



Xanatek Weekly Newsletter

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Autopay

Tip of the Week!

Win a Visa Gift Card

Boot Camp

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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!

Tip of the Week!

IMS Find Feature

Find what you are looking for faster!

Do you ever get a call from someone that you can't find in IMS, but know that they are a customer? Or maybe, you have listened to a phone message missing an important piece of information to contact that person back, like their name. IMS can help you with both of these road blocks. Here are a few things to keep in mind when you try to find information in IMS.

How it works: The "Find" button in IMS will search for information depending on what tab you are on in IMS.

- If you click "Find" from the contacts tab, you will be able to search contact information. If you click "Find" from the notes Tab, you will be searching for notes information.
- You can choose to "Find" information located in the current record that you are viewing or all the IMS records at once by selecting the "Current Index" or "All" options inside the "Find" feature.
- You can even search by a partial phone number using the "Advanced Search" feature.

Try using your "Find" feature the next time you go looking for something in IMS and stay tuned next week for Tips on using the Advanced Search Feature!

September Contest

Thank you for your responses to our September Contest! The winner will be announced next week.

Over the next few weeks we will be in contact with everyone who submitted their training needs to

arrange personalized training time.

The results of the top 3 things that you would like to know more about IMS will be tallied and transformed into the Tips of the Week for the month of November.

December Boot Camp

Want to get more out of IMS? 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!

We have fun too! Thursday night you are encouraged to have dinner with the group to further your discussions. After dinner, voluntary attendance to relax and enjoy downtown South Bend at one or more of our establishments! Our next Boot Camp is now scheduled for December 4th and 5th, 2008! Cost will be \$249 per person. Register now at [Boot Camp](#). For hotel recommendations visit [Boot Camp Info](#).

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