

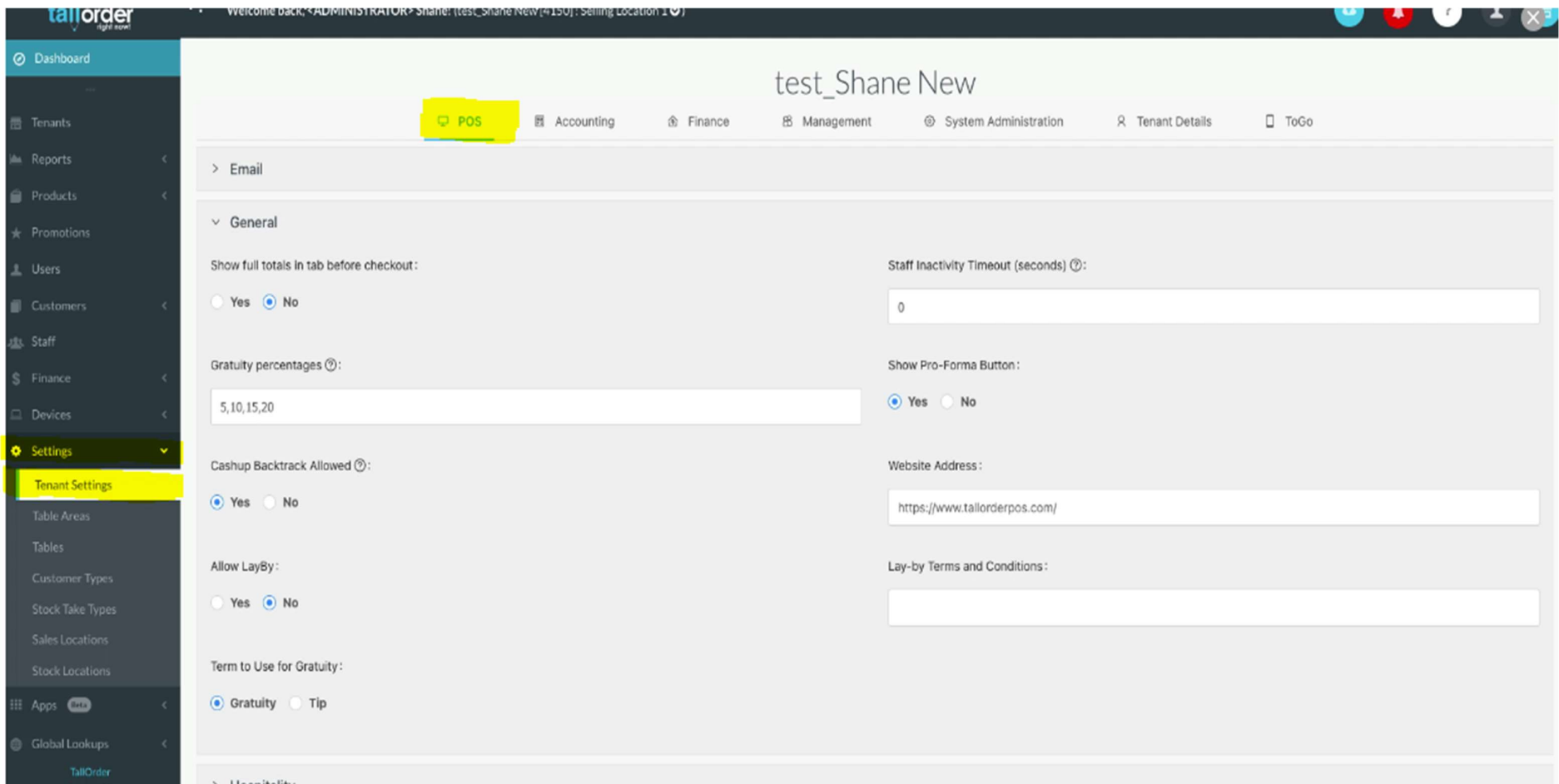
TALLORDER SOLUTIONS

HOW TO SWITCH FROM POS INVENTORY TO MYSTOCK INVENTORY

TallOrder / How to switch from POS Inventory to myStock Inventory Manual

Follow these steps to switch from POS Inventory to myStock Inventory in your TallOrder Back Office:

1. Open your TallOrder Back Office.
2. Sign in with your credentials to access the Back Office.
3. Navigate to the settings and select "Tenant Settings." The page will automatically load the POS settings by default.



test_Shane New

POS Accounting Finance Management System Administration Tenant Details ToGo

> Email

▼ General

Show full totals in tab before checkout:

☐ Yes ☒ No

Gratuity percentages ⓘ:

5,10,15,20

Cashup Backtrack Allowed ⓘ:

☒ Yes ☐ No

Allow LayBy:

☐ Yes ☒ No

Term to Use for Gratuity:

☒ Gratuity ☐ Tip

Staff Inactivity Timeout (seconds) ⓘ:

0

Show Pro-Forma Button:

☒ Yes ☐ No

Website Address:

https://www.tallorderpos.com/

Lay-by Terms and Conditions:

- Choose "Tenant Details" from the options.

The screenshot displays the TallOrder POS system interface. The top navigation bar includes the TallOrder logo, a welcome message for the administrator, and several icons. The main header shows the user 'test_Shane New' and a series of tabs: POS, Accounting, Finance, Management, System Administration, **Tenant Details** (highlighted in yellow), and ToGo. A left sidebar contains a menu with options like Dashboard, Tenants, Reports, Products, Promotions, Users, Customers, Staff, Finance, Devices, and Settings. Under 'Settings', 'Tenant Settings' is selected, showing a list of sub-options: Table Areas, Tables, Customer Types, Stock Take Types, Sales Locations, Stock Locations, Apps (Beta), and Global Lookups. The main content area is titled 'test_Shane New' and contains the 'Email' settings section. This section includes a 'General' tab with various configuration options:

- Show full totals in tab before checkout:** Radio buttons for 'Yes' and 'No' (selected).
- Gratuity percentages:** A text input field containing '5,10,15,20'.
- Cashup Backtrack Allowed:** Radio buttons for 'Yes' and 'No' (selected).
- Allow LayBy:** Radio buttons for 'Yes' and 'No' (selected).
- Term to Use for Gratuity:** Radio buttons for 'Gratuity' (selected) and 'Tip'.
- Staff Inactivity Timeout (seconds):** A text input field containing '0'.
- Show Pro-Forma Button:** Radio buttons for 'Yes' (selected) and 'No'.
- Website Address:** A text input field containing 'https://www.tallorderpos.com/'.
- Lay-by Terms and Conditions:** An empty text input field.

- In the top right corner of the Tenant Details page, you will find the "Inventory Type" section. By default, it is set to POS Inventory Type.
- Once you have completed all the necessary steps and ensured that your product lists and back-office settings are accurate, it's time to switch to myStock.

Welcome back, <ADMINISTRATOR> Shane! (test_Shane New [4150] : Selling Location 1)

Dashboard

Tenants

Reports

Products

Promotions

Users

Customers

Staff

Finance

Devices

Settings

Tenant Settings

Table Areas

Tables

Customer Types

Stock Take Types

Sales Locations

Stock Locations

Apps

Global Lookups

TallOrder

Contact Us

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Help Centre | YouTube

v2.3.34

Environment: prod

test_Shane New

POS

Accounting

Finance

Management

System Administration

Tenant Details

ToGo

General

Messaging Preferences

None
WhatsApp
WhatsApp + SMS (fallback)

Inventory Type:

POS
MyStock

Company Registration:

2022/012345/07

Customs Number:

Tax Number:

1234567890

VAT Number:

123454321

Company:

test_Shane New

Owner:

Shane Deane

Phone number (Work):

021 201 1579

From Email Address:

support@tallorderpos.com

Currency:

ZAR

Language:

Language

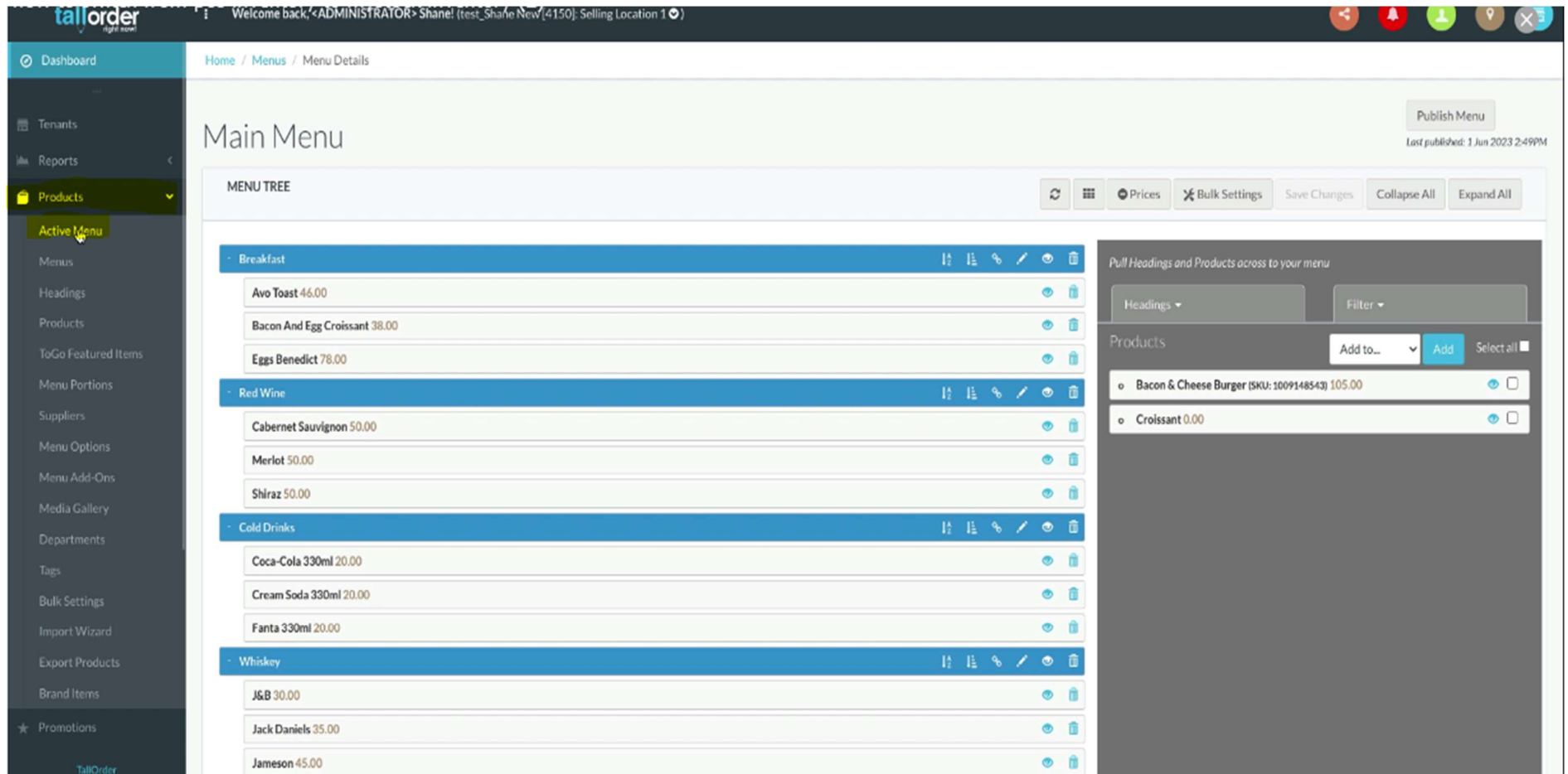
Time Zone:

2.0

Locale ID:

en_ZA

- Click on the toggle switch to enable myStock Inventory.
- Go to the "Product" section.
- Select the "Active Menu" option.



The screenshot displays the TallOrder Admin Panel interface. The top navigation bar includes the TallOrder logo, a welcome message for the administrator, and a user profile dropdown. The left sidebar contains a menu with options like Dashboard, Tenants, Reports, Products (highlighted), Active Menu (highlighted), Menus, Headings, Products, ToGo Featured Items, Menu Portions, Suppliers, Menu Options, Menu Add-Ons, Media Gallery, Departments, Tags, Bulk Settings, Import Wizard, Export Products, Brand Items, and Promotions. The main content area is titled 'Main Menu' and shows a 'MENU TREE' with categories: Breakfast, Red Wine, Cold Drinks, and Whiskey. Each category lists items with prices and toggle switches. A right sidebar offers a 'Publish Menu' button and a 'Pull Headings and Products across to your menu' section with filters and a list of products like 'Bacon & Cheese Burger' and 'Croissant'.

- After the Active Menu loads, locate the "Publish Menu" button at the top right.
- Click on "Publish Menu" to publish your menu changes.

Welcome back, <ADMINISTRATOR> Shamer (test_Shamer New (4150): Selling Location 10)

Home / Menus / Menu Details

Main Menu

Published Menu
Last published: 1 Jun 2023 2:49PM

MENU TREE

Prices Bulk Settings Save Changes Collapse All Expand All

Category	Item	Price	Actions
Breakfast	Avo Toast	46.00	
	Bacon And Egg Croissant	38.00	
	Eggs Benedict	78.00	
Red Wine	Cabernet Sauvignon	50.00	
	Merlot	50.00	
	Shiraz	50.00	
Cold Drinks	Coca-Cola 330ml	20.00	
	Cream Soda 330ml	20.00	
	Fanta 330ml	20.00	
Whiskey	J&B	30.00	
	Jack Daniels	35.00	
	Jameson	45.00	

Pull Headings and Products across to your menu

Headings Filter

Products Add to... Add Select all

- Bacon & Cheese Burger (SKU: 1009148543) 105.00 ☐
- Croissant 0.00 ☐

- You will receive a confirmation message stating "Published Successfully" when the menu publishing is complete.
- This final step concludes the transition from POS Inventory to myStock Inventory.

By following these steps, you can seamlessly switch to myStock and take advantage of its advanced inventory management features in your TallOrder Back Office.

If you have any questions or require further assistance during the transition process, please feel free to reach out to our support team.

how to switch from pos inventory to mystock inventory (2)

Welcome back, <ADMINISTRATOR> Shane! (test_Shane New (4150); Selling Location 1)

Dashboard Home / Menu / Menu Details

Publish successfully!

Main Menu Publish Menu
Last published: 1 Jun 2023 3:40PM

MENU TREE

- Breakfast
 - Avo Toast 46.00
 - Bacon And Egg Croissant 38.00
 - Eggs Benedict 78.00
- Red Wine
 - Cabernet Sauvignon 50.00
 - Merlot 50.00
 - Shiraz 50.00
- Cold Drinks
 - Coca-Cola 330ml 20.00
 - Cream Soda 330ml 20.00
 - Fanta 330ml 20.00
- Whiskey
 - J&B 30.00

Pull Headings and Products across to your menu

Headings Filter

Products Add to... Add Select all

- Bacon & Cheese Burger (SKU: 1009148543) 105.00
- Croissant 0.00