



Bienvenido al panel de control de DISH POS. En este tutorial, le mostramos cómo agregar y administrar clientes.

DISH POS v3.46.0 (V) Demo EN Video Dish Support Update is available Demo DISH POS

Dashboard Show amounts including VAT

Today's turnover data

Turnover	Transactions	Average spending	Open orders
€ 0.00	0	€ 0.00	€ 4,063.50
			Amount
			2
			Last update: Today at 10:24

Turnover details

— This week — Previous week

Day	Turnover (€)	Transactions	Average Spending (€)
Monday	0	0	0
Tuesday	0	0	0
Wednesday	0	0	0
Thursday	0	0	0
Friday	0	0	0
Saturday	0	0	0
Sunday	0	0	0

TURNOVER TO DATE THIS WEEK	TURNOVER TO DATE LAST WEEK	TOTAL TURNOVER LAST WEEK
€ 0.00	€ 0.00	€ 0.00
AVERAGE SPENDING TO DATE THIS WEEK	AVERAGE SPENDING TO DATE LAST WEEK	AVERAGE SPENDING LAST WEEK
€ 0.00	€ 0.00	€ 0.00
NUMBER OF TRANSACTIONS TO DATE THIS WEEK	NUMBER OF TRANSACTIONS TO DATE LAST WEEK	TOTAL TRANSACTIONS LAST WEEK
0	0	0



Primero, haga clic en **General**.

DISH POS v3.46.0 (V) Demo EN Video Dish Support Update is available Demo DISH POS

Dashboard Show amounts including VAT

Today's turnover data

Turnover	Transactions	Average spending	Open orders
€ 0.00	0	€ 0.00	€ 4,063.50
			Amount
			2
			Last update: Today at 10:24

Turnover details

— This week — Previous week

Turnover to Date	Turnover to Date	Total Turnover
THIS WEEK	LAST WEEK	LAST WEEK
€ 0.00	€ 0.00	€ 0.00
Average Spending to Date	Average Spending to Date	Average Spending
THIS WEEK	LAST WEEK	LAST WEEK
€ 0.00	€ 0.00	€ 0.00
Number of Transactions to Date	Number of Transactions to Date	Total Transactions
THIS WEEK	LAST WEEK	LAST WEEK
0	0	0



Luego vaya a **Clientes**.

DISH POS v3.46.0 (V) Demo EN Video Dish Support Update is available Demo DISH POS

<< Minimise menu

- 📊 Dashboard
- 📦 Articles
- 📈 Finance
- ⚙️ General
  - General
  - Production stations
  - Facilities
  - Cash stores
  - Printers
  - App links
  - Table map
  - Users
  - User groups
  - POS devices
  - Courses
  - Customers
  - Currency
  - Turnover categories
  - Customer displays
  - Translations
  - Packaging profiles
  - Scan services
- 💳 Payment
- 🛒 Self-service

### Dashboard

Show amounts including VAT

---

#### Today's turnover data

Turnover	Transactions	Average spending	Open orders
<b>€ 0.00</b>	<b>0</b>	<b>€ 0.00</b>	<b>€ 4,063.50</b>
			Amount
			<b>2</b>
			Last update: Today at 10:24

---

#### Turnover details

— This week — Previous week

<b>TURNOVER TO DATE THIS WEEK</b> <b>€ 0.00</b>	<b>TURNOVER TO DATE LAST WEEK</b> <b>€ 0.00</b>	<b>TOTAL TURNOVER LAST WEEK</b> <b>€ 0.00</b>
<b>AVERAGE SPENDING TO DATE THIS WEEK</b> <b>€ 0.00</b>	<b>AVERAGE SPENDING TO DATE LAST WEEK</b> <b>€ 0.00</b>	<b>AVERAGE SPENDING LAST WEEK</b> <b>€ 0.00</b>
<b>NUMBER OF TRANSACTIONS TO DATE THIS WEEK</b> <b>0</b>	<b>NUMBER OF TRANSACTIONS TO DATE LAST WEEK</b> <b>0</b>	<b>TOTAL TRANSACTIONS LAST WEEK</b> <b>0</b>



Ahora se encuentra en la vista general de sus clientes. Para crear uno nuevo, haga clic en **+ Agregar cliente**.

The screenshot displays the DISH POS v3.46.0 interface. The top navigation bar includes 'Dish Support', 'Update is available', and 'Demo DISH POS'. The left sidebar shows a menu with categories like 'Dashboard', 'Articles', 'Finance', 'General', 'Payment', and 'Self-service'. The main content area is titled 'Customers' and features a search bar. Below the search bar is a table with two rows: 'Willem' and 'David', each with edit and delete icons. In the top right corner of the main area, there are two buttons: '+ Add customer' (highlighted with a red box) and 'Import'.



Se abrirá una nueva ventana en la que podrá introducir los datos del nuevo cliente. Comience introduciendo el nombre en el **campo de texto** correspondiente .

**DISH POS v3.46.0 (V) D Add customer**

# Customer

Address

**Customer**

Name  Parent   Person

**Personal information**

User ID

Price level

**Invoice**

Currency

Payer

Authorised to use credit on invoice.

Credit limit on invoice.

**Customer account**

Customer account authorised.

Customer account credit limit

**References**

Search key

Language

Card ID

Active

**Contact details**

Description

Email address

Website

**Telephone numbers**

+ Add telephone number

**Identification**

Your reference

ID

Cancel Save and add new Save



Puedes asignar tu nuevo cliente a un cliente ya existente, utiliza el **menú desplegable** correspondiente .

**DISH POS v3.46.0** (V) D Add customer

Customer # Customer

Address

**Customer**

Name\* Gregor Parent **None**  Person

**Personal information**

User ID

Price level

**Invoice**

Currency

Payer

Authorised to use credit on invoice.

Credit limit on invoice.

**Customer account**

Customer account authorised.

Customer account credit limit

**References**

Search key

Language

Card ID

Active

**Contact details**

Description

Email address

Website

**Telephone numbers**

+ Add telephone number

**Identification**

Your reference

ID

Cancel Save and add new Save



Si el nuevo cliente es una persona en lugar de una empresa, marque la **casilla** correspondiente. **Al seleccionar esta opción, podrá ingresar información sobre la persona además.**

**DISH POS v3.46.0 (V) D Add customer**

# Customer

Address

**Customer**

Name\* Gregor Parent None  Person

**Personal information**

User ID

Price level None

**Invoice**

Currency None

Payer None

Authorised to use credit on invoice.

Credit limit on invoice. 0.00

**Customer account**

Customer account authorised.

Customer account credit limit 0.00

**References**

Search key

Language None

Card ID

Active

**Contact details**

Description

Email address

Website

**Telephone numbers**

+ Add telephone number

**Identification**

Your reference

ID

Cancel Save and add new Save



Luego puedes darle al nuevo cliente un ID de usuario utilizando el **campo de texto** correspondiente .

**DISH POS v3.46.0** (V) D Add customer

Customer # Customer

Address

**Customer**

Name\* Gregor Parent None Person

**Personal information**

User ID

Price level None

**Invoice**

Currency None

Payer None

Authorised to use credit on invoice.

Credit limit on invoice. 0.00

**Customer account**

Customer account authorised.

Customer account credit limit 0.00

**References**

Search key

Language None

Card ID

Active

**Contact details**

Description

Email address

Website

**Telephone numbers**

+ Add telephone number

**Identification**

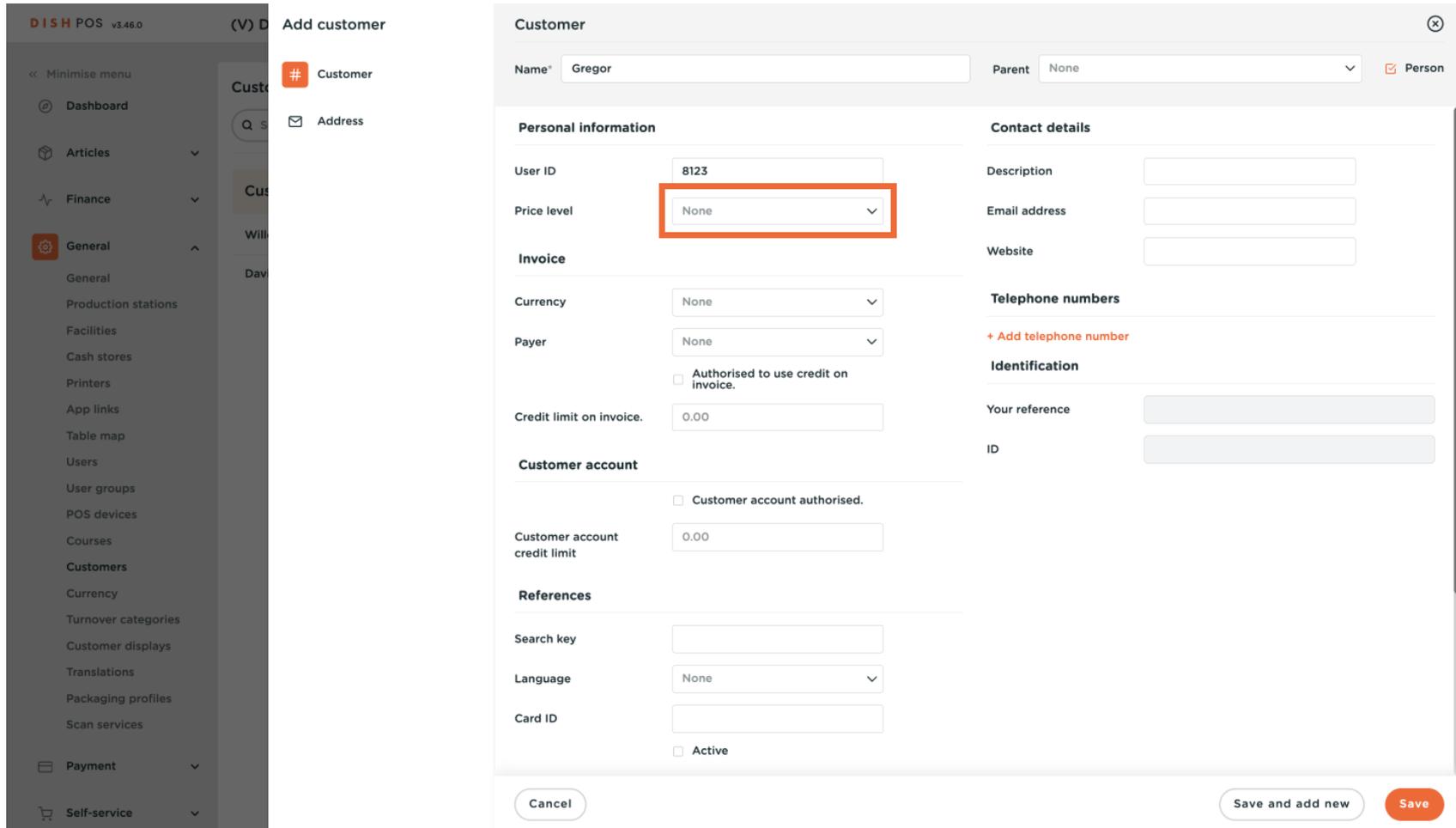
Your reference

ID

Cancel Save and add new Save



Para asignar un nivel de precio, utilice el **menú desplegable** correspondiente .



The screenshot shows the 'Add customer' form in the DISH POS system. The form is titled 'Customer' and includes the following sections:

- Personal information:**
  - Name: Gregor
  - User ID: 8123
  - Price level: **None** (highlighted with a red box)
- Invoice:**
  - Currency: None
  - Payer: None
  - Authorised to use credit on invoice.
  - Credit limit on invoice: 0.00
- Customer account:**
  - Customer account authorised.
  - Customer account credit limit: 0.00
- References:**
  - Search key: [empty]
  - Language: None
  - Card ID: [empty]
  - Active
- Contact details:**
  - Description: [empty]
  - Email address: [empty]
  - Website: [empty]
- Telephone numbers:**
  - + Add telephone number
- Identification:**
  - Your reference: [empty]
  - ID: [empty]

At the bottom of the form, there are three buttons: 'Cancel', 'Save and add new', and 'Save'.



Si desea asignar una moneda a la factura, utilice el **menú desplegable** correspondiente .

**DISH POS v3.46.0** (V) D Add customer

Customer # Customer

Address

**Customer**

Name\* Gregor Parent None Person

**Personal information**

User ID 8123

Price level None

**Invoice**

Currency None

Payer None

Authorised to use credit on invoice.

Credit limit on invoice. 0.00

**Customer account**

Customer account authorised.

Customer account credit limit 0.00

**References**

Search key

Language None

Card ID

Active

**Contact details**

Description

Email address

Website

**Telephone numbers**

+ Add telephone number

**Identification**

Your reference

ID

Cancel Save and add new Save



Para luego seleccionar un cliente que sea el encargado de pagar las facturas, utilice el **menú desplegable** correspondiente .

The screenshot displays the 'Add customer' form in the DISH POS system. The form is divided into several sections:

- Customer Information:** Name (Gregor), Parent (None), and Person type (Person).
- Personal information:** User ID (8123), Price level (None).
- Invoice:** Currency (EURO), Payer (None - highlighted with a red box), and a checkbox for 'Authorised to use credit on invoice'.
- Customer account:** Credit limit on invoice (0.00), Customer account authorised (checkbox), and Customer account credit limit (0.00).
- References:** Search key, Language (None), Card ID, and an 'Active' checkbox.
- Contact details:** Description, Email address, and Website.
- Telephone numbers:** A section with a '+ Add telephone number' button.
- Identification:** Your reference and ID fields.

At the bottom of the form, there are three buttons: 'Cancel', 'Save and add new', and 'Save'.

Si desea permitir un crédito, marque la **casilla** para autorizarlo.

**Customer**

Name\* Gregor Parent None Person

**Personal information**

User ID 8123

Price level None

**Invoice**

Currency EURO

Payer None

Authorised to use credit on invoice.

Credit limit on invoice. 0.00

**Customer account**

Customer account authorised.

Customer account credit limit 0.00

**References**

Search key

Language None

Card ID

Active

**Contact details**

Description

Email address

Website

**Telephone numbers**

+ Add telephone number

**Identification**

Your reference

ID

Cancel Save and add new Save

Luego podrás definir el límite de crédito utilizando el **campo** correspondiente .

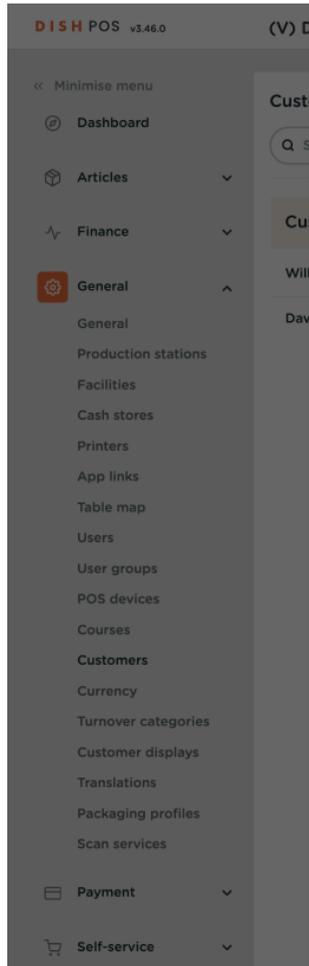
The screenshot shows the 'Add customer' form in the DISH POS system. The form is titled 'Customer' and includes the following fields and sections:

- Name:** Gregor
- Parent:** None
- Person:**
- Personal information:**
  - User ID: 8123
  - Price level: None
- Invoice:**
  - Currency: EURO
  - Payer: None
  - Authorised to use credit on invoice.
  - Credit limit on invoice:** 0.00 (highlighted with a red box)
- Customer account:**
  - Customer account authorised.
  - Customer account credit limit: 0.00
- References:**
  - Search key: [empty]
  - Language: None
  - Card ID: [empty]
  - Active
- Contact details:**
  - Description: [empty]
  - Email address: [empty]
  - Website: [empty]
- Telephone numbers:**
  - + Add telephone number
- Identification:**
  - Your reference: [empty]
  - ID: [empty]

At the bottom of the form, there are three buttons: 'Cancel', 'Save and add new', and 'Save'.



**Importante:** Esta función no está disponible en este momento. Continúe con los siguientes pasos. Al marcar la **casilla** Cuenta de cliente autorizada, este cliente podrá recibir un límite de crédito asignado a su cuenta.



Add customer

# Customer

✉ Address

### Customer

Name: Gregor Parent: None  Person

---

**Personal information**

User ID: 8123  
Price level: None

**Invoice**

Currency: EURO  
Payer: None  
 Authorised to use credit on invoice.  
Credit limit on invoice: 2000.00

**Contact details**

Description:   
Email address:   
Website:

**Telephone numbers**

+ Add telephone number

**Identification**

Your reference:   
ID:

**Customer account**

Customer account authorised.  
Customer account credit limit: 0.00

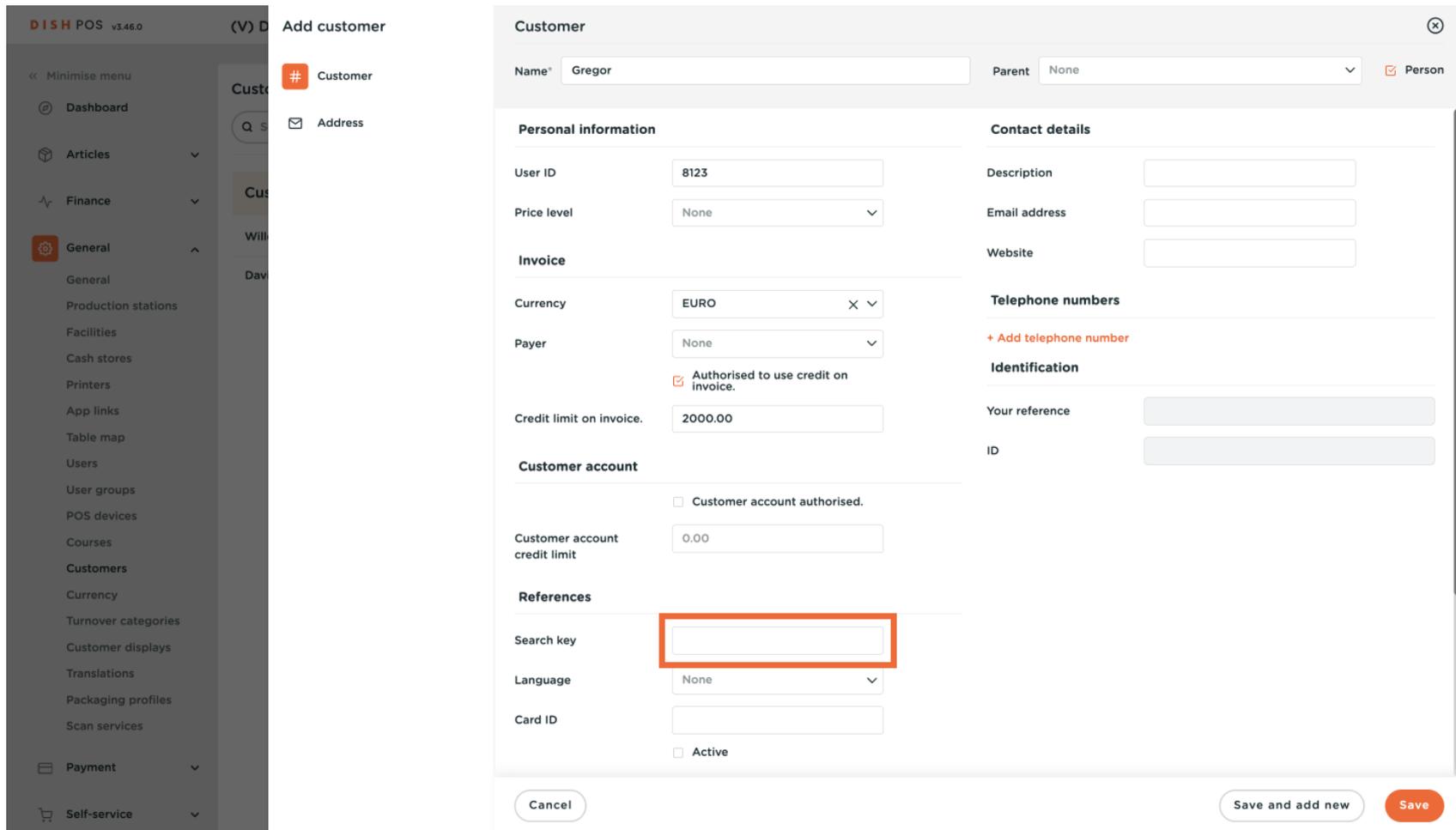
**References**

Search key:   
Language: None  
Card ID:   
 Active

Buttons: Cancel, Save and add new, Save



Puedes asignar una clave de búsqueda a un cliente para facilitar su búsqueda. Para ello, utiliza el **campo de texto** correspondiente .



The screenshot shows the 'Add customer' form in the DISH POS system. The form is titled 'Customer' and includes the following sections and fields:

- Name:** Gregor
- Parent:** None
- Person:**
- Personal information:**
  - User ID: 8123
  - Price level: None
- Invoice:**
  - Currency: EURO
  - Payer: None
  - Authorised to use credit on invoice.
  - Credit limit on invoice: 2000.00
- Customer account:**
  - Customer account authorised.
  - Customer account credit limit: 0.00
- References:**
  - Search key:**  (highlighted with an orange box)
  - Language: None
  - Card ID:
  - Active
- Contact details:**
  - Description:
  - Email address:
  - Website:
- Telephone numbers:**
  - + Add telephone number
- Identification:**
  - Your reference:
  - ID:

At the bottom of the form, there are three buttons: 'Cancel', 'Save and add new', and 'Save'.



Para seleccionar el idioma del cliente, utilice el **menú desplegable** correspondiente .

The screenshot shows the 'Add customer' form in the DISH POS v3.46.0 interface. The form is divided into several sections: Personal information, Invoice, Customer account, Contact details, Telephone numbers, and Identification. The 'Language' dropdown menu is highlighted with an orange box, and it currently shows 'None'. The form also includes fields for Name, Parent, User ID, Price level, Currency, Payer, Credit limit on invoice, Customer account credit limit, Search key, Card ID, and an Active checkbox. At the bottom, there are buttons for 'Cancel', 'Save and add new', and 'Save'.



Si el cliente obtiene una tarjeta, introduzca el ID de la tarjeta en el **campo de texto** correspondiente.

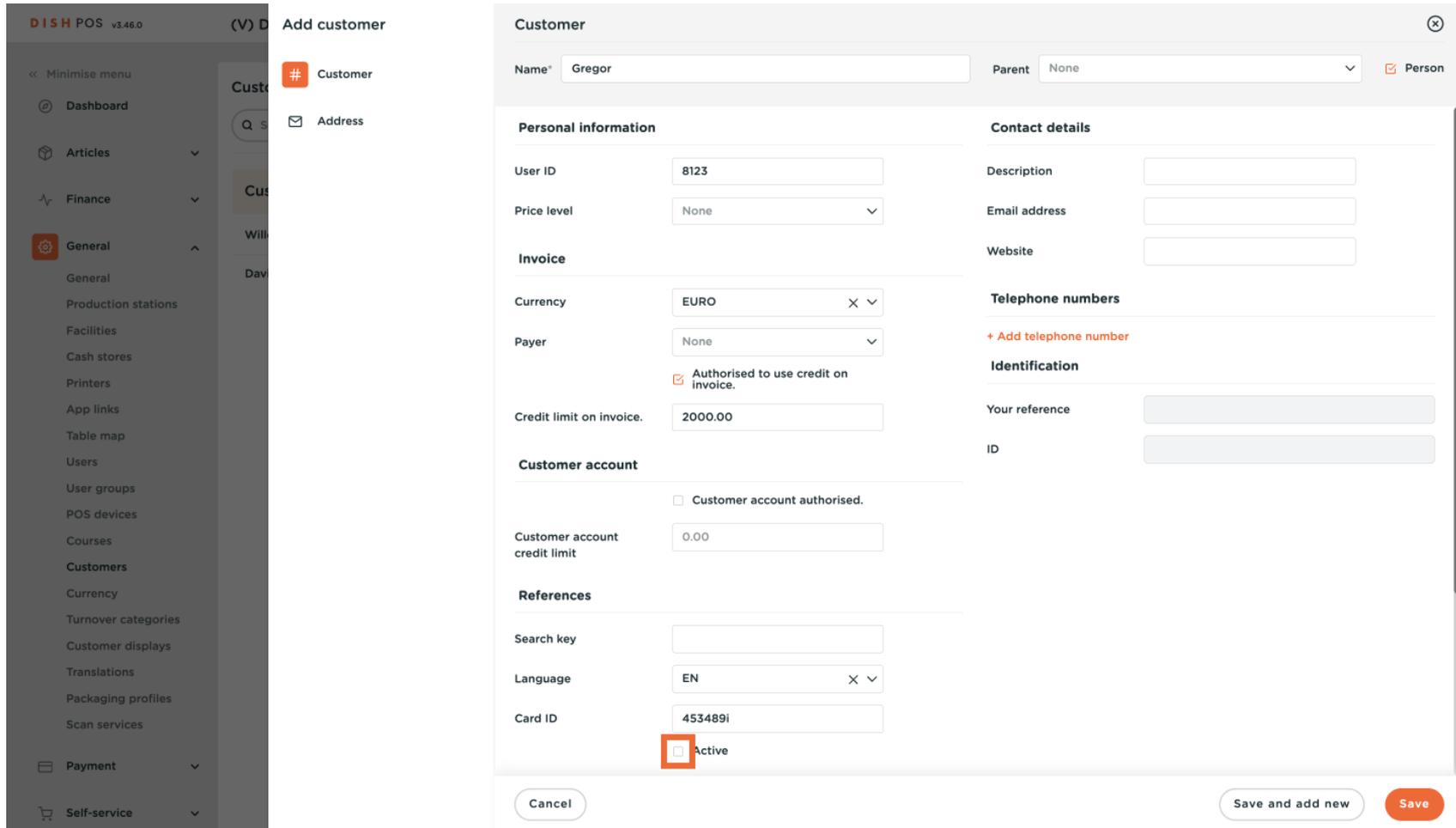
The screenshot shows the 'Add customer' form in the DISH POS system. The form is titled 'Customer' and includes the following sections and fields:

- Name:** Gregor
- Parent:** None
- Person:**
- Personal information:**
  - User ID: 8123
  - Price level: None
- Invoice:**
  - Currency: EURO
  - Payer: None
  - Authorised to use credit on invoice.
  - Credit limit on invoice: 2000.00
- Customer account:**
  - Customer account authorised.
  - Customer account credit limit: 0.00
- References:**
  - Search key: [empty]
  - Language: EN
  - Card ID:** [empty] (highlighted with a red box)
  - Active
- Contact details:**
  - Description: [empty]
  - Email address: [empty]
  - Website: [empty]
- Telephone numbers:**
  - + Add telephone number
- Identification:**
  - Your reference: [empty]
  - ID: [empty]

At the bottom of the form, there are three buttons: 'Cancel', 'Save and add new', and 'Save'.



Para luego activar el ID de la tarjeta, marque la **marca de verificación** correspondiente .



**Customer**

Name\* Gregor Parent None Person

**Personal information**

User ID 8123

Price level None

**Invoice**

Currency EURO

Payer None

Authorised to use credit on invoice.

Credit limit on invoice. 2000.00

**Customer account**

Customer account authorised.

Customer account credit limit 0.00

**References**

Search key

Language EN

Card ID 453489i

Active

**Contact details**

Description

Email address

Website

**Telephone numbers**

+ Add telephone number

**Identification**

Your reference

ID

Cancel Save and add new Save



Dado que este cliente está configurado como persona, puede agregar información adicional. Hágalo utilizando los **campos** correspondientes y **el menú desplegable**.

The screenshot displays the 'Add customer' form in the DISH POS v3.46.0 application. The form is titled 'Customer' and includes the following sections and fields:

- Name:** Gregor
- Parent:** None
- Person:**
- Address:** (empty field)
- Authorized to use credit on invoice:**
- Credit limit on invoice:** 2000.00
- Customer account:**
  - Customer account authorised.
  - Customer account credit limit:** 0.00
- References:**
  - Search key:** (empty field)
  - Language:** EN
  - Card ID:** 453489i
  - Active
- Personal information:** (highlighted with a red box)
  - First name:** (empty field)
  - Last name:** (empty field)
  - Prefix:** (empty field)
  - Gender:** None
  - Title:** (empty field)

At the bottom of the form, there are three buttons: 'Cancel', 'Save and add new', and 'Save'.



En los datos de contacto, puede agregar una descripción, una dirección de correo electrónico y el sitio web del cliente. Para ello, simplemente utilice los **campos de texto correspondientes**.

**Customer**

Name\* Gregor Parent None Person

**Personal information**

User ID 8123

Price level None

**Invoice**

Currency EURO

Payer None

Authorised to use credit on invoice.

Credit limit on invoice. 2000.00

**Customer account**

Customer account authorised.

Customer account credit limit 0.00

**References**

Search key

Language EN

Card ID 453489i

Active

**Contact details**

Description

Email address

Website

**Telephone numbers**

+ Add telephone number

**Identification**

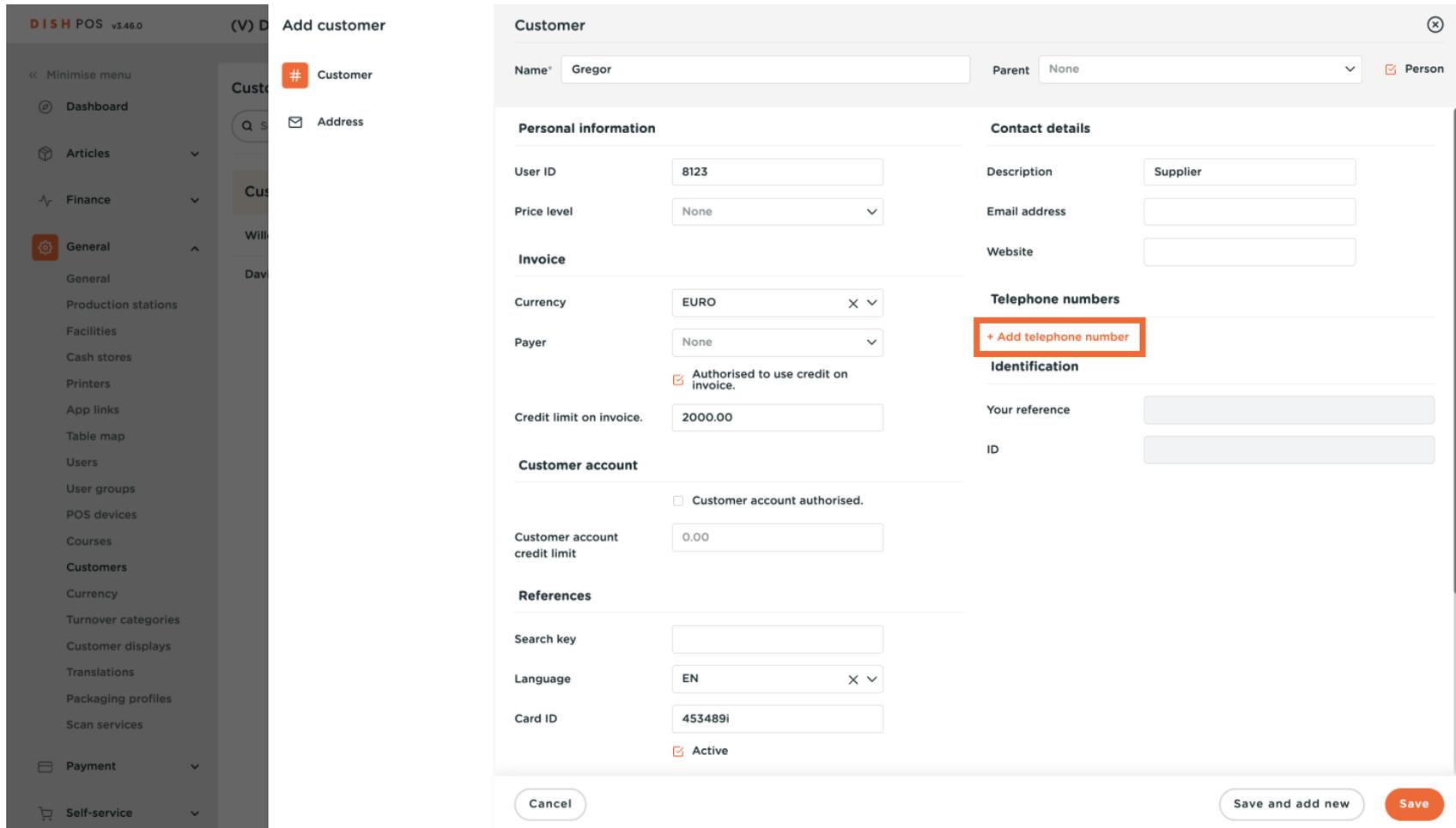
Your reference

ID

Cancel Save and add new Save



Para agregar el número de teléfono del cliente, haga clic en **+ Agregar número de teléfono**.



**DISH POS v3.46.0** (V) D Add customer

Customer # Customer

Address

**Customer**

Name\* Gregor Parent None Person

**Personal information**

User ID 8123

Price level None

**Invoice**

Currency EURO

Payer None

Authorised to use credit on invoice.

Credit limit on invoice. 2000.00

**Customer account**

Customer account authorised.

Customer account credit limit 0.00

**References**

Search key

Language EN

Card ID 453489i

Active

**Contact details**

Description Supplier

Email address

Website

**Telephone numbers**

**+ Add telephone number**

**Identification**

Your reference

ID

Cancel Save and add new Save



A continuación, introduzca el nombre y el número en los **campos** correspondientes . En este caso, la adición del nombre es opcional.

**Customer**

Name\* Gregor Parent None Person

**Personal information**

User ID 8123

Price level None

**Invoice**

Currency EURO

Payer None

Authorised to use credit on invoice.

Credit limit on invoice. 2000.00

**Customer account**

Customer account authorised.

Customer account credit limit 0.00

**References**

Search key

Language EN

Card ID 453489i

Active

**Contact details**

Description Supplier

Email address

Website

**Telephone numbers**

Name	Number*

[+ Add telephone number](#)

**Identification**

Your reference

ID

Cancel Save and add new Save



Una vez ingresados los datos del cliente, se puede continuar agregando la dirección. Para ello, se debe hacer clic en **Dirección**.

**DISH POS v3.46.0** (V) D Add customer

# Customer

✉ Address

Customer

Name\* Gregor Parent None Person

**Personal information**

User ID 8123

Price level None

**Invoice**

Currency EURO

Payer None

Authorised to use credit on invoice.

Credit limit on invoice. 2000.00

**Customer account**

Customer account authorised.

Customer account credit limit 0.00

**References**

Search key

Language EN

Card ID 453489i

Active

**Contact details**

Description Supplier

Email address

Website

**Telephone numbers**

Name	Number*
Work phone	+49 123456789

+ Add telephone number

**Identification**

Your reference

ID

Cancel Save and add new Save



Ahora tienes la opción de introducir la dirección de facturación, domicilio y postal del cliente. Utiliza los **campos** correspondientes para introducir la información adicional.

**DISH POS v3.80.0** (V) D Add customer

Minimise menu

- Dashboard
- Products
- Finance
- General
- General
- Production stations
- Facilities
- Cash stores
- Printers
- App links
- Table map
- Users
- User groups
- POS devices
- Courses
- Customers
- Currency
- Turnover categories
- Customer displays
- Translations
- Packaging profiles
- Scan services
- Payment
- Self-service

# Customer

Address

**Address**

Name\* Gregor Parent None  Person

Billing address		Home address	
Postcode	<input type="text"/>	Postcode	<input type="text"/>
Street	<input type="text"/>	Street	<input type="text"/>
Number	<input type="text"/>	Number	<input type="text"/>
City	<input type="text"/>	City	<input type="text"/>
Country	<input type="text"/>	Country	<input type="text"/>

**Postal address**

Postcode

Street

Number

City

Country

Cancel Save and add new Save



Una vez que configure el nuevo cliente, haga clic en **Guardar** para aplicar los cambios.

**DISH POS v3.80.0** (V) D Add customer

Minimise menu

- Dashboard
- Products
- Finance
- General**
  - General
  - Production stations
  - Facilities
  - Cash stores
  - Printers
  - App links
  - Table map
  - Users
  - User groups
  - POS devices
  - Courses
  - Customers**
  - Currency
  - Turnover categories
  - Customer displays
  - Translations
  - Packaging profiles
  - Scan services
- Payment
- Self-service

**Address**

Name\* Gregor Parent None  Person

**Billing address**

Postcode	11111	Postcode	
Street	Restaurant St	Street	
Number	22	Number	
City	Berlin	City	
Country	Germany	Country	

**Home address**

Postcode		Postcode	
Street		Street	
Number		Number	
City		City	
Country		Country	

**Postal address**

Postcode	
Street	
Number	
City	
Country	

Cancel Save and add new **Save**



De vuelta en la descripción general, puedes administrar clientes utilizando el **ícono de edición**.

The screenshot shows the DISH POS v3.46.0 interface. The top navigation bar includes 'DISH POS v3.46.0', '(V) Demo EN Video', 'Dish Support', 'Update is available', and 'Demo DISH POS'. The left sidebar contains a 'Minimise menu' and various navigation options: Dashboard, Articles, Finance, General (highlighted), Production stations, Facilities, Cash stores, Printers, App links, Table map, Users, User groups, POS devices, Courses, Customers, Currency, Turnover categories, Customer displays, Translations, Packaging profiles, Scan services, Payment, and Self-service. The main content area is titled 'Customers' and features a search bar, '+ Add customer' and 'Import' buttons, and a list of customers. The list includes Willem, David, and Gregor, each with edit and delete icons. The edit icon for Gregor is highlighted with a red box.

Customers	
Willem	 
David	 
Gregor	 

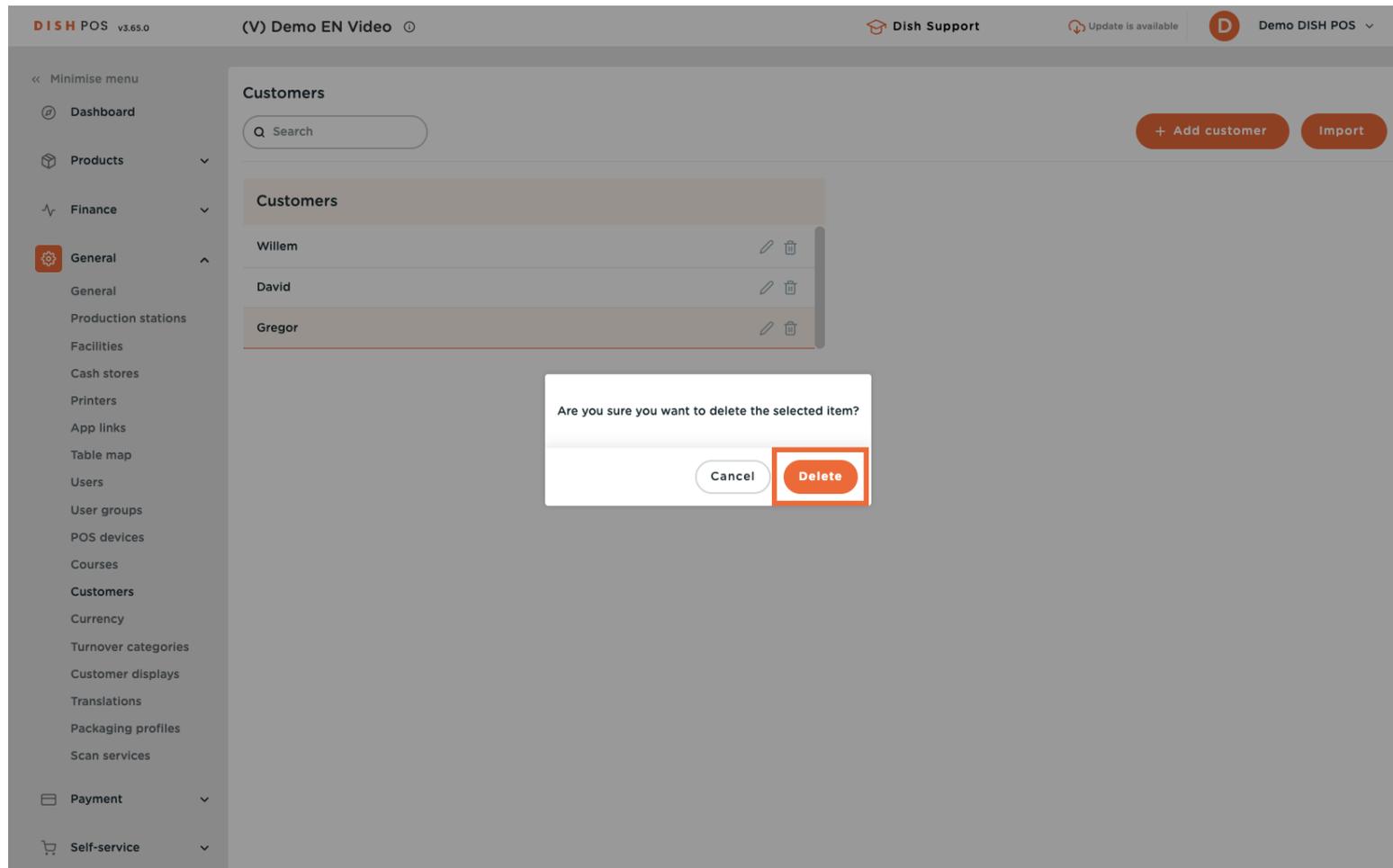
Para eliminar un cliente, utilice el **icono de la papelera** .

The screenshot displays the DISH POS v3.46.0 interface. The top navigation bar includes 'Dish Support', 'Update is available', and 'Demo DISH POS'. The left sidebar contains a 'Minimise menu' and various system settings categories like 'Dashboard', 'Articles', 'Finance', 'General', 'Production stations', 'Facilities', 'Cash stores', 'Printers', 'App links', 'Table map', 'Users', 'User groups', 'POS devices', 'Courses', 'Customers', 'Currency', 'Turnover categories', 'Customer displays', 'Translations', 'Packaging profiles', 'Scan services', 'Payment', and 'Self-service'. The main content area is titled 'Customers' and features a search bar and two buttons: '+ Add customer' and 'Import'. Below these is a table listing three customers: Willem, David, and Gregor. Each customer entry has an edit icon (pencil) and a delete icon (trash can). The delete icon for Gregor is highlighted with a red square.

Customers	
Willem	 
David	 
Gregor	 



Luego se le solicitará que confirme su acción para asegurarse de que no está eliminando un elemento por accidente. Para ello, haga clic en **Eliminar**.





Eso es todo. Completaste el tutorial y ahora sabes cómo agregar y administrar clientes. Ten en cuenta que, dado que se han realizado cambios, debes enviarlos a tu sistema navegando a la configuración general.

DISH POS v3.46.0 (V) Demo EN Video Dish Support Update is available Demo DISH POS

<< Minimise menu

- Dashboard
- Articles
- Finance
- General**
  - General
  - Production stations
  - Facilities
  - Cash stores
  - Printers
  - App links
  - Table map
  - Users
  - User groups
  - POS devices
  - Courses
  - Customers**
  - Currency
  - Turnover categories
  - Customer displays
  - Translations
  - Packaging profiles
  - Scan services
- Payment
- Self-service

### Customers

Q Search + Add customer Import

Customers	
Willem	 
David	 



Escanee para ir al reproductor interactivo