

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

DISH RESERVATION					* •	Test Bist	tro Trainir	ng 💽 🗧		
Reservations	Have a walk-in custome reservation book!	? Received a reservation re	quest over phone / email?	Don't forget to add it to yo	our	WALK-IN		DD RESERVAT	ION	
편 Table plan 배 Menu	•		Wed, 27 Sep - 1	Wed, 27 Sep						
🐣 Guests	There is 1 active limit co	There is 1 active limit configured for the selected time period						Show m	nore 🗸	
☺ Feedback 唑 Reports			Upcoming	○ Cancelled		0 🔄	** 0	円 0/49		
🌣 Settings 👻										
			No reservat	tions available						
Too many guests in house? Pause online reservations	Print Designed by Hospitality Digital G	nbH. All rights reserved.			FAQ Ter	ms of use	Imprint	Data privacy	Privacy Set	ttings

D

• When the menu Reservations is selected, you see an overview of your reservations.

DISH RESERVATION		* •	Test Bistro	Training 🕤	<u> 취</u> 분 ~	
E Reservations	Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to you reservation book!	۱r	WALK-IN	ADD RESER	VATION	
🛏 Table plan						
🎢 Menu	Wed, 27 Sep - Wed, 27 Sep					
🐣 Guests	There is 1 active limit configured for the selected time period			Sho	w more 🗸	
🙂 Feedback						
🗠 Reports	○ All ○ Completed		0 0	\$ 0 = 0/4	.9	
🏟 Settings 👻						
9 Integrations	No reservations available					
	Print				6	
Pause online reservations	Designed by Hospitality Digital GmbH. All rights reserved.	FAQ Te	erms of use Im	print Data privac	y Privacy Se	attings

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

D

DISH RESERVATION		🌲 Test Bistro Training 🕤 🛛 📲 🗸 🕞
Reservations	Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to yo reservation book!	OUR WALK-IN ADD RESERVATION
Ħ Table plan		
"1 Menu	Wed, 27 Sep - Wed, 27 Sep	
🐣 Guests	There is 1 active limit configured for the selected time period	Show more 🗸
Feedback		
🗠 Reports	○ All ○ Completed	🖸 0 😩 0 🥅 0/49
🌣 Settings 👻		
	No reservations available	
	Print	•
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

D

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

DISH RESERVATION				🌲 • Test Bistro Training 🕤 🏄 🗸 🕞
Reservations	Have a walk-in cust	omer? Received a reservation request over pho	ne / email? Dor	on't forget to add it to your reservation book! Back
🎮 Table plan	Reservation in	formation		Guest information
🍴 Menu	'#' Guests *			Last name
🐣 Guests	Date *	Fri, 20/10/2023		First name
🕲 Feedback	Time *	- time -	•	Phone
🗠 Reports	Duration (in Min/Hours)	Please select capacity and time first	•	Email
🏟 Settings 👻	Table(s)	Please select time slot first	•	Reservation notes
${\cal O}$ Integrations	Source	Please select	•	Internal note. Will be shown for this reservation only.
	Occasion	Please select	•	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				ß
				Alloreios

D

• 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	Have a walk-in cust	omer? Received a reservation request ove	er phone / email? Don	't forget to add it to your reservation book! Back
🎮 Table plan	Reservation in	formation		Guest information
"1 Menu	'#' Guests *	2		Last name
🖶 Guests	Date *	Fri, 20/10/2023		First name
Eedback	Time *	05:45 pm (156 seats)	•	Phone
🗠 Reports	Duration (in Min/Hours)	02:30	•	Email
🔹 Settings 👻	Table(s)	11	•	Reservation notes
${\cal O}$ Integrations	Source	Phone	•	Internal note. Will be shown for this reservation only.
	Occasion	Casual dining	•	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				Allorgies

D

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 🕤	<u> </u>	
Reservations	Have a walk-in custo	omer? Received a reservation request	t over phone / email? Don'	t forget to add it to ye	our reservatior	book!	Back	
🛏 Table plan	Reservation in	formation		Guest informa	tion			
🎢 Menu	'#' Guests *	2		Last name	Doe			
🛎 Guests	Date *	Fri, 20/10/2023		First name	John			
Seedback	Time *	05:45 pm (156 seats)	•	Phone				
🗠 Reports	Duration (in Min/Hours)	02:30	•	Email				
🌣 Settings 👻	Table(s)	n		Reservation no	otes			
${ {oldsymbol {\mathscr O}}}$ Integrations	Source	Phone	•	Internal note. W	/ill be shown	for this reservation only.		
	Occasion	Casual dining	•	e.g. window sea	it, occasion		ĥ	
				Internal guest	information			
				Note will be sho	wn on all res	ervations made by this guest	:.	
				e.g. 10% discour	nt, VIP			
Too many guests in house? Pause online reservations				Allorgios			ħ	



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

DISH RESERVATION			* *	Test Bistro Training 🕤 🛛	▲ 제작 ► ●
Reservations	Table(s)	11 ·	Reservation notes	for this reservation only.	
🛏 Table plan	Occasion	Casual dining •	Needs a business receipt.		
🍴 Menu 🐣 Guests					e
🙂 Feedback			Internal guest information	n servations made by this guest.	
🗠 Reports ✿ Settings ◄			e.g. 10% discount, VIP		
${ { $			Allergies Gluten Sesame Nuts Mustard Lactose Cele	□ Crustacean □ Eggs □ Fish ery □ Peanuts □ Shellfish □ Sc	a
			 Lupins Sulphite Diet Gluten-free Halal Kos Vegetarian 	sher 🗌 Lactose-free 🗌 Vegan	
Too many guests in house?					SAVE
Pause online reservations	Designed by DISH Digital So	lutions GmbH. All rights reserved.	FAQ Te	erms of use Imprint Data privacy	Privacy Settings

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

DISH RESERVATION				🌲 🔹 Test Bistro Training 🕤 🛛 🎽 🏷 🚱
Reservations	Table(s) Source	11 Phone	•	Reservation notes Internal note. Will be shown for this reservation only.
ㅋ Table plan	Occasion	Casual dining	•	Needs a business receipt.
🐣 Guests				
Feedback				Internal guest information Note will be shown on all reservations made by this guest.
 Reports Settings 				Does not like his cola with ice.
				Allergies Gluten Sesame Nuts Crustacean Eggs Fish Mustard Lactose Celery Peanuts Schellfish Soy Lupins Sulphite Diet Gluten-free Halal Kosher Lactose-free Vegan Vegetarian
Too many guests in house?	Designed by DISH Digital Sc	lutions GmbH. All rights reserved.		SAVE FAQ Terms of use Imprint Data privacy Privacy Settings

D

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

DISH RESERVATION		* *	Test Bistro Trainir	ng 💽 🛔	╞╴╸	•
Reservations	Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book!		WALK-IN A	DD RESERVATI	ON	
Ħ Table plan 🎢 Menu	Fri, 20 Oct - Fri, 20 Oct				~	
🐣 Guests	There is 1 active limit configured for the selected time period			Show m	ore 🗸	
 Feedback Reports 	○ All ○ Completed		🔁 1 🛛 😤 2	= 1/37		
🗘 Settings 👻	Fri, 20/10/2023					
𝕜 Integrations	05:45 PM Doe, John 2 guest(s) 11 (Restaurant "Needs a business receipt." (Reservation Note) "Does not like his cola with ice." (Internal guest note) Allergies: Fish, Shellfish	nt)	Ca	onfirmed	~	
Too many guests in house?	Print Designed by DISH Digital Solutions GmbH. All rights reserved. F/	AQ Ter	rms of use Imprint	Data privacy	Privacy Sett	tings





Scan to go to the interactive player