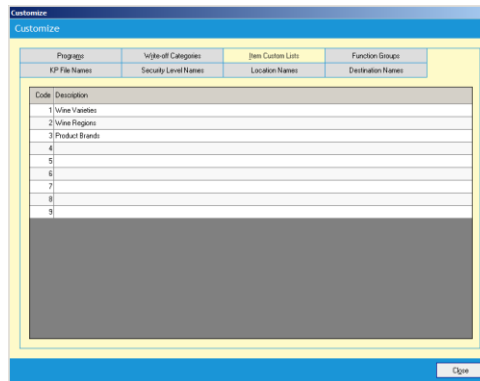


Topic: CUSTOM LISTS (FOR ITEM SALES REPORTING)

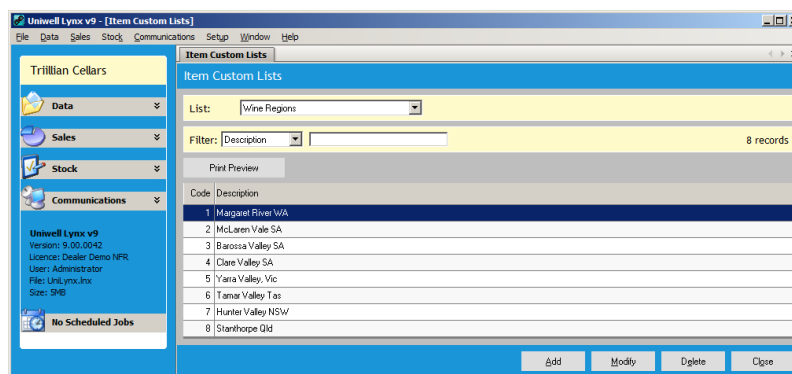
Custom Lists are an extremely powerful reporting tool in Uniwell Lynx. They allow you to categorise your items in multiple ways, entirely independent of your Group structure, allowing sales reporting based on your own customised criteria.

FAQ: How do I set up my Custom Lists?

- First, designate a master description for each Custom List you wish to create. For instance, you might create a list for Wine Varieties, Wine Regions, or Product Brands.
 - Go to the Customize screen (in the Setup menu) and select the Item Custom Lists tab.
 - You can assign up to 9 different Custom Lists.



- Second, create the desired categories within each assigned list. For instance, in the Wine Regions Custom List you might have Barossa Valley, McLaren Vale, Hunter Valley, Margaret River etc.
 - Go to the 'Item Custom Lists' screen (in the Setup menu) and choose the List you wish to create categories in
 - You can then add up to 99 categories to the Custom List.



FAQ: How do I associate my stock items to particular Custom Lists?

- Go to the Add/Modify Item screen and select the 'Custom' tab
 - You can modify multiple items simultaneously to make assigning items to Custom Lists much quicker
- You can then associate the item with one category from each of your Custom Lists. (Of course, you can choose not to associate an item with one or any of your Custom Lists)

FAQ: How do I get reports based on Items in my Custom Lists?

- Any Data Listing, Sales or Stock Report based on Item data can be filtered by Custom List
- Go to the listing or report screen and you'll notice the drop-down boxes on the right hand side under the heading 'Custom Filters'
- Select one category from one Custom List to get a report on all applicable items in that list
- You can also use a combination of categories in different Custom Lists to further narrow down your report (eg. selecting 'Shiraz' from the Wine Variety Custom List and 'Barossa Valley' from the Wine Region Custom List will return data from Items that match both criteria – ie. Shiraz wines from the Barossa Valley)