



# USER MANUAL

VERSION 6.1 | MARCH 2020

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# FEATURE OVERVIEW

The application tourManager24 is a mapping tool providing planning and scheduling solutions for your field staff. tourManager24 enables you to plot multiple objects by using Google Maps visualizations. It is designed for international usage.

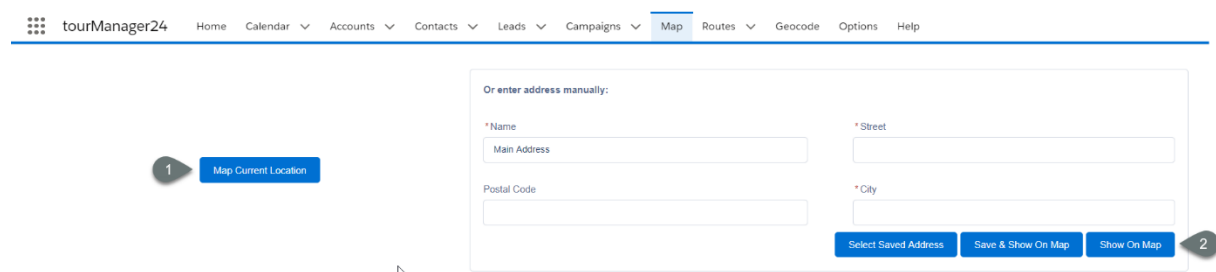
## Features

- Geocode Accounts, Contacts, Leads (via Data.com geocode clean rules or Google Maps API)
- Monitor Geocode Status
- Map Accounts, Contacts, Leads
- Map List Views: Accounts, Contacts, Leads, Opportunities and Cases
- Add custom locations to map (current/manual input)
- Find Nearby Search (Proximity Search)
- Customizable Filter criteria for Search
- Save your Filter criteria for reuse
- Arrange Routes, rearrange Routes
- Save Routes and create associated Events
- Edit saved Routes
- Get detailed driving instructions
- Send routing information via email
- Create events for a single record right within the app
- CSV export of search results
- Google Maps Visualizations and Functionalities

# 1 START MAPPING

## 1.1 Start mapping from the “Map” tab

From the Map tab you can access tourManager24 by automatic A-GPS location detection (1) or manual input (2).



When clicking Map Current Location you will be asked to allow tourManager24 to access your current location via browser. Confirm this request in order to use this feature.

When you decide to manually enter an address and map it then you've got the chance to save this address for later use. Therefore, click the button Save & Show On Map".

Or enter address manually:

\* Name  \* Street

Postal Code  \* City

To be able to better differentiate the stored addresses from each other, it will help to give each of them a unique and meaningful name.

In order to reuse your saved address, click on the button "Select Saved Address". You'll find a list of all your stored addresses.

Or enter address manually:

\* Name  \* Street

Postal Code  \* City

### Saved Address

Name	Street	Postal Code	City	
<a href="#">My Home Base</a>	48 Leicester Square		London	<input type="button" value="Delete"/>
<a href="#">Big Ben</a>	London SW	1A 0AA	London	<input type="button" value="Delete"/>

Just click on the name of one of them and the address fields are filled automatically with saved information.

Saved Address			
Name	Street	Postal Code	City
<a href="#">My Home Base</a>	48 Leicester Square		London
<a href="#">Big Ben</a>	London SW	1A 0AA	London

[Close](#)

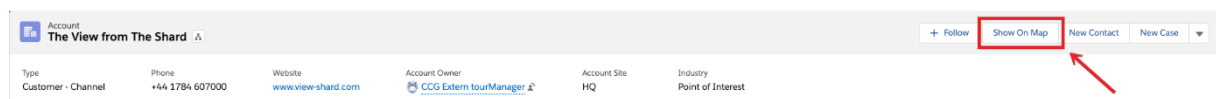
Or enter address manually:

*Name <input type="text" value="My Home Base"/>	*Street <input type="text" value="48 Leicester Square"/>
Postal Code <input type="text"/>	*City <input type="text" value="London"/>

[Select Saved Address](#)
[Save & Show On Map](#)
[Show On Map](#)

## 1.2 Start mapping from Account/Contact/Lead Records

On Account, Contact or Lead records you will find a Show on Map button. Click this button in order to map the record.



## 1.3 Start mapping from a List View

By creating and using list views on Accounts, Contacts, Leads, Opportunities and Cases you can easily sort and display relevant information. Those list views can be mapped with tourManager24 app.

To do so for Accounts, select your list, then select the records you want to be displayed on a map and click the “Map Accounts” button.

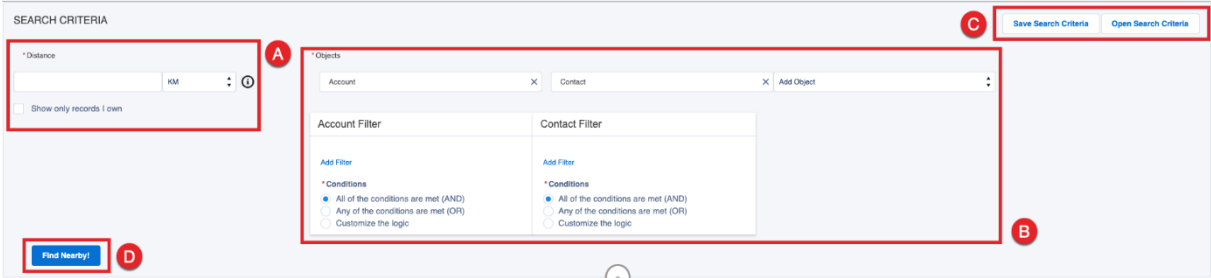
The screenshot shows a list view of 'UK Accounts'. The 'Map Accounts' button is highlighted with a red box and a red arrow. The list contains 7 items with columns for Account Name, Industry, Employees, Billing Street, Billing City, Rating, Type, and Account Owner Alias.

Account Name	Industry	Employees	Billing Street	Billing City	Rating	Type	Account Owner Alias
<a href="#">AcelorMittal Orbit</a>	Point of Interest	100	5 Thornton Street	London	Hot	Customer - Direct	Ctour
<a href="#">Big Ben</a>	Point of Interest	50	Westminster	London	Warm	Customer - Direct	Ctour
<a href="#">Cutty Sark</a>	Point of Interest	50	King William Walk	London	Cold	Customer - Direct	Ctour
<a href="#">Imperial War Museum</a>	Point of Interest	50	52 Lambeth Rd	London	Hot	Customer - Direct	Ctour
<a href="#">Kensington Palace</a>	Point of Interest	200	Kensington Gore	London	Warm	Customer - Direct	Ctour
<a href="#">London Eye</a>	Point of Interest	20	The Queen's Walk	London	Cold	Customer - Direct	Ctour
<a href="#">London Zoo</a>	Point of Interest	500	Regent's Park	London	Hot	Customer - Direct	Ctour

You can do the same with Contacts, Leads, Opportunity and Cases. If you don't see the Map Contacts, Map Leads, Map Opportunities, Map Cases (Account) or Map Cases (Contact) in your list views ask your Admin to add it.

## 2 PERFORMING THE FIND NEARBY! SEARCH

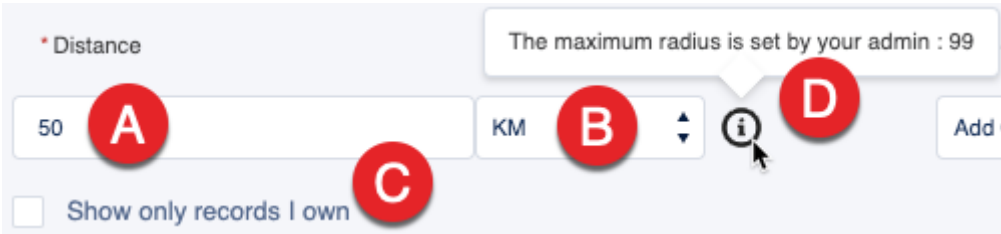
After opening the tourManager24 app you can define your search criteria.



Here you can set the search parameters (A), select the objects you want to search for and add filter criteria for each object to refine your search (B). You can also save your search criteria (C) for later or open previously saved search criteria. After setting your search criteria start the search by clicking the Find Nearby! button (D).

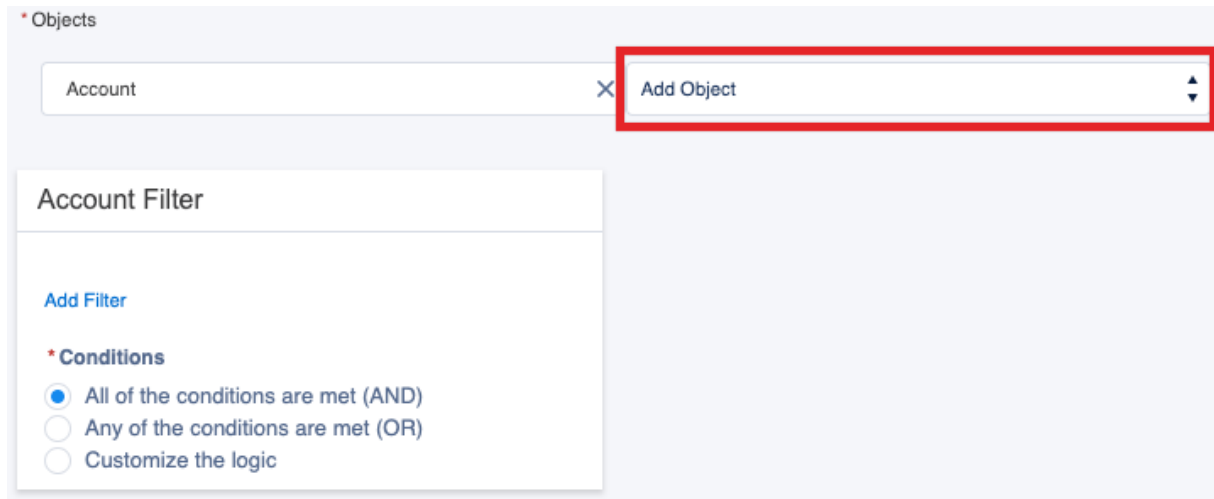
### 2.1 Set Search Parameters

With Search Parameters you can define your search radius from your initial location (A). Entering a search radius is a prerequisite to conduct a search. In the distance section you define the distance unit, which can be KM or Miles (B). Furthermore, you can choose to only search for records you own (C). The maximum radius you can enter you can see by hovering over the information sign (D). This maximum search radius is defined by your Admin. Ask him if you need to enter a wider distance than the allowed one.

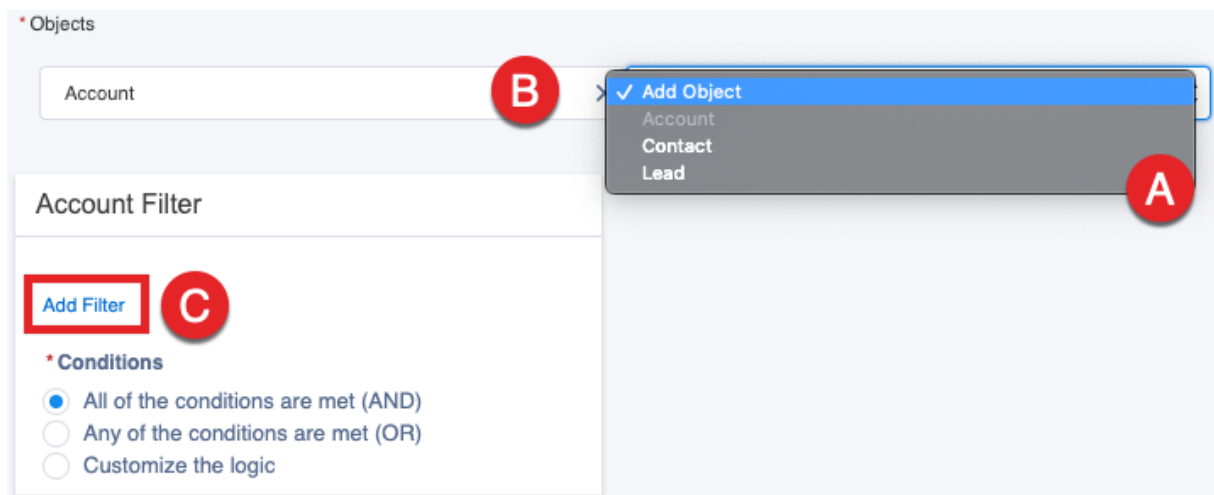


## 2.2 Select Objects and add Filters

Click on the dropdown field “Add Object” to choose which objects you want to include in your Find Nearby! search.



You can include Accounts, Contacts and Leads in your search (A). To remove an object click the X (B). To refine your search add one or more filters for each object (C).



Select the field you want to filter for (A), the operator (B) and add the value (C). Depending on the field type you have selected you can either type in a value or select from a dropdown etc. When you are done hit “Apply” to add the filter to the object.

### Set Account Filter

---

\* Field  
Created Date A

\* Operator  
equals B

\* Value  
 C

October 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	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

03:00 pm

04:00 pm

05:00 pm

06:00 pm

07:00 pm

08:00 pm

Close Apply



You can also edit a filter simply by clicking on it.

### Account Filter

1. Annual Revenue  
greater than 500.000 ×

[Add Filter](#)

**\* Conditions**

- All of the conditions are met (AND)
- Any of the conditions are met (OR)
- Customize the logic

When you use more than one criterion you've got three possibilities to combine the different criteria.

(1) All of the conditions are met (AND) – Choosing this possibility means that the mapped records must meet all filter criteria.

(2) Any of the conditions are met (OR) – Choosing this possibility means that at the mapped records must meet at least one of your filter criteria.

(3) Customize the logic – With this third possibility you've got the chance to combine the filter criteria in a custom logic.

\* Objects

Account ×

### Account Filter

1. Account Type  
equals Customer - Direct ×

2. Annual Revenue  
greater than 10.000 ×

3. Employees  
greater than 500 ×

[Add Filter](#)

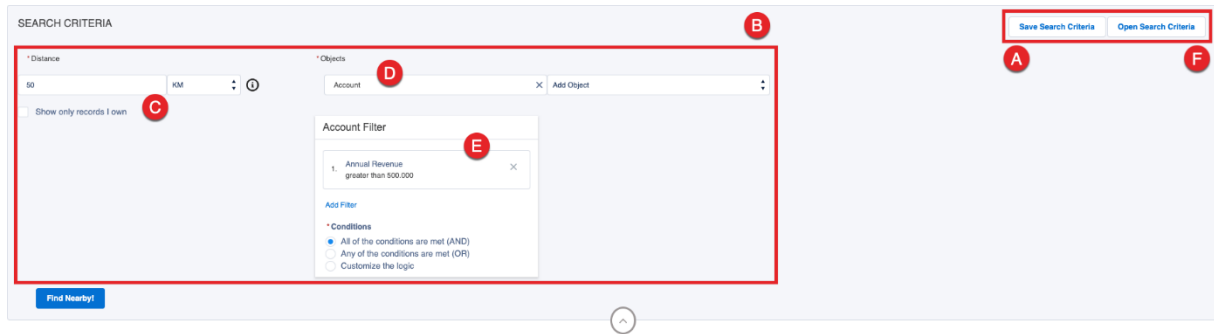
**\* Conditions**

- All of the conditions are met (AND) 1
- Any of the conditions are met (OR) 2
- Customize the logic 3

## 2.3 Save search Criteria

To reuse your defined filter criteria, you can save it for later use by clicking “Save Search Criteria” (A). This will include everything (B) you have defined.

- parameters (search radius, distance unit, Show only records I own) (C)
- selected objects (D)
- filters (E)



Enter a name for your Search Criteria and click “Save”. Additionally, you can decide if you want to make the search criteria available for other users or if it’s just visible for you.

### Save Search Criteria

\* Search Criteria Name

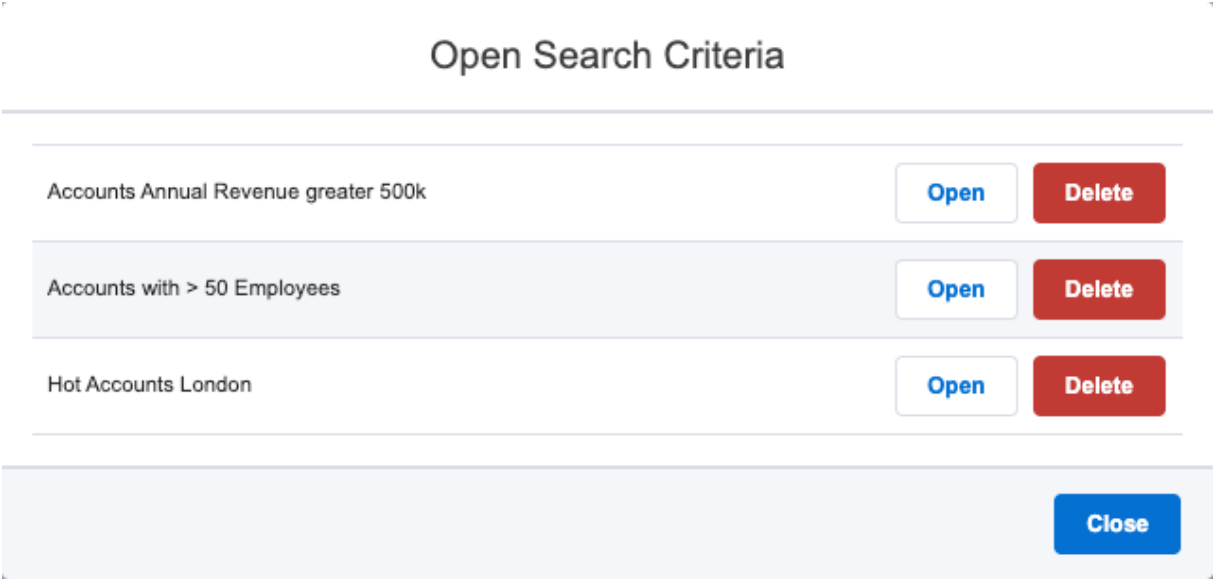
Who can see the saved Search Criteria?

Only I can see the Search Criteria

All users can see the Search Criteria

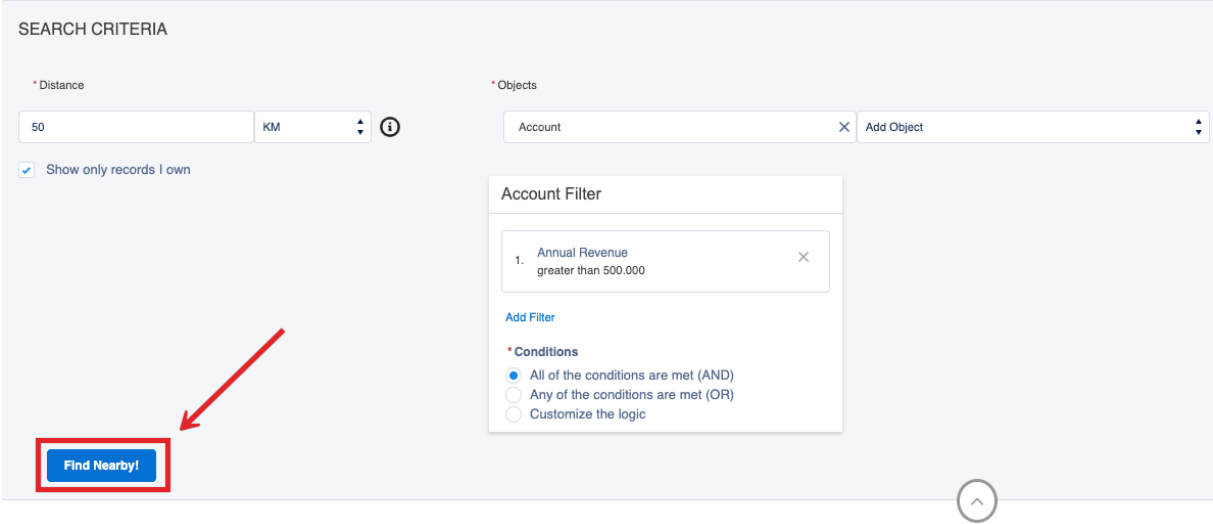
Close Save

To open previously saved Search Criteria, click “Open Search Criteria” (F) and click Open next to the criteria you want to use. To cancel hit Close. To delete an existing criterion just click Delete next to the desired criteria.



## 2.4 Start the search

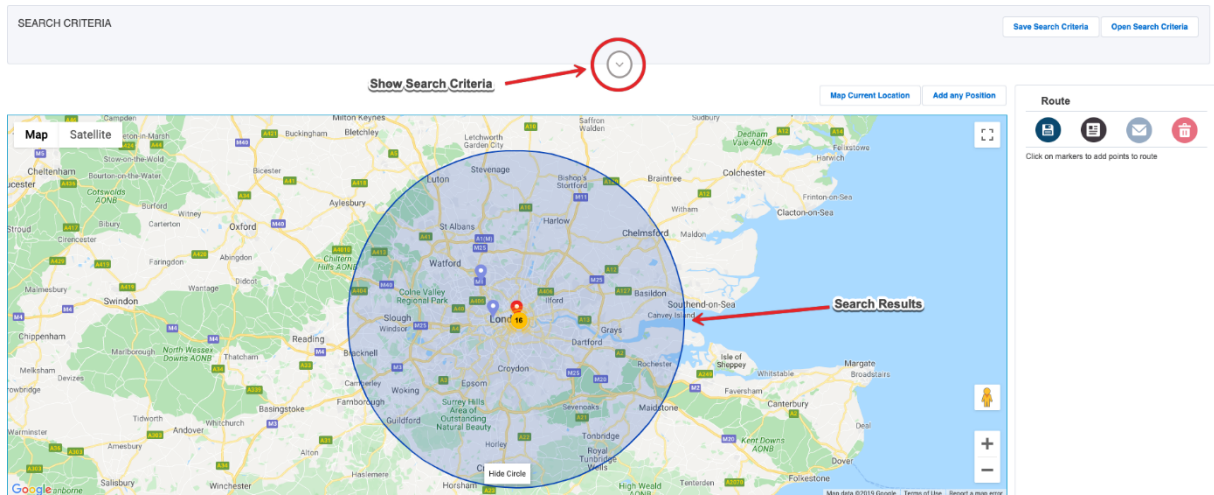
Click “Find Nearby!” to perform the search.



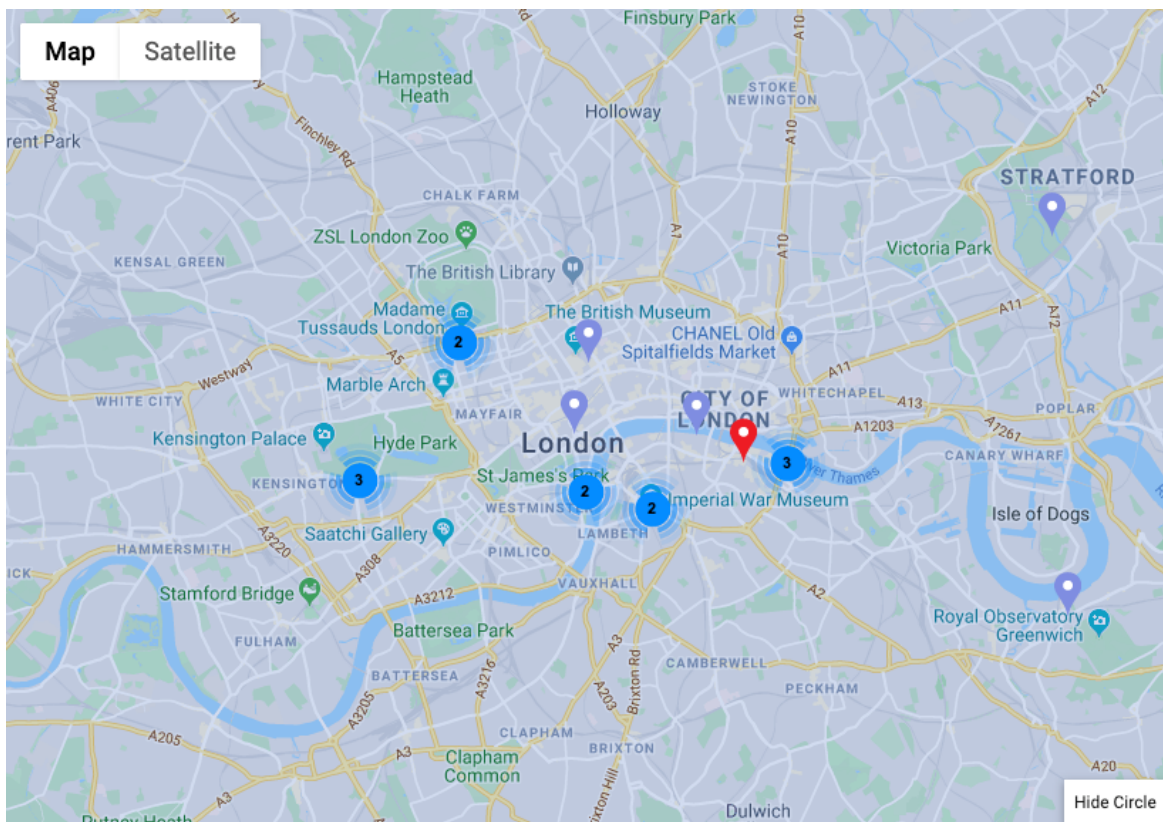
You will then be forwarded to the search results.

# 3 SEARCH RESULTS AND LITTLE HELPERS

Your search results are displayed on the map as well as in a list view below the map. To show the Search Criteria and edit them click on the down arrow to expand the section. The markers on the map are displayed in the color you are used to from using Lightning Design.

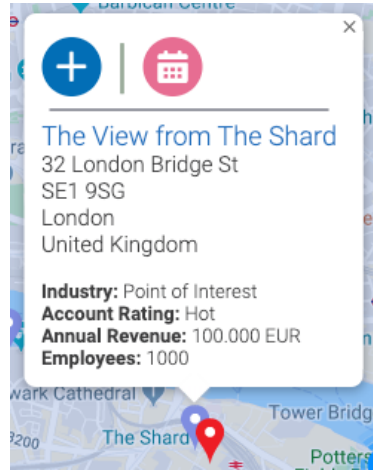


If there were many records on the map found at once, these will be combined in a group. The circle shows the number of records within the group. As soon as you click on one of these markers, you zoom into the map and the individual records are displayed as separate markers on the map.



By clicking on a location's marker, you can get further information.

The additionally to the address shown fields can be edited by your Admin. He can choose to show up to 5 fields in the info window.





### 3.1 List View below the map

In addition to the markers on the map you find a list view with your search results below the map. First you see the Main Address (A). This is either your current position or any valid address. This depends on what you mapped at the beginning of your search (see chapter 1 Start Mapping).

Next, you find a subtabs (B) for each object you selected in the Search Criteria (see chapter 2.2 Select Objects and Add Filters). Click on the according subtab to display the mapped records for the object.













Below you see the mapped records (C) of the object selected (B).

**Main Address** (A)

ACTIONS	NAME	ADDRESS
 	The View from The Shard	32 London Bridge St, London

Search Results Download CSV

**ACCOUNTS** (B) CONTACTS LEADS

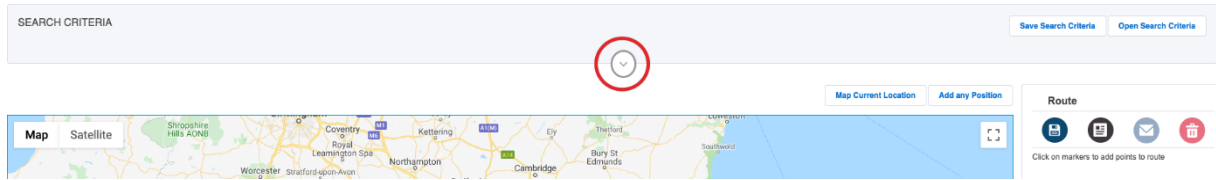
ACTIONS	NAME	ADDRESS	INDUSTRY	ACCOUNT RATING	ANNUAL REVENUE	EMPLOYEES	LINEAR DISTANCE
 	Tower Bridge	Tower Bridge Rd, SE1 2UP London, United Kingdom	Point of Interest	Warm	250.000 EUR	2500	0.7
 	London Eye	The Queen's Walk, SE1 7PB London, United Kingdom	Point of Interest	Cold	2.000 EUR	20	0.55
 	Imperial War Museum	52 Lambeth Rd, SE1 6HZ London, United Kingdom	Point of Interest	Hot	5.000 EUR	50	1.73
 	The British Museum	Great Russell St, WC1B 3DG London, United Kingdom	Point of Interest	Warm	10.000 EUR	100	3.07
 	Madame Tussauds	Marylebone Rd, NW1 5LR London, United Kingdom	Point of Interest	Cold	20.000 EUR	200	5.2
 	London Zoo	Regent's Park, NW1 4RY London, United Kingdom	Point of Interest	Hot	50.000 EUR	500	5.4

(C)

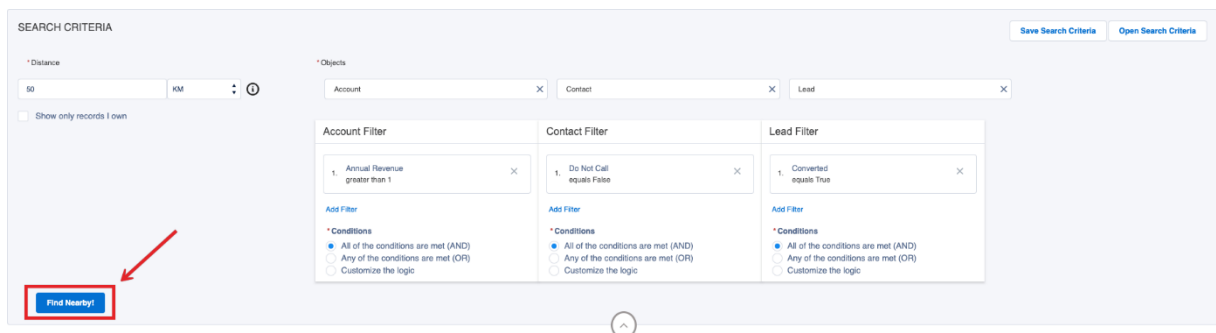
The columns shown in the list view are depending on the fields your Admin chose for the info window. There is again the possibility to add up to five fields. Ask your Admin for further information.

## 3.2 New Search

In case you want to adjust or change your search criteria after the result has been created, expand the Search Criteria section by clicking on the down arrow and start editing.

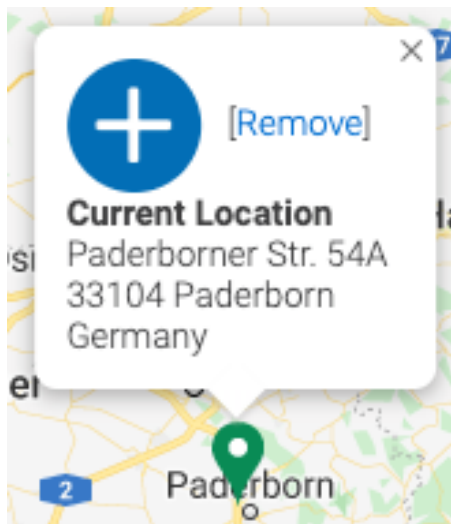
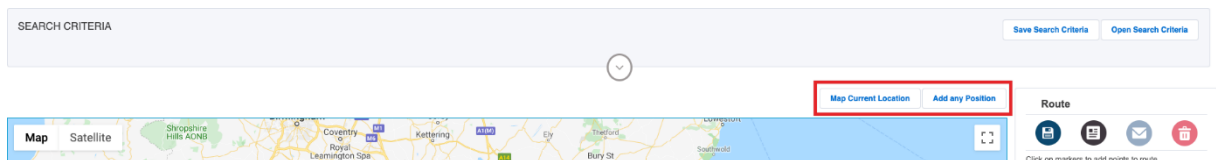


In order to show your changes, click “Find Nearby!” again.



## 3.3 Add custom location to map

You can also add your current address to the map. To map your current location click Map Current Location. You will be asked to grant access to tourManager24 to your browser’s geolocation functionality if that wasn’t confirmed before.



Your current position will be mapped with a green marker.

You can also add any valid address to the map. To do so, click “Add any Position”. A new dialogue will open.

When entering an address via manual input the fields Name, Street and City are required. After setting those values click “Add To Map”.

**Add any Position**

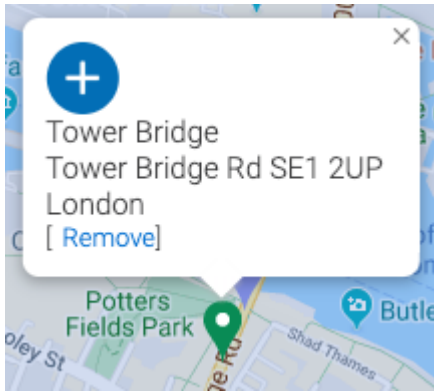
\* Name

\* Street

\* City

Postal Code

Cancel
Add To Map



The location will then be added to the map highlighted with a red marker.

You can only add one custom location to the map. So when the initial location was set via manual input or any location was added before search you cannot add a location via this functionality.

### 3.4 Highlight a Location

You can use the items in the list view below the map to highlight locations on the map.







(1) Click on the list item’s marker

Search Results
Download CSV

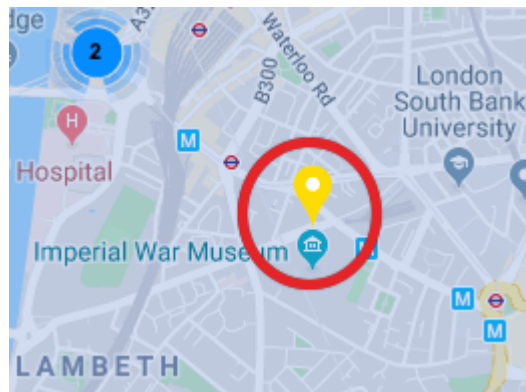
ACCOUNTS	CONTACTS	LEADS						
ACTIONS	NAME	ADDRESS	INDUSTRY	ACCOUNT RATING	ANNUAL REVENUE	EMPLOYEES	ACTIVE	LINEAR DISTANCE
1 <span style="font-size: 0.8em;">+</span> <span style="font-size: 0.8em;">📍</span>	Tower Bridge	Tower Bridge Rd, SE1 2UP London, United Kingdom	Point of Interest	Warm	250,000 EUR	2500		0.7
2 <span style="font-size: 0.8em;">+</span> <span style="font-size: 0.8em;">📍</span>	London Eye	The Queen's Walk, SE1 7PB London, United Kingdom	Point of Interest	Cold	2,000 EUR	20		0.55
3 <span style="font-size: 0.8em;">+</span> <span style="font-size: 0.8em;">📍</span>	Imperial War Museum	52 Lambeth Rd, SE1 8HZ London, United Kingdom	Point of Interest	Hot	5,000 EUR	50		1.73

(2) The icon gets highlighted in the list view...

Search Results Download CSV

	ACCOUNTS	CONTACTS	LEADS						
	ACTIONS	NAME	ADDRESS	INDUSTRY	ACCOUNT RATING	ANNUAL REVENUE	EMPLOYEES	ACTIVE	LINEAR DISTANCE
1	 	Tower Bridge	Tower Bridge Rd, SE1 2UP London, United Kingdom	Point of Interest	Warm	250.000 EUR	2500		0.7
2	 	London Eye	The Queen's Walk, SE1 7PB London, United Kingdom	Point of Interest	Cold	2.000 EUR	20		0.55
3	 	Imperial War Museum	52 Lambeth Rd, SE1 6HZ London, United Kingdom	Point of Interest	Hot	5.000 EUR	50		1.73

(3) ... and on the map.

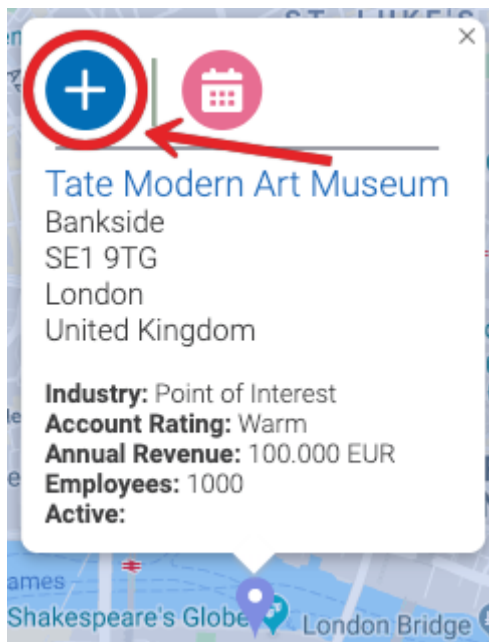


Click the icon again to remove the highlighting.

## 4 ROUTING

### 4.1 Add to Route

#### Via Info Window



Click on the marker of the location you want in order to add it to the route. An info window will then show details of this location. Click on the "Add To Route" icon.



## Via List View

Scroll down to the list view. Click the Add to Route icon next to the location you want to add to the route.

**Main Address**

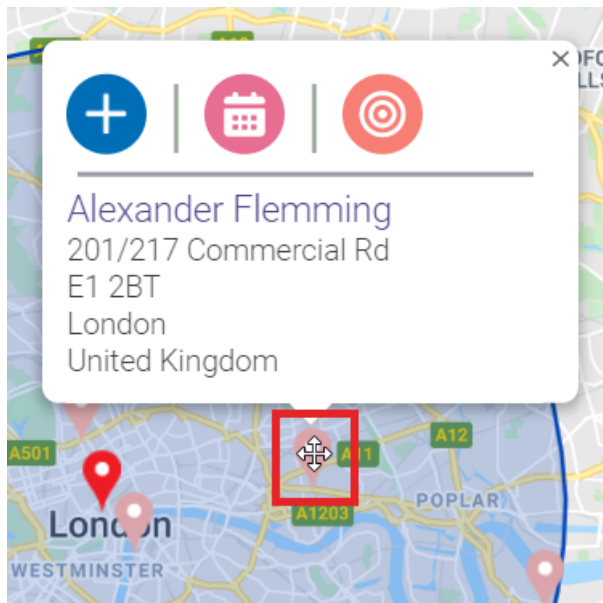
ACTIONS	NAME	ADDRESS
	The View from The Shard	32 London Bridge St, London

**Search Results** [Download CSV](#)

ACTIONS	NAME	ADDRESS	INDUSTRY	ACCOUNT RATING	ANNUAL REVENUE	EMPLOYEES	ACTIVE	LINEAR DISTANCE
	Tower Bridge	Tower Bridge Rd, SE1 2UP London, United Kingdom	Point of Interest	Warm	250,000 EUR	2500		0.7
	London Eye	The Queen's Walk, SE1 7PB London, United Kingdom	Point of Interest	Cold	2,000 EUR	20		0.55
	Imperial War Museum	52 Lambeth Rd, SE1 8HZ London, United Kingdom	Point of Interest	Hot	5,000 EUR	50		1.73

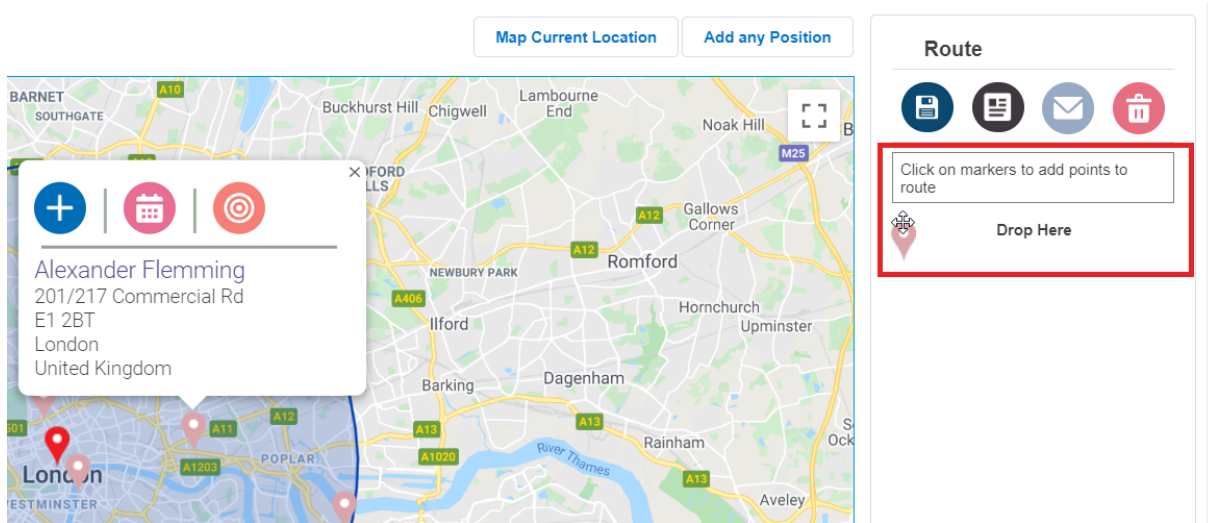
## Via Drag-and-Drop

You can also add points to the Route via grabbing them in the map and dragging the marker to the Route panel.



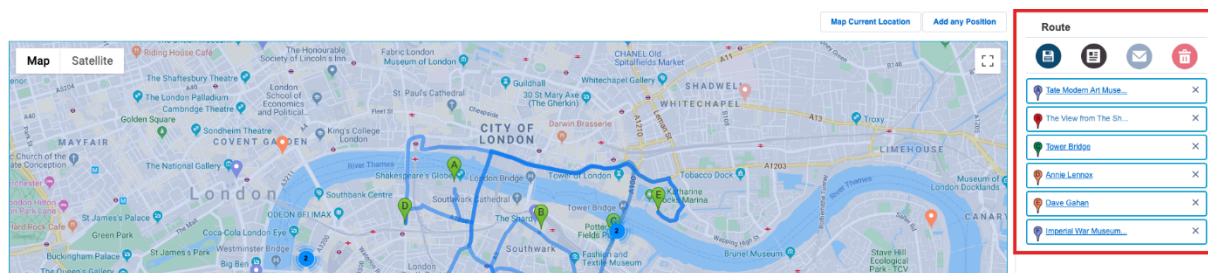
Click on the marker of the record. The Info Window will open. At the same time you cursor will become a cross. This signals that you can now drop the marker.

In the Route panel is now shown where to drag the marker. Just drag it to the marked space and let it go. A new point is now added to the Route.



## 4.2 Arrange a Route

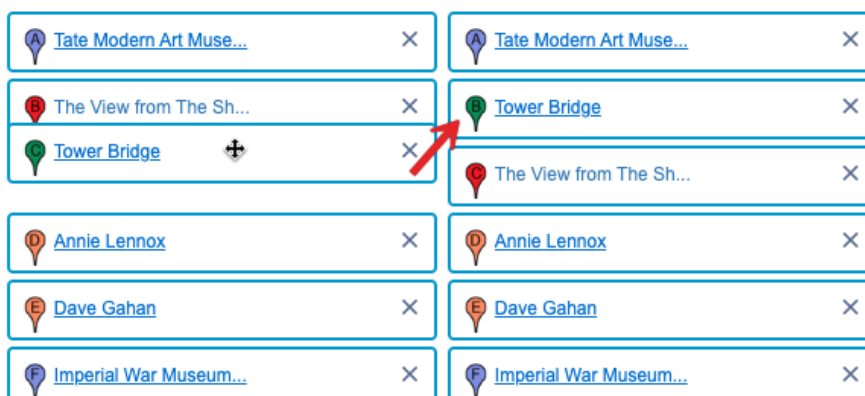
In the Route menu all locations you added to the route are displayed in the order they have been selected.



## 4.3 Rearrange a Route

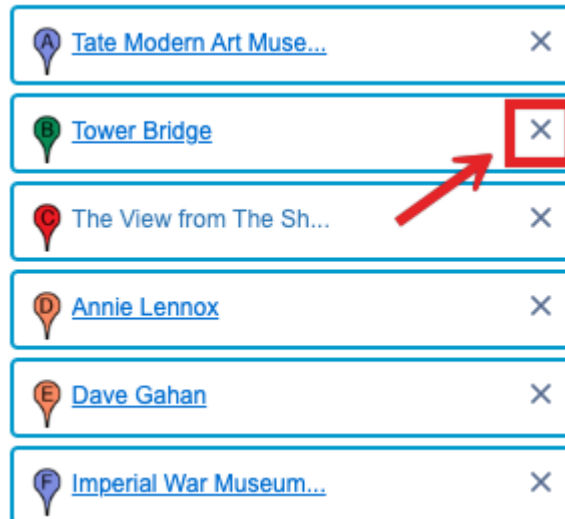
Your route can be rearranged very easily via drag and drop.

Click on a location in the Route menu and hold it. Afterwards, drag it to the desired position. Your route will be rearranged automatically on the map as well.



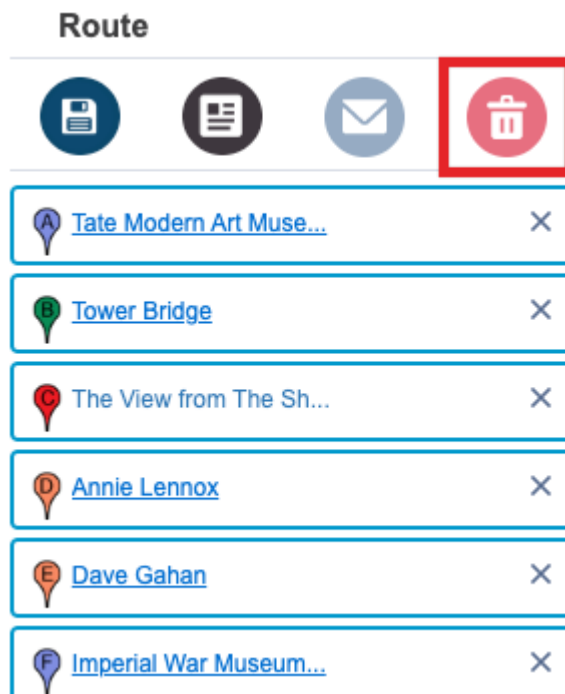
## 4.4 Remove single locations from a Route

To remove a single location from your route, click on the X next to the location in the Route menu.



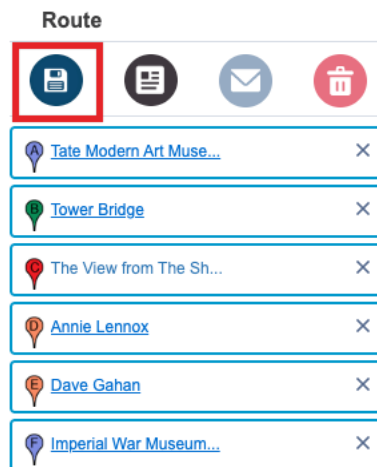
## 4.5 Remove all locations from Route

You can clear a Route with one click. Click the Clear Route icon in the Route menu. All locations are removed from the Route.



## 4.6 Save Route and create Events

Click on the Save Route icon.



Decide whether you would like to

(1) save the route without creating an event (No event)

The 'Save Route' dialog box contains the following elements:

- Three radio buttons for event creation:  No event,  Create Event for Route, and  Event for each point.
- A text input field for '\*Route Name'.
- A dropdown menu for '\*Assigned To' showing 'CCG Extern tourManager' with a close button (X).
- 'Cancel' and 'Save' buttons at the bottom right.

(2) save the route and create an event for the whole route in your calendar (Create Event for Route)

### Save Route

---

No event  Create Event for Route  Event for each point

---

\*Route Name

\*Date

\*Start

\*End

\*Assigned To

(3) save the route and create an event for each point on your route (Event for each point) in your calendar

### Save Route

---

No event  Create Event for Route  Event for each point

---

\*Route Name

\*Date

NAME	START / END (HH:MM)
Tate Modern Art Museum	Start <input type="text" value="12:56"/> <input type="text"/>
	End <input type="text" value="13:56"/> <input type="text"/>
Tower Bridge	Start <input type="text" value="14:56"/> <input type="text"/>
	End <input type="text" value="15:56"/> <input type="text"/>
The View from The Shard	Start <input type="text" value="16:56"/> <input type="text"/>
	End <input type="text" value="17:56"/> <input type="text"/>
	Start <input type="text" value="18:56"/> <input type="text"/>

Then click the “Save” button to confirm your input. You can close the dialogue without saving a route by click on “Cancel”.

You can also create an event for a single location of your search results without leaving tourManager24. See “6.1 Create Events for a single location”.

Whenever you create a Route, no matter whether it's with or without Events, you've got the possibility to assign it to another user.

Save Route

Update Route  New Route

No event  Create Event for Route  Event for each point

\* Route Name

\* Date

\* Start

\* End

\* Assigned To

Cancel Save

## Calendar Entry (Events)

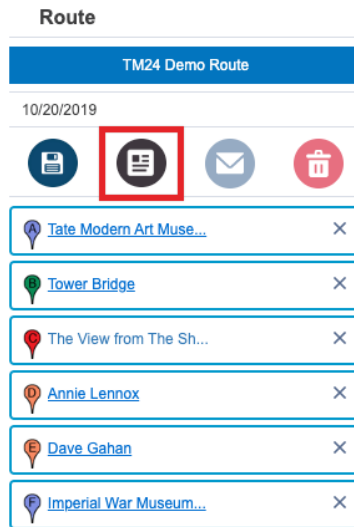
Once you have created a calendar entry when saving a route you can access it via the calendar view on your Salesforce home page.

Calendar  
October 14, 2019–October 20, 2019

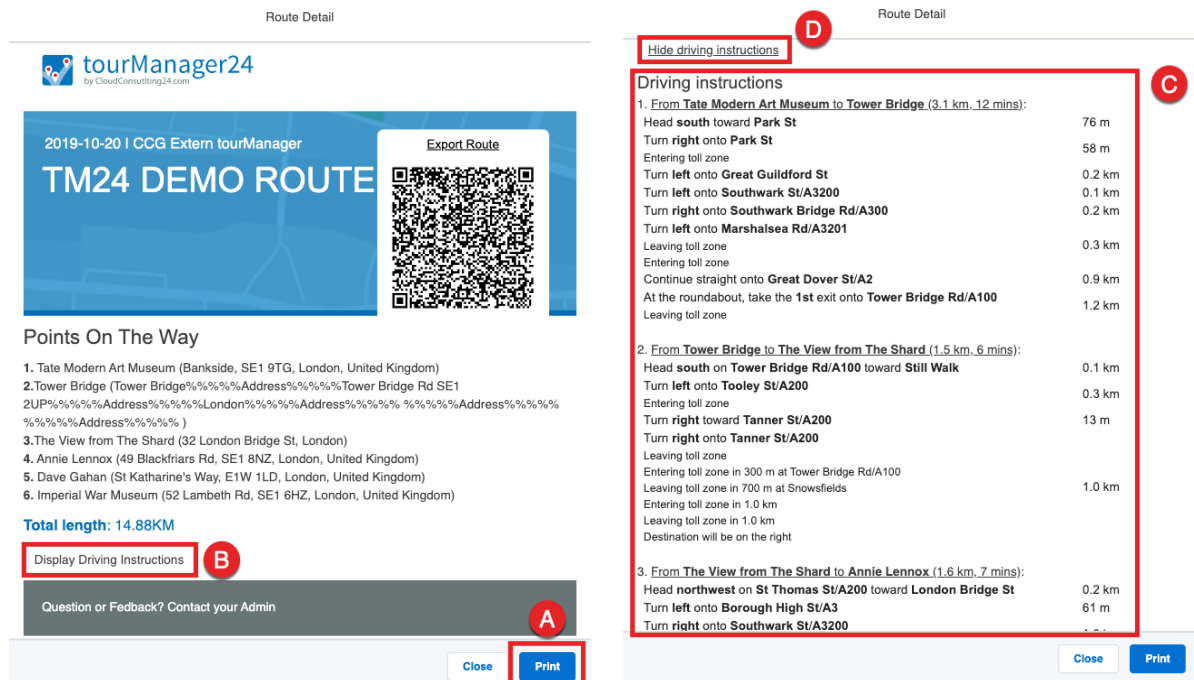
GMT +2	MON 14	TUE 15	WED 16	THU 17	FRI 18
13			Route : TM24 Demo Route - 1(Tate Modern Art Museum) 13-14		
14					
15			Route : TM24 Demo Route - 2(Tower Bridge) 15-16		
16					
17			Route : TM24 Demo Route - 3(The View from The Shard) 17-18		
18					
19			Route : TM24 Demo Route - 4(Annie Lennox) 19-20		
20					
21			Route : TM24 Demo Route - 5(Dave Gahan) 20:30-21:30		
22					

## 4.7 Viewing and printing driving instructions

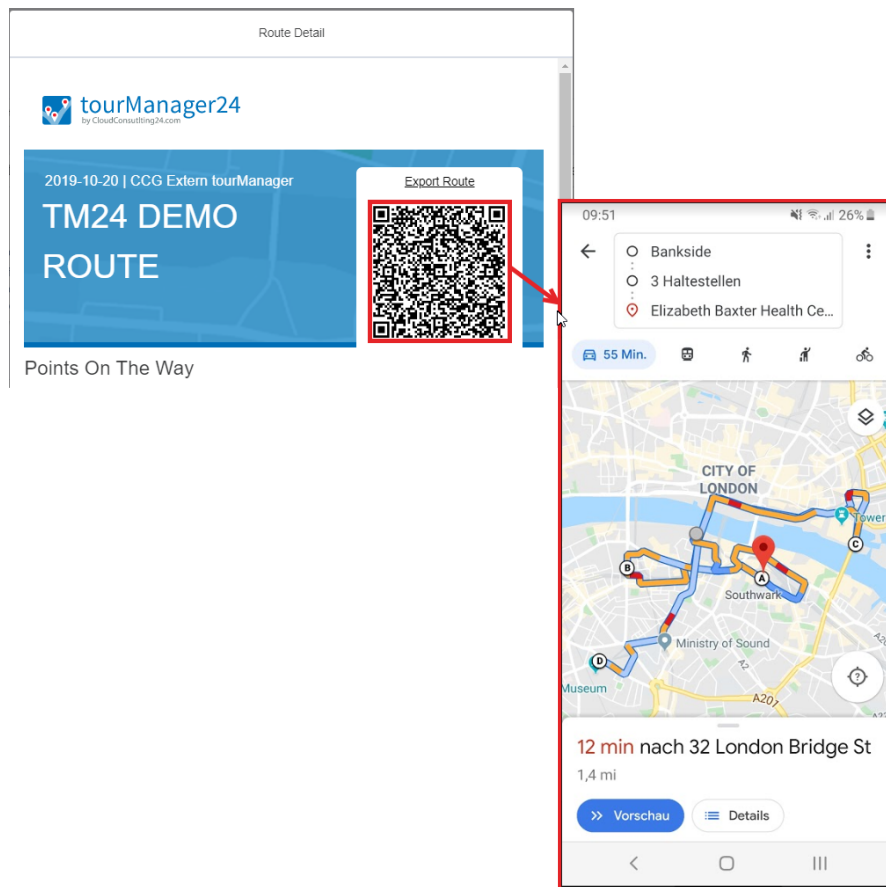
By clicking on the “Show Details” icon in the Route menu a window will open and display the POINTS ON THE WAY.



In the Route Details, you will find the points on the way in the order you have arranged the route. You can print the details (A). When you click on Display driving instructions (B) you will find the driving instructions (C) for the points on the way. Click Hide driving instructions (D) to collapse the details again.

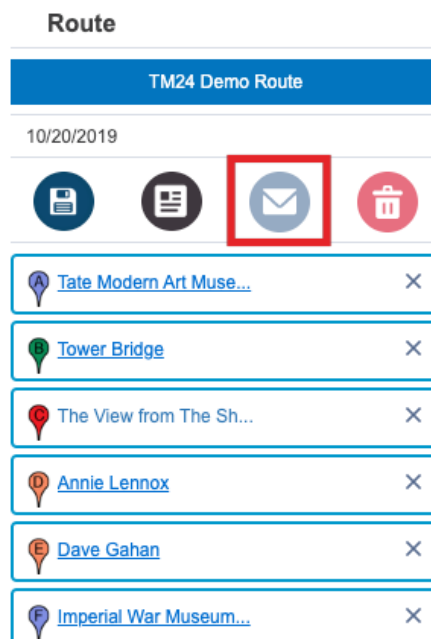


Additionally, you've got the chance to scan the QR Code in the header with your mobile device. Your Route will be opened directly in Google Maps.



## 4.8 Sending a Route via Email

To send a route via email click Send Route via Email.





You have two options to send a Route. You can choose to send to a Salesforce user (A) or enter any email address (B) you want to send the Route to. Optionally add a subject line and a message for the recipient (C). Choose whether to include driving instructions or not (D).

### Email Route

Send to user  
🔍

Enter Email

Subject

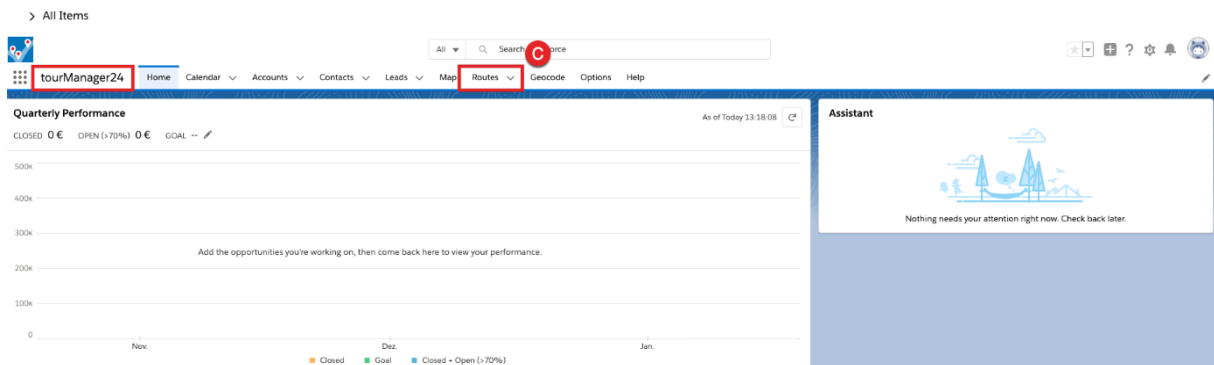
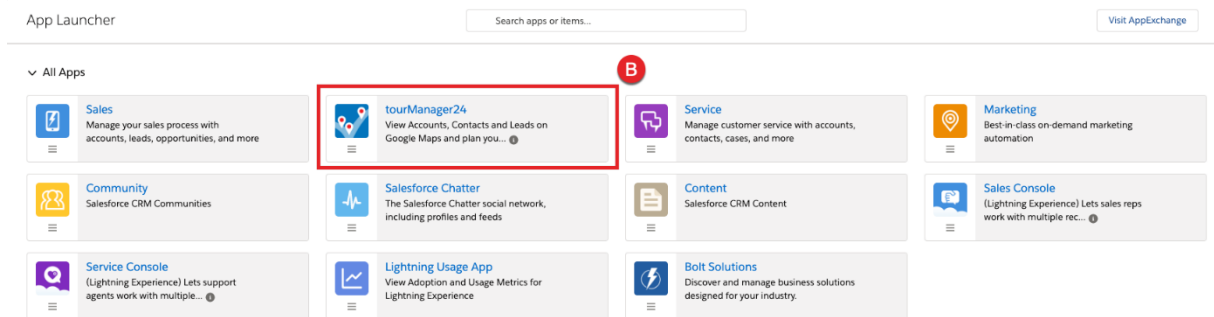
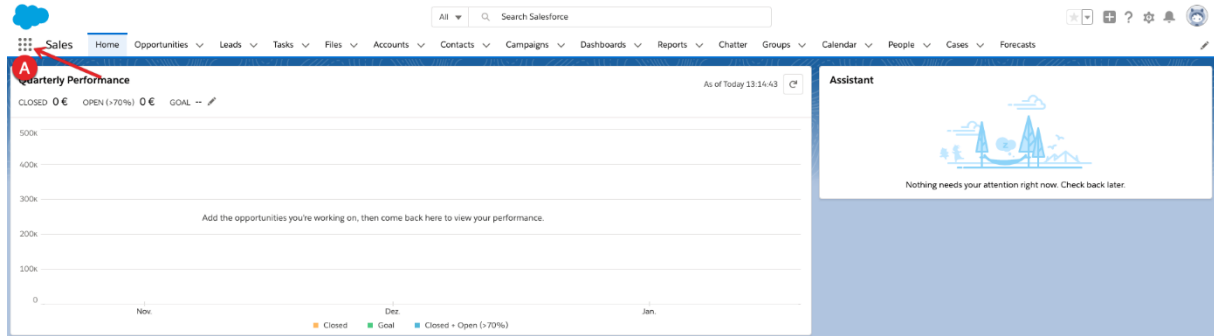
Message

Include driving instructions

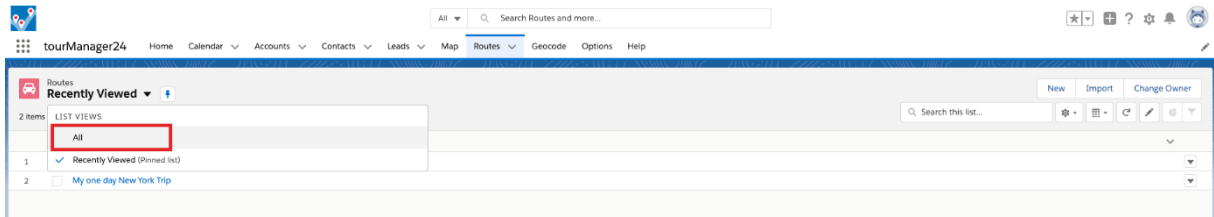
# 5 ACCESS SAVED ROUTES

## 5.1 Access via Routes tab

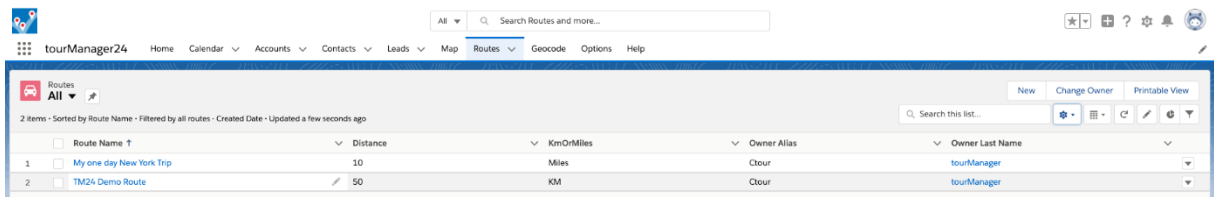
In case the Routes tab is not visible in your navigation bar yet, go to the App Launcher (A) in the Salesforce navigation bar. Then select tourManager24 (B) and go to the Routes tab (C).



In the list view you will find Recently Viewed Routes.

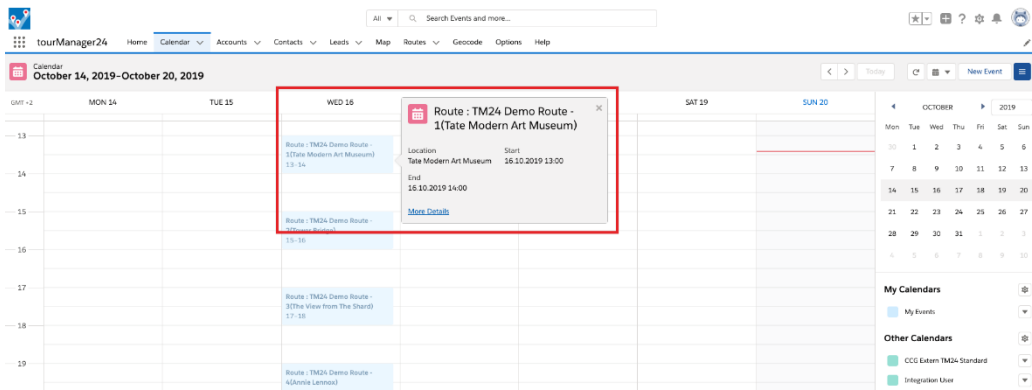


To show all Routes select the list view ALL. All your saved Routes are listed with name and date. Click on the Route Name to access the desired route.

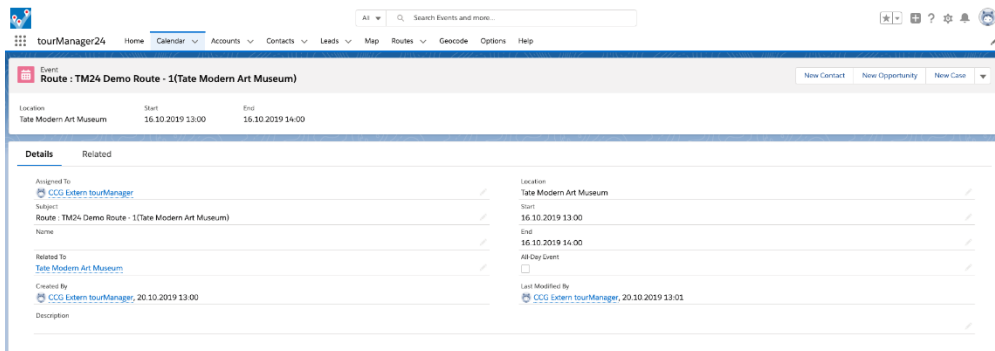


## 5.2 Access via Calendar

If you created a calendar entry when saving the route, you can access it via the calendar view.



Click on the event to see details.



Optionally add further details to the event.

# 6 OTHER FUNCTIONALITIES

## 6.1 Create Event for a single Location

You can create events for single locations within tourManager24 app after you performed a “FIND NEARBY!” search. To create an event, click the on Create Event icon in the info window.

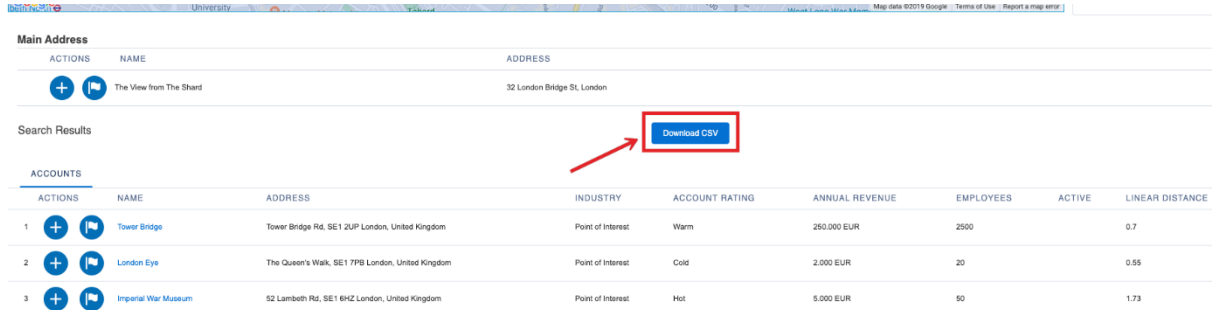


A dialogue will open in which you can enter the data for your event. The fields Subject, Date, Start and End are required.

A screenshot of a "Create Event" dialog form. The title "Create Event" is centered at the top. Below the title, there are several fields: a "Subject" field with the text "via tourManager24", a "Description" field which is empty, and an "Assigned To" field with a dropdown menu showing "CCG Extern tourManager". At the bottom, there are two date and time pickers for "Start" and "End", each with a "Pick a Date" button and a calendar icon. At the very bottom right, there are "Save" and "Close" buttons.

## 6.2 Export Search Results

You can download the Search Results as a .csv file. The Download CSV button is located within the Search Results section right below the map.



The screenshot shows a search results interface. At the top, there is a 'Main Address' section with a table containing one row: 'The View from The Shard' at '32 London Bridge St, London'. Below this is a 'Search Results' section with a 'Download CSV' button highlighted by a red box and a red arrow. Underneath is an 'ACCOUNTS' table with three rows of account information.

ACTIONS	NAME	ADDRESS	INDUSTRY	ACCOUNT RATING	ANNUAL REVENUE	EMPLOYEES	ACTIVE	LINEAR DISTANCE
1	+	📍 Tower Bridge	Tower Bridge Rd, SE1 2UP London, United Kingdom	Point of Interest	Warm	250,000 EUR	2500	0.7
2	+	📍 London Eye	The Queen's Walk, SE1 7PB London, United Kingdom	Point of Interest	Cold	2,000 EUR	20	0.55
3	+	📍 Imperial War Museum	52 Lambeth Rd, SE1 6HZ London, United Kingdom	Point of Interest	Hot	5,000 EUR	50	1.73

The page on which you can download your .csv file will then open in a new tab. Click “Download CSV (Account)” to download the accounts, “Download CSV (Contact)” to download contacts and “Download CSV (Lead)” to download leads.

## Search Result

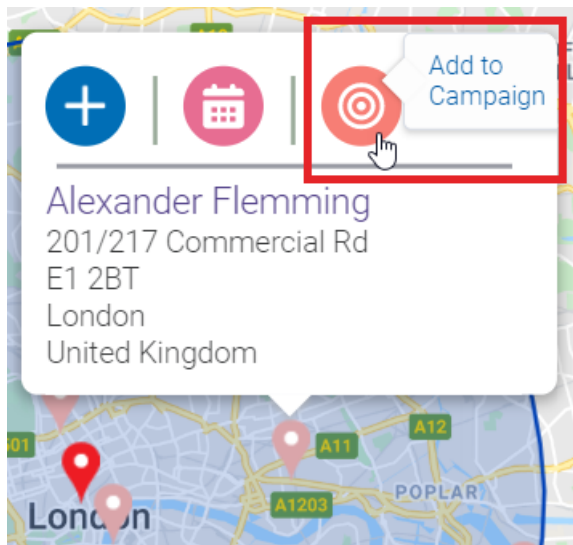
[Download CSV \(Account\)](#)

[Download CSV \(Contact\)](#)

[Download CSV \(Lead\)](#)

## 6.3 Add Leads & Contacts to a Campaign

Especially for Contacts and Leads tourManager24 gives you the possibility to add them to a Campaign right from the map.



You can do this via the information window. Just open it and click the “Add to Campaign” button.

Another way to add Leads or Contacts to a Campaign is to scroll down to the List View below the map. There, you can either add the records one by one by clicking the “Add to Campaign” button.

CONTACTS				
<input type="checkbox"/>	ACTIONS	NAME	ADDRESS	LINEAR DISTANCE
<input type="checkbox"/>	1 + 🗺️ 🎯	William Shakespeare	2/22 Streatham Pl, SW2 4PZ London, United Kingdom	7.05
<input type="checkbox"/>	2 + 🗺️ 🎯	Charles Darwin	76/76 Queensway, W2 3LR London, United Kingdom	3.92
<input type="checkbox"/>	3 + 🗺️ 🎯	Isaac Newton	30-32 St John's Rd, SW11 1PW London, United Kingdom	5.84
<input type="checkbox"/>	4 + 🗺️ 🎯	Ernest Shackleton	County Hall, Westminster Bridge Rd, SE1 7PB London, United Kingdom	1.27
<input type="checkbox"/>	5 + 🗺️ 🎯	James Cook	134 Tottenham Court Rd, W1T 5BA London, United Kingdom	1.65

Or you can choose either all Contacts or Leads to add by ticking the checkbox within the headline of the list view or only some special records by ticking the box in front of each record. Afterwards click the button “Add to Campaign” above the list view.

Search Results Download CSV **Add to Campaign**

CONTACTS				
<input type="checkbox"/>	ACTIONS	NAME	ADDRESS	LINEAR DISTANCE
<input checked="" type="checkbox"/>	1 + 🗺️ 🎯	William Shakespeare	2/22 Streatham Pl, SW2 4PZ London, United Kingdom	7.05
<input type="checkbox"/>	2 + 🗺️ 🎯	Charles Darwin	76/76 Queensway, W2 3LR London, United Kingdom	3.92
<input checked="" type="checkbox"/>	3 + 🗺️ 🎯	Isaac Newton	30-32 St John's Rd, SW11 1PW London, United Kingdom	5.84
<input checked="" type="checkbox"/>	4 + 🗺️ 🎯	Ernest Shackleton	County Hall, Westminster Bridge Rd, SE1 7PB London, United Kingdom	1.27
<input checked="" type="checkbox"/>	5 + 🗺️ 🎯	James Cook	134 Tottenham Court Rd, W1T 5BA London, United Kingdom	1.65
<input type="checkbox"/>	6 + 🗺️ 🎯	Alexander Flemming	201/217 Commercial Rd, E1 2BT London, United Kingdom	5.0
<input type="checkbox"/>	7 + 🗺️ 🎯	Stephen Hawking	Greenwich shopping Park, Bugsby's Way, SE7 7TZ London, United Kingdom	10.77
<input type="checkbox"/>	8 + 🗺️ 🎯	Charles Dickens	406 Holloway Rd, N7 6PZ London, United Kingdom	5.35

You can't add Contacts or Leads to a Campaign twice. When you do so, there's an error message shown say that the Campaign Member already exists.

## 6.4 Google Maps Functionalities

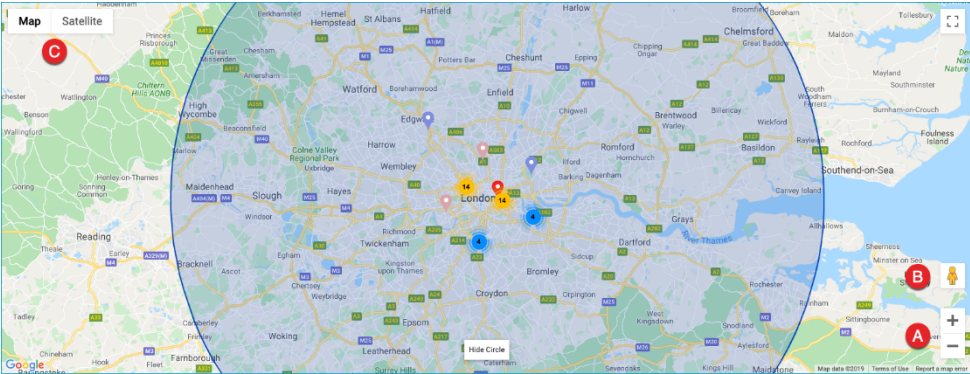
tourManager24 also supports some Google Maps functionalities. You can:

- (A) Zoom in and zoom out the map
- (B) Access Google Street View

Drag the yellow manikin onto the map and drop it at a location to access Google Street View (if available)

- (C) Change map type

Show map only or show in Satellite mode.



# CONTACT AND SUPPORT

We hope that these release notes are helpful and answer most of your questions. The following documentation is also available for your reference:

## Installation Guide

For further information about the installation process including how to set up Clean Rules and Geocoding, please read the [tourManager24 Installation Guide](#).

## Admin Guide

For further information about the installation process including how to set up Clean Rules and Geocoding, please read the [tourManager24 Admin Guide](#).

## Support

Please feel free to contact us [online](#) for further support, open questions and feedback.

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## About Us

Cloud Consulting Group – Your partner for Cloud IT!

We live and breathe Salesforce. Our service offering includes consulting, implementation, customization, project management, administration and training. If you are looking to transform your business into the cloud and want to unlock the potential of Salesforce and others we are excited to take you on this journey.

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