



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

DISH POS v3.54.4 (V) Demo EN Video Dish Support Demo DISH POS

Dashboard

Minimise menu

- Dashboard
- Products
- Finance
- General
- Payment
- Self-service

Today's turnover data

Turnover	Transactions	Average spending	Open orders
€ 0.00	0	€ 0.00	€ 0.00
			Amount
			0
			Last update: Today at 12:02

Turnover details

— This week — Previous week

TURNOVER TO DATE THIS WEEK	TURNOVER TO DATE LAST WEEK	TOTAL TURNOVER LAST WEEK
€ 0.00	€ 92.00	€ 92.00
AVERAGE SPENDING TO DATE THIS WEEK	AVERAGE SPENDING TO DATE LAST WEEK	AVERAGE SPENDING LAST WEEK
€ 0.00	€ 30.67	€ 30.67
NUMBER OF TRANSACTIONS TO DATE	NUMBER OF TRANSACTIONS TO DATE	TOTAL TRANSACTIONS LAST WEEK

Show amounts including VAT

First, click on **General**.

DISH POS v3.54.4 (V) Demo EN Video Dish Support Demo DISH POS

Dashboard

Minimise menu

- Dashboard
- Products
- Finance
- General**
- Payment
- Self-service

Today's turnover data

Turnover: € 0.00

Transactions: 0

Average spending: € 0.00

Open orders: € 0.00

Amount: 0

Last update: Today at 12:02

Turnover details

— This week — Previous week

Metric	This Week	Last Week
Turnover to Date	€ 0.00	€ 92.00
Average Spending to Date	€ 0.00	€ 30.67
Number of Transactions to Date	0	30.67
Total Turnover	€ 0.00	€ 92.00
Average Spending	€ 0.00	€ 30.67
Total Transactions	0	30.67

Show amounts including VAT



Then go to **Users**.

DISH POS v3.54.4 (V) Demo EN Video Dish Support Demo DISH POS

Dashboard

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

Today's turnover data

Turnover: € 0.00 Transactions: 0 Average spending: € 0.00 Open orders: € 0.00

Amount: 0
Last update: Today at 11:53

Turnover details

— This week — Previous week

Metric	This week	Previous week
Turnover to date this week	€ 0.00	€ 92.00
Turnover to date last week	€ 0.00	€ 92.00
Total turnover last week	€ 0.00	€ 92.00
Average spending to date this week	€ 0.00	€ 30.67
Average spending to date last week	€ 0.00	€ 30.67
Average spending last week	€ 0.00	€ 30.67
Number of transactions to date	0	0
Number of transactions to date last week	0	0
Total transactions last week	0	0

Show amounts including VAT



You are now in the overview of the users. Click on **+ Add user** to create a new user.

The screenshot displays the 'Users (15)' overview page in the DISH POS system. The interface includes a sidebar menu on the left with options like Dashboard, Products, Finance, and General. The main content area shows a table of users with columns for ID, Name, Email address, and User groups. A search bar and a '+ Add user' button (highlighted with a red box) are visible at the top of the table. The table lists various users such as '1_test', 'Enterprise Admin', 'Clerk', 'demo', 'Demo booq', 'Demo DISH POS', 'Frans', 'Grab & Go', 'Haevns', 'Kiosk', and 'Order Aggregator'.

ID	Name	Email address	User groups
#25	1_test		
#18			Enterprise Admin
#3	Clerk		Clerk
#24	demo		Manager
#1	Demo booq		Enterprise Admin
#17	Demo DISH POS		Enterprise Admin
#11	Frans		Manager
#13	Grab & Go		Manager
#20	Haevns		User Group Test 01
#19	Kiosk		Manager
#23	Order Aggregator		Manager



A new window will open where you have to set up the information of the new user. Start by adding the name into the respective **text field**.

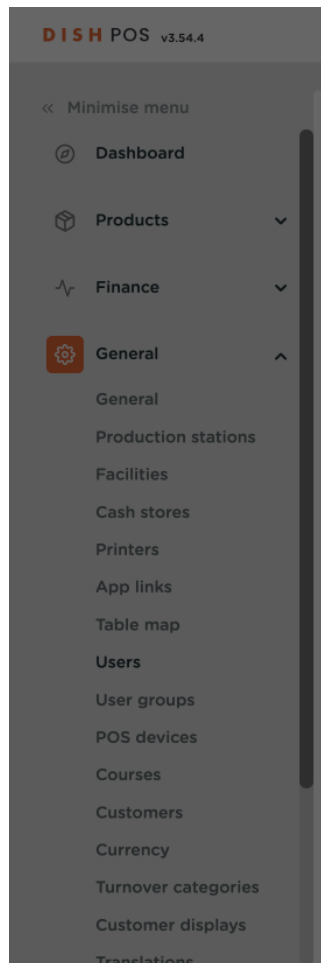
The screenshot shows the DISH POS v3.54.4 interface. On the left is a sidebar menu with options like Dashboard, Products, Finance, General, Production stations, Facilities, Cash stores, Printers, App links, Table map, Users, User groups, POS devices, Courses, Customers, Currency, Turnover categories, Customer displays, and Translations. The 'Users' option is selected. The main area displays the 'Add user' window. The window title is 'User' and it contains the following sections:

- General**
 - Name * (text field, highlighted with a red box)
 - Role(s) *
 - Enterprise user
 - App user
- Areas**
 - What does the user have access to? [Select all](#) [Deselect all](#)
 - None
- Identification**
 - Your reference (text field)
 - ID (text field)

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



Then select whether the user should be an Enterprise, App user, or both. To do so, set the corresponding **checkmarks**.



Add user



User

General

Name *

Role(s) * Enterprise user App user

Areas

What does the user have access to? [Select all](#) [Deselect all](#)

None

Identification

Your reference ID



If your user is an enterprise user, start by entering the user's email-address and password into the respective **text fields**.

DISH POS v3.54.4

Add user

User

General

Name * Marina

Role(s) * Enterprise user App user

Enterprise user

Email address * [text field]

Current password * [password field]

New password * [password field] New password must be at least 8 characters long.

Confirm new password * [password field]

Areas

What does the user have access to? **Select all** **Deselect all**

(V) Demo EN Video

HD Video Demo English

User groups

User group [dropdown] + Add user group

Cancel Save and add new Save

If you want to assign the user to an user group, click on the corresponding **drop-down menu**.

The screenshot displays the 'Add user' interface in the DISH POS v3.54.4 application. On the left, a sidebar menu lists various system settings, with 'Users' and 'User groups' highlighted. The main content area is a modal window titled 'User' with a close button in the top right corner. The form is divided into several sections:

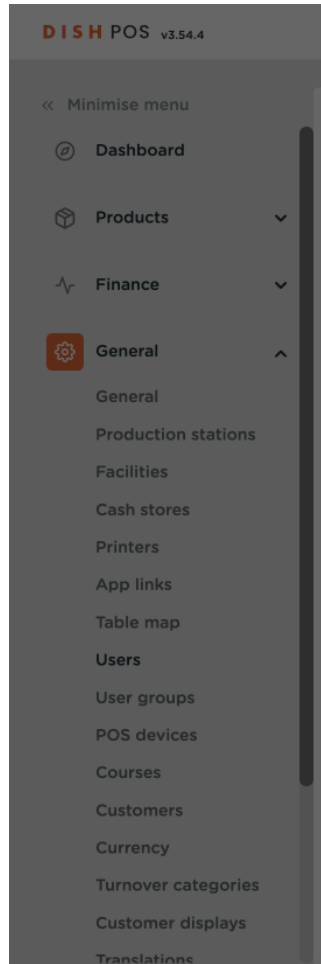
- General:** Includes a 'Name' field with the value 'Marina' and a 'Role(s)' section with radio buttons for 'Enterprise user' (selected) and 'App user'.
- Enterprise user:** Contains fields for 'Email address', 'Current password', 'New password' (with a password strength indicator and a note: 'New password must be at least 8 characters long.'), and 'Confirm new password'.
- User groups:** Features a 'User group' dropdown menu, which is highlighted with a red box and labeled 'Add user group'.

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

To make the changes effective, click on **+Add user group**.



At Areas, you can define the facilities the user is allowed to manage. Simply set the **checkmark** for the respective facilities. **To select or deselect every facility at once you can use the given options Select all and Deselect all.**



Add user



User

General

Name *

Role(s) * Enterprise user App user

Enterprise user

Email address *

Current password *

New password * New password must be at least 8 characters long.

Confirm new password *

User groups

User group Enterprise Admin Show details

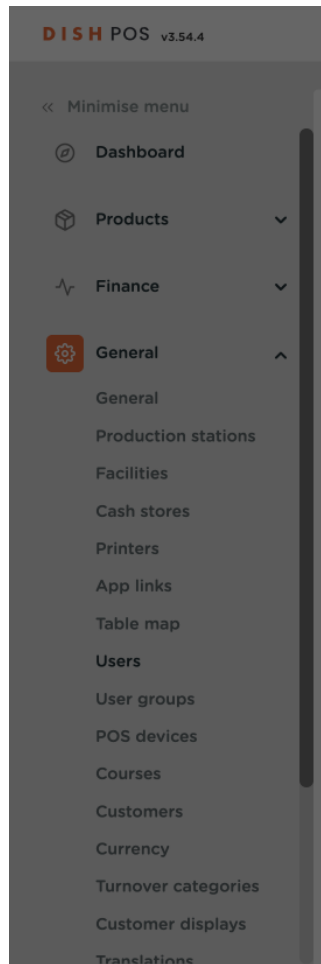
Areas

What does the user have access to? [Select all](#) [Deselect all](#)

- (V) Demo EN Video
- HD Video Demo English



However, if you are creating an app user, you must enter different information. Start by entering the first and last name into the respective **text fields**. **Adding the user's first and last name is an optional step.**



Add user



User

General

Name *

Role(s) * Enterprise user App user

App user

First name

Last name

PIN code *

Barcode / code

Language

User groups

User group

[+ Add user group](#)

Afterwards, assign a pin code to the user by entering into the corresponding field.

The screenshot displays the 'Add user' interface in the DISH POS v3.54.4 application. On the left, a sidebar menu lists various settings categories, with 'Users' selected. The main content area is a form titled 'User' with a close button in the top right corner. The form is divided into several sections:

- General:** Includes fields for 'Name *' (containing 'Marina'), 'Role(s) *' (with radio buttons for 'Enterprise user' and 'App user', where 'App user' is selected), and 'App user'.
- App user:** Includes fields for 'First name', 'Last name', 'PIN code *' (highlighted with a red box), 'Barcode / code', and 'Language' (set to 'None').
- Areas:** Includes a section 'What does the user have access to?' with 'Select all' and 'Deselect all' options. It shows '(V) Demo EN Video' selected and 'HD Video Demo English' unselected.
- User groups:** Includes a 'User group' dropdown menu and a '+ Add user group' link.

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

If you wish to assign a barcode/passcode to the user, do so by entering one into the corresponding field

The screenshot displays the 'Add user' interface in the DISH POS v3.54.4 application. On the left, a sidebar menu lists various settings, with 'Users' selected. The main content area is titled 'User' and is divided into several sections:

- General:** Includes a 'Name' field with the value 'Marina' and a 'Role(s)' section with radio buttons for 'Enterprise user' (unchecked) and 'App user' (checked).
- App user:** Contains input fields for 'First name', 'Last name', 'PIN code', and 'Barcode / code'. The 'Barcode / code' field is highlighted with an orange border.
- Language:** A dropdown menu currently set to 'None'.
- User groups:** A dropdown menu for 'User group' with a '+ Add user group' link below it.
- Areas:** A section titled 'What does the user have access to?' with 'Select all' and 'Deselect all' links. It shows a list of areas with checkboxes: '(V) Demo EN Video' (checked) and 'HD Video Demo English' (unchecked).

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

To assign a language to the user, use the corresponding **drop-down menu**.

The screenshot displays the 'Add user' interface in the DISH POS v3.54.4 application. On the left, a sidebar menu lists various system settings, with 'Users' selected. The main content area is a form titled 'User' with a close button in the top right corner. The form is divided into several sections:

- General:** Includes fields for 'Name *' (filled with 'Marina'), 'Role(s) *' (with checkboxes for 'Enterprise user' and 'App user', where 'App user' is checked), and 'App user'.
- App user:** Contains input fields for 'First name', 'Last name', 'PIN code *', and 'Barcode / code'. The 'Language' field is a drop-down menu currently set to 'None', which is highlighted with an orange border.
- User groups:** Features a 'User group' drop-down menu and a '+ Add user group' link.
- Areas:** Titled 'What does the user have access to?' with links for 'Select all' and 'Deselect all'. It shows a list of areas, including '(V) Demo EN Video' (checked) and 'HD Video Demo English' (unchecked).

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

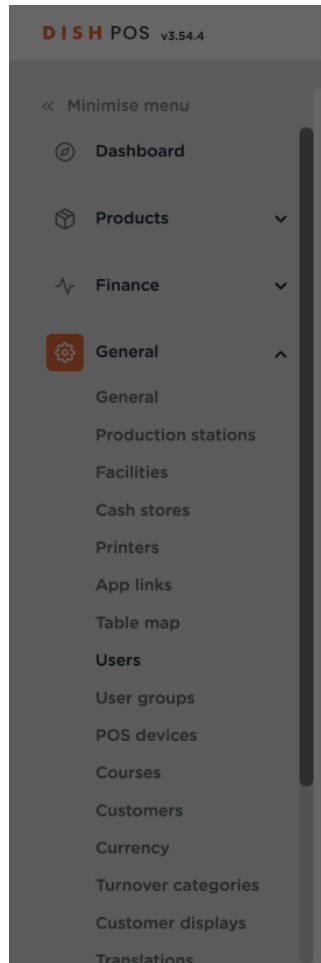
If you want to assign the user to an user group, click on the corresponding **drop-down menu**.

The screenshot shows the 'Add user' interface in the DISH POS v3.54.4 application. On the left, a sidebar menu lists various settings, with 'Users' and 'User groups' highlighted. The main window is titled 'User' and contains the following fields and options:

- Role(s) ***: Enterprise user, App user
- App user**: (V) Demo EN Video, HD Video Demo English
- App user** section:
 - First name:
 - Last name:
 - PIN code *:
 - Barcode / code:
 - Language:
- User groups** section:
 - User group:
- Identification** section:
 - Your reference:
 - ID:

At the bottom, there are three buttons: 'Cancel', 'Save and add new' (highlighted in orange), and 'Save'.

To make the changes effective, click on **+ Add user group**.



Add user



User [Close]

Role(s) * Enterprise user App user

App user

First name

Last name

PIN code *

Barcode / code

Language

User groups

User group [X] [v]

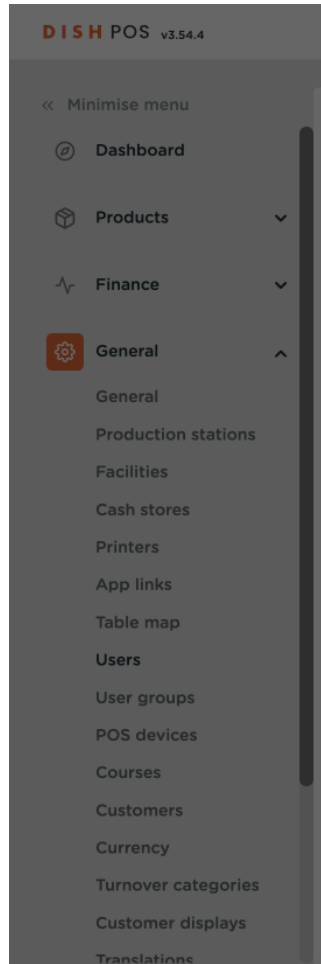
+ Add user group

Identification

Your reference ID



At Areas, you can define the facilities the user is allowed to manage. Simply set the **checkmark** for the respective facilities. **To select or deselect every facility at once you can use the given options Select all and Deselect all.**



Add user



User

General

Name *

Role(s) * Enterprise user App user

App user

First name

Last name

PIN code *

Barcode / code

Language

Areas

What does the user have access to? [Select all](#) [Deselect all](#)

- (V) Demo EN Video
- HD Video Demo English

User groups

User group Manager x [Show details](#)

User group [Show details](#)

Once you are finished, click on **Save** to apply the changes.

The screenshot displays the 'Add user' interface in the DISH POS v3.54.4 application. On the left, a sidebar menu lists various system settings, with 'Users' highlighted. The main content area is titled 'User' and is divided into several sections:

- General:** Includes a 'Name' field with the value 'Marina' and a 'Role(s)' section with radio buttons for 'Enterprise user' (unchecked) and 'App user' (checked).
- App user:** Contains input fields for 'First name', 'Last name', 'PIN code', and 'Barcode / code', along with a 'Language' dropdown menu set to 'None'.
- User groups:** Shows a 'User group' dropdown menu with 'Manager' selected.
- Areas:** A section titled 'What does the user have access to?' with links for 'Select all' and 'Deselect all'. It lists two checked areas: '(V) Demo EN Video' and 'HD Video Demo English'.

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, indicating the final step to apply the changes.

To edit an existing customer, use the corresponding editing icon.

The screenshot displays the 'Users (15)' management page in the DISH POS system. The page includes a search bar, a 'Show 50 Records' dropdown, and buttons for '+ Add user' and 'Import'. The user list table has the following data:

ID	Name	Email address	User groups
#25	1_test	[Redacted]	
#18	[Redacted]	[Redacted]	Enterprise Admin
#3	Clerk		Clerk
#24	demo		Manager
#1	Demo booq	[Redacted]	Enterprise Admin
#17	Demo DISH POS	[Redacted]	Enterprise Admin
#11	Frans		Manager
#13	Grab & Go		Manager
#20	Haevns	[Redacted]	User Group Test 01
#19	Kiosk		Manager
#23	Order Aggregator		Manager



If you like to copy an existing customer, use the corresponding **duplicate icon**.

DISH POS v3.65.0 (V) Demo EN Video Dish Support Demo DISH POS

Users (15)

Q Search Show 50 Records + Add user Import

ID	Name	Email address	User groups
#25	1_test		
#18			Enterprise Admin
#3	Clerk		Clerk
#24	demo		Manager
#1	Demo booq		Enterprise Admin
#17	Demo DISH POS		Enterprise Admin
#11	Frans		Manager
#13	Grab & Go		Manager
#20	Haevns		User Group Test 01
#19	Kiosk		Manager
#23	Order Aggregator		Manager

1

To delete a customer, click on the corresponding **bin icon**.

The screenshot displays the 'Users (15)' management page in the DISH POS system. The page includes a search bar, a 'Show 50 Records' dropdown, and buttons for '+ Add user' and 'Import'. The user list table has the following data:

ID	Name	Email address	User groups
#25	1_test	[REDACTED]	
#18	[REDACTED]	[REDACTED]	Enterprise Admin
#3	Clerk		Clerk
#24	demo		Manager
#1	Demo booq	[REDACTED]	Enterprise Admin
#17	Demo DISH POS	[REDACTED]	Enterprise Admin
#11	Frans		Manager
#13	Grab & Go		Manager
#20	Haevns	[REDACTED]	User Group Test 01
#19	Kiosk		Manager
#23	Order Aggregator		Manager



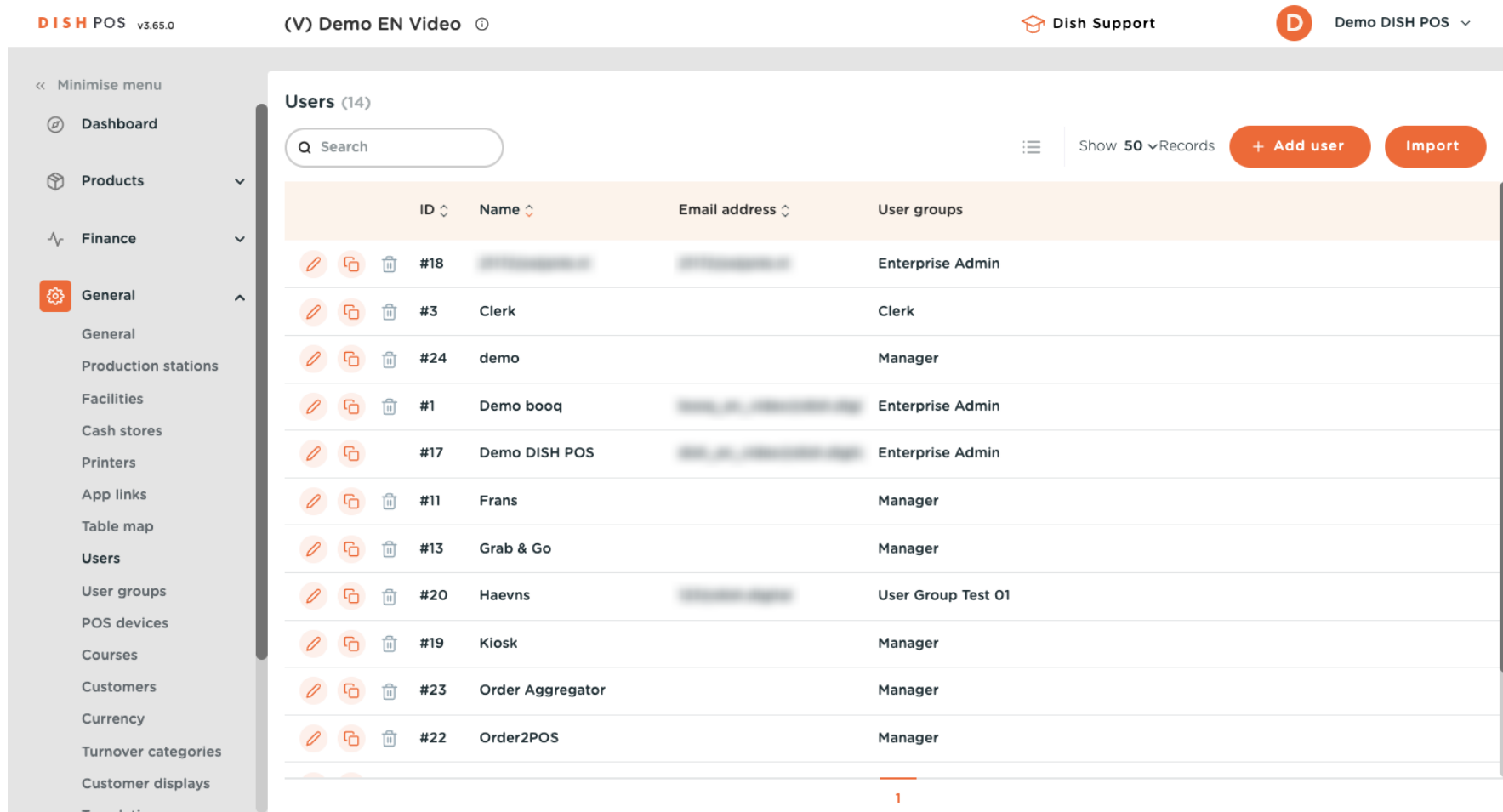
To make sure you are not deleting an item by accident, you will be asked to confirm your action. To do so, click on **Delete**.

The screenshot shows the 'Users (15)' management page in the DISH POS system. A confirmation dialog is displayed over the table, asking 'Are you sure you want to delete the selected item?'. The dialog has two buttons: 'Cancel' and 'Delete'. The 'Delete' button is highlighted with a red border. The background table lists users with columns for ID, Name, Email address, and User groups.

ID	Name	Email address	User groups
#25	1_test		
#18			Enterprise Admin
#3	Clerk		
#24	demo		
#1	Demo boog		Admin
#17	Demo DISH POS		Enterprise Admin
#11	Frans		Manager
#13	Grab & Go		Manager
#20	Haevns		User Group Test 01
#19	Kiosk		Manager
#23	Order Aggregator		Manager



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



The screenshot shows the 'Users (14)' management page in the DISH POS system. The interface includes a search bar, a 'Show 50 Records' dropdown, and buttons for '+ Add user' and 'Import'. A table lists 14 users with columns for ID, Name, Email address, and User groups. Each row has icons for edit, copy, and delete.

ID	Name	Email address	User groups
#18	[Redacted]	[Redacted]	Enterprise Admin
#3	Clerk		Clerk
#24	demo		Manager
#1	Demo booq	[Redacted]	Enterprise Admin
#17	Demo DISH POS	[Redacted]	Enterprise Admin
#11	Frans		Manager
#13	Grab & Go		Manager
#20	Haevns	[Redacted]	User Group Test 01
#19	Kiosk		Manager
#23	Order Aggregator		Manager
#22	Order2POS		Manager



Scan to go to the interactive player