

Dans ce didacticiel, nous allons vous montrer comment ajouter un invité sans rendez-vous à votre réservation. Remarque : Il existe deux manières d'entrer en tant qu'invité sans rendez-vous.

| DISH RESERVATION | | | | | | Test Bistro Tra | aining 🕤 | <u> </u> | • |
|--|---------------------------------------|----------------------------------|-------------------------|------------------------------|----------------|--------------------|--------------------|-------------------|------|
| Reservations | Have a walk-in co reservation book | ustomer? Received a rese | rvation request over ph | one / email? Don't forget to | add it to your | | ADD RESER | VATION | |
| 🎞 Table plan | < | | М | lon, 20 Jun - Mon, 20 Jun | | | | | |
| 🐣 Guests | | All | ○ Completed | ⊖ Upcoming | | 2 | 11 円 2/5 | 0 | |
| Feedback | | | | | | | | | |
| 🗠 Reports | Mon, 20/06/2022 | Müller Daul | | Z quest(s) | C7 (Castan) | | | | |
| 🏟 Settings 👻 | 02:00 PM | Muller, Paul | | 3 guest(s) | US (Garten) | | Confirmed | ~ | |
| ⑦ Help | 04:00 PM | Mustermann, Max | : | 8 guest(s) | 8 (Restaurant) | ÷ | Confirmed | ~ | |
| | 50% discount on | cocktails | | | | | | | |
| | Print | | | | | | | | |
| | | | | | | | | | |
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| | | | | | | | | | |
| Too many guests in house? Pause online reservations | Designed by Hospitality | Digital GmbH. All rights reserve | d. | | FAQ | Terms of use Imp | rint Data privac | y Privacy Setti | ings |



La première consiste à cliquer sur le bouton WALK-IN pour ajouter des invités sans rendez-vous à votre réservation.

| DISH RESERVATION | | | | | | Test Bistro Tra | ining 🕤 | ** ~ | • |
|--|--|----------------------------------|------------------------------|------------------------|----------------|----------------------|-------------------|------------|---------|
| Reservations | Have a walk-in cu reservation book! | stomer? Received a rese | rvation request over phone / | email? Don't forget to | add it to your | WALK-IN | ADD RESERV. | ATION | |
| Menu | < | | Mon, 2 |) Jun - Mon, 20 Jun | | | í | | |
| 📇 Guests | | All | | | | 2 🖶 | 11 〒2/50 |) | |
| Feedback Reports | Mon, 20/06/2022 | | | | | | | | |
| Settings • | 02:00 PM | Müller, Paul | | 3 guest(s) | G3 (Garten) | | Confirmed | ~ | |
| ⑦ Help | 04:00 PM 50% discount on o | Mustermann, Max cocktails | | 8 guest(s) | 8 (Restaurant) | ÷ | Confirmed | ~ | |
| | Print | | | | | | | | |
| | | | | | | | | | |
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Une fenêtre apparaîtra. Ici, vous pouvez entrer les informations de marche ainsi que les demandes et les notes de votre invité. Remarque : La date et l'heure sont prédéfinies. De plus, la source est également préréglée.

| DISH RESERVATION | | | | | Test Bistro Training | | <u> 취</u> 분 ~ | |
|--|----------------------------|--|--------------------|------------------------------|---------------------------------------|--------------|---------------|--------|
| Reservations | Have a walk-in custo | ner? Received a reservation request over phone | e / email? Don't t | forget to add it to yo | ur reservation book! | | Back |) |
| Ħ Table plan | Walkin informa | tion | | Requests & not | es | | | |
| 🎢 Menu | '#' Guests * | | | Internal note | | | | |
| 🛎 Guests | Date | Mon, 20/06/2022 | | | | | li | |
| Feedback | Time | Now | | Gluten Sesar | me 🗌 Nuts 🗌 Crustacean 🗌 Egg | gs 🗌 Fish | ſ | |
| 🗠 Reports | Duration | Please select capacity and time first | - | Mustard Lac Lupins Sulph | tose 🗌 Celery 🗌 Peanuts 🗌 She nite | llfish 🗌 So | 1 | |
| 💠 Settings 👻 | Table(s) | Please select | • | Diet | lielel O Verber O Lesters fore (| | | |
| ⑦ Help | Source | Walkin | | Vegetarian | Halai 📋 Kosher 📋 Lactose-free | _ vegan | ſ | |
| | | | | | | | SAVE | |
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Sous Demandes et notes, vous pouvez entrer et sélectionner des informations telles que les allergies et les régimes alimentaires de votre invité.

| DISH RESERVATION | | | | | Test Bistro Training 🕤 🛛 | ₩~ ● |
|--|----------------------------|---|-----------------------|--|---|------------------|
| Reservations | Have a walk-in custo | ner? Received a reservation request over ph | none / email? Don't i | forget to add it to you | ur reservation book! | Back |
| 🛏 Table plan | Walkin informa | tion | | Requests & note | 95 | |
| 🎁 Menu | '#' Guests * | 2 | | Internal note | 1 | |
| 🚢 Guests | Date | Mon, 20/06/2022 | | Allergies | | |
| Feedback | Time | Now | | 🗌 Gluten 🗌 Sesan | ne 🗌 Nuts 🗌 Crustacean 🗌 Eggs 🗌 Fish | |
| 🗠 Reports | Duration | 3 hours | • | Mustard Lact Lupins Sulph | tose 🗌 Celery 🗌 Peanuts 🗌 Shellfish 🗌 S iite | ру |
| 🏟 Settings 👻 | Table(s) | L3 | • | Diet | | |
| ⑦ Help | Source | Walkin | | □ Gluten-free □ ⊦ □ Vegetarian | Halal 🗌 Kosher 🗌 Lactose-free 🗌 Vegan | |
| | | | | | | SAVE |
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Cliquez sur le bouton ENREGISTRER pour ajouter les informations à votre carnet de réservation.

| DISH RESERVATION | | | | Test Bistro Training 🕤 🛛 🎽 🗸 🚱 |
|--|----------------------------|--|-----------------------------------|--|
| Reservations | Have a walk-in custo | mer? Received a reservation request over phone / email? Don' | t forget to add it to you | ur reservation book! |
| 🛏 Table plan | Walkin informa | tion | Requests & note | 25 |
| 🎢 Menu | '#' Guests * | 2 | Internal note | Here you can enter notes of your walk in guest |
| 📇 Guests | Date | Mon, 20/06/2022 | Allergies | |
| Feedback | Time | Now | Gluten Sesan | ne 🗹 Nuts 🗌 Crustacean 🗌 Eggs 🗌 Fish |
| 🗠 Reports | Duration | 3 hours 👻 | ☐ Mustard ✓ Lact ☐ Lupins ☐ Sulph | cose 🗌 Celery 🗌 Peanuts 🗌 Shellfish 🗌 Soy ite |
| 🔹 Settings 👻 | Table(s) | L3 • | Diet | |
| ⑦ Help | Source | Walkin | □ Gluten-free □ F ✔ Vegetarian | Halal 🗌 Kosher 🗌 Lactose-free 🗌 Vegan |
| - | | | | SAVE |
| Too many guests in house? Pause online reservations | Designed by Hospitality Di | gital GmbH. All rights reserved. | | FAQ Terms of use Imprint Data privacy Privacy Settings |



() Vous recevrez une notification indiquant que votre réservation a été créée.

| DISH RESERVATION | | | | | Test Bistro Trair | ning 🕤 🛛 🗍 | • |
|--|--|-------------------------------------|--------------------------------|----------------|-----------------------|----------------------------|------------------|
| Reservations | Have a walk-in customer? reservation book! | Received a reservation request over | phone / email? Don't forget to | add it to your | WALK-IN | ⊘ Reservation has created. | been X |
| ㅋ Table plan ¶ Menu | ٠ | | Mon, 20 Jun - Mon, 20 Jun | | | | \diamond |
| 🛎 Guests | All | ⊖ Completed | ⊖ Upcoming | | 2 3 😕 1 | 3 F 3/50 | |
| Feedback | Mon 20/06/2022 | | | | | | |
| 🗠 Reports | 09:25 AM | lkin | 2 quest(s) | | | | |
| 🗘 Settings 👻 | "Here you can enter not | es of your walk in guest" (Note) | 2 guest(s) | LS (Lourige) | 6 | Done | ~ |
| ⑦ Help | Diet : Vegetarian Allergies : Nuts, Lactose | | | | | | |
| | 02:00 PM Mű | iller, Paul | 3 guest(s) | G3 (Garten) | | Confirmed | ~ |
| | 04:00 PM Mu | istermann, Max | 8 guest(s) | 8 (Restaurant) | ۵ | Confirmed | ~ |
| | 50% discount on cocktails | | | | | | |
| | Print | | | | | | 2 |
| Too many guests in house? Pause online reservations | Designed by Hospitality Digital Gmb | H. All rights reserved. | | FAQ 1 | Terms of use Imprin | t Data privacy I | Privacy Settings |



() Vos invités seront répertoriés dans vos réservations.

| DISH RESERVATION | | | | | | Test Bistro Trai | ining 🕤 🛛 | 월 ~ | |
|--|---|---|--------------------------|---------------------------|------------------------|-----------------------|-------------------|------------|---------|
| Reservations | Have a walk-in custo reservation book! | mer? Received a rese | to add it to your | WALK-IN | ⊘ Reservation created. | has been | × | | |
| 🍽 Table plan | | | | | | | | | |
| 🍴 Menu | | | | Mon, 20 Jun - Mon, 20 Jun | | | | | |
| 📇 Guests | | All | ⊖ Completed | | | ₩3 ** | 13 m 3/50 |) | |
| Feedback | | | | | | | | | |
| 🗠 Reports | Mon, 20/06/2022 | Mallin | | | | | | | 1 |
| 🌣 Settings 👻 | 9:25 AM | vvaikin er notes of your walk | ain guest" (Note) | 2 guest(s) | L3 (Lounge) | 6 | Done | ~ | |
| ⑦ Help | Diet: Vegetarian Allergies: Nuts, Lact | ose | | | | | | | |
| | 02:00 PM | Müller, Paul | | 3 guest(s) | G3 (Garten) | | Confirmed | ~ | |
| | 04:00 PM | Mustermann, Max | ¢ | 8 guest(s) | 8 (Restaurant) | a | Confirmed | ~ | |
| | 50% discount on coc | ktails | | | | | | | |
| | Print | | | | | | | 6 | |
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Nous allons maintenant vous montrer une deuxième façon d'ajouter des invités sans rendez-vous à vos réservations. Cliquez sur Plan de table pour continuer.

| DISH RESERVATION | | | | | | Test Bistro Tra | ining 🕤 | <u> </u> | |
|--|---------------------------------------|---------------------------------|--------------------------|-------------------------------|------------------|----------------------|-------------------|----------------|---------|
| Reservations | Have a walk-in cu reservation book | ustomer? Received a res ! | servation request over p | hone / email? Don't forget to | add it to your | | ADD RESER | VATION | |
| 🎮 Table plan | | | | Mon 20 Jun - Mon 20 Jun | | | | = | |
| 🎢 Menu | | | | Mon, 20 Jun - Mon, 20 Jun | | | | | |
| 🐣 Guests | | | | Upcoming | | 7 3 🏭 | 14 न 3/5 | 0 | |
| Feedback | Mon. 20/06/2022 | | | | | | | | |
| 🗠 Reports | 02:00 PM | Müller, Paul | | 3 guest(s) | G3 (Garten) | | Confirmed | ~ | |
| 🌣 Settings 👻 | | | | | | | commed | | |
| ⑦ Help | 04:00 PM | Mustermann, Ma | ах | 8 guest(s) | 8 (Restaurant) | â | Confirmed | ~ | |
| | 50% discount on | cocktails | | | | | | | |
| | 05:30 PM | Fleischer, Max | | 3 guest(s) | 2-4 (Restaurant) | | Confirmed | ~ | |
| | Internal note Diet: Vegetarian | s of your walk in guests | " (Note) | | | | | | |
| | Allergies: Lupin: | 5 | | | | | | | |
| | Print | | | | | | | 6 | |
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Cliquez maintenant sur Disponible pour ajouter une réservation sans rendez-vous.





Toutes les tables disponibles vous seront présentées ici. Sélectionnez maintenant les sièges préférés en cliquant sur l'icône plus.





Une fenêtre apparaîtra dans laquelle vous devrez entrer les informations requises ainsi que la taille du groupe et la durée.





Pour terminer la réservation du walk-in, cliquez sur SAFE WALKIN .





() Vous recevrez une notification indiquant que votre réservation a été créée avec succès.





La réservation de promenade sera inscrite au livre de réservation de la zone sélectionnée du restaurant.
 Ainsi que sur le plan de table.







Scan to go to the interactive player