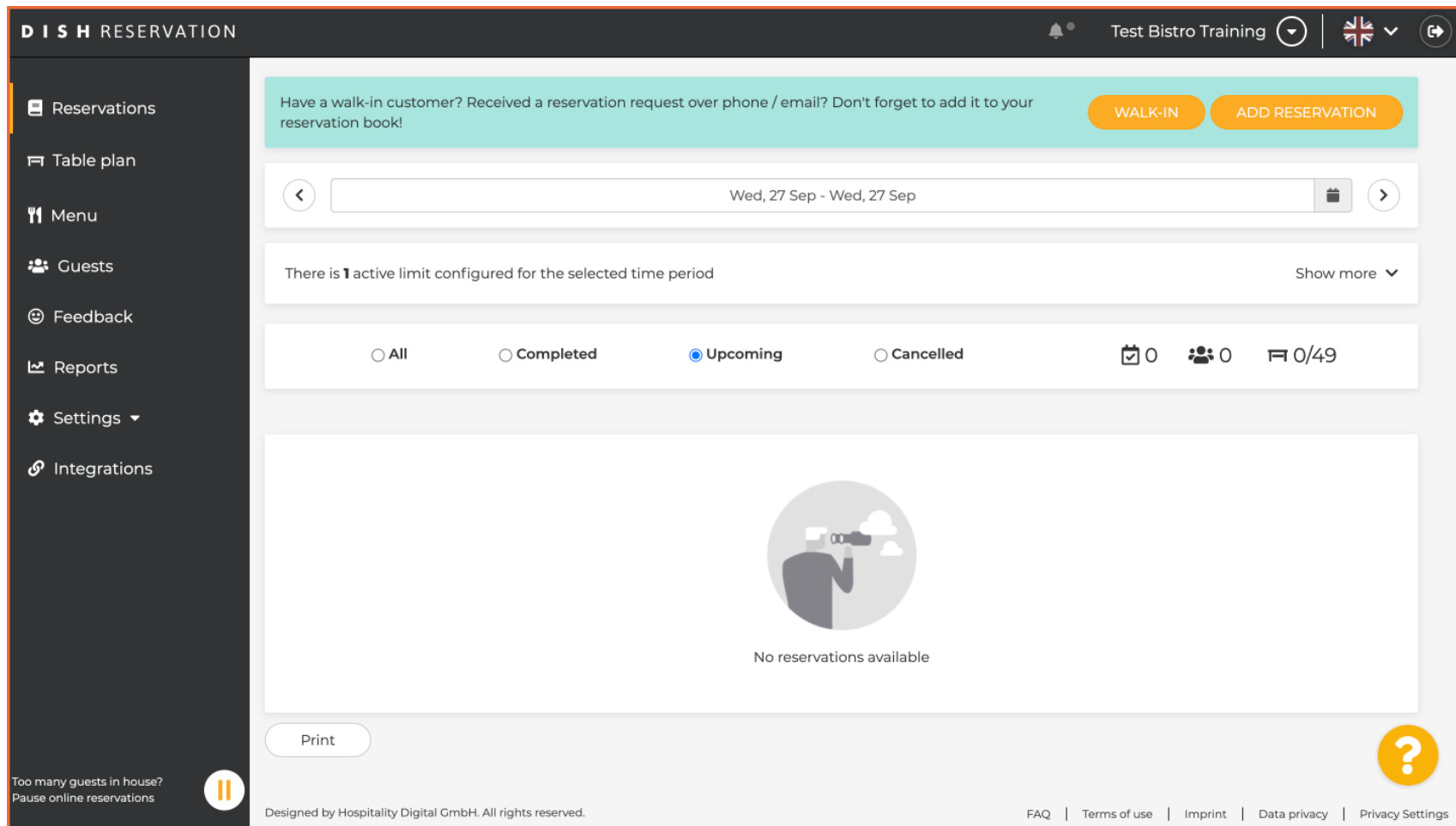




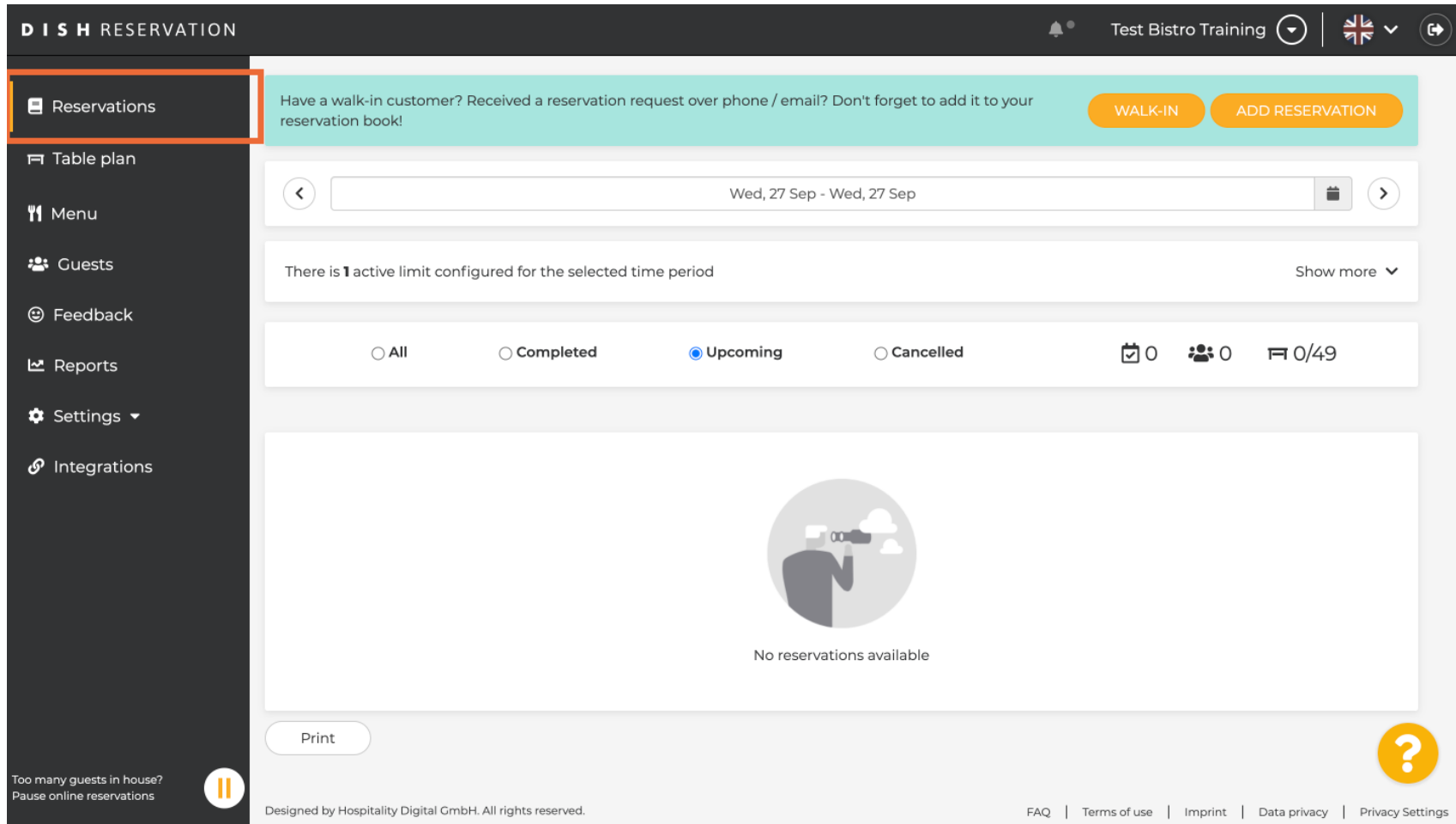
Welcome to the dashboard of **DISH Reservation**. In this tutorial, we show you how to use internal notes for your reservations.



The screenshot shows the DISH Reservation dashboard. The top header includes the DISH RESERVATION logo, a notification bell, the user 'Test Bistro Training', a language selector (UK flag), and a help 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 buttons for 'WALK-IN' and 'ADD RESERVATION'. Below this is a date range selector set to '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 0 reservations for each category. The main area displays 'No reservations available' 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 displays the DISH RESERVATION web application. The left sidebar contains a menu with the following items: Reservations (highlighted with an orange border), Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main content area shows a header 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 this 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. A filter bar shows "All", "Completed", "Upcoming" (selected), and "Cancelled" filters, along with counts for "0" reservations and "0/49" guests. The main area displays "No reservations available" with an illustration of a person looking through binoculars. At the bottom, there is a "Print" button, a "Too many guests in house? Pause online reservations" message, 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.

To add a reservation manually, click on **ADD RESERVATION**.

The screenshot displays the DISH RESERVATION web application 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 notification bell, the user 'Test Bistro Training', a language selector (UK flag), and a refresh icon. 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'. The 'ADD RESERVATION' button is highlighted with a red rectangle. Below the banner is a date range 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: 'All', 'Completed', 'Upcoming' (selected), and 'Cancelled'. To the right of these are icons for a calendar (0), guests (0), and a table icon (0/49). The main area shows a large empty space with a circular icon of a person with binoculars and the text 'No reservations available'. At the bottom left, a 'Print' button is visible. At the bottom right, there is a yellow circle with a question mark. The footer includes a status message 'Too many guests in house? Pause online reservations' with a pause icon, the text 'Designed by Hospitality Digital GmbH. All rights reserved.', and links for 'FAQ', 'Terms of use', 'Imprint', 'Data privacy', and 'Privacy Settings'.



A new window will open where you can enter the essential **reservation information**.

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 \*

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.

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



Then fill in the **guest's information**. **Note: First name or last name, one of the two is mandatory.**

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 \*

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

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



If there are notes for the reservation, you can leave them under **Reservation notes**. Use the corresponding text field to enter the information.

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 \*Fri, 20/10/2023

Time \*05:45 pm (156 seats)

Duration (in Min/Hours)02:30

Table(s)11

SourcePhone

OccasionCasual dining

Guest information

Last nameDoe

First nameJohn

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





Is there additional information regarding the guest? Leave them under Internal guest information in the corresponding **fields**.

DISH RESERVATION
Test Bistro Training

Reservations
Table plan
Menu
Guests
Feedback
Reports
Settings
Integrations

Table(s) 11
Source Phone
Occasion Casual dining

### Reservation notes

Internal note. Will be shown for this reservation only.

Needs a business receipt.

### 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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Once you entered all the information, click on **SAVE** to add the reservation.

DISH RESERVATION
Test Bistro Training

Reservations
Table plan
Menu
Guests
Feedback
Reports
Settings
Integrations

Table(s)
Source
Occasion

Reservation notes
Internal guest information
Allergies
Diet

11
Phone
Casual dining

Needs a business receipt.

Does not like his cola with ice.

☐ Gluten
☐ Sesame
☐ Nuts
☐ Crustacean
☐ Eggs
☒ Fish
☐ Mustard
☐ Lactose
☐ Celery
☐ Peanuts
☒ Shellfish
☐ Soy
☐ Lupins
☐ Sulphite

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

SAVE

Too many guests in house?
Pause online reservations

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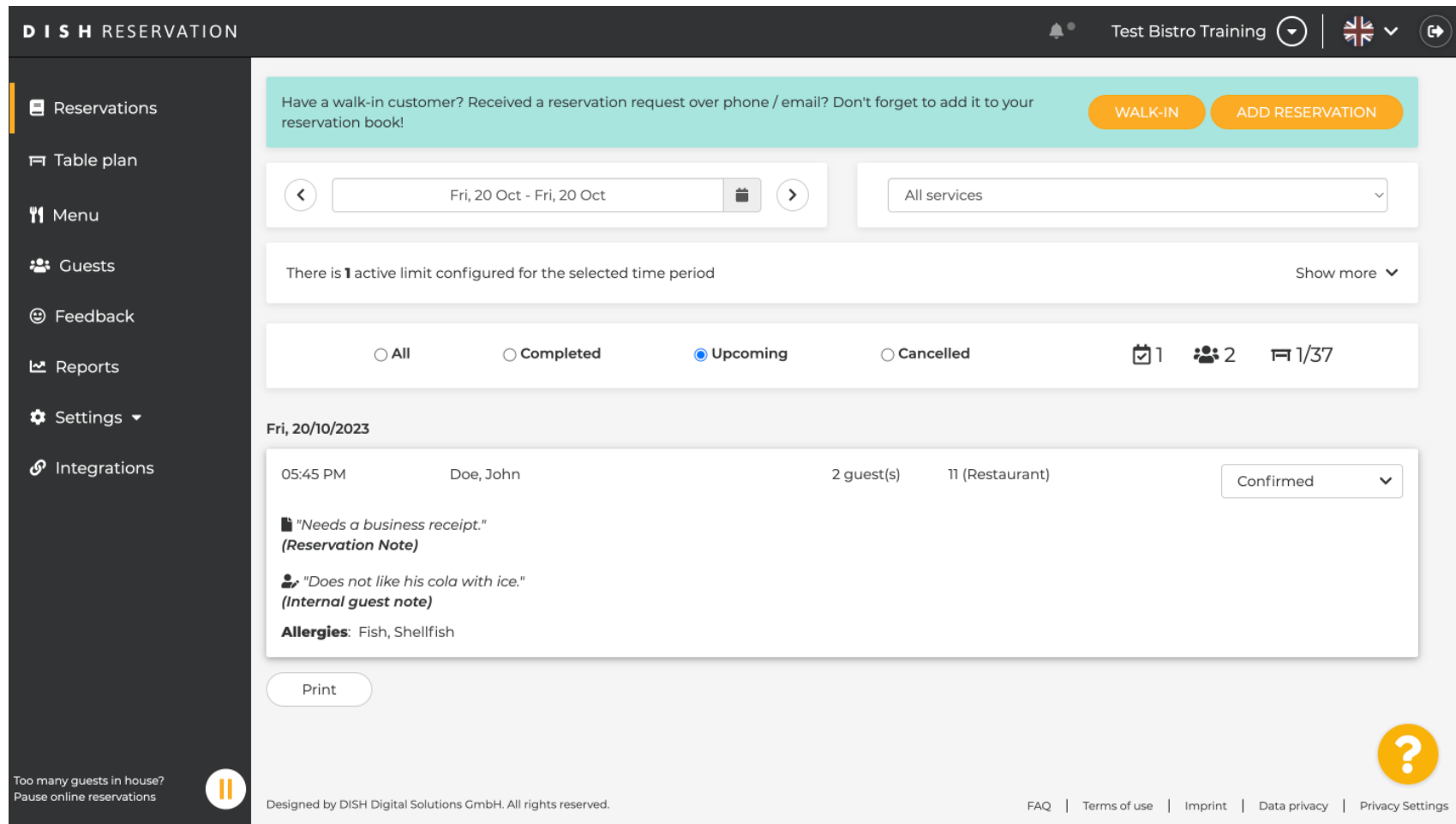
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Data privacy
Privacy Settings



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That's it. You have completed the tutorial und now know how to use internal notes for your reservations.






**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](#)


Calendar: Fri, 20 Oct - Fri, 20 Oct | All services


There is 1 active limit configured for the selected time period [Show more](#)

☐ All ☐ Completed ☒ Upcoming ☐ Cancelled |  1  2  1/37

**Fri, 20/10/2023**


05:45 PM	Doe, John	2 guest(s)	11 (Restaurant)	Confirmed
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 "Needs a business receipt."  
(Reservation Note)

 "Does not like his cola with ice."  
(Internal guest note)


**Allergies:** Fish, Shellfish

[Print](#)

Too many guests in house? Pause online reservations 

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