

MULTI-SITE

WALK-IN

SPA

HAIR

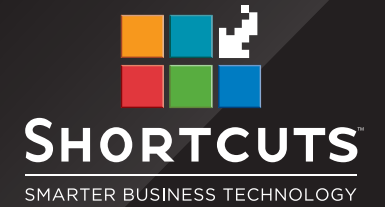
BARBER

CLINIC

SHORTCUTS FUSION
APPOINTMENT BOOK
CHANGING AN APPOINTMENT STATUS

HOME & MOBILE

BEAUTY



it suits you

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ABOUT THIS DOCUMENT

In Shortcuts, your appointments are colour-coded according to their status. For example, a red appointment indicates a no-show, and a blue appointment indicates an arrived client. Certain appointment statuses will change automatically, and others will need to be updated by you.

These statuses provide you with important information at a glance on the Appointment Book, and help you keep track of which clients are currently in the salon, who is yet to arrive, and which clients have already been checked out.

VIEWING THE APPOINTMENT COLOUR LEGEND

- 1 Click on the **main** menu.
- 2 Click on the **appointments** icon.
- 3 Click **menu**.
- 4 Click **colour legend**.

The screenshot displays a software interface for managing appointments. On the left, a vertical calendar shows time slots from 9:00 AM to 5:45 PM. The main area is a grid where each row represents a time slot and each column represents an employee. Appointments are color-coded based on their status. A 'Meeting' block is shown in the 3:00 PM slot. A 'Menu' window is open, showing options like 'Confirmation Status', 'Visit Details', 'Cancellations', 'Colour Legend', 'Undo Last Action', and 'Appointment Groups'. The 'Colour Legend' window is also open, listing various appointment statuses with corresponding color swatches: Normal (green), Needs Review (yellow), Confirmed (teal), Cancelled (pink), No Show (red), Arrived (blue), Completed (grey), Employee Incapable (orange), Removed (olive), and Class Booking (purple). A 'Done' button with a checkmark is at the bottom of the legend window. On the right side, a 'SHORTCUTS' panel includes icons for Main, Appointments, Arrivals, Walkin Manager, Point Of Sale, Clients, Performance, and Exit. The top right shows the date 'Mon, 29 Feb '16' and the time '12:06 PM'. The bottom right shows the user 'Anna Owner' and a 'Log Off' button.

Time	Anna	James	Lucy	Chris	Katie
9:00 AM	Vicky Beckhouse Full Body Tan	Chelsea Grey	Off	Xavier Scott	RDO
15		Chelsea Grey	Off	Xavier Scott	RDO
30			Off		RDO
45	Vicky Beckhouse Up Do		Off		RDO
10:00 AM		Andy Ellis	Off	Allison Tenby Blowdry	RDO
15			Off		RDO
30	Rachael Clarke 1/4 Head Highlights	Joshua Bates	Off		RDO
45		Joshua Bates	Off		RDO
11:00 AM			Off	Isabella Weeks Full Head Highlights 0411 666 989	RDO
15			Off		RDO
30			Off		RDO
45	Rachael Clarke	Nicole McDonald Full Body Tan	Off		RDO
12:00 PM	Melissa Nguyen		Off	Emily King Ladies Style Cut	RDO
15			Off		RDO
30		Wendy Peterson 30 min Massage	Off	Isabella Weeks	RDO
45			Off		RDO
1:00 PM	Lunch	Off			RDO
15		Off	Claire Stewart Microdermabrasian		RDO
30	Eric Moore 30 min Massage	Off			RDO
45		Off			RDO
2:00 PM				Lunch	RDO
15					RDO
30					RDO
45					RDO
3:00 PM	Meeting				RDO
15					RDO
30					RDO
45					RDO
4:00 PM	Melanie Goodman Full Leg Wax				RDO
15	Melanie Goodman				RDO
30	Melanie Goodman				RDO
45					RDO

CHANGING AN APPOINTMENT STATUS

- 1 Click on the **main** menu.
- 2 Click on the **appointments** icon.
- 3 Right click on the relevant appointment.
- 4 Select the appropriate status from the pop-up menu. The appointment's colour will change to reflect its status.

The screenshot displays a software interface for managing appointments. On the left, a vertical timeline shows time slots from 9:00 AM to 5:00 PM. The main area is a grid where each cell represents an appointment, with columns for different staff members: Anna, James, Lucy, Chris, and Katie. A specific appointment for 'Isabella Weeks' (Full Head Highlights) is highlighted in red. A context menu is open over this appointment, listing various status options. On the right, a sidebar contains 'SHORTCUTS' such as Main, Appointments, Arrivals, Walkin Manager, Point Of Sale, Clients, Performance, and Exit. At the bottom, there are navigation buttons for '< Week', '< Day', 'Today', 'Day >', and 'Week >'. The user's name 'Anna Owner' and a 'Log Off' button are visible in the bottom right corner.

Time	Anna	James	Lucy	Chris	Katie
9:00 AM	Vicky Beckhouse Full Body Tan	Chelsea Grey	Off	Xavier Scott	RDO
15		Chelsea Grey	Off	Xavier Scott	RDO
30			Off		RDO
45	Vicky Beckhouse Up Do		Off		RDO
10:00 AM		Andy Ellis	Off	Allison Tenby Blowdry	RDO
15			Off		RDO
30	Rachael Clarke 1/4 Head Highlights	Joshua Bates	Off		RDO
45		Joshua Bates	Off		RDO
11:00 AM			Off	Isabella Weeks Full Head Highlights 0411 666 989	RDO
15			Off		RDO
30			Off		RDO
45	Rachael Clarke	Nicole McDonald Full Body Tan	Off	Emily King Ladies Style Cut	RDO
12:00 PM	Melissa Nguyen		Off	Isabella Weeks	RDO
15		Wendy Peterson 30 min Massage	Off		RDO
30	Lunch	Off	Claire Stewart Microdermabrasian	Lunch	RDO
45		Off			RDO
1:00 PM	Eric Moore 30 min Massage	Off			RDO
15		Off	Cameron Porter 60 min Massage 0466 111 666		RDO
30		Off			RDO
45		Off			RDO
2:00 PM		Off	William Black	Natasha Grey Ladies Style Cut	RDO
15		Off			RDO
30		Off	Katie Morrison Ladies Style Cut	Brenda Peters Body Scrub	RDO
45		Off			RDO
4:00 PM	Melanie Goodman Full Leg Wax	Off	Olivia Black 1/4 Head Highlights		RDO
15	Melanie Goodman	Off		Keira Price Cleansing Facial	RDO
30	Melanie Goodman	Off	Olivia Black		RDO
45		Off			RDO



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