

MULTI-SITE

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# ENTERPRISE LIVE

## SITE GROUPS

HOME & MOBILE

BEAUTY



*it suits you*

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## 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!

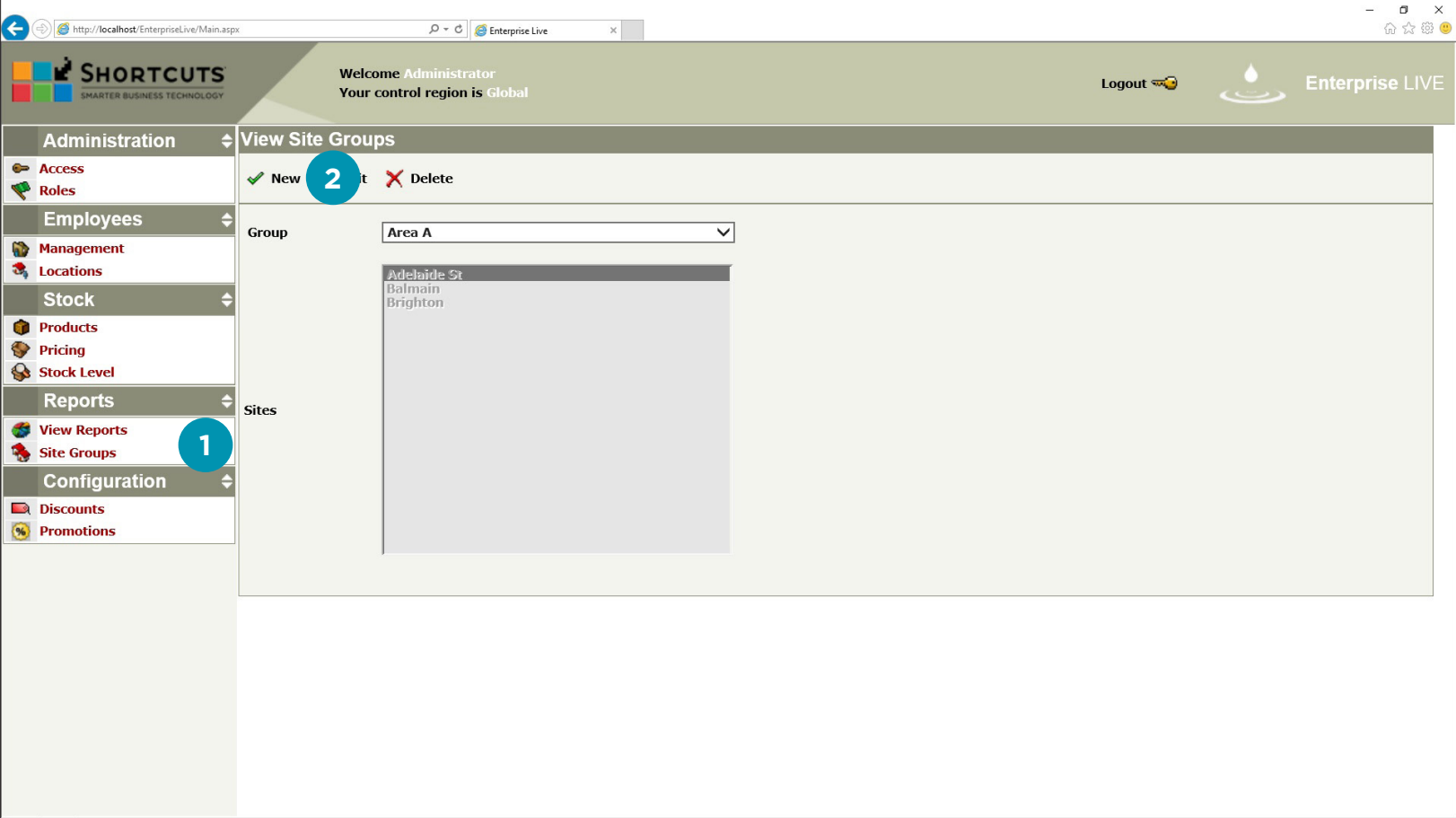
This document is designed to give you a helping hand when it comes to managing your sites and performing daily tasks in Enterprise Live.

# 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**.

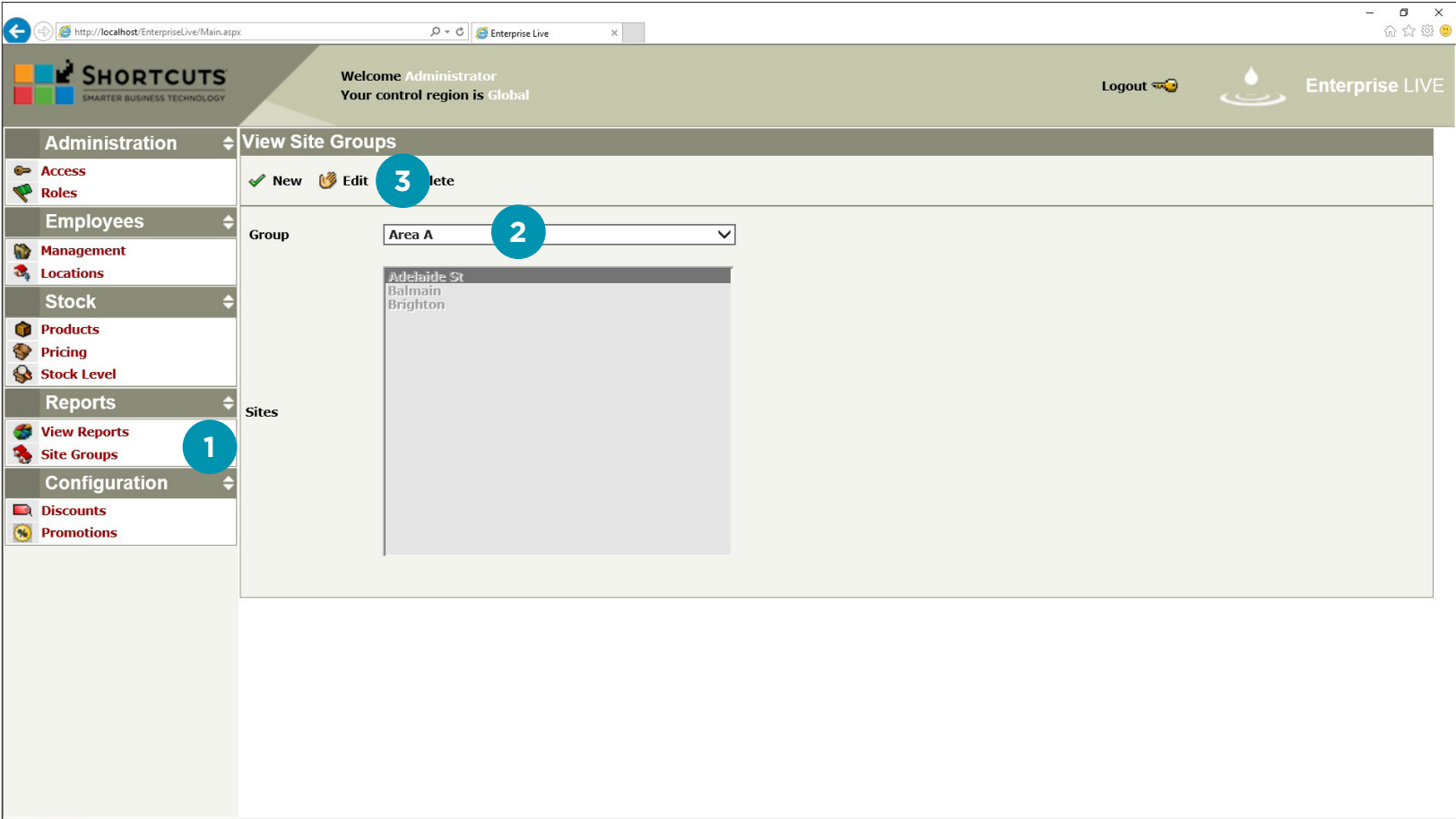


- A** The list on the left displays sites that are included in the group. The list on the right shows sites that are not included in the group.
- B** You can untick the **display active sites** box to show inactive sites as well.
- 3** Enter the name of the group into the **group name** field.
- 4** 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.

The screenshot shows the 'View Site Groups' page in the Enterprise LIVE system. The interface includes a navigation sidebar on the left and a main content area. The main area features a 'Group Name' field containing 'Area A', a 'Save' button, and two lists of sites. The left list contains 'Adelaide St', 'Balmain', and 'Brighton'. The right list contains a longer set of site names, with 'Carindale' highlighted in blue. Red arrows indicate the ability to move sites between the two lists. A 'Display active sites' checkbox is checked at the bottom right of the site lists. The page header shows 'Welcome Administrator' and 'Your control region is Global'.

# 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.

The screenshot shows the 'View Site Groups' page in the Enterprise LIVE application. The browser address bar shows 'http://localhost/EnterpriseLive/Main.aspx'. The page header includes the 'SHORTCUTS' logo, a welcome message for the administrator, and a 'Logout' button. A left-hand navigation menu is visible with categories like Administration, Employees, Management, Stock, Reports, and Configuration. The main content area is titled 'View Site Groups' and features a 'Save' button (callout 6) and a 'Group Name' input field containing 'Area A' (callout 5). Below this, there are two lists of sites. The left list contains 'Adelaide St', 'Balmain', and 'Brighton'. The right list contains a larger set of sites including 'Bendigo', 'Bondi', 'Canberra', 'Carindale', 'Chatswood', 'Christchurch', 'Clarence St', 'Collins Street', 'Cronulla', 'Doncaster', 'Edgecliff', 'Kogarah', 'MacArthur', 'Miranda', 'Moonee Ponds', 'Mosman', 'Newmarket', 'Newmarket Centre', 'Parramatta', and 'Perth Central'. A blue selection bar is over 'Carindale' (callout 4). Red arrows between the lists indicate movement options. A checkbox labeled 'Display active sites' (callout B) is checked at the bottom right. A note '(Displayed above is active sites only)' is present above the checkbox.

## 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.

The screenshot displays the Enterprise LIVE administrator interface. The browser address bar shows `http://localhost/EnterpriseLive/Main.aspx`. The page header includes the logo for SHORTCUTS (SMARTER BUSINESS TECHNOLOGY), a welcome message for the Administrator, and a Logout button. The main navigation menu is on the left, with the 'Reports' menu expanded to show 'View Reports', 'Site Groups', and 'Configuration'. The 'Site Groups' option is highlighted with a blue circle containing the number 1. The 'View Site Groups' page is active, showing a 'Group' drop-down menu with 'Area C' selected (circled with a blue 2). Below the menu, a list of site groups is visible: 'Carindale', 'Southbank', and 'Toowong'. A 'Delete' button (circled with a blue 3) is located at the top of the page. A modal dialog box titled 'Message from webpage' is open, asking 'Are you sure you want to delete this group?' with an 'OK' button (circled with a blue 4) and a close button (X).





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