MULTI-SITE

WALK-IN

SPA

HAIR

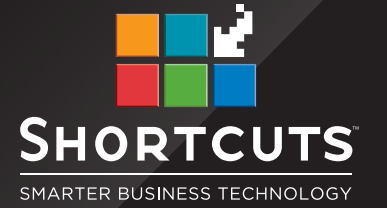BARBER

CLINIC

ENTERPRISE LIVE

EMPLOYEE LOCATIONS

HOME & MOBILE

BEAUTY

SHORTCUTS

SMARTER BUSINESS TECHNOLOGY

it suits you

CONTENTS

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.

EMPLOYEE LOCATIONS

USING THE EMPLOYEE LOCATIONS SCREEN

1 Click on the **locations** button in the **employees** menu.

A You can select an individual employee from the **employee** drop-down list.

B You can search for employees by selecting the relevant region and site.

C You can search for an employee by entering their first name, last name and alias.

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

E You can choose the number of locations you want to display.

F To only view employees effective from a particular date, select the relevant date from the **effective on** drop-down lists. The **effective on** date defaults to the current date to show all employees currently working.

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

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

H The employee list will be displayed here.

I The **view employee location history** icon allows you to view the employee location schedule. This includes details of historic and future location changes.

J The **has future location event** icon indicates that the employee has upcoming changes to their location information. You can click on this icon to view the employee location schedule.

ADDING AN EMPLOYEE TO ANOTHER SITE

An employee can be added to multiple sites in Enterprise Live. You can also specify different information (e.g. security level, service level) for each site the employee works at.

1 Click on the **locations** button in the **employees** menu.

2 Enter your desired search criteria (e.g. region and site).

3 Select the relevant employee from the **employee** drop-down menu.

4 Click on the **create a new employee location** button. The employee management screen will appear.

5 Select the date that these details will come into effect from.

6 Select the site you want to add the employee to.

7 Select the employee's security level for this site.

8 Select the employee's service level for this site.

9 Select the employee's booking interval, if applicable.

10 Select the employee's commission schedule, if applicable.

11 Tick the **online booking** box if you want this employee to receive online bookings for this site.

12 Tick the **send confirmations** box if you want clients to receive a confirmation message when they have an appointment booked with this employee.

13 Click **save** to finish adding the employee to this site.

http://localhost/EnterpriseLive/Main.aspx

Enterprise Live

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Welcome Administrator
Your control region is Global

Logout

Enterprise LIVE

Administration
- Access
- Roles

Employees
- Management
- Locations

Stock
- Products
- Pricing
- Stock Level

Reports
- View Reports
- Site Groups

Configuration
- Discounts
- Promotions

Employee Management

First Name	Chris
Last Name	Glasshouse
Alias	Chris
External Id	

Location

This employee will be active from the date: 24 / May / 2016   **5**

This employee will be based at the site: Southbank   **6**

and will have Security Level: Manager   **7**

and will have Service Level: Therapist   **8**

and will have Booking Interval: 15   **9**

and will have Commission Schedule: <none>   **10**

☑ Online Booking   **11**

☑ Send Confirmations   **12**

💾 Save   ⬅ Back

13

EDITING AN EMPLOYEE'S LOCATION INFORMATION

You can edit an employee's location information such as their security level, service level, booking interval, online booking availability, and send confirmation settings on the employee location screen. You can also choose the date when these changes will be implemented.

1 Click on the **locations** button in the **employees** menu.

2 Enter the desired search criteria and click **search**. Ensure that you can see the relevant employee in the employee list.

3 Select the date that you want your changes to come into effect from the **effective on** drop-down lists in the search criteria section.

4 Click **search**.

5 Edit the employee's location information as required. For example, you may wish to update an employee's security level, service level or booking interval.

6 Click **save** when you are finished updating the employee's information. The new information will be sent to the relevant site when the effective date arrives.

DELETING AN EMPLOYEE'S FUTURE LOCATION DETAILS

If an employee was scheduled to start at a new location but these details are no longer relevant, then you can delete the employee's future location details.

! You cannot delete employee location details that have a past 'effective from' date.

1 Click on the **locations** button in the **employees** menu.

2 Enter the desired search criteria and click **search**.

3 Once you have found the employee, click on the **has future location event** icon (on the far right-hand side). The employee location schedule screen will appear.

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

5 Click the **delete** button to finish deleting the employee's future location details.

MAKING AN EMPLOYEE INACTIVE AT A SITE

! Before making an employee inactive you must ensure they have no future appointments. Run the Future Appointments report, then allocate any future appointments to another employee.

1 Click on the **locations** button in the **employees** menu.

2 Enter your desired search criteria, then click **search**. Ensure that you can see the relevant employee in the employee list.

3 Select the date that you want the employee to become inactive from the **effective on** drop-down lists in the search criteria section.

4 Click **search**.

5 Untick the **active** box for the site where you want to make the employee inactive.

6 Click **save**. The employee will become inactive when the effective date arrives.

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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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