i

Welcome to the DISH POS dashboard. In this tutorial, we show you how to add and manage customers.



DISH How do I add and manage customers?

First, click on General.

D

by METRO





Then go to Customers.





• You are now in the overview of your customers. To create a new one, click on + Add customer.

DISH POS v3.46.0	(V) Demo EN Video 0	£	🖻 Dish Support	🕠 Update is available	Demo DISH POS $$
« Minimise menu	Customers				
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U Articles V					
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POS devices					
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Customers					
Currency					
Turnover categories					
Customer displays					
Translations					
Packaging profiles					
Scan services					
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े∵ Self-service ✓					



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

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« Minimis		Cu	sta	# Customer	Name		Parent None	✓ Person
Ø Das	shboard	a	s	Address	Personal information		Contact details	
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-\ _∕ - Fina	ance	~ (Cus		Price level	None	Email address	
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Cur	rrency				References			
Turr	nover categories				Search key			
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	an services					Active		
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់្ភុ Self	f-service	~			Cancel			Save and add new Save



You can assign your new customer to an already existing customer, use the corresponding drop-down menu.

DISH POS v3.46.0	(V) D	Add customer	Customer				\otimes
« Minimise menu	Custo	# Customer	Name* Gregor			Paren	V Person
 Dashboard 	Q s	M Address	Personal information			Contact details	
🕅 Articles 🗸 🗸			User ID			Description	
\sim Finance \checkmark	Cus		Price level	None	~	Email address	
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Production stations			Currency	None	\sim	Telephone numbers	
Facilities			Payer	None	\sim	+ Add telephone number	
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Printers				invoice.			
App links			Credit limit on invoice.	0.00		Your reference	
Users			Customer account			ID	
User groups				Customer account authorised			
POS devices			Customer account	0.00			
Courses			credit limit	0.00			
Currency			Deferences				
Turnover categories			References				
Customer displays			Search key				
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Packaging profiles			Language				
Scan services			Card ID				
Payment				Active			
ិ្ញ Self-service 🗸 🗸			Cancel				Save and add new Save

If the new customer is a person instead of a company, set the corresponding checkmark. By selecting this option, you are able to enter information regarding the person in addition.

DISH POS v3.46.0	(V) D	Add customer	Customer				\otimes
« Minimise menu	_	# Customer	Name [*] Gregor			Parent None	✓ Person
Dashboard	Custo						
Dashboard	Q s	☑ Address	Personal information			Contact details	
🕥 Articles 🗸 🗸			User ID			Description	
\sim Finance \sim	Cus		Price level	None	~	Email address	
🚳 General 🔨	Will		Invoice			Website	
General	Davi		invoice				
Production stations			Currency	None	~	Telephone numbers	
Facilities			Paver	None	~	+ Add telephone number	
Cash stores				Authorized to use credit on		Identification	
Printers				invoice.			
App links			Credit limit on invoice.	0.00		Your reference	
Table map						ID	
Users			Customer account				
User groups				Customer account authorised.			
Courses			Customer account	0.00			
Customers			credit limit				
Currency			References				
Turnover categories							
Customer displays			Search key				
Translations			Language	None	~		
Packaging profiles							
Scan services			Card ID				
C Deursent				Active			
- Payment V							
្រុ Self-service 🗸			Cancel				Save and add new Save



• Then you can give the new customer a user ID by using the respective text field.

DISH POS v3.46.0	(V) D	Add customer	Customer					\otimes
« Minimise menu	Custo	# Customer	Name* Gregor			Parent None	~	Person
 Dashboard 	Q s	☑ Address	Personal information			Contact details		
🕅 Articles 🗸 🗸			User ID			Description		
-\√ Finance ✓	Cus		Price level	None	~	Email address		
General 🔨	Will		Invoice			Website		
General Production stations	Dav		Currency	None	~	Telephone numbers		
Facilities			Payer	None	~	+ Add telephone number		
Printers				Authorised to use credit on invoice.		Identification		
App links			Credit limit on invoice.	0.00		Your reference		
Table map Users			Customer account			ID		
User groups				Customer account authorised.				
POS devices Courses			Customer account	0.00				
Customers			credit limit					
Currency			References					
Turnover categories			Search key					
Customer displays								
Packaging profiles			Language	None	\sim			
Scan services			Card ID					
😑 Payment 🗸 🗸				Active				
는 Self-service 🗸			Cancel				Save and add new	Save



• To assign a price level, use the corresponding drop-down menu.

DISH POS v3.46.0	(V) D	Add customer	Customer			\otimes
« Minimise menu	Custo	# Customer	Name [*] Gregor		Parent None	✓ Person
 Dashboard 	Q s	☑ Address	Personal information		Contact details	
🕅 Articles 🗸 🗸			User ID	8123	Description	
\sim Finance \sim	Cus		Price level	None	Email address	
General 🔨	Will		Invoice		Website	
General Production stations	Davi		Currency	None	Telephone numbers	I
Facilities			Payer	None	+ Add telephone number	
Cash stores				Authorised to use credit on	Identification	
App links			Credit limit on invoice		Your reference	
Table map			orean mint on interee.	0.00	ID	
Users			Customer account			
User groups				Customer account authorised.		
Courses			Customer account	0.00		
Customers			credit limit			
Currency			References			
Turnover categories			•			
Customer displays			Search key			
Translations			Language	None 🗸		
Packaging profiles			Card ID			
Scan services				Active		
📄 Payment 🗸 🗸						
및 Self-service 🗸			Cancel			Save and add new Save



If you like to assign an invoice currency, then use the corresponding drop-down menu.

DISH POS v3.46.0	(V) D	Add customer	Customer					\otimes
« Minimise menu	Custo	# Customer	Name [*] Gregor			Parent None	~	🕑 Person
 Dashboard 	Q s	☑ Address	Personal information			Contact details		
🖗 Articles 🗸 🗸			User ID	8123		Description		
-\/- Finance 🗸	Cus		Price level	None	•	Email address		
General 🔨	Will		Invoice			Website		- 1
General Production stations	Davi		Currency	None	•	Telephone numbers		
Facilities			Payer	None 🗸	·	+ Add telephone number		I
Printers				Authorised to use credit on invoice.		Identification		
App links			Credit limit on invoice.	0.00		Your reference		
Table map						ID		
Users			Customer account			.2		
User groups				Customer account authorised.				I
POS devices			Customer account	0.00				
Customers			credit limit					
Currency			References					
Turnover categories								
Customer displays			Search key					
Translations			Language	None				
Packaging profiles								
Scan services			Card ID					
📄 Payment 🗸 🗸				Active				_
Self-service v			Cancel				Save and add new	Save





To then select a customer who is in charge of paying the invoices, use the corresponding drop-down menu.

DISH POS v3.46.0	(V) D	Add customer	Customer					\otimes
« Minimise menu	Custo	# Customer	Name* Gregor			Parent None	~	🕑 Person
 Dashboard 	Q s	Address	Personal information			Contact details		
🕥 Articles 🗸 🗸			User ID	8123		Description		
\sim Finance \checkmark	Cus		Price level	None	~	Email address		
🚱 General 🔨	Will		Invoice			Website		
General Production stations	Dav		Currency	EURO	x v	Telephone numbers		
Facilities			Pavor	None		+ Add telephone number		
Cash stores			Fayer	- Authorised to use credi	t on	Identification		
Printers				invoice.				
App links Table map			Credit limit on invoice.	0.00		Your reference		
Users			Customer account			ID		
User groups				Customer account auth	orised.			
POS devices			Customer account	0.00				
Courses			credit limit	0.00				
Currency			References					
Turnover categories								
Customer displays			Search key					
Translations			Language	None	\sim			
Packaging profiles								
Scan services			Card ID					
E Payment V				Active				
្រុ Self-service 🗸			Cancel				Save and add new	Save



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If you want to allow a credit, set the checkmark for authorising it.

DISHPOS v3.46.0	(V) D	Add customer	Customer					\otimes
« Minimise menu	Custo	# Customer	Name [*] Gregor			Parent None	~	🗹 Person
Ø Dashboard	Q s	☑ Address	Personal information			Contact details		
🕅 Articles 🗸 🗸			User ID	8123		Description		
\sim Finance \sim	Cus		Price level	None	~	Email address		
🎯 General 🖍	Will		Invoice			Website		- 1
General Production stations	Dav		Currency	EURO	× ~	Telephone numbers		
Facilities			Payer	None	~	+ Add telephone number		
Cash stores				Authorised to use credi	t on	Identification		
App links				nvoice.		Your reference		
Table map			Credit limit on invoice.	0.00				
Users			Customer account			ID		
User groups				Customer account auth	orised.			
POS devices								
Courses			Customer account credit limit	0.00				
Customers								
Currency			References					- I
Turnover categories			Search key					
Customer displays								
Translations			Language	None	~			
Packaging profiles			Card ID					
Scall services				Active				
📄 Payment 🗸 🗸								_
및 Self-service 🗸			Cancel				Save and add new	Save



• You then can define the credit limit by using the corresponding field.

DISH POS v3.46.0	(V) D	Add customer	Customer					\otimes
« Minimise menu	Custo	# Customer	Name* Gregor			Parent None	~	🗹 Person
Ø Dashboard	Q s	Address	Personal information			Contact details		
🕅 Articles 🗸 🗸			User ID	8123		Description		
$_{\rm V}$ Finance \sim	Cus		Price level	None	~	Email address		
General A	Will		Invoice			Website		- 1
General Production stations	Dav		Currency	EURO	× ~	Telephone numbers		
Facilities			Payer	None	~	+ Add telephone number		
Printers				Authorised to use credi invoice.	t on	Identification		
App links			Credit limit on invoice.	0.00		Your reference		
Table map						ID		
Users			Customer account					
User groups				Customer account auth	orised.			
POS devices			Customer account	0.00				
Customers			credit limit					
Currency			References					
Turnover categories								
Customer displays			Search key					
Translations			Language	None	\sim			
Packaging profiles								
Scan services			Card ID					
😑 Payment 🗸 🗸				Active				
는 Self-service ~			Cancel				Save and add new	Save





Important: This feature is not available at the moment. Please proceed with the next steps. By setting the checkmark for Customer account authorised, this customer will be able to receive a credit limit assigned to his account.



How do I add and manage customers?

DISH POS v3.46.0	(V) D	Add customer	Customer					\otimes
« Minimise menu	0	# Customer	Name* Gregor			Parent None	~	Person
 Dashboard 	Cust	_						
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🕅 Articles 🗸 🗸			User ID	8123		Description		
$-$ Finance \checkmark	Cu		Price level	None	\sim	Email address		
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General Production stations	Dav		Currency	EURO X	\sim	Telephone numbers		
Facilities						+ Add telephone number		
Cash stores			Payer	None	\checkmark	Identification		
Printers				Authorised to use credit on invoice.		dentification		
App links			Credit limit on invoice.	2000.00		Your reference		
Table map						ID		
Users			Customer account					
User groups				Customer account authorised				
POS devices			Customer account	0.00				
Courses			credit limit	0.00				
Customers			Defense					
Turnover categories			References					
Customer displays			Search key					
Translations			Languaga	None				
Packaging profiles			Language	None	·			
Scan services			Card ID					
😑 Payment 🗸 🗸				Active				
및 Self-service v			Cancel				Save and add new	Save

DISH How do I add and manage customers?

by METRO

• You can assign a search key to a customer to make searching for the customer easier. To do so, use the corresponding text field.

DISH POS v3.46.0	(V) D	Add customer	Customer					\otimes
« Minimise menu		# Customer	Name* Gregor			Parent None	~	🗹 Person
Ø Dashboard	Custo	-						
	Q s	Address	Personal information			Contact details		
Articles	×		User ID	8123		Description		
-√ Finance	Cus		Price level	None	~	Email address		
General ,	~ Will		Invoice			Website		
General Production stations	Davi		Currency	EURO	× ×	Telephone numbers		
Eacilities					~			
Cash stores			Payer	None	\sim	+ Add telephone number		
Printers				Authorised to use credit invoice.	on	Identification		
App links			Credit limit on invoice.	2000.00		Your reference		
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Users			Customer account			ID		
User groups				Customer account autho	wiend			
POS devices				Customer account autro	insed.			
Courses			Customer account	0.00				
Customers			credit innit					
Currency			References					
Turnover categories				· · · · · · · · · · · · · · · · · · ·				
Customer displays			Search key					
Translations			Language	None	~			
Packaging profiles								
Scan services			Card ID					
Daymont				Active				
Payment								-
ិ្ភ្ Self-service	~		Cancel				Save and add new	Save



• To select the customer's language, use the corresponding drop-down menu.

DISH POS v3.46.0	(V) D	Add customer	Customer					\otimes
« Minimise menu		# Customer	Name* Gregor			Parent None	~	🗹 Person
Dashboard	Custo							
	Q s	Address	Personal information			Contact details		
🕆 Articles			User ID	8123		Description		
-\ _/ Finance ✓	Cus		Brico Joural	None		Empil addross		
_	Will		Price level	None	Ŷ	Email address		
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General	Dav		C	51100		Telephone numbers		
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Facilities			Payer	None	~	+ Add telephone number		
Printers				Authorised to use credit	on	Identification		
App links						Your reference		
Table map			Credit limit on invoice.	2000.00				
Users			Customer account			ID		
User groups								
POS devices				Customer account autoc	orised.			
Courses			Customer account	0.00				
Customers			credit limit					
Currency			References					
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Customer displays			Search key					
Translations			Language	None	~			
Packaging profiles								
Scan services			Card ID					
🖂 Payment 🗸 🗸				Active				
└─ Self-service ✓			Cancel				Save and add new	Save



• Does the customer obtain a card, enter the card ID in the respective text field.

DISH POS v3.46.0	(V) D	Add customer	Customer					\otimes
« Minimise menu	Custo	# Customer	Name* Gregor			Parent None	~	Person
Ø Dashboard	Q s	☑ Address	Personal information			Contact details		
Articles			User ID	8123		Description		- 1
\sim Finance \sim	Cus		Price level	None	\checkmark	Email address		
General 🔨	Will		Invoice			Website		
General Production stations	Dav		Currency	EURO	× ~	Telephone numbers		
Facilities			Payer	None	~	+ Add telephone number		- 1
Cash stores				Authorised to use cred	it on	Identification		
App links			Credit limit on invoice	2000.00		Your reference		
Table map			creat mint on mole.	2000.00		10		
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User groups				Customer account aut	norised.			- 1
POS devices			Customer account	0.00				- 1
Courses			credit limit	0.00				- 1
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Customer displays			Search key					
Translations			Language	EN	× ~			
Packaging profiles								
Scan services			Card ID					
🚍 Payment 🗸 🗸				Active				_
. Self-service V			Cancel				Save and add new	Save



• To then set the card ID active, set the corresponding checkmark.

DISH POS v3.46.0	(V) D	Add customer	Customer					\otimes
« Minimise menu	Custo	# Customer	Name [*] Gregor			Parent None	~	🕑 Person
Ø Dashboard	Q s	☑ Address	Personal information			Contact details		
🕅 Articles 🗸 🗸			User ID	8123		Description		
-√ Finance ✓	Cus		Price level	None	\sim	Email address		I
General A	Will		Invoice			Website		- 1
General Production stations	Dav		Currency	EURO	× ~	Telephone numbers		
Facilities Cash stores			Payer	None	~	+ Add telephone number		
Printers				Authorised to use credit invoice.	on	Identification		
App links			Credit limit on invoice.	2000.00		Your reference		
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Courses			credit limit	0.00				I
Currency			References					
Turnover categories								
Customer displays			Search key					
Translations			Language	EN	× ~			
Packaging profiles								
Scan services			Card ID	453489i				
📄 Payment 🗸 🗸				Active				_
ີ⊡ Self-service ✓			Cancel				Save and add new	Save



Since this customer is set as person, you are able to add additional information. Do so by using the respective fields and drop-down menu.

DISHPOS v3.46.0	(V) D	Add customer	Customer			\otimes
« Minimise menu		# Customer	Name* Gregor		Parent None	✓ ✓ Person
Dashboard	Custo	_				
Dashboard	Q s	Address		Authorised to use credit on invoice.	Identification	
🕥 Articles 🗸 🗸			Credit limit on invoice.	2000.00	Your reference	
-√ Finance 🗸 🗸	Cus				ID	
	AA/SH		Customer account			
🍪 General 🔹 🔨	vviii			Customer account authorised.		
General	Dav		Customer account	0.00		
Production stations			credit limit			
Facilities			References			
Cash stores						
Printers			Search key			
App links				EN YY		
Table map			Language			
Users			Card ID	453489i		
User groups				G Active		
POS devices						
Courses			Personal information			
Customers			First name			
Turnovor cotogorios						
Customer displays			Last name			
Translations			Prefix			
Packaging profiles						
Scan services			Gender	None		
😑 Payment 🗸 🗸			Title			
및 Self-service 🗸			Cancel			Save and add new Save



At Contact details, you can add a description, email address and website of the customer. Simply use the respective text fields to do so.

DISH POS v3.46.0	(V) D	Add customer	Customer					\otimes
« Minimise menu	Custo	# Customer	Name* Gregor			Parent None	~	🗹 Person
Ø Dashboard	Q s	Address	Personal information			Contact details		
Articles	×		User ID	8123		Description		
√ Finance	~ Cus		Price level	None	\checkmark	Email address		
General ,	^ Will		Invoice			Website		
General Production stations	Dav		Currency	EURO	× ~	Telephone numbers		
Facilities Cash stores			Payer	None	\checkmark	+ Add telephone number		
Printers				Authorised to use credit invoice.	t on	Identification		
App links Table map			Credit limit on invoice.	2000.00		Your reference		
Users			Customer account			ID		
User groups POS devices				Customer account authority	orised.			
Courses			Customer account credit limit	0.00				
Customers Currency			References					- I
Turnover categories			Search loss					
Customer displays			Search key					
Translations			Language	EN	$\times \sim$			
Scan services			Card ID	453489i				
Payment	~			Active				
ិ្ញ Self-service	~		Cancel				Save and add new	Save



• To add the customer's phone number, click on + Add telephone number.

DISH POS v3.46.0	(V) D	Add customer	Customer					\otimes
« Minimise menu	Custo	# Customer	Name* Gregor			Parent None	~	🗹 Person
 Dashboard 	(a s	☑ Address	Personal information			Contact details		
🕅 Articles 🗸 🗸			User ID	8123		Description	Supplier	
\sim Finance \sim	Cus		Price level	None	~	Email address		
General ^	Will		Invoice			Website		- 1
General Production stations	Dav		Currency	EURO	× ~	Telephone numbers		
Facilities			Payer	None	~	+ Add telephone number		
Cash stores				Authorised to use credit	on	Identification		
App links			Credit limit on invoice	2000.00		Your reference		
Table map			credit limit on invoice.	2000.00		15		
Users			Customer account			U OI		
User groups				Customer account author	orised.			
POS devices			Customer account	0.00				
Customers			credit limit	0.00				
Currency			References					
Turnover categories								
Customer displays			Search key					
Translations			Language	EN	× ~			
Packaging profiles								
Scan services			Card ID	453489i				
📄 Payment 🗸 🗸				Active				
는 Self-service ~			Cancel				Save and add new	Save



• Then enter the name and number into the respective fields. Adding the name is optional here.

DISH POS v3.46.0	(V) D	Add customer	Customer					\otimes
« Minimise menu	Custo	# Customer	Name* Gregor			Parent None	~	🕑 Person
 Dashboard 	Q s	☑ Address	Personal information			Contact details		
🕅 Articles 🗸 🗸			User ID	8123		Description	Supplier	
\sim Finance \checkmark	Cus		Price level	None	~	Email address		
General 🔨	Will		Invoice			Website		
General Production stations	Dav		Currency	EURO	× ~	Telephone numbers		
Facilities			Payer	None	~	Name	Number*	
Cash stores Printers				Authorised to use credi	t on			
App links			Credit limit on invoice	2000.00		+ Add telephone number		
Table map			credit innit on invoice.	2000.00		Identification		
Users			Customer account					
User groups				Customer account auth	orised	Your reference		
POS devices					onseu.	ID		
Courses			Customer account	0.00		-		
Customers			credit innit					
Currency			References					
Turnover categories								
Customer displays			Search key					
Translations			Language	EN	× ~			
Packaging profiles			Court ID	457.4001				
Scan services			Card ID	4534891				
😑 Payment 🗸 🗸				Active				_
〕 Self-service ∽			Cancel				Save and add new	Save



Once the information about the customer has been entered, you can continue by adding the address. To do so, click on Address.

DISH POS v3.46.0	(V) D	Add customer	Customer					\otimes
« Minimise menu	Custo	# Customer	Name* Gregor			Parent None	~	Person
Ø Dashboard	(a :	🖂 Address	Personal information			Contact details		
🕅 Articles 🗸 🗸			User ID	8123		Description	Supplier	
-√ Finance 🗸	Cus		Price level	None	~	Email address		
🚱 General 🔥	Will		Invoice			Website		
General Production stations	Davi		Currency	EURO	× ~	Telephone numbers		
Facilities			Payer	None	~	Name	Number®	
Printers				Authorised to use credit invoice.	on	Work phone	+49 123456789	
App links			Credit limit on invoice.	2000.00		+ Add telephone number		
Table map Users			Customer account			Identification		
User groups			customer account			Your reference		
POS devices				Customer account autro	onsea.	ID		
Courses			Customer account credit limit	0.00				
Customers								
Turnover categories			References					Ī
Customer displays			Search key					
Translations			Language	EN	~ ~			
Packaging profiles			Language		~ •			
Scan services			Card ID	453489i				
Payment				Active				
∑ Self-service ✓			Cancel				Save and add new	Save



• You now have the option to enter the billing, home and postal address of the customer. Use the corresponding fields to enter the additional information.

DISH POS v3.80.0 (V) [Add customer	Address	\otimes
« Minimise menu	# Customer	Name* Gregor	Parent None
Dashboard	۱		
	Address	Billing address	Home address
Products		Postcode	Postcode
√ Finance v Cu	5	Street	Street
General 🔨 Wil	1	Number	Number
General Day	ń	City	City
Production stations			
Facilities		Country	Country
Cash stores		Postal address	
Printers			
App links Table map		Postcode	
Users		Street	
User groups			
POS devices		Number	
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• Once you set up the new customer, click on Save to apply the changes.

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Back in the overview, you can manage customers by using the edit icon.

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• To delete a customer, use the bin icon.

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• You then will be asked to confirm your action to make sure you are not deleting an item by accident. Do so, by clicking on Delete.

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That's it. You completed the tutorial and now know how to add and manage customers. Keep in mind, since changes have been made, you must send them to your system by navigating to the general settings.



How do I add and manage customers?

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Scan to go to the interactive player