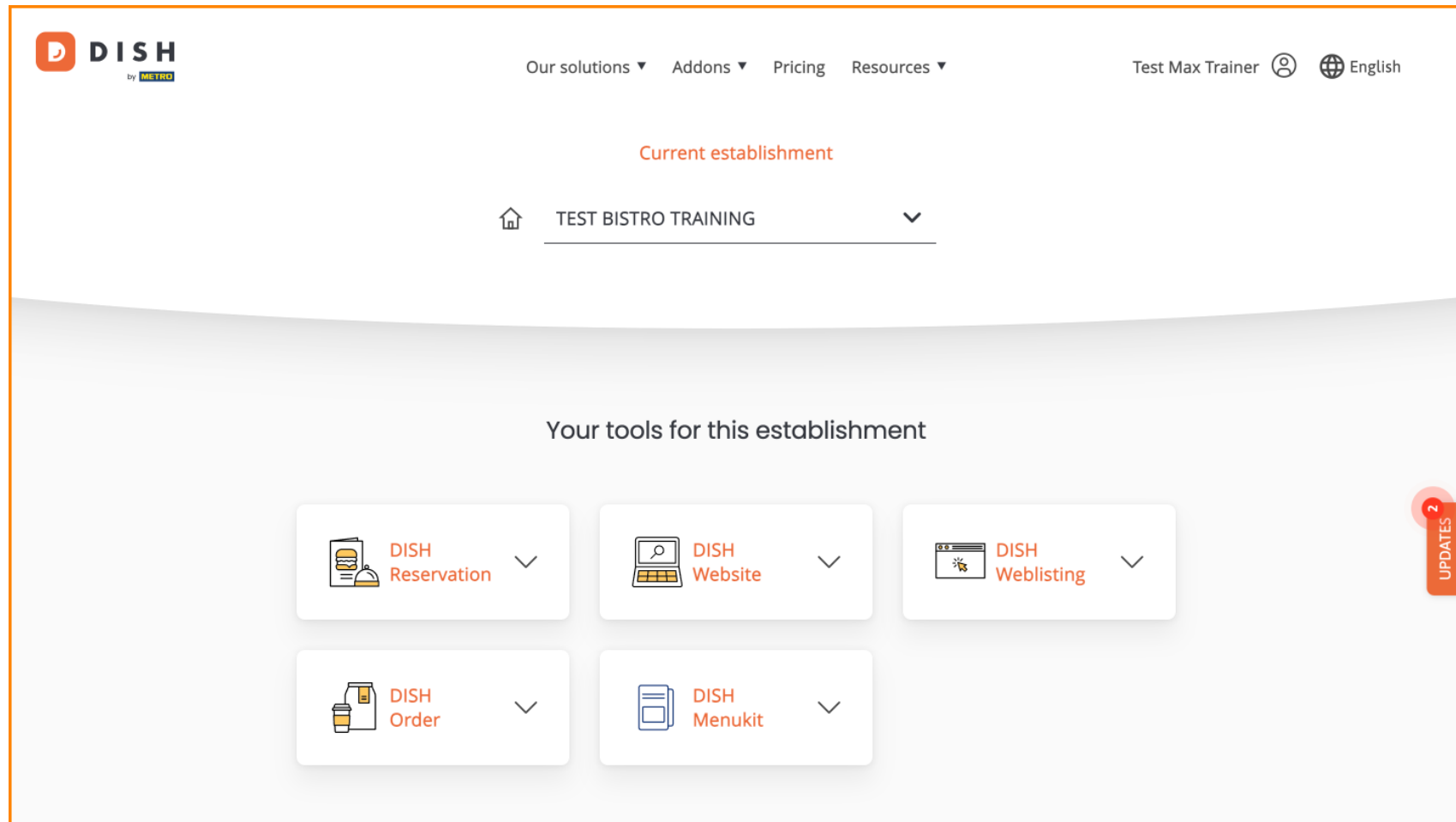




Welcome to the **dish.co dashboard**. In this tutorial we show you how to add a new team member.





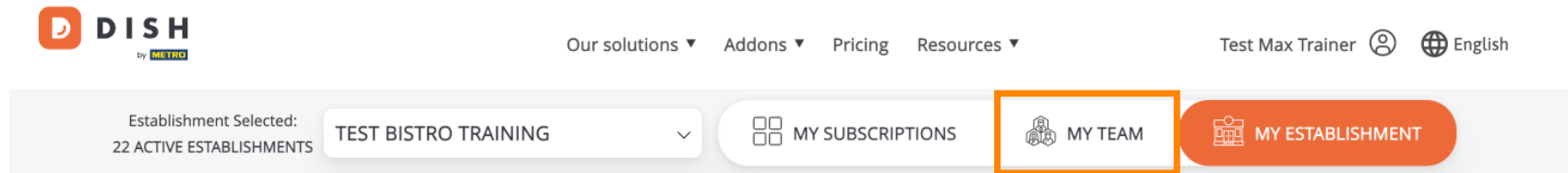
First, click on your **profile**.

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". A red "UPDATES" badge with the number "2" is visible on the right side of the tools area.

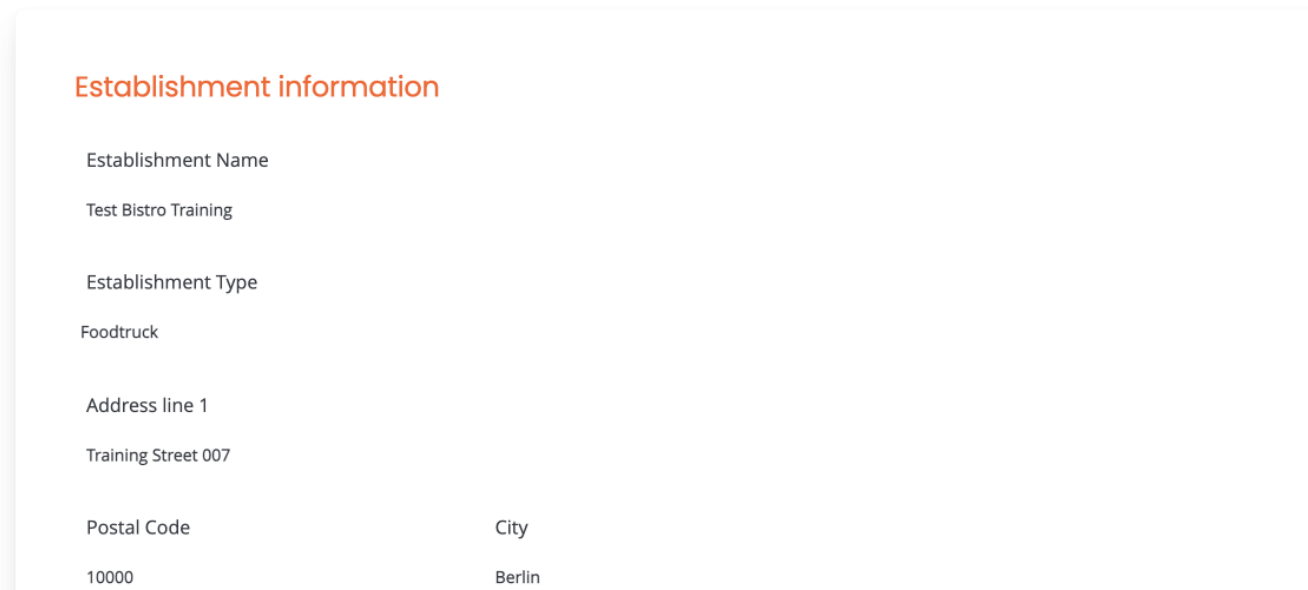
Then go to **My Establishments**, which will lead you to your establishments settings.

The screenshot shows the DISH by METRO dashboard interface. At the top left is the logo. The top navigation bar includes links for 'Our solutions', 'Addons', 'Pricing', and 'Resources'. On the right, it shows the user 'Test Max Trainer' and the language 'English'. Below the navigation, there is a section for 'Current establishment' with a dropdown menu currently set to 'TEST BISTRO TRAINING'. A user profile menu is open on the right, with the 'My Establishments' option highlighted by an orange border. Below this, there is a section titled 'Your tools for this establishment' containing 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 shows the DISH user interface. At the top, there is a navigation bar with the DISH logo, navigation links (Our solutions, Addons, Pricing, Resources), and user information (Test Max Trainer, English). Below the navigation bar, there is a section for the current establishment: "Establishment Selected: TEST BISTRO TRAINING" with a dropdown arrow and "22 ACTIVE ESTABLISHMENTS". To the right of this are three buttons: "MY SUBSCRIPTIONS", "MY TEAM" (highlighted in orange), and "MY ESTABLISHMENT".

Manage your team members

Below the heading, there are two tabs: "BY JOB ROLE" (selected) and "BY NAME". To the right of these tabs is a search bar with a magnifying glass icon and a dropdown arrow, and a prominent orange button labeled "+ Add Person" which is highlighted with an orange box.

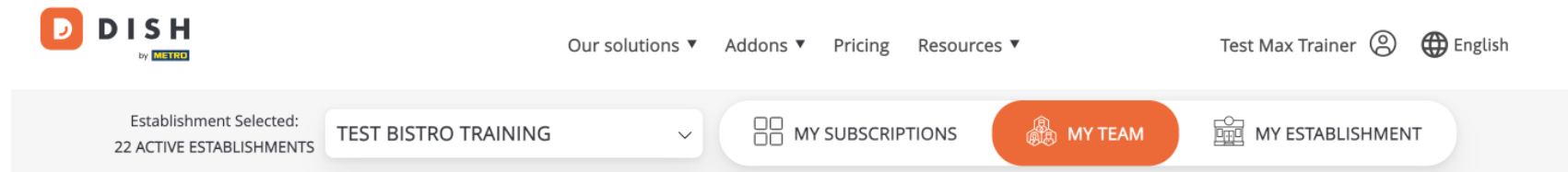
Underneath, there are two columns of team members:

- OTHERS (1 MEMBER)**: Anne Smith (DISH MENUKIT) with an edit icon.
- OWNER (1 MEMBER)**: Test Max Trainer (DISH MENUKIT, DISH WEBSITE, DISH WEBLISTING, DISH RESERVATION, DISH ORDER) with an edit icon.

On the far right, there is a vertical orange button labeled "UPDATES" with a red circle containing the number "2" above it.



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**.



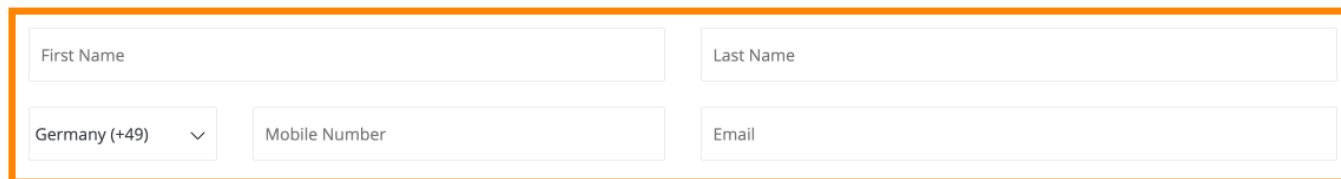
The screenshot shows the top navigation bar of the DISH application. On the left is the DISH by METRO logo. In the center are navigation links: 'Our solutions', 'Addons', 'Pricing', and 'Resources'. On the right, there is a user profile 'Test Max Trainer' and a language selector 'English'. Below the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



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)'.

2
UPDATES

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'. All buttons are currently greyed out.



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.



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

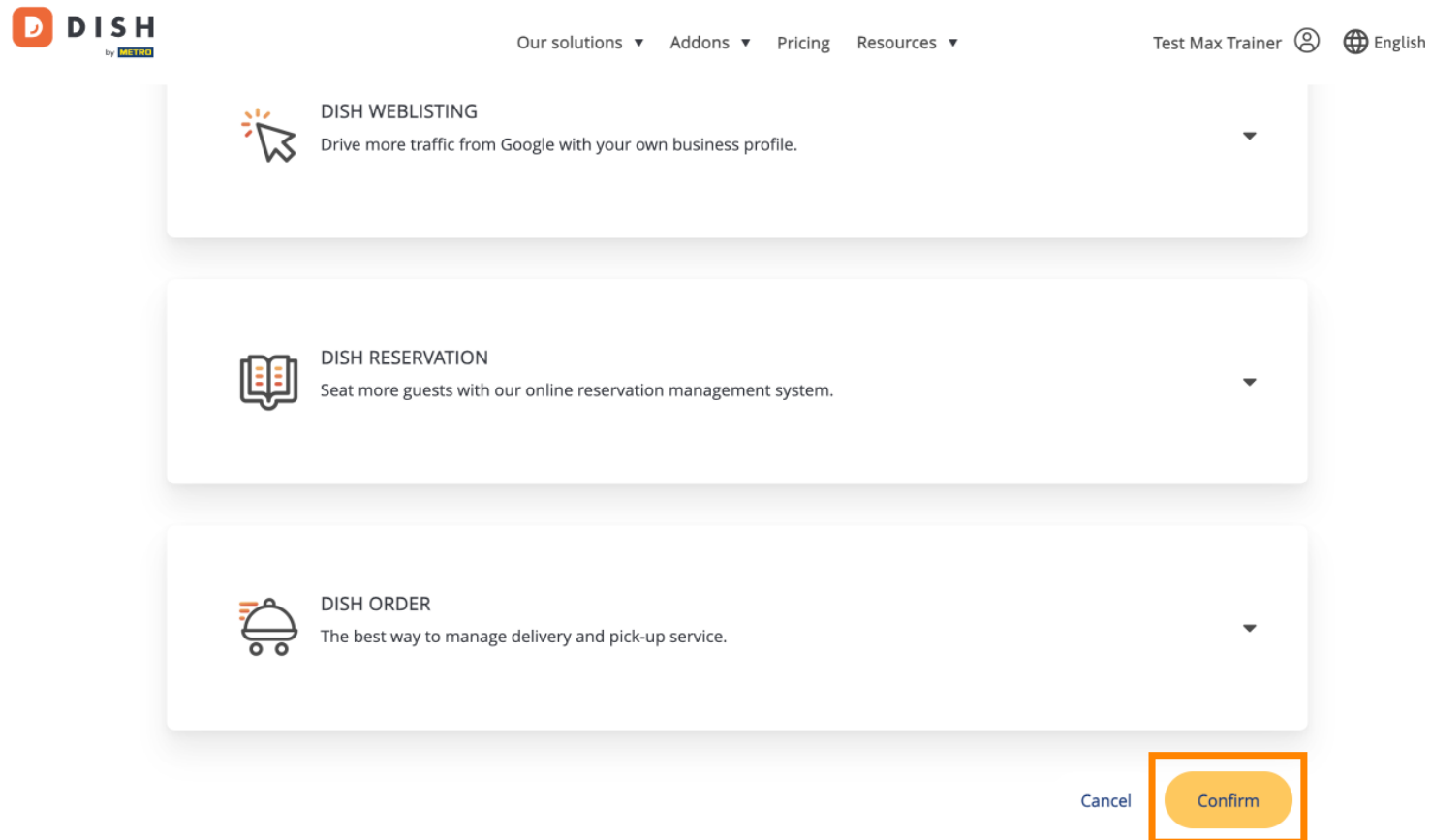
This role will receive a notification, once a Guest uses the contact form on your website to send a message to you

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 white cards, each with an icon and a description:

- 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.

Establishment Selected: TEST BISTRO TRAINING (22 ACTIVE ESTABLISHMENTS)

Our solutions ▾ Addons ▾ Pricing Resources ▾ Test Max Trainer English

MY SUBSCRIPTIONS MY TEAM MY ESTABLISHMENT

We just sent a new invitation to John

Manage your team members

BY JOB ROLE BY NAME + Add Person Search

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			

UPDATES 2



Digitalize para ir para o player interativo