

MULTI-SITE

WALK-IN

SPA

HAIR

BARBER


CLINIC

**ENTERPRISE
MANAGER**

STOCK
LINES & PRODUCTS

HOME &
MOBILE

BEAUTY


SHORTCUTS
SMARTER BUSINESS TECHNOLOGY

it suits you

Last updated 16 June 2017

By Erin Lewis

Product: Enterprise Manager

Software version no: 8.0.20

Document version no: 1.0

Country: Australia

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ABOUT THIS DOCUMENT

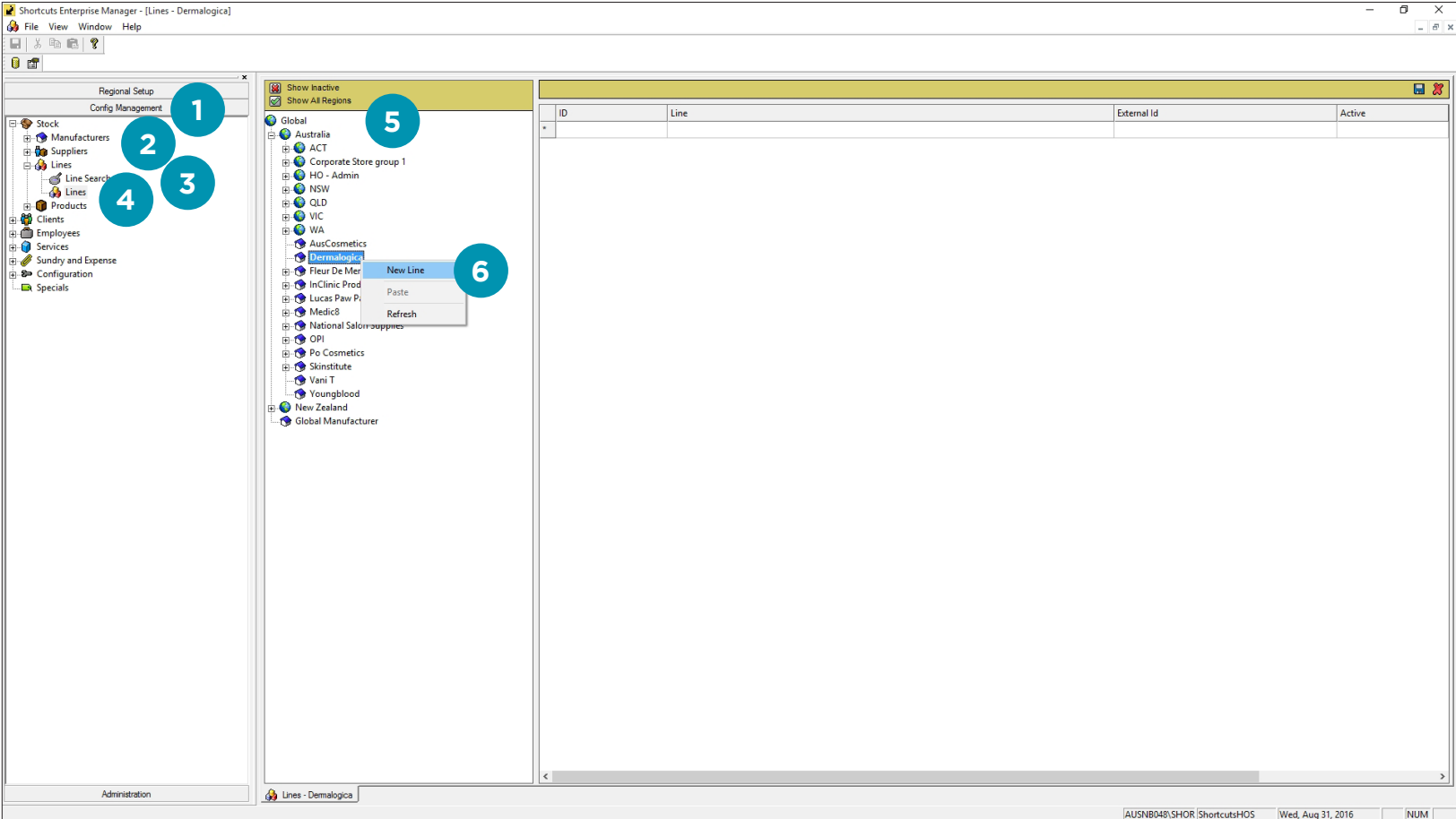
Working hand in hand with Shortcuts Fusion at your individual sites, Enterprise Manager provides you with the power and flexibility to make fast and intelligent decisions to enhance and grow your business.

With Enterprise Manager, you can configure items such as products, services, sundry items, payment options, employee details, security levels and much more!

This document is designed to give you a helping hand when it comes to setting up and managing your sites in Enterprise Manager.

ADDING A LINE

- 1 Click on the **config management** menu.
- 2 Double click to expand **stock**.
- 3 Double click to expand **lines**.
- 4 Double click on **lines**.
- 5 Right click on the manufacturer you want to add a line for.
- 6 Select **new line**.



- 7 Enter the name of the line.
- 8 Tick the **active** box.
- 9 Select whether this line is for retail or professional products.
- 10 Click **save**.
- 11 Close tab.

The screenshot shows the 'Shortcuts Enterprise Manager - [Lines - New Line]' window. The interface is divided into several sections:

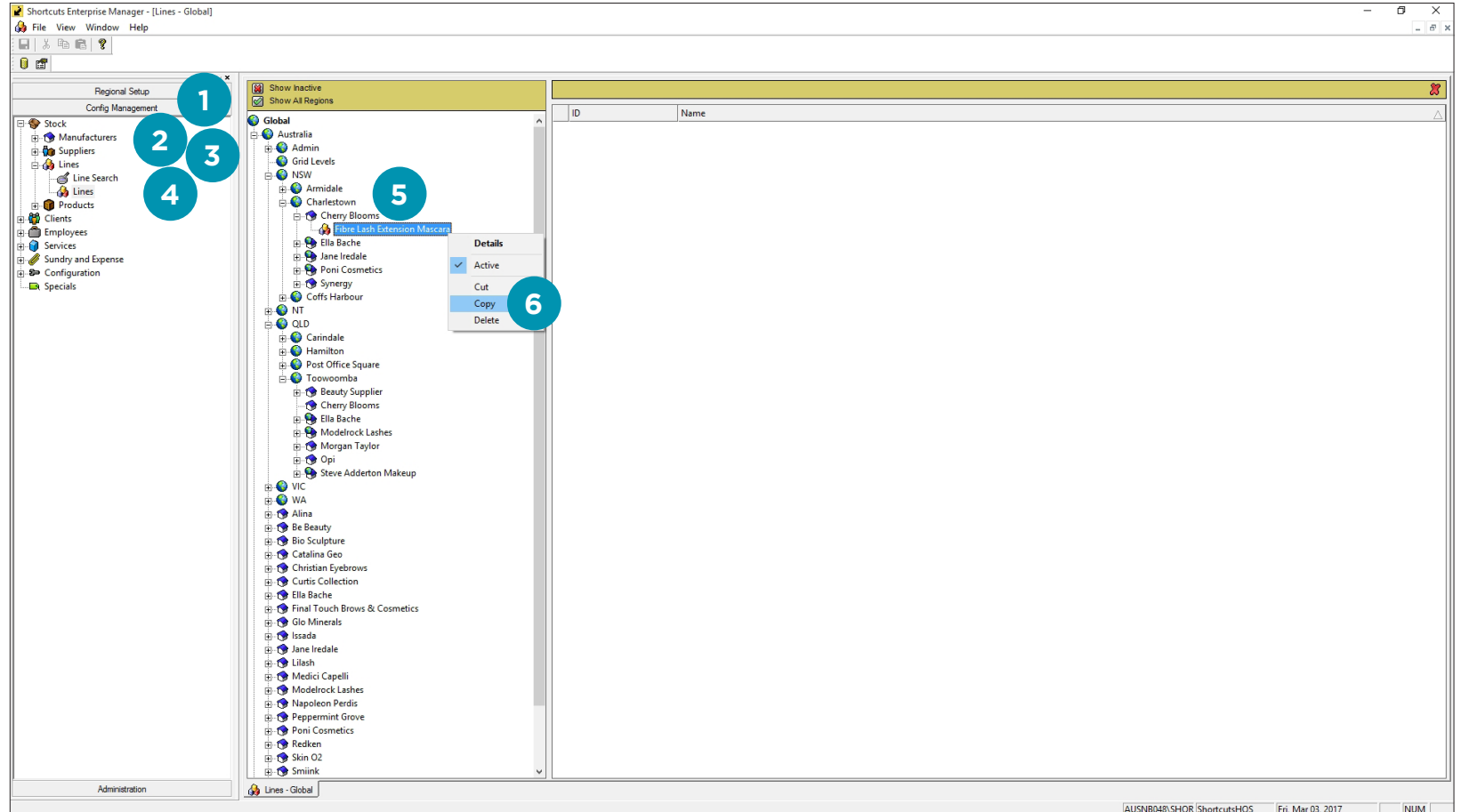
- Left Panel (Regional Setup / Config Management):** A tree view showing a hierarchy of categories including Stock, Manufacturers, Suppliers, Lines, Line Search, Products, Clients, Employees, Services, Sundry and Expense, Configuration, and Specials.
- Center Panel (Show Inactive / Show All Regions):** A list of regions and product lines. The 'AGE Smart' line is selected and highlighted. Other regions listed include Australia, ACT, Corporate Store group 1, HO - Admin, NSW, QLD, VIC, WA, AusCosmetics, Dermalogica, Fleur De Mer, InClinic Products, Lucas Paw Paw, Medic8, National Salon Supplies, OPI, Po Cosmetics, Skinstitute, Vani T, Youngblood, and New Zealand.
- Right Panel (Details / Logo):** A form for editing the selected 'AGE Smart' line. It contains:
 - Name:** AGE Smart (Callout 7)
 - ID:** 100395
 - Active:** A checked checkbox (Callout 8)
 - External Id:** An empty text field.
 - Sell Information:** Radio buttons for 'Professional' and 'Retail', with 'Retail' selected (Callout 9).

At the bottom right of the window, there is a status bar with the text: AUSNB048.SHOR.ShortcutsHOS | Wed, Aug 31, 2016 | NUM

COPYING A LINE TO ANOTHER REGION

Copying a line to another region allows you to change the line's details for that region independently. An example of this would be where a line has been created in the global region, but one region does not stock that line. To achieve this you would copy the line from global to their region, then deactivate it in their region.

- 1 Click on the **config management** menu.
- 2 Double click to expand **stock**.
- 3 Double click to expand **lines**.
- 4 Double click on **lines**.
- 5 Right click on the line you want to copy.
- 6 Select **copy**.



7 Right click on the region you want to copy the line to.

8 Select **paste**.

9 Close tab.

The screenshot shows the Shortcuts Enterprise Manager interface. On the left is a navigation tree with categories like Stock, Manufacturers, Suppliers, Lines, Products, Clients, Employees, Services, Sundry and Expense, Configuration, and Specials. The main area displays a tree view of regions, including Global, Australia, NSW, QLD, VIC, and WA. The 'Toowoomba' region is selected, and a context menu is open with 'Paste' highlighted. On the right, a table displays the following data:

ID	Name
48	Beauty Supplier
52	Cherry Blooms
12	Ella Bache
32	Modelrock Lashes
49	Morgan Taylor
50	Opi
23	Steve Adderton Makeup

DEACTIVATING A LINE

1

Click on the **config management** menu.

2

Double click to expand **stock**.

3

Double click to expand **lines**.

4

Double click on **lines**.

5

Right click on the line you want to deactivate and untick **active** from the popup menu.

A

Alternatively, you can untick the **active** box next to the line.

6

Choose whether you also want to make the line's products inactive.

7

Click **save**.

8

Close tab.

Shortcuts Enterprise Manager - [Lines - Gorgeous Cosmetics]

Regional Setup
Config Management

Stock
Manufacturers
Suppliers
Lines
Line Search
Products
Clients
Employees
Services
Sundry and Expense
Configuration
Specials

Show Inactive
Show All Regions

Global
Australia
Admin
Grid Levels
NSW
NT
QLD
Carindale
Hamilton
Beaute Internationale
Ella Bache
Final Touch Brows & Cosmetics
Gorgeous Cosmetics
Lip Pencil
Lipstick
NIKA
Peppermint
Youngblood
Post Office Squ
Toowoomba
VIC
WA
Alina
Be Beauty
Bio Sculpture
Catalina Geo
Christian Eyebrows
Curtis Collection
Ella Bache
Final Touch Brows & Cosmetics
Glo Minerals
Issada
Jane Iredale
Lilash
Medici Capelli
Modelrock Lashes
Napoleon Perdis
Peppermint Grove
Poni Cosmetics
Redken
Skin O2
Smink
Steve Adderton Makeup
Sunescape
Switch Funky
Youngblood
Test Region

Details
Active
Cut
Copy
Delete

ID	Line	External Id	Active
100510	Lip Pencil		<input checked="" type="checkbox"/>
100511	Lipstick		<input checked="" type="checkbox"/>

Administration | Lines - Gorgeous Cosmetics | AUSNB048.SHOR.ShortcutsHOS | Fri, Mar 03, 2017 | NUM

ShortcutsHOS

? Would you also like to make the Line's products inactive?

Yes No

ADDING A PRODUCT

ADDING GENERAL PRODUCT DETAILS

- 1 Click on the **config management** menu.
- 2 Double click to expand **stock**.
- 3 Double click to expand **products**.
- 4 Double click on **products**.
- 5 Expand the relevant manufacturer, then right click on the line you want to add a product to.
- 6 Select **new product**.

The screenshot displays the 'Shortcuts Enterprise Manager - [Products - AGE Smart]' application window. The interface is divided into several sections:

- Regional Setup:** A tree view on the left showing a hierarchy of 'Config Management' > 'Stock' > 'Manufacturers' > 'Products' > 'Products Levels' > 'Products'.
- Products:** A central list view showing a tree of manufacturers and their products. The 'AGE Smart' manufacturer is expanded, showing a list of products. A context menu is open over the 'AGE Smart' manufacturer, with 'New Product' selected.
- Effective:** A dropdown menu at the top right showing the date '31/08/2016'.
- Table:** A table with columns: Name, Retail Price, Sell Units, Sell Items Per Unit, Buy Units, Buy Items Per Unit.

At the bottom of the window, there is a status bar with the text 'Administration' and 'Products - AGE Smart'. The system tray at the bottom right shows 'AUSNB048.SHOR.ShortcutsHOS | Wed, Aug 31, 2016 | NUM'.

7

Enter the name of the product.

8

Tick the **active** box.

9

Optional: Enter a description.

10

Optional: If you will no longer be able to order this product after a particular date, select the **cannot order after date**.

11

Optional: Enter the PLU number.

12

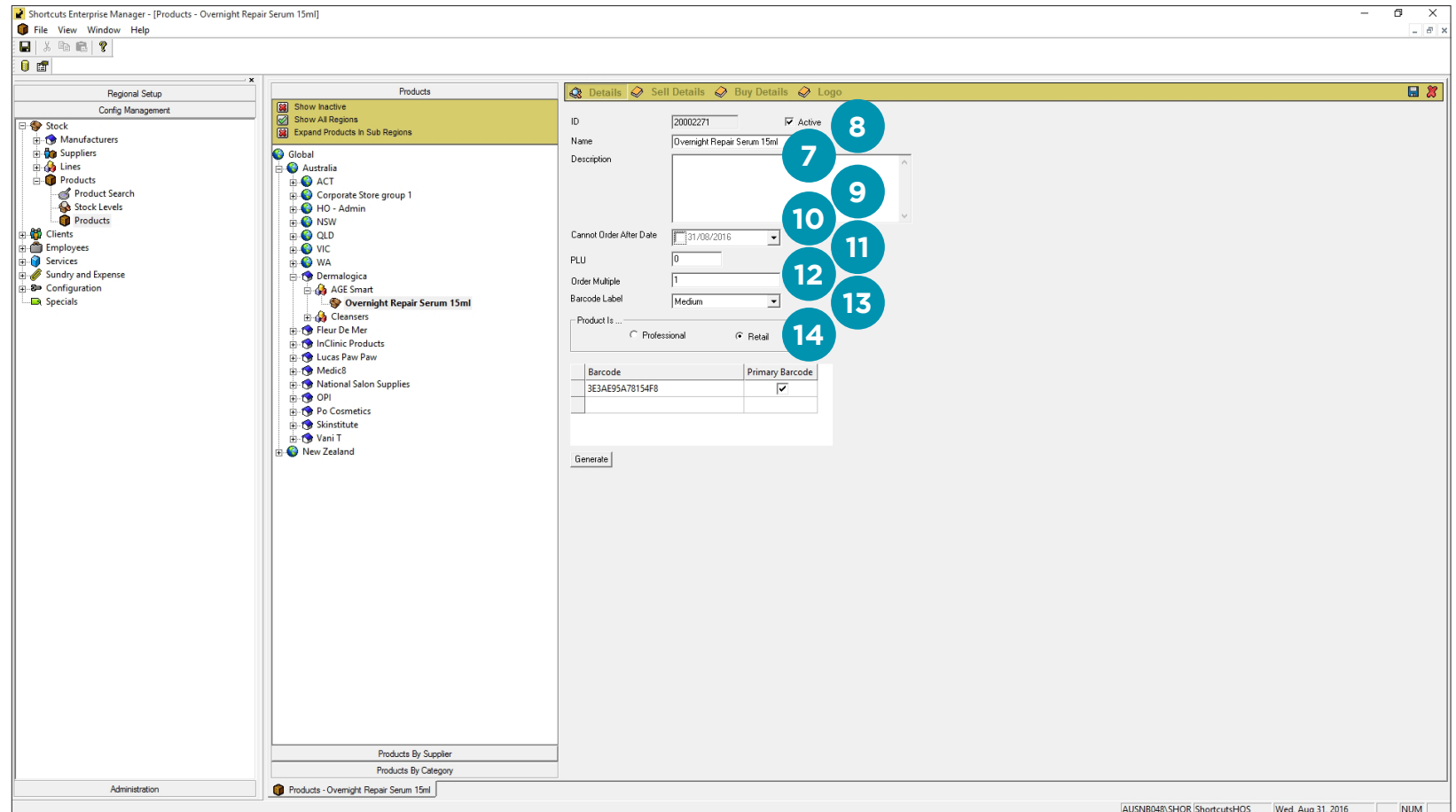
Optional: Enter the **order multiple** number. For example, if you want to order in multiples of 5 when you place an order, enter '5' in this field.

13

Select the barcode label size.

14

Specify whether this is a retail or professional product.



15

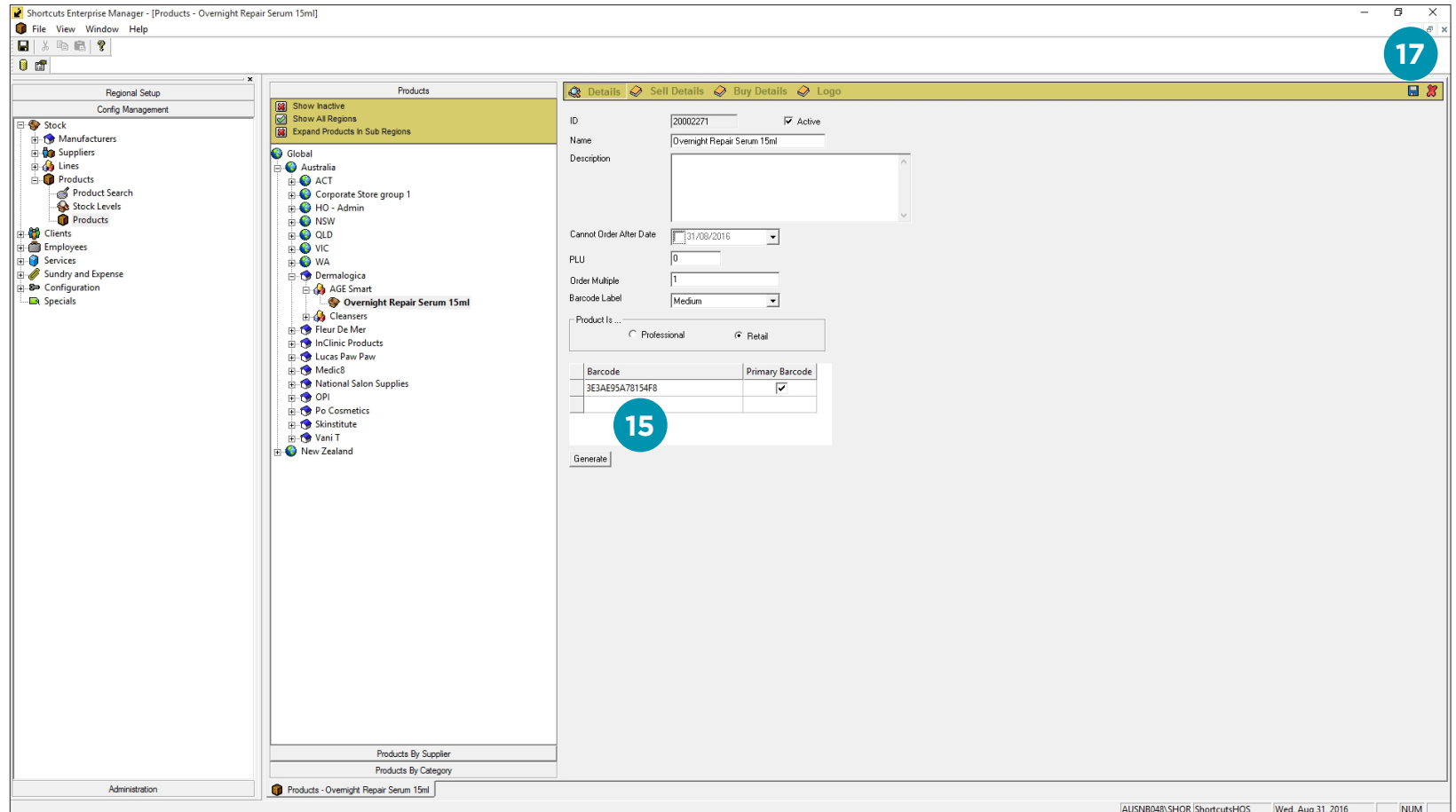
Optional: Enter the product barcode, or click **generate** to create a barcode automatically. You can add multiple barcodes if necessary, however a barcode must be unique and cannot be assigned to more than one product.

16

Optional: If you have more than one barcode, tick the relevant box to select the primary barcode. The primary barcode is the barcode that will be used when barcode labels are printed.

17

Click **save**.



ADDING SELL DETAILS

1

Click on the **sell details** button.

2

Enter the retail price.

3

Optional: Enter the recommended retail price.

4

Enter the wholesale price if applicable.

5

Select the relevant unit of measure.

6

Enter the number of items per sell unit.

7

Select the sell tax that applies to this product.

A

The effective date indicates the first date that the product sell price becomes effective.

B

The effective date will default to the current date. However, if you want to select a future date you can change it from here.

8

Click **save**.

Shortcuts Enterprise Manager - [Products - Overnight Repair Serum 15ml]

File View Window Help

Regional Setup
Config Management

Stock
Manufacturers
Suppliers
Lines
Products
Product Search
Stock Levels
Products
Clients
Employees
Services
Sundry and Expense
Configuration
Specials

Products

Show Inactive
Show All Regions
Expand Products in Sub Regions

Global
Australia
ACT
Corporate Store group 1
HO - Admin
NSW
QLD
VIC
WA
Dermalogica
AGE Smart
Overnight Repair Serum 15ml
Cleansers
Fleur De Mer
InClinic Products
Lucas Paw Paw
Medic8
National Salon Supplies
OPI
Po Cosmetics
Skinstitute
Yani T
New Zealand

Products By Supplier
Products By Category

Administration

Products - Overnight Repair Serum 15ml

Details Sell Details Buy Details Logo

Retail Price: 90 Effective Date: 31/08/2016
Recommended Retail Price: 0 Revert to Parent Pricing
Wholesale Price: 0
Items per Sell Unit: 1
Unit of Measure: Units
Sell Tax: Product Sell Tax

Effective Date	Region	Retail Price	Recommended Retail Price	Wholesale Price	Unit of Measure	Sell Tax	Items per Sell Unit
31/08/2016	Australia	90	0	0	Units	Product Sell Tax	1

AUSNB048\SHOR\ShortcutsHOS Wed, Aug 31, 2016 NUM

ADDING BUY DETAILS

1 Click on the **buy details** button.

2 Enter the cost price.

3 Enter the number of items per buy unit.

4 Enter the product code, if applicable.

5 Select the relevant supplier.

6 Select the relevant unit of measure.

7 Select the buy tax that applies to this product.

A The effective date indicates the first date that the product buy price becomes effective.

B The effective date will default to the current date. However, if you want to select a future date you can change it from here.

8 Click **save**.

Shortcuts Enterprise Manager - [Products - Overnight Repair Serum 15ml]

File View Window Help

Regional Setup
Config Management

Stock
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Products

Show Inactive
Show All Regions
Expand Products In Sub Regions

Global
Australia
ACT
Corporate Store group 1
HO - Admin
NSW
QLD
VIC
WA
Dermalogica
AGE Smart
Overnight Repair Serum 15ml
Cleansers
Fleur De Mer
InClinic Products
Lucas Paw Paw
Medic8
National Salon Supplies
OPI
Po Cosmetics
Skinstitute
Yani T
New Zealand

Details Sell Details Buy Details Logo

Cost: 45 Effective From: 31/08/2016
Items Per Buy Unit: 1 Revert To Parent Pricing
Product Code:
Supplier: Dermalogica
Unit Of Measure: Units
Buy Tax: Product Buy Tax

Effective Date	Region	Cost	Product	Unit Of Measure	Buy Tax	Supplier	Items Per Buy ...
31/08/2016	Australia	45		Units	Product Buy Tax	Dermalogica	1

Administration

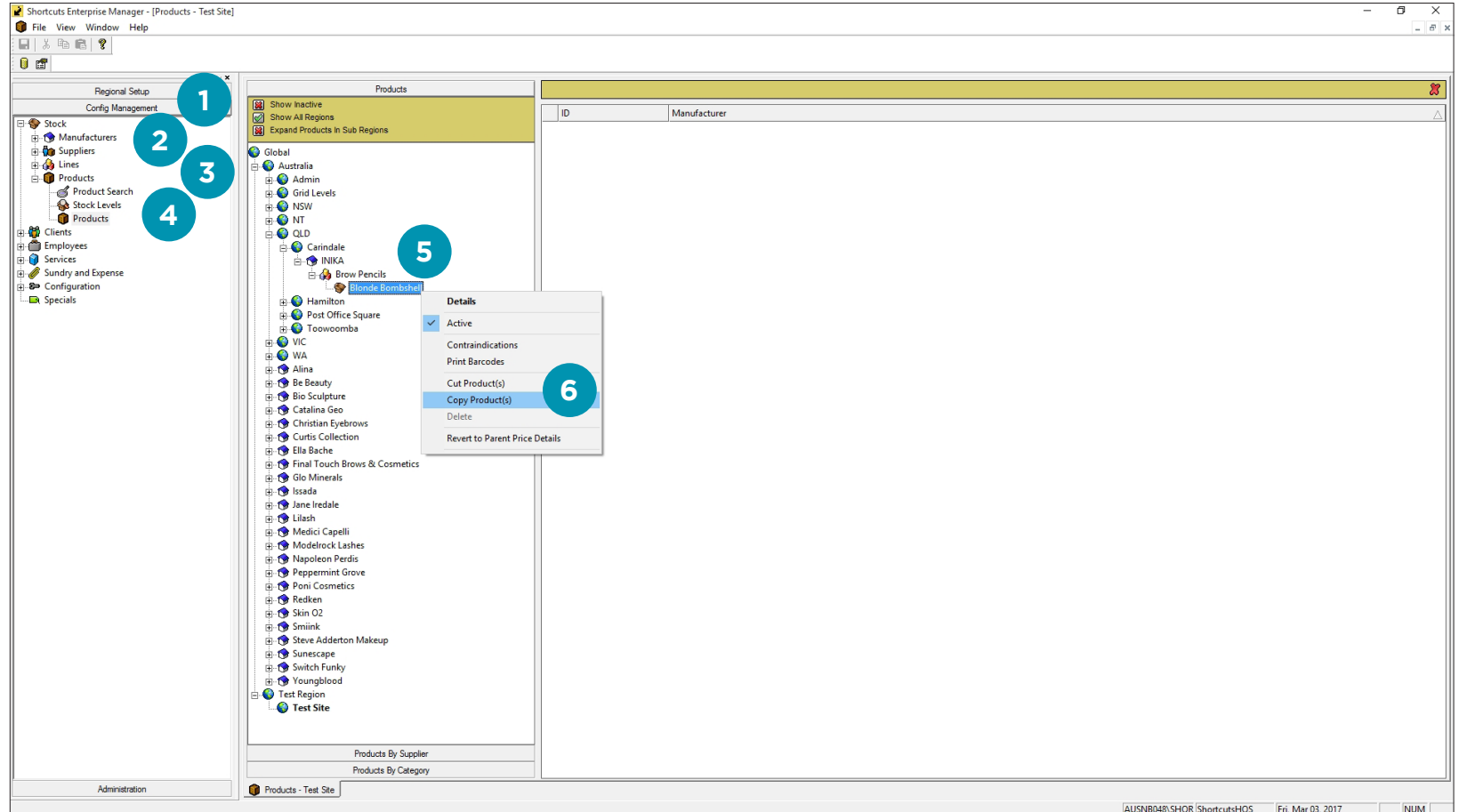
Products - Overnight Repair Serum 15ml

AUSNB048\SHOR ShortcutsHOS Wed, Aug 31, 2016 NUM

COPYING OR CUTTING A PRODUCT TO ANOTHER REGION

Copying a product to another region allows you to change the product's details for that region independently. An example of this would be where a product has been created in the global region, but one region has a different price for that product. To achieve this you would copy the product from global to their region, then adjust the price in their region.

- 1 Click on the **config management** menu.
- 2 Double click to expand **stock**.
- 3 Double click to expand **products**.
- 4 Double click on **products**.
- 5 Right click on the product you want to copy or cut.
- 6 Select **copy product** or **cut product**.



- 7 Right click on the region you want to copy or cut the product to.
- 8 Select **paste product**.
- 9 Close tab.

The screenshot shows the 'Shortcuts Enterprise Manager - [Products - Hamilton]' window. On the left is a 'Regional Setup' tree with 'Hamilton' selected. A context menu is open over 'Hamilton', with 'Paste Product(s)' highlighted. On the right, a table displays product data:

ID	Manufacturer
54	Beaute Internationale
12	Ella Bache
22	Final Touch Brows & Cosmetics
43	Gorgeous Cosmetics
44	Opi
17	Peppermint Grove
45	Salon
30	Youngblood

DEACTIVATING A PRODUCT

1

Click on the **config management** menu.

2

Double click to expand **stock**.

3

Double click to expand **products**.

4

Double click on **products**.

5

Right click on the product you want to deactivate and untick **active** from the popup menu.

6

Click **save**.

7

Close tab.

Shortcuts Enterprise Manager - [Products - Brow Pencils]

File View Window Help

Regional Setup
Config Management

Stock
Manufacturers
Suppliers
Lines
Products
Product Search
Stock Levels
Products
Clients
Employees
Services
Sundry and Expense
Configuration
Specials

Products

Effective: 3/03/2017

Name	Retail Price	RRP	Buy Effective D...	Cost	Supplier
Blonde Bombshell	29	0	15/02/2017	0	<Unknown>
Jet Black	29	0	3/03/2017	0	<Unknown>

Details

- Active
- Contraindications
- Print Barcodes
- Cut Product(s)
- Copy Product(s)
- Delete
- Revert to Parent Price Details

Administration

Products - Brow Pencils

AUSNB048\SHOR ShortcutsHOS Fri, Mar 03, 2017 NUM



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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

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