

# **TALLORDER SOLUTIONS**

# **PRODUCTS LIST PRIOR TO MYSTOCK**

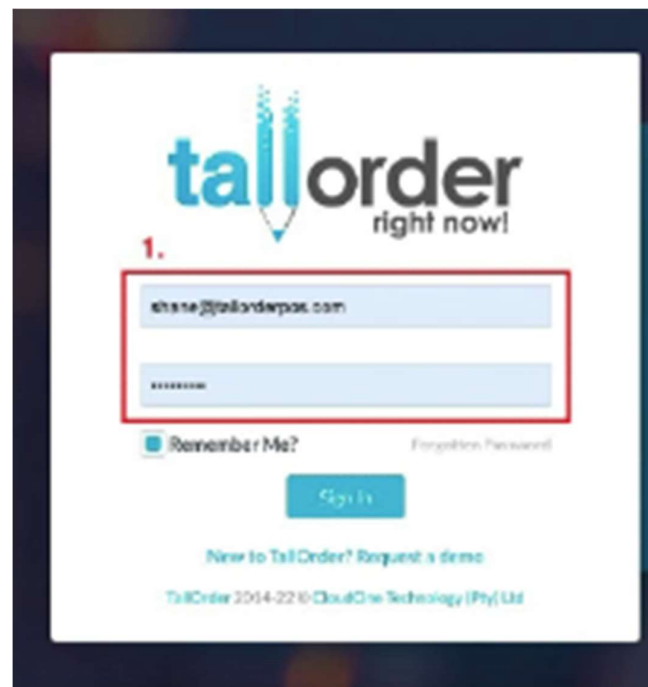
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## TallOrder / Products List Prior to myStock Manual

Before switching to myStock as your inventory management system, it is important to ensure that your products list is set up correctly. This manual covers the necessary steps for both existing and new clients to have a seamless transition and make the most out of their myStock experience.

Follow these steps to prepare your products list prior to switching to myStock:

1. Log in to your TallOrder Back Office.



For existing clients, navigate to your products list within the Back Office.

Welcome back, <ADMINISTRATOR> Shane! (test.ShaneBistro3700)

Dashboard Home / Products

**PRODUCTS** Bulk Settings Create Product Add Brand Item Publish Menu

Items 1 to 10 of 174 Show 10 per page Sort A-Z Advanced Search

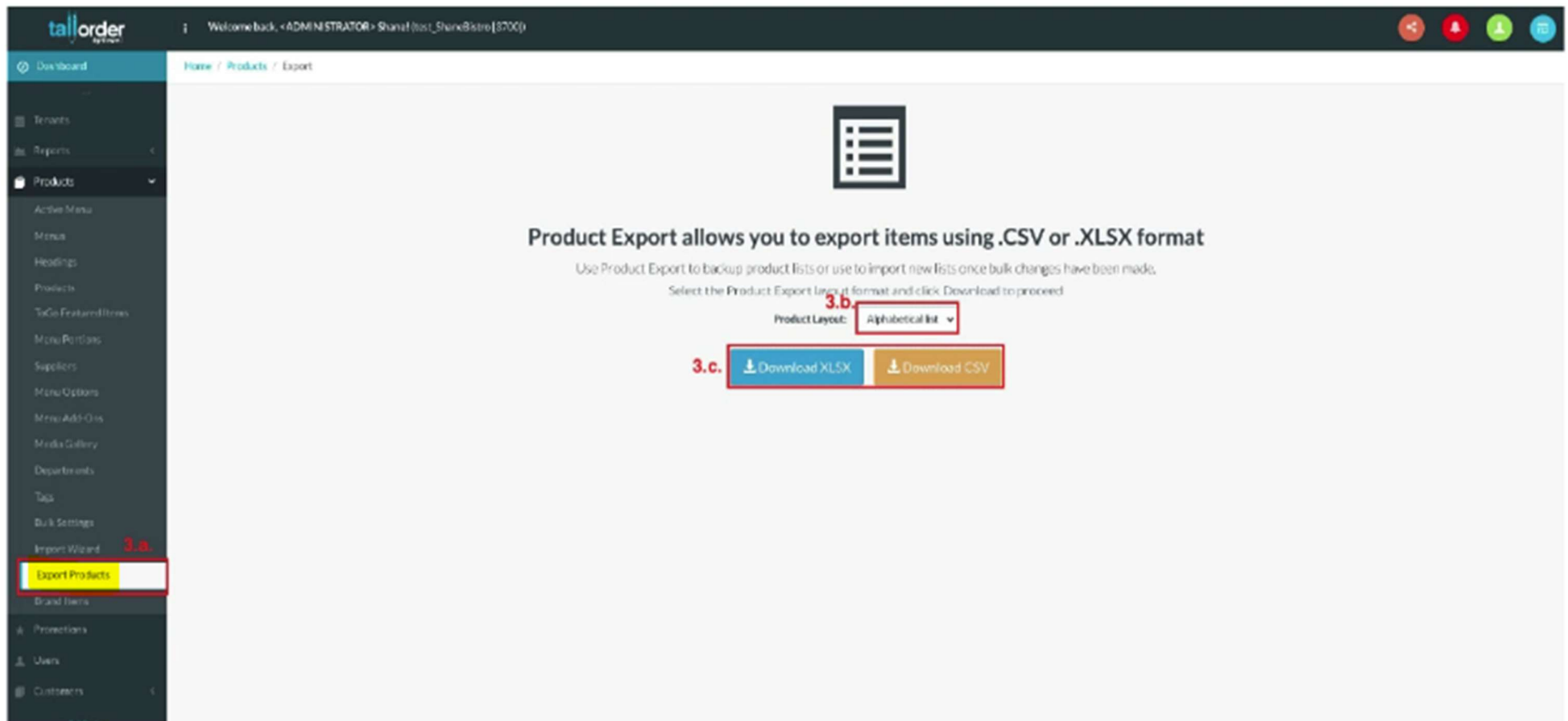
Bulk actions:

	Button Name	Department	Price	Ave. Cost	Barcode	Active	Available	Stock Item	Mod. Only	Ingred. Only	Usage	Stock On Hand	Item ID
<input type="checkbox"/>	2 Slices Artisanal Bread	Ingredients	12.00	4.20000		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	0	1834158
<input type="checkbox"/>	Aberfeldy 21 Year	Spirits	1275.00	326.68000		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3	18	1834209
<input type="checkbox"/>	Almond Milk	Own Brvs	16.00	12.00000		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	1834317
<input type="checkbox"/>	Almond Milk	Own Brvs	16.00	12.00000		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	18	1834317
<input type="checkbox"/>	Antipasti	Deli	44.00	0.00000		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3	90	1834188
<input type="checkbox"/>	Avo Smash	A la Carte	77.00	26.25000	10130	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	1834424
<input type="checkbox"/>	Avo Smash	A la Carte	77.00	26.25000	10130	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	12	1834121
<input type="checkbox"/>	Bacon, Caramelized Onion, White	A la Carte	77.00	20.00000		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	0	1834198
<input type="checkbox"/>	Bugetto	Bakery	17.00	11.50000	3007	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	98	1834149

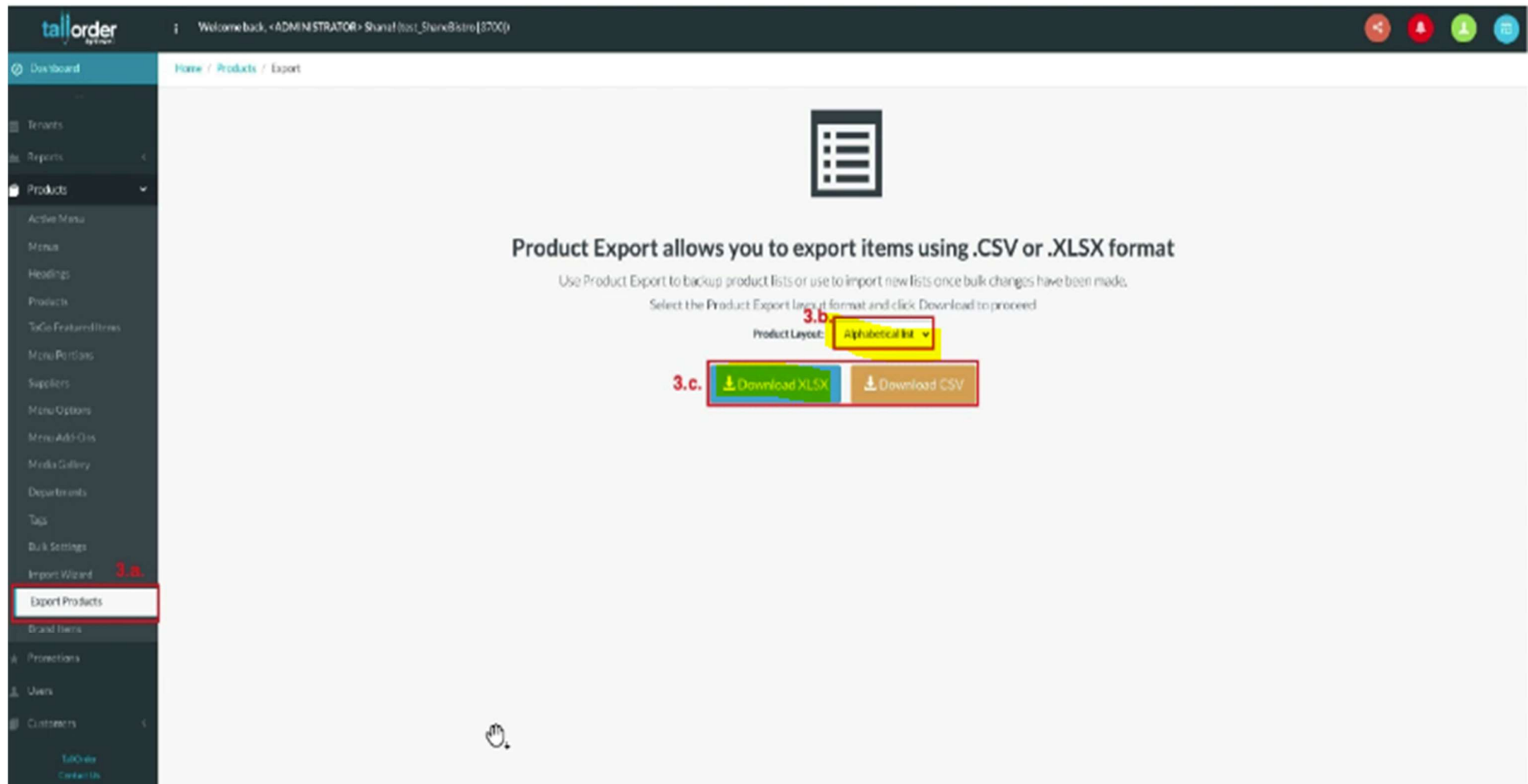
TallOrder  
Contact Us  
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Help Centre / YouTube  
v2.3.31  
Environments: prod

- Clean up your products list by deleting any duplicates and products that are no longer in use. This step may not be necessary for new clients.

- For existing clients, go to the "Products" section and select "Export Products".



Once you have a clean product list, select the "Alphabetical" product layout and download the Excel sheet.



For new clients, go to the "Products" section and select the "Import Wizard". Download the provided Excel sample by clicking the blue "XLSX Sample" button.

Welcome back, <ADMINISTRATOR> Shane! (test\_Shane@astro [3700])

## Easy .csv/.xlsx Importer

For optimal import conversion including file and formula formatting, please use either .csv or .xlsx files  
If you are only starting out now, you can download one of the samples below to get the format that is needed for your Menu or Products.

[XLSX Sample](#) [CSV Sample](#)

**Upload File** Settings Match Columns Confirm Columns

**Important to note:**

- 1: Accepted file types: .csv and .xlsx;
- 2: Ensure that the first column line includes a name as this will be recognized as the heading;
- 3: Note that more than one column can be assigned to one heading i.e. the Slip and Button name can contain the same value.

**5.b** Click here to choose your .csv or .xlsx file or drag it here to add new products and menu

- The Excel sample will display information for a single item. Use this sample as a guide to create your new products list.

- Open the exported products list in Excel.
- Ensure that all products to be included in myStock are set as stock items. This is necessary because myStock requires all items and products to be set as stock items for proper inventory management, including recipe editing and ingredient tracking.

	E	F	G	H	I	J	K
har)	Full Name (max 255 char)	Is Stock Item	Stock Item Is Active	Is Modifier Only	Is Ingredient Only	Is Produced	Allow in Auto Menu
	Marguerite	Y	Y	N	N	N	Y
	Mocholate	Y	Y	N	N	N	Y
	Pinot Grigio	Y	Y	N	N	N	Y
	Pinot Noir	Y	Y	N	N	N	Y
4.a	Red Lady	Y	Y	N	N	N	Y
	Sauvignon Blanc	Y	Y	N	N	N	Y
	Viognier	Y	Y	N	N	N	Y
	White Mischief	Y	Y	N	N	N	Y
	Baguette	Y	Y	Y	N	N	Y
	Butternut Bread	Y	Y	N	N	N	Y
	Ciabatta	Y	Y	N	N	N	Y
4.b	Croissant	Y	Y	N	N	Y	Y
	Gluten Free Bread	Y	Y	N	N	N	Y
	Rye	Y	Y	N	N	N	Y
	Sourdough	Y	Y	N	N	Y	Y
	Whole Wheat	Y	Y	N	N	N	Y

- Check that the stock item is active and set to "Yes".
- Determine if there are any modifiers specific to the Point of Sale (POS) system.

- Specify whether the item is an ingredient only or if it is a separate product being bought or sold.
- Determine if the product is produced in batches or on demand (assembly item).

	E	F	G	H	I	J	K
Char)	Full Name (max 255 char)	Is Stock Item	Stock Item Is Active	Is Modifier Only	Is Ingredient Only	Is Produced	Allow in Auto Menu
	Marguerite	Y	Y	N	N	N	Y
	Mocholate	Y	Y	N	N	N	Y
	Pinot Grigio	Y	Y	N	N	N	Y
	Pinot Noir	Y	Y	N	N	N	Y
4.a	Red Lady	Y	Y	N	N	N	Y
	Sauvignon Blanc	Y	Y	N	N	N	Y
	Viognier	Y	Y	N	N	N	Y
	White Mischief	Y	Y	N	N	N	Y
	Baguette	Y	Y	Y	N	N	Y
	Butternut Bread	Y	Y	N	N	N	Y
	Ciabatta	Y	Y	N	N	N	Y
4.b	Croissant	Y	Y	N	N	Y	Y
	Gluten Free Bread	Y	Y	N	N	N	Y
	Rye	Y	Y	N	N	N	Y
	Sourdough	Y	Y	N	N	Y	Y
	Whole Wheat	Y	Y	N	N	N	Y
	Choc Brownie	N	N	N	N	N	Y
d Cream	Mille Feuille Strawberry and Cream	N	N	N	N	N	Y
	Pastes de Nata	N	N	N	N	N	Y
	Vanilla Caramel Cannoli	N	N	N	N	N	Y
	Avo Smash	N	N	N	N	Y	Y
	Eggs Benedict	N	N	N	N	N	Y



Set up departments accurately and be specific in naming them. For example, use "Freezer Meat" or "Fresh Meat" in the meat products department and differentiate between red wines and white wines in separate departments.

	A	B	E	M	N	
1	Heading1	Heading2	Full Name (max 255 char)	Department	Cost (2 decimal places)	Last Cost (2)
12	Alcoholic Beverages		Corkage	Alc Bev	0	0
13	Alcoholic Beverages	Beers	Corona Extra	Beers	17.88	17.88
14	Alcoholic Beverages	Beers	Hansa Pilsner	Beers	20.32	20.32
15	Alcoholic Beverages	Beers	Jack Black Lager	Beers	16.67	16.67
16	Alcoholic Beverages	Beers	Lion Lager	Beers	12.77	12.77
17	Alcoholic Beverages	Ciders	Hunters Dry	Ciders	12	12
18	Alcoholic Beverages	Ciders	Savanna Dark	Ciders	16	16
19	Alcoholic Beverages	Ciders	Savanna Light	Ciders	16	16
20	Alcoholic Beverages	Craft Beers	Alumni Ale 357ml Bottle	Beers	10.94	10.94
21	Alcoholic Beverages	Craft Beers	Craven Bottled	Beers	16.26	16.26
22	Alcoholic Beverages	Craft Beers	Craven Lager	Beers	20.74	20.74
23	Alcoholic Beverages	Craft Beers	Governer's Keg	Beers	1146.77	1146.77
24	Alcoholic Beverages	Craft Beers	Jonkers Weiss	Beers	12.4	12.4
25	Alcoholic Beverages	Craft Beers	Stellenbrau	Beers	11.61	11.61
26	Alcoholic Beverages	Iced Drinks	Don Pedro	A la Carte	15.75	15.75
27	Alcoholic Beverages	Iced Drinks	Irish Coffee	A la Carte	15.75	15.75
28						
29	Alcoholic Beverages	Methode Cap Classique	Beck Rose	Wines	205	205
30						
31	Alcoholic Beverages	Whiskey	Hibiki Single Malt	Spirits	222.74	222.74
32	Alcoholic Beverages	Whiskey	Highland Park 12 Year Single Malt	Spirits	247.48	247.48
33	Alcoholic Beverages	Whiskey	Jameson Triple Distilled	Spirits	187.09	187.09
34	Alcoholic Beverages	Wines	Barrique	Wines	58.54	58.54
35	Alcoholic Beverages	Wines	Boet Erasmus	Wines	210	210
36	Alcoholic Beverages	Wines	Cotes	Wines	100	100
37	Alcoholic Beverages	Wines	Early Mist	Wines	95	95
38	Alcoholic Beverages	Wines	Jess	Wines	80	80
39	Alcoholic Beverages	Wines	Jess Cocktail	Wines	50	50

4.f	P	Q	R	S	4.d	T	AN	AO	4.e	AP
Places)	Target Stock Level	Re-Order Level	Alert Level	Price (2 decimal places)		Unit	Selling Tax Group	Purchase Tax Group		Supplier
				55.00		each	SARS	SARS		ABInBev
	60.00000	10.00000	15.00000	33.00		each	SARS	SARS		ABInBev
	60.00000	10.00000	15.00000	33.00		each	SARS	SARS		ABInBev
	60.00000	10.00000	15.00000	66.00		each	SARS	SARS		ABInBev
	60.00000	10.00000	15.00000	33.00		each	SARS	SARS		ABInBev
	0.00000	0.00000	0.00000	22.00		each	SARS	SARS		ABInBev
	0.00000	0.00000	0.00000	24.00		each	SARS	SARS		ABInBev
	0.00000	0.00000	0.00000	22.00		each	SARS	SARS		ABInBev
	60.00000	10.00000	15.00000	35.00		each	SARS	SARS		ABInBev
	60.00000	10.00000	15.00000	44.00		each	SARS	SARS		ABInBev
	60.00000	10.00000	15.00000	56.00		each	SARS	SARS		ABInBev
	15.00000	2.00000	5.00000	1250.00		each	SARS	SARS		Makro
	60.00000	10.00000	15.00000	50.00		each	SARS	SARS		ABInBev
	60.00000	10.00000	15.00000	44.00		each	SARS	SARS		ABInBev
				50.00		each	SARS	SARS		ABInBev
				50.00		each	SARS	SARS		ABInBev
4.f	60.00000	6.00000	12.00000	242.00	4.d	each	SARS	SARS	4.e	ABInBev
	50.00000	20.00000	25.00000	775.00		tot	SARS	SARS		ABInBev
	50.00000	10.00000	20.00000	890.00		750ml	SARS	SARS		ABInBev
	50.00000	20.00000	25.00000	500.00		tot	SARS	SARS		ABInBev
	60.00000	6.00000	12.00000	160.00		each	SARS	SARS		Vrede en Lust
	60.00000	6.00000	12.00000	231.00		each	SARS	SARS		Vrede en Lust
	60.00000	6.00000	12.00000	121.00		each	SARS	SARS		Vrede en Lust
	60.00000	6.00000	12.00000	110.00		each	SARS	SARS		Vrede en Lust

Ensure the following details are correctly set up for each product:

- Full names
- Last cost and costs
- Target levels
- Reorder levels
- Alert levels

- Price
- Unit of measure
- Selling tax groups
- Purchase tax groups
- Assigned suppliers

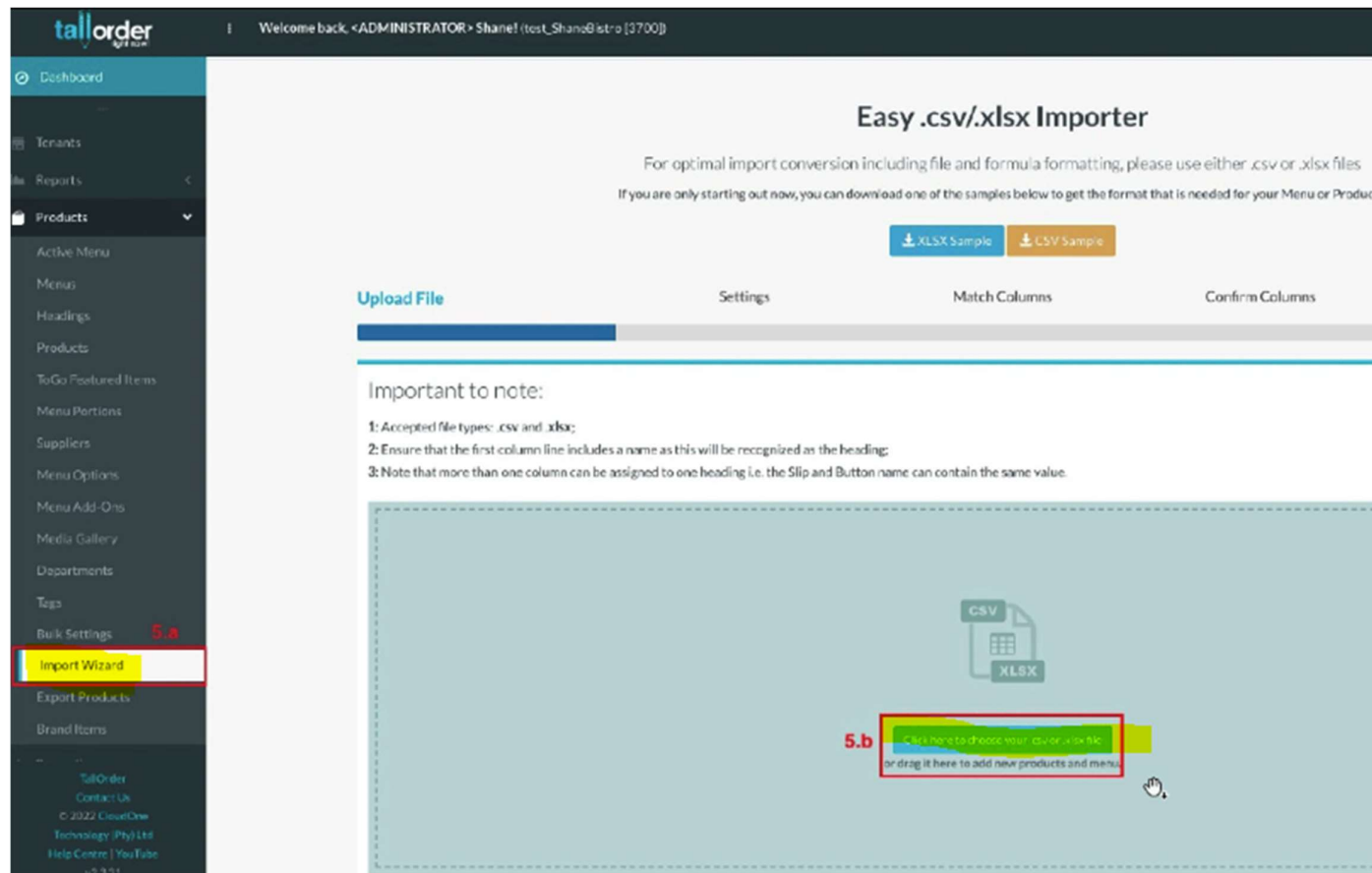
Target levels represent the desired quantity of stock for each specific item. Reorder levels indicate the stock quantity at which you should purchase more, and alert levels notify you when you need to consider purchasing additional products.

For existing clients, leave the "Tree ID" and "ID" columns as they are, as most of your items will already have these. New items added to your products list may not have these IDs, which is fine. New clients will have the IDs and tree IDs automatically generated once the sheet is imported.

Q	R	S	T	4.g AN	AO	AP	AQ	AR
e-Order Lev	Alert Lev	Price (2 decimal places)	Unit	Selling Tax Group	Purchase Tax Group	Supplier	tree_id	ID
1.00000	15.00000	33.00	each	SARS	SARS	ABInBev	5302429	1834164
1.00000	15.00000	66.00	each	SARS	SARS	ABInBev	5302457	1834192
1.00000	15.00000	33.00	each	SARS	SARS	ABInBev	5302480	1834215
0.00000	0.00000	22.00	each	SARS	SARS	ABInBev	5302496	1834231
0.00000	0.00000	24.00	each	SARS	SARS	ABInBev	5302443	1834178
0.00000	0.00000	22.00	each	SARS	SARS	ABInBev	5302461	1834196
1.00000	15.00000	35.00	each	SARS	SARS	ABInBev	5302527	1834262
1.00000	15.00000	44.00	each	SARS	SARS	ABInBev	5302519	1834254
1.00000	15.00000	56.00	each	SARS	SARS	ABInBev	5302391	1834126
0.00000	5.00000	1250.00	each	SARS	SARS	Makro	5302495	1834230
1.00000	15.00000	50.00	each	SARS	SARS	ABInBev	5302439	1834174
1.00000	15.00000	44.00	each	SARS	SARS	ABInBev	5302498	1834233
		50.00	each	SARS	SARS	ABInBev	5302390	1834125
		50.00	each	SARS	SARS	ABInBev	5302427	1834162
0.00000	12.00000	242.00	each	SARS	SARS	ABInBev	5302456	1834191
0.00000	12.00000	242.00	each	SARS	SARS	ABInBev	5302458	1834193
1.00000	25.00000	1275.00	tot	SARS	SARS	ABInBev	5302474	1834209
1.00000	25.00000	775.00	tot	SARS	SARS	ABInBev	5302432	1834167
1.00000	20.00000	890.00	750ml	SARS	SARS	ABInBev	5302426	1834161
1.00000	25.00000	500.00	tot	SARS	SARS	ABInBev	5302435	1834170

Once your product export list is correct, return to your Back Office and follow these steps:

1. Go to the "Import Wizard" section.
2. Drag and drop your saved export sheet into the designated area, or click to upload the file.



- Follow the prompts and steps provided to import your products list.
- After importing your products list, you can publish your menu in myStock.

By following these steps, you can ensure that your products list is properly prepared for the transition to myStock. If you have any further questions or need assistance, please don't hesitate to contact our support team.