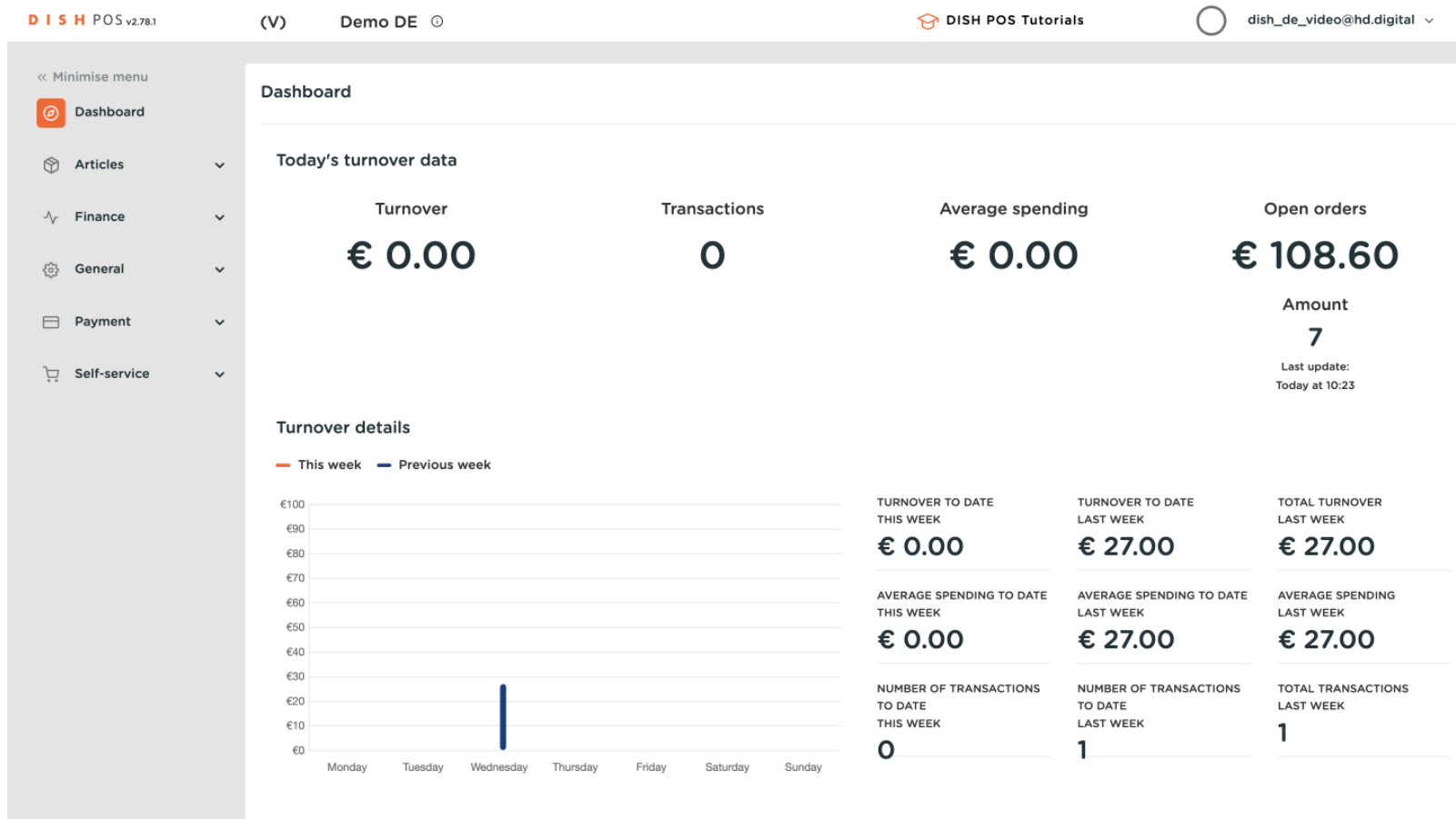




Welcome to the DISH POS dashboard. In this tutorial, we show you how to add and manage time schedules for the self-service.





First, select the **Self-service** item in the side menu.

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Self-service

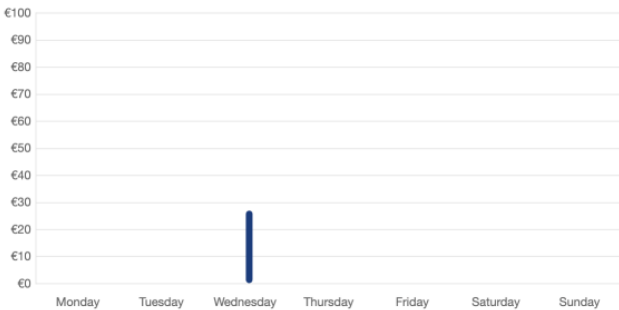
Dashboard

Today's turnover data

Turnover	Transactions	Average spending	Open orders
€ 0.00	0	€ 0.00	€ 108.60
			Amount
			7
			Last update: Today at 10:23

Turnover details

— This week — Previous week



TURNOVER TO DATE THIS WEEK € 0.00	TURNOVER TO DATE LAST WEEK € 27.00	TOTAL TURNOVER LAST WEEK € 27.00
AVERAGE SPENDING TO DATE THIS WEEK € 0.00	AVERAGE SPENDING TO DATE LAST WEEK € 27.00	AVERAGE SPENDING LAST WEEK € 27.00
NUMBER OF TRANSACTIONS TO DATE THIS WEEK 0	NUMBER OF TRANSACTIONS TO DATE LAST WEEK 1	TOTAL TRANSACTIONS LAST WEEK 1



Then click on **Time schedules**.

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QR codes

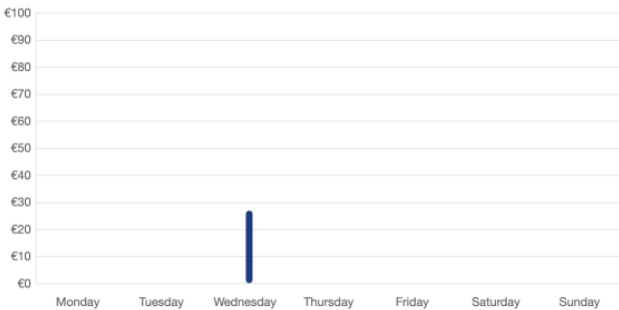
Dashboard

Today's turnover data

Turnover	Transactions	Average spending	Open orders
€ 0.00	0	€ 0.00	€ 108.60
			Amount
			7
			Last update: Today at 10:23

Turnover details

This week
Previous week



TURNOVER TO DATE THIS WEEK € 0.00	TURNOVER TO DATE LAST WEEK € 27.00	TOTAL TURNOVER LAST WEEK € 27.00
AVERAGE SPENDING TO DATE THIS WEEK € 0.00	AVERAGE SPENDING TO DATE LAST WEEK € 27.00	AVERAGE SPENDING LAST WEEK € 27.00
NUMBER OF TRANSACTIONS TO DATE THIS WEEK 0	NUMBER OF TRANSACTIONS TO DATE LAST WEEK 1	TOTAL TRANSACTIONS LAST WEEK 1



You are now in the overview of your time schedules. To create new a new time schedule, click on **+ Add time schedule**.

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Time schedules (4 time schedules)

Q Search
Show 50 Records

+ Add time schedule

ID	Name	Used by
#6 be81a37a-d469-4f65-a3ac-9b7a2f7844C		
#7 Dienstag bis Sonntag	Payment	
#15 Montag bis Donnerstag	Grab & Go	
#2 Öffnungszeiten	Webshop	

1



A new window will open, where you can adjust the information of the new time schedule. Start by entering a name into the corresponding **text field**.

DISH POS v2.89.1
Add time schedule
General

General

General

Name

Time schedule

Time schedules can be (re)used as opening hours and pickup hours for a sales channel.

	From	To	
☒ Monday	00:00	- 00:00	+
☒ Tuesday	00:00	- 00:00	+
☒ Wednesday	00:00	- 00:00	+
☒ Thursday	00:00	- 00:00	+
☒ Friday	00:00	- 00:00	+
☒ Saturday	00:00	- 00:00	+
☒ Sunday	00:00	- 00:00	+

[+ Add exception](#)

Identification

ID

Save and add new
Save



To specify which day of the week is open, set the corresponding **checkmark**. By deselecting a checkmark, the respective day will be marked as closed.

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Add time schedule
General
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General

CLOSE X

Name *

Time schedule

Time schedules can be (re)used as opening hours and pickup hours for a sales channel.

	From	To	
☒ Monday	00:00	- 00:00	+
☒ Tuesday	00:00	- 00:00	+
☒ Wednesday	00:00	- 00:00	+
☒ Thursday	00:00	- 00:00	+
☒ Friday	00:00	- 00:00	+
☒ Saturday	00:00	- 00:00	+
☒ Sunday	00:00	- 00:00	+

+ Add exception

Identification

ID

Save and add new

Save



Then set the starting and ending hours by using the respective **time fields**.

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Add time schedule
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General

CLOSE X

Name *

Time schedule

Time schedules can be (re)used as opening hours and pickup hours for a sales channel.

	From	To	
☒ Monday	00:00	- 00:00	+
☒ Tuesday	00:00	- 00:00	+
☒ Wednesday	00:00	- 00:00	+
☒ Thursday	00:00	- 00:00	+
☒ Friday	00:00	- 00:00	+
☐ Saturday CLOSED	--:--	- --:--	
☐ Sunday CLOSED	--:--	- --:--	

+ Add exception

Identification

ID

Save and add new

Save



To set multiple time slots for a day, click on the corresponding **circled plus icon**.

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Add time schedule
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General

CLOSE

Name *

Time schedule

Time schedules can be (re)used as opening hours and pickup hours for a sales channel.

	From	To	
☒ Monday	09:00	12:00	+
	13:00	17:00	
☒ Tuesday	09:00	17:00	+
☒ Wednesday	09:00	17:00	+
☒ Thursday	09:00	17:00	+
☒ Friday	09:00	17:00	+
☐ Saturday	CLOSED		
☐ Sunday	CLOSED		

+ Add exception

Identification

ID

Save and add new

Save

To remove an additional time slot, use the corresponding **bin icon**.

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General

CLOSE

Name *

Time schedule

Time schedules can be (re)used as opening hours and pickup hours for a sales channel.

	From	To	
☒ Monday	09:00	12:00	+
	13:00	17:00	
☒ Tuesday	09:00	17:00	+
☒ Wednesday	09:00	17:00	+
☒ Thursday	09:00	17:00	+
☒ Friday	09:00	17:00	+
☐ Saturday	CLOSED		
☐ Sunday	CLOSED		

+ Add exception

Identification

ID

Save and add new

Save



After you have entered the default opening hours, you can use **+ Add exception** to create irregular opening hours.

DISH POS v2.89.1
Add time schedule

General

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General

CLOSE X

Name *

Time schedule

Time schedules can be (re)used as opening hours and pickup hours for a sales channel.

	From	To	
☒ Monday	09:00	12:00	+
	13:00	17:00	🗑️
☒ Tuesday	09:00	17:00	+
☒ Wednesday	09:00	17:00	+
☒ Thursday	09:00	17:00	+
☒ Friday	09:00	17:00	+
☐ Saturday	CLOSED		
☐ Sunday	CLOSED		

+ Add exception

Identification

Save and add new Save



Simply use the **calendar drop-down menu** to select a specific date or period.

DISH POS v2.89.1
Add time schedule
General

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General

Name *

Monday
09:00 - 12:00
13:00 - 17:00
Tuesday
09:00 - 17:00
Wednesday
09:00 - 17:00
Thursday
09:00 - 17:00
Friday
09:00 - 17:00
Saturday
CLOSED
Sunday
CLOSED

Exceptions

30-10-2023
Open 17:00 - 18:00

+ Add exception

Identification
ID

Save and add new
Save

11 of 25



Then use the **open/close button** to specify whether it is open or closed on your selected period.

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Add time schedule
General

General

CLOSE

Name *

☒ Monday
09:00 - 12:00 +
13:00 - 17:00

☒ Tuesday
09:00 - 17:00 +

☒ Wednesday
09:00 - 17:00 +

☒ Thursday
09:00 - 17:00 +

☒ Friday
09:00 - 17:00 +

☐ Saturday
CLOSED
--:-- - --:--

☐ Sunday
CLOSED
--:-- - --:--

Exceptions

30-10-2023

Open

17:00 - 18:00

+ Add exception

Identification

ID

Save and add new

Save



Lastly, enter the opening hours into the respective time fields. **Note: Only necessary, when you add an irregular opening period.**

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Add time schedule
General
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General

CLOSE X

Name *

Monday

09:00 - 12:00

+

13:00 - 17:00

Tuesday

09:00 - 17:00

+

Wednesday

09:00 - 17:00

+

Thursday

09:00 - 17:00

+

Friday

09:00 - 17:00

+

Saturday

CLOSED

--:-- - --:--

Sunday

CLOSED

--:-- - --:--

Exceptions

30-10-2023

Open

17:00 - 18:00

+ Add exception

Identification

ID

Save and add new

Save

You can add as many exceptions as you want. Simply click on **+ Add exception** again.

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Add time schedule
 General

General

CLOSE

Name *

☒ Monday
 09:00 - 12:00 +
 13:00 - 17:00

☒ Tuesday
 09:00 - 17:00 +

☒ Wednesday
 09:00 - 17:00 +

☒ Thursday
 09:00 - 17:00 +

☒ Friday
 09:00 - 17:00 +

☐ Saturday
 CLOSED
 --:-- - --:--

☐ Sunday
 CLOSED
 --:-- - --:--

Exceptions

30-10-2023

Open 17:00 - 18:00

+ Add exception

Identification

ID

Save and add new

Save

To delete an exception, click on the corresponding **bin icon**.

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Add time schedule
General

General

CLOSE

Name *

Monday

09:00 - 12:00

+

13:00 - 17:00

Tuesday

09:00 - 17:00

+

Wednesday

09:00 - 17:00

+

Thursday

09:00 - 17:00

+

Friday

09:00 - 17:00

+

Saturday

CLOSED

--:-- - --:--

Sunday

CLOSED

--:-- - --:--

Exceptions

30-10-2023

Open

17:00 - 18:00

+ Add exception

Identification

ID

Save and add new

Save



If you have more time schedules you want to add, click on **Save and add new**.

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Add time schedule

General

General

CLOSE

Name *
 Time schedule

☒ Monday	09:00 - 12:00	+
	13:00 - 17:00	
☒ Tuesday	09:00 - 17:00	+
☒ Wednesday	09:00 - 17:00	+
☒ Thursday	09:00 - 17:00	+
☒ Friday	09:00 - 17:00	+
☐ Saturday	CLOSED	
☐ Sunday	CLOSED	

Exceptions

30-10-2023
 Open 17:00 - 18:00

+ Add exception

Identification
 ID

Save and add new

Save



Otherwise, once you are done setting up the time schedule, click on **Save** to apply the changes.

DISH POS v2.89.1
Add time schedule
General

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General

Name *
Time schedule

☒ Monday
09:00 - 12:00 +
13:00 - 17:00

☒ Tuesday
09:00 - 17:00 +

☒ Wednesday
09:00 - 17:00 +

☒ Thursday
09:00 - 17:00 +

☒ Friday
09:00 - 17:00 +

☐ Saturday
CLOSED
--:-- - --:--

☐ Sunday
CLOSED
--:-- - --:--

Exceptions

30-10-2023
Open 17:00 - 18:00

+ Add exception

Identification
ID

Save and add new
Save



To now assign a time schedule, go to **Sales channels**.

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QR codes

Time schedules (5 time schedules)

Q
Search

Show 50 Records
+ Add time schedule

ID	Name	Used by
#6	be81a37a-d469-4f65-a3ac-9b7a2f7844C	
#7	Dienstag bis Sonntag	Payment
#16	Monday to Friday	
#15	Montag bis Donnerstag	Grab & Go
#2	Öffnungszeiten	Webshop

1



You are now in the overview of your sales channels. To adjust the settings of a channel, use the corresponding **edit icon**.

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Finance ▾
General ▾
Payment ▾
Self-service ▴

Time schedules
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QR codes

Sales channels (4 sales channels)

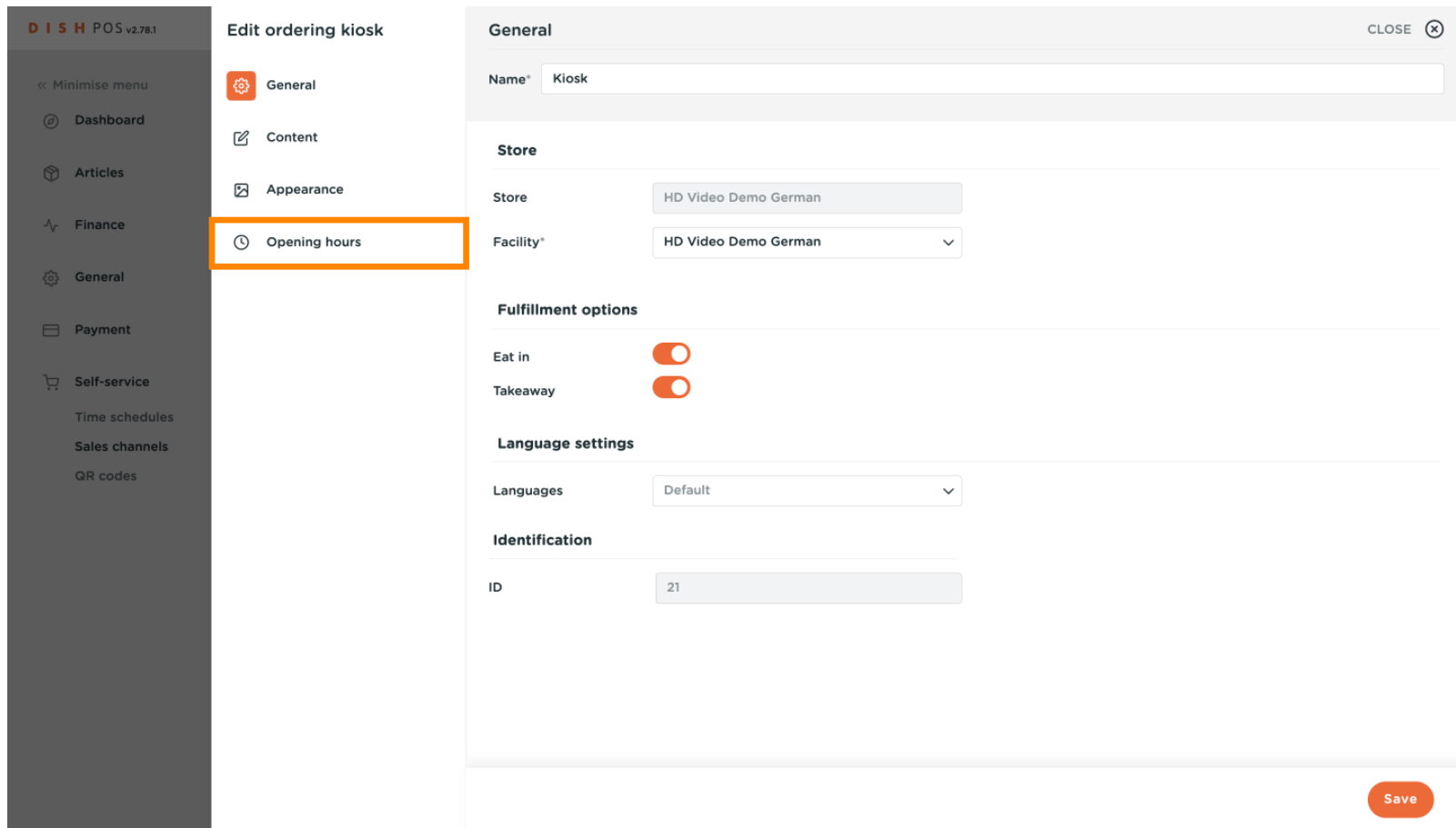
Q Search
Show 50 ▾ Records

	Name ↕	Store ↕	Type ↕	URL
	Grab & Go	HD Video Demo German	Webshop	http://germany.sandbox.booqcloud.com/
	Kiosk	HD Video Demo German	Ordering kiosk	https://germany.sandbox.booqcloud.com
	Payment	HD Video Demo German	QR	
	Webshop	HD Video Demo German	Webshop	https://germany.sandbox.booqcloud.com

1



A new window will open, where you can adjust the information of the sales channel. To assign a time schedule to the channel, go to **Opening hours**.



DISH POS v2.78.1

Edit ordering kiosk

- General
- Content
- Appearance
- Opening hours**

General CLOSE ✕

Name* Kiosk

Store

Store HD Video Demo German

Facility* HD Video Demo German

Fulfillment options

Eat in ☒

Takeaway ☒

Language settings

Languages Default

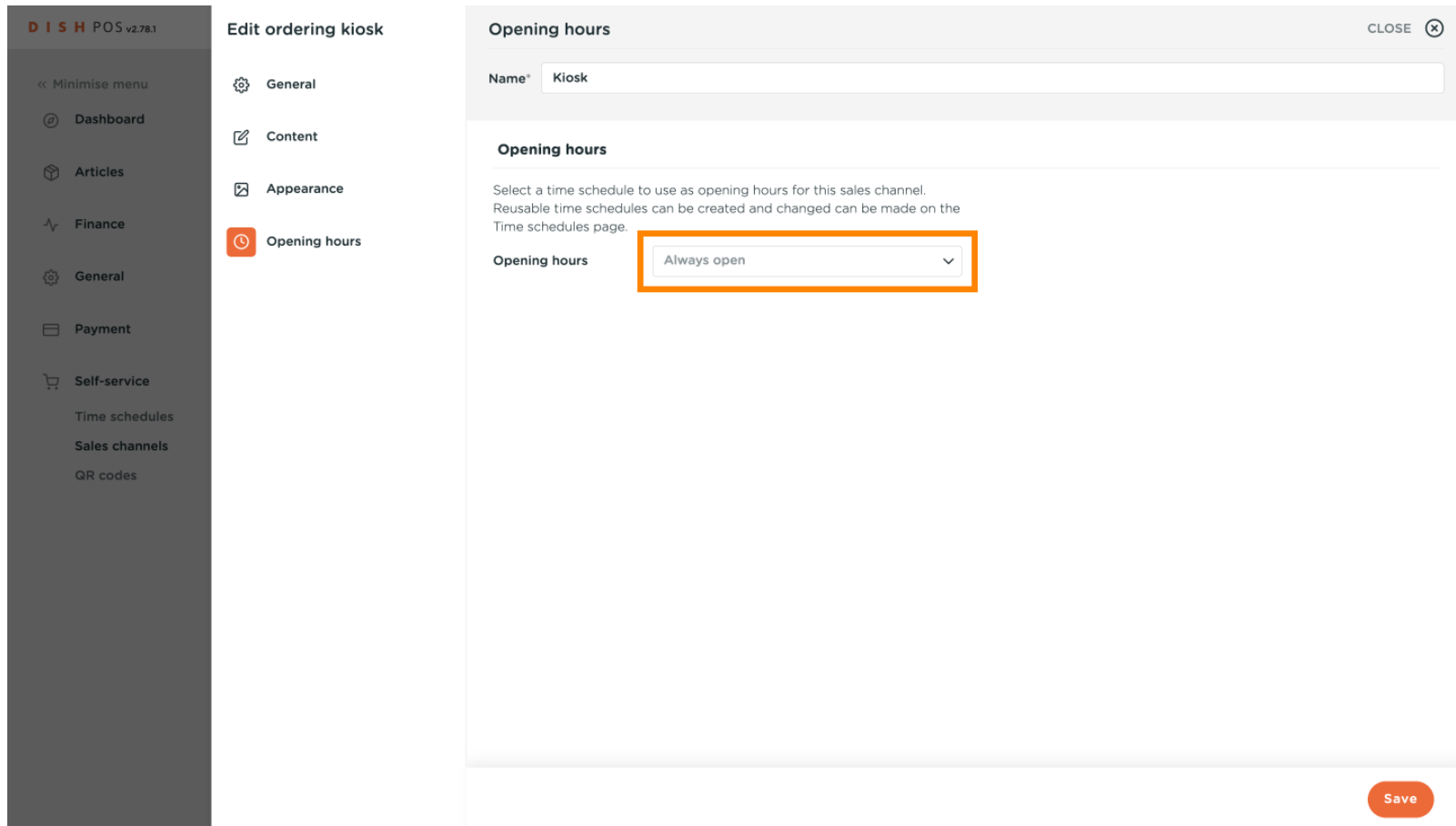
Identification

ID 21

Save



Now use the **drop-down menu** of the opening hours to expand the list of available time schedules.





Then select one of the given options.

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Edit ordering kiosk

General
Content
Appearance
Opening hours

Opening hours

CLOSE

Name* Kiosk

Opening hours

Select a time schedule to use as opening hours for this sales channel. Reusable time schedules can be created and changed can be made on the Time schedules page.

Opening hours

Kiosk

Grab & Go
3e42fb2a-a185-4425-a91b-71eb8ddffc42
d63dde57-260e-4e99-8c96-ab21d43b5265
Order2POS
Time schedule

Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday

00:00 - 00:00

00:00 - 00:00

00:00 - 00:00

00:00 - 00:00

00:00 - 00:00

00:00 - 00:00

Save



Then apply the changes by clicking on **Save**.

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Edit ordering kiosk

General
Content
Appearance
Opening hours

Opening hours
CLOSE

Name* Kiosk

Opening hours

Time schedule

	From	To
☒ Monday	09:00 - 12:00	13:00 - 17:00
☒ Tuesday	09:00 - 17:00	
☒ Wednesday	09:00 - 17:00	
☒ Thursday	09:00 - 17:00	
☒ Friday	09:00 - 17:00	
☐ Saturday CLOSED	--:-- - --:--	
☐ Sunday CLOSED	--:-- - --:--	

Exceptions

30-10-2023
Open 17:00 - 18:00

Save



That's it. You completed the tutorial and now know how to add and manage time schedules for the self-service.

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Sales channels (4 sales channels)

Q

⋮ Show 50 ▾ Records

	Name ↕	Store ↕	Type ↕	URL
	Grab & Go	HD Video Demo German	Webshop	http://germany.sandbox.booqcloud.com/
	Kiosk	HD Video Demo German	Ordering kiosk	https://germany.sandbox.booqcloud.com
	Payment	HD Video Demo German	QR	
	Webshop	HD Video Demo German	Webshop	https://germany.sandbox.booqcloud.com

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Scan to go to the interactive player