

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



Please enter 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.



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.



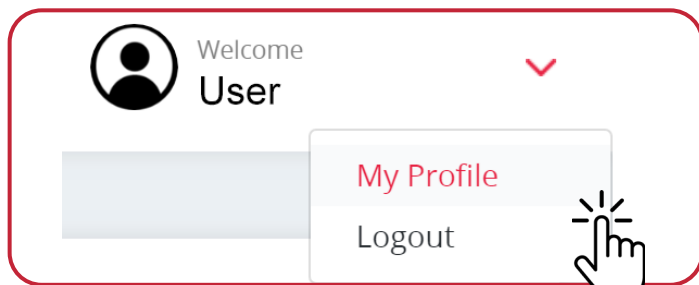
DASHBOARD



Welcome  
User




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



3. Enter your profile information and preferences.

Personal Information

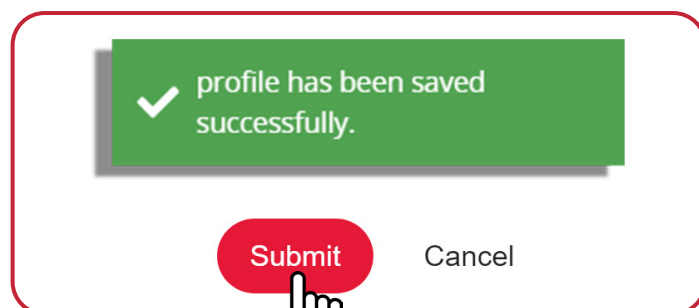
  
[Choose File](#)

First Name \*

Last Name \*

Phone Number \*

4. Click Submit to apply changes.



## 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.

ALL

SUBSIDIARIES  
2

USE  
3

SIDE  
3

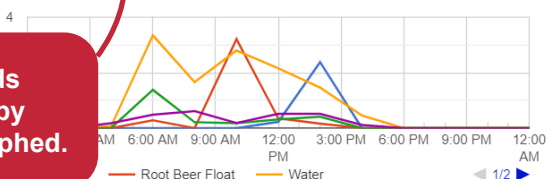
STORES  
4

Today

### Drink Volume(Top 5)

Showing Top 5 brands

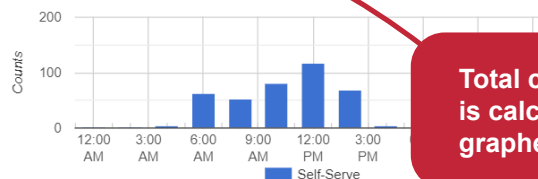
[View all records](#)



Top 5 brands dispensed by volume graphed.

### Cup Counts

[Detailed View](#)



Total cup quantity is calculated and graphed.

### Syrup Consumptions(Top 5)

Showing Top 5 Records

[View all records](#)

Product	Gallons
Root Beer Float	3.66
Cola	2.43
gen-01-lemon	
gen-03-sweet	
Blood Orange	

Top 5 syrups dispensed will be displayed here.

### Drink Volume By Store

Showing Top 5 Records

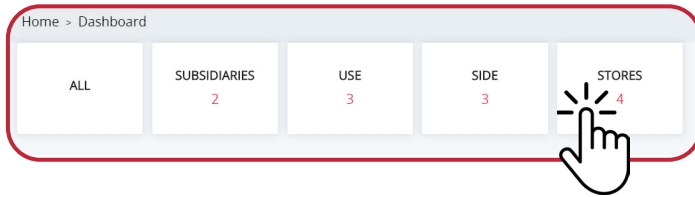
[View all records](#)

Rank	Store Number	Store Name	Location	Gallons
1	363882	Cafeteria	San Antonio	30.16
2	123	Break Area Front	San Antonio	1.98
3	3232			1.16
4	1243			1.13

Drink Volume displays top dispensing locations.

## Dashboard Filters

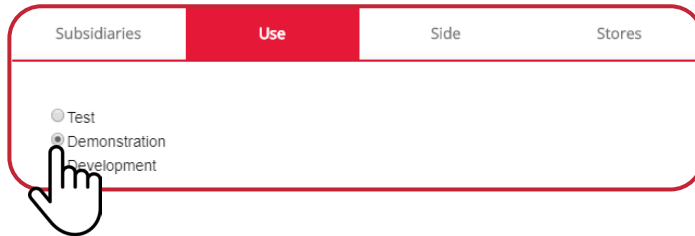
1. To filter Dashboard data by type, click the top dashboard setting buttons.



2. Select dispenser Subsidiary.



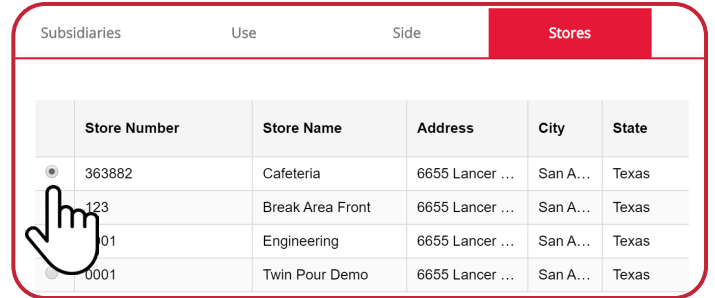
3. Select dispenser "Use" type.



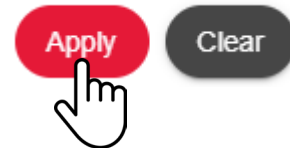
4. Select dispenser valve "Side".



5. Select dispenser "Store" location.

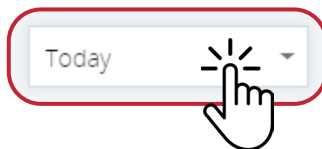


6. Click apply to save and generate dashboard filter.

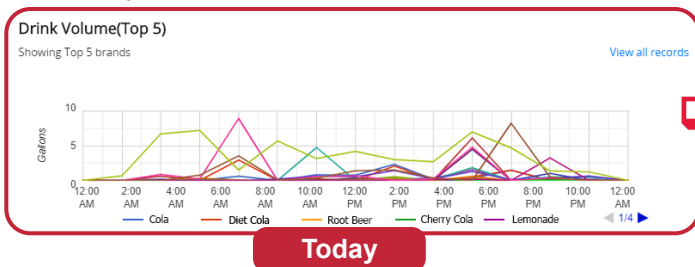


## Dashboard Time Frame

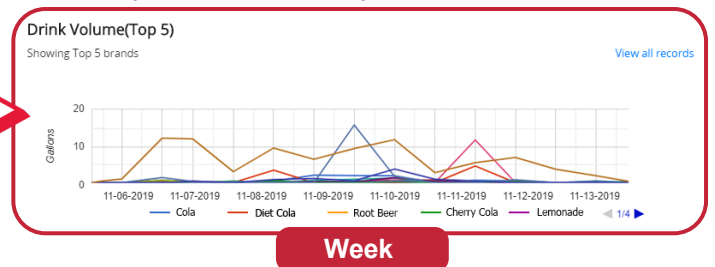
1. To filter Dashboard data by time frame, click the drop-down menu on the right hand side of the dashboard.



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.

Drink Volume(Top 5)

Showing Top 5 brands

View all records

Cup Counts

Detailed View

Syrup Consumptions(Top 5)

Showing Top 5 Records

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

View all records

Drink Volume By Store

Showing Top 5 Records

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

View all records

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

Use

Quick Select List

Brands List

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

1 - 3 of 3

<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

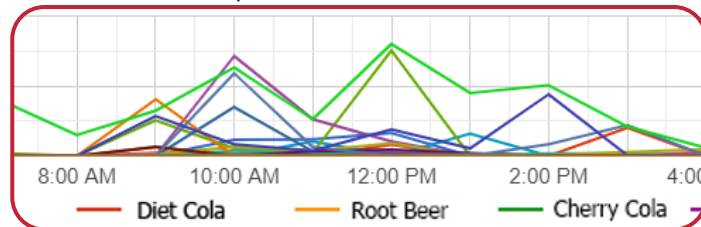
Reset

## 6. Repeat for each new report.

### Syrup Consumption

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

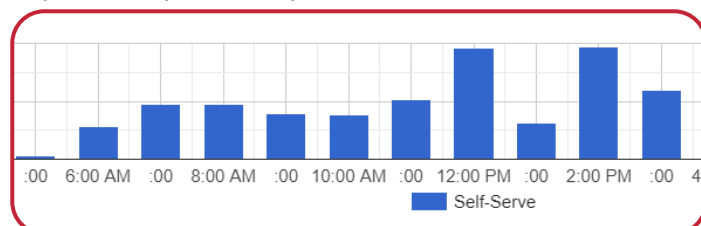
### Drink Volume - Graph



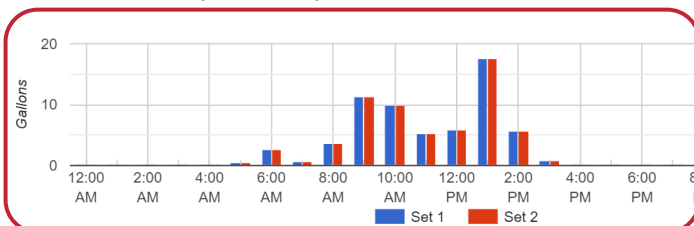
### Drinking Volume By Store

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

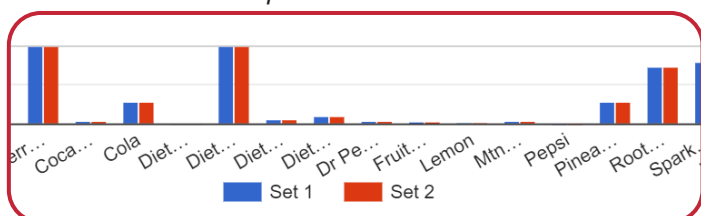
### Cup Consumption - Graph



### Total Volume Report - Graph



### Volume x Brand - Graph



## SUBSIDIARIES

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

## Subsidiary Dashboard

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

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

# USERS

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

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 29, 2019	Active	

## Adding Users

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

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

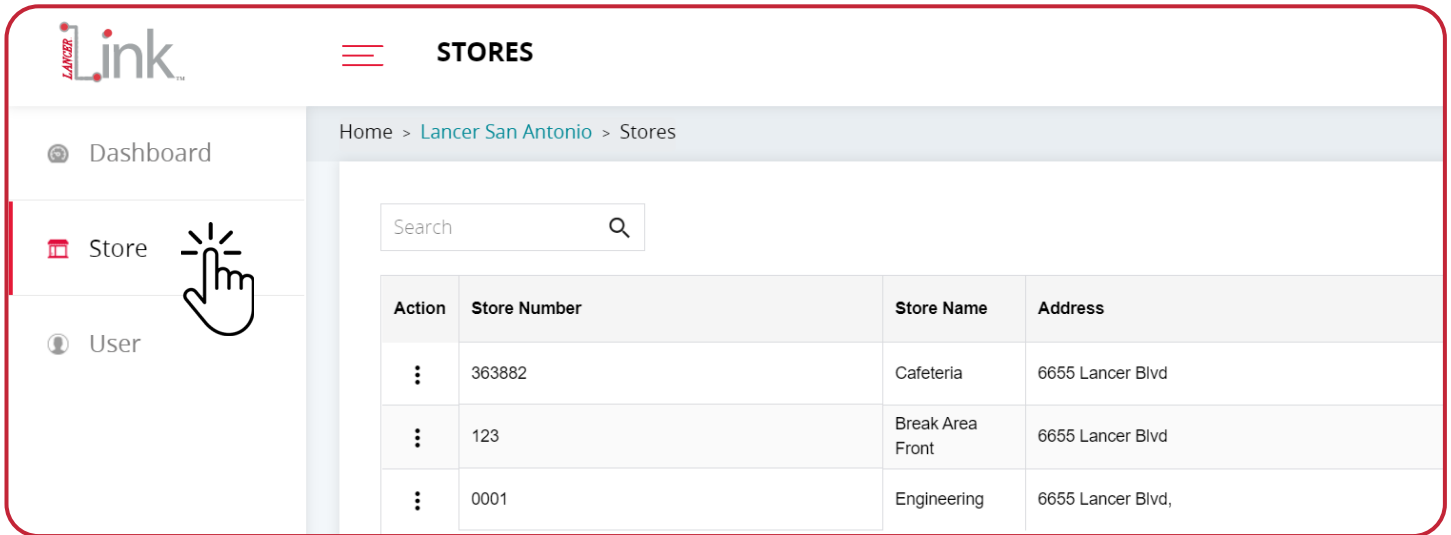
## Edit Users

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

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

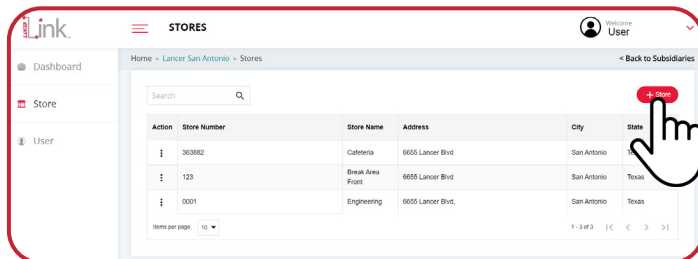
# STORES

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

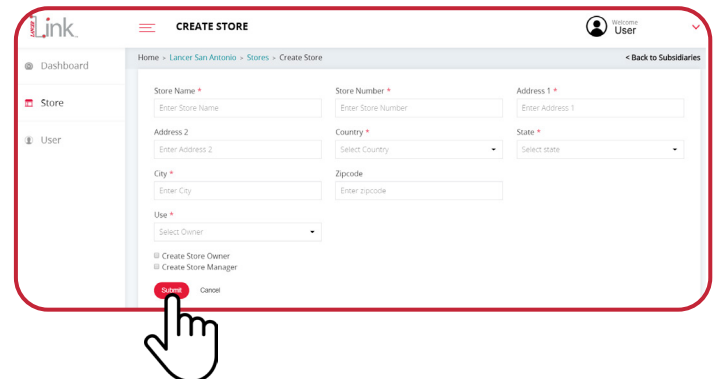


## Adding Stores

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

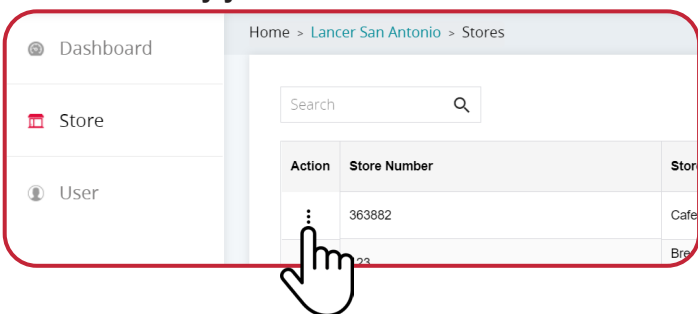


2. Fill out the necessary Store information and click Submit to add a new Store to Lancer Link.

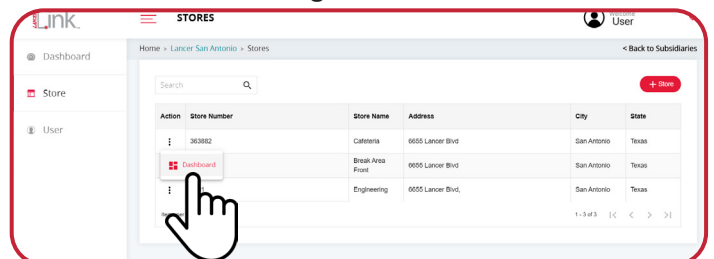


## Store Dashboard

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

Search

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.

Home > Lancer San Antonio > Cafeteria > Equipment

Search

Action	HSKId	Device Status	Unique Id	Equipment Name	Model	Serial Number	Receive Data	Status
⋮	19000025	●	LL19000025	Twin Pour	Twin Pour	9348759038753	No	Active
⋮	19000024	●	LL19000024	Twin Pour	Twin Pour	409813404828	No	Active

Items per page: 10

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

Home > Lancer San Antonio > Cafeteria > Equipment > Create Equipment

HSKId \*  
Enter equipment Id

Equipment Name \*  
Enter Equipment Name

Serial Number \*  
Enter Serial Number

Model \*  
Enter Model

Location \*  
Enter location

Unique Id \*  
Enter Unique Id

Primary ThumbPrint \*  
Enter Primary ThumbPrint

Side \*  
None

Submit Cancel

## Edit Equipment

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

Search

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

Items per page: 10

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

Home > Lancer San Antonio > Break Area Front > Equipment > Derby Tea > View/Update Equipment

HSKId \*  
19000031

Equipment Name \*  
Derby Tea

Serial Number \*  
181818239403

Model \*  
TsT

Location \*  
Counter

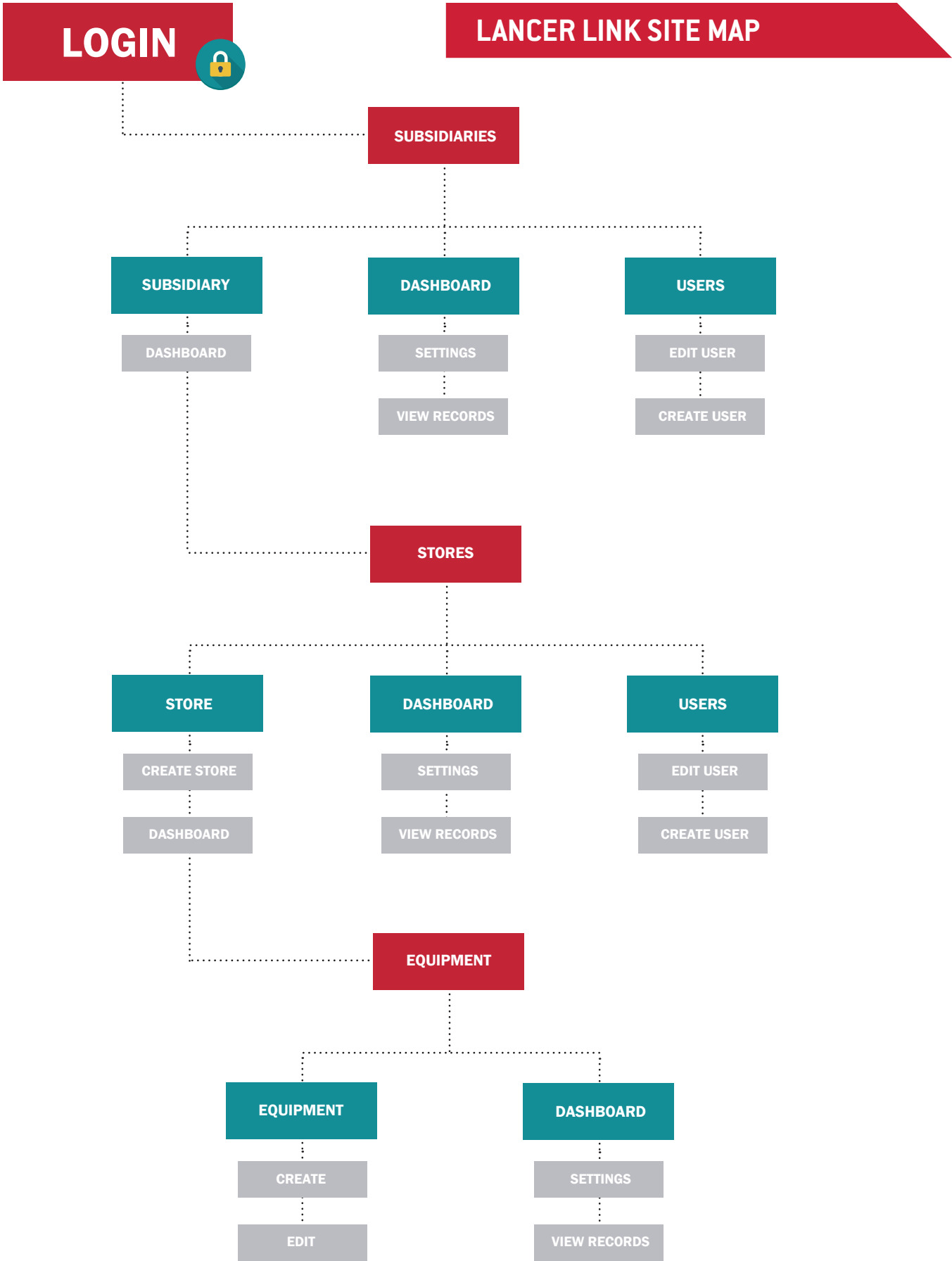
Unique Id \*  
LL19000031

Side \*  
None

Submit Cancel

**Serial #: Unit Identifier**  
**Unique Id: Lancer Link Identifier**





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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