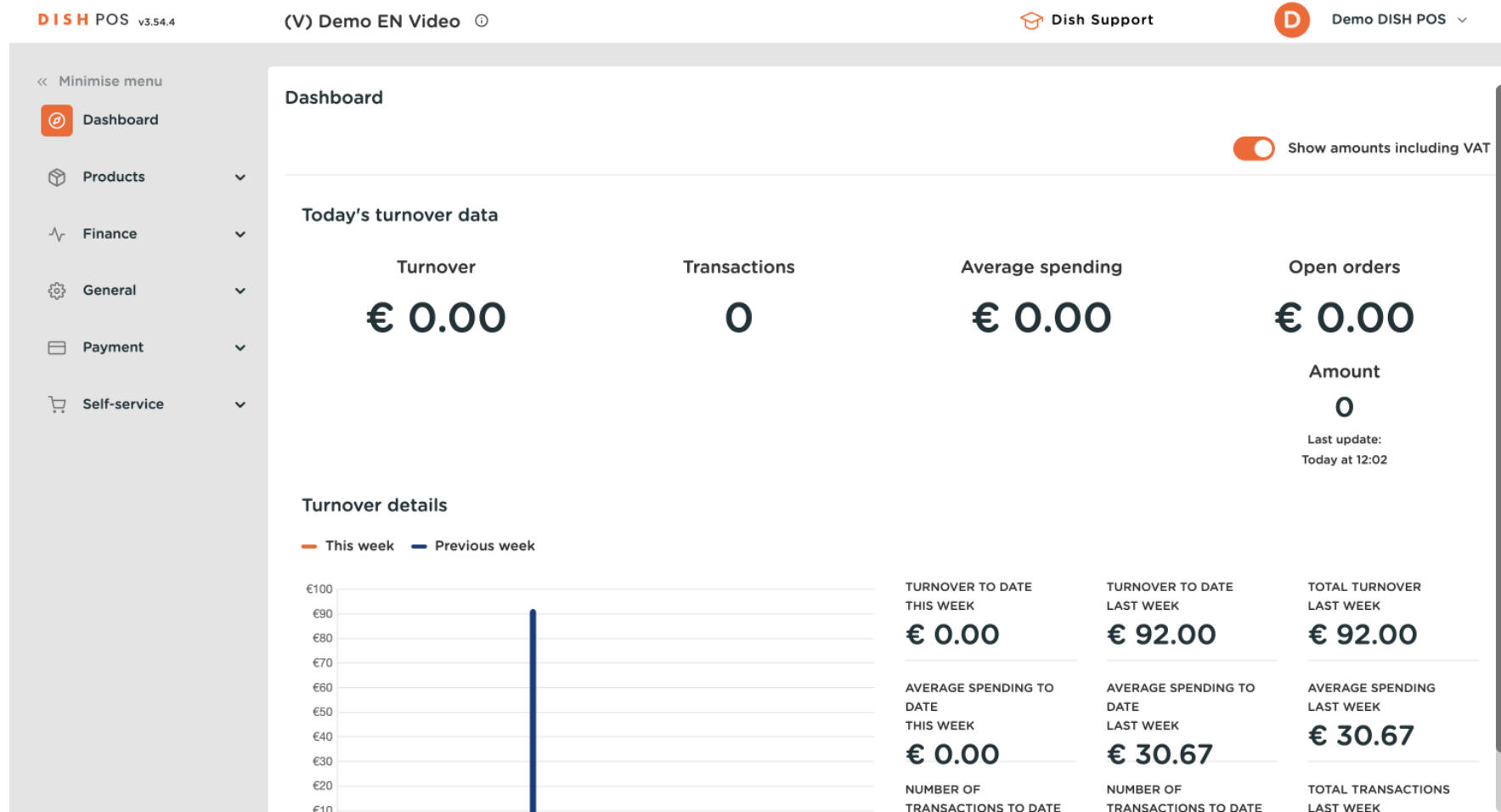








Welcome to the DISH POS dashboard. In this tutorial, we show you how to add and manage users.

















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
0
Last update:
Today at 12:02

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



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

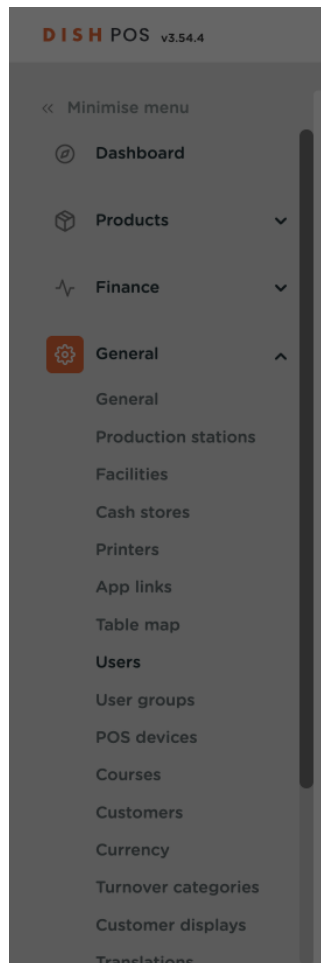
+ Add user
Import

	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

Areas

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

None

Identification

Your reference

ID

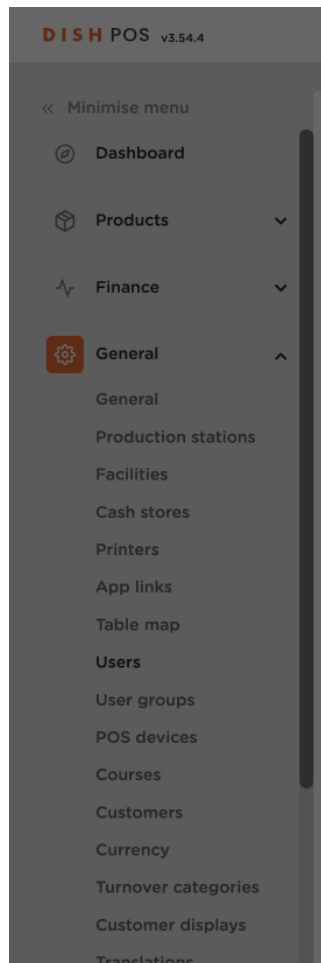
Cancel

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

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

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 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 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 *

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

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



DISH

by METRO

How do I add and manage users?



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

Show details ▾

Cancel

Save and add new

Save



However, if you are creating an app user, you must enter different information. Start by entering the first and last name into the respective **text fields**. Adding the user's first and last name is an optional step.

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



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

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

14 of 26



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
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Users
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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



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

User

• **Adelung group**

 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

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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

(V) Demo EN Video

HD Video Demo English

User groups

User group

Manager

+ Add user group

Identification

Your reference

ID

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

App user

First name

Last name

PIN code *

Barcode / code

Language

None

User groups

User group

Manager

Show details

User group

Show details

Areas

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

☒ (V) Demo EN Video

☐ HD Video Demo English

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

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

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

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

20 of 26

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
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




































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
+ 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

































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)

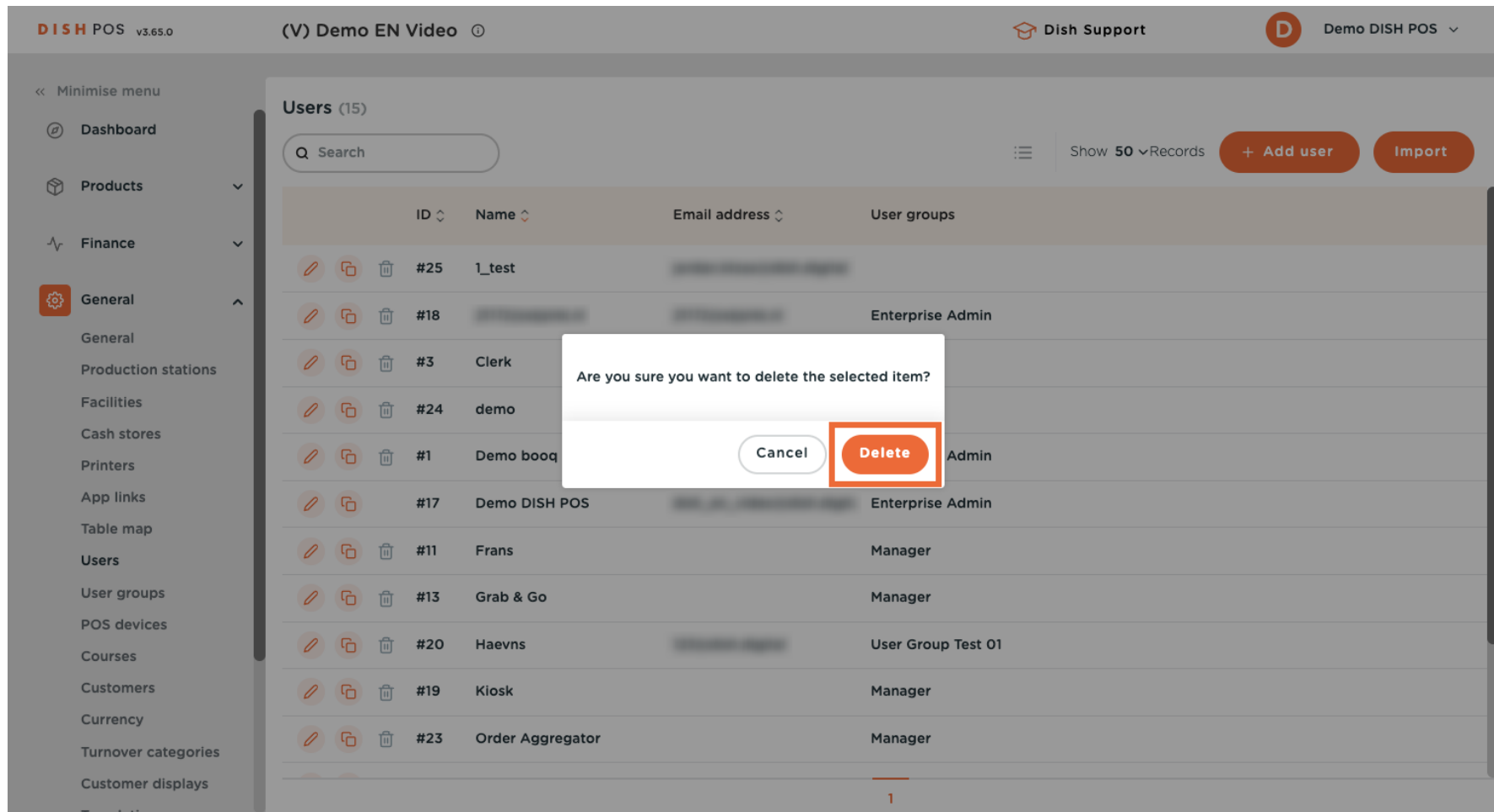
Show 50 ▾ Records
+ Add user
Import

	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



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 v3.65.0 interface. The left sidebar contains a 'Minimise menu' button and a list of navigation items: Dashboard, Products, Finance, General (selected), Production stations, Facilities, Cash stores, Printers, App links, Table map, Users, User groups, POS devices, Courses, Customers, Currency, Turnover categories, and Customer displays. The main content area is titled 'Users (15)' and includes a search bar, a 'Show 50 Records' dropdown, and '+ Add user' and 'Import' buttons. A table lists users with columns for ID, Name, Email address, and User groups. A confirmation dialog is open over the table, asking 'Are you sure you want to delete the selected item?' with 'Cancel' and 'Delete' buttons. The 'Delete' button is highlighted with a red box.

ID	Name	Email address	User groups
#25	1_test		
#18			Enterprise Admin
#3	Clerk		
#24	demo		
#1	Demo boog		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



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
+ Add user
Import

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



Scan to go to the interactive player