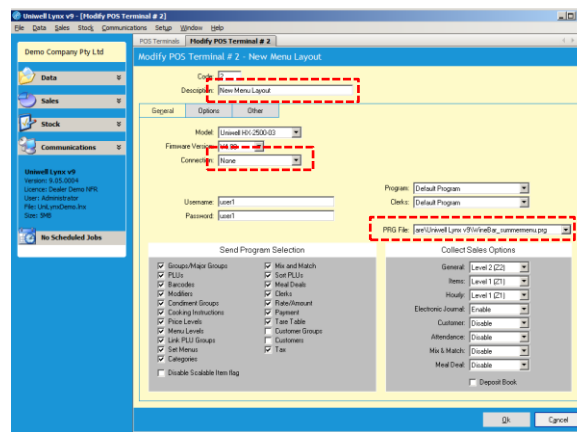Topic: **HOW TO PREPARE FOR A HX POS SCREEN/MENU CHANGEOVER**

Occasionally a Uniwell POS end-user will plan a series of changes to their POS terminal to be switched over on a specific day. It would be beneficial for them to be able to prepare a separate set of screens in advance. For example, a café may want to create separate Winter and Summer menus, and switch them seasonally.

FAQ: How can I set up Uniwell Lynx so that I can prepare new screens without affecting current POS operation?

- *In Windows Explorer, create a copy of the current PRG (eg. Uniwell HX.prg) and rename it (eg. Uniwell HX new menu.prg).*
- *In Uniwell Lynx, go to Data > POS Terminals and 'Copy' the POS terminal you wish to adjust and rename the new POS terminal (eg. 'New Menu Layout'). Change the associated PRG File to the newly created PRG File and change the 'Connection' setting to 'None' (so you can't accidentally send the new screen layouts to the POS).*
- *You can now modify the screen layouts on the 'New Menu Layout' POS terminal and add any new menu items into your Uniwell Lynx database to get it ready for the changeover.*

FAQ: Should I just rename existing Items in my database to suit the new menu?

- *No, if you are creating new products for your revised menu, we would recommend that you 'Add' these as new Items in your Uniwell Lynx database. This preserves your sales history of your existing items and allows you to continue to manage your current POS configuration as normal prior to the changeover date.*

FAQ: What is the procedure to changeover from the old POS layouts to the new menu?

- *Perform a Backup POS Terminal of Program Data on your existing POS (just in case)*
  - *Go to Communications > Backup POS Terminal. Name the backed up file something appropriate (eg. Uniwell HX old layout.prg) and save it in an appropriate backup location.*
- *Go to Data > POS Terminals, modify the current operational POS terminal and change the associated PRG File to the newly created PRG File.*
- *Go to Communications > Send Program, select all of the features that you have adjusted during the preparation process and send these to the operating POS terminal.*
- *Test the POS terminal to ensure the changes have been successful.*
- *When you are satisfied that the changeover has been successful, go to Data > POS Terminals and 'Delete' the transitional POS terminal you created.*

FAQ: I want to change prices of some of my existing items at the same time, is this possible?

- *If you only have a small number of prices to change, you can simply do this using the 'Item Selling Prices' screen (Data menu) just prior to the changeover.*
- *However, if you have a large number of price changes to prepare:*
  - *Add or modify an unused 'Price Level' (Setup menu) and give it an intuitive name (eg. Summer Price Prep).*
  - *Use the 'Calculate Price Levels' function (Data menu) to duplicate the prices from your existing main price level to the newly created one.*
  - *Use the 'Item Selling Prices' screen (Data menu) to adjust the applicable prices __of the new price level__*
  - *Prior to the time of the changeover to the new menu, use the 'Calculate Price Levels' function again to duplicate the prices from the new price level you have been preparing back to your main price level.*

Note: _ALWAYS perform a Backup of your Data File and POS prior to doing any kind of changeover like this_