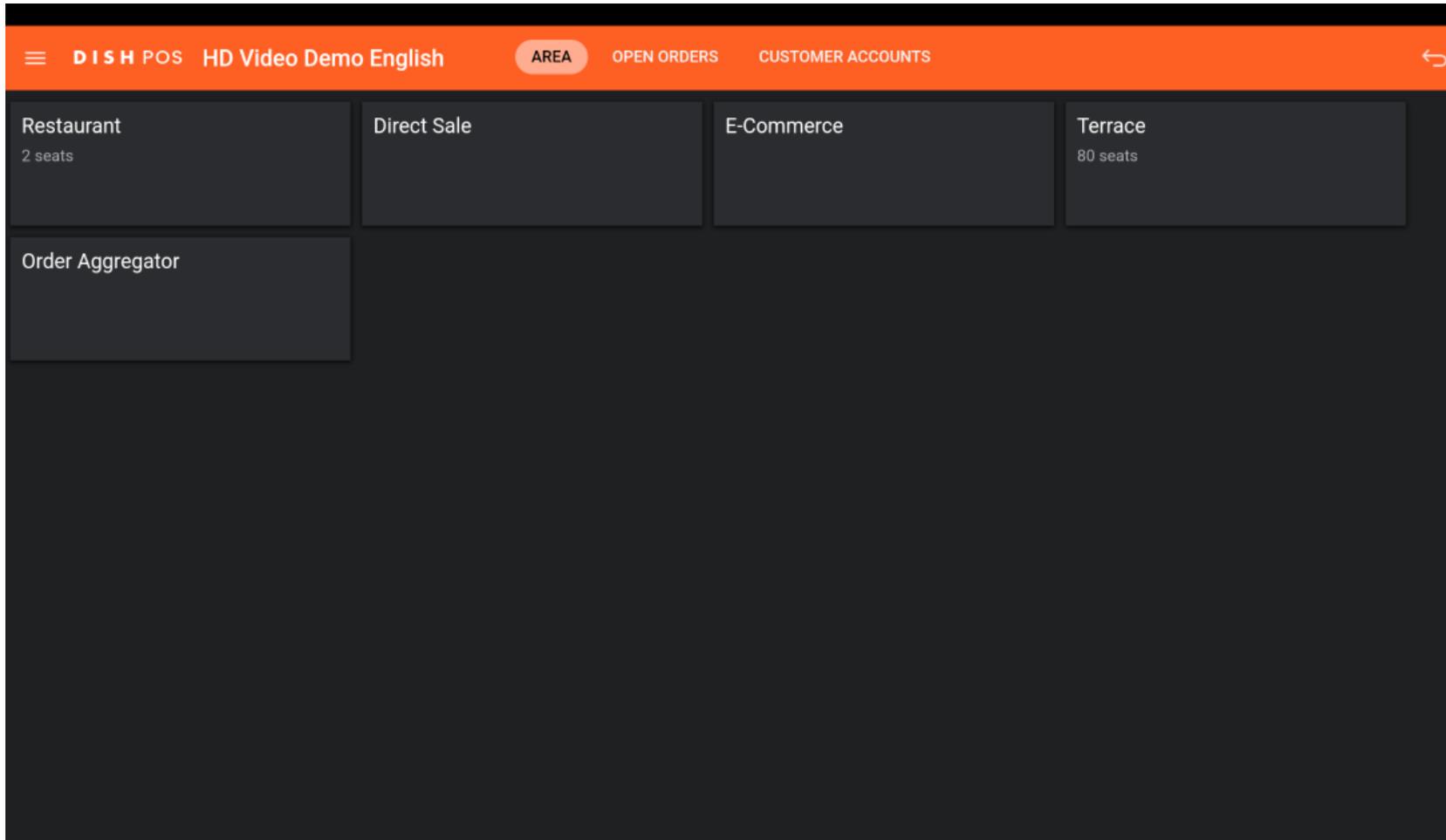


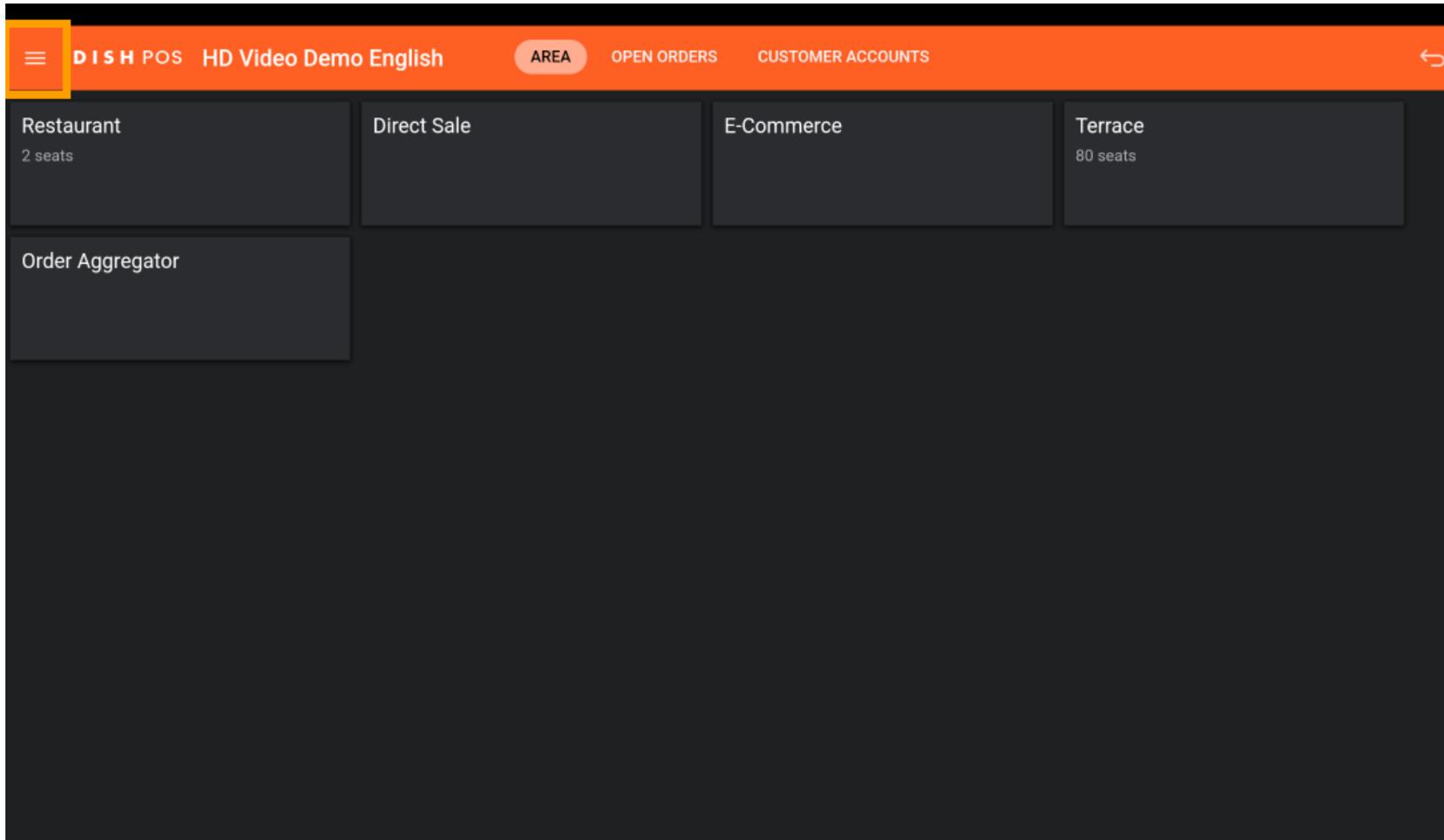


Welcome to the DISH POS app. In this tutorial, we show you how to search for an order.



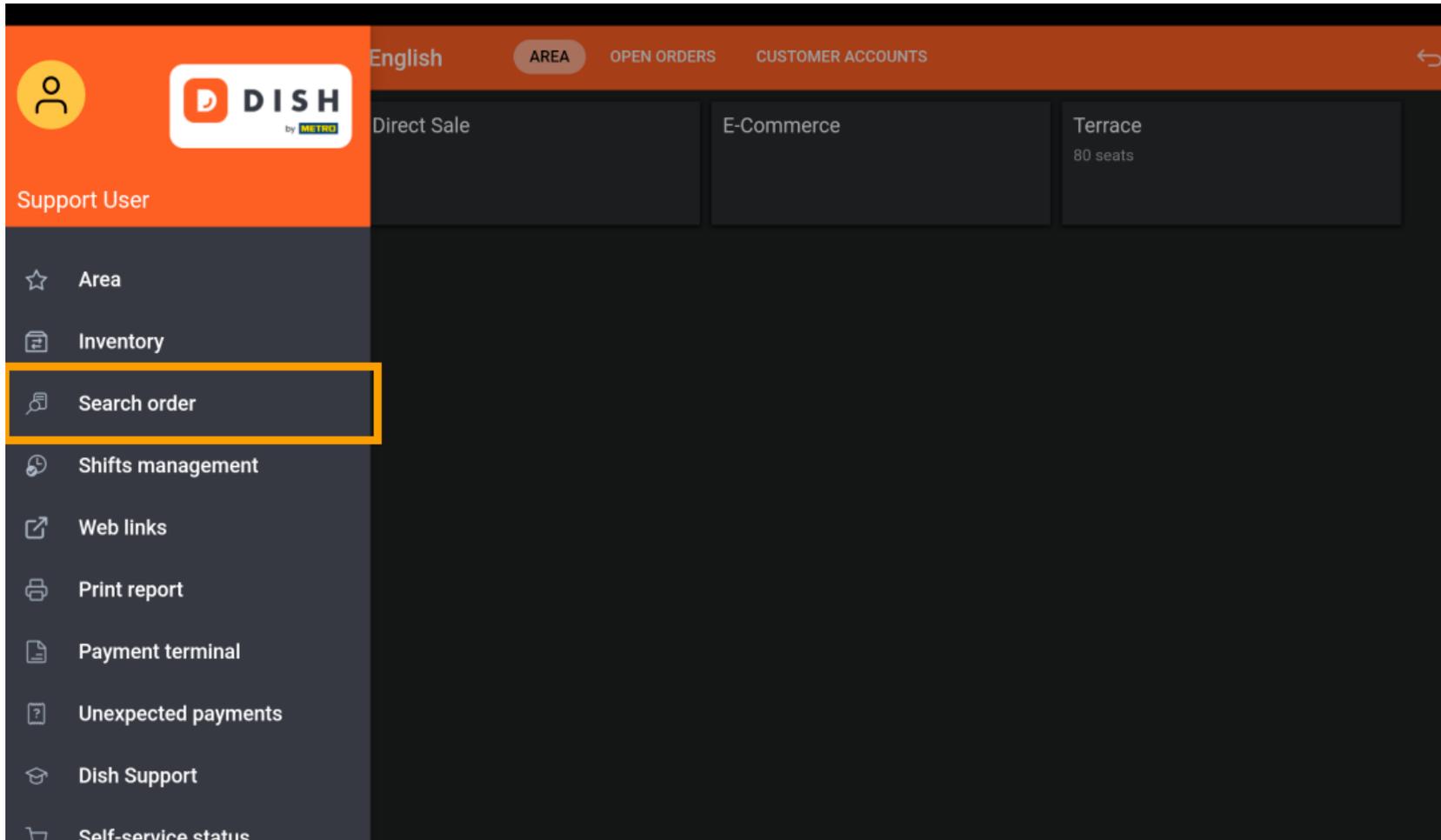


First, open the **menu**.





Then tap on **Search Order**.





Start by entering a period for the order you are looking for. Use the **date** and **time fields** for the start and end of the period.

The screenshot shows the DISH POS search interface. At the top, there is a red header bar with the text "DISH POS No orders found" and a back arrow icon. The main content area is a large grey rectangle with the text "NO ORDERS MATCHING YOUR CRITERIA ARE FOUND" centered. On the right side, there is a search filter panel with the following sections:

- Starting:** Two input fields containing "Mar 21, 2023" and "06:00".
- Ending:** Two input fields containing "Mar 21, 2023" and "11:01".
- Order status:** Two buttons: "OPEN ORDERS" (grey) and "CLOSED ORDERS" (yellow).
- Table number:** A text input field.
- Waiter's name:** A text input field.
- Wanted Relations:** A text input field.
- Payment Method:** A dropdown menu with "Any" selected.
- Order total:** A range slider with a blue dot on the left and a red dot on the right, with the text "0 ∞ Eu" to the right.
- CLEAR:** A grey button at the bottom.

- Once you tapped on the date field for the start, a pop-up will appear where you have to select the specific **date**. **Note: The same applies to the time field.**

The screenshot shows the DISH POS interface with a search for orders. The main area displays "NO ORDERS MATCHING YOUR CRITERIA ARE FOUND". A date picker pop-up is open, showing the month of March 2023. The date 21 is selected. The interface also shows a "Starting:" field with "Mar 21, 2023" and "06:00", and a "Wanted Relations:" field with "Payment Method:" set to "Any". The order total is displayed as "0 ∞ Eu".

Starting:

Mar 21, 2023 06:00

11:01

CLOSED ORDERS

NO ORDERS MATCHING YOUR CRITERIA ARE FOUND

Wanted Relations:

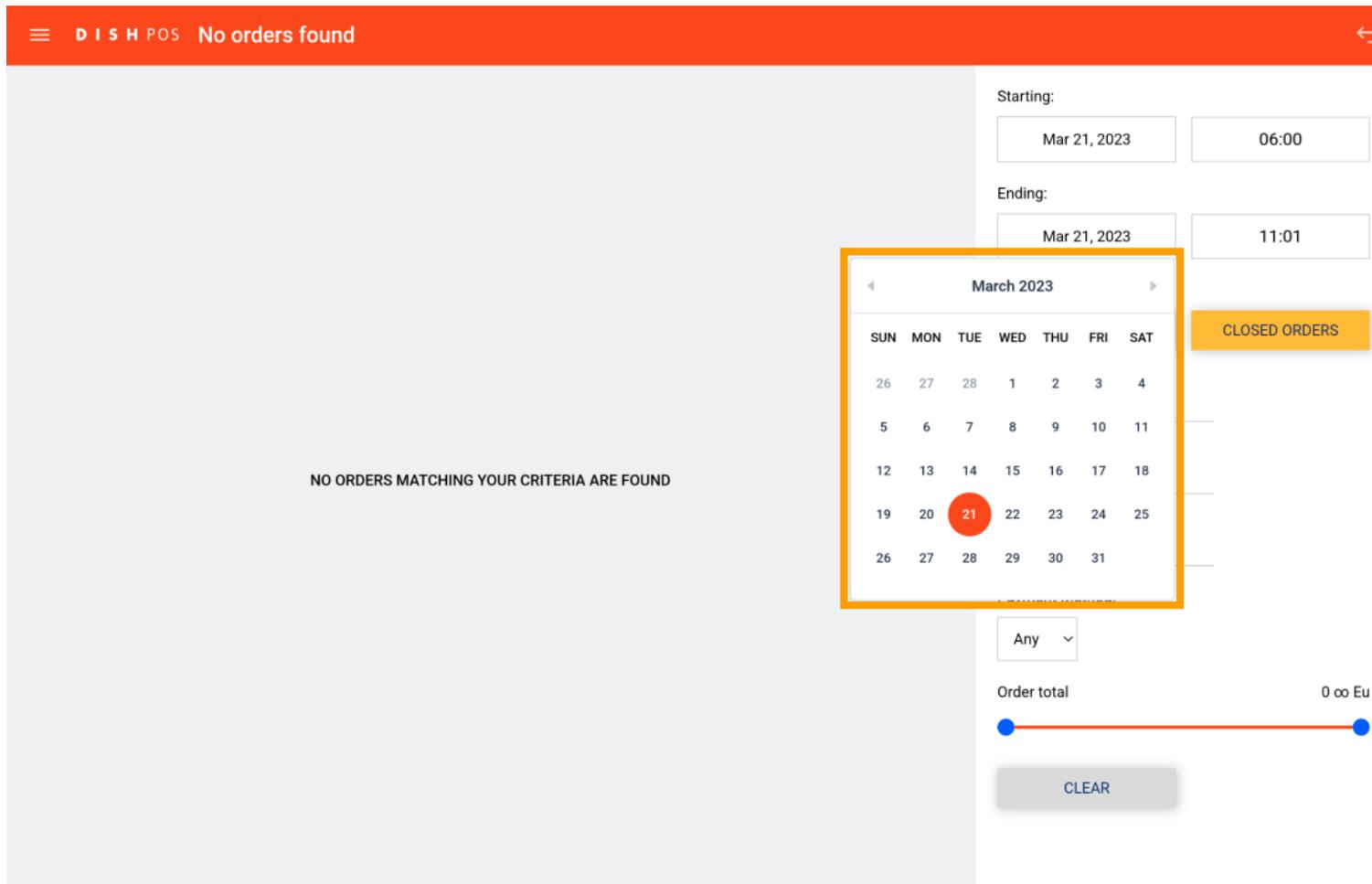
Payment Method:

Any

Order total 0 ∞ Eu

CLEAR

- The same goes for the ending time. Once you tapped on the date field for the end, a pop-up will appear where you have to select the specific date. **Note: The same applies to the time field.**





By selecting an **order status**, you filter either for orders that are still open or already closed. **Note: It is possible to have both filters activated.**

The screenshot shows the DISH POS interface with a search filter sidebar on the right. The main area displays "NO ORDERS MATCHING YOUR CRITERIA ARE FOUND". The sidebar filters include:

- Starting:** Mar 21, 2023, 06:00
- Ending:** Mar 21, 2023, 11:01
- Order status:** OPEN ORDERS (grey), CLOSED ORDERS (yellow)
- Table number:** (empty input field)
- Waiter's name:** (empty input field)
- Wanted Relations:** (empty input field)
- Payment Method:** Any (dropdown menu)
- Order total:** 0 ∞ Eu (range slider)
- CLEAR** button



To search for a specific table, enter the respective table number into the corresponding **text field**.

The screenshot displays the DISH POS interface with a list of 7 orders found. The interface includes a search filter panel on the right with various options like Starting/Ending times, Order status, and Payment Method. The 'Table number' field is highlighted with an orange border, indicating where to enter a specific table number for search.

Order ID	Table / Manager	Amount	Time
#7	Table 3 / Manager	€11.95	10:37 AM
#6	Table 13 / Manager	€15.50	10:07 AM
#5	Table 4 / Manager	€15.00	10:07 AM
#4	Table 8 / Manager	€33.00	10:07 AM
#3	Table 10 / Manager	€50.25	10:04 AM
#2	Table 2 / Manager	€14.00	10:03 AM
#1	Table 1 / Manager	€72.70	10:03 AM

Starting: Mar 21, 2023 06:00

Ending: Mar 21, 2023 11:02

Order status: OPEN ORDERS, CLOSED ORDERS

Table number:

Waiter's name:

Wanted Relations:

Payment Method: Any

Order total: 0 ∞ Eu

CLEAR



The same goes for the waiter. If you already know which waiter served the order you are looking for, enter the waiter's name into the corresponding **text field**.

The screenshot displays the DISH POS interface with a search filter panel on the right. The filter panel includes fields for 'Starting' (Mar 21, 2023, 06:00) and 'Ending' (Mar 21, 2023, 11:02), buttons for 'OPEN ORDERS' and 'CLOSED ORDERS', a 'Table number' field, a 'Waiter's name' text field (highlighted with an orange border), a 'Wanted Relations' field, a 'Payment Method' dropdown (set to 'Any'), and an 'Order total' slider (set to 0 ∞ Eu). A 'CLEAR' button is located at the bottom of the filter panel. The main list shows 7 results found, with the following data:

Order ID	Table / Manager	Amount	Time
#7	Table 3 / Manager	€11.95	10:37 AM
#6	Table 13 / Manager	€15.50	10:07 AM
#5	Table 4 / Manager	€15.00	10:07 AM
#4	Table 8 / Manager	€33.00	10:07 AM
#3	Table 10 / Manager	€50.25	10:04 AM
#2	Table 2 / Manager	€14.00	10:03 AM
#1	Table 1 / Manager	€72.70	10:03 AM



To filter for a specific payment method, tap on the corresponding **drop-down menu**.

The screenshot displays the DISH POS interface with a list of 7 orders found. The orders are listed in descending order of time. The filter sidebar on the right includes options for Starting and Ending times, Order status (OPEN ORDERS, CLOSED ORDERS), Table number, Waiter's name, Wanted Relations, and Payment Method. The Payment Method filter is currently set to 'Any' and is highlighted with a yellow box. The Order total is shown as 0 ∞ Eu.

Order ID	Table / Manager	Amount	Time
#7	Table 3 / Manager	€11.95	10:37 AM
#6	Table 13 / Manager	€15.50	10:07 AM
#5	Table 4 / Manager	€15.00	10:07 AM
#4	Table 8 / Manager	€33.00	10:07 AM
#3	Table 10 / Manager	€50.25	10:04 AM
#2	Table 2 / Manager	€14.00	10:03 AM
#1	Table 1 / Manager	€72.70	10:03 AM

Starting: Mar 21, 2023 06:00

Ending: Mar 21, 2023 11:02

Order status: OPEN ORDERS, CLOSED ORDERS

Table number: _____

Waiter's name: _____

Wanted Relations: _____

Payment Method: Any

Order total: 0 ∞ Eu

CLEAR



And select the method by which you want to filter.

DISH POS 7 Results found

Order ID	Table / Manager	Amount
#7 10:37 AM	Table 3 / Manager	€11.95
#6 10:07 AM	Table 13 / Manager	€15.50
#5 10:07 AM	Table 4 / Manager	€15.00
#4 10:07 AM	Table 8 / Manager	€33.00
#3 10:04 AM	Table 10 / Manager	€50.25
#2 10:03 AM	Table 2 / Manager	€14.00
#1 10:03 AM	Table 1 / Manager	€72.70

Starting:
Mar 21, 2023 06:00

Ending:
Mar 21, 2023 11:02

Order status
OPEN ORDERS CLOSED ORDERS

Table number:

Payment method:
Any
Cash
Pin
Any

Order total 0 ∞ Eu

CLEAR



To filter for a range of an order value, use the respective **controls** to set the minimum and maximum value.

DISH POS 7 Results found

Order ID	Table / Manager	Amount
#7	Table 3 / Manager	€11.95
#6	Table 13 / Manager	€15.50
#5	Table 4 / Manager	€15.00
#4	Table 8 / Manager	€33.00
#3	Table 10 / Manager	€50.25
#2	Table 2 / Manager	€14.00
#1	Table 1 / Manager	€72.70

Starting:
Mar 21, 2023 06:00

Ending:
Mar 21, 2023 11:02

Order status
OPEN ORDERS CLOSED ORDERS

Table number:

Waiter's name

Wanted Relations:

Payment Method:
Any ▾

Order total 0.00 Eur
Range slider

CLEAR



Once you set the filters, the respective orders will be displayed. To display the information of an order, simply tap on the **order**.

The screenshot shows the DISH POS interface with 7 search results. The results are listed in a table:

Order ID	Table / Manager	Amount
#7	Table 3 / Manager	€11.95
#6	Table 13 / Manager	€15.50
#5	Table 4 / Manager	€15.00
#4	Table 8 / Manager	€33.00
#3	Table 10 / Manager	€50.25
#2	Table 2 / Manager	€14.00
#1	Table 1 / Manager	€72.70

The order #3 is highlighted with a red border. The filter sidebar on the right includes the following sections:

- Starting:** Mar 21, 2023, 06:00
- Ending:** Mar 21, 2023, 11:02
- Order status:** OPEN ORDERS (selected), CLOSED ORDERS
- Table number:** (empty input field)
- Waiter's name:** (empty input field)
- Wanted Relations:** (empty input field)
- Payment Method:** Any (dropdown menu)
- Order total:** 0 ∞ Eu (slider)
- CLEAR** button

 You then will see the items which got ordered and the corresponding time of order.

DISH POS 7 Results found
↶

#3

Table 10
opened: 21.03.2023 10:04:31

✕

3/21/23 10:03 AM	Lobster Soup	x1	13.50	13.50	Manager
3/21/23 10:04 AM	Raw Marinated Salmon	x1	12.00	12.00	Manager
3/21/23 10:04 AM	Mussels	x1	21.50	21.50	Manager
3/21/23 10:04 AM	Coca Cola Regular Refund	x1	3.00	3.00 +0.25	Manager Manager
				50.25	

Starting:

Ending:

Order status

OPEN ORDERS
CLOSED ORDERS

Table number:

Waiter's name

Wanted Relations:

Payment Method:

Any
▾

Order total 0 ∞ Eu

CLEAR

⋮

 As well as the amount of each item, the respective price and the total costs.

☰ DISH POS 7 Results found
↶

#3

Table 10

opened: 21.03.2023 10:04:31

✕

3/21/23 10:03 AM	Lobster Soup	x1	13.50	13.50	Manager
3/21/23 10:04 AM	Raw Marinated Salmon	x1	12.00	12.00	Manager
3/21/23 10:04 AM	Mussels	x1	21.50	21.50	Manager
3/21/23 10:04 AM	Coca Cola Regular Refund	x1	3.00	3.00	Manager
				+0.25	Manager
				50.25	

Starting:

Ending:

Order status

OPEN ORDERS
CLOSED ORDERS

Table number:

Waiter's name

Wanted Relations:

Payment Method:

Any
▾

Order total 0 ∞ Eu

CLEAR

⋮

 And lastly, which user has placed the order.

DISH POS 7 Results found

#3 **Table 10**
opened: 21.03.2023 10:04:31

3/21/23 10:03 AM	Lobster Soup	x1	13.50	13.50	Manager
3/21/23 10:04 AM	Raw Marinated Salmon	x1	12.00	12.00	Manager
3/21/23 10:04 AM	Mussels	x1	21.50	21.50	Manager
3/21/23 10:04 AM	Coca Cola Regular Refund	x1	3.00	3.00	Manager
				+0.25	Manager
					Manager
				50.25	

Starting: Mar 21, 2023 06:00

Ending: Mar 21, 2023 11:02

Order status: **OPEN ORDERS** CLOSED ORDERS

Table number: _____

Waiter's name: _____

Wanted Relations: _____

Payment Method: Any

Order total: 0 ∞ Eu

CLEAR

Now, to either reopen the order or print a copy of the bill, tap on the **options icon**.

☰ DISH POS 7 Results found
↶

#3

Table 10
opened: 21.03.2023 10:04:31

✕

3/21/23 10:03 AM	Lobster Soup	x1	13.50	13.50	Manager
3/21/23 10:04 AM	Raw Marinated Salmon	x1	12.00	12.00	Manager
3/21/23 10:04 AM	Mussels	x1	21.50	21.50	Manager
3/21/23 10:04 AM	Coca Cola Regular Refund	x1	3.00	3.00 +0.25	Manager Manager
				50.25	

⋮

Starting:

Ending:

Order status

OPEN ORDERS
CLOSED ORDERS

Table number:

Waiter's name

Wanted Relations:

Payment Method:

Any
▾

Order total 0 ∞ Eu

CLEAR



Tap on **Open Order** to reopen the selected order. **Note: Reopening is only possible for orders from the same day/shift. EFT paid orders cannot be reopened.**

The screenshot displays the DISH POS interface. At the top, a red header bar shows 'DISH POS' and '7 Results found'. The main content area is a dimmed view of an order summary for 'Table 10', opened on 21.03.2023 at 10:04:31. The order items are:

Date/Time	Item	Qty	Unit Price	Total Price	Server
3/21/23 10:03 AM	Lobster Soup	x1	13.50	13.50	Manager
3/21/23 10:04 AM	Raw Marinated Salmon	x1	12.00	12.00	Manager
3/21/23 10:04 AM	Mussels	x1	21.50	21.50	Manager
3/21/23 10:04 AM	Coca Cola Regular Refund	x1	3.00	3.00	Manager
				+0.25	Manager
				50.25	

At the bottom of the order summary, there are three buttons: 'Open order' (highlighted with a yellow box), 'Print', and 'Print on...'. To the right of these buttons are three circular icons: a speech bubble, a printer, and a close button (X).

The right sidebar contains the following sections:

- Starting:** Date: Mar 21, 2023; Time: 06:00
- Ending:** Date: Mar 21, 2023; Time: 11:02
- Order status:** Two buttons: 'OPEN ORDERS' (highlighted) and 'CLOSED ORDERS'
- Table number:** Input field
- Waiter's name:** Input field
- Wanted Relations:** Input field
- Payment Method:** Dropdown menu set to 'Any'
- Order total:** 0 ∞ Eu, with a progress bar below it.
- CLEAR:** Button

To print a copy of the bill using the default printer, tap on **Print**.

The screenshot displays the DISH POS interface. At the top, a red header bar contains the text "DISH POS 7 Results found" and a back arrow. Below the header, the main area shows an order summary for "Table 10" (opened: 21.03.2023 10:04:31). The order items are listed in a table:

Date/Time	Item	Qty	Unit Price	Total Price	Server
3/21/23 10:03 AM	Lobster Soup	x1	13.50	13.50	Manager
3/21/23 10:04 AM	Raw Marinated Salmon	x1	12.00	12.00	Manager
3/21/23 10:04 AM	Mussels	x1	21.50	21.50	Manager
3/21/23 10:04 AM	Coca Cola Regular Refund	x1	3.00	3.00	Manager
				+0.25	Manager
				50.25	

At the bottom of the order summary, there are three buttons: "Open order", "Print" (highlighted with a yellow box), and "Print on...". To the right of these buttons are three red circular icons: a document, a printer, and a close button (X).

The right-hand sidebar contains several sections:

- Starting:** Two input fields for date and time, both set to "Mar 21, 2023" and "06:00".
- Ending:** Two input fields for date and time, both set to "Mar 21, 2023" and "11:02".
- Order status:** Two buttons: "OPEN ORDERS" and "CLOSED ORDERS".
- Table number:** An input field.
- Waiter's name:** An input field.
- Wanted Relations:** An input field.
- Payment Method:** A dropdown menu set to "Any".
- Order total:** A slider bar showing "0 ∞ Eu".
- CLEAR:** A button to reset the filters.

To print a copy of the bill using a different printer, tap **Print on...**

Note: Only possible if you have multiple bill printers.

The screenshot displays the DISH POS interface. At the top, it shows 'DISH POS 7 Results found'. The main area shows an order summary for 'Table 10' (opened: 21.03.2023 10:04:31) with the following items:

Date/Time	Item	Qty	Unit Price	Total Price	Server
3/21/23 10:03 AM	Lobster Soup	x1	13.50	13.50	Manager
3/21/23 10:04 AM	Raw Marinated Salmon	x1	12.00	12.00	Manager
3/21/23 10:04 AM	Mussels	x1	21.50	21.50	Manager
3/21/23 10:04 AM	Coca Cola Regular Refund	x1	3.00	3.00	Manager
				+0.25	Manager
				50.25	

At the bottom of the order summary, there are three buttons: 'Open order', 'Print', and 'Print on...'. The 'Print on...' button is highlighted with a yellow box. To the right of the order summary is a sidebar with various filters and controls:

- Starting: Mar 21, 2023 06:00
- Ending: Mar 21, 2023 11:02
- Order status: OPEN ORDERS (highlighted), CLOSED ORDERS
- Table number: _____
- Waiter's name: _____
- Wanted Relations: _____
- Payment Method: Any (dropdown)
- Order total: 0 ∞ Eu
- CLEAR button



That's it. You completed the tutorial and now know how to search for an order.

DISH POS 7 Results found

#3 Table 10
opened: 21.03.2023 10:04:31

3/21/23 10:03 AM	Lobster Soup	x1	13.50	13.50	Manager
3/21/23 10:04 AM	Raw Marinated Salmon	x1	12.00	12.00	Manager
3/21/23 10:04 AM	Mussels	x1	21.50	21.50	Manager
3/21/23 10:04 AM	Coca Cola Regular Refund	x1	3.00	3.00	Manager
				+0.25	Manager
				50.25	

Starting:

Ending:

Order status

Table number:

Waiter's name

Wanted Relations:

Payment Method:

Order total 0 ∞ Eu



Scan to go to the interactive player