

Flow Text Manual



About Flow Text

Flow Text is your solution to quickly enter long texts in any comment page in Dynamics 365 Business Central. Instead of entering line by line and taking care the Maximum field length in each line simply click one button and paste all your text in a new window!

How to use Flow Text

In this example we will use the customer comment page.

1. Open the customer list and select the customer you want to work on:

CRONUS International Ltd.																																							
Journals Worksheets Posted Documents Finance Marketing Sales Purchasing Resources Human Res																																							
Sales Quotes Sales Orders Sales Orders - ...s 365 for Sales Customers Purchase Quotes Purchase Orders Vendors Items Customer Ledger Entries Vendor Ledger																																							
Customers: All Search + New Manage Process Report New Document Customer Show Attached Page Show all																																							
<table><tr><td> 01121212 Spotsmeyer's Furnishings Mr. Mike Nash </td><td>0.00</td><td> 01445544 Progressive Home Furn... Mr. Scott Mitchell </td><td>1,499.03</td><td> 01454545 New Concepts Furnit... Ms. Tammy L. McDonald </td><td>222,241.32</td><td> 01905893 Candoxy Canada Inc. Mr. Rob Young </td><td>0.00</td><td colspan="2"></td></tr><tr><td> 01905899 Elkhorn Airport Mr. Ryan Danner </td><td>0.00</td><td> 01905902 London Candoxy Storage C... Mr. John Kane </td><td>0.00</td><td> 10000 The Cannon Group P... Mr. Andy Teal </td><td>168,364.41</td><td> 20000 Selangorian Ltd. Mr. Mark McArthur </td><td>96,049.99</td><td colspan="2"></td></tr><tr><td> 20309920 Metatorad Malaysia Sdn Bhd Mrs. Azleen Samat </td><td>0.00</td><td> 20312912 Highlights Electronics Sdn ... Mr. Mark Darrell Boland </td><td>0.00</td><td> 20339921 TraxTonic Sdn Bhd Mrs. Rubina Usman </td><td>0.00</td><td> 21233572 Somadis M. Syed ABBAS </td><td>0.00</td><td colspan="2"></td></tr></table>										 01121212 Spotsmeyer's Furnishings Mr. Mike Nash	0.00	 01445544 Progressive Home Furn... Mr. Scott Mitchell	1,499.03	 01454545 New Concepts Furnit... Ms. Tammy L. McDonald	222,241.32	 01905893 Candoxy Canada Inc. Mr. Rob Young	0.00			 01905899 Elkhorn Airport Mr. Ryan Danner	0.00	 01905902 London Candoxy Storage C... Mr. John Kane	0.00	 10000 The Cannon Group P... Mr. Andy Teal	168,364.41	 20000 Selangorian Ltd. Mr. Mark McArthur	96,049.99			 20309920 Metatorad Malaysia Sdn Bhd Mrs. Azleen Samat	0.00	 20312912 Highlights Electronics Sdn ... Mr. Mark Darrell Boland	0.00	 20339921 TraxTonic Sdn Bhd Mrs. Rubina Usman	0.00	 21233572 Somadis M. Syed ABBAS	0.00		
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2. Klick on Manage->Edit (or Manage->View) to open the customer card:

 Dynamics 365 Business Central Customers

CRONUS International Ltd.

Journals Worksheets Posted Documents

Sales Quotes Sales Orders Sales Orders - ...s 365 for Sales Customers Purchase Quotes

Customers: All Search + New Manage Process Report New

 01121212 Spotsmeyer's Furnishings Mr. Mike Nash	0.00	 01445544 Progressive Home Furn... Mr. Scott Mitchell	1,499.03	 01905893 Candoxy Canada Inc. Mr. Rob Young	0.00
 01905899 Elkhorn Airport Mr. Ryan Danner	0.00	 01905902 London Candoxy Storage C... Mr. John Kane	0.00	 10000 The Cannon Group P... Mr. Andy Teal	168,364.41
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Edit

View

Delete

3. On the customer page click on Navigate->Comments

Dynamics 365 **Business Central** 01121212 · Spotsmeyer's Furnishings

HOME ACTIONS **NAVIGATE** REPORT

Dimensions Cross References Comments Document Layouts Customer

Ledger Entries Statistics Sales Entry Statistics Statistics by Currencies Item Tracking Entries History

Invoice Discounts Prices Line Discounts Prices and Discounts

VIEW - CUSTOMER CARD

01121212 · Spotsmeyer's Furnishings

4. On the comments page click the button “Flow Text”

Dynamics 365 **Business Central** 01121212 · Spotsmeyer's Furnishings > 01121212 · Spotsmeyer's Furnishings

HOME

New Delete Edit List **Flow Text** Open in Excel

New Manage Process Page

EDIT - COMMENT SHEET - 01121212 · SPOTSMEYER'S FURNISHINGS + New

DATE	COMMENT
1/23/2020	

5. A new dialog shows up, in this one you can enter as much text as you want:

EDIT - FLOWTEXT DIALOG

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OK

Cancel

6. Once you're finished click OK in the Flow Text Dialog – the system will update the comment sheet accordingly:

Dynamics 365 ▾ Business Central 01121212 · Spotsmeyer's Furnishings > 01121212 · Spotsmeyer's Furnishings		
HOME		
New	Delete	Edit List
New	Manage	Process
	Flow Text	Open in Excel
	Page	
EDIT - COMMENT SHEET - 01121212 · SPOTSMYER'S FURNISHINGS + New		
DATE	COMMENT	
7/4/2018	...	Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed eiusmod tempor
	...	incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud
	...	exercitation ullamco laboris nisi ut aliquid ex ea commodo consequat. Quis
	...	aute iure reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla
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	...	officia deserunt mollit anim id est laborum.
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	...	Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie
	...	consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan

Comment Sheets with Flow Text Functionality

As of today Flow Text is implemented on the following comment sheets:

- Extended Texts
- Purch. Comment Sheet
- Sales Comment Sheet
- Comment Sheet
- Reminder Comment Sheet
- Fin. Charge Comment Sheet
- IC Comment Sheet
- Assembly Comment Sheet
- Time Sheet Comment Sheet
- Time Sheet Arch. Comment Sheet
- Rlshp. Mgt. Comment Sheet
- Purch. Archive Comment Sheet
- Sales Archive Comment Sheet
- Inter. Log Entry Comment Sheet
- Human Resource Comment Sheet
- HR Confidential Comment Sheet
- Stock. Unit Comment Sheet
- Inventory Comment Sheet
- Warehouse Comment Sheet
- Service Comment Sheet
- Manufacturing Comment Sheet
- Routing Comment Sheet
- Prod. Order Comment Sheet

If you are missing something please feel free to write us an e-mail at info@dynamics365-apps.com