

# Toll Free | Xport

Quick User Guide

# Find what you need...

- Introduction & logging in p.3
  - Add or edit a Xport user or admin p.4
  - Add a new toll free number p.5
  - Let me choose a new toll free number p.6
  - Add an existing toll free number p.7
  - Completing your new toll free order p.8
  - Managing your destination number p.9
  - Adding Features to existing numbers p.10
- Features:
    - Call Forward p.11
    - Hunt Group p.13
    - Time-of-day p.16
    - Menu Routing p.20
    - Caller Location Routing p.21
    - Beep Notification p.21
    - FollowMe p.22
  - Reporting and Analytics p.23
  - Scheduled Reporting p.25

# Introduction & logging in

Get toll free working for your business the quick and easy way! An 0800 or 0508 number means your NZ customers can contact you from almost anywhere in New Zealand without them having to worry about call costs.

Use this helpful quick user guide to add and maintain your toll free numbers easily.

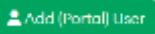
1. Go to <https://identity.xport.co.nz>
2. Administrators will have received a welcome email that contains their credentials and initial password at the time of set-up.
3. When logging into the self-service portal for the first time, users are prompted to enter their Username and Password.
4. They will then be asked to create a password of their own choosing.


Forgot your password? There's a **“Recover Password”** link on login page.

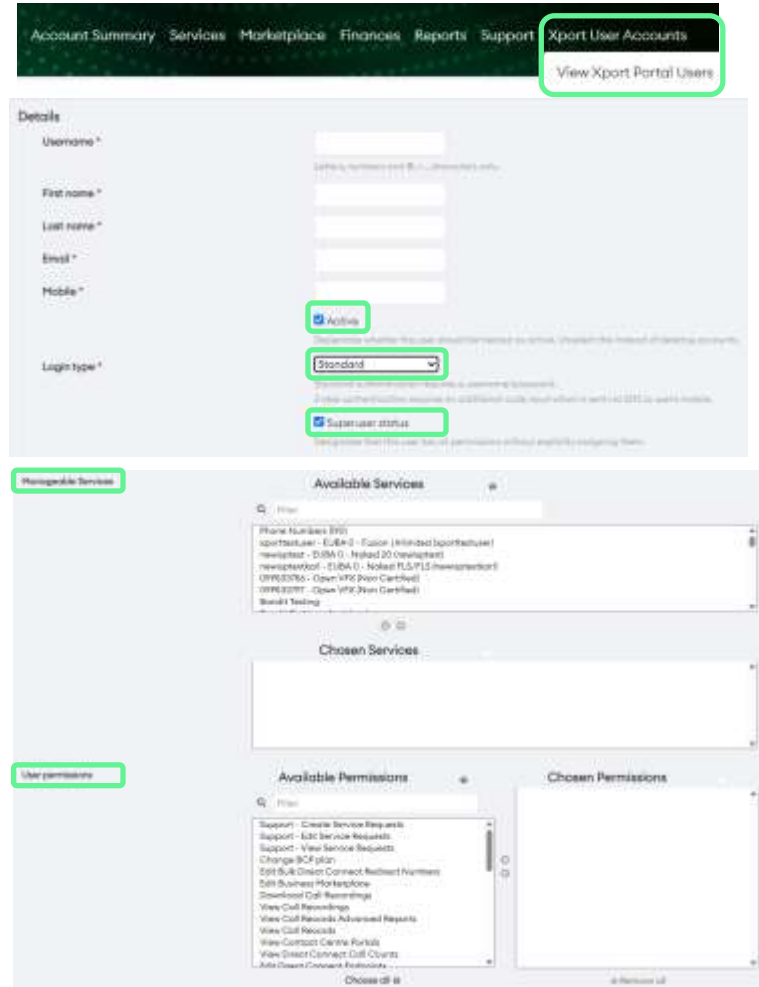


# Add or edit a Xport user or admin

If you have Xport admin permissions, you can add and edit users to access Xport and set their admin permissions.

1. From the main page hover over “Xport User Accounts” and Click on “View Xport Portal Users”.
2. To **add** a new user/admin click on 
3. Add in the required details:
  - Ensure “Active” box is ticked (untick to remove access)
  - Choose the “Login type”.
  - Select the 'Superuser Status' checkbox to grant the user full access and permission to modify all settings and data.
  - In the “Manageable Services” section you can choose which services you want the user to be able to manage.
4. In the “User Permissions” you can choose which activities the user can perform.

If you want to **edit** an existing Xport user select the  button on the “Xport User” main page and start at step 3.



# Add a new toll free number

1. From the main page, administrators select the “**Services**” tab in the top right hand of screen, locate and click “**Add toll free number**”.
2. To order a toll free number without additional features, do not select any features (not mandatory) and proceed to step four.
3. To add features, simply click on feature(s) required.
4. Turn on the toll-free beep/alert option to be notified with a beep when toll-free calls are received.
5. Choose from the options to specify toll free number:
  - **Allocate me a new toll free number** – This is the easiest option that lets the system choose the next available number.

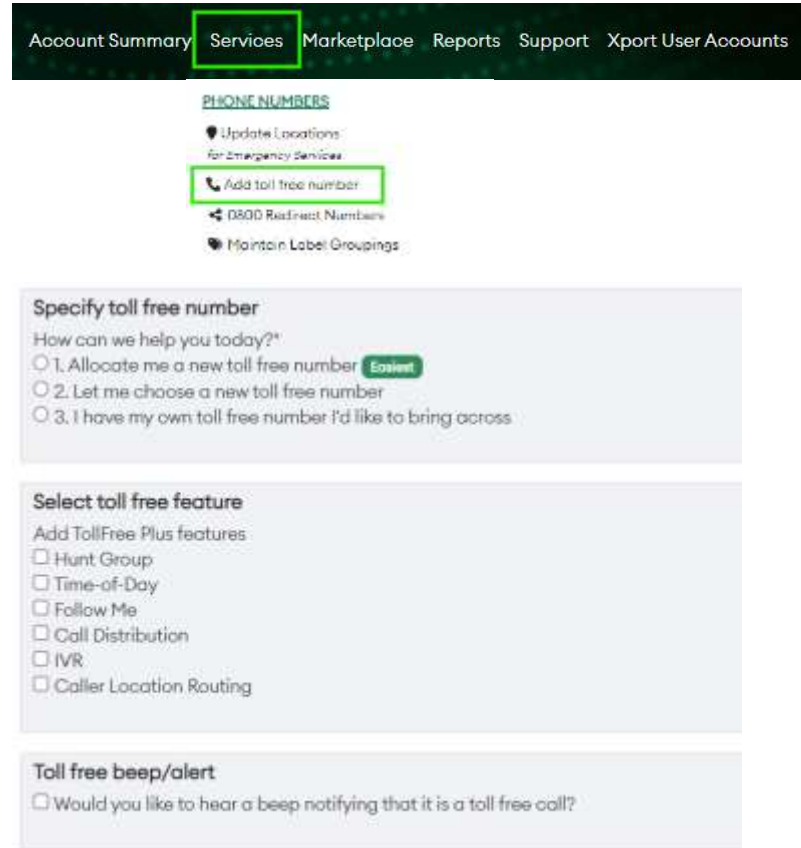
Select this option then proceed to “Completing your order” on p.8.

- **Let me choose a new toll free number** – This is the best option if you want to choose a specific toll free number or pick a number from the available list.

Select this option then proceed to “Let me choose a new toll free number” on page four.

- **I have my own toll free number I’d like to bring across** – This is the best option if you have your own toll free number.

Select this option then proceed to “Add an existing toll free number” on page five.



The screenshot shows the top navigation bar with 'Services' highlighted. Below it, the 'PHONE NUMBERS' section is visible, with 'Add toll free number' highlighted. The 'Specify toll free number' section has three radio button options, with the first one selected and labeled 'Easiest'. The 'Select toll free feature' section has several checkboxes, all of which are unchecked. The 'Toll free beep/alert' section has a checkbox that is unchecked.

Account Summary **Services** Marketplace Reports Support Xport User Accounts

PHONE NUMBERS

- Update Locations for Emergency Services
- Add toll free number**
- DSOD Redirect Numbers
- Maintain Label Groupings

Specify toll free number

How can we help you today?\*

1. Allocate me a new toll free number **Easiest**

2. Let me choose a new toll free number

3. I have my own toll free number I'd like to bring across

Select toll free feature

Add TollFree Plus features

- Hunt Group
- Time-of-Day
- Follow Me
- Call Distribution
- IVR
- Caller Location Routing

Toll free beep/alert

Would you like to hear a beep notifying that it is a toll free call?

# Let me choose a new toll free number

1. Choose a specific prefix by selecting **0508** or **0800** from the drop-down.
2. Enter the remaining numbers you would like to have as your toll free number in the field available.
3. Select “**Check Availability**” to confirm whether the number you have provided is available for use.
4. The system will return a confirmation of rejection message (example shown)
5. Receive confirmation message (example shown) to proceed to page six “**Completing your new toll free order**”

**Note:** For ‘word’ numbers, you can specify 6 or more numbers.

**Specify toll free number**

How can we help you today?\*

1. Allocate me a new toll free number Preselect

2. Let me choose a new toll free number

3. I have my own toll free number I'd like to bring across

Search for number

0800	▼	123456
0800		
0508		

❌ Sorry **0800123456** isn't available, please try a different number.

✅ Yes! **0800992256** is available and selected as your new toll free number.



# Add an existing toll free number

1. Enter your **“existing toll free number”** (including prefix).
2. Select **“existing toll free number provider”** from the drop-down list.
  - If option unavailable, select **“Other”** and manually provide details.
3. Type the **“name on your account”** as it appears with your current toll free provider.
4. Type your **“account number”** with your current toll free provider.
5. Specify the **“date”** and **“preferred time of day”** for porting to take place (Can be no earlier than 3 business days).
6. Confirm details are entered correctly, then proceed to **“Completing your new toll free order”** on page seven.

**Specify toll free number**

How can we help you today?\*

1. Allocate me a new toll free number **Easiest**

2. Let me choose a new toll free number

3. I have my own toll free number I'd like to bring across

**Enter Number Porting Details**

Existing toll free number

Existing toll free number provider

Other

Please specify other toll free number provider

Name on account

The name on your account with your current telephone provider

Account number

Your account number with your current telephone provider

Choose date you would like the number to port

Date can be no earlier than 3 business days from today

Select preferred time of day

Afternoon

Select preferred time of day, morning or afternoon

**Note:** If any of the above information is incorrect the order will not be provisioned within standard lead times.



# Completing your new toll free order

1. Enter the **phone number** you want calls to be redirected to/Destination Number.

**Note:** This can be a New Zealand or Australian number (update Redirect Country drop-down to reflect accurately).

2. Enter an “**email address**” and “**mobile number**” so we can contact you regarding any status updates.
3. Review and accept the terms and conditions, as well as applicable charges, by checking the “**tick box**” after reading.
4. Select “**Place order**” to complete the order.

The screenshot shows a web form for placing a toll-free order. Key elements include:

- Enter Redirect/Destination Number:** A text input field containing "021234567" and a dropdown menu for "Redirect country" set to "NZ".
- Status Updates:** A section with a checkbox and text: "I give the necessary authority to purchase this product, and agree to the terms and conditions for [One NZ Business and Toll-Free Plus 4](#), as well as all applicable charges displayed on this page." Below this are input fields for "Email address" (text@one.nz) and "Mobile number" (02179901234).
- Monthly Cost:** A section showing "\$ (excluding GST)".
- Call Rates:** A table with two rows: "NZ landline to NZ landline" and "NZ mobile to NZ landline or NZ landline to NZ mobile".
- Place Order:** A green button at the bottom left.

Call Rates:	
NZ landline to NZ landline	
NZ mobile to NZ landline or NZ landline to NZ mobile	

Rates are per minute excluding GST.

**Note:** Status emails and SMS will be sent once the number is running on One NZ Network and when all carriers have enabled the number.



# Managing your destination number

Destination numbers (redirect numbers) can be easily changed any time (in near-real time) by administrators following the below steps:

1. Under the “**Services**” tab, select “**0800 Redirect Number**”.
2. Locate the number you want to update, select “**Update**”
3. Choose from the three options visible in the drop-down:
  - **Change redirect rule or number** – This displays the list of routing rules currently set for the toll free number. You can select and save the desired rule or redirect number.
  - **Create new redirect number** – This displays a popup form. The new redirect number will also be added as a rule and will be available for selection in the future.
  - **Other toll free options** – This option will open the toll free management screen where you can manage your redirect numbers and rules

Visit our [website](#) or contact your One NZ support team for more info.

The screenshot shows the One NZ admin interface. At the top, there is a navigation bar with the following tabs: Account Summary, Services, Marketplace, Reports, Support, and Xport User Accounts. The 'Services' tab is highlighted with a green box. Below the navigation bar, there is a section titled 'PHONE NUMBERS' with three options: 'Update Locations for Emergency Services', 'Add toll free number', and '0800 Redirect Numbers'. The '0800 Redirect Numbers' option is highlighted with a green box. Below this, there is a table with two columns: 'Phone number' and 'Redirect number'. The table contains one row with the phone number '0800107169' and the redirect number '0216999999'. To the right of the '0216999999' cell, there is a green 'Update' button. A dropdown menu is open below the 'Update' button, showing three options: 'Change redirect rule or number', 'Create new redirect number', and 'Other tollfree options'. The dropdown menu is also highlighted with a green box.

Phone number	Redirect number
0800107169	0216999999 <span>Update</span>

- Change redirect rule or number
- Create new redirect number
- Other tollfree options

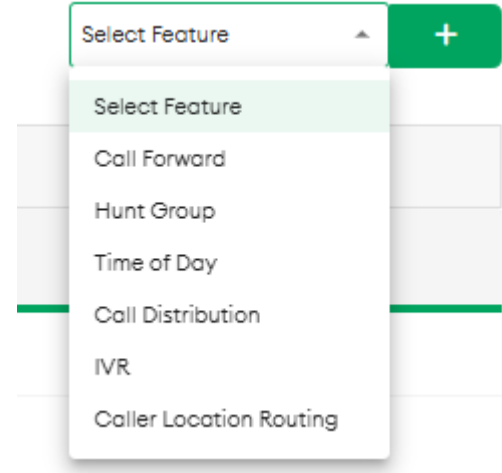


# Adding features to existing numbers

You can add any feature to a toll free number any time once the number is successfully provisioned and visible in Xport.

1. Under the “**Services**” tab, select “**0800 Redirect Number**”.
2. Locate the number you want to update, select “**Update**”-> “**other toll free options**”.
3. Click on the dropdown “**Select Feature**” and choose the feature you wish to add then click the “**+**”.

For additional help on how to set up each feature please continue reading this guide.



Visit our [website](#) or contact your One NZ support team for more info.

# Features: Call Forward

This feature redirects incoming calls to another number or device so you never miss a call.

Follow these instructions to manage the “Call Forward” feature.

1. From the main page, select the “Services” tab in the top right hand of screen.
2. Locate and select the “Phone Numbers” header.
3. Locate the phone number you wish to maintain (Using the search feature on the right to help navigate long lists).
4. Click “Manage” button on the right.
5. Select “Routing” from drop down.

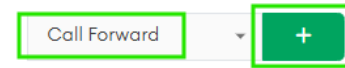
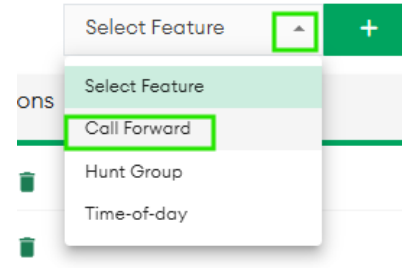


A screenshot of the phone numbers management interface. At the top left, there are two buttons: 'Add toll free number' and 'Export'. To the right, there are checkboxes for 'With Redirect number', 'Active', and 'Inactive', and a search bar with the placeholder text 'Enter search term for number/label lookup...'. Below this is a table with the following columns: Phone number, Status, Usage, Redirect number, Phone Label 1, Phone Label 2, Phone Label 3, Phone Label 4, and Type. The first row of the table has the following values: 080010769, Active, (empty), 029999999, (empty), (empty), (empty), (empty), and TollFree (Smart Redirect - Complex Routing (Call Redirect, HG and TDD)). To the right of the table, there is a 'Manage' button and a dropdown menu with options: View Call records, View Reports, and Routing. The 'Phone number' column header, the '080010769' value, the 'Manage' button, and the 'Routing' option in the dropdown are highlighted with green boxes.



# Features: Call Forward (continued)

1. In the new screen that appears, locate the “**Select Feature**” drop down and select “**Call Forward**”
2. Once the box has been updated to say “**Call Forward**” click the green plus “**+**”.
3. Pop-up box will appear on screen asking you to “**add call forward rule**” information – populate this with the below:
  - The “**Name**” name you would like to give the rule
  - The “**Redirect Type**” (update country if required)
  - The “**Redirect Number**” (The redirect number can be a NZ geographic, NZ mobile number, or international number. Administrators will be prompted to accept and agree that international rates apply if this option is selected.)
4. Click “**Save**” to continue.
5. If the feature does not automatically appear, please refresh your screen as there is sometimes a small delay.
6. This will take you back to the “**number management**” page for the number you are managing.
7. To edit the rule, once visible within the list, click on the “**pen**” icon and repeat steps above.



# Features: Hunt Group

This feature distributes incoming calls to a group of users based on a set pattern or priority. Follow these instructions to manage the “**Hunt Group**” feature.

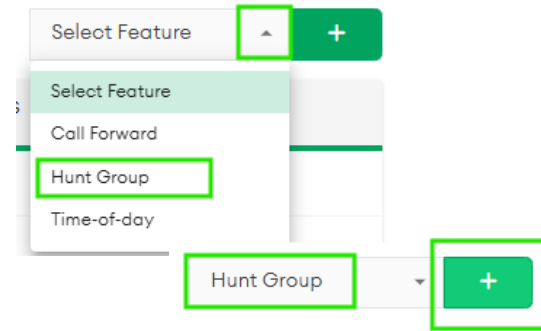
1. From the main page, select the “**Services**” tab in the top right hand of screen.
2. Locate and select the “**Phone Numbers**” header.
3. Locate the phone number you wish to maintain (Using the search feature on the right to help navigate long lists).
4. Click “**Manage**” button on the right.
5. Select “**Routing**” from drop down.

The screenshot shows the One NZ system interface. At the top, the navigation bar includes 'Account Summary', 'Services', 'Marketplace', 'Reports', 'Support', and 'Xport User Accounts'. The 'Services' tab is selected. Below the navigation bar, the 'PHONE NUMBERS' header is visible, with a dropdown menu containing options: 'Update Locations for emergency Services', 'Add toll free number', '0800 Redirect Numbers', and 'Maintain Label Groupings'. Below this, there is a search bar with the placeholder text 'Enter search term for number/label lookup...' and a 'Search' button. Below the search bar, there are pagination controls showing '1 2' and '« 2 records, page 1 of 2'. Below the pagination controls, there is a table with the following columns: 'Phone number', 'Status', 'Usage', 'Redirect number', 'Phone Label 1', 'Phone Label 2', 'Phone Label 3', 'Phone Label 4', and 'Type'. The first row of the table has the following values: '080010769', 'Active', (empty), '029999999', (empty), (empty), (empty), (empty), and 'TollFree (Smart Redirect - Complex Routing (Call Redirect, HG and TDD))'. To the right of the table, there is a 'Manage' button and a dropdown menu with options: 'View Call records', 'View Reports', and 'Routing'.



# Features: Hunt Group (continued)

1. In the new screen that appears, locate the “**Select Feature**” drop down and select “**Hunt Group**”
2. Once the box has been updated to say “**Hunt Group**” click the green plus “+”.
3. Pop-up box will appear on screen asking you to “**Add Hunt Group**” information – populate this with the below:
  - The “**Name**” you would like to give the Hunt Group
  - The “**Type**” of Hunt Group needing to be set-up (Regular - routes the order of the users, always starting with the user on the top of the members list).
  - The “**timeout**” period (time to skip to the next number)
    - Short (9 secs), Medium (15 secs) or Long (30 secs).
  - The “**Default redirect number**” – Check call forward numbers if missing as this displays previously set-up Call Forward numbers.
4. Click “**Save**” to continue.
5. If the feature does not automatically appear, please refresh your screen as there is sometimes a small delay.



Add Hunt Group

---

Name

Type  Regular

Timeout

Default redirect number

# Features: Hunt Group (continued)

1. From this screen Hunt Group can be edited and deleted.
2. To continue setting up Hunt Group, click the Members “+” icon.
3. Use the “Call forward number” drop-down to add and “Save” members one-by-one. Refer to Call Forward steps if number(s) missing from drop-down.
4. Repeat this step until all members are added.
5. Once completed, a table will appear with the “Name”, “Type”, “Routing Number” and options to “edit” or “delete” members.
6. For a regular hunt group, you can reorder the sequence by holding and dragging the “ordered list” icon. This is also sometimes referred to as a hamburger icon.
7. Click “Save” to continue.

Members   



**Note:** Some calls to Hunt Group numbers may not be complete, due to the destination number being ‘out of reach’ for reasons outside of One NZ’s control. Reasons for ‘out of reach’ can be but are not limited to; mobile coverage, lack of phone power, off-net carrier issues, and phone settings such as do not disturb, voicemail, and call forward not reachable.

Name	Type	Routing Number	Edit	Select to delete
  Call forward	Call forward	0216999999		
  Holiday	Call forward	0216554445		

# Features: Time-of-day

This feature applies different call handling rules depending on the time and day, such as routing calls differently afterhours.

Follow these instructions to manage the “Time-of-day” feature.

1. From the main page, select the “**Services**” tab in the top right hand of screen.
2. Locate and select the “**Phone Numbers**” header.
3. Locate the phone number you wish to maintain (Using the search feature on the right to help navigate long lists).
4. Click “**Manage**” button on the right.
5. Select “**Routing**” from drop down.

Account Summary **Services** Marketplace Reports Support Xport User Accounts

**PHONE NUMBERS**

- Update Locations for emergency services
- Add toll free number
- 0800 Redirect Numbers
- Maintain Label Groupings

With Redirect number    Status:  Active  Reserved

Enter search term for number/label lookup...

1 2 >>

02 records, page 1 of 2

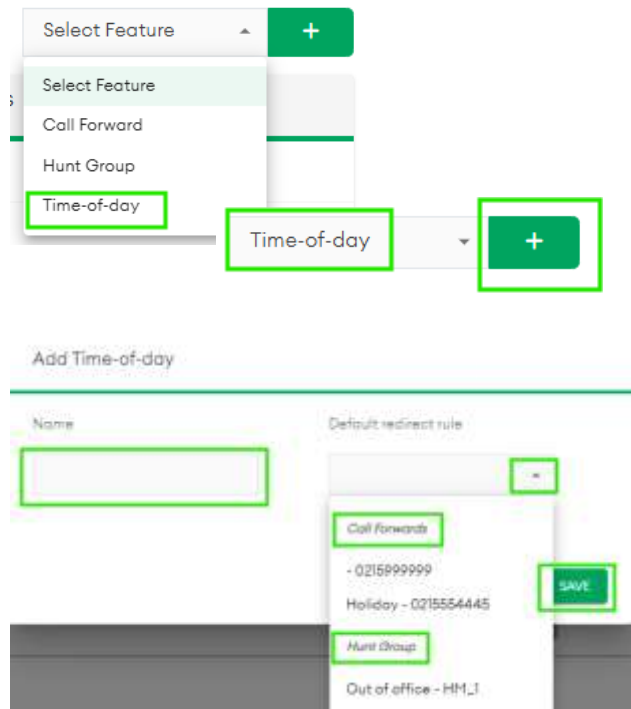
Phone number	Status	Usage	Redirect number	Phone Label 1	Phone Label 2	Phone Label 3	Phone Label 4	Type
080010769	Active		029999999					TollFree (Smart Redirect - Complex Routing (Call Redirect, HG and TDD))









- View Call records
- View Reports
- Routing



# Features: Time-of-day (continued)

1. In the new screen that appears, locate the “**Select Feature**” drop down and select “**Time-of-day**”
2. Once the box has been updated to say “**Time-of-day**” click the green plus “**+**”.
3. Pop-up box will appear on screen asking you to “**Add Time-of-day**” information – populate this with the below:
  - The “**Name**” name you would like to give the feature
  - The “**Default redirect rule**” - This will display previously set-up Call Forward numbers and Hunt Groups. Refer to these set-up instructions if number(s) missing.
4. Click “**Save**” to continue.
5. If the feature does not automatically appear, please refresh your screen as there is sometimes a small delay.



Name	Feature Type	Active	Actions
	CallForward	<input checked="" type="checkbox"/>	 
Holiday	CallForward	<input type="checkbox"/>	 
Night time	Time of Day	<input type="checkbox"/>	  
Out of office	Hunt Group	<input type="checkbox"/>	  

# Features: Time-of-day (continued)

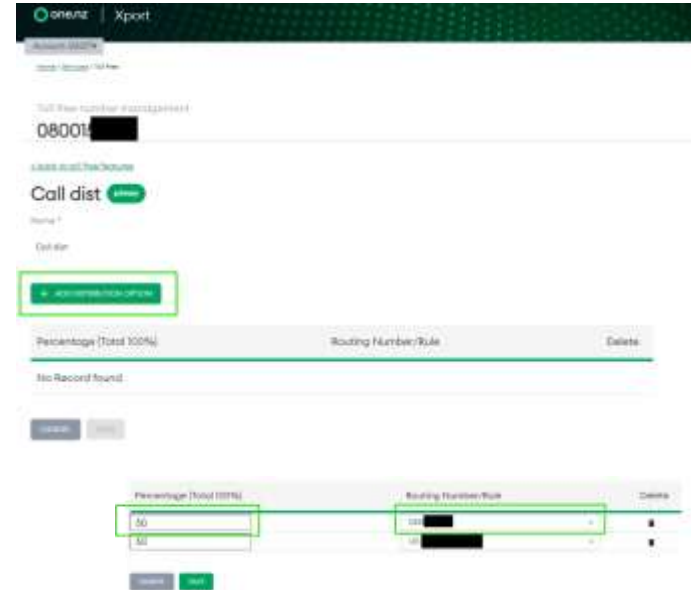
1. Once saved it will be visible within the list. This is also where existing Time-of-day rules can be edited and deleted.
2. To continue setting up, locate the heading “**Time Entries**” and select add icon “+”
3. Under “**Day**” field select all days this should apply to.
4. In the “**Routing Number/Rule**” use the drop-down to select the previously set-up Call Forward or Hunt Group numbers. Refer to Call Forward and Hunt Group steps if number(s) missing from drop-down.
5. Select “**Start time**” and “**Stop time**” in which you want this rule to apply.
6. Click “**Save**” to continue.

The image displays three sequential screenshots of the 'Add Time-of-day rule' configuration form. The top screenshot shows the initial form with fields for 'Day', 'Routing Number/Rule', and 'Start Time' (08:00 am). The middle screenshot shows the 'Day' dropdown menu expanded, listing days from Sunday to Saturday, with a 'Routing Number/Rule' dropdown also visible. The bottom screenshot shows the 'Day' dropdown set to 'Mon, Tue, Wed, Thu, Fri', the 'Routing Number/Rule' dropdown set to '021599999', and 'Start Time' (08:00 am) and 'Stop Time' (08:00 pm) fields. A 'Save' button is highlighted in the bottom right corner of the form.

# Features: Call Distribution

Weighted Call Distribution (also called Percentage-Based Call Distribution) is an advanced call routing feature that distributes incoming calls across multiple destinations—such as different phone numbers, teams, or call centers—based on predefined percentages rather than equally or randomly.

1. Once you have ordered Call Distribution and navigated to the page you click on **“Add Distribution Option”**.
2. Choose the percentage of the calls you want for each number. Your total must always equal 100%.
3. Choose the number or rule you want to receive the calls.
4. You can easily edit the name of the Call Distribution any time in the **“Name”** field.



# Features: Menu Routing

Presents callers with a set of pre-recorded menu options (e.g., “Press 1 for Sales, Press 2 for Support”). Based on the caller’s selection, the system routes the call to the appropriate destination.

1. Once you have ordered Menu Routing and navigated to the page you click on

UPLOAD PROMPT

2. You can upload a .mp3 or .wav OR you can generate from text.
3. Add your text for the menu options and click **“Generate Audio”**.
4. The **“Number of retries”** is how many times the menu is played before the call disconnects.
5. **“Default”** is where the call goes if no/invalid options are selected.
6. Add the destination for each menu number using the dropdown menu. You can select any of the calling routes that you have previously saved.

Add menu routing details

How do you want to upload audio prompt?

Upload file  Generate from text

Text for generating audio:

Description:

Number of retries:

7. (ENTER REQUEST NUMBERS

Default\*

Press 1

Press 2

Press 3

Press 4

Press 5

Press 6

Press 7

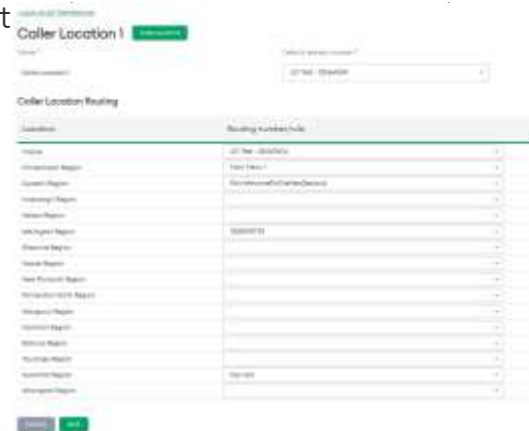
Press 8

Press 9

# Features: Caller Location Routing

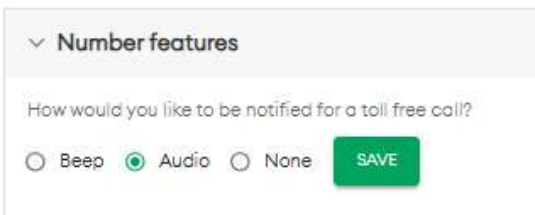
Caller Location Routing (also called Georouting) is a feature that automatically directs incoming toll-free calls to the nearest branch or designated destination based on the caller's geographic location.

1. Edit the name of your new Caller Location Routing in the **“Name”** field.
2. The **“Default redirect number”** is where the call goes if no/invalid options are selected.
3. Add the call's recipient for each location using the dropdown menu. You can select any of the calling routes that you have previously saved.
4. Select **“Save”**.



# Features: Beep notification

The beep notification is a feature that plays a short tone to the call recipient before the conversation begins, indicating that the incoming call is a toll-free call.



1. In the Number Management Page, select **“Beep”** for a simple tone to notify the recipient. Select **“Audio”** for a short message “this is a tollfree call”. Select **“None”** for no notification.
2. Select **“Save”**.



# Features: FollowMe

FollowMe is a feature that lets you change the destination (terminating number) of your toll-free number in real time using a secure PIN and simple prompts, you can redirect incoming calls to any landline or mobile number. FollowMe is completed through an automated prompt service on the telephone, using DTMF (dual tone multi frequency) and will be updated within 10 seconds. The service is protected using a PIN.

1. To begin, dial **0800 606 101**. To use this service from Australia, dial **1800 995 025**.
2. To terminate to an NZ based number, dial 09 xxx xxxx. To terminate to an Australian based number, dial 00 61 2 xxxx xxxx .
3. Once confirmed, hang up.

You can also update your FollowMe number and PIN in Xport (see below).

Main Menu			
Press 1 Change Call Plan	Press 2 Change Follow Me number	Press 3 Change PIN Number	Press 4 Remove Follow Me
Enter the plan number you wish to schedule.	Enter the terminating number	Enter the new PIN number	Your Follow Me number will be removed
Schedule now: (press 0 then #)	Schedule later: (enter date/time)		

FollowMe number

0221000000

FollowMe pin

....



SAVE

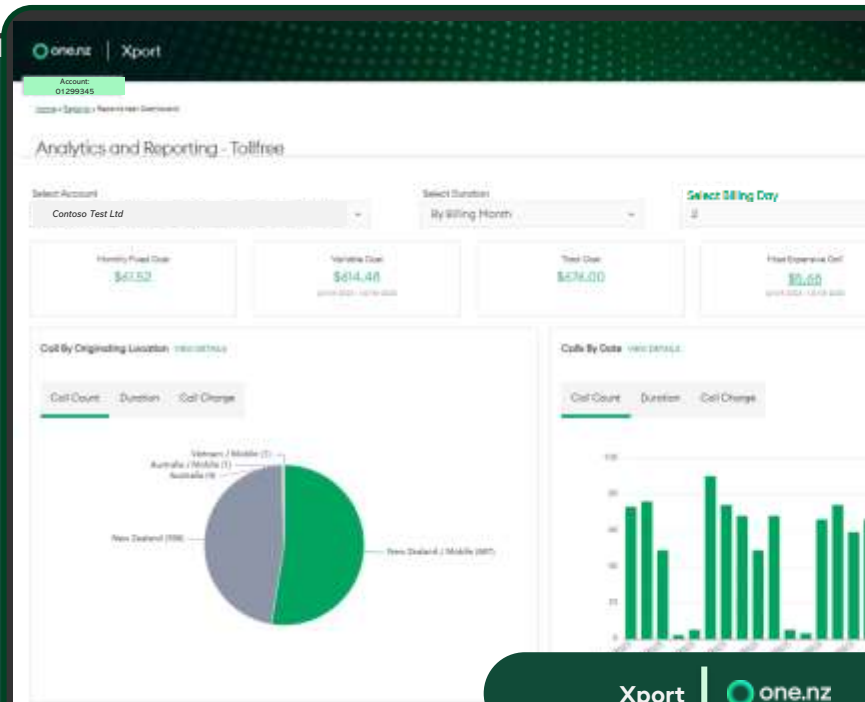


# Reporting and Analytics

Introducing our advanced reporting tool, designed to streamline your financial analysis and enhance decision-making. Easily view costs and identify high expenses, manage multiple accounts and filter data simultaneously to efficiently access the information you need. Access all numbers in one comprehensive dashboard for a clear financial overview and navigate intuitively to detailed reports for deeper insights. Experience seamless and insightful reporting with our tool.

## Benefits

- Effortlessly view fixed and variable costs, along with the most expensive calls
- Simultaneously manage multiple accounts
- Filter data by Billing Day or calendar period
- Access all numbers from a single dashboard
- Navigate intuitively to detailed reports



Account Summary Services Marketplace **Reports** Support Xport User Accounts

Admin  
Contoso Ltd

To access the reports, from the Xport Menu Bar click on Reports.

Select Account

Contoso Test Ltd

If you have different accounts in Xport you can filter which accounts you see.

Select Duration

By Billing Month

Select Billing Day

2

You can filter your bill either by your billing month or by calendar period.



The tiles and graphs show you the cost of the services and the tolls, easily see the most expensive calls and other important metrics.

Phone Number	Name	Call Count	Call Duration	Variable Cost	Fixed Cost
1800-123-456	Wellington Office	45	1:30:00	\$15.00	\$30.00
1800-789-012	Wellington Warehouse	12	30:00	\$4.00	\$8.00
1800-345-678	Auckland Office	100	1:15:00	\$33.33	\$66.67
1800-901-234	Auckland Warehouse	15	45:00	\$5.00	\$10.00

View the details of each of your toll free numbers in the Number Usage section. By clicking on each number you can see the Detailed Call Records

# Xport Scheduled Reporting

It is easy to stay on top of your reporting with scheduled reports. Easily set them up in Xport and receive email notifications to know when your reports are ready.

1. To begin, in the Analytics & Reporting page, select **“Scheduled Reports”**.
2. There are preset reports which you can select from.
3. Select which accounts and sites you want to report on.
4. Select the frequency and the date range you would like the report generated.
5. Select **“Yes”** if you would like to be notified via email and enter the admins that you would like to be notified in the dropdown menu.

The screenshot displays the 'Analytics and Reporting' section of the Xport interface. In the top navigation bar, 'Scheduled Reports' is highlighted with a green box. Below it, a 'Scheduled reports' button with a plus icon is also highlighted. An arrow points from this button to a dropdown menu titled 'What report would you like to schedule?' which lists several report types: 'One Business Core By Date', 'One Business Customer CDM', 'One Business Site Usage', 'Toll Free Core By Date', 'Toll Free Customer CDM', and 'Toll Free Usage Summary'. Another arrow points from the 'Scheduled Reports' menu item to the 'Add scheduled report' form. This form includes a dropdown for 'What report would you like to schedule?' (currently set to 'One Business Site Usage'), a 'Report name' field, 'Select Enterprise' (set to 'Bondit Testing') and 'Select site' dropdowns, a 'Recurrence Pattern' section with radio buttons for 'Daily' (selected), 'Weekly', 'Monthly', and 'Yearly', a 'Select the range of recurrence' section with 'Start' (22/12/2025) and 'End by' fields, and a 'Would you like to receive notifications via email?' section with 'Yes, I want to receive email notification' (selected) and 'No' options. At the bottom, there is a 'Who should be notified?' dropdown field and 'CANCEL' and 'SAVE' buttons.



**one.nz**