

UNIWELL POS AUSTRALIA SELF HELP

TOPIC



Details	Description
Revision No.	20210212
Hardware / Firmware	All HX Models – V4.00 to Current
Equipment	Uniwell POS Terminal
Author	SH

Requirements	Description
Pre Requisites	Basic knowledge of POS navigation
Duration	Expected time to complete
Related Documents	Groups
Additional Information	None

Outcome

 *Creating the top-level structure of sales reporting groups*

The Major Groups are the foundation of how your sales reports are structured.

They are the top-level reporting groups for your business, typically descriptions such as FOOD, BEV, ALCOHOL.

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

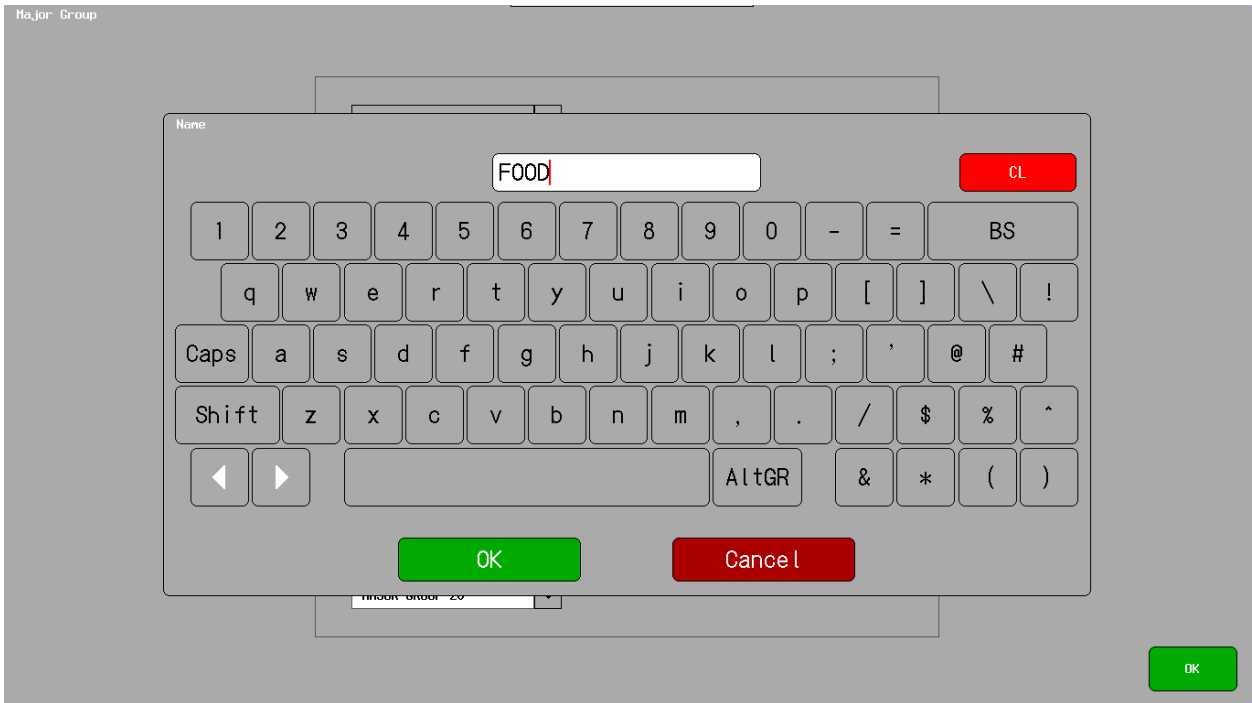
1. Exit sales screen and enter PROGRAM mode:



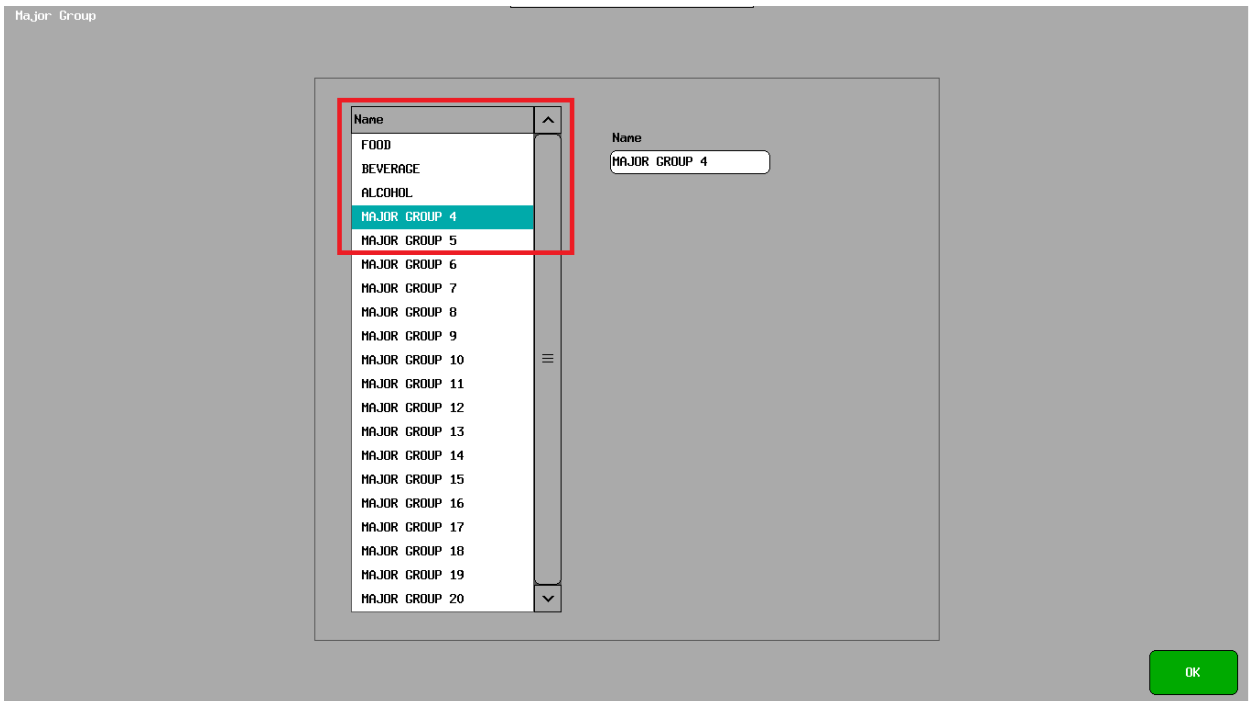
2. Select the Group button → Major Group



3. Select a Major Group → Tap in the Name field to rename the Major Group



4. Repeat the above steps for each of your Major Groups (maximum of 20)



*** End Of Self Help Instructions ***