

RESERVATIONS PRO

Welcome to **Reservations Pro**, the professional application that aims to help you improve your work through an orderly and fast management of your reservations.

Once the application is installed, you must fill out this first screen for a quick configuration of your restaurant.

Configure your restaurant

(All data can be modified later in the settings menu)

Create tables from number to

Default covers

Working hours from ▼ to ▼ Turnover ▼

 RESTORE FROM BACKUPSUBMIT

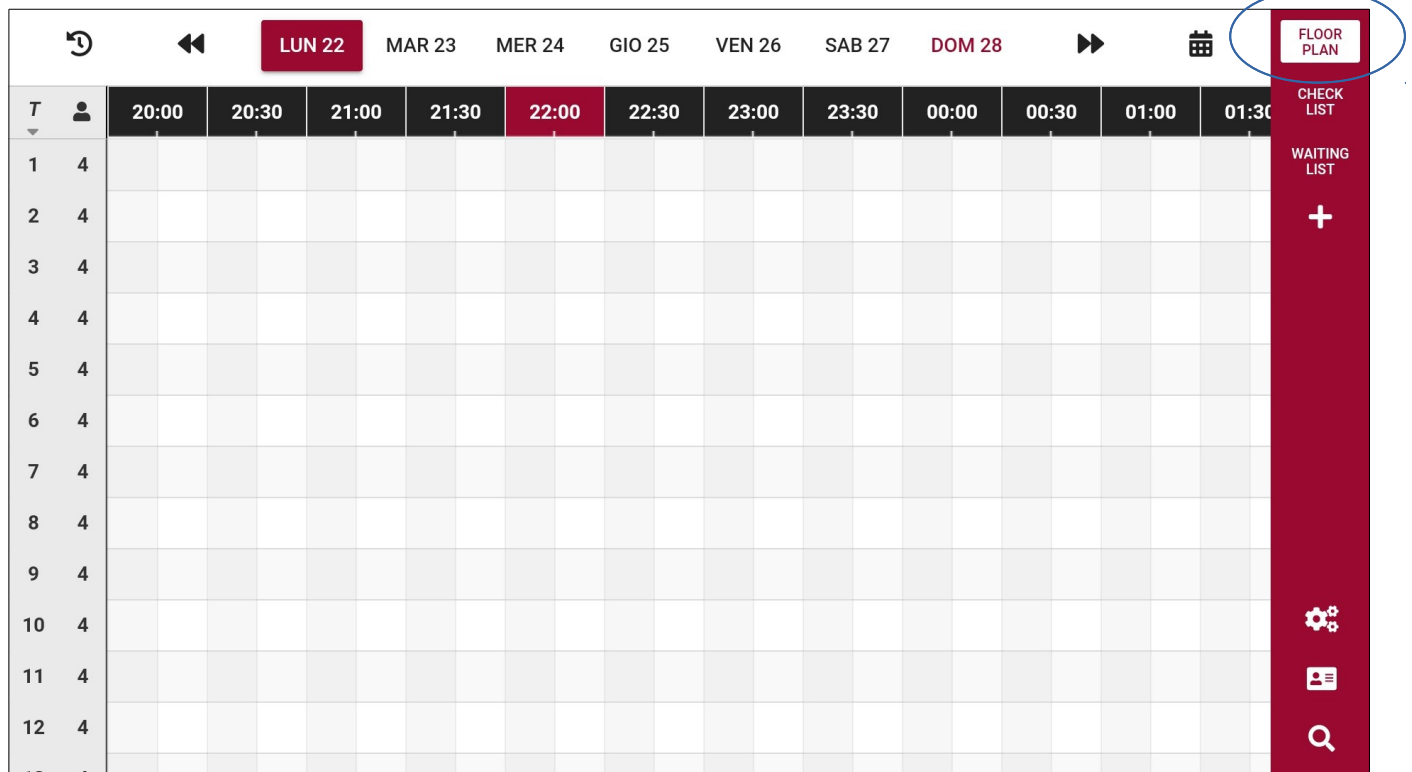
Indicate:

- **The number of your tables** -from/to-
- **The standard number of covers per table**, usually "4"
(later you will change the covers according to the tables)
- **Your working hours** -opening/closing-
(later you will indicate the different shifts, if there are any)
- **The average turnover time of the tables** according to your type of service

Then press on "Submit", if instead you have mistakenly deleted the application and wish to recover a previously saved "Backup" press on "Restore from backup", in this way you will recover all the saved data.

FLOOR PLAN

The "Floor Plan" will be your main screen; here you can keep an eye on the general situation of your restaurant.



On the right you find the tables column and next to it the column with the relative covers for each table. The ordering of the screen can be set "by numerical order of tables" or "by numerical order of covers" by clicking on the respective icon at the top of the columns.

On the left starting from the top-down you find the key-icons, corresponding respectively to:

- **Floor Plan**
- **Check list**
- **Waiting list**
- **"+" (New reservation)**
- **"Settings" icon**
- **"Contacts" icon**
- **"search" icon**

At the top you find respectively:

- **The days of the week**
- **The forward/backward arrows** to scroll from one week to the next
- **The calendar**, on top right side
- **The "return" button**, top left, which will bring you back to the current date and hour wherever you are
- **The timeline**, divided by dashes indicating the "quarters of the hours" (the current date and time are highlighted by two respective **red** dials).

Clicking inside the central grid a **red pointer with a white cross will appear**; clicking a second time on

the pointer will open the "reservation" window with already indicated time/date/table/covers selected (once filled in and saved, the reservation in the Floor Plan will appear in **green**).

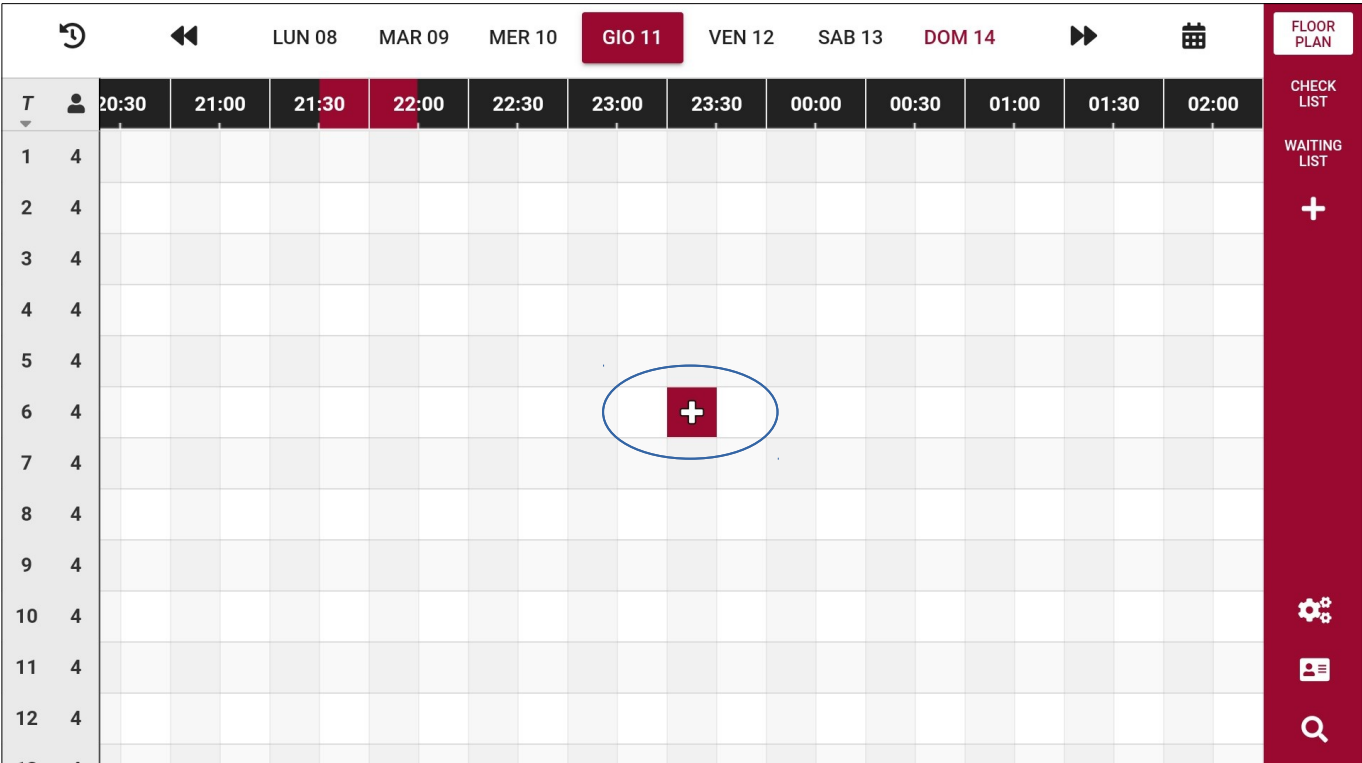


fig. A

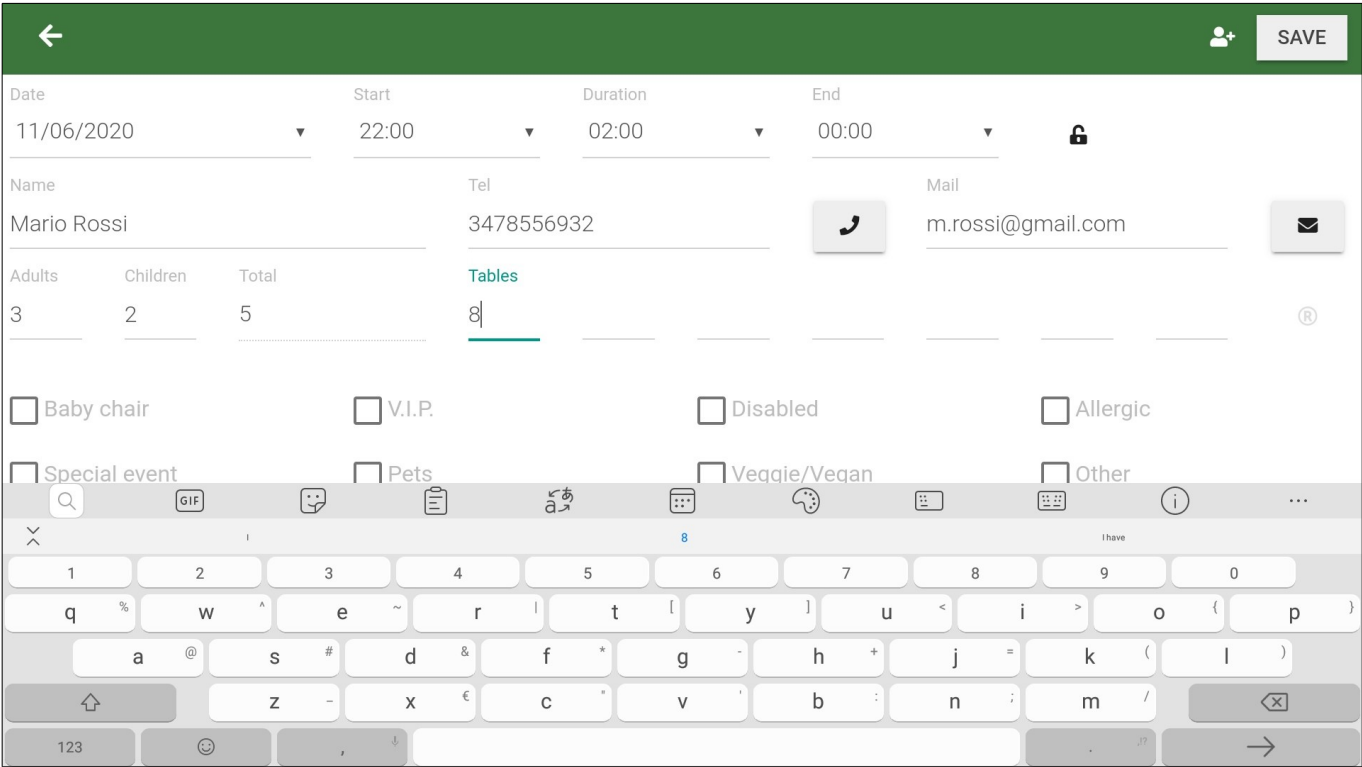


fig. B

+

LUN 22

MAR 23

MER 24

GIO 25

VEN 26

SAB 27

DOM 28

T

20:00

20:30

21:00

21:30

22:00

22:30

23:00

23:30

00:00

00:30

01:00

01:30

1

4

2

4

3

4

4

4

5

4

6

4

7

4

8

4

9

4

FLOOR PLAN

CHECK LIST

WAITING LIST

The "+" button allows you to make a virgin reservation at any time.

Unlike the "red pointer with white cross" inside the Floor Plan grid, in this case only the current time and date will be indicated by default. **Remember that in order for a reservation to be valid, the following fields are mandatory: date/time/name/covers/table.**

In this window it will be possible to modify the duration of the reservation, locked by default with "padlock" and, if filled in correctly, it will allow you to call the customer "telephone receiver" (SIM required) or write him an email.

←

+

📄

🗑️

SAVE

Date

22/06/2020

Start

23:15

Duration

02:00

End

01:15

🔒

Name

Edgar

Tel

3475268953

📞

Mail

e.morris@gmail.com

✉️

Adults

Children

Total

Tables

13

14

🔒

☒ Baby chair

☐ V.I.P.

☐ Disabled

☐ Allergic

☐ Special event

☒ Pets

☒ Veggie/Vegan

☐ Other

Notes

Reminder

🔔

1 day before

The total number of covers is **automatically** given by the sum of the "adults" and the "children" (in the latter case, in the Floor Plan the icon of the covers will indicate the presence of children. It is also possible to make reservations with multiple tables (it is foreseen a maximum number of 7 tables per reservation and in this case the name/icon/covers in the Floor Plan will appear in **yellow**. If specifically requested the tables can be locked with **"R"**.

There are a series of special cases that will be indicated in the Floor Plan with distinct icons:

- **Baby chair**
- **V.I.P. customer** (Habitual)
- **Disabled**
- **Allergic** (intolerant)
- **Special event**
- **Accompanied by a pet**
- **Vegan / Vegetarian**
- **Other**

In the notes you can add all your specifications and with the "reminder" function you can set an alarm for the reservation.

The screenshot displays a scheduling interface with a top navigation bar showing days of the week (LUN 22, MAR 23, MER 24, GIO 25, VEN 26, SAB 27, DOM 28). The main area is a grid with rows numbered 11 to 22 and columns representing time slots from 20:30 to 02:00. A green bar highlights the time slot 23:00-00:00 on LUN 22, containing the text 'Edgar' followed by icons for 7 people, a lock, and a red 'R'. To the right of the grid, there are buttons for 'CHECK LIST', 'WAITING LIST', a plus sign, and icons for settings, a menu, and search.

After entering several reservations, either with the red pointer or with the “Master +”, your "Floor Plan" should appear as follows:

		🔄 ◀ LUN 08 MAR 09 MER 10 GIO 11 VEN 12 SAB 13 DOM 14 ▶ 📅												FLOOR PLAN CHECK LIST WAITING LIST + ⚙️ 📋 🔍
7	👤	21:30	22:00	22:30	23:00	23:30	00:00	00:30	01:00	01:30	02:00	02:30	03:00	
1	4		Gianni 4 🛡️					Orlando 4 🛡️						
2	4			Mario 4 🛡️				Frank 4 🛡️						
3	4			Biagio 4 🛡️				Oscar 4 🛡️						
4	4		Sara 4 🛡️											
5	4				Amilcare 4 🛡️									
6	4			Valerio 4 🛡️										
7	4		Merlino 4 🛡️				Rebecca 4 🛡️							
8	4		Mario Rossi 5 🛡️				Guido 4 🛡️							
9	4			Florio 4 🛡️				Isidoro 4 🛡️						
10	4			Pippo 4 🛡️										
11	4		Claudio 4 🛡️					Walter 4 🛡️						
12	4			Zario 4 🛡️				Tony 4 🛡️						

- Open reservations (**green**)
- Reservations at check-in (**red**)
- Reservations with check-in done (**blue**)

To modify a reservation, simply click twice on it and you will return to the "reservation" window.

Perform a check-in: if a reservation is scheduled to be checked in it will appear in **red**; to check in just click twice on the corresponding table number, the reservation will turn **blue** while the table number will turn **red**. If the customer shows up before his reservation and his table is already available, it is possible to anticipate the check-in by clicking **once** on the reservation and then **twice** on the table number.

Perform a check-out: the check-out takes place automatically once the time of the reservation has ended; however, if the customer gets up from the table before the expected time, you can check-out early by clicking **twice** on the table number, from **red** it will change into available again.

- **"Fast check-in"** and **"Fast check-out"**: even without having entered any reservation, by clicking twice on the number of a table it turns **red** and the table will be occupied with an anonymous reservation. In the same way, by clicking twice on the number of a table already occupied it becomes free again. This method will be useful if you are not working with reservations or when a customer shows up without having booked.

[illegible]

- Att.: remember that one reservation cannot overlap another and if locks (time or table) have been set in the reservation, before moving the reservation be sure to disable these locks ("padlock" or "r" inside the reservation). The padlock must also be unlocked to cancel a reservation.

The screenshot shows a Go board with a sequence of moves. White stones are numbered 1 through 13. Black stones are numbered 1 through 6. A blue double-headed arrow indicates a sequence of moves between two black stones. A red double-headed arrow indicates a sequence of moves between two white stones. A green double-headed arrow indicates a sequence of moves between two black stones.

[illegible]

SETTINGS

To facilitate your immediate operation after installing Reservations Pro and having made the initial setting, it will be advisable to enter this "settings" page to specifically configure your restaurant.

The screenshot displays the Reservations Pro interface. At the top, there's a navigation bar with date selection (LUN 08, MAR 09, MER 10, GIO 11, VEN 12, SAB 13, DOM 14) and a right sidebar with options like FLOOR PLAN, CHECK LIST, and WAITING LIST. The main area shows a grid of time slots (20:30 to 02:00) and table numbers (1 to 12). A red '+' icon is visible in the 23:30 slot, and a blue circle highlights a gear icon in the bottom right corner of the grid.

On this page you will find 4 subsections:

1) **Floor Plan:** here you can add/remove tables and indicate the covers of each table if they are different from those indicated by "default".

Table nr.	Covers	
1	4	+
2	4	+
3	4	+
4	4	+
5	4	+

Sometimes, if the restaurant is complete, it is useful to divide a fairly large table into two or more tables. In this section you can do it, since the tables have an alpha-numerical name, from a table (e.g.: nr. 5) you can create two more tables 5a and 5b. Att.: this change will remain fixed through the whole working day.

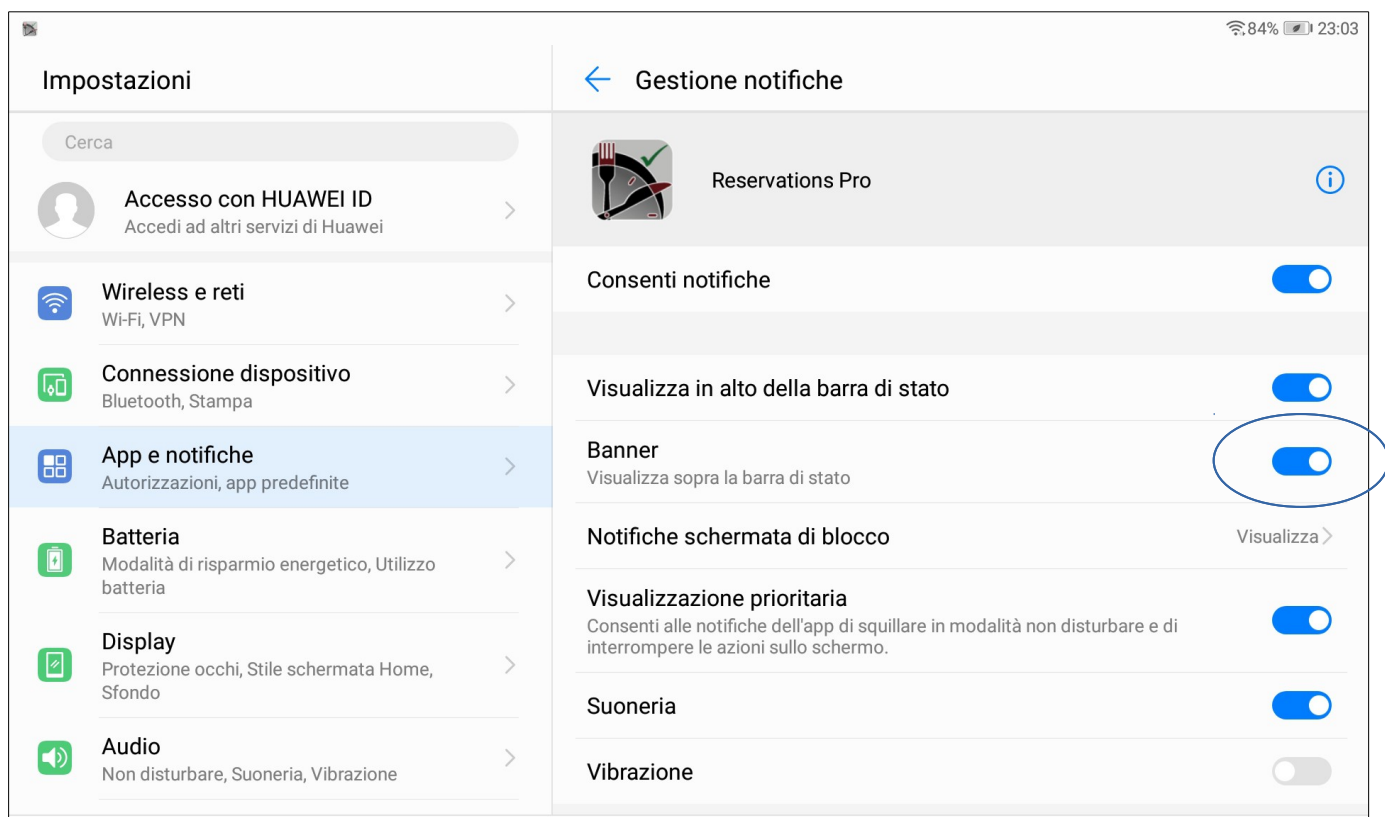
← FLOOR PLAN SETTINGS BACKUP & RESTORE LICENSE			SAVE
Table nr.	Covers		+
1	4		🗑
2	4		🗑
3	4		🗑
4	4		🗑
5A	2		🗑
5B	2		🗑

2) **Settings:** here you can divide the timeline according to your working shifts; there is a maximum of 3 shifts, generally: breakfast, lunch and dinner. It is also possible to change the average turnover time of the tables. Finally, you can disactivate the "check-in notifications" which will allow you to make a sound banner appear every time a check-in is scheduled based on your reservations (when a check-in is foreseen the reservation in the Floor Plan will appear **red**). Att.: for the notifications to be working, make sure they are also active in the tablet/mobile phone settings.

← FLOOR PLAN SETTINGS BACKUP & RESTORE LICENSE			SAVE
Shift	Starts	Ends	
#1	08:00	10:00	▼
#2	11:30	15:30	▼
#3	19:30	23:30	▼

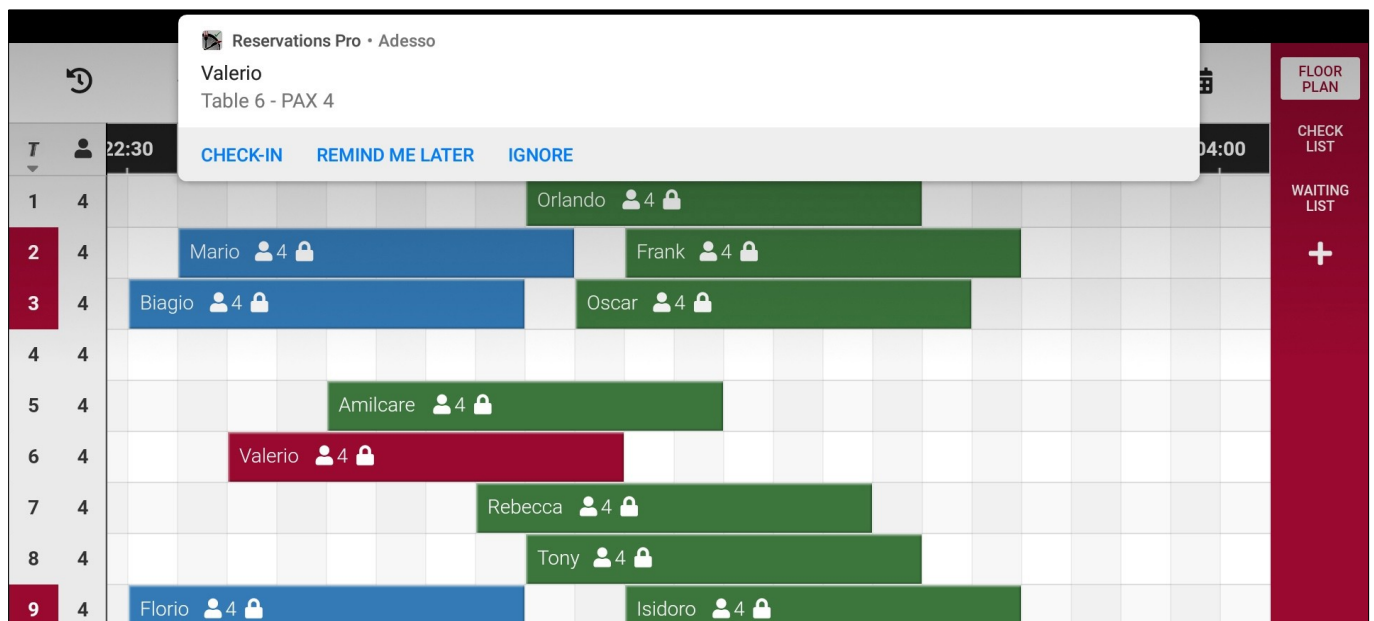
Turnover
01:30
▼

☒ Enable Check-in notifications



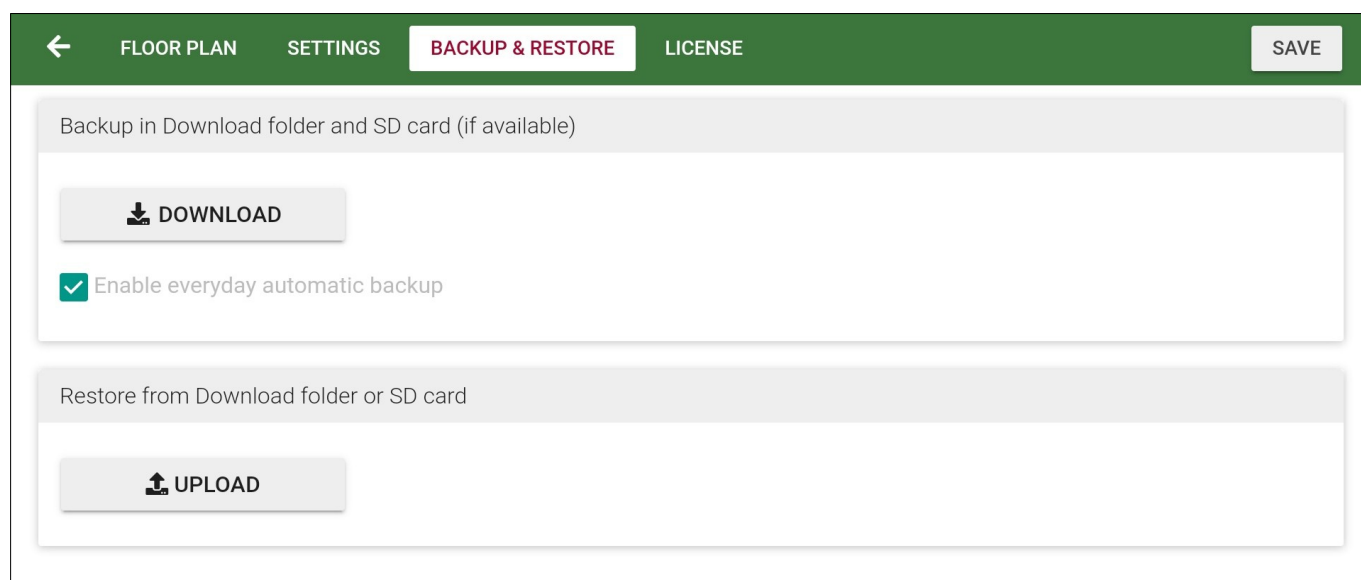
When the banner appears, you will have to choose between 3 possible actions:

- **Check-in:** to check-in a reservation (the table number will appear **busy/red** and the reservation will appear in **blue**).
- **Remind me later:** if the customer is not present yet, by clicking this action the sound banner will reappear after 15min.
- **Ignore:** if the customer is not definitively coming, by clicking this action the reservation will remain **red** but the table will continue to be free.



3) **Backup & Restore:** here you can make a backup of all your data at any time (restaurant configuration/reservations/settings) or make an upload of the same, previously saved, in order not to lose anything in case of malfunction, loss or breakdown of the tablet. The data are saved simultaneously in the "download" folder of the device and, if available, also on the SD card.

We recommend that you always activate "enable everyday automatic backup"; in this way, the first time of the day that you open Reservations Pro, the device will automatically make a backup.



← FLOOR PLAN SETTINGS **BACKUP & RESTORE** LICENSE SAVE

Backup in Download folder and SD card (if available)

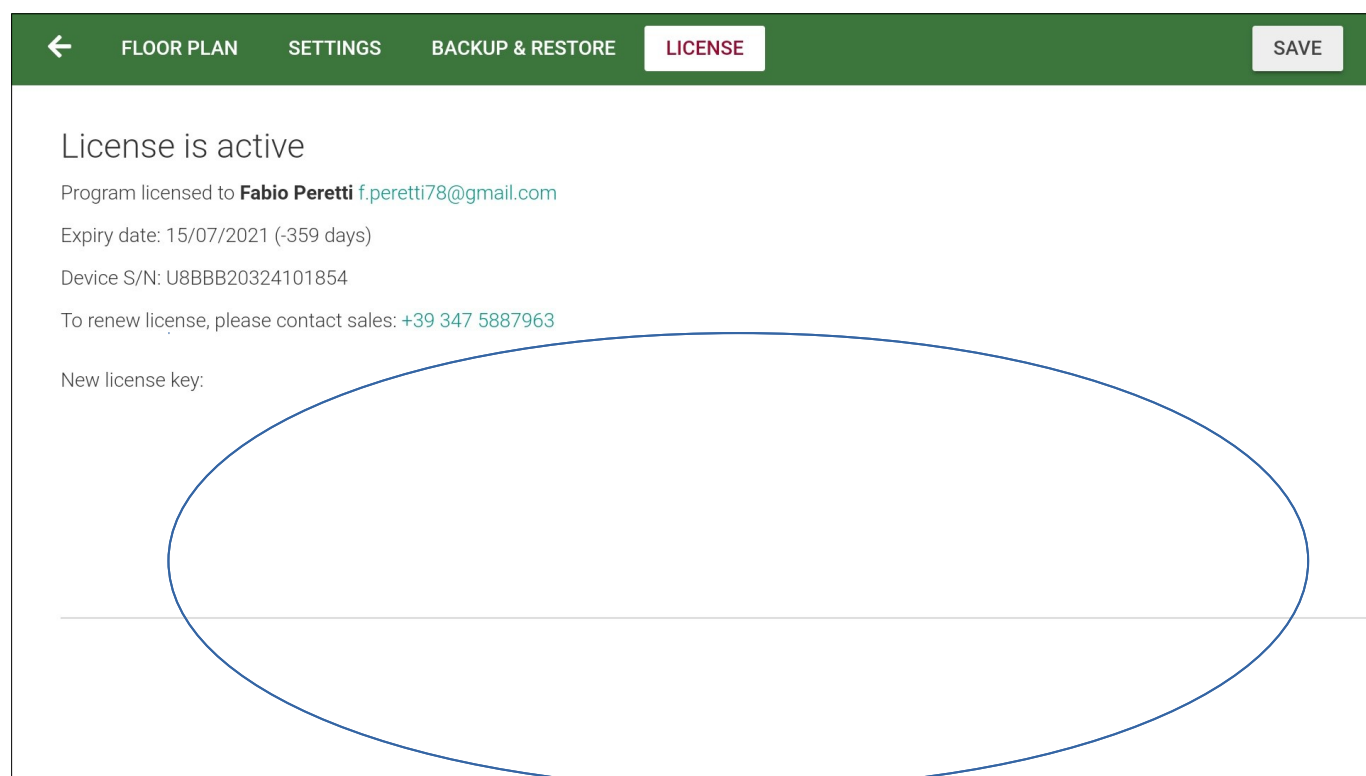
↓ DOWNLOAD

☒ Enable everyday automatic backup

Restore from Download folder or SD card

↑ UPLOAD

4) **License:** this window must be used to insert the license to use the application or when you want to renew the current license. Just copy it with a long click in the appropriate white space.



← FLOOR PLAN SETTINGS BACKUP & RESTORE **LICENSE** SAVE

License is active

Program licensed to **Fabio Peretti** f.peretti78@gmail.com

Expiry date: 15/07/2021 (-359 days)

Device S/N: U8BBB20324101854

To renew license, please contact sales: [+39 347 5887963](tel:+393475887963)

New license key:

CHECK LIST

The "check list" gives you a chronological view of all your reservations for the day.

Next to the "black clock" icon there is an arrow, this will bring up a drop-down menu where you can quickly select the working shift you want to check. By clicking on the "printer" icon you can print all your reservations on paper or save them in .pdf format

In addition to giving you a view as a list of your reservations, the check list allows you to also check-in the reservations by clicking on the right column of the screen.

🔄

⏪

LUN 15

MAR 16

MER 17

GIO 18

VEN 19

SAB 20

DOM 21

⏩

📅

FLOOR PLAN

🕒

Table

Name

👤

Tel

⚠️

🖨️

👍

SHIFT #1

SHIFT #2

SHIFT #3

		Aldo	4			📞	👍
		Servilla	4			📞	👍
08:45	10	Beatrice	4			📞	👍
08:45	28	Valerio	4	3356223685		📞	👍
08:45	48	Aria	4			📞	👍
09:00	5	Filippo	4			📞	👍
SHIFT #2							
13:00	4	Barth	4			📞	👍
13:00	50	Federica	4			📞	👍
15:45	11	Silvana	4			📞	👍
SHIFT #3							
19:20	1	Todd	4			📞	👍

CHECK LIST

WAITING LIST

+

⚙️

📄

🔍

↺ ◀ LUN 08 MAR 09 MER 10 GIO 11 VEN 12 SAB 13 DOM 14 ▶ ⏮ ⏭ 📅								FLOOR PLAN
🕒	Table	Name	👤	Tel	⚠	🖨	✔	CHECK LIST
SHIFT #3								WAITING LIST
22:00	8	Mario Rossi	5 (2)	3478556932		📞	✔	+
22:00	1	Gianni	4			📞	✔	
22:00	4	Sara	4			📞	✔	
22:00	11	Claudio	4			📞	✔	
22:00	7	Merlino	4			📞	✔	
22:30	3	Biagio	4			📞	✔	
22:30	9	Florio	4			📞	✔	
22:45	2	Mario	4			📞	✔	

To enter or modify a reservation from the check list, simply click twice on the name of the reservation and the app will send you back to the reservation window.

WAITING LIST

The "waiting list" is a screen that can be useful to those who do not work with reservations but with the entry of customers into the restaurant or in those cases where the restaurant is full but the customer decides to wait anyway.

#	Name	Tel	Adults	Children						
1	Pino			2		2	5 min			
2	Finetti			5	2	7	5 min			
3	Ricky			4		4	4 min			
4	Chris			2	1	3	4 min			
5	Samuele			1		1	4 min			
	Tania			2		2				

FLOOR PLAN
 CHECK LIST
 WAITING LIST

To fill in the waiting list fields just click in the respective cells and save. The "**crown**" icon indicates the presence of a V.I.P. customer, while the "**little man +**" icon allows you to add the customer to your contacts. The ordering of the rows can be:

- By priority "#"
- By number of covers "**little man**"
- By waiting time "**black clock**".

#	Name	Tel	Adults	Children						
1	Pietro			4		4	5 min			
2	Di bella			2		2	5 min			
3	Gianni			2		2	5 min			
4	Cordero			3	1	4	5 min			
5	Sibilla			2		2	5 min			
6	Barbieri			4		4	4 min			
7	Veronika			2	3	5	4 min			

FLOOR PLAN
 CHECK LIST
 WAITING LIST

#	Name	Tel		Adults	Children				
5	Samuele			1		1	5 min		
1	Pino			2		2	6 min		
6	Tania			2		2	un min		
7	Amilcare			2		2	un min		
4	Chris			2	1	3	6 min		
3	Ricky			4		4	6 min		
8	Eddy			2	2	4	alcuni sec		
2	Finetti			5	2	7	6 min		
									

FLOOR PLAN
CHECK LIST
WAITING LIST
+

#	Name	Tel		Adults	Children				
1	Pino			2		2	7 min		
2	Finetti			5	2	7	7 min		
3	Ricky			4		4	6 min		
4	Chris			2	1	3	6 min		
5	Samuele			1		1	6 min		
6	Tania			2		2	un min		
7	Amilcare			2		2	un min		
8	Eddy			2	2	4	un min		
									

FLOOR PLAN
CHECK LIST
WAITING LIST
+

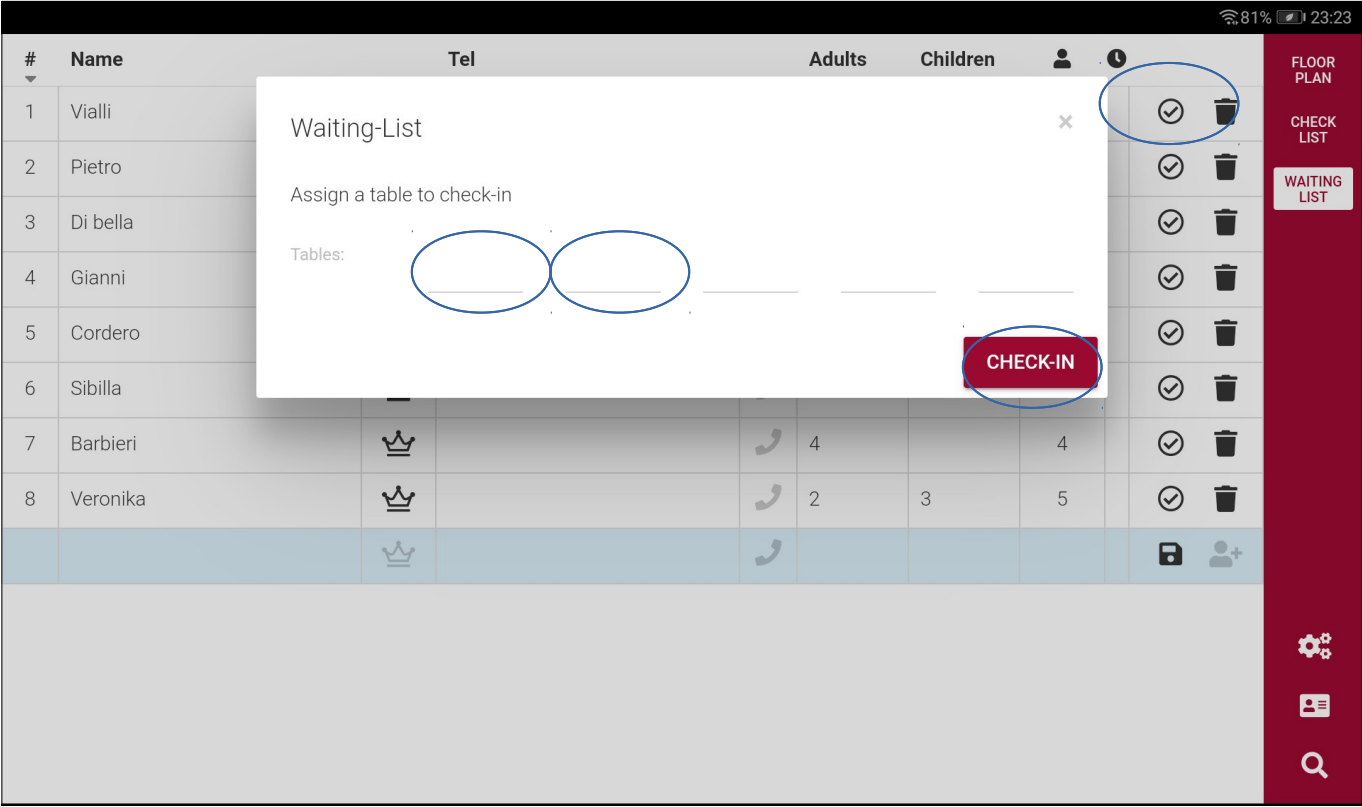
You can change the order of the waiting list by clicking on a row and sliding it to the desired position.

#	Name	Tel		Adults	Children				
1	Pino			2		2	8 min		
2	Finetti			5	2	7	8 min		
3	Ricky			4		4	8 min		
4	Samuele			1		1	7 min		
5	Tania			2		2	3 min		
6	Amilcare			2		2	3 min		
	Chris			2	1	3			
8	Eddy			2	2	4	2 min		

FLOOR PLAN
CHECK LIST
WAITING LIST
+

To check-in from the waiting list, simply click the "tick/√" on the right of the screen and indicate the table to which you want the selected customer to sit.

In the waiting list, to enter or modify the booking fields, simply click once on the desired cell.



CONTACTS

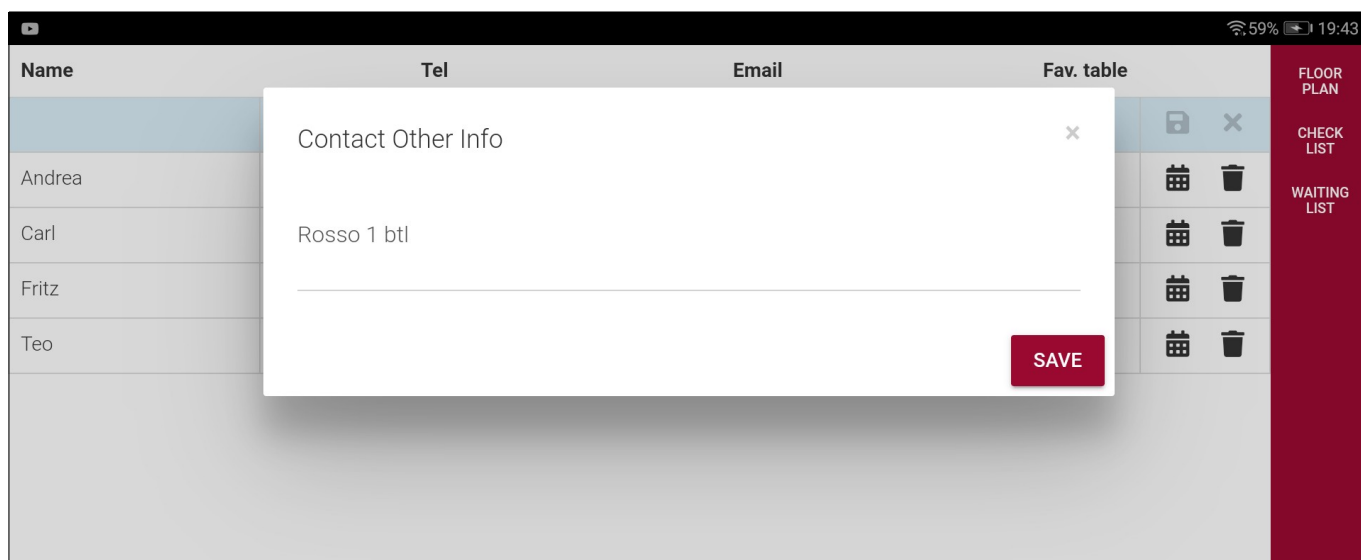
The "contacts" screen will give you the opportunity to contact each of your previously saved contacts and to insert new ones; just fill in the cells and save. It is not mandatory to fill in all cells.

By selecting a contact, it will be possible to make a reservation directly from here by clicking on the icon "calendar". In case you have saved a "favorite table", if you made a reservation from this screen in the reservation it will appear automatically.

Name			Tel		Email		Fav. table		
Andrea			3225689652						
Carl			3325878514		carl78@yahoo.it				
Fritz			3369652143966				6		
Teo			336555200889						

Furthermore, in the contacts you can indicate if a customer is "VIP" and possibly add "other information" by clicking on the two respective icons.

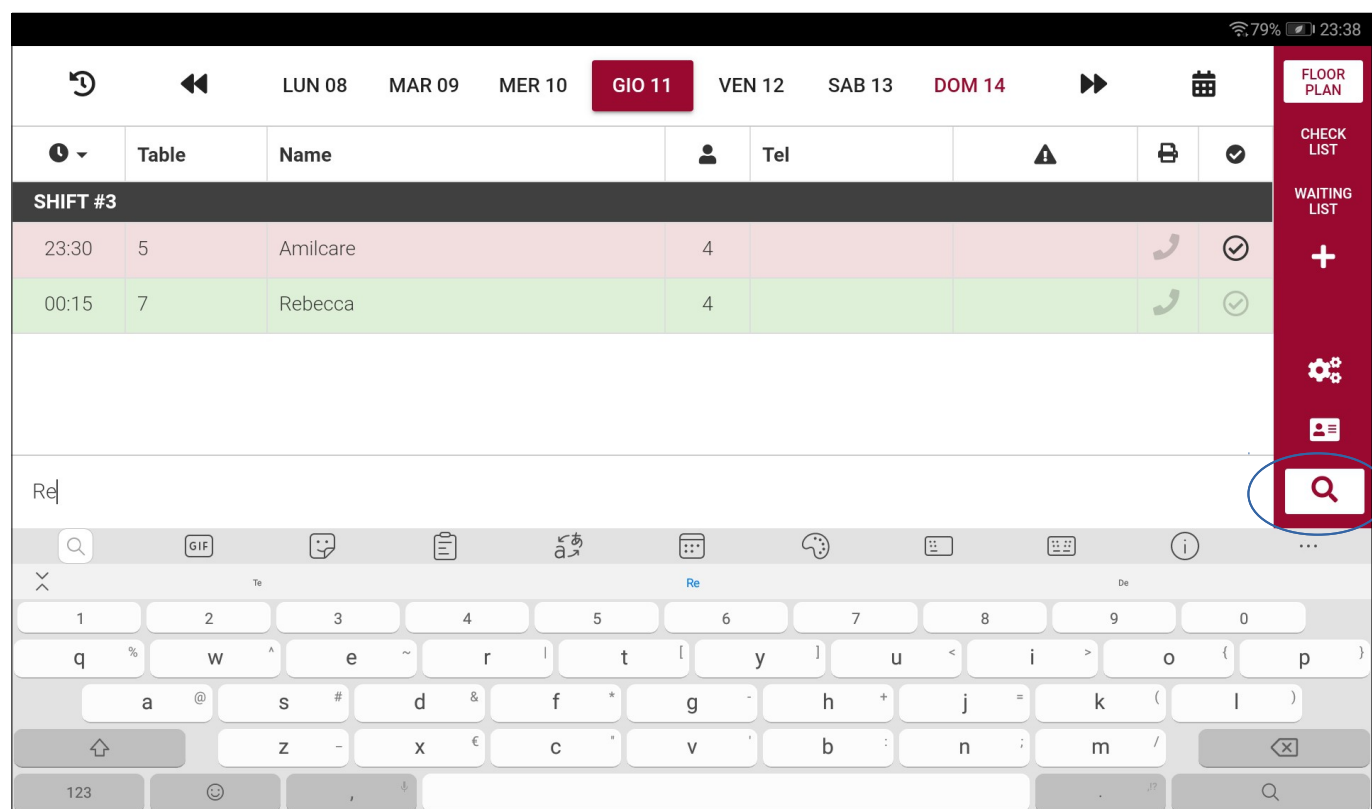
Name			Tel		Email		Fav. table		
Andrea			3225689652						
Carl			3325878514		carl78@yahoo.it				
Fritz			3369652143966				6		
Teo			336555200889						



Att .: the “other information” function is also present in the “waiting list” of the most updated versions of Reservations Pro.

SEARCH

Finally, we have the "search" button which is contextual. On the screen where you are, it will help you locate the reservation, the waiting list entry or the contact for the name entered. In order to disactivate the search mode just click again on the “search” button.



Good luck with your work!!!