

How to Add On-Screen Messages to Keep Users Informed

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One of the really cool features in both Dynamics SL and Intacct is that it is fairly easy to add messages to data entry screens. Visuals are very effective and if you think about it, there are many useful purposes for on-screen messages.

- ✓ Help ensure data entry is more accurate.
- ✓ Give tips about fields or options in the open screen.
- ✓ Inform users of a new feature, field, or function that was installed during an update.
- ✓ Add a hyperlink to a relative resource.

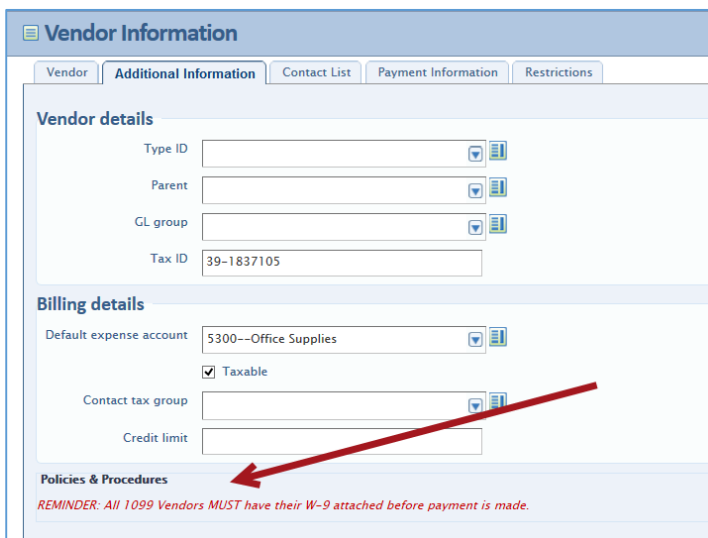


Figure 1 – Text Message on a Screen - Intacct

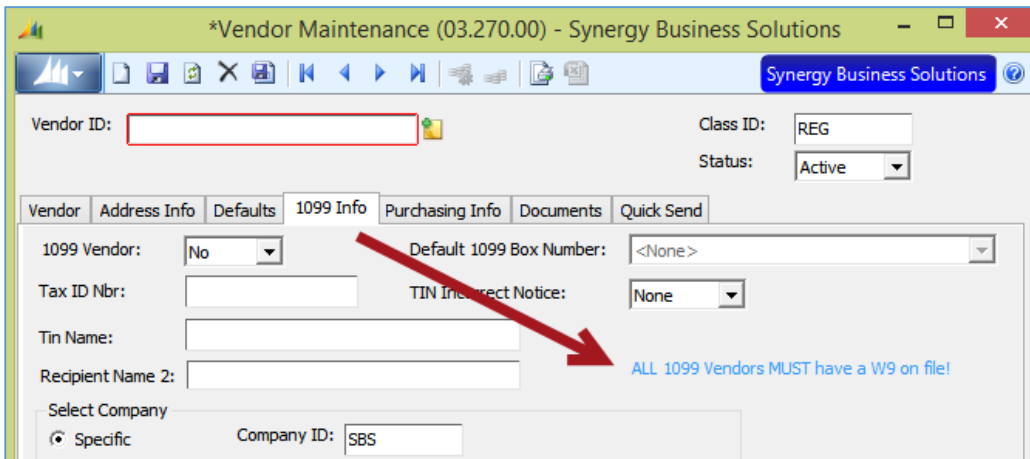


Figure 2 – Text Message on a Screen – Dynamics SL

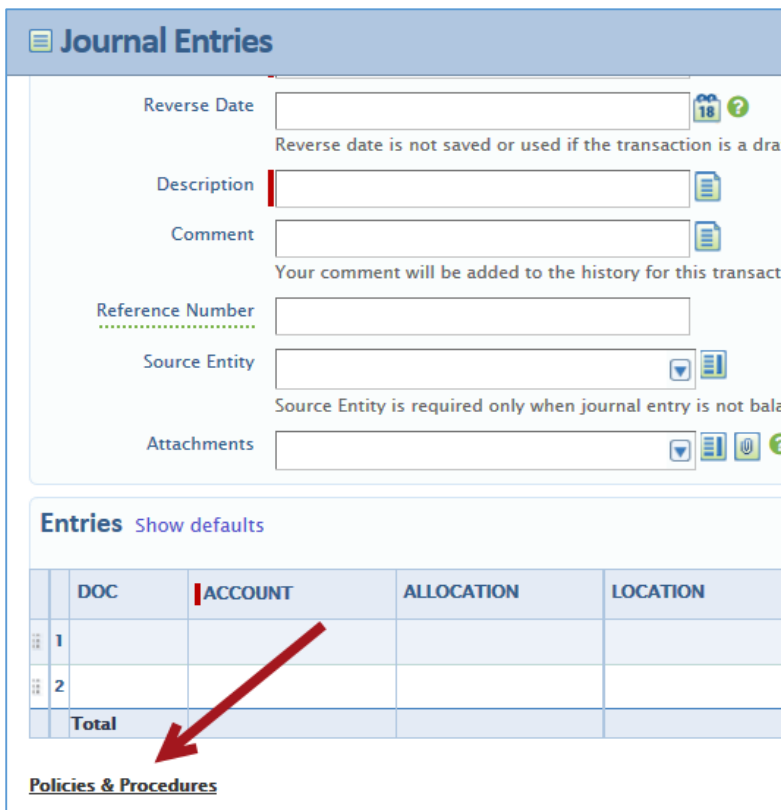


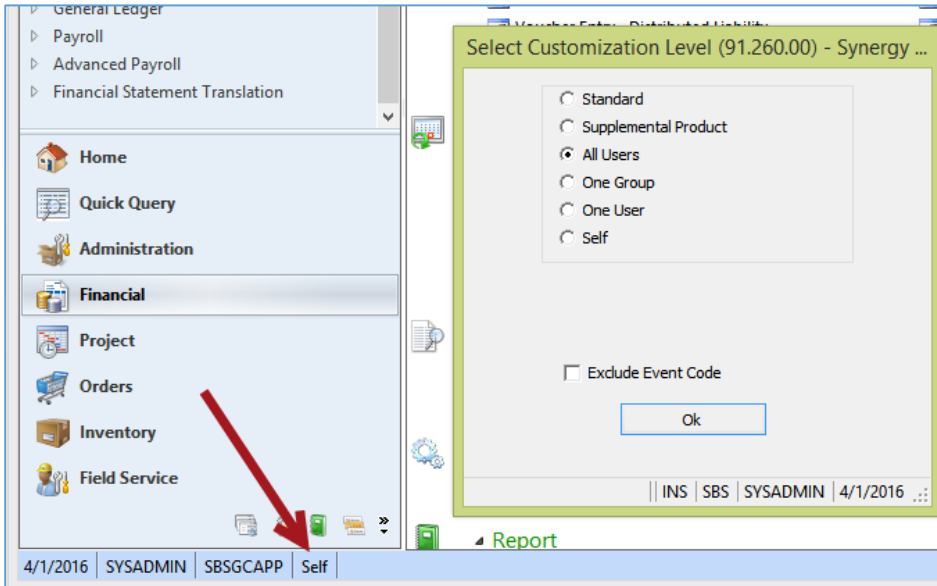
Figure 3 – Hyperlink to a Web URL - Intacct

How to Add On-Screen Messages in Dynamics SL

Note: You must have access rights to Customization Services to do the on-screen messages included in this article.

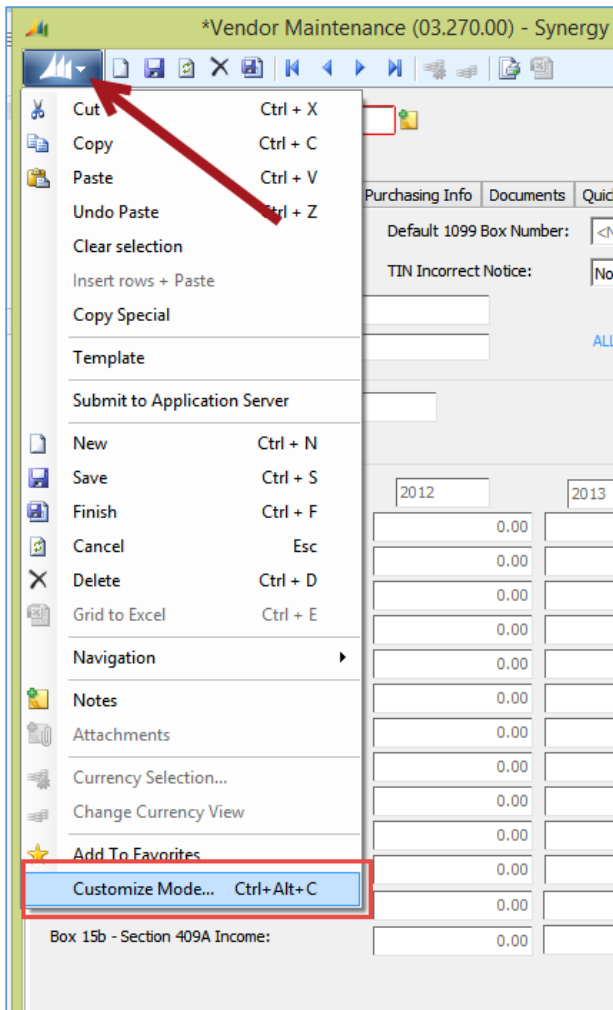
Let's walk through the steps of adding a message to a screen.

1. If you want all users to see the on-screen message, you need to change the Customization Level to All Users. At the bottom of the screen, the current Customization Level is displayed. If it says Self, you can double-click the area where it says Self and then select All Users.

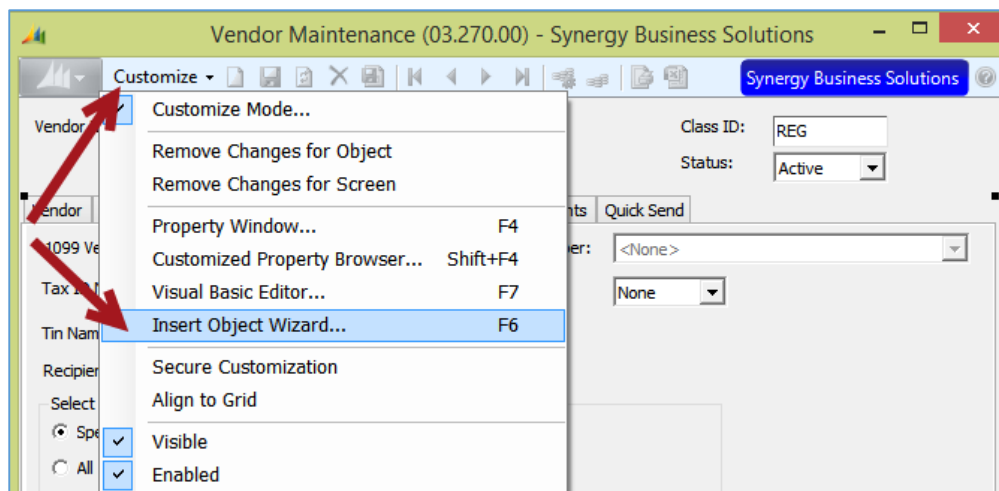


2. Open the screen where you'd like to add a message. We'll use the Vendor Maintenance screen in our example.
3. Once the screen is open, click on the Actions button in the top left hand corner, and choose Customize Mode.. at the bottom of the list.

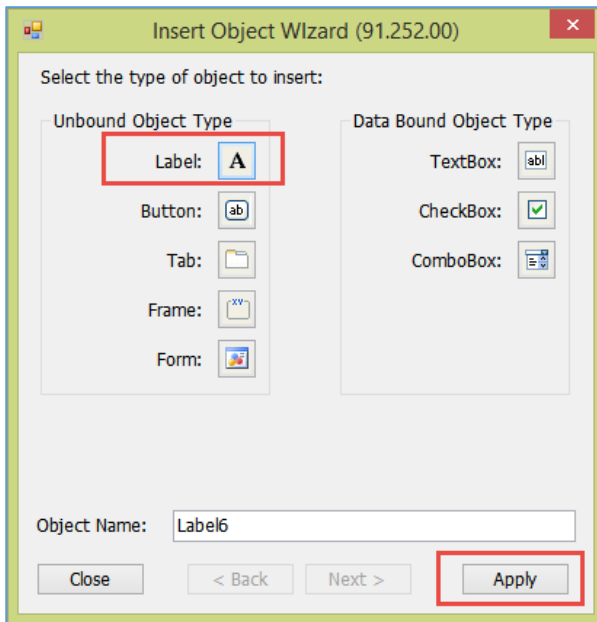
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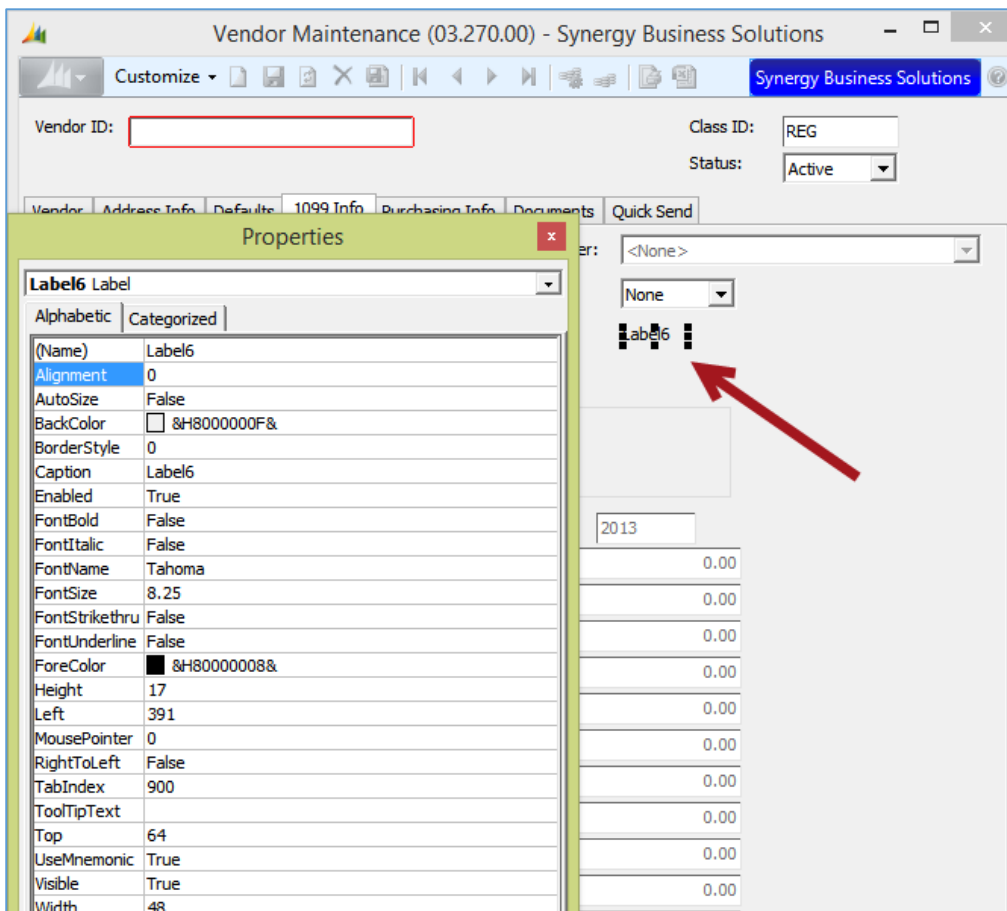
4. Select the 1099 Info tab.
5. Click on Customize and choose the Insert Object Wizard.



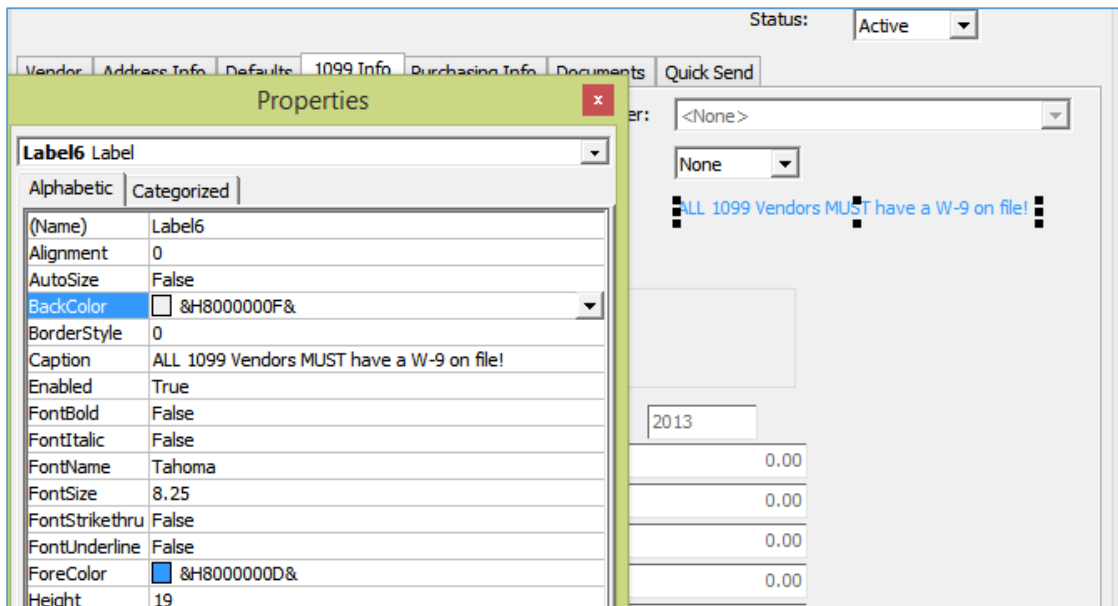
6. For an on-screen message you can use the Label object. Click Apply and then close the screen.



- The label will appear in the top left hand corner of the screen. Drag the label to the position where you'd like it to be placed. With the label highlighted, press the F4 key or right mouse click and choose Properties.



8. In the Caption field, type the text you want to appear for the on-screen message.
9. Use the ForeColor field to pick a color for the text.
10. Change the width of the label object so that the entire message is visible by dragging the handle bars on the object, or typing in a width in the Width field of the Properties window.



11. Click on Customize at the top of the screen and choose Save Changes.

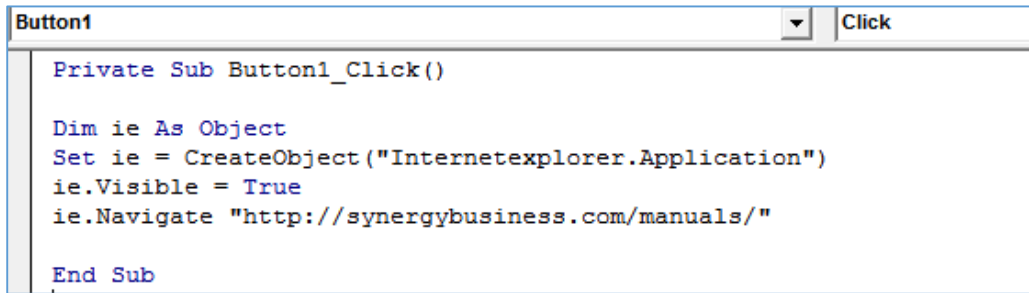
That's it! You now have an on-screen message.

Follow these steps to add a hyperlink button.

1. Access Customize Mode on the desired screen.
2. Insert a Button from the Insert Object Wizard.
3. Place the Button where you'd like it to appear on the screen.
4. With the Button highlighted, use F4 to open the Properties window.
5. Enter the Caption for the Button.
6. Close the Properties window.
7. Right-mouse click on the Button and choose Visual Basic Editor.
8. Enter the following text to launch a webpage between the Private Sub and End Sub rows and substituting your URL on the 4th line:

```
Dim ie As Object
Set ie = CreateObject("Internetexplorer.Application")
ie.Visible = True
ie.Navigate "http://synergybusiness.com/manuals/"
```

Your full statement will look like similar to this:

A screenshot of a Visual Basic code editor window. The window title is "Button1" and it has a "Click" event handler selected. The code is as follows:

```
Private Sub Button1_Click()  
  
    Dim ie As Object  
    Set ie = CreateObject("Internetexplorer.Application")  
    ie.Visible = True  
    ie.Navigate "http://synergybusiness.com/manuals/"  
  
End Sub
```

9. Close Visual Basic.
10. Click on Customize at the top of the screen and choose Save Changes.
11. Click on your new Button to launch the webpage.

We have barely scratched the surface of the capabilities of screen customizations! Hopefully you followed along in your instance of Dynamics SL and we've got your mind churning with ideas of how you can use on-screen messages.

If you need additional information, or want to do some more complicated customizations, please give us a call. We have several customizations experts on our team ready to help. Thank you!

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