



Uniwell Lynx Lite v10 User Guide

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Introduction

Introduction

Uniwell Lynx Lite v10 Product Overview

Uniwell Lynx Lite is a basic program maintenance and sales analysis (optional) software package for use Uniwell AX/HX series Hybrid ePOS terminals.

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**Installing Uniwell Lynx
Lite**

Installing Uniwell Lynx Lite

To begin installing your Uniwell Lynx Lite software, review the System Requirements and then follow the Installation Instructions.

System Requirements

To install Uniwell Lynx Lite we recommend the following:

1GHz 32-bit (x86) processor and 512Mb RAM or better
500Mb free hard disk space for program installation
1024 x 768 screen resolution with 16-bit colour or better
USB port for Licence Key (optional)
Windows XP, Windows Vista or Windows 7

Installation Instructions

Installing Uniwell Lynx Lite

Uniwell Lynx Lite software is supplied via Electronic Software Delivery (ESD). Follow the instructions below to install Uniwell Lynx Lite on your PC.

- 1 Download the Uniwell Lynx Lite installer from the Uniwell Lynx web site and save on your PC (Go to <http://uniwelllynx.com/> > Downloads > Uniwell Lynx Lite v10)
- 2 Log on as an administrator if your computer only allows users with administrator privileges to install programs
- 3 Save any open documents and close all programs
- 4 Run the Uniwell Lynx Lite installer
- 5 Follow the on-screen instructions for installation

Software Licence

Uniwell Lynx Lite software is available with two different types of software licences. The first time you run Uniwell Lynx Lite you will be prompted to choose your Licence Type: Electronic Licence Activation, USB Licence Key or Auto-Detect. The Auto-Detect setting will check to see if a valid USB Licence Key is attached to the PC and if not will use Electronic Licence Activation.

Electronic Licence Activation (ELA)

The first time you run Uniwell Lynx Lite you will be prompted to activate your licence using the Licence ID and Password supplied with the software. Activation can only be done online via the internet. The first time you open or create a data file in Uniwell Lynx Lite you will be prompted to enter the Product ID and Licence Code that was supplied with the software.

USB Licence Key

After installing Uniwell Lynx Lite, the USB Licence key must be attached to a USB port on your computer whenever you use the software. The first time you open or create a data file in Uniwell Lynx Lite you will be prompted to enter the Product ID and Licence Code that was supplied with the software.

Transferring Your Licence to Another PC

Electronic Licence Activation (ELA)

To transfer your ELA Licence to another PC you must first deactivate the licence on your original PC. To do this go to *Windows Start Menu > All Programs > Lynx Software > Uniwell Lynx Lite v10 Deactivate Licence*. After the licence has been deactivated you can then install and activate the software on the new PC.

Note: By default there is a limit of 5 deactivations per licence.

USB Licence Key

To transfer your USB Licence to another PC simply install the software on the new PC then attach your USB Licence Key and re-enter your licence details when prompted.

Upgrading your PC Hardware or Windows Operating System

Electronic Licence Activation (ELA)

Upgrading the hardware or Windows operating system on your PC may invalidate your Electronic Licence. Therefore, BEFORE upgrading your PC you should deactivate your licence. To do this go to *Windows Start Menu > All Programs > Lynx Software > Uniwell Lynx Lite v10 Deactivate Licence*. After your PC has been upgraded you can then re-activate the software on the new PC using the original Licence ID and Password that was supplied with your software.

Note: By default there is a limit of 5 deactivations per licence.

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Getting Started

Getting Started

Now that you've installed Uniwell Lynx Lite let's get started using the software. This chapter includes some introductory information about starting and using the software.

Starting Uniwell Lynx Lite

When you start Uniwell Lynx Lite the opening window will display the following options:

- **Open** your data file - use this option to open your data file once it has been created.
- **Create** a new data file - see 'Creating a New Data File'.
- **Exit** Uniwell Lynx Lite - close the Uniwell Lynx Lite program.

Navigating in Uniwell Lynx Lite

Uniwell Lynx Lite uses a standard Windows menu to provide access to the various functions within the software. It also has a shortcut bar for accessing the most commonly used features.

Sorting and Filtering Data

Most data grids within Uniwell Lynx Lite include sorting and filtering options. To change sort order click directly on the field name in the grid header. Repeatedly selecting the same sort field will toggle between ascending and descending order. To filter data use the Filter combo box to select the filter field and then enter the filter text in the text box to the right. By default the data filters will show only records where the start of the filter field matches the filter text. For example, if the filter field is Description and the filter text is *Bottle* then only records where the description starts with *Bottle* will be displayed. To show records where the filter text appears anywhere in the filter field use the % wildcard character at the start of the filter text. For example, if the filter field is Description and the filter text is *%Bottle* then all records that include *Bottle* somewhere in the description will be displayed.

Shortcut Keys

The following shortcut keys can be used on most data grids in Uniwell Lynx Lite.

Insert	Open the create item window.
Delete	Delete an item.
Enter	If there are no items in the grid then the Enter key will open the create new item window, otherwise it will open the modify item window for the currently selected item in the grid.
Esc	Exit the data grid.

Selecting Multiple Records

Most data grids within Uniwell Lynx Lite allow selection of multiple records for deletions. Individual records can be added to the selection by holding down the *Ctrl* key while clicking the required record or a range of records can be selected by clicking on the first record and then holding down the *Shift* key while clicking on the last record. Records can also be selected by holding down the *Shift* key and using the *Up Arrow*, *Down Arrow*, *Page Up* and *Page Down* keys.

Help File

Uniwell Lynx Lite includes a help file with information about the various options within the software. The help file can be accessed by pressing the F1 Key or by choosing **Uniwell Lynx Help** from the **Help** menu.

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Creating Data Files

Creating Data Files

Uniwell Lynx Lite stores your information in a data file. You must create this file before you begin using the software. The first time you create or open a data file after installing the software you will be required to enter your Licence Code.

Creating a New Data File

- 1 Start Uniwell Lynx Lite and click **Create a new data file** in the opening window.
- 2 Select the required directory and enter the filename for your new data file in the Save As dialog that appears.
- 3 Log on as Administrator. Leave the password blank.
- 4 Enter your company details and then click **Ok** to save.
- 5 Setup your tax rates and then click **Ok** to save.
- 6 Congratulations! Your new Uniwell Lynx Lite data file has now been created.

Entering Your Licence Code

The first time you create or open a data file after installing the software you will be required to enter your Licence Code.

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Setting Up Your Data File

Setting Up Your Data File

Setting up your data file is an important step in getting your system up and running. The following tables provide important information that will help you to successfully setup your data file.

Critical Setup Operations

This table lists some initial setup operations that are critical. Some of these operations must be completed before other software features are used in order for the software to function correctly.

Tax Codes	The tax rates entered in your data file are used to calculate tax amounts. Therefore, it is essential to setup your tax rates correctly before any transactions are entered or any sales data is collected from your POS terminals.
POS Terminals	Your Uniwell POS Terminals are referred to as POS Terminals within Uniwell Lynx Lite. When you create your POS Terminals you are providing the software with the information it needs in order to communicate with your POS Terminals. Note: Uniwell Lynx Lite is limited to one (1) POS terminal.
Groups	Each item in your data file will be assigned to a Group. You should consider how you would like your Items grouped and then create your Groups before you create your Items.
Items	Before you start creating your items you should give consideration to the following points: <ul style="list-style-type: none"> • How you will code your items. This will affect how your items are sorted in grids and on reports. • If you will be using the profit reporting features within Uniwell Lynx Lite then the Cost Price should be entered for all items before any transactions are entered or any sales data is collected from your POS terminals.
Time Zone 1 Setup	If you will be collecting Hourly Reports then the Time Zone 1 program must be setup correctly in your Uniwell POS Terminals before any sales are entered at the terminals. The Time Zone 1 Setup option in Send Program should be used to do this.

Tax Codes

Setup > Tax Codes

In order to send the correct tax settings for items to your POS terminals and to correctly calculate tax amounts when collecting sales you must set up the tax codes in Uniwell Lynx Lite so that they match the tax settings programmed in your Uniwell POS Terminals. For each Tax Code you can enter the following information:

Description	Description of this tax code. (Up to 10 characters)
Rate %	Tax rate %.
Default Setting	This setting is used to make data entry of Items and Groups quicker and easier. Each Tax Code with the Default Setting checkbox ticked will be automatically applied whenever you create a new Item or Group.
Add-On Tax	Specifies that the Add-On tax system should be used for calculating tax amounts rather than the VAT tax system. This setting should typically be off for VAT or GST taxes.

Tip: Leave the description field blank for tax rates that are not used. This will simplify the Item and Group data entry screens as only Tax Codes that have a description will be displayed.

Price Levels

Setup > Price Levels

The Price Level descriptions entered will be shown wherever Price Levels are accessed in the software and on reports that feature price levels.

Tip: Deleting any unused Price Levels will prevent them from being displayed in the software thus simplifying data entry.

Preferences

Setup > Preferences

The following settings can be configured as required.

Backup/Programs	
Default folder for backup files	The default folder where backup files will be stored.
Prompt for data backup on exit	Prompt the user to do a data backup when they exit the software.
Communications	
PLU 2nd Name Language Code	Sets the PLU 2nd Name Language Code when sending PLU data. (zh = Chinese, ar = Arabic)
Default the sales date to previous day if collecting before	If a Collect Sales is done before the specified time then the Sales Date will automatically default to the previous day. This setting is used to help ensure that sales are processed to the correct day when they are collected the day after the sales occurred.
Theme	
Color Scheme	Sets the color scheme for the user interface.
Hide Shortcut Bar	Hides the shortcut bar that is displayed on the left side of the user interface.
Hide barcodes when editing items	Hides the barcodes grid when editing items.
Other	
Report font size	Sets the font size used on reports and listings. This setting can be used when fields on reports overflow due to large numbers or regional settings.
Decimal places in quantities	Sets the number of decimal places used when displaying quantities in the software. If the 'floating' option is selected then quantities will be displayed up to four decimal places without trailing zeros.
Default Sort PLU	Sets the default value for the Sort PLU field when creating new items.

Users

Setup > Users

By setting up users you can restrict access to the software. You can create User IDs and Passwords for authorized personnel and set their access permissions. Access permissions determine which menu options within the software will be visible when a user is logged in. For some menu options you can also set Modify and Delete permissions.

Note: The 'Administrator' user cannot be deleted. You can however change the administrator password.

Setup > Change Password

By granting users access to the **Change Password** option in the **Setup** menu and denying them access to the **Users** option, you can allow users to modify their own passwords without giving them access to their permissions or those of other users.

Sales > Manager Reports

The User Log report provides details of critical operations that have been performed by users.

Locations

Data > Locations

Price Level Times, Menu Level Times and Timed Links can be programmed by Location.

POS Terminals

Data > POS Terminals

Uniwell Lynx Lite supports a range of Uniwell POS Terminals. These are referred to as POS Terminals within the software. The settings that can be configured are listed below. Some settings only apply to specific POS Terminal Types and Configurations. You may need the assistance of your authorized Uniwell POS dealer to correctly configure your POS Terminals.

Warning: Incorrect configuration of your POS Terminals and/or the POS Terminal setup in Uniwell Lynx Lite may result in data loss or other errors during communications.

Code	A unique code to identify this POS terminal. (1-999)	
Description	Description of this POS terminal. (Up to 30 characters)	
Model/Firmware	The model number and firmware version of the POS terminal.	
Connection	None	This setting can be used to temporarily disable communications to this POS terminal.
	FTP	FTP protocol via network.
IP Address	IP Address for FTP communications.	
PASV Mode	Set Passive Mode for FTP communications. This setting may be required for some network/firewall configurations.	
Username	The username required to access either a POS terminal.	
Password	The password required to access either a POS terminal.	
Branch Number	The Branch Number of the terminal.	
POS Number	The POS Number of the terminal.	
PRG File	PRG file for use with POS terminals.	
Time Zone	When sending date/time to the POS terminal it will be adjusted according to the selected time zone. If your POS terminal is in the same time zone as your PC then this setting should be set to 'System Default'. Important: If a setting other than 'System Default' is used then Uniwell Lynx Lite must be run as administrator.	
Send Program Selection	These selections can be used to restrict the program data sent to the POS terminal.	
Collect Sales Options	Collected sales can be extracted from Level 1 (X1/Z1), Level 2 (X2/Z2) or disabled. The 'General' setting applies to transaction and group sales data.	

Setup Instructions

Uniwell POS terminals must be configured correctly for use with Uniwell Lynx Lite. The recommended settings for a terminal can be viewed by clicking the **Setup Instructions** button.

Groups

Data > Groups

Groups are an integral part of the programming in your POS terminals. All items (PLUs and barcodes) are linked to groups. With Uniwell Lynx Lite you can create and maintain the group program that is sent to your POS terminals. Although it is possible to program your groups directly at your POS terminals, it is recommended that you do all group programming in Uniwell Lynx Lite to avoid any conflicts. When adding or modifying groups you will have access to a range of programming options. The exact options applicable may vary for different models of Uniwell POS Terminals. For further information on these options you should consult the Instruction Manual supplied with your POS terminals.

Descriptions

There are two descriptions associated with each Group. The POS Description is the one that will be sent to your POS terminals. The main Description is only used within the software and will appear on reports and listings.

Items

Data > Items

Items are the products or services that you sell or stock. In most cases the items you create will also be sent to your POS terminals as PLUs or Barcodes. However, you can also create items that are only used within the software. Although it is possible to program your items directly at your POS terminals, it is recommended that you do all item programming in Uniwell Lynx Lite to avoid any conflicts. When adding or modifying items you will have access to a range of programming options. Some of these options are for the PLU/Barcode program that will be sent to your POS terminals. Other options are for internal use within the software. The exact options applicable may vary for different models of Uniwell POS Terminals. For further information about the options that are specific to the PLU/Barcode program in your POS terminals you should consult the Instruction Manual supplied with your POS terminals. The following table provides details about the options that are used internally within the software and other key fields.

Description	The main Description is only used within the software and will appear on reports and listings. Note: <i>The POS Description is the one that will be sent to your POS terminals.</i>
General	
Cost Price	The cost price is used for profit calculations. Important: <i>The Cost Price should be entered exclusive of tax.</i>
Price Group	This is a free text field that can be used to label products that are related to each other and sold for the same price. When entering price updates the Price Group filter can be used to locate all items within the same price group making easy to update the price for all of the items at the same time. (See the section 'Modifying Multiple Items' below)
Inactive Item	Inactive Items are excluded when sending program data to POS terminals and from item search windows. Note: <i>This setting will not change the status of an item that cannot be deleted because it has a stock level or transactional history.</i>
Other	
Price per Unit Item	This setting is used for items that are sold by weight or volume where the sales quantity returned from the POS terminals indicates the number of packages rather than the actual weight or volume. When this setting is activated the sales quantity will be recalculated based on the sales amount and the sell price.

	Warning: Incorrect usage of this setting will result in incorrect sales quantities and stock levels.
Custom	
Custom List 1 to 9	Custom Lists can be used for filtering item related reports and listings. For each Custom List you can select the entry that applies to this item. For example, if you were to use Item Custom Lists for filtering different Wines then one of the lists could be used for the Year. After setting up the various Years in the Custom List (Setup > Item Custom Lists) you could then choose the appropriate Year for each of your wine items.
Notes	This is a free text field that can be used to record any notes about the item.
Loyalty	
Loyalty Point	This field corresponds to the Loyalty Point program option for PLUs in the POS terminal.

Deleting Items

To delete one or more items select the item/s in the grid and then click the **Delete** button. To protect the integrity of your data, items that have transactional history cannot be deleted. Items that cannot be deleted but are no longer sold can be handled as follows:

- Modify the item and tick the 'Inactive Item' checkbox on the **General** tab. (See **Inactive Item** in the above table)
- Any PLU Codes or Barcodes associated with the item can be deleted and reused if required.
- The Item Code can be edited so that it is sorted in the grid with other inactive items and easily recognizable as an inactive item by adding an alpha prefix to the item code.

Modifying Multiple Items

By using the multi-select feature of the Items data grid you can modify selected fields for a range of records rather than having to edit the records individually. For example, you could change the group link and tax settings for a selected range of records. To use this feature, select the required records and then click the **Modify** button. Use the *Enter* key to toggle the fields that will be updated in the selected records. When you select a field to be updated it will be highlighted with a different background color. Only the highlighted fields will be updated. When you have selected and entered data in the fields to be updated click **Ok** to update. A prompt will be displayed advising how many records will be affected and requesting confirmation before proceeding.

Copying Items

The **Copy** button below the Items grid can be used to copy an item.

Note: *PLU codes, Barcodes and Item Links are not included in the copied item.*

Add Range

This feature can be used to create new items with PLU numbers en masse. Click **Add Range** and then enter the Start and End PLU Codes.

Note: *This feature will not overwrite existing items.*

Clerks

Data > Clerks

Your Clerk program can be maintained in Uniwell Lynx and sent to your POS terminals as required. When adding or modifying clerks you will have access to a range of programming options. For further information on these options you should consult the Instruction Manual supplied with your POS terminals. If you have multiple Clerk Programs in your data file then you will be able to select which Clerk Program is displayed in the Clerks grid.

Function Texts

Data > Function Texts

Function Texts are used within Uniwell Lynx Lite to label various functions on reports. The various function texts available are organized in Function Groups. Use the Group drop-down filter above the grid to display all functions texts or just those within a particular group. When modifying function texts you can edit the text that will be displayed on reports and choose whether or not quantities and amounts should be included on reports for each function.

Categories

Data > PLU Related > Categories

Edit your Category descriptions as required directly in the grid. For further information on Categories you should consult the Instruction Manual supplied with your POS terminals.

Modifiers

Data > PLU Related > Modifiers

Your Modifiers program can be maintained in Uniwell Lynx and sent to your POS terminals as required. For further information on Modifiers you should consult the Instruction Manual supplied with your Uniwell POS terminal.

Condiment Groups

Data > PLU Related > Condiment Groups

Your Condiment Group program can be maintained in Uniwell Lynx Lite and sent to your POS terminals as required. For further information on Condiment Groups you should consult the Instruction Manual supplied with your POS terminals. If you have multiple Programs in your data file then you will be able to select which Program is displayed in the Condiment Groups grid.

Adding PLUs/Barcodes to a Condiment Group

When the **Add PLU** button is clicked a **Select PLU** screen will be displayed that will allow you to choose one or more PLUs to add to the Condiment Group. The same applies to adding Barcodes. The **Blank Line** button can be used to insert a blank line and the **Move Up** and **Move Down** buttons can be used to change the order of items.

Link PLU Groups

Data > PLU Related > Link PLU Groups

Your Link PLU Group program can be maintained in Uniwell Lynx Lite and sent to your POS terminals as required. For further information on Link PLU Groups you should consult the Instruction Manual supplied with your POS terminals. If you have multiple Programs in your data file then you will be able to select which Program is displayed in the Link PLU Groups grid.

Adding PLUs/Barcodes to a Link PLU Group

When the **Add PLU** button is clicked a **Select PLU** screen will be displayed that will allow you to choose one or more PLUs to add to the Link PLU Group. The same applies to adding Barcodes. The **Blank Line** button can be used to insert a blank line and the **Move Up** and **Move Down** buttons can be used to change the order of items.

Bucket Groups

Data > PLU Related > Bucket Groups

Your Bucket Group program can be maintained in Uniwell Lynx and sent to your POS terminals as required. When adding or modifying Bucket Groups you will have access to a range of programming options. For further information on these options you should consult the Instruction Manual supplied with your Uniwell POS terminal.

Meal Deals

Data > PLU Related > Meal Deals

Your Meal Deal program can be maintained in Uniwell Lynx and sent to your POS terminals as required. When adding or modifying Meal Deals you will have access to a range of programming options. For further information on these options you should consult the Instruction Manual supplied with your Uniwell POS terminal.

Upsell Messages

Data > PLU Related > Upsell Messages

Edit your Upsell Message descriptions as required directly in the grid. For further information on Upsell Messages you should consult the Instruction Manual supplied with your Uniwell POS terminal.

Mix and Match

Data > PLU Related > Mix and Match

Your Mix and Match program can be maintained in Uniwell Lynx and sent to your POS terminals as required. When adding or modifying Mix and Match tables you will have access to a range of programming options. For further information on these options you should consult the Instruction Manual supplied with your Uniwell POS terminal.

Sort PLUs

Data > PLU Related > Sort PLUs

Your Sort PLU program can be maintained in Uniwell Lynx and sent to your POS terminals as required. For further information on Sort PLUs you should consult the Instruction Manual supplied with your Uniwell POS terminal.

Set Menus

Data > PLU Related > Set Menus

Your Set Menu program can be maintained in Uniwell Lynx and sent to your POS terminals as required. When adding or modifying Set Menus you will have access to a range of programming options. For further information on these options you should consult the Instruction Manual supplied with your Uniwell POS terminal. If you have multiple Programs in your data file then you will be able to select which Program is displayed in the Set Menus grid.

Adding PLUs/Barcodes to a Set Menu

Use the **Course** buttons to select the course to be displayed and edited. When the **Add PLU** button is clicked a **Select PLU** screen will be displayed that will allow you to choose one or more PLUs to add to the select Course in the Set Menu. The same applies to adding Barcodes. The **Blank Line** button can be used to insert a blank line and the **Move Up** and **Move Down** buttons can be used to change the order of items.

Cooking Instructions

Data > PLU Related > Cooking Instructions

Edit your Cooking Instruction descriptions as required directly in the grid. For further information on Cooking Instructions you should consult the Instruction Manual supplied with your POS terminals.

Cooking Instruction Groups

Data > PLU Related > Cooking Instruction Groups

Your Cooking Instruction Group program can be maintained in Uniwell Lynx Lite and sent to your POS terminals as required. For further information on Cooking Instruction Groups you should consult the Instruction Manual supplied with your POS terminals.

Menu Levels

Data > PLU Related > Menu Levels

Your Menu Levels program can be maintained in Uniwell Lynx and sent to your POS terminals as required. For further information on Menu Levels you should consult the Instruction Manual supplied with your Uniwell POS terminal.

Discount

Data > Rate/Amount > Discount

Your Discount program can be maintained in Uniwell Lynx and sent to your POS terminals as required. When modifying Discount you will have access to a range of programming options. For further information on these options you should consult the Instruction Manual supplied with your Uniwell POS terminal.

Percentage

Data > Rate/Amount > Percentage

Your Percentage program can be maintained in Uniwell Lynx and sent to your POS terminals as required. When modifying Percentages you will have access to a range of programming options. For further information on these options you should consult the Instruction Manual supplied with your Uniwell POS terminal.

Adjustment

Data > Rate/Amount > Adjustment

Your Adjustment program can be maintained in Uniwell Lynx and sent to your POS terminals as required. When modifying Adjustments you will have access to a range of programming options. For further information on these options you should consult the Instruction Manual supplied with your Uniwell POS terminal.

Tip

Data > Rate/Amount > Tip

Your Tip program can be maintained in Uniwell Lynx and sent to your POS terminals as required. When modifying Tips you will have access to a range of programming options. For further information on these options you should consult the Instruction Manual supplied with your Uniwell POS terminal.

Discount Coupon

Data > Rate/Amount > Discount Coupon

Your Discount Coupon program can be maintained in Uniwell Lynx and sent to your POS terminals as required. When modifying Discount Coupons you will have access to a range of programming options. For further information on these options you should consult the Instruction Manual supplied with your Uniwell POS terminal.

Media

Data > Payment > Media

Your Media program can be maintained in Uniwell Lynx and sent to your POS terminals as required. When modifying Media you will have access to a range of programming options. For further information on these options you should consult the Instruction Manual supplied with your Uniwell POS terminal.

Paid Out

Data > Payment > Paid Out

Your Paid Out program can be maintained in Uniwell Lynx and sent to your POS terminals as required. For further information on Paid Outs you should consult the Instruction Manual supplied with your Uniwell POS terminal.

Screen Layouts

Data > Screen Layouts

Uniwell Lynx Lite includes an editor for screen layouts. Before a screen layout can be edited the PRG file must be extracted from the POS terminal via **Communications > Extract Program**. The following table provides details of the various operations that can be performed while editing screen layouts:

Navigating the Screen Layout	Double-click on any PLU Page Group, PLU Page or Function Page button to navigate to that page or page group. Menu Level 1 to 5 pages can be accessed via the drop-down list above the screen layout.
Selecting Buttons	Click the Select Buttons option below the layout grid if it is not already selected. Click a button in the grid and drag to select multiple buttons.
Moving Buttons	Click the Move Buttons option below the layout grid if it is not already selected. Drag and drop buttons to move them.
Adding Buttons	Drag and drop a selection from the list on the left to a blank button in the layout grid.
Deleting Buttons	Select the button/s to be deleted and then click Delete or press the Delete key on your keyboard.
Font Size	Select the button/s then choose an option from the Font Size drop-down list.
Text Alignment	Select the button/s then choose an option from the Align drop-down list.
Colors	Select the button/s then choose then click Color to select the foreground/background colors.
Caption	Select the button then edit the Caption field.
Size	Select the button then choose an option from the Size drop-down list.
Image	Select the button then choose then click Image to select an image and set the image alignment. Note: To load image files, open the Image Selection dialog and then click on Import Image Files . The files can be either IMG or BMP files. BMP or bitmap files are Windows compatible and can be displayed in the Image Selection dialog and the screen layout. IMG files however are in a format unique to Uniwell POS terminals and cannot be displayed as they are not Windows compatible. Even though IMG files cannot be displayed you can still select the image by its number.
Subject	Select the button then choose an option from the Subject drop-down list. This option is only available for applicable functions.
Area Layout	Click the Area Layout button then choose the required area layout and area usages.
Area Size	Click the Area Size button then set the area sizes as required. To change the size of an area, click to select the area and then use the + and - keys to increase or decrease the size of the selected area.
Update PLU Captions	Click Update PLU Captions to update all PLU captions in the screen layout. By default the PLU Captions will all be replaced with the POS Description from each item. Note: There is an option in Setup > Preferences > Other that can be set so that KP text will be used to update the PLU captions instead of POS Description.

Copy PLU Page	Click the Copy PLU Page button and then choose the source and destination PLU Pages. All buttons on the source PLU page will be copied to the destination PLU page.
Group PLU/Sort PLU	When a Group PLU or Sort PLU button is selected on a Function Page a Group PLU or Sort PLU command button will be displayed to the right of the Copy PLU Page button. Click on the Group PLU or Sort PLU command button to set the properties for PLUs displayed when the Group PLU or Sort PLU button is used. You can also double-click on a Group PLU or Sort PLU button to open the dialog.

Saving Changes to the Screen Layout

Click **Ok** to save changes. Click **Cancel** to abandon all changes.

Tare Table

Data > Tare Table

Your Tare Table program can be maintained in Uniwell Lynx and sent to your POS terminals as required. For further information on Tare Table settings you should consult the Instruction Manual supplied with your Uniwell POS terminal.

Customer Groups

Data > Customer Groups

Customer Groups can be used to organize your Customers. With Uniwell Lynx you can create and maintain the Customer Group program that is sent to your POS terminals. For further information on Customer Groups you should consult the Instruction Manual supplied with your Uniwell POS terminal.

Customers

Data > Customers

When adding or modifying customers you will be able to enter their name, address and contact details. You will also have access to a range of programming options. For further information on these options you should consult the Instruction Manual supplied with your Uniwell POS terminal. The following table provides details about some of the key fields.

Name	This name field is only used internally within the software and will appear on customer reports.
Last Name/First Name	These are the name fields that are sent to your POS terminals.
Points Balance	The loyalty points balance for customers. The points balance is updated during Collect Sales. <i>Note: A customer's points balance can be edited however to send the updated points balance to your POS terminals you must do a Send Program of Customers and select the 'Send Customer Points Balances' option.</i>
Notes	This is a free text field that can be used to record any notes about the customer.

Modifying Multiple Customers

By using the multi-select feature of the Customers data grid you can modify selected fields for a range of records rather than having to edit the records individually. To use this feature, select the required records and then click the **Modify** button. Use the *Enter* key to toggle the fields that will be updated in the selected records. When you select a field to be updated it will be highlighted with a different background color. Only the highlighted fields will be updated. When you have selected and entered data in the fields to be updated click **Ok** to update. A prompt will be displayed advising how many records will be affected and requesting confirmation before proceeding.

Data Listings

Data > Listings

A selection of data listings are available and can be printed, viewed or emailed. Sorting, grouping and filtering options are available for most listings. Some listings have extra options that allow you to choose the data to be included on the listing.

Part

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Communications

Communications

The communications functions in Uniwell Lynx Lite allow you to send data to or retrieve data from your POS terminals. Typically, when using these functions, your available POS terminals will be displayed in a grid and you can choose which terminals you want to communicate with by ticking the check boxes.

Note: Sales terminals are not included in the selection grids if they have been disabled by setting their Connection parameter to 'None'. Also, terminals may be excluded from the selection grid if the particular communications function is not relevant due to the configuration of the terminal.

Communication Errors

As each terminal is processed during a communications job the Status column in the grid will indicate whether the job was successful or not. If communications to one or more terminals failed you can click the **View Error Report** button to view information about the problem. By clicking on the **Retry** button you can execute the communications job again for the terminals that had failed.

Testing Communications

Communications > Communications Test

This function provides a quick way to check if communications with your POS terminals is working. Select the required POS terminals in the grid and then click **Ok** to perform the test.

Sending Program

Communications > Send Program

This function allows you to send program data to your POS terminals. As shown in the table below there are a number of options available.

Program Selection	
Date/Time	Send the current Date/Time. The date/time sent will be adjusted automatically for terminals where a Time Zone other than 'System Default' has been selected.
Other program options	The other program options allow you to choose which data to send to your terminals. Note: The program options listed above the Select All and Clear All buttons refer to data in your Uniwell Lynx Lite data file.
Options	
Send updated records only	Send only records that have changed since you last sent program data to the POS terminal.
Delete unknown PLUs/ Clerks/Customers	Deletes PLUs from your terminals that do not exist in your Uniwell Lynx Lite data file. Clerks and Customers that do not exist in your Uniwell Lynx Lite data file will also be deleted from your terminals.
Send Screen Layout from PRG File	Sends the screen layout in the linked PRG File. Note: Screen layouts in PRG files can be edited via Data > Screen Layouts .
Send Button Images	Sends the button image files.
Send GCD Images	Sends GCD image files for use with the Graphic Customer Display.
Time Zone 1 Setup	If you will be collecting Hourly Reports then the Time Zone 1 program must be setup correctly in your Uniwell POS Terminals before any sales are entered at the terminals. This option will send the correct Time Zone 1 Setup to your terminals. Note: After sending the Time Zone 1 Setup to your terminals you should use Extract Program to update the PRG files linked to your POS terminals so that the Time Zone 1 Setup is also updated in these files.

Collecting Sales

Communications > Collect Sales (Z)

Collect Sales extracts sales information from your POS terminals and stores it in sales batches. The sales figures in your POS terminals are cleared during this process. The following options are available when collecting sales:

Options	
Sales Date	Sales data will be posted to the selected sales date.
Process Sales Batches	Select this option to automatically process sales batches into live data.

Extract Program

Communications > Extract Program

Uniwell Lynx Lite includes an option to extract program data from your POS terminals. This is particularly useful when setting up the software for use with an existing POS terminal. During this process existing information in your data file will be over-written and new items will be added. The following options are available when extracting program:

Program Selection	
Program options	The program options allow you to choose which data to extract from your terminals. <i>Hint: Leave all the program options unticked if you just want to update your linked PRG files.</i>
Options	
New Items only	Only new items will be extracted. Items that already exist in your data file will not be updated.

Backing Up POS Terminals

Communications > Backup POS Terminal

You can use this function to backup program data from your POS terminal. The backup file can then be used to restore the terminal in the event of program data loss at the terminal or if a faulty terminal has to be replaced. Select the required POS terminal, use the Selection drop-down list to choose which data you want to backup and then click **Ok**. You will then be prompted to choose a directory and filename for the backup file.

Restoring POS Terminals

Communications > Restore POS Terminal

The Restore POS Terminal function is used to restore the memory in a terminal from a backup file on your computer. Select the required POS terminal, use the Selection drop-down list to choose which data you want to restore and then click **Ok**. You will then be prompted to locate the backup file to be restored to your POS terminal.

Important: Restoring an incorrect backup file may corrupt the memory in a POS terminal. Typically, backup files are not compatible with different models or firmware versions.

Communications Log

Sales > Manager Reports

The communications log provides a history of all communications with your POS terminals. The report can be viewed, printed or emailed. Date range and POS Terminal filters are included so that you can narrow down your selection. The log report includes details of when jobs were executed and whether or not the job was completed successfully. Scheduled jobs are also indicated on the report. If the 'Include detailed error messages' option is selected then the report will include details of operations that failed during communications and the error messages. If the 'Show errors only' option is selected then the report will only include communications jobs that failed.

Part



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Sales Analysis

Sales Analysis

Sales analysis is essential in any retail business and profit analysis even more so. The clear and concise sales reports included in Uniwell Lynx Lite will enable you to closely monitor the performance and profitability of your business. Report filters and sorting and grouping options make it easy to fine-tune the content and layout of your reports.

Sales Batches

The sales data collected from your POS terminals is stored in sales batches. A new sales batch is created every time you collect sales data from a terminal. **Sales Batch Reports** provide a way to analyse individual batches. When a sales batch is processed the sales data it contains is added to the **Sales Reports** in Uniwell Lynx Lite. These Sales Reports include an extensive range of options that can be used for in-depth analysis of your sales data.

Sales Reports

Sales > Sales Reports

The table below provides details of the various reports available. Reports can be view, printed, emailed or sent to a cloud drive. Grouping, sorting, filtering and other options vary by report and some reports are only available with particular optional modules. By default sales figures are shown inclusive of tax. An option to show 'Tax Exclusive Sales Amounts' is available for some reports.

Note: Some report options are mutually exclusive.

POS Terminals	Total group sales by terminal both exclusive and inclusive of tax.		
Transaction	Transaction totalisers and major group sales based on Auto Full Transaction report from terminals. Averages and average per transaction are included where relevant.		
Major Group Sales	Major group sales with optional chart.		
Group Sales	Group sales with optional chart.		
Item Sales	Item sales with following options: <table border="1" data-bbox="518 1243 1420 1332"> <tr> <td>Summarise Report</td> <td>Show sub-totals only based on selected grouping options.</td> </tr> </table>	Summarise Report	Show sub-totals only based on selected grouping options.
Summarise Report	Show sub-totals only based on selected grouping options.		
Hourly Sales	Hourly sales with optional chart. Important: The Time Zone 1 Setup must be correctly configured in your POS terminals. (See Send Program)		
Clerk Transaction	Clerk transaction totalisers based on Auto Full Transaction report from terminals. Averages and average per transaction are included where relevant.		
Electronic Journal	Electronic journal print data.		

Sales Batch Reports

Sales > Sales Batch Reports

The sales batches grid provides basic information about your sales batches including the total of each batch and whether or not individual batches have been processed. The following reports are available by individual batch or consolidated if multiple batches have been selected in the grid. By default when you select multiple batches in the grid consolidate reports will be produced. To produce individual batch reports when selecting multiple batches use the **Individual Reports** option in the **Multi-Select Options** box.

Note: Batch totals are based on the total group sales in the batch.

Transaction	Transaction totalisers and major group sales based on Auto Full Transaction
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	report from terminals. Averages and average per transaction are included where relevant.
Group Sales	Group sales.
Item Sales	Item sales. If a batch could not be processed due to unknown items then use the 'Unknown items only' option to produce a report that only shows the unknown items.
Hourly Sales	Hourly sales. Important: <i>The Time Zone 1 Setup must be correctly configured in your POS terminals. (See Send Program)</i>
Clerk Transaction	Clerk transaction totalisers based on Auto Full Transaction report from terminals. Averages and average per transaction are included where relevant.
Electronic Journal	Electronic journal print data.

Sales Batch Properties

Sales batch properties can be edited for unprocessed batches or viewed for processed batches. Editing sales batch properties allows the batch date or location to be changed or batch components to be suppressed if required.

Delete Unknown Items

If a batch could not be processed due to unknown items then this option can be used to delete the unknown items from the batch so that it can be processed.

Warning: *Using this option will result in a loss of sales data for the unknown items.*

Processing Sales Batches

Sales > Process Sales Batches

Processing sales batches adds the contents of the batches to the **Sales Reports** in Uniwell Lynx Lite. Sales batches that have not been processed are not included in Sales Reports. The Process Sales Batches grid displays all batches that have not been processed. Batches can be selected for processing by ticking the check boxes in the grid. Click **Ok** to process the selected batches or **Cancel** to exit.

Unprocessing Sales Batches

Sales > Unprocess Sales Batches

Unprocessing sales batches removes the contents of the batches from the **Sales Reports** in Uniwell Lynx Lite. The Unprocess Sales Batches grid displays all batches that have been processed. Batches can be selected for unprocessing by ticking the check boxes in the grid. Click **Ok** to unprocess the selected batches or **Cancel** to exit.

Deleting Sales Batches

Sales > Delete Sales Batches

Sales batches that are not required can be deleted. The Delete Sales Batches grid displays all batches that have not been processed. Processed batches must be unprocessed before they can be deleted. Batches can be selected for deleting by ticking the check boxes in the grid. Click **Ok** to delete the selected batches or **Cancel** to exit.

Warning: *Sales batches that are deleted cannot be recovered.*

Part



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Managing Data Files

Managing Data Files

Uniwell Lynx Lite includes support for multiple data files. Uniwell Lynx Lite data files have a .LNX file extension. While you are using Uniwell Lynx Lite the filename and size of the data file you have open is displayed in the shortcut bar on the left side of the screen. Uniwell Lynx Lite includes a number of features that can help you to manage your data files.

Important: *The maximum size for a Uniwell Lynx Lite data file is 2GB. Warning messages are displayed automatically when your data file approaches the maximum size. Your data file size can be reduced by archiving or purging data and then optimising the data file.*

Backing Up Data Files

File > Backup Data File

It is highly recommended that you backup your data files on a regular basis. This will reduce any loss of data in the event that your computer system experiences some sort of failure resulting in the loss or corruption of your data file. When you click **Proceed**, all open windows in Uniwell Lynx Lite will be closed and you will then be prompted to select a folder and filename for the backup file.

Include Log and Tmp Files

Uniwell Lynx Lite stores log and temporary files in a special sub-folder. At times these files may be needed by your Uniwell Lynx Lite dealer to diagnose a problem with your system or to recover sales data that has been deleted from your data file. This option will include these files while backing up your data file.

Note: *As this option may drastically increase the size of your backup files you should only use this option if instructed to do so by your Uniwell Lynx Lite dealer.*

Include PRG Files

This option can be used to include your linked PRG files while backing up your data file.

Restoring Data Files

File > Restore Data File

In the event that your computer system experiences some sort of failure resulting in the loss or corruption of your data file you can use the Restore Data File function to restore from a backup file if one exists. When you click **Proceed** all open windows in Uniwell Lynx Lite will be closed and you will then be prompted to select the backup file to be restored. If a valid data file is found in the backup file then you will be prompted to choose a folder and filename for the restored file. When you close the Restore Data File dialog you will be prompted to choose the data file you want to open.

Optimising Data Files

File > Optimise Data File

To ensure optimal performance, you should optimise your data files on a regular basis. When you click **Proceed** all open windows in Uniwell Lynx Lite will be closed and your data file will be optimised.

Archive Data

File > Archive Data

As the information stored in your Uniwell Lynx Lite data file increases over a period of time the file will continue to grow in size and eventually this will affect performance. To reduce your file size, you can archive old data that you do not need to access on a regular basis. After clicking **Proceed** you will be prompted to select a folder and filename for the archive file. All transactions prior to the date selected will be transferred to the archive file and then your current data file will be optimised. To access the archived data simply open the archive file as you would any other Uniwell Lynx Lite data file.

Hint: *To avoid any confusion between your current data file and any archive data files you can change the color scheme in your archive data files to provide a visual feedback when an archive data file has been opened.*

Note: The Connection parameter for each of your POS terminals will be set to 'None' in the archive file.

Purge Data

File > Purge Data

Purge Data permanently deletes data from your data file and should be used with caution. After purging data it is recommended that you Optimise your data file to reduce its size. The following options are available when purging data:

ALL Transactional Data and Totals	All sales transactions, sales batches and logs.
Electronic Journal up to ...	Electronic journal data up to the specified date except for any customer transactions.
Communications Log up to ...	All communications log data up to the specified date.
User Log up to ...	All user log data up to the specified date.
Barcodes that have not been used since ...	All active barcodes that have not been used since the specified date. Note: Barcodes that have never been used are not deleted.