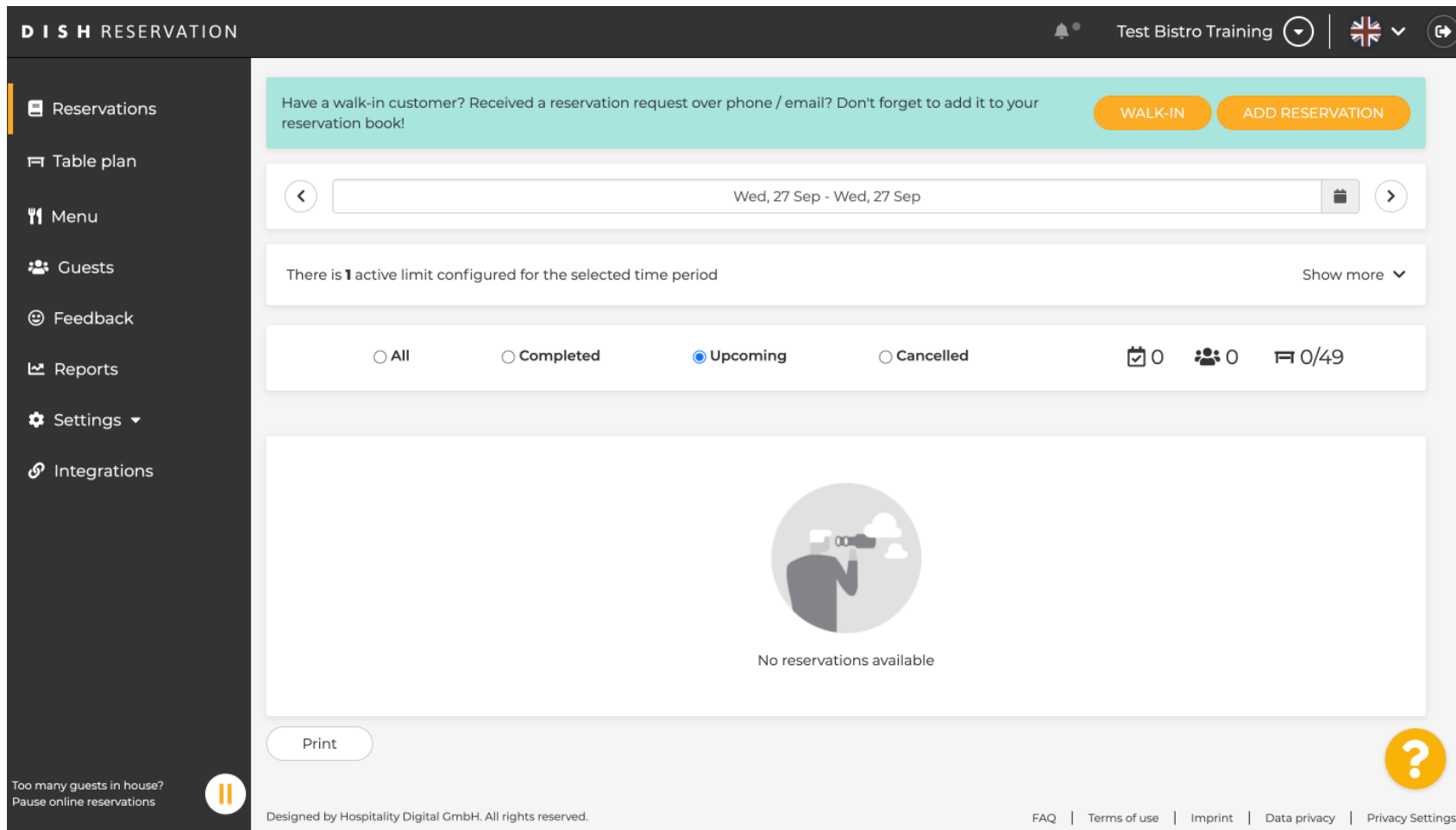




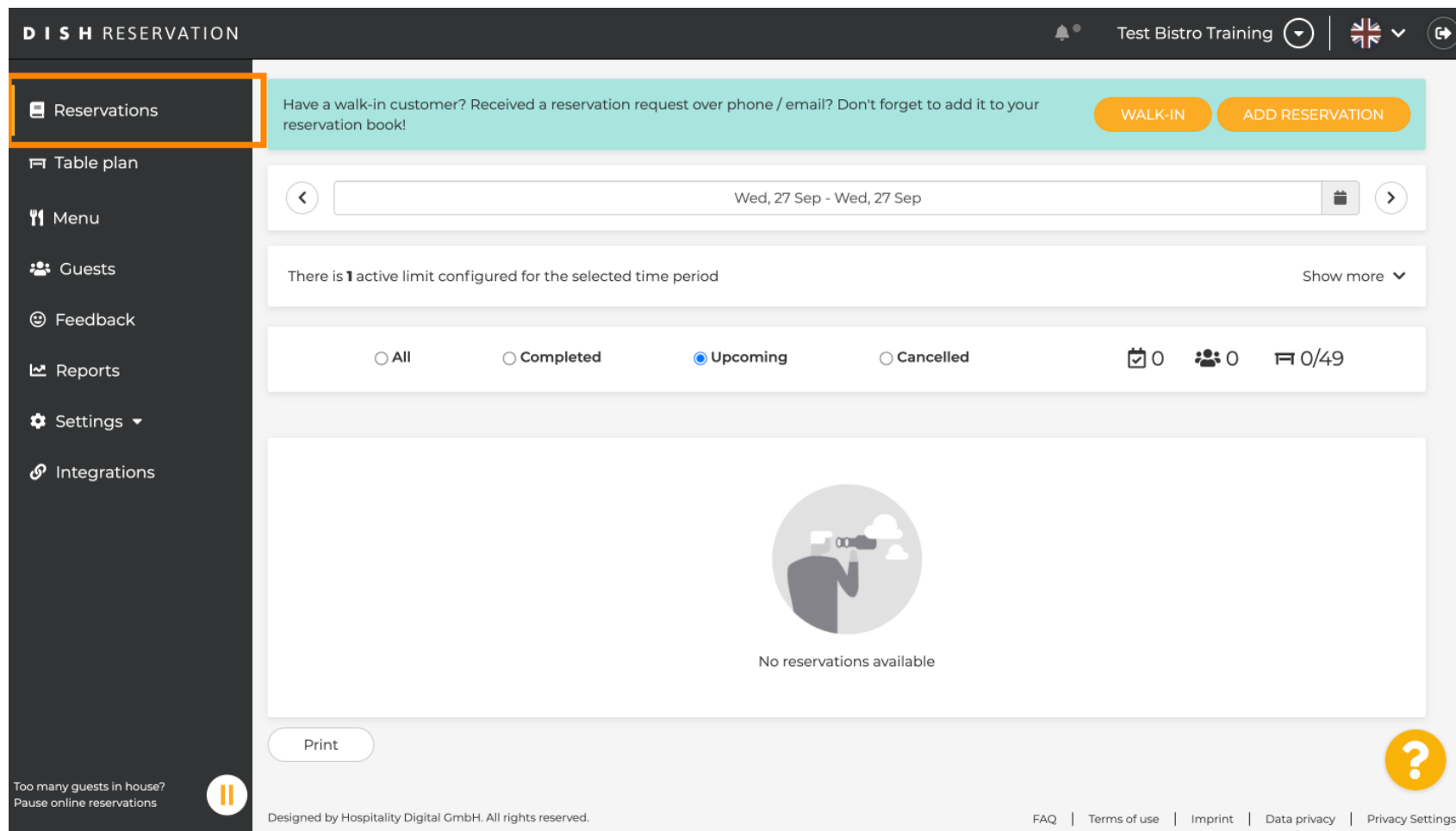
Bem-vindo ao painel do **DISH Reservation**. Neste tutorial, mostramos como gerenciar suas reservas.



The screenshot displays the DISH Reservation administration 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', a user profile 'Test Bistro Training', a language selector (UK flag), and a help icon. 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'. A date range selector shows '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 include 'All', 'Completed', 'Upcoming' (selected), and 'Cancelled'. Summary statistics show 0 reservations for each category. The main area displays 'No reservations available' with an illustration of a person looking through binoculars. A 'Print' button is at the bottom left. A footer contains a warning 'Too many guests in house? Pause online reservations', a copyright notice 'Designed by Hospitality Digital GmbH. All rights reserved.', and links for 'FAQ', 'Terms of use', 'Imprint', 'Data privacy', and 'Privacy Settings'. A yellow help icon is in the bottom right corner.



Quando o menu **Reservas** é selecionado, você vê uma visão geral das suas reservas.



DISH RESERVATION Test Bistro Training

Reservations

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 0 0 0/49

No reservations available

Print

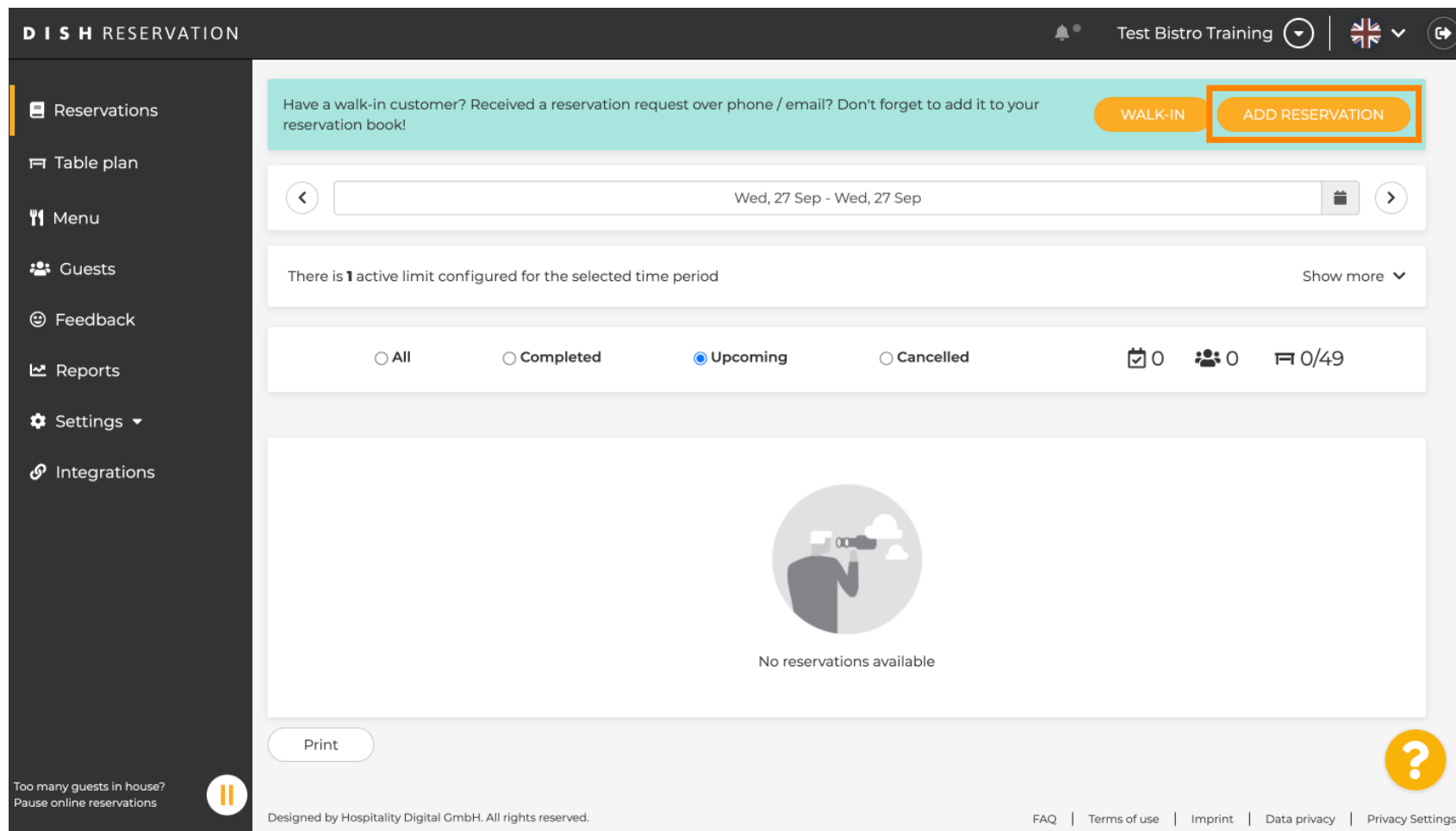
Too many guests in house? Pause online reservations

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FAQ | Terms of use | Imprint | Data privacy | Privacy Settings



Para adicionar uma reserva manualmente, clique em **ADICIONAR RESERVA**.



The screenshot displays the DISH RESERVATION administration 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 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 buttons: 'WALK-IN' and 'ADD RESERVA' (highlighted with an orange border). Under the banner is a date range selector showing 'Wed, 27 Sep - Wed, 27 Sep'. Below that, 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 (0/49). The main area shows 'No reservations available' with an icon of a person looking through binoculars. At the bottom left, a 'Print' button is visible. At the bottom right, there is a yellow circle with a question mark icon. The footer contains the text 'Too many guests in house? Pause online reservations' with a pause icon, 'Designed by Hospitality Digital GmbH. All rights reserved.', and links for 'FAQ', 'Terms of use', 'Imprint', 'Data privacy', and 'Privacy Settings'.



Uma nova janela será aberta onde você poderá inserir as **informações essenciais da reserva**.

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 *

Wed, 27/09/2023

Time *

Select guest number to see time

Duration

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 de 24



Em seguida, preencha as **informações do hóspede**. **Nota: Nome ou sobrenome, um dos dois é obrigatório.**

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 *

Wed, 27/09/2023

Time *

05:45 pm (204 seats)

Duration

2.5 hours

Table(s)

1

Source

Phone

Occasion

Casual 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...


Allergies



Too many guests in house? Pause online reservations



Se houver notas para a reserva, você pode deixá-las em Reservation notes. 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

Reservation information

Guests *

2

Date *

Wed, 27/09/2023

Time *

05:45 pm (204 seats)

Duration

2.5 hours

Table(s)

1

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...

Allergies

Too many guests in house? Pause online reservations





Há informações adicionais sobre o hóspede? Deixe-as em Internal guest information nos campos correspondentes .

DISH RESERVATION

Test Bistro Training

Reservations

Table plan

Menu

Guests

Feedback

Reports

Settings

Integrations

Table(s)

1

Source

Phone

Occasion

Casual dining

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

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FAQ

Terms of use

Imprint

Data privacy

Privacy Settings



Depois de inserir todas as informações, clique em **SALVAR** para adicionar a reserva.

DISH RESERVATION

Test Bistro Training

Reservations
Table plan
Menu
Guests
Feedback
Reports
Settings
Integrations

Table(s)
Source
Occasion

1
Phone
Casual dining

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

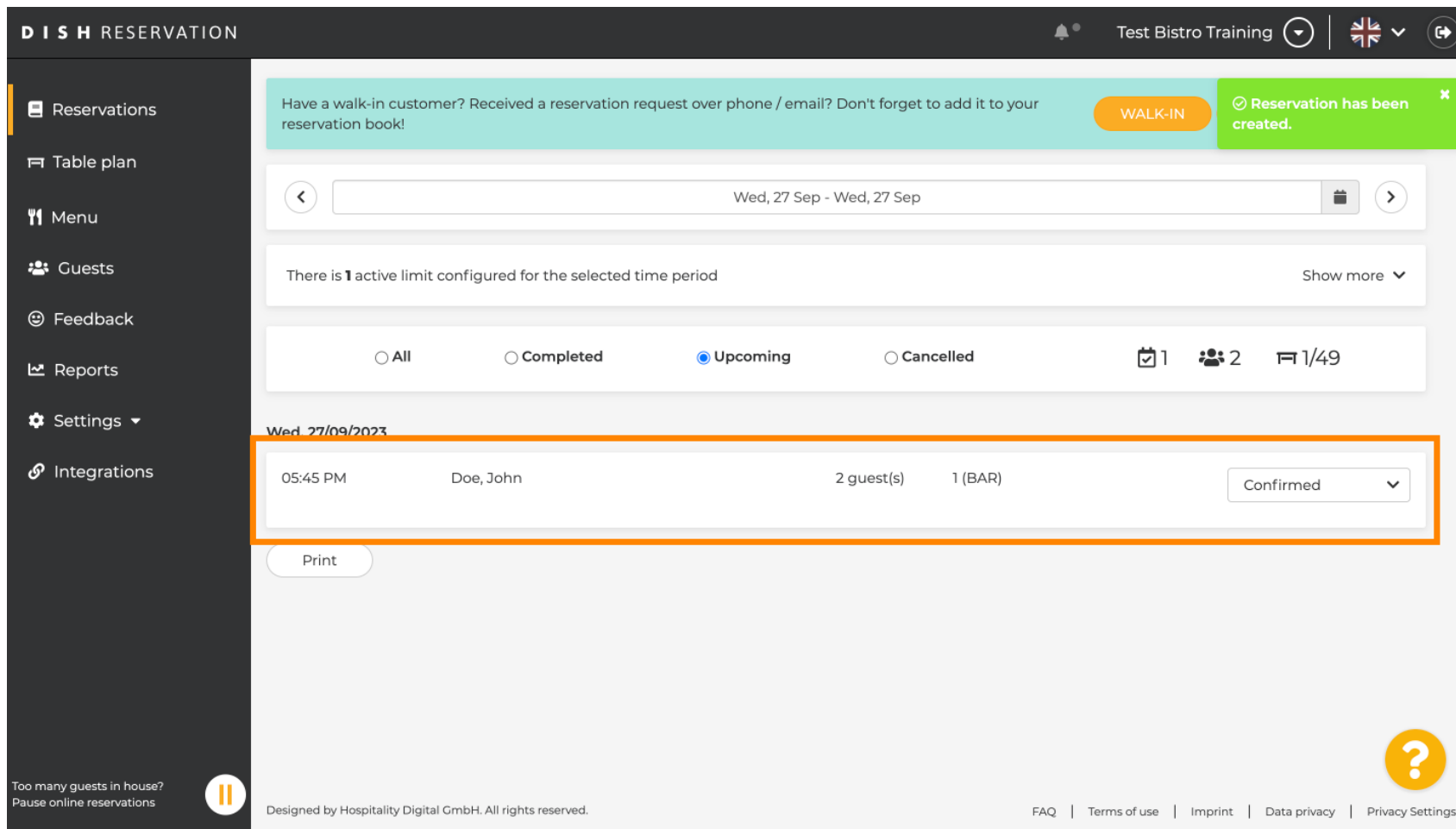
Too many guests in house?
Pause online reservations

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FAQ | Terms of use | Imprint | Data privacy | Privacy Settings



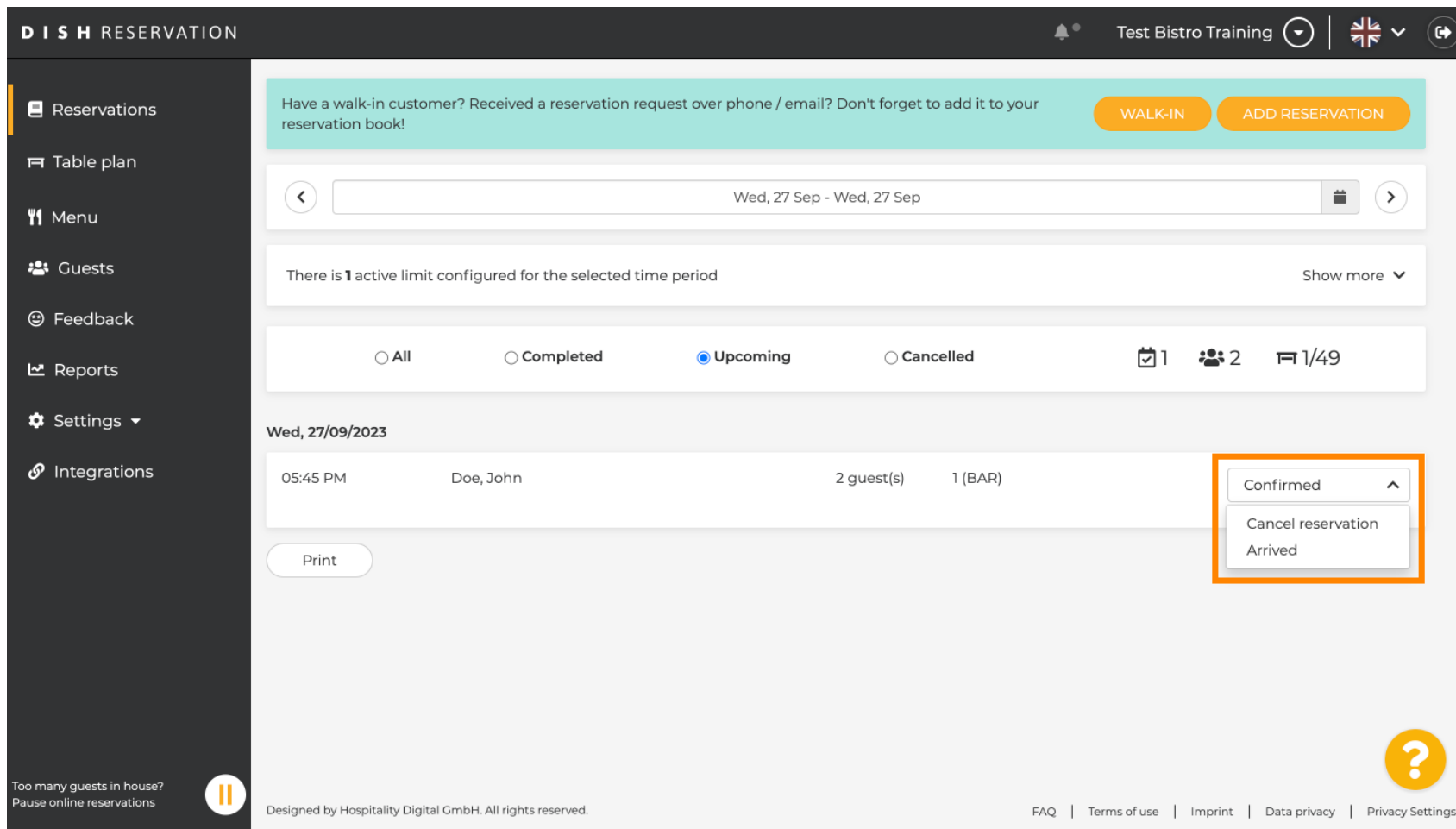
Você será então levado de volta à visão geral, onde poderá ver sua reserva adicionada.



The screenshot displays the DISH RESERVATION administration 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 user profile 'Test Bistro Training', a language selector (UK flag), and a refresh icon. Below the header, there are two notification banners: a light blue one about adding walk-in customers and a green one stating 'Reservation has been created.' A date range selector shows '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 include 'All', 'Completed', 'Upcoming' (selected), and 'Cancelled'. Summary statistics show 1 calendar icon, 2 people icon, and 1/49 table icon. A table lists reservations for 'Wed 27/09/2023', with one entry highlighted by an orange box: '05:45 PM', 'Doe, John', '2 guest(s)', '1 (BAR)', and a 'Confirmed' status dropdown. A 'Print' button is located below the table. At the bottom, there is a footer with a 'Too many guests in house? Pause online reservations' message, a 'Designed by Hospitality Digital GmbH. All rights reserved.' notice, and a help icon (question mark in a circle). Links for FAQ, Terms of use, Imprint, Data privacy, and Privacy Settings are also present.



Usando o **menu suspenso**, você pode cancelar uma reserva ou marcá-la como chegada.



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 [1](#) [2](#) [1/49](#)

Wed, 27/09/2023

05:45 PM	Doe, John	2 guest(s)	1 (BAR)	Confirmed Cancel reservation Arrived
----------	-----------	------------	---------	--

[Print](#)

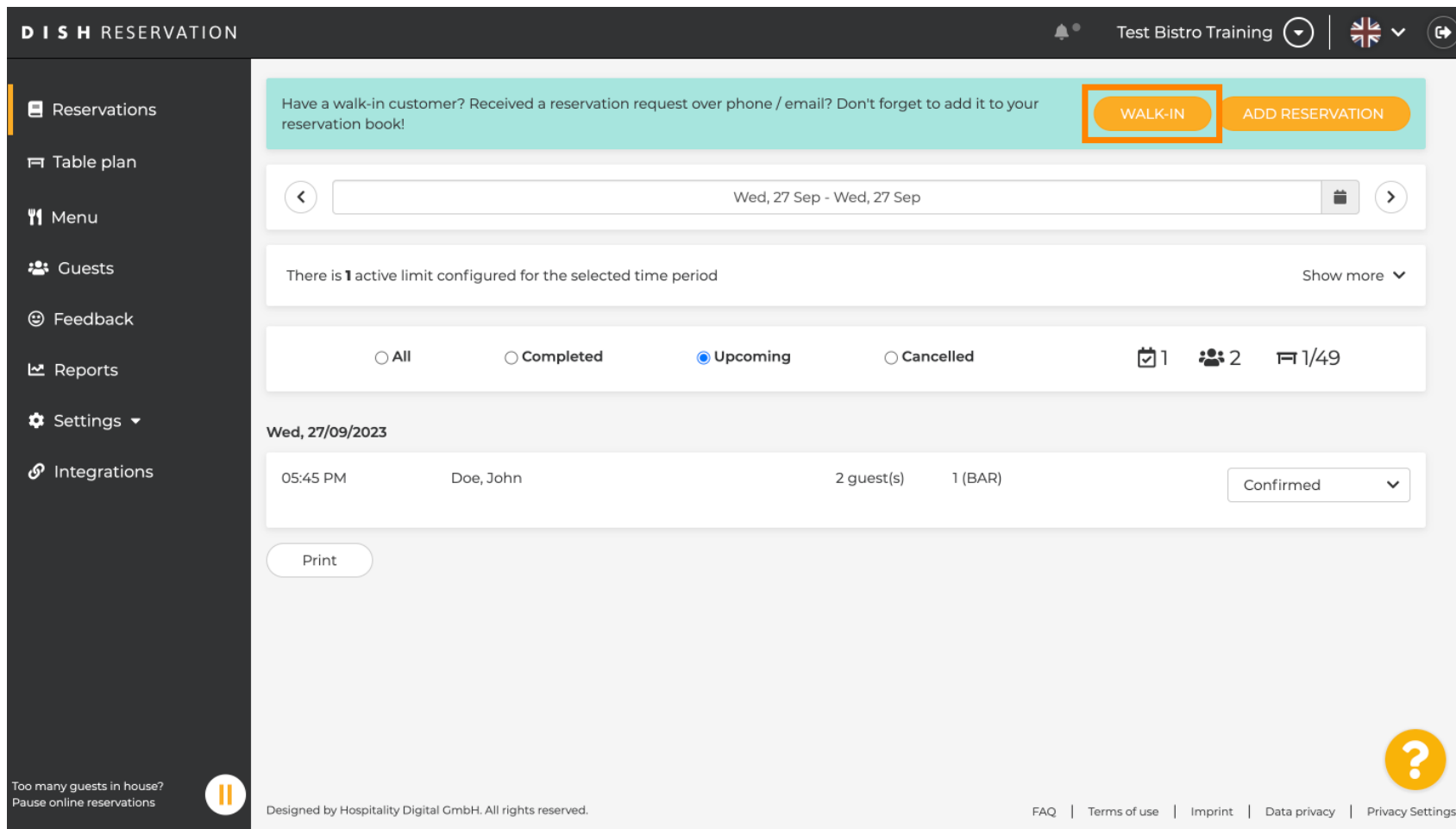
Too many guests in house? Pause online reservations

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



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



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

1 2 1/49

Wed, 27/09/2023

05:45 PM	Doe, John	2 guest(s)	1 (BAR)	Confirmed
----------	-----------	------------	---------	-----------

Print

Too many guests in house? Pause online reservations


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FAQ | Terms of use | Imprint | Data privacy | Privacy Settings




Uma nova janela será aberta, onde você poderá inserir as **informações essenciais para a caminhada**.

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




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Se houver notas para a reserva, você pode deixá-las em Reservation notes. 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

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




13 de 24




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

SAVE

Too many guests in house?

Pause online reservations






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

DISH RESERVATION


Test Bistro Training



Reservations

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Too many guests in house?

Pause online reservations



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

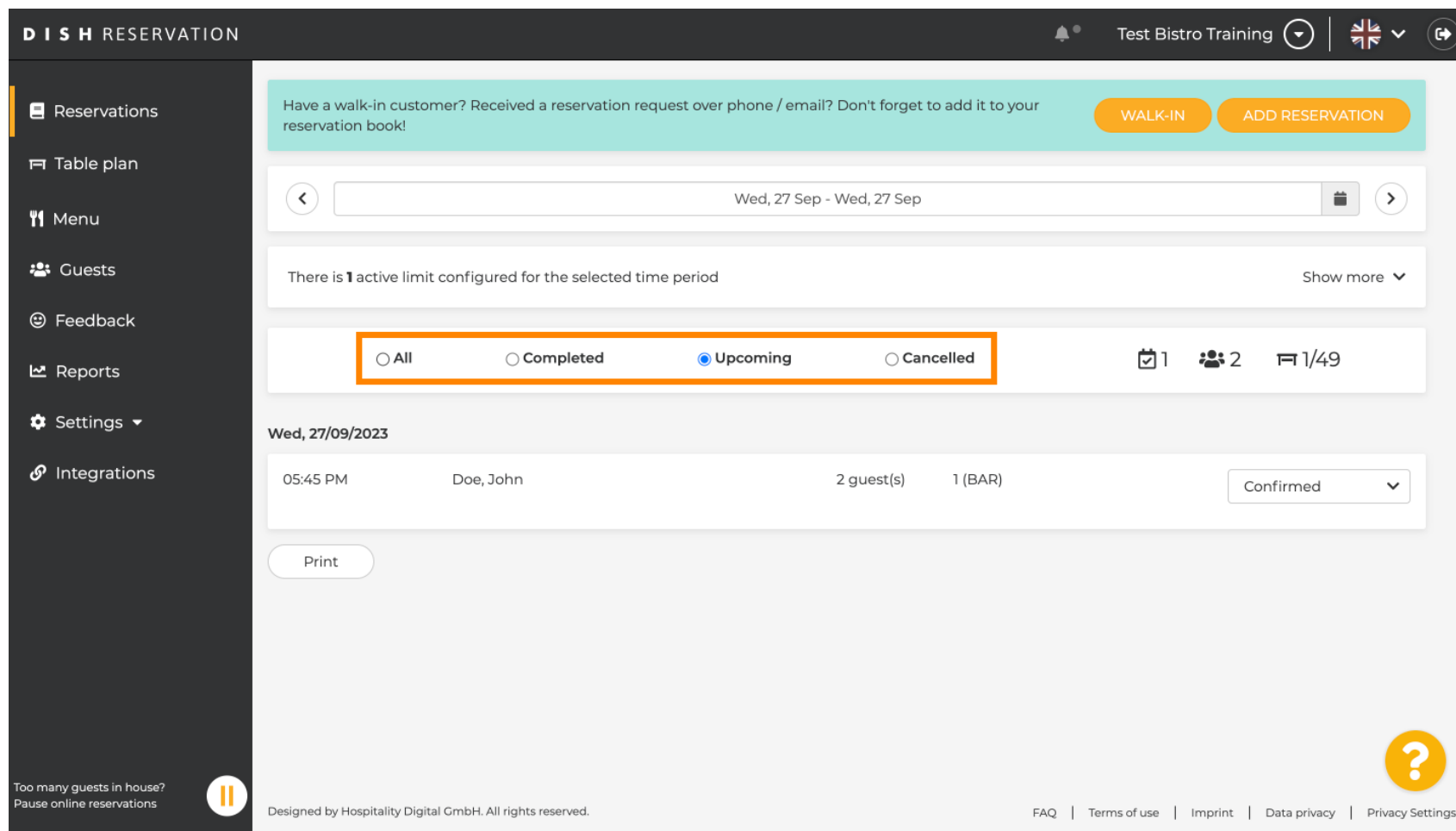
Diet

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

SAVE



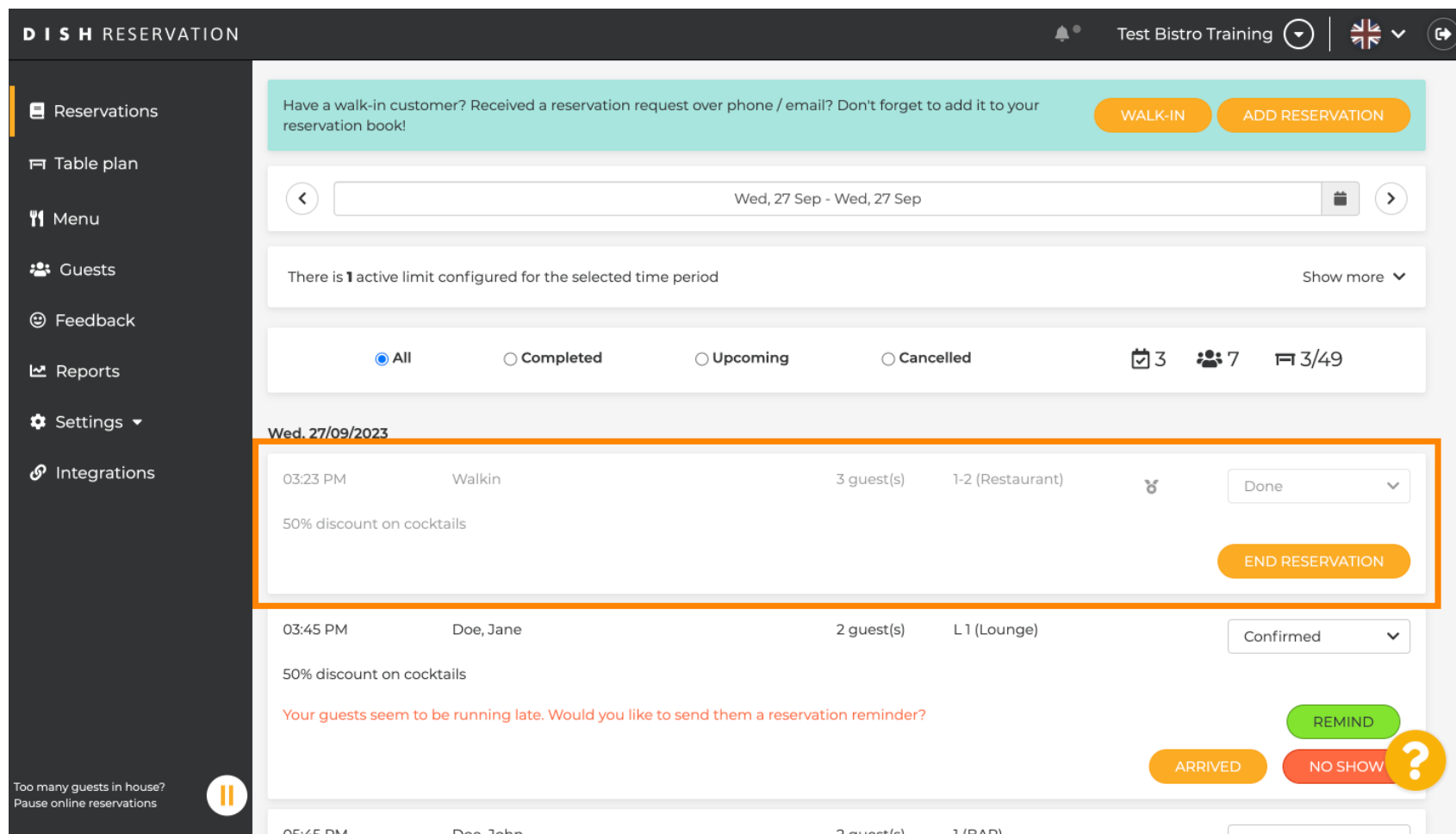
Como um walk-in não é uma reserva futura, você precisa filtrar suas reservas de forma diferente. Para fazer isso, use as **seleções** fornecidas .



The screenshot shows the DISH RESERVATION administration 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 top header with a notification about walk-in customers and buttons for 'WALK-IN' and 'ADD RESERVATION'. Below this is a date range selector set to 'Wed, 27 Sep - Wed, 27 Sep'. A message indicates '1 active limit configured for the selected time period'. The filter section at the bottom of the header shows four radio buttons: 'All', 'Completed', 'Upcoming' (which is selected and highlighted with an orange box), and 'Cancelled'. To the right of these buttons are icons for a calendar, 2 guests, and a table icon labeled '1/49'. Below the filters, a reservation entry for 'Wed, 27/09/2023' is shown with details: '05:45 PM', 'Doe, John', '2 guest(s)', '1 (BAR)', and a status of 'Confirmed'. A 'Print' button is located below the reservation entry. At the bottom of the page, there is a footer with a 'Too many guests in house? Pause online reservations' message, a 'Designed by Hospitality Digital GmbH. All rights reserved.' notice, and a row of links: FAQ, Terms of use, Imprint, Data privacy, and Privacy Settings. A yellow question mark icon is also present in the bottom right corner.



Dependendo da sua escolha de seleção, você verá suas reservas filtradas. Ao clicar em uma **reserva**, você sempre pode ver mais informações e ajustá-las também.



DISH RESERVATION

Test Bistro Training | UK | Refresh

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**

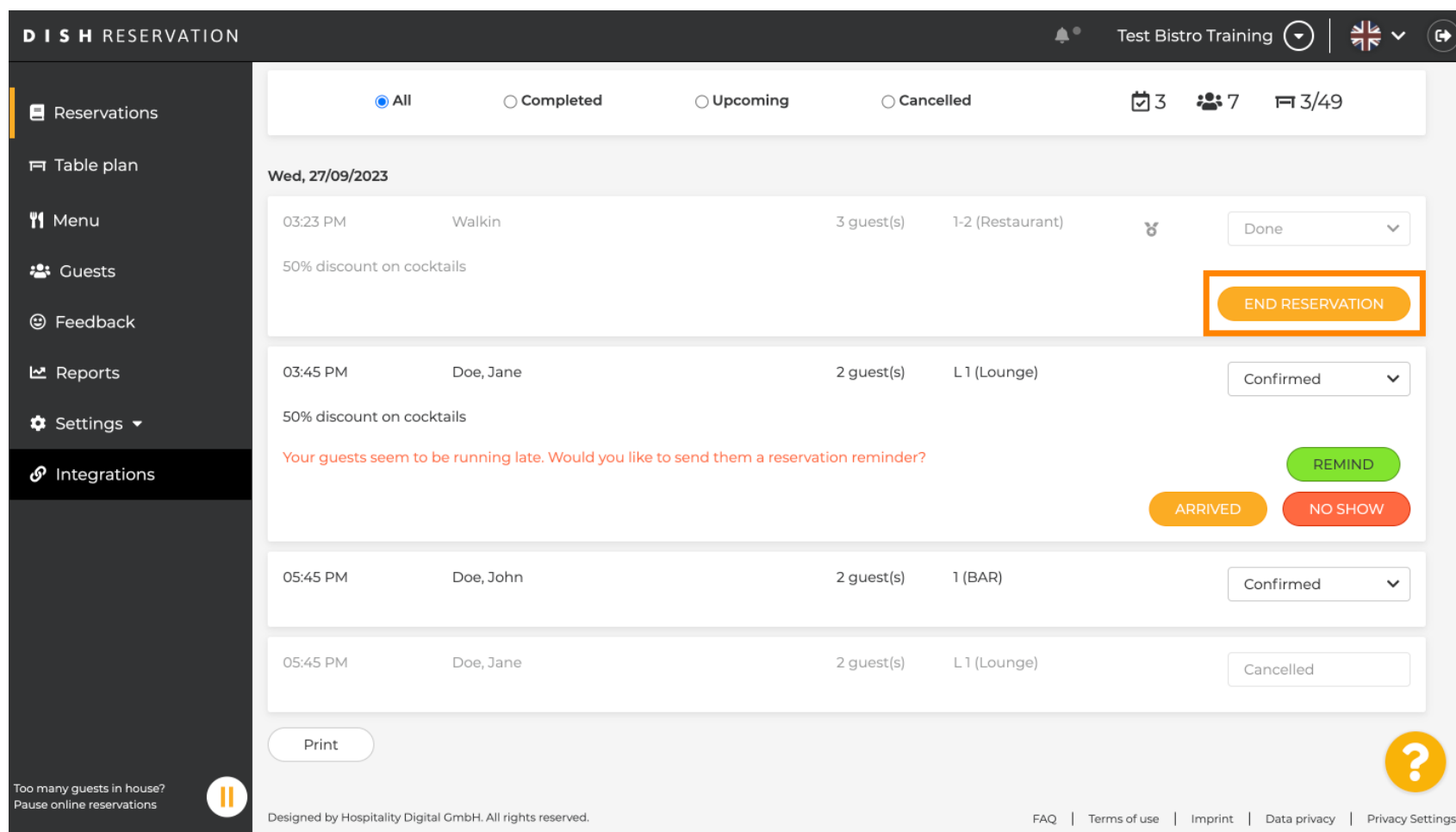
Wed. 27/09/2023

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

Too many guests in house? Pause online reservations



Quando uma mesa estiver pronta, você pode encerrar aquela reserva específica clicando em **FIM DA RESERVA**.



DISH RESERVATION

Test Bistro Training

Reservations

Table plan

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Integrations

Wed, 27/09/2023

All	Completed	Upcoming	Cancelled
3	7	3/49	
03:23 PM	Walkin	3 guest(s)	1-2 (Restaurant)
50% discount on cocktails			
END RESERVATION			
03:45 PM	Doe, Jane	2 guest(s)	L1 (Lounge)
50% discount on cocktails			
Your guests seem to be running late. Would you like to send them a reservation reminder?			
ARRIVED REMIND NO SHOW			
05:45 PM	Doe, John	2 guest(s)	1 (BAR)
Confirmed			
05:45 PM	Doe, Jane	2 guest(s)	L1 (Lounge)
Cancelled			

Print

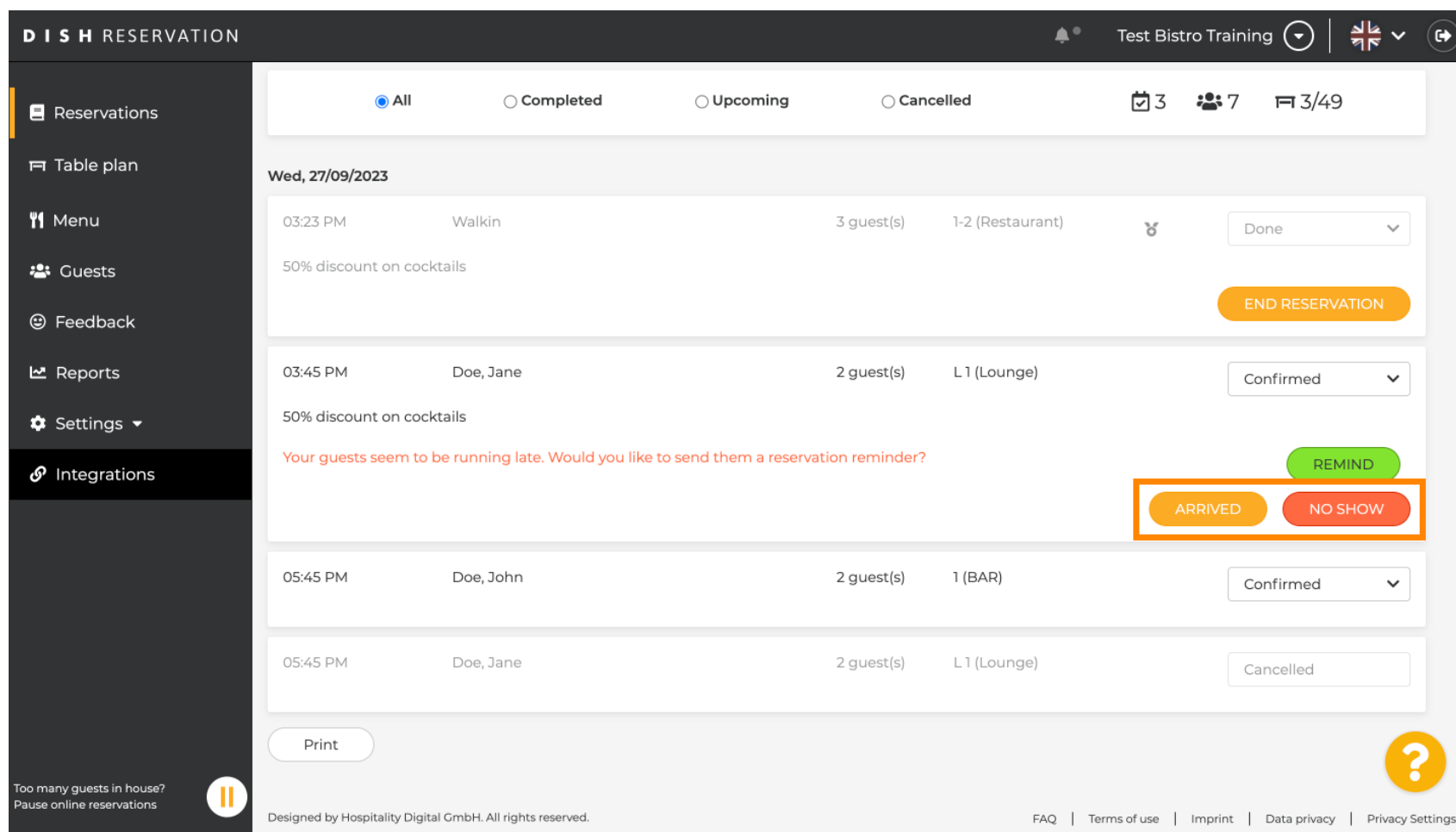
Too many guests in house? Pause online reservations

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FAQ | Terms of use | Imprint | Data privacy | Privacy Settings



Para uma reserva futura, você tem a opção de marcá-la como chegada ou não comparecimento. Basta clicar no **botão** correspondente .



The screenshot displays the DISH RESERVATION management interface. On the left is a sidebar with navigation options: Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main area shows a list of reservations for Wednesday, 27/09/2023. The reservations are filtered by 'All' status. Each reservation entry includes the time, guest name, number of guests, location, and a status dropdown menu. Below the status dropdown, there are buttons to update the reservation status: 'ARRIVED' (highlighted with an orange box), 'NO SHOW' (highlighted with an orange box), and 'REMIND' (green button). The first reservation is for 03:23 PM, Walkin, 3 guests, 1-2 (Restaurant), with a status of 'Done'. The second reservation is for 03:45 PM, Doe, Jane, 2 guests, L1 (Lounge), with a status of 'Confirmed'. The third reservation is for 05:45 PM, Doe, John, 2 guests, 1 (BAR), with a status of 'Confirmed'. The fourth reservation is for 05:45 PM, Doe, Jane, 2 guests, L1 (Lounge), with a status of 'Cancelled'. At the bottom of the interface, there is a 'Print' button, a 'Too many guests in house? Pause online reservations' warning, and a 'Designed by Hospitality Digital GmbH. All rights reserved.' footer. The top right corner shows the user 'Test Bistro Training' and a language selector.

Time	Guest Name	Guests	Location	Status	Actions
03:23 PM	Walkin	3 guest(s)	1-2 (Restaurant)	Done	END RESERVATION
03:45 PM	Doe, Jane	2 guest(s)	L1 (Lounge)	Confirmed	ARRIVED, NO SHOW, REMIND
05:45 PM	Doe, John	2 guest(s)	1 (BAR)	Confirmed	
05:45 PM	Doe, Jane	2 guest(s)	L1 (Lounge)	Cancelled	



Se o hóspede não chegar no horário, você pode enviar um lembrete usando o **botão REMIND** . **Nota:** Um endereço de e-mail ou um número de telefone precisa ser depositado se você tiver adicionado a reserva manualmente.

DISH RESERVATION

Reservations

Table plan

Menu

Guests

Feedback

Reports

Settings

Integrations

Too many guests in house?

Pause online reservations

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

05:45 PM

Doe, John

2 guest(s)

1 (BAR)

Confirmed

05:45 PM

Doe, Jane

2 guest(s)

L1 (Lounge)

Cancelled

Print

?

Test Bistro Training

FAQ

Terms of use

Imprint

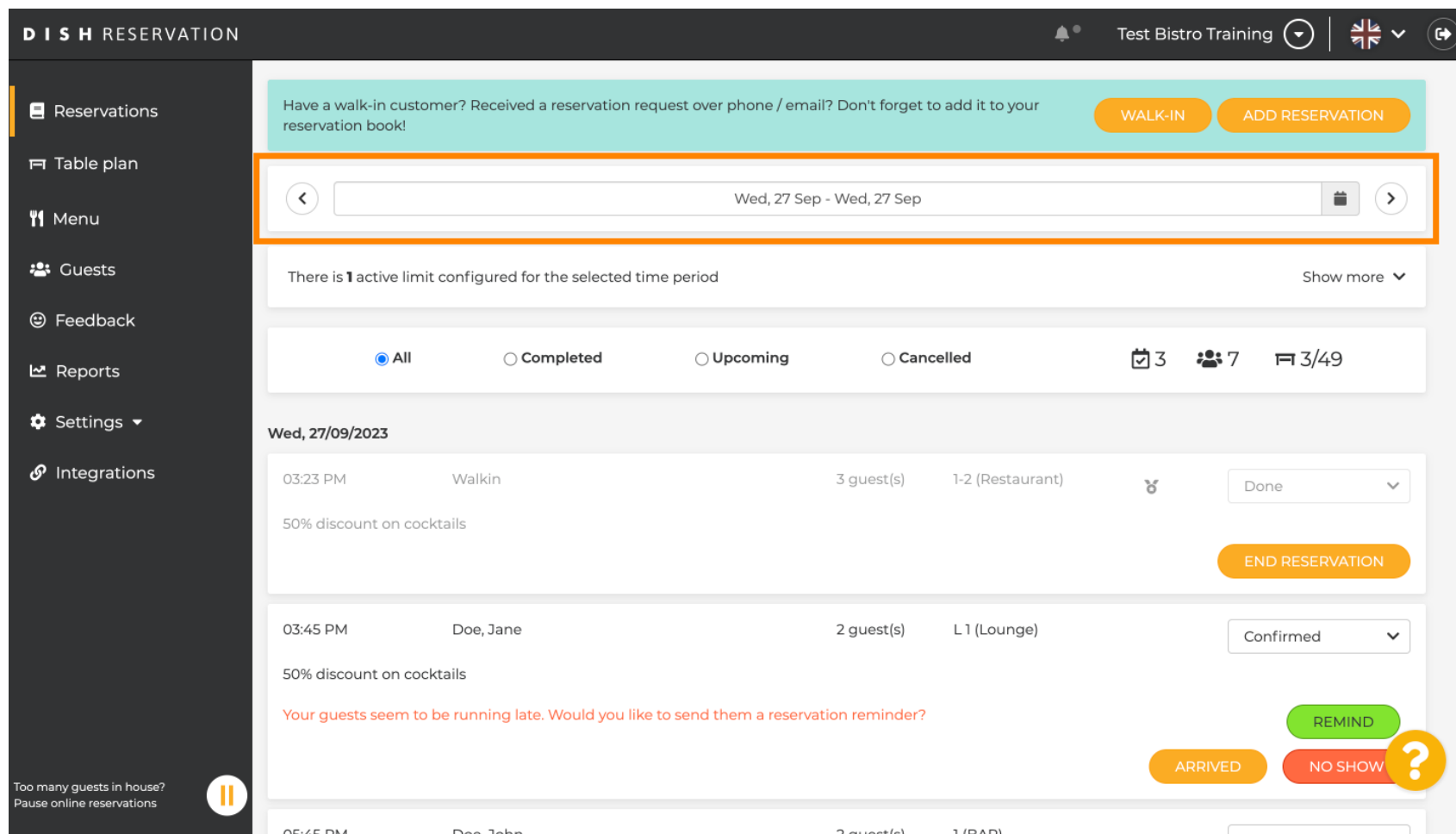
Data privacy

Privacy Settings

Designed by Hospitality Digital GmbH. All rights reserved.



Você quer gerenciar ou revisar reservas de datas diferentes? Use a **função de calendário** ou pule as datas usando as **setas**.



The screenshot shows the DISH RESERVATION admin interface. The left sidebar contains navigation links: Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main content area has a top banner with a message about walk-in customers and buttons for WALK-IN and ADD RESERVATION. Below this is a calendar navigation bar, which is highlighted with an orange box. This bar includes a left arrow, a date range (Wed, 27 Sep - Wed, 27 Sep), a calendar icon, and a right arrow. Below the calendar bar, there is a status filter section with radio buttons for All (selected), Completed, Upcoming, and Cancelled. To the right of these buttons are icons for 3 reservations, 7 guests, and 3/49 tables. The main reservation list for Wednesday, 27/09/2023, shows three reservations. The first reservation is at 03:23 PM for a walk-in customer with 3 guests in the 1-2 (Restaurant) area, with a 50% discount on cocktails and an END RESERVATION button. The second reservation is at 03:45 PM for Jane Doe with 2 guests in the L1 (Lounge) area, also with a 50% discount on cocktails. Below this reservation is a red text prompt: "Your guests seem to be running late. Would you like to send them a reservation reminder?" and three buttons: REMIND, ARRIVED, and NO SHOW. The third reservation is at 05:45 PM for John Doe with 2 guests in the 1 (BAR) area.



Pronto. Você concluiu o tutorial e agora sabe como gerenciar suas reservas.

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

05:45 PM

Doe, John

2 guest(s)

1 (BAR)

Too many guests in house? Pause online reservations

23 de 24



Digitalize para ir para o player interativo