

Manual

POS-Menu Store User Guide

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1. Overview

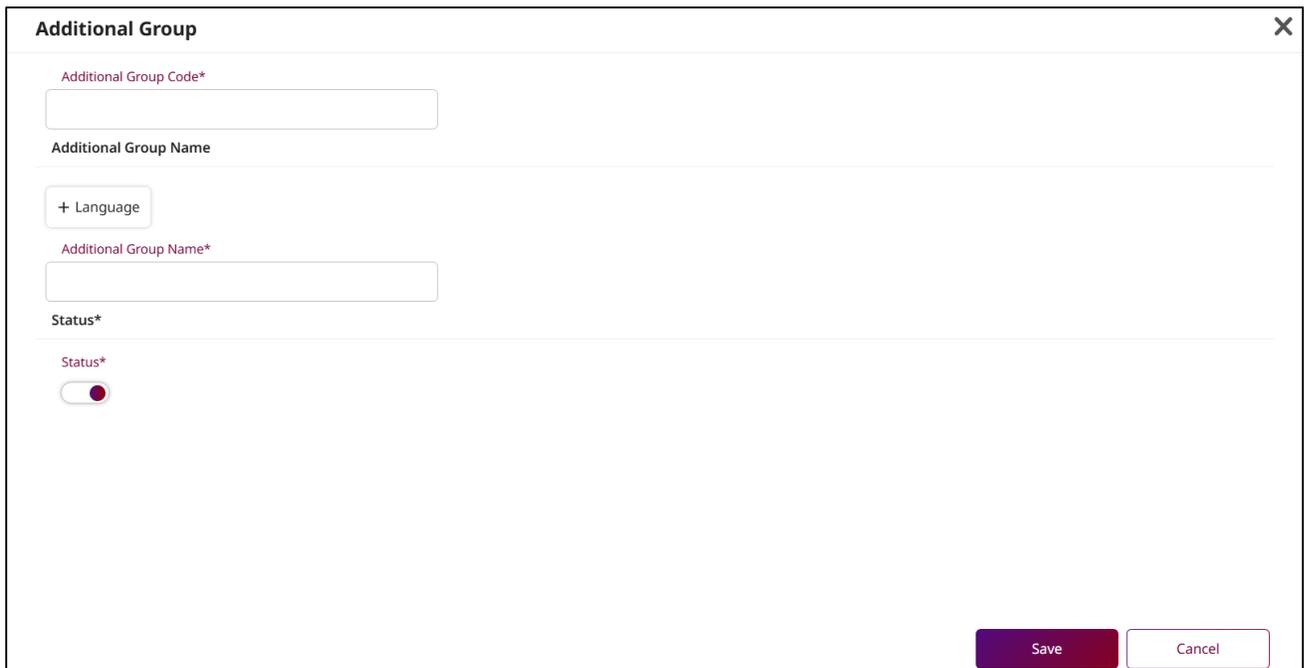
This POS – Menu Store User Guide provides hotel staff and system users with clear instructions to manage and configure POS menu items, including additional items and condiments. It supports accurate order processing and enhances guest experience through structured, easy-to-follow steps.

2. Additional Group

Available under the **Additional & Condiments Menu > Additional Group**, this function allows staff to manage additional item groups. Users can create and configure additional groups that can be linked to menu items for better customization and upselling options.

To perform the task:

1. Press **New** to create a new additional group.
2. Enter the **Additional Group Code**.
3. Enter the **Additional Group Name** (default language).
4. Press **+ Language**.
5. Select a language and enter the Additional Group Name in the selected language.
6. Press **Save** to create the additional group.
 Press **Cancel** to discard the action and close the pop-up.



Additional Group [X]

Additional Group Code*

Additional Group Name

+ Language

Additional Group Name*

Status*

Status*

Save Cancel

Note: Ensure all required information accurately. If you press Add Language, you must fill in the name for the selected language.

3. Additional

Available under **Additional & Condiments > Additional**, this function allows staff to manage additional items within their groups. Users can create and assign additional items to menu items for better customization and upselling.

To perform the task:

1. Press **New** to create a new additional group.
2. Fill in the required information (Additional Code, Additional Group Name (default language) and Price).
3. Press **+ Language**.
4. Select a language and enter the Additional Name in the selected language.
5. Press **Save** to create the additional item.
 Press **Cancel** to discard the action and close the pop-up.

Additional
✕

Additional Group*

Additional Code*

Additional Name

+ Language

Additional Name*

Picture

Picture

Type file only (.jpg), (.png)
 size must be less than 1 Mb
 Will scale to a max size of 740 x 360 pixels

 Upload

Price

Price*

Status

Status

Save

Cancel

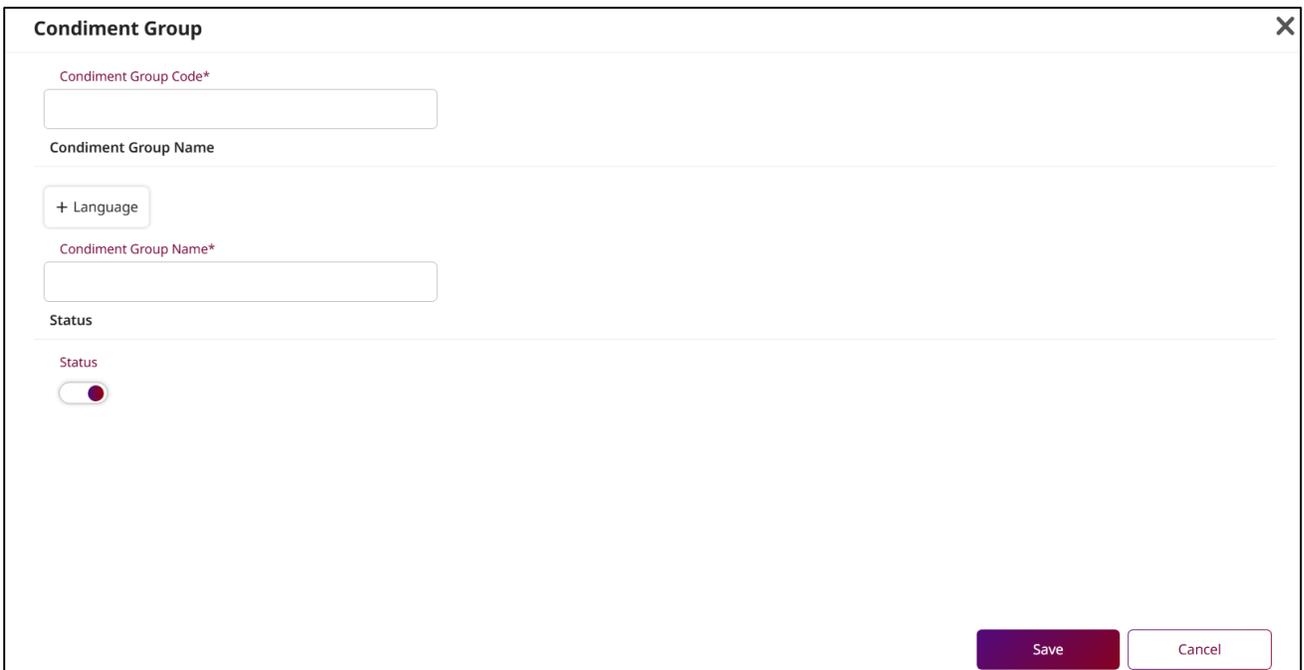
Note: Ensure all required information accurately. Uploading a picture for the additional item is optional.

4. Condiment Group

Available under **Additional & Condiments > Condiment Group**, this function allows staff to manage condiment groups. Users can create and assign condiments to menu items for better customization and upselling.

To perform the task:

1. Press **New** to create a new additional group.
2. Enter the **Condiment Group Code**.
3. Enter the **Condiment Group Name** (default language).
4. Press **+ Language**.
5. Select a language and enter the Condiment Group Name in the selected language.
6. Press **Save** to create the Condiment group.
 Press **Cancel** to discard the action and close the pop-up.



Condiment Group ✕

Condiment Group Code*

Condiment Group Name

+ Language

Condiment Group Name*

Status

Status

Save Cancel

Note: Ensure all required information accurately. If you press Add Language, you must fill in the name for the selected language.

5. Condiment

Available under **Additional & Condiments > Condiment**, this function allows staff to manage condiments under their respective groups. Users can create and assign condiments to menu items for better customization and upselling.

To perform the task:

1. Press **New** to create a new condiment.
2. Fill in the required information: **Condiment Code** and **Condiment Name** (in the default language)
3. Press **+ Language**.
4. Select a language and enter the Condiment Name in the selected language.
5. Press **Save** to create the Condiment group.
Press **Cancel** to discard the action and close the pop-up.

Condiment

Condiment Group * Noodle Condiment Code *

Condiment Name

+ Language

Condiment Name *

Status

Status

Save Cancel

Note: Ensure all required information is filled in.

6. Business Type

Available under **Menu Store > Business Type**, this function allows staff to manage business types. These business types can be applied to menu items and outlets for better classification and control.

To perform the task:

1. Press **New** to create a new business type entry.
2. Enter the **Business Type Code** and **Business Type Name** in the input fields.
3. Toggle the **Status** switch to activate or deactivate the business type.
4. Press **Save** to confirm and create the new business type.
 Press **Cancel** to discard the action and close the input row.

Business type			
Menu Store	Group	SubGroup	Unit
Size	Course	Import Data	
Export		1-6 of 6	
<input type="checkbox"/>	Business Type Code	Business Type Name	Status
<input checked="" type="checkbox"/>	01	Ticket	<input checked="" type="checkbox"/>
<input type="checkbox"/>	02	POS	<input type="checkbox"/>
<input type="checkbox"/>	03	Other Type	<input type="checkbox"/>
<input type="checkbox"/>	BREAKFAST	PreOrder Breakfast	<input type="checkbox"/>
<input type="checkbox"/>	GUESTORDER	Room Service	<input type="checkbox"/>
<input type="checkbox"/>	TABLEORDER	Table Order	<input type="checkbox"/>

Note: Ensure that the Business Type Code is unique and does not duplicate any existing Business Type.

7. Group

Available under **Menu Store > Group**, this function allows staff to manage menu groups, which are used to categorize and organize related menu items in the POS system.

To perform the task:

1. Press **New** to create a new group.
2. Fill in the required information: **Group Code**, **Seq. No.**, **Group Name** (in default language) and **Group Type**.
3. Toggle the **Status** switch to enable or disable the group.
4. Toggle **Is Favorite** if this group should appear as a favorite.
5. Press **+ Language** to add the group name in other languages.
6. Upload a Group Picture.
7. Add a KDS Printer by pressing the **+** button.
8. Press **Save** to confirm and create the new group.
 Press **Cancel** to discard the action and close the form.

Group
✕

Group Code*

Column Report

Please Select ▾

Seq. No.*

Payment Apply Redemption

No Select ▾

Status

Is Favorite

Group Name*

+ Language

Group Name*

Group Type

Group Type*

Please Select ▾

Group Picture

Picture

Type file only (.jpg), (.png)
size must be less than 1 Mb
Will scale to a max size of 740 x 360 pixels

Upload

KDS Printer

+

Save
Cancel

Note: Ensure the Group Code you enter is unique and not already used by another group in the system.

8. Subgroup

Available under **Menu Store > Subgroup**, this function allows staff to manage subgroups, which are used to further categorize and organize related menu items within their assigned group in the POS system.

To perform the task:

1. Select a Group to which this Subgroup will belong.
2. Press **New** to create a new Subgroup.
3. Fill in the required information: **Subgroup Code**, **Subgroup Name** (default language), **Promotion**, **Discount**, **Item Status**, **Start Time**, **End Time**, **Effective Date**, **Inactive Date**, **Cooking Time**, and **Open Food**.
4. Press **+ Language** to add names in other languages.
5. Upload a Subgroup Picture.

Subgroup
✕

Group*

Subgroup Code*

Column Report

Payment Apply Redemption

Subgroup Language

+ Language

Subgroup Name*

Subgroup Picture

Picture

Type file only (.jpg), (.png)
 size must be less than 1 Mb
 Will scale to a max size of 740 x 360 pixels

 Upload

Subgroup Information

Promotion* <input type="text" value="Please Select"/>	Discount* <input type="text" value="Please Select"/>	Item Status* <input type="text" value="Please Select"/>
Start Time* <input type="text" value=""/> 🕒	End Time* <input type="text" value=""/> 🕒	Effective Date* <input type="text" value=""/> 📅
Inactive Date* <input type="text" value=""/> 📅	Cooking Time* <input type="text" value=""/> 🕒	Open Food* <input type="text" value="Please Select"/>

6. In the **Printer** section, select a Priority Printer from the dropdown list.
7. Press the **+** button to add the **Printer**, then select the desired printer from the list.
8. Press the **+** button to add the **KDS Printer**, then select the desired printer from the list.

Subgroup ✕

Printer

+ Priority Printer*
Please Select

Printer Code	Printer Name	Copy	Printer Seq.
--------------	--------------	------	--------------

KDS Printer

+

KDS Id	KDS Name
--------	----------

Condiment

9. the **Select Option** dropdown, choose the appropriate condiment option type.
10. Press the **+** button to add a **Condiment**, then select the desired Condiment Group and Condiment from the list.
11. Enter the applicable **Service Rate**, **VAT Rate**, and **Tax Rate** as percentages.
12. Select a **Formula Discount%** and **Formula Discount Amount** from the dropdown.
13. Toggle the **Status** switch to activate or deactivate this configuration.
14. Press **Save** to confirm and create the new subgroup.
15. Press Cancel to discard the action and close the form.

Subgroup
✕

Condiment

+

Select Option*

Please Select ▼

Condiment Group Code	Condiment Group Name	Condiment Code	Condiment Name

Formula & Tax

Service Rate*

Vat Rate*

Tax Rate*

Formula Discount%*

Please Select ▼

Formula Discount Amount*

Please Select ▼

Status

Status

Save

Cancel

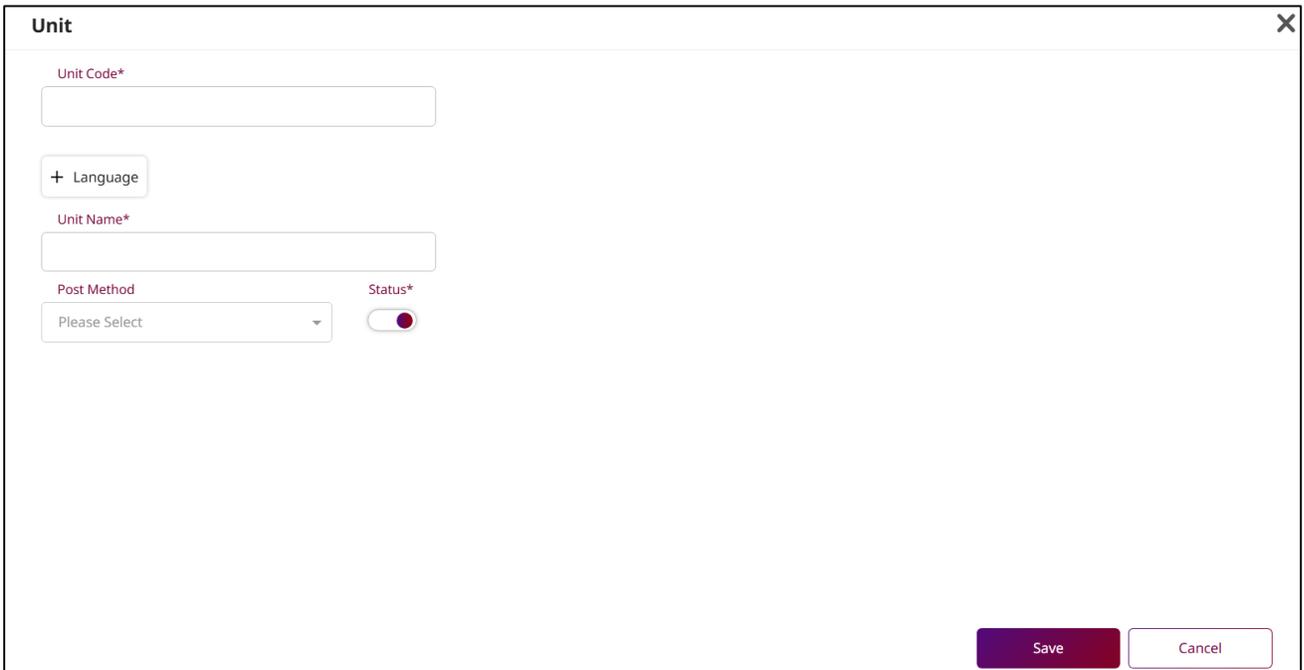
Note: Ensure that the Promotion, Discount, and Item Status values are set correctly, as they are important for how items behave in the POS system.

9. Unit

Available under **Menu Store > Unit**, this function allows staff to manage units of measurement, which are used to define and organize how menu items are quantified and displayed in the POS system. Proper unit setup ensures consistency in ordering, pricing, and overall menu management.

To perform the task:

1. Press **New** to create a new Unit.
2. Fill in the required information: **Unit Code** and **Unit Name** (in the default language)
3. Press **+ Language** to add Unit Name in other languages.
4. Select the appropriate **Post Method** from the dropdown.
5. Toggle the **Status** switch to activate or deactivate the unit.
6. Press **Save** to confirm and create the new unit.
Press **Cancel** to discard the action and close the form.



The screenshot shows a modal window titled "Unit" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Unit Code***: A text input field.
- + Language**: A button to add additional unit names in other languages.
- Unit Name***: A text input field.
- Post Method**: A dropdown menu with "Please Select" as the current selection.
- Status***: A toggle switch currently turned on (indicated by a red dot).
- Save**: A purple button at the bottom right.
- Cancel**: A white button with a red border at the bottom right.

Note: Ensure the Unit Code is unique and does not duplicate any existing unit in the system. Duplicate codes may prevent saving and cause issues with data accuracy.

10. Size

Available under **Menu Store > Size**, this function allows staff to manage sizes by editing how they are displayed for menu item quantities in the POS. Proper setup ensures consistency in ordering and pricing.

To perform the task:

1. Press **New** to create a new Unit.
2. Toggle the **Default** switch to set this size as the default option.
3. Toggle the **Status** switch to activate or deactivate this size.
4. Press **Save** to apply the changes.
 Press **Cancel** to discard the changes.

Business type	Menu Store	Group	SubGroup	Unit	Size	Course	Import Data
<input type="checkbox"/>	Size Code	Size Name	Default	Status			
<input type="checkbox"/>	S01	Small	<input type="checkbox"/>	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	S02	Medium	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	S03	Large	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	S04	Extra Large	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	S05	Normal	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	S06	Jumbo	<input type="checkbox"/>	<input type="checkbox"/>			

Note: This function does not allow editing of existing size names, and you cannot add or delete size entries in this section.

11. Menu Store

Available under **Menu Store > Menu Store**, this function lets staff create and configure menu items by selecting a Business Type, defining Item Type and Group, setting prices, linking to GSA, and assigning multiple sizes for flexible POS display and accurate pricing.

To perform the task:

1. Select a **Business Type** from the dropdown.
2. Press **New** to create a new menu item.
3. Fill in the required fields: **Item Type, Group, Subgroup, Item Code, Item Name, Description, Link to GSA**, and toggle **Control Stock**.
4. Upload a menu picture.
5. Press **+ Language** to add item names in other languages.

Menu Store
✕

Business Type*

Please Select

Item Type*

Please Select

Group*

Please Select

Subgroup*

Please Select

Item Code*

Link To GSA*

Please Select

Payment Apply Redemption

No Select

Control Stock*

+ Language

Item Name*

Description*

Picture

Type file only (.jpg), (.png)
size must be less than 1 Mb
Will scale to a max size of 740 x 360 pixels

Upload

Size

-
+

Save

Cancel

6. Press **+** **Size** to add size options.
7. For each size, fill in: **Size, Cost Price, Unit, % Cost, Original Price, Markup, Shop Price, Barcode, QR Code**, and toggle **Status**.

Menu Store ✕

Size

+ Size

Size* <input type="text" value="Please Select"/>	Cost Price* <input type="text" value="0"/>	Unit* <input type="text" value="Please Select"/>	Post Method <input type="text" value=""/>
% Cost* <input type="text" value="0%"/>	Original Price* <input type="text" value="0"/>	Mark Up* <input type="text" value="0"/>	Shop Price* <input type="text" value="0"/>
Barcode* <input type="text" value=""/>	QR Code* <input type="text" value=""/>	Status* <input checked="" type="checkbox"/>	

✕

8. Select the Option Type under Condiment section.
9. Press **+** and choose **Condiment Group** and the corresponding **Condiment Item** from the list.
10. Select the Option Type under Additional section.
11. Press **+** and choose **Additional Group** and the corresponding **Additional Item** from the list.

Menu Store ✕

Condiment

+
Select Option*Please Select

Condiment Group Code	Condiment Group Name	Condiment Code	Condiment Name

Additional

+
Select Option*Please Select

Additional Group Code	Additional Group Name	Additional Code	Additional Name

Version : 10.02
 Last Updated : 18 June 2025
 Author : QA Team

12. Fill in the required fields under Item Information: **Promotion, Discount, Item Status, Start/End Time, Effective/Inactive Date, Cooking Time, and Revenue Type.**
13. Select the Priority Printer option from the dropdown under the Printer section.
14. Press **+** and choose **Printer** from the list.

Menu Store ✕

Item Information

Promotion* <input type="text" value="Please Select"/>	Discount* <input type="text" value="Please Select"/>	Item Status* <input type="text" value="Please Select"/>	Start Time* <input type="text"/>
End Time* <input type="text"/>	Effective Date* <input type="text" value="15/01/2025"/>	Inactive Date* <input type="text" value="15/01/2025"/>	Cooking Time <input type="text"/>
Revenue Type <input type="text" value="Revenue"/>			

Printer

Priority Printer*

+

Printer Code	Printer Name	Copy	Printer Seq.

15. Fill in the required fields under Formula & Tax section: **Service Rate, VAT Rate, Tax Rate** **Formula Discount%** and **Formula Discount Amount**.
16. Toggle final **Status** to activate the menu.
17. Press **Save** to complete the menu creation.
 Press **Cancel** to discard the changes.

Menu Store
✕

+ Please Select

Printer Code	Printer Name	Copy	Printer Seq.

Formula & Tax

Service Rate*

Vat Rate*

Tax Rate*

Formula Discount%*

Please Select

Formula Discount Amount*

Please Select

Status

Status

Save
Cancel

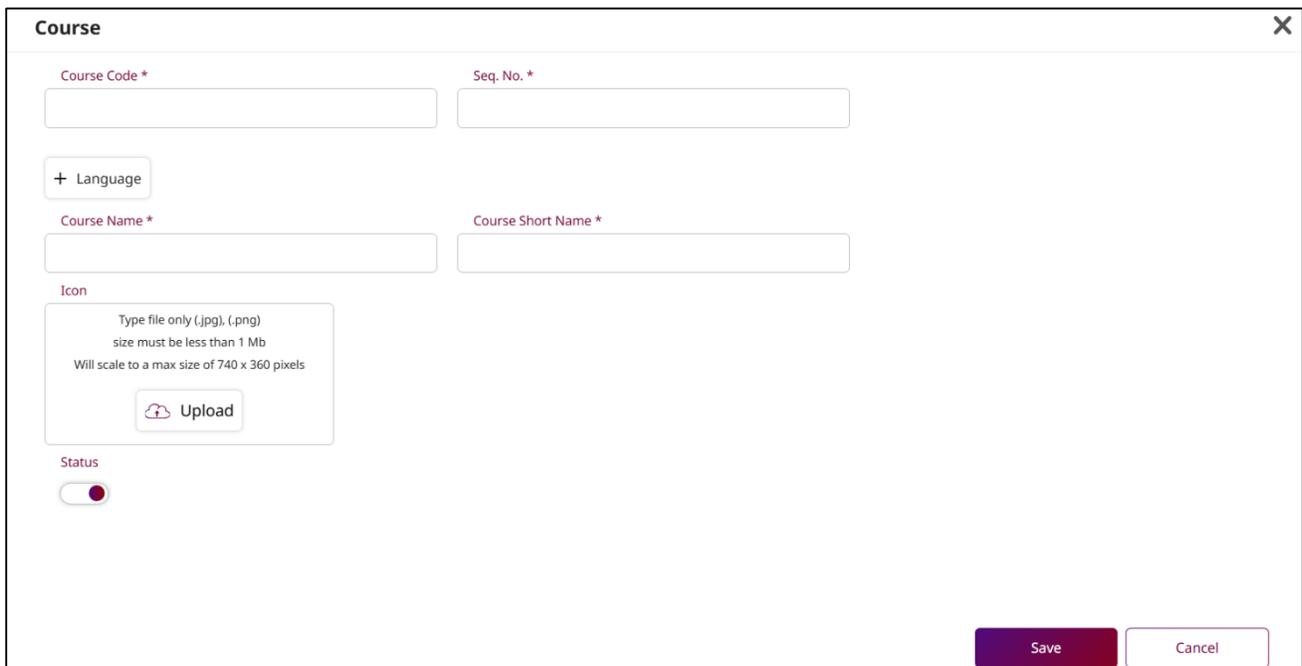
Note: The Group field becomes active after selecting an Item Type. When a Group is selected, the Subgroup is automatically set to the first available option. The Post Method is auto filled based on the selected Unit.

12. Course

Available under **Menu Store > Course**, this function allows staff to manage courses displayed on the POS, helping organize menu items by serving sequence.

To perform the task:

1. Press **New** to create a Course.
2. Fill in the required fields: **Course Code**, **Sequence Number**, **Course Name**, and **Course Short Name**.
3. Press **+ Language** to add course names in other languages.
4. Upload an **Icon** image for the course.
5. Toggle the **Status** switch to activate or deactivate the course.
6. Press **Save** to confirm and create the course.
 Press **Cancel** to discard changes.



The screenshot shows a 'Course' form with the following fields and controls:

- Course Code ***: A text input field.
- Seq. No. ***: A text input field.
- + Language**: A button to add additional language entries.
- Course Name ***: A text input field.
- Course Short Name ***: A text input field.
- Icon**: A section containing instructions: 'Type file only (.jpg), (.png) size must be less than 1 Mb Will scale to a max size of 740 x 360 pixels' and an **Upload** button.
- Status**: A toggle switch currently set to 'On'.
- Save** and **Cancel** buttons are located at the bottom right of the form.

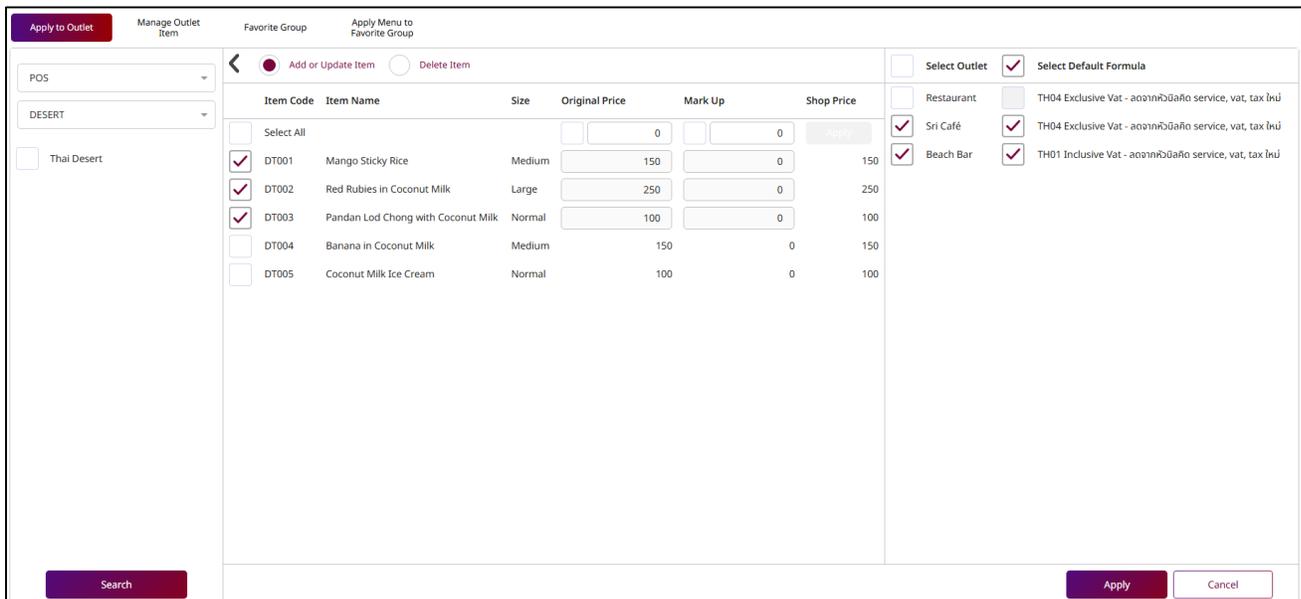
Note: To use the Course feature on the POS, you must enable it in the POS Policy settings before it becomes available.

13. Apply to Outlet

Available under **Apply to Outlet > Apply to Outlet**, this function allows staff to assign or apply configured menus to specific outlets. Staff Users can also add or remove menu items for each outlet, ensuring that only relevant and approved menus are available at the appropriate locations based on operational needs.

To perform the task:

1. Select the **Business Type** from the dropdown list.
2. Select the desired **Group**, then choose the corresponding **Subgroup**.
3. Press **Search** to display the menu items under the selected subgroup.
4. By default, the system is set to **Add or Update Item**, this will apply the selected menu items to the outlet. If you want to remove menu items instead, switch to **Delete Item**.
5. Select the menu items you want to apply. If you wish to update pricing, enter values in the **Original Price** or **Mark Up** fields. The Shop Price will calculate accordingly.
6. On the right panel, select the **Outlet** where the selected menus should be applied.
7. Choose the appropriate **Default Formula** for tax and pricing logic.
8. Press **Apply** to assign the menu items to the selected outlets.
 Press **Cancel** to discard any changes.



The screenshot shows the 'Apply to Outlet' interface. On the left, there are dropdowns for 'POS' (set to 'DESERT') and 'Thai Desert'. The main area contains a table of menu items with columns for Item Code, Item Name, Size, Original Price, Mark Up, and Shop Price. The 'Add or Update Item' radio button is selected. On the right, there are checkboxes for 'Select Outlet' and 'Select Default Formula'. The 'Apply' button is highlighted in purple.

Item Code	Item Name	Size	Original Price	Mark Up	Shop Price
<input type="checkbox"/>	Select All		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="150"/>
<input checked="" type="checkbox"/>	DT001	Mango Sticky Rice	150	0	150
<input checked="" type="checkbox"/>	DT002	Red Rubies in Coconut Milk	250	0	250
<input checked="" type="checkbox"/>	DT003	Pandan Lod Chong with Coconut Milk	100	0	100
<input type="checkbox"/>	DT004	Banana in Coconut Milk	150	0	150
<input type="checkbox"/>	DT005	Coconut Milk Ice Cream	100	0	100

On the right panel, the 'Select Outlet' section shows three outlets with checkboxes: Restaurant (unchecked), Sri Café (checked), and Beach Bar (checked). The 'Select Default Formula' section shows three formulas with checkboxes: TH04 Exclusive Vat - အတတ်ပညာအရိပ် service, vat, tax (checked), TH04 Exclusive Vat - အတတ်ပညာအရိပ် service, vat, tax (checked), and TH01 Inclusive Vat - အတတ်ပညာအရိပ် service, vat, tax (checked).

Note: The outlets displayed on the right panel include all business types. Only active outlets are shown and available for selection.

14. Manage Outlet Item

Available under **Apply to Outlet > Manage Outlet Item**, this function allows staff to manage menu items assigned to each outlet by enabling the removal of specific items based on operational needs.

To perform the task:

1. Select the **Outlet** from the dropdown list.
2. Select the checkbox(es) to select the menu items you want to remove.
3. Press **Delete** a confirmation pop-up will appear.
4. Press **Delete** on the pop-up to confirm and remove the selected items from the outlet.
 Press **Cancel** to discard the action and close the pop-up.

Apply to Outlet		Manage Outlet Item	Favorite Group	Apply Menu to Favorite Group	
Beach Bar	<input type="checkbox"/> Delete	<input type="checkbox"/> Export	1-7 of 7		
<input type="checkbox"/>	Item Code	Item Name	Picture	Description	Status
<input type="checkbox"/>	212002	Jamador Blanco		Jamador Blanco	<input type="checkbox"/>
<input type="checkbox"/>	213001	Bombay Sapphire		Bombay Sapphire	<input type="checkbox"/>
<input type="checkbox"/>	213002	Tanqueray		Tanqueray	<input type="checkbox"/>
<input checked="" type="checkbox"/>	DT001	Mango Sticky Rice		Mango Sticky Rice	<input type="checkbox"/>
<input type="checkbox"/>	DT002	Red Rubies in Coconut Milk		Red Rubies in Coconut Milk	<input type="checkbox"/>
<input type="checkbox"/>	DT003	Pandan Lod Chong with C...		Pandan Lod Chong with Coconut Milk	<input type="checkbox"/>
<input type="checkbox"/>	DT004	Banana in Coconut Milk		Banana in Coconut Milk	<input type="checkbox"/>

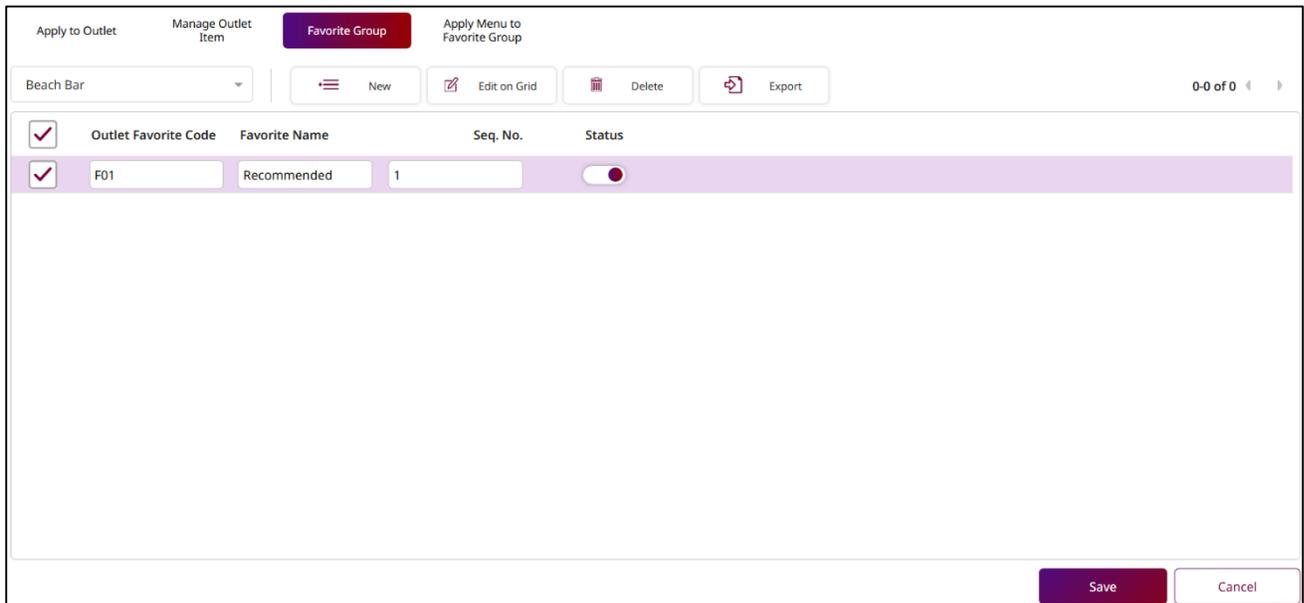
Note: Deleting a menu item from an outlet will remove it from the POS menu at that specific location. This action does not delete the item from the system, only from the selected outlet.

15. Favorite Group

Available under **Apply to Outlet > Favorite Group**, this function allows staff to manage favorite groups for each outlet. It helps organize frequently used or promoted menu items, allowing for quicker and easier access from the POS interface.

To perform the task:

1. Select the **Outlet** from the dropdown list.
2. Press **New** to create a new favorite group.
3. Fill in the required fields: **Outlet Favorite Code**, **Favorite**, and **Name Seq. No.**
4. Toggle the **Status** switch to activate the group.
5. Press **Save** to confirm and create the favorite group.
 Press **Cancel** to discard changes.



<input checked="" type="checkbox"/>	Outlet Favorite Code	Favorite Name	Seq. No.	Status
<input checked="" type="checkbox"/>	F01	Recommended	1	<input type="checkbox"/>

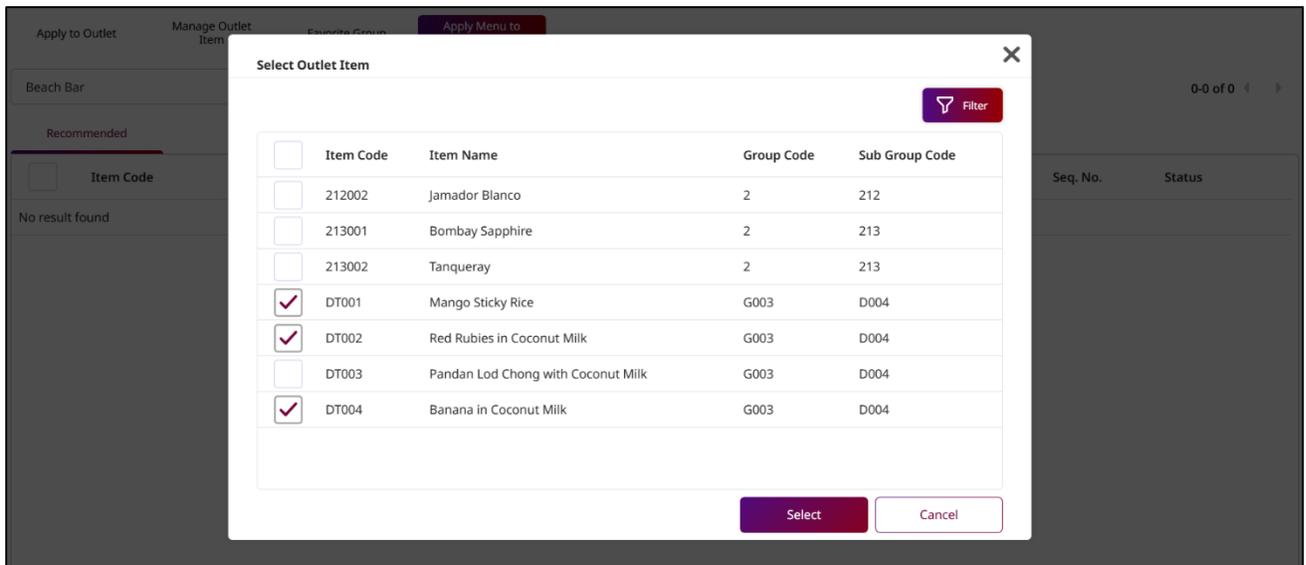
Note: Favorite Groups allow easy access to frequently used or promoted menu items on the POS. Groups can be created per outlet and ordered by sequence number.

16. Apply Menu to Favorite Group

Available under **Apply to Outlet > Apply Menu to Favorite Group**, this function allows staff to add menu items to specific favorite groups for each outlet, organized by favorite group.

To perform the task:

1. Select the **Outlet** from the dropdown list.
2. Press the **Favorite Group** to which you want to add menu items.
3. Press **New**, the system will display the menu items available for the selected outlet in a pop-up.
4. Select the menu items you want to add.
5. Press **Select** to add the items to the favorite group.
6. Press **Cancel** to discard the action and close the pop-up.



7. Select the items you want to edit.
8. Press **Edit** on the grid, you will be allowed to edit only the Sequence Number and toggle the Status.
9. Enter a number in the **Seq. No.** field.
10. Enable the **Status** toggle to activate the item.
11. Press **Save** to confirm the changes.
12. Press **Cancel** to discard and exit.

Apply to Outlet
Manage Outlet Item
Favorite Group
Apply Menu to Favorite Group

Beach Bar

Edit on Grid

Delete

Export

1-3 of 3

Recommended
Promotion

	Item Code	Item Name	Size Name	Group Name	Subgroup Name	Seq. No.	Status
<input type="checkbox"/>	DT001	Mango Sticky Rice	Medium	DESERT	Thai Desert	1	<input type="checkbox"/>
<input type="checkbox"/>	DT002	Red Rubies in Coconut Milk	Large	DESERT	Thai Desert	2	<input type="checkbox"/>
<input checked="" type="checkbox"/>	DT004	Banana in Coconut Milk	Medium	DESERT	Thai Desert	3	<input checked="" type="checkbox"/>

Save

Cancel

Note: When adding menu items to a Favorite Group, ensure the Status is enabled for the items to appear in the outlet’s favorite menu.

17. Import Data

Available under **Menu Store > Import Data**, this function allows staff to export a predefined template, populate it with additional or updated menu item data, and then import the completed file back into the system. This helps speed up bulk menu creation or editing without manually inputting each item one by one.

To perform the task:

1. Press **Export Template**, the system will automatically download an Excel (.xlsx) template file.
2. Enter your data into the template and save the file to your computer.
3. Select a value from the dropdown list.
4. Press **Import Data**, then browse and select the saved Excel file.
5. After importing, you can review or edit the data directly in the table.
6. Press **Save** to confirm and add the data.
7. Press **Cancel** to discard any changes.

Business type	Menu Store	Group	SubGroup	Unit	Size	Course	Import Data		
Item		 Import Data	 Export Template						
Business Type Code	Item Type Code	Group Code	Subgroup Code	Item Name	Item Code	Description	Link To Gsa	Payment Apply Redeem ...	
POS	Item	DESERT	Thai De...	Mango Sticky Ri	DT001		NO	No Select	
POS	Item	DESERT	Thai De...	Red Rubies in Cr	DT002		NO	No Select	
POS	Item	DESERT	Thai De...	Pandan Lod Chc	DT003		NO	No Select	
POS	Item	DESERT	Thai De...	Banana in Cocor	DT004		NO	No Select	
POS	Item	DESERT	Thai De...	Coconut Milk Ice	DT005		NO	No Select	

Note: If the imported data from the template already exists in the system, a duplicate warning will appear. Only non-duplicate records will be saved, while existing duplicates will be ignored.