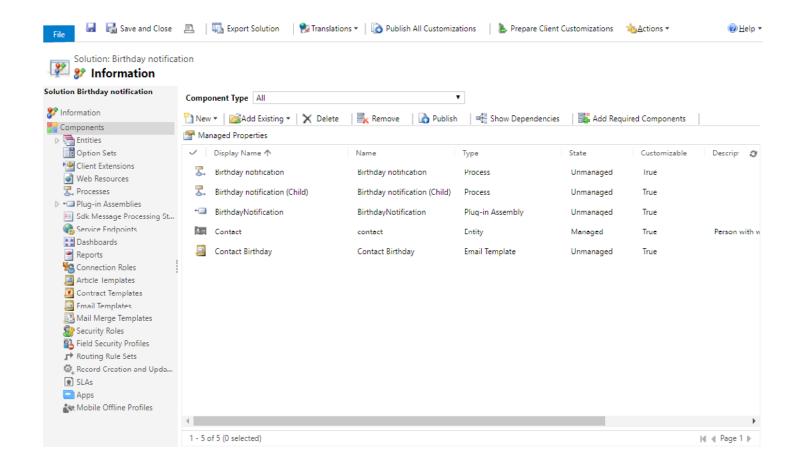


## **Birthday Notification Manual**

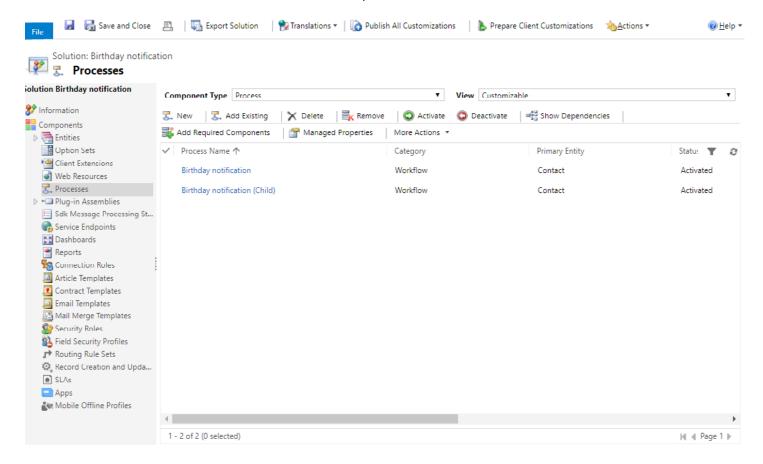
- 1. Install solution (admin permissions are required) form <a href="https://appsource.microsoft.com">https://appsource.microsoft.com</a>
- 2. Open the solution from your list of solutions



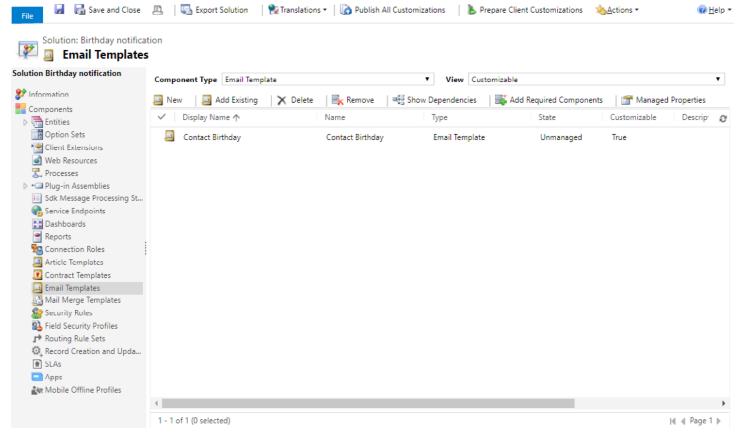
## Solution contains:

- Birthday notification and Birthday notification (child) workflows
- BirthdayNotification plug-in
- Contact entity with one added field named 'Send notification about Birthday' (two options)
- Contact Birthday Email template
- Contact 'Birthday Do not delete' data

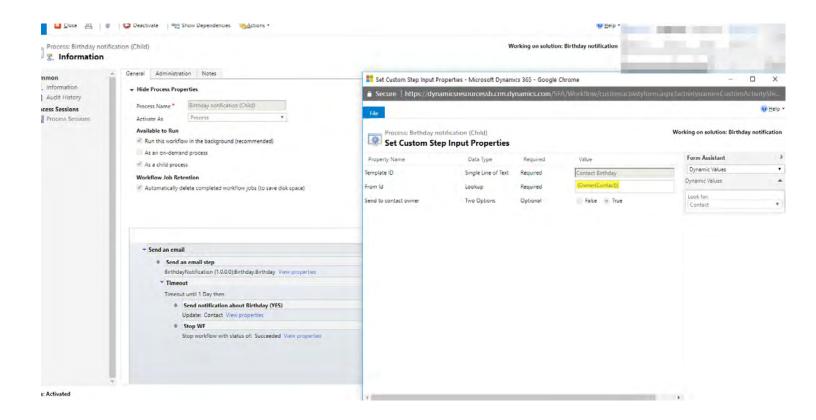
## 3. Go to Processes and double check that processes are activated



4. Go to Email Templates and make changes for your business requirements



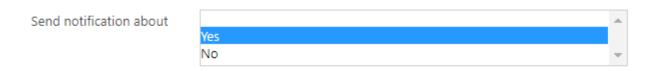
- 5. If you want to change a logic go to the 'Birthday notification (Child)' process -> Deactivate -> Make changes in the 'BirthdayNotification (1.0.0.0):Birthday.Birthday' step:
- a. Use already existing Email Template Change 'Template ID'
- b. From whom an email will be sent Change 'From Id' (it can be a dynamic value)
- c. Send an email directly to the Contact Set 'Send to contact owner' to False (If True an email will be sent to Owner of the Contact)



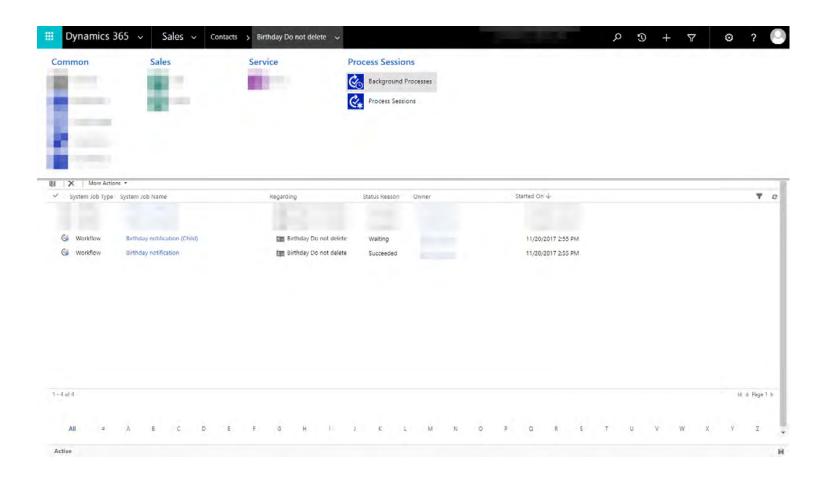
6. Activate functionality. Search for the 'Birthday Do not delete' Contact in the Contact table (or use Global Search)



7. Set 'Yes' in the 'Send notification about Birthday' field (Administrator should put this field on the form)



8. Make sure that the WorkFlows were started



Note: You can change all changeable parameters in the WorkFlows.