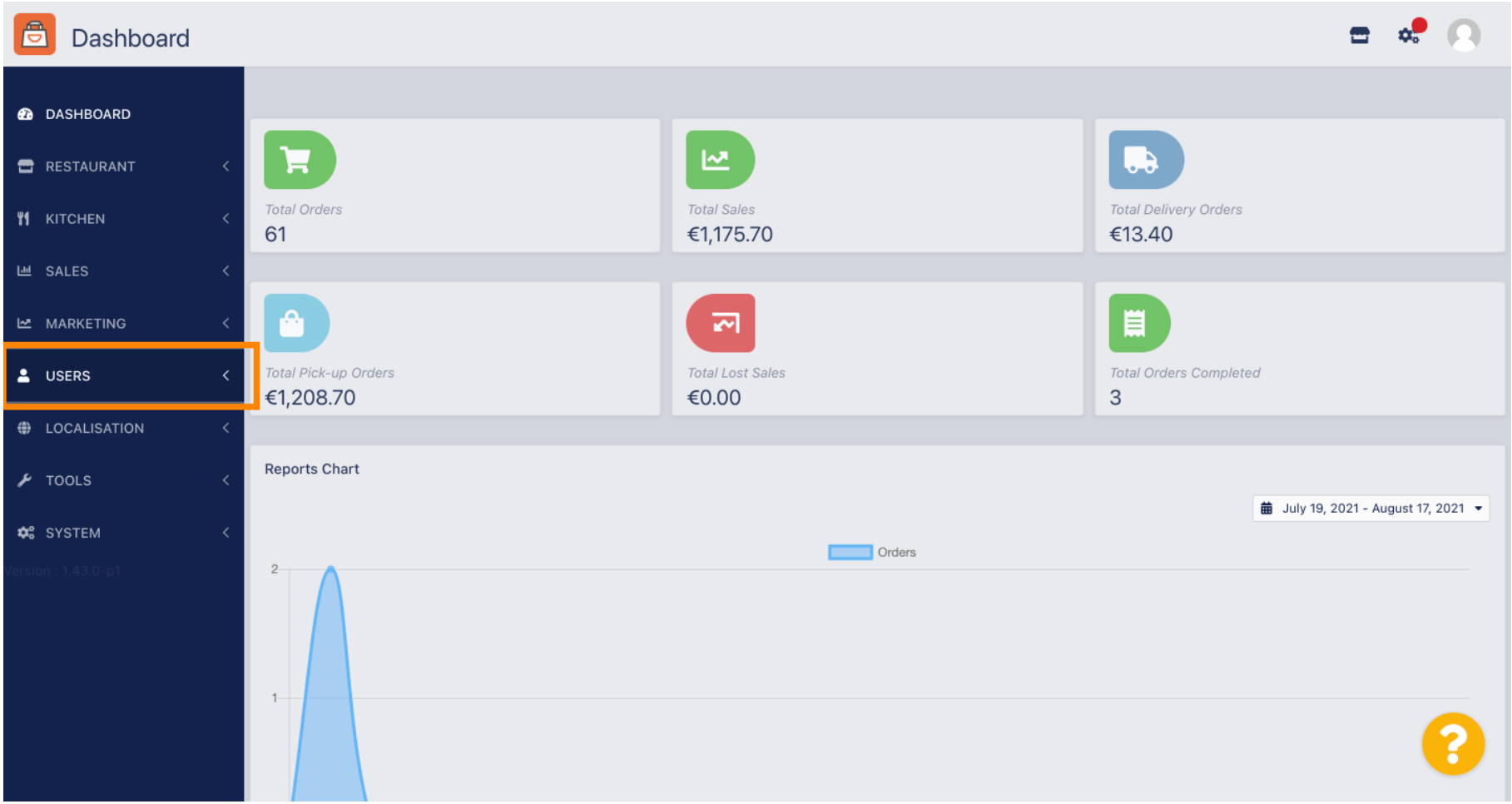
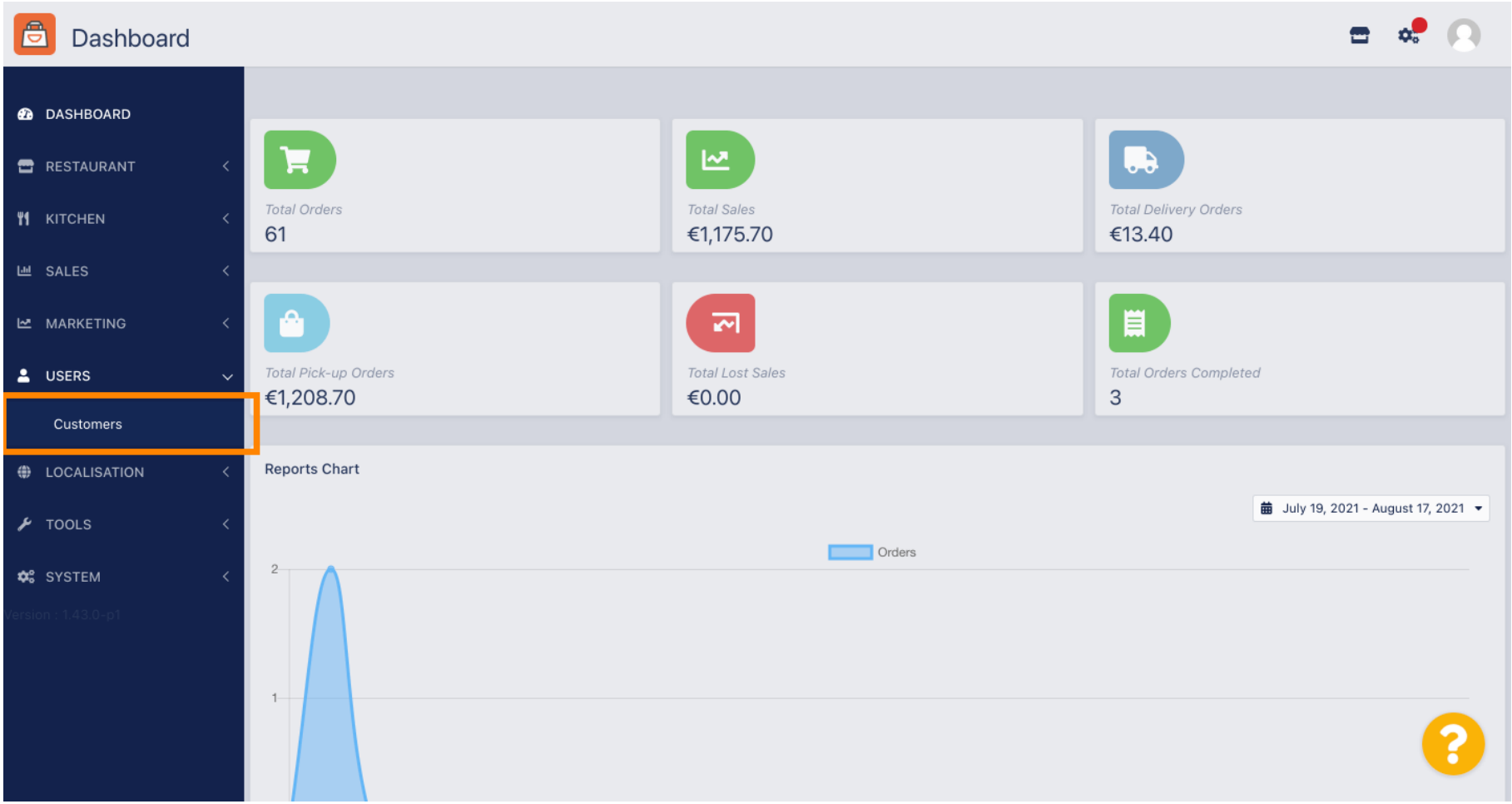
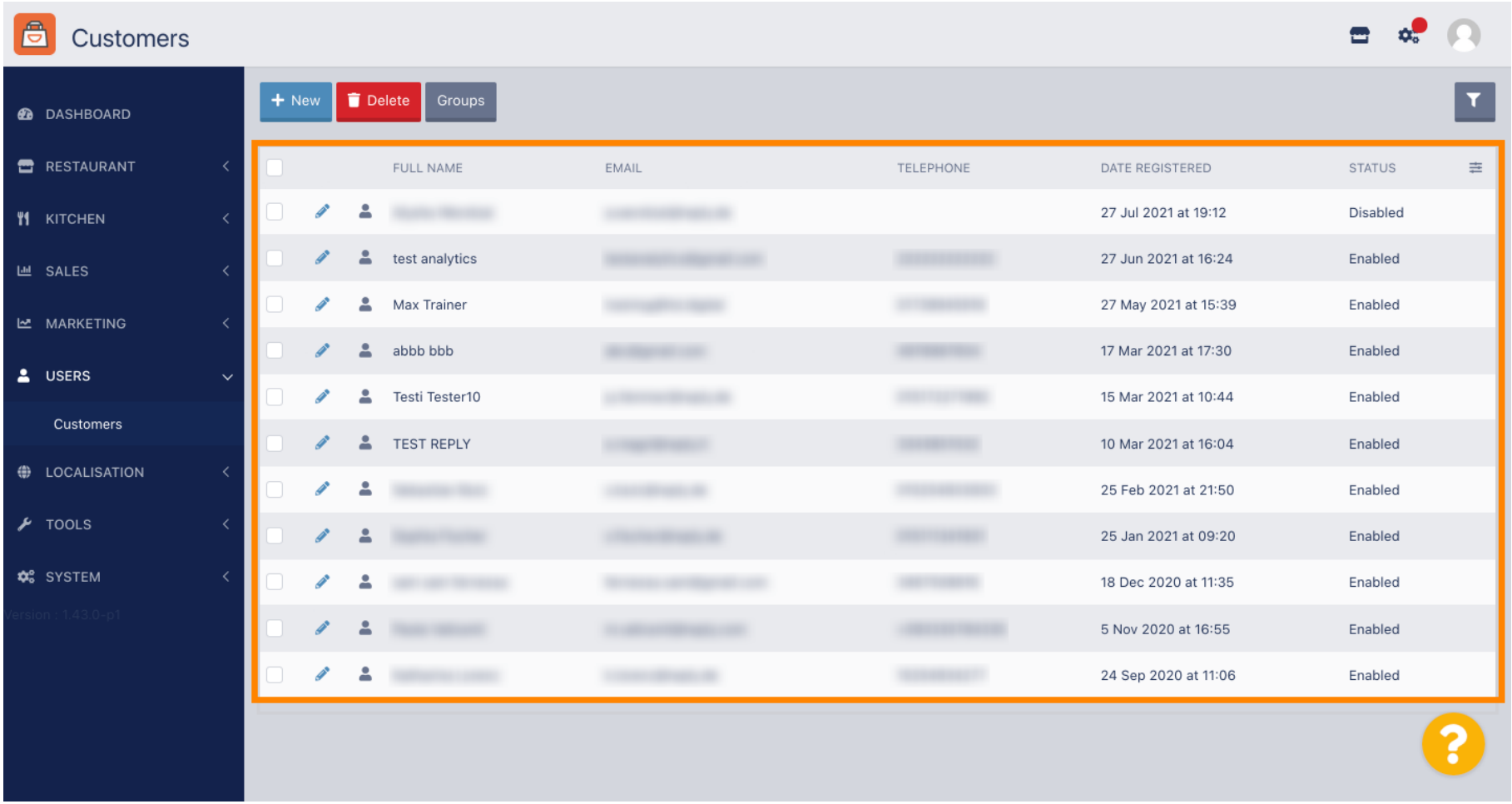
Once you logged in to your DISH Order dashboard click on users.



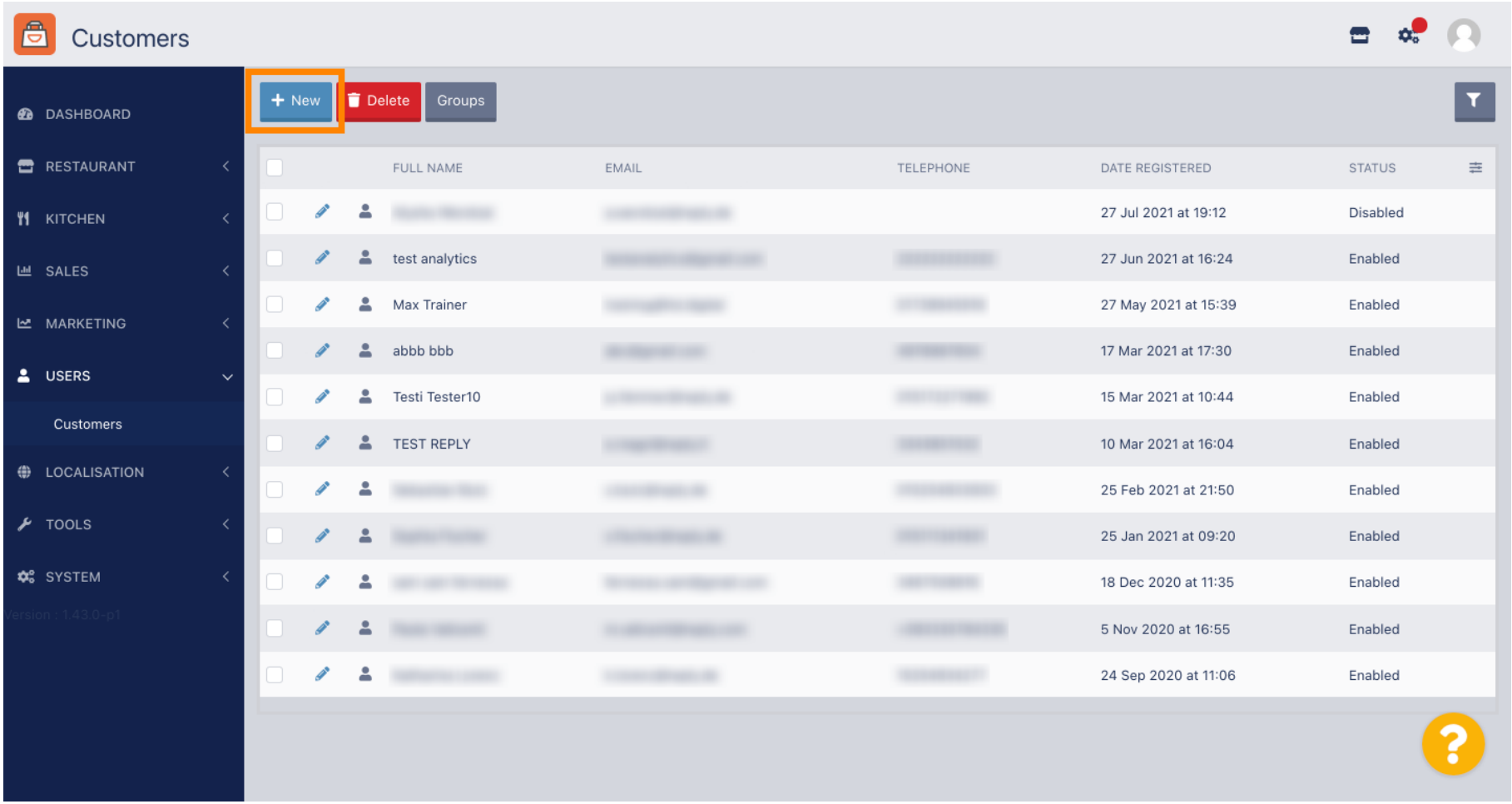
And then open the section customers.



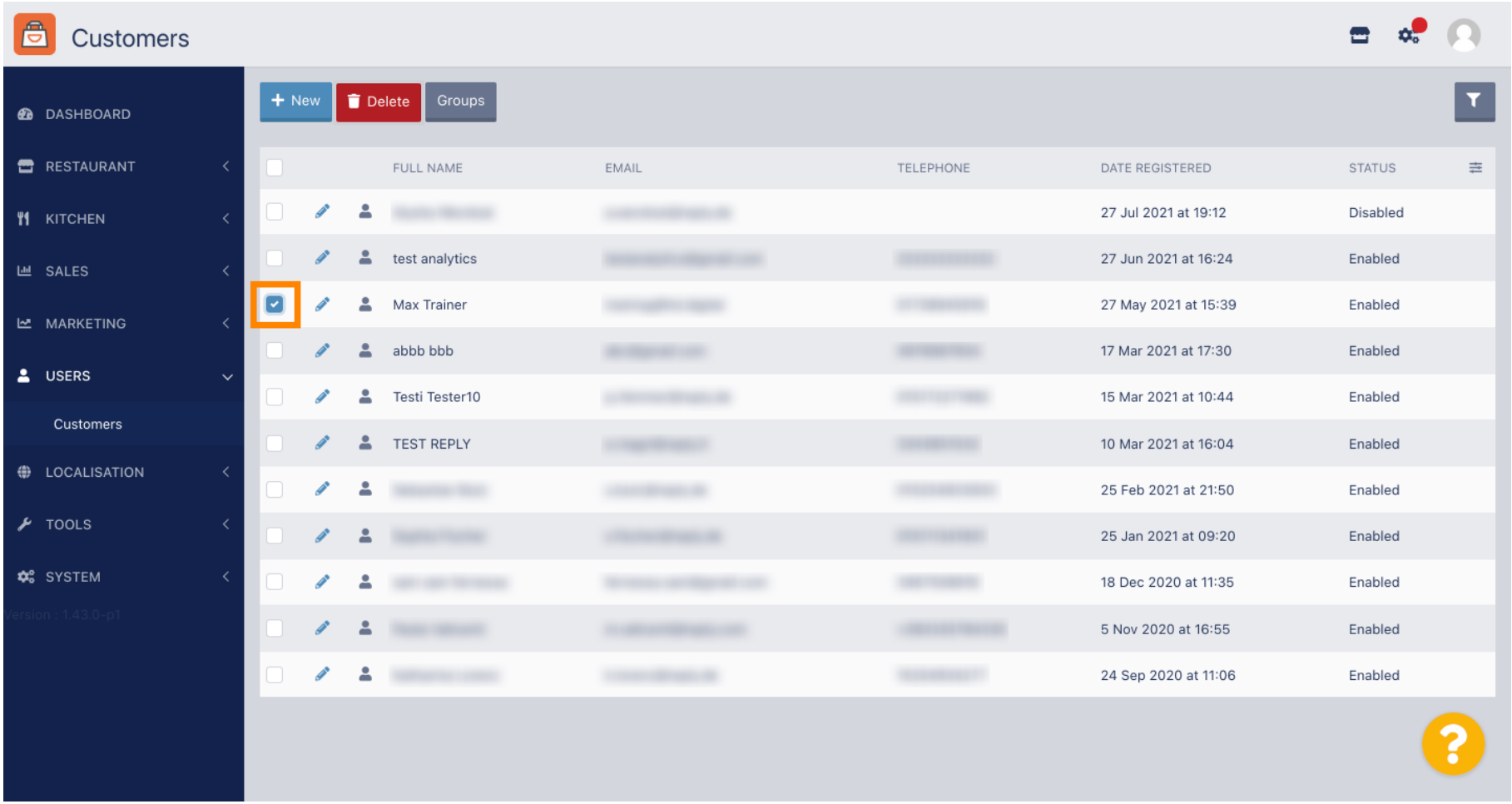
You now see an overview of your registered customers.



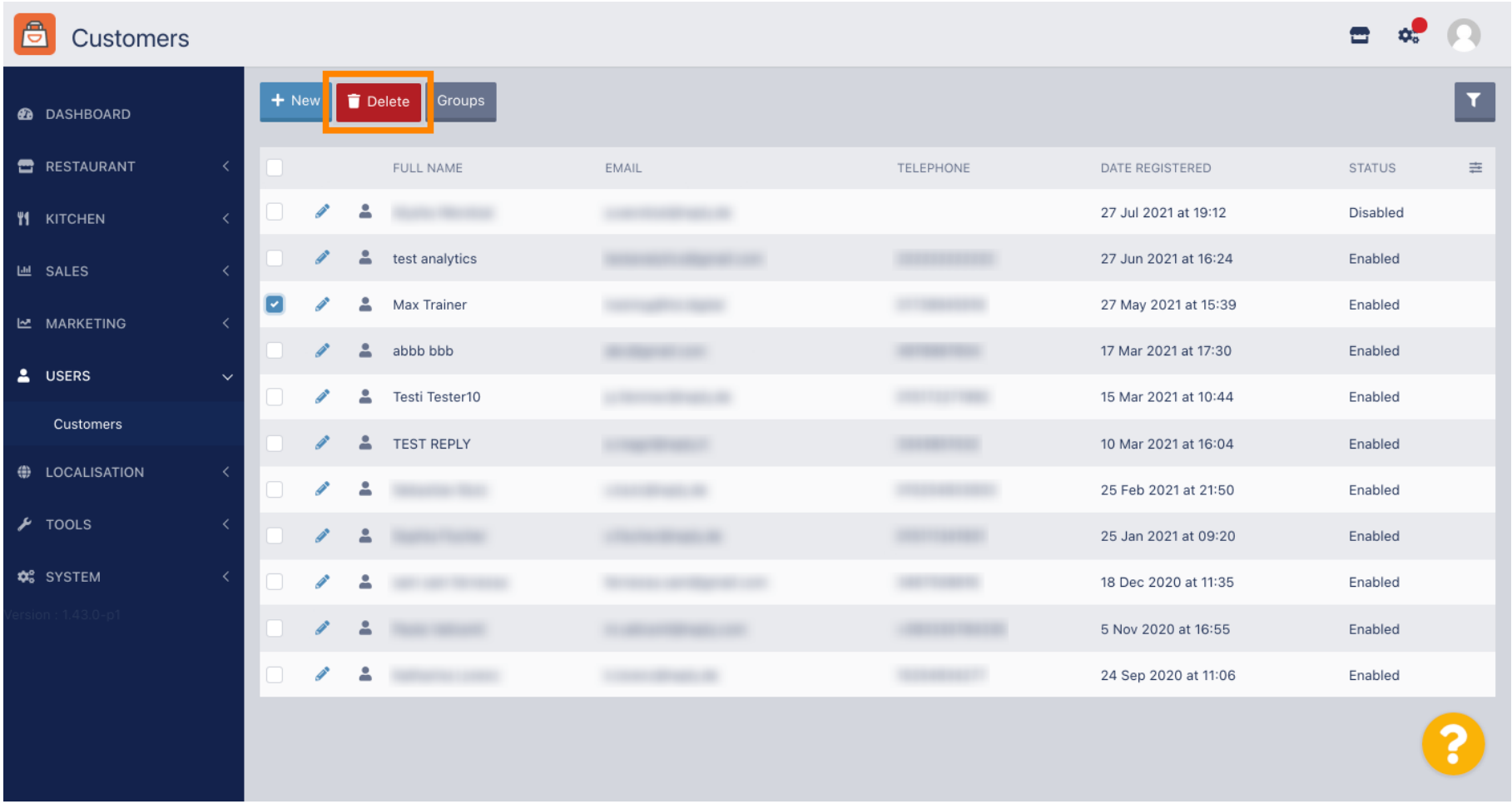
By clicking on new you can create a new customer account.



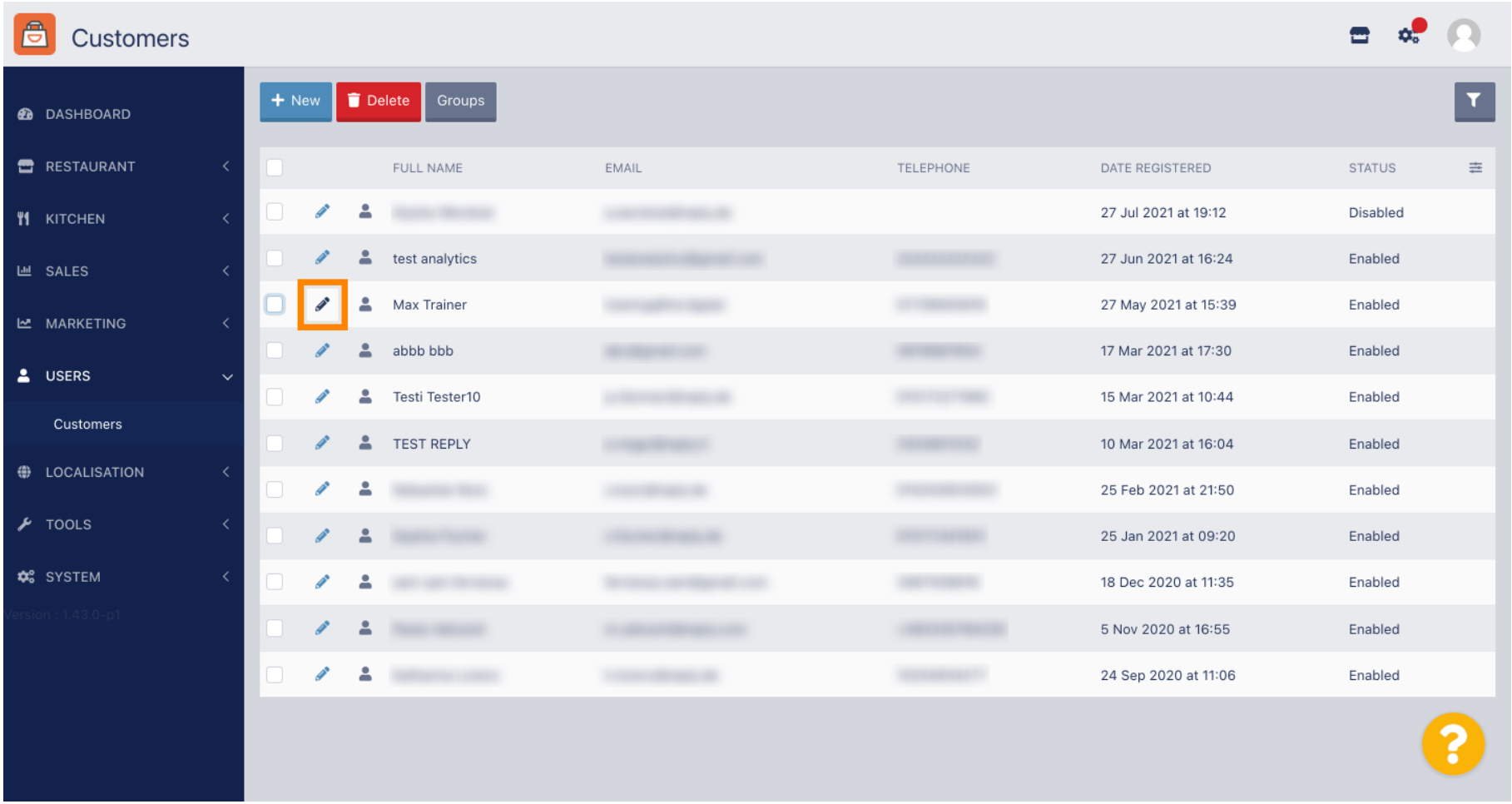
If you want to delete an user account select it by setting the check mark.



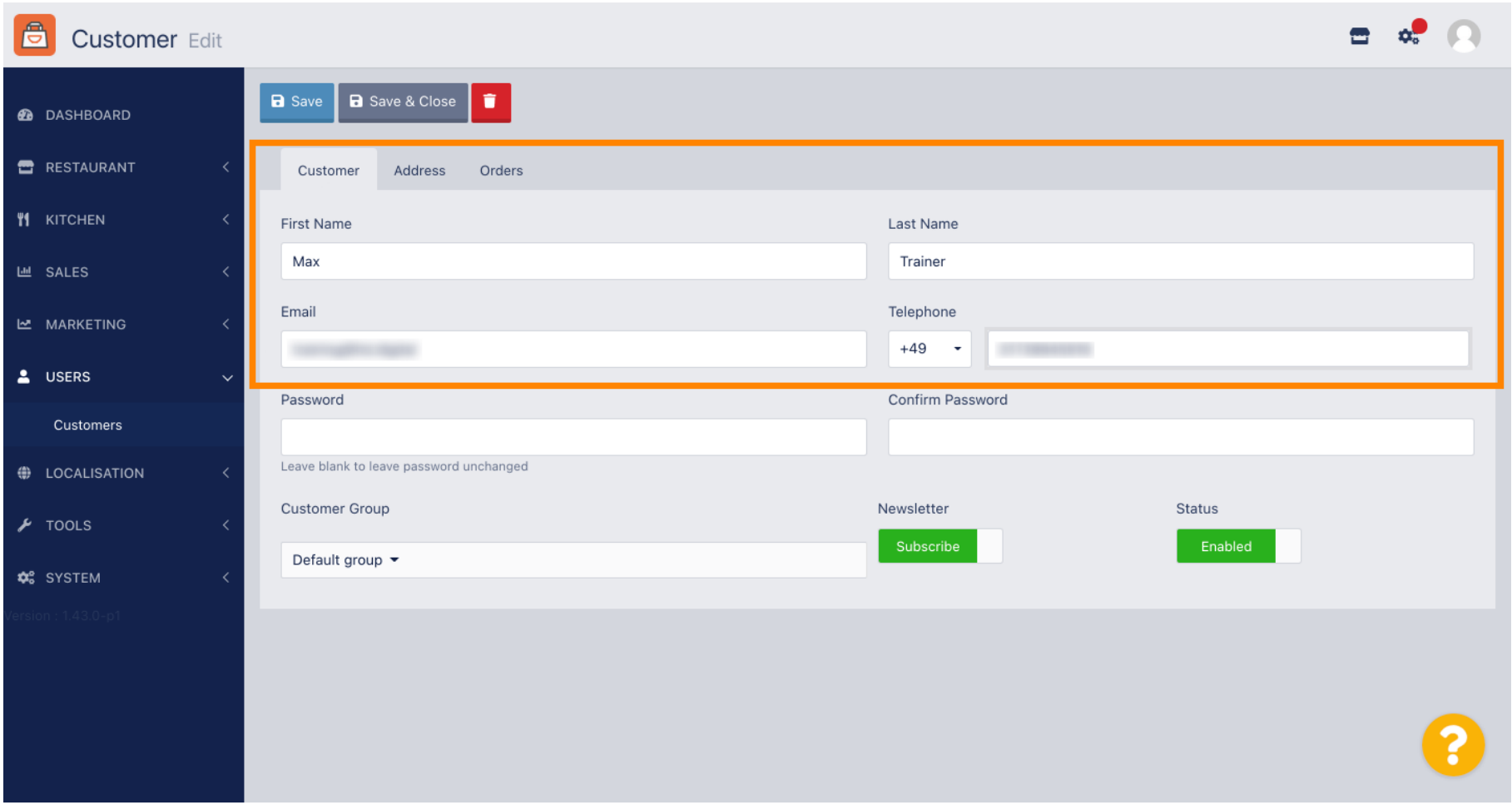
And click on delete.



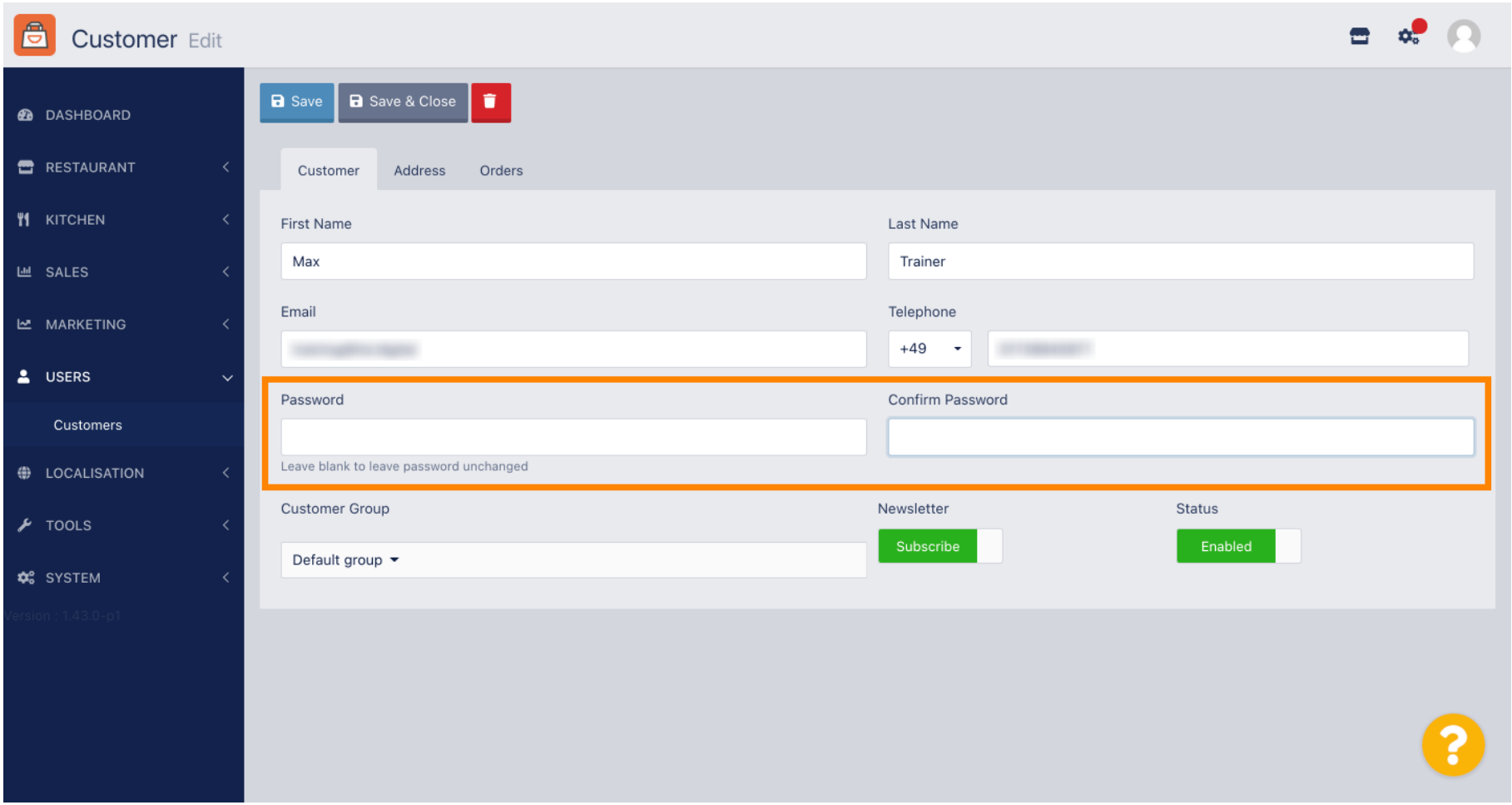
To edit an already registered customer click on the pencil icon.



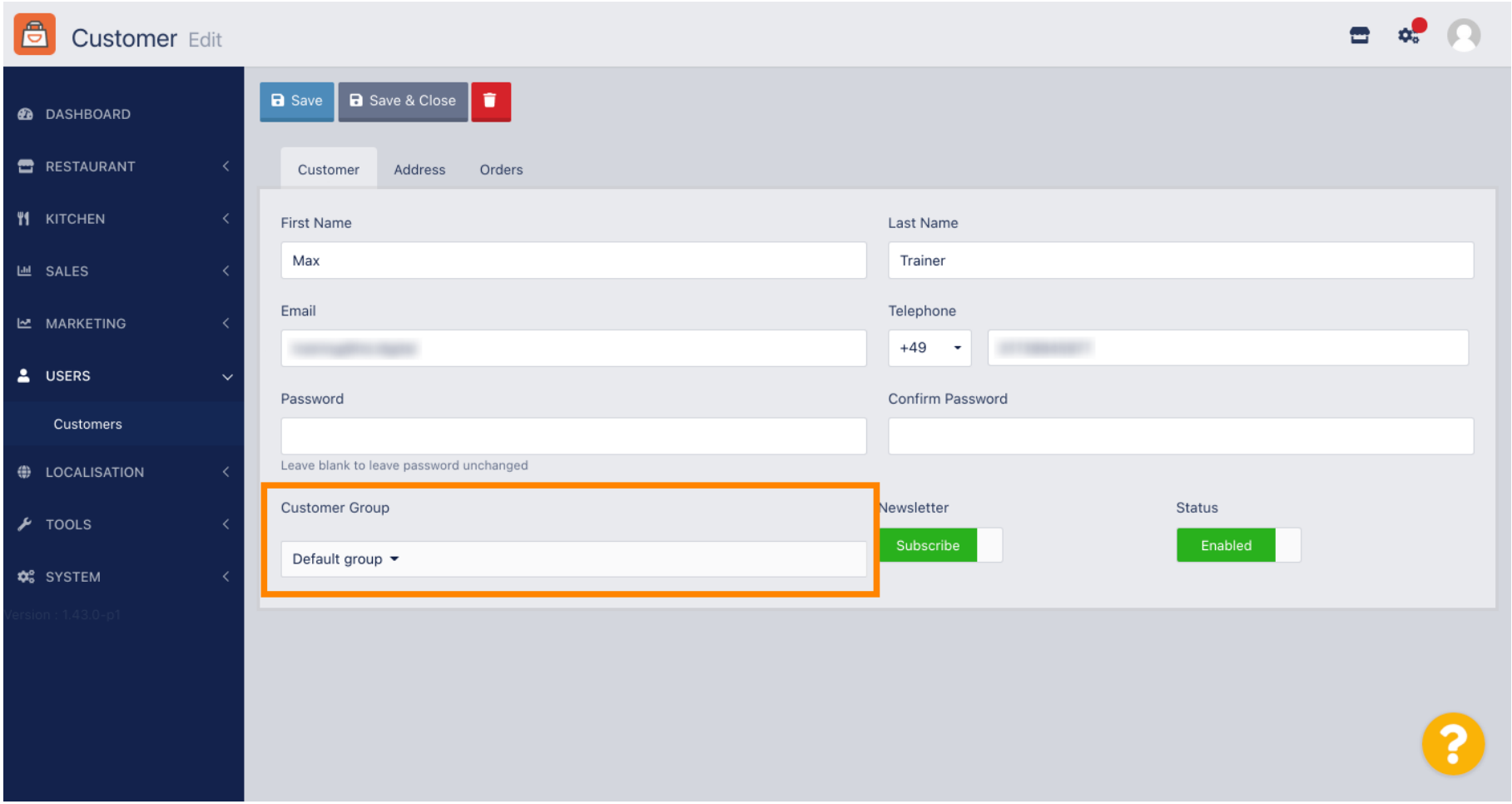
In the tab customer you can edit the name, email and phone number the customer has provided when he created an account in your store.



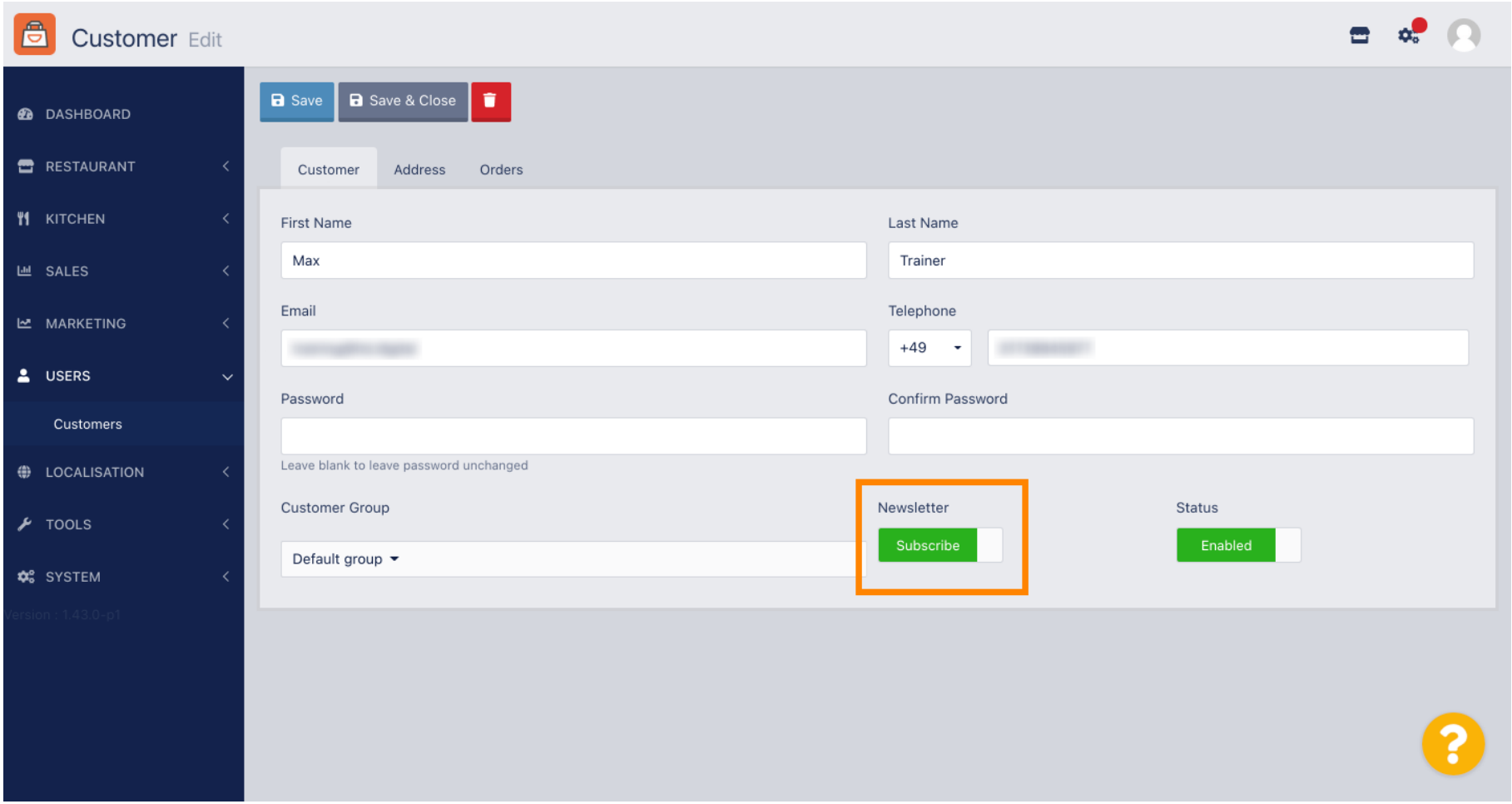
You are also able to change the password of the customers store account. Note: The password is required by the customer to log in.



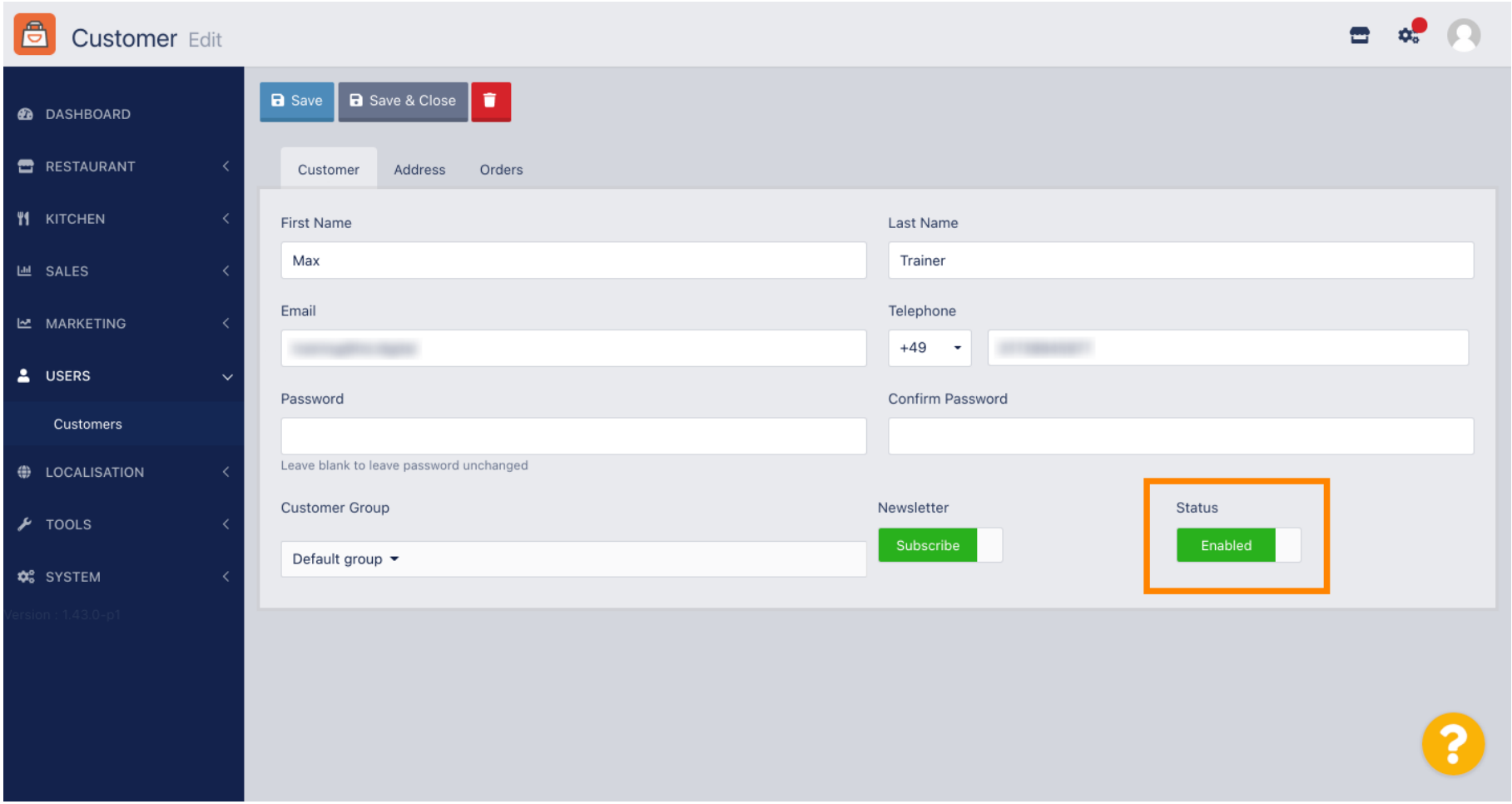
All customers are automatically in a default group.



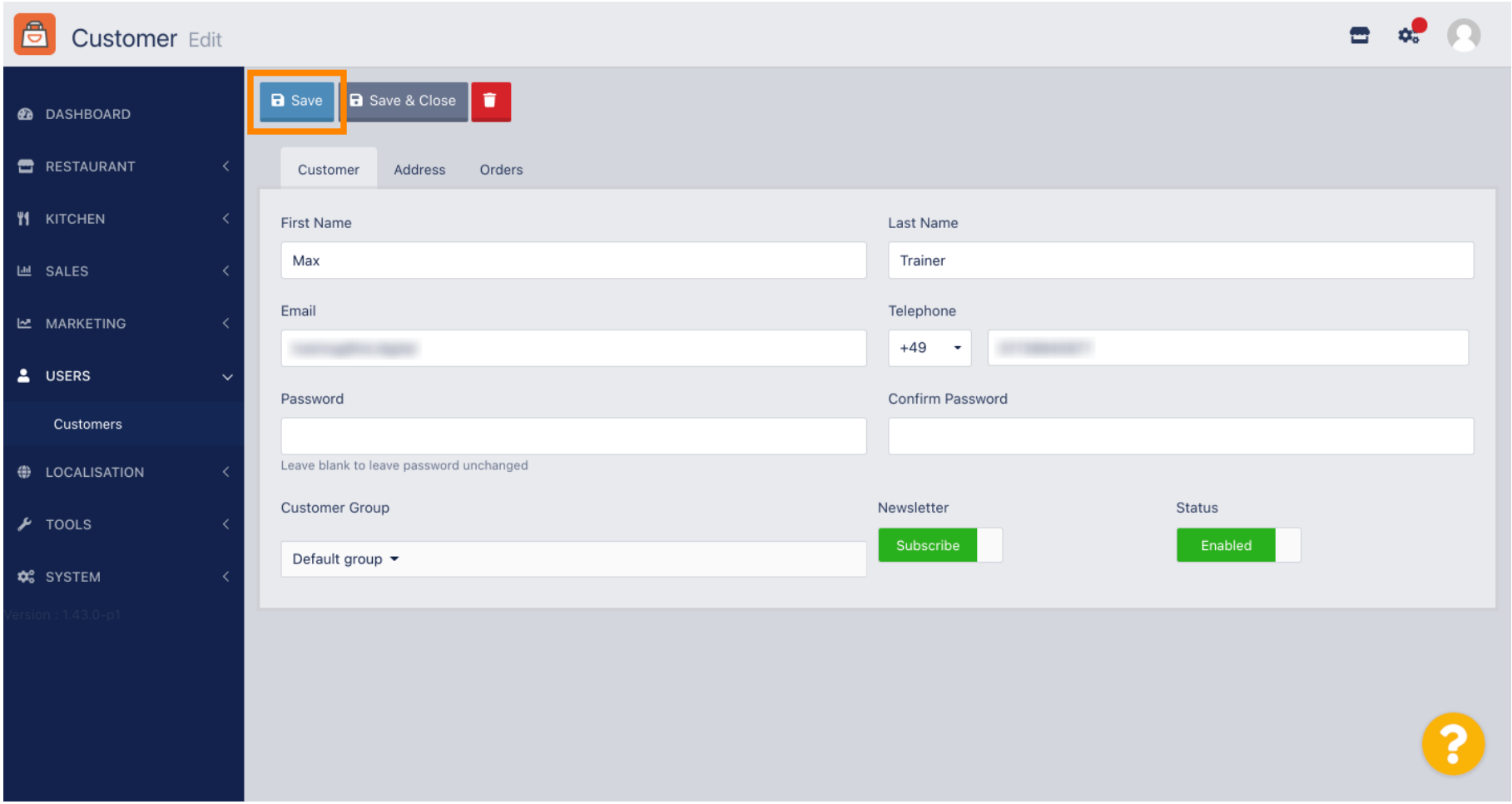
If the customer accepted to receive newsletters, the newsletter option will be set to subscribe.



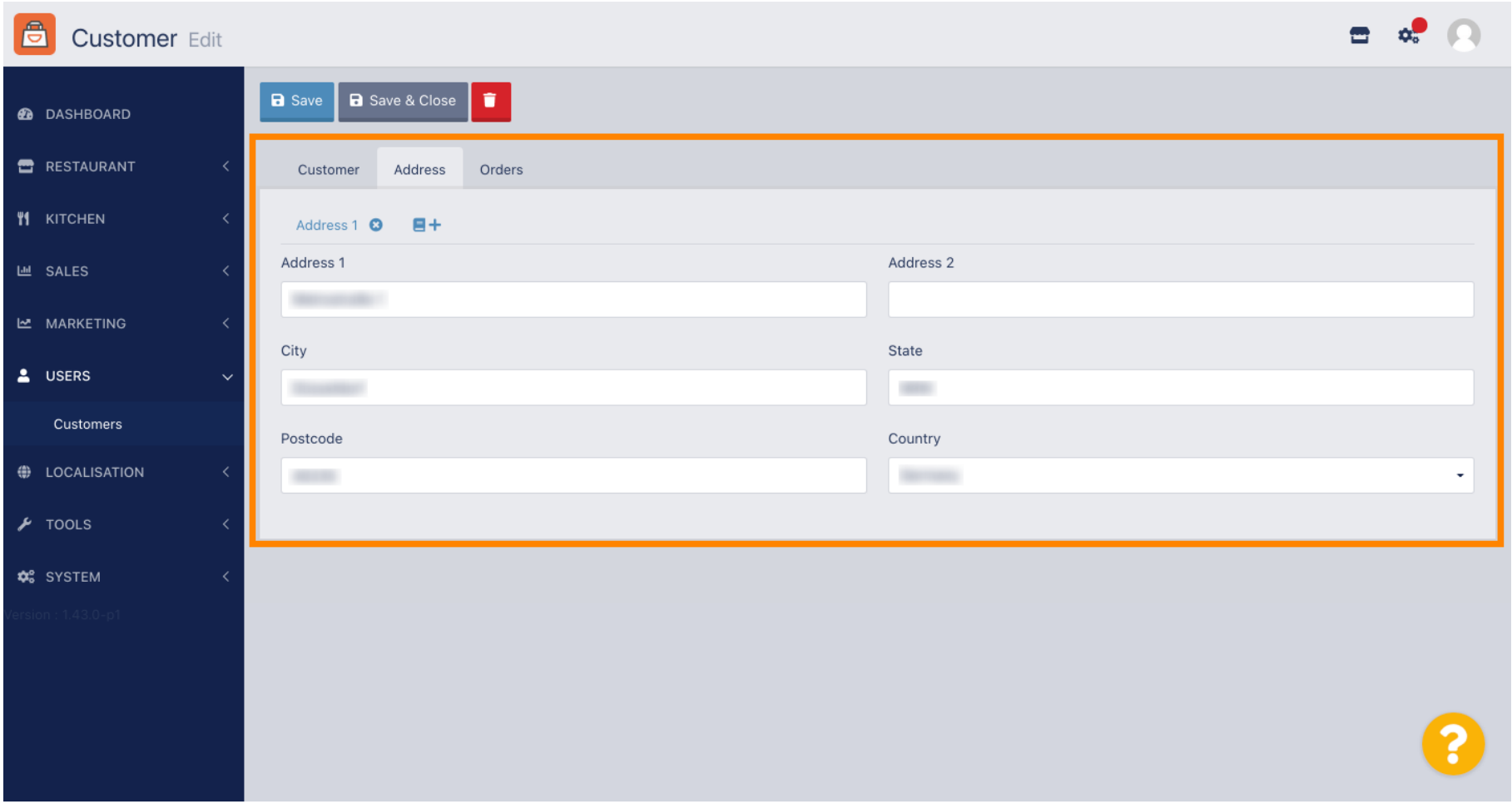
To disable an account simply set the status switch to disabled.



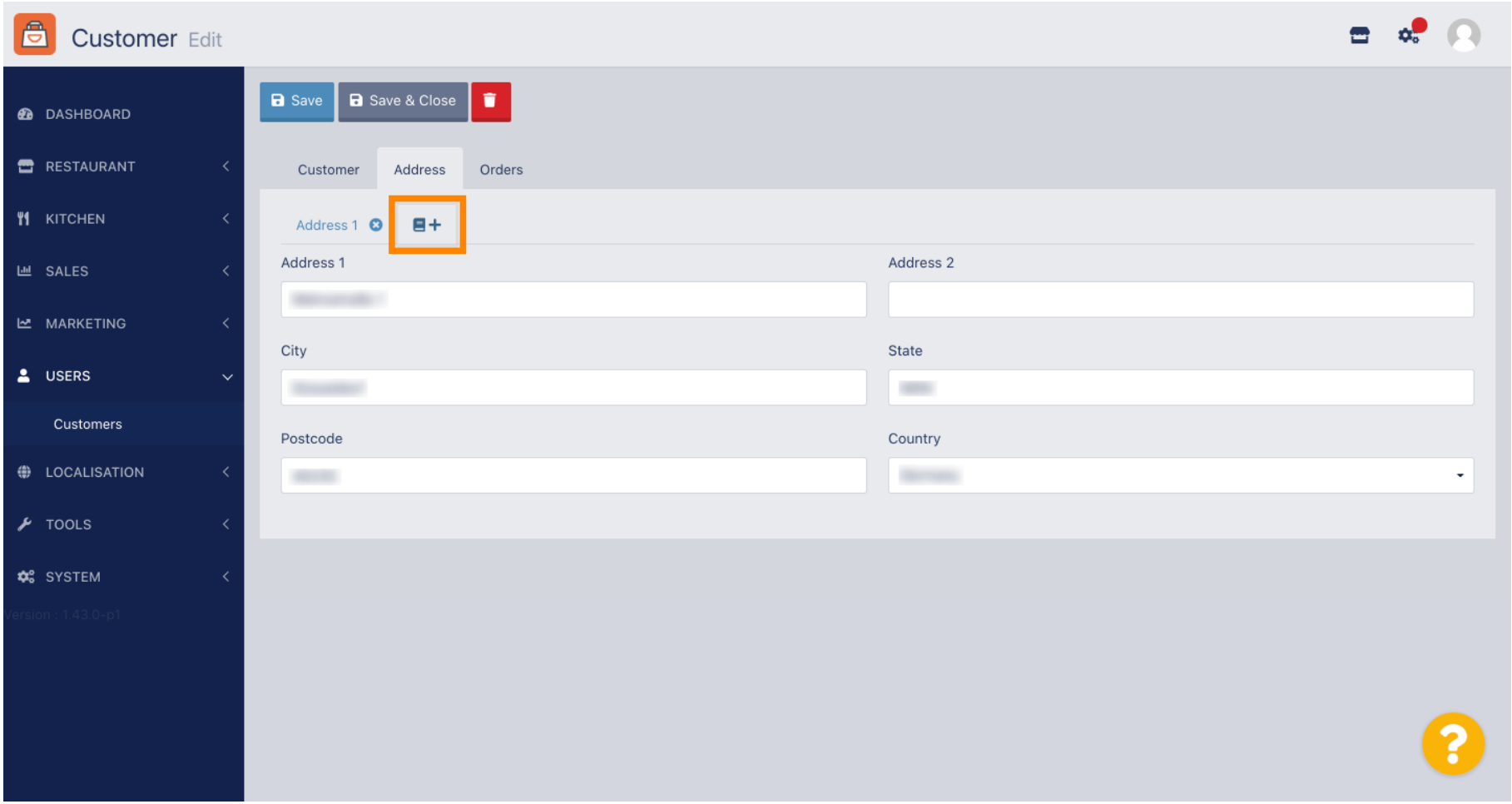
When you are finished with your changes apply them by clicking on save.



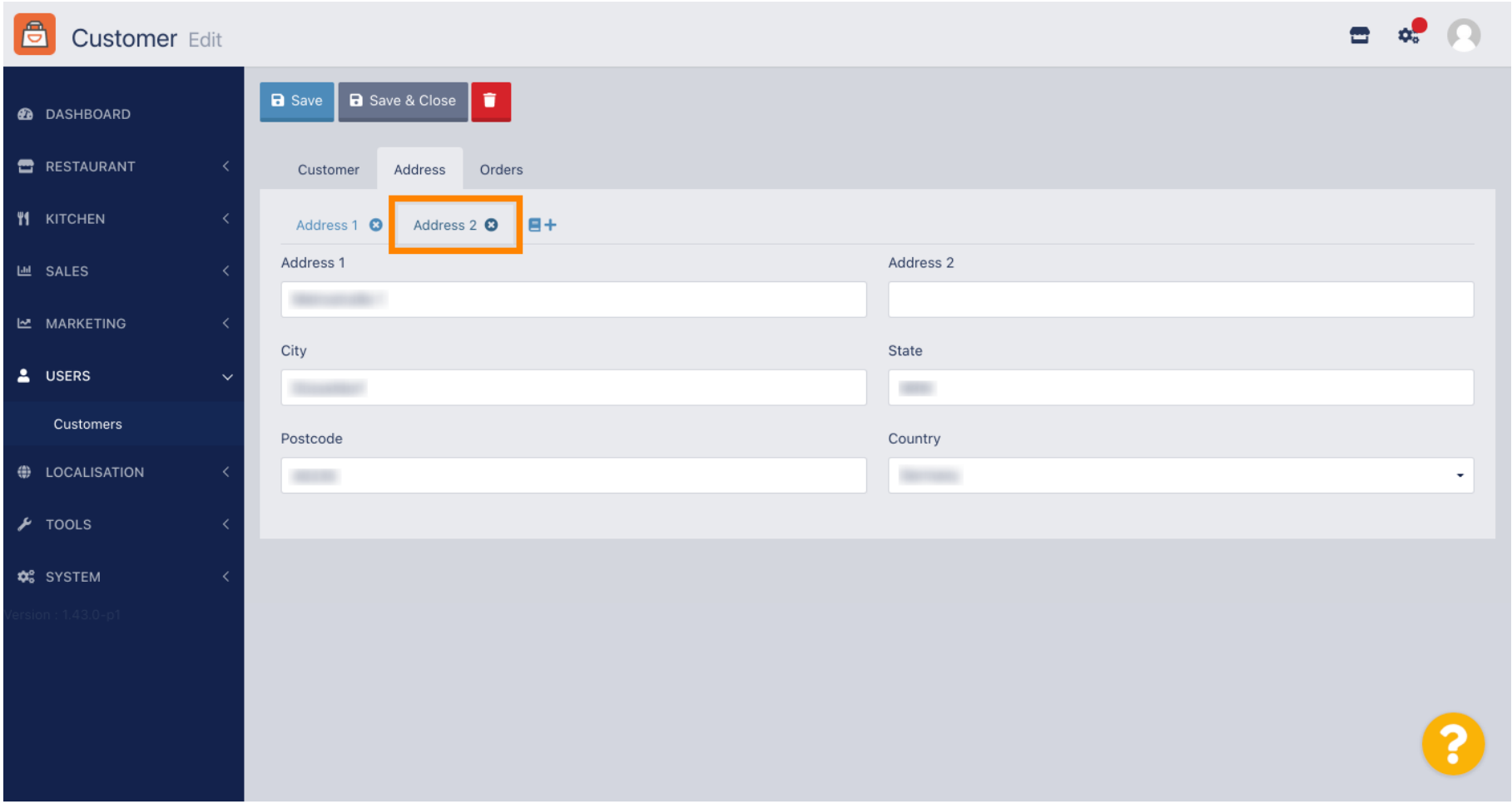
In the tab address you can see the addresses the customer has saved in his account.



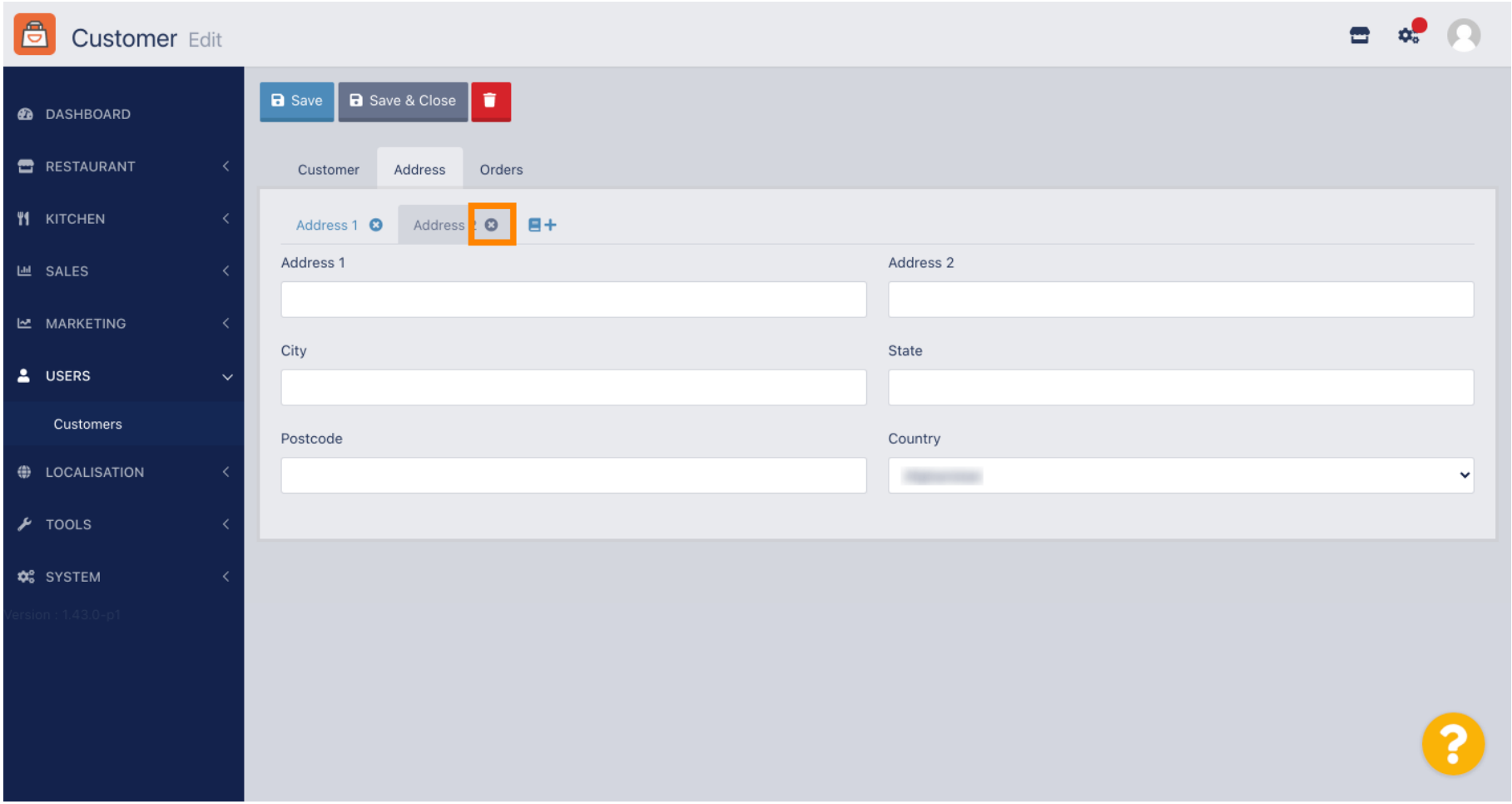
To add an additional address click on the book icon with the plus sign.



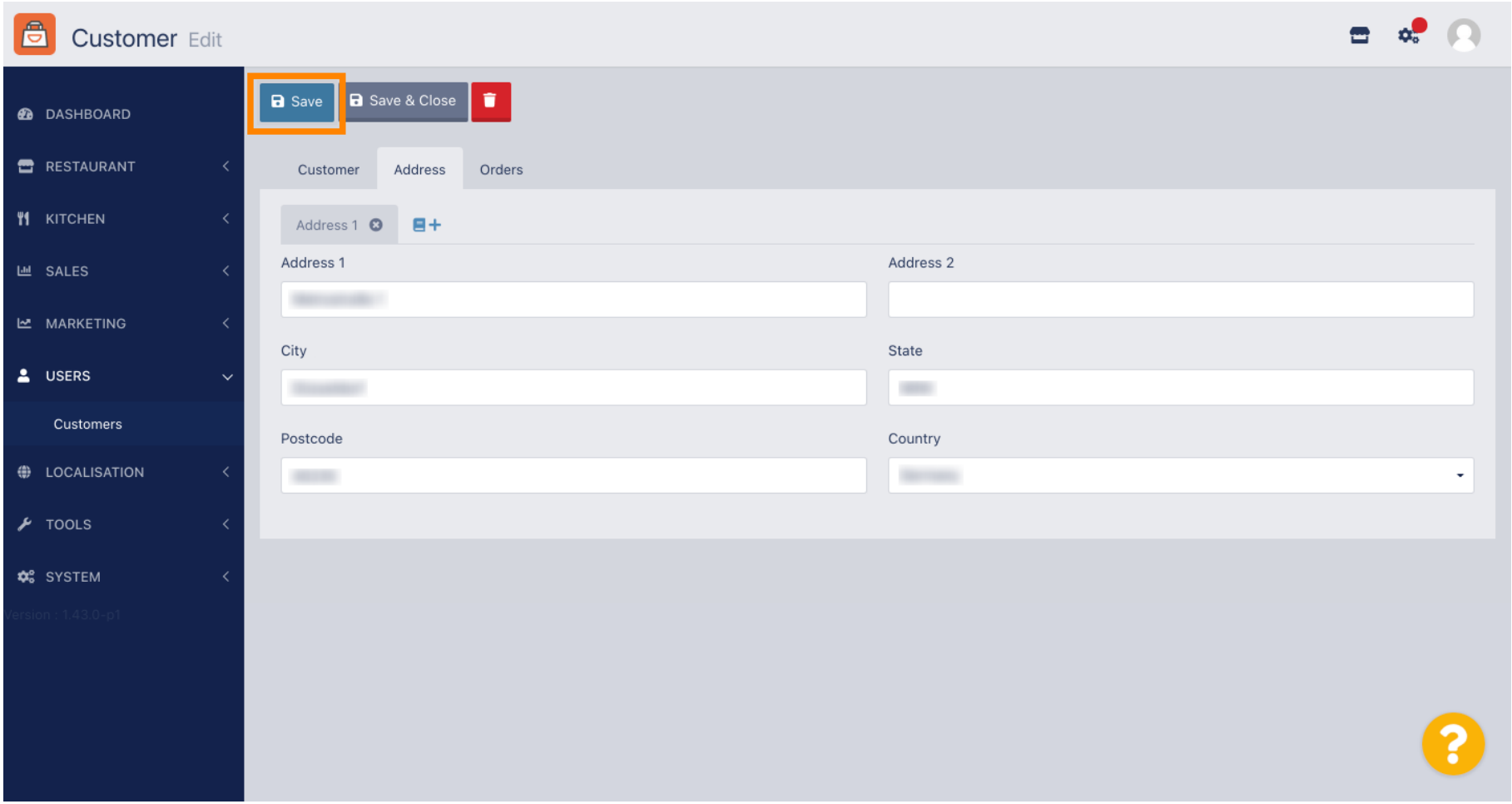
Then click on the new created address to enter the new address information.



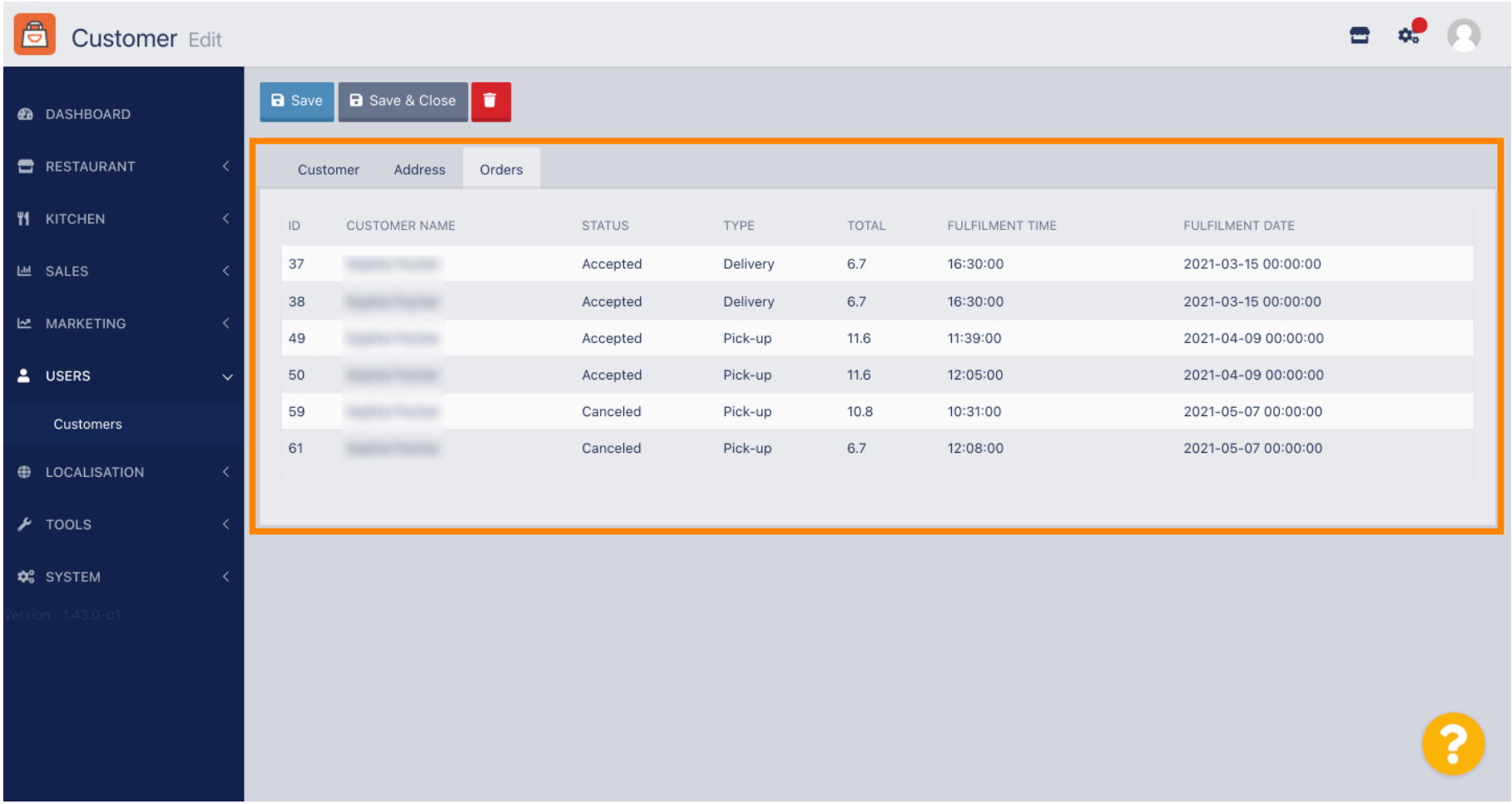
To delete an address click on the small cross next to it.



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



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



Scan to go to the interactive player