



**Web Registration and
Student Information Management System**

**Demonstration
Request
Guide**

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Welcome!

Thank you for the opportunity to show you a live demonstration of XenDirect, a web based Student Information Management and Registration System. This document will help guide you through the steps to schedule and prepare for a personal and live demonstration of XenDirect, and at the same time provide your host with information needed to target the demonstration on areas that most important to you.

This Guide includes:

- A Typical Demonstration
- Demonstration Survey
- What to prepare before the Demo

And to make the process easier for you, this image  highlights a task for you to complete.

Let's get started.

A Typical Demonstration

A typical demonstration lasts about 90 minutes depending on the goals of the demo and any questions that you may have. The demonstration uses a web based conferencing software where you will be connected live to your host's computer. Later on in this guide you will find some steps you can take to test the conferencing software ahead of time to make sure it is supported by your computer system.

The XenDirect demonstration typically covers:

- Web Registration system features
- Web Registration process on a live site with an actual registration submitted
- Review of Administrative Module format and features
- Example of data entry and edit process
- Examples of reporting process
- Review of online Support Center and support process

There are three versions of XenDirect: Basic, Plus, and Enterprise. The Web Registration module is the same for all three versions. Only the Administrative Module differs between versions and that difference is primarily additional student data. The demonstration is usually with the XenDirect Basic version. However, depending on the responses to the survey questions that follow, we may change to a different version that best seems to fit your needs.

Most demo participants also like to close the demonstration by having a better idea what XenDirect will cost and we will gladly prepare a quote for you upon completion of the demo. XenDirect is available via two different pricing methods: an annual subscription method and long term licensing method. The survey also contains questions that will help in preparing your quote.

- Annual Subscription method is an annual agreement with price based on the number of staff/administrative named users you will give access to the Administrative Module. There are no long term agreements necessary and the number of students accessing the Web Registration Module has no effect on cost. This pricing method works great for small to medium size organizations, those who cannot afford large upfront costs, organizations that do not desire to be stuck in long term agreements.
- Long Term Licensing method is a larger upfront cost with an annual maintenance agreement. It also includes up to 200 named administrative users. This pricing method works great for medium to large size organizations and those with a high number of users.

Demonstration Survey

Please answer the following survey questions and fax this page to (941) 761-5104. From your responses, the demonstration will be scheduled and the content modified to answer your needs.



Data and System Needs

1. Do you want students to register online? Yes No
2. How many administrative users will access the system?
(including staff and faculty, not students) _____
3. What system are you currently using? _____
4. Do you want to convert any existing data into XenDirect? Yes No
5. What are the most important features are you seeking?

6. What are the most issues you are trying to resolve?

Timing and Budget

7. When are you seeking to have a new system in place and fully operational?

8. Are the funds already budgeted to purchase a new system? Yes No
9. Are you required to purchase a new system based on a RFP process? Yes No

Key Players

10. Who are the key players in making the decision to purchase a new system?

Demo Schedule

11. If not already scheduled, when would you like to participate in a demo? Please provide several dates and times.

12. What phone number should the host call for the actual demonstration? _____

Contact Info

Organization: _____

Contact Person: _____

Contact Phone: _____

Contact Email: _____

Organization Website: _____

What to Prepare before the Demo

The live demo will utilize a web based conferencing system that allows you to remotely connect to the host's computer. To prevent delays on the day of the demo, please test the web conferencing system in advance. Once the demo schedule is confirmed, you will also receive an instruction sheet on exactly how to connect to the demo.



To test your connection to our web conferencing system, please perform the following steps.

1. Open your internet browser to go to the following internet address: <http://xenegrade.ilinc.com>
The live internet session work best with Internet Explorer on a high speed connection.
2. Choose the left menu option **System Test**.
3. Part 1 – System Check in the next window will display the status of required settings. Follow any on screen instructions if settings are not appropriate.
4. Choose Start Part II. You will be prompted on the status of the system check.
5. If successful, then please close all related windows and you are ready for the demonstration. If not successful, follow any displayed instructions to rectify the issue.



Things to prepare in advance:

- If only 1 person will participate in the meeting, the participant can use any office computer with a high speed internet connection and a regular phone. Speaker phone not required.
- If 2 people will participate in the meeting, the same requirements as above will suffice plus the use of a speaker phone.
- If more than 2 people will participate in the meeting, a projected computer display is suggested plus the use of a speaker phone. With a large group, we require that one person near the speaker phone act as the moderator and translate participant questions to the host. A demo with a large group requires a quiet location without background noises that can adversely affect the quality of the demonstration.