

Altify Upgrade Guide

v9.17 to v9.18



CONTENTS

Introduction	1
Upgrade the Altify Core Package	2
Upgrade the Altify Output Extension App	3
Refreshing the Altify Permission Set	5
Refreshing in sandbox before deploying to production (Altify's recommended approach)	5
Refreshing directly in production org (not recommended)	6
New Permanent Settings	9
Altify Core Settings	9
Enabling PowerPoint Export	10
Translating New and Updated Labels	11
Post Upgrade Checklist	12
Account Plan launchpad and functions	12
Opportunity Manager launchpads and functions	13
Altify Support	14

Introduction

This guide describes the procedure for upgrading from Altify 9.17 to 9.18.

If you are upgrading to Altify 9.18 from version 9.16, you should refer to the [appropriate Upgrade Guide](#).

If you are running an earlier version than 9.16, you should first upgrade to 9.16 with the assistance of the [appropriate Upgrade Guide](#).

Upgrade the Altify Core Package

To upgrade the Altify core package to the latest version:

1. Log into Salesforce.com with your administration username and password.
2. Copy the package URL into your browser's address field.

This URL is supplied by Altify.

For production Salesforce environments, the URL starts with:

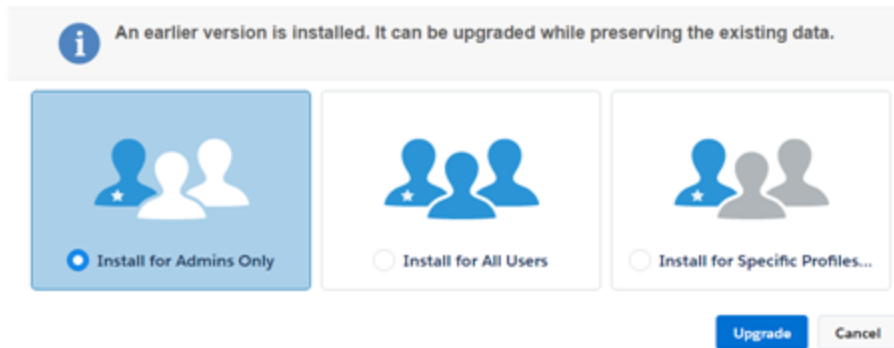
`https://login.salesforce.com/`

For sandbox environments, the URL starts with:

`https://test.salesforce.com/`

3. Select **Install for Admins Only**.

Note: Do not select any other option. This could corrupt user profiles during installation.



4. Click **Upgrade**.
5. Read the confirmation message and click **Done**. (If you see a message stating that the installation is taking a long time, don't worry. This is a normal part of the process.)
6. When the Installed Packages page opens, confirm that Altify 9.18 is installed in the org.

Upgrade the Altify Output Extension App

This section only applies if you have the Altify Output Extension App installed. This app is used to export to PowerPoint files, Microsoft Word, or Quip. If you have the Altify Output Extension app installed, you should ensure that you have the latest version, which is 1.36.3.

If a version of the Extension App is not already installed, the full installation procedure is required, rather than the steps in this upgrade guide.

See the [Altify Installation Guide](#) to get details of the full procedure.

To check the number of your currently installed version, in **Setup** go to **Installed Packages** and note the version number.

If you already have v1.36.3, you can skip the steps described in this section.

To upgrade the Extension App:

1. Ensure that **Files Connect** is enabled in your org. The extension app can't install otherwise. To enable it, go to **Setup > Files Connect**, and then select the **Enable Files Connect** checkbox.
2. Log into Salesforce.com with your administration username and password.
3. Copy and paste the Altify Output Extension App installation URL into the browser.

This URL is supplied by Altify.

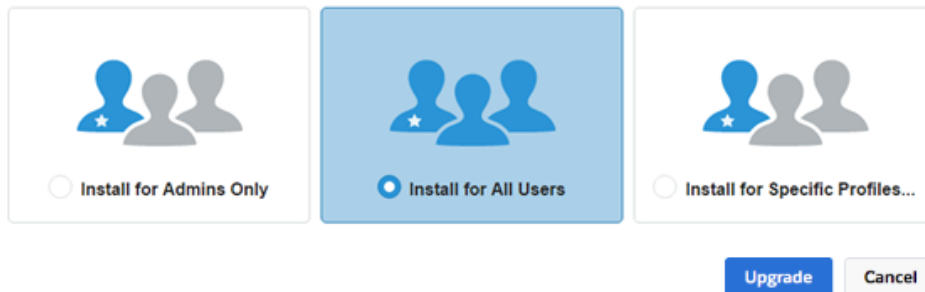
For production Salesforce environments, the URL starts with the following:

`https://login.salesforce.com/`

For sandbox environments, the URL starts with:

`https://test.salesforce.com/`

4. The installation page opens. Select **Install for All Users**.



5. Click **Upgrade**.

When the installation is complete, a confirmation page is displayed.

Note: You can use an EU-hosted service for PowerPoint Export, rather than the normal USA-based service. (Typically, you would do this for GDPR reasons.)

Refreshing the Altify Permission Set

Following the upgrade, you must refresh the Altify Permission Set.

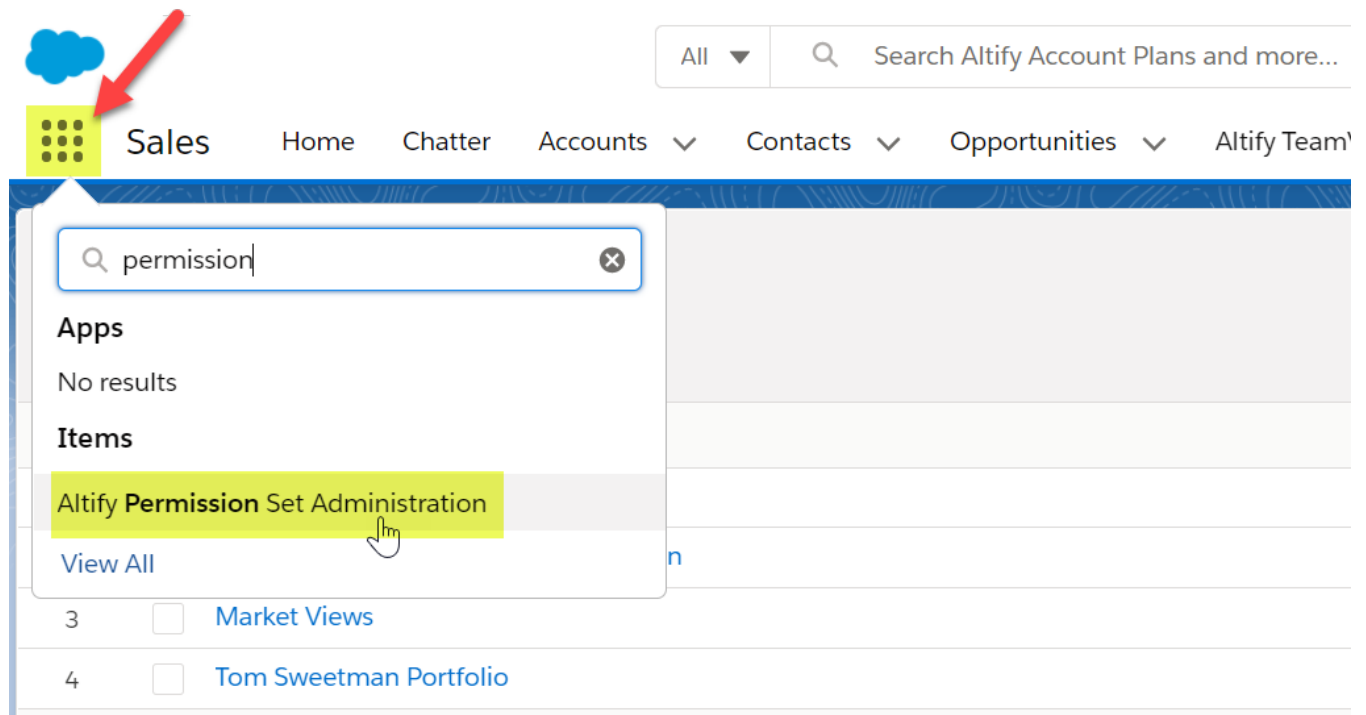
Note: We recommend that you do not make changes to the Altify Permission Set. However, if you have made changes, these will need to be reapplied after completing the following steps (as any edits are lost when the permission set is refreshed).

There are two ways to go about refreshing the permission set, a safer approach recommend by Altify ([refresh in sandbox before deploying to your production org](#)) and a quicker method that is not recommended ([refreshing directly in your production org](#)).

Refreshing in sandbox before deploying to production (Altify's recommended approach)

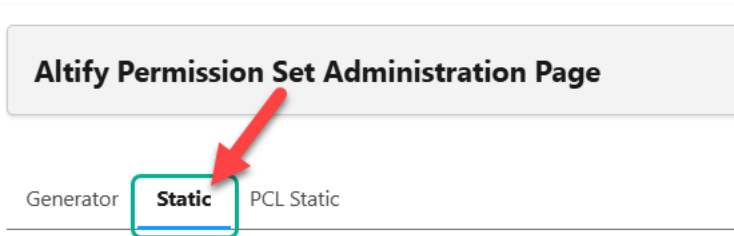
Altify strongly recommends that you perform this task in a sandbox environment before deploying a change set to your production org.

1. In your sandbox environment, search for and select **Altify Permission Set Administration** in the App Launcher menu.



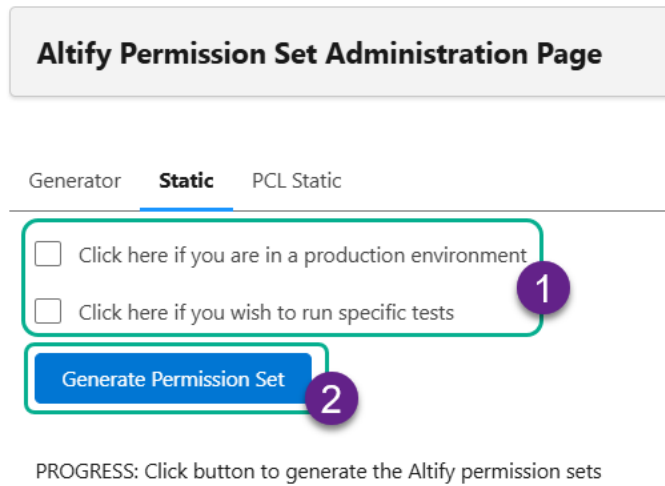
(In Classic mode, click the **All Tabs** button and select **Altify Permission Set Administration** in the displayed list.)

2. On the *Altify Permission Set Administration Page*, select the **Static** tab - as shown below.



Note: If your organization has enabled [partner user access to Altify via a partner portal](#) (first introduced in v9.14), you will need to regenerate the PCL Permission Set (**PCL Static**) also.

3. Clear the two check boxes that are displayed (see **1** below) and then click **Generate Permission Set** (**2**).



When that has completed successfully, you will see a confirmation message.

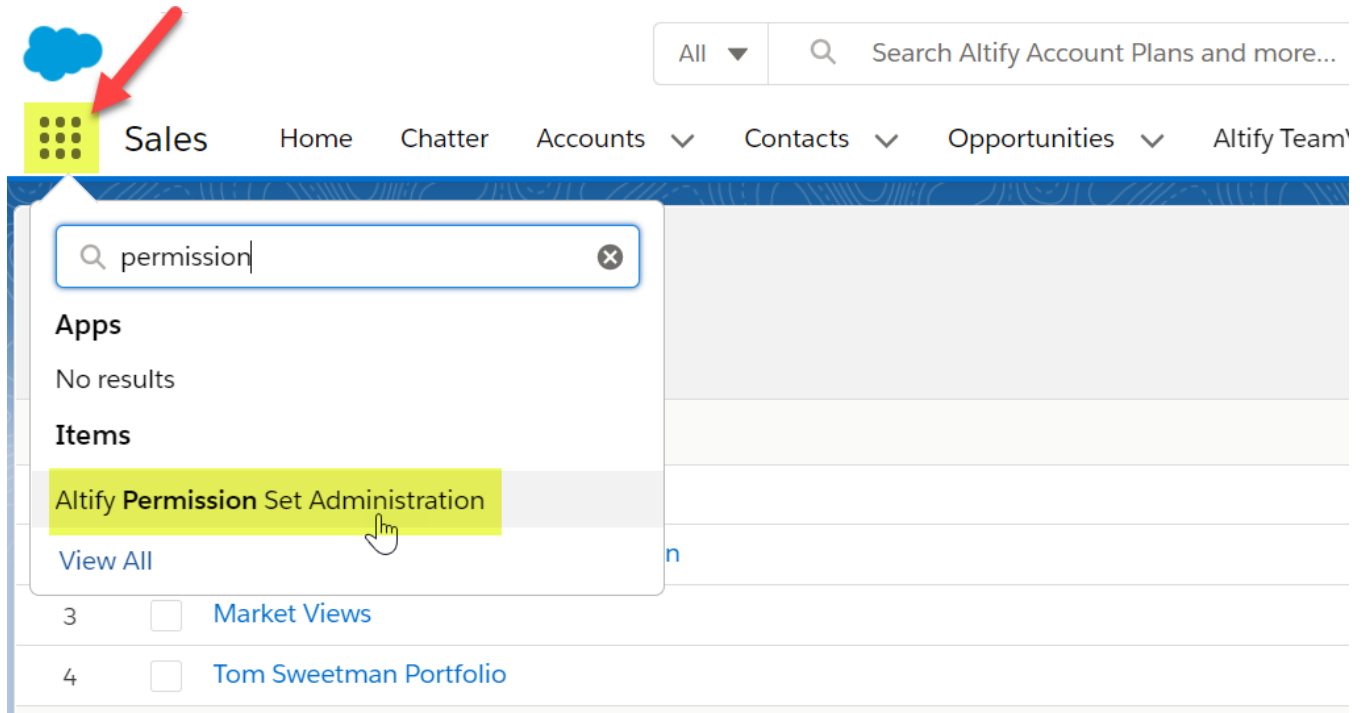
Caution: The create/update process can take a few minutes. Don't browse away from the page while the refresh is in progress.

4. Deploy the change set into your production org. For assistance, please see the [Salesforce Help](#).

Refreshing directly in production org (not recommended)

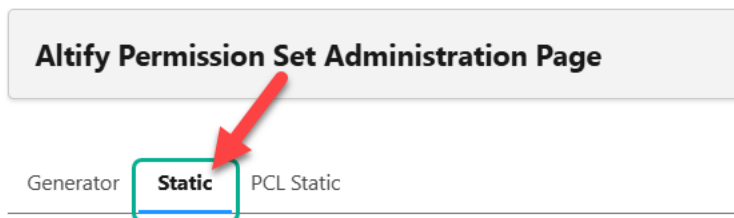
If you choose to refresh your permission set directly in your production org (i.e. not taking Altify's recommended approach described above), these are the steps you should take:

1. In your production environment, search for and select **Altify Permission Set Administration** in the App Launcher menu.



(In Classic mode, click the **All Tabs** button and select **Altify Permission Set Administration** in the displayed list.)

2. On the *Altify Permission Set Administration Page*, select the **Static** tab - as shown below.



Note: If your organization has enabled [partner user access to Altify via a partner portal](#) (first introduced in v9.14), you will need to regenerate the PCL Permission Set (**PCL Static**) also.

3. Select the two check boxes that are displayed (as shown in the example below):
 - **Click here if you are in a production environment**
 - **Click here if you wish to run specific tests**

Altify Permission Set Administration Page

Generator **Static** PCL Static

- Click here if you are in a production environment
- Click here if you wish to run specific tests

Classes

Enter the test classes you wish to run. One class per line

4. In the **Classes** text box, enter a test class - this is a validation step required by Salesforce.
5. Click **Generate Permission Set**.

Caution: The create/update process can take a few minutes. Don't browse away from the page while the refresh is in progress.

When that has completed successfully, you will see a confirmation message.

New Permanent Settings

Temporary ('temp') custom settings you may have been using in your previous version are replaced with 'permanent' custom settings when you install the upgrade package.

During the upgrade process, Altify automatically moves any values you had in the temporary settings to the new permanent settings (clearing the temporary settings in the process).

When upgrading from 9.17 to 9.18, the following temporary setting values are moved.

Note: The following is for information purposes only - no action is required.

Altify Core Settings

- TempStr20 is now *Action Query Filter*

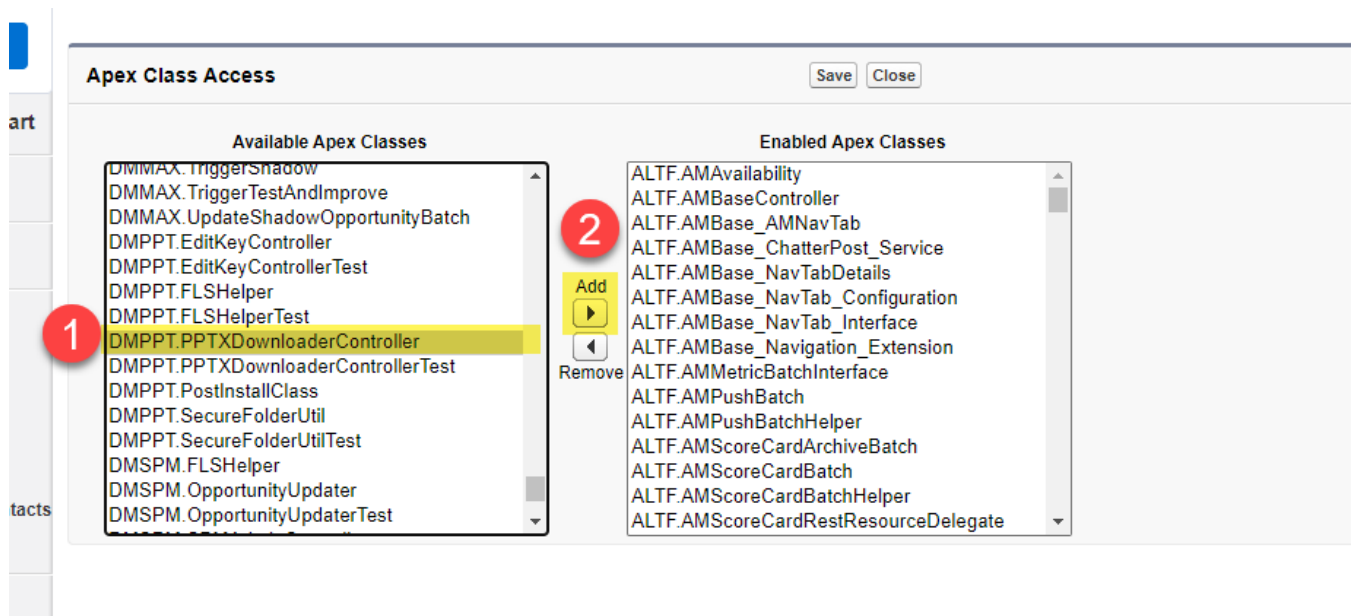
Enabling PowerPoint Export

If your org is licensed for the 'Altify Output Extension', you need to enable Altify to export to PowerPoint (and for the output of Executive Briefings in a MS Word format).

Note: The following may already be configured correctly in your org.

To configure the necessary permission, do the following:

1. In **Setup**, go to **Permission Sets**.
2. Click **Altify Permission Set**.
3. Click **Apex Class Access** in the Apps section.
4. Click the **Edit** button in the Apex Class Access section.
5. Find and select **DMPPT.PPTXDownloaderController** in Available Apex Classes (1) and click **Add** (2) to move it to Enabled Apex Classes.



6. Click **Save**.

Translating New and Updated Labels

Note: This topic applies only to customers who have translated Altify custom labels.

The Altify upgrade introduces a number of new custom labels, and updates the default English text of some others.

If you have previously translated Altify's custom labels into other languages, following the upgrade you'll need to translate the new labels and re-translate the updated ones.

The new labels include:

- Labels for new features.
- Labels that replace temporary 'placeholder' labels added in software patches.

Accompanying this release is a file that contains the new labels that have been added in this release (compared to the previous release).

Using the file, you can translate and import the new labels.

Please refer to the *Altify Localization Guide* for complete details about how to translate and import labels into your org.

Post Upgrade Checklist

Following your upgrade of Altify, you can do the following to perform a quick sanity check of the product:

Account Plan launchpad and functions

1. Create a test account record and ensure the *Altify Account Plan* launchpad is displaying correctly.
2. Click each tile, tab, button and link on the launchpad to ensure the pages load successfully.
3. Using your test account, create some simple test data for the account plan via the *Altify Account Plan* launchpad: [pipeline](#), [relationships](#), [insights](#), [account details](#), [objectives & actions](#) and [test & improve](#).

Check to see that your test data is displayed correctly on the launchpad (as highlighted in the example below).

Account Plan Enterprise

Section	Tile	Value
Develop Strategies	Account Details	Questions: 8, Completed: 5
	Relationships	Mentors: 1, Key Players: 15, Non Supportive: 11
Assess Your Current Position	Insights	Goals Confirmed: 2, Key Player Insights: 11, Initiatives Confirmed: 3
	Pipeline	Whitespace: 0 / 2, Potential: USD 50,000, Current: USD 0, Won: USD 409,782
Focus the Team & Execute	Objectives & Actions	Open Objectives: 3, Open Actions: 7, Actions Overdue: 0
	Test & Improve	Open: 1, Completed: 0

4. If the Altify Output Extension app is installed, test the output by [exporting the account plan](#).
5. Create a simple Account Manager plan, using your test account, via the *Altify Account Plan* launchpad (as shown below).

Welcome | Key Players | Opportunities | **Account Manager Plans**

[New Account Manager Plan](#) | Status: All | Ownership: All Plans

Plan Name ↑	Plan Type	Status	Owner	Account List	Revenue Target	From	To
Ancaster Portfolio Plan	Portfolio	Active	Donal Kavanagh	Ancaster Inc Ancaster Engineering Show More	USD 5,000,000.00	5/11/2024	6/10/2026
Demo Ancaster Inc M:	Enterprise	Active	Tiffany Chang	Ancaster Inc Ancaster Engineering Show More	USD 12,000,000.00	7/12/2023	11/10/2026

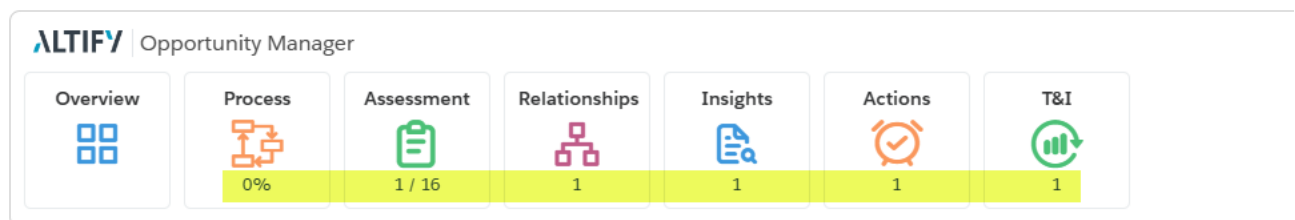
Follow the [setup wizard](#) and enter data as desired. It's best if you have a test [Altify Solution set up](#) prior to commencing this step.

6. Check to see that the account details you entered for the account plan are displayed on the Plan Details tab (under [Row Details](#)).
7. Add further test data ([Plan Details](#) and [Objectives](#)) to your Account Manager plan.
8. [Create and import a current opportunity](#) for your test account on the opportunity map of the Account Manager plan.
9. [Schedule a test T&I](#) for the Account Manager plan, inviting at least two participants and checking to see that their emailed invitations were received.
10. If the Altify Output Extension app is installed, test the output by [exporting the Account Manager Plan](#).

Opportunity Manager launchpads and functions

1. Create a test opportunity record and ensure the Altify launchpads are displaying correctly:
 - *Altify Opportunity Plan Launchpad*
 - *Altify Opportunity Relationships & Insight Map Launchpad*
 - *Altify Sales Process Launchpad*
 - *Altify Max Insight Panel*
2. Click each tile, button and link on the launchpads to ensure the pages load successfully.
3. Create some simple test data in the [actions](#), [insight map](#), [relationship map](#) and [assessment](#) (including [decision criteria](#) on specific assessment questions) areas of Opportunity Manager.
4. [Schedule a test T&I](#) for the opportunity, inviting at least two participants and checking to see that their emailed invitations were received.
5. Check to see that the test data you have entered is reflected on the *Altify Opportunity Launchpad* - as shown in the example below:

Altify Opportunity Launchpad



6. If you have installed our Altify Output Extension app, test the output by [exporting the opportunity](#).

Altify Support

Need Assistance?

Altify Support is here to help! Contact us by emailing support@altify.com, or by logging in at [Altify's Freshdesk portal](#).

Standard support hours are 4:00 AM to 7:00 PM (U.S. Eastern Time), Monday-Friday. Support issues submitted after these hours will be addressed on the next business day.

After contacting Technical Support, what should I expect?

You will receive an email confirming your case has been created, along with the case number. Please use that case number when corresponding with Technical Support on any follow-up communications.

Response times

The following are our response times for each level of issue:

Priority Level	Definitions	Response Time	Commitments
Urgent (Outage)	Altify cloud service is unavailable.	1 hour (24 hours a day, 365 days a year)	<ul style="list-style-type: none"> Immediate and continuous. Hourly status updates.
Urgent (Business Critical)	<ul style="list-style-type: none"> Production system defect that prevents business critical work from being done and no workaround exists. Defect causes a material loss of data in the production system. Security-related defect. 	1 business hour	<ul style="list-style-type: none"> Immediate and continuous effort to resolve the defect or provide a workaround. Daily status updates until the defect is resolved or a workaround is provided.
High	<ul style="list-style-type: none"> Production system defect that prevents business critical work from being done and a workaround does exist. Defect violates the material specifications in the documentation and impacts your organization's production system. 	4 business hours	Altify will use reasonable efforts to resolve the defect as rapidly as practical, but no later than the next update after reproduction of the defect.
Normal	All other defects	1 business day	Defects will be addressed in Altify's normal update process.