



Xanatek Weekly Newsletter

August 28, 2009

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Autopay

Pay your monthly maintenance fee with Visa, Mastercard, American Express or Debit cards. If you are interested in automating your monthly payment contact us at dburkart@xanatek.com and we'll send you the paperwork!

Events

Want to know where Xanatek will be this year?

Click [Events](#)

Come and see us or send

Tip of the Week!

Combining Groups with ScanCenter

There are several ways IMS ScanCenter can assist you in being more efficient. There are two ways you have the ability to combine groups. In order to use these features your scanner must have the ability to create groups. Follow the instructions below and see how much time you can save.

How To Combine Groups:

1. Scan as usual
2. Open ScanCenter if it is not already
3. Select *Docs* at the top of the ScanCenter screen to retrieve your scanned groups
4. Click the group you wish to combine with another so that the thumbnails appear in view
5. Right click the group you wish to combine with the first
6. Select *Combine Groups*
7. This action will add the second group to the first

How to Continue Batch:

1. Open ScanCenter
2. Click ISIS
3. Check the *Continue Batch* check box located to the right of the ISIS window below the paper size selection
4. Scan as usual
5. At the end of each group you scan you will have the option to Continue Batch.
6. Answer yes until you are ready to begin scanning a new group

Hint: Always be sure to check *Continue Batch* before beginning to scan your group. If you forget to do this you can use the option to *Combine Groups* as listed above.

Ideas for Use

a referral.

See Referral Program details
below.

- If you ever scan a group only to realize you missed a page
- If there are more pages in a scan batch than the scanner will hold. (Ex: Back scanning an old file containing 50 pages, but your scanner can only handle about 30 at a time)
- Attaching signature pages to applications or other documents requiring the clients signature

Rules of Thumb

- 50 pages combined into one group is a good average
- Don't combine more pages together than your workstation can load at one time
- Get to know your equipment. (Ex: If it takes a while to load 50 pages for viewing at your computer, don't combine hundreds. If you can load 50 pages with ease try add another 20 or so until you find your machines limitations.)

All of our newsletters are archived online.
Click the link below to view past Newsletters.
<http://www.xanatek.com/newsletter.php>

Boot Camp!

Want to get more out of IMS? Then join us for Boot Camp, November 12th and 13th, 2009!

IMS Boot Camp will inform, educate, and stimulate your office! We limit each class to a maximum of 12 people. In most cases at least 8 agency's will be represented from various states. The classroom environment provides the opportunity to learn from our instructors and your classmates. Each attendee is supplied with a computer so they may work along with the instructor. Ample time is given for questions and open discussions.

Xanatek provides lunch both days and all your classroom material!

Cost will be \$249 per person. Register now at [Boot Camp](#). For hotel recommendations visit [Boot Camp Info](#).

Referral Program

To: All IMS and Image Archiver Users

Re: Referral Fee Program

Make \$100.00 to \$500.00 by telling your friends and associates about us.

As many of you already know, Xanatek will pay you for each lead that purchases Image Management System for insurance and for Image Archiver. We love referrals and I am sure you do too! Below you will find our rules on paying referrals. PLEASE read carefully as I often get calls long after the install asking for the referral payment. We must be able to verify you are the reason the agent purchased or contacted Xanatek.

The key things to remember:

- The agent must be NEW to IMS - agents already in our system may not qualify.
- YOU must have provided Xanatek with the contact information prior to Xanatek contacting the agent.

A referral will not qualify if:

- A Xanatek sales representative has already been in contact with them.
- We have no way of verifying you were the referring agent.
- Another agent has already referred them.
- You call many weeks or months after the user has installed IMS and you ask for referral after the fact. (Exception: if we have previous documentation supporting your referral.)

We do our best to track all the leads you provide us. Please contact us with any questions. The best way you can refer someone is to email Brent@xanatek.com

Here are the official rules:

- 1) The lead has to be new to Xanatek. If Xanatek has already spoken to the lead, it does not qualify.
- 2) You have to notify us of the lead. Please call, fax, or email us with the lead info. We must get name and phone number to contact them.
- 3) First come first serve - Sometimes we will have more than one person refer the same agent. We will pay the referral fee to the first agent who tells Xanatek about the lead.
- 4) Paid-in-full - The fee will be paid after their bill is paid.

Here are some additional tips:

Have the lead remind us where they heard about us. In other words, have them tell us that you sent them.

Feel free to ask us how it's going! If you refer someone, we would be glad to keep you informed about the sales process.

Xanatek may change this program at anytime. We also reserve the right to distribute the amount between multiple lead generators when necessary. Amount

of referral fee will be set at time of sale and is based upon purchase price paid by the lead.

Thanks and keep referring!

Brent Sheppard

Xanatek Now LinkedIn



Xanatek now has a group on the popular LinkedIn.com. We hope this will help to connect users and facilitate discussion on IMS. A few discussions have been started, but we need more.

To find the Xanatek group:

- Click in the search box.
- Type in Xanatek as the search criteria.
- Change the search type to "Search Groups" (Search People is default).
- Click the "Search" button.

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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