Spell Check a Conversation Entry
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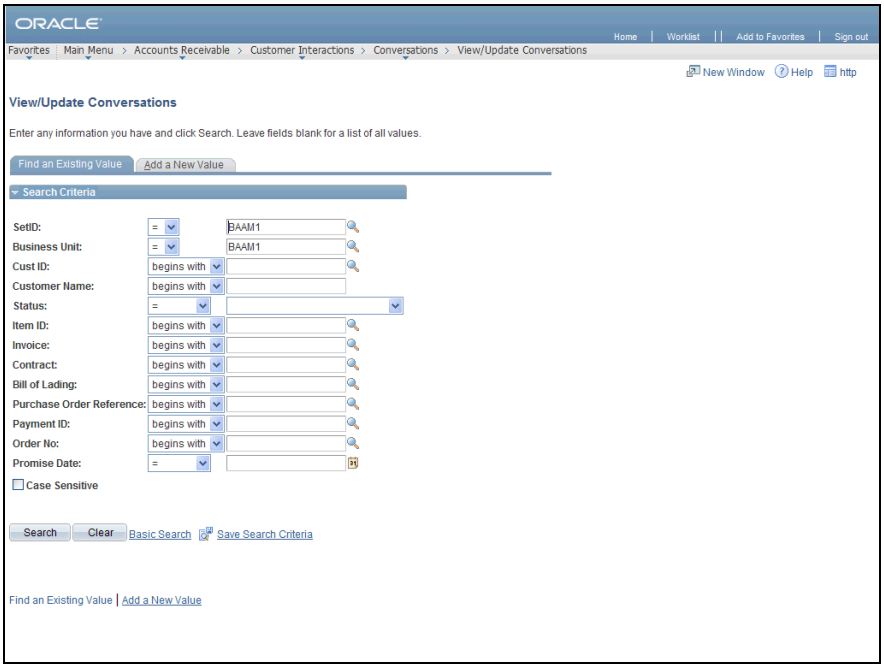
Conversations can be added to items on many Core-CT 9.1 Accounts Receivable pages. The Conversations page provides a **Conversation Entries** group box that allows users to enter comments related to the conversation. Core-CT 9.1 allows user to spellcheck the information they enter into the **Comments** field. This feature is new to Core-CT 9.1.

In this example a user enters a new conversation and spellchecks the text entered in the **Comments** field.

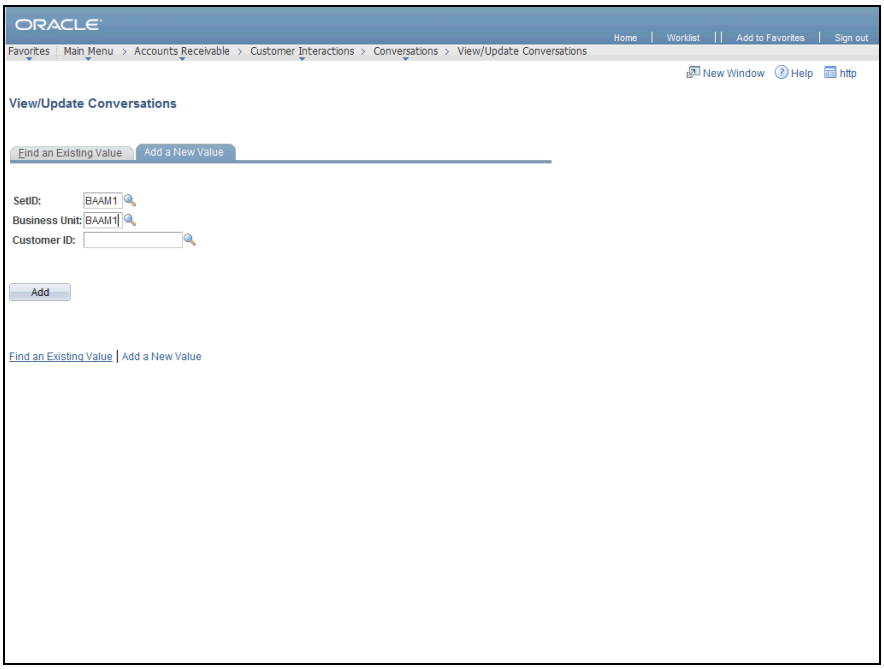
Procedure

Navigation: Accounts Receivable > Customer Interactions > Conversations > View/Update Conversations

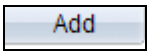
Step	Action
1.	New Conversations can be entered on this page from the **Add a New Value** tab. Existing Conversations can be viewed under the **Find an Existing Value** tab.

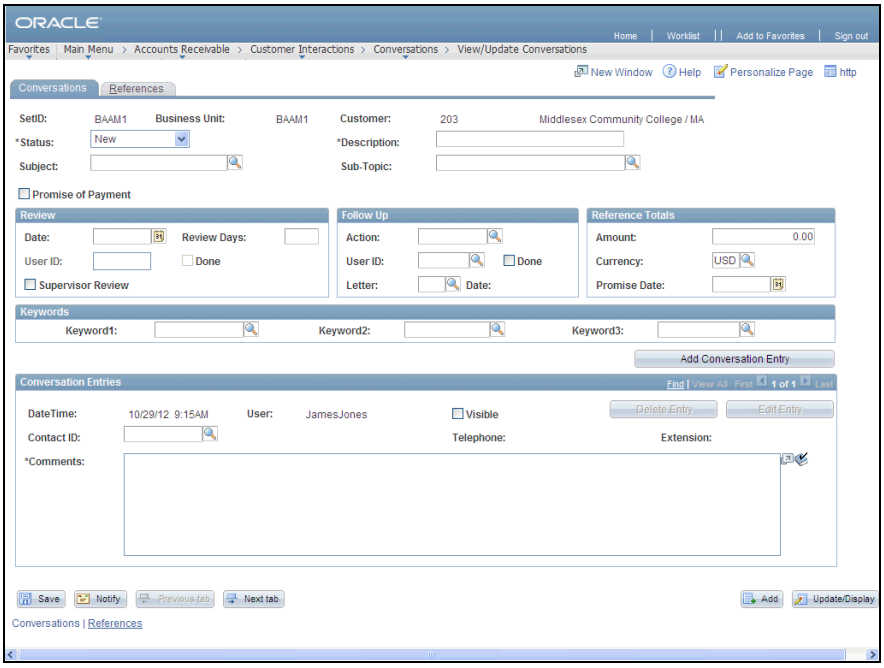


Step	Action
2.	Click the **Add a New Value** tab. Add a New Value

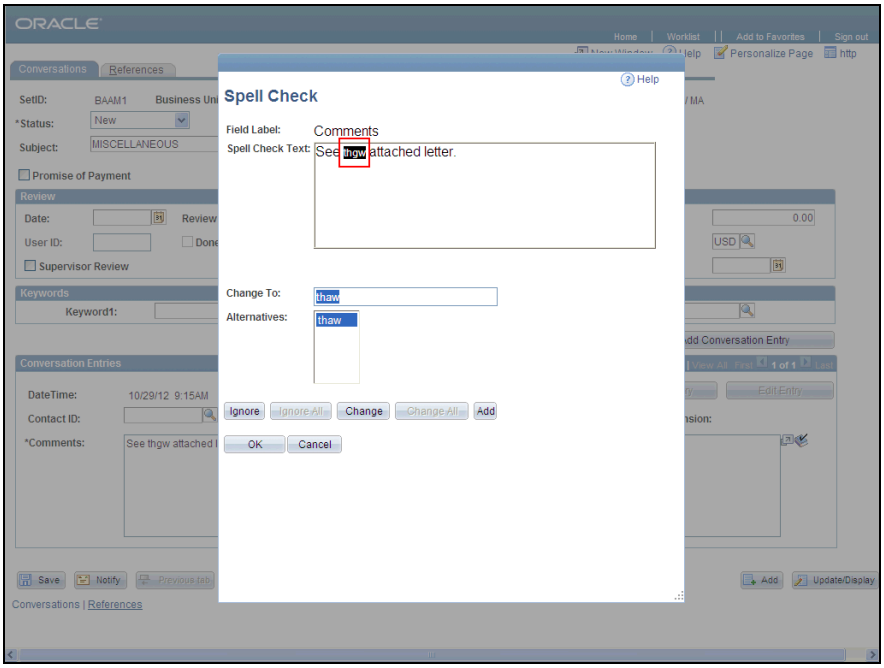


Step	Action
3.	Enter **203** into the **Customer ID** field.

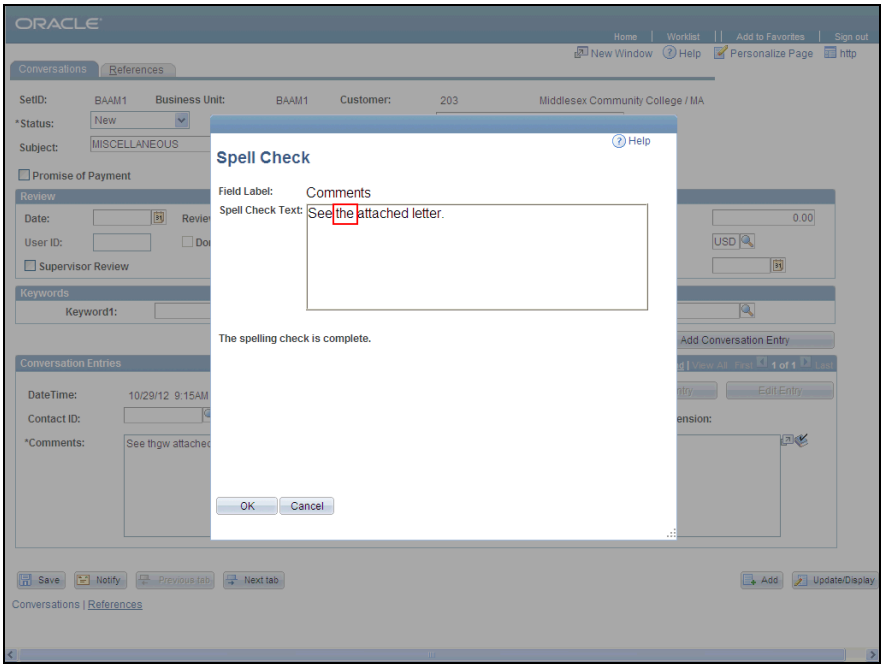
Step	Action
4.	Click the **Add** button. 

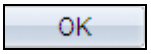


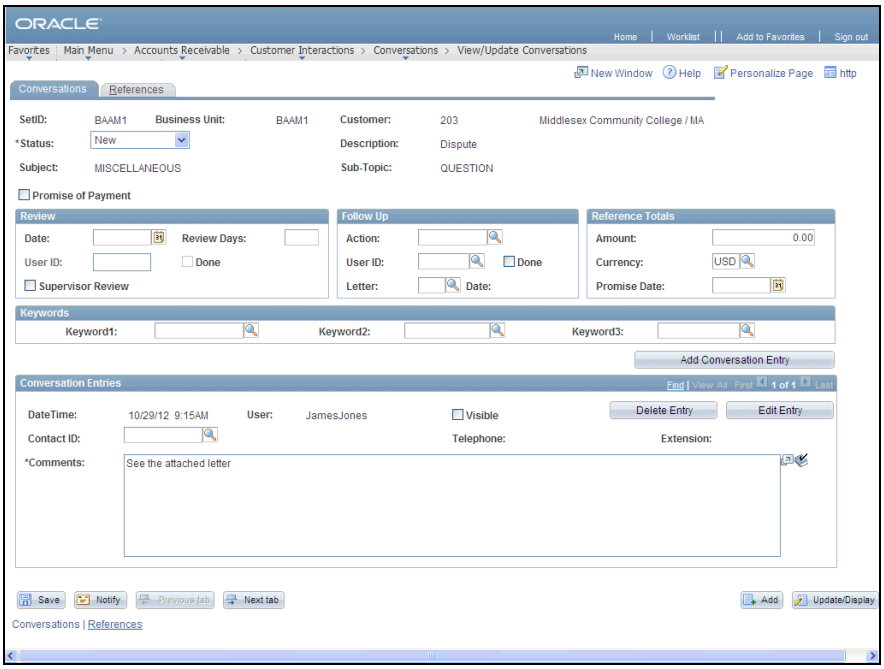
Step	Action
5.	The **Conversations** page is used to update and review Conversation information for the Customers or Items selected. Click the **Look up Subject** button.
6.	Click the **MISCELLANEOUS** link.
7.	Enter **Dispute** into the **Description** field.
8.	Click the **Look up Sub-Topic** button.
9.	Click the **QUESTION** link.
10.	Enter **See thgw attached letter** into the **Comments** field.
11.	This text contains one misspelled word. Click the **Spell Check Comments** button.

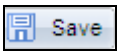


Step	Action
12.	The misspelled word is identified. The **Alternatives** field lists a suggested alternative. In this example the suggested alternative is not the correct word.
13.	Enter **the** into the **Change To** field to overwrite the suggested alternative with the correct word.
14.	Click the **Change** button. Change



Step	Action
15.	The misspelled word (Thgw) is replaced with the correct word (the). Click the **OK** button. 



Step	Action
16.	The **Comments** field now contains no misspelled words.
17.	Click the **Save** button. 
18.	**End of Procedure.**