



Converting to Alexandria[®] is a BREEZE!

BEGINNING YOUR IMPLEMENTATION



COMPLETE YOUR ORDER

Send in your order! **This would include setup paperwork, PO and, tax exempt form if applicable.** We'll want to know all users who will be using the system so they can take advantage of our highly rated Customer Support.



SEND US YOUR CATALOG DATA

You'll receive an email from our data team with instructions for uploading data.



COORDINATE TRAINING

If you purchase a personalized training a Trainer will reach out to schedule this. Give appropriate training time for all system users involved. If you haven't purchased training we have **complimentary webinars available live and on-demand.**



ONBOARD WITH SCHOOLDAY, CLEVER, ETC.

Onboard with the data management option of your choice. If you purchased the SIS Integration with SchoolDay or Clever you will need to complete onboarding with them before syncing your Student Information System to Alexandria. **You will work with our Customer Support to complete the setup.** Our Customer Support can also assist you if you will be using an FTP server for saved imports/exports or manual importing.



REVIEW CONVERTED DATA

Once item data is converted you'll be notified from shipping@companioncorp.com and provided with Customer Support's contact info and complimentary basic training webinars. At this point you will want to inspect the data to ensure everything you wanted transferred over is there.

****For your personalized conversion timeframe speak with your sales representative ****

**YOU ARE NOW UP AND RUNNING AND READY TO USE ALEXANDRIA TO
CIRCULATE AND ENGAGE YOUR STUDENTS MORE IN THE CATALOG!**