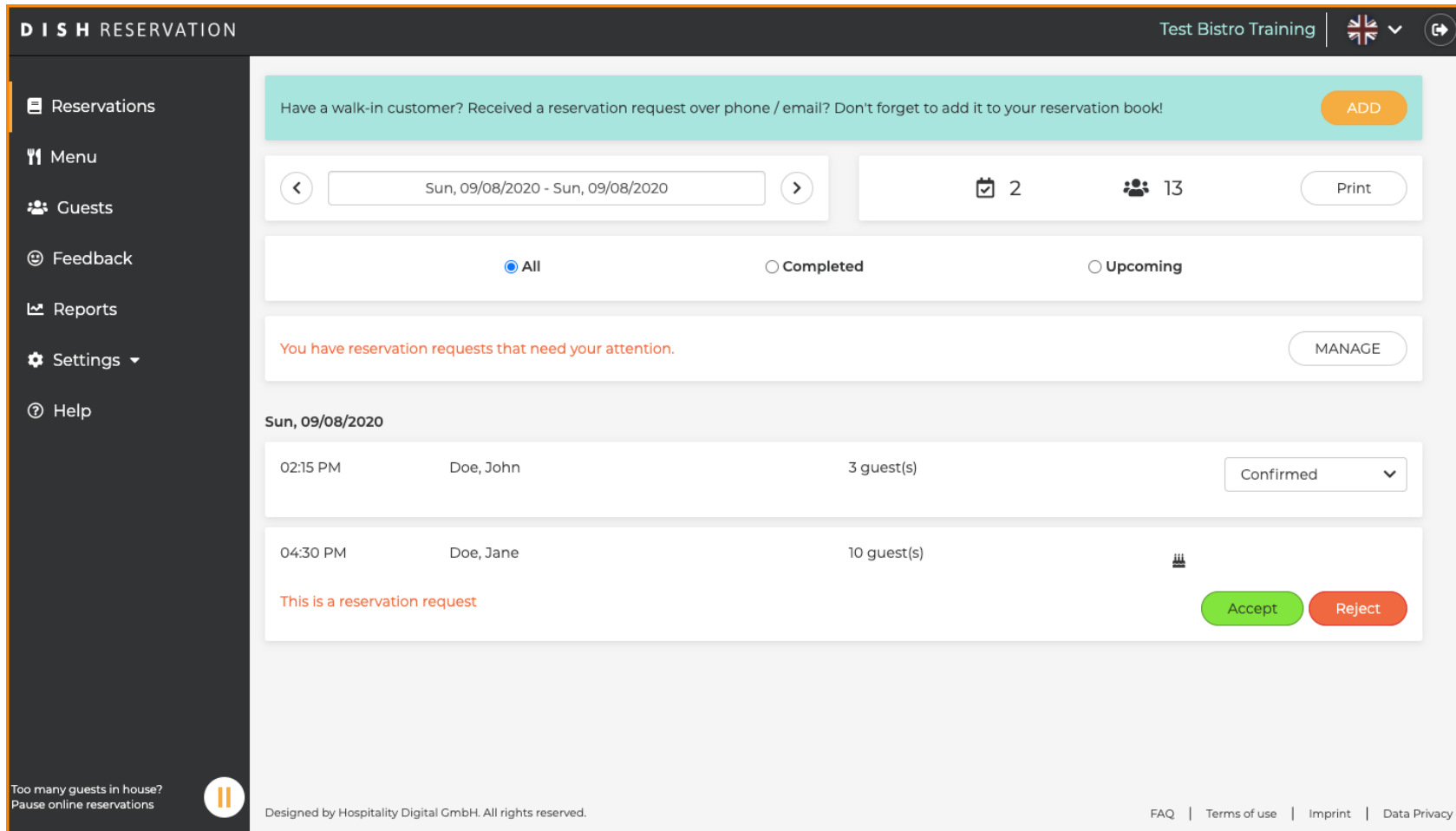


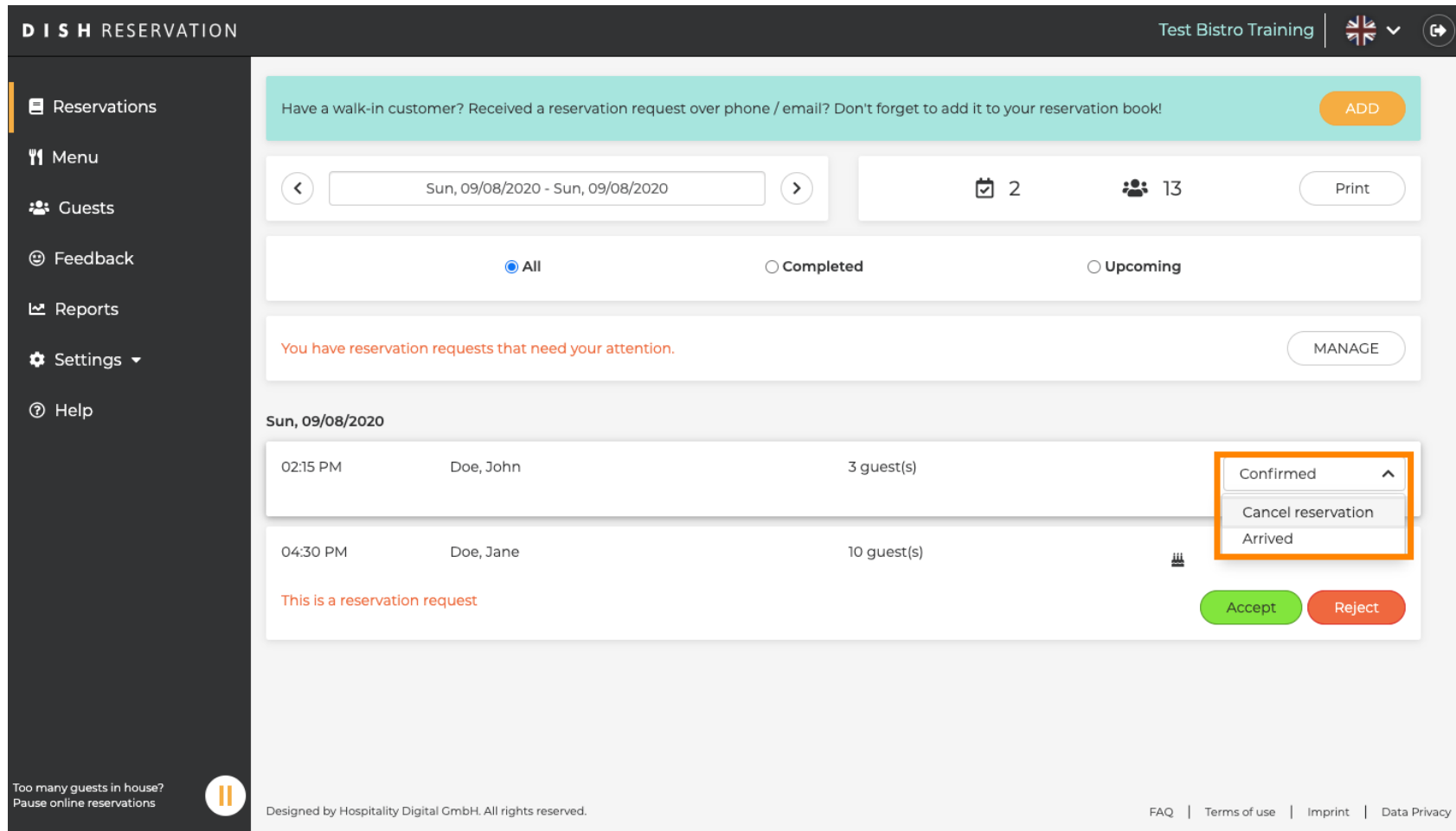
 The first step is to open **DISH Reservation**.



The screenshot shows the DISH Reservation management interface. The top navigation bar includes the DISH RESERVATION logo, the user name "Test Bistro Training", 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!" with an "ADD" button. Below this is a date range selector set to "Sun, 09/08/2020 - Sun, 09/08/2020", a calendar icon showing "2" days, a group icon showing "13" guests, and a "Print" button. A filter bar shows "All" selected, with "Completed" and "Upcoming" options. A notification box states "You have reservation requests that need your attention." with a "MANAGE" button. The main content area displays a table of reservations for "Sun, 09/08/2020". The first row shows a reservation at 02:15 PM for "Doe, John" with 3 guest(s) and a status of "Confirmed". The second row shows a reservation at 04:30 PM for "Doe, Jane" with 10 guest(s) and a status of "This is a reservation request", with "Accept" and "Reject" buttons. A sidebar on the left contains navigation links for Reservations, Menu, Guests, Feedback, Reports, Settings, and Help. At the bottom left, there is a notification "Too many guests in house? Pause online reservations" with a pause icon. The footer includes "Designed by Hospitality Digital GmbH. All rights reserved." and links for FAQ, Terms of use, Imprint, and Data Privacy.

Time	Guest Name	Guest Count	Status
02:15 PM	Doe, John	3 guest(s)	Confirmed
04:30 PM	Doe, Jane	10 guest(s)	This is a reservation request

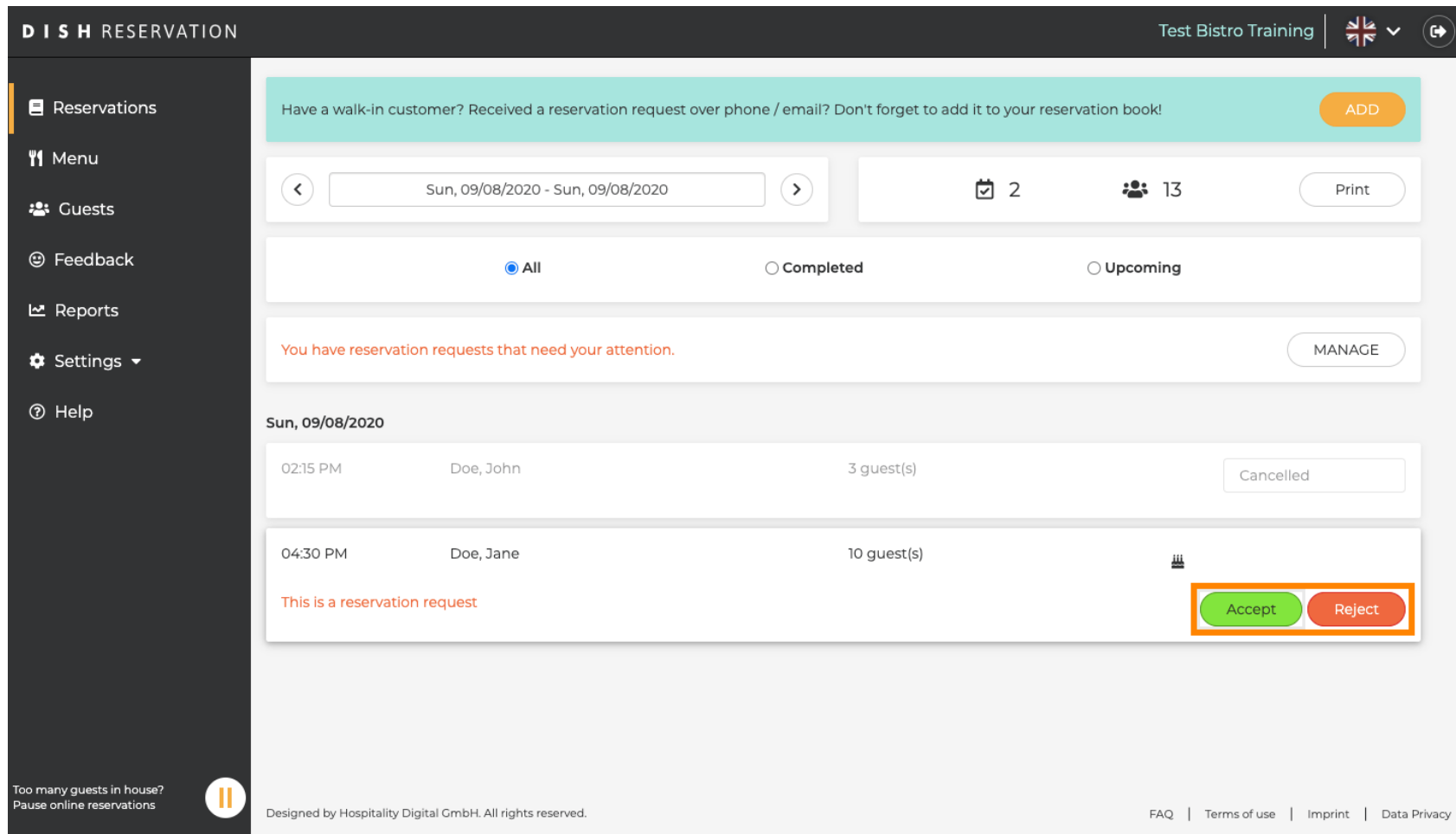
Already **confirmed reservations** can updated as arrived or be cancelled.



The screenshot displays the DISH Reservation management interface. On the left is a dark sidebar with navigation options: Reservations, Menu, Guests, Feedback, Reports, Settings, and Help. The main content area has a header with 'DISH RESERVATION' and 'Test Bistro Training'. Below the header is a teal banner with an 'ADD' button. A date range selector shows 'Sun, 09/08/2020 - Sun, 09/08/2020' with 2 tables and 13 guests. Filter buttons for 'All', 'Completed', and 'Upcoming' are present. A red notification states 'You have reservation requests that need your attention.' with a 'MANAGE' button. The reservation list for 'Sun, 09/08/2020' includes two entries: '02:15 PM Doe, John 3 guest(s)' and '04:30 PM Doe, Jane 10 guest(s)'. The first entry has a dropdown menu open, showing 'Confirmed', 'Cancel reservation', and 'Arrived' options. Below the list, a red text 'This is a reservation request' is followed by 'Accept' and 'Reject' buttons. At the bottom, there is a footer with 'Designed by Hospitality Digital GmbH. All rights reserved.' and links for 'FAQ', 'Terms of use', 'Imprint', and 'Data Privacy'.



Reservations with a group size that will not be automatically confirmed need either be accepted or rejected.



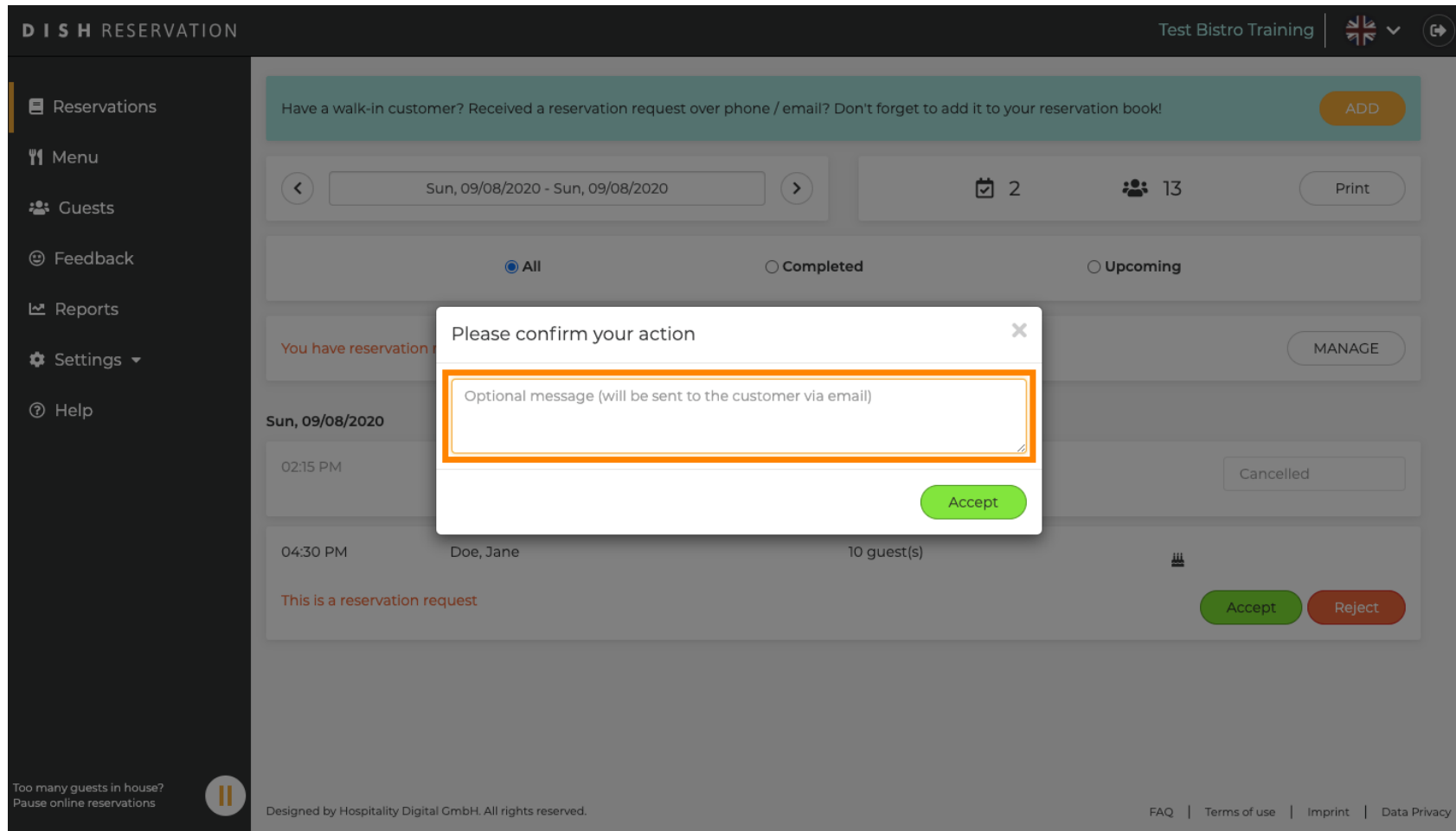
The screenshot shows the DISH Reservation management interface. The top navigation bar includes 'DISH RESERVATION', 'Test Bistro Training', and a user profile icon. The left sidebar contains navigation options: Reservations, Menu, Guests, Feedback, Reports, Settings, and Help. The main content area features a teal banner with an 'ADD' button. Below this is a date range selector for 'Sun, 09/08/2020 - Sun, 09/08/2020', a calendar icon showing '2' days, a group icon showing '13' guests, and a 'Print' button. Filter tabs for 'All', 'Completed', and 'Upcoming' are visible. A notification states 'You have reservation requests that need your attention.' with a 'MANAGE' button. The reservation list for 'Sun, 09/08/2020' includes:

Time	Guest Name	Guest Count	Status
02:15 PM	Doe, John	3 guest(s)	Cancelled
04:30 PM	Doe, Jane	10 guest(s)	This is a reservation request

The 'Accept' and 'Reject' buttons for the 04:30 PM reservation are highlighted with an orange border. At the bottom, there is a 'Too many guests in house? Pause online reservations' notification and a footer with 'Designed by Hospitality Digital GmbH. All rights reserved.' and links for 'FAQ', 'Terms of use', 'Imprint', and 'Data Privacy'.



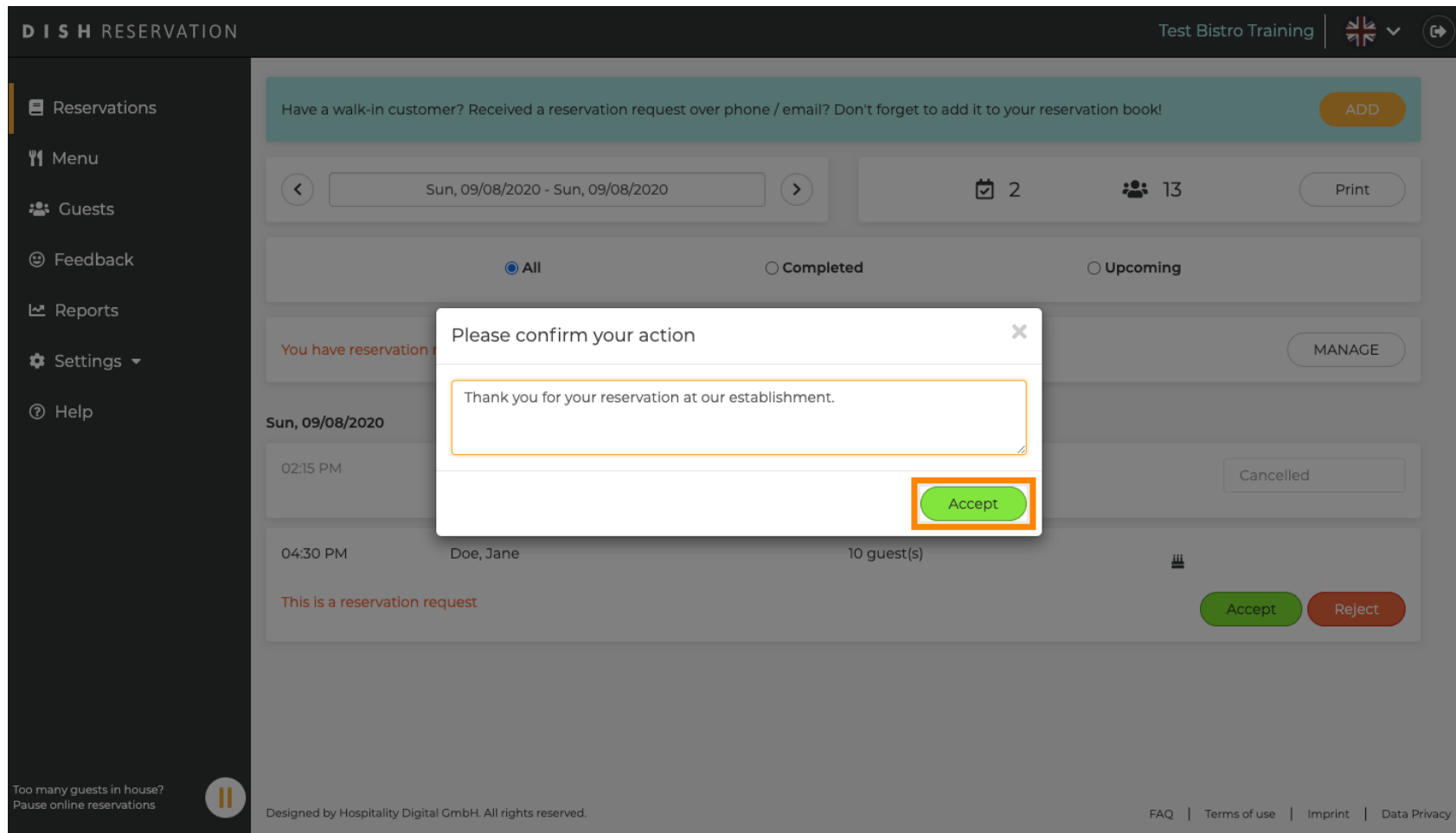
The guest will be informed about your action. You are able to leave a **personal message** as well.



The screenshot displays the DISH Reservation management interface. A confirmation dialog box is overlaid on the screen, titled "Please confirm your action". The dialog contains a text input field with the placeholder text "Optional message (will be sent to the customer via email)". Below the input field is a green "Accept" button. The background interface shows a list of reservations for "Sun, 09/08/2020". One reservation is highlighted, showing a time of "04:30 PM", the name "Doe, Jane", and "10 guest(s)". The reservation status is "This is a reservation request", and there are "Accept" and "Reject" buttons. The interface also includes a sidebar with navigation options like "Reservations", "Menu", "Guests", "Feedback", "Reports", "Settings", and "Help".

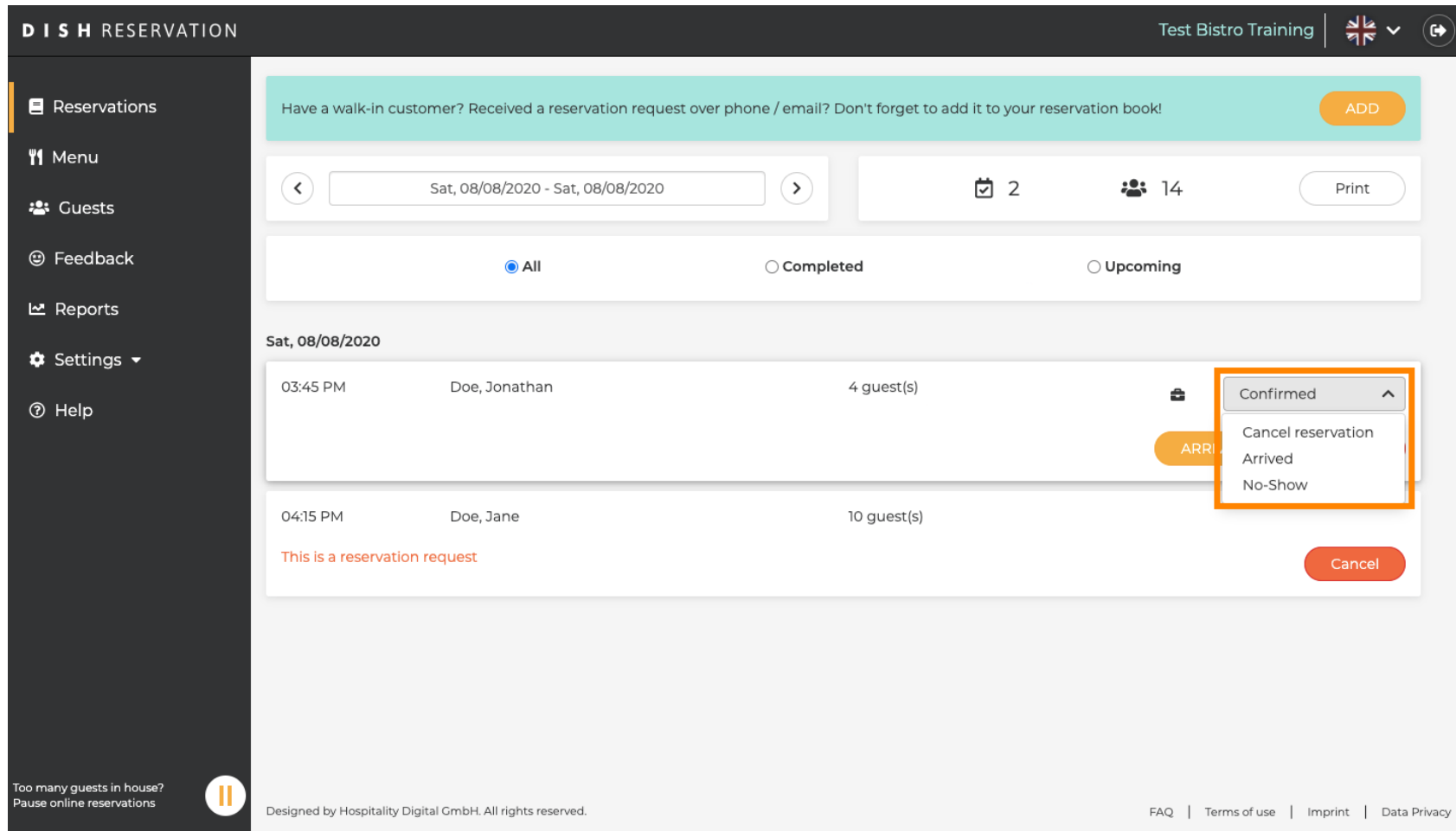


Click on **accept** to confirm your message and your action. **Note: If you would reject the reservation instead of "accept" it would say "reject".**




The screenshot displays the DISH Reservation management interface. A confirmation dialog box is centered on the screen, titled "Please confirm your action". The dialog contains a text input field with the text "Thank you for your reservation at our establishment." and a green "Accept" button. The background interface shows a reservation list for "Sun, 09/08/2020". One reservation is visible for "04:30 PM" by "Doe, Jane" for "10 guest(s)". The reservation status is "This is a reservation request", and there are "Accept" and "Reject" buttons. The "Accept" button is highlighted with an orange border. The interface also includes a sidebar with navigation options like Reservations, Menu, Guests, Feedback, Reports, Settings, and Help. At the bottom, there is a footer with copyright information and links for FAQ, Terms of use, Imprint, and Data Privacy.

 **Present reservations** have the option to be either updated as cancelled, arrived or no-show.



The screenshot displays the DISH Reservation management interface. On the left is a dark sidebar with navigation options: Reservations, Menu, Guests, Feedback, Reports, Settings, and Help. The main content area shows a header with 'DISH RESERVATION' and 'Test Bistro Training'. Below this is 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!' and an 'ADD' button. A date range selector shows 'Sat, 08/08/2020 - Sat, 08/08/2020', a calendar icon with '2', a group icon with '14', and a 'Print' button. Filter tabs for 'All', 'Completed', and 'Upcoming' are visible. The main list shows two reservations for 'Sat, 08/08/2020': one at 03:45 PM for 'Doe, Jonathan' (4 guest(s)) and another at 04:15 PM for 'Doe, Jane' (10 guest(s)). The first reservation has an 'ARRIVED' button and a dropdown menu with options: 'Confirmed', 'Cancel reservation', 'Arrived', and 'No-Show'. The second reservation has a 'Cancel' button and a note: 'This is a reservation request'. At the bottom left, there is a notification: 'Too many guests in house? Pause online reservations' with a pause icon. The footer contains 'Designed by Hospitality Digital GmbH. All rights reserved.' and links for 'FAQ', 'Terms of use', 'Imprint', and 'Data Privacy'.

 Those as well can be updated via the buttons.

The screenshot displays the DISH Reservation management interface. On the left is a dark sidebar with navigation options: Reservations, Menu, Guests, Feedback, Reports, Settings, and Help. The main content area features a teal banner with an 'ADD' button. Below this is a date range selector for 'Sat, 08/08/2020 - Sat, 08/08/2020', a calendar icon showing '2' days, a group icon showing '14' guests, and a 'Print' button. Filter tabs for 'All', 'Completed', and 'Upcoming' are visible. The reservation list for 'Sat, 08/08/2020' includes:

Time	Name	Guests	Status	Actions
03:45 PM	Doe, Jonathan	4 guest(s)	Confirmed	<b>ARRIVED</b> <b>NO SHOW</b>
04:15 PM	Doe, Jane	10 guest(s)	This is a reservation request	Cancel

At the bottom left, 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'.



If you **mistakenly updated** a reservation as arrived you are able to undo it. **Note: This is not possible for reservations updated as cancelled or no-show.**

The screenshot shows the DISH Reservation management interface. A green notification banner at the top right states "Reservation status has been updated". Below this, a teal banner prompts to add walk-in customers. The main area displays a reservation list for Saturday, 08/08/2020, with filters for "All", "Completed", and "Upcoming". The "All" filter is selected. The list shows two reservations: one at 03:45 PM for Jonathan Doe (4 guests) and another at 04:15 PM for Jane Doe (10 guests). The second reservation is marked as a "reservation request" and has a "Cancel" button. A dropdown menu for the first reservation is open, showing "Done" and "Undo confirm" options, with "Undo confirm" highlighted by an orange box. The interface also includes a sidebar with navigation options like Reservations, Menu, Guests, Feedback, Reports, Settings, and Help, and a footer with copyright information and links to FAQ, Terms of use, Imprint, and Data Privacy.





That's it. You are done.

The screenshot displays the DISH Reservation management interface. A green notification banner at the top right states "Reservation status has been updated". The main content area shows a reservation list for Saturday, 08/08/2020. The first reservation is for 03:45 PM with 4 guests, status "Confirmed", and buttons for "ARRIVED" and "NO SHOW". The second reservation is for 04:15 PM with 10 guests, status "This is a reservation request", and a "Cancel" button. The interface includes a sidebar with navigation options like Reservations, Menu, and Guests, and a footer with copyright information and links to FAQ, Terms of use, Imprint, and Data Privacy.

Time	Name	Guests	Status	Actions
03:45 PM	Doe, Jonathan	4 guest(s)	Confirmed	ARRIVED, NO SHOW
04:15 PM	Doe, Jane	10 guest(s)	This is a reservation request	Cancel