Topic: **DATABASE CREATION TIPS – NUMBERING & NAMING CONVENTIONS**
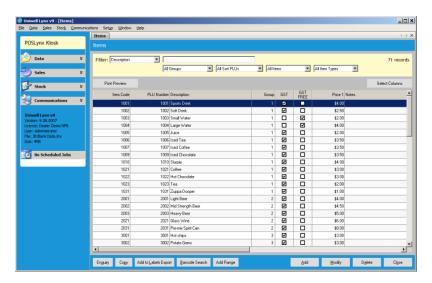
Your Uniwell Lynx software provides a valuable tool for maintaining your product data and pricing and viewing a wide range of sales reports that can help you to manage your business. By setting up your database correctly from the outset, you can make your software easier to search and use, and make your reports easier to view and customise.

FAQ: What are the limits to the Item Code in Uniwell Lynx?

- *Up to 20 characters in length and contain letters, numbers and/or symbols*
- *If you want to Item Code to be the same as the PLU number in the POS terminal, the code needs to be numeric*

FAQ: Is there a correct way to number Stock Items within the Uniwell Lynx database?

- *Technically, no you can give items any unique number you like*
- *However, we recommend using a number convention to make items easier to find – for instance, you could have all items in group 1 numbered 1000 – 1999, those in group 2 numbered 2000 – 2999, etc.*
  - *It is often a good idea to leave spaces in your numbering system for future product additions*
- *Grouping related items together is also a good method of numbering – for instance, a bottleshop might sell a single, 6 pack and carton of an item, so numbering these closely together can make for easier maintenance*
- *Some end-users like to have the item's barcode as the Item Code. This can work fine, although item barcodes do change at times or have multiple barcodes, which could lead to consistency issues*

FAQ: What are the limits to the product description in Uniwell Lynx?

- *Up to 40 characters in length and contain letters, numbers and/or symbols*
- *The PLU description in the POS terminal is limited to 32 characters, so any additional characters will not be visible at the POS*
- *Other considerations regarding the practical length of the Description would include the assigned area of the PLU Name on printed receipt formats in your POS terminal*

FAQ: Are there any suggestions regarding Item descriptions?

- *Use a consistent format and standard abbreviations for brands and product types:*
  - *Let's use a bottleshop database as an example - use a standard prefix such as SGL, 6PK or CTN to designate the pack size*
  - *If using abbreviations for product brands, keep them consistent (eg. Carlton to CARLT or Jack Daniels to JD)*
  - *Keep the format of the Description consistent – 'Pack size, brand, product, volume'*

        SAMPLE:
    - *6PK CARLT MIDSTRENGTH STUBBY 375ML*
    - *CTN MILLER CHILL STUBBY 355ML*
    - *SGL JD & COKE CAN 375ML*
    - *BTL ANNIES LANE SHIRAZ 700ML*