



Welcome to the DISH POS dashboard. In this tutorial, we are going to give you an overview of the DISH POS BI functions.

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Dashboard Show amounts including VAT

Today's turnover data

Turnover	Transactions	Average spending	Open orders
€ 0.00	0	€ 0.00	€ 4,063.50
			Amount
			2
			Last update: Today at 09:33

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			
€0			

	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

In order for you to access the tool, click on **Finance** in the main menu.

The screenshot shows the DISH POS BI dashboard interface. On the left, a sidebar menu is visible with the following items: Dashboard, Articles, Finance (highlighted with an orange box), General, Payment, and Self-service. The main content area is titled 'Dashboard' and features a toggle switch for 'Show amounts including VAT' which is currently turned on. Below this, the 'Today's turnover data' section displays four key metrics: Turnover (€ 0.00), Transactions (0), Average spending (€ 0.00), and Open orders (€ 4,063.50). The Open orders section also shows an amount of 2 and a last update time of 09:33 today. At the bottom, the 'Turnover details' section includes a line chart comparing 'This week' and 'Previous week' turnover, along with a summary table of weekly and daily metrics.

Metric	Value
Turnover	€ 0.00
Transactions	0
Average spending	€ 0.00
Open orders	€ 4,063.50
Open orders Amount	2
Last update	Today at 09:33

Metric	This Week	Last Week
Turnover to Date	€ 0.00	€ 0.00
Average Spending to Date	€ 0.00	€ 0.00
Number of Transactions to Date	0	0



Then click on **DISH POS BI**.

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Dashboard

Minimise menu

- Dashboard
- Articles
- Finance
 - Shift report
 - Shifts report
 - Turnover report
 - Orders
 - Invoices
 - DISH POS BI**
- General
- Payment
- Self-service

Today's turnover data

Turnover	Transactions	Average spending	Open orders
€ 0.00	0	€ 0.00	€ 4,063.50
			Amount
			2
			Last update: Today at 09:33

Turnover details

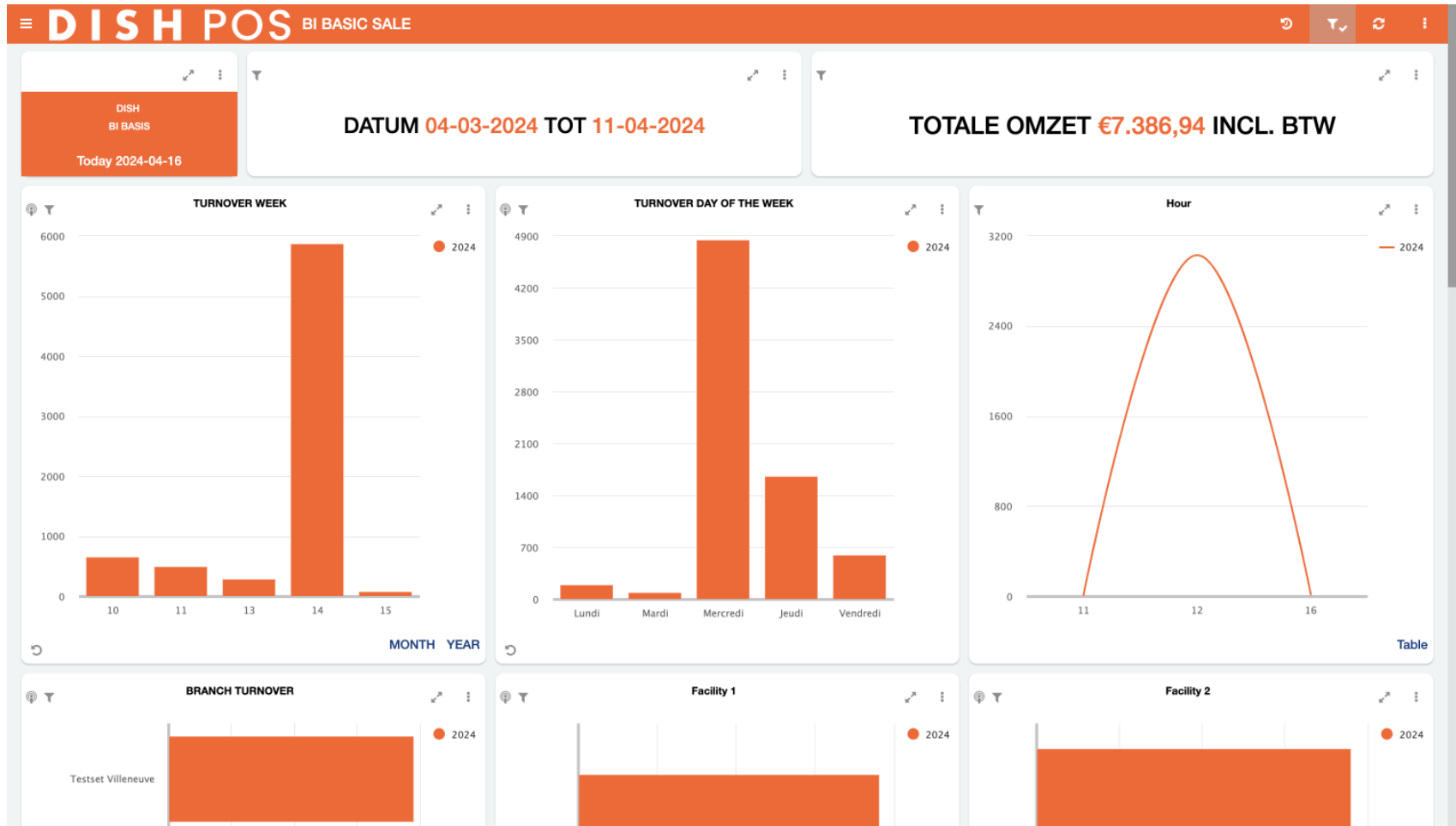
— This week — Previous week

Turnover to date	Turnover to date	Total turnover
This week	Last week	Last week
€ 0.00	€ 0.00	€ 0.00
Average spending to date	Average spending to date	Average spending
This week	Last week	Last week
€ 0.00	€ 0.00	€ 0.00
Number of transactions to date	Number of transactions to date	Total transactions
This week	Last week	Last week
		0

Show amounts including VAT

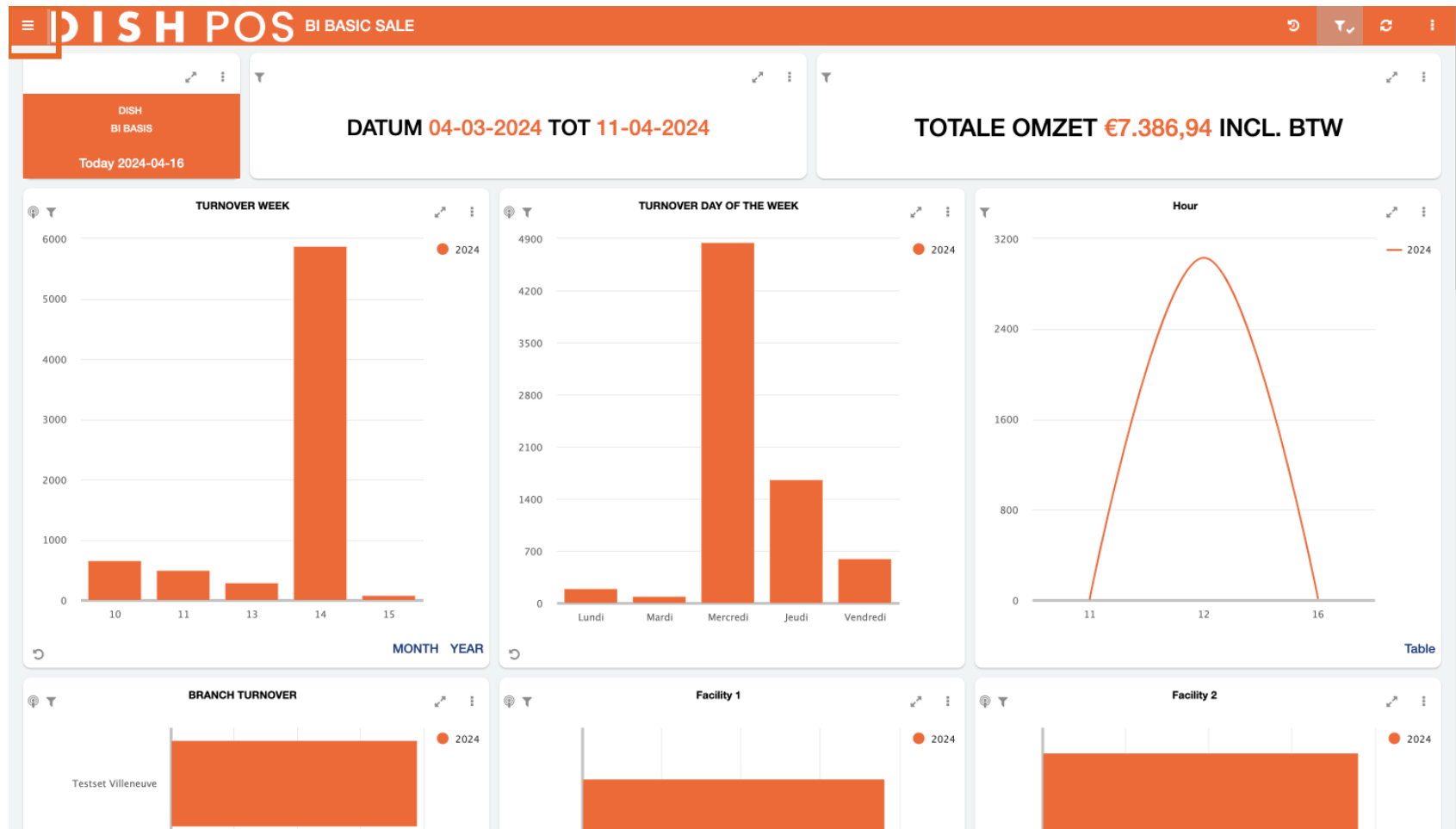


A new window will open in a new tab and the DISH POS BI dashboard is displayed.

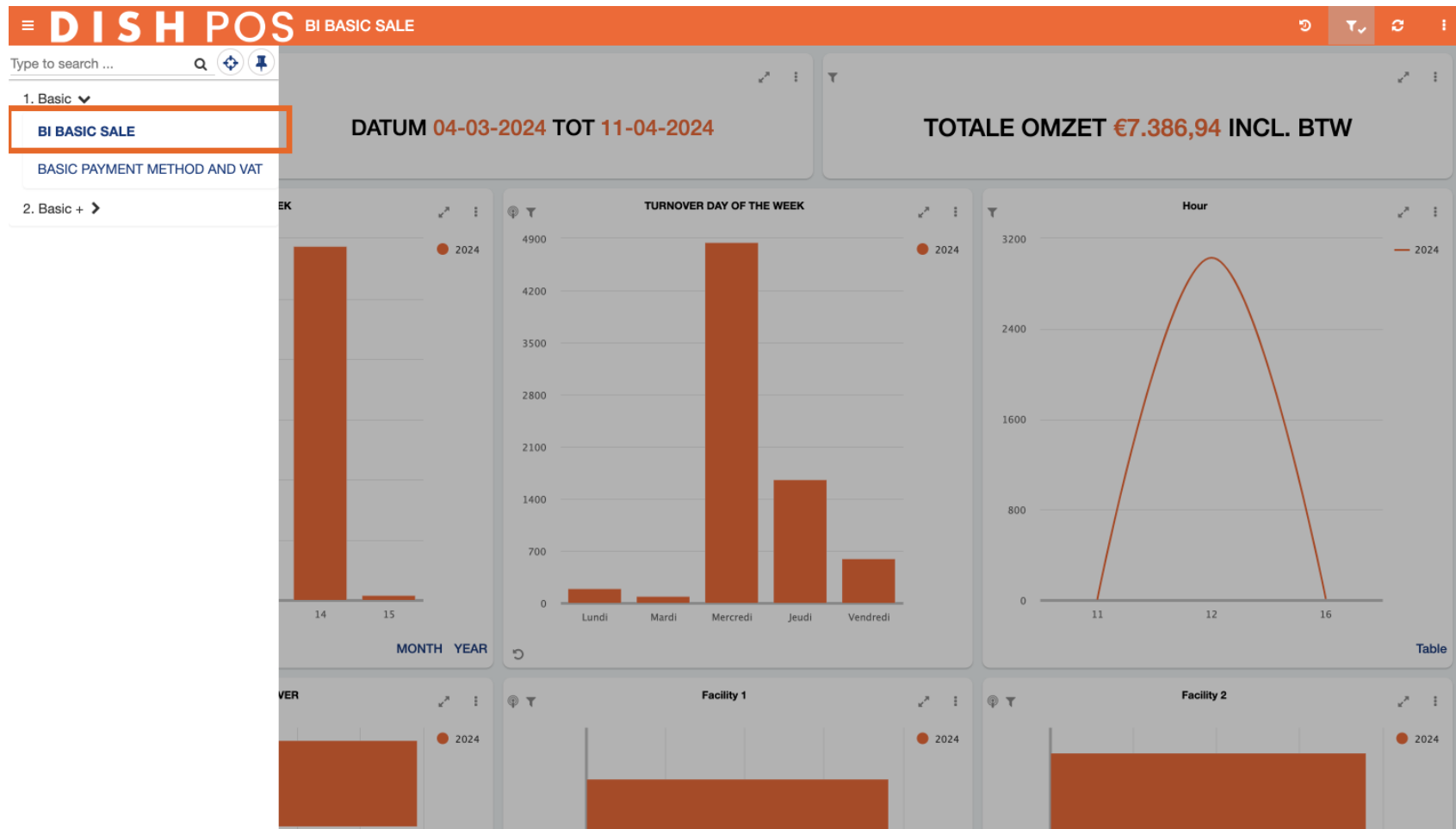




Let's start exploring the different sections of this dashboard. In the top left corner, use the **menu** icon to open the list of available dashboards.

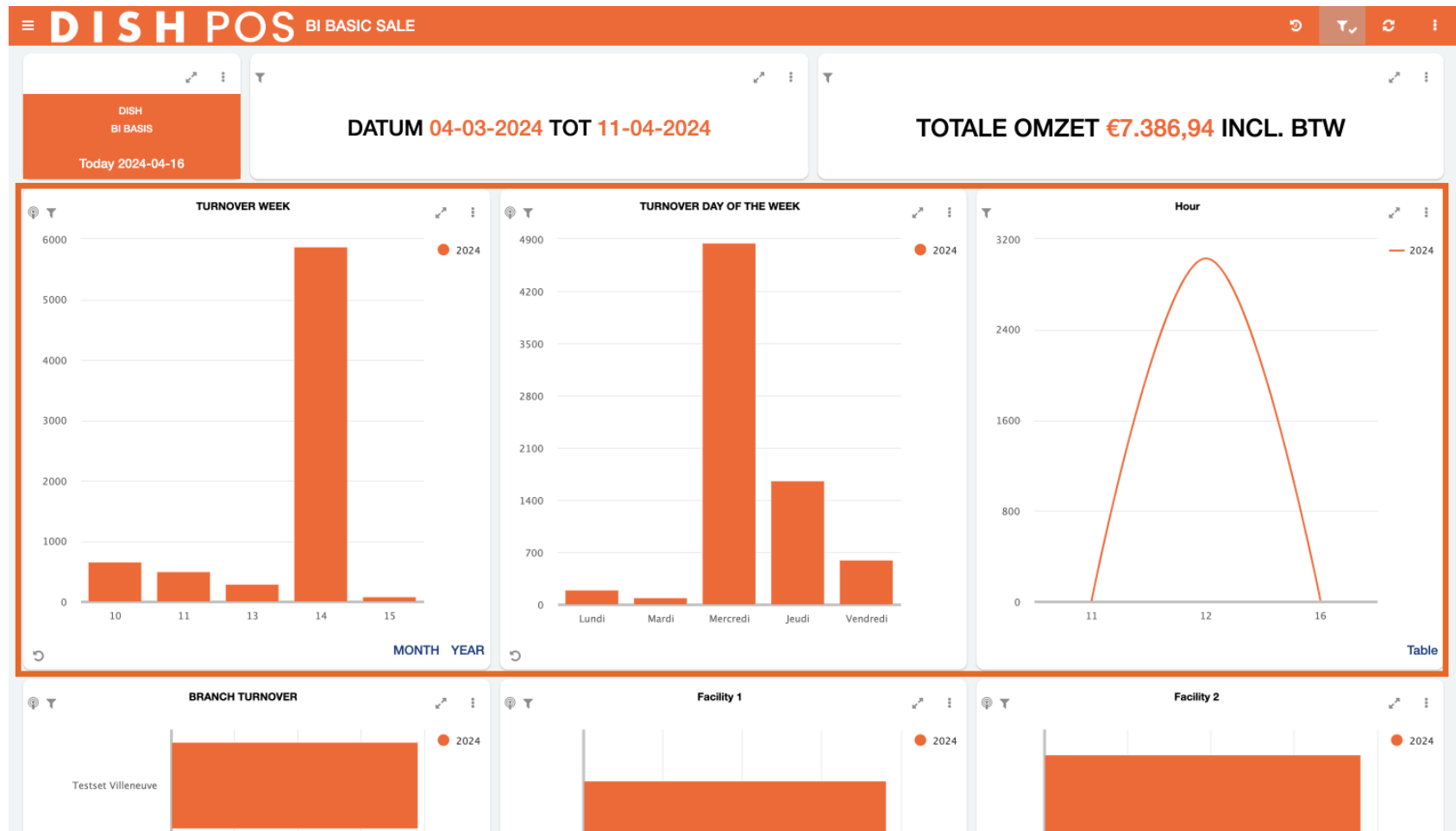


You can switch between them by clicking on the corresponding **dashboard**. For now, we are going to show you the functions of the **BI BASIC SALE** dashboard.





Each dashboard has the same logical structure. The **top three tiles** display a time period, e.g. sales per week, per day and sales per hour.



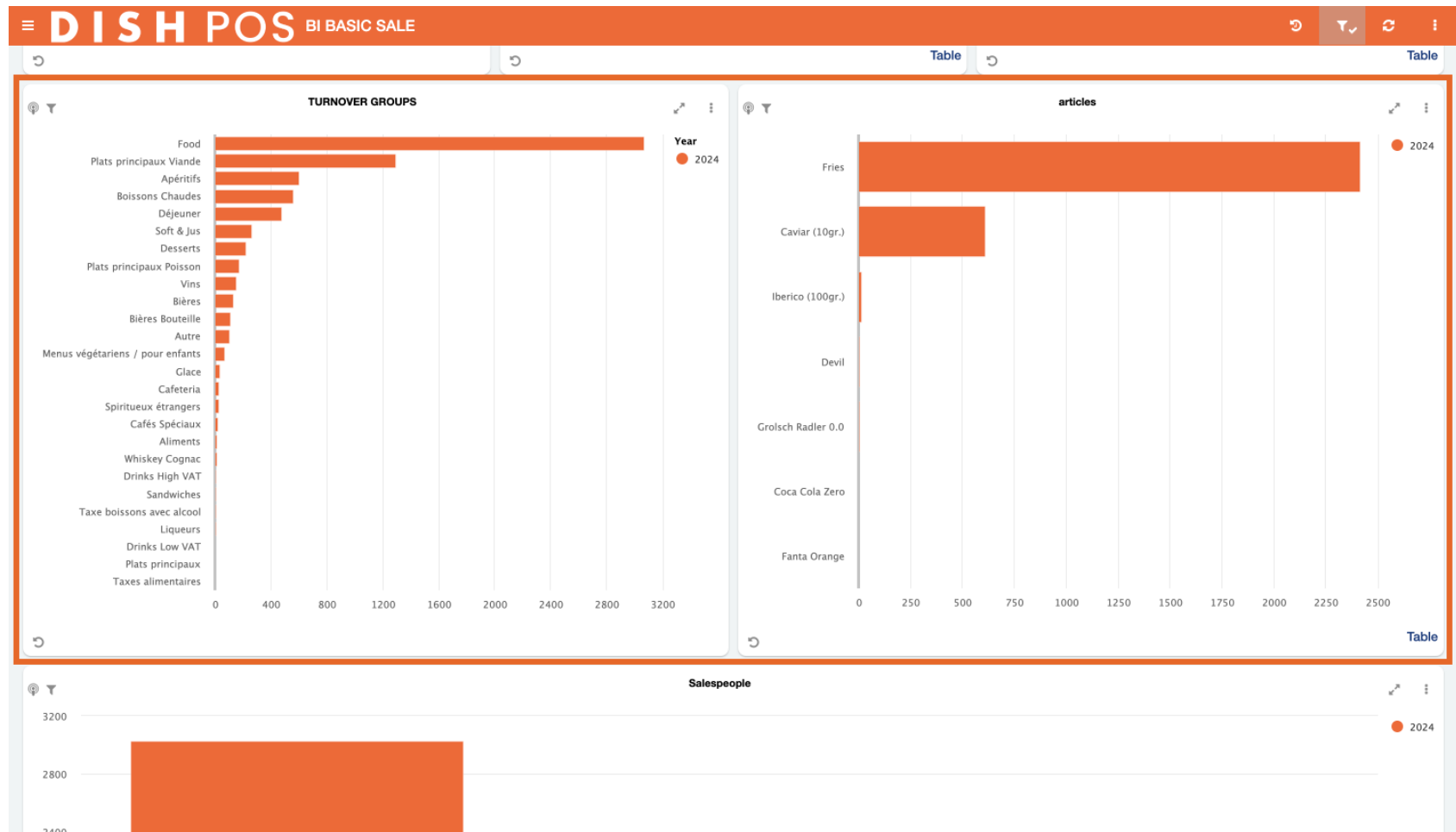


Scrolling down and moving to the **second row of tiles**, we find information about your locations. Here all the branches and sales points are shown.





The **third row of tiles** is about the product groups. For example, insight into the turnover and the number of products sold per turnover group, product group and specific products.



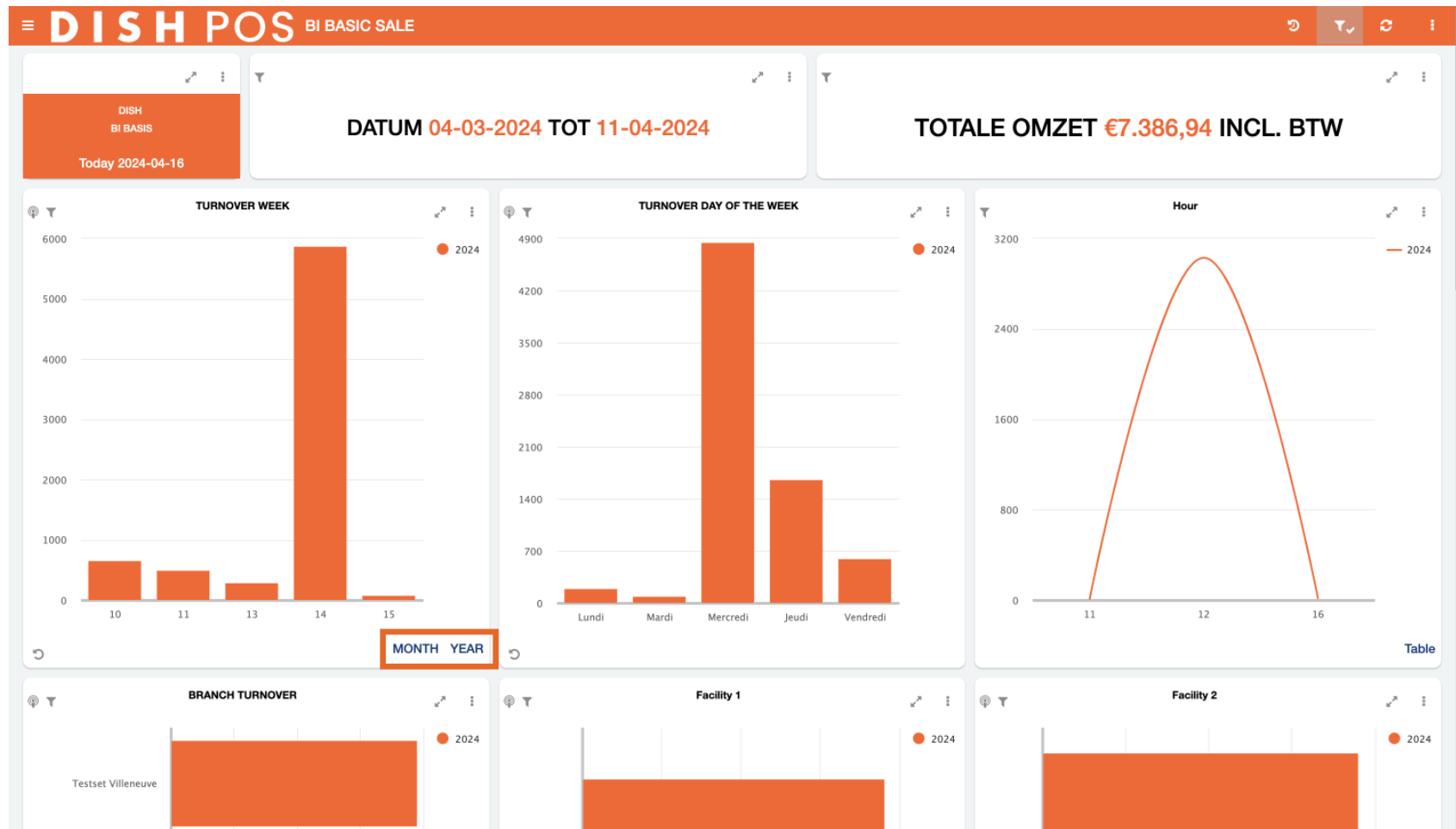


The **last tile** is about employee performance. This row shows how employees perform in terms of sales. You can see in one overview the amount of sales each person creates.

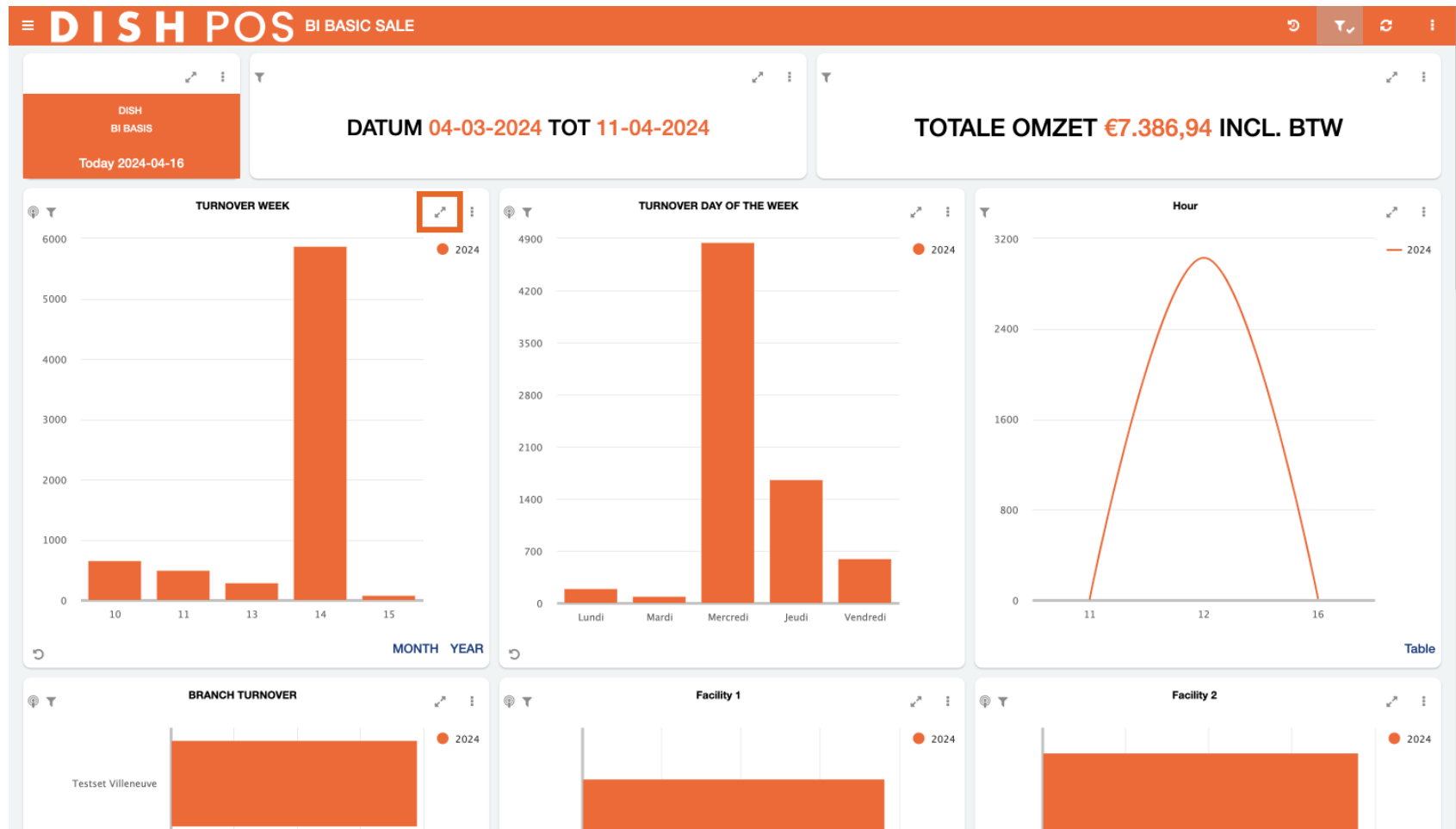




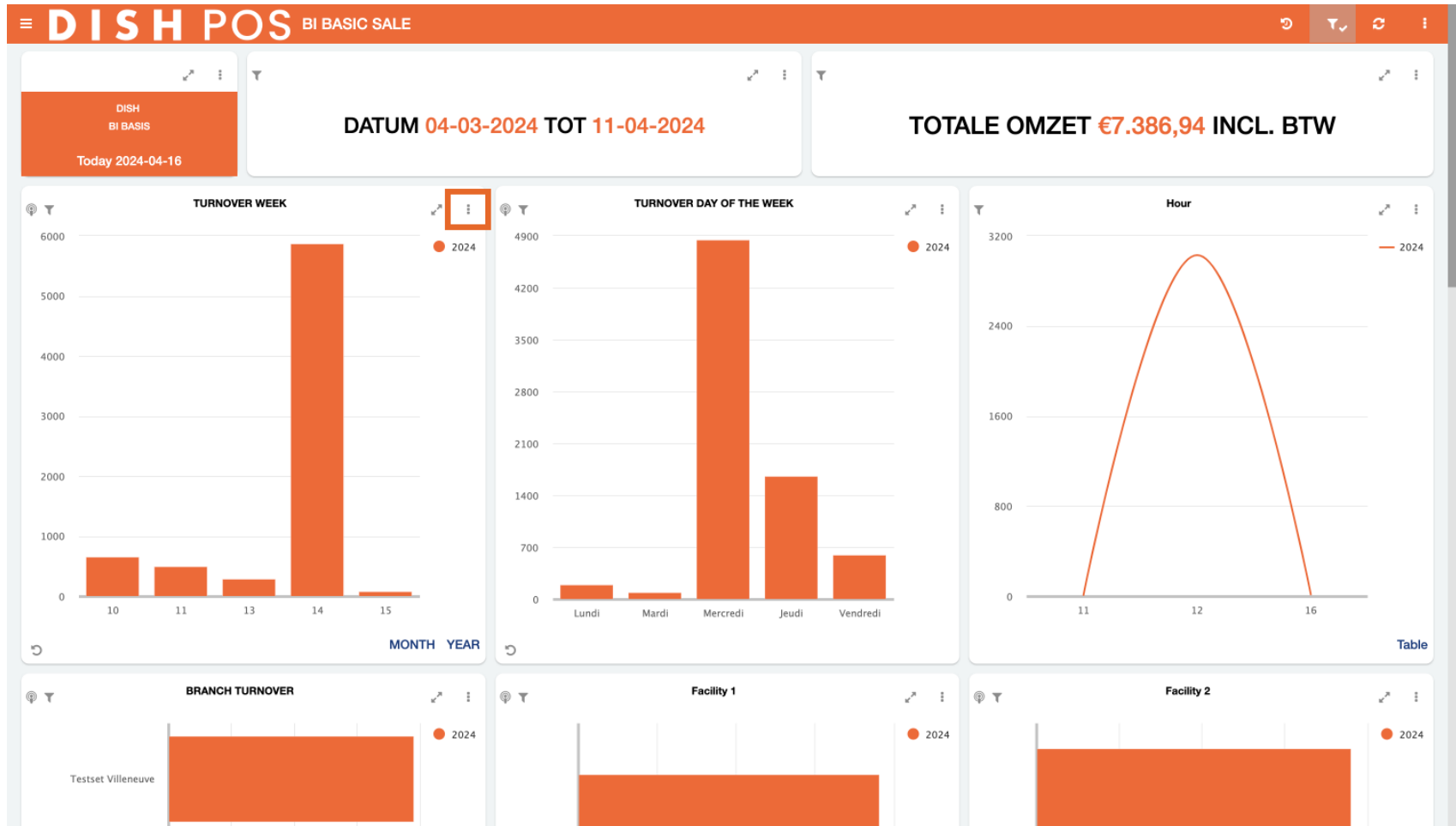
Some tiles have optional views to select. For example, the tile for the weekly turnover can be displayed for the month or over the year as well. Simply select the **option** you like to be displayed.



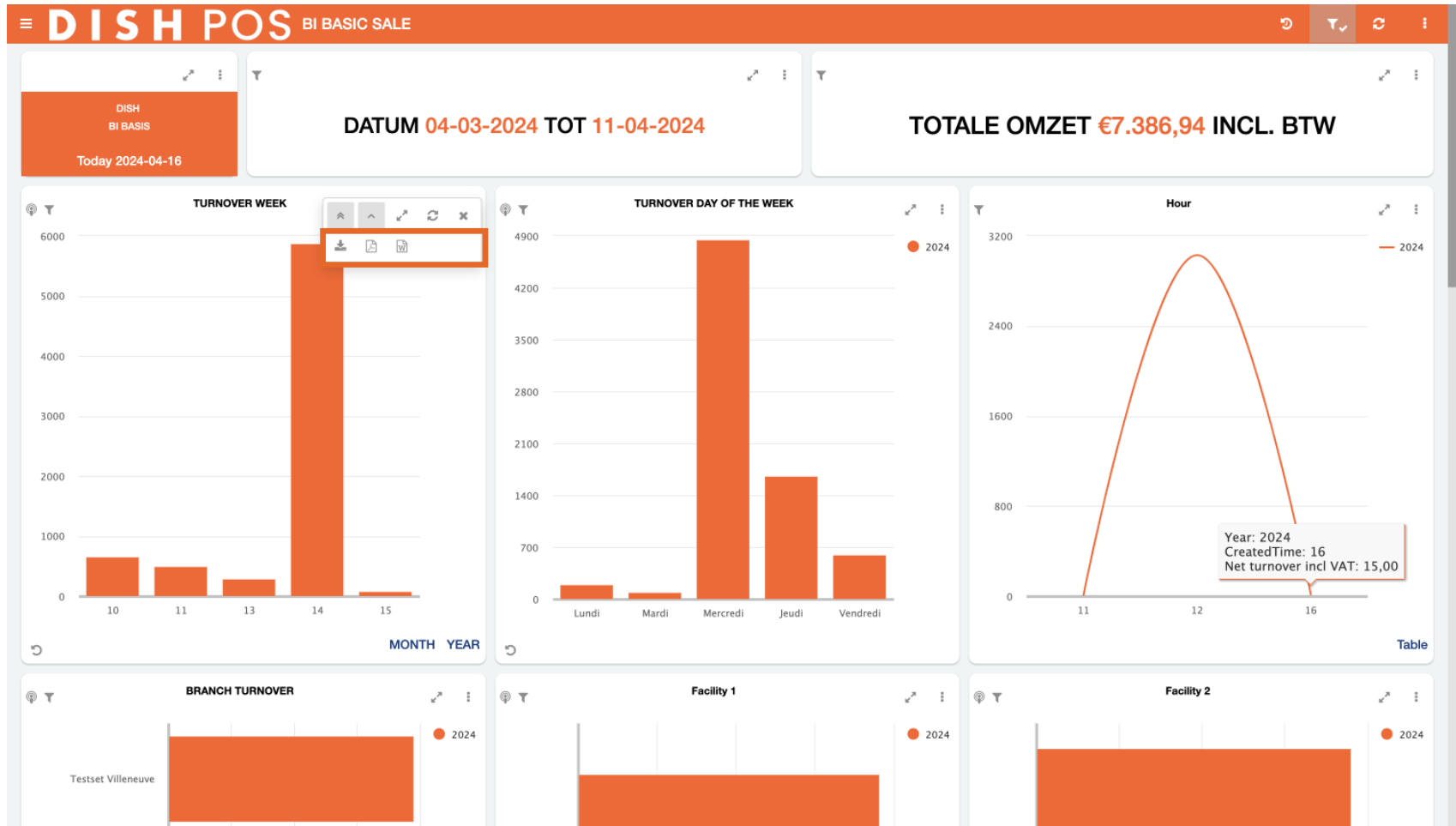
Another useful functionality is to view a graph of a tile in full-screen. To expand a graph, use the **expanding arrow icon**.



To see further options for the graph, click on the **three dots**.

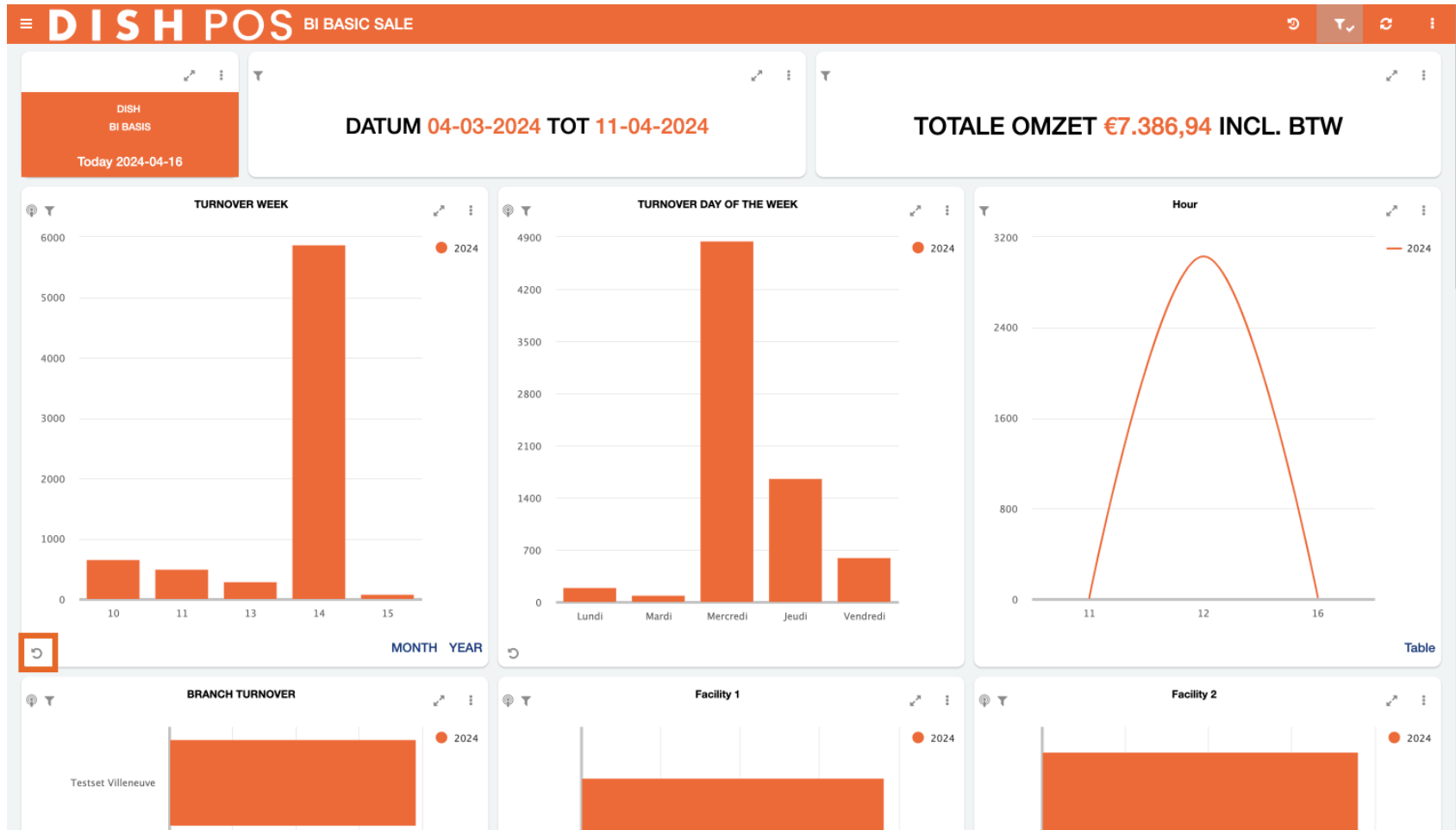


With one click, you can export the tile to PDF or Excel format.



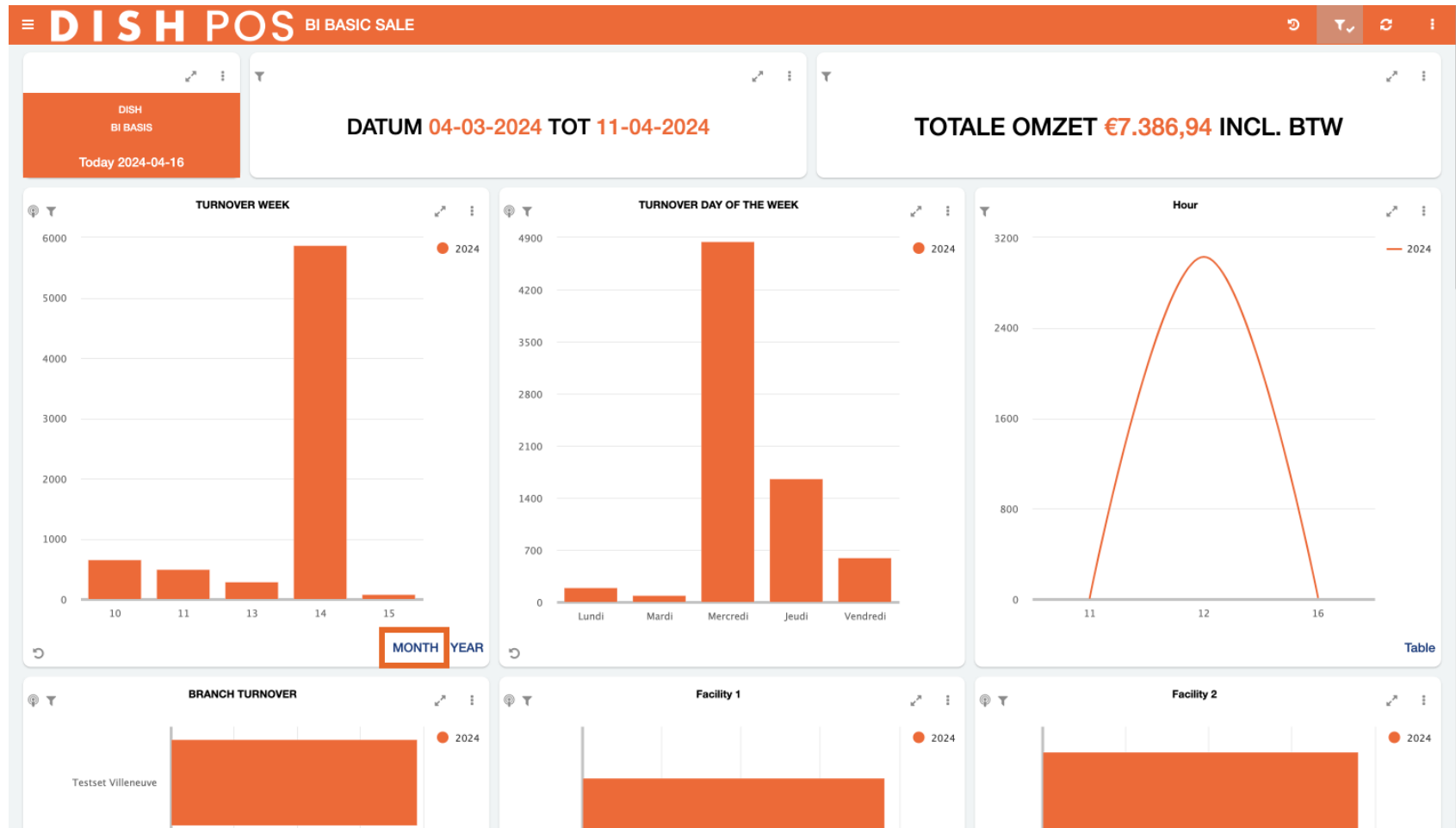


To undo a certain filter, click on the **undo button** in the bottom left of the tile.



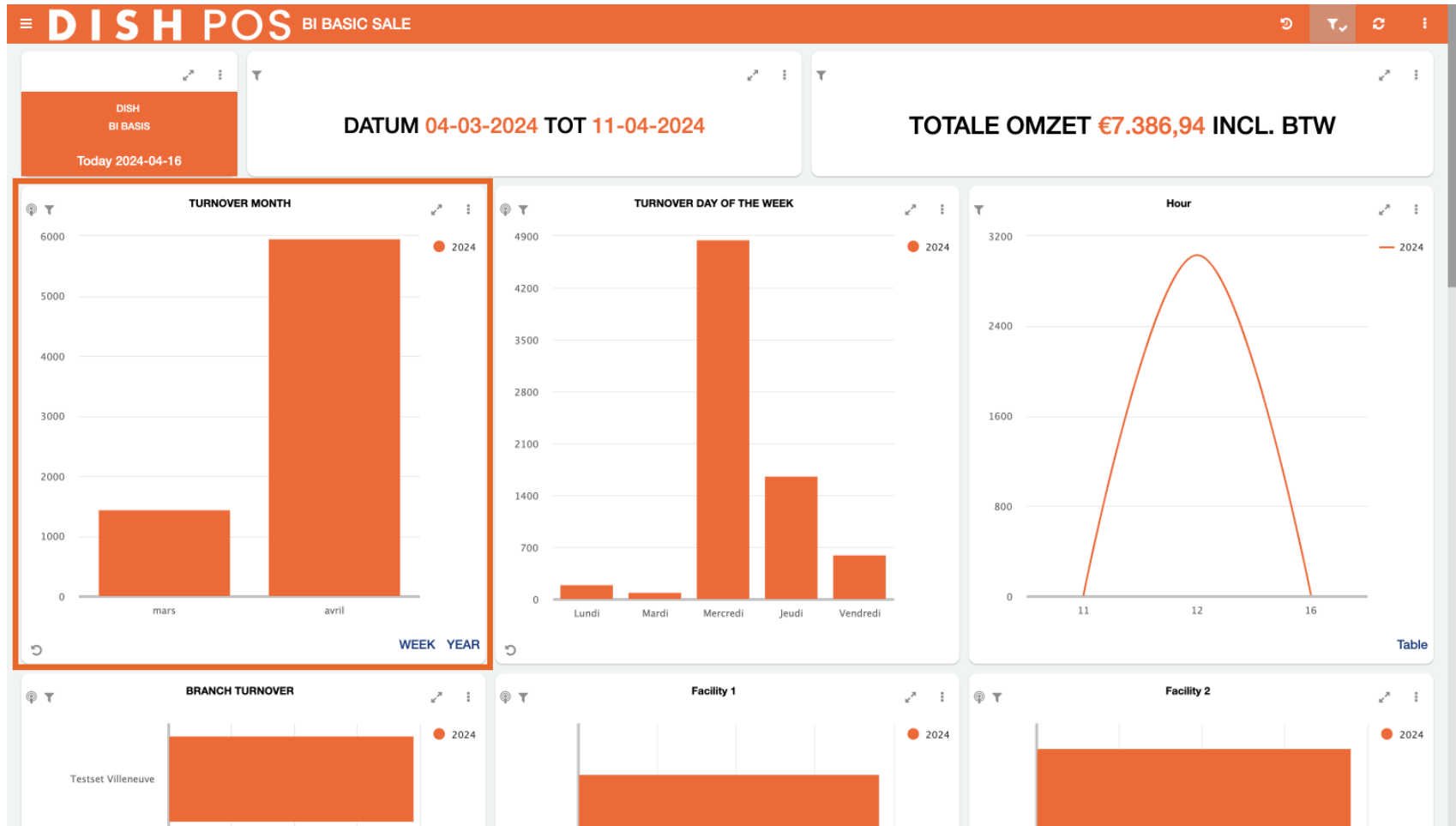


For specific tiles it is possible to filter using the legend. To do so, start by clicking on **MONTH**.



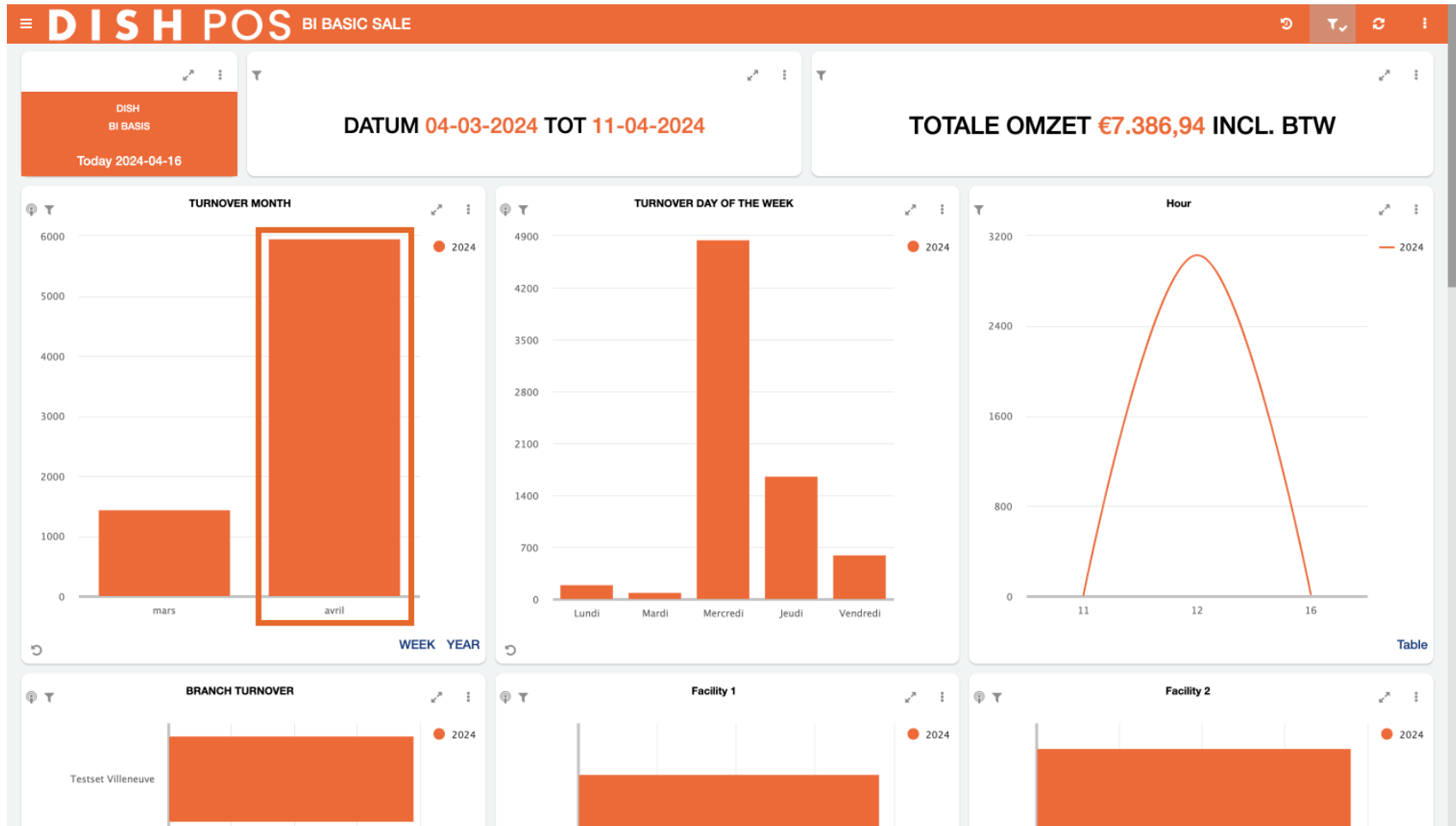


The turnover per month view is going to appear.



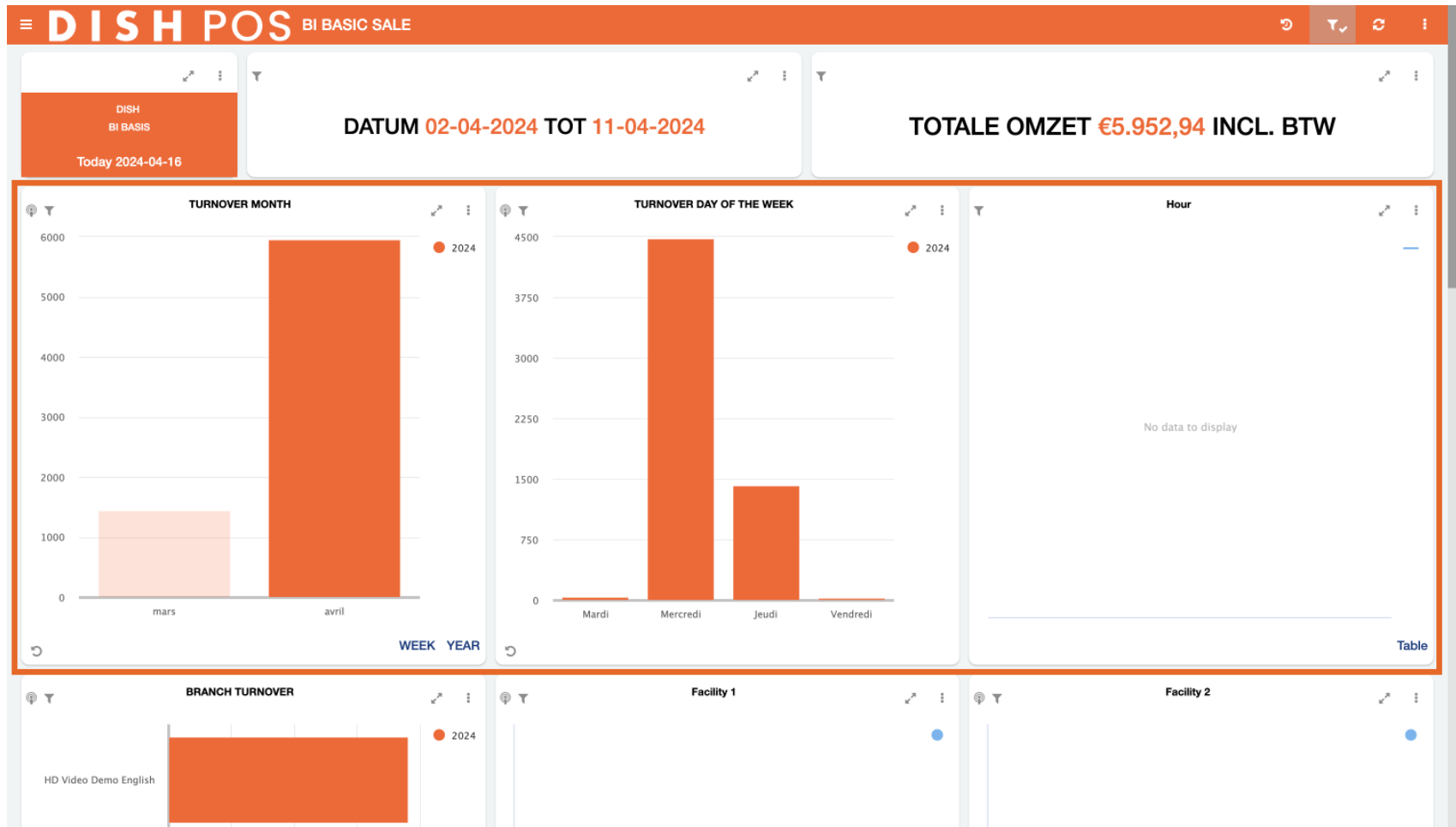


If you want more information about your turnover in April for example, just click on **April**.



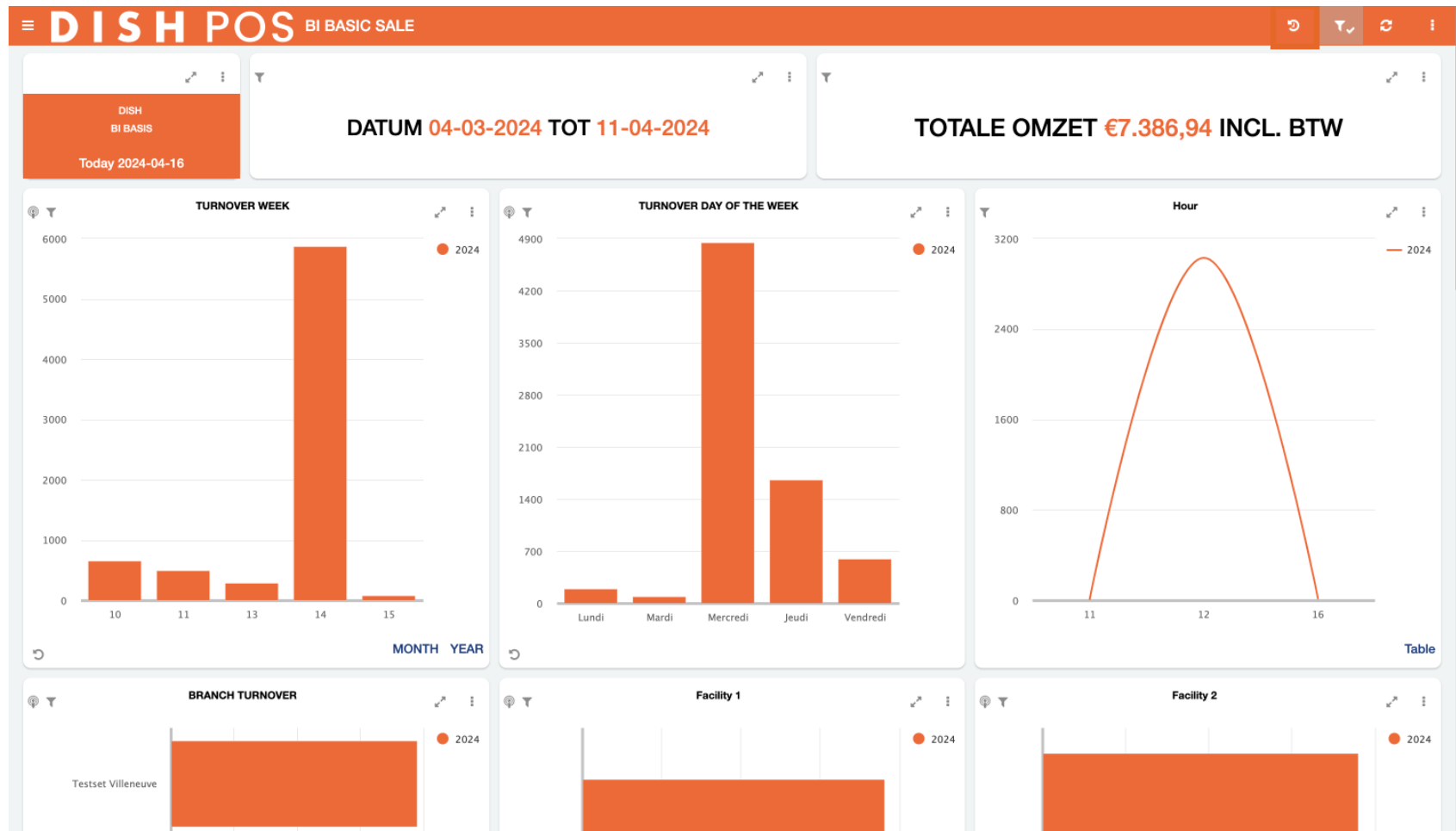


When you do this, all data in other tiles on your dashboard will adjust as well! In other words, you now only see the data that is relevant based on the filter you just set.



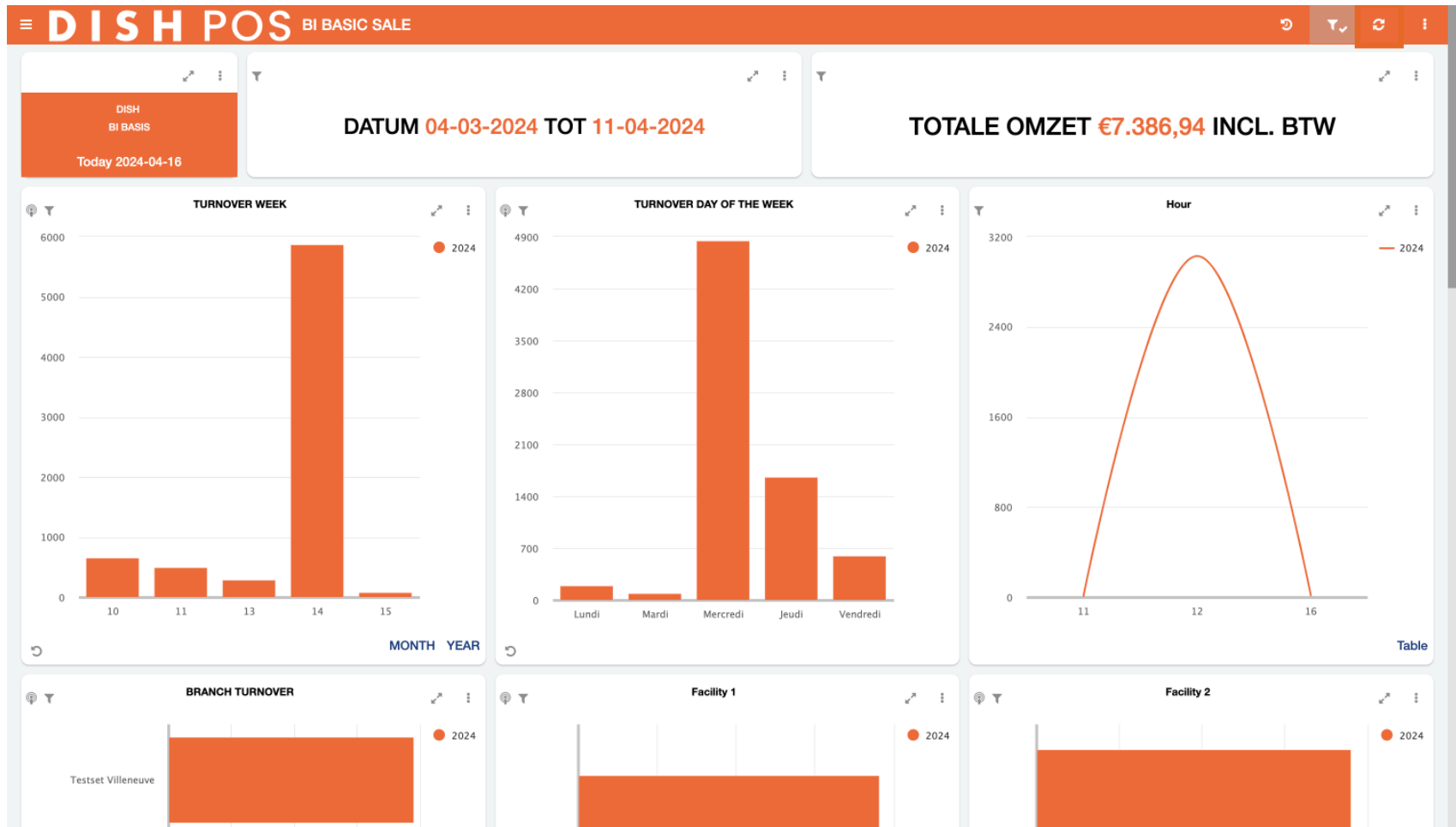


Let's move on exploring the icons in the top left corner of the dashboard. If you want to remove the filters we previously setted up, you can click on the **clock icon** in order to reset all filters.



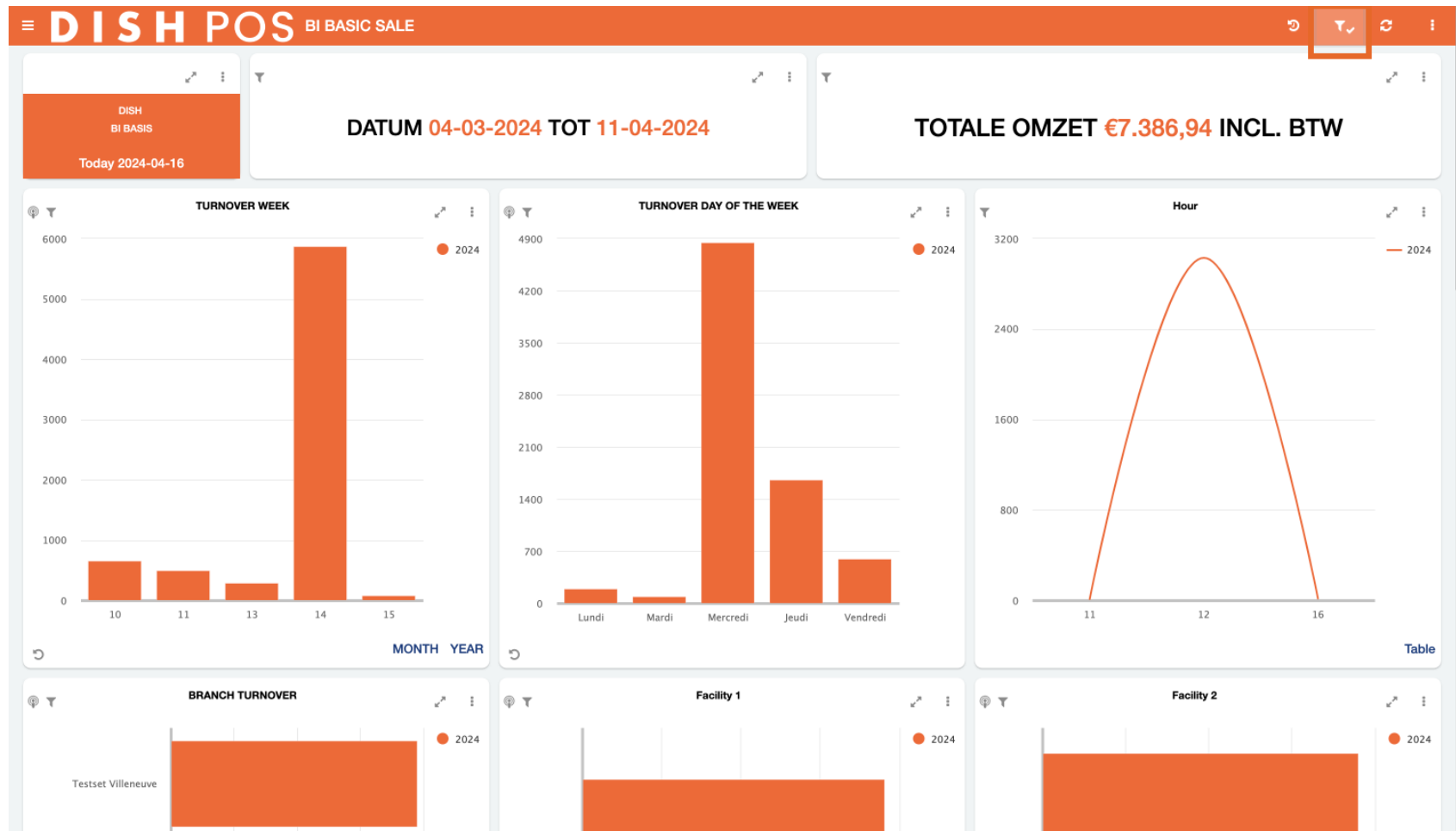



When viewing the current day's data, you can retrieve the latest data by clicking on the **refresh icon**.

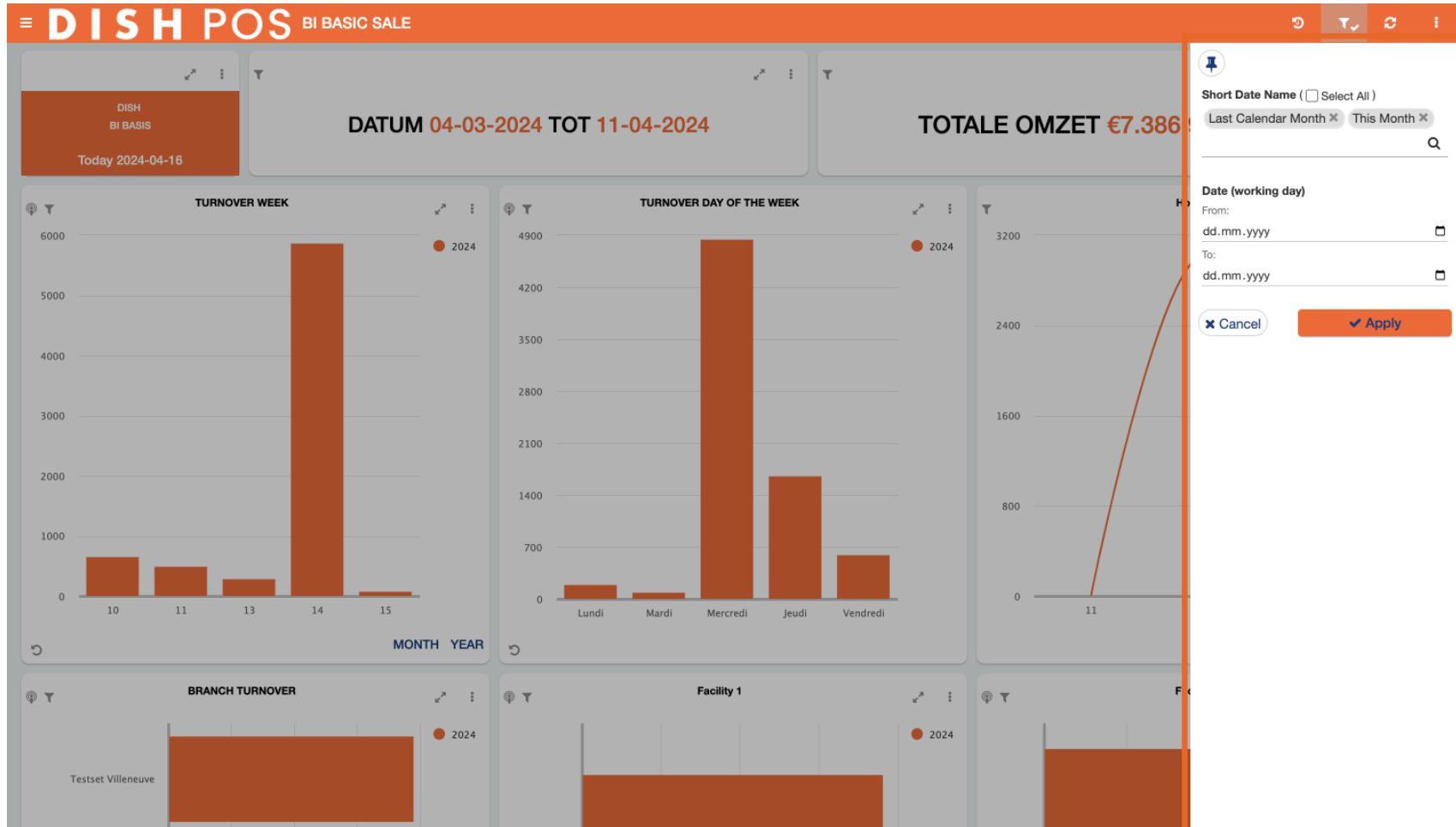




This icon is called filter icon and it goes back to the filter options we previously showed, displaying them differently. Click on it for opening a wider menu.

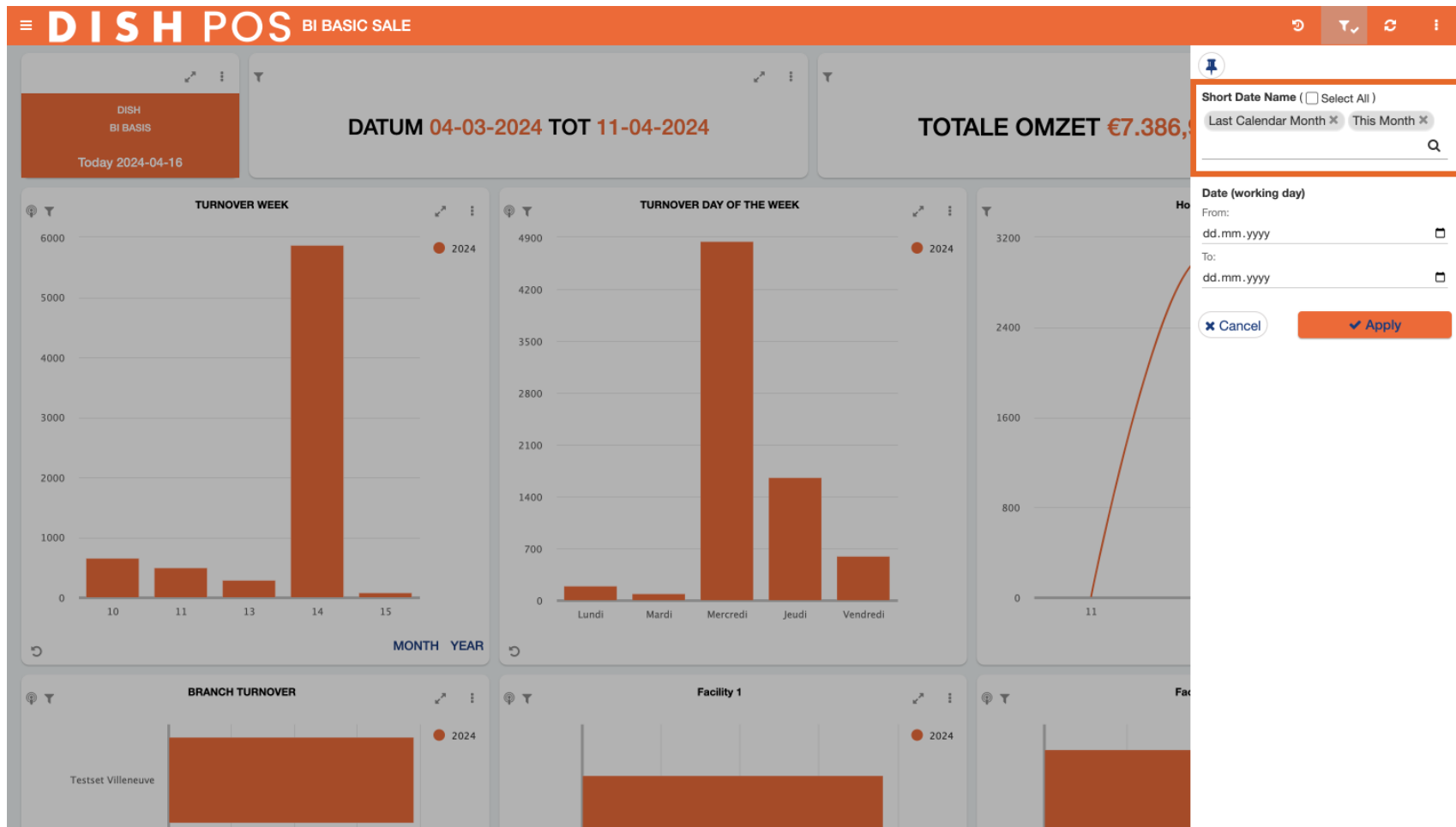


-  By default the dashboard is set to the current 12 months, in other words it looks back exactly 12 months from today. By using the date filters you can quickly filter to see data from a specific date range, like a quarter or a holiday period.



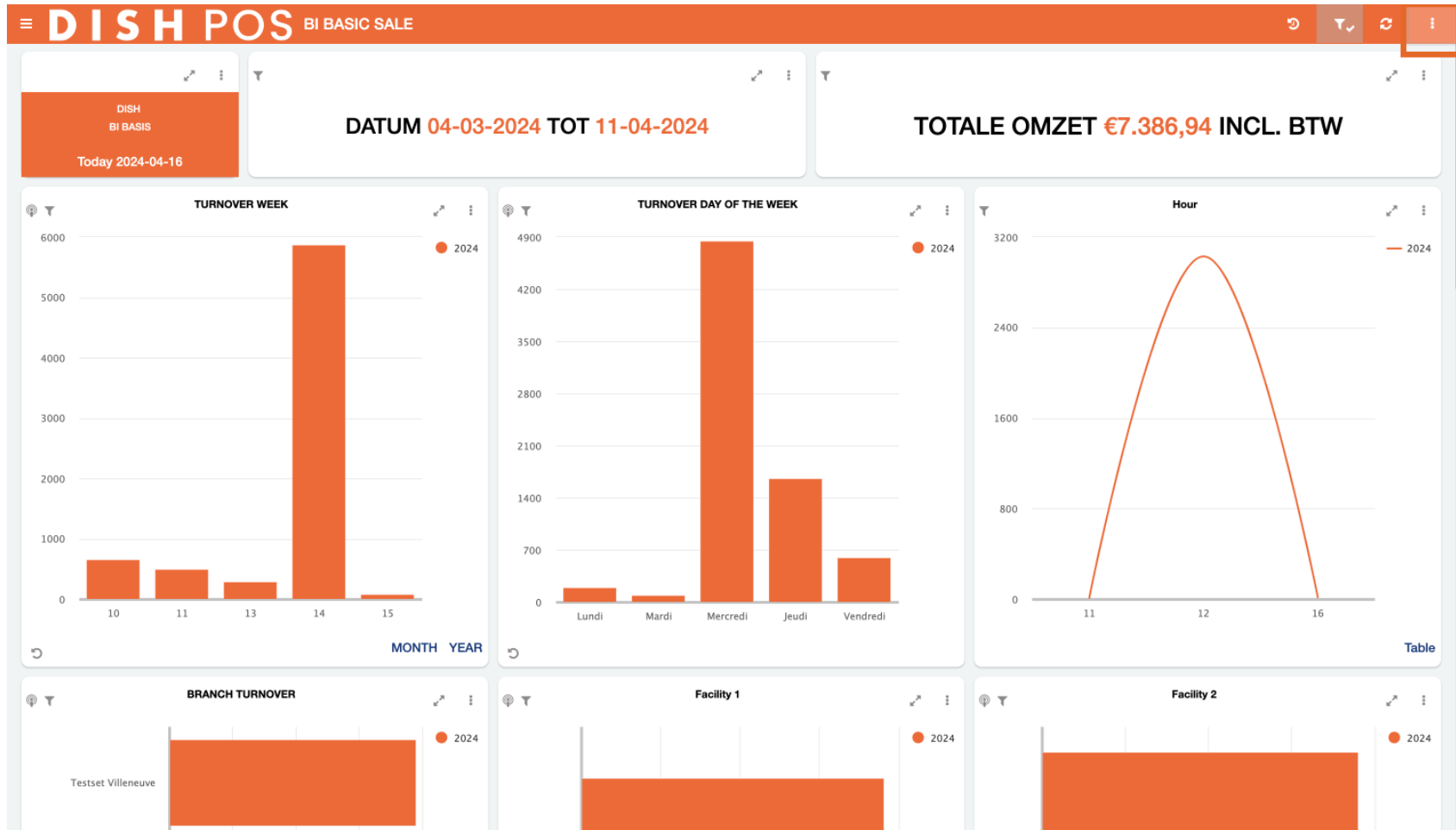


Additionally, you can filter by revenue groups. The groups are the same as you have defined in your POS backoffice. For example you can select 'beers' and 'soft drinks' and then click on **Apply**.



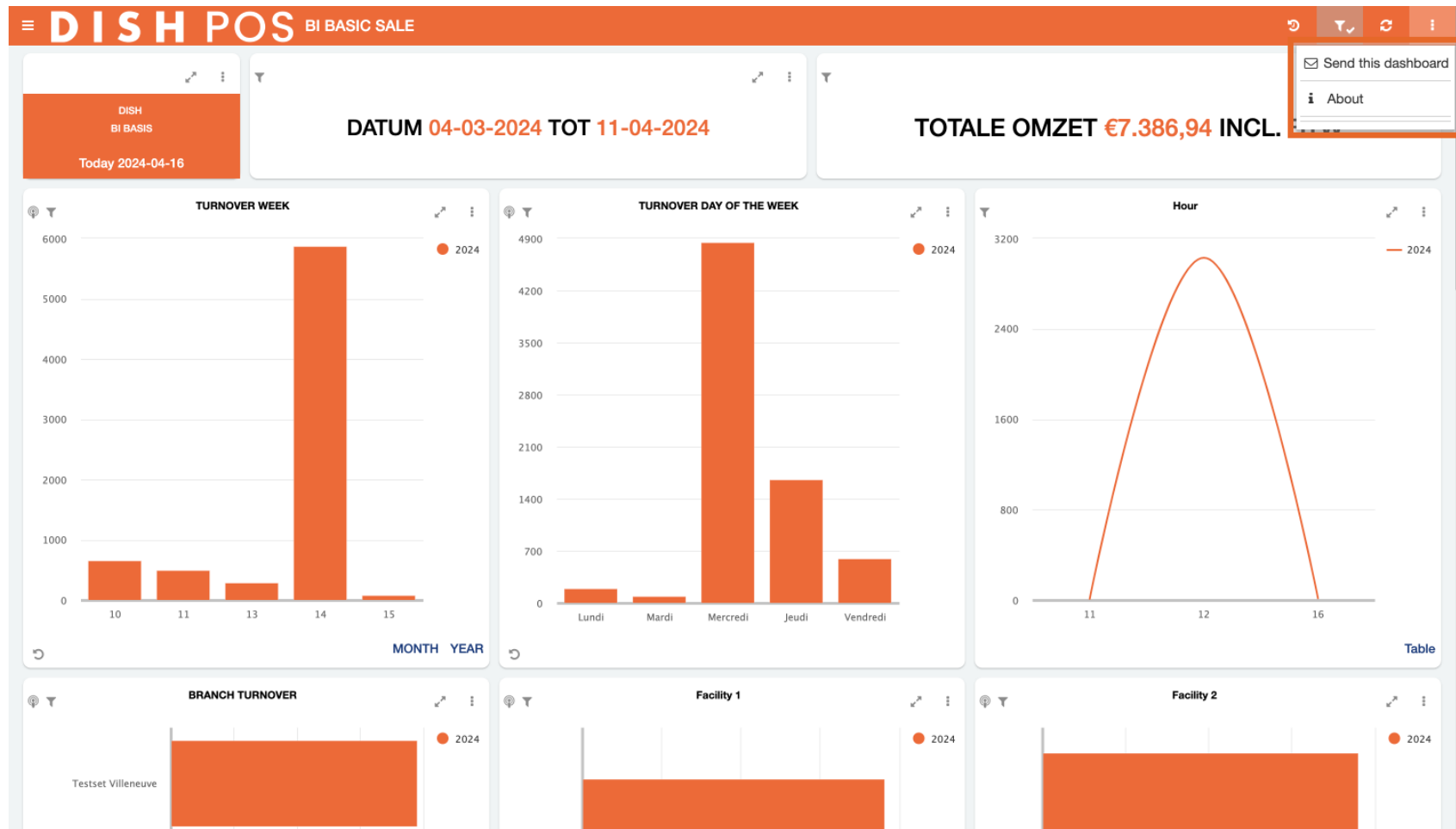


The icon with the three dots offers you different options. **Click** on it in order to see them.

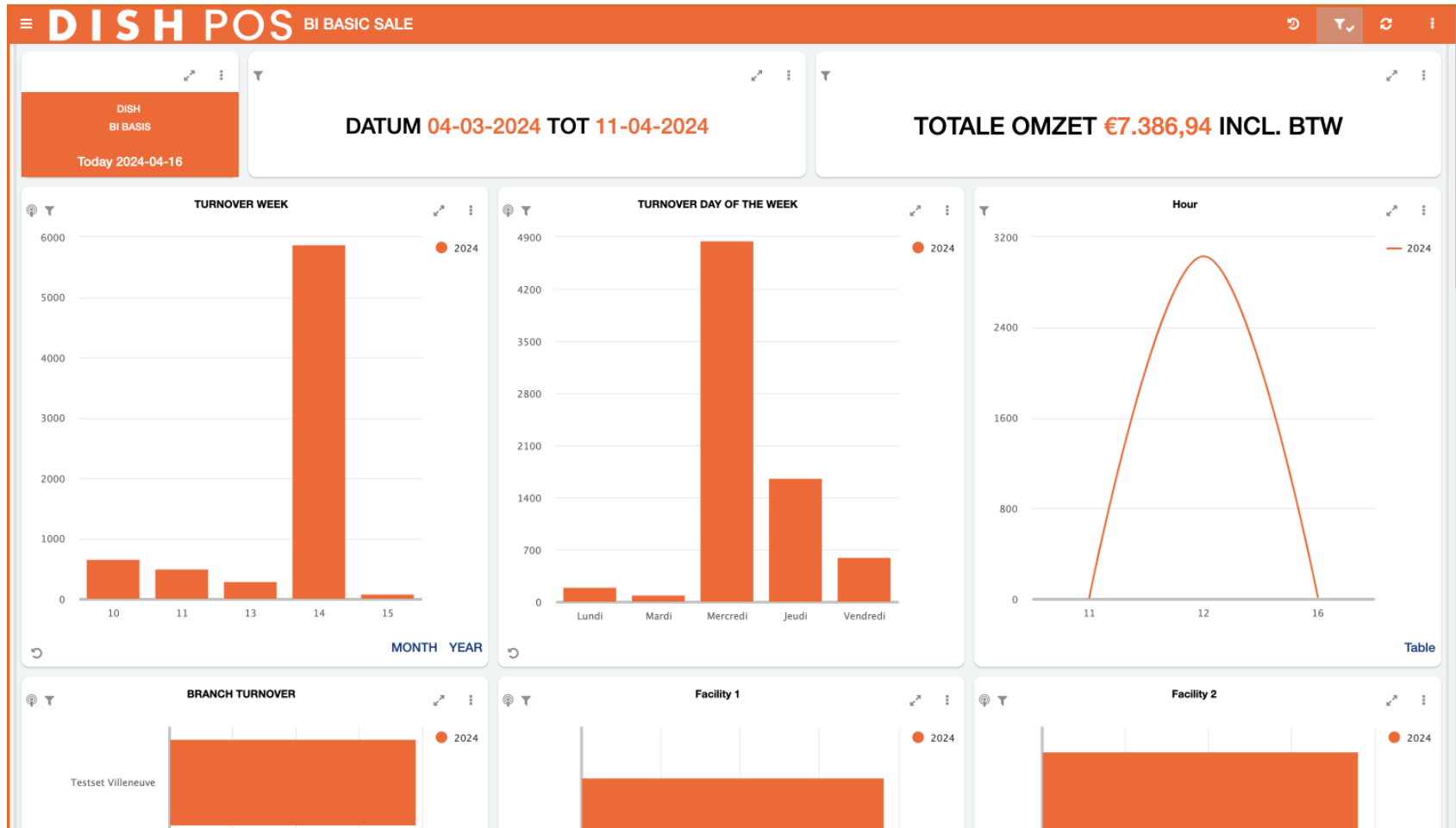




You can click on the **envelope icon** in order to share this dashboard by email; if you click on the **About icon** you can see other details of DISH POS BI, like for example the product version.



That's it. You now know how to navigate the DISH POS BI tool.





Scan to go to the interactive player