How do I adjust product details?

Welcome to the DISH POS Dashboard. In this tutorial, we will show how to adjust product details.

First, go to Articles.

Then click on Products.

To edit or add product information, click on the editing icon Note: The following steps are also applicable for a new product, by clicking first on + Add product.

By using the corresponding text field you can fill in the name of the product.

Edit product

Article

CLOSE ⊗

| # Article |
| 🖊 Product description |
| 🖼 Images |
| ⓘ Product Information |

Name* [Apple Juice] Product group [Soft Drinks ▾] Turnover categories* [None (Default: Drinks Low VAT) ▾]

Prices

Price* [3.20] Option price [0.00]

VAT * [9% - Laag ▾] Price per [ ]

☐ Open price Unit [▾]

☑ VAT included

Production

Production Order [100] Course [None ▾]

Production attributes

None

+ Add production attributes

Pop-ups

+ Add option menu

Composites

No components added.

+ Add component

Description

Short name [ ]

Search & Filter

Search field 1 [ ]

Search field 2 [ ]

Other

Store [None ▾]

☐ Only as an option

Process

Workflow [Default ▾]

Processing type [Default ▾]

Packaging profile [None (Default: D... ▾]

Identification

Your reference [9d34d75a-ba70-4d9c-ab5f-766527]

Save

Through the drop-down menu, you can assign the product to a product group.

Edit product

#	Article
✎	Product description
🖾	Images
ⓘ	Product Information

Article   CLOSE ⊗

Name* [Apple Juice]   Product group [Soft Drinks ▾]   Turnover categories* [None (Default: Drinks Low VAT) ▾]

Prices   **Description**

Price* [3.20]   Option price [0.00]   Short name [   ]

VAT * [9% - Laag ▾]   Price per [   ] **Search & Filter**

☐ Open price   Unit [▾]   Search field 1 [   ]

☑ VAT included   Search field 2 [   ]

Production   **Other**

Production Order [100]   Course [None ▾]   Store [None ▾]

Production attributes   ☐ Only as an option

None
+ Add production attributes   **Process**

Pop-ups   Workflow [Default ▾]

+ Add option menu   Processing type [Default ▾]

Composites   Packaging profile [None (Default: D... ▾]

No components added.   **Identification**
+ Add component
                                                                 Your reference [9d34d75a-ba70-4d9c-ab5f-766527]

                                                                 [Save]

At Turnover categories, you can select the corresponding turnover group by using the respective drop-down menu. Note: If the turnover group is different from the default, you can change it.

Edit product

Article   CLOSE ⊗

- \# Article
- 🖉 Product description
- 🖻 Images
- ⓘ Product Information

Name* `Apple Juice` Product group `Soft Drinks` Turnover categories* `None (Default: Drinks Low VAT)`

Prices

Price* `3.20` Option price `0.00`

VAT * `9% - Laag` Price per `_____`

☐ Open price Unit `_____`

☑ VAT included

Production

Production Order `100` Course `None`

Production attributes

None

+ Add production attributes

Pop-ups

+ Add option menu

Composites

No components added.

+ Add component

Description

Short name `_____`

Search & Filter

Search field 1 `_____`

Search field 2 `_____`

Other

Store `None`

☐ Only as an option

Process

Workflow `Default`

Processing type `Default`

Packaging profile `None (Default: D...)`

Identification

Your reference `9d34d75a-ba70-4d9c-ab5f-766527`

Save

At **Prices**, you can set your price information.

Enter the price of the product.

Click into the respective text field to change the option price of the product.

How do I adjust product details?

Click on the drop-down menu to select your desired tax rate. Note: VAT must be different to the default.

If a product has a price per unit, you can set the quantity and unit with the corresponding text field and drop-down menu.

Products will be displayed with short names in the app. To give your product a short name, use the respective text field.

To add a barcode or another reference to the product, use the corresponding text fields of SearchField1 and SearchField2.

D I S H by METRO

At **Production** you are able to adjust the settings of the production flow for this product.

At Production Order, you can set the importance of the production order by entering a number. Note: Production Order 1 will be printed before Production Order 2.

If the default production facility (printer/screen) is different from the default, you can select another by clicking on + Add production attributes.

To set up a pop-up for the option menu, click on + Add option menu.

If the product contains composites you can set those components by clicking on + Add Item.

To give the product a description, go to Product description.

Then use the respective text field to enter a description of the product.

DISH POS v2.89.1

« Minimise menu

Dashboard

Articles

Products
Product groups
Price levels
Menus
French menus
Option menus
Price management
Periods
Promotions

Finance

General

Payment

Self-service

Edit product

\# Article

Product description

Images

Product Information

Product description

CLOSE ⊗

Name* Amaretto Disaronno   Product group Foreign spirits   Turnover categories* None (Default: Drinks High VAT)

Product description

Save

In order to add images, click on Images.

How do I adjust product details?

Use the **+ Upload image** field to attach a picture to your product.

You can upload your image by clicking on Select file, or by dragging the image into the respective zone.
Note: Only .jpg, .png, .jpeg extensions of maximum 4 MB are supported.
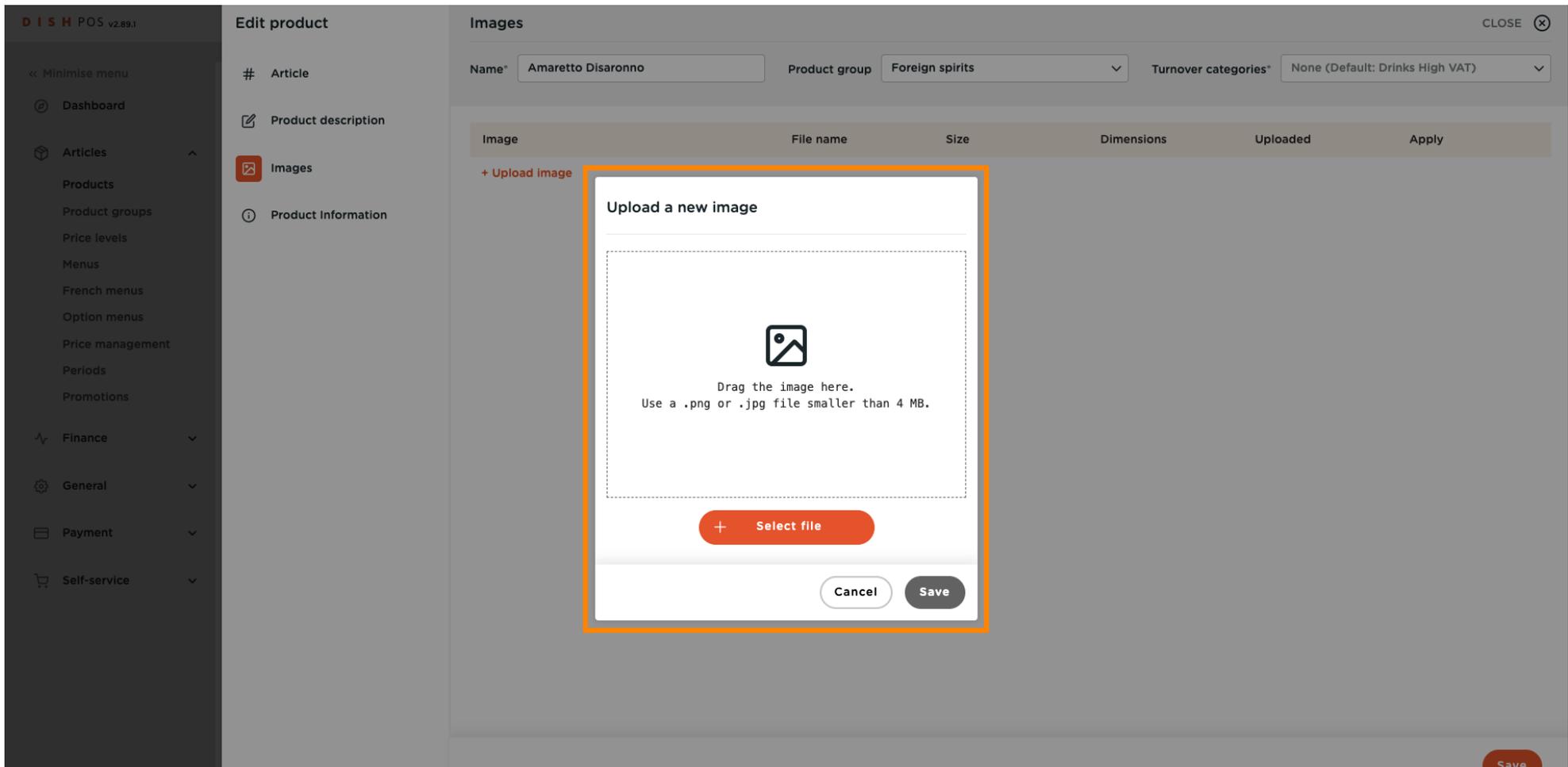
Once you uploaded your image, click on Save.
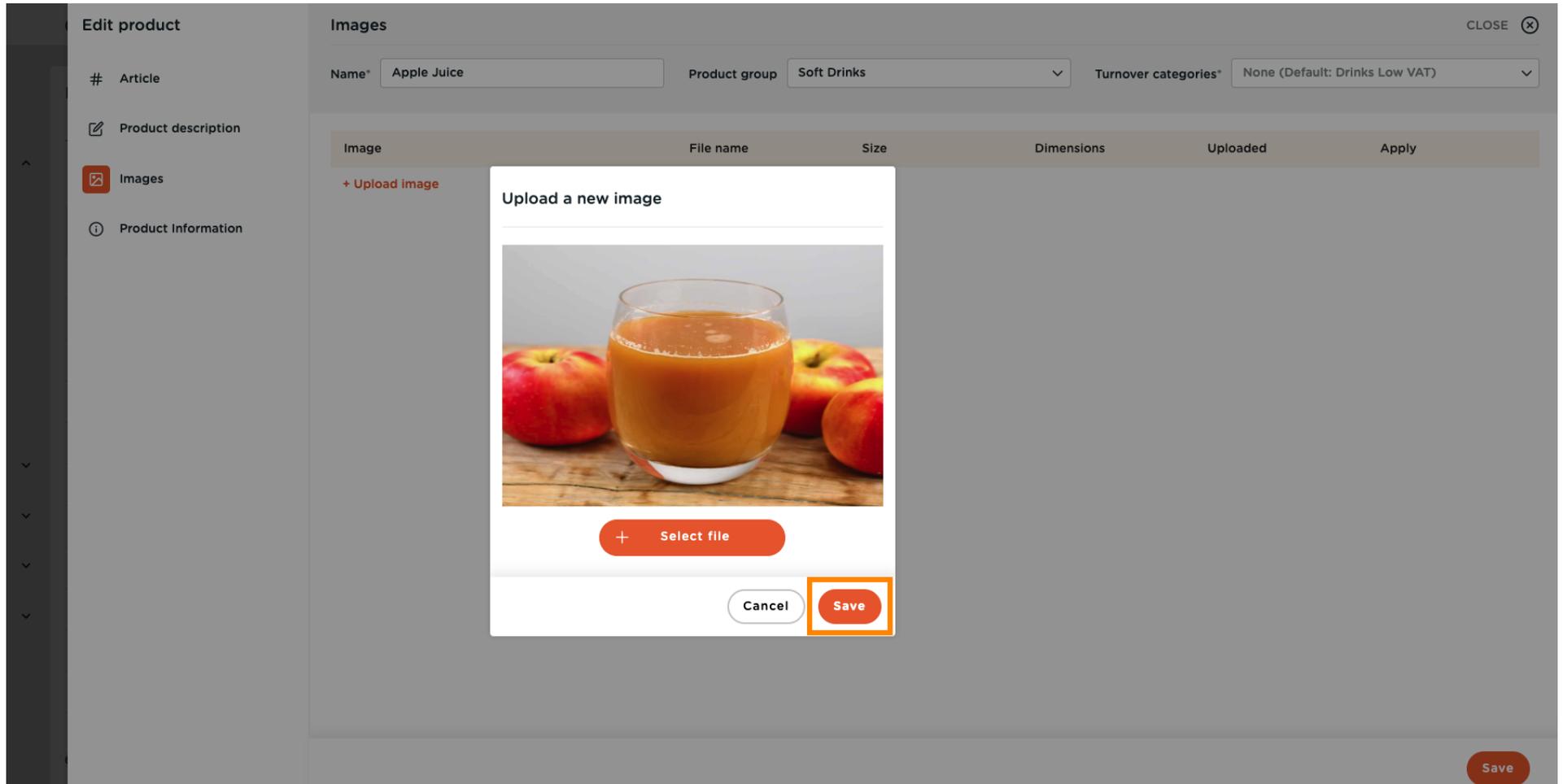
Back to the overview of your images for this product, under the column Apply you can use the drop-down menu to set where your uploaded image is going to be applied.

To assign allergens and additives to the product, click on Product Information.

Edit product	Images					CLOSE ⊗
# Article	Name* Apple Juice		Product group Soft Drinks ⌄		Turnover categories* None (Default: Drinks Low VAT) ⌄	

Image		File name	Size	Dimensions	Uploaded	Apply
	⬆ ⬇ 🗑	apple juice.png	296.22 kB	565 x 570 px	2023-11-28 04:22	Default, POS ⌄

+ Upload image

- # Article
- ✎ Product description
- 🖼 Images
- ⓘ **Product Information**

Save

How do I adjust product details?

Then check the boxes for allergens and additives that are relevant to your product.

D I S H POS v2.89.1

« Minimise menu

- ◎ Dashboard

- ▢ Articles ⌃
    - Products
    - Product groups
    - Price levels
    - Menus
    - French menus
    - Option menus
    - Price management
    - Periods
    - Promotions

- ⋀ Finance ⌄

- ⚙ General ⌄

- ▭ Payment ⌄

- 🛒 Self-service ⌄

Edit product

\# Article

✏ Product description

▨ Images

ⓘ Product Information

Product Information   CLOSE ⊗

Name* [Amaretto Disaronno]   Product group [Foreign spirits ▾]   Turnover categories* [None (Default: Drinks High VAT) ▾]

Allergens   **Additives**

☐ Gluten   ☐ with preservative
☐ Crustaceans   ☐ with colorant
☐ Eggs   ☐ with antioxidant
☐ Fish   ☐ with sweetener saccharin
☐ Peanuts   ☐ with sweetener cyclamate
☐ Soy   ☐ with sweetener aspartame, contains phenylalanine source
☐ Milk   ☐ with sweetener acesulfame
☐ Nuts   ☐ with phosphate
☐ Celery   ☐ sulfured
☐ Mustard   ☐ containing quinine
☐ Sesame seeds   ☐ caffeinated
☐ Sulphites   ☐ with flavor enhancer
☐ Lupin   ☐ blackened
☐ Molluscs   ☐ waxed
                                                                ☐ genetically modified

Sales restrictions

☐ NIX18_NL

Save

Once you are done, click on Save to apply your changes. That's it. You completed the tutorial and now know how to adjust product details.

Scan to go to the interactive player