Ticket→it

Delivered by **CourierPost** ✉

Feature Updates

November 2011

So what's new with CourierPost Ticket-it?

New features making Ticket-it easier to use

We've been listening to your feedback on what you need to make Ticket-it even easier to use and so we are pleased to announce the release of an updated version of Ticket-it with the new features as detailed on the following pages.

We're sure you will be pleased with these enhancements and will enjoy increased productivity from the additional options available.

To take advantage of these new features simply log in to CourierPost Ticket-it and they will automatically appear.

Upgraded Address Lookup when Adding a New Receiver

Why it's good

To make entering addresses even easier we have upgraded the address lookup 'auto complete'. Now an even wider range of addresses are available.
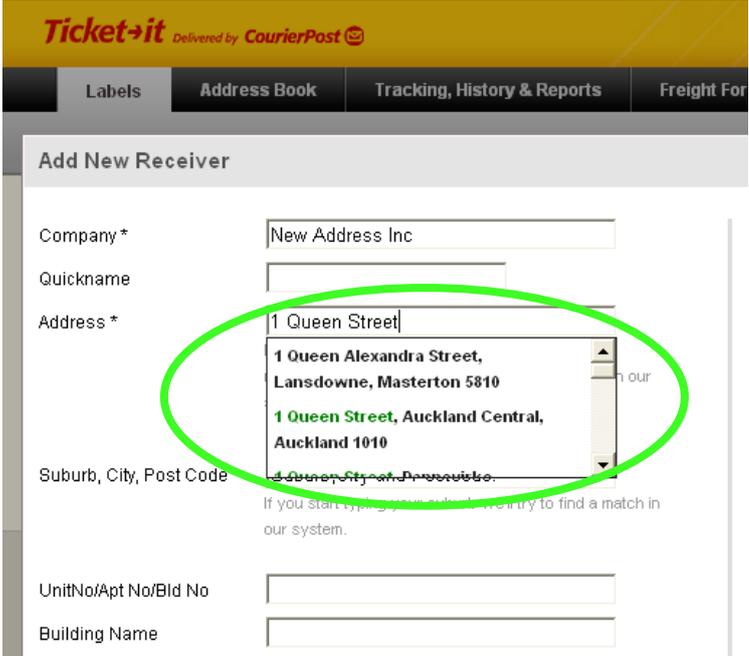
Where to find it

Using the 'Labels' or 'Address Book' tab/screen.

What's new

We have simplified the way you input addresses when adding a new receiver.

You'll note that there are no longer radio buttons to select a Street Address or PO Box address input. That's because we have simplified things and you can now type in either address type into just the one **Address** field, easy!

Easy address lookup as you start typing now includes even more addresses.

When I type in an address it shows 'No records Found'

The method for inputting an address that doesn't validate (i.e, No records found appears when typing in your address) has also changed.

When **'No records found'** appears, click elsewhere on the screen or press **Tab.**

Then type in a Suburb and City name into the **Suburb, City, Post Code** text field.

> When **'No records found'** appears, click elsewhere on the screen or press **Tab.**

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| Labels | Address Book | Tracking, History & Reports | Freigh |

Add New Receiver

Company *   New Address Inc

Quickname

Address *   Silly Street
                   No records found.   n our

Suburb, City, Post Code *   Suburb, City and Postcode.
                   If you start typing your suburb we'll try to find a match in
                   our system.

UnitNo/Apt No/Bld No

Building Name

> Then type in a Suburb and City name into the **Suburb, City, Post Code** text field.

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| Labels | Address Book | Tracking, History & Reports | Freight |

Add New Receiver

Company *   New Address Inc.

Quickname

Address *   Silly Street
                   If you start typing your address (at least the street
                   number and street name) we'll try to find a match in our
                   system.

Suburb, City, Post Code *   Te Atat
                   Te Atatu Peninsula, Auckland, 0610
                   Te Atatu South, Auckland, 0602
                   Te Atatu South, Auckland, 0610
                   Te Atatu South, Auckland, 0612

UnitNo/Apt No/Bld No

Building Name

FAQ's

What do I need to do to get access to the updated Ticket-it?

Nothing! The next time you log in to Ticket-it the features will automatically be available to you to use.

What if I have any issues/questions using the updated Ticket-it?

Just contact Ticket-it support team at either ticket-itsupport@courierpost.co.nz or **0800 783 783**.

And remember, Ticket-it user guides are always available to view or download at our website:

www.courierpost.co.nz/Ticket-it/help