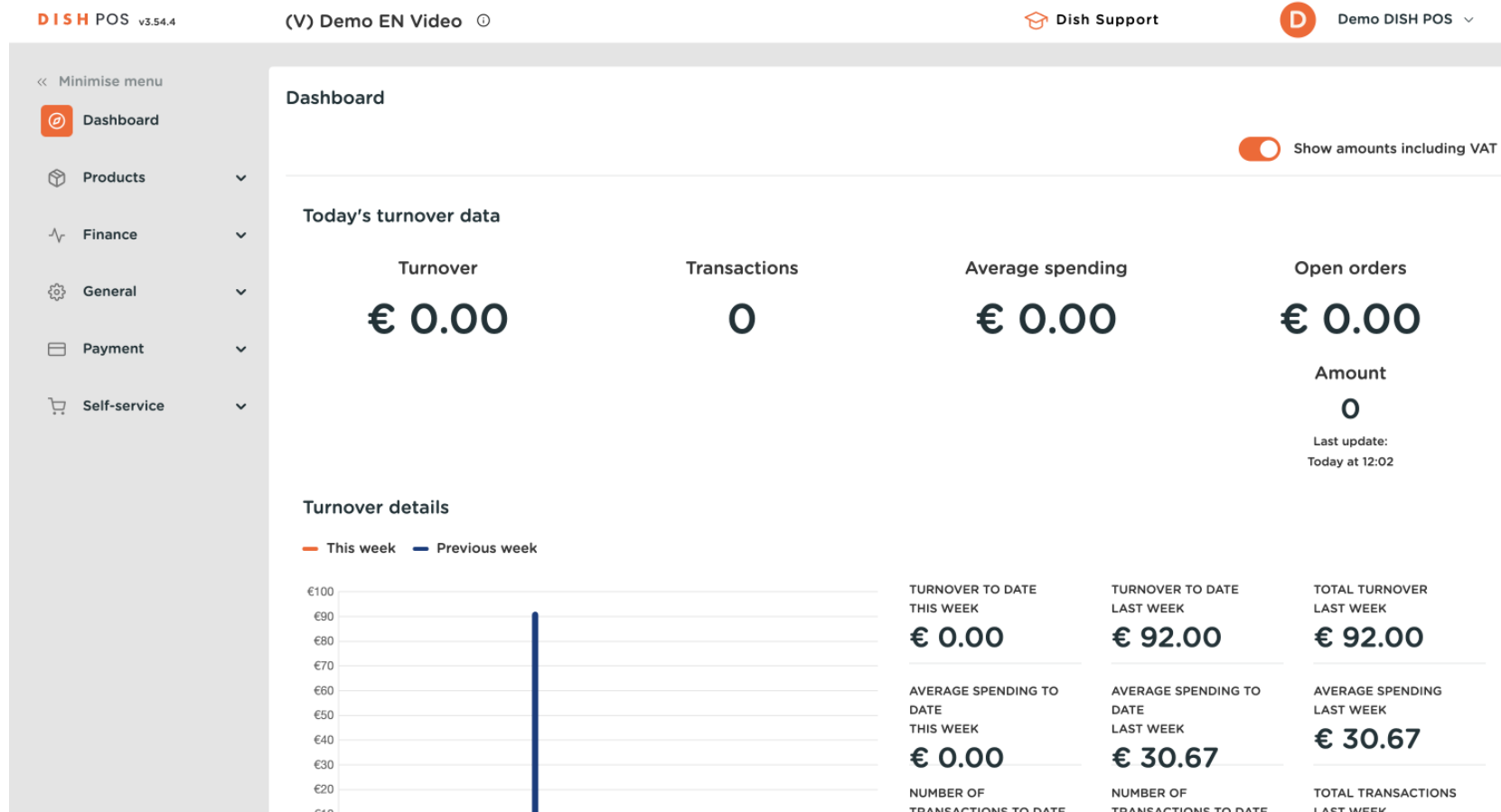




Welcome to the DISH POS dashboard. In this tutorial, we show you how to add and manage users.





First, click on **General**.

DISH POS v3.54.4
(V) Demo EN Video ⓘ
Dish Support
Demo DISH POS ▾

<< Minimise menu
Dashboard
Products ▾
Finance ▾
General ▾
Payment ▾
Self-service ▾

## Dashboard

☒ Show amounts including VAT

### Today's turnover data

| Turnover | Transactions | Average spending | Open orders                                                   |
|----------|--------------|------------------|---------------------------------------------------------------|
| € 0.00   | 0            | € 0.00           | € 0.00                                                        |
|          |              |                  | Amount<br>0<br><small>Last update:<br/>Today at 12:02</small> |

### 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

€ 92.00

TOTAL TURNOVER LAST WEEK

€ 92.00

AVERAGE SPENDING TO DATE THIS WEEK

€ 0.00

AVERAGE SPENDING TO DATE LAST WEEK

€ 30.67

AVERAGE SPENDING LAST WEEK

€ 30.67

NUMBER OF TRANSACTIONS TO DATE

NUMBER OF TRANSACTIONS TO DATE

TOTAL TRANSACTIONS LAST WEEK



Then go to **Users**.

**DISH POS** v3.54.4 (V) Demo EN Video   Dish Support  Demo DISH POS 

<< 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

## Dashboard

 Show amounts including VAT

### Today's turnover data

| Turnover | Transactions | Average spending | Open orders |
|----------|--------------|------------------|-------------|
| € 0.00   | 0            | € 0.00           | € 0.00      |

Amount  
0  
Last update:  
Today at 11:53

### Turnover details

— This week — Previous week

| Turnover to date this week | Turnover to date last week | Total turnover last week |
|----------------------------|----------------------------|--------------------------|
| € 0.00                     | € 92.00                    | € 92.00                  |

| Average spending to date this week | Average spending to date last week | Average spending last week |
|------------------------------------|------------------------------------|----------------------------|
| € 0.00                             | € 30.67                            | € 30.67                    |

| Number of transactions to date | Number of transactions to date | Total transactions last week |
|--------------------------------|--------------------------------|------------------------------|
|                                |                                |                              |



You are now in the overview of the users. Click on **+ Add user** to create a new user.

DISH POS v3.65.0
(V) Demo EN Video ⓘ
Dish Support
Demo DISH POS ▾

<< 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

### Users (15)

Show 50 ▾ Records

+ Add user

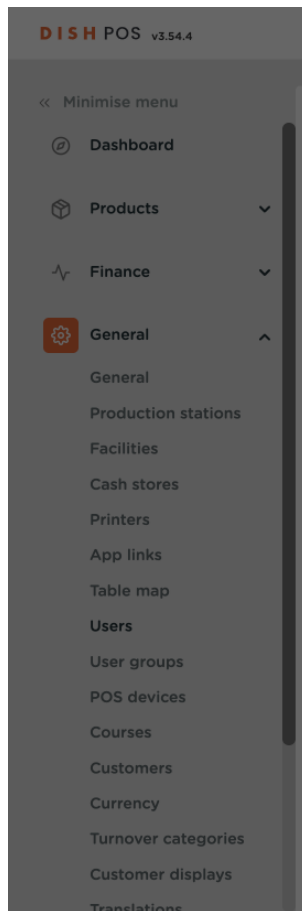
Import

| ID ▾ | Name ▾           | Email address ▾ | User groups        |
|------|------------------|-----------------|--------------------|
| #25  | 1_test           |                 |                    |
| #18  |                  |                 | Enterprise Admin   |
| #3   | Clerk            |                 | Clerk              |
| #24  | demo             |                 | Manager            |
| #1   | Demo booq        |                 | Enterprise Admin   |
| #17  | Demo DISH POS    |                 | Enterprise Admin   |
| #11  | Frans            |                 | Manager            |
| #13  | Grab & Go        |                 | Manager            |
| #20  | Haevns           |                 | User Group Test 01 |
| #19  | Kiosk            |                 | Manager            |
| #23  | Order Aggregator |                 | Manager            |

1



A new window will open where you have to set up the information of the new user. Start by adding the name into the respective **text field**.



Add user



User

User

General

Name \*

Role(s) \*

☐ Enterprise user
 ☐ App user

Identification

Your reference

ID

Areas

What does the user have access to? [Select all](#) [Deselect all](#)

None

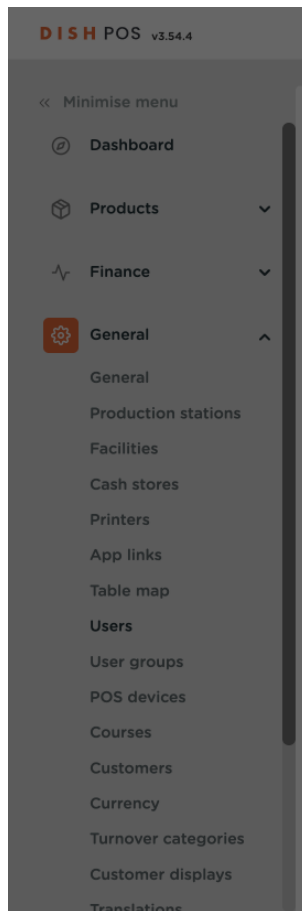
Cancel

Save and add new

Save



Then select whether the user should be an Enterprise, App user, or both. To do so, set the corresponding **checkmarks**.



Add user



User

User

General

Name \*

Marina

Role(s) \*

☐ Enterprise user
 ☐ App user

Identification

Your reference

ID

Areas

What does the user have access to? [Select all](#) [Deselect all](#)

None

Cancel

Save and add new

Save



If your user is an enterprise user, start by entering the user's email-address and password into the respective **text fields**.

DISH POS v3.54.4

<< 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

Add user

User

User

General

Enterprise user

User groups

Name \*

Marina

Role(s) \*

☒ Enterprise user

☐ App user

Email address \*

Current password \*

New password \*

Confirm new password \*

What does the user have access to? **Select all** **Deselect all**

☐ (V) Demo EN Video

☐ HD Video Demo English

New password must be at least 8 characters long.

+ Add user group

Cancel

Save and add new

Save



If you want to assign the user to a user group, click on the corresponding **drop-down menu**.

**DISH POS v3.54.4**

<< 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

**Add user**

 User

**User**

**General**

Name \* Marina

Role(s) \* ☒ Enterprise user ☐ App user

**Enterprise user**

Email address \*

Current password \*

New password \* New password must be at least 8 characters long.

Confirm new password \*

**User groups**

User group Add new group

**Areas**

What does the user have access to? **Select all** **Deselect all**

☐ (V) Demo EN Video

☐ HD Video Demo English

Cancel Save and add new Save

To make the changes effective, click on **+ Add user group**.

DISH POS v3.54.4

<< 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

Add user

User

User

General

Name \*

Marina

Role(s) \*

☒ Enterprise user
 ☐ App user

Enterprise user

Email address \*

Current password \*

New password \*

New password must be at least 8 characters long.

Confirm new password \*

Areas

What does the user have access to? [Select all](#) [Deselect all](#)

☐ (V) Demo EN Video
 ☐ HD Video Demo English

User groups

User group

Enterprise Admin

+ Add user group

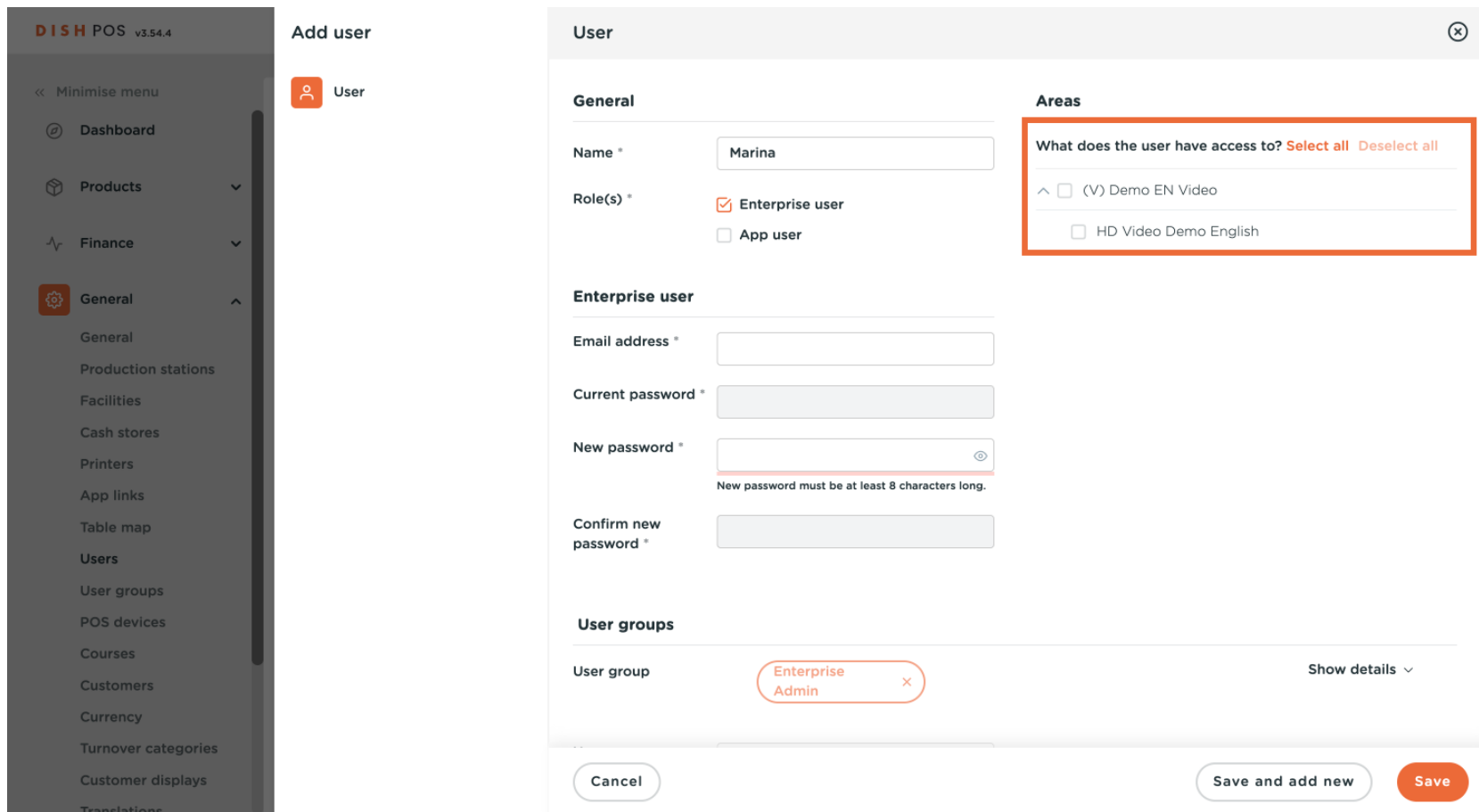
Cancel

Save and add new

Save



At Areas, you can define the facilities the user is allowed to manage. Simply set the **checkmark** for the respective facilities. **To select or deselect every facility at once you can use the given options Select all and Deselect all.**



**DISH POS v3.54.4**

<< 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

**Add user**

User

**User**

**General**

Name \* Marina

Role(s) \* ☒ Enterprise user ☐ App user

**Enterprise user**

Email address \*

Current password \*

New password \*

New password must be at least 8 characters long.

Confirm new password \*

**User groups**

User group Enterprise Admin

**Areas**

What does the user have access to? **Select all** **Deselect all**

- ☐ (V) Demo EN Video
- ☐ HD Video Demo English

Cancel Save and add new Save



## Adding the user's first and last name is an optional step.

+ Add user group



Afterwards, assign a pin code to the user by entering into the corresponding **field**.

DISH POS v3.54.4
<< 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

Add user
User

User

General

Name \*
Marina

Role(s) \*
☐ Enterprise user
☒ App user

App user

First name

Last name

PIN code \*

Barcode / code

Language
None

Areas

What does the user have access to? [Select all](#) [Deselect all](#)

☒ (V) Demo EN Video
☐ HD Video Demo English

User groups

User group

+ Add user group

Cancel

Save and add new

Save



If you wish to assign a barcode/passcode to the user, do so by entering one into the corresponding **field**

DISH POS v3.54.4

« 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

Add user

User

User

General

Name \*

Marina

Role(s) \*

Enterprise user

App user

App user

First name

Last name

PIN code \*

Barcode / code

Language

None

User groups

User group

+ Add user group

Areas

What does the user have access to? 

Select all

Deselect all

(V) Demo EN Video

HD Video Demo English

Cancel

Save and add new

Save



To assign a language to the user, use the corresponding **drop-down menu**.

DISH POS v3.54.4

<< 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

Add user

User

User

General

Name \*
Marina
Role(s) \*
☐ Enterprise user
☒ App user

App user

First name
Last name
PIN code \*
Barcode / code
Language
None

User groups

User group

+ Add user group

Areas

What does the user have access to? [Select all](#) [Deselect all](#)

☒ (V) Demo EN Video
☐ HD Video Demo English

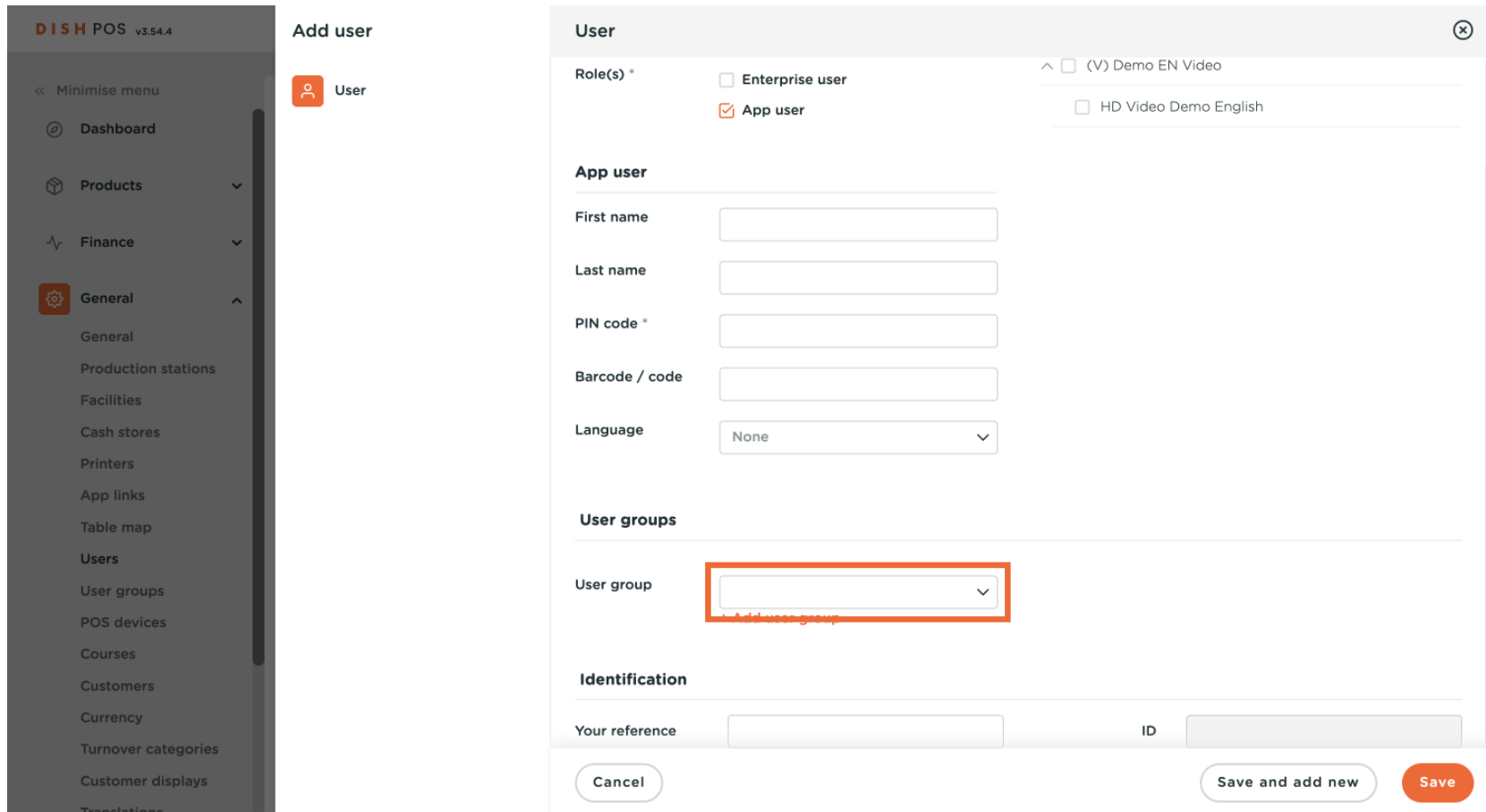
Cancel

Save and add new

Save



If you want to assign the user to an user group, click on the corresponding **drop-down menu**.



**DISH POS v3.54.4**

**Add user**

**User**

**Role(s) \***

☐ Enterprise user

☒ App user

**App user**

First name

Last name

PIN code \*

Barcode / code

Language

**User groups**

User group

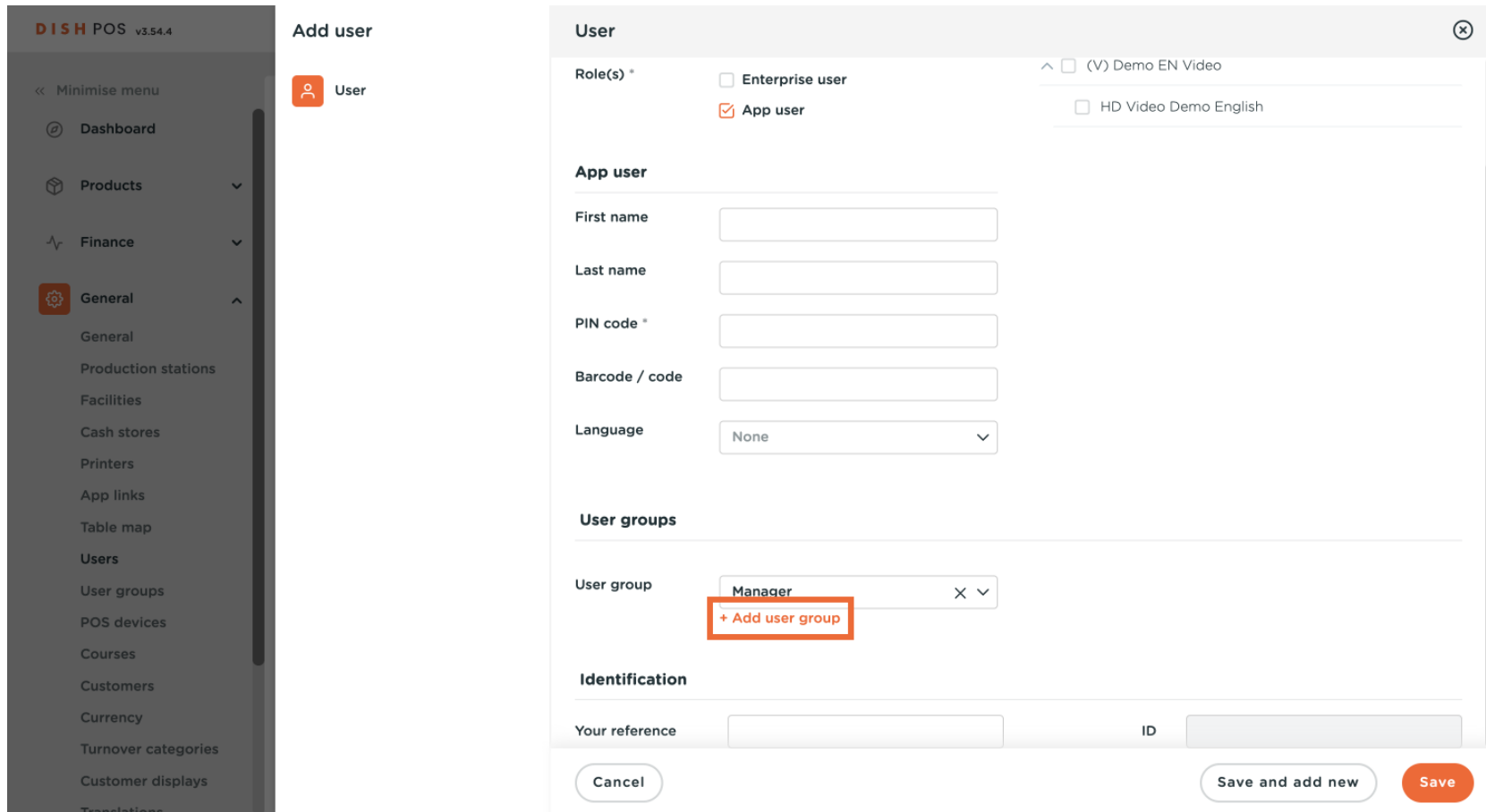
**Identification**

Your reference

ID

**Cancel** **Save and add new** **Save**

To make the changes effective, click on **+ Add user group**.



**DISH POS v3.54.4**

« 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

**Add user**

**User**

Role(s) \* ☐ Enterprise user ☒ App user

**App user**

First name

Last name

PIN code \*

Barcode / code

Language

**User groups**

User group

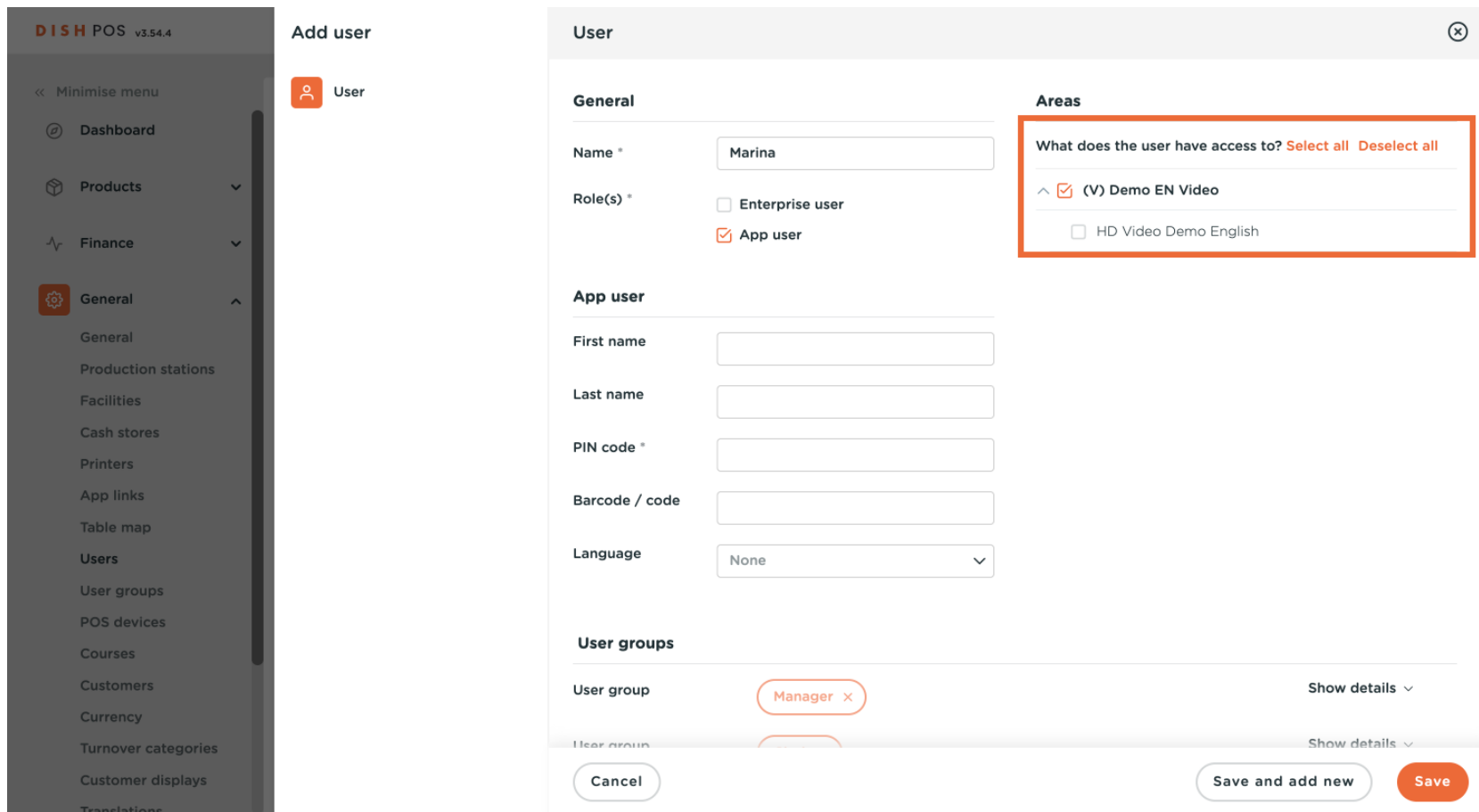
**+ Add user group**

**Identification**

Your reference  ID



At Areas, you can define the facilities the user is allowed to manage. Simply set the **checkmark** for the respective facilities. **To select or deselect every facility at once you can use the given options Select all and Deselect all.**



**DISH POS v3.54.4**

**Add user**

**User**

**General**

Name \* Marina

Role(s) \* ☐ Enterprise user ☒ App user

**App user**

First name

Last name

PIN code \*

Barcode / code

Language None

**User groups**

User group Manager

**Areas**

What does the user have access to? **Select all** **Deselect all**

☒ (V) Demo EN Video

☐ HD Video Demo English

Cancel Save and add new Save

Once you are finished, click on **Save** to apply the changes.

18 of 24

To edit an existing customer, use the corresponding editing icon.

DISH POS v3.65.0 (V) Demo EN Video   Dish Support  Demo DISH POS 

« Minimise menu

-  Dashboard
-  Products 
-  Finance 
-  General 
  - General
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  - Facilities
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  - App links
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  - Users**
  - User groups
  - POS devices
  - Courses
  - Customers
  - Currency
  - Turnover categories
  - Customer displays

**Users (15)**

Show 50 Records   

|                                                                                                                                                                                                                                                             | ID  | Name             | Email address | User groups        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------------------|---------------|--------------------|
|          | #25 | 1_test           |               |                    |
|          | #18 |                  |               | Enterprise Admin   |
|          | #3  | Clerk            |               | Clerk              |
|          | #24 | demo             |               | Manager            |
|          | #1  | Demo booq        |               | Enterprise Admin   |
|       | #17 | Demo DISH POS    |               | Enterprise Admin   |
|    | #11 | Frans            |               | Manager            |
|    | #13 | Grab & Go        |               | Manager            |
|    | #20 | Haevns           |               | User Group Test 01 |
|    | #19 | Kiosk            |               | Manager            |
|    | #23 | Order Aggregator |               | Manager            |

1



If you like to copy an existing customer, use the corresponding **duplicate icon**.

**DISH POS** v3.65.0 (V) Demo EN Video   Dish Support  Demo DISH POS 

« 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

**Users (15)**

Show 50  Records  

|                                                                                                                                                                                                                                                             | ID  | Name  | Email address  | User groups        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|--------------------|
|          | #25                                                                                  | 1_test                                                                                 |                |                    |
|          | #18                                                                                  |       |                | Enterprise Admin   |
|          | #3                                                                                   | Clerk                                                                                  |                                                                                                   | Clerk              |
|          | #24                                                                                  | demo                                                                                   |                                                                                                   | Manager            |
|          | #1                                                                                   | Demo booq                                                                              |                | Enterprise Admin   |
|          | #17                                                                                  | Demo DISH POS                                                                          |                | Enterprise Admin   |
|    | #11                                                                                  | Frans                                                                                  |                                                                                                   | Manager            |
|    | #13                                                                                  | Grab & Go                                                                              |                                                                                                   | Manager            |
|    | #20                                                                                  | Haevns                                                                                 |              | User Group Test 01 |
|    | #19                                                                                  | Kiosk                                                                                  |                                                                                                   | Manager            |
|    | #23                                                                                  | Order Aggregator                                                                       |                                                                                                   | Manager            |

1

To delete a customer, click on the corresponding **bin icon**.

DISH POS v3.65.0 (V) Demo EN Video   Dish Support  Demo DISH POS 

« 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

**Users (15)**

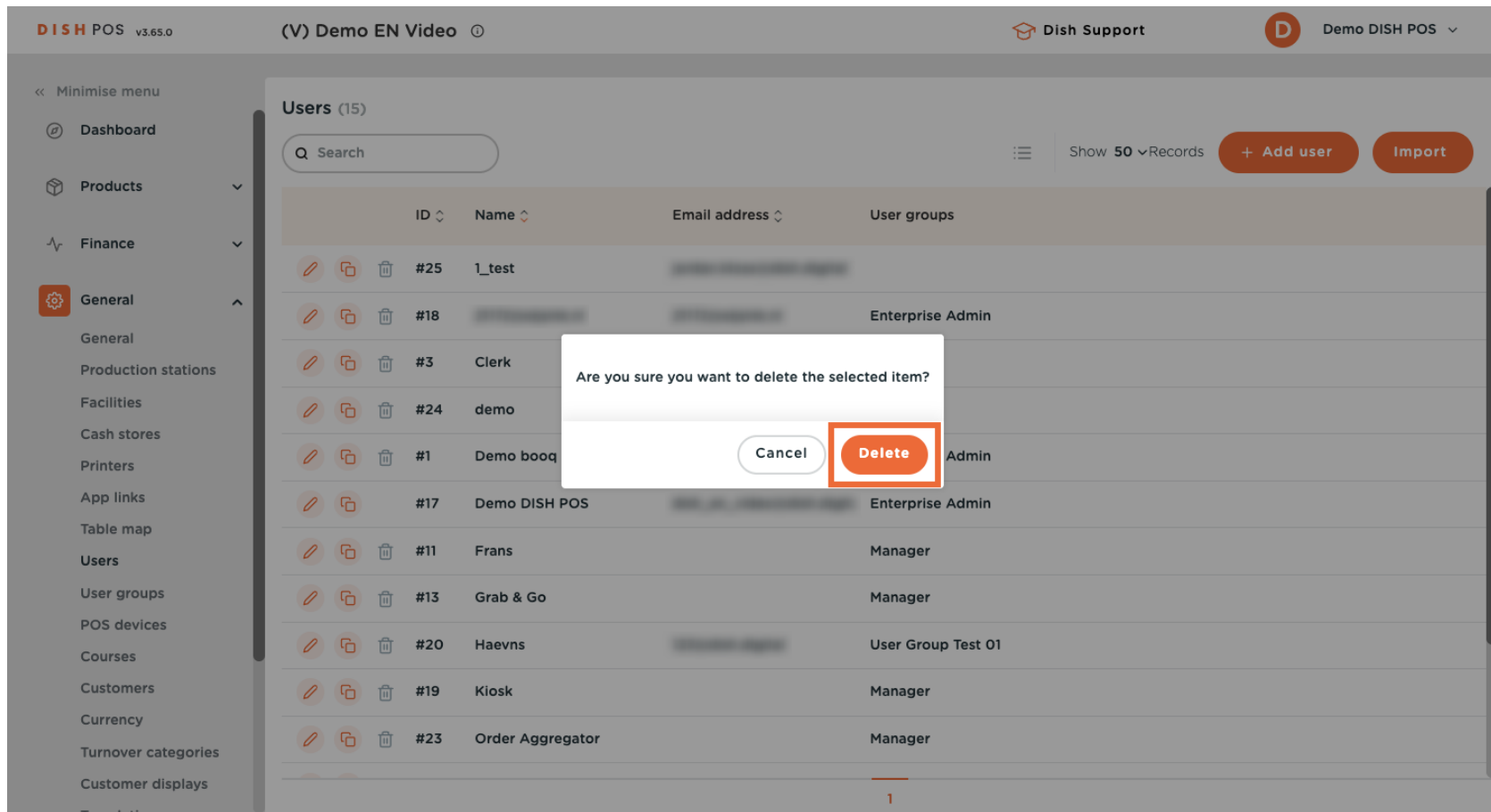
Show 50  Records  

|                                                                                                                                                                                                                                                             | ID  | Name  | Email address  | User groups        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|--------------------|
|          | #25                                                                                  | 1_test                                                                                 |                |                    |
|          | #18                                                                                  |       |                | Enterprise Admin   |
|          | #3                                                                                   | Clerk                                                                                  |                                                                                                   | Clerk              |
|          | #24                                                                                  | demo                                                                                   |                                                                                                   | Manager            |
|          | #1                                                                                   | Demo booq                                                                              |                | Enterprise Admin   |
|          | #17                                                                                  | Demo DISH POS                                                                          |                | Enterprise Admin   |
|    | #11                                                                                  | Frans                                                                                  |                                                                                                   | Manager            |
|    | #13                                                                                  | Grab & Go                                                                              |                                                                                                   | Manager            |
|    | #20                                                                                  | Haevns                                                                                 |              | User Group Test 01 |
|    | #19                                                                                  | Kiosk                                                                                  |                                                                                                   | Manager            |
|    | #23                                                                                  | Order Aggregator                                                                       |                                                                                                   | Manager            |

1



To make sure you are not deleting an item by accident, you will be asked to confirm your action. To do so, click on **Delete**.



**Users (15)**

Search

Show 50 Records + Add user Import

| ID  | Name             | Email address | User groups        |
|-----|------------------|---------------|--------------------|
| #25 | 1_test           |               |                    |
| #18 |                  |               | Enterprise Admin   |
| #3  | Clerk            |               |                    |
| #24 | demo             |               |                    |
| #1  | Demo booq        |               | Admin              |
| #17 | Demo DISH POS    |               | Enterprise Admin   |
| #11 | Frans            |               | Manager            |
| #13 | Grab & Go        |               | Manager            |
| #20 | Haevns           |               | User Group Test 01 |
| #19 | Kiosk            |               | Manager            |
| #23 | Order Aggregator |               | Manager            |

Are you sure you want to delete the selected item?

Cancel Delete



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

**DISH POS** v3.65.0 (V) Demo EN Video   Dish Support  Demo DISH POS 

<< 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

**Users (14)**

 Show 50  Records  

|                                                                                                                                                                                                                                                             | ID  | Name  | Email address  | User groups        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|--------------------|
|          | #18                                                                                  |                                                                                        |                                                                                                   | Enterprise Admin   |
|          | #3                                                                                   | Clerk                                                                                  |                                                                                                   | Clerk              |
|          | #24                                                                                  | demo                                                                                   |                                                                                                   | Manager            |
|          | #1                                                                                   | Demo booq                                                                              |                                                                                                   | Enterprise Admin   |
|          | #17                                                                                  | Demo DISH POS                                                                          |                                                                                                   | Enterprise Admin   |
|    | #11                                                                                  | Frans                                                                                  |                                                                                                   | Manager            |
|    | #13                                                                                  | Grab & Go                                                                              |                                                                                                   | Manager            |
|    | #20                                                                                  | Haevns                                                                                 |                                                                                                   | User Group Test 01 |
|    | #19                                                                                  | Kiosk                                                                                  |                                                                                                   | Manager            |
|    | #23                                                                                  | Order Aggregator                                                                       |                                                                                                   | Manager            |
|    | #22                                                                                  | Order2POS                                                                              |                                                                                                   | Manager            |

1



Scan to go to the interactive player