



Business-  
Software  
for People

## cc|text module

EASY EDITING OF TEXT MODULES

DEFINE DATE-LIMITING ATTRIBUTES

FAST OUTPUT OF TEXT MODULES IN ALL REPORTS

AUTOMATIC ASSIGNMENT OF TEXT MODULES WHEN CREATING DATA SETS

EASY INSERT OF SPECIFIC BOILERPLATES IN ANY REPORTS

**MULTILANGUAGE SUPPORT**

EASY ADMINISTRATION OF TEXT MODULE TEMPLATES

FAST FORMATTING OF TEXT MODULES

### TEXT MODULE APP FOR MICROSOFT DYNAMICS 365 FOR OPERATIONS

COSMO CONSULT's text module enables you to transfer blocks of content into documents according to specified rules in Microsoft Dynamics 365, and also to control the output. Users can add additional information to the data such as quotes, orders, picking notes, delivery notes, invoices and purchase orders, and they can format the texts in an HTML editor.

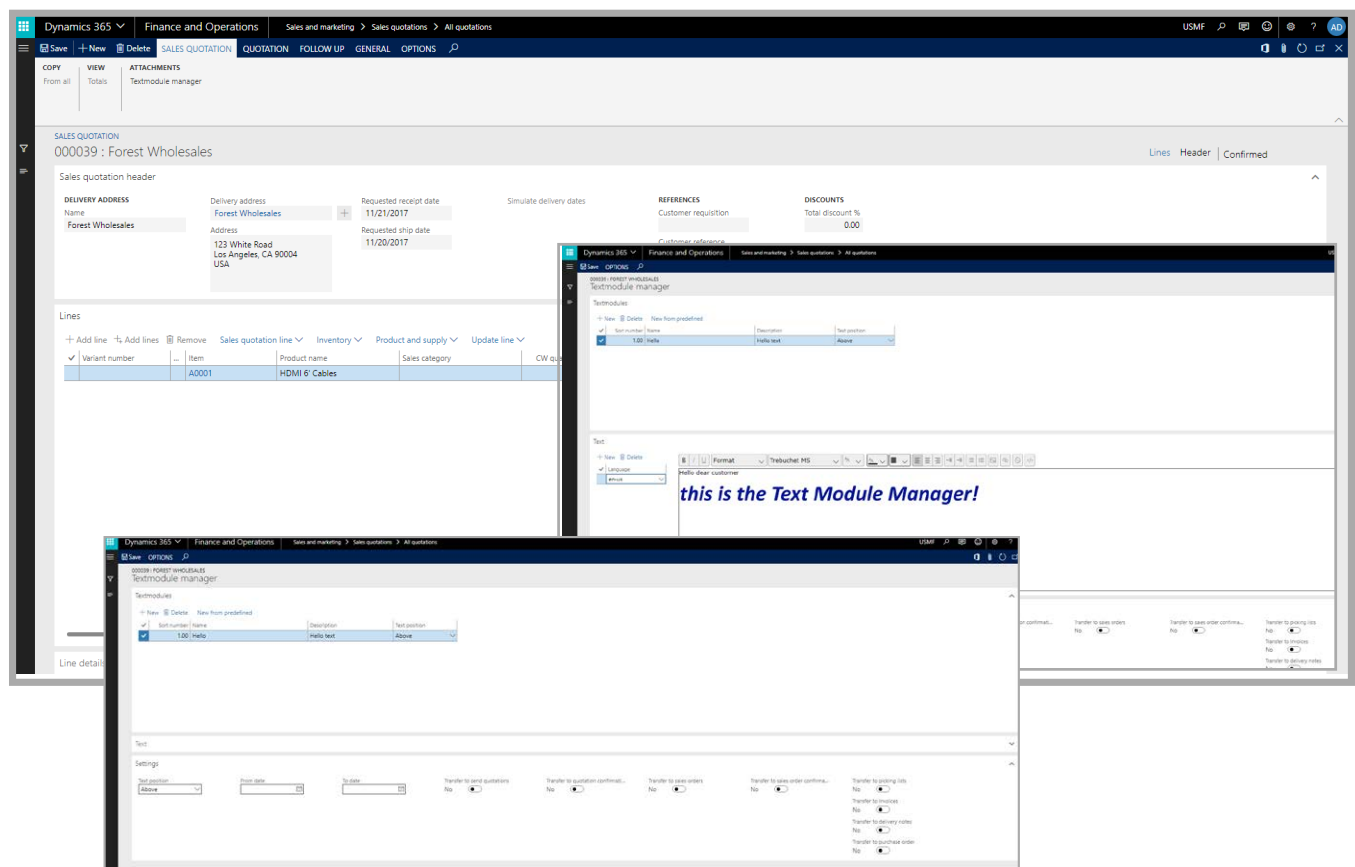
It is also possible to define language-specific text elements and to assign them date-limiting attributes. For example, Christmas texts can be saved that can be printed only in the six weeks before December 24th. It is also possible to store identical text modules in the database one time, and then reuse them in different positions. Header and footer texts can thus be easily created and used for quotes, orders

and purchase orders, and these texts can be assigned to prospects, customers and vendors.

Individually created texts can be prepared for document items as templates, and automatic texts can be configured depending on the article in question.

### MANAGING TEXT MODULES

The basis of COSMO CONSULT's text module is the creation, editing and deletion of text elements. Here, a distinction is made between two variants: the management of predefined text modules and the management of active text modules. Previously sent documents such as invoices must not be changed retroactively. There are two ways to create text modules:



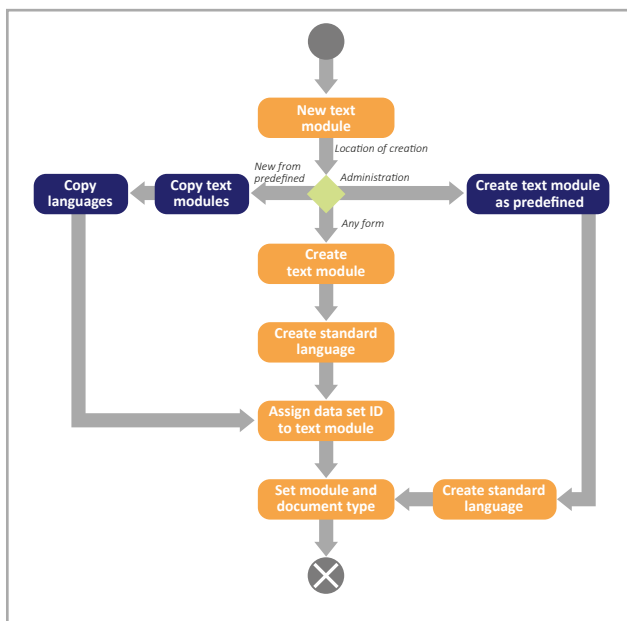
MANAGEMENT OF TEXT MODULE

### 1st possibility: creation using the “administration” of the ERP system

When accessing the text module management from within the ERP administration system, all newly created text modules are labeled “predefined”. This means that the text modules are not assigned to any data set when they are created. The text modules can then be assigned to forms.

### 2nd possibility: direct creation within a data set

If a data set is open in a corresponding form, the text module can be created there or copied to it. The text module is created directly in the current data set.

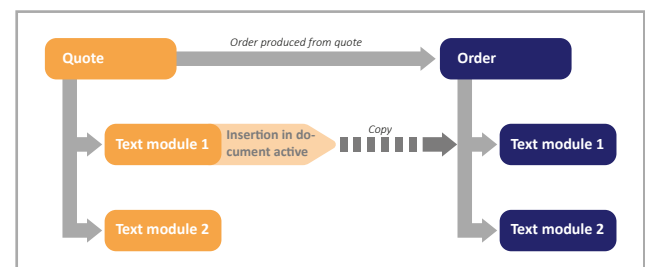


FLOWCHART TEXT MODULE CREATION

As shown in Flowchart Text Module Creation, the text modules support the languages listed in Microsoft Dynamics 365. For each language, one text can be specified per text module.

### INSERTION OF TEXT MODULES

If a document with text modules is converted into a new document, for example, when a quote is converted into an order, the current text modules can be inserted into the new document. For each document and text module it is possible to toggle the insertion on or off (see insertion of text modules). Of course, specific texts can also be added to the order.

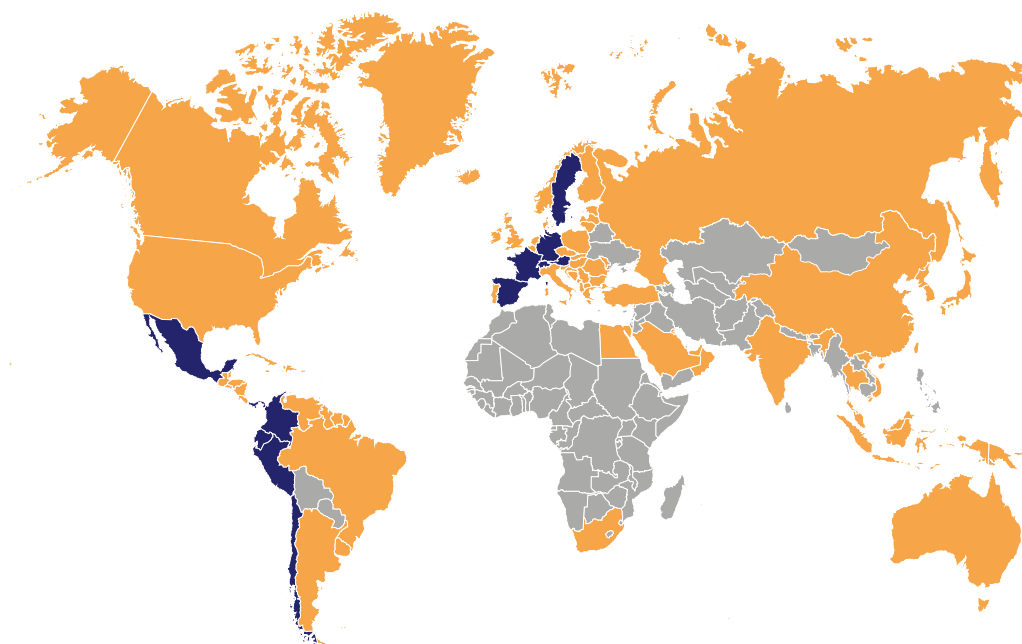


INSERTION OF TEXT MODULES

COSMO CONSULT’s text module greatly simplifies the editing and management of text elements. The handing over of important texts starting with insertion into a quote, then into the order, and finally into the purchase order are fully supported, and with “Inter-company” into company-to-company orders as well. You can configure which follow-on documents it is to be transferred to for each text module separately. Each text module can be stored in all relevant languages in the system.

Using the HTML formatting options, texts can be output accordingly. You can use rules to insert texts automatically into operations. All in all, there are many possibilities to utilize text modules in processes.





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