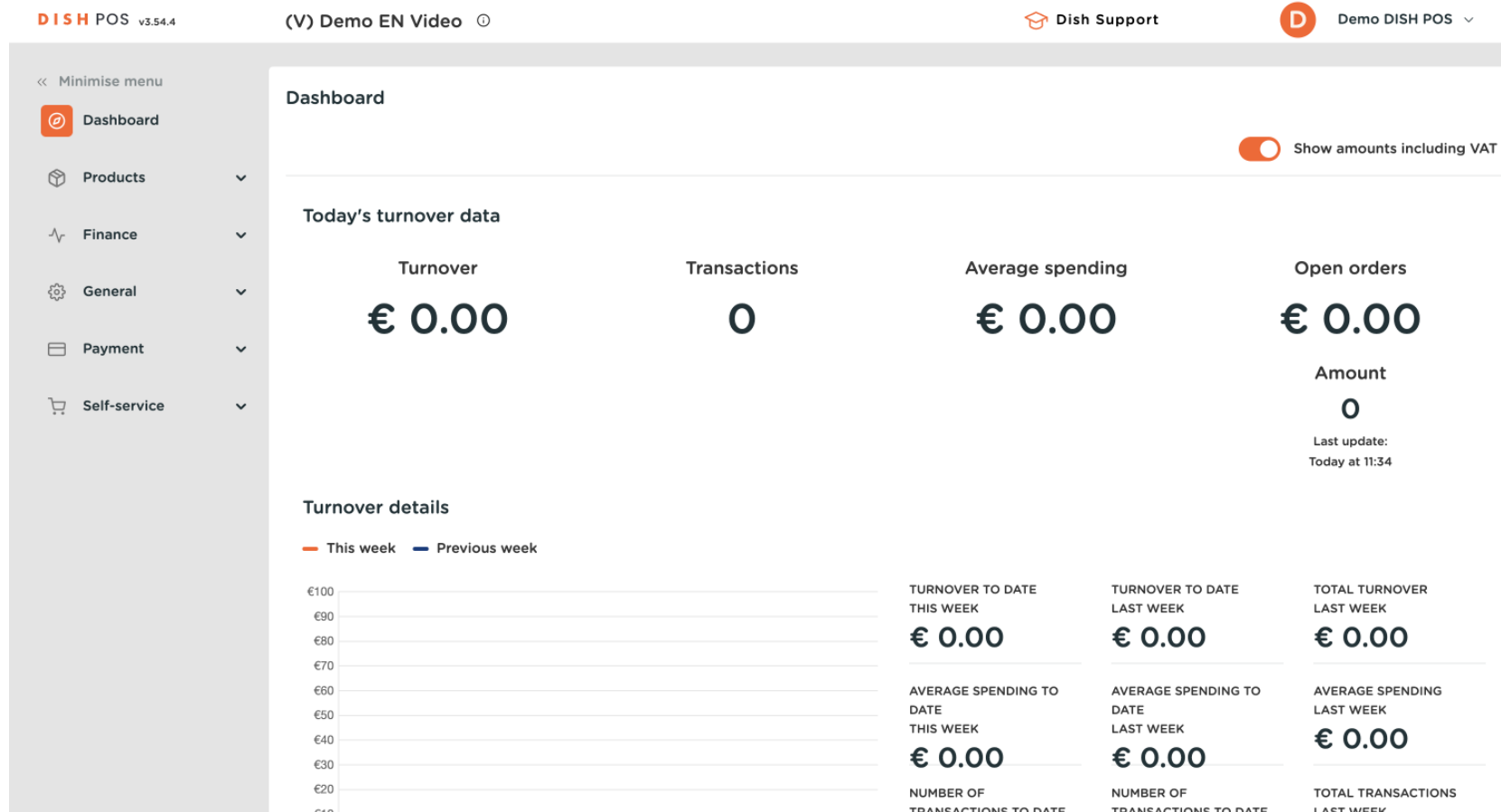




Welcome to the DISH POS dashboard. In this tutorial, we show you how to manage and arrange menus.





First, click on **Products**.

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
			0
			Last update: Today at 11:34

Turnover details

 This week  Previous week

	TURNOVER TO DATE THIS WEEK	TURNOVER TO DATE LAST WEEK	TOTAL TURNOVER LAST WEEK
€100	€ 0.00	€ 0.00	€ 0.00
€90			
€80			
€70			
€60			
€50			
€40			
€30			
€20			
€10			

	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	NUMBER OF TRANSACTIONS TO DATE	TOTAL TRANSACTIONS LAST WEEK



Then go to **Menus**.

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

<< Minimise menu

-  **Dashboard**
-  **Products** 
 - Products
 - Product groups
 - Price levels
 - Menus**
 - French menus
 - Option menus
 - Price management
 - Periods
 - Promotions
-  **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
0
Last update:
Today at 11:34

Turnover details

— This week — Previous week

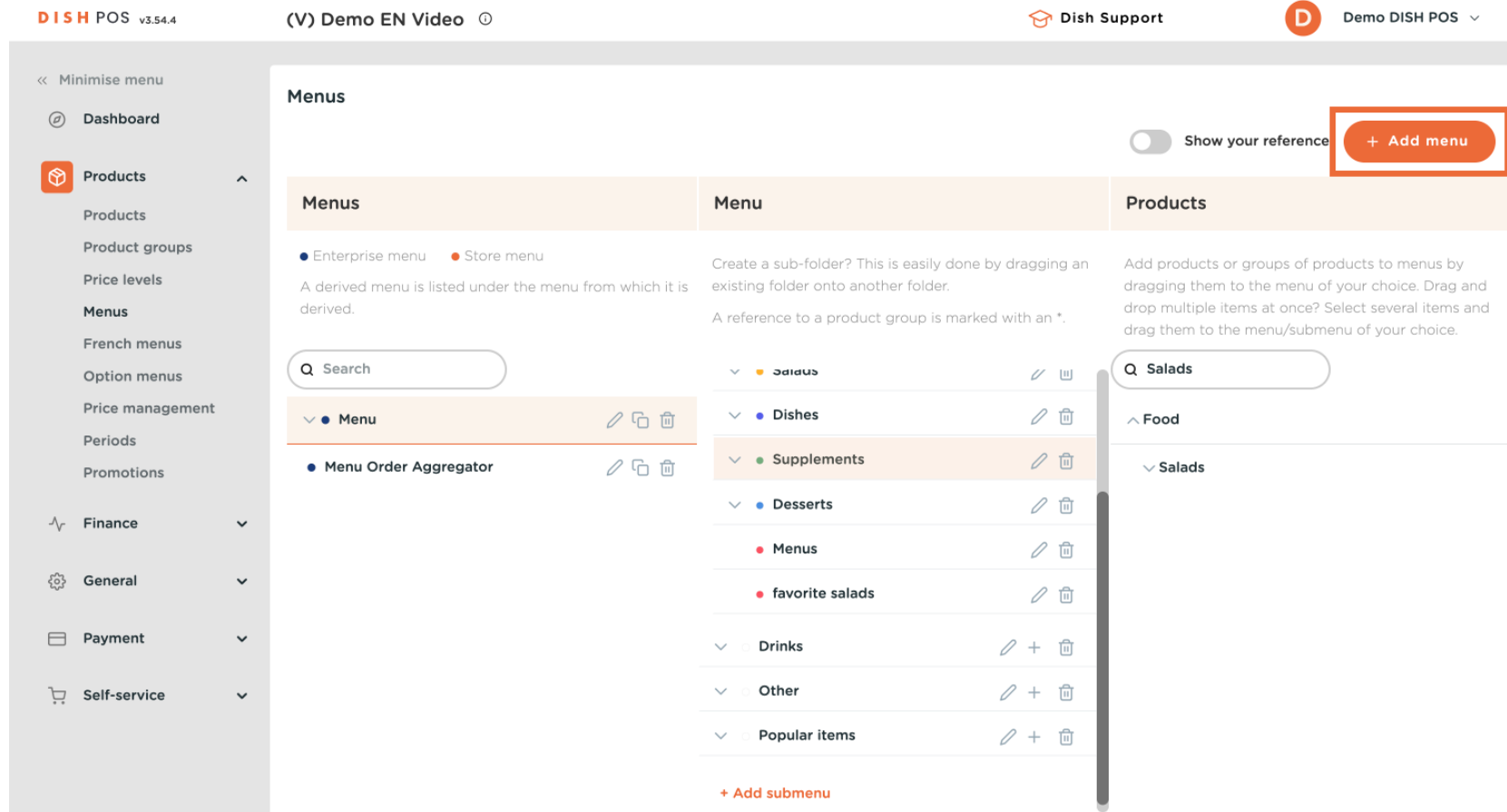
	TURNOVER TO DATE THIS WEEK	TURNOVER TO DATE LAST WEEK	TOTAL TURNOVER LAST WEEK
€100	€ 0.00	€ 0.00	€ 0.00
€90			
€80			
€70			
€60			
€50			
€40			
€30			
€20			
€10			

	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	NUMBER OF TRANSACTIONS TO DATE	TOTAL TRANSACTIONS LAST WEEK



You are now in the overview of your menus. To add a new one, simply click on **+ Add menu**.



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

<< Minimise menu

 Dashboard

 **Products** 

Products

Product groups

Price levels

Menus

French menus

Option menus

Price management

Periods

Promotions

 **Finance** 

 **General** 

 **Payment** 

 **Self-service** 

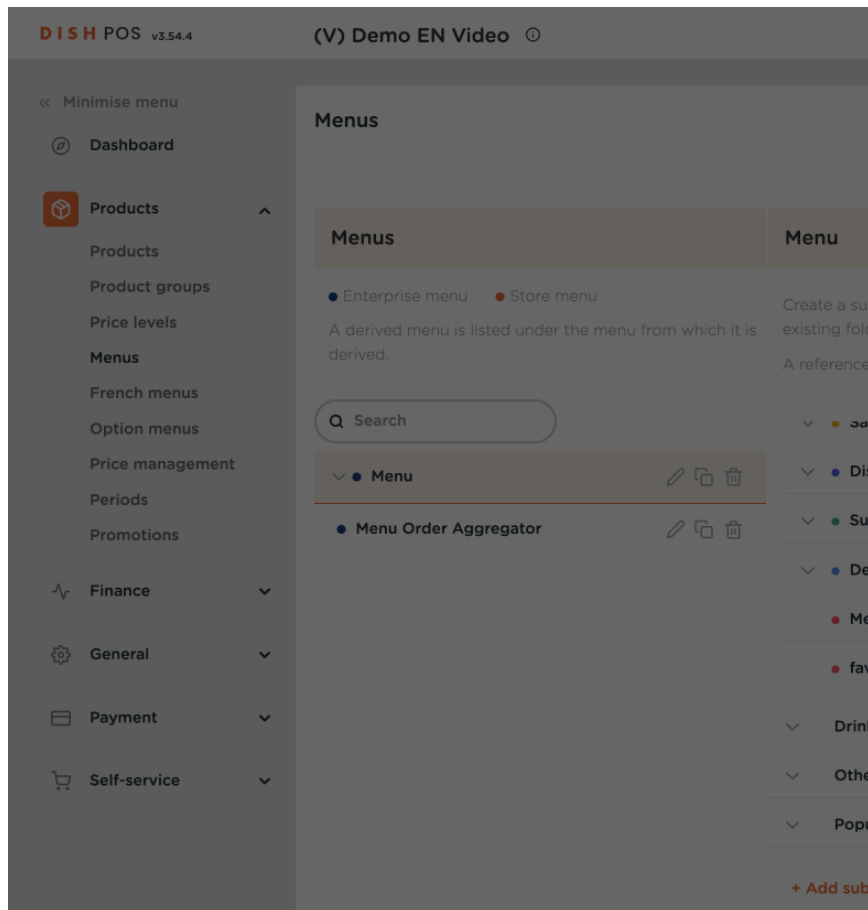
Menus

 Show your reference **+ Add menu**

Menus	Menu	Products
● Enterprise menu ● Store menu A derived menu is listed under the menu from which it is derived. Search ▼ ● Menu    ● Menu Order Aggregator   	Create a sub-folder? This is easily done by dragging an existing folder onto another folder. A reference to a product group is marked with an *. ▼ ● Salads   ▼ ● Dishes   ▼ ● Supplements   ▼ ● Desserts   ● Menus   ● favorite salads   ▼ ● Drinks  +  ▼ ● Other  +  ▼ ● Popular items  +  + Add submenu	Add products or groups of products to menus by dragging them to the menu of your choice. Drag and drop multiple items at once? Select several items and drag them to the menu/submenu of your choice. Search Salads ^ Food ▼ Salads



A new window will open where you can enter the information of the new menu. Start by giving it a name. To do so, use the corresponding **text field**.



Add menu



Menu

Name

Numbers / Description

☐
Derived menu

Derived from

None

Store

None

Identification

Your reference

ID

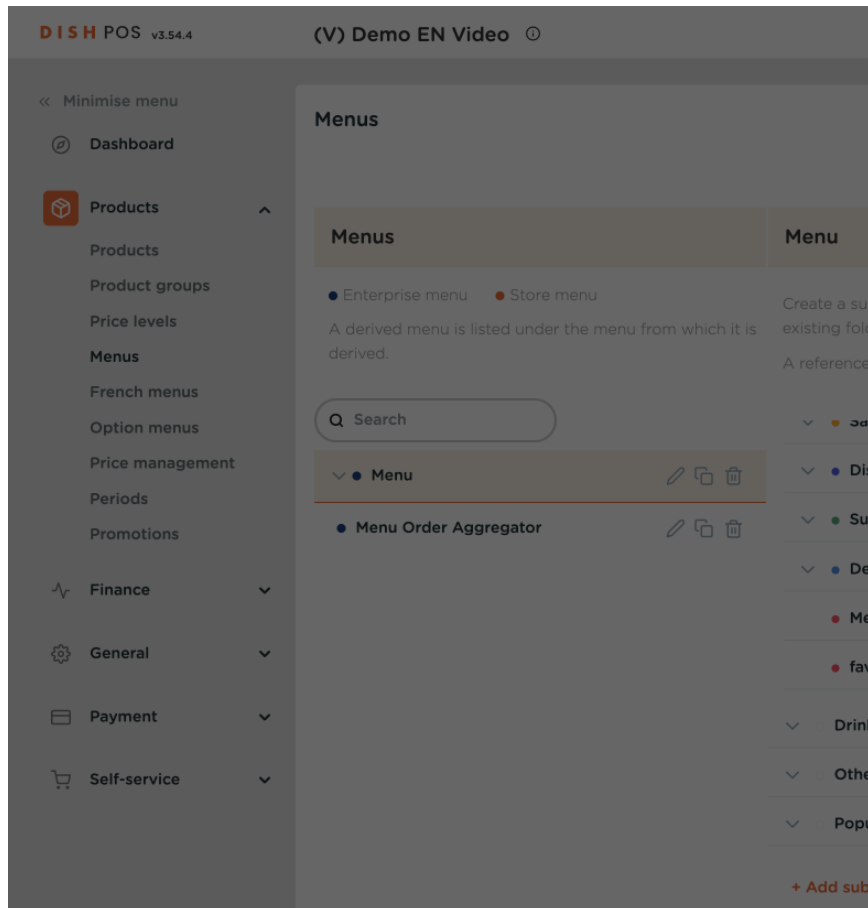
Cancel

Save

5 of 24



Then click on **Save**, to apply the changes.



Add menu



Menu

Name*

Numbers / Description

☐

Derived menu

Derived from

None

Store

None

Identification

Your reference

ID

Cancel

Save

6 of 24

To now manage your menus, select the **menu** you want to adjust.

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

<< Minimise menu
Dashboard
Products
Products
Product groups
Price levels
Menus
French menus
Option menus
Price management
Periods
Promotions
Finance
General
Payment
Self-service

Menus

☐ Enterprise menu
☒ Store menu

Create a sub-folder? This is easily done by dragging an existing folder onto another folder.

A reference to a product group is marked with an *.

Search
No results found

▼
●
Menu

✎
📄
🗑️

●
Menu Order Aggregator

✎
📄
🗑️

Show your reference
+ Add menu

Menus	Selected menu	Products
☒ Enterprise menu ☒ Store menu Create a sub-folder? This is easily done by dragging an existing folder onto another folder. A reference to a product group is marked with an *. Search No results found ▼ ● Menu ✎ 📄 🗑️ ● Menu Order Aggregator ✎ 📄 🗑️ Add products or groups of products to menus by dragging them to the menu of your choice. Drag and drop multiple items at once? Select several items and drag them to the menu/submenu of your choice.		

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Then the main categories will appear right next to it. There are now two ways of adding a submenu. If you like to add a new submenu to the selected menu, click on **+ Add submenu**.

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<< Minimise menu

 Dashboard

 **Products** 

Products

Product groups

Price levels

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Price management

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 General 

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 Self-service 

Menus

☐ Enterprise menu ☒ Store menu

A derived menu is listed under the menu from which it is derived.

Q Search

▼ ☒ Menu   

☒ Menu Order Aggregator   

Create a sub-folder? This is easily done by dragging an existing folder onto another folder.

A reference to a product group is marked with an *.

Drag and drop the product group.

▼ ☐ Food   

▼ ☐ Drinks   

▼ ☐ Other   

▼ ☐ Popular items   

+ Add submenu

☐ Show your reference **+ Add menu**

Products

Add products or groups of products to menus by dragging them to the menu of your choice. Drag and drop multiple items at once? Select several items and drag them to the menu/submenu of your choice.

Q Search

▼ Drinks

▼ Food

▼ Miscellaneous

▼ Kiosk

▼ Order Aggregator

☐ 3 course Menu (copy)

☐ test test



And if you want to add a new submenu under an already existing submenu, use the **plus icon** of the corresponding submenu. The following steps are the same for both ways of adding a submenu.

DISH POS v3.54.4

(V) Demo EN Video

Dish Support

Demo DISH POS

<< Minimise menu

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Products

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Payment

Self-service

Menus

Enterprise menu

Store menu

A derived menu is listed under the menu from which it is derived.

Q Search

Menu

Menu Order Aggregator

Create a sub-folder? This is easily done by dragging an existing folder onto another folder.

A reference to a product group is marked with an *.

Drag and drop the product group

Food

Drinks

Other

Popular items

+ Add submenu

Add products or groups of products to menus by dragging them to the menu of your choice. Drag and drop multiple items at once? Select several items and drag them to the menu/submenu of your choice.

Q Search

Drinks

Food

Miscellaneous

Kiosk

Order Aggregator

3 course Menu (copy)

test test

Show your reference + Add menu



A new window will open where you have to fill in the necessary information. Start by adding the name into the corresponding **text field**.

DISH POS v3.54.4

<< Minimise menu

Dashboard

Products

Products

Product groups

Price levels

Menus

French menus

Option menus

Price management

Periods

Promotions

Finance

General

Payment

Self-service

Add submenu

Submenu

Name

Appearance

Colour

Images

Image	File name	Size	Dimensions	Uploaded	Apply
+ Upload image					

Identification

Your reference

ID

Cancel

Save



To distinguish the submenus by each other better, you can add a colour to the submenu. Select one by using the corresponding **drop-down menu**.

DISH POS v3.54.4

<< Minimise menu

- Dashboard
- Products**
 - Products
 - Product groups
 - Price levels
 - Menus
 - French menus
 - Option menus
 - Price management
 - Periods
 - Promotions
- Finance
- General
- Payment
- Self-service

Add submenu

 Submenu

Submenu ✕

Name*

Appearance

Colour

Images

Image	File name	Size	Dimensions	Uploaded	Apply
+ Upload image					

Identification

Your reference

ID

Cancel
Save



For further simplicity in the order process, you can add an image to the submenu. Simply click on **+ Upload image**. Only .jpg, .png, .jpeg files of maximum 4 MB are supported.

DISH POS v3.54.4
 << Minimise menu

Dashboard
 Products
 Product groups
 Price levels
 Menus
 French menus
 Option menus
 Price management
 Periods
 Promotions
 Finance
 General
 Payment
 Self-service

Add submenu
 Submenu

×

Name*

Favorite Salads

Appearance

Colour

Images

Image	File name	Size	Dimensions	Uploaded	Apply
+ Upload image					

Identification

Your reference

ID

Cancel

Save

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

DISH POS v3.54.4

<< Minimise menu

Dashboard

Products

Products

Product groups

Price levels

Menus

French menus

Option menus

Price management

Periods

Promotions

Finance

General

Payment

Self-service

Add submenu

Submenu

Name*

Favorite Salads

Appearance

Colour

Images

Image	File name	Size	Dimensions	Uploaded	Apply
+ Upload image					

Identification

Your reference

ID

Cancel

Save



To get a better overview on what submenus already exist, unfold the sub-category by using the **down-facing arrow**.

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

<< Minimise menu

 Dashboard

 **Products** 

Products

Product groups

Price levels

Menus

French menus

Option menus

Price management

Periods

Promotions

 Finance 

 General 

 Payment 

 Self-service 

Menus

☐ Show your reference 

Menus	Menu	Products
● Enterprise menu ● Store menu A derived menu is listed under the menu from which it is derived. Q Search ▼ ● Menu    ● Menu Order Aggregator   	Create a sub-folder? This is easily done by dragging an existing folder onto another folder. A reference to a product group is marked with an *. Q Search Drag and drop the product group. ▼ Food    ▼ ● Drinks    ▼ ● Other    ▼ ● Popular items    	Add products or groups of products to menus by dragging them to the menu of your choice. Drag and drop multiple items at once? Select several items and drag them to the menu/submenu of your choice. Q Search ▼ Drinks ▼ Food ▼ Miscellaneous ▼ Kiosk ▼ Order Aggregator ☐ 3 course Menu (copy) ☐ test test



To now add products to your submenu, either search for a product by using the **search bar** or expand the **product groups** by using the respective down-facing arrow.

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

<< Minimise menu

 Dashboard

 **Products** 

Products

Product groups

Price levels

Menus

French menus

Option menus

Price management

Periods

Promotions

 Finance 

 General 

 Payment 

 Self-service 

Menus

● Enterprise menu ● Store menu

A derived menu is listed under the menu from which it is derived.

Q Search

▼ ● Menu   

● Menu Order Aggregator   

Create a sub-folder? This is easily done by dragging an existing folder onto another folder.

A reference to a product group is marked with an *.

Drag and drop the product group.

Food   

Drinks   

Hot Drinks  

Special Coffees  

Tea  

Softdrinks  

Tap Beers  

Whiskey  

Bottle of Beers  

Foreign spirits  

Show your reference  + Add menu

Add products or groups of products to menus by dragging them to the menu of your choice. Drag and drop multiple items at once? Select several items and drag them to the menu/submenu of your choice.

Q Search

Drinks

Food

Miscellaneous

Kiosk

Order Aggregator

☐ 3 course Menu (copy)

☐ test test



Then select the products you want to add to the submenu by setting the respective **checkmark**. If you only want to add one product, you don't need to set the checkmark.

DISH POS v3.80.0
(V) Demo EN Video ⓘ
Dish Support
Demo DISH POS ▾

<< Minimise menu
Dashboard
Products
Product groups
Price levels
Menus
French menus
Option menus
Price management
Periods
Promotions
Finance
General
Payment
Self-service

Menus

Enterprise menu
Store menu

A derived menu is listed under the menu from which it is derived.

Q Search

Menu
Menu Order Aggregator

Food
Drinks
Hot Drinks
Special Coffees
Tea
Softdrinks
Tap Beers
Whiskey
Bottle of Beers
Foreign spirits

+
+
+
+
+
+
+
+
+
+

+
+
+
+
+
+
+
+
+
+

Drinks
Hot Drinks
Special Coffees
Tea
Soft Drinks
Coca Cola Regular
Fanta Orange
Apple Juice
Coca Cola Light

☒
☐
☐
☐
☐

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Afterwards, drag the selected **items** into the desired **submenu**. If you selected multiple products, it's enough to drag one product. The others will automatically be assigned to the desired submenu as well.

DISH POS v3.80.0 (V) Demo EN Video   Dish Support  Demo DISH POS 

<< Minimise menu

 Dashboard

 **Products** 

Products

Product groups

Price levels

Menus

French menus

Option menus

Price management

Periods

Promotions

 Finance 

 General 

 Payment 

 Self-service 

Menus

☐ Enterprise menu
 ☒ Store menu

A derived menu is listed under the menu from which it is derived.

Q Search

☒ Menu   

☒ Menu Order Aggregator   

☐ Show your reference  + Add menu

Menus	Menu	Products
	Create a sub-folder? This is easily done by dragging an existing folder onto another folder. A reference to a product group is marked with an *.	Add products or groups of products to menus by dragging them to the menu of your choice. Drag and drop multiple items at once? Select several items and drag them to the menu/submenu of your choice.
	Drag and drop the product group.	Q Search
☒ Menu	☒ Food   	☒ Drinks
☒ Menu Order Aggregator	☒ Drinks   	☒ Hot Drinks
	☒ Hot Drinks  	☒ Special Coffees
	☒ Special Coffees  	☒ Tea
	☒ Tea  	☒ Soft Drinks
	☒ Softdrinks  	☒ Coca Cola Regular
	☒ Tap Beers  	☒ Fanta Orange
	☒ Whiskey  	☐ Apple Juice
	☒ Bottle of Beers  	☒ Coca Cola Light
	☒ Foreign spirits  	



To arrange the position of your added article, drag and drop the **article** to your preferred position. An orange line will appear below/on top of your article when arranging it to indicate the new position.

DISH POS v3.80.0 (V) Demo EN Video   Dish Support  Demo DISH POS 

<< Minimise menu

-  Dashboard
-  **Products** 
 - Products
 - Product groups
 - Price levels
 - Menus**
 - French menus
 - Option menus
 - Price management
 - Periods
 - Promotions
-  Finance 
-  General 
-  Payment 
-  Self-service 

Menus

 Enterprise menu
  Store menu

A derived menu is listed under the menu from which it is derived.

Q Search

Menus	Menu	Products
 Menu     Menu Order Aggregator   	Create a sub-folder? This is easily done by dragging an existing folder onto another folder. A reference to a product group is marked with an *.  Special Coffees    Tea    Softdrinks   - Coca Cola Zero   - Fanta Cassis   - Schweppes Tonic   - Schweppes Bitter Lemon   Coca Cola Regular   - Fanta Orange   - Coca Cola Light  	Add products or groups of products to menus by dragging them to the menu of your choice. Drag and drop multiple items at once? Select several items and drag them to the menu/submenu of your choice. Q Search  Drinks  Hot Drinks  Special Coffees  Tea  Soft Drinks ☐ Coca Cola Regular ☐ Fanta Orange ☐ Apple Juice ☐ Coca Cola Light



If you want to adjust information about a submenu within this menu, use the **editing icon**.

DISH POS v3.80.0

(V) Demo EN Video ⓘ

Dish Support

D Demo DISH POS ▾

<< Minimise menu

Dashboard

Products

Product groups

Price levels

Menu

French menus

Option menus

Price management

Periods

Promotions

Finance

General

Payment

Self-service

Menus

Enterprise menu • Store menu

A derived menu is listed under the menu from which it is derived.

Q Search

Menu

Menu Order Aggregator

Menu

Create a sub-folder? This is easily done by dragging an existing folder onto another folder.

A reference to a product group is marked with an *.

Special Coffees

Tea

Softdrinks

Coca Cola Regular

Coca Cola Zero

Fanta Cassis

Schweppes Tonic

Schweppes Bitter Lemon

Fanta Orange

Coca Cola Light

Products

Add products or groups of products to menus by dragging them to the menu of your choice. Drag and drop multiple items at once? Select several items and drag them to the menu/submenu of your choice.

Q Search

Drinks

Hot Drinks

Special Coffees

Tea

Soft Drinks

Coca Cola Regular

Fanta Orange

Apple Juice

Coca Cola Light

Show your reference

+ Add menu

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If you wish to delete a sub menu, click on the **bin icon**.

DISH POS v3.80.0
(V) Demo EN Video ⓘ
Dish Support
Demo DISH POS ▾

<< Minimise menu
Dashboard
Products
Product groups
Price levels
Menu
French menus
Option menus
Price management
Periods
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Finance
General
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Self-service

Menus

Enterprise menu
Store menu

A derived menu is listed under the menu from which it is derived.

Q Search

Menu
Menu Order Aggregator

Edit
Copy
Delete

Menu

Create a sub-folder? This is easily done by dragging an existing folder onto another folder.

A reference to a product group is marked with an *.

Special Coffees
Tea
Softdrinks
Coca Cola Regular
Coca Cola Zero
Fanta Cassis
Schweppes Tonic
Schweppes Bitter Lemon
Fanta Orange
Coca Cola Light

Edit
Delete

Products

Add products or groups of products to menus by dragging them to the menu of your choice. Drag and drop multiple items at once? Select several items and drag them to the menu/submenu of your choice.

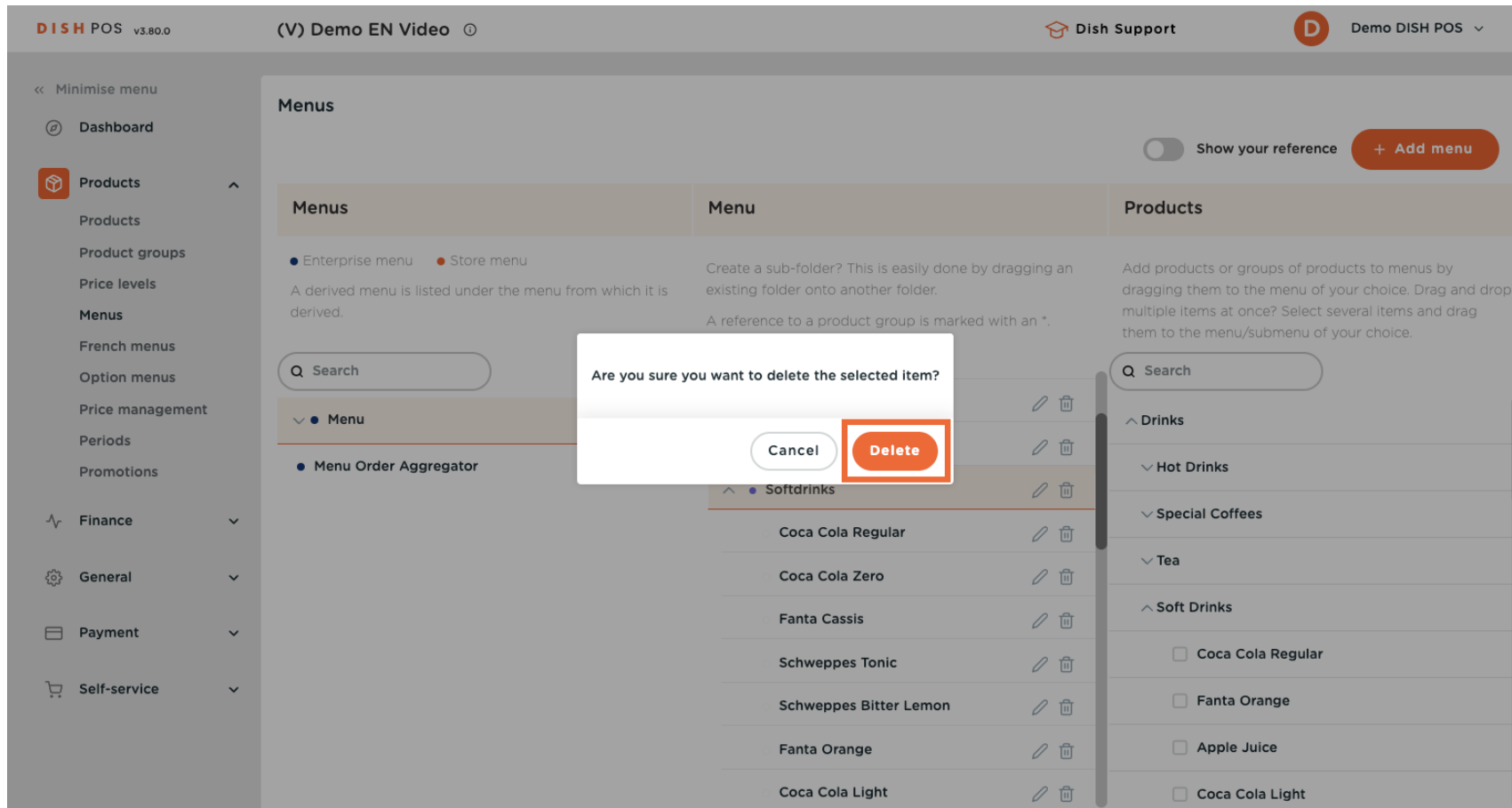
Q Search

Drinks
Hot Drinks
Special Coffees
Tea
Soft Drinks
Coca Cola Regular
Fanta Orange
Apple Juice
Coca Cola Light

Show your reference
+ Add menu



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**.



The screenshot shows the DISH POS v3.80.0 interface. The left sidebar contains navigation options: Dashboard, Products, Product groups, Price levels, Menu, French menus, Option menus, Price management, Periods, Promotions, Finance, General, Payment, and Self-service. The main area is titled 'Menus' and displays a table with columns 'Menus', 'Menu', and 'Products'. The 'Menus' column shows 'Enterprise menu' and 'Store menu'. The 'Menu' column shows 'Menu' and 'Menu Order Aggregator'. The 'Products' column shows a list of items: Coca Cola Regular, Coca Cola Zero, Fanta Cassis, Schweppes Tonic, Schweppes Bitter Lemon, Fanta Orange, and Coca Cola Light. A confirmation dialog is displayed in the center, asking 'Are you sure you want to delete the selected item?'. The dialog has two buttons: 'Cancel' and 'Delete'. The 'Delete' button is highlighted with a red border.



Both actions, adjusting and deleting a submenu from a menu, are applicable to the articles inside the menu as well.

DISH POS v3.80.0

(V) Demo EN Video ⓘ

Dish Support

Demo DISH POS ▾

<< Minimise menu

Dashboard

Products

Product groups

Price levels

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Self-service

Menus

Enterprise menu

Store menu

Create a sub-folder? This is easily done by dragging an existing folder onto another folder.

A derived menu is listed under the menu from which it is derived.

A reference to a product group is marked with an *.

Search

Menu

Menu Order Aggregator

Menu

Special Coffees

Tea

Tap Beers

Whiskey

Bottle of Beers

Foreign spirits

Cognac

Wines

Other

Popular items

Products

Add products or groups of products to menus by dragging them to the menu of your choice. Drag and drop multiple items at once? Select several items and drag them to the menu/submenu of your choice.

Search

Drinks

Hot Drinks

Special Coffees

Tea

Soft Drinks

Coca Cola Regular

Fanta Orange

Apple Juice

Coca Cola Light

Show your reference

+ Add menu

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That's it! You completed the tutorial and now know how to manage and arrange menus.

DISH POS v3.80.0

(V) Demo EN Video ⓘ

Dish Support

D Demo DISH POS ▾

<< Minimise menu

Dashboard

Products ▸

Product groups

Price levels

Menu

French menus

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Finance ▾

General ▾

Payment ▾

Self-service ▾

Menus

Enterprise menu ● Store menu ●

A derived menu is listed under the menu from which it is derived.

Q Search

Menu

Menu Order Aggregator

Menu

Create a sub-folder? This is easily done by dragging an existing folder onto another folder.

A reference to a product group is marked with an *.

Special Coffees

Tea

Tap Beers

Whiskey

Bottle of Beers

Foreign spirits

Cognac

Wines

Other

Popular items

Products

Add products or groups of products to menus by dragging them to the menu of your choice. Drag and drop multiple items at once? Select several items and drag them to the menu/submenu of your choice.

Q Search

Drinks

Hot Drinks

Special Coffees

Tea

Soft Drinks

Coca Cola Regular

Fanta Orange

Apple Juice

Coca Cola Light

Show your reference

+ Add menu

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Scan to go to the interactive player