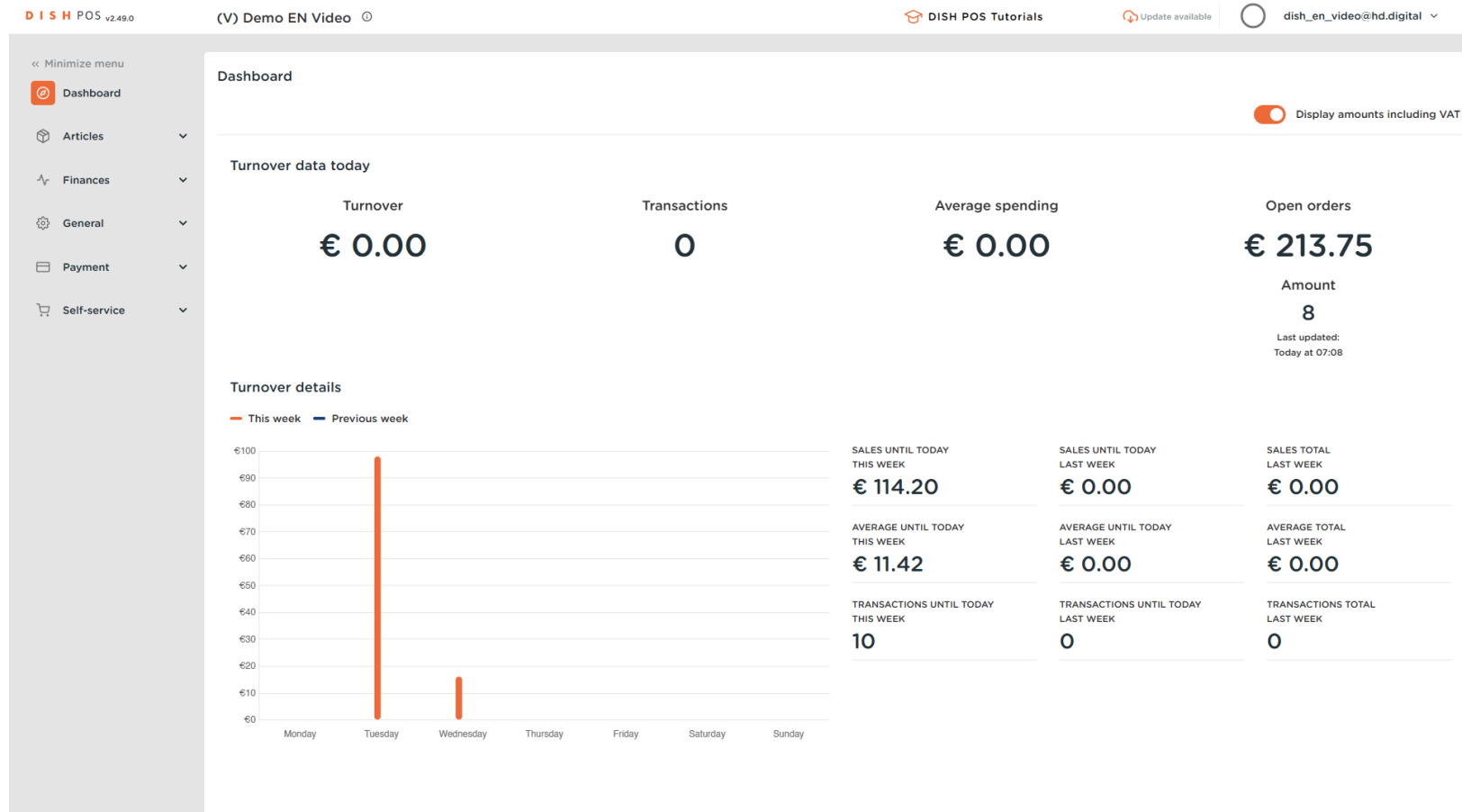


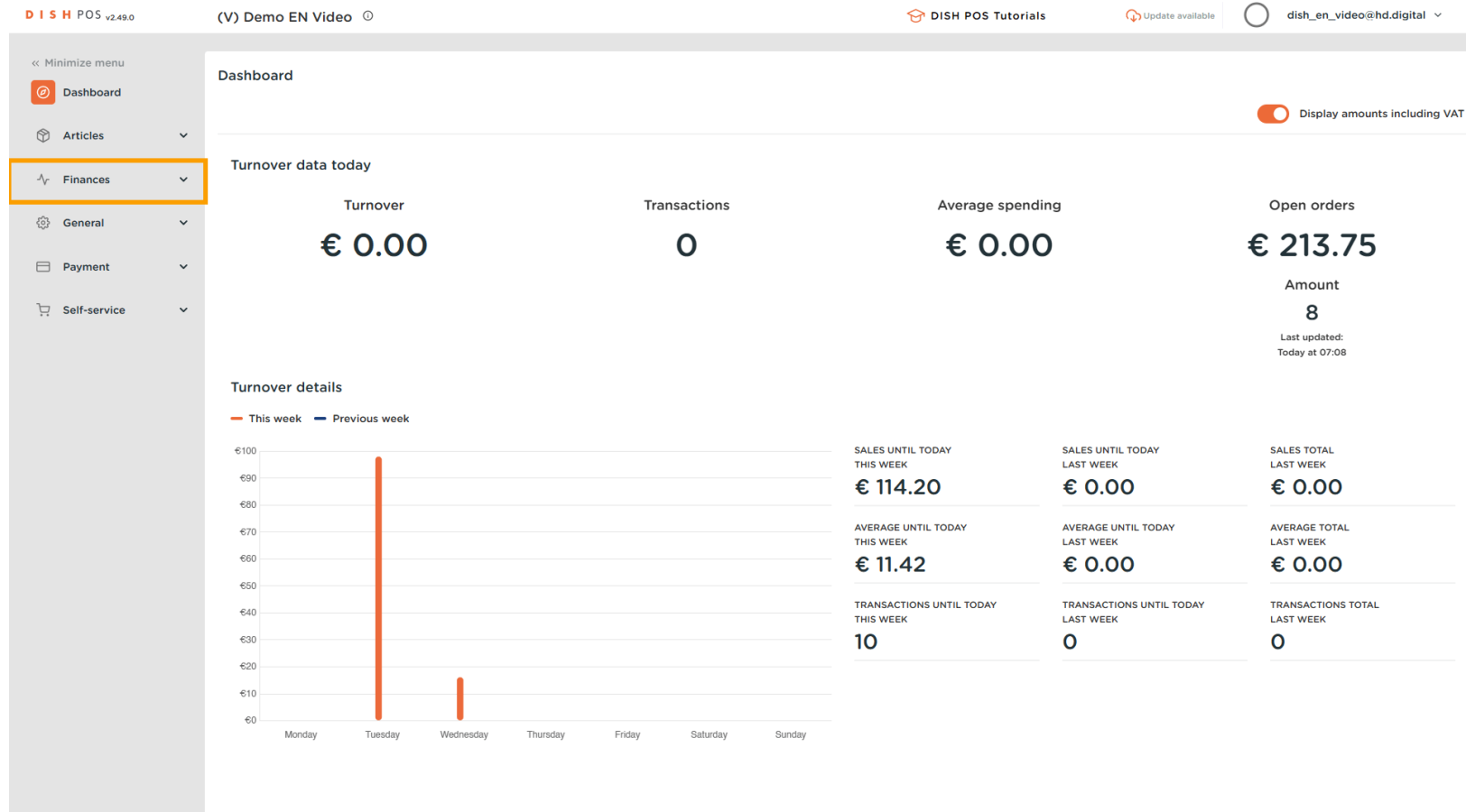


Welcome to the DISH POS dashboard. In this video, we show you how to retrieve orders in the back office.





First, click on **Finances**.





Then go to **Orders**.

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Dashboard

Display amounts including VAT

Turnover data today

Turnover	Transactions	Average spending	Open orders
€ 0.00	0	€ 0.00	€ 213.75
			Amount
			8
			Last updated: Today at 07:08

Turnover details

— This week — Previous week

SALES UNTIL TODAY THIS WEEK	SALES UNTIL TODAY LAST WEEK	SALES TOTAL LAST WEEK
€ 114.20	€ 0.00	€ 0.00
AVERAGE UNTIL TODAY THIS WEEK	AVERAGE UNTIL TODAY LAST WEEK	AVERAGE TOTAL LAST WEEK
€ 11.42	€ 0.00	€ 0.00
TRANSACTIONS UNTIL TODAY THIS WEEK	TRANSACTIONS UNTIL TODAY LAST WEEK	TRANSACTIONS TOTAL LAST WEEK
10	0	0



You are now in the overview of your orders. Now select a time period for which you would like to retrieve an order. To do so, use the **calendar drop-down menu**.

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Order (10 orders)

From - To: 01/03/2023 - 23/03/2023

Show 50 records Show filters

Client	Seller	Location	Status	Discount
2d406fc9-3ae9-43ea-9f1e-4b2b2b2b2b2b	Manager	Table 2	Closed	
b12f2671-93ad-40a7-93f1-4b2b2b2b2b2b	Manager	Table 1	Closed	
8ba26cdf-55cf-4d90-aef1-4b2b2b2b2b2b	Manager	Table 3	Closed	
fbf72e03-0e56-42f9-af1e-4b2b2b2b2b2b	Manager	Table 2	Closed	
2d406fc9-3ae9-43ea-9f1e-4b2b2b2b2b2b	Manager	Table 2	Closed	
b12f2671-93ad-40a7-93f1-4b2b2b2b2b2b	Manager	Table 3	Closed	
8ba26cdf-55cf-4d90-aef1-4b2b2b2b2b2b	Manager	Table 2	Closed	
fbf72e03-0e56-42f9-af1e-4b2b2b2b2b2b	Manager	Table 1	Closed	



Afterward, set the **start** and **end date** of your period.

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Order (10 orders)
From - To
01/03/2023 - 23/03/2023
Show 50 records
Show filters

Client	Seller	Location	Status	Discount		
3 16:02:30	Manager	Table 2	Closed			
3 16:01:30	Manager	Table 1	Closed			
3 14:36:08	Manager	Table 3	Closed			
5 16:03:10		Table 2	Closed			
5 16:01:22		Table 2	Closed			
5 15:46:41		Table 2	Closed			
2d406fc9-3ae9-43ea-9f1e-4b2b2b2b2b2b 4		21-03-2023 15:41:32	21-03-2023 15:45:09	Manager	Table 2	Closed
b12f2671-93ad-40a7-93f1-4b2b2b2b2b2b 3		21-03-2023 10:37:01	21-03-2023 13:12:21	Manager	Table 3	Closed
8ba26cdf-55cf-4d90-aef1-4b2b2b2b2b2b 2		21-03-2023 10:03:41	21-03-2023 11:38:39	Manager	Table 2	Closed
fbf72e03-0e56-42f9-af1e-4b2b2b2b2b2b 1		21-03-2023 10:03:23	21-03-2023 11:38:32	Manager	Table 1	Closed



Then select the **order** you wish to retrieve.

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Order (10 orders)
From - To
01/03/2023 - 23/03/2023
Show 50 records
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OrderNr	TicketNr	Created	Updated	Client	Seller	Location	Status	Discount
7d8f75ac-f991-47b9-9e1	10	22-03-2023 10:24:36	22-03-2023 16:02:30		Manager	Table 2	Closed	
f67aae8d-7656-4854-8f	9	21-03-2023 17:08:00	22-03-2023 16:01:30		Manager	Table 1	Closed	
58c22a39-f20d-4540-8	8	22-03-2023 14:34:13	22-03-2023 14:36:08		Manager	Table 3	Closed	
fe659281-e58f-4d08-95	7	21-03-2023 16:02:58	21-03-2023 16:03:10			Table 2	Closed	
c517ae8a-c8e7-41a0-a7f	6	21-03-2023 16:01:10	21-03-2023 16:01:22			Table 2	Closed	
7724a6a3-3cc0-49b0-a	5	21-03-2023 15:46:27	21-03-2023 15:46:41			Table 2	Closed	
2d406fc9-3ae9-43ea-9f	4	21-03-2023 15:41:32	21-03-2023 15:45:09		Manager	Table 2	Closed	
b12f2671-93ad-40a7-93	3	21-03-2023 10:37:01	21-03-2023 13:12:21		Manager	Table 3	Closed	
8ba26cdf-55cf-4d90-aef	2	21-03-2023 10:03:41	21-03-2023 11:38:39		Manager	Table 2	Closed	
fbf72e03-0e56-42f9-af	1	21-03-2023 10:03:23	21-03-2023 11:38:32		Manager	Table 1	Closed	



On the right-hand side, a small information window with details to your order will now be displayed.

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OrderNr	TicketNr	Created	Updated	Client	Seller	Location	Status	Discount
7d8f75ac-f991-47	10	22-03-2023 10:24	22-03-2023 16:02		Manager	Table 2	Closed	
f67aae8d-7656-4	9	21-03-2023 17:08	22-03-2023 16:01		Manager	Table 1	Closed	
58c22a39-f20d-4	8	22-03-2023 14:34	22-03-2023 14:36		Manager	Table 3	Closed	
fe659281-e58f-4c	7	21-03-2023 16:02	21-03-2023 16:03			Table 2	Closed	
c517ae8a-c8e7-4	6	21-03-2023 16:01	21-03-2023 16:01			Table 2	Closed	
7724a6a3-3cc0-4	5	21-03-2023 15:46	21-03-2023 15:46			Table 2	Closed	
2d406fc9-3ae9-4	4	21-03-2023 15:41	21-03-2023 15:45		Manager	Table 2	Closed	
b12f2671-93ad-4c	3	21-03-2023 10:37	21-03-2023 13:12		Manager	Table 3	Closed	
8ba26cdf-55cf-4c	2	21-03-2023 10:03	21-03-2023 11:38		Manager	Table 2	Closed	
fbf72e03-0e56-4	1	21-03-2023 10:03	21-03-2023 11:38		Manager	Table 1	Closed	

Order: fe659281-e58f-4d08-9507-80e7462dd420
Date: 21-03-2023 16:02:58
Update: 21-03-2023 16:03:10
Sales location: Table 2
Seller:
Client:

Q-ty	Name	Price	Status
	Cash	-0.15	

You can also filter for an order. To do so, click on **Show filters**.

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Order (10 orders)

From - To
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OrderNr	TicketNr	Created	Updated	Client	Seller	Location	Status	Discount
7d8f75ac-1991-47	10	22-03-2023 10:24	22-03-2023 16:02		Manager	Table 2	Closed	
f67aae8d-7656-4	9	21-03-2023 17:08	22-03-2023 16:01		Manager	Table 1	Closed	
58c22a39-f20d-4	8	22-03-2023 14:34	22-03-2023 14:36		Manager	Table 3	Closed	
fe659281-e58f-4c	7	21-03-2023 16:02	21-03-2023 16:03			Table 2	Closed	
c517ae8a-c8e7-4	6	21-03-2023 16:01	21-03-2023 16:01			Table 2	Closed	
7724a6a3-3cc0-4	5	21-03-2023 15:46	21-03-2023 15:46			Table 2	Closed	
2d406fc9-3ae9-4	4	21-03-2023 15:41	21-03-2023 15:45		Manager	Table 2	Closed	
b12f2671-93ad-4c	3	21-03-2023 10:37	21-03-2023 13:12		Manager	Table 3	Closed	
8ba26cdf-55cf-4c	2	21-03-2023 10:03	21-03-2023 11:38		Manager	Table 2	Closed	
fbf72e03-0e56-4	1	21-03-2023 10:03	21-03-2023 11:38		Manager	Table 1	Closed	

Show 50 records
Show filters

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Order: fe659281-e58f-4d08-9507-80e7462dd420
Date: 21-03-2023 16:02:58
Update: 21-03-2023 16:03:10
Sales location: Table 2
Seller:
Client:

Q-ty	Name	Price	Status
	Cash	-0.15	

Now set the **filters** according to the order you are looking for.

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Filter orders

CLOSE

Work day

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Product

Client id

Has discounts

All

Seller id

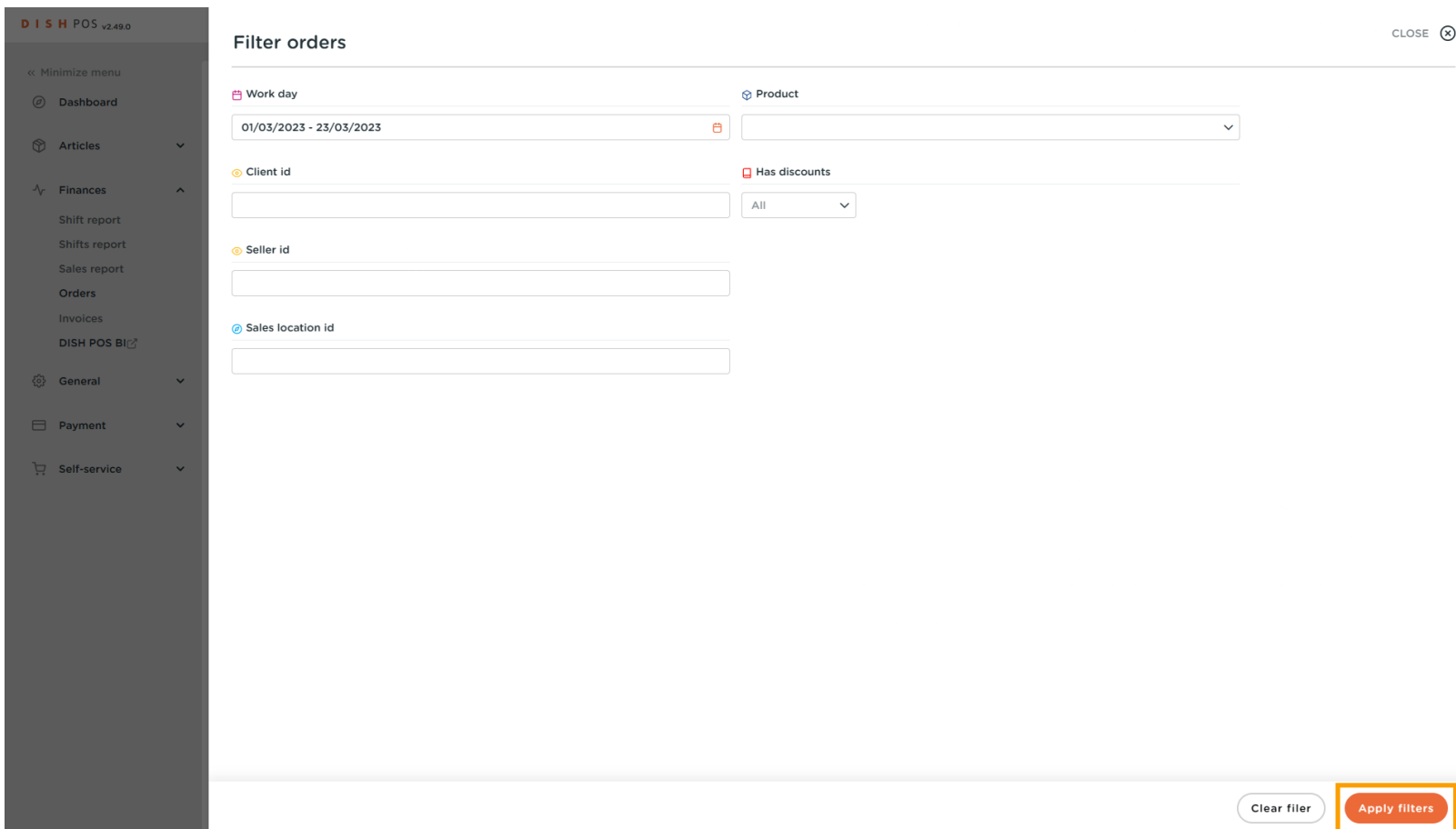
Sales location id

Clear filter

Apply filters



And click on **Apply filters**.



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Filter orders

CLOSE

Work day 01/03/2023 - 23/03/2023

Product

Client id

Has discounts All

Seller id

Sales location id

Clear filter Apply filters



That's it. You completed the tutorial and now know how to retrieve orders in the back office.

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OrderNr	TicketNr	Created	Updated	Client	Seller	Location	Status	Discount
7d8f75ac-f991-47b9-9e1	10	22-03-2023 10:24:36	22-03-2023 16:02:30		Manager	Table 2	Closed	
f67aae8d-7656-4854-8f	9	21-03-2023 17:08:00	22-03-2023 16:01:30		Manager	Table 1	Closed	
58c22a39-f20d-4540-8	8	22-03-2023 14:34:13	22-03-2023 14:36:08		Manager	Table 3	Closed	
fe659281-e58f-4d08-95	7	21-03-2023 16:02:58	21-03-2023 16:03:10			Table 2	Closed	
c517ae8a-c8e7-41a0-a7f	6	21-03-2023 16:01:10	21-03-2023 16:01:22			Table 2	Closed	
7724a6a3-3cc0-49b0-a	5	21-03-2023 15:46:27	21-03-2023 15:46:41			Table 2	Closed	
2d406fc9-3ae9-43ea-9f	4	21-03-2023 15:41:32	21-03-2023 15:45:09		Manager	Table 2	Closed	
b12f2671-93ad-40a7-93	3	21-03-2023 10:37:01	21-03-2023 13:12:21		Manager	Table 3	Closed	
8ba26cdf-55cf-4d90-a8	2	21-03-2023 10:03:41	21-03-2023 11:38:39		Manager	Table 2	Closed	
fbf72e03-0e56-42f9-af	1	21-03-2023 10:03:23	21-03-2023 11:38:32		Manager	Table 1	Closed	



Scan to go to the interactive player