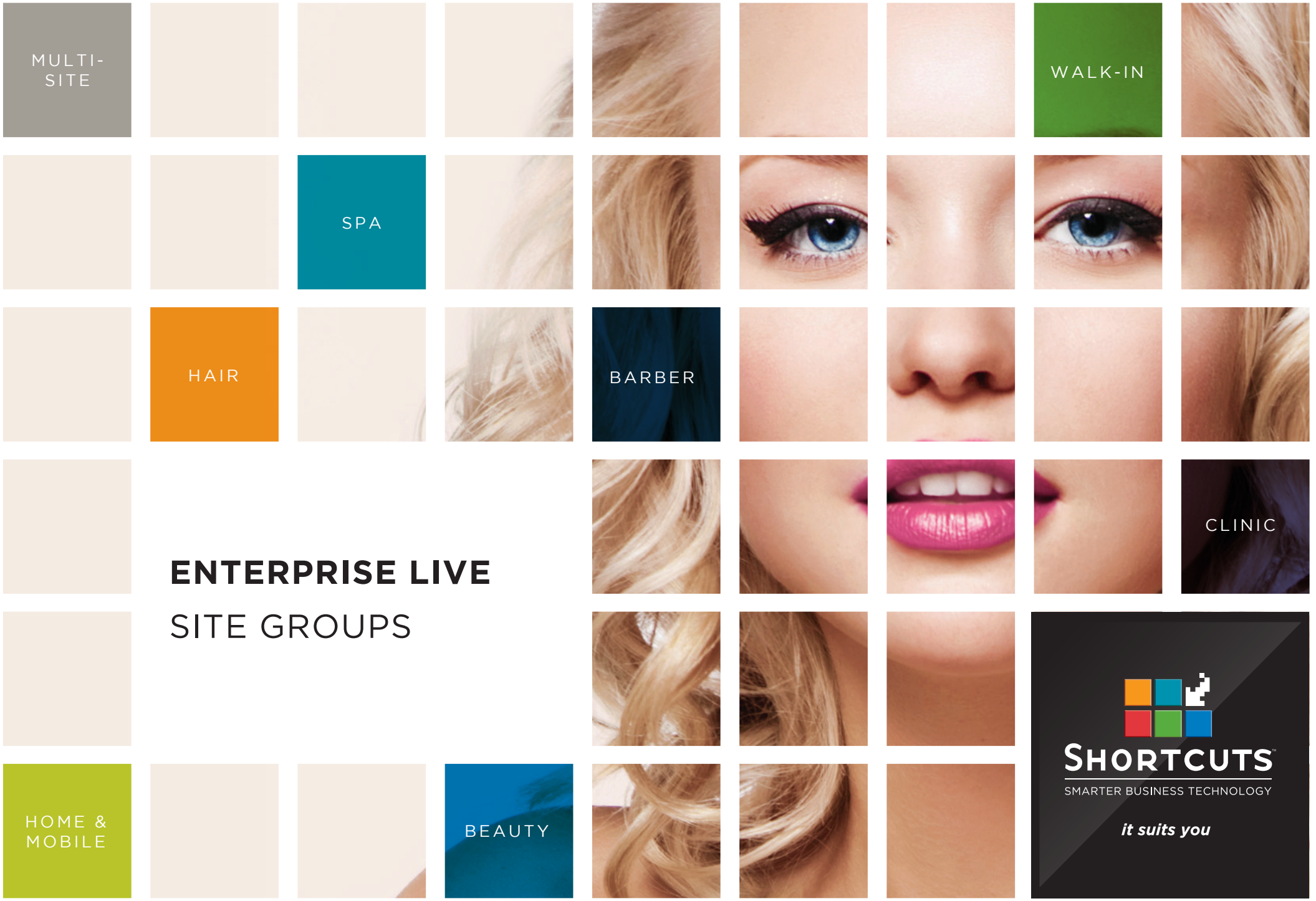

ENTERPRISE LIVE

SITE GROUPS

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

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Country: Australia

CONTENTS

SITE GROUPS 1

ADDING A NEW SITE GROUP **1**

EDITING SITE GROUPS **3**

DELETING A SITE GROUP **5**

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!

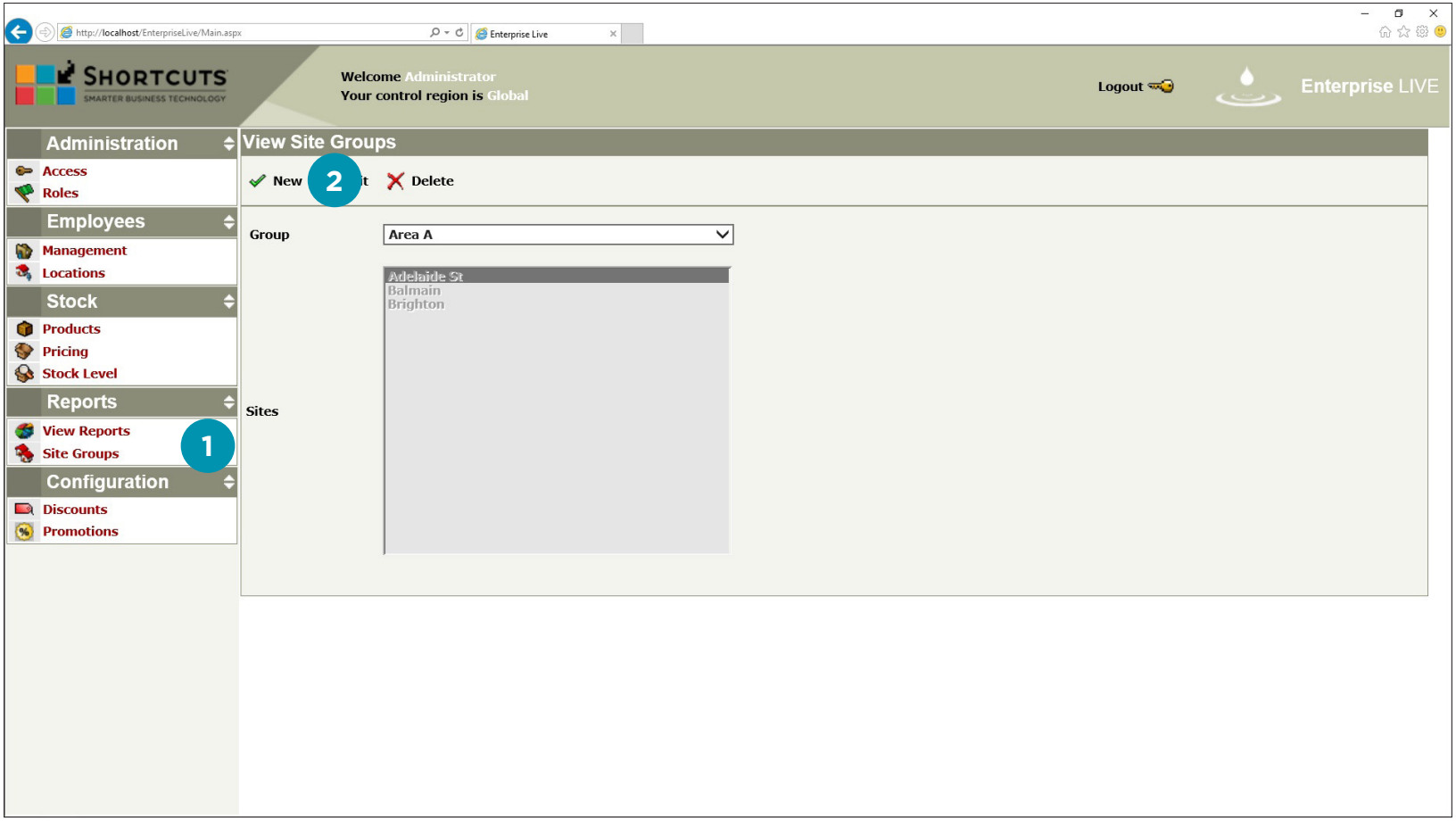
This document is designed to give you a helping hand when it comes to managing your sites and performing daily tasks in Enterprise Live.

SITE GROUPS

ADDING A NEW SITE GROUP

You can set up customised site reporting groups to be selected when you are viewing reports. Site groups can be set up regardless of site location or regional structure, and are particularly beneficial to businesses that have cross-industry sites (e.g. some salons and some spas) or tiered pricing for sites in various areas.

1. Click on the **site groups** button in the **reports** menu.
2. Click **new**.



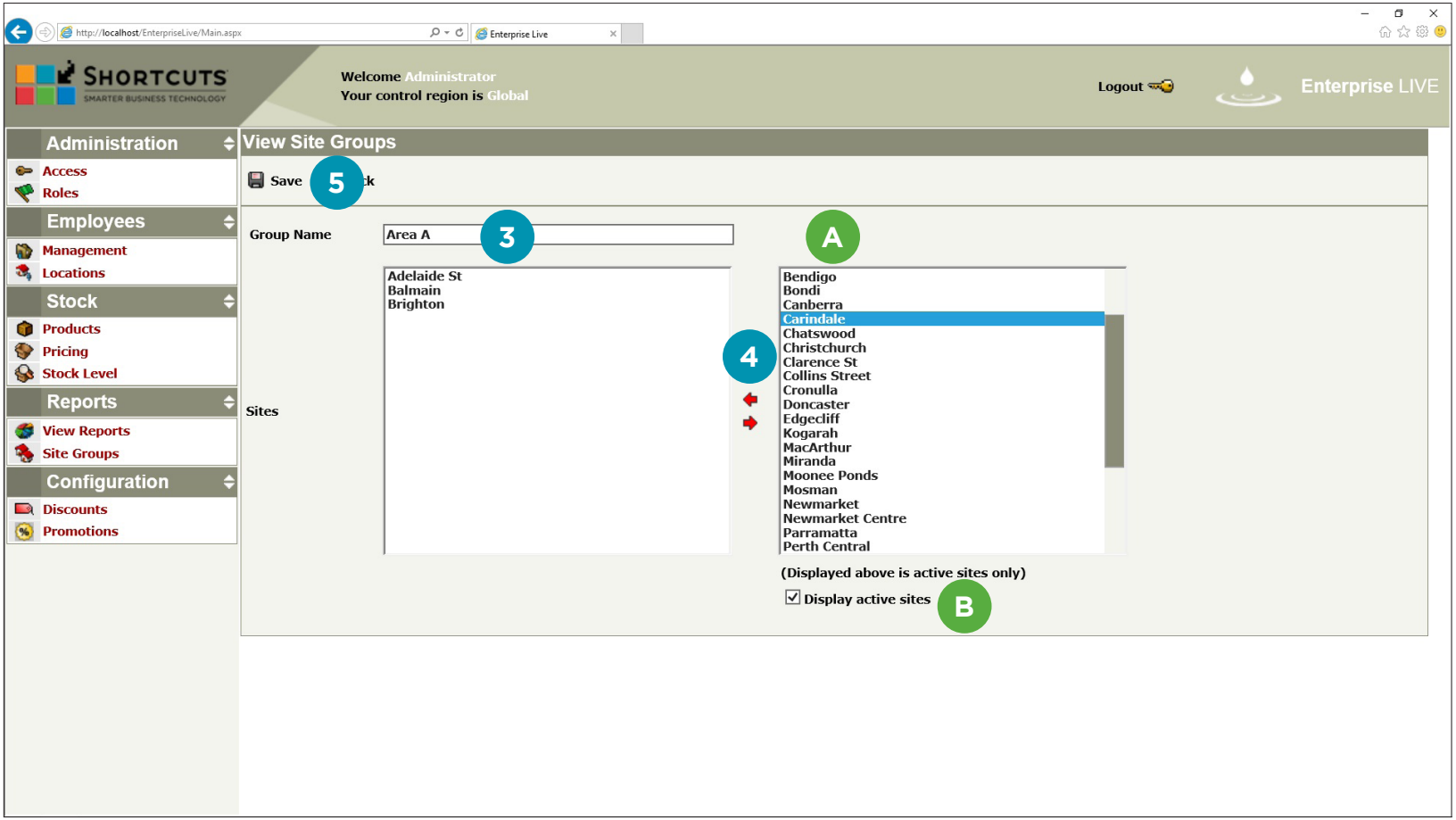
A The list on the left displays sites that are included in the group. The list on the right shows sites that are not included in the group.

B You can untick the **display active sites** box to show inactive sites as well.

3 Enter the name of the group into the **group name** field.

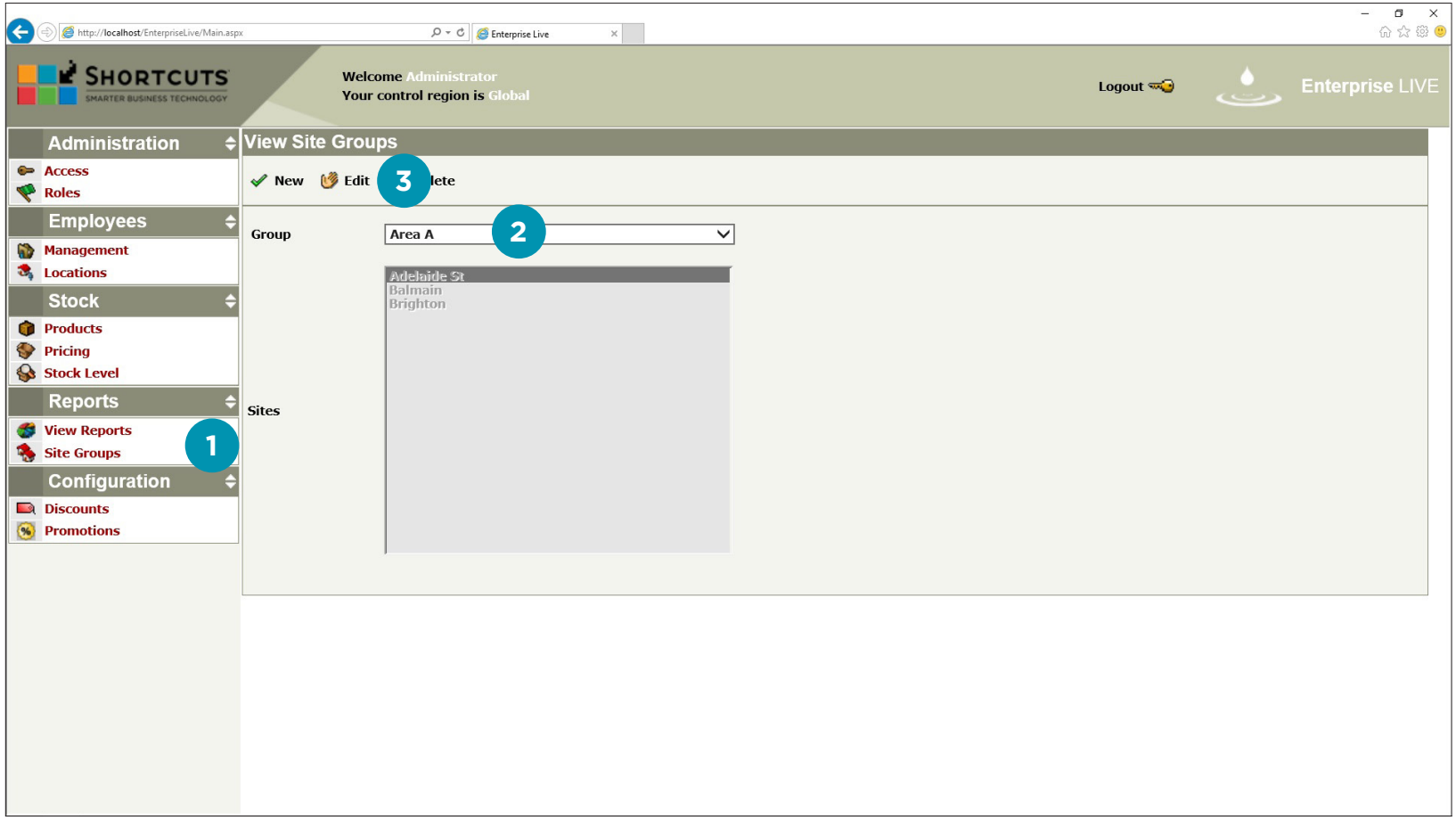
4 To determine which sites belong to the group, select a site, then use the red arrow buttons to move sites from one side to the other.

5 Click **save** when you are finished creating your new site group.



EDITING SITE GROUPS

1. Click on the **site groups** button in the **reports** menu.
2. Select the group that you want to edit from the **group** drop-down list.
3. Click **edit**.



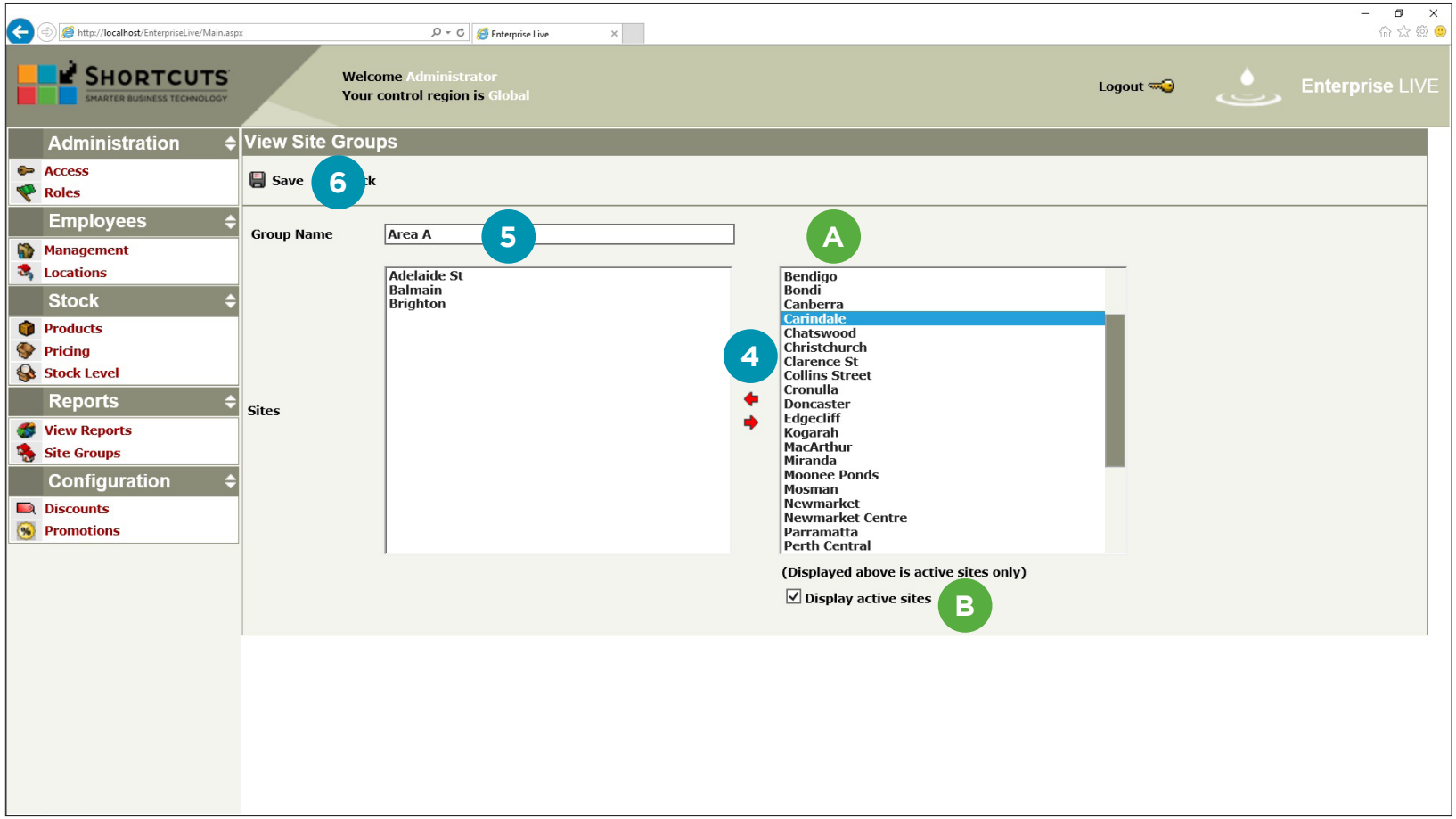
A The list on the left displays sites that are currently included in the group. The list on the right shows sites that are not included in the group.

B You can untick the **display active sites** box to show inactive sites as well.

4 To edit which sites belong to the group, select a site, then use the red arrow buttons to move sites from one side to the other.

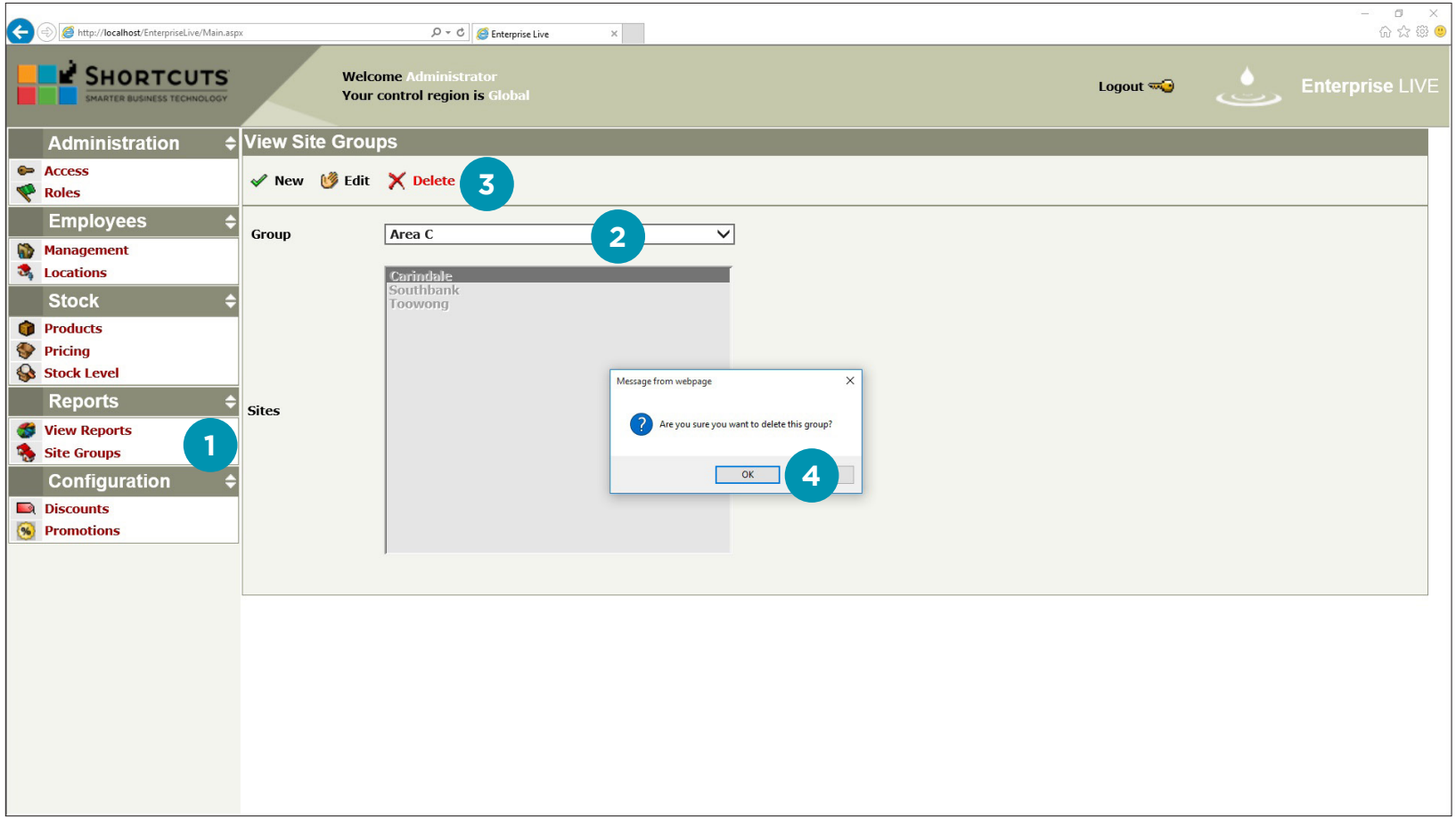
5 If you wish to change the group name, enter the new name in the **group name** field.

6 Click **save** when you are finished editing your site group.



DELETING A SITE GROUP

1. Click on the **site groups** button in the **reports** menu.
2. Select the group that you want to delete from the **group** drop-down list.
3. Click **delete**.
4. Click **OK** to confirm.



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