



Bienvenido al panel de control de **DISH Reservation**. En este tutorial, te mostramos cómo usar notas internas para tus reservas.

The screenshot displays the DISH Reservation control panel. At the top, the header includes the 'DISH RESERVATION' logo, a notification bell, the user profile 'Test Bistro Training', a language selector (UK flag), and a refresh icon. 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!' with two orange buttons: 'WALK-IN' and 'ADD RESERVATION'. Below this is a date range selector showing 'Wed, 27 Sep - Wed, 27 Sep'. A status message indicates 'There is 1 active limit configured for the selected time period' with a 'Show more' dropdown. A filter bar shows 'All', 'Completed', 'Upcoming' (selected), and 'Cancelled' options, along with counts for '0' items in each category and a table icon showing '0/49'. The main content area is empty, displaying a large grey circle with a person looking through binoculars and the text 'No reservations available'. At the bottom left, there is a 'Print' button and a notification 'Too many guests in house? Pause online reservations' with a pause icon. At the bottom right, there is a yellow question mark icon. The footer contains the text 'Designed by Hospitality Digital GmbH. All rights reserved.' and a list of links: 'FAQ | Terms of use | Imprint | Data privacy | Privacy Settings'.

📌 Cuando se selecciona el menú **Reservas** , verá una descripción general de sus 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, 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 "DISH RESERVATION" on the left and "Test Bistro Training" with a dropdown arrow on the right. 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".

Below the banner 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" dropdown. Below this are filter buttons: "All", "Completed", "Upcoming" (selected), and "Cancelled". To the right of these filters are icons for a calendar (0), a group of people (0), and a table (0/49).

The main content area is mostly empty, displaying a large grey circle with a person looking through binoculars and the text "No reservations available". A "Print" button is located at the bottom left of the main area.

At the bottom of the page, there is a footer with "Designed by Hospitality Digital GmbH. All rights reserved." and a row of links: "FAQ", "Terms of use", "Imprint", "Data privacy", and "Privacy Settings". A yellow question mark icon is visible in the bottom right corner.

Para agregar una reserva manualmente, haga clic en **AGREGAR RESERVA**.

The screenshot displays the DISH RESERVATION web application 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 text 'DISH RESERVATION' and 'Test Bistro Training'. Below the header is 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 'ADD RESERVATION' button is highlighted with an orange border. Below the banner 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. Below this are filter buttons for 'All', 'Completed', 'Upcoming', and 'Cancelled', along with icons for a calendar (0), a group of people (0), and a table (0/49). The main content area shows a large grey circle with a magnifying glass icon and the text 'No reservations available'. At the bottom left, there is a 'Print' button and a notification 'Too many guests in house? Pause online reservations'. At the bottom right, there is a yellow question mark icon. The 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'.

Se abrirá una nueva ventana donde podrás ingresar la **información esencial de la reserva**.

The screenshot displays the DISH RESERVATION interface. At the top, it says "DISH RESERVATION" and "Test Bistro Training". Below this, there is a notification: "Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book!" with a "Back" button. The main form is divided into several sections:

- Reservation information** (highlighted with an orange border):
 - # 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.
 - Text area: e.g. window seat, occasion...
- Internal guest information**:
 - Note will be shown on all reservations made by this guest.
 - Text area: e.g. 10% discount, VIP...

At the bottom left, there is a notification: "Too many guests in house? Pause online reservations" with a pause icon.

Luego, complete la **información del huésped**. **Nota: Nombre o apellido (uno de los dos es obligatorio).**

The screenshot displays the DISH RESERVATION interface. On the left is a dark sidebar with navigation options: Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, 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 "DISH RESERVATION" on the left, a notification bell, "Test Bistro Training" with a dropdown arrow, a flag icon, and a refresh icon. Below the header is a light gray 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 a "Back" button.

The reservation details are organized into two main sections:

- Reservation information:** A form with the following fields:
 - # 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:** A form with the following fields:
 - Last name
 - First name
 - Phone
 - Email

Below the guest information is a section for **Reservation notes**, which includes an "Internal note. Will be shown for this reservation only." with a text area containing "e.g. window seat, occasion...".

At the bottom, there is a section for **Internal guest information**, which includes a "Note will be shown on all reservations made by this guest." with a text area containing "e.g. 10% discount, VIP...".

At the very bottom, the word "Allergies" is partially visible.

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

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The main content area has a dark header with "DISH RESERVATION" on the left, a notification bell, "Test Bistro Training" with a dropdown arrow, a flag icon, and a refresh icon. Below the header is a light gray 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 a "Back" button.

The reservation details are organized into two columns:

- Reservation information:** Includes fields for '# Guests' (2), 'Date' (Fri, 20/10/2023), 'Time' (05:45 pm (156 seats)), 'Duration (in Min/Hours)' (02:30), 'Table(s)' (11), 'Source' (Phone), and 'Occasion' (Casual dining).
- Guest information:** Includes fields for 'Last name' (Doe), 'First name' (John), 'Phone', and 'Email'.

Below the guest information, there are two text input areas:

- Reservation notes:** Labeled "Internal note. Will be shown for this reservation only." with a placeholder "e.g. window seat, occasion...". This section is highlighted with a red border.
- Internal guest information:** Labeled "Note will be shown on all reservations made by this guest." with a placeholder "e.g. 10% discount, VIP...".

At the bottom, the word "Allergies" is partially visible.



¿Hay información adicional sobre el huésped? Indíquela en la sección "Información interna del huésped" en los **campos** correspondientes .

The screenshot displays 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 is divided into several sections:

- Table(s)**: 11
- Source**: Phone
- Occasion**: Casual dining
- Reservation notes**: Internal note. Will be shown for this reservation only. A text box contains "Needs a business receipt." with a blue checkmark icon.
- Internal guest information**: Note will be shown on all reservations made by this guest. A text box contains "e.g. 10% discount, VIP...". Below this are sections for **Allergies** (Gluten, Sesame, Nuts, Crustacean, Eggs, Fish, Mustard, Lactose, Celery, Peanuts, Shellfish, Soy, Lupins, Sulphite) and **Diet** (Gluten-free, Halal, Kosher, Lactose-free, Vegan, Vegetarian).

A yellow **SAVE** button is located at the bottom right of the internal guest information section. At the bottom of the page, there is a footer with the text "Designed by DISH Digital Solutions GmbH. All rights reserved." and a list of links: FAQ, Terms of use, Imprint, Data privacy, Privacy Settings. A status message at the bottom left reads "Too many guests in house? Pause online reservations" with a pause icon.

Una vez ingresados todos los datos, haga clic en **GUARDAR** para agregar la reserva.

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 is titled 'DISH RESERVATION' and includes a header with 'Test Bistro Training' and a language selector (UK flag). Below the header, there are three dropdown menus: 'Table(s)' set to '11', 'Source' set to 'Phone', and 'Occasion' set to 'Casual dining'. To the right, there are two text input fields for notes. The first is labeled 'Reservation notes' with the instruction 'Internal note. Will be shown for this reservation only.' and contains the text 'Needs a business receipt.'. The second is labeled 'Internal guest information' with the instruction 'Note will be shown on all reservations made by this guest.' and contains the text 'Does not like his cola with ice.'. Below these are sections for 'Allergies' and 'Diet'. The 'Allergies' section has checkboxes for Gluten, Sesame, Nuts, Crustacean, Eggs, Fish (checked), Mustard, Lactose, Celery, Peanuts, Shellfish (checked), Soy, Lupins, and Sulphite. The 'Diet' section has checkboxes for Gluten-free, Halal, Kosher, Lactose-free, Vegan, and Vegetarian. At the bottom right, a yellow 'SAVE' button is highlighted with an orange border. At the bottom left, there is a notification: 'Too many guests in house? Pause online reservations' with a pause icon. At the bottom center, it says 'Designed by DISH Digital Solutions GmbH. All rights reserved.' and at the bottom right, there are links for 'FAQ | Terms of use | Imprint | Data privacy | Privacy Settings'.



Listo. Has completado el tutorial y ahora sabes cómo usar notas internas para tus reservas.

The screenshot displays the DISH RESERVATION interface. At the top, there's a navigation bar with the logo and user information. A sidebar on the left contains menu items like Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main content area shows a reservation for 'Doe, John' on 'Fri, 20/10/2023' at 05:45 PM. It includes 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 and Shellfish. A 'Print' button is visible below the reservation details. At the bottom, there's a footer with legal information and a help icon.



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