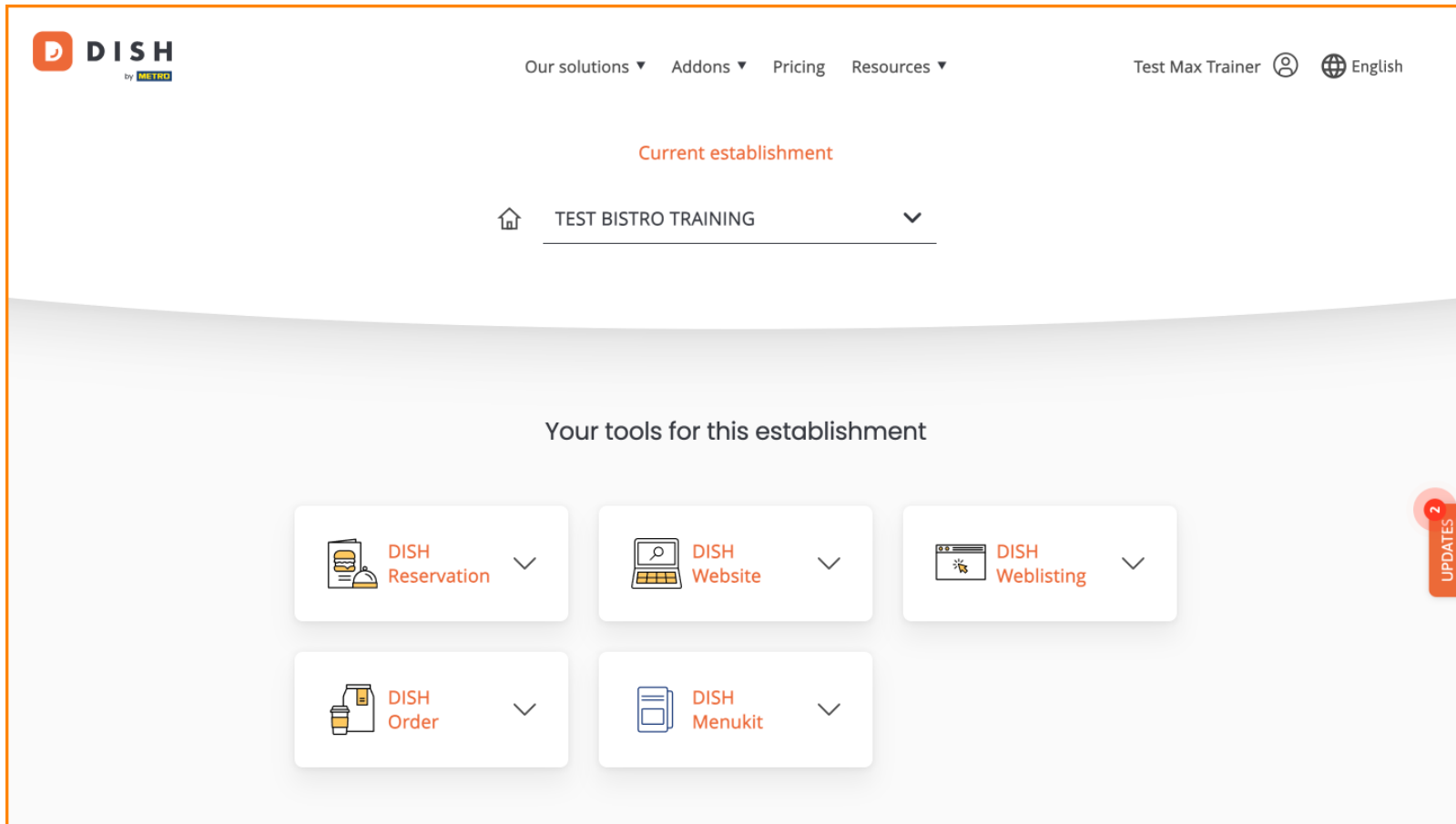


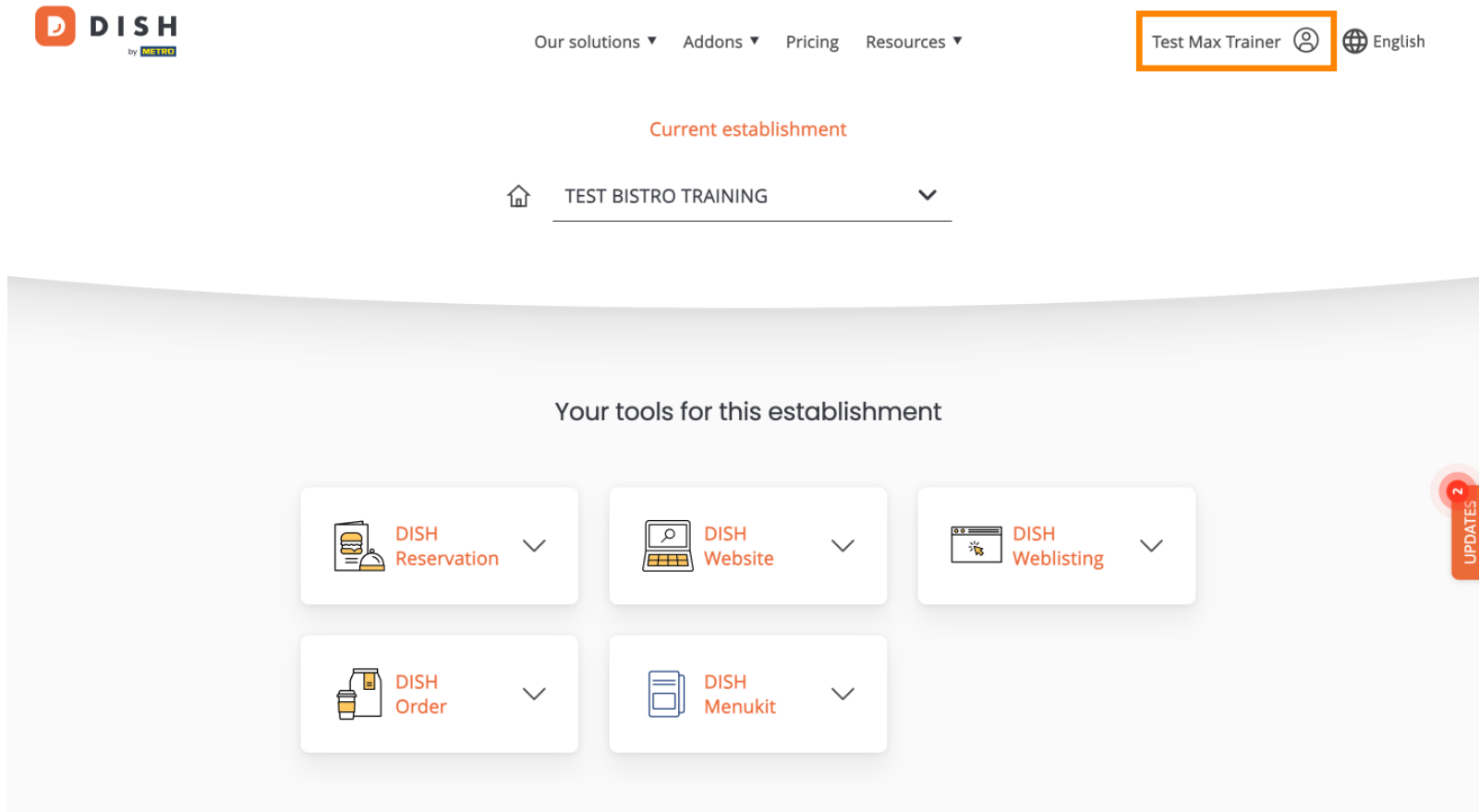


Welcome to the [dish.co dashboard](https://dish.co). In this tutorial we show you how to add a new team member.



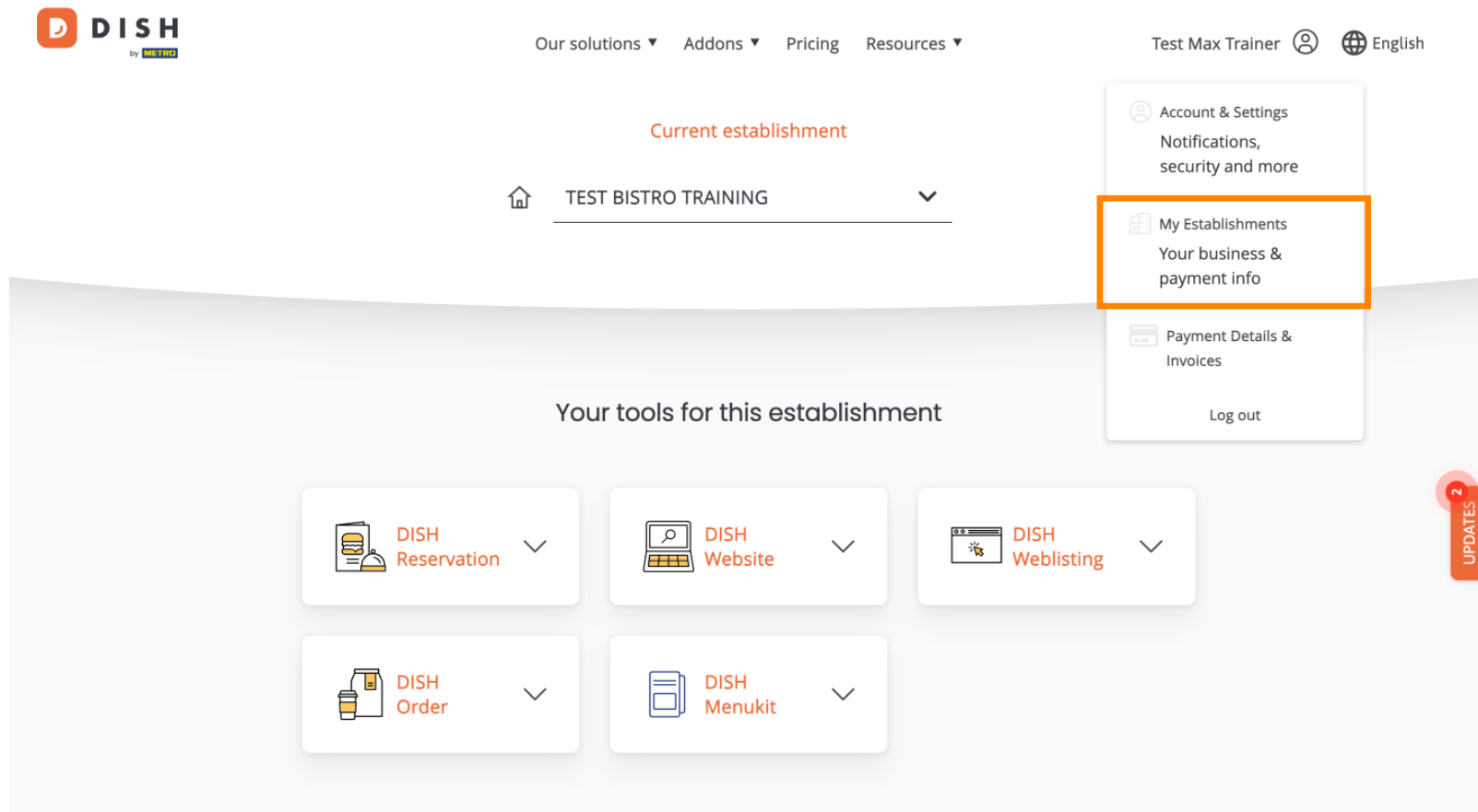


First, click on your **profile**.





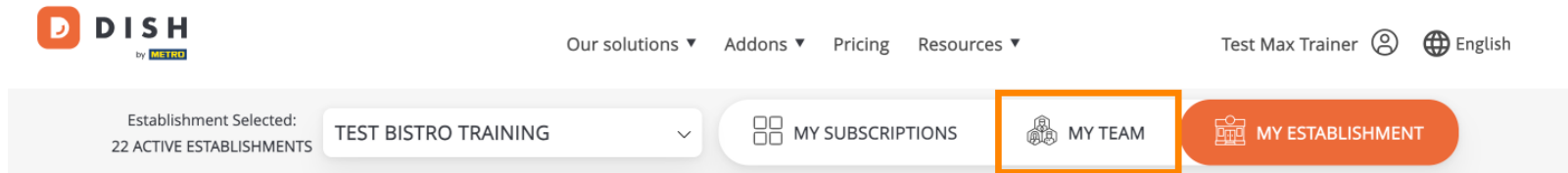
Then go to **My Establishments**, which will lead you to your establishments settings.



The screenshot shows the DISH by METRO dashboard. At the top left is the logo. The top navigation bar includes links for 'Our solutions', 'Addons', 'Pricing', and 'Resources'. On the right, there are links for 'Test Max Trainer' and 'English'. Below the navigation bar, the current establishment is listed as 'TEST BISTRO TRAINING'. A dropdown menu is open on the right, showing options: 'Account & Settings', 'My Establishments' (highlighted with an orange border), 'Payment Details & Invoices', and 'Log out'. Below the establishment name, the section 'Your tools for this establishment' contains five cards: 'DISH Reservation', 'DISH Website', 'DISH Weblisting', 'DISH Order', and 'DISH Menukit'. A red 'UPDATES' badge with the number '2' is visible on the right side of the dashboard.



To manage your team members click on **MY TEAM**.



Manage the establishment information

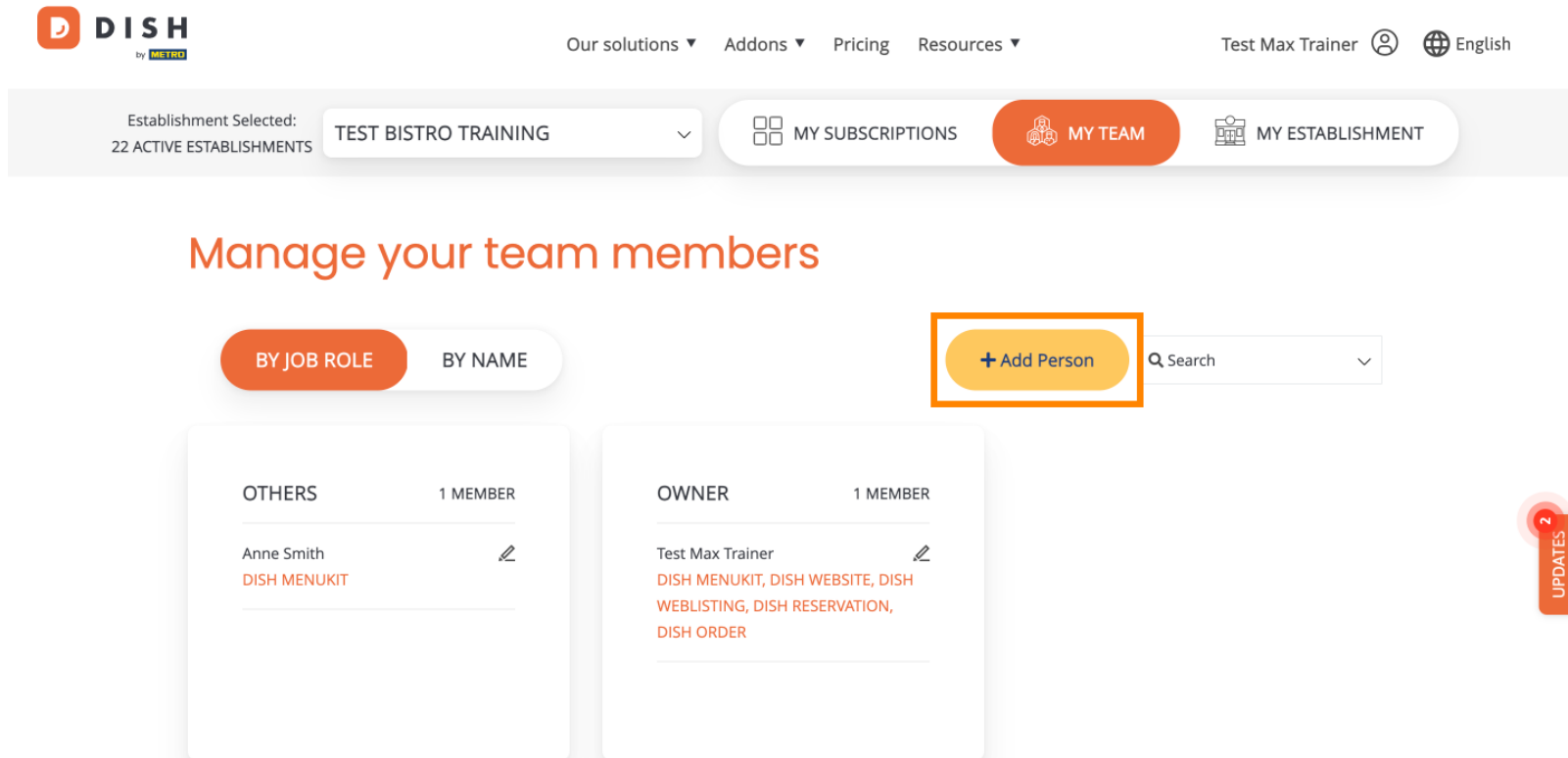
Establishment information

Establishment Name	
Test Bistro Training	
Establishment Type	
Foodtruck	
Address line 1	
Training Street 007	
Postal Code	City
10000	Berlin





To now start the process of adding a new team member, click on **+ Add Person**.



The screenshot shows the DISH by METRO dashboard. At the top, there's a navigation bar with the logo, 'Our solutions', 'Addons', 'Pricing', 'Resources', 'Test Max Trainer', and 'English'. Below this, a secondary bar shows 'Establishment Selected: 22 ACTIVE ESTABLISHMENTS' and a dropdown menu currently set to 'TEST BISTRO TRAINING'. To the right of this are three buttons: 'MY SUBSCRIPTIONS', 'MY TEAM' (which is highlighted with an orange box and a red border), and 'MY ESTABLISHMENT'.

Below the navigation bar, the main heading is 'Manage your team members'. Under this heading, there are two tabs: 'BY JOB ROLE' (which is selected) and 'BY NAME'. To the right of these tabs is a search bar with a magnifying glass icon and a dropdown arrow. The search bar contains the text '+ Add Person'.

Below the tabs, there are two columns of team members. The first column is titled 'OTHERS' and has '1 MEMBER'. It lists 'Anne Smith' with a red 'DISH MENUKIT' tag and an edit icon. The second column is titled 'OWNER' and has '1 MEMBER'. It lists 'Test Max Trainer' with a red 'DISH MENUKIT, DISH WEBSITE, DISH WEBLISTING, DISH RESERVATION, DISH ORDER' tag and an edit icon.

On the far right, there is a red vertical button labeled 'UPDATES' with a red circle containing the number '2' above it.



Then the first thing you need to enter is the name and the contact details of the new team member. To do so use the corresponding **text fields**.



[Our solutions](#)
[Addons](#)
[Pricing](#)
[Resources](#)

Test Max Trainer
English

Establishment Selected:
22 ACTIVE ESTABLISHMENTS
TEST BISTRO TRAINING
MY SUBSCRIPTIONS
MY TEAM
MY ESTABLISHMENT

[< Back](#)

Invite new team member

We need a few details about your team member so we can invite them:

Please ensure to create an employee account on DISH.co before inviting the user to your establishment. [Learn more.](#)

First Name

Last Name

Germany (+49)

Mobile Number

Email

Please select the position(s) at "Test Bistro Training"

Manager
Waiter
Chef
Kitchen
Office
Others





A bit further down, you then can select the position(s) of the new member. Simply select the corresponding **option**.



[Our solutions](#) ▼ [Addons](#) ▼ [Pricing](#) [Resources](#) ▼

Test Max Trainer   English

John	Doe
Germany (+49) ▼	98765432100
training@dish.digital	

Please select the position(s) at "Test Bistro Training"

Assign roles to your tools (optional)

Remember that you can add or remove roles at any time.

DISH PREMIUM



DISH WEBSITE

Create your own website in a matter of minutes.

2
UPDATES



You as well have the option to assign roles to your team members. To open the roles click on the **tool** itself.



[Our solutions](#) ▼ [Addons](#) ▼ [Pricing](#) [Resources](#) ▼

Test Max Trainer   English

Please select the position(s) at "Test Bistro Training"

Manager

Waiter

Chef

Kitchen

Office

Others

Assign roles to your tools (optional)

Remember that you can add or remove roles at any time.

DISH PREMIUM



DISH WEBSITE

Create your own website in a matter of minutes.



DISH WEBLISTING

Drive more traffic from Google with your own business profile.



2
UPDATES



Then select the role you want to assign by clicking on the corresponding **selection field**.



[Our solutions](#) ▼ [Addons](#) ▼ [Pricing](#) [Resources](#) ▼

[Test Max Trainer](#)   [English](#)

DISH PREMIUM



DISH WEBSITE

Create your own website in a matter of minutes.

☐

Owner

With this role, you can manage the entire website. From the entire setup to deleting your account. This is the most exclusive role and cannot be assigned.



Tool Administrator

With administer tool, you can also manage your website. (same as the owner, but without the deletion functionality)

☐

Content Manager

Manage content allows you to take care of all your website's content. Such as descriptions and uploads.

☐

General Communication Manager

This role will receive a notification, once a Guest uses the contact form on your webiste to send a message to you

☐

Reservation Form Communication Manager

This role will receive a notification, once a Guest uses the reservation form on your website to send a booking request to you

2
UPDATES



Once you entered all the information, click on **Confirm** to send the invite to your new team member.



[Our solutions](#) ▼ [Addons](#) ▼ [Pricing](#) [Resources](#) ▼

[Test Max Trainer](#)   [English](#)



DISH WEBLISTING

Drive more traffic from Google with your own business profile.



DISH RESERVATION

Seat more guests with our online reservation management system.



DISH ORDER

The best way to manage delivery and pick-up service.



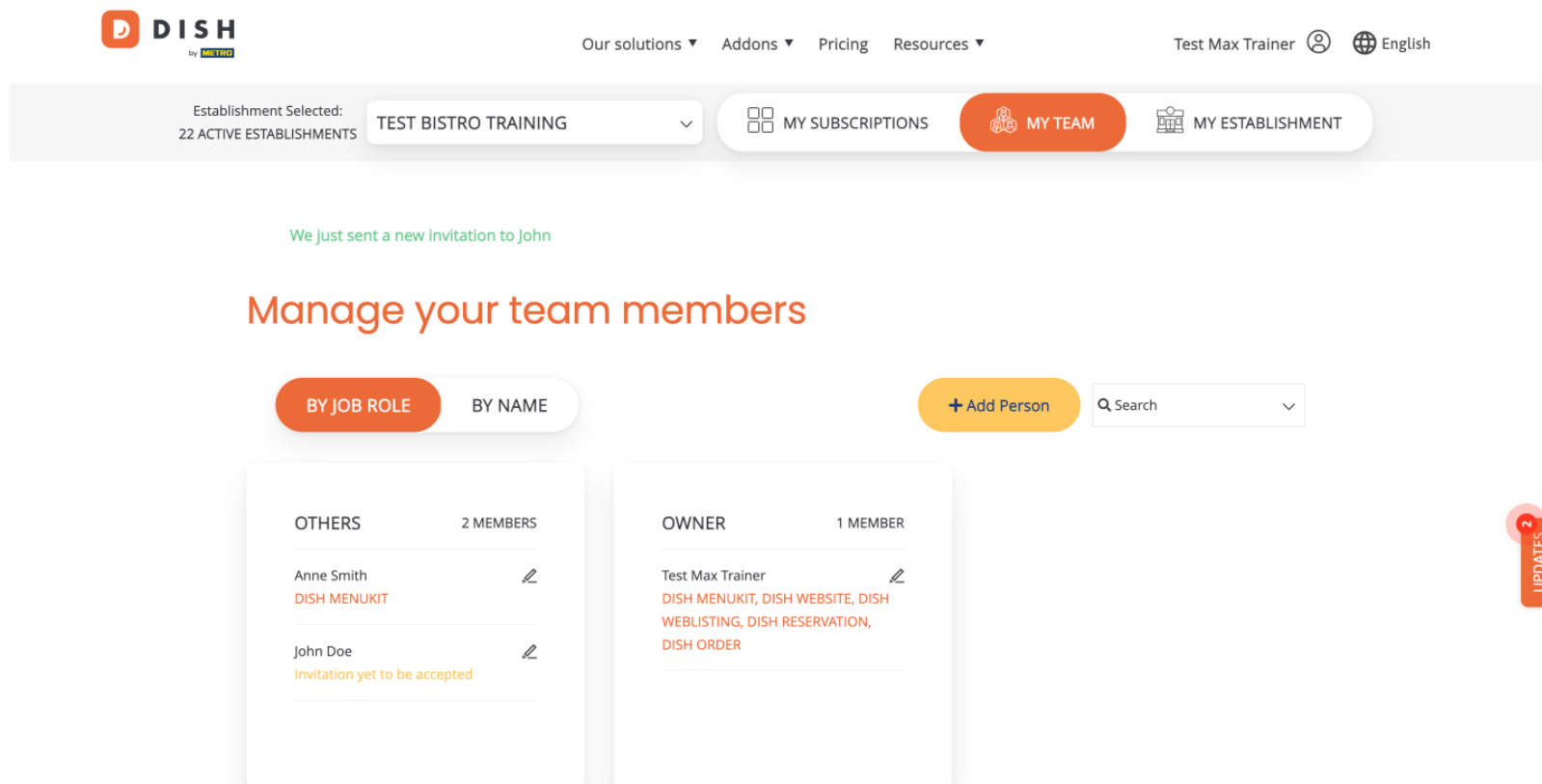
[Cancel](#)

Confirm

2
UPDATES



That's it. You completed the tutorial and now know how to add a new team member.



The screenshot shows the DISH dashboard interface. At the top, there's a navigation bar with the DISH logo, links for 'Our solutions', 'Addons', 'Pricing', and 'Resources', and a user profile section for 'Test Max Trainer' with a language selector set to 'English'. Below this is a secondary bar showing 'Establishment Selected: 22 ACTIVE ESTABLISHMENTS' and a dropdown menu currently set to 'TEST BISTRO TRAINING'. To the right of this are three buttons: 'MY SUBSCRIPTIONS', 'MY TEAM' (which is highlighted in orange), and 'MY ESTABLISHMENT'.

Below the navigation bar, a green notification states: 'We just sent a new invitation to John'. The main heading is 'Manage your team members' in orange. Under this heading, there are two filter buttons: 'BY JOB ROLE' (highlighted in orange) and 'BY NAME'. To the right of these is a '+ Add Person' button and a search bar with the placeholder text 'Search'. Below the filters, there are two columns of team members. The first column is titled 'OTHERS' and has '2 MEMBERS'. It lists 'Anne Smith' with the role 'DISH MENUKIT' and 'John Doe' with the role 'Invitation yet to be accepted'. The second column is titled 'OWNER' and has '1 MEMBER'. It lists 'Test Max Trainer' with the role 'DISH MENUKIT, DISH WEBSITE, DISH WEBLISTING, DISH RESERVATION, DISH ORDER'. On the far right, there is a vertical orange button labeled 'UPDATES' with a red circle containing the number '2'.



Scan to go to the interactive player