



You are now in the Admin Panel under the section **Guests**. Here you can view the costumers guest database. Search for guests and view reservations associated with a guest.

DISH RESERVATION
HD*Tutorial  

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

We store your guest data in a legally compliant manner. All guests who agree to have their data saved will remain in your database for one year. All other guests are removed after 14 days. You have the possibility to download your guest data. Please note that as per data privacy laws, it may not be legal to use their contact information for offers & promotions. Please check with the local laws before proceeding.

SEARCH

First name	Last name 	Visits	Email	Phone number	Customer since	
Doe	John	-			14/07/2020	View

Download all customers
Download last 4 week guest data

< 1 >

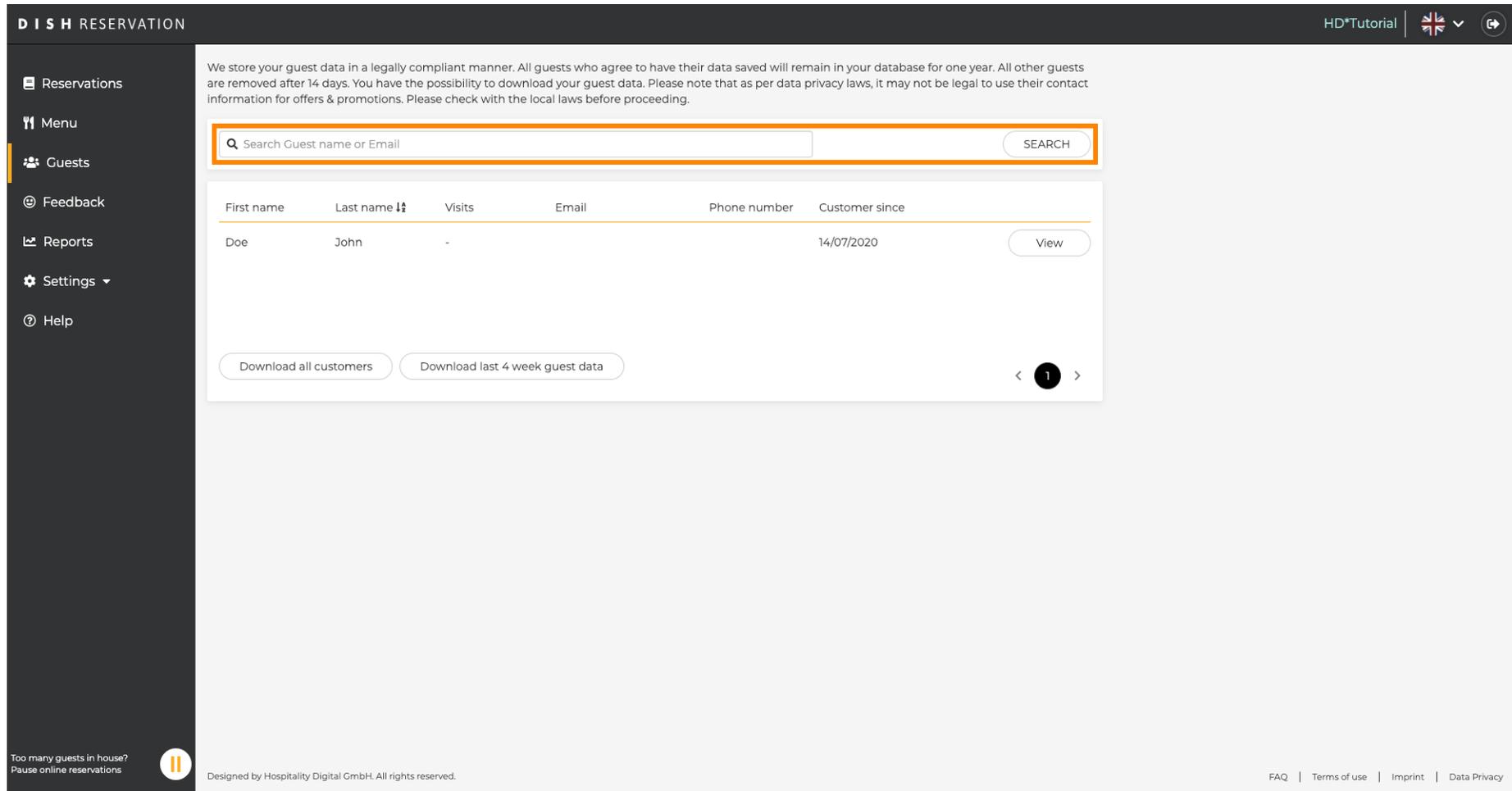
Too many guests in house?
Pause online reservations

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FAQ | Terms of use | Imprint | Data Privacy



Type in the **guests name** or **email** and click on **search** to list all guest with corresponding information.



The screenshot displays the DISH Reservation Admin Panel. The top navigation bar includes the DISH RESERVATION logo, a user profile for HD*Tutorial, and a language selector set to English. A dark sidebar on the left contains navigation links for Reservations, Menu, Guests (highlighted), Feedback, Reports, Settings, and Help. The main content area features a legal disclaimer about data storage and a search bar with the placeholder text "Search Guest name or Email" and a "SEARCH" button. Below the search bar is a table with columns for First name, Last name (with a sort icon), Visits, Email, Phone number, and Customer since. A single row is visible for a guest named "Doe John" with 0 visits and a customer since date of "14/07/2020". A "View" button is located to the right of this row. At the bottom of the table area, there are two buttons: "Download all customers" and "Download last 4 week guest data". A pagination indicator shows "1" between left and right arrows. In the bottom left corner, there is a notification: "Too many guests in house? Pause online reservations" with a pause icon. The footer contains the text "Designed by Hospitality Digital GmbH. All rights reserved." and links for "FAQ", "Terms of use", "Imprint", and "Data Privacy".



All customers will be listed here. Click on **view** to get further information about upcoming reservations of the customer.

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Download all customers
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1
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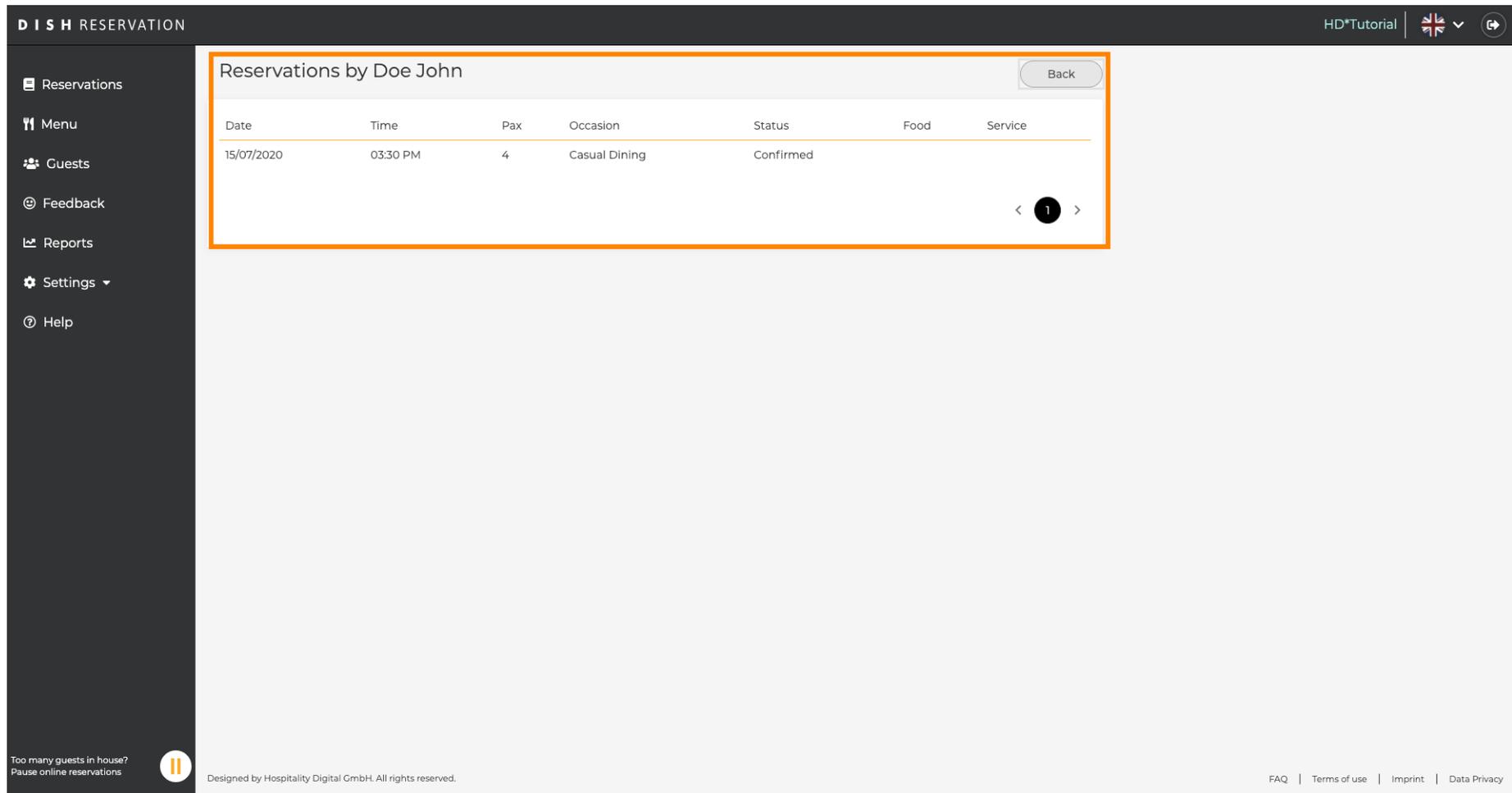
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Every **information** of upcoming reservations will now be displayed. Click on **back** to get redirected to the **dashboard**.



The screenshot displays the DISH Reservation Admin Panel. The left sidebar contains navigation options: Reservations, Menu, Guests, Feedback, Reports, Settings, and Help. The main content area shows a table titled "Reservations by Doe John" with a "Back" button in the top right corner. The table has the following data:

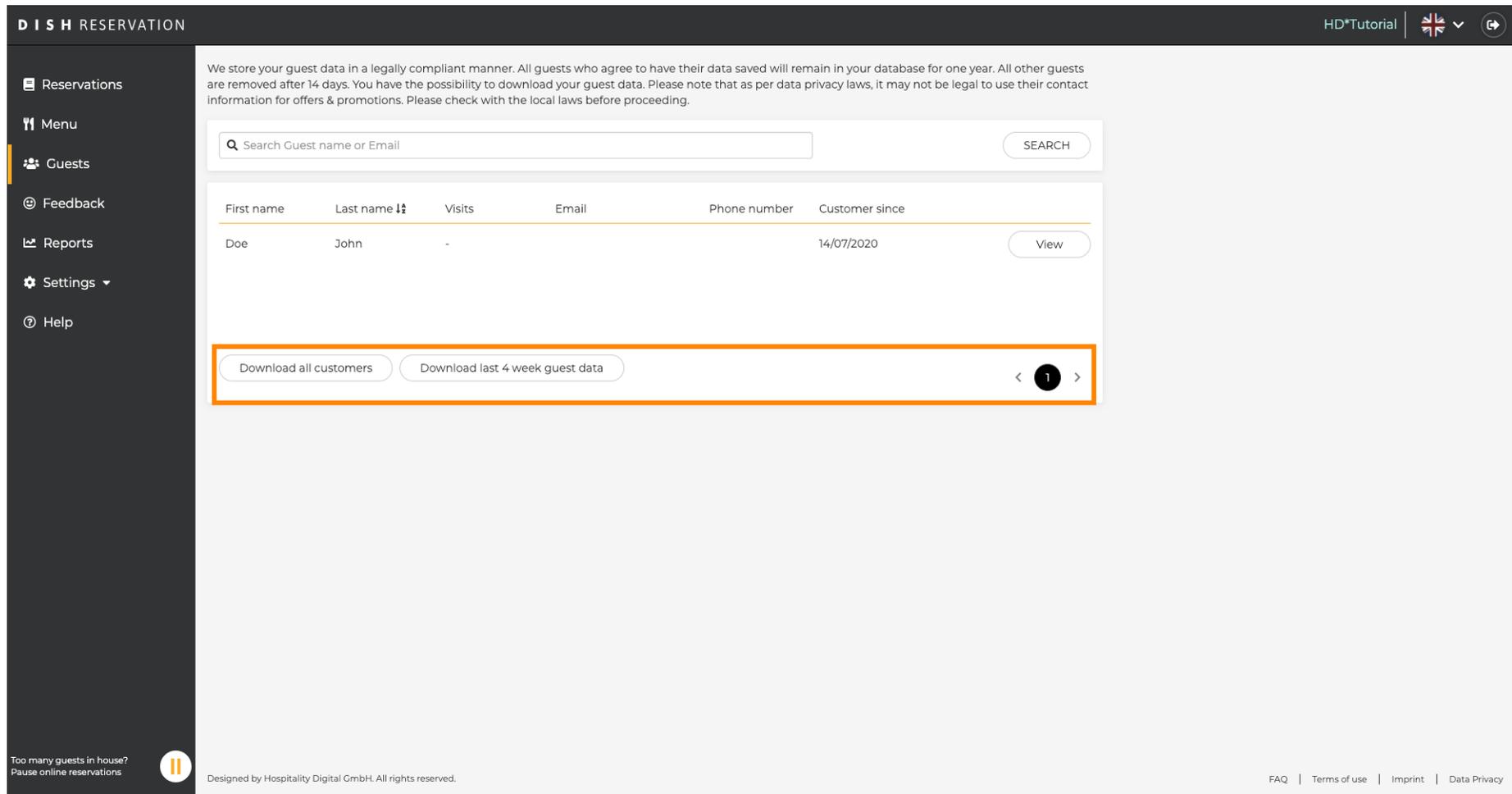
Date	Time	Pax	Occasion	Status	Food	Service
15/07/2020	03:30 PM	4	Casual Dining	Confirmed		

At the bottom of the table, there is a pagination control showing "< 1 >".

At the bottom left of the page, there is a notification: "Too many guests in house? Pause online reservations" with a pause icon. At the bottom right, there is a footer with the text: "Designed by Hospitality Digital GmbH. All rights reserved." and links for "FAQ | Terms of use | Imprint | Data Privacy".



In case **information about customers**, especially of the **last 4 weeks**, are required it can be **exported/downloaded**.



The screenshot shows the DISH Reservation Admin Panel. The top navigation bar includes the DISH RESERVATION logo, the user name HD*Tutorial, a language selector (UK flag), and a refresh icon. The left sidebar contains navigation options: Reservations, Menu, Guests (highlighted), Feedback, Reports, Settings, and Help. The main content area features a legal disclaimer about data storage and a search bar for guest names or emails. Below the search bar is a table with columns for First name, Last name, Visits, Email, Phone number, and Customer since. A single row is visible for a guest named John Doe, with a 'View' button. At the bottom of the table, there are two buttons: 'Download all customers' and 'Download last 4 week guest data', which are highlighted with an orange border. A pagination indicator shows '1' of 1 pages.

First name	Last name ↓	Visits	Email	Phone number	Customer since
Doe	John	-			14/07/2020