



From Helen's desk...



Is your work life manageable? Can you fit everything into your day? Are you feeling just so busy that you cannot see the wood for the trees? Have a go at manageable projects or an action list.

Keep the list short, prioritise and assign the task to the best people for the job. Take care with dependencies and make sure the team know where their role is and how it fits into the bigger picture. Have a go at doing a timeline. This might be new territory, but with careful progress reviews this is achievable. Communication is important - rely on your team to get the job done and give credit for results. Use your Outlook diary, task manager or just a wall chart to map progress.

Helen Henderson
Implementing Customised Office Systems that Work

From Phil...



10th August 2011 - Wednesday
Discover the Secrets of Website Persuasion

The Chateau on the Park – Christchurch

Where: Cnr. Deans Ave & Kilmarnock Street
Great Hall
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

Help Desk...

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 **30/09/2011** – **UPDATE TODAY.**

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.

Hot Tip

Task Manager

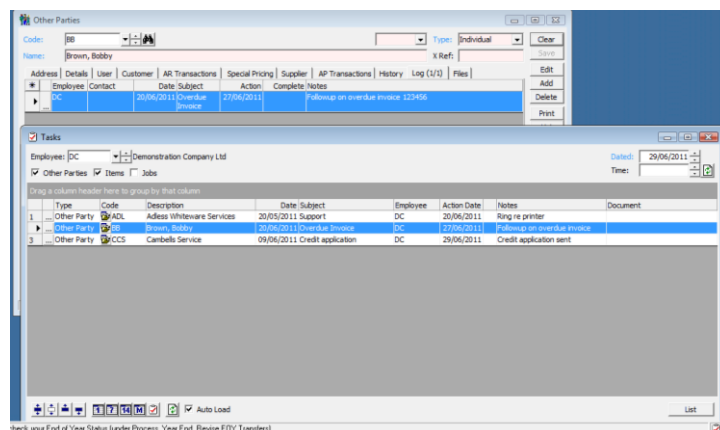


Task manager is a feature in emPOWER that can be used for Job, Item and Other Party logs with an action date. This is a great tool for your customer overdue balances, reminders to pay suppliers and notes on items/stock that you might need to reorder or discount.

Task manager is available from the Process menu, but you may need to reset your menu to pick up the new option.

Points to note:

- When you are signing onto emPOWER, you can have the task manager set to automatically open from Process.
- **It is important to ensure that the log has the employee code entered – this will then load to the task list for the appropriate person.**
- If the log's action date is before today it will appear in the task list as a reminder.



Intersoft Updates

InterSoft

SYSTEMS

Current Product Versions

Product	Version	Released
finPOWER	5.07.33	03/05/2011
finPOWER Connect	1.03.03	30/05/2011
emPOWER	5.03.08	13/07/2011
fdPOWER	5.02.17	03/05/2011

Ensure you undertake a backup before you upgrade to the latest version. It is also important to upgrade all pc's and servers in your network. Any queries - please phone the Help Desk on 03 693 1121 option 1.

MS Office Handy Tips

Quick Parts – 2007; 2010 Word/Outlook

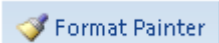


Here is a great office trick. Do you ever use the same paragraph or sentence repetitively during the course of your year?

If you have Office 2007 or 2010, kiss copy and paste, drafts or using old documents as a base goodbye. Use Quick Parts instead:

1. Type out and format anything you like. Highlight it.
2. On the Insert ribbon select Quick Parts.
3. Select 'Save Selection to Quick Part Gallery'.
4. Then to use items you have saved, simply put your cursor in the body of the document or email. Select insert ribbon, Quick Part and simply tap the content you want.

Format Painter – Word, Outlook, PowerPoint, Excel, Access



You have finished your document and you change your mind about some of the formatting. Be it the way you show a graphic, the bold colour or size of text. You don't have to go back and change every instance. Instead:

1. Change the first instance.
2. Then on the Home Ribbon, you will see a little paintbrush. This is called the Format Painter.
3. Highlight the image or text you have just changed.
4. Tap the paintbrush once to change the next item you highlight with your mouse. Tap the paintbrush twice to keep the change in memory so you can change the formatting every time you highlight text/graphics throughout your document.
5. Highlight the text you want changed and there you are ... redone with one click.

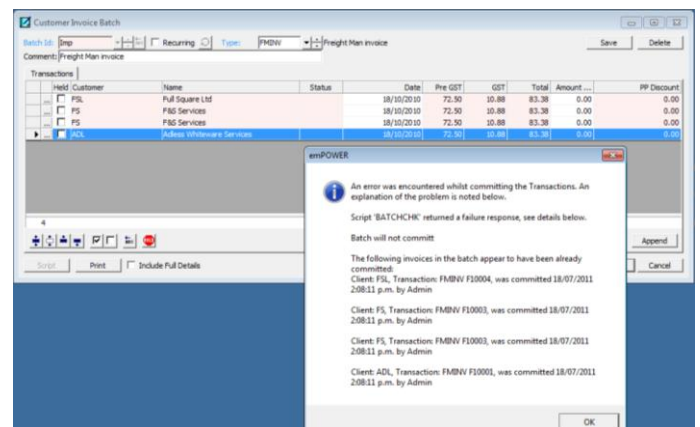
FreightMan Update

This is important: Please read carefully

From time to time we encounter the problem where a batch is accidentally imported from FreightMan into emPOWER and it has already been committed. This can make for either a recovery of data or a reversal of the offending batch.

To minimise this problem, we will be implementing over the next few weeks on all Freightman sites (and also on anyone that might import data) a small procedure that should ensure that you have an error message to alert you about this before you commit the whole batch.

A small charge will be made for the installation and setup of this software.



This procedure checks the first 20 transactions of the batch to determine if the transaction with the same customer, date, transaction type and value has been committed previously and provides you with the above warning message.

For further information contact the Help Desk option 1.

Have you heard?

Now available - a great new interface!

Our new interface in which you can now link your emPOWER Accounting database to your website.



Need emPOWER, need a Zeald website, need the interface? Then give us a call today and let us set you up.

**2011- The year of action?
03 693 1121**