

# DigDine Restaurant Table Management App

## Quick Start Guide

ver 05/18

Welcome

### Welcome Screen

Choose your role: ADMIN or HOST. A paid subscribed ADMIN can change the initial setup page (main board) and invite up to 3 HOSTs which can only view, add or modify reservations.

Settings

### Enter Settings

By clicking the ☰ button

*Modifying the initial settings is a subscribed ADMIN privilege only. HOSTs can only view settings here.*

### Business Name

Set your custom name that will show on the top banner of the application

### Logo

Upload your restaurants' logo

👉 *NOTE: Recommended formats are PNG JPEG 150x150 px*

### Skin Color

Use the color picker to choose your favorite color

### Adding a Table

Adding a table will configure the vertical scale of the main board. First, it is recommended to delete the given tables in the initial demo setup. Then, start to customize your own: give your table a short name (not more than 6 characters) and number of seats

👉 *NOTE: Deleting a table will also delete all its' attributed reservations, therefore it is recommended not to make any changes to tables after your customized setup*

### Reservation hours

Setting the reservation hours will configure the horizontal scale of the main board

👉 *NOTE: Modifying the hours will also delete all its' attributed reservations, therefore it is recommended not to make any changes after initial setup*

### Min. Intervals

Set the intervals of the main board. Options are every 15, 30 min. or every whole hour

👉 *NOTE: Recommended to set on 30 min. - otherwise table reservations on some devices might seem a bit "compressed" and not be friendly to read*

## Max. Reservation Time

This will determine the reservation default time for each table. Example: if set to 2 hours then a table reserved for 20:00 will automatically be reserved until 22:00.

👉 *NOTE: If you want a shorter reservation period, set it in the end time box. If you want a longer reservation other than the default - need to set another consecutive reservation*

## Adding Hosts

Any Admin (Restaurant owner) can invite up to 3 HOSTs which can view all existing reservations, add or modify existing ones. Set for each an "Email" which will be his login User, and a "Name" which will be the system name in all log data.

👉 *NOTE: The HOSTs' email will be his username to Login*

## History / Log

Displays a log table of all history reservations. Use the Download button to export a CSV file to your device

👉 *NOTE: The CSV with all data can be stored locally on your device or shared via email etc.*

## Main Board

### Scroll Dates

See all reservations in main board table for today, your future reservations and those from the past  
*This feature is enabled for subscribed ADMINS and their HOSTs only.*

📌 *IMPORTANT: By default a new reservation will be opened for "Today". To open a future reservation, first scroll to its' date, then click NEW*

### New Reservation

Click the NEW button to open the Reservation panel, or on any table in the vertical column

### Reservation Colors

Basically, reservation tabs are in red. If marked as "HERE" - it will change to brown. Any last reservation that was added or modified - will be green

### Main Board - Total Sums

The bottom row in the main board will sum the total guests for each time period indicated. The right column will sum the total guests for each table - and the total number of guests expected for the given date

### Main Board - Zoom in & out

Use the magnifying glasses to have a better overview for all reservations without the need of scrolling the page

## Entering a new reservation

Enter Name, Tel/Mobile and number of Guests. The Planner will show only relevant tables available.

Special comments can also be added (Birthday, Non-Smoking etc.)

👁 *NOTE 1: Click PREVIEW to see possible reservation tabs on main board, then click BACK to this panel to ADD the reservation*

👋 *NOTE 2: By default, the reservation time will be set as in the ADMINS' settings panel (see above: Max. Reservation Time). If you want a shorter reservation period, set it in the end time box. If you want a longer reservation other than the default - need to manually set another consecutive reservation*

## Changing / Deleting a Reservation

On the main board, click on the desired reservation tab. The blue reservation panel will open - then modify and SAVE or click DELETE (confirm popup).

To cancel, just click SAVE or use device BACK button

👋 *NOTE: "More info" is shown in this panel: when reservation received, by whom (username), and the unique reservation ID*

## Indicating Guest has arrived

On the main board, click the red reservation tab. The blue reservation panel will open - then click HERE. The red tab will change its' color on main board to brown

↻ *NOTE: To reverse this action, click tab again and select NOT HERE*

## Waiting List

If there are no free tables for a requested reservation regarding time and number of guests - the ADD button will change to WAITING. In the main board a yellow cell will indicate there are waiters for this hour.

↻ *NOTE: Retrieving a waiting reservation: If a table is free now, click the yellow cell to view all pending reservations. Click a reservation to open its' panel, assign the table and click ADD*

## Black List

Restaurants want to remember guests that made a "No-Show"... By checking the "Add phone to Blacklist" near the DELETE button (confirm popup), the reservation will be deleted and the guest will be added to the Blacklist. Next time this number will ask for a reservation - a unique sign 📞 will appear next to it. This is just a reminder - it can be then added normally as a new reservation

👋 *NOTE: Phone number must be a least 6 digits to be added to list*