

CONNECTING TO MAXIM FROM WINDOWS DESKTOP

Unzip the file you have received from Maxim (named MaximOnlineV2.2.msi) by right clicking on the file and selecting 'Extract All'. Follow the prompts.

Save the file to your local c:/drive folder.

Double click on the Maxim file or right mouse click > install to install the file. The Maxim icon will then display on your desktop.

If the icon is not on your desktop, go to Start > All Programs > Remote Programs > Maxim V2.2. Right click on the program and select Send To > Desktop.



If you are using Windows 7, there will be no need to unzip, just select your downloaded file and select 'Run,'. A screen will appear requesting you to allow the following from an unknown publisher to make changes to this computer - select 'Yes'. The Maxim V2.2 icon will be installed straight to your desktop. Double click the Maxim icon. The first time you access Maxim you may be presented with the following screens:



If you see this box, tick the box highlighted above and click 'yes'.

	🔁 Remo	teApp	X
	•	o you trust the publi	isher of this remote connection?
	This remo publisher	ote connection could har before you connect.	m your computer. Make sure that you recognize the
	G	Publisher:	go.maximonline.co.nz
	3	Туре:	RemoteApp program
		Remote computer:	go.maximonline.co.nz
		Gateway server:	go.maximonline.co.nz
(Don't	ask me again for remote	e connections from this publisher
	Allow the	remote computer to ac	cess the following resources on my computer:
		✓ Drives	Serial ports
		🗹 Clipboard	Supported Plug and Play devices
		Printers	
	Changes	to these options apply t	to this connection only.
			Connect Cancel Details <<

If you see this box, tick 'Don't ask me again for remote connections from this publisher' and select 'Connect'.

Click on the 'Details' button and make sure all the boxes are ticked.

RemoteApp	<u>?</u> 🛛
	G.
Enter your credentials credentials will be use computer.	s for go.maximonline.co.nz. These d when you connect to the remote
User name:	🕵 MAXIM\maxim01 🛛 🔽
Password:	•••••
	Remember my password
	OK Cancel

If you see this screen, enter your user name after MAXIM\(Username) in the user name box, enter your password and click 'OK'.

Tick 'remember my password'. If you have Windows 7, tick 'remember my credentials'.

If your user name and password authenticates with the Maxim server, you will see the Maxim logon screen shown below. Enter your Maxim user ID and password.

📽 Logon	- Maxim		×
Logon	Parameters —		
1	Please enter y	your system user ID and password.	
	User ID:		
	Password:		
			1 1
		ОК	Cancel

If there is a problem and you do not see the Maxim logon screen or the 'Details' button is enabled on the RemoteApp Starting screen, recheck that you have followed the instructions above and that your remote App login and credentials are correctly entered.



If this Remote App is displaying and not connecting to Maxim, click on 'Show Details' and it will advise you of the error. The error is possibly an incorrect user name or password. Please try to login again.

no Connecting to go.maximonline.co.nz	
RemoteApp	
Starting	
The user name or paramed in incomes.	
Windows Server 2008 Hz Standard	
(Hide Details	Cancel

You should now be connected to the Maxim server and are ready to log on to Maxim. Enter your Maxim user ID and password in the box shown below.

😤 Logon	- Maxim		×
_ Logon	Parameters —		
1	Please enter y	rour system user ID and password.	
	User ID:		
	Password:		
		ОК	Cancel

When logging on to Maxim for the first time, you will also need to set up the following items:

- 1. Local file
- 2. Printers
- 3. File association.

Below are the instructions to do this.

1. Setting up your local folder

Files that need to be transferred to your local PC or server will include timesheet hours for your payroll and creditor payment details for importing into your banking systems. You may also want to transfer spread sheets that Maxim creates to your PC or server.

Additionally, you may need to transfer files from your local PC or server to Maxim's 'Drop files' function.

To set your local folder in Maxim, go to My Folders > Set My Local Folder.



Use 'Select Folder...' to select your local folder. Select 'Set Folder' so that Maxim remembers your local folder.



2. Setting up your printers

To enable printing from Maxim you need to set up your printers in the Printer Management screen.

Go to ROC User > Housekeeping > Printer management.

Select ① "Devices and Printers" (if this screen doesn't come up 'Alt –tab' as it may be in the background.

Confirm your preferred printer is set at default (with a green tick) – if not right click the printer you'd like as the default and select 'Set as default printer'. Click out of this window.

			4 O			_				
		Prin	ter Setting	gs for:	rsacg					_
lbr	Your Printer Name			Forms Printer1	Forms Printer2	Forms Printer3	POS Printer	Defaul Printer	t	
1	Kyocera FS-920 K	X on robert-pc		Yes	Yes	Yes	Yes	Yes]
2	pdfFactory Pro									
3	Printer 4		Select Print	er						×
4	Printer 4									
		3	Kyocera FS-92	10 KX on 1	robert-pc (redirecter	d 5) (redir	ected 97	7)	-
				_						
					<u>S</u> elect	L	<u>C</u> anc	el		
										1
										1
	Printer Type :	Laser 💌							Select	Printer
									Devices a	nd Printer
·	Full Printer Name:	Kyocera FS-920 k	X on robert-pc							nu <u>n</u> niter
	Attribute File :	%USR-Path%li3.a	tr							nnection
									Lonnecl	Printers

Select ⁽²⁾ 'Select Printer' and confirm the printer listed in your ⁽³⁾ Select Printer pop-up-box matches your ⁽⁴⁾ 'Full Printer Name'. If it doesn't, select the drop arrow and select your preferred default printer which will be listed.

lbr	Your Printer Name	Forms Printer1	Forms Printer2	Forms Printer3	POS Printer	Default Printer	
1	Kyocera FS-920 KX on robert-pc	Yes	Yes	Yes	Yes	Yes	_
2	pdfFactory Pro						
3	Printer 4						
4	Printer 4						
							-
	Printer Type : Laser 💌						Select Printer
	Full Printer Name: Kusasas ES 020 KM	shout no fraction to	d C) (reading	used 202	1	D	evices and Printe
	Vocera FS-320 KX on	Televille		scied 203	ll 		
	Attribute File : %USR-Path%lj3.atr	Enter the	name or t	ne printe	r exactiy	as named o	in your deak top

Delete the redirection numbers in the 'Full Printer Name' box (these will automatically update every time you log into Maxim).

Nbr	Your Printer Name	(Forms Printer1	Forms Printer2	Forms Printer3	POS Printer	Label Printer	Default Printer		Packet Label Printers
1	Kyocera FS-920 KX			Yes	Yes	Yes			Yes		To connect to your local printer(s) you
2	Printer 2										to enter your local printer name in the
3	Printer 3										Printer Name' column.
4	Printer 4										You can view your selected local prin by clicking the 'Select Printer' button. first part of the printer names will be the name of your local printer.
											Maxim will select your local printer(s) string match of the name in the 'Your Name' to the names in the select prin
											For example:
											Selected Printer Name: Kyocera FS on subaru (redirected 1)
										_	Your Printer Name: Kyocera FS
	X Se	ect Printer						2	×		
	Kus	cera ES-920 KX	on subaru fred	firected !	an			Ŧ	1		
	4 6 6 7 4 8 1										
	100365										
	140.454		<u>S</u> elect		<u>C</u> ance	:I					
			<u>S</u> elect		<u>C</u> ance	ł					
			<u>S</u> elect		<u>C</u> ance	1					
			<u>S</u> elect		<u>C</u> ance	ł					
			Select		Cance	1					
			Select		Cance						
			Select		Cance	4					
			Select		Cance	4					
			Select		Cance						
	Printer Type : Las	er 💌	Select						Select Pr	▼ nter	
	Printer Type : Las	er 💌				4			Select Pr Brinter St	▼ nter ≹up	
	Printer Type : Las	er 💌	Select	[Cance	4			Select Pr Brinter St WAN Conn	▼ nter ection	
	Printer Type : Las Full Printer Name: Kvoc Attribute File : 21US	er ∎ ⊃era FS-920 KX R-Path%li3.atr	Select	iirected S	Cance	4			Select Pr Printer Sr WAN Conn	▼ nter tup ection inters	

rour r(s) he

nnter rs list. 20 KX 20 KX

Set Forms Printer 1, 2, 3 and Default Printer to Yes.

Select 'Connect Printers'. You will receive the below information, click 'ok'. You will be redirected back to the housekeeping screen.



Select 'Print Management' again and your printer will be listed under 'Full Printer Name' and ready to use.

Set up as many printers as required. Maxim uses the value in Your Printer Name as a string search to find a match with the Full Printer Name values. If no matches are found you will receive the Warning below when you log into Maxim



If you print packet labels you need to select the correct printer for each label type.

Select the "Packet Label Printers" button from the Printer Management Screen and select printers required.

5	YPRINT:Printer	Management							
Nbr	Your Printer Nan	ne	Forms Printer1	Forms Printer2	Forms Printer3	POS Printer	Label Printer	Default Printer	Packet Label Printers
1	Kyocera FS-920) KX	Yes	Yes	Yes		Yes	Yes	To connect to your local print
2	Printer 2								to enter your local printer na
3	Printer 3								Printer Name' column.
4	Printer 4								You can view your selected
	Packet L	abel Printers							
		1							
	ProgramID	Label Details			Printer				
	riogramie	Edbor Brotalia			r miller				
	IVLP01	Standard Pkt Labels 9.5 x 9.0			Printer1	1	Kyoce	ra FS-920 KX,L	and part in t
	IVLP01 IVLP02	Standard Pkt Labels 9.5 x 9.0 TP Custom Pkt Labels 9.5 x 9.0			Printer1 Printer1	I	Kyoce Kyoce	ra FS-920 KX,L ra FS-920 KX,L	an p in t ∋s
	IVLP01 IVLP02 IVLP03A	Standard Pkt Labels 9.5 x 9.0 TP Custom Pkt Labels 9.5 x 9.0 TP Tags RM Tag 9.5 x 7.0			Printer1 Printer1 Printer1	1	Kyoce Kyoce Kyoce	ra FS-920 KX,L ra FS-920 KX,L ra FS-920 KX,L	ar in t Bs
	IVLP01 IVLP02 IVLP03A IVLP03B	Standard Pkt Labels 9.5 x 9.0 TP Custom Pkt Labels 9.5 x 9.0 TP Tags RM Tag 9.5 x 7.0 TP Tags D Tag 9.5 x 9.5			Printer1 Printer1 Printer1 Printer1	I	Kyoce Kyoce Kyoce Kyoce	ra FS-920 KX,L ra FS-920 KX,L ra FS-920 KX,L ra FS-920 KX,L	aip int ∋s Ky
	IVLP01 IVLP02 IVLP03A IVLP03B IVLP04	Standard Pkt Labels 9.5 x 9.0 TP Custom Pkt Labels 9.5 x 9.0 TP Tags RM Tag 9.5 x 7.0 TP Tags D Tag 9.5 x 9.5 CU Custom Pkt Labels 9.5 x 9.0			Printer1 Printer1 Printer1 Printer1 Printer1 Printer1	I	Kyoce Kyoce Kyoce Kyoce Kyoce	ra FS-920 KX,L ra FS-920 KX,L ra FS-920 KX,L ra FS-920 KX,L ra FS-920 KX,L	air int ∋s Kyr
	IVLP01 IVLP02 IVLP03A IVLP03B IVLP04	Standard Pkt Labels 9.5 x 9.0 TP Custom Pkt Labels 9.5 x 9.0 TP Tags RM Tag 9.5 x 7.0 TP Tags D Tag 9.5 x 9.5 CU Custom Pkt Labels 9.5 x 9.0			Printer1 Printer1 Printer1 Printer1 Printer1		Kyoce Kyoce Kyoce Kyoce Kyoce	ra FS-920 KX,L ra FS-920 KX,L ra FS-920 KX,L ra FS-920 KX,L ra FS-920 KX,L	L AIF AIF B ST Kyr
	IVLP01 IVLP02 IVLP03A IVLP03B IVLP04	Standard Pkt Labels 9.5 x 9.0 TP Custom Pkt Labels 9.5 x 9.0 TP Tags RM Tag 9.5 x 7.0 TP Tags D Tag 9.5 x 9.5 CU Custom Pkt Labels 9.5 x 9.0			Printer1 Printer1 Printer1 Printer1 Printer1	 	Kyocel Kyocel Kyocel Kyocel Kyocel	ra FS-920 KX,L ra FS-920 KX,L ra FS-920 KX,L ra FS-920 KX,L ra FS-920 KX,L	L ALF

3. Setting up your file association

When printing a report to a specific program for the first time, you need to add the default program you wish to use within Maxim.

Go to My Folders > My Remote Folders on the top tool bar.

00	tions	Help N	lavigate	Window	Maxim	Windows	Darallel W	indows Shift+1	12 (Doep Rusiness	Mu Eel	dava	OpenOffice	Browcer
Op	colle	Help r	vaviyate	WINDOW	Maxim	WINDOWS	Parallel W	ninuows brilleri	-12 (open business	EQ M	aers / Eold	openomice	browser
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	Clie	ent Sup	port Tra	acking		Ma	xim Know	ledge Base			Se 🧟	t My I	.ocal Folder	
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	Qu	oting/.	Job Co	sting	Fix	ed Ass	ets	Admin	strati	on	RO	c/U	ser	
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			Quoti	es		M	y Job Coi	ntrol Hours						
			lob Invo	oices			Job S	heets		Service Contracts				
		Sub C	ontracto	or Invoic	es	,	Job Manu	ifacturing		Service / Job Calendar				
							Job Ca	lendar		Maintair	Servio	е Та	asks	
	2014	- 03 Ju	n 2013								More			
	2014	03 30	12013											

Locate the file you wish to print and right click on 'Open with', and select 'Choose default program...'

uiries	Reports	Housek	keeping					
	DBxtra Objects Set Up							
								X
Libraries	★ Documents ★ MaximReports				• 🚱	Search MaximReports		
w folder						:=	- 🔳	0
	Documents librar MaximReports	У				Arrange by:	Folder 🔻	
1	Name *	Date m	odified	Туре	Size	1		
File	NYCCNT1CG05894	Select Open Edit Jscan with ESET NOD32 Antivit Advaced options Open with Restore previous versions Send to Cut Copy Create shortcut Delete Rename Open file location Properties	Distign prime	EXCELLENE eOffice Calc rosoft Excel epad rdrad cose default program	59 kg	All Files	Cancel	

Select the program you wish to use. If you cannot find it under recommended programs, click the expand icon.

DBxtra Objects Set Up	
	X
 Libraries ▼ Documents ▼ MaximReports 	Open with
ew folder	Choose the program you want to use to open this file: File: MYCONTICG05894.csv
Documents library MaximReports Name - MVCCNT1CG85994	Date modified 16/04/2013 1:477 Wereseff Corporation Wereseff Corporation Other Programs
	Always use the selected program to open this kind of file Browse If the program you want is not in the list or on your computer, you can look for the appropriate program on the Web.
File name: MYCONT1CG05894	OK Cancel
	Choose the program you want to use to open this file: File: MYCONTICG05894.csv
	Other Microsoft Corporation Other Microsoft Corporation Internet Explorer Internet Explorer
	Adobe Systems Incorporated Microsoft Corporation Image: LibreOffice Writer Microsoft Office 2010
	Paint Windows Media Player Microsoft Corporation Microsoft Corporation Windows Photo Viewer Microsoft Corporation
	✓ Always use the selected program to open this kind of file Browse If the program you want is not in the list or on your computer, you can look for the appropriate program on the Web. Web.
	OK Cancel

Select the programme you would like to use. Your report will now open in the program you have selected.

To access Maxim subsequent times, click on the Maxim Icon from your desktop, which will take you directly to the Maxim logon.

To clear saved user name credentials (if you are sharing a computer but wish to log in under another username and there is already one in automatic default).

Right click on the Maxim Icon from your desktop and select edit.

	Connect	
_	Open file location	
	Edit	
e	Scan with ESET NOD32 Antivirus	
	Advanced options	
	Open with	
	Restore previous versions	
	Send to +	
	Cut	
	Сору	
	Create shortcut	
	Delete	
	Rename	
	Properties	
		axim v2.2 Development with v2.2 Development
	Re	moteApp logon settings
	9	Computer: go.maximonline.co.nz
		User name: maxim\cgadmin
		Saved credentials will be used to connect to this computer. You can <u>edit</u> or <u>delete</u> these credentials.
		OK Cancel Help

Click 'delete' if you do not want the saved credentials to remain, or if it's a new user select 'edit' and change the User name.

Accept with 'Yes'.

Click 'Cancel' – this will set the changes.