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April 19, 2007

Topics

- **Tip of the Week**
- **Boot Camp May 24 & 25, 2007**

This email is being provided to you as a user of Image Management System for Insurance (IMS II)

We would like to email this newsletter to everyone in your office. Please send a list of all email address's in your office to tech@xanatek.com.

Tip of the Week – Create a Receipt or Invoice while on the Client File

With the latest IMS update, users can now create a Receipt or Invoice for a client while on that client's file. To do this, Select the "Misc." tab in the Client Information window. Select either Receipts or Agency Bill from the drop-down menu. This will show a list of existing receipts and invoices for the client. Clicking on "Add" or "Edit" will open the Receipts and Billing program and create or edit that receipt or invoice. Appointments and Todos are also available in this menu, and ACORD forms will soon be available as well.

Boot Camp May 24 & 25, 2007

Seats are starting to fill up! Register now!

The next Boot Camp is May 24 & 25, 2007. Mark your calendars and register for the camp at www.xanatek.com Please register as soon as possible, seating is limited and is going fast!

Hotel accommodations near the Xanatek office are becoming hard to find, but along with the hotels previously recommended, we found that Oliver Inn also has rooms available. Business week rates start at \$99, and more information can be found by calling (888) 697-4466 or by visiting www.oliverinn.com.

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