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# ENTERPRISE LIVE DISCOUNTS

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**SHORTCUTS**

SMARTER BUSINESS TECHNOLOGY

*it suits you*

**Last updated 19 June 2017**

By Erin Lewis

Product: Enterprise Live

Software version no: 8.0.20.1

Document version no: 1.0

Country: Australia

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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.

# DISCOUNTS

## ADDING A NEW DISCOUNT REASON

Discount reasons are used to keep track of why prices have been reduced. You can select from a list of preset discount reasons when applying a discount at the Point of Sale. This allows you to track discounting and ensure that discounts are being used appropriately. For example, you may wish to set up a discount reason for your clients' birthdays.

1

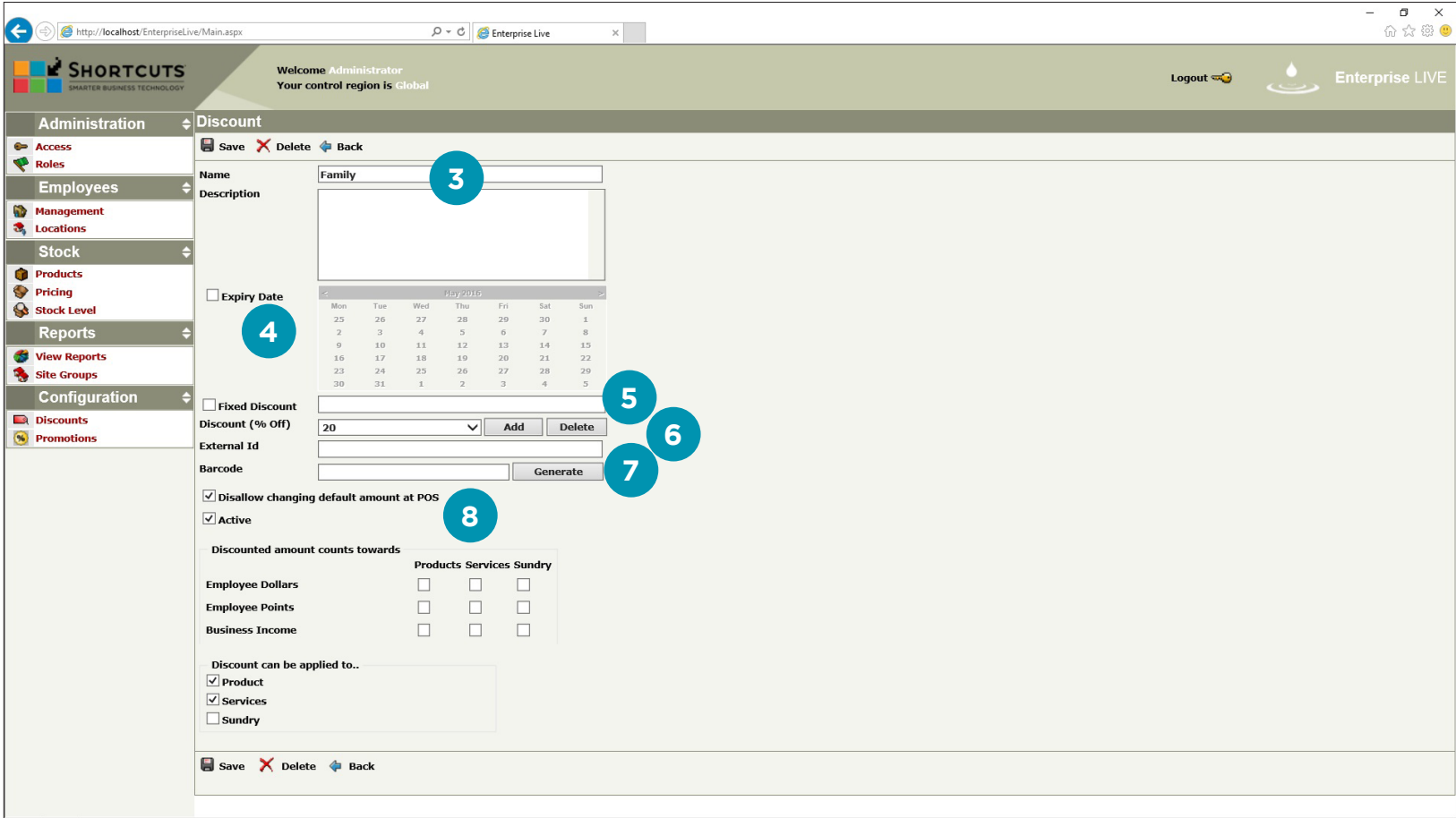
Click on the **discounts** button in the **configuration** menu.

2

Click **create new discount**.

The screenshot shows the Enterprise LIVE web application interface. The browser address bar displays 'http://localhost/EnterpriseLive/Main.aspx'. The page header includes the 'SHORTCUTS' logo, the user name 'Administrator', and the region 'Global'. 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 'Discounts' button in the Configuration menu is highlighted with a blue circle containing the number '1'. The main content area is titled 'Discounts' and features a 'Region' dropdown menu set to 'Global', a 'Name' input field, and a 'Show Inactive' checkbox. Below these fields are buttons for 'Search', 'Reset', 'Display 10 Discounts', and 'Create New Discount'. The 'Create New Discount' button is highlighted with a blue circle containing the number '2'.

- 3 Enter the name of the discount reason.
- 4 If you wish to add an expiry, tick the **expiry date** box, then select a date from the calendar.
- 5 If you want to create a fixed amount discount, tick the **fixed discount** box, then enter the amount.
- 6 Alternatively, if you want to create a percentage discount, select the default discount percentage from the drop-down menu or click **add** to enter a custom percentage.
- 7 **Optional:** Enter a barcode, or click **generate** to automatically generate a barcode.
- 8 Tick **disallow changing default amount at POS** if you want to prevent the operator from changing the discount amount at the Point of Sale.



9 Check the boxes in areas where you want employees to receive credit prior to the discount.

10 Check the boxes for the items the discount can be applied to.

11 Click **save**.

The screenshot shows the 'Discount' configuration page in the Enterprise LIVE system. The left navigation menu includes sections for Administration, Employees, Stock, Reports, and Configuration. The main content area is titled 'Discount' and contains the following fields and options:

- Name:** Family
- Description:** (Empty text area)
- Expiry Date:** A calendar for May 2019. A callout box with the number 9 points to the 'Employee Dollars' checkbox in the 'Discounted amount counts towards' section.
- Fixed Discount:** A checkbox that is unchecked.
- Discount (% Off):** A dropdown menu set to 20, with 'Add' and 'Delete' buttons.
- External Id:** (Empty text field)
- Barcode:** (Empty text field) with a 'Generate' button.
- Disallow changing default amount at POS:** Checked.
- Active:** Checked.
- Discounted amount counts towards:** A table with columns for Products, Services, and Sundry. The 'Employee Dollars' row has checkboxes for each, with a callout box 9 pointing to the 'Employee Dollars' checkbox.
- Discount can be applied to..:** A section with checkboxes for Product, Services, and Sundry. A callout box 10 points to the 'Services' checkbox.
- Buttons:** 'Save', 'Delete', and 'Back' buttons are located at the top and bottom of the form.

A callout box with the number 11 points to the 'Save' button at the bottom of the page.

## EDITING, DEACTIVATING AND DELETING DISCOUNT REASONS

1

Click on the **discounts** button in the **configuration** menu.

2

To search for a discount reason, enter your desired search criteria, then click **search**.

A

You can search via region by select the relevant region from the drop-down menu.

B

You can search by entering the discount name into the **name** field.

C

You can tick the **show inactive** box to include inactive discount reasons in the search.

D

You can select the number of discounts you want to display.

E

You can click on the **reset** button to clear the selected criteria and start again.

3

Once you have found the relevant discount reason, click on the name.

The screenshot shows the Enterprise LIVE interface. The top navigation bar includes the logo for SHORTCUTS, the user name 'Administrator', and the region 'Global'. The left sidebar contains a navigation menu with categories like Administration, Employees, Stock, Reports, and Configuration. The main content area is titled 'Discounts' and features a search interface with a 'Region' dropdown menu (set to 'Global'), a 'Name' search field (containing 'family'), a 'Show Inactive' checkbox, and a 'Display 10 Discounts' dropdown. A 'Search' button and a 'Reset' button are also present. Below the search interface is a table with columns for 'Name', 'Description', 'Region', 'Expiry Date', and 'Active'. The table contains two rows of data: 'Staff Approved/Family/Friend Discount' for 'Australia' and 'New Zealand', both with 'Active' status checked. Callouts A through E are placed over the interface: A points to the 'Region' dropdown, B points to the 'Name' search field, C points to the 'Show Inactive' checkbox, D points to the 'Display 10 Discounts' dropdown, and E points to the 'Reset' button. A callout '1' points to the 'Discounts' button in the left sidebar, and a callout '3' points to the name of the first row in the table.

Name	Description	Region	Expiry Date	Active
Staff Approved/Family/Friend Discount		Australia		<input checked="" type="checkbox"/>
Staff Approved/Family/Friend Discount		New Zealand		<input checked="" type="checkbox"/>

4

To edit the discount reason, make your desired changes in the relevant areas. Then click **save**.

5

To deactivate a discount reason, untick the **active** box. Then click **save**.

6

To delete a discount reason, click **delete**.

!

If the discount reason has transaction information depending on it, the discount reason will not be deleted; however, it will be made inactive.

The screenshot shows the 'Discount' configuration page in the Enterprise LIVE system. The interface includes a navigation menu on the left with categories like Administration, Employees, Stock, Reports, and Configuration. The main content area is titled 'Discount' and contains the following elements:

- Header:** 'Welcome Administrator', 'Your control region is Global', 'Logout', and 'Enterprise LIVE'.
- Navigation:** 'Administration', 'Discount', 'Save', 'Delete', 'Back'.
- Form Fields:**
  - Name:** 'Family' (highlighted with callout 4).
  - Description:** An empty text area.
  - Expiry Date:** A calendar widget for May 2019.
  - Fixed Discount:** A dropdown menu set to '20' with 'Add' and 'Delete' buttons.
  - External Id:** An empty text field.
  - Barcode:** An empty text field with a 'Generate' button.
  - Disallow changing default amount at POS:** Checked checkbox.
  - Active:** Checked checkbox (highlighted with callout 5).
  - Discount amount counts towards:** A table with columns 'Products', 'Services', and 'Sundry'.
  - Employee Dollars:**  Products,  Services,  Sundry
  - Employee Points:**  Products,  Services,  Sundry
  - Business Income:**  Products,  Services,  Sundry
  - Discount can be applied to..:**
    - Product
    - Services
    - Sundry
- Footer:** 'Save', 'Delete', '6' (highlighted with callout 6).





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**AUSTRALIA AND ASIA**

166 Knapp Street  
Fortitude Valley  
QLD 4006  
Tel: +61 7 3834 3232

**[www.shortcuts.com.au](http://www.shortcuts.com.au)**

**UK AND EUROPE**

Dalton House  
Dane Road, Sale  
Cheshire M33 7AR  
Tel: +44 161 972 4900

**[www.shortcuts.co.uk](http://www.shortcuts.co.uk)**

**NORTH AMERICA**

7711 Center Avenue  
Suite 650  
Huntington Beach CA 92647  
Tel: +1 714 622 6682

**[www.shortcuts.net](http://www.shortcuts.net)**

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