

# Libro Dashboard Cheat Sheet

Libro Dashboard Cheat Sheet | Version 2.0 - 2025

The image shows a tablet displaying the Libro Dashboard interface. The interface is divided into several sections:

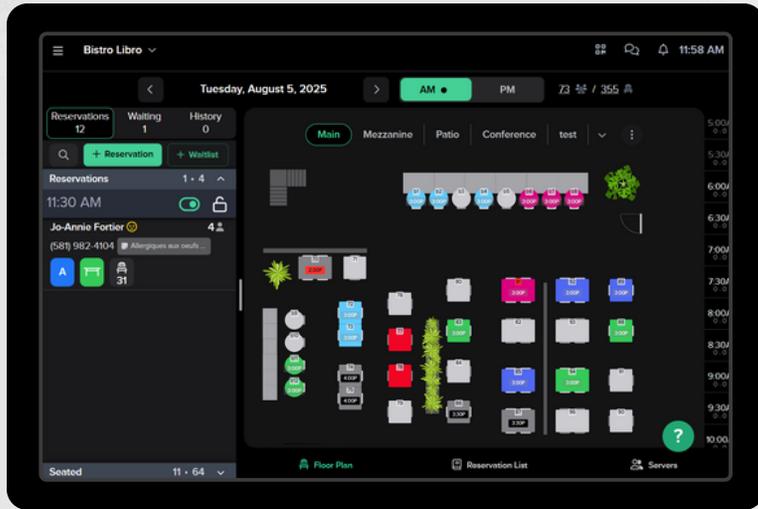
- Header:** Includes a location selector (Bistro Libro), a main menu icon, and a top navigation bar with icons for ticket scanner, SMS notifications, reservations notifications, and a clock showing 10:15 AM.
- Calendar:** Displays the current date (Thursday, July 17, 2025) and time slot (AM/PM). It shows 11 reservations and 355 guests.
- Reservations Panel:** Contains tabs for Reservations (1), Waiting (1), and History (1). It includes a search bar for name/phone, buttons for '+ Reservation' and '+ Waitlist', and a list of reservations. One reservation for 'Derek' (555) 555-5555 is highlighted, showing a party size of 5 and a status of 'Approved' at 11:00 AM.
- Floor Plan:** A central area showing a grid of tables (numbered 60-90) and seating arrangements. It includes a 'Main' menu and options for Mezzanine, Patio, and Conference.
- Time Slot List:** A vertical list on the right showing time slots from 5:00 AM to 10:00 AM with their respective availability status.
- Bottom Navigation:** Includes icons for Floor Plan, Reservation List, and Servers.
- Right-Side Menu:** A vertical list of actions: Edit Floor Plan, Edit Server Sections, Add Daily Notice, Show Table Color Legend, and Print Floor Plan.
- Bottom Panel:** A detailed view of the 'Approved' reservation for Derek, showing the time slot (11:00 AM), party size (5), and status (Approved). It includes icons for 'A' (Allocated table / Move reservation), a table icon (Seat guests), and a chair icon (Status).

Red arrows point from text labels to specific elements in the interface:

- Calendar:** Points to the date and time slot display.
- Ongoing service:** Points to the current service status.
- Ticket scanner:** Points to the top right icon.
- SMS notifications:** Points to the top right icon.
- Reservations notifications:** Points to the top right icon.
- Location selector:** Points to the 'Bistro Libro' dropdown.
- Main Menu:** Points to the top left menu icon.
- Search name/phone:** Points to the search bar in the reservations panel.
- Add guest to waitlist:** Points to the '+ Waitlist' button.
- Add a reservation:** Points to the '+ Reservation' button.
- Total guests for current service / Online capacity per seating:** Points to the '11 / 355' display.
- See availabilities:** Points to the time slot list.
- Closed to online reservations:** Points to a red 'X' icon on the time slot list.
- Help Center:** Points to a green question mark icon.
- List view:** Points to the 'Reservation List' icon at the bottom.
- Servers sections:** Points to the 'Servers' icon at the bottom.
- Time slot lock status:** Points to a lock icon in the reservation details.
- Party size:** Points to the '5' in the reservation details.
- Close/open time slot:** Points to a green circle icon in the reservation details.
- Allocated table / Move reservation:** Points to the 'A' icon in the bottom panel.
- Seat guests:** Points to the table icon in the bottom panel.
- Status:** Points to the chair icon in the bottom panel.

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## Reservation & meals status

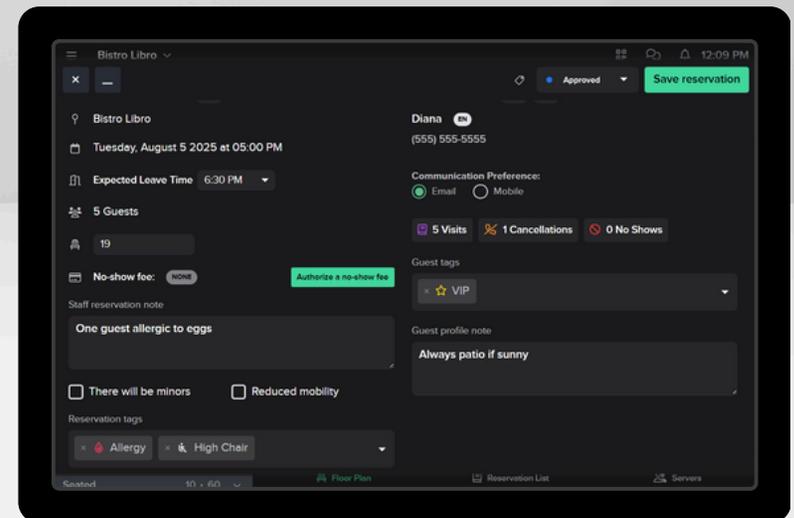
-  Seated
-  Arrived
-  Partially seated
-  Appetizer
-  Main course
-  Dessert
-  Check
-  Bussing required

## Floor plan legend

-  Upcoming reservation
-  2 upcoming reservations
-  + sign: More reservations to come
-  Yellow time: Seating time almost up
-  Late guest
-  Yellow table #: conflicted schedule
-  Red table #: Capacity exceeded
-  Blocked table

## Guest profile & reservation tags

-  VIP
-  VIP +
-  Premium
-  Difficult
-  Allergy
-  Danger
-  Vegan
-  Reduced mobility
-  Birthday
-  Terrace
-  Bench
-  Children
-  High chair
-  Sports event
-  Vallet service
-  Event or concert
-  First visit



# Libro Dashboard Cheat Sheet

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The screenshot shows the Libro Dashboard interface for 'Bistro Libro' on Tuesday, August 5, 2025, at 3:38 PM. The interface is divided into several sections:

- Calendar:** Shows the current date and time, with AM and PM buttons.
- Ongoing service:** Displays the current service status, including the number of groups (36) and total guests (355).
- Reservations List:** A table of reservations with columns for time, name, groups, guests, and seats. The 1:30 PM reservation is highlighted with a red box, showing 2 groups, 8 guests, and 6 seats available.
- Filters:** A toggle switch to filter reservations.
- Close online bookings:** A toggle switch to manage online booking status.
- Add a reservation:** A button to add new reservations.
- Opened time slot:** A time slot with a green checkmark and lock icon.
- Closed time slot:** A time slot with a red X and lock icon.
- Reopened closed time slot:** A time slot with a green checkmark and lock icon.
- Help Center:** A button with a question mark icon.
- Floor plan view:** A button with a floor plan icon.
- Reservation List:** A button with a list icon.
- Servers:** A button with a server icon.

Annotations on the right side of the image include:

- Ticket scanner
- SMS notifications
- Reservations notifications
- Total guests for current service / Capacity per seating
- Filters
- Close online bookings
- Add a reservation
- Opened time slot
- Closed time slot
- Reopened closed time slot
- Help Center

Annotations on the left side of the image include:

- Main Menu
- Calendar
- Ongoing service
- Floor plan view

Annotations at the bottom of the image include:

- Groups • Guests • Seats available \*

\* Infinity sign: Available seats calculated by table inventory \*

