



Welcome to the DISH POS dashboard. In this video, we show you how to retrieve orders in the back office.

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« Minimize menu

- Dashboard
- Articles
- Finances
- General
- Payment
- Self-service

Dashboard Display amounts including VAT

Turnover data today

Turnover € 0.00	Transactions 0	Average spending € 0.00	Open orders € 213.75 Amount 8 Last updated: Today at 07:08
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Turnover details

— This week — Previous week

SALES UNTIL TODAY THIS WEEK € 114.20	SALES UNTIL TODAY LAST WEEK € 0.00	SALES TOTAL LAST WEEK € 0.00
AVERAGE UNTIL TODAY THIS WEEK € 11.42	AVERAGE UNTIL TODAY LAST WEEK € 0.00	AVERAGE TOTAL LAST WEEK € 0.00
TRANSACTIONS UNTIL TODAY THIS WEEK 10	TRANSACTIONS UNTIL TODAY LAST WEEK 0	TRANSACTIONS TOTAL LAST WEEK 0



First, click on **Finances**.

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Dashboard 🔴 Display amounts including VAT

Turnover data today

Turnover € 0.00	Transactions 0	Average spending € 0.00	Open orders € 213.75 Amount 8 Last updated: Today at 07:08
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Turnover details

— This week — Previous week

Metric	This Week	Last Week	Total Last Week
SALES UNTIL TODAY	€ 114.20	€ 0.00	€ 0.00
AVERAGE UNTIL TODAY	€ 11.42	€ 0.00	€ 0.00
TRANSACTIONS UNTIL TODAY	10	0	0



Then go to **Orders**.

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« Minimize menu

- @ Dashboard
- 📦 Articles
- 📈 Finances
 - Shift report
 - Shifts report
 - Sales report
 - Orders
 - Invoices
 - DISH POS BI
- ⚙️ General
- 💰 Payment
- 🛒 Self-service

Dashboard

Display amounts including VAT

Turnover data today

Turnover
€ 0.00

Transactions
0

Average spending
€ 0.00

Open orders
€ 213.75

Amount
8

Last updated:
Today at 07:08

Turnover details

— This week — Previous week

Metric	This Week	Last Week	Total Last Week
SALES UNTIL TODAY	€ 114.20	€ 0.00	€ 0.00
AVERAGE UNTIL TODAY	€ 11.42	€ 0.00	€ 0.00
TRANSACTIONS UNTIL TODAY	10	0	0



You are now in the overview of your orders. Now select a time period for which you would like to retrieve an order. To do so, use the **calendar drop-down menu**.

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« Minimize menu

- Dashboard
- Articles
- Finances**
 - Shift report
 - Shifts report
 - Sales report
 - Orders**
 - Invoices
 - DISH POS BI
- General
- Payment
- Self-service

Order (10 orders)

From - To
01/03/2023 - 23/03/2023

MARCH 2023

<	Su	Mo	Tu	We	Th	Fr	Sa	>
	26	27	28	1	2	3	4	
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30	31	1	

APRIL 2023

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Show 50 records Show filters

Client	Seller	Location	Status	Discount
3 16:02:30	Manager	Table 2	Closed	
3 16:01:30	Manager	Table 1	Closed	
3 14:36:08	Manager	Table 3	Closed	
3 16:03:10		Table 2	Closed	
3 16:01:22		Table 2	Closed	
3 15:46:41		Table 2	Closed	
2d406fc9-3ae9-43ea-9! 4		21-03-2023 15:41:32	21-03-2023 15:45:09	Manager Table 2 Closed
b12f2671-93ad-40a7-93 3		21-03-2023 10:37:01	21-03-2023 13:12:21	Manager Table 3 Closed
8ba26cdf-55cf-4d90-a8 2		21-03-2023 10:03:41	21-03-2023 11:38:39	Manager Table 2 Closed
fbf72e03-0e56-42f9-af: 1		21-03-2023 10:03:23	21-03-2023 11:38:32	Manager Table 1 Closed



Afterward, set the **start** and **end date** of your period.

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« Minimize menu

- Dashboard
- Articles
- Finances
 - Shift report
 - Shifts report
 - Sales report
- Orders
- Invoices
- DISH POS BI
- General
- Payment
- Self-service

Order (10 orders)

From - To
01/03/2023 - 23/03/2023

MARCH 2023

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

APRIL 2023

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Show 50 records Show filters

Client	Seller	Location	Status	Discount	
3 16:02:30	Manager	Table 2	Closed		
3 16:01:30	Manager	Table 1	Closed		
3 14:36:08	Manager	Table 3	Closed		
3 16:03:10		Table 2	Closed		
3 16:01:22		Table 2	Closed		
3 15:46:41		Table 2	Closed		
2d406fc9-3ae9-43ea-9! 4	21-03-2023 15:41:32	21-03-2023 15:45:09	Manager	Table 2	Closed
b12f2671-93ad-40a7-93 3	21-03-2023 10:37:01	21-03-2023 13:12:21	Manager	Table 3	Closed
8ba26cdf-55cf-4d90-a8 2	21-03-2023 10:03:41	21-03-2023 11:38:39	Manager	Table 2	Closed
fbf72e03-0e56-42f9-af: 1	21-03-2023 10:03:23	21-03-2023 11:38:32	Manager	Table 1	Closed



Then select the **order** you wish to retrieve.

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« Minimize menu

- Dashboard
- Articles
- Finances**
 - Shift report
 - Shifts report
 - Sales report
 - Orders**
 - Invoices
 - DISH POS BI
- General
- Payment
- Self-service

Order (10 orders)

From - To: 01/03/2023 - 23/03/2023 Show filters

OrderNr	TicketNr	Created	Updated	Client	Seller	Location	Status	Discount
7d8f75ac-f991-47b9-9e...	10	22-03-2023 10:24:36	22-03-2023 16:02:30		Manager	Table 2	Closed	
f67aae8d-7656-4854-8f...	9	21-03-2023 17:08:00	22-03-2023 16:01:30		Manager	Table 1	Closed	
58c22a39-f20d-4540-8...	8	22-03-2023 14:34:13	22-03-2023 14:36:08		Manager	Table 3	Closed	
fe659281-e58f-4d08-95...	7	21-03-2023 16:02:58	21-03-2023 16:03:10			Table 2	Closed	
c517ae8a-c8e7-41a0-a7l	6	21-03-2023 16:01:10	21-03-2023 16:01:22			Table 2	Closed	
7724a6a3-3cc0-49b0-a	5	21-03-2023 15:46:27	21-03-2023 15:46:41			Table 2	Closed	
2d406fc9-3ae9-43ea-9!	4	21-03-2023 15:41:32	21-03-2023 15:45:09		Manager	Table 2	Closed	
b12f2671-93ad-40a7-93	3	21-03-2023 10:37:01	21-03-2023 13:12:21		Manager	Table 3	Closed	
8ba26cdf-55cf-4d90-aE	2	21-03-2023 10:03:41	21-03-2023 11:38:39		Manager	Table 2	Closed	
fbf72e03-0e56-42f9-af:	1	21-03-2023 10:03:23	21-03-2023 11:38:32		Manager	Table 1	Closed	

1



On the right-hand side, a small information window with details to your order will now be displayed.

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« Minimize menu

- Dashboard
- Articles
- Finances**
 - Shift report
 - Shifts report
 - Sales report
 - Orders**
 - Invoices
 - DISH POS BI
- General
- Payment
- Self-service

Order (10 orders)

From - To
01/03/2023 - 23/03/2023

Show 50 records Show filters

OrderNr	TicketNr	Created	Updated	Client	Seller	Location	Status	Discount
7d8f75ac-f991-47	10	22-03-2023 10:24	22-03-2023 16:02		Manager	Table 2	Closed	
f67aae8d-7656-4	9	21-03-2023 17:08	22-03-2023 16:01		Manager	Table 1	Closed	
58c22a39-f20d-4	8	22-03-2023 14:34	22-03-2023 14:36		Manager	Table 3	Closed	
fe659281-e58f-4c	7	21-03-2023 16:02	21-03-2023 16:03			Table 2	Closed	
c517ae8a-c8e7-4	6	21-03-2023 16:01	21-03-2023 16:01			Table 2	Closed	
7724a6a3-3cc0-4	5	21-03-2023 15:46	21-03-2023 15:46			Table 2	Closed	
2d406fc9-3ae9-4	4	21-03-2023 15:41	21-03-2023 15:45		Manager	Table 2	Closed	
b12f2671-93ad-4c	3	21-03-2023 10:37	21-03-2023 13:12		Manager	Table 3	Closed	
8ba26cdf-55cf-4c	2	21-03-2023 10:03	21-03-2023 11:38		Manager	Table 2	Closed	
fbf72e03-0e56-4	1	21-03-2023 10:03	21-03-2023 11:38		Manager	Table 1	Closed	

← back to list 🖨️

Order: fe659281-e58f-4d08-9507-80e7462dd420

Date: 21-03-2023 16:02:58

Update: 21-03-2023 16:03:10

Sales location: Table 2

Seller:

Client:

Q-ty	Name	Price	Status
	Cash	-0.15	

You can also filter for an order. To do so, click on **Show filters**.

DISH POS v2.49.0 (V) Demo EN Video DISH POS Tutorials Update available dish_en_video@hd.digital

« Minimize menu

- Dashboard
- Articles
- Finances**
 - Shift report
 - Shifts report
 - Sales report
 - Orders**
 - Invoices
 - DISH POS BI
- General
- Payment
- Self-service

Order (10 orders)

From - To
01/03/2023 - 23/03/2023

OrderNr	TicketNr	Created	Updated	Client	Seller	Location	Status	Discount
7d8f75ac-f991-47	10	22-03-2023 10:24	22-03-2023 16:02		Manager	Table 2	Closed	
f67aae8d-7656-4	9	21-03-2023 17:08	22-03-2023 16:01		Manager	Table 1	Closed	
58c22a39-f20d-4	8	22-03-2023 14:34	22-03-2023 14:36		Manager	Table 3	Closed	
fe659281-e58f-4c	7	21-03-2023 16:02	21-03-2023 16:03			Table 2	Closed	
c517ae8a-c8e7-4	6	21-03-2023 16:01	21-03-2023 16:01			Table 2	Closed	
7724a6a3-3cc0-4	5	21-03-2023 15:46	21-03-2023 15:46			Table 2	Closed	
2d406fc9-3ae9-4	4	21-03-2023 15:41	21-03-2023 15:45		Manager	Table 2	Closed	
b12f2671-93ad-4c	3	21-03-2023 10:37	21-03-2023 13:12		Manager	Table 3	Closed	
8ba26cdf-55cf-4c	2	21-03-2023 10:03	21-03-2023 11:38		Manager	Table 2	Closed	
fbf72e03-0e56-4	1	21-03-2023 10:03	21-03-2023 11:38		Manager	Table 1	Closed	

Show 50 records **Show filters**

← back to list

Order: fe659281-e58f-4d08-9507-80e7462dd420

Date: 21-03-2023 16:02:58

Update: 21-03-2023 16:03:10

Sales location: Table 2

Seller:

Client:

Q-ty	Name	Price	Status
	Cash	-0.15	

Now set the **filters** according to the order you are looking for.

The screenshot shows the 'Filter orders' dialog in the DISH POS v2.49.0 back office. The dialog is titled 'Filter orders' and has a 'CLOSE' button in the top right corner. The dialog contains several filter fields:

- Work day:** A date range field showing '01/03/2023 - 23/03/2023' with a calendar icon.
- Product:** A dropdown menu.
- Client id:** A text input field.
- Has discounts:** A dropdown menu with 'All' selected.
- Seller id:** A text input field.
- Sales location id:** A text input field.

At the bottom right of the dialog, there are two buttons: 'Clear filter' and 'Apply filters'.



And click on **Apply filters**.

DISH POS v2.49.0

Filter orders CLOSE

Work day: 01/03/2023 - 23/03/2023

Product: [dropdown]

Client id: [text input]

Has discounts: All

Seller id: [text input]

Sales location id: [text input]

Clear filter **Apply filters**



That's it. You completed the tutorial and now know how to retrieve orders in the back office.

DISH POS v2.49.0 (V) Demo EN Video DISH POS Tutorials Update available dish_en_video@hd.digital

« Minimize menu

- Dashboard
- Articles
- Finances
 - Shift report
 - Shifts report
 - Sales report
 - Orders
 - Invoices
 - DISH POS BI
- General
- Payment
- Self-service

Order (10 orders)

From - To: Show filters

OrderNr	TicketNr	Created	Updated	Client	Seller	Location	Status	Discount
7d8f75ac-f991-47b9-9e1	10	22-03-2023 10:24:36	22-03-2023 16:02:30		Manager	Table 2	Closed	
f67aae8d-7656-4854-8f	9	21-03-2023 17:08:00	22-03-2023 16:01:30		Manager	Table 1	Closed	
58c22a39-f20d-4540-8	8	22-03-2023 14:34:13	22-03-2023 14:36:08		Manager	Table 3	Closed	
fe659281-e58f-4d08-95	7	21-03-2023 16:02:58	21-03-2023 16:03:10			Table 2	Closed	
c517ae8a-c8e7-41a0-a7l	6	21-03-2023 16:01:10	21-03-2023 16:01:22			Table 2	Closed	
7724a6a3-3cc0-49b0-a	5	21-03-2023 15:46:27	21-03-2023 15:46:41			Table 2	Closed	
2d406fc9-3ae9-43ea-9!	4	21-03-2023 15:41:32	21-03-2023 15:45:09		Manager	Table 2	Closed	
b12f2671-93ad-40a7-93	3	21-03-2023 10:37:01	21-03-2023 13:12:21		Manager	Table 3	Closed	
8ba26cdf-55cf-4d90-aE	2	21-03-2023 10:03:41	21-03-2023 11:38:39		Manager	Table 2	Closed	
fbf72e03-0e56-42f9-af:	1	21-03-2023 10:03:23	21-03-2023 11:38:32		Manager	Table 1	Closed	



Scan to go to the interactive player