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ONLINE BOOKING CONFIGURING SITE SETTINGS

HOME &
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it suits you

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By Erin Lewis

Product: Online Booking

Software version no: 8.0.16.1

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Country: Australia

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ABOUT THIS DOCUMENT

The Shortcuts Online Booking feature allows your clients to book appointments via your website, without you having to lift a finger. This provides a super-convenient way for your clients to make appointments, and opens your business to opportunities for new appointments around the clock.

Before your clients can start using this feature, you will need to configure your site settings. This allows you to enter location and contact details, and add a personalised description for each of your sites. You can also choose to display the product brands that are used.

This will provide your clients with all the information they need to know about the business when they are booking an appointment.

CONFIGURING YOUR SITE SETTINGS

Your site settings allow you to customise information such as location details, contact details, and descriptions for each of your sites.

- 1 Log into your S.M.A.R.T. system console (<https://console.shortcutssoftware.com>). Then click on the **site settings** tile.
- 2 Select the site you wish to edit from the drop-down menu.
- 3 To upload a site logo from your computer, click **choose file**.
- 4 Select the image file.
- 5 Click **open**.
- 6 Click **upload image**.
- 7 Tick the active box to allow this site to receive online bookings.
- 8 Enter the site name. This will appear in BookME and mylocalsalon.
- 9 Enter a short description of this site. This will appear in mylocalsalon and the app.

The screenshot displays the 'Site: Peppermint Park - Newstead' settings page. The page is divided into several sections:

- Site logo:** Includes a 'Choose File' button (3) and an 'Upload Image' button (6).
- General Information:** Features an 'Active' checkbox (7) and a 'Site name' input field (8) containing 'Peppermint Park - Newstead'. Below it is a 'Short description' text area (9) with the text 'Peppermint Park is located in the heart of Newstead.'.
- Description:** A text area for a full description.

An 'Open' file dialog is overlaid on the bottom right, showing the 'peppermint park logo.jpg' file selected (4) and the 'Open' button (5). The right sidebar shows the user 'Erin Jones' and a 'Select a site:' dropdown menu with 'Peppermint Park - Newstead' selected (2).

- 10 Write a full description of this site. This will appear in mylocalsalon and the app.
- 11 Enter the contact email address for this site.
- 12 Enter your booking email address. This is the email address that appointment requests will be sent to when your system is offline.
- 13 Enter a site code if applicable.
- 14 Enter the contact number for this site.
- 15 Enter a secondary contact number if applicable.
- 16 Enter the fax number for this site.
- 17 Enter the physical address for this site.

Description
Write a full description for your business. Please use this section to provide an overview of the services you offer. This will be used by mylocalsalon and the Salon App.

Peppermint Park is located in the heart of Newstead. We offer a wide range of luxury hair services, specialising in balayage and fashion hair colouring.

Path: p

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Email address *
Enter the contact email address for your site.

evolution@shortcuts.com.au

11

Booking email
Enter the email address where you would like to receive manual BookME requests.

evolution@shortcuts.com.au

12

Site code
Other software systems can use this code to identify a site. Most sites can leave this field blank.

13

Telephone number
Enter the primary contact number for your site.

07 3834 3232

14

Other telephone number
Enter the secondary contact number for your site.

15

Fax number
Enter the fax number for your site.

16

Physical address

Street 1: * 456 Raspberry Road

Street 2: *

Suburb: * Newstead

State: * Qld

Country: * Australia

Postcode: * 4006

Leave the Latitude and Longitude fields blank to set your business' geographic location automatically.

Latitude: -27.450546

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Erin Jones
Logout

Select a site:

Peppermint Park - Newstead

Save

- Site Gallery >
- Sync Agent Password >
- Manage Users >
- Manage Client Card Access >
- Copy Settings >
- External Application Access >
- Home >

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Select the main retail brands used by this site. These will be displayed in mylocalsalon and the app. If the brand logos have been added, these will also be displayed.

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Add any other retail brands you wish to display in mylocalsalon.

20

Click **save**.

Physical address

Street 1:

Street 2:

Suburb:

State:

Country:

Postcode:

Leave the Latitude and Longitude fields blank to set your business' geographic location automatically.

Latitude:

Longitude:

Erin Jones [Logout](#)

Select a site:

Save 20

- [Site Gallery](#)
- [Sync Agent Password](#)
- [Manage Users](#)
- [Manage Client Card Access](#)
- [Copy Settings](#)
- [External Application Access](#)
- [Home](#)

Business hours

Business hours are automatically updated from your Point of Sale system.

| | | | |
|-----------|-------|----|-------|
| Monday | 09:00 | to | 17:00 |
| Tuesday | 11:00 | to | 17:00 |
| Wednesday | 09:00 | to | 14:00 |
| Thursday | 09:00 | to | 17:00 |
| Friday | 09:00 | to | 17:00 |
| Saturday | 09:00 | to | 18:00 |

Main retail brands

Main retail product brands selected will be listed in the Salon App and on your webpage within mylocalsalon along with the relevant logo (if available).

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Other retail brands

Other retail product brands selected will also be listed on your webpage within mylocalsalon.

[Add brands >](#)

[< Remove brands](#)

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