


# UNIWELL POS AUSTRALIA SELF HELP GROUPS



Details	Description
Revision No.	20210215
Hardware / Firmware	All HX Models – V4.00 to Current
Equipment	Uniwell POS Terminal
Author	GD

Requirements	Description
Pre Requisites	Major Group Programming
Duration	Expected time to complete
Related Documents	Adjustment & Loyalty Point
Additional Information	None

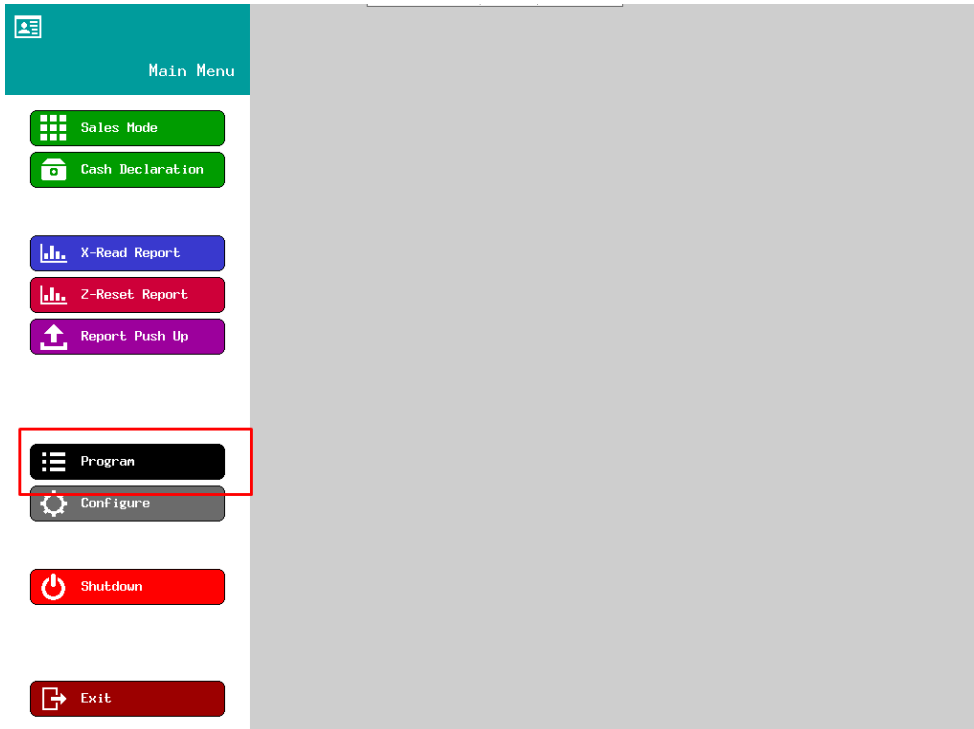
## Outcome

 *Create Groups (Departments) for assigning to PLU's and reporting*

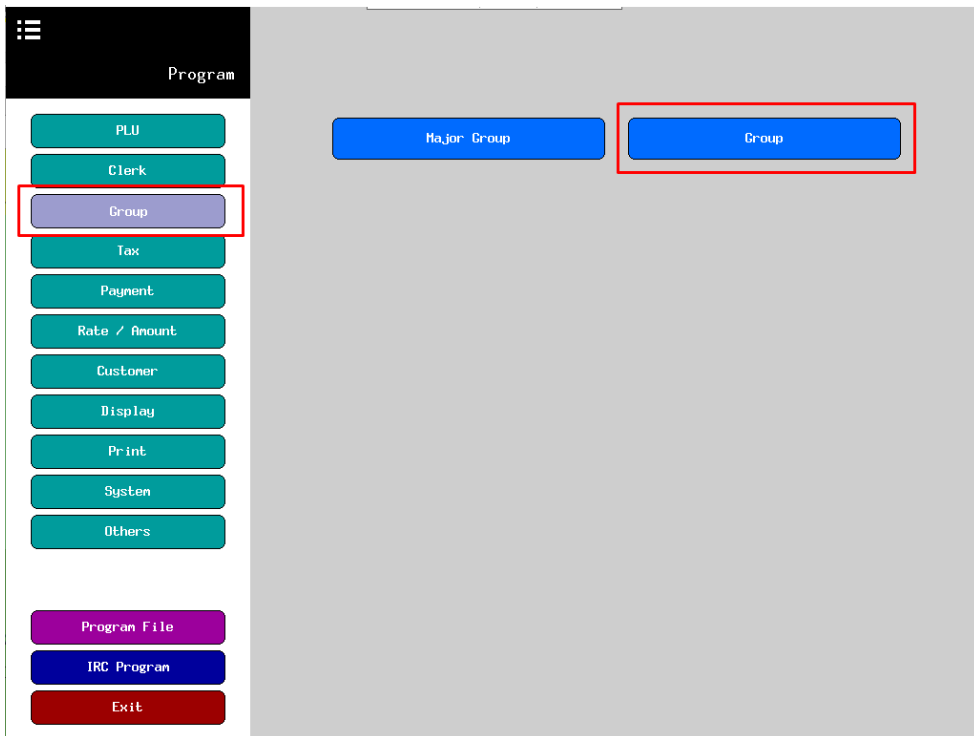
A group (or department) is a category used for the assignment of PLU's and more importantly for sales reporting. Department reports is a global reference to sales of all products assigned to each individual group/

**\*\*\* Start Of Self Help Instructions \*\*\***

1. Exit sales screen and enter the Programming module.



2. Select 'GROUP' → 'GROUP'



- From the left column select the 'GROUP' name to modify. In the 'NAME' field enter the desired text followed by a selection from the 'MAJOR GROUP' list.

The screenshot shows the 'Group' configuration window. The left pane lists groups, with '1 CHARCOAL CHICKEN' selected. The right pane shows configuration options for this group. The 'Name' field contains 'CHARCOAL CHICKEN' and the 'Major Group' dropdown is set to 'FOOD'. In the 'Affect Tax' section, 'Tax 1' is selected. The 'Option' section has 'Multiplied item is printed on separate KP' checked. At the bottom right are buttons for 'IRC Program', 'System Option', and 'OK'.

- 'DESTINATION TAX' is not used in Australia however 'AFFECT TAX' is used and predominately in the back of house software.
- Adjustments as well as loyalty may be selected here if the function is required at 'GROUP' level. See the related documents for more information on use.

**\*\*\* End Of Self Help Instructions \*\*\***