

MULTI-SITE

WALK-IN

SPA

HAIR

BARBER

CLINIC

ENTERPRISE LIVE BASICS & ACCESS

HOME &
MOBILE

BEAUTY


SHORTCUTS
SMARTER BUSINESS TECHNOLOGY
it suits you

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By Erin Lewis

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ABOUT THIS DOCUMENT

Enterprise Live is the web-based interface for Enterprise Manager. Enterprise Live allows users such as regional managers and owners to log in remotely, enabling you to view reports and manage your sites from anywhere in the world. With Enterprise Live, users can access and update configuration items such as discounts, promotions, product pricing information, employee details and much more!

This document is designed to give you a helping hand when it comes to managing your sites and performing daily tasks in Enterprise Live.

BASICS

STARTING ENTERPRISE LIVE

1

Open Internet Explorer.

2

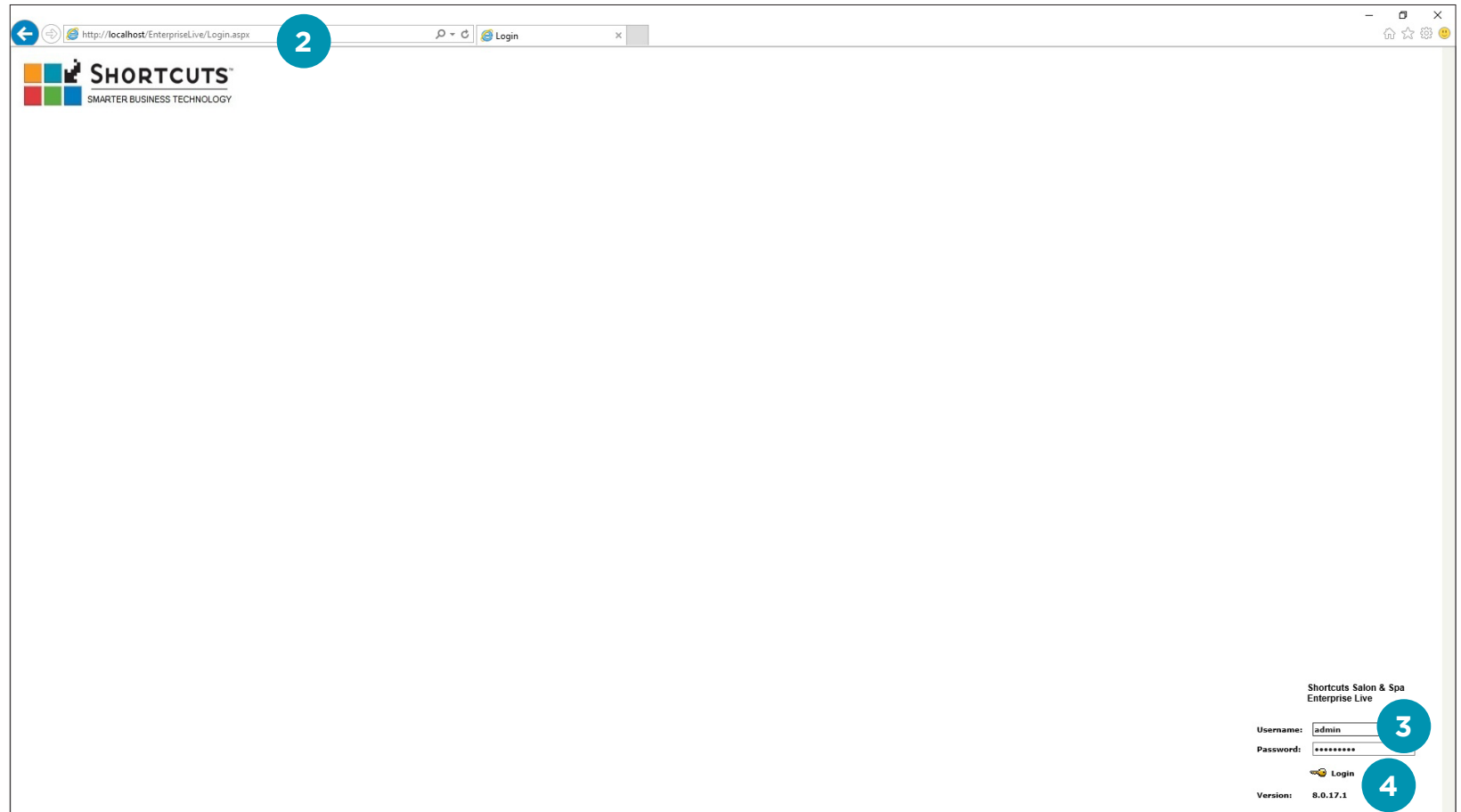
In the address bar, enter your unique Enterprise Live URL.

3

Enter your username and password.

4

Click **login**.



NAVIGATING ENTERPRISE LIVE

Enterprise Live consists of three main areas: the title bar, the navigation bar and the work area. The navigation bar consists of 5 menus. Using these screens and the various menus you can navigate through Enterprise Live to access all features.

A

The title bar contains your login name, your control region, and the **logout** button.

B

The navigation bar consists of 5 menus.

Administration: This menu allows you to control user logins, and specify which screens those users are able to view.

Employees: This menu allows you to configure various employee details, and their employment details at one or more sites.

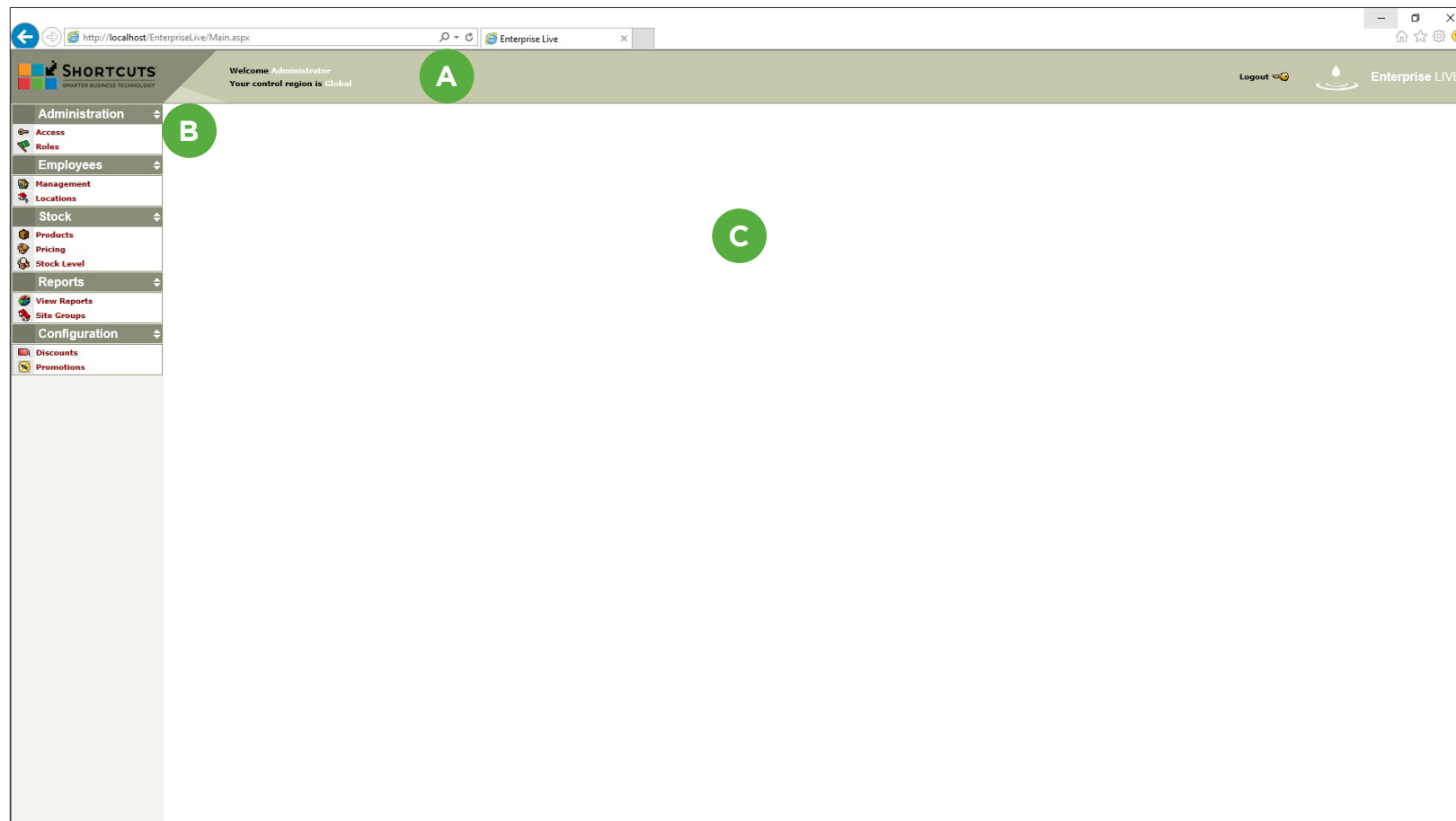
Stock: This menu allows you to enter product details, set local prices and/or required levels for products in the database.

Reports: This menu allows you to set up report groups and view reports.

Configuration: This menu allows you to set up discount reasons and promotions for your sites.

C

The work area is the main area where contents will be shown when you click on a menu/button.



ACCESS

USING THE ACCESS SCREEN

The access screen allows you to set up regional manager login details. When working on the access screen, you can search for managers using various criteria.

1

Click on the **access** button in the **administration** menu.

A

You can search for a manager by entering their name into the **manager name** field.

B

You can tick the **show inactive** box to include inactive managers in the search.

C

You can select the number of managers you want to display.

2

Once you have entered your desired criteria, click **search managers**. You can also click **search managers** without entering any criteria to view a full list of managers.

D

The manager list will be displayed here.

The screenshot shows the 'Access' screen in the Enterprise LIVE system. The left sidebar contains the 'Administration' menu with options like Access, Roles, Employees, Management, Locations, Stock, Products, Pricing, Stock Level, Reports, View Reports, Site Groups, Configuration, Discounts, and Promotions. The main area displays the 'Access' configuration page. At the top, there's a 'Manager Name' search field (A) and a 'Show Inactive' checkbox (B). Below these are 'Search Managers' (C) and 'Create New Manager' buttons. A 'Save' button (2) is also present. The main table lists managers with columns for Manager, Login, Reset Password, Role (D), Control Region, Position Title, and Active. The table is populated with various managers and their details.

Manager	Login	Reset Password	Role	Control Region	Position Title	Active
adelaidestreet	adelaidestreet	<input type="checkbox"/>	Administrator	Adelaide St		<input checked="" type="checkbox"/>
admin	admin	<input type="checkbox"/>	Administrator	Global	Administrator	<input checked="" type="checkbox"/>
Alarna	Alarna	<input type="checkbox"/>	Administrator	Global	Director	<input checked="" type="checkbox"/>
Alexandra	Alexandra	<input type="checkbox"/>	Manager	WA	WA Area Mana	<input checked="" type="checkbox"/>
Franchisee	franchisee	<input type="checkbox"/>	Franchisee	QLD		<input checked="" type="checkbox"/>
Hayley Brown	Hayley	<input type="checkbox"/>	Manager	VIC	VIC Acting Are	<input checked="" type="checkbox"/>
Josephine	Josephine	<input type="checkbox"/>	Manager	QLD	QLD Area Mana	<input checked="" type="checkbox"/>
Juliette	juliette	<input type="checkbox"/>	Manager	Adelaide St	Manager	<input checked="" type="checkbox"/>
Kirsty Jones	Kirsty	<input type="checkbox"/>	Administrator	Global	HR & Operatio	<input checked="" type="checkbox"/>
Lynsey	Lynsey	<input type="checkbox"/>	Manager	Global	Head Office Ma	<input checked="" type="checkbox"/>
Maggie	Maggie	<input type="checkbox"/>	Manager	Global	Accounts Assis	<input checked="" type="checkbox"/>
Megan Phillips	Megan	<input type="checkbox"/>	Administrator	Global	General Manag	<input checked="" type="checkbox"/>
Patricia	Patricia	<input type="checkbox"/>	Manager	Global	Finance Manag	<input checked="" type="checkbox"/>
Philippa	Philippa	<input type="checkbox"/>	Administrator	Global	CEO	<input checked="" type="checkbox"/>
sctest	sctest	<input type="checkbox"/>	Administrator	New Zealand		<input checked="" type="checkbox"/>
Shortcuts	shortcuts	<input type="checkbox"/>	Manager	QLD	Support	<input checked="" type="checkbox"/>
Simon	Simon	<input type="checkbox"/>	Administrator	Global	CFO	<input checked="" type="checkbox"/>
Stephanie	Stephanie	<input type="checkbox"/>	Manager	VIC	VIC Area Mana	<input checked="" type="checkbox"/>
Trina	Trina	<input type="checkbox"/>	Manager	NSW	NSW Area Man	<input checked="" type="checkbox"/>
Trina ACT	trinaact	<input type="checkbox"/>	Manager	ACT	ACT Area Mana	<input checked="" type="checkbox"/>
Trina NZ	Trina NZ	<input type="checkbox"/>	Manager	New Zealand	ACT, NSW & NZ	<input checked="" type="checkbox"/>

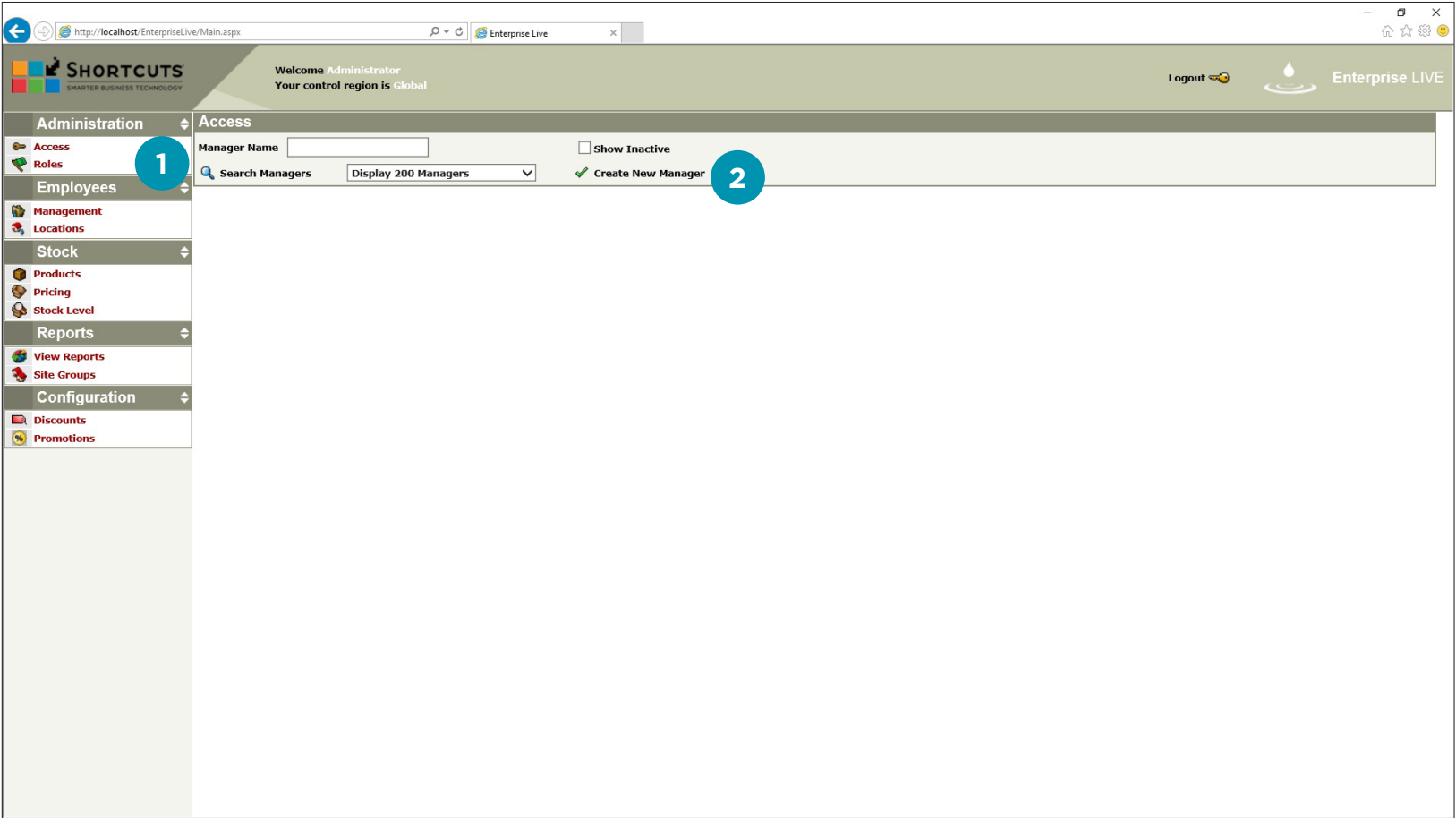
ADDING A NEW ENTERPRISE LIVE MANAGER

Each manager will be assigned a login name, a password, a role and a control region. The control region indicates the highest region that the manager can apply changes to. Users only need to be added as managers if they will use Enterprise Live.

- 1

Click on the **access** button in the **administration** menu.
- 2

Click **create new manager**.



3

Enter the manager's name.

4

Enter a login name for the manager. The manager will use this to log in to Enterprise Live.

5

Create a password for the manager. Enter the password again in the **confirm password** field.

6

Select the manager's role from the drop-down menu.

7

Type in the manager's position title.

8

Select the manager's control region from the drop-down menu. This is the highest region that the manager can apply changes to. The manager will be able to view and edit all details of the control region and its sub-regions.

9

Click **save**.

The screenshot shows the 'Enterprise LIVE' administrator interface. The left sidebar contains a navigation menu with categories: Administration, Employees, Stock, Reports, and Configuration. The 'Access' form is displayed in the main area, with the following fields and callouts:

- Manager:** Text field containing 'Anna Thompson' (Callout 3).
- Login:** Text field containing 'Anna' (Callout 4).
- Password:** Password field (Callout 5).
- Confirm Password:** Password field (Callout 5).
- Role:** Drop-down menu showing 'Manager' (Callout 6).
- Position Title:** Text field containing 'Carindale Manager' (Callout 7).
- Control Region:** Drop-down menu showing 'Carindale' (Callout 8).
- Buttons:** 'Save' and 'Back' buttons at the bottom of the form (Callout 9).

The top of the interface shows the 'SHORTCUTS' logo, a welcome message 'Welcome Administrator', and a 'Logout' button.

EDITING A MANAGER'S DETAILS

You can easily make changes to a manager's details through the access screen. Here you can edit information such as their name, login, role, control region or position title.

1

Click on the **access** button in the **administration** menu.

2

Enter your desired search criteria, then click **search managers**.

3

Make the desired changes. For example, you could change a manager's role by selecting a new role from the drop-down menu.

4

Once you are finished editing, click **save**.

The screenshot shows the 'Access' screen in the Enterprise LIVE application. The left sidebar contains the 'Administration' menu with the 'Access' button highlighted. The main area shows search filters for 'Manager Name' and 'Show Inactive', and a 'Search Managers' button. Below the filters is a table of managers with columns: Manager, Login, Reset Password, Role, Control Region, Position Title, and Active. The table lists 20 managers, including 'adelaidestreet', 'admin', 'Alarna', 'Alexandra', 'Franchisee', 'Hayley Brown', 'Josephine', 'Juliette', 'Kirsty Jones', 'Lynsey', 'Maggie', 'Megan Phillips', 'Patricia', 'Philippa', 'sctest', 'Shortcuts', 'Simon', 'Stephanie', 'Trina', 'Trina ACT', and 'Trina NZ'. The 'Role' column has a dropdown menu open, showing options like 'Administrator', 'Manager', and 'Franchisee'. The 'Save' button is located above the table.

Manager	Login	Reset Password	Role	Control Region	Position Title	Active
adelaidestreet	adelaidestreet	<input type="checkbox"/>	Administrator	Adelaide St		<input checked="" type="checkbox"/>
admin	admin	<input type="checkbox"/>	Administrator	Global	Administrator	<input checked="" type="checkbox"/>
Alarna	Alarna	<input type="checkbox"/>	Administrator	Global	Director	<input checked="" type="checkbox"/>
Alexandra	Alexandra	<input type="checkbox"/>	Manager	WA	WA Area Manager	<input checked="" type="checkbox"/>
Franchisee	franchisee	<input type="checkbox"/>	Franchisee	QLD		<input checked="" type="checkbox"/>
Hayley Brown	Hayley	<input type="checkbox"/>	Manager	VIC	VIC Acting Area Manager	<input checked="" type="checkbox"/>
Josephine	Josephine	<input type="checkbox"/>	Manager	QLD	QLD Area Manager	<input checked="" type="checkbox"/>
Juliette	juliette	<input type="checkbox"/>	Manager	Adelaide St	Manager	<input checked="" type="checkbox"/>
Kirsty Jones	Kirsty	<input type="checkbox"/>	Administrator	Global	HR & Operations	<input checked="" type="checkbox"/>
Lynsey	Lynsey	<input type="checkbox"/>	Manager	Global	Head Office Manager	<input checked="" type="checkbox"/>
Maggie	Maggie	<input type="checkbox"/>	Manager	Global	Accounts Assistant	<input checked="" type="checkbox"/>
Megan Phillips	Megan	<input type="checkbox"/>	Administrator	Global	General Manager	<input checked="" type="checkbox"/>
Patricia	Patricia	<input type="checkbox"/>	Manager	Global	Finance Manager	<input checked="" type="checkbox"/>
Philippa	Philippa	<input type="checkbox"/>	Administrator	Global	CEO	<input checked="" type="checkbox"/>
sctest	sctest	<input type="checkbox"/>	Administrator	New Zealand		<input checked="" type="checkbox"/>
Shortcuts	shortcuts	<input type="checkbox"/>	Manager	QLD	Support	<input checked="" type="checkbox"/>
Simon	Simon	<input type="checkbox"/>	Administrator	Global	CFO	<input checked="" type="checkbox"/>
Stephanie	Stephanie	<input type="checkbox"/>	Manager	VIC	VIC Area Manager	<input checked="" type="checkbox"/>
Trina	Trina	<input type="checkbox"/>	Manager	NSW	NSW Area Manager	<input checked="" type="checkbox"/>
Trina ACT	trinaact	<input type="checkbox"/>	Manager	ACT	ACT Area Manager	<input checked="" type="checkbox"/>
Trina NZ	Trina NZ	<input type="checkbox"/>	Manager	New Zealand	ACT, NSW & NZ	<input checked="" type="checkbox"/>

UNLOCKING / ACTIVATING ENTERPRISE LIVE ACCOUNTS

Users may get locked out of their Enterprise Live account if they have incorrectly typed their password three times in a row. If a manager gets locked out, their account will be deactivated. To unlock their account, you will need to make the account active again.

1

Click on the **access** button in the **administration** menu.

2

Tick the **show inactive** box to include locked out / inactive managers in the search.

3

Enter any desired search criteria, then click **search managers**.

4

Any locked out or inactive managers will appear with no tick in the **active** box. Tick the **active** box to make their account active again.

5

Click **save**.

Enterprise LIVE Administration Interface - Access Section

Manager Name: ☒ Show Inactive

Save

Manager	Login	Reset Password	Role	Control Region	Position Title	Active
adelaidestreet	adelaidestreet	<input type="checkbox"/>	Administrator	Adelaide St		<input checked="" type="checkbox"/>
Administrator	admin	<input type="checkbox"/>	Administrator	Global	Administrator	<input checked="" type="checkbox"/>
Alana	Alana	<input checked="" type="checkbox"/>	Manager	Global	Marketing Man	<input type="checkbox"/>
Alarna	Alarna	<input type="checkbox"/>	Administrator	Global	Director	<input checked="" type="checkbox"/>
Alexandra	Alexandra	<input type="checkbox"/>	Manager	WA	WA Area Mana	<input checked="" type="checkbox"/>
Anna Thompson	Anna	<input checked="" type="checkbox"/>	Manager	Carindale	Carindale Mana	<input type="checkbox"/>
April	April	<input checked="" type="checkbox"/>	Manager	Global	Admin Assistan	<input type="checkbox"/>
Franchisee	franchisee	<input type="checkbox"/>	Franchisee	QLD		<input checked="" type="checkbox"/>
Hayley Brown	Hayley	<input type="checkbox"/>	Manager	VIC	VIC Acting Are	<input checked="" type="checkbox"/>
Josephine	Josephine	<input type="checkbox"/>	Manager	QLD	QLD Area Mana	<input checked="" type="checkbox"/>
Juliette	juliette	<input type="checkbox"/>	Manager	Adelaide St	Manager	<input checked="" type="checkbox"/>
Kirsty Jones	Kirsty	<input type="checkbox"/>	Administrator	Global	HR & Operator	<input checked="" type="checkbox"/>
Lynsey	Lynsey	<input type="checkbox"/>	Manager	Global	Head Office Ma	<input checked="" type="checkbox"/>
Maggie	Maggie	<input type="checkbox"/>	Manager	Global	Accounts Assis	<input checked="" type="checkbox"/>
Megan Phillips	Megan	<input type="checkbox"/>	Administrator	Global	General Manag	<input checked="" type="checkbox"/>
Patricia	Patricia	<input type="checkbox"/>	Manager	Global	Finance Manag	<input checked="" type="checkbox"/>
Philippa	Philippa	<input type="checkbox"/>	Administrator	Global	CEO	<input checked="" type="checkbox"/>
sctest	sctest	<input type="checkbox"/>	Administrator	New Zealand		<input checked="" type="checkbox"/>
Shortcuts	shortcuts	<input type="checkbox"/>	Manager	QLD	Support	<input checked="" type="checkbox"/>
Simon	Simon	<input type="checkbox"/>	Administrator	Global	CFO	<input checked="" type="checkbox"/>
Stephanie	Stephanie	<input type="checkbox"/>	Manager	VIC	VIC Area Mana	<input checked="" type="checkbox"/>
Tamara	Tamara	<input type="checkbox"/>	Manager	Global	HR & Operator	<input type="checkbox"/>
Trina	Trina	<input type="checkbox"/>	Manager	NSW	NSW Area Man	<input checked="" type="checkbox"/>

RESETTING AN ACCOUNT PASSWORD

You can reset an account password by manually changing the password, or prompting the user to reset their password next time they log in.

- 1

Click on the **access** button in the **administration** menu.
- 2

Enter your desired search criteria, then click **search managers**.
- 3

To make a user reset their password next time they log on, tick the relevant **reset password** box.
- 4

Click **save**.
- A

The user will need to reset their password next time they attempt to log in.
- 5

To manually change an account password, click on the relevant **key** icon (next to the reset password column). The change password screen will appear.
- 6

Enter the user's new password into the **new password** and **confirm password** fields.
- 7

Click **submit**.

Administration

Access

Roles

Employees

Management

Locations

Stock

Products

Pricing

Stock Level

Reports

View Reports

Site Groups

Configuration

Discounts

Promotions

Welcome Administrator

Your control region is Global

Logout

Enterprise LIVE

1

2

3

4

5

6

7

Manager Name

Search Managers

Show Inactive

Create New Manager

Manager	Login	Reset Password	Role	Control Region	Position Title	Active
adelaidestreet	adelaidestreet	<input type="checkbox"/>	Administrator	Adelaide St		<input checked="" type="checkbox"/>
Administrator	admin	<input type="checkbox"/>	Administrator	Global	Administrator	<input checked="" type="checkbox"/>
Alarna	Alarna	<input type="checkbox"/>	Administrator	Global	Director	<input checked="" type="checkbox"/>
Alexandra	Alexandra	<input type="checkbox"/>	Manager	WA	WA Area Mana	<input checked="" type="checkbox"/>
Franchisee	franchisee	<input type="checkbox"/>	Franchisee	QLD		<input checked="" type="checkbox"/>
Hayley Brown	Hayley	<input type="checkbox"/>	Manager	VIC	VIC Acting Are	<input checked="" type="checkbox"/>
Josephine	Josephine	<input type="checkbox"/>	Manager	QLD	QLD Area Mana	<input checked="" type="checkbox"/>
Juliette	juliette	<input type="checkbox"/>	Manager	Adelaide St	Manager	<input checked="" type="checkbox"/>
Kirsty Jones	Kirsty	<input type="checkbox"/>	Administrator	Global	HR & Operator	<input checked="" type="checkbox"/>
Lynsey	Lynsey	<input type="checkbox"/>	Manager	Global	Head Office Ma	<input checked="" type="checkbox"/>
Maggie	Maggie	<input type="checkbox"/>	Manager	Global	Accounts Assis	<input checked="" type="checkbox"/>
Megan Phillips	Megan	<input type="checkbox"/>	Administrator	Global	General Manag	<input checked="" type="checkbox"/>
Patricia	Patricia	<input type="checkbox"/>	Manager	Global	Finance Manag	<input checked="" type="checkbox"/>
Philippa	Philippa	<input type="checkbox"/>	Administrator	Global	CEO	<input checked="" type="checkbox"/>
sctest	sctest	<input type="checkbox"/>	Administrator	New Zealand		<input checked="" type="checkbox"/>
Shortcuts	shortcuts	<input type="checkbox"/>	Manager	QLD	Support	<input checked="" type="checkbox"/>
Simon	Simon	<input type="checkbox"/>	Administrator	Global	CFO	<input checked="" type="checkbox"/>
Stephanie	Stephanie	<input type="checkbox"/>	Manager	VIC	VIC Area Mana	<input checked="" type="checkbox"/>
Trina	Trina	<input type="checkbox"/>	Manager	NSW	NSW Area Man	<input checked="" type="checkbox"/>
Trina ACT	trinaact	<input type="checkbox"/>	Manager	ACT	ACT Area Mana	<input checked="" type="checkbox"/>
Trina NZ	Trina NZ	<input type="checkbox"/>	Manager	New Zealand	ACT, NSW & NZ	<input checked="" type="checkbox"/>

Shortcuts Salon & Spa Enterprise Live

Username:

anna

A

Old Password:

.....

New Password:

.....

Confirm Password:

.....

Submit

Clear

Cancel

Version:

8.0.17.1

Please enter a new password now

Username:

Anna

New Password:

.....

Confirm Password:

.....

Submit

Clear

Cancel



it suits you

AUSTRALIA AND ASIA

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

www.shortcuts.com.au

UK AND EUROPE

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

www.shortcuts.co.uk

NORTH AMERICA

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

www.shortcuts.net

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