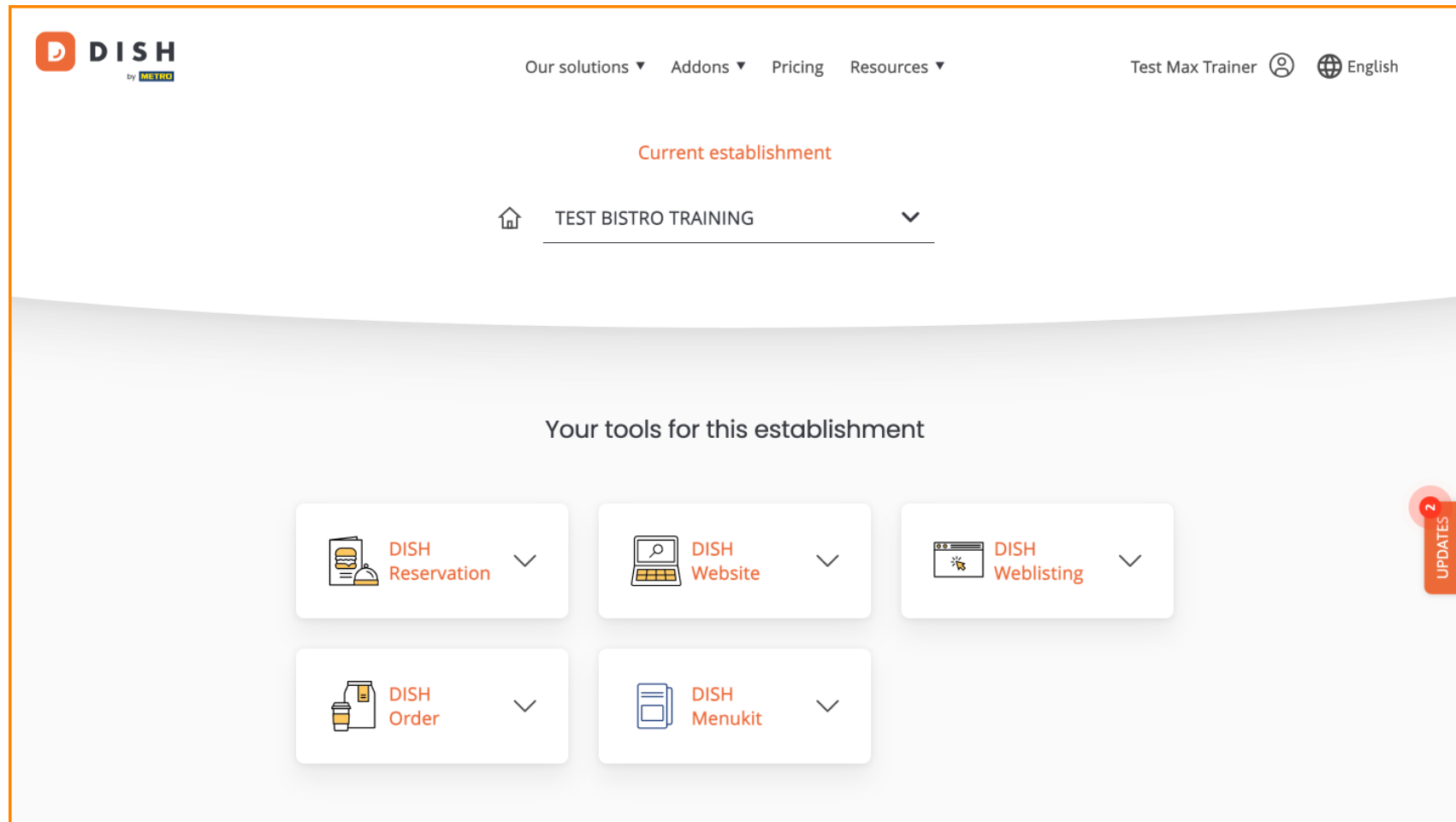
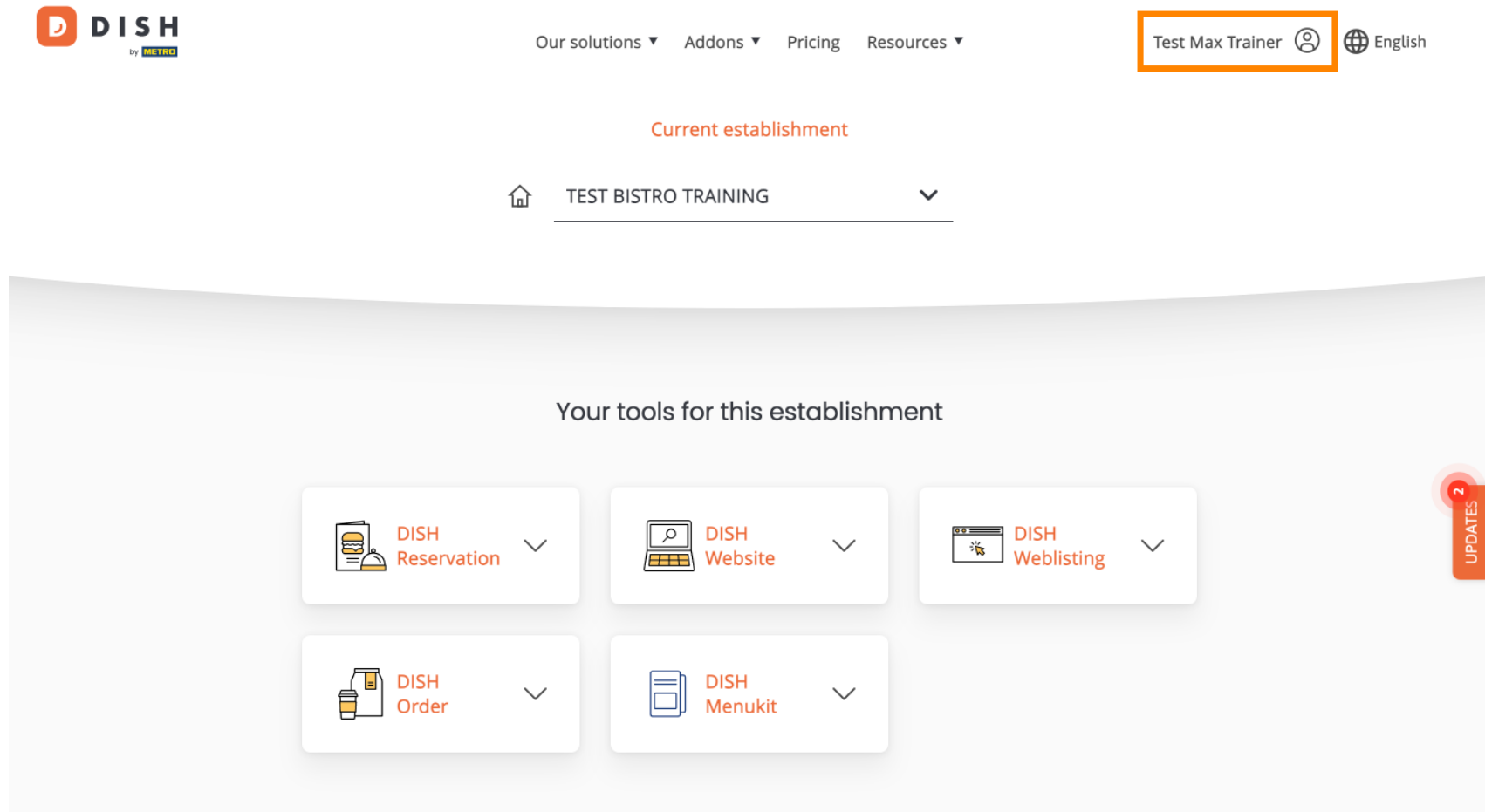




Welcome to the **dish.co dashboard**. In this tutorial we show you how to add a new team member.



 First, click on your **profile**.

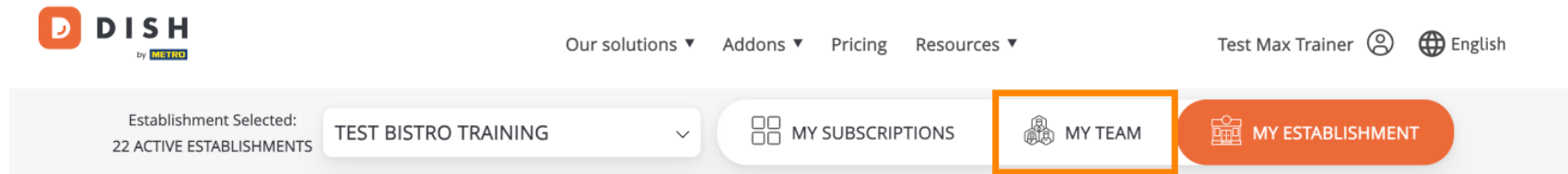


The screenshot shows the DISH dashboard for the establishment 'TEST BISTRO TRAINING'. At the top left is the DISH by METRO logo. The top navigation bar includes 'Our solutions', 'Addons', 'Pricing', and 'Resources'. On the right, the user is logged in as 'Test Max Trainer' with a profile icon, and the language is set to 'English'. Below the navigation, the current establishment is identified as 'TEST BISTRO TRAINING'. The main section is titled 'Your tools for this establishment' and contains five tool cards: 'DISH Reservation', 'DISH Website', 'DISH Weblisting', 'DISH Order', and 'DISH Menukit'. Each card has a corresponding icon and a dropdown arrow. On the right side of the dashboard, there is a vertical 'UPDATES' button with a red circle containing the number '2'.

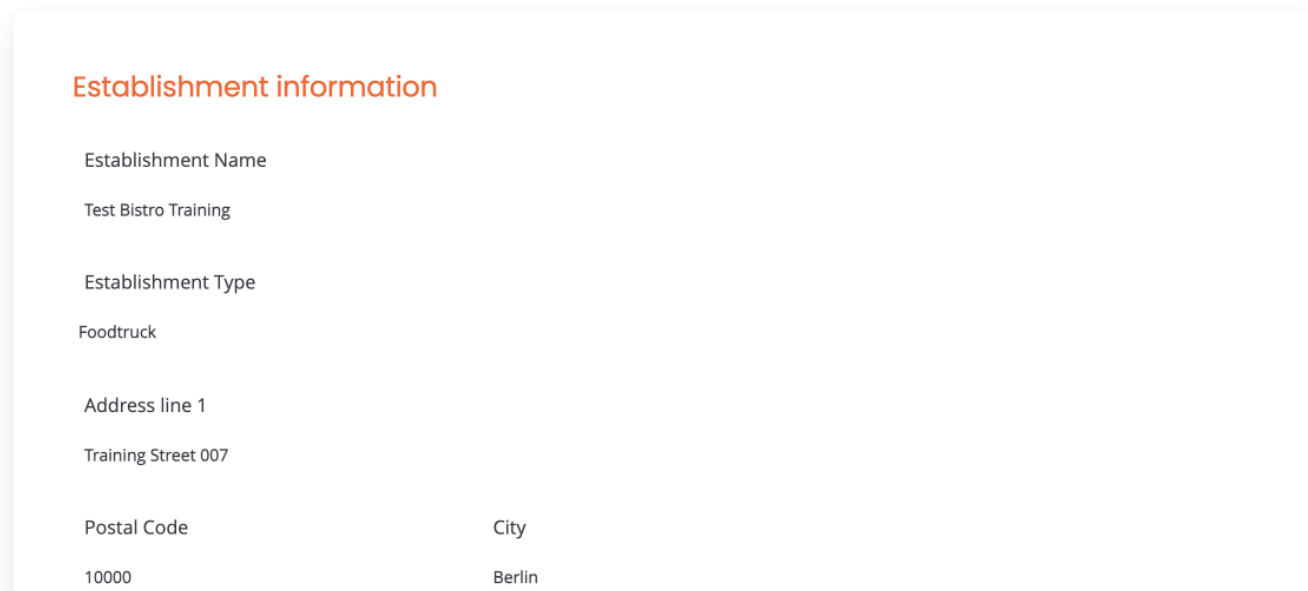
Then go to **My Establishments**, which will lead you to your establishments settings.

The screenshot shows the DISH by METRO dashboard for the establishment 'TEST BISTRO TRAINING'. The top navigation bar includes the DISH logo, navigation links for 'Our solutions', 'Addons', 'Pricing', and 'Resources', and user information for 'Test Max Trainer' with a profile icon and 'English' language selection. A dropdown menu is open, showing options: 'Account & Settings' (Notifications, security and more), 'My Establishments' (Your business & payment info), 'Payment Details & Invoices', and 'Log out'. The 'My Establishments' option is highlighted with an orange border. Below the navigation, the current establishment is identified as 'TEST BISTRO TRAINING'. The main section is titled 'Your tools for this establishment' and contains five tool cards: 'DISH Reservation', 'DISH Website', 'DISH Weblisting', 'DISH Order', and 'DISH Menukit'. A red 'UPDATES' badge with the number '2' is visible on the right side of the dashboard.

To manage your team members click on **MY TEAM**.



Manage the establishment information



To now start the process of adding a new team member, click on **+ Add Person**.

The screenshot displays the 'Manage your team members' interface. At the top, the navigation bar includes 'Our solutions', 'Addons', 'Pricing', 'Resources', 'Test Max Trainer', and 'English'. Below this, a secondary bar shows 'Establishment Selected: TEST BISTRO TRAINING' and three main navigation buttons: 'MY SUBSCRIPTIONS', 'MY TEAM' (highlighted in orange), and 'MY ESTABLISHMENT'. The main heading is 'Manage your team members'. Below the heading are two filter tabs: 'BY JOB ROLE' (selected) and 'BY NAME'. To the right is a search bar with a magnifying glass icon and a dropdown arrow. A prominent orange box highlights the '+ Add Person' button. Below the filters are two team member cards. The 'OTHERS' card shows 1 member: Anne Smith, associated with 'DISH MENUKIT'. The 'OWNER' card shows 1 member: Test Max Trainer, associated with 'DISH MENUKIT, DISH WEBSITE, DISH WEBLISTING, DISH RESERVATION, DISH ORDER'. A red '2 UPDATES' badge is visible on the right side of the page.



Then the first thing you need to enter is the name and the contact details of the new team member. To do so use the corresponding **text fields**.

The screenshot shows the top navigation bar of the DISH application. On the left is the DISH by METRO logo. In the center are navigation links: 'Our solutions', 'Addons', 'Pricing', and 'Resources'. On the right, there is a user profile 'Test Max Trainer' and a language selector 'English'. Below the navigation bar is a secondary bar with a dropdown menu 'Establishment Selected: TEST BISTRO TRAINING' (showing 22 active establishments) and three buttons: 'MY SUBSCRIPTIONS', 'MY TEAM' (highlighted in orange), and 'MY ESTABLISHMENT'.

[← Back](#)

Invite new team member

We need a few details about your team member so we can invite them:

Please ensure to create an employee account on DISH.co before inviting the user to your establishment. [Learn more.](#)

<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
<input type="text" value="Germany (+49)"/> <input type="text" value="Mobile Number"/>	<input type="text" value="Email"/>

2 UPDATES

Please select the position(s) at "Test Bistro Training"

Manager	Waiter	Chef	Kitchen	Office	Others
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A bit further down, you then can select the position(s) of the new member. Simply select the corresponding **option**.

<input type="text" value="John"/>	<input type="text" value="Doe"/>
<input type="text" value="Germany (+49) ▾"/> <input type="text" value="98765432100"/>	<input type="text" value="training@dish.digital"/>


Please select the position(s) at "Test Bistro Training"

Manager Waiter Chef Kitchen Office Others

Assign roles to your tools (optional)

Remember that you can add or remove roles at any time.

DISH PREMIUM

	DISH WEBSITE Create your own website in a matter of minutes. ▾
---	--

2
UPDATES

You as well have the option to assign roles to your team members. To open the roles click on the **tool** itself.


Please select the position(s) at "Test Bistro Training"


Manager Waiter Chef Kitchen **Office** Others

Assign roles to your tools (optional)

Remember that you can add or remove roles at any time.

DISH PREMIUM

 **DISH WEBSITE**
Create your own website in a matter of minutes. ▾

 **DISH WEBLISTING**
Drive more traffic from Google with your own business profile. ▾



Then select the role you want to assign by clicking on the corresponding **selection field**.

DISH PREMIUM



DISH WEBSITE

Create your own website in a matter of minutes.

Owner

With this role, you can manage the entire website. From the entire setup to deleting your account. This is the most exclusive role and cannot be assigned.



Tool Administrator

With administrator tool, you can also manage your website. (same as the owner, but without the deletion functionality)

Content Manager

Manage content allows you to take care of all your website's content. Such as descriptions and uploads.

General Communication Manager

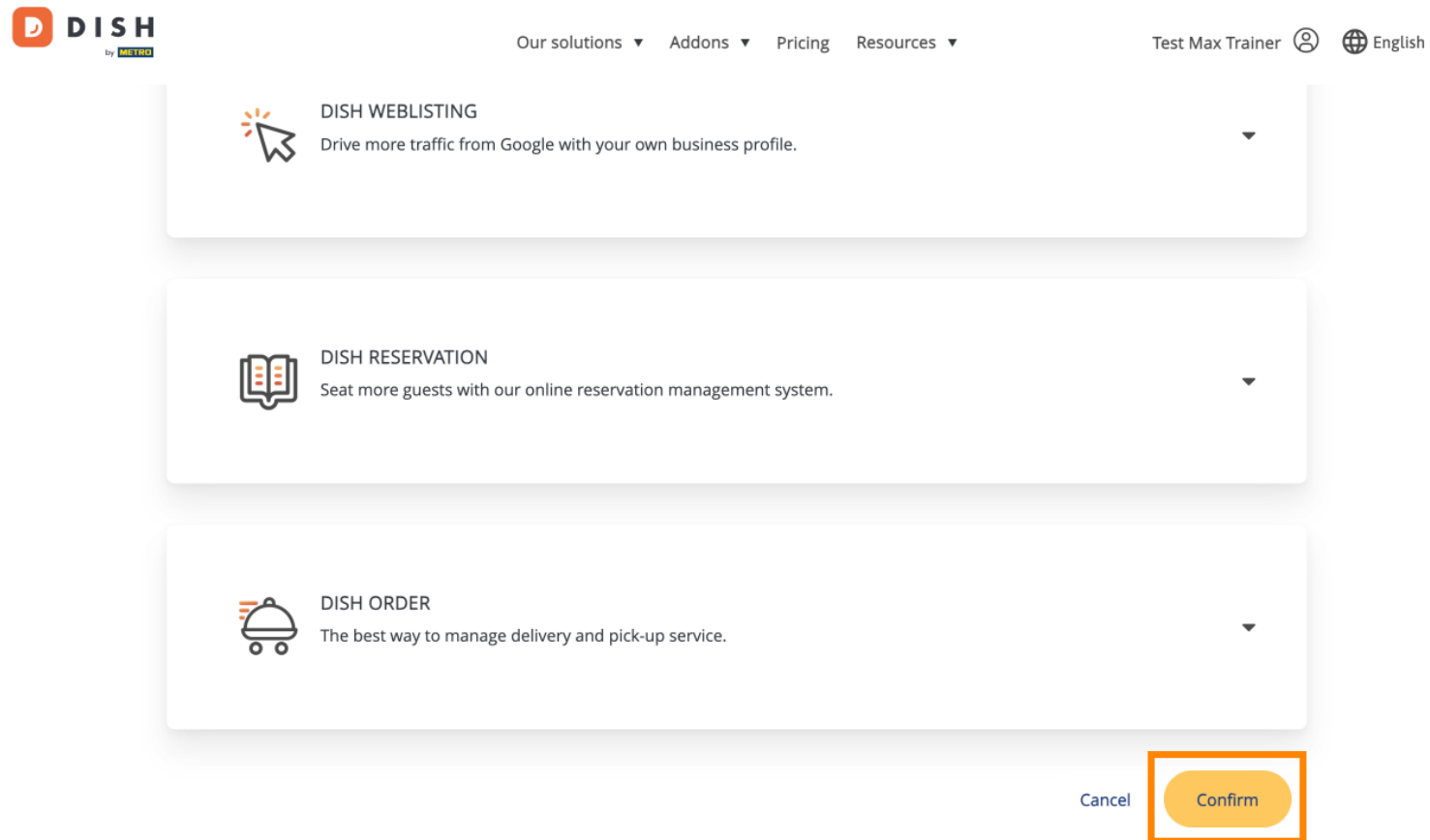
This role will receive a notification, once a Guest uses the contact form on your website to send a message to you

Reservation Form Communication Manager

This role will receive a notification, once a Guest uses the reservation form on your website to send a booking request to you

UPDATES

Once you entered all the information, click on **Confirm** to send the invite to your new team member.



The screenshot shows the DISH by METRO interface. At the top left is the logo. The top navigation bar includes "Our solutions", "Addons", "Pricing", and "Resources". On the right, there are links for "Test Max Trainer", a user profile icon, and "English". The main content area features three service cards:

- DISH WEBLISTING**: Drive more traffic from Google with your own business profile.
- DISH RESERVATION**: Seat more guests with our online reservation management system.
- DISH ORDER**: The best way to manage delivery and pick-up service.

At the bottom right, there are two buttons: "Cancel" and "Confirm". The "Confirm" button is highlighted with an orange border. On the far right edge, there is a vertical red "UPDATES" notification badge with a number "2".



That's it. You completed the tutorial and now know how to add a new team member.

The screenshot displays the 'MY TEAM' management page in the DISH by METRO system. At the top, the navigation bar includes 'Our solutions', 'Addons', 'Pricing', 'Resources', 'Test Max Trainer', and 'English'. The main header shows 'Establishment Selected: TEST BISTRO TRAINING' and navigation buttons for 'MY SUBSCRIPTIONS', 'MY TEAM' (highlighted), and 'MY ESTABLISHMENT'. A green notification states, 'We just sent a new invitation to John'. The main heading is 'Manage your team members'. Below this are two tabs: 'BY JOB ROLE' (selected) and 'BY NAME'. A '+ Add Person' button and a search bar are also present. The team members are organized into two columns:

OTHERS	2 MEMBERS	OWNER	1 MEMBER
Anne Smith DISH MENUKIT		Test Max Trainer DISH MENUKIT, DISH WEBSITE, DISH WEBLISTING, DISH RESERVATION, DISH ORDER	
John Doe Invitation yet to be accepted			





Scan to go to the interactive player