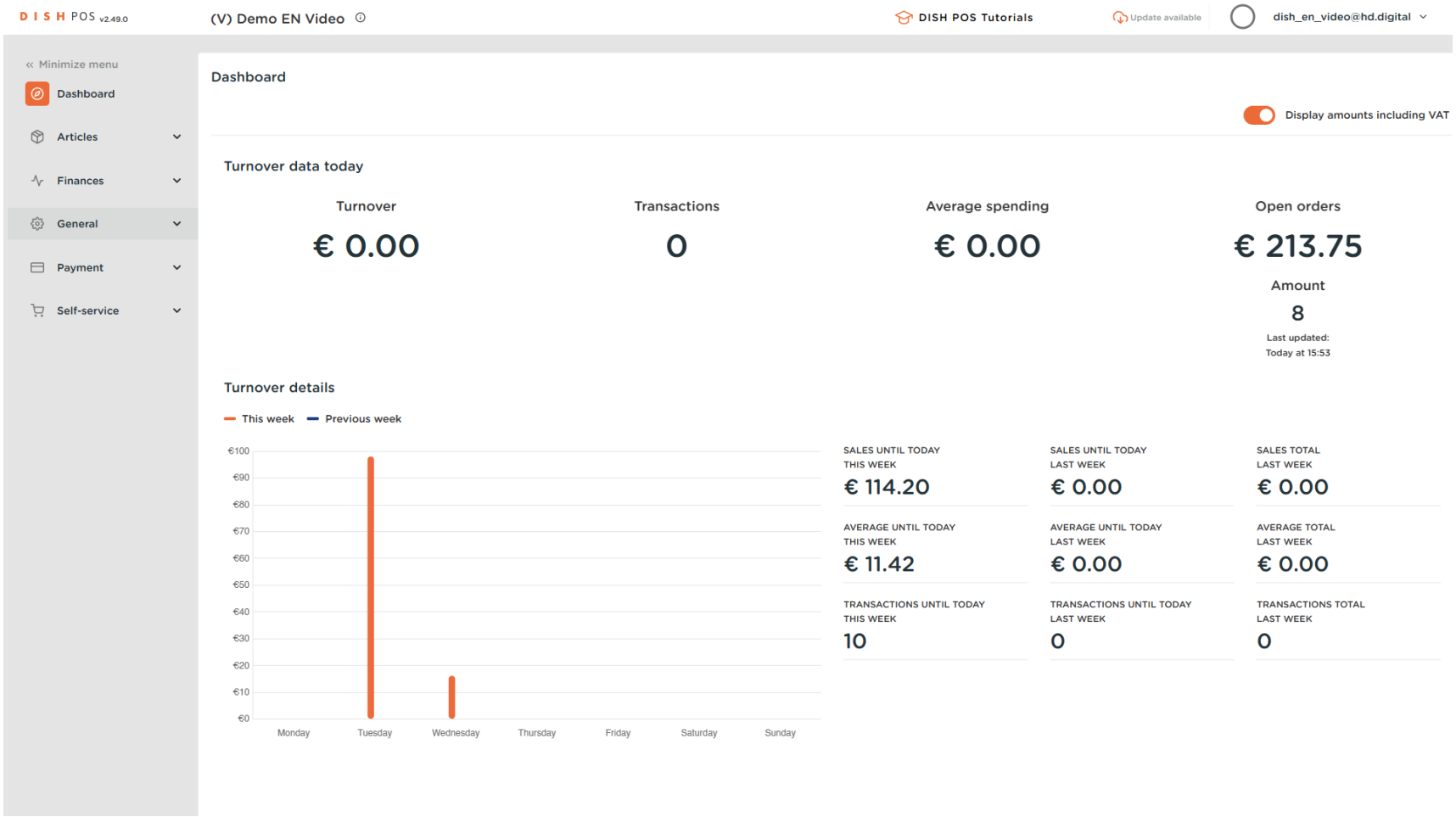
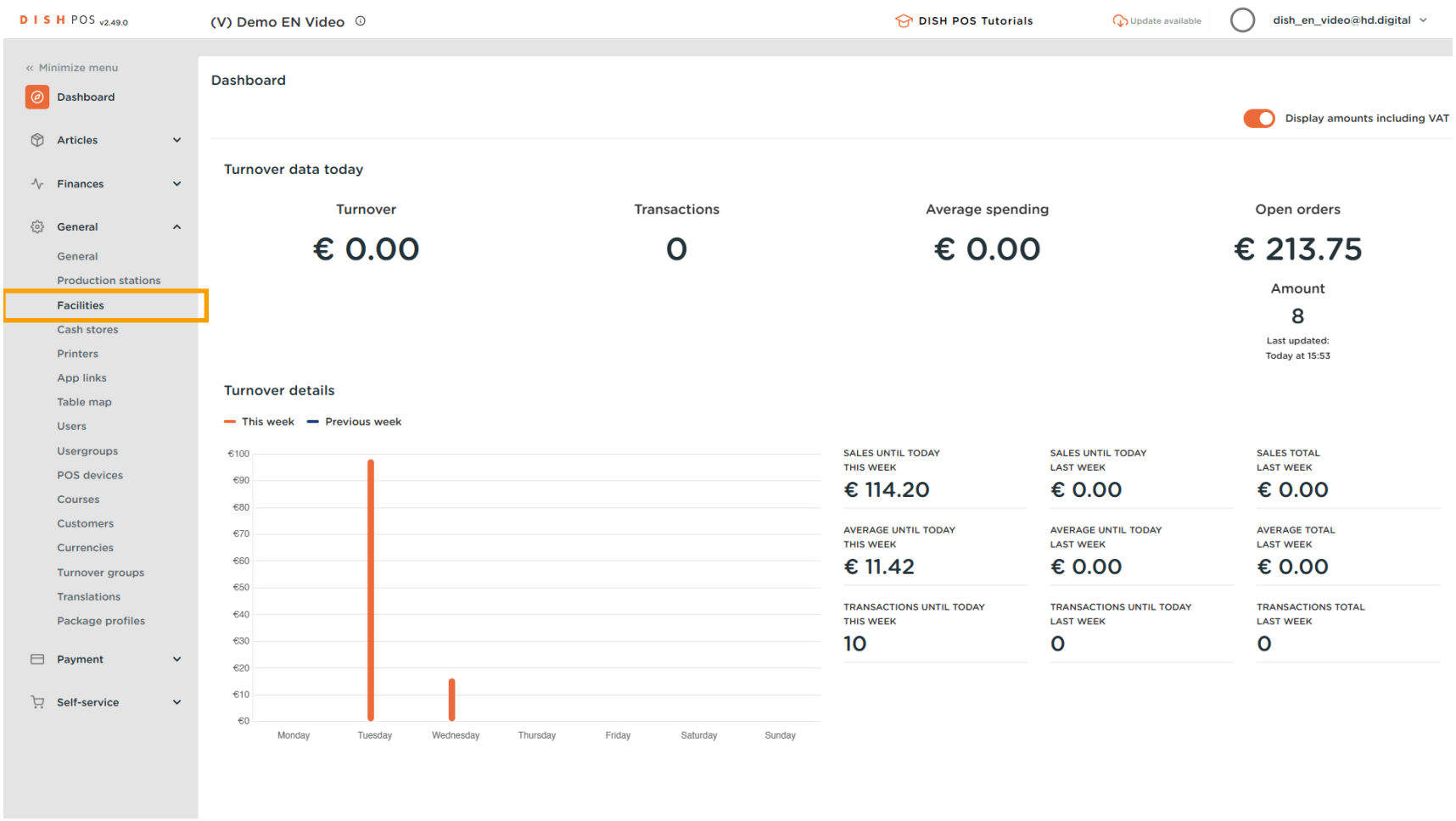
How do I add and manage areas and facilities (e.g. tables)?

Welcome to the DISH POS dashboard. In this tutorial, we show you how to add and manage areas and facilities. First, click on General.



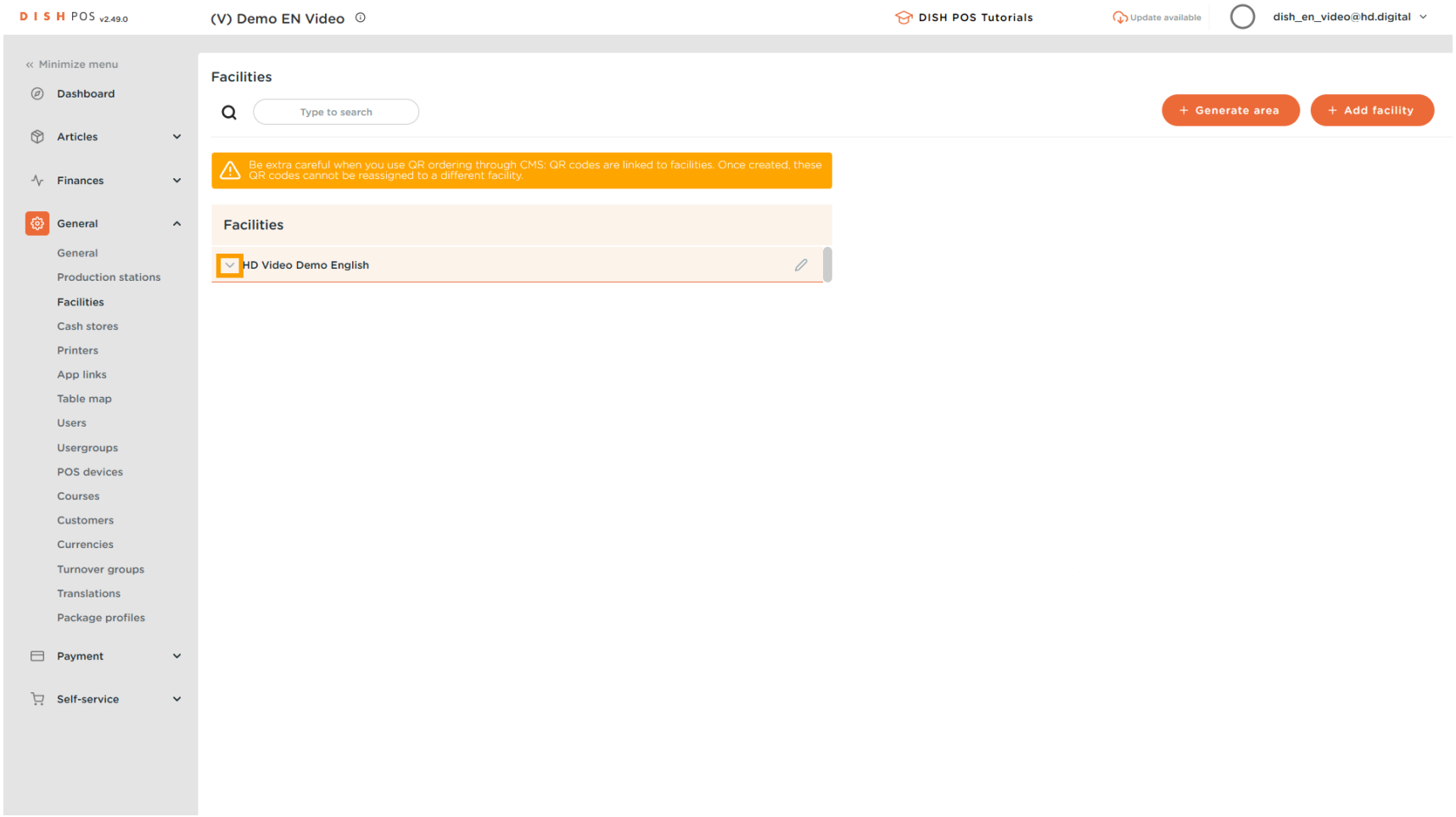
How do I add and manage areas and facilities (e.g. tables)?

Then go to Facilities.



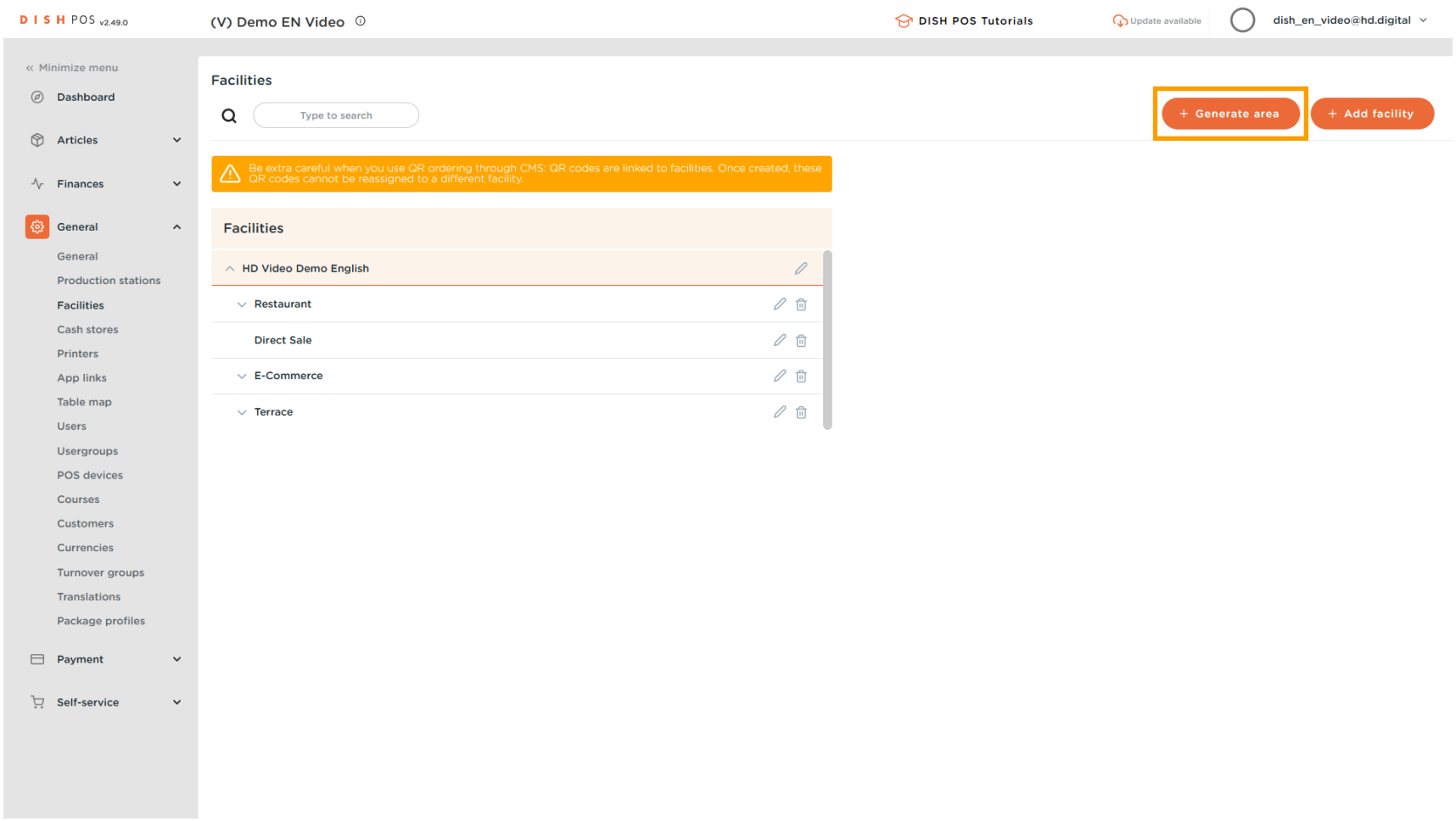
How do I add and manage areas and facilities (e.g. tables)?

You are now in the overview of your facilities. To expand the menu of your facilities, use the down-facing arrow.



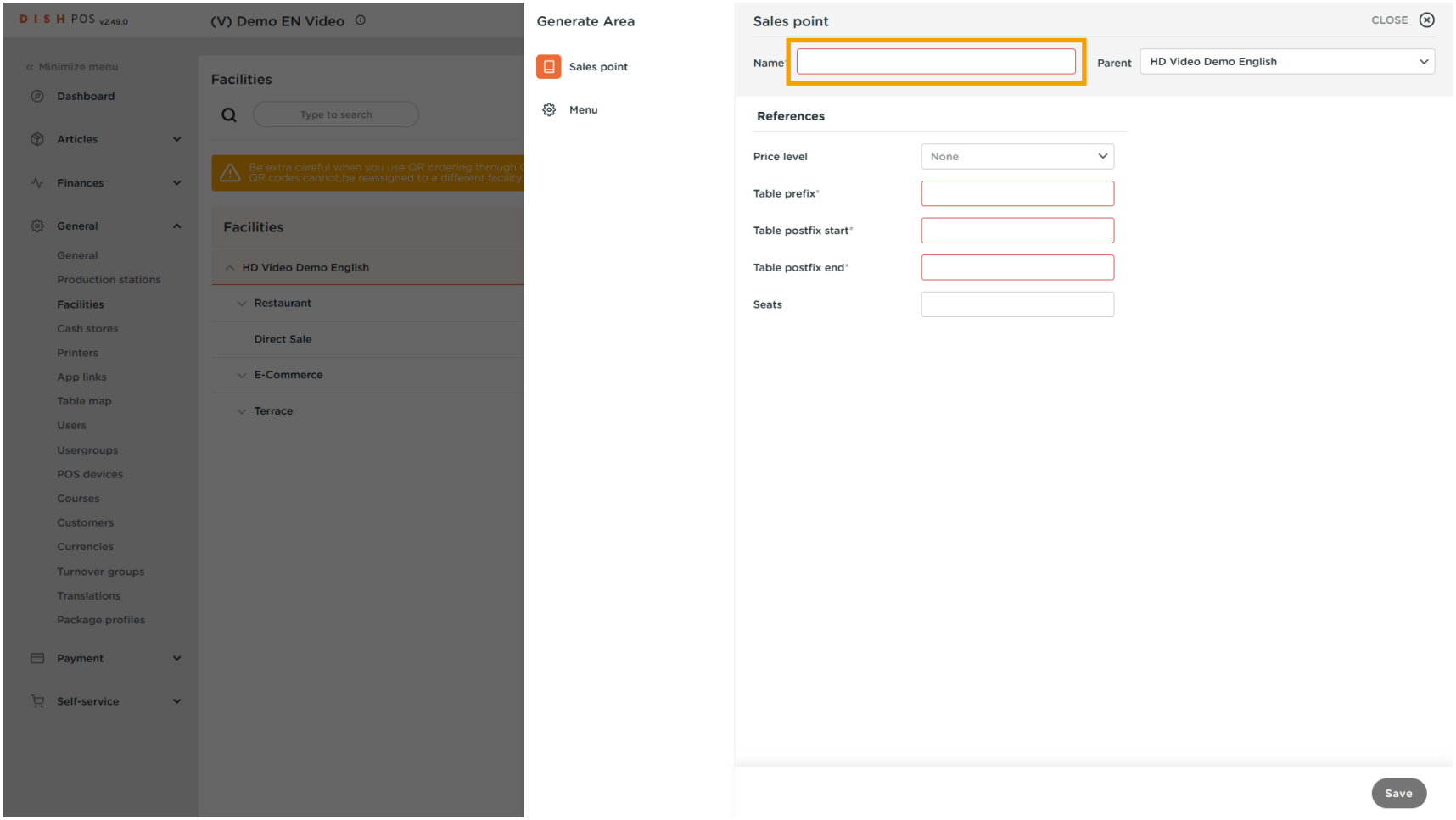
How do I add and manage areas and facilities (e.g. tables)?

By clicking on + Generate area, you will create a new area.



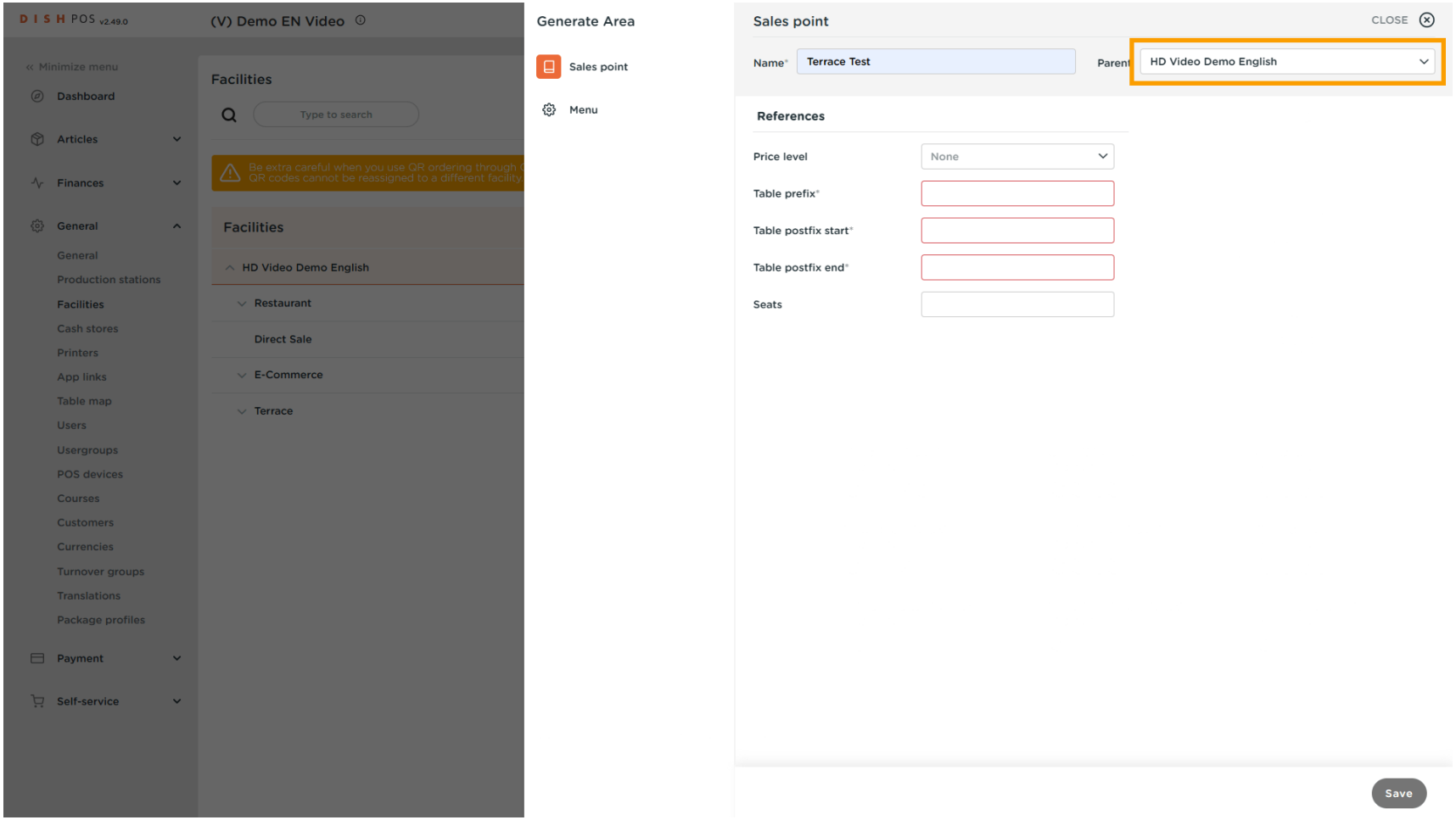
How do I add and manage areas and facilities (e.g. tables)?

A new window will open, where you can enter the information of the new area. Start by entering the name into the respective text field.



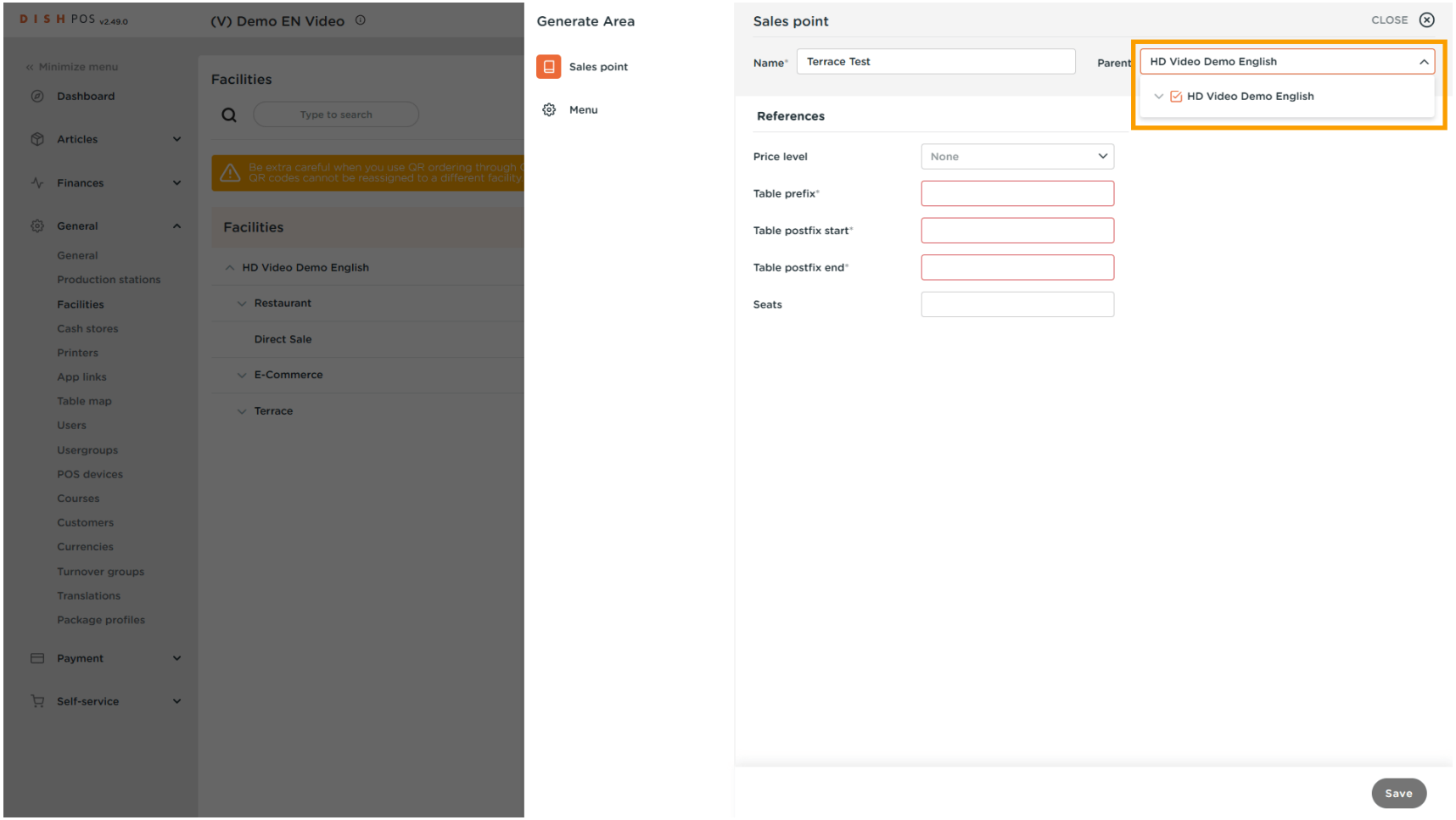
How do I add and manage areas and facilities (e.g. tables)?

You then can set the parent for the new area to which it will be assigned to directly. Do so by using the corresponding drop-down menu.



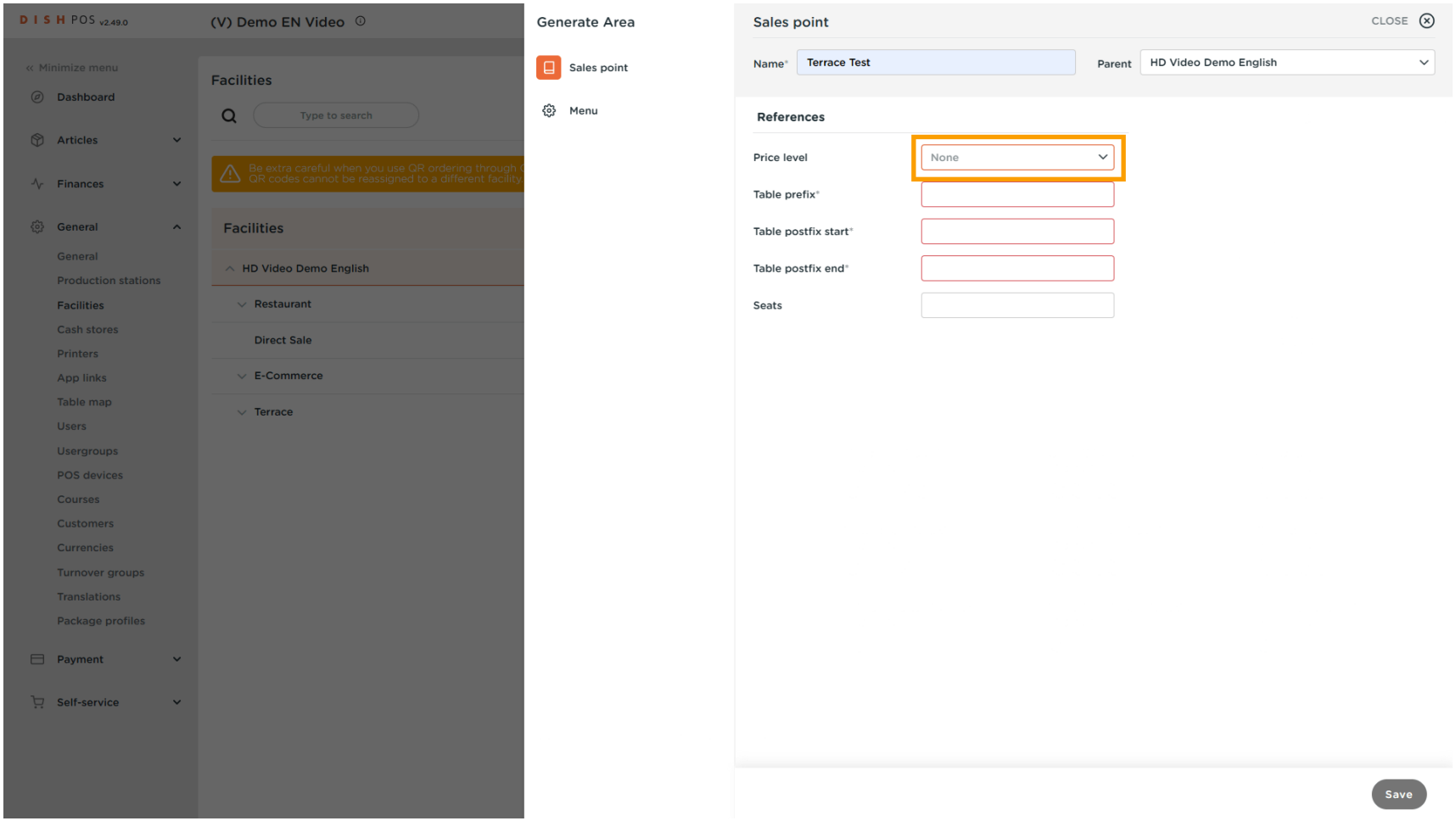
How do I add and manage areas and facilities (e.g. tables)?

Now select the facility which you like to add as a parent by setting the corresponding checkmark. Note: To expand the menu of available facilities, use the down-facing arrow.



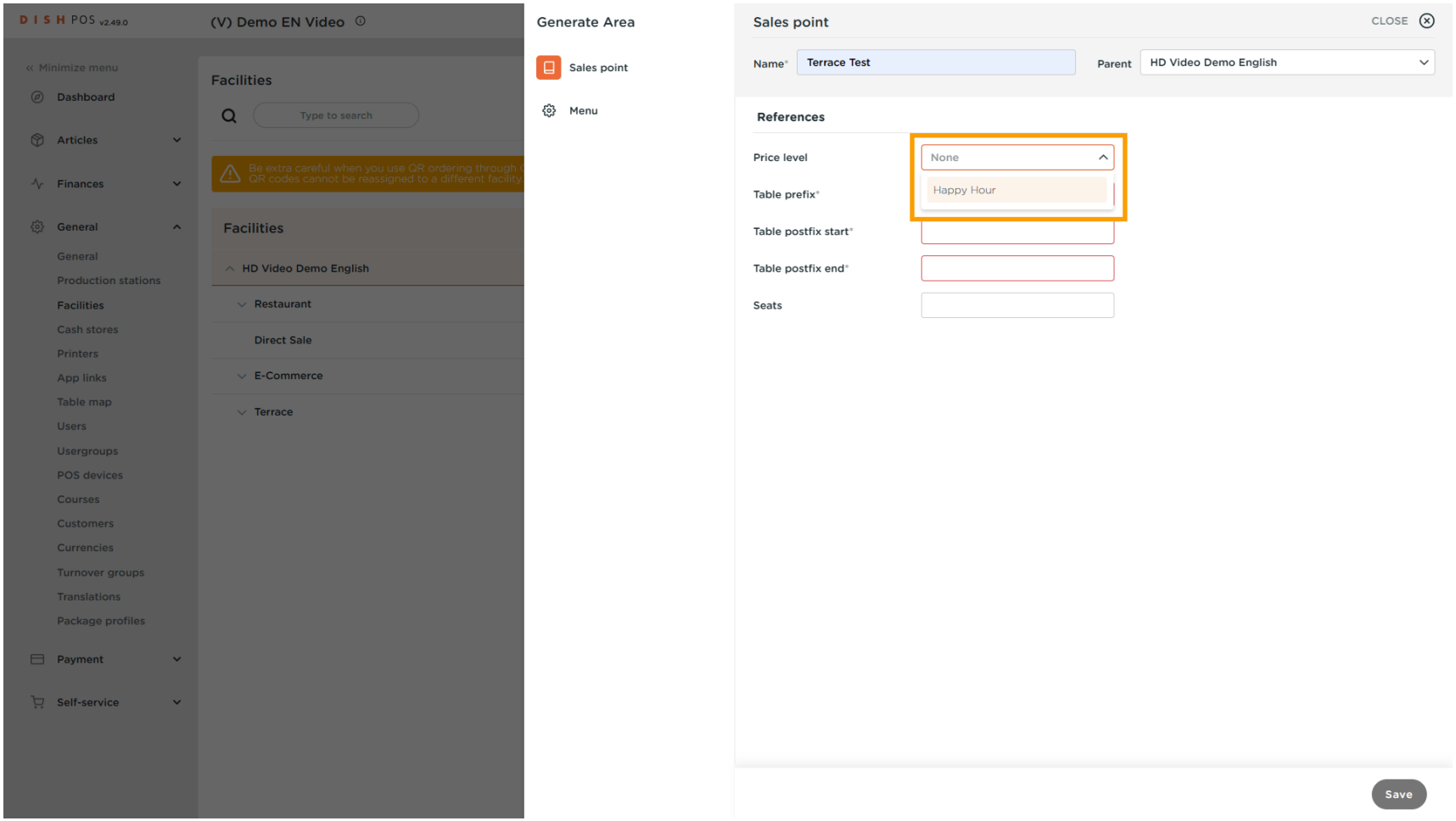
How do I add and manage areas and facilities (e.g. tables)?

To assign a price level to the new area, use the corresponding drop-down menu.



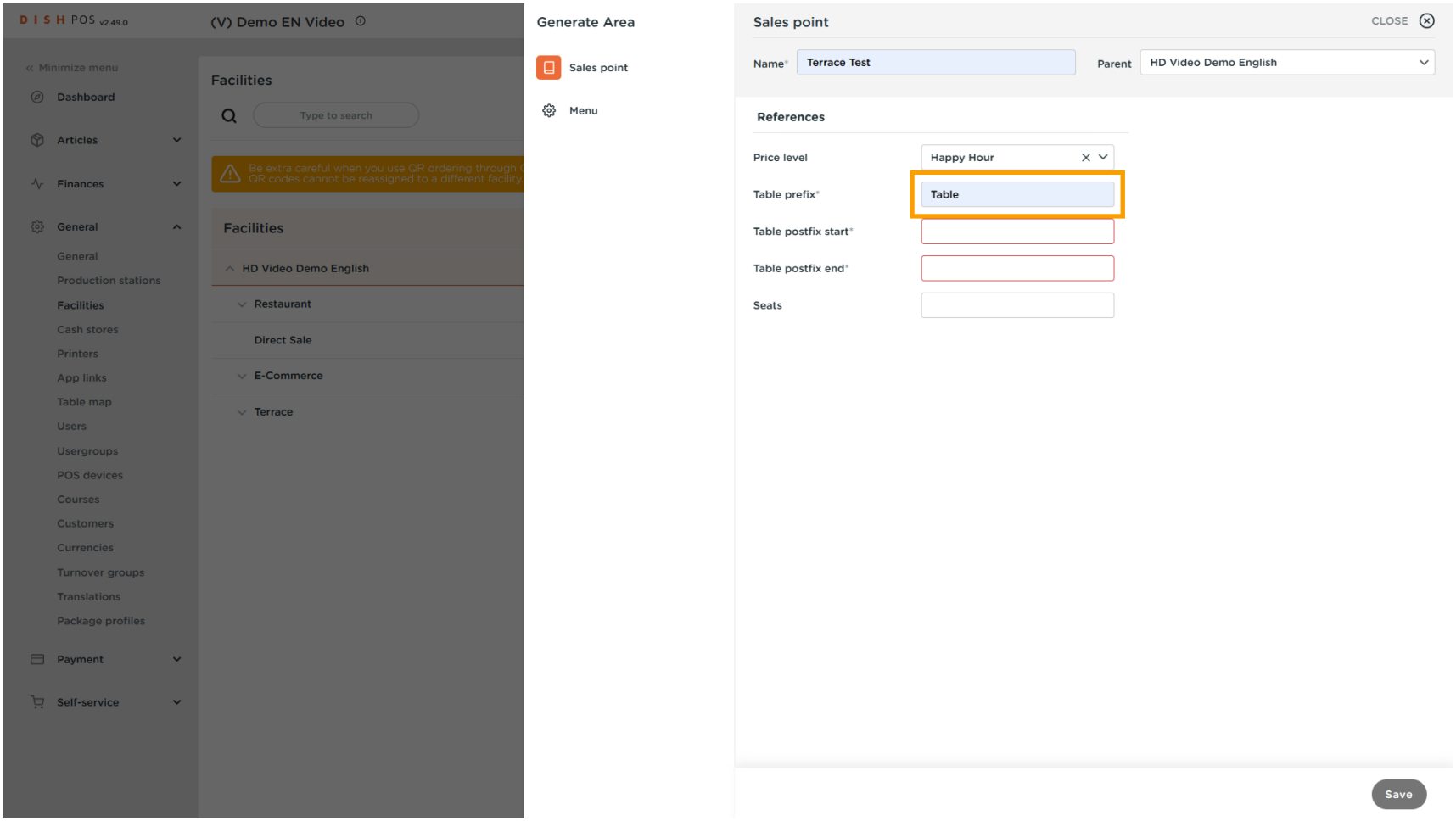
How do I add and manage areas and facilities (e.g. tables)?

Then select a price level from the given options.



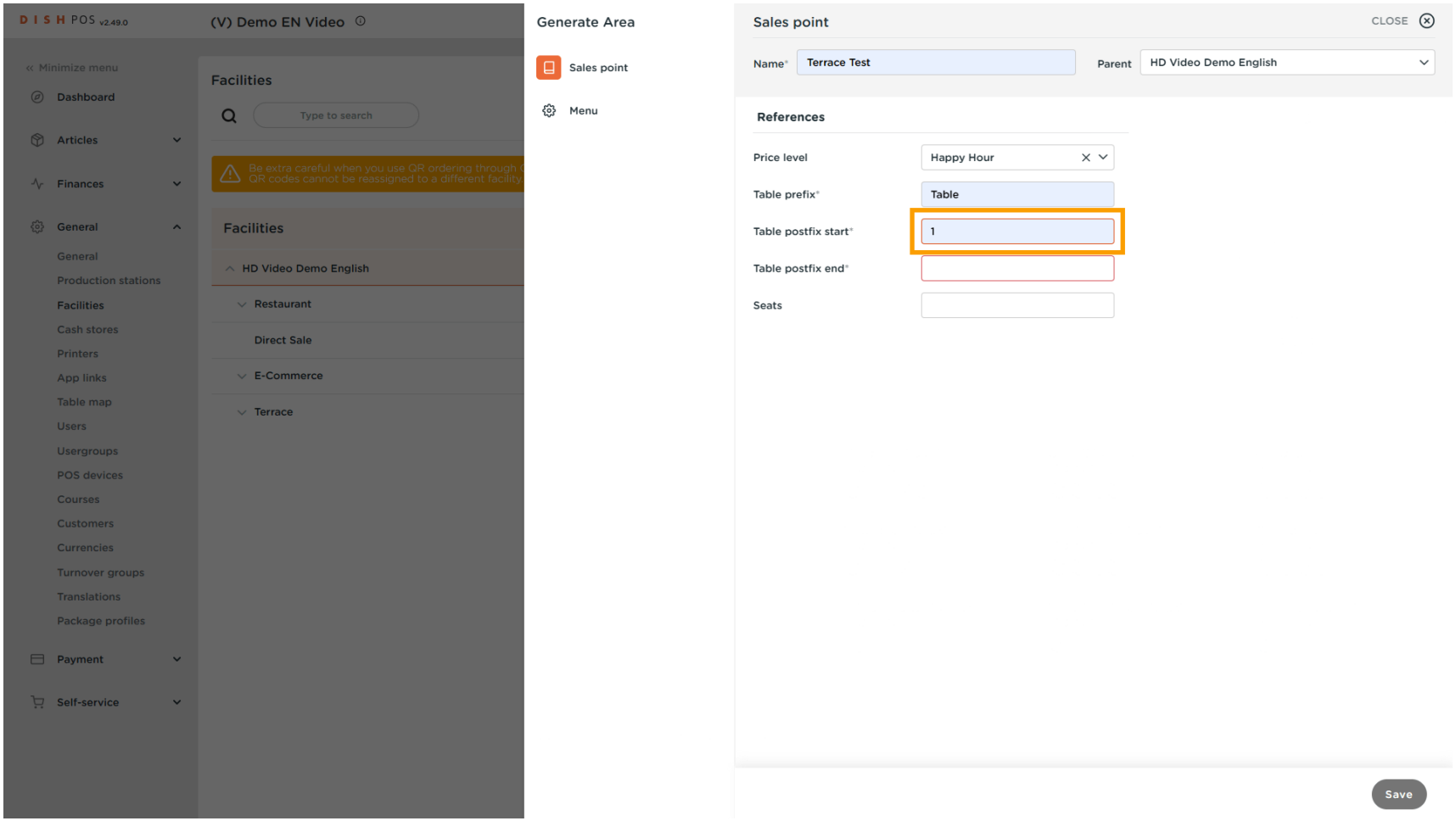
How do I add and manage areas and facilities (e.g. tables)?

Afterward, use the corresponding text field to add a table prefix.



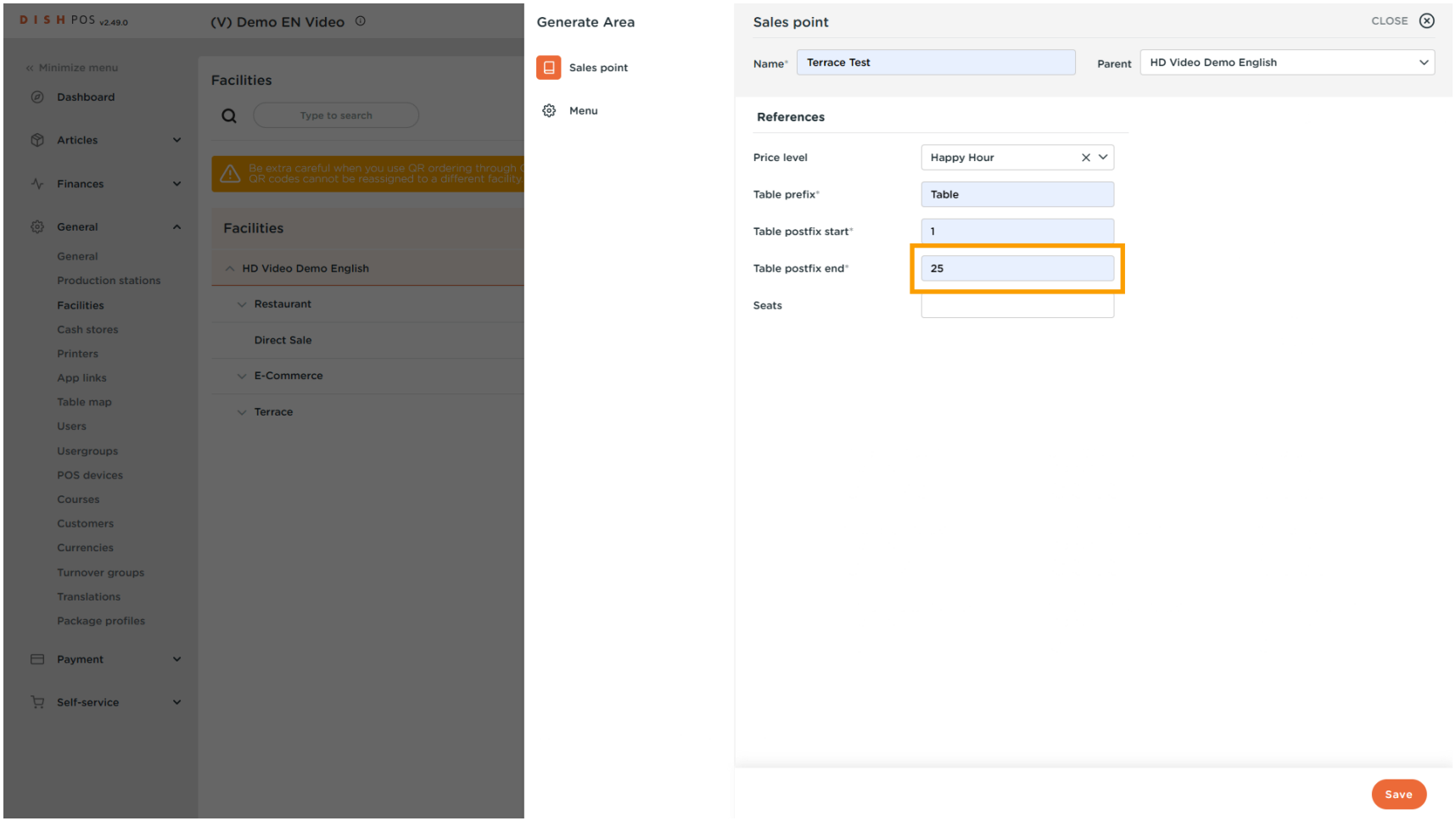
How do I add and manage areas and facilities (e.g. tables)?

Then enter a starting table postfix by using the corresponding text field.



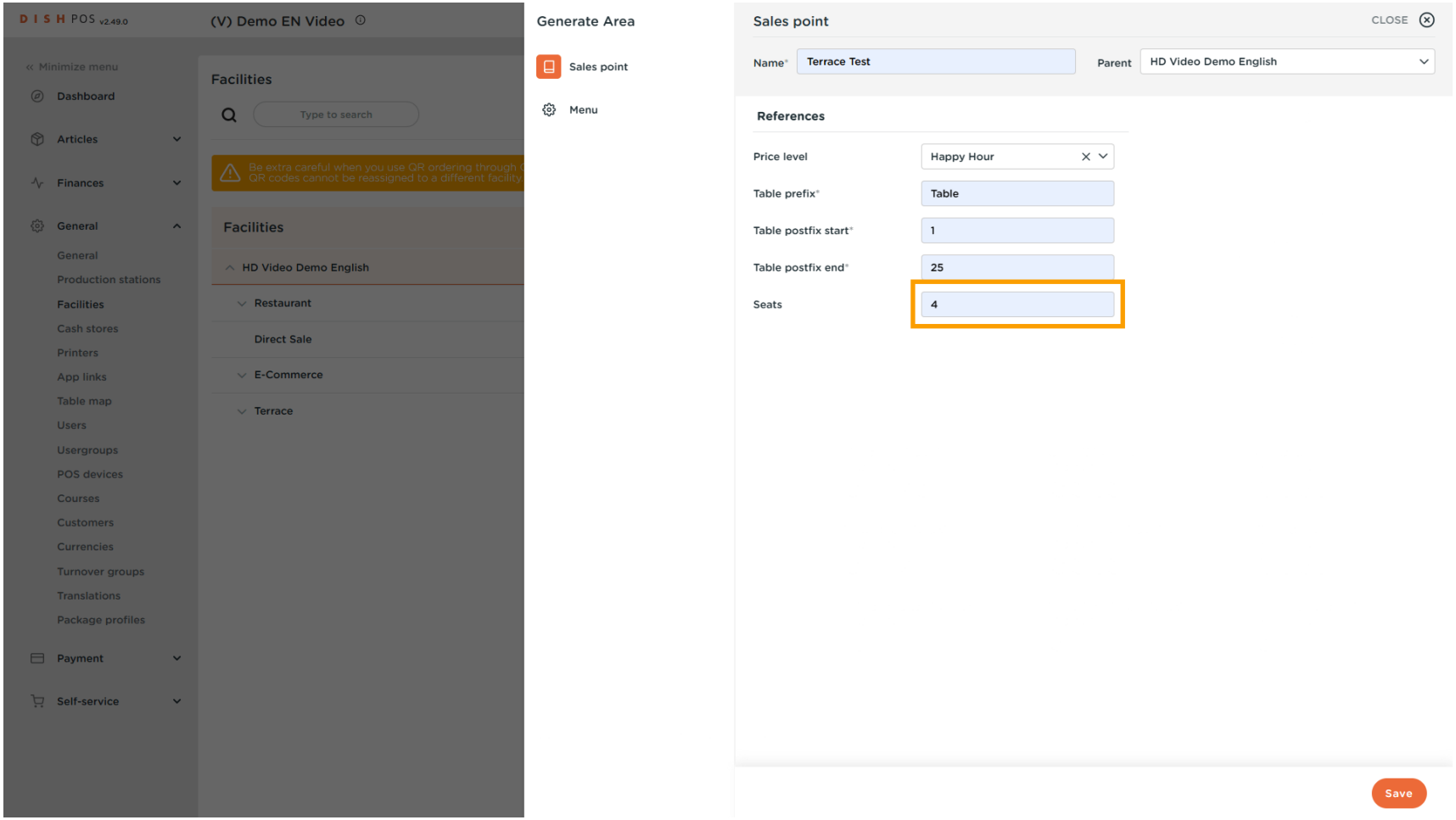
How do I add and manage areas and facilities (e.g. tables)?

And do the same for adding the table postfix end by using the corresponding text field.



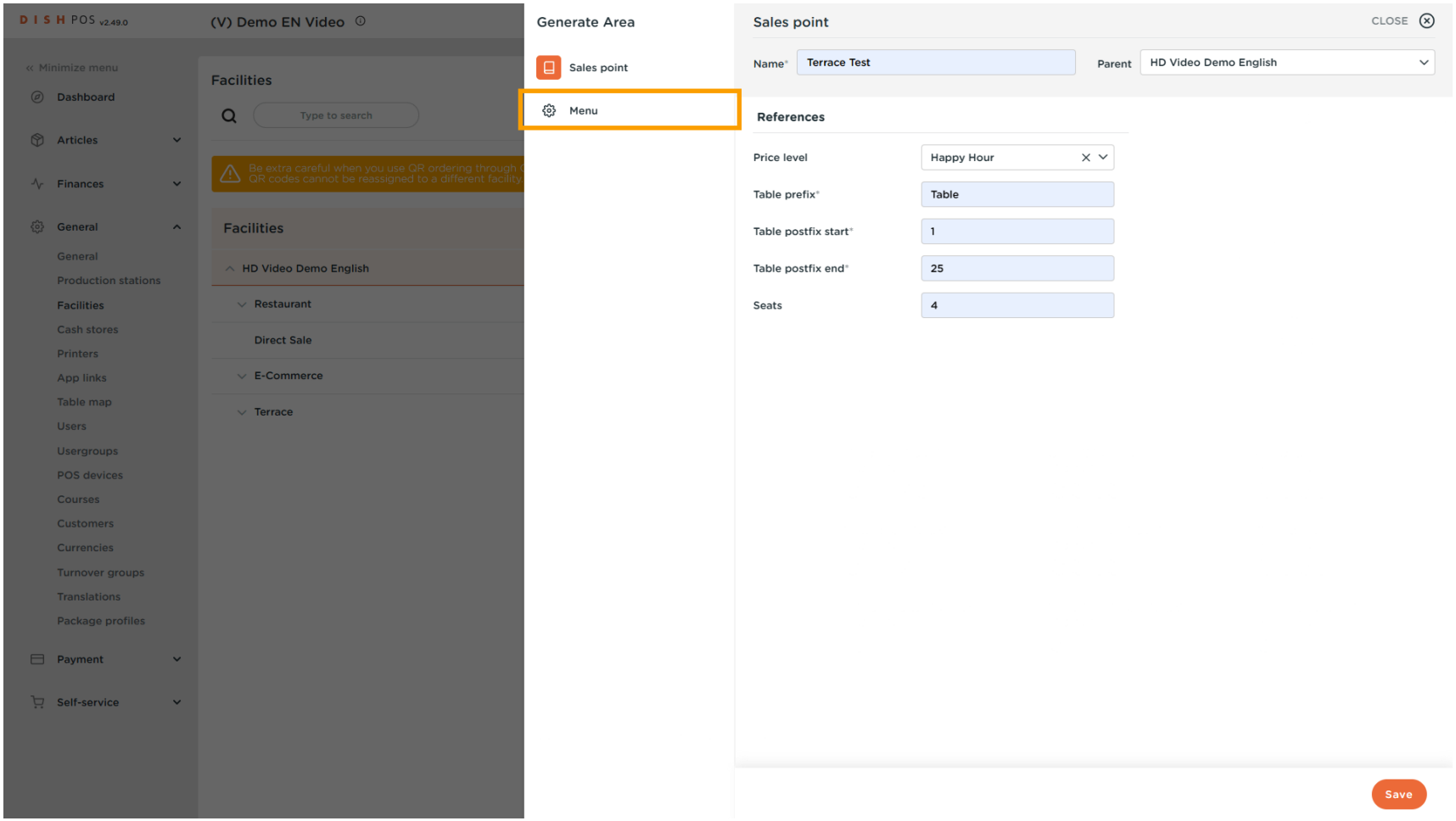
How do I add and manage areas and facilities (e.g. tables)?

You then can set a number of seats for those tables. Simply use the corresponding field for it. Note: When opening a table, you then will be asked how many seats are occupied. This setting is optional.



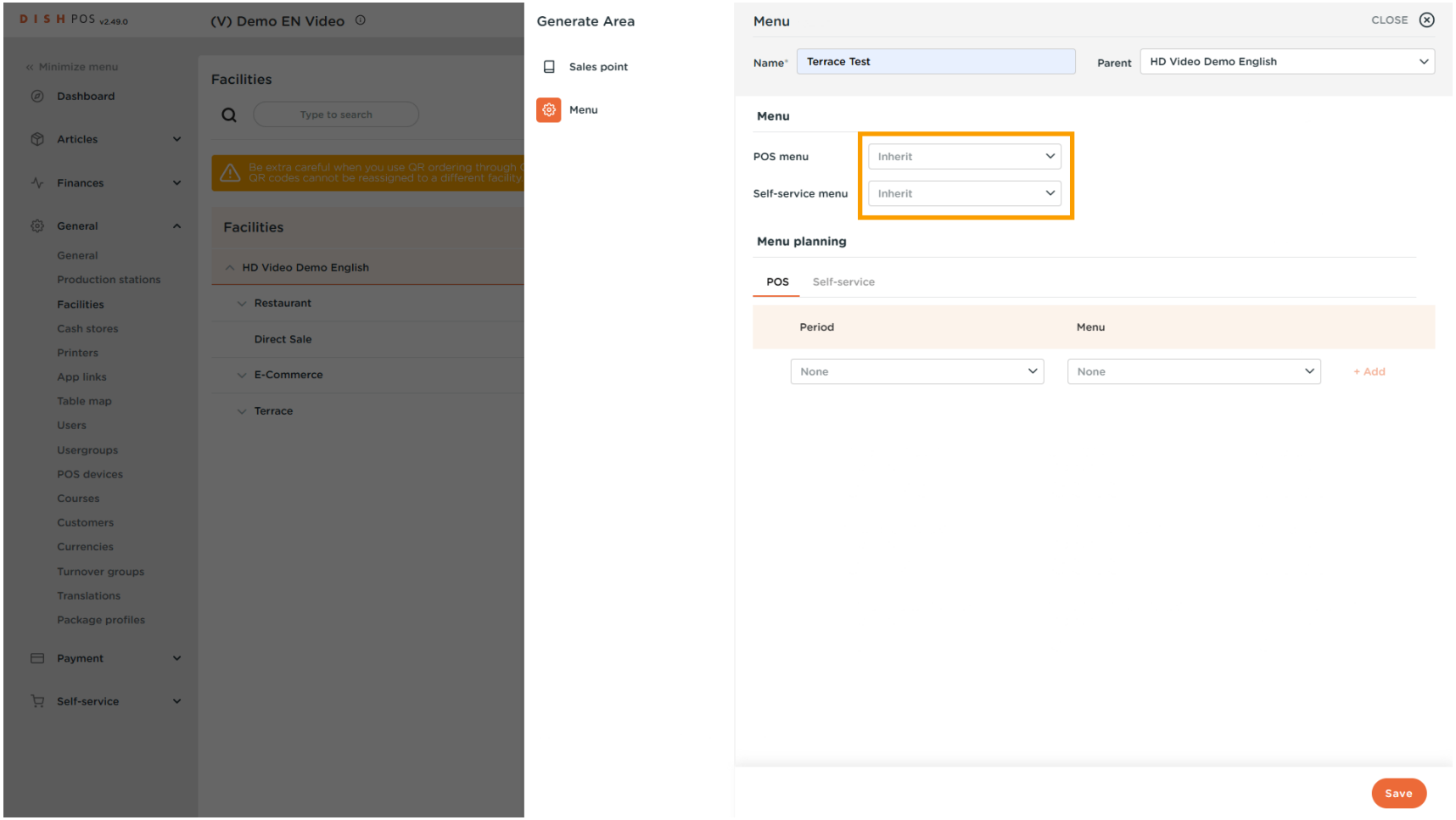
How do I add and manage areas and facilities (e.g. tables)?

Now go to Menu to start assigning menus to the new area.



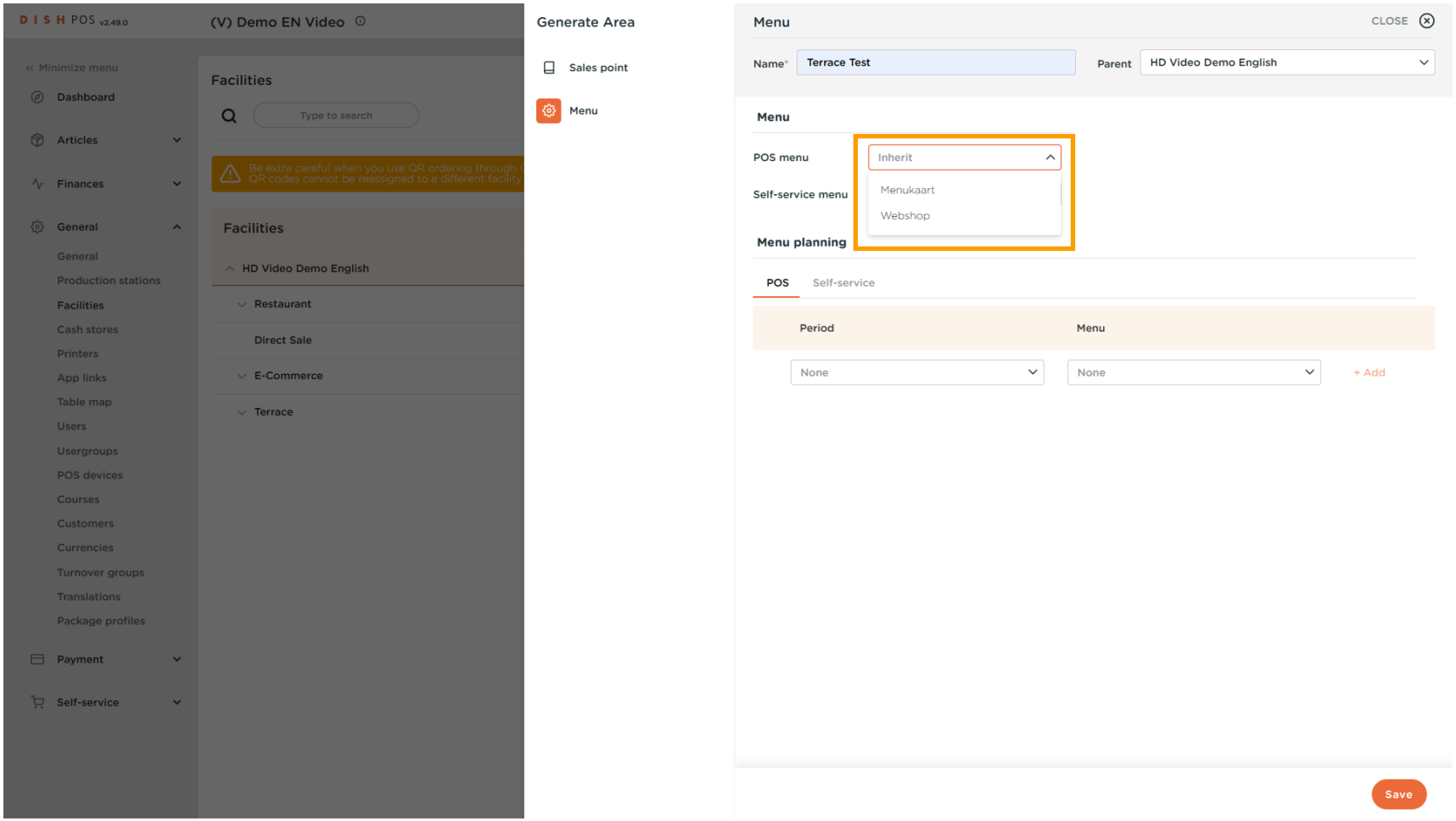
How do I add and manage areas and facilities (e.g. tables)?

Then use the respective drop-down menu to select a menu for the POS and Self-service. Note: If you want to assign the same menus that the parent facility has, you can leave the setting on default.



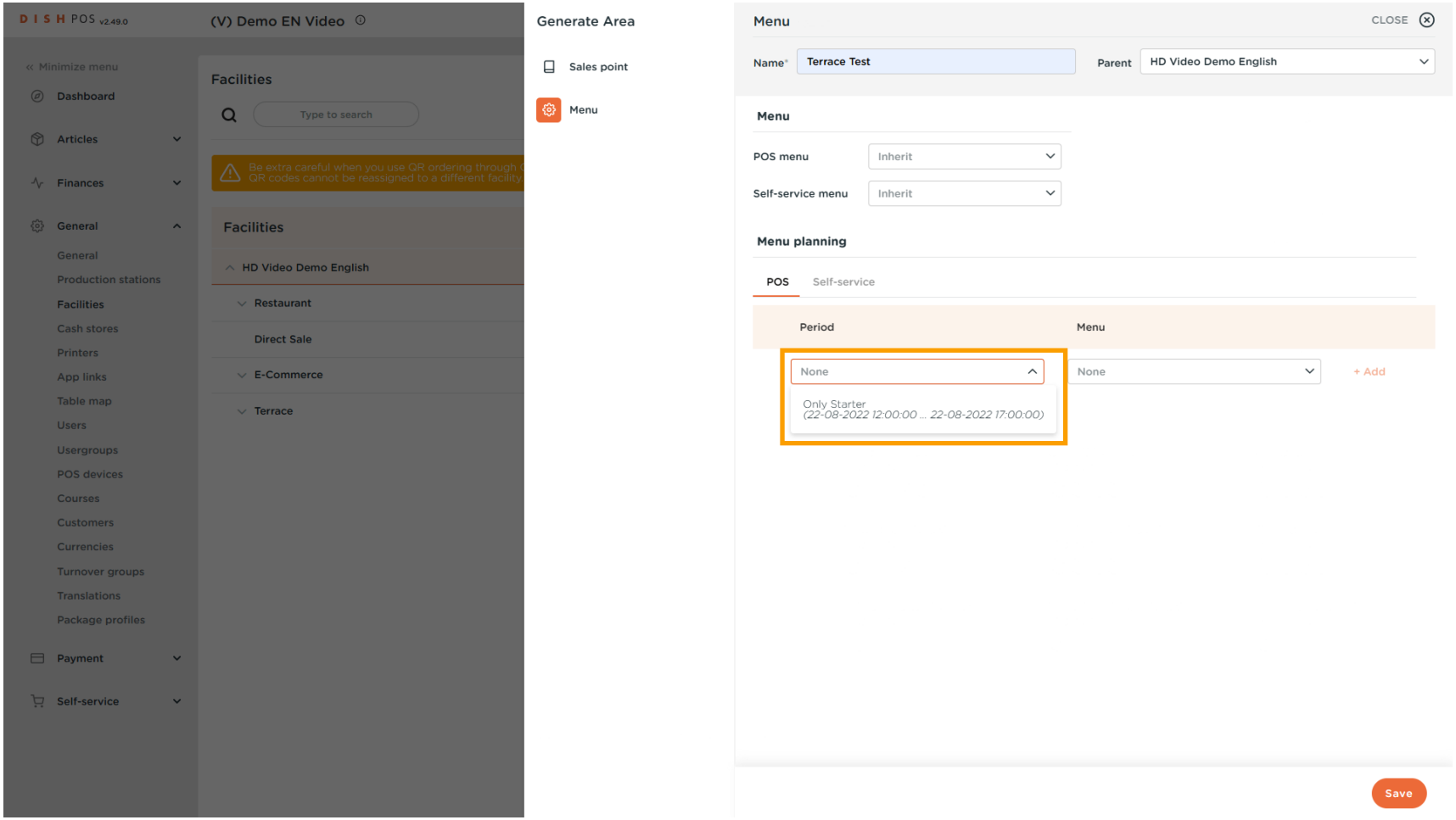
How do I add and manage areas and facilities (e.g. tables)?

Simply select an option from the expanded drop-down menu.



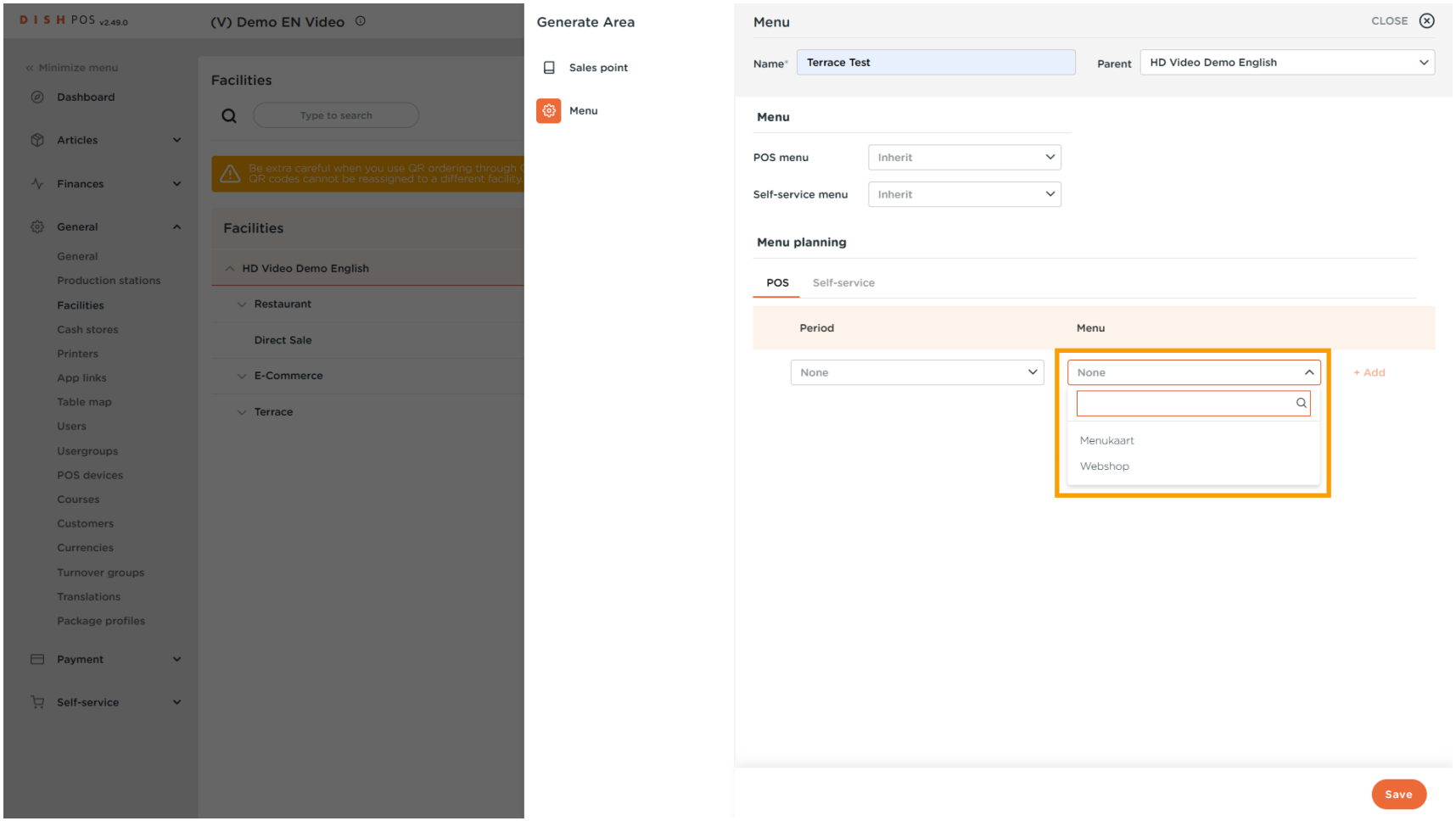
How do I add and manage areas and facilities (e.g. tables)?

To plan a menu for a certain period, start by selecting a period from the corresponding drop-down menu. Note: You have to set up those menus separately for the POS and Self-service.



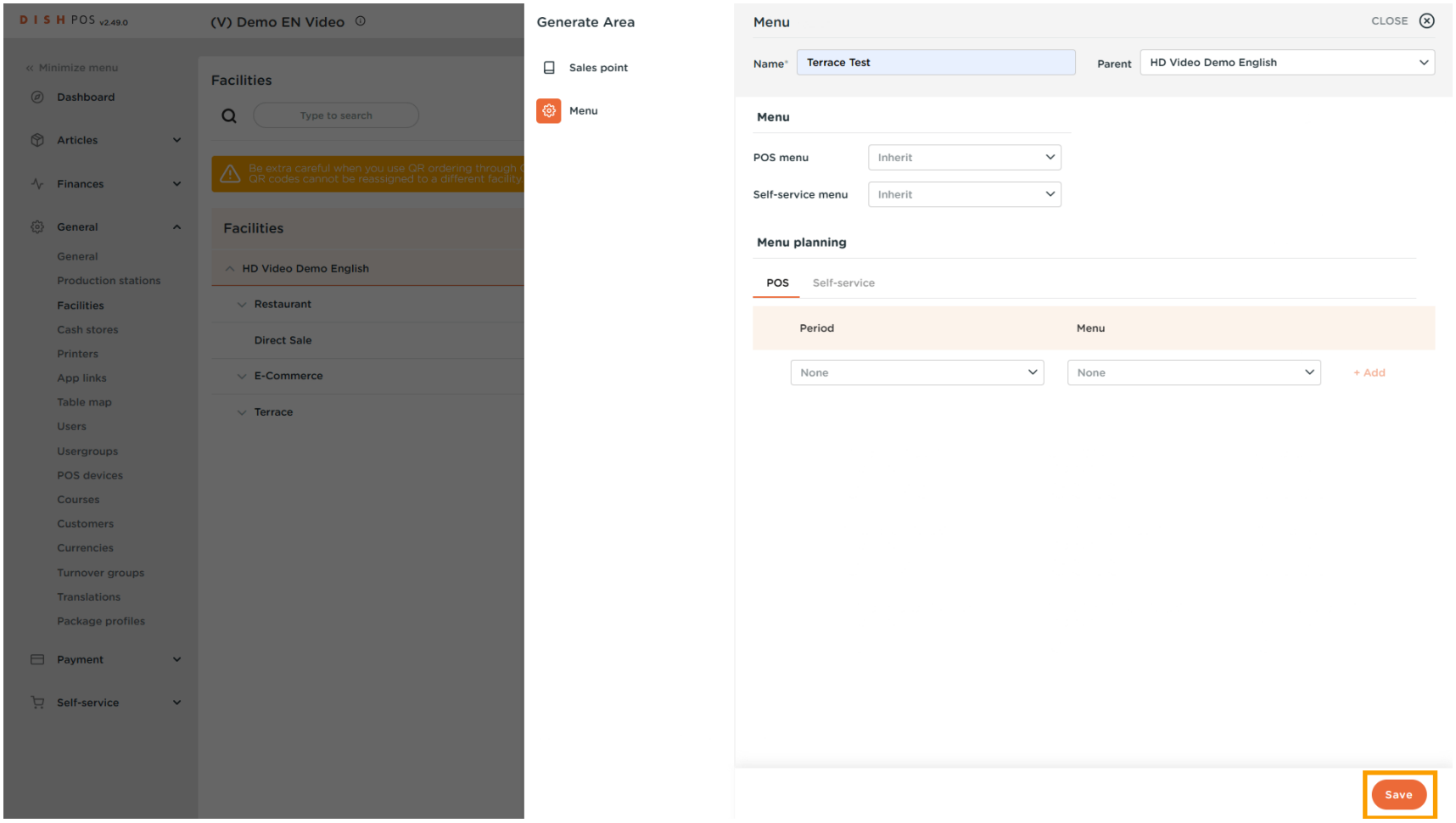
How do I add and manage areas and facilities (e.g. tables)?

And then select the respective menu by using the corresponding drop-down menu.



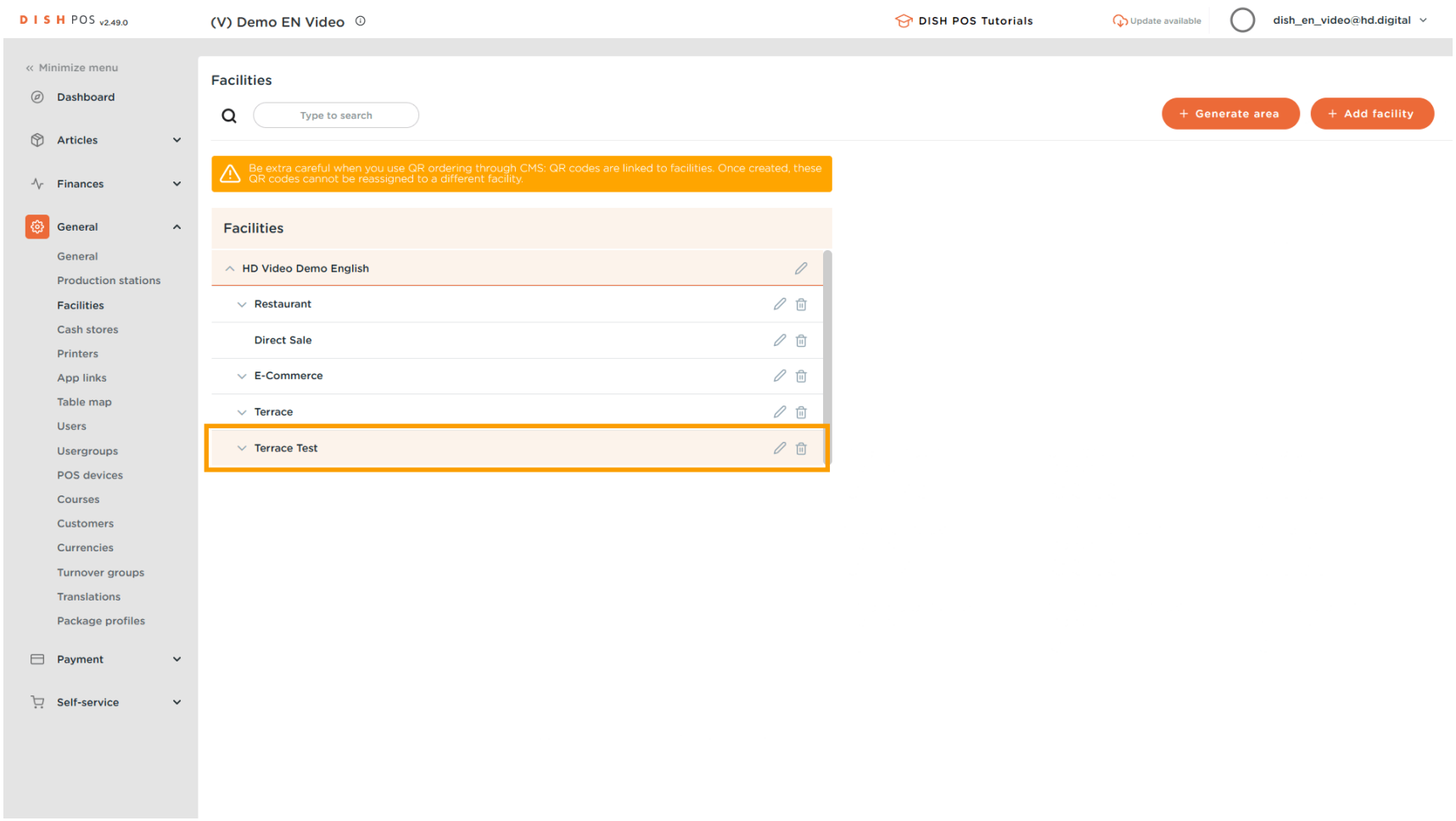
How do I add and manage areas and facilities (e.g. tables)?

Once you finished your setup, click on Save to apply the changes.



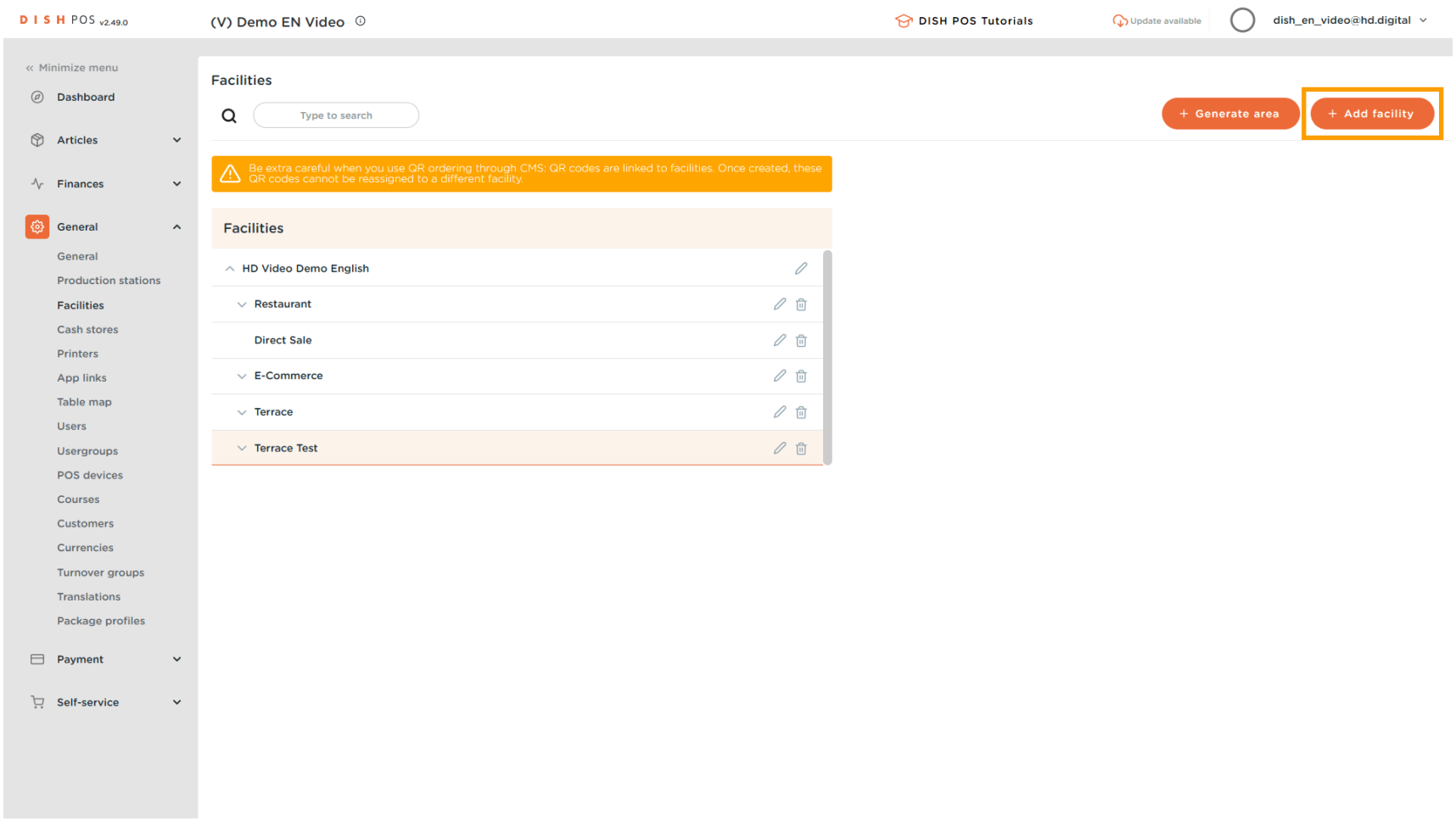
How do I add and manage areas and facilities (e.g. tables)?

Your new area has now been added to your facilities.



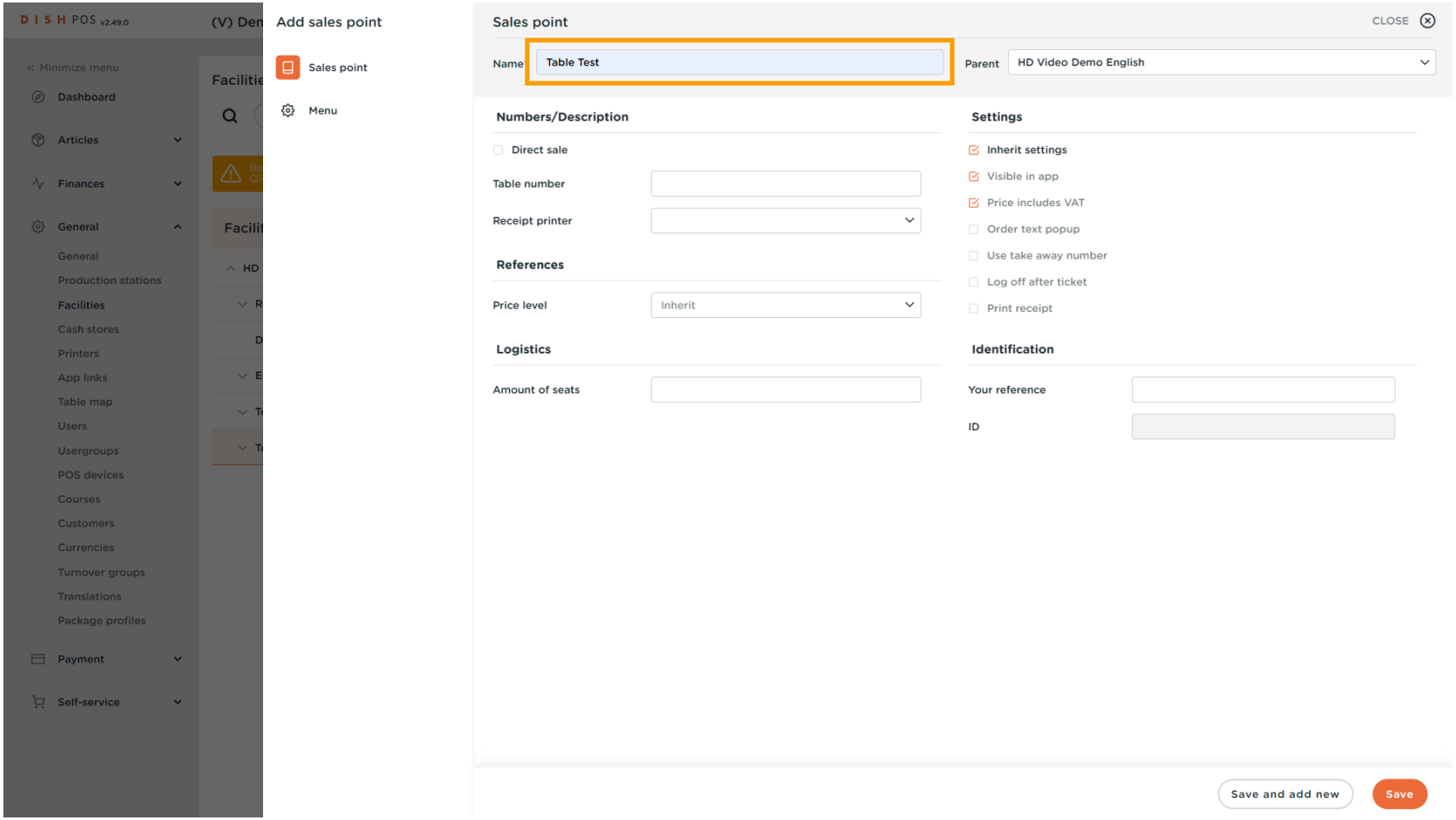
How do I add and manage areas and facilities (e.g. tables)?

Back to the overview of your facilities, you are able to create a new facility by clicking on + Add facility.



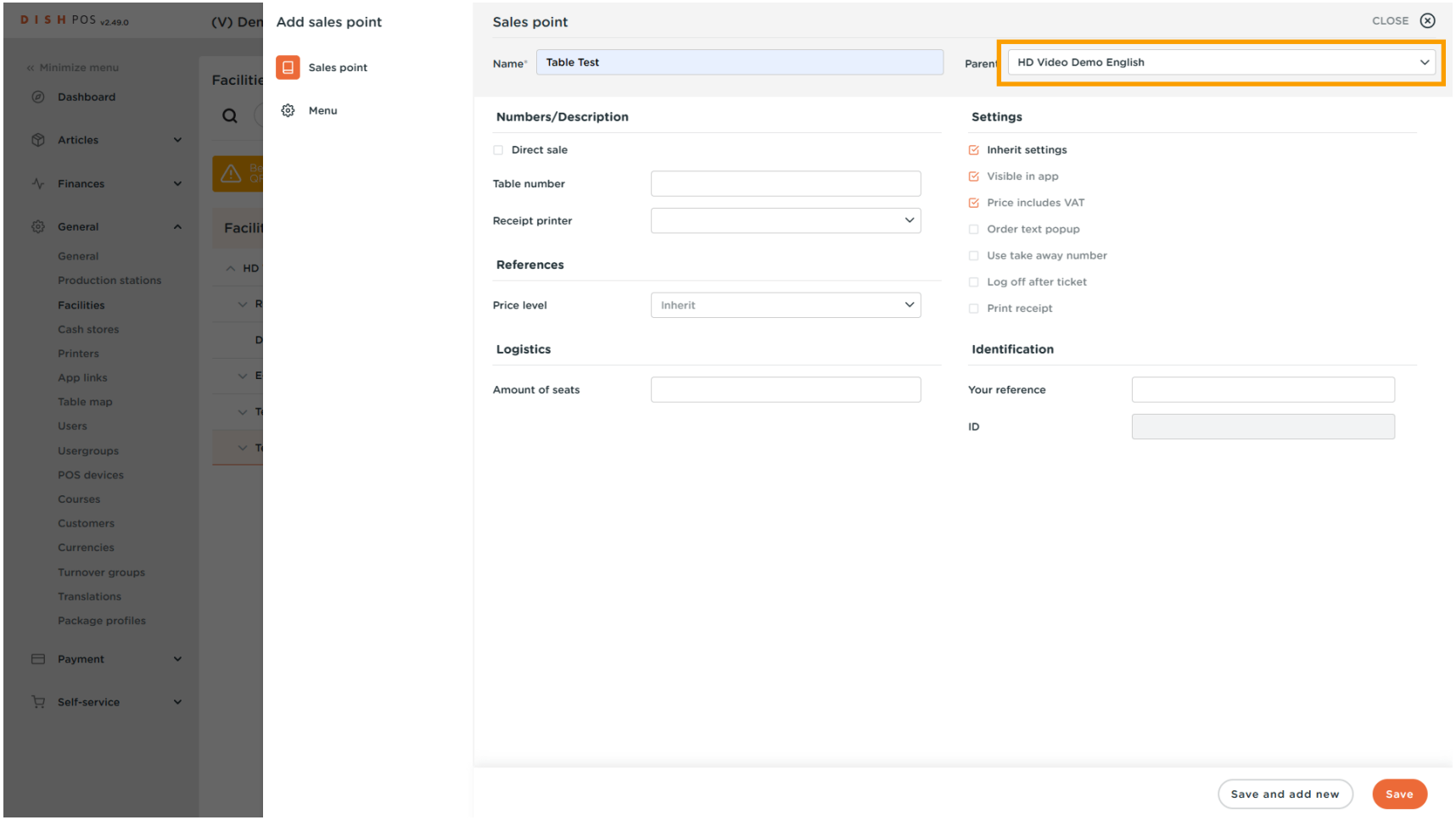
How do I add and manage areas and facilities (e.g. tables)?

A new window will open, where you can enter the information of the new facility. Start by entering the name into the respective text field.



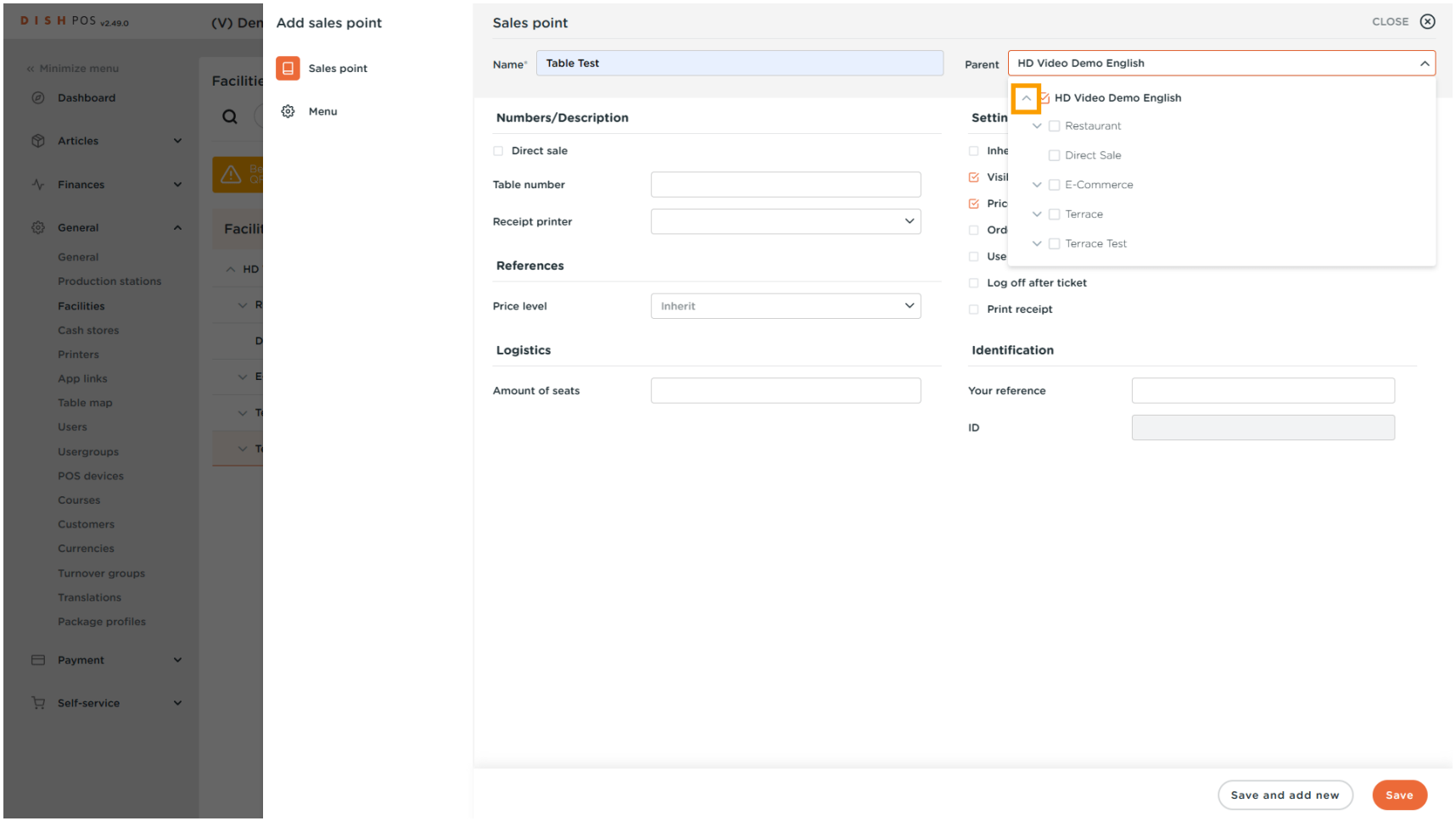
How do I add and manage areas and facilities (e.g. tables)?

You then can set the parent for the new facility to which it will be assigned to directly. Do so by using the corresponding drop-down menu.



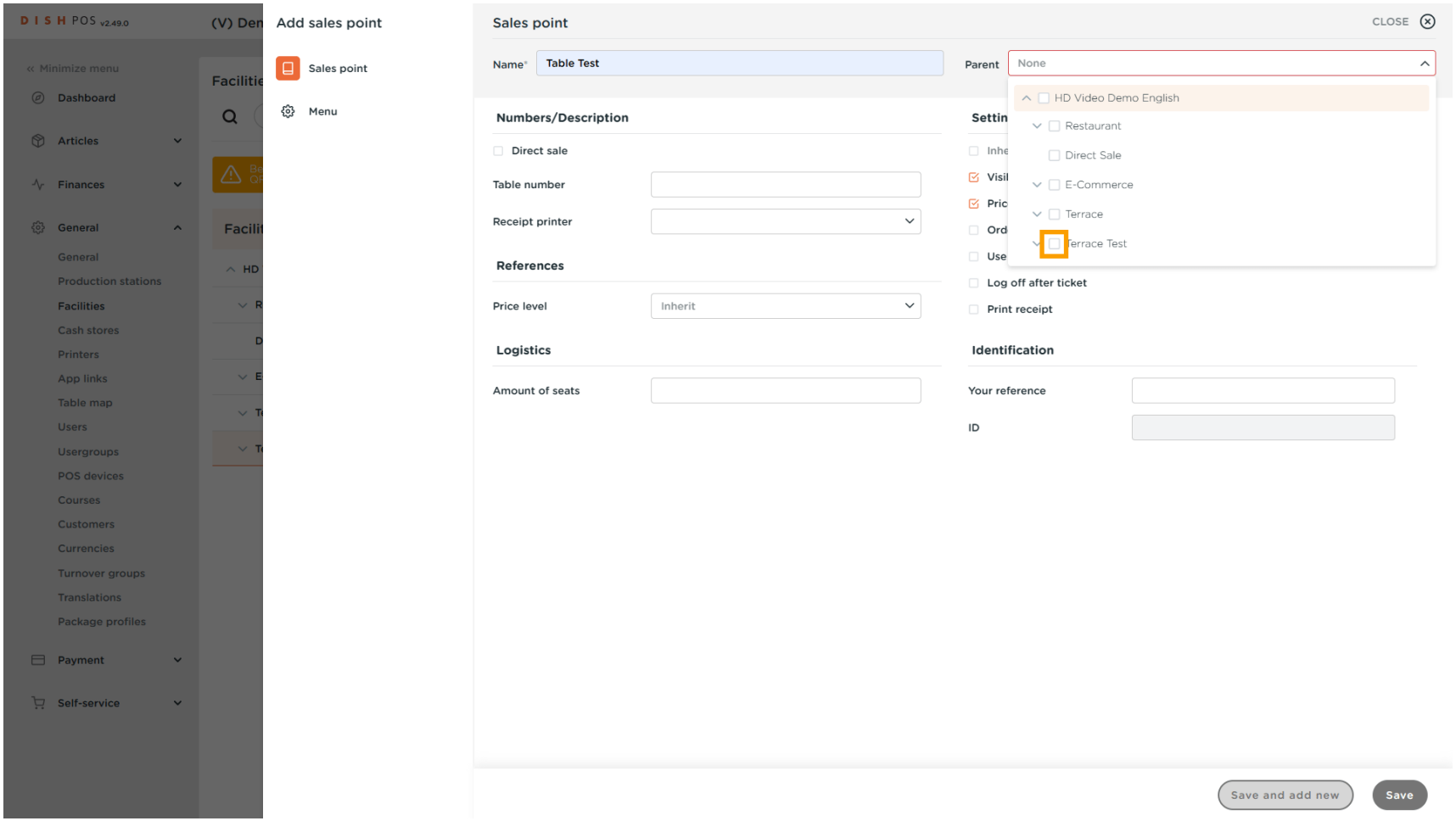
How do I add and manage areas and facilities (e.g. tables)?

Now expand the menu of available facilities by using the down-facing arrow.



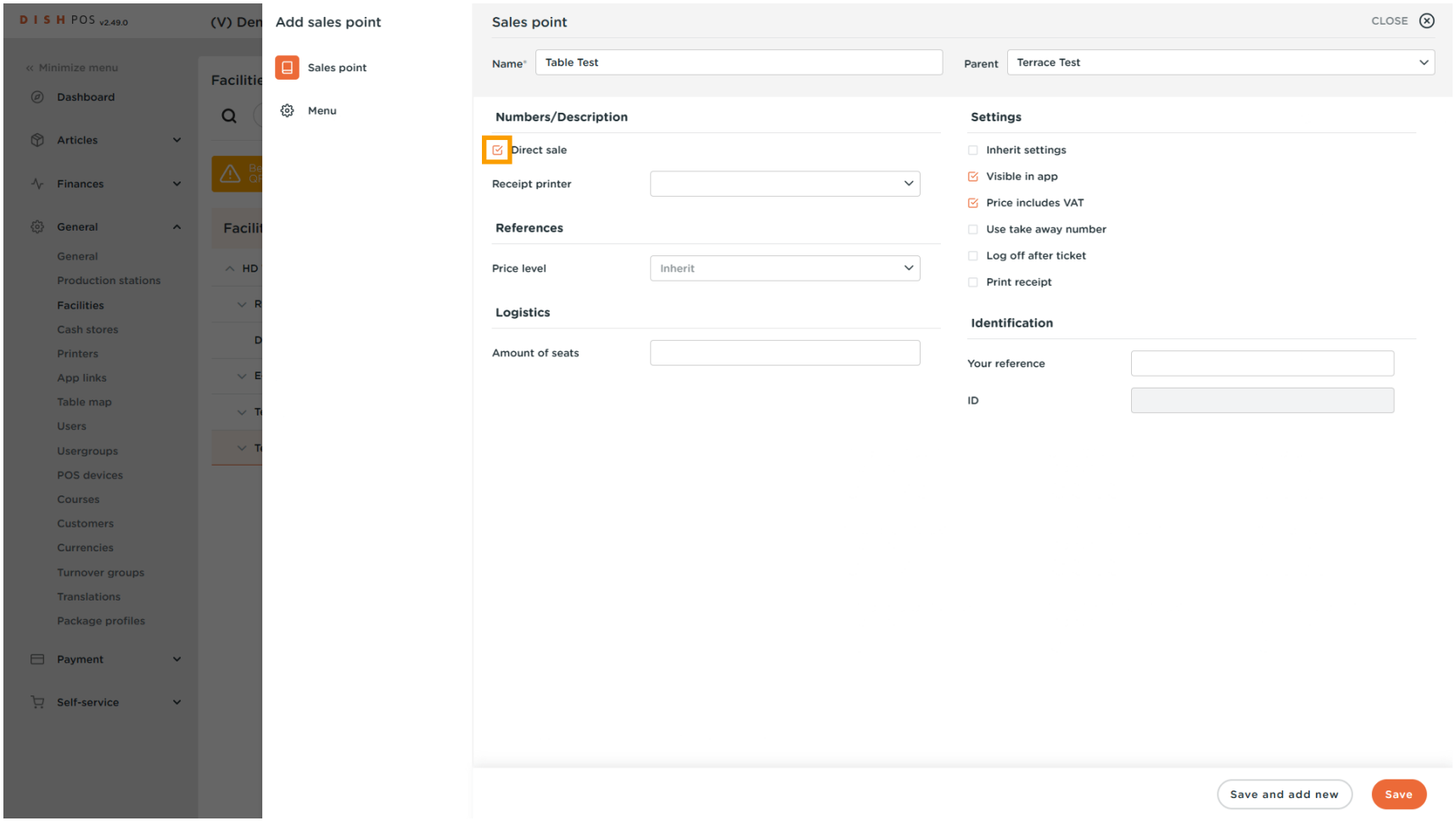
How do I add and manage areas and facilities (e.g. tables)?

Then select the facility which you like to add as a parent by setting the corresponding checkmark.



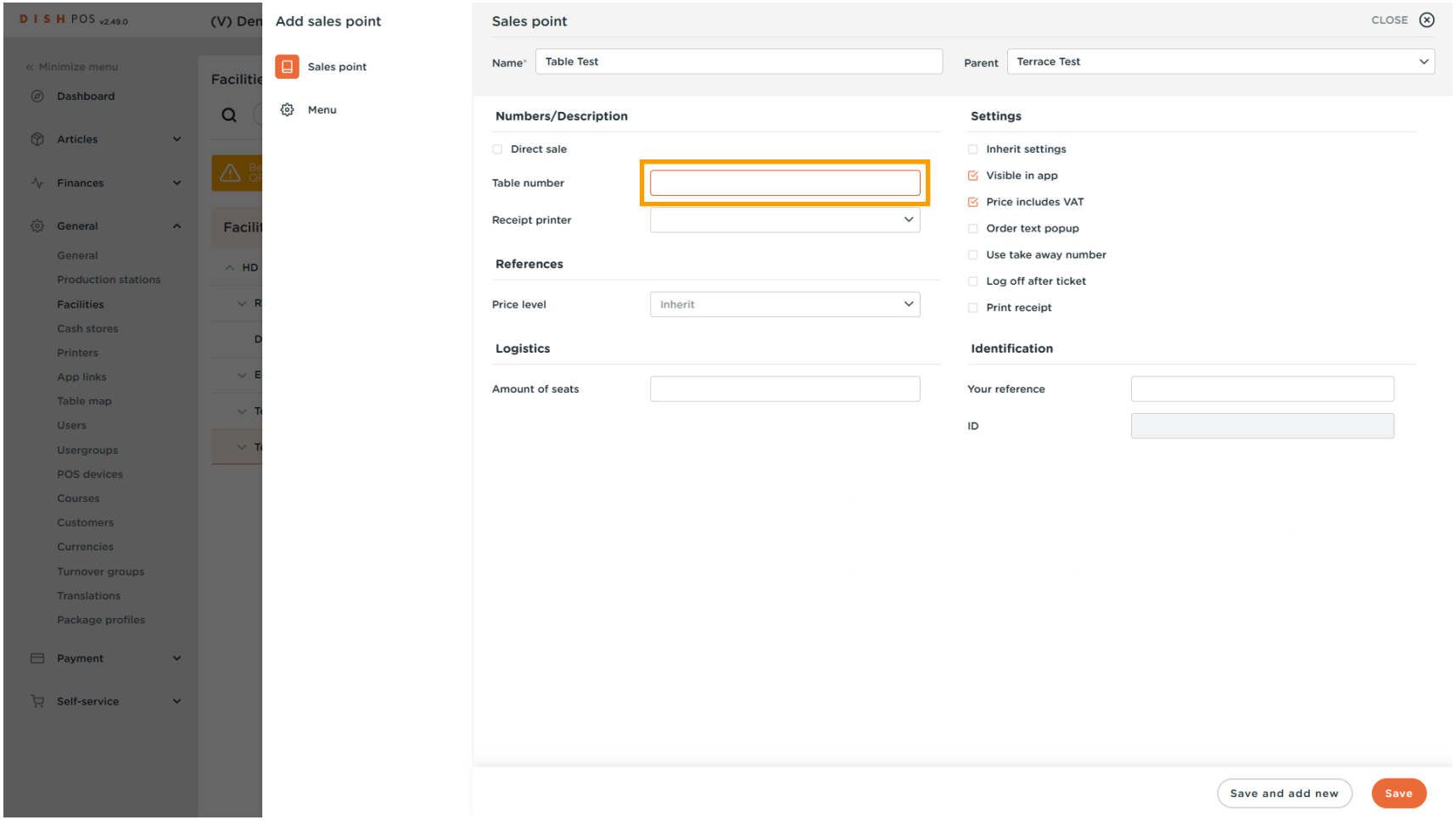
How do I add and manage areas and facilities (e.g. tables)?

If the new facility will work as a direct sales point, set the corresponding checkmark.



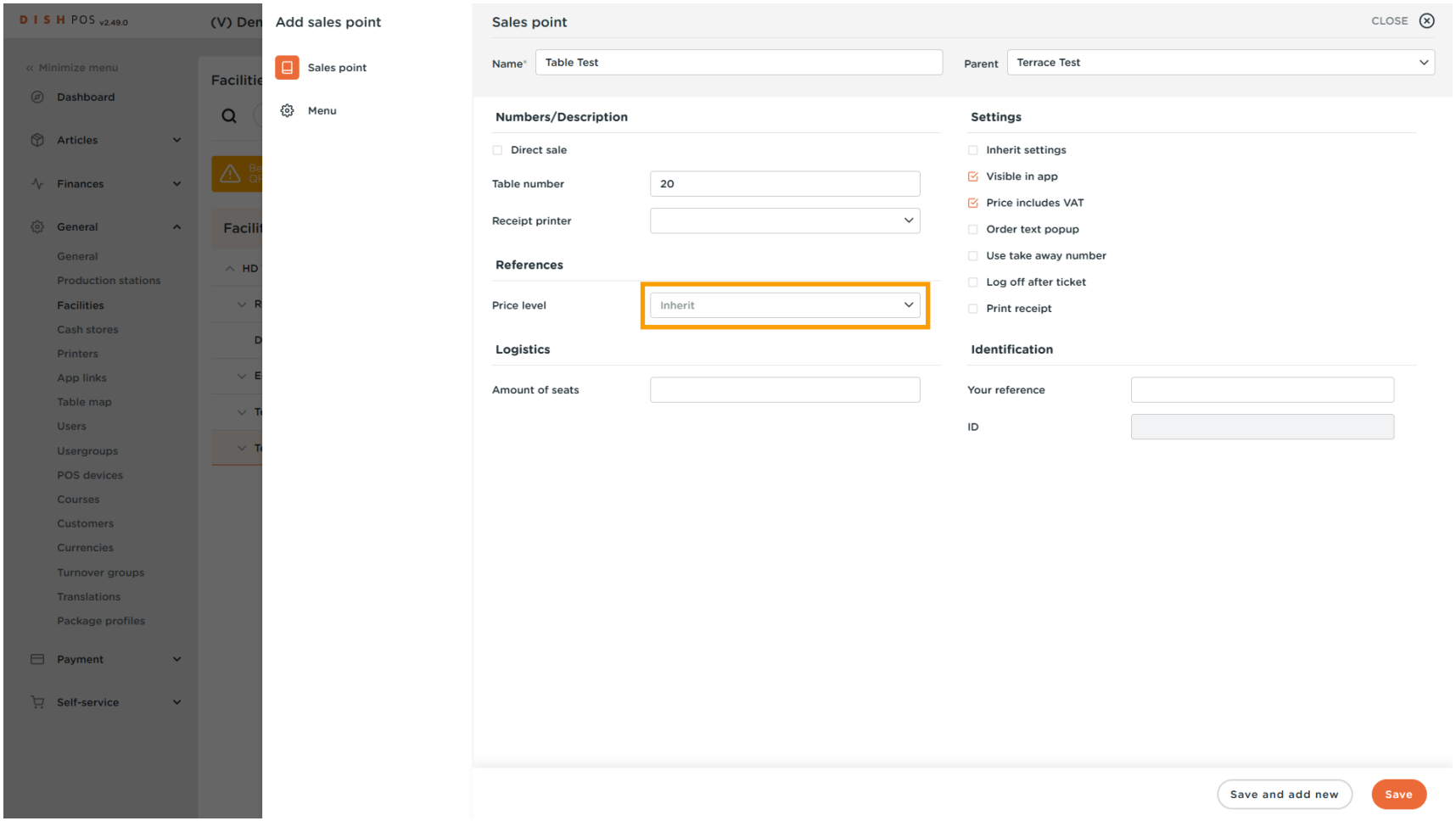
How do I add and manage areas and facilities (e.g. tables)?

If your new facility is not a direct sales point, you can assign it a table number. Do so, by using the corresponding text field.



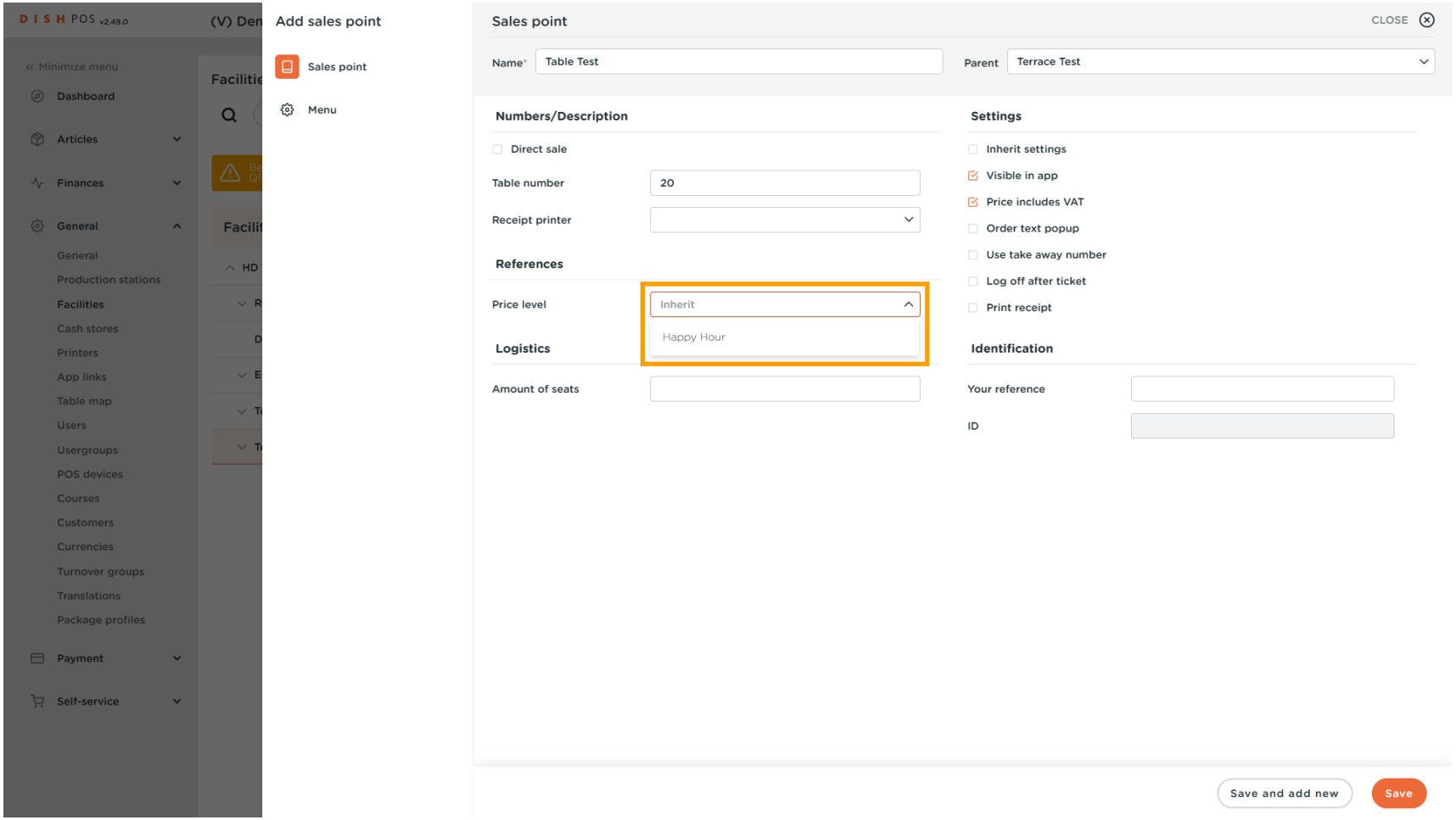
How do I add and manage areas and facilities (e.g. tables)?

To assign a price level to the new area, use the corresponding drop-down menu.



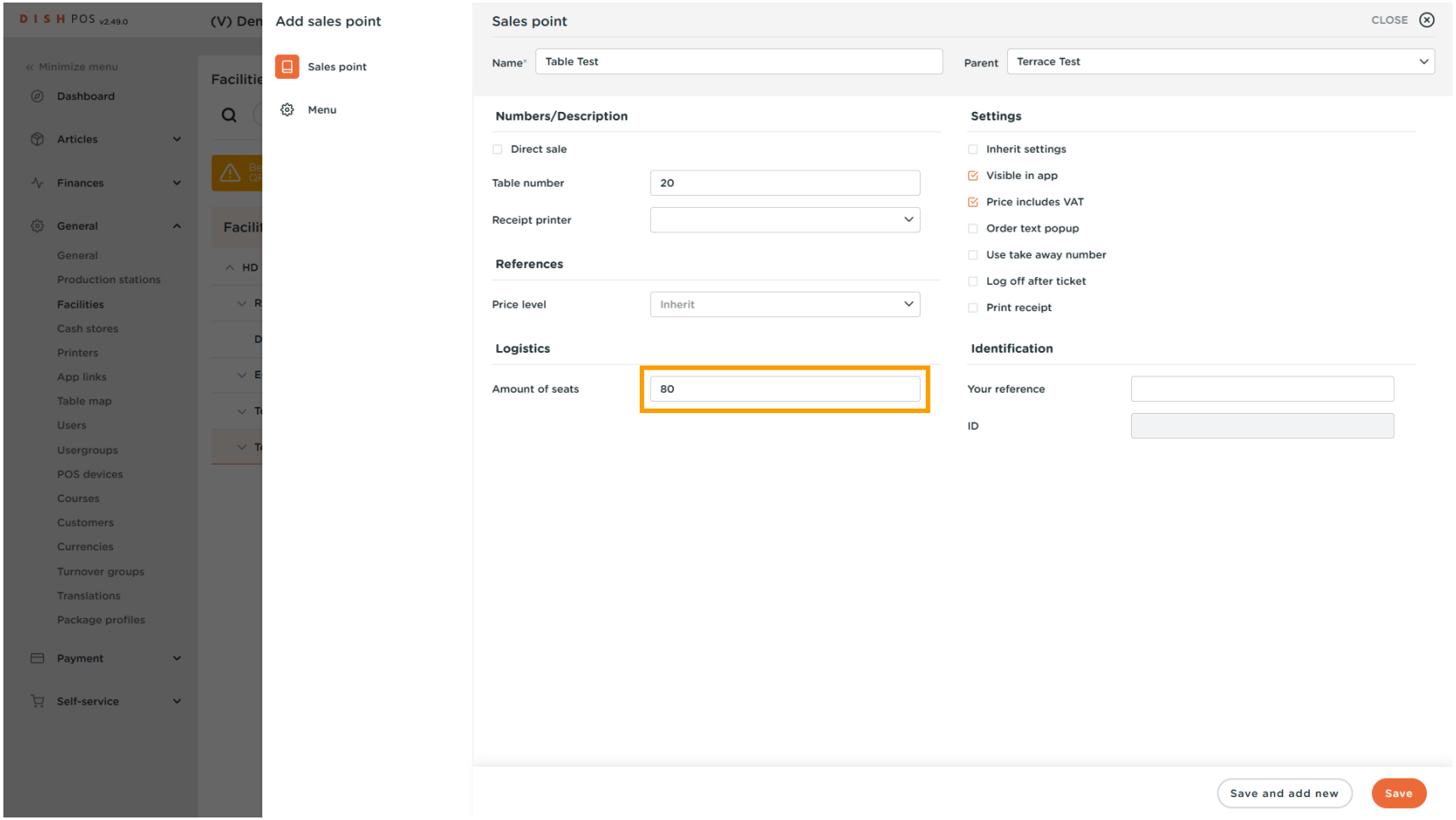
How do I add and manage areas and facilities (e.g. tables)?

Then select a price level from the given options. Note: If you want to assign the same price level that the parent facility has, you can leave the setting on default.



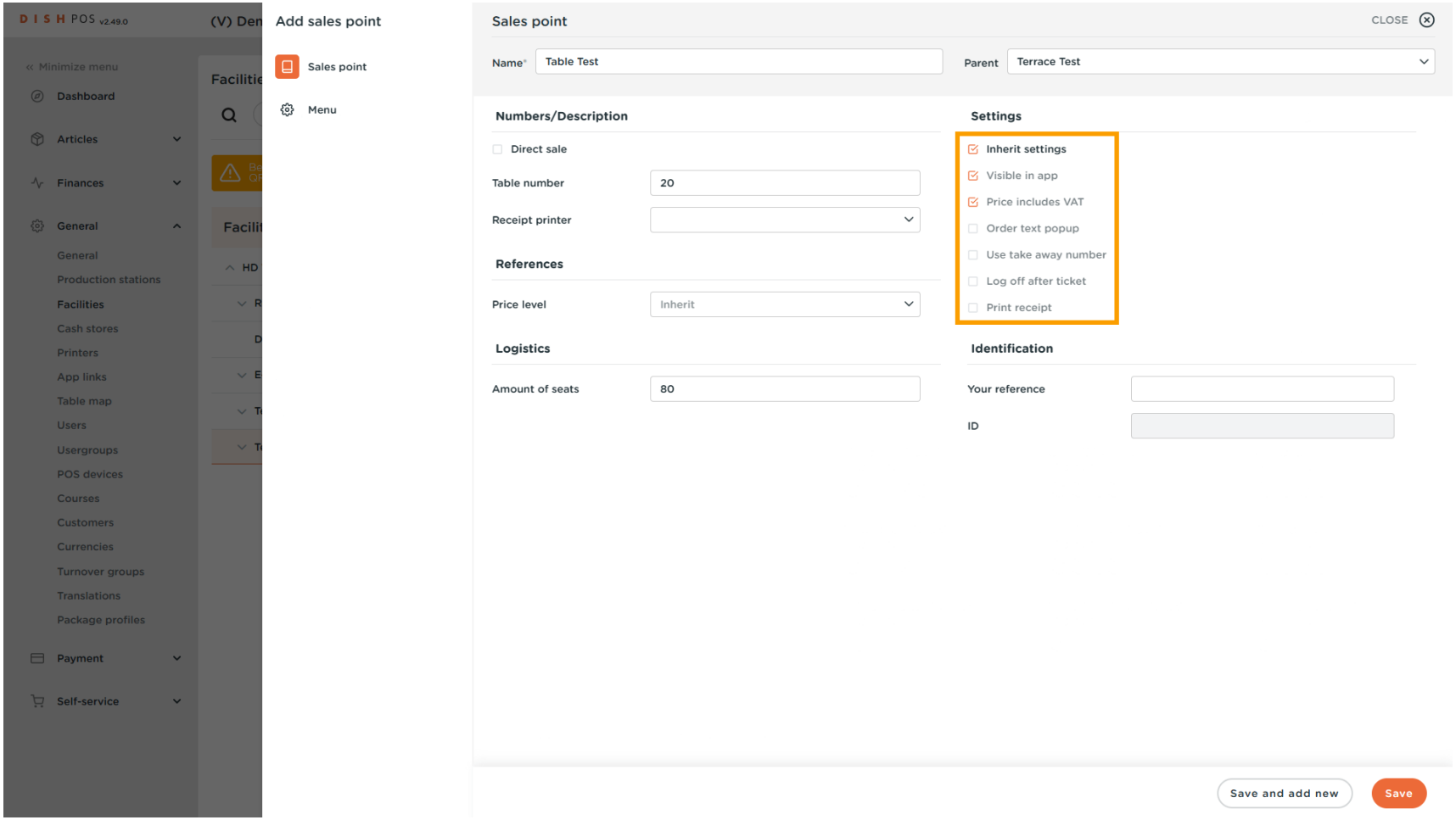
How do I add and manage areas and facilities (e.g. tables)?

You then can set a number of seats for this table. Simply use the corresponding field for it. Note: When opening a table, you then will be asked how many seats are occupied. This setting is optional.



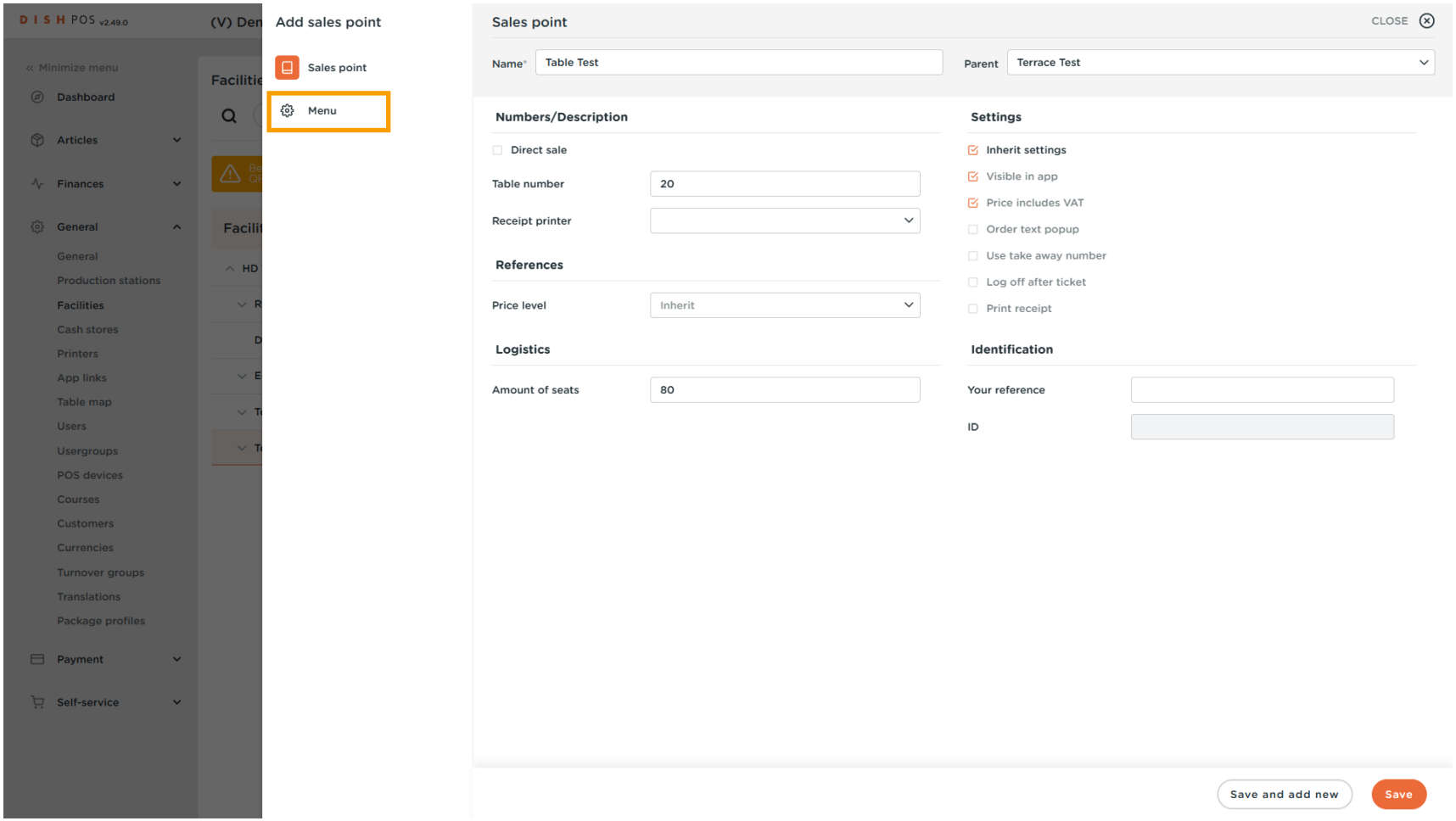
How do I add and manage areas and facilities (e.g. tables)?

You can select several settings for your facility by setting the respective checkmark. Note: To manually select those settings, deactivate Inherit settings.



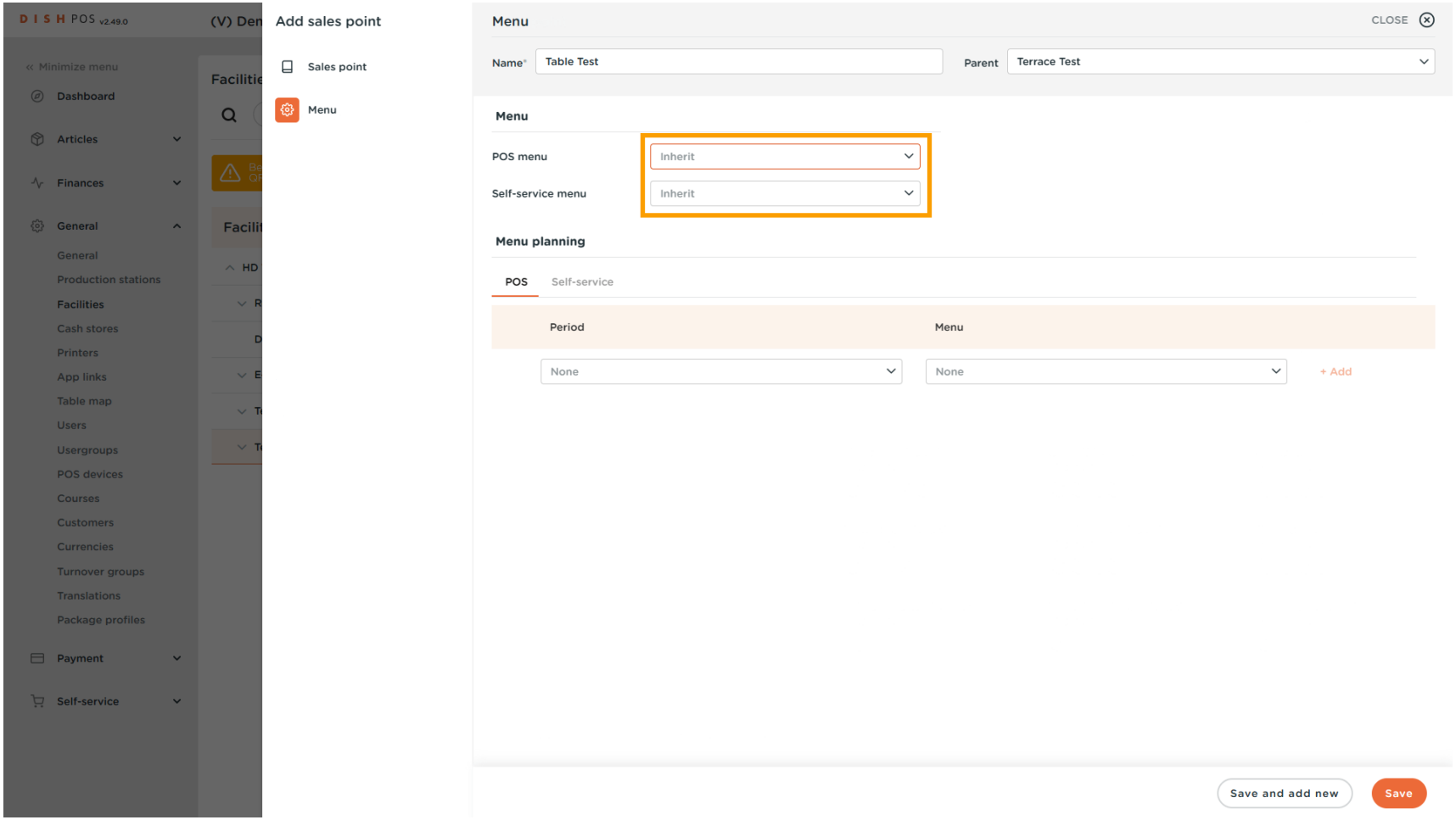
How do I add and manage areas and facilities (e.g. tables)?

Now go to Menu to start assigning menus to the new area.



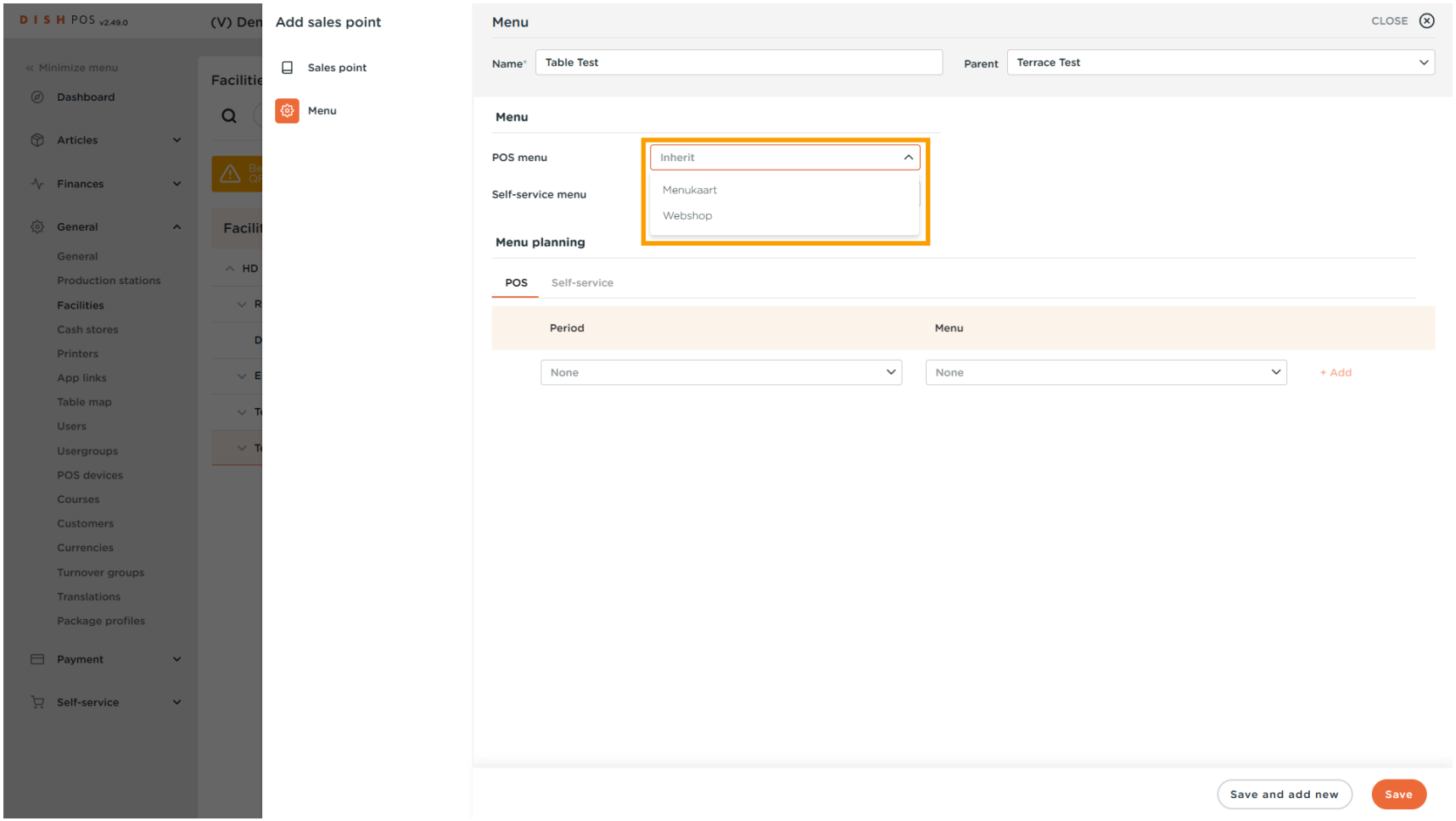
How do I add and manage areas and facilities (e.g. tables)?

Then use the respective drop-down menu to select a menu for the POS and Self-service. Note: If you want to assign the same menus that the parent facility has, you can leave the setting on default.



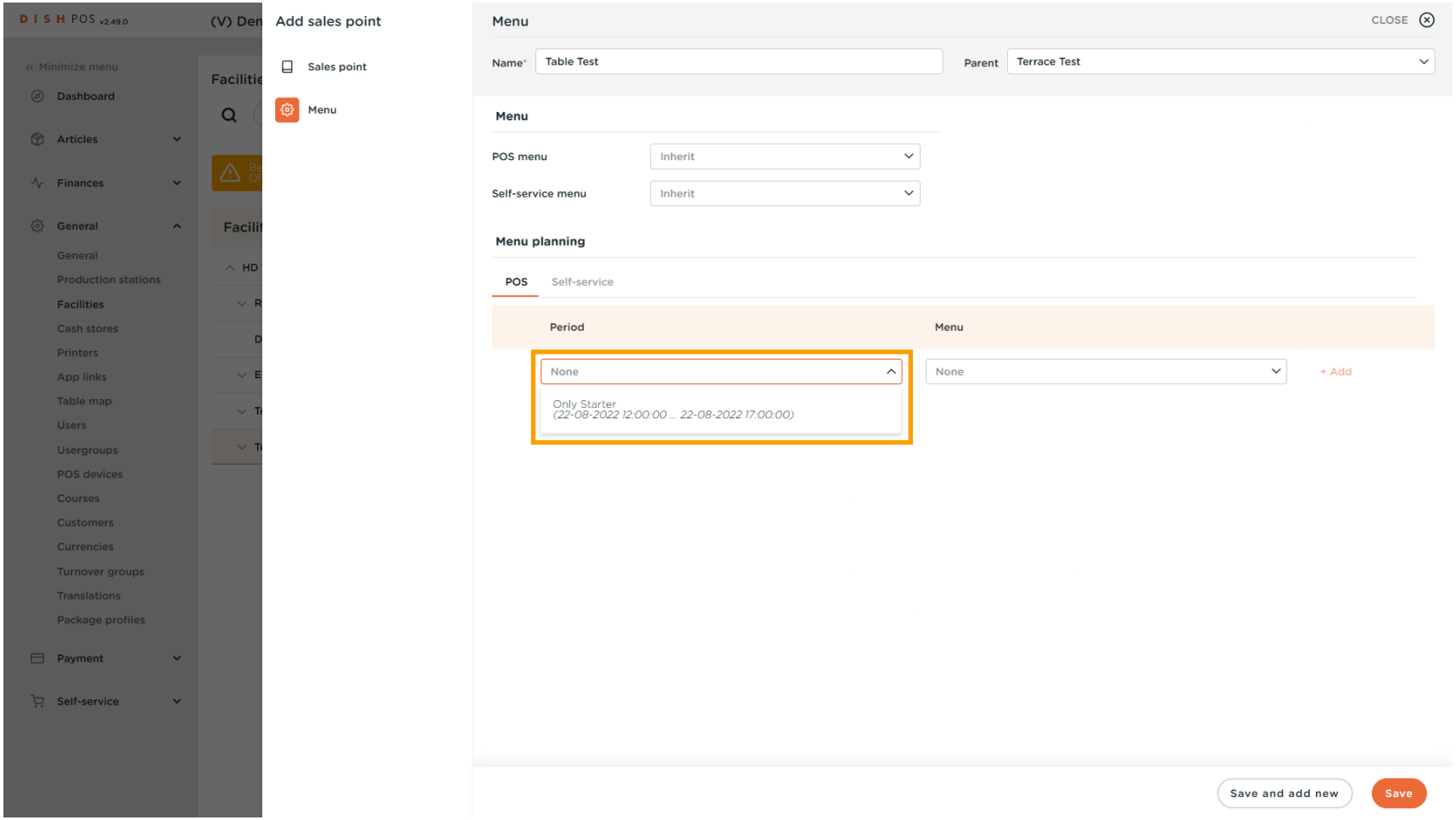
How do I add and manage areas and facilities (e.g. tables)?

Simply select an option from the expanded drop-down menu.



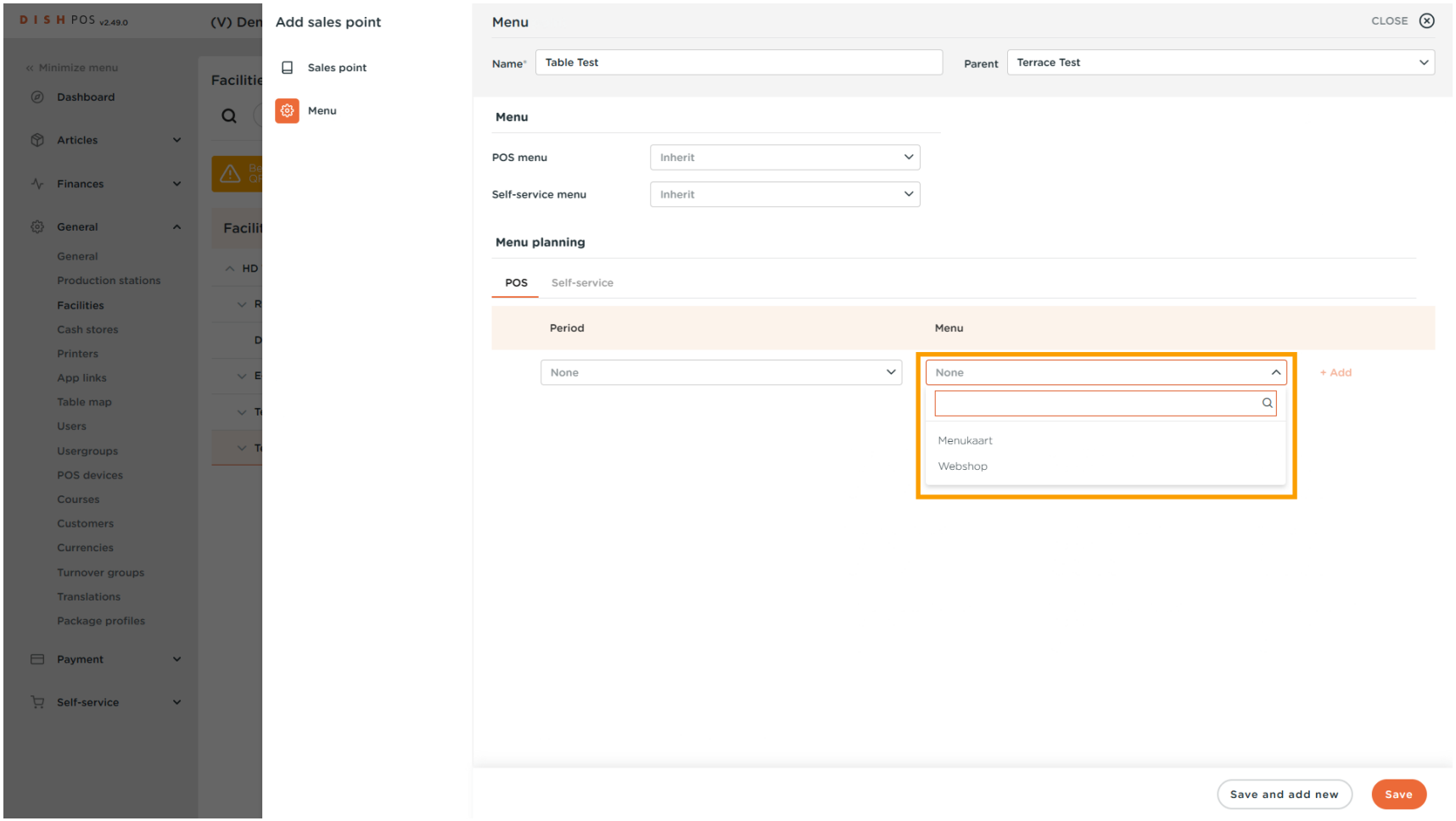
How do I add and manage areas and facilities (e.g. tables)?

To plan a menu for a certain period, start by selecting a period from the corresponding drop-down menu.



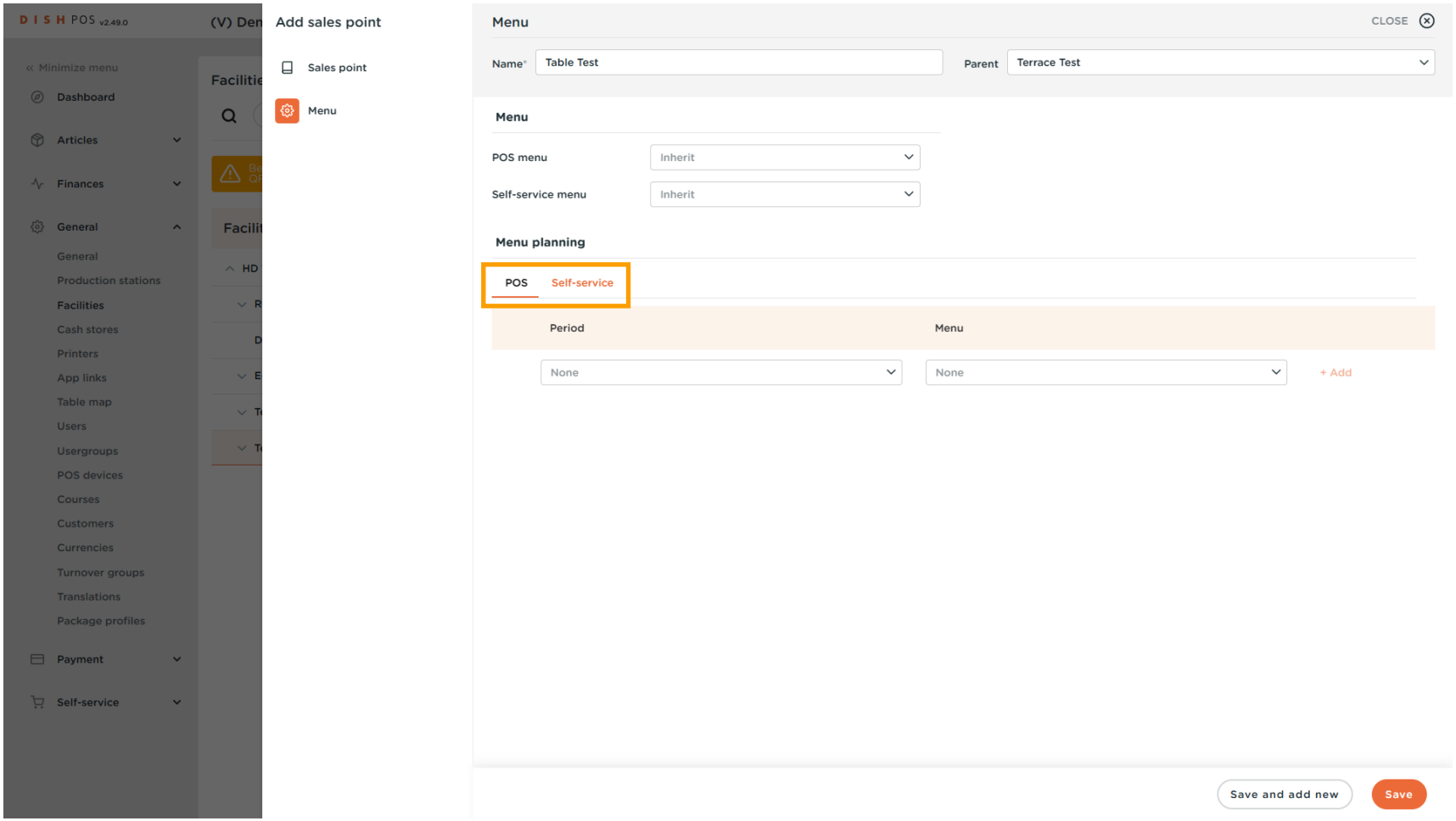
How do I add and manage areas and facilities (e.g. tables)?

And then select the respective menu by using the corresponding drop-down menu.



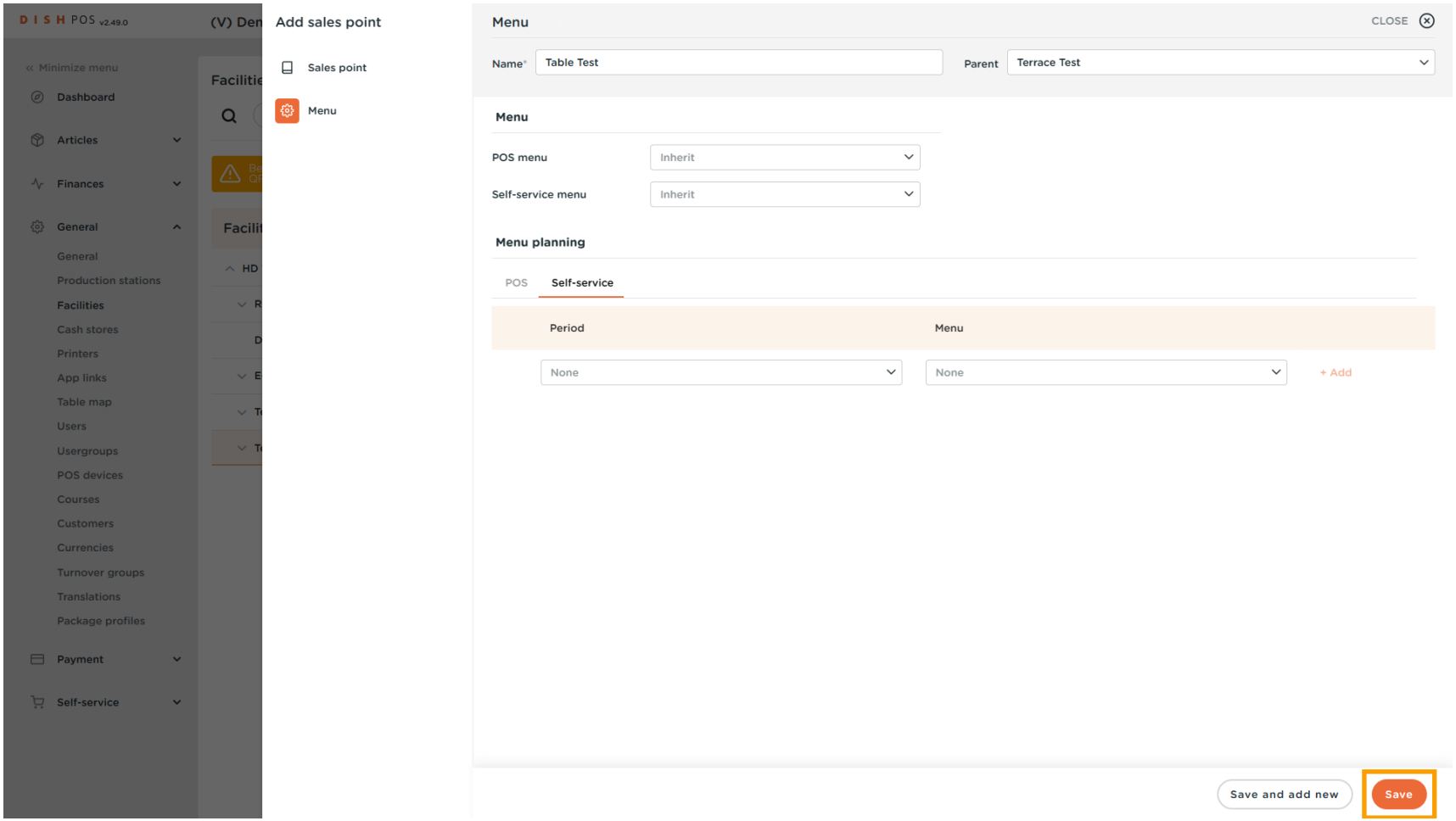
How do I add and manage areas and facilities (e.g. tables)?

You have to set up those menus separately for the POS and Self-service.



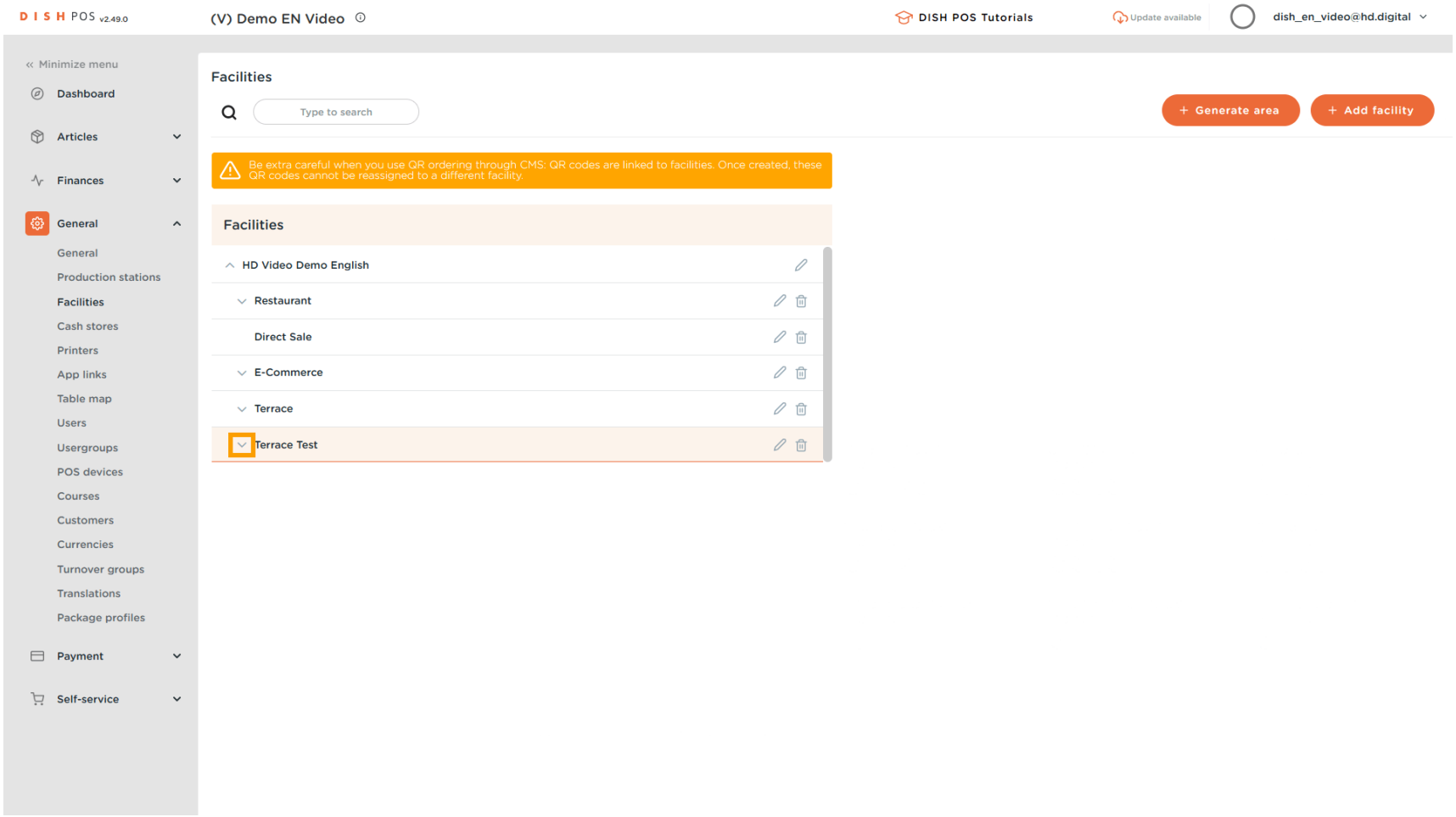
How do I add and manage areas and facilities (e.g. tables)?

Once you finished your setup, click on Save to apply the changes.



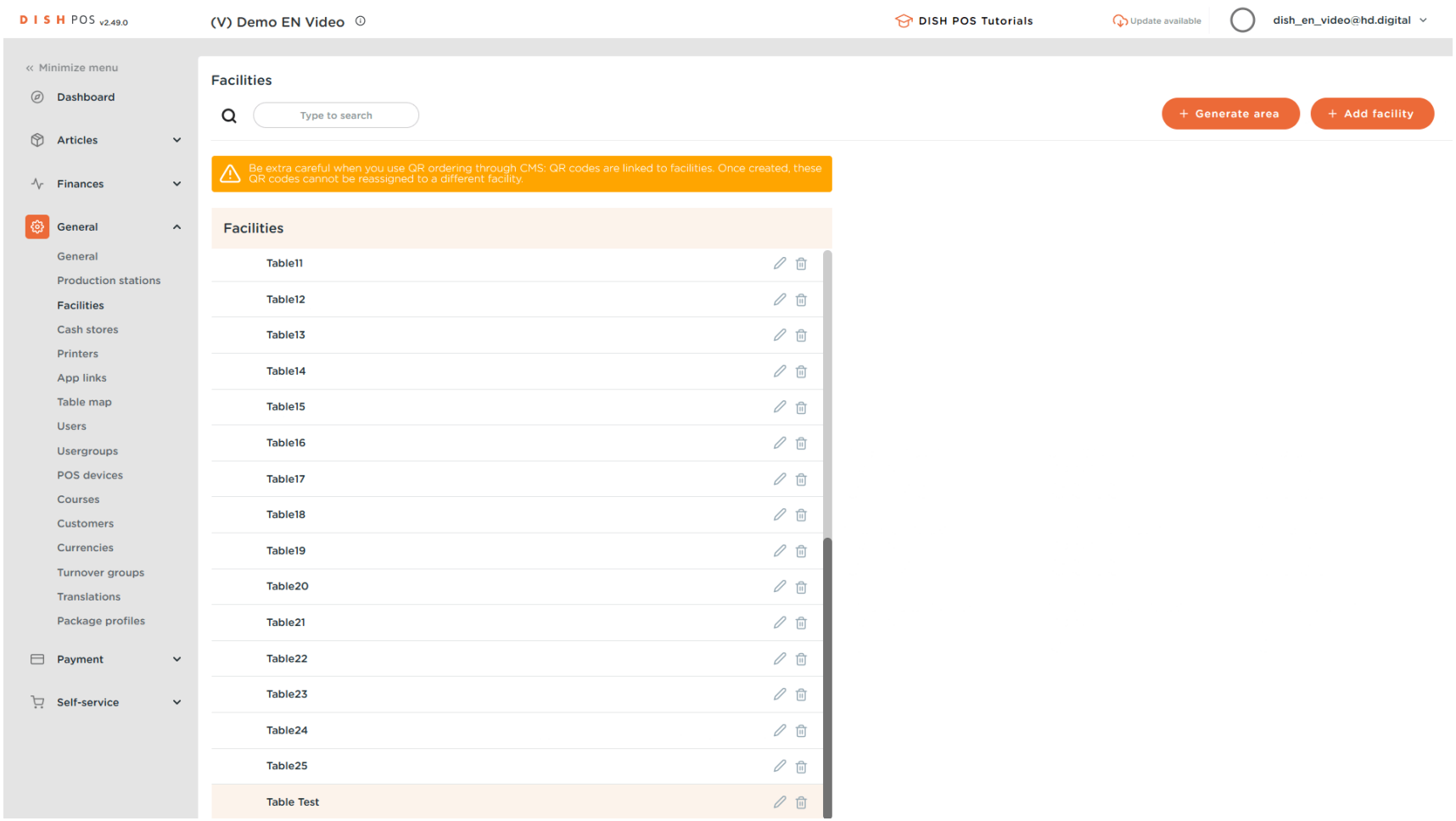
How do I add and manage areas and facilities (e.g. tables)?

Back in the overview of your facilities, expand an area by using the down-facing arrow to have an overview of the respective facilities.



How do I add and manage areas and facilities (e.g. tables)?

That's it. You completed the tutorial and now know how to add and manage areas and facilities.



How do I add and manage areas and facilities (e.g. tables)?

Scan to go to the interactive player