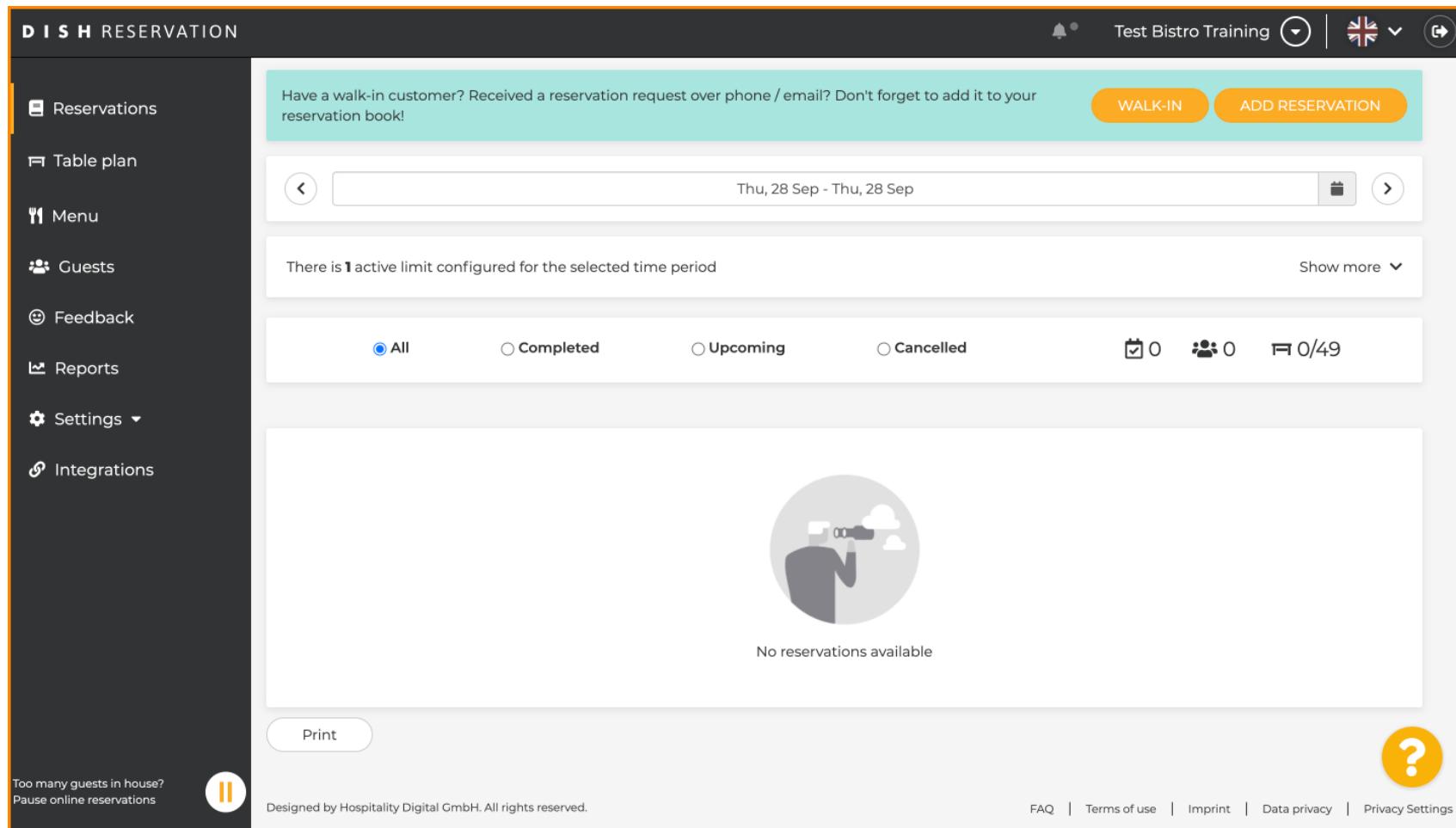


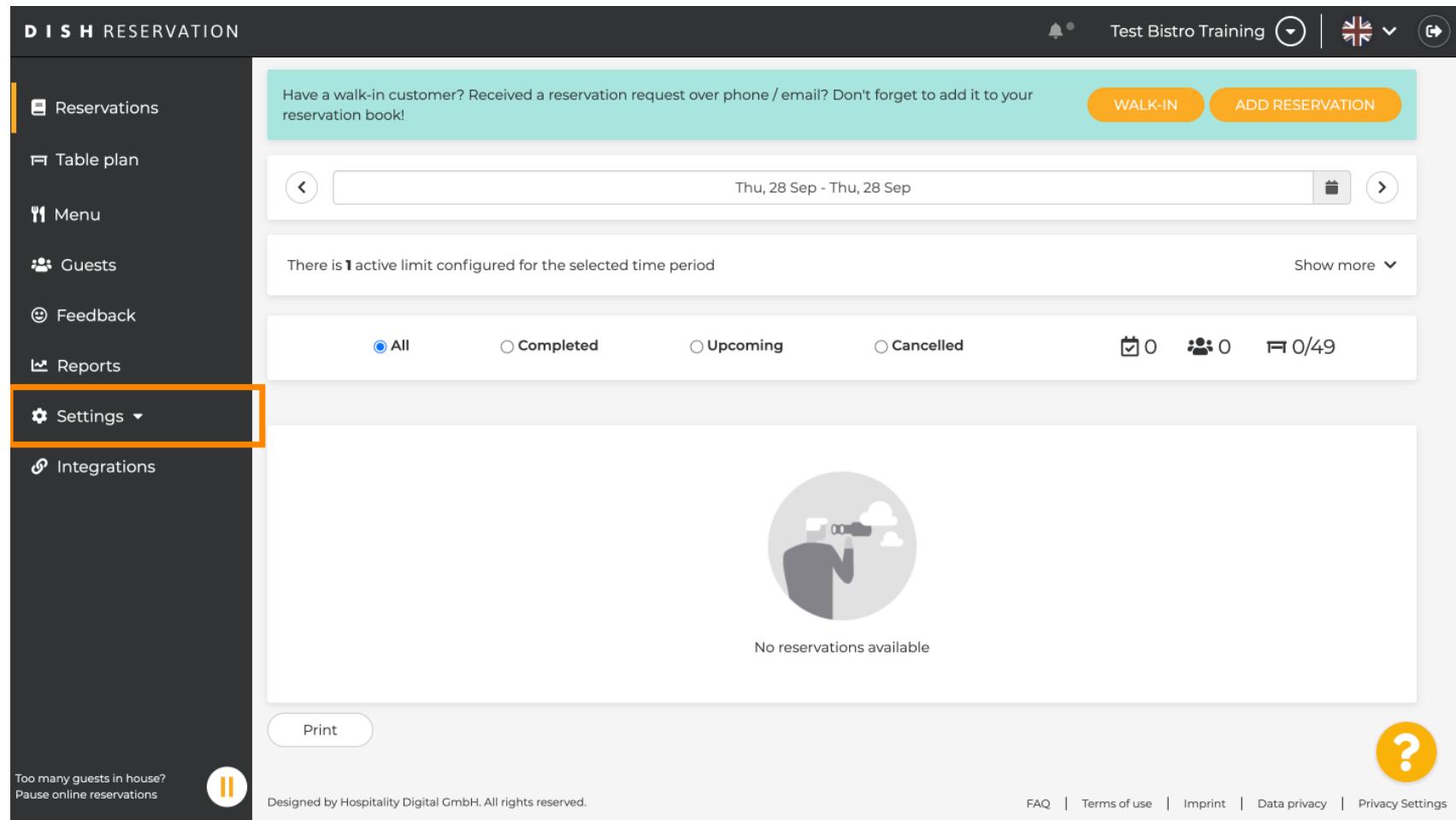


Welcome to the dashboard of **DISH Reservation**. In this tutorial, we show you how to manage your reservation settings.



The screenshot shows the DISH Reservation dashboard. On the left, a sidebar menu includes: Reservations (selected), Table plan, Menu, Guests, Feedback, Reports, Settings (with a dropdown arrow), and Integrations. A message at the top right says, "Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book!" with buttons for WALK-IN and ADD RESERVATION. The main area displays a date range from Thu, 28 Sep - Thu, 28 Sep. It shows a status message: "There is 1 active limit configured for the selected time period" with a "Show more" button. Below this are filter options: All (selected), Completed, Upcoming, Cancelled, and guest counts: 0 guests, 0 checked-in, and 0/49 total. A large central area displays a placeholder image of a person looking through binoculars and the text "No reservations available". At the bottom, there's a "Print" button and a yellow circular icon with a question mark. The footer includes links for Too many guests in house? Pause online reservations, Designed by Hospitality Digital GmbH. All rights reserved., FAQ, Terms of use, Imprint, Data privacy, Privacy Settings, and a copyright notice (© 2018 DISH by METRO).

- First, go to **Settings** on the menu to your left.



DISH RESERVATION

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

Thu, 28 Sep - Thu, 28 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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?



And then select **Reservations**.

D I S H RESERVATION

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

Thu, 28 Sep - Thu, 28 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

?

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1 You are now in the **settings** for your reservations.

DISH RESERVATION

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CHANNELS

Through which channels would you like to receive online reservations?

 Online Widget [Activate now](#)

 Reserve with Facebook

 Reserve with Google

You don't want to receive any reservations via your DISH Website anymore? With one click, you can disable the DISH Reservation in DISH Website!

[Remove](#)

CAPACITY

What is the maximum group size for reservations via the reservation widget?

LEAD TIME

How many days in advance can a reservation be made?

365 days in advance

How much notice is needed for an online reservation?

2.0 hours

ADMINISTRATION

Up to what group size would you like reservations to be automatically confirmed?

6 people

Would you like to allow your guests to select the area they are seated in themselves?

Yes

ENGAGEMENT

How many minutes/hours in advance would you like to remind your guests about their upcoming reservation?

2.0 hours in advance

Would you like to receive feedback from your guests about their dining experience?

Yes

- Under the section channels, you can decide through which channels you would like to receive reservations. To do so, click on the designated **switch**.

The screenshot shows the DISH Reservation Administration Panel. The left sidebar has a dark background with white icons and text for Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings (with Reservations selected), Tables/Seats, Reservation limits, Offers, Notifications, Account, and Integrations. A message at the bottom says "Too many guests in house?" with a double exclamation mark icon.

The main content area is titled "CHANNELS" and asks "Through which channels would you like to receive online reservations?". It shows two options: "Online Widget" (with a switch) and "Reserve with Facebook" (with a "Activate now" button). Below these are instructions: "You don't want to receive any reservations via your DISH Website anymore? With one click, you can disable the DISH Reservation in DISH Website!" with a "Remove" button.

Other sections include "LEAD TIME" (How many days in advance can a reservation be made? 365 days in advance), "ADMINISTRATION" (Up to what group size would you like reservations to be automatically confirmed? 6 people, Would you like to allow your guests to select the area they are seated in themselves? Yes), and "ENGAGEMENT" (How many minutes/hours in advance would you like to remind your guests about their upcoming reservation? 2.0 hours in advance, Would you like to receive feedback from your guests about their dining experience? Yes).



The section **lead time** lets you configure how many days in advance a reservation can be made and how much notice is needed for an online reservation.

DISH RESERVATION

CHANNELS
Through which channels would you like to receive online reservations?

Online Widget
Reserve with Facebook
Activate now

Reserve with Google

You don't want to receive any reservations via your DISH Website anymore? With one click, you can disable the DISH Reservation in DISH Website!

CAPACITY
What is the maximum group size for reservations via the reservation widget?

LEAD TIME

How many days in advance can a reservation be made?
365 days in advance

How much notice is needed for an online reservation?
2.0 hours

ADMINISTRATION

Up to what group size would you like reservations to be automatically confirmed?
6 people

Would you like to allow your guests to select the area they are seated in themselves?
Yes

ENGAGEMENT

How many minutes/hours in advance would you like to remind your guests about their upcoming reservation?
2.0 hours in advance

Would you like to receive feedback from your guests about their dining experience?
Yes



In the **administration section**, you are able to adjust at what group size reservations won't be confirmed automatically.

The screenshot shows the DISH Reservation administration interface. On the left, a sidebar lists various settings: Reservations (selected), Table plan, Menu, Guests, Feedback, Reports, Settings (Hours, Reservations, Tables/Seats, Reservation limits, Offers, Notifications, Account, Integrations), and a message about too many guests in house. The main content area has sections for CHANNELS, LEAD TIME, CAPACITY, and ENGAGEMENT. The CHANNELS section shows options for Online Widget (disabled), Reserve with Facebook (disabled), and Reserve with Google (disabled). The LEAD TIME section sets a 365-day advance reservation limit and a 2-hour notice requirement. The CAPACITY section asks about the maximum group size for reservations via the widget, with a dropdown set to 6 people. The ENGAGEMENT section sets a 2-hour advance reminder for guests and enables guest self-selection of seating areas. The 'Administration' section, which includes these capacity and engagement settings, is highlighted with an orange border.

DISH RESERVATION

CHANNELS

Through which channels would you like to receive online reservations?

Online Widget

Reserve with Facebook

Activate now

Reserve with Google

You don't want to receive any reservations via your DISH Website anymore? With one click, you can disable the DISH Reservation in DISH Website!

Remove

CAPACITY

What is the maximum group size for reservations via the reservation widget?

LEAD TIME

How many days in advance can a reservation be made?

365 days in advance

How much notice is needed for an online reservation?

2.0 hours

ADMINISTRATION

Up to what group size would you like reservations to be automatically confirmed?

6 people

Would you like to allow your guests to select the area they are seated in themselves?

Yes

ENGAGEMENT

How many minutes/hours in advance would you like to remind your guests about their upcoming reservation?

2.0 hours in advance

Would you like to receive feedback from your guests about their dining experience?

Yes

- Under the section **engagement**, you set up when a guest will be reminded about the upcoming reservation y if you want to receive feedback from the guest regarding the experience.

The screenshot shows the DISH Reservation Administration Panel. The left sidebar has a dark background with white icons and text for Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings (with Hours, Reservations, Tables/Seats, Reservation limits, Offers, Notifications, Account, Integrations), and a message at the bottom: "Too many guests in house?". The main content area has a light gray background. At the top right are a bell icon, "Test Bistro Training" dropdown, a UK flag, and a refresh button. A large orange box highlights the "ENGAGEMENT" section. This section contains two dropdown menus: "How many minutes/hours in advance would you like to remind your guests about their upcoming reservation?" (set to "2.0 hours in advance") and "Would you like to receive feedback from your guests about their dining experience?" (set to "Yes"). Below this is a section titled "COMMUNICATE WITH YOUR GUESTS IN THE ONLINE WIDGET" with a text area for "Additional information for your guests" and a note: "Make sure you communicate important information to your guests before they make a reservation. It will be displayed in the last step of the widget".



Under the section **capacity**, you can adjust details regarding the group size y several options regarding the duration of reservations.

The screenshot shows the 'DISH RESERVATION' settings interface. The left sidebar has a dark theme with white icons and text. The 'Settings' dropdown is open, and 'Reservations' is selected. Other options include Hours, Tables/Seats, Reservation limits, Offers, Notifications, Account, and Integrations. A message at the bottom says 'Too many guests in house?' with a play/pause icon. The main content area is titled 'CAPACITY'. It asks for maximum and minimum group sizes via the reservation widget, both set to '10 people' and '1 person' respectively. It also asks for the duration of a visit, set to '2.5 hours'. A checked checkbox says 'Show duration in guest confirmation and widget'. Another question asks if guests can set their own stay duration, with 'No' selected. It also asks if customers can reserve in 15, 30, or 60 minute intervals, with '15 minutes' selected. To the right, there's a section about guest feedback, a communication box for important information, and a COVID-19 guest information section with checkboxes for address, names, addresses, phone numbers, and vaccination status. The top right shows a notification bell, the store name 'Test Bistro Training', a UK flag, and a refresh button.



In the section **communicate with your guests in the online widget**, you are able to display additional information when a guest books a table through the widget.

The screenshot shows the DISH Reservation Settings page. On the left, there's a sidebar with various options like Reservations, Table plan, Menu, Guests, Feedback, Reports, and Settings. Under Settings, Reservations is selected. The main area has sections for Maximum group size (10 people), Minimum group size (1 person), Duration of visit (General setting: 2.5 hours, Show duration in guest confirmation and widget checked), and a question about guest duration (No). Below that is a section for booking limits. To the right, there's a dropdown set to 'Yes' for communicating with guests. A large orange box highlights the 'COMMUNICATE WITH YOUR GUESTS IN THE ONLINE WIDGET' section, which contains two parts: 'Additional information for your guests' (with a note about communicating important information before booking) and 'COVID-19 Guest Information' (with checkboxes for Address, Other guests names, Other guests addresses, Other guests phone numbers, and Vaccination Status).

DISH RESERVATION

What is the maximum group size for reservations via the reservation widget?
10 people

What is the minimum group size for reservations via the reservation widget?
1 person

What is the duration of a visit at your restaurant?
A table will be marked occupied for this period of time.
General setting 2.5 hours
 Show duration in guest confirmation and widget

Would you like your guests to set the duration of their stay?
If you select this, your guests will be able to change the default duration you set by selecting their own duration in the widget. In this scenario, service durations do not apply.
No

Should customers be able to reserve in 15, 30, or 60 minute intervals?
15 minutes

BOOKING LIMIT

Pace your guests. Set the max amount of guests allowed to book per interval

Yes

COMMUNICATE WITH YOUR GUESTS IN THE ONLINE WIDGET

Additional information for your guests

Make sure you communicate important information to your guests before they make a reservation. It will be displayed in the last step of the widget.

COVID-19 Guest Information

To record the contact details of all guests of a reservation, you can activate here which data should be collected in the widget

Address

Other guests names

Other guests addresses

Other guests phone numbers

Vaccination Status



Plus, you can make the COVID-19 guest information mandatory when booking a table through the widget if needed. Simply tick the **boxes** for the information you want to collect.

The screenshot shows the 'DISH RESERVATION' settings page. On the left sidebar, under 'Settings', 'Reservations' is selected. In the main content area, there are several configuration sections:

- What is the maximum group size for reservations via the reservation widget?**: A dropdown set to "10 people".
- What is the minimum group size for reservations via the reservation widget?**: A dropdown set to "1 person".
- What is the duration of a visit at your restaurant?**: A note stating "A table will be marked occupied for this period of time." followed by a dropdown set to "General setting" and "2.5 hours".
- Show duration in guest confirmation and widget**: A checked checkbox.
- Would you like your guests to set the duration of their stay?**: A note explaining that if selected, guests can change the default duration. A dropdown is set to "No".
- Should customers be able to reserve in 15, 30, or 60 minute intervals?**: A dropdown set to "15 minutes".
- BOOKING LIMIT**: A note asking to pace guests. A dropdown is partially visible.

On the right side, there is a section titled "COMMUNICATE WITH YOUR GUESTS IN THE ONLINE WIDGET" with a note about communicating important information before booking. Below it is a large empty text area for messages. Under "COVID-19 Guest Information", there is a note about recording guest contact details. A list of data collection options is shown, with five items highlighted by a red box:

- Address
- Other guests names
- Other guests addresses
- Other guests phone numbers
- Vaccination Status



The section booking limit lets you set a maximum amount of guests allowed to book per interval. Use the **+ Booking limit button** to set up a new booking limit.

The screenshot shows the 'DISH RESERVATION' settings interface. On the left sidebar, under 'Settings', 'Reservations' is selected. In the main area, there's a section titled 'BOOKING LIMIT' with the instruction 'Pace your guests. Set the max amount of guests allowed to book per interval'. A prominent orange button labeled '+ Booking limit' is highlighted with a red box. To the right, there's a 'COVID-19 Guest Information' section with several checkboxes for collecting guest data like address, names, addresses, phone numbers, and vaccination status. A 'SAVE' button is located at the bottom right of the main panel.

What is the duration of a visit at your restaurant?
A table will be marked occupied for this period of time.

General setting 2.5 hours

Show duration in guest confirmation and widget

Would you like your guests to set the duration of their stay?
If you select this, your guests will be able to change the default duration you set by selecting their own duration in the widget. In this scenario, service durations do not apply.

No

Should customers be able to reserve in 15, 30, or 60 minute intervals?
15 minutes

BOOKING LIMIT

Pace your guests. Set the max amount of guests allowed to book per interval

+ Booking limit

they make a reservation. It will be displayed in the last step of the widget.

COVID-19 Guest Information

To record the contact details of all guests of a reservation, you can activate here which data should be collected in the widget

Address

Other guests names

Other guests addresses

Other guests phone numbers

Vaccination Status

SAVE

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Once you adjusted the settings, click on **SAVE** to apply the changes.

The screenshot shows the 'DISH RESERVATION' settings page under the 'Reservations' tab. On the left sidebar, 'Reservations' is selected. The main content area includes:

- What is the duration of a visit at your restaurant?**: A table will be marked occupied for this period of time. The 'General setting' dropdown is set to '2.5 hours'. A checked checkbox 'Show duration in guest confirmation and widget' is present.
- Would you like your guests to set the duration of their stay?**: If selected, guests can change the default duration. The dropdown is set to 'No'.
- Should customers be able to reserve in 15, 30, or 60 minute intervals?**: The dropdown is set to '15 minutes'.
- BOOKING LIMIT**: Set the max amount of guests allowed to book per interval. A button '+ Booking limit' is available.
- COVID-19 Guest Information**: Options to collect contact details for guests. Checked checkboxes include: Address, Other guests names, Other guests addresses, Other guests phone numbers, and Vaccination Status. An unchecked checkbox 'Address' is also shown.

At the bottom right is a large orange 'SAVE' button.

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That's it. You have completed the tutorial y now know how to manage your reservation settings.

DISH RESERVATION

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CHANNELS

Through which channels would you like to receive online reservations?

 Online Widget [Activate now](#)

 Reserve with Facebook

 Reserve with Google

You don't want to receive any reservations via your DISH Website anymore? With one click, you can disable the DISH Reservation in DISH Website!

[Remove](#)

CAPACITY

What is the maximum group size for reservations via the reservation widget?

LEAD TIME

How many days in advance can a reservation be made?

365 days in advance

How much notice is needed for an online reservation?

2.0 hours

ADMINISTRATION

Up to what group size would you like reservations to be automatically confirmed?

6 people

Would you like to allow your guests to select the area they are seated in themselves?

Yes

ENGAGEMENT

How many minutes/hours in advance would you like to remind your guests about their upcoming reservation?

2.0 hours in advance

Would you like to receive feedback from your guests about their dining experience?

Yes

