

Topic: **COMMUNICATION - BASICS**

FAQ: How do I collect sales information from the POS terminal?

- Use the **Collect Sales (Z)** function - this feature retrieves sales information from the POS terminal and resets it ready for the next day's sales
Note: Sales data cannot be extracted from Uniwell AX/HX POS terminals while they are in X-Read Report, Z-Reset Report, Program or Configure mode. Best practice is to leave the POS terminal at the 'Sign-on' screen while collecting sales data.

FAQ: What is the purpose of the "Sales Date" on the Collect Sales screen?

- Most sales reports collected from your POS terminal contain totals only and do not include the date the sales were entered at the terminal. When Uniwell Lynx Lite extracts sales figures from the terminal, by default it associates the sales it collects with the date of the collection. However, if the sales are being collected prior to start of business the following morning, you can adjust the "Sales Date" so that the sales will be correctly associated with the previous day.

FAQ: Should I process the batches?

- Every time sales are collected from a POS terminal a sales batch is created
Note: See the tutorial "Understanding Sales Batches" for more information
- Generally, sales batches should be processed at the time of collection by ticking the **Process Sales Batches** checkbox

FAQ: How do I send price changes or new items I have added to the POS terminal?

- Use the **Send Program** function - you can select which program data you want to send

FAQ: What are the Options at the bottom of the Send Program screen?

- **Send updated records only** - when this option is selected only records that have been changed are sent to the terminal thus reducing the time required to send the program data to the terminal
- **Delete unknown PLUs/Clerks** - this option deletes PLUs and Clerks from your terminal that you have deleted from Uniwell Lynx Lite. Deleting the items from the software does not automatically remove them from the terminal.
 - **Note:** You should always 'Collect Sales (Z)' prior to performing this function to prevent any loss of sales data