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The first step is to log in to your DISH account and open the DISH Weblisting dashboard.





### • To edit and update your profile click on PROFILE.

DISH WEBLISTING								ļ	Cafe Porto
	DashBoard	PROFILE	DIRECT	TORIES	REVIEW	POSTS			
	Profile completed Here are some additional tips to improve - Post regular updates about your busines - Update your photos regularly	your digital prese	nce			MAN			
	Directories Status         ②       8 Listings in sync         ③       19 Listings being updated         ①       1 Listings requiring your attention		١	Latest F d daga Mufins there Noved the qui lockdown. I ho	Reviews rcia Tester are really good rR2676KD ality of the coffee in th ope they will be able to	is place. Too bad they reope	a day ago a day ago a month ago don't offer take away in		
	MANAGE DIRECTORIES				Ма	nage Reviews			
	Clicks on Google	28 02-12 02	3	Average 4.1 * * * *	e Rating	5 4 3 2 1	<ul> <li>43%</li> <li>29%</li> <li>29%</li> <li>0%</li> <li>0%</li> </ul>		



Update your opening hours by changing the time, whether your establishment is open or closed in that time interval or add additional hours.

<b>D I S H</b> WEBLISTING								Cafe Porto Am Schlagbau
		DDD	PROFILE	DIRECTORIES	REVIEW	POSTS		
	Opening hou	rs						
	Monday	Closed	From	— то	<b>•</b>			
	Tuesday	Open	From 09:00	— 17:00	Ð			
	Wednesday	Open	From 09:00	- <b>17:00</b>	Ð	•		
	Thursday	Cpen	From 15:00					
			From	— 14:30	×			
	Friday	Cpen	From <b>09:00</b>	14:30	÷			
	Saturday	Open	From 09:00	To* — 17:00	Ð			
	Sunday	Open	From 09:00		•			
	Special Open	ing Hours						
	🕂 Add a new dat	e or time period						
		Contacts	s Terms of us	e Data privacy	Cookie se	ttings	 	



### Click on the time you want to change and choose a different time from the menu.

DISH WEBLISTING							
			PROFILE	DIRECTORIES	REVIEW	POSTS	
	Opening hou	ırs					
	Monday	Closed	From	— то	•		
	Tuesday	Open	From 09:00	— <b>17:00</b>	÷		
	Wednesday	Open	From 09:00	то* — 17:00	÷		
	Thursday	Open	From <b>15:00</b>	21:00			
			From	<sup>™</sup> — 14:30	×		
	Friday	Open	From 09:00	— 14:30	0		
	Saturday	Open	From 09:00		<b>⊕</b>		
	Sunday	Open	From 09:00	— 17:00	÷		
	Special Oper	ning Hours					
	🕂 Add a new da	te or time period					
		Contac	cts Terms of us	e Data privacy	Cookie se	ettings	
			© Hospitality [	Digital 2020 - All rights res	rved		



# Confirm your changes by clicking on save changes.

DISH WEBLISTING						
			PROFILE	DIRECTORIES	REVIEW	
	Opening hou	rs				
	Monday	Closed	From	— То	0	
	Tuesday	Cpen	From <b>10:00</b>	17:00	÷	
	Wednesday	Open	From <b>09:00</b>	<sup>⊤₀ ∗</sup> — 18:00	÷	
	Thursday	Cpen	From <b>15:00</b>			
			From	<sup>™</sup> — 14:30	×	
	Friday	Open	From <b>09:00</b>	<sup>™</sup>	<del></del>	
	Saturday	Open	From	<sup>™</sup>		
	Sunday	Open	From	To*		
	Special Open	ing Hours	07.00	- 17.00		
	Add a new dat	te or time period				



### You will get a notification on the top right side if everything updated successfully.

<b>D I S H</b> WEBLISTING							Business updated successfully!!
		DDD	PROFILE	DIRECTORIES	REVIEW	POSTS	
	Opening ho	urs					
	Monday	Closed	From	— То	0		
	Tuesday	Open	From <b>10:00</b>	To* - 17:00	0		
	Wednesday	Open	From <b>09:00</b>	To* — 18:00	0		
	Thursday	Open	From 15:00	To* - 21:00			
			From	To — 14:30	×		
	Friday	Open	From 09:00	14:30	÷		
	Saturday	Open	From 09:00	17:00	÷		
	Sunday	Open	From 09:00	17:00	÷		
	Special Ope	ening Hours					
	🕂 Add a new d	late or time period					
		Conta	acts Terms of u	ise Data privacy	cookie se	ttings	
			© Hospitalit	v Digital 2020 - All rights r	eserved		



# Scroll up until you see your general information.

<b>d i s h</b> weblisting							) Ar	Ca n So
			PROFILE			E POSTS		
		2. 21 10 07 110			NET ET			
	Opening hou	rs						
	Monday	Closed	From	— то	<del>0</del>			
	Tuesday	Cpen	From <b>09:00</b>	— 17:00	0			
	Wednesday	Open	From <b>09:00</b>	— 17:00	•			
	Thursday	Open	From 15:00					
			From	- 14:30	×			
	Friday	Cpen	From <b>09:00</b>	то* — 14:30	÷			
	Saturday	Cpen	From <b>09:00</b>	17:00	÷			
	Sunday	Open	From <b>09:00</b>	17:00	•			
	Special Oper	ing Hours						
	🕂 Add a new dat	te or time period						
		-Cont	tacts Terms of	use Data privacy	v Cookiese	ettings		
		Con	@ Hospitali	ty Digital 2020 - All rights r	eserved			



# Click on extended information to access the information regarding your establishment services.

DISH WEBLISTING						Cafe Po Am Schlagt	orto Daum 1
	DDD	PROFILE	DIRECTORIES	REVIEW	Posts		
	General information	Extende	ed information				
	LOCATION NAME				Your profile is 100% complete		
	ADDRESS LINE (STREET & STREET NUMBER)				· · · ·		
	Am Schlagbaum 1						
	ZIP/POSTCODE						
	42781						
	CITY/SUBURB						
	Haan						
	COUNTRY						
	Germany			*			
	<b>Business information</b>						
	BUSINESS DESCRIPTION						
	Cafe Porto						
	AREA CODE PHONE NU	JMBER					
	+49 256898	48					
	PUBLISH YOUR PHONE NUMBER ON GOOGLE						
	BUSINESS E-MAIL ADDRESS						
	Insert e-mail address here						
	WEBSITE						



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Here you can update your offerings, cuisine types, deserts, dietary specialties, drinks, food, meals offered as well as available services.

<b>d i s h</b> weblisting						Cafe Porto Am Schlagbaum 1
	DashBoard	PROFILE	DIRECTORIES	REVIEW	Posts	
	Cuisine Types			$\mathbf{O}$	Amex	
					Cash Only	
	Desserts			Ð	O Cheque	
					Contactless	
	Dietary specialities			6	Debit card	
	Dictary specialities				Diners Club	
					Vica	
	Drink			•	Visa	
	Food			•		
	Meals offered			٥		
	Available Services Select below the available services a	t your establishment				
		Air Conditioning				
	Pets Friendly	O Buffet				
	Catering	Delivery				
	Free Wifi	Kids corner				
	<ul> <li>Outside service</li> </ul>	Paid Wifi				
	O Parking	Private event				
	Room service	🔘 Take away				



### Click on a category you'd like to update. For example Drink.

NEBLISTING						Cafe Porto Am Schlagbaum 1
	DDD DASHBOARD	PROFILE	DIRECTORIES	REVIEW	Posts	
Cuis	ne Types			$\mathbf{O}$	Amex	
					Cash Only	
Des	erts			•	Cheque	
					Contactless	
					Debit card	
Die	ary specialities				Diners Club	
				_	O Mastercard	
Dri	k			٥	Visa	
Foo	I			٥		
Mea	s offered			Ð		
<b>Ava</b> Select	able Services relow the available services at yo	ur establishment				
○ A	essible	Air Conditioning	ţ.			
O Pe	s Friendly	O Buffet				
<mark>0</mark> ca	ering	Delivery				
e Fr	e Wifi	O Kids corner				
<u> </u>	side service	O Paid Wifi				
O Pa	king	O Private event				
O Re	om service	Take away				



### Select or deselect a value of your chosen category by clicking on the check circle beside it.

DISH WEBLISTING					Cafe Porto Am Schlagbaum 1
	DashBoard	PROFILE D	DIRECTORIES REVIEW	Posts	
	Dietary specialities		Ð	<ul> <li>Contactless</li> <li>Debit card</li> <li>Diners Club</li> <li>Mastercard</li> </ul>	
	Drink Beer Craftbeer Coffee Tea	Cocktails Wine Coffee To Go	•	Visa	
	Food		0		
	Available Services Select below the available services at	your establishment			
	<ul> <li>Accessible</li> <li>Pets Friendly</li> <li>Catering</li> <li>Free Wifi</li> </ul>	Air Conditioning     Buffet     Delivery     Kids corper			
		Save Changes	😣 Discard Changes		



# Click on save changes to submit the updated information.

DISH WEBLISTING					Cafe Porto Am Schlagbaum 1
	DI	PROFILE DIF	RECTORIES REVIEW	POSTS	
	Dietary specialities Drink		0	<ul> <li>Contactless</li> <li>Debit card</li> <li>Diners Club</li> <li>Mastercard</li> <li>Visa</li> </ul>	
	<ul> <li>Beer</li> <li>Craftbeer</li> <li>Coffee</li> <li>Tea</li> </ul>	<ul> <li>Cocktails</li> <li>Wine</li> <li>Coffee To Go</li> <li>Alcohol</li> </ul>			
	Food		٥		
	Meals offered		Ð		
	Available Services Select below the available services at y	our establishment			
	<ul> <li>Accessible</li> <li>Pets Friendly</li> <li>Catering</li> </ul>	<ul><li>Air Conditioning</li><li>Buffet</li><li>Delivery</li></ul>			
	Free Wifi	Kids corner	S Discard Changes	]	



### 1 That's it. You successfully updated your profile.

ISTING						Business updated successfully!
	DOD	PROFILE	DIRECTORIES	REVIEW	POSTS	
				-	Contactless	
					Debit card	
Di	etary specialities			•	Diners Club	
					Mastercard	
Dr	rink			$\bigcirc$	😑 Visa	
•	Beer	Cocktails				
0	Craftbeer	Wine				
	Coffee	O Coffee To Go				
•	Tea	O Alcohol				
Fo	od			•		
M	eals offered			$\mathbf{O}$		
Av	vailable Services ect below the available services at yo	ur establishment				
0	Accessible	Air Conditioning				
	Pets Friendly	O Buffet				
0	Catering	Delivery				
•	Free Wifi	O Kids corner				
0	Outside service	Paid Wifi				
0	Parking	Private event				





Scan to go to the interactive player