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The Company

Fairport is an Australian based company developing quality software predominantly for the agricultural and horticultural industries. With regard to the transportation industry, Fairport developed a DOS version of Max back in 1991 and a windows version was released in 1997. A network version of Max was released in 1998 due to popular demand.

Current Max users include farmers, shire councils, small businesses and bus charter companies. In 2001, a group of students from Curtin University (Studying in the school of Information System under the Curtin Business School) approached Fairport for a joint venture to redevelop Max. The aim was to develop new software with the same underlying concepts as Max but to bring the standard of the software up to the same level as the other software that Fairport has developed.

Intensive research and surveys were conducted to determine what existing users of Max would want included in the new software. Several members from other industries were consulted as well. Hundreds of man-hours were spent on developing the new software and Max Pro was released at the end of 2001.

Fairport is a Western Australian owned and operated company was formed back in 1988 by Roger Wiese (a 5th generation farmer) to develop and distribute production recording and planning software for the agricultural and horticultural industries and Vehicle and Machinery Management software for the transportation industry.

To read more about Fairport Technologies or any of our software products please visit us online at www.fairport.com.au or email us at mail@fairport.com.au.

Max Pro has an extensive on-line help system, which can be accessed through the F1 facility.

Thank you for your interest in Fairport Technologies software.

Installation

To install the enclosed CD, please follow these steps:

1. Place the CD in your CD Rom drive;
2. The CD should automatically take you to the welcome screen after a few seconds; If this does not happen, click the Start button, choose run and type D:\setup.exe and press enter (providing that your CD Rom drive is D: if not modify as appropriate);
3. Once you are at the welcome screen, click the Install Products button to continue;
4. At the software listing screen select the Max Pro software to install;
5. When you come to the screen where you can select a directory to install the software into we recommend you leave it as C:\MaxPro.
6. When your installation is complete, please exit the installation wizard by clicking on the main menu button and then the exit button.
7. Please remember to restart your computer before starting Max Pro for the first time.

When your installation is complete you will be left with a desktop icon for Max Pro ready for you to run the program for the first time.

On your first run time of Max Pro, you will be asked to enter your trading name details, please take the time to fill in ALL of the fields on this screen as it will help us and you in the future if you decide to purchase the program (the details that you enter on this screen are the details that will print out on your registration form). We would especially like to know if you have an email address so that we can send updates of Max Pro as well as help and hints.

Now that your contact details are entered, you can enter Max Pro for your first run time (you have 20 run times in total). This demonstration allows you to enter as much data of your own as you want to within the 20 run

times. This means you can run the program 20 times in all... eg. Once a day for 20 days.

On your first run time of Max Pro, please enter a login name and password. Please remember the login name and password as they would be asked every time you start the program. The login password would have to be at least 8 characters in length made up of (A-Z, a-z, 0-9). Login name and password is CASE SENSITIVE. You can turn this feature off within the program but that would also require the login details. We recommend you take the time to look at **Help** file to familiarise yourself with the program. The **Help** file is filled with screen shots of the program to give you a graphically representation of the program and to enable you to identify the areas where you need help.

You can click on the Help button to bring up the help for that screen or just press F1 any time to bring up the appropriate help.

Now, down to business...

Configuration

The **Configuration** menu allows you to customise how your program looks and behaves. You can change the colour of your program or set a different name for what you would call an Asset (for example Vehicle).

You can categorise your Assets, Employees and Inventories according to different categories, which you specify in the configuration menu. At the same time you could also define different Inventory Packages and Measurement Units to be used in the program. These configurations are used in the program to help in making your life easier.

The Asset Tyre Configuration allows you to define different tyre positions for different Asset Category while the Inventory Package Configuration allows you to define different Inventories for a single package to be used in a service of an Asset.

For more information please look under **Configuration** in the **Help** file.

Importing Data From MAX

If you have purchased Max from Fairport, you can import the data in Max to Max Pro. Please keep a backup of your current Max Pro database before importing data from MAX.

During the import process, you can change the values of the data. However some of the data cannot be modified and this is to ensure data integrity of the database itself. It is highly recommended that you set up your configuration lists before import. For example, you can define asset categories, inventory categories, employee categories and measurement units. This list would be used during the import of MAX data. You could

also define the lists during import by clicking on the Configuration button on some of the screens.

To import data from MAX, select the **Import MAX Data** option under **Configuration** in the menu bar and specify the directory of your MAX database. You can either import all the data from MAX or only certain parts of MAX data by checking on the relevant checkboxes.

Below is a short description on each section of the import.

The **Contacts** section allows you to import the list of contacts. Please specify the type of contact (customer, supplier or employee). You can also specify if this particular contact is an individual or a company.

The **Fuels and Tyres** section allows you to import the list of fuels and tyres used in MAX. Please specify the Inventory Category, Buy Measurement and Sell Measurement. You can also click on the Configuration button to add new categories or measurement units.

The **Parts** section allows you to import the list of parts used in MAX. Please specify the Buy Measurement and Sell Measurement. You can also click on the Configuration button to add new categories or measurement units.

The **Parts Packages** section allows you to import the service packages used in MAX. You can change the number of quantity of parts used in each service package.

The **Vehicles** section allows you to import the vehicles used in MAX. Please specify the asset category for all the vehicles.

The **Tyre** section allows you to import the tyres used in service of the vehicles in MAX.

The **Repairs** section allows you to import the services done on vehicles in MAX.

The **Running Costs** section allows you to import the running cost of the vehicles in MAX.

The **Expenses** section allows you to import any other expense the vehicles have incurred in MAX.

For more details on how to import Max data, please take a look under **Data Import** in the **Help** file provided.

Data Entry

There are 9 different sections under the **Data Entry** Menu. Each of these sections allows you to add, modify or delete records for the appropriate sections. Please take note that the delete option is not available for some of these sections, as deletion of records would cause the program to malfunction. It is advised that you take great care when choosing to delete records from the program, as they are irrecoverable after they have been deleted from the database.

It is highly recommended that you backup your database regularly and keep them in a safe place. For more information on how to backup and what practice to adopt, please look under **Backup Data Files** on page 13 of this booklet.

For more information please look under **Data Entry** in the **Help** file.

Assets

An asset is any transportation vehicle that you may have. A car, bus, plane, boat and even bicycle can be considered as an asset in Max Pro. You may even want to store information about stationary motors. You can keep a record of all the assets that you use in your company or even your own car. There are currently a lot details that you could keep track of your assets in Max Pro.

Customers

A customer is an entity that you wish to keep track of when doing business. The customer can be an individual or a company. For example, a tourist comes from aboard and rents your vehicle for a certain period of time or a company hires a whole fleet of vehicles for a specific function. You can keep track of other entities like suppliers and employees in their appropriate sections in Max Pro.

Employees

An employee is an entity that you employ to help in the daily running operations of the company. The employee can be an individual or a company. For example you could hire workers to help you drive your vehicles or employ a cleaning company to clean your office after office hours. You can keep track of other entities like suppliers and customers in their appropriate sections in Max Pro.

Suppliers

A supplier is an entity that you wish to keep track of when doing business because they supply your company with parts or service. The supplier can be an individual or a company. For example, a company who supplies you with parts for your car or someone who supplies you with their special skills. You can keep track of other entities like customers and employees in their appropriate sections in Max Pro.

Inventories

An inventory is an entity that is used in maintaining the assets or running of the assets. For example fluids like petrol, diesel or head light

parts can be classified as an inventory. They can be used either in the daily running or services of the assets.

Purchases/Adjustments

The purchase/adjustment section allows you to record purchases or make adjustments to current inventory quantity level. For example you can record purchases of inventories or make adjustments to inventories due to missing inventories. The purchase/adjustment automatically adjust the quantity amount of the inventory in the Inventory section.

Services

The service section allows you to record services carried out on the assets. For example you can record an in-house (services which are done by your company) or a running cost service. In-house services are fixed services like 10000km or 25000km services. Running cost services are services that are carried any time any day, like topping up petrol or changing headlights when they blow out. The difference between the two is that in house services are fixed and they require the next service date or km while running cost services are not fixed and do not require this information.

Bookings

The booking section allows you to record bookings made on the assets. There are two different kinds of bookings, Customer bookings and Service bookings. A customer booking is a booking made by your customers on the assets. A service booking is a booking made when you want to book

the asset for a certain period of time for service. This is necessary for the **Search Asset Availability** function to work properly. For example, you want to service the red car between the 1 of Aug to the 5 of Aug, you use the service booking to create a record. When a customer requests to book the same red car between the 2 of Aug to the 10 of Aug using the **Search Asset Availability**, the asset red car would not be available for the customer because it would be in service.

Calendar

The calendar section allows you to record anything that you want to do. It is sort of like a to do list.

Reports

The report section allows you to view and print a list of different reports for every data entry section, base on the criteria that you can select in the report selection screens.

For more information please look under **Reports** and the appropriate data entry section in the **Help** file.

Utilities

The **Utilities** menu options include checking for asset availability, a monthly calendar gives you an idea of the tasks in the month a backup and restore facility for your data and a form to change your user login details.

For more information please look under **Miscellaneous** in the **Help** file. Here is an overview of the facilities available from the **Utilities** menu.

Search Asset Availability

You can search for assets that are available from a start date and time till an end date and time. You can define the start or end time down to minutes. Assets that are not Booked for Service or by a Customer would be displayed in the Results box.

Monthly Calendar

The monthly calendar would display tasks that are scheduled for that particular month. You can print out the monthly calendar or save it as a web page. This gives you a visual representation of the tasks that need to be done for that month.

Backup Data Files

It is absolutely imperative that you regularly back-up your database files to a floppy disk. You can backup your database by choosing **Backup Data** under the **Utilities** menu.

The recommended practise would be to backup the database daily onto 7 different floppy disks and weekly onto another separate floppy disk. You would need 7 floppy disk called Monday Backup, Tuesday Backup till Sunday Backup. You would need another disk called Weekly Backup.

For example save your backup on Monday onto a floppy disk labelled Monday Backup, save backup on Tuesday onto a floppy disk labelled Tuesday Backup so on and so forth. For the following week Monday, save the backup onto the floppy disk labelled Monday Backup, overwriting the existing backup on the disk.

At the same time please remember to backup your data at the end of the week onto the floppy disk labelled Weekly Backup (do not overwrite the backups in this floppy disk). Keep backups of the database every month and year on separate disks.

Please give meaningful names to the backup. For example you can call your backup file on the 1 of August 2002, 01Aug2002.zip. This is to help you identify the backup in case of a restore.

It is recommended that you backup your database onto your hard drive C:\MaxPro before copying the backup over to the floppy disk. This is to eliminate the possibility of a corrupted or faulty floppy disk. It would be ideal to keep a copy of the backup on the hard drive and at the same time another copy on the floppy disk.

To prevent restoring backup from faulty floppy disks, it is recommended that you change your floppy disk at least every 6 months. As the saying goes, you can never have too many backups of your important data where computers are concerned.

Restore Data Files

The data restore facility is used to restore data that has previously been saved with the program's data back up facility. The data you restore must exist and reside on either a floppy disk or your hard disk.

Please note that when restoring data, the existing database would be over-written and this process is irrecoverable. Please backup the existing database before restoring data to ensure that you have a working database in the event of any failure.

Change User login

This option allows you to change your login details (Login name and Password). You are required to enter the current login details before you are allowed to change the login details.

Thank You

Once you have had a good look at the Max Pro program and decide you wish to purchase a copy of the software, you can register the program without losing any of the data that you have entered so far. To register, click the **Print Registration Form** button next time you use a run time. This form can then be faxed to your local dealer or to Fairport Technologies. Once the program has been paid for, we will issue you with a serial number to unlock the program (you enter this by clicking the **Register** button) and forward a manual to you in the mail along with a bonus six months Fairport Club Membership.

Please peruse the locations of your nearest dealers and contact them for any enquiries you may have. If you find that you do not have a dealer in your vicinity, then you can contact Fairport Technologies to obtain dealer information or to purchase the program direct.

Some dealers like to include a training package in with the software, **this is optional**, if you do not want training please inform your dealer that you are comfortable working on the software at your own pace. You will find a software price list on our web site or by calling our office.

If you require help to install this CD, or any information at all... please call. Perhaps we can have someone from nearby call and help you work through the program for an hour or so.

We are proud to send you this release of Max Pro, we'd love to hear your comments about this program.

Please call on 1800 500 195 for any extra queries you may have.

Yours sincerely,
Roger Wiese
Managing Director

Fairport Club Membership

For those customers who will soon purchase a Fairport software package, you are automatically placed into the Fairport Club.

New Fairport customers will receive a complementary 6 months Fairport Club Membership.

Existing Fairport Club Members that purchase an add on module for their Fairport software (ie: Add mapping to an existing installation of PAM) will receive a Fairport Club Membership extension/renewal for 3 months to the nearest billing quarter.

Membership renewal cost varies according to how many registered programs you own.

The minimum renewal cost is \$110 (inc GST) for 12 months membership, however if you own more than one product, your annual renewal is approx 10% of the combined purchase price. To renew, or start your Fairport Club Membership, please email us.

The benefits to members of the Fairport Club include:

- Facsimile technical support on Fairport Technologies software
- 1800 toll FREE Telephone technical support on Fairport software
- Incremental release updates: (eg Max Pro 1.0 to Max Pro 2.0)
- Discounts on any other products Fairport may offer you on a direct-mail basis (eg PAM QA Plus)
- Help Notes
- Discounts on services required of Fairport Technologies (ie: Data recovery, data merging)

Notes
