

The following illustrates how to navigate and use the Lancer Link website.

PROFILE

Register

1. To register, follow link provided in the Lancer Link signup email to verify your email address.

Hello New User,

Please [Click Here](#) to verify your email.



2. Following the link, create and enter your new user password. Then click "Verify" to save password.

USER VERIFICATION

Please set your password

Enter Password



Please enter password.

Confirm Password

VERIFY

Login



1. Lancer Link requires registered users login at <https://prod-lancercorp-portal-app-cu.azurewebsites.net/login>
- **Username:** Your email address
 - **Password:** Created in previous steps

LOGIN

Please enter your username and password to access the portal.

email@mail.com

.....



LOGIN

Profile Setup

1. Once logged in, to set up your profile click the arrow near your name in the top right corner of the site.



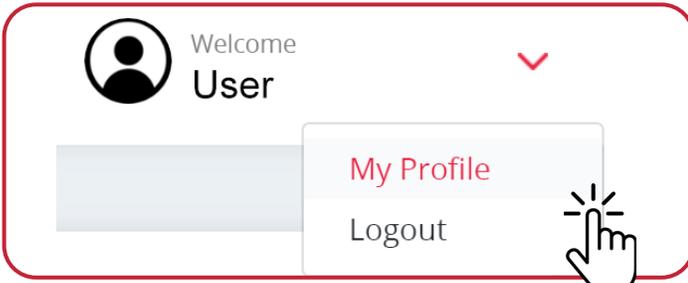
DASHBOARD



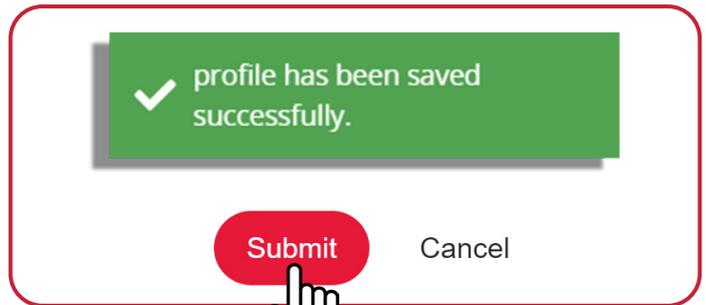
Welcome
User



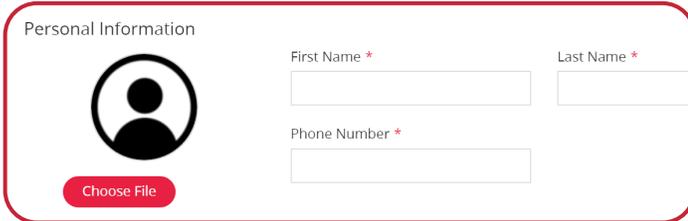
2. Click "My Profile" from the drop down menu.



4. Click Submit to apply changes.



3. Enter your profile information and preferences.



DASHBOARD

The Lancer Link Dashboard is the hub for navigating drink activity, syrup consumption, volume dispensed, and store comparisons.

Drink data may be filtered according to Subsidiary, Use, Side, and Store.

Comparison data may be generated across stores.

Time frame displayed may be adjusted by Month, Week, and Day.

The dashboard features several data visualization components:

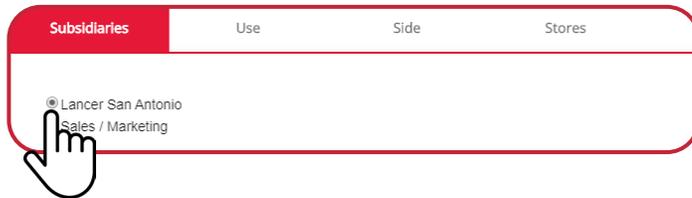
- Filters:** A row of filter buttons for 'ALL', 'SUBSIDIARIES' (2), 'USE' (3), 'SIDE' (3), and 'STORES' (4). A dropdown menu is set to 'Today'.
- Drink Volume (Top 5):** A line chart showing volume for the top 5 brands over time. Callout: 'Top 5 brands dispensed by volume graphed.'
- Cup Counts:** A bar chart showing the total cup quantity for 'Self-Serve' over time. Callout: 'Total cup quantity is calculated and graphed.'
- Syrup Consumptions (Top 5):** A table showing the top 5 syrups by gallons. Callout: 'Top 5 syrups dispensed will be displayed here.'
- Drink Volume By Store:** A table showing the top 5 dispensing locations. Callout: 'Drink Volume displays top dispensing locations.'

Dashboard Filters

1. To filter Dashboard data by type, click the top dashboard setting buttons.



2. Select dispenser Subsidiary.



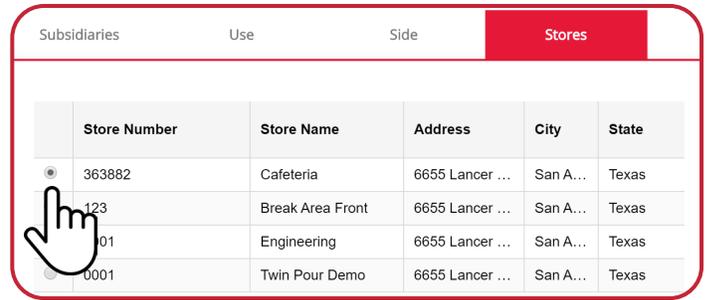
3. Select dispenser "Use" type.



4. Select dispenser valve "Side".



5. Select dispenser "Store" location.

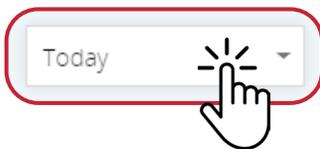


6. Click apply to save and generate dashboard filter.

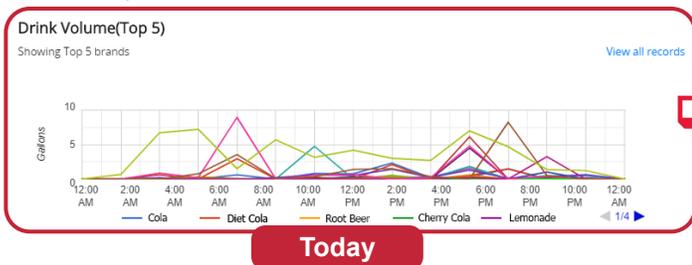


Dashboard Time Frame

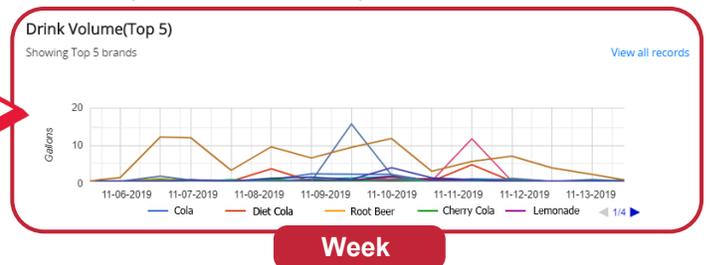
1. To filter Dashboard data by time frame, click the drop-down menu on the right hand side of the dashboard.



Drink analysis of the last 24 hours.

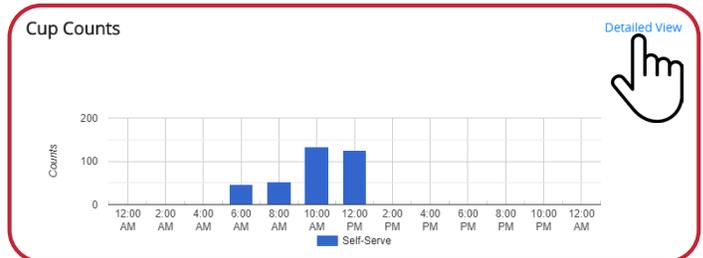
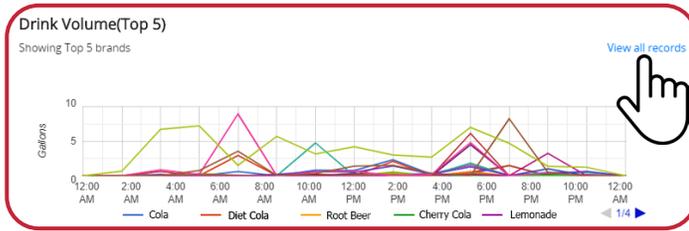


Drink analysis of the last 7 days.



Generating Reports

1. To generate a report first click on “view all records” on any of the dashboard modules.



Syrup Consumptions (Top 5)
Showing Top 5 Records

View all records

Product	Gallons
Dr Pepper	0.14
Cola	0.11
Pineapple Cream	0.10
Sprite	0.10
Root Beer Float	0.09

Drink Volume By Store
Showing Top 5 Records

View all records

Rank	Store Number	Store Name	Location	Gallons
1	363882	Cafeteria	San Antonio	38.15
2	123	Break Area Front	San Antonio	2.03

2. Next, from the drop down menus, select the “Report” Type, “Duration” and “Date”.

Report * Duration Select Date

Syrup Consumption Today 10/7/2019

3. Then click “Select Filters” to select criteria for drink analysis. After selections are made, click “Search”.

Set 1 Filters *

Subsidiary = Lancer San Antonio
Store = All
Brand = All
State = All
Use = All
Side = All

Select Filters

ANALYSIS FILTER SELECTION

Subsidiary: Select Subsidiary

Use: Test X, Demonstration X +1

Right X, None X +1

Quick Select List: State @ City, Country: USA, Select State: Arizona X, Florida X +51

Brands List: 7up X, A&W Root Beer X +133

Search Clear

4. Select desired Stores, then click “Save & Return” to generate report.

<input checked="" type="checkbox"/>	Subsidiary Name	Store#	Name	City	State	Use
<input checked="" type="checkbox"/>	Lancer San Antonio	363882	Cafeteria	San Antonio	Texas	
<input checked="" type="checkbox"/>	Lancer San Antonio	123	Break Area Front	San Antonio	Texas	
<input checked="" type="checkbox"/>	Lancer San Antonio	0001	Engineering	San Antonio	Texas	Development

<input checked="" type="checkbox"/>	Subsidiary Name	Store#	Name	City	State	Use
<input checked="" type="checkbox"/>	Lancer San Antonio	363882	Cafeteria	San Antonio	Texas	
<input checked="" type="checkbox"/>	Lancer San Antonio	123	Break Area Front	San Antonio	Texas	
<input checked="" type="checkbox"/>	Lancer San Antonio	0001	Engineering	San Antonio	Texas	Development

Items per page: 10 1 - 3 of 3 Save & Return Cancel & Return

5. Then select Generate Report to view selected data or select Reset to start over.

Generate Report Reset

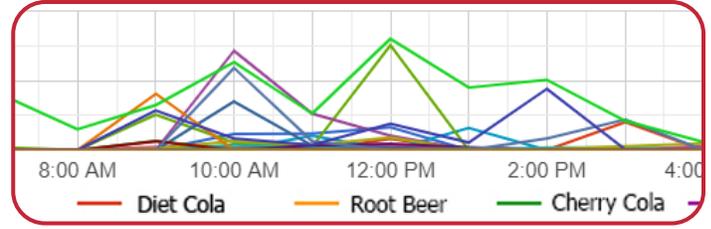
Generate Report Reset

6. Repeat for each new report.

Syrup Consumption

Product	Gallons
Root Beer Float	0.67
Cola	0.43
Blood Orange Soda	0.27

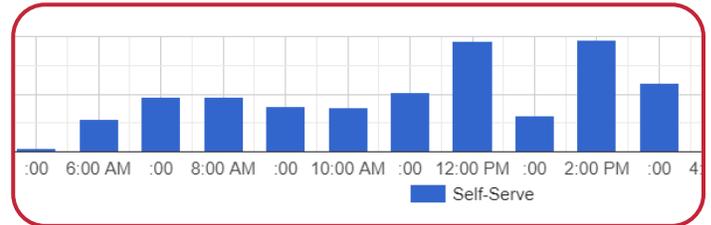
Drink Volume - Graph



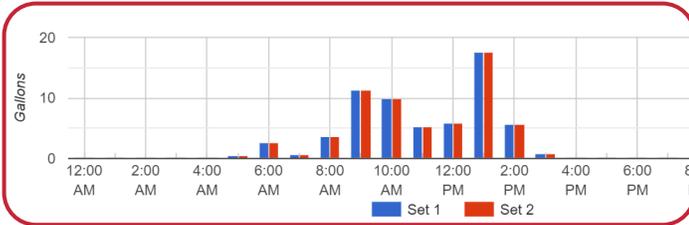
Drinking Volume By Store

Rank	Store Number	Store Name
1	363882	Cafeteria
2	123	Break Area Front

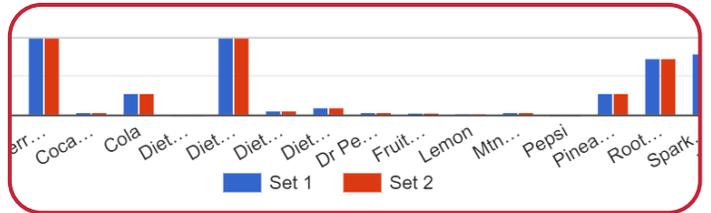
Cup Consumption - Graph



Total Volume Report - Graph



Volume x Brand - Graph



SUBSIDIARIES

The Organization's Subsidiaries are accessed through the Dashboard by clicking on the sidebar link.

Action	Country	State	Subsidiary	Address 1	Address 2	City	Zip
⋮	USA	Texas	Sales / Marketing	6655 Lancer Blvd.	undefined	San Antonio	
⋮	USA	Texas	Lancer San Antonio	6655 Lancer Blvd,	undefined	San Antonio	

Subsidiary Dashboard

1. Click the three (3) dots next to the Subsidiary you want to select and view.

Action	Country	State	Subsidiary	Address 1
⋮	USA	Texas	Shows	6655 Lancer Blvd
⋮	USA	Texas	Lancer San Antonio	6655 Lancer Blvd

2. Click Dashboard to go to the Subsidiary Dashboard and display all drink activity.

Action	Country	State	Subsidiary	Address 1	Address 2	City	Zip
⋮	USA	Texas	Sales / Marketing	6655 Lancer Blvd.	undefined	San Antonio	
⋮	USA	Texas	Lancer San Antonio	6655 Lancer Blvd,	undefined	San Antonio	

USERS

The Users are accessed through the Dashboard by clicking on the sidebar link.

Action	First Name	Last Name	Email	Phone Number	Role	Cre
⋮	User1	Name	username@mail.com	123456789	Admin	No
⋮	User2	Name	username@mail.com	123456789	Admin	Oc
⋮	User3	Name	username@mail.com	123456789	Admin	Oc

Adding Users

1. First click the “+Users” button to add Users to a Subsidiary.

Action	First Name	Last Name	Email	Phone Number	Role	Create Date	Status	Resend?
⋮	User1	Name	username@mail.com	123456789	Admin	Nov 04, 2019	Active	
⋮	User2	Name	username@mail.com	123456789	Admin	Oct 31, 2019	Active	
⋮	User3	Name	username@mail.com	123456789	Admin	Oct 31, 2019	Inac...	Resend
⋮	User4	Name	username@mail.com	123456789	Admin	Oct 29, 2019	Active	

2. Next, fill out user information and click “Submit” to save user to subsidiary directory.

First Name *
Enter First Name

Last Name *
Enter Last Name

Email *
Enter Email

Phone Number *
Enter Phone Number

Select Role *
Select Role

Submit Cancel

Edit Users

1. To update a Users account information click the three (3) dots next to the User you want to select.

Action	First Name	Last Name	Email	Phone Number	Role	Create Date	Status	Resend?
⋮	User1	Name	username@mail.com	123456789	Admin	Nov 04, 2019	Active	
⋮	Name	Name	username@mail.com	123456789	Admin	Oct 31, 2019	Active	
⋮	Name	Name	username@mail.com	123456789	Admin	Oct 31, 2019	Inac...	Resend
⋮	Name	Name	username@mail.com	123456789	Admin	Oct 29, 2019	Active	
⋮	Name	Name	username@mail.com	123456789	Admin	Oct 29, 2019	Active	

2. Next, edit the user information fields and click “Submit” to update User information.

First Name *
lancer

Last Name *
storeowner

Email *
lancerstoreowner@yopmail.com

Phone Number *
+1-111-111-1111

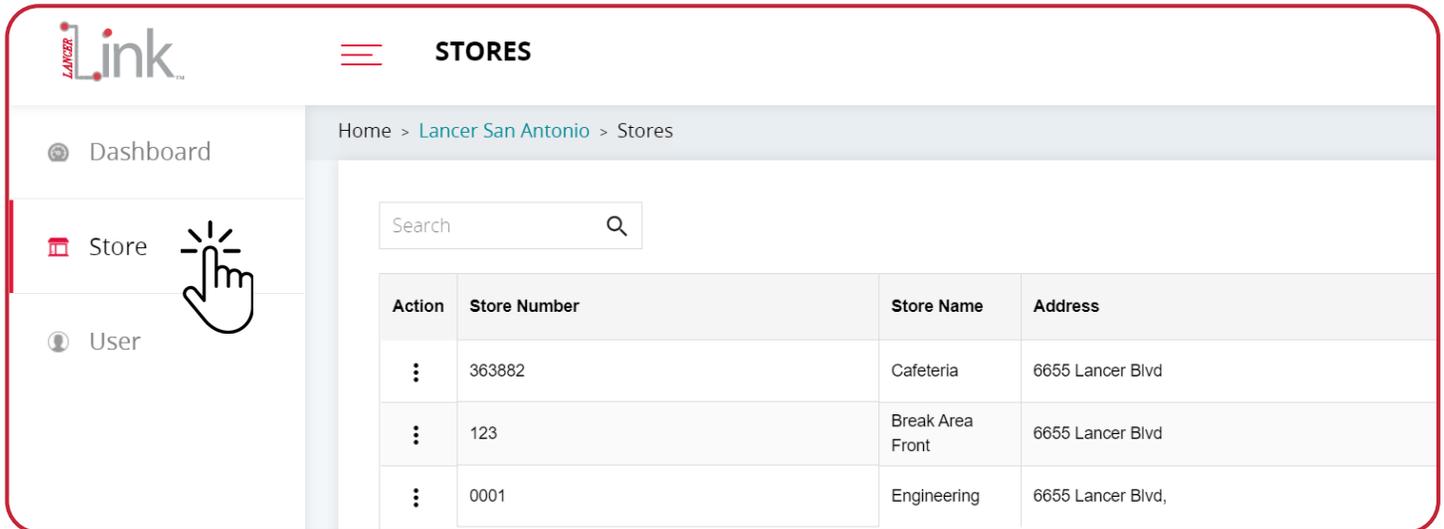
Select Role *
StoreOwner

Select Store *
Engineering x

Submit Cancel

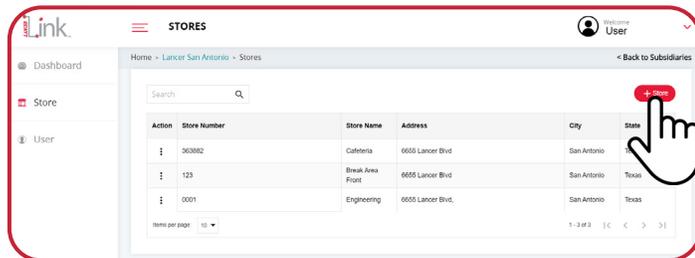
STORES

The Subsidiary stores are accessed through the Subsidiary Dashboard by clicking on the sidebar link “Store”.

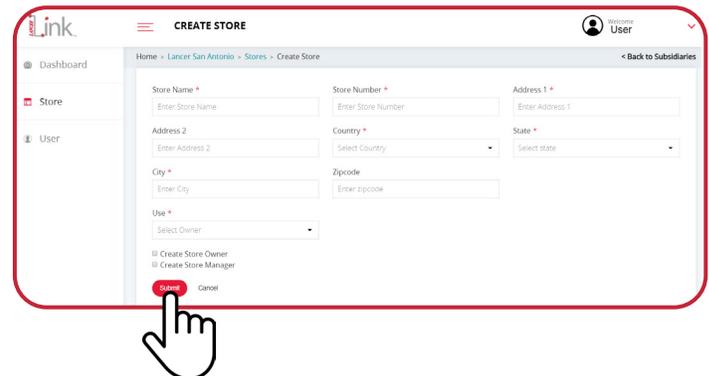


Adding Stores

1. From the Subsidiaries dashboard, select store from the left hand sidebar. Click “+Store” from the top right corner to add a Store.

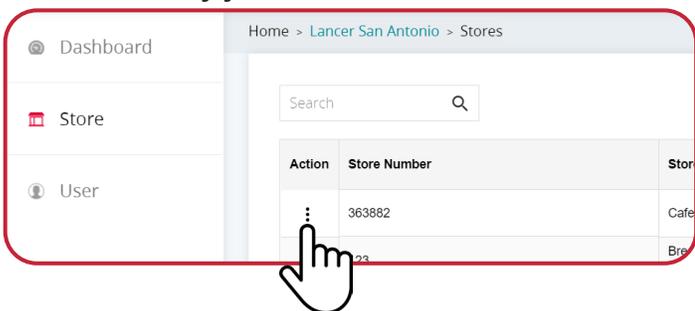


2. Fill out the necessary Store information and click Submit to add a new Store to Lancer Link.

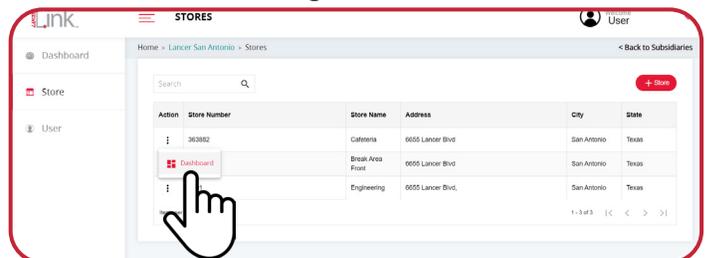


Store Dashboard

1. Click the three (3) dots next to the Store whose drink activity you want to view.



2. Click Dashboard to go to that Store's Dashboard.



EQUIPMENT

The Store Equipment is accessed through the Store Dashboard by clicking on the sidebar link “Equipment”.

Home > Lancer San Antonio > Break Area Front > Equipment

Action	HSKId	Device Status	Unique Id	Equipment Name	Model	Serial Number
⋮	19000031	●	LL19000031	Derby Tea	TsT	181818239403
⋮	19000030	●	LL19000030	FS30	Flavor Select	123123

Items per page: 10

Green Light: Unit Connected
Red Light: Connection Error

Adding Equipment

1. From the Stores dashboard, select Equipment from the left hand sidebar. Click “+Equipment” from the top right corner to add a new dispenser.

2. Fill out equipment information and click Submit to save.

Edit Equipment

1. Click the three (3) dots next to the Dispenser that you want to edit.

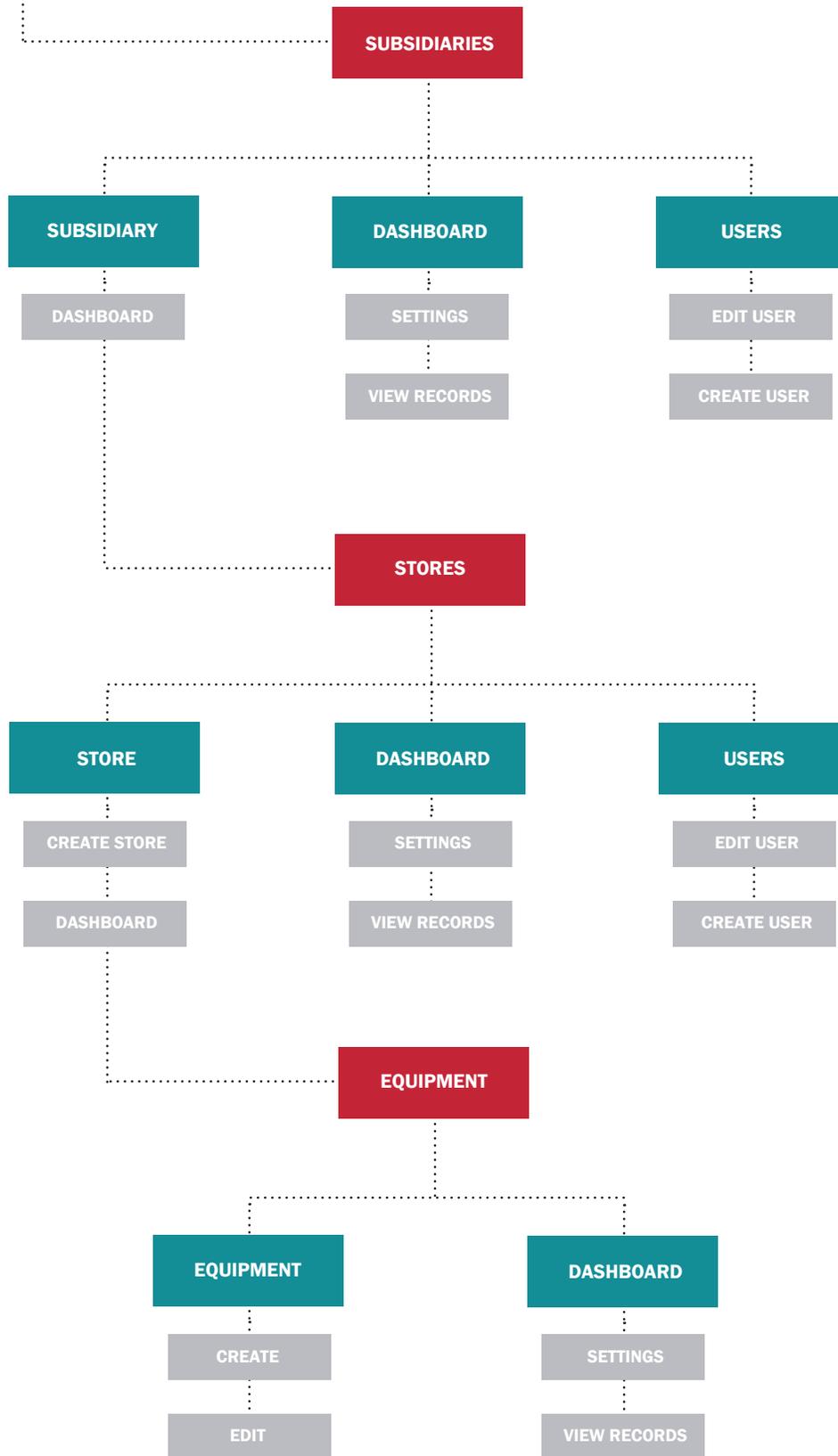
2. Edit Equipment Information as needed and click Submit to save equipment information.

Serial #: Unit Identifier
Unique Id: Lancer Link Identifier

LOGIN



LANCER LINK SITE MAP



Lancer Corp., 6655 Lancer Blvd., San Antonio, Texas 78219 - 800-729-1500 - Technical Support/Warranty: 800-729-1550
custserv@lancercorp.com - lancercorp.com - Manual PN: 28-3067

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