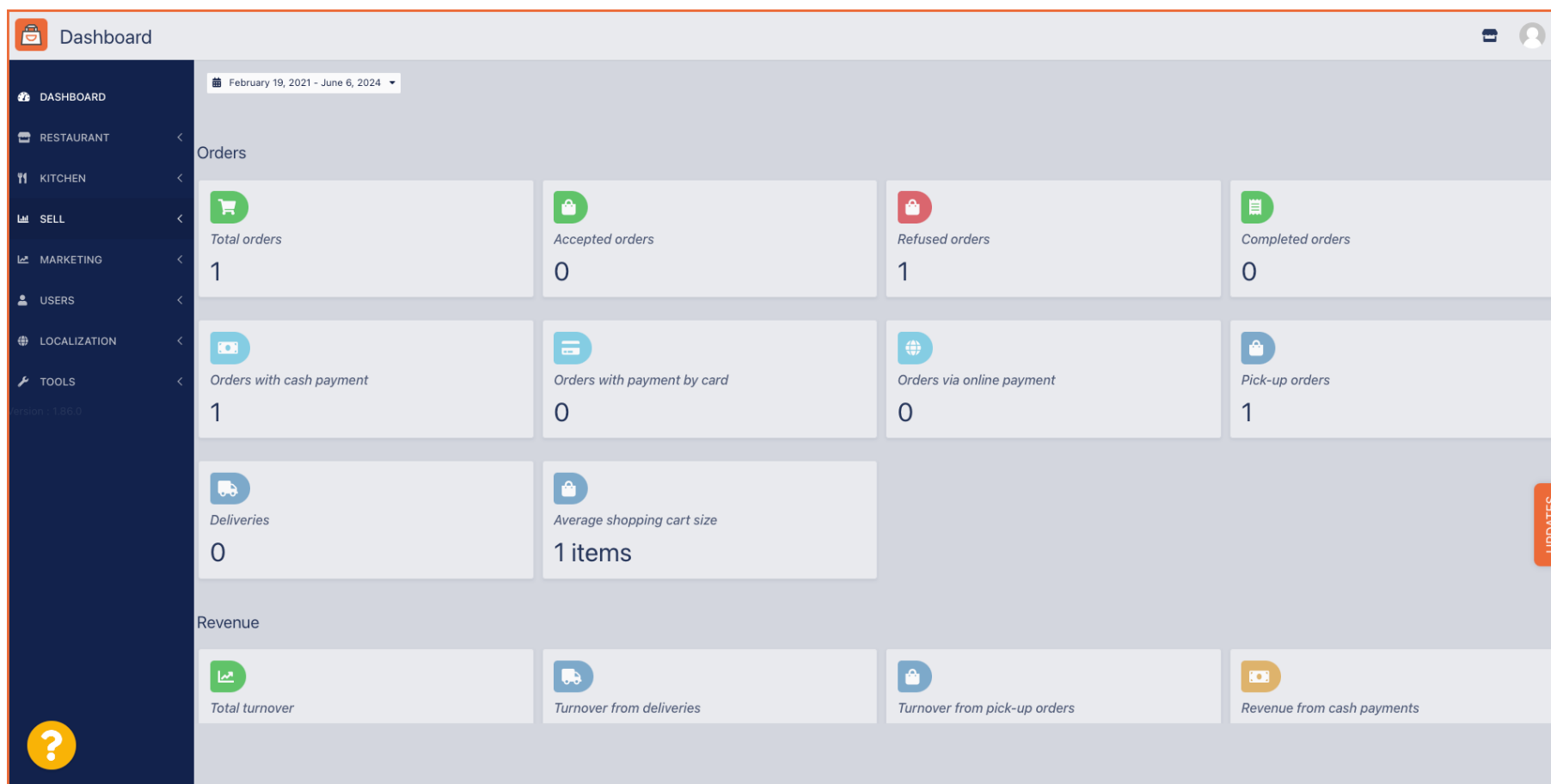


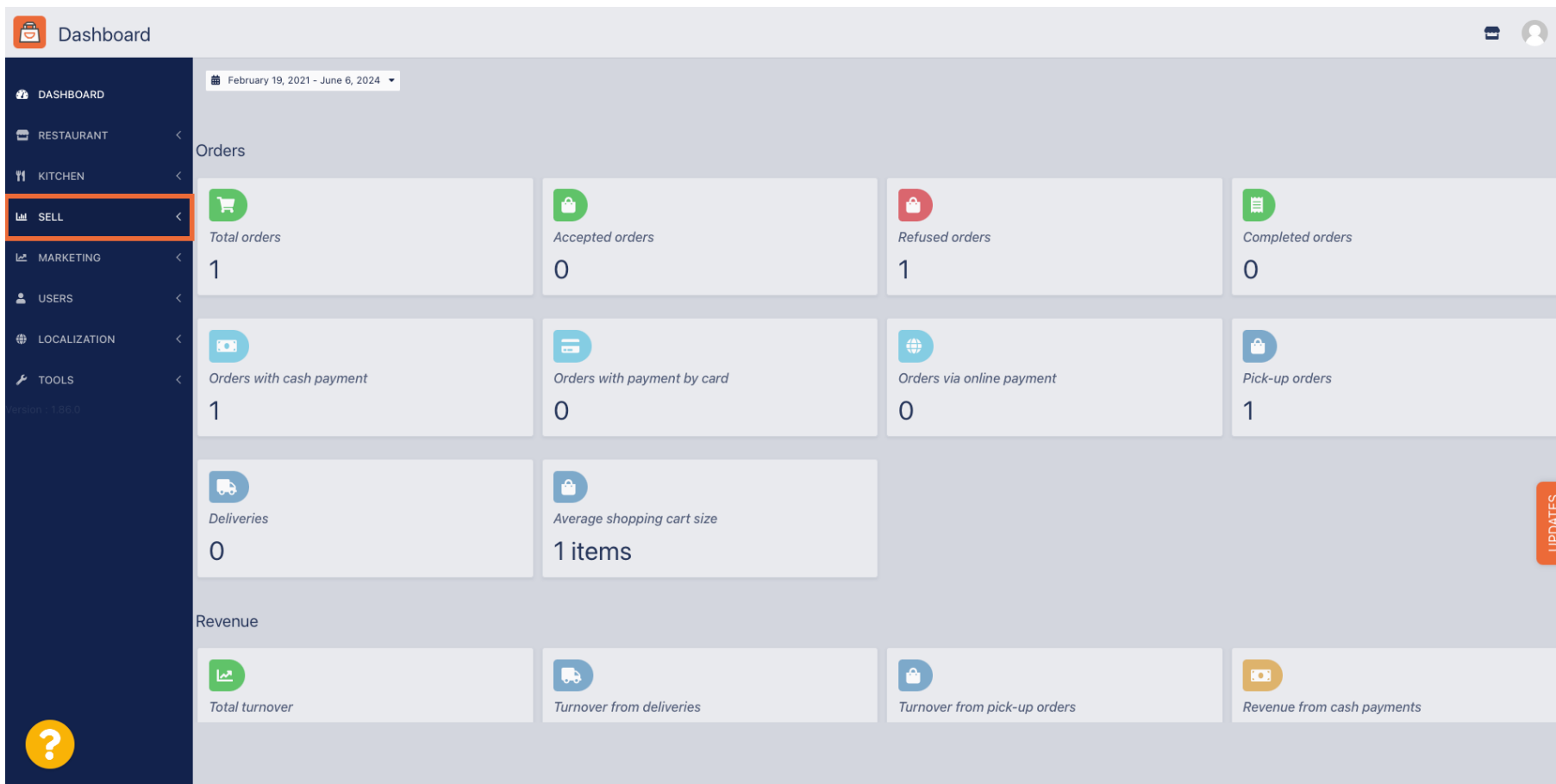


Vítejte na Objednávkovém panelu DISH. V tomto tutoriálu vám ukážeme, jak zrušit objednávku s uvedením důvodu.





Nejprve klikněte na **Prodej**.



Dashboard

February 19, 2021 - June 6, 2024

Orders

Icon	Label	Value
	Total orders	1
	Accepted orders	0
	Refused orders	1
	Completed orders	0
	Orders with cash payment	1
	Orders with payment by card	0
	Orders via online payment	0
	Pick-up orders	1
	Deliveries	0
	Average shopping cart size	1 items

Revenue

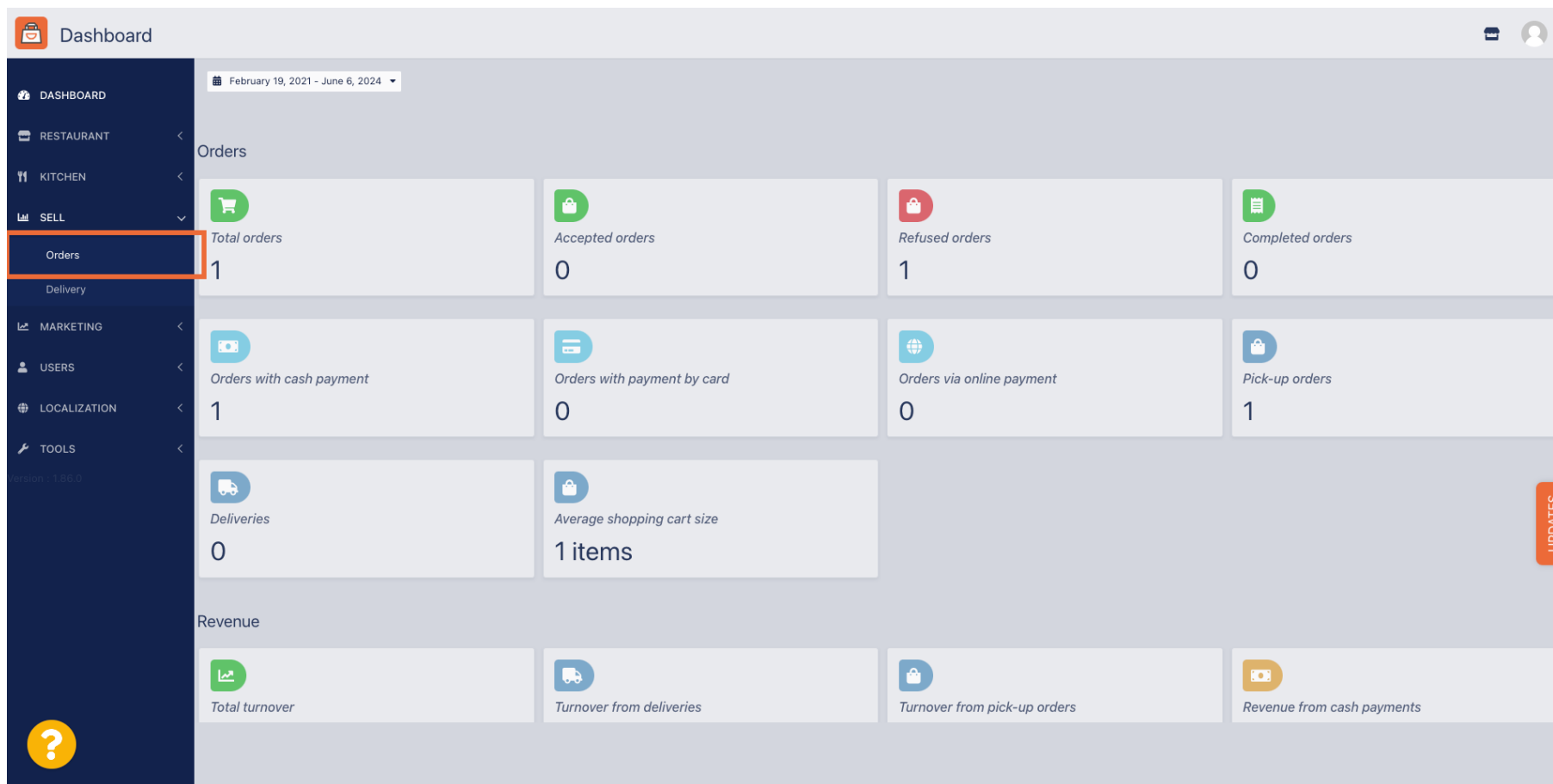
Icon	Label	Value
	Total turnover	
	Turnover from deliveries	
	Turnover from pick-up orders	
	Revenue from cash payments	

version: 1.86.0

UPDATES



Poté klikněte na podnabídku **Objednávky** .





Nyní máte přehled o všech svých objednávkách.


Orders

[Switch to mapped view](#)
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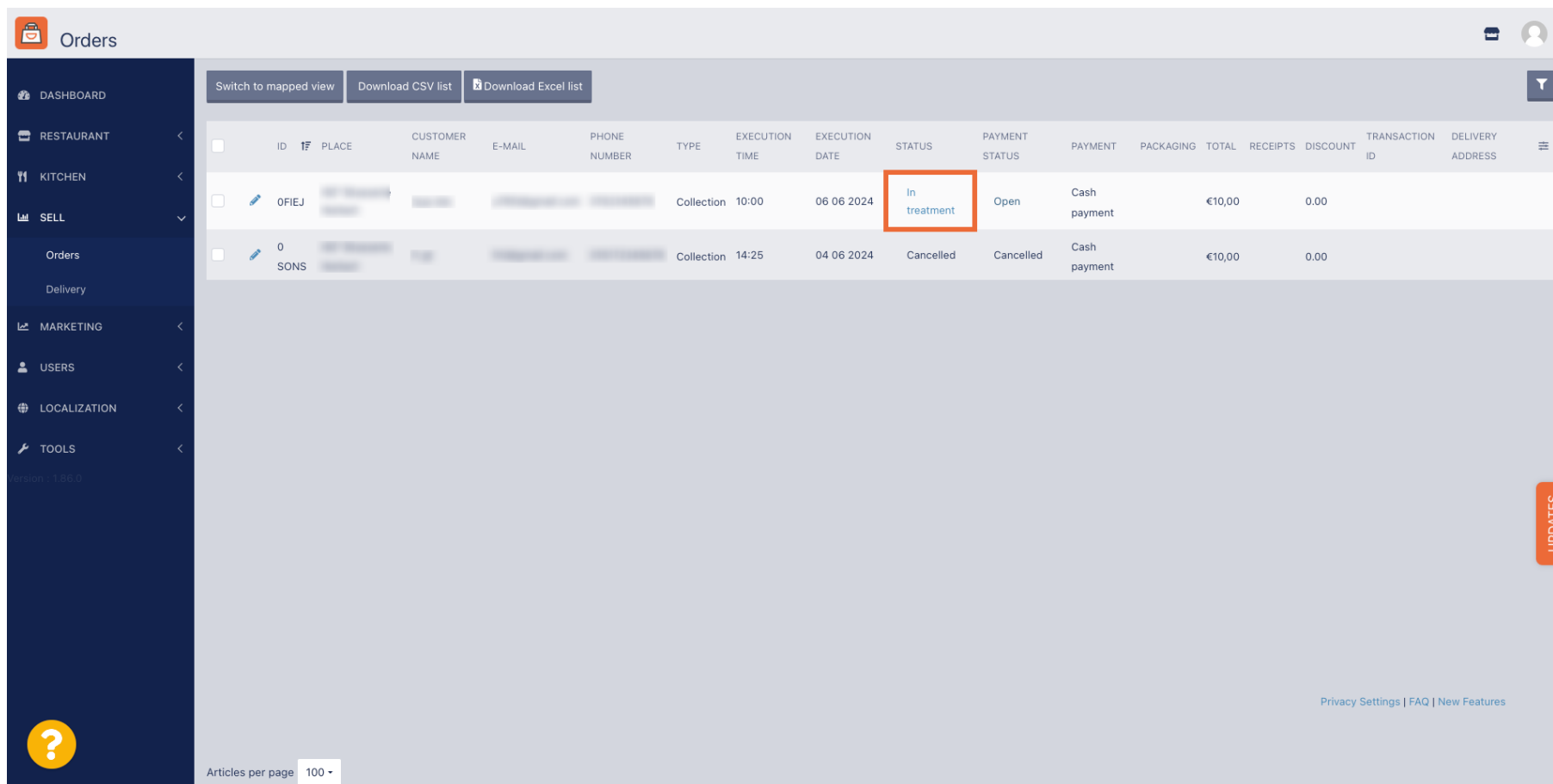
	ID	PLACE	CUSTOMER NAME	E-MAIL	PHONE NUMBER	TYPE	EXECUTION TIME	EXECUTION DATE	STATUS	PAYMENT STATUS	PAYMENT	PACKAGING	TOTAL	RECEIPTS	DISCOUNT	TRANSACTION ID	DELIVERY ADDRESS
☐	0FIEJ					Collection	10:00	06 06 2024	In treatment	Open	Cash payment		€10,00		0.00		
☐	0	SONS				Collection	14:25	04 06 2024	Cancelled	Cancelled	Cash payment		€10,00		0.00		

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Klikněte na **V léčbě** v části Stav pro změnu stavu objednávky.



Orders

Switch to mapped view Download CSV list Download Excel list

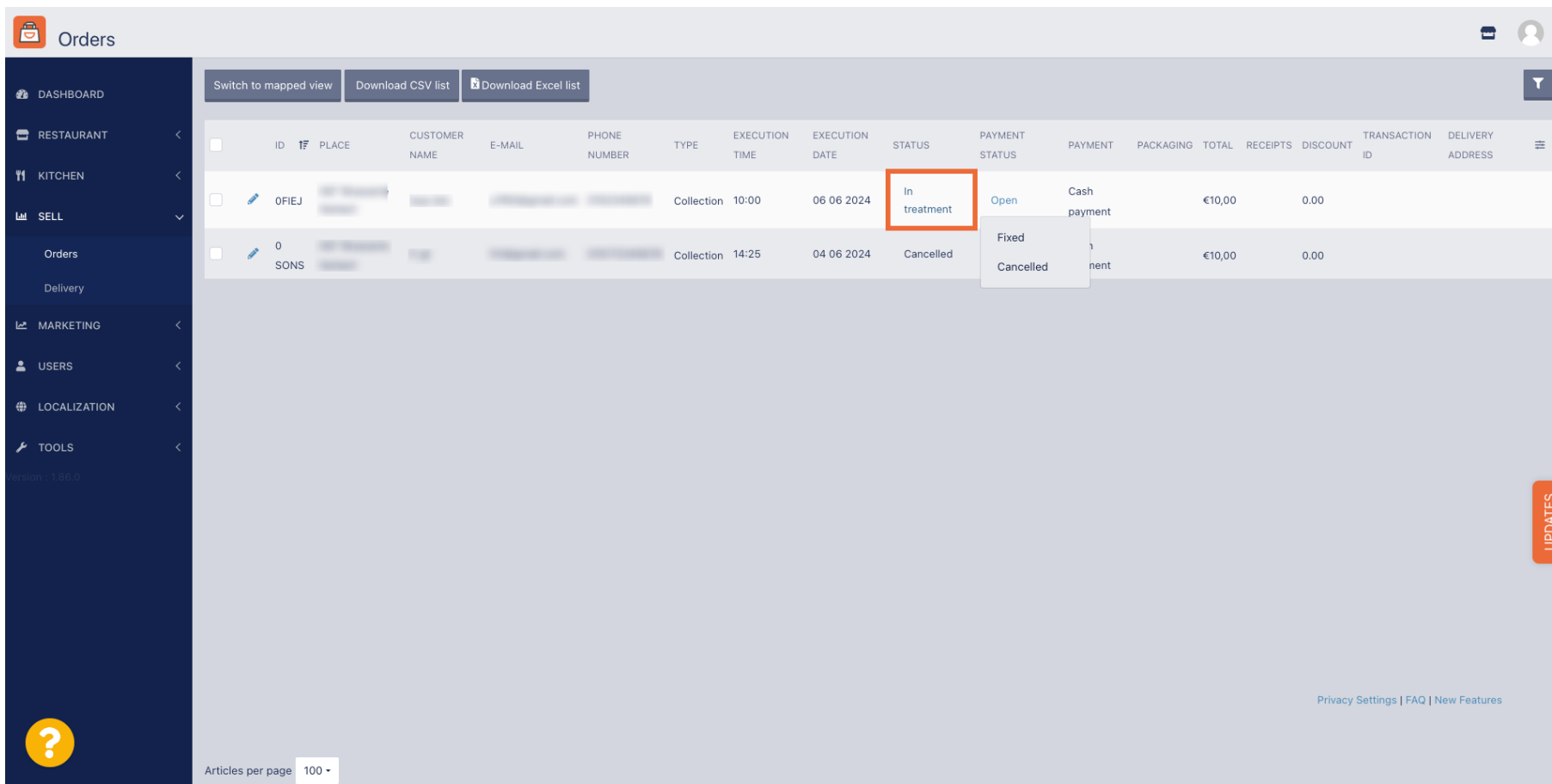
ID	PLACE	CUSTOMER NAME	E-MAIL	PHONE NUMBER	TYPE	EXECUTION TIME	EXECUTION DATE	STATUS	PAYMENT STATUS	PAYMENT	PACKAGING	TOTAL	RECEIPTS	DISCOUNT	TRANSACTION ID	DELIVERY ADDRESS
0FIEJ					Collection	10:00	06 06 2024	In treatment	Open	Cash payment		€10,00		0.00		
0	SONS				Collection	14:25	04 06 2024	Cancelled	Cancelled	Cash payment		€10,00		0.00		

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Jakmile to uděláte, zobrazí se malé menu s dostupnými možnostmi.

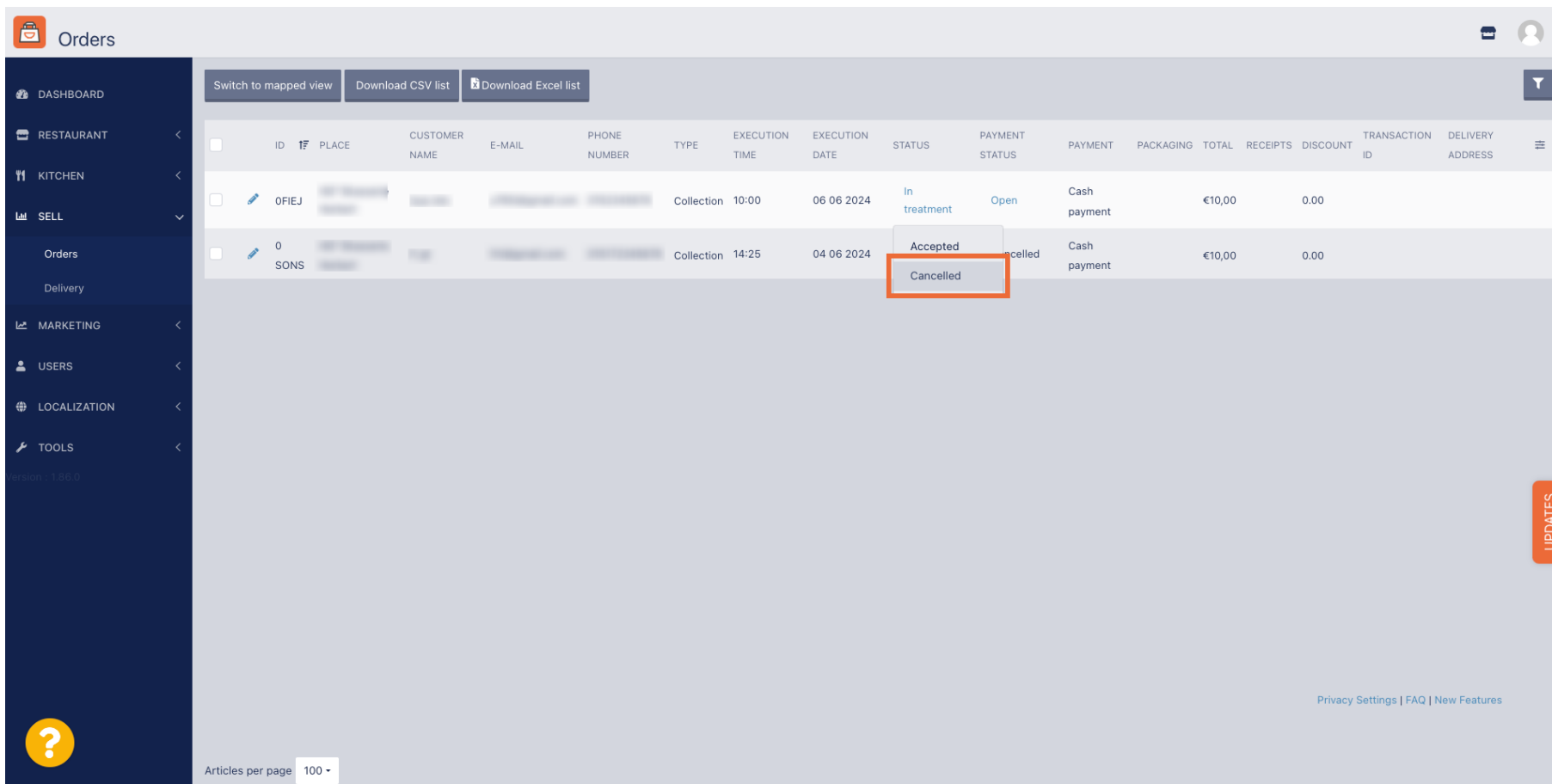


The screenshot shows the 'Orders' management interface. On the left is a dark sidebar with navigation links: DASHBOARD, RESTAURANT, KITCHEN, SELL (expanded), Orders, Delivery, MARKETING, USERS, LOCALIZATION, and TOOLS. At the bottom of the sidebar is a yellow question mark icon. The main area has a header with 'Orders' and a user profile icon. Below the header are buttons: 'Switch to mapped view', 'Download CSV list', and 'Download Excel list'. A table of orders is displayed with columns: ID, PLACE, CUSTOMER NAME, E-MAIL, PHONE NUMBER, TYPE, EXECUTION TIME, EXECUTION DATE, STATUS, PAYMENT STATUS, PAYMENT, PACKAGING, TOTAL, RECEIPTS, DISCOUNT, TRANSACTION ID, and DELIVERY ADDRESS. Two orders are visible: one with ID '0FIEJ' and status 'In treatment', and another with ID '0' and status 'Cancelled'. A context menu is open for the 'In treatment' status, showing options: 'Open', 'Fixed', and 'Cancelled'. The 'Open' option is highlighted. At the bottom right, there is a red 'UPDATES' button and a footer with 'Privacy Settings | FAQ | New Features' and 'Articles per page 100'.

ID	PLACE	CUSTOMER NAME	E-MAIL	PHONE NUMBER	TYPE	EXECUTION TIME	EXECUTION DATE	STATUS	PAYMENT STATUS	PAYMENT	PACKAGING	TOTAL	RECEIPTS	DISCOUNT	TRANSACTION ID	DELIVERY ADDRESS
0FIEJ					Collection	10:00	06 06 2024	In treatment	Open	Cash payment		€10,00		0.00		
0					Collection	14:25	04 06 2024	Cancelled	Fixed	Cancelled		€10,00		0.00		

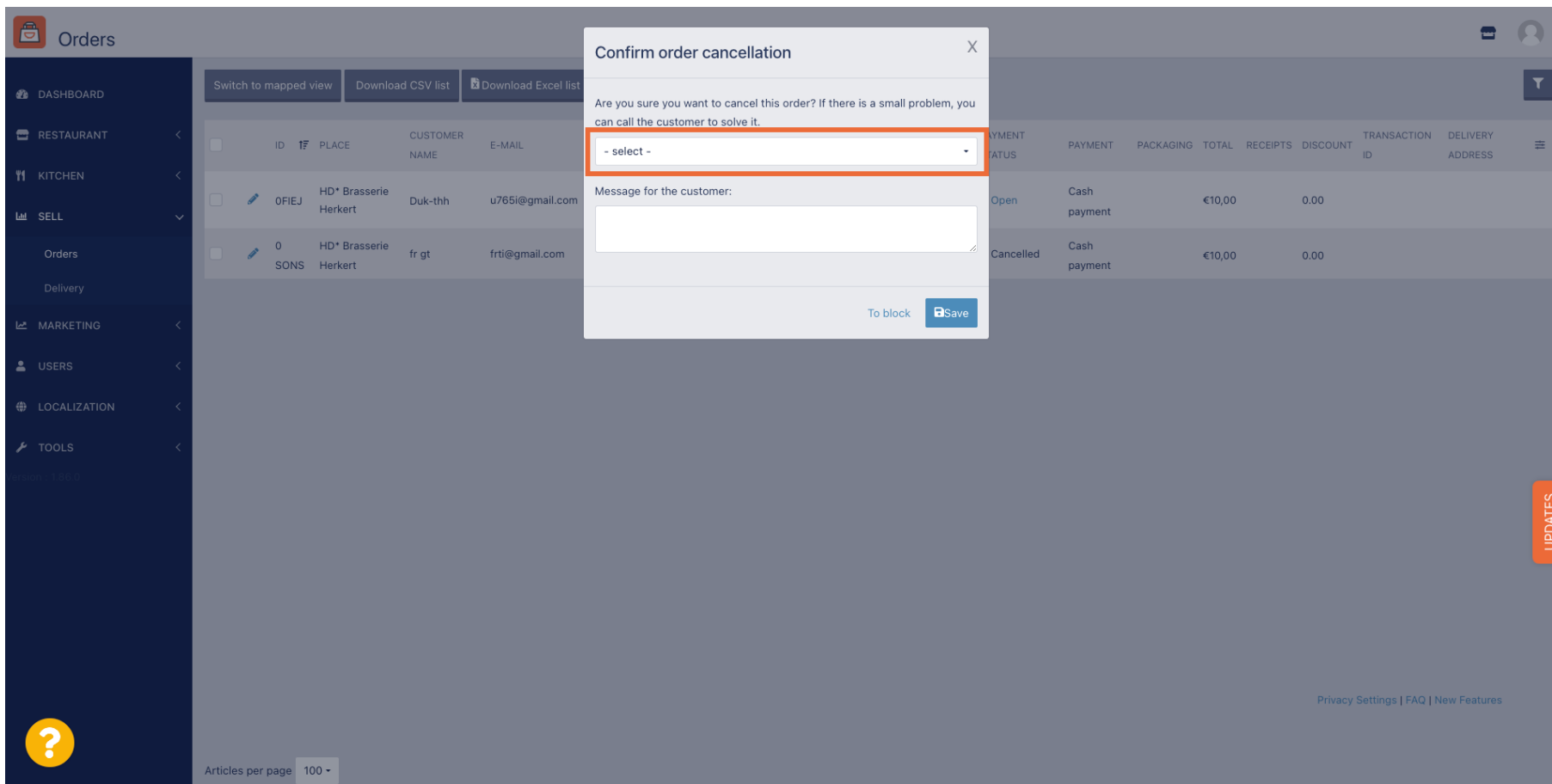


Zde vyberte požadovaný stav. Jelikož cílem je zrušení objednávky, klikněte na **Zrušeno**.



ID	PLACE	CUSTOMER NAME	E-MAIL	PHONE NUMBER	TYPE	EXECUTION TIME	EXECUTION DATE	STATUS	PAYMENT STATUS	PAYMENT	PACKAGING	TOTAL	RECEIPTS	DISCOUNT	TRANSACTION ID	DELIVERY ADDRESS
0FIEJ					Collection	10:00	06 06 2024	In treatment	Open	Cash payment		€10,00		0.00		
0 SONS					Collection	14:25	04 06 2024	Accepted	Cancelled	Cash payment		€10,00		0.00		

 Zde je třeba z rozbalovací nabídky vybrat důvod zrušení.

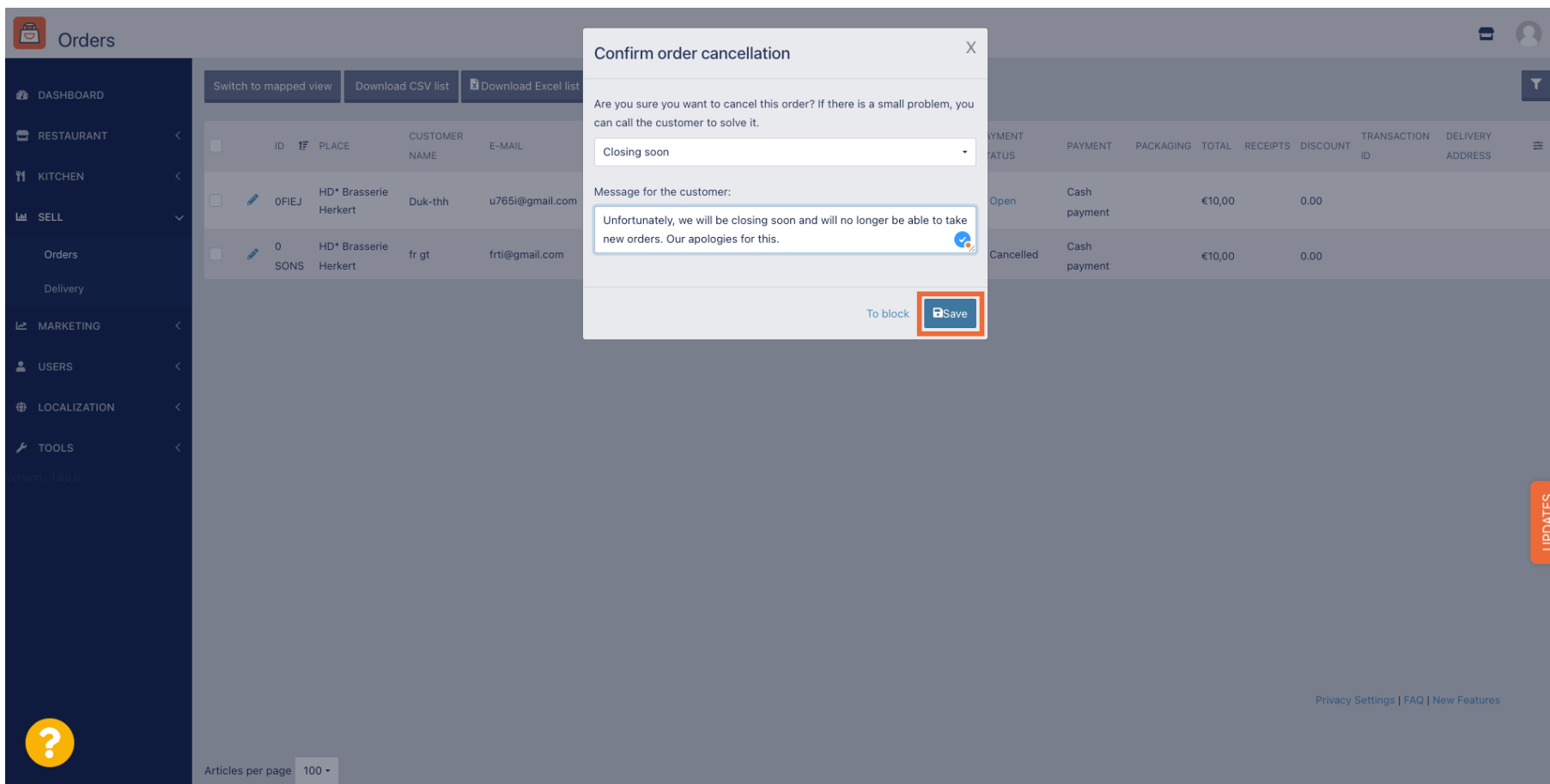


The screenshot displays the DISH Orders management interface. A modal dialog titled "Confirm order cancellation" is open, prompting the user to confirm the cancellation of an order. The dialog includes a dropdown menu for selecting a reason for cancellation, which is currently set to "- select -". Below the dropdown is a text input field for a "Message for the customer:". The dialog also features a "To block" button and a "Save" button.

The background interface shows a sidebar with navigation options: DASHBOARD, RESTAURANT, KITCHEN, SELL (with sub-items: Orders, Delivery), MARKETING, USERS, LOCALIZATION, and TOOLS. The main content area displays a table of orders with columns: ID, PLACE, CUSTOMER NAME, E-MAIL, PAYMENT STATUS, PAYMENT, PACKAGING, TOTAL, RECEIPTS, DISCOUNT, TRANSACTION ID, and DELIVERY ADDRESS. Two orders are visible: one with ID 0FIEJ and another with ID 0 SONS, both from HD* Brasserie Herkert.



Je velmi důležité napsat zprávu, kterou váš zákazník obdrží jako **zprávu o zrušení**. **Poznámka: Nástroj již nabízí některé zprávy, které můžete upravovat.**

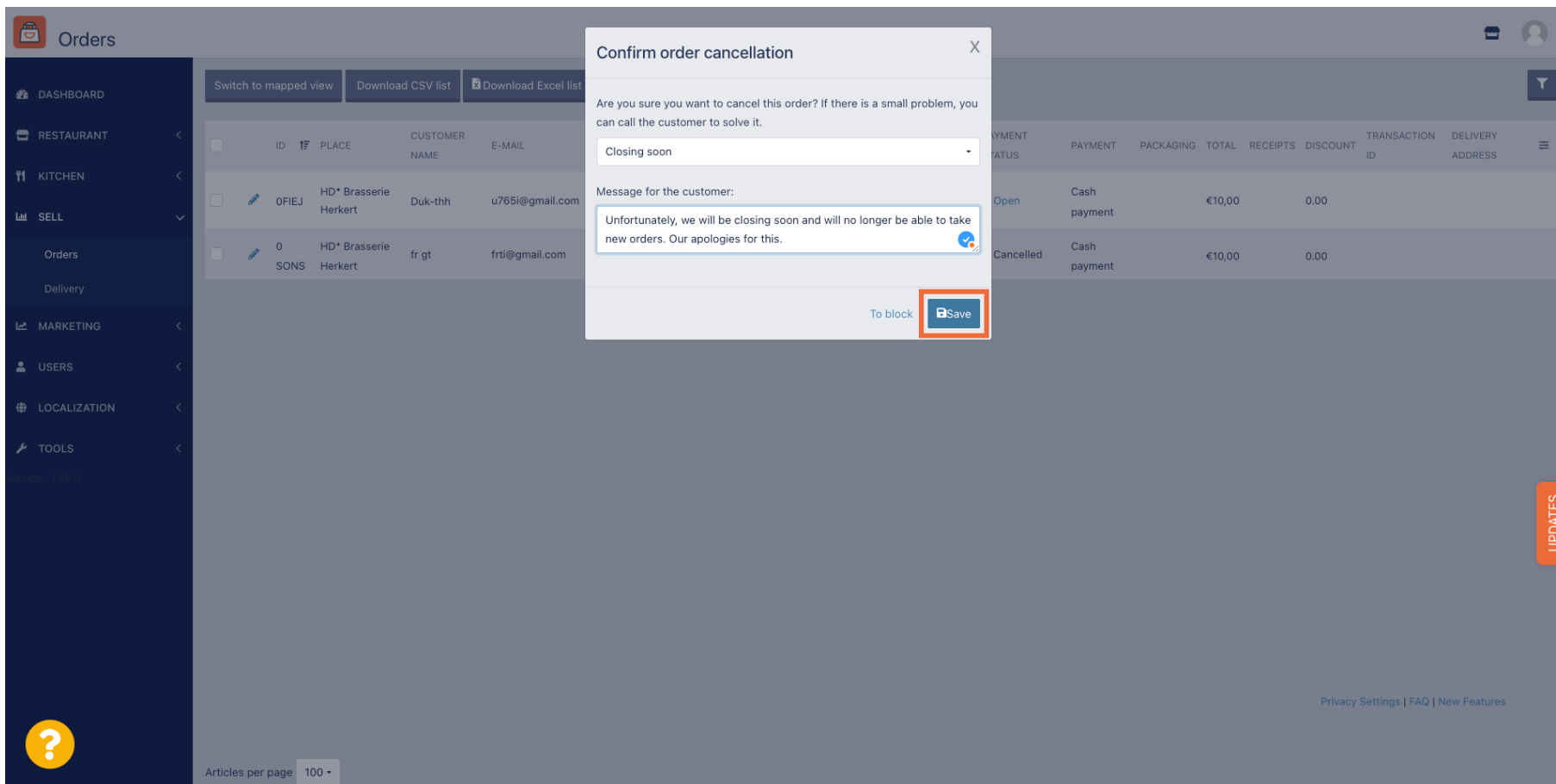


The screenshot displays the DISH Orders management interface. A modal dialog titled "Confirm order cancellation" is open, prompting the user to confirm the cancellation of an order. The dialog includes a dropdown menu for selecting a reason for cancellation, currently set to "Closing soon". Below this, there is a text area for a message to the customer, which contains the text: "Unfortunately, we will be closing soon and will no longer be able to take new orders. Our apologies for this." At the bottom of the dialog, there are two buttons: "To block" and "Save". The "Save" button is highlighted with a red rectangle. In the background, a table of orders is visible, showing columns for ID, PLACE, CUSTOMER NAME, E-MAIL, PAYMENT STATUS, PAYMENT, PACKAGING, TOTAL, RECEIPTS, DISCOUNT, TRANSACTION ID, and DELIVERY ADDRESS. The table lists two orders: one with ID 0FIEJ and another with ID 0, both from HD* Brasserie Herkert.

ID	PLACE	CUSTOMER NAME	E-MAIL	PAYMENT STATUS	PAYMENT	PACKAGING	TOTAL	RECEIPTS	DISCOUNT	TRANSACTION ID	DELIVERY ADDRESS
0FIEJ	HD* Brasserie Herkert	Duk-thh	u765i@gmail.com	Open	Cash payment		€10,00		0.00		
0	HD* Brasserie Herkert	fr gt	frti@gmail.com	Cancelled	Cash payment		€10,00		0.00		



Kliknutím na tlačítko **Uložit** dokončete zrušení.



The screenshot displays the DISH Orders management interface. A modal dialog titled "Confirm order cancellation" is open, asking for confirmation to cancel an order. The dialog includes a dropdown menu for the reason, currently set to "Closing soon", and a text area for a message to the customer, which contains the text: "Unfortunately, we will be closing soon and will no longer be able to take new orders. Our apologies for this." At the bottom of the dialog, there are two buttons: "To block" and "Save". The "Save" button is highlighted with a red rectangle, indicating it is the correct action to complete the cancellation process.

The background interface shows a sidebar with navigation options: DASHBOARD, RESTAURANT, KITCHEN, SELL (expanded), Orders, Delivery, MARKETING, USERS, LOCALIZATION, and TOOLS. The main area displays a table of orders with columns: ID, PLACE, CUSTOMER NAME, E-MAIL, STATUS, PAYMENT, PACKAGING, TOTAL, RECEIPTS, DISCOUNT, TRANSACTION ID, and DELIVERY ADDRESS. The table lists two orders: one with ID 0FIEJ and another with ID 0, both from HD* Brasserie Herkert.



Protože je objednávka zrušena, měl by být zrušen i stav platby. Chcete-li to provést, klikněte na **Otevřít** v části Stav platby.


Orders

Switch to mapped view

Download CSV list

Download Excel list

ID

PLACE

CUSTOMER NAME

E-MAIL

PHONE NUMBER

TYPE

EXECUTION TIME

EXECUTION DATE

STATUS

PAYMENT STATUS

PAYMENT

PACKAGING

TOTAL

RECEIPTS

DISCOUNT

TRANSACTION ID

DELIVERY ADDRESS

0FIEJ

Collection

10:00

06 06 2024

Cancelled

Open

Cash payment

€10,00

0.00

0

SONS

Collection

14:25

04 06 2024

Cancelled

Cancelled

Cash payment

€10,00

0.00

DASHBOARD

RESTAURANT

KITCHEN

SELL

Orders

Delivery

MARKETING

USERS

LOCALIZATION

TOOLS

version - 1.88.0

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Poté vyberte **Zrušeno**.


Orders

[Switch to mapped view](#)
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	ID	PLACE	CUSTOMER NAME	E-MAIL	PHONE NUMBER	TYPE	EXECUTION TIME	EXECUTION DATE	STATUS	PAYMENT STATUS	PAYMENT	PACKAGING	TOTAL	RECEIPTS	DISCOUNT	TRANSACTION ID	DELIVERY ADDRESS
☐	0FIEJ					Collection	10:00	06 06 2024	Cancelled	Open	Cash payment		€10,00		0.00		
☐	0					Collection	14:25	04 06 2024	Cancelled	Fixed			€10,00		0.00		

[Cancelled](#)

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To je vše. Dokončili jste tutoriál a nyní víte, jak zrušit objednávku s odůvodněním v administrátorském panelu.


Orders

Switch to mapped view

Download CSV list

Download Excel list

ID

PLACE

CUSTOMER NAME

E-MAIL

PHONE NUMBER

TYPE

EXECUTION TIME

EXECUTION DATE

STATUS

PAYMENT STATUS

PAYMENT

PACKAGING

TOTAL

RECEIPTS

DISCOUNT

TRANSACTION ID

DELIVERY ADDRESS

0FIEJ

Collection

10:00

06 06 2024

Cancelled

Cancelled

Cash payment

€10,00

0.00

0 SONS

HD* Brasserie Herkert

Collection

14:25

04 06 2024

Cancelled

Cancelled

Cash payment

€10,00

0.00

DASHBOARD

RESTAURANT

KITCHEN

SELL

Orders

Delivery

MARKETING

USERS

LOCALIZATION

TOOLS

version - 1.88.0

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