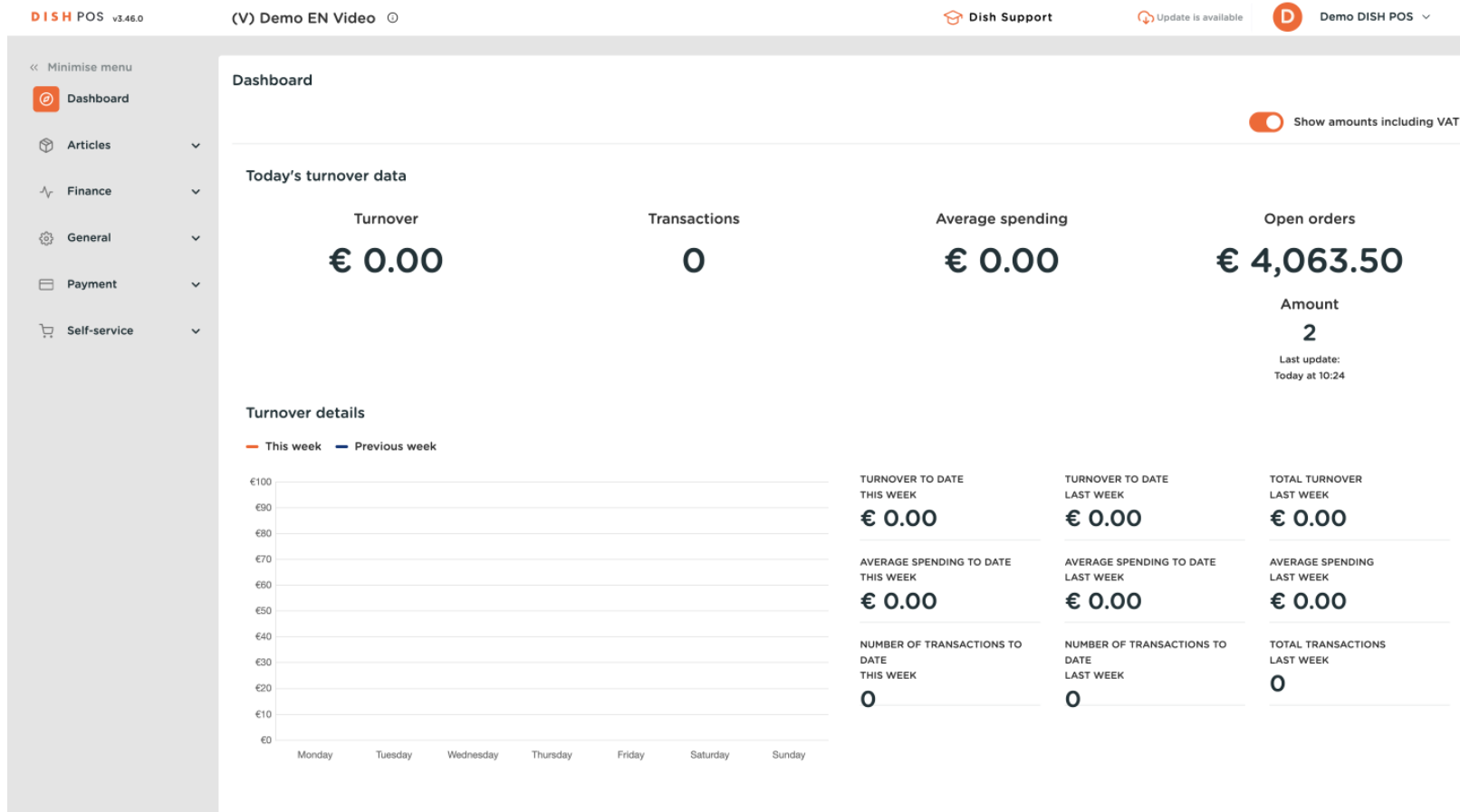




Welcome to the DISH POS dashboard. In this tutorial, we show you how to add and manage customers.





First, click on **General**.

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(V) Demo EN Video
Dish Support
Update is available
Demo DISH POS

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Dashboard
Show amounts including VAT

Today's turnover data

Turnover

€ 0.00

Transactions

0

Average spending

€ 0.00

Open orders

€ 4,063.50

Amount

2

Last update:

Today at 10:24

Turnover details

This week
Previous week

€100
€90
€80
€70
€60
€50
€40
€30
€20
€10
€0

TURNOVER TO DATE THIS WEEK
€ 0.00

TURNOVER TO DATE LAST WEEK
€ 0.00

TOTAL TURNOVER LAST WEEK
€ 0.00

AVERAGE SPENDING TO DATE THIS WEEK
€ 0.00

AVERAGE SPENDING TO DATE LAST WEEK
€ 0.00

AVERAGE SPENDING LAST WEEK
€ 0.00

NUMBER OF TRANSACTIONS TO DATE THIS WEEK
0

NUMBER OF TRANSACTIONS TO DATE LAST WEEK
0

TOTAL TRANSACTIONS LAST WEEK
0

Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday

2 of 30



Then go to **Customers**.

DISH POS v3.46.0 (V) Demo EN Video Dish Support Update is available Demo DISH POS

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Dashboard

Today's turnover data

Turnover	Transactions	Average spending	Open orders
€ 0.00	0	€ 0.00	€ 4,063.50
			Amount
			2
			Last update: Today at 10:24

Turnover details

— This week — Previous week

€100
€90
€80
€70
€60
€50
€40
€30
€20
€10
€0

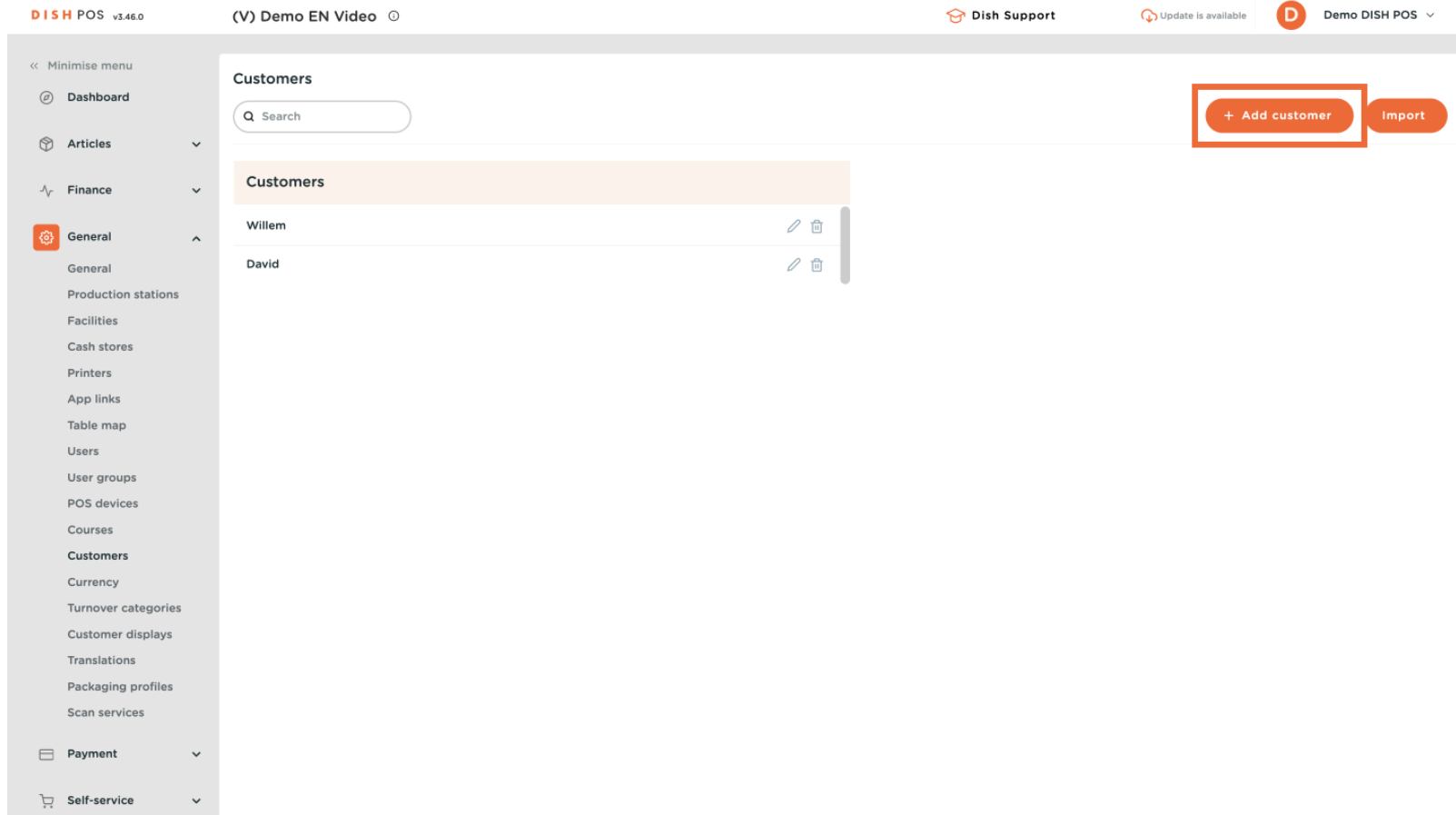
Monday Tuesday Wednesday Thursday Friday Saturday Sunday

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

Show amounts including VAT



You are now in the overview of your customers. To create a new one, click on **+ Add customer**.



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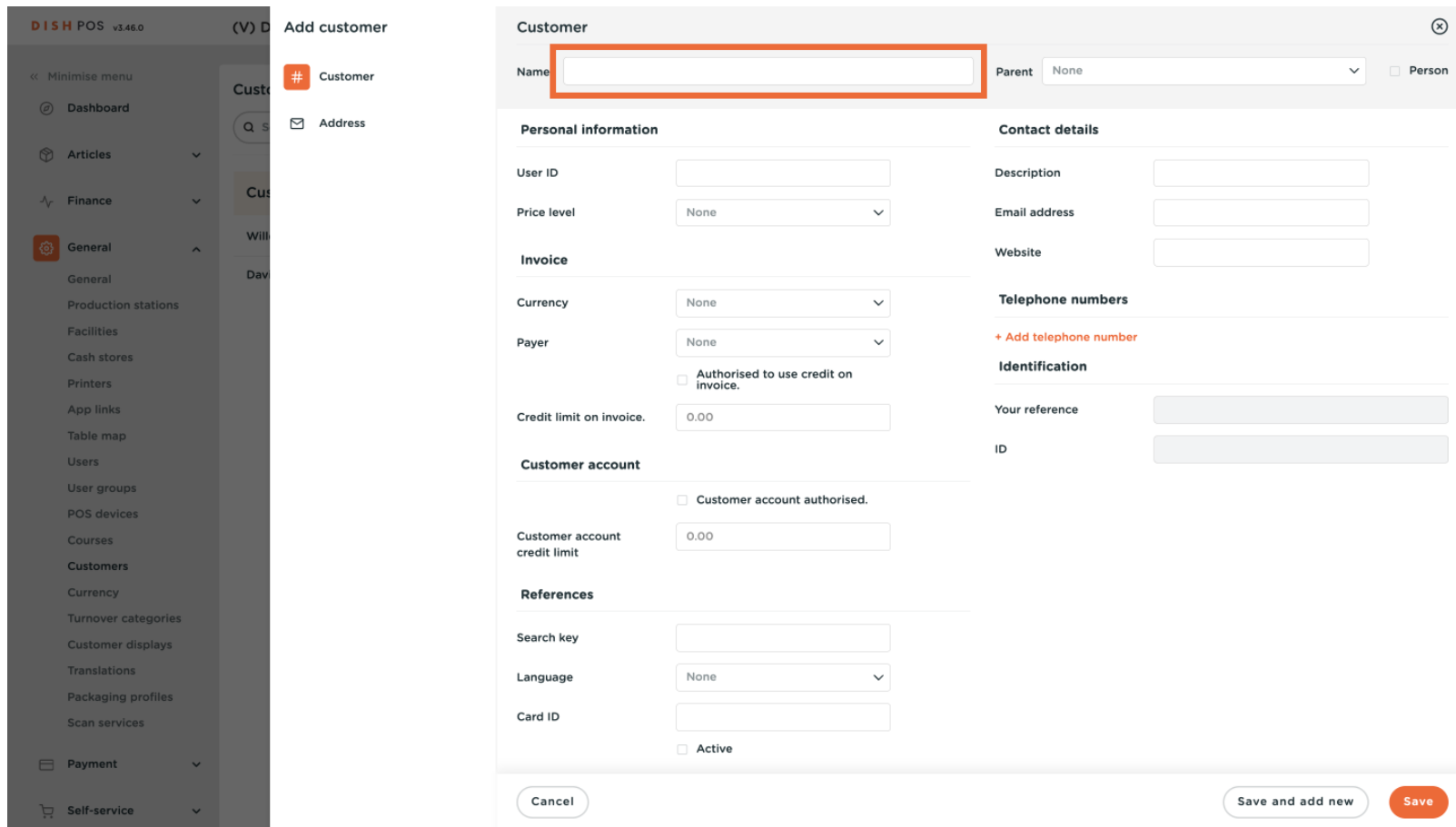
Customers

+ Add customer **Import**

Customers
Willem  
David  



A new window will open, where you can enter the information of the new customer. Start by entering the name into the respective **text field**.



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Customer

Address

Customer

Name

Parent ☐ Person

Personal information

User ID

Price level

Invoice

Currency

Payer

☐ Authorised to use credit on invoice.

Credit limit on invoice.

Customer account

☐ Customer account authorised.

Customer account credit limit

References

Search key

Language

Card ID

☐ Active

Contact details

Description

Email address

Website

Telephone numbers

+ Add telephone number

Identification

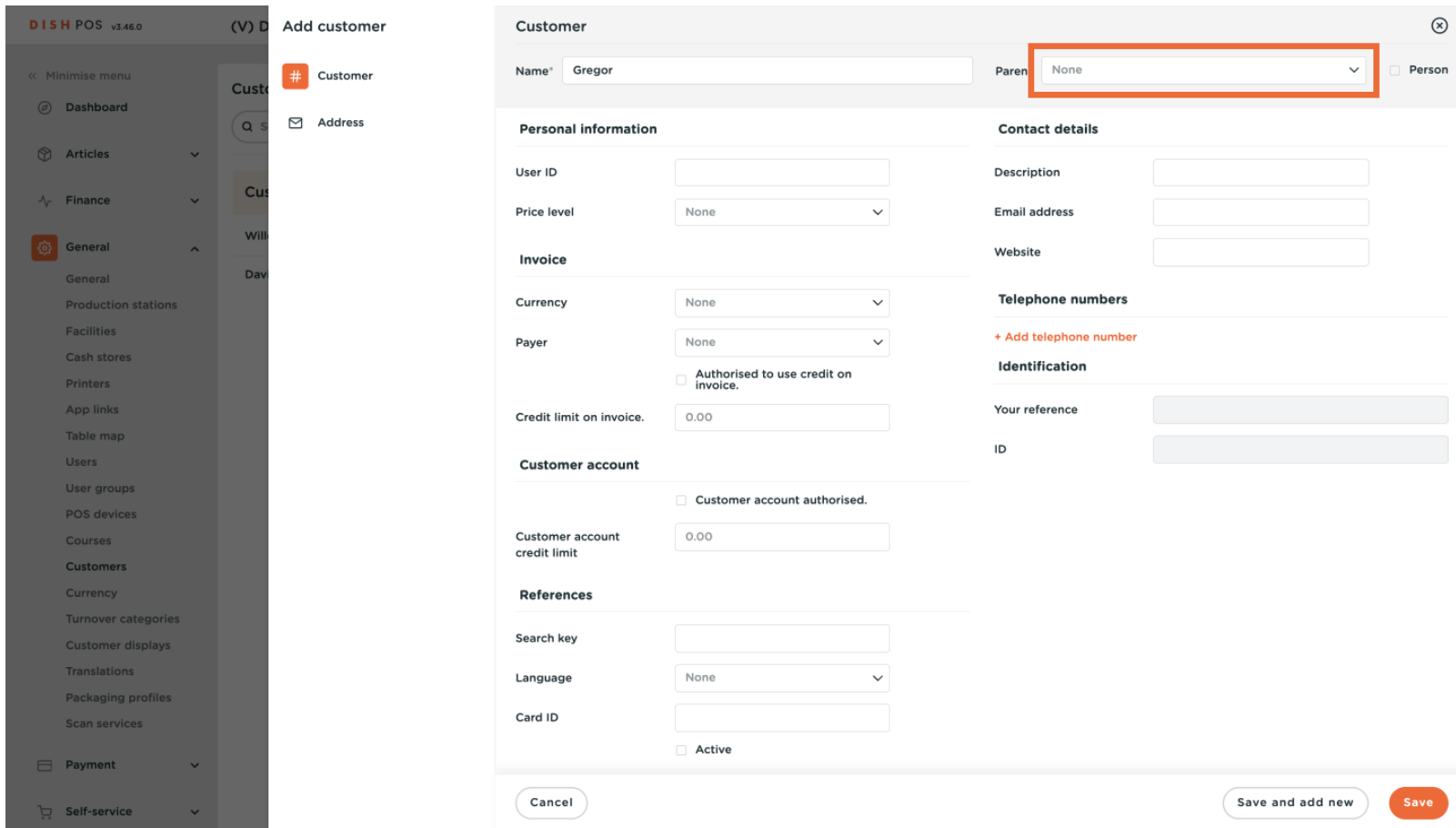
Your reference

ID

Cancel Save and add new Save



You can assign your new customer to an already existing customer, use the corresponding **drop-down menu**.



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Scan services

Payment

Self-service

Customer

Address

Customer

Name* Gregor

Parent None

☐ Person

Personal information

User ID

Price level None

Invoice

Currency None

Payer None

☐ Authorised to use credit on invoice.

Credit limit on invoice. 0.00

Customer account

☐ Customer account authorised.

Customer account credit limit 0.00

References

Search key

Language None

Card ID

☐ Active

Contact details

Description

Email address

Website

Telephone numbers

+ Add telephone number

Identification

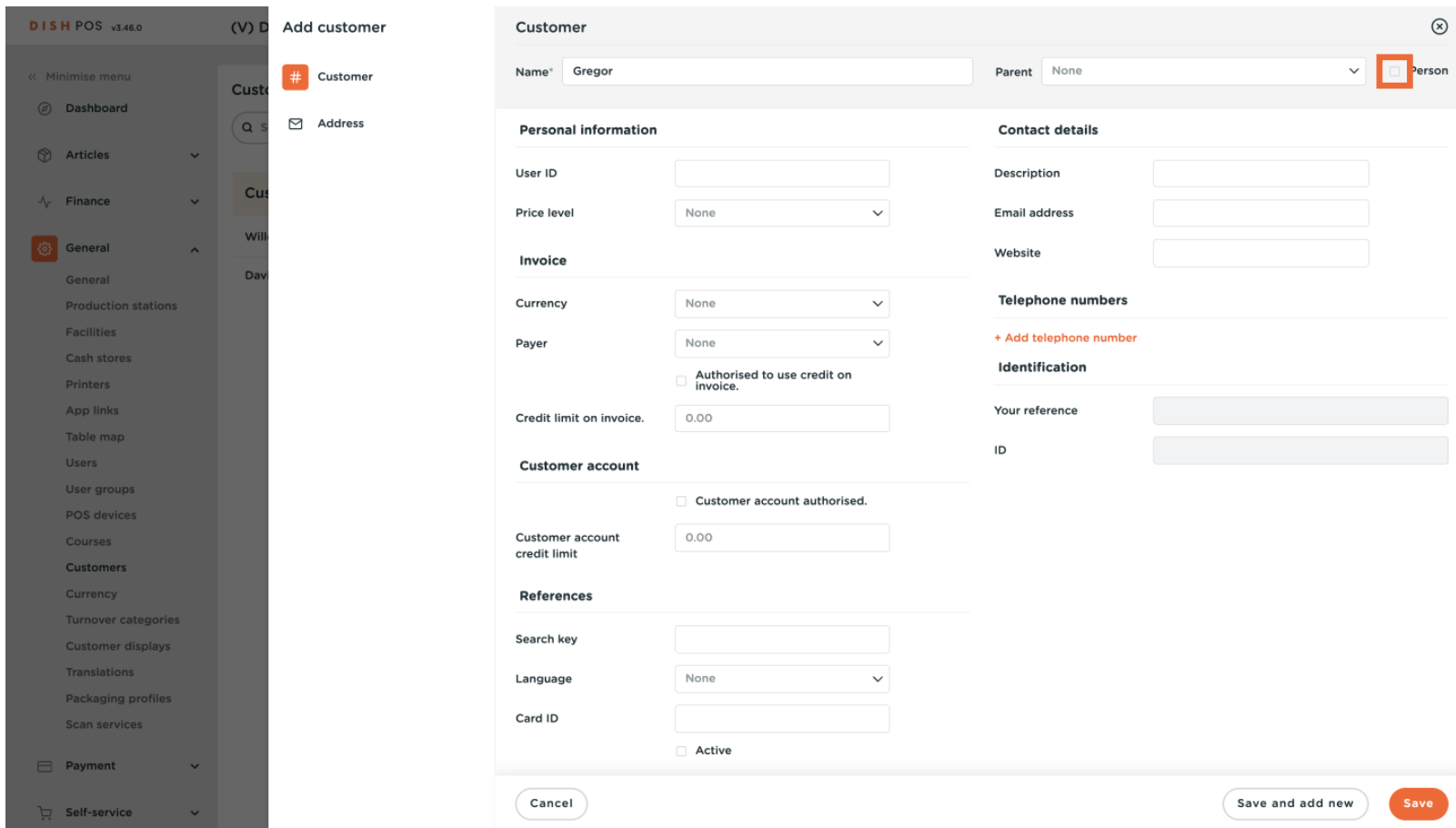
Your reference

ID

Cancel Save and add new Save



If the new customer is a person instead of a company, set the corresponding **checkmark**. By selecting this option, you are able to enter information regarding the person in addition.



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Payment

Self-service

Customer

Address

Customer

Name* Gregor

Parent None

☒ Person

Personal information

User ID

Price level None

Invoice

Currency None

Payer None

☐ Authorised to use credit on invoice.

Credit limit on invoice. 0.00

Customer account

☐ Customer account authorised.

Customer account credit limit 0.00

References

Search key

Language None

Card ID

☐ Active

Contact details

Description

Email address

Website

Telephone numbers

+ Add telephone number

Identification

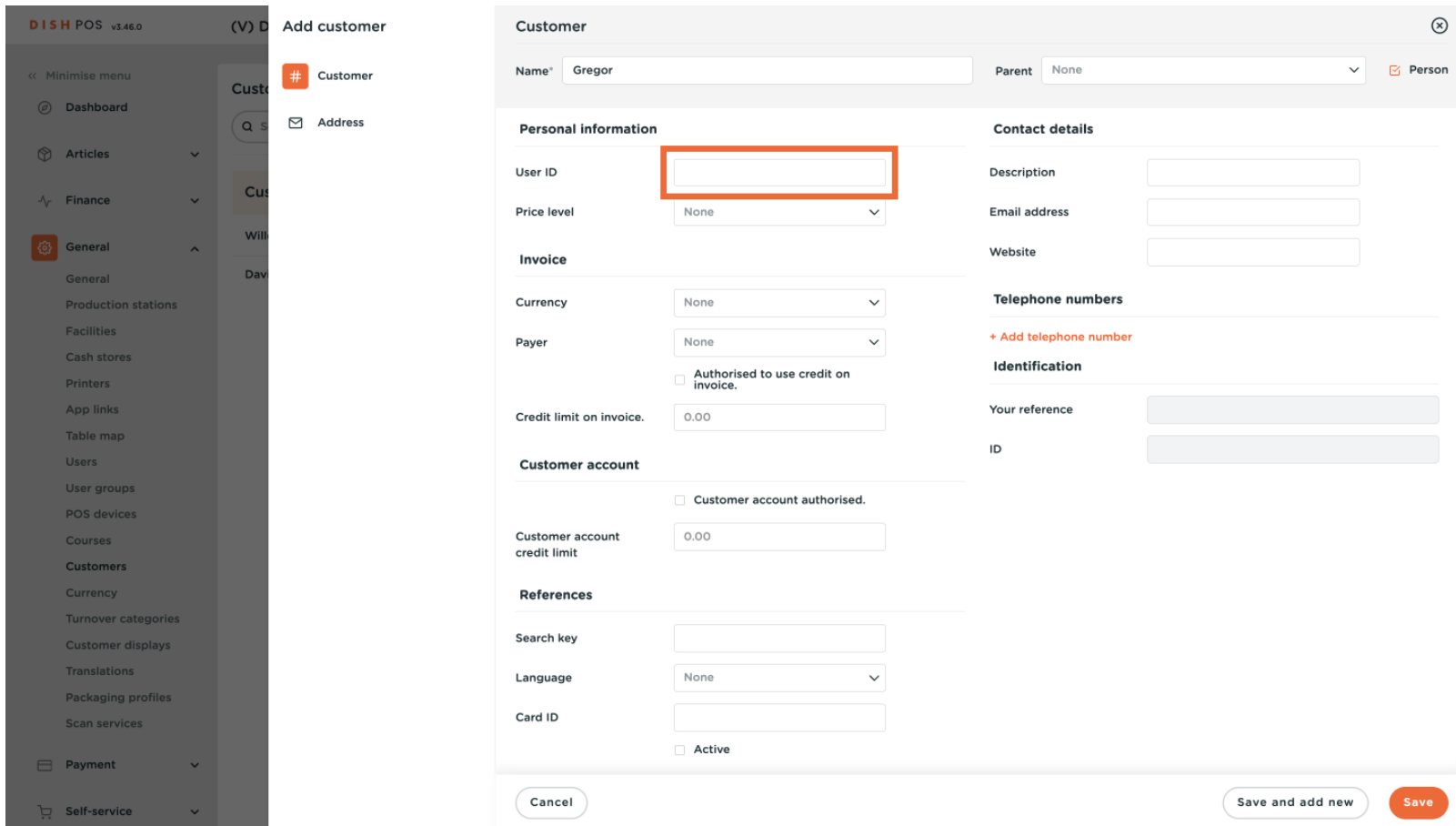
Your reference

ID

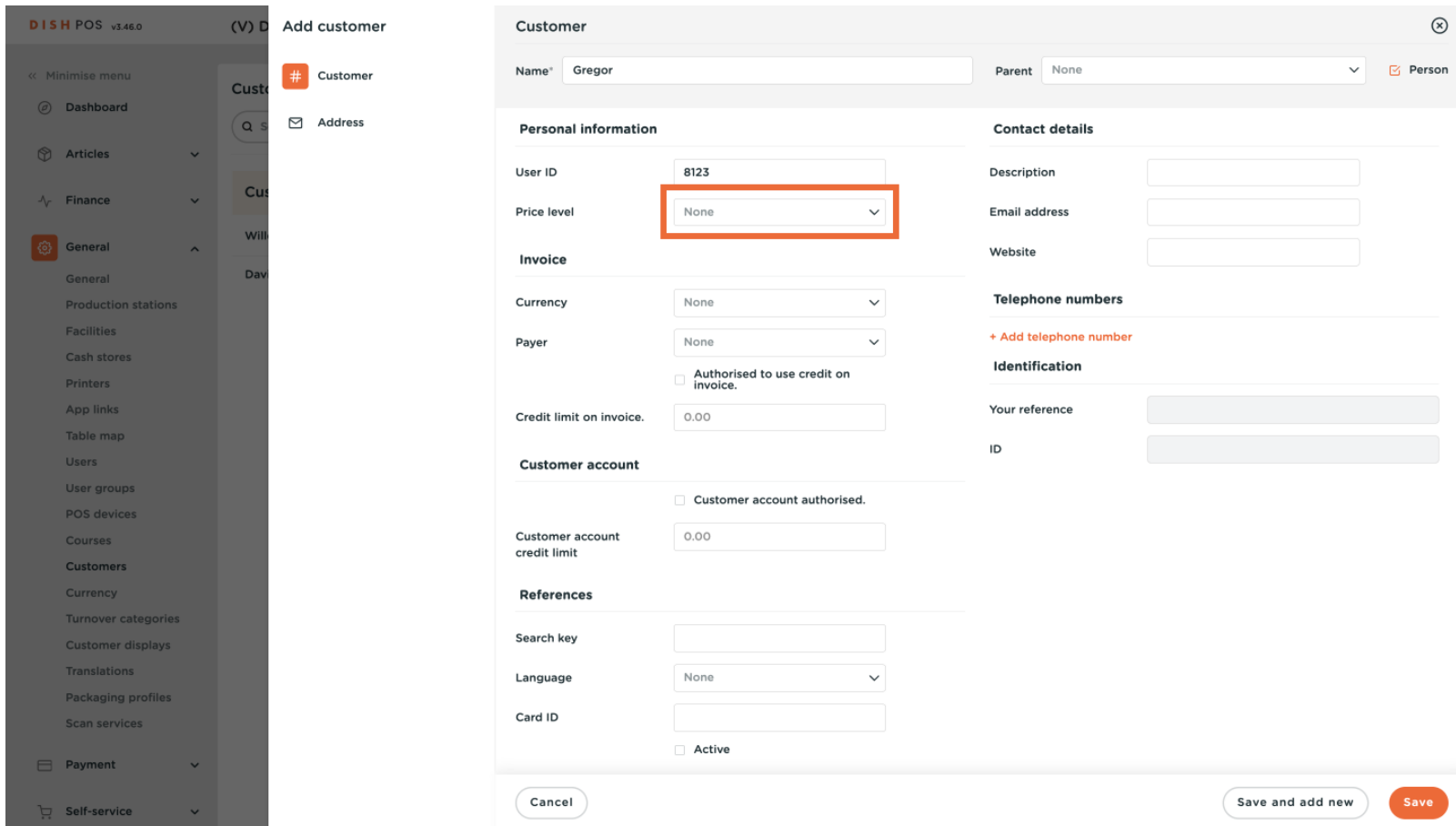
Cancel Save and add new Save



Then you can give the new customer a user ID by using the respective **text field**.



To assign a price level, use the corresponding **drop-down menu**.



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Customer

- # Customer
- Address

Customer

Name* Gregor Parent None Person

Personal information

User ID 8123

Price level None

Invoice

Currency None

Payer None

☐ Authorised to use credit on invoice.

Credit limit on invoice. 0.00

Customer account

☐ Customer account authorised.

Customer account credit limit 0.00

References

Search key

Language None

Card ID

☐ Active

Contact details

Description

Email address

Website

Telephone numbers

+ Add telephone number

Identification

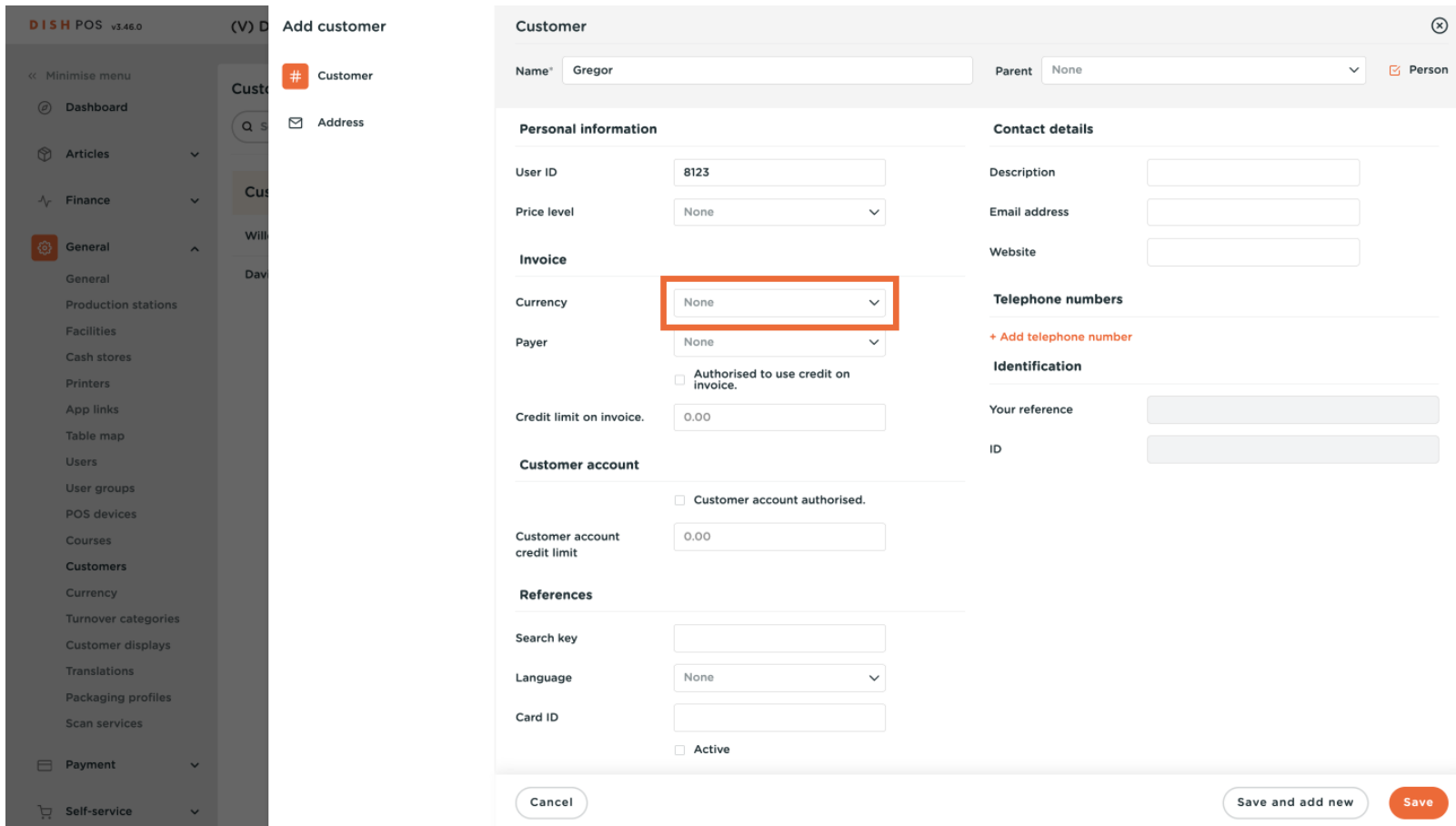
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If you like to assign an invoice currency, then use the corresponding **drop-down menu**.



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Customer

- # Customer
- Address

Customer

Name* Gregor Parent None Person

Personal information

User ID 8123

Price level None

Invoice

Currency None

Payer None

☐ Authorised to use credit on invoice.

Credit limit on invoice. 0.00

Customer account

☐ Customer account authorised.

Customer account credit limit 0.00

References

Search key

Language None

Card ID

☐ Active

Contact details

Description

Email address

Website

Telephone numbers

+ Add telephone number

Identification

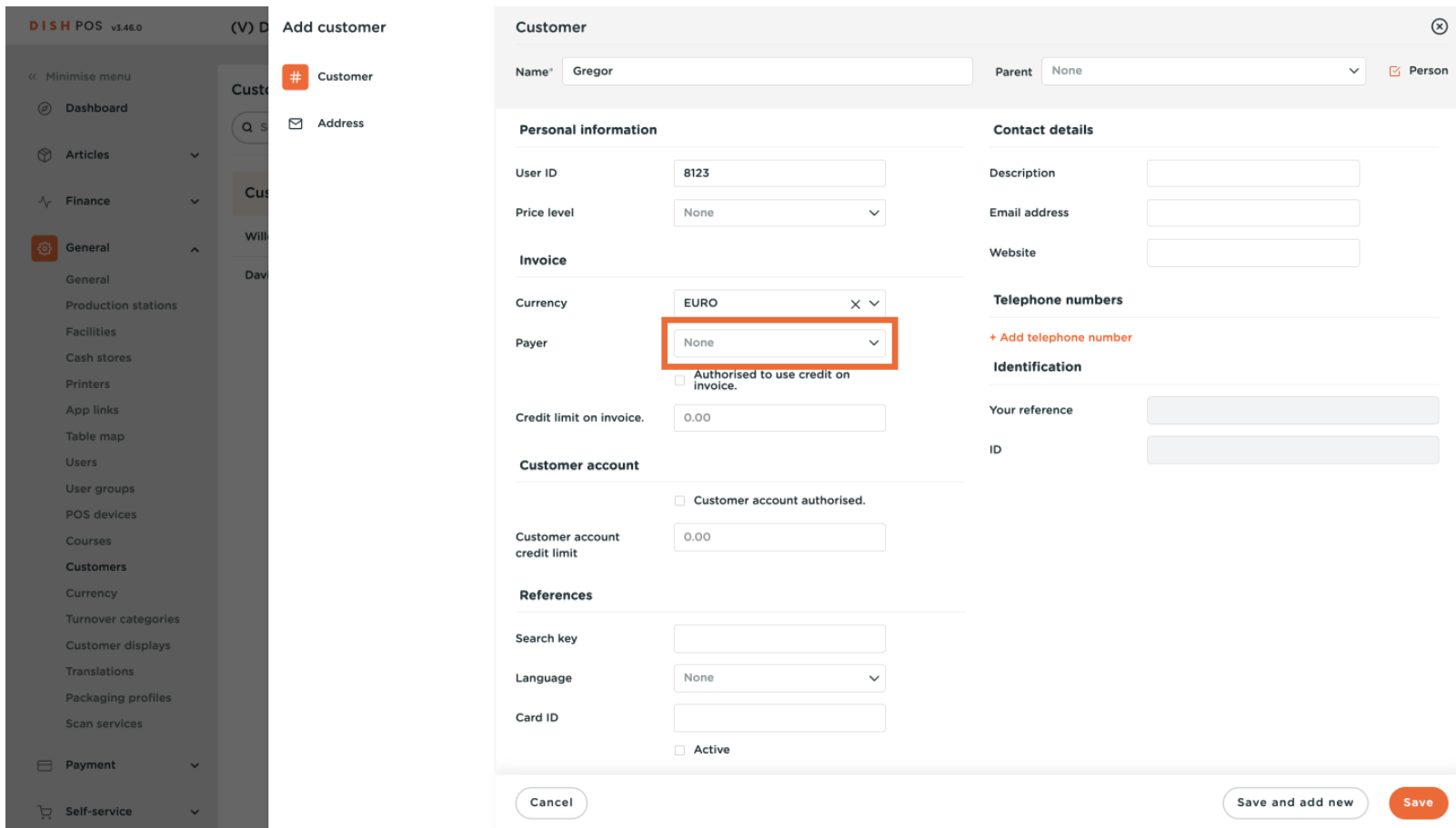
Your reference

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Cancel Save and add new Save



To then select a customer who is in charge of paying the invoices, use the corresponding **drop-down menu**.



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Self-service

Customer

Address

Customer

Name* Gregor

Parent None

Person

Personal information

User ID 8123

Price level None

Invoice

Currency EURO

Payer None

Authorised to use credit on invoice.

Credit limit on invoice. 0.00

Customer account

Customer account authorised.

Customer account credit limit 0.00

References

Search key

Language None

Card ID

Active

Contact details

Description

Email address

Website

Telephone numbers

+ Add telephone number

Identification

Your reference

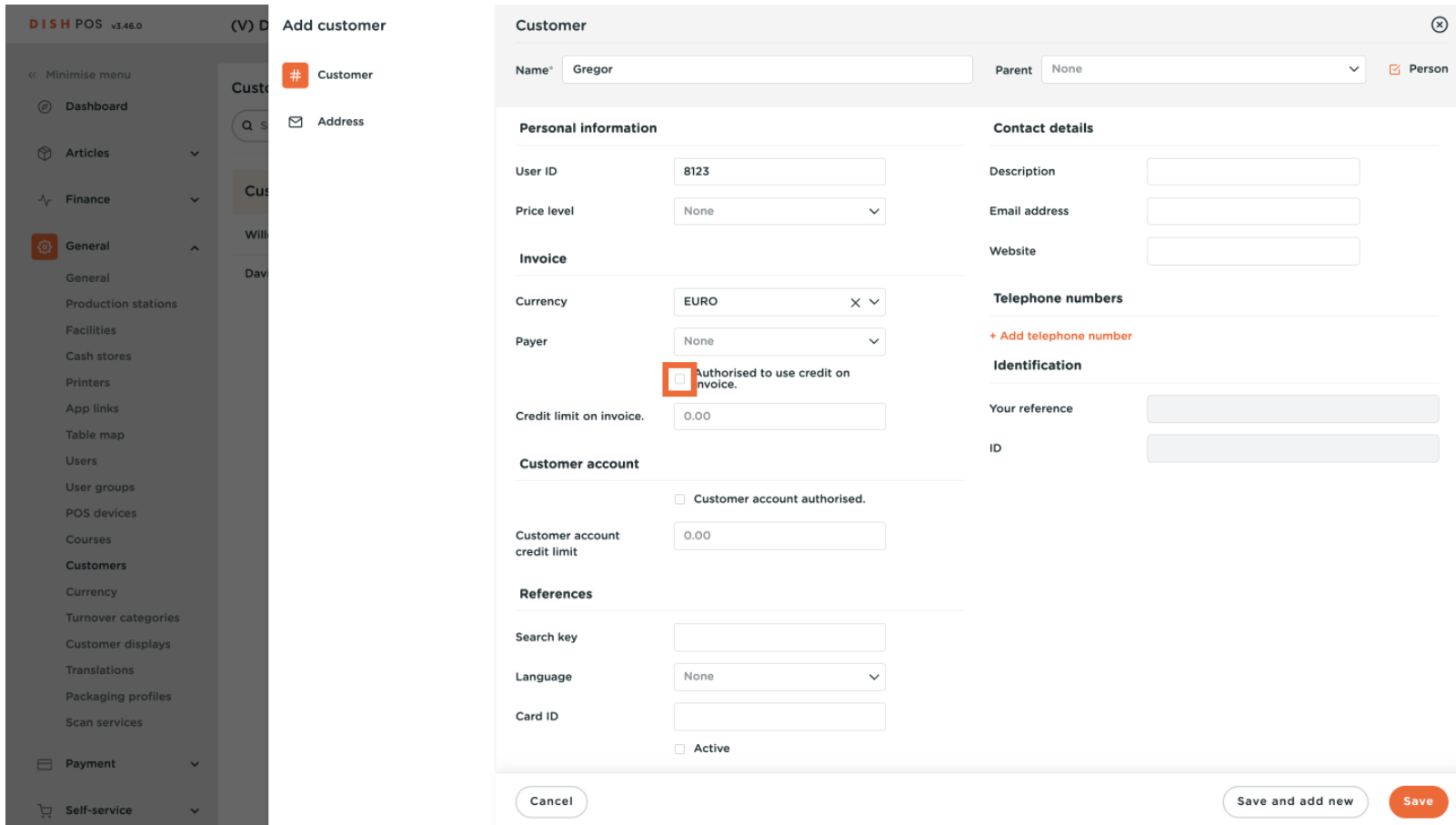
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Cancel

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If you want to allow a credit, set the **checkmark** for authorising it.



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Self-service

Customer

Address

Customer

Name* Gregor

Parent None

☒ Person

Personal information

User ID 8123

Price level None

Invoice

Currency EURO

Payer None

☐ Authorised to use credit on invoice.

Credit limit on invoice. 0.00

Customer account

☐ Customer account authorised.

Customer account credit limit 0.00

References

Search key

Language None

Card ID

☐ Active

Contact details

Description

Email address

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Telephone numbers

+ Add telephone number

Identification

Your reference

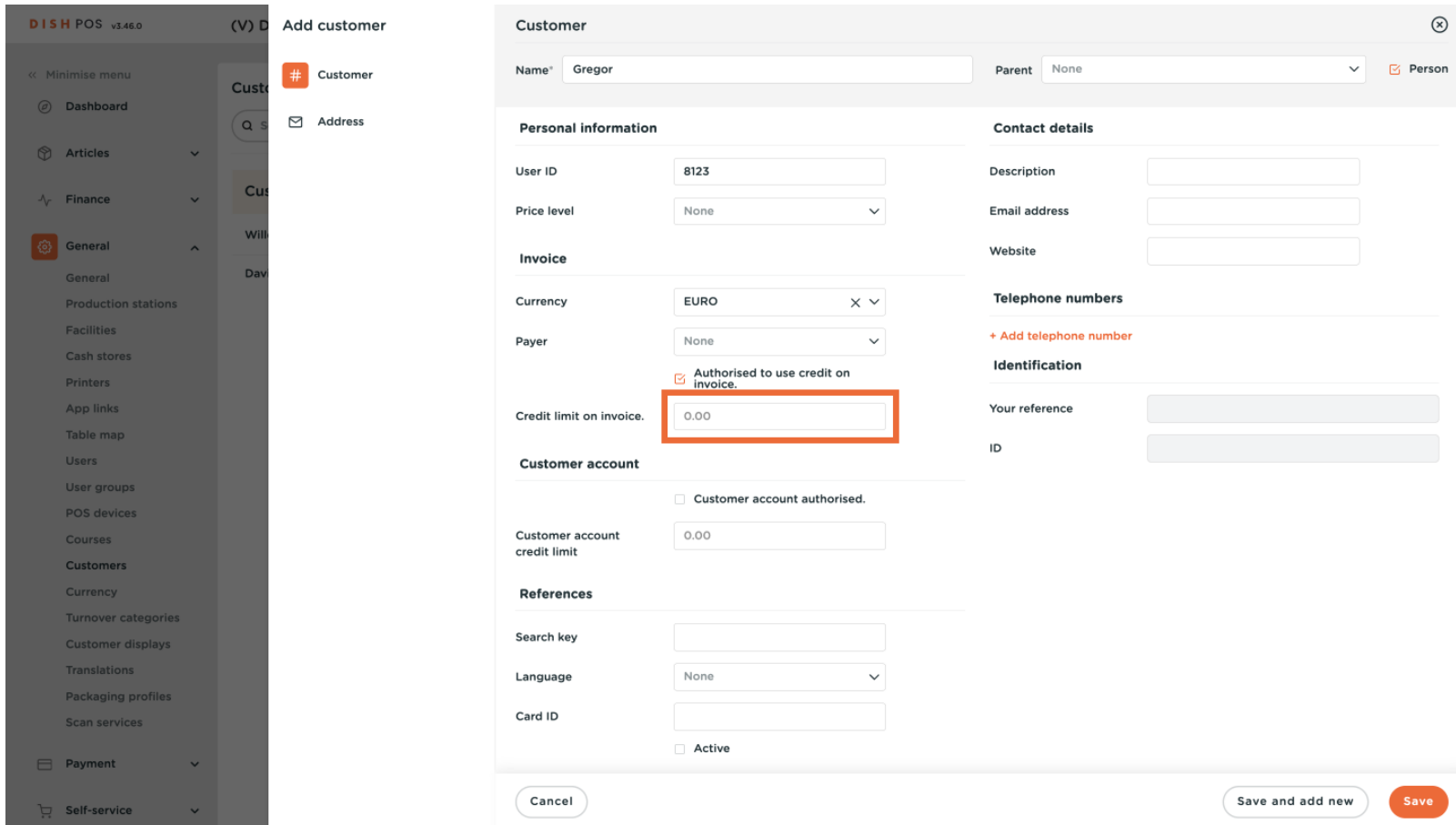
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You then can define the credit limit by using the corresponding field.



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Customer

Customer

Address

Customer

Name* Gregor Parent None Person

Personal information

User ID 8123

Price level None

Invoice

Currency EURO

Payer None

☒ Authorised to use credit on invoice.

Credit limit on invoice. 0.00

Customer account

☐ Customer account authorised.

Customer account credit limit 0.00

References

Search key

Language None

Card ID

☐ Active

Contact details

Description

Email address

Website

Telephone numbers

+ Add telephone number

Identification

Your reference

ID

Cancel Save and add new Save



Important: This feature is not available at the moment. Please proceed with the next steps. By setting the **checkmark** for Customer account authorised, this customer will be able to receive a credit limit assigned to his account.

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Self-service

Add customer

Customer

Address

Customer

Name* Gregor

Parent None

Person

Personal information

User ID 8123

Price level None

Invoice

Currency EURO

Payer None

☒ Authorised to use credit on invoice.

Credit limit on invoice. 2000.00

Customer account

☐ Customer account authorised.

Customer account credit limit 0.00

References

Search key

Language None

Card ID

☐ Active

Contact details

Description

Email address

Website

Telephone numbers

+ Add telephone number

Identification

Your reference

ID

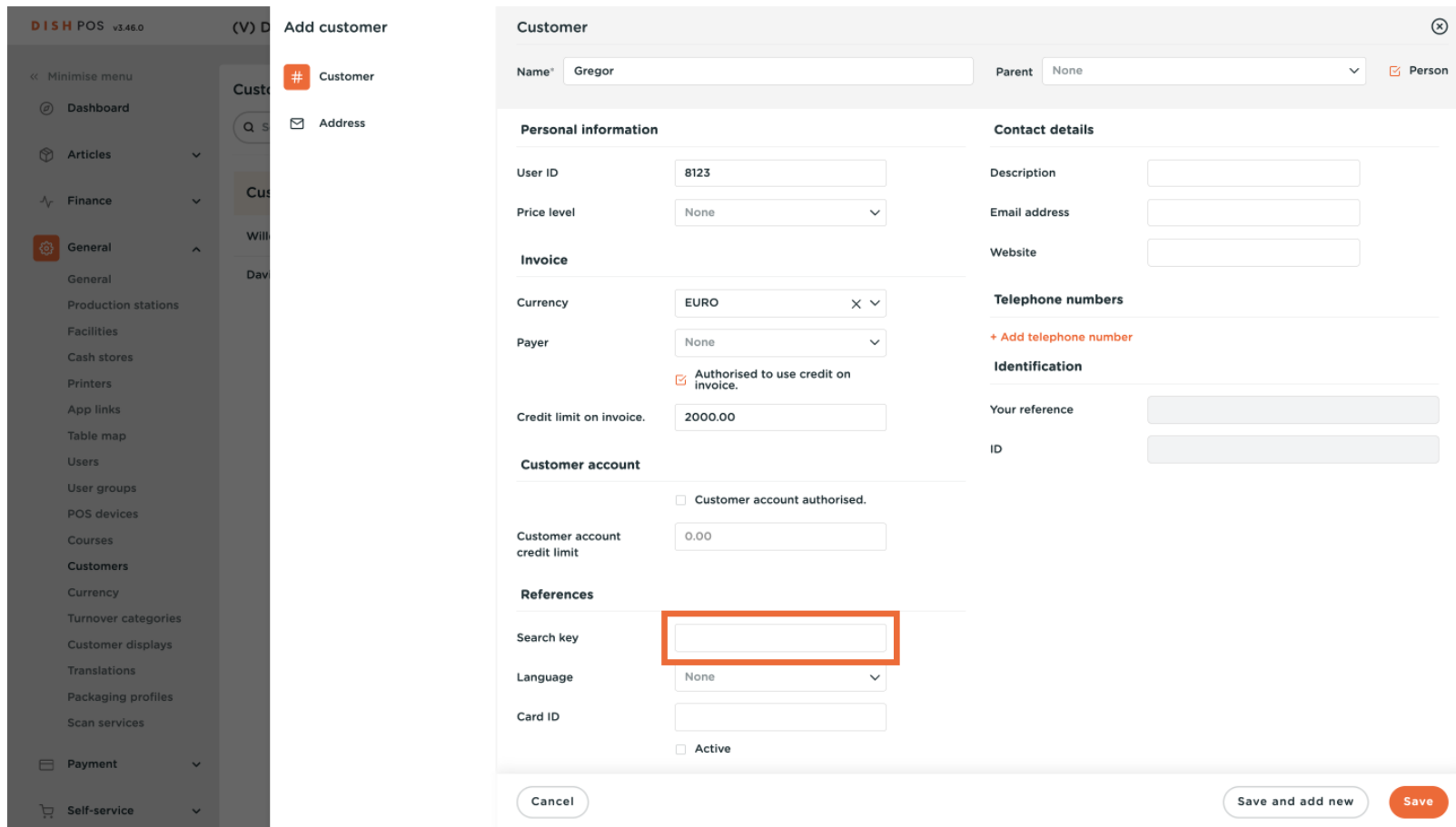
Cancel

Save and add new

Save



You can assign a search key to a customer to make searching for the customer easier. To do so, use the corresponding **text field**.



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Customer

Address

Customer

Name* Gregor

Parent None

Person

Personal information

User ID 8123

Price level None

Invoice

Currency EURO

Payer None

Authorised to use credit on invoice.

Credit limit on invoice. 2000.00

Customer account

Customer account authorised.

Customer account credit limit 0.00

References

Search key

Language None

Card ID

Active

Contact details

Description

Email address

Website

Telephone numbers

+ Add telephone number

Identification

Your reference

ID

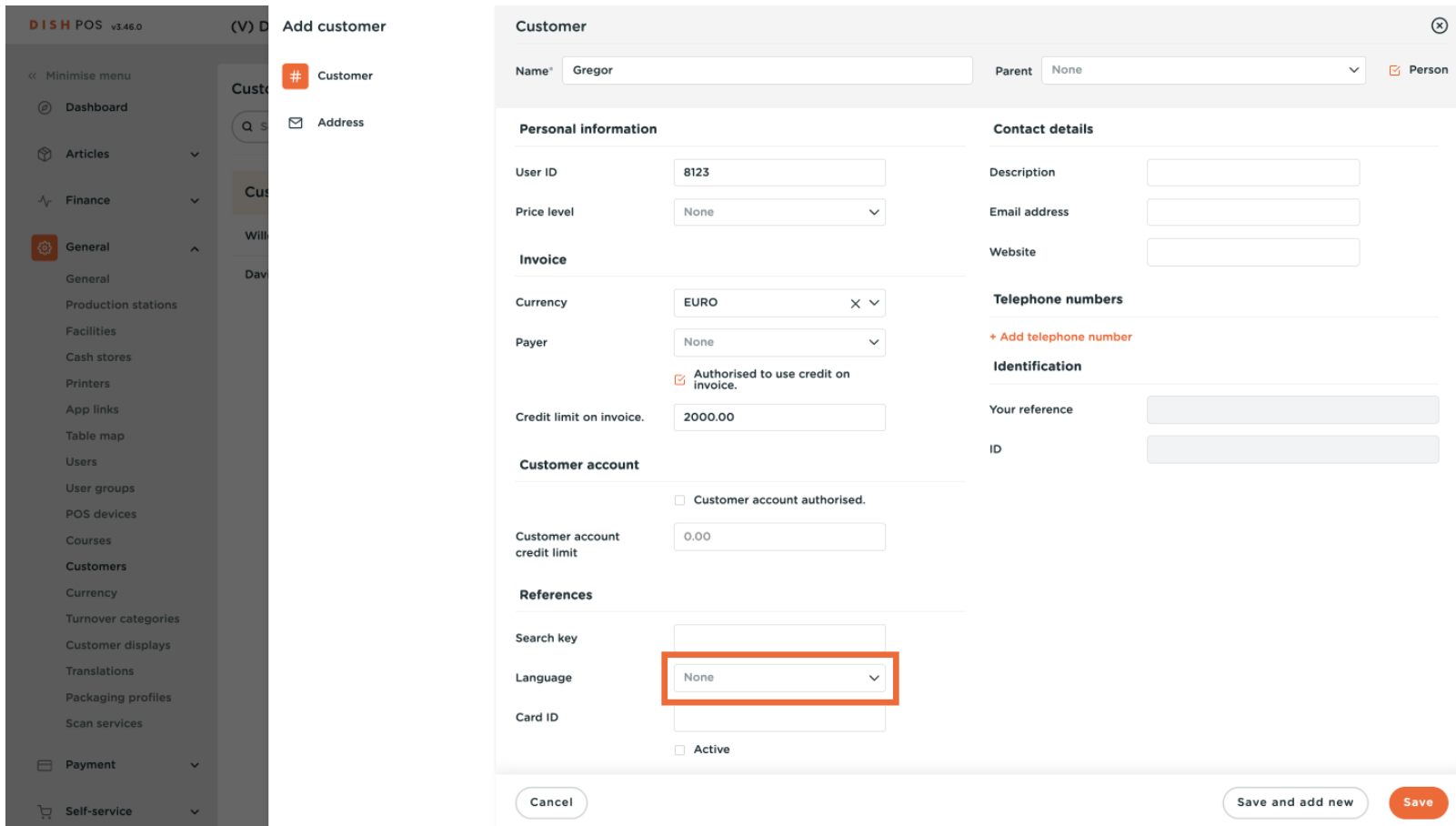
Cancel

Save and add new

Save



To select the customer's language, use the corresponding **drop-down menu**.



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Customer

Address

Customer

Name* Gregor Parent None Person

Personal information

User ID 8123

Price level None

Invoice

Currency EURO

Payer None

☒ Authorised to use credit on invoice.

Credit limit on invoice. 2000.00

Customer account

☐ Customer account authorised.

Customer account credit limit 0.00

References

Search key

Language None

Card ID

☐ Active

Contact details

Description

Email address

Website

Telephone numbers

+ Add telephone number

Identification

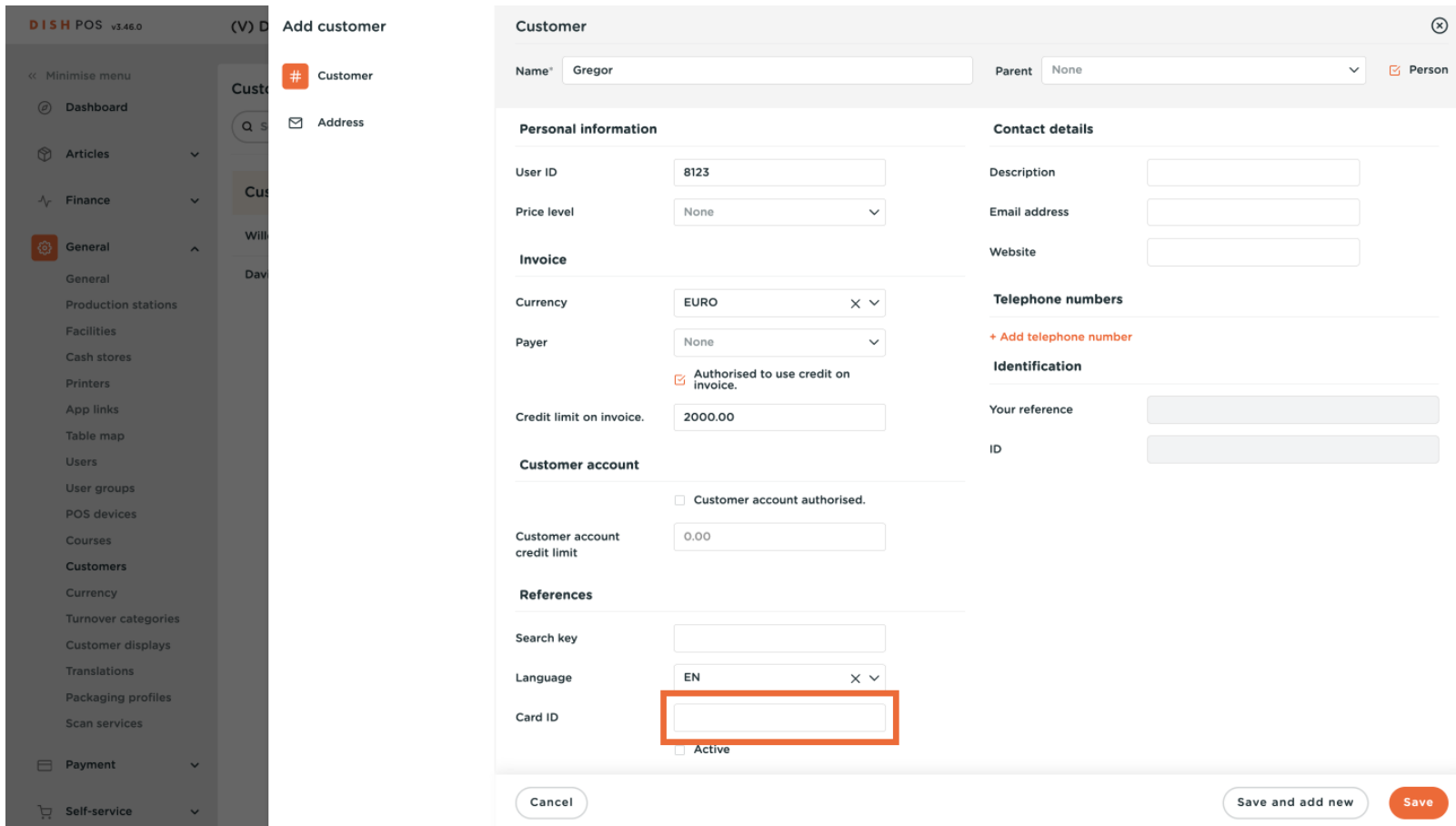
Your reference

ID

Cancel Save and add new Save



Does the customer obtain a card, enter the card ID in the respective **text field**.



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Customer

Address

Customer

Name* Gregor

Parent None

Person

Personal information

User ID 8123

Price level None

Invoice

Currency EURO

Payer None

Authorised to use credit on invoice.

Credit limit on invoice. 2000.00

Customer account

Customer account authorised.

Customer account credit limit 0.00

References

Search key

Language EN

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Active

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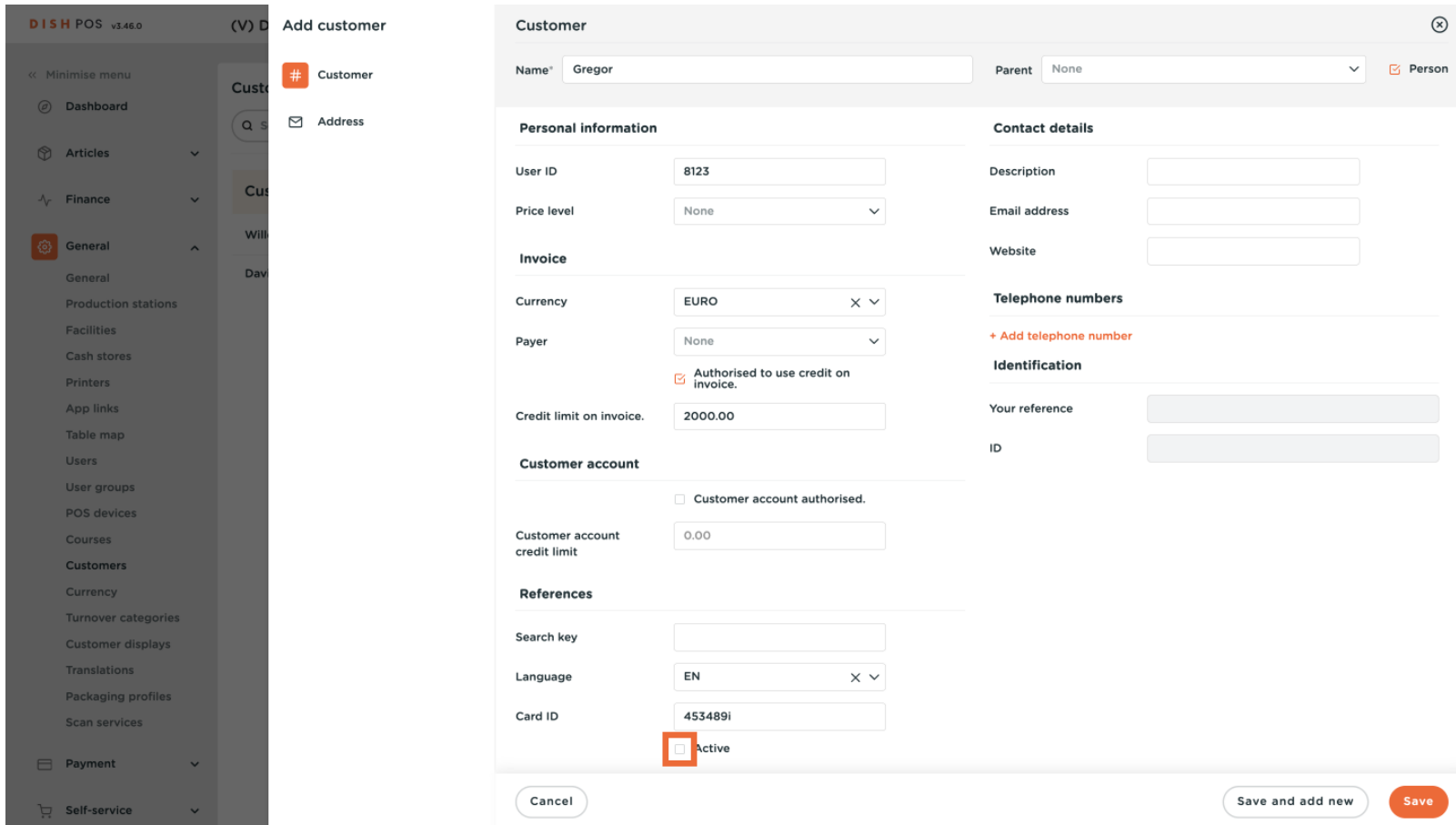
ID

Cancel

Save and add new

Save

To then set the card ID active, set the corresponding **checkmark**.



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Customer

- # Customer**
- Address

Customer

Name* Gregor Parent None Person

Personal information

User ID 8123

Price level None

Invoice

Currency EURO

Payer None

☒ Authorised to use credit on invoice.

Credit limit on invoice. 2000.00

Customer account

☐ Customer account authorised.

Customer account credit limit 0.00

References

Search key

Language EN

Card ID 453489i

☒ Active

Contact details

Description

Email address

Website

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Identification

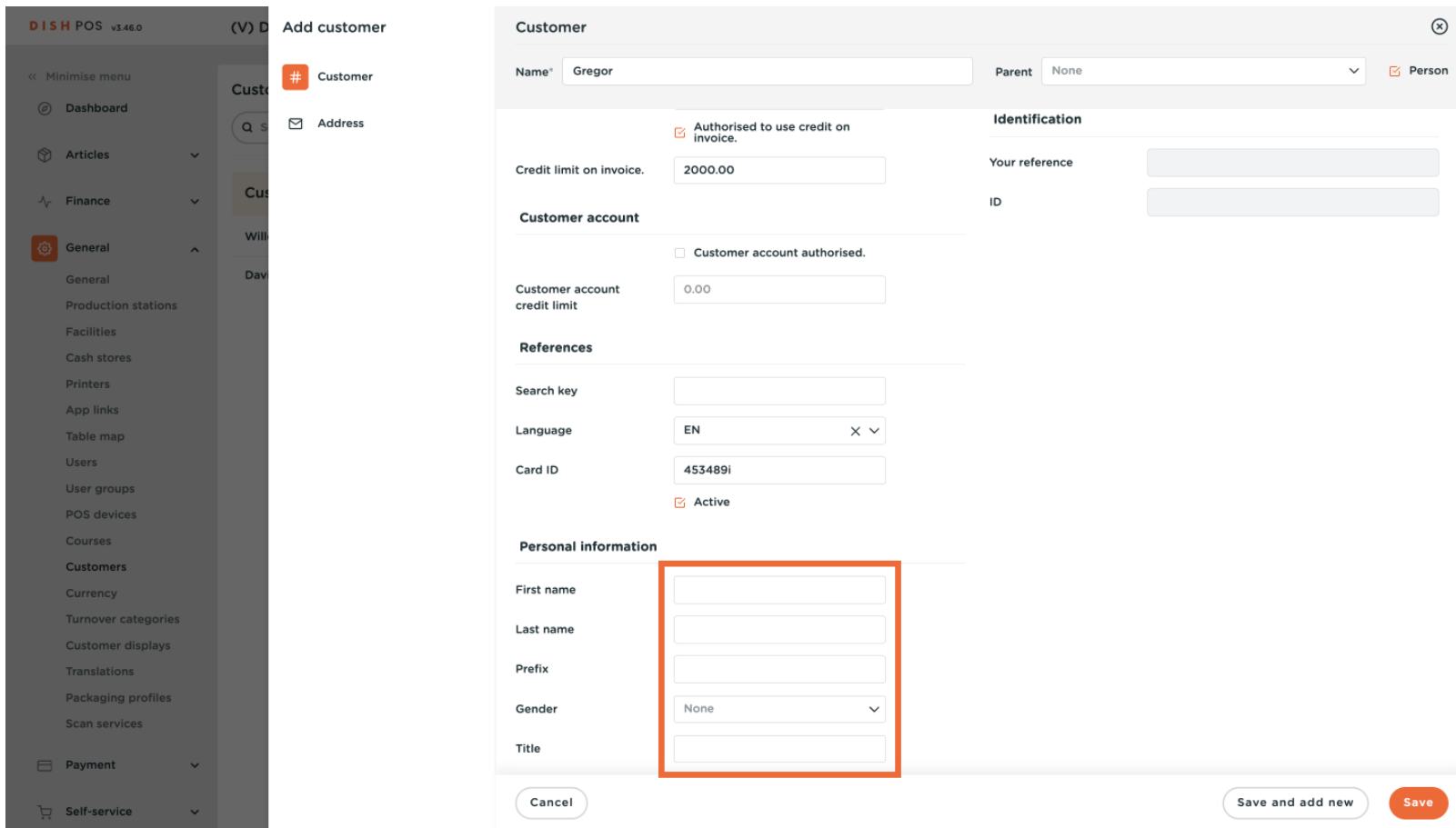
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Cancel Save and add new Save



Since this customer is set as person, you are able to add additional information. Do so by using the respective **fields** and **drop-down menu**.



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Customer

Address

Customer

Name* Gregor

Parent None

☒ Person

☒ Authorised to use credit on invoice.

Credit limit on invoice. 2000.00

Customer account

☐ Customer account authorised.

Customer account credit limit 0.00

References

Search key

Language EN

Card ID 453489i

☒ Active

Identification

Your reference

ID

Personal information

First name

Last name

Prefix

Gender None

Title

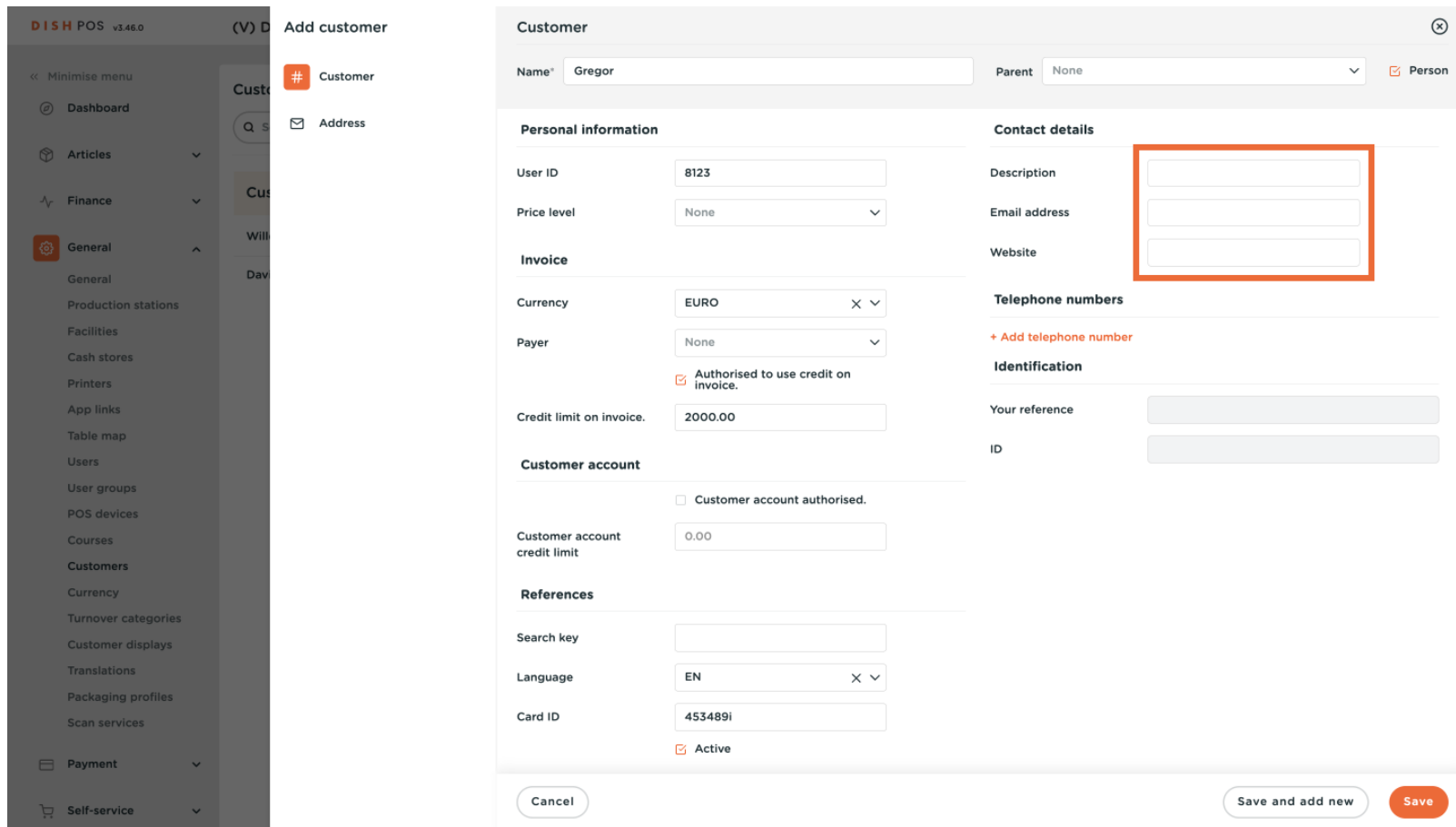
Cancel

Save and add new

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At Contact details, you can add a description, email address and website of the customer. Simply use the respective **text fields** to do so.



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Customer

Address

Customer

Name* Gregor

Parent None

Person

Personal information

User ID 8123

Price level None

Invoice

Currency EURO

Payer None

Authorised to use credit on invoice.

Credit limit on invoice. 2000.00

Customer account

Customer account authorised.

Customer account credit limit 0.00

References

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Card ID 453489i

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Description

Email address

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+ Add telephone number

Identification

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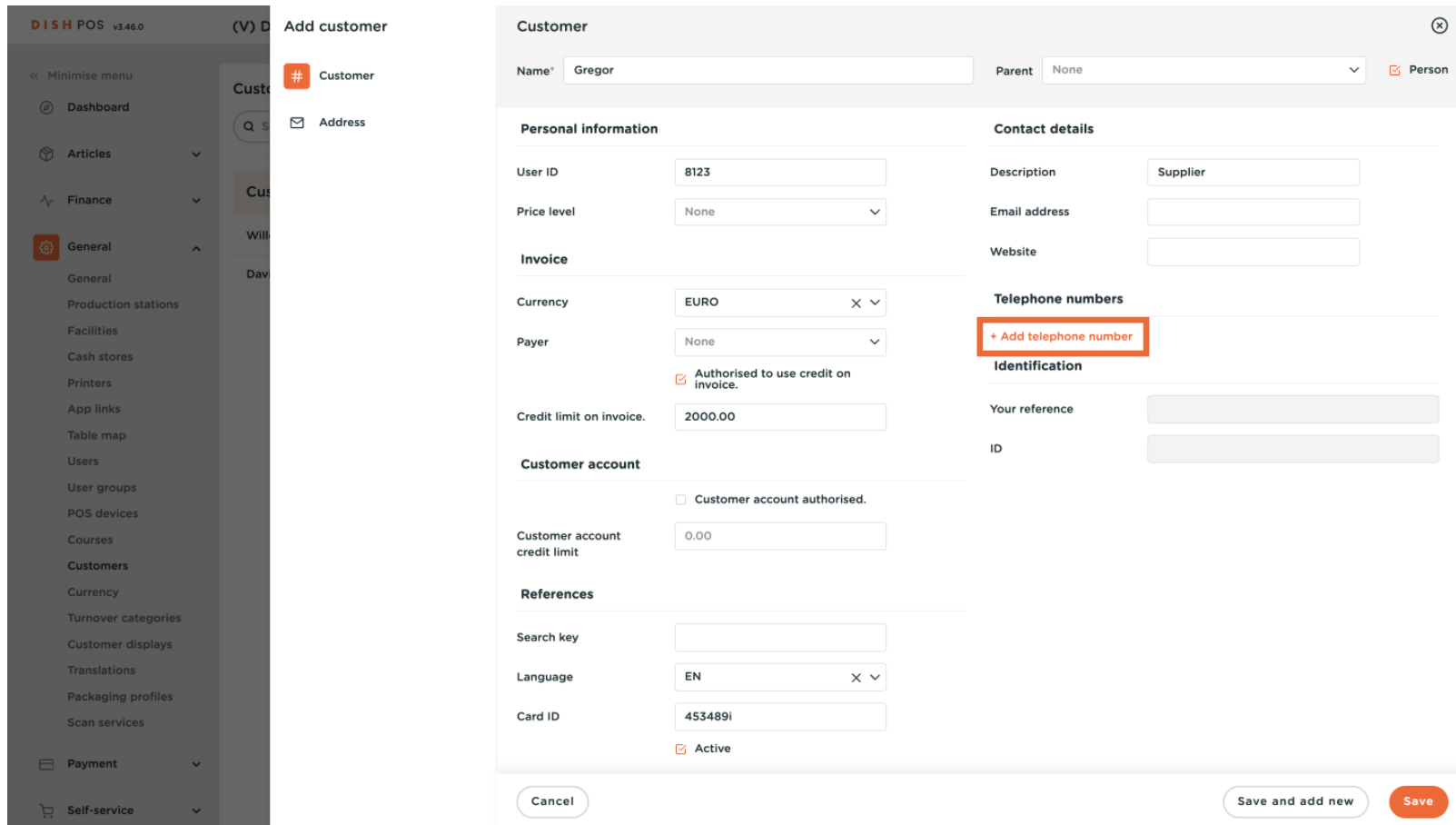
Cancel

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To add the customer's phone number, click on **+ Add telephone number**.



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Customer

Address

Customer

Name* Gregor Parent None Person

Personal information

User ID 8123

Price level None

Invoice

Currency EURO

Payer None

☒ Authorised to use credit on invoice.

Credit limit on invoice. 2000.00

Customer account

☐ Customer account authorised.

Customer account credit limit 0.00

References

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Card ID 453489I

☒ Active

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+ Add telephone number

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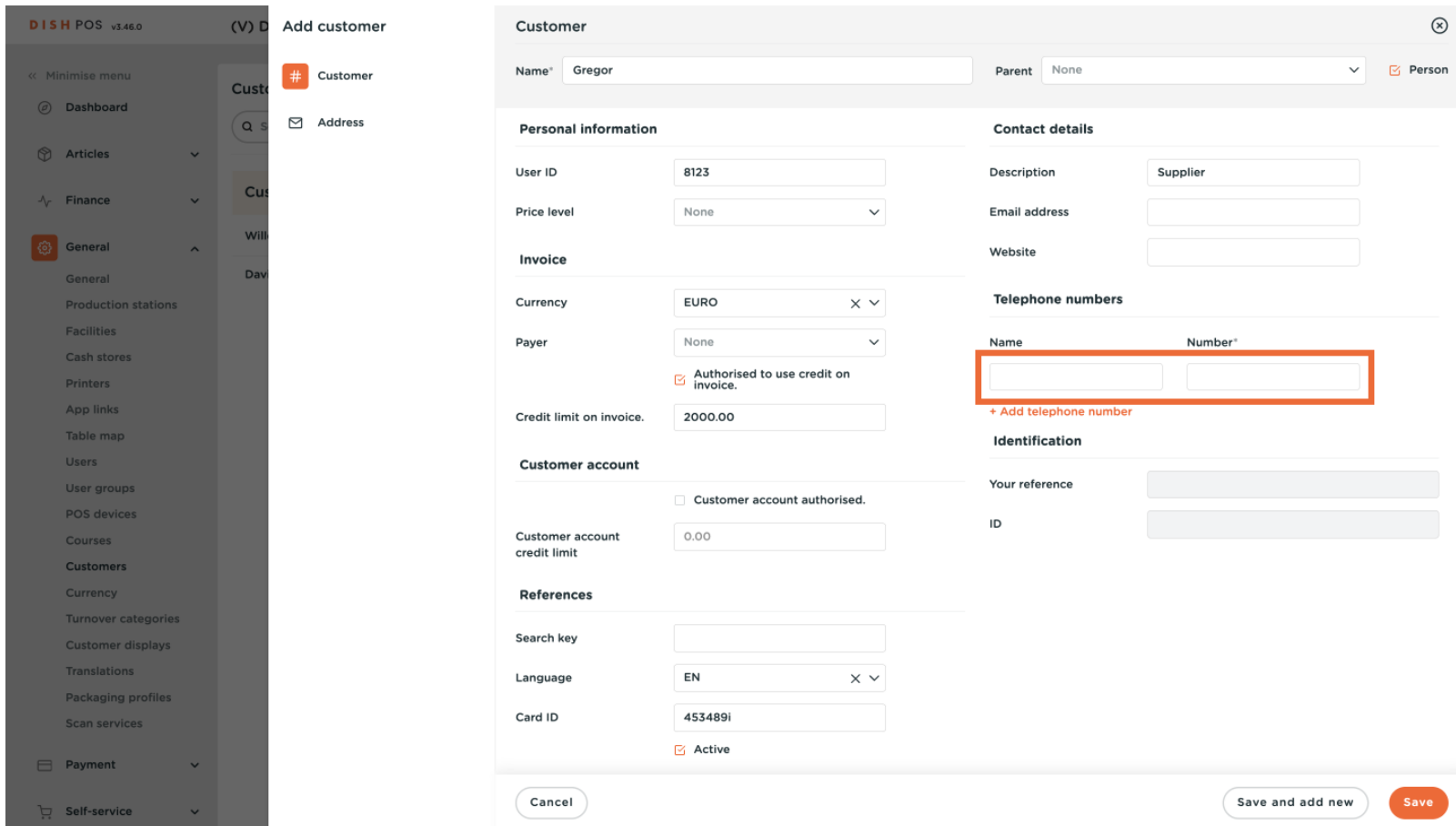
Your reference

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Cancel Save and add new Save



Then enter the name and number into the respective **fields**. Adding the name is optional here.



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Customer

Address

Customer

Name* Gregor

Parent None

Person

Personal information

User ID 8123

Price level None

Invoice

Currency EURO

Payer None

Authorised to use credit on invoice.

Credit limit on invoice. 2000.00

Customer account

Customer account authorised.

Customer account credit limit 0.00

References

Search key

Language EN

Card ID 453489I

Active

Contact details

Description Supplier

Email address

Website

Telephone numbers

Name Number*

+ Add telephone number

Identification

Your reference

ID

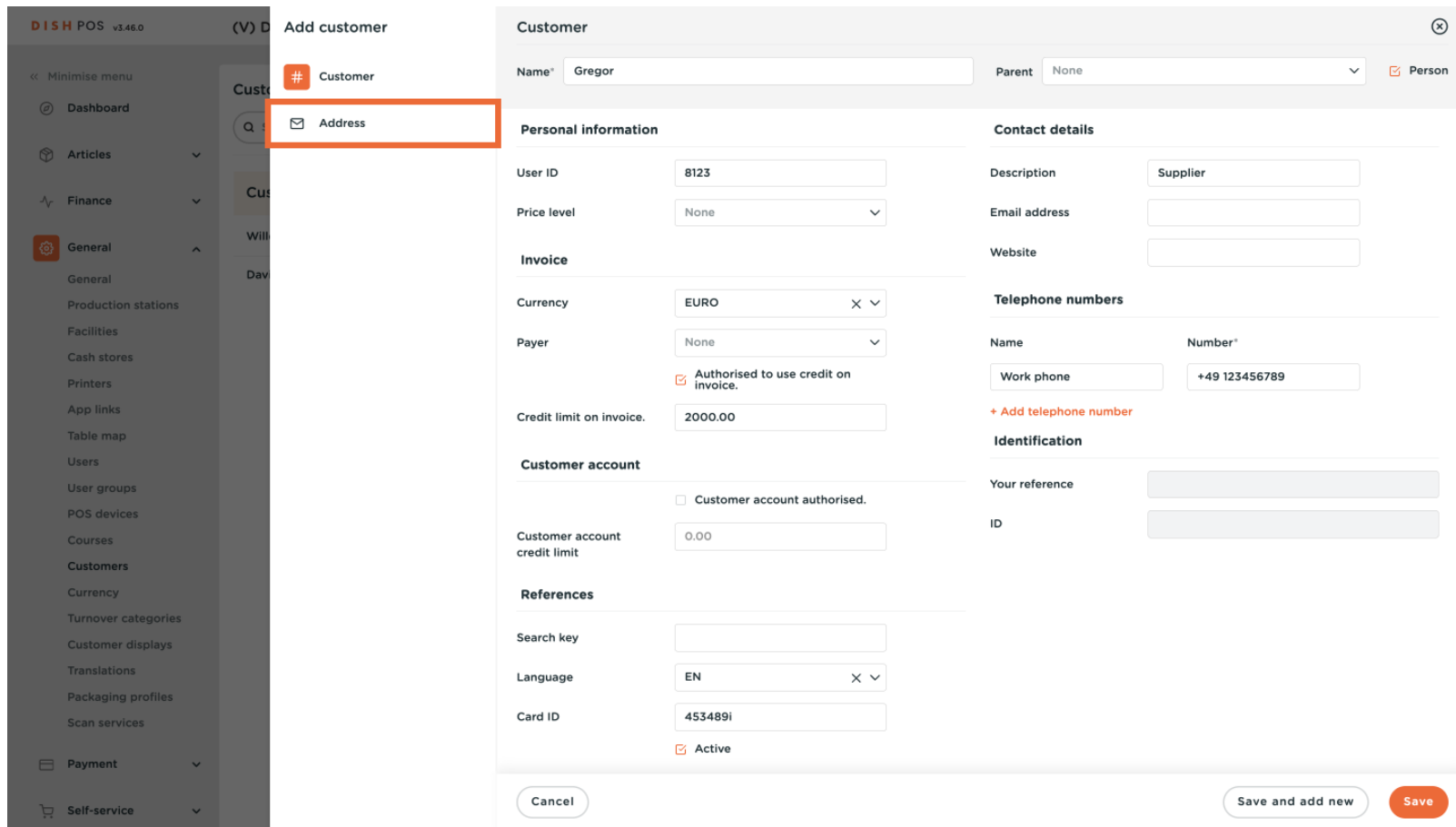
Cancel

Save and add new

Save



Once the information about the customer has been entered, you can continue by adding the address. To do so, click on **Address**.



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Courses

Customers

Currency

Turnover categories

Customer displays

Translations

Packaging profiles

Scan services

Payment

Self-service

Customer

Address

Customer

Name* Gregor Parent None Person

Personal information

User ID 8123

Price level None

Invoice

Currency EURO

Payer None

Authorised to use credit on invoice.

Credit limit on invoice. 2000.00

Customer account

Customer account authorised.

Customer account credit limit 0.00

References

Search key

Language EN

Card ID 453489i

Active

Contact details

Description Supplier

Email address

Website

Telephone numbers

Name Number*

Work phone +49 123456789

+ Add telephone number

Identification

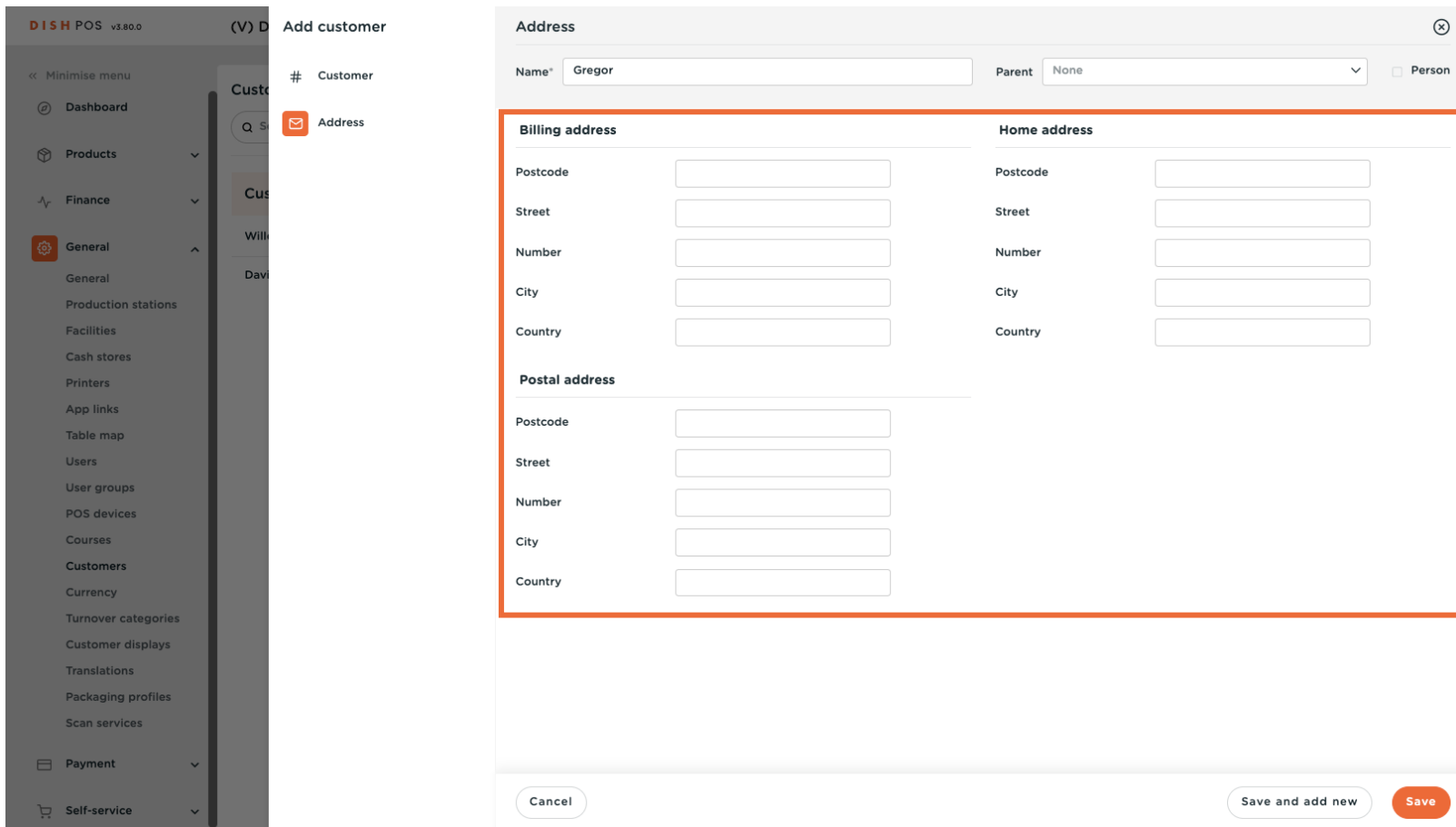
Your reference

ID

Cancel Save and add new Save



You now have the option to enter the billing, home and postal address of the customer. Use the corresponding **fields** to enter the additional information.



DISH POS v3.80.0 (V) D Add customer

« 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

Packaging profiles

Scan services

Payment

Self-service

Customer

Address

Name* Gregor

Parent None

☐ Person

Billing address

Postcode

Street

Number

City

Country

Home address

Postcode

Street

Number

City

Country

Postal address

Postcode

Street

Number

City

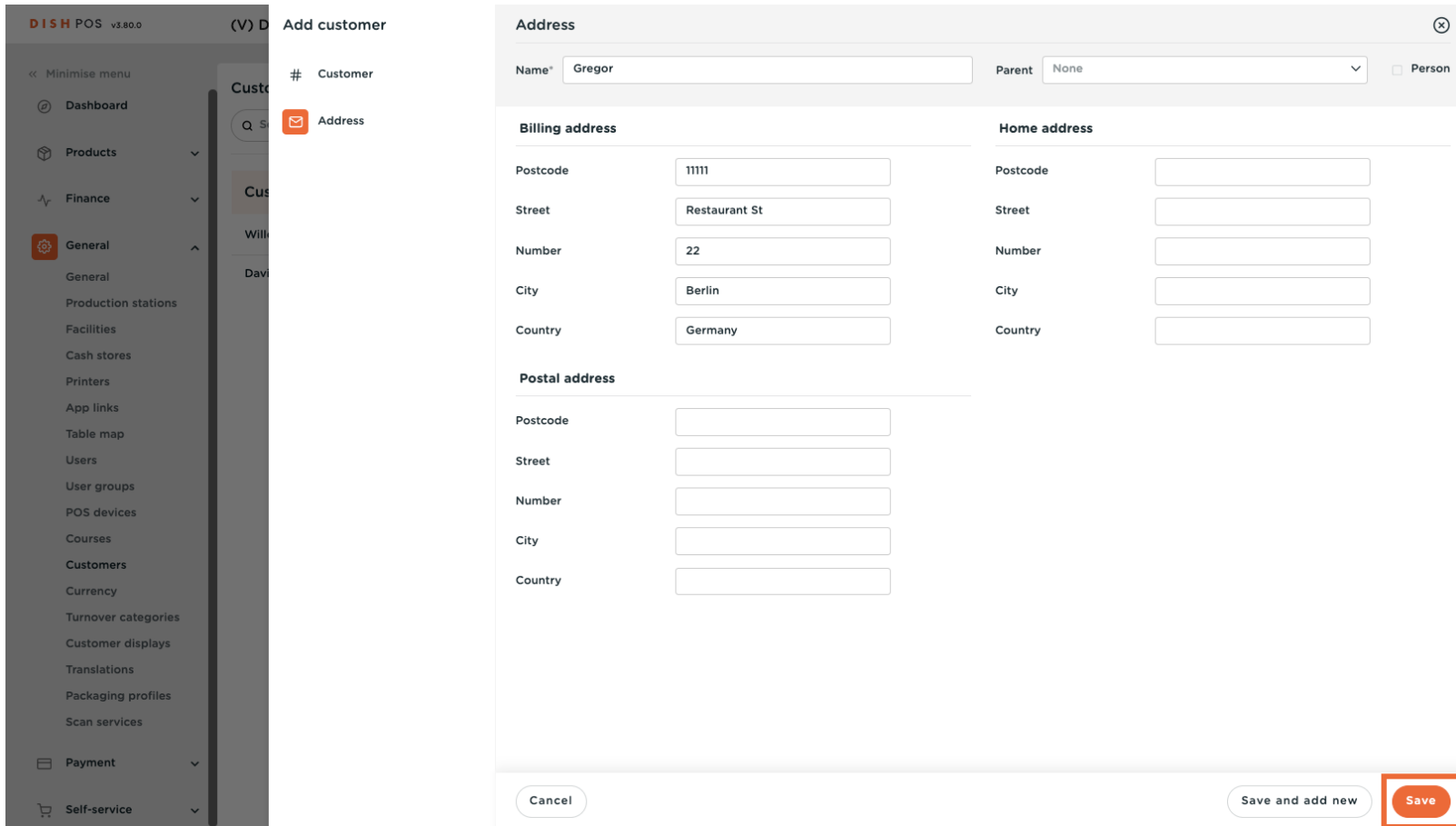
Country

Cancel

Save and add new

Save

Once you set up the new customer, click on **Save** to apply the changes.



DISH POS v3.80.0 (V) D Add customer

« 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
 - Packaging profiles
 - Scan services
- Payment
- Self-service

Customer

Address

Name* Gregor Parent None ☐ Person

Billing address

Postcode 11111

Street Restaurant St

Number 22

City Berlin

Country Germany

Home address

Postcode

Street

Number

City

Country

Postal address

Postcode

Street

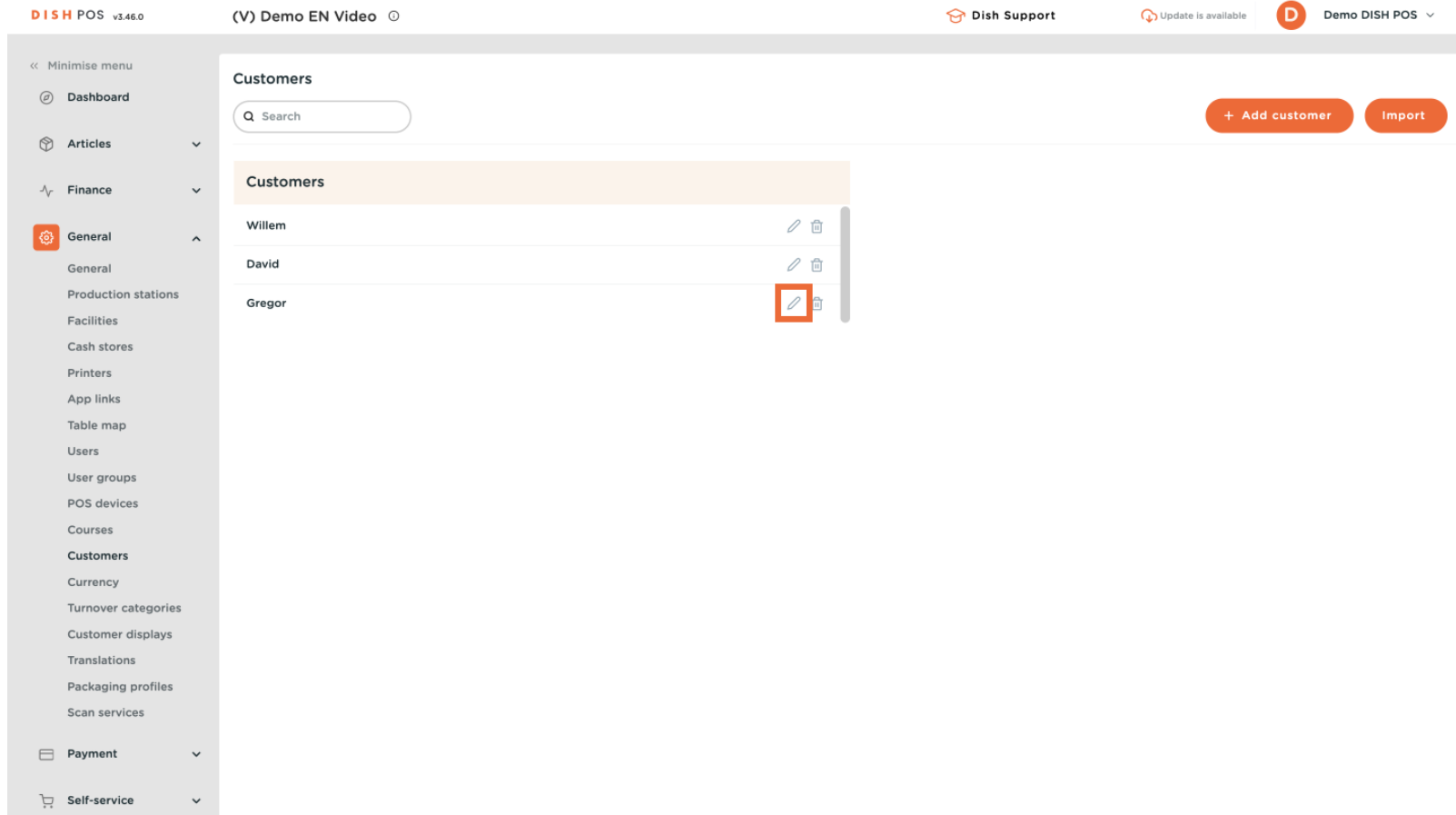
Number

City

Country

Cancel Save and add new **Save**

Back in the overview, you can manage customers by using the **edit icon**.



DISH POS v3.46.0 (V) Demo EN Video Dish Support Update is available Demo DISH POS

« Minimise menu

- Dashboard
- Articles
- 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
 - Packaging profiles
 - Scan services
- Payment
- Self-service

Customers

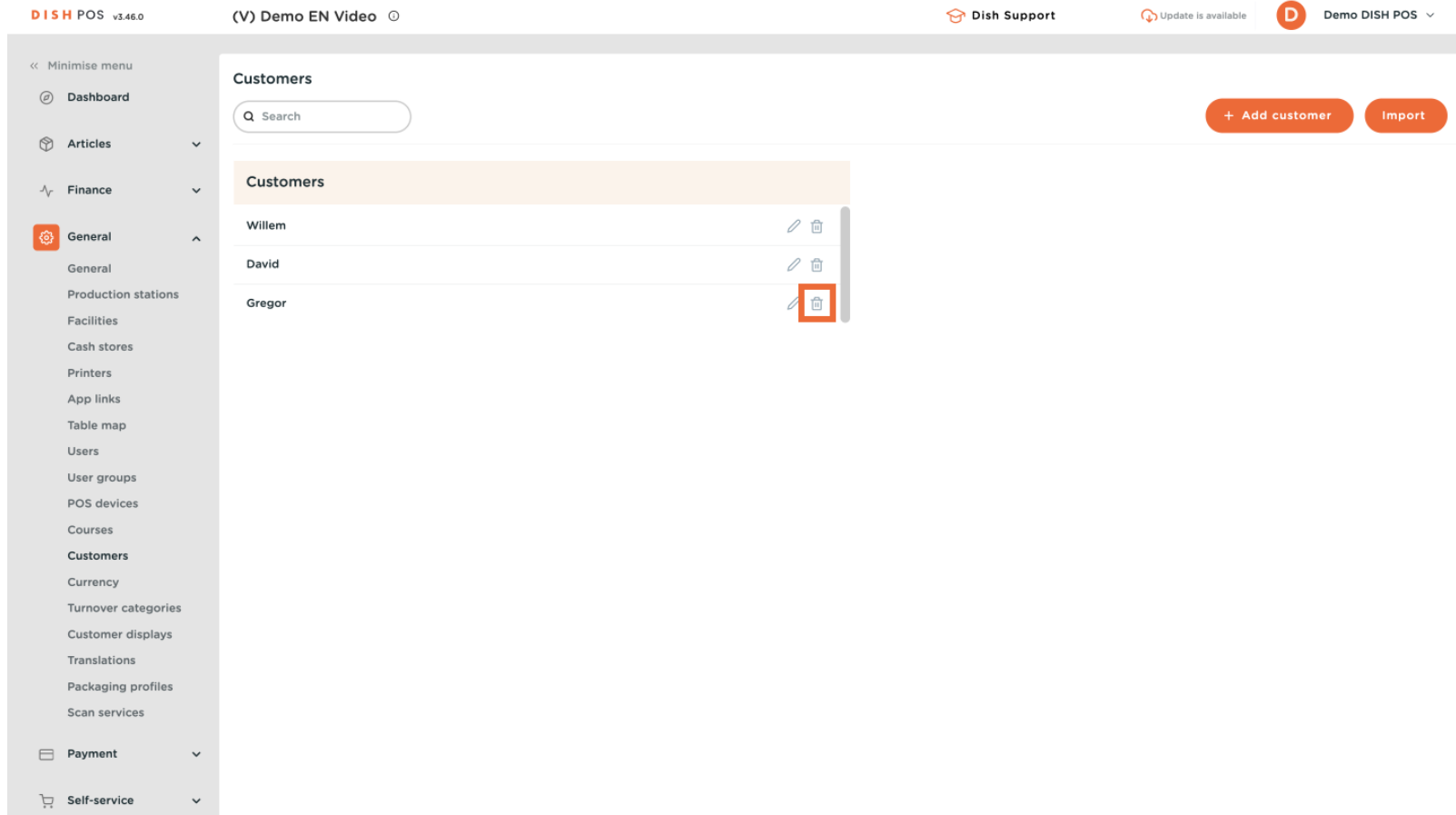
Q Search

+ Add customer Import

Customers	
Willem	 
David	 
Gregor	 



To delete a customer, use the **bin icon**.



DISH POS v3.46.0 (V) Demo EN Video   Dish Support  Update is available  Demo DISH POS 

« Minimise menu

-  Dashboard
-  Articles 
-  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
 - Packaging profiles
 - Scan services
-  Payment 
-  Self-service 

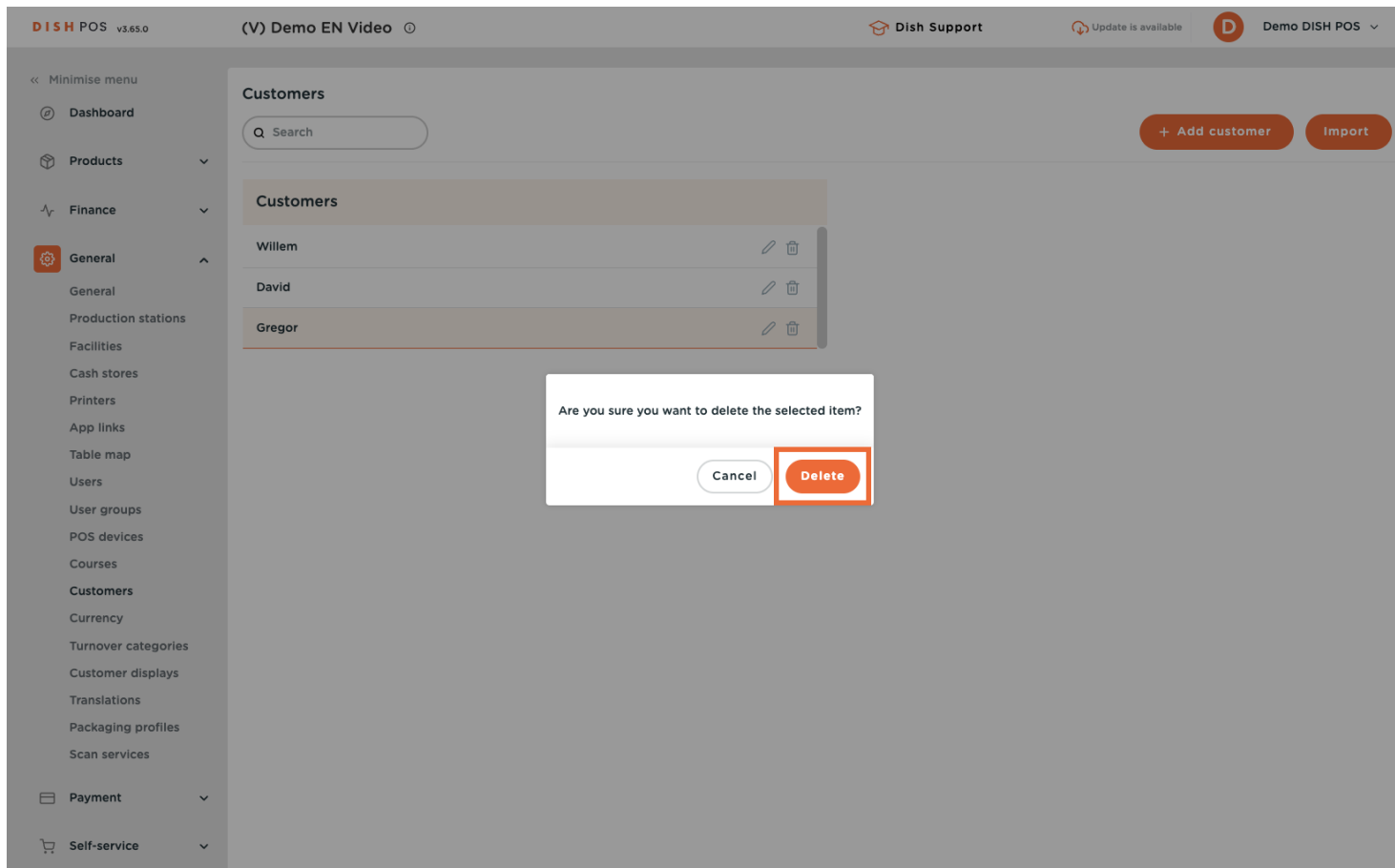
Customers

 + Add customer  Import

Customers	
Willem	 
David	 
Gregor	 

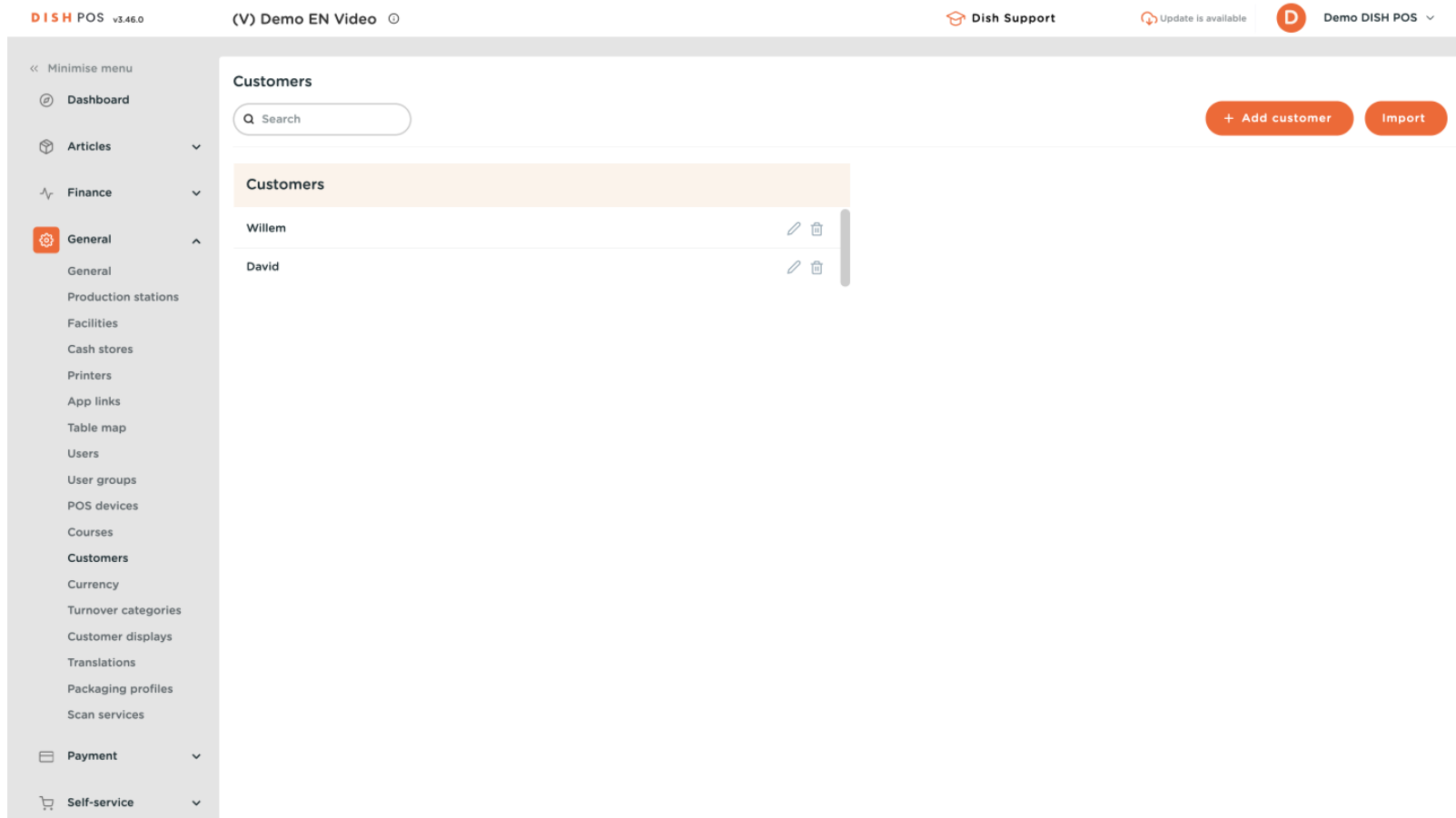


You then will be asked to confirm your action to make sure you are not deleting an item by accident. Do so, by clicking on **Delete**.





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



The screenshot displays the DISH POS v3.46.0 interface. The top navigation bar includes the version number, a video link '(V) Demo EN Video', 'Dish Support', an 'Update is available' notification, and a 'Demo DISH POS' dropdown. The left sidebar menu is expanded, showing categories like 'General' (which is highlighted), 'Payment', and 'Self-service'. The 'General' section includes sub-items such as 'General', 'Production stations', 'Facilities', 'Cash stores', 'Printers', 'App links', 'Table map', 'Users', 'User groups', 'POS devices', 'Courses', 'Customers', 'Currency', 'Turnover categories', 'Customer displays', 'Translations', 'Packaging profiles', and 'Scan services'. The main content area is titled 'Customers' and features a search bar. Below the search bar, there is a table listing customers: 'Willem' and 'David'. Each entry has edit and delete icons. At the top right of the main content area, there are two orange buttons: '+ Add customer' and 'Import'.



Scan to go to the interactive player