

# DISH PAY DASHBOARD GUIDELINES

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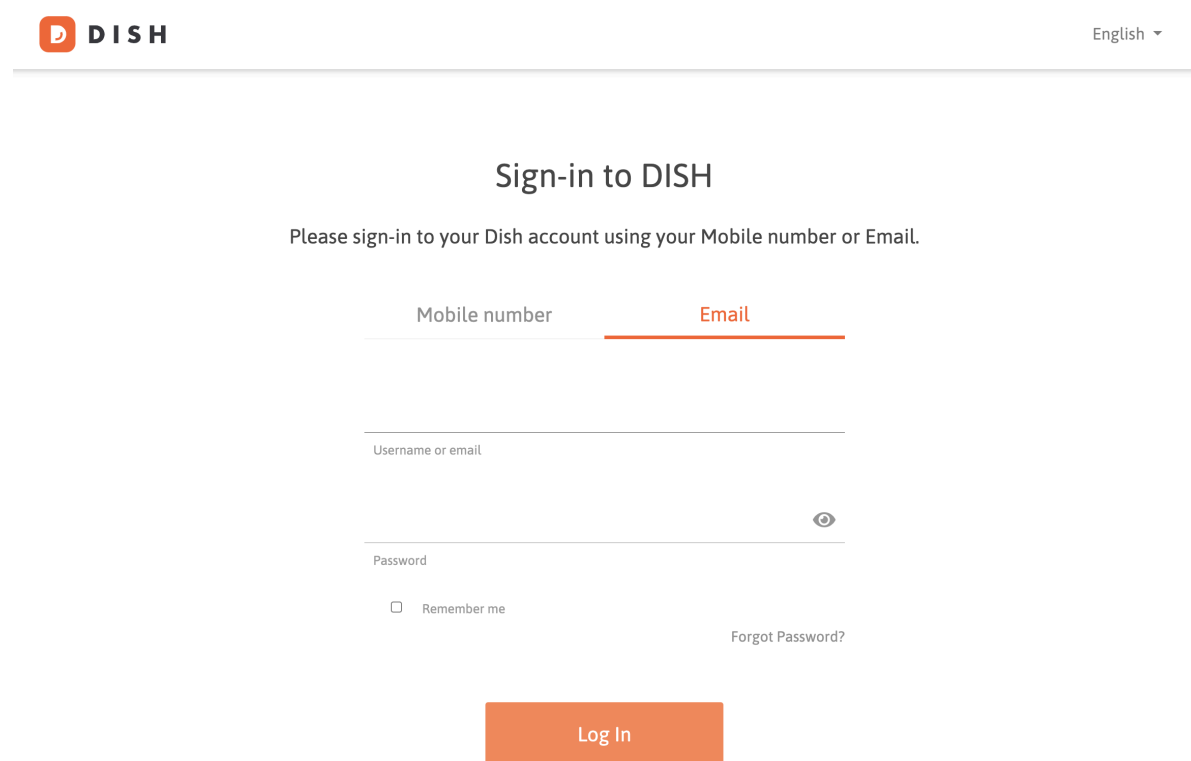
## 1. Purpose of the document and how to use it

This document is created for the stakeholders involved in the usage of the DISH PAY dashboard which is the merchants, sales representatives and internal stakeholders (Education, Digital Integration...)

## 2. Instructions

### 2.1 Login to the DISH PAY dashboard

2.1.1: Login to <https://dish.co> with your credentials - Email address and password



The screenshot shows the DISH sign-in page. At the top left is the DISH logo, and at the top right is a language dropdown menu set to "English". The main heading is "Sign-in to DISH". Below this is the instruction: "Please sign-in to your Dish account using your Mobile number or Email." There are two tabs: "Mobile number" and "Email", with "Email" being the active tab. Below the tabs are two input fields: "Username or email" and "Password". The "Password" field has a toggle icon for visibility. Below the "Password" field are two links: "Remember me" (with an unchecked checkbox) and "Forgot Password?". At the bottom center is an orange "Log In" button.


**DISH** English ▾

### Sign-in to DISH

Please sign-in to your Dish account using your Mobile number or Email.

Mobile number **Email**

Username or email

Password 

Remember me [Forgot Password?](#)

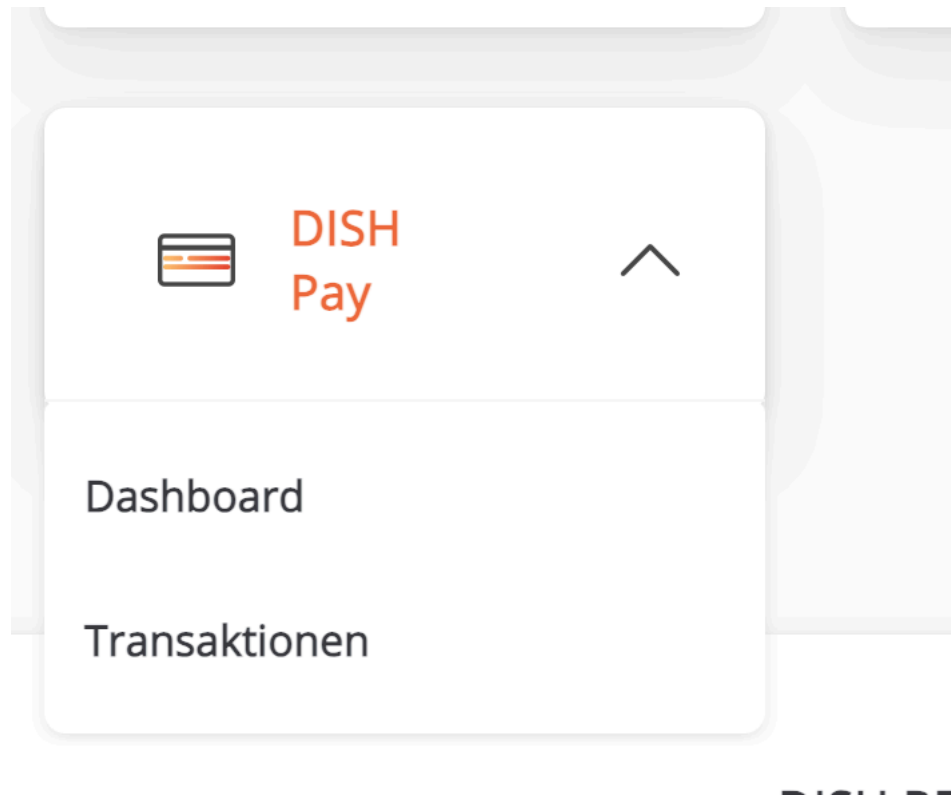
**Log In**

Restricted, for internal users only!

2.1.2: After reaching the home page, click on DISHPAY Installed bases

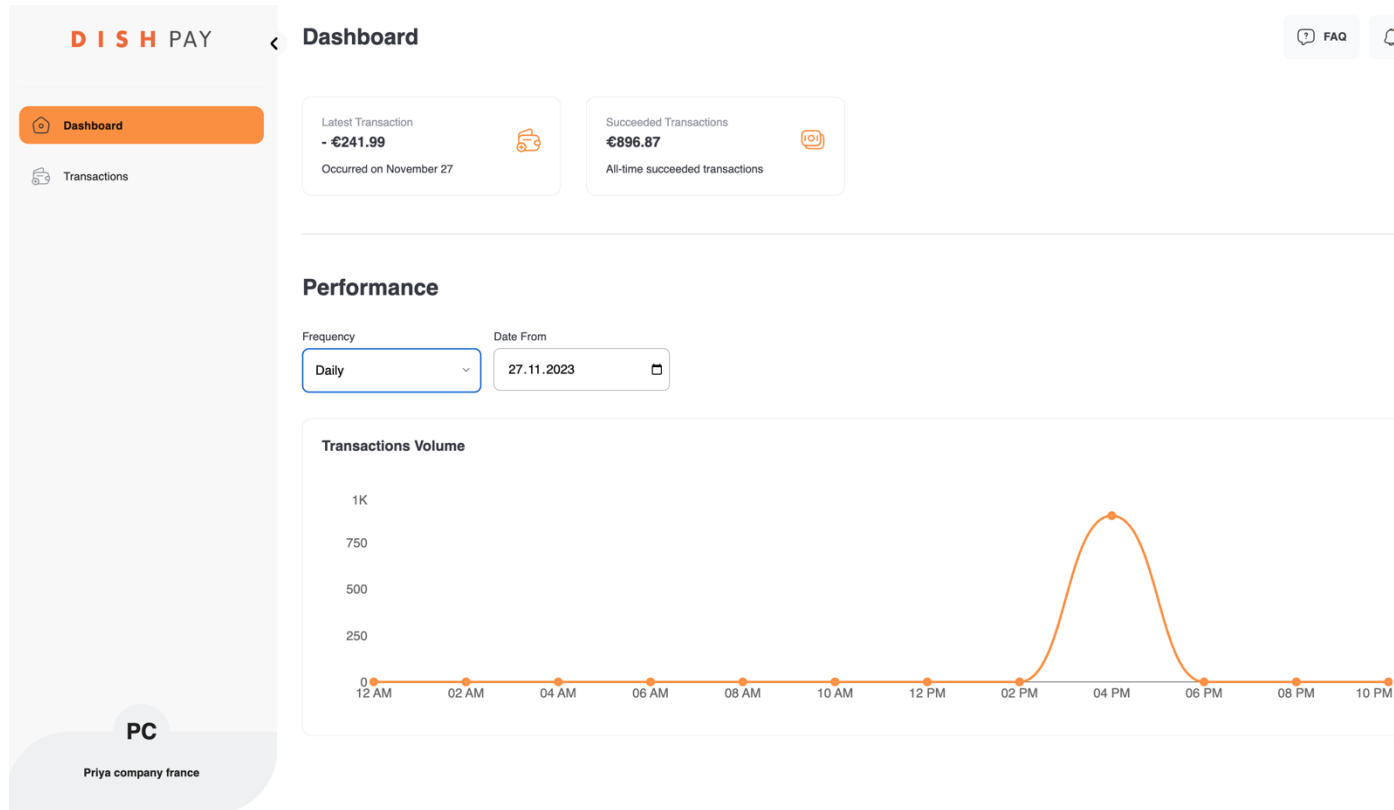
The screenshot displays the user interface for the DISH by METRO system. At the top left is the logo for DISH by METRO. The top navigation bar includes links for 'Our solutions', 'Addons', 'Pricing', and 'Resources'. On the right side of the navigation bar, the user's name 'Priyanka Ragupathy' and the language 'English' are displayed. Below the navigation bar, the text 'Current establishment' is centered. A dropdown menu is open, showing 'CHECK FR 2 AGAIN' with a home icon on the left and a downward arrow on the right. Below this, the section 'Your tools for this establishment' is visible. A red rectangular box highlights a 'DISH Pay' tool card, which features a credit card icon, the text 'DISH Pay', and a downward arrow. On the far right edge of the main content area, there is a vertical orange button labeled 'UPDATES'.

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2.1.3: Click on Dashboard / Transactions page under Dish Pay

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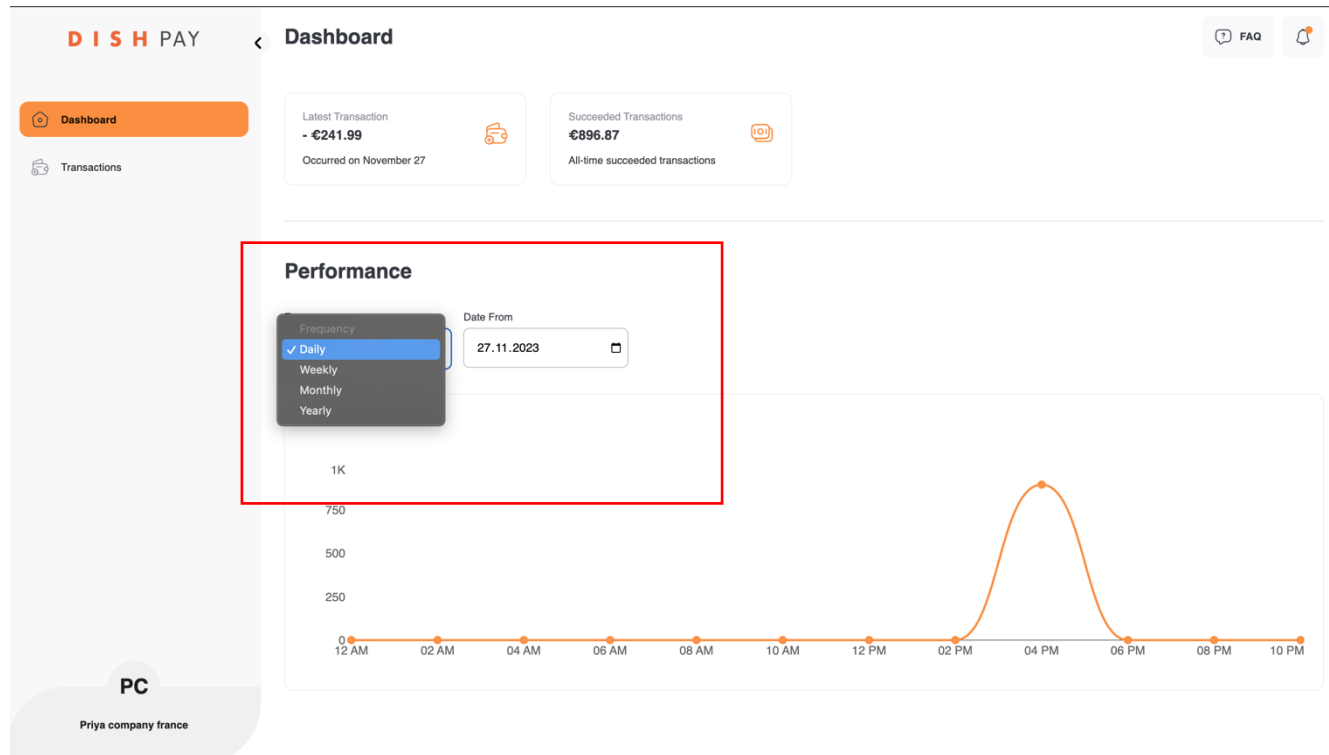


## 2.2 Using the DASHBOARD page

### 2.2.1 View the transaction reports

Click on the “Frequency” option under “Performance” section to view the reports for daily weekly, monthly and yearly.

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Dashboard

Transactions

Latest Transaction

- €241.99

Occurred on November 27



Succeeded Transactions

€896.87

All-time succeeded transactions



### Performance

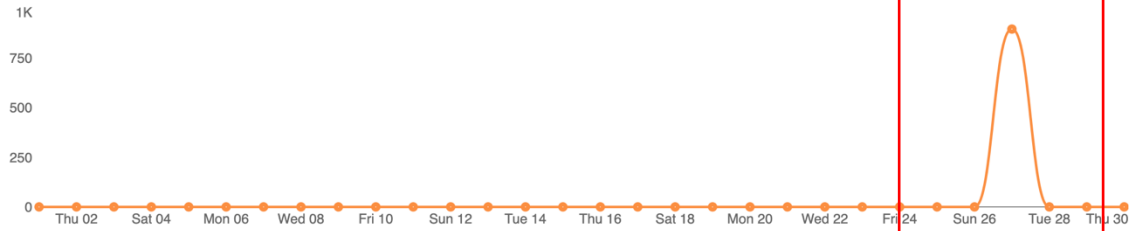
Frequency

Monthly

Date From

November 2023

#### Transactions Volume



PC

Priya company france



## 2.3 Using the TRANSACTIONS page

You can view the individual transaction details in this page along with their statuses and add filters to view the required transaction information.

Filter section is used to filter the transaction with corresponding filter like date, status, type of transactions.

**DISH PAY** < Transactions

Dashboard

Transactions

Search for a transaction...

FAQ

Filters Export

Transaction Type	Amount	Payment Type	Description	Status	Date
Refund	- €241.99		-	Success	Nov 27 2023, 18:22 PM
Authorized	€309.51		Ecommerce	Error	Nov 27 2023, 17:48 PM
Authorized	€241.99		Ecommerce	Success	Nov 27 2023, 17:48 PM
Authorized	€375.44		Ecommerce	Success	Nov 27 2023, 17:48 PM
Authorized	€279.44		Ecommerce	Success	Nov 27 2023, 17:48 PM
Authorized	€100		Ecommerce	Error	Nov 27 2023, 17:43 PM

PC  
Priya company france

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The screenshot shows the 'D I S H PAY' interface with a 'Transactions' sidebar and a 'Filters' panel. The sidebar includes a search bar and a table of transactions. The filters panel allows users to filter by period, amount, status, and transaction type.

Transaction Type	Amount	Payment Type	Description
Refund	- €241.99		-
Authorized	€309.51		Ecommerce
Authorized	€241.99		Ecommerce
Authorized	€375.44		Ecommerce
Authorized	€279.44		Ecommerce
Authorized	€100		Ecommerce

**Filters**

**Period**  
Date From: dd.mm.yyyy   
Date To: dd.mm.yyyy

**Amount**  
Condition:  €

**Status**  
 Created  Pending  Success  
 Error  Cancel

**Transaction Type**  
 Authorized  Capture  Setup  
 Push  Recurrent  Refund  
 Chargeback

**Save** **Clear Filters** **Close**

Further, you can also export the transaction report from the required period into .xls or .pdf files.

Click on export as XLS-> notifications pops up,

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The screenshot shows the D I S H PAY interface. On the left is a sidebar with 'Dashboard' and 'Transactions' (selected). The main area is titled 'Transactions' and contains a search bar and a table of transactions. An 'Export' modal is open on the right, showing 'Export File Type' options (XLS selected, PDF unselected) and a 'Period' dropdown menu. The dropdown menu is open, showing options: 'Today', 'Current Month', 'Last 7 Days' (selected), 'Last Month', and 'Custom'. At the bottom of the modal are 'Export' and 'Close' buttons.

Transaction Type	Amount	Payment Type	Description
Refund	- €241.99		-
Authorized	€309.51		Ecommerce
Authorized	€241.99		Ecommerce
Authorized	€375.44		Ecommerce
Authorized	€279.44		Ecommerce
Authorized	€100		Ecommerce

After clicking on export and selecting the desired period, click on download option from the notification (bell icon) in the top right corner.

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The screenshot shows the D I S H PAY interface. The main area displays a list of transactions with columns for Transaction Type, Amount, Payment Type, and Description. A search bar is located at the top of the transaction list. The sidebar on the right contains a 'Notifications' section with five entries, each providing a timestamp and a download link for transaction exports in XLS or PDF format. The bottom of the sidebar has a 'Close' button.

**D I S H PAY** < **Transactions**

Dashboard

Transactions

Search for a transaction...

Transaction Type	Amount	Payment Type	Description
Refund	- €241.99		-
Authorized	€309.51		Ecommerce
Authorized	€241.99		Ecommerce
Authorized	€375.44		Ecommerce
Authorized	€279.44		Ecommerce
Authorized	€100		Ecommerce

PC  
Priya company france

### Notifications

Dec 07, 2023  
Your payment transactions export from Dec 07, 2023 09:47:43 AM is ready for download in XLS format.  
[Download XLS](#)

Nov 27, 2023  
Your payment transactions export from Nov 27, 2023 07:11:40 PM is ready for download in PDF format.  
[Download PDF](#)

Nov 27, 2023  
Your payment transactions export from Nov 27, 2023 07:10:30 PM is ready for download in XLS format.  
[Download XLS](#)

Nov 27, 2023  
Your payment transactions export from Nov 27, 2023 07:10:18 PM is ready for download in PDF format.  
[Download PDF](#)

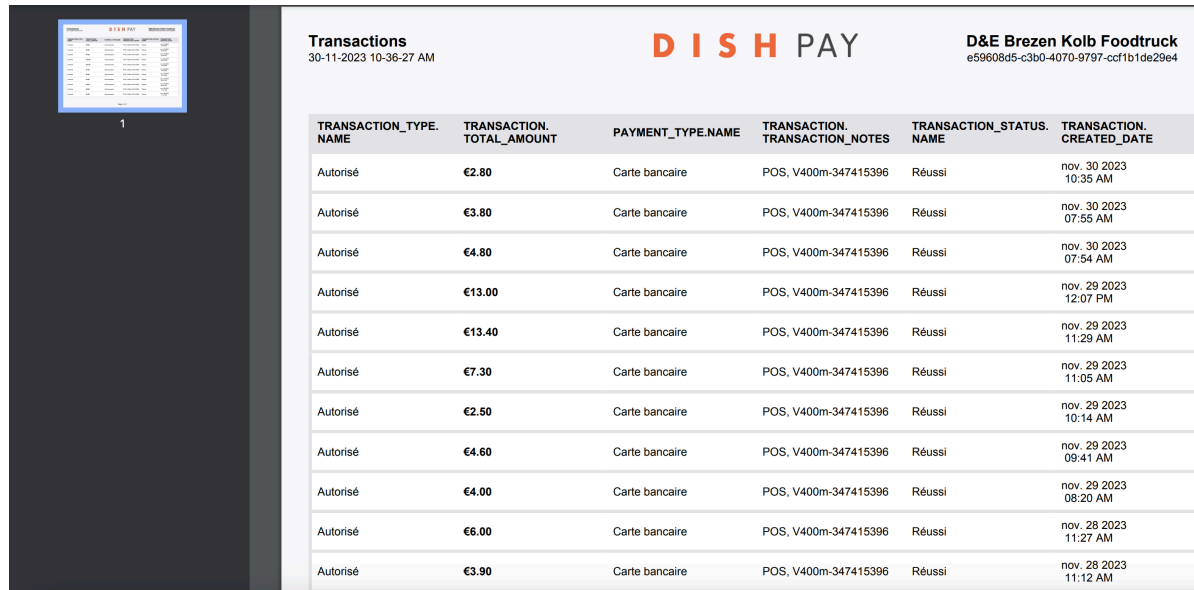
Nov 27, 2023  
Your payment transactions export from Nov 27, 2023 07:08:37 PM is ready for download in XLS format.  
[Download XLS](#)

[Close](#)

Sample .xls file:

TRANSACTION_TYPE.NAME	TRANSACTION.TOTAL AMOUNT	PAYMENT_TYPE.NAME	TRANSACTION.TRANSACTION NOTES	TRANSACTION_STATUS.NAME	TRANSACTION.CREATED_DATE
Autorisé	€3.80	Carte bancaire	POS, V400m-347415396	Réussi	nov. 30 2023, 07:55 AM
Autorisé	€4.80	Carte bancaire	POS, V400m-347415396	Réussi	nov. 30 2023, 07:54 AM
Autorisé	€13.00	Carte bancaire	POS, V400m-347415396	Réussi	nov. 29 2023, 12:07 PM
Autorisé	€13.40	Carte bancaire	POS, V400m-347415396	Réussi	nov. 29 2023, 11:29 AM
Autorisé	€7.30	Carte bancaire	POS, V400m-347415396	Réussi	nov. 29 2023, 11:05 AM
Autorisé	€2.50	Carte bancaire	POS, V400m-347415396	Réussi	nov. 29 2023, 10:14 AM
Autorisé	€4.60	Carte bancaire	POS, V400m-347415396	Réussi	nov. 29 2023, 09:41 AM
Autorisé	€4.00	Carte bancaire	POS, V400m-347415396	Réussi	nov. 29 2023, 08:20 AM
Autorisé	€6.00	Carte bancaire	POS, V400m-347415396	Réussi	nov. 28 2023, 11:27 AM
Autorisé	€3.90	Carte bancaire	POS, V400m-347415396	Réussi	nov. 28 2023, 11:12 AM

Save as .pdf file



TRANSACTION_TYPE. NAME	TRANSACTION. TOTAL_AMOUNT	PAYMENT_TYPE.NAME	TRANSACTION. TRANSACTION_NOTES	TRANSACTION_STATUS. NAME	TRANSACTION. CREATED_DATE
Autorisé	€2.80	Carte bancaire	POS, V400m-347415396	Réussi	nov. 30 2023 10:35 AM
Autorisé	€3.80	Carte bancaire	POS, V400m-347415396	Réussi	nov. 30 2023 07:55 AM
Autorisé	€4.80	Carte bancaire	POS, V400m-347415396	Réussi	nov. 30 2023 07:54 AM
Autorisé	€13.00	Carte bancaire	POS, V400m-347415396	Réussi	nov. 29 2023 12:07 PM
Autorisé	€13.40	Carte bancaire	POS, V400m-347415396	Réussi	nov. 29 2023 11:29 AM
Autorisé	€7.30	Carte bancaire	POS, V400m-347415396	Réussi	nov. 29 2023 11:05 AM
Autorisé	€2.50	Carte bancaire	POS, V400m-347415396	Réussi	nov. 29 2023 10:14 AM
Autorisé	€4.60	Carte bancaire	POS, V400m-347415396	Réussi	nov. 29 2023 09:41 AM
Autorisé	€4.00	Carte bancaire	POS, V400m-347415396	Réussi	nov. 29 2023 08:20 AM
Autorisé	€6.00	Carte bancaire	POS, V400m-347415396	Réussi	nov. 28 2023 11:27 AM
Autorisé	€3.90	Carte bancaire	POS, V400m-347415396	Réussi	nov. 28 2023 11:12 AM

### 3. Additional Information

For more information or questions please contact –

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