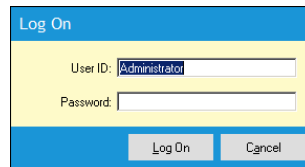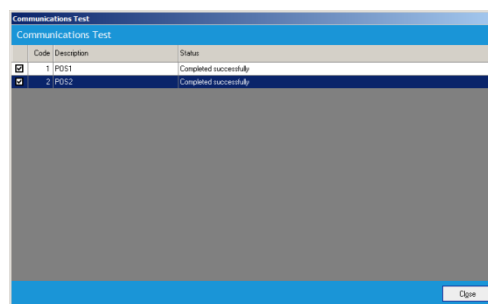Page 1

Opening up the software:

- Double click on the Uniwell Lynx icon on your desktop
    - If your desktop icon has not been modified to open your database directly, you will need to click 'Open' and select your Uniwell Lynx data file (*.LNX)
- When asked to 'Log On', the *default* User ID is 'Administrator' and the password is blank
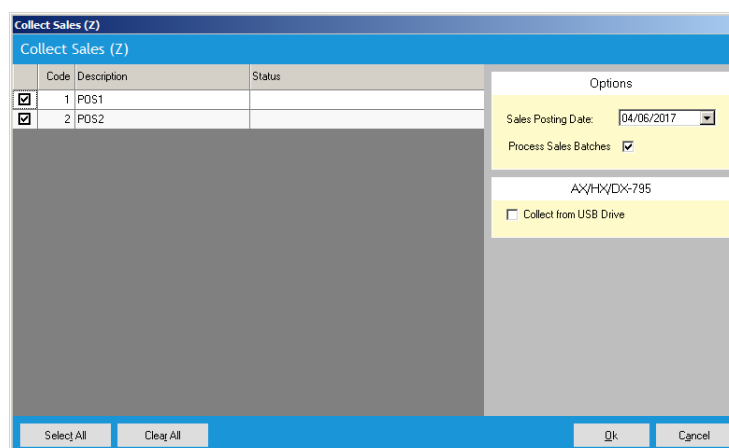

Communication with your POS terminals:

- Your POS terminals need to be turned on, and should be in the Sign On screen or in Sales Mode for communication to function correctly
- Your computer needs to be on the same IP network as your POS terminals for direct communication
- Go to the Communications menu > Communications Test, tick the POS terminals you wish to communicate with and 'Ok' – if all terminals show Completed Successfully, you should be set to go!
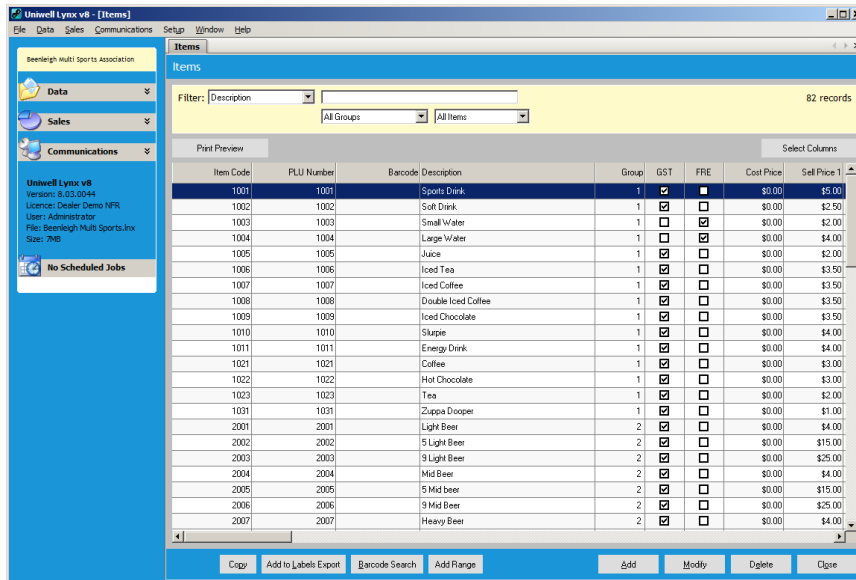

Collecting Sales at the end-of-day:

- Uniwell Lynx collects sales data from your POS terminals to enable you to have detailed consolidated reporting, including sales totals, item and hourly sales, your electronic journal and much more
- At the end of the day, after you have completed your end-of-day processes at the POS terminal, go to the Communications menu > Collect Sales, select the POS terminals and the 'Process Sales Batches' checkbox and 'Ok'
    - If collecting sales on the following morning before trade, change the Sales Posting Date to the previous day
- Once this process is 'Completed Successfully' you can go to the Sales Menu > Sales Reports and view, print or save PDF's of your reports
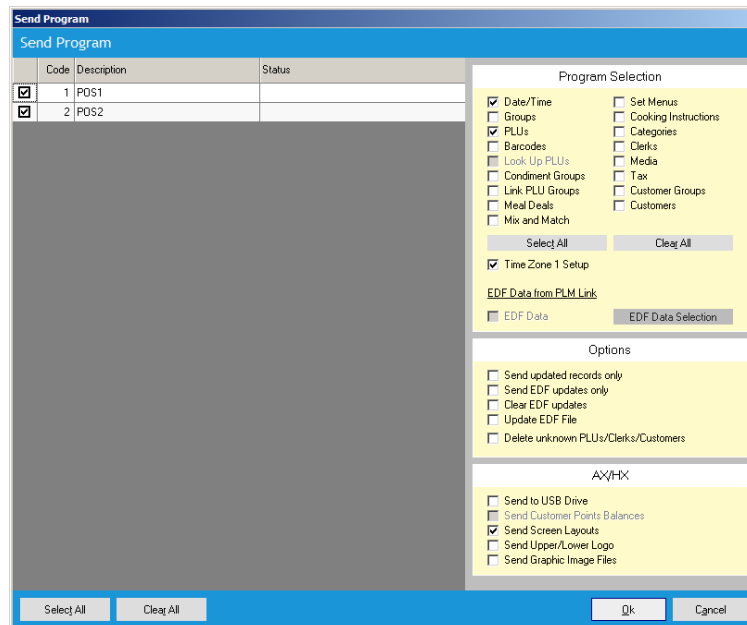
Changing Items and Prices and sending them to the POS:

- You can use Uniwell Lynx to make changes to your items (such as descriptions and prices) and send them to multiple POS terminals simultaneously. This helps all terminals to remain synchronised.
- You can modify items from the Data menu > Items screen

- Use the search facility to find the item you want to change, highlight it in the grid, and click 'Modify'
- Once you have made the changes you need to, close the Items grid and go to the Communications menu > Send Program, tick the POS terminals you wish to communicate with, as well as the PLUs box (and barcodes, if applicable) on the right side of the screen, and click 'Ok'

- Once this process is 'Completed Successfully' you can go to the POS terminals and check the changes

Note: Uniwell Lynx can also program Condiment Groups, Mix and Match and Meal Deal promotions, your HX Screen Layouts, and much more… please refer to your Uniwell Lynx support provider or our online training content for more detail