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## November Newsletter 2016



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### Techno Tips



#### DATE ENTERING SHORTCUTS

Dates can be tedious to enter, so here are some shortcuts to speed the process when a date is required:

1. **Dbl Click** in the date field will bring up the calendar to select the chosen date
2. Press **Ctrl + Space** in the date field to clear and enter today's date
3. Type the **day eg. 21** and hit **Enter** to auto complete the month and year

Try these tips to speed date entry

### WHAT'S BEEN HAPPENING

#### WHAT'S NEW

Some exciting developments have been happening over the last month or so. We have expanded our software suite to meet changing market needs.

#### PAYBIZ LITE & LIVESTOCKOFFICE ONE

**\*\*\*NEW PRODUCTS – new prices\*\*\***  
We have created two new products for entry level users.

**\*\*LIVESTOCKOFFICE ONE:** the complete package for the independent Livestock Broker allowing for 1 Agent.

**\*\*PAYBIZ LITE:** the complete package for the small contractor to accommodate a single gang—maximum of 15 employees.  
Inquire Now: **+64 3 445 1345 \*\*\*\*\***

#### HEALTH & SAFETY

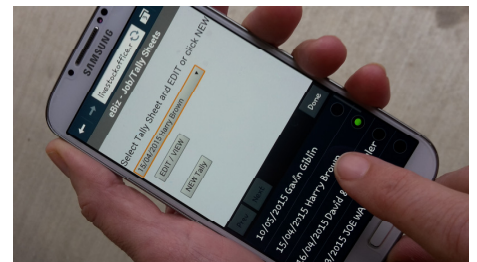
Now accessible with eBiz

♦ **eBiz**—mobile tally sheet entry  
Assess and manage all the risks and incidents onsite from your mobile ph.

Cut out the paperwork and double handling. Get it done 'on the job'.

All information is simultaneously available on the office computer to check and finalise.

Find out more: **+64 3 445 1345**



**PAYROLL**—Obligations by law  
Employment Agreements  
Complete Wage, Time and Holiday records  
Make this easy, get our Payroll Package. **Call Now**

### ITEMS OF INTEREST

[info@shebiz.nz](mailto:info@shebiz.nz)

#### TRAINING Need to get up to speed

Keep up to date with all the new software features, developments and time saving modifications.

We have a training room in our office for full or 1/2 day training sessions where we offer specialised training and refresher courses, tailored to you and your staff.

Or if you prefer just a quick refresher, we can link up on TeamViewer for that quick personal consult.

Other training options: See the extensive **Online Help** and **YouTube** training videos.  
Contact us : [info@shebiz.nz](mailto:info@shebiz.nz)

#### Reminders

##### Month End

[Tools > Month End > Period End.](#)

This will roll over the month but will not close the month, work can still be entered until you are ready to close

##### BACKUP ... BACKUP ... BACKUP

[File > Backup Database.](#)

Make this a habit and protect your data

##### After Hours

We have an after hours support service

Call: **020 445 1345 nz**  
**0064 20 445 1345 aus**

Bob goes to see his friend Pete. He finds Pete in his barn dancing naked around his John Deere. "What are you doing!" asks Bob. Pete stops dancing & says,  
"My wife has been ignoring me lately so I talked to my psychiatrist and he said I needed to do some thing sexy to a tractor."  
[to attract her]



#### Shearing Sports



Competitions are well underway and the **World Champs 2017 team** has been decided. Roll on February.

Follow the shows and all the excitement, go to: [Facebook](#)

—Shearing Sports New Zealand

