

Topic: **POS PROGRAM MAINTENANCE**

Uniwell Lynx has been designed to provide a means of maintaining key POS programming data easily from your back-office, including Groups, Clerks, Media, POS Screen Layouts, Tax and Upper/Lower Logo (receipt text). This tutorial provides a brief explanation of each of these program features and where to find the settings within Uniwell Lynx.

Suggestion: If you are setting up a new Uniwell Lynx database, we would recommend using the Extract Program feature of the software to populate your database with the settings related to these programs from one of your POS terminals, and then maintaining them using Uniwell Lynx and synchronising your POS terminal(s) when required.

Groups

- *Groups are the categories that Items (PLUs and barcodes) are classified into to provide an organised structure for summarised sales reporting in your POS*
- *Uniwell AX & HX POS terminals can have up to 99 Groups, which can be organised into up to 20 'Major Groups'*
- *POS settings related to Groups can be modified in Uniwell Lynx from the Data menu > Groups screen*
 - *'Major Group' descriptions can be modified in the Data menu > Function Texts screen*

Clerks

- *Staff members who operate the POS terminal for sales entry, reporting or other functions are called 'Clerks'*
- *Uniwell AX & HX POS terminals can have up to 255 Clerks, which can be granted access permission to POS functions depending on their level of responsibility*
- *POS settings related to Clerks can be modified in Uniwell Lynx from the Data menu > Clerks screen*
 - *Basic clerk details (Name, Code, Security Levels) can be edited easily using 'Grid Edit Mode'*
- *Uniwell Lynx can actually maintain multiple sets of Clerks (called Clerk Programs) designated to specific POS terminals. Please see your Lynx Software support provider if you require this to be set up for you*

Media

- *Media refers to the different payment methods that can be set up on the POS screen for finalising sales (eg. Cash, EFTPOS, Customer Charge, etc.)*
- *Uniwell AX & HX POS terminals can have up to 20 different Media keys if required*
- *POS settings related to Media can be modified in Uniwell Lynx from the Data menu > AX/HX Media screen*

POS Screen Layouts

- *The maintenance of POS screen layouts is considered in a separate tutorial*

Tax

- *The configuration of your POS tax settings suitable to Australian business is considered in a separate tutorial*

Upper/Lower Logo (receipt text)

- *The Upper and Lower Logo text for each POS terminal can be modified in Uniwell Lynx from the Data menu > Sales Terminals screen ('Other' tab)*

FAQ: Once I have customised these POS settings to suit my venue, how do I send them to the POS?

- *Go to the Communications menu > Send Program screen, set the applicable settings in 'Program Selection' and send to the POS*
- *Note: You must have the individual program features enabled in the Send Program Selections for each Sales Terminal in Uniwell Lynx*

FAQ: Do these settings apply to all POS terminals in my Uniwell Lynx database?

- *Groups, Media and Tax settings are 'global'*
- *Clerks, POS Screen Layouts and Upper/Lower Logo text can be customised for each POS in your database*