



User & Installation Guide

InterFormNG

Output Management

Microsoft Dynamics 365 Business Central

Version 1.0.0.0



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Introduction to InterFormNG

InterFormNG offers a range of options through connecting your Dynamics 365 Business Central to InterForm online output management services, like i.e.

- Schedule advertisement campaigns to be included on your documents
- · Insert conditional information like warranty or shipping details
- Create Reminders with embedded link to Invoice
- Archive documents Electronically
- Sign Documents Electronically
- Automate daily outputs like Sales Reports

In this version 1.00, the functionality is limited to the following:

• Exporting a few "base" reports like Invoice and and Orders

Currently planned features for future versions include:

- Support for all "base" reports
- Customizing which data exported to InterForm
 - This will open up a whole new way of doing reporting and exporting Business Intelligence from Dynamics 365 Business Central
- Include distribution information like Contact information, E-mail etc.

This guide

This guide will serve as both Installation and User Guide since it contains both the instruction to set up and demonstrate the program.

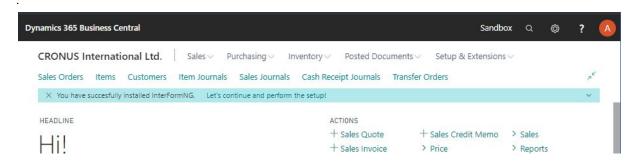


Perform initial setup

There are two ways of performing setup, both are described in the following.

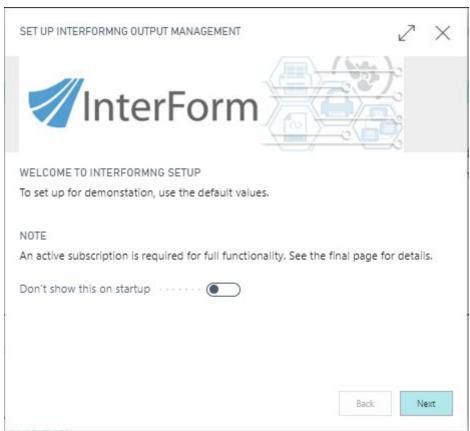
Guided setup

Click the banner on your Role Center



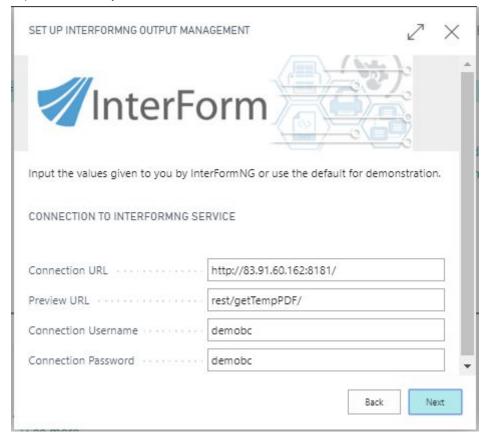
The guide will perform a setup ready for both demonstration and production should you choose to purchase the product.

Select "Next".

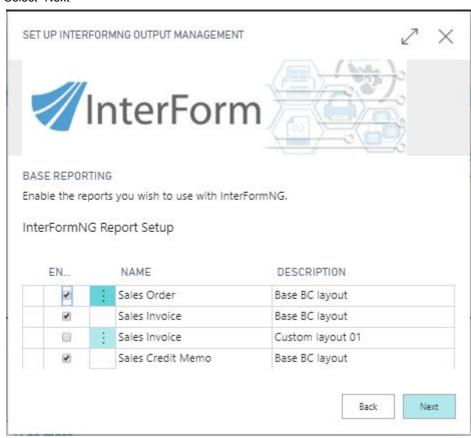




The connection details for demonstration use is prefilled. Replace them with your own if needed.



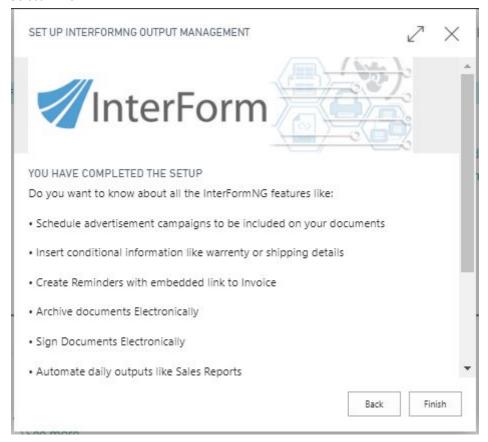
Select some Report types to be enabled for use with InterFormNG. Select "Next"







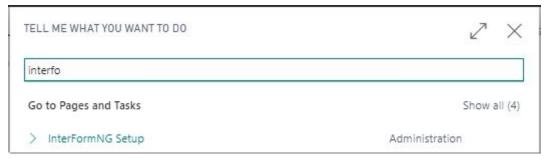
Select "Finish".



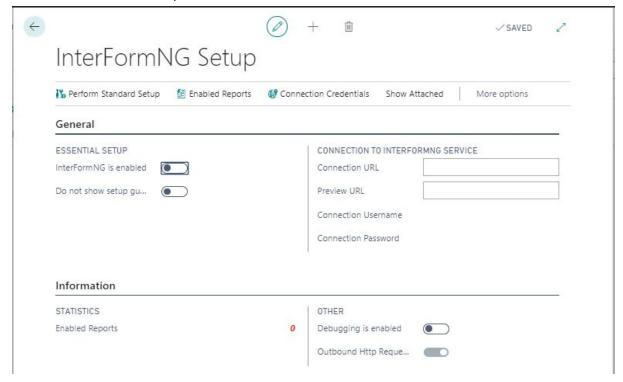


Manual setup

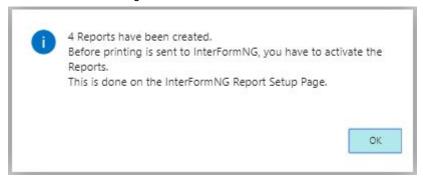
Go to "InterFormNG Setup" page.



Select "Perform Standard Setup" action.

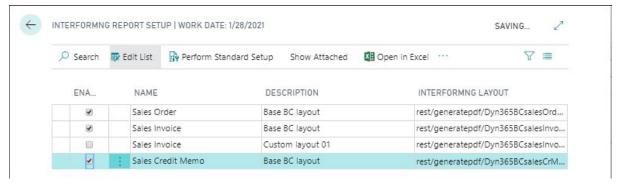


Click OK the this message.





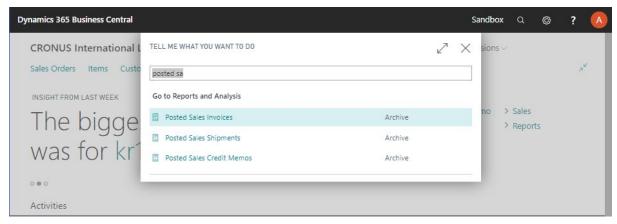
Select some Report types to be enabled for use with InterFormNG. Close the page.



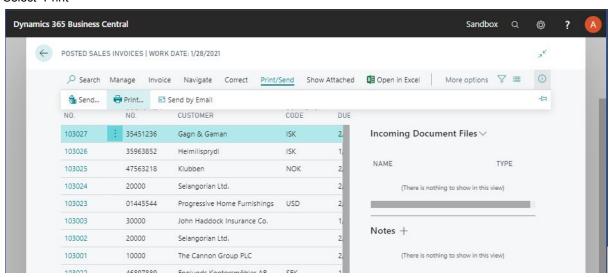


Perform a test drive

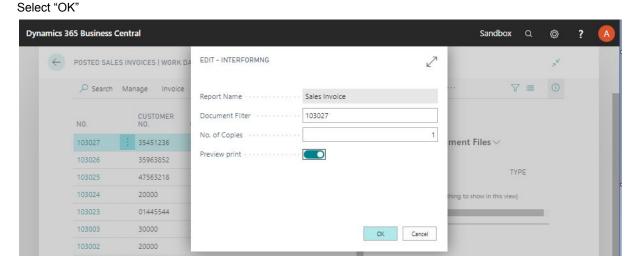
Search for "Posted Sales Invoices"



Select "Print/Send" Select "Print"



Instead of the regular request page, the following print dialog will appear. Select "Preview print"







You will now see the preview of your document, formatted by the InterForm service.

Contact InterForm for installing connection to you local printer and gain access to the layout editor!

