

MULTI-SITE

WALK-IN

SPA

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BARBER

CLINIC

ENTERPRISE LIVE STOCK LEVELS

HOME &
MOBILE

BEAUTY


SHORTCUTS
SMARTER BUSINESS TECHNOLOGY
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.

STOCK LEVEL

USING THE STOCK LEVEL SCREEN

The stock level screen allows you to change the warning, required and minimum reorder levels for products in or below your control region.

1

Click on the **stock level** button in the **stock** menu.

A

You can search for products by selecting the relevant region, site, manufacturer, and line from the drop-down lists.

B

Tick **show inactive entities** to show inactive manufacturers and lines.

C

Tick **show inactive products in search results** to show inactive products.

D

You can choose how many products you want to display.

2

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

E

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

F

The stock levels list will be displayed here.

The screenshot shows the 'Products - Stock Level' interface in Enterprise LIVE. The left sidebar contains a navigation menu with categories: Administration (Access, Roles), Employees (Management, Locations), Stock (Products, Pricing, Stock Level), Reports (View Reports, Site Groups), and Configuration (Discounts, Promotions). The 'Stock Level' option is highlighted with a blue circle and the number '1'. The main content area is titled 'Products - Stock Level' and contains search filters: Region (Adelaide St), Site (Adelaide St), Manufacturer (InClinic Products), and Line (InClinic Products). There are checkboxes for 'Show Inactive Entities in search criteria' and 'Show Inactive Products in search results', both with green circles and letters B and C respectively. A search bar with a magnifying glass icon and a 'Reset' button are present, with a green circle and letter D over the search bar and a green circle and letter E over the 'Reset' button. A 'Display 10 Products' dropdown is also visible, with a green circle and letter D over it. Below the filters, a search result summary states: 'Searched for stock levels under the Adelaide St region, manufacturer: InClinic Products, product line: InClinic Products', with a green circle and letter F over the text. The main table displays a list of products with columns: Product, Maximum Level, Minimum Level, Warning Level, Current Level, Minimum order quantity, Days to cover, Recalc Maximum, and Active. The table lists 10 products, including 'Blemish Treatment Concealer Natural', 'Blemish Treatment Concealer Fair', 'Brush Angled Blush', 'Brush Bronzer', 'Brush Cleaner', 'Brush Concealer/Shadow', 'Brush Foundation', 'Brush Kabuki', 'Foundation Stick SPF 8 Almond', and 'Foundation Stick SPF 8 Cameo Beige'. At the bottom of the table, there are pagination links: '1 2 3 4 5'.

CHANGING STOCK LEVELS

1

Click on the **stock level** button in the **stock** menu.

2

Enter your desired search criteria and click **search**.

3

Enter the desired maximum level, if applicable. This is the quantity that you aim to have after receiving an order. This value can be automatically calculated, but if you manually enter a value it will override the automatic number.

4

Enter the minimum acceptable stock level. If the product count falls below this level, this product will be automatically added to the next reorder.

5

Enter the warning level. When the product count reaches the warning level, Shortcuts will remind you to order more of this product.

6

Enter the minimum order quantity. This indicates the minimum item quantity that can be included in an order.

Shortcuts SMARTER BUSINESS TECHNOLOGY

Welcome Administrator
Your control region is global

Logout Enterprise LIVE

Administration **Products - Stock Level**

Access Roles Employees Management Locations Stock Products Pricing Stock Level Reports View Reports Site Groups Configuration Discounts Promotions

Region: Adelaide St
Site: Adelaide St
Manufacturer: InClinic Products
Line: InClinic Products

☐ Show Inactive Entities in search criteria
☐ Show Inactive Products in search results * Inactive

Search Reset Display 10 Products

Save Refresh Searched for stock level under the Adelaide St region, Manufacturer: InClinic Products, Line: InClinic Products

Product	Maximum Level	Minimum Level	Warning Level	Current Level	Minimum order quantity	Days to cover	Recalc Maximum	Active
Blemish Treatment Concealer Natural	10	5	0	11	2	0	✓	✓
Blemish Treatment Concealer Fair	10	5	0	9	2	0	✓	✓
Brush Angled Blush	10	4	0	4	1	0	✓	✓
Brush Bronzer	10	4	0	3	1	0	✓	✓
Brush Cleaner	10	4	0	0	1	0	✓	✓
Brush Concealer/Shadow	10	4	0	3	1	0	✓	✓
Brush Foundation	10	4	0	1	1	0	✓	✓
Brush Kabuki	10	4	0	7	1	0	✓	✓
Foundation Stick SPF 8 Almond	10	5	0	0	1	0	✓	✓
Foundation Stick SPF 8 Cameo Beige	10	5	0	3	1	0	✓	✓

1 2 3 4 5

7

Enter the number of days to cover. This is the number of days' sales that an order should cover.

8

If you would like the product's maximum level to be automatically calculated based on sales, tick the **recalc maximum** box. However, if you have manually entered a maximum level, it will override the automatic calculation.

9

Once you have entered the desired stock levels for each product, click **save**.

Enterprise LIVE

Welcome Administrator
Your control region is global

Logout

Administration

- Access
- Roles
- Employees
- Management
- Locations
- Stock
- Products
- Pricing
- Stock Level
- Reports
- View Reports
- Site Groups
- Configuration
- Discounts
- Promotions

Products - Stock Level

Region: Adelaide St
Site: Adelaide St
Manufacturer: InClinic Products
Line: InClinic Products

☐ Show Inactive Entities in search criteria
☐ Show Inactive Products in search results * Inactive

Search Reset Display 10 Products

Save Refresh Searched for stock levels under the Adelaide St region, manufacturer: InClinic Products, product line: InClinic P

Product	Maximum Level	Minimum Level	Warning Level	Current Level	Minimum order quantity	Days to cover	Recalc Maximum	Active
Blemish Treatment Concealer Natural	10	5	0	11	2	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Blemish Treatment Concealer Fair	10	5	0	9	2	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Brush Angled Blush	10	4	0	4	1	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Brush Bronzer	10	4	0	3	1	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Brush Cleaner	10	4	0	0	1	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Brush Concealer/Shadow	10	4	0	3	1	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Brush Foundation	10	4	0	1	1	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Brush Kabuki	10	4	0	7	1	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Foundation Stick SPF 8 Almond	10	5	0	0	1	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Foundation Stick SPF 8 Cameo Beige	10	5	0	3	1	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1 2 3 4 5



it suits you

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