

MULTI-SITE

WALK-IN

SPA

HAIR

BARBER

# ENTERPRISE MANAGER

## STOCK

STOCK OVERVIEW,  
MANUFACTURERS  
& SUPPLIERS

CLINIC

HOME &  
MOBILE

BEAUTY



# SHORTCUTS™

SMARTER BUSINESS TECHNOLOGY

*it suits you*

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## ABOUT THIS DOCUMENT

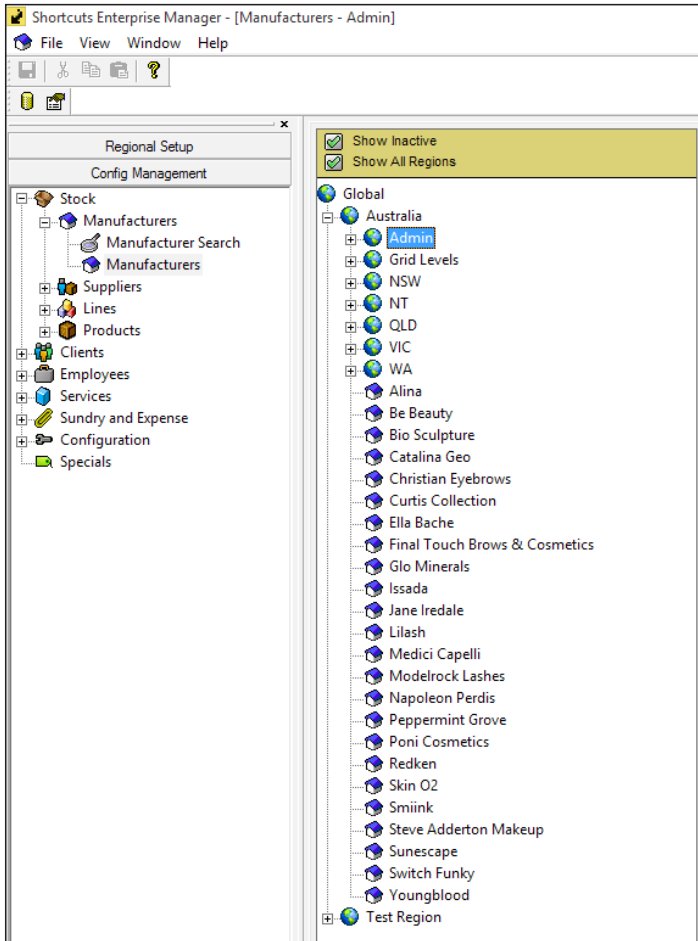
Working hand in hand with Shortcuts Fusion at your individual sites, Enterprise Manager provides you with the power and flexibility to make fast and intelligent decisions to enhance and grow your business.

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.

# STOCK

## STOCK OVERVIEW



Your stock settings are located in Enterprise Manager within the **config management** menu, as shown on the left hand side.

Your stock is configured using the following 3-tier structure:  Manufacturers >  Lines >  Products.

The manufacturer is the entity that makes the products. The supplier is the company that sources the products with their brand name attached. When you add a new product, you can specify which supplier this product is ordered from. A line is a collection or range of products made by the same manufacturer. All of the products in a particular line are related to each other. Products are the individual items (units) within a particular line.

In Enterprise Manager, stock is structured in a way that's similar to Shortcuts Fusion, however, companies are referred to as 'manufacturers'. Suppliers, lines and products are the same in both Enterprise Manager and Shortcuts Fusion.

Stock can be added at any regional level within the regional structure (e.g. global, country, state/region). For example, if Manufacturer A exists at a global level, their products can be distributed to sites worldwide, whereas if Manufacturer B exists only at a state/region level, their products can only be sold at sites within that particular state/region. Product pricing will depend on the regional level where the prices were configured. For example, if a certain product is available worldwide but pricing changes are made at state/region level within the regional structure, then the price change will only affect sites in that particular state/region. No matter which regional level you are dealing with, your stock must always be configured using the same 3-tier structure.

When selecting a stock item, inactive items and all regions will be displayed by default. You can remove the green ticks to filter out these options where needed.

# ADDING A MANUFACTURER

- 1 Click on the **config management** menu.
- 2 Double click to expand **stock**.
- 3 Double click to expand **manufacturers**.
- 4 Double click on **manufacturers**.
- 5 Right click on the region you want to add a manufacturer for.
- 6 Select **new manufacturer**.

ID	Name	Active
103	Dermalogica	<input checked="" type="checkbox"/>
18	Fleur De Mer	<input checked="" type="checkbox"/>
19	InClinic Products	<input checked="" type="checkbox"/>
20	Lucas Paw Paw	<input checked="" type="checkbox"/>
15	Medic8	<input checked="" type="checkbox"/>
23	National Salon Supplies	<input checked="" type="checkbox"/>
102	OPI	<input checked="" type="checkbox"/>
29	Po Cosmetics	<input checked="" type="checkbox"/>
12	Skinstitute	<input checked="" type="checkbox"/>
28	Vani T	<input checked="" type="checkbox"/>
93	Youngblood	<input checked="" type="checkbox"/>

7 Enter the manufacturer's name. **Optional:** Enter their phone details, business address and postal address.

8 Tick the **active** box.

9 Click **save**.

10 Close tab.

The screenshot shows the 'Shortcuts Enterprise Manager - [Manufacturers - AusCosmetics]' window. On the left is a navigation tree with categories like Stock, Manufacturers, Suppliers, Lines, Products, Clients, Employees, Services, Sundry and Expense, Configuration, and Specials. The main area displays a tree of regions, with 'AusCosmetics' selected under 'Australia'. The right-hand pane shows the 'Details' for 'AusCosmetics', including fields for Name, ID (107), External Id, and an 'Active' checkbox. Below this are sections for 'Phone Details' (Phone 1: 07 1234 5678), 'Business Address' (234 Peppermint Street, Fortitude Valley, QLD, 4006, Australia), and 'Postal Address' (234 Peppermint Street, Fortitude Valley, QLD, 4006, Australia). The status bar at the bottom shows 'Administration', 'Manufacturers - AusCosmetics', and system information: 'AUSNB048.SHOR ShortcutsHOS Wed, Aug 31, 2016 NUM'.

## COPYING A MANUFACTURER TO ANOTHER REGION

Copying a manufacturer to another region allows you to change the manufacturer's details for that region independently. An example of this would be where a manufacturer has been created in the global region, but one region does not stock that manufacturer. To achieve this you would copy the manufacturer from global to their region, then deactivate it in their region.

- 1 Click on the **config management** menu.
- 2 Double click to expand **stock**.
- 3 Double click to expand **manufacturers**.
- 4 Double click on **manufacturers**.
- 5 Right click on the manufacturer you want to copy.
- 6 Select **copy**.

The screenshot shows the Shortcuts Enterprise Manager interface with the 'Manufacturers - Charlestown' window open. The interface is divided into several panes. On the left, the 'Regional Setup' pane shows a tree view of the system structure. The 'Stock' folder is expanded, and the 'Manufacturers' folder is selected. The 'Manufacturers' folder is further expanded, showing a list of manufacturers. The 'Cherry Blooms' manufacturer is selected, and a context menu is open over it, with the 'Copy' option highlighted. The 'Details' pane on the right shows the active status of the manufacturer. The 'Table' pane on the right shows a list of manufacturers with their IDs and names.

ID	Name	Active
52	Cherry Blooms	<input checked="" type="checkbox"/>
53	Synergy	<input checked="" type="checkbox"/>

- 7 Right click on the region you want to copy the manufacturer to.
- 8 Select **paste manufacturer**.
- 9 Close tab.

The screenshot displays the Shortcuts Enterprise Manager interface. On the left, a tree view shows a hierarchy of regions, with 'Toowoomba' selected. A context menu is open over 'Toowoomba', showing options: 'New Manufacturer', 'Paste Manufacturer' (highlighted), and 'Refresh'. A table on the right lists manufacturers with columns for ID, Name, and Active status.

ID	Name	Active
48	Beauty Supplier	<input checked="" type="checkbox"/>
49	Morgan Taylor	<input checked="" type="checkbox"/>
50	Opi	<input checked="" type="checkbox"/>



## DEACTIVATING A MANUFACTURER

1 Click on the **config management** menu.

2 Double click to expand **stock**.

3 Double click to expand **manufacturers**.

4 Double click on **manufacturers**.

5 Right click on the manufacturer you want to deactivate and untick **active** from the popup menu.

A Alternatively, you can untick the **active** box next to the manufacturer.

6 Choose whether you also want to make the manufacturer's lines and products inactive.

7 Click **save**.

8 Close tab.

Shortcuts Enterprise Manager - [Manufacturers - Coffs Harbour]

File View Window Help

Regional Setup  
Config Management

Stock  
Manufacturers  
Manufacturers  
Suppliers  
Lines  
Products  
Clients  
Employees  
Services  
Sundry and Expense  
Configuration  
Specials

Global  
Australia  
Admin  
Grid Levels  
NSW  
Armidale  
Charlestown  
Coffs Harbour  
Cnd  
Ear Care  
Healthy Hoof  
Kaf Tanned  
Opi

Details

- Active
- Cut
- Copy
- Delete

ID	Name	Active
57	Cnd	<input type="checkbox"/>
58	Ear Care	<input checked="" type="checkbox"/>
59	Healthy Hoof	<input checked="" type="checkbox"/>
60	Kaf Tanned	<input checked="" type="checkbox"/>
61	Opi	<input checked="" type="checkbox"/>

Administration  
Manufacturers - Coffs Harbour

AUSNB048.SHOR ShortcutsHOS Fri, Mar 03, 2017 NUM

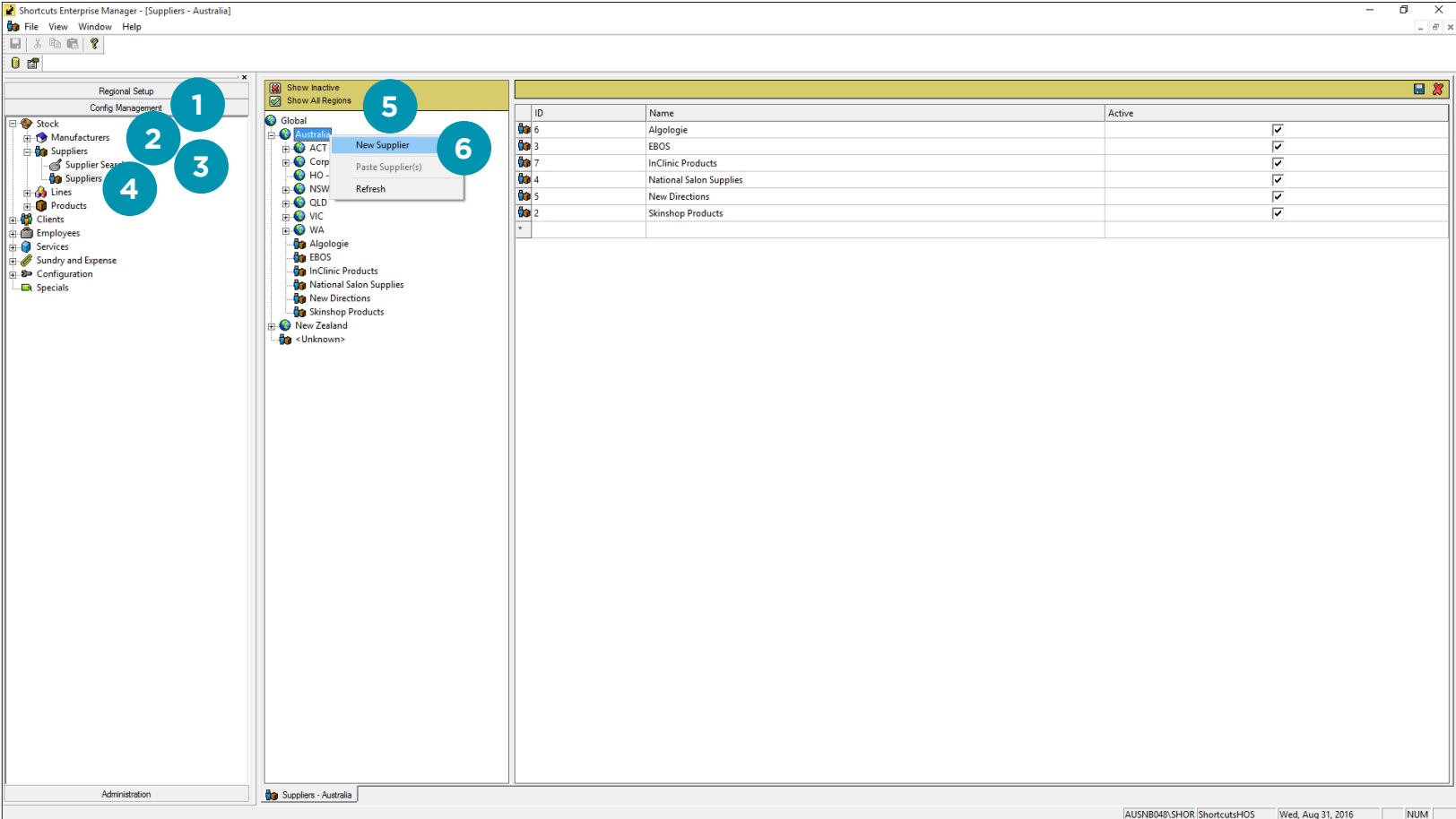
ShortcutsHOS

Would you also like to make the Manufacturer's lines and products inactive?

Yes No

# ADDING A SUPPLIER

- 1 Click on the **config management** menu.
- 2 Double click to expand **stock**.
- 3 Double click to expand **suppliers**.
- 4 Double click on **suppliers**.
- 5 Right click on the region you want to add a supplier for.
- 6 Select **new supplier**.



7

Enter the supplier's name.  
**Optional:** Enter the phone details, business address and postal address.

8

**Optional:** Enter the account number, tax number and shipping reference.

9

**Optional:** Enter the supplier's email address. If you want to use email ordering this field is required.

10

**Optional:** Enter the supplier's web address.

11

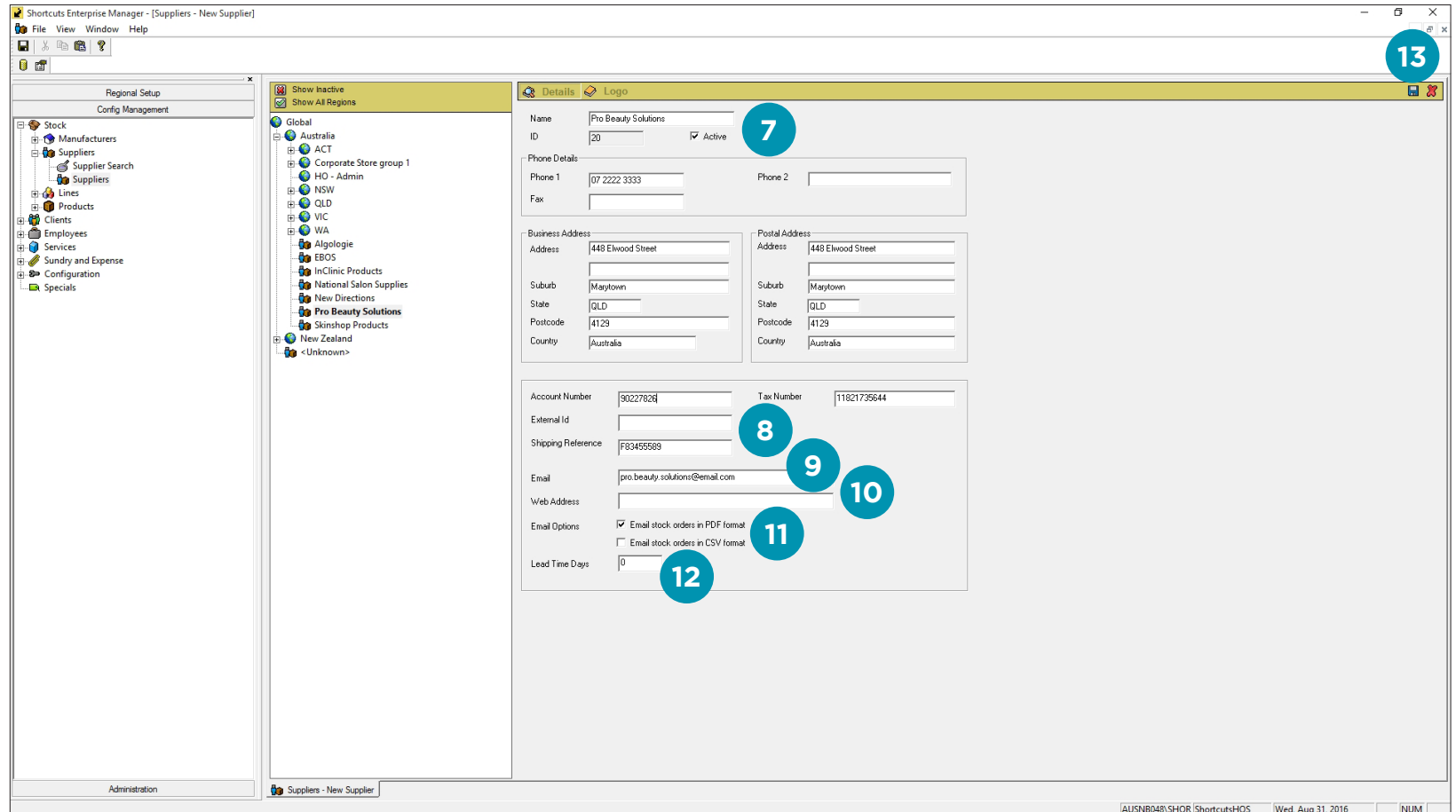
**Optional:** Specify whether the stock orders will be emailed as a .PDF or .CSV file format. If you want to use email ordering one of these is required.

12

**Optional:** Enter the lead time days. The lead time is the time between the initiation of an order and its fulfilment by the supplier.

13

Click **save**.



14

Close tab.

The screenshot displays the 'Shortcuts Enterprise Manager' interface with a 'Suppliers - New Supplier' window open. The window is divided into three main sections: a left-hand navigation tree, a central tree view, and a right-hand 'Details' form.

**Navigation Tree (Left):** Shows a hierarchy including Stock, Manufacturers, Suppliers, Supplier Search, Lines, Products, Clients, Employees, Services, Sundry and Expense, Configuration, and Specials.

**Tree View (Center):** Lists various regions and groups, including Global, Australia (ACT, Corporate Store group 1, HO - Admin, NSW, QLD, VIC, WA), and New Zealand. 'Pro Beauty Solutions' is highlighted under the QLD region.

**Details Form (Right):** Contains the following fields and values for 'Pro Beauty Solutions':

- Name: Pro Beauty Solutions
- ID: 20
- Active:
- Phone 1: 07 2222 3333
- Phone 2: (empty)
- Fax: (empty)
- Business Address: 448 Elwood Street, Marytown, QLD, 4129, Australia
- Postal Address: 448 Elwood Street, Marytown, QLD, 4129, Australia
- Account Number: 90227829
- Tax Number: 11821735644
- External Id: (empty)
- Shipping Reference: F83455589
- Email: pro.beauty.solutions@email.com
- Web Address: (empty)
- Email Options:  Email stock orders in PDF format,  Email stock orders in CSV format
- Lead Time Days: 0

The bottom status bar shows 'Administration', 'Suppliers - New Supplier', and system information: 'AUSNB048.SHOR ShortcutsHOS Wed, Aug 31, 2016 NUM'.

14

## COPYING A SUPPLIER TO ANOTHER REGION

Copying a supplier to another region allows you to change the supplier's details for that region independently. An example of this would be where a supplier has been created in the global region, but one region has a different email address for the supplier. To achieve this you would copy the supplier from global to their region, then change the email in their region.

- 1 Click on the **config management** menu.
- 2 Double click to expand **stock**.
- 3 Double click to expand **suppliers**.
- 4 Double click on **suppliers**.
- 5 Right click on the supplier you want to copy.
- 6 Select **copy**.

The screenshot shows the 'Shortcuts Enterprise Manager' interface for 'Suppliers - Charlestown'. The 'Regional Setup' tree on the left is expanded to 'Suppliers' (1), then 'Suppliers' (2), and finally 'Suppliers' (3). The 'Show Inactive' list on the right shows the 'Poni Cosmetics' supplier (4). A right-click context menu is open over 'Poni Cosmetics', with the 'Copy' option selected (5 and 6). The 'Details' panel on the right shows the supplier's information:

ID	Name	Active
4	Jane Iredale	<input checked="" type="checkbox"/>
52	Poni Cosmetics	<input checked="" type="checkbox"/>

The status bar at the bottom indicates 'Administration' and 'Suppliers - Charlestown'. The system tray shows 'AUSNB048\SHOR ShortcutsHOS Fri, Mar 03, 2017 NUM'.

- 7 Right click on the region you want to copy the supplier to.
- 8 Select **paste supplier**.
- 9 Close tab.

The screenshot shows the 'Shortcuts Enterprise Manager' interface. On the left, a tree view displays a hierarchy of regions, with 'VIC' expanded to show a list of suppliers. A right-click context menu is open over the 'Hamilton' region, with 'Paste Supplier(s)' highlighted. On the right, a table displays the following data:

ID	Name	Active
64	Beaute Internationale	<input checked="" type="checkbox"/>
45	Final Touch Brows & Cosmetics	<input checked="" type="checkbox"/>
51	Peppermint Grove	<input checked="" type="checkbox"/>
57	Youngblood	<input checked="" type="checkbox"/>

## DEACTIVATING A SUPPLIER

1

Click on the **config management** menu.

2

Double click to expand **stock**.

3

Double click to expand **suppliers**.

4

Double click on **suppliers**.

5

Right click on the supplier you want to deactivate and untick **active** from the popup menu.

A

Alternatively, you can untick the **active** box next to the supplier.

6

Click **save**.

7

Close tab.

Shortcuts Enterprise Manager - [Suppliers - Hamilton]

File View Window Help

Regional Setup  
Config Management

Stock  
Manufacturers  
Suppliers  
Supplier Search  
Suppliers  
Lines  
Products  
Clients  
Employees  
Services  
Sundry and Expense  
Configuration  
Specials

Show Inactive  
Show All Regions

Global  
Australia  
Admin  
Grid Levels  
NSW  
NT  
QLD  
Carindale  
Hamilton  
Beaute Internationale  
Final Touch Brows & Cosmetics  
Peppermint Grove  
Poni Cosmetics  
Youngblood  
Post Office Square  
Toowoomba  
VIC  
WA  
Alina  
Be Beauty  
Bio Sculpture  
Catalina Geo  
Christian Eyebrows  
Clairderm  
Curtis Collection  
Ella Bache  
Final Touch Brows & Cosmetics  
Glo Minerals  
Issada  
Jane Iredale  
Lilash  
Loreal AUS  
Medici Capelli  
Modelrock Lashes  
Napoleon Perdis  
National Salon Supplies  
Peppermint Grove  
Poni Cosmetics  
Skin Q2  
Smink  
Steve Adderton Makeup  
Sunescape  
Switch Funky  
Transfer Stock In  
Youngblood  
Test Region  
<Unknown>

Details  
New Contact  
Active  
Cut  
Copy  
Paste Contact(s)  
Delete  
Refresh

ID	Name	Active
64	Beaute Internationale	<input checked="" type="checkbox"/>
45	Final Touch Brows & Cosmetics	<input checked="" type="checkbox"/>
51	Peppermint Grove	<input checked="" type="checkbox"/>
52	Poni Cosmetics	<input checked="" type="checkbox"/>
57	Youngblood	<input checked="" type="checkbox"/>

Administration

Suppliers - Hamilton

AUSNB048.SHOR.ShortcutsHOS Fri, Mar 03, 2017 NUM



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