



## Weekly Newsletter

January 28, 2010

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### Contact Information

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[tech@xanatek.com](mailto:tech@xanatek.com)

Tech Support  
800.820.1665

### 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 [tstansbury@xanatek.com](mailto:tstansbury@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

### Moving Day!

We will now be moving to our new office on January 29, 2010. Technical support will closed for relocation to the Chase Tower in downtown South Bend, Indiana and will re-open the following Monday. You may still leave messages for support at (800)820-1665 or email your questions to [tech@xanatek.com](mailto:tech@xanatek.com) to be returned on Monday February 1, 2010.

Xanatek is relocating to facilitate our continued growth. The entire office space has been renovated to our specifications in order to provide better service, technical support, and workflow. Highlights of the space include:

- More than double square footage. Larger training area doubling our current onsite training capacity.
- Increased phone capacity.
- Fiber connectivity to the Internet for more stable and faster support.
- Discounts with the hotel located in the building for those attending Boot Camp.
- Great views of South Bend, Notre Dame, and the area.

We will be offering limited support on the 15th due to the disruption of phone service. Phone numbers will remain the same. Mailing address should be changed to 211 W Washington Street, Suite 1900, South Bend, IN 46601 after 1/15/2010.

Please visit our new location anytime after the 15th.

### Tip of the Week!

[Send To Directions with IMS](#)

Don't have a GPS? Let IMS help you get there. Did

a referral.

you know that from any Client or Prospect's file directions are available? It's quick and easy.

How To:

1. Open any Client or Prospect file
2. Locate the *Send To* option. You will find this option just above the Edit button at the top of the information window.
3. Select *Directions*
4. Choose from Map or Directions for: *MapQuest, Yahoo, Google* and *Bing*.
5. The address from open Client or Prospects file will be automatically loaded into your chosen search engine!

Don't have *Google* or *Bing* in your Sent To Directions list. These two new options have been added as of our latest update to IMS 3.6.5. Check with your administrator or call tech support at (800)820-1665 for the update.

Click [Here](#) to view all of Xanatek's archived Tips of the Week online.

### Referral Program

You can make an extra \$100.00 to \$500.00 just 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 Solutions. We have recently improved the program to require all referral of prospects to be submitted on our website. This is to promote fairness and ensure you get your much deserved cash! Make special note of rule number 2 below to find out how to submit.

Here are the 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 submit the prospect on Xanatek.com. Please visit our website and submit the name, address, phone and email.
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 referral 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.

Thanks and keep referring!

Brent Sheppard

### **Announcing Linktomyagent**

It's almost here! Xanatek will soon be offering Linktomyagent.com. Simple and easy to use web forms that will allow customers or prospects to submit quotes, change requests, certificate requests, or general contact inquiries. Once received by you, they can be directly imported into IMS.

Linktomyagent.com will work two ways. A prospect could go to linktomyagent.com and search for an agent by selecting their state, city, and a list of participating agents will be displayed. The second way is a direct link from your website. For example - You can link to linktomyagent.com/youragencypage. Once at your page, your logo and contact information will be displayed.

The customer or prospect can then request a quote for Auto, Home, Life or Commercial. They may also submit a endorsement, request a certificate, general contact inquiry.

The submission data will be emailed to you and a copy to your client or prospect. Once received by the agency, you will have a way to add the information to an existing client or setup an entirely new prospect.

This is just the beginning, if response is good, we will be adding commercial line quote forms and more. The cost will be \$200 to setup your pages and \$25 a month will be added to your IMS monthly support.

If you're interested, please contact [Brent@xanatek.com](mailto:Brent@xanatek.com)

### **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](mailto:Brent@xanatek.com)

#### Be a Fan of Xanatek



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

#### ✉ SafeUnsubscribe®

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