



From Helen's desk...



The Year of Action! This is directed at you - the managers and owners of businesses of all types.

We are into the last quarter of the year, yes and holidays are approaching fast.

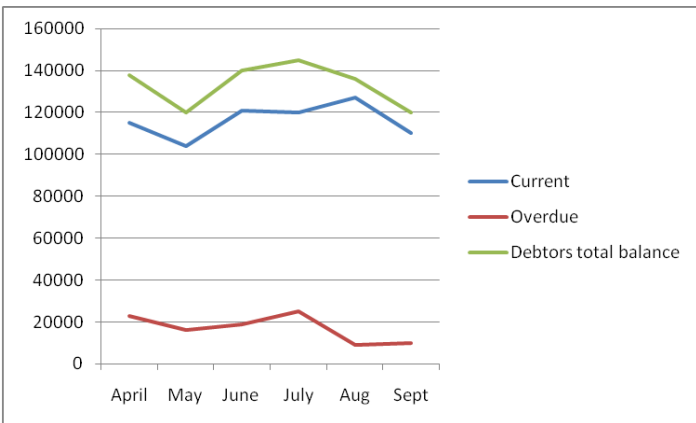
Spend a few moments and review your financials. Why not look at introducing a graph to portray your Key Performance Indicators (KPI's)? KPI's are the indicators in your company that identify trends and opportunities for improvement, and they measure progress towards goals. For example, your goal may be to reduce the overdue portion of your debtors balance by 20% for the next quarter.

Goals can be put in place for many sectors of your business, e.g. to increase sales by 10% with a new comparative increase in direct expenses, or to finalize debtors invoices by the 5th of the new month.

You may be able to adjust one KPI to give you a better result in another, e.g. spending a couple of hours debt collecting can reduce your debtors balance and increase your bank account balance.

Once your goals have been set, make these visible to the team and do regular benchmark checks!

Debtors Balances for 6 Months ending 30 September 2011



This type of information reporting can be included quite easily into your Financial reports using the Excel add-on feature and very readily provide you with a snapshot.

Please do not hesitate to contact us for assistance.

Helen Henderson
Implementing Customised Office Systems that Work

FreightMan Helpful Hints – V5.0.6

Cursor Defaults

When keying new jobs or consignment notes, would you like your cursor to return to a specific field once you have saved your data?



In Setup, Con Notes, there is a **“Return Cursor To”** dropdown menu to select your preference.

File Locations	Con Notes
Con Notes	Automatic Sequential C/Notes: Yes
Despatching	Generate Job Dockets: Yes
Rating	Job Docket Printer: N/A
emPower Upload	Add Extra Notes: Yes
GPS	Split Revenue between Trucks: No
Other	Show Payment Due Dates: No
	Use Logging Module: No
	Use Tonnes or Kilos: Kilos
	Sender and Receiver: Sender / Re No No
	Return Cursor To: CNote

Default Locations

Setting a client as the **“Sender”** or **“Receiver”** with a default location makes data entry so much quicker with auto completion of the **“From:”** and **“To”** fields.

From the Default Locations menu, set up the client's default location.

Client	Place	Location
CENTRA	Central Deer	GER
SMITHMR	Smith Mr	BLE

When keying the next entry for this client, the **“From”** and **“To”** will automatically default and can be overridden if required.

See next month for some more helpful hints on FreightMan or contact Julie on the Help Desk at 03 693 1121 option 1.

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

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:

- Friday 28th October 2011 – Stage One
- Thursday 24th November 2011 – Stage Two

Stage One covers: Hints on navigation keys to transaction processing to reporting options.

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

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.**

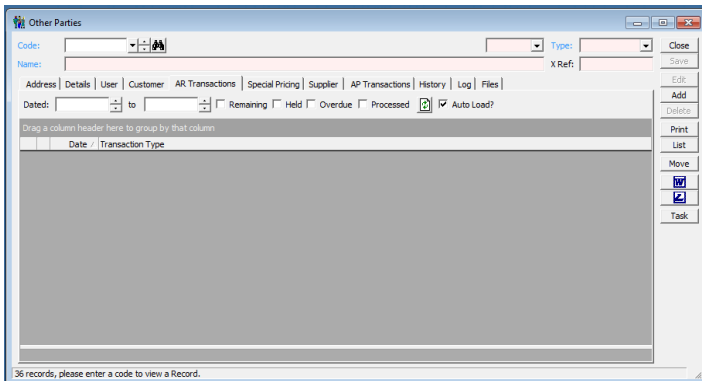
To check – Admin, Post Codes, Address Tab and click on the check button and follow the prompts. If you encounter any problems, please call us 03 693 1121 option 1 for assistance. We encourage you to check for updates as part of your Month End process.

emPower Helpful Hints

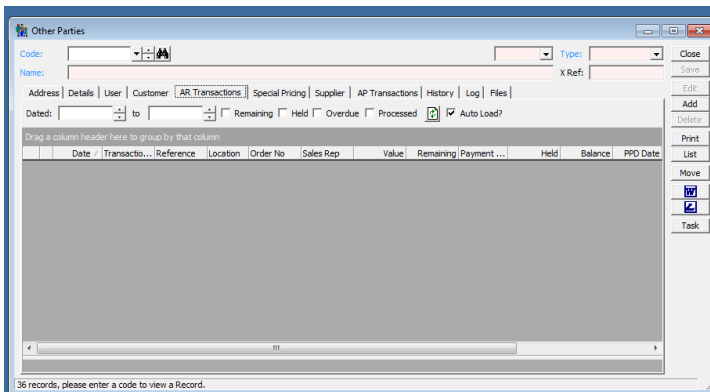
Lost a column header?

Need to retrieve that column that has mysteriously disappeared?

Close the window - then hold down the "Shift" key on your keyboard and click back into the screen you want to restore.



Magic! Just like that and they are all back again.



Admin – Keeping you Posted

Let us take the hassle out of your payments - make use of our direct debit arrangement for your monthly license fees. If there are any changes to your license fees during the year, this will automatically be taken care of. Like all direct debits, you will be advised of the amount that will be debited to your account as well as any changes.

If you want us to set it up for you, please contact Adele on 03 693 1121 option 4.

Talking Websites...

“What I think looks good and attention grabbing may not have the same appeal to my site’s visitors.”



Zeald have recently introduced into their base system a feature which is pivotal to the on-going efficient development of any website.

It is called 'Split-testing'.

Split-testing enables you to measure the effect of any changes you make to your website. For example, if you decided to make some changes to your Home page, with this facility you would clone the page, make the changes, and then 'split test' it.

The Zeald engine would then split all visitors to the Home page 50/50 between the old and the new. After a reasonable period of time, dependant on volumes of traffic, you could view reports in the site admin section. These reports will tell you which version of the Home page fared best in achieving the most click-throughs and how deep the click-throughs went.

You can imagine how valuable that facility is in ensuring that all changes are 'changes for the good'.

Phil Forman
E-Business Consultant



Software Update



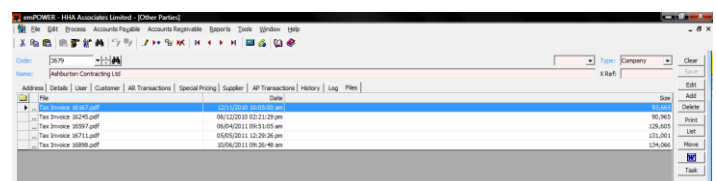
Document Manager

Looking to move towards a paperless office?

Then **Document Manager** is a must for your emPOWER and/or finPOWER system. This Add-on allows electronic documents and files to be displayed in the Client, Customer, Supplier, Item Line, Loan, Deposit or Security Statement screens.

Possible uses will include storing scanned images of manuals of machines, consignment notes, invoices, Drivers Licenses, Pay Slips and Bank Statements on the Client File, Signed Contracts and AP forms on the Loan File and even photographs of collateral items in the Security Statement File.

Files can be accessed by a simple click of the mouse, opening the Word document, image file, PDF file or other related applications.



2011- The year of action!

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