

**Dynamics 365 / CRM / XRM Platform** 



# **User Guide**



CRM Versions Supported: 2011/2013/2015/2016/D 365

CRM Notes Rollup for Dynamics 365 / CRM is a Managed Solution add-in that adds enhanced capability to CRM by gathering all Notes & Attachments in to one single Entity of the CRM. It's a self-install set-up. CRM Notes Rollup will capture all kinds of Notes and attachments from other 1: N entities to the parent record.

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### **Installation Process**

To install the Notes Rollup solution, the following steps are to be followed.

### STEP 1:

Go to <a href="http://www.dynamicsexchange.com/NR.aspx">http://www.dynamicsexchange.com/NR.aspx</a> and click on Download to get Solution.

### STEP 2:

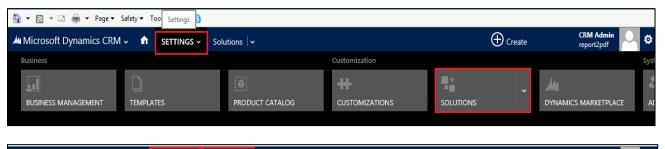
- On Downloading you will get Notes Rollup Solution (IP file).
- Extract the files from the downloaded folder. You will get two WINRAR ZIP files.



NOTE: To install the Notes Rollup, Solution need to be imported into CRM

### STEP 3:

To import the solution Open your CRM click on SETTINGS→SOLUTION.



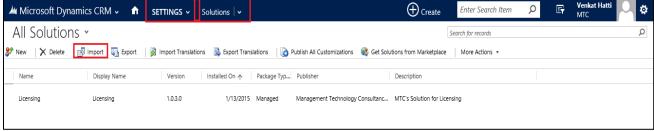


Figure 1: Import Solution

- In Import Solution Window you can browse and Select Solution Package zip file and then click on Next for further processing.
- First Install the Licensing Solution and later followed by Notes Rollup Solution.





# Import Solution - Internet Explorer Select Solution Package Select Solution Package Select the compressed (.zip or .cab) file that contains the solution you want to import and click Next. C:\Users\Venkat\Desktop\Solutions for CRM 2015\Notes RollUp For 2013 & 2015\Licensing\_1\_0\_3\_0\_managed.zip Browse... Back Next Cancel 100% 100%

Figure 2: Select Solution Package

• In Import Solution Window you can browse and Select Solution Package zip file and then click on Next for further processing.

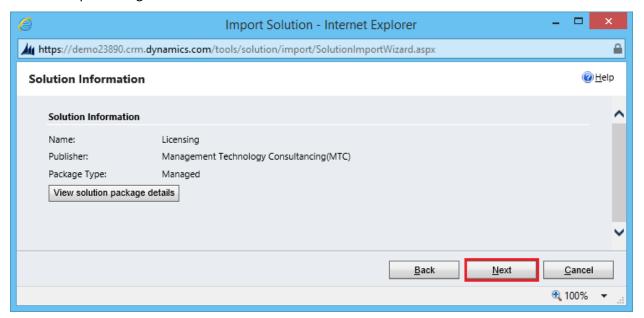


Figure 3: Importing Options window

Click on Next to proceed.





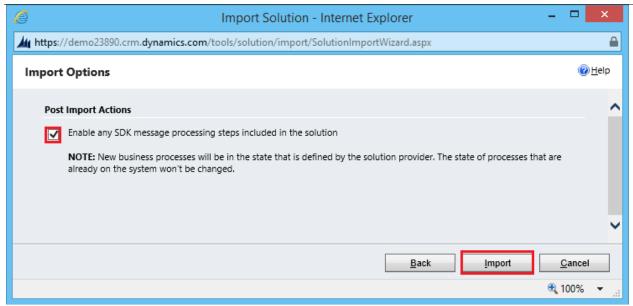


Figure 4: Import Option

Click on Next to proceed.

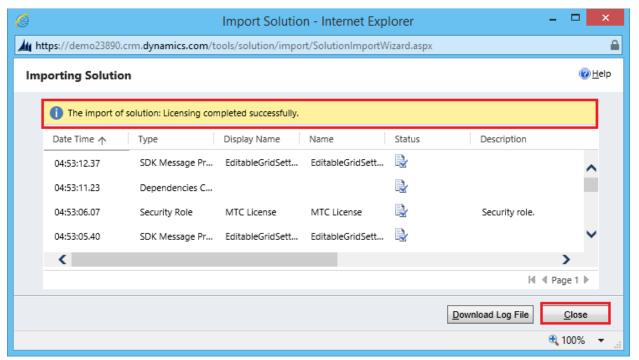


Figure 5: Importing Solution - Licensing

• Click on Close after successful completion message is displayed.





# **Installing Notes Rollup Solution**

Go to Setting→Solution and Click on Import.

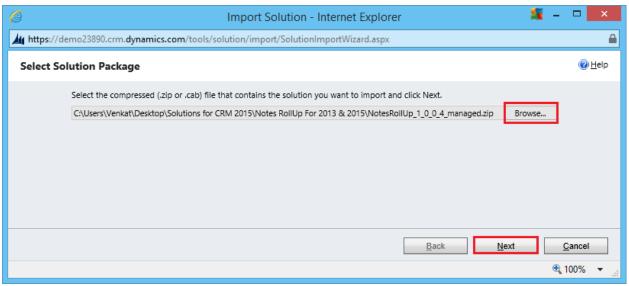


Figure 6 : Select Solution Package

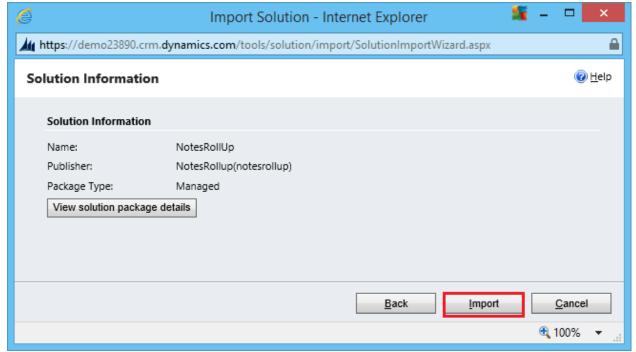


Figure 7: Solution Information





• Click on Import it will open importing solution window in that dialog will be opened displaying the message importing the customization please wait for the operation to complete.

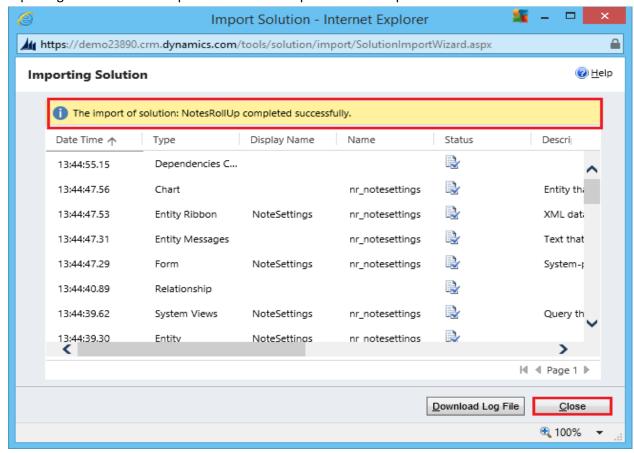
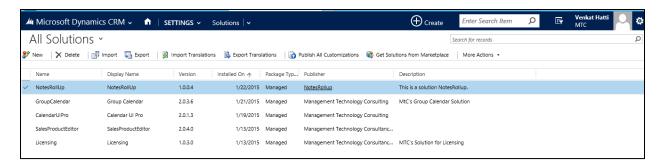


Figure 8: Importing Solution

- Click on Close and Refresh the CRM to see both the solutions.
- After importing the Notes Rollup Solution you need to place the License key navigate to Settings→Solution→Click on Notes Rollup Solution.







### **How to get License Key?**

- To install Notes Rollup for Dynamics 365 / CRM you will require License Key, which you can get by sending an E-mail request to **salesteam@mtccrm.com** with your Organization Unique Name.
- To access your Organization Unique Name Click on Settings -> Customizations -> Developer resources as shown below.



Figure 9: Developer Resources

• A window will pop up with Organization Unique Name as shown below.

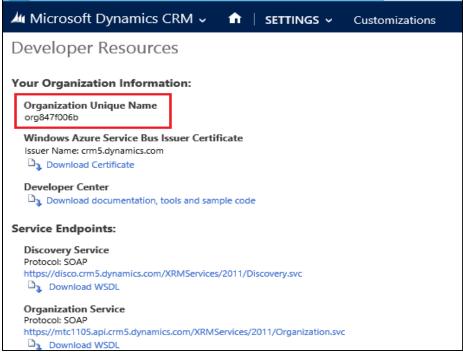


Figure 10: Organization Unique Name

 Send this Organization Unique Name through Email to <u>salesteam@mtccrm.com</u> and you will receive your Licensing Key within 24 hours.





NOTE: After placing the request, you will receive the LICENSE KEY within 24 hrs.





# **Activating License Key**

• Double click on Notes Rollup Solution, which opens a new screen as shown below.

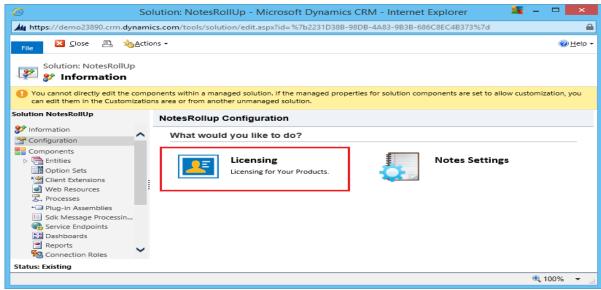


Figure 11: Configuration Screen





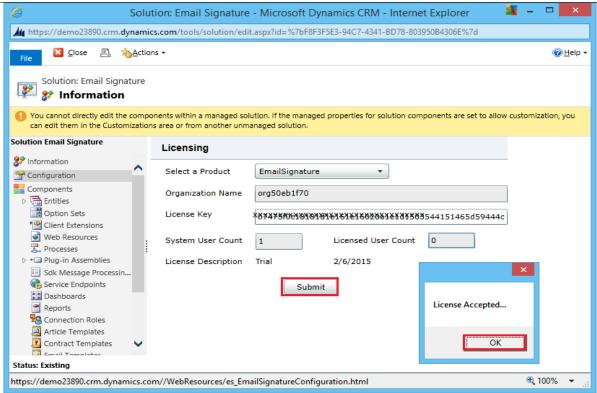


Figure 12: Licensing the Product

- Select Product as Notes Rollup from the drop down list
- Enter the License key which you have received after placing the request
- Click on Submit tab
- Once License is accepted click ok to finish Installation process of the product.
- Refresh the CRM (Press F5)





# Dynamics 365 Solution - Trial License Activation/ Product License Purchase/ Additional User License Purchase

Please refer the below link for Trial License Activation and/or Product License Purchase and/or Additional User License Purchase for MTC's Dynamics 365 Solution.

# https://www.mtccrm.com/PLI

In case of queries or issues, please write down to <a href="mailto:salesteam@mtccrm.com">salesteam@mtccrm.com</a> for quick help.





# **Configuration Settings**

In order to use Notes Rollup, you are required to do some basic configuration settings as discussed below. These configuration settings is a one-time activity and you can always go for different settings as per your requirements.

- Firstly, go to Solutions Page. Use navigation Settings → Solutions.
- Double click on Notes Rollup solution.

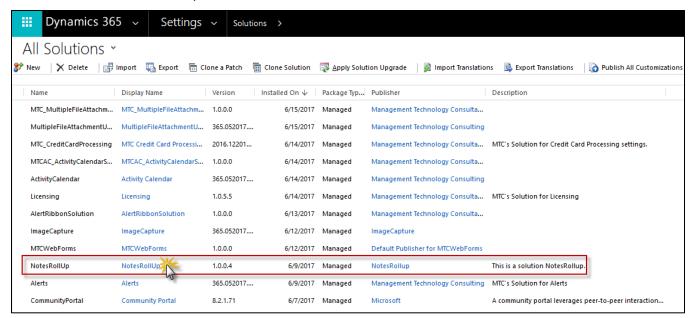


Figure 13: Notes Rollup Solution

Notes Rollup configuration window pops up.

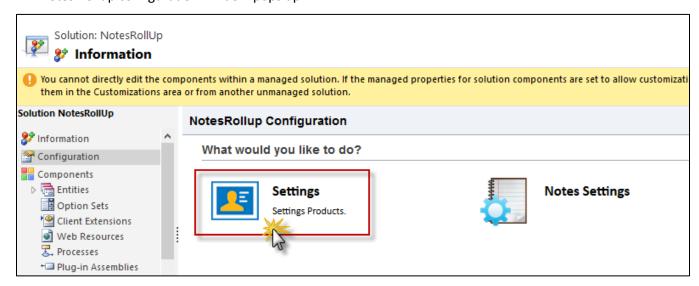


Figure 14: Settings





Click on Settings to view the Notes Rollup Configuration page with the list of Available Entities.

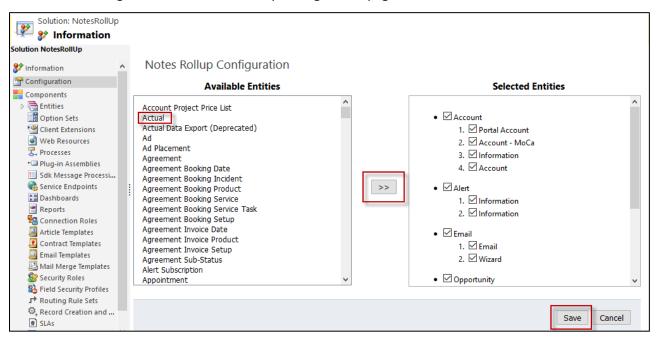


Figure 15: Notes Rollup Configuration Page

- From the left hand side pane of Available Entities, you can select the entities of your choice on which you want to apply Notes Rollup solution. Then click on the double arrow to see the entity getting reflected on the right hand side pane of Selected Entities. You can select as many entities as you wish following the same process and finally click on the **Save** button as highlighted in the above image.
- Now go back to the configuration window and click on Notes Settings.

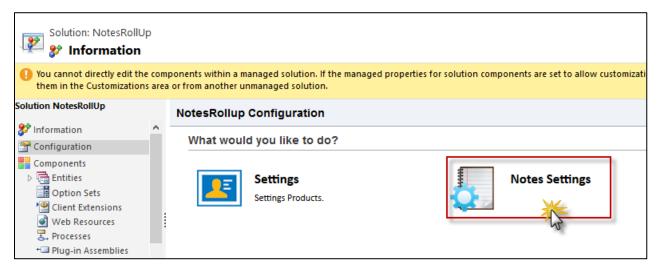


Figure 16: Notes Settings





 Settings Area page shows up where you can select the Entity from the drop down menu for applying one-tomany relationships.

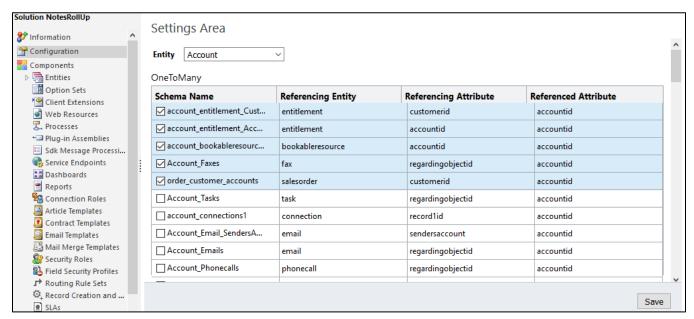


Figure 17: Settings Area

Finally, click on Save button.





# **Notes Rollup Functionality**

- Let us take Account entity as an example for testing the Notes Rollup functionality. Remember Account entity
  has already been configured from the configuration settings window.
- Open the Account form.
- Scroll down to Notes Rollup Area
- You can filter your displays for Attachment or Favorites.
- In Notes Rollup area you will find the Search option to find any notes or attachments.
- All Notes with 1:N relationship are displayed as per choice of selection from the Settings Area
- All Attachments of the other selected entities are also listed and recorded in this area.
- On double click of the Notes displayed, it navigates to CRM form where you can make any changes if required on the CRM and the same is saved here also.
- Similarly on clicking the Attachment shown here it downloads the file on to you system.
- It's easier to view all notes and attachments in One form
- You can also filter your display on select the entities from the Drop down list provided as shown below

# **Selection of Entity**

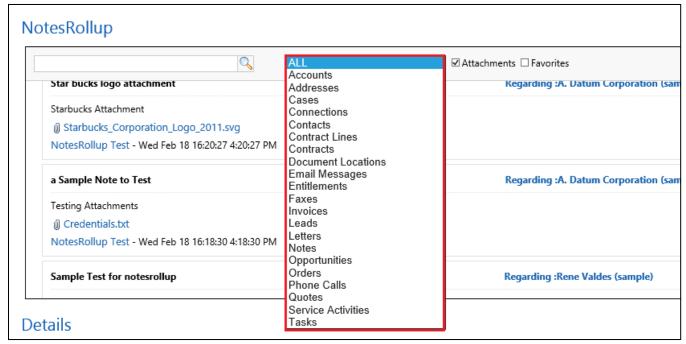


Figure 18: Account form showing Selection of Entity





# **Search Option**

• User can search any notes by keying in (for Example we have typed in word **Copy**), All Notes which contain the word Copy are displayed for ready reference.

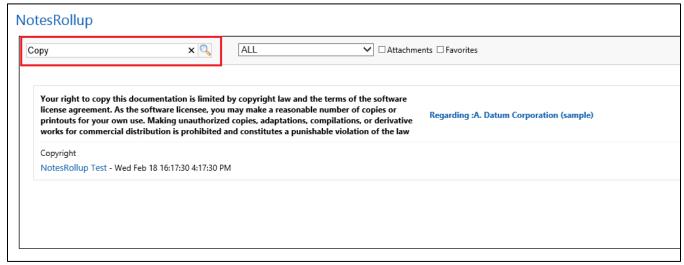


Figure 19: Account form showing Search facility

# **Display Attachments**

• You can also filter your displays for Attachment or Favorites. (shown below are the pertaining to Attachments)





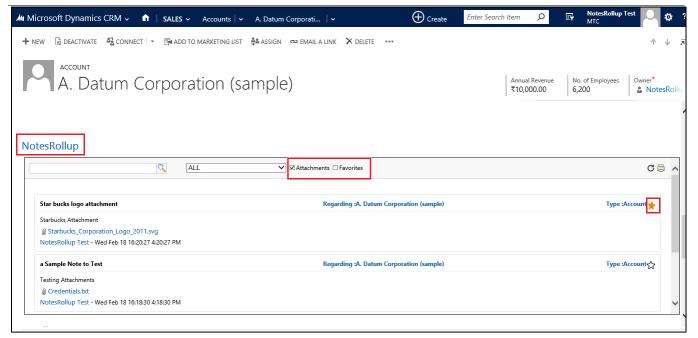


Figure 20: Account form showing Attachments

If you select Attachment as shown above, only the files which has attachments to the Notes are displayed.

# **Display Favorites**

- If user clicks on 💆 as shown below it sets the Notes as Favorite. On Double click you can undo the same
- When user selects (check box) Favorites only those which are selected as Favorites will be displayed

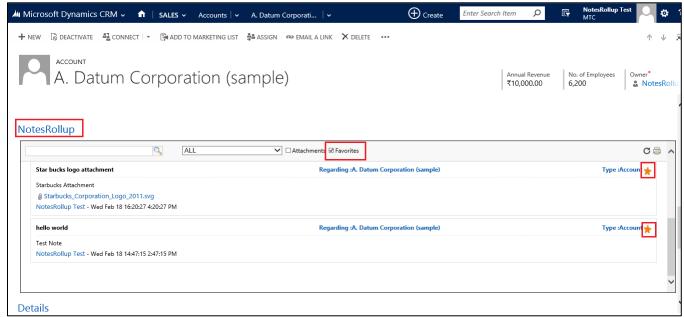


Figure 21: Account form showing Favorites





# **Display Notes**

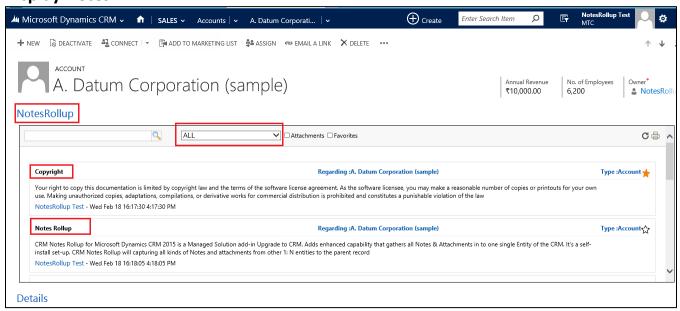


Figure 22: CRM Account form showing all Notes

### **Uninstallation Process**

To uninstall Notes Rollup Solution, Navigate to Settings → Solutions → Select the check box of Notes
 Rollup then click on Delete as shown below

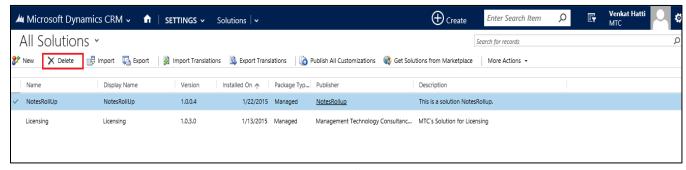


Figure 23: Uninstallation process

• Click on OK to delete the solution from CRM. The solution will be deleted





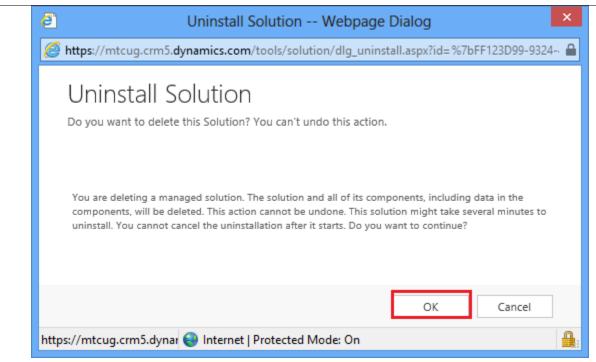


Figure 24: Uninstall Solution

• Repeat the process to uninstall Licensing Solution also.





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MTC develops an ever growing and extensive family of add-on products, complete solutions, and core development technologies for the Dynamics 365 / CRM platform. MTC supports a product development effort with a highly efficient global Dynamics 365 / CRM exclusive services business 24/7. MTC's products represent the refinements in functionality, deliverability, and long-term maintainability of unique highly customized Dynamics 365 / CRM platform business solutions suggested as most important in MTC's global volume customization business. MTC runs its internal operations and many of its partners and affiliates with this example



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MTC is a Microsoft Independent Solution Vender working on Dynamics 365 / CRM since the introduction of the



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