

SHORTCUTS UPGRADE GUIDE

WHY DO I NEED TO UPGRADE?

We are always making important changes to your software to keep you up to date with great new features and improvements that will save you time and streamline your Business.

Some recent new features to mention a few:

- **GDPR Changes:** Create your own privacy policy, update client preferences online and in-store, allow for client data requests, keep a log of all changes and remove outdated customer data.
- **Improved Login System:** Members of staff now must individually login each time to improve security. Pin numbers will be linked to user accounts.

To learn more about these changes please visit:

<https://www.shortcuts.co.uk/resources/changes-for-GDPR/>

WHEN SHOULD I UPGRADE?

You should run the Shortcuts update as soon as possible to take advantage of all these new features.

HOW MUCH DOES IT COST?

If you are signed up to our Support program, upgrading is completely free!

YOUR STEP-BY-STEP GUIDE TO UPGRADING

Upgrading Shortcuts Fusion is easy! - Follow these five simple steps and start using Shortcuts Fusion today!

Please allow up to one hour to complete the upgrade.

If you are using a network or a computer that is more than three years old, please contact the Customer Care Team before you begin.

1

BACK UP SHORTCUTS

This is absolutely essential to prevent any data loss. You can find the backup function in the Tools menu in Shortcuts. If you're not sure about backing up, please call us.

2

ENSURE WINDOWS IS UP-TO-DATE

- Visit <http://www.update.microsoft.com/windowsupdate>
- Follow the instructions to ensure your Windows operating system is up-to-date.

Please see over the page to continue the upgrade process.

 **0161 972 4900**

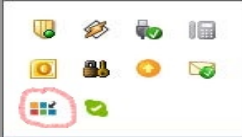
www.shortcuts.co.uk

 **SHORTCUTS**
SMARTER BUSINESS TECHNOLOGY

3

DOWNLOAD SHORTCUTS UPDATE

- Open your update manager from the system tray on the task bar of your main PC:



- Press **check now** to check for the latest update
- If an update is found, it will be displayed in the Updates section. Click the **Download Now** button to continue and enter your Shortcuts PIN to authorise.
- Only Pins with the correct level of security access to perform an upgrade will be able to proceed

NEED HELP?

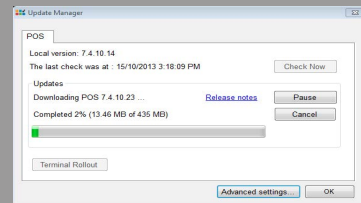
If you have any questions, or encounter any difficulties with the installation process, please call our helpdesk on **0161 972 4900**.



4

INSTALL SHORTCUTS UPDATE

- a. The Update Manager will begin downloading the patch. If you need to pause or cancel the download, just click the appropriate buttons.



- b. Once the download is finished, you will see a small notification window pop up in the bottom-right corner of the screen. Click the link in the window to be taken to the Update Manager.
- c. Click to select the **Install it now option**, then click the OK button. PLEASE NOTE: If you run a network of computers you need to select the Terminal Rollout button
- d. After the 3 minutes grace period is over, the Update Manager will begin the upgrade. Please be patient as this may take a while depending on the size of the upgrade. Once the upgrade has completed, click the OK button to exit the Update Manager.



5

RESTART YOUR COMPUTER

Now you're ready to go!