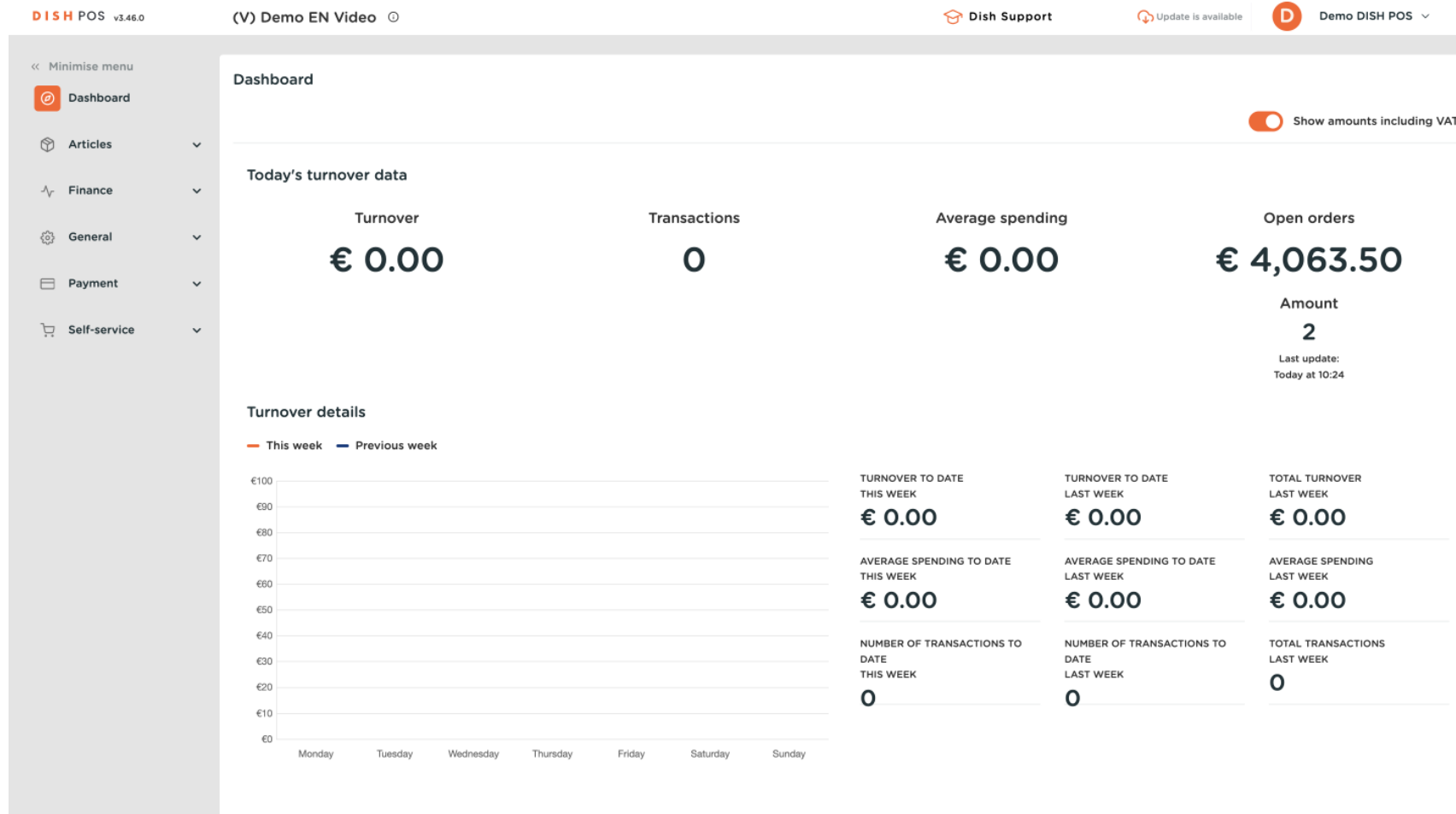




Benvenuti alla dashboard di DISH POS. In questo tutorial, vi mostriamo come aggiungere e gestire i clienti.





Per prima cosa, clicca su **Generale**.

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

Dashboard  Show amounts including VAT

Minimise menu  
 Dashboard  
 Articles  
 Finance  
**General**  
 Payment  
 Self-service

### 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

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



Poi vai su **Clienti**.

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

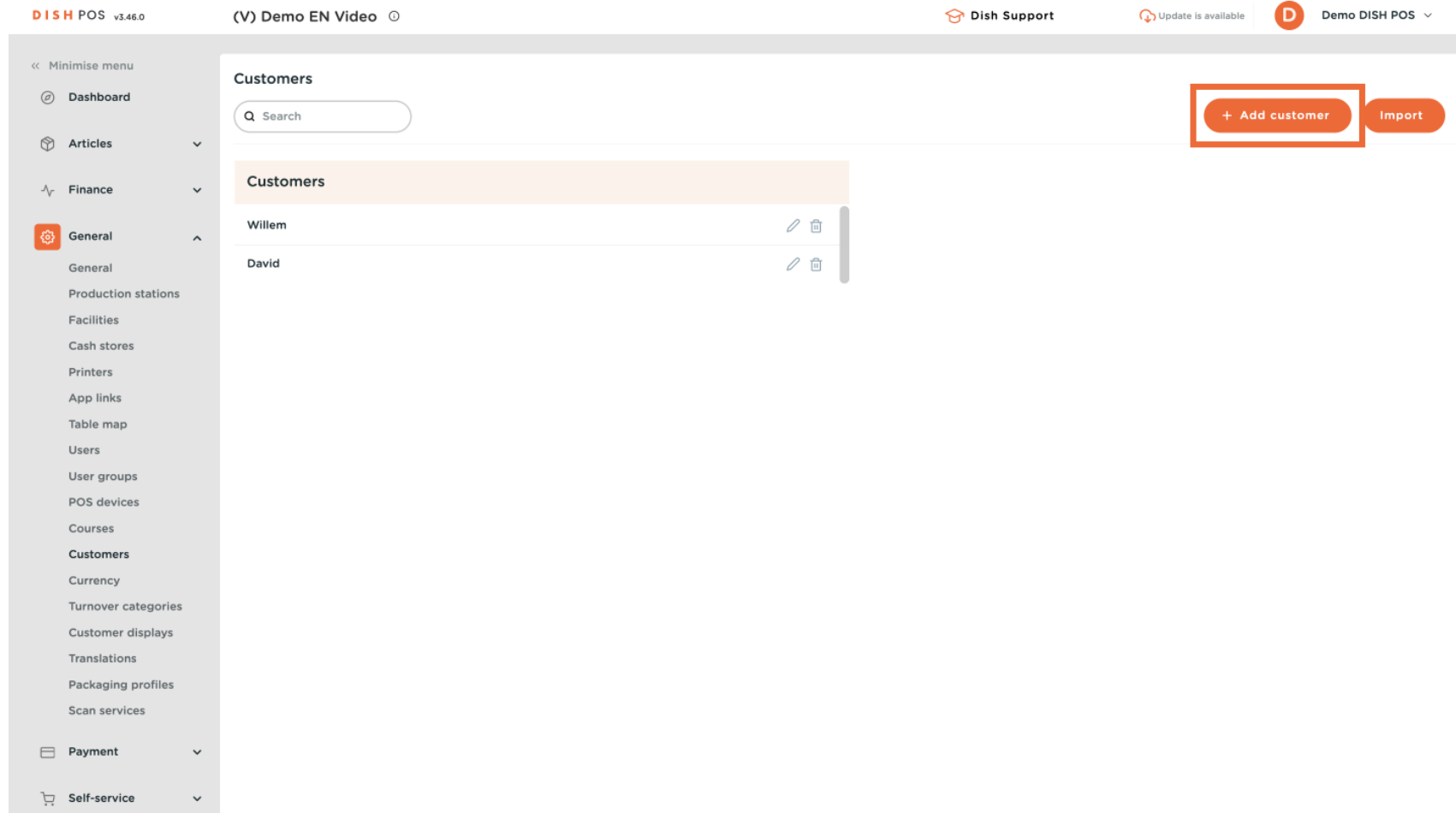
Turnover to date	Turnover to date	Total turnover
THIS WEEK	LAST WEEK	LAST WEEK
€ 0.00	€ 0.00	€ 0.00
Average spending to date	Average spending to date	Average spending
THIS WEEK	LAST WEEK	LAST WEEK
€ 0.00	€ 0.00	€ 0.00
Number of transactions to date	Number of transactions to date	Total transactions
THIS WEEK	LAST WEEK	LAST WEEK
0	0	0

Navigation menu (Customers is highlighted):

- 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



Ora sei nella panoramica dei tuoi clienti. Per crearne uno nuovo, clicca su **+ Aggiungi cliente**.



**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**

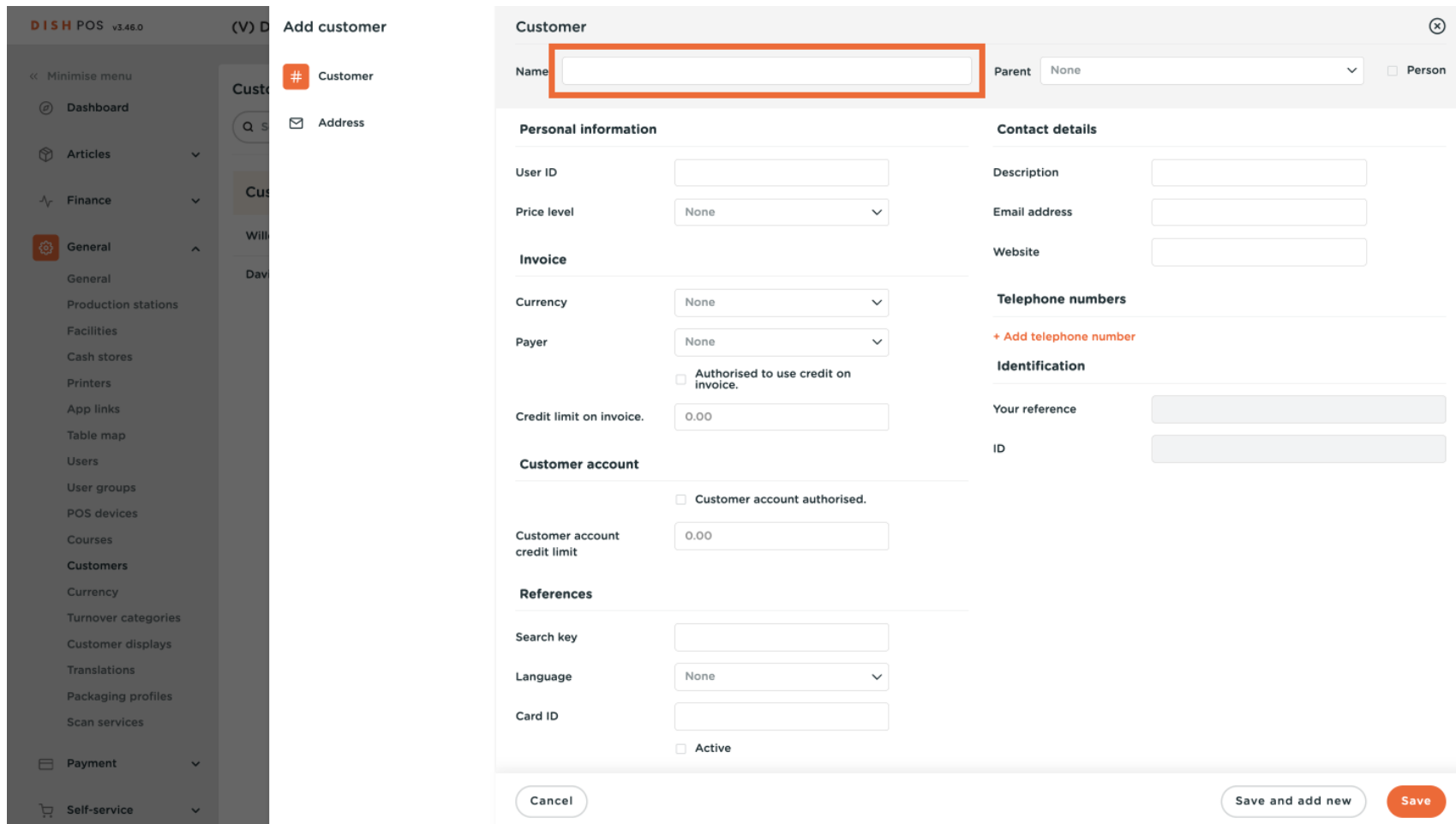
Q Search

**+ Add customer** Import

Customers	
Willem	 
David	 



Si aprirà una nuova finestra, dove potrai inserire le informazioni del nuovo cliente. Inizia inserendo il nome nel rispettivo **campo di testo**.



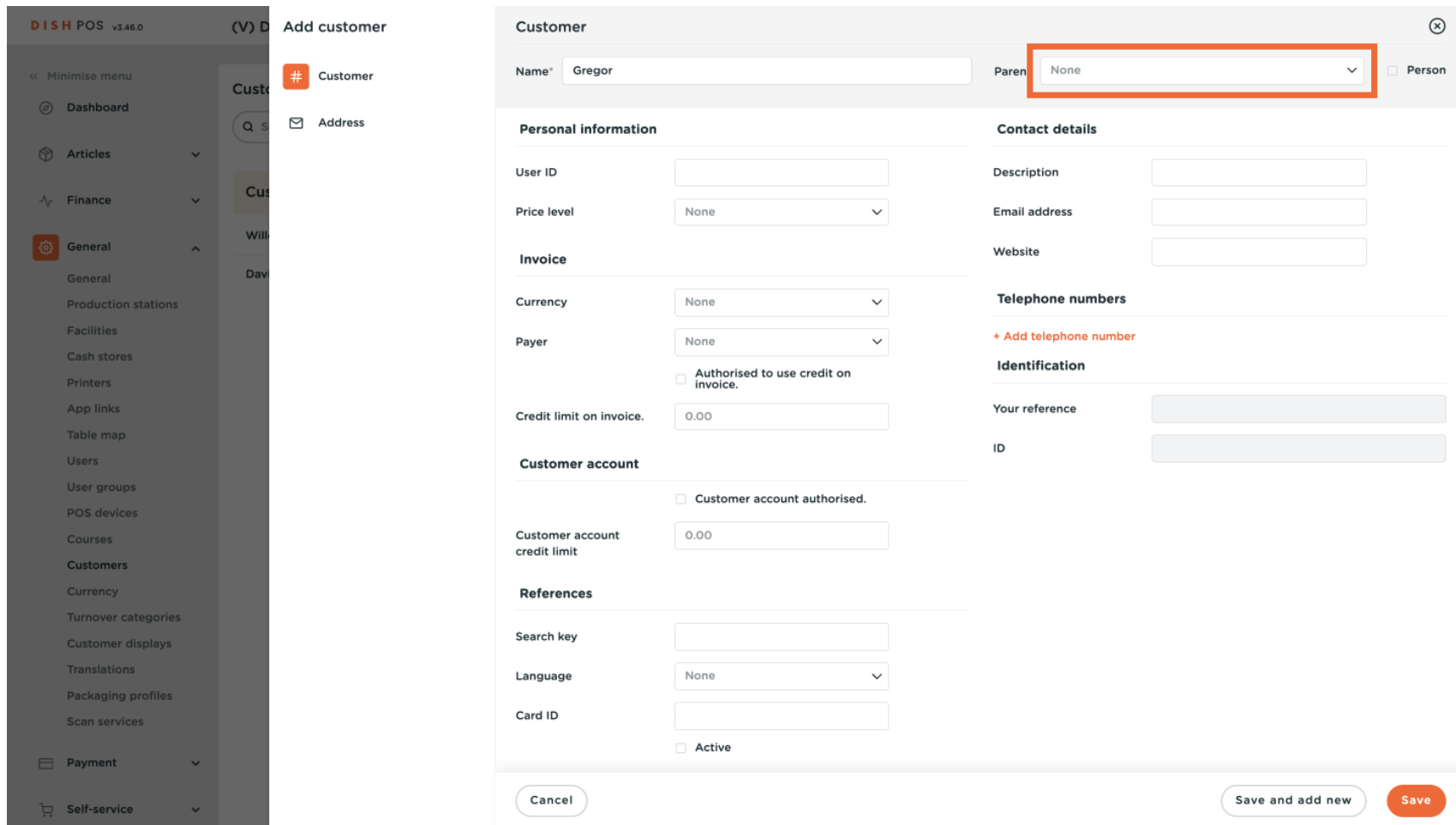
The screenshot shows the 'Add customer' form in the DISH POS system. The form is divided into several sections:

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

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



Puoi assegnare il tuo nuovo cliente a un cliente già esistente, utilizzando il **menu a discesa** corrispondente .



The screenshot displays the 'Add customer' form in the DISH POS system. The form is titled 'Customer' and includes a search bar for the name, currently containing 'Gregor'. A dropdown menu for 'Parent' is highlighted with an orange box, showing 'None' as the selected option. The form is organized into several sections:

- Personal information:** Includes fields for User ID, Price level (set to 'None'), and Currency (set to 'None').
- Invoice:** Includes a Payer dropdown (set to 'None'), a checkbox for 'Authorised to use credit on invoice', and a Credit limit on invoice field (set to 0.00).
- Customer account:** Includes a checkbox for 'Customer account authorised' and a Customer account credit limit field (set to 0.00).
- References:** Includes fields for Search key, Language (set to 'None'), and Card ID, along with an 'Active' checkbox.
- Contact details:** Includes fields for Description, Email address, and Website.
- Telephone numbers:** Includes a '+ Add telephone number' button.
- Identification:** Includes fields for 'Your reference' and 'ID'.

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



Se il nuovo cliente è una persona anziché un'azienda, imposta il **segno di spunta** corrispondente. Selezionando questa opzione, puoi immettere informazioni aggiuntive sulla persona.

**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

Successivamente è possibile assegnare al nuovo cliente un ID utente utilizzando il rispettivo **campo di testo**.

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

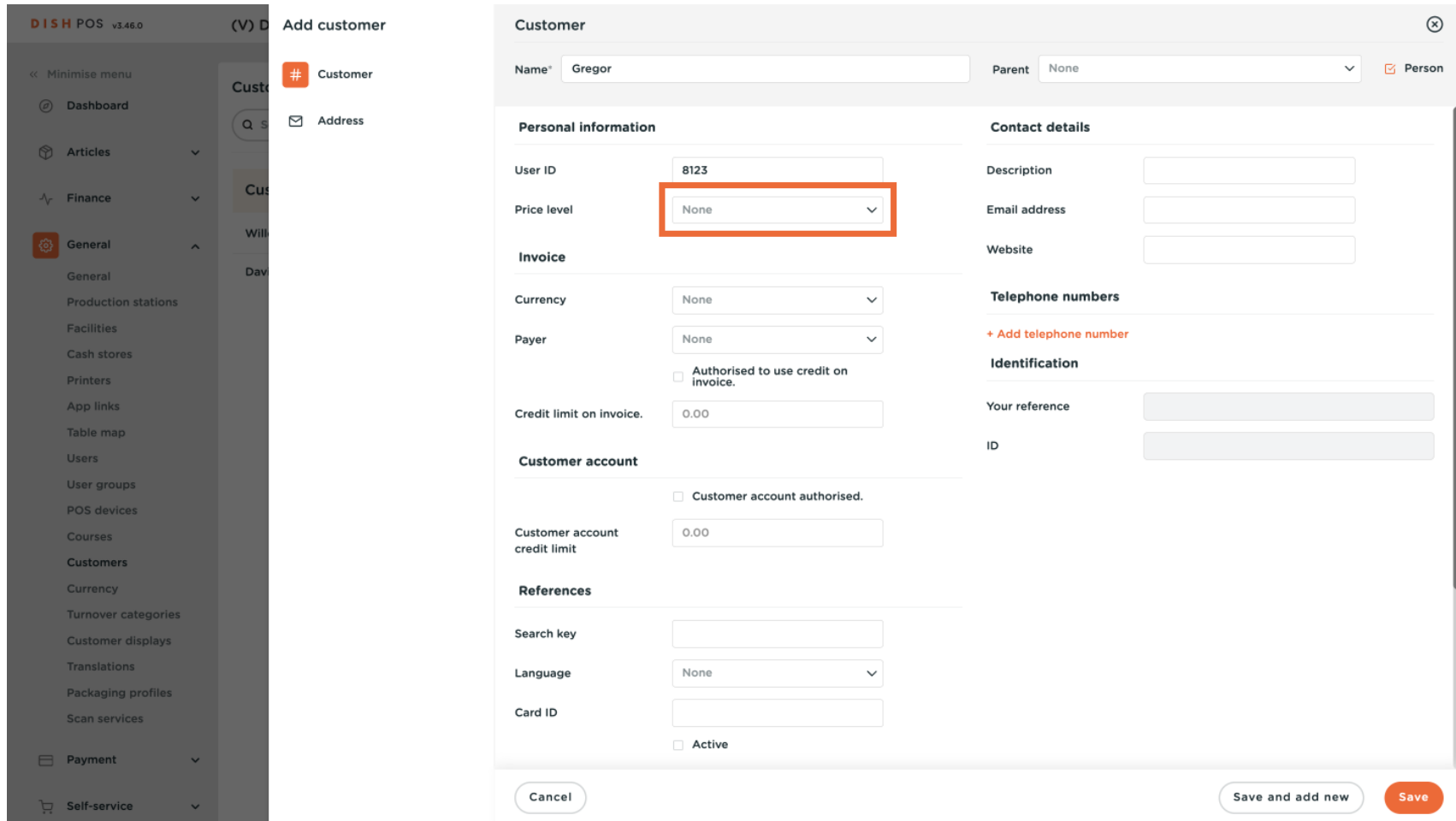
- Name:** Gregor
- Parent:** None
- Person:**
- Personal information:**
  - User ID:**  (highlighted with an orange box)
  - Price level:** None
- Invoice:**
  - Currency:** None
  - Payer:** None
  - Authorised to use credit on invoice.
  - Credit limit on invoice:** 0.00
- Customer account:**
  - Customer 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:**

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





Per assegnare un livello di prezzo, utilizzare il **menu a discesa** corrispondente .



The screenshot displays the 'DISH POS v3.46.0' interface. On the left is a sidebar menu with 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 'Customers' section is expanded, showing 'Add customer', 'Customer', and 'Address' options. The main window shows the 'Customer' form for a customer named 'Gregor'. The 'Price level' dropdown menu is highlighted with a red box, showing 'None' as the selected option. Other fields include 'User ID' (8123), 'Parent' (None), 'Description', 'Email address', 'Website', 'Currency' (None), 'Payer' (None), 'Credit limit on invoice' (0.00), 'Customer account credit limit' (0.00), 'Search key', 'Language' (None), and 'Card ID'. There are also checkboxes for 'Authorised to use credit on invoice.', 'Customer account authorised.', and 'Active'. At the bottom, there are 'Cancel', 'Save and add new', and 'Save' buttons.



Se si desidera assegnare una valuta alla fattura, utilizzare il **menu a discesa** corrispondente .

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 (None, highlighted with an orange box), Payer (None), and a checkbox for 'Authorised to use credit on invoice'.
- Customer account:** A checkbox for 'Customer account authorised' and a field for 'Customer account credit limit' (0.00).
- References:** Search key, Language (None), Card ID, and an 'Active' checkbox.
- Contact details:** Description, Email address, and Website fields.
- 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'.



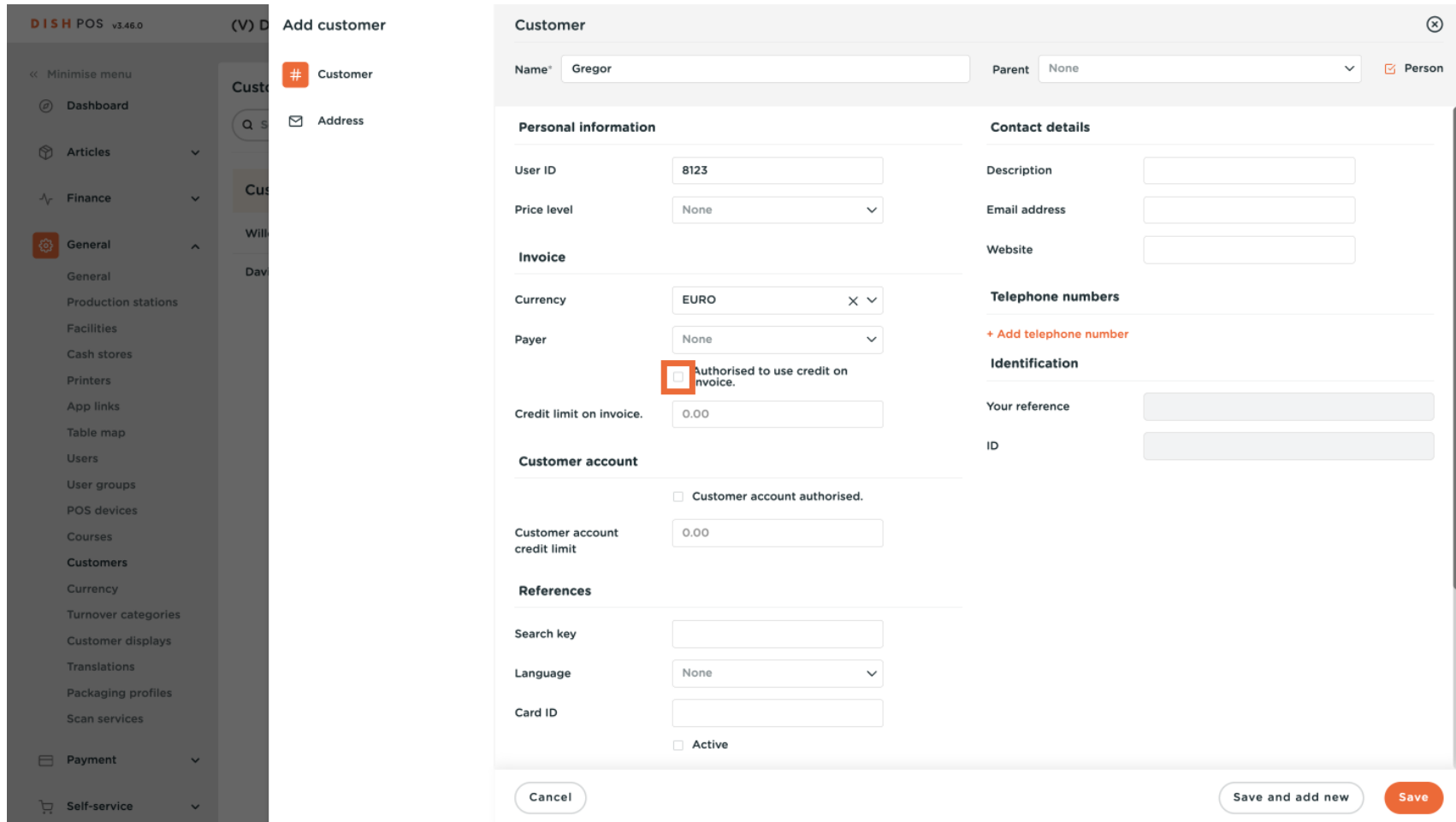
Per selezionare poi un cliente incaricato del pagamento delle fatture, utilizzare il **menu a discesa** corrispondente .

The screenshot displays the 'Add customer' form in the DISH POS v3.46.0 application. 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' link.
- Identification:** Your reference and ID fields.

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

Se si desidera autorizzare un accredito, selezionare la **casella di controllo** per autorizzarlo.



**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**

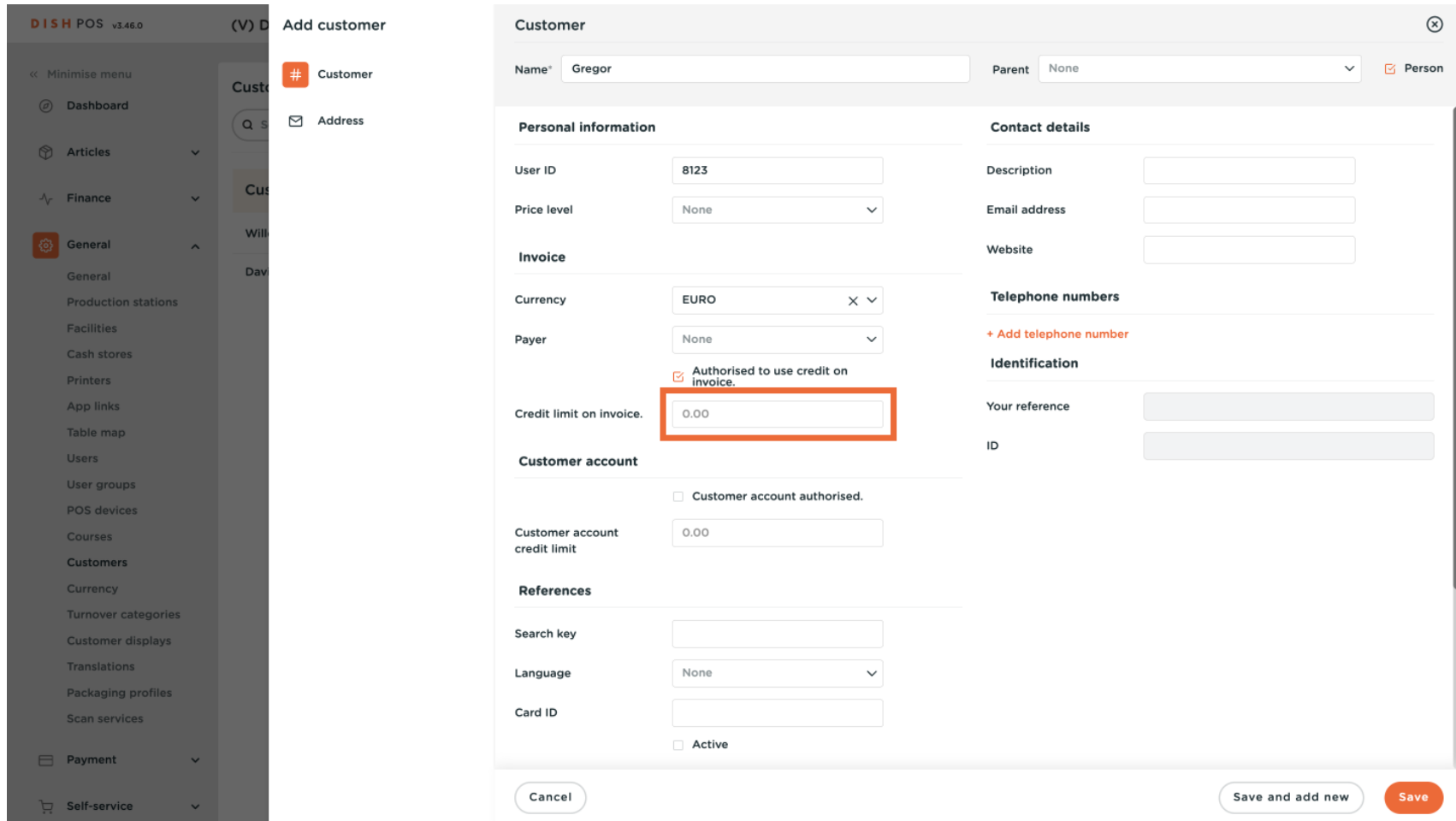
Your reference

ID

Cancel Save and add new Save



È quindi possibile definire il limite di credito utilizzando il **campo** corrispondente .



**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. 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



**Importante:** questa funzionalità non è disponibile al momento. Procedi con i passaggi successivi.  
Impostando il **segno di spunta** per Account cliente autorizzato, questo cliente potrà ricevere un limite di credito assegnato al suo account.

**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

**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

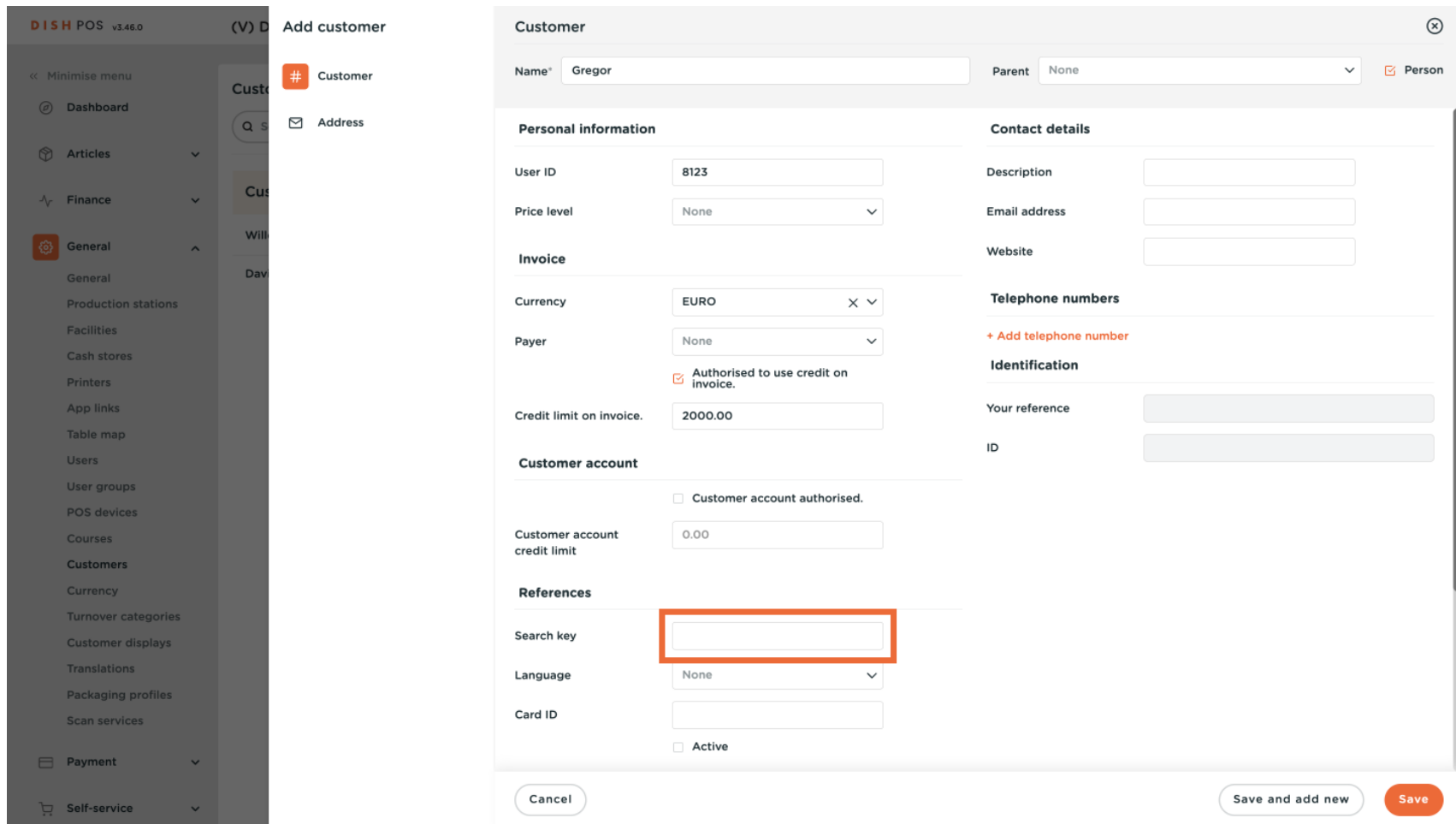
**References**

Search key:   
Language: None  
Card ID:   
 Active

Cancel Save and add new Save



Puoi assegnare una chiave di ricerca a un cliente per semplificare la ricerca del cliente. Per farlo, usa il **campo di testo** corrispondente .



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

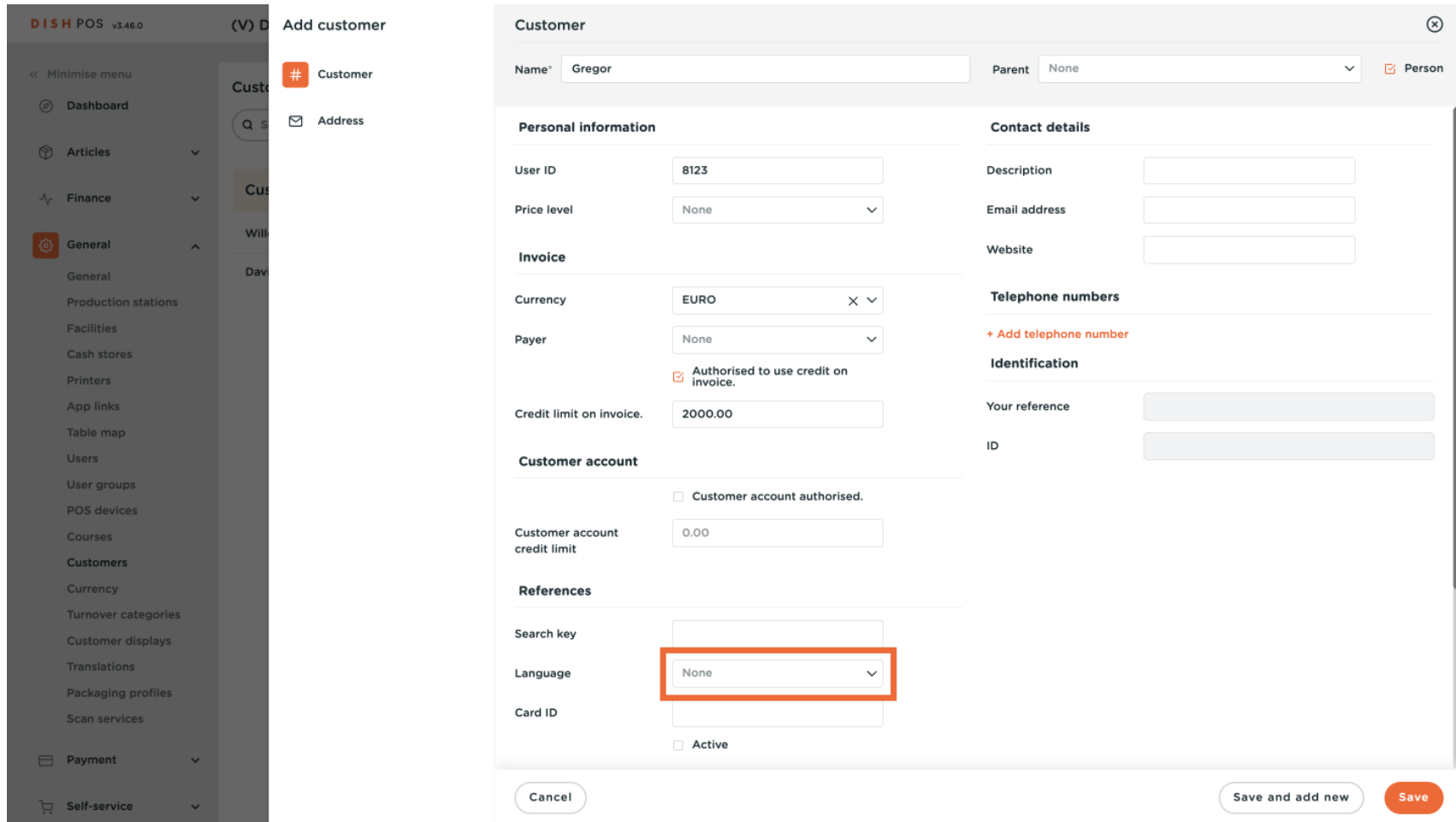
- Customer Information:** Name (Gregor), Parent (None), and Person type (Person).
- Personal information:** User ID (8123), Price level (None).
- Invoice:** Currency (EURO), Payer (None), and Credit limit on invoice (2000.00). There is a checkbox for 'Authorised to use credit on invoice' which is checked.
- Customer account:** A checkbox for 'Customer account authorised' is unchecked. The customer account credit limit is 0.00.
- References:** The 'Search key' field is highlighted with an orange box. Other fields include Language (None) and Card ID.
- Contact details:** Description, Email address, and Website fields.
- 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'.





Per selezionare la lingua del cliente, utilizzare il **menu a discesa** corrispondente .



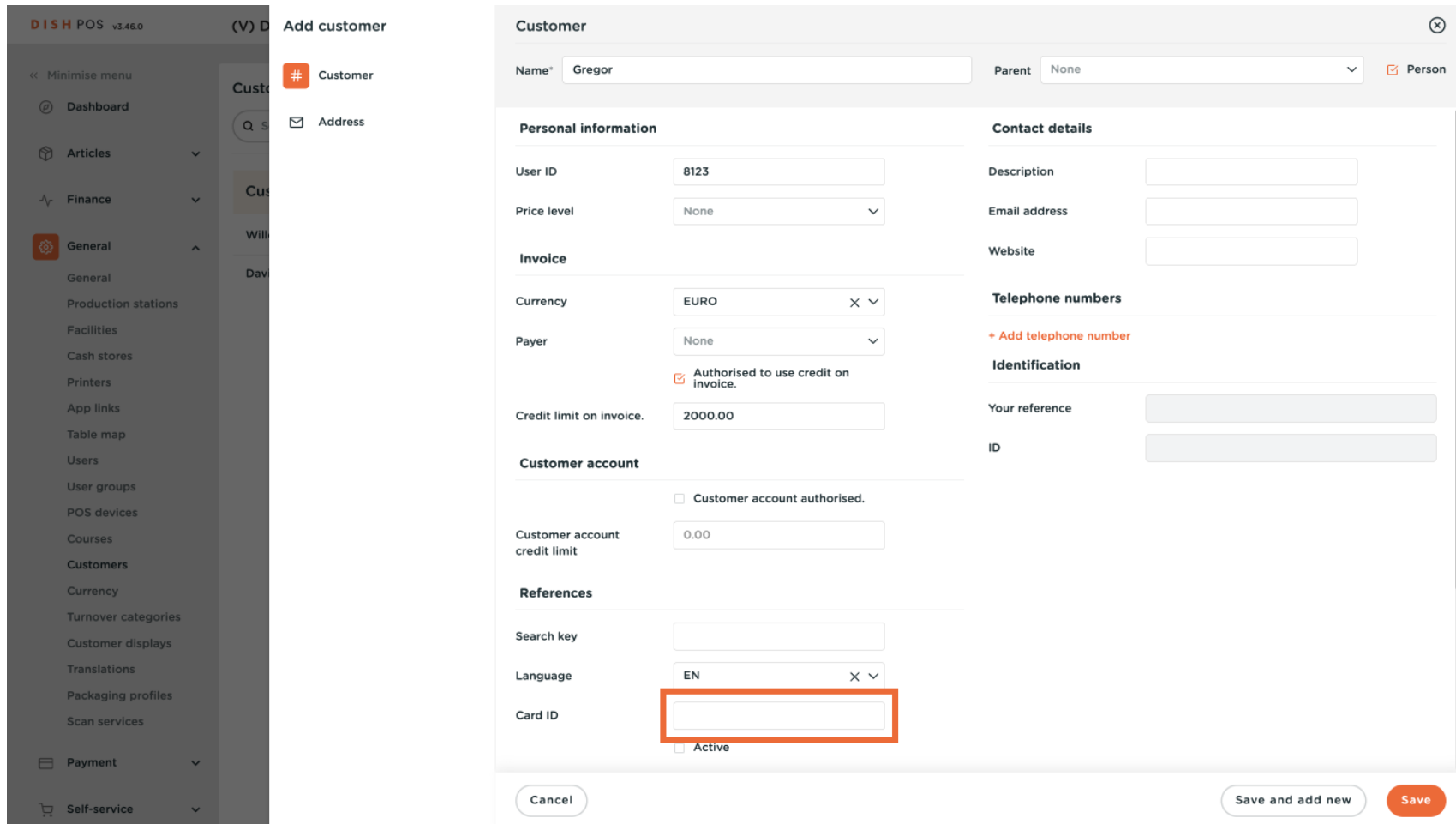
The screenshot shows the 'Add customer' form in the DISH POS system. The form is titled 'Customer' and contains several sections for data entry:

- 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:** None (highlighted with an orange box)
  - 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'.



Per ottenere una carta, il cliente deve inserire l'ID della carta nel rispettivo **campo di testo**.



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'.



Per impostare poi l'ID della carta come attivo, occorre spuntare la **casella** corrispondente .

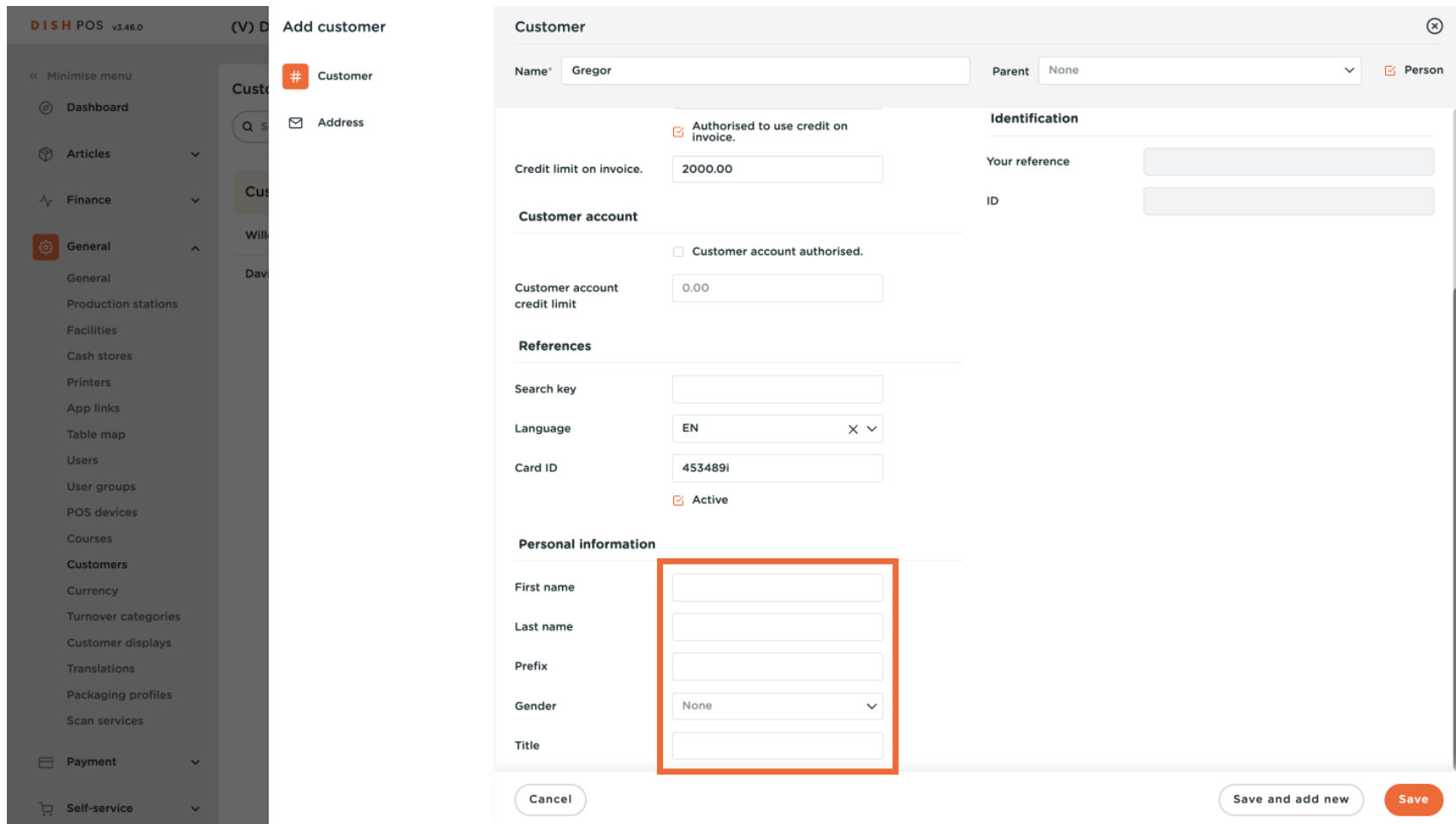
The screenshot shows the 'Add customer' form in the DISH POS v3.46.0 interface. The form is titled 'Customer' and contains the following sections and fields:

- 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.

Buttons at the bottom: Cancel, Save and add new, Save.



Poiché questo cliente è impostato come persona, puoi aggiungere informazioni aggiuntive. Fallo utilizzando i rispettivi **campi** e **il menu a discesa**.



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

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

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



In Dettagli di contatto, puoi aggiungere una descrizione, un indirizzo email e un sito web del cliente. Per farlo, usa semplicemente i rispettivi **campi di testo**.

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

**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



Per aggiungere il numero di telefono del cliente, fare clic su **+ Aggiungi numero di telefono**.

**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



Quindi inserisci il nome e il numero nei rispettivi **campi** . L'aggiunta del nome è facoltativa qui.

**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*

+ Add telephone number

**Identification**

Your reference

ID

Cancel Save and add new Save



Una volta inserite le informazioni sul cliente, puoi continuare aggiungendo l'indirizzo. Per farlo, clicca su **Indirizzo**.

**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

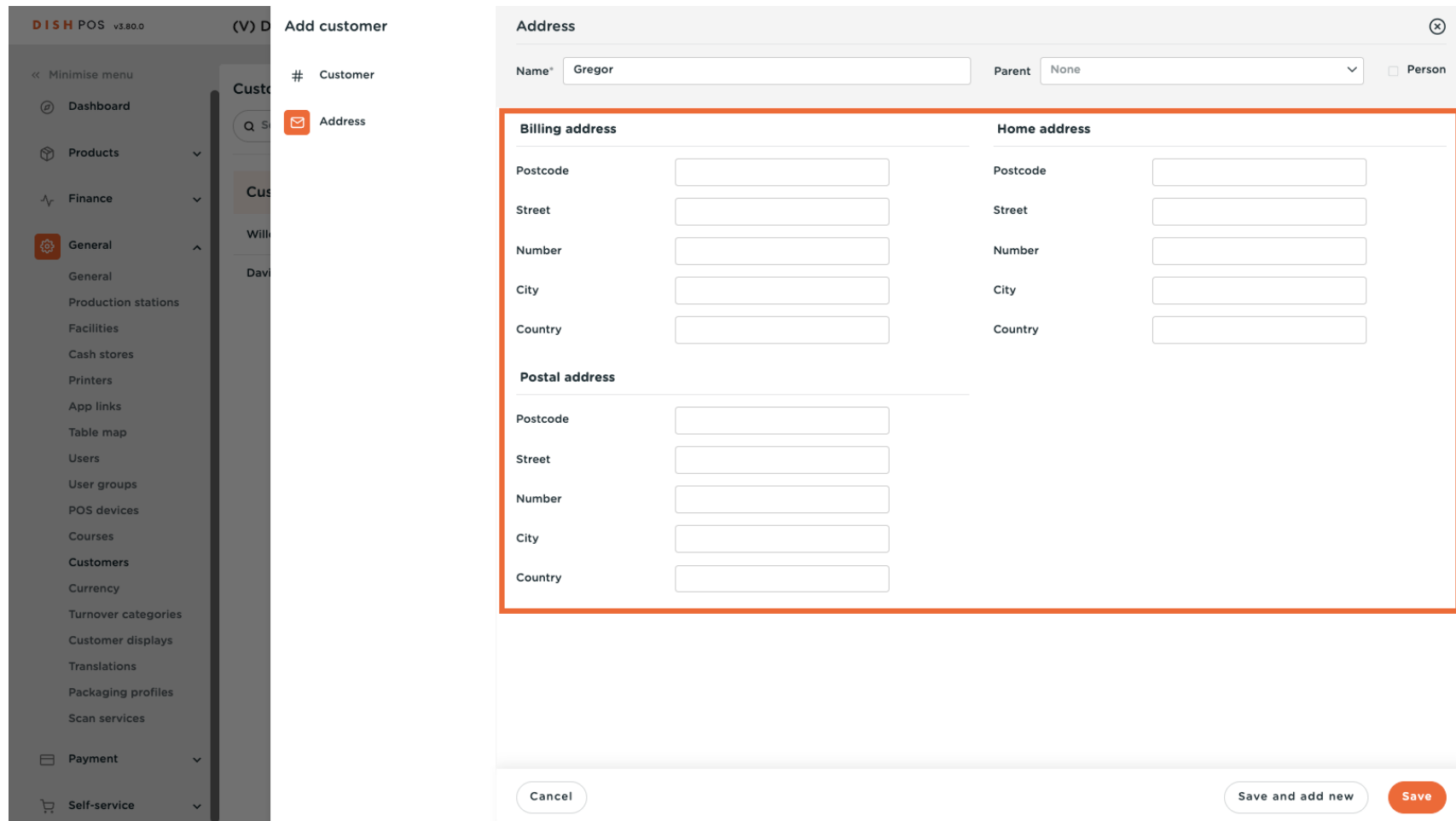
ID

Cancel Save and add new Save





Ora hai la possibilità di inserire l'indirizzo di fatturazione, di casa e postale del cliente. Utilizza i **campi** corrispondenti per inserire le informazioni aggiuntive.



**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

Street

Number

City

Country

Cancel Save and add new Save



Dopo aver impostato il nuovo cliente, fare clic su **Salva** per applicare le modifiche.

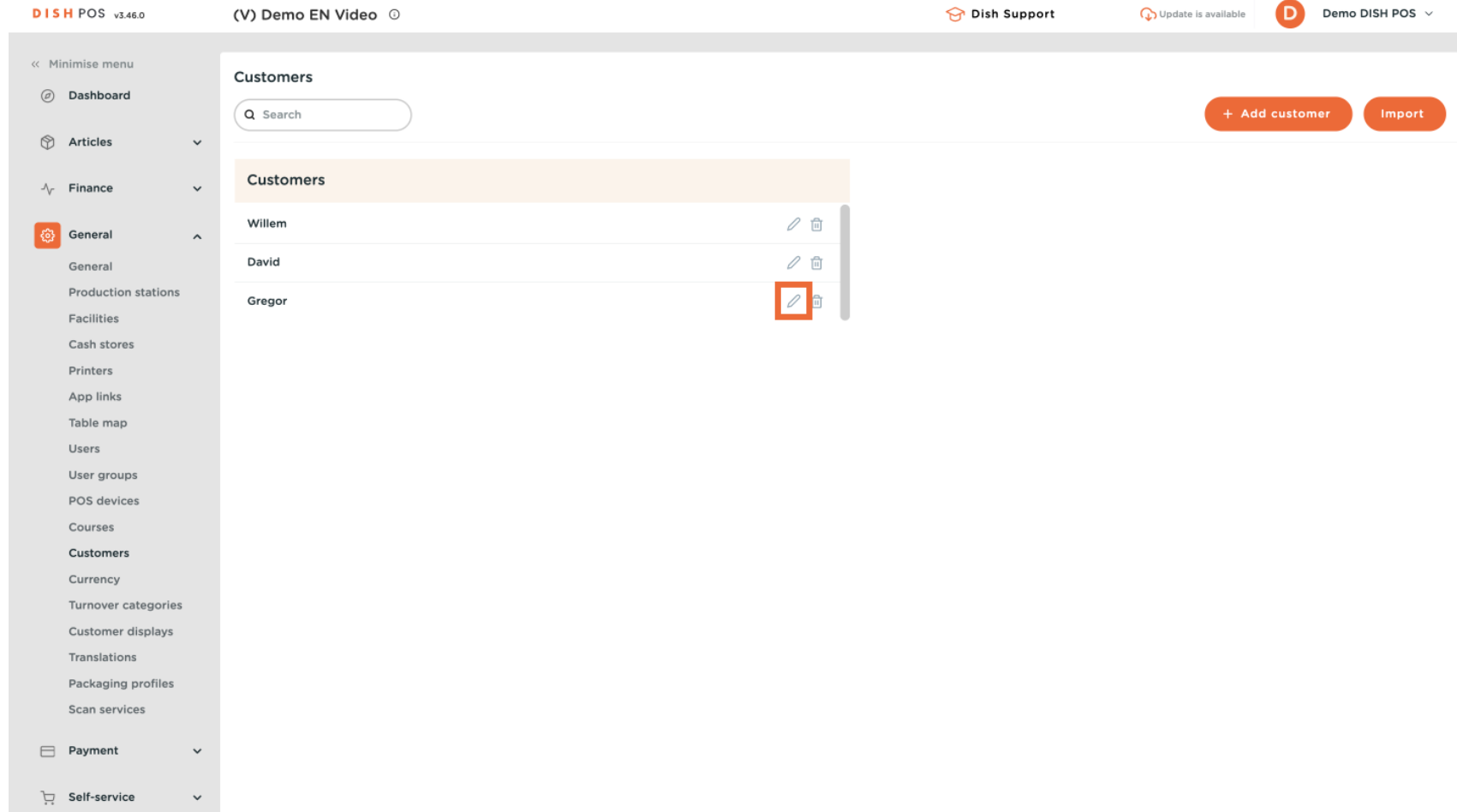
The screenshot shows the 'Add customer' form in the DISH POS v3.80.0 interface. The 'Address' tab is selected, and the form contains the following fields:

- Name\***: Gregor
- Parent**: None (dropdown menu)
- 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:







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.



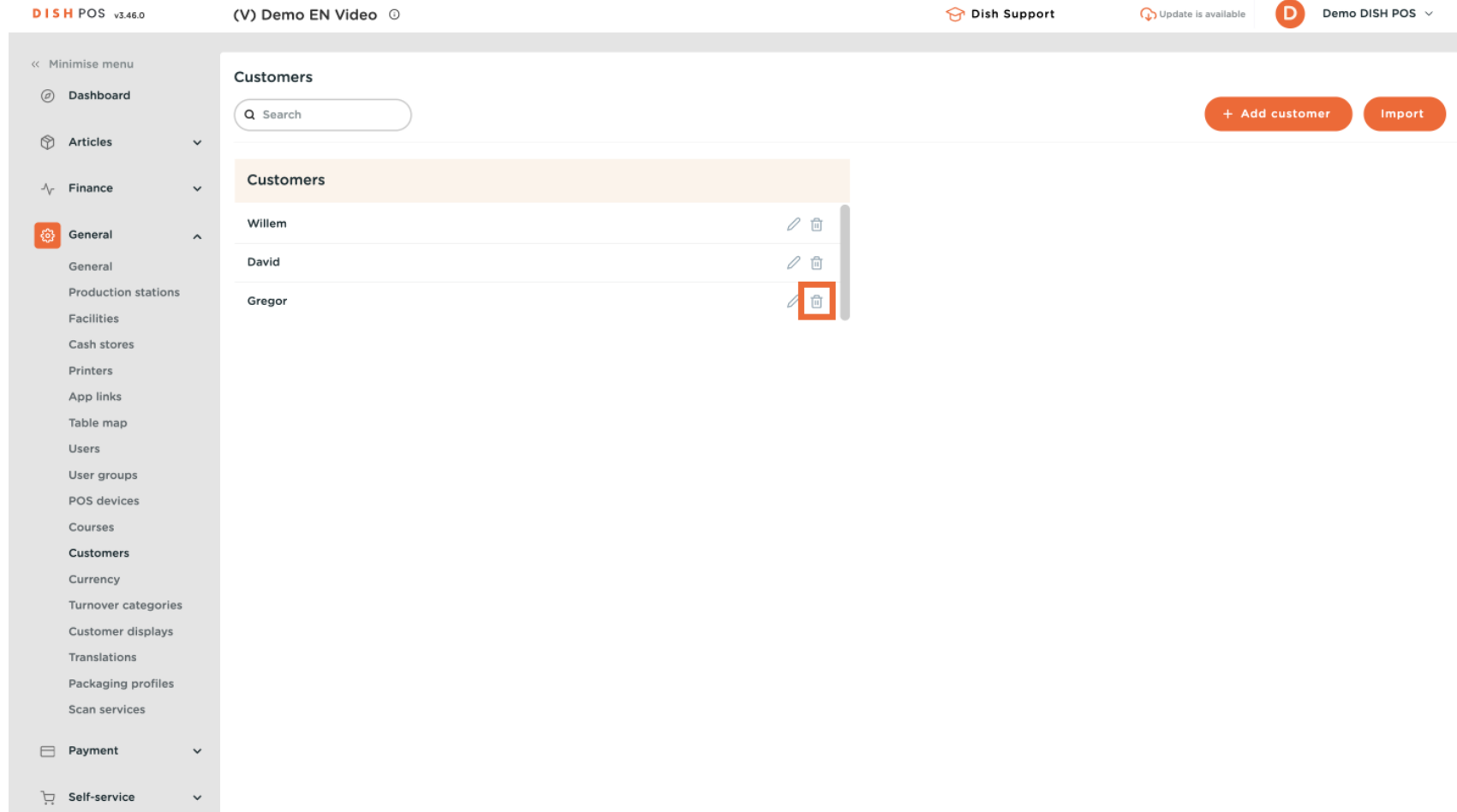
Tornando alla panoramica, puoi gestire i clienti utilizzando l' **icona di modifica** .









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 menu is expanded to show the 'Customers' section. The main content area displays a list of customers with search and action options.

Customers	
Willem	 
David	 
Gregor	 

Per eliminare un cliente, utilizzare l' **icona del cestino** .

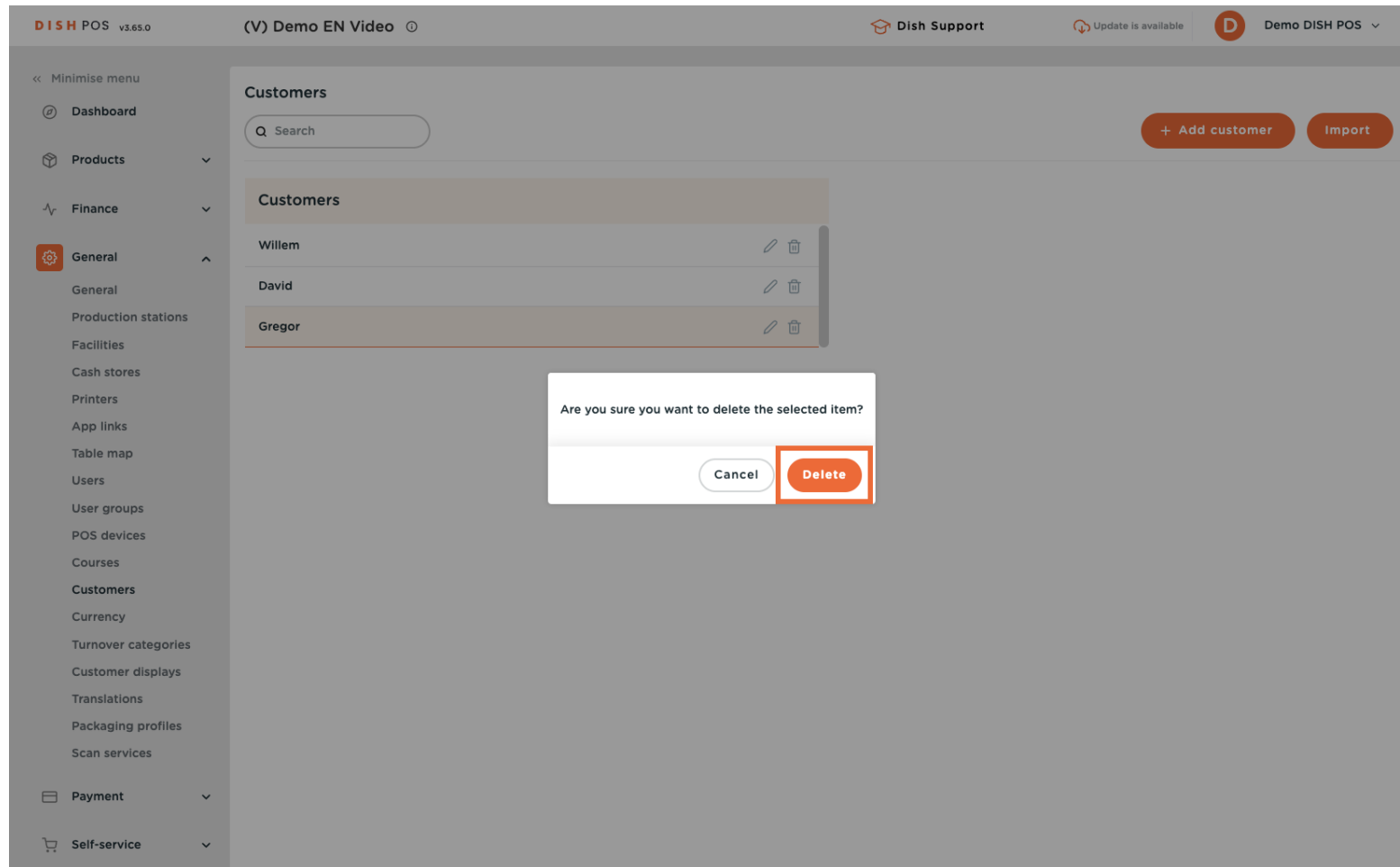


The screenshot displays the DISH POS v3.46.0 interface. The top navigation bar includes 'Dish Support', 'Update is available', and 'Demo DISH POS'. The left sidebar shows a menu with categories like 'Dashboard', 'Articles', 'Finance', 'General', 'Payment', and 'Self-service'. The main content area is titled 'Customers' and features a search bar and two buttons: '+ Add customer' and 'Import'. Below these is a table of customers:

Customers	
Willem	 
David	 
Gregor	 

The trash icon for the customer 'Gregor' is highlighted with a red square, indicating the action to be taken to delete the customer.

- Ti verrà quindi chiesto di confermare la tua azione per assicurarti di non eliminare un elemento per sbaglio. Fallo cliccando su **Elimina**.





**DISH**

by METRO

## Come posso aggiungere e gestire i clienti?



Ecco fatto. Hai completato il tutorial e ora sai come aggiungere e gestire i clienti. Tieni presente che, poiché sono state apportate modifiche, devi inviarle al tuo sistema navigando nelle impostazioni generali.





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	 



Scansiona per andare al lettore interattivo