



# **Agile Sugar to Exchange Synchronizer User's Guide**

**v5.7.1**

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# 1 Overview



This document describes essential steps required to get Agile SugarCRM to Exchange Synchronizer up and running.

## 1.1 Terminology

### Synchronizer

Short for Agile SugarCRM to Exchange Synchronizer.

### Synchronization Profile

A set of Synchronization Scenarios applied to a number of users.

### Synchronization Scenario

A number of Synchronization Rules to synchronize items of some kind. For example, two Rules responsible for synchronization of contacts from CRM to Exchange and from Exchange to CRM are combined together into "Synchronize Contacts" scenario.

### Synchronization Rule

Single directed relationship between CRM and Exchange. For example, rule describes how to copy data from Exchange Contact to CRM Contact. Another rule describes how to copy contact data back. Rule may also define the way to find a Contact or an Account by Email address. Or it may define a way to make new CRM Case from Email message and so on.

**SugarCRM Item**

Any object in SugarCRM. It can be an Account, an Opportunity or any other entry that has “History” subpanel in its Detail view.

**Archive Email to SugarCRM Item**

Put (upload) Email or document to “History” subpanel for a given SugarCRM item.

**EWS**

Exchange Web Services. Exchange server component essential for synchronization.

## 1.2 What's New

- Version 5.1
  - New installer upgrade policy (install over previous version)
  - Improved merge for appointments with same name
  - Improved speed when merging appointments CRM -> Exchange by using dates in selection
  - Alphabet grouping for archiving folders
  - Journaling of errors. All errors and warnings are now reflected in JournalView
  - Re-Sync button in Monitor forces attempt to fix sync Errors
  - Items with failed merge are now skipped and Error is reported
  - Feature to ignore old appointments and tasks
  - Monitor has all buttons moved to the toolbar
  - Zip Data, Zip Logs and open Data Folder from Profile Manager->About
  - Ability to open Reset Last Sync Time dialog in read only mode
- Version 4.3
  - Recurring appointments synchronization
  - Improving meeting/call status synchronization
  - Option to control SSLv3
- Version 4.2

- License Manager Upgrade. Site licenses and tenant licenses (cloud) are now supported.
  - Show service messages in Profile Manager and Journal Viewer
  - Master Category List now may be deployed by AESync. Category names and colors may be defined in the Global Options Editor dialog
- Version 4.1
  - Multiple SOAP protocols support (Sugar v2, .. v4)
  - Message Filtering for notifications (set in Global Options Editor)
  - Show Notifications in Profile Manager (on premise)
  - Synchronizer Desktop Shortcut
  - Refine the process of creating 1st synchronization profile
  - Journal Viewer: display history of synchronized items with ability to monitor and filter
  - Show New/Merged/Sync values for rules in grid columns
  - New installer engine. Download size is reduced.
- Version 3.11
  - Email notifications
  - Journal and Log viewer
  - Global Options Editor
- Version 3.10
  - Support for Office 365 2013
  - Copy/Move email after archiving
- Version 3.9
  - Synchronization rules now can be overridden by user.
- Version 3.8
  - Automatic merge for duplicate contacts in Exchange
- Version 3.7
  - Auto-create Lead for Archived Email
  - Support for Public Folders
- Version 3.6

- Contact synchronization filters (My/All/Sync to Outlook)
  - Synchronizer monitor now allows modifying synchronization scenario options (Categories, folders, filtering and so on)
- Version 3.5
  - Contacts synchronization scenario now defaults to standard Contacts folder (rather than [Contacts]\CRM Contacts subfolder)
  - Email attachments archiving
  - Improved support for old versions of Exchange 2007
  - Fixes to support MSSQL and Oracle (contact birthday date)
- Version 3.4
  - Monitoring tool providing a view on the synchronizer journal. Shows how many items were synchronizer or created by given synchronization rule.
- Version 3.3
  - Automated deployment test. Test set that may be used for validation of Exchange and CRM configuration before deploying in large-scale environments.
  - Synchronization rule triggering mechanism. Used for chaining sets of actions such as Create Opportunities from Email->Synchronize Opportunity list.
- Version 3.2
  - Synchronizer configurator utility. May be used to set up fine grained synchronization scenarios.
- Version 3.1
  - Fine-grained scheduler to control CRM and Exchange load over the day
- Version 3.0
  - Rebranding support
  - Archiving folders (“Archive To” existing CRM item). Support for Opportunities and Cases
  - Automatic synchronizer service
- Version 2.3
  - List items (show CRM items as emails)

- Version 2.2
  - Email Archiving
- Version 2.1
  - Exchange 2010 support
- Version 2.0
  - Synchronization for Leads and Accounts, Meetings and Calls
- Version 1.1
  - Appointment Synchronization with Meetings
- Version 1.0
  - Synchronize Contacts and Tasks

### 1.3 Prerequisites

- SugarCRM v5.5 or higher. All flavors are supported (CE/Pro/Enterprise/Ultimate).
- Microsoft Exchange 2007 SP1 or higher or Office 365.
- Windows-based host to run the Synchronizer (may be shared with Exchange host).
- License (a trial license may be requested during configuration).

## 2 Configuration and Deployment

### 2.1 Preparing MS Exchange

URL to Exchange web services and admin user with impersonation access to all mailboxes is required.

Exchange

☐ Misc	
URL	<a href="https://ex.grinmark.com/EWS/Exchange.asmx">https://ex.grinmark.com/EWS/Exchange.asmx</a>
DOMAIN	ex.grinmark.com
Server Version	Exchange2010_SP1
User	Administrator
Password	••••••••

Admin user account used for connecting to Exchange server should be able to impersonate as any mailbox user involved in synchronization with SugarCRM.

To configure Microsoft Exchange Impersonation for specific users or groups of users, complete the following steps.

### 2.1.1 Microsoft Exchange Server 2007

Click **Start > All programs > Microsoft Exchange Server 2007 > Exchange Management Shell**.

On the Microsoft Exchange Server, while logged in as domain administrator, run the following power shell commands to set the correct impersonation rights:

```
Get-MailboxServer "<ex2007_server_name>" | Add-AdPermission
-User "<SyncAdmin>" -AccessRights ExtendedRight -ExtendedRights
ms-Exch-EPI-May-Impersonate, ms-Exch-EPI-Impersonation
```

For example:

```
Get-MailboxServer "ex07" | Add-AdPermission -User "Administrator"
-AccessRights ExtendedRight -ExtendedRights ms-Exch-EPI-May-Impersonate,
ms-Exch-EPI-Impersonation
```

For more information about configuring the Microsoft Exchange 2007 Impersonation feature, visit MSDN Library and search for “Configuring Exchange Impersonation” ([http://msdn.microsoft.com/en-us/library/bb204095\(EXCHG.80\).aspx](http://msdn.microsoft.com/en-us/library/bb204095(EXCHG.80).aspx))

### 2.1.2 Microsoft Exchange Server 2010

Click **Start > All programs > Microsoft Exchange Server 2010 > Exchange Management Shell**.

Type the following command to allow impersonation:

```
New-ManagementRoleAssignment -Name "<NewExchangeRole>"
-Role:ApplicationImpersonation -User "<SERVICE_ACCOUNT>"
```

For example:

```
New-ManagementRoleAssignment -Name "Sugar Admin EWS"
-Role:ApplicationImpersonation -User Administrator
```



For more information about configuring the Microsoft Exchange 2010 Impersonation feature, visit MSDN Library and search for “Configuring Exchange Impersonation” ([http://msdn.microsoft.com/en-us/library/bb204095\(v=exchg.140\).aspx](http://msdn.microsoft.com/en-us/library/bb204095(v=exchg.140).aspx))

```

Machine: SLC-DC01.contoso.com

Welcome to the Exchange Management Shell!

Full list of cmdlets: Get-Command
Only Exchange cmdlets: Get-ExCommand
Cmdlets that match a specific string: Help *<string>*
Get general help: Help
Get help for a cmdlet: Help <cmdlet name> or <cmdlet name> -?
Show quick reference guide: QuickRef
Exchange team blog: Get-ExBlog
Show full output for a command: <command> ! Format-List

Tip of the day #10:
The tilde character (<~>) should be familiar to Unix users. It represents the shortcut to your root directory. To see what
it's evaluated to by default, type:

Dir ~

You can use it as a useful shortcut:

Cp SomeFile ""~\My Documents"

VERBOSE: Connecting to SLC-DC01.contoso.com
VERBOSE: Connected to SLC-DC01.contoso.com.
[PS] C:\>New-ManagementRoleAssignment -Name "Sugar Synchronizer EMS" -Role:ApplicationImpersonation -User:Administrator

Name                               Role                               RoleAssigneeName RoleAssigneeType AssignmentMethod EffectiveUserName
-----                               -
Sugar Synchronizer EMS             ApplicationImp... Administrator    User           Direct
[PS] C:\>_

```

### 2.1.3 Office 365 2010

To connect to Office365 Exchange 2010 instance you will need the Exchange URL, administrator username and password.

Here are simple steps to discover the URL:

1. Login to Office365 admin interface and click Settings in Outlook section.

Microsoft Office 365

Home Outlook Team Site | **Admin**

One of your trial subscriptions expires in 21 days. [Purchase now](#)

mpt

**Admin Overview**

**Management**

Users

Domains

**Subscriptions**

Manage

Licenses

Purchase

**Support**

Overview

Service Health

Planned Maintenance

## Get your team started

- Get an overview of Office 365. [Watch admin tour](#) | [Watch user tour](#)
- [Add users](#)
- Use your own email address with Office 365. [Add a domain](#)
- For more help see [Set up Office 365](#)

## Admin shortcuts

[Reset user passwords](#) | [Add new users](#) | [Assign user licenses](#)

## Outlook

Manage Outlook and Exchange settings.

[Settings](#) | [Distribution groups](#)

## Lync

Manage Lync instant messaging, audio and video calling, and online meetings.

[Settings](#)

2. On the opened page click Mail link.

Microsoft Office 365

**Mail** > Options: [Manage My Organization](#)

**Users & Groups**

Roles & Auditing

Mail Control

Phone & Voice

**Mailboxes** Distribution Groups External Contacts E-Mail Migration

### Mailboxes

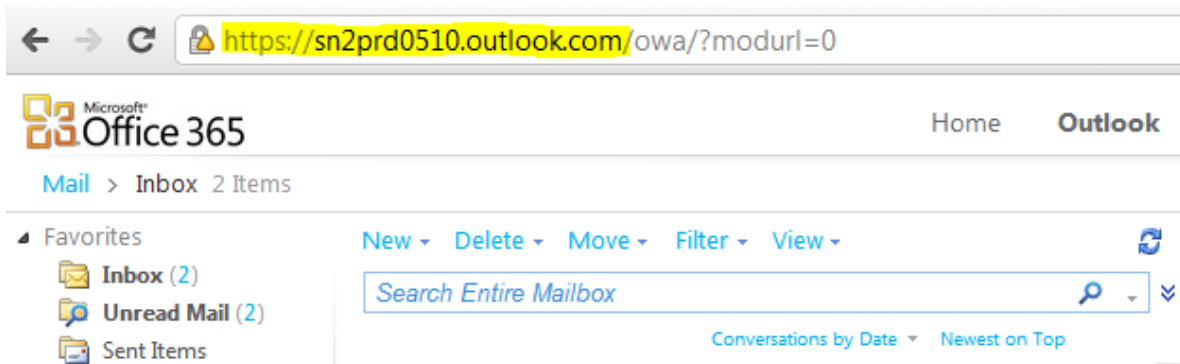
Select view: All mailboxes

[New...](#) [Import users...](#) [Details](#) [Reset password...](#) [X](#)

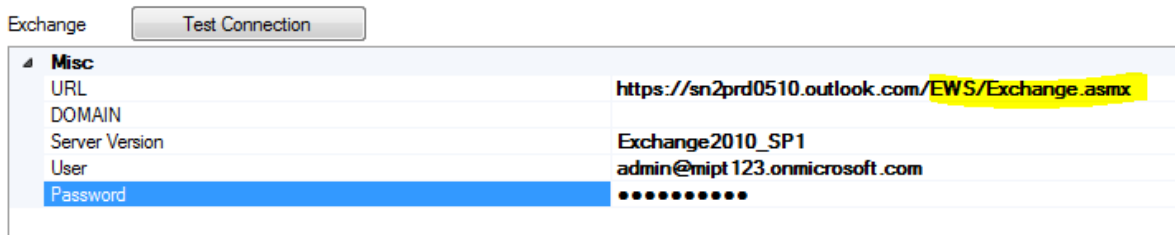
Search mailboxes

Display Name	Mailbox Type
AI Grin	User
tanur	User

3. Admin mailbox will be opened. Notice the Exchange server name in the browser address box.



4. To obtain Exchange URL simply append /EWS/Exchange.asmx to Exchange server name. Then enter values in the synchronization profile wizard.



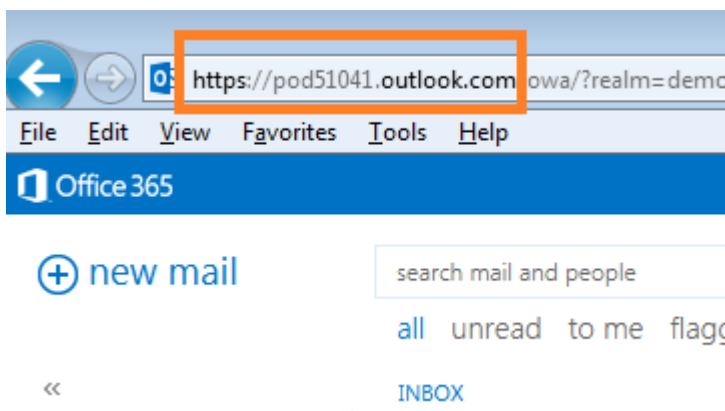
**Important note:** URL obtained by logging with non-admin user is not valid. E.g. in our case it is <https://bluprd0511.outlook.com>. It is different from <https://sn2prd0510.outlook.com> and is not suitable for connection.

#### 2.1.4 Office 365 2013

To connect to Office365 Exchange 2013 instance you will need the Exchange URL, administrator username and password.

Here are simple steps to discover the URL:

1. Login to Office365 admin interface at <https://portal.microsoftonline.com> and click Outlook link on the toolbar.



2. To obtain Exchange URL simply append /EWS/Exchange.asmx to Exchange server name (selected on the picture above). Then enter values in the synchronization profile wizard.

Exchange

<b>Misc</b>	
URL	https://pod51041.outlook.com/EWS/Exchange.asmx
DOMAIN	
Server Version	Exchange2010_SP1
User	admin@demo20130423.onmicrosoft.com
Password	.....

## 2.2 Preparing SugarCRM

No special preparations are required for SugarCRM except CE version. If it is a CE then the file SoapSudo.php should be added into soap/ folder. Please, contact to get required fix.

For SugarCRM connection you need SugarCRM url and administrator username/password.

SugarCRM

<input checked="" type="checkbox"/> <b>Basic Authentication</b>	
<input checked="" type="checkbox"/> <b>Misc</b>	
CRM URL	http://crm.host.com/crm_folder/
CRM Login	admin
CRM Password	.....
Use Expect-100-Continue	False
<input checked="" type="checkbox"/> <b>Web Proxy</b>	

### 2.2.1 SugarCRM URL

URL should point to a top level folder. It may be taken from the web URL as follows. Look at the line in the web browser when logging into SugarCRM. It looks like:

[http://crm.host.com/crm\\_folder/index.php?action=Login&module=Users&login\\_module=Home&login\\_action=index](http://crm.host.com/crm_folder/index.php?action=Login&module=Users&login_module=Home&login_action=index)

Cut the trailing part starting from "index.php" and leaving the trailing "/" and you get the right URL, i.e. the correct URL is:

[http://crm.host.com/crm\\_folder/](http://crm.host.com/crm_folder/)

### 2.2.2 SugarCRM Login

SugarCRM login name of the user with administrator privileges (normally 'admin'). Synchronizer uses impersonation to switch between individual users.

## 2.3 Deployment

### 2.3.1 Trial Deployment

The Synchronizer software may be installed on any Windows-based machine. For the trial period even one of the client PCs may be used to run the synchronizer. For the production deployment dedicated Windows Server instance is recommended.

### 2.3.2 Server Deployment

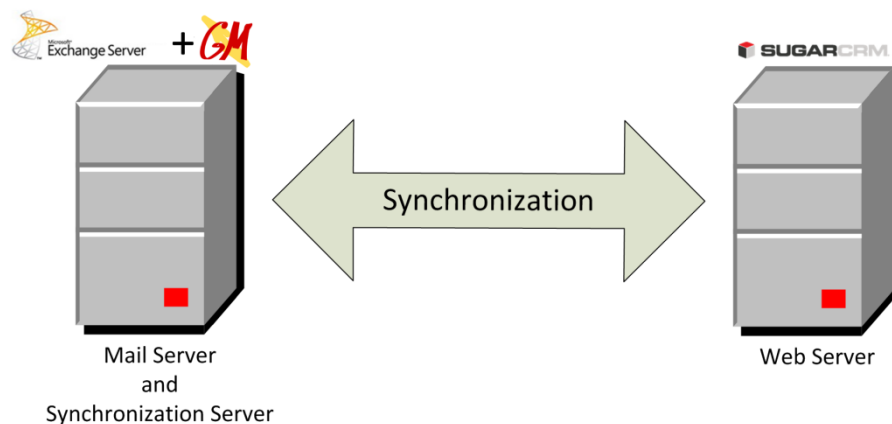
The following deployment configurations are possible:

- **Small Office**
- **Mid-Size Business**
- **Enterprise**

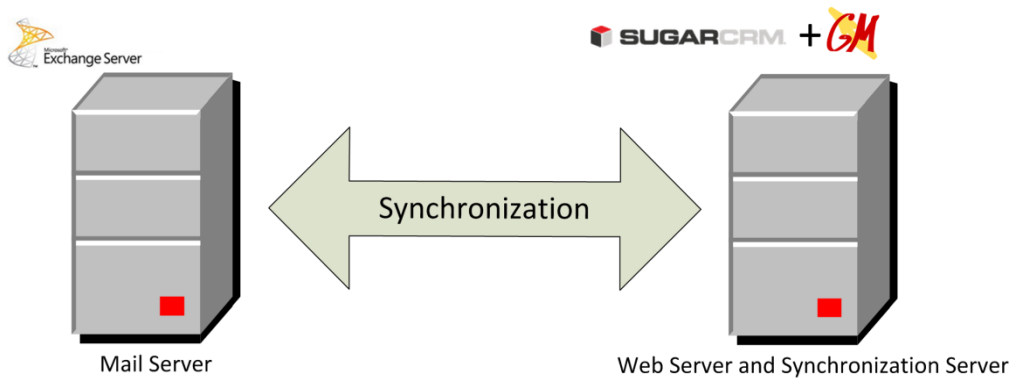
The server load depends on different parameters such as synchronization scenarios, CRM activity, Exchange Activity and synchronization intensity.

Recommended configurations are for situations when you want to have responsive synchronization (all changes are propagated within few seconds) with all Synchronization Scenarios enabled (Contacts, Accounts, Meetings, Calls, Tasks, Cases, Leads are all on). In the case of custom synchronization flow (Only Contacts or Only Meetings one-way) or with reduced synchronization response time (few minutes to synchronize) the server requirements are much lower. It is always possible to start from minimal configuration and then expand the capacity on-demand.

#### 2.3.2.1 Small Office



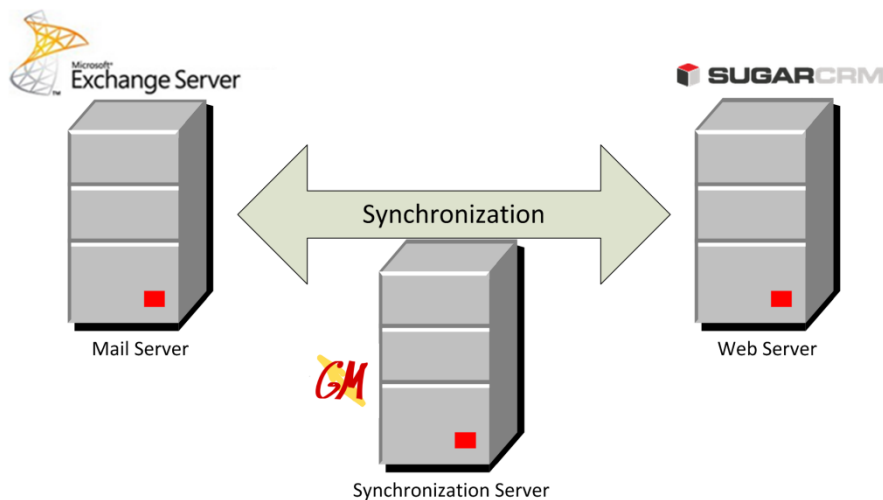
**Deployment schema A1:** Synchronizer works on the same host with Exchange Server.



**Deployment schema A2:** Synchronizer works on the same host with Web Server.

Deployment Schema A is for small deployments (up to 15 users). In this case synchronizer may be installed on the same host as Exchange Server or together with CRM Server.

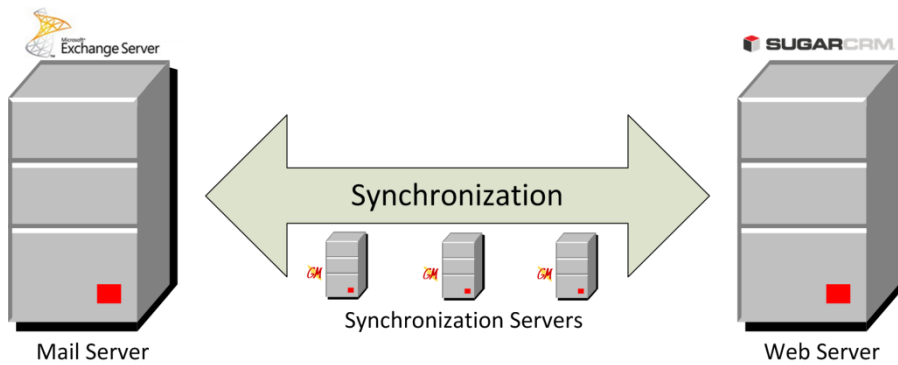
### 2.3.2.2 Mid-Size Business



**Deployment schema B:** Synchronizer works at standalone server.

Deployment Schema B is for medium-size deployments (15-50 users). In this case synchronizer requires Windows machine with Windows XP or higher (XP, 2003, 2008, Vista, 7, 8: both Server and Desktop configurations are supported).

### 2.3.2.3 Enterprise



**Deployment Schema C:** Multiple synchronization servers for high-load deployments.

Deployment Schema C is for large-scale or high-load deployments. In this case synchronizer may be installed on a number of dedicated synchronization servers. Different deployment options are available. Each synchronization server may be responsible for a group of users or subset of scenarios. This is an advanced configuration and should be designed with help of authorized person.

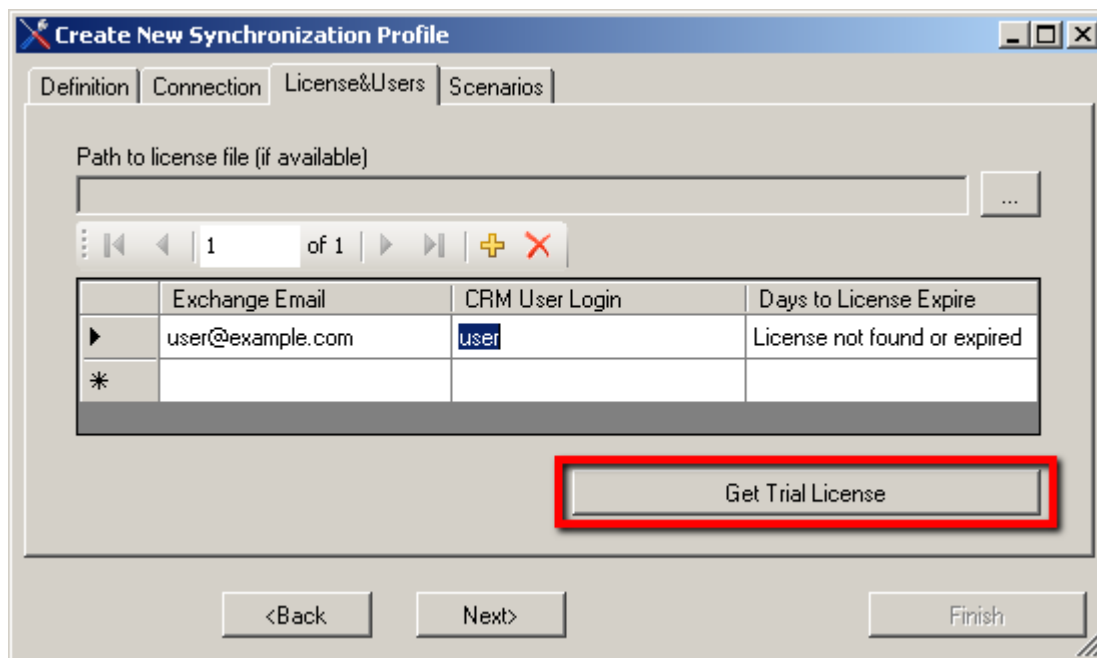
In most cases configurations A and B are sufficient.

## 2.4 Getting License

License life-cycle looks as follows:



If you are a new user get a trial license first. After a free trial period you can request a new license. When license period is close to expiration you can renew the license.

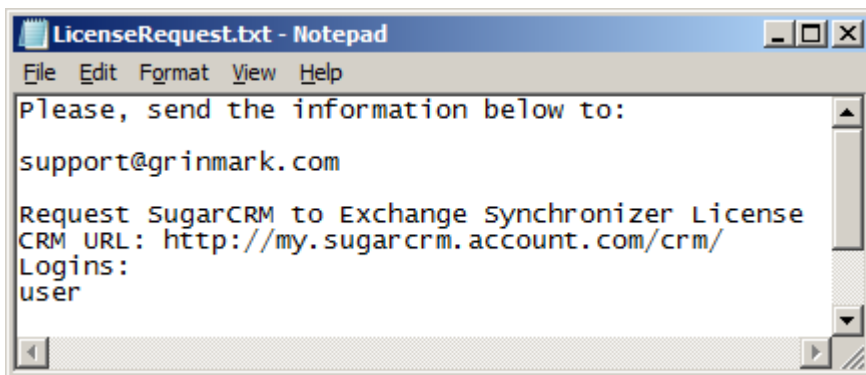
All types of licenses can be requested from License&Users page of the Synchronization Profile Wizard:



Highlighted button text depends on current license state.

If you are requesting a trial or a new license it is necessary to specify Exchange and CRM user names.

Use   buttons to add/remove rows in the user table. When you are done with users press “Get License” button. Default text editor will open:

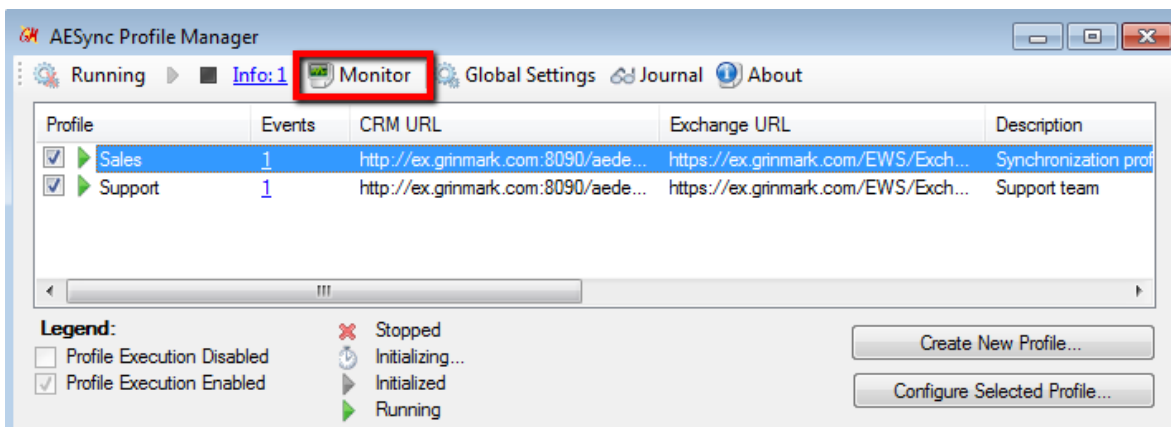


Verify user names and CRM URL. The URL is taken from the Connection page of the Synchronization Profile Wizard. Then send the information to . After a while you'll receive the license file. Save it in the file system and specify the path of this file in “Path to license file” field of the License&Users page. License configuration completed.

## 3 Working with Synchronizer

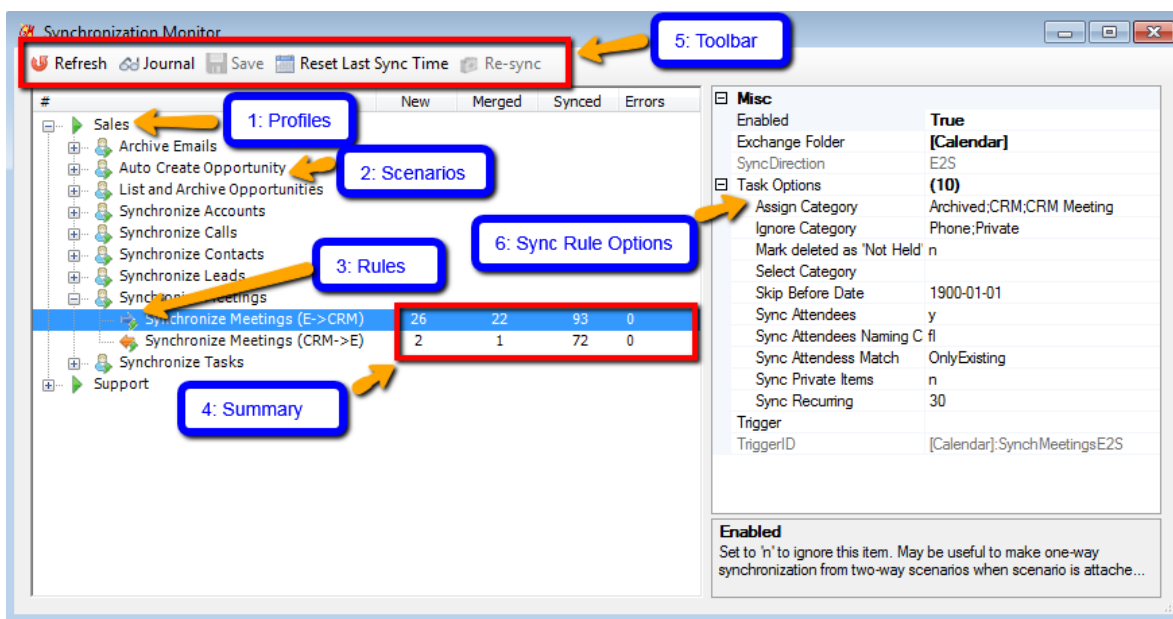
### 3.1 Synchronization Monitor

Synchronization monitor is accessible through “Monitor” toolbar button:



Synchronization Monitor contains the following widgets:





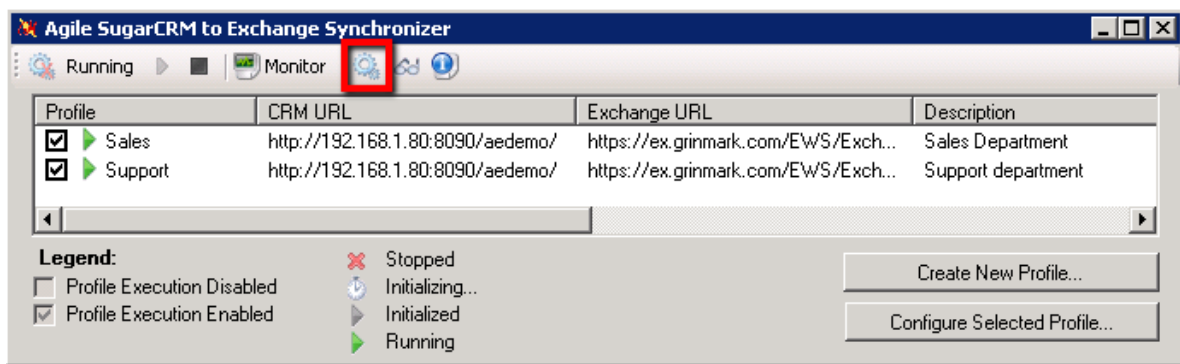
1. List of available synchronization Profiles
2. List of Scenarios for each profile
3. Synchronization Rules. Usually each scenario contains at least two rules: one for E->CRM (Exchange to CRM sync) and another CRM->E. One may disable a rule by setting Enabled=false to make the scenario "one way".
4. Synchronization summary for each item within the scenario (new/synchronized/merged/errors). **New** means new item has been detected and corresponding new item has been created. **Merged** means that similar item has been found at destination location and it is assumed to be a pair for source item. **Synced** means item has been changed and its counterpart has been updated correspondingly. **Errors** means that rule encountered errors while trying to sync or merge some items. Sometimes errors are caused by temporal causes (networking errors, access restrictions, intermediate config issues). In such cases those errors may be recovered by "Re-Sync" toolbar button.
5. Toolbar buttons:
  - **Refresh** the monitor.
  - **Journal** button has different behavior depending on selected item. If an item is a Synchronization Profile then the whole journal for it is displayed. If item is an individual rule within a scenario then list of items created or synchronized for this rule is shown. See section describing "Journal Viewer" for more information.
  - **Save** task options (if any were modified). If sync is now running then options will be re-read after finishing current iteration.

- **Reset Last Sync Time** for specified sync rule. See description of “Set Last Synchronization Time” dialog.
- **Re-sync** current rule. This button is only enabled when there are errors. Re-sync forces all items with problems to be synchronized again.

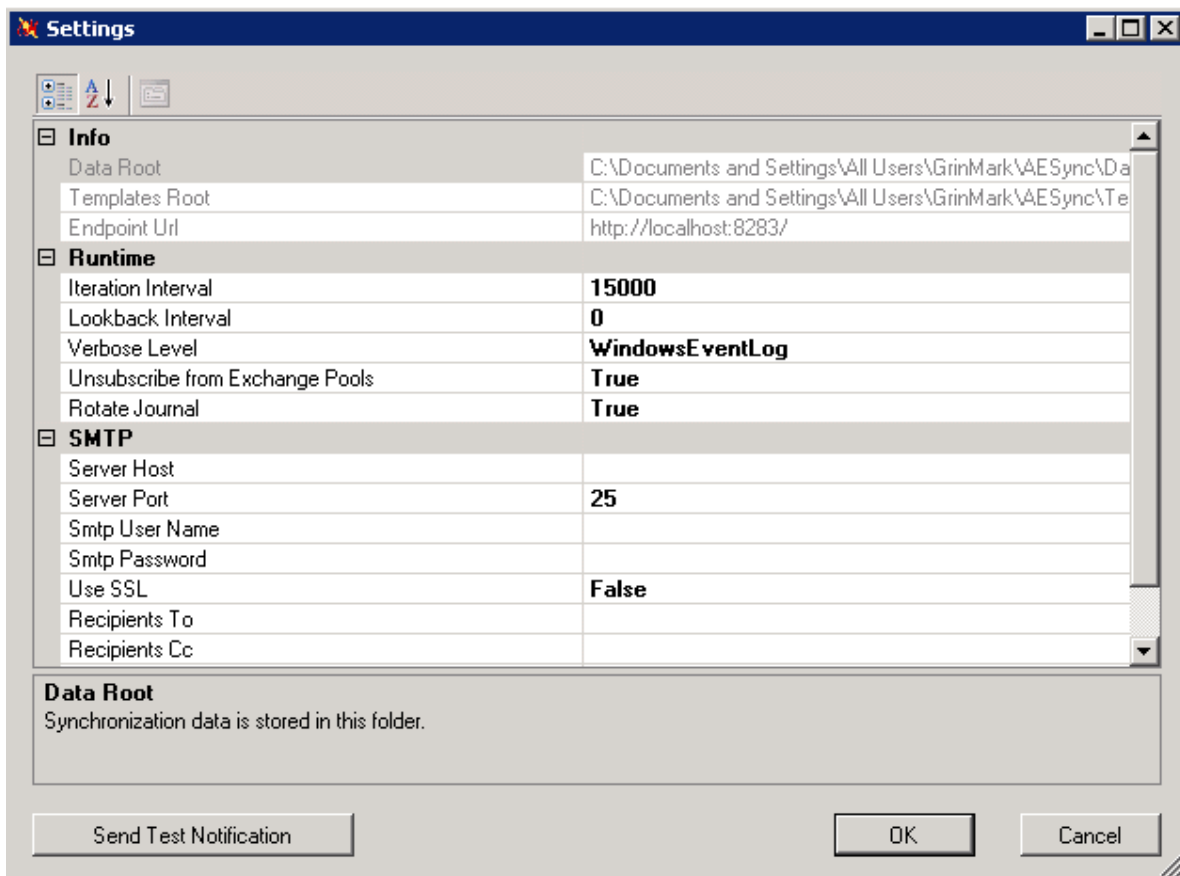
6. Sync Rule Options: view/edit special settings related to the selected rule.

## 3.2 Global Options

Global options editor may be shown by pressing corresponding toolbar button:



This forces global options editor dialog to appear:



### Runtime options

**Iteration Interval:** time in milliseconds between consequent iterations. During this time Synchronization agent just doing Sleep without any calls to Exchange server or CRM server. Possible values: 1000 – one second, 15000 – 15 seconds (default), 60000 – one minute.

**Lookback Interval:** Time interval in milliseconds to look back from the last synchronization time when checking modified items. Default: 0. Should only be set when recommended by GrinMark.

**Verbosity:** From 'Default' to 'Full'. Should be set to 'Default' for production use. Affects log file verbosity. Should only be set when developing custom solution with advanced synchronization logic or when asked by GrinMark.

**Unsubscribe from Events:** Unsubscribe from Exchange event notifications when synchronization service is stopped. Should be set to 'True' unless you need to disable the synchronizer for a long time period and expect that users may use "Archive To" folders during this period. Default: True.

**Exchange Pulling Mode:** Exchange event notifications pulling mode: 'Strict', 'Try' or 'Disabled'. 'Strict' is recommended for normal operation. Other modes are recommended if there are errors with server connection. This option may lead to limitations in synchronization. Default: Strict.

**Rotate Journal:** When set to true, every time Journal size exceeds 10mb, it is archived and compressed and all new entries are saved to a new journal.

**Time Zone:** Default time zone to use for new Calendar items in Exchange. Default: AESync server's time zone.

### 3.2.0.1 SMTP

SMTP settings are related to automatic Email notifications. Email notifications inform administrator about various aspects of synchronizer functionality: synchronization and connection errors, usage statistics, license expiration.

**Server Host, Server Port, Smtip User Name, Smtip Password, Use SSL:** Set of options required to send an outgoing email.

**Recipients To, Recipients Cc:** Notification Email recipients (comma-separated lists)

**Notification Filter:** One or more flags.




- *None*: Disable any notifications.
- *CRM Connection Failed*: Sent when synchronizer is unable to connect CRM
- *Exchange Connection Failed*: Sent when Synchronizer is unable to connect Exchange
- *License Not Found for User*: Sent when one of users has missing, invalid or expired license.
- *Service Started*: Sent when synchronizer service is stopped.
- *Service Stopped*: Sent when synchronizer service is started.
- *Synchronization Error*: Sent when some error occurred during synchronization
- *Daily Summary Letter*: Sends daily usage statistics (per-user synchronization info and license expiration summary).
- *License Expiration Info*: Sends notification 30, 7, 2 and 1 days before license is expired for at least one of users.
- *All*: Enable all the notifications above.

Default: only 'License Expiration Info' notification.

**Notification Duplicate Interval:** Number of minutes to wait before sending notification message with the same parameters if the reason for a problem is still unresolved.

### 3.2.0.2 Exchange

**Exchange Categories:** This group of settings allow control of Master Category List. The synchronizer has uses Exchange categories to mark synchronized and archived items. By default it includes following categories:

-  **CRM** (item has a copy in CRM),
-  **Archived** (item copied into CRM),
-  **Phone** (to distinguish Meeting appointments from Call appointments) etc.

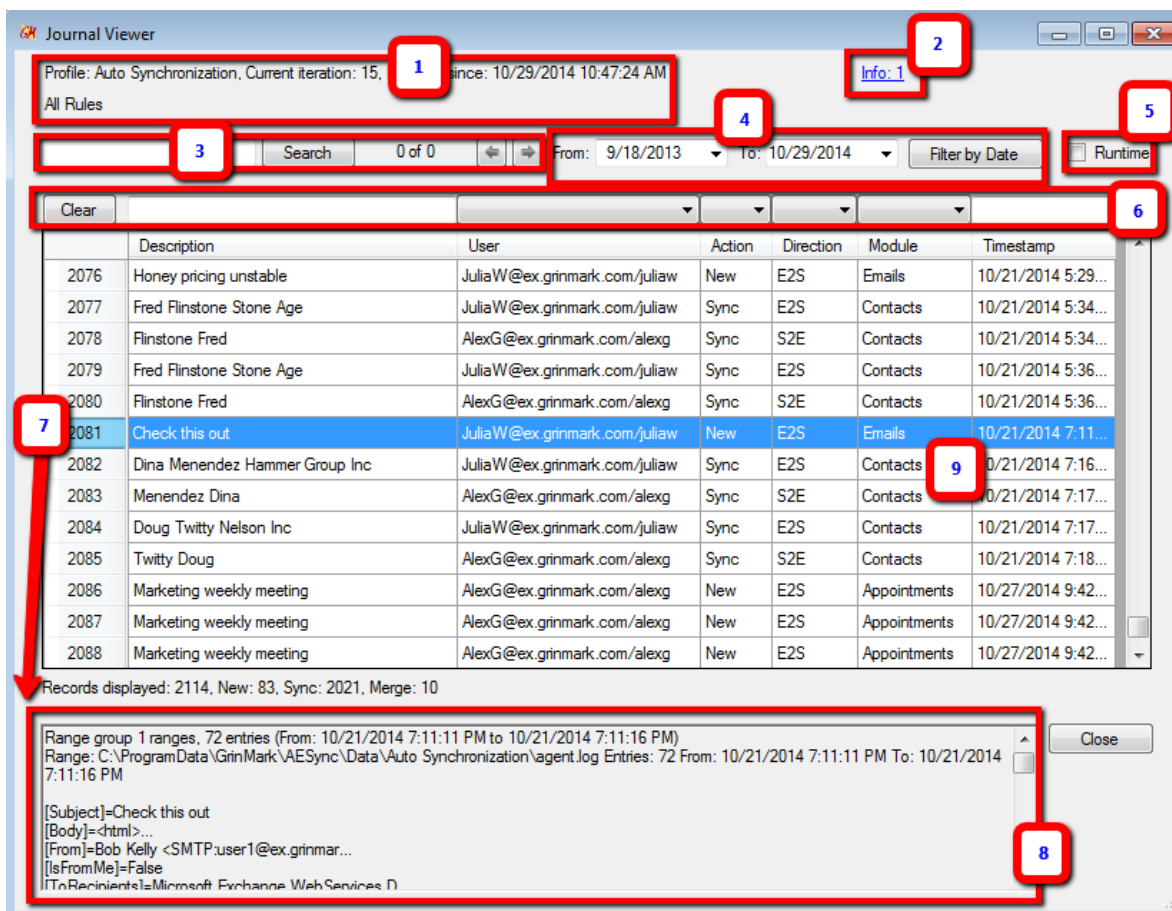
Master Category List allows defining category names and colors in a centralized manner. All modifications of Master Category Lists are controlled only for users specified in the synchronization profiles. Please, note that Categories are defined for each synchronization rule separately. If you want some rule to have custom category (say, “Lead” instead of “CRM Lead”), you need to set “Assign Category” option for “Synchronize Leads (CRM->E)” in the Synchronization Monitor. And if you want to define and deploy a color for this category then it should be specified separately in Global Options dialog to be deployed.

- *Deploy Categories:* Category deployment is performed during service startup according to the following options:
  - *None:* Don’t deploy (default).
  - *New:* deploy only new categories. If user has some category already defined then it is not deployed. Otherwise it is deployed.
  - *All:* always deploy all categories defined in this dialog. This option is needed if you want to force all users to have same color settings for each of specified categories.
- *Category Names:* collection of category definitions. Each category defined by its Name, Color and keyboard Shortcut.

Categories are deployed on per-user basis every time synchronizer is started. So it only affects Exchange users configured in any of the the Synchronization Profiles and does not affect others.

## 3.3 Journal Viewer

Journal viewer provides information about synchronization flow and results.



1. Status section displays information selected synchronization profile and rule.
2. Information section (click to see warnings and errors from current execution).
3. Keyword filter. Type any keyword to have them highlighted in the journal view.
4. Date filter controls range of dates to filter journal events by timestamp.
5. Runtime shows information about items being synchronized in the real time. The list is populated automatically and scrolled to most recent item every time something is updated in the journal.
6. Column based filters, to show only rows with specific values of column cells. I.e. it is possible to filter only entries for single user. And/or entries with one direction, etc.
7. Row selector, forcing the log data related to specific row appear in the bottom (log view).
8. Log view. If one or more rows are selected in #7 the Row View will show log file related to these journal entries.

9. Journal row data. Each entry corresponds to a single synchronization step. Column data contains the following information:

- Description: name or subject of the synchronized entry.
- User: The user being synchronized in the form <user email>/<CRM login>.
- Action: One of: New, Sync, Merge. New: new entry created in destination system based on the corresponding entry in the source system. Sync: destination entry already exists, but has been updated. Merge: matching destination entry has been detected and updated according to the source entry.
- Direction: S2E – CRM to Exchange, E2S – Exchange to CRM.
- Module: type of synchronized item.
- Timestamp: time when synchronization happened.

### 3.4 Modifying Synchronization Scenarios

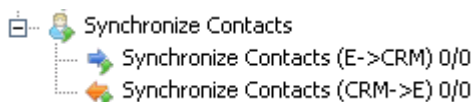
Synchronization Monitor may be used to modify properties controlling the behavior of synchronization scenarios:

1. One-way vs. Two-way synchronization
2. Exchange Items Selection Criteria (Categories)
3. CRM Selection Filters
4. Exchange Folders
5. Other: Item merge, automatic email archiving, automatic Account creation, etc.

**Note:** Changing default synchronization scenarios should be done with care. It is always recommended to try modified behavior with small number of users before applying to larger installation.

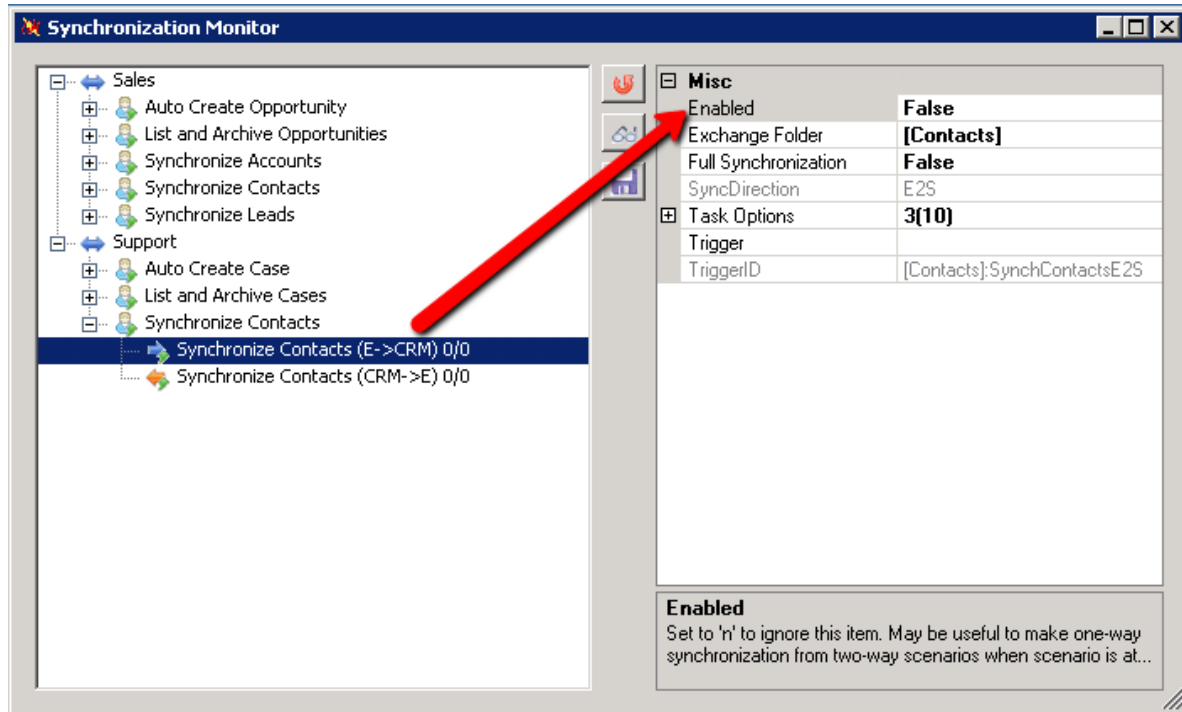
#### ### Making One-way Synchronization


By default synchronization scenarios named as “Synchronize ...” are two-way. Such scenarios contain two synchronization rules:

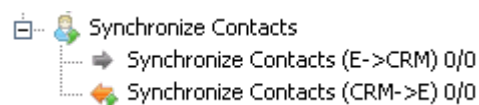


First, data is copied from Exchange to CRM (E->CRM). Then it is copied from CRM to Exchange (CRM->E).

In some cases one-way sync is not enough. For example, “Support” department may need access to CRM Contacts but should not create new contacts in CRM. To achieve this goal we disable E->CRM branch by setting “Enabled” for corresponding synchronization rule to “False”:



After “Enabled” is set to false and configuration is saved (  ) the disabled rule is displayed with greyed icon:



And given synchronization scenario becomes one-way.

### 3.4.1 Exchange Categories

Categories are a powerful mechanism for controlling the synchronization logic. The effect of categories depends on the synchronization direction.

#### 3.4.1.1 Exchange -> CRM

**Assign Category:** “;”-separated list of categories to assign to each synchronized item.

**Select Category:** “;”-separated list of categories. Only items belonging to one of these categories are visible to the Synchronizer. If “Select Category” is empty, all items are selected.

**Ignore Category:** “;”-separated list of categories. Items belonging to any of these categories are invisible for synchronizer (ignored). If “Ignore Category” is empty, all items are selected.



<b>Misc</b>	
Enabled	True
Exchange Folder	[Contacts]
Full Synchronization	False
SyncDirection	E2S
<b>Task Options</b> 3(10)	
Assign Category	Archived;CRM;CRM Contact
Assign to User	y
Check in sub-folders	n
Create Account	y
DbgFirstOnly	n
Find Matching Contact	y
Ignore Category	Private
Mark Read	y
Mark 'Sync to Outlook'	y
Select Category	
Trigger	
TriggerID	[Contacts]:SynchContactsE2S

### 3.4.1.2 CRM -> Exchange

**Assign Category:** “;”-separated list of categories to assign to each synchronized or created item.

<b>Misc</b>	
Enabled	True
Exchange Folder	[Contacts]
Full Synchronization	False
SyncDirection	S2E
<b>Task Options</b> 1(6)	
Assign Category	CRM;CRM Contact
CRM DB Table	contacts
Mark Unread	y
Select Contacts	All
SugarCRM Filter	
Synchronize All	n
Trigger	
TriggerID	[Contacts]:SynchContactsS2E

### ### Exchange Folders

Each synchronization rule works in certain Exchange folder.

[-] Misc	
Enabled	True
Exchange Folder	[Contacts]\CRM Accounts
Full Synchronization	False
SyncDirection	E2S
[+] Task Options	
Task Options	1(7)
Trigger	
TriggerID	[Contacts]\CRM Accounts:SyncID

Default folder for a rule may be changed by editing “**Exchange Folder**” property. The folder is defined by “\”-separated path, i.e.

Folder1\Folder2\Folder3

For example: **CRM\Opportunities\Archive To**

“Folder1” is either folder name, or locale-neutral “well known mailbox folder” placeholder, i.e. one of:

[Contacts], [Calendar], [Tasks], [Inbox], [SentItems]

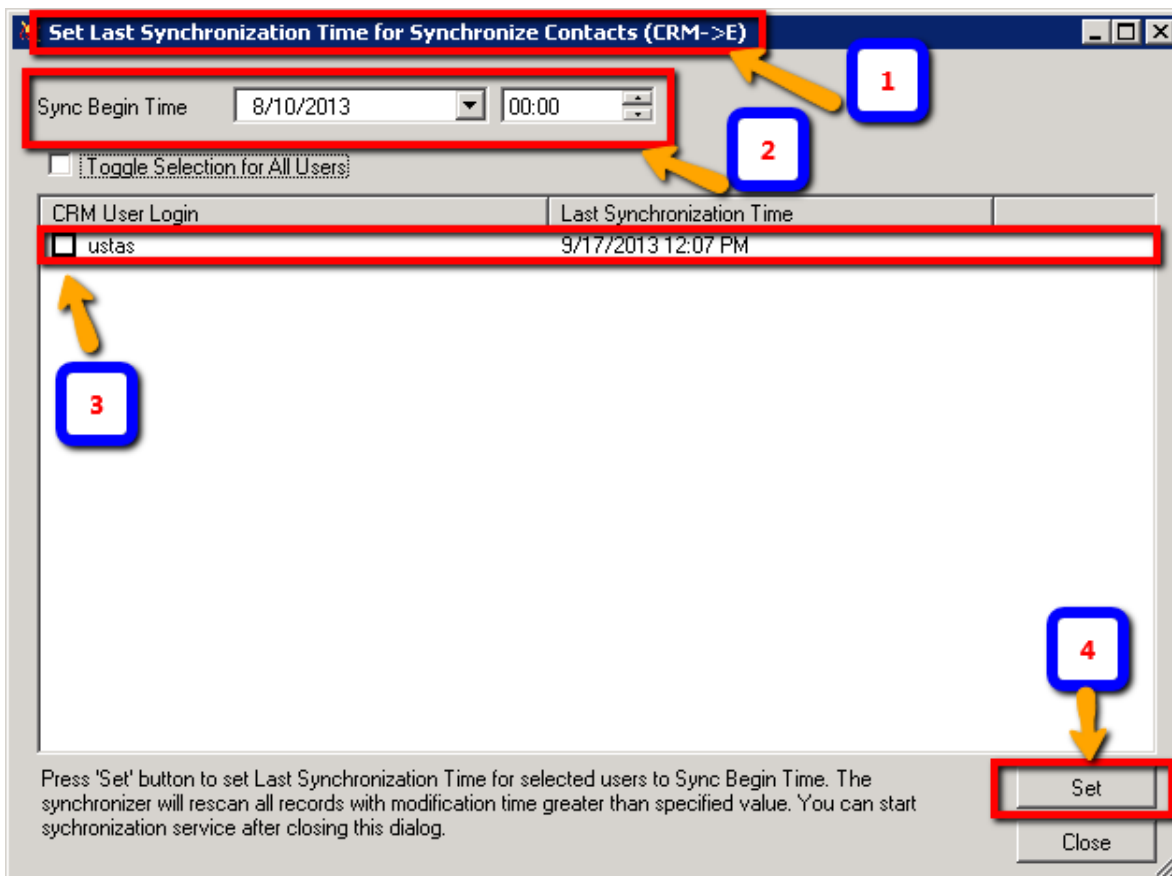
For example, [Contacts] is resolved to “Contacts” in English version of Outlook, “Kontakte” in German version, “Контакты” in Russian version and so on.

**Note:** if you want to change the folder for the whole synchronization rule, then you need to change it twice: for (E->CRM) rule and for (CRM->E) rule.

**Note:** synchronization history depends on the folder. Changing folder in production environment may lead to side effects (lose of history and appearance of duplicates) so this should be done with care.

### 3.4.2 Updating Last Synchronization Time

Last synchronization time is the beginning of the synchronization period. If some item is older than “Sync Begin Time” then synchronizer ignores it. The word “older” here addresses to data entry creation or modification time. For example, if an entry represents a person with birthday in 1895 which has been entered into the electronic address book in 2005, then its creation time is in 2005. By default last synchronization time is set to 1900 to fit all possible data entries.



1. Name of synchronization rule. Last Synchronization Time (LST) may be updated per-rule. I.e. Exchange->CRM may be set to use one LST (say, only one year old items) while CRM->Exchange may have another (say, one month).
2. New synchronization interval start
3. List of users. Those users that should get new LST should be checked.
4. Set to update LST for checked users to a new value specified in #2.

### 3.4.3 CRM Selection Filters

Possible selection facilities depend on the type of the CRM item.

#### 3.4.3.1 CRM Contacts Selection

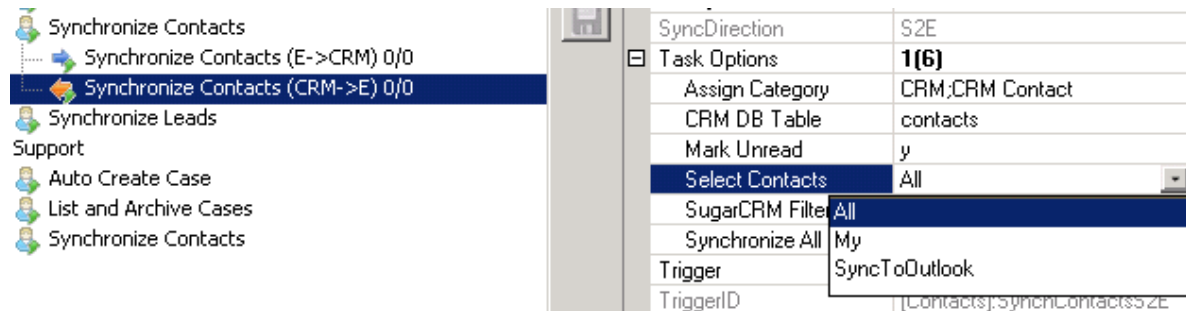
**Select Contacts:** Standard contact selection criteria. One of:

- **All** (default): All contacts visible to given user are synchronized.

- **My**: Only those contacts assigned to given user are synchronized.

- **SyncToOutlook**: Only allow contacts marked “Sync to Outlook®” in SugarCRM: Sync to Outlook® ☒

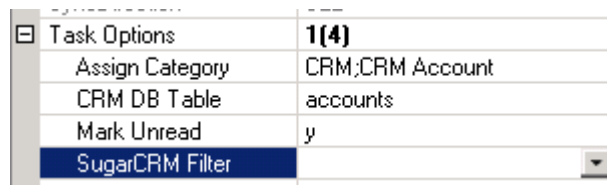
These options are available from the “Task Options” section of “Synchronize Contacts (CRM->E)” rule:



### 3.4.3.2 CRM Item Filtering

“Task Options” sections of each synchronization rule contains “SugarCRM Filter” attribute. This is a very powerful that is mapped to the “WHERE” part of the SQL query used to select items from CRM. For example, it may be used to select items belonging to given user like that:

Where %Table% is a placeholder resolving to DB Table name and %UserId% is ID of current CRM user.



The full list of placeholders is following:

%Table% – SQL Table name for given module (i.e. contacts, accounts, cases, etc.)

%UserId% – ID value of currently impersonated user (i.e. a8caa35e-eaf9-3989-4371-509a62efdde7)

Date placeholders:

- %LastYear% – one year ago
- %LastMonth% – one month ago
- %LastWeek% – 7 days ago
- %Yesterday% – yesterday
- %Today% – today’s date
- %Tomorrow% – tomorrow’s date

- %NextWeek% – 7 days after
- %NextMonth% – one month after
- %NextYear% – a year after

All date resolve to date in YYYY-MM-DD format (i.e. 2012-05-21).

## 4 Getting Started with Sample Configuration

### 4.0.1 Creating Synchronization Profiles

The synchronizer may run one or more synchronization profiles in parallel. Each synchronization profile is responsible for specific synchronization activities (scenarios).

For example we have two groups of users:

1. “ustas” working in Sales department. These users need to have Contacts, Accounts, Leads and Opportunities synchronized.
2. Also we have “alex” working in Support department. Support needs access to Contacts and Cases only.

In this case we need to define two synchronization profiles. We will give unique profile names “Sales” and “Support”.

We create “Sales” profile:

**Create New Synchronization Profile**

Definition | Connection | License&Users | Scenarios

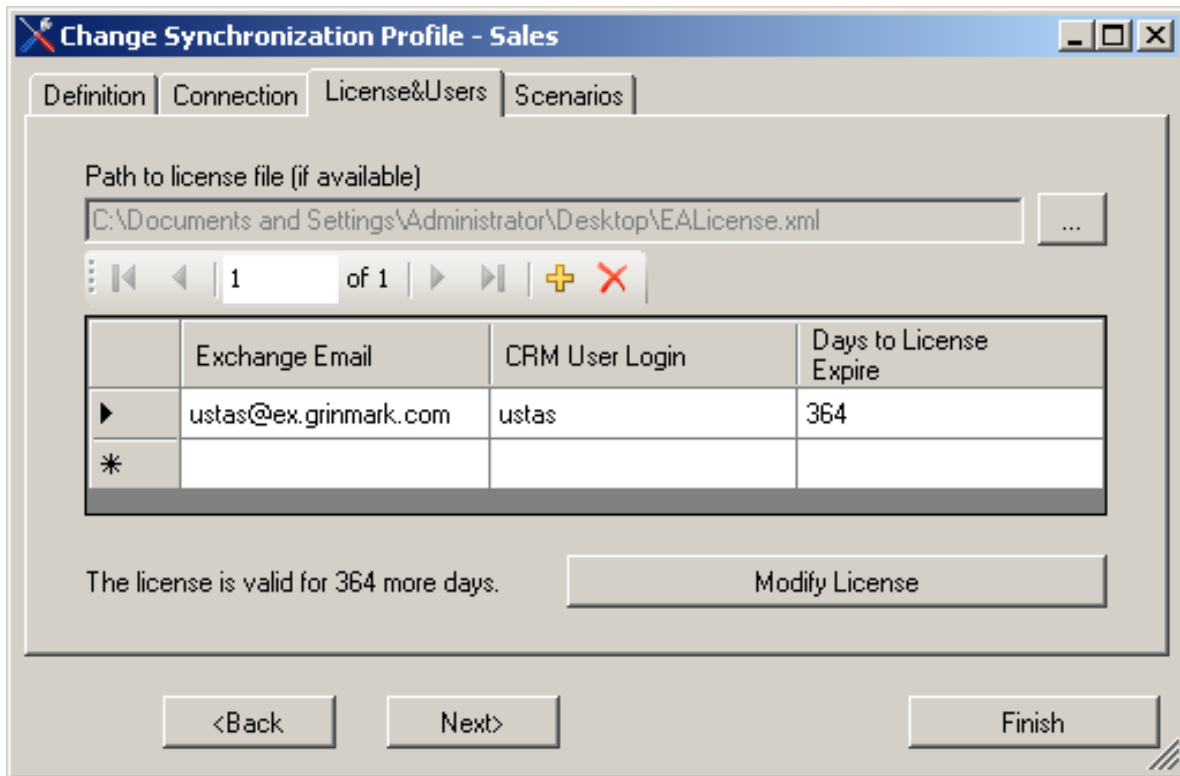
Unique Profile Name:

Unique identifier is a short name of a profile which holds all information about given CRM and Exchange servers. For example: "Default" or "Contoso". Any additional information should be put into Description.  
 Profile folder: C:\Documents and Settings\All Users\GrinMark\AESync\Data\Sales

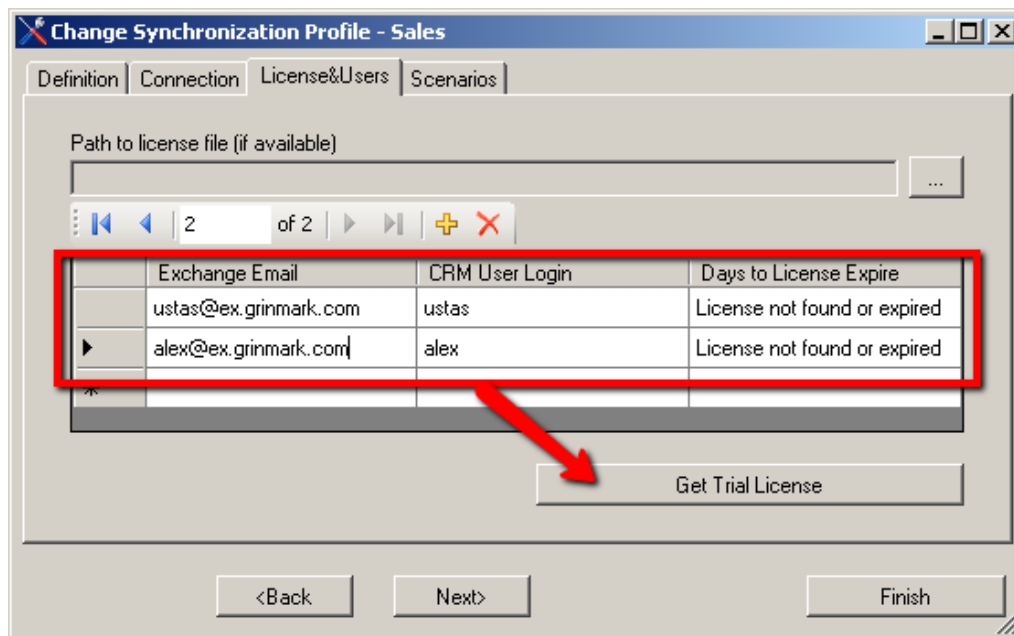
Description:

<Back    Next>    Finish

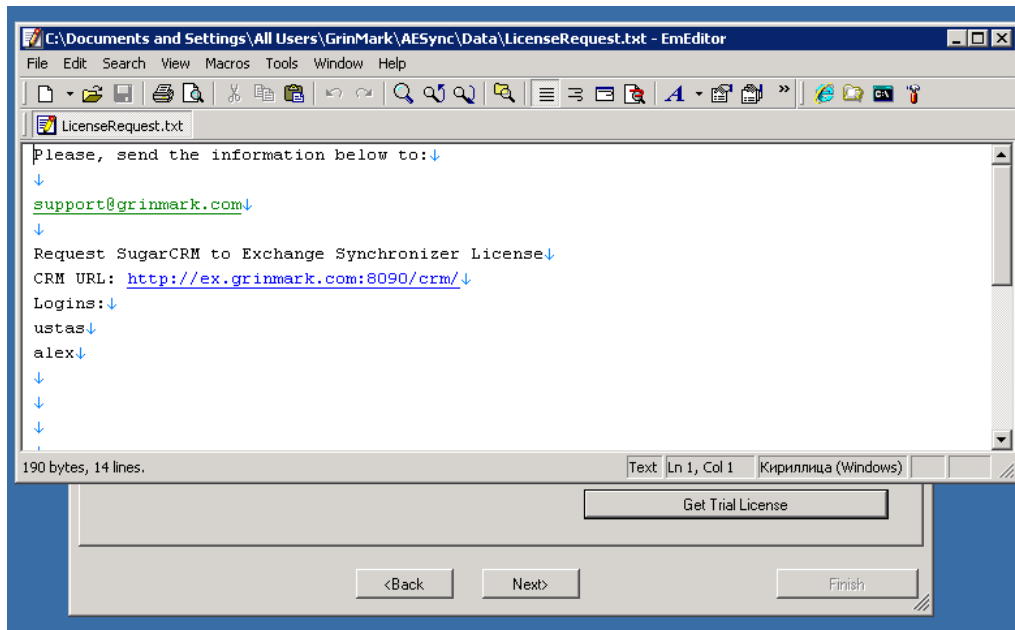
In real life each group contains many users. In this simple example the sales includes only one user “ustas”:



**Note:** In this case the license is already available for “ustas” and “alex” users. Otherwise the recommended step is to first fill information about users and then press “Get Trial License”:

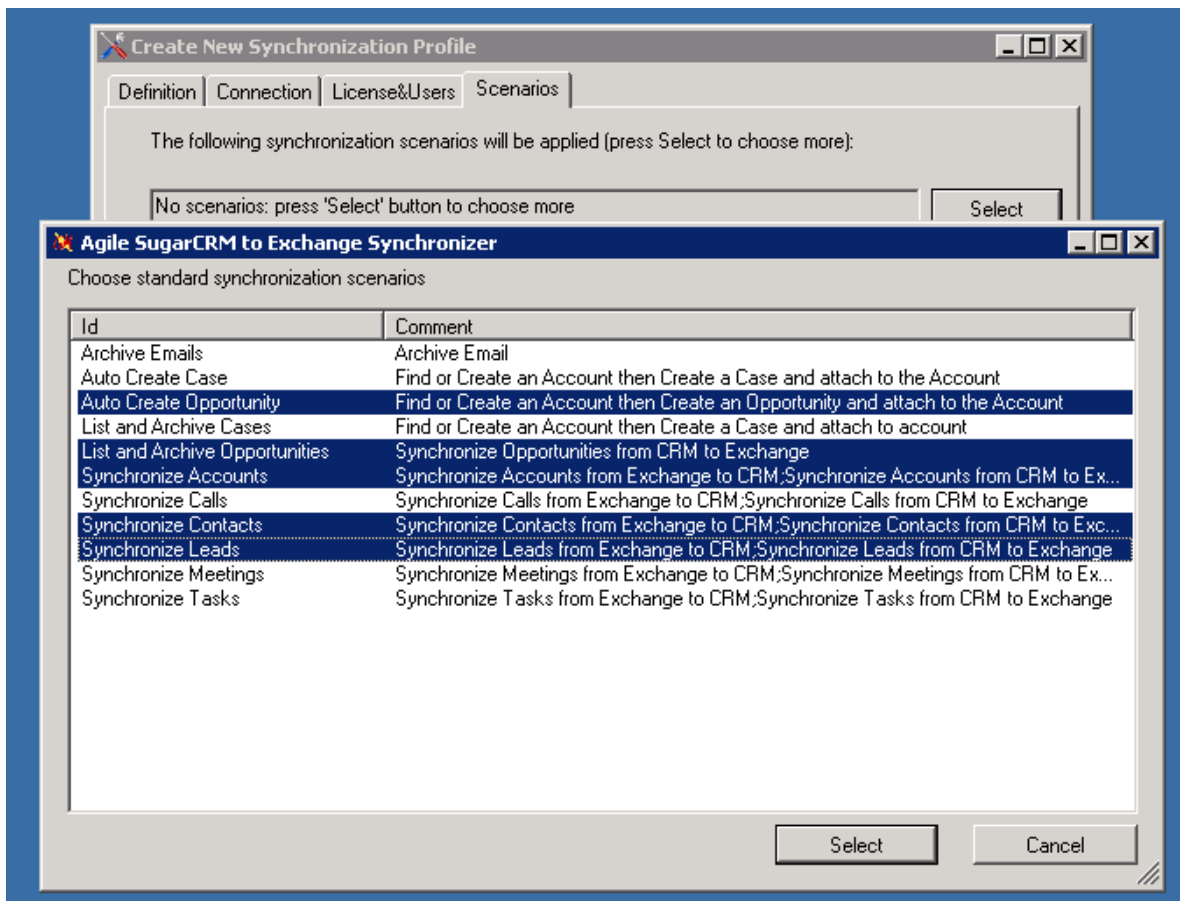


It is possible to get trial license for 7 days before making final decision about purchase. The screen appears showing information that should be sent to specified email address from your own email.

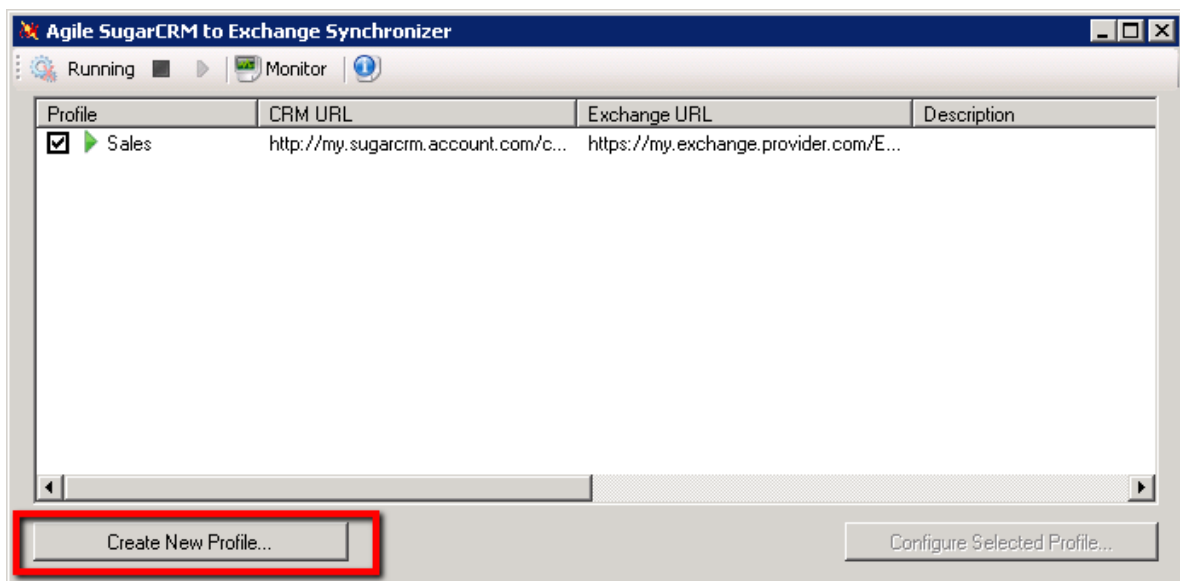


Your information will be processed and the trial license (EALicense.xml) will be sent to you.

Now we select scenarios specific to this profile (Pressing Ctrl key allows selecting multiple scenarios):



Ok, we have “Sales” profile created and running.



Finally we use “Create new Profile” to add “Support”-specific synchronization options.



**Create New Synchronization Profile**

Definition | Connection | License&Users | Scenarios

Unique Profile Name:

Unique identifier is a short name of a profile which holds all information about given CRM and Exchange servers. For example: "Default" or "Contoso". Any additional information should be put into Description.  
 Profile folder: C:\Documents and Settings\All Users\GrinMark\AESync\Data\Support

Description:

<Back    Next>    Finish

Adding user "alex":

**Create New Synchronization Profile**

Definition | Connection | License&Users | Scenarios

Path to license file (if available):  ...

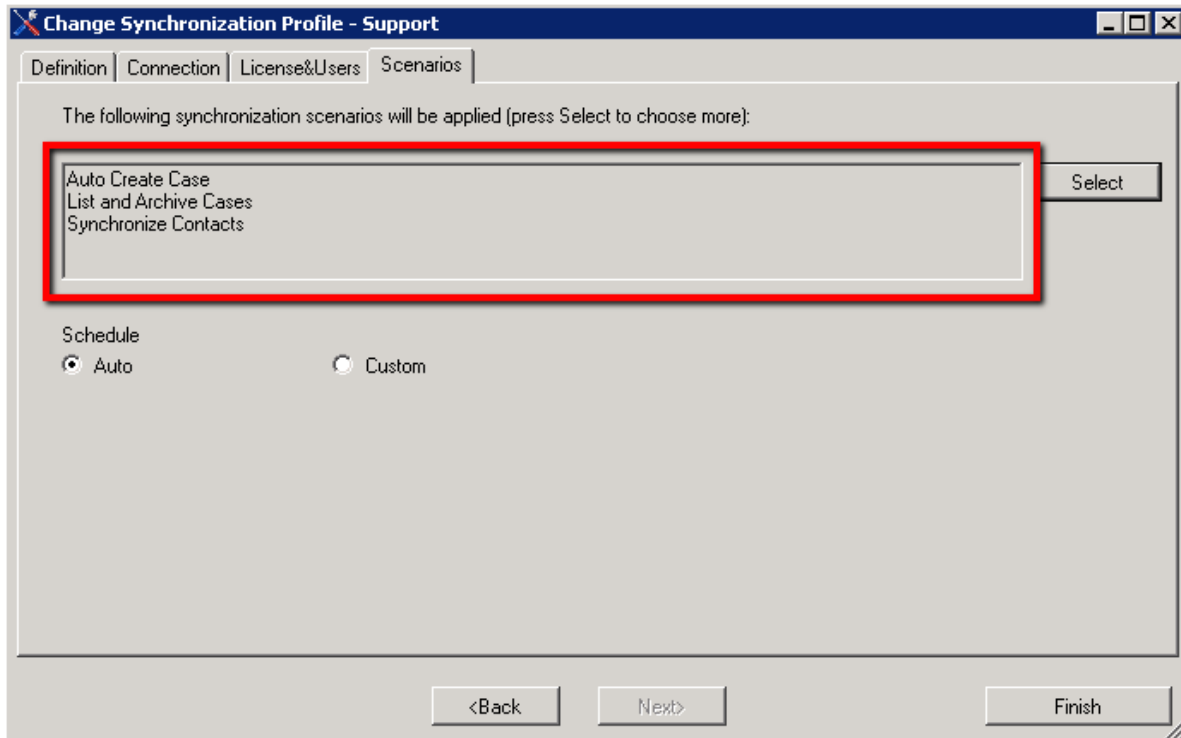
1 of 1

	Exchange Email	CRM User Login	Days to License Expire
▶	alex@ex.grinmark.com	alex	364
*			

The license is valid for 364 more days.   

<Back    Next>    Finish

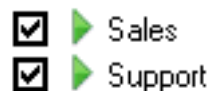
And adding support-specific scenarios:



After closing Synchronization Profile Wizard It takes some time for a new configuration to initialize. The configuration is displayed as grayed:



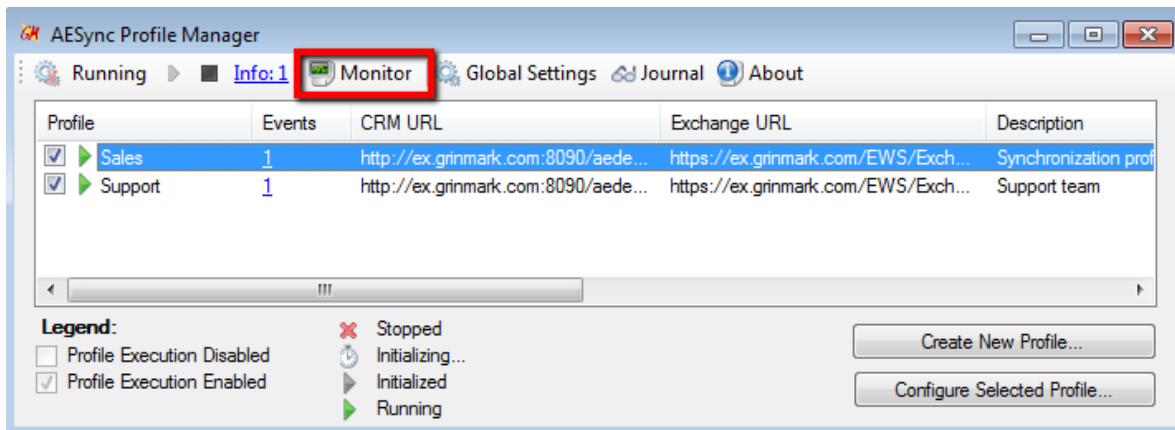
And in a moment it becomes green:



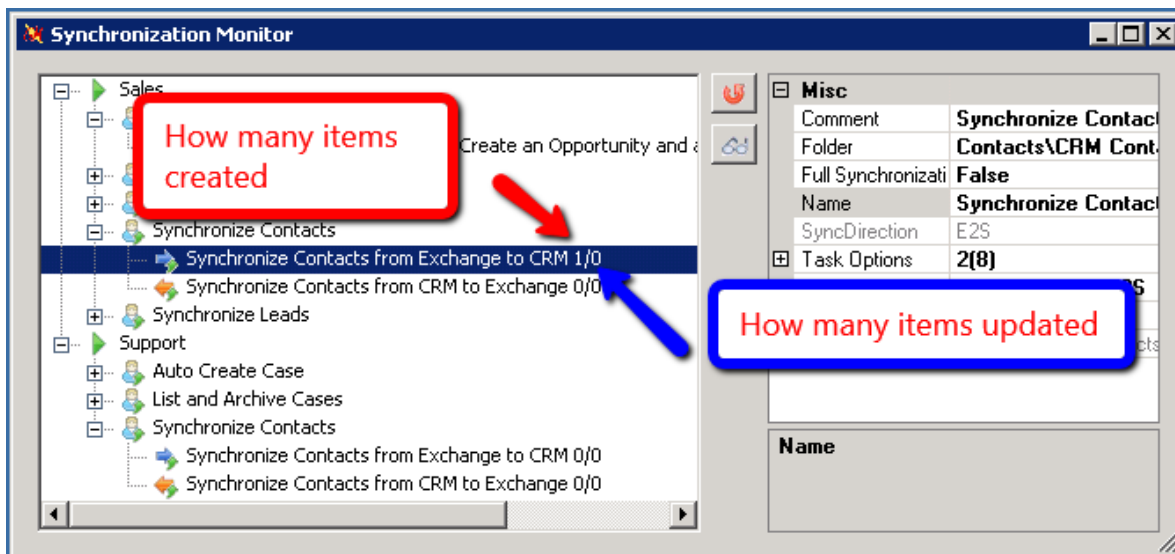
From this point both profiles are running.

#### 4.0.2 Monitoring Activity

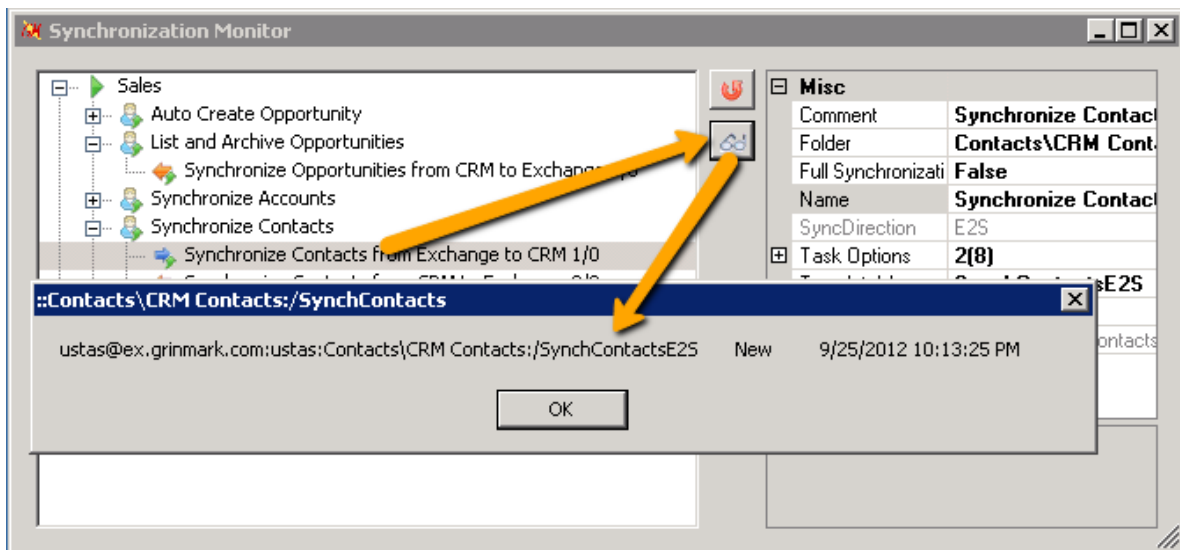
Synchronizer activity may be reviewed by pressing “Monitor”



The monitor screen displays detailed information about each synchronization scenario with breakdown on how many items were created or updated by particular synchronization step:



By pressing the Log button  brings detailed information of individual synchronized items:



Doing the same for the whole profile brings the combined profile synchronization journal:

