

The Big Move – May 2009

We have moved in and all sorted with no major dramas well not for us any way.....just having many vehicles and trailers in the car park downstairs on moving day may have caused a bit of mayhem..... But good to see the milk tanker can still deliver milk to the cheese factory, not sure about the tourist that had trouble backing out to carry on with their trip, sorry about that.

Thank you for your co-operation and patience on the day of our move, a special thanks to the staff of HHA, Office Connections and Total Computer Services and helpers for making the move a stress free day.

Our new address is: 72h Talbot Street, Geraldine 7930 all other details remain the same.



Phone System Update – July 2009

Well we did initially move with no major dramas, but as many of you have noticed our phones have not been that co-operative lately. We have been liaising with our technician and after much work done we hopefully have made your life easier by a few changes for you when you phone 03 693 1121.

You will be greeted welcoming you to HHA Associates Limited and Office Connections Limited and the following options will now be available:

- Press 1 for Intersoft System & Freight Management Support
- Press 2 for Personnel & Wages Support
- Press 3 for Office Connections Limited
- Press 4 for all other enquiries eg accounts etc



Excel - Control is the key

Did you know that simply by holding down the control key you can click and select from different parts of a document, file, worksheet and make changes to them all at once. eg to clear a field or replace a field.

Here is an example in excel where the highlighted cells have been selected to have the cell to be filled in colour.

	A	B	C	D	E	F	G	H	I
1	Example A	Example C	Example B	Jun-03					
2	Example B	Example A	Example C	Jul-07					
3	Example C	Example B	Example A	May-07					
4	Example B	Example A	Example C	Jun-07					
5	Example B	Example A	Example C	Jul-07					
6	Example C	Example B	Example A	Aug-07					
7	Example A	Example C	Example B	Aug-07					
8	Example B	Example A	Example C	Apr-02					
9	Example C	Example B	Example A	Jun-07					
10	Example A	Example C	Example B	Apr-02					
11	Example B	Example A	Example C	Aug-07					
12	Example A	Example C	Example B	Jun-07					
13	Example B	Example A	Example C	Apr-02					
14	Example C	Example B	Example A	Jul-07					
15									
16									

Postal Codes – Have you updated?

We are aware that everyone who has Address Interface on emPOWER and finPOWER that their postal codes will expiry on the **31/12/09**. In order to assure you are kept updated with the ever changing postal codes we suggest you check **monthly** this allowing us to fix any problems before the expiry date on **31/12/09**.

An internet connection is required.

Process – This is a quick and easy update process ensuring users have the latest updates available.

Step 1 – In emPOWER and finPOWER click on

- **Admin**
- **Postal codes**
- **Address tab, Check** – this function will automatically use the internet to retrieve any file updates.

A message will appear advising your database status – if your database is up to date click OK. If your database requires updating follow the prompts any problems please give us a call – 03 693 1121 press 1 for assistance.

Freight Management

We have revamped the look of Freight Management branding, over the next few months this will reflect on our website and all our marketing campaigns. Thank you to the team for their input in completing our branding for this in-house built software.

A simple, smart move...

Software for your Transport & Distribution Business needs

- Freight Rating and Dispatch
- Financial Management
- Container Tracking
- Road User Charges and Renewal
- Warehousing and Storage
- Power Maps 



Freight Management Software
Business Software
www.helenhenderson.co.nz



Freight Management Software
Business Software
www.helenhenderson.co.nz



A smart move by:
Jonathan Ward,
General Manager,
Wilson Bulk Transport



"I switched to a HHA customized "for my business" system. It was a smooth transition, the most cost effective by far and does exactly what I want. I can search & find information fast & change things such as the rising cost of fuel at the click of a button. We are so much more efficient since we installed it."

Helping you:

- Focus on your fleet
- Deliver the information you require
- Customise just for you
- Integrate your software to your customers and suppliers
- Enhance your systems and processes
- Take pride in your business
- Manage your resources
- Know what your business costs are for quoting
- Become technology savvy



Contact: Helen
Phone: 03 693 1121
Email: office@helenhenderson.co.nz

Personnel & Wages

Personnel & Wages has also gone through a branding revamp and this will also reflect our website and all our marketing campaigns. Thank you to the team for their input in completing our branding for the Personnel & Wages department.

4 Reasons to go simple smart...



- 1 Easy to Use
- 2 Compliant with NZ Legislation
- 3 Priced Competitively
- 4 Smart Reporting



Personnel & Wages Software
Business Software
www.helenhenderson.co.nz



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HHA Associates Limited aims to assist you in getting the most out of your business software and strives to provide the best possible support at all times, by ensuring that your software is fully setup, balanced and operational for the smooth running of your business.

Think Simple...

- Banking & IRD Internet Technology
- Processes & Procedures
- Staff resources
- Setup for your business needs

Get Smart...

- Payroll Software
- Time & Attendance Software
- Health & Safety Software
- Human Resource Software



Contact: Shirley
Phone: 03 693 1121
Email: office@helenhenderson.co.nz

HHA Team NOTICEBOARD

Over the next few months we will be looking at a few changes to our website so keep an eye on this.

Some of our team members are busy down in Dunedin with clients and prospective clients. If you require a visit please phone the office to book an appointment – 03 693 1121.

Our offices are in Christchurch and Geraldine and if you require an onsite visit please call us on 03 693 1121.

The Personnel & Wages team are available for Advanced Training on IMS when required if you are interested please phone 03 693 1121.



officeCONNECTIONS

"connecting your OFFICE to your BUSINESS"

CHARTERED
ACCOUNTANTS
Registered Tax Agency

With Shilo the Manager of Office Connections Limited being a registered tax agent we are available to process all your tax requirements including your personal income tax return.



Are you looking for someone to help out with your accounts or process your wages but cannot justify employing another staff member? Give us a call on 03 693 1121 and let us discuss a short or long term contract to help you out.

Office Connections Limited supports all software products and if required we can advise on software products that will work better for you and your business.