



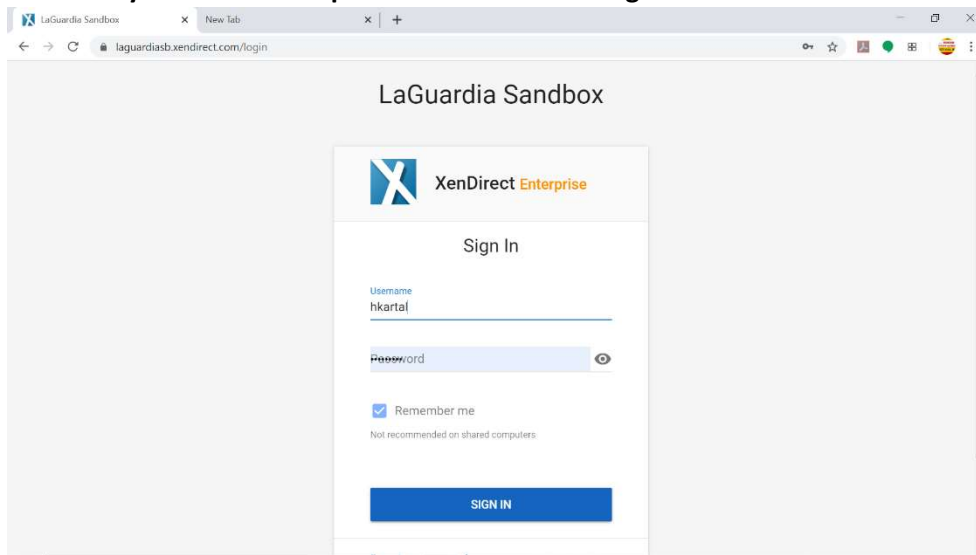
DARE TO DO MORE

How to Enter a Classification

Instruction to log in and enter client record' updates to the Xendirect Registration system:

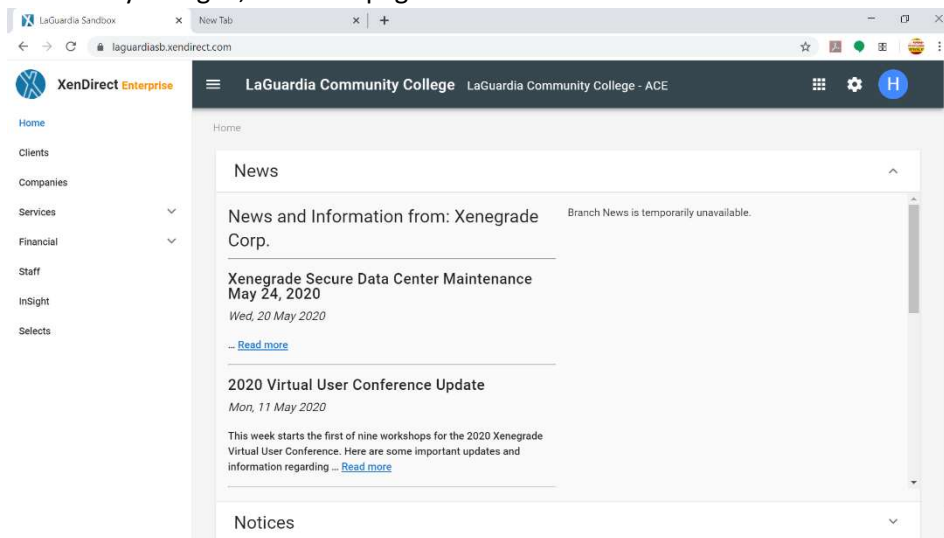
1. Go to the website: <https://laguardia.xendirect.com/login>; your loading page will look like this:

Enter your user id and password and click on Sign In.

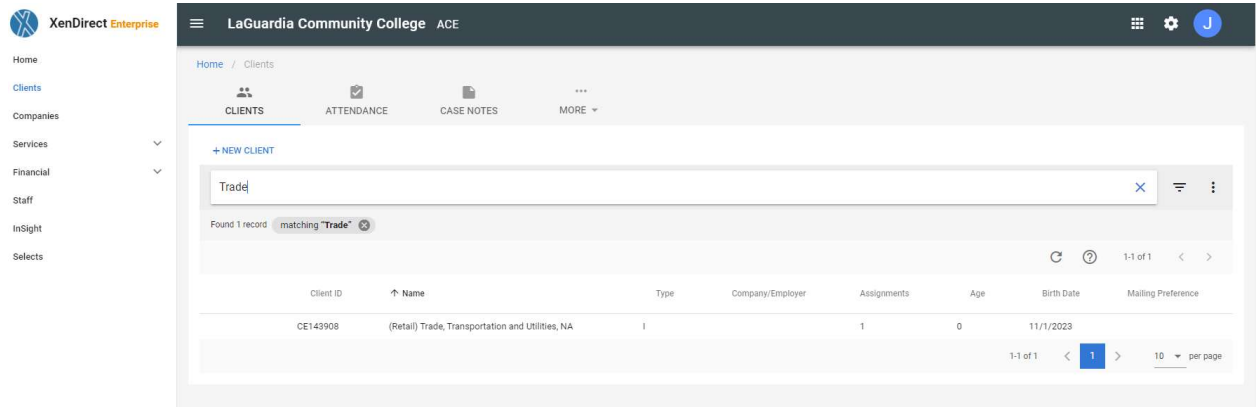


- If credentials have not been provided, please contact your program director.

2. Once you log in, the main page will look like this:

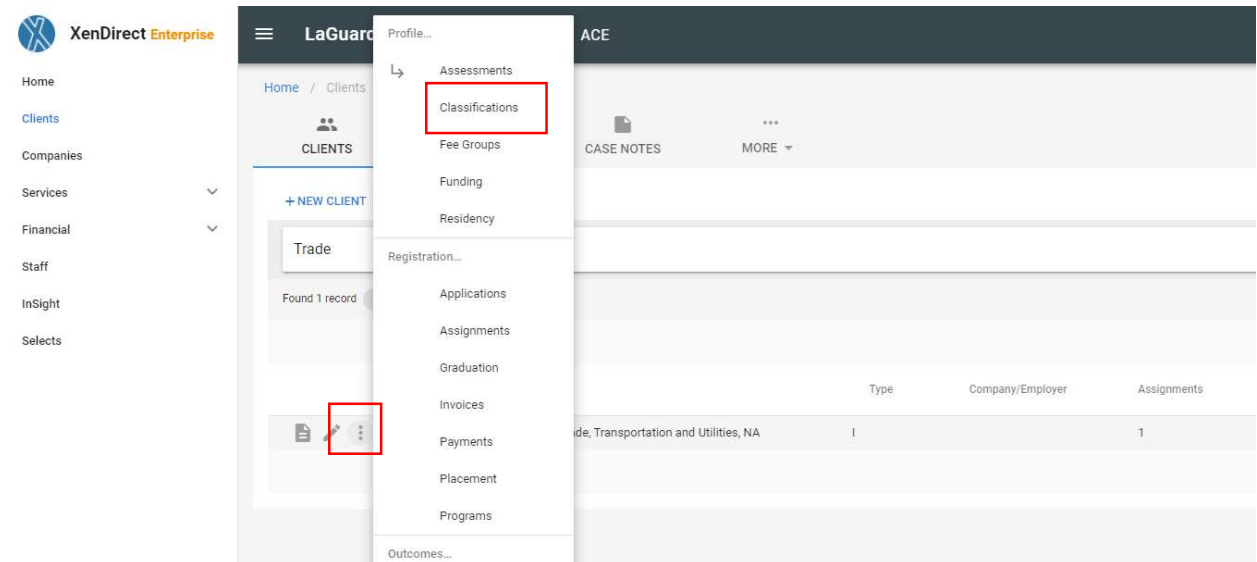


3. To find a client's record, type the business name in search bar as shown below:

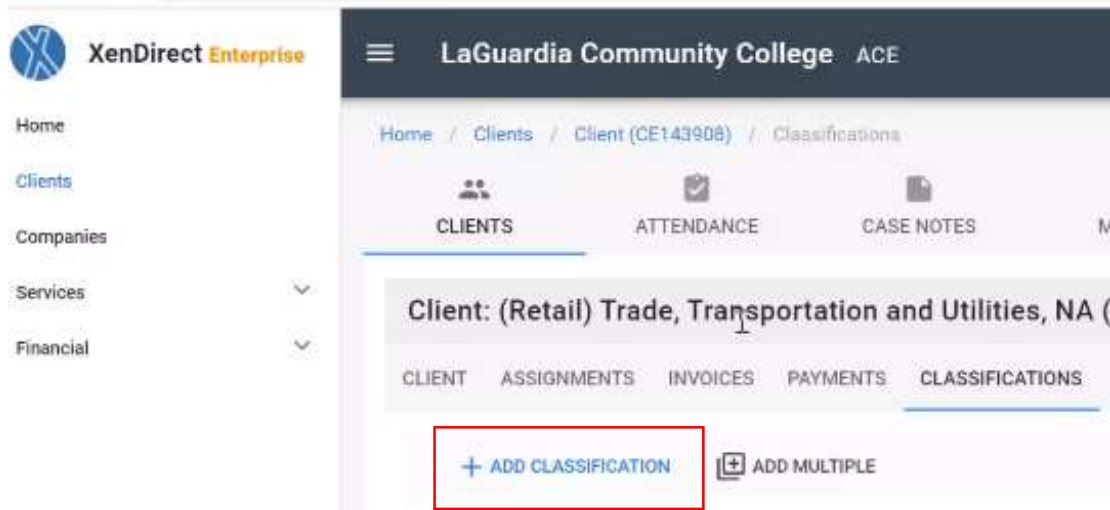


Then simply hit Enter or click on magnifying glass icon to see the search results. For our case, we are searching for a business named "Trade"

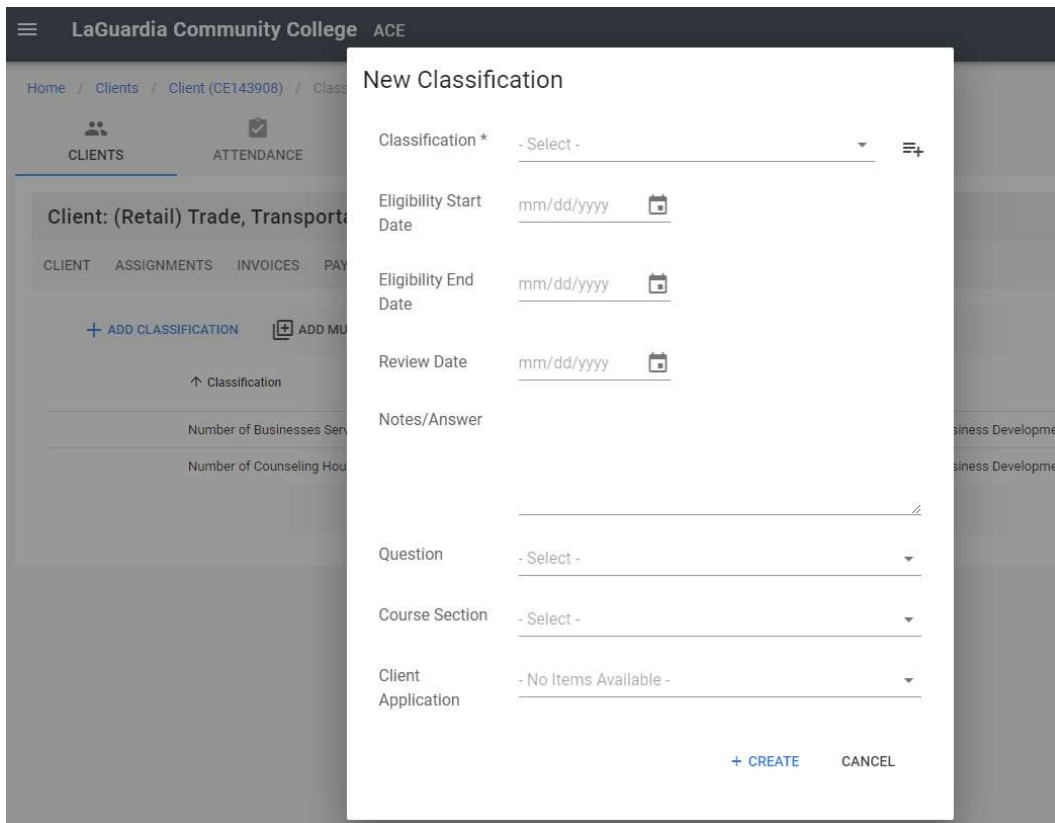
4. Once you locate the business, hover over the specific business and select the three dots as shown and select Classifications from the menu as shown below:



- Once the Classifications tab displays you can view existing entries and you can add an additional entry by pressing **+ Add Classification**






- You will be able to view a new window for the New Classification



- The fields that are required to be filled out are Classification, Notes/Answer and Course Section.

7. From the classification field if you begin typing the entry Number you can select the title from the drop down list.

New Classification

| | | |
|------------------------|--|---|
| Classification * | Num   |  |
| Eligibility Start Date | <div style="border: 1px solid #ccc; padding: 5px;"><p>Number of Businesses Served</p><p>Number of Counseling Hours</p><p>Number of Loans</p></div> | |
| Eligibility End Date | | |

8. On the field Notes/Answer you can enter the total of business served.

| | | |
|------------------------|---|---|
| Classification * | Number of Businesses Served   |  |
| Eligibility Start Date | mm/dd/yyyy  | |
| Eligibility End Date | mm/dd/yyyy  | |
| Review Date | mm/dd/yyyy  | |
| Notes/Answer | 11 |  |

9. Under the Course Section field begin typing the course that corresponds to your program and a list of courses from each quarter will begin to display.

Question - Select -

Course Section X ▲

Client Application

BUSS001S23.BXX.01.00 - Small Business Development Center (SBDC) - Summer 2023

+ CREATE CANCEL

10. Verify the information is correct and proceed to press create.

Notes/Answer 11

Question - Select -

Course Section BUSS001S23.BXX.01.00 - Small Business Develc X ▼

Client Application - No Items Available -

+ CREATE CANCEL

11. Once completed the entry will be listed on the classification panel.

CLIENT ASSIGNMENTS INVOICES PAYMENTS **CLASSIFICATIONS** MORE ▼

+ ADD CLASSIFICATION ADD MULTIPLE 1-1 of 1

| ↑ Classification | Category | Question | Course Section | Notes/Answer |
|-----------------------------|------------------|----------|---|--------------|
| Number of Businesses Served | Demographic Data | | BUSS001S23.BXX.01.00 - Small Business Development Center (SBDC) - Summer 2023 | 11 |

For further info, please visit the Xendirect Knowledge Base page:

<https://xenegrade.kayako.com/article/158-classification>