



INSTALLATION GUIDE

VERSION 6.1 | MARCH 2020

Content

1 Installation.....	3
2 Setup	7
2.1 Object Page Layout.....	7
2.2 Object Search Layout.....	7
2.3 Tabs	8
3 Geocode Your Data	8
3.1 Using Data Integration Rules.....	9
3.1.1 Set up Data.com Clean Rules	9
3.1.2 Monitor the Status	11
3.1.3 Set up using Data Integration Rules in tourManager24.....	11
3.1.4 Defining minimum Geocode Accuracy for Search Results	12
3.2 Set up tourManager24 Geocoding	12
3.2.1 Schedule tourManager24 Geocoding	14
3.2.2 Monitor your Geocode result.....	16
Contact And Support.....	18
Admin Guide	18
User Manual.....	18

Support.....	18
About Us.....	18
Contact.....	18

1 INSTALLATION

To install tourManager24 open the [tourManager24 listing](#) on AppExchange.

Click on Get It Now.

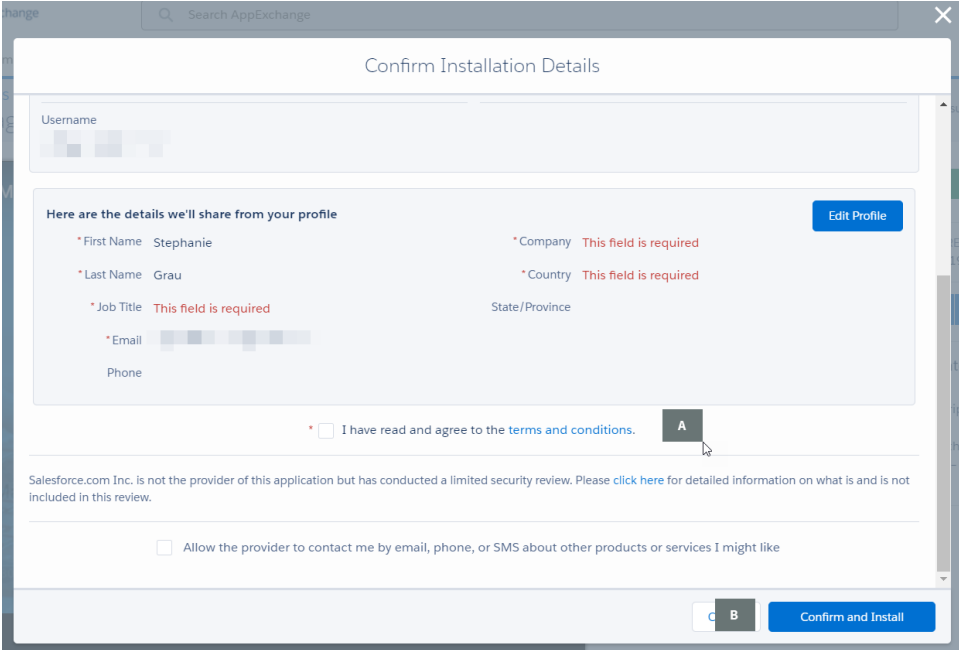
The screenshot shows the AppExchange listing for tourManager24. The main heading is "tourManager24 – easy mapping of your Salesforce data!". The pricing is "Starting at €8.9 EUR per user per month". There is a "Get It Now" button and a "TAKE A TEST DRIVE" button. The listing includes a video player, a rating of 5 stars (8 reviews), and a "Watch Demo" button. The description highlights features like "Map Data, Find Nearby Search, Filter Search, Create & Save Routes" and "View your Accounts, Contacts and Leads on Google Maps within Salesforce".

If you are not logged in already, please log into the AppExchange and your Salesforce.com org with your Salesforce.com credentials.

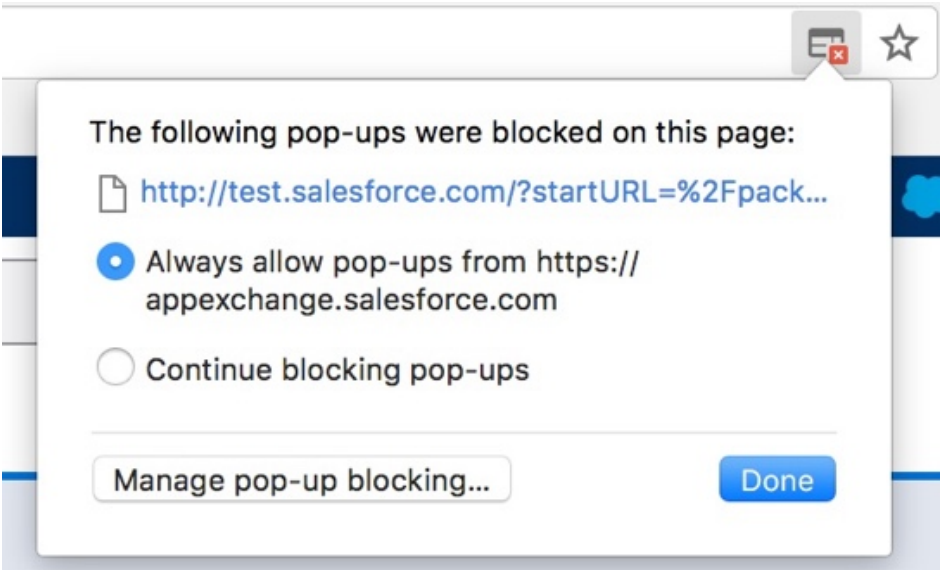
Then you can choose whether you want to install *tourManager24* in your production (A) or sandbox org (B).

The dialog box asks "Where do you want to install this package?". It provides two options: "Install in a Production Environment" (labeled A) and "Install in a Sandbox" (labeled B). A "Cancel" button is located at the bottom right.

Then, read the terms and conditions and accept them via ticking the checkbox next to I have read and agree to the terms and conditions (A). Then click the Confirm and Install button (B).

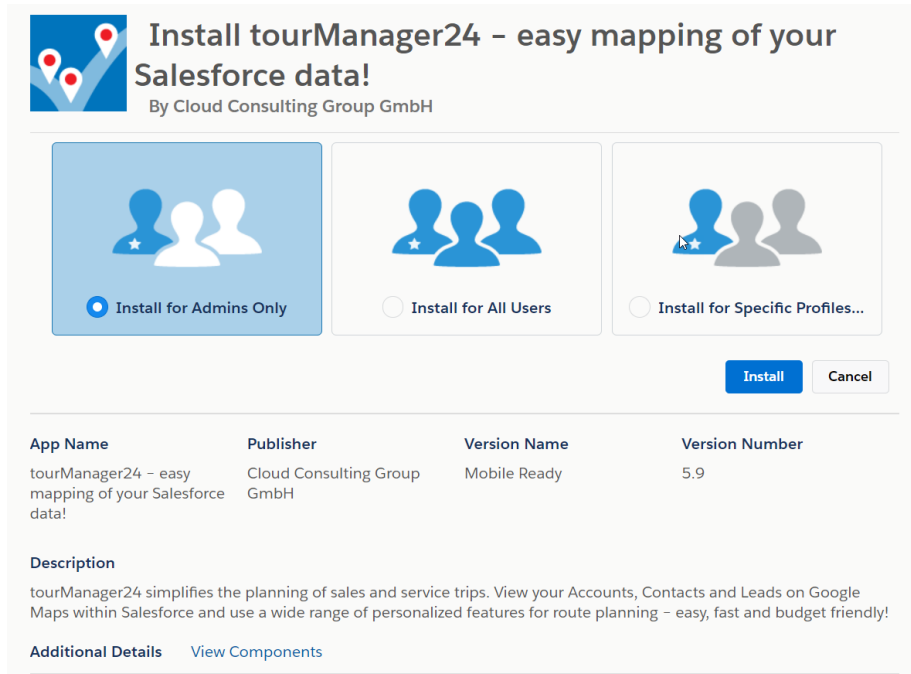


Depending on your browser setting you will have to allow pop-ups from Salesforce to proceed to the next step. If you do not want to allow pop-ups from Salesforce you will have to click on the link in the notification.

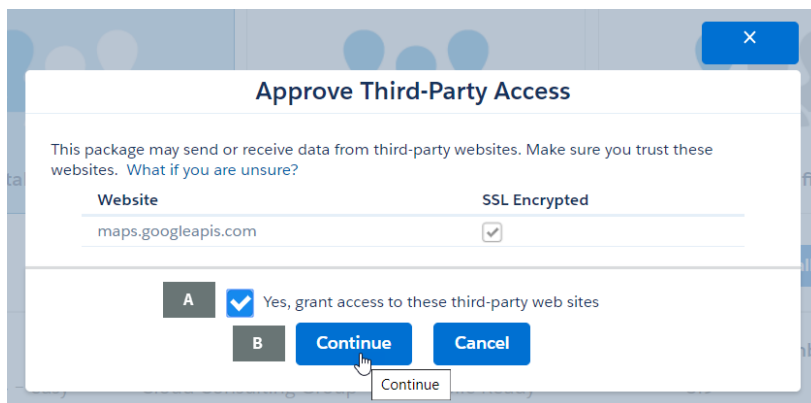


On the next screen please select for which profiles tourManager24 should be made available. You can decide whether to install the app for admins (Install for Admins Only), for all users in your org (Install for All Users) or for specific profiles (Install for Specific

Profiles...)). In case you have installed an earlier version of the app already it will say UPGRADE or if this is your first time it will say INSTALL *tourManager24*.



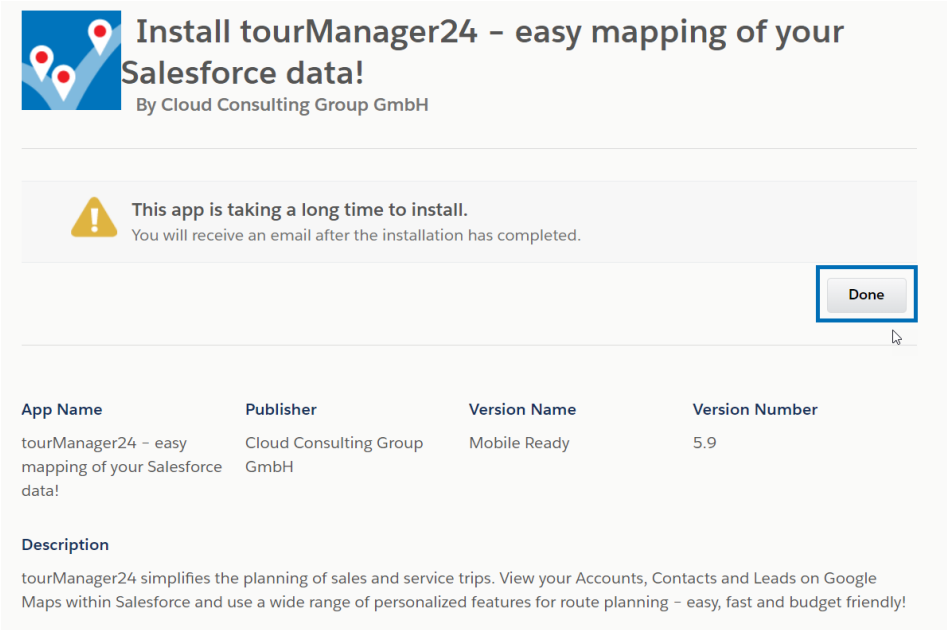
A pop-up will appear in which you have to grant access for the Google Maps API to your org. This is necessary as *tourManager24* uses this API for its geocoding and mapping services.



Tick the checkbox next to Yes, grant access to these third-party web sites (A). Then click Continue (B).

After that the installation process will start.

In some cases, it might take a while until *tourManager24* is installed and AppExchange informs you that you will receive an email when the installation has completed.



The screenshot shows the installation progress for the app "tourManager24 - easy mapping of your Salesforce data!". At the top, there is a logo with three location pins and the text "Install tourManager24 - easy mapping of your Salesforce data! By Cloud Consulting Group GmbH". Below this, a yellow warning icon is followed by the text "This app is taking a long time to install. You will receive an email after the installation has completed." A "Done" button is highlighted with a blue box. At the bottom, there is a table with the following data:

App Name	Publisher	Version Name	Version Number
tourManager24 - easy mapping of your Salesforce data!	Cloud Consulting Group GmbH	Mobile Ready	5.9

Below the table, there is a "Description" section with the text: "tourManager24 simplifies the planning of sales and service trips. View your Accounts, Contacts and Leads on Google Maps within Salesforce and use a wide range of personalized features for route planning - easy, fast and budget friendly!"

Click the Done button.

After you received the email you will find the *tourManager24* app within your "Installed Packages" in Salesforce Setup.

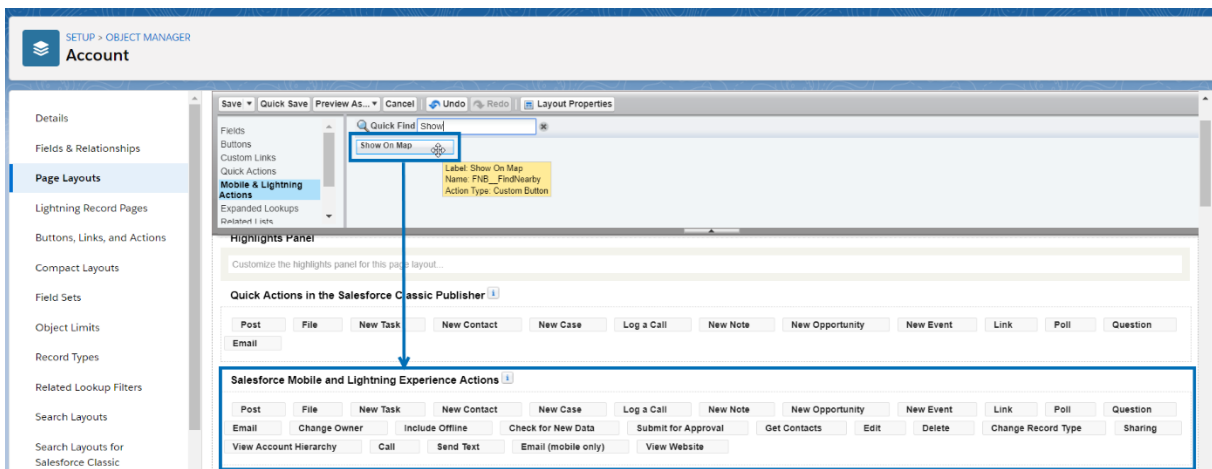
2 SETUP

Before getting started with the *tourManager24* app, please add the **buttons** to your **Page-** and **Search Layouts**. You need the buttons to access the map.

2.1 Object Page Layout

Add the Show on Map button to your Account, Contact and Lead Page Layout(s).

Go to Setup → Object Manager → Accounts → Page Layouts → Select the Page Layout where you want to add the button to. On the Edit Page go to Mobile & Lightning Actions and type Show on Map.



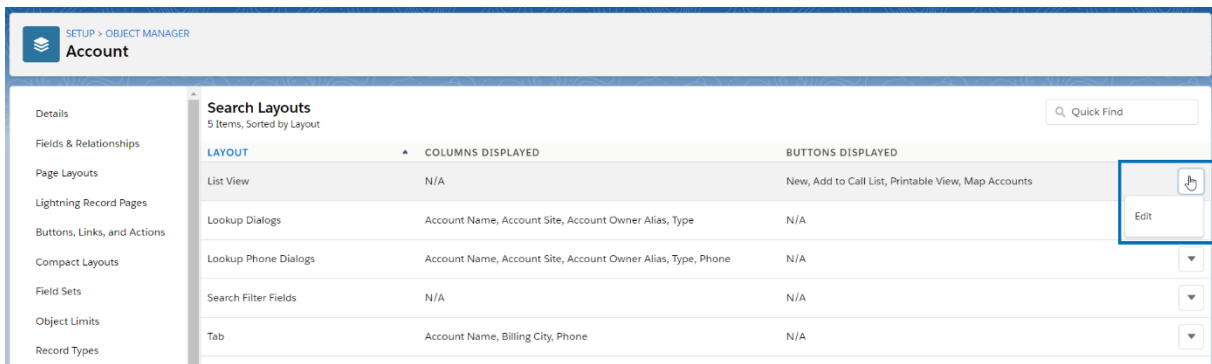
Please do the same for Contacts (Setup → Customize → Contacts → Page Layouts) and Leads (Setup → Customize → Leads → Page Layouts).

Repeat this step for all Page Layouts where you want to make the button available.

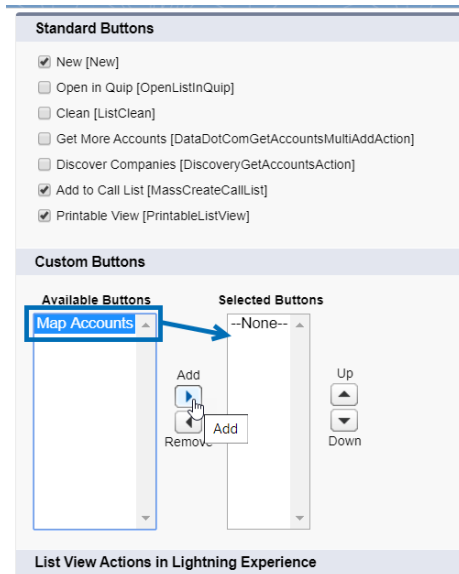
2.2 Object Search Layout

Add the Map button to the Search Layouts for Account, Contact, Lead, Opportunity and Case in order to make list views' multiple locations available to *tourManager24* and displayed on the map.

Go to Setup → Object Manager → Accounts → Search Layouts for Salesforce Classic. Click Edit next to “List View”.



On the “Edit Search Layout” page, select the Map Account button from the list of Available Buttons and add them to the Selected Buttons.



Please do the same for Contacts, Leads, Opportunities and Cases.

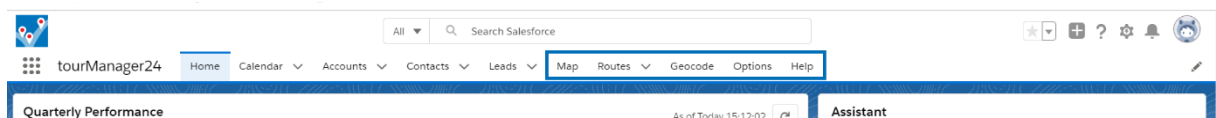
2.3 Tabs

The app will be delivered as managed package with the following tabs as default:

Home, Accounts, Contacts, Leads, Map, Routes, Geocode, Options, Help

You may choose to add the additional tabs to any of your existing apps. To integrate tourManager24 into one of your apps please add the following tabs:

Map, Routes, Geocode, Options, Help



For instructions to find the permission settings to make *tourManager24* available for your org’s users see the [Admin Manual](#).

3 GEOCODE YOUR DATA

The next steps can only be performed by a user with ADMIN permissions.

In order to depict your data on map, there must be geographical coordinates added to your Account, Contact and Lead records.

Within *tourManager24* you can choose to either geocode your data with *tourManager24* Geocoding or use Standard Salesforce Geocoding using Data.com geocode Clean Rules.

Using *tourManager24* Geocoding your data is geocoded using Google Maps API. Since *tourManager24* 4.2 release you can schedule this geocoding job.

We recommend using Standard Salesforce Geocoding if your org has more than 100,000 records (Accounts, Contacts and Leads) to be geocoded, as *tourManager24* underlies Google Map restrictions allowing only 100,000 API calls a day.

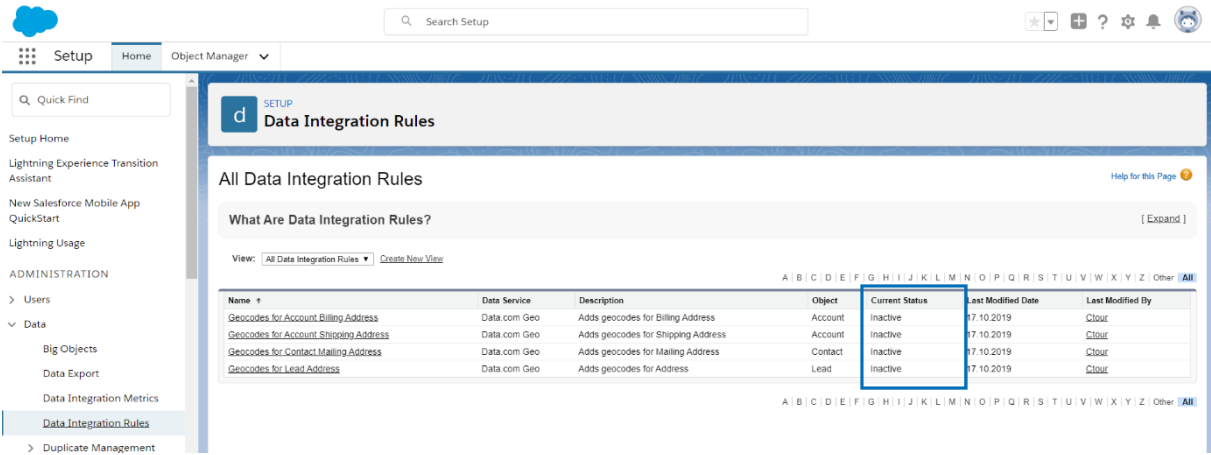
Our internal tests have shown some inaccuracies of the Standard Salesforce Geocoding feature resulting in several addresses which did not get proper geocodes.

3.1 Using Data Integration Rules

The functionality to use the geocoordinates provided by Salesforce via data integration rules for your records to be mapped in *tourManager24* is selected by default. In order to take advantage of the automatic cleaning and geocoding you first have to set up clean rules in your Org. Please notice that you don't need a Data.com license to use this feature.

3.1.1 Set up Data.com Clean Rules

To set up Clean Rules, go to Setup → Data Integration Rules. You will find a list of available Rules such as for Account Billing Address, Account Shipping Address, Contact Mailing Address and Lead Address.



In the column Current Status, you can see which Data Integration Rule is active and which isn't.

You can take a look at these settings to find out whether a Rule is active or not.

Edit Data Integration Rule
Geocodes for Account Billing Address

Rule Details

Data Integration Rule Details

Name: Geocodes for Account Billing Address
Description: Adds geocodes for Billing Address
Object: Account
Data Service: Data.com Geo

Data Integration Rule Settings

Update all records (recommended)

When records are updated, do the following:

Bypass triggers
 Bypass workflow rules
 Leave last-modified information unchanged

Current Status: Inactive

After adjusting the Rule Settings to your preferences, click Save.

Account Data Integration Rule
Geocodes for Account Billing Address

Rule Details

Name: Geocodes for Account Billing Address
Description: Adds geocodes for Billing Address
Object: Account
Data Service: Data.com Geo

Update all records (recommended):
Bypass triggers:
Bypass workflow rules:
Leave last-modified information unchanged:

Current Status: Inactive

Created By: Automated Process, 06.05.2019 14:19
Modified By: CCG.Extern.tour/manager, 17.10.2019 15:27

Buttons: Edit Rule Settings, Edit Field Mapping, Activate

In the next step you need to activate the Rule.

Finally, please confirm to enable the Rule.

Activate Data Integration Rule

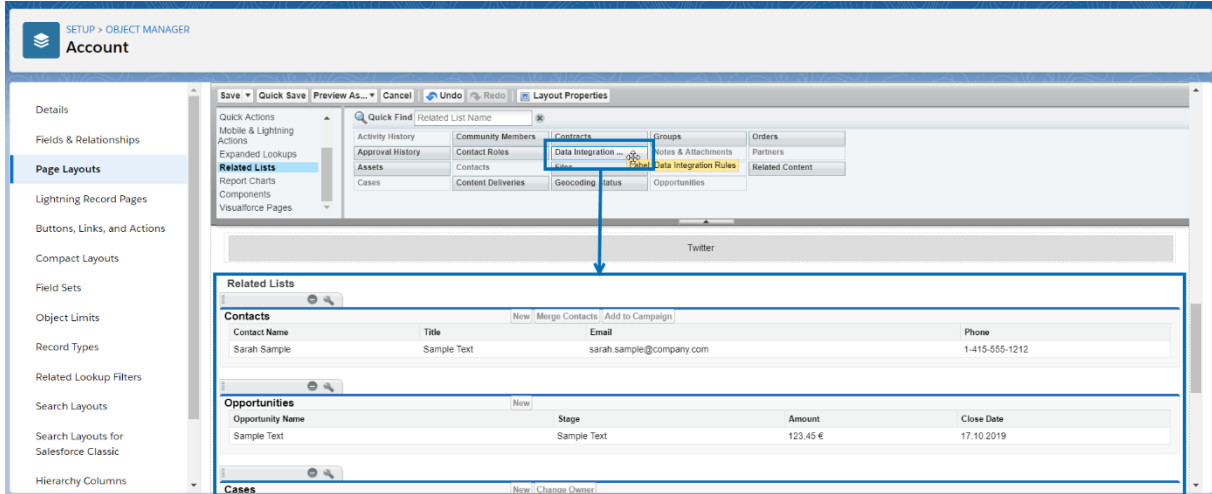
You're about to activate the Geocodes for Account Billing Address data integration rule.

Warning: Your data integration settings are configured to update all records. Based on your settings, data integration doesn't change the last-modified date and time of a record.

Buttons: OK, Cancel

3.1.2 Monitor the Status

You can monitor the Status of your records by adding the related list “Data Integration Rules” to your Page Layout.



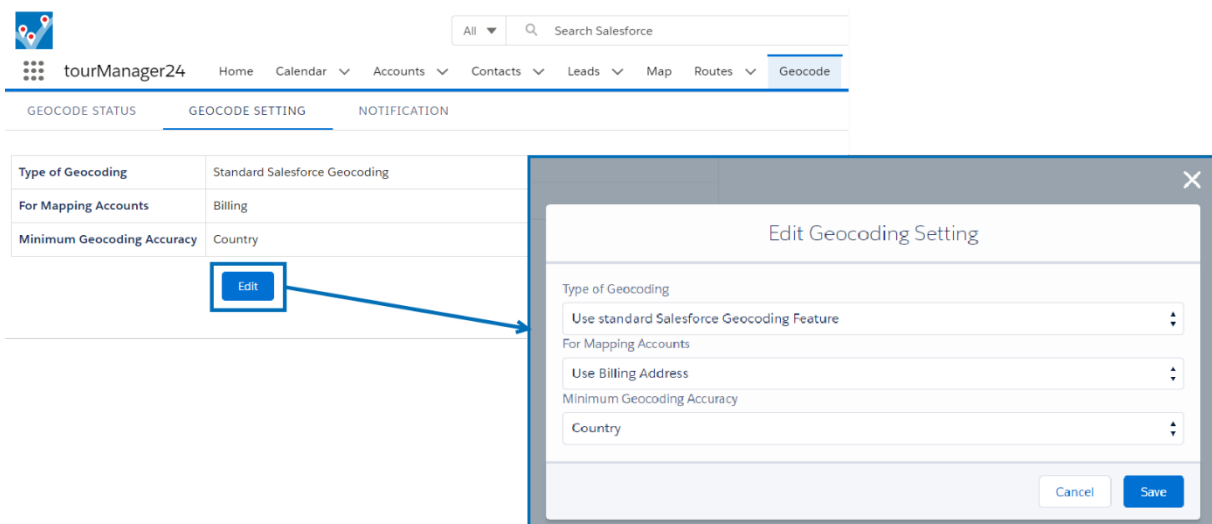
Please be aware that this related list can be seen only in the Salesforce Classic user interface. So, when you want to verify a record has been geocoded, please switch to Salesforce Classic and open the record there.

More information on Data Integration Rules can be found on

- [Documentation by Salesforce](#)
- [Geocode Data Integration Rules](#)
- [Considerations for Setting Up Geocode Data Integration Rules](#)
- [Full Guide Implement Data.com Clean \(Winter '17\)](#)

3.1.3 Set up using Data Integration Rules in tourManager24

To set up Salesforce Geocoding in tourManager24, go to the Geocode tab and select Use standard Salesforce Geocoding Feature.

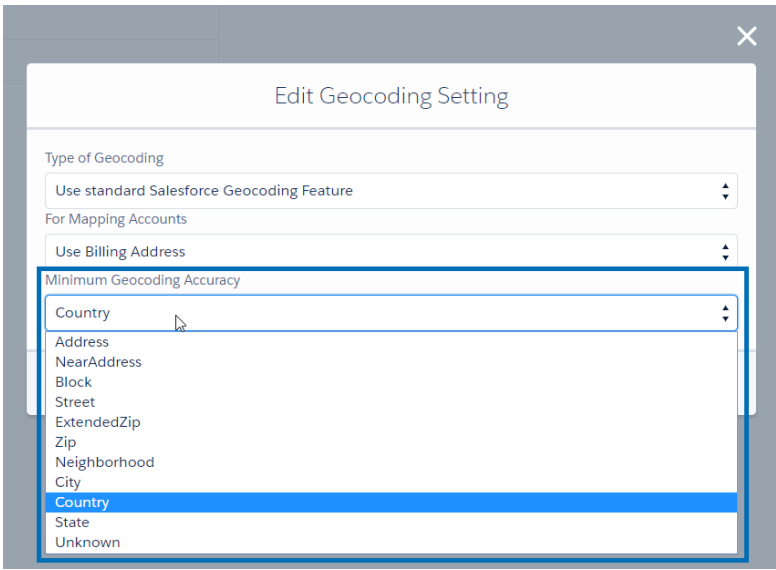


When you click “Edit” you can select whether to use the Shipping Address or Billing Address for showing your Accounts on map.

After you have set your preferences, click the “Save” button on top of the page.

3.1.4 Defining minimum Geocode Accuracy for Search Results

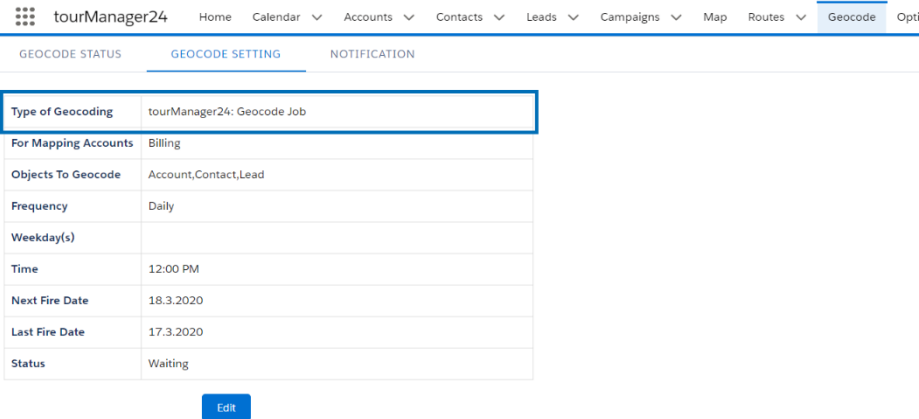
Another feature when selecting Salesforce geocoding is that you can set the minimum accuracy for items to be displayed as a search result.



When you click “Show on Map” on a record with an inaccurate geocoding it will be displayed regardless of what you have defined in the Minimum Geocode Accuracy setting.

3.2 Set up tourManager24 Geocoding

Per default, the Standard Salesforce Geocoding is set up. But the tourManager24 geocoding can be chosen upon first installation of the app and any time after under the Geocode App in Geocode Setting.



If you choose tourManager24 geocoding, you must enter your own API Key in one additional field.

The screenshot shows a dialog box titled "Edit Geocoding Setting". It contains several configuration options: "Type of Geocoding" is set to "Use tourManager24 Geocoding Feature"; "API Key" is an empty text field highlighted with a red border; "Use Billing Address" is a dropdown menu; "Objects to be geocoded" has checkboxes for "Account", "Contact", and "Lead", all of which are checked; "Frequency" is set to "Daily"; and "Time" is set to "12:00". At the bottom right, there are "Cancel" and "Save" buttons.

The credentials can be requested from Google. Please read through our [Admin Guide](#) detailed information how to do this.

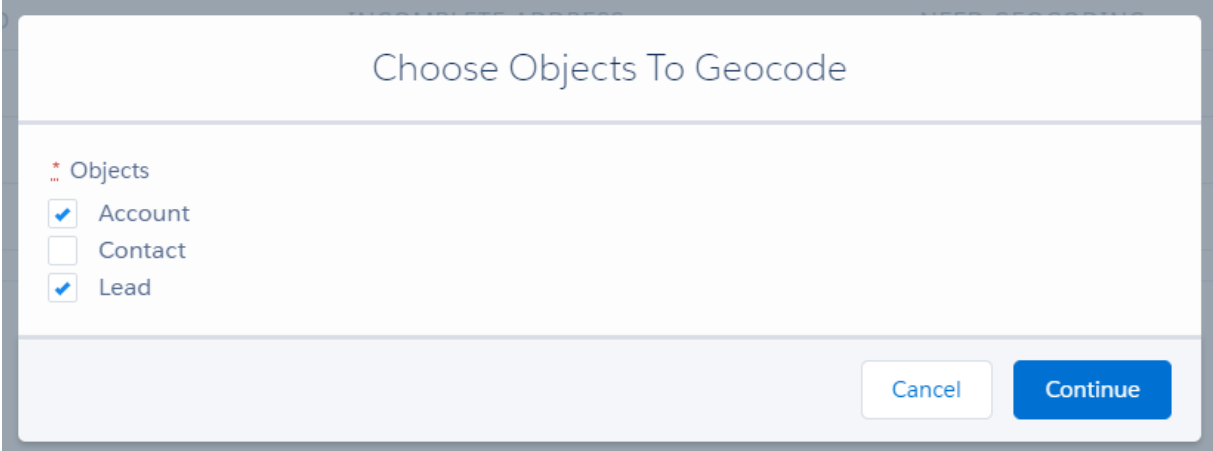
In order to use the tourManager24 geocoding you have to trigger the first geocoding of your records manually.

To do so, go to the subtab Geocode Status in the Geocode tab and click the **“Start Geocoding”** button.

The screenshot shows the Salesforce interface with the "Geocode" tab selected. The "GEOCODE STATUS" subtab is active. A "Start Geocoding" button is highlighted with a red box. Below the button is a table titled "Geocode (tourManager24 Geocoding)".

OBJECT NAME	SUCCESSFULLY GEOCODED	INCOMPLETE ADDRESS	NEED GEOCODING	CAN'T BE GEOCODED
Account	0	0	794	0
Contact	0	0	248	0
Lead	0	0	174	0

Within the next window, you'll be asked to choose which objects you want to geocode data of. If you want to geocode records all three objects just check all boxes.



While the geocoding process is running the button will change its label to Geocoding in Progress. Leaving this tab while the geocoding process is running and even logging out of your org will not interrupt the process.

This process might take several hours if you have a huge amount of data which needs to be geocoded.

3.2.1 Schedule tourManager24 Geocoding

You can schedule the geocoding process to run on a daily, weekly or monthly basis at a certain time. Also, you can schedule it to run on any combination of days.

Please note that the geocoding job is running on every first day of each month if you choose to run it monthly.

To schedule a tourManager24 geocoding job, open the **Geocode** tab within the tourManager24 app. In the subtab **Geocode Setting** you will find the *option Use tourManager24 Geocoding Feature*. This section also contains information when the

GEOCODE STATUS		GEOCODE SETTING		NOTIFICATION	
Type of Geocoding	tourManager24: Geocode Job				
For Mapping Accounts	Billing				
Frequency	Daily				
Weekday(s)					
Time	12:00 PM				
Next Fire Date	18.10.2019				
Last Fire Date	17.10.2019				
Status	Waiting				

[Edit](#)

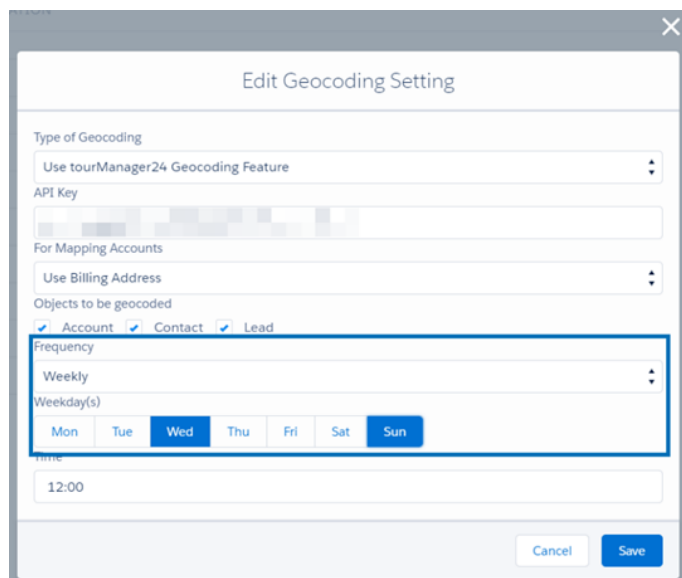
geocoding process was performed, when it will be performed next and whether it is in progress or waiting for the next time to run.

Schedule tourManager24 Geocoding job on a frequent basis

This is only available when using tourManager24 Geocoding not when using Standard Salesforce Geocoding.

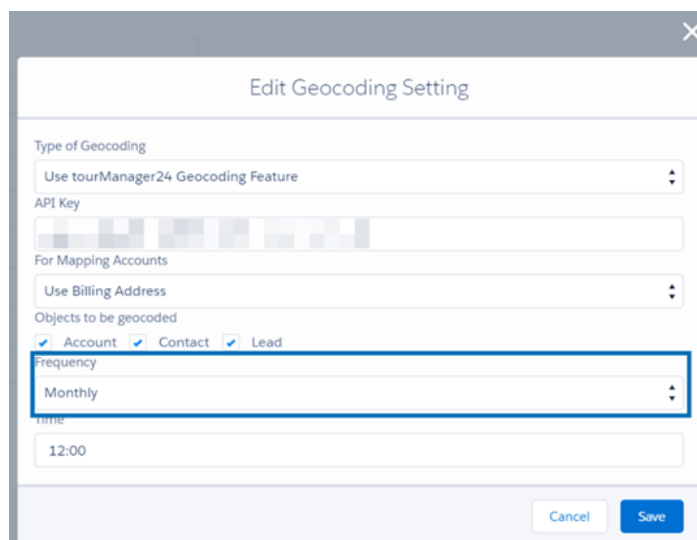
You can setup it up to run on daily, on weekly or on monthly basis. To schedule tourManager24 geocoding on weekly base set the Frequency to Weekly.

Then click on the day(s) in the week you want the geocoding process to be run. Afterwards set your Preferred Start Time. You can enter the time via manual input or click on the suggested time.



The screenshot shows the 'Edit Geocoding Setting' dialog box. The 'Type of Geocoding' is set to 'Use tourManager24 Geocoding Feature'. The 'API Key' field is blurred. Under 'For Mapping Accounts', 'Use Billing Address' is selected. Under 'Objects to be geocoded', 'Account', 'Contact', and 'Lead' are all checked. The 'Frequency' dropdown is set to 'Weekly'. The 'Weekday(s)' section has 'Sun' selected. The 'Time' field is set to '12:00'. 'Cancel' and 'Save' buttons are at the bottom right.

Then click the Save.



The screenshot shows the 'Edit Geocoding Setting' dialog box. The 'Type of Geocoding' is set to 'Use tourManager24 Geocoding Feature'. The 'API Key' field is blurred. Under 'For Mapping Accounts', 'Use Billing Address' is selected. Under 'Objects to be geocoded', 'Account', 'Contact', and 'Lead' are all checked. The 'Frequency' dropdown is set to 'Monthly'. The 'Time' field is set to '12:00'. 'Cancel' and 'Save' buttons are at the bottom right.

In order to schedule the job on a monthly basis just choose Monthly under Frequency. Enter a time which fits best and confirm your input with Save.

Since the Release 6.1 you're also allowed to choose the object which should be geocoded while the job is running. Just check the box of the object you want to geocode.

3.2.2 Monitor your Geocode result

Email

After your records are geocoded you will be informed via email that the process has been completed. This email also contains a link to your Salesforce geocode page.

Additionally, you'll get an email if there occurred errors while the geocoding process because of required fields or active Validation Rules. The email contains a link to a report where you can get detailed information about the geocoding errors.

Geocode Status

On the **Geocode** tab you can always see an overview (see screenshot above) of the geocoding status of your Accounts, Contacts and Leads. This status is automatically updated if new records are created in your org.

This view is only available when using tourManager24 Geocoding not when using Standard Salesforce Geocoding.

Predefined Reports

For a detailed overview on which exact record could not be geocoded, as well as the respective reason, you will find a predefined report for each object (Account, Contact, Lead) in the Reports Folder "tourManager24 Reports".

REPORTS	Name	Description	Folder	Created By	Created On	Subscribed
Recent	Account Geocode Issue Report	This report contains all Account...	tourManager24	CCG Extern tourManager	16.10.2019, 11:07	
Created by Me	Contact Geocode Error Report	Shows reason why geocoding fa...	tourManager24	CCG Extern tourManager	16.10.2019, 11:07	
Private Reports	Account Geocode Error Report	Shows reason why geocoding fa...	tourManager24	CCG Extern tourManager	16.10.2019, 11:07	
Public Reports	Lead Geocode Error Report	Shows reason why geocoding fa...	tourManager24	CCG Extern tourManager	16.10.2019, 11:07	
All Reports	Lead Geocode Issue Report	This report contains all Leads re...	tourManager24	CCG Extern tourManager	16.10.2019, 11:07	
	Contact Geocode Issue Report	This report contains all Contact...	tourManager24	CCG Extern tourManager	16.10.2019, 11:07	

The “Account Geocode Report” provides details on geocoding issues of accounts, the “Contact Geocode Report” on geocoding issues of contacts and the “Lead Geocode Report” on geocoding issues of leads.

The “Account Geocode Error Report” provides details on geocoding issues of accounts if a validation rule or a required field was the reason of the failure, the “Contact Geocode Error Report” provides details on geocoding issues of contacts if a validation rule or a required field was the reason of the failure, the “Lead Geocode Error Report” provides details on geocoding issues of leads if a validation rule or a required field was the reason of the failure.

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:

Admin Guide

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

User Manual

For more detailed information about the tourManager24 app functionalities please read the [tourManager24 User Manual](#).

Support

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

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.

Contact

Cloud Consulting Group GmbH

Barckhausstraße 2

60325 Frankfurt am Main

Phone (nat): 0800 181 405 Phone (int): +49 69 96 75 86 29

