

## What's New Feature Guide

(For Maximizer CRM 2016 Release 2)

WWW.MAXIMIZER.COM

208 W. 1st Avenue, Vancouver, BC, V5Y 3T2, Canada P +1 604 601 8000
 F +1 604 601 8001
 E info@maximizer.com

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#### Auditing for opportunities and customer service cases

The Auditing tab is now available in Opportunities and Customer Service module. You can track the changes made in individual opportunity or case, including changes in basic fields, user-defined fields, notes and documents.

#### Auditing tab for Opportunities

Edit 👻 View 👻	Search 👻 🖌	Actions 🔻	Report - Help	- 🔍 🎦 😤				2	(
Status	Company/Indivi	idual Obje	ective	Stage	Revenue	<ul> <li>Close Date</li> </ul>	Strategy		
🗕 😖 In Progress	All The Best Spi	rits Sell	Escona Wine	Make Initial C	Contact USD0.00		Significant Str		
📄 😖 In Progress	Albert's Steak H	ouse Get	Escona on Wine List	new Qualify Intere	ests USD2,000.00	February-29-16	Significant Str		
📄 😖 In Progress	Armanetti Wine	Shopp∈ Sell	Escona Wine 123	Qualify Intere	ests USD20,000.00		Significant Str		
📄 🥌 In Progress	Atlas Food Inc	Sell	Escona Wine	Qualify Intere	ests USD150,000.00		Significant Str		
📄 曼 In Progress	Happy Times Re	estauran Acqu	uire as reseller	Customer's R	Review USD98,000.00	April-18-12	(not using a s		
Details Contacts	History Notes	Auditing	Strategy Docume	nts Activities 🕂	Ð			-2 ♥ <sup>20</sup>	
							Filter: All I	Dates 🔻	
	1				1				
-	Changed by	Action	Object	Field	Changed Value				Ī
ebruary-2-16 4:59 Pt	M Lou Jones	Insert	Note	Text	Added 'Products/Services' has be	en changed from [None] to	Cab Franc, Cabernet. 'Currency' ha	s been change	Ī
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The settings for opportunities and cases auditing are available in the Auditing screen in Administrator. You can also generate system auditing reports to view the changes made across all opportunities or cases. The result of the reports can be exported to Excel files for archive.

#### Auditing screen in Administrator

Auditing				
🗋 Edit Audit Settings				
Audit settings - Enable /	Auditing for the fo	llowing types o	fentries	
Address Book:	Fields	Notes	Documents	
Opportunities:	Fields	Notes	Documents	Settings for turning on auditing
Customer Service:	Fields	Notes	Documents	for opportunities and cases
		ological listing (	of actions across all entries and use	ers
			1	
Report for:	Opportuni	ities 🔹	] IIII To: 29/02/2016	副
Report for:		ities 🔹	) IIII To: 29/02/2016 T	View Report

#### Conditional mandatory fields for customer service cases

Conditional mandatory fields are now supported in customer service module. When you work with cases, you can specify that user-defined fields are mandatory if a rule is matched. The mandatory rule is a formula using the same syntax as formula user-defined fields. It can contain basic fields and user-defined fields.

When you save a case, Maximizer will check if any mandatory rule is matched and make the associated user-defined fields mandatory.

Set Up U	ser-Defined Fields		×
New: 🚍 Field 🗕 🙀 Folder 🔛 Save As 🧧 Items	🗙 Delete 🔺 Move U	ip 🤳 Move Down 📳 Move To	Reset Order
Address Book Opportunities Campaigns Cus	tomer Service Users		
Search for fields Q	7		
Name	Туре	Requested by	
[Escona Tutorial]     [A Contract Number		Modify Date Field	×
Contract Expiry Last Service Date	Modify Date Fiel	ld 🖉	Save 🔀 Cancel
E SLA	Field properties Folder name: Name: Co Attributes Set to hidden Mandatory Not mandatory Always mandatory Mandatory based		Insert Field (2)
Press Insert Field button to insert basic fields and user- defined fields for creating a rule	Access rights		
	_	ublic	•
	Read access:	ublic	T
9	Creation details		
[		oe Napoli	<b>T</b>
	Requested by: Description:		•

#### Setup user-defined fields for cases

#### Upload multiple files at the same time in Documents following tab

You can now upload multiple files at the same time in Documents following tab. In the Add Document dialog, you can select multiple files by pressing the Browse button or by dragging and dropping files into the dialog directly. In on premise version, the default maximum file size for each selected file is 10M and maximum number of files is 10. You can change the settings through the configuration file. In CRM Live, the maximum file size for each selected file is 50M and maximum number of files is 10.

Dialog	for	Add	Document
--------	-----	-----	----------

А	dd Document(s) for ABC	Wine Shop Inc.	×
	upload to Maximizer. You ca an also drag & drop files at		Browse
	Drag and dro	p files here	
The maximum f	ile size for uploads is 10 MB,	and the maximum number of	files is 10.
Clear All	· · · · · · · · · · · · · · · · · · ·	OK	Cancel

Add Document(s) for ABC Wine Shop Ir	ic.		×	
Choose files to upload to Maximizer. You can select more at a time. You can also drag & drop files at any time.	than one file	Browse		By default, the file name will be used as the document name. Press
Feb 2015 Review (8).docx	Remove	Properties	<	the Properties button will open a
• Feb 2015 Review (7).docx	Remove	Properties	-	dialog that allows you to enter a new name for the document,
Feb 2015 Review (6).docx	Remove	Properties		specify full access and read access, and select a category.
• Feb 2015 Review (5).docx	Remove	Properties	_	
Feb 2015 Review (4).docx	Remove	Properties	-	
• Feb 2015 Review (3).docx	Remove	Properties	-	
• Feb 2015 Review (2).docx	Remove	Properties	-	
• Feb 2015 Review (1).docx	Remove	Properties	-	
The maximum file size for uploads is 10 MB, and the maxim	num number of OK	files is 10.	_	The maximum file size applies to each file.

#### Allow printing multiple notes at the same time in Notes following tab

You can now select multiple notes in the Notes following tab and print them in a report.

ABC W	ine Shop Inc. 🔫	< Details	Auditing Con	tacts History	Notes	U Press Print Note(s) button will open
耳 Add	🗙 Delete   📇 Prin	nt Note(s) <-				a preview page to show the selected notes. You can print the
	Date	Time	Туре	Text		notes from the preview page.
	January-04-16	12:34 PM	Outgoing call	Phone call no	te	
	November-04-15	1:32 PM	Incoming call	Phone Call: A	BC Wine S	hop Inc.
	October-29-15	8:31 AM	Email	Subject: Emai	il from Gm	ail
	October-29-15	8:19 AM	Email	Subject: Save	email from	n Outlook Body: Test An email h
<b>+</b> •	October-23-15	8:06 AM	Email	Subject: Prod	uct Inform	er - Maximizer CRM 2016 Group a

#### Note search – Highlight the text that matches the search string

You search entries by notes. The notes that match the search criteria will be displayed in the Notes following tab. When you open a note, the note text that matches the search string will be highlighted.

Note for ABC Wine Shop Inc.							=	x			
										+	¢
🖶 😻 🏔 Arial	₹ 2	▼ B	ΙÜ	А 🔻	Ø) 7	1 3 3 1 1 1			≣ ≣	8	
Subject: Product Inform	er - <mark>Maximizer</mark>	CRM 2016 G	roup and I	Enterpris	e editio	ns have	been re	eleased		<b>^</b>	
Body:											
Maximizer CRM 2016 G	roup and Enter	prise editions									
have been released											
Group and Enterprise ec	litions										
Maximizer CRM 2016 G		1. 1947	In second lands		ad tada	TI 6					

#### Note filter - Allow check all / uncheck all note types

There are many checkboxes for the note types in the note filter. You may want to unselect all of them and select only a few that are relevant to you. Now you can easily select all or unselect all the checkboxes.

Filter the entries	you would like to be displayed	
Show notes for:	All Dates	
	you would like to be displayed eck All Customer Service Incoming calls Opportunity Task	Email     Mail-outs     Other     Timed notes     OK Cancel
The dash symbol in the ch for Manual note indicates all the categories are sele	that not	

Quickly locate a field in various dialogs

If you have many user-defined fields, it can be difficult to find a field for creating a saved search or inserting a merge field. Now the search field is available in the dialogs for advanced search, column setup, insert merge field, formula user-defined field, coloring rule, and Key Fields. The field allows you to quickly locate fields in the tree structure.



#### Search for a specific field in User-defined Field tab

The search field is available in User-defined Fields following tab. It allows you to search for a field and change the value quickly.

ABC Wine Shop Inc.	-	Details	Auditing	Contacts	History	Notes	User-Defined Fields	Documents	Customer Service
Filter: All	¥	Show b	olank fields	Show h	idden field	ls Sear	ch for fields	Q CI	ear Search
Field							Value(s)		
🖃 🏠 User-Defined Fie	lds								
🖃 🚞 Fields for AB	C Win	ie Shop In	с.						
1A *UseAlter	nateF	orm							
其 Combined	l Parti	ner and In	ternal Sales	3			6,157,000.00		
🗉 🏠 2011-2012	2 Can	npaigns ai	nd Sales						
🗄 🞦 Sales									
🗉 🏠 Marketing									
🗉 恰 Customer	Serv	vice							

#### Print the details of an Action Plan in Action Plan Library

Now you can print the detail report for an Action Plan. This will make it easy for you to review a plan and decide what improvement you can make.

Action Plan Libra	ry		×	
ction plan templates:				
Generic Action Plan Manage Leads List Performance Review Plan Simple Sales Plan Simple Service Plan Description of selected template Description: Use to plan the activities you'll need to d	lo during your per	Add Copy Modify Print « Delete	4	Print button is added in Action Plan Library.
Activity	From start date	Assigned to	•	
Go to performance review intranet site and	0 day(s) After	Current User		
Review your activities for the review perio	1 day(s) After	Current User		
$\textcircled{2}$ $\boxtimes$ Complete self-evaluation documents and send	3 day(s) After	Current User		

#### Allow selecting multiple entries in search dialogs

When you search for Maximizer entries for saving an email, you can select multiple entries in the search dialog. This will make it easy for saving an email to multiple contacts in the same company. You can also view details of the selected entries in Maximizer.

<b>5</b>	Search Maximizer C	Contact List entries	×				
Search for Entry							
Last Name:			Search				
O Compan <u>y</u> :							
Ignore leads							
Entries available for assignment from		Email	^				
Chan, Bill	Company	Email					
Chan, Emily		emily.chan@maximizer.com					
Chan, Lou		jnapoli@maximizer.com					
Chan, Lou and Emily		https://maximizor.com					
Chan, Monica							
Denson, Stan	Acme Manufacturing	denson.stan@maximizer.com					
Grown, Cecil	ABC Capital	grown.cecil@maximizer.com					
.lean-Michel	Investor 1		×				
View selected entry in Maximizer		Chano	<u>ge column view</u>				
			OK <u>C</u> ancel				

#### Allow sorting in email tracking list

The email tracking list can be sorted now. You can easily find those people who you would like to remove from the list. Last name is sorted by default.

<b>51</b>	Email Tracking List					×	
	The messages sent to or from the following email addresses are being tracked and saved to Contact List entries in Maximizer. Click on column headers to sort.						
		Last Name	First Name	Email Address	Company		
		Chan Denson Grown Jones MacFee Ng Poulin	Emily Stan Cecil Jane Roland Albert Jennifer	emilychane@maximizer.co stan@densonmaximizer.co cecilGrown@maximizer.com janeJ@maximizer.com rolandM@maximizer.com albertN@maximizer.com JenniferP@maximizer.com	Acme Manufacturing ABC Capital Jones - Household MacFee Ng, Albert - company		
	R	emove			<u>C</u> lose	]	

#### Allow download the latest version in the warning message

When a new version of Word or Outlook add-in is available, you will be prompted with a message. Now you can download and install the new version from the message.

Maximizer Web Access Outlook Integration					
Outlook Integration for Maximizer is out of date. You may continue to use the integration, but some features may not work properly. We recommend you install a new version of the integration.					
Download the New Version					
If you decide to install the new version later, in Maximizer Web Access in the left navigation pane, select Administration > Desktop and Mobile Setup, and select Download Word/Outlook Integration. If you have problems installing the integration, contact your system administrator.					
<u>о</u> к					

Press the button to download the new version. You can install the new version on top of the existing version.

#### Display email address when saving an email

When you try to save an email to a Maximizer entry but no entry with matching email address can be found, you will be prompted with a message. Now the email address and the contact name will be displayed in the message. This will help you to avoid accidently saving or tracking a wrong email such as an email from a colleague.

5	😼 Save Email to Maximizer Address Book Entry					
	The selected emails will be saved to the following Address Book entry(s)					
A Maximizer Address Book entry with a matching email (joe.napoli@maximizer.com - Joe Napoli) cannot be found. To save the email, create a new entry or search for other Maximizer entries.						
		Email address and the contact name are displayed.				
			-			
	Include attachments	Search Address B	ook entries			

#### **Outlook sync improvement**

Improvements have been made in Outlook add-in for syncing appointments with Maximizer. The main improvements include:

- Corrupted Outlook appointments will no longer cause the sync to stop, leading to duplicates being created on the next sync session
- Syncing on multiple machines assuming it is exactly the same MS Exchange account being used on each won't cause duplicate entries to be created. This does NOT work with if the profile is using pop3 or some other type of mail.
- Additional logging available for customer service reps to try and diagnose problems that may occur.

# Wealth Manager CRM

#### **Changes in Wealth Manager CRM**

The updated Wealth Manager CRM includes following changes:

- Opportunities module has been renamed to Accounts.
- Office Documents has been renamed to Office Files.
- Documents following tab has been renamed to Files.

Note that all the new features implemented in Maximizer CRM 2016 R2 are also available in Wealth Manager CRM.



# French version for Maximizer CRM 2016 R2

Maximizer CRM 2016 R2 will include a French version. It will be available for on premise and CRM Live.

# Issues fixed since Maximizer CRM 2016

## Searching by close date in last fiscal quarter returns all opportunities from the last fiscal quarter and the previous quarters

#### Category: Windows Access - Opportunity, Searching

In Windows Access, if you are doing a search by opportunity close dates in the last fiscal quarter, instead of returning just the opportunities with the close dates in last fiscal quarter, the opportunities in the fiscal quarters before the last quarter will also be retrieved.

#### Basic field's drop down items shouldn't allow hidden items

#### Category: Details tab

If you are trying to add items to basic field drop downs such as Position, Department, Division etc., you are given the option to make the Item hidden which actually isn't supported for those fields. This checkbox should be removed in this case.

#### Forwarding message saved to Documents tab by Outlook add-In adds extra spaces and changes font

Category: Email

If you have saved an email in HTML format to the Documents following tab of an entry using the Outlook Add-in and you choose to forward the email to someone else via Web Access after opening it, extra spaces are added to the forwarded message and some fonts will be changed as well.

### Outlook sync (Web Access): Recurring appointment for March 29 in Maximizer causes error and sync failure

Category: Outlook add-In

If you create an appointment in Maximizer that recurs yearly for 2 years and the start date is March 29, 2015, you will get the message "The recurrence pattern is not valid" when attempting to sync appointments to Outlook using Maximizer Web Access Outlook sync.

# Large number of alternate addresses causes performance problem when editing Address Book entry in Web Access

#### Category: Web Access - Address Book

In Web Access if you have an Address Book entry that has a large number of alternate addresses, it takes a very long time to load the edit screen or save the changes. This severely affects performance.

#### After perform quick search in IE then add a note, text in Quick Search field cannot be changed

#### Category: Searching

Using Web Access in IE, perform Quick Search to look for Address Book entries. After you get the results and add a note to an Address book entry, you can't click into the Quick Search field again.

#### Last Modify Date not updated in Address Book entry when email saved via Outlook add-In

#### Category: Outlook Add-In

You are using Outlook add-in to save an email to an Address Book entry in Maximizer. After it is saved, the Last Modify Date of the Address Book entry is not updated.

#### Windows Access not treating searching by rolling date range correctly

Category: Searching

If you search by a date field in Windows Access via a rolling date range (such as 6 months from now), it doesn't start from today.

#### In the French version for Web Access, "Rappel d'alram" (snooze) button doesn't work

Category: Web Access - Alarms, Localization

In French version for Maximizer CRM 2015 R2 Web Access, an alarm comes up and you click "Rappel d'alram" (snooze). When choosing how long to snooze, the button shows "Rappel d&#39alram". The apostrophe is not displayed and the button is inactive.

#### iCalendar attachments not following iCalendar standard in email notifications

Category: Calendar, Email

Email notifications sent out with iCalendar attachment don't follow the standard properly. If MS Exchange server is not involved, they come in as plain text.

#### Runtime error happens when trying to open Preferences in Web Administrator

Category: Administrator, SaaS, Users Dialog

Sometimes when you open the Web Administrator module and go to Users screen, select one user and click Preferences, you will get an error page which shows 'Runtime Error'.

#### Outlook Sync (Windows Access): "Accepted" removed from group appointment

Category: Appointment

You are using Windows Access to perform synchronization of appointments to Outlook. If you create a group appointment then sync it to Outlook, it will show your response as Accepted. After the next sync, your response will no longer be shown as "Accepted".

#### Greek characters added into the manual notes are displayed incorrect in Note report

Category: Web Access - Reports

In on -premise Web Access and in CRM Live, you have configured your database to accept Greek characters. If you add a manual note with Greek characters in it, this will cause problems in note reports. The Greek characters look right in the UI, but the report shows the codes instead.

#### The font in the printed note is really small in IE11

Category: SaaS, Web Access, Notes

If you are using Web Access in IE and you open a note to print it, the font in the printed copy is very small. This doesn't happen in FireFox or Chrome.

#### Import MXI / XML file in Web Access fails if importing documents with Category tag

Category: SaaS, Web Access - Import / Export

When importing an MXI/XML file into Web access / CRM Live and it contains documents assigned to the entries that also include a Document Category, such entries won't be imported.

#### Last search returns no results if the previous search was searching for an AlphaNumeric UDF

Category: SaaS, Searching, Web Access

In Web Access Advanced Search if you search for an Alphanumeric UDF but leave the search criteria blank, it will return all the records with something in that field as expected. After you re-open Advanced Search and click Last Search and search again, no result is returned.

#### **Export to Excel for opportunities**

#### Category: Export to Excel

Export to Excel for opportunities is not optimized in Maximizer Web Access. This causes exporting a large number of entries to be very slow.

#### Print preview for a note containing table adds extra space

#### Category: Web Access - Notes

You add a note to an entry, copy a table from Excel into it then save the note. When you reopen the note, it will still look properly. However, if you decide to print it, in the preview screen there will be extra spaces added and sometimes the cells are misaligned.

#### Interface Customization not showing entry type in column setup changes

#### Category: Customization

You use the Customization Suite to customize field names. The Entry Type which is a field and can be displayed in column setup won't show the custom name for Company, Individual and Contact. Also Account Manager is not changed if customized using the Interface Customization tool.

#### In IE11, a note cannot be added to History tab after adding note in Notes tab

#### Category: Web Access - History, Notes

In IE11, you go to the Notes tab, add a new manual note. Then go to the History tab and try to create another note. When you click in the text field, you can't type anything as the cursor doesn't appear there.

#### Editing note "jumpy" if bigger than the editing window

#### Category: Web Access - Notes

In Web Access or CRM Live, you create a note for an entry and the text is longer than the editing window such that a scroll bar is necessary to scroll through the note text. After you save it and come back to edit it later, it will "jump" from where you are editing to the top or bottom of the field.

#### In print preview for some notes, text formatting (bolding or color) is not displayed correctly

#### Category: Web Access - Notes

If you have text with special format such as bold or different colors in the middle of the notes, all the text after those text will have the same format. For example, you will see bolded text from the middle of the note all the way to the end.

#### Some emails sent twice when sending separately from Web Access or CRM Live

Category: Web Access - Email

When sending the email separately to a list of entries and also sending a copy to yourself, it will send the mail twice to some of the entries in the list.

#### Sometimes phone note cannot be saved in CRM Live or Web Access

#### Category: SaaS, Web Access - Notes, Phone Calls

In CRM live or Web Access if you start a phone note and try to save it when you are done, clicking Save sometimes will look like it is doing something but it will just come back again. It will not save, forcing you to close the dialog without saving the note.

#### Advanced Search for date UDF with Ignore Year option doesn't allow February 29

#### Category: Searching

If you do a search in Advanced Search including a date UDF and you set Ignore Year option, you can't choose Feb 29 as it is shown as invalid.

# User with "Modify other users' private entries" can't delete opportunities if the user is not a member of the team that is assigned to the opportunity

#### Category: Opportunity

In Web Access, if you have a user such as MASTER that has the privilege of "Modify other users' private entries" that user should be able to delete any Opportunity. However, unless the user is either a team leader of a team assigned to an opportunity or a member of a same team with Edit rights, the user can't delete the opportunity.

#### Can't save an email address in Web Access with an & sign in it

Category: Email

In CRM Live and Web Access if you have an email address with an "&" sign in it, it is considered an invalid email and won't be saved.

#### Sort order of Key Fields in right column doesn't work properly if there are too many fields

Category: Key Fields

When you set up a Key Field list with over 30 fields in the right column, the sort order will not be saved properly but should be.

#### Outlook add-in saves email to client with creation date instead of send date

#### Category: Outlook add-In

In Outlook you start to create an email then save it as a draft. Days later you come back and finish writing it. You use the Outlook add-In to send the email and save it to Maximizer. When you check the email in the Documents tab of the Address Book entry it was saved to, it will have the date you created the email in Drafts not the date it was sent.

#### Email service can hang if certain invalid email address assigned to campaign subscriber

#### Category: Campaign Manager, Email

If you have a certain type of invalid email addresses assigned to Address Book entries, and you subscribe that entries to a campaign without validating the email addresses, when the email service tries to send campaign email to those addresses, the service will hang and use up a lot of CPU. You must end the process to stop it.

#### Saved plain text emails containing accented characters not shown properly

#### Category: Email

If user sends a plain text email and enters some accented characters in the email, the saved email will not show the characters properly when the email is opened.

#### Edge browser: Revenue field value removed

#### Category: Opportunity

If a user opens an opportunity with a value in Revenue field in the Details tab, the value is not shown. If user saves the opportunity without entering some value, the previous value is removed.

#### Showing Quotas by Quarter shows wrong in Web Access If Fiscal Year doesn't start in January

#### Category: Quota Management

In Web Access if you have set up quotas and you have set the fiscal year to start in August for example, when you look at your Quotas in the Quotas window, it will show it properly for Monthly and Yearly view. However in Quarterly view, it still shows as if the fiscal year ran from January to December.

# Can't move a contact to a company/individual if the target Address Book entry has an apostrophe in the name Category: Address Book / Clients

In Web Access, if you are trying to move a contact to another company/individual, if that target Address Book entry has an apostrophe in the name you can't select it to move the contact to. (E.g. O'Connors Manufacturing)

#### Save and Track in opened email in Outlook saves wrong email if on different email in Inbox

#### Category: Outlook Add-In

In the Outlook Add-In if you are in Outlook, and you open an email then go back to the inbox in Outlook and move to a different mail, then return to the open email and click Save and Track within that window it will try and do that action to the mail in the inbox highlighted instead of the one you have open.

#### Merge Fax field in Word Add-in not merging in Address Book entry phone number marked as Fax

#### Category: Word Macro

If you are using MS Word to make a template to merge Address Book entries in Web Access with, one of the available fields is called Fax. Traditionally this field is used to merge in whatever phone number in Maximizer corresponds to its Description field having the following in it: Fax, FAX, Facs or FACS. However regardless of which of those four is in there, it still does not merge a number in.

#### Internet Explorer browser: Performance issue with multi-value control in Details tab

#### Category: Details tab

If a user-defined field with huge number of items, in thousands is in Key Fields list in Details tab, and a user expands the item list it takes very long time for the list to populate. Even worse is trying to type to search for the item. Other browsers are much faster.