



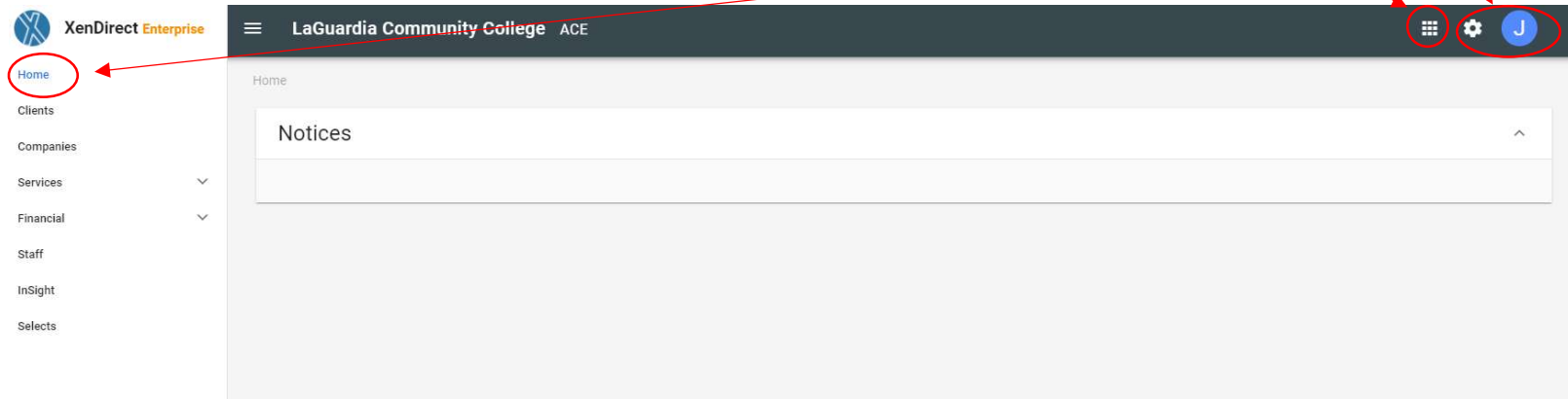
DARE TO DO MORE

Xendirect Administration Module Layout

1. Please open your preferred web browser and go to the following URL:
<https://laguardia.xendirect.com/login>
2. You will see the login screen as listed below where you can enter your credentials.

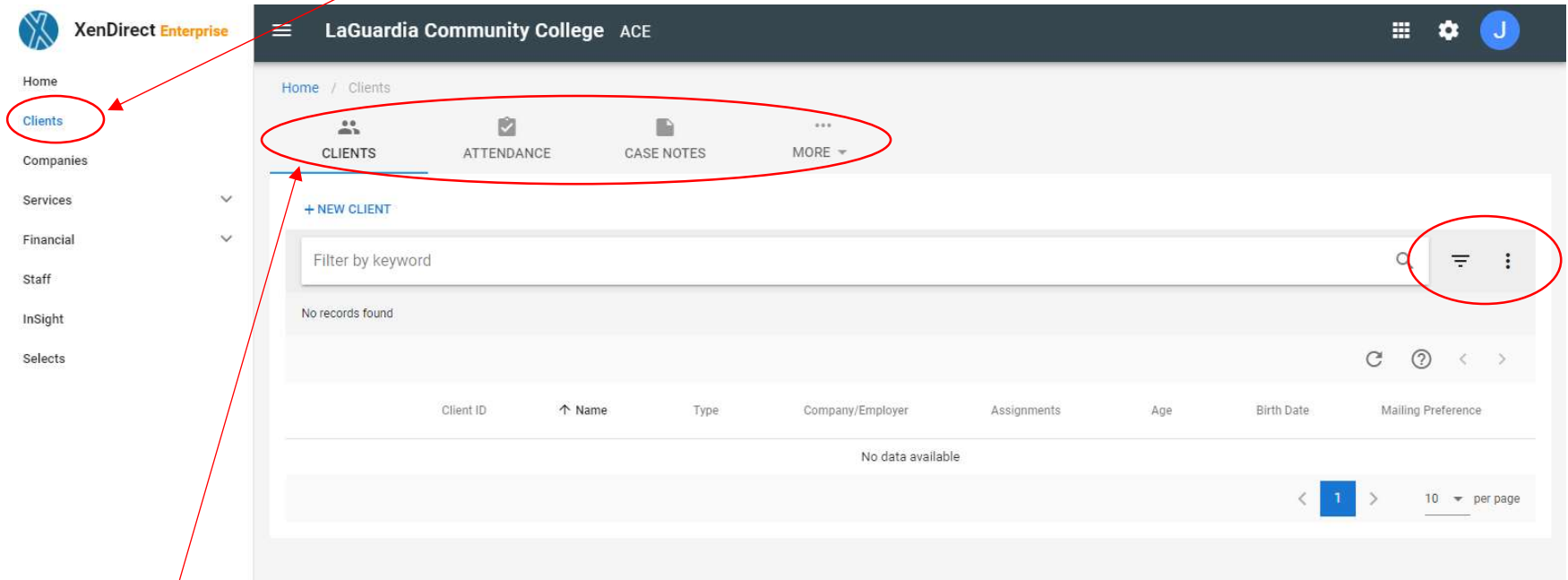
A screenshot of the XenDirect Enterprise login interface. At the top, it says "LaGuardia CC". Below that is the XenDirect Enterprise logo, which consists of a blue square with a white 'X' and the text "XenDirect Enterprise". The main heading is "Sign In". There are two input fields: "Username" with the text "icaceres" and "Password" with a toggle icon. Below the password field is a checkbox labeled "Remember me" with the text "Not recommended on shared computers" underneath. A blue "SIGN IN" button is centered below the form. At the bottom, there are two links: "Forgot my password" and "Forgot my username". At the very bottom, there are four social media icons: Facebook, LinkedIn, Twitter, and a fourth icon that looks like a stylized 'X'.

3. Once you logged in successfully you will see the Xendirect first the **Home** option and on top right side **advance** and **profile** settings



- a. The Home menu page contains all the additional sections that will be available to you regarding student and course entries.
 - i. Depending on your user rights the left menu options will be available to you.
- b. Profile settings allow you change features related to your account.
- c. Advanced Features grants you access to additional features such as Add Assignments or Send E-mails.
 - i. Depending on your user rights the advanced feature options will be available to you.

4. The next menu option is the **Client** section. Please note that Clients are the Students entered in the system.



- a. The client section is used to search all the students, attendance, case notes, course work, employment, goals/achievements and skills profile.
- b. Filters can be used to narrow down student searches

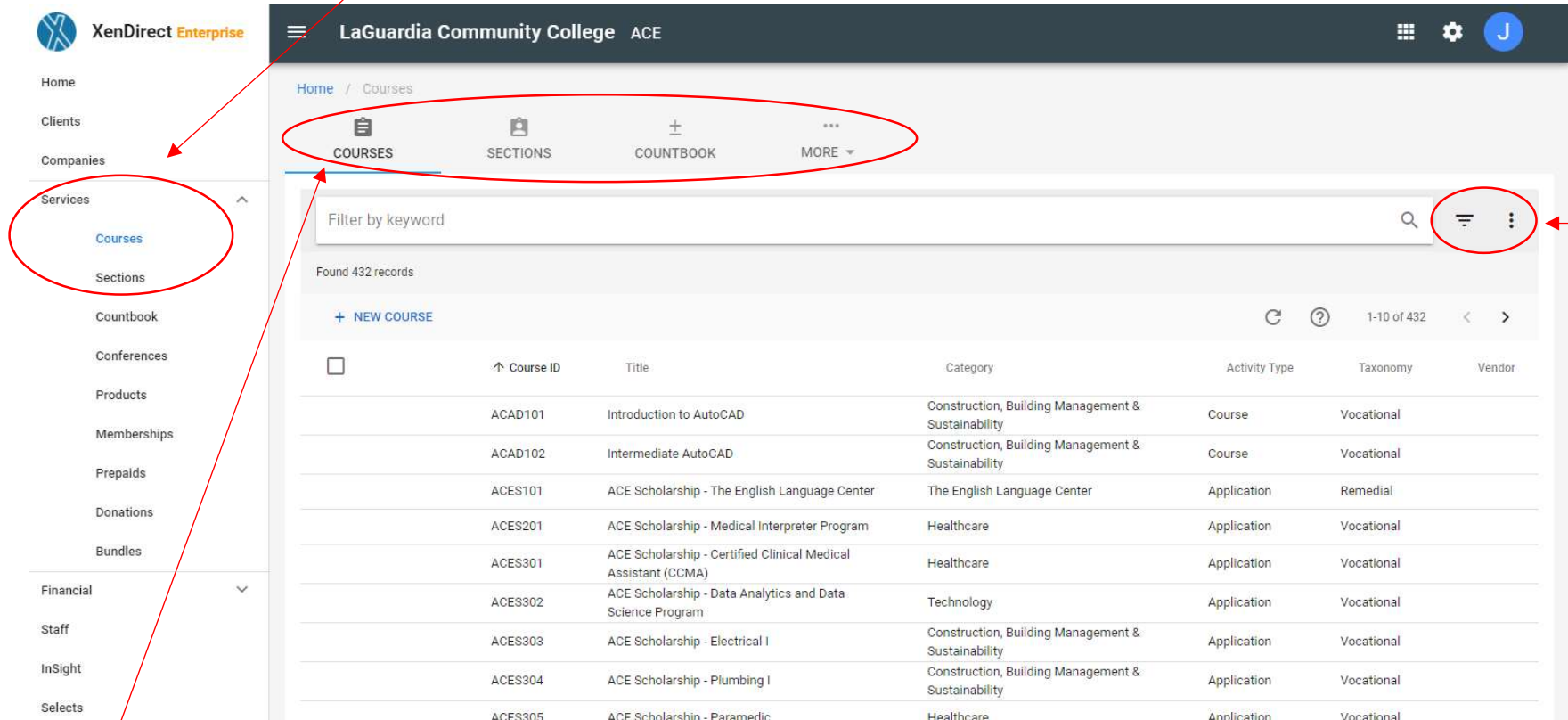
5. The next menu option are the **Companies** entered the system.

The screenshot displays the XenDirect Enterprise interface for LaGuardia Community College ACE. The left sidebar contains a menu with 'Companies' highlighted. The main content area features a navigation bar with 'COMPANIES', 'CONTRACTS', 'NOTES', and 'MORE'. Below this is a search bar with the text 'Filter by keyword' and a search icon. A table of company records is shown, with columns for Company, Type(s), Contact Name, Contact Phone, Billing Phone, and Fax. The table contains several rows of data, including 'C.A.C Industries', 'CityMD', 'Studio 212 NY', '1199 SEIU', '1199 SEIU United Healthcare Workers East', '21st Century Optics', 'ABC Employer', and 'Above and Beyond Plumbing'. A filter icon is circled in red in the top right corner of the table area.

| Company | Type(s) | Contact Name | Contact Phone | Billing Phone | Fax |
|--|-------------------|--------------|----------------|----------------|-----|
| C.A.C Industries | Employer | | | | |
| CityMD | Employer | | | | |
| Studio 212 NY | Employer | | | | |
| 1199 SEIU | Employer | | | | |
| 1199 SEIU United Healthcare Workers East | Third Party Payer | | (315) 424-1743 | (212) 261-2273 | |
| 21st Century Optics | Employer | | | | |
| ABC Employer | Employer | | | | |
| Above and Beyond Plumbing | Employer | | | | |

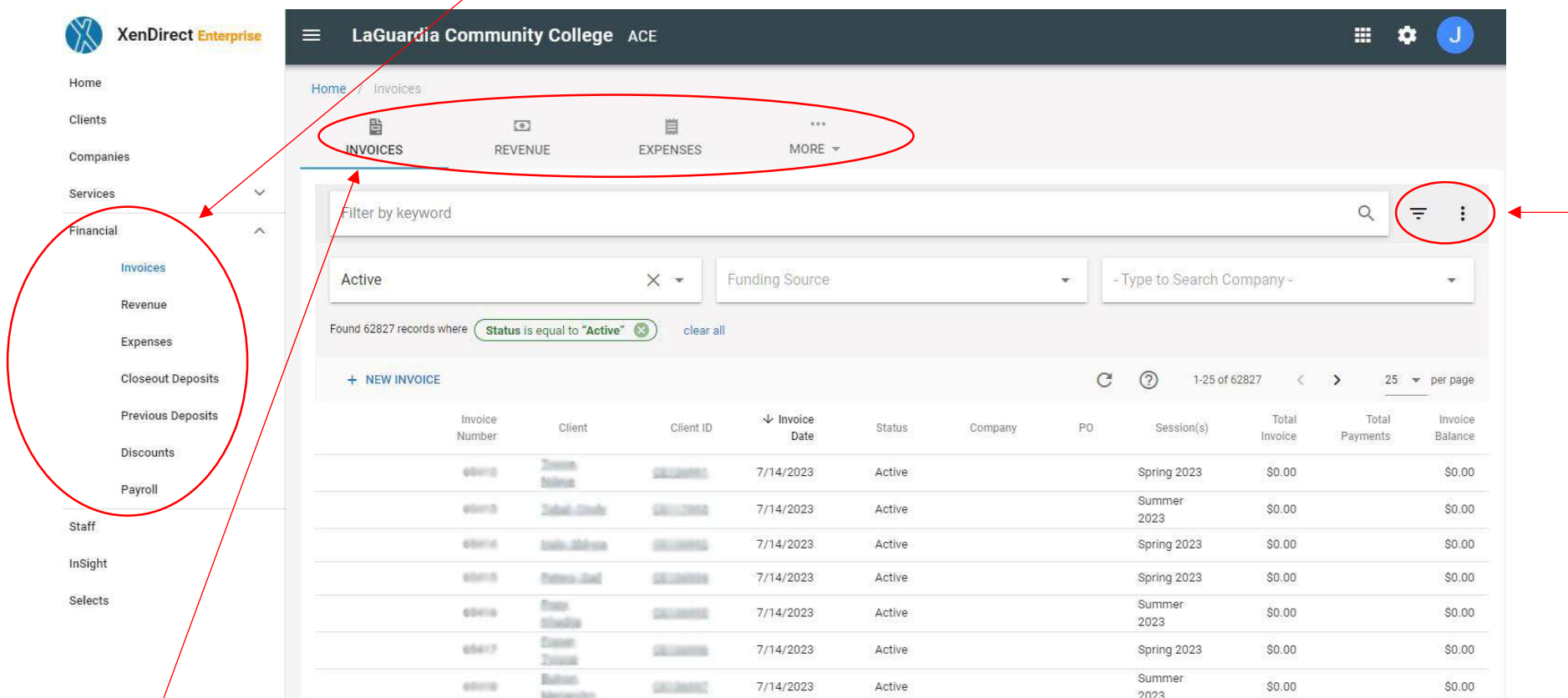
- a. The company section is used to search companies, contracts and notes.
- b. Filters can be used to narrow down companies searches

6. The next menu option is the **Services** section where you can find all the courses and sections entered in the system.



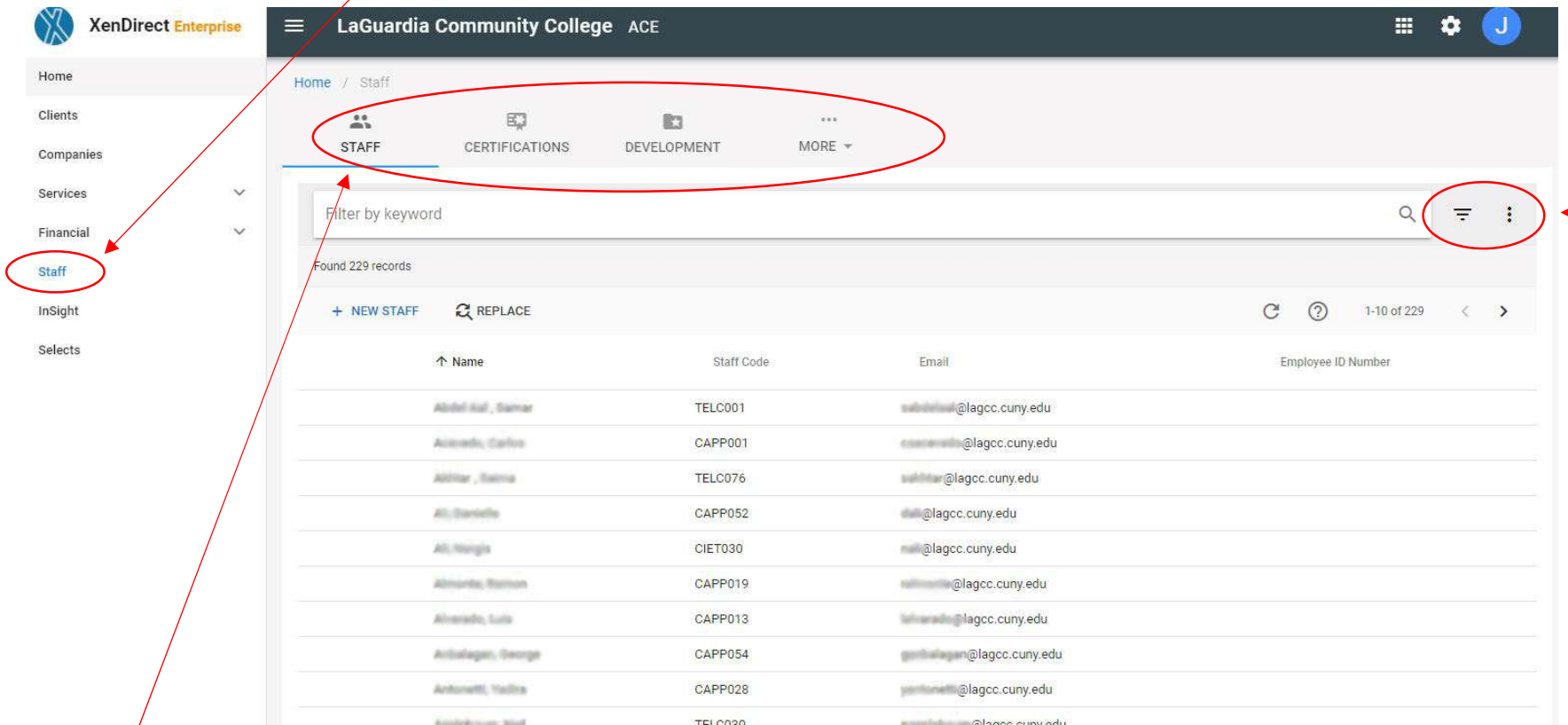
- a. The services section is used to search courses, sections, count book and proposed courses.
- b. Filters can be used to narrow down courses searches and their sections.
- c. The services section has subcategories that are used to narrow down courses further, but not all subcategories are in production are therefore might be blank as they may not be used. The primary sections that are used under Services are **Courses** and **Sections**.

7. The next menu option is the **Financial** section where you can find all student payments.



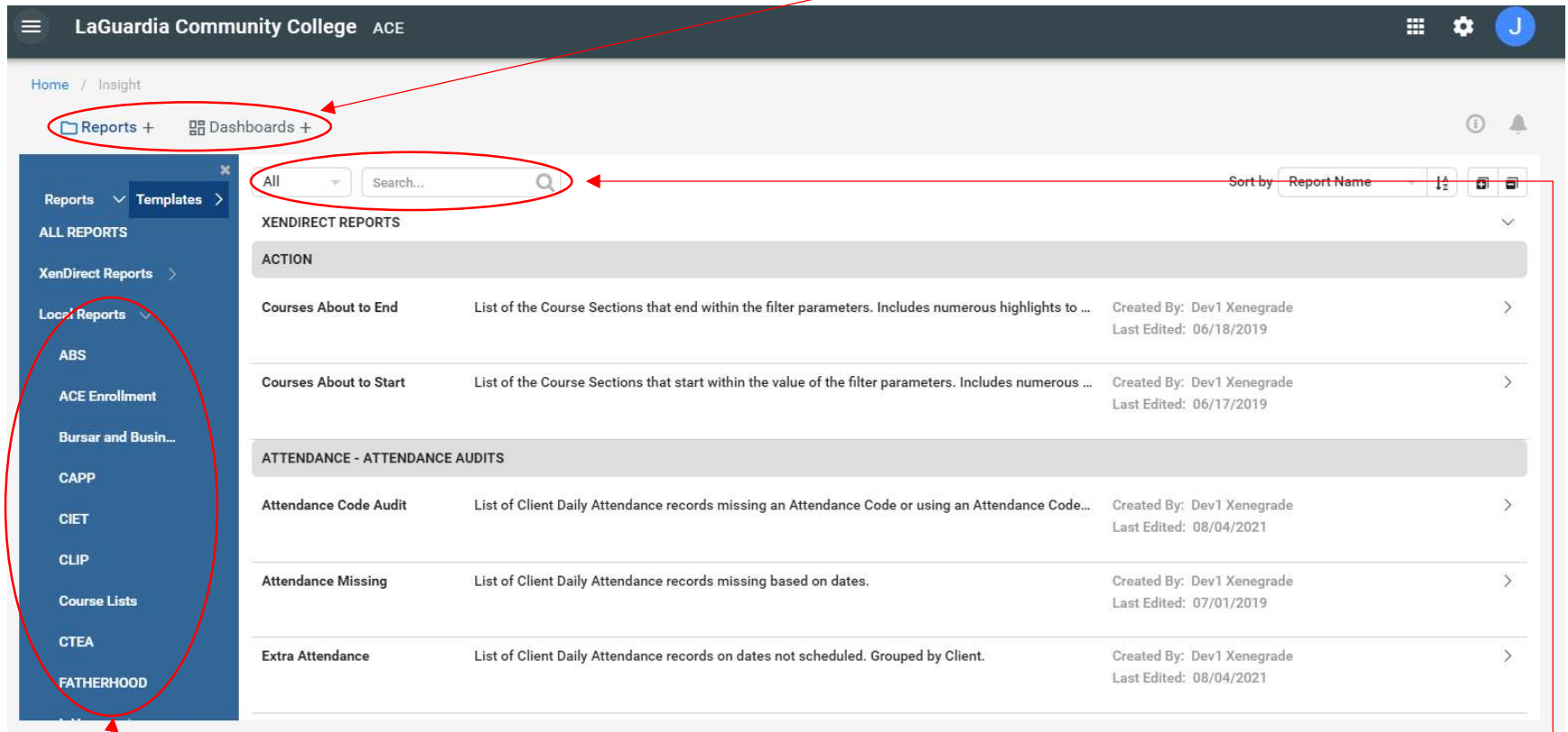
- The financial section is used to search invoices revenues, expenses, closeout deposits, previous deposits, discounts and payroll.
- Filters can be used to narrow down payment searches.
- The payment section has subcategories that are used to narrow down or access different payment features further but not all subcategories are in production and therefore might be blank as they may not be in current use.
- This section is only available to selected groups.

8. The next menu option is the **Staff** section where you can find instructors contact information and who have access to the instructor module Quicktools.



- The staff section is used to search staff instructors, certifications, development and notes/log.
- Filters can be used to narrow down payment searches.
- The staff section has subcategories but not all subcategories are in production and therefore might be blank as they may not be in use.
- This section is only available to selected groups.

9. The next menu option is the **Insight** section where you can find all **reports and dashboards** related to your program.



- a. The report section is divided by program where by selecting the program you will be able to see the reports available.
- b. The filter option can be used to narrow down report searches.
- c. This section and specific reports are only available to selected groups.

10. The final menu option is the **selects** section which manages features in the system.

The screenshot shows the XenDirect Enterprise interface for LaGuardia Community College ACE. The left sidebar contains a menu with the following items: Home, Clients, Companies, Services, Financial, Staff, InSight, and **Selects** (circled in red). A red arrow points from the 'Selects' menu item to the 'Selects' section of the main content area. The main content area is divided into three columns: 'Selects A-D', 'Selects E-M', and 'Selects N-Z'. Each column contains a list of feature links, some of which have gear icons next to them, indicating they are configurable.

| Selects A-D | Selects E-M | Selects N-Z |
|---|---------------------------------------|--|
| Account Groups | Employment Cycles | Name Prefixes |
| Accounts | Enrollment Status | Payment Types |
| Achievements | Equipment | Policies |
| Assessments | Ethnicities | Postal Codes |
| Attendance Codes | Evaluation Categories | Program Groups |
| Attendance Zones | Evaluation Templates | Question Categories |
| Billing Terms | Facilities | Refund Reasons |
| Block Types | Facility Types | Revenue Items |
| Buildings | Family Structures | Room Types |
| Business Codes | Fee Groups | School Contacts |
| Calendar Deadlines | FTE Types | School Districts |
| Certificate Text | Funding Sources | School Names |
| Certifications | Genders | Sequence Levels |
| Checklist Groups | Global Fees | Sequence Terms |
| Checklists | Goal Categories | Sequence Types |
| Classifications | Goals | Sessions |
| Classification Categories | Grading Codes | States / Provinces / Districts |
| Company Types | Grading Ranks | Status Codes |
| Completion Codes | Grading Scales | Tech Preps |
| Countries | Job Categories | Termination Reasons |
| Countries | Job Openings | Tests |
| Course Activity Types | Job Titles | Test Types |

a. This section is only available to selected groups.