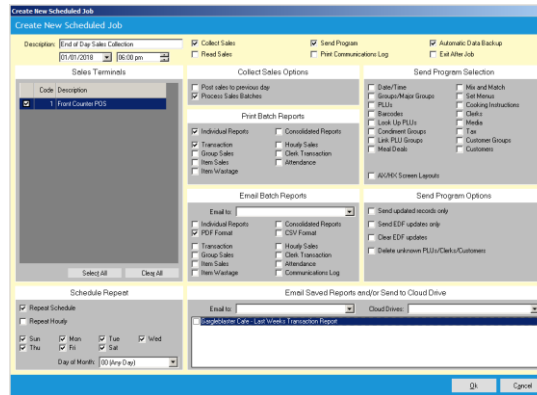


Topic: **SETTING UP SCHEDULED JOBS IN UNIWELL LYNX**

Uniwell Lynx can be set to automate certain tasks on a schedule. These tasks include typical POS communication functions, cloud export/email of Saved Reports, database backups, or a combination of these.



FAQ: Does Uniwell Lynx need to be running for a Scheduled Job to run?

- Yes, your computer needs to be on & operational, and Uniwell Lynx should be running with no windows open
- It can be minimised in this state on the Taskbar
- If the computer is turned off, in Sleep mode or Uniwell Lynx not functional when the scheduled job is due to occur, the job will commence the next time the software is run
 - Note: If the option 'Automatically cancel overdue scheduled jobs' in Preferences > Communications is enabled, the scheduled job will be reset for the next configured repetition (if applicable)

FAQ: What happens if scheduled POS communication fails?

- At the conclusion of the scheduled job, a Scheduled Job Results window will appear on the screen allowing the user to see if further action is required
- If the user chooses to disable the results window (Preferences > Communications), it would be recommended to include a printed or emailed Communications Log in the scheduled job

FAQ: What is the difference between Individual and Consolidated Reports?

- Where a site has multiple POS terminals, the user can choose individual (sales reports from each cash register) or consolidated (combined report from all cash registers)
- NOTE: You must have at least one option (Individual or Consolidated) selected for any of the sales reports to be automatically printed or emailed

FAQ: What settings are required in Lynx Software for automatic emailing of reports to occur?

- You must have an Email address entered in Company Details (Setup menu)
- Valid SMTP settings (eg. the same as the outgoing server settings of the default account in your email program) must be entered in Preferences > Other
- Note: If the internet connection is not functioning at the time that a scheduled job involving email occurs, the email will not be sent. The failure will be noted in the Email Log (found in Manager Reports). Uniwell Lynx does not 'retry' sending failed emails – they will need to be manually sent at a later time
 - If internet connectivity is a common problem, perhaps send electronic reports via a Cloud Drive. These systems often have an inbuilt redundancy, and will synchronise automatically when the connection is restored

FAQ: How can I set the Scheduled Job to recur automatically?

- In the 'Schedule Repeat' section of the Scheduled Job, select 'Repeat Schedule'
 - For repetition at the same time each day (or selected days), tick the days you want the job repeated
 - If required to 'Repeat Hourly', select this option, the start and end time within the day, and the valid days
 - If a job is required monthly, select the 'Day of Month' and leave all the 'day selection' checkboxes ticked