

MULTI-SITE

WALK-IN

SPA

HAIR

BARBER

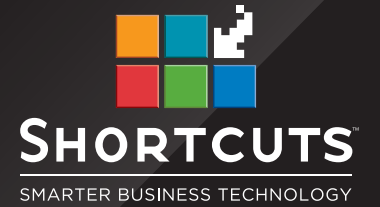
CLINIC

# ENTERPRISE MANAGER

## REGIONS AND SITES OVERVIEW

HOME &  
MOBILE

BEAUTY



*it suits you*

**Last updated 16 June 2017**

By Erin Lewis

Product: Enterprise Manager

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Country: Australia

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## ABOUT THIS DOCUMENT

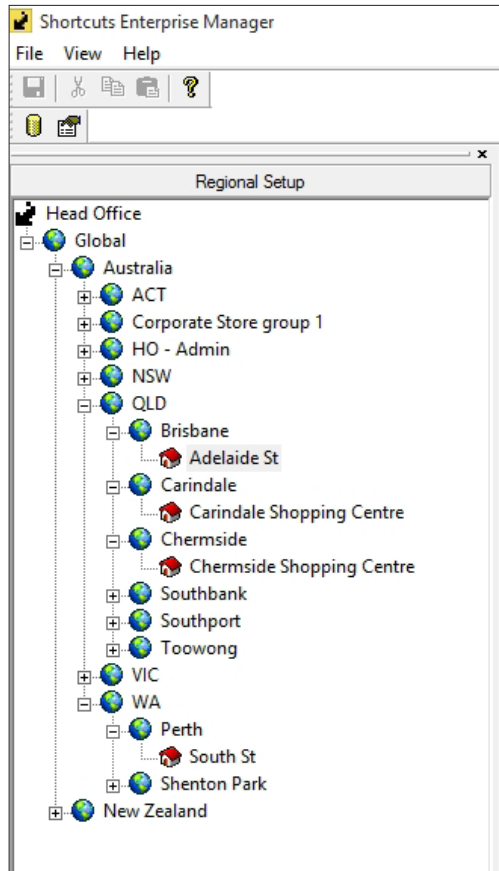
Working hand in hand with Shortcuts Fusion at your individual sites, Enterprise Manager provides you with the power and flexibility to make fast and intelligent decisions to enhance and grow your business.

With Enterprise Manager, you can configure items such as products, services, sundry items, payment options, employee details, security levels and much more!

This document is designed to give you a helping hand when it comes to setting up and managing your sites in Enterprise Manager.



# REGIONS AND SITES

## REGIONS AND SITES OVERVIEW



As Shortcuts Enterprise may connect any number of sites across many states/regions or even countries, it is important that your individual sites are well-organised and carefully structured. This is done by defining regions, sub-regions and sites in a hierarchy, which we call the regional setup tree. An example of a regional setup tree can be viewed on the left-hand side.

In Enterprise, a region is usually equivalent to a geographical region and/or franchisee. A region can be further subdivided into sub-regions. Any number of regions and sub-regions can be defined. Items can exist and be configured at a global regional level allowing uniformity across all sites within that region (e.g. products, services, age groups, occupations, discount reasons etc.). There are some instances where you will not want information to apply to more than one site (e.g. specials, price changes, discount reasons etc.). In these instances, items can exist and you can define individual configurations within the specific site's region; we recommend each site be created in its own individual sub-region in order to allow this.

In the regional setup tree, each region and sub-region is represented by a globe icon , and each individual site is represented by a red building icon . Therefore, a site must be set up for each store location you want to connect to Enterprise.

**Geographical example 1:** Global > Australia > Queensland > Brisbane > Adelaide Street

**Geographical example 2:** Global > England > London > Mayfair > Maddox Street

**Geographical example 3:** Global > United States > California > Huntington Beach > Beach Boulevard

**Franchise example 1:** Global > Australia > John Smith > Carindale > Carindale Shopping Centre

## VIEWING TRANSMISSIONS

The transmissions screen contains a list of all communications/transfers from Enterprise Server to a particular site. It does not display transmissions received from the site. The transmissions list will display all transmissions where the creation date falls within the selected date range. For each transmission, you can view the transmission target (site), transmission ID, status, creation date and delivery date. Transmission information is for reference only and cannot be edited.

1

Double click on the site you want to view transmissions for.

2

Click on the **view** menu.

3

Click on the **transmissions** icon.

4

Select the date range you want to view transmissions for using the drop-down lists.

A

**Transmission target:** The site for which the transmission was sent to.

B

**Transmission ID:** The identification number for the transmission.

C

**Status:** The status will display one of the following:

**Unsent** - The transmission has not yet been sent.

**Sent** - The transmission has been sent but not yet confirmed by the site.

**Confirmed** - The transmission has been sent to and confirmed by the site.

Transmission Target	Transmission ID	Status	Creation Date	Delivery Date
Adelaide St	185436	Unsent	11/01/2017 12:33:34 PM	
Adelaide St	185438	Unsent	11/01/2017 12:33:20 PM	
Adelaide St	185440	Unsent	10/01/2017 2:55:43 AM	
Adelaide St	185353	Confirmed	9/01/2017 3:30:10 PM	9/01/2017 3:44:10 PM
Adelaide St	185335	Confirmed	9/01/2017 11:57:56 AM	9/01/2017 3:44:10 PM
Adelaide St	185322	Confirmed	9/01/2017 11:57:35 AM	9/01/2017 11:57:56 AM
Adelaide St	185320	Confirmed	6/01/2017 5:04:05 PM	9/01/2017 11:36:49 AM
Adelaide St	185318	Confirmed	6/01/2017 5:03:02 PM	9/01/2017 11:36:49 AM
Adelaide St	185316	Confirmed	6/01/2017 4:38:47 PM	9/01/2017 11:36:49 AM
Adelaide St	185314	Confirmed	6/01/2017 4:37:22 PM	9/01/2017 11:36:49 AM
Adelaide St	185312	Confirmed	6/01/2017 4:32:04 PM	9/01/2017 11:36:49 AM
Adelaide St	185310	Confirmed	6/01/2017 4:30:43 PM	9/01/2017 11:36:49 AM
Adelaide St	185309	Confirmed	6/01/2017 4:27:14 PM	9/01/2017 11:36:48 AM
Adelaide St	185306	Confirmed	6/01/2017 4:20:11 PM	9/01/2017 11:36:48 AM
Adelaide St	185304	Confirmed	6/01/2017 4:17:47 PM	9/01/2017 11:36:48 AM
Adelaide St	185302	Confirmed	6/01/2017 4:12:29 PM	9/01/2017 11:36:48 AM
Adelaide St	185300	Confirmed	6/01/2017 4:08:56 PM	9/01/2017 11:36:48 AM
Adelaide St	185298	Confirmed	6/01/2017 4:08:22 PM	9/01/2017 11:36:48 AM
Adelaide St	185296	Confirmed	6/01/2017 4:06:02 PM	9/01/2017 11:36:48 AM

D

**Creation date:** The date that the transmission was created and sent to the site.

E

**Delivery date:** The date that the transmission arrived at the site.

Shortcuts Enterprise Manager - [Adelaide St - Transmissions]

File View Window Help

Regional Setup

Head Office  
Global  
Australia  
ACT  
Corporate Store group 1  
HO - Admin  
NSW  
QLD  
Brisbane  
Adelaide St  
Carindale  
Chermside  
Southbank  
Southport  
Toowong  
VIC  
WA  
New Zealand

View  
Details  
Transmissions  
Employees  
Configuration  
Setup

Date: Thursday, 5 January 2017 To Thursday, 12 January 2017

Transmission Target	Transmission ID	Status	Creation Date	Delivery Date
Adelaide St	185436	Unsent	11/01/2017 12:33:33 PM	
Adelaide St	185408	Unsent	11/01/2017 12:33:20 PM	
Adelaide St	185380	Unsent	10/01/2017 2:55:43 AM	
Adelaide St	185363	Confirmed	9/01/2017 3:30:10 PM	9/01/2017 3:44:10 PM
Adelaide St	185335	Confirmed	9/01/2017 11:57:56 AM	9/01/2017 3:44:10 PM
Adelaide St	185322	Confirmed	9/01/2017 11:57:35 AM	9/01/2017 11:57:56 AM
Adelaide St	185320	Confirmed	6/01/2017 5:04:05 PM	9/01/2017 11:36:49 AM
Adelaide St	185318	Confirmed	6/01/2017 5:03:02 PM	9/01/2017 11:36:49 AM
Adelaide St	185316	Confirmed	6/01/2017 4:38:47 PM	9/01/2017 11:36:49 AM
Adelaide St	185314	Confirmed	6/01/2017 4:37:22 PM	9/01/2017 11:36:49 AM
Adelaide St	185312	Confirmed	6/01/2017 4:32:04 PM	9/01/2017 11:36:49 AM
Adelaide St	185310	Confirmed	6/01/2017 4:30:43 PM	9/01/2017 11:36:49 AM
Adelaide St	185309	Confirmed	6/01/2017 4:27:14 PM	9/01/2017 11:36:49 AM
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Adelaide St	185298	Confirmed	6/01/2017 4:08:22 PM	9/01/2017 11:36:49 AM
Adelaide St	185296	Confirmed	6/01/2017 4:06:02 PM	9/01/2017 11:36:49 AM

Config Management Administration

AUSNB048.SHOR ShortcutsHOS Thu, Jan 12, 2017 NUM



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**AUSTRALIA AND ASIA**

166 Knapp Street  
Fortitude Valley  
QLD 4006  
Tel: +61 7 3834 3232

[www.shortcuts.com.au](http://www.shortcuts.com.au)

**UK AND EUROPE**

Dalton House  
Dane Road, Sale  
Cheshire M33 7AR  
Tel: +44 161 972 4900

[www.shortcuts.co.uk](http://www.shortcuts.co.uk)

**NORTH AMERICA**

7711 Center Avenue  
Suite 650  
Huntington Beach CA 92647  
Tel: +1 714 622 6682

[www.shortcuts.net](http://www.shortcuts.net)

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