



Xanatek Weekly Newsletter

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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](#)

Tip of the Week!

Setting up Attachment Rights

Attachments give you the flexibility to attach any file type you choose. There are defaults pre-set in IMS, but you can expand on this list. You can also set user rights to be able to Add, Edit or Delete attachments as well as what file types each user can attach.

How to:

Note: you must have supervisor rights to edit Users in Maintenance in order to set Attachment rights.

1. Go to Maintenance in IMS from the Main Menu
2. Go to User
3. Select the name of the User you want to create attachment rights for.
4. Move to the Attachments tab for that user
5. Rights (Top Section) - Check off the rights you want to grant to that user: Attaching, Opening, Deleting and Size limit
6. File Types (Bottom Section) - Check off the file types that you want to grant rights to attach
7. Plus Plus Sign (far right) - Add any new file types you want to create. Example: .msg (Email)

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, August 6th and 7th, 2009!

IMS Boot Camp will inform, educate, and stimulate your office! We limit each class to a maximum of 12 people. The classroom environment provides the

Come and see us or send a referral.

See Referral Program details below.

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 game 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

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