



MaximizerCRM™10

MaxMobile *Lite for Windows Mobile® Smartphone*

Getting Started Guide



Maximizer Software
Simply Successful CRM

Welcome to MaxMobile Lite

Introduction

MaxMobile Lite 10 for Windows Mobile™ Smartphone provides you with a way to take your customer information on the road. You can take notes and synchronize them back to the corporate database, as well as check your schedule and make follow-up tasks for yourself to call back on important clients.

System Requirements

Before installing MaxMobile, install Maximizer CRM 10 and Microsoft ActiveSync 4.5 or higher (if your computer is running an operating system other than Windows Vista), or Windows Mobile Device Center 6.1 or higher (if your computer is running Windows Vista).

Mobile Powered Smartphone devices running Windows Mobile 2003 (4.2), Windows Mobile 5, or Windows Mobile 6 are supported.

The following space requirements must also be met:

- 18 MB (minimum) free space on the device without the use of a storage card where MaxMobile, the database, and all other components are installed on the device.
- 13 MB to 18 MB free space on the device with the use of a storage card where only the database is installed on the storage card. MaxMobile and other components are installed on the device.
- 8 MB to 13 MB free space on the device with the use of a storage card using the Advanced Installation method where only the database is installed on the storage card. MaxMobile and other components are installed on the device.

Users must be enabled for MaxMobile Lite synchronization in the user properties dialog box in Administrator (File > Users > Properties > General tab).

Installing MaxMobile

The MaxMobile installation also installs Microsoft SQL Mobile 2005 and Microsoft .NET Compact Framework 2.0 Service Pack 2 on the device if they are not already installed. These programs are required for MaxMobile. See the Maximizer website for the latest compatible product information at <http://www.maximizer.com/support/products.html>.

If your device has insufficient storage space to complete the typical method of installation from the MaxMobile setup, follow the advanced method instructions. Note that you must have a storage card to complete the procedure.

➤ To install MaxMobile using the typical method

1. Close any Maximizer applications running on the computer.
2. Connect your Windows Mobile device to the computer.
3. Insert the MaxMobile installation CD into the computer's CD drive.

The installation program starts automatically. If it doesn't start, browse to your CD drive and double-click Autorun.exe.

4. Click **Install Software** under the **MaxMobile Lite for Windows Mobile Smartphone**.
5. Follow the installation wizard on-screen instructions. Do not disconnect the Windows Mobile device at any time during the installation.
6. During the installation, you may be prompted to choose whether to install on the device or the storage card. This option determines where the MaxMobile database file will be installed. Select the location where you would like to install the database.

You may also be prompted whether to install the Microsoft SQL mobile server engine and Microsoft .NET CF on the device or the storage card. **Choose to install both of these components on the device.**

The installation may require you to restart the device.

7. Click **OK** to finish the installation on the device and restart if necessary.
8. Click **Finish** to close the installation wizard on the desktop computer.

The installation is now complete. **You must configure your MaxMobile synchronization settings in Maximizer before you can synchronize with MaxMobile.** See the Configuring MaxMobile Windows Settings topic for more information.

➤ **To install MaxMobile using the advanced method**

1. From the MaxMobile program item on the Start menu, choose the **MaxMobile Lite 10 for Windows Mobile Smartphone Device Installer (Advanced Mode)** item.
2. When prompted, choose to install MaxMobile on the storage card. This installs only the database on the storage card; MaxMobile is installed on the device.
3. When the installation is complete, click **Done** on the device, and click **OK** on the desktop computer.
4. The Microsoft Compact Framework 2.0 installation begins. When prompted, choose to install the software on the device.
5. When prompted, restart the device.
6. Click **OK** once the device has restarted, ensuring you have an established connection with the device.
7. The Microsoft SQL Mobile 2005 installation begins. Choose to install the software on the device.
8. When the installation is complete, click **Done** on the device, and click **OK** on the desktop computer.

Starting MaxMobile

> To start MaxMobile on your Windows Mobile device

Before you start MaxMobile, you must first configure your synchronization settings, as mentioned in the previous section, as well as synchronize your data to the device from Maximizer.

1. In the **Home** screen, click **Start**. If you don't see the MaxMobile Lite icon, click **More**.
2. Navigate to the **MaxMobile Lite** icon and press **Enter**.
3. Enter your Maximizer **User ID** and **Password** and click **Done**. This is the same user ID and password you use for Maximizer.

Logging Out of MaxMobile

> To log out of MaxMobile

1. From one of the main windows in MaxMobile, click **Menu** > **Windows** menu.
2. Select the **Home** screen item and press **Enter**.
3. Click **Close**.

Using MaxMobile

Select an icon in the Home screen and press Enter to open the Address Book, Hotlist, Calendar, Help, About, or Preferences windows. When you have a main window open, you can go directly to another MaxMobile window by clicking the Windows menu (Menu > Windows), selecting the window, and pressing Enter.



Setting MaxMobile Preferences

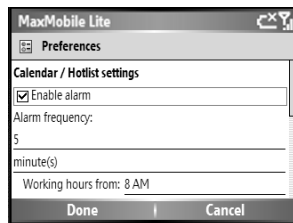
From the MaxMobile home page, press Enter with the Preferences icon selected to open the Preferences window.

Calendar/Hotlist settings

Enable alarm turns the Hotlist task and appointment alarm functionality on or off. You can also specify how frequently MaxMobile should check for alarms.

Set working hours from determines the display hours of the Daily and Weekly views in the Calendar.

Default Calendar view determines which calendar view opens automatically when you open the Calendar window.



Email settings

Save email to entry's note saves a note to the entry logging that an email was sent.

Include message body in notes allows you to save the message body of the email as part of the logged note.

Prompt for entering extra logging notes allows you to enter additional information as part of the logged note.

Note that email logging is available for only Windows Mobile 5 and Windows Mobile 6.

Retrieve Address Book entries at startup

Retrieve all displays all Address Book entries when you open the Address Book window.

Show blank displays a blank list when you open the Address Book window.

Retrieve the last list displays the most recent list of Address Book entries when you open the Address Book window.

Using the Menus

For each of the MaxMobile windows, a set of menus is available from the menu bar.

> To use the menu bar

1. Click a **menu** on the menu bar - e.g., the Edit menu.
2. Using the navigation controls, select a menu item, and press **Enter**.

Synchronization

Before you can synchronize, Maximizer and MaxMobile must both be installed on the same machine. Your Windows Mobile device must also be configured to synchronize with your computer.

Synchronization settings are configured on a per-user basis. To be able to synchronize entries, user-defined fields, and notes you must have the "Allow Sync Contacts with External Clients" access right in Maximizer. However, you can still synchronize appointments and Hotlist tasks without this access right.

Entry Synchronization

To synchronize Address Book entries, create a Favorite List of those entries and specify the Favorite List in your MaxMobile synchronization settings. In most cases, only the entries you have added to the Favorite List identified for synchronization will synchronize from Maximizer to MaxMobile.

When synchronizing Address Book entries, if a Contact belongs to the Favorite List, but the Contact's associated Company or Individual Address Book entry does not belong to the Favorite List, the Company or Individual will also synchronize.

All Address Book entries in MaxMobile automatically synchronize to Maximizer from the device. Entries that are present on the device and not in Maximizer are also added to the corresponding Favorite List.

> To mark entries for synchronization

1. In Maximizer, create a Favorite List of the Address Book entries to synchronize with MaxMobile. For example, create a Favorite List called "MaxMobile Sync". For instructions on creating a Favorite List, refer to your Maximizer documentation.
2. In Maximizer, select **File > Preferences**, and click the **MaxMobile Settings** tab.
3. Select the type of entries you are synchronizing by clicking the associated checkbox. For example, to synchronize Address Book entries, select the **Synchronize Address Book entries from** option.
4. For each type of entry you choose to synchronize, click the options buttons and select the Favorite List for synchronization. For example, if you choose to synchronize Address Book entries, click the **User-Defined Field Options** button. For more information, refer to the **Configuring MaxMobile Synchronization Settings** topic later in this section.

Changing the Synchronized Favorite Lists

If you change a synchronized Favorite List to one with a different name, the previously synchronized entries will no longer be synchronized unless they also belong to the new Favorite List.

> To change the synchronized Favorite List

1. Add any Address Book entries to synchronize to the new Favorite List.
2. In Maximizer, select **File > Preferences**, and click the **MaxMobile Settings** tab.
3. Select the new Favorite List for each type of entry from the **MaxMobile Synchronization Settings** section in the MaxMobile Settings tab.
4. Click **OK** to save your MaxMobile settings changes.

Using the Reset MaxMobile Option

Note that you cannot synchronize more than one Address Book with MaxMobile at a time. If you want to synchronize with a different Address Book, you must first do a reset from Maximizer by choosing **Tools > Reset MaxMobile**. The Reset MaxMobile option does a complete refresh of the data on the device with the data in Maximizer. This option is also useful in situations where you want to clean up your data on the device or switch to a different device when you have previously been synchronizing data with MaxMobile. (A reset is not necessary when synchronizing data to MaxMobile for the first time.)

User-Defined Field Synchronization

When you configure MaxMobile synchronization settings in Maximizer, you can specify which user-defined fields to synchronize for Address Book entries. You can select up to eight user-defined fields for each type of entry. MaxMobile cannot synchronize user-defined fields that have the “Encrypted”, “Include in Hotlist”, or “Annually recurring event” attributes.

Note Synchronization

When you configure MaxMobile synchronization settings in Maximizer, you can specify what types of notes to synchronize by clicking the Notes Options button. When selecting which note types to synchronize, consider which types are likely to contain information you will need. For example, Manual notes are likely to contain information you will need, whereas History notes may not. Only notes of the selected types will synchronize, and only for synchronized Address Book entries.

Document Synchronization

When you configure MaxMobile synchronization settings in Maximizer, you can specify what types of documents to synchronize by clicking the Document Options button. You can also filter documents for synchronization based on file size and age.

Appointment and Task Synchronization

MaxMobile can synchronize select calendar appointments and Hotlist tasks. When you configure MaxMobile synchronization settings in Maximizer, you can specify date ranges for appointments and tasks, and any appointments or tasks scheduled within those date ranges will synchronize between Maximizer and MaxMobile. If you select the “Carry forward unfinished tasks” option, it will also synchronize tasks that are scheduled before the date range but are incomplete. All appointments and tasks created in MaxMobile synchronize to Maximizer, even if they fall outside the date range.

Configuring MaxMobile Synchronization Settings

Configure MaxMobile synchronization settings in Maximizer or Administrator. These settings control which Address Book entries, user-defined fields, notes, appointments, and Hotlist tasks are synchronized between a Maximizer Address Book on your PC and MaxMobile on your Windows Mobile device.

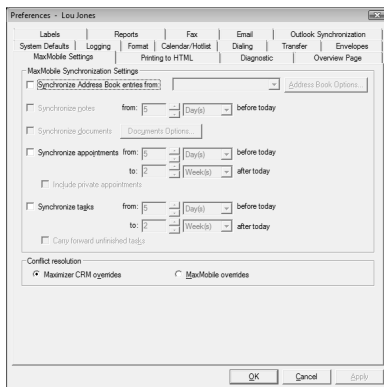
➤ To configure MaxMobile synchronization settings

1. In Maximizer, select **File > Preferences** from the menu, and click the **MaxMobile Settings** tab.

– OR –

In Administrator, select **File > Users**, select the user, click the **Preferences** button, and then click the **MaxMobile Settings** tab.

For more information about each of the settings, click inside the tab and press **F1**.



2. Specify your **MaxMobile Synchronization Settings** for Address Book entries, user-defined fields, notes, appointments, and tasks.
3. Specify your **Conflict resolution** settings, which determine whether Maximizer fields overwrite MaxMobile fields, or MaxMobile fields overwrite Maximizer fields, when changes have been made to the same field in both Maximizer and MaxMobile.
4. Click **OK**.

Synchronizing MaxMobile with Maximizer

Your first MaxMobile synchronization may take more time than subsequent synchronizations. On the first synchronization, all the specified records must be created on your Windows Mobile device. On subsequent synchronizations, only new or changed records will be synchronized.

➤ To synchronize MaxMobile with Maximizer

1. Configure your MaxMobile synchronization settings.
2. Connect the Windows Mobile device to the computer.
3. In Maximizer, select **Tools > Synchronize with MaxMobile** from the menu.

A progress indicator appears and a dialog box opens with a display of the synchronization summary once the session is complete. System Table entries are Maximizer system fields—such as Category for an Address Book entry—and all user-defined fields specified for synchronization combined. Entries that appear in the Failed column are entries that failed to synchronize due to synchronization problems such as a lost connection. Address Book entries are never deleted from Maximizer if they are deleted on the device—these entries are removed from the Favorite List.

Note that if appointments and/or tasks are synchronized, but the associated Company, Individual, or Contact entry is not in the

synchronized Favorite List, the entry is added to the Favorite List and synchronized to the device.

You should not synchronize with any records open or make changes during a synchronization. Doing so could cause problems with your data.

Address Book Entries

Your MaxMobile database includes any Address Book entries synchronized from Maximizer, as well as any entries added in MaxMobile. When you add an Address Book entry in MaxMobile, it gets added to the synchronized Favorite List in Maximizer when you synchronize.

You can search for, view, add, edit, and delete Address Book entries using the Address Book window. You can also schedule an appointment or Hotlist task, write a note, and email or phone the entry directly from the Address Book list or from the open Address Book entry.

Viewing a List of Address Book Entries

When you open the Address Book window, all Address Book entries appear in the list.

The icons beside each Address Book entry identify whether it is a Company, Individual, or Contact.



Company



Individual



Contact

You can sort entries by selecting one of the options from the Sort menu (Menu > Sort By).

Viewing Address Book Entry Details

Open the Address Book entry to view more information about the entry, including contact information and other details, related contacts, scheduled appointments and tasks, and notes.

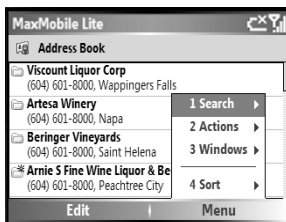
> To open an Address Book entry

1. Open the Address Book window.
2. Search or sort to locate the Address Book entry.
3. Select the entry and press **Enter**.

– or –

Select the entry and click **Edit > Open**.

You can also view other information associated with the entry such as activities, and notes (Menu items).



Searching for Address Book Entries

You can search for Address Book entries based on the value of a specific field. You can also retrieve a list of all Address Book entries in MaxMobile.

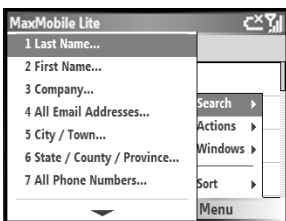
When you search for Address Book entries in MaxMobile, the search returns a list of all Address Book entries that match the search criteria and replaces the current list of Address Book entries in the window.

> To display all entries

- In the Address Book window, click **Menu > Search > Retrieve All**.

> To search for specific entries

1. In the Address Book window, click **Menu > Search**.
2. Select the type of field to search by from the menu.



3. Enter your search criteria in the Search screen, and click **Search**.

Adding Address Book Entries

When you add an Address Book entry, it presents you with a blank form, unless you are adding a Contact, in which case the Contact inherits some fields from the Company or Individual. However, you can edit those fields if necessary. Mandatory fields are indicated with an asterisk.

> To add a Company or Individual

1. In the Address Book window, click **Edit > Add > Company** or **Individual**.
2. Enter the details.
3. Click **Menu > User-Defined Fields** to add user-defined field values to the entry.
4. Click **Done** to save and close the entry.

> To add a Contact from the Address Book list

1. In the Address Book window, select the Company or Individual.
2. Click **Edit > Add > Contact**.
3. Enter the Contact details.
4. Click **Menu > User-Defined Fields** to add user-defined field values to the entry.
5. Click **Done** to save and close the Contact.

> To add a Contact to the Company or Individual

1. Open the Company or individual entry.
2. Click **Menu > Contacts**.
3. Click **Edit > Add**.

4. Enter the Contact details.
5. Click **Menu > User-Defined Fields** to add user-defined field values to the entry.
6. Click **Done** to save and close the Contact.

Editing Address Book Entries

Fields shown with a gray box are read-only, which means you cannot edit those fields in MaxMobile. However, you can edit them in Maximizer after synchronizing.

> To edit an Address Book entry

1. Open the Address Book entry.
2. Click **Edit**.
3. Use the navigation controls to select the field to edit and enter your changes.
4. Click **Menu > User-Defined Fields** to edit user-defined field values for the entry.
5. Click **Done** to save your changes and close the entry.

Deleting Address Book Entries

Deleting an Address Book entry in MaxMobile deletes it on the device only. Synchronizing with Maximizer will not delete the entry in Maximizer, but it will remove the entry from the synchronized Favorite List.

> To delete an Address Book entry

1. In the Address Book window, select the Address Book entry to delete.
2. Click **Edit > Delete**.
3. Click **Yes** to confirm.

➤ To restore a deleted Address Book entry

1. In Maximizer, add the entry to the synchronized Favorite List.
2. Synchronize with MaxMobile.

Emailing Address Book Entries

You can easily email an Address Book entry. From the Actions menu, the default email address (Email 1) in an entry is used, but you can send an email to a different email address by opening the entry and selecting any address. Up to three email addresses per entry can be stored in MaxMobile.

You can also save email in the form of a note for an Address Book entry. To enable this functionality, ensure you have the corresponding MaxMobile preferences set.

Email attachments can also be sent from MaxMobile.

➤ To email an Address Book entry

- While an entry is selected, click **Menu > Actions > Send Email**.

- or -

- Open an entry and press **Enter** while any email address is selected.

➤ To save an email as a note

1. In the MaxMobile preferences page, enable the **Save email to entry's note** option.
2. Select the **Include message body in notes** and **Prompt for entering extra logging notes** options for additional note logging options.

See the Setting MaxMobile Preferences topic in this guide for more information.

Phoning Address Book Entries

By default, the first phone number in an entry is used when making a call to an Address Book entry, but you can call a different phone number by opening the entry and selecting the phone number. Up to four phone numbers per entry can be stored in MaxMobile.

> To phone an Address Book entry

- While an entry is selected, click **Menu** > **Actions** > **Make a Call**.
- or -
- Open an entry and press **Enter** while any phone number is selected.
- or -
- With an Address Book entry selected or open, press the **Phone** button to retrieve a list of all phone numbers associated with an Address Book entry. Then, use the navigation controls to select a number, press **Enter** to call the number, and click **Yes** to confirm the call.
- or -
- From an appointment or Hotlist task screen, click the phone number link to display a list of all phone numbers associated with the Address Book entry. Then, use the navigation controls to select a number, press **Enter** to call the number, and click **Yes** to confirm the call.

Working with User-Defined Fields

If you have synchronized any user-defined fields from Maximizer, you can edit their values in the User-Defined Field screen of Address Book entry in MaxMobile. If you have not synchronized any user-defined fields from Maximizer, the User-Defined Fields screen will be blank.

You specify which user-defined fields to synchronize in the MaxMobile Settings tab of the Maximizer Preferences window. See Configuring MaxMobile Synchronization Settings for more information.

Viewing User-Defined Fields

View user-defined fields through the User-Defined Fields screen of the Address Book entry.

> To view user-defined fields

1. Open the Address Book entry.
2. Click **Menu > User-Defined Fields**.

Editing User-Defined Field Values

You can edit any user-defined fields that you have permission to edit. If you do not have permission to edit a user-defined field in Maximizer, you also cannot edit that user-defined field in MaxMobile.

> To edit user-defined fields

1. In the User-Defined Fields screen, click **Edit**.
2. Edit the user-defined fields as needed.
3. Click **Done** to save changes.

Following is a brief explanation of how to edit each type of user-defined field:

Date user-defined fields - Press **Enter** to set the date to the current date and then use the left and right navigation controls to toggle from month, day, and year. Enter the appropriate values with the number keys. To clear a value, press **Space**.

Single-value table user-defined fields - Use the left and right navigation controls to toggle from value to value. To view a list of all values for a field, press **Enter**. To clear a value, select the blank item (the first item) in the list of available field values.

Multiple-value table user-defined fields - Use the left and right navigation controls to display a list of available field values. Press **Enter** to select a value or clear a value.

Numeric and alphanumeric user-defined fields - Use the number/alphanumeric keys to manipulate values. While a field value is selected, press **Back** to clear a value.

Working with Notes

Your MaxMobile database includes any Address Book entry notes synchronized from Maximizer, as specified in your synchronization preferences, as well as any notes added manually in MaxMobile. MaxMobile does not add any automatic history notes.

You can add, modify, and delete notes on MaxMobile. However, if you do not have the required rights for notes, any additions, modifications, or deletions are not synchronized.

Viewing Notes

View notes through the Notes screen for Address Book entries.

In the Notes screen, you can use the Filter menu (Menu > Filter) to display only certain types of notes. For Address Book entries, you also have the ability to display all notes.

> To view notes

1. Open the Address Book entry and click **Menu > Notes**.
2. Select the note and click **Edit > Open**.

Adding Notes

Notes are always associated with an Address Book entry, so you must open or select an entry before you can add a note.

When you add a note, you can assign it a category. Only note categories synchronized from Maximizer are available. You cannot add new note categories in MaxMobile.

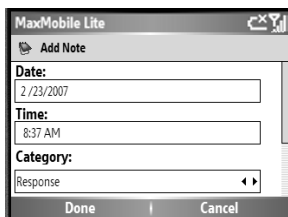
All notes added in MaxMobile will be synchronized with Maximizer, regardless of your synchronization preferences.

> To add a note

1. In the Address Book window, select an entry.
2. Click **Menu > Actions > Write a Note**.
3. Enter the note.
4. Click **Done** to save and close the note.

– or –

1. Open an entry.
2. Click **Menu > Notes**.
3. Click **Edit > Add**.
4. Enter the note.
5. Click **Done** to save and close the note.



Editing Notes

You can edit any notes that you have permission to edit. If you do not have permission to edit a note in Maximizer, you also cannot edit that note in MaxMobile.

> To edit a note

1. Open the Address Book entry and click **Menu > Notes**.
2. Select the note and click **Edit > Open**.
3. Edit the note.
4. Click **Done** to save and close the note.

Deleting Notes

If you delete a note in MaxMobile, the note will be deleted in Maximizer when you synchronize.

> To delete a note

1. Open the Address Book entry and click **Menu > Notes**.
2. Select the note and click **Edit > Delete**.
3. Click **Yes** to confirm.

Working with Documents

Your MaxMobile database includes any Address Book entry documents synchronized from Maximizer, as specified in your synchronization preferences, as well as any documents added manually in MaxMobile.

You can add, modify, and delete documents on MaxMobile. However, if you do not have the required rights for documents, any additions, modifications, or deletions are not synchronized.

Viewing Documents

View documents through the Documents screen in the Address Book entry.

In the Documents screen, you can use the Filter menu (Menu > Filter) to display only certain types of documents. For Address Book entries, you also have the ability to display all documents.

> To view documents

1. Open the Address Book entry and click **Menu > Documents**.
2. Select the document and click **Edit > Open**.

Adding Documents

Documents are always associated with an Address Book entry, so you must open or select an entry before you can add a document.

All documents added in MaxMobile will be synchronized with Maximizer, regardless of your synchronization preferences.

> To add a document

1. Open an entry.
2. Click **Menu > Documents**.
3. Click **Edit > Insert File**.

4. Enter a name for the document, select a document category if necessary, and browse to its location.
5. Click **Done** to save the document as part of the entry.

Editing Documents

> To edit a document

1. Open the Address Book entry and click **Menu > Documents**.
2. Select the document and click **Edit > Open**.
3. Edit the document.
4. Click **Done** to save the document.

Deleting Documents

If you delete a document in MaxMobile, the document will be deleted in Maximizer when you synchronize.

> To delete a document

1. Open the Address Book entry and click **Menu > Documents**.
2. Select the document and click **Edit > Delete**.
3. Click **Yes** to confirm.

Hotlist Tasks

The MaxMobile Hotlist includes any Hotlist tasks synchronized from Maximizer, as specified in your synchronization preferences, as well as any tasks you added in MaxMobile.

You can view, add, edit, and delete Hotlist tasks using the Hotlist window.

Viewing Hotlist Tasks

When you open the Hotlist window, it displays a list of current Hotlist tasks, including information such as due dates, activity descriptions, and checkboxes to mark the tasks as complete.

In the Hotlist window, you can use the Filter menu (Menu > Filter) to display tasks based on a specific time frame.

The View menu (Menu > View) includes the following options to filter the list of displayed tasks:

- **Show Carry Forward** displays unfinished tasks scheduled before the specified date range.
- **Show Completed** displays all tasks in the specified date range, including completed tasks.
- **Show Appointments** displays appointments from the calendar along with the Hotlist tasks.

> To view a task

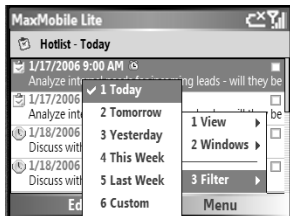
1. Open the Hotlist window.
2. If necessary, use the **View** menu to filter the displayed Hotlist.
3. Select the task and press **Enter**.

> To view tasks associated with the current Address Book entry only

1. In the Address Book window, open the entry.
2. Click **Menu > Activities**.

The Activities screen lists the appointments and Hotlist tasks scheduled with the Address Book entry.

3. Select a Hotlist task and press **Enter** to view the task details.



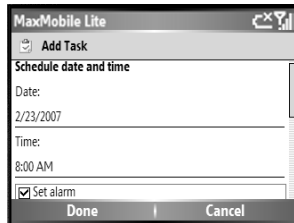
Adding Hotlist Tasks

You can add a personal task or one associated with an Address Book entry.

When you add a Hotlist task, it fills in the Date automatically with the current date, but you can change it if necessary. The Activities field is mandatory and cannot be left blank.

> To add a task associated with an Address Book entry

1. In the Address Book window, select or open the Address Book entry.
2. Click **Menu > Actions > Schedule a To-do.**
3. Enter the task details.
4. Click **Done** to save and close the task.



> To add a personal task

1. In the Hotlist window, click **Edit > Add.**
2. Enter the task details.
3. Select the **Personal** option.
4. Click **Done** to save and close the task.

Editing Tasks

When you open a task that is associated with an Address Book entry, the Address Book entry name at the bottom of the task becomes a link. You can click the link to open the Address Book entry. Make sure you save any changes before linking to the Address Book entry.

> To edit a task from the Hotlist window

1. Open the Hotlist window.
2. Select the task to open and press **Enter**.
3. Edit the task details as necessary.
4. Click **Done** to save and close the task.

> To edit a task from the Address Book window

1. Open the Address Book entry the task is associated with.
2. Click **Menu > Activities**.
3. Select the task to open and click **Enter**.
4. Edit the task details as necessary.
5. Click **Done** to save and close the task.

> To mark a task as complete

- In the Hotlist window, click **Edit > Mark as Completed**.
– or –
- Open the task, scroll to the **Completed** field and press **Enter**.

Deleting Tasks

If you delete a task in MaxMobile, the task will be deleted in Maximizer when you synchronize.

> To delete a task from the Hotlist window

1. In the Hotlist window, select the task.
2. Click **Edit > Delete**.
3. Click **Yes** to confirm.

> To delete a task from the Address Book window

1. Open the Address Book entry the task is associated with.
2. Click **Menu > Activities**.
3. Select the task and click **Edit > Delete**.
4. Click **Yes** to confirm.

Hotlist Task and Appointment Alarms

If you set an alarm for a task or appointment, an alarm window appears at the scheduled alarm time. It displays the details of the task or appointment and enables you to open the task or appointment, turn the alarm off, complete the task or appointment, or snooze the alarm for a specified period of time (Open menu).

The alarm appears even if MaxMobile is closed.

You can disable alarms by clearing the “Enable alarm” checkbox in MaxMobile Preferences.

Calendar Appointments

The MaxMobile calendar includes any appointments synchronized from Maximizer, as specified in your synchronization preferences, as well as any appointments you added in MaxMobile. You can view, add, edit, and delete appointments using the Calendar window.

Viewing Appointments

You can view the calendar in daily, weekly, or monthly view mode.

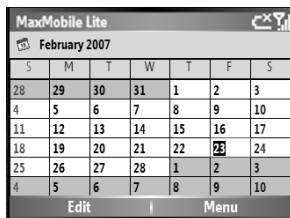
You can also go directly to a specific date by clicking Menu > Go To Calendar Date.

When viewing appointment details, the “Location”, “Resource(s)”, or “Other users to attend” fields are view-only. You cannot use these fields in appointments added in

MaxMobile, and you cannot edit these fields in appointments synchronized from Maximizer.

> To change the calendar view mode

1. Open the Calendar window.
2. Click **Menu** and select **Daily**, **Weekly**, or **Monthly**.



> To change the default calendar view mode

1. Open the Preferences window.
Note you must open the Preferences window from the MaxMobile Home window.
2. Using the navigation controls, select **Daily**, **Weekly**, or **Monthly** from the **Default Calendar view** list.
3. Click **Done**.

> To view an appointment

1. Open the Calendar window.
2. Locate the appointment in the Daily or Weekly view. If you are in the Monthly view, press **Enter** on a selected date to open the Daily view where you can select the appointment.
3. Select the appointment and click **Edit > Open** to view the appointment details.

> To view appointments associated with the current Address Book entry

1. In the Address Book window, open the Address Book entry.
2. Click **Menu > Activities**. The Activities screen lists the appointments and Hotlist tasks scheduled with the Address Book entry.
3. Select an appointment and click **Enter** to view the appointment details.

Adding Appointments

You can add a personal appointment or one associated with one or more Address Book entries.

When you add an appointment, it fills in the Date, From, and Until fields automatically, but you can change them if necessary. The Subject field is mandatory and cannot be left blank.

You cannot add multi-user or recurring appointments in MaxMobile. Also note that when a multi-user appointment is changed on the device and then synchronized to Maximizer, the changes will synchronize back to only the user who made the change with the exception of categories, products/services, and notes. When a change is made to a recurring appointment, only the specific instance of the appointment is changed.

➤ To add an appointment associated with an Address Book entry

1. Open the Address Book window.
2. Select or open the Address Book entry.
3. Click **Menu > Actions > Schedule a Meeting**.
4. Enter the appointment details.
5. Click **Done** to save and close the appointment.



➤ To add a personal appointment

1. Open the Calendar window.
2. Click **Edit > Add Appointment**.
3. Enter the appointment details. By default, the appointment is personal.
4. Click **Done** to save and close the appointment.

Editing Appointments

When you open an appointment, you are automatically in edit mode and can change the appointment details as necessary.

> To open an appointment from the Calendar window

1. Open the Calendar in Daily or Weekly view.
2. Select the appointment to open. If you are in the Monthly view, press **Enter** on a selected date to open the Daily view where you can select the appointment.

> To open an appointment from the Address Book window

1. Open the Address Book entry the appointment is associated with.
2. Click **Menu > Activities**.
3. Select the appointment to open.

> To edit an appointment

1. Open the appointment.
2. Edit the appointment details as necessary.
3. Click **Done** to save and close the appointment.

Deleting Appointments

If you delete an appointment in MaxMobile, the appointment will be deleted in Maximizer when you synchronize.

> To delete an appointment from the Calendar window

1. Open the Calendar window in daily or weekly view mode.
2. Select the appointment to delete. If you are in the Monthly view, press **Enter** on a selected date to open the Daily view where you can select the appointment.
3. Click **Edit > Delete**.
4. Click **Yes** to confirm.

- **To delete an appointment from the Address Book window**
1. Open the Address Book entry the appointment is associated with.
 2. Click **Menu > Activities**.
 3. Select the appointment. If you are in the Monthly view, press **Enter** on a selected date to open the Daily view where you can select the appointment.
 4. Click **Edit > Delete**.
 5. Click **Yes** to confirm.

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