Libro Dashboard
Cheat Sheet

Libro Dashboard Cheat Sheet | Version 1.1 November 2023

1 Live Service
2 Service Scope
3 List View
4 Floor Plan View
5 Date Selector
6 Current Day Selector
7 Timed Unlock Staff Codes
8 Add Reservation
9 Add Walk-In to Waitlist
10 Chat
11 Notifications
12 Floor Plan(s)
13 Opened Time Slot
14 Reservations Time Slot
15 Closed Time Slot
16 Chat with Support
17 Edit Floor Plan(s)
18 Waiter Sections
19 Table Number
20 Seat Customer
21 Reservation Status
22 Booking Note
23 Customer Info
24 Party Size
25 Canceled Reservations
26 Completed Reservations
27 Ongoing Reservations
28 Upcoming Reservations
39 Search Bar
30 Main Menu

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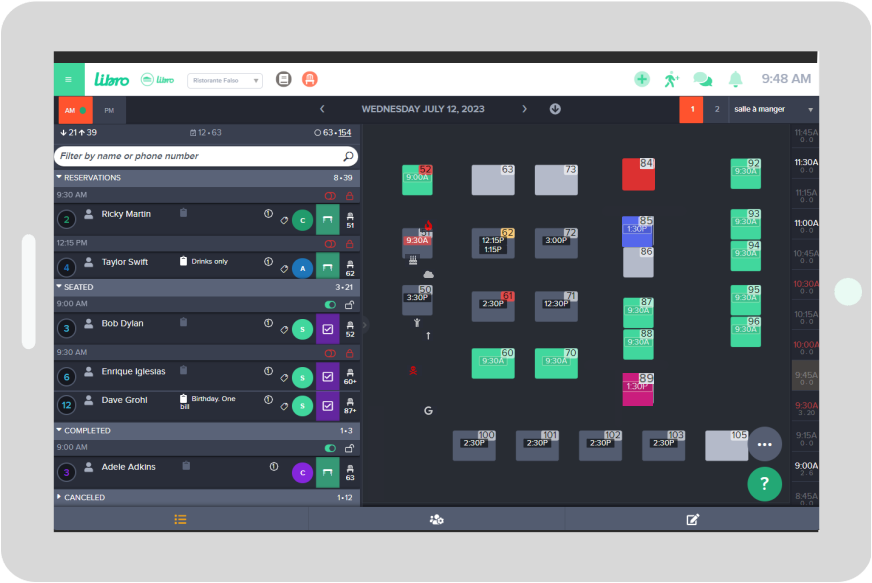

Reservation & Meal Status

- 52 1:30P — Arrived
- 52 1:30P — Partially Seated
- 52 1:30P — Seated
- 52 1:30P — Starter
- 52 1:30P — Main course
- 52 1:30P — Dessert
- 52 1:30P — Check
- 52 — Bussing Required
- Allergy
- Bench/Banquette
- Birthday/Anniversary
- Chat/SMS
- Danger
- Event/Concert
- Experience
- First Visit
- Guest Profile Note
- Highchair
- Libro Widget
- Minor
- Patio
- Premium
- Reduced Mobility
- Google
- Sports Event
- Valet
- Vegan
- VIP
- VIP +

Floor Plan - Table Legend

- 52 — Light Grey Table: Free table
- 52 6:00P 8:00P — + Sign: More reservations to come
- 52 2:00P — Red Table Number: Capacity exceeded
- 52 6:00P — Dark Grey Table: Upcoming reservation
- 51 12:00P — Yellow Time: Reservation time is almost up
- 52 2:00P 3:00P — Yellow Table Number: Conflicted schedule
- 52 6:00P 8:00P — 2 Times Displayed: 2 upcoming reservations
- 51 6:00P — Red Crossed Time: Table is blocked
- 52 1:30P — Red Time: Client is late

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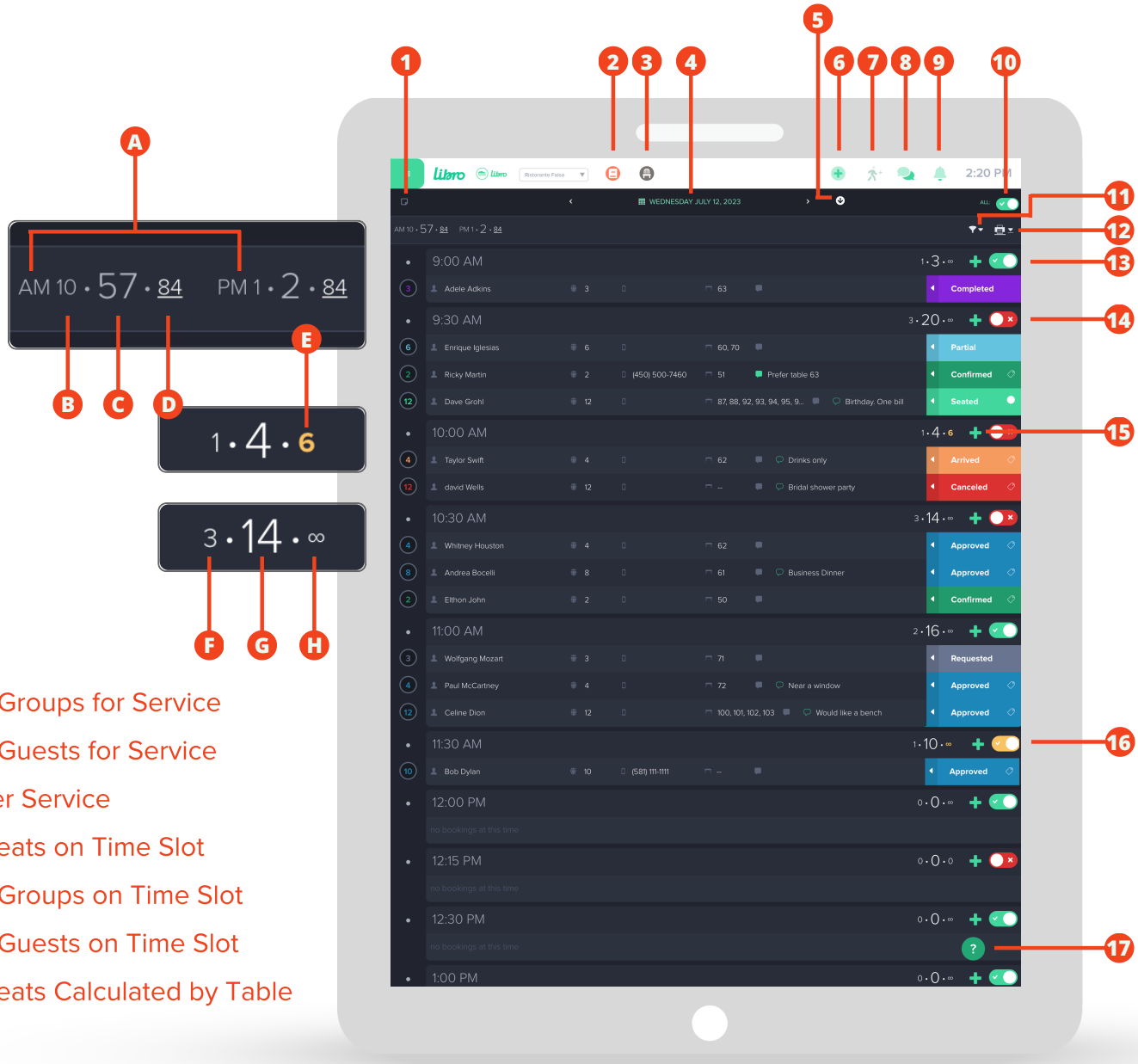

- **A** Services
- **B** Number of Groups for Service
- **C** Number of Guests for Service
- **D** Capacity per Service
- **E** Available Seats on Time Slot
- **F** Number of Groups on Time Slot
- **G** Number of Guests on Time Slot
- **H** Available Seats Calculated by Table Inventory

1. Add Internal Note
2. List View
3. Floor Plan View
4. Date Selector
5. Current Day Selector
6. Add Reservation
7. Add Walk-In to Waitlist
8. Messenger
9. Notifications
10. Close/Open Time Slots
11. Filters
12. Print Reservations List
13. Opened Time Slot
14. Closed Time Slot
15. Add Reservation
16. Closed Time Slot Reopened
17. Chat With Support