

Instructions for setting up MaxxChat

The new MaxxChat feature allows intercompany Chat Rooms and Instant Messaging between employees. A Chat Room can be opened each day and as employees log into MaxxTraxx, they can join the room, allowing ongoing information flow between employees without having to leave their work areas to input or receive that information. Also, for more private communication, the IM feature allows direct one to one communication with a person of their choosing.

Setting up the MaxxChat feature is easy:

1. Click on Setups
2. Click on Company Information
3. Insure that the "Turn Off System Security" box is unchecked. (The MaxxChat feature requires the System Security is on as it uses the employees' log in information to identify the sender.)
4. Check the box marked "Use MaxxChat" and click Ok to save the change.
5. Exit MaxxTraxx and restart.
6. Click on Payroll.
7. Click on Employee List.
8. Edit each employee as follows:

At the bottom of the General page, Change the Chat Name to reflect what that employee is to be known as in the Chat room or IM. If you don't change it, it will use the employee's code. Each employee should be given an Employee Code, a Password, a Security Group assigned, and a Chat Name.

If you want the employee to be able to join the company Chat Room, check the box next to Use the chat room.

If you want the employee to be able to initiate and receive private Instant Messages from other employees, check that box.

9. Once all employees are set up properly, you can click on the MaxxChat icon at the top right of your MaxxTraxx screen to begin your Chat.

If you want to start or join an existing Chat Room, click on the Chat Room button . You will see who is already logged in in the Who's Online column.

If you want to initiate a Private Chat, first highlight the name of the employee you want to chat with, then click Private Chat.

10. When the employee closes MaxxTraxx at their station or logs out, the MaxxChat on that station will also close down.