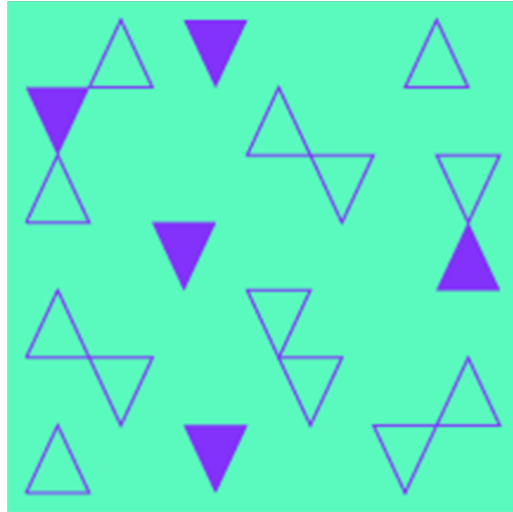
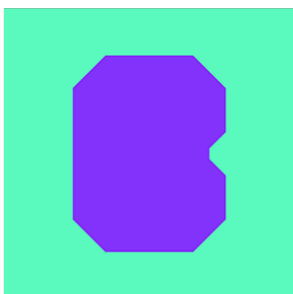




BEYOND

Additional Information



BEYONDIT GmbH

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info@beyondit.gmbh

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Preface

This documentation contains information on how to install and operate **Beyond Additional Information** in your Business Central environment.

This documentation is intended for experienced users of Business Central. Additional knowledge of third-party software products may be required to set up **Beyond Additional Information**.

Read this documentation in full to set up **Beyond Additional Information** and work with it professionally. Pay particular attention to the tips, information and safety instructions contained in the documentation. Inform your employees about the proper use of Beyond Additional Information and keep the documentation in a place that is accessible to your employees.

DOWNLOAD
PDF

Manufacturer

Beyond Additional Information is developed by:

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info@beyondit.gmbh
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VISIT
APPSOURCE

Version history

Version	Date	Author	Comments
1.0	15.03.2023	Jannic Weidel	First version of the documentation
1.1	10.05.2023	Jannic Weidel	Chapter on the assignment of permission sets added
1.2	14.11.2024	Jannic Weidel	Added description for note texts on customer and vendor
1.3	12.05.2025	Jannic Weidel	Revisions and new content
1.4	13.06.2025	Jannic Weidel	Added preface chapter
2.0	18.09.2025	Jannic Weidel	Updated Screenshots for Business Central 26.5
2.1	06.11.2025	Jannic Weidel	Updated Beyond Product Name
Document access		public	

General Information

This documentation contains important information that you must observe when following the descriptions. The information is highlighted as notes and arranged according to type and importance. The notes are listed below in ascending order of importance:

TIP

This represents **no risk**. In addition to the classic clicking on options, Business Central also offers the option of using so-called shortcuts. Shortcuts are key combinations with which you can also execute the desired action in the user interface. By using shortcuts, you can work faster and more effectively. Try the key combination and you will be surprised how much faster you can work.

NOTE

This represents **no risk**. This note contains important information on the correct use, configuration or operation of the software. Follow these instructions to avoid inefficiencies and unnecessary support tickets. For example, this note can show you that an option is hidden and tells you how to proceed if you want to show it again.

IMPORTANT

This represents a **low risk**. This notice refers to non-critical issues that may lead to undesired behavior or configuration problems. May affect user experience or functionality if not considered.

CAUTION

This represents a **medium risk**. This notice indicates a potential problem that could affect system stability or data integrity. Failure to comply may result in errors, loss of performance or partial service interruptions. The errors caused by non-compliance only affect the app itself and prevent you from working with data within the app.

WARNING

This represents a **high risk**. This notice indicates an immediate and serious risk to the productive system. Failure to observe this warning may affect the entire system. There is a risk of loss of critical data or total system failure, leading to prolonged downtime. It may not be possible to restore the data and a backup must be imported.

Beyond Additional Information is an extension for Microsoft Dynamics 365 Business Central.

With **Beyond Additional Information** you can store information texts for items, service items as well as for customers and vendors in Business Central.

There are numerous options available to you for designing the information texts. For each message text, you can set in which business areas (purchase, sales, service or all business areas) it should be displayed.

If a note text is available for an item or service item, this is displayed accordingly in the document lines.

Supported Documents

The following documents are supported:

Sales	Service	Purchase
Sales Return Order	Service Item Worksheet	Purchase Return Order
Sales Quote	Service Quote	Purchase Quote
Sales Credit Memo	Service Credit Memo	-
Sales Invoice	Service Invoice	-
Sales Order	Service Order	-
Sales Blanket Order	-	-

On the above-mentioned documents, you also have the option of viewing additional information for the customer or the vendor in the document header.

The examples described in this documentation represent only some of the possibilities offered by the **Beyond Additional Information** solution. If you have a specific case that you would like to map using the solution, please do not hesitate to contact us.

The latest version of this documentation can be found at the following link: [Beyond Additional Information Documentation](#).

 **NOTE**

Dependencies on or to other apps

Additional, basic applications are required to use **Beyond Additional Information**. The following applications are required to use **Beyond Additional Information**:

- Beyond License**: Management of trial and full licenses for apps of BeyondIT.

License Management

This chapter describes how you can view the license management of **Beyond Additional Information**.

To view the status of the product license for **Beyond Additional Information**, proceed as follows:

1. Open the search field (ALT+Q) and search for the page **Beyond License Management**.
2. The **Beyond License Management** page is displayed.

←

Beyond Lizenz-Management

Verzeichnis-ID

Verzeichnis-Domain

Lizenzen

Synchronisiert Lizenz

→

Unternehmensname 1

Anwendungsname

Status

Startdatum

Ablaufdatum

Test

Lizenzmessung

Aktuelle Messung

	BeyondCalculation	Valid	23.08.2024 08:50	22.08.2030 08:50	☐	1	0
	BeyondServiceRequisition	Valid	02.04.2024 09:13	02.05.2030 09:13	☐	1	0
	BeyondPostCalculation	Valid	14.08.2024 09:33	13.08.2030 09:33	☐	1	0
	BeyondReportReview	Valid	15.07.2024 21:26	14.08.2030 21:26	☐	1	0
	BeyondService	Valid	30.01.2024 07:41	28.02.2030 07:41	☐	7	0
	BeyondCues	Valid	29.11.2023 19:15	28.02.2030 07:41	☐	7	0
	BeyondInventoryDetails	Valid	29.01.2024 23:28	28.02.2030 07:41	☐	7	0
	BeyondDataImporter	Valid	17.06.2024 22:55	17.07.2030 22:55	☐	1	0
	BeyondCloudConnector	Valid	04.07.2024 06:42	03.08.2030 06:42	☐	1	0
	BeyondAttributesCore	Valid	14.06.2024 07:51	14.07.2030 07:51	☐	1	0
	BeyondReports	Valid	05.07.2024 08:39	04.08.2030 06:39	☐	1	0
	BeyondDocumentLineTransfer	Valid	18.09.2024 20:40	11.12.2030 09:00	☐	4	0

3. Under the **Licenses** section, you will find all product licenses for BeyondIT applications that have been installed for this company. You can read all the necessary information from the values in the columns:

Column	Description
Company Name	This column indicates the name of the company.
Application Name	This column indicates the name of the application. If you use several BeyondIT products, a separate line is displayed for each product in the overview,
Status	This is the status of the product license. Several values are possible: Valid: The product license is valid and the application can be used without restrictions. Expired: The product license has expired. The application can no longer be used. Trial: The product license is valid and the functionalities of the application can be used for a short period of time (note the value in the expiry date column) with restrictions or without restrictions. Exceeded: The product license has expired. The application can no longer be used.
Start Date	This is the date on which the product license was registered.
Expiry Date	This is the date on which the product license becomes or became invalid. The application can no longer be used.
Trial	This checkbox indicates whether the product license is a trial license. Trial licenses are very limited licenses. You can purchase a full product license after the trial license expires (note the value in the Expiry date column).
Licensed Metric	This column shows how the application was licensed. For example, this can be a tenant license, a license per company or a license per user.
Current Metric	This column shows how many licenses are used in the environment. The difference between the values in the Licensed metric and Current metric columns indicates whether you need to purchase an additional license.

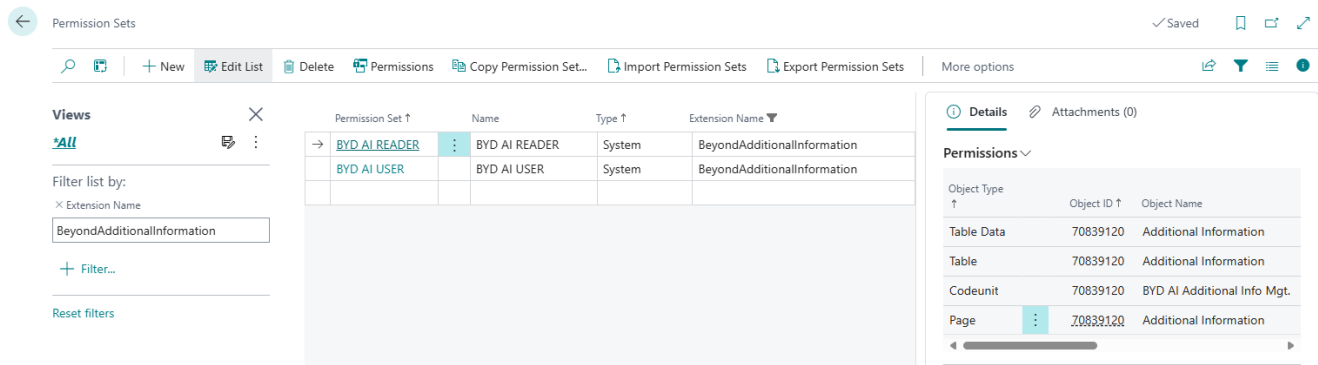
Assign User Permissions

The following description shows how to assign user permissions for the **Beyond Additional Information** extension. The permission sets provided are:

User Permission	Description
BYD AI USER	• Create and edit texts • Show texts on cards and pages • Mark texts as completed
BYD AI READER	• Show texts on cards and pages

To assign the user permission for **Beyond Additional Information** to a user, proceed as follows:

1. Open the search function from the role center (**ALT+Q**).
2. Search for **Permission Sets** and click on the appropriate search result.
3. The **Permission Sets** page is displayed.
4. Select one of the above permission sets from the list.
5. Click **Related > Permissions > Permission Set by User** in the menu bar.



6. The **Permission Set by User** page is displayed.
7. Show the filter area (**SHIFT+F3**) and pick **Extension Name** and the value **Beyond Additional Information** as filter criteria.
8. The list is filtered to the permission sets of **Beyond Additional Information**.
9. Select the check box on the right side of the page for the user or users to whom you want to assign the permission set.

You have assigned a permission set for **Beyond Additional Information** to a user. Note that users with the **SUPER** permission set have all rights, i.e. you do not need to give this user any additional rights.

[Add Additional Information to Items](#)

This section describes how to enter an additional information for a vendor. Proceed as follows to store an additional information on the vendor:

- ←

Vendor Card

10000 · Fabrikam, Inc.

Home

Request Approval

New Document

Vendor

Prices & Discounts

Report

Actions ▾

Related ▾

Reports ▾

Automate ▾

Fe

Contact

Merge With...

Apply Template

Send Email

Pay Vendor

General

Show more

No.

10000

...

Balance (LCY) As Customer

0.00

Name

Fabrikam, Inc.

Balance Due (LCY)

1,964.30

Blocked

Additional Information

—

Balance (LCY)

1,964.30

- ←

Additional Information

↗

↖

Additional Information

🔍

📄

+ New

Edit List

🗑️ Delete

↗

🔍

☰

Information	Finished	Area	Starting Date	Ending Date
→		All		

Details

A

A

B

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☰

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☰

☰

☰

🔗

🔗

X²

X

abc

🖼️

📄

⋮

7. To create a new additional information, click on the **New** option in the menu bar.
8. Enter a description for the additional information in the **Information** column.
9. Use the checkbox under the **Completed** column to control whether this additional information text is active. If you activate the checkbox, no symbol indicating an additional information will be displayed in documents and the corresponding cards.
10. Select a value under the **Area** column to control on which documents the additional information is to be displayed.
11. Enter a start date to define the date from which the additional information is displayed. Leave this field blank if you want the additional information to be displayed immediately.
12. Enter an end date to define the date from which the additional information is no longer displayed. Leave this field blank if the additional text is to be displayed without an expiration date.
13. After you have defined the general data, you can write out the text in the **Details** area on the page. The following options are available to you for designing the text:

Icon	Description
	Font: Click on this icon to change the font of the text.
	Font Size: Click on this icon to change the size of the font.
	Font Style Bold: Click on this icon to change the font style between bold or normal.
	Font Style Italic: Click on this icon to change the font style between italic or normal.
	Font Style Underlined: Click on this icon to change the font style between underlined or normal font style.
	Background Color: Click on this icon to define the color behind the font.
	Font Color: Click on this icon to define the color of the font.
	Bulleted List: Click on this icon to format the selected text as a bulleted list.
	Ordered List: Click on this icon to add a number to the selected text.
	Reduce indentation: Click on this icon to reduce the indentation of the text.
	Increase indentation: Click on this icon to increase the indentation of the text.
	Quote: Click on this icon to mark the text as a quote.
	Align Left: Click on this icon to align the text to the left.
	Align Center: Click on this icon to align the text to the center.
	Align Right: Click on this icon to align the text to the right.
	Add Link: Click on this icon to insert a link into the text.
	Delete Link: Click on this icon to remove the selected link in the text.
	Superscript: Click on this icon to format the selected text as superscript.
	Subscript: Click on this icon to format the selected text as subscript.

Icon

Description



Strikethrough:
Click on this icon to format the selected text with a strikethrough.



Add Image:
Click on this icon to add an image.



Add Alternative Text:
Select an image in the text and click on this icon to add an alternative text (image caption).



Text Direction From Left To Right:
Click on this icon to format the selected text from left to right.



Text Direction From Right To Left:
Click on this icon to format the selected text from right to left.



Revert Changes:
Click on this icon to undo your changes to the text.



Repeat:
Click on this icon to repeat your changes to the text after you have reverted them.



Delete Formatting:
Click on this icon to remove the formatting from the selected text.



Insert Table:
Click on this icon to insert a table into the text.

←

Additional Information - Vendor 10000

✓ Saved





Additional Information





+ New

 Edit List

 Delete







Information	Finished	Area	Starting Date	Ending Date
→ Inventory at the end of December 2025		All	12/1/2025	1/5/2026

Details

An inventory check will be carried out at the end of the year, which may cause delays in the delivery of ordered items.

A A° B / U                         



10000 · Fabrikam, Inc.

[Home](#)

[Request Approval](#)

[New Document](#)

[Vendor](#)

[Prices & Discounts](#)

[Report](#)

[Actions](#) ▾

[Related](#) ▾

[Reports](#) ▾

[Automate](#) ▾

[Fe](#)



Contact



Merge With...



Apply Template



Send Email



Pay Vendor

General

Show more

No.	10000	...
Name	Fabrikam, Inc.	
Blocked		
Balance (LCY)	1,964.30	

Balance (LCY) As Customer	0.00
Balance Due (LCY)	1,964.30

Additional Information	!!!
------------------------------	-----

For more information on how to deactivate an additional information, please refer to the chapter [Mark Additional Information as completed](#).

This section describes how to enter an additional information for a customer. Proceed as follows to store an additional information on the customer:

- Customer Card

10000 · Adatum Corporation

HomeRequest ApprovalNew DocumentPrices & DiscountsCustomerReport

ActionsRelatedReportsAutomate

General

Show more

No.10000

Credit Limit (LCY)0.00

NameAdatum Corporation

Blocked

Balance (LCY)0.00

Total Sales - Fiscal Year9,107.50

Balance (LCY) As Vendor0.00

Costs (LCY)0.00

Balance Due (LCY)0.00

Additional Information

- [←](#) Additional Information - Customer 10000 ✓ Saved [📁](#) [↗️](#)

Additional Information | 🔍 📄 | + New Edit List Delete [🔗](#) [🔍](#) [☰](#)

Information	Finished	Area	Starting Date	Ending Date
→	⋮	Sales		

Details

A^A B / U ✎ A ☰ ☷ ➕ ➡ ” ☰ ☷ ☷ ⌂ ⌂ × x² abcd 🖼️ 📄 ▶ ⏪ ↶ ↷ ...

7. To create a new additional information, click on the **New** option in the menu bar.
8. Enter a description for the additional information in the **Information** column.
9. Use the checkbox under the **Completed** column to control whether this additional information text is active. If you activate the checkbox, no symbol indicating an additional information will be displayed in documents and the corresponding cards.
10. Select a value under the **Area** column to control on which documents the additional information is to be displayed.
11. Enter a start date to define the date from which the additional information is displayed. Leave this field blank if you want the additional information to be displayed immediately.
12. Enter an end date to define the date from which the additional information is no longer displayed. Leave this field blank if the additional text is to be displayed without an expiration date.
13. After you have defined the general data, you can write out the text in the **Details** area on the page. The following options are available to you for designing the text:

Icon	Description
	Font: Click on this icon to change the font of the text.
	Font Size: Click on this icon to change the size of the font.
	Font Style Bold: Click on this icon to change the font style between bold or normal.
	Font Style Italic: Click on this icon to change the font style between italic or normal.
	Font Style Underlined: Click on this icon to change the font style between underlined or normal font style.
	Background Color: Click on this icon to define the color behind the font.
	Font Color: Click on this icon to define the color of the font.
	Bulleted List: Click on this icon to format the selected text as a bulleted list.
	Ordered List: Click on this icon to add a number to the selected text.
	Reduce indentation: Click on this icon to reduce the indentation of the text.
	Increase indentation: Click on this icon to increase the indentation of the text.
	Quote: Click on this icon to mark the text as a quote.
	Align Left: Click on this icon to align the text to the left.
	Align Center: Click on this icon to align the text to the center.
	Align Right: Click on this icon to align the text to the right.
	Add Link: Click on this icon to insert a link into the text.
	Delete Link: Click on this icon to remove the selected link in the text.
	Superscript: Click on this icon to format the selected text as superscript.
	Subscript: Click on this icon to format the selected text as subscript.

Icon

Description



Strikethrough:
Click on this icon to format the selected text with a strikethrough.



Add Image:
Click on this icon to add an image.



Add Alternative Text:
Select an image in the text and click on this icon to add an alternative text (image caption).



Text Direction From Left To Right:
Click on this icon to format the selected text from left to right.



Text Direction From Right To Left:
Click on this icon to format the selected text from right to left.



Revert Changes:
Click on this icon to undo your changes to the text.



Repeat:
Click on this icon to repeat your changes to the text after you have reverted them.



Delete Formatting:
Click on this icon to remove the formatting from the selected text.



Insert Table:
Click on this icon to insert a table into the text.



Additional Information - Customer 10000

✓ Saved





Additional Information





+ New

 Edit List

 Delete







Information	Finished	Area	Starting Date	Ending Date
→ Person in Charge		Sales	1/1/2026	

Details

Jacob Otto will be leaving **Adatum Corporation** at the end of 2025.
Please continue all communication via **purchase@adatum-corporation.de** from January 1, 2026.

A A

B

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U













































You have created an additional information for a customer. The **Sales** setting under the **Area** column means that the additional information is only displayed on sales documents. Below you can see the display for a note text on a sales quote.

1003 · Adatum Corporation

Home Prepare Print/Send Request Approval Quote | More options

 Make Order  Make Invoice  Release |  Archive Document

General St

Customer Name	Adatum Corporation ...	Due Date	6/18/2025
External Document No.		Requested Delivery Date	
Contact	Jakob Otto ...	Status	Open
Document Date	6/4/2025 		
		Additional Information	—

Lines | Manage Line Functions

 New Line  Delete Line  Select items...  Insert Ext. Texts  Dimensions

Type	No.	Additional Information	Item Reference No.	Description	Location Code	Quantity
→ Item	1896-S	!!!		ATHENS Desk		10

For more information on how to deactivate an additional information, please refer to the chapter [Mark Additional Information as completed](#).

Add Additional Information to Item

This chapter describes how to add additional information to an item.

If there are additional information for an item and the item is used in a sales or purchase document, exclamation marks is displayed in the document lines under the **Additional Information** column to indicate that there are information for the item.

To add information to an item, proceed as follows:

1. Call up the search function from the role center (**ALT+Q**).
2. Search for **Items** and click on the corresponding search result.
3. The **Items** list is displayed.
4. Open the item card for the item for whom you want to store an additional information.

←

Item Card

1896-S · ATHENS Desk

Home

Request Approval

Item

Prices & Discounts

More options

Item

Show more

No. 1896-S ...

Description ATHENS Desk

Blocked ☒

Type Inventory

Base Unit of Measure STÜCK

Item Category Code SCHREIBT

Variant Mandatory if Exists Default (No)

Additional Information

- Click on **Item > Additional Information** in the menu bar.
- The **Additional Information** page is displayed.

Additional Information

Additional Information | 🔍 📅 | + New | **Edit List** | 🗑️ Delete

Information	Finished ▼	Area ▼	Starting Date ▼	Ending Date ▼
→		All		

Details

7. To create a new additional information, click on the **New** option in the menu bar.
8. Enter a description for the additional information in the **Information** column.
9. Use the checkbox under the **Completed** column to control whether this additional information text is active. If you activate the checkbox, no symbol indicating an additional information will be displayed in documents and the corresponding cards.
10. Select a value under the **Area** column to control on which documents the additional information is to be displayed.
11. Enter a start date to define the date from which the additional information is displayed. Leave this field blank if you want the additional information to be displayed immediately.
12. Enter an end date to define the date from which the additional information is no longer displayed. Leave this field

blank if the additional text is to be displayed without an expiration date.

13. After you have defined the general data, you can write out the text in the **Details** area on the page. The following options are available to you for designing the text:

Icon	Description
	Font: Click on this icon to change the font of the text.
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	Font Style Italic: Click on this icon to change the font style between italic or normal.
	Font Style Underlined: Click on this icon to change the font style between underlined or normal font style.
	Background Color: Click on this icon to define the color behind the font.
	Font Color: Click on this icon to define the color of the font.
	Bulleted List: Click on this icon to format the selected text as a bulleted list.
	Ordered List: Click on this icon to add a number to the selected text.
	Reduce indentation: Click on this icon to reduce the indentation of the text.
	Increase indentation: Click on this icon to increase the indentation of the text.
	Quote: Click on this icon to mark the text as a quote.
	Align Left: Click on this icon to align the text to the left.
	Align Center: Click on this icon to align the text to the center.
	Align Right: Click on this icon to align the text to the right.
	Add Link: Click on this icon to insert a link into the text.
	Delete Link: Click on this icon to remove the selected link in the text.

Icon

Description

Superscript:
Click on this icon to format the selected text as superscript.

Subscript:
Click on this icon to format the selected text as subscript.

Strikethrough:
Click on this icon to format the selected text with a strikethrough.

Add Image:
Click on this icon to add an image.

Add Alternative Text:
Select an image in the text and click on this icon to add an alternative text (image caption).

Text Direction From Left To Right:
Click on this icon to format the selected text from left to right.

Text Direction From Right To Left:
Click on this icon to format the selected text from right to left.

Revert Changes:
Click on this icon to undo your changes to the text.

Repeat:
Click on this icon to repeat your changes to the text after you have reverted them.

Delete Formatting:
Click on this icon to remove the formatting from the selected text.

Insert Table:
Click on this icon to insert a table into the text.

←

Additional Information - Item 1896-S

✓ Saved

Additional Information

+ New

Edit List

Delete

Information	Finished	Area	Starting Date	Ending Date
→ Discontinued Model		All	1/1/2026	

Details

Production of this item will be discontinued on January 1, 2026.
The successor model is item 1896-2026.

A A° B / U

You have created an additional information for an item. The **All** setting under the **Area** column means that the additional information is displayed in all business areas (in purchase, sales and service documents). Below you can see the display of an additional information for an item on a sales quote line.

1003 · Adatum Corporation

Home Prepare Print/Send Request Approval Quote | More options

 Make Order  Make Invoice  Release |  Archive Document

General St

Customer Name	Adatum Corporation	Due Date	6/18/2025
External Document No.		Requested Delivery Date	
Contact	Jakob Otto	Status	Open
Document Date	6/4/2025	Additional Information	

Lines | Manage Line Functions

 New Line  Delete Line  Select items...  Insert Ext. Texts  Dimensions

Type	No.	Additional Information	Item Reference No.	Description	Location Code	Quantity
→ Item	1896-S	!!!		ATHENS Desk		10

For more information on how to deactivate an additonal information, please refer to the chapter [Mark Additional Information as completed](#).

Add Additional Information to Service Items

This chapter describes how to add additional information for a service item.

If additional information are stored for a service item and this service item is used in a service document, icons are displayed in the document lines under the **Additional Information** column to indicate that additional information are stored.

To add additional information for a service item, proceed as follows:

To add information to an item, proceed as follows:

1. Call up the search function from the role center (**ALT+Q**).
2. Search for **Service Items** and click on the corresponding search result.
3. The **Service Items** list is displayed.
4. Open the service item card for the service item for whom you want to store an additional information.

←

Service Item Card

+

SV000001 · KUKA KR 6

Item

Troubleshooting

More options

General

No.

SV000001

...

Description

KUKA KR 6

Item No.

1001

▼

Item Description

KUKA KR 6

Service Item Group Code

ROBOTICS

▼

Service Price Group Code

KUKA

▼

Variant Code

▼

Serial No.

KR6-2-2009-1534551

...

Status

Installed

▼

Service Item Components

No

Search Description

KUKA KR 6

Response Time (Hours)

8

Priority

Low

▼

Last Service Date

Warranty Starting Date (Pa... ..)

2/1/2009

Warranty Ending Date (Par... ..)

2/1/2011

Warranty % (Parts)

100

Warranty Starting Date (La... ..)

2/1/2009

Warranty Ending Date (Lab... ..)

2/1/2011

Warranty % (Labor)

100

Preferred Resource

GEBHARD

...

Blocked

▼

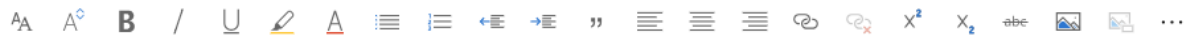
Additional Information

5. Click on **Item > Additional Information** in the menu bar.
6. The **Additional Information** page is displayed.



Information		Finished	Area	Starting Date	Ending Date
→		☐	All		

Details



- To create a new additional information, click on the **New** option in the menu bar.
- Enter a description for the additional information in the **Information** column.
- Use the checkbox under the **Completed** column to control whether this additional information text is active. If you activate the checkbox, no symbol indicating an additional information will be displayed in documents and the corresponding cards.
- Select a value under the **Area** column to control on which documents the additional information is to be displayed.
- Enter a start date to define the date from which the additional information is displayed. Leave this field blank if you want the additional information to be displayed immediately.
- Enter an end date to define the date from which the additional information is no longer displayed. Leave this field blank if the additional text is to be displayed without an expiration date.
- After you have defined the general data, you can write out the text in the **Details** area on the page. The following options are available to you for designing the text:

Icon	Description
	Font: Click on this icon to change the font of the text.
	Font Size: Click on this icon to change the size of the font.
	Font Style Bold: Click on this icon to change the font style between bold or normal.
	Font Style Italic: Click on this icon to change the font style between italic or normal.
	Font Style Underlined: Click on this icon to change the font style between underlined or normal font style.
	Background Color: Click on this icon to define the color behind the font.
	Font Color: Click on this icon to define the color of the font.
	Bulleted List: Click on this icon to format the selected text as a bulleted list.
	Ordered List: Click on this icon to add a number to the selected text.

**Font:**

Click on this icon to change the font of the text.

**Font Size:**

Click on this icon to change the size of the font.

**Font Style Bold:**

Click on this icon to change the font style between bold or normal.

**Font Style Italic:**

Click on this icon to change the font style between italic or normal.

**Font Style Underlined:**

Click on this icon to change the font style between underlined or normal font style.

**Background Color:**

Click on this icon to define the color behind the font.

**Font Color:**

Click on this icon to define the color of the font.

**Bulleted List:**

Click on this icon to format the selected text as a bulleted list.

**Ordered List:**

Click on this icon to add a number to the selected text.

Icon	Description
	Reduce indentation: Click on this icon to reduce the indentation of the text.
	Increase indentation: Click on this icon to increase the indentation of the text.
	Quote: Click on this icon to mark the text as a quote.
	Align Left: Click on this icon to align the text to the left.
	Align Center: Click on this icon to align the text to the center.
	Align Right: Click on this icon to align the text to the right.
	Add Link: Click on this icon to insert a link into the text.
	Delete Link: Click on this icon to remove the selected link in the text.
	Superscript: Click on this icon to format the selected text as superscript.
	Subscript: Click on this icon to format the selected text as subscript.
	Strikethrough: Click on this icon to format the selected text with a strikethrough.
	Add Image: Click on this icon to add an image.
	Add Alternative Text: Select an image in the text and click on this icon to add an alternative text (image caption).
	Text Direction From Left To Right: Click on this icon to format the selected text from left to right.
	Text Direction From Right To Left: Click on this icon to format the selected text from right to left.
	Revert Changes: Click on this icon to undo your changes to the text.
	Repeat: Click on this icon to repeat your changes to the text after you have reverted them.
	Delete Formatting: Click on this icon to remove the formatting from the selected text.
	Insert Table: Click on this icon to insert a table into the text.

Details

- Before starting any work, completely disconnect the robot and control system from the power supply and secure them against being switched back on.
- Movable axes may sag under their own weight after being switched off – attach suitable safety devices.
- Only trained personnel may carry out repair and maintenance work.
- Wear personal protective equipment (PPE): safety shoes, safety goggles, and gloves if necessary.
- Use original KUKA spare parts when replacing components (e.g., motor, gearbox, cable sets).
- After each repair: Perform a functional test, calibration, and documentation in the maintenance log.

A rich text editor toolbar containing various icons for text formatting (bold, italic, underline, strikethrough), alignment (left, center, right, justified), bulleted and numbered lists, indenting, link/unlink, insert table, insert image, undo, redo, and other editing functions.

You have created an additional information for a service item. The **All** setting under the **Area** column means that the additional information is displayed in all business areas. Below you can see the display of an additional information for a service item on a service order line.

SVO000001 · Adatum Corporation · Reparatur KUKA KR 6

[Home](#) | [Order](#) | [More options](#)

Post... | Archive Document | Release to Ship | Print... | Create Warehouse Shipment

General

Show more

Description	Reparatur KUKA KR 6	Email	robert.townes@contoso.com
Customer No.	10000	Service Order Type	REPARATUR
Contact No.	CT000014	Contract No.	
Sell-To		Response Date	6/4/2025
Name	Adatum Corporation	Response Time	10:04:57 PM
Address	Station Road, 21	Priority	Low
City	Düsseldorf	Status	Pending
Post Code	48436	Release Status	Open
Country/Region Code	DE	Additional Information	—
Contact Name	Jakob Otto		
Phone No.	04313637003637		

Lines | [Manage](#) | Line | Functions | Order

New Line Delete Line

Service Item No.	Additional Information	Item No.	Service Item Group Code	Serial No.	Description	Repair Status Code	War...	Cont
→ SV000001	!!!	1001	ROBOTICS	KR6-2-2009-...	KUKA KR 6	ANFANG	☐	

For more information on how to deactivate an additonal information, please refer to the chapter [Mark Additional Information as completed](#).

Continue with the chapter [Mark Additional Information as completed](#)

This chapter describes how you can mark an additional information as completed. If all additional information for an item, service item, customer or vendor have been completed or the additional information have been deleted, the exclamation marks in the **Additional Information** column are no longer displayed in the documents and on the cards.

1. Click on the exclamation marks in the document line under the **Additional Information** column or on the card in the **Additional Information** field.
2. The **Additional Information** window is displayed.

3. Click on the **Edit List** option in the menu bar.
4. Select the checkbox under the **Completed** column for the Additional Information.

You have marked the addition information as **Completed**.