



## GP Elementz

# Enhanced Notes

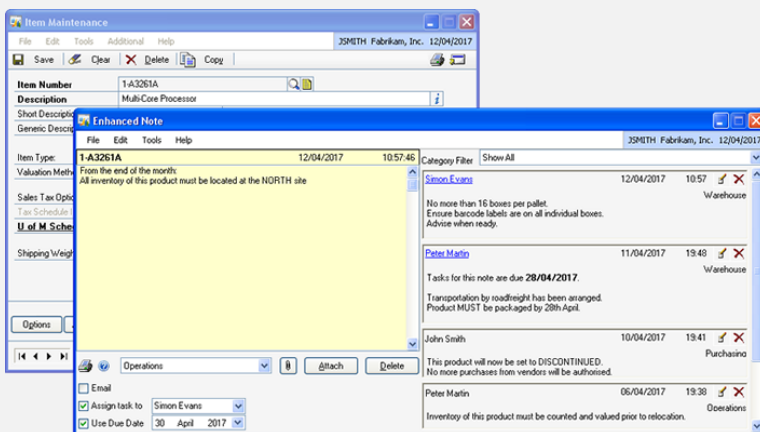
## Significantly improve the recording of information and communications within Dynamics GP

The Enhanced Notes from the GP Elementz suite, quickly and easily installs into Dynamics GP to provide users with the ability to retain multiple Notes at transaction, record and window level.

### Simple and easy to use

Enhanced Notes is easy to install and will considerably improve how users can record and share information throughout the system:

- **Replaces Dynamics GP Notes function with segregated multiple Notes**
- **Retain existing standard Notes history entered prior to Enhanced Notes**
- **Automatic author, date and time stamp feature**
- **Categorise Notes during Note entry**
- **Filter viewing of stored Notes by category**
- **Print entire contents of a record or transaction Note**
- **Assign and send a Dynamics Task directly from Note entry**
- **e-mail notification to e-mail users or groups directly from Note entry**
- **Specify a DUE DATE relating to a given Note event**
- **Control the ability to Edit or Delete individual Note events**
- **Additional single-action Note history deletion capability**
- **Review the Dynamics users & e-mail addresses a given Note was sent to**



### Improve tracking of a Notes entry

Automatic author, date and time stamp feature ensures easy access to Notes originator.

## Features

<b>Multiple Notes Storage</b>	Provide your employees with a full free text information storage capability within Dynamics GP: <ul style="list-style-type: none"><li>• Create multiple Notes at transaction, record and window level</li><li>• View multiple Notes in the Extension/History area</li></ul>
<b>Retain Existing Notes</b>	Preserve current Notes: <ul style="list-style-type: none"><li>• Notes recorded in Dynamics GP prior to installation of the Enhanced Notes add-in are retained</li></ul>
<b>Maintain Accurate Notes History</b>	Ensure the origination details are available: <ul style="list-style-type: none"><li>• The system automatically records and displays the Notes author name</li><li>• Automatic date and time stamp for each Note - Only authorised users can edit entries</li></ul>
<b>Control User Notes deletion ability</b>	Maintain the integrity of Notes history : <ul style="list-style-type: none"><li>• Notes that have been assigned to history are not editable, must be entered as a separate Note</li><li>• Permission to delete Notes is controlled at User level</li></ul>
<b>Notes Categorisation</b>	Efficiently locate Notes: <ul style="list-style-type: none"><li>• A categorisation system for Notes can be set up to best match your organisations use</li><li>• Any category assigned to a Note is displayed in the Extension/History area</li><li>• Display of Notes can be filtered by selecting a particular category, a display of Notes with No category is available</li></ul>
<b>Assign tasks from Notes</b>	Link activities to Notes: <ul style="list-style-type: none"><li>• Assign a task associated with a Note to an individual user or all members of a User role group</li><li>• The Author name of any Note that has had a task assigned from it appears as a hyperlink</li><li>• The Task will appear in the To Do area of the assigned user(s) Dynamics GP Home Page</li></ul>
<b>Send emails from Notes</b>	Immediately inform other users of the contents of a Note: <ul style="list-style-type: none"><li>• As the Note is assigned the originator has the option of sending it as an email</li><li>• The author name of any Note that had an email sent appears as a hyperlink listing the recipients of the email</li></ul>
<b>Add a due date to tasks or emails associated with a Note</b>	Monitor and flag overdue activities associated with a Note: <ul style="list-style-type: none"><li>• A drop down calendar allows a require date to be set for emails or tasks sent from a Note</li><li>• Due dates are displayed at the top of each Note for ease of monitoring</li></ul>
<b>Single action Notes history deletion</b>	All the Notes in the Extension area can be removed in a single operation
<b>Full Notes history printout</b>	All the Notes in the extension area can be printed as required

## More information:

To find out more about Enhanced Notes from GP Elementz, contact ISC Software:

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