User Guide



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Table of Contents

Product Overview	
How does it benefit your Organization?	
How to install and Activate Template to PDF solution?	2
Configuration Settings in Template to PDF:	8
Template to PDF Functionality	12
Create a Word template	12
Enable the Developer tab & Mapping fields	14
Upload the Word template In Dynamics 365	18
Generate a PDF File from the Template to PDF	19
Uninstallation of Template to PDF solution in D365/CRM	23
MTC Overview	24
The Global CRM Community DynamicsExchange.com	25
End User License Agreement (EULA)	25





Product Overview

Template to PDF is very easy-to-use and can be configured on all important CRM System and Custom Entities. With few clicks, a CRM user will be able to download target entity document templates into PDF files or may choose to send those PDF files as attachments in emails to targeted customers. With such an arrangement mission critical business activities can be accomplished in less span of time.

How does it benefit your Organization?

- Easy to use
- Affordable
- Configurable on all important system &custom entities
- One click conversion of document as PDF files in emails
- Auto –send emails with PDF attachments using a workflow.
- Save significant time and effort by eliminating complex process of generating PDF files from document templates.





How to install and Activate Template to PDF solution?

To install Template to PDF solution, please follow the below steps

- 1. Go to https://www.mtccrm.com/ Products and download the latest solution.
- 2. A ZIP file would be downloaded to your Downloads Folder
- 3. Extract the contents of the ZIP file which gives you two more ZIP Files one for solution and another for license as shown below.
- 4. Both the ZIP files have to be imported into your CRM for the solution to become functional.

Note: First install Licensing solution followed by the Main Solution for best results.

Importing Licensing Solution

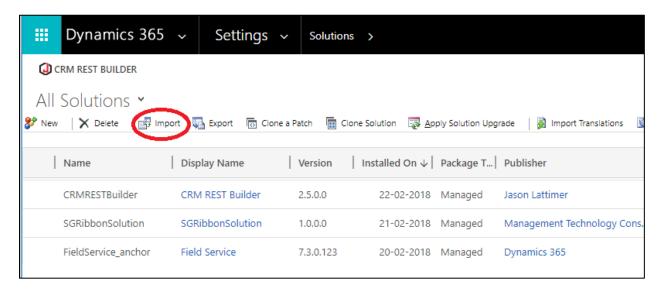
- 1. Open CRM and go to Settings-> Solutions-> Import.
- 2. Click on Import to upload the licensing solution first.
- 3. An Import window pops up where you can browse and select the path to the licensing solution
- 4. Click **Next** to proceed to next step.
- 5. A **Solutions Window** displaying the complete solution information appears.
- 6. Click on **Next** to continue.
- 7. An Import Options window appears. Tick the check box that says "Enable any SDK message processing steps included in the solution" and click on **Import** to begin the process
- 8. Once Import Customizations is done, import solution success message appears. Click on "Close" to exit the process.

Importing Template to PDF Solution

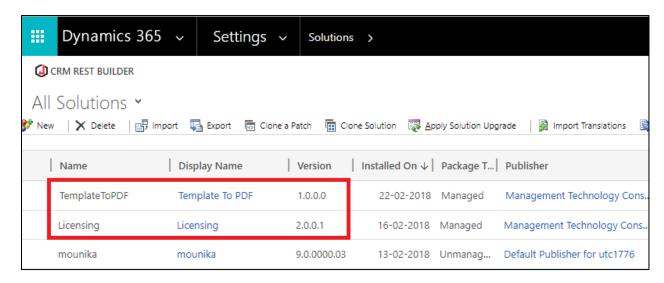
- 1. Open CRM and go to Settings -> Solutions -> Import.
- 2. Click on Import to upload the Template to PDF solution.







- 3. An Import window pops up where you can browse and select the path to the Multi-File Uploader solution.
- 4. Click Next to proceed to next step.
- 5. A Solutions Window displaying the complete solution information appears
- 6. Click on Import to begin the process.
- 7. An Import Customizations window appears with the message "Importing customizations. Please wait for the operation to complete..."
- 8. Once Import Customizations is done, import solution success message appears. Click on "Close" to exit the process.

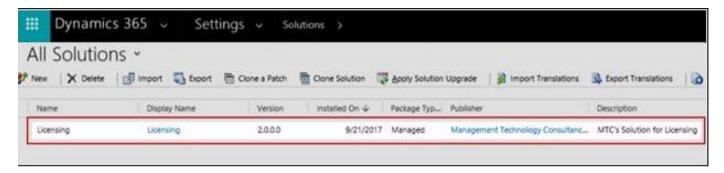




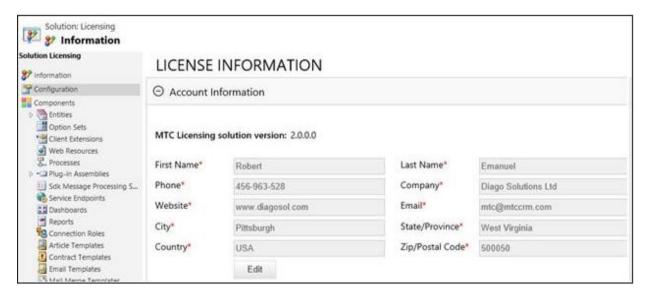


Licensing

 Go to CRM -> Settings -> Solutions. This CRM access and these steps require the Administrator Security Role. Click on licensing solution for the Account Registration window



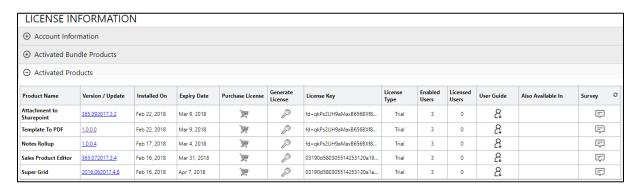
• Complete the field details (Refer example below). All fields are mandatory. Click Submit.



 The Account Registration window refreshes automatically and loads up with more section details such as such as Activated Bundle Products, Activated Products and Download More Products.





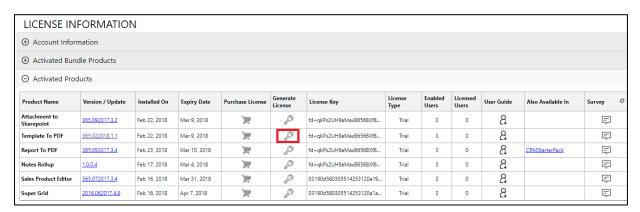


- All MTC products downloaded are shown in "Activated Products" or "Activated Bundled Products"
- You can see Template to PDF installed date and expiry date along with purchasing option

Generating Free Trial

There are 2 ways to generate 15 day free trial license key for Template to PDF.

a. Click on Key Icon under Generate License of Activated Products for Template to PDF.



You will see a window with 3 options. Select "I want to start my one-time 15 day free trial" and click "Get Trial." Your 15 day free trial will be generated and updated in the Activated Products tab.







b. Alternatively, the 15 day free trial license key will be generated by the first use of the product, allowing delay or an alternate User to start the trial with the appropriate Product's Security Role. The free trial license key will be generated and updated in the Activated Products tab.

• To purchase this product, click on "cart icon" under purchase license and follow the series of steps as guided by the system. For any queries, write down to Salesteam@mtccrm.com

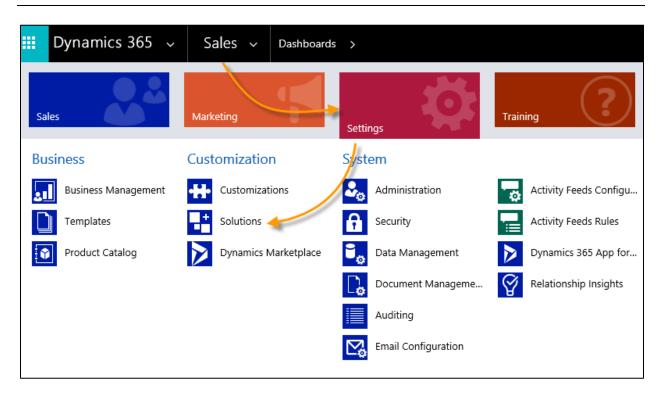
Configuration Settings in Template to PDF:

To start using Template to PDF solution, you are required to do some basic configuration settings inside your D365 as explained below.

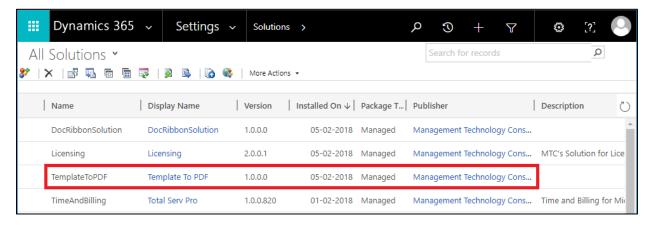
1. Go to **Settings** → **Solutions**.







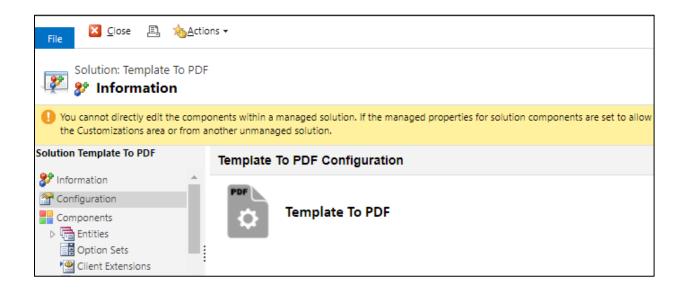
2. All the solutions installed in your D365 will show up. Click on Template to PDF Solution.



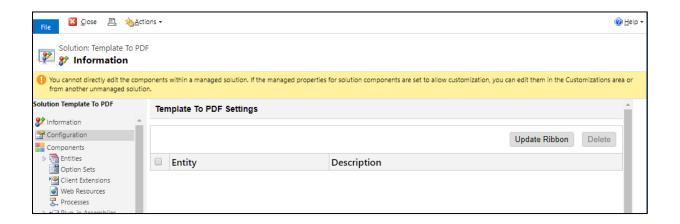
3. Template to PDF Settings window pops up. In here, you can see Template to PDF option.







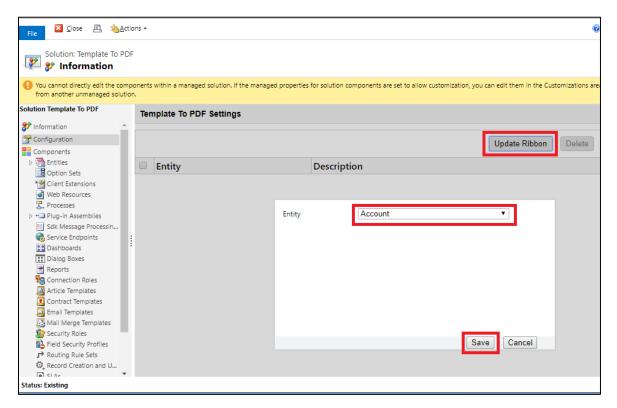
4. Click on the Template to PDF, below window pops up.



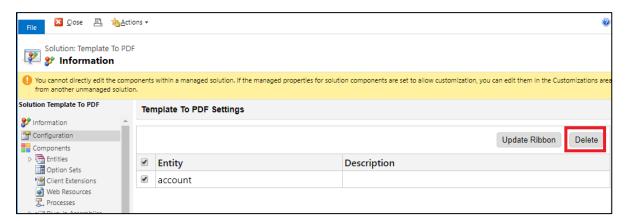
5. Click on the Update Ribbon button and select the required entity from the look up. And click on save button.







6. Account entity gets added in the list. If user want to delete the record anytime select the record and click on the delete button on the top.



Note:

- You can select only one entity at a time.
- By deleting the entity in settings template to PDF option will be disabled on that particular entity.





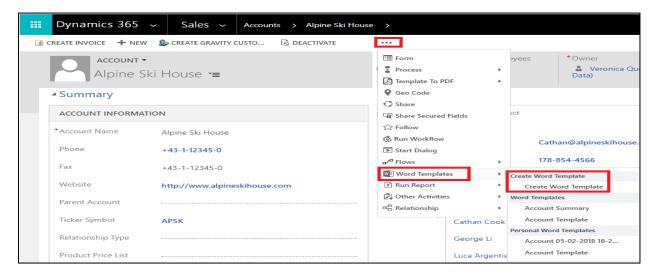
Template to PDF Functionality

Considering that all the recommended Template to PDF configuration settings are being done, let us check Template to PDF Functionality.

Create a Word template

In Dynamics 365 word templates can be created from three places.

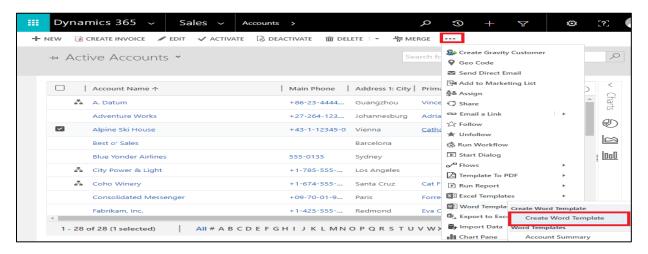
- Navigate to settings → Templates → Document Templates and click on New button to create a new Template.
- On any particular entity (For Ex: Account) open the required record and click on the (...) button on the top. From the drop down select Word Templates-> Create word
 Template. Templates created here are personal and available only to the user creating the template.



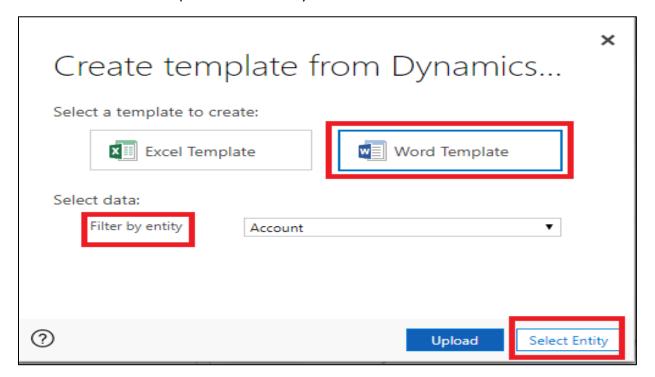
• Word templates can also be created from the Home grid by clicking on the (...) button on the top. From the drop down select **Word Templates-> Create word Template**.







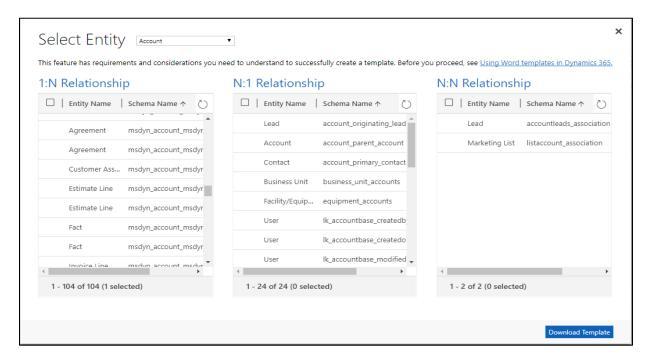
Upon clicking the create word template, from the below window select an entity to filter with, and then click Word Template > Select Entity.



A window opens to provide options in navigating across various entities depending on the relationship types. Select only the appropriate relationships that you wish to add to Dynamics 365 data to word template.







Click **Download Template** on the Select Entity page to create a Word file on your local PC with the exported entity included as XML data.

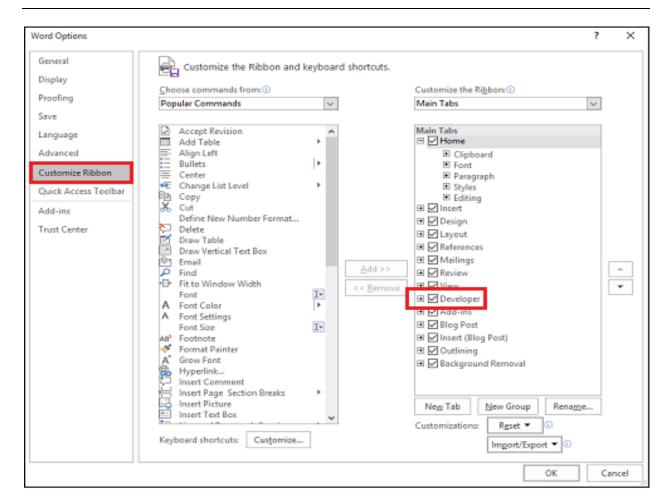
Enable the Developer tab & Mapping fields

Open the word document that is created using the download template button. Check for the Developer button on the word document. If it is disabled it should be enabled using Developer tab.

For this navigate to File → Options → Customize Ribbon, and then enable Developer



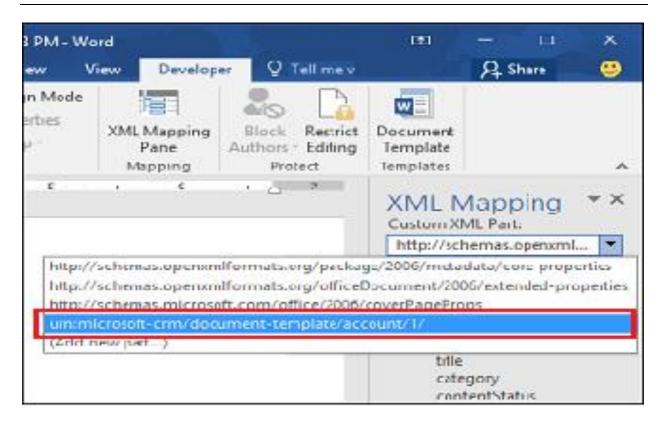




- Click Ok. Developer tab now appears in the Word ribbon.
- Under the developer tab Select the Dynamics 365 XML schema which begins with "urn: microsoft-crm/document-template/".



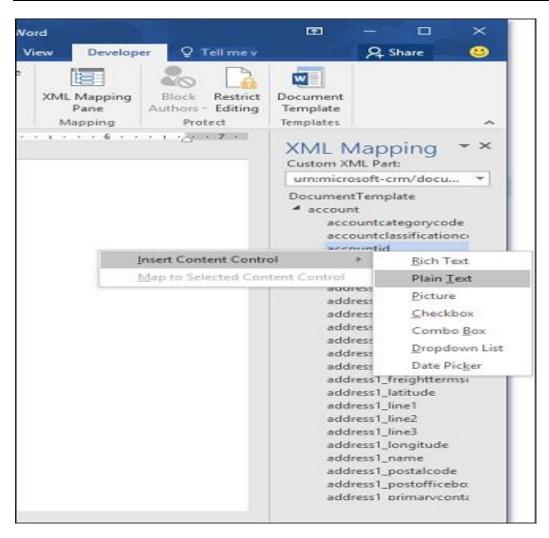




Add the required fields to the document by expanding the Dynamics 365 entity, right-click the entity field, and then click **Insert Content Control > Plain Text**.



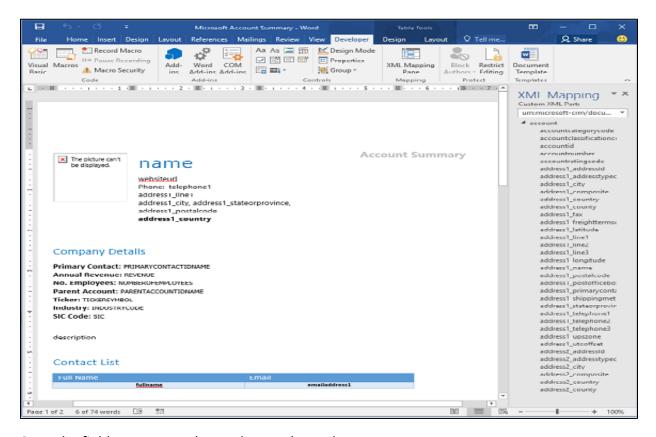




Add additional entity fields, add descriptive labels and text, and format the document.







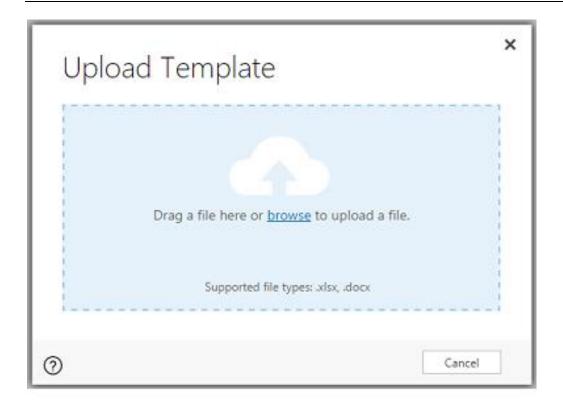
Once the fields are mapped save the word template.

Upload the Word template In Dynamics 365

- In Dynamics 365, go to Settings > Templates > Document Templates.
- Click Upload Template.
- Drag the Word file in the dialog box or browse to the file.







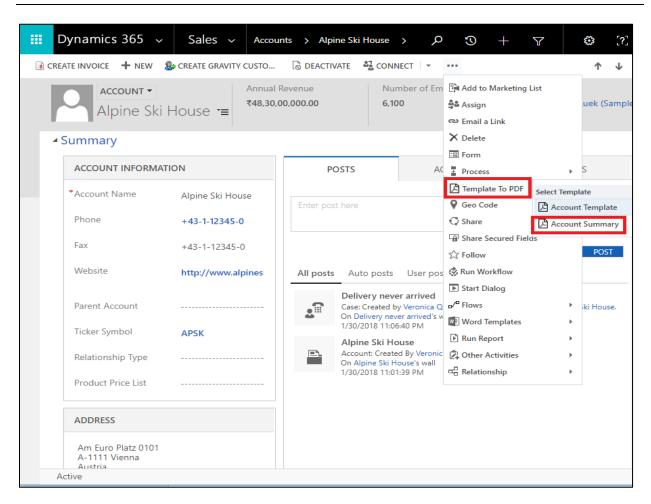
- Browse created word template and upload the template.
- · Click Upload.

Generate a PDF File from the Template to PDF

- Open any record with the required information for which you want to create a PDF file.
 For instance open an account record in sales.
- Click (...) and select Template to PDF option which will have all the related templates in it
- Select particular template that you wish to create a PDF file.







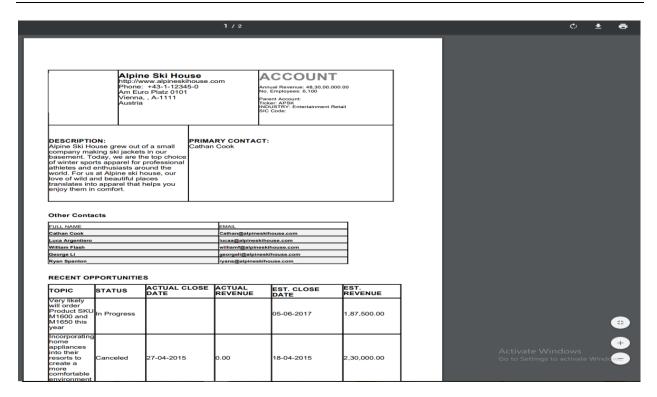
Click on the selected template where two options will be enabled

Download PDF

File will be downloaded on your local PC where you can view it in PDF format.





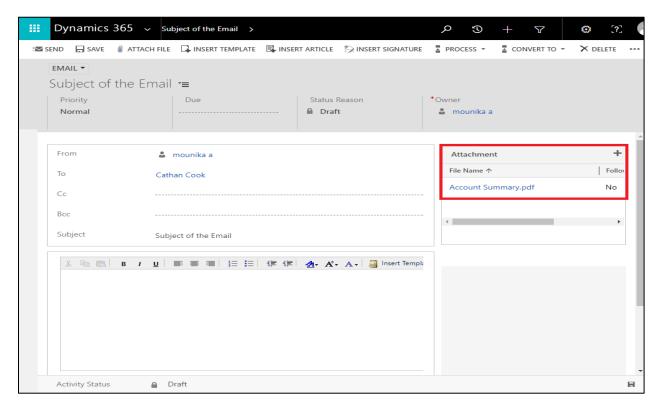


Send PDF attachment

Upon clicking the send PDF attachment an email activity will be created with the PDF file attached to it.







Once the email content is created and is ready to send to a customer click on the **Send** button on the top.

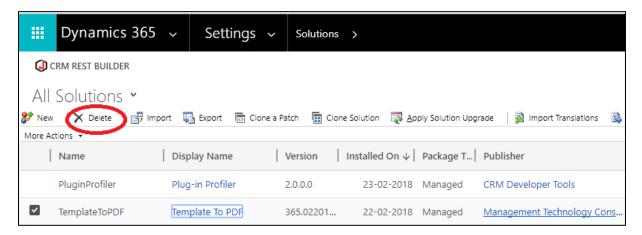




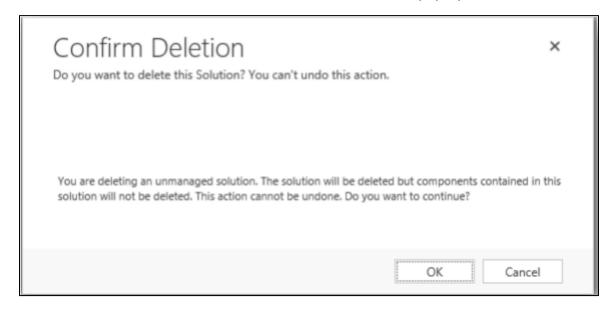
Uninstallation of Template to PDF solution in D365/CRM

To uninstall Template to PDF, please follow the below procedure.

- 1. Open your active CRM and navigate through Settings -> Solution.
- 2. Select the solution and its components by checking the boxes against them.



3. Click on "Delete" button on the ribbon. A window will pop-up as shown below



- 4. Click "OK" to uninstall the solution from your CRM.
- 5. Refresh the CRM page to see the solution disappear





MTC Overview

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



Small and medium sized businesses (SMB) can now affordably build the kind of enterprise automation system that distinguishes the best unique-line-of-business enterprises on earth. MTC uniquely delivers a

very-unique service of clear value to businesses globally seeking automation as a business advantage.

SMB Custom Enterprise is your business's exact fit for a complete low cost business-specific companywide automation solution - marketing to operations to accounting in a closed loop - built on the Microsoft Dynamics XRM platform technologies. Starting with the Dynamics 365 / CRM platform in either a monthly Online or wholly owned on premise implementation you choose from a large and growing set of packaged option functionality where you determine what non-standard additional functions you want on this solution, then add them.

For more information on the dozens of integrated products of the "SMB Custom Enterprise" solution set visit: www.MTCCRM.com MTC's low-cost and fixed-rate professional services current rate schedule: www.MTCCRM.com/MTC_Services.pdf.

Management Technology Consulting LLC (MTC) is dedicated exclusively to the Dynamics 365 / CRM platform and CRM web portal technologies in the business of delivering add-on products and services.



MTC is a Microsoft Independent Solution Vender working on Dynamics 365 / CRM since the introduction of the platform. MTC's product offerings include development technologies for Microsoft[®] the Dynamics CRM platform, add-on Microsoft Dynamics CRM

Partner

enhancements of features and major functions to CRM, as well as complete vertical-

market Enterprise versions of Dynamics CRM serving an every growing list of industries and organization

MTC's services are built on a global 24/7 rapid-response and low-cost and fixed-rate ease of engagement. MTC is US headquartered company optimized for low-cost on-demand global engagement with regionalized contacts and a development facility in Hyderabad India adjacent to Microsoft's facility.





The Global CRM Community DynamicsExchange.com

MTC is the founding and managing partner of the Dynamics 365 / CRM platform Community at www.DynamicsExchange.com. Dynamics Exchange is crowd-source built and dedicated to driving down the costs of implementation and enhancement of the Dynamics 365 / CRM platform with unique and innovative social networking and knowledge resource allocation processes.

Dynamics Exchange is the leading community free and open to Dynamics 365 / CRM uses and professionals for support, training, knowledge, products, and services worldwide.

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F. Customer Care details





MTC is always open to global community of Dynamics 365 / CRM platform Software Users



Availability and hours of operation: Monday to Friday USA PST 323-851-5008 - 8:00 AM to 6:00 PM India IST 323-863-0077 - 8:30 PM to 8:30 AM in PST

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