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October Newsletter 2018



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Techno Tips



Updates

You can now up-date your system yourself when an up-date is available

File > System Management > Updates

[Download the latest update](#)

Full instructions are available on [Online Help > Live Update](#) or view our demonstration video on

www.youtube.com/watch?v=beX7FjTmvvU&t=6s

Ph +64 3 445 1345 info@shebiz.nz

OFFICE SERVICES

We can do your office work for you. We have experienced, professional staff waiting to take on your workload. Confidentiality and efficiency guaranteed. For a quote and further info: info@shebiz.nz

OFFICE STUFF

Over time, as technology and systems change, so do emails.

If you have changed or updated yours, please let us know to ensure we keep the communication lines open.

Also, please ensure you have ours, as follows: info@shebiz.nz

Backing Up

Talking about technology, backing up has got so much easier. You can buy memory sticks with huge storage capacity that are more than sufficient to back up your system.

We suggest you have two of these, swap them over everyday and keep one off site eg in the car, handbag etc.


Schedule an automatic back-up overnight. What could be easier.

Find full info at:

[Online Help > File > Backup Database](#)

Helpful Shortcut Keys

ALT + Enter — Auto size your screen

 + D — Brings your desktop to the front

Easy Date Entry

Dbl Click in date field to open calendar and choose the date.

CTRL + Space — Clears the date field, CTRL + Space again enters today's date.

Enter the day date eg. 8 and click enter, this will auto fill the current month and year.

Use . instead of /, eg 8.8.18, this will auto fill the date field with the correct format.

UPDATES

Some new features: *released in September*

- **Manual GST—Debtor Invoices**
Allows you to manually adjust the calculated GST. Dbl click the GST title to make adjustments. (as shown below)

Debtor Invoice: Enquire/Change		Invoice	
Alpha	HA	2460.92	Date 5/04/2016
Name	Harry Brown	Split By Grs <input type="checkbox"/> Nett	2139.93
Address	212 Boundary Road Brighton	Exempt Gst <input type="checkbox"/> Gst	320.99
Order		Gross	2460.92
Due	19/04/2016	Gross	2460.92

- **New Follow Up function**
Shift+F10 or Help > Follow Ups
Send follow-up alerts as reminders to yourself or other office staff

PAYBIZ

- **New Rate Calculator**—now includes Super/Kiwisaver% to quickly work out the staff rates

LIVESTOCKOFFICE

- **CXM**
Customer Experience Management—A new Activity tab has been added to quickly display all client correspondence

Further information on use and function of these new features can be found from the **Online Help** menu or call us:

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Coming Soon... Pay Day Reporting

*If you ever need help, please ask
"There are NO stupid questions"*

The oldest computer can be traced back to Adam & Eve.

Surprise! Surprise!
It was an Apple.

But with extremely limited memory
Just 1 byte

Then everything crashed.

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