USER GUIDE

Maximo Community

Watttechnologies.com.au

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Download and installation

Downloading and installation of the Maximo community is easy.
Go to www.maximocommunity.com and select the '**Downloads**' tab where you can find the link for Android and iOS users.

Alternatively, use the below URLs to download the application directly from Playstore and App Store:
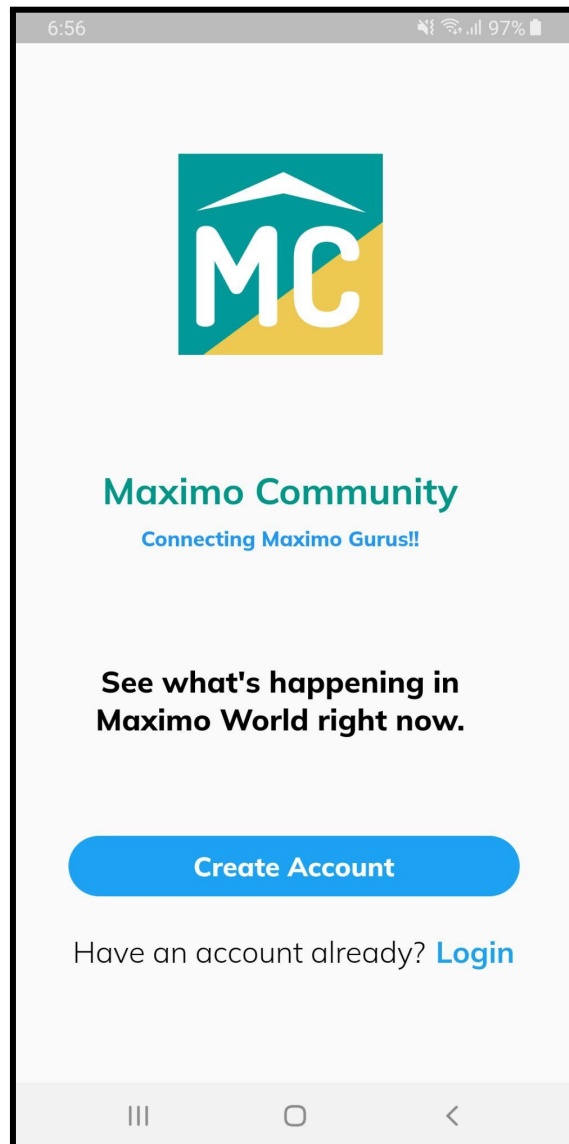
Android Users:
https://play.google.com/store/apps/details?id=com.maximocommunity.maxcom

iOS Users:
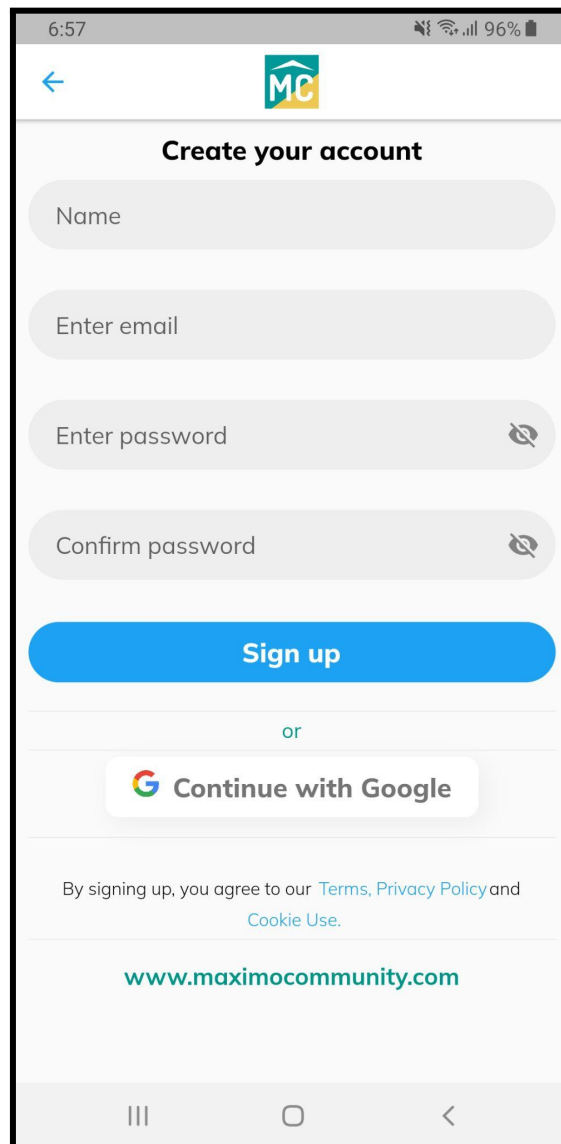<Appstore Link>

User Registration

Step 1:

Click on **Create New Account**

Step 2:
Use your valid email and password details to sign up.
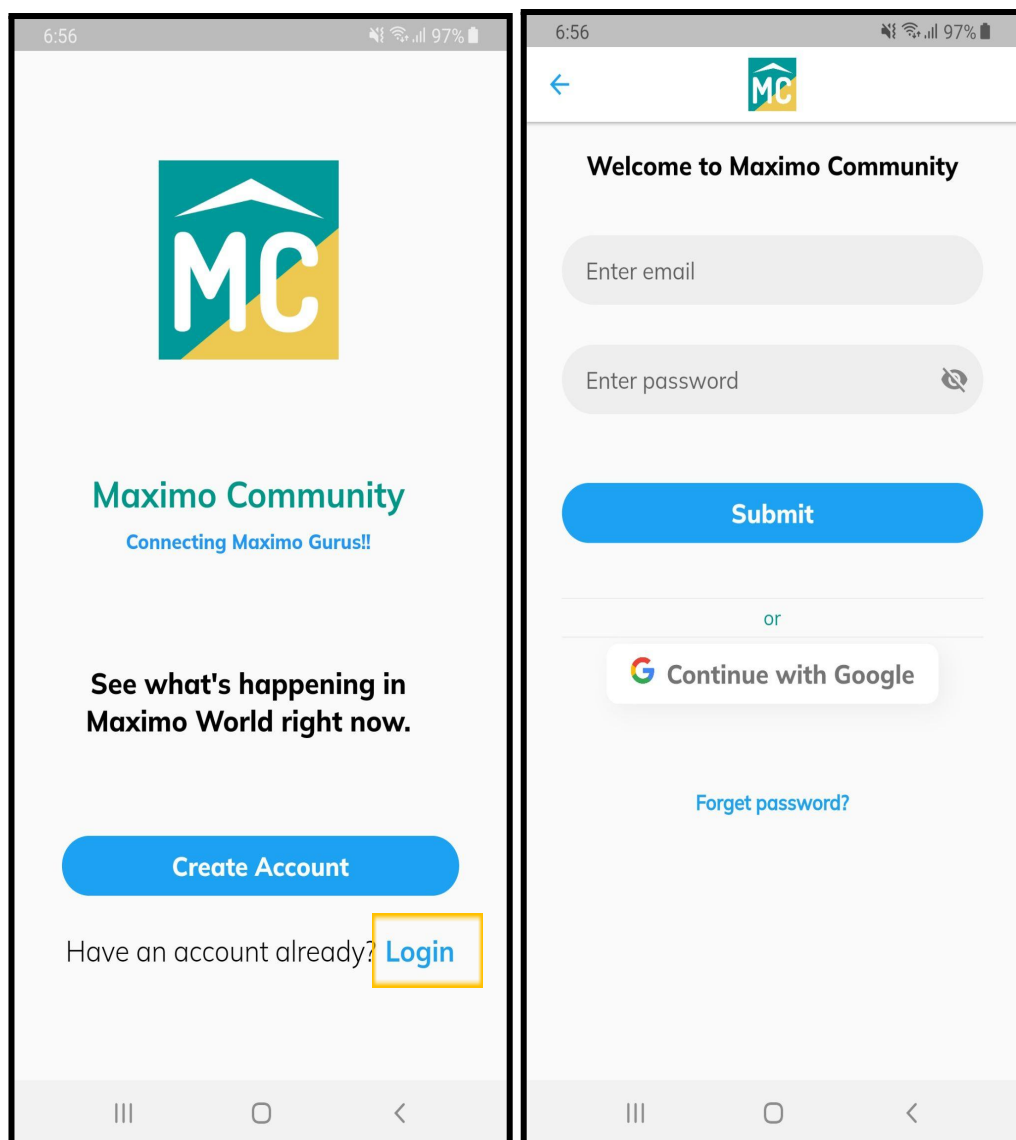or login with your existing Google account.

User Login

Step 1:
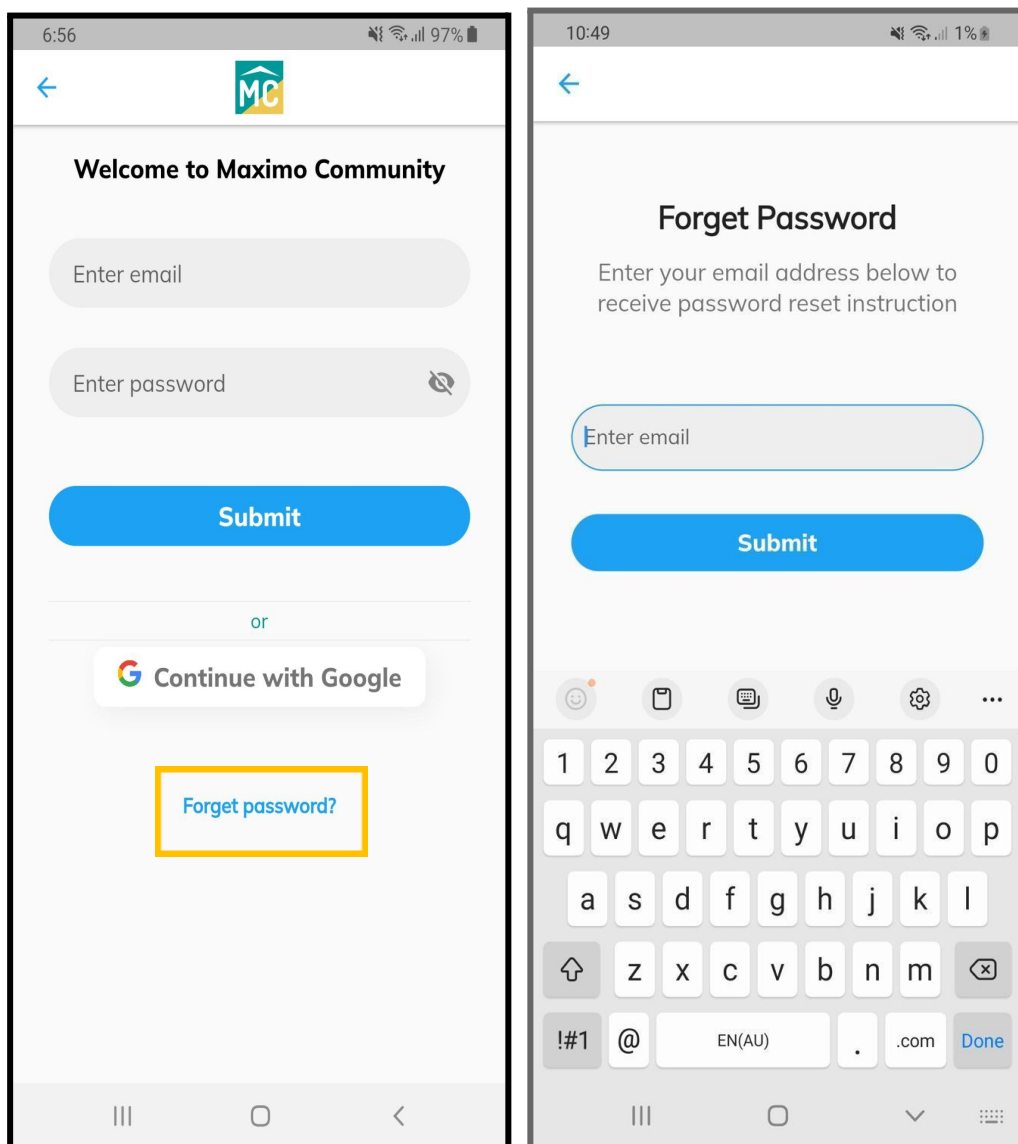There are two ways to sign into your account.

- You can login using your registered email and password to sign in.
- You can also login using your Google account.
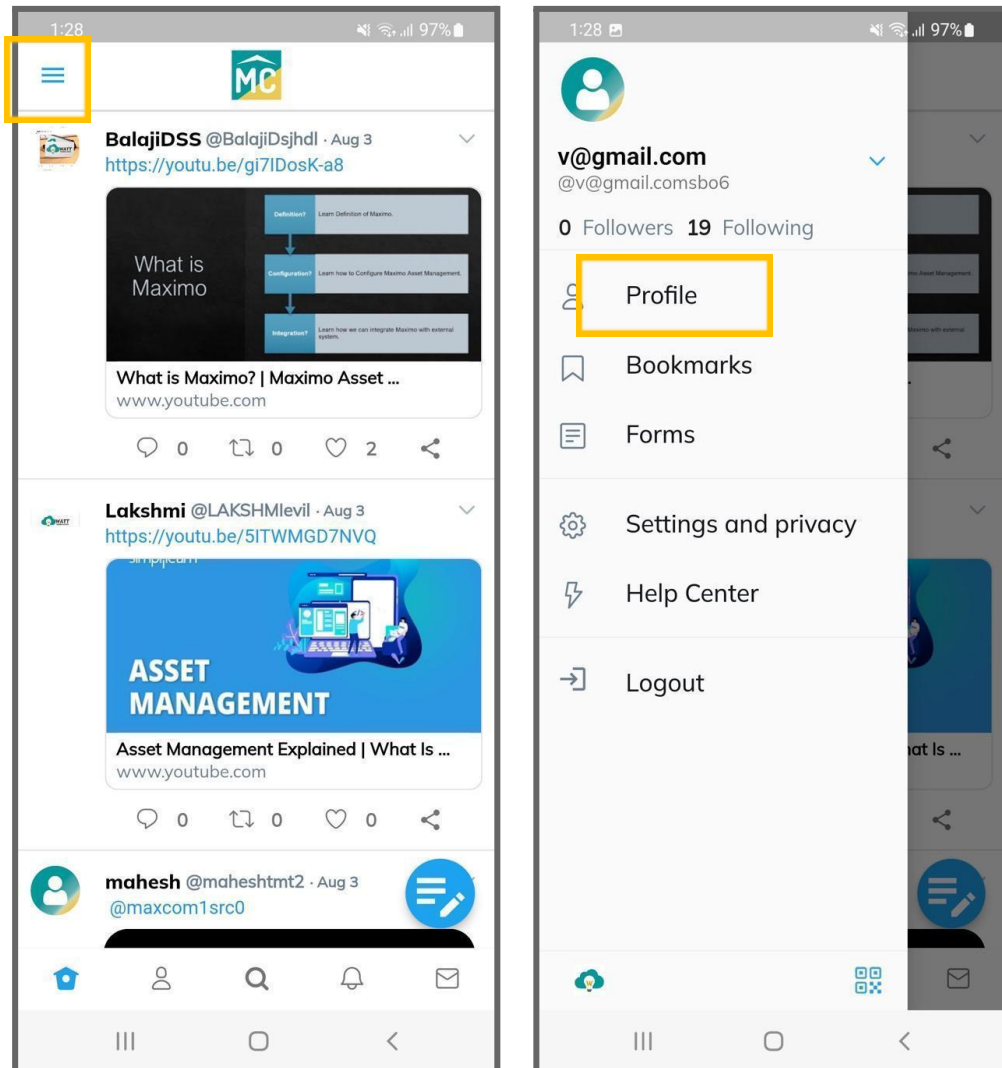
Forgot Password

Step 1:

- Click on **Forgot password** and then enter your registered email to receive the Password Reset link to your email.
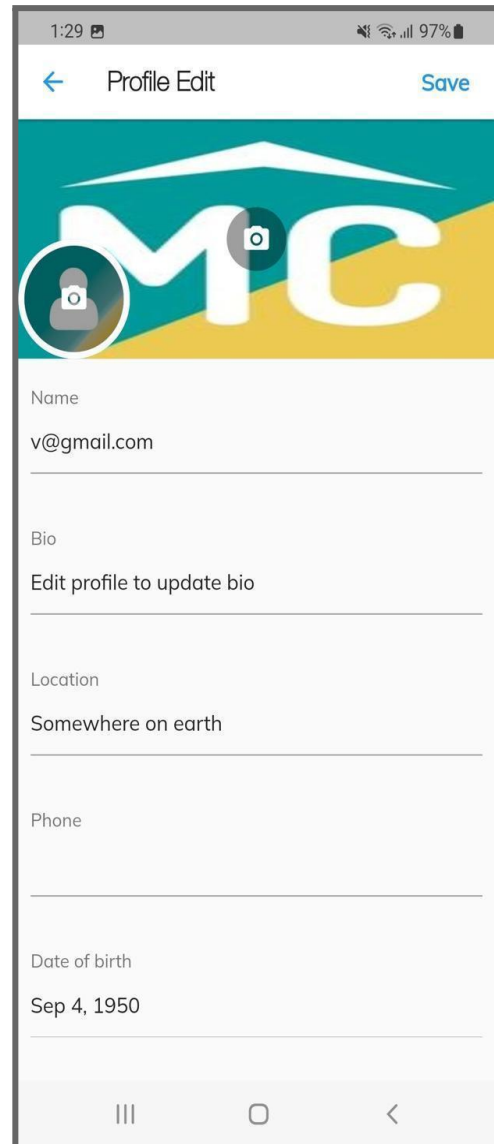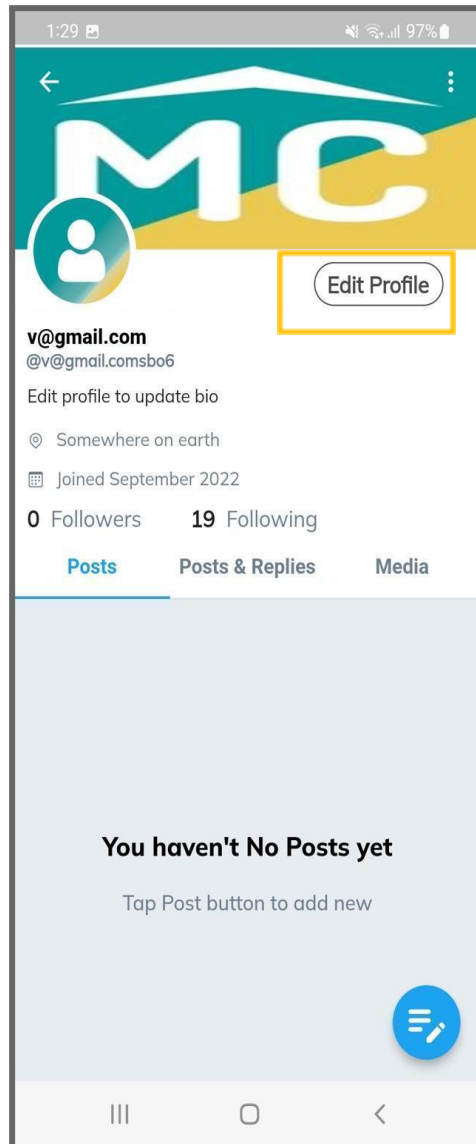
Add Personal Information

Step 1:

- Login into the user account that you have created earlier. Click on the hamburger[≡]icon and click on Profile.
- Alternatively, click on the username to edit the profile.

Step 2:

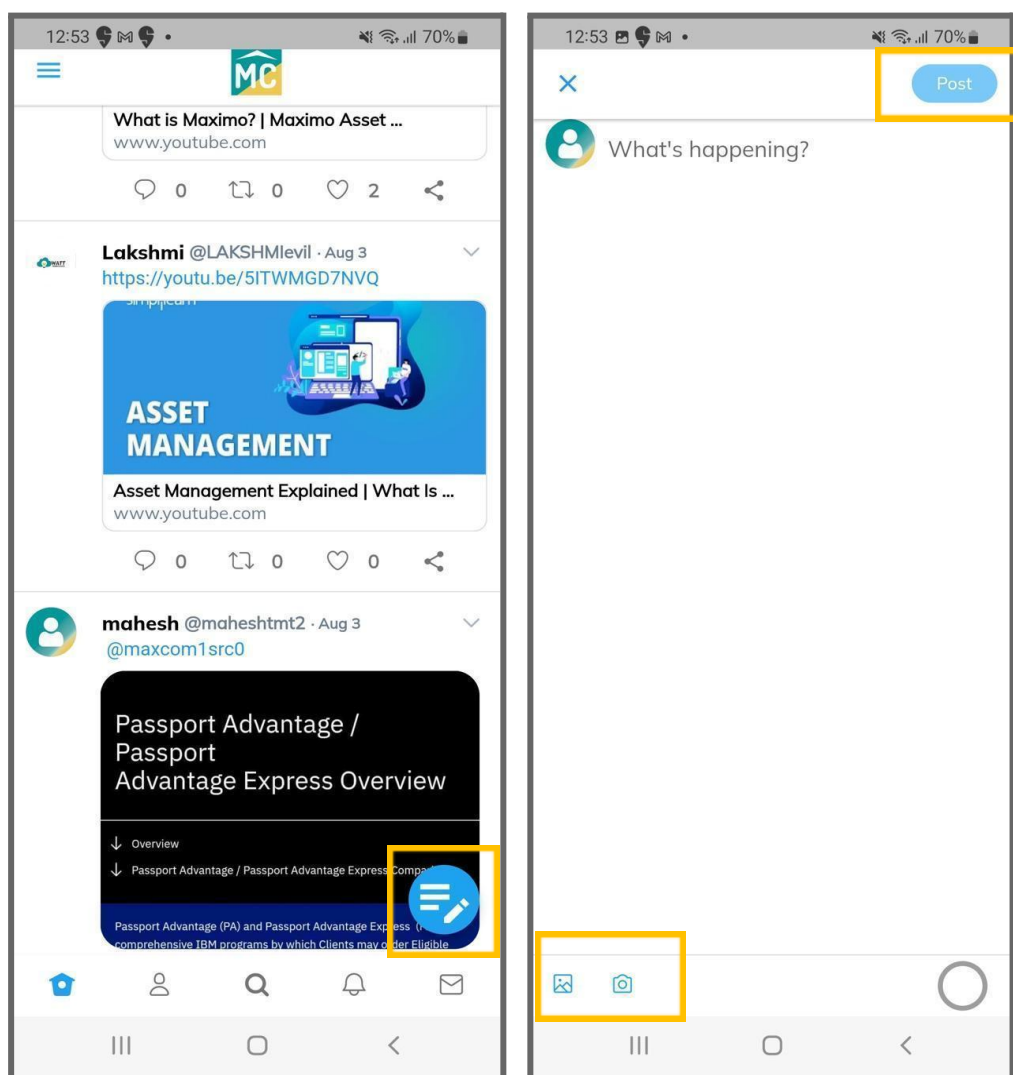Click on the '**Drop-down**'[˅] icon next to your name wherein you can see **Edit Profile** to update your Name, Bio, Location, Phone, Date of Birth and Picture.

Create New Post

Step 1:

- To create a new post/thread, click on the [📝]in the screenshot, add text and click on the POST button to complete creating the post.
- You can also add images from the gallery or add images from camera to Post.

Step 2:

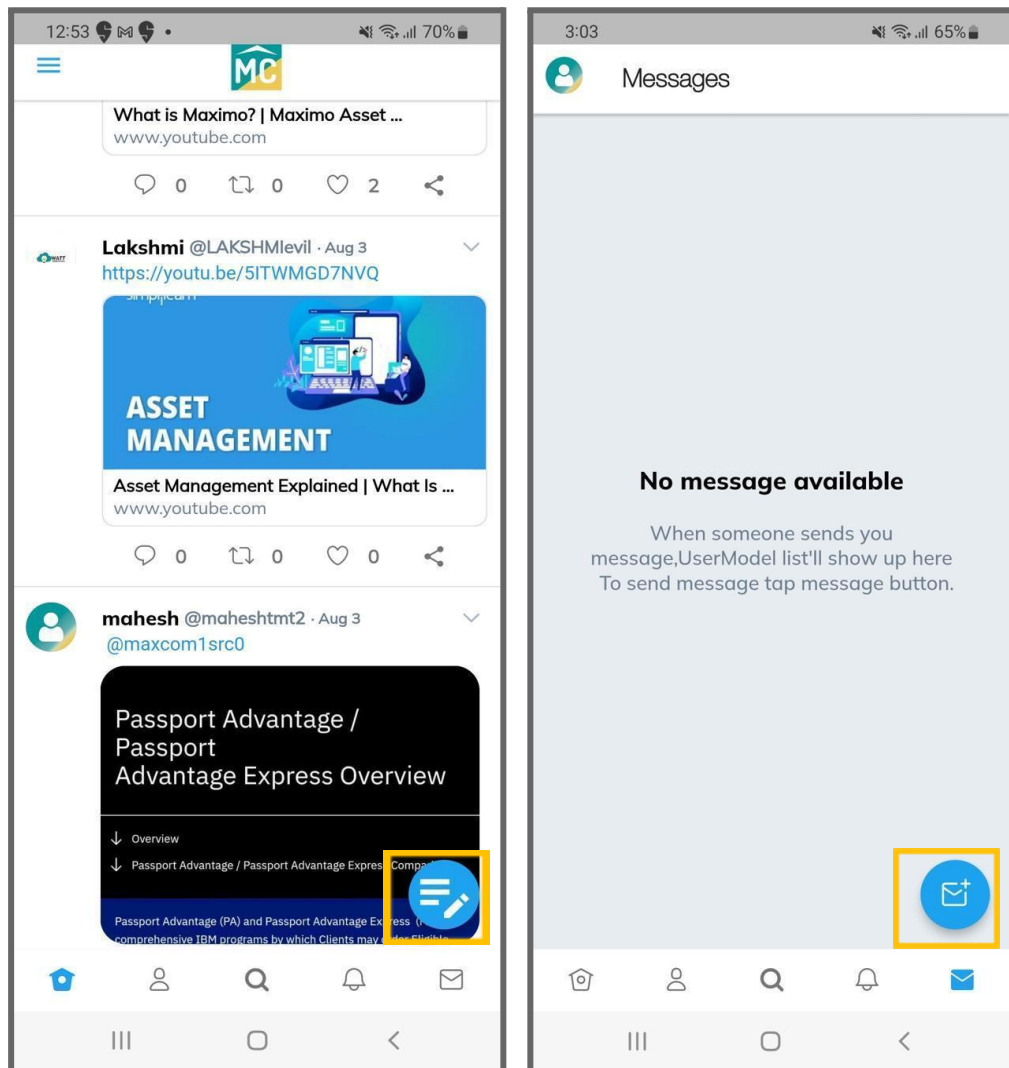- To post a comment to a Thread, click on the [♡] in the screenshot.
- To re-post a Thread, click on the [⇄] in the screenshot.
- To Like a Thread, click on the [♡] in the screenshot.
- To share a Thread, click on the [⋖] in the screenshot.
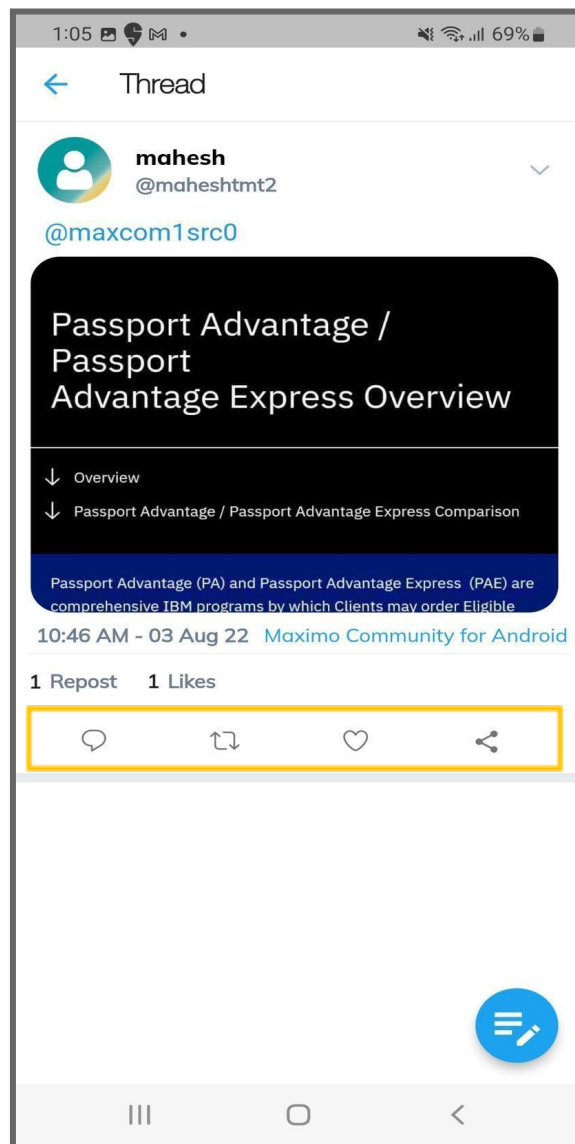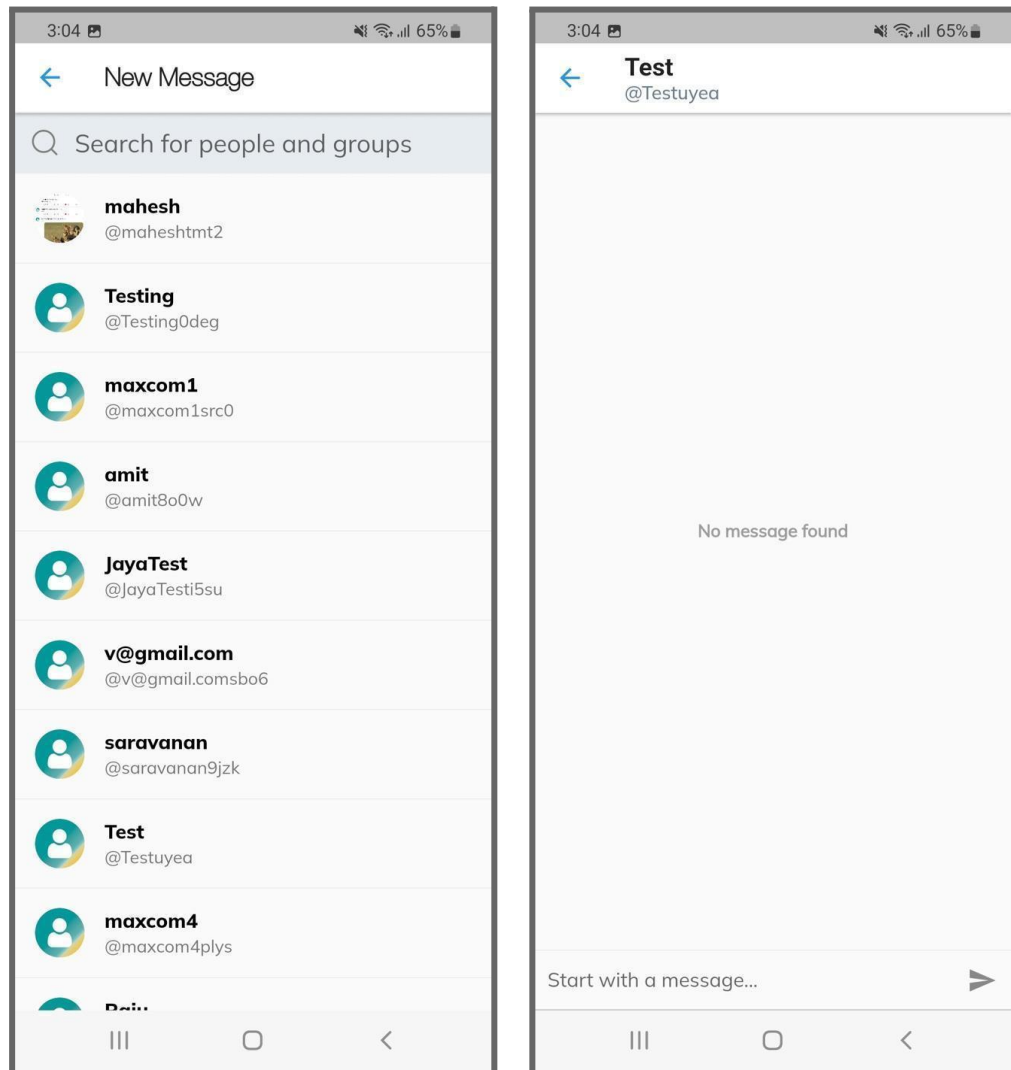
Send a Message

Step 1:

- To send a message click on the Message icon in the screenshot.
- Click on the message icon to search for People to send a message.
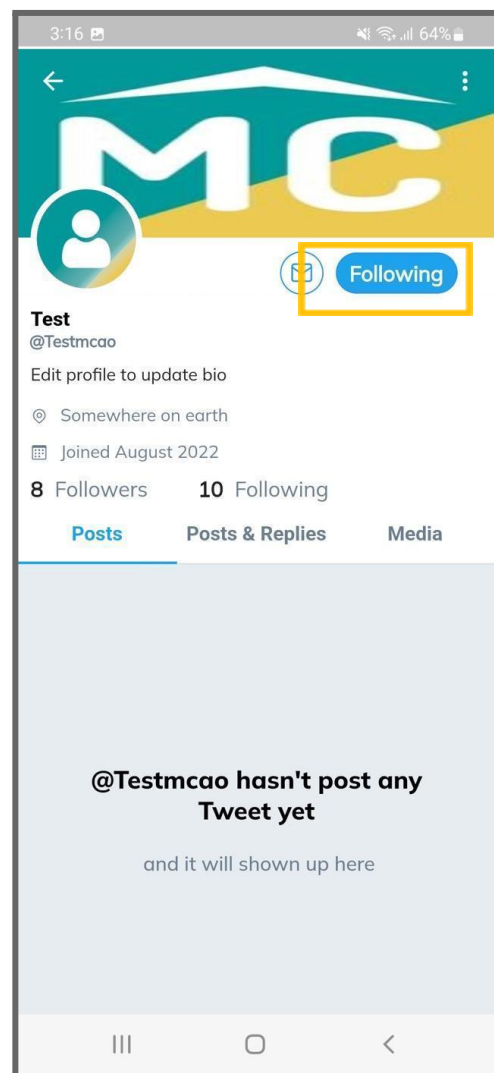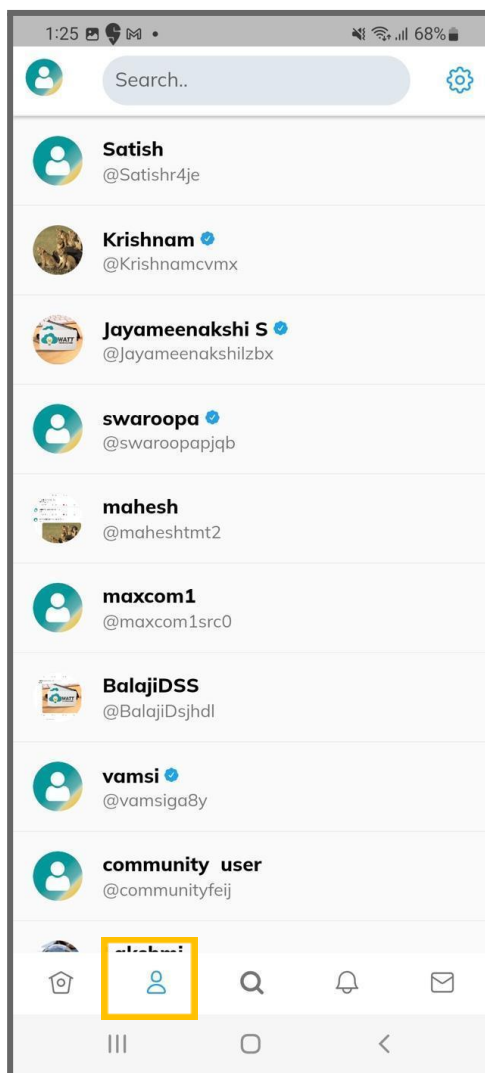
Step 2:

- Select a person or a group and click on that person or group to send a message.
- Type the message and click on the send icon to send a message.

Find Followers

- To find followers of community members, click on the person icon in the screenshot.
- Search for the person you are looking for and then you can click **'Follow'** to follow that person.

Account Verification (✅)

If you need a blue tick next to your name, you must provide a valid email, and you will receive a verification link to that email. If you do so, you will get a blue tick mark. If you don't receive an email, go to settings and privacy -> Accounts -> Email, to get a verification link.
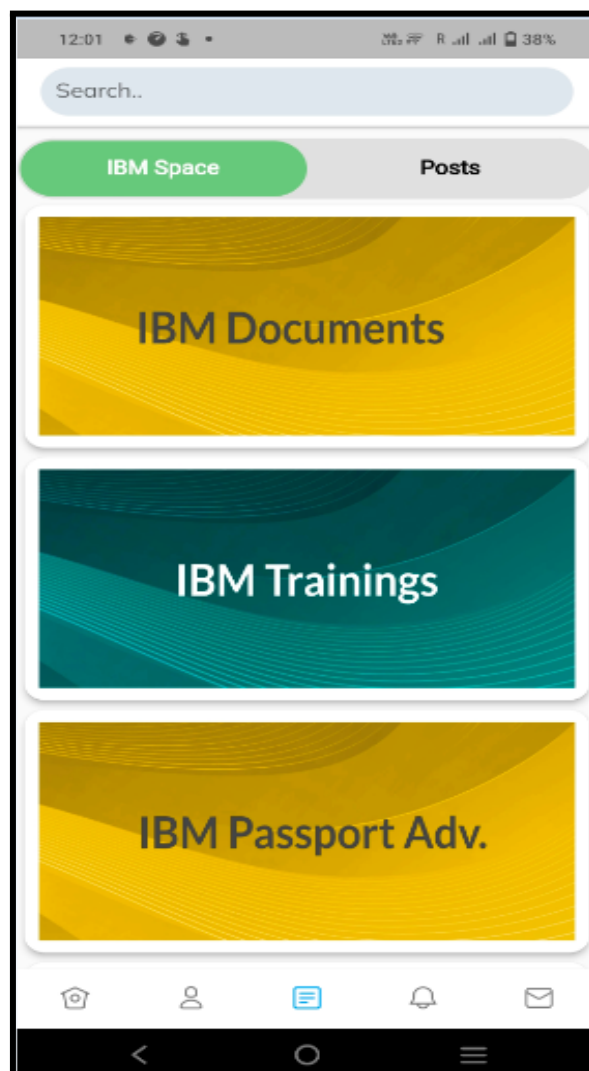
Note: You need to be a verified member to use WISPE.
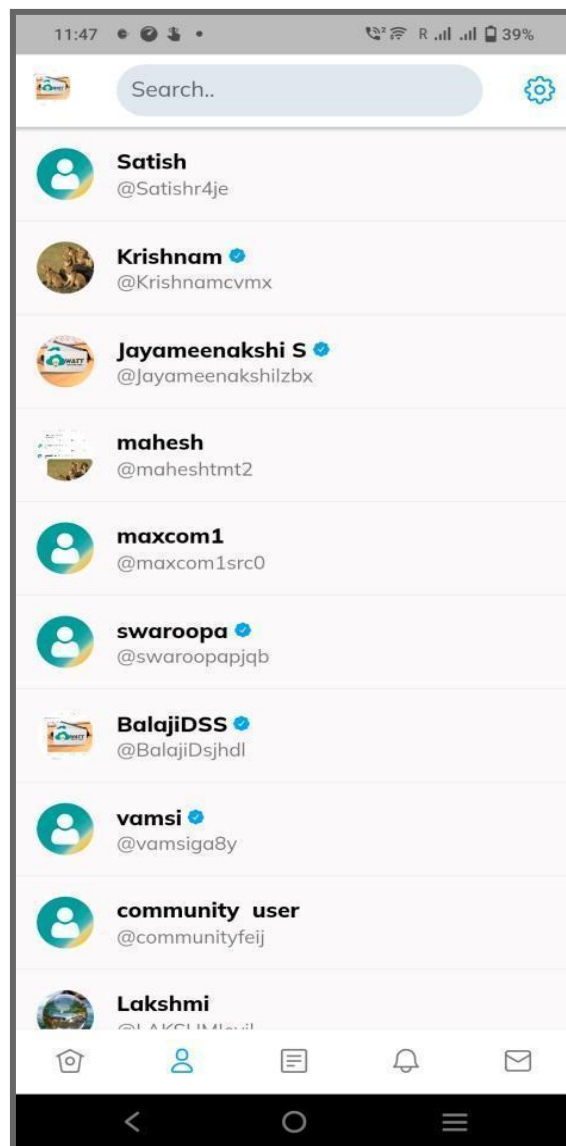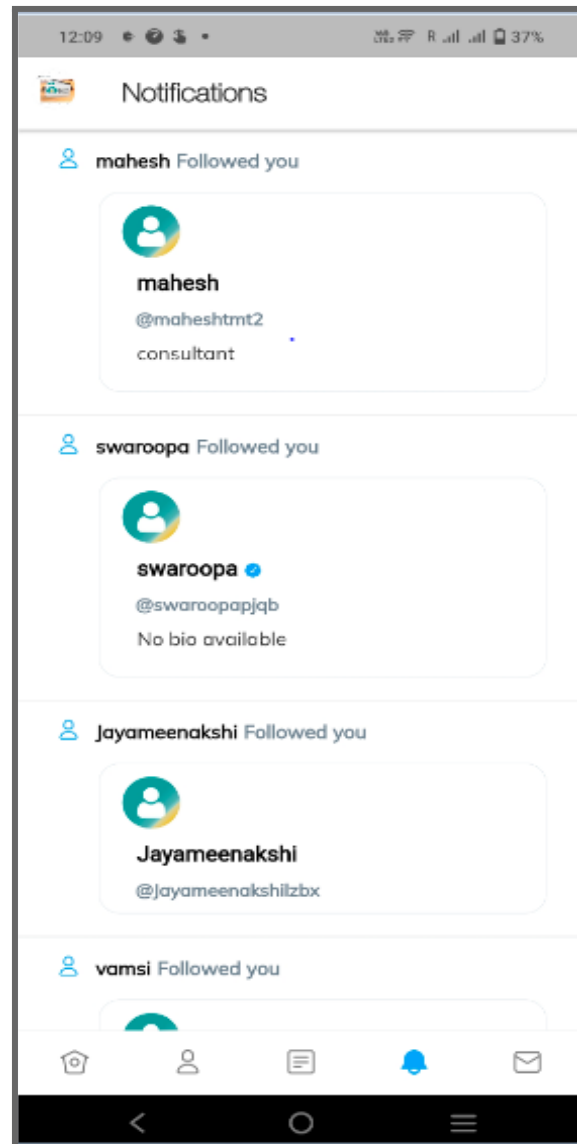
Searching for IBM Docs and Posts

Search with the keyword for required IBM document or from Posts

1) IBM Documents
2) IBM Trainings
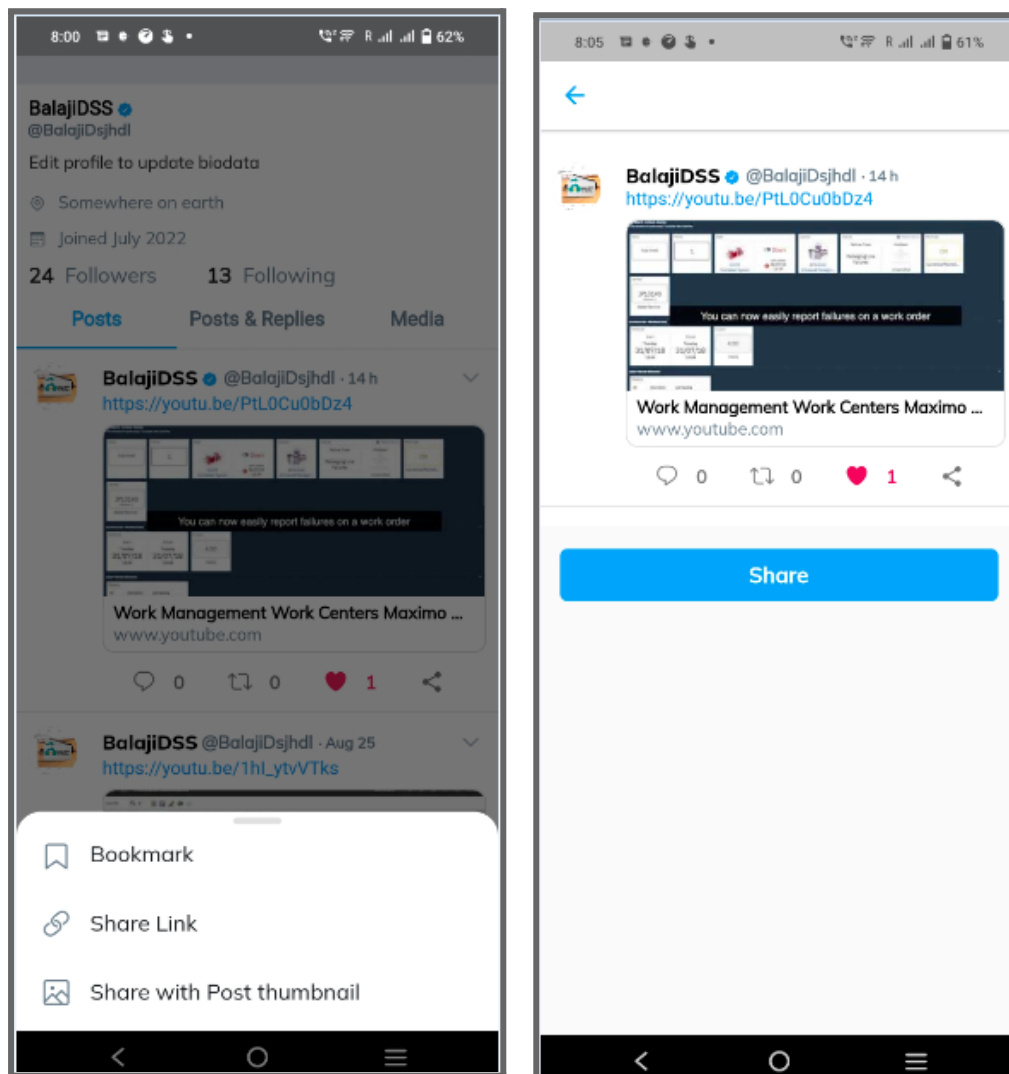3) IBM Passport Adv.
4) IBM Fix Central

Notifications

All your new messages, posts, and following notifications are collated here.
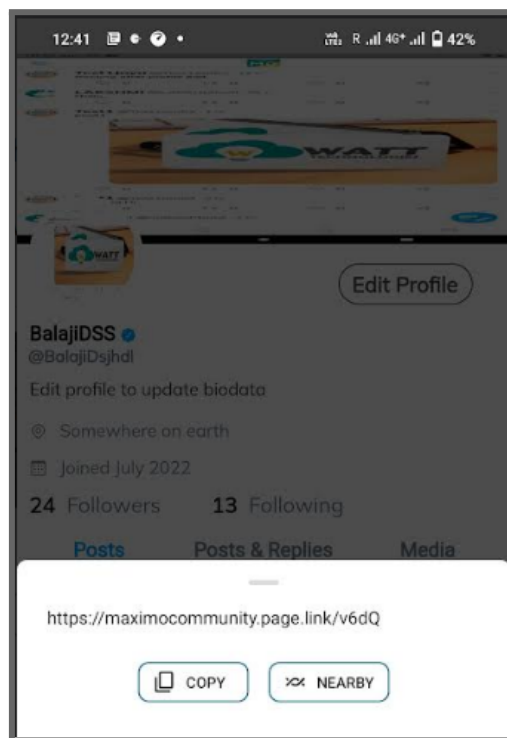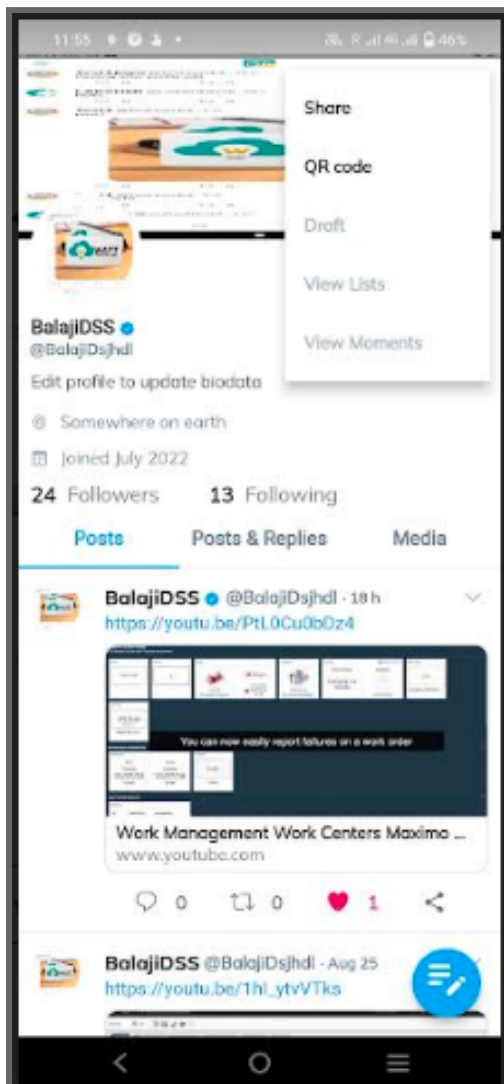
Bookmark and Sharing Links

You can bookmark/ share a post by clicking on the drop-down icon in the particular post.

Profile and QR Code share

In the edit profile screen, click on the 3 dots at the top right corner, wherein you will find the share link or QR code option.

Deactivating the account

Deactivating the Maximo Community account is simple. Click the <link> provided for you in the app. We will do the deactivation for you at the back end.