

Welcome to the DISH POS dashboard. In this tutorial, we will show you how to add a product and add it to a menu.





First, click on Articles.





Then click on Products.



• Once you are in the overview of all your products, click on + Add Product.

DISH POS v3.46.0	(V) Demo EN Video 0	😚 Dish Support	↔ Update is available Demo DISH POS ∨
« Minimise menu Ø Dashboard	Products (174) General Allergens		
Articles	Q Search Product group All ~	Show 50 ~ Records V Filte	er 💿 Columns 🗸 🔶 + Add product
Products		Delas A	
Product groups Price levels	ID O Name O Product group O Turnover categories	Price 0	Dption price O VAT O Production attribu
Menus	🥖 🕞 🍿 #188 3 course Menu Food High VAT	€ 29.00	0% - 0
French menus	🧷 💼 💼 #200 3 course Menu (copy)	€ 29.00	0% - 0
Option menus Price management	C 1 #156 7-Up S Soft Drinks Drinks Low VAT	€ 2.50	€ 1.50 9% - Low
Periods	🤌 🕤 📋 #98 Amaretto Disaronno Foreign spirits Drinks High VAT	€ 5.25	9% - Low
Promotions	🖉 🔂 🗄 #68 Apple Juice 🛛 Soft Drinks Drinks Low VAT	€ 3.20	9% - Low
\sim Finance \sim	🖉 🖻 💼 #119 Bacardi Blanco Foreign spirits Drinks High VAT	€ 5.25	21% - High
දිබු General 🗸	🧷 🕝 💼 #120 Bacardi Limon Foreign spirits Drinks High VAT	€ 5.25	21% - High
E Payment 🗸	🧷 🕝 💼 #99 Baileys Foreign spirits Drinks High VAT	€ 5.25	21% - High
🖵 Self-service 🗸	🧷 🕝 💼 #78 Ballantines Whiskey Drinks High VAT	€ 6.25	21% - High
	🧷 🕝 🖞 #14 Bearnaise Steak And Fries Dishes Food	€ 19.50	9% - Low
	🤌 🕝 🖞 #40 Bête. Café Special Coffees Drinks High VAT	€ 7.75	9% - Low
	🧪 🖻 🖞 #76 Bok Beer (seasonal) Tap Beers Drinks High VAT	€ 4.75	21% - High
	🤌 🕝 🖞 #112 Bombay Gin Foreign spirits Drinks High VAT	€ 5.25	21% - High
	🤌 🕝 🌐 #132 Bottle Of Red Wine Wines Drinks High VAT	€ 19.95	21% - High



• Then fill in the name of the product by using the corresponding text field.

DISH POS v3.46.0	(V) D Add prod	duct A	Article							\otimes
« Minimise menu	Prod # Artic	le N.	lame		Product group None	~	Turnover ca	ategories* None		~
 Dashboard 	Ger 🖉 Prode	uct description F	Prices					Description		
Articles ^	Q S 🕞 Imag	es Pi	Price*	0.00	Option price	0.00		Short name		
Products Product groups	() Brody	uct Information V	/AT *	None 🗸	Price per					
Price levels	() Prod	uct information		Open price				Search & Filter		
Menus				VAT included	Unit	~	:	Search field 1		
French menus	0		Production				:	Search field 2		
Price management	0		routetion					Other		
Periods	0	Pi	Production Order		Course	None 🗸				
Promotions	0	Pr	Production attributes					Store	None	~
√ Finance ✓	0	N +	lone · Add production attr	ributes				Only as an option		
③ General	0	F	Pop-ups					Process		
Payment	0	+	Add option menu					Workflow	Default	\sim
			Composites				1	Processing type	Default	\sim
는 Self-service 🗸		N	lo componente adde	d				Packaging profile	None	~
		+	Add component	u.				1-1		
								Identification		
	0							Your reference		
							1	ID		
	0									
	-		Cancel					Save and	l add new	Save



• And assign the product to a product group by selecting a group through the drop-down menu.

DISH POS v3.46.0	(V) D	Add product	Article	\otimes
« Minimise menu	Prod	# Article	Name* Fresh Garden Salad Product group None Turnov	ver categories* None V
 Dashboard 	Ger	Product description	Prices	Description
Articles	Q s	🖂 Images	Price* 0.00 Option price 0.00	Short name
Product groups		Product Information	VAT * None V Price per	Search & Filter
Price levels Menus	0		Open price Unit	Search field 1
French menus	Ø			Search field 2
Price management	0		Production Production Course None Y	Other
Periods Promotions			Production attributes	Store V
\sim Finance \sim				Only as an option
බ General 🗸 🗸			Pop-ups	Process
🗖 Payment 🗸 🗸	0		+ Add option menu	Workflow Default V
ិ្ជ Self-service 🗸	0		Composites	Processing type Default ~
	0		No components added. + Add component	Packaging profile None V
	0			Identification
				Your reference
	0			ID
	-		Cancel	Save and add new Save



• Afterwards, select the turnover group through the drop-down menu.

DISH POS v3.46.0	(V) D Ad	dd product	Article	\otimes
« Minimise menu	Prod	Article	Name* Fresh Garden Salad Product group Salads Y Turnov	er categories None (Default: Food)
 Dashboard 	Ger	Product description	Prices	Description
Articles	Q S] Images	Price* 0.00 Option price 0.00	Short name
Product groups	G) Product Information	VAT * 9% - Low V Price per	Search & Filter
Price levels Menus	0		(Warning. Article group changed!) Unit Unit	Search field 1
French menus Option menus	0		VAT included (Warning, Article group changed!)	Search field 2
Price management Periods			Production	Other
Promotions	0		Production Course None (Def V	Store Vone V
γ Finance \checkmark	0		Order Production attributes	Only as an option
③ General	0		None + Add production attributes	Process
🖻 Payment 🗸 🗸	0		Pop-ups	Processing type Default V
្រុ Self-service 🗸	0		+ Add option menu	Packaging profile None V
	0		Composites	Identification
	0		No components added. + Add component	Your
	0			ID
	0			
			Cancel	Save and add new Save



• Then enter a price by using the respective field.

DISH POS v3.46.0	(V) D Add product	Article	\otimes
« Minimise menu	Prod # Article	Name* Fresh Garden Salad Product group Salads Y Turnover categories* Low VAT	~
⑦ Dashboard	Ger 🕜 Product description	Prices Description	
Articles	Q S Images	Price" 0.00 Option price 0.00 Short name	
Product groups	Product Information	VAT 9% - Low V Price per Search & Filter	
Price levels Menus	0	(Warning. Article group changed!) Unit Search field 1	
French menus Option menus	0	VAT included Search field 2 (Warning, Article group changed)	
Price management	0	Production Other	
Promotions	0	Production Course None (Def V	~
$\Lambda_{\!$	0	Order Only as an option Production attributes	
ලි General 🗸 🗸	0	None Process	
🚍 Payment 🗸 🗸	0	Pop-ups Default	~
ີຼຸ Self-service ∽	0	+ Add option menu Processing type Processing type Processing type	× ×
		Composites	
	0	No components added. + Add component Your	
	0	reference	
	Ø		
	-	Cancel Save and add new	Save



Once you set up the product details, click on Save to apply your changes.

DISH POS v3.46.0	(V) D Add produ	Artic	le							\otimes
« Minimise menu	Prodi # Article	Name	* Fresh Gar	den Salad	Product group Sa	alads 🔨	Turnover c	ategories* Low VAT		~
 Dashboard 	Ger 🕜 Produc	t description Price	25					Description		
Articles	Q S Images	Price		8.50	Option price	0.00		Short name		
Products Product groups	(i) Produc	t Information VAT		9% - Low 🗸	Price per			Search & Filter		
Menus	0		(Warning, Arl	 Open price 	Unit	~		Search field 1		
French menus Option menus	0		(Warning, Art	VAT included				Search field 2		
Price management Periods		Proc	luction					Other		
Promotions	0	Produ	ction		Course	None (Def 🗸		Store	None	~
N_{Γ} Finance 🗸	0	Order	ction attribute	25				 Only as an option 		
General ✓	0	None + Add	production at	tributes				Process		
E Payment 🗸	0	Рор	ups					Processing type	Default	~
📮 Self-service 🗸 🗸		+ Ado	option menu					Packaging profile	None	~
	0	Com	posites					Identification		
	0	No co + Ado	mponents add component	led.				Your		
	0							ID		
	0									
		Са	ncel					Save an	d add new	Save

• To verify if the product got added, you can use the search function.

DISH POS v3.46.0	(V) Demo EN Video 0	⊙ Dish Support Q) Update is available D Demo DISH POS ∨
 Minimise menu Dashboard Articles 	Products (175) General Allergens	
Products Product groups	Q Search Product group All ✓ := ID ○ Name ○ Product group ○ Turnover categories	Show 50 VRecords Y Filter Columns Columns Price 0 Option price 0 VAT 0 Production attribution
Price levels Menus	Prod High VAT	€ 29.00 0% - 0
French menus	🥟 💼 #200 3 course Menu (copy)	€ 29.00 0% - 0
Option menus Price management	🖉 🕤 🍵 #156 7-Up 🗵 Soft Drinks Drinks Low VAT	€ 2.50 € 1.50 9% - Low
Periods	🖉 🕤 🖩 #98 Amaretto Disaronno Foreign spirits Drinks High VAT	€ 5.25 9% - Low
Promotions	🖉 🕤 🖩 #68 Apple Juice 🛛 Soft Drinks Drinks Low VAT	€ 3.20 9% - Low
$N_{\!$	🥖 🖻 🛱 #119 Bacardi Blanco Foreign spirits Drinks High VAT	€ 5.25 21% - High
୍ଦି General 🗸	🥜 🖻 #120 Bacardi Limon Foreign spirits Drinks High VAT	€ 5.25 21% - High
E Payment V	🖉 🖻 🛱 #99 Baileys Foreign spirits Drinks High VAT	€ 5.25 21% - High
े⊡ Self-service ✓	🖉 🖻 🛱 #78 Ballantines Whiskey Drinks High VAT	€ 6.25 21% - High
	🖉 🖻 🖷 #14 Bearnaise Steak And Fries Dishes Food	€ 19.50 9% - Low
	🖉 🖻 🖩 #40 Bête. Café Special Coffees Drinks High VAT	€ 7.75 9% - Low
	2 🕤 🖻 #76 Bok Beer (seasonal) Tap Beers Drinks High VAT	€ 4.75 21% - High
	🖉 🕤 前 #112 Bombay Gin Foreign spirits Drinks High VAT	€ 5.25 21% - High
	2 🕞 💼 #132 Bottle Of Red Wine Wines Drinks High VAT	€ 19.95 21% - High
	1 2 3 4	>



1 You will then find your searched product below.

DISH POS v3.46.0	(V) Demo EN Video 0	分 Dish Support Opdate is available Demo DISH POS ∨
 Minimise menu Dashboard Articles 	Products (4) General Allergens Q salad Product group All ~	E Show 50 ∨Records Filter
Products Product groups Price levels	SELECTED FILTERS (1) Search = salad x	
Menus French menus	ID 0 Name 0 Product group 0 Turnover categor	ories Price \diamond Option price \diamond VAT \diamond Production attribute
Option menus	🧷 🔞 🖞 #202 Fresh Garden Salad Salads Low VAT	€ 8.50 9% - Low
Price management Periods	🖉 🖻 🖞 #22 Green Salad Supplements Food	€ 4.00 9% - Low
Promotions	C m #198 Salad Bowl Salads Food	€10.00 €10.00 9% - Low
\sim Finance \checkmark	🥟 🔂 🌐 #199 Salad Bowl +Topping Food Low VAT	<i>∂</i> € 12.50 9% - Low
۞ General 🗸		
Payment v		
ੋਸ਼ Self-service v		
	1	



• To now add this product to a menu, click on Menus.

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« Minimise menu Ø Dashboard	Products (4) General Allergens					
Articles ^	Q salad Product group All	~	:=	Show 50 ~ Records	er 🖉 💿 Columns 🗸	+ Add product
Product groups Price levels	SELECTED FILTERS (1) Search = salad					
Menus	ID ≎ Name ≎	Product group 🗘	Turnover categories	Price 0	Option price 🗧 VAT 🗘	Production attribute
Option menus	🧷 🛅 🖩 #202 Fresh Garden Salad	Salads	Low VAT	€ 8.50	9% - Low	
Price management Periods	🧷 🖻 🛱 #22 Green Salad	Supplements	Food	€ 4.00	9% - Low	
Promotions	🖉 🔂 🗟 #198 Salad Bowl	Salads	Food	€ 10.00	€ 10.00 9% - Low	
\sim Finance \sim	🖉 🕝 🔠 #199 Salad Bowl +Topping	Food	Low VAT	∂ € 12.50	9% - Low	
ôj General v						
E Payment V						
└ॣ Self-service ✓						
			1			



Click on the menu you like to add your new product to.

DISH POS v3.46.0	(V) Demo EN Video 0	😚 Dish Support	↓ Update is available Demo DISH POS ↓
« Minimise menu	Menus		
 Dashboard 			Show your reference + Add menu
Articles ^			
Products	Menus	Selected menu	Products
Product groups	Enterprise menu Store menu	Create a sub-folder? This is easily done by dragging an existing folder.	Add products or groups of products to manus by dragging them to
Price levels	A derived menu is listed under the menu from which it is derived.	onto another folder.	the menu of your choice. Drag and drop multiple items at once?
Menus		A reference to a product group is marked with an *.	Select several items and drag them to the menu/submenu of your choice.
French menus	Q Search		
Option menus		No results found	
Periods	· • Menu ℓ · î î		
Promotions	• Menu Order Aggregator 🖉 🔂 💼		
Ar Finance			
γ i manee			
승 General			
Payment			
े़ Self-service ✓			

• Then open the sub menu via the down-facing arrow in which the product shall be placed.

DISH POS v3.46.0	(V) Demo EN Video 0	😚 Dish Suppor	t Opdate is available Demo DISH POS V
« Minimise menu	Monur		
Ø Dashboard	rienus		Show your reference + Add menu
Articles	Menus	Menu	Products
Product groups Price levels Menus	• Enterprise menu • Store menu A derived menu is listed under the menu from which it is derived.	Create a sub-folder? This is easily done by dragging an existing folder onto another folder.	Add products or groups of products to menus by dragging them to the menu of your choice. Drag and drop multiple items at once? Select several items and drag them to the menu/submenu of your
French menus Option menus Price management	Q Search	Drag and drop the product group. Food	choice.
Periods Promotions	Menu Order Aggregator	✓ Drinks 2 + ⊡	✓ Food
${\rm V}_{\!$		 ✓ ○ Other ✓ ○ Popular items ✓ ← Ⅲ 	\sim Miscellaneous
ැලි General 🗸 🗸		+ Add submenu	✓ Kiosk ✓ Order Aggregator
E Payment v			3 course Menu (copy)
े़ Self-service ∽			



• Repeat the last step until you arrived at the desired menu.

DISH POS v3.46.0	(V) Demo EN Video 0	😚 Dish Supp	ort 🗘 Update is available Demo DISH POS 🗸
 Minimise menu Dashboard 	Menus		Show your reference + Add menu
Products	Menus	Menu	Products
Product groups Price levels Menus French menus Ontion menus	Enterprise menu Store menu A derived menu is listed under the menu from which it is derived.	Create a sub-folder? This is easily done by dragging an existing folde onto another folder. A reference to a product group is marked with an *.	 Add products or groups of products to menus by dragging them to the menu of your choice. Drag and drop multiple items at once? Select several items and drag them to the menu/submenu of your choice. Q Search
Price management Periods	✓ • Menu	Food Aperitif A	~ Drinks
Promotions	• Menu Order Aggregator 🧷 🔂 🛅	✓ • Starters	✓ Food
\sim Finance \sim		Salads	✓ Miscellaneous
୍ଦ୍ତି General ∨		V • Dishes	√ Kiosk
🗁 Payment 🗸 🗸		✓ • Supplements	✓ Order Aggregator
. Self-service 🗸		 ✓ • Desserts ✓ in Menus ✓ in 	3 course Menu (copy)
		• favorite salads	
		V Drinks 0 + 1	
		V Other 2 + 10	
		+ Add submenu	



• Once you opened the final category you want to place your product in, go to the Products column and select your product from the drop-down menus.

DISH	POS v3.46.0		(V) Demo EN Video 💿			😚 Dish Support	Opuly Update is available Demo DISH POS ∨
« Minir	mise menu						
	ashboard		Menus				
	ashboard						Show your reference + Add menu
(Articles	^					
Р	Products		Menus		Menu		Products
P	Product groups		• Enterprise menu • Store menu		Create a sub-folder? This is easily done by draggir	ng an existing folder	Add products or aroups of products to menus by dragging them to
P	Price levels		A derived menu is listed under the menu from which it is de	rived.	onto another folder.	.,	the menu of your choice. Drag and drop multiple items at once?
м	Menus				A reference to a product group is marked with an	*.	Select several items and drag them to the menu/submenu of your choice.
F	-rench menus		Q Search		Data and dras the provint are up		Q Search
P	Price management				Food	2 + 前	
P	Periods		V • Menu	~ 伯 茴	August 17		∨ Drinks
Р	Promotions		Menu Order Aggregator	/ 6 🖻	 Aperitir 		\sim Food
.∧. E	inance	~			 Starters 	∕ ₫	\sim Miscellaneous
-v- r	mance	Ť			∧ ● Salads	∕ ⊡	. Mart
(i) (i)	General	~			Raw Marinated Salmon	2 ū	✓ KIOSK
					Burrata	ℓ 前	\sim Order Aggregator
	ayment	~			Classic Cassar	2 =	3 course Menu (copy)
s يز	Self-service	~					
					 ✓ ● Dishes 	∕ ⊡	
					 Supplements 	∕ ₪	
					 ✓ ● Desserts 	1 1	
					e Menus	2 南	
					 Tavorite salads 		
					V Drinks		
					✓ ○ Other	ℓ + ¹	

• Or search for your product with the search bar.

DISH POS v3.46.0	(V) Demo EN Video 💿	😚 Dish Suppor	rt 🗘 Update is available Demo DISH POS 🗸
Minimise menu	Menus		
 Dashboard 			Show your reference + Add menu
Articles			
Products	Menus	Menu	Products
Product groups	Enterprise menu Store menu	Create a sub-folder? This is easily done by dragging an existing folder.	Add products or projuge of products to monus by descript them to
Price levels	A derived menu is listed under the menu from which it is derived.	onto another folder.	the menu of your choice. Drag and drop multiple items at once?
Menus		A reference to a product group is marked with an *.	Select several items and drag them to the menu/submenu of your choice.
French menus	O Search		Q Search
Option menus		Drag and drop the product group.	
Periods	✓ ● Menu		\sim Drinks
Promotions	• Menu Order Aggregator	V • Aperitif	\sim Food
A		✓ • Starters	✓ Miscellaneous
√ Finance V		∧ • Salads 🖉 🗍	
୍ଦି General 🗸		Raw Marinated Salmon	~ Kiosk
		் Burrata / 闻	✓ Order Aggregator
E Payment V			3 course Menu (copy)
. Self-service 🗸 🗸			
		· • Dishes ℓ 🗍	
		✓ • Supplements	
		✓ ● Desserts	
		• Menus	
		• Tavorite salads	
		\sim \odot Drinks \checkmark + $\hat{\blacksquare}$	
		\checkmark Other \checkmark + \square	

• Then drag and drop your selected product into the previously selected category.

DISH POS v3.46.0	(V) Demo EN Video 💿	😚 Dish Suppor	rt 🖓 Update is available D Demo DISH POS 🗸
 Minimise menu Dashboard 	Menus		Show your reference + Add menu
Products	Menus	Menu	Products
Product groups Price levels Menus French menus	Enterprise menu Store menu A derived menu is listed under the menu from which it is derived.	Create a sub-folder? This is easily done by dragging an existing folder onto another folder. A reference to a product group is marked with an *.	Add products or groups of products to menus by dragging them to the menu of your choice. Drag and drop multiple items at once? Select several items and drag them to the menu/submenu of your choice.
Option menus Price management Periods Promotions	Q Search ✓ ● Menu Ø To fill ● Menu Order Aggregator	Drag and drop the product group. Food + II • Aperitif II 	Q salad ~ Food ~ Salads
√ Finance ✓		∨ • Starters ∅ □ ∧ • Salads ∅ □	Raw Marinated Salmon
ⓒ General V		Raw Marinated Salmon Image: Comparison of the second sec	Classic Caesar
는 Self-service v		Classic Caesar	Salad Bowl Fresh Garden Salad
		 ✓ ● Disnes ✓ ■ ✓ ● Supplements ✓ ■ 	Supplements
		 ✓ • Desserts ✓ [™] • Menus 	Salad Bowl +Topping
		favorite salads	
		∨ 0 Other 🖉 + 🛍	



i Your product got now added to the menu.

DISH POS v3.46.0	(V) Demo EN Video 💿	😚 Dish Suppor	rt 🗘 Update is available Demo DISH POS 🗸
« Minimise menu	Manus		
Ø Dashboard	rienus		Show your reference + Add menu
Articles ^		Manu	Destaut
Products	Menus	Menu	Products
Product groups	Enterprise menu Store menu	Create a sub-folder? This is easily done by dragging an existing folder	Add products or groups of products to menus by dragging them to
Price levels	A derived menu is listed under the menu from which it is derived.	onto another folder.	the menu of your choice. Drag and drop multiple items at once?
Menus		A reference to a product group is marked with an *.	choice.
Prench menus	Q Search	Dran and dran the preduct group	Q salad
Price management		∧ ○ Food 🖉 + 📋	. Ford
Periods		Aparitif 2 🛱	~ F000
Promotions	• Menu Order Aggregator		∧ Salads
Ac Finance		V • Starters	Raw Marinated Salmon
•		∧ • Salads 🖉 🗍	Burrata
ද්‍රි General 🗸 🗸		ି Raw Marinated Salmon 🧷 🗇	
Daymont		Burrata	Classic Caesar
		ି Classic Caesar 🖉 🗍	Salad Bowl
Ъ Self-service ✓) Fresh Garden Salad 🧷 📋	Fresh Garden Salad
		✓ • Dishes // 间	∧ Supplements
		 ✓ • Supplements 	Green Salad
		✓ • Desserts	Salad Bowl +Topping
		• Menus	
		• favorite salads	
		∨ o Drinks 🖉 + 🗊	



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



How do I add a product and add it to a menu?

DISH POS v3.46.0	(V) Demo EN Video 💿	😚 Dish Suppo	Ort Ordate is available Demo DISH POS V
« Minimise menu @ Dashboard	Menus		Show your reference + Add menu
Articles A	Menus	Menu	Products
Products Product groups Price levels Menus French menus	• Enterprise menu • Store menu A derived menu is listed under the menu from which it is derived.	Create a sub-folder? This is easily done by dragging an existing folde onto another folder. A reference to a product group is marked with an *.	 Add products or groups of products to menus by dragging them to the menu of your choice. Drag and drop multiple items at once? Select several items and drag them to the menu/submenu of your choice.
Option menus	Q Search	Drag and drop the product group.	Q salad
Price management	✓ ● Menu	^ ⊳ Food 🖉 + 💼	∽ Food
Periods Promotions	Menu Order Aggregator	 Aperitif 	∧ Salads
		 Starters 	Raw Marinated Salmon
√ Finance ✓		∧ • Salads 🖉 🗍	
🖏 General 🗸 🗸		ା Raw Marinated Salmon 🖉 🕅	Burrata
Davement		□ Burrata 🖉 🗊	Classic Caesar
Payment V		Classic Caesar	Salad Bowl
៉ុា Self-service 🗸		 Fresh Garden Salad 	Fresh Garden Salad
		✓ • Dishes	∧ Supplements
		 ✓ ● Supplements 	Green Salad
		✓ • Desserts	Salad Bowl +Topping
		• Menus 🖉 🗓	1
		• favorite salads 🧷 🗓	
		✓ ○ Drinks	



