



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

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Today's turnover data

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€ 0.00	0	€ 0.00	€ 4,063.50
			Amount
			2
			Last update: Today at 10:24

Turnover details

— This week — Previous week

Metric	This Week	Last Week
TURNOVER TO DATE	€ 0.00	€ 0.00
AVERAGE SPENDING TO DATE	€ 0.00	€ 0.00
NUMBER OF TRANSACTIONS TO DATE	0	0
TOTAL TURNOVER LAST WEEK	€ 0.00	€ 0.00
AVERAGE SPENDING LAST WEEK	€ 0.00	€ 0.00
TOTAL TRANSACTIONS LAST WEEK	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
€ 0.00	0	€ 0.00	€ 4,063.50
			Amount
			2
			Last update: Today at 10:24

Turnover details

— This week — Previous week

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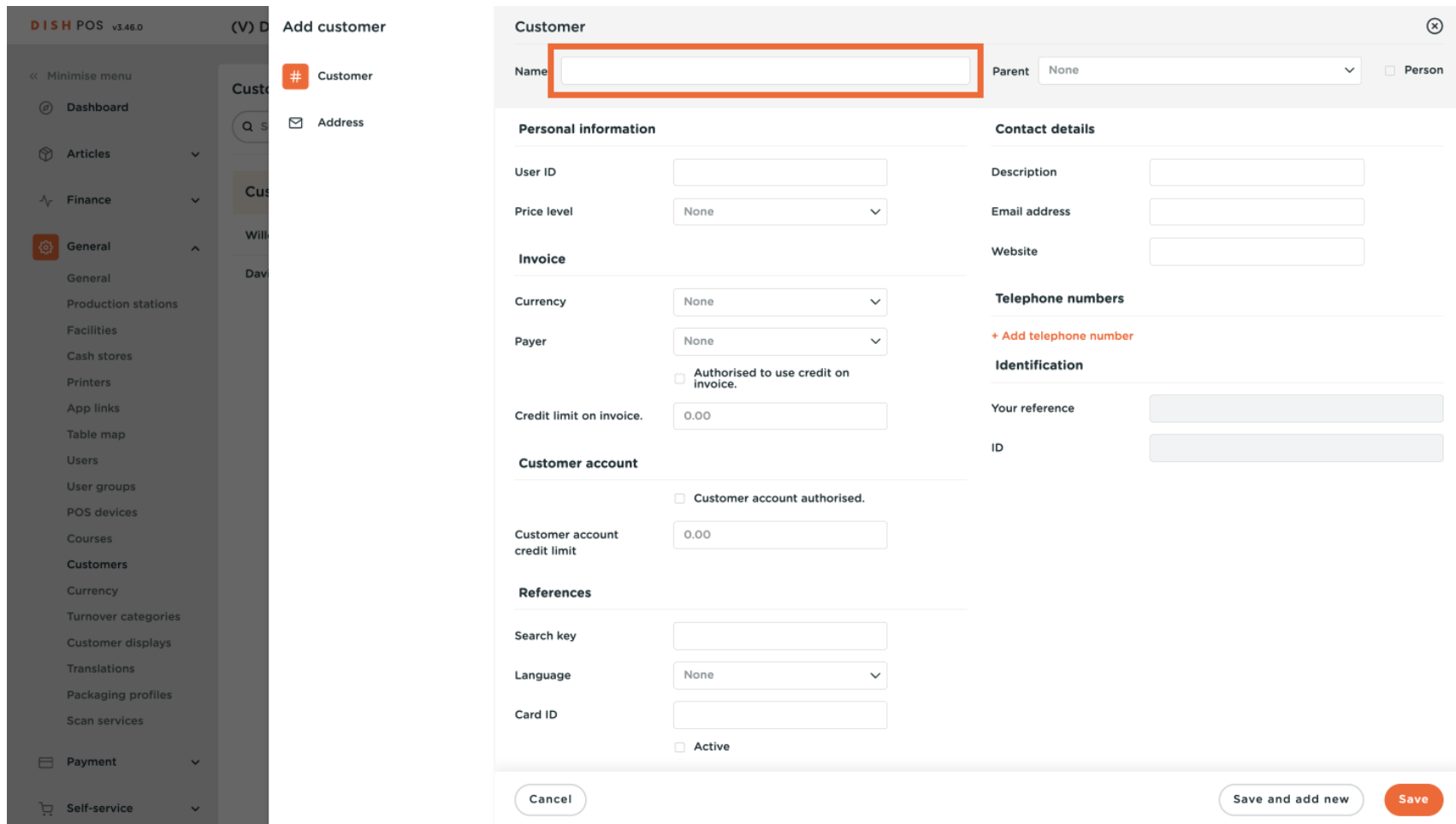


Ahora se encuentra en la vista general de sus clientes. Para crear uno nuevo, haga clic en **+ Agregar cliente**.

The screenshot shows 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 categories: Dashboard, Articles, Finance, General (selected), Payment, and Self-service. The 'General' category is expanded, showing options like 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, and Scan services. The main content area is titled 'Customers' and features a search bar. Below the search bar, there is a table with two rows: 'Willem' and 'David'. Each row has edit and delete icons. In the top right corner of the main content 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

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

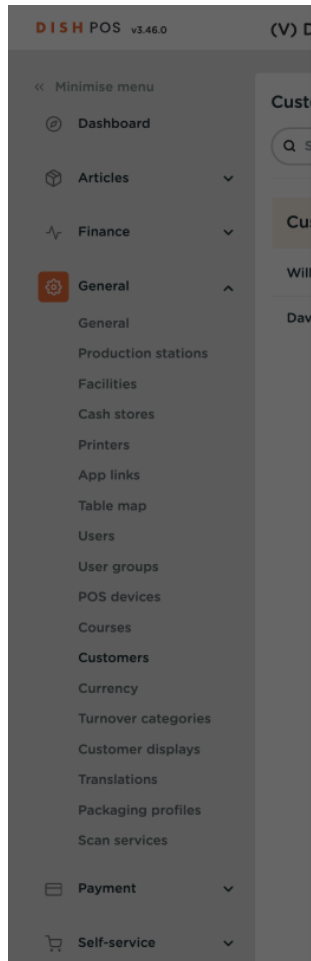
Your reference

ID

Cancel Save and add new Save



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



Customer (V) D

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

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 # Address

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 v3.46.0 interface. 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 - highlighted with a red box), and Currency (None).
- Invoice:** Payer (None), Authorised to use credit on invoice (checkbox), and Credit limit on invoice (0.00).
- Customer account:** Customer account authorised (checkbox) and Customer account credit limit (0.00).
- References:** Search key, Language (None), Card ID, and Active (checkbox).
- Contact details:** Description, Email address, and Website.
- Telephone numbers:** + 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 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.

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. 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 .

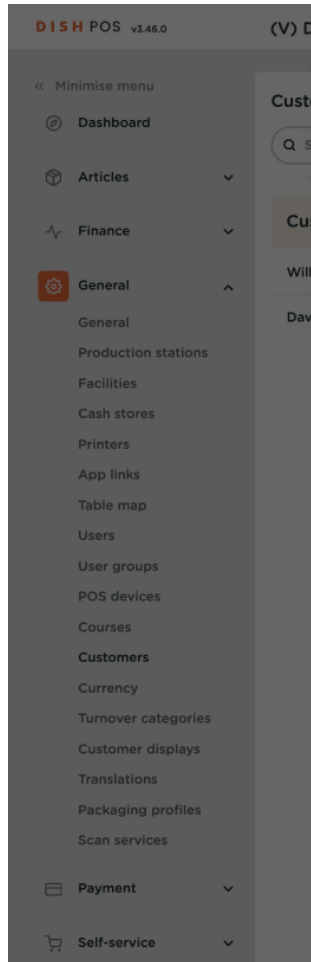
The screenshot shows the 'Add customer' form in the DISH POS system. The form is titled 'Customer' and includes the following fields and sections:

- 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 .

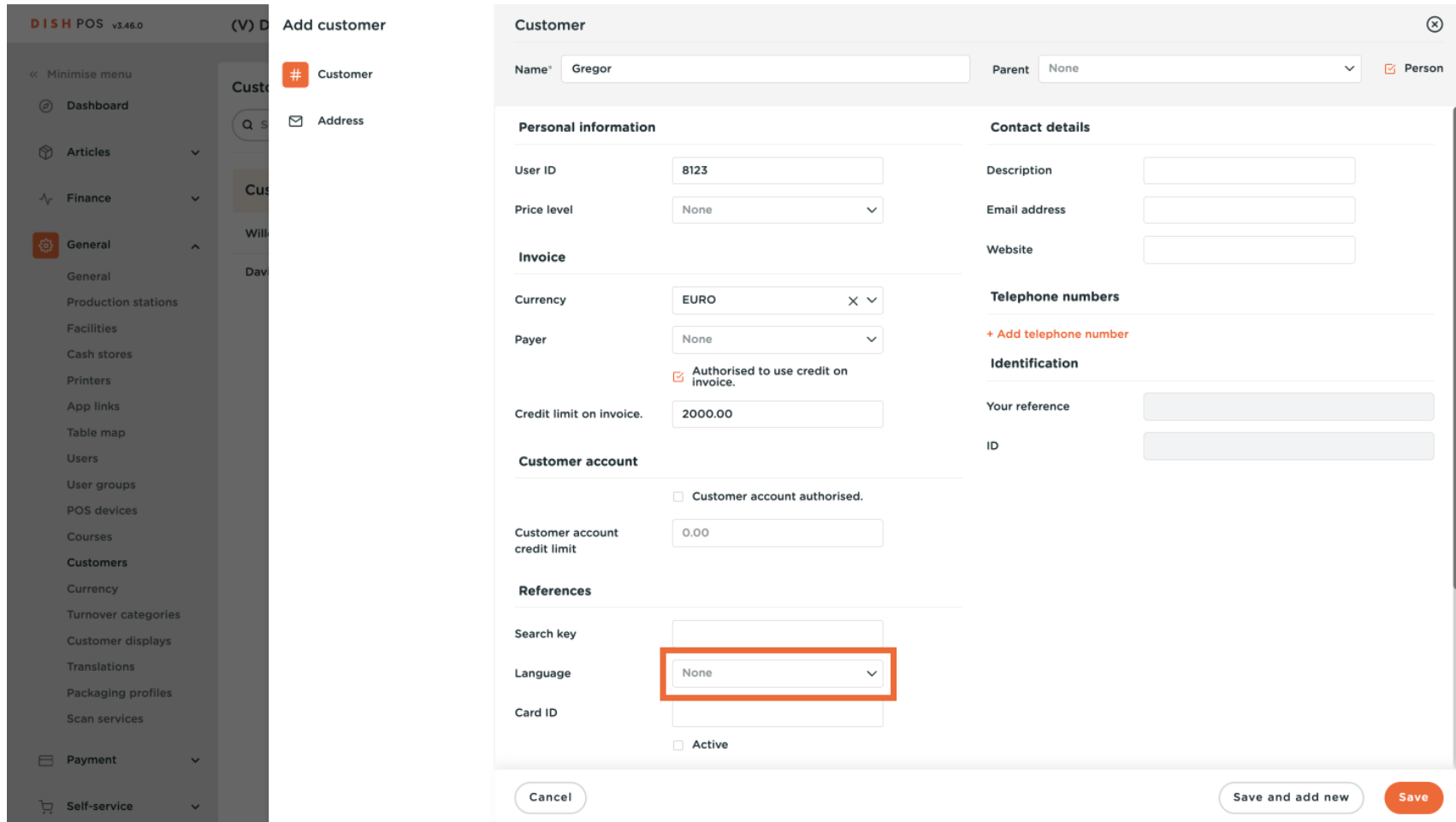
The screenshot shows the 'Add customer' form in the DISH POS system. The form is titled 'Customer' and includes the following sections and fields:

- 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 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), and Credit limit on invoice (2000.00). There is a checkbox for 'Authorised to use credit on invoice' which is checked.
- Customer account:** Customer account authorised (unchecked) and Customer account credit limit (0.00).
- References:** Search key, Language (None), and Card ID.
- Contact details:** Description, Email address, and Website.
- Telephone numbers:** A section with a '+ Add telephone number' link.
- Identification:** Your reference and ID fields.

At the bottom of the form, there are three buttons: '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:
 - Language: EN
 - Card ID:** (highlighted with a red box)
 - 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 luego activar el ID de la tarjeta, marque la **marca de verificación** correspondiente .

DISH POS v3.46.0 (V) D Add customer

Customer

Address

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

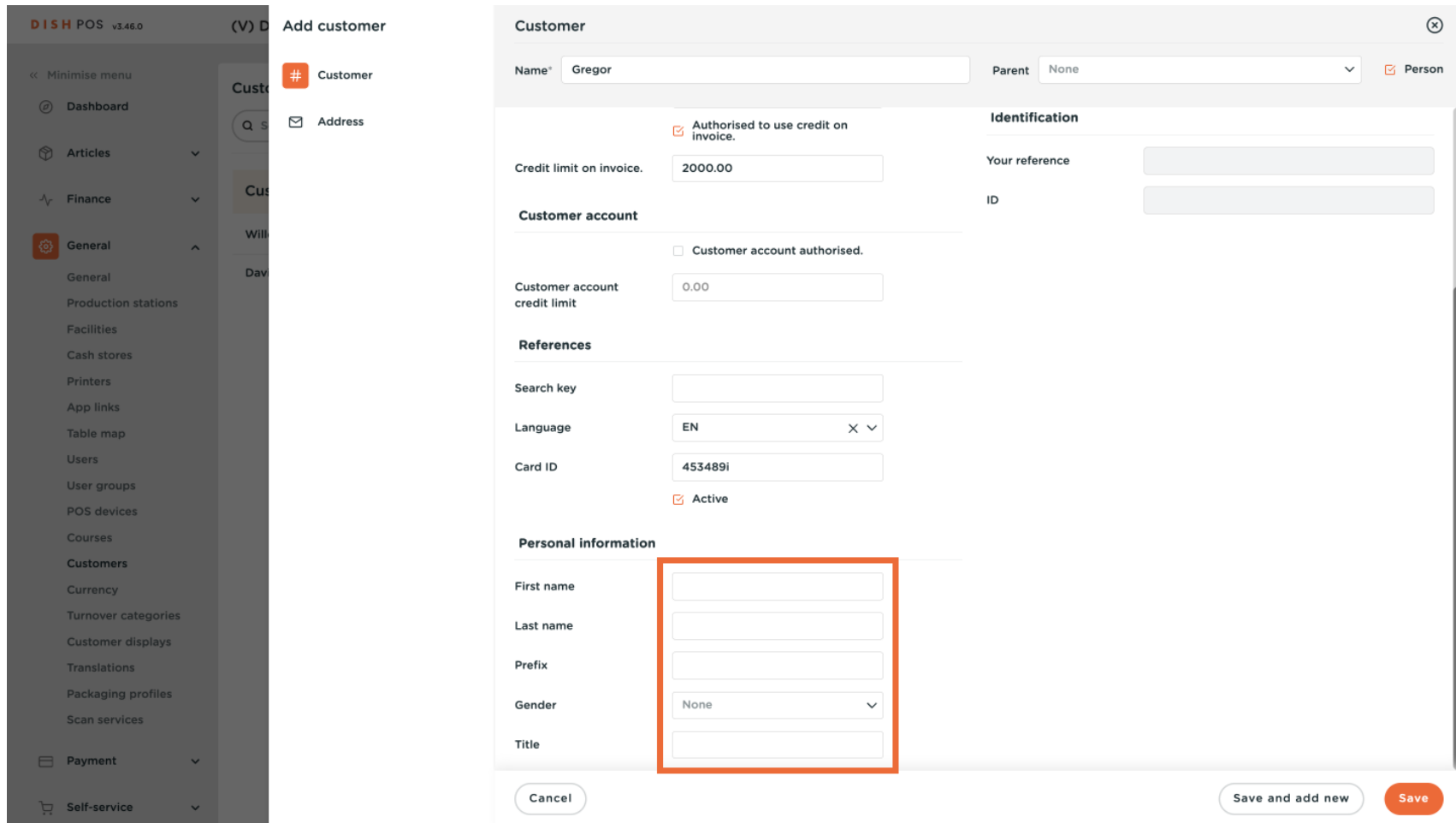
Your reference

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**.



Customer

Name* Gregor Parent None Person

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

Personal information

First name

Last name

Prefix

Gender None

Title

Cancel Save and add new 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

Address

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

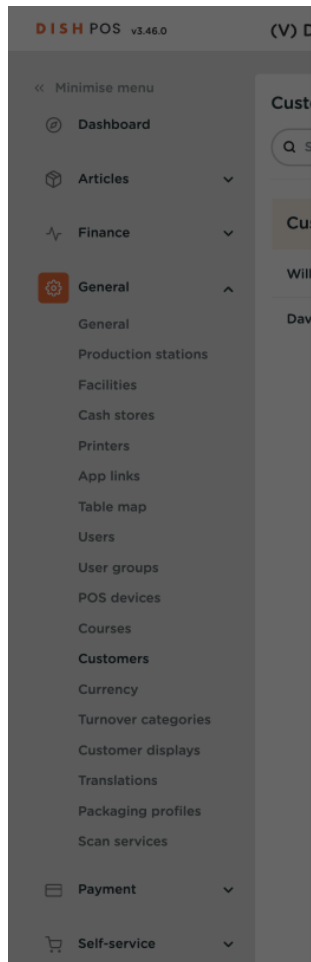
Your reference

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.



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

Name	Number*
<input type="text"/>	<input type="text"/>

[+ 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

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	<input type="text"/>
Street	<input type="text"/>
Number	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>

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

Customer # Customer

Address

Name* Gregor Parent None Person

Billing address

Postcode 11111

Street Restaurant St

Number 22

City Berlin

Country Germany

Home address

Postcode

Street

Number

City

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 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 'General' category is expanded, showing sub-items such as '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', and 'Scan services'. The main content area is titled 'Customers' and features a search bar, '+ Add customer' and 'Import' buttons, and a table of customer records. The table lists three customers: Willem, David, and Gregor. Each record has an edit icon (pencil) and a delete icon (trash). The edit icon for Gregor is highlighted with a red square.

Customers	
Willem	 
David	 
Gregor	 

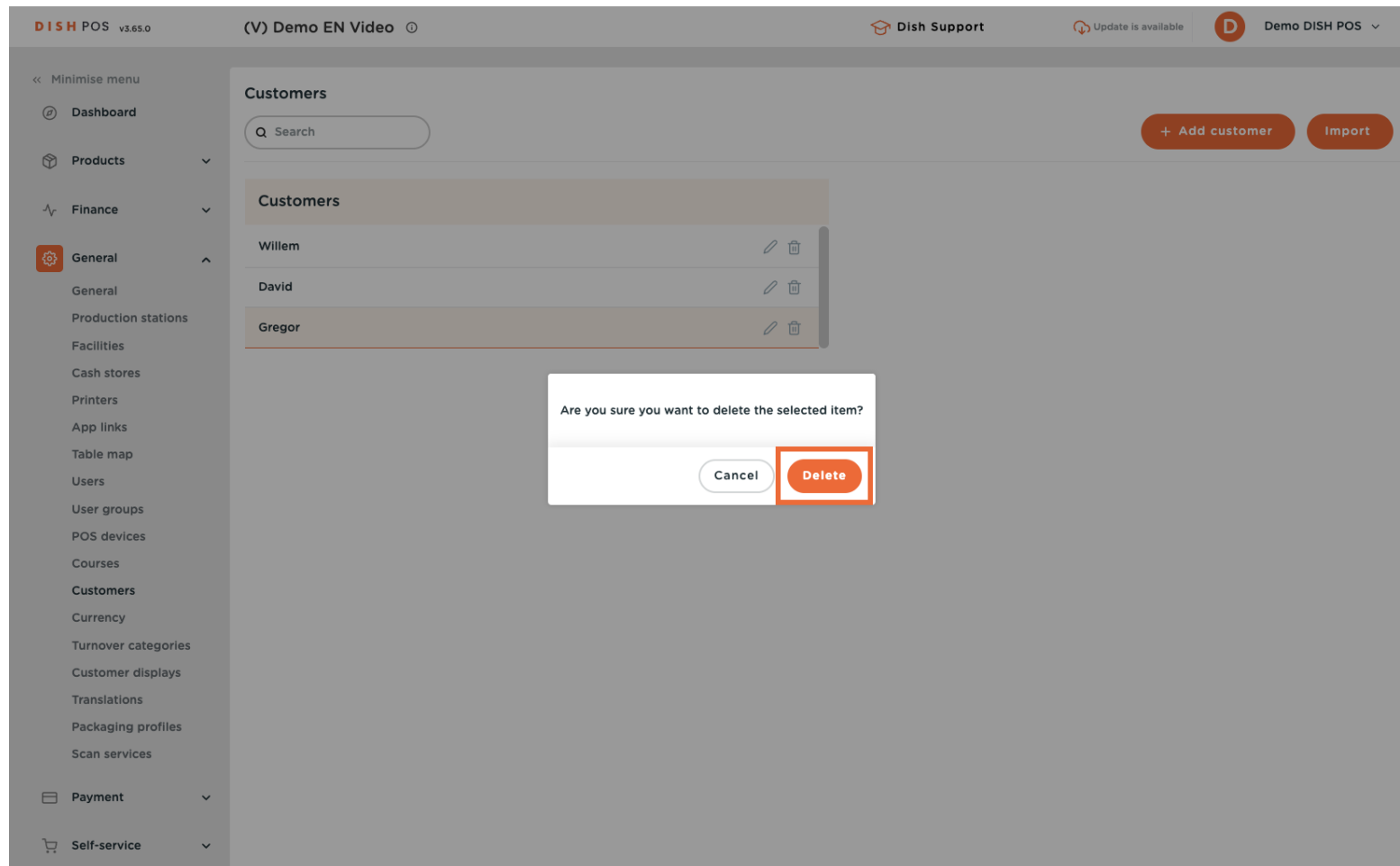
Para eliminar un cliente, utilice el **icono de la papelera** .

The screenshot displays the DASH POS v3.46.0 interface. The top navigation bar includes 'Dish Support', 'Update is available', and 'Demo DASH POS'. The left sidebar contains a 'Minimise menu' and various system settings categories such as '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, '+ Add customer' and 'Import' buttons, and a table of customer records. The table lists three customers: Willem, David, and Gregor. Each record has an edit icon and a trash icon. The trash 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