

Xendirect Administration Module Layout

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

	XenDirect	Enterprise		
		Sign In		
Username				
caceres				
Password	1			0
D Pom	ember me			
	ended on shared comp	outers		
		SIGN IN		

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

XenDirect Enterprise	≡ LaGuardia Community College ACE	
Home	Home	
Clients	Notices	~
Companies		
Services V		
Financial V		
Staff		
InSight		
Selects		

- 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.

XenDirect Enterprise	2	LaGuardia	Community	College AC	E					≡ ¢ J
Home	H	lome / Clients								
Clients Companies	\leq	CLIENTS	ATTENDAI	NCE CA	SE NOTES	MORE -				
Services V		+ NEW CLIENT								
Financial V		Filter by keywo	rd							(╤ :) ◀
Staff		No records found								
InSight										C () < >
	/		Client ID	↑ Name	Туре	Company/Employer	Assignments	Age	Birth Date	Mailing Preference
						No data availa	ble			
									< 1	> 10 - per page
	alian	t continu in	and to ano	rab all that	tudonto ot	tondonoo occo r		ark anala	umont and	(achiovomonto acid
a. The skills			sed to sea	ren all the s	students, at	ttendance, case h	iotes, course w	ork, emplo	iyment, goals	s/achievements and
	-	n be used to	narrow do	own studen	t searches					

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

XenDirect Enterprise	■ LaGuardia Community College ACE	# 🌣 🤳
Home	Home: / Companies (Branch shared)	
Companies	COMPANIES CONTRACTS NOTES MORE -	
rvices V	Filter by keyword	₹ = ;
aff	Found 292 records	
Sight	+ NEW COMPANY C REPLACE DELETED COMPANIES	C () 1-10 of 292 < >
lects	↑ Company Type(s) Contact Name Contact	act 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) 42	4-1743 (212) 261-2273
	21st Centrury Optics Employer	
	ABC Employer Employer	
	Above and Beyond Plumbing Employer	

b. Filters can be used to narrow down companies searches

- XenDirect Enterprise LaGuardia Community College ACE **#** = Home Home / Courses Clients Ê Ê \pm MORE -COURSES SECTIONS COUNTBOOK Companies Services ^ Filter by keyword Q Ŧ Courses Found 432 records Sections (?) C Countbook + NEW COURSE 1-10 of 432 1 > Conferences ↑ Course ID Title Activity Type Vendor Category Taxonomy Products Construction, Building Management & ACAD101 Introduction to AutoCAD Course Vocational Sustainability Memberships Construction, Building Management & ACAD102 Intermediate AutoCAD Course Vocational Sustainability Prepaids The English Language Center ACES101 ACE Scholarship - The English Language Center Application Remedial Donations ACES201 ACE Scholarship - Medical Interpreter Program Healthcare Vocational Application Bundles ACE Scholarship - Certified Clinical Medical ACES301 Healthcare Application Vocational Assistant (CCMA) Financial V ACE Scholarship - Data Analytics and Data ACES302 Technology Application Vocational Science Program Staff Construction, Building Management & ACE Scholarship - Electrical I ACES303 Application Vocational Sustainability InSight Construction, Building Management & ACES304 ACE Scholarship - Plumbing I Application Vocational Sustainability Selects ACES305 ACE Scholarship - Paramedic Healthcare Application Vocational
- 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.

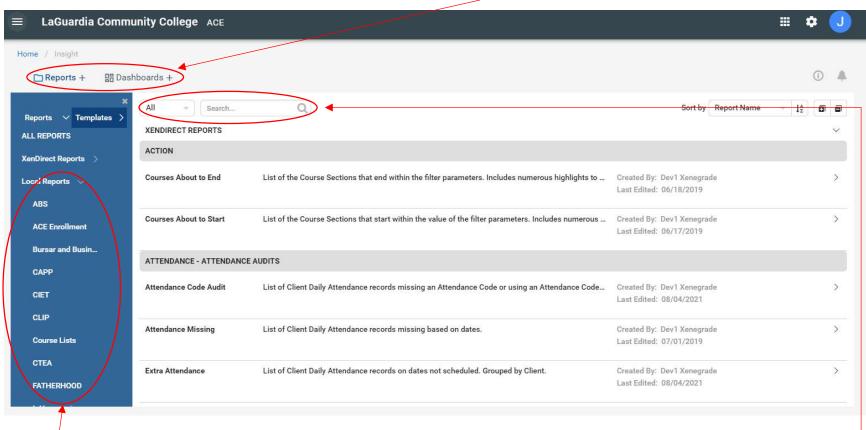
SX.	XenDirect Enterprise		LaGuardia C	ommun	ity College	ACE							≡ ¢	: J
Home		Home	1 Invoices											
Clients				[]	n									
Compan	iles		NVOICES	REVE		EXPENSES	MORE *							
Services Financia	\sim		ilter by keyword										٩ (-	₹ !
	Invoices	A	ctive			× • F	unding Source			•	Type to Search Co	ompany -		
	Revenue	/ -				-				1				
	Expenses	Four	nd 62827 records whe	re (Status	is equal to "Active"	O clear all								
	Closeout Deposits	1	+ NEW INVOICE							C	1-25 of 6	2827 <	> 25	 per page
	Previous Deposits			Invoice Number	Client	Client ID	↓ Invoice Date	Status	Company	PO	Session(s)	Total Invoice	Total Payments	Invoice Balance
	Discounts			40112	Towns, billing	SELENTS.	7/14/2023	Active			Spring 2023	\$0.00		\$0.00
Staff	Payroll			45113	Tabal Circle	100000	7/14/2023	Active			Summer 2023	\$0.00		\$0.00
				40010	this life a	decisions.	7/14/2023	Active			Spring 2023	\$0.00		\$0.00
InSight				1000	form and	\$510/704	7/14/2023	Active			Spring 2023	\$0.00		\$0.00
Selects				62416	fore stands	\$5,000	7/14/2023	Active			Summer 2023	\$0.00		\$0.00
				45417	Einen Zeinen	skone	7/14/2023	Active			Spring 2023	\$0.00		\$0.00
					Baltath	states	7/14/2023	Active			Summer 2023	\$0.00		\$0.00

- a. The financial section is used to search invoices revenues, expenses, closeout deposits, previous deposits, discounts and payroll.
- b. Filters can be used to narrow down payment searches.
- c. 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.
- d. 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.

XenDirect Enterprise	LaGuardia Community College	ACE		≡ ¢ 🜙
ome Home	/ Staff			
lients				
ompanies	STAFF CERTIFICATIONS	DEVELOPMENT MORE -		
ervices ·	Iter by keyword			् \Xi 🕴 🖣
¥7	1d 229 records			
Sight	NEW STAFF			C ⑦ 1-10 of 229 < >
elects	↑ Name	Staff Code	Email	Employee ID Number
	Abdel ital , Samar	TELC001	@lagcc.cuny.edu	
	Acaredo, Carlos	CAPP001	@lagcc.cuny.edu	
	Addres , Baltria	TELC076	agcc.cuny.edu	
	AL Dariely	CAPP052	@lagcc.cuny.edu	
	All, Hargin	CIET030	@lagcc.cuny.edu	
	Abroantia, Bailton	CAPP019	@lagcc.cuny.edu	
	Alterado, Lais	CAPP013	agcc.cuny.edu	
	Actual again, Deverge	CAPP054	@lagcc.cuny.edu	
	Antonetti, Yadine	CAPP028	@lagcc.cuny.edu	
	Antiberrary Mid	TEL CODO	Olares survidu	

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

XenDirect Enterpr	ise 😑 LaGuardia Community Colleg	e ACE	# 🌣 🤳
Home	Home / Selects		
Clients			
Companies	Selects A-D	Selects E-M	Selects N-Z
Services	~		
	Account Groups	Employment Cycles	Name Prefixes
Financial	Accounts	Enrollment Status	Payment Types
Staff	Achievements	Equipment	Policies
	Assessments	Ethnicities	Postal Codes
nSight	Attendance Codes	Evaluation Categories	Program Groups
	Attendance Zones	Evaluation Templates	Question Categories
Selects	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
	Counties	Job Categories	Termination Reasons
	Countries	Job Openings	Tests
	Course Activity Types	Job Titles	Test Types

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

a. This section is only available to selected groups.