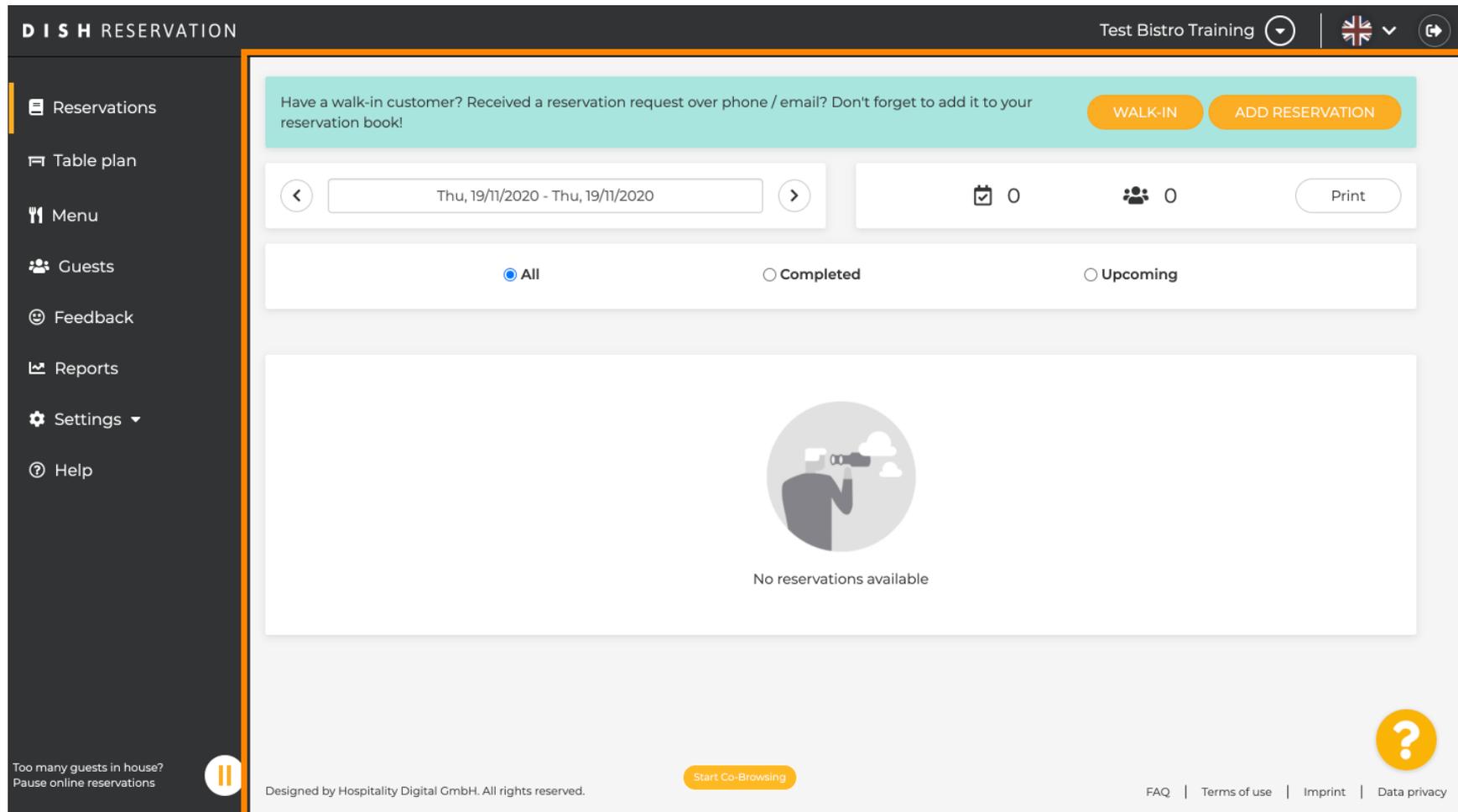


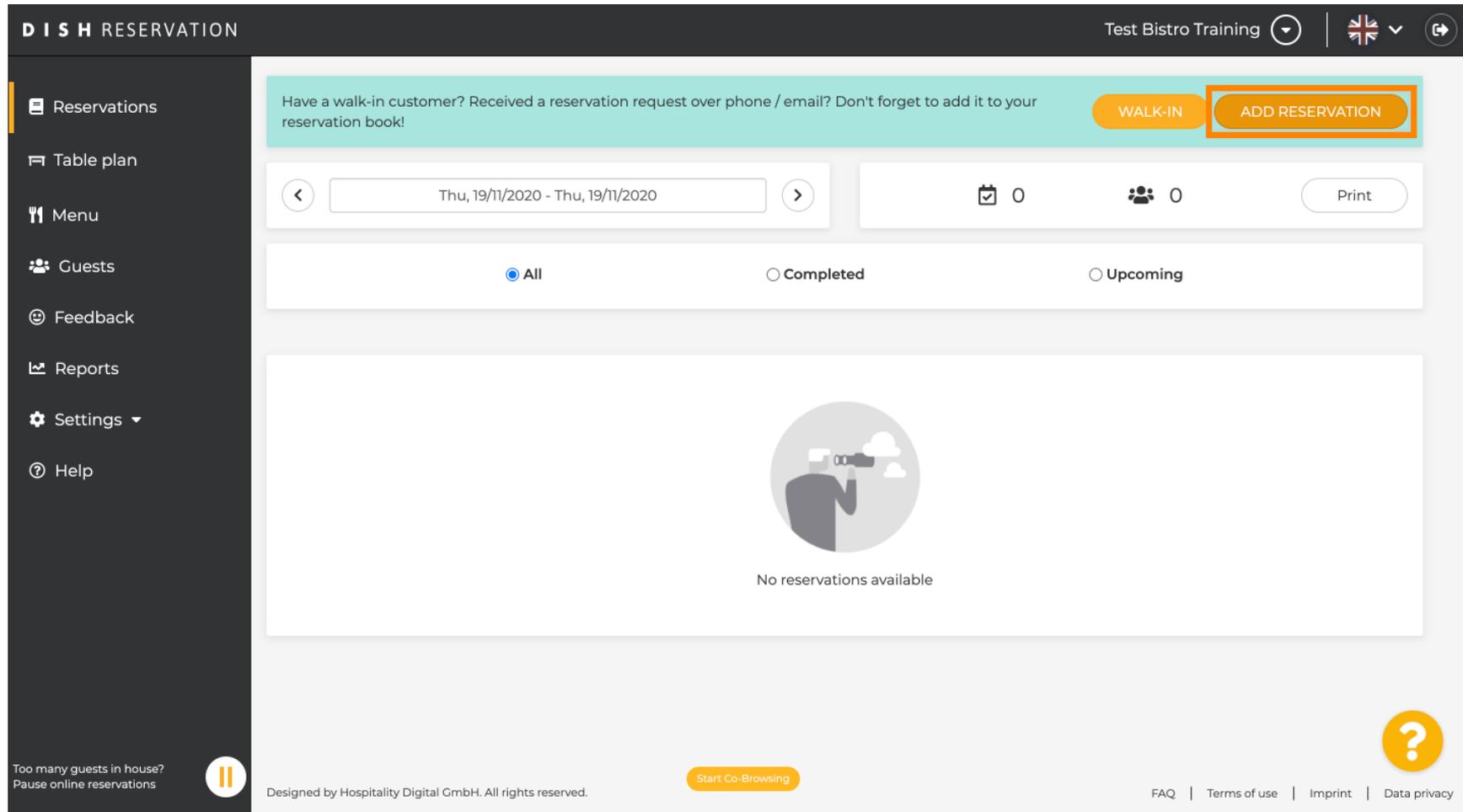


You are now in the **admin panel** under the section **reservations**. Here you can view, create, edit reservations and manage reservation requests.



The screenshot displays the DISH Reservation admin panel. The top navigation bar includes the text "DISH RESERVATION" on the left, "Test Bistro Training" with a dropdown arrow in the center, and a flag icon with a dropdown arrow and a refresh icon on the right. A teal banner at the top of the main content area 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 the banner is a date range selector showing "Thu, 19/11/2020 - Thu, 19/11/2020" with left and right navigation arrows. To the right of the date selector are two counters: a calendar icon with "0" and a group of people icon with "0", followed by a "Print" button. Below these are three radio button options: "All" (selected), "Completed", and "Upcoming". The main content area is currently empty, displaying a large circular icon of a person with a magnifying glass and the text "No reservations available". At the bottom of the interface, there is a footer with a "Start Co-Browsing" button, a "Designed by Hospitality Digital GmbH. All rights reserved." notice, and a "Help" icon (a question mark in a circle). On the far left of the footer, there is a notification: "Too many guests in house? Pause online reservations" with a pause icon.

To add a reservation manually click on **add reservation**.



The screenshot shows the DISH Reservation admin panel. The top navigation bar includes the DISH RESERVATION logo, the current location '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 buttons: 'WALK-IN' and 'ADD RESERVATION'. The 'ADD RESERVATION' button is highlighted with an orange border. Below the banner is a date range selector showing 'Thu, 19/11/2020 - Thu, 19/11/2020', a calendar icon with '0', a group icon with '0', and a 'Print' button. A filter bar below the date range shows three radio buttons: 'All' (selected), 'Completed', and 'Upcoming'. The main content area is empty, displaying a large circular icon of a person with a magnifying glass and the text 'No reservations available'. The bottom of the interface features a footer with a 'Too many guests in house? Pause online reservations' warning, a 'Start Co-Browsing' button, and a 'Designed by Hospitality Digital GmbH. All rights reserved.' notice. On the right side of the footer, there is a help icon (question mark) and links for 'FAQ', 'Terms of use', 'Imprint', and 'Data privacy'.



Enter the essential **guest information**.

DISH RESERVATION
HD*Tutorial

Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book! Back

Guest Information

Last Name *

First Name *

Phone

Email

Reservation Information

Guests *

Date *

Time *

edit duration

Table(s)

Source *

Occassion *

Requests & Notes

Internal note

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

Reservations

Menu

Guests

Feedback

Reports

Settings ▾

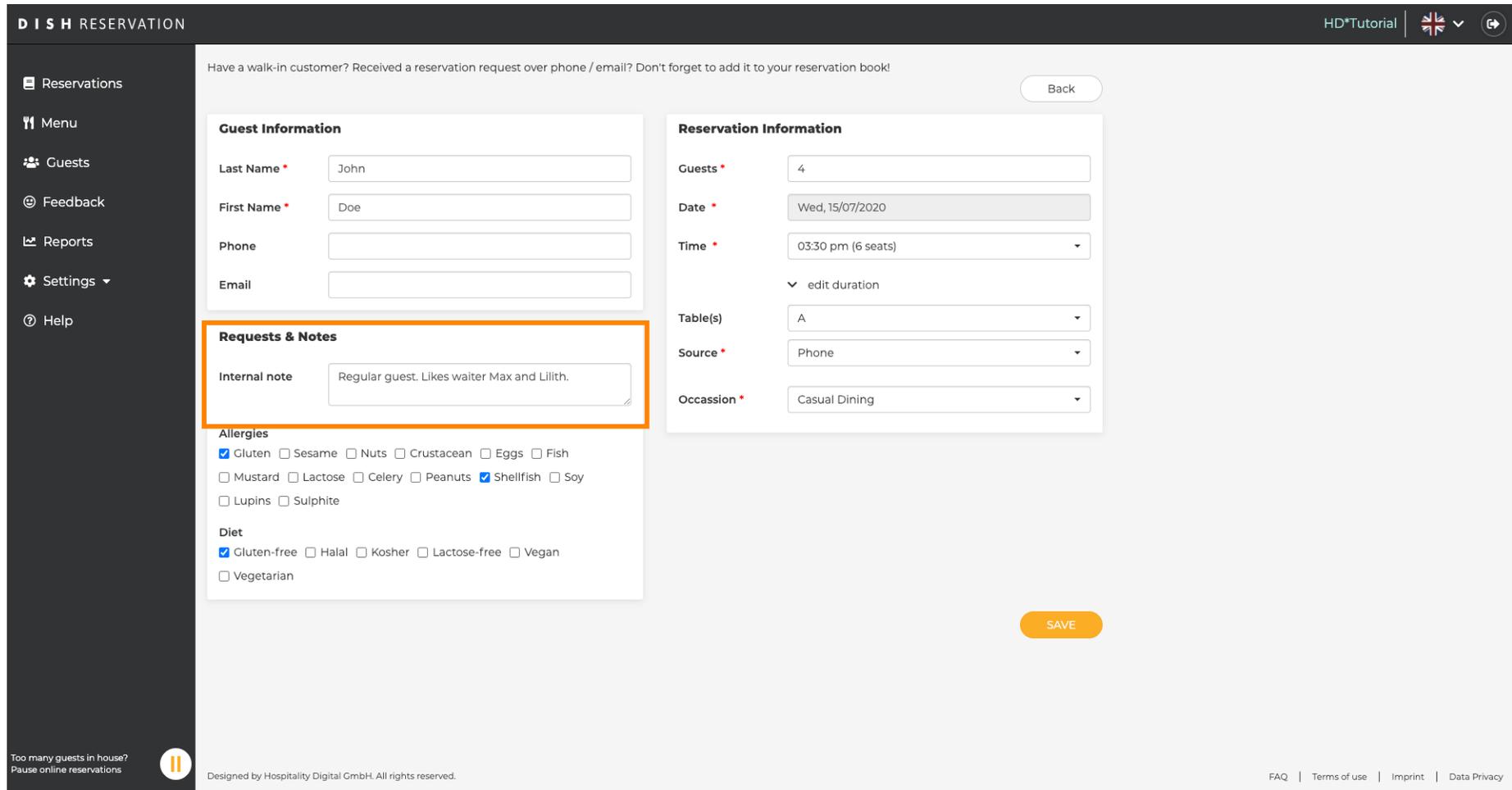
Help

Too many guests in house? Pause online reservations

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Here you can leave an **internal note** regarding the guest.



The screenshot displays the DISH Reservation admin panel. The interface includes a dark sidebar on the left with navigation options: Reservations, Menu, Guests, Feedback, Reports, Settings, and Help. The main content area is titled 'Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book!' and features a 'Back' button. The form is divided into two main sections: 'Guest Information' and 'Reservation Information'. The 'Requests & Notes' section is highlighted with an orange border and contains an 'Internal note' field with the text 'Regular guest. Likes waiter Max and Lilith.'. Below this, there are sections for 'Allergies' and 'Diet' with various checkboxes. The 'Allergies' section includes options for Gluten, Sesame, Nuts, Crustacean, Eggs, Fish, Mustard, Lactose, Celery, Peanuts, Shellfish, Soy, Lupins, and Sulphite. The 'Diet' section includes options for Gluten-free, Halal, Kosher, Lactose-free, Vegan, and Vegetarian. A 'SAVE' button is located at the bottom right of the form. The footer of the page contains the text '© 2020 - 2022 Hospitality Digital GmbH' and '4 of 13'.



Select the **allergies** and **diet** by clicking the desired fields. **Note: Multiple allergies and diets can be selected.**

DISH RESERVATION
HD*Tutorial |  | 

Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book! Back

Guest Information

Last Name *

First Name *

Phone

Email

Reservation Information

Guests *

Date *

Time *

edit duration

Table(s)

Source *

Occasion *

Requests & Notes

Internal note

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

Reservations

Menu

Guests

Feedback

Reports

Settings

Help

Too many guests in house?
Pause online reservations



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Enter the **reservation information** from the guest. **Note: When selecting the time and seats occurring offers will be displayed.**

DISH RESERVATION
HD*Tutorial |  | 

-  Reservations
-  Menu
-  Guests
-  Feedback
-  Reports
-  Settings ▾
-  Help

Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book! Back

Guest Information

Last Name *

First Name *

Phone

Email

Requests & Notes

Internal note

Allergies

Gluten Sesame Nuts Crustacean Eggs Fish

Mustard Lactose Celery Peanuts Shellfish Soy

Lupins Sulphite

Diet

Gluten-free Halal Kosher Lactose-free Vegan

Vegetarian

Reservation Information

Guests *

Date *

Time *

edit duration

Table(s)

Source *

Occasion *

SAVE

Too many guests in house?  Pause online reservations

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That's it. You are done. Click on **save** to book the new reservation.

DISH RESERVATION
HD*Tutorial

- Reservations
- Menu
- Guests
- Feedback
- Reports
- Settings ▾
- Help

Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book! Back

Guest Information

Last Name *

First Name *

Phone

Email

Reservation Information

Guests *

Date *

Time *

edit duration

Table(s)

Source *

Occassion *

Requests & Notes

Internal note

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

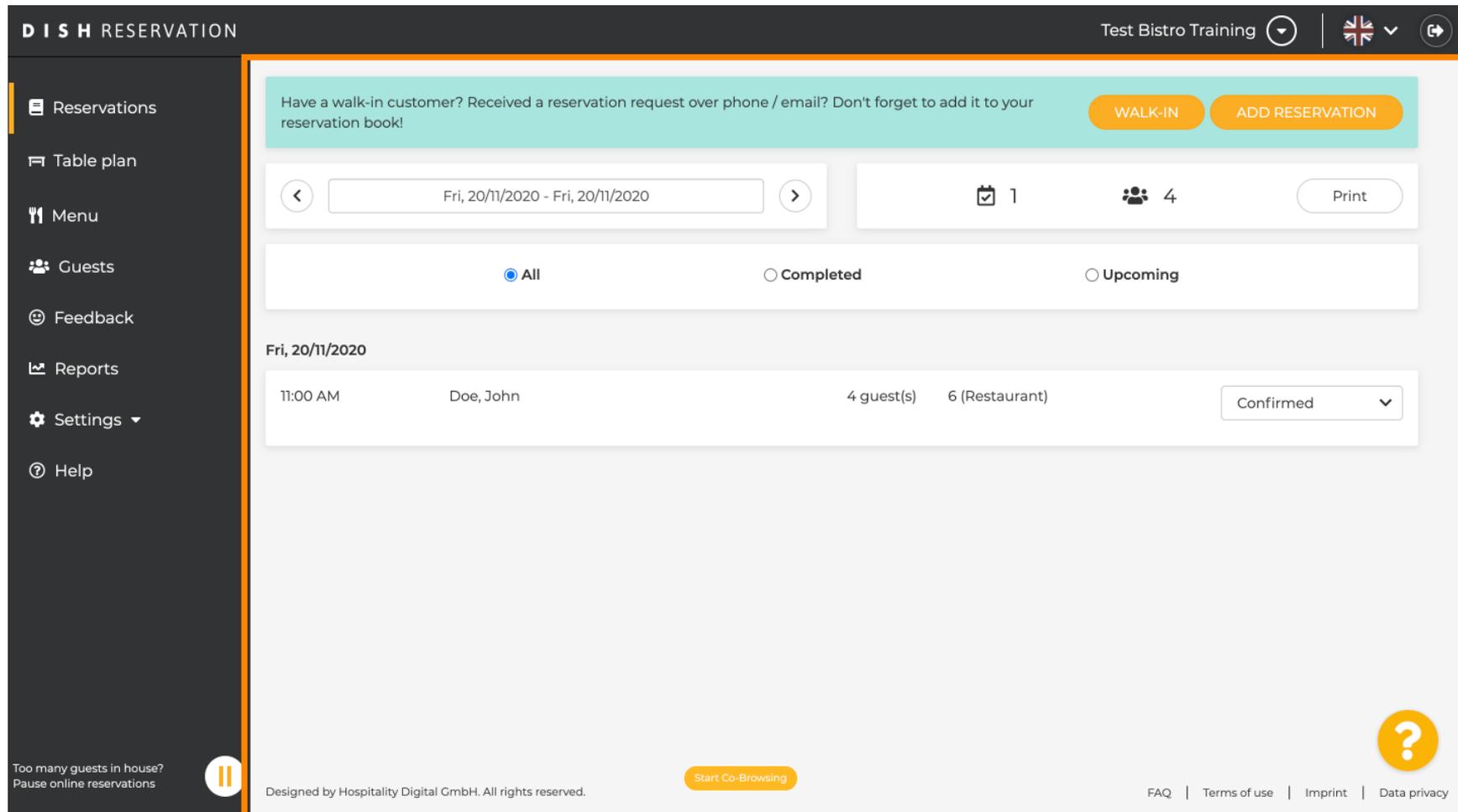
Too many guests in house? Pause online reservations

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FAQ | Terms of use | Imprint | Data Privacy



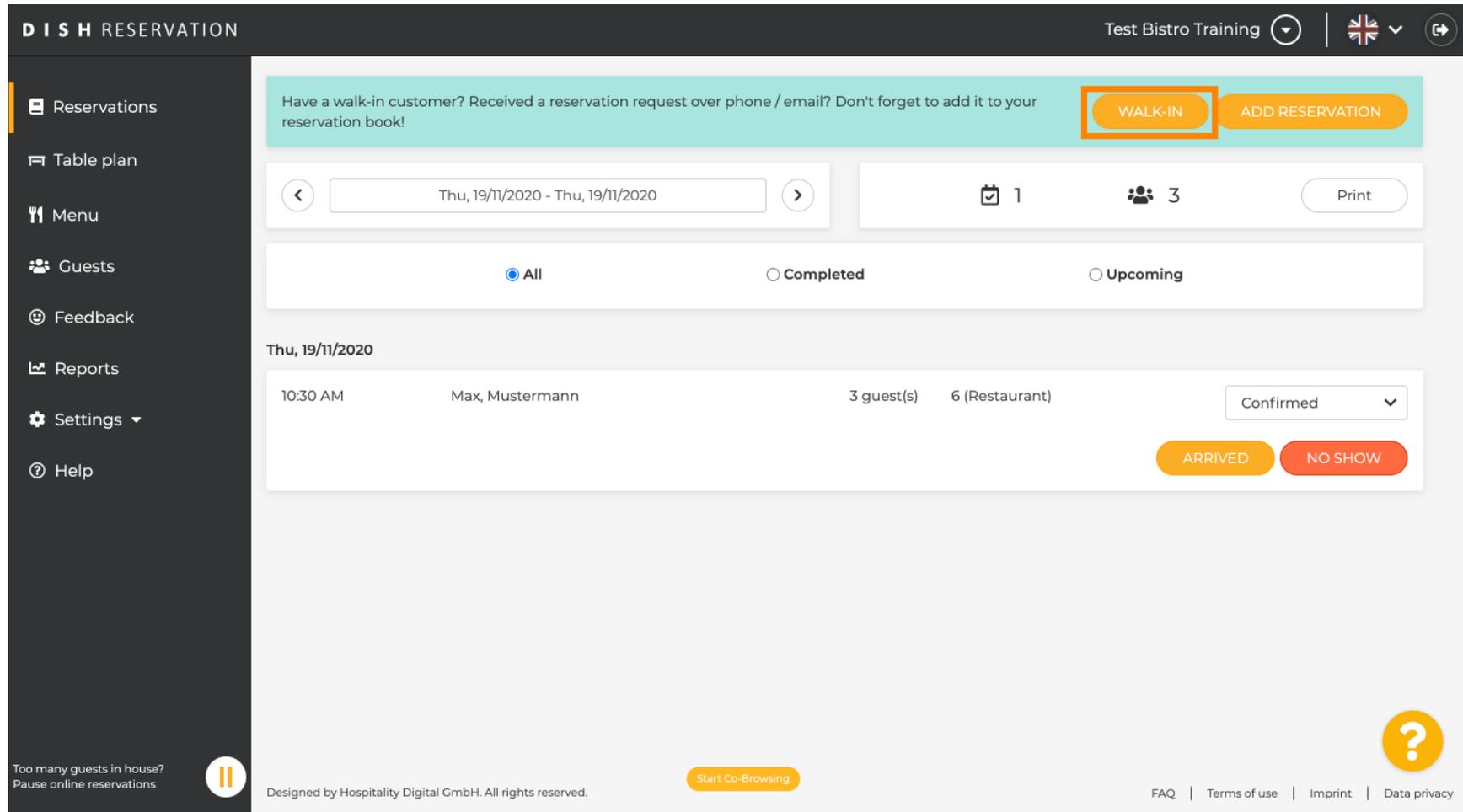
You will now be returned to the **dashboard**. You will see the added reservation on the occurring date. Every listed reservation can be **confirmed**, **cancelled** or marked as **arrived**.



The screenshot shows the DISH Reservation admin panel. The top navigation bar includes the logo, the text "DISH RESERVATION", and user information "Test Bistro Training" with a dropdown menu, a flag icon, and a refresh icon. The left sidebar contains navigation options: Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Help. 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 the banner is a date range selector set to "Fri, 20/11/2020 - Fri, 20/11/2020", a calendar icon showing "1" reservation, a group icon showing "4" guests, and a "Print" button. Filter tabs are available for "All" (selected), "Completed", and "Upcoming". A reservation list for "Fri, 20/11/2020" shows a reservation at "11:00 AM" for "Doe, John" with "4 guest(s)" and "6 (Restaurant)", with a status dropdown set to "Confirmed". The footer contains a "Too many guests in house? Pause online reservations" message with a pause icon, a "Start Co-Browsing" button, and a "Designed by Hospitality Digital GmbH. All rights reserved." notice. On the right, there is a help icon and a footer with links for "FAQ", "Terms of use", "Imprint", and "Data privacy".



To manually add a walk-in click on **walk-in**.



The screenshot shows the DISH Reservation admin panel. The top navigation bar includes the DISH logo, the text "DISH RESERVATION", and the current location "Test Bistro Training" with a dropdown arrow, a flag icon, 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 buttons: "WALK-IN" (highlighted with an orange border) and "ADD RESERVATION". Below the banner is a date range selector showing "Thu, 19/11/2020 - Thu, 19/11/2020" with left and right navigation arrows. To the right of the date selector are icons for a calendar with "1" and a group of people with "3", and a "Print" button. Below these are radio buttons for "All" (selected), "Completed", and "Upcoming". The main content area shows a reservation for "Thu, 19/11/2020" at "10:30 AM" for "Max, Mustermann" with "3 guest(s)" and "6 (Restaurant)". The reservation status is "Confirmed" with a dropdown arrow. Below the reservation details are two buttons: "ARRIVED" (orange) and "NO SHOW" (red). At the bottom left, there is a notification "Too many guests in house? Pause online reservations" with a pause icon. At the bottom center, there is a "Start Co-Browsing" button. At the bottom right, there is a help icon (question mark) and a footer with "Designed by Hospitality Digital GmbH. All rights reserved." and links for "FAQ", "Terms of use", "Imprint", and "Data privacy".



Enter the essential **walkin** information.

DISH RESERVATION
Test Bistro Training ▼ ▼

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

Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book! Back

Walkin information

Guests *

Date

Time
▼ edit duration

Table(s)

Source

Requests & notes

Internal note

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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?



Enter a specific request or note regarding your walk-in customer if needed.

DISH RESERVATION
Test Bistro Training ▼ ▼

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

Have a walk-in customer? Received a reservation request over phone / email? Don't forget to add it to your reservation book! Back

Walkin information

Guests *

Date

Time
▼ edit duration

Table(s)

Source

Requests & notes

Internal note

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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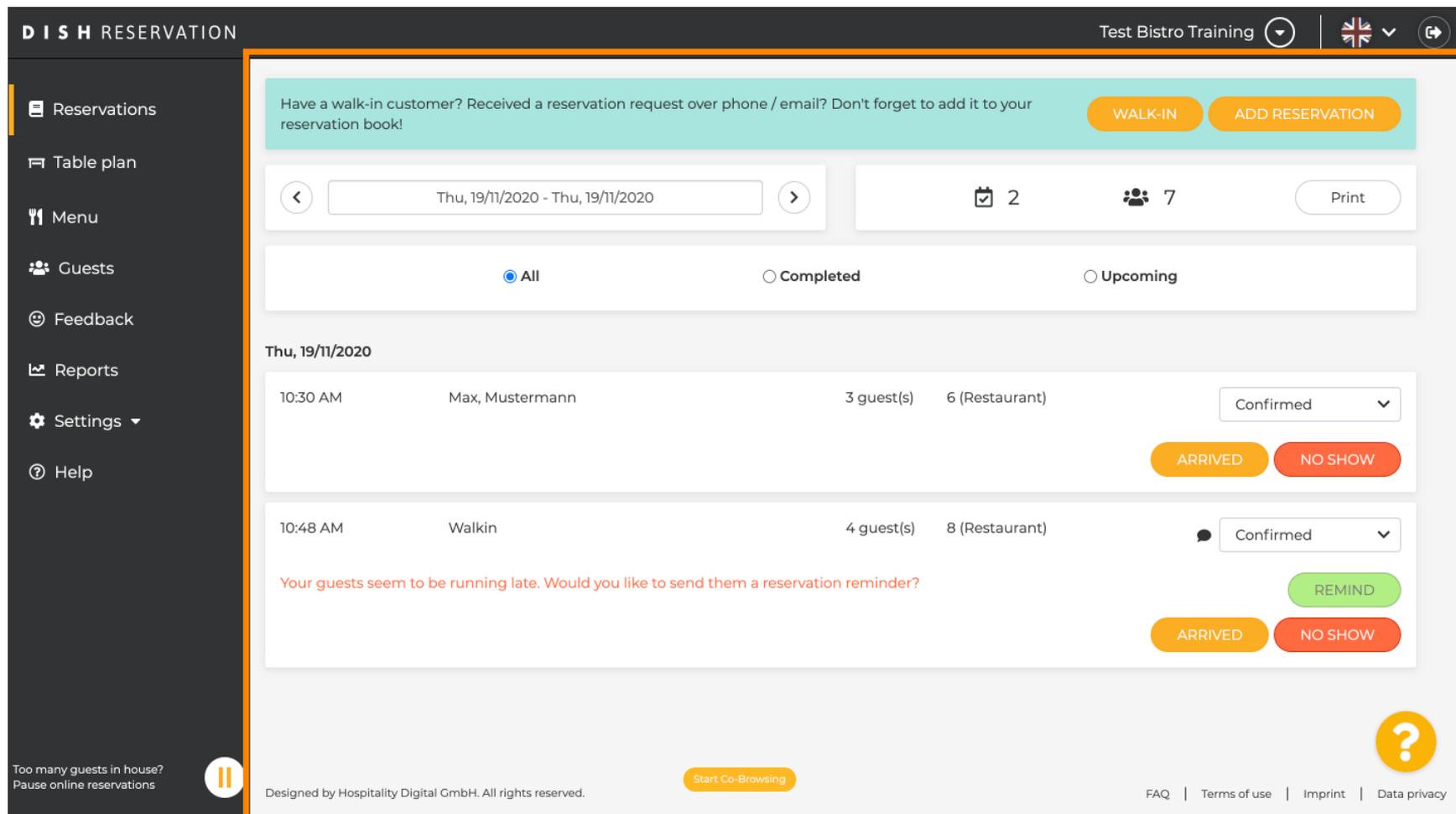
[FAQ](#) | [Terms of use](#) | [Imprint](#) | [Data privacy](#)

That's it. Click on **save** to add a walk-in reservation.

The screenshot displays the DISH Reservation admin panel. The top navigation bar includes the DISH RESERVATION logo, the current location 'Test Bistro Training', a language selector (UK flag), and a refresh icon. A dark sidebar on the left contains navigation links: Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Help. The main content area features a header message: '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. Below this are two form panels. The 'Walkin information' panel includes fields for 'Guests' (4), 'Date' (Thu, 19/11/2020), 'Time' (Now), a duration selector (edit duration), 'Table(s)' (8), and 'Source' (Walkin). The 'Requests & notes' panel has an 'Internal note' text area, an 'Allergies' section with checkboxes for Gluten, Sesame, Nuts, Crustacean, Eggs, Fish, Mustard (checked), Lactose, Celery, Peanuts, Shellfish, Soy, Lupins, and Sulphite, and a 'Diet' section with checkboxes for Gluten-free (checked), Halal, Kosher, Lactose-free, Vegan, and Vegetarian. A prominent orange 'SAVE' button is located at the bottom right of the form area. At the bottom of the page, there is a 'Too many guests in house? Pause online reservations' notification, a help icon, and footer text: 'Designed by Hospitality Digital GmbH. All rights reserved.' and 'FAQ | Terms of use | Imprint | Data privacy'.



After adding the walk-in reservation you will be directed to the **dashboard** where you can change the **status** of your reservation and also **remind** your guests.



The screenshot shows the DISH Reservation admin panel dashboard for 'Test Bistro Training'. The interface includes a sidebar with navigation options: Reservations, Table plan, Menu, Guests, Feedback, Reports, Settings, and Help. The main content area displays a notification for walk-in customers, a date range filter for 'Thu, 19/11/2020 - Thu, 19/11/2020', and summary statistics for 2 reservations and 7 guests. Below this, there are radio buttons to filter by 'All', 'Completed', or 'Upcoming'. The main list shows two reservations for 'Thu, 19/11/2020':

Time	Guest Name	Guests	Location	Status	Actions
10:30 AM	Max, Mustermann	3 guest(s)	6 (Restaurant)	Confirmed	ARRIVED, NO SHOW
10:48 AM	Walkin	4 guest(s)	8 (Restaurant)	Confirmed	REMIND, ARRIVED, NO SHOW

Below the second reservation, a message states: 'Your guests seem to be running late. Would you like to send them a reservation reminder?' with a 'REMIND' button. At the bottom, there is a 'Start Co-Browsing' button, a help icon, and footer text: 'Designed by Hospitality Digital GmbH. All rights reserved.' and 'FAQ | Terms of use | Imprint | Data privacy'.