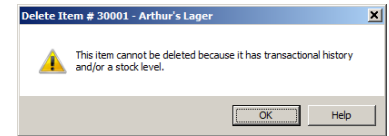Topic: **DATA MAINTENANCE TIPS – DELETING ITEMS, INACTIVE ITEMS, RE-USING ITEM CODES**

Over time, the products you sell will change. New stock will become available, other items will be discontinued. This tutorial considers the best practise for maintaining your Uniwell Lynx database so that the software isn't needlessly cluttered with irrelevant information, but data integrity is also maintained.

FAQ: Can I delete discontinued items from my Uniwell Lynx database?

- *To maintain data integrity, an Item cannot be deleted from Uniwell Lynx if it has any sale or stock transaction history, or stock level (positive or negative)*
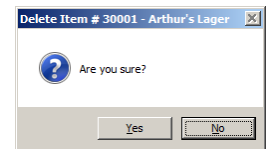- *Attempting to delete an 'active' item will result in this message:*

FAQ: Should I just change the description and price of an old item to a new product?

- *Re-using recently used item codes isn't recommended, as all sales and stock history from the old item is simply transferred across to the new item. So sales reports you run in the future of past periods will show the new item's description, even though the item sold at the time was different*
- *It's the same with stocktake – the stock level and valuation of the old item is simply moved to the new product*
- *It is a better idea to create a new item (use the Copy function if you want it set up the same way as an existing item), and archive the old item and remove it from your POS Screen Layouts and replace it with the new one*
- *The only time it would be suitable to re-use an old item code is when you have archived all old data regarding that previous item, so the database is completely cleared of its history. In this instance, the item is able to be deleted, and by extension re-assigned*

FAQ: How do I delete old items after I archive my Uniwell Lynx database?

- *Prior to performing the archive, ensure that the stock level of the item is set to zero (0) by performing a partial stocktake of the items you wish to delete, dated prior to the archive date*
- *Once the Archive Data has been performed you will be able to delete the item, providing there are no longer any sales or stock transactions associated with the discontinued product remaining in the database*

FAQ: How can I stop Uniwell Lynx from sending old products that have been discontinued down to the POS?

- *If an item has been discontinued, but is to be maintained in the database for historical reporting purposes, we recommend deleting the PLU Code and any Barcodes associated with the item using the Modify Item screen, so that these can be reused if required*
- *Any touchscreen buttons on your POS Terminal Screen Layouts linked to the discontinued product should also be deleted, as well as any reference to the item in Condiment Groups, and Mix & Match and Meal Deal promotions*

FAQ: Does deleting the item in Uniwell Lynx automatically remove it from the Uniwell POS terminals?

- *No – to clear the POS terminals of all unused items that have been deleted in Uniwell Lynx, the 'Delete unknown PLUs/Clerks/Customers' option needs to be selected when performing a Send Program of PLUs and Barcodes to the POS terminals*
  - **Note:** *This option should not be performed while the venue is trading or prior to 'end-of-day' Z Reads being performed at the POS and the 'Collect Sales' task being executed within Uniwell Lynx*
  - **Recommendation:** *Always perform a Backup Data File (File menu) and Back Up POS Terminal (Communications menu) prior to executing the 'delete unknown PLUs' task in Uniwell Lynx*

FAQ: What is an 'Inactive' item in Uniwell Lynx?

- *Inactive Items are excluded when sending program data to POS terminals and from item search windows*
  - **Note:** *This setting will not change the ability of an item to be deleted if it has a stock level or transactional history – it simply removes it from view in a number of scenarios*
- *To make an Item inactive, the 'Inactive Item' setting can be found on the General tab of the Modify Item screen*
- *If an item is made 'inactive' with a PLU Code or any Barcodes still associated with it, Uniwell Lynx will not allow these codes to be re-used*