

Last updated 19 October 2016

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Product: Shortcuts Fusion

Software version no: 8.0.16.1

Document version no: 1.0

Country: Australia

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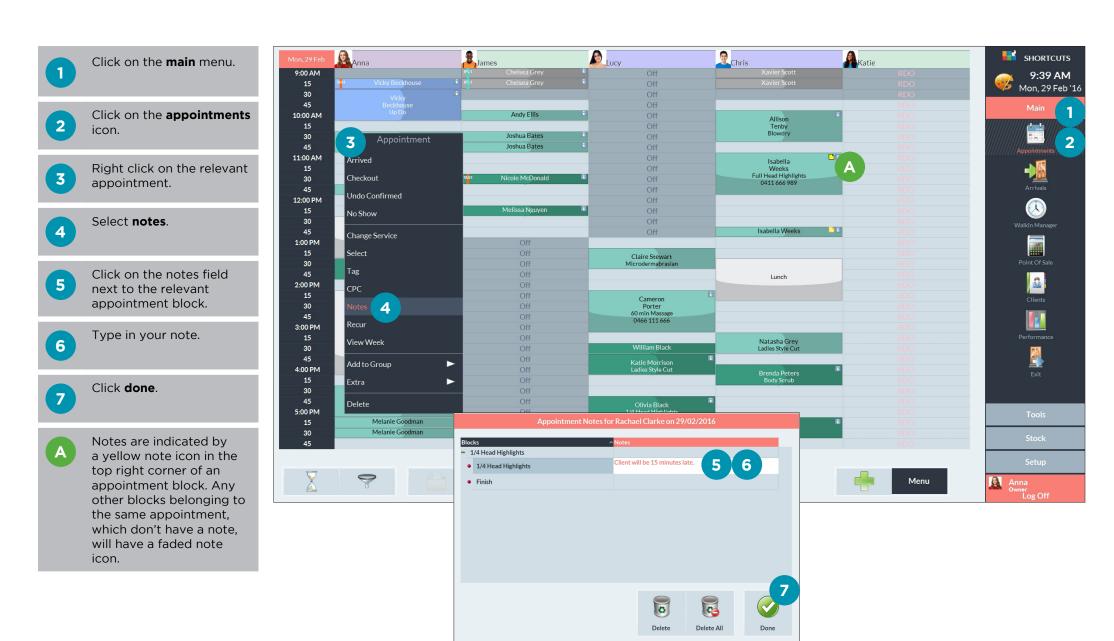
ABOUT THIS DOCUMENT

Employee messages and appointment notes allow you to communicate with your fellow team members through the Appointment Book. An employee message should be used when you want to direct the message at a specific employee. For example, you could add an employee message to remind them of a task they need to do, or to let them know that they missed a phone call.

Appointment notes are a convenient way to leave a notification about a specific appointment. Notes can be added to an entire appointment, or an individual service block. For example, you could leave an appointment note to let a team member know that a client will be late to their appointment. This is particularly useful if different blocks of an appointment are scheduled with different employees.

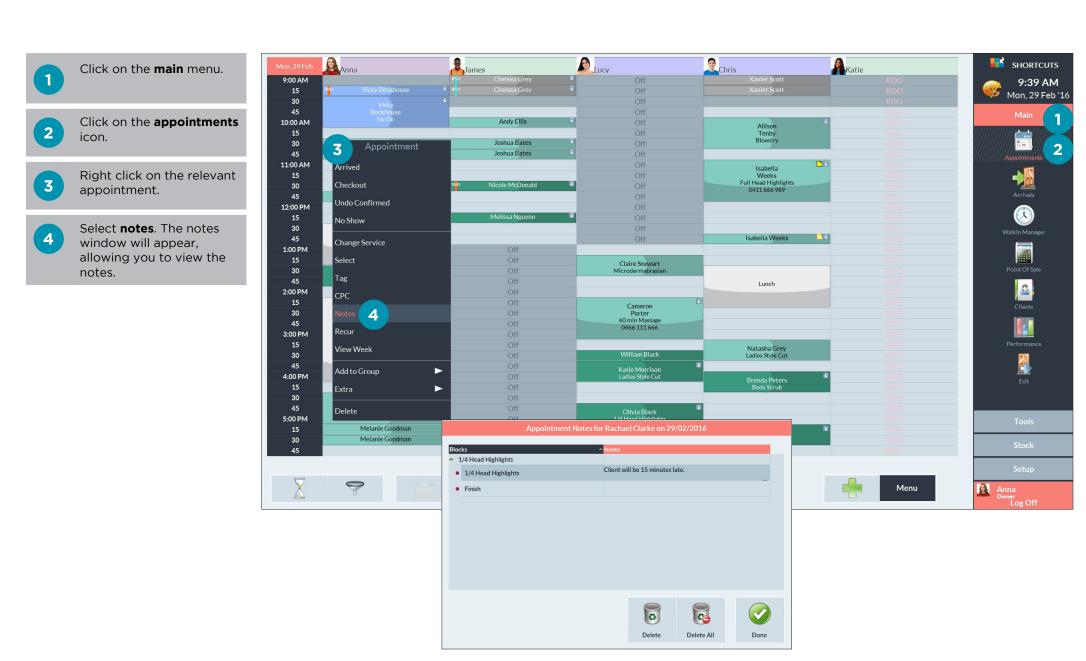
Once an employee message or an appointment note has been added, an icon will appear on the Appointment Book to notify the person know that a note/message is present.

ADDING APPOINTMENT NOTES



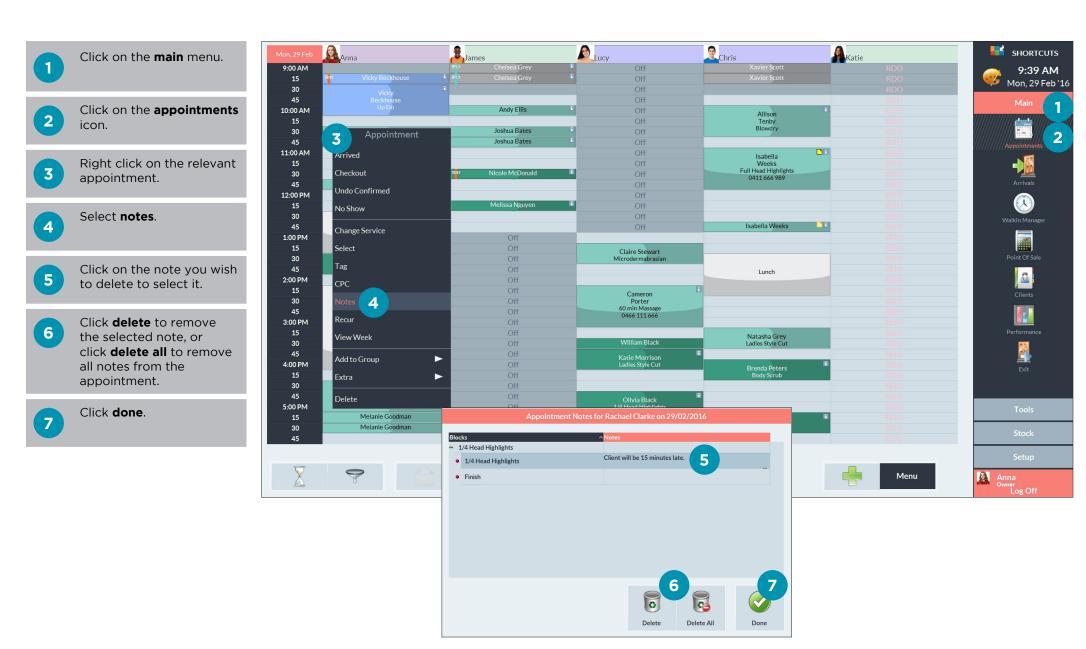
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VIEWING APPOINTMENT NOTES



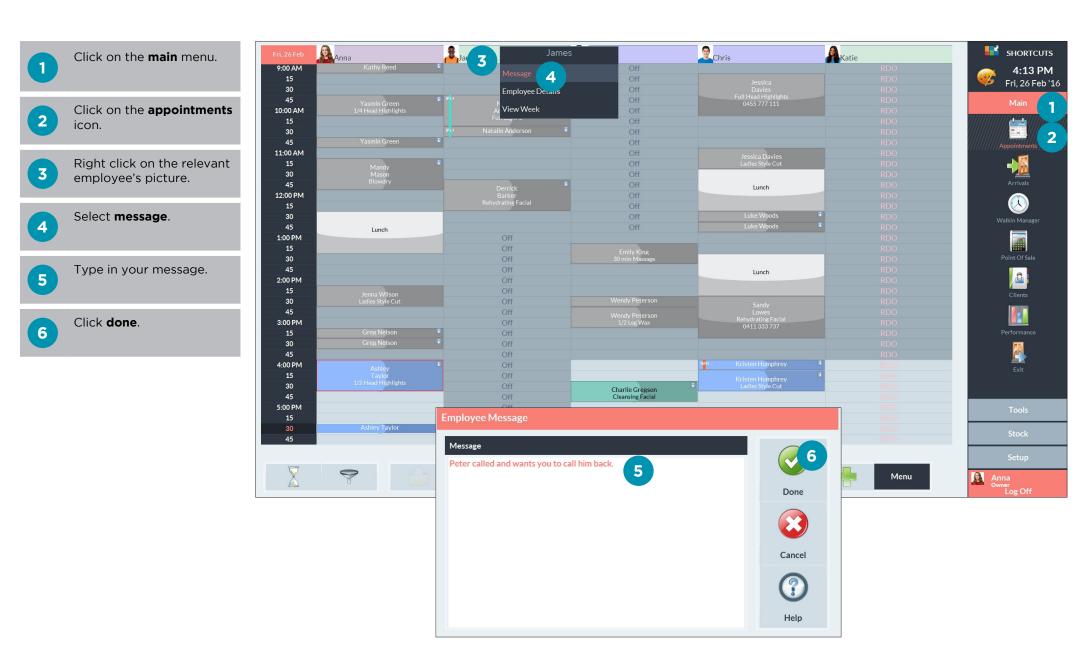
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DELETING APPOINTMENT NOTES



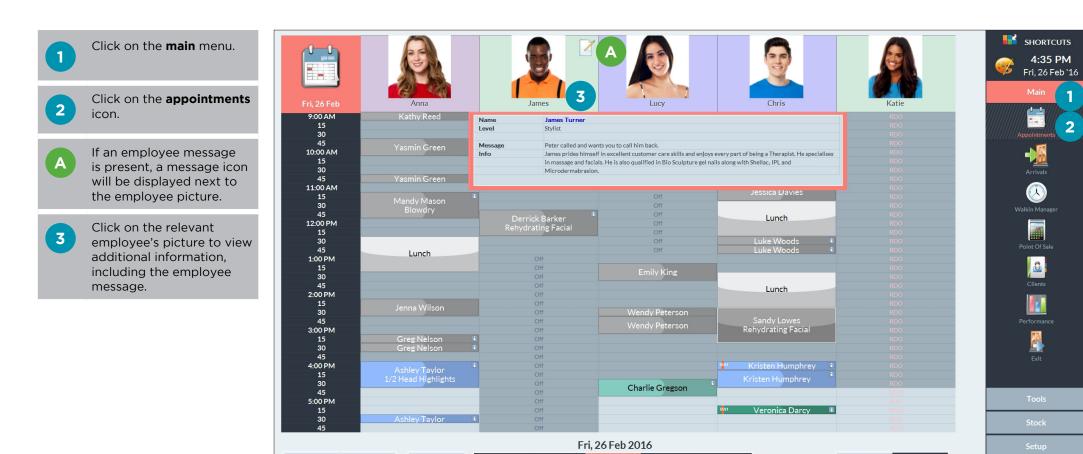
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ADDING AN EMPLOYEE MESSAGE



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VIEWING AN EMPLOYEE MESSAGE



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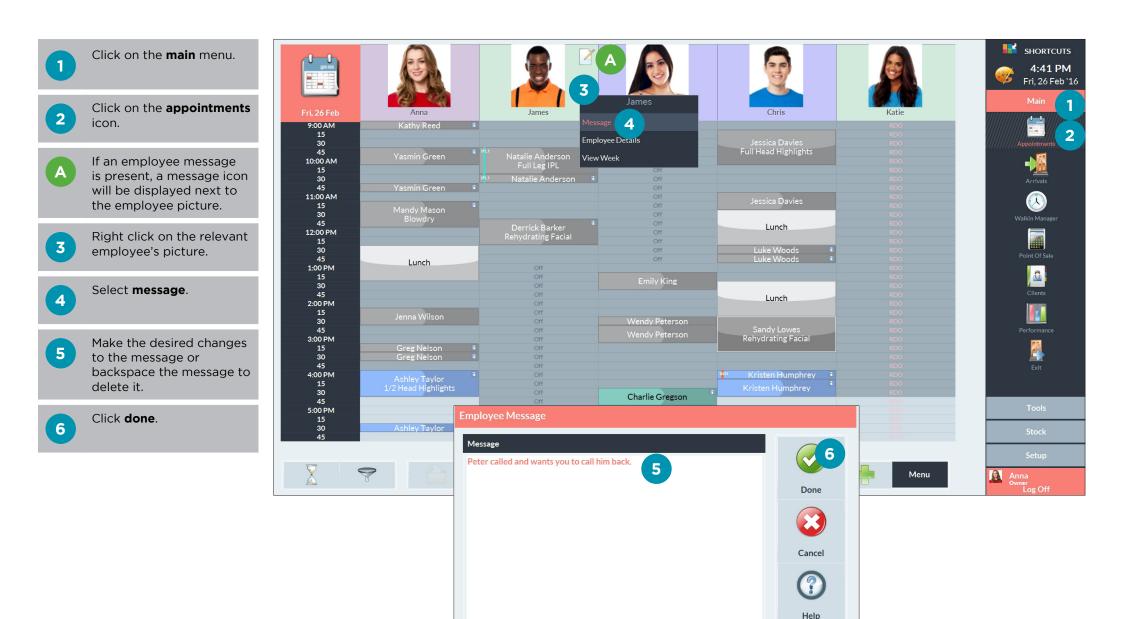
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Menu

EDITING AND DELETING AN EMPLOYEE MESSAGE



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