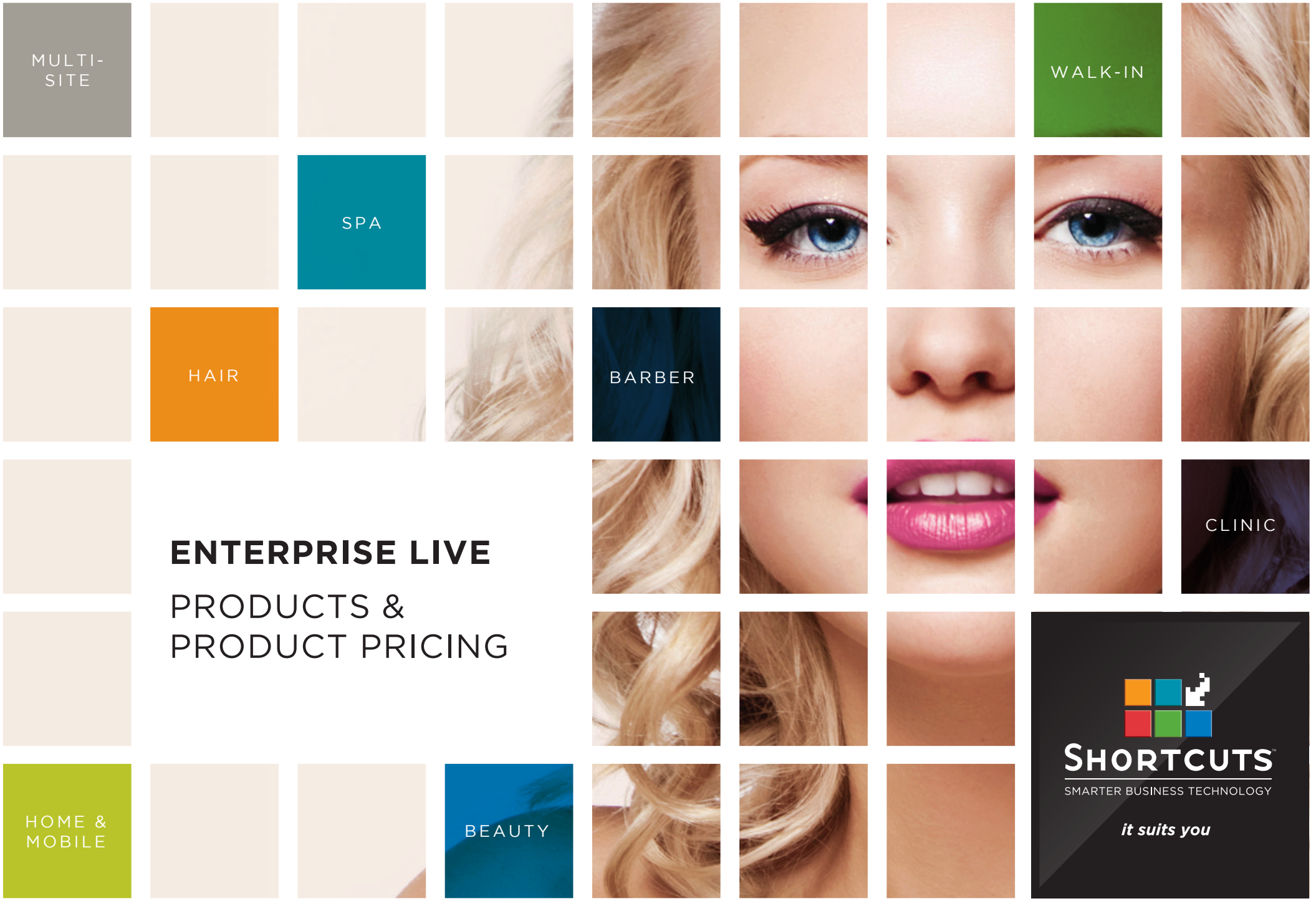


ENTERPRISE LIVE

PRODUCTS & PRODUCT PRICING

SHORTCUTS™

SMARTER BUSINESS TECHNOLOGY

it suits you

Last updated 19 June 2017

By Erin Lewis

Product: Enterprise Live

Software version no: 8.0.20.1

Document version no: 1.0

Country: Australia

CONTENTS

PRODUCTS 1

USING THE PRODUCTS SCREEN 1

ADDING A NEW PRODUCT 2

EDITING / DEACTIVATING A PRODUCT 5

PRODUCT PRICING 7

USING THE PRODUCT PRICING SCREEN 7

EDITING A PRODUCT'S PRICING DETAILS 8

DELETING A PRODUCT'S FUTURE PRICE CHANGE DETAILS 10

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.

PRODUCTS

USING THE PRODUCTS SCREEN

A product refers to a single item of merchandise. Each product belongs to a line, which is a range of products from a particular manufacturer. A manufacturer is a company that makes products (referred to as a company in Shortcuts Fusion).

1 Click on the **products** button in the **stock** menu.

A You can search for products by selecting the relevant region, manufacturer (company), product line and category from the drop-down lists.

B You can also search for a product via the product name, barcode, PLU and product code.

C Tick **show inactive entities** to show inactive manufacturers and lines.

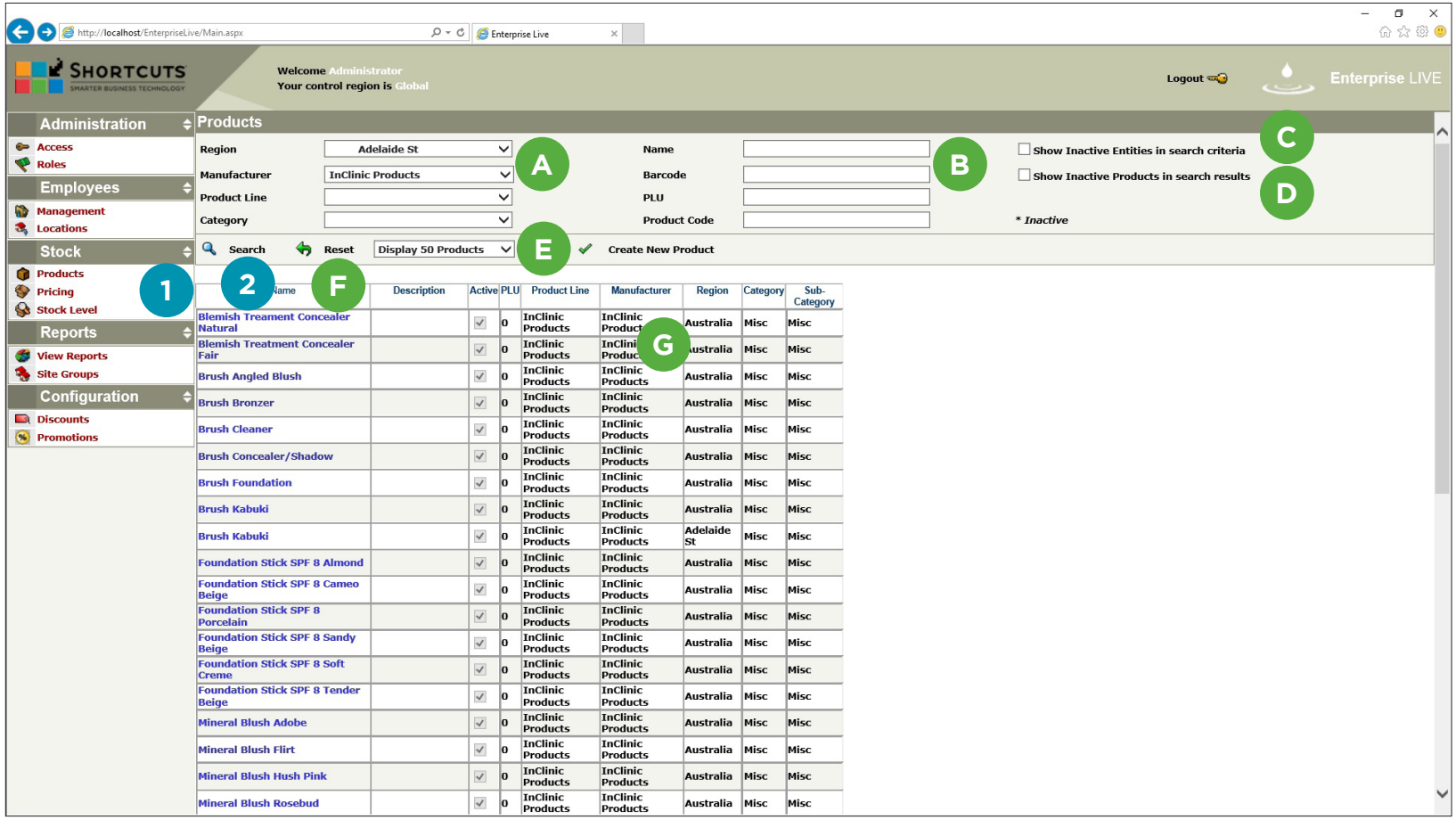
D Tick **show inactive products in search results** to show inactive products.

E You can choose how many products you want to display.

2 Once you have entered your desired search criteria, click **search**.

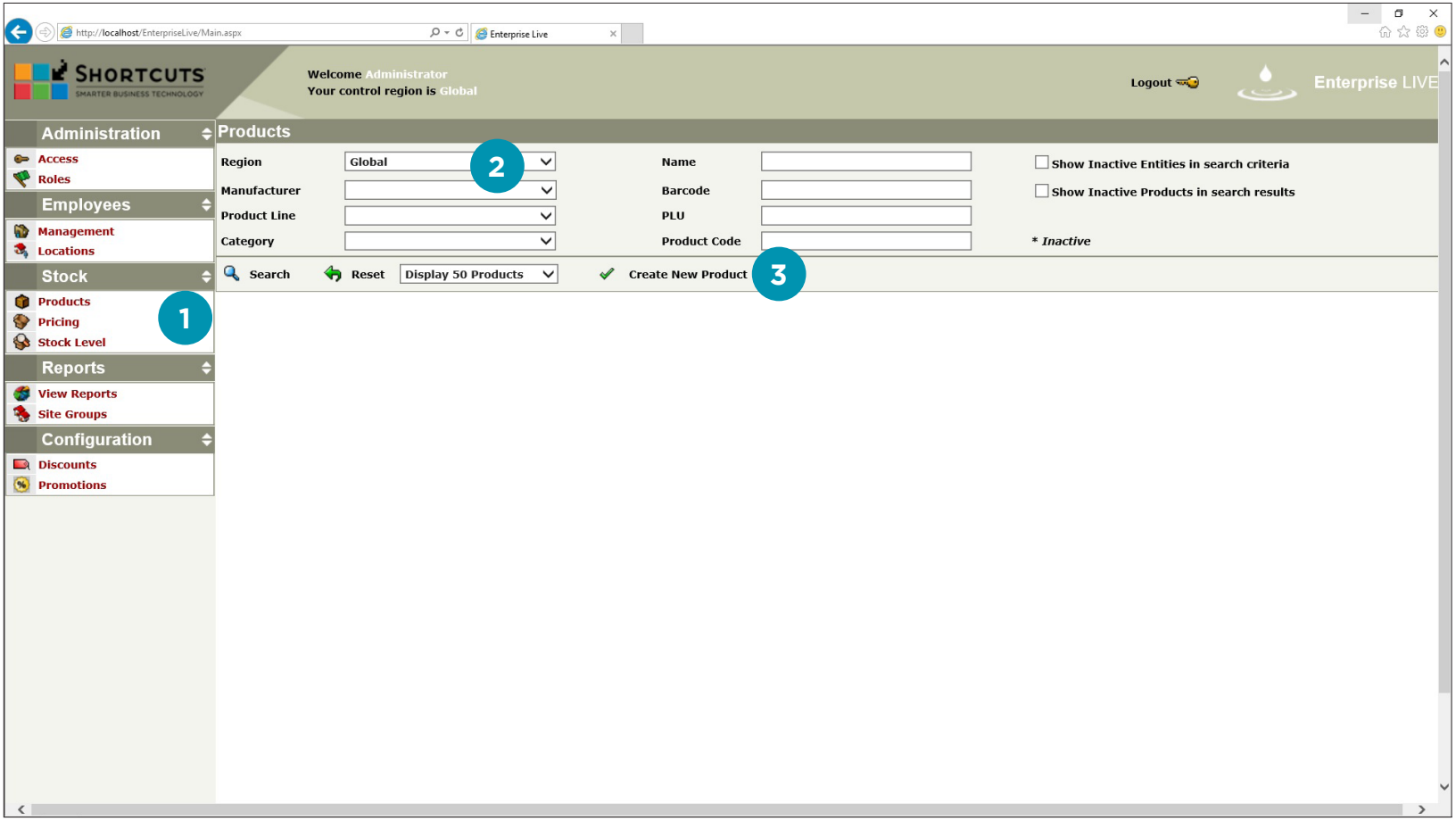
F You can click **reset** to clear the search criteria.

G The product list will be displayed here.

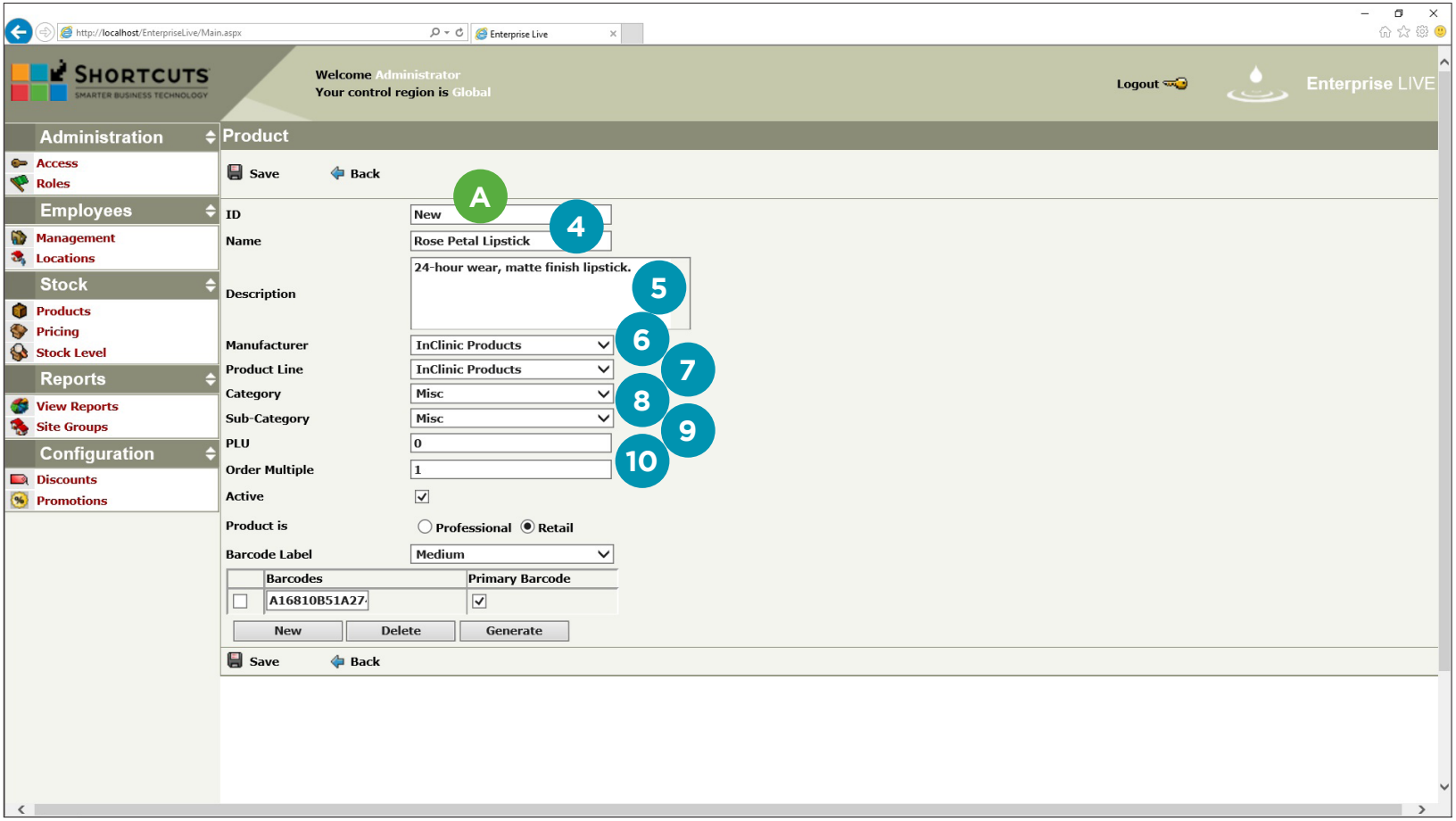


ADDING A NEW PRODUCT

1. Click on the **products** button in the **stock** menu.
2. Select the region you want to add this product to. The product will be added to all sub-regions within this region.
3. Click **create new product**.



A	The product ID will be automatically generated.
4	Enter the product name.
5	**Optional:** Enter a description.
6	Select the manufacturer.
7	Select the product line.
8	Select the relevant category.
9	Select the relevant sub-category.
10	Enter the PLU number.



11 If you want to order in multiples of a certain number when reordering this product, enter the relevant number into the **order multiple** field. For example, if you want to order in multiples of 5 whenever you place a reorder, enter '5' in this field.

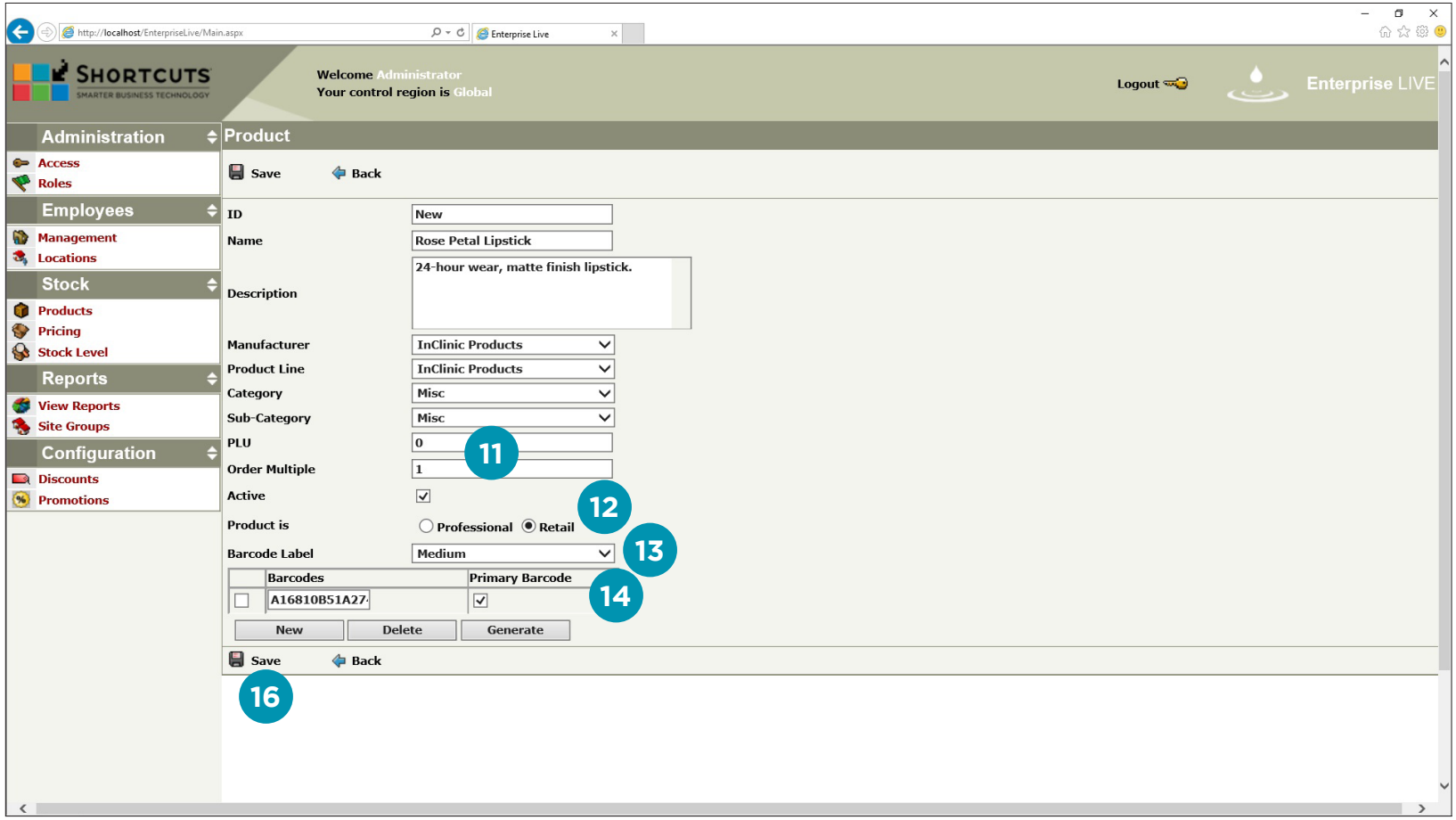
12 Choose whether this is a retail or professional product.

13 Select the barcode label size.

14 Click **new**, then enter the product barcode, or click **generate** to create a barcode automatically. You can add multiple barcodes if necessary.

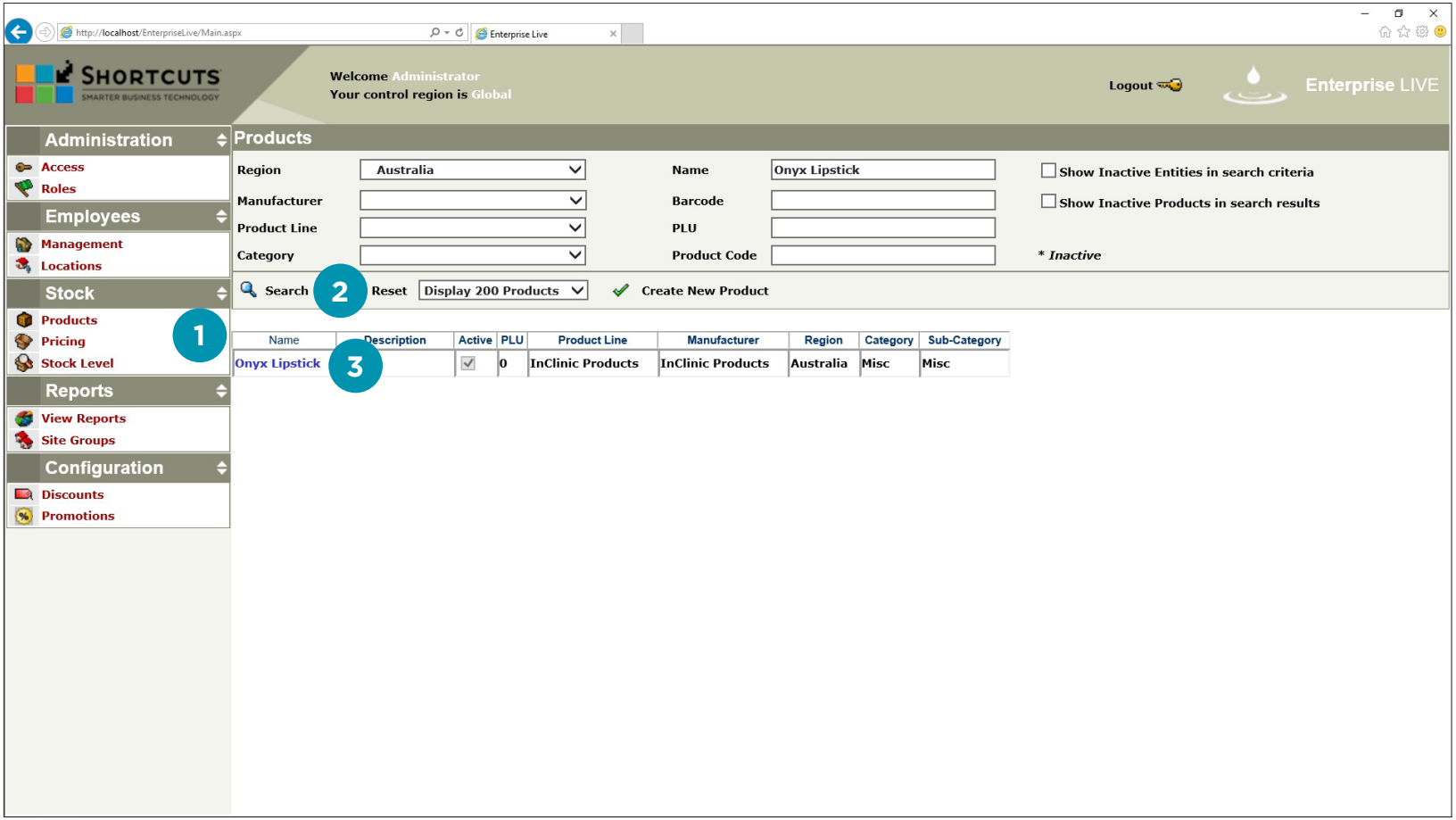
15 If you have more than one barcode, tick the relevant box to select the primary barcode.

16 Click **save**.



EDITING / DEACTIVATING A PRODUCT

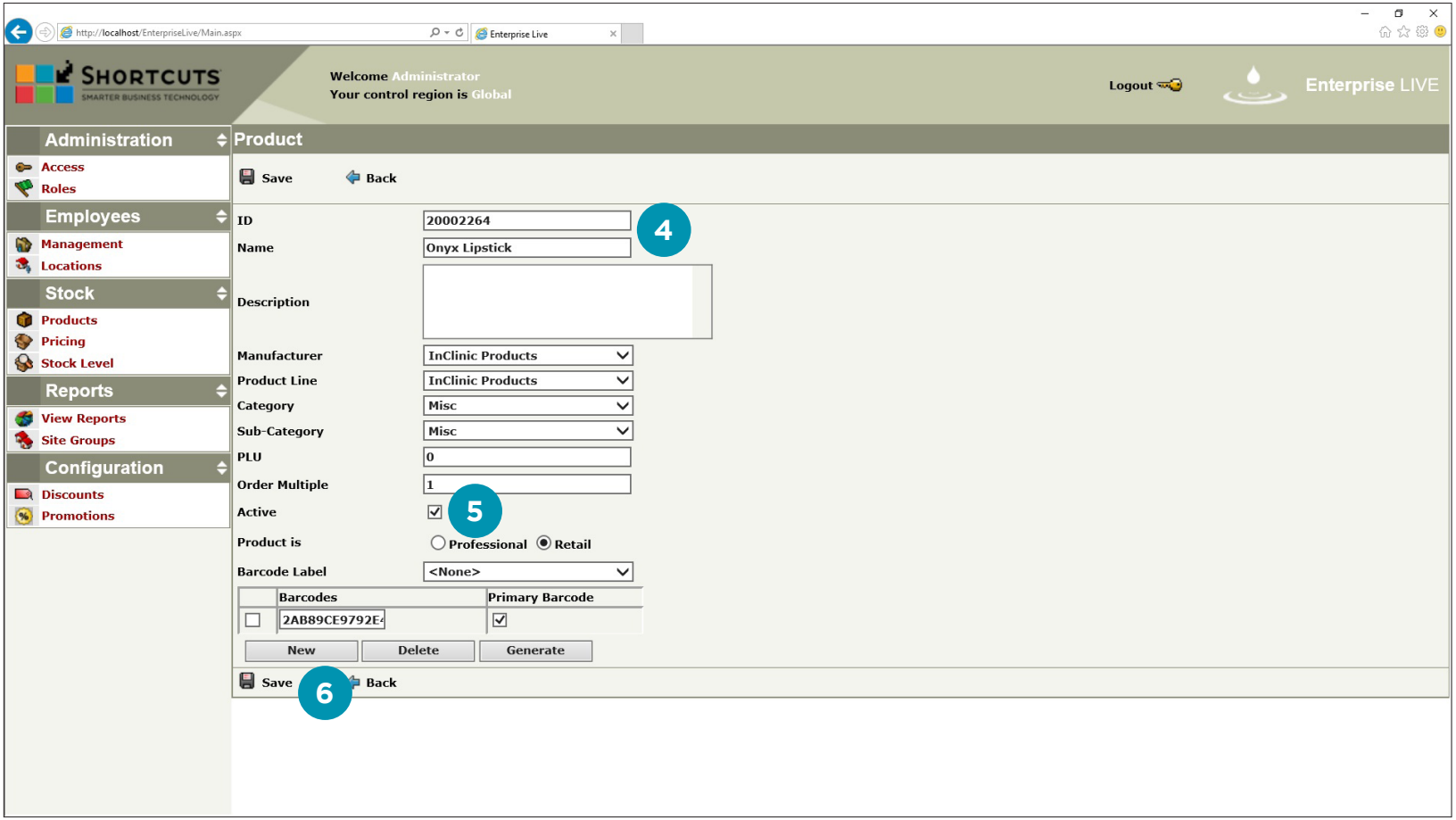
1. Click on the **products** button in the **stock** menu.
2. Enter the desired search criteria and click **search**.
3. Click on the name of the product you wish to edit / deactivate.



4 Make any necessary changes in the relevant fields.

5 Untick the active box if you wish to make the product inactive.

6 Click **save**.



PRODUCT PRICING

USING THE PRODUCT PRICING SCREEN

The product pricing screen allows you to change the prices for products in or below your control region.

1 Click on the **pricing** button in the **stock** menu.

A You can search for products by selecting the relevant region, manufacturer, and line from the drop-down lists.

B To view products that are effective from a certain date onwards, select the desired **effective from** date.

C Tick **show inactive entities** to show inactive manufacturers and lines.

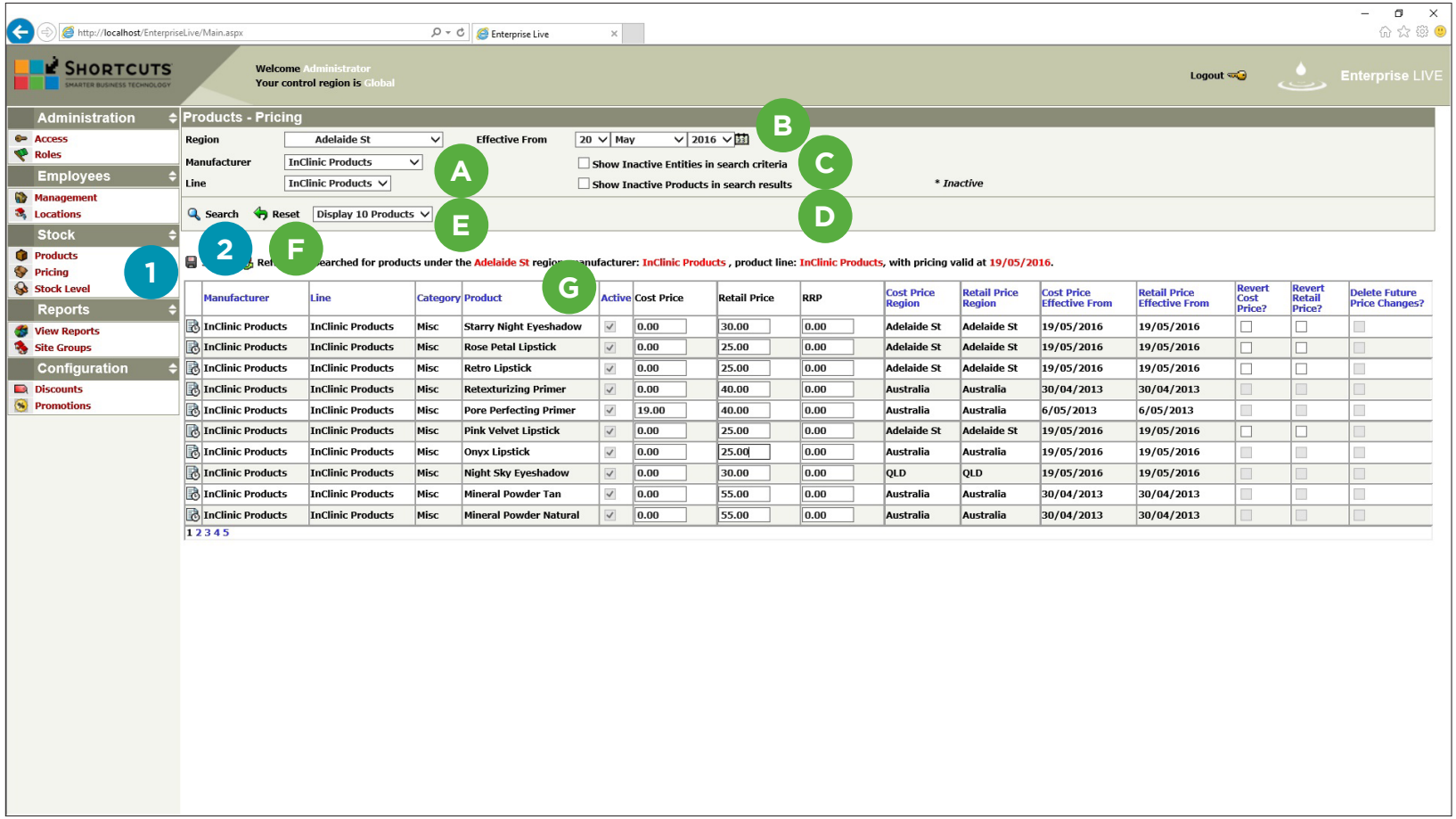
D Tick **show inactive products in search results** to show inactive products.

E You can choose how many products you want to display.

2 Once you have entered your desired search criteria, click **search**.

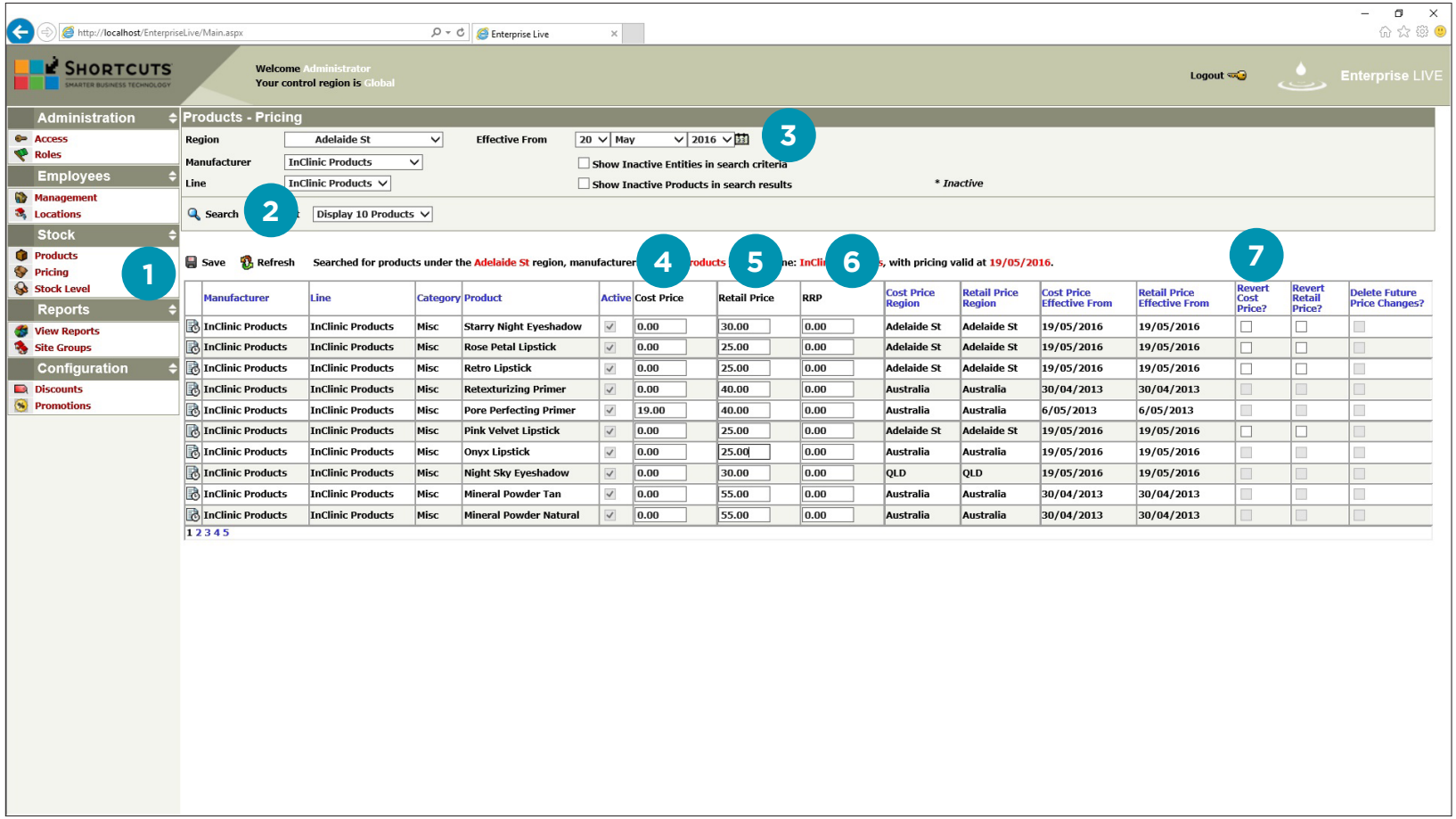
F You can click **reset** to clear the search criteria.

G The product list will be displayed here.



EDITING A PRODUCT'S PRICING DETAILS

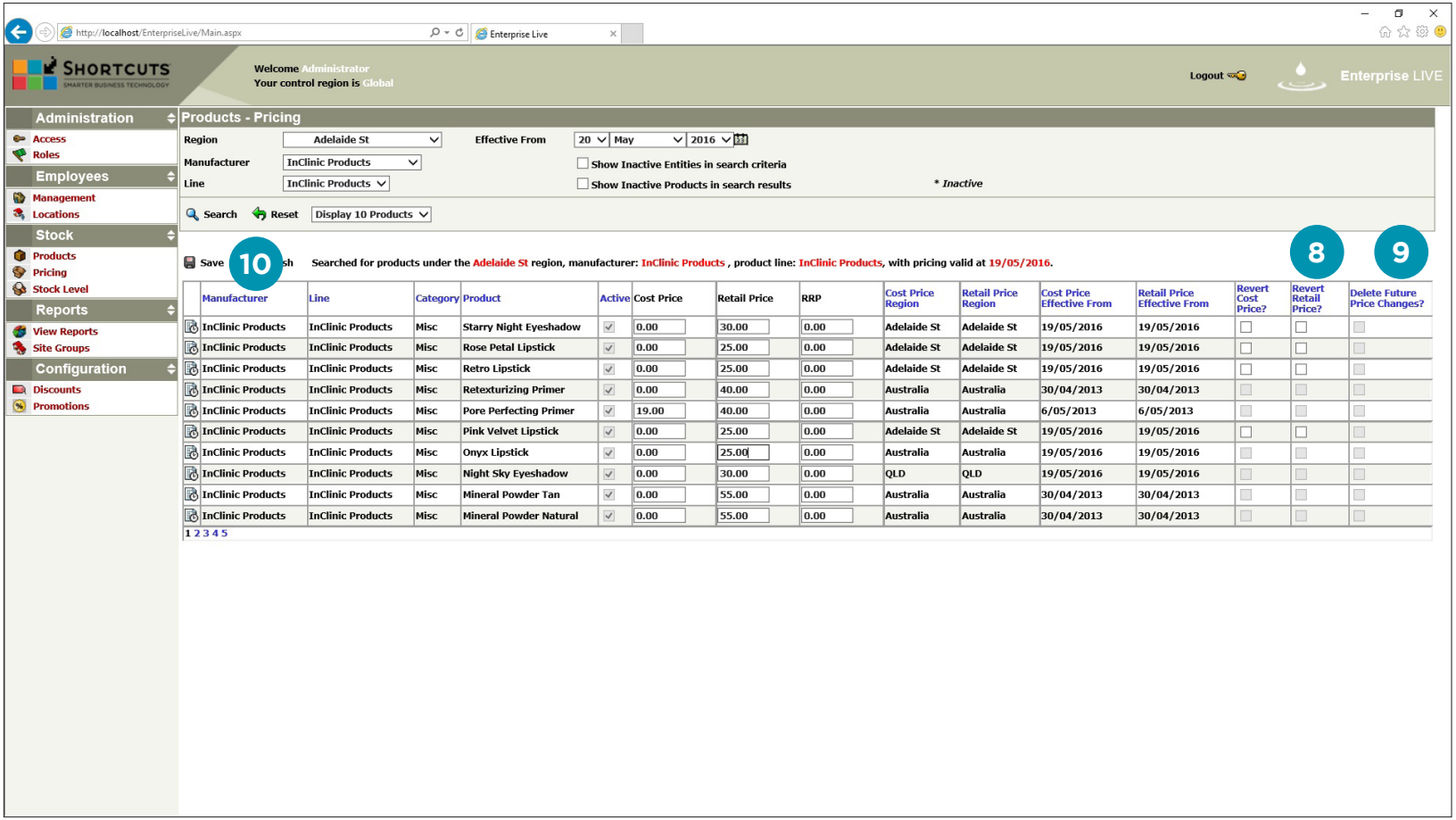
1. Click on the **pricing** button in the **stock** menu.
2. Enter your desired search criteria and click **search**. Ensure that you can see the relevant product in the product list.
3. Select the date that you want your changes to come into effect from the **effective from** drop-down lists in the search criteria section.
4. Enter the relevant cost price, if required.
5. Enter the relevant retail price.
6. **Optional:** Enter the recommended retail price into the **RRP** field.
7. If the product's cost price currently overrides its parent region's price and you no longer want it to differ, tick the **revert cost price** box.



8 If the product's retail price currently overrides its parent region's price and you no longer want it to differ, tick the **revert retail price** box.

9 If other future price changes are no longer relevant, tick the **delete future price changes** box.

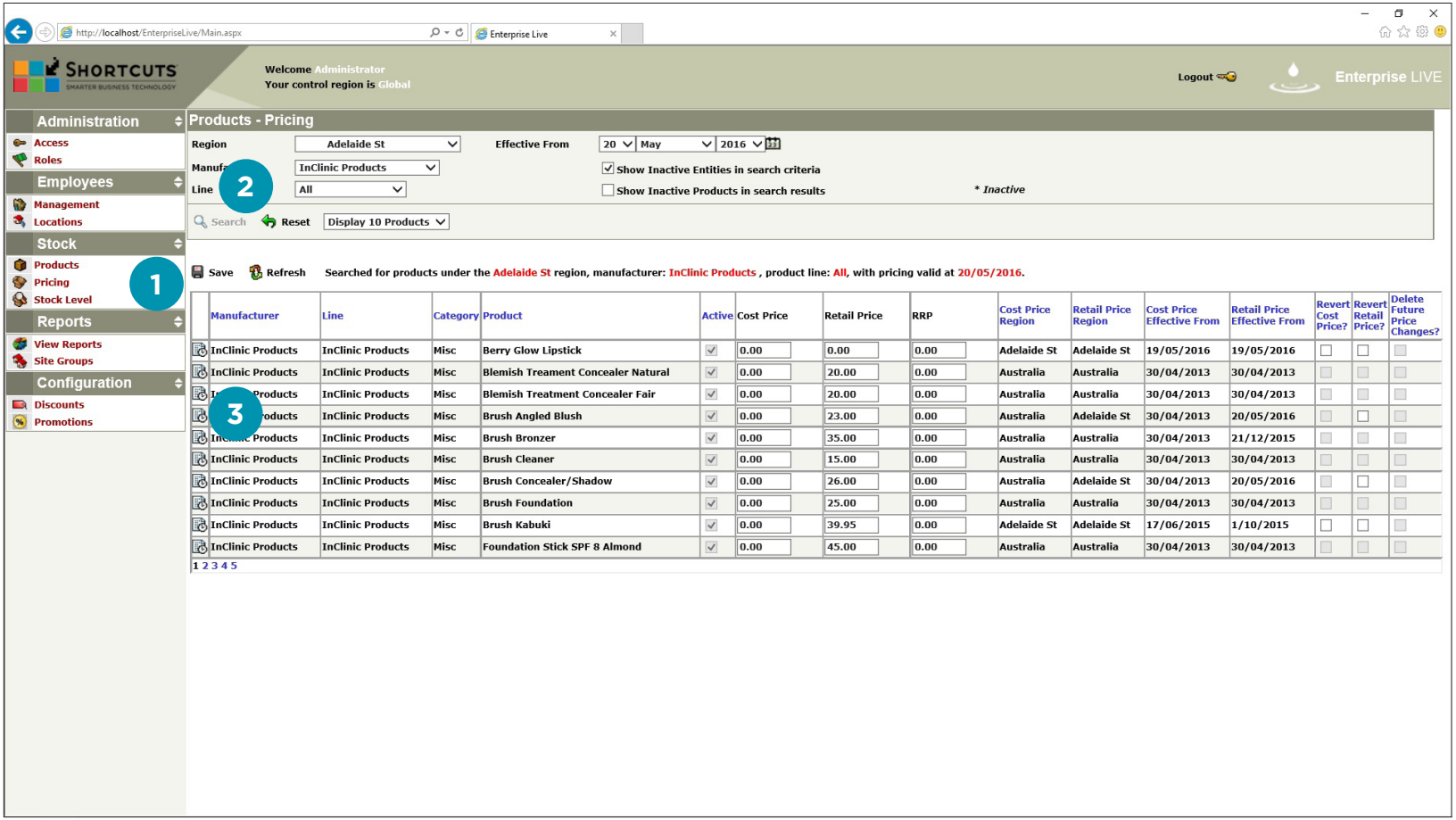
10 Click **save**. The changes will be implemented when the effective date arrives.



DELETING A PRODUCT'S FUTURE PRICE CHANGE DETAILS

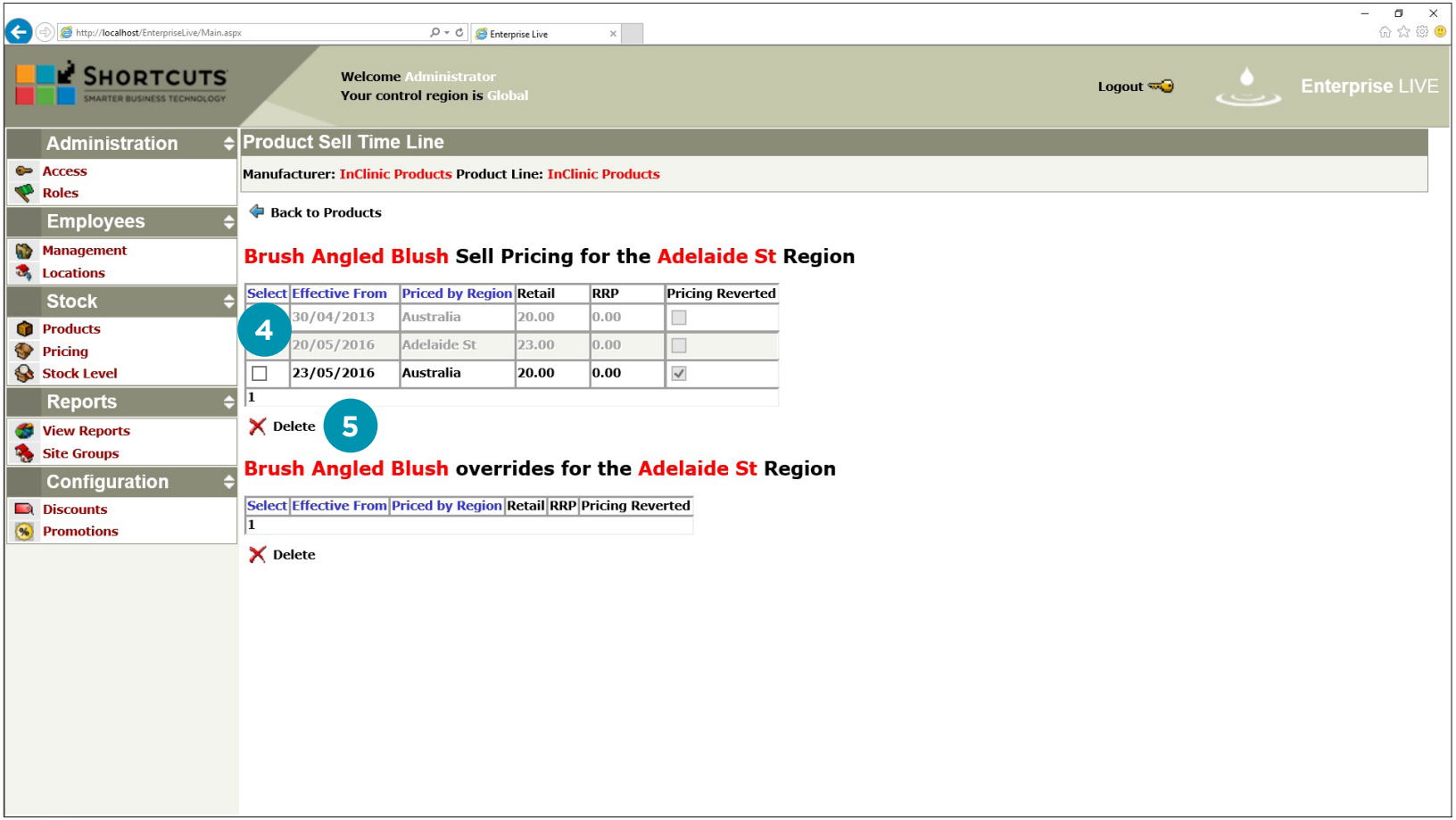
If a price change was scheduled but these details are no longer relevant, then you can delete the product's future price details.

1. Click on the **pricing** button in the **stock** menu.
2. Enter your desired search criteria and click **search**. Ensure that you can see the relevant product in the product list.
3. Click the **view product sell history** icon (on the far left). The product sell time line screen will appear.



4 Tick the **select** box for the dates that you want to delete.

5 Click **delete**.



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

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

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