



The powerful web based solution to manage all your registration data in one, integrated system and allow students the ability to register for courses via the internet. XenDirect's unique design provides you with flexibility and power to fit your specific needs. No matter what type of organization you are, if you manage student, client, enrollment, registration, scheduling, grading, and reporting data, XenDirect is the solution.



Enterprise	Plus	Basic	
			<h2>XenDirect Web Registration Features</h2>
<b>E</b>	<b>P</b>	<b>B</b>	<b>Registrant Features</b>
◆	◆	◆	<b>Search Options</b> - Registrants can search courses using session, category, start date, day of week, location, or keyword. Optional staff defined Program Group search enhances course exposure and registrant search choices.
◆	◆	◆	<b>Multiple Sessions</b> - Registrants can search, view, and register for courses across multiple sessions.
◆	◆	◆	<b>Closed Registrations</b> - Course section registrations automatically close when maximum enrollment is met. Optional staff defined waiting list settings give registrant option to register for waiting list.
◆	◆	◆	<b>Waiting Lists</b> - Registrants option for waiting list for full courses based on options set by Staff.
◆	◆	◆	<b>Corporate Accounts</b> - Primary account can register multiple employees into multiple courses. Bulk Registrations.
◆	◆	◆	<b>Family Accounts</b> - Primary account can register multiple family members into multiple courses.
◆	◆	◆	<b>Bulk Registrations</b> - Corporate Accounts can purchase multiple seats for the company.
◆	◆	◆	<b>MyAccount</b> - Registrant's can register, make payments, manage secondary accounts for Family and Corporate, view registrations and manage profile information.
◆	◆	◆	<b>Transactions</b> - Course registrations, purchase gift certificates, apply discounts, manage basic profile.
◆	◆	◆	<b>Multiple Payment Methods</b> - Payments via credit card, e-check, partial payments, credit on account, and zero fee courses.
◆	◆	◆	<b>Secure Transactions</b> - Shopping cart features secure credit card transactions with payment gateway options available.
◆	◆	◆	<b>Email Confirmations</b> - Automated email registration confirmation and payment receipt. Staff defined embedded links allow registrant access to additional information or forms.
<b>E</b>	<b>P</b>	<b>B</b>	<b>Course Display Features</b>
◆	◆	◆	<b>Course Details</b> - Administration managed display of numerous course detail fields.
◆	◆	◆	<b>Locations</b> - Display facility or full location details. Optional staff defined URL hyperlink provides map directions.
◆	◆	◆	<b>Prevent Cart</b> - Several options allow staff to display course information but prevent registration until ready.
◆	◆	◆	<b>Prevent Display</b> - Several options allow staff to control when course displays for registration.
◆	◆	◆	<b>Featured Courses</b> - Highlight special events and course sections.
◆	◆	◆	<b>Display Only Courses</b> - Optional display of course sections but prevent web registration using user defined instructions.
◆	◆	◆	<b>Free Courses</b> - Allow registration for free or zero fee courses.
◆	◆	◆	<b>Textbook Sales</b> - Staff can set specific textbooks as optional sales during course purchase.
◆	◆	◆	<b>Min/Max Age</b> - Staff can set minimum and maximum age levels enforced during registration.
◆	◆	◆	<b>Refund Policies</b> - Displays overall refund policy and optional course section level refund policy.
◆	◆	◆	<b>Fees</b> - Staff can set multiple fees per course and per membership group level.
◆	◆	◆	<b>Registration Fees</b> - Set per course or once per session registration fees.
◆	◆	◆	<b>Other Fees</b> - Set optional additional user defined fees such as supply, textbook, or parking or limit fees to tuition only.
◆	◆	◆	<b>Discounts</b> - Staff can create early registration and promo code discounts per course section.
<b>E</b>	<b>P</b>	<b>B</b>	<b>Formatting Features</b>
◆	◆	◆	<b>Color Options</b> - Administrator managed colors within template pages.
◆	◆	◆	<b>Icon Options</b> - Administrator managed icon sets. Custom icons can also be installed.
◆	◆	◆	<b>Text Options</b> - Administrator managed informational text per page.
◆	◆	◆	<b>Font Options</b> - Administrator managed font size and style from selected list.
◆	◆	◆	<b>Links Options</b> - Up to five administrator managed hyperlinks displaying at top and bottom of site.
◆	◆	◆	<b>Banner Options</b> - Administrator managed site header image.
◆	◆	◆	<b>Photo Options</b> - Administrator managed site photo images that cycle as pages refresh.
◆	◆	◆	<b>Payment Gateways</b> - Choose from existing payment gateway options or customize to your existing payment gateway including redirects to an existing payment console.

Enterprise	Plus	Basic	
			<h2>XenDirect Administrative Features</h2>
<b>E</b>	<b>P</b>	<b>B</b>	<b>Registration Features</b>
◆	◆	◆	<b>Multiple Payment Methods</b> - Staff entered payments via credit card, cash, check, billing, vouchers, on account, split payments, and refunds. Refund credits can be placed on account towards a future payment.
◆	◆	◆	<b>Multiple Account Types</b> – Staff can create Individual, Family or Corporate Accounts.
◆	◆	◆	<b>Modify Transactions</b> - Permission based Staff ability to void, modify, or delete transactions. Deleted transactions are saved in special audit proof transaction log.
◆	◆	◆	<b>Transfers/Cancellations</b> - Cancel and transfer registration. Issue refunds or credits and charge special fees.
◆	◆	◆	<b>Confirmations</b> – Easily send email confirmation to registrants.
◆	◆	◆	<b>Close Registrations</b> – Automatic closed registration prompt with Staff ability to override for mail, phone, and walk-ins.
◆			<b>Attendance</b> - Staff can track daily attendance, total number days attended, total contact hours per course.
	◆	◆	<b>Attendance</b> - Staff can track total number days attended, total contact hours per course.
◆	◆	◆	<b>Waiting Lists</b> - Waiting list option for full courses.
◆	◆	◆	<b>Fees</b> - Staff can set multiple fees and fee types per course and per membership level.
◆	◆	◆	<b>Secure Access</b> - Extensive administrative ability to assign multiple levels of security per user.
◆	◆	◆	<b>Registrant</b> - Profile, registrations, transactions, grading, total attendance, memberships, transfers, cancellations, waiting lists, blocking, and case notes.
◆	◆		<b>Registrant</b> - Checklists, employment tracking, special classifications, and funding tracking.
◆			<b>Registrant</b> - Daily attendance, goals, outcomes, referrals, assessments, school residency, testing, coursework, progress tracking, report cards, applications, program enrollment, invoicing, skills profile, and governmental reporting.
<b>E</b>	<b>P</b>	<b>B</b>	<b>Course Development Features</b>
◆	◆	◆	<b>Locations</b> - Create facility, building, and room profiles with directions link displayed in Web Registration details.
◆	◆	◆	<b>Staff Profiles</b> - Create staff and instructor profiles, variable compensation rates and methods, and certifications.
◆			<b>Staff Profiles</b> - Track instructor staff development credits.
◆	◆	◆	<b>Course Management</b> - Develop and manage course details including scheduling, unique and variable fees, discounts, descriptions, locations, instructors, equipment requests, textbooks, and unique refund policies.
◆	◆	◆	<b>Countbook™</b> - XenDirect's unique enrollment and course quick reference dashboard.
◆	◆	◆	<b>Master Calendar</b> - Primary program year calendar with holiday scheduling, deadlines tracking, and payroll periods.
◆	◆		<b>Course Funding</b> - Track sponsor specific funding at the course level including a sponsor history and contact log.
◆			<b>Course Enhancements</b> - Course level calendars, instructor coursework tracking, attendance roster tracking.
◆	◆	◆	<b>Multiple Fees</b> - XenDirect handles unlimited multiple revenue fees and fee types and can track using unique account codes.
◆	◆	◆	<b>Expenses</b> - Track course expenses for accurate revenue/expense comparison, profit/loss analysis, and go/no-go analysis.
◆	◆	◆	<b>Min/Max Values</b> - Staff can set minimum and maximum age and enrollment levels enforced during registration.
◆	◆	◆	<b>Facility Management</b> - Create and manage facilities down to the room level including alert utility notifies of conflicts.
◆	◆	◆	<b>Discounts</b> - Staff can create early registration and promotion code discounts.
◆	◆	◆	<b>Rosters</b> - Staff and instructors can review and print course rosters, sign-in forms, and other reports as allowed.
◆	◆	◆	<b>Contract Training</b> - Staff can manage contract and corporate training programs and prevent display online.
◆	◆	◆	<b>Program Management</b> - Identify various program specifications and requirements.
◆			<b>Program Progress</b> - Track registrant's progress, content completion, achievements, and outcomes.
◆	◆		<b>Financial Aid</b> - Manage registrant funding sources and collections including time payments.
<b>E</b>	<b>P</b>	<b>B</b>	<b>Marketing Features</b>
◆	◆	◆	<b>Brochure Development</b> - Export data for brochure development and import into popular desktop publishing software.
◆	◆	◆	<b>Mailing Lists</b> - Create mailing lists and print mailing labels. Export targeted mailing lists for use in marketing.
◆	◆	◆	<b>Merge Letters/Forms</b> - Staff can create and print custom letter or form formats to merge with data.
◆	◆	◆	<b>E-mail Marketing</b> - Staff can create and email custom text or html email formats to merge with registrant and course data.
<b>E</b>	<b>P</b>	<b>B</b>	<b>Reporting Features - includes extensive search and formatting options</b>
◆	◆	◆	<b>User Defined Reports</b> - XenDirect users can upload reports meeting specified design requirements. (Requires ODBC)
◆	◆	◆	<b>Custom Reports</b> – Custom designed reports built by Xenegrade meeting your requirements.
◆			<b>Daily Attendance</b> - Detailed daily, average, perfect and total attendance reports.
◆	◆	◆	<b>Total Attendance</b> - Total attendance report with total contact hours and total number of classes.
◆	◆	◆	<b>Rosters</b> - Numerous roster templates from one day to monthly formats.
◆	◆	◆	<b>Enrollments</b> - Enrollment lists and counts.

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◆	◆	◆	<b>Case Notes</b> - Registrant case notes, history, and disciplinary logs.
◆	◆	◆	<b>Certificates</b> - Completion and achievement certificates for registrants.
◆	◆		<b>Classifications</b> - Detailed and aggregate registrant population type counts.
◆			<b>Content Completion</b> - Per day completion of registrant's course content.
◆	◆	◆	<b>Demographics</b> - Detailed and aggregate counts of registrant demographic data.
◆	◆		<b>Funding</b> - Detailed and aggregate registrant funding.
◆	◆	◆	<b>Labels/Envelopes</b> - Mailing labels and envelopes for registrants, staff and sponsors with additional label formats.
◆	◆	◆	<b>Merge Letters/Forms</b> - Staff defined templates for letters or form formats with data merging options.
◆	◆	◆	<b>Registration Forms</b> - Portrait or landscape formatted registration forms with registrant data.
◆	◆	◆	<b>Activity Schedules</b> - Registrant's current activity transcript.
◆	◆		<b>Test Results</b> - Results of registrant's academic testing such as the TABE or GED exam.
◆	◆	◆	<b>Transcripts</b> - Registrant's historical listing of enrollments, grading, and total days/hours attendance.
◆	◆	◆	<b>Course Lists</b> - Various templates detailing course lists formatted for analysis or posting.
◆	◆	◆	<b>Sign In Forms</b> - Instructor daily sign in forms.
◆	◆	◆	<b>Profit/Loss</b> - Detailed and aggregate financial analysis of revenue and expense records from the general ledger.
◆	◆	◆	<b>Transactions</b> - Detailed and aggregate list of general ledger records.
◆	◆	◆	<b>Receipts</b> - Numerous receipt formats for registrant payments.
◆			<b>Contact Hour Revenue</b> - Detailed and aggregate revenue lists of various contact hour based revenues.
◆			<b>State Reporting</b> - Various report formats for official state reporting. May require customization.
◆	◆		<b>Employment</b> - Registrant's pre and post enrollment employment history.
◆			<b>Outcomes/Progress</b> - Registrant's goals, achievements, outcomes, progress reports.
◆	◆		<b>Data Audits</b> - Various data reports reviewing possible data inconsistencies and correction recommendations.
<b>E</b>	<b>P</b>	<b>B</b>	<b>Support and Training</b>
◆	◆	◆	<b>User Guides</b> - Online knowledge available 24/7 through the Support Center.
◆	◆	◆	<b>Troubleshooter</b> - Online step by step guide for common processes available 24/7 through the Support Center.
◆	◆	◆	<b>Support Center</b> - Online ticket submission support for questions, issues, suggestions, and requests.
◆	◆	◆	<b>Training</b> - Onsite or web based training.
◆	◆	◆	<b>Program Analysis</b> - Consult with experienced personnel using your program's data.
◆	◆	◆	<b>Custom Development</b> - Consult on the development of custom processes and/or reporting.
◆	◆	◆	<b>Phone Support</b> - Phone support available for critical topics not easily handled through the Support Center.

## System Enhancements Options

**Form Scanning** - Use OCR form scanning to import data from hand completed forms directly into XenDirect.

**Online Application** - Web based student application form for courses requiring an advance application before enrollment.

**Data Integration** - Integration with other software applications (i.e. Banner, Datatel) can be custom modified as export/import functions.

**Other Options:** Data conversion, data analysis, custom payment gateways, and custom feature/report development.

## Pricing - XenDirect Web Registration Management System

### Annual Subscription Method

- 1) Annual Subscription Fee - covers hosting, maintenance, updates, upgrades, and support
- 2) Named User Fee - for user access above base rate
- 3) One Time Setup Fee
- 4) ODBC access included (with XenEnterprise; optional fee for XenBasic and XenPlus)

### Long Term Licensing Method

- 1) Licensing Fee - covers hosting, maintenance, updates, upgrades, user package, ODBC, setup, and support
- 2) Annual Maintenance Fee - percentage of original licensing fee