

Tips & Tricks

Written by the firm's resident super user, Victoria, Accredo's user tips provide helpful information, short-cuts and general pointers to help customers improve their use of Accredo.

Post Code Finder

As you will be aware, NZ Post is making the use of post codes a requirement when sending mail. This will likely require frequent visits to the post code finder website to look up a post code, which can be a nuisance.

One of our users suggested we have a button in Accredo to launch the post code finder site. This functionality is already available by creating a script to launch the website and hooking it up to Glyph or a keyboard shortcut.

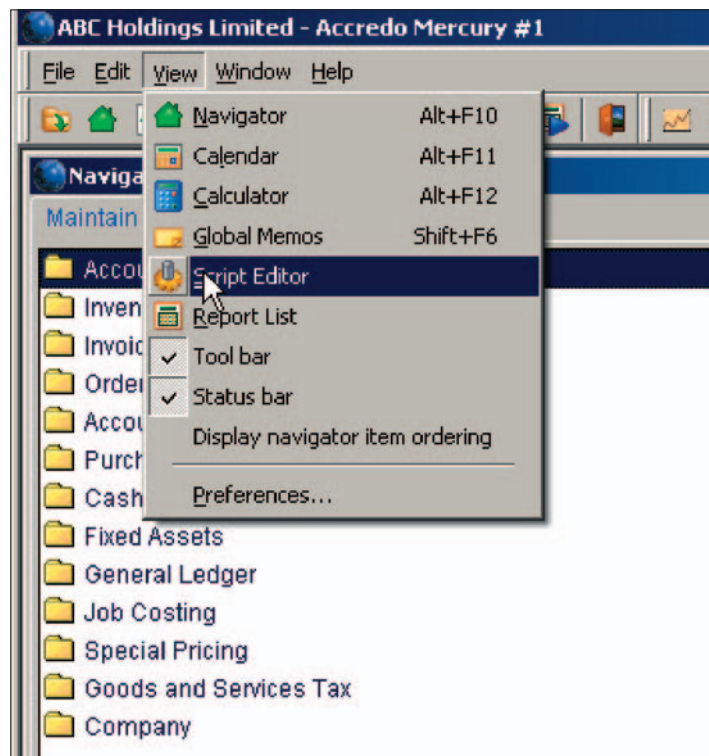
We thought this was such a good idea that we have set this up in our own in-house Accredo system and thought it would be a useful tip for other users.

Steps for adding the post code button to your toolbar

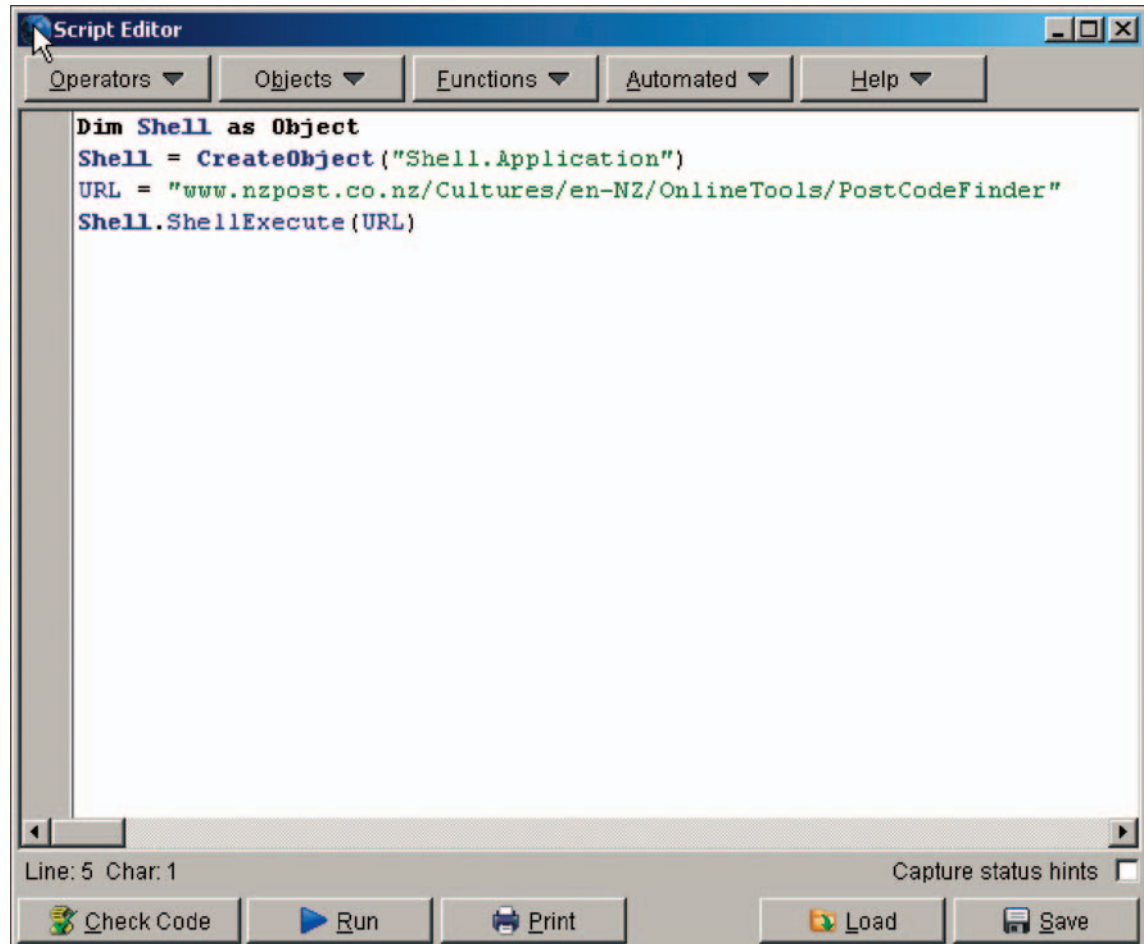
1. Select the text below (which is actually the script) and press Ctrl+C to copy to the clipboard.

```
Dim Shell as Object  
Shell = CreateObject ("Shell.Application")  
URL = "www.nzpost.co.nz/Cultures/en-NZ/OnlineTools/PostCodeFinder"  
Shell.ShellExecute (URL)
```

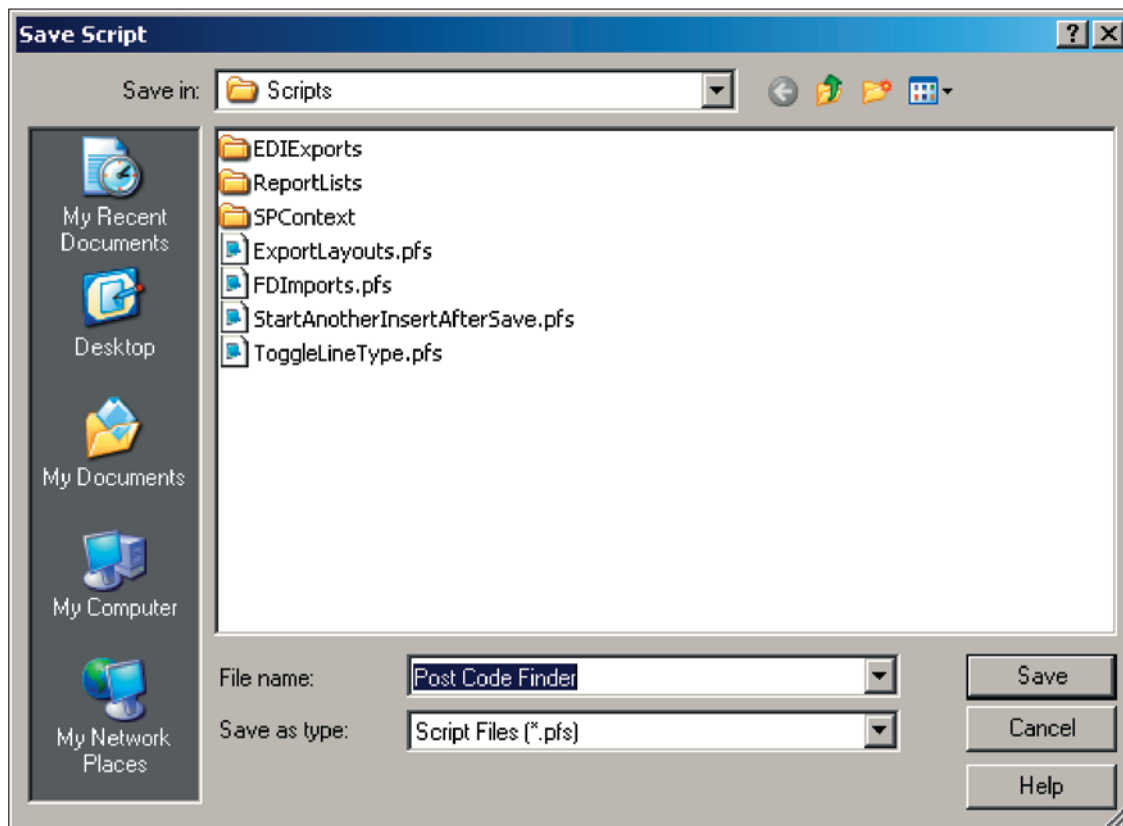
2. Open Accredo and click the **View** menu and select **Script Editor** →



3. Press Ctrl+V to paste the script text into the script editor.



4. Press Ctrl+S to save the script. In the File name field type in **Post Code Finder** then click **Save**. Press Esc on your keyboard to close the Script Editor window. →




5. Go to Navigator>Setup>Company>Scripts>Script Shortcuts and press F4 to insert a new Script Shortcut.
6. In the Script Name field press F2 and double click on **Post Code Finder.pfs** so it appears in the Script Name field.
7. Tab down to the Shortcut key field if you wish to assign a keyboard shortcut to the script. This will need to be a shortcut not already used by Windows or hooked up to any other scripts in Accredo. It must contain Alt or Ctrl or both.
8. Tab to the Glyph button and press F2 then press the Enter key to open the Select Glyph window. Click on your Glyph of choice.
9. Click the checkbox beside **Available on Toolbar** and then press F9 to save. Press Esc to close the Script Shortcuts window. →

Script Shortcut

Script Name

User Code

Shortcut Key

Glyph 

Available on Toolbar

Button details

Button Order

Button Hint

Available in Navigator

Navigator details

Tab Name

Action Name

Navigator Order

Save Cancel

You will now have a shortcut to the post code finder website on your toolbar. ■

