

# 1 QUICK START GUIDE

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1.1 OPEN WEBSITE: [HTTPS://GUIDESIMPORTEXPOROTOOL.COM](https://GUIDESIMPORTEXPOROTOOL.COM)

1.2 INPUT CM GUIDES IMPORT EXPORT TOOL LICENSE KEY

Guides Tool

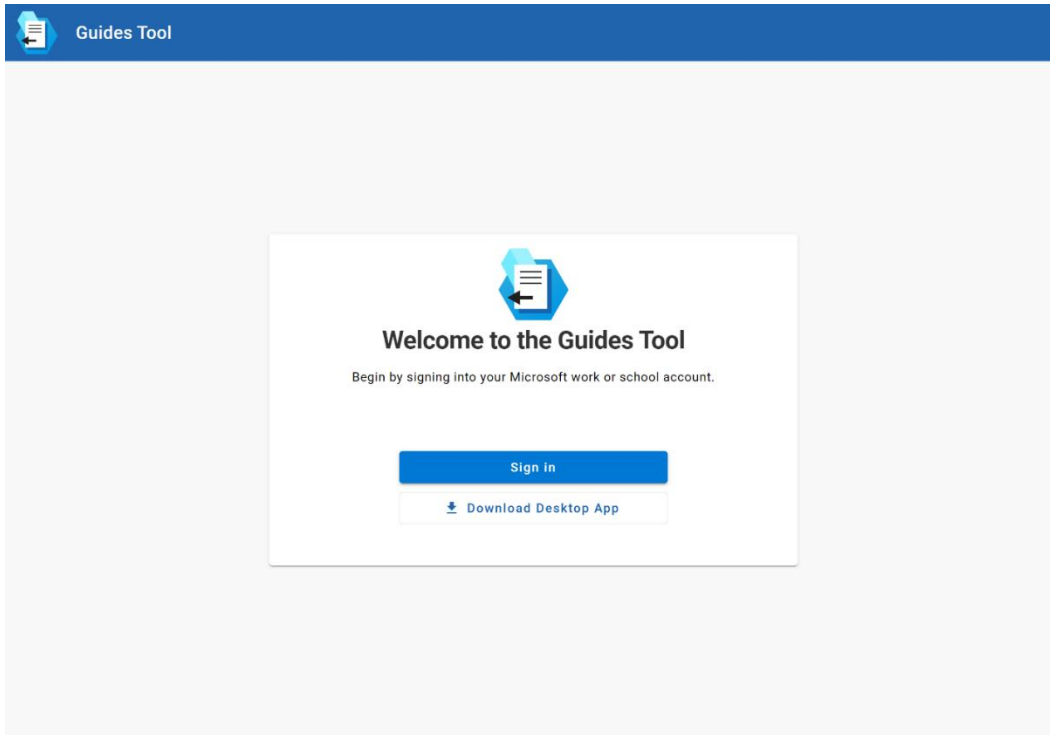
### Activation

**Input Activation Code**  
If you do not know your activation code, please contact your CraneMorley account representative.

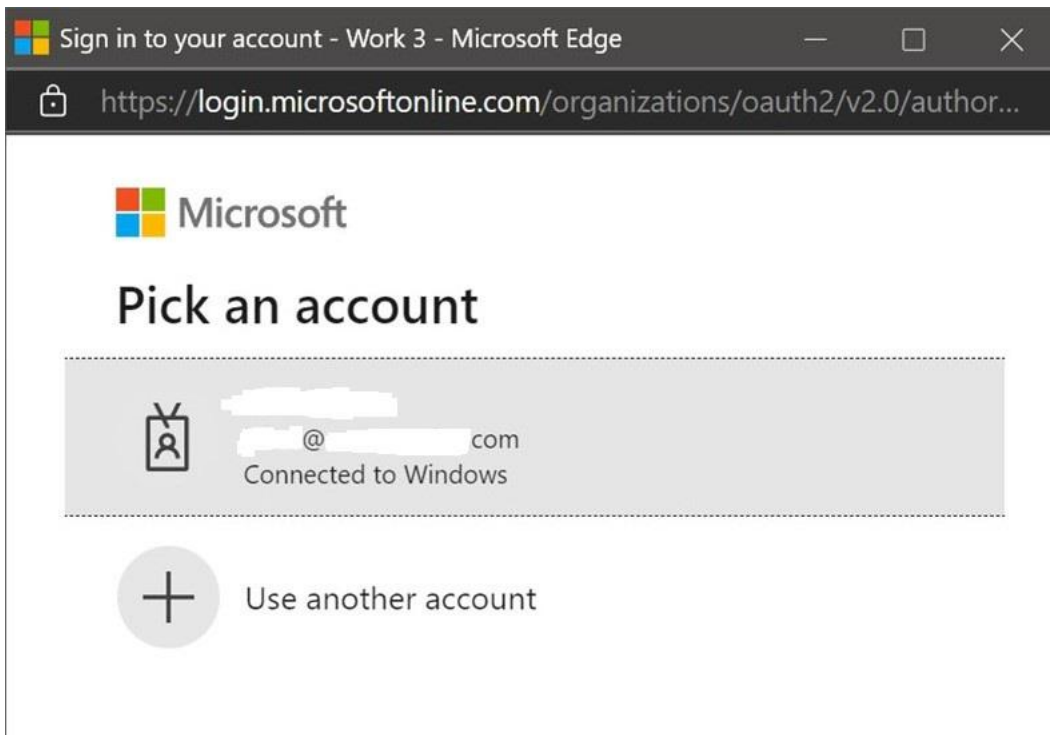
XXXXXXXX - XXXX - XXXX - XXXX - XXXXXXXXXXXX  
XXXXXXXX - XXXX - XXXX - XXXX - XXXXXXXXXXXX

Submit

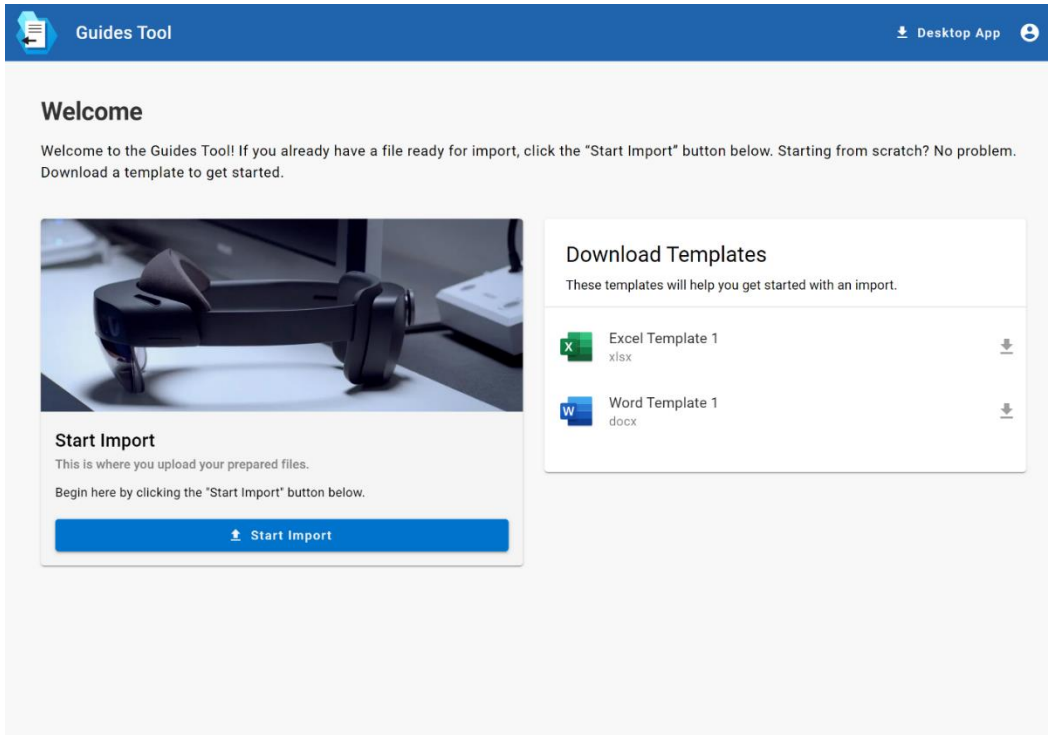
### 1.3 CLICK THE SIGN IN BUTTON TO LOG INTO YOUR MICROSOFT ACCOUNT THAT HAS A GUIDES LICENSE



### 1.4 INPUT MICROSOFT DYNAMICS 365 GUIDES LOGIN

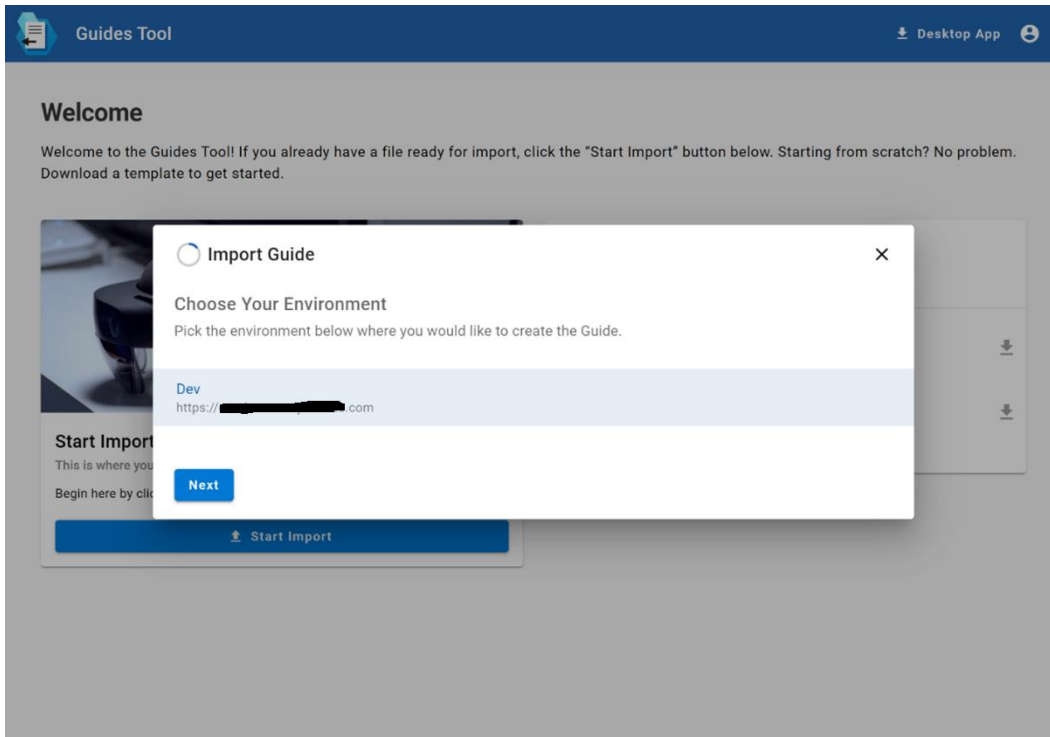


## 1.5 CLICK THE START IMPORT BUTTON OR DOWNLOAD A TEMPLATE TO GET STARTED

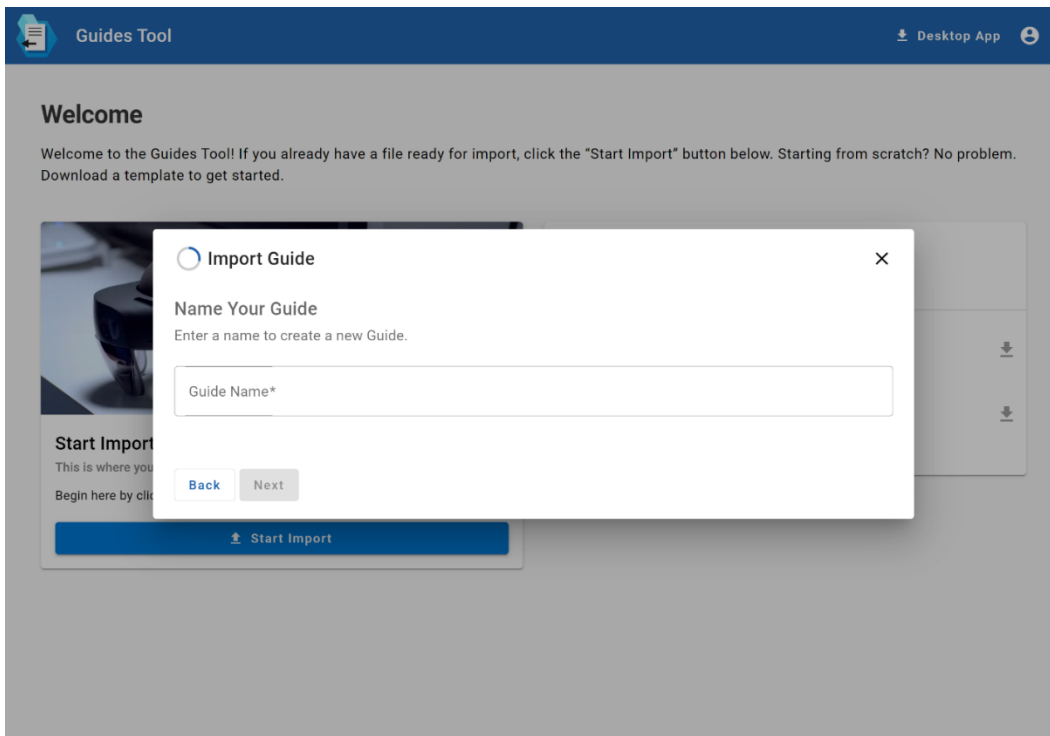


## 1.6 ACCEPT THE GUIDES TOOL PERMISSIONS

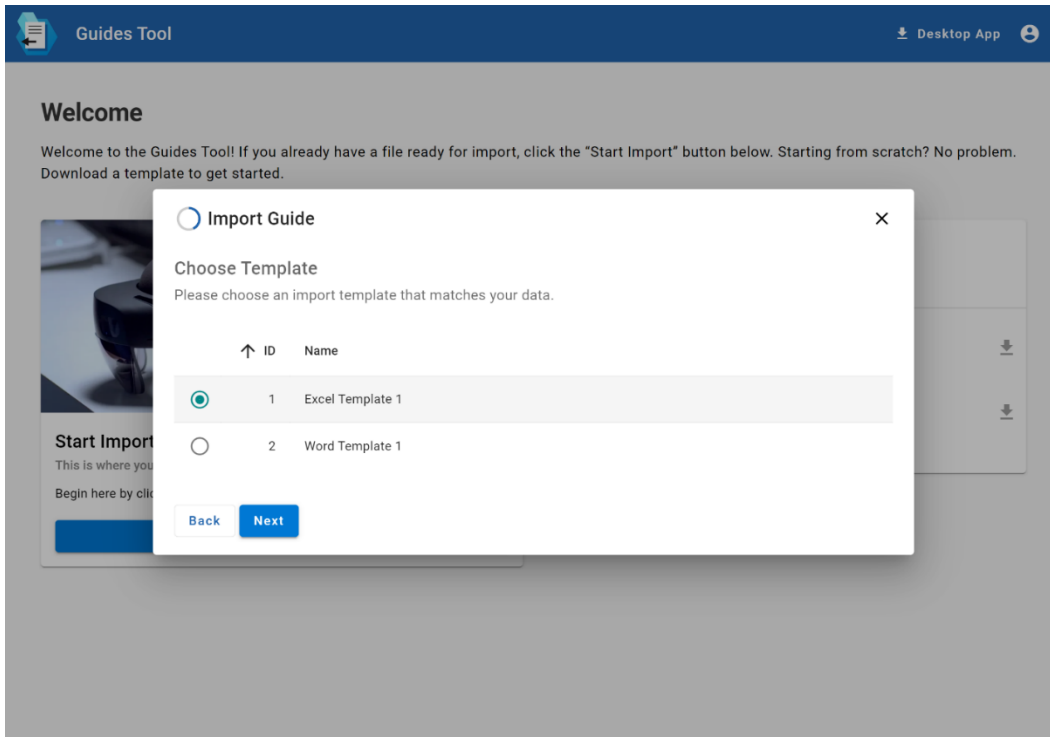
## 1.7 SELECT THE GUIDES ENVIRONMENT THAT YOU WANT TO IMPORT TO



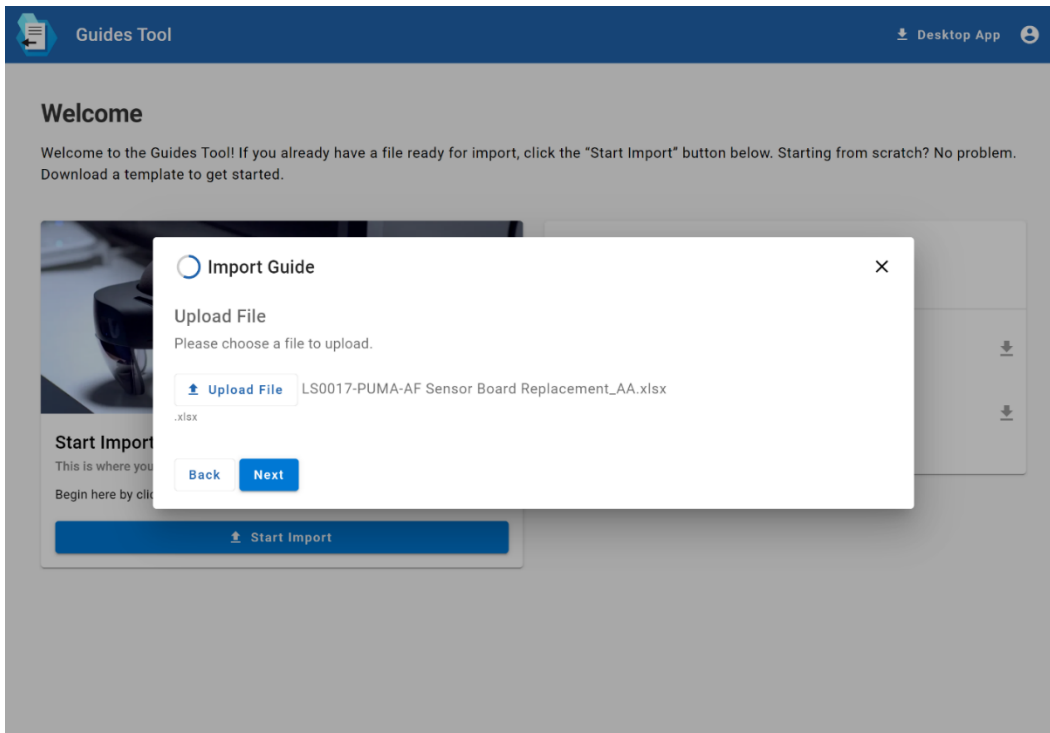
## 1.8 INPUT THE NAME OF THE GUIDE



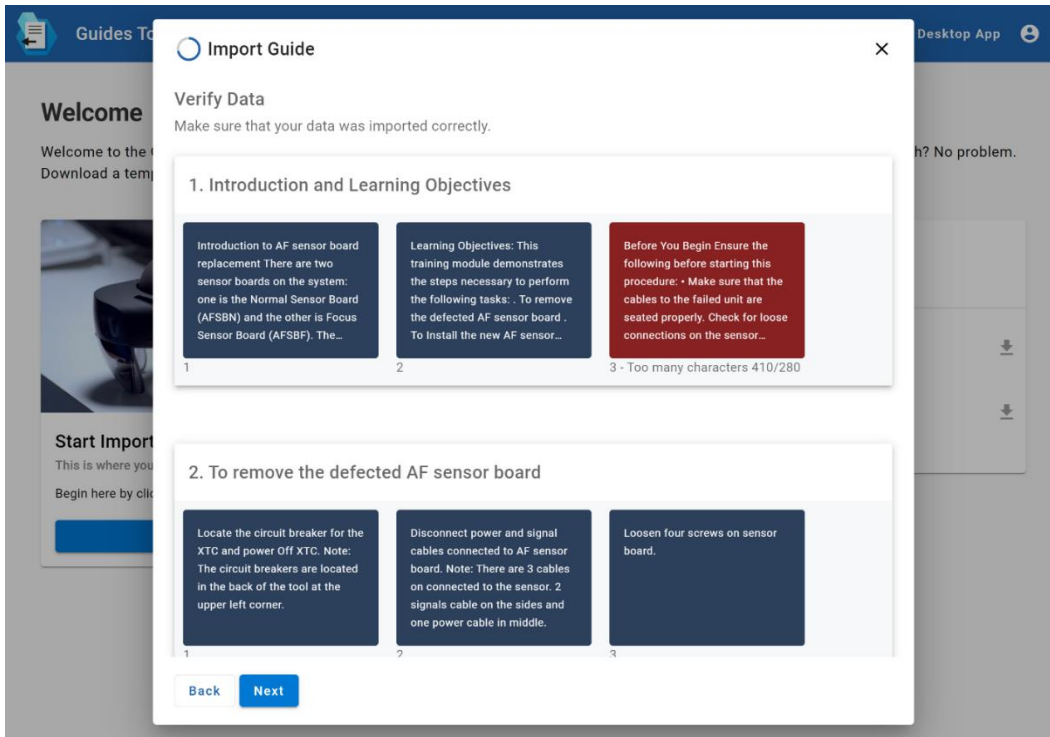
### 1.9 SELECT AN IMPORT TEMPLATE FILE TYPE



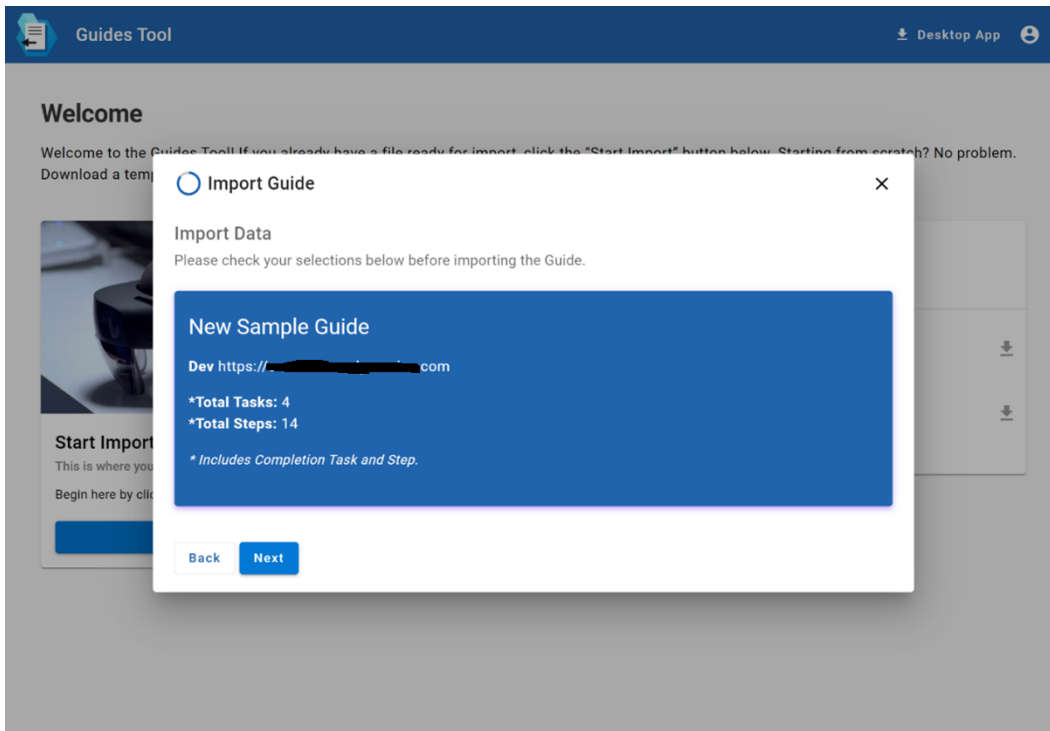
### 1.10 UPLOAD FILE TO IMPORT



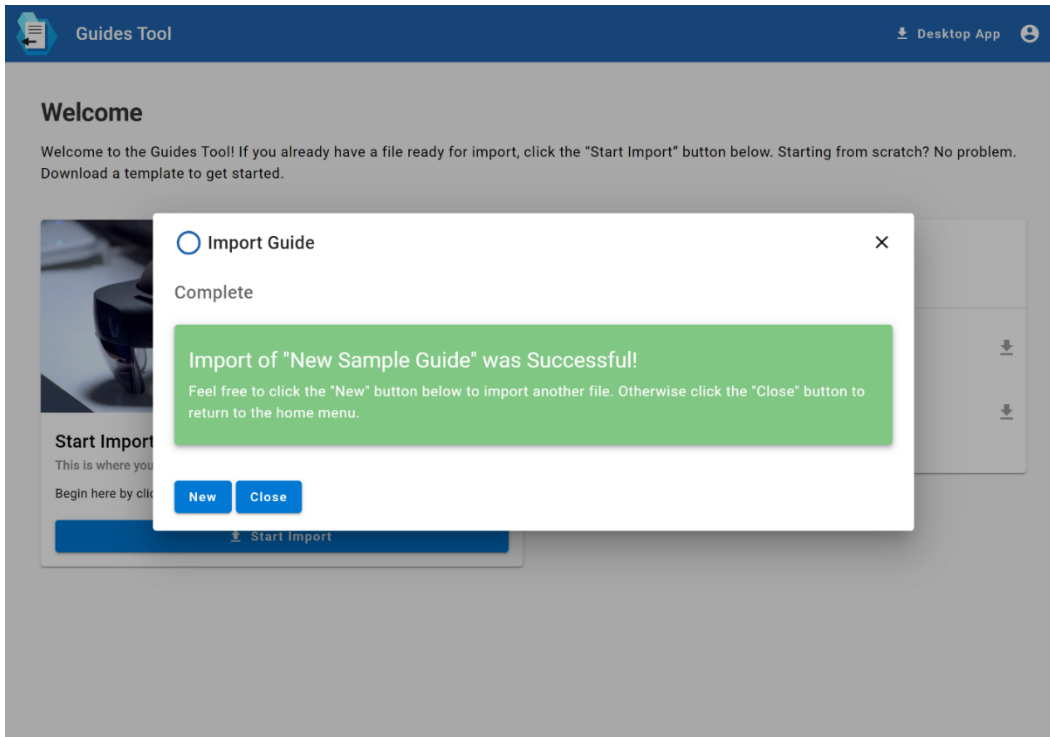
### 1.11 REVIEW YOUR IMPORT AND VERIFY THE DATA



### 1.12 DOUBLE CHECK THE IMPORT CONFIGURATION BEFORE FINALIZING IMPORT



### 1.13 YOU WILL SEE A SUCCESS MESSAGE WHEN THE IMPORT IS COMPLETE



### 1.14 SIGN OUT WHEN YOU ARE DONE USING THE APP

