

BUSINESS LOG

Tools > Reports > End of Day > Business Log

The Business Log report displays a detailed list of the actions/events that occurred in Shortcuts within the specified date range. Entries are displayed in chronological order, allowing you to view records of what happened at each minute of the day. Having this detailed log at your fingertips can be particularly useful for identifying the cause of any missing or incorrect data within Shortcuts. The report includes the exact time of the event, the terminal that was used, the employee who was logged on, and the event that was logged. This report will help you keep track of what your employees are doing in Shortcuts, allowing you to ensure that information is being entered correctly.

DATE

The date when the actions/events took place.

TIME

The time when the action/event took place.

Log				
From:		Thursday, 14 January, 2016		
To:		Thursday, 14 January, 2016		
Time Period:		1 Day		
For Employees:		All Employees.		
For Terminals:		All Terminals.		
Time	Terminal Name	Employee	Event Logged	
14 January 2016				
8:04 am	AUSNB067	Anna	Log On to Terminal	
8:05 am	AUSNB067	Anna	Roster changed for Anna on 14/01/2016 from [08:30AM - 02:00PM] to [08:30AM - 06:00PM]	
8:06 am	AUSNB067	Anna	Roster changed for Anna on 14/01/2016 from [08:30AM - 06:00PM] to [08:30AM - 02:00PM]	
8:06 am	AUSNB067	Anna	Roster details modified for Chris on 15/01/2016	
8:06 am	AUSNB067	Anna	Roster details modified for Katie on 15/01/2016	
8:07 am	AUSNB067	Anna	Roster changed for James on 14/01/2016 from [02:00PM - 06:00PM] to [08:30AM - 01:00PM]	
8:07 am	AUSNB067	Anna	Roster changed for Lucy on 14/01/2016 from [08:30AM - 02:00PM] to [01:00PM - 06:00PM]	
8:08 am	AUSNB067	Anna	Roster details modified for Anna on 14/01/2016 11:15:00 PM	
8:08 am	AUSNB067	Anna	Created task: Lunch for Chris on 14/01/2016 at 1:00 PM	
8:08 am	AUSNB067	Anna	Created task: Meeting for Chris on 14/01/2016 at 9:00 AM	
8:09 am	AUSNB067	Anna	Appointment created for: Sean Cook at 8:30 AM on 14/01/2016 for a Mens Clipper Cut with Chris	
8:09 am	AUSNB067	Anna	Appointment created for: Sean Cook at 8:45 AM on 14/01/2016 for a Beard Trim with Chris	
8:09 am	AUSNB067	Anna	Appointment created for: Garry Lang at 2:15 PM on 14/01/2016 for a Chest Wax with Lucy	
8:09 am	AUSNB067	Anna	Appointment created for: Garry Lang at 2:45 PM on 14/01/2016 for a Full Body Tan with Lucy	
8:09 am	AUSNB067	Anna	Appointment created for: Georgia Harvey at 8:45 AM on 14/01/2016 for a Body Scrub with Anna	
8:09 am	AUSNB067	Anna	Appointment created for: Georgia Harvey at 9:15 AM on 14/01/2016 for a Cleansing Facial with Anna	
8:10 am	AUSNB067	Anna	Appointment created for: Quinta Davies at 10:00 AM on 14/01/2016 for a Ladies Style Cut with Chris	
8:10 am	AUSNB067	Anna	Appointment created for: Quinta Davies at 10:30 AM on 14/01/2016 for a Blowdry with Chris	
8:10 am	AUSNB067	Anna	Appointment created for: Kristen Humphrey at 3:00 PM on 14/01/2016 for a Full Head Highlights with Anna	
8:10 am	AUSNB067	Anna	Appointment created for: Kristen Humphrey at 4:45 PM on 14/01/2016 for a Ladies Style Cut with Anna	
8:10 am	AUSNB067	Anna	Appointment created for: Emma Ridgeway at 10:30 AM on 14/01/2016 for a Body Scrub with Anna	
8:10 am	AUSNB067	Anna	Appointment created for: Emma Ridgeway at 11:00 AM on 14/01/2016 for a 30 min Massage with Anna	
8:11 am	AUSNB067	Anna	Appointment created for: Jessica Davies at 4:15 PM on 14/01/2016 for a Microdermabrasian with Lucy	
8:11 am	AUSNB067	Anna	Appointment created for: Jessica Davies at 4:45 PM on 14/01/2016 for a Full Leg Wax with Lucy	
8:11 am	AUSNB067	Anna	Appointment created for: Dominic Aloni at 11:45 AM on 14/01/2016 for a Full Body Tan with James	
8:12 am	AUSNB067	Anna	Appointment created for: Leanne Thomas at 11:45 AM on 14/01/2016 for a Bikini IPL with Chris	
8:12 am	AUSNB067	Anna	Appointment created for: Leanne Thomas at 12:00 PM on 14/01/2016 for a Underarm IPL with Chris	
9:27 am	AUSNB067	Anna	Anna accessed the Client Screen	
9:27 am	AUSNB067	Anna	Anna accessed the Client Card Screen for Kristen Humphrey	
10:19 am	AUSNB067	Anna	Membership/Loyalty card has been Adjusted	



TERMINAL NAME
The terminal that was used to complete the action.

EMPLOYEE
The employee who was logged in to Shortcuts when the action/event took place.

EVENT LOGGED
This column displays details of the events that occurred in Shortcuts.