

i

Welcome to the dashboard of DISH Reservation. In this tutorial, we show you how to search for guests e view reservations associated with a guest.

DISH RESERVATION		🌲 Test Restaurant - Test 🕤 🛛 🎽 🗸 🕞
Reservations	Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to yo reservation book!	WALK-IN ADD RESERVATION
🎮 Table plan		
🍴 Menu	Fri, 13 Oct - Fri, 15 Oct	
🛎 Guests	You have no limits configured for the selected date.	Add a new limit
Feedback		
🗠 Reports	○ All ○ Completed	0 🙁 0 🥅 0/5
🌣 Settings 👻		
𝔗 Integrations	No reservations available	
	Print	?
Pause online reservations	Designed by DISH Digital Solutions GmbH. All rights reserved.	FAQ Terms of use Imprint Data privacy Privacy Settings



• First, go to Guests on the menu to your left.

DISH RESERVATION		🍂 Test Restaurant - Test 🕤 🛛 🏄 🗸 🕞
Reservations	Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to yo reservation book!	WALK-IN ADD RESERVATION
🛏 Table plan	Fri. 13 Oct - Fri. 13 Oct	
🆞 Menu		
🐣 Guests	You have no limits configured for the selected date.	Add a new limit
🕲 Feedback		
🗠 Reports	○ All ○ Completed	0 🙁 0 🥅 0/5
🏟 Settings 👻		
	No reservations available	
	Print	?
Too many guests in house? Pause online reservations	Designed by DISH Digital Solutions GmbH. All rights reserved.	FAQ Terms of use Imprint Data privacy Privacy Settings



1 You are now in the overview of your guest database.

DISH RESERVATION							est Restaurant - Te	est 🕤	* *	
Reservations	In accordance with note that as per dat	legal regulations, we a privacy laws, it may	store your guest not be legal to u	: data for one year fro use their contact info	m the last reservation. You h rmation for offers & promotio	ave the poss ons. Please c	sibility to download yo heck with the local la	our guest dat ws before pro	a. Please oceeding.	
🛏 Table plan	Q Search Guest	name or Email						SEA	RCH	
🍴 Menu									_	
🛎 Guests	First name	Last name 💱	Visits	Email	Phone number	Custome	r since			
Seedback	Jane	Doe	-			15/10/202	-	View		
🗠 Reports	John	Doe	-			13/10/202	3	View		
🗢 Settings 🗸										
${ { $	Download all o	customers	ownload last 4 w	veek guest data	Download newsletter cust	tomers		<		
Too many guests in house? Pause online reservations	Designed by DISH Digital	l Solutions GmbH. All right	s reserved.			FAQ Terr	ms of use Imprint	Data privacy	Privacy Setti	ings



• To find a specific guest, use the search bar e enter their name or e-mail-address.

DISH RESERVATION						🌲 🖲 Test F	Restaurant - Test 🧲) 排 ~	
Reservations	In accordance with note that as per dat	legal regulations, we a privacy laws, it may	store your guest not be legal to u	data for one year fro se their contact info	m the last reservation. You h rmation for offers & promotic	ave the possibilit	y to download your gue with the local laws befo	st data. Please ore proceeding)].
🎮 Table plan	Q Search Guest	name or Email						SEARCH	
🎢 Menu									
📇 Guests	First name	Last name J2	Visits	Email	Phone number	Customer sine	ce	four	
Seedback	John	Dee	-			13/10/2023		/iew	
🗠 Reports	John	Doe	-			13/10/2023		New	
🌣 Settings 👻									
	Download all	customers D	ownload last 4 we	eek guest data	Download newsletter cust	tomers		< 1 >	
Too many guests in house? Pause online reservations	Designed by DISH Digita	l Solutions GmbH. All right	s reserved.			FAQ Terms of	use Imprint Data pi	ivacy Privacy	Settings



• Then click on SEARCH to start to show the results for your entry.

DISH RESERVATION						🔎 🛛 Test Re	staurant - Test 🧲) ᆥ ~	
Reservations	In accordance with note that as per dat	legal regulations, we ta privacy laws, it may	store your guest not be legal to t	t data for one year fro use their contact info	m the last reservation. You h rmation for offers & promotic	ave the possibility t ons. Please check w	o download your gue ith the local laws bef	est data. Please ore proceeding	9 J.
🛏 Table plan	Q Search Gues	t name or Email					(SEARCH)
🎢 Menu									
🛎 Guests	First name	Last name ↓ ₂	Visits	Email	Phone number	Customer since			
Feedback	Jane	Doe	-			13/10/2023		View	
🗠 Reports	John	Doe	-			13/10/2023		View	
🏟 Settings 👻									
	Download all	customers D	ownload last 4 v	veek guest data	Download newsletter cust	iomers		< 1 >	
Too many guests in house? Pause online reservations	Designed by DISH Digita	al Solutions GmbH. All right	s reserved.			FAQ Terms of use	Imprint Data p	ivacy Privacy	Settings



All guests will then be listed below with their information displayed.

DISH RESERVATION						🌲 Tes	t Restaurant - Test		× (•)
Reservations	In accordance with note that as per dat	legal regulations, we a privacy laws, it may	store your guest not be legal to u	data for one year from se their contact infor	n the last reservation. You h mation for offers & promotio	ave the possib ons. Please che	ility to download you ck with the local laws	r guest data. Ple s before proceed	ease ding.
🛏 Table plan	Q Search Guest	name or Email						SEARCH	
🎢 Menu									
🛎 Guests	First name	Last name ↓	Visits	Email	Phone number	Customer s	ince		- 1
Feedback	Jane	Doe	-			13/10/2023		View	
🗠 Reports	John	Doe	-			13/10/2023		View	
🌣 Settings 👻									
${ { $	Download all	customers	ownload last 4 we	eek guest data	Download newsletter cust	omers		< 1	>
·									
Too many guests in house? Pause online reservations	Designed by DISH Digita	l Solutions GmbH. All rights	reserved.			FAQ Terms	of use Imprint E	Pata privacy Priv	vacy Settings



• To see further information about the guest as well as the reservation history, click on View.

DISH RESERVATION						* 0	Test Restaurant - T	est 🕤 🛛	⊭
Reservations	In accordance with note that as per da	legal regulations, we ta privacy laws, it may	store your gues / not be legal to	st data for one year fro use their contact info	om the last reservation. You h prmation for offers & promoti	nave the po ons. Please	ssibility to download y check with the local l	our guest data. aws before proc	Please eeding.
🎮 Table plan	Q Search Gues	t name or Email						SEAR	СН
"1 Menu									
🐣 Guests	First name	Last name	Visits	Email	Phone number	Custom	ner since		
Feedback	Jane	Doe				13/10/20		View	4
🗠 Reports	John	Doe	-			13/10/20	23	View	
💠 Settings 👻									
	Download all	customers	rownload last 4 v	week guest data	Download newsletter cus	tomers		< 1	>
Too many guests in house? Pause online reservations	Designed by DISH Digita	al Solutions GmbH. All right	s reserved.			FAQ To	erms of use Imprint	Data privacy	Privacy Settings



• You then have the guest's information displayed e can add more too.

DISH RESERVATION					* *	Test Restaurant	- Test 🕤 🛛	₽ ~ (•
Reservations	Guest infor	mation					E	Back
	Doe, Jane					(Customer since 13/1	10/2023
	C							
🍴 Menu	Internal guest not	e						
🛎 Guests	Note will be shown	on all reservations made	by this guest.					
edback	e.g. 10% discount	, VIP						
🗠 Reports				6				
💠 Settings 👻	Allergies	me 🗌 Nuts 🗌 Crustacea	n 🗌 Eggs 🗌 Fisł	n				
${ {oldsymbol{\mathscr{O}}}}$ Integrations	Mustard Lac Lupins Sulpt	tose 🗌 Celery 🗌 Peanut nite	s 🗌 Shellfish 🗌	Soy				
	Diet Gluten-free Vegetarian	Halal 🗌 Kosher 🗌 Lacto:	se-free 🗌 Vegan					
							SAV	VE
	Reservation	n history						
	Date	Time	Pax	Occasion	Status	Food	Service	
bo many guests in house? ause online reservations	19/10/2023	02:30 PM	4		Confirmed			



If you have adjusted the information, click on SAVE to apply the changes.

DISH RESERVATION					* •	Test Restaurant	Test 🕤	<u> 취</u> 隆 ~ (
Reservations	Guest informa	ation						Back
🛏 Table plan	Doe, Jane					С	ustomer since	e 13/10/2023
"1 Menu	📞 Internal guest note							
🐣 Guests	Note will be shown on a	all reservations made b	y this guest.					
eedback								
🗠 Reports	Allergies			h				
💠 Settings 👻	Gluten Sesame	🗌 Nuts 🔲 Crustacear	n 🗌 Eggs 🗌 Fish					
${oldsymbol {\mathscr O}}$ Integrations	Mustard Lactose Lupins Sulphite	Celery Peanuts	5 🗌 Shellfish 🗌 S	Soy				
	Diet							
	☐ Gluten-free ☐ Hala	🗌 Kosher 📋 Lactos	e-free 📋 Vegan					
								SAVE
	Reservation h	istory						
	Date	Time	Pax	Occasion	Status	Food	Service	
oo many guests in house? ause online reservations	19/10/2023	02:30 PM	4		Confirmed			



To see information regarding the reservation history, scroll down to the bottom of the page.

DISH RESERVATION						🏓 Te	st Restaurant - T	est 🕤	<u> 4</u> 7 7 7 7	
	Internal guest note	l reservations made by thi	e quest							
Reservations	e.g. 10% discount, VIP	reservations made by th	s guest.							
🛏 Table plan										
🎢 Menu										
🐣 Guests	Allergies) Nuts 🗌 Crustacean 🗌	Eggs 🗌 Fish	1 Sov						
Feedback	Lupins Sulphite			SOy						
🗠 Reports	Diet									
🌣 Settings 👻	 Gluten-free Halal Vegetarian 	🗌 Kosher 🔲 Lactose-fre	e 🗌 Vegan							
${ {oldsymbol { heta } } }$ Integrations									SAVE	
	Reservation hi	story								
	Date	Time	Pax	Occasion	Status		Food	Service		
	19/10/2023	02:30 PM	4		Confirmed					
								<		
Too many guests in house? Pause online reservations	Designed by DISH Digital Solution	is GmbH. All rights reserved.				FAQ Term	s of use Imprint	Data privacy	Privacy Se	attings



Once you are done reviewing the information of the guest, click on Back to return to the overview.

DISH RESERVATION						.	Test Restaurant - T	est 🕤	4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	
Reservations	Guest informa	ition							Back)
Ħ Table plan	Doe, Jane						Cus	tomer since	e 13/10/2023	
🍴 Menu	Internal guest note									
🐣 Guests	e.g. 10% discount, VIP		y this guest.							
Feedback										
🗠 Reports	Allergies			<i>l</i> e						
🌣 Settings 👻	Gluten Sesame	Nuts Crustacean	Eggs Fish	^o v						
${\cal O}$ Integrations	Lupins Sulphite			JOy						
	Diet Cluten-free Halal Vegetarian 	🗌 Kosher 🗌 Lactose	-free 🗌 Vegan						SAVE	
	Reservation h	istory								
	Date	Time	Pax	Occasion	Status		Food	Service		
oo many guests in house? ause online reservations	19/10/2023	02:30 PM	4		Confirme	ed				



i

Back in the overview, you have the option to download customer data. Either the data of all customers, guest data of the last four weeks or data of the newsletter customers.

DISH RESERVATION						🌲 Te	st Restaurant - Test	\odot	× ₹	•
Reservations	In accordance with note that as per dat	legal regulations, we a privacy laws, it may	store your gues not be legal to	t data for one year fro use their contact info	om the last reservation. You h rmation for offers & promotic	ave the possibons. Please ch	pility to download your eck with the local laws	guest data. I before proce	Please eding.	
🎞 Table plan	Q Search Guest	name or Email						SEAR	сн	
🎢 Menu										
🐣 Guests	First name	Last name ↓	Visits	Email	Phone number	Customer	since			
Feedback	Jane	Doe	-			13/10/2023		View		
🗠 Reports	John	Doe	-			13/10/2023		View		
💠 Settings 👻										
𝔗 Integrations	Download all	customers D	ownload last 4 v	week guest data	Download newsletter cust	comers		< 1	>	
Too many guests in house? Pause online reservations	Designed by DISH Digita	l Solutions GmbH. All right:	s reserved.			FAQ Term	s of use Imprint D	ata privacy	Privacy Sett	tings



Simply click on the corresponding button from which you want to have the data. The download will then start.

DISH RESERVATION						.	Test Restaurant - T	est 🕤	<u> </u>		
Reservations	In accordance with note that as per dat	legal regulations, we ta privacy laws, it may	store your gue not be legal to	st data for one year fro use their contact info	m the last reservation. You h rmation for offers & promotio	ave the pos ons. Please	ssibility to download y check with the local l	/our guest da aws before pi	ta. Please oceeding.		
🎮 Table plan	Q Search Guest name or Email						ARCH				
🎢 Menu											
🛎 Guests	First name	Last name	Visits	Email	Phone number	Custom	er since				
🕲 Feedback	Jane	Doe	-			13/10/20	23	View			
🗠 Reports	John	Doe	-			13/10/20	23	View			
🔹 Settings 👻											
	Download all	customers	ownload last 4	week guest data	Download newsletter cust	tomers		<			
Too many guests in house? Pause online reservations	Designed by DISH Digital Solutions GmbH. All rights reserved.				FAQ Terms of use Imprint Data privacy Privacy Setting:						



1 That's it. You have completed the tutorial e now know how to search for guests e view reservations associated with a guest.

DISH RESERVATION						.	Test Restaurant - Tes	t 🖸	<u> 취</u> 분 ~	
Reservations	In accordance with note that as per dat	legal regulations, we ta privacy laws, it may	store your gues not be legal to	t data for one year fro use their contact info	m the last reservation. You h rmation for offers & promotic	ave the pons. Please	ossibility to download you e check with the local lav	ur guest dat /s before pr	a. Please oceeding.	
🛏 Table plan	Q Search Guest name or Email							SEA	ARCH	
🎢 Menu										
🐣 Guests	First name	Last name ↓	Visits	Email	Phone number	Custor	ner since			
🕲 Feedback	Jane	Doe	-			13/10/2	023	View		
🗠 Reports	John	Doe	-			13/10/2	023	View		
🔹 Settings 👻										
${oldsymbol {\mathscr O}}$ Integrations										
	Download all	customers D	ownload last 4 v	veek guest data	Download newsletter cust	omers		<	1 >	
Pause online reservations	Designed by DISH Digital Solutions GmbH. All rights reserved.					FAQ	Terms of use Imprint	Data privacy	Privacy Se	ettings





Scan to go to the interactive player