

In this tutorial, you are going to learn how to manage team members in the DISH App. First open the DISH app on your mobile phone.





• The next step is to open the menu by tapping on the menu icon.





• You'll then have to tap on the My Team section.





In the upper right corner you'll see an Add button, tap on it.





The third way of adding a new team member is to add it from the already existing contacts. To do so, you can click From contacts.





After you have selected it, you can click on Next.





• Your contact list will now open, e you can scroll down until you find the right team member's contact to add. Tap on the desired contact.





• You will be shown the new team member's number. Select the desired number by tapping on it.





It is now the moment to fill the new member information. If you tap on the pencil icon on the profile picture, you can add a photo of the new member.





After you have filled in all the required information, you can click on Add Team Member.





• On the next step, you'll have to select the position your new member is occupying. We have selected, for example, Waiter.



DISH App - How to manage team members in the app - From Contacts

• You can now click on Done.





• You can also choose which tools your new team member can use.





• After you have selected the right Tool Tasks, you continue clicking on Assign tool task.





When you have successfully added your new team member, e you don't wish to add another one, you can click on Not right now.





In the My Team section, you can visualize all your team members by the role, tapping on By Job Role.





• Or you can choose to visualize them tapping on By Name.





If you wish to edit a team member's information or remove them, you can click on the pencil icon on the right side of their name.





For removing this team member, you can click on the bottom on Remove Team Member.





If you choose so, a pop-up menu is going to ask you again if you are sure to remove this team member. Confirm, tapping on Yes.





That's it. You are done. You now know how to manage the teams' member in the app.







Scan to go to the interactive player