



## **youGROW Version 2.7.0.24**

Applies to:  Outlook 2007    Outlook 2010    Outlook 2013    YGROW All versions

### **Issues:**

1. Some clients were experiencing issues with the youGROW forms being inconsistently displayed.
2. If opening a Contact from a Linked Task, the form would not open directly unless you were in the youGROW folder. (This had previously been by design)
3. If searching for a contact from other than the youGROW contact folder, the YG form would not display (This had previously been by design)

### **Resolution:**

We have spent the past 6 months rewriting the entire back end of youGROW, and added a few new features to make life easier, and to improve stability.

## **Instructions for Installation and Usage:**

### **Installation:**

Please download the current version from:

[http://updates.yougrow.com.au/files/youGROW\\_Setup/YouGROWOutlookAddInSetup%202.7.0024.exe](http://updates.yougrow.com.au/files/youGROW_Setup/YouGROWOutlookAddInSetup%202.7.0024.exe)

1. Download and save to your computer
2. Close Outlook
3. Uninstall your current version of youGROW – through Control Panel | Add remove programmes or Programmes and Features
4. Double click on the file you downloaded above and run through the wizard to install
5. Open Outlook

### **Setup:**

You will notice a new panel for youGROW when you first open Outlook. We will use this for setup going forward – you can minimise it when done.

### **Single User Install:**

1. Navigate to your designated youGROW contact folder in Outlook
2. Click “Add Folder” as per Figure 1 on the following page
3. As per Figure 2 on the following page, click “Use Current Folder”
4. Select the drop down box next to “Data Type”, and select which interface you need
5. If MYOB accounting, click “Enable Sales Charting”, and then click “Configure” to browse to the location of your MYOB data file, add in the Administrator user name and password, and the ODBC driver name “MYOAU1001”
6. Click “Change Notifications” and add an email address if you want this turned on.
7. Click OK – you can now minimize this screen

## TRAINING NOTES

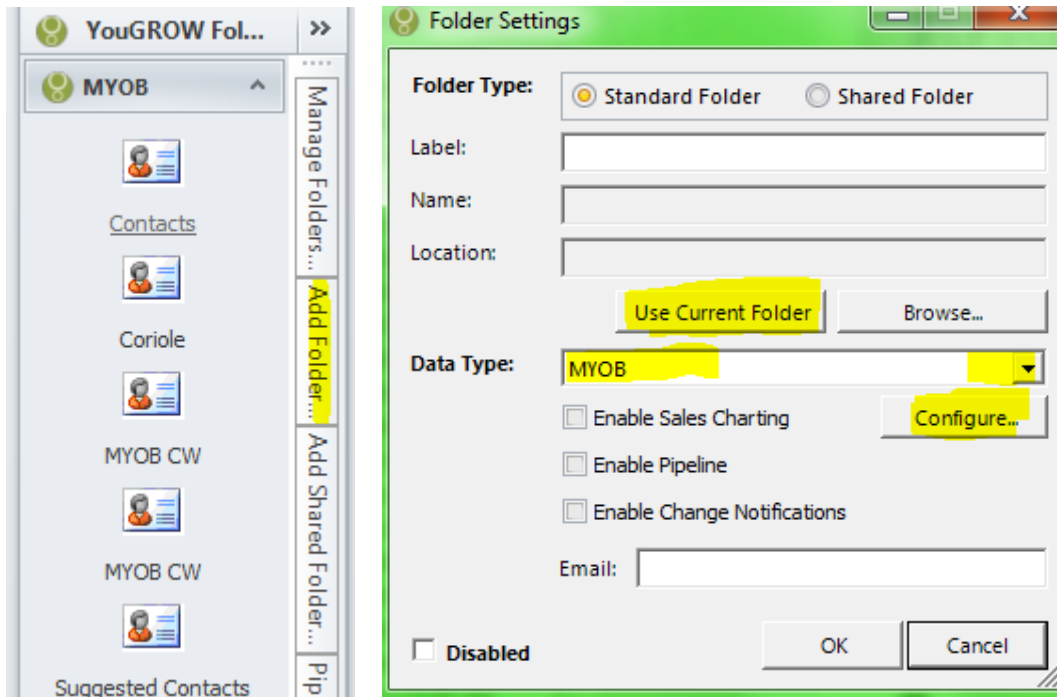


Figure 1

Figure 2

### Multi User Install – this will need to be done for each user:

8. Navigate to your designated youGROW contact folder in Outlook
9. Click “Add Shared Folder” as per Figure 3 on the following page
10. As per Figure 4 on the following page, click “Address Book
11. Select the name of the shared contact folder user (generally youGROW)” and click “Add”. You will receive a message from youGROW asking you to wait whilst the folder is validated. When done, it will say “Hooray”
12. Select the drop down box next to “Data Type”, and select which interface you need
13. If MYOB accounting, click “Enable Sales Charting”, and then click “Configure” to browse to the location of your MYOB data file, add in the Administrator user name and password, and the ODBC driver name “MYOAU1001”
14. Click “Change Notifications” and add an email address if you want this turned on.
15. Click OK – you can now minimize this screen



You can also add Pipeline options from this screen, and change the layout of the screen

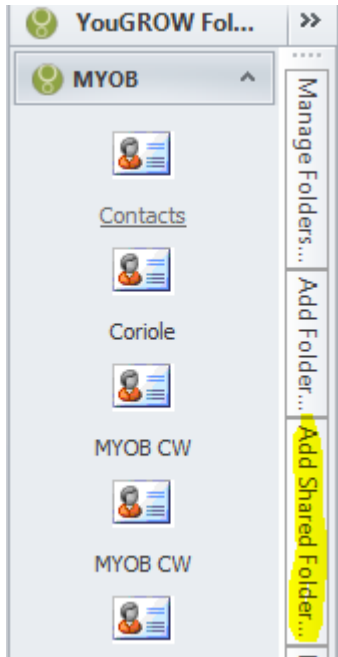


Figure 3

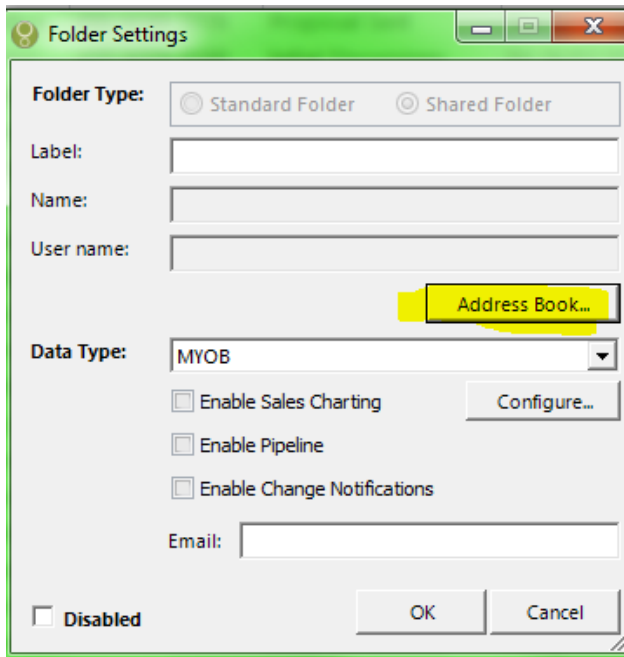


Figure 4

