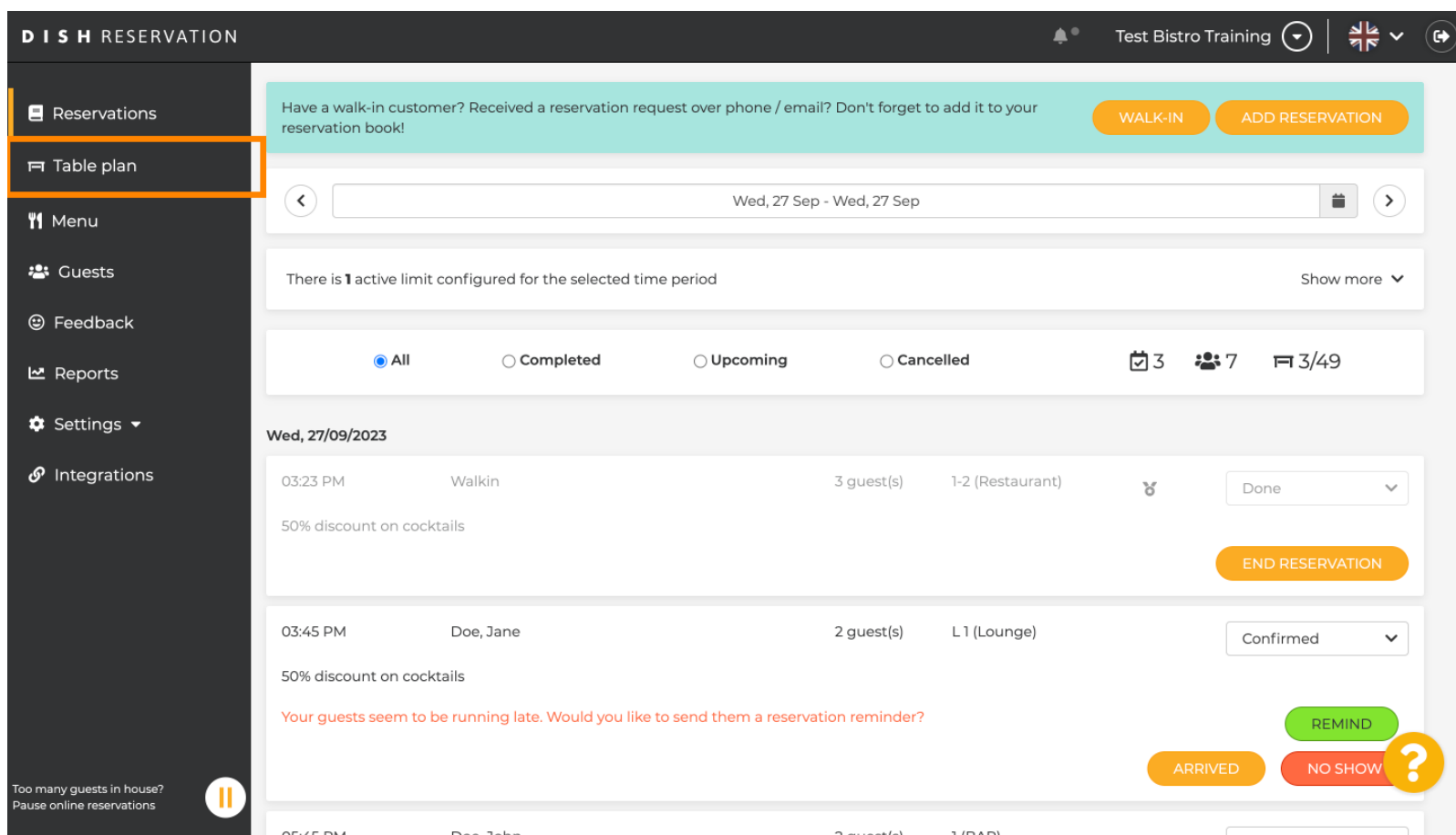
Wed, 27/09/2023

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



Outra maneira de adicionar um convidado sem reserva é por meio da planta da mesa. Para isso, clique em **Planta da mesa**.



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) L 1 (Lounge) Confirmed

50% discount on cocktails

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

REMIND

ARRIVED

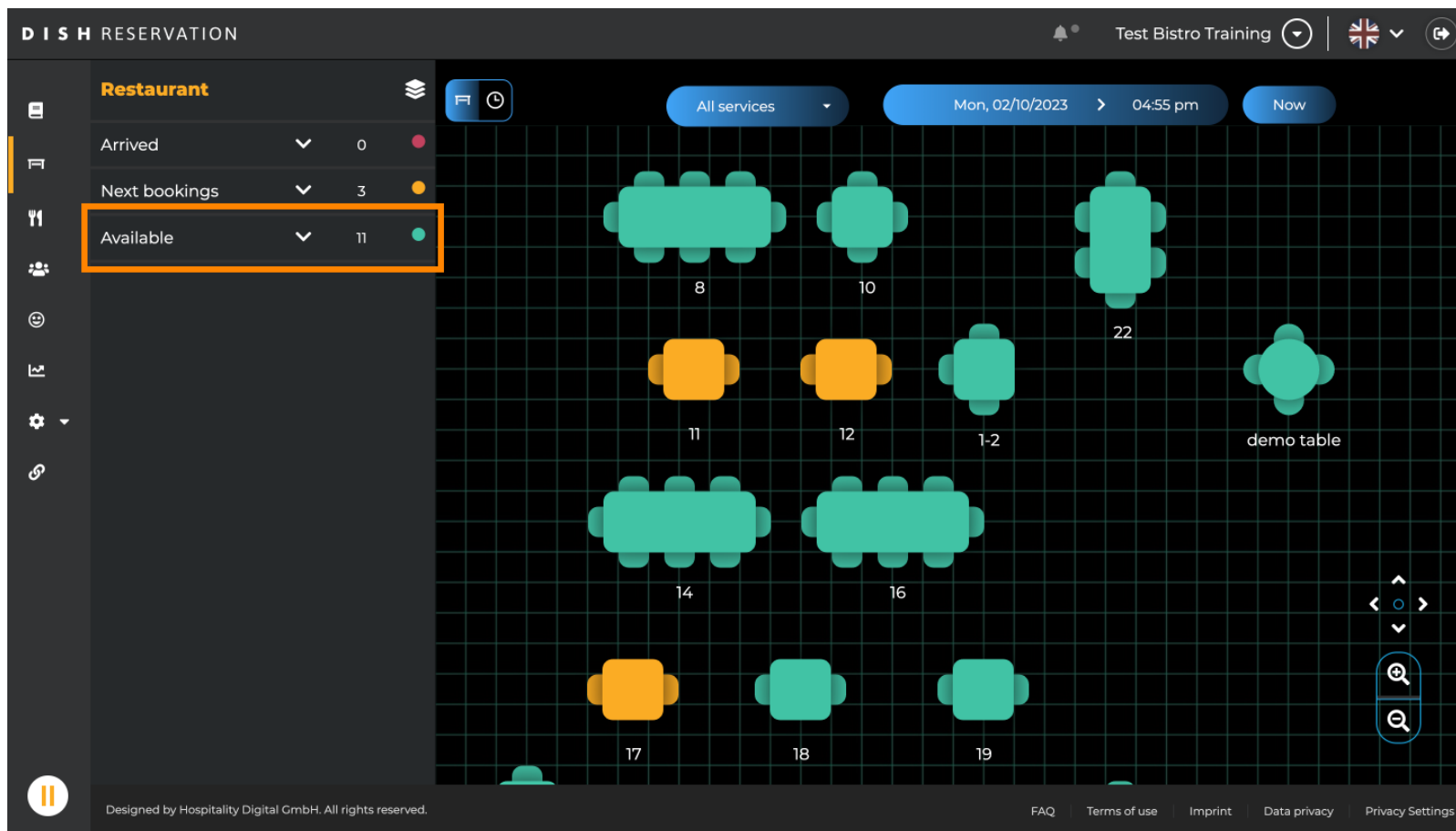
NO SHOW

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

Too many guests in house? Pause online reservations

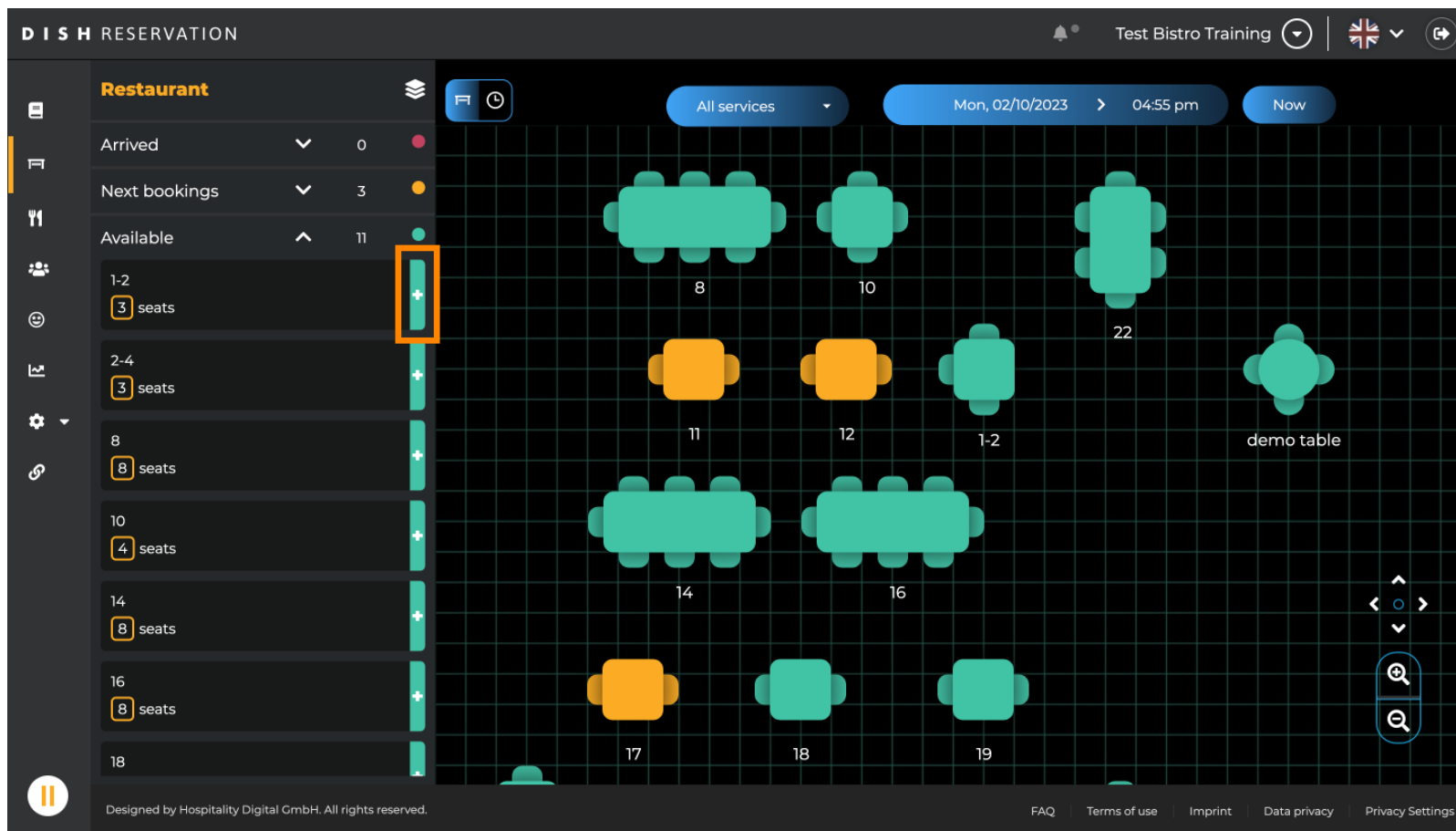


Em seguida, clique em **Disponível** para abrir uma lista de tabelas disponíveis.



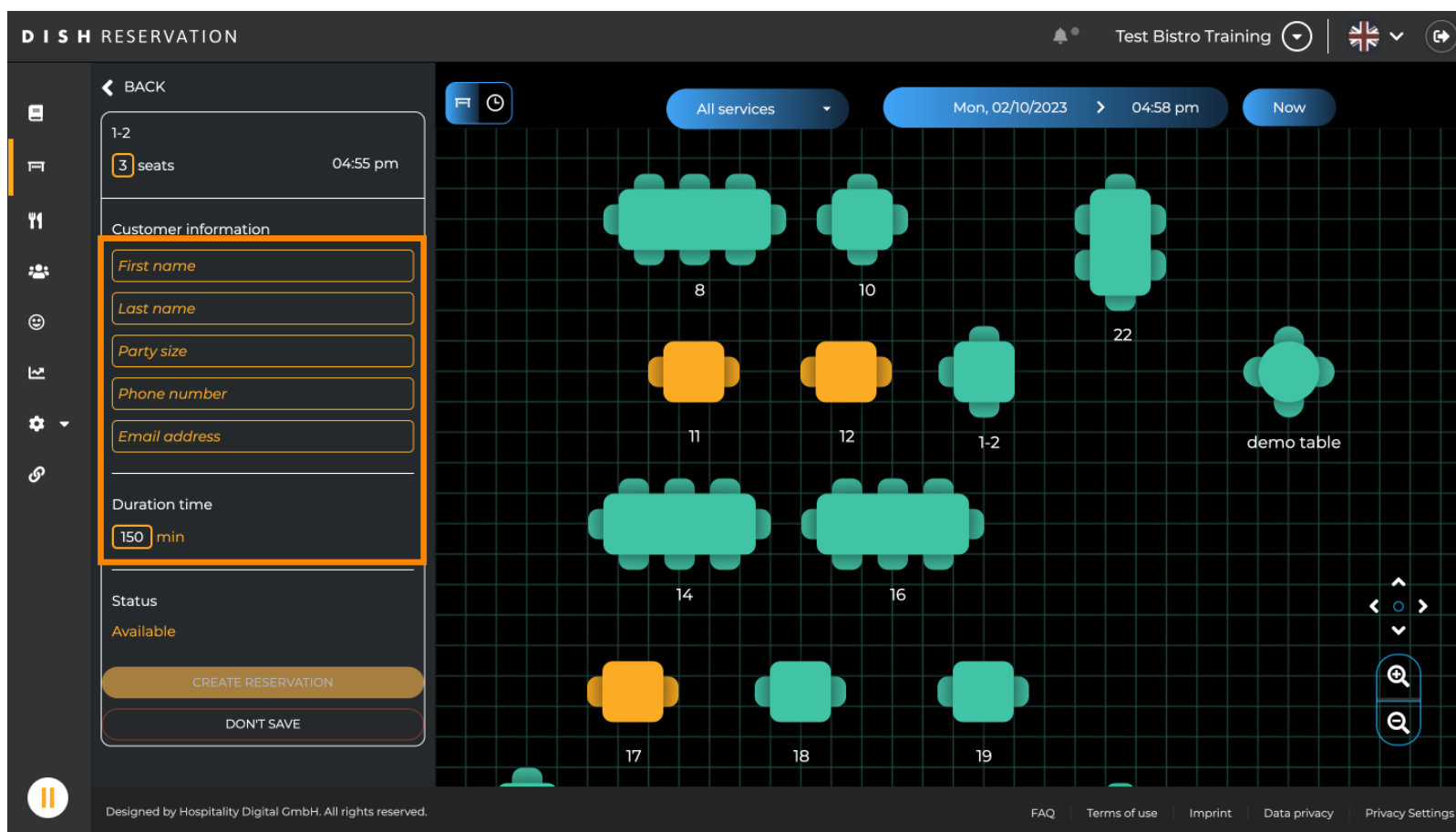


Depois de escolher sua mesa, clique no **ícone verde de mais** para adicionar uma reserva.





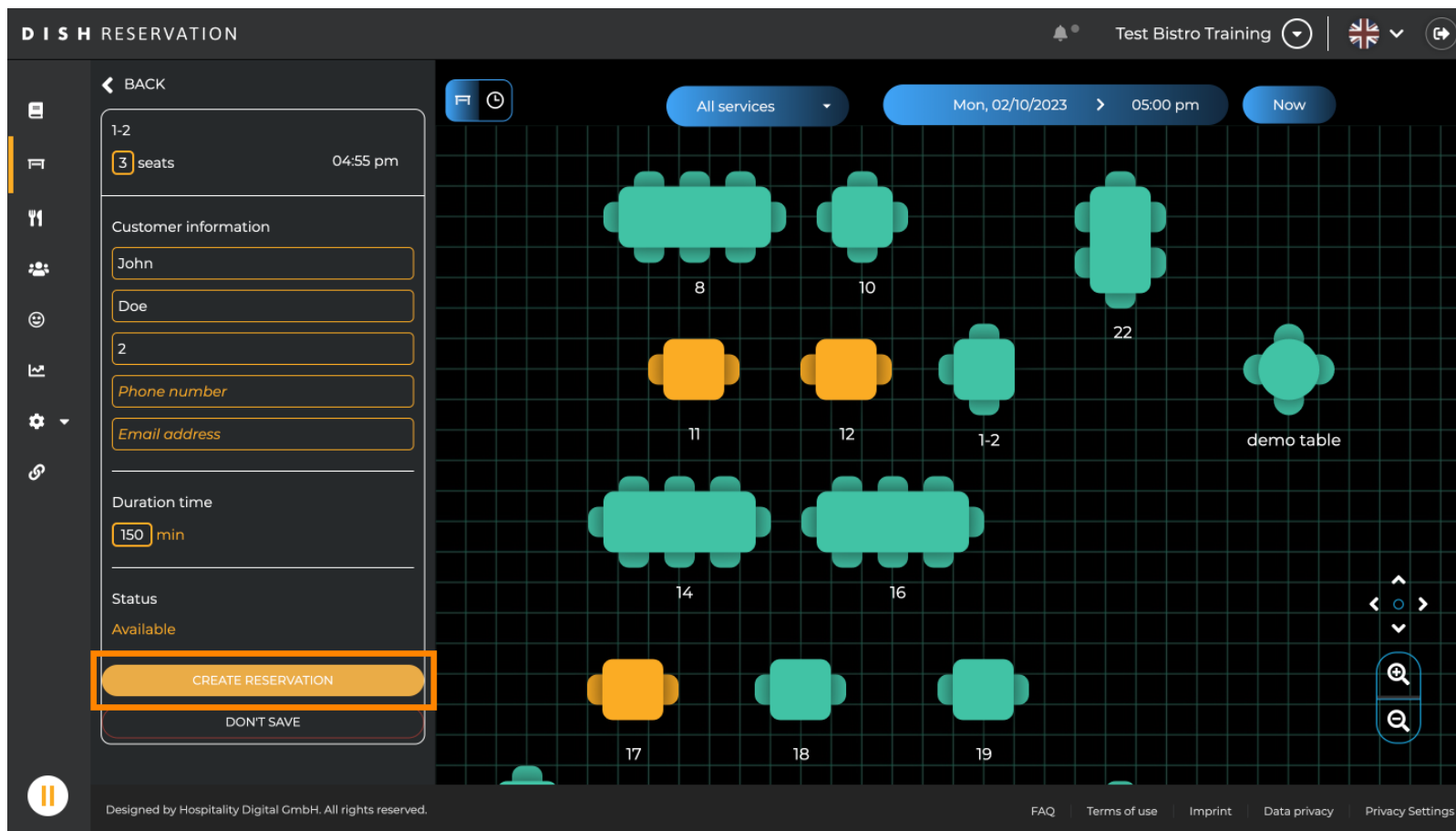
Depois, preencha as **informações** necessárias. **Observação: número de telefone e endereço de e-mail são opcionais.**



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, 22, 11, 12, 1-2, 14, 16, 17, 18, 19) or 'demo table'. The top of the interface shows the date and time: 'Mon, 02/10/2023 04:58 pm'. The bottom of the interface has a footer with 'Designed by Hospitality Digital CmbH. All rights reserved.' and links for 'FAQ', 'Terms of use', 'Imprint', 'Data privacy', and 'Privacy Settings'.

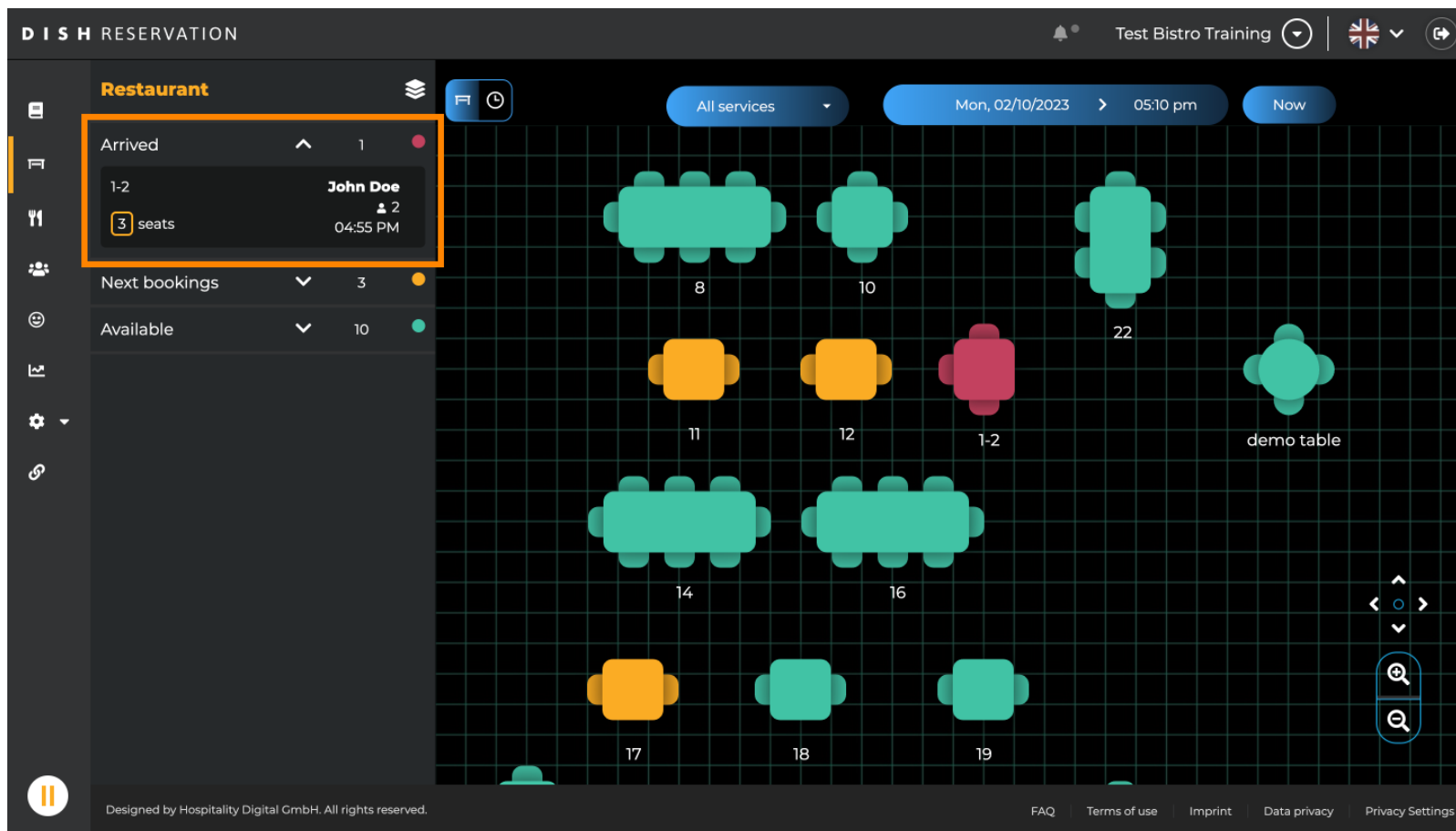


Em seguida, clique em **CRIAR RESERVA** para reservar o atendimento sem hora marcada.



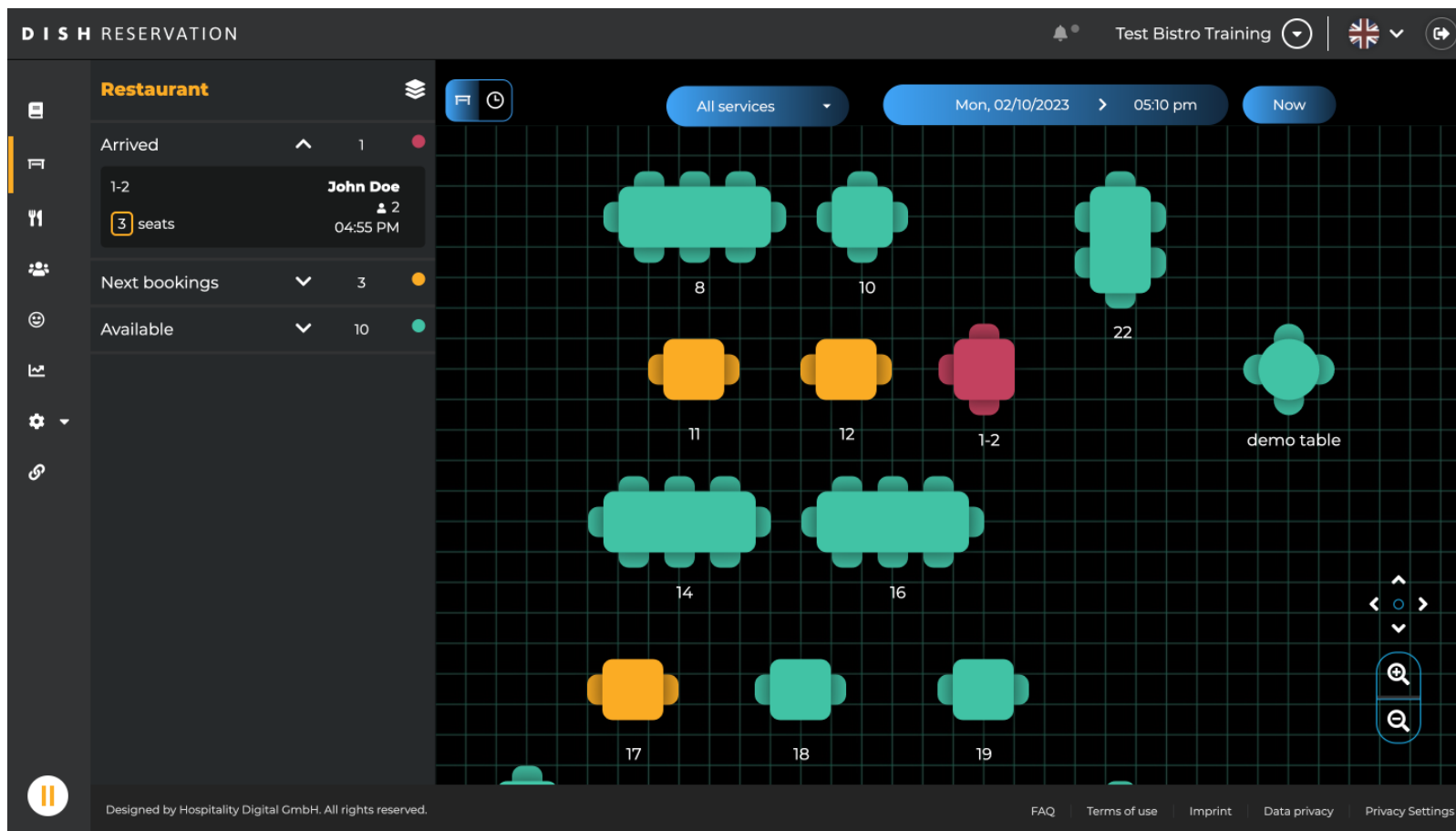
The screenshot displays the DISH RESERVATION interface. On the left, a sidebar contains navigation icons. The main form on the left includes a 'BACK' button, a '1-2' label, a '3 seats' input, and a '04:55 pm' time selector. Below these are fields for 'Customer information' (Name: John, Surname: Doe, Phone number: 2, Email address), a 'Duration time' of 150 min, and a 'Status' of Available. At the bottom of the form, the 'CREATE RESERVATION' button is highlighted with an orange border, and the 'DON'T SAVE' button is visible below it. The right side of the interface shows a table layout with various table shapes and sizes, numbered 8, 10, 11, 12, 14, 16, 17, 18, 19, and 22. A 'demo table' is also present. The top of the interface shows the 'All services' dropdown, the date 'Mon, 02/10/2023', the time '05:00 pm', and a 'Now' button. The bottom of the interface contains a footer with 'Designed by Hospitality Digital CmbH. All rights reserved.' and links for 'FAQ', 'Terms of use', 'Imprint', 'Data privacy', and 'Privacy Settings'.

Seu atendimento ficará visível na seção **Chegada**.





Pronto. Você concluiu o tutorial e agora sabe como adicionar hóspedes sem reserva às suas reservas.





Escaneie para ir para o player interativo