



Bienvenido al panel de control de **DISH Reservation**. En este tutorial, te mostramos cómo usar las notas internas para tus reservas.

The screenshot displays the DISH Reservation dashboard. At the top, the header includes the 'DISH RESERVATION' logo, a notification bell, the text 'Test Bistro Training', a language selector (UK flag), and a refresh icon. A teal banner at the top right 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'. Below this 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' dropdown. A filter bar shows 'All', 'Completed', 'Upcoming' (selected), and 'Cancelled' options, along with counts for calendar, guests, and tables (0/49). The main content area is empty, displaying a 'No reservations available' message with a magnifying glass icon. A 'Print' button is located at the bottom left of the main area. The footer contains 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 a help icon (question mark). Navigation links for 'FAQ', 'Terms of use', 'Imprint', 'Data privacy', and 'Privacy Settings' are also present.

📌 Cuando se selecciona el menú **Reservas** , verá una descripción general de sus reservas.

The screenshot displays the DISH RESERVATION interface. On the left, a dark 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 features a teal 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 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" dropdown. Filter options include "All", "Completed", "Upcoming" (selected), and "Cancelled". Summary statistics show: 0 calendar icons, 0 people icons, and 0/49 table icons. The central area displays a large icon of a person with binoculars and the text "No reservations available". At the bottom left, there is a "Print" button and a notification: "Too many guests in house? Pause online reservations" with a pause icon. At the bottom right, there is a yellow question mark icon. The footer contains the text: "Designed by Hospitality Digital GmbH. All rights reserved." and a list of links: "FAQ | Terms of use | Imprint | Data privacy | Privacy Settings".

Para agregar una reserva manualmente, haga clic en **AGREGAR RESERVA**.

The screenshot displays the DISH RESERVATION dashboard. On the left is a dark sidebar with navigation options: Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main content area features 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!". To the right of this banner are two buttons: "WALK-IN" and "ADD RESERVATION", with the latter highlighted by a red box. Below the banner 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" dropdown. A filter bar includes radio buttons for "All", "Completed", "Upcoming" (selected), and "Cancelled", along with icons for a calendar (0), people (0), and a table (0/49). The main area shows "No reservations available" with a magnifying glass icon. At the bottom, there is a "Print" button, a "Too many guests in house? Pause online reservations" warning, and a help icon. The footer contains the text "Designed by Hospitality Digital GmbH. All rights reserved." and links for "FAQ", "Terms of use", "Imprint", "Data privacy", and "Privacy Settings".

Se abrirá una nueva ventana donde podrás ingresar los **datos esenciales de la reserva**.

The screenshot displays the DISH RESERVATION interface. At the top, it says "DISH RESERVATION" and "Test Bistro Training". Below the header, there is a notification: "Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book!" with a "Back" button. The main content area is divided into several sections:

- Reservation information** (highlighted with an orange border):
  - # Guests \* (text input)
  - Date \* (text input: Fri, 20/10/2023)
  - Time \* (dropdown menu: - time -)
  - Duration (in Min/Hours) (dropdown menu: Please select capacity and time first)
  - Table(s) (dropdown menu: Please select time slot first)
  - Source (dropdown menu: Please select)
  - Occasion (dropdown menu: Please select)
- Guest information**:
  - Last name (text input)
  - First name (text input)
  - Phone (text input)
  - Email (text input)
- Reservation notes**:
  - Internal note. Will be shown for this reservation only. (text area: e.g. window seat, occasion...)
- Internal guest information**:
  - Note will be shown on all reservations made by this guest. (text area: e.g. 10% discount, VIP...)

At the bottom left, there is a notification: "Too many guests in house? Pause online reservations" with a pause icon.

Luego, complete la **información del huésped**. **Nota: Nombre o apellido (uno de los dos es obligatorio).**

The screenshot displays the DISH RESERVATION interface. On the left is a dark sidebar with navigation options: Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. At the bottom of the sidebar, there is a notification: "Too many guests in house? Pause online reservations" with a pause icon.

The main content area has a header with "DISH RESERVATION" on the left, a notification bell, "Test Bistro Training" with a dropdown, a language selector (UK flag), and a share icon. Below the header is a prompt: "Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book!" with a "Back" button.

The form is divided into several sections:

- Reservation information:** Fields for '# Guests' (2), 'Date' (Fri, 20/10/2023), 'Time' (05:45 pm (156 seats)), 'Duration (in Min/Hours)' (02:30), 'Table(s)' (11), 'Source' (Phone), and 'Occasion' (Casual dining).
- Guest information:** Fields for 'Last name', 'First name', 'Phone', and 'Email'. This section is highlighted with a red border.
- Reservation notes:** A text area for internal notes, with a placeholder "e.g. window seat, occasion..." and a note: "Internal note. Will be shown for this reservation only."
- Internal guest information:** A text area for notes shared across all reservations by this guest, with a placeholder "e.g. 10% discount, VIP..." and a note: "Note will be shown on all reservations made by this guest."



Si hay notas para la reserva, puede dejarlas en "Notas de la reserva". Utilice el campo de texto correspondiente para introducir la información.

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! Back

- Reservations
- Table plan
- Menu
- Guests
- Feedback
- Reports
- Settings ▼
- Integrations

Too many guests in house?  
Pause online reservations

### Reservation information

**# Guests \***

**Date \***

**Time \***

**Duration (in Min/Hours)**

**Table(s)**

**Source**

**Occasion**

### 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...

¿Hay información adicional sobre el huésped? Indíquela en la sección "Información interna del huésped" en los **campos** correspondientes .

The screenshot displays the DISH Reservation management interface. On the left is a dark sidebar with navigation options: Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main content area is divided into several sections:

- Table(s)**: A dropdown menu showing '11'.
- Source**: A dropdown menu showing 'Phone'.
- Occasion**: A dropdown menu showing 'Casual dining'.
- Reservation notes**: A section titled 'Internal note. Will be shown for this reservation only.' containing a text input field with the text 'Needs a business receipt.' and a blue checkmark icon.
- Internal guest information**: This section is highlighted with a red border. It is titled 'Internal guest information' and includes the instruction 'Note will be shown on all reservations made by this guest.' Below this is a text input field containing 'e.g. 10% discount, VIP...'. Underneath are two sub-sections:
  - Allergies**: A list of checkboxes for various allergens: Gluten, Sesame, Nuts, Crustacean, Eggs, Fish, Mustard, Lactose, Celery, Peanuts, Shellfish, Soy, Lupins, and Sulphite.
  - Diet**: A list of checkboxes for dietary preferences: Gluten-free, Halal, Kosher, Lactose-free, Vegan, and Vegetarian.

At the bottom right of the 'Internal guest information' section is a yellow 'SAVE' button. The footer of the interface includes a status message 'Too many guests in house? Pause online reservations', a copyright notice 'Designed by DISH Digital Solutions GmbH. All rights reserved.', and a list of links: FAQ, Terms of use, Imprint, Data privacy, and Privacy Settings.

Una vez ingresados todos los datos, haga clic en **GUARDAR** para agregar la reserva.

The screenshot displays the DISH Reservation interface. On the left is a dark sidebar with navigation options: Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main content area is divided into several sections:

- Table(s)**: A dropdown menu with the value "11".
- Source**: A dropdown menu with the value "Phone".
- Occasion**: A dropdown menu with the value "Casual dining".
- Reservation notes**: A section titled "Internal note. Will be shown for this reservation only." containing a text area with the text "Needs a business receipt."
- Internal guest information**: A section titled "Note will be shown on all reservations made by this guest." containing a text area with the text "Does not like his cola with ice."
- Allergies**: A list of checkboxes for various allergens: Gluten, Sesame, Nuts, Crustacean, Eggs, Fish (checked), Mustard, Lactose, Celery, Peanuts, Shellfish (checked), Soy, Lupins, and Sulphite.
- Diet**: A list of checkboxes for dietary preferences: Gluten-free, Halal, Kosher, Lactose-free, Vegan, and Vegetarian.

At the bottom right of the form, there is a prominent orange button labeled "SAVE".

At the bottom of the page, there is a footer with the text "Designed by DISH Digital Solutions GmbH. All rights reserved." and a navigation menu with links for "FAQ", "Terms of use", "Imprint", "Data privacy", and "Privacy Settings".



Listo. Has completado el tutorial y ahora sabes cómo usar notas internas para tus reservas.

The screenshot displays the DISH Reservation management interface. On the left is a dark sidebar with navigation options: Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Integrations. The main content area features a teal banner with a message: "Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book!" and buttons for "WALK-IN" and "ADD RESERVATION". Below this is a date selector for "Fri, 20 Oct - Fri, 20 Oct" and a service filter set to "All services". A summary bar indicates "1 active limit configured for the selected time period" and provides filters for reservation status: All, Completed, Upcoming (selected), and Cancelled. It also shows icons for 1 calendar, 2 guests, and 1/37 tables. A specific reservation for "Fri, 20/10/2023" at 05:45 PM for "Doe, John" (2 guests at 11 Restaurant) is shown as "Confirmed". The reservation details include two notes: a "Reservation Note" stating "Needs a business receipt." and an "Internal guest note" stating "Does not like his cola with ice." Allergies are listed as "Fish, Shellfish". A "Print" button is located below the reservation details. At the bottom, there is a footer with a "Too many guests in house? Pause online reservations" warning, a "Print" icon, and a "Designed by DISH Digital Solutions GmbH. All rights reserved." notice. On the right side of the footer, there are links for "FAQ", "Terms of use", "Imprint", "Data privacy", and "Privacy Settings", along with a yellow question mark icon.



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