

# **TALLORDER SOLUTIONS**

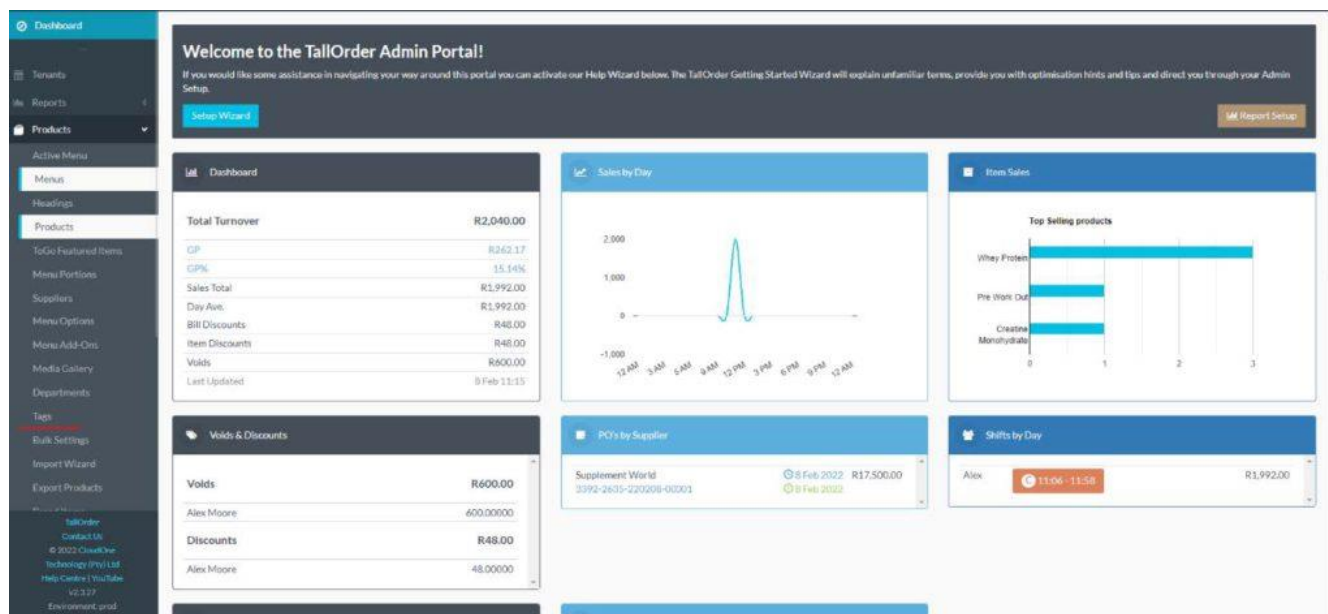
## **CREATING TAGS AND USING THEM ON THE POS**

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## How to create a tag and use them on the point of sale

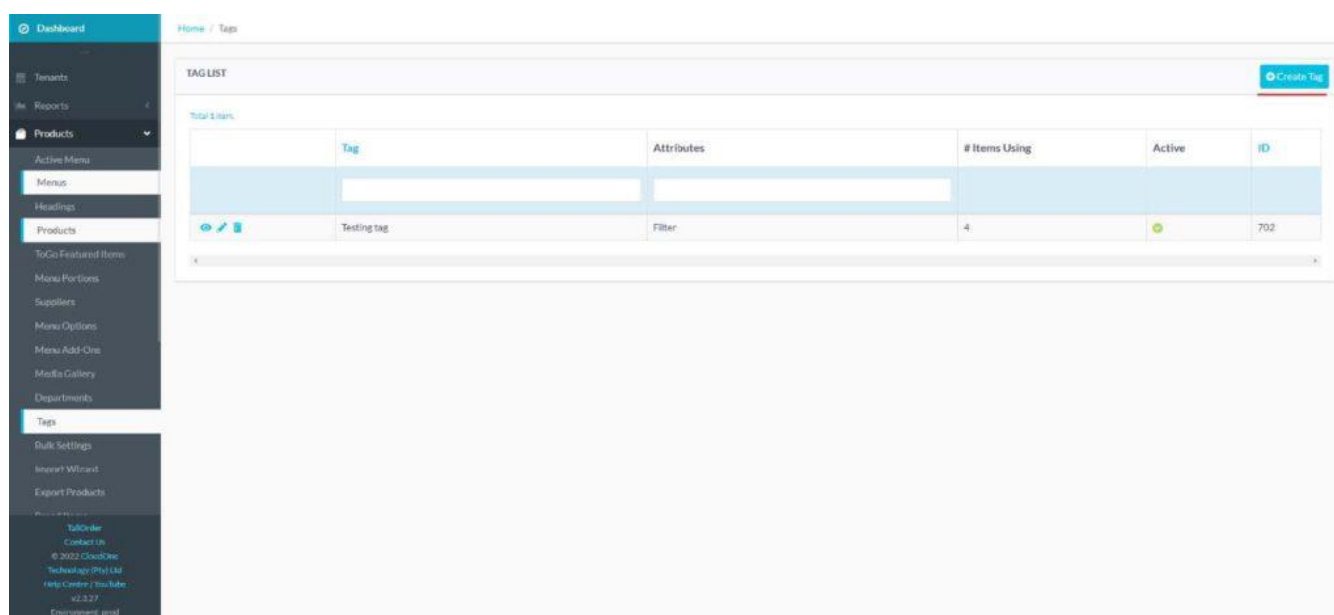
### Step 1:

Once you have logged into the TallOrder Admin Dashboard backend, on the left-hand side of the screen you can navigate to the "Products" option and then select the "Tag" option in the drop down list that appears.



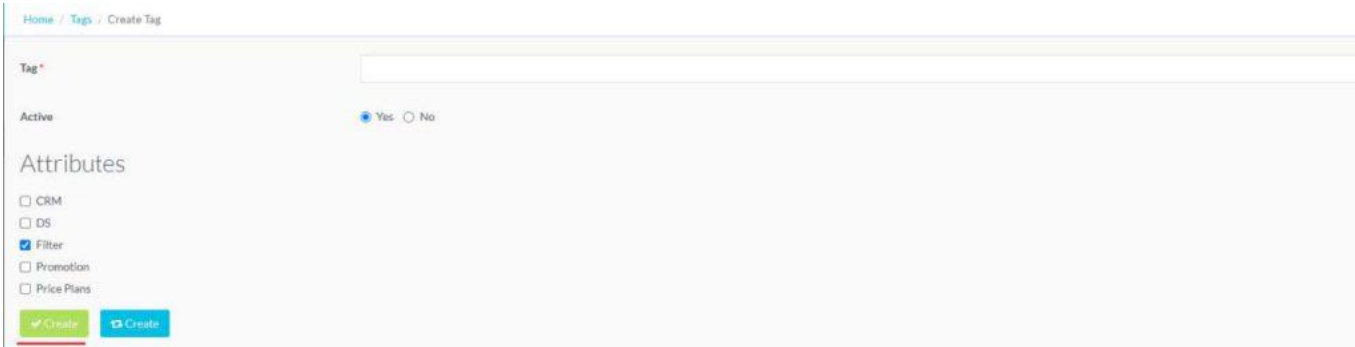
### Step 2:

You can click on tags; this will navigate you towards the Tag list. On this page you can click on the "Create Tag" button in the top right-hand corner.



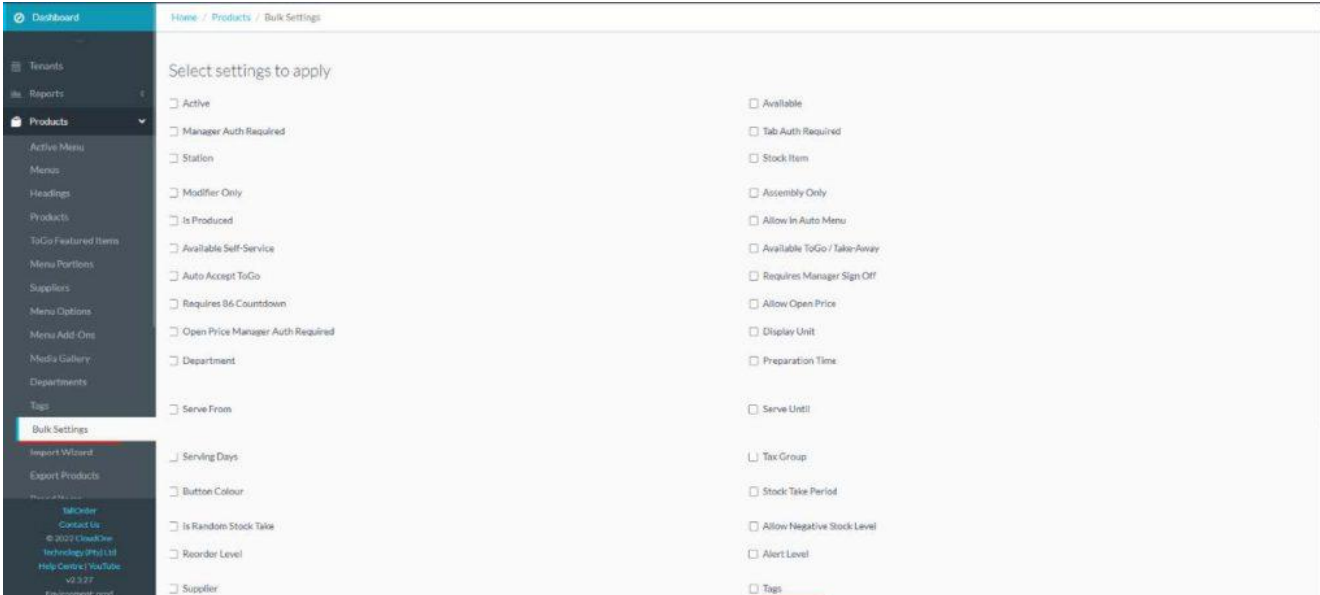
### Step 3:

Once you clicked on the Create Tag button you will be redirected to the Tag creator window. Here you can give your Tag a name and select what kind of tag you want to be. The most common tags attributes are either a filter or a promotional tag. A filter attribute is the most used one as you link this tag to an item to filter through all your products. For example: Breakfast Add-ons tag, and then you have all your extras that you can select under that tag.



#### Step 4:

Once you have created the tag, now you must link that tag to your items that will be using this tag. To do this, you will go to “Bulk settings” as seen in the screenshot below. And you will look for the setting “Tags” as marked below.



#### Step 5:

You will select the tag you want to use, and then you have to select the product that you want this tag to be applied to and then click on Apply settings.

☐ Is Random Stock Take
 ☐ Allow Negative Stock Level

☐ Reorder Level
 ☐ Alert Level

☐ Supplier
 ☒ Tags
 

Testing tag ▾

☐ Stock Take Types

PRODUCTS TO APPLY SELECTION TO
 

Select All Deselect All **APPLY SETTINGS**

☐ Show modifiers
 ☐ Show ingredients
 

Choose headings...

Filter

<input type="checkbox"/> Creatine Monohydrate 150.00	<input type="checkbox"/> Pre Work Out 450.00	<input type="checkbox"/> Rye Creatine Monohydrate 200.00
<input type="checkbox"/> Supplement Bundle 1000.00	<input type="checkbox"/> SSA Pre Workout 450.00	<input checked="" type="checkbox"/> SSA Whey Protein 500.00
	<input type="checkbox"/> Test product for testing 150.00	<input type="checkbox"/> Whey Protein 480.00

## Step 6:

Once you are on the Point of sale you will see at the bottom of your screen is the tag name you created. You can click on this tag and then see all the items that are assigned to the tag.

