

MULTI-SITE

WALK-IN

SPA

HAIR

BARBER

CLINIC

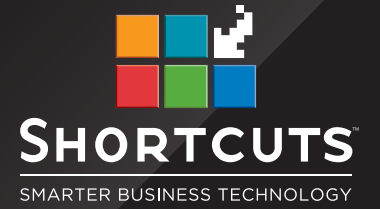
# SHORTCUTS FUSION

## END OF DAY

### BACKING UP SHORTCUTS

HOME & MOBILE

BEAUTY



*it suits you*

**Last updated 9 June 2016**

By Erin Lewis

Product: Shortcuts Fusion

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Country: Australia

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## ABOUT THIS DOCUMENT

It's important to use the backup feature to protect your Shortcuts data. When you complete a backup, you are producing a copy of your business' information from Shortcuts. This ensures that you will be able to restore your essential data (e.g. transactions, sales history information and client details etc) in the case that your data is lost. We recommend backing up your data on an external drive at the end of each day.

# BACKING UP SHORTCUTS

- 1 Click on the **tools** menu.
- 2 Click on the **backup** icon.
- 3 If you need to specify your backup location or change other settings, click **advanced**. If your backup location is already set to your external drive, go to step 8.
- 4 Click **browse** to select your backup location.
- 5 Select your desired backup location.
- 6 Click **OK**.
- 7 Click **done**.
- 8 **Optional:** Click the name field and type in a custom name for the backup.
- 9 Click **backup now**.

The screenshot displays a scheduling application interface. At the top, a header shows the date 'Mon, 29 Feb' and staff names: Anna, James, Lucy, Chris, and Katie. Below this is a calendar grid with time slots from 9:00 AM to 5:00 PM. The grid contains various appointments such as 'Vicky Beckhouse Up Do', 'Rachael Clarke 1/4 Head Highlights', 'Lunch', 'Eric Moore 30 min Massage', 'Meeting', 'Melanie Goodman Full Leg Wax', 'Chelsea Grey', 'Joshua Bates', 'Nicole McDonald', 'Melissa Nguyen', 'Claire Stewart Microdermabrasian', 'Cameron Porter 60 min Massage', 'William Black', 'Katie Morrison Ladies Style Cut', and 'Olivia Black 1/4 Head Highlights'. On the right side, there is a sidebar with navigation icons for 'Main', 'Tools', 'Reports', 'Backup', 'Marketing', 'Roster', 'Log', 'Attendance', 'Support and Logins', 'Stock', and 'Setup'. The 'Tools' menu is highlighted, and the 'Backup' icon is selected. Three dialog boxes are overlaid on the interface: 1. 'Shortcuts Backup' dialog: Shows the backup name 'Shortcuts Backup - Monday, 29 February', the last successful backup time 'Monday, 29 February 2016 10:39:19 AM', and the backup location 'D:\Shortcuts Backup - Monday, 29 February 2016 at 10.39.26.z ...'. It has buttons for 'Advanced...', 'Backup Now', and 'Done'. 2. 'Advanced Options' dialog: Shows a description 'Shortcuts Backup Generated on Monday, 29 February 2016 at 10:39:53 AM.' and a checkbox for 'Backup Attachments'. It has a 'Browse...' button and a 'Done' button. 3. 'Browse For Folder' dialog: Shows the file explorer view with 'USB (D:)' selected as the backup location. It has 'Make New Folder', 'OK', and 'Cancel' buttons.

10 Wait until you see the 'backup complete' message underneath the progress bar.

11 Click **done**.

12 Remove your external drive and place it in a secure location.

Time	Anna	James	Lucy	Chris	Katie
9:00 AM		Chelsea Grey	Off	Xavier Scott	RDO
15	Vicky Beckhouse	Chelsea Grey	Off	Xavier Scott	RDO
30			Off		RDO
45	Vicky Beckhouse Up Do		Off		RDO
10:00 AM		Andy Ellis	Off	Allison Tenby Blowdry	RDO
15			Off		RDO
30	Rachael Clarke 1/4 Head Highlights	Joshua Bates	Off		RDO
45		Joshua Bates	Off		RDO
11:00 AM			Off	Isabella Weeks	RDO
15			Off	Full Head Highlights 0411 666 989	RDO
30		Nicole McDonald	Off		RDO
45	Rachael Clarke		Off		RDO
12:00 PM		Melissa Nguyen	Off		RDO
15			Off		RDO
30	Lunch		Off	Isabella Weeks	RDO
45			Off		RDO
1:00 PM		Off			RDO
15		Off	Claire Stewart Microdermabrasian		RDO
30	Eric Moore 30 min Massage	Off		Lunch	RDO
45		Off			RDO
2:00 PM		Off	Cameron Porter 60 min Massage 0466 111 666		RDO
15		Off			RDO
30	Meeting	Off			RDO
45		Off	William Black	Natasha Grey Ladies Style Cut	RDO
4:00 PM		Off	Katie Morrison Ladies Style Cut	Brenda Peters Body Scrub	RDO
15		Off			RDO
30	Melanie Goodman Full Leg Wax	Off			RDO
45		Off	Olivia Black 1/4 Head Highlights		RDO
5:00 PM		Off			RDO
15	Melanie Goodman	Off		Keira Price Cleansing Facial	RDO
30	Melanie Goodman	Off			RDO
45		Off	Olivia Black		RDO

Shortcuts Backup

Backup

Name: Shortcuts Backup - Monday, 29 February 2016

Last successful backup: Monday, 29 February 2016 11:21:50 AM

Backup will be saved to: D:\Shortcuts Backup - Monday, 29 February 2016 at 11.21.42.z ...

Backup Complete 10

Advanced... Backup Now Done 11



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