



Newsletter

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Tip of the Week!

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Tip of the Week!

Typomatic Searching

Get to your files faster by using your keyboard to search by file name. Try this anywhere you have a list of names: Clients, Prospects, Agency Records, Address Book, IMS Image Printers, Scan Center Transfer windows, this list goes on and on.

How To:

1. Click on any name in your list.
2. Start typing the name of the person you wish to find.
3. IMS will automatically start using your keystrokes to find the file you are looking for.

Remember that file names are alphabetically sorted by the last name if it is a personal file and by business name if it is a commercial file. Typomatic searching only works for the primary file name. So what if you need to find someone else on the file, a contact perhaps? You can always use the FIND button to search by something other than the primary file name. Try this to search not only by contact name, but by policy number, partial phone number or email address!

Want a refresher on using our new Find Feature?

Check out our [video section online!](#)

[View All Tips](#)

*Have something in mind that you would like to be covered as a tip of the week? Respond to this email with your requests and you may see them in a future addition.

Boot Camp!

It's that time again. Time for your chance to spending two days learning everything you ever wanted to know about IMS. Come visit us in South Bend, IN March 24th and 25th, 2011. Whether you just need a refresher course or want to learn how to utilize all the features IMS has to offer to further your business we want to see you here! This is also a great opportunity for your office to learn first hand about all the new features IMS has added.

Our classroom setting provides each recruit with a computer to follow along with instructors as they offer in-depth training on every aspect of IMS. Open discussion is encouraged because we also want you to learn from your peers how they use IMS. Cost includes two full days of training and all of your class materials, not to mention lunch both days, for only \$299 per person.

We hope to see you there!

For more information visit [Boot Camp](#) online.
To register [click here](#).

Xanatek Now LinkedIn



Xanatek has a group on the popular LinkedIn.com. We hope this will help to connect users and facilitate discussion on IMS. Please feel free to join and share the group with everyone you know.

If you have any question or comments please email Brent@xanatek.com

Be a Fan of Xanatek



Xanatek has a fan site on the popular Facebook.com. Join us today.



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