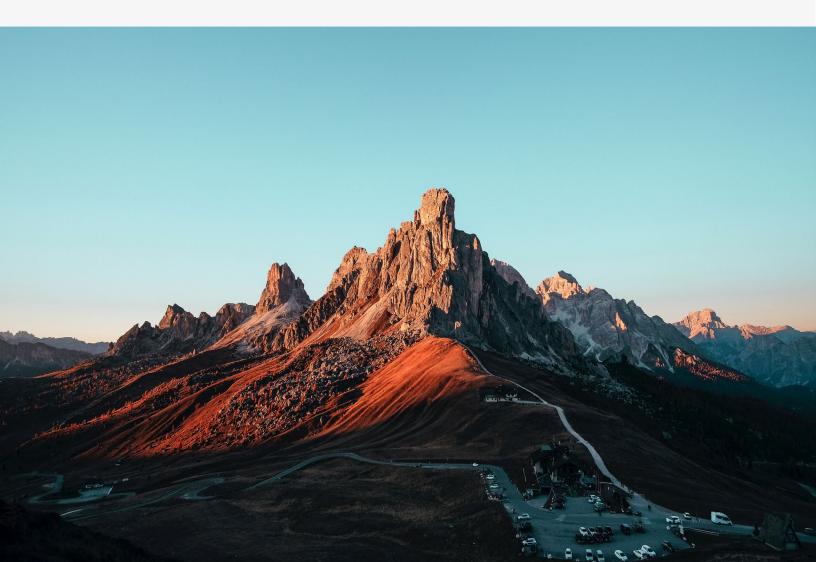


- DATASHEET

# Feature Updates – R1 2021

MAXIMIZER™CRM ON-PREMISE





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### SAML Based Single Sign-On

Single sign-on (SSO) is a user authentication service that permits a user to use one set of login credentials to access multiple applications. In this release, you can set up a 3<sup>rd</sup> party identity provider (IDP) that allows your users to log in to Maximizer through the IDP.

#### **Setup Custom Identity Provider**

To setup a custom identity provider, go to Icon Bar > Administration > Settings > System Options > Single Signon screen.

Maximizer is the default identity provider. To set up a custom IDP, click 'Add Identity Provider' button. In the screen for adding an identity provider, all fields are required. Once the settings have been saved, the custom IDP will be available. In this release, only one custom IDP can be created. <u>Instruction on how to set up a custom IDP</u>

System Options > Single Sign-On	
Single sign-on (SSO) allows your users to log in to Maximizer using external identity providers. In this screen, you can set up your identity provider. You can enal authentication and your custom authentication at the same time. Or, you can turn off Maximizer authentication and only make the custom authentication available.	
ADD IDENTITY PROVIDER	
Maximizer	
Microsoft	
	🖋 Edit
	🛍 Delete

The identity providers are specified at the database level. Each database in the same server can have different IDPs enabled. One of the following situations can be applied in a database:

- Only Maximizer login is enabled The users log in using Maximizer user ID and password.
- Both Maximizer login and a custom IDP are enabled The users can log in using Maximizer login credential or log in through custom IDP.
- Only custom IDP is enabled The users log in to Maximizer through the custom IDP. In this situation, when the users try to access Maximizer Login page, they will automatically be redirected to the Login page of the IDP.



## Login Page

The login controls in the Login page will be enabled, disabled, or hidden based on the IDP specified for the selected database. SSO login also works in Administrator and Mobile Access.

Both Maximizer login and custom IDP are enabled for the database. The user can log in using Maximizer user ID and password or the custom IDP.	Log in to: Econa MASTER Password
	Log In
	Remember me     or      Log in with Microsoft
Maximizer login has been turned off. Only the custom IDP is enabled for the database. The fields for Maximizer user ID and password are disabled.	Log in to: Marketing Database
	MASTER Password
	Log In  Remember me or Log in with Microsoft
No custom IDP is enabled. Only Maximizer login is enabled for the database. The users can only log in using Maximizer user ID and password.	Log in to:
	IT Database ~
	Password
	Log In

#### Note

If there is only one database in the server and only custom IDP is enabled in that database, when users try to access the Maximizer Login page, they will be automatically redirected to the Login page of the custom IDP.



## **Enhancements in Leads Module**

### Full and Read Access for Leads

Full and Read access for Leads have been introduced in this release. You can now control who can see your leads and who can edit them.

Full and Read access fields are available in add / edit lead screen and in the Lead Details widget. You can also change the access rights for leads using Global Edit.

etails		
Full Access		Read Access
Lou Jones	•	Public
Owner		Partner
Lou Jones		ABC Wine Shop Inc.

#### Note

The Full and Read access fields for leads only support single user or group.

If you do not have full access to a lead, you will not be able to edit the lead. In Lead Details screen, you cannot link the lead to an Address Book entry, convert or archive the lead. You cannot apply a process to the lead or change the stage in a process.

< Back to Leads			SEDIT SLINK 🛛 COL	NVERT 🔄 ARCHIVE 🏾 🎜 🛧 🔶
Bourne, Jason posgl a	t Aloha			圆 sonata company
Phone: (604) 601-8000 (604) 601-8010	Email and Website: alohauser11@gmail.com www.maximizer.com	Address: Tech Park Baner Pune, MH411057	Creation Date: 9/07/2020 07:16 Created by: Lou Jones	Last Modified Date: 2/09/2020 09:47 Modified by: Lou Jones
Default Process				
	New	Working		Nurturing

To Convert or Archive a lead, you need to be the owner of the lead or a sales manager to have full access to the lead.

During lead conversion, the access rights of the leads will be copied to the Address Book entries following these rules:

- If a lead is linked to an existing contact, the Full and Read access of the contact will not be changed.
- If a lead is linked to a company or an individual but a new contact will be created during conversion, the Full and Read access of the company / individual will not be changed. The Full and Read access of the lead will be copied to the contact.
- If a new company or individual and a new contact will be created during lead conversion, the Full and Read access will be copied to both the Company / Individual and the Contact.

#### Set Opportunity Start Date When Converting a Lead

When you convert a Lead and create an Opportunity, the start date of the Opportunity will be set to today's date.



## **Enhancements in Notes Tab**

### New Notes Tab in Address Book, Opportunities, Customer Service, Campaigns and Hotlists

The Notes following tab has been re-written in this release. It looks similar to the previous tab but performs better and is responsive to fit in any screen sizes.

The new Notes tab has following changes compared to the previous tab:

- Date and time are displayed in one column to save space.
- A new column, Associated Entry, has been introduced. In Address Book, if Show All option is on, you can see which Address Book entries the notes belong to.

ABC Wine S	hop Inc. Y Details Not	tes Custom Tab	Leads Auditing Map Contacts History Customer Service	Opportunities Activities User-Define	ed Fields Relate	d Entries   🕀	
+ Add	📋 Delete 🛛 🔒 Print Note	e(s) Search fo	or notes 📃 🔍   🗹 Show All 🛛 🝸 Filter 🛛 All Dates; note filter a	pplied			:
0!	Date/Time 4	Туре	Text	Associated Entry	Creator	Full Access	Read Access
	September 2, 2020	Email	Subject: Price information	ABC Wine Shop Inc.	Billie Holly	Public	Public 🄶
	August 20, 2020 1:	Manual	Ed wants to schedule a meeting to show the new feature to their	🛔 Johnson, Ed - ABC Wine Shop Inc.	Lou Jones	Public	Public
0 !	July 7, 2020 9:09 AM	Manual	ABC Wine will open 3 new locations next month.	ABC Wine Shop Inc.	Lou Jones	Public	Public
0	July 3, 2020 12:34	Outgoing calls	Result: Busy	ABC Wine Shop Inc.	Lou Jones	Public	Public
	June 2, 2020 8:46 P	Customer Se	Case created: HQ-00183	ABC Wine Shop Inc.	Lou Jones	Public	Public
	May 27, 2020 7:20	Manual	Derek sent an email today asking for more information about pricing.	Park, Derek - ABC Wine Shop Inc.	Lou Jones	Public	Public
	April 22, 2020 3:30	Email	Partner assignment email sent.	🛔 Shao, Hua - ABC Wine Shop Inc.	EMAILUSER	Public	Public
	April 22, 2020 1:15	Email	Partner assignment email sent.	🛔 Shao, Hua - ABC Wine Shop Inc.	EMAILUSER	Public	Public

The new Notes tab is responsive. When the screen size is getting smaller, the buttons in the toolbar will be moved into the drop-down menu.

🕂 Add 🥤	Delete   Search for note	s Q	Show All All Dates; note filter applied	:
	Date/Time	Туре	Text	Print Note(s)
	September 2, 2020 10:3	Email	Subject: Price information	<b>T</b> Filter
$\bigcirc$	August 20, 2020 1:31 PM	Manual	Ed wants to schedule a meeting to show the new	🖵 Video Help
	July 7, 2020 9:09 AM	Manual	ABC Wine will open 3 new locations next month.	Help
$\bigcirc$	July 3, 2020 12:34 AM	Outgoing calls	Result: Busy	
$\Box$	June 2, 2020 8:46 PM	Customer Service	Case created: HQ-00183	

The Note filter has a refreshing new look.

Date range:	All Dates	•	
Note types:			
Accounting	Customer Service	🗹 Email	
<ul> <li>History</li> <li>Opportunity</li> </ul>	Incoming calls	✓ Mail-outs ✓ Outgoing calls	
Task	Timed notes	Transfer log	
Manual Address B	ook note categories: All Selected		🖋 Edit



## **View Address Book Entry Notes in Opportunities**

When you are working on a sales opportunity, you need to know the history about the client and review the recent communications. In previous version, you needed to switch from Opportunities to Address Book in order to view the notes. Now you can review and edit the Address Book entry notes directly in Opportunities.

In the Note filter in Opportunities module, there are two options for displaying notes:

- Opportunity only
- Opportunity and Address Book entry

)ate range:	Last 12 Months	•	Â
Notes for:	Opportunity only		
	Opportunity and Ac	ddress Book entries 🚱	
Note types:			
🖌 Email	History	Incoming calls	
✓ Mail-outs ✓ Task	✓ Other ✓ Timed notes	✓ Outgoing calls	- 1
🗸 Manual 👘 🐪	nity note categories: All Selecte es: All Selected	ed, Address Book note	🖋 Edit 🗸

To view Address Book entry notes, select "Opportunity and Address Book Entries" option. It will display the notes for the opportunity and the notes belonging to the company/individual and all the associated contacts.

#### Note

- If the Contact of the Opportunity is from another Company, the Notes for this contact won't be displayed.
- Some of the history notes for Address Book entries, such as notes for Accounting, Customer Service, Opportunities, and Transfer Log, will not be displayed.

Opportunity note cate	gories	•
🗹 <no category=""></no>	🗹 Demo	🗹 Engineering
Further Action	🗹 CS Note	🗹 Sales Note
Specification	✓ <0thers>	
Address Book note ca	tegories	*
<no category=""></no>	CS Note	Sales Note
🗸 Comment	🗹 Response	🗹 Urgent
<others></others>		

When you turn on the option to display Address Book entry notes, the selected note types will be applied to both opportunity and Address Book entry notes. In manual note section, you can select note categories for Opportunities and Address Book entries separately.



When the notes are displayed in the Notes following tab, you can use the Associated Entry column to identify which notes belong to the Opportunity and which one belongs to the Address Book entries.

🕂 Add  🏦	Delete 🛛 🔒 Print Note	(s) Search for r	otes Q Tilter Last 12 Months				:
	Date/Time	Type ↓	Text	Associated Entry	Creator	Full Access	Read Access
	2/09/2020 22:55	Task	Appointment Created: Product Demo	Sell Escona Wine	Billie Holly	Public	Public
0	2/09/2020 22:41	History	'Actual Close Date' has been changed from	🖻 Sell Escona Wine	Billie Holly	Public	Public
	2/09/2020 22:36	Demo (Manual)	We will demo the new feature to their management team next week.	Sell Escona Wine	Billie Holly	Public	Public
0	2/09/2020 22:35	Email	Subject: Price information	ABC Wine Shop Inc.	Billie Holly	Public	Public
	2/09/2020 22:35	Email	Subject: Price information	Sell Escona Wine	Billie Holly	Public	Public
0	20/08/2020 13:31	Manual	Ed wants to schedule a meeting to show the new feature to their	🚨 Johnson, Ed - ABC Wi	Lou Jones	Public	Public
	7/07/2020 09:09	Manual	ABC Wine will open 3 new locations next month.	ABC Wine Shop Inc.	Lou Jones	Public	Public
0	3/07/2020 00:34	Outgoing calls	Result: Busy	ABC Wine Shop Inc.	Lou Jones	Public	Public
	29/06/2020 16:09	Task	Appointment Created: Meeting with 2 users and 2 contacts	💄 Dolton, James Jimm	Lou Jones	Public	Public
	29/06/2020 16:09	Task	Appointment Created: Meeting with 2 users and 2 contacts	💄 Johnson, Ed - ABC Wi	Lou Jones	Public	Public
	27/05/2020 19:20	Manual	Derek sent an email today asking for more information about pricing.	💄 Park, Derek - ABC Wi			

Details Quotes Contacts Notes Documents User-Defined Fields Activities 🕀

### **View Address Book Entry Notes in Cases**

In Customer Service module, the note filter works similarly to that in Opportunities module. There are two options for displaying notes:

- Case only
- Case and Address Book entry

You can view the notes for the selected case and the notes belonging to the company/individual and all the associated contacts.

## **Auto Complete Address and Geocoding**

If you would like to ensure that the addresses you enter are correct and consistent, the new address suggestion feature will help you. A search field will be available in each address section in an Address Book entry. While you are typing in the search field, the suggestions from Google will appear. Selecting an address from the suggestions, the address fields will be populated accordingly.

#### **Setting Up a Google Account**

To enable the address auto completion feature, you need to create an account in Google Maps Platform. <u>Click</u> <u>here for information about how to create the account</u>. After you have created the account, get the API key and enter it into Maximizer. You also need to enable the following Google APIs: Places API, Geolocation API, and Geocoding API.



To enter Google API key in Maximizer, go to Icon Bar > Administration > Settings > Google Maps. Enter the Google API key and press the Test button to verify the key and ensure all the required Google APIs have been turned on.

Settings	
Leads	Integration > Google Maps
Processes and Stages	Integration with Google Maps Platform provides suggestions while the users are typing an address. Selecting an address from the suggestions
Conversion Mapping	will automatically fill all the address fields. This will ensure that the addresses are entered correctly and consistently. To enable Google suggestion, you need to create an account in Google Maps Platform. Click here to get started.
<ul> <li>Address Book</li> </ul>	suggestion, you need to create an account in doogle maps Platform. Click here to get started.
Default Entries	Once you have set up your account, enter the Google API key in the field below. You also need to enable the following Google APIs: Places API, Geolocation API, and Geocoding API. Press the Test button to make sure everything has been set up correctly. Save the API key. The search field
<ul> <li>Customer Service</li> </ul>	will be available in Address Book entries for editing addresses.
Default Entries	Google Maps API key:
<ul> <li>Opportunities</li> </ul>	WohaSy2CY8odTee6Dx3Tt8JgJYHLsdwvOxDM2kv74d TEST
Default Entries	
<ul> <li>Integration</li> </ul>	SAVE CANCEL
Google Maps	

Once the Google API key is saved, go to Address Book and create or edit an entry. You will see a search box available in each address.

### **Entering an Address**

While you are typing in the search field, the suggestions from Google will appear. You can select an address from the suggestions. The address fields will be populated accordingly. If you create or edit an address using Google suggestions, the address will be associated with the geocodes.

I Head Office	♀ 1090 west ×
Address 1:	<b>1090 West</b> Georgia Street Vancouver, BC, Can
Address 2:	1090 West State Road 434 Longwood, FL, USA
City/Town:	1090 West Pender Street Vancouver, BC, Canada
Zip/Postal:	1090 West Deep Creek Road Bryson City, NC,
O Use this address for the entry	1090 West Mercury Boulevard Hampton, VA, U powered by Google

The latitude and longitude of the address will be saved into database. This allows you to integrate with map apps and pinpoint the location of your customers in the maps.

City/Town:	Downey 🔻	St/Prov:	CA 🗸	
Zip/Postal:	90242	Country:	United States 🔹	
🕑 Use this a	address for the entry		<b>()</b> ¢> <b>()</b>	

When an address is associated with geocodes, two buttons will be available below the address. The Information button indicates that the address is linked to geocodes. Clicking the button will show a tooltip for more information. The Remove Geocodes button allows you to remove the geocodes associated with the address. It



×

will be useful if you try to change the address, but Google cannot find the new address. You can remove the geocodes and manually enter an address.

#### Note

- When an address is associated with geocodes, all the fields are editable. If you manually change part of
  the address such as street number or zip/postal code, it may cause the incorrect geocodes associated
  with the address. It is recommended to use the search field to find a new address. This will update the
  address and the geocodes.
- If you only select a city from the suggestion or if Google cannot provide Address Line 1, the Address Line
  1 field will be blank. In this case, the address will not be associated with geocodes.

You can still create an address manually. If you do not use suggestions, the address will not be associated with geocodes.

The existing addresses will not be linked to geocodes automatically. If you would like to make sure an address is correct and linked to geocodes, you need to perform a search and select the same address from the suggestions.

## **Support Long or Short Date Format**

The options for displaying a long or short date format are now available in Preferences. If you have many columns in a column view and wish to have more space to display data, you can use the short date format to save some space.

The setting for the date format is in Preferences > Other Preferences > Format tab. You can select a long format or a short format. The short date format will follow the locale setting you have selected in Preferences.

There are some places where the dates do not follow the Preferences setting, including:

- Details, Documents and Activities following tab.
- Notification panel
- Some dialogs such as document properties in Company Library, modify task date in Hotlist.

0 Logging Calendar/Hotlist Monitoring Email Startup Format Address format Insert the merge fields that will be used to create an address block. This address block is used in the Name and Address merge field and for printing labels and envelopes in Microsoft Word. Available fields: RESTORE TO DEFAULT Address block: Address Line 1 [First Name] [Last Name] Address Line 2 City/Town [Position] [Company] Company [Individual Name for Contact] Country Department [Address Line 1] Division [Address Line 2] First Name [City/Town] [State / County / Province] [Zip / Postal Code] Individual Name for Contact >> [Country] Last Name Middle Name Mr/Ms Salutation Position State / County / Province Zip / Postal Code Date formats O Long date (August 31, 2020) Short date (2020-08-31) CANCEL OK

Preferences

We will continue work in these places in the future release and make the dates displayed consistently across the whole product.

## Accessibility

### **Keyboard Navigation**

We continue to improve accessibility in the product. In this release, we focus on navigating to all the main areas using keyboard. For people who have impaired vision, it is hard to position the pointer to the precise location and click a button or open a menu. Now the users can use keyboard to navigate in the interface.

The interface is divided into several main areas. Press Tab key will move the focus from one area to next one in following order: Product Header > Icon Bar > Module Header > Menu Bar > Main Grid > Following Tab.



When the following tab gets focus, pressing Tab key will move the focus back to Product Header.

Quick Acce s			k 14 Displayed - 1 Company, 1	Contacti de com	COMPANY								
+	1		ew • Search • Act	-	<ul> <li>Help</li> </ul>	01 02							~
1 T 5 🕀										1.0			0
1 #	1	□ ▲ Type	Company	Firs	st Name	Last Name	Phone Numb		Email Address		te Last Contact		Stat
	Λ	Compa		Ed		Inheses	(604) 601-800		info@abcwinesho		ptemb r 2, 202		BC
Dashboards		Contact		Firs	41	Johnson Last3mppm16	(604) 601-803 (604) 601-803		escona@maximiz	er.com No	wembe 12, 201	19 Vancouver Vancouver	BC
Leads		Contact		Hu		Shao	(604) 001-800 (604) 783-880		huashao@gmail.c			Richmond	BC
Collection and Collection		Contact		Hat		Shao	(604) 783-880		huashao@gmail.c			Richmond	BC
Address Book		Contact		Hu		Shao	(604) 783-880		huashao@gmail.c			Richmond	BC
Opportunities		Contact		Hu		Shao	(604) 783-880		huashao@gmail.c			Richmond	BC
Quotas		Contact			nes	Dolton	(604) 601-800		escona@maximiz		vembe 12,201		PA
		Contact		Jas		Bourne	(604) 601-800		alohauser11@gm			Vancouver	BC
Campaigns													
		Contact	ABC Wine Shop Inc.	Jas	ion .	Bourne	(604) 601-800	00	alohauser11@gm	ail.com		Vancouver	BC
Customer Service		Contact	ABC Wine Shop Inc.	Jas	ion	Bourne	(604) 601-800	00	alonauser 11g.gm	ail.com		Vancouver	BC
Knowledge Base		ABC Wine Shop		Jas otes Partner Poral					ny Notes Docum		ner Service O	vancouver	
Knowledge Base Hotl <mark>i</mark> st		< ABC Wine Shop			Custom Tab		 Map Contac	ts Histo	ry Notes Docur		ner Service O		
Knowledge Base Hotl <mark>i</mark> st		< ABC Wine Shop	inc	otes Partner Poral	Custom Tab	Leads Auditing	 Map Contac	ts Histo	ry Notes Docum		Full Access		
Knowledge Base Hotlist Calendar		ABC Wine Shop	Inc. ✓ < Details N Delete   ⊖ Print Note(a)	Search for notes	Custom Tab	Leads Auditing	 Map Contac	ts Histo Dates; note Associate	ry Notes Docum	nents Custor		pporti.3 ⊕	
Knowledge Base Hotlist Callendar Company Library		ABC Wine Shop	Inc. Y < Details N Delete   Details Note(s) Date/Time ↓	otes Partner Poral Search for notes Type	Custom Tab ( Text Subject: Price	Leads Auditing	Map Contac	ts Histo Dates, note Associate	ry Notes Docur e filter applied ed Entry	nents Custor Creator	Full Access	Read Access	
Knowledge Base Hotlist Calendar Company Library App Directory		ABC Wine Shop	Inc. V < Details N Delete   A Print Note(s) Date/Time ↓ September 2, 2020 10:3	otes Partner Poral Search for notes Type Email	Custom Tab ( Text Subject: Price Ed wants to so	Leads Auditing	Map Contac Filter All 0 show the new	ts Hist Dates, note Associate ABC V ABC V	ry Notes Docur e filter applied ed Entry Wine Shop Inc.	Creator Billie Holly	Full Access Public	Read Access Public	
Knowledge Base Hotlist Calendar Company Library App Directory		ABC Wine Shop	Inc. ✓ < Details N Delete [	Partner Poral Search for notes Type Email Manual	Custom Tab ( Text Subject: Price Ed wants to so	Leads Auditing	Map Contac Filter All 0 show the new	ts Histo Dates; noto Associate ABC \ Johna ABC \	ry Notes Docum effiter applied ef Entry Wine Shop Inc. son, Ed - ABC Wine	Creator Billie Holly Lou Jones	Full Access Public Public	Read Access Public Public	BC ↑ ↓ £
Knowledge Base Hotlist Calendar Company Library App Directory Analytics	>	ABC Wine Shop	Inc. ✓ < Details N Delete   → Print Note(s) Date/Time ↓ September 2, 2020 10.3. August 20, 2020 1.31 PM July 7, 2020 9:09 AM	Partner Poral Search for notes Type Ernail Manual Manual	Custom Tab ( Text Subject: Price Ed wants to so ABC Wine will	Leads Auditing	Map Contac Filter All 0 show the new	ts Histo Dates; note Associate ASC \ ASC \ ABC \ ABC \ ABC \	ry Notes Docum efiter applied ef Entry Wine Shop Inc. son, Ed - ABC Wine Wine Shop Inc.	Creator Billie Holly Lou Jones Lou Jones	Full Access Public Public Public	Pport. > ① Read Access Public Public Public	
Customer Service Knowledge Base Hotlist Calendar Company Library App Directory Analytics		ABC Wine Shop	Inc. ✓ < Details N Delete   → Print Note(s) Date/Time ↓ September 2, 2020 10.3. August 20, 2020 1.31 PM July 7, 2020 9.09 AM July 3, 2020 12.34 AM	Version Partner Poral Search for notes Type Ernail Manual Outgoing calls	Custom Tab ( Text Subject: Price Ed wants to so ABC Wine will Result: Busy Case created:	Leads Auditing	Map Contac Y Filter All I show the new to next month.	ts Histo Dates, note Associate Assoc	ry Notes Docum efilter applied ed Entry Wine Shop Inc. Wine Shop Inc. Wine Shop Inc.	Creator Billie Holly Lou Jones Lou Jones	Full Access Public Public Public Public	Read Access Public Public Public Public Public	

Click an empty space in any area to activate it. Pressing left or right arrow key will highlight the first item in the area. Continue pressing left / right arrow key to move the highlight to next item. When an item is highlighted, press Enter key to execute the command such as creating a new entry, opening a dialog or a drop-down menu, refreshing a list etc. To move to next area, press Tab key. To move to previous area, press Shift + Tab key.

Here is an example. You can start at the Product Header by clicking in the area. Press the left or right arrow key to show the highlight. Use the left or right arrow key to navigate to the items in the bar. Pressing Tab key will move the highlight to the Icon Bar. Use the up/down arrow key to select a module. Press Enter key to load the module and press Tab key to move the highlight to the header of the module. If you continue pressing Tab key, you will navigate to Menu Bar, Main Grid, Following Tabs and back to Product Header.

#### Note

- If the focus is on the Quick Search field, you need to press Tab key to get out the field.
- In Icon Bar, you will need to press the up / down arrow key. In other area, use left / right arrow key.

### Support of Screen Reader (JAWS)

The users with impaired vision may not be able to read the text displayed in screen. With the help of a screen reader application, the users will be able to hear the text spoken by the screen reader. In this release, JAWS is supported. When you use the keyboard to move the focus around the screen, JAWS will read the label or description of the highlighted control.

#### Note

You need to have JAWS installed. Before you start to use keyboard to move the focus around, press Insert + z to turn the virtual PC cursor off.



## **Keyboard shortcuts**

The following keyboard shortcuts for the commonly used commands have been introduced in this release.

Quick search	/
Add a note	Alt + Shift + n
Write an email to current entry	Alt + Shift + e
Write an email to selected entries	Alt + Shift + g
Schedule a meeting	Alt + Shift + m
Schedule a to-do	Alt + Shift + k

Pressing "/" key will set the focus into the Quick Search field and you can start typing in the search text. Select an entry in the main grid in Address Book, Opportunities and Customer Service module, pressing the shortcut keys for the commands will open the respective dialog.

#### Note

In Address Book, the action will be applied to the entry selected in the contact switcher.

## **Dashboard Wizard**

In this release, the wizard screens for the Dashboard have been simplified.

Dashboard Wizard	ж
Choose one of the following actions	
Work with Dashboards	
O Add a new dashboard	
Edit current dashboard	
Work with Indicators	
Add a new indicator	
○ Edit an existing indicator	
	_
Next > Finish Cancel	



## **Enhanced Security of the Logging Note**

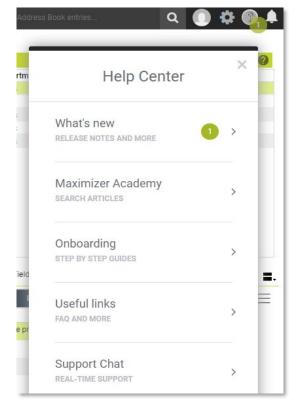
If you turn on the logging notes for Opportunities or Cases, when you edit a user-defined field, a history note will be generated showing the name of the field and the changed values. Since the logging notes are set to public by default, this may cause security issues. For example, the field should only be visible to a specific group of users. But the logging notes expose the field to everyone.

In this release, you have an option to hide the values of the user-defined fields in logging notes. The option can be found in Administrator > System Options.

## **Help Center**

Maximizer Help Center allows you to access the help articles and videos in Maximizer Academy, provides you a step-by-step guide on how to use the features, and informs you about the new features after you have upgraded to the new version. You can also chat with Maximizer support staff directly inside Maximizer CRM.

To access the Help Center, you will need to grant Maximizer the permission to collect some aggregated usage information anonymously. This will help Maximizer better improve its product and services.



You can turn on the anonymous usage tracking during installation. The Help Center will be available after the installation. If you would like to turn it off later, you can go to Administrator module > System Options and turn off the Usage Tracking option.

#### Usage Tracking

Enable anonymous usage tracking

As part of our ongoing efforts to improve our products and services, we may need to collect some aggregated usage information of how you use our products. This information may include what modules you access, your navigation within our products, and other anonymized usage statistics. Turning this on will also allow you to receive notifications on new releases, access to video tutorials, help documents as well as the occasional survey to help us determine our product direction. For more information, see our <u>Privacy Policy</u>.

Note: this setting will be applied to all Address Books in your server.



## **Other Enhancements**

### **View Opportunities and Customer Service in Hotlist**

In Hotlist, if a task is associated with an opportunity or a case, you can now click a button to view the opportunity or the case in the respective screen. The View in Opportunities or View in Customer Service commands are available in the menu bar and in the right-click menu.

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Date	e:	Tim	e Pr.	Task	Name	Company
	01/02/2021			To-do - Send Product Info	🗐 Atlas Food Inc	Atlas Food Inc

### Search for Competitors in the Opportunities Module

When you assign a competitor to an Opportunity, the Competitor filter will be turned on by default.

Search for entry	Q		T Competi	tor 🗙	
Туре	Company	First Name	Last Name	Phone Number	1

The same change has been made in the dialog box when searching for a partner in Opportunities, Leads and Address Book modules. The filter for partner will be turned on by default.

#### Download mobile app from Mobile Access

If you are still using the Mobile Access, you can now easily download the native mobile app. The link to the app store is available in the Mobile Access login screen.

#### Outlook sync

The issue related to syncing recurring appointments that cross Daylight Savings Time boundaries has been fixed. Generally, the problem occurs when your server and workstations are in different time zones. In previous versions, the recurring appointments that crossed Daylight Savings Time boundaries would offset one hour after the Daylight Savings Time starts or ends. This issue has been fixed in this release.

#### Note

This fix only affects any new appointments created in Outlook and synced to Maximizer. The bug fix will not affect any existing appointments that are already in your calendar.



## Mobile App

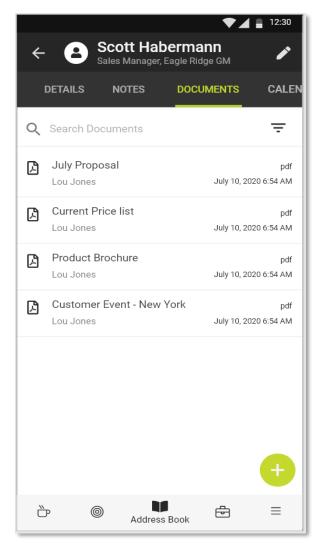
### **Document Management**

You are now able to retrieve documents that are associated with Address Book entries, opportunities, services cases, and leads. Documents will download and open in the associated app on the mobile device. (Need Maximizer CRM 2019 R3 or above)

Documents associated with the record will be found on the Documents following tab.

If you are using Maximizer CRM 2020 R1, you can also attach files to records. Tapping the ADD button while on the Documents following tab or on the details tab of the record will present the following options:

- File (Android only) browse the device for any file.
- Image (Android & iOS) browse the gallery for images that you have previously taken.
- Camera (Android & iOS) access the camera to take a picture and directly upload it.



### **Duplicate Searches**

Many times, there is a search that you regularly use and you want to make a copy of it in order to tweak it a bit without affecting the original. Each search will now have an arrow indicator that will expand to show the available options. Tapping the duplicate option will present you with a dialog to give the copy a new name.

#### Improved Login with Biometrics

If you have biometrics enabled for your device, we have also improved the biometrics feature of the app. When the feature is enabled (from the settings screen within the app) it will provide easy and secure access to your data.

- Tapping into the password entry area will automatically ask you for your biometric.
- If your biometric has not been registered with the Address Book, you will have to enter the password manually. After a successful password entry, the app will ask you for your biometric for future logins.

#### Note

Biometrics will not work for databases that have been setup as SSO.



## Access to Insights

Customers that have enabled Insights will now have their dashboards accessible from main menu of the app.

### **Customization of Module Lists**

From the settings you are now able to customize the list (up to 5 additional fields) display of modules so that you can see the information that is critical to your business quickly.

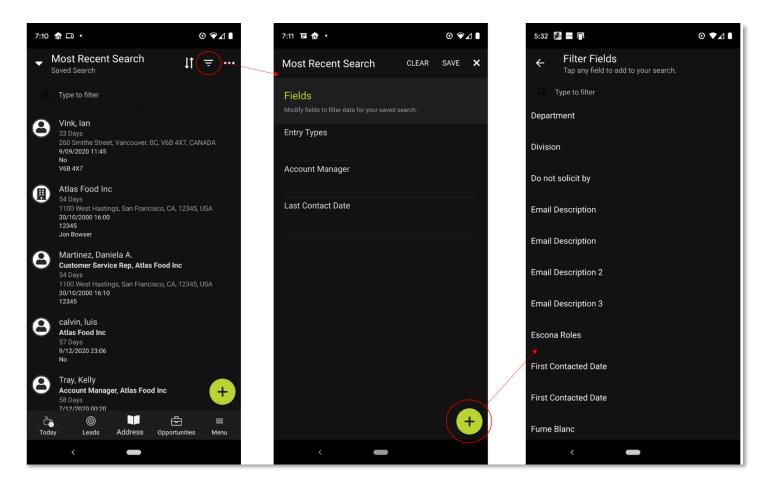
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### Ability to Filter on Any Field

By accessing the filter properties screen, via creating a new search or by the filter button, you will be presented with an ADD button. Tapping this button will allow you to add any field associated with the search type (i.e. Address Book fields if you're on the Address Book, opportunity fields if you're in the Opportunity module, etc.)

This is helpful for businesses that have made a custom field (UDF) that is essential for their business and you need to filter your results on it. For example, you have created a field that identifies a technical representative that is associated with an address book entry. This is in addition to the account manager. You are now able to filter records based on that field.



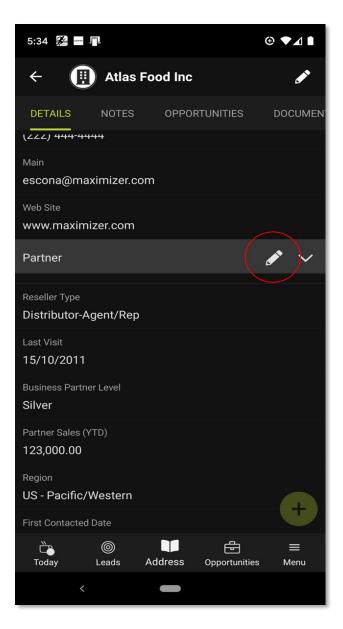
Additionally, you can remove fields from the filter by sliding right on the field you wish to remove. This allows you to only show the fields and their values that are applicable to that search. (This only applies to searches that are made on the mobile.)



## Improved Access to Editing Records in Key Field Groups Directly

For those who edit their CRM data, we have added a second edit button directly on the Key Field grouping selection control. Tapping this button will take you directly to the edit screen of that Key Field grouping. This will reduce the amount of time needed to change the desired information.

In this example, tapping the second edit button on the Key Field grouping would take you directly to the "Partner" fields for you to edit.





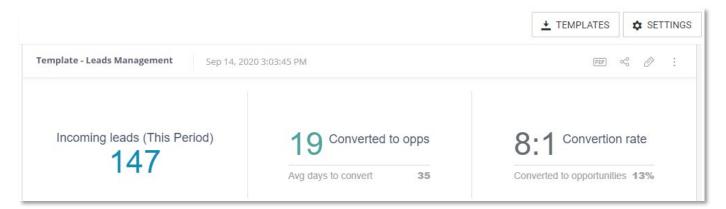
## Insights

Insights is a Maximizer CRM analytics add-on that can be installed in the customer environment by Maximizer Professional Services.

Insights comes with four Dashboard templates. These templates can be downloaded by clicking on the 'Templates' button. The person who downloaded and imported these dashboards automatically becomes a dashboard owner and can share the dashboard with others.

#### Note

Only Maximizer administrators have access to 'Templates' and 'Settings'.



Administrators can pick templates of their choice, download them, and import to Insights with a few clicks:

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	Template - Leads	ties status for the converted lead
	Template - Sales Overview	
	DOWNLOAD CANCEL	
18 16		100%

### **New Fields Accessible in Insights**

- Forecasted Revenue (Opportunities)
- Comment for Completion (Opportunities)
- Partner (Leads)
- Stage (Leads)



## Integration

## QuickBooks

The new QuickBooks integration is being developed by one of Maximizer partners in the EMEA region. This will be a paid integration that allows users to view information from QuickBooks in the Maximizer following tab for any given Address Book entry. More information on a full set of features will be provided once the app has been released to the App Directory. The release date will be communicated in the near future.

### **MailChimp Sync Engine Enhancements**

A new updated MailChimp integration will be available soon after the 2021 R1 has been released. The new MailChimp integration update will provide users with an added ability to synchronize records from Maximizer to MailChimp, but not the other way around. Except for a contact's subscription status in MailChimp, none of the other fields from MailChimp will be updated in Maximizer. The new update will also provide the ability for the user to start/stop the sync service.

## Deprecation

- SQL 2008 and SQL 2008 R2 will not work with 2021 R1. If you are still using SQL 2008 or 2008 R2, do not upgrade to 2021 R1.
- Office 2010 will not be supported.
- Discontinued Insights features include forecasting add-on and save favorite formulas.
- Web search function (search menu > Web) has been discontinued.
- Draw a Map function has been discontinued. The intermedia dialog has been removed. Clicking the menu item will open Google Maps directly.
- As of 2021 R1, we will no longer support Maximizer CRM 2018 or earlier as per our official support policies.
- Support for Internet Explorer will end in August 2021. A new word add-in will be delivered prior to that date, which will remove the dependency on Active X and therefore Internet Explorer.

The following Cloud Elements based integrations have stopped working since January 15<sup>th</sup>, 2021:

- Amazon S3
- Box
- Dropbox
- OneDrive
- Gmail

- Google Calendar
- Google Drive
- Google People
- Gravity Forms
- HubSpot

- Marketo
- Facebook Lead Ads.
- QuickBooks
- SharePoint
- Twilio





## Experience MAXIMIZER™CRM

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