

MULTI-SITE

WALK-IN

SPA

HAIR

BARBER

CLINIC

# SHORTCUTS FUSION

## PRODUCTS

MANAGING PROFESSIONAL  
PRODUCT USAGE

HOME &  
MOBILE

BEAUTY



*it suits you*

**Last updated 28 September 2016**

By Erin Lewis

Product: Shortcuts Fusion

Software version no: 8.0.16.1

Document version no: 1.0

Country: Australia

# CONTENTS

**PROCESSING PROFESSIONAL PRODUCT USAGE ..... 1**

**VIEWING PROFESSIONAL PRODUCT USAGE REPORT ..... 6**

## ABOUT THIS DOCUMENT

Shortcuts makes it easy to keep track of professional product usage by allowing you to simply process these products at the Point of Sale.

When products are used by the business, we recommend putting the empty containers into a professional products bin. You can then scan the product barcodes (or select the products) and process these at the Point of Sale, so that Shortcuts can update your product levels. Doing this on a regular basis will ensure that your product levels are always up to date.

# PROCESSING PROFESSIONAL PRODUCT USAGE

- 1 Click on the **main** menu.
- 2 Click on the **Point of Sale** icon.
- 3 Click on the **clients** icon in the top left corner.

The screenshot shows a Point of Sale (POS) software interface. At the top left, there is a 'Clients' icon with a callout '3'. Below it is a search bar containing '#Walkin' and a 'Remove Client' button. To the right is a calculator icon labeled 'Trans# 9'. The main area is a table with the following columns: Employee, Product/Service, Qty., Price, Disc., GST, and Total. The table is currently empty. At the bottom, there are several summary boxes for 'Discount', 'TIP', 'Sales Total', 'GST', 'Redemptions', 'Amount Owing', 'Payment Received', and 'Change', all showing \$0.00. On the right side, there is a sidebar with 'SHORTCUTS' including 'Main' (callout '1'), 'Appointments', 'Arrivals', 'Walkin Manager', 'Point Of Sale' (callout '2'), 'Clients', 'Performance', and 'Exit'. At the bottom right, there is a user profile for 'Anna Owner' with a 'Log Off' button.

Employee	Product/Service	Qty.	Price	Disc.	GST	Total

Discount	0.00
TIP	0.00
Sales Total	0.00
GST	0.00
Redemptions	0.00
Amount Owing	0.00
Payment Received	0.00
Change	0.00

- 4 Select **#business** at the top of the client list.
- 5 Click **done**.

Select Client

Search For ...

Delete

<b>#BUSINESS</b> <span style="background-color: #00a0c0; color: white; border-radius: 50%; padding: 2px 6px; font-weight: bold;">4</span>	A	M	Y
#CLASS	B	N	Z
#EXPENSE	C	O	0
#GROUP	D	P	1
#STAFF	E	Q	2
#WALKIN	F	R	3
Aaron Douglas 0404 440 004 (M)	G	S	4
Allisa Cameron 0477 111 171 (M)	H	T	5
Allison Tenby 0488 338 888 (M)	I	U	6
Amber Ashton 0422 111 888 (M)	J	V	7
Amy Newman 0411 777 888 (M)	K	W	8
Andrew Fitzpatrick 0422 666 141 (M)	L	X	9

Sort By...

First Name

Show Me...

Inactive

New

Quick

CPC

History

Card

Merge

Done

Cancel

SHORTCUTS
12:49 PM  
Thu, 3 Mar '16

Main

Appointments

Arrivals

Walkin Manager

Point Of Sale

Clients

Performance

Exit

Tools

Stock

Setup

**Anna**  
Owner  
Log Off

- 6 If you are using a barcode scanner, scan the relevant product containers and go to step 15. If not, go to step 7.
- 7 Click on an empty sale line.
- 8 Select **business** as the employee.



Clients

#BUSINESS

Not a member of a club or program.



Remove Client



Trans# 10

Employee	Product/Service	Qty.	Price	Disc.	GST	Total
		7				

 \$0.00	 \$0.00
 \$0.00	 \$0.00

Choose Employee

Filter: <All>

Search:

Employee Alias	Employee Level	Status
 Anna	Director	Rostered On
 Business	Default	Rostered On
 Chris	Senior Stylist	Not Rostered On
 Helen	Senior Stylist	Not Rostered On
 James	Stylist	Rostered On
 Katie	Stylist	Rostered On
 Lucy	Senior Stylist	Rostered On
 Michael	Apprentice	Not Rostered On
 Michelle	Stylist	Not Rostered On



Cancel

 Card	 End Sale
 History	 No Sale



SHORTCUTS

12:59 PM  
Thu, 3 Mar '16

Main

  
Appointments

  
Arrivals

  
Walkin Manager

  
Point Of Sale

  
Clients

  
Performance

  
Exit

Tools

Stock

Setup

 Anna Owner  
Log Off

**9** Click on the relevant company and line to view the products within the line. Alternatively, you can press F3 to search for a product.

**10** Select all the relevant products.

**11** Click **done**.

COMPANY	LINE	PRODUCT	
American Crew	Eye Treatments	Clearing Additive 30ml	\$0.00
Cutting Edge	Groomers	<b>10</b> <b>Message Cream 177ml</b>	\$0.00
Dermalogica	Masques	Revitalizing Additive 30ml	\$0.00
Misc	Massage	Soothing Additive 30ml	\$0.00
Youngblood	MediBac Clearing		
	Merchandising		
	Moisturisers		
	PowerBright TRx		
	Promotional Accessories		
	Promotional Items		
	Retail Travel Sizes		

Company/Line		Category/SubCategory		Products Selected
<b>Message Cream 177ml</b>				5.000
On Order	In Stock	+	Qty	-
0.000	0.000		1.000	

Sundry	Services	<b>11</b> Done	Cancel
--------	----------	----------------	--------

**SHORTCUTS**

12:51 PM  
Thu, 3 Mar '16

Main

- Appointments
- Arrivals
- Walkin Manager
- Point Of Sale
- Clients
- Performance
- Exit

Tools

Stock

Setup

Anna Owner  
Log Off

**12** Click on the cell(s) in the quantity column to enter the quantity that has been used.

**13** Enter the appropriate quantity.

**14** Click **done**.

**15** Once all the quantity values have been entered, click **end sale** to finish processing the professional product usage. Your product levels will then be updated accordingly.



Clients

#BUSINESS

Not a member of a club or program.

Remove Client




Trans# 9

Employee	Product/Service	Qty.	Price	Disc.	GST	Total
 Business	dermatologica Massage	2 <b>12</b>	0.00	0.00	0.00	0.00
 Business	Soothing Additive 30ml	1	0.00	0.00	0.00	0.00
 Business	dermatologica Moisturisers	1	0.00	0.00	0.00	0.00
 Business	Active Moist 50ml	1	0.00	0.00	0.00	0.00
 Business	dermatologica Cleansers	1	0.00	0.00	0.00	0.00
 Business	Essential Cleansing Solution 250ml	1	0.00	0.00	0.00	0.00
 Business	dermatologica Cleansers	1	0.00	0.00	0.00	0.00
 Business	Dermal Clay Cleanser 250ml	1	0.00	0.00	0.00	0.00
 Business	dermatologica Massage	1	0.00	0.00	0.00	0.00
 Business	Massage Cream 177ml	1	0.00	0.00	0.00	0.00

  
\$0.00

  
\$0.00

  
\$0.00

Discount

TIP

**Sales Total**

0.00

  
Card

 **15**  
End Sale

  
History

  
No Sale

Enter New Quantity

2 **13**

C

1	2	3
4	5	6
7	8	9
0	.	-

14

Done

X

Cancel

  
\$0.00

  
\$0.00

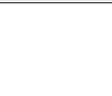
  
Card

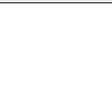
  
End Sale

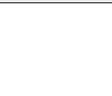
  
History

  
No Sale

  
\$0.00

  
\$0.00

  
Card

  
End Sale

  
History

  
No Sale

  
\$0.00

  
\$0.00

  
Card

  
End Sale

  
History

  
No Sale

  
\$0.00

  
\$0.00

  
Card

  
End Sale

  
History

  
No Sale

  
\$0.00

  
\$0.00

  
Card

  
End Sale

  
History

# VIEWING PROFESSIONAL PRODUCT USAGE REPORT

- 1 Click on the **tools** menu.
- 2 Click on the **reports** icon.
- 3 Double click to expand the stock category.
- 4 Select **professional stock usage**.
- 5 Click **view**.
- 6 Specify which information you want to view in the report using the relevant report options (e.g. date range, products).
- 7 Click **view**.

The screenshot displays the software interface for viewing a Professional Product Usage Report. The interface is divided into several sections:

- Reports List:** A list of reports under the 'Stock' category. The 'Professional Stock Usage' report is selected and highlighted with a red circle and the number 4.
- Report Information:** A panel on the right showing the report description: "A breakdown of Professional Products sold to the #Business Client for a given date range".
- Tools Sidebar:** A vertical sidebar on the far right containing various icons and labels. The 'Tools' menu is highlighted with a red circle and the number 1, and the 'Reports' icon is highlighted with a red circle and the number 2.
- Date Range Dialog:** A dialog box at the bottom for specifying the date range. It includes a 'Ranges' list on the left and a 'Date Range' section on the right with 'Reference', 'From', and 'To' fields. The 'View' button in the dialog is highlighted with a red circle and the number 7.



**SHORTCUTS™**

SMARTER BUSINESS TECHNOLOGY

*it suits you*

**AUSTRALIA AND ASIA**

166 Knapp Street  
Fortitude Valley  
QLD 4006  
Tel: +61 7 3834 3232

[www.shortcuts.com.au](http://www.shortcuts.com.au)

**UK AND EUROPE**

Dalton House  
Dane Road, Sale  
Cheshire M33 7AR  
Tel: +44 161 972 4900

[www.shortcuts.co.uk](http://www.shortcuts.co.uk)

**NORTH AMERICA**

7711 Center Avenue  
Suite 650  
Huntington Beach CA 92647  
Tel: +1 714 622 6682

[www.shortcuts.net](http://www.shortcuts.net)

HAIR | BEAUTY | CLINIC | SPA | BARBER | WALKIN | SCHOOL | MULTI-SITE