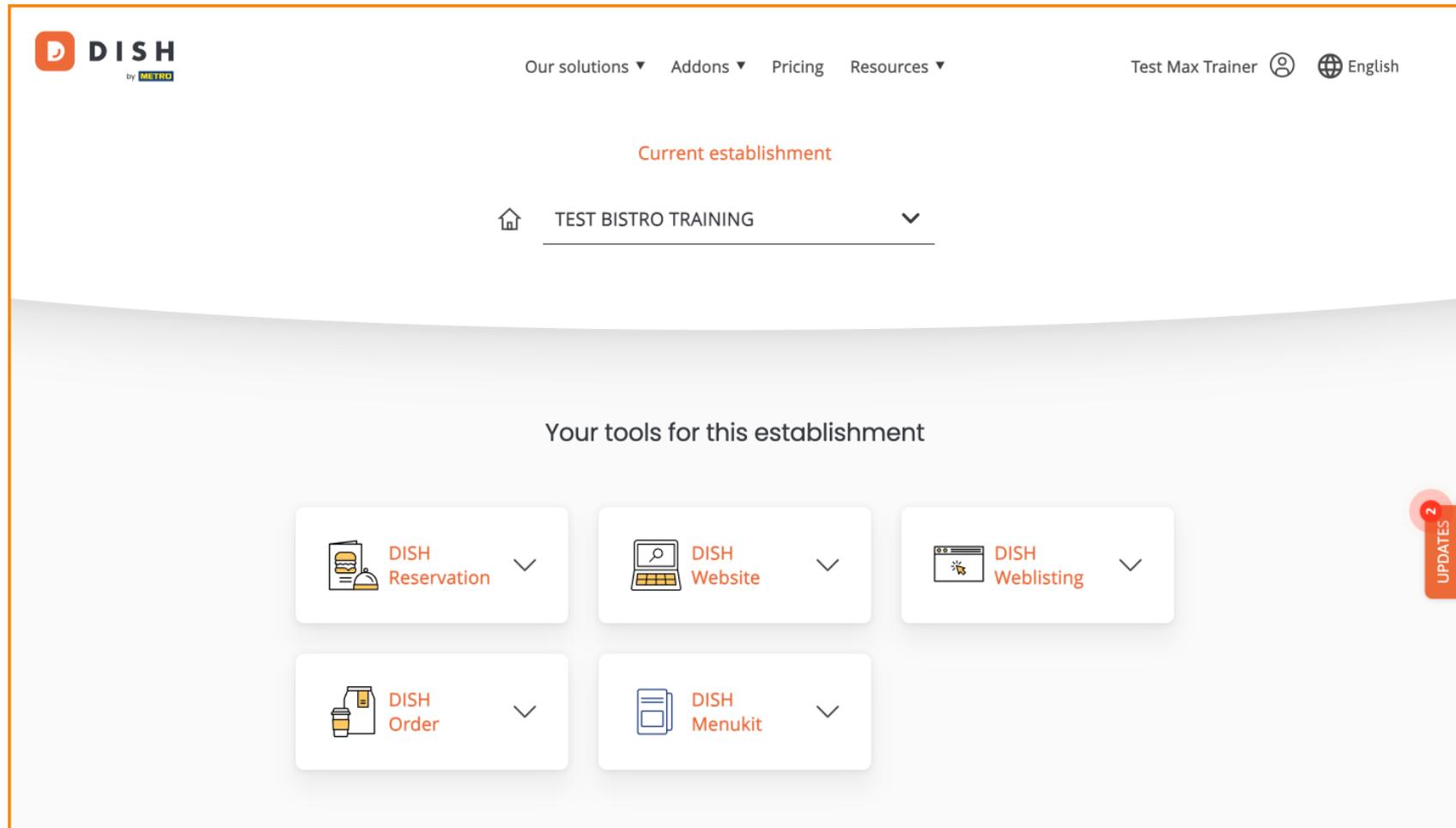




Welcome to the **dish.co dashboard**. In this tutorial we show you how to add a new team member.





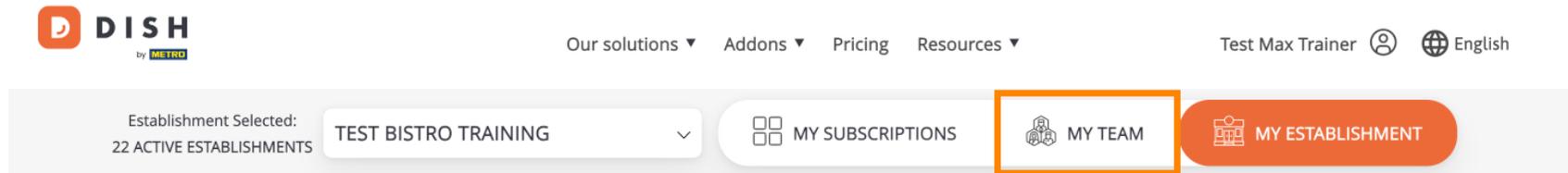
First, click on your **profile**.

The screenshot shows the DISH user interface. At the top left is the DISH logo. In the top center, there are navigation links: "Our solutions", "Addons", "Pricing", and "Resources". On the top right, the user's name "Test Max Trainer" is displayed next to a profile icon and a globe icon labeled "English". The profile icon and name are highlighted with an orange border. Below the navigation is a section for the current establishment, "TEST BISTRO TRAINING", with a dropdown arrow. The main content area 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 an icon and a dropdown arrow. On the right side of the main content area, there is a red "UPDATES" badge with the number "2".

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

The screenshot displays the DISH by METRO dashboard interface. At the top left is the DISH by METRO logo. The top navigation bar includes links for 'Our solutions', 'Addons', 'Pricing', and 'Resources'. On the right side of the navigation bar, it shows 'Test Max Trainer' with a user icon and 'English' with a globe icon. Below the navigation bar, the current establishment is identified as 'TEST BISTRO TRAINING'. A dropdown menu is open, with the 'My Establishments' option highlighted by an orange border. This menu includes 'Account & Settings' (Notifications, security and more), 'My Establishments' (Your business & payment info), 'Payment Details & Invoices', and 'Log out'. Below the navigation, the section 'Your tools for this establishment' features 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', and 'Resources'. The user is logged in as 'Test Max Trainer' in 'English'. The establishment selected is 'TEST BISTRO TRAINING' (22 ACTIVE ESTABLISHMENTS). The 'MY TEAM' button is highlighted in orange. Below the navigation, the title 'Manage your team members' is displayed. There are two tabs: 'BY JOB ROLE' (selected) and 'BY NAME'. A search bar with a magnifying glass icon and a dropdown arrow is present. The '+ Add Person' button is highlighted with an orange box. The team members are listed in two columns:

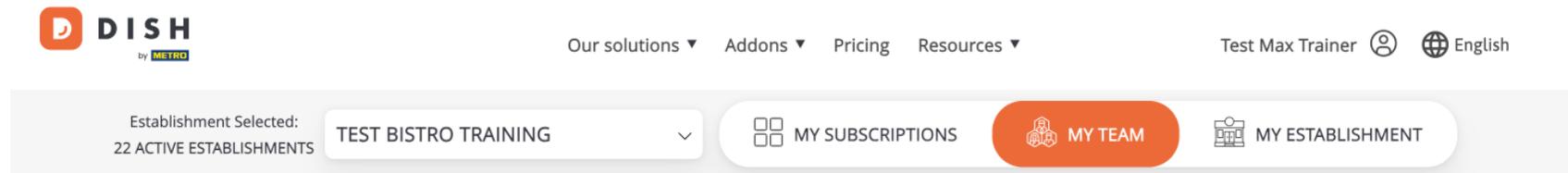
OTHERS	1 MEMBER
Anne Smith DISH MENUKIT	

OWNER	1 MEMBER
Test Max Trainer DISH MENUKIT, DISH WEBSITE, DISH WEBLISTING, DISH RESERVATION, DISH ORDER	

An 'UPDATES' badge with the number '2' is visible on the right side of the page.



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



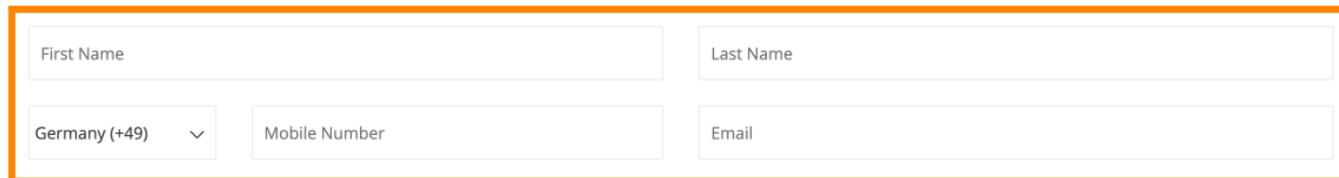
The screenshot shows the top navigation bar of the DISH application. On the left is the DISH by METRO logo. In the center are navigation links: 'Our solutions', 'Addons', 'Pricing', and 'Resources'. On the right, there is a user profile 'Test Max Trainer' and a language selector 'English'. Below the navigation bar is a secondary bar with 'Establishment Selected: TEST BISTRO TRAINING' (with a dropdown arrow and '22 ACTIVE ESTABLISHMENTS' below it), and three main action 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.](#)



The form is enclosed in an orange border and contains four input fields: 'First Name', 'Last Name', 'Mobile Number', and 'Email'. The 'Mobile Number' field has a dropdown menu currently showing 'Germany (+49)'. To the right of the form, there is a vertical orange button labeled 'UPDATES' with a red circle containing the number '2' above it.

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



A row of seven buttons for selecting a position: 'Manager', 'Waiter', 'Chef', 'Kitchen', 'Office', and 'Others'. The 'Manager' button is highlighted in orange, while the others are grey.



A bit further down, you then can select the position(s) of the new member. Simply select the corresponding **option**.



Our solutions ▾ Addons ▾ Pricing Resources ▾

Test Max Trainer   English

<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.	▾
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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.



2
UPDATES



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

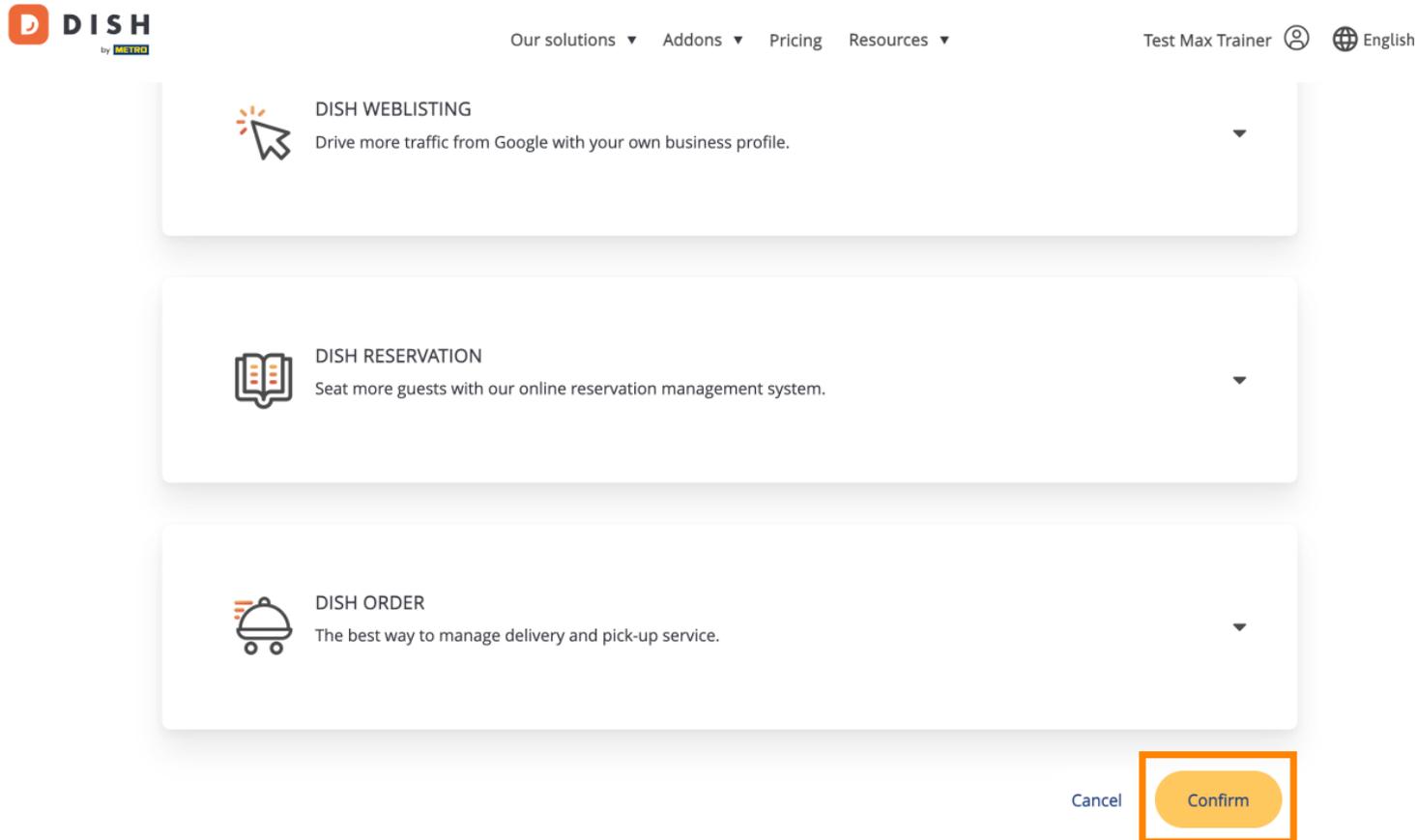
Reservation Form Communication Manager

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, it says "Test Max Trainer" with a user icon and "English" with a globe icon. 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 e now know how to add a new team member.

The screenshot displays the 'Manage your team members' page in the DISH interface. At the top, the navigation bar includes the DISH logo, 'Our solutions', 'Addons', 'Pricing', 'Resources', 'Test Max Trainer', and 'English'. Below this, a secondary bar shows 'Establishment Selected: 22 ACTIVE ESTABLISHMENTS 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 the heading are two filter tabs: 'BY JOB ROLE' (selected) and 'BY NAME'. To the right is a '+ Add Person' button and a search bar. The team members are organized into two columns: 'OTHERS' (2 MEMBERS) and 'OWNER' (1 MEMBER). The 'OTHERS' column lists Anne Smith (DISH MENUKIT) and John Doe (Invitation yet to be accepted). The 'OWNER' column lists Test Max Trainer (DISH MENUKIT, DISH WEBSITE, DISH WEBLISTING, DISH RESERVATION, DISH ORDER). A vertical 'UPDATES' badge is visible on the right side of the page.



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