



## Newsletter

May 13, 2011

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Boot Camp!

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### Tip of the Week!

#### **Custom Stamps**

The ability to create custom stamps is now available in IMS! Custom Stamps are available for your office in addition to: Date&Time, Called: No Answer, Left Message, Send E-Mail found currently in IMS Notes and Todos. Stamps can be customized by your system administrator through Maintenance in IMS. Try using custom stamps for common situations you need to document or questions you want to ask when quoting a prospect.

#### How To Create A Custom Stamp:

1. Open *Maintenance* (Found in the *Tools* section on the IMS 3 Menu)
2. Choose *Codes*
3. Click to select Custom Note Stamps
4. Click the *Add* button
5. Choose the type of stamp from the drop down
6. Give your new stamp a description
7. Enter the text you would like to appear in your stamp

#### How To Use a Custom Stamp:

1. Open an IMS Note or Todo that you wish to place a custom stamp in
2. Right Click in the body of the note
3. Select Stamps
4. Choose Custom Stamps
5. Choose Stamp of your choice

**Note:** This feature was added as a result of our latest update, **369**. If you are not on version 369, then you will not yet have this feature. To check your version click *About* located in the *Help* section at the bottom of the *IMS 3 Menu*.

[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.

### Viewer Issue

Some of you may have experienced an issue where opening an image in Windows on a Windows 7 computer would show horizontal lines on the image. This is an issue with the viewer, not the image. If you are having this issue, you may want to make sure to run the Windows 7 SP1 update, as it's likely included in that, but if not, here is a link to the hotfix that you may find helpful.

<http://support.microsoft.com/kb/2459492>

### Boot Camp!

Come spend two days learning everything you ever wanted to know about IMS. 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!

### July 28th and 29th, 2011

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](mailto: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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