



## Weekly Newsletter

February 5, 2010

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### Contact Information

Xanatek, Inc.  
211 W Washington St.  
Suite 1900  
South Bend, IN 46601

[www.Xanatek.com](http://www.Xanatek.com)  
[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!

### Tip of the Week!

#### 2 New Imaging Features

Ask and you shall receive. Isn't it nice to get what you want? Here at Xanatek we're always looking for our next opportunity to improve our product to make your life easier. In this tip, you will learn about two new features that you requested by agents and are now available for making your electronic filing even easier.

#### Scan Center

Navigation buttons have been added to the enlarged thumbnail view of multi-page groups in IMS Scan Center. Now you can view an entire group of enlarged pages with the click of an arrow button. You'll never have to open and close and open and close again!

#### How To:

1. Click to select group of images you wish to review. (Thumbnails will display for the group)
2. Right Click and select *Enlarge Thumbnail*.
3. You will now find arrows to move through pages within that image group in the enlarged view!

#### Zan

Are you a fan of the *Copy to Notes* check box available in the zan printer? Do you ever find yourself searching for the corresponding image that prompted your IMS Note? Hunt no more. With the addition of the option to *Include Image Group* you will know exactly where to locate your image from now on.

#### How To:

1. Print Image to Zan
2. Complete steps one thru three and enter your note.
3. Check the *Copy to Notes* check box.
4. Check the *Include Image Group* check box to include Image Group location as a part of your IMS note!

Don't see these two new options that have been added? Your office may not have the latest update to IMS. We are currently offering IMS Version 3.6.5. Check with your administrator or call tech support at (800)820-1665 for information.

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 Insurance 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 an 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.

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Xanatek, Inc | P.O. Box 160 | Granger | IN | 46530