



### From Helen's desk...

#### Making the most of Opportunities...

With the massive changes to the business world in Canterbury, we are receiving inquiries regarding takeovers and the setup of new businesses inside existing company operations. This can bring such changes to your office and business structure as multi-company ledgers, operators working from outside your main office, pressure on your hardware resources, e.g. phone systems, terminal servers, additional printers and networking requirements etc.



Careful planning is required, to take into account merging of records, setup of additional ledgers, management reporting and integration of data from external companies on a regular basis, e.g. supplier invoices.

It is important to conduct a planning meeting with all concerned parties - hardware, software, phone systems, website developers, accountants, your staff and new staff to your business to ensure that all parties are aware of timelines and requirements.

It is important to remember that your software licenses are flexible with running several companies and you should discuss any business changes with your support person at HHA Associates Limited.

**The year of action!** Yes, businesses have changed dramatically this year. We have had several years of recession, with the adversity culminating in the Canterbury earthquake, which has resulted in a "New Face to Canterbury and how NZ businesses work". Life will not be the same after 2011.

**Helen Henderson**

**Implementing Customised Office Systems that Work**

### emPOWER Training

**Put your best foot forward .... Are you interested in stock management / stock taking training?**

**Register your interest with Amanda today [amanda@hhaassociates.co.nz](mailto:amanda@hhaassociates.co.nz)**



emPOWER Training is a great way for you to ensure that your team is getting the best out of the software.

**Training will be held at our Christchurch Office on:**

**Thursday 24<sup>th</sup> November 2011 – Stage Two**

**Stage Two covers:** emPOWER menu's – functionality and use. Getting the best out of your reports.

Book your seat today with [amanda@hhaassociates.co.nz](mailto:amanda@hhaassociates.co.nz)

**NB: No training scheduled in December 2011 or January 2012, but if you have a requirement please contact us.**

### Happenings @ HHA

#### Welcome Daniele

**Daniele Ferreira – Sales Consultant**

Daniele has come onboard with HHA as a Sales Consultant and will be working with Helen and Phil on promoting and selling HHA products. Daniele has come from the Insurance Industry with eight years experience covering all aspects including Finance, Administration, Sales and Support.

### finPOWER Connect Update

**finPOWER CONNECT Version 1.04.02:**

We are pleased to announce the release of **finPOWER Connect Version 1.04.02**.

To upgrade to this latest version **please contact us**.

Some of the highlights of the new version are:

- **NEW:** PDF functionality added, can now save generated HTML as PDF file
- **NEW: Credit Bureau; added Centrix Credit Reporting for New Zealand**
- **NEW:** Log forms now support right-clicking in the paste a code from another open form
- **NEW:** Sample Australian Loan Contract VBA Template added
- **NEW:** Workflow Dashboard sample Script now included
- **NEW: VedaXML Australia; Credit Enquiry rewritten, Company options added**
- **NEW:** Account Refund wizard added
- **NEW:** Task Manager form; New filters added for Workflow folders
- **NEW:** External Parties can now be exported and imported

### Help Desk

#### Postal Codes - Are you up to date?

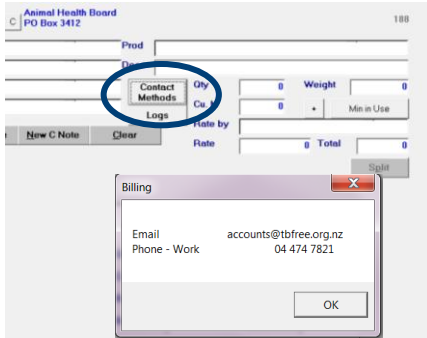
Please check that you have the latest addresses available. This database is constantly being updated, with updates available online at the click of a button.



The current version has an expiry date of **31/03/2012 – 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 call us 03 693 1121 option 1 for assistance. We encourage you to check for updates as part of your Month End process.

## FreightMan Helpful Hints



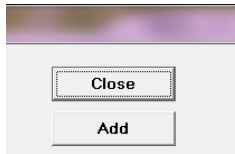
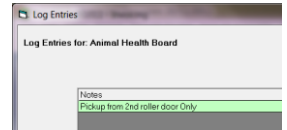
### Contacts

Using the built-in “contacts” and “logs” lookup can be a fast & efficient way of retrieving customer information without going into emPOWER.

By clicking on the “Contact Methods” tab on the FreightMan screen, any contact details loaded to the customer will appear in a second popup box.

### Logs

By clicking on the “Logs” tab on the FreightMan screen, any log details that have been recorded for the customer will appear. Logs can be added through either the FreightMan Logs screen or in emPOWER Other Party screen/logs tab.



To add a log entry in FreightMan, click on logs. Add – details will automatically update in emPOWER. Useful for details regarding pick-up or delivery instructions, shed locations etc.

Animal Health Board							
Details	User	Customer	AR Transactions	Special Pricing	Supplier	AP Transactions	
Employee	Contact		Date	Subject	Action	Complete	Notes
			30/12/1899	Freight System			Pickup from 2nd roller door Only

Check out next month for some more helpful hints on FreightMan or contact Julie on the Help Desk.

## Talking Websites...

Abandoned Shopping Carts a Problem? Zeald's new toolbox announcement irons out the checkout process...

### Ecommerce pathway toolbox

The new ecommerce pathway upgrade has been designed to streamline the entire purchasing process, making it easier to find the right products and eliminating every unnecessary step from the checkout pathway. These upgrades will incorporate cutting edge ecommerce technology that has been proven to increase conversion rates and decrease friction and abandoned carts.

You may enable these new features **individually**, or you may choose to add them **all together** with our special package deal called the **Ecommerce toolbox package**.



### Individual Features

- Mega Menu** – Simplify your sites navigation into a single top level navigation bar which can be accessed from any page at any time.
- 'Filter style' category navigation** – This feature displays every single category and product under each category. Standard feature for Ecommerce websites.
- New product page template** – Redesigned product page and added new functionality with the template based on ecommerce best practices.



- Dropdown Cart** – The new cart simplifies the checkout process for your customers.
- Streamlined checkout page** – Every unnecessary step you can remove from the checkout process reduces the friction and increases the number of users making a purchase.

If you have any customisations to any of these pages there maybe additional costs involved in upgrading. Please contact us to find out if customisations may affect the changeover of your ecommerce pages.

Email [phil@hhaassociates.co.nz](mailto:phil@hhaassociates.co.nz) for more information.

**Time to learn some fundamentals about websites? Take a break and spend an hour to learn some tips and techniques...**

### Website Seminar: 23<sup>rd</sup> November 2011

Come along to our seminar and we'll reveal the fundamentals behind every successful website and give you some proven practical tips and techniques required to turn your website visitors into customers.



### The Chateau on the Park Hotel

cnr Deans Ave & Kilmarnock St Christchurch - (Great Hall)

Registration: 9.45am Presenter: Craig Woolhouse

Start: 10.00am Finish: 12 noon

To register, email [amanda@hhaassociates.co.nz](mailto:amanda@hhaassociates.co.nz)

Phil Forman  
E-Business Consultant



**2011- The year of action!**