

MULTI-SITE

WALK-IN

SPA

HAIR

BARBER

CLINIC

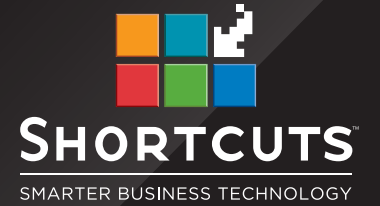
# SHORTCUTS FUSION

## CAPABILITIES

SETTING UP EMPLOYEE  
CAPABILITIES

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MOBILE

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**Last updated 10 June 2016**

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Country: Australia

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**SETTING UP EMPLOYEE CAPABILITIES..... 1**

## ABOUT THIS DOCUMENT

The capabilities feature allows you to specify which employees are capable of performing particular services. For example, you could set up a capability for waxing and assign this capability to employees who are capable of waxing. This helps to eliminate the chances of appointments being allocated to employees who are unable to perform certain services.

Each employee can be assigned to multiple capabilities, and each service can be configured to require any combination of capabilities. Capabilities dramatically enhance the power of the Appointment Book, by automatically finding capable employees for the relevant service.

# SETTING UP EMPLOYEE CAPABILITIES

- 1 Click on the **setup** menu.
- 2 Click on the **capabilities** icon.
- 3 Click **new** to add a new capability.
- 4 Enter the name of the capability.
- 5 While the relevant capability is selected, click on the **service** button.
- 6 Click on the grey tiles to select the services/service categories.
- A You can double click on a service category to show/hide the contents.
- 7 Use the **add/remove** buttons to move the relevant services to the right-hand side.
- 8 Once you have finished adding the services, click **done**.
- 9 Click **done** to continue.

The screenshot displays the 'Capabilities Setup' interface. At the top, a red header bar contains the title 'Capabilities Setup'. Below it, a table lists capabilities: Standard Waxing, Brazilian Waxing, Massage, and Tanning (highlighted with a red dot and a blue circle '4'). A dialog box titled 'Service Capability Setup for Tanning' is open, showing a list of service categories on the left (Body Treatments, Facials, Fitness, Hair Colouring, Hair Styling, Injectables, IPL, Ladies Cuts, Makeup, Mens Cuts, Nails, Spa Packages, Waxing) and a list of services on the right (Tanning, Full Body Tan, Legs Only Tan). A green circle 'A' is placed over the 'Hair Colouring' category. Between the lists are buttons for 'Add', 'Remove', 'Add All', and 'Remove All'. A blue circle '7' is over the 'Add' button. At the bottom of the dialog are 'Done' and 'Cancel' buttons, with a blue circle '8' over the 'Done' button. Below the main interface are three buttons: 'New' (with a plus icon and blue circle '3'), 'Delete' (with a trash icon), 'Employee' (with a person icon and blue circle '5'), 'Service' (with a star icon and blue circle '5'), and 'Done' (with a checkmark icon). On the right side, a sidebar contains navigation icons and labels: SHORTCUTS, 9:47 AM Tue, 7 Jun '16, Main, Tools, Stock, Setup (with a blue circle '1'), Configuration, Employees, Employee Groups, Capabilities (with a blue circle '2'), Services, Series, and Contraindications. At the bottom of the sidebar, it shows 'Anna Owner' and a 'Log Off' button.

**Warning - Shortcuts Point of Sale**

Please Note: No employees have been assigned to the capability.  
Please assign at least 1 employee

Done

A blue circle '9' is placed over the 'Done' button.

**10** Ensure that the relevant capability is still selected, then click on the **employee** button.

**11** Click on the grey tiles to select the capable employees.

**12** Use the **add/remove** buttons to move the capable employees to the right-hand side.

**13** Once you have finished adding employees, click **done**.

The screenshot shows the 'Capabilities Setup' interface. At the top, a red header bar contains the title 'Capabilities Setup'. Below it is a table with columns 'Capability' and 'Description'. The table lists four capabilities: 'Standard Waxing', 'Brazilian Waxing', 'Massage', and 'Tanning'. A modal window titled 'Employee Capability Setup for Tanning' is open in the center. It features two lists of employees. The left list contains 'Business', 'Helen', 'Katie', and 'Michelle'. The right list contains 'Lucy', 'Michael', 'James', 'Anna', and 'Chris'. Between the lists are four buttons: 'Add', 'Remove', 'Add All', and 'Remove All'. At the bottom of the modal are 'Done' and 'Cancel' buttons. A bottom navigation bar contains icons for 'New', 'Delete', 'Employee', 'Service', and 'Done'. A right-hand sidebar shows a 'SHORTCUTS' menu with options like 'Main', 'Tools', 'Stock', 'Setup', 'Configuration', 'Employees', 'Employee Groups', 'Capabilities', 'Services', 'Series', and 'Contraindications'. The user's name 'Anna Owner' and a 'Log Off' button are visible at the bottom right of the sidebar.



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