

MaxxTraxx
Getting Started Guide
for New Users



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How to Use the Getting Started Guide

Welcome New MaxxTraxx Prospects and Users:

Thank you for taking the time to look into our products and services. Scott Systems has been providing computer software and support services to the automotive repair industry since 1987. We believe in quality service to our customers as a focus of all that we do. Our commitment is evidenced by the way we have worked with our clients in designing and evolving the software, and the total support programs that we offer. Assistance with a training and implementation strategy is a large part of that total support approach. This Getting Started Guide is an essential tool in providing that support.

The Getting Started Guide is a road map for prospects and new users to obtain a trial version of MaxxTraxx for evaluation, training, and implementation. Scott Systems also offers a Self-Paced Training Curriculum to help our new users implement MaxxTraxx in their business. As you will discover, MaxxTraxx Express, MaxxTraxx Service, and the all-inclusive MaxxTraxx Corporate edition have hundreds of features that can help you run your business more effectively, but we understand the getting started process can be a bit overwhelming! Follow the step-by-step process in this guide and if you have questions or need assistance, please call us at (800) 996-9777 or contact us through the LIVE CHAT link on our Web site at www.scottsystems.com to get immediate assistance.

Here are your To Do's:

- Read the Steps to Success
- Verify your Hardware Specifications meet the minimum requirements
- Fill out the Trial Order Form and Fax - *we install MaxxTraxx for practice use*
- Attend a Setup/Strategy Meeting with a Scott Systems Trainer
- Start learning with the online Self-Paced Training Curriculum
- Practice, practice, practice! And when you're ready...
- Fill out the Subscription Order Form and Fax - *we clear out the data in MaxxTraxx*
- Review your Live MaxxTraxx program Setups with a Scott Systems Trainer
- GO LIVE and run your business with MaxxTraxx

The Getting Started Guide is a PDF document that provides a directory of pages or "Bookmarks" on the left side of the document; this navigation column can be expanded and collapsed. You also have an option to print all or just a few select pages at a time. Click File on the Menu Bar and select Print from the drop list to pick the pages you would like to print. There is also a search feature at the top of the PDF document; just start typing in the Find box and hit the Enter key. If you have questions, just give us a call! We have the reputation for providing the most capable training and technical support staff in the industry, but the **burden of preparation is still on you.**

Let's get started...

Steps to Success

Step 1: Verify your Hardware Specifications

The first step in preparing to use MaxxTraxx in your business is to verify your computer hardware meets the specifications needed to run the software. We have listed both the recommended and minimum specifications. NOTE: *The recommended levels will provide optimal performance.* We cannot install MaxxTraxx on a computer that does not meet the minimum hardware requirements listed in this document. An essential element of your hardware is the backup system. Scott Systems offers online data backup starting at \$12.50 a month, see the DataTraxx section for details.

Step 2: Fax 30-Day Trial Order Form to get a Trial Version

Once you have the necessary hardware in place, we can load a 30-day trial version of MaxxTraxx on your system. There are many tools available to assist you with your training, whether on a trial version or a live version, including a User Manual, Self-Paced Training Curriculum with Online Training Videos and Live Web Seminars (Webinars), Archived Webinars, and Over-the-Phone Training and On-Site Training for an additional fee. We have found that shops typically train and practice for 12 hours before they “Go Live.” This step is optional, but a good idea. Just print out the 30-Day Trial Order Form and fax in to schedule a trial version installation.

Step 3: Review the Setup Checklist with a Trainer

An essential part of your training is learning about the Setup Process. The Setup Checklist identifies each section of MaxxTraxx that will require setup and the corresponding procedure for setting up that section in the User Manual noted in parentheses. NOTE: *Some tasks must be setup prior to writing your first invoice.* A Scott Systems Trainer will gladly review the Setup Checklist with you and set up your trial version as well as your LIVE version of MaxxTraxx. On that Setup Checklist, there are additional tasks for shops that intend on using the accounting features in MaxxTraxx Corporate. The setup process is a great way to learn about the features in MaxxTraxx and is an essential step before you use MaxxTraxx to run your business.

Step 4: Strategy Meeting with a Scott Systems Trainer

Our goal at Scott Systems is to provide a shop management system for shop owners to run their businesses and be successful. Part of that process for MaxxTraxx Corporate users includes assisting you with formulating a strategy to implement the accounting sections in MaxxTraxx. Whether you start out practicing on a trial version or decide to run your business with MaxxTraxx from day one, we would like to share with you our set up and implementation suggestions. This meeting is best held **before** you GO LIVE with MaxxTraxx.

Step 5: Learn with the Self-Paced Training Curriculum

There are many tools available to assist you with your training, whether on a practice version or a live version, including a User Manual, Self-Paced Training Curriculum with Online Training Videos and Live Web Seminars (Webinars), Archived Webinars, and Over-the-Phone Training and On-site Training for an additional fee.

Steps to Success

Step 6: Complete Subscription Order Form and Release

Once you have learned how to use MaxxTraxx with the Self-Paced Training Curriculum - watching videos and attending live Webinars, you'll be ready to "Go Live." The next step is to complete the FOUR-PAGE order form with release to install, enter your requested date and time to install or re-install a "fresh copy" of MaxxTraxx, and fax to (866) 863-0777. We will contact you to confirm your "Go Live" installation appointment. Some shops decide to just "Go Live" with their trial version of MaxxTraxx leaving their "practice" data in the system.

Step 7: Install, Re-install and/or Load Converted Data

On the scheduled install/load converted data date, we will install a "fresh copy" of MaxxTraxx, load converted data you may have from a prior software program, and walk you through your Setup (again if you had a trial version of MaxxTraxx). *NOTE: All data entered in the trial version, including your settings will be cleared. Settings are reset to the defaults and will require you enter your shop information again.* You may find that the vast majority of the setup procedures are left on the default settings. The MaxxTraxx installation/load converted data process can take anywhere from two to four hours to complete.

Step 8: Go Live! With MaxxTraxx

Once you have completed all the necessary tasks on your Setup Checklist after your "Go Live" installation, you are ready to start using MaxxTraxx to run your business. You might want to take advantage of some features right away and slowly incorporate more features down the road. We have found most shop owners only use a portion of their software system capabilities, often because they get the basics down to run their business and then never go back to find out more. We want you to get the most out of MaxxTraxx. So join us for an Open Forum Webinar and we can provide suggestions on how to use more features in MaxxTraxx to help make your business a great success!

Hardware Requirements

The following are the recommended (and minimum) hardware requirements to install and operate MaxxTraxx. NOTE: *The recommended specifications will give you optimal performance.*

Server:

1. Operating System Microsoft Windows XP Professional (Service Pack 3); Vista Home Premium or Business; Windows 7 Home Premium or Professional; or Microsoft Windows 2003 or 2008 Server-Standard Edition. For networks with more than six workstations, we recommend Microsoft Windows 2003 or 2008 Server. Be aware that Small Business server will not support Terminal Services or Citrix. (Minimum – Microsoft Windows XP Professional, SP3)
2. CPU 2.8 GHz or better (Minimum – 1.5 GHz)
3. Memory 3 GB or better (Minimum – 2 GB)
4. Hard drive 80 GB or better. We also recommend, *but do not require*, RAID 1 or RAID 5 (mirrored drives) using at least two identical hard drives. (Minimum – 40 GB)
5. Network 100 MBit or faster (**No wireless networks** are supported unless you are using Terminal Service or Citrix)
6. Backup USB drive, DVD, CD, Tape, or online upload
7. Internet Broadband, either DSL, T1, or Cable with Router/Firewall

Workstations:

1. Operating System Microsoft Windows XP Home or Professional (Service Pack 3); Vista Home Premium or Professional; or Windows 7 Home Premium or Professional (Minimum – Microsoft Windows XP Home, SP3)
2. CPU 2.8 GHz or better (Minimum – 1.0 GHz)
3. Memory 2 GB or better (Minimum – 1 GB)
4. Hard drive 40 GB or better (Minimum – 40 GB)
5. Network 100 MBit or faster (**No wireless networks** unless Terminal Service or Citrix)

Printers:

Any Windows compatible inkjet or laser printer; black & white or color printer; no dot matrix printers

Barcode Equipment: (optional)

1. Scanners Symbol 2208 or LS 2208 barcode scanners are recommended
2. Printers Brother QL570 barcode label printers are recommended

WE CANNOT INSTALL MAXXTRAXX ON A COMPUTER SYSTEM THAT DOES NOT MEET THE MINIMUM HARDWARE REQUIREMENTS LISTED ABOVE.

Shop Data Conversions

We understand that changing to a new shop management program can be a challenge so we offer data conversion services from your old program to assist you in this process, reducing your initial data entry. Scott Systems will convert your existing shop management program data to a format consistent with MaxxTraxx data files. To do so, we will need access to a current, undamaged copy of your data from your existing shop management program with associated passwords to access the data if needed..

The reality of data conversion is that it's not always a "perfect world." Due to programming language differences, field length and placement and data encryption, some conversions are more difficult to do than others and may not yield as much usable data as others. In cases where data has been entered into unnamed or incorrect fields, we do our best to orient that data into appropriate fields, but it is not always possible. We will always do our best to extract the maximum data for you, but it is important that we begin the process with a realistic expectation about the results.

We have created a list of the data we can convert, data we might be able to convert, and data we are sure we cannot convert for you. Some items require more extensive programming and are determined on a case-by-case basis with no guarantee of 100% success. Again, we will do everything in our power to provide you with the best possible results.

After a data conversion is completed and installed on your MaxxTraxx software, you will have 48 hours to accept or request the data be reconverted. Note: once you start running your business with MaxxTraxx, we **cannot merge a reversion and combine that reconverted data with the data you've already entered to date**. There are no guarantees stated or implied on data conversions, so please inspect your data thoroughly and verify a sub-section of your customers, vehicles, repair orders, parts records, etc. before accepting the data conversion.

A note about Repair History – this is just what it says, "repair history" not invoice history. This converted data is meant to be used to reference what has been done on a vehicle in the past. The repair history is not meant to be reprinted for the customer, nor is the total invoice pricing meant to be there as a sum total including supply charges, hazardous materials fees, sales tax, etc.

Standard Data Conversions will include:

Customer Names, Addresses, Telephone Numbers (up to three telephone numbers) and Emails
Vehicle Information

Standard Data Conversions **may** include: (inquire about your shop program)

Vehicle Repair History
Parts Lists
Labor Services

Data Not Available in Conversions:

Kits, Part Purchase History, Vendor Lists, A/R Balances, A/P Balances, or Any Accounting Information

I understand there is a charge for data conversion. Scott Systems will analyze my current shop system data at no charge. Scott Systems will provide me an estimate and a description of what will be converted before the conversion is performed.

Accepted: _____ Date: _____

Setup Checklist

*These sections **MUST BE COMPLETED PRIOR TO WRITING YOUR FIRST REPAIR ORDER/INVOICE**

<input type="checkbox"/>	*Company Information (see under Setup)
<input type="checkbox"/>	*Repair Order and Parts Invoice Setup (see under Setup)
<input type="checkbox"/>	*This Workstation Printing and Miscellaneous Info Setup (see under Setup)
<input type="checkbox"/>	*Sales Tax Rates (see under New User Setup)
<input type="checkbox"/>	*Employees and Employee Permissions (see Add An Employee under Payroll)
<input type="checkbox"/>	*Enter Custom Chart of Account numbers - FOR QUICKBOOKS EXPORT USERS
<input type="checkbox"/>	Parts Price Matrices (see Part Price Matrix Setup under Parts Manager)
<input type="checkbox"/>	Carfax VIN/License plate look-up Setup
<input type="checkbox"/>	Online Parts Ordering Setup
<input type="checkbox"/>	Security Groups Setup (see under Setup)
<input type="checkbox"/>	Customer Sources Setup (see under Setup, Marketing Setup)
<input type="checkbox"/>	Repair Order Status Setup (see under Setup, Lists)
<input type="checkbox"/>	Parts Invoice Status Setup (see under Setup, Lists)
<input type="checkbox"/>	Cancellation Reasons Setup (see under Setup, Lists)
<input type="checkbox"/>	Cash Drawers (see under New User Setup)
<input type="checkbox"/>	Departments (see under New User Setup)
<input type="checkbox"/>	Product Codes (see under New User Setup)
<input type="checkbox"/>	Payment Methods (see under New User Setup)
<input type="checkbox"/>	Database Backup Setup (see under Setup)
<input type="checkbox"/>	Enter Vendors (see Add A Vendor under Accounts Payable)
<input type="checkbox"/>	Enter Custom Labor Services (see Add A New Labor under Service Counter)
<input type="checkbox"/>	Enter Custom Kits (see Add A New Kit under Service Counter)
<input type="checkbox"/>	Enter Existing Customers (see Add A Customer under Service Counter)
<input type="checkbox"/>	Enter Existing Customers Vehicles (see Add A Vehicle under Service Counter)
<input type="checkbox"/>	Enter Existing Parts Inventory (see Add A New Part under Service Counter)
	<i>For Accounting Users:</i>
<input type="checkbox"/>	*Fiscal Year Start Date (see under New User Setup)
<input type="checkbox"/>	*Default Account Posting (see under New User Setup)
<input type="checkbox"/>	*Product Codes (see under New User Setup)
<input type="checkbox"/>	Company Payroll (see under New User Setup)
<input type="checkbox"/>	Beginning Checking Balances (see under New User Setup)
<input type="checkbox"/>	Beginning Accounts Receivable Balances (see under New User Setup)
<input type="checkbox"/>	Beginning Accounts Payable Balances (see under New User Setup)
<input type="checkbox"/>	Beginning Payroll Balances (see under New User Setup)
<input type="checkbox"/>	Beginning General Ledger Balances (see under New User Setup)
<input type="checkbox"/>	Order computer checks** (Deluxe style DLT104 for checks on top style)

**Computer checks for MaxxTraxx can be ordered through All Valley Printing at (559) 453-6950

Self-Paced Training Curriculum

We understand that with so many features available in MaxxTraxx, the learning process can seem a bit daunting! That's why we created the **Self-Paced Training Curriculum (SPTC)** to guide you through a logical, progressive learning process. Available online at www.scottsystems.com, this progressive curriculum combines the the online training videos and the live Webinars where you can ask questions and get answers from our trainers about the features in that lesson.

- **Lesson #1 has an introduction video & training tools orientation video** to introduce you to the various training tools.
- **Lesson #2 includes a one-on-one telephone training session** with a Scott Systems Trainer to review your MaxxTraxx Setup after you have MaxxTraxx installed at your shop.
- **Lessons #3-10 have corresponding live Webinars** where our users can ask a Scott Systems Trainer in a online seminar about features covered in the corresponding lesson.

The live Webinar series is three-weeks in length held on Monday, Wednesday and Friday to correspond to lessons #3-#10. Please see the **Schedule of Upcoming Webinars** on our Web site under the training tab to register for each Webinar. The live Webinars are designed to be attended in combination with viewing the corresponding training videos **ahead of time** so we are answering specific questions about the feature, not just showing you how the feature works. The entire three-week Webinar series is recorded and available to watch anytime in the Archived Webinar section of our Web site.

After the SPTC Webinar series, please feel free to join us for an Open forum Webinar to ask any question you have about using MaxxTraxx - see the Schedule of Upcoming Webinars for times. This is your time to explore advanced features and gather some suggestions on how best to use MaxxTraxx to meet your shop's workflow needs.

The webinars are included in your monthly support subscription, but for users that need that extra assistance in learning MaxxTraxx, we offer **one-on-one telephone training and on-site training for an additional fee**. The telephone training is currently \$65.00 per hour as of May 2012. Telephone training sessions are scheduled in one-hour increments. Please see the training section on our Web site for current pricing as the one-on-one training fee may change. Please contact the training department for a quote if you are interested in on-site training.

DataTraxx Online Backup

For anyone who has ever suffered significant (or even minor) data loss from their primary business software, knows the amazing inconvenience and frustration, as well as the time and money loss involved in trying to recover and reconstruct lost data, sometimes with little or no success. As those of you who have been with us for many years know, we have always suggested that you have a reliable backup system for your company data, preferably one with redundancy. After a data loss, we spend a significant portion of our time searching for an archive of information that we can use to start the recovery process. Our data backup mantra has always been, "It's not IF you will suffer a hardware failure, it's WHEN."

After so many years of watching our customers forget to do their backups or realize that their backup system had not been working as they thought, we decided to develop an alternative for them. MaxxTraxx now has a built-in ability to schedule and perform automatic backups and deliver them to any device you choose. That new feature has been a big step forward and has already proven to be a valuable safety net for many of our MaxxTraxx users.

However, when we hear the horror stories of one shop who suffered a shop fire earlier this year that destroyed not only all his computer hardware, but his backups as well, and another who was inundated with a flood, not once, but twice, it became apparent we needed to offer more options. Online backup was the solution where fire, flood, and theft in the shop cannot affect them. It's called DataTraxx Online backup.

Scott Systems is now able to offer all MaxxTraxx users the ability to automatically send their data backups to our secure, online servers. We will store seven successful copies, one for each day of the week, for you. The advantage to having Scott Systems backup and store your data for you is that we can restore your SQL database to a fully operational status in short order, not a job everyone knows how to do. We know your software, we know your business, and we know you.

For only \$15 per month, you cannot beat the peace of mind knowing your data is safe and can be restored to make your business operational in a matter of hours. How much is your data worth? Be sure to indicate on your MaxxTraxx Order Form if you would like to subscribe to the online data backup service for a monthly fee. DataTraxx starts at \$15 a month for 4 GB; more data can be stored for an additional fee and is billed with your support subscription. See the Subscription Order Form for details.

Scott Systems

MaxxTraxx Support Subscription Order Form (Page 1 of 4)

P.O. Box 4155, Carlsbad, CA 92018-4155 (800) 996-9777 - Fax (866) 863-0777

Company Name		DBA	
Address		City, State, ZIP	
Phone 1	Phone 2	Fax	
Email Address		Owner's Name	

Hours of Operation: 8 **HR**

Standard Support hours are Monday through Friday, 5 a.m. to 5 p.m. Pacific Standard Time. (excluding recognized New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas holidays)

Support Services:

Scott Systems will provide, (during Standard Support hours), unlimited Internet Chat Support and Phone Support on Scott Systems' **MaxxTraxx Corporate, MaxxTraxx Service, and MaxxTraxx Express** software in the following areas during the period of the subscription. Included: Answering specific questions regarding current Scott Systems' software operation and setup; online Internet Remote Control Support to correct Scott Systems' program and data errors and to correct user caused data errors on Scott Systems' programs (i.e., miskeyed information) when no existing program function is available that will correct the problem.

Not Included: Setup or troubleshooting of computer hardware, operating system, network, printer, and Internet connections.

Software Use and Software Updates:

Scott Systems will offer MaxxTraxx software and all updates released during the period of this subscription for use on one server at one facility at no extra charge when downloaded from Scott Systems' Internet Web site. (Scott Systems does not guarantee a minimum number of updates per year.)

Training:

The Self-Paced Training Curriculum videos and live Webinars are available at no additional cost. Reservations for dedicated telephone training may be scheduled at an additional cost in one-hour increments at the current Telephone Training Rate. (Contact us or see our Web site at www.scottsystems.com for current training rates)

After Hours Support:

If you have an emergency situation after Scott Systems' regular business hours, you may call the support line at (800) 996-9777 and leave a message. A Customer Support Representative will be notified and will call you back as soon as possible. Scott Systems will offer support at the current "after hour" rate with a minimum charge per call. (Contact us for current after hours support rates)

Minimum Hardware Specifications:

Server - Microsoft Windows XP Professional Service Pack 3. For networks with more than six workstations, Microsoft Windows 2003 Server. CPU - 1.5 GHz, 2GB RAM, 40GB Hard Drive, Super VGA or LCD Flat Screen Monitor. (Screen minimum 1024 x 768 resolution), a broadband Internet connection. (**No wireless networks** unless you use Terminal Service or Citrix)

Workstation - Microsoft Windows XP Home Service Pack 3, 1.0 GHz CPU, 1GB RAM, 40GB Hard Drive, Super VGA or LCD Flat Screen Monitor. (Screen minimum 1024 x 768 resolution), a broadband Internet connection.

Term of Subscription:

Subscription period begins upon registration of the software. Subscription ends upon 30 days written notice by either party. Scott Systems reserves the right to terminate this Support Subscription for non-payment of fees, violation of software copyrights or abuse of Support Services as determined by Scott Systems' management.

Balances remaining for the deferred payments for items like One-Time Registration and Conversion fees that may have been WAIVED or split up into several, smaller increments become due and payable immediately in the event of subscription cancellation prior to completing contractual commitment.

Terms subject to change with a sixty (60) day written, email or Website notice at <http://www.scottsystems.com>

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MaxxTraxx Support Subscription Order Form (Page 2 of 4)

P.O. Box 4155, Carlsbad, CA 92018-4155 (800) 996-9777 - Fax (866) 863-0777

	Monthly Fees	One-Time Charges
<p>Registration and Support Subscription</p> <ul style="list-style-type: none"> • Select a MaxxTraxx software program and enter the monthly fee and one-time registration fee on the right. (No registration fee required for existing Scott Systems users) • Registration includes over the phone / Internet help in setting up MaxxTraxx software on one file server and all registered workstations, training and computer system configuration where necessary. (Configuration is limited to MaxxTraxx software hardware requirements) • Monthly support subscription is for <u>ONE COMPUTER</u>. Monthly billing requires automatic credit card processing or electronic debit. Quarterly or annual billing available. Subscription may be cancelled at any time with 30 days written notice. Cloud hosting available for an additional fee - call for quote. <p style="text-align: center;">(Check only one box)</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <input type="checkbox"/> MaxxTraxx Corporate \$139 monthly / \$399 registration <input type="checkbox"/> MaxxTraxx Service \$ 99 monthly / \$299 registration <input type="checkbox"/> MaxxTraxx Express \$ 59 monthly / \$ 99 registration <input type="checkbox"/> MotorTraxx (Legacy) \$ 99 monthly <p style="text-align: center; font-size: small;">(MaxxTraxx Express is available for single user only)</p> </div> <div style="width: 35%; text-align: center;"> <p>\$ _____</p> <p>\$ _____</p> </div> </div>		
<p>Workstation Support Subscription</p> <ul style="list-style-type: none"> • Select the number of workstations and enter the monthly fee on the right. Each additional workstation requires a monthly workstation support subscription. (Additional workstations not available with MaxxTraxx Express). <p style="text-align: center;">(Check only one box)</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <input type="checkbox"/> 1 additional workstation \$14 <input type="checkbox"/> 2 additional workstations \$28 <input type="checkbox"/> 3 additional workstations \$42 <input type="checkbox"/> 4 additional workstations \$56 <input type="checkbox"/> 5 additional workstations \$70 <input type="checkbox"/> 6 additional workstations \$84 <input type="checkbox"/> 7 or more additional workstations \$98 </div> <div style="width: 35%; text-align: center;"> <p>\$ _____</p> </div> </div>		
<p>DataTraxx Online Backup Subscription</p> <ul style="list-style-type: none"> • Secure, automated Online Backups sent to redundant Backup Servers in multiple data centers. Backup daily or even multiple times per day. Many plans available depending on how much data you want to back up with the option to back up any other data including documents pictures and emails with any of the plans. <p style="text-align: center;">(Check only one box)</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <input type="checkbox"/> DataTraxx Gigabyte \$15 </div> <div style="width: 35%; text-align: center;"> <p>\$ _____</p> </div> </div>		
<p>Data Conversion Fee</p> <ul style="list-style-type: none"> • Data from another software program may be converted and loaded into a new installation of MaxxTraxx. MotorTraxx data can be converted for a one-time charge of \$129. Contact Scott Systems for a quote to convert another software program. (MaxxTraxx Pro SE data can be converted at no charge upon request) <p style="text-align: center;">(Check only one box)</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <input type="checkbox"/> MotorTraxx Data Conversion \$129 <input type="checkbox"/> MaxxTraxx Pro SE Data Conversion - no charge <input type="checkbox"/> Custom Data Conversion (call for quote) </div> <div style="width: 35%; text-align: center;"> <p>\$ _____</p> </div> </div>		
<p>Totals for Monthly Fees & One-Time Charges:</p>	<p>\$ _____</p>	<p>\$ _____</p>
<p style="text-align: center;">Total Due at Time of Registration: (add total Monthly Fees & One-Time Charges above)</p> <ul style="list-style-type: none"> ➤ For quarterly billing, multiply total monthly box above x 3 and add to one-time charges ➤ For annual billing, multiply total monthly box above x 12 and add to one-time charges 		<p>\$ _____</p>
<p>I would like to sign up for MaxxTraxx Integrated Credit Card Processing - (when available) <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>Notes:</p>		

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MaxxTraxx Support Subscription Order Form (Page 3 of 4)

P.O. Box 4155, Carlsbad, CA 92018-4155 (800) 996-9777 - Fax (866) 863-0777

Please complete the Payment Information section below, read the authorization**, and sign. All requested information is required. Upon approval, we will automatically charge your card or bill you for the amount indicated. Your charges will appear on your monthly statement. Please check the appropriate Payment Type. “Monthly” billing is available with automatic Credit Card processing or Electronic Debit only; it is not available if you want to be billed by mail and pay by check. For Quarterly or Annual payment schedules, you will be charged the monthly amount entered above multiplied by 3 or 12 accordingly. The initial charge to your account will include the sum of the Registration Fee, the Conversion Fee (if applicable) and the first scheduled Monthly, Quarterly, or Annual support subscription amount including backup fee payment if selected. If paying by check, please include these same items when calculating the amount of the check. If paying by Electronic Bank Debit (ACH), please fax a copy of a voided check with your subscription order form.

Company Name			
Payment Type	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express <input type="checkbox"/> PayPal <input type="checkbox"/> Check <input type="checkbox"/> Electronic Debit		
Payment Terms	<input type="checkbox"/> Monthly \$ _____ <input type="checkbox"/> Quarterly \$ _____ <input type="checkbox"/> Annual \$ _____		
Credit/ Debit Card #		Exp. Date	___ / ___
Cardholder Name			
Signature **		Date	___ / ___ / _____

****I authorize Scott Systems to charge my account if applicable as specified on this Subscription Form. SIGNATURE IS REQUIRED FOR ALL TYPES OF PAYMENT SIGNIFYING YOUR AGREEMENT WITH THE TERMS OF THIS SUBSCRIPTION.**

This is a service and support agreement which is offered to MaxxTraxx users. No sale or rental of software, software licenses, computer hardware or any other goods or materials is expressed or intended. You may use the MaxxTraxx software without license and at no cost without subscribing to our support agreement with the limitation that you will only be able to create 50 Repair Orders and Parts Sales Invoices and will not have access to some functions. Full Repair Order creation, Parts Invoice creation and Accounting functionality will be made available for use to Support Subscribers in good standing only. If a Support Subscriber chooses to discontinue Support or fails to pay their support fees, the program will revert to its pre Support Agreement functional status. In addition, there are numerous third party integrations built into the program that must be subscribed to separately from this Support Agreement. All rights of ownership of materials and code are retained by Scott Systems.

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MaxxTraxx Order Form Release to Install (Page 4 of 4)

P.O. Box 4155, Carlsbad, CA 92018-4155 (800) 996-9777 - Fax (866) 863-0777

Prior to scheduling the installation of your "Go Live" version of MaxxTraxx, we need to ensure that you have completed the necessary tasks and are both informed and prepared to use MaxxTraxx. **Please check off the following items, complete, and sign the bottom section and fax ALL FOUR PAGES of this Order Form** to (866) 863-0777.

- I have read and understand each task required on the Setup Checklist
- I have received the User Manual and understand how to access and read the procedures
- I understand that I need to setup up certain sections of MaxxTraxx prior to writing invoices
- I understand I will need to manually set up my general ledger and banking information
- I have received (or waived my option for) a practice/trial version of MaxxTraxx
- I have reviewed the Self-Paced Training Curriculum on the Scott Systems Web site
- I have read, understand, and meet the minimum hardware requirements for MaxxTraxx
- I understand that I need to have a backup system in place to backup my MaxxTraxx data
- I have read and understand an online data backup is available from Scott Systems

Shop Name: _____ Phone: _____

Owner Name: _____

Owner's Signature: _____

Date and Time Requesting Installation and/or Conversion: _____

(Must start between 8 a.m. and 3 p.m. Pacific Standard Time, Monday through Friday. Please note that the installation and/or conversion may take up to four hours; not all times available as requested.)

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