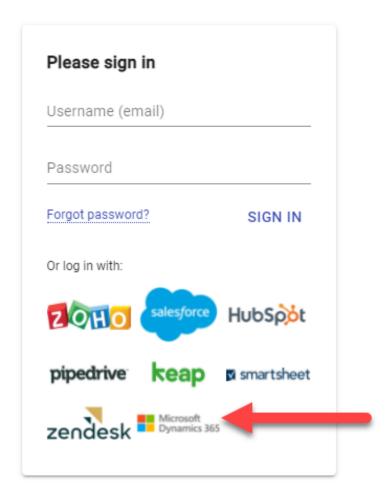
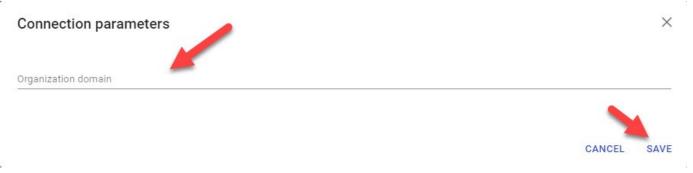
## A step-by-step guide for signing up for a trial Mapsly account with Dynamics 365

To sign up for a free trial Mapsly account with your Dynamics 365, go to app.mapsly.com and click the Dynamics 365 logo:



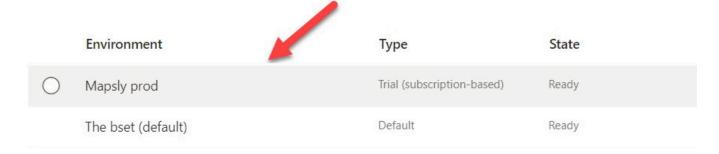


You will see a popup where you will be prompted to sign in to your Dynamics 365 account by filling the Organization domain in Connection parameters:



To find the Organization domain go to Dynamics 365 > Admin center > choose the Environment that you'd like to connect to Mapsly and find the **E nvironment URL** in Details section. Copy this URL and fill in **Connection parameters** in Mapsly with **https://** before domain, then click *Save*:

### **Environments**



# Environments > Mapsly prod







Then, when prompted, click **Create new Mapsly account** and follow instructions of the Mapsly <u>sign-up wizard</u>:



Link existing Mapsly account

#### IMPORTANT: Enable sync of deleted records

In order to remove records from Mapsly, you need to **Enable auditing** in Dynamics 365 for the Environment(s) that you'd like to connect/already connected to Mapsly. You can find detailed guide how to enable it in the <u>Microsoft documentation here</u>: go to **Activity logging > Dataverse and model-driven apps > Enable auditing**.

Please note that records deleted in Dynamics 365 after you signed up for a Mapsly account and connected your Dynamics 365 but **before** you enabled auditing won't be automatically deleted in Mapsly. To have them deleted, please contact Mapsly support.

After auditing is enabled, records that will be removed in Dynamics 365 will be automatically removed in Mapsly.

#### How to log into Mapsly

To log into Mapsly (on both desktop and mobile) click the Dynamics 365 logo at <a href="mapsly.com">app.mapsly.com</a> (shown above) and – if prompted – sign into your Dynamics 365 user account. Mapsly will recognize your Dynamics 365 account organization ID and user ID and log you into your Mapsly user account.

#### More information

#### Linking exiting Mapsly account to your Dynamics 365 organization

If you already have a Mapsly account which you'd like to link to your existing Dynamics 365 organization, simply make sure to click Link existing Mapsly account and enter your Mapsly account login and password:



This will link the two accounts via Single Sign-On.

#### Useful articles

If you'd like to see on the map only standard objects like contacts, the wizard's instructions are self-explanatory. In more complex scenarios when you'd like to see other objects in Mapsly as well or use coordinates instead of an object's address, please refer to these articles:

- detailed walk-through guide for the sign-up wizard;
- how to add a new CRM field and need to turn it on in Mapsly (you'll be able to do it in your CRM's Objects & fields settings);
- how to add a CRM object (module) to Mapsly;
- how to add or remove users in Mapsly;

- how to use an object's coordinates stored in the CRM instead of its address in Mapsly (how to skip geocoding for locations that cannot be described by an address or those for which you already have GPS coordinates in your CRM);
  how to restrict access to imported data and control who sees what;
  your records are not showing up in Mapsly?