

Once you logged in to your DISH Order dashboard click on users.











i You now see an overview of your registered customers.

Customers								= 📌	0
DASHBOARD	+ N	lew	👕 De	Groups					T
🖶 RESTAURANT 🛛 <				FULL NAME	EMAIL	TELEPHONE	DATE REGISTERED	STATUS	₽
भ1 кітснем <		A	-				27 Jul 2021 at 19:12	Disabled	
년 SALES <		A	-	test analytics			27 Jun 2021 at 16:24	Enabled	
🗠 MARKETING <		ø	.	Max Trainer			27 May 2021 at 15:39	Enabled	
		ø	.	abbb bbb			17 Mar 2021 at 17:30	Enabled	
		ø	•	Testi Tester10			15 Mar 2021 at 10:44	Enabled	
Customers		A	.	TEST REPLY			10 Mar 2021 at 16:04	Enabled	
LOCALISATION <		ø	.				25 Feb 2021 at 21:50	Enabled	
🖌 TOOLS 🛛 <		ø	•				25 Jan 2021 at 09:20	Enabled	
🛠 SYSTEM <		A	±				18 Dec 2020 at 11:35	Enabled	
Version : 1.43.0-p1		ø	•				5 Nov 2020 at 16:55	Enabled	
		A	±				24 Sep 2020 at 11:06	Enabled	
									?



By clicking on new you can create a new customer account.

Customers										9
DASHBOARD D		+ N	ew	👕 De	elete Groups					T
🚍 RESTAURANT	<				FULL NAME	EMAIL	TELEPHONE	DATE REGISTERED	STATUS	111
	<		A	•				27 Jul 2021 at 19:12	Disabled	
네 SALES	<		A	-	test analytics			27 Jun 2021 at 16:24	Enabled	
	<		ø	•	Max Trainer			27 May 2021 at 15:39	Enabled	
			ø	.	abbb bbb			17 Mar 2021 at 17:30	Enabled	
USERS	Ň		# *	•	Testi Tester10			15 Mar 2021 at 10:44	Enabled	
Customers			ø	.	TEST REPLY			10 Mar 2021 at 16:04	Enabled	
LOCALISATION	<		B	.				25 Feb 2021 at 21:50	Enabled	
🗲 TOOLS	<		A ¹	•				25 Jan 2021 at 09:20	Enabled	
SYSTEM	<		" *					18 Dec 2020 at 11:35	Enabled	
			A ¹	•				5 Nov 2020 at 16:55	Enabled	
			A	±				24 Sep 2020 at 11:06	Enabled	
										?



If you want to delete an user account select it by setting the check mark.

Customers									= •	0
🙆 DASHBOARD		+ N	ew	† D€	Groups					T
🖶 RESTAURANT	<				FULL NAME	EMAIL	TELEPHONE	DATE REGISTERED	STATUS	11
₩ 1 KITCHEN	<		"	.				27 Jul 2021 at 19:12	Disabled	
년 SALES	<		ø	±	test analytics			27 Jun 2021 at 16:24	Enabled	
	<		A ¹	.	Max Trainer			27 May 2021 at 15:39	Enabled	
•			ø	.	abbb bbb			17 Mar 2021 at 17:30	Enabled	
USERS	Ý		ø	•	Testi Tester10			15 Mar 2021 at 10:44	Enabled	
Customers			ø	.	TEST REPLY			10 Mar 2021 at 16:04	Enabled	
LOCALISATION	<		"	±				25 Feb 2021 at 21:50	Enabled	
🗲 TOOLS	<		ø	.				25 Jan 2021 at 09:20	Enabled	
SYSTEM	<		ø	<u>.</u>				18 Dec 2020 at 11:35	Enabled	
			ø	±				5 Nov 2020 at 16:55	Enabled	
			ø	<u>.</u>				24 Sep 2020 at 11:06	Enabled	
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O

And click on delete.

Customers								= •	0
8 DASHBOARD	+ N	lew	T De	Groups					T
🗃 RESTAURANT 🛛 <				FULL NAME	EMAIL	TELEPHONE	DATE REGISTERED	STATUS	11
M KITCHEN <		ø	-				27 Jul 2021 at 19:12	Disabled	
년 SALES <		ø	-	test analytics			27 Jun 2021 at 16:24	Enabled	
🗠 MARKETING <		A	•	Max Trainer			27 May 2021 at 15:39	Enabled	
		A	.	abbb bbb			17 Mar 2021 at 17:30	Enabled	
		A 1	•	Testi Tester10			15 Mar 2021 at 10:44	Enabled	
Customers		ø	.	TEST REPLY			10 Mar 2021 at 16:04	Enabled	
LOCALISATION <		ø	*				25 Feb 2021 at 21:50	Enabled	
🖌 TOOLS <		ø	.				25 Jan 2021 at 09:20	Enabled	
🛠 SYSTEM <		A	±				18 Dec 2020 at 11:35	Enabled	
		ø	.				5 Nov 2020 at 16:55	Enabled	
		A					24 Sep 2020 at 11:06	Enabled	
									?



• To edit an already registered customer click on the pencil icon.

Customers	6								— •	0
🙆 DASHBOARD		+	New	T De	Groups					۲
🖶 RESTAURANT	<				FULL NAME	EMAIL	TELEPHONE	DATE REGISTERED	STATUS	#
	<		di s	.				27 Jul 2021 at 19:12	Disabled	
迪 SALES	<		ø	±	test analytics			27 Jun 2021 at 16:24	Enabled	
🗠 MARKETING	<	Ο	ø	•	Max Trainer			27 May 2021 at 15:39	Enabled	
•			ø	*	abbb bbb			17 Mar 2021 at 17:30	Enabled	
USERS	~		A	*	Testi Tester10			15 Mar 2021 at 10:44	Enabled	
Customers			A	.	TEST REPLY			10 Mar 2021 at 16:04	Enabled	
LOCALISATION	<		A	.				25 Feb 2021 at 21:50	Enabled	
🗲 TOOLS	<		ø	.				25 Jan 2021 at 09:20	Enabled	
🛠 SYSTEM	<		A	±				18 Dec 2020 at 11:35	Enabled	
			ø	.				5 Nov 2020 at 16:55	Enabled	
			ø	±				24 Sep 2020 at 11:06	Enabled	
										?



In the tab customer you can edit the name, email and phone number the customer has provided when he created an account in your store.

Customer	Edit			= 📌 🔼
🚯 DASHBOARD		B Save & Close		
🗃 RESTAURANT		Customer Address Orders		
		First Name	Last Name	
년 SALES		Мах	Trainer	
🗠 MARKETING		Email	Telephone	
LUSERS	~		+49	
Customers		Password	Confirm Password	
LOCALISATION		Leave blank to leave password unchanged		
🗲 TOOLS		Customer Group	Newsletter Status	
🗱 SYSTEM		Default group 👻		
				2



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You are also able to change the password of the customers store account. Note: The password is required by the customer to log in.

🖻 Cu	ustomer Ed	it			= 📌 💽
🚯 DASHBO	OARD		Save Save & Close		
🖀 RESTAU	JRANT	<	Customer Address Orders		
ү кітсне	N	<	First Name	Last Name	
迪 SALES		<	Max	Trainer	
🗠 MARKE	TING	<	Email	Telephone	
LUSERS		~	the second se	+49 •	
Custon	mers		Password	Confirm Password	
LOCALIS	SATION	<	Leave blank to leave password unchanged		
🗲 TOOLS		<	Customer Group	Newsletter Status	
🗱 SYSTEN	И	<	Default group 👻	Subscribe Enabled	
					6



All customers are automatically in a default group.



If the customer accepted to receive newsletters, the newsletter option will be set to subscribe.

Customer	Edit			= 🔹 💽
🚯 DASHBOARD		Save Save & Close		
🗃 RESTAURANT	<	Customer Address Orders		
	<	First Name	Last Name	
ഥ SALES	<	Мах	Trainer	
🗠 MARKETING	<	Email	Telephone	
LUSERS	~		+49 -	
Customers		Password	Confirm Password	
LOCALISATION	<	Leave blank to leave password unchanged		
🗲 TOOLS	<	Customer Group	Newsletter Status	
🕫 SYSTEM	<	Default group 👻	Subscribe	-
				0
				6



• To disable an account simply set the status switch to disabled.

Customer	Edit			= 📌 🔼
🙆 DASHBOARD		Save Save & Close		
🗃 RESTAURANT	<	Customer Address Orders		
	<	First Name	Last Name	
ഥ SALES	<	Max	Trainer	
🗠 MARKETING	<	Email	Telephone	
LUSERS	~	Password	+49 Confirm Password	
Customers				
LOCALISATION	<	Leave blank to leave password unchanged		
🗲 TOOLS	<	Customer Group	Newsletter State	s.
SYSTEM	<	Default group 🔻	Subscribe	nabled
				?



• When you are finished with your changes apply them by clicking on save.

Custome	r Edit				= 🔹 🖸	
🙆 DASHBOARD		Save Save & Close				
🖶 RESTAURANT	<	Customer Address Orders				
YI KITCHEN	<	First Name	Last Name			
ഥ SALES	<	Мах	Trainer			
	<	Email	Telephone			
LUSERS	~	Password	Confirm Password			
Customers						
LOCALISATION	<	Leave blank to leave password unchanged				
🖌 tools	<	Customer Group	Newsletter	Status		
🗱 SYSTEM	<	Default group 👻	Subscribe	Enabled		
					?	



In the tab address you can see the addresses the customer has saved in his account.

Customer	r Edit		= * O
🙆 DASHBOARD		Save Save & Close	
🖶 RESTAURANT		Customer Address Orders	
		Address 1 🙁 🗧 🕂	
네 SALES		Address 1	Address 2
MARKETING			
LUSERS	~	City	State
Customers		Postcode	Country
LOCALISATION			
🗲 TOOLS			
🗱 SYSTEM			
			2



• To add an additional address click on the book icon with the plus sign.

Customer Edit		1	= 📌 🙁
🙆 DASHBOARD	B Save & Close		
🖀 RESTAURANT 🛛 <	Customer Address Orders		
YI KITCHEN <	Address 1 😮 🔳 🛨		
년 SALES <	Address 1	Address 2	
🗠 MARKETING <			
💄 USERS 🛛 🗸	City	State	
Customers	Postcode	Country	
LOCALISATION <			•
🗲 TOOLS <			
🛠 SYSTEM <			
MARKETING USERS Customers Customers Customers TOOLS SYSTEM SYSTEM	City	State Country	



• Then click on the new created address to enter the new address information.

Customer	Edit			= 📌 🔼
🙆 DASHBOARD		B Save & Close		
🖶 RESTAURANT	<	Customer Address Orders		
	<	Address 1 3 Address 2 3 🖛		
년 SALES	<	Address 1	Address 2	
🗠 MARKETING	<			
	~	City	State	
Customers		Postcode	Country	
LOCALISATION	<		in the second se	•
🖌 TOOLS	<			
SYSTEM	<			
				0



• To delete an address click on the small cross next to it.

Custon	ner Edit			= 🗢 💽					
DASHBOARD		Save Save & Close							
🖀 RESTAURANT	<	Customer Address Orders							
M KITCHEN	<	Address 1 O Address O E+							
네 SALES	<	Address 1	Address 2						
MARKETING	<								
LUSERS	~	City	State						
Customers		Postcode	Country						
LOCALISATION	<			~					
🖌 TOOLS	<								
🗱 SYSTEM	<								
				2					



• When you are finished with your changes apply them by clicking on save.

Ð	Customer	Edit			= 📌 🖸
🙆 DAS	SHBOARD		Save Save & Close		
🖀 RES	STAURANT		Customer Address Orders		
41 KIT	CHEN		Address 1 🕴 🚍 🕂		
년 SAI	LES		Address 1	Address 2	
№ МА	RKETING				
💄 USI	ERS	~	City	State	
Cı	ustomers		Postcode	Country	
⊕ LO(CALISATION			Real Control of Contro	•
🖋 то	OLS				
🕫 SYS	STEM				
					6



In the tab orders you can see the overview of all orders the customer has made in your store.

Customer	Edit								=	* 0
🙆 DASHBOARD		Save	Save & Close							
🗃 RESTAURANT	<	Custo	mer Address	Orders						
	<	ID	CUSTOMER NAME		STATUS	TYPE	TOTAL	FULFILMENT TIME	FULFILMENT DATE	
迪 SALES	<	37			Accepted	Delivery	6.7	16:30:00	2021-03-15 00:00:00	
		38			Accepted	Delivery	6.7	16:30:00	2021-03-15 00:00:00	
MARKETING	<	49			Accepted	Pick-up	11.6	11:39:00	2021-04-09 00:00:00	
LUSERS	~	50			Accepted	Pick-up	11.6	12:05:00	2021-04-09 00:00:00	
Customers		59			Canceled	Pick-up	10.8	10:31:00	2021-05-07 00:00:00	
LOCALISATION	<	61			Canceled	Pick-up	6.7	12:08:00	2021-05-07 00:00:00	
🗲 TOOLS	<									
🗱 SYSTEM	<									
										2



