



T16001 Tips and Tricks

Stylesheet description formatting

August 2016

Intended audience: CmOffice backoffice users.

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1. Did you know....



Did you know that the description field of a style sheet is used as the Memo description?



Did you know that the description field of a style sheet is used as mail subject?



Did you know that you can format the description of an Invoice or Credit note stylesheet by using variables?

The description of invoice(pro)/credit note(pro) style sheets can contain variables. These variables will be parsed during the creation of the memo and thus used as memo description and in the mail subject.

Using variables in the description field can significantly improve the readability and the lookup in search functions.

Good to know: the stylesheet description can contain a maximum of 60 characters!

2. HOW TO format style sheet descriptions ...

A. Variables

These are the variables which can be parsed during the creation of the memo.

"##nr1##"	Invoice number
"##nr2##"	Conference invoice number
"##date##"	Invoice date
"##type##"	INVOICE, INVOICEPRO, CREDITNOTE or CREDITNOTEPRO
"##"	The description of the style sheet will be copied as it is (see example below)

B. Examples

Style sheets can be used in a mail merge executed from within the Invoice new module. To demonstrate the formatting of the description, I will use an invoice stylesheet (1) and an "Invoice New" record used to generate the resulting memo (2) and the mail subject (3).

1. The default setting – no variables used

When the stylesheet description is text only (no variables used), by default cmOffice adds the type, the invoice number and (between brackets) the date followed by the style sheet description

Example:

(1) Style sheet description

cmOffice

File Edit Help

cmOffice : COVR : Style sheets

Module: Style sheets

Memo type:

Registration | LIS2015 | Registration | ANDY | Invoices NEW | LIS2015 | Style sheets | LIS

Conference	Sort	Type	Memo type	Subtype	Description
LIS2015	2013	DOC	INVOICE		Test Congress Covr

(2) Memo description

cmOffice

File Edit Help

cmOffice : COVR : Memo's

Module: Memo's

Name:

Registration | LIS2015 | Registration | ANDY | Invoices NEW | LIS2015 | Style sheets | LIS2015 | Memo's | LIS2015

Date	Conference	Memo type	Type	Rel. ID	Name	Description	Doc. ref.	Lock.
01/08/2016	LIS2015	INVOICE	DOC	C6708	Stans, D.	CREDITNOTE 201600017 (26/07/2016) Test Congress Covr	CM/LIS2015/51845	

(3) mail subject

Reply Reply All Forward

Mon 01/08/2016 15:33

info@covr.be

CREDITNOTE 201600017 (26/07/2016) Test Congress Covr

To Rudi Stans

2. Using “##” – text only, cmOffice will not add type, nr and date

(1) Style sheet description

cmOffice
File Edit Help

cmOffice : COVR : Style sheets

Module: Style sheets
Memo type:

Registration | LIS2015 | Registration | ANDY | Invoices NEW | LIS2015 | Style sheets | LIS2015 | Memo

Conference	Sort	Type	Memo type	Subtype	Description
LIS2015	2013	DOC	INVOICE		## Test Congress Covr

(2) Memo description

cmOffice
File Edit Help

cmOffice : COVR : Memo's

Module: Memo's
Name:

Registration | LIS2015 | Registration | ANDY | Invoices NEW | LIS2015 | Style sheets | LIS2015 | Memo's | LIS

Date	Conference	Memo type	Type	Rel. ID	Name	Description	Doc. ref.	Lock.	Extra i
01/08/2016	LIS2015	INVOICE	DOC	C6708	Stans, D.	Test Congress Covr	CM/LIS2015/51852		New me

(3) Mail subject

Reply Reply All Forward

Mon 01/08/2016 16:41

info@covr.be

Test Congress Covr

To Rudi Stans

3. Using variables

a. Example 1: Invoice number and date

(1) Style sheet description

cmOffice

File Edit Help

cmOffice : COVR : Style sheets

Module: Style sheets

Memo type:

Conference	Sort	Type	Memo type	Subtype	Description
LIS2015	0	DOC	INVOICE		COVR'16 Congress: INVOICE ##nr1## (##date##)

(2) Memo description

cmOffice

File Edit Help

cmOffice : COVR : Memo's

Module: Memo's

Name:

Date	Conference	Memo type	Type	Rel. ID	Name	Description	Doc. ref.
02/08/2016	LIS2015	INVOICE	DOC	C6708	Stans, D.	COVR'16 Congress: INVOICE 201600017 (26/07/2016)	CM/LIS2015/51905

(3) Mail subject

Reply Reply All Forward

Tue 02/08/2016 08:56

info@covr.be

COVR'16 Congress: INVOICE 201600017 (26/07/2016)

To Rudi Stans

b. Example 2: Type, invoice number and date

(1) Style sheet description

cmOffice

File Edit Help

cmOffice : COVR : Style sheets

Module: Style sheets

Memo type:

Registration | LIS2015 Registration | ANDY Invoices NEW | LIS2015 Style sheets | LIS2015 Mem

Conference	Sort	Type	Memo type	Subtype	Description
LIS2015	0	DOC	INVOICE		##type## COVR'16 Congress: ##nr1## (##date##)

(2) Memo description

cmOffice

File Edit Help

cmOffice : COVR : Memo's

Module: Memo`s

Name:

Registration | LIS2015 Registration | ANDY Invoices NEW | LIS2015 Style sheets | LIS2015 Memo`s | LIS2015

Date	Conference	Memo type	Type	Rel. ID	Name	Description	Doc. ref.
02/08/2016	LIS2015	INVOICE	DOC	C6708	Stans, D.	CREDITNOTE COVR'16 Congress: 201600017 (26/07/2016)	CM/LIS2015/51907

(3) Mail subject

Reply Reply All Forward

Tue 02/08/2016 09:11

info@covr.be

CREDITNOTE COVR'16 Congress: 201600017 (26/07/2016)

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