

February is the month for streamlining your processes ...



2011... We are in February already - where has that time gone? Schools and Universities are back and the end of the financial year is looming!

Unfortunately over the holiday period we have had a number of incidents where databases have had critical errors which have resulted in considerable downtime and repair costs. This is mainly due to power cuts, machines being turned off accidentally and doing high volume work on an Access-based database across a wide area network e.g. working from home or in another office. An option is to ensure that your finPOWER and emPOWER databases are moved to a SQL database.

SQL Server is designed with many users in mind. It is:

- **Great for over the internet**
- **Scalable**
- **Reliable**
- **Secure**
- **Able to backup anytime**

SQL server is designed for 7 day, 24 hour use and uses integrated Windows Security.

If you would like to know if a SQL Server would work for you, contact me at the office on 03 693 1121.

If you are interested in registering your customers' purchases through the PPSR, please see page two for more information.

The end of the financial year is looming for many. Have you considered using the Fixed Assets software in emPOWER for recording the sales and purchases of assets? This is a great tool and a must for clients who use truck costings to establish the true costs of keeping those trucks on the road!.....

**"Implementing Customised
Office Systems that Work!"**

Helen Henderson

emPOWER Training

Our next training course will be held in Christchurch on Wednesday, 9th March 2011 – Stage One.

Book your seat today or register your interest with amanda@helenhenderson.co.nz

Help Desk Update...

Postal Codes - Are you up to date?

Please check that you have the latest addresses available. This database is constantly being updated, with updates available online at the click of a button. The current version has an expiry date of 30/06/2011 – does yours?

To check – Admin, Post Codes, Address Tab and click on the check button and follow the prompts. If you encounter any problems, please give us a call on 03 693 1121 option 1 for assistance. We encourage you to check for updates as part of your Month End process.

Contact the Help Desk first!

For all your enquiries we encourage you to contact our Help Desk first.

This is to ensure a Job Sheet is created and logged so we know your job has been actioned. It also helps us with other clients that may be experiencing the same queries, and we can thus report back to our software suppliers. This is especially helpful after an upgrade.

**Help Desk Hours
8.30am – 5pm
Monday – Friday
03 693 1121**

**Press One – Intersoft & Freight Management
Press Two – Personnel & Wages
Press Three – Office Connections
Press Four – All other enquiries**

Please note the following:

Press One covers: emPOWER – finPOWER – finPOWER Connect – fdPOWER and Freight Management

Press Two covers: IMS Payroll – H&S software – HR software and Time & Attendance software

www.helenhenderson.co.nz

Julie's Monthly Hot Tip...



Data Entry Keys

Do you have repetitious keying of data that at times can become time-consuming and laborious?

Check out the duplication and insert line keys that are available on your emPOWER toolbar.

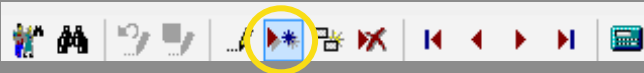
Duplicate

This function duplicates the line highlighted



Add a new record

This function adds a blank line between lines



And what about this?

A calculator ready to go at the click on an icon.



For assistance, contact our helpdesk on
03 6931121 option 1

To catch up on more of these tips, please
contact Julie for a Fact Sheet or discuss
attending a Level 1 training session.

PPSR

Personal Property Security Register (PPSR) Features

finPOWER and finPOWER Connect offer a comprehensive set of tools for finance companies to efficiently handle this new legislation and business process. These key tools are the **Securities Register Add-On** and the **PPSR G2B Interface Add-On**.

The PPSR is a centralised electronic register that is available for registrations and searching 24 hours a day, 7 days a week.

Registrations, amendments, renewals and discharges on the PPSR happen in real time, i.e. you register an interest and it will be available for searching immediately.

We have had enquiries from several clients on the use of this technology for **emPOWER customers**.

If you are interested in this, please contact Helen urgently.

Zeald Update with Phil...



Thank you to those that responded to our January trade in offer.

A website, at its very essence, is a sales & marketing tool - a tool we use to generate business for our organisations, to generate sales, leads or any number of other objectives. When it comes to evaluating the success of any website, it always comes back to how well it has achieved these objectives; therefore it is very important that we focus on this as the primary goal for our website. Any website provider you are dealing with needs to share this vision, share a common passion to deliver you much more than a pretty website with some good functionality - but rather to set you up with a website that generates significant return on your investment of time and money!

23rd February 2011
Wednesday

Discover the Secrets of Website Persuasion

The Grand Chancellor Hotel Christchurch

Where: 161 Cashel St – Chancellor 3
Registration: 9.45 am
Start: 10.00 am
End: 12 noon
Presenter Glen Sharkey

Cost: FREE

You will learn:

- The two key factors that will determine whether your website succeeds or fails
- Why it is important to continuously measure the performance of your website
- How you can use simple techniques to consistently improve your website results
- A step-by-step guide to convince your website visitors to take the action you want them to take
- Exactly where you should start to get things going



To register please visit www.zeald.com

2011- The year of action!
03 693 1121