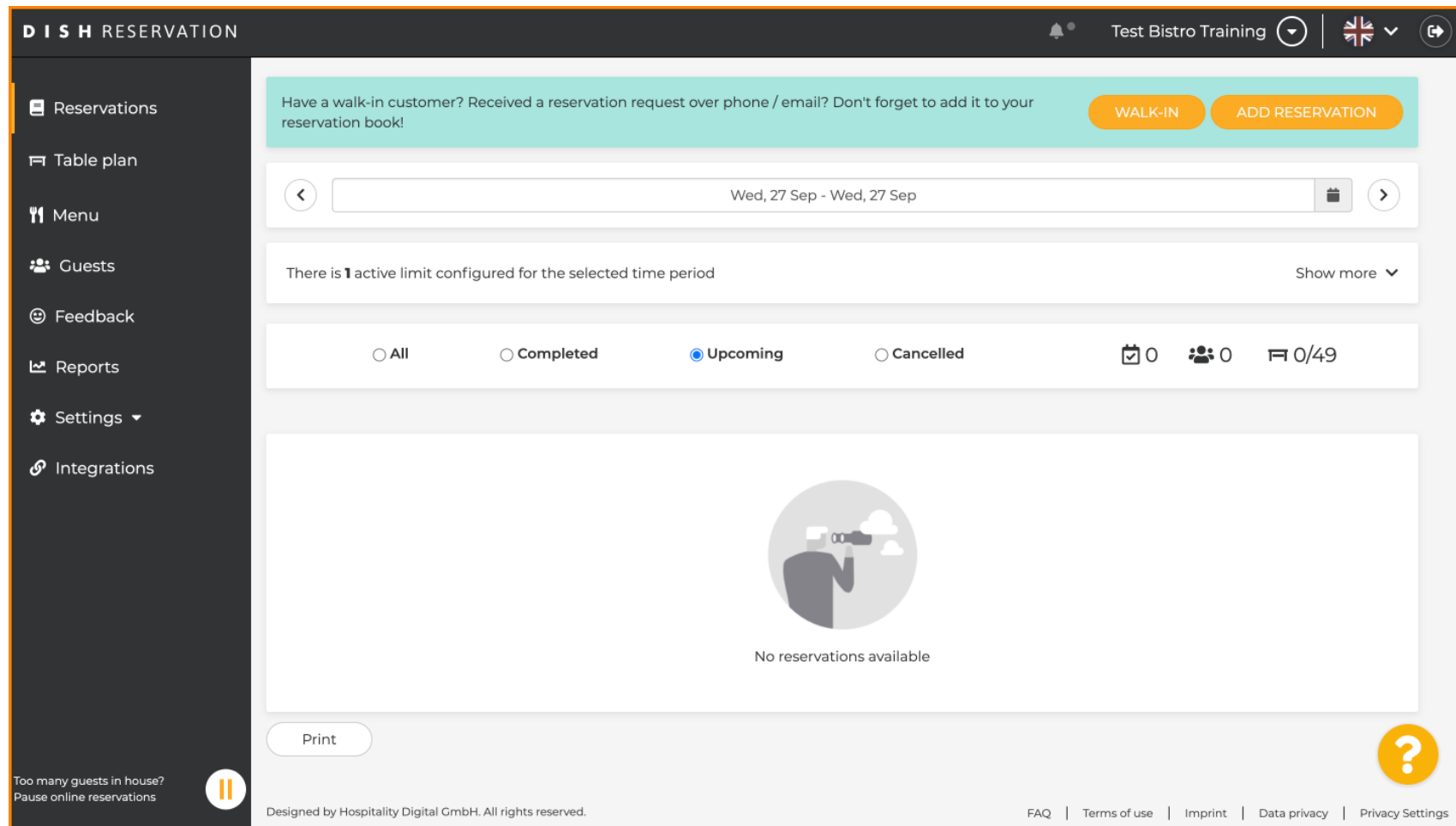




Welcome to the dashboard of **DISH Reservation**. In this tutorial, we show you how to adjust the status of your reservations.



The screenshot shows the DISH Reservation dashboard. The top header includes the DISH RESERVATION logo, a notification bell, the text "Test Bistro Training", a language selector (UK flag), and a refresh 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 walk-in customers and two 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" link. A filter bar shows "All", "Completed", "Upcoming" (selected), and "Cancelled" filters, along with counts for calendar, guests, and tables. The main reservation list is empty, displaying a "No reservations available" message with a magnifying glass icon. A "Print" button is at the bottom left. The footer includes a warning about too many guests, a pause icon, design credits, 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 shows the DISH RESERVATION web application. The top navigation bar is dark grey with the 'DISH RESERVATION' logo on the left, a bell icon, the text 'Test Bistro Training', a dropdown arrow, a UK flag, and a share icon. The left sidebar is dark grey and contains a list of menu items: 'Reservations' (highlighted with an orange border), 'Table plan', 'Menu', 'Guests', 'Feedback', 'Reports', 'Settings', and 'Integrations'. The main content area has a light grey background. At the top of this area 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 orange buttons: 'WALK-IN' and 'ADD RESERVATION'. Below the banner is a date selector showing 'Wed, 27 Sep - Wed, 27 Sep' with left and right navigation arrows. Underneath is a white box stating 'There is 1 active limit configured for the selected time period' with a 'Show more' link. Below that is a filter bar with radio buttons for 'All', 'Completed', 'Upcoming' (selected), and 'Cancelled', along with icons for a calendar (0), guests (0), and a table (0/49). The main content area is mostly empty, showing a large circular icon of a person with binoculars and the text 'No reservations available'. At the bottom left of the main area is a 'Print' button. At the bottom right is a yellow circle with a question mark. 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 a row of links: 'FAQ', 'Terms of use', 'Imprint', 'Data privacy', and 'Privacy Settings'.



By using the **drop-down menu** you can either cancel a reservation or mark it as arrived.

DISH RESERVATION

Test Bistro Training

Reservations

Table plan

Menu

Guests

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Reports

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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

1

2

1/49

Wed, 27/09/2023

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

Print

Too many guests in house? Pause online reservations

?

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FAQ

Terms of use

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Data privacy

Privacy Settings

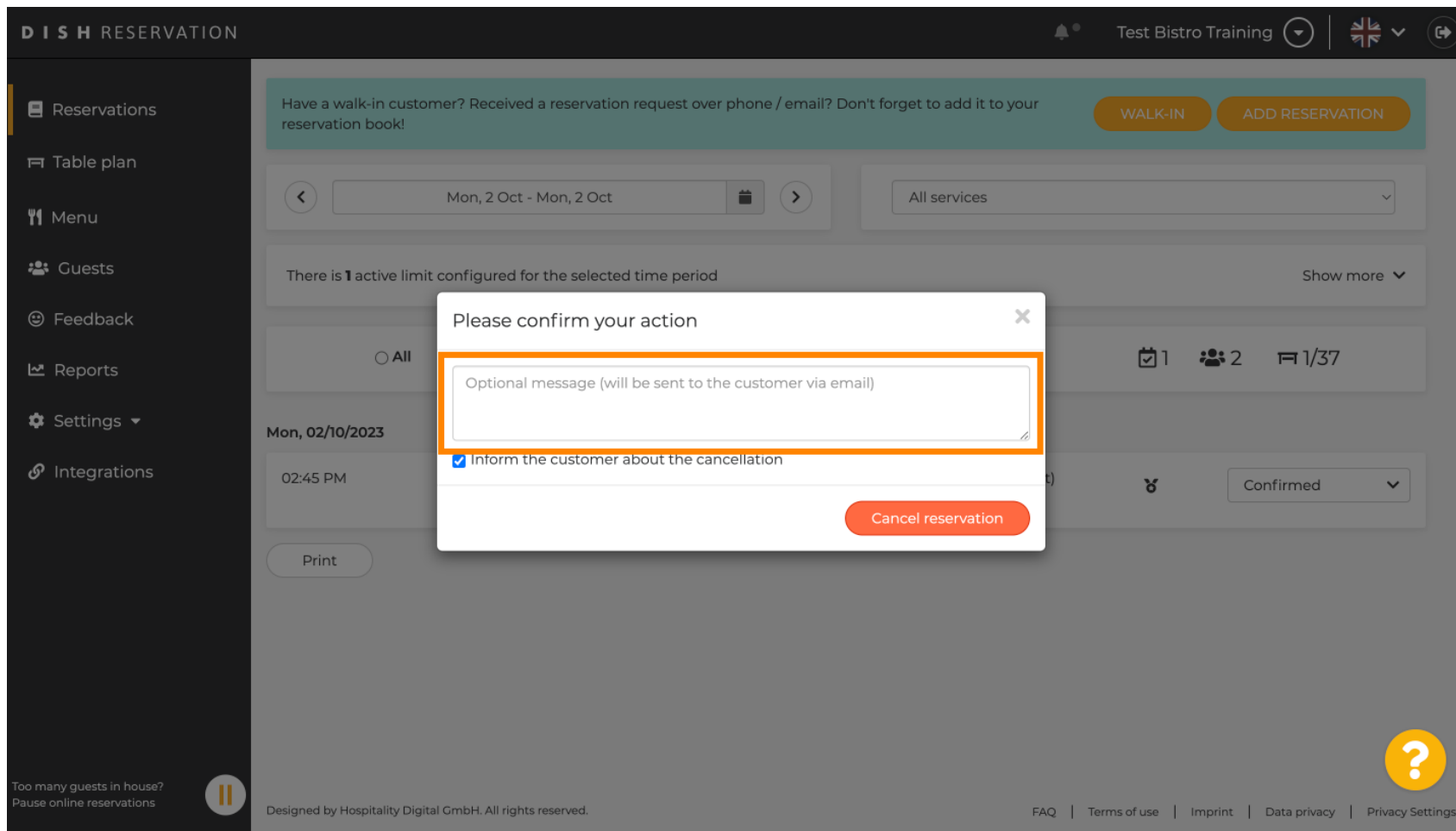
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When you cancel a reservation, you have the option to inform the customer about the cancellation.

The screenshot displays the DISH RESERVATION management 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 banner with a tip about walk-in customers and buttons for 'WALK-IN' and 'ADD RESERVATION'. Below this is a date and time selector showing 'Mon, 2 Oct - Mon, 2 Oct' and a service filter set to 'All services'. A modal dialog titled 'Please confirm your action' is centered on the screen, featuring a text input for an optional message, a checked checkbox for 'Inform the customer about the cancellation', and a red 'Cancel reservation' button. The background interface shows a reservation for 'Mon, 02/10/2023' at '02:45 PM' with 1 table and 2 guests. The footer includes a status message about guest limits, design credits, and a list of links: FAQ, Terms of use, Imprint, Data privacy, and Privacy Settings.

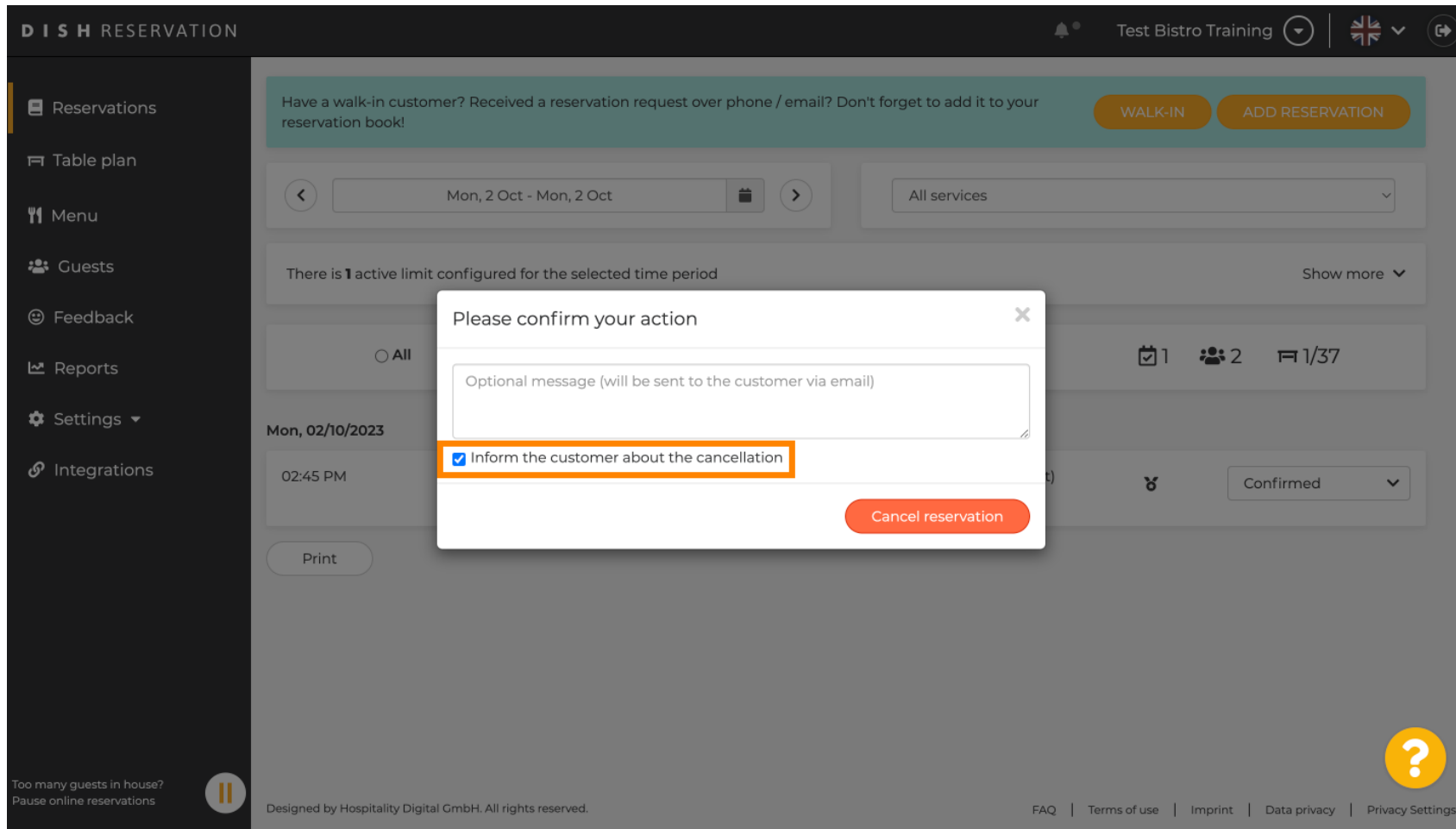
 You can leave an optional message for the customer.



The screenshot displays the DISH RESERVATION management interface. A modal dialog titled "Please confirm your action" is centered on the screen, featuring a text input field for an "Optional message (will be sent to the customer via email)" and a checked checkbox for "Inform the customer about the cancellation". A red "Cancel reservation" button is located at the bottom right of the dialog. The background interface includes a sidebar with navigation options like Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main area shows reservation details for "Mon, 02/10/2023" at "02:45 PM", with a status of "Confirmed". A top banner prompts users to add walk-in or phone/email reservations. The footer contains a "Pause online reservations" button, a copyright notice for Hospitality Digital GmbH, and links to FAQ, Terms of use, Imprint, Data privacy, and Privacy Settings.



And decide whether to inform your customer about the cancellation or not.



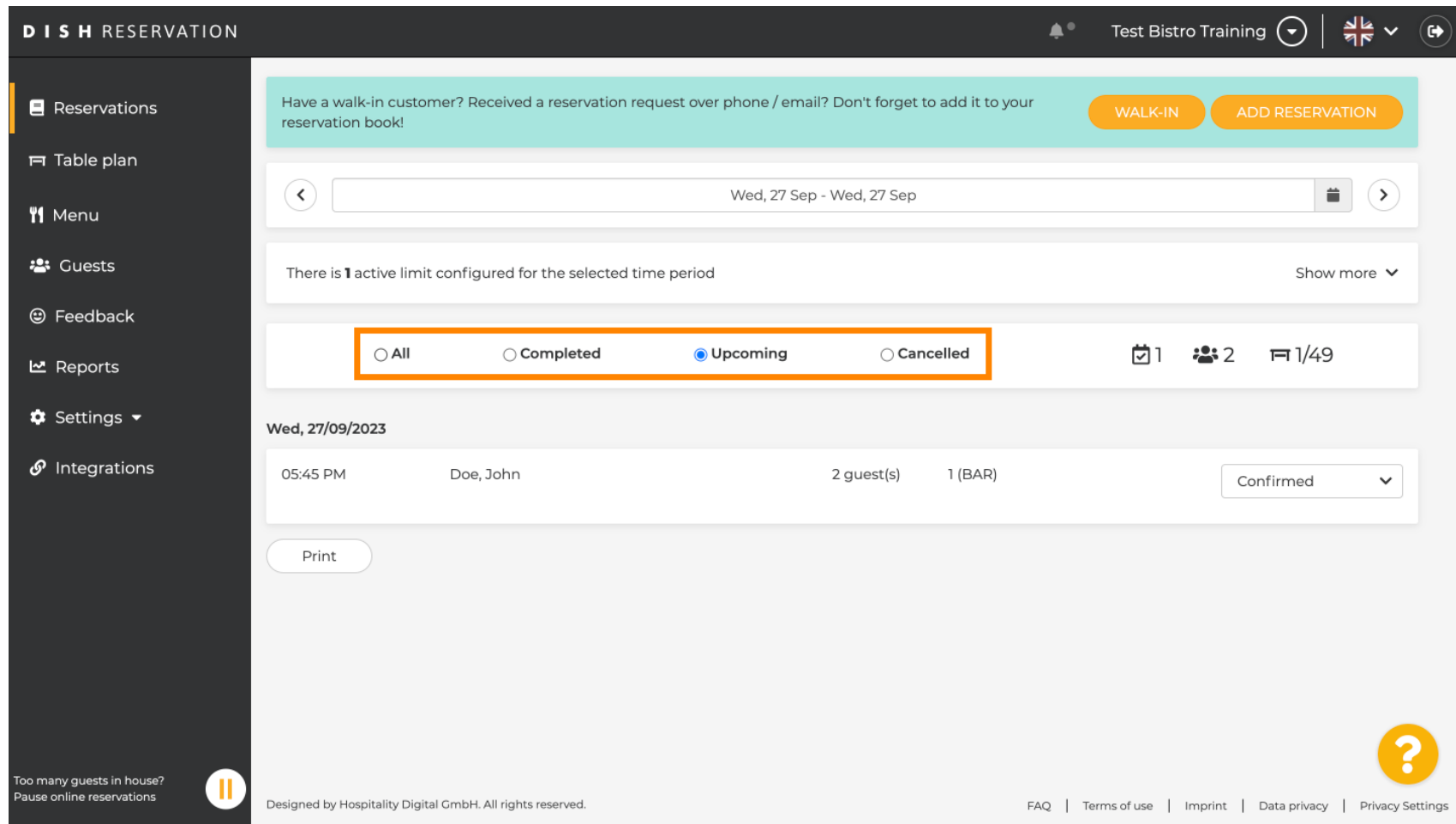
The screenshot displays the DISH RESERVATION management interface. A confirmation dialog box is overlaid on the screen, titled "Please confirm your action". The dialog contains a text input field for an optional message and a checkbox labeled "Inform the customer about the cancellation", which is currently checked. A red button labeled "Cancel reservation" is located at the bottom right of the dialog. The background interface shows a sidebar with navigation options like Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main area displays reservation details for Monday, 02/10/2023, at 02:45 PM, with a status of "Confirmed".

In the end, confirm the cancellation by clicking **Cancel reservation**.

The screenshot displays the DISH RESERVATION web application. 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 banner with a message about walk-in customers and buttons for 'WALK-IN' and 'ADD RESERVATION'. Below this is a date selector set to 'Mon, 2 Oct - Mon, 2 Oct' and a service filter set to 'All services'. A status message indicates 'There is 1 active limit configured for the selected time period'. A modal dialog titled 'Please confirm your action' is centered on the screen. It contains a text input field for an optional message, a checked checkbox for 'Inform the customer about the cancellation', and a red 'Cancel reservation' button highlighted with an orange border. The background shows a reservation for Monday, 02/10/2023 at 02:45 PM, with 1 table, 2 guests, and 1/37 of the table reserved. A 'Print' button is visible below the reservation details. At the bottom, there is a footer with a 'Too many guests in house? Pause online reservations' message, a 'Designed by Hospitality Digital GmbH' note, and links for FAQ, Terms of use, Imprint, Data privacy, and Privacy Settings.



Since a walk-in isn't an upcoming reservation and to see all your bookings, you have to filter your reservations differently. To do so, use the given **selections**.



The screenshot shows the DISH RESERVATION 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" and a user profile "Test Bistro Training". 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 RESERVATION". Below the banner is a date selector showing "Wed, 27 Sep - Wed, 27 Sep". Below the date selector is a message: "There is 1 active limit configured for the selected time period" with a "Show more" link. Below the message is a filter bar with four radio buttons: "All", "Completed", "Upcoming", and "Cancelled". The "Upcoming" button is selected and highlighted with an orange border. To the right of the filter bar are icons for a calendar, a group of people, and a table, with values "1", "2", and "1/49" respectively. Below the filter bar is a reservation card for "Wed, 27/09/2023" at "05:45 PM" for "Doe, John" with "2 guest(s)" and "1 (BAR)". The status is "Confirmed" with a dropdown arrow. Below the reservation card is a "Print" button. At the bottom of the interface, 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.



Depending on your choice of selection, you will see your reservations filtered. By clicking on a **reservation** you can always see further information and adjust it as well.

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Reservations

Table plan

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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)	8	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?					
					<div>REMIND</div> <div>ARRIVED</div> <div>NO SHOW</div> <div>?</div>
05:45 PM	Doe, John	2 guest(s)	1 (BAR)		

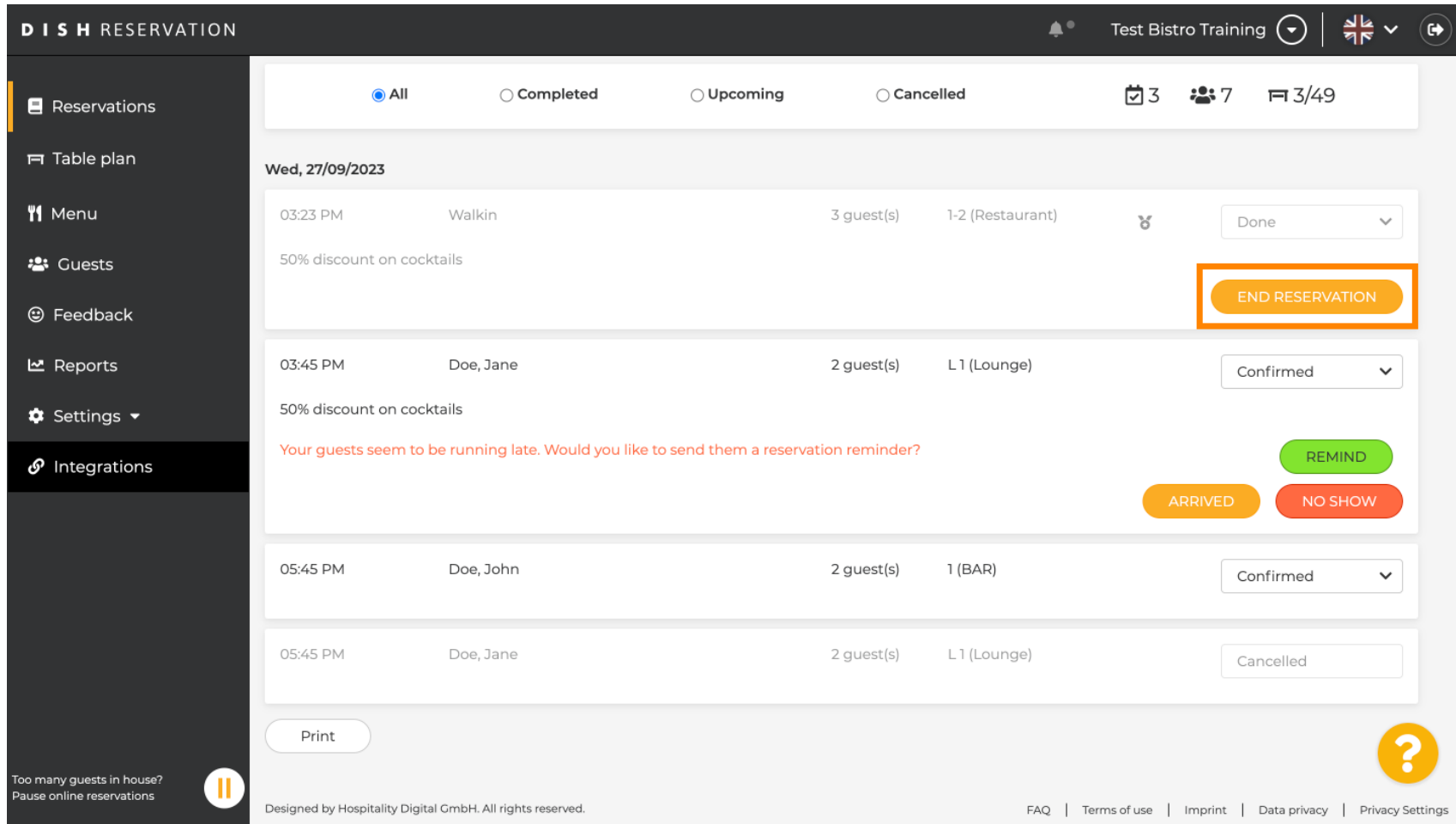
Too many guests in house?

Pause online reservations

||



Is a table finished, you can terminate that specific reservation by clicking on **END RESERVATION**.



DISH RESERVATION Test Bistro Training

☒ 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 ARRIVED NO SHOW
50% discount on cocktails					
Your guests seem to be running late. Would you like to send them a reservation reminder?					
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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For an upcoming reservation you have the option to either mark it as arrived or no show. Simply click on the corresponding **button**.

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Too many guests in house?

Pause online reservations

All

Completed

Upcoming

Cancelled

3

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3/49

Wed, 27/09/2023

03:23 PM

Walkin

3 guest(s)

1-2 (Restaurant)

8

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

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Is the guest not on time you can send a reminder by using the **REMIND** button. Note: Either an e-mail-address or a telephone number has to be deposited if you have added the reservation manually.

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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

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FAQ

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That's it. You have completed the tutorial and now know how to adjust the status of your reservations.

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?					
ARRIVED REMIND NO SHOW					
05:45 PM	Doe, John	2 guest(s)	1 (BAR)		

Too many guests in house?
Pause online reservations



Scan to go to the interactive player