



Welcome to the DISH POS dashboard. In this tutorial, we show you how to enable gift cards for your POS, so your guests can buy gift cards and pay with them.

DISH POS v3.46.0 (V) Demo DE Video Dish Support Update is available dish_de_video@dish.digital

Dashboard

Today's turnover data

Turnover	Transactions	Average spending	Open orders
€ 0.00	0	€ 0.00	€ 0.00
			Amount
			0
			Last update: Today at 13:16

Turnover details

— This week — Previous week

Metric	This Week	Last Week	Last Week
Turnover to Date	€ 0.00	€ 78.50	€ 78.50
Average Spending to Date	€ 0.00	€ 11.21	€ 11.21
Number of Transactions to Date			7

First, click on **Articles**.

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Dashboard

Today's turnover data

Turnover	Transactions	Average spending	Open orders
€ 0.00	0	€ 0.00	€ 0.00
			Amount 0
			Last update: Today at 13:16

Turnover details

— This week — Previous week

TURNOVER TO DATE THIS WEEK	TURNOVER TO DATE LAST WEEK	TOTAL TURNOVER LAST WEEK
€ 0.00	€ 78.50	€ 78.50
AVERAGE SPENDING TO DATE THIS WEEK	AVERAGE SPENDING TO DATE LAST WEEK	AVERAGE SPENDING LAST WEEK
€ 0.00	€ 11.21	€ 11.21
NUMBER OF TRANSACTIONS TO DATE THIS WEEK	NUMBER OF TRANSACTIONS TO DATE LAST WEEK	TOTAL TRANSACTIONS LAST WEEK
		7



Then go to **Products** to create a new gift card.

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Dashboard

Today's turnover data

Turnover	Transactions	Average spending	Open orders
€ 0.00	0	€ 0.00	€ 0.00
			Amount
			0
			Last update: Today at 13:16

Turnover details

— This week — Previous week

TURNOVER TO DATE THIS WEEK	TURNOVER TO DATE LAST WEEK	TOTAL TURNOVER LAST WEEK
€ 0.00	€ 78.50	€ 78.50
AVERAGE SPENDING TO DATE THIS WEEK	AVERAGE SPENDING TO DATE LAST WEEK	AVERAGE SPENDING LAST WEEK
€ 0.00	€ 11.21	€ 11.21
NUMBER OF TRANSACTIONS TO DATE THIS WEEK	NUMBER OF TRANSACTIONS TO DATE LAST WEEK	TOTAL TRANSACTIONS LAST WEEK
		7

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You are now in the overview of all your products. Click on **+ Add product** to create a new one.

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Minimise menu Dashboard Articles Products Product groups Price levels Menus French menus Option menus Price management Periods Promotions Finance General Payment Self-service

Products (157)

General Allergens

Search Product group: All Show 50 Records Filter Columns

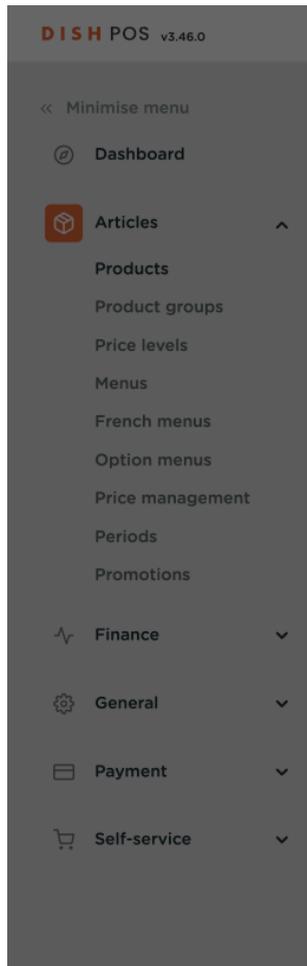
+ Add product

ID	Name	Product group	Turnover categories	Price	Option
#164	3 Gänge Menü	Essen	Hohe Mehrwertsteuer	€ 25.90	
#165	3 Gänge Menü + Aperitiv	Essen	Hohe Mehrwertsteuer	€ 30.00	
#171	5€ Neukunden Gutschein	Gutscheine	Mehrzweckgutscheine	€ 5.00	
#98	Amaretto Disarono new	Ausländischen Spirituosen	Getränke niedrig	€ 5.25	
#168	Apfelkuchen	Nachspeisen	Küche	€ 5.95	
#167	Apfelkuchen mit Sahne	Nachspeisen	Küche	€ 6.95	
#68	Apfelsaft	Alkoholfreie Getränke	Getränke niedrig	€ 3.30	
#144	Apfelsaft test	Alkoholfreie Getränke	Getränke niedrig	€ 3.30	
#140	Apple pie	Take Away	Niedrige Mehrwertsteuer	€ 5.00	
#137	Apple pie		Niedrige Mehrwertsteuer	€ 5.00	

1 2 3 4 >



A window pops up where you can fill in the product's information. First, insert the product name into the respective **text field**.



Add product

- # Article
- ✍ Product description
- 🖼 Images
- 📄 Product Information

Article

Name Product group None Turnover categories* None

Prices		Description
Price* <input type="text" value="0.00"/>	Option price <input type="text" value="0.00"/>	Short name <input type="text"/>
VAT* None	Price per <input type="text"/>	Search & Filter
<input type="checkbox"/> Open price	Unit 	Search field 1 <input type="text"/>
<input type="checkbox"/> VAT included		Search field 2 <input type="text"/>
Production		Other
Production Order <input type="text"/>	Course No...	Store None
Production attributes		<input type="checkbox"/> Only as an option
None		Process
+ Add production attributes		Workflow Default
Pop-ups		Processing type Default
+ Add option menu		
Composites		



DISH

by METRO

How do I create gift cards?



For a better organisation of your products, you can assign it to a product group. Simply use the corresponding **drop-down menu**. **Note: You want to know how to add a new product? Check out our article here.**

DISH POS v3.46.0

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Add product

- # Article
- Product description
- Images
- Product Information

Article ✕

Name* Gift card 10€ Product group **None** v Turnover categories* None v

Prices		Description	
Price*	0.00	Option price	0.00
VAT *	None v	Price per	
<input type="checkbox"/> Open price		Unit	v
<input type="checkbox"/> VAT included			
Production		Search & Filter	
Production Order		Course	No... v
Production attributes		Search field 1	
None		Search field 2	
+ Add production attributes		Other	
Pop-ups		Store	
+ Add option menu		None v	
Composites		<input type="checkbox"/> Only as an option	
		Process	
		Workflow	
		Default v	
		Processing type	
		Default v	

Cancel Save and add new Save



If you assigned a product group, it automatically gets assigned to the corresponding turnover category. To assign it manually, use the corresponding **drop-down menu**. **Note: You want to know how to manage turnover categories? Check out our article here.**

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Add product

- # Article
- Product description
- Images
- Product Information

Article

Name* Gift card 10€ Product group Gift cards Turnover categories* **None (Default: Gift c...)**

Prices

Price* 0.00 Option price 0.00

VAT* 0% -... Price per

(Warning. Article group changed!)

Open price Unit

VAT included (Warning. Article group changed!)

Description

Short name

Search & Filter

Search field 1

Search field 2

Other

Store None

Only as an option

Process

Workflow Default

Processing type Default

Production

Production Order Course No...

Production attributes

None

+ Add production attributes

Pop-ups

+ Add option menu

Cancel Save and add new Save

Now enter a price by using the corresponding field.

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Add product

- # Article
- Product description
- Images
- Product Information

Article

Name* Gift card 10€ Product group Gift cards Turnover categories* None (Default: Gift c... v

Prices

Price* Option price
VAT * Open price
 VAT included (Warning. Article group changed!)

Production

Production Order Course + Add production attributes

Pop-ups

[+ Add option menu](#)

Description

Short name

Search & Filter

Search field 1
Search field 2

Other

Store Only as an option

Process

Workflow Processing type



The following two steps are specifically gift card related. Under Process select the **Native gift card top-on** workflow by using the corresponding **drop-down menu**. **Note: Contact your sales representative if this option is not displayed.**

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Add product

- # Article
- Product description
- Images
- Product Information

Article (x)

Name* Product group Turnover categories*

Price* Option price Short name

VAT* (Warning. Article group changed!) Price per

Open price Unit

VAT included (Warning. Article group changed!)

Production

Production Order Course

Production attributes

None
+ Add production attributes

Pop-ups

+ Add option menu

Composites

Search & Filter

Search field 1

Search field 2

Other

Store

Only as an option

Process

Workflow (highlighted with a red box)

Processing type

Packaging profile

And for the processing type, select **Top-on** by using the corresponding **drop-down menu**.

The screenshot displays the DISH POS v3.46.0 interface. On the left is a sidebar menu with options like Dashboard, Articles, Finance, and General. The main area shows the 'Add product' workflow with the 'Article' step selected. The 'Article' form is open, showing fields for Name, Product group, and Turnover categories. The 'Price' is set to 10.00 and 'Option price' to 0.00. The 'VAT' is set to 0% with a warning message. The 'Processing type' dropdown menu is highlighted with a red box, showing 'Default' selected. Other fields include 'Short name', 'Search & Filter', 'Production', 'Pop-ups', and 'Composites'. The 'Save and add new' and 'Save' buttons are visible at the bottom.



Then click on **Save** to create the new gift card.

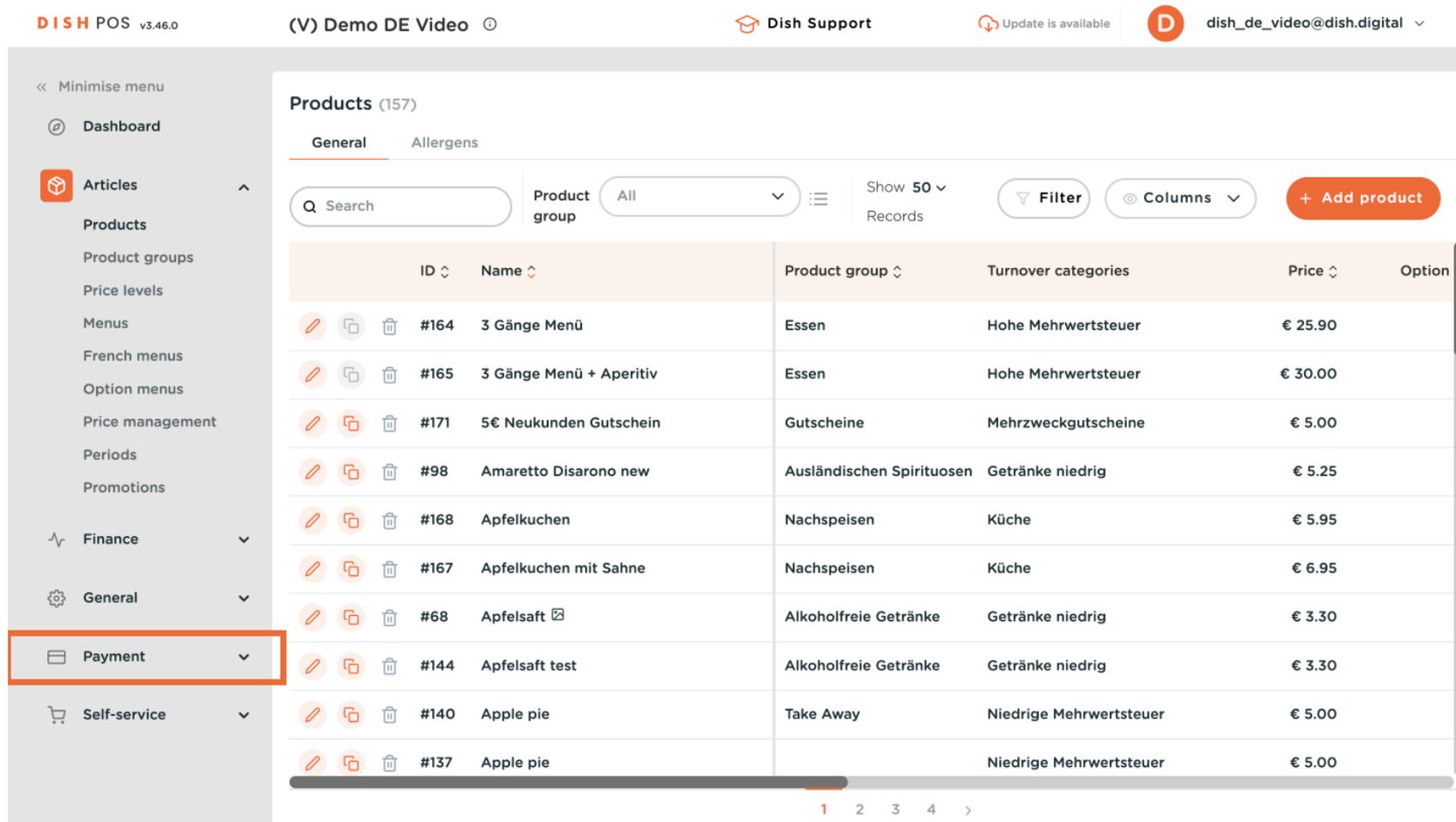
The screenshot displays the DISH POS v3.46.0 interface. On the left is a sidebar menu with categories like Dashboard, Articles, Finance, and General. The main area shows the 'Add product' workflow with options for Article, Product description, Images, and Product Information. The 'Article' form is open, showing the following details:

- Name:** Gift card 10€
- Product group:** Gift cards
- Turnover categories:** None (Default: Gift c...)
- Price:** 10.00
- Option price:** 0.00
- VAT:** 0% -... (Warning: Article group changed!)
- Open price:**
- VAT included:** (Warning: Article group changed!)
- Production Order:** [Empty field]
- Course:** No... (dropdown)
- Production attributes:** None
- Pop-ups:** + Add option menu
- Composites:** [Empty field]
- Short name:** [Empty field]
- Search & Filter:** Search field 1, Search field 2
- Other:** Store: None (dropdown), Only as an option:
- Process:** Workflow: Native... (dropdown), Processing type: Top-up (dropdown), Packaging profile: None (dropdown)

At the bottom of the form, there are three buttons: 'Cancel', 'Save and add new', and 'Save'. The 'Save' button is highlighted with a red border.



When you offer your guests gift cards, they need to be able to pay with them as well. Therefore, we now need to create a new payment method. To do so, go to **Payment**.



The screenshot shows the DISH POS v3.46.0 interface. The top navigation bar includes 'Dish Support', 'Update is available', and the user profile 'dish_de_video@dish.digital'. The main content area is titled 'Products (157)' and features a search bar, a 'Product group' dropdown set to 'All', and a 'Show 50 Records' indicator. A table of products is displayed with columns for ID, Name, Product group, Turnover categories, Price, and Option. The 'Payment' option in the left sidebar is highlighted with a red box.

ID	Name	Product group	Turnover categories	Price	Option
#164	3 Gänge Menü	Essen	Hohe Mehrwertsteuer	€ 25.90	
#165	3 Gänge Menü + Aperitiv	Essen	Hohe Mehrwertsteuer	€ 30.00	
#171	5€ Neukunden Gutschein	Gutscheine	Mehrzweckgutscheine	€ 5.00	
#98	Amaretto Disarono new	Ausländischen Spirituosen	Getränke niedrig	€ 5.25	
#168	Apfelkuchen	Nachspeisen	Küche	€ 5.95	
#167	Apfelkuchen mit Sahne	Nachspeisen	Küche	€ 6.95	
#68	Apfelsaft ☒	Alkoholfreie Getränke	Getränke niedrig	€ 3.30	
#144	Apfelsaft test	Alkoholfreie Getränke	Getränke niedrig	€ 3.30	
#140	Apple pie	Take Away	Niedrige Mehrwertsteuer	€ 5.00	
#137	Apple pie		Niedrige Mehrwertsteuer	€ 5.00	



Then select **Payment methods**.

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 - Payment method menu
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Products (158)

General Allergens

Search Product group: All Show 50 Records Filter Columns Add product

ID	Name	Product group	Turnover categories	Price	Option
#164	3 Gänge Menü	Essen	Hohe Mehrwertsteuer	€ 25.90	
#165	3 Gänge Menü + Aperitiv	Essen	Hohe Mehrwertsteuer	€ 30.00	
#171	5€ Neukunden Gutschein	Gutscheine	Mehrzweckgutscheine	€ 5.00	
#98	Amaretto Disarono new	Ausländischen Spirituosen	Getränke niedrig	€ 5.25	
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#144	Apfelsaft test	Alkoholfreie Getränke	Getränke niedrig	€ 3.30	
#140	Apple pie	Take Away	Niedrige Mehrwertsteuer	€ 5.00	
#137	Apple pie		Niedrige Mehrwertsteuer	€ 5.00	

1 2 3 4 >



You are now in the overview of all your payment methods. Click on **+ Add payment method** to create a new one.

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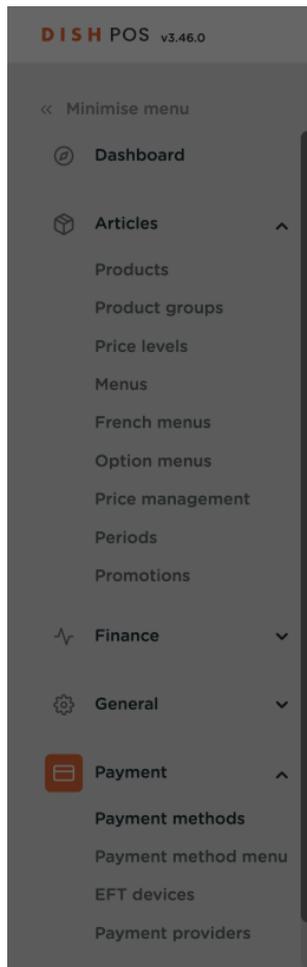
Payment methods

+ Add payment method

Reference	Name	Type	Currency
700118fe-40af-42f0-9391-00e2eff3	Bargeld	Cash	€
4	Gift Card (TEST)	Cash	€
1b2172e8-c9f5-4230-91ad-86610ba	iDeal	External payment method	€
7f6c9332-a653-485c-982f-244af28	upFront	External payment method	€
bb6752bf-62b9-4802-8087-a5e9bc	Web Pin	External payment method	€
bccb39ca-0e51-4436-8e54-615c98	Sofort Banking	External payment method	€
b34d8503-64fc-45b4-9fb0-46910e	Mistercash	External payment method	€
9e0ee90e-7c49-49ef-9451-a5099f	Creditcard Online	External payment method	€
a3305ab4-9b00-4f32-954a-daa91e	Giropay	External payment method	€
2d72ba52-d961-4d25-9758-804d15	Maestro	External payment method	€



A window pops up where you can fill in the payment method's information. First, insert the name into the respective **text field**.



Add payment method



Payment method

Payment method ⓧ

Name * Payment method type

Payment properties

Currency *

References

fiscal reference *

Identification

Your reference

ID

And then assign it to the payment method type **Native gift card** by using the corresponding **drop-down menu**. **Note: Contact your sales representative if this option is not displayed.**

The screenshot displays the 'DISH POS v3.46.0' interface. On the left is a dark sidebar menu with options like 'Dashboard', 'Articles', 'Finance', and 'Payment'. The 'Payment' section is expanded, showing 'Payment methods' as the selected option. The main content area is titled 'Add payment method' and contains a form for creating a new payment method. The form has a title bar 'Payment method' with a close button. The 'Name' field contains 'Gift card'. The 'Payment method type' dropdown menu is highlighted with a red box. Below this are sections for 'Payment properties' (with a 'Currency' dropdown), 'References' (with a 'fiscal reference' dropdown), and 'Identification' (with 'Your reference' and 'ID' text input fields). At the bottom of the form are 'Cancel' and 'Save' buttons.

Now select the currency of the gift card payment method by using the corresponding **drop-down menu**.

The screenshot displays the DISH POS v3.46.0 interface. On the left is a dark sidebar menu with options: Dashboard, Articles (Products, Product groups, Price levels, Menus, French menus, Option menus, Price management, Periods, Promotions), Finance, General, and Payment (Payment methods, Payment method menu, EFT devices, Payment providers). The 'Payment' section is expanded, and the 'Add payment method' dialog is open. The dialog has a title bar 'Payment method' with a close button. It contains the following fields: 'Name' (text input with 'Gift card'), 'Payment method type' (dropdown menu with 'Native gift card'), 'Payment properties' section with 'Currency' (dropdown menu, highlighted with a red box), 'References' section with 'fiscal reference' (dropdown menu), and 'Identification' section with 'Your reference' and 'ID' (text input fields). At the bottom are 'Cancel' and 'Save' buttons.

Afterwards, select the fiscal reference **Voucher payment** by using the corresponding **drop-down menu**.

The screenshot displays the 'DISH POS v3.46.0' interface. On the left is a navigation menu with categories like 'Articles', 'Finance', 'General', and 'Payment'. The 'Payment' category is expanded, showing 'Payment methods' as the selected option. The main area is titled 'Add payment method' and contains a form for creating a new payment method. The form has the following sections:

- Payment method**: Includes a 'Name' field with 'Gift card' and a 'Payment method type' dropdown menu set to 'Native gift card'.
- Payment properties**: Includes a 'Currency' dropdown menu set to 'Euro'.
- References**: Includes a 'fiscal reference' dropdown menu, which is highlighted with an orange border.
- Identification**: Includes 'Your reference' and 'ID' text input fields.

At the bottom of the form are 'Cancel' and 'Save' buttons.

Once done, click on **Save** to create the new payment method.

The screenshot shows the DISH POS v3.46.0 interface. On the left is a sidebar menu with categories like Dashboard, Articles, Finance, General, and Payment. The 'Payment' category is expanded, showing 'Payment methods'. The main area displays the 'Add payment method' dialog box. The dialog box has a title bar with a close button. Below the title bar, there are two input fields: 'Name *' with the value 'Gift card' and 'Payment method type' with a dropdown menu showing 'Native gift card'. Below these are three sections: 'Payment properties' with a 'Currency *' dropdown set to 'Euro'; 'References' with a 'fiscal reference *' dropdown set to 'Voucher payment'; and 'Identification' with two empty input fields labeled 'Your reference' and 'ID'. At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Save', with the 'Save' button highlighted by a red box.



Great! You have created the basic functionality to use a gift card. We now recommend assigning the gift card to a menu, for better usability in the app. Check out our article on how to manage menus [here](#).

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Payment methods

+ Add payment method

Reference	Name	Type	Currency
700118fe-40af-42f0-9391-00e2eff3	Bargeld	Cash	€
4	Gift Card (TEST)	Cash	€
1b2172e8-c9f5-4230-91ad-86610ba	iDeal	External payment method	€
7f6c9332-a653-485c-982f-244af28	upFront	External payment method	€
bb6752bf-62b9-4802-8087-a5e9bc	Web Pin	External payment method	€
bccb39ca-0e51-4436-8e54-615c98	Sofort Banking	External payment method	€
b34d8503-64fc-45b4-9fb0-46910e	Mistercash	External payment method	€
9e0ee90e-7c49-49ef-9451-a5099f	Creditcard Online	External payment method	€
a3305ab4-9b00-4f32-954a-daa91e	Giropay	External payment method	€
2d72ba52-d961-4d25-9758-804d15	Maestro	External payment method	€



In addition to that, we recommend you to add your new payment method to the respective payment method menu. Check out our article on how to manage those [here](#).

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Payment methods

+ Add payment method

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4	Gift Card (TEST)	Cash	€
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7f6c9332-a653-485c-982f-244af28	upFront	External payment method	€
bb6752bf-62b9-4802-8087-a5e9bc	Web Pin	External payment method	€
bccb39ca-0e51-4436-8e54-615c98	Sofort Banking	External payment method	€
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a3305ab4-9b00-4f32-954a-daa91e	Giropay	External payment method	€
2d72ba52-d961-4d25-9758-804d15	Maestro	External payment method	€



That's it. You completed the tutorial and now know how to create gift cards. **Note: Since there have been changes made, you need to send those to your system, by directing to the general settings.**

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Payment methods

+ Add payment method

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bb6752bf-62b9-4802-8087-a5e9bc	Web Pin	External payment method	€
bccb39ca-0e51-4436-8e54-615c98	Sofort Banking	External payment method	€
b34d8503-64fc-45b4-9fb0-46910e	Mistercash	External payment method	€
9e0ee90e-7c49-49ef-9451-a5099f	Creditcard Online	External payment method	€
a3305ab4-9b00-4f32-954a-daa91e	Giropay	External payment method	€
2d72ba52-d961-4d25-9758-804d15	Maestro	External payment method	€



Scan to go to the interactive player