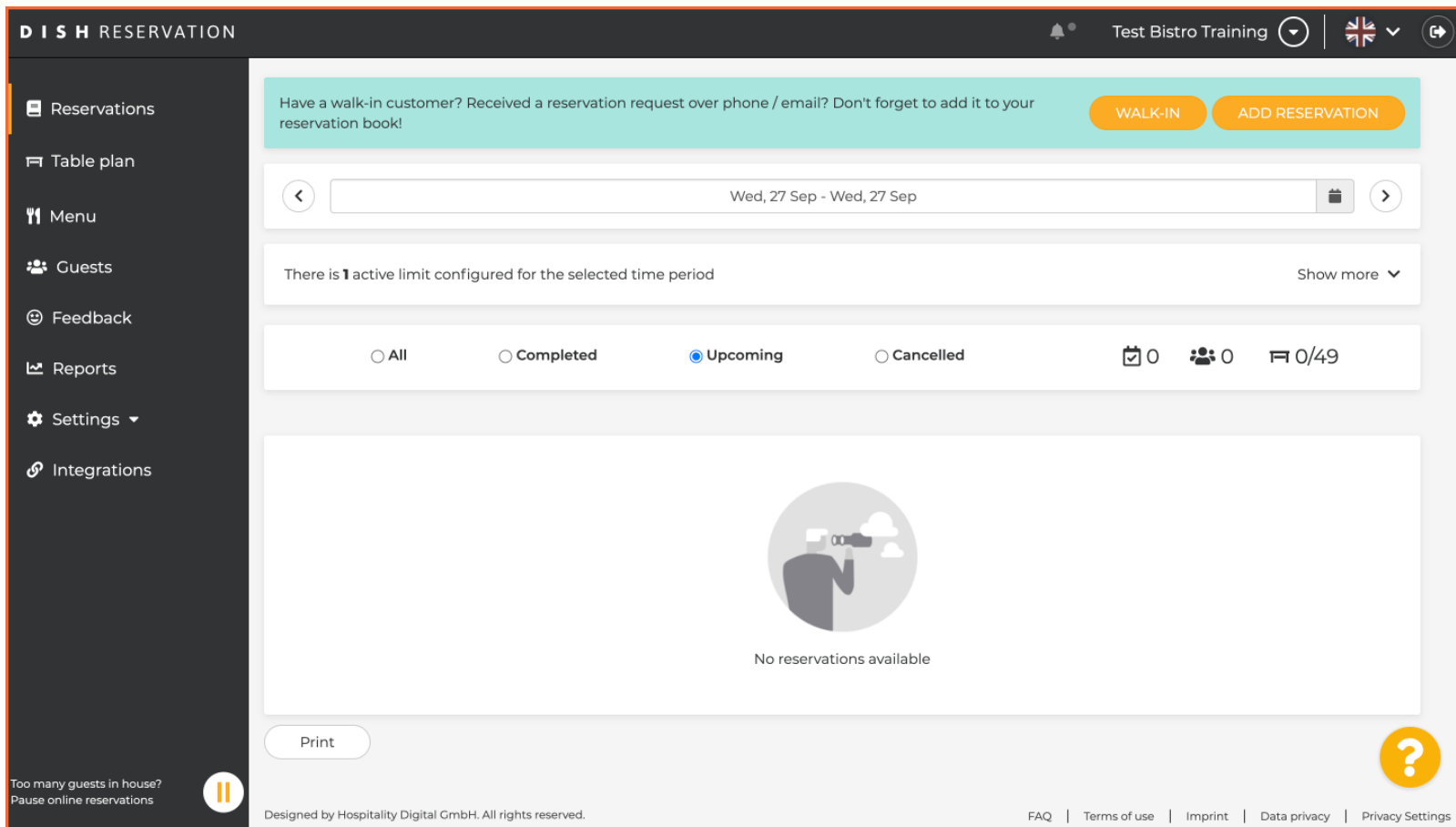




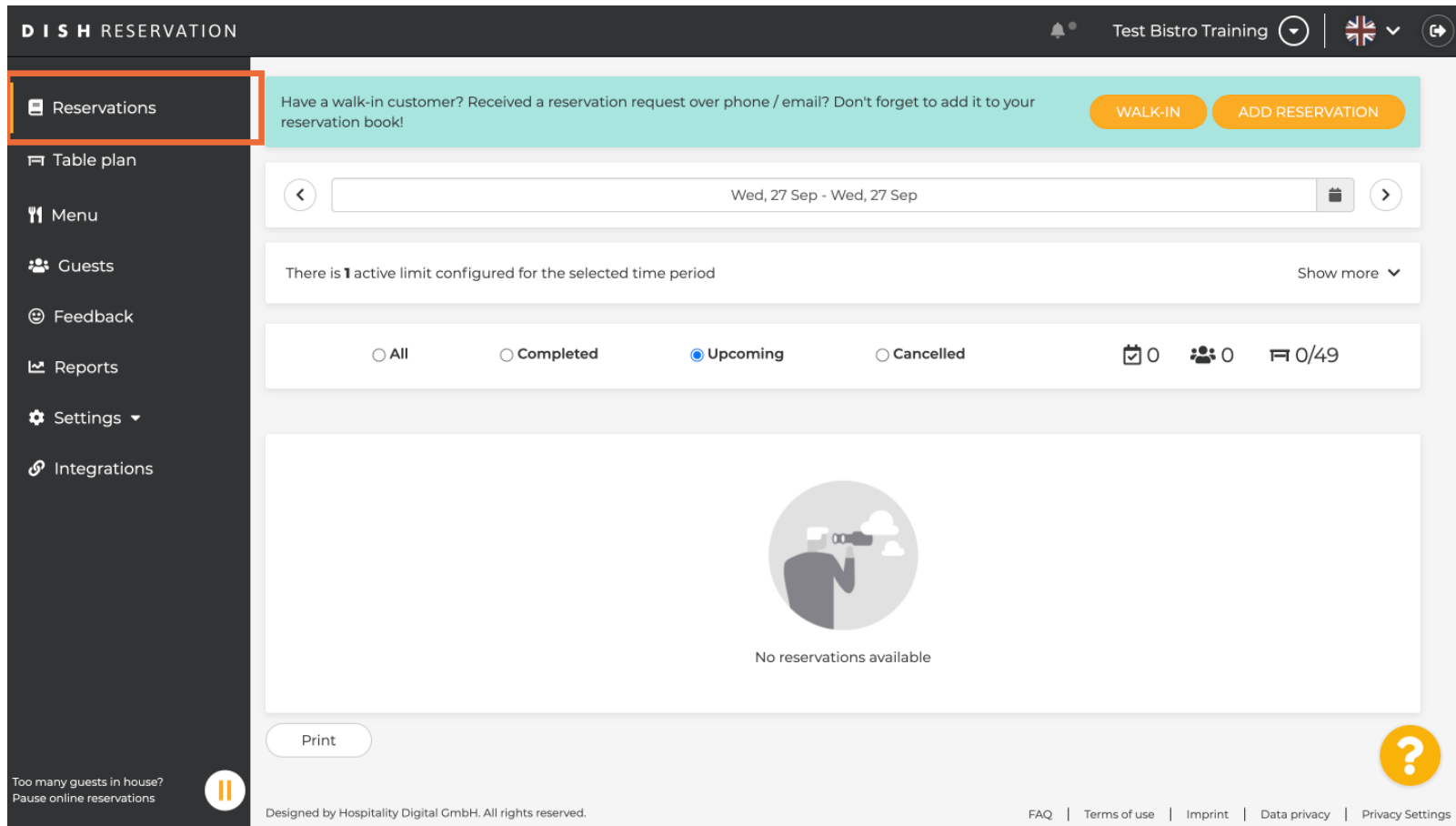
Welcome to the dashboard of **DISH Reservation**. In this tutorial, we show you how to use internal notes for your reservations.



The screenshot displays the DISH Reservation dashboard. The top header includes the 'DISH RESERVATION' logo, a user profile 'Test Bistro Training', a language selector (UK flag), and a help icon. The left sidebar contains navigation links: Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main content area features a teal banner with a message about adding walk-in customers and two buttons: '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 '0' items in each category. A large empty box with a magnifying glass icon and the text 'No reservations available' is shown. At the bottom, there is a 'Print' button, a status message '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'.



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



The screenshot displays the DISH RESERVATION web application. The left 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 shows a 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. The filter section includes radio buttons for "All", "Completed", "Upcoming" (selected), and "Cancelled", along with icons for a calendar (0), a group of people (0), and a table (0/49). The main area displays "No reservations available" with an illustration of a person looking through binoculars. At the bottom, there is a "Print" button, a "Too many guests in house? Pause online reservations" warning, 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.

To add a reservation manually, click on **ADD RESERVATION**.

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 title 'DISH RESERVATION', a notification bell, the user 'Test Bistro Training', a language selector (UK flag), and a refresh icon. 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' and 'ADD RESERVATION'. The 'ADD RESERVATION' button is highlighted with an orange border. 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. A filter bar shows 'All', 'Completed', 'Upcoming' (selected), and 'Cancelled' filters, along with counts for calendar, guests, and tables. The main area shows 'No reservations available' with an icon of a person looking through binoculars. At the bottom, there is a 'Print' button, a 'Too many guests in house? Pause online reservations' warning, a help icon, and footer links for FAQ, Terms of use, Imprint, Data privacy, and Privacy Settings.



A new window will open where you can enter the essential **reservation information**.

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

Reservation information

'#' Guests *

Date *

Fri, 20/10/2023

Time *

- time -

Duration (in Min/Hours)

Please select capacity and time first

Table(s)

Please select time slot first

Source

Please select

Occasion

Please select

Guest information

Last name

First name

Phone

Email

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...

Too many guests in house? Pause online reservations

4 of 10



Then fill in the **guest's information**. **Note: First name or last name, one of the two is mandatory.**

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

Reservation information

Guests *2

Date *Fri, 20/10/2023

Time *05:45 pm (156 seats)

Duration (in Min/Hours)02:30

Table(s)11

SourcePhone

OccasionCasual dining

Guest information

Last name

First name

Phone

Email

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...

Too many guests in house? Pause online reservations



If there are notes for the reservation, you can leave them under **Reservation notes**. Use the corresponding text field to enter the information.

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

Reservation information

'#' Guests

2

Date

Fri, 20/10/2023

Time

05:45 pm (156 seats)

Duration (in Min/Hours)

02:30

Table(s)

11

Source

Phone

Occasion

Casual dining

Guest information

Last name

Doe

First name

John

Phone

Email

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...

6 of 10



Is there additional information regarding the guest? Leave them under Internal guest information in the corresponding **fields**.

DISH RESERVATION
Test Bistro Training

Reservations
Table plan
Menu
Guests
Feedback
Reports
Settings
Integrations

Table(s) 11
Source Phone
Occasion Casual dining

Reservation notes
Internal note. Will be shown for this reservation only.
Needs a business receipt.

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

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Once you entered all the information, click on **SAVE** to add the reservation.

DISH RESERVATION
Test Bistro Training

Reservations
Table plan
Menu
Guests
Feedback
Reports
Settings
Integrations

Table(s)
11
Source
Phone
Occasion
Casual dining

Reservation notes

Internal note. Will be shown for this reservation only.

Needs a business receipt.

Internal guest information

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

Does not like his cola with ice.

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

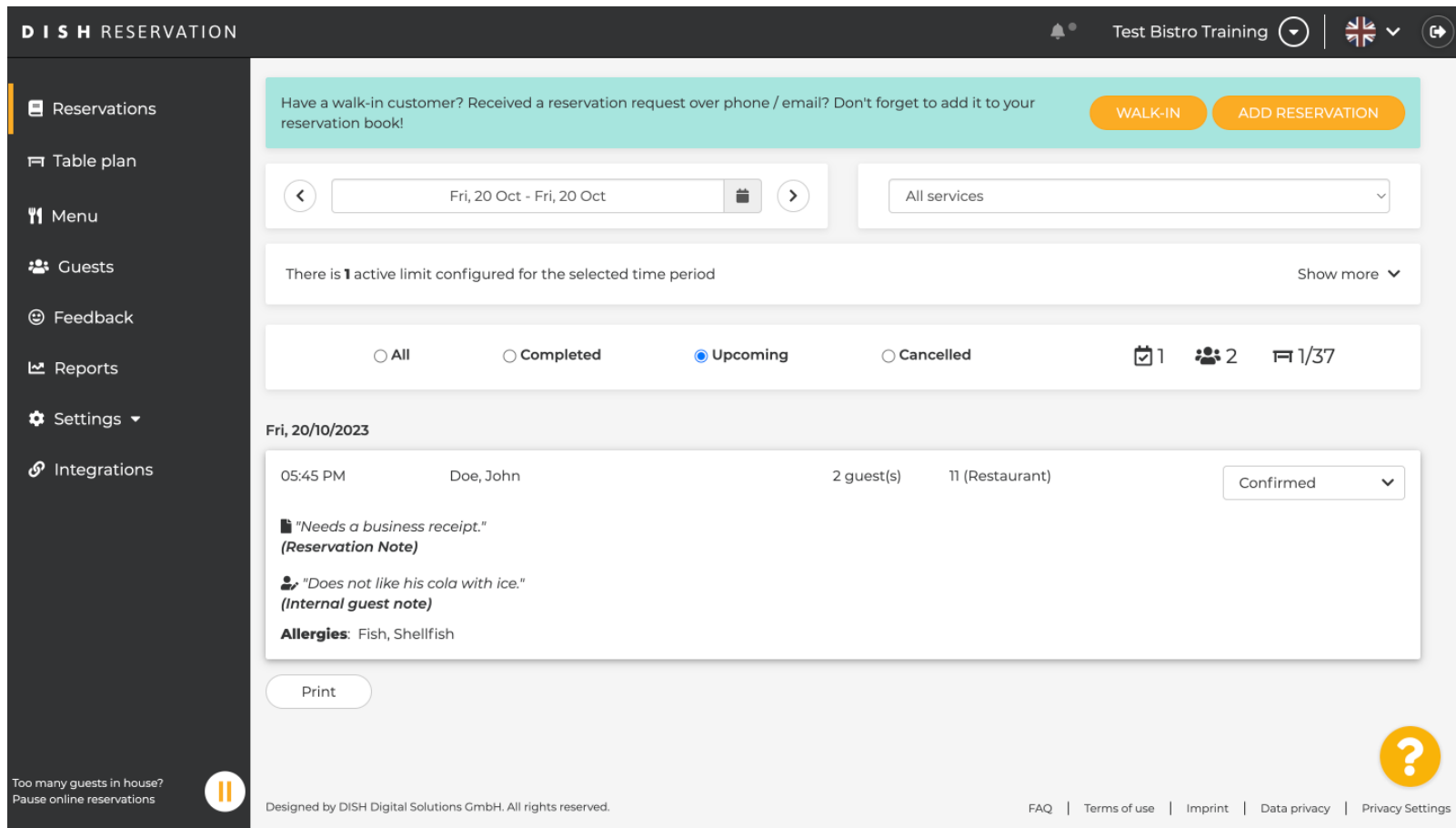
Too many guests in house?
Pause online reservations

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[FAQ](#) |
[Terms of use](#) |
[Imprint](#) |
[Data privacy](#) |
[Privacy Settings](#)



That's it. You have completed the tutorial and now know how to use internal notes for your reservations.



The screenshot displays the DISH Reservation tool 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 title 'DISH RESERVATION', a user profile 'Test Bistro Training', and a language selector. 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 'Fri, 20 Oct - Fri, 20 Oct' and a service filter set to 'All services'. A summary bar indicates '1 active limit configured for the selected time period' and provides filters for reservation status: All, Completed, Upcoming (selected), and Cancelled. It also shows counts for 1 reservation, 2 guests, and 1/37 tables. The main reservation entry for 'Fri, 20/10/2023' at 05:45 PM for 'Doe, John' (2 guests, 11 Restaurant) is shown as 'Confirmed'. Below this, two notes are visible: a 'Reservation Note' stating 'Needs a business receipt.' and an 'Internal guest note' stating 'Does not like his cola with ice.' Allergies listed are 'Fish, Shellfish'. A 'Print' button is at the bottom left of the reservation card. The footer includes a 'Too many guests in house? Pause online reservations' warning, a 'Designed by DISH Digital Solutions GmbH. All rights reserved.' notice, and a help icon. Links for FAQ, Terms of use, Imprint, Data privacy, and Privacy Settings are at the bottom right.



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