



Maximizer On-Premise 2023.1

Release Notes

March 13, 2023

Table of Contents

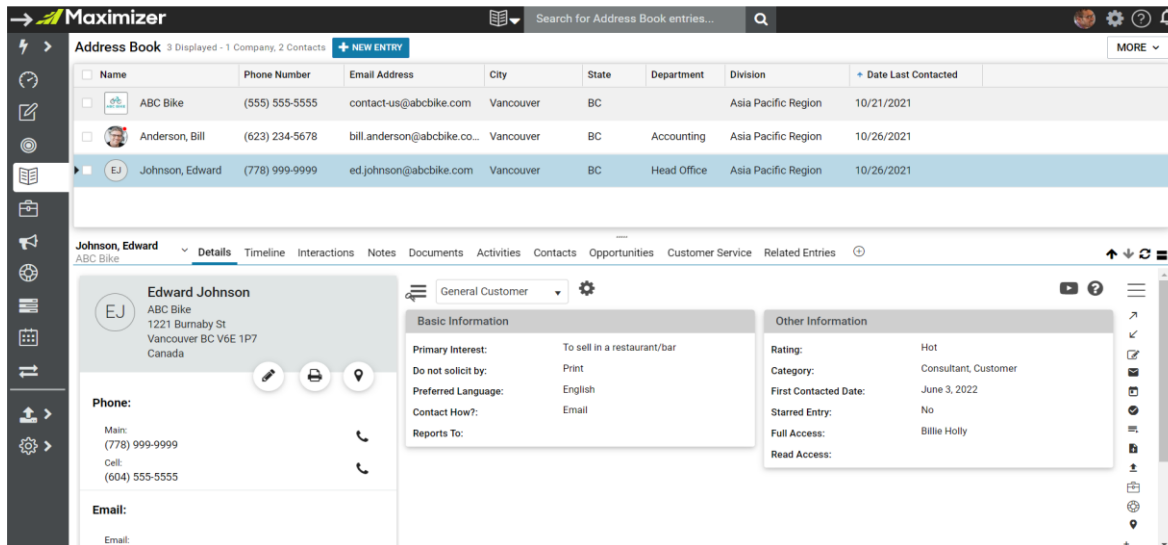
New user experience	4
A fresh new look	4
Customize your layout	5
Put people front and center	6
Address Book entries highlight account managers	6
Owner of an opportunity front and center	7
The user of a Customer Service case is now top of mind	7
Initial avatars added to Appointments	8
New blank screen display	8
New look for the Add New button	8
Hide the menu bar by default	9
Options for preferences and settings	10
New interface for Hotlist task dialog	11
Interactions and Timeline	12
Interactions help you better manage customer communication	12
Settings for Interactions	12
Log interactions	13
Interactions tab	14
Search entries by interactions	14
Default interaction	15
Timeline tab	15
Timeline report	15
Changes in Hotlist task and appointment	16
Enhancements in Leads	16
Perform advanced searches in the Leads module	16
Perform a bulk archive operation of leads	17
Enhancements in Opportunities	18
Opportunity status filter	18
Change stages in the sales process	19
Enhancements in Address Book	20
SmartFill makes data entry a breeze	20
Easily create a new contact	20
Other features	21

Create your own unique campaign	21
Choose a default email for your account.....	21
The character limit on the Activity field for a task in Action Plan templates.....	21
Search entries by interaction in the Quick Search bar	21
Recurring appointments can now be added for multiple days in a week.....	22
Discontinued features	22

New user experience

A fresh new look

Here is an introduction to the new look and feel of our platform. We adopted material design guidelines to make our platform more accessible, inclusive, and delightful to use. Purely aesthetic, we made some small enhancements to the color and font with bigger icons and bold text.



The screenshot shows the Maximizer Address Book interface. At the top, there's a search bar and a '+ NEW ENTRY' button. Below is a table of contacts with columns: Name, Phone Number, Email Address, City, State, Department, Division, and Date Last Contacted. The table lists three contacts: ABC Bike, Anderson, Bill, and Johnson, Edward. The contact 'Johnson, Edward' is selected, and a detailed view is shown below. This view includes a profile card with a photo, name, address, and phone numbers. To the right, there are two panels: 'Basic Information' and 'Other Information'. The 'Basic Information' panel shows fields like Primary Interest, Do not solicit by, Preferred Language, Contact How?, and Reports To. The 'Other Information' panel shows fields like Rating, Category, First Contacted Date, Starred Entry, Full Access, and Read Access.

Name	Phone Number	Email Address	City	State	Department	Division	Date Last Contacted
ABC Bike	(555) 555-5555	contact-us@abcbike.com	Vancouver	BC		Asia Pacific Region	10/21/2021
Anderson, Bill	(623) 234-5678	bill.anderson@abcbike.co...	Vancouver	BC	Accounting	Asia Pacific Region	10/26/2021
Johnson, Edward	(778) 999-9999	ed.johnson@abcbike.com	Vancouver	BC	Head Office	Asia Pacific Region	10/26/2021

Edward Johnson
ABC Bike
1221 Burnaby St
Vancouver BC V6E 1P7
Canada

Phone:
Main: (778) 999-9999
Cell: (604) 555-5555

Email:
Email:

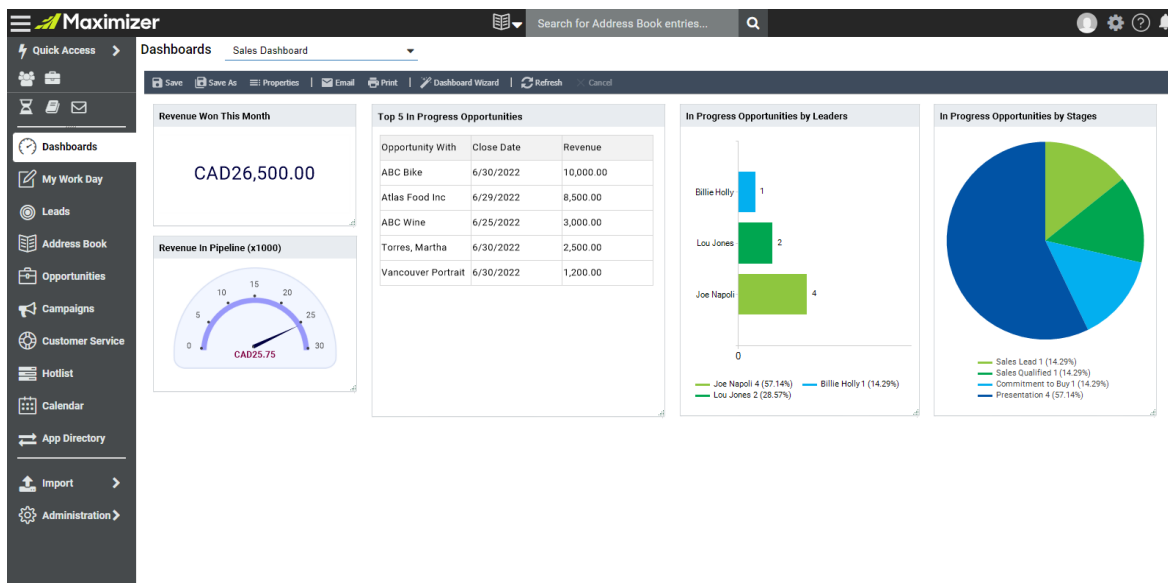
Basic Information

Primary Interest: To sell in a restaurant/bar
Do not solicit by: Print
Preferred Language: English
Contact How?: Email
Reports To:

Other Information

Rating: Hot
Category: Consultant, Customer
First Contacted Date: June 3, 2022
Starred Entry: No
Full Access: Billie Holly
Read Access:

Here is an updated display of the Dashboards for a clean and simple look with no changes to your data. We separate the My Work Day tab from the Dashboards to create the My Work Day module. You can now turn on or off each module independently.



The screenshot shows the Maximizer Dashboards interface. At the top, there's a search bar and a '+ NEW ENTRY' button. Below is a dashboard with several widgets. The 'Revenue Won This Month' widget shows a value of CAD26,500.00. The 'Revenue in Pipeline (x1000)' widget shows a gauge chart with a value of CAD25.75. The 'Top 5 In Progress Opportunities' widget shows a table of opportunities. The 'In Progress Opportunities by Leaders' widget shows a bar chart. The 'In Progress Opportunities by Stages' widget shows a pie chart.

Revenue Won This Month

CAD26,500.00

Revenue in Pipeline (x1000)

CAD25.75

Top 5 In Progress Opportunities

Opportunity With	Close Date	Revenue
ABC Bike	6/30/2022	10,000.00
Atlas Food Inc	6/29/2022	8,500.00
ABC Wine	6/25/2022	3,000.00
Torres, Martha	6/30/2022	2,500.00
Vancouver Portrait	6/30/2022	1,200.00

In Progress Opportunities by Leaders

Leader	Count
Joe Napoli	4
Billie Holly	1
Lou Jones	2

In Progress Opportunities by Stages

Stage	Count
Sales Lead 1	14.29%
Sales Qualified 1	14.29%
Commitment to Buy 1	14.29%
Presentation 4	57.14%

Customize your layout

Increase the default row height of the grids to provide more space and reduce clutter. We added a setting in the Preferences dialog (Personal Preferences) to allow the user to set the display density.

Preference settings

Preferences

Maximum number of entries returned:

100

Display blank UDFs:

☒ Yes
 ☐ No

Allow multi-selection in Advanced Search (may require the website to be in the Trusted Sites zone):

☒ Yes
 ☐ No

☐ Automatically assign campaign when creating a new opportunity

Limit the search to campaigns created:

This Quarter

☒ Display users by groups:




☒ All users
 ☐ Disabled users
 ☒ Departments
 ☒ Divisions
 ☒ Security groups
 ☒ Teams

Data table density:




☐ Compact
 ☐ Normal
 ☒ Comfortable

CUSTOMIZE ICON BAR...




Compact

<input type="checkbox"/> + Name	Phone Number	Email Address
<input checked="" type="checkbox"/>  ABC Bike	(555) 555-5555	contactus@abcbike.com
<input type="checkbox"/>  Anderson, Bill	(623) 234-5678	bill.anderson@abcbike.com
<input type="checkbox"/>  Johnson, Edward	(778) 999-9999	ed.Johnson@abcbike.com

Normal (Default)

<input type="checkbox"/> + Name	Phone Number	Email Address
<input checked="" type="checkbox"/>  ABC Bike	(555) 555-5555	contactus@abcbike.com
<input type="checkbox"/>  Anderson, Bill	(623) 234-5678	bill.anderson@abcbike.com
<input type="checkbox"/>  Johnson, Edward	(778) 999-9999	ed.Johnson@abcbike.com

Comfortable

<input type="checkbox"/> + Name	Phone Number	Email Address
<input type="checkbox"/>  ABC Bike	(555) 555-5555	contactus@abcbike.com
<input type="checkbox"/>  Anderson, Bill	(623) 234-5678	bill.anderson@abcbike.com
<input type="checkbox"/>  Johnson, Edw...	(778) 999-9999	ed.Johnson@abcbike.com

Put people front and center

You can now easily find out who the Account Managers are for a specific client, who the Opportunity owner is, and which user is working on a Customer Service case.


Address Book entries highlight account managers

The Account Managers assigned to a company or an individual are displayed on the left-hand side panel in the Details tab.




Note:


If the users have not uploaded their profile photos, their initials will be displayed.

The Account Manager field is not available for Contacts.



ABC Bike
 1221 Burnaby St
 Vancouver BC V6E 1P7
 Canada

Account Manager:

 Lou Jones, Joe Napoli

Owner of an opportunity front and center

The user assigned as the Owner of an opportunity is displayed in the left-hand side panel in the Details tab of Opportunities. The name of the Sales Team is displayed below the owner's name. The expected revenue and the weighted revenue are also displayed here too.

Note:




The term "Leader" in Opportunities has been changed to "Owner" to be consistent with the industry standards.

250 Units


ABC Bike

\$3,000.00 (Weighted: \$750.00)

Status: In Progress



Owner:

 Lou Jones
West Coast Team

The user of a Customer Service case is now top of mind

The user who has been assigned to work on a Customer Service case is now displayed in the left-hand side panel in the Details tab for cases.

Shipping error








HQ-00015

Maximum Experience.


Contact: Anderson, Bill

Status: Assigned

Elapsed time: 2.2 years



Assigned to:

 Lou Jones

Initial avatars added to Appointments

When users are invited to an appointment, their initials are displayed.

Note:

In Appointments, only the users' initials will be displayed. Displaying profile photos is not supported.

Invite Others

[SCHEDULING](#)

[ADVANCED](#)


Include Address Book entries in email reminder



Billie Holly
Organizer

Attendees



Lou Jones
(555) 775-0987

Tentative ×



Joe Napoli
(555) 775-0982

Accepted ×



Johnson, Ed - ABC Wine Shop Inc.
6046018022

×



Anderson, Bill - ABC Bike
(555) 555-5555


×

New blank screen display

When a screen is blank, a graphic with instructions will now be displayed.

Address Book 0 Displayed

[+ NEW ENTRY](#)
[MORE ^](#)

Edit View Search Actions Report					
<input type="checkbox"/> Name	Phone Number	Email Address	City	State	Department
<div>  <p>No entries to display</p> <p>To retrieve entries, perform a search or change the filters</p> </div>					

New look for the Add New button

The button for creating a new entry has a new look. The buttons are prominent and will be noticed easily.

Opportunities 0 displayed

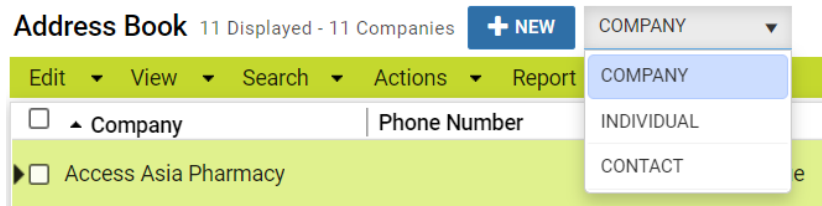
[+ NEW OPPORTUNITY](#)

The changes have been made in Address Book, Opportunities, Customer Service, Leads, Hotlist, Calendar, Dashboard and Quotas modules.

New entry button and dropdown for creating Address Book entries

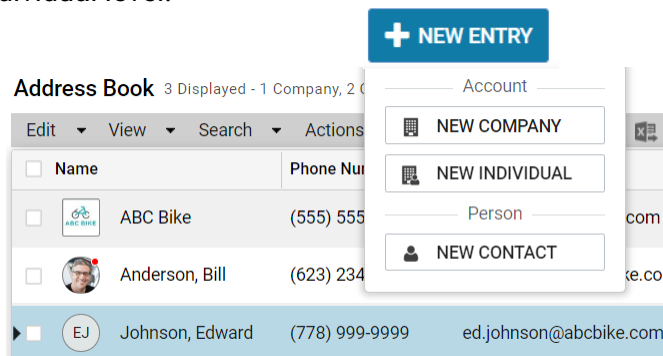
Before there was a drop-down for selecting an entry type, making you click the dropdown first, then the entry type and lastly the new button in order to create an entry.

Old






The drop-down is now shown only after clicking the New Entry button. The purpose of this change is to show the hierarchy of the entries. The Company and Individual are at the Account level whereas Contacts are under the Company or Individual level.

New






Hide the menu bar by default

The menu bar will now be hidden by default to create a clean and updated look.

Address Book 3 Displayed - 1 Company, 2 Contacts								+ NEW ENTRY		MORE	
<input type="checkbox"/>	Name	Phone Number	Email Address	City	State	Department	Division	+ Date Last Contacted			
<input type="checkbox"/>	 ABC Bike	(555) 555-5555	contact-us@abcbike.com	Vancouver	BC		Asia Pacific Region	10/21/2021			
<input type="checkbox"/>	 Anderson, Bill	(623) 234-5678	bill.anderson@abcbike.co...	Vancouver	BC	Accounting	Asia Pacific Region	10/26/2021			
<input checked="" type="checkbox"/>	 Johnson, Edward	(778) 999-9999	ed.johnson@abcbike.com	Vancouver	BC	Head Office	Asia Pacific Region	10/26/2021			

Click the MORE button to expose the menu bar. The purpose of this change is to simplify the UI. The menu bar is an old Windows-style interface that is not common in today's web applications.

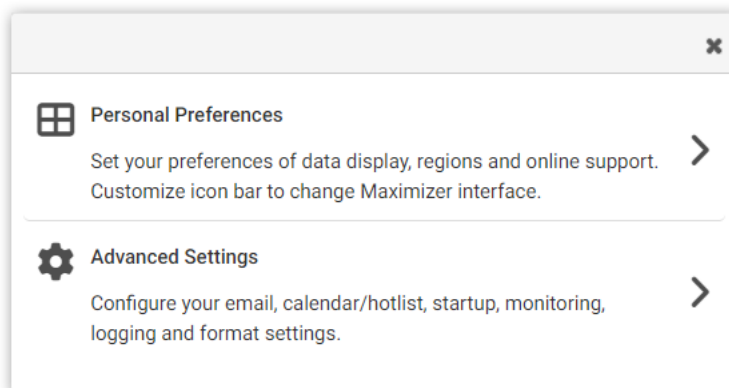
Address Book 3 Displayed - 1 Company, 2 Contacts [+ NEW ENTRY](#) [MORE](#) ▾

Name	Phone Number	Email Address	City	State	Department	Division	+ Date Last Contacted
 ABC Bike	(555) 555-5555	contact-us@abcbike.com	Vancouver	BC		Asia Pacific Region	10/21/2021
 Anderson, Bill	(623) 234-5678	bill.anderson@abcbike.co...	Vancouver	BC	Accounting	Asia Pacific Region	10/26/2021
 Johnson, Edward	(778) 999-9999	ed.johnson@abcbike.com	Vancouver	BC	Head Office	Asia Pacific Region	10/26/2021

The visibility of the menu bar however is sticky across the sessions. If the menu bar is exposed upon logout, the menu bar will remain open upon login of the next session.

Options for preferences and settings

Clicking the Preferences icon will now open a pop-up. From the pop-up, the user can access the Personal Preferences dialog or the Advanced Settings dialog.



New interface for Hotlist task dialog

The task dialog has a completely new interface. It has a bigger Subject field for entering long text. It is easy to navigate. The new System Information section displays the creation and last modification information.

Add Hotlist Task

*Date:

2023-02-20

Time:

hours:minutes AM/PM

*Subject:

Select a subject

☐ Complete

☐ Set Alarm

10

minute(s)

Priority:

Icon:

*Assigned To:

Jin Yu

Category:

Result:

Task with:

Ahrony, Leat - Viola Van de Ruyt - National Bank Financial

System information:

Creator: Jin Yu, Creation date: 2023-02-20 1:48 PM

SAVE

CANCEL

maximizer.com
page | 11

As an example, consider the following scenario: A potential customer recorded as an Address Book entry establishes communication via Twitter. This leads to an in-person meeting and then eventually concludes with a sale. With the Interactions feature, every communication instance with the customer is recorded.

Maximizer provides the following interaction types: chat, emails, phone calls, and SMS. You can create more interaction types to meet your business needs. To set up custom interaction types, go to Settings screen > Interactions > System Fields > Type.

You can also categorize the interactions and track the results of the interactions for reporting purposes. You can create interaction categories and results in the Settings screen.

Settings

Leads

Processes and Stages

Conversion Mapping

Default Interactions

Address Book

Default Entries

Default Interactions

Customer Service

Default Entries

Default Interactions

Opportunities

Default Entries

Default Interactions

Interactions

System Fields

Category

Result
















Type

System Options

Single Sign-on

Interactions > System Fields > Type

ADD TYPE

 Chat	 
 Email	 
 In Person	 
 Phone Call	 
 SMS	 

Press the eye icon to hide or show an interaction type. If a type is hidden, it will not be available in the dialog for logging an interactoin.

Log interactions

To log a phone call, use the "Make a Call" or "Receive a Call" menu item in the Actions panel. Alternatively, you can log an interaction manually using the "Log an Interaction" menu item.

Each interaction log should have a subject. Use the Category field to categorize the interaction and the Result field to track the results. Within the Interaction Log dialog, you can create follow-up appointments and tasks, or link the log with an opportunity or Customer Service case. The Full and Read access fields control who can view and edit the log.

Actions

- Make a call
- ↩ Receive a call
- ✍ Log an interaction
- ✉ Write an email
- 📅 Schedule a meeting
- ✅ Schedule a to-do
- 📋 Schedule an Action Plan
- 📝 Add a note
- 📎 Add a document
- 💰 Create an opportunity
- ❓ Create a case
- 📍 Draw a map
- + Favorite List

Interaction (Lou Jones)
— ✕

Phone Call

↔
Outgoing

🕒
00 : 00 : 00
(HH:MM:SS)

ABC Bike

(Main) (555) 555-5555

*Date/Time:

📅
🕒

*Subject:

Product Inquiry

Category:

Sales activity

Result:

Full Access:

Public

Read Access:

Public

💰
❓
📅
✅

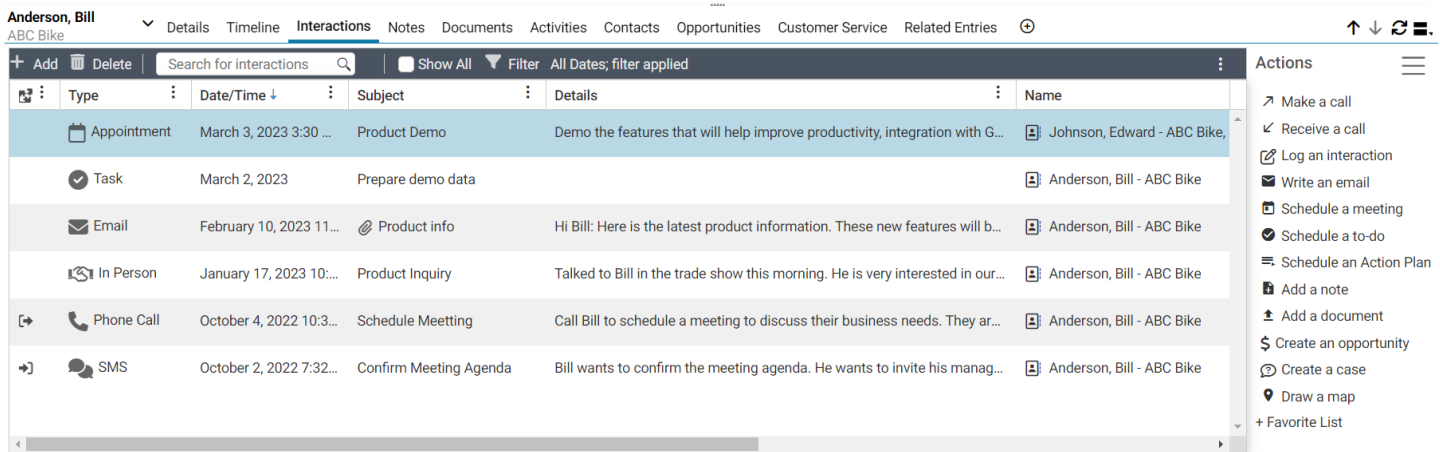
Details:

SAVE

CANCEL

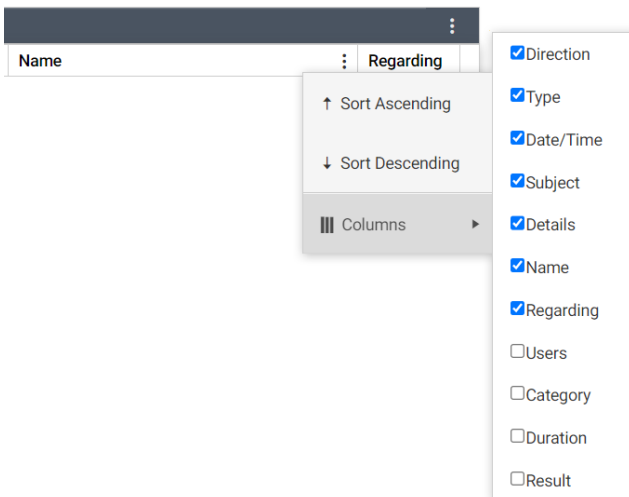
Interactions tab

The new Interactions tab displays appointments, tasks, phone calls, emails, SMS, chats, and all the custom interaction types. Use the search field to find the items in the list quickly. Use the filter to retrieve the items by types.



Type	Date/Time	Subject	Details	Name
Appointment	March 3, 2023 3:30 ...	Product Demo	Demo the features that will help improve productivity, integration with G...	Johnson, Edward - ABC Bike
Task	March 2, 2023	Prepare demo data		Anderson, Bill - ABC Bike
Email	February 10, 2023 11...	Product info	Hi Bill: Here is the latest product information. These new features will b...	Anderson, Bill - ABC Bike
In Person	January 17, 2023 10...	Product Inquiry	Talked to Bill in the trade show this morning. He is very interested in our...	Anderson, Bill - ABC Bike
Phone Call	October 4, 2022 10:3...	Schedule Meeting	Call Bill to schedule a meeting to discuss their business needs. They ar...	Anderson, Bill - ABC Bike
SMS	October 2, 2022 7:32...	Confirm Meeting Agenda	Bill wants to confirm the meeting agenda. He wants to invite his manag...	Anderson, Bill - ABC Bike

The column view of the Interactions tab can be customized. You can select the fields that are most relevant to you. To re-order the columns, simply drag and drop the column header.



Search entries by interactions

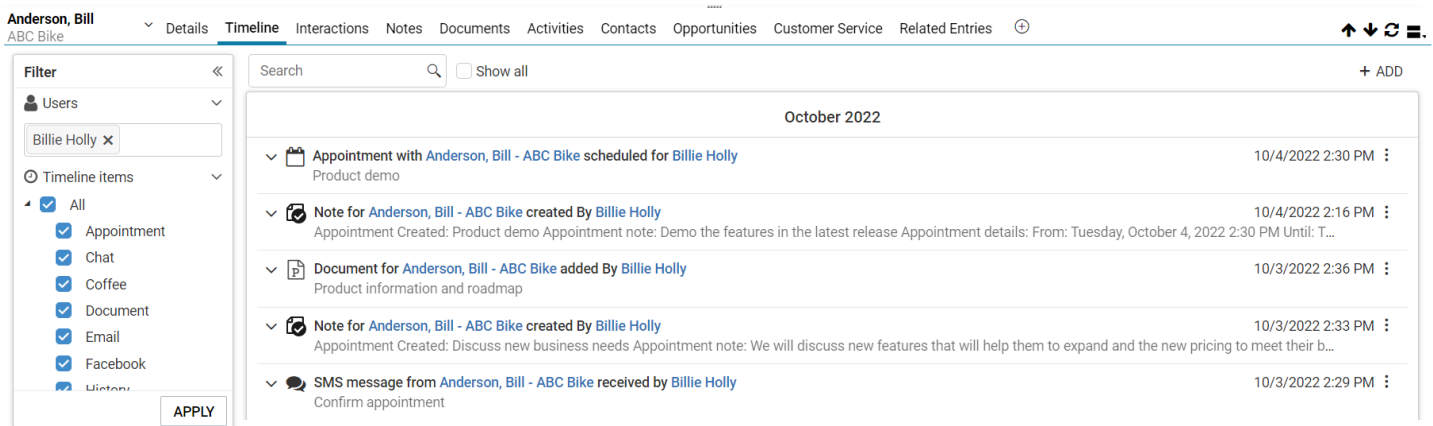
You can search records from the following modules using interactions as search qualifiers: Address Book, Leads, Opportunities, and Customer Service. Using a combination of the interactions fields, you can create the complex search queries to filter the records. Saving the search queries allows you to store the criteria for a search operation, which is helpful when the same complex search query might need to be created frequently. To access search by interaction function, go to Search menu > Interactions.

Default interaction

You can set default values for interactions as well as emails. Default entries represent the shared values of the fields across multiple interactions or emails. For example, The Subject and Result values might be the same for all the interactions, and therefore, specifying these values as "default values" saves time in creating interactions. Similarly, the default value for "Full Access" might be the same for all emails, and therefore, specifying it beforehand saves time in composing emails. To set up default interaction, go to the Edit menu > Default Interaction.

Timeline tab

The Timeline tab allows you to view a wider range of items. Grouped chronologically by month, you can now see everything you need in one place: notes, documents, emails, phone calls, appointments, tasks, and interactions. You can **expand** each item to see each its full details, **filter** through activity types and use the **search** bar to locate specific keywords. Timeline will also be available in the Leads, Hotlist, Opportunities, and Customer Service modules to keep your customer touchpoints organized and more accessible throughout your day.



The screenshot shows the Maximizer software interface for a customer named Anderson, Bill - ABC Bike. The 'Timeline' tab is selected, showing a list of activities for October 2022. The left sidebar contains a 'Filter' section with 'Users' set to 'Billie Holly' and 'Timeline items' including 'Appointment', 'Chat', 'Coffee', 'Document', 'Email', 'Facebook', and 'History'. The main timeline list includes:

- Appointment with Anderson, Bill - ABC Bike scheduled for Billie Holly (10/4/2022 2:30 PM)
- Note for Anderson, Bill - ABC Bike created By Billie Holly (10/4/2022 2:16 PM)
- Document for Anderson, Bill - ABC Bike added By Billie Holly (10/3/2022 2:36 PM)
- Note for Anderson, Bill - ABC Bike created By Billie Holly (10/3/2022 2:33 PM)
- SMS message from Anderson, Bill - ABC Bike received by Billie Holly (10/3/2022 2:29 PM)

Note that emails and phone calls are now categorized as interactions, and therefore displayed in Interactions and Timeline tab. Emails are no longer displayed in Documents tab. The emails and phone call notes in Interactions and Timeline tab are also searchable. Use the search field in these tabs to find the emails. An icon will be displayed to indicate the emails with attachments.

However, you must convert all emails and phone calls notes from previous releases to interaction logs in order for them to be displayed and searchable in the Interactions and Timeline tabs. To convert phone notes and emails, go to Icon Bar > Administration > Phone Note and Email Conversion.

Timeline report

The Consolidated Activity Report and Incoming vs Outgoing Call reports have been replaced by Timeline reports. The filter option is available for filtering by user and activity type if needed. Notes, documents, and any interaction will be displayed in the Timeline report to export your sales activities so you can easily prepare for your next meeting.

Changes in Hotlist task and appointment

In task and appointment, the Interaction Category and Result fields have been added. You can use these fields to categorize your tasks and meetings and track the results. The information about the categories and results will help you to create better reports.



Enhancements in Leads

Perform advanced searches in the Leads module

Maximizer introduces advanced search capabilities for the Leads module. You can now specify additional fields and parameters to refine search results. Maximizer supports complex queries using default fields as well as user-defined fields and presents results that are the most relevant to you.

Leads 2 displayed + NEW LEAD
EDIT

Unassigned Leads ▼
Creation Date: All Dates, Status/Stage: 4 item(s) selected ▼
Last updated at: Monday, February

<input type="checkbox"/>	Status	Last Name	First Name	Company	Email
<input type="checkbox"/>	 Unqualified	Johnson	Ed	ABC Bike	ed.johnson@abc.com
<input type="checkbox"/>	 Unqualified	Dolton	James	Sunrise Adventure	james.dolton@sunrise.com

Advanced Search
Export
Delete
Column Setup
Reset to Default Column Setup
Default Interaction
Default Email
Consolidated Timeline Report
Leads Timeline Report

The Advanced Search feature is simple to use. A series of qualifiers, filter operators, and fields can be used in conjunction with Boolean operators to build effective search queries. The experience is like using search engines, thereby making the Advanced Search feature a powerful tool capable of searching through large volumes of data.

Search operations can also be saved using the Save Search option. This way, complex search queries that need to be run frequently do not need to be re-queried over and over.

Search for leads

+ ADD FIELD(S)

SAVE SEARCH

Industry

Contains

Banking Finance

AND

Source

Contains

Marketing Email

AND

No. of Employees

Greater than

20

☒ Match all

☐ Match one or more

Perform a bulk archive operation of leads

Maximizer introduces the ability to archive multiple leads at one time. This way, leads that you no longer need can be quickly cleared from the Leads list to reduce clutter. To bulk archive leads, use the Global Edit function and set status to Archived.

Global Edit - Leads

Field?

Rule?

Value(s)?

Status

Replace

Archived

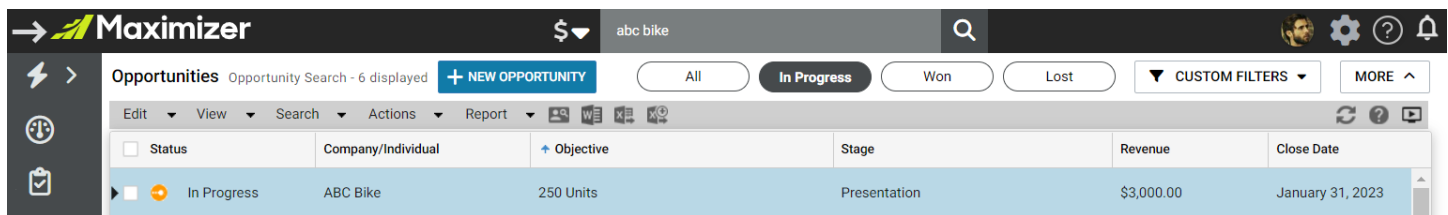
+ ADD ANOTHER

Enhancements in Opportunities

Opportunity status filter

The opportunity status filters are now available in the Opportunities module. You can quickly filter the search results by status.

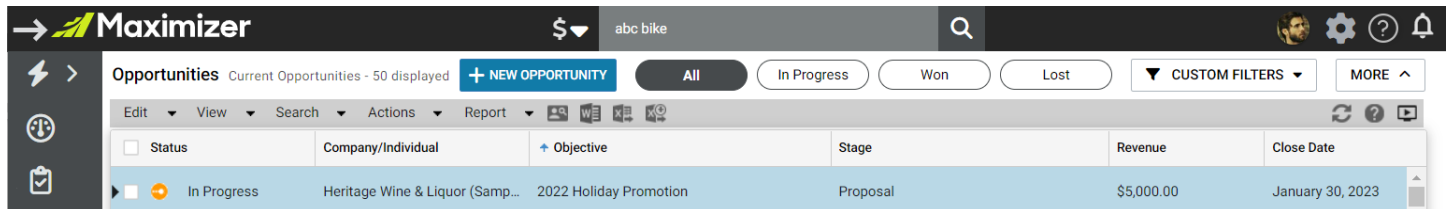
After you have performed a Quick Search to search for opportunities, In Progress is selected by default and you will see the In Progress opportunities in the search results. Click Won or Lost to see the opportunities in their respective states, or click All to see all available opportunities including those Abandoned and Suspended.



The screenshot shows the Maximizer Opportunities module interface. The top navigation bar includes the Maximizer logo, a search bar with 'abc bike', and user profile icons. The main header area displays 'Opportunities' with a sub-header 'Opportunity Search - 6 displayed'. A '+ NEW OPPORTUNITY' button is visible. Below this, there are status filters: 'All', 'In Progress' (selected), 'Won', and 'Lost'. A 'CUSTOM FILTERS' dropdown and a 'MORE' link are also present. The table below shows a single opportunity in the 'In Progress' state:

Status	Company/Individual	Objective	Stage	Revenue	Close Date
In Progress	ABC Bike	250 Units	Presentation	\$3,000.00	January 31, 2023

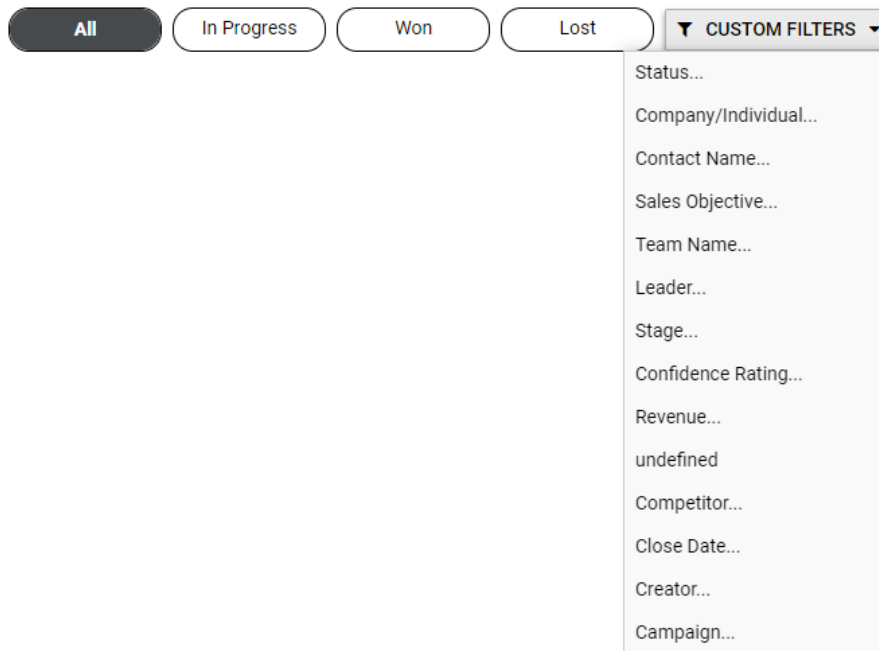
Note: If you perform an opportunity search by Owner, Advanced Search, or retrieve a Favorite List, All will be selected by default. You can click In Progress, Won or Lost to see opportunities in their respective states.



The screenshot shows the Maximizer Opportunities module interface with the 'All' filter selected. The top navigation bar is the same. The main header area displays 'Opportunities' with a sub-header 'Current Opportunities - 50 displayed'. The status filters are 'All' (selected), 'In Progress', 'Won', and 'Lost'. The table below shows a single opportunity in the 'All' state:

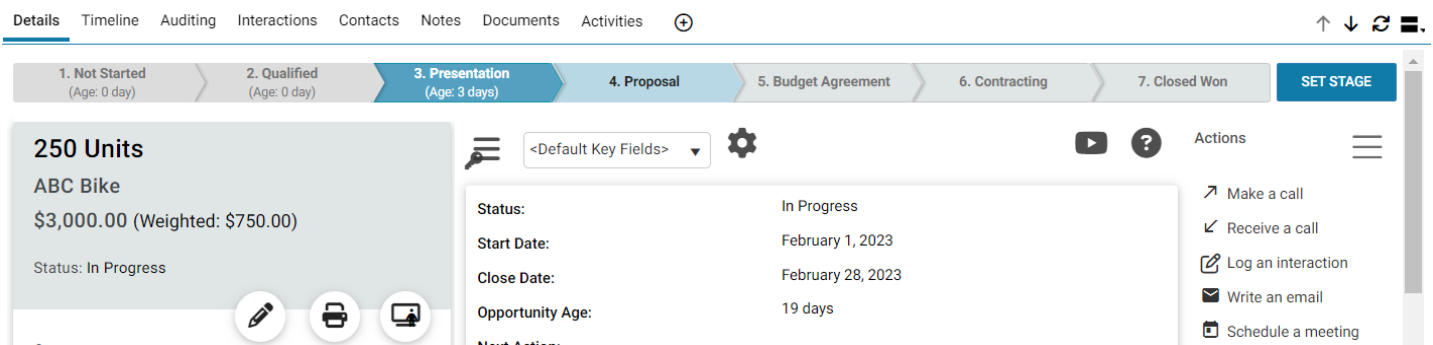
Status	Company/Individual	Objective	Stage	Revenue	Close Date
In Progress	Heritage Wine & Liquor (Samp...	2022 Holiday Promotion	Proposal	\$5,000.00	January 30, 2023

Clicking the Custom Filters button will present a drop-down. The items in the drop-down are the same as those under the Search menu. You can perform a search using one of the menu items seen below:



Change stages in the sales process

To move the sales stage forward, you can now simply click a stage in the process and click the Set Stage button.



In the Edit Opportunity screen, the Process field has been moved to the top of the screen. You can change the stage by clicking the new desired stage in the bar.

Details Timeline Auditing Interactions Contacts Notes Documents Activities +

Process: Sales Process

1. Not Started (Age: 0 day) 2. Qualified (Age: 0 day) 3. Presentation (Age: 3 days) 4. Proposal 5. Budget Agreement 6. Contracting 7. Closed Won

Objective: 250 Units

<Default Key Fields>

Enhancements in Address Book

SmartFill makes data entry a breeze

When creating a new company, just start typing their website and leave the admin to us. SmartFill is our way of defining how some company details like company name and logo will automatically populate so that entering data has never been easier.

New company Details Interactions Contacts Opportunities

SAVE CANCEL

Website: apple.com

Company name:

Department:

Division:

Phone:

Main:

Fax:

Cell:

New company Details Interactions Contacts Opportunities

SAVE CANCEL

Website: https://www.apple.com/

Company name: Apple

Department:

Division:

Phone:

Main: 408-996-1010

Fax:

Cell:

Apple Details Interactions Contacts

Apple

Phone:

Main: 408-996-1010

Email:

Website:

Easily create a new contact

Before, you were not able to create a contact without searching for the company first. Now, go straight to adding a new contact and search for the company inside the contact creation form.

New contact Details Activities Interactions Leads Custom Tab Contacts

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Company / Individual: ABC

Mr/Ms: Salutation:

First name: Position:

Last name: Department:

Middle name: Division:

Other features

Create your own unique campaign

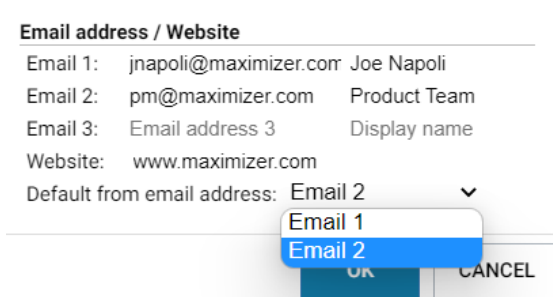
Maximizer introduces a new type of campaign, which is generic in nature and can be customized for your specific business needs. Previously, Maximizer only supported automated campaigns created using templates. An example of the new generic campaign is a pay-per-click (PPC) campaign for driving traffic to your website.

The new generic campaign can be analyzed for qualitative performance. You can determine the effectiveness of your campaign by tracking the number of leads arising from the campaign, as well as monitoring the conversion of these leads to opportunities and exporting the campaign for further analysis.

To create this type of campaign, go to Campaigns module > Edit menu > Add Campaign.

Choose a default email for your account

The ability to choose a default email for your account is now available. You can opt to set either Email 1, Email 2, or Email 3 as the default 'From' address. This is essential in scenarios when you share a common email with your team, and you require this email address to be the default From address.



Email address / Website	
Email 1:	jnapoli@maximizer.com Joe Napoli
Email 2:	pm@maximizer.com Product Team
Email 3:	Email address 3 Display name
Website:	www.maximizer.com
Default from email address:	Email 2 ▼

Email 1

Email 2

OK


CANCEL

The character limit on the Activity field for a task in Action Plan templates

The character limit on the Activity field associated with hotlist tasks of Action Plan templates is now 9216 characters. Previously, it was only 255 characters.

Search entries by interaction in the Quick Search bar

Now you can use Quick Search to retrieve Address Book entries by interactions.



×
Q

Search By

Address
Company
Name
Interaction

Recurring appointments can now be added for multiple days in a week

Recurring appointments can now be added for multiple days in a week. For example, a meeting can be scheduled for Monday and Wednesday every week.

Repeat
×

Repeats

Weekly

Every
1
week(s)

Repeat on

☐ Sunday
☒ Monday
☐ Tuesday
☒ Wednesday
☐ Thursday
☐ Friday
☐ Saturday

Starts On
Monday, February 2...

Ends On
Thursday, August 31...

Summary

Every 1 week(s) on Monday, Wednesday, Ends On Thursday, August 31, 2023

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CANCEL

Discontinued features

- The History tab is no longer available.
- The following reports are no longer supported: Consolidated Activities Report and Incoming vs Outgoing Call Report. They are replaced by the Consolidated Timeline Report.
- Searching by text in documents.
- View menu > Phone Log