

Implementing your Conversica Salesforce App



appexchange program partner



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Implementation Overview

There are five key stages required to get the Conversica App fully implemented. These stages can be completed in less than a day if you already know which employees will be using Conversica and the leads you will be messaging.

Implementation Stage	Completed By	Time Estimate	Prior to Completion
Install the Conversica App and Configure Conversica Settings	Salesforce Admin	<15 minutes	Notify your Conversica Technical Account Manager (TAM)
Configure Page Layout for Lead, Contact, and Campaign Pages	Salesforce Admin	<1 hour	NA
Set up Reps and Managers in Salesforce	Salesforce Admin	<1 hour	Last Step: Notify Conversica TAM to complete the synchronization
Add Reps and Managers to Conversica	Salesforce Admin Conversica Admin	<15 minutes	First Step: API User must access the Conversica tab in Salesforce
Create Salesforce Campaign and Sync to Conversica Dialogue	Salesforce Admin	<1 hour	NA

Your Conversica Technical Account Manager (TAM) is available to walk you through this install and configuration process. Please reach out to them before beginning this guide for their efficient Conversica setup service.

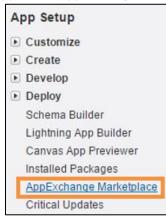
To complete implementation, the following information will need to be provided to Conversica:

- Salesforce Org ID
- Salesforce API User ID:
 - The API User's access will be used to update information. This user needs to have access to edit all fields required for Conversica
 - This will also be the first user to access the Conversica Dashboard through Salesforce and will be responsible for adding at least the first manager to Conversica's Team Settings tab.
- **Campaign ID** of an empty campaign that will be used for testing and the initial conversation type.

📀 conversica

Install the Conversica App and Configure Conversica Settings

1. Access and download the Conversica App on the AppExchange Marketplace.



- 2. There are three options you have for downloading the Conversica App. In all three options you will still need to grant connected app permission to the profile of the user if you would like them to see the Conversica Tab or Visualforce Sections.
 - Install for Admins Only: If you are not sure which users will need access to Conversica, or you do not use Profiles to manage settings (use Permission Sets or other custom settings instead) then you can install for Admins only and grant access to your users later.
 - Install for All Users: If all users in your organization will be using Conversica, you may install for all users. Conversica will be visible to all users on the pages you configure, but content will only be visible once a user is added to the Conversica Dashboard (steps outlined below).
 - Install for Specific Profiles: If you already know who will be needing to interact with Conversica (including managers that will oversee the program and the reps who will follow up with leads Conversica identifies as hot) and you use Profiles to manage settings, you can speed the implementation time by selecting these profiles now. Conversica will be visible to selected profiles on the pages you configure, but content will only be visible once a user is added to the Conversica Dashboard (steps outlined below).
- Once you select your installation preference and click on *Install*, you will receive a confirmation to grant 3rd Party Access to Conversica (api.ava.ai). Select *Yes* and *Continue*.



Appro	ove Third-Party	Access ×	
Ø	This package may send or receive data from third-party websites. Make sure you trust these websites. <u>What if you are unsure?</u>		
	Website	SSL Encrypted	
	api.ava.ai	√	
		cess to these third-party web sites	

4. Your App will begin to install. When completed, click *Done*:

Install Conversica - Converting Leads into Opportunities By Conversica	
Installation Complete!	
	Done

- 5. You will now be taken to your list of Installed Packages. To complete the configuration process, you need to access the Conversica App under *Manage Apps*.
 - If you are completing configuration after installation, you can find *Manage Apps* in your left navigation panel under *Administration Setup* (go to Step 6).
 - If you are completing the configuration later, you can continue by going to the *Setup* page. To access this page, go to the top of the page and click on your user drop-down menu.

qa development 💌	Help	Force.com 🔻
My Profile		
Setup		
Developer Console		
Logout		Help for this Page 🥝



- Administration Setup ▶ Manage Users Manage Apps Connected Apps Connected Apps OAuth Usage App Menu Manage Territories ▶ Company Profile ▶ Security Controls ▶ Domain Management Communication Templates Translation Workbench ▶ Data Management ▶ Monitoring ▶ Mobile Administration ▶ Desktop Administration
- 6. Under Administration Setup, expand Manage Apps and click Connected Apps:

7. Find *Conversica* in your list of Connected Apps. Click on *Edit.*

Connected App	S		Help	for this Page
Manage the apps that connec	t to your Salesforce org	janization.		
App Access Settings		Edit		
Allow users to install can	vas personal apps			
View: All Create New V	iew			
View: All Create New V	iew	A	B C D E F G H I J K L M N O P Q R S T U V W X	Y Z Other J
View: All Create New V Action Master Label +	iew	A Application Version	B C D E F G H I J K L M N O P Q R S T U V W X Permitted Users	Y Z Other .
	iew			Y Z Other
Action Master Label +	iew	Application Version	Permitted Users	Y Z Other
Action Master Label +	Action	Application Version	Permitted Users	Y Z Other

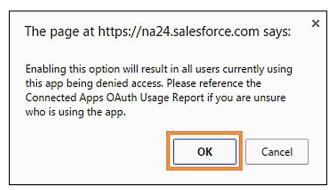
- 8. There are a few settings to edit/confirm in your Conversica App settings.
 - a. Refresh Token Policy
 - Select *Refresh token is valid until revoked*.
 - Expiring your token will prevent Conversica from accessing new leads and updating Conversica's fields.
 - b. Pre-Authorize Admin Users



- Under OAuth policies, ensure Admin approved users are pre-authorized and click OK on pop-up.
- If you are using Professional or General Editions, your only option is to select **All users may selfauthorize**. This setting works as well for all editions and will allow all users in the organization to Authorize the Conversica App. They will still not be able to see the dashboard unless they have been added as a manager or rep (covered later in this document).
- c. Timeout Value: The shorter the timeout, the more API Calls Conversica may need to make. If you hit your API limits, Conversica will not be able to receive or update leads. We recommend the Timeout Value is set to *None.*
- d. *High assurance session required*: OFF (unchecked).

Connected App Edit					
o conversica		Version Description	76 Conversica Salesforce App		
Basic Information					Required Information
Start URL	https://www.conversica.cor		Mobile Start URL	https://www.conversica.com	
OAuth policies			_		
Permitted Users	Admin approved users are pre-authorized All users may self-authorize Admin approved users are pre-authorized		P Relaxation Refresh Token Policy:	Enforce IP restrictions Refresh token is valid until revoked Intrineualety expire remesh token Expire refresh token if not used for Expire refresh token after	T Day(s) T Day(s) T
Session Policies	None •		4	High assurance session required	
Custom Connected App Handler					
Apex Plugin Class Run As	93 i				
User Provisioning Settings					
Enable User Provisioning i					
	Save				

- 9. Click Save.
- 10. Confirm pop-up (only displayed if permitted users setting is *Admin approved users are pre-authorized*) and then click **OK**:





Configure Layout on Lead, Contact, and Campaign Pages

These steps will walk you through adding Conversica fields to your page layouts.

Lead, Contact, and Person Account Page Setup

For setting up the Person Account page layout, please disregard the Visualforce Field Configuration section.

Page Layout Configuration

In order to display the Conversica Visualforce and custom field sections on your Lead and Contact pages, you need to create and configure a new Conversica section. Please follow the instructions below for both your Lead Page Layout, and your Contact Page Layout.

1. Go to Setup.



2. Under App Setup, expand Customize, then expand Leads to get to Page Layouts.

App Setup
Customize
Tab Names and Labels
▶ Home
 Activities
Campaigns
🔽 Leads
Fields
Related Lookup Filters
Validation Rules
Triggers
Page Layouts
Field Sets
Compact Layouts
Search Layouts



3. Identify which Lead layouts need to have Conversica information on them. Complete the steps below for each layout by clicking *Edit*:

_ead Pa	age Layout			
	ws you to create different page		ead data. tton to control which page layout users see	hy default
	,	, ,		
Lead Page	Layouts	New	Page Layout Assignment	
Action	Page Layout Name	Installed Package	Created By	Modified By
Edit Del	Lead (Marketing) Layout		ga development, 5/15/2015 11:38 AM	ga development, 5/15/2015 11:38 AM
Edit Del	Lead (Sales) Layout		ga development, 5/15/2015 11:38 AM	ga development, 5/15/2015 11:38 AM
Edit Del	Lead (Support) Layout		ga development, 5/15/2015 11:38 AM	ga development, 5/15/2015 11:38 AM
Edit Del	Lead Layout	Conversica	ga development, 6/20/2015 9:33 AM	ga development, 6/20/2015 9:33 AM
Edit Del	Lead Layout		ga development, 5/15/2015 11:38 AM	ga development, 6/20/2015 1:39 PM

Visualforce Field Configuration

These instructions do not apply to Person Accounts. If you are configuring Person Accounts, please skip to the next section.

1. Scroll down to the *Visualforce Pages* category. You may need to open the panel by pressing the arrow.

Lead Layout -						
Save V Quick Save	Save 🔻 Quick Save Preview As 🔻 Cancel 📣 Undo 🐟 Redo 🚍 Layout Properties					
Buttons	•	Q Quick Find Field N	ame 🙁			
Quick Actions		→ Section	Campaign	Conversica Date A	Conversica	
Salesforce1 Actions		→■Blank Space	Campaign	Conversica First	Conversica	
Expanded Lookups	Expanded Lookups Address Company Conversica Hot Lead Conversion					
Related Lists		Annual Revenue	Company D-U-N-S N	Conversica Hot Le	Conversica	
Report Charts						
Visualforce Pages	-	•				
					^	



2. Drag and drop the Visualforce *Section* where you would like to display Conversica's lead history on the page.

Save VQuick Save Pre	view As 🔻 Cancel 🛛 🐟 Undo 🐟 Redo 📔 Eayout Properties
Buttons Quick Actions Salesforce1 Actions Expanded Lookups Related Lists Report Charts Visualforce Pages	Quick Find Page Name Section LeadEventHistoryM PBlank Space avaCampaignMember LeadEventHistory
Description Informat	
Custom Links (Heade	er visible on detail only) Section

- 3. Name the section "Conversica" and ensure the section is set up with:
 - In the Display Section Header On section, check the Detail Page and Edit Page boxes
 - 1-Column layout

Section Properties		×
Section Name Display Section Header On	Conversica ✔ Detail Page ✔ Edit Page	
Layout		
I-Column	2-Column	
	OK Cancel	



4. Next, drag the *LeadEventHistory* Visualforce page and drop it in your newly created Conversica section.

Save Quick Save	Save 🔻 Quick Save Preview As 🔻 Cancel 🛷 Undo 🐟 Redo 📑 Layout Properties					
Buttons	Quick Find Page Name S					
Quick Actions Salesforce1 Actions Expanded Lookups Related Lists	Blank Space					
Report Charts Visualforce Pages	▼ LeadEventHistory					
	rmation (Header visible on edit only) ription Sample Description					
Conversica						
	C LeadEventHistory					
Custom Links (H	Header visible on detail only)					

5. Upon completion, you will see that the *LeadEventHistory* Visualforce page has been added. While hovering over the page, click on the *Properties* button (wrench).

Conversica
LeadEventHistory



- 6. Set your preferred settings. In most set ups, our recommended settings are optimal, however depending on your organization's preference, these may differ. Recommended Settings:
 - 100% Width
 - 500 pixel Height
 - Show scrollbars: Regardless of the Width and Height you select, we do recommend **Show scrollbars** as this is where your Conversica messaging will display which may include multiple emails to and from your lead/contact.

Visualforce Page Properties				
Width (in pixels or %) Height (in pixels)	500			
Show scrollbars				
Show label				
OK	Cancel			

7. Drag the *avaCampaignMember* Visualforce page, and drop it directly under the *LeadEventHistory* Visualforce page, still within the Conversica section.

Save V Quick Save I Buttons	Previe	w As▼ Cancel ↓ ◆ Undo ∧ Redo E Layout Properties
Quick Actions Salesforce1 Actions Expanded Lookups Related Lists Report Charts Visualforce Pages	•	 ◆■ Section LeadEventHistoryM ◆■ Blank Space avaCampaignMember LeadEventHistory
		avaCampaignMember



- 8. Adjust your settings by clicking the properties button (wrench). These are our recommended Settings:
 - 100% Width
 - 100 pixels Height

Visualforce Page Properties				
Width (in pixels or %)	100%			
Height (in pixels)	100			
Show scrollbars				
Show label				
0	Cancel			

9. Click Save.

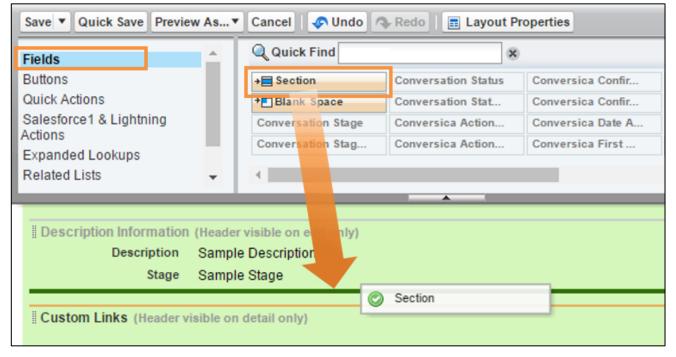
Save Quick Save	Prev	iew As V Cancel	Undo 🔿 Redo	E Layout Properties
Buttons	*	Q Quick Find Page N	ame	8
Quick Actions		→ Section	LeadEventHistoryN	A
Salesforce1 Actions Expanded Lookups Related Lists		→■ Blank Space avaCampaignMember		
		LeadEventHistory		
Report Charts Visualforce Pages	-			



Custom Fields Configuration

Next, you need to add the Conversica Status fields to the Lead (and Contact) page layout. These fields can be added to a current section, or to a new section. Below are instructions for creating a new section for your Conversica Status fields.

1. Drag and drop the Fields *Section* where you would like to display Conversica's lead data on the page.



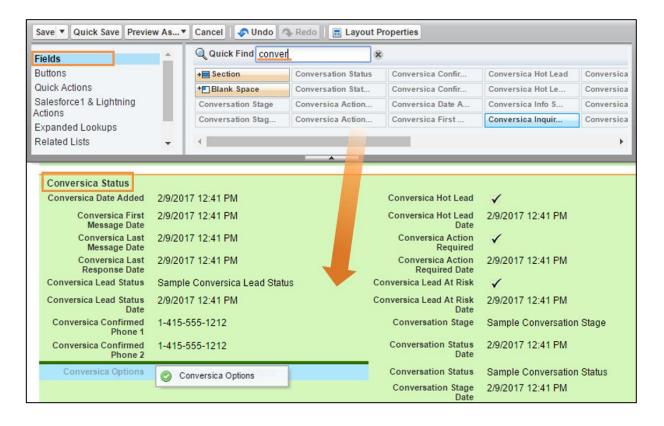


- 2. Name your new section "Conversica Status."
 - In the *Display Section Header On* section, check the *Detail Page* and *Edit Page* boxes
 - Select the *2-Column* layout
 - Select the *Top-Down* Tab-Key Order

Section Properties	×				
Section Name Conversica Status Display Section Header On I Detail Page I Edit Page					
Layout	Tab-key Order				
1-Column 2-Column	 Of of of of of the second s				
OK Cancel					

3. Enter "conver" into the Quick Find textbox and select each Conversica field (except the fields with the word "deprecated" in the title) and drag and drop it into your new section.





After you select all these fields, you should have the following fields:

- Conversation Stage
- Conversation Stage Date
- Conversation Status
- Conversation Status Date
- Conversica Action Required
- Conversica Action Required Date
- Conversica Confirmed Phone 1
- Conversica Confirmed Phone 2
- Conversica Date Added
- Conversica First Message Date
- Conversica Hot Lead
- Conversica Hot Lead Date
- Conversica Info Statement
- Conversica Inquiry Verb

- Conversica Last Message Date
- Conversica Last Response Date
- Conversica Lead at Risk
- Conversica Lead at Risk Date
- Conversica Lead Status
- Conversica Lead Status Date
- Conversica Options
- Conversica Further Action
- Conversica Further Action Date
- Conversica Discovered Email 1
- Conversica Discovered Email 2
- Conversica Discovered Name
- Conversica SMS Opt Out
- Conversica Lead Profile



4. Press Save.

Save V Quick Save Previe	w As▼	Cancel 🔷 Undo 🤇	🕨 Redo 📔 🔳 Layout P	roperties
Fields	^	Quick Find)
Buttons		→ Section	Conversation Status	Conversica
Quick Actions		◆■ Blank Space	Conversation Stat	Conversica
Salesforce1 & Lightning Actions		Conversation Stage	Conversica Action	Conversica
Expanded Lookups		Conversation Stag	Conversica Action	Conversica
Related Lists	-	4		

When you are finished, this should be the result:

Conversica Status Conversica Date Added 3/15/2017 10:46 AM Conversica First Message Date 3/15/2017 10:48 AM Conversica Last Message Date 3/17/2017 11:04 AM Conversica Last Message Date 3/17/2017 11:04 AM Conversica Last Message Date 3/17/2017 11:06 AM Conversica Lead At Risk Date 2/17/2017 11:06 AM Conversica Lead At Risk Date 2/17/2017 11:06 AM Conversica Lead At Risk Date 2/17/2017 11:06 AM Conversica Conversica Action Required 2/17/2017 11:09 AM Conversica Action Required Date 3/17/2017 11:09 AM Conversica Further Action O 2/17/2017 11:09 AM Conversica Lead Status 3/17/2017 11:09 AM Conversica Discovered Email 0 2/17/2017 11:09 AM Conversica Discovered Email 0 2/17/2017 11:09 AM Conversica Lead Status 3/17/2017 11:09 AM Conversica Discovered Email 1 2/17/2017 11:09 AM Conversica Discovered Email 1 2/17/2017 11:09 AM Conversica Discovered Email 2 2/17/2017 11:09 AM Conversica Discovered Email 2 2/17/2017 11:09 AM Conversica Discovered Email 2 2/17/2017 11:09 AM Conversica Conversica Discovered Email 2 2/17/2017 11:09 AM Conversica Conversica Discovered Email 2 2/17/2017 11:09 AM Conversica Conversica Confirmed Phone 1 6508876664 Conversica Lead Status Date 3/17/2017 11:09 AM Conversica Confirmed Phone 2 2/17/2017 11:09 AM Conversica Confirmed Phone 2 2/17/2017 11:09 AM Conversica Confirmed Phone 2 2/17/2017				
Conversica First Message Date 3/15/2017 10:48 AM Conversica Hot Lead Date 3/15/2017 11:00 A Conversica Last Message Date 3/17/2017 11:04 AM Conversica Lead At Risk Image: Conversica Conversica Lead At Risk Image: Conversica Conversica Conversica Lead At Risk Image: Conversica Conversica Conversica Conversica Conversica Action Required Image: Conversica Lead Status Satisfied Conversica Conversica Discovered Email 1 Image: Conversica Convers	 Conversica Status 			
Conversica Last Message Date 3/17/2017 11:04 AM Conversica Lead At Risk Image: Conversica Conversica Lead At Risk Image: Conversica Conversica Lead At Risk Image: Conversica Conversica Action Required Image: Conversica Conversica Action Required Image: Conversica Conversica Action Required Image: Conversica Lead Status Satisfied Conversica	Conversica Date Added	3/15/2017 10:46 AM	Conversica Hot Lead	\checkmark
Conversica Last Response Date 3/17/2017 11:06 AM Conversica Lead At Risk Date Conversation Stage Conversica Stopped Conversica Action Required	Conversica First Message Date	3/15/2017 10:48 AM	Conversica Hot Lead Date	3/15/2017 11:00 AM
Conversation Stage Conversica Stopped Conversica Action Required Conversation Stage Date 3/17/2017 11:09 AM Conversica Action Required Date Conversation Status Conversation Complete Conversica Further Action @ Conversation Status Date 3/17/2017 11:09 AM Conversica Further Action @ Conversation Status Date 3/17/2017 11:09 AM Conversica Further Action @ Conversica Lead Status Satisfied Conversica Discovered Email 1 @ Conversica Lead Status Date 3/17/2017 11:09 AM Conversica Discovered Email 1 @ Conversica Lead Status Date 3/17/2017 11:09 AM Conversica Discovered Email 1 @ Conversica Lead Status Date 3/17/2017 11:09 AM Conversica Discovered Email 2 @ Conversica Lead Profile Conversica Confirmed Phone 1 6508876664 Conversica Options Conversica Confirmed Phone 2 6508876664	Conversica Last Message Date	3/17/2017 11:04 AM	Conversica Lead At Risk	
Conversation Stage Date 3/17/2017 11:09 AM Conversica Action Required Date Conversation Status Conversition Complete Conversica Further Action () Conversation Status Date 3/17/2017 11:09 AM Conversica Further Action () Conversition Status Date 3/17/2017 11:09 AM Conversica Further Action Date () Conversition Status Date 3/17/2017 11:09 AM Conversica Further Action Date () Conversition Lead Status Satisfied Conversica Discovered Email 1 () Conversica Lead Status Date 3/17/2017 11:09 AM Conversica Discovered Email 2 () Conversica Lead Status Date 3/17/2017 11:09 AM Conversica Discovered Email 2 () Conversica Lead Profile () Conversica Confirmed Phone 1 6508876664 Conversica Options Conversica Confirmed Phone 2 Conversica Confirmed Phone 2	Conversica Last Response Date	3/17/2017 11:06 AM	Conversica Lead At Risk Date	
Conversation Status Conversation Complete Conversica Further Action @	Conversation Stage	Conversica Stopped	Conversica Action Required	
Conversation Status Date 3/17/2017 11:09 AM Conversica Further Action Date Conversica Lead Status Satisfied Conversica Discovered Email 1 Conversica Lead Status Date 3/17/2017 11:09 AM Conversica Discovered Email 2 Conversica Lead Status Date 3/17/2017 11:09 AM Conversica Discovered Email 2 Conversica Lead Profile Conversica Confirmed Phone 1 6508876664 Conversica Options Conversica Confirmed Phone 2 Conversica Confirmed Phone 2	Conversation Stage Date	3/17/2017 11:09 AM	Conversica Action Required Date	
Conversica Lead Status Satisfied Conversica Discovered Email 1 Conversica Lead Status Date 3/17/2017 11:09 AM Conversica Discovered Email 2 Conversica Lead Profile Conversica Confirmed Phone 1 6508876664 Conversica Options Conversica Confirmed Phone 2	Conversation Status	Conversation Complete	Conversica Further Action 🌝	
Conversica Lead Status Date 3/17/2017 11:09 AM Conversica Discovered Email 2 Conversica Lead Profile Conversica Confirmed Phone 1 6508876664 Conversica Options Conversica Confirmed Phone 2	Conversation Status Date	3/17/2017 11:09 AM	Conversica Further Action Date 🥝	
Conversica Lead Profile () Conversica Confirmed Phone 1 6508876664 Conversica Options Conversica Confirmed Phone 2	Conversica Lead Status	Satisfied	Conversica Discovered Email 1 🥝	
Conversica Options Conversica Confirmed Phone 2	Conversica Lead Status Date	3/17/2017 11:09 AM	Conversica Discovered Email 2 🥝	
	Conversica Lead Profile 🍘		Conversica Confirmed Phone 1	6508876664
Conversica SMS Opt Out 🤪 📋	Conversica Options		Conversica Confirmed Phone 2	
			Conversica SMS Opt Out 🥝	

REPEAT on CONTACT PAGE LAYOUT

Complete steps 1-16 on your Contact Page Layouts



Campaign Page Setup

1. Go to **Setup**.

	qa development 🔻	Help	Force.com 🔻
-	y Profile etup		
	eveloper Console		
L	ogout		Help for this Page 🕜

2. Under *App Setup*, expand *Customize*, then expand *Campaigns* to get to *Page Layouts*.

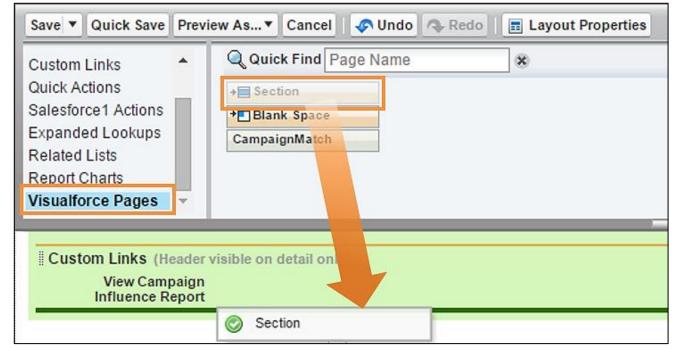


3. Identify which Campaign Layouts need to have Conversica. Complete the steps below for each layout by clicking *Edit*.

Campaign Page Layout						
This page allows you to create different page layouts to display Campaign data. After creating page layouts, click the Page Layout Assignment button to control which page layout users see by default.						
Action	Modified By					
Edit Del	Campaign Layout		ga development, 5/15/2015 11:38 AM	ga development, 6/25/2015 12:38 PM		
Edit Del	👆 Campaign Layout	Conversica	ga development, 6/25/2015 12:22 PM	ga development, 6/25/2015 12:22 PM		



4. Scroll down to the Visualforce Pages category. Drag and drop a *Section* where you would like the Conversica Visualforce page to be.

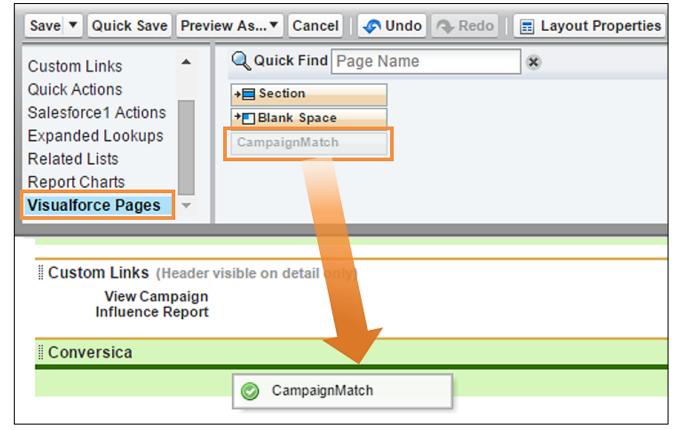


- 5. For the *Section Properties*, name the section "Conversica" and have the following selected:
 - In the Display Section Header On section, check the Detail Page and Edit Page boxes
 - 1-Column Layout
 Section Properties ×
 Section Name Conversica
 Display Section Header On

 Detail Page
 Edit Page
 Edit Page
 I-Column 2-Column
 OK Cancel



6. Go back up in the Visualforce section, and drag and drop *CampaignMatch* to the Conversica section you just created.



- 7. Adjust your settings (click the *property wrench*).
 - Width: 50%
 - Height: 150 pixels

	Visualforce Page Pro	perties	×	
Conversica	Width (in pixels or %) Height (in pixels) Show sorollbars Show label	50% 150 	-	
	ок	Cancel		



8. Press Save.

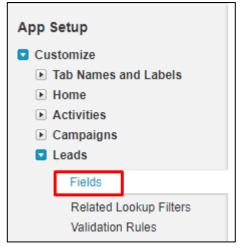
Campaign Layout -					
Save VQuick Save Previ	Save 🔻 Quick Save Preview As 🔻 Cancel 🔷 Undo 🐟 Redo 📑 Layout Properties				
Custom Links	Q Quick Find Page Name				
Quick Actions	→ Section				
Salesforce1 Actions	▶ Blank Space				
Expanded Lookups	CampaignMatch				
Related Lists					
Report Charts					
Visualforce Pages 🔻					
	· · · · · · · · · · · · · · · · · · ·				

You have completed adding Conversica to your layouts. Your next step is to map the Conversica custom lead fields to the custom Contact fields. This allows your Conversica data to be transferred from the lead to the contact created during the conversion process.

Map Conversica Custom Lead Fields to Contact Fields

By default, when a Lead is converted to a Contact, none of the data in the Lead's custom fields is transferred to the Contact's custom fields because there is no mapping between the fields in these two objects. The steps below explain how to map the custom fields on the Lead to the custom fields on the Contact, so this data is transferred during the Lead conversion process.

1. Navigate to *App Setup > Customize > Leads > Fields*.





Г

2. Scroll down to the Lead Custom Fields and Relationships section and click the Map Lead Fields button.

Lead Custom Fields & Relationships	New Map Lead Fields Field Dependencies		
	DI N		
Click on the <i>Contact</i> tab.			

3.

Lead Conversion Field Mapping							
Custom Fields Use the tabs to map each of your organization's custom lead fields to one of yo							
ACCOUNT	ACCOUNT CONTACT OPPORTUNITY						
LEAD FIELDS							

4. Go down the list and map the custom lead field to the corresponding contact field.

ACCOUNT CONTACT OPPORTUNITY	
★ LEAD FIELDS	CONTACT FIELDS
Acquisition Date	Acquisition Date
Acquisition Program	Acquisition Program
Conversation Stage	Conversation Stage
Conversation Stage Date	Conversation Stage Date

Once these steps are complete, all leads that are converted in the future will carry over their Conversica field data when they're converted from a lead to a contact.

Set up Reps and Managers in Salesforce

Manage User Permissions in Salesforce

Prior to setting up your user permissions, you need to determine who will need access to Conversica. Generally, this will include anyone who is going to be following up with leads, and any user that needs access to Conversica lead information.



Next, determine how your organization would like to manage access to Conversica. Salesforce offers two different ways to manage user settings:

- Profiles
- Permission Sets

Once permissions have been granted and you have configured your page layouts, your users will be able to see the Conversica Visualforce pages and the Conversica Tab in Salesforce. Content will only be visible after the user is also added into the Conversica Dashboard.

Profiles

Profiles are set up by your organization to easily manage settings for groups of users. Identify which users need to have access to Conversica. If your organization has not used profiles in the past, and you are not using Permission Sets for the app, you can activate Conversica on two of the most commonly used profile types and confirm access has been granted. Please explore your organization's profiles to ensure the correct users receive Conversica access.

- Standard User
- System Administrator
- 1. Go to *Setup*.

qa development 💌	Help	Force.com 🔻
My Profile		
Setup		
Developer Console		
Logout		Help for this Page 😯

2. Under Administration Setup, expand Manage Users, and click on Profiles.





3. Select the profile that you are intending to grant permissions for. In the image below, the standard User will be selected. Click on the Name of the profile (not edit).

Jser	Iser Profiles Help for this Page					
elow is a	list of the profiles for your organization. Y	ou can view more detailed information by click	king on the profile lin			
Profile	New					
Action	Name	User License	Custom			
Edit	Standard Platform User	Salesforce Platform				
Edit	Standard User	Salesforce				
Edit	System Administrator	Salesforce				
Edit	Work.com Only User	Work.com Only				

4. Scroll down to the *Enabled Apex Class Access* section and click *Edit*.

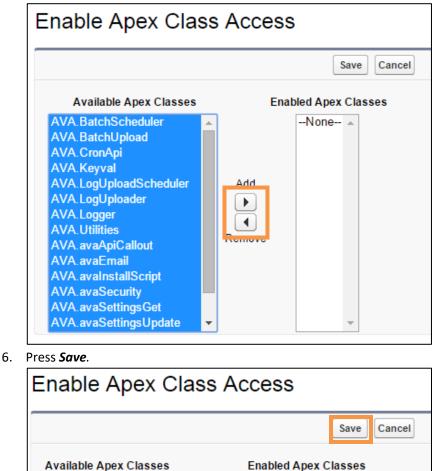
Enabled Apex Class Access	Edit	Enabled Apex Class Access Help 📀
No Apex Classes enabled		
Enabled Visualforce Page Access	Edit	Enabled Visualforce Page Access Help 🕐
No Visualforce Pages enabled		

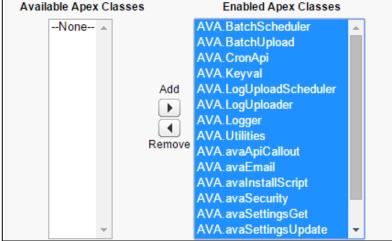
5. Find and select all Apex Classes that begin with AVA. These should include:

- AVA.BatchScheduler
- AVA.BatchUpload
- AVA.CronApi
- AVA.Keyval
- AVA.LogUploadScheduler
- AVA.LogUploader
- AVA.Logger
- AVA.Utilities

- AVA.avaApiCallout
- AVA.avaEmail
- AVA.avaInstallScript
- AVA.avaSecurity
- AVA.avaSettingsGet
- AVA.avaSettingsUpdate
- AVA.avaUninstallScript
- AVA.avaUninstallScriptTest

🔊 conversica





7. You will be taken back to the profile page. Scroll back down to the *Enabled Visualforce Page Access* and click *Edit*.



Enabled Visualforce Page Access	Edit	Enabled Visualforce Page Access Help ?
No Visualforce Pages enabled		

- 8. Select all the Visualforce Pages that begin with "AVA." These are:
 - AVA.AVA
 - AVA.Campaign
 - AVA.ContactEventHistory
 - AVA.ContactEventHistoryMobileCard
 - AVA.LeadEventHistory
 - AVA.LeadEventHistoryMobileCard
 - AVA.avaCampaignMemberFieldsContact
 - AVA.avaCampaignMemberFieldsLead

Enable Visualforce Page Access							
		Save					
Available Visualforce Pages Enabled Visualforce Pages							
AVA.AVA AVA.Campaign AVA.ContactEventHistory AVA.ContactEventHistoryMobileCard AVA.LeadEventHistory AVA.LeadEventHistoryMobileCard AVA.avaCampaignMemberFieldsContact AVA.avaCampaignMemberFieldsLead	•	Add					



9. Press Save.

Enable Visualforce Page Access						
Save						
Available Visualforce Pages	Enabled Visualforce Pages					
None 🔺	AVA.AVA AVA.Campaign AVA.ContactEventHistory AVA.ContactEventHistoryMobileCard AVA.LeadEventHistoryMobileCard AVA.LeadEventHistoryMobileCard AVA.avaCampaignMemberFieldsContact AVA.avaCampaignMemberFieldsLead					

10. You will once again return to the profile's page. At the top of the page, click *Edit*.

Profile Standard User	Help for this Page 🤣					
Users with this profile have the per	Users with this profile have the permissions and page layouts listed below. Administrators can change a user's profile by editing that user's personal information.					
If your organization uses Record Ty	ypes, use the Edit links in the Record Type Settings section below to make one or more record types available to users with this profile.					
Login IP Ranges [0]	Login IP Ranges [0] Enabled Apex Class Access [10] Enabled Visualforce Page Access [3] Enabled External Data Source Access [0] Enabled Named Credential Access [0] Enabled Service Presence Status Access [0] Enabled Custom Permissions [0]					
Profile Detail	Edit Jone View Users					
User License	Salesforce Custom Profile					



11. Scroll down to Connected App Access and select the Conversica check box.

Profile Edit		Save	Cancel				
Name User License	Standard U: Salesforce	ser		Custom Profile			
Custom App Settings							= Required Information
	Visible	Default			Visible	Default	
App Launcher		0		Sales	9	۲	
Call Center		0		Salesforce Chatter	۲	0	
Community		0		Sample Console		0	
Content	C	onnected	App Access	Site.com		0	
Force.com				Work.com		0	
Marketing			Conversica				
Connected App Access							
conversica							

12. Scroll down to *Custom Tab Settings* and select *Default On* from the drop down. This makes the Conversica Tab available for users to access.



13. Scroll down to Administrative Permissions and ensure API Enabled is selected.



14. Ensure all Custom Object Permissions are selected.

Custom Object Permissions													
	Basic A	ccess			Data Adm	inistration	Basi	ic Acces	38			Data Adm	inistration
	Read	Create	Edit	Delete	View All	Modify All	Rea	ad Cr	reate	Edit	Delete	View All	Modify All
App Logs							JobTracker						1
App Logs	\checkmark	~	~	\checkmark	\checkmark	\checkmark	JUDITACKEI		~	\checkmark	\checkmark	\checkmark	\checkmark
Ava Services	1	1	~	1	1	✓	Queue 🗸	1	✓	1	✓	✓	✓

Permission Sets

Permission Sets are useful if you are looking to grant permissions to group of users separate from Profiles. For example, you have a single profile for your Sales Reps, but a subset of those users need access to Conversica. To configure a permission set, follow the instructions below.



1. Go to Setup.

qa development 💌	Help	Force.com •
My Profile	_	
Setup		
Developer Console		
Logout		Help for this Page 🕜

2. Under Administration Setup, expand Manage Users and select Permission Sets.



3. Here you will have the choice of selecting a current Permission Set or creating a new Permission Set. If you are already using Permission Sets and have one that meets your needs, you may follow the steps below. If you would like to create a new Permission Set, you can follow the tutorial <u>here</u>. In this example, we will be using the Permission Set we created called Conversica Access. Click on the name of your desired Permission Set.

Permission Sets						
On this page you can create, view, and manage permission sets.	On this page you can create, view, and manage permission sets.					
In addition, you can use the SalesforceA mobile app to assign permissi	on sets to a user. Download SalesforceA from the Ap	p Store or Google F				
All Permission Sets Edit Delete Create New View						
New	A B C D E F G H I J	K L M N O P				
Action Permission Set Label ↑	Description	User License				
Del Clone <u>Conversica Access</u>		Salesforce				



4. You will be taken to the page of your Permission Set. Click on *Assigned Connected Apps*.

Permission Set Conversica Access				Video Tutorial Help for this Page 🔞
Q Find Settings	Clone Delete	dit Properties Manage Assignments		
Permission Set Overview				
Description			API Name	conversica_permissions
User License	Salesforce		Namespace Prefix	
Created By	ga development, 5/21/	2015 9:09 AM	Last Modified By	ga development, 6/26/2015 6:58 AM
Settings that apply to Salesforce a and custom apps built on Force.co <u>Learn More</u>		Assigned Apps Settings that exectly which apps are visions that exectly which apps Settings that exectly which compacted a Object Settings Permissions to access objects and field App Permissions Permissions to perform app-specific ac App Class Access Permissions to execute Apex classes Visualforce Page Access Permissions to execute Visualforce page	apps are visible in the app menu ds, and settings such as tab availat ctions, such as "Manage Call Cente	

5. Click Edit.

Permission Set Conversica Acce	ess
Q Find Settings	Clone Delete Edit Properties Manage Assignments
Permission Set Overview >	Assigned Connected Apps 💌
Assigned Connected	Apps Edit
Connected App Name	



6. Under *Installed Connected Apps*, find *Conversica* and add it to *Enabled Connected Apps*.

Permission Set Conversica Access	
Clone Delete	Edit Properties Manage Assignments
Permission Set Overview > Assigned Connected	Apps 💌
Assigned Connected Apps	Save
Installed Connected Apps	Enabled Connected Apps
Conversica	Add

7. Click *Save*.

Permission Set Conversica Access	
Clone Dele	te Edit Properties Manage Assignments
Permission Set Overview > Assigned Connecte	ed Apps 💌
Assigned Connected Apps	Save
Installed Connected Apps	Enabled Connected Apps
None	Add Remove
· · · · · · · · · · · · · · · · · · ·	v



8. To return to your Permission Set page, click on *Permission Set Overview*.

Permission Set Conversica Access				
C Find Settings 🛞	Clone Delete Edit Properties Manage Assignments			
Permission Set Overview > Assign	ed Connected Apps 💌			
Assigned Connected Apps	Edit			
Connected App Name				
Conversica				

9. Now it is time to make the Conversica tab available to users. Click on *Object Settings*.

Conversica Access				Video Tutorial Help for this Page
Q Find Settings	8 Clone Delete	Edit Properties Manage Assignments]	
Permission Set Overview				
Description			API Name	conversica_permissions
User License	Salesforce		Namespace Prefix	
Created By	ga development, 5/2	21/2015 9:09 AM	Last Modified By	ga development, 6/26/2015 6:58 AM
<u>Learn More</u>		Object Settings	ected apps are visible in the app menu	
		App Permissions	id fields, and settings such as tab availal	
		Apex Class Access Permissions to execute Apex clas	sses	
		Visualforce Page Access Permissions to execute Visualfor	ce pages	
		External Data Source Access		



10. Find and click on *Conversica* under the *Object Settings* header.

Permission Set Conversica Access			Video Tutorial
Clone Clone	elete Edit Properties Manage Assignments		
Permission Set Overview > Object Settings	•		
Object Settings			
Object Name	Object Permissions	Total Fields	Tab Settings
Accounts	No Access	37	
App Launcher	-	-	
App Logs	No Access	12	-
Assets	No Access	18	
Ava Services	No Access	5	
Campaign Members	-	40	
Campaigns	No Access	38	
Cases	No Access	35	
Chatter	-		
Coaching	No Access	5	
Contacts	No Access	40	
Content			
<u>Centrada</u>	No Access	23	
Conversica		-	
D&B Companies	No Access	-	
Dashboards	-		

11. Click *Edit*.

Permission Set Conversica Access	
Q Find Settings	Clone Delete Edit Properties Manage Assignments
Permission Set Overview > Obj	ect Settings 💌 Conversica 💌
Conversica	Edit
Tab Settings	
Available	Visible
i	i



12. Select both *Available* and *Visible*. Then, click *Save*.

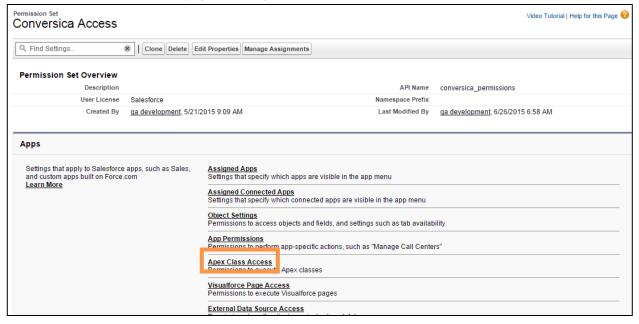
Permission Set Conversica Access				
Q Find Settings 🛞	Clone Delete Edit Properties Manage Assignments			
Permission Set Overview > Object Settings Conversica				
Conversica	Save			
Tab Settings				
Available	Visible			
Ø 1				

13. Click the link to return to the *Permission Set Overview*.

Permission Set Conversica Acce	SS
Q Find Settings	Clone Delete Edit Properties Manage Assignments
Permission Set Overview >	Object Settings Conversica
Conversica	Edit
Tab Settings	
Available	Visible
1	e i



14. Once returned to the overview page, select *Apex Class Access*.

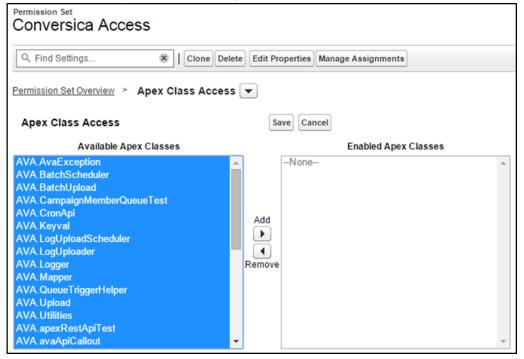


15. Click on *Edit*.

Permission Set Conversica Acce	SS
C Find Settings	Clone Delete Edit Properties Manage Assignments
Permission Set Overview >	Apex Class Access 💌
Apex Class Access	Edit
Apex Class Name	



16. Select all Available Apex Classes that begin with "AVA" and click Add.



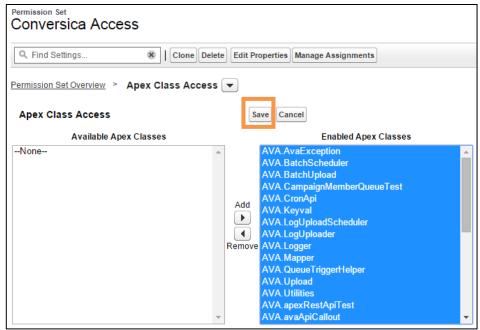
These should include:

- AVA.apexRestApiTest
- AVA.avaApiCallout
- AVA.avaCampaignMemberFieldsController
- AVA.avaEmail
- AVA.avaEmailTest
- AVA.AvaException
- AVA.avaInstallScript
- AVA.avaInstallScriptTest
- AVA.avaLeadTriggerTest
- AVA.avaMainPage
- AVA.avaSecurity
- AVA.avaSettingsGet
- AVA.avaSettingsUpdate
- AVA.avaUninstallScript
- AVA.avaUninstallScriptTest
- AVA.avaUploadHelper

- AVA.BatchScheduler
- AVA.BatchUpload
- AVA.CampaignMemberQueueTest
- AVA.CronApi
- AVA.Keyval
- AVA.Logger
- AVA.logTest
- AVA.LogUploader
- AVA.LogUploadScheduler
- AVA.Mapper
- AVA.QueueTriggerHelper
- AVA.testUploader
- AVA.Upload
- AVA.Utilities
- AVA.webserviceTest



17. Click Save.

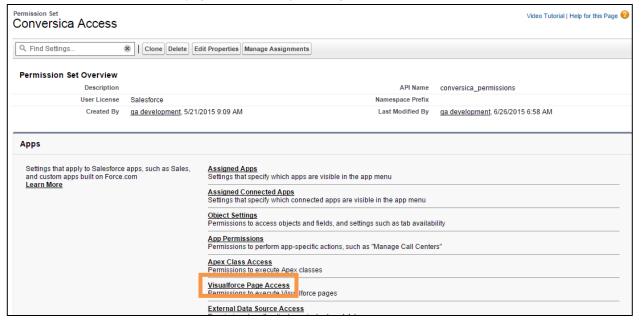


18. Return to the *Permission Set Overview* page.

Permission Set Conversica Access	
Q. Find Settings S Clone Delete Edit P	roperties Manage Assignments
Permission Set Overview > Apex Class Access	
Apex Class Access	dit
Apex Class Name	Installed Package
AVA.apexRestApiTest	Conversica
AVA.avaApiCallout	Conversica
AVA.avaCampaignMemberFieldsController	Conversica
AVA.avaEmail	Conversica
AVA.avaEmailTest	Conversica



19. Once returned to the overview page, select Visualforce Page Access.

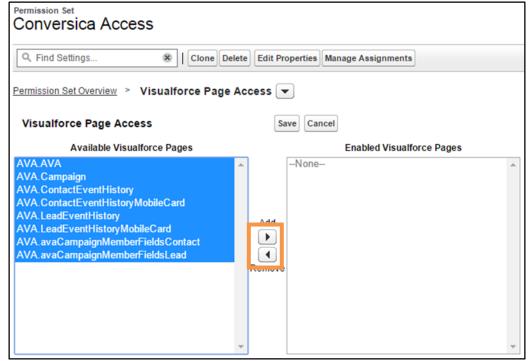


20. Click Edit.

Permission Set Conversica Access
Clone Delete Edit Properties Manage Assignments
Permission Set Overview > Visualforce Page Access
Visualforce Page Access
Visualforce Page Name



21. Under Available Visualforce Pages select all pages that begin with "AVA" and click Add.

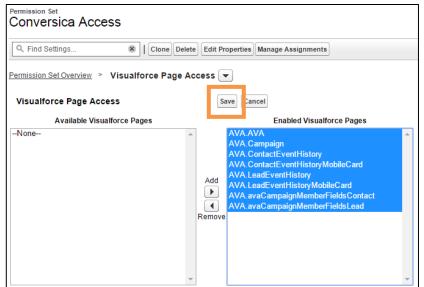


These should include:

- AVA.AVA
- AVA.avaCampaignMemberFieldsContact
- AVA.avaCampaignMemberFieldsLead
- AVA.Campaign
- AVA.ContactEventHistory
- AVA.ContactEventHistoryMobileCard
- AVA.LeadEventHistory
- AVA.LeadEventHistoryMobileCard



22. Click Save.



23. Return to the permission set page by clicking on *Permission Set Overview*.

Permission Set Conversica Access	
Q. Find Settings I Clone Delete Edit Properties Manage Assignments	
Permission Set Overview > Visualforce Page Access	
Visualforce Page Access Edit	
Visualforce Page Name	Installed Package
AVA.AVA	Conversica
AVA.avaCampaignMemberFieldsContact	Conversica
AVA.avaCampaignMemberFieldsLead	Conversica

24. Now we will ensure the correct system settings are in place. Scroll down to the *System* section and select *System Permissions*.

System	
Settings that apply across all apps, such as record and user management <u>Learn More</u>	System Permissions Permissions to perform actions that apply across apps, such as "Modify All Data"



25. Click *Edit*.

Permission Set Conversica Access		
Clone	Delete	Edit Properties Manage Assignments
Permission Set Overview > System Permis	sions	•
System Permissions		Edit
▼ System		
Permission Name	Enabled	Description
Access Chatter For SharePoint		Allow users to access Chatter For SharePoint.
API Enabled		Access any Salesforce.com API.
Assign Topics		Assign existing topics to feed items. Remove topics from feed items.

26. Turn on *API Enabled* and click *Save*.

Permission Set Conversica Access		
Clone	Delete	Edit Properties Manage Assignments
Permission Set Overview > System Permis	sions	•
System Permissions		Save
▼ System		
Permission Name	Enabled	Description
Access Chatter For SharePoint		Allow users to access Chatter For SharePoint.
API Enabled		Access any Salesforce.com API.
Assign Topics		Assign existing topics to feed items. Remove topics from feed items.

27. Your last step to completing your Permission Set settings is to ensure you have the correct users added. You may follow this Salesforce tutorial to learn how to add users to Permission Sets.



Add Users to Permission Sets

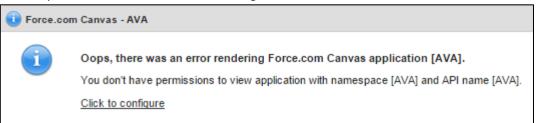
Assign a Permission Set to Multiple Users Salesf Assign a Permission Set to Multiple Users From any permission set page, you can assign the per Available in: Contact Manager, Group, Professional Editions	Α Α 🚔
Us	er Permissions Needed
To assign a permission set to users:	"Assign Permission Sets"
Walk Through It: assign a permission set See Also: Remove User Assignments from a Permission Set Assign Permission Sets to a Single User	

Troubleshooting

Below are some of the common errors that can occur if there are issues with either Salesforce permissions or users in the Conversica dashboard.

Oops there was an error rendering Force.com Canvas application [AVA]

• If you receive the error below, you have not been granted access to view the Conversica App. Please confirm your Profile or Permission Set settings.



A problem has occurred while logging you in

• If you receive the error below, you are neither the Conversica Admin, nor have you been added as a rep or a manager in Conversica. Please ensure your Conversica Admin's user ID (15-18 alphanumeric character) has been sent to Conversica. To find this user ID, please follow the instructions in this link.

A problem occurred while logging you in.

This user is not authorized. You must be added as a Manager or Sales Rep in the Conversica App to view this page.



Create Salesforce Campaign and Sync to Conversica Dialogue

In order to create a campaign in Salesforce, you will need to be a Marketing User and have the correct user or profile settings in place. Then you can follow the steps for creating a campaign provided by Salesforce, which <u>can be</u> found here.

Once you've created a new campaign, you will either need to send the name of the campaign or the campaign ID to your CSM and TAM or sync the campaign to a conversation via the Visualforce section on the campaign page.

Provide your Campaign ID's to Conversica

To find your *Campaign ID*, open the campaign and look at the URL (the ID is the alphanumeric number at the after the last "/").

← → C 🔒 https://na24.salesforce.co	n/7011a000000M4v	wu	
salesforce	Sear	rch	
Home Chatter Leads Contacts Can	npaigns +		
	reamforce '15		
Recent Items		Campaign Hierarchy [1] Open Activities [0] Activity History [0] Att.	Cust achments [0] Opportunities [0] Car
breamforce '15			achments [0] Opportunities [0] Car
🐌 Beta Campaign Campa	ign Detail	Edit Delete Clone Manage Members	Advanced Setup
Jimmy Cricket	Campaign Owner	ga development [Change]	Total Leads 0
Bertha Boxer	Campaign Name	Dreamforce '15 [View Hierarchy]	Converted Leads 0

Sync your Salesforce Campaign to your Conversica Dialogue

In the Campaign's Conversica Visualforce page, you have the ability to sync the campaign to a Conversica conversation type.

- 1. Open the Salesforce Campaign you would like to have synced with your conversation type.
- 2. Scroll down to the *Conversica* Visualforce page section.
- 3. Under *Conversica Service*, click the drop down.
- 4. Select the conversation type you would like this campaign to be synced with.



5. Once selected, the drop down will disappear and the synchronization is complete.

Conversica			
Match Campaign	to Conversation	Match Status	
Campaign Name	Conversica Conversation	Match Status	

Adding Leads to your Campaign

Only add leads (or contacts) to your synced Salesforce Campaign after your account has gone live. In the instance that leads have already been added to the campaign, Conversica will look back to the past 24 hours and engage with the leads added.

Additionally, once a lead (or contact) has been added to a campaign that is synced with Conversica, Conversica will begin to engage with the lead. Removing a lead from a campaign will not remove the lead from Conversica, so please talk with your Customer Success Manager regarding best practices on working with your leads.

Salesforce supports a number of ways to add leads to your campaign. You can view your options here.