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# **Admin User Guide**

This is an Admin guide document for administrators to use the service.

# 01. Access Website

Launch a Chrome browser and enter https://admin.maxwork.maxst.com in the address bar on Google Chrome. You can also click the 'Admin shortcut' button on the application/purchase complete page of the site.

i The authority to access the Admin site is given only to the ID who applied/purchased a plan on the MAXWORK site (Super admin of the company), and the ID granted by the Super Admin to the Sub Admin authority on the Admin site.

An ID with Admin access authorities must be registered again as an account user to use the Remote / Create / Direct feature.

# 02. Log In

#### 1. Super Admin

Log in with the ID and password you signed up for on the MAXWORK site.

i If you forgot your password, you can reset it through 'Forgot Password'. At this time, the changed password is applied to the MAXWORK site as well as the Admin.

🛕 If you log in without purchasing a plan, you can only check 'My Info' menu on My Page.

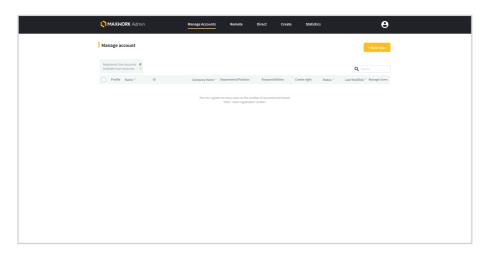
#### 2. Sub Admin

Log in with the ID and password you entered in the 'Register as a Sub Admin' automatic email received from the Super Admin. Sub Admins can also log in to the MAXWORK site with the same ID and password, but plan changes and viewing of subscription / payment information are restricted.



# 03. My Page

If you click the  $\bigcirc$  button on the top right, you can check my information and admin management menu.



#### 1. My info

You can check the basic information and additional information entered when registering as a MAXWORK member, and modify them.

• Change Password : Change the password to be used in MAXWORK site and Admin.

• Delegation of Super Admin authority : Super Admins can delegate authority to third parties. At this time, the person to be delegated authority may be one of the Sub Admins, a general account user, or a person who does not have any ID related to MAXWORK. However, the ID must not have a history of joining MAXWORK.

- i Since MAXWORK plans are set based on the company of the Super Admin, the Super Admin authority can only be delegated to IDs who do not have their own registration history.
- Delegation of authority' is a feature only given to the Super Admin, so the button is not visible to Sub Admins.

| 🔘 ΜΑΧΡ  | IORK Admin      | Manage Accounts Remote Direct Create S   | atistics O      |  |
|---------|-----------------|--|-----------------|--|
| My Page | > My Info       |  |                 |  |
|         |                 |  |                 |  |
|         | Name of Company | 9AE  |                 |  |
|         | Name            | Delegation of Super Admin authority<br>Delegate MAXWORK Super Admin authority to the entered email ID.<br>You must enter the valid email ID to be used as a MAXWORK Super Admin. |                 |  |
|         | Email ID        | If the other person accepts the request for delegation, the current Super<br>Admin ID's authority is changed to a Sub Admin.   |                 |  |
|         | password        | Email ID to be delegated the authority   | Change Password |  |
|         | authority       |  |                 |  |
|         |                 | Cancel Send Email  |                 |  |
|         | Additional Info |  |                 |  |
|         | Team / Title    | 기획팀/선원   |                 |  |
|         | Contact Number  | +821036588033  |                 |  |
|         |                 |  |                 |  |

An automatic e-mail request for delegation of super administrator authority is sent to the entered email ID. If the delegated person accepts the request, the existing Super Admin is changed to a Sub Admin.

- Modify Department / Position : You can edit the department and position information entered.
- Modify Contact : You can edit the contact information . At this time, the country code cannot be modified because it follows the country code of the affiliated company.
- i The Super Admin's name, ID and contact information are shared with account users in the MAXWORK app / Remote, and Create site in the 'Contact' menu.

#### 2. Manage Admin

Super Admin can add or delete Sub Administrators through 'Manage Admin' menu. This function is the authority of the Super Admin and Sub Admins can only check the list of currently registered other Sub Admins.

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|   |   |   |   |                        |                     |                 |            |                  |            |

Super Admin's 'Manage Admin' Screen

Sub Admin's 'Manage Admin' Screen



Super Admins appear in the first column and Sub Admins are sorted down according to the order in which they are added. There is no limit to the number of people that can be designated as Sub Admins.

• Add Sub Admin : 'Add Sub Admin button' is only active for Super Admins. If you enter the email ID you wish to designate as a sub administrator, an automatic email for the related process is sent to the address. When a person who has been granted Sub Admin authorities completes the registration process, he will automatically appear in the list.

| My Paj | ge > Manage Admin |   |  |   |       |  |  |
|--------|-------------------|---|--|---|-------|--|--|
|        |                   |   |  |   |       |  |  |
|        |                   | q   |  | 기획용/선원  |       |  |  |
|        |                   | An email requestin<br>will be sent to the r | of the user to be adde<br>g acceptance of the S<br>mail address. When<br>ed, it is automatically | ub Admin's authority<br>the user's registration<br>registered as a Sub Ad | tmin. |  |  |

• Delete Sub Admin : If you select the check box next to the administrators list, 'Delete Selected' button will appear. Super Admin cannot be deleted, so the check box is disabled.

| My Page > Manage Admin         Add State Admin         Add State Admin           Colors of unlock         II         Namer of Company         Team / Tole         Contact Namer         Admin of Decempany           In State I administ         II         Namer of Company         Team / Tole         Contact Namer         Admin of Decempany           In State I administ         II         Namer of Company         Team / Tole         Contact Namer         Admin of Decempany           In July         Independent of the Namer         NAST         UK         42 E02040203         Sob Admin           In July         Sob Admin         NAST         Manage         42 E02042203         Sob Admin | Solves the service         Solvest | Store Heiser         Sill         Name of Company         Team / Tible         Contact Namber         authority           Name         pille@max.com         M037         VA         42 0259596.         Spire Advin           Va. Adre         pille@max.com         M037         VA         42 0259596.         Spire Advin           Va. Adre         pille@max.com         M037         VR         42 050596003         Spire Advin           Va. Adre         pille@max.com         M0437         7456/2158         42 1050548023         Spire Advin           Stor. Max         Akax059277@gmail.com         M0437         Manage         42 1050545283         Spire Advin | Name         ID         Name of Company         Team / Trife         Contact Number         authority           Name         pinepinearcom         MAX37         UK         442 02507564         Signer Advin           'to Aule         julepinearcom         MAX37         UK         442 02507564         Signer Advin           'to Aule         julepinearcom         MAX37         UK         442 02507564         Signer Advin           'to Aule         julepinearcom         MAX37         VMR julegit         45 100548023         Solo Advin           'to Signe Advin         MAX37         Manage         452 1005481263         Sulu Advin | 0    | MAXWORK Admin       | Manage Accoun        | its Remote      | Direct Create | Statistics     | θ             |
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|   |   |  |   |      | Seo Alex            | Alexa09177@gmail.com | MAXST           | Manage        | +82 1023452563 | Sub Admin     |
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|   |   |  |   |      |                     |                      |                 |               |                |               |
|   |   |  |   |      |                     |                      |                 |               |                |               |

i Even if the Sub Admin authority is deleted, the authority of the account user of the same ID is still valid.

i In the Admin site, the Sub Admin has the same authorities as the Super Admin except for 'Manage Admin'.

# 04. Manage Accounts

The first thing that the MAXWORK administrators have to do is to register account users.

#### 1. Register Users

You can register as many users as the number of accounts purchased with the '+Register User' button.

|   | Manage Accounts Remote   | Direct Create Statistics               | $\frown$     |
|---|--|--|--------------|
| Manage account  |  |  | + New User   |
| Registered User Accounts 0<br>Available User Accounts 4 |  |  |              |
| Profile Name * ID                                       | Company Name * Department/Position                                 | Responsibilities Create right Status * | Last Nodilie |
|   | You can register as heavy users as the run<br>Clas-Your registrate | nber of accounts purchased.            |              |

If all users are registered in the purchased account, the user registration button is disabled. If you would like a larger number of accounts, please change your plan or add your user accounts on the MAXWORK site.

i You can manage your plans only on the MAXWORK site (https://maxwork.maxst.com).

The administrator's ID has only the MAXWORK site and Admin authorities. If the administrator wants to use MAXWORK, he must register himself as an account user once more.

#### 2. Enter User Information

Basic Information

- Last Name / First Name : Enter last name and first name separately. The user's name cannot be modified once it is entered, so be sure to enter it without typos.

- ID : Enter the user's email to be used as ID. ID is unique and cannot be modified once entered, and duplicated registration of the same ID is not possible. After registration, the user will receive an email notification of MAXWORK usage in that email, so be sure to use a valid address.

- Password : The password can be automatically generated in random alphabets and numbers, or the administrator can enter it. (Password must be alphanumeric and between 6 to 16 characters long.) The password issued by the administrator is changed by the user when logging in for the first time. After that, the administrator cannot view or change the user's password.

| Last Name*  | Enter your last name.  |  |
|-------------|------------------------|--|
| First Name* | Enter your first name. |  |
| ID*         | Enter the email ID.    |  |
| Password*   | Auto generation        |  |

#### Additional Information

- Company Name : The Super Admin's company name is entered by default. If you want to register someone with a different affiliation as an account user, you can open the company name drop-down menu to add another company, or select another company name that has already been entered.

| Additional Info         |         | A | dditional Info          |   |
|-------------------------|---------|---|-------------------------|---|
| Company Name*           | MAXST 🗸 |   | Company Name*           | Belect a company or enter a company name to add |
| Department/<br>Position |         |   | Department/<br>Position | MAXST (Default) 🖌                               |
| Responsibilities        |         |   | Responsibilities        | DM Engineering                                  |
|                         |         |   |                         | FormF   |

Status of default company name input

Status of additional company name input

The input value can be compared in real time with the already registered company name by partial search, and if there is the same company name, it cannot be added.

Except for the default company name which is registered as the Super Admin's, you can edit or delete the additionally registered company name. If you move the mouse over the company name you want to edit/delete, a more button appears, and you can check the detailed menu when you click the button.

| • · · · · •   |  |
|---|--|
| Company Name* Select a company or enter a company name to add |  |
| Department/ MAXST (Default) ✓                                 |  |
| DM Engineering  |  |
| Responsibilities<br>FormF                                     |  |

| Additional Info         |                                  |                  |  |
|-------------------------|----------------------------------|------------------|--|
| Company Name*           | Select a company or enter a comp | pany name to add |  |
| Department/<br>Position | MAXST (Default) 🗸                |                  |  |
|                         | DM Engineering                   |                  |  |
| Responsibilities        | FormF                            | Edit Name        |  |
|                         |                                  | Delete           |  |

Mouse over company name

Status of additional company name input

An error message pops up if a company with the same name already exists while you're editing it, or when there is a user belonging to the company that you're trying to delete.

| Password*               | Auto seneration<br>Acompany name with the same name exists. | Password*               | Auto gener Calinot be deleted because there is a user who belongs     to this company. |
|-------------------------|---|-------------------------|--|
| Additional Info         |   | Additional Info         |  |
| Company Name*           | Select a company or enter a company name to add             | Company Name*           | Select a company or enter a company name to add  |
| Department/<br>Position | MAXST (Default) 🗸   | Department/<br>Position | MAXST (Default) 🗸  |
|                         | FormF Cancel OK   |                         | DM Engineering   |
| Responsibilities        | FormF   | Responsibilities        | FormF  |
|                         |   |                         |  |

Company name editing error screen

Company name deletion error screen

- Department / Position : Enter the name of department and position. This is not required.

- Responsibilities : Enter the user's responsibility. This is not required.

Authority Information

MAXWORK has different features available for each plan.

- MAXWORK Lite : Remote (Default feature)
- MAXWORK Trial/Pro : Remote (Default feature) Direct (Default feature) Create (Optional feature)

Therefore, the Super Admin who purchased plan other than Lite must check and select the user who will be given the Create authority (Creator). Create rights can be divided by the number of purchased user accounts.

| Access Info                           | 권한 정보   |
|---------------------------------------|---|
| Features V 🕅 MAXWORK Remote (Default) | <b>사용 기능 		 ( ( MAXWORK</b> Remote (기본 사용 기능)                       |
| Lite Plan User                        | ✓ ⑦ MAXIMORK Direct (기본 사용 기능)       ○ 灸 MAXIMORK Create (선택 사용 기능) |

| Trial/Pro | Plan User |
|-----------|-----------|
|-----------|-----------|

i When registering users with 'Create Another' button at the bottom of the 'Register' button checked, users can be continuously registered without switching to the list screen. At this time, be careful as the company name of the user who was registered before is entered.



When the number of accounts that can be registered has reached the limit, the' Register User' button on the list screen is disabled. If you continue to register the users with the 'Creat Another' button checked, an error message will be pops up when the user account limit is exceeded.

| A)     | WORK Admin                       |                     | Manage Account | Remote              | Direct Cre       | ite Statist  | 6              |                 | e            |
|--------|----------------------------------|---------------------|----------------|---------------------|------------------|--------------|----------------|-----------------|--------------|
| Manage | account                          |                     |                |                     |                  |              |                |                 | + New User   |
|        |                                  |                     |                |                     |                  |              |                |                 |              |
|        | ser Accounts 8<br>er Accounts 92 |                     |                |                     |                  |              |                | Q :             |              |
| Profil | Name *                           | 10                  | Company Name   | Department/Position | Responsibilities | Create right | Status *       | Last Modified * | Hanage Users |
| • •    | Big Jame 0                       | james@maxst.com     | MARST          |                     |                  | ~            | Wait for logic | 2020-11-05      | Edit Dalete  |
| • •    | Adams Logan                      | logan@marat.com     | DM Engineering | 3D Design Team      | Senior Designer  | ~            | In Use         | 2020-11-06      | Edit Dalete  |
| 🗆 🌘    | Scott Julie                      | july@maxst.com      | DM Engineering | Process innovation  | Junior Engineer  | ~            | In line        | 2020-10-27      | Edit Delete  |
| - 🚯    | Thomas Rami                      | rami@maxst.com      | DM Engineering | Process Involution  | Junior Engineer  | ~            |                | 3-10-27         | Edit Delete  |
| 0 🥐    | Clark Joy                        | joy@enasst.com      | MARST          | Smart Factory Team  | Senior Manager   | ~            | In Use         | 2020-10-27      | Edit Delete  |
| . 📀    | Andersson White                  | andersson@masst.com | DM Engineering | Process Innovation  | PM               | ~            | In Use         | 2020-10-27      | Edit Delete  |
| • •    | Kaplee Miller                    | kaylee@maxst.com    | DM Engineering | Process innovation  | Senior Engineer  | ~            | in Use         | 2020-10-27      | Edit Delete  |
| . 0    | Steve Brown                      | steve@maxat.com     | NAIST          | 3D Design Team      | Senior Designer  | ~            | In Use         | 2020-10-27      | Edit Delete  |

## 3. Complete Registration

If you click the Register button after completing all information input, the service usage notification email including MAXWORK account ID (email), password, and authorization information is automatically sent to the entered user's email address.

### 4. User List

You can check the list of registered users in the 'Manage Accounts' menu.

| <b>() MAXWORK</b> Admin                                  | Manage                      | e Accounts    | Remote              | Direct Create    | Statistic    | 5              |                 | 8            |
|--|-----------------------------|---------------|---------------------|------------------|--------------|----------------|-----------------|--------------|
| Manage account   |                             |               |                     |                  |              |                | + Mana          | ige Accounts |
| Registered User Accounts 8<br>Available User Accounts 92 |                             |               |                     |                  |              |                | Q Sea           |              |
| Profile Name *   | ID Comp                     | oany Name 🎽 I | Department/Position | Responsibilities | Create right | Status *       | Last Modified * | Manage Users |
| Big James  | james@maxst.com MAXS1       | T ·           |                     | -                | ~            | Wait for login | 2020-11-06      | Edit Delete  |
| Adams Logan  | logan@maxst.com DM En       | ngineering    | 3D Design Team      | Senior Designer  | ~            | In Use         | 2020-11-06      | Edit Delete  |
| 🗌 🎲 Scott Julie  | july@maxst.com DM En        | ngineering F  | Process Innovation  | Junior Engineer  | ~            | In Use         | 2020-10-27      | Edit Delete  |
| 🗌 🚳 Thomas Rami  | rami@maxst.com DM En        | ngineering F  | Process Innovation  | Junior Engineer  | ~            | In Use         | 2020-10-27      | Edit Delete  |
| 🗌 🥐 Clark Joy  | joy@maxst.com MAXS1         | т             | Smart Factory Team  | Senior Manager   | $\checkmark$ | In Use         | 2020-10-27      | Edit Delete  |
| Andersson Whit   | e andersson@maxst.com DM En | ngineering F  | Process Innovation  | РМ               | ~            | In Use         | 2020-10-27      | Edit Delete  |
| Kaylee Miller  | kaylee@maxst.com DM En      | ngineering F  | Process Innovation  | Senior Engineer  | $\checkmark$ | In Use         | 2020-10-27      | Edit Delete  |
| 🗌 🥒 Steve Brown  | steve@maxst.com MAXS1       | T S           | 3D Design Team      | Senior Designer  | ~            | In Use         | 2020-10-27      | Edit Delete  |
|  |                             |               | 1                   |                  |              |                |                 |              |
|  |                             |               |                     |                  |              |                |                 |              |
|  |                             |               |                     |                  |              |                |                 |              |
|  |                             |               |                     |                  |              |                |                 |              |
|  |                             |               |                     |                  |              |                |                 |              |
|  |                             |               |                     |                  |              |                |                 |              |
|  |                             |               |                     |                  |              |                |                 |              |
|  |                             |               |                     |                  |              |                |                 |              |
|  |                             |               |                     |                  |              |                |                 |              |

• Profile : After the user logs in, the avatar or registered image set by the user is displayed. For users who have not registered an image, the default profile image appears.

• You can check a registered user's name / ID / company name / department / position / responsibilities / Create authority. If you have authority, it is marked with a V, and a - sign means no permission.

State

- In use : It means that the user has a history of logging in to any of the features they are authorized to use.

- Wait for login : It means that the admin has registered him/her as a MAXWORK user but has not yet logged in. If you click 'Wait for login', you can send the service usage notification email again to the user.

| es       | james@maxst.com     | MAXST          |   |                 |     |        | 2020-1 |
|----------|---------------------|----------------|---|-----------------|-----|--------|--------|
| ogan     | logan@maxst.com     | DM Engineering | 3D Design Team                                    | Senior Designer |     | In Use | 2020-1 |
| lie      | july@maxst.com      |                |   |                 |     | In Use | 2020-1 |
| Rami     | rami@maxst.com      |                | s waiting for log-in<br>send an email reminder on | account         |     | In Use | 2020-1 |
| у        | joy@maxst.com       |                | d access to MAXWORK servi                         |                 | er? | In Use | 2020-1 |
| on White | andersson@maxst.com |                | Cancel  | Resend          |     | In Use | 2020-1 |
| tiller   | kaylee@maxst.com    |                |   |                 |     | In Use | 2020-1 |
| own      | steve@maxst.com     | MAXST          | 3D Design Team                                    | Senior Designer |     | In Use | 2020-1 |
|          |                     |                | 1   |                 |     |        |        |

• Last modified : It refers to the date when the administrator registered/modified the user's information or the user's status was changed.

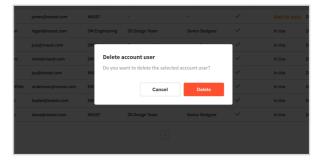
#### Manage

- Edit : Some of the user information can be modified. At this time, the required input items, name and ID, cannot be modified, and if the authorization information is modified, an authorization change notification email will be sent to the user.

- Delete : You can delete registered users. When you delete a user, the account will be able to register other users.

A Note that if account user information is deleted, the usage history including the call log remains, but it is marked as 'deleted user' and accurate information cannot be checked.

| S MAXHORK Admin        |                         | Manage Accounts   |                     |                 |                   |                   | Θ |  |
|------------------------|-------------------------|---|---------------------|-----------------|-------------------|-------------------|---|--|
| Manage Accounts > Edit |                         |   |                     |                 |                   |                   |   |  |
|                        | Basic turlo             |   |                     |                 |                   |                   |   |  |
|                        | Loot Name*              | Adorra  |                     |                 |                   |                   |   |  |
|                        | First Name*             | Logie   |                     |                 |                   |                   |   |  |
|                        | 13.                     | logan@maxat.com   |                     |                 |                   |                   |   |  |
|                        | Additional Info         |   |                     |                 |                   |                   |   |  |
|                        | Сатрату Нати            | CM Engineering  | ~                   |                 |                   |                   |   |  |
|                        | Department)<br>Position | 3D Design Team  |                     |                 |                   |                   |   |  |
|                        | Personabilities         | Sonier Designor   |                     |                 |                   |                   |   |  |
|                        | Access Info             |   |                     |                 |                   |                   |   |  |
|                        | Features                | V 🔞 MAXMORK   | Terrate (Detaut     |                 |                   |                   |   |  |
|                        |                         |   | Direct Online       |                 |                   |                   |   |  |
|                        |                         | C MAXHORK   | Create Hopfor       | 4               |                   |                   |   |  |
|                        | As email resilication   | on will be automotically so<br>than basic user informatic | ert to the register | ed email addres | ail there are any | changes in access |   |  |
|                        |                         |   |                     |                 | Cancel            |                   |   |  |
|                        |                         |   |                     |                 |                   |                   |   |  |



Delete User

Edit User Information



# 05. Remote

#### 1. Workspace User List

Set up the remote support range and contact of all users registered in Workspace User List. The left side of the screen is a list of users registered as account users, and the right side of the screen is a list of currently set workspaces.

| 🜔 ΜΑΧΜΟ                                 | ORK Admin   |                                     | Manage Account:            | s Remote              | Direct Cr      | reate           | Statistics   |            |
|---|---|-------------------------------------|----------------------------|-----------------------|----------------|-----------------|--|------------|
|   |   |                                     | Workspac                   | e User List Call Lis  | Video List     |                 |  |            |
| Remote > W                              | Workspace Use                                     | r List                              |                            |                       |                |                 |  |            |
| All users must be<br>Select the users y | elong to at least one V<br>you want to move and p | Vorkspace.<br>place them in the der | sired Workspace. (Multiple | placement possible)   | Workspace List | t               |  | + Create   |
| Move to Worksp                          |   | Name *                              | ID                         | Q Search<br>WorkSpace |                |                 | 6  |            |
| _                                       |   | Big James                           | james@maxst.com            | -                     | If the adm     |                 | s a space for collaboration betwee<br>as users who need collaboration in t |            |
| • •                                     | DM Engineering                                    | Adams Logan                         | logan@maxst.com            |                       |                |                 | their contact information and get h  |            |
|   |   | Scott Julie<br>Thomas Rami          | july@maxst.com             |                       | How to us      | e Workspace     |  |            |
|   |   | Clark Joy                           | joy@maxst.com              |                       | You can        | specify the wor | rith "+Create" button.<br>rkspace name, validity period and ti             | he members |
|   | DM Engineering                                    | Andersson White                     | andersson@maxst.com        |                       | 2. Each us     |                 | e list of Workspaces to which they b                                       |            |
|   |   | Kaylee Miller                       | kaylee@maxst.com           |                       |                |                 | red person and call to up to 4 peop<br>e made between members of the sa    |            |
|   | MAXST   | Steve Brown                         | steve@massl.com            |                       | they are re    |                 | ot have a Workspace cannot make f  |            |

In Admin, when an administrator designates the workspace of account users, each user can only see the list of workspaces to which they belong, and can make remote support calls only within that workspace.

▲ Users who do not have a workspace cannot make remote calls even if they are registered as account users. Therefore, after registering an account user, you must create a workspace to set the user's remote support range.

• Create : Create a workspace with '+Create' button at the top right of the screen.

- Name : Enter name for the workspace. Depending on the purpose of using the workspace, it can be used as a team name or a project name.

- Validity Period : By default, the validity period is set to 'None'. If you want to specify how long the Workspace will be used, you can click the Settings button to select when the Workspace ends.

i The start of the validity period is set to today's date and cannot be changed.

- Members : Clicking the input field expands the list of all currently registered account users. You can place members in the Workspace you are creating by scrolling through the list or entering a name or company name.

|                       |   |                             |                | Θ   |  |
|-----------------------|---|-----------------------------|----------------|---|--|
|                       |   | Workspace User List Call Li |                |   |  |
| Remote > Workspace Us | er List                                     |                             |                |   |  |
|                       | Workspace.<br>5 place them in the desired V |                             | Workspace List |   |  |
|                       | Create Works                                | pace                        |                |   |  |
|                       | Workspace Name                              |                             |                | n between users.  |  |
| DM Engineering        | Validity Date                               | None     Set Date           |                | ation in the same workspace.<br>and get help at any time. |  |
| DM Engineering        | Members                                     | Enter user or company name  |                |   |  |
| DM Engineering        | members                                     |                             |                | od and the members  |  |
| DM Engineering        |   |                             |                | ch they belong in Remote App/Web.                         |  |
| DM Engineering        |   |                             | Cancel         | o 4 people at the same time.                              |  |
| AXXX                  | Steve Brown stev                            | eğmanıkon -                 |                | no maine Remote calls even IV                             |  |

#### • List

- Account User List : Profiles, company names, names, and IDs of all users who use the Remote and the Workspace they belong to are displayed. Users who do not have a workspace are displayed in red.

- Workspace List : A list of all currently active Workspaces is displayed. In the list, the Workspace name, the name of admin who create the Workspace and validity date of the Workspace are specified. Workspaces that have expired are marked in red and must be manually deleted by the administrator.

| All users | te > Workspace U    | e Workspace.    | esired Workspace. (Multiple) | placement possible) | Workspace List 🕦          |                        | + Create                  |
|-----------|---------------------|-----------------|------------------------------|---------------------|---------------------------|------------------------|---------------------------|
|           |                     |                 |                              | Q Search            | TEAM A (Created by Steve  | Herman)                | 2020-11-11~2020-11-19 *** |
| D PI      | rofile Company Name | Name *          | ID                           | WorkSpace           |                           | Nobody in this workspz | ace.                      |
|           | MAXST               | Big James       | james@maxst.com              | MAXST               |                           |                        |                           |
|           | DM Engineering      | Adams Logan     | logan@maxst.com              | MAXST               | MAXST (Created by Steve I | Herman)                | No validity date 🚥        |
|           | DM Engineering      | Scott Julie     | july@maxst.com               | MAXST               | MAXST                     | DM Engin…              | DM Engin…                 |
|           |                     | Thomas Rami     | rami@maxst.com               | MAKST               | Steve Bro                 | Kaylee Mil             | DM Engin<br>Andersso      |
|           | MAXST               | Clark Joy       | joy@maxst.com                | MAXST               | MAXST                     | DM Engin…              | MAXST                     |
| _         | DM Engineering      | Andersson White | andersson@maxst.com          | MAXST               | Clark Joy                 | DM Engin<br>Thomas R   | Big James                 |
|           |                     | Kaylee Miller   | kaylee@maxst.com             | MAXST               | DM Engin…<br>Scott Julie  | DM Engin               |                           |
|           | MAXST               | Steve Brown     | steve@maxst.com              | MAXST               | Scott Julie               | Adams Lo…              |                           |

Member placement

Users can be placed in the Workspace directly from the list.

- Select and check the user you want to move, and 'Move Workspace' button is activated.

- If you click 'Move Workspace' button, the list of currently created Workspaces is expanded, and you can select the Workspace you want the user to be placed in.

| Mov      | e to Work | space          |                 | C                   | Search    |
|----------|-----------|----------------|-----------------|---------------------|-----------|
|          | Profile   | Comp           | Name *          | ID                  | WorkSpace |
|          | 8         | MAXST          | Big James       | james@maxst.com     | MAXST     |
| <u>~</u> | 9         | DM Engineering | Adams Logan     | logan@maxst.com     | MAXST     |
| ~        |           | DM Engineering | Scott Julie     | july@maxst.com      | MAXST     |
|          | 62        | DM Engineering | Thomas Rami     | rami@maxst.com      | MAXST     |
| ~        | <b>?</b>  | MAXST          | Clark Joy       | joy@maxst.com       | MAXST     |
|          | <b>A</b>  | DM Engineering | Andersson White | andersson@maxst.com | MAXST     |
| ~        | 8         | DM Engineering | Kaylee Miller   | kaylee@maxst.com    | MAXST     |
| ~        | 1         | MAXST          | Steve Brown     | steve@maxst.com     | MAXST     |

|   |          | MAXST          |                 |                     |           |
|---|----------|----------------|-----------------|---------------------|-----------|
|   | Profile  | Comp           | -               | ID                  | WorkSpace |
|   | 8        | MAXST          | Big James       | james@maxst.com     | MAXST     |
|   | 8        | DM Engineering | Adams Logan     | logan@maxst.com     | MAXST     |
| 2 |          | DM Engineering | Scott Julie     | july@maxst.com      | MAXST     |
|   | 62       | DM Engineering | Thomas Rami     | rami@maxst.com      | MAXST     |
|   | <b>?</b> | MAXST          | Clark Joy       | joy@maxst.com       | MAXST     |
|   |          | DM Engineering | Andersson White | andersson@maxst.com | MAXST     |
| 2 | 8        | DM Engineering | Kaylee Miller   | kaylee@maxst.com    | MAXST     |
|   |          | MAXST          | Steve Brown     | steve@maxst.com     | MAXST     |

Screen where users are selected for workspace placement

|    |            |  |   | Warkspace            | Overlan Coll D     | ist Video Li |                          |                          |                       |
|----|------------|--|---|----------------------|--------------------|--------------|--------------------------|--------------------------|-----------------------|
| Re | mote >     | Workspace Us                                   | er List                                   |                      |                    |              |                          |                          |                       |
| AL | ci De care | belong to at least one<br>Cylorwind Kommer and | <b>Weekspace</b><br>Option them in the de | nonzaningan (Ardyle) | iterment penaltite | Nerksper     |                          |                          | + Create              |
|    |            |  |   |                      | Q                  | TEAM &       | Stated by Sire           | r Bernar)                | 2020-11-11-2020-11-19 |
|    | Pulls      | Company/Kame *                                 | Name 1                                    |                      | Rich3pair          | 1            | MART<br>Stortbo-         | Contragio                | P NATOT Clark Jay     |
|    | Θ          | NRET   | Big James                                 | providenced scene    | NAGT               |              |                          |                          | Carlos a              |
|    | Θ          | Difficulture ing                               | Manutagan                                 | logant/maint.com     | RAIST<br>TEAM A    |              | Chi Engle<br>Boati Jalle | Adventant                |                       |
|    | ۲          | BH Engineering                                 | Scott. Aulie                              | julyimext.com        | NHIST<br>TEAM A    | MAD          | Konstat by Same          | Normar2                  | to widty box          |
|    | 6          | Difficgionning                                 | Thurse Fami                               | ramigmanikam         | NAGET              | 4            | MARST                    | ON Engin -               | See One Engle -       |
|    | P          | NNEET  | Clark.Joy                                 | joy@nasiLoom         | NAUST<br>TEAMA     | ~            | Sector-                  | C Rayler MI-             | M Anderson-           |
|    | ٢          | IH Engineering                                 | AndorssonWhite                            | andersendmext.com    | NHIST              | *            | DAMET<br>Clark Jup       | ON Degle -<br>Thomas R - | B Mattr<br>Mg Amos    |
|    | Θ          | BH Engineering                                 | Kaplex Niller                             | kaledmext.com        | NARST<br>TEAM A    |              | CH Engle<br>Bosts Julie  | C On Engle               |                       |
|    | 0          | NHEET  | line frame                                | development.com      | RAIDT<br>TEAR A    |              |                          |                          |                       |

Completed screen to move Workspace

#### • Workspace Edit / Delete

You can edit and delete Workspace information by clicking the more button on the right of each Workspace title area.

A screen with an expanded list of workspaces from which you can choose to move.

| orkspace List 🕕                   |           |                       | + Create |
|-----------------------------------|-----------|-----------------------|----------|
| <b>TEAM A</b> (Created by Steve H | erman)    | 2020-11-08 ~ 2020-11- | ·24 •••  |
| DM Engin…                         | MAXST     | DM Engin…             | Edit     |
| Andersso…                         | Clark Joy | Thomas R…             | Delete   |
| DM Engin…                         | MAXST     | DM Engin…             |          |
| Scott Julie                       | Big James | Adams Lo…             |          |

A Deleting a Workspace does not delete members' account authorities. If you want to change the account user's authorities, use 'Manage Accounts' menu.

#### 2. Call List

You can see a list of all calls in the last 30 days. In the list, the unique ID of each call, Call ID, call time and duration, Workspace name in which the call was made, caller and call participant are displayed. If the call participant uploads a recorded video, you can check the video information with the shortcut button.

| <b>О</b> м | IAXWORK    | Admin        |            | Manage Acco | ounts         | Remote        | I        | Direct | Create                               | Statistics    |                                      |      | θ          |
|------------|------------|--------------|------------|-------------|---------------|---------------|----------|--------|--------------------------------------|---------------|--------------------------------------|------|------------|
|            |            |              |            | Work        | cspace User L | List Cal      | l List   | Video  | List                                 |               |                                      |      |            |
| Rem        | ote > Call | List         |            |             |               |               |          |        |                                      |               |                                      |      |            |
| Last 30    | Days 🗸     | 2020-07-08 - | 2020-08-06 |             |               |               |          |        |                                      |               |                                      |      |            |
| Call ID    | Date/Ti    | me *         | Duration   | Workspace   | Caller        |               |          |        | Participants                         |               |                                      |      | Video list |
| 8139       | 2020-11    | 1-10 15:40   | 0:17       | MAXST       | DM Engineer   | ring Andersso | on White |        | DM Engineering A                     | Jams Logan    |                                      | View | No Video   |
| 8138       | 2020-11    | 1-10 15:40   | 00:00      | MAXST       | DM Engineer   | ring Adams L  | ogan     |        | MAXST Steve Brow                     | n             |                                      |      | No Video   |
| 8135       | 2020-11    | 1-10 15:14   | 0:16       | MAXST       | DM Engineer   | ring Andersso | on White |        | DM Engineering A                     | Jams Logan    |                                      |      | No Video   |
| 8132       | 2020-11    | 1-10 15:09   | 1:27       | MAXST       | DM Engineer   | ring Anderss  | on White |        | DM Engineering K                     | sylee Miller  |                                      | View | No Video   |
| 8129       | 2020-11    | 1-10 15:04   | 2:21       | MAXST       | MAXST Stev    | ve Brown      |          |        | DM Engineering A                     | dersson White |                                      | View | No Video   |
| 8128       | 2020-11    | 1-10 15:02   | 0:33       | MAXST       | MAXST Stew    | ve Brown      |          |        | DM Engineering A                     | dersson White |                                      |      | No Video   |
| 8126       | 2020-11    | 1-10 15:01   | 0:17       | MAXST       | MAXST Stew    | ve Brown      |          |        | DM Engineering A                     | dersson White |                                      |      | No Video   |
| 8125       | 2020-11    | 1-10 14:59   | 2:00       | MAXST       | DM Engineer   | ring Anderss  | on White |        | MAXST Steve Brow                     | n             |                                      |      | No Video   |
| 8123       | 2020-11    | 1-10 14:58   | 00:00      | MAXST       | DM Engineer   | ring Andersso | on White |        | MAXST Steve Brow                     | n             |                                      | View | No Video   |
| 8122       | 2020-11    | 1-10 14:51   | 2:18       | MAXST       | DM Engineer   | ring Anderss: | on White |        | DM Engineering A<br>DM Engineering K |               | MAXST Steve Brown<br>MAXST Clark Joy |      | View       |
| 8015       | 2020-11    | 1-10 10:10   | 2:00       | MAXST       | DM Engineer   | ring Kaylee M | liller   |        | DM Engineering S                     | ott Julie     |                                      |      | View       |
| 7666       | 2020-11    | 1-06 17:12   | 0:07       | MAXST       | DM Engineer   | ring Andersso | on White |        | DM Engineering S                     | ott Julie     |                                      |      | No Video   |
| 7288       | 2020-11    | 1-04 14:25   | 22:24      | MAXST       | DM Engineer   | ring Anderss  | on White |        | DM Engineering S                     | ott Julie     |                                      | View | No Video   |
| 7282       | 2020-11    | 1-04 14:17   | 6:24       | MAXST       | DM Engineer   | ring Anderss  | on White |        | DM Engineering S                     | ott Julie     |                                      |      | No Video   |
| 7281       | 2020-11    | 1-04 14:17   | 00:00      | MAXST       | DM Engineer   | ring Anderss  | on White |        | DM Engineering S                     | ott Julie     |                                      |      | No Video   |

i The call list lookup period can be changed using the drop-down menu.

#### 3. Video List

When a user uploads a recorded video after a remote support call, it is folderized by Call ID and displayed as a list. Call ID, caller, and call time, which are unique information of each call, are displayed on the folder.

| MAXWORK Admin   | Manage Accounts Remote  | Direct Create Statist                                  | ics 😫   |  |
|---|---|--|---|--|
|   | Workspace User List Ca  | Il List Video List                                     |   |  |
| Last 30 Days 🗸 2020-07-08 - 2020-08-06                  |   |  |   |  |
| Last 30 말신자 DM Engin… Scott J…<br>발신시각 2020-11-03 15:02 | 영신자 DM Engin… Adams…<br>당신 시각 2020-11-02 17:05                  |  |   |  |
| Caller DM Engi Ander<br>8122 Date/Time 2020-11-10 14:51 | Callo Caller DM Engin Kaylem<br>B015 Date/Time 2020-11-10 10:10 | Caller DM Engl Scott<br>7076 Date/Time2020-11-03 15:02 | Callip Caller DM Engl Adam<br>6979 Date/Time 2020-11-02 17:05 |  |
|   |   |  |   |  |
|   |   | 1  |   |  |
|   |   |  |   |  |
|   |   |  |   |  |
|   |   |  |   |  |
|   |   |  |   |  |
|   |   |  |   |  |
|   |   |  |   |  |
|   |   |  |   |  |

Click the folder you want to view videos to view all the videos uploaded for that call. Since multiple participants can record and upload video in a single remote call, video as many as the number of participants can be uploaded to the video list.

| NAXWORK Admi                             | n M   | fanage Accounts | Remote       | Direct              | Create     | Statistics |            | 0 |
|--|---|-----------------|--------------|---------------------|------------|------------|------------|---|
|  |   | Workspace User  | List Call Li | t Video Lis         |            |            |            |   |
| Remote > Video List                      | > Detail  |                 |              |                     |            |            |            |   |
| Call ID<br>8122                          | Remained Download : 5   |                 |              |                     |            |            |            |   |
| Call Date&Time<br>Caller<br>Participants | 2020-11-10 14:51<br>DM Engineering Andersson W<br>DM Engineering Adams Loga |                 | DM Engine    | ering Kaylee Miller | MAXST Clar | k Jey      |            |   |
|  | Uploader DM Engineering Ander<br>Play time 1:36<br>Tags -                   | rsson White     |              |                     |            |            | 🔮 Download |   |
|  |   |                 |              |                     |            |            |            |   |
|  |   |                 |              |                     |            |            |            |   |
|  |   |                 |              |                     |            |            |            |   |

For each video, the thumbnail image of each video (Image at the start of recording for each video), the company name and name of the uploader, video playback time and tag information are displayed. If the uploader has not entered a tag, it is displayed as -.



Video playback is possible after download, and when downloading a video, the number of downloads is deducted based on Call ID. Check the number of downloads remaining above the video list.

A Note that the number of downloads is based on Call ID, so if you download the same video multiple times, the number of downloads will be deducted.

| Call ID<br>8122 | Remained Download : 5   |  |
|-----------------|---|--|
| Call ID<br>8122 | <ul> <li>Remained Download : 0</li> <li>You have exhausted all downloads about 8122.</li> </ul> |  |

# 06. Direct

This menu is only active for users who are in subscription with Trial, Pro plan.

#### 1. User List

Since Direct is a default feature of MAXWORK Trial / Pro, the same list of users as Manage Accounts is displayed, but you can check some additional information related to Direct use.

| <b>О</b> м/ | AXWORK Admin    | м                   | anage Accounts | Remote Direct       | Create Statistics |                 | θ               |
|-------------|-----------------|---------------------|----------------|---------------------|-------------------|-----------------|-----------------|
|             |                 |                     |                | User List           |                   |                 |                 |
| Direc       | t > User List   |                     |                |                     |                   |                 |                 |
| Total       | 8               |                     |                |                     |                   |                 | Q Search        |
| Profile     | Name *          | ID                  | Company Name * | Department/Position | Responsibilities  | Device Used *   | Last Accessed * |
| Θ           | Big James       | james@maxst.com     | MAXST          | -                   | -                 | Wait for Log-In | Wait for Log-In |
| Θ           | Adams Logan     | logan@maxst.com     | DM Engineering | 3D Design Team      | Senior Designer   | Wait for Log-In | Wait for Log-In |
| ۲           | Scott Julie     | july@maxst.com      | DM Engineering | Process Innovation  | Junior Engineer   | Wait for Log-In | Wait for Log-In |
| •           | Thomas Rami     | rami@maxst.com      | DM Engineering | Process Innovation  | Junior Engineer   | Wait for Log-In | Wait for Log-In |
| <b>?</b>    | Clark Joy       | joy@maxst.com       | MAXST          | Smart Factory Team  | Senior Manager    | Wait for Log-In | Wait for Log-In |
| <b></b>     | Andersson White | andersson@maxst.com | DM Engineering | Process Innovation  | РМ                | Wait for Log-In | Wait for Log-In |
| 8           | Kaylee Miller   | kaylee@maxst.com    | DM Engineering | Process Innovation  | Senior Engineer   | Wait for Log-In | Wait for Log-In |
| <i></i>     | Steve Brown     | steve@maxst.com     | MAXST          | 3D Design Team      | Senior Designer   | Wait for Log-In | Wait for Log-In |
|             |                 |                     |                | 1                   |                   |                 |                 |
|             |                 |                     |                |                     |                   |                 |                 |
|             |                 |                     |                |                     |                   |                 |                 |
|             |                 |                     |                |                     |                   |                 |                 |
|             |                 |                     |                |                     |                   |                 |                 |
|             |                 |                     |                |                     |                   |                 |                 |
|             |                 |                     |                |                     |                   |                 |                 |
|             |                 |                     |                |                     |                   |                 |                 |

• Device Used : Displays the last device in which the user has logged in to Direct(mobile or smart glasses).

• Last Accessed : Displays the last used date by selecting the Direct menu in the MAXWORK app.



# 07. Create

This menu is only active for users who are in subscription with Trial, Pro plan.

#### 1. Creator List

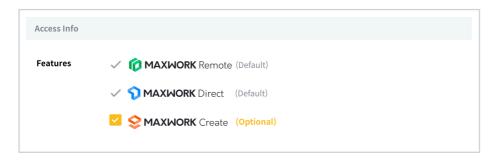
Displays a list of users who have been granted the Create authority in Manage Accounts.

| 0 м/     | AXWORK Admin    |                     | Manage Accounts | Remote Direct       | Create St        | atistics           | θ               |
|----------|-----------------|---------------------|-----------------|---------------------|------------------|--------------------|-----------------|
|          |                 |                     |                 |                     |                  |                    |                 |
| Creat    | e > User List   |                     |                 |                     |                  |                    |                 |
| Total    | 8               |                     |                 |                     |                  |                    | Q Search        |
| Profile  | Name *          | ID                  | Company Name *  | Department/Position | Responsibilities | Project Created    | Last Accessed * |
| 9        | Big James       | james@maxst.com     | MAKST           | -                   | -                |                    | Wait for Log-In |
| 9        | Adams Logan     | logan@maxst.com     | DM Engineering  | 3D Design Team      | Senior Designer  |                    | 2020-11-10      |
| ٠        | Scott Julie     | july@maxst.com      | DM Engineering  | Process Innovation  | Junior Engineer  | MAXST Printer 외 1개 | 2020-11-10      |
| •        | Thomas Rami     | rami@maxst.com      | DM Engineering  | Process Innovation  | Junior Engineer  |                    | 2020-11-02      |
| <b>?</b> | Clark Joy       | joy@maxst.com       | MAXST           | Smart Factory Team  | Senior Manager   | My Project         | 2020-11-10      |
|          | Andersson White | andersson@maxst.com | DM Engineering  | Process Innovation  | PM               | My Project 외 1개    | 2020-11-11      |
| 9        | Kaylee Miller   | kaylee@maxst.com    | DM Engineering  | Process Innovation  | Senior Engineer  |                    | 2020-11-10      |
| 1        | Steve Brown     | steve@maxst.com     | MAXST           | 3D Design Team      | Senior Designer  | MAXST Onboarding   | 2020-11-10      |
|          |                 |                     |                 | 1                   |                  |                    |                 |
|          |                 |                     |                 |                     |                  |                    |                 |
|          |                 |                     |                 |                     |                  |                    |                 |
|          |                 |                     |                 |                     |                  |                    |                 |
|          |                 |                     |                 |                     |                  |                    |                 |
|          |                 |                     |                 |                     |                  |                    |                 |
|          |                 |                     |                 |                     |                  |                    |                 |
|          |                 |                     |                 |                     |                  |                    |                 |

• Project Created : Displays projects created by the user connecting to Create. Clicking on the generated project switches to the detailed screen of the selected project. If there are two or more projects, it is displayed as 'XX other than the most recently created project name', and clicking the button opens a list of all projects created by the creator. You can move to the detail screen by selecting a project on the list.

• Last Accessed : Displays the date the creator has accessed lately.

There must be at least 1 creator to create projects and tasks to use Direct. If there is no user in the Creators list, grant Create authority to a specific user through 'Manage Accounts' menu. Create authority can be granted in 'Access Info' menu when registering a user or modifying information.





### 2. Project List

You can see a list of all projects created by the creators of your company on the Create site.

| MAXWORK Admin         | Manage Accounts Rei       | mote Direct <u>Create</u>      | Statistics         | θ            |  |  |  |  |  |  |
|-----------------------|---------------------------|--------------------------------|--------------------|--------------|--|--|--|--|--|--|
|                       | Creator List Project List |                                |                    |              |  |  |  |  |  |  |
| Create > Project List |                           |                                |                    |              |  |  |  |  |  |  |
| Total <b>6</b>        |                           |                                |                    | Q Search     |  |  |  |  |  |  |
| Project Name          |                           | Project Owner                  | Date of Creation * | Task Details |  |  |  |  |  |  |
| Facility Check        |                           | DM Engineering Andersson White | 2020-11-02         | View Details |  |  |  |  |  |  |
| My Project            |                           | DM Engineering Andersson White | 2020-11-02         | View Details |  |  |  |  |  |  |
| MAXST Onboarding      |                           | MAXST Steve Brown              | 2020-10-29         | View Details |  |  |  |  |  |  |
| MAXST Introduction    |                           | DM Engineering Scott Julie     | 2020-10-29         | No tasks     |  |  |  |  |  |  |
| MAXST Printer         |                           | DM Engineering Scott Julie     | 2020-10-29         | No tasks     |  |  |  |  |  |  |
| My Project            |                           | MAXST Clark Joy                | 2020-10-27         | View Details |  |  |  |  |  |  |
|                       |                           | 1                              |                    |              |  |  |  |  |  |  |
|                       |                           |                                |                    |              |  |  |  |  |  |  |
|                       |                           |                                |                    |              |  |  |  |  |  |  |
|                       |                           |                                |                    |              |  |  |  |  |  |  |
|                       |                           |                                |                    |              |  |  |  |  |  |  |
|                       |                           |                                |                    |              |  |  |  |  |  |  |
|                       |                           |                                |                    |              |  |  |  |  |  |  |
|                       |                           |                                |                    |              |  |  |  |  |  |  |

• Project Name : Displays the name of each project.

• Project Owner: Shows the Creator who created the project. Management authorities such as modification/deletion of each project are reserved only by the owner of the project authorities.

• Date of Creation : Displays the date the project was created.

• Task Details : Click 'View Details' button to check the list of tasks under the project. If there are no subtasks, it is displayed as -.

| NAXWORK Admin                   | Manage Accounts                             | Remote | Direct C     | Create Statistics  |                 | θ           |
|---------------------------------|---|--------|--------------|--------------------|-----------------|-------------|
|                                 |   |        | Creator List | Project List       |                 |             |
| Create > Project List >         | View Task                                   |        |              |                    |                 |             |
| Project Name<br>Facility Check  |   |        |              |                    |                 |             |
|                                 | 020-11-02<br>DM Engineering Andersson White |        |              |                    |                 |             |
| Registered Tasks S              |   |        |              |                    |                 | Q Search    |
| Task Name                       |   |        | Target       | Date of Creation * | Last Modified * | Status *    |
| Switchboard Inspection Sequence |   |        |              | 2020-11-04         | 2020-11-05      | Published   |
| 배전만 체크 리스트                      |   |        | <u>A</u>     | 2020-11-02         | 2020-11-02      | Unpublished |
| Detailed Inspection Method      |   |        |              | 2020-11-02         | 2020-11-05      | Published   |
| Inspection log                  |   |        |              | 2020-11-02         | 2020-11-05      | Published   |
| 셀비 집김 순서                        |   |        |              | 2020-11-02         | 2020-11-02      | Unpublished |
|                                 |   | 1      |              |                    |                 |             |
|                                 |   |        |              |                    |                 |             |



• Task name : Displays the task name.

• Target : Displays the target of the task. With a single click of both the image and the QR code, you can switch to the full view mode and print the target.

- Date of Creation : Displays the date the task was first created.
- Last Modified : Displays the date the task was last modified.

• Status : If a task has been created but has not yet been published to Direct users, it is marked as 'Unpublished', and marked as 'Published' if it has been published.

# **08. Statistics**

You can check the information for each feature of the purchaed plan and usage status on dashboard.

#### 1. Trial / Pro users

| NAXWORK Admin | Manage Accounts   | Remote Direct Create Statistics  | Θ |
|---------------|---|--|---|
| Statistics    |   |  |   |
|               | Purchased Plan  |  |   |
|               | Plan in Use<br>MAXWORK Pro  | Purchased User Accounts 100<br>Available Storage (50GB per user) 537 68  |   |
|               | Account Info  | GB<br>Storage Inro   |   |
|               | Purchased User Accounts 100 Registered Available                              | 150.73 MB / 537 GB    Bernote content.  Create content.  |   |
|               | 8 92  | o 20 40 60 80 100%   |   |
|               | Number of Calls 10   Call Duration  | 0h 11m Last 7 days 2020-11-05 - 2020-11-11   |   |
|               | Purper di   | 2 Cell Centre<br>2 C |   |
|               | Number of Colls     Call Duration Total Number of Calls     20     Total Call | Duration 0h 55m Total Period 2020-10-27 - 2020-11-11   |   |
|               | Create Dashboard  |  |   |
|               | Number of Tasks 9   |  |   |
|               | Unpublished Publ<br>5 4   | ished  |   |
|               | Number of Projects: 4   |  |   |



• Purchased plan : Displays the name of the purchased plan, number of accounts, and the storage space.

• Account Info : Displays the current account registration status.

• Storage Info : Displays the storage space in use versus the total storage space held. The occupied space for each feature is displayed separately, and you can check the detailed figures for each (Remote / Create) by hovering the mouse over the bar graph.

• Remote Dashboard : Displays the graph of the number of calls and calling duration of the last 7 days. If you hover your mouse over a specific graph, you can check the number and time of calls made on that date. At the bottom of the graph, the cumulative number of calls and call duration for the entire period from the start of service use to today's date are specified.

• Create Dashboard : You can check the number of tasks and projects that are currently created. You can check the posting status of the task through the pie graph.

#### 2. Lite users

You can check all items except for Create Dashboard the same as for Trial / Pro users.

i For users who changed the plan from Trial to Lite, you can free up storage space exclusively for Remote by deleting Create content. Once the content is deleted, it cannot be restored.

| SMAXWORK Admin | Manage Accounts   | Remote Statistics   | θ |
|----------------|---|---|---|
| Statistics     |   |   |   |
|                | Purchased Plan  |   |   |
|                | Plan in Use<br>MAXWORK Lite   | Purchased User Accounts 2<br>Available Storage (SGB per user) 10 GB   |   |
|                | Account Info  | Storage Info  |   |
|                | Purchased User Accounts 2 Registered Available  | 282.27 MB / 10 GB Remote Content  |   |
|                | 2 0   | 0 20 40 60 80 10014<br>If you delete Create content, you can reserve 282.27 MB of storage space.<br>Delete Create content |   |
|                | Remote Dashboard  |   |   |
|                | Number of Calls 2   Call Duration Oh  |   |   |
|                | 2.5<br>(9990)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(999)<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>(99))<br>( |   |   |
|                | Vimper  | 2020-11-07 2020-11-08 2020-11-09 2020-11-10   |   |
|                | Number of Calls Call Duration Total Number of Calls 4 Total Call Dur  | ation 0h 09m Total Period 2020-10-29 - 2020-11-11   |   |
|                |   |   |   |
|                |   |   |   |

