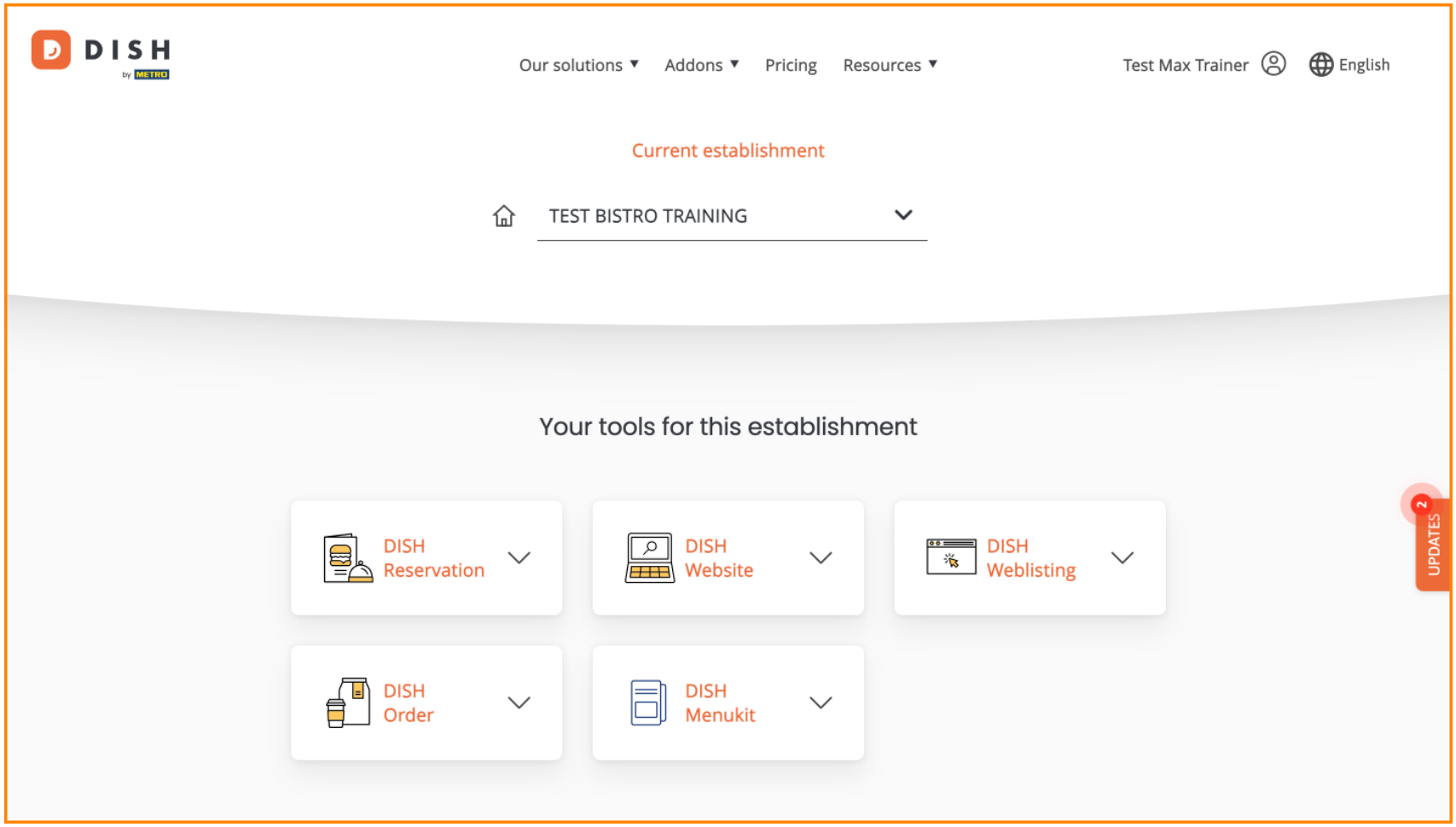
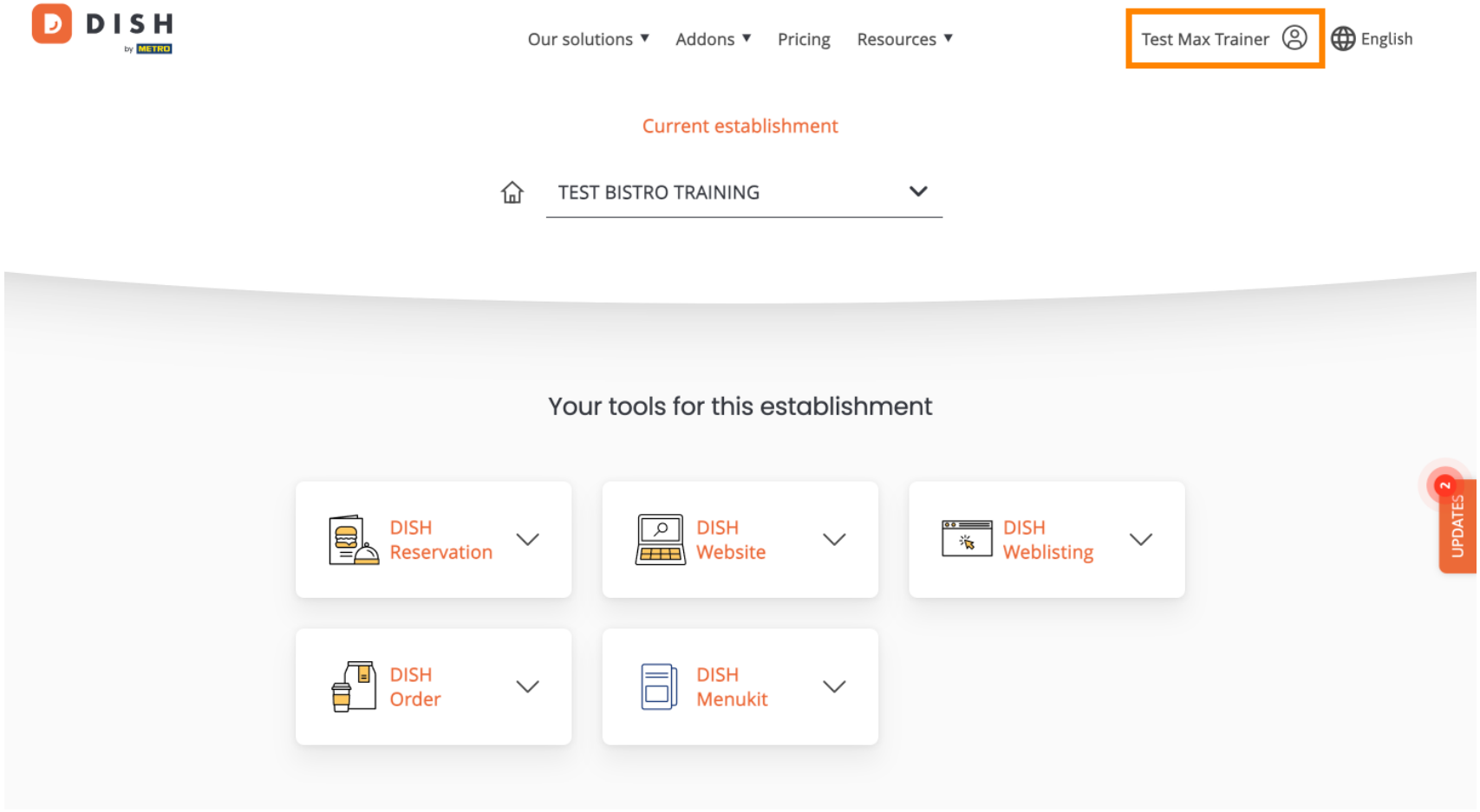
DISH - Como adicionar um novo membro à equipe

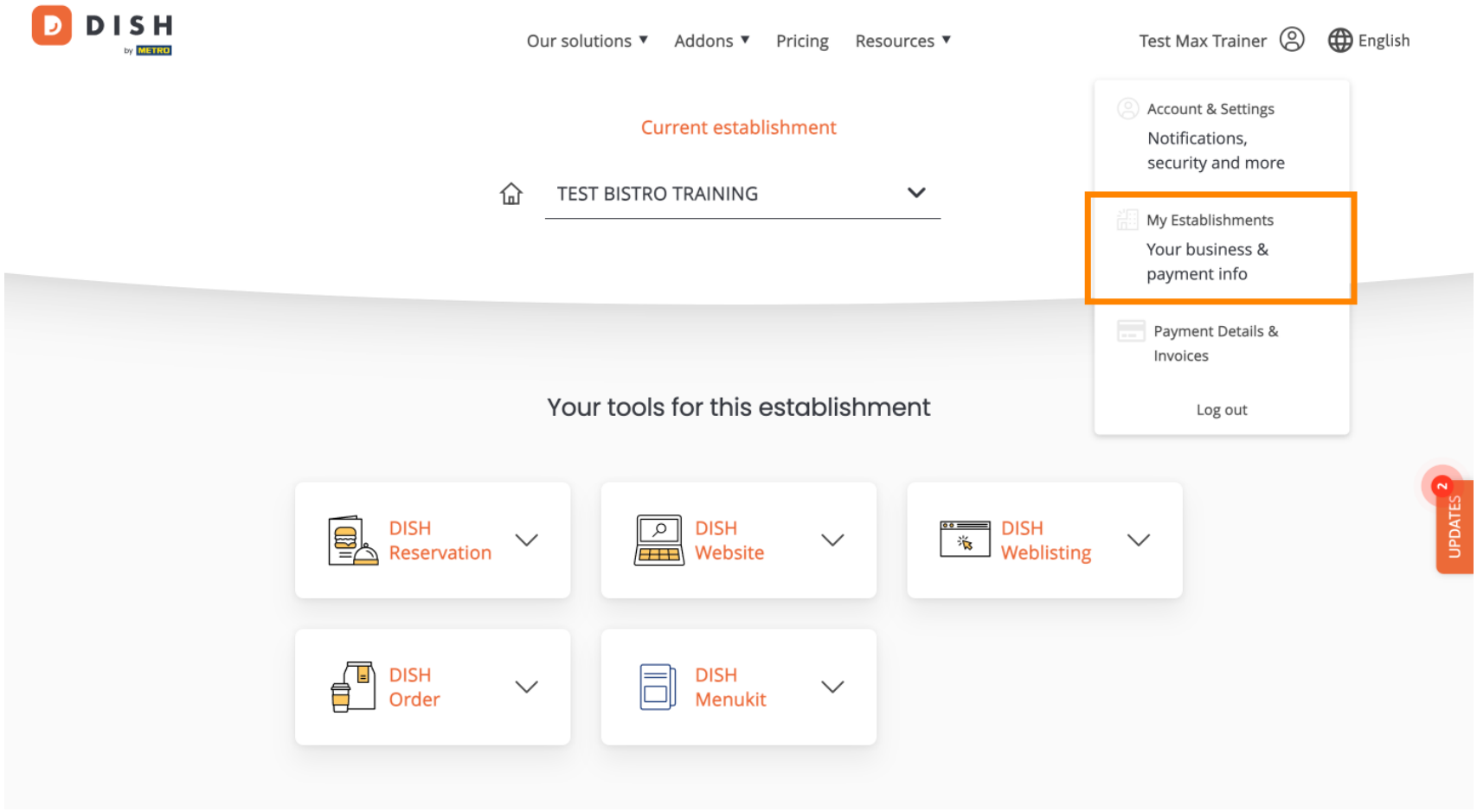
Welcome to the dish.co dashboard. In this tutorial we show you how to add a new team member.



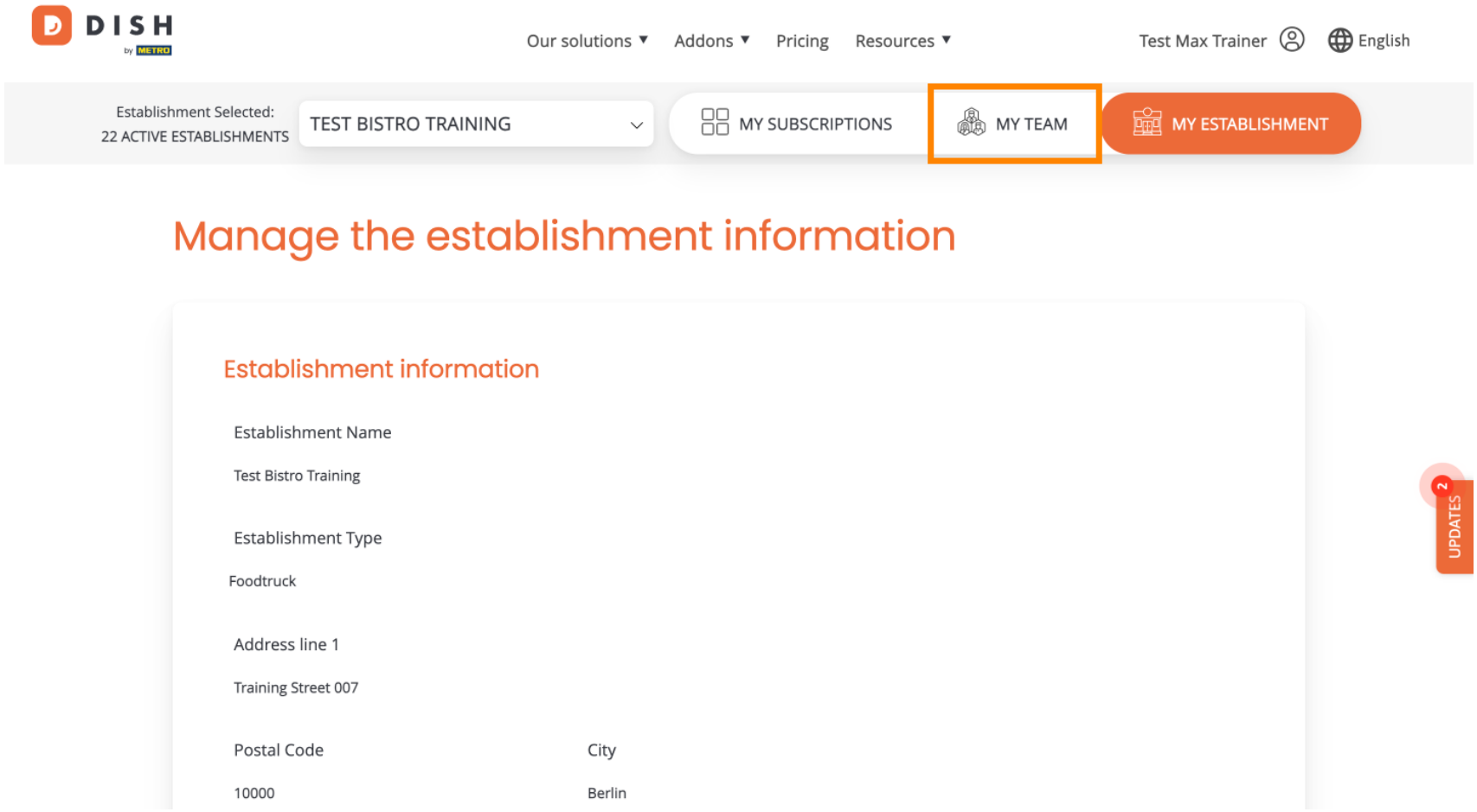
First, click on your profile.



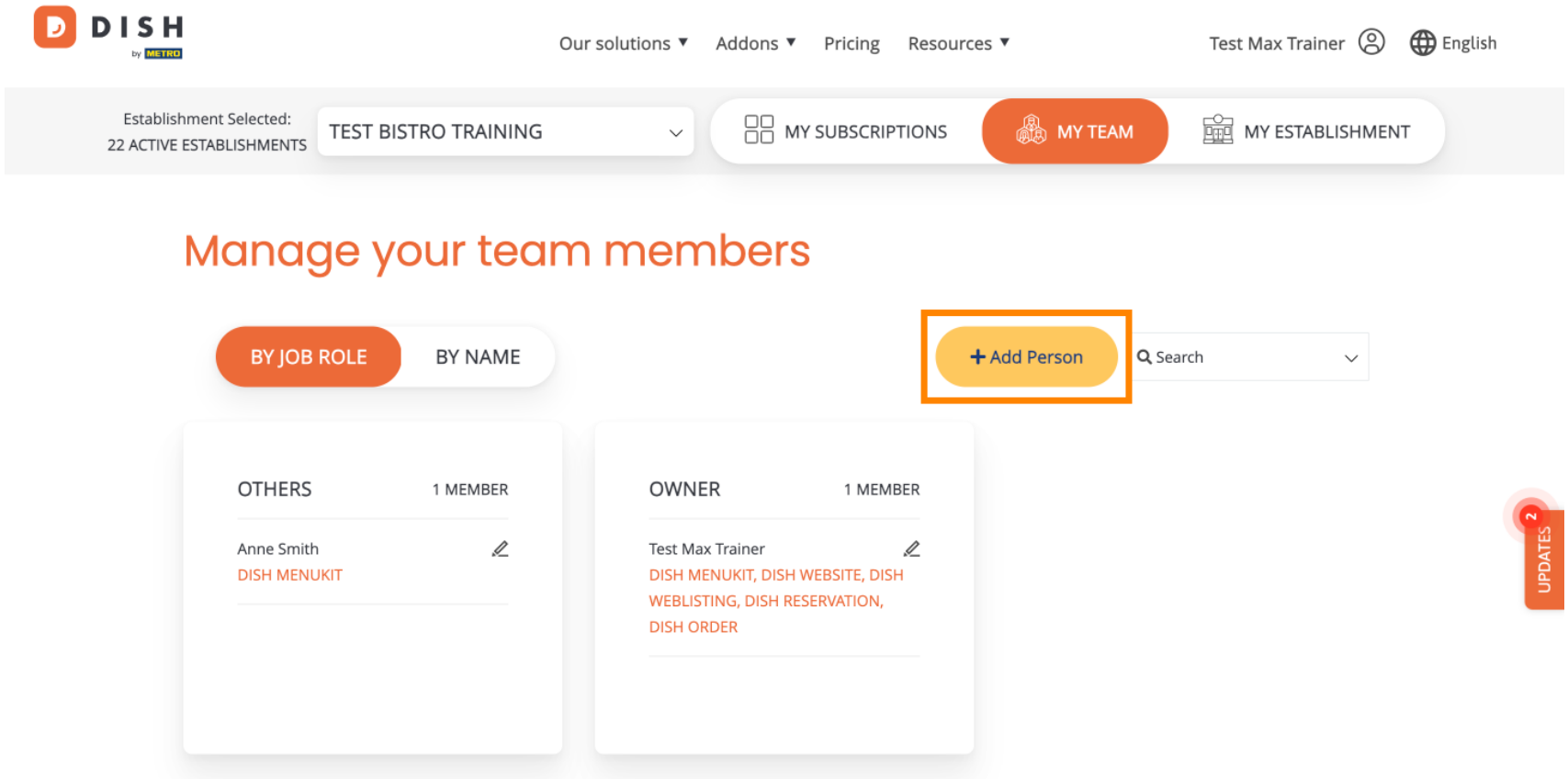
Then go to My Establishments, which will lead you to your establishments settings.



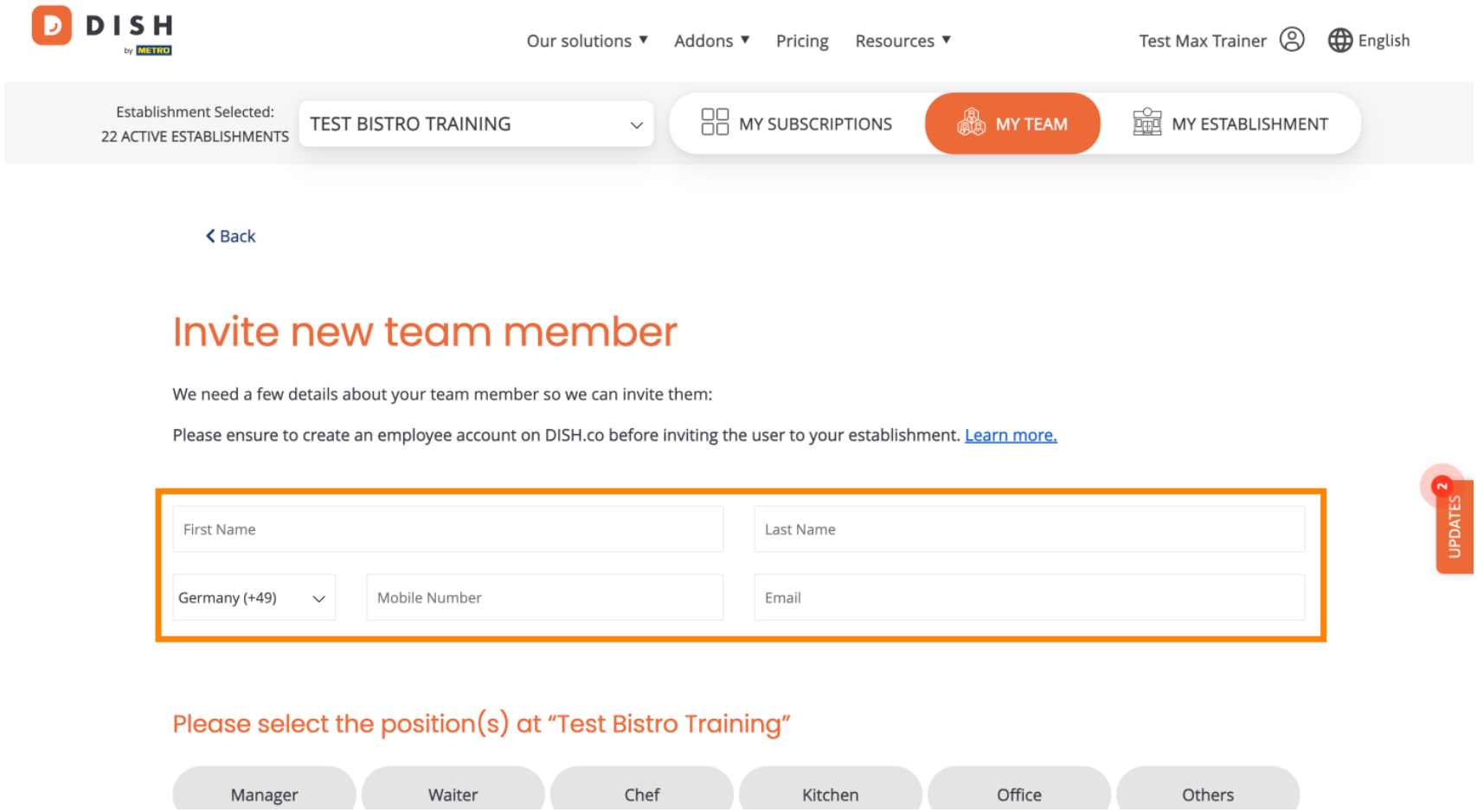
To manage your team members click on MY TEAM.



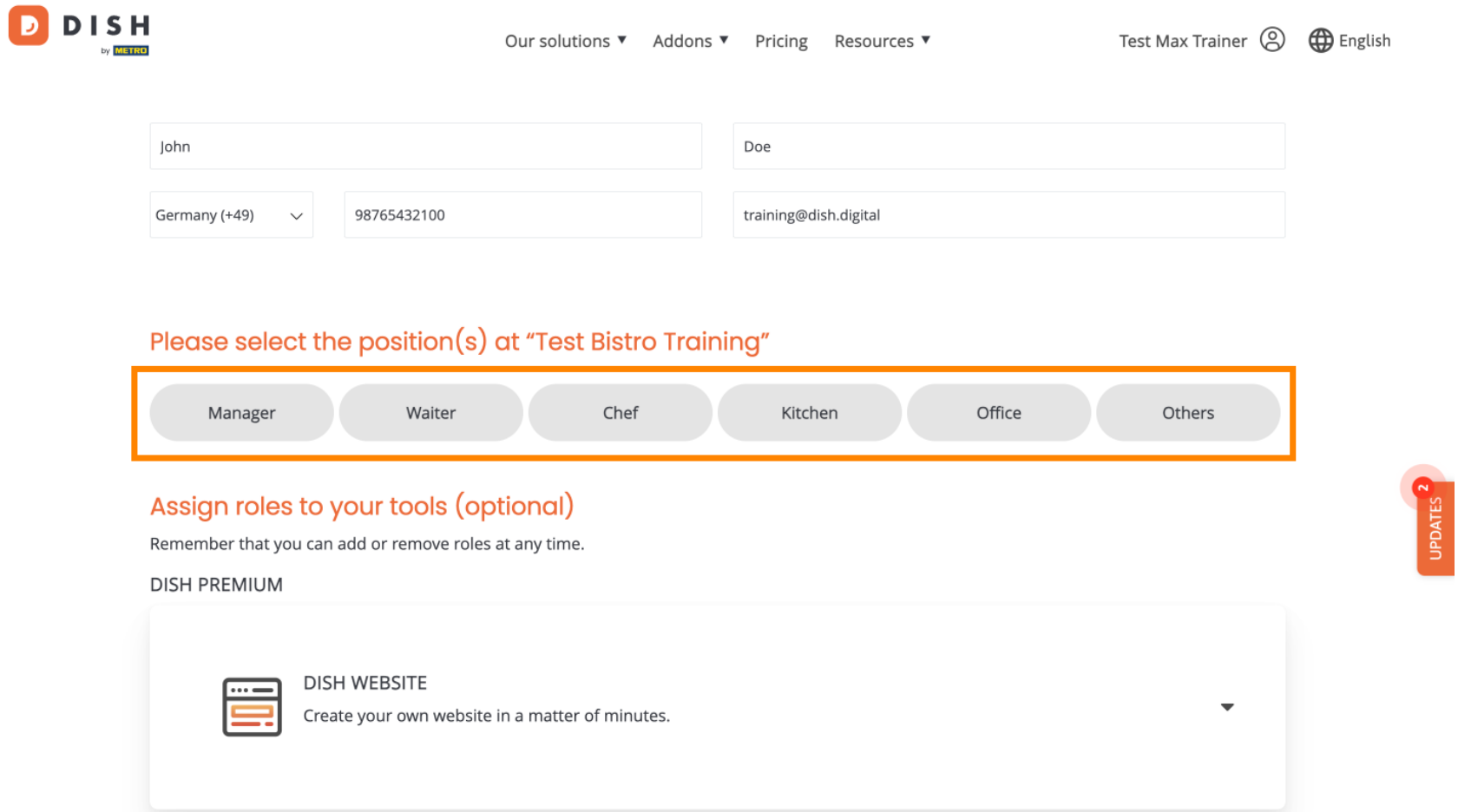
To now start the process of adding a new team member, click on + Add Person.



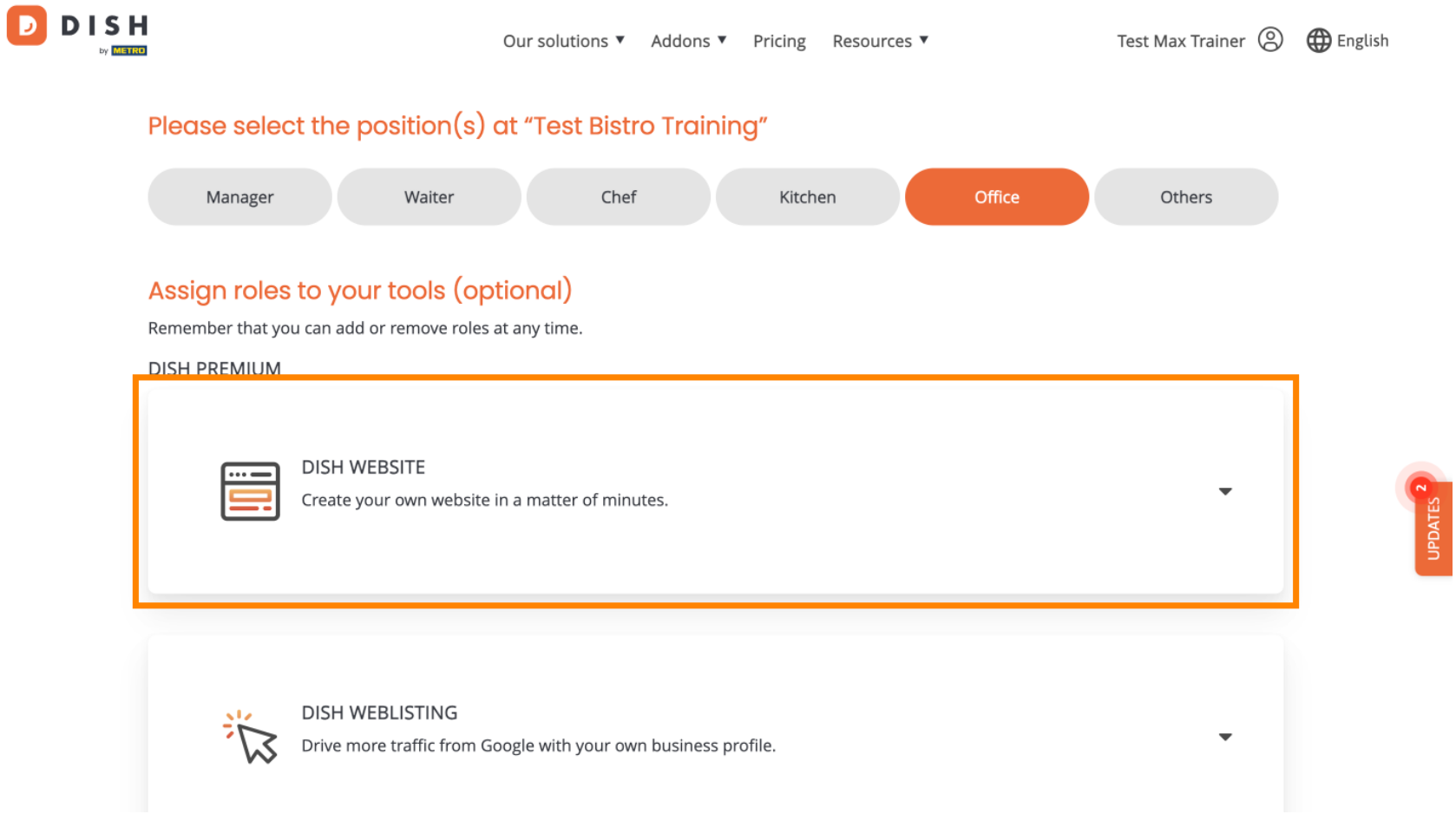
Then the first thing you need to enter is the name e the contact details of the new team member. To do so use the corresponding text fields.



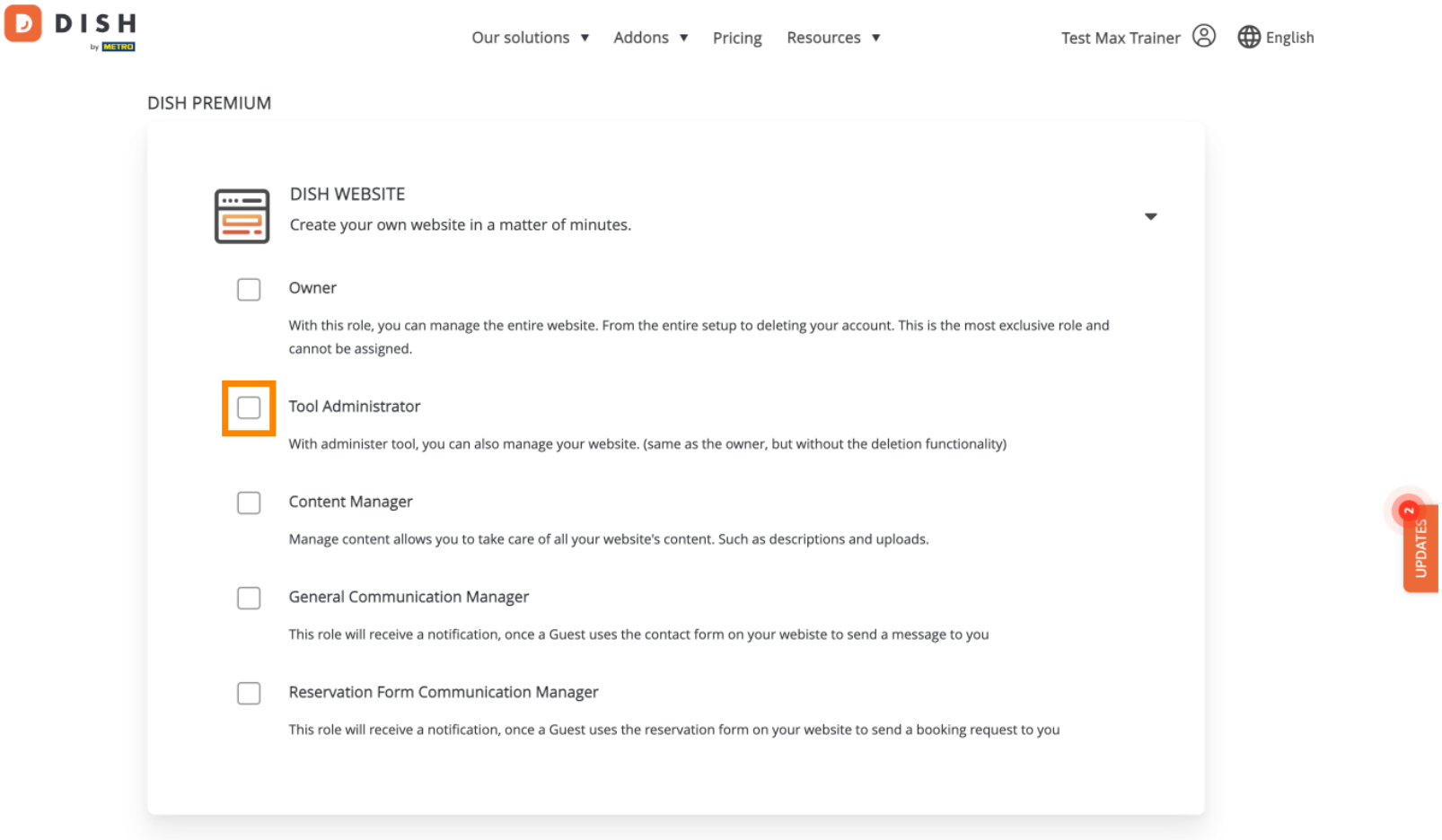
A bit further down, you then can select the position(s) of the new member. Simply select the corresponding option.



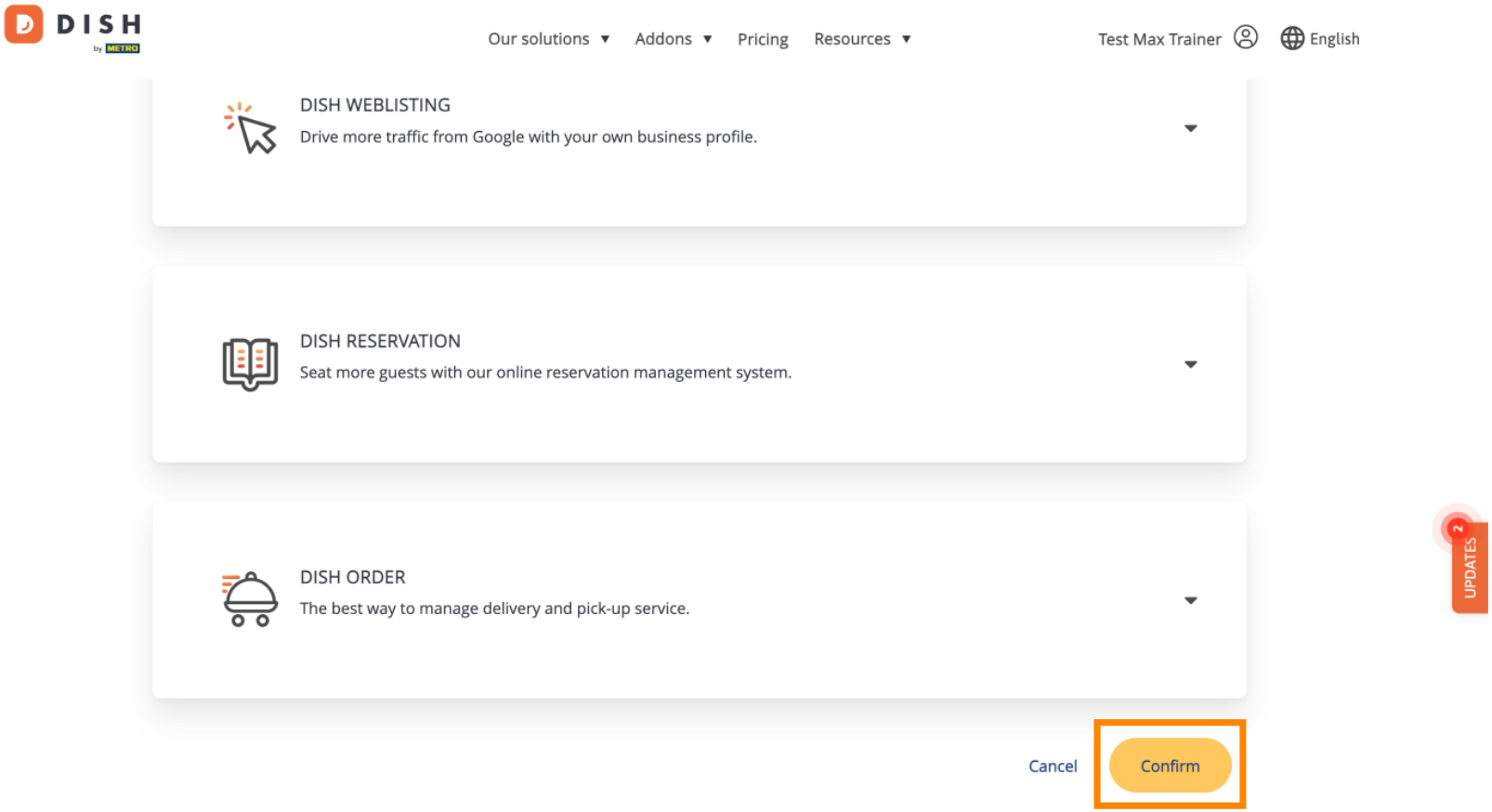
You as well have the option to assign roles to your team members. To open the roles click on the tool itself.



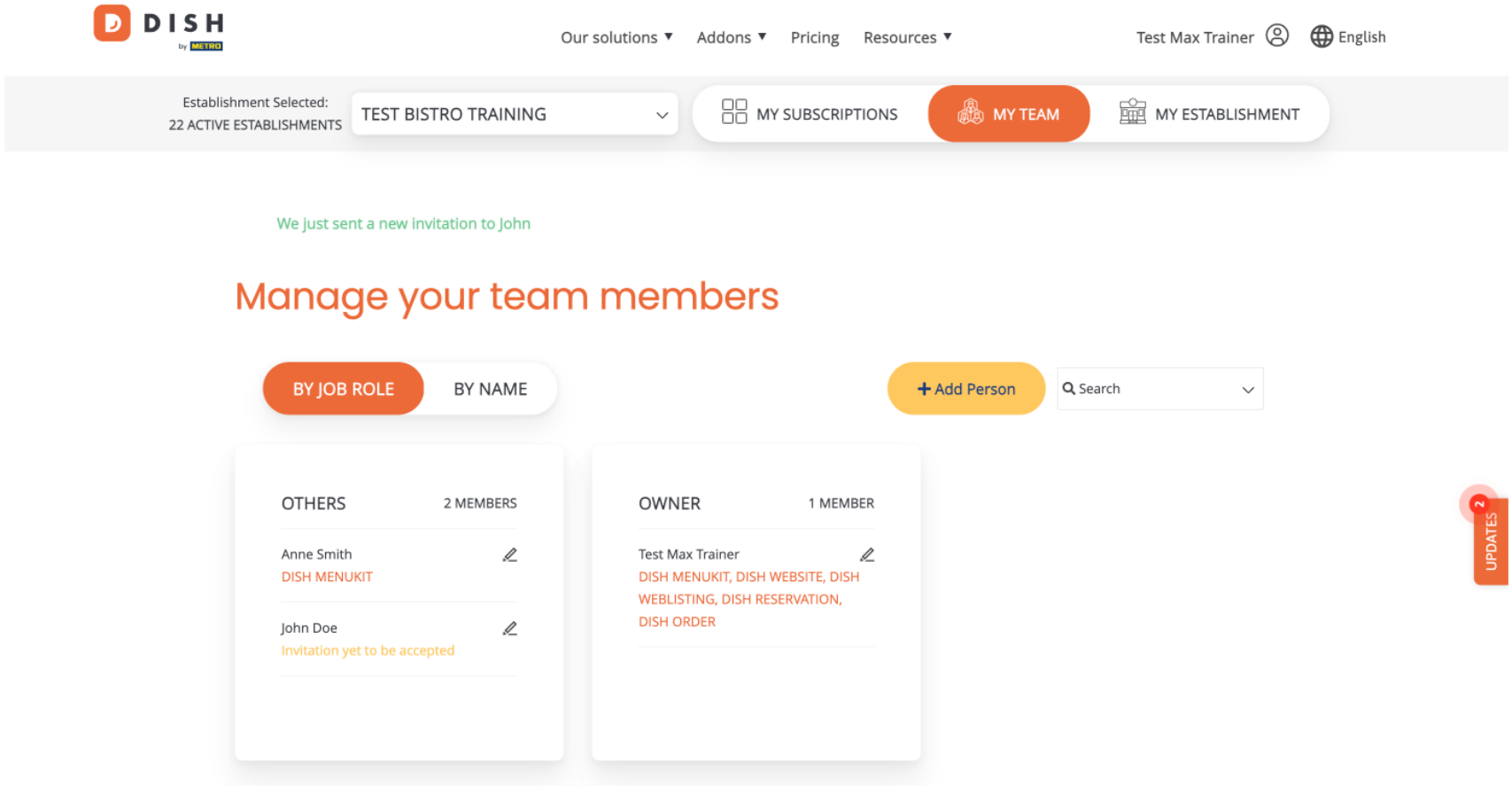
Then select the role you want to assign by clicking on the corresponding selection field.



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



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



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