



Dynamics 365 / CRM / XRM Platform



Group Calendar

User Guide



CRM Versions Supported:
2011/2013/2015/2016/D365

Group Calendar for Dynamics 365 / CRM is a productive add-on that allows users including managers and team members to keep track of various activities with differentiated color coding for clear status in day wise/week wise/month wise calendar and timeline views. Thus, Group Calendar helps in maintaining transparency within an organization while improving the efficiency and productivity of all the team members.

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Product Overview

Group Calendar is a Dynamics 365 / CRM is an add-on enhancement that allows organizations to be more joint effort interactive participation by allowing users to view the CRM calendar of multiple users within their organization.

The key features of Group Calendar are:

- User groups or multiple CRM users to view group calendar
- Save and Retrieve any calendar of your choice
- User can select the entity, color and tooltip attributes.
- All activities like phone, appointment, task, etc., are available to view in calendar
- All calendars displayed either in Calendar view or Time line view
- Displays activities for one or more users
- Simple overview to control conflicts
- One simple Calendar for one and all
- View calendar as per your choice – day, week, month, year
- Views available User(s) wise and Team wise or Facilities wise
- Different color coding for activates
- Tooltip Color display for all attributes
- User specific rights assigned for every user
- User defined color codes for every activity
- Filter the results as you're your need
- Acts as Office admin tool for the executives
- Drag and Drop facility to move activities across dates
- Settings area to choose which activities should appear in right click menu
- Select User views, team views and facility views
- Adding button to Entity form

Installation Process

To install the Group Calendar the following steps has to be followed

STEP 1:

- Go to <http://www.dynamicsexchange.com/GC.aspx> click on Download to get Solution.

STEP 2:

- On Downloading you will get **Group Calendar Solution.zip** (ZIP file).
- Extract the files from the downloaded folder. You will get two WINRAR ZIP files.



GroupCalendar_20152016.042016.12.0_managed.zip



Licensing_20152016.042016.12.0_managed.zip

NOTE: To install the **Group Calendar, Solution** need to be imported into CRM

STEP 3:

- To import the solution, Open your CRM click on **SETTINGS→SOLUTION**

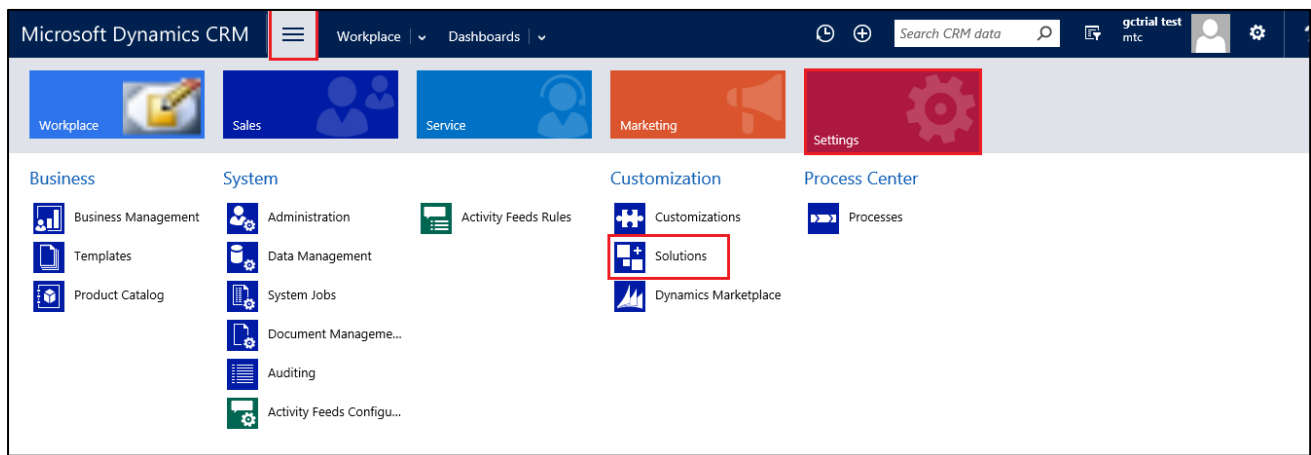


Figure 1: CRM Main Menu

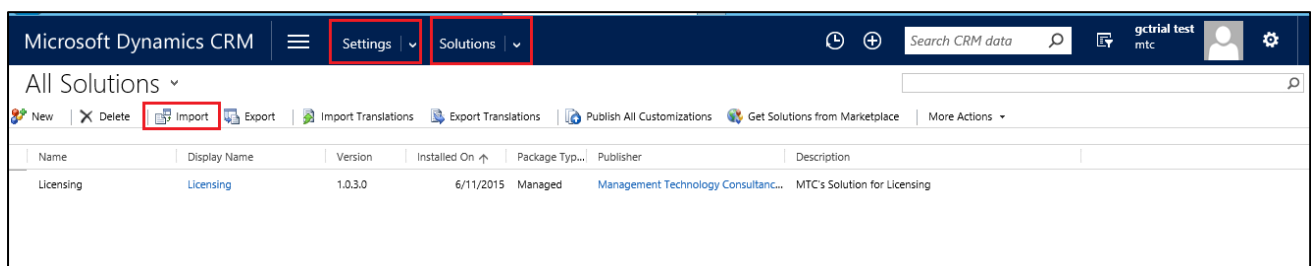


Figure 2: Import Solution

- 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 Group Calendar Solution

Installing Licensing Solution

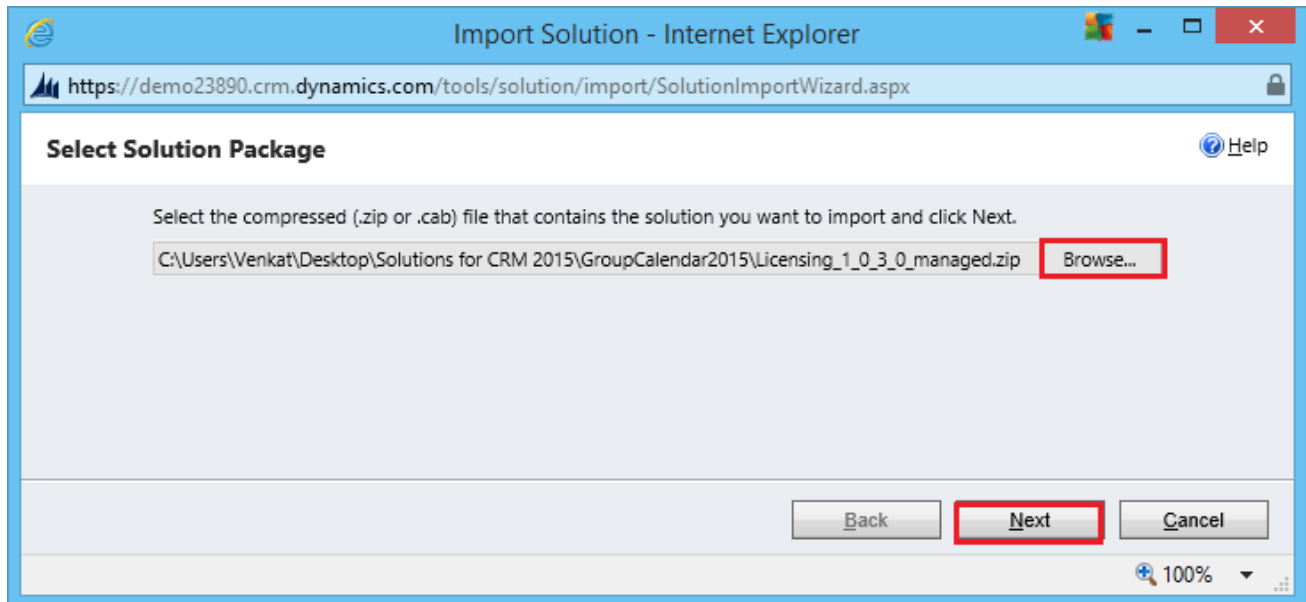


Figure 3 : Select Solution Package

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

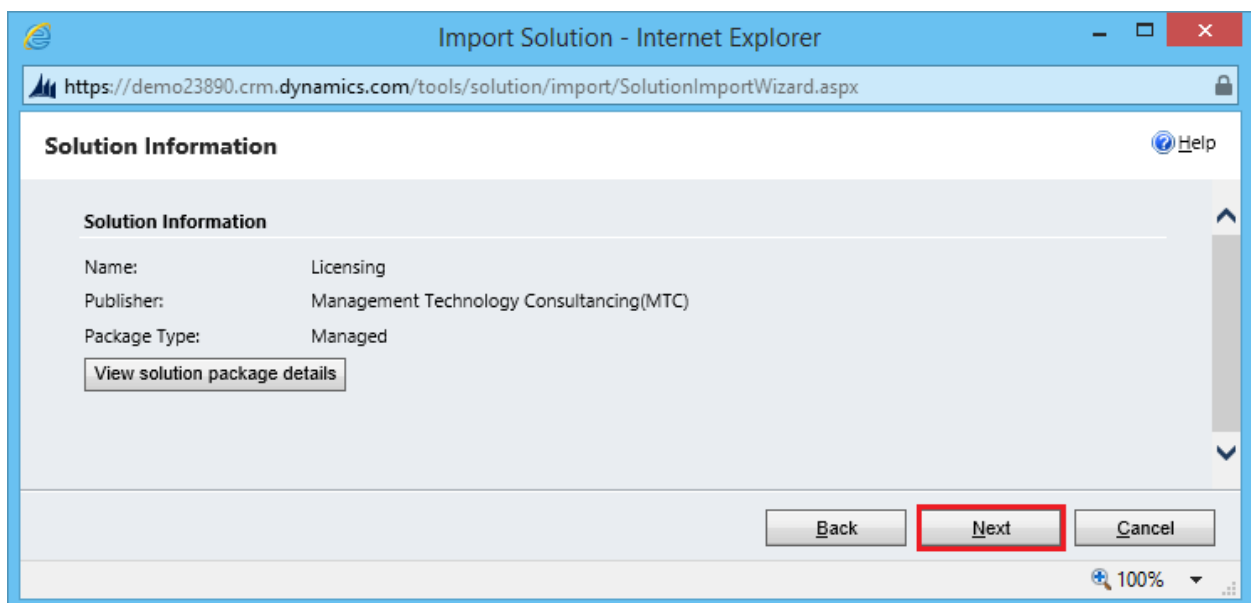


Figure 4: Importing Options window

- Click on Next to proceed

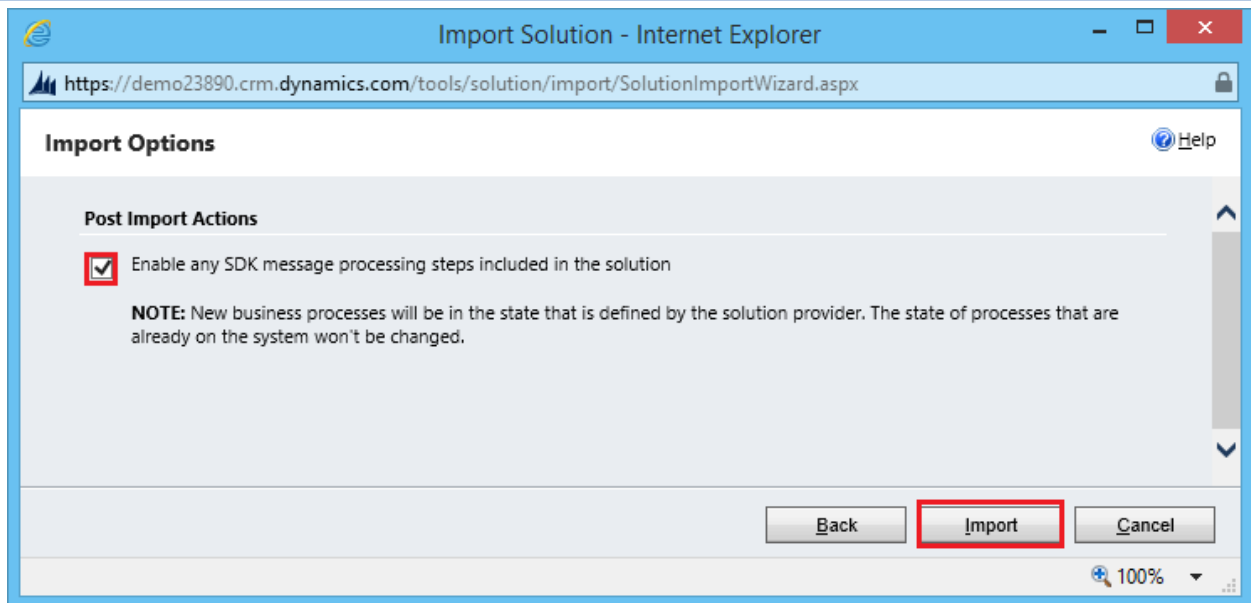


Figure 5: Import Option

- Click on Next to proceed

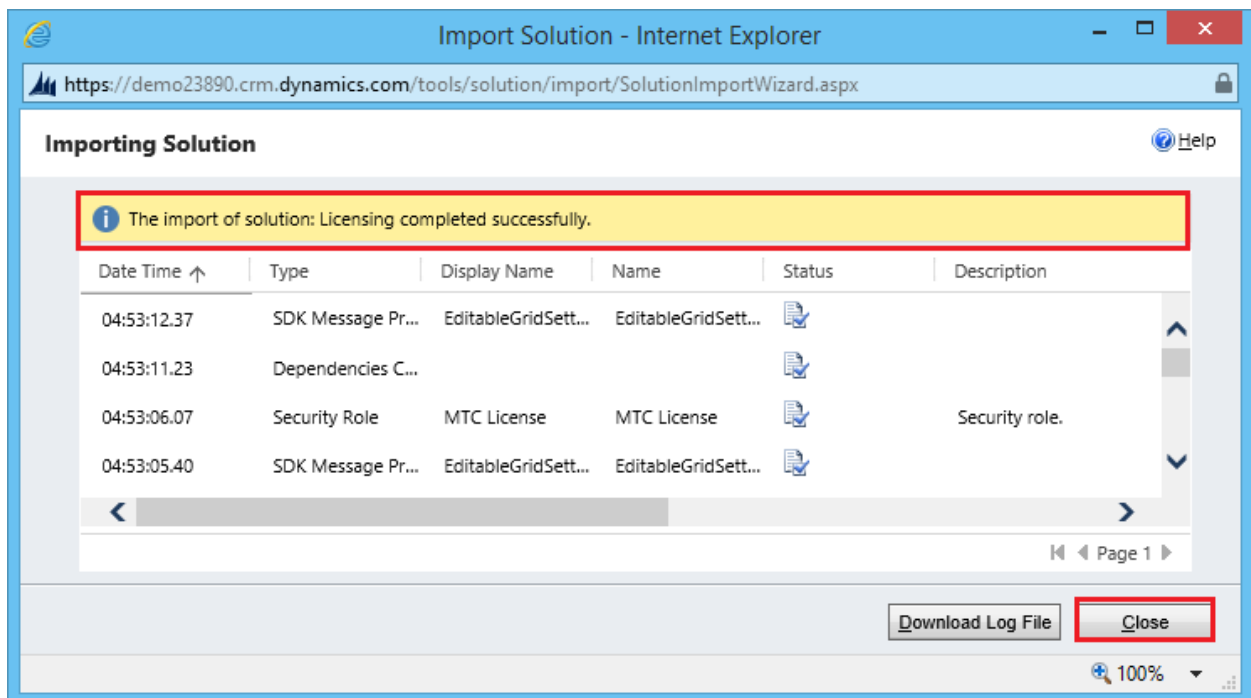


Figure 6: Importing Solution – Licensing

- Click on Close after successful completion message is displayed.

Installing Group Calendar Solution

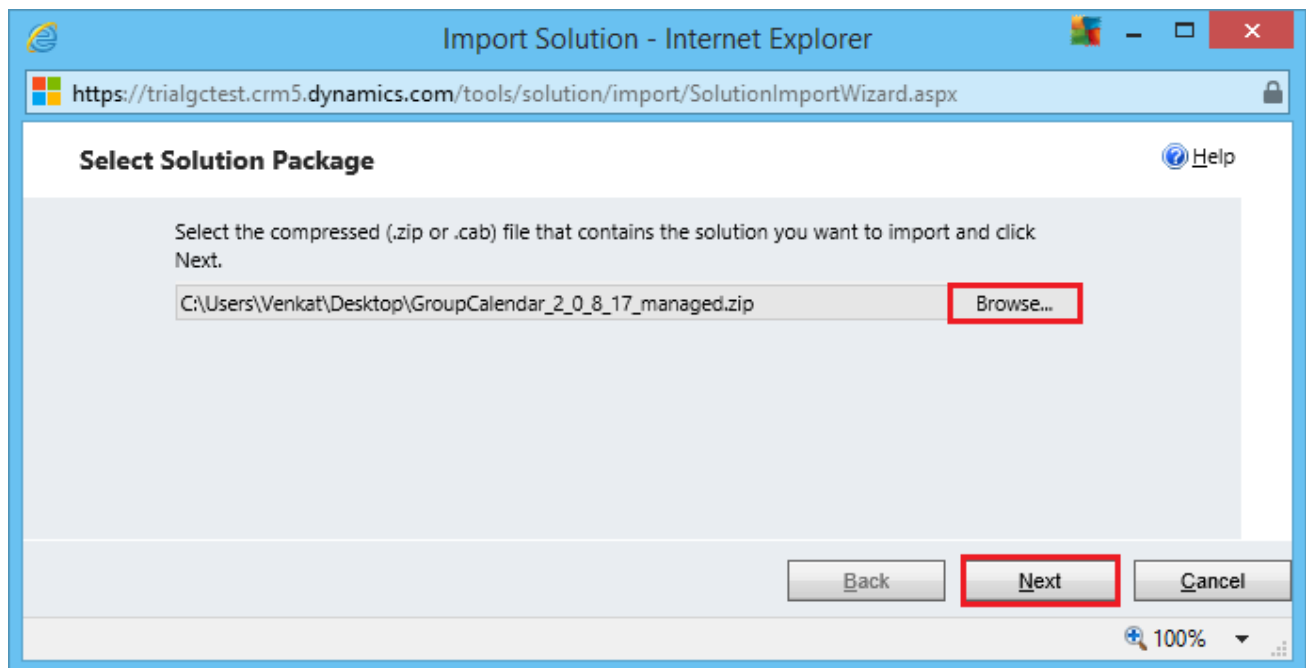


Figure 7: Select Group Calendar Solution Package

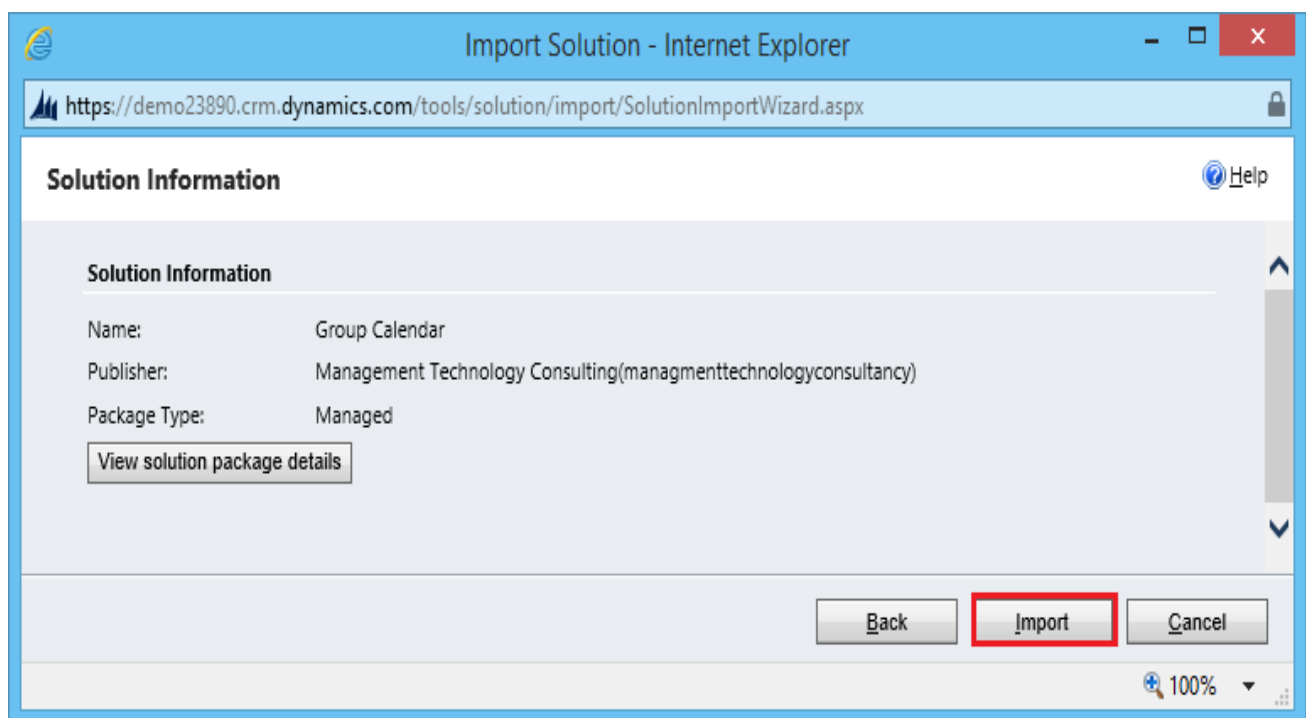


Figure 8: Solution Information

- 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.

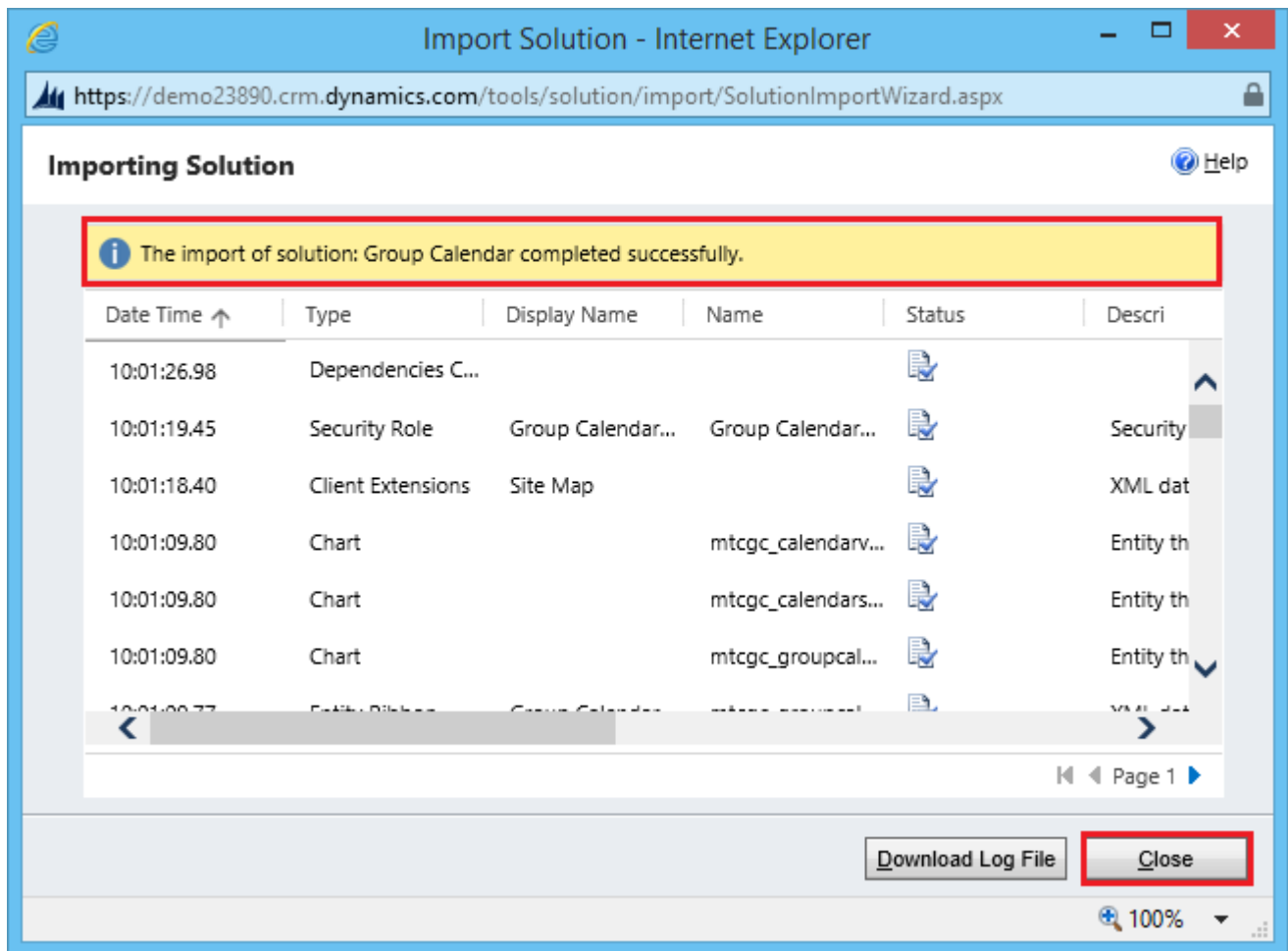
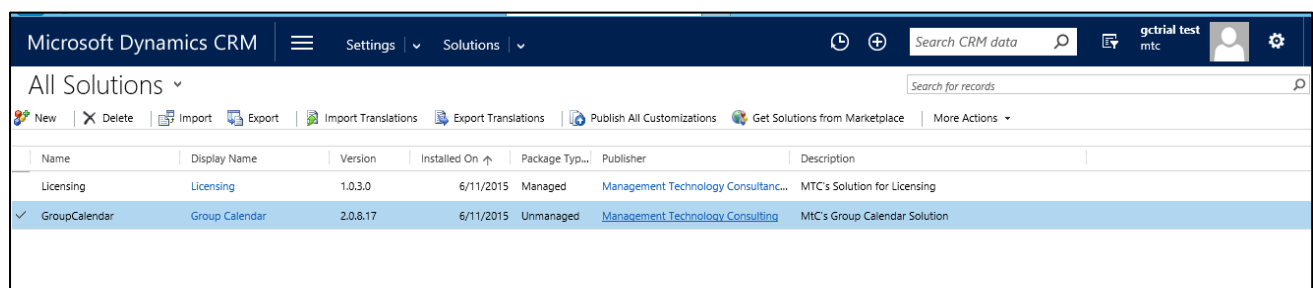


Figure 9: Importing Solution

- Click on Close button and Refresh the CRM (click on F5)
- After importing the Group Calendar Solution, you need to place the License key navigate to **Settings→Solution→Click on GroupCalendar Solution**



How to get License Key?

- To install Group Calendar for Dynamics 365 / CRM you will require License Key, which you can get by sending an E-mail requesting license key to salesteam@mtccrm.com with your Organization Unique Name.
- To access your Organization Unique Name, Click on **Settings**→**Customizations**→**Developer resources** as shown

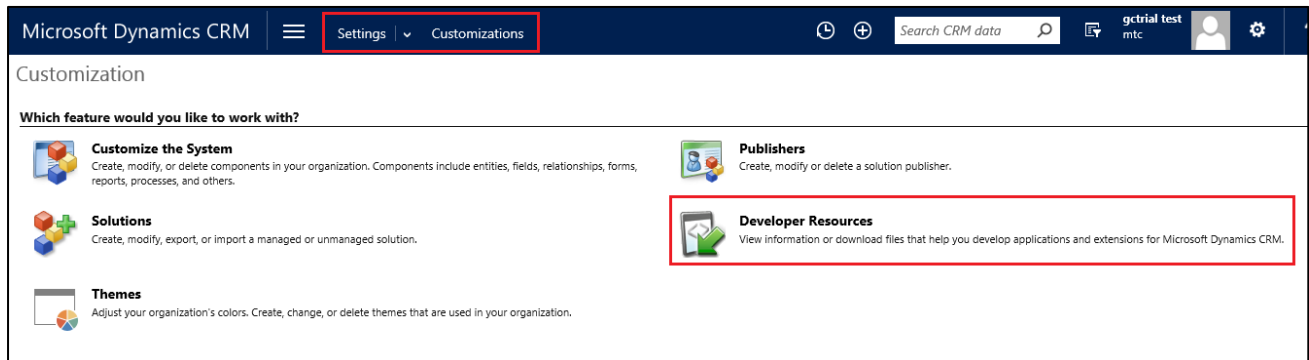


Figure 10: Developer Resources

- A window will pop up with Organization Unique Name as shown

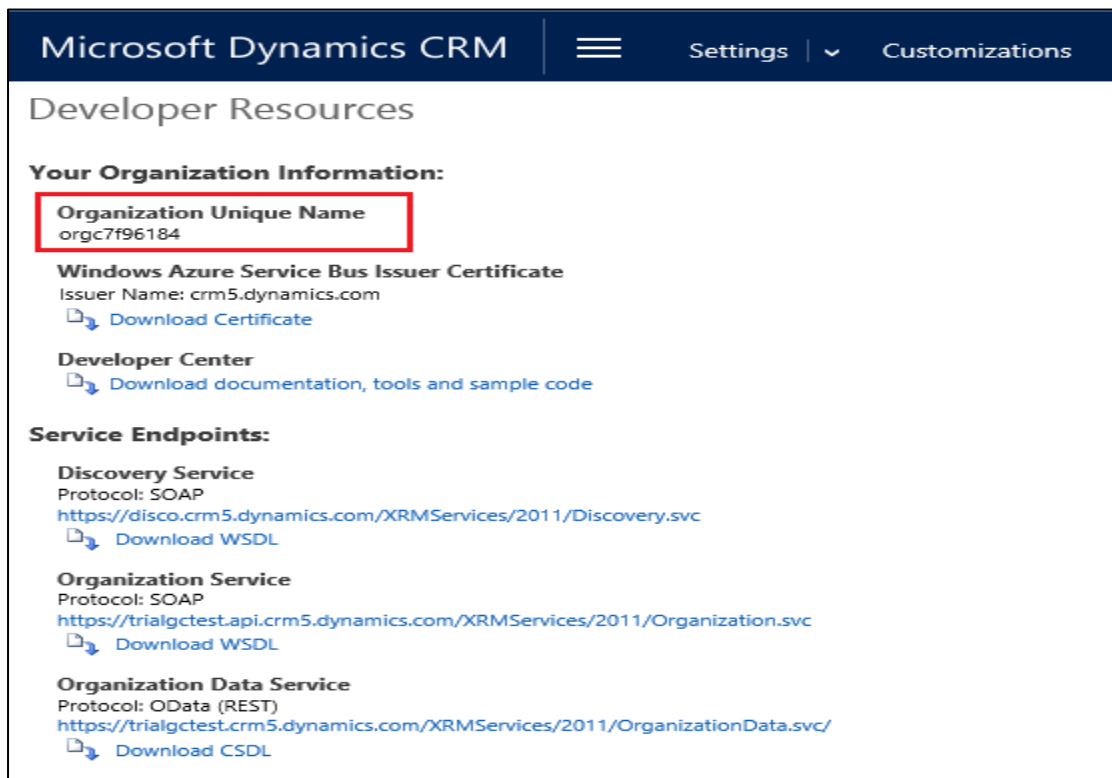


Figure 11: Organization Unique Name

- Send this Organization Unique Name through Email to salesteam@mtccrm.com 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 Group Calendar Solution, which opens a new screen as shown below

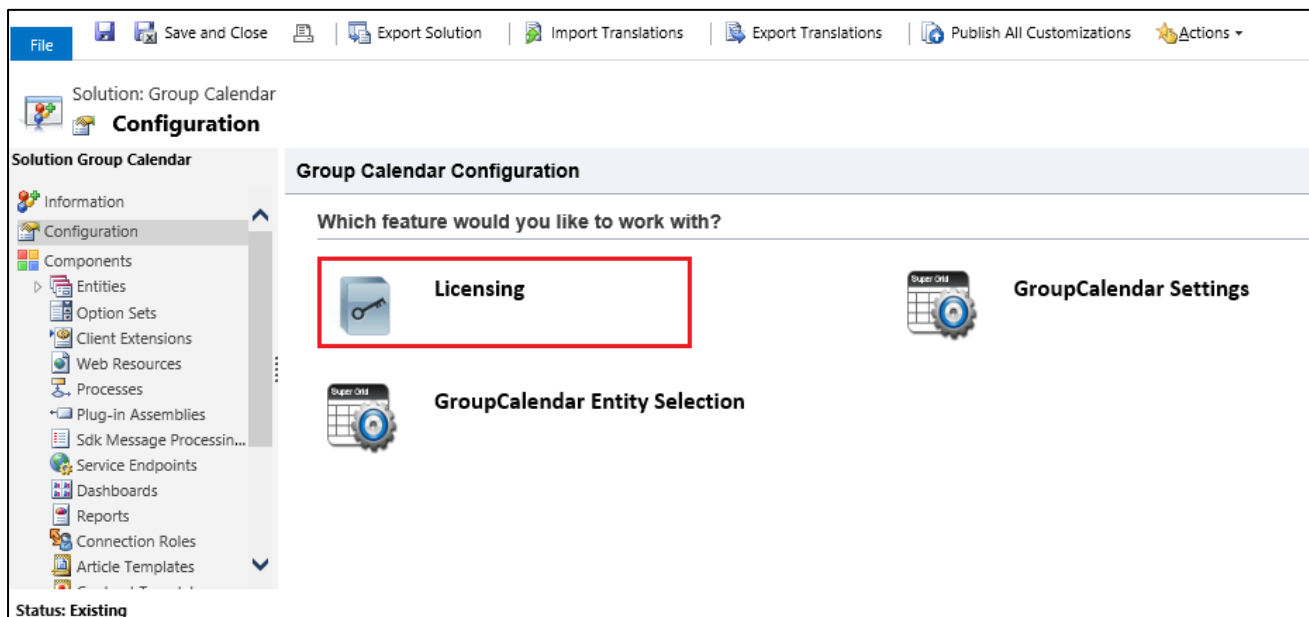


Figure 12: Configuration Screen

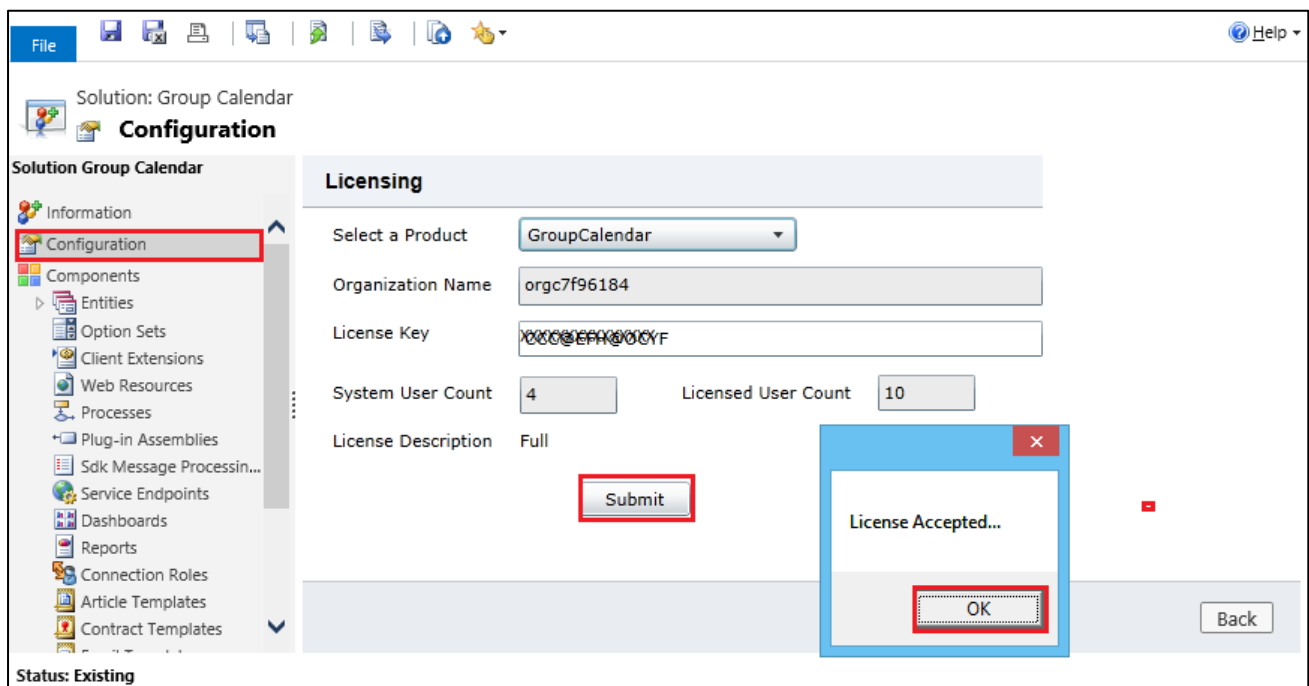


Figure 13: Licensing the Product

- Select Product as Group Calendar 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 salesteam@mtccrm.com for quick help.

Security Roles

There are 3 security roles in Group Calendar solution.

1. **Group Calendar Administrator:** This user enjoys complete access to the solution and can set default view and change time interval on the calendar.
2. **Group Calendar User Role:** This user can access calendar page only. He can create, edit and delete calendar views. He can create new activities and reschedule activities on the calendar. However, he will not be able to change default view and change time interval on the calendar.
3. **Group Calendar Read-only:** This user can only view the activities on the calendar, but can't create, edit, delete or reschedule activities. The calendar allows him to work on read-only mode.

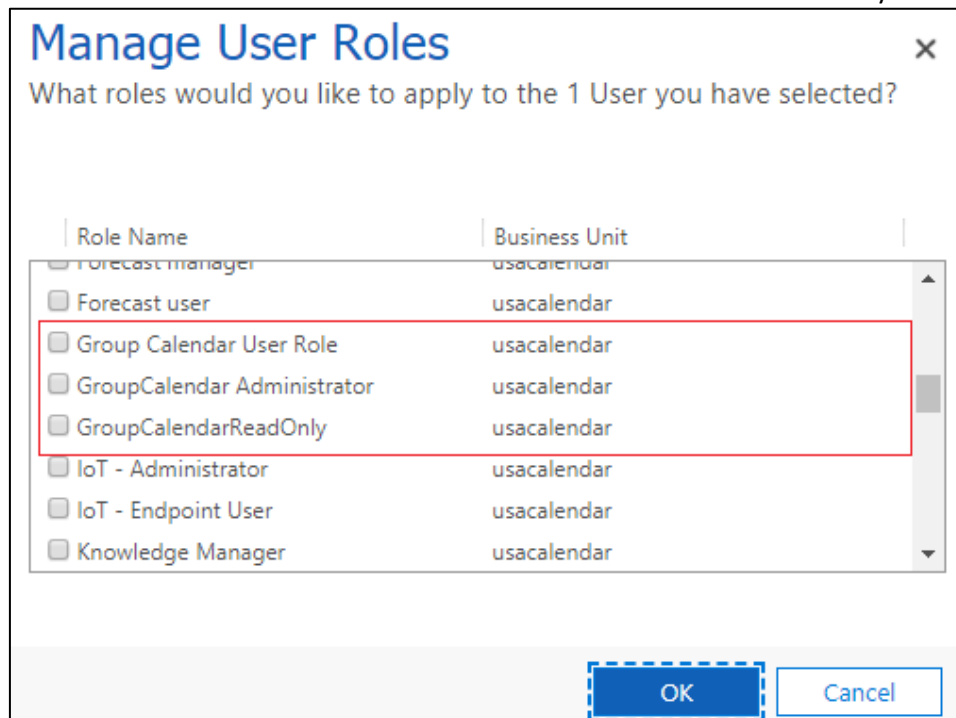


Figure 14: Manage User Roles

To assign a security role to a user, go to CRM → Settings → Security → Users.

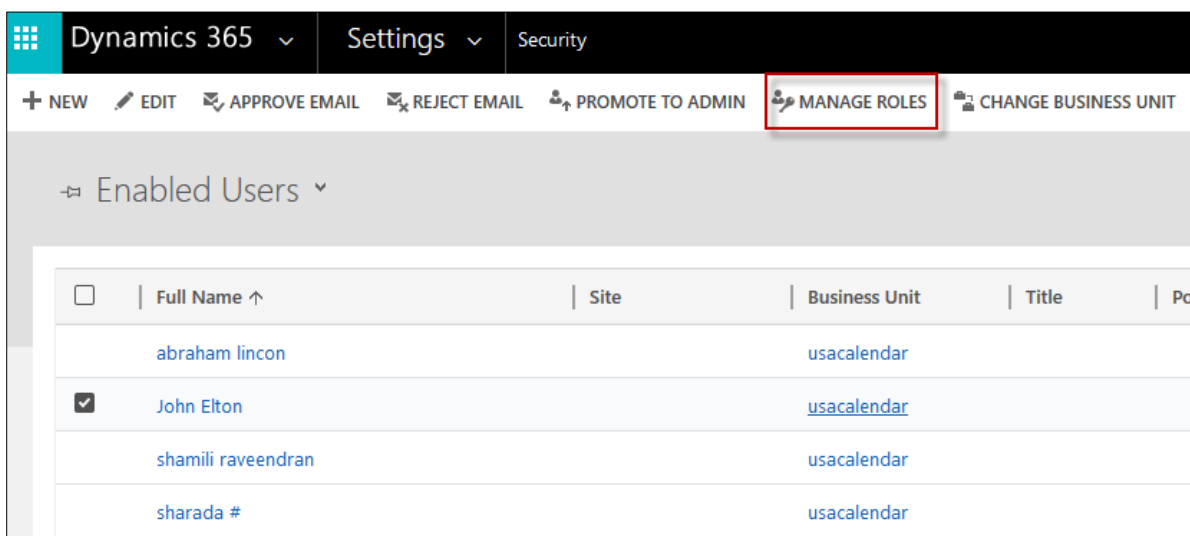
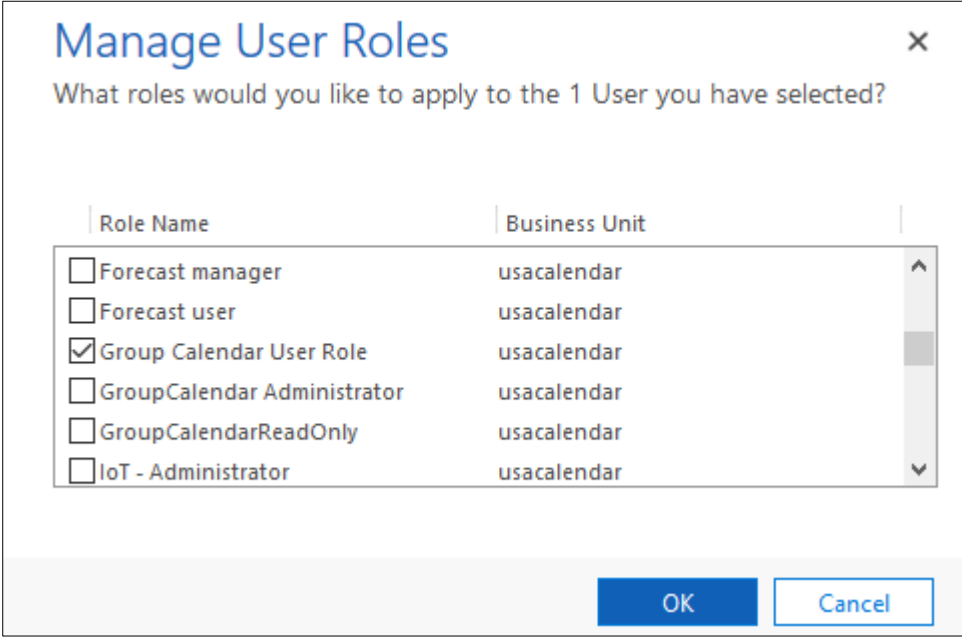


Figure 15: Selecting User

Select the target user (ex: John Elton) and click on **MANAGE ROLES**.



The dialog box titled "Manage User Roles" contains a close button (X) in the top right corner. Below the title, it asks: "What roles would you like to apply to the 1 User you have selected?". It features a table with two columns: "Role Name" and "Business Unit". The table lists six roles, all with "usacalendar" as the business unit. The "Group Calendar User Role" is selected with a checked checkbox. At the bottom right, there are "OK" and "Cancel" buttons.

Role Name	Business Unit
<input type="checkbox"/> Forecast manager	usacalendar
<input type="checkbox"/> Forecast user	usacalendar
<input checked="" type="checkbox"/> Group Calendar User Role	usacalendar
<input type="checkbox"/> GroupCalendar Administrator	usacalendar
<input type="checkbox"/> GroupCalendarReadOnly	usacalendar
<input type="checkbox"/> IoT - Administrator	usacalendar

Figure 16: Assigning User Roles

Assign the User Role by selecting the appropriate check box and click OK.

Adding Group Calendar Button to Entity form.

- Import Ribbon workbench managed solution to CRM



RibbonWorkbench2013_2_0_0_5_managed.zip

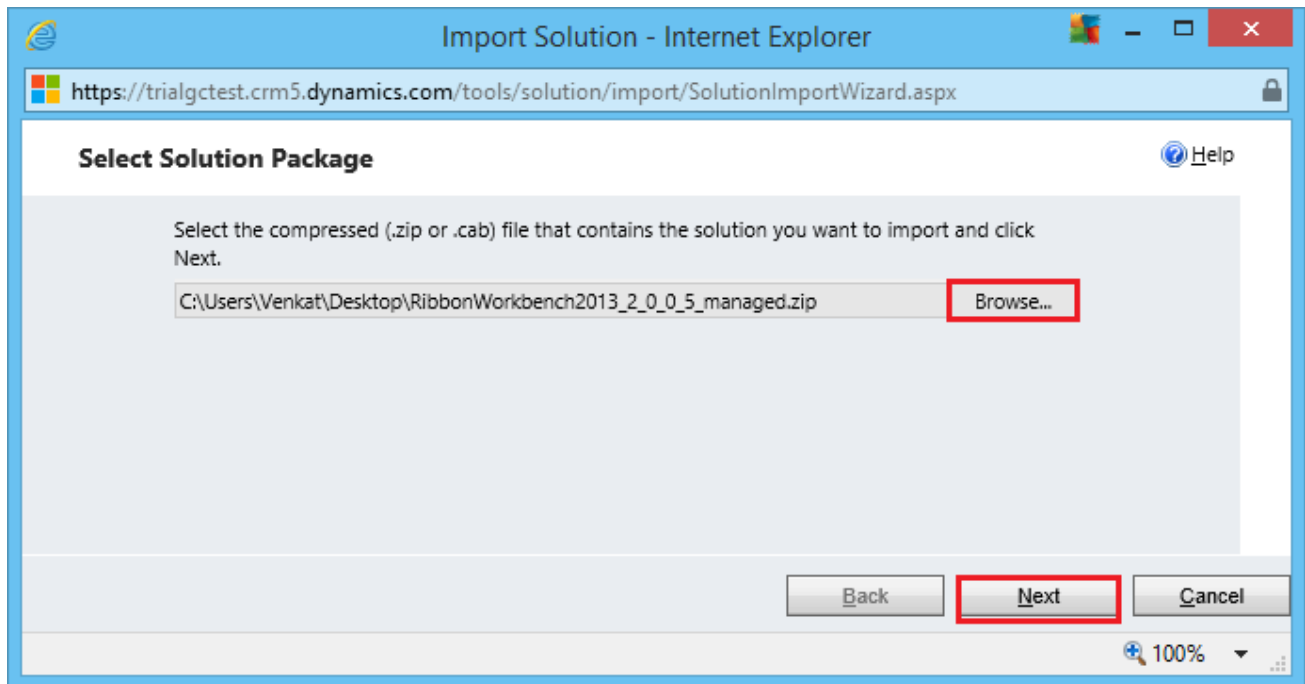


Figure 15: Solution import Ribbon Work

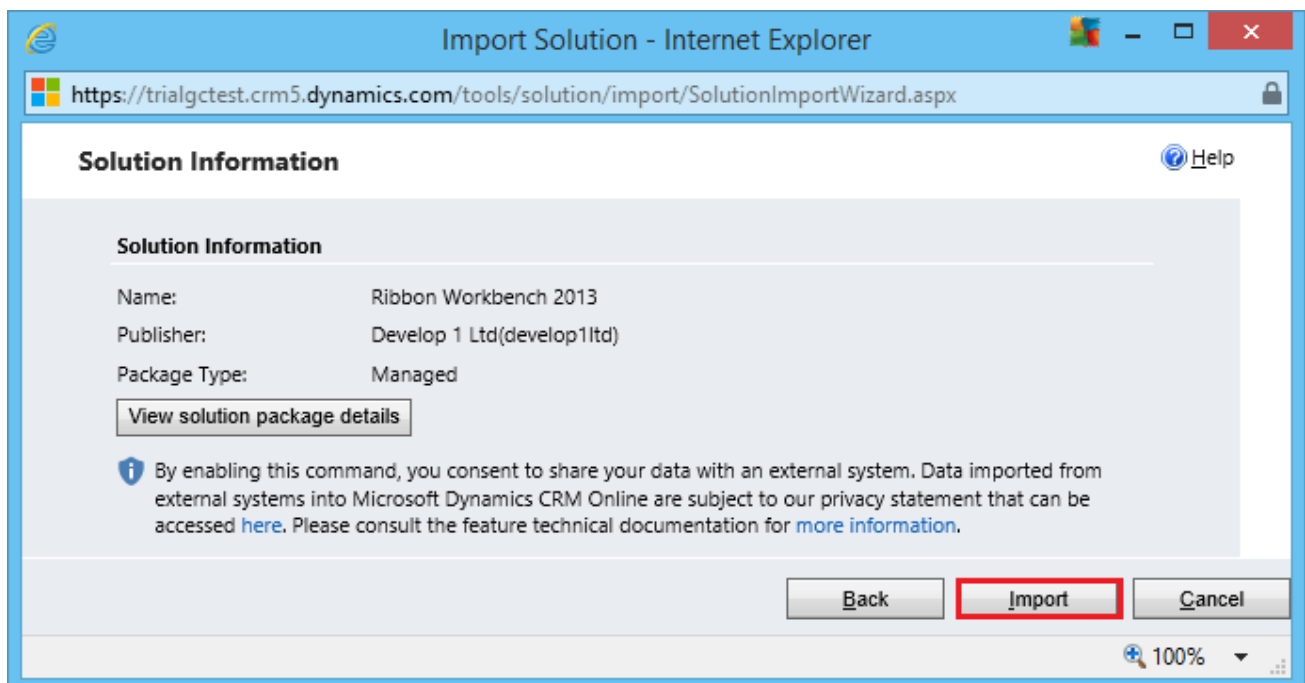


Figure 16: Solution information Ribbon Work

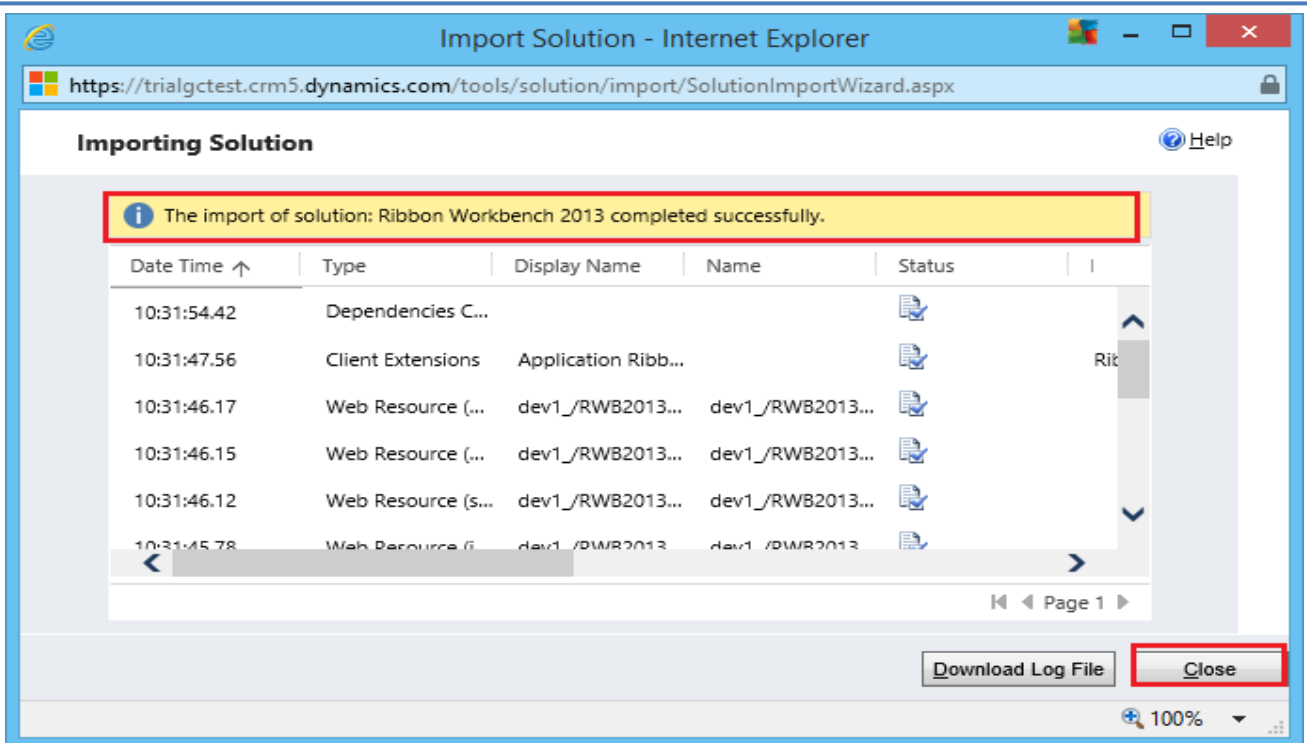


Figure 17: Solution import successful

- Create a new solution and add the entity from which Group Calendar should be launched.

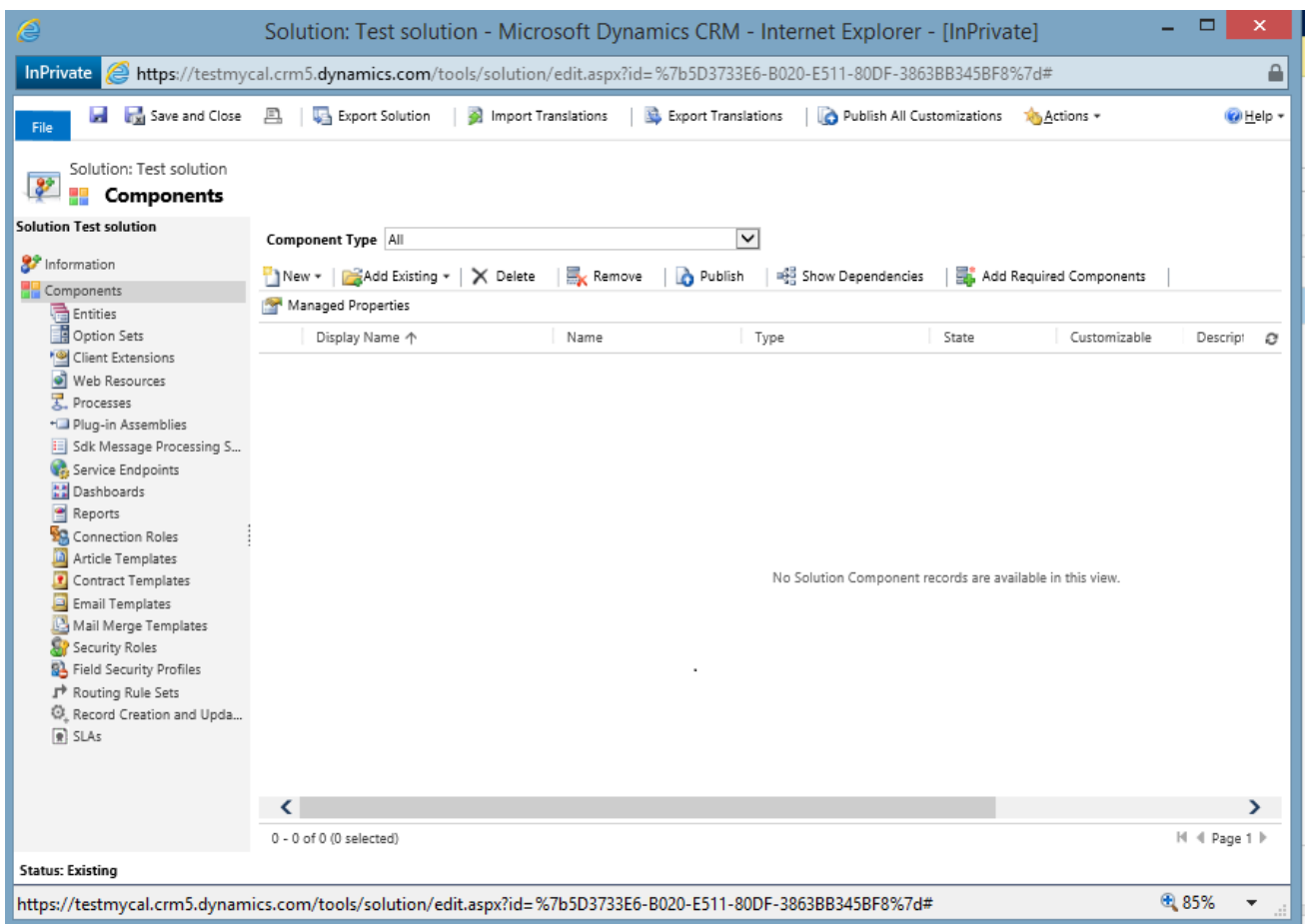


Figure 18: New Solution

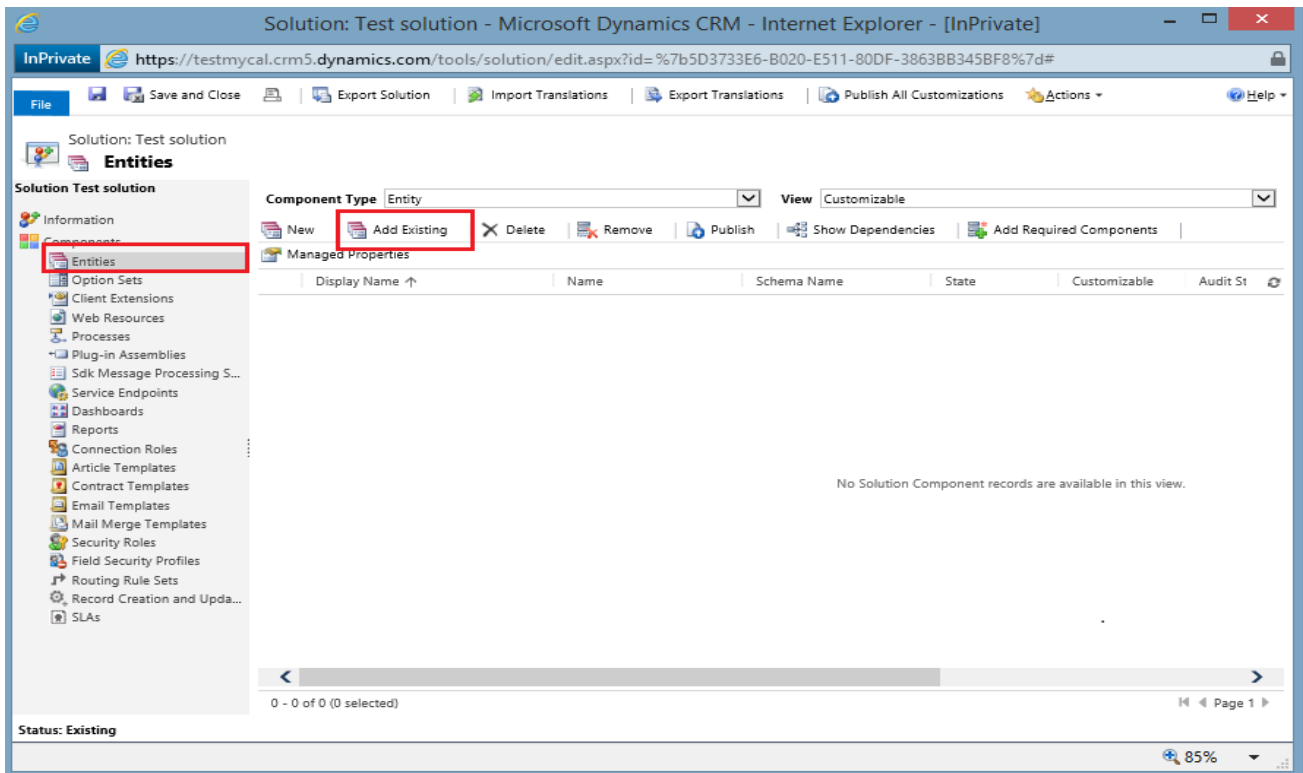


Figure 19: New Solution Add Entity

- Here in this case as an example included "Lead".

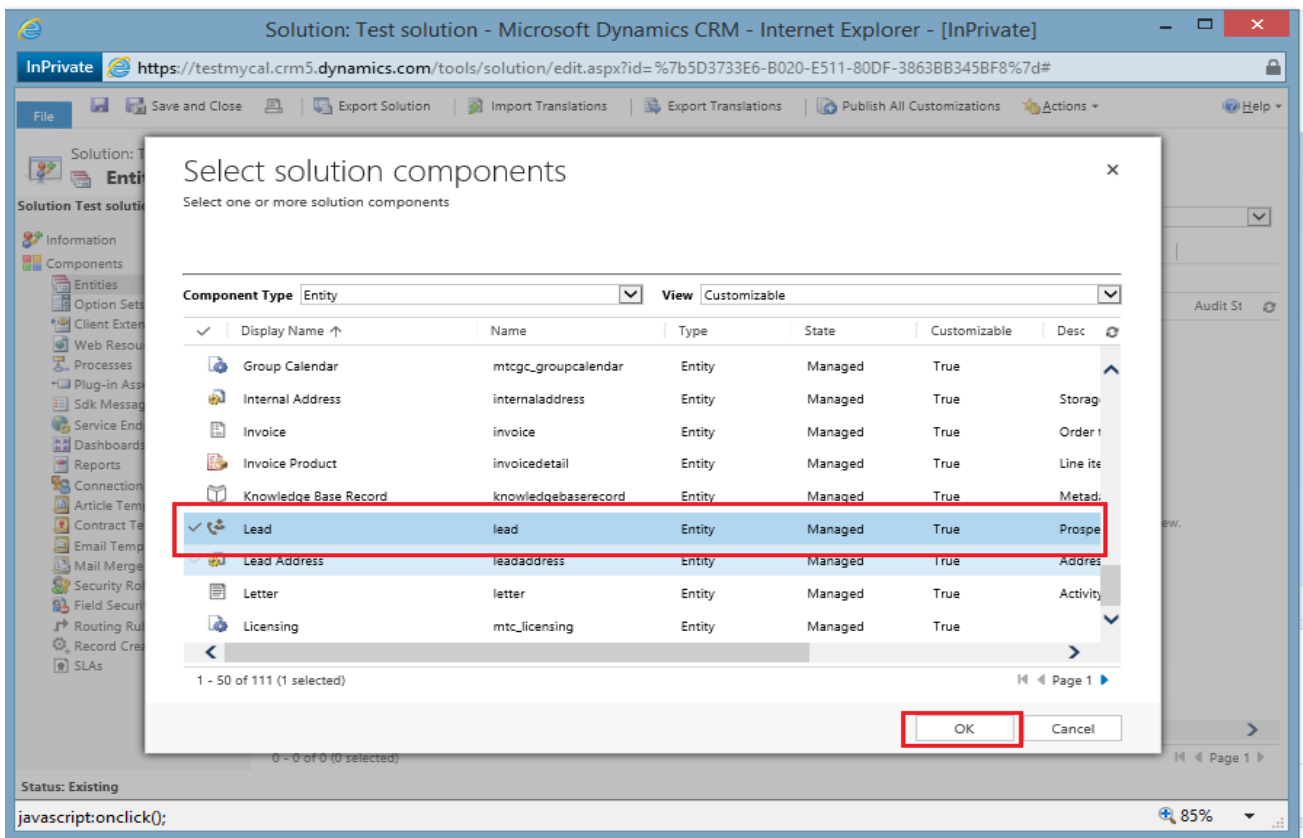


Figure 20: Select Solution Components

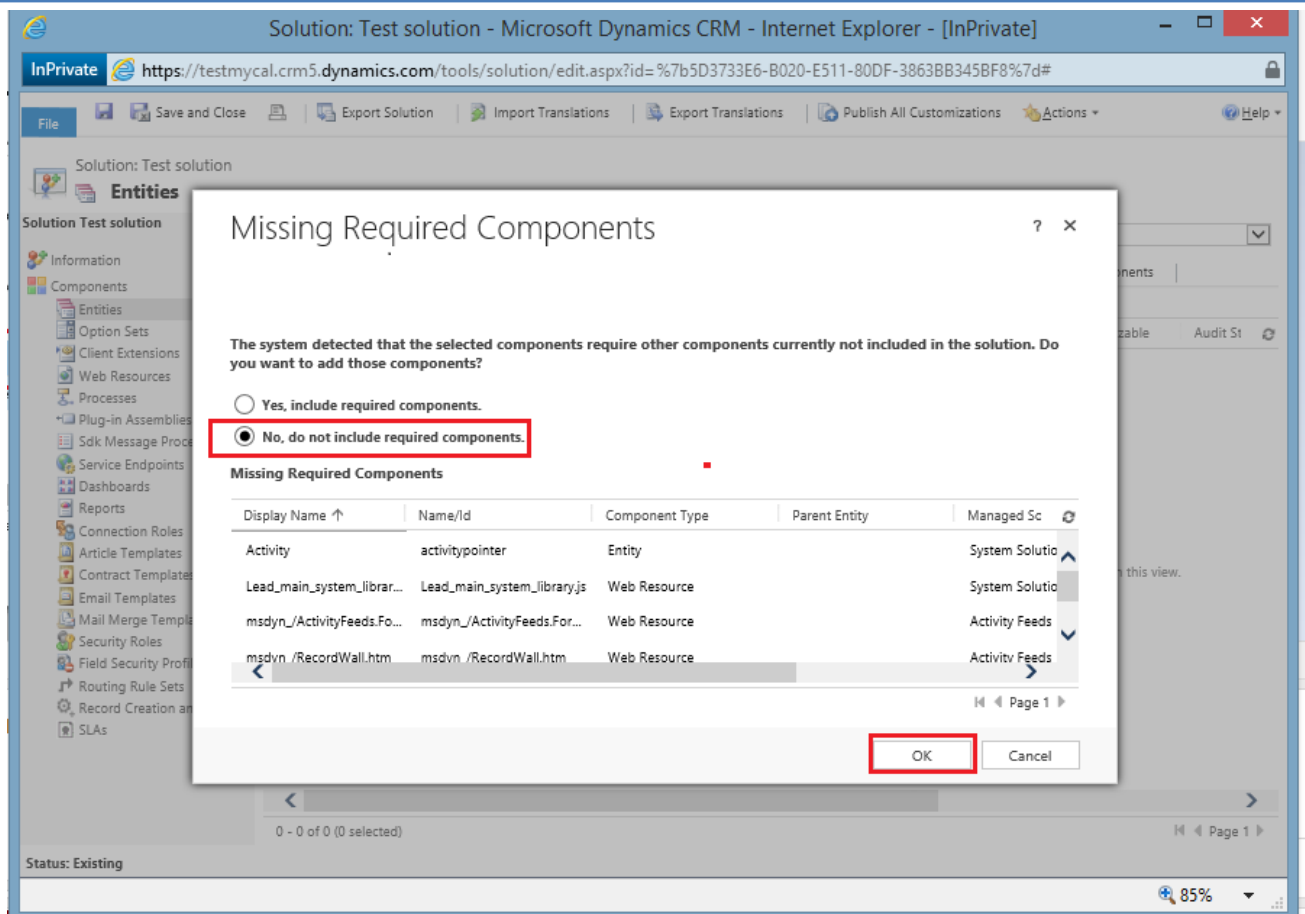


Figure 21: Select Missing Req. Components

- Write a JavaScript function to open Group Calendar and add that script file to the web resource of new solution

```
function OpenCalendar(context) {
var url=Xrm.Page.context.getClientUrl() +
"/WebResources/mtcgc_/GroupCalendar/Html/GroupCalenderScreen.Html?data=7$fullscreen"
window.open(url, "_blank", "toolbar=yes, scrollbars=yes, resizable=yes,width=1000, height=1200");
}
}
```

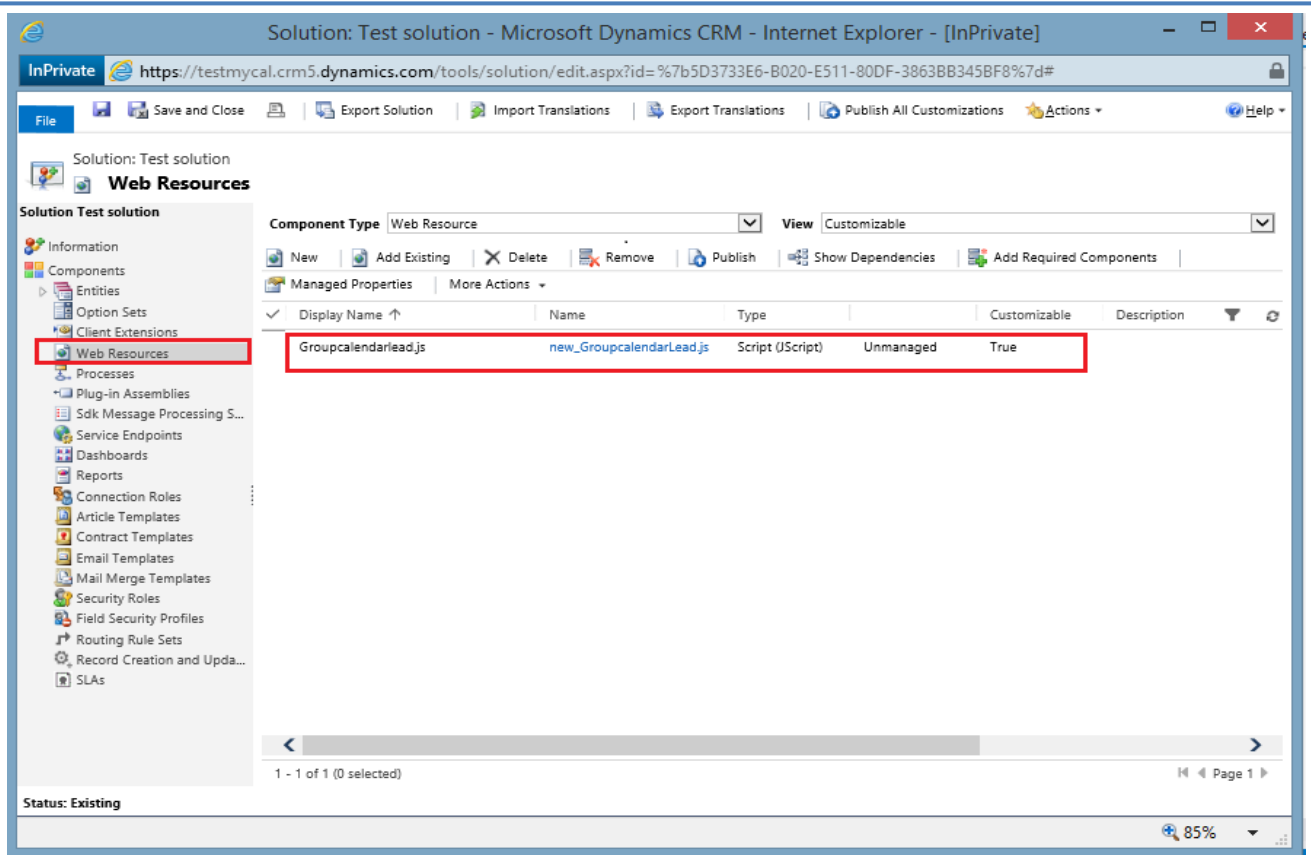


Figure 22: Solution Web resource

- Open Ribbonworkbench solution and choose the new solution that we created from the list.

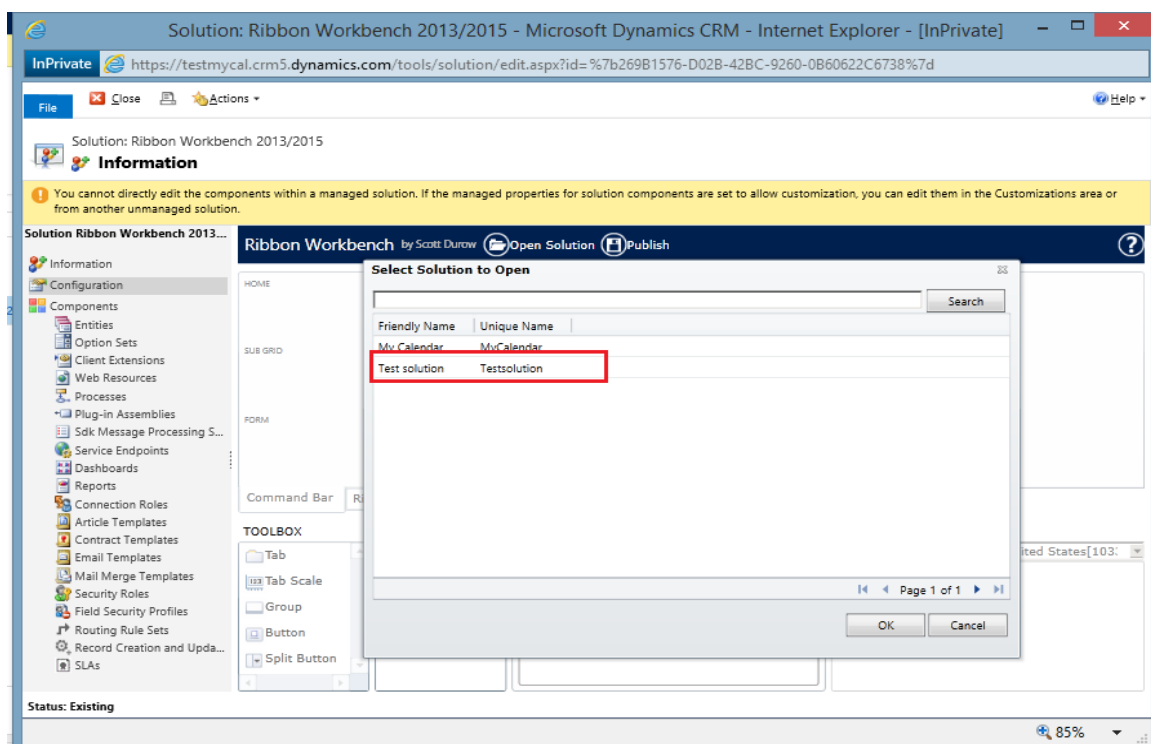


Figure 23: Open Ribbonworkbench

- Drag the button from the menu bar and paste in lead entity form ribbon

- Customize the button

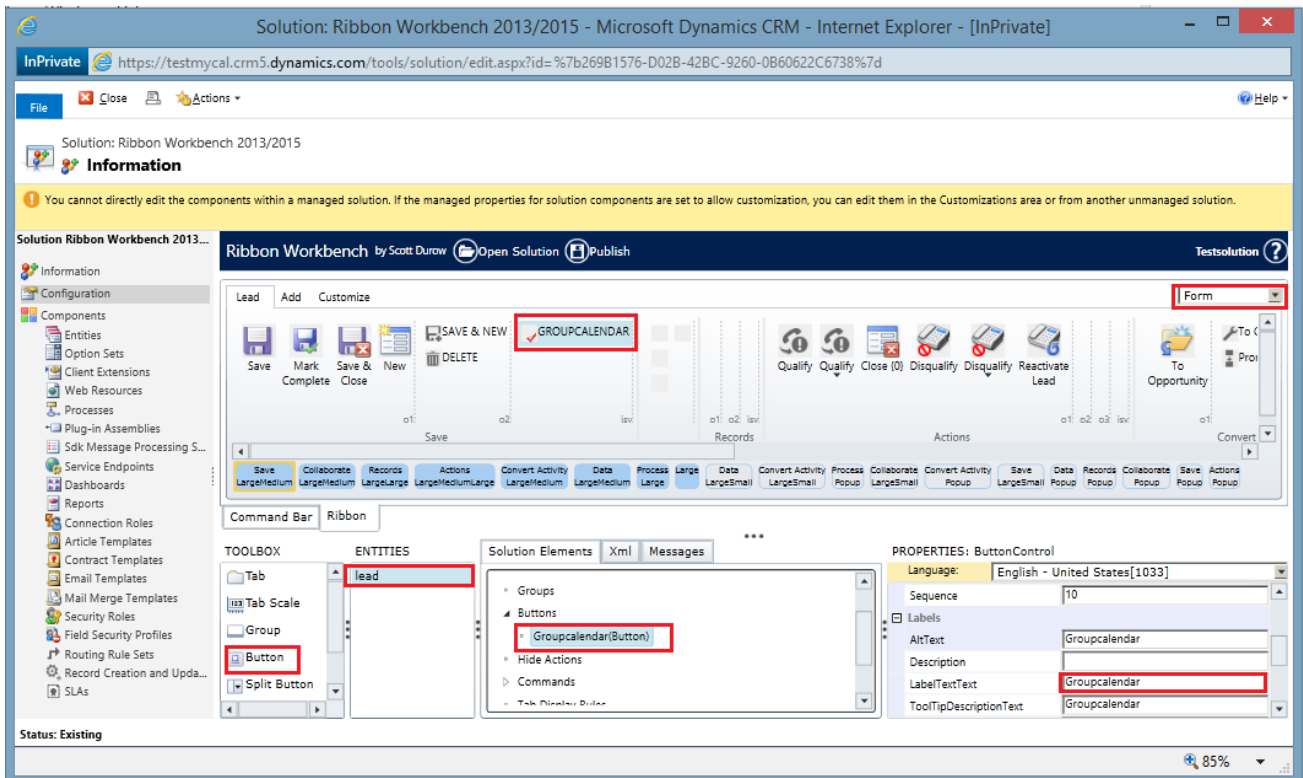


Figure 24: Customize the Button

- Create new command add action to that command.

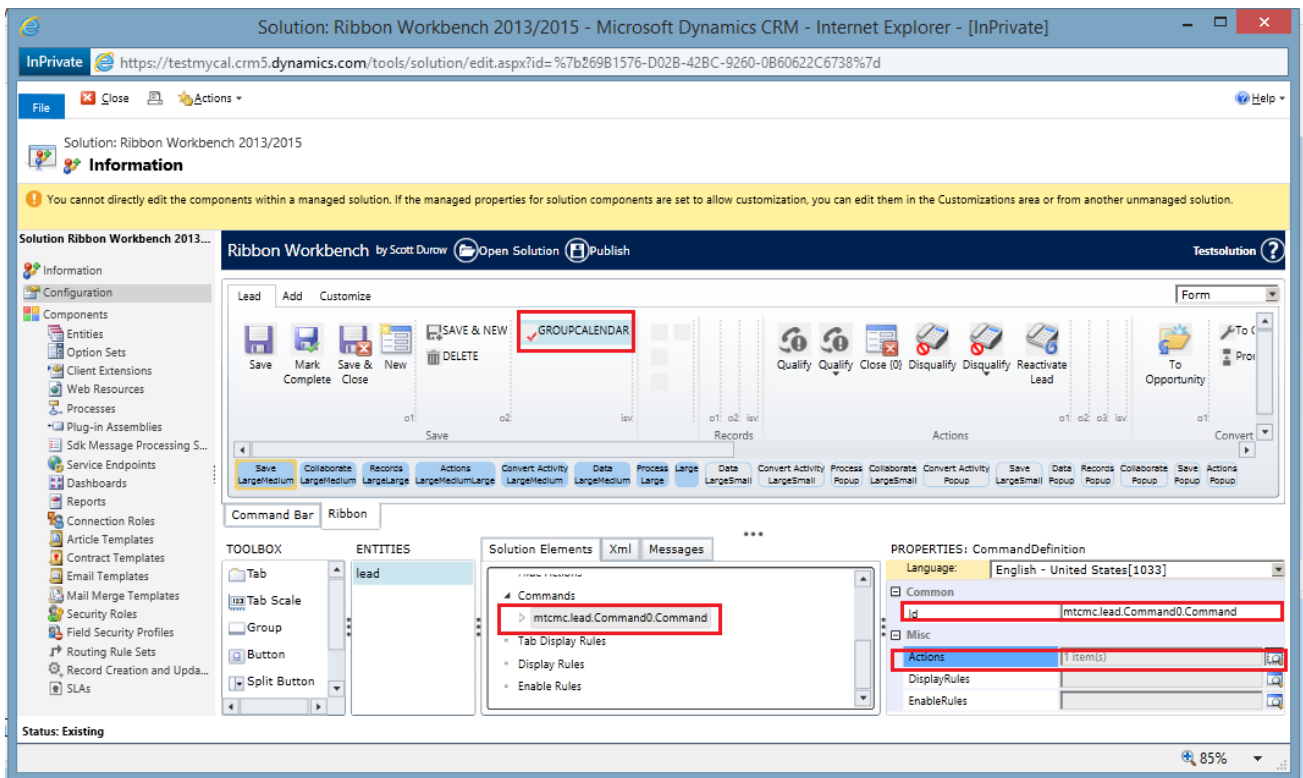


Figure 25: Add Action to Command

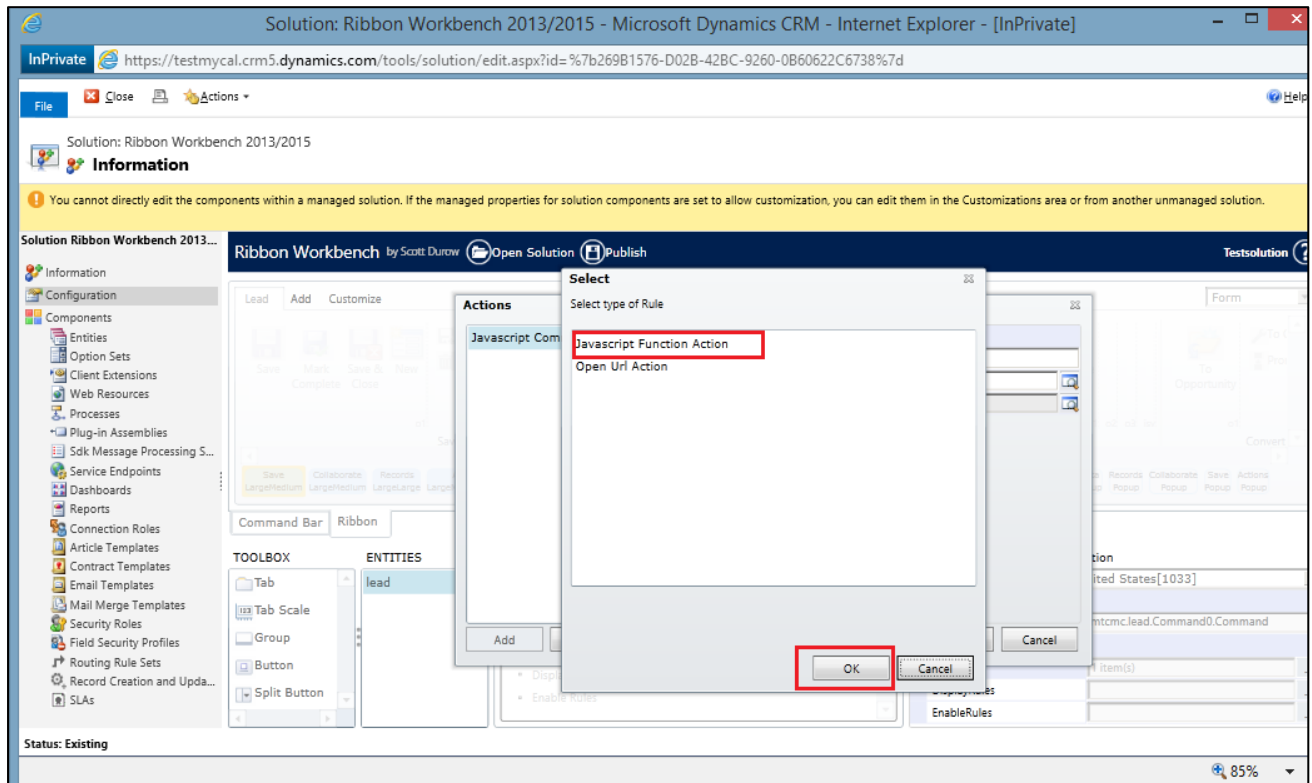


Figure 26: Add Action to Command... Contd

- Select JavaScript function action and click ok button

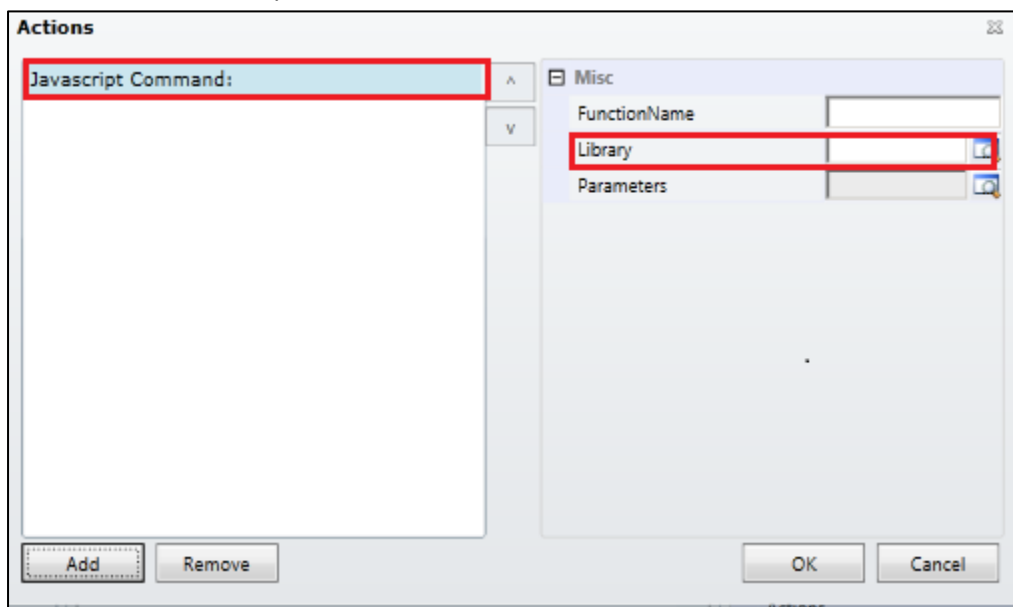


Figure 27: Select JavaScript function

- Choose JavaScript file to open Group Calendar from web resource.

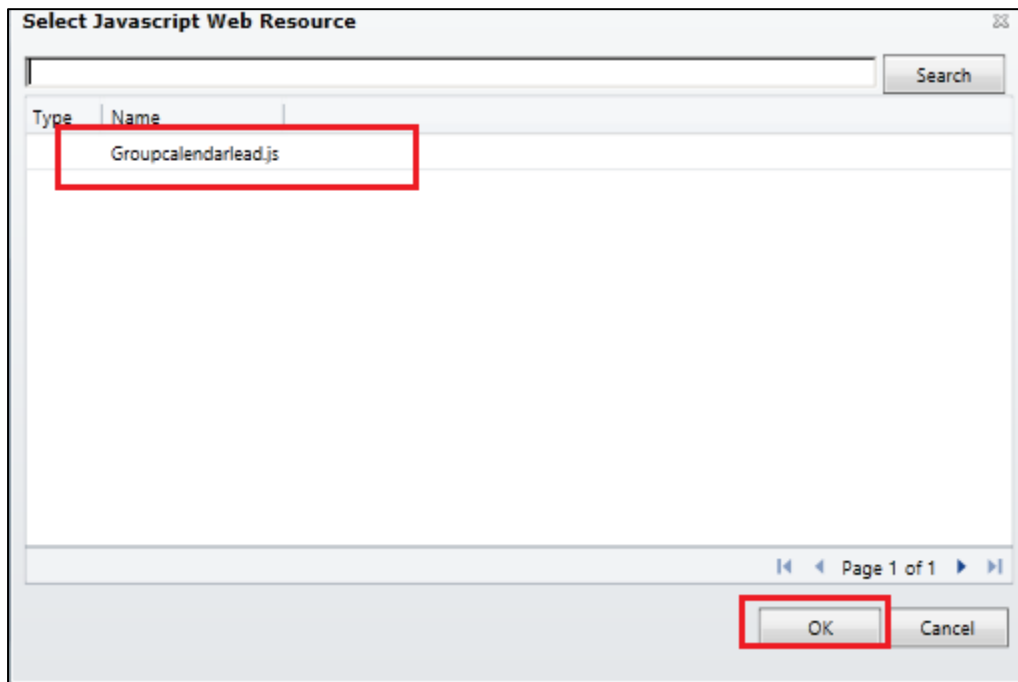


Figure 28: Choose JavaScript function to open Group Calendar

Give the JavaScript function name in Function name textbox and click ok button

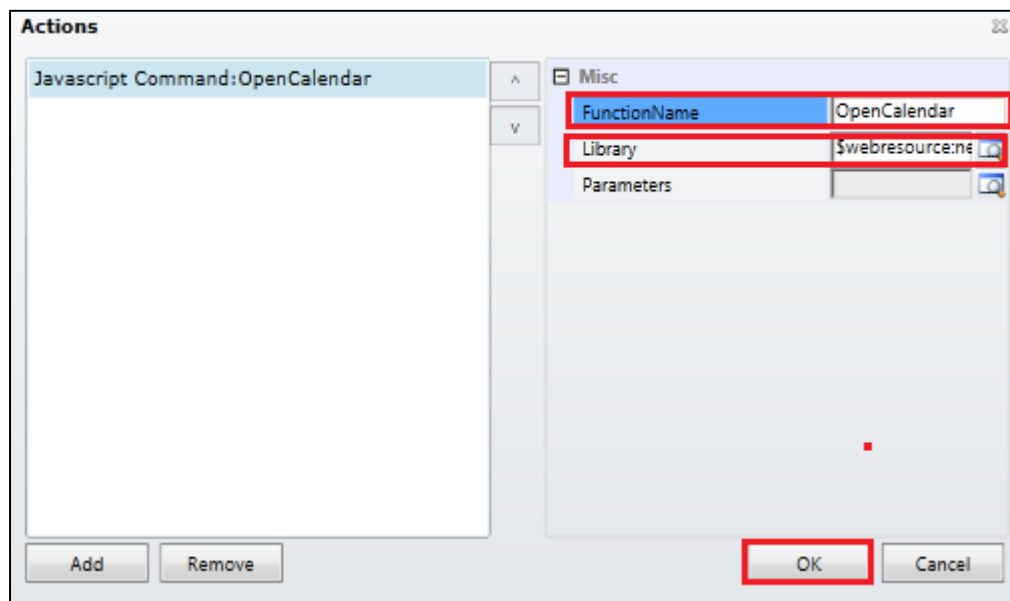


Figure 29: JavaScript function name

- Add the newly created command to the Group Calendar button and publish the solution

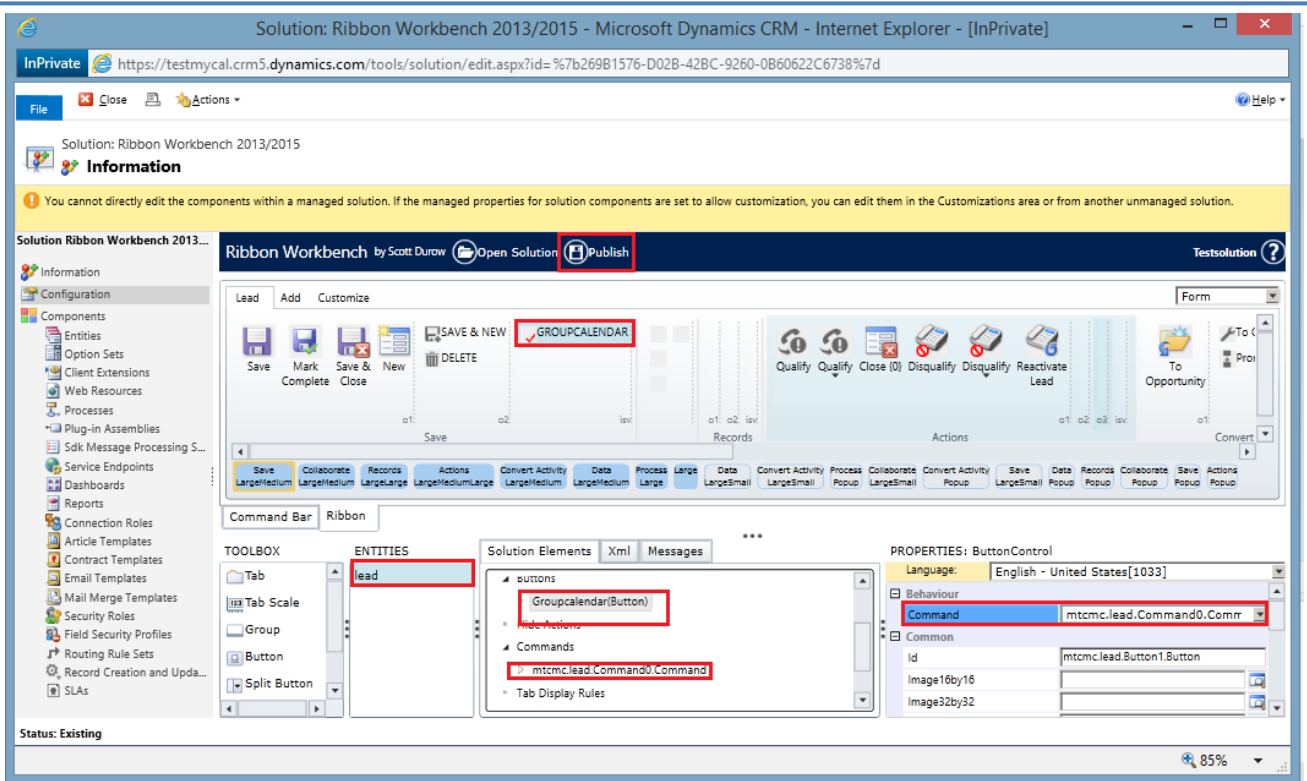


Figure 30: Solution information

- Refresh the CRM and open any lead record

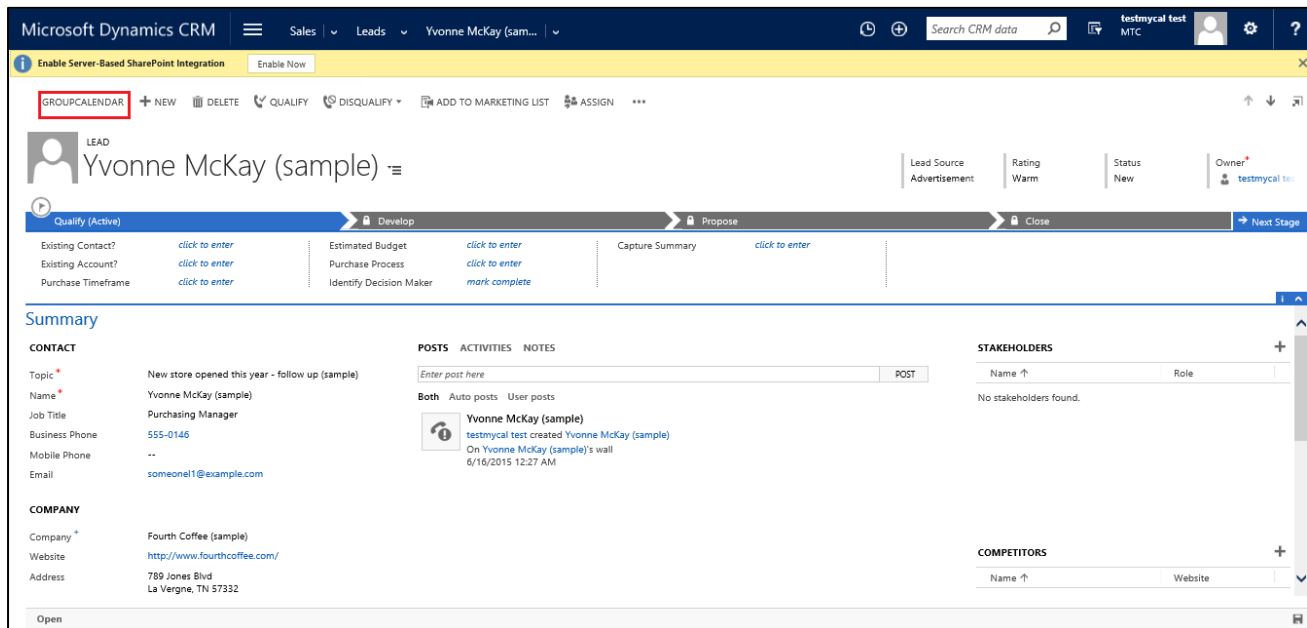
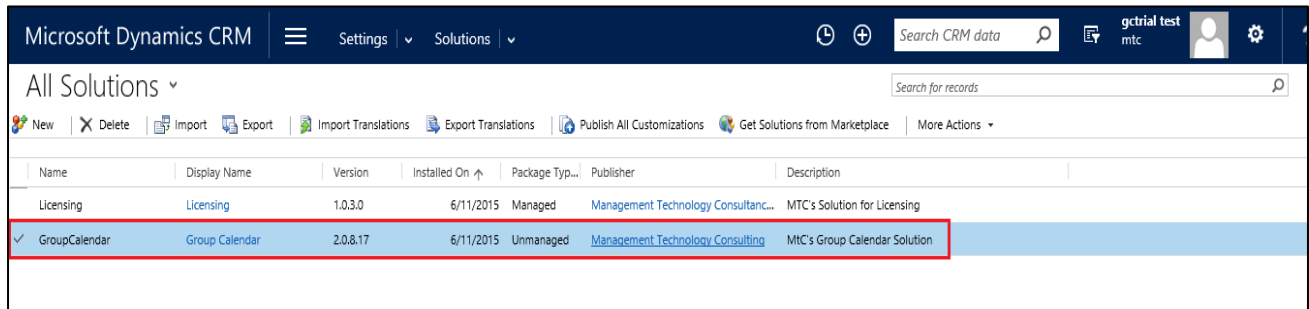


Figure 31: CRM Lead form

- Click on Group Calendar button and Group Calendar will open in new window.

Group Calendar Settings

- CRM->Settings->Solutions-> double click on Group Calendar Solution



- You will be directed to Group Calendar Configuration window.

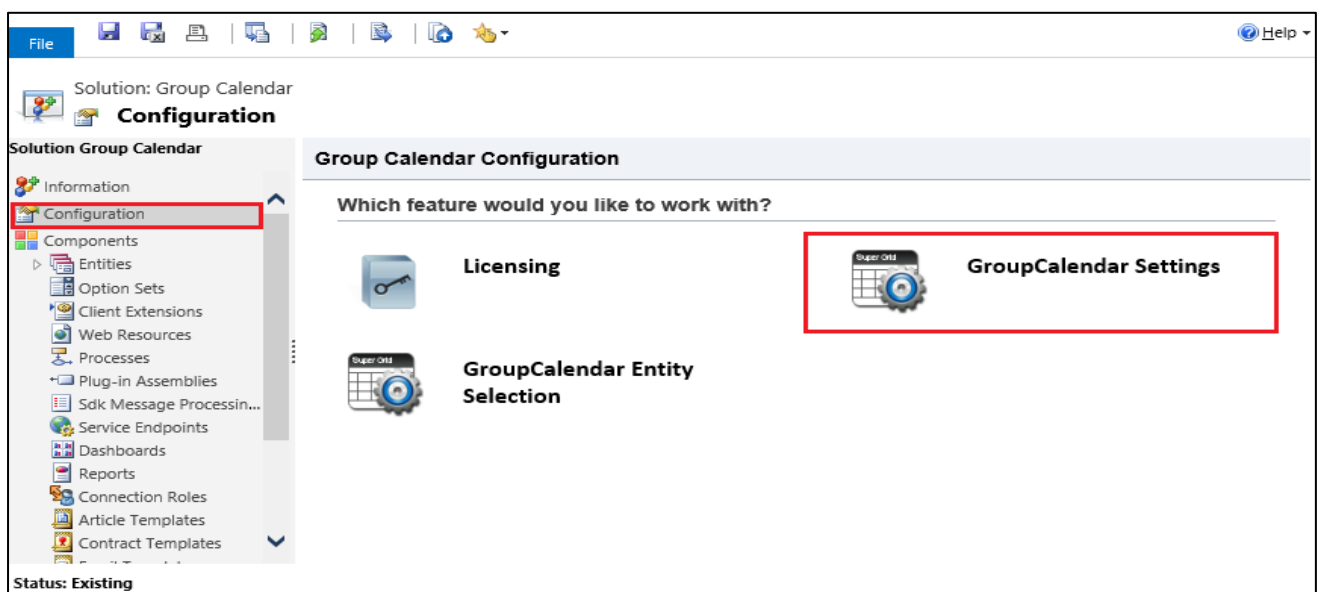


Figure 32: Configuration Screen

- Click and Open Group Calendar Settings.

GroupCalendar Settings:

Appointment Campaign Activity Fax Letter Phone Call Service Appointment Task Views Filters

☒ Show Create Activity
☒ Show Appointment on Activity Pane

Appointment Default Color **#66ff00**

Appointment Tooltip Attributes

- ☐ Activity
- ☐ Activity Additional Parameters
- ☐ Activity Status
- ☒ Activity Type
- ☒ Actual Duration
- ☐ Actual End
- ☐ Actual Start

Appointment Display Attributes

- ☒ Activity
- ☒ Activity Additional Parameters
- ☒ Activity Status
- ☐ Activity Type
- ☐ Actual Duration
- ☐ Actual End
- ☐ Actual Start

PickList Attributes **Recurring Instance Type**

Picklist Attributes Labels	Color	RecordVisibility
Not Recurring	#66ff00	<input checked="" type="checkbox"/> Show Record

Back Submit

Figure 33: Group Calendar Settings

- Here you will notice Appointment, Campaign Activity, Fax, Letter, Phone Call, Service Appointment, Task, Views and Filters tabs.

Views Settings

- Under Views tab, you will notice drop-down option available for different views such as User View, Team View and Facility View.

PowerApps

File Close Show Dependencies Actions

Solution: Group Calendar

Information

You cannot directly edit the components within a managed solution. If the managed properties for solution components are set to allow customization, you can edit them in the Customizations area or from another unmanaged solution.

Solution Group Calendar

Information Configuration Components Entities Option Sets Client Extensions Web Resources Processes Plug-in Assemblies Sdk Message Processin... Service Endpoints Dashboards Dialog Boxes Reports Connection Roles Article Templates Contract Templates Email Templates Mail Merge Templates Security Roles Field Security Profiles Routing Rule Sets Record Creation and U... SLAs Model-driven Apps

GroupCalendar Settings:

Appointment Campaign Activity Fax Letter Phone Call Service Appointment Task Views Filters

User View **Enabled Users**

UserName	Color
abraham lincon	#e91ff
shamili raveendran	#ff8269
sharada #	#645eff

Team View **All Team**

Facility View **All Facility**

Save

Back Submit

Figure 34: User View, Team View & Facility View

- Whatever view you choose from the drop-down, the same gets reflected on the Group Calendar.
- One important thing to notice is that color coding option is available for both User View and Facility View, i.e., you can assign colors of your choice for different users and facilities in your organization.
- Click on Facility View drop-down to see the list of Facilities/Equipment available and the option to assign your favorite color for the same. Click Submit to reflect the changes.

GroupCalendar Settings:

Team View

Facility View

FacilityName	Color
Test Facilities	#f1ff26
Testing Facility	#45f3ff
web facility	#66ff00

- To view the color-coding changes on Facility View, go to Workplace -> Click Group Calendar. You will notice the assigned facility colors in the form of a vertical bar on the top left side of the activity box on the calendar as shown below.

Group Calendar Views: ☐ Set as Default view

Calendar TimeLine Day Week Month Thursday, 11. Apr 2019 Today

11 Apr 2019

12:00 00:15 - 04:35 new test appointment 123 Resource :Test Facilities Due Date:2019-04-11 04:35

01:00 00:15 - 04:35 new test appointment 123 Resource :Testing Facility Due Date:2019-04-11 04:35

02:00 00:15 - 04:35 new test appointment 123 Resource :web facility Due Date:2019-04-11 04:35

03:00

04:00

05:00

06:00

Facilities/Equipment

Select All Deselect All

☒ Test Facilities

☒ Testing Facility

☒ web facility

Select Activities

Select All Deselect All

☒ Appointment

- Once you're done with the "views" selection, you need to save and submit so that the selected view gets reflected on the Group Calendar.

Activity Settings

- Let's configure activity settings for Appointment so that you can follow the same procedure with other activities.
- Click on Appointment tab to see the following details.

GroupCalendar Settings:

Appointment Campaign Activity Fax Letter Phone Call Service Appointment Task Views Filters

☒ Show Create Activity

☒ Show Appointment on Activity Pane

Appointment Default Color **#66ff00**

Appointment Tooltip Attributes

☐ Activity

☐ Activity Additional Parameters

☐ Activity Status

☒ Activity Type

☒ Actual Duration

☐ Actual End

☐ Actual Start

Appointment Display Attributes

☐ Last Updated

☐ Left Voice Mail

☐ Modified By

☐ Modified By (Delegate)

☐ On Hold Time (Minutes)

☐ Owner

☐ Priority

PickList Attributes

Recurring Instance Type

PickList Attributes Labels	Color	RecordVisibility
Not Recurring	#66ff00	<input checked="" type="checkbox"/> Show Record

Submit NewRow

Save

Back Submit

Figure 34: Appointment

- Select the check box “Show Create Activity” to reflect “Appointment” in the right click menu on the calendar, clicking which will create an appointment instantaneously.
- Select the check box “Show Appointment on Activity Pane,” so that Appointment will be listed under “Select Activities” and you can view all appointments so far created on the calendar.
- You can even color code Appointments, assign Tooltip and Display attributes, and select Pick List attributes for adding more details to your Appointment.
- Finally, save and submit the settings and the same will reflect on the Group Calendar.

Likewise, other activity settings can be done in the same manner as per your business needs.

Filters

- Using Filters, you can easily color code week off days for easy identification on the calendar. For example, you might go with red color for Sundays as your week off days.

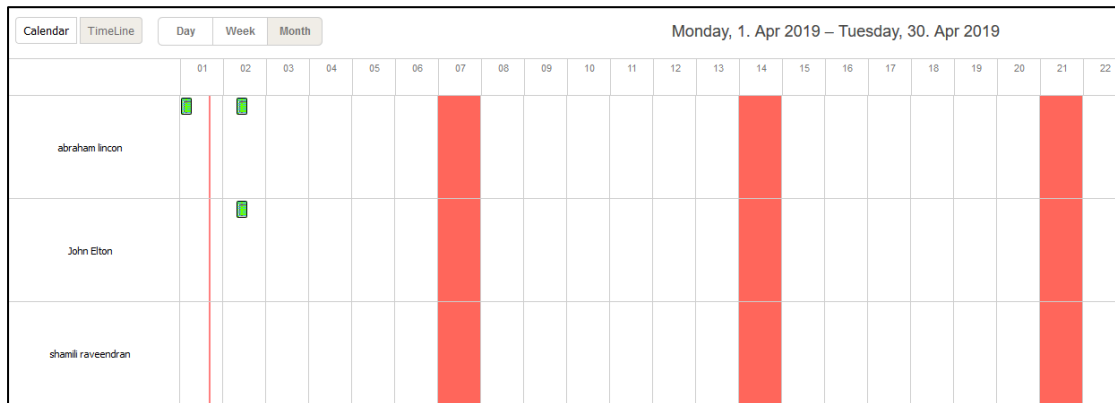


Figure 35: Color Coding Week Off Days

Group Calendar Entity Selection

- Facility to choose different color for record based on pick list attribute values.
- Open CRM go to Solutions, Double Click on Group Calendar Solution
- Select Configuration section on the pop-up screen as shown below

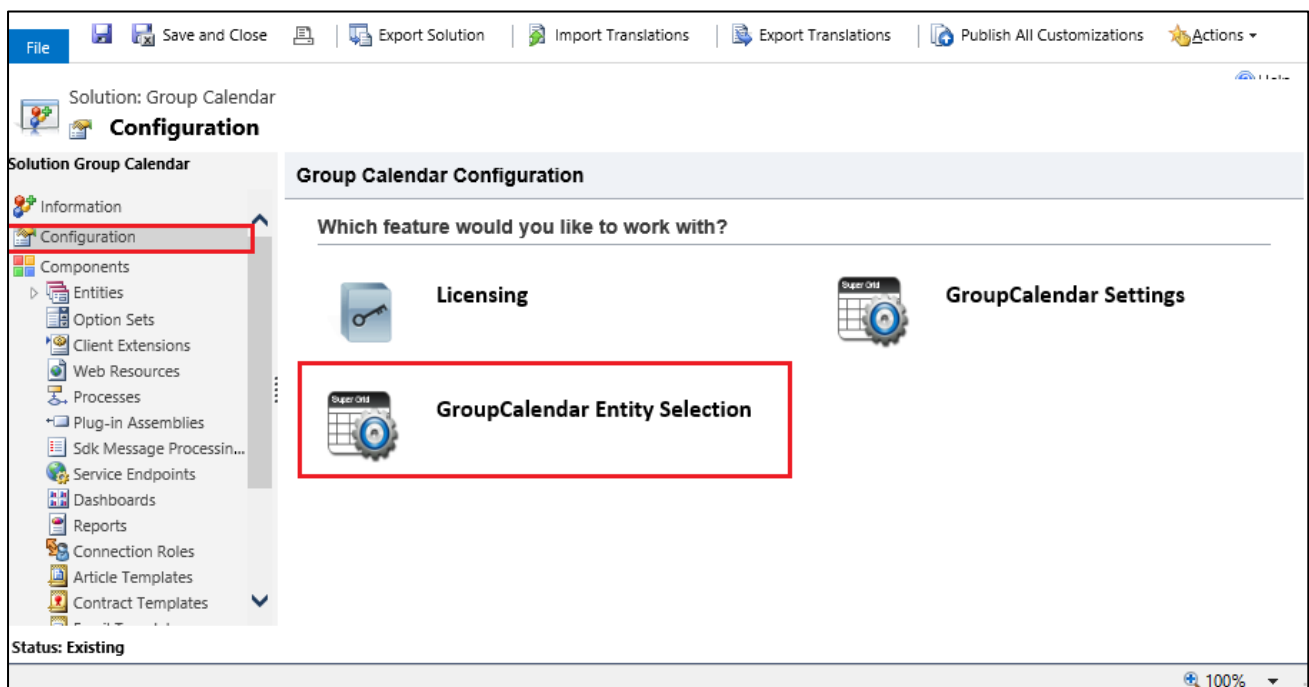


Figure 36: Configuration Screen

- Click on Group Calendar Entity Solution to open one more pop up screen as shown below.
- User can select the entity, color and tooltip attributes.
- That entity records also visible in calendar.

Custom Entity

Entity Name : Account

Start Date : Created On

End Date : Created On

Display Text : Account Name

Attributes :

☐ Classification
 ☒ Account
 ☐ Account Number

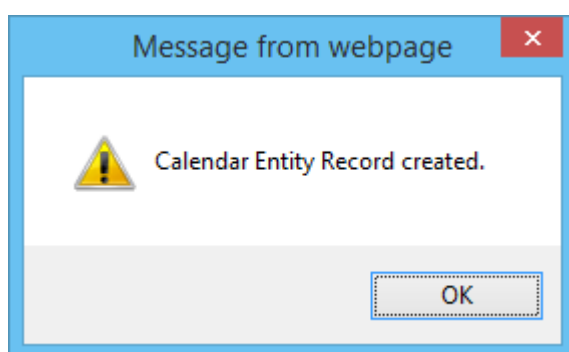
PickList Attributes : Category

PickList Attribute Labels	Color	Record Visibility
Preferred Customer	#66ff00	<input checked="" type="checkbox"/> Show Record
Standard	#ff4b1f	<input checked="" type="checkbox"/> Show Record

Back
Submit
NewRow
Delete Settings
Submit

Figure 37: Group Calendar Entity Selection

- Select Entity Name from the Drop-down list provided
- Select Start date & End date separately from the drop-down list
- Select the Display text from the drop-down list
- Select the Check box in the Attributes to get tool tip help for the selected entities
- On the Color, click to change to get desired color for the Entity display.
- In Pick list Attribute labels area, user can add attributes by clicking on New Row tab provided.
- Finally click on Submit button (placed on the right bottom corner) to execute.
- On successful submit a new pop up displays the following message.



Group Calendar Functionality

Group Calendar is a Dynamics 365 / CRM is an add-on enhancement that allows organizations to be more joint effort interactive participation by allowing users to view the CRM calendar of multiple users within their organization.

- Only registered Users or internal users in the CRM will & can have Group Calendar facility
- Single or multiple user facility is available in Group Calendar

Open CRM Go to **Workplace->**

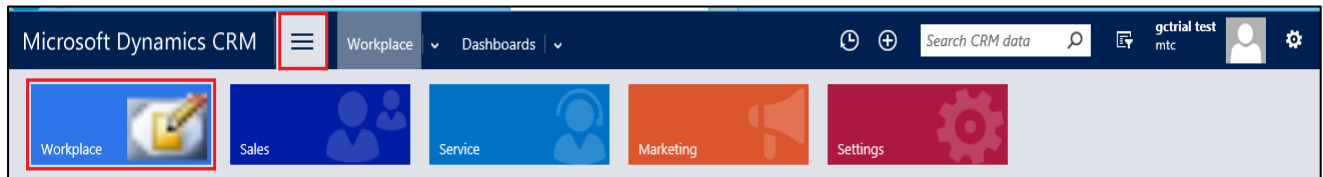


Figure 38: CRM Dashboard

Go to **Group Calendar** to view existing calendar as shown below

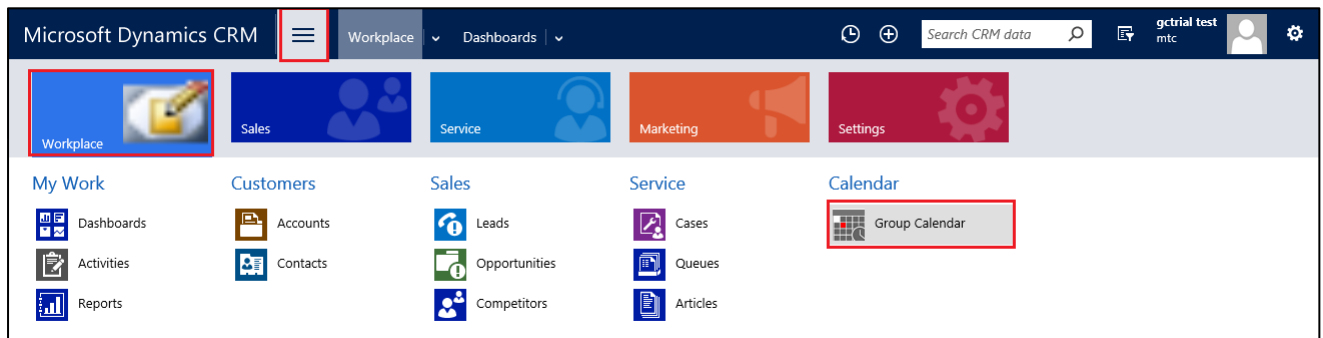


Figure 39: CRM Dashboard... cont.

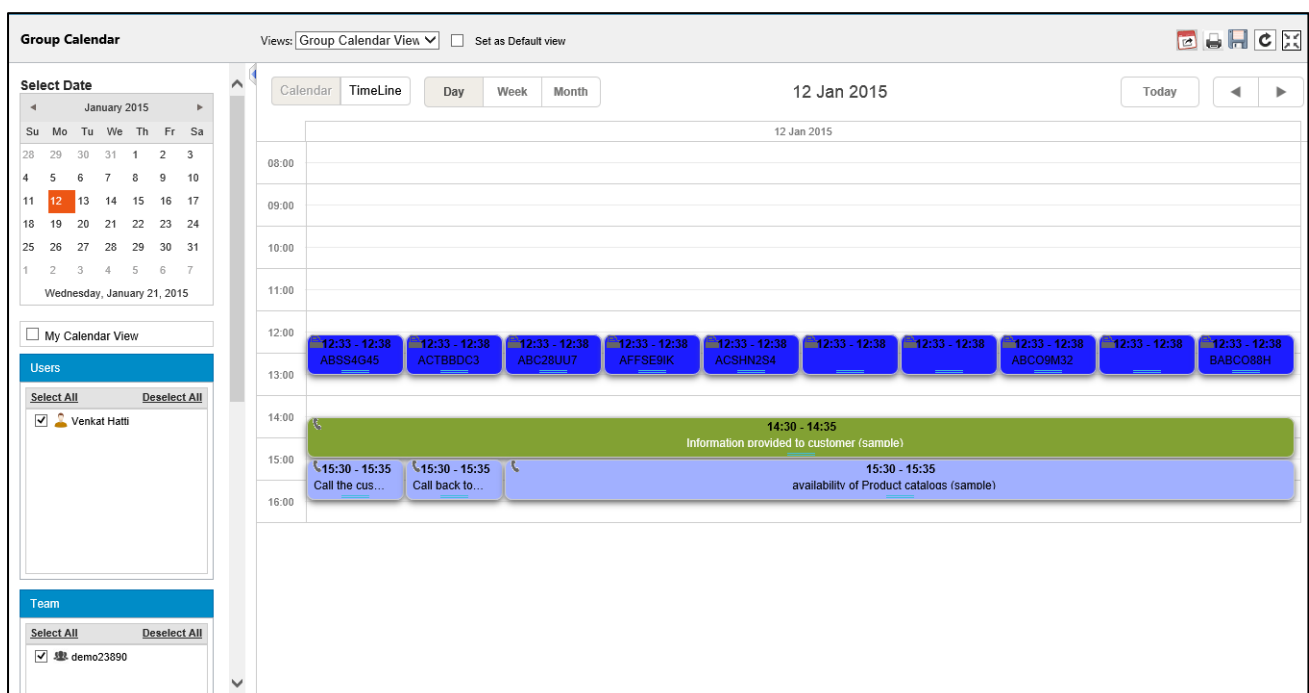


Figure 40: Calendar view - CRM

- The working pane has Date Calendar on top, User list in the middle and Activities list at the bottom.
- The right side of screen displays the Calendar with activities details
- To View the Calendar, Select the Users from the User list by selecting the check box
- Only the users in the CRM are listed in this list
- In the above screen both the users have been selected hence all their tasks are displayed
- To create a New Activity just right click on the date or where ever it is required
- New pop up window opens as shown below.
- Select the Activity from the drop-down list so that the activity form is opened.
- Enter the relevant details and save it to reflect on the calendar.
- To move the Activity, just Drag and Drop it in the required place.

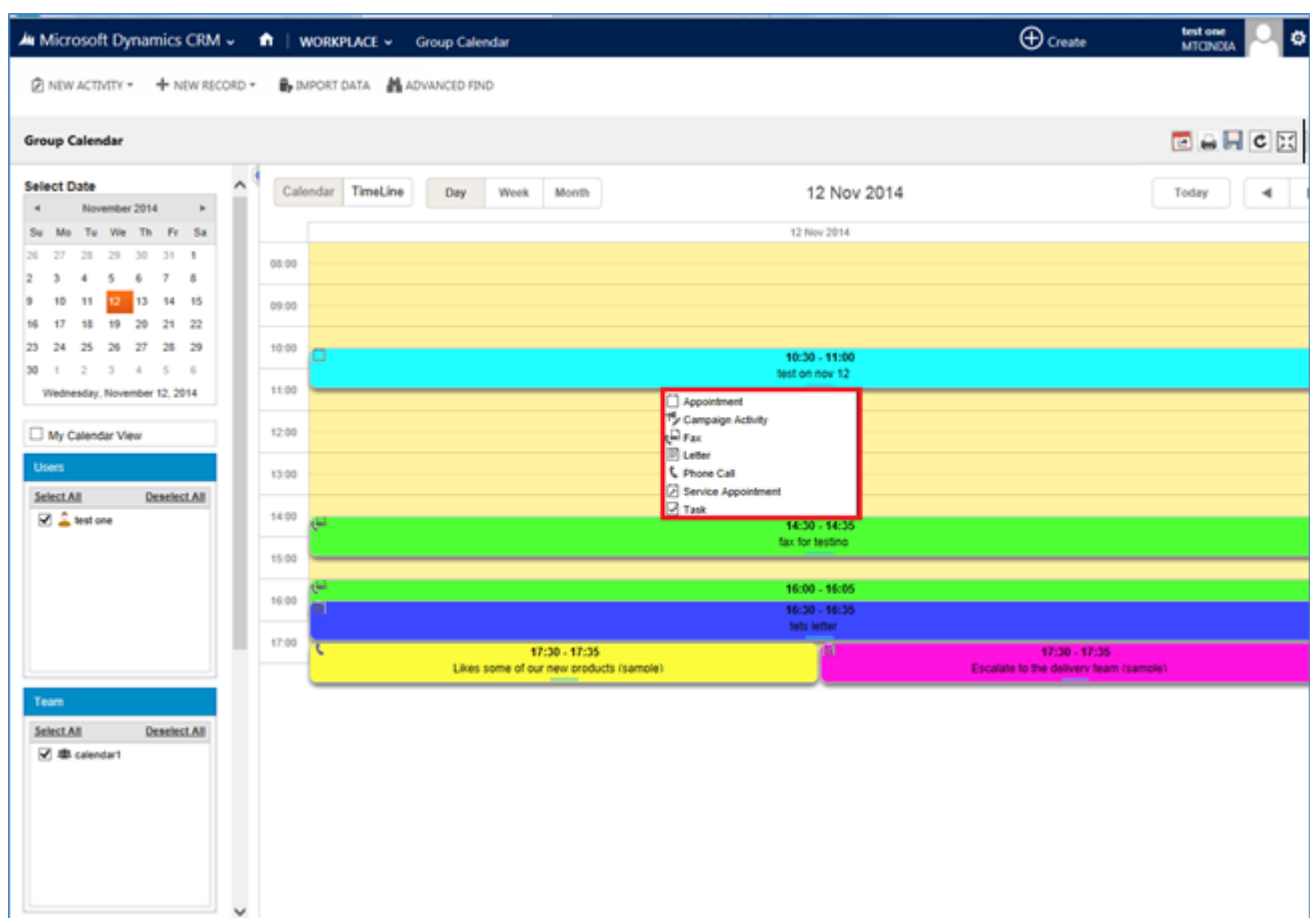


Figure 41: Create Activity

- The drop-down list has all the Activities such as Appointment, Task, Service Appointment, Phone Call, Letter, Fax and Campaign Activity as shown below
- To View the calendar to your choice first Select from the left pane
- Calendar Date
- If the user is interested in his own calendar, then select My Calendar View
- If the user wishes to view Individual user(s) then select the users as shown below
- If the user wishes to see the team calendar, then select team from the list

January 2015

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Wednesday, January 21, 2015

☐ My Calendar View

Users

Select All

Deselect All

☒ MTC CRM
☒ Nitesh Agarwal

Team

Select All

Deselect All

☒ crm123

- If the user wishes to see the Facilities/Equipment from calendar, then select team from the list
- Lastly select one or more Activities from the list to view calendar pertaining to your choice

Facilities/Equipment

Select All

Deselect All

Select Activities

Select All

Deselect All

☒ Appointment
☒ Campaign Activity
☒ Fax
☒ Letter
☒ Phone Call
☒ Service Appointment
☒ Task

- Select Users – Either you can select one or more users or Select All or even Deselect all for easier selecting options. (as shown below)
- In Select Users: - if the user deselects all then a message is displayed as **“Select at least One User”**. Which mean at least one user must be selected to view Group calendar.

Select at least one user

- Apart from Both Users and Team you can also check MY Calendar View to get your own calendar details.

Views & Default View:

- You can create and save views in Group Calendar.
- All saved views are available in the Views drop-down.

Views:

Group Calendar View ▼

☐ Set as Default view

- On selecting the target calendar view, the same gets reflected on the Group Calendar.

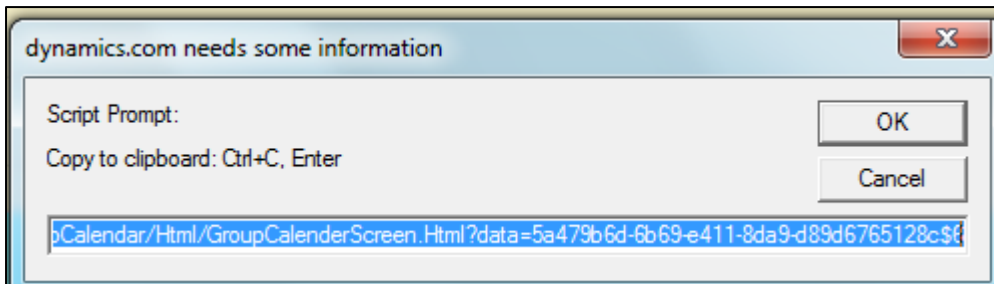
- Group Calendar has a "Set as Default View" option which when selected will restore the selected view by default whenever you are logged in. Each user can have their own default view. **This option is available only for users with "Group Calendar Administrator role."**
- Apart from the regular Group Calendar View, if you select any other previously stored view (for example here test calendar) the User will have additional three more icons extra such as



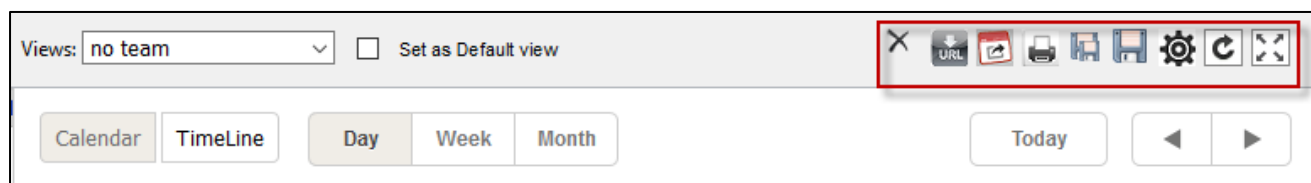
Save as New file



Copy URL of the present calendar



To Delete View



Note: The top right corner of the CRM screen shows the following icons on regular view



This icon on top right is to save calendar view for example on click of this icon a small pop up display as



Where you can give the name and create it.



- This image indicates the refresh icon. Using this we can refresh the Group calendar.



- This image indicates the Full screen functionality. By clicking on this button Group calendar functionality available in full screen mode.



This image indicates that the Calendar can be exported out of CRM



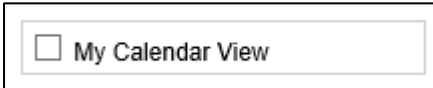
This image when clicked helps in taking the Printout (output) or Hard copy of the calendar

(Note: Most of the screen shown below are captured in Full screen mode for easy understanding)




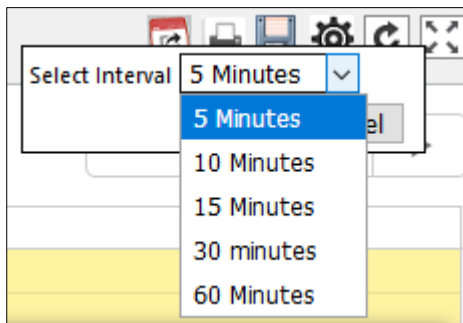
Today will display the current day and arrows indicates that backward and forward dates for easy navigation.

On the left pane below the actual calendar you will notice the following

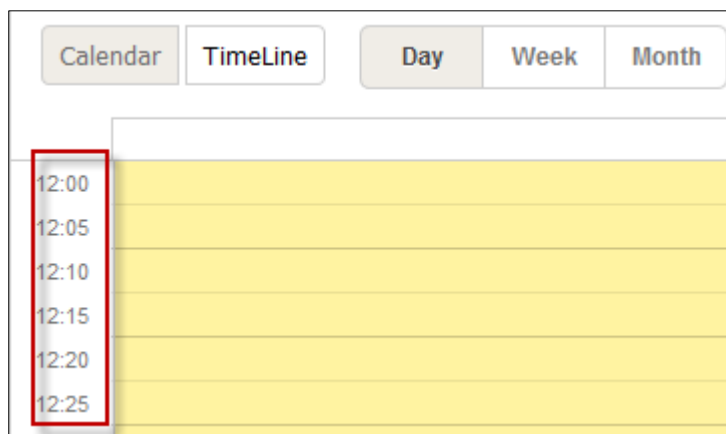


All Activities shown in Green color indicates that a particular activity is Closed or Finished

- Time Interval button  is available to users with System Admin role or Group Calendar Administrator role.
- Upon clicking Time Interval button, you can choose the time interval span as 5mins/10mins/15mins/30mins/60mins so that the same gets reflected on the calendar.




- For example, if you choose 5 mins as the time interval the calendar reorganizes itself to incorporate the selected time interval as follows.



Working Hours

To set the working hours for users, you need to define the working hours as shown below

- Click on  which is placed on Right side of the Menu bar.
- Click on Option to get Set Personal Options pop up window.
- Select Activities tab

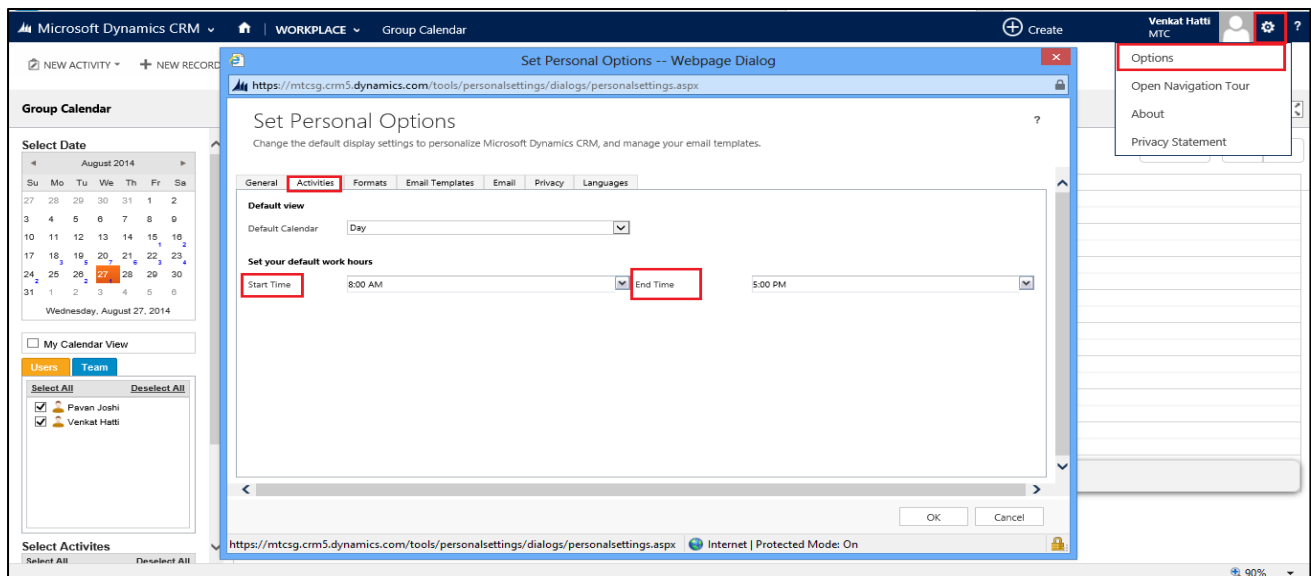


Figure 42: How to Set Working Hours

- Default Calendar: Select Day, Week or Month
- Start Time and End time: Select from the Drop down list provided
- Finally Press Ok to Confirm and Continue

My Calendar View

- On Selecting My calendar- the calendar is restricted to single user (the one on whose credentials the user has logged in). Select Users Options gets disabled. Otherwise the user can see activities for all the users.

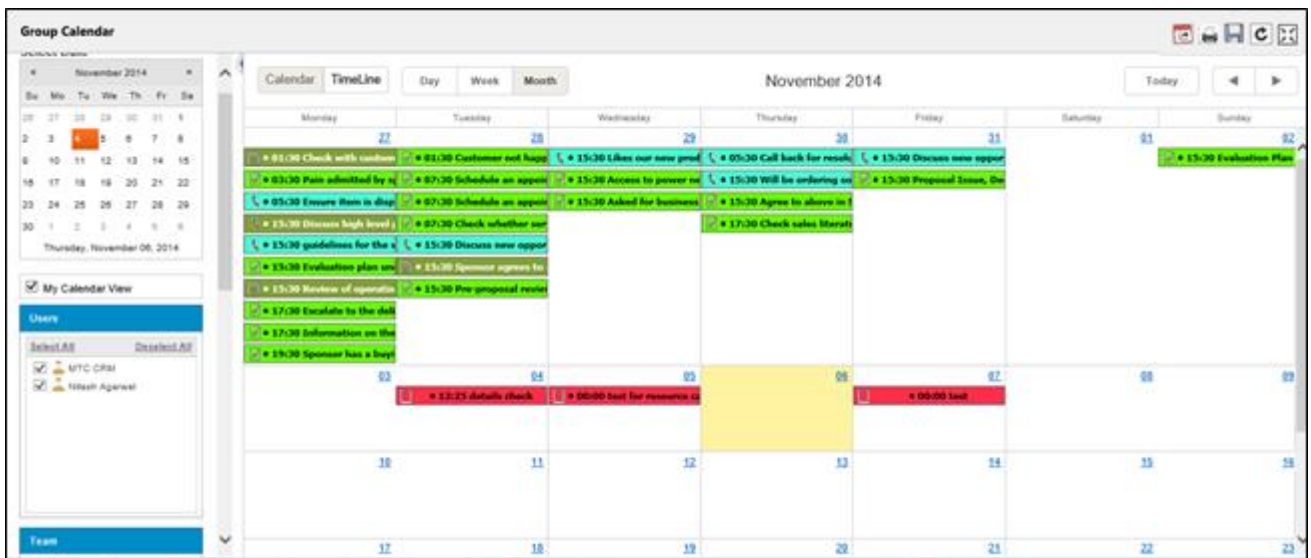


Figure 43: My Calendar View

Calendar View - Monthly (Single User)

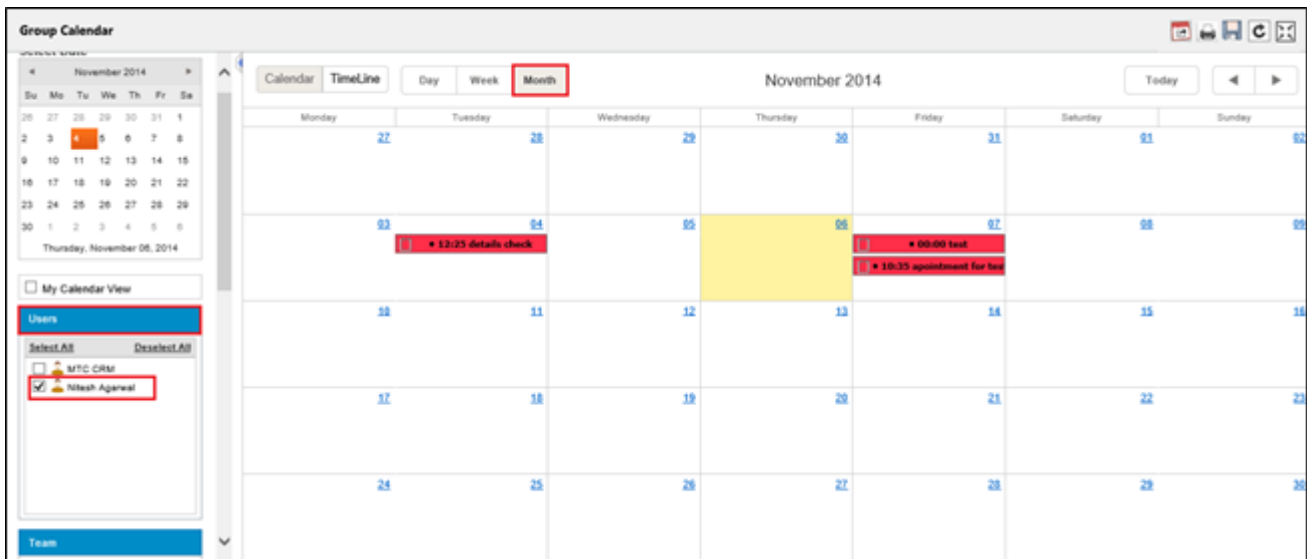


Figure 44: Calendar View - Monthly (Single User)

- Only One user is selected in the above view
- Monthly details of all Activities are displayed for a Single User
- All Activities shown in Green color indicates that a particular activity is Closed or Finished.

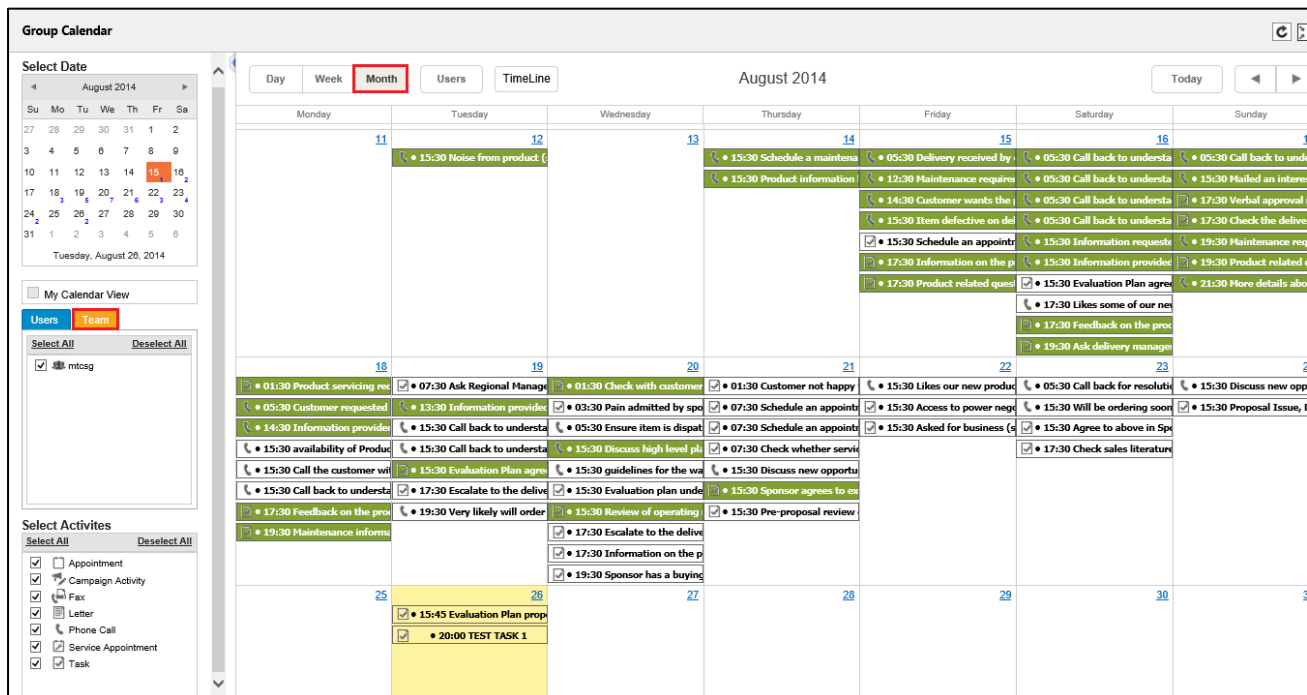


Figure 45: Calendar View - Monthly (Team)

- Monthly details of all Activities are displayed for a Team

Calendar view monthly - Selected Activities (for multiple Users)

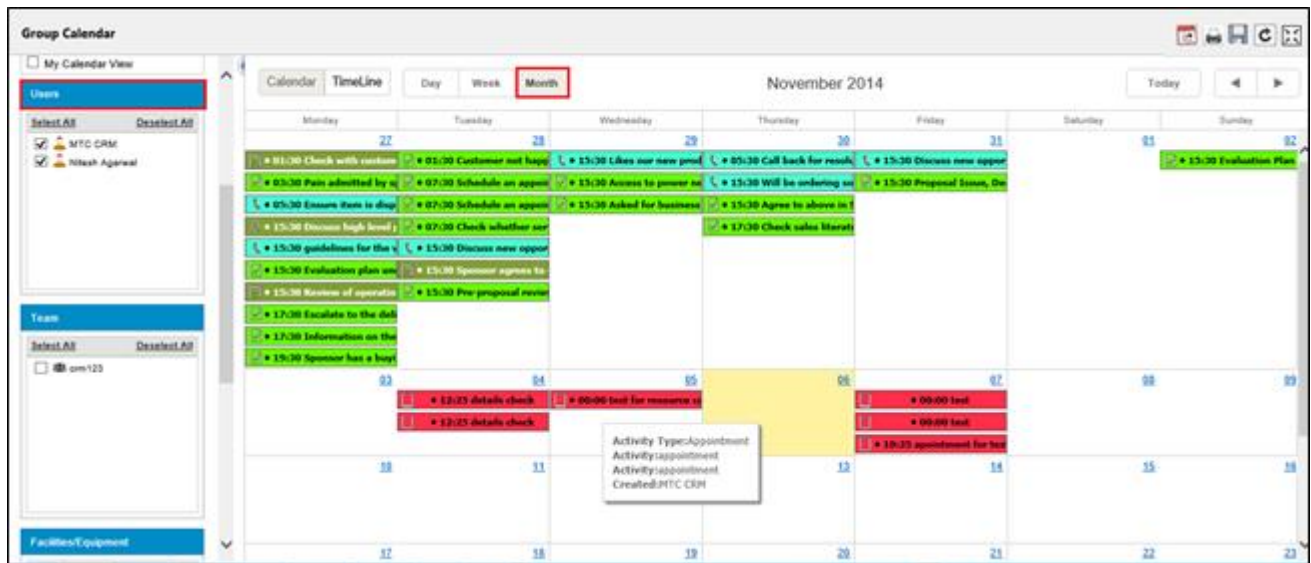


Figure 46: Calendar view monthly - Selected Activities

- All Activities shown in Green color indicates that a particular activity is Closed or Finished.

The Calendar can be viewed as Day, Week, Month, User Wise and Time Line – select the required as shown

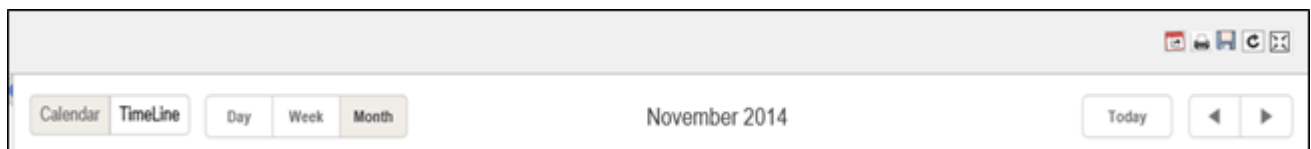


Figure 47: Select Calendar - Day, Week, Month, User Wise or Time Line

Calendar view monthly - Selected Activities (for Team)

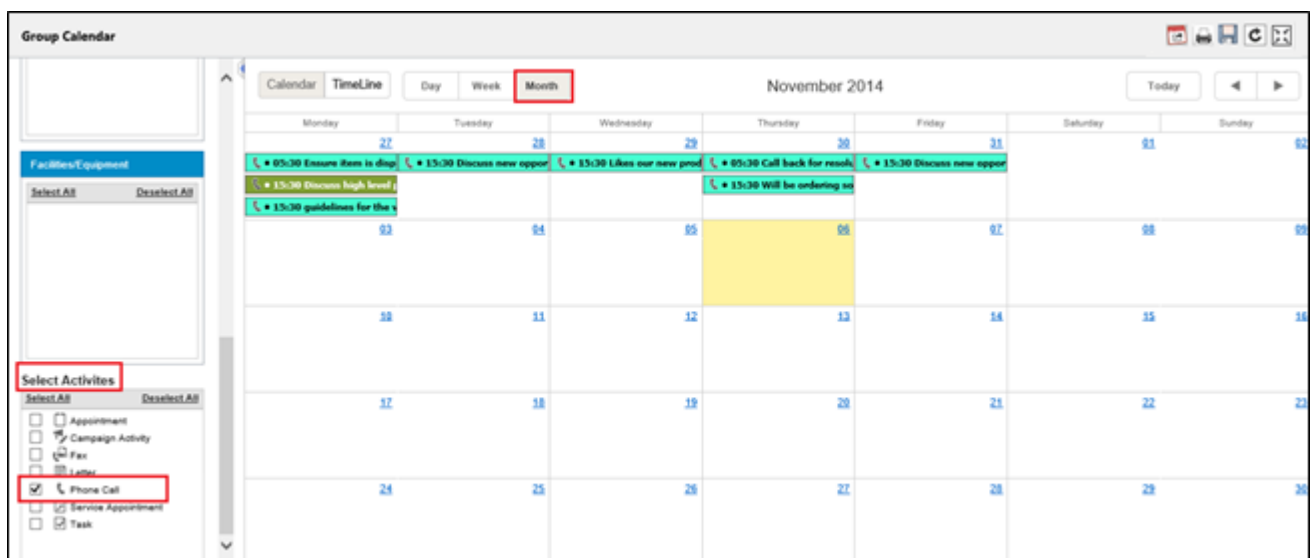


Figure 48: Calendar view monthly - Team Activities

Calendar view - Week Wise (User wise)

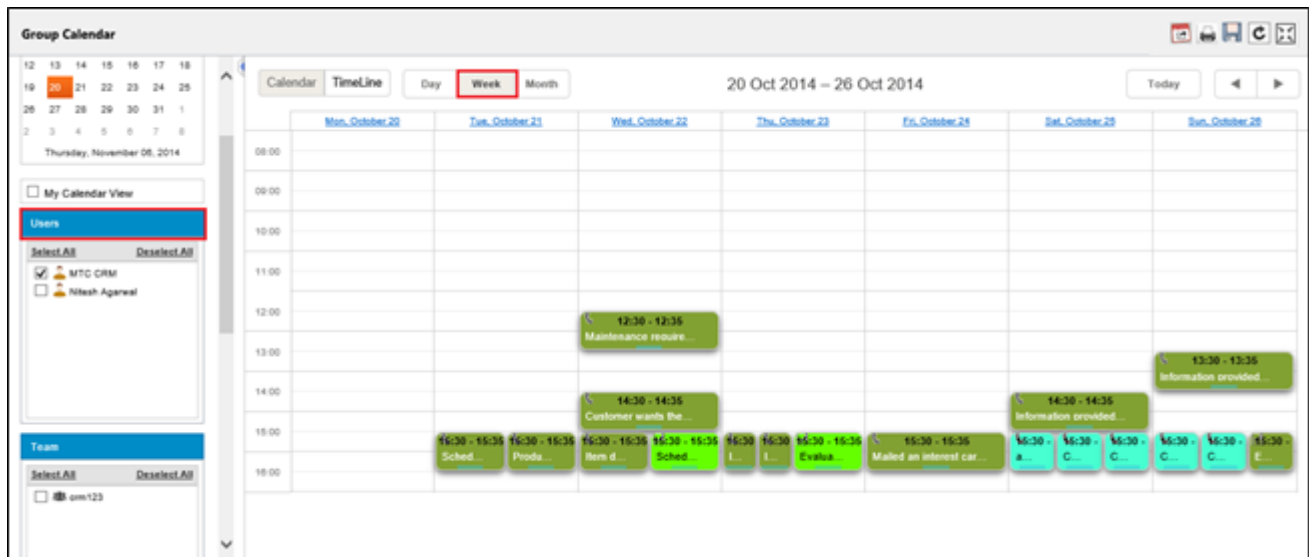


Figure 49: Calendar view - Week Wise

- Here in this Weekly wise calendar, one can view always for the selected week from Monday to Sunday.
- The Top of the screen has the Time Line details for all the activities for the Week, user has the facility to scroll up or down to view the record details.
- User can also select My Calendar view or Single User or Multiple Users along with Single Activity or Multiple Activities to view Weekly calendar
- All Activities shown in Green color indicates that a particular activity is Closed or Finished.

Calendar view - Week Wise (Team wise)

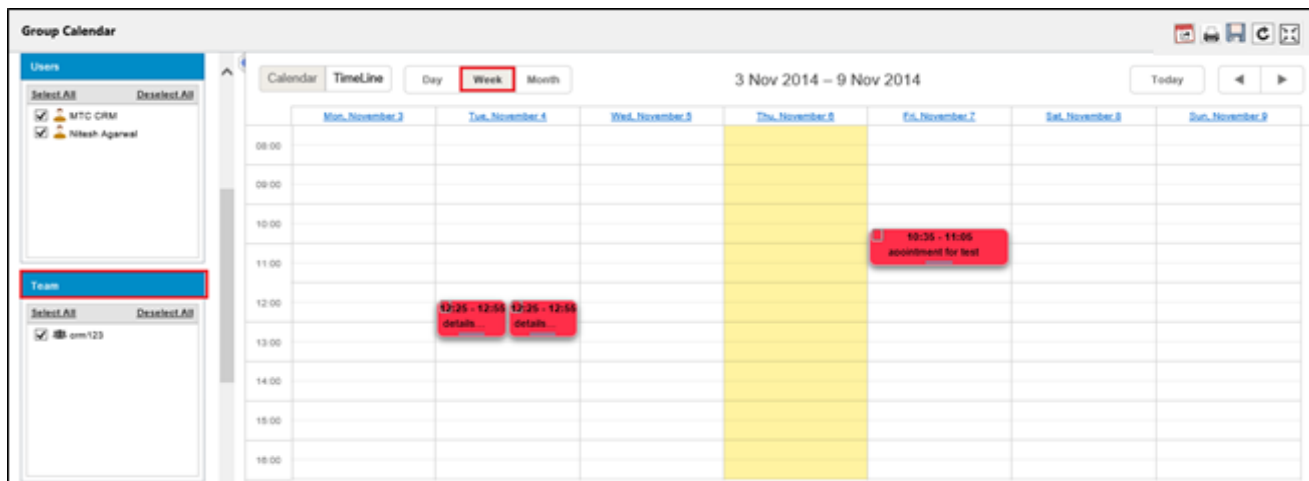


Figure 50: Calendar view - Team Wise

Calendar View - Day wise (User wise)

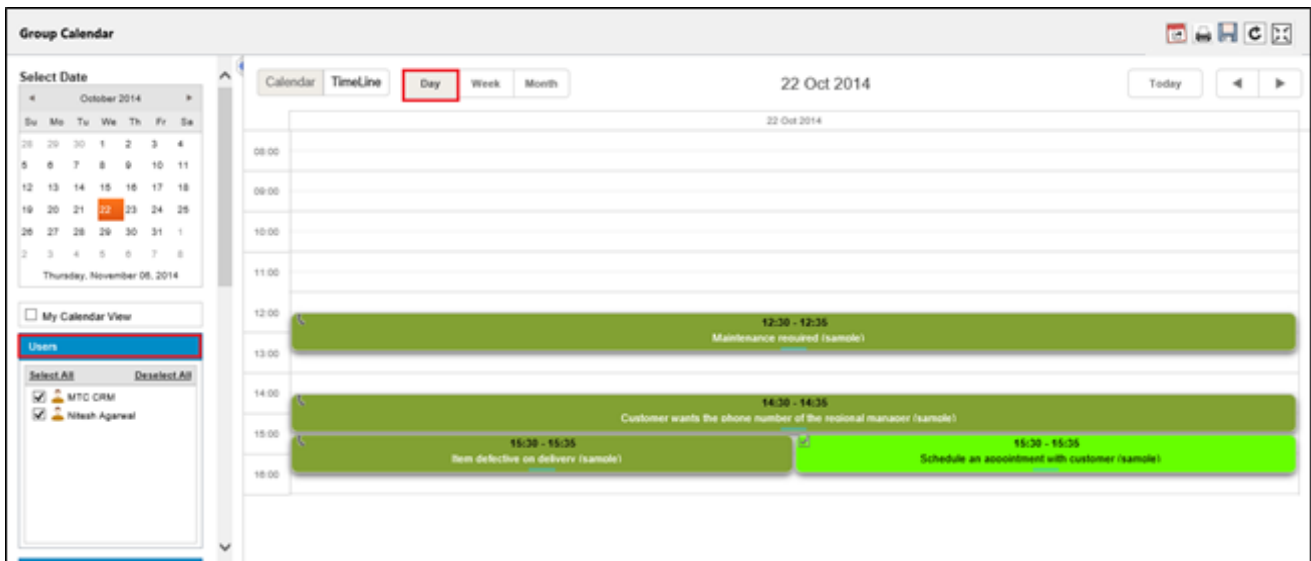


Figure 51: Calendar View - Day wise

- Here in this Day wise calendar, one can view always for the selected day of the month.
- The Top of the screen has the Time Line details for all the activities for the Day, user has the facility to scroll up or down to view the record details.
- User can also select My Calendar view or Single User or Multiple Users along with Single Activity or Multiple Activities to view Weekly calendar
- All Activities shown in Green color indicates that a particular activity is Closed or Finished.

Calendar View - Day wise (Team wise)

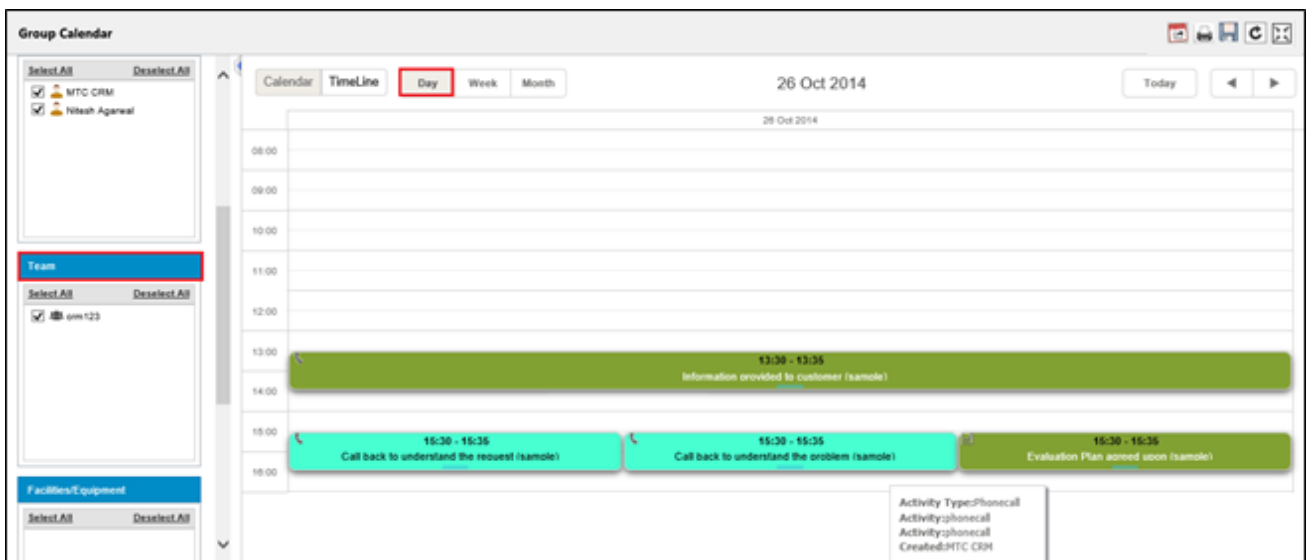


Figure 52: Calendar View - Team

Time Line View – Day Wise - User Wise / Team Wise

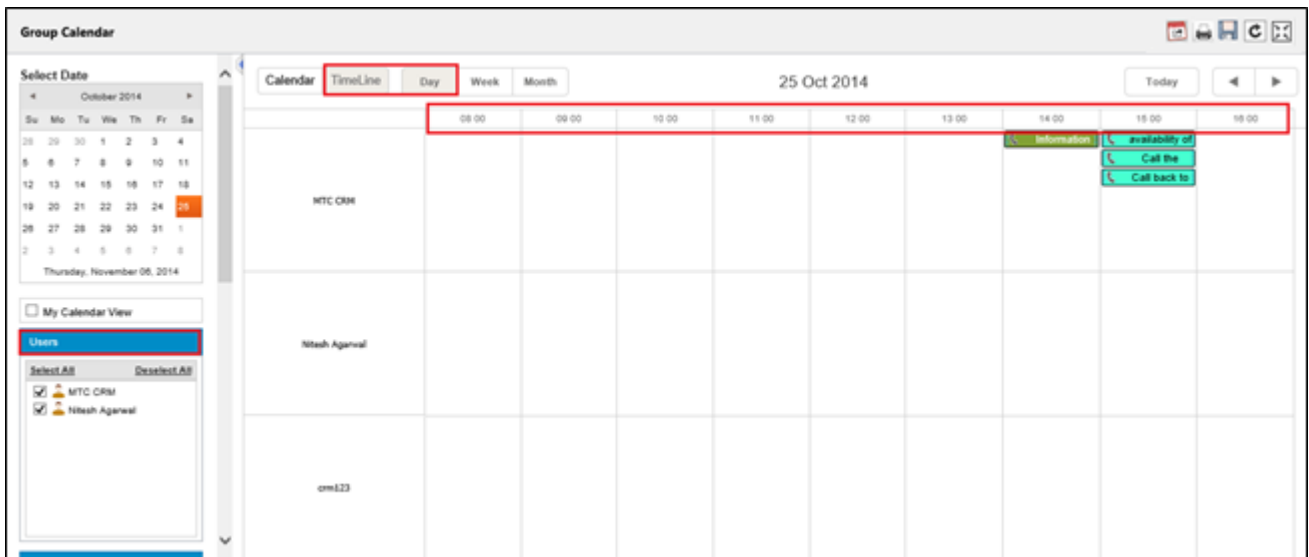


Figure 53: Time Line View Hours wise



Figure 54: Time Line Hours View Enlarged

- In this Time Line View you can view all the users for the Selected Day on Hourly basis

Time Line View – Weekly View – User Wise / Team Wise

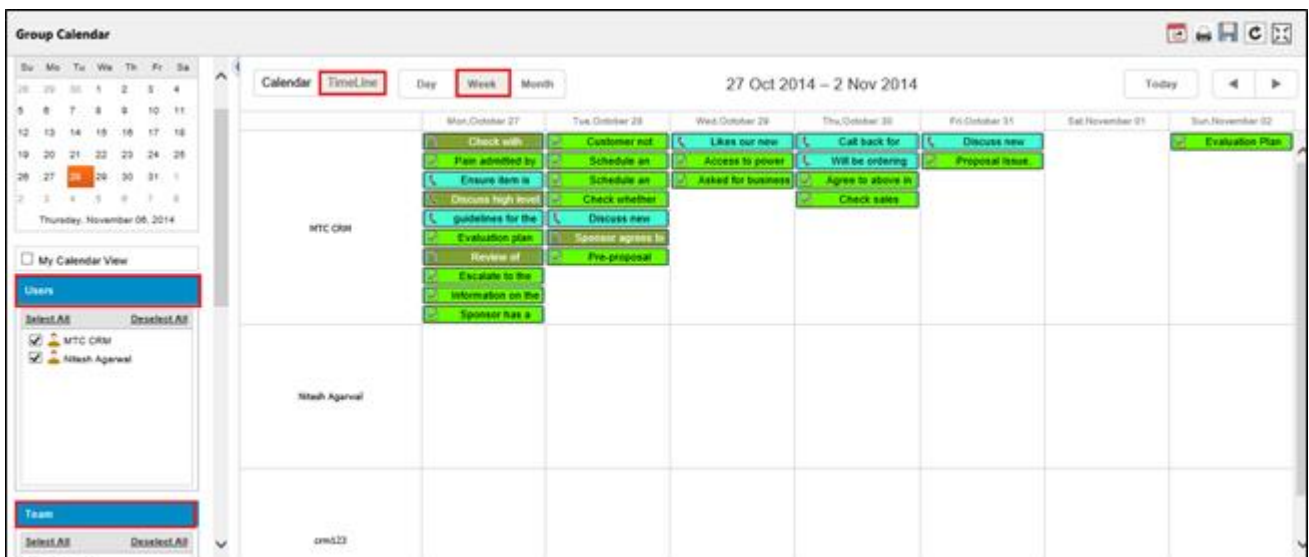


Figure 55: Time Line View – Weekly



Figure 56: Time Line Weekly View Enlarged

- On Selection of the Week, it always displays calendar from Monday to Sunday of the Selected week only
- Weekday along with Month and Date is displayed

Time Line View – Monthly View – User Wise / Team Wise

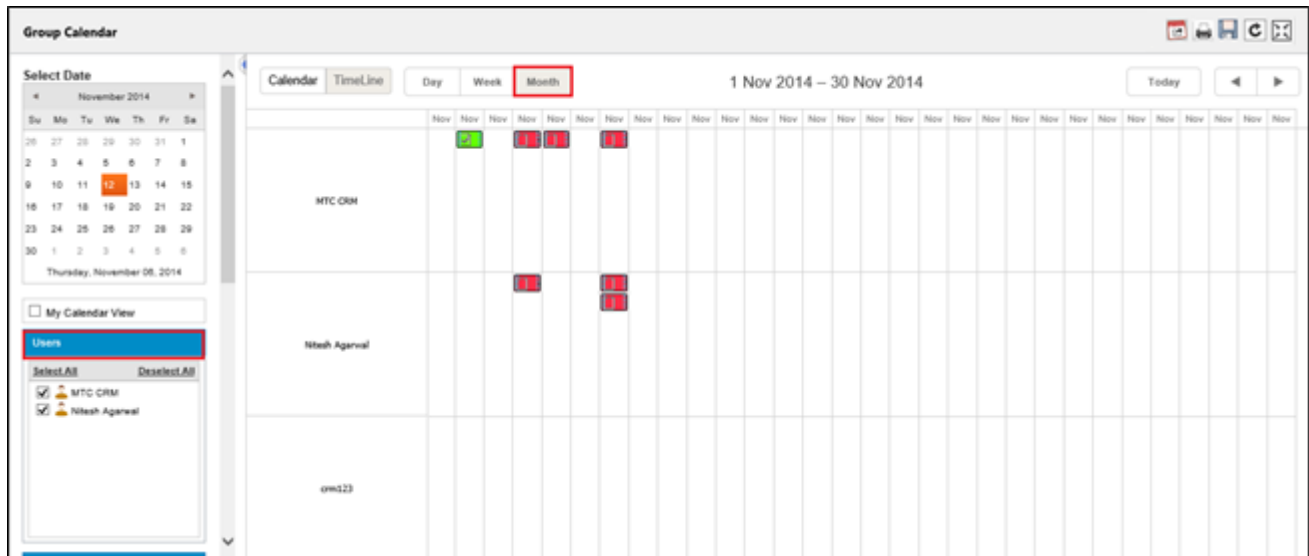



Figure 57: Time Line Monthly view



Figure 58: Time line Monthly view - Enlarged

- If selected Month and Time Line option, the Calendar is displayed for the selected month showing all Dates from 1 to 30 or 31st

Important to Note

1. User has the option to Select all Users or Deselect users or Select only few which are necessary to view
2. User can select either User wise or Team wise or Facilities wise or combination of these
3. User has the option to Select all Activities or Deselect all Activities or Select only few activities which are necessary to view
4. User can also Select My Calendar View to see his personal details of Activities
5. Apart from the regular view of the calendar user can also have Time Line view of calendar
6. User has option to Drag & drop any activity on the Calendar
7. User can Save or Retrieve any calendar of this choice
8. User can opt to view Full Screen mode also by selecting 
9. In all views user can change the Activity timings by dragging the icon on both the ends.

Drag & Drop Activities

- User can Drag any the activites from one date to another or One time schedule to another.
- After the Activity is dragged to another date or place as required, the system asks for confirmation of the same as shown below - Click OK to confirm and proceeed further

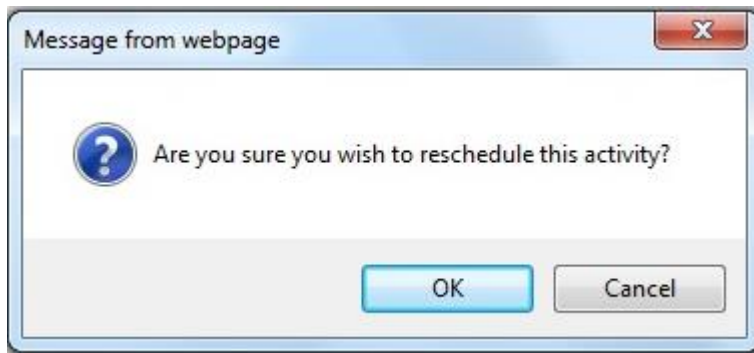


Figure 59: Drag & Drop - Message

Copy-Paste & Cut-Paste Activities

To repeat activities, you can copy an existing activity on the calendar and paste it on a different date and time interval.

Likewise, you also cut an activity and paste it elsewhere on the calendar as per your business needs.

Uninstallation Process

- To uninstall Group Calendar, Navigation is **Settings** → **Solutions** → Select the check box of **Group Calendar** then click on **Delete** as shown below.

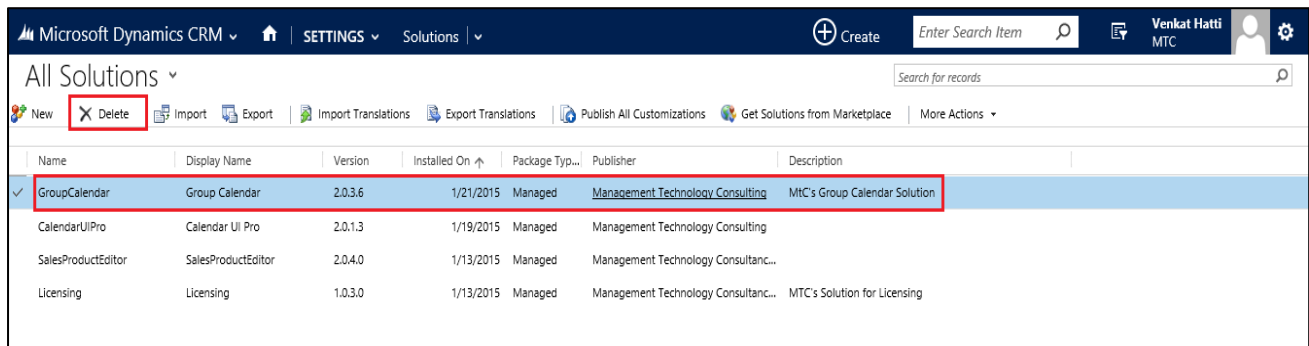


Figure 60 : Deleting Group Calendar Solution

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

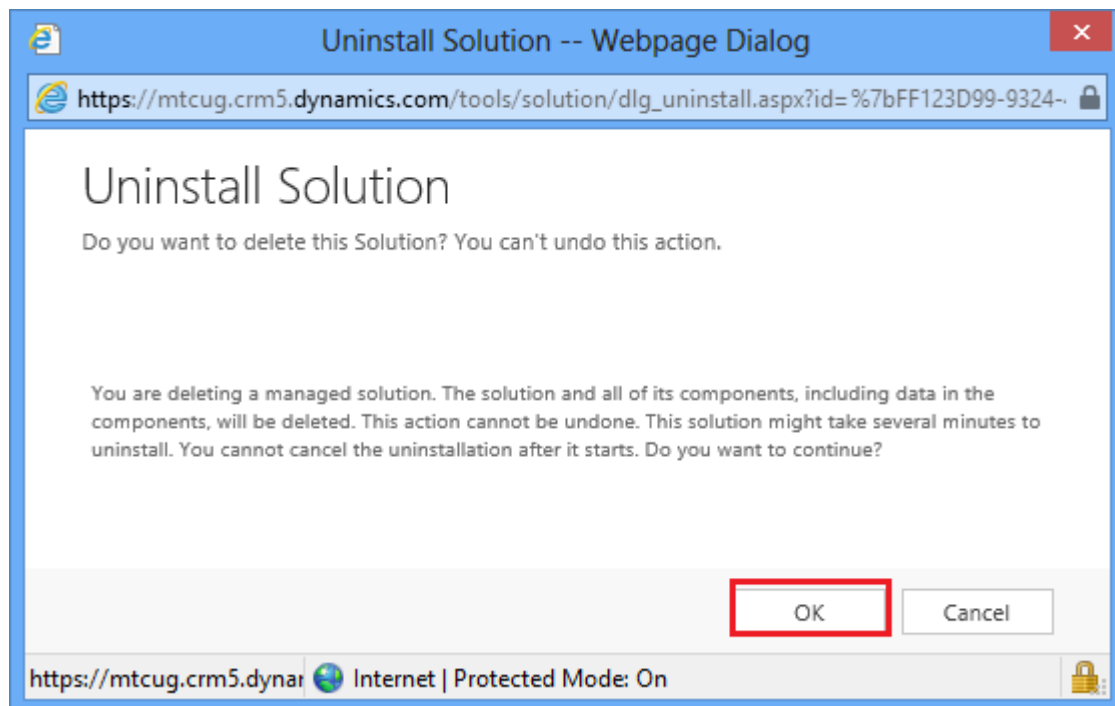


Figure 61: Uninstall Solution

- Follow the above process to delete the 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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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.

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portal

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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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