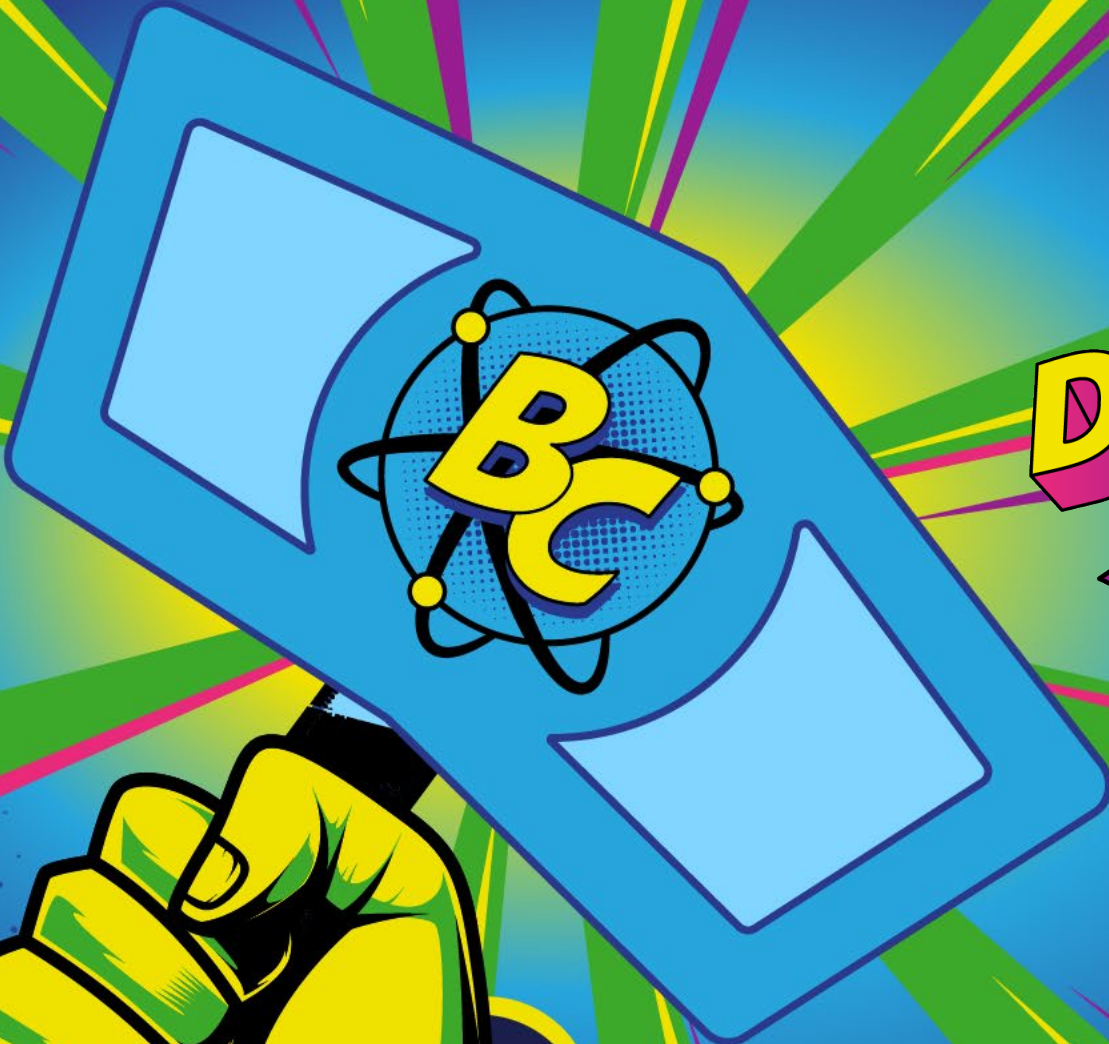


A DYNAMICSCON PRESENTATION



POWERED BY  DUG

# DYNAMICSCON VIRTUAL

MARCH 2023

**BUSINESS  
CENTRAL**

[DYNAMICSCON.COM](https://DYNAMICSCON.COM)

# 10 Things You Can Start Doing Today to Save Time in BC

Shawn Dorward  
Saglobal.com





# Shawn Dorward, VP | MVP @ sa.global

Almost 25 Years ERP Experience

Dynamics GP, NAV, Business Central

Microsoft MVP

Summit NA Legend

Email: [ShawnD@saglobal.com](mailto:ShawnD@saglobal.com)

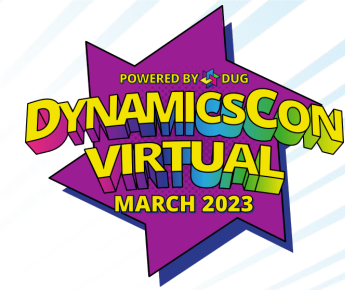
LinkedIn: [Shawn Dorward](#)

Blog: [LifeHacks365.com](http://LifeHacks365.com)

Twitter: [LifeHacks365com](https://twitter.com/LifeHacks365com)



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# Chat Guidelines

- **Let me “hear you” in the chat**
- **Make this interactive**
- **Share your tips as we go along**
- **Do you “Like” the tip?**
  - Chat out “+1” to “like”
- **Don’t forget, live Q&A at the end**
- **Post questions with prefix: “QUESTION”**

# Agenda

- Keyboard Shortcuts
- Outlook Add-In
- Tricks to Entering Data
- Create reusable Lists
- Bookmarks
- Dimension Search
- Date Formulas
- Report Scheduler
- Background Posting
- Power Automate





**TIME SAVER #01**

# Keyboard Shortcuts

- CTRL+F1
- CTRL+F12
- F8
- ALT+Q
- ALT+F2
- Escape
- CTRL+F5
- F5
- Open Help
- Switch Wide vs Narrow
- Copy Field from Above/Paste
- Open “Tell Me”/Search
- Show/Hide Fact Box
- Close Current Open “Window”
- Refresh BC
- Refresh Data on page



# Keyboard Shortcuts

- F3
- Shift F3
- Ctrl + +
- Ctrl + -
- Toggles BC Search
- Opens Filter Pane
- Zoom In
- Zoom Out

- <https://learn.microsoft.com/en-us/dynamics365/business-central/keyboard-shortcuts>






**TIME SAVER #02**

# Outlook Addin

- Be more efficient with actions from email
- Use outlook add-in
- <https://learn.microsoft.com/en-us/dynamics365/business-central/admin-outlook>

## Get the Outlook Add-in



Set up Outlook with Business Central to make faster decisions and respond to inquiries from customers, vendors, or prospects. Look up Business Central contacts, create and attach documents, and more without leaving Outlook.

[Watch the video](#)

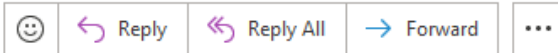
Next



## Welcome to Microsoft Dynamics 365 Business Central in Outlook



Dynamics 365 Business Central Admin <trey.rese  
To ○ MOD Administrator



Fri 2/17/2023 12:06 PM

We are all set up. Welcome  
to Your business inbox in  
Outlook!



### Get business done without leaving Outlook

With Business Central, your business comes to you directly in Microsoft Outlook. Getting started in Outlook is easy: use the steps below to see how quickly you can create and send documents for your business contacts.

### Get started with contact insights

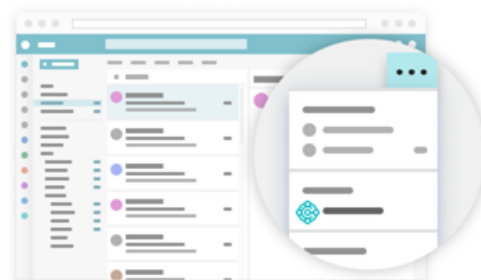
#### In Outlook:

Find Business Central in the ribbon, and choose Contact Insights.



#### In Outlook on the web:

Choose 'More actions' ( ... ) in the upper-right corner of the email and choose Business Central.



### Create a sales quote

Business Central helps you author email responses by suggesting items and quantities that you can include in an attached document.

1. On the app bar, choose Sales Quote from the New menu (📄)
2. Review the items and quantities in Suggested Items list and select those you want to add to the sales quote. You can adjust these directly on the quote.

# Welcome to Microsoft Dynamics 365 Business Central in Outlook



Dynamics 365 Business Central Admin <trey.research@>  
To MOD Administrator



12:06 PM

## We are all set up. Welcome to Your business inbox in Outlook!



### Get business done without leaving Outlook

With Business Central, your business comes to you directly in Microsoft Outlook. Getting started in Outlook is easy: use the steps below to see how quickly you can create and send documents for your business contacts.

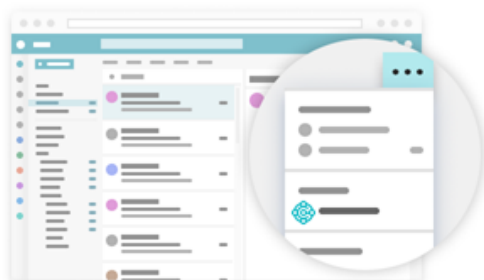
### Get started with contact insights

#### In Outlook:

Find Business Central in the ribbon, and choose Contact Insights.

#### In Outlook on the web:

Choose 'More actions' (⋮) in the upper-right corner of the email and choose Business Central.



### Create a sales quote

Business Central helps you author email responses by suggesting items and quantities that you can include in an attached document.

1. On the app bar, choose Sales Quote from the New menu (⊕)
2. Review the items and quantities in Suggested Items list and select those you want to add to the sales quote. You can adjust these directly on the quote.

## Business Central

← 20000 · Trey Research

Details Edit Pop Out Refresh

### Attachments

0 Documents

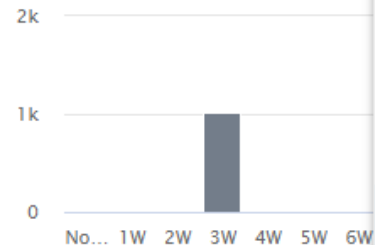
### Details

3,036.60 Balance (\$) 1,527.54 Past Due

1,970.80 YTD Sales

### Aged Accounts Receivable

Period Length: Week | 1 month over



### Sell-to Customer Sales History

20000 Customer No.

1	0	0
Ongoing Sales Quotes	Ongoing Sales Blanket Orders	Ongoing Sales Orders
0	0	0

### System

Change Company...

### Process

Contact

Apply Template

Merge With...

Send Email

Request Approval

Send Approval Request

Cancel Approval Request

### New Document

Sales Quote

Sales Order

Sales Invoice

Sales Credit Memo

Reminder

Prices & Discounts

Prices

Line Discounts







**TIME SAVER #03**

# Entering Data

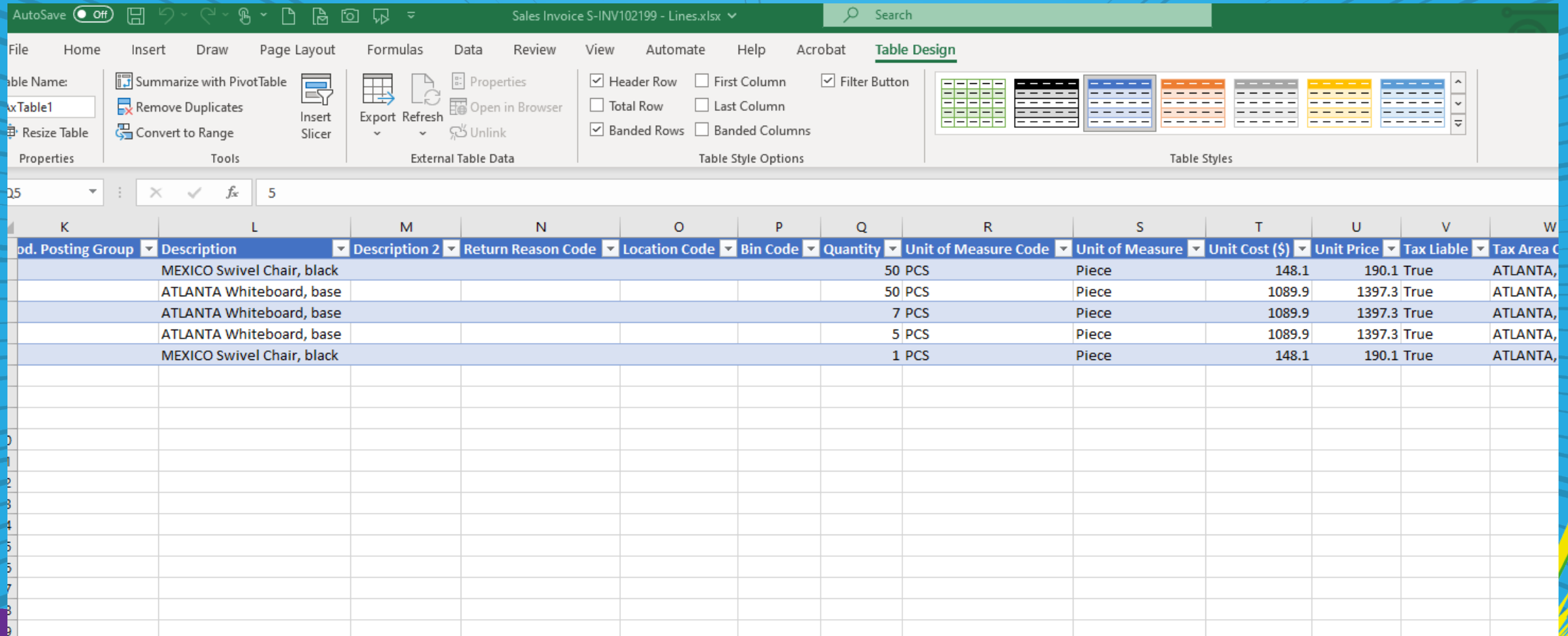
- Need to quickly repeat the line above?
- Use F8
- Helpful in sales lines, journal entries, etc.
- Enter in Excel/Edit in Excel
- Do a lot of entering of information? Use and SETUP Quick Entry

The screenshot shows the 'Personalizing: Lines' interface for a Sales Invoice. The header includes 'Sales Invoice' and 'S-INV102199 · Adatum Corporation'. A warning message states: 'The available inventory for item 1968-S is lower than the entered quantity at this location. Show details | Don't show'. Below the header are navigation tabs: 'Home', 'Prepare', 'Approve', 'Request Approval', 'Invoice', and 'More options'. There are also buttons for 'Post' and 'Release'. The main area contains a table with columns: 'Type', 'No.', 'Item Reference No.', 'Location Code', and 'Quantity'. The table has five rows of data. A context menu is open over the 'Item Reference No.' column of the last row, showing options: 'Set Freeze Pane', 'Move', 'Remove', 'Include in Quick Entry', and 'MEXICO Swivel Chair, black'.

Type	No.	Item Reference No.	Location Code	Quantity
Item	1968-S			
Item	1996-S			
Item	1996-S			
Item	1996-S			
→ Item	⋮	1968-S		



# Edit in Excel



The screenshot shows the Microsoft Excel interface with the 'Table Design' ribbon selected. The table below is a sales invoice table with the following data:

Prod. Posting Group	Description	Description 2	Return Reason Code	Location Code	Bin Code	Quantity	Unit of Measure Code	Unit of Measure	Unit Cost (\$)	Unit Price	Tax Liable	Tax Area C
	MEXICO Swivel Chair, black					50	PCS	Piece	148.1	190.1	True	ATLANTA,
	ATLANTA Whiteboard, base					50	PCS	Piece	1089.9	1397.3	True	ATLANTA,
	ATLANTA Whiteboard, base					7	PCS	Piece	1089.9	1397.3	True	ATLANTA,
	ATLANTA Whiteboard, base					5	PCS	Piece	1089.9	1397.3	True	ATLANTA,
	MEXICO Swivel Chair, black					1	PCS	Piece	148.1	190.1	True	ATLANTA,



**TIME SAVER #04**



# Save Filter Lists

- Easy Access to lists
- Filter
- Save
- Get Advanced

CRONUS USA, Inc. | Finance ▾ Cash Management ▾ Sales ▾ Purchasing ▾ Intelligent Cloud Insights ▾

General Ledger Entries: 10300 for Previous Year ▾ | 🔍 Search 🗑️ Edit List 🔍 Find entries... 🔄 Reverse Transaction... ⋮

Views	Posting Date	Document No.	G/L Account No.	Description	Department Code
All	12/31/2022	PS-INV103157	10300	Invoice S-INV102157	SALES
40200 for Previous Year	12/29/2022	PS-INV103156	10300	Invoice S-INV102156	SALES
<b>10300 for Previous Year</b>	<b>12/29/2022</b>	<b>PS-INV103155</b>	<b>10300</b>	<b>Invoice S-INV102155</b>	<b>SALES</b>
Filter list by:	12/29/2022	PS-INV103154	10300	Invoice S-INV102154	SALES
× G/L Account No.	12/26/2022	PS-INV103153	10300	Invoice S-INV102153	SALES
10300	12/26/2022	PS-INV103152	10300	Invoice S-INV102152	SALES
× Posting Date	12/25/2022	PS-INV103151	10300	Invoice S-INV102151	SALES
01/01/22..12/31/22	12/23/2022	PS-INV103150	10300	Invoice S-INV102150	SALES
+ Filter...	12/23/2022	PS-INV103149	10300	Invoice S-INV102149	SALES

# Posted Invoices

- Vendor Calls often?
- Priority Customer?
- Make a list for each access to their information

sa.global Dynamics 365 Business Central

CRONUS USA, Inc. | Finance | Cash Management | Sales | Purchasing | Shopify

Posted Purchase Invoices: Posted Invoices - Fabrikam | Search | Delete | Home | Print/Send

Views: All, Posted Invoices - Fabrikam

Filter list by: Vendor No. 10000

No.	Vendor Invoice No.	Vendor No.	Vendor
108201	107201	10000	Fabrikam, Inc.
108187	107187	10000	Fabrikam, Inc.
108175	107175	10000	Fabrikam, Inc.
108162	107162	10000	Fabrikam, Inc.
108149	107149	10000	Fabrikam, Inc.
108136	107136	10000	Fabrikam, Inc.
108124	107124	10000	Fabrikam, Inc.
108111	107111	10000	Fabrikam, Inc.
108098	107098	10000	Fabrikam, Inc.
108086	107086	10000	Fabrikam, Inc.
108073	107073	10000	Fabrikam, Inc.
108061	107061	10000	Fabrikam, Inc.
108048	107048	10000	Fabrikam, Inc.
108034	107034	10000	Fabrikam, Inc.
108022	107022	10000	Fabrikam, Inc.
108011	107011	10000	Fabrikam, Inc.





**TIME SAVER #05**

# Bookmarks

- Business Central
- Browser

## Pro Tip:

Use a browser profile so bookmarks get saved and follow you regardless of the machine you are using

- Benefits:
- Multiple window quick access
- Multiple COMPANY quick access
- Reports, Reports!



★ Bookmarks

Search bookmarks

Bookmarks Toolbar

Bookmarks Menu

Recently Bookmarked

- Business Central
  - Shawns Online Store
    - BC - Shawn's Online Store
    - Sales Invoices - Dynamics 365 Business Central
  - Cronus
    - BC - Cronus
    - 10300 Previous Year
    - 40220 Previous Year
- Other Bookmarks



**CRONUS USA, Inc.**

General Ledger Entries: 10300 for Previous Year Search Edit List Find entries... Reverse Transaction...

Views

- All
- 40200 for Previous Year
- 10300 for Previous Year**

Filter list by:

- G/L Account No.  
10300
- Posting Date  
01/01/22..12/31/22

+ Filter...

Posting Date	Document Type	Document No.	G/L Account No.	Description	Department Code	Customergro... Code	Gen. Posting Type
12/31/2022	Payment	PS-INV103157	10300	Invoice S-INV102157	SALES	SMALL	
12/29/2022	Payment	PS-INV103156	10300	Invoice S-INV102156	SALES	MEDIUM	
12/29/2022	Payment	PS-INV103155	10300	Invoice S-INV102155	SALES	LARGE	
12/29/2022	Payment	PS-INV103154	10300	Invoice S-INV102154	SALES	MEDIUM	
12/26/2022	Payment	PS-INV103153	10300	Invoice S-INV102153	SALES	SMALL	
12/26/2022	Payment	PS-INV103152	10300	Invoice S-INV102152	SALES	LARGE	
12/25/2022	Payment	PS-INV103151	10300	Invoice S-INV102151	SALES	MEDIUM	
12/23/2022	Payment	PS-INV103150	10300	Invoice S-INV102150	SALES	SMALL	
12/23/2022	Payment	PS-INV103149	10300	Invoice S-INV102149	SALES	MEDIUM	
12/22/2022	Payment	PS-INV103148	10300	Invoice S-INV102148	SALES	SMALL	
12/21/2022	Payment	PS-INV103147	10300	Invoice S-INV102147	SALES	MEDIUM	
12/19/2022	Payment	PS-INV103146	10300	Invoice S-INV102146	SALES	SMALL	
12/18/2022	Payment	PS-INV103145	10300	Invoice S-INV102145	SALES	MEDIUM	
12/17/2022	Payment	108169	10300	Invoice 107169			
12/16/2022	Payment	108168	10300	Invoice 107168			
12/15/2022	Payment	108167	10300	Invoice 107167			

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Microsoft MVP

Summit NA, Legend

Email: [ShawnD@saglobal.com](mailto:ShawnD@saglobal.com)

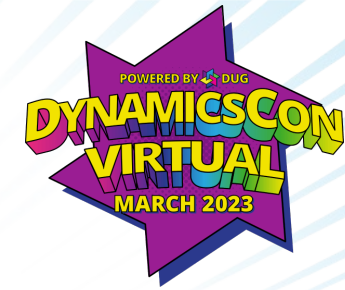
LinkedIn: [Shawn Dorward](#)

Blog: [LifeHacks365.com](http://LifeHacks365.com)

Twitter: [LifeHacks365com](https://twitter.com/LifeHacks365com)



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**TIME SAVER #06**

# Shortcut Dimension Search

- Main screen for COA shows global dimensions...
- But what about shortcut dimensions?
- How do I show dimensions beyond global?



**Views**

All

**10300 for Previous Year**

Filter list by:

G/L Account No.

10300

Posting Date

01/01/22..12/31/22

Posting Date	Document Type	Document No.	G/L Account No.	Description	Dimensions
12/31/2022	Payment	PS-INV103157	10300	Invoice S-INV102157	SALES MEDIUM
12/29/2022	Payment	PS-INV103156	10300	Invoice S-INV102156	SALES MEDIUM
12/29/2022	Payment	PS-INV103155	10300	Invoice S-INV102155	SALES MEDIUM
12/29/2022	Payment	PS-INV103154	10300	Invoice S-INV102154	SALES MEDIUM
12/26/2022	Payment	PS-INV103153	10300	Invoice S-INV102153	SALES SMALL
12/26/2022	Payment	PS-INV103152	10300	Invoice S-INV102152	SALES LARGE
12/25/2022	Payment	PS-INV103151	10300	Invoice S-INV102151	SALES MEDIUM

- Correct Dimensions
- Entry
- Actions
- Related
- Automate
- Fewer options

- Dimensions
- Value Entries
- G/L Dimension Overview
- Set Dimension Filter...



G/L Entries Dimension Overview



✓ Saved



1773

◀ Previous Set

🔍 Show Matrix

▶ Next Set

More options

### Matrix Options

Column Set

AREA..SALESPERSON



# NOTE!!

- Filters to dimension but doesn't show value on screen

CRONUS USA, Inc. | Finance ▾ Cash Management ▾ Sales ▾ Purchasing ▾ Intelligent Cloud Insights ▾ Shopify ▾ | ☰

General Ledger Entries: 10300 for Previous Year ▾ | 🔍 Search 🛠 Edit List 🔍 Find entries... 🔄 Reverse Transaction... ⋮

**Views** ✕

- All
- 40200 for Previous Year
- 10300 for Previous Year** ⋮

Filter list by:

- ✕ G/L Account No.  
10300 ▾
- ✕ Posting Date  
01/01/22..12/31/22

Posting Date ↓ ▾	Document No.	G/L Account No. ↓ ▾	Description	Gen. Bus.	Posting Group
12/31/2022	PS-INV103157	10300	Invoice S-INV10		
12/29/2022	PS-INV103156	10300	Invoice S-INV10		
<u>12/29/2022</u> ⋮	PS-INV103155	<u>10300</u>	Invoice S-INV10		
12/29/2022	PS-INV103154	10300	Invoice S-INV10		
12/26/2022	PS-INV103153	10300	Invoice S-INV10		
12/26/2022	PS-INV103152	10300	Invoice S-INV102152	SALES	LARGE
12/25/2022	PS-INV103151	10300	Invoice S-INV102151	SALES	MEDIUM

⋮

- Correct Dimensions
- Entry ▾
- Actions ▾
- Related ▾
- Automate ▾
- Fewer options

- Dimensions
- Value Entries
- G/L Dimension Overview
- Set Dimension Filter...

MEIUM

Limit the entries according to the dimension filters that you specify. NO high number of dimension combinations, this function may not work a message that the SQL server only supports a maximum of 2100 paramet



**TIME SAVER #07**



# Use Report Scheduler

- Create Reports that are waiting for you when you want them
- Create Snapshot
- Land in your Report Inbox on home screen

Report Inbox ▾		
✓ Description	Created Date-Time ↓	Output Type
✓ Daily Invoicing Report	2/17/2023 9:11 ...	PDF

# Modify in Job Queue Entries

The screenshot shows the Dynamics 365 Business Central interface for a Job Queue Entry Card. The title is "Report · 10050 · Daily Invoicing Report". The card is currently in "On Hold" status. The "General" section contains the following fields:

Field	Value
Object Type to Run	Report
Object ID to Run	10050
Object Caption to Run	Daily Invoicing Report
Description	Daily Invoicing Report
Earliest Start Date/Time	2/17/2023 9:11 AM
Job Timeout	12 hours
Status	On Hold

The "Report Parameters" section contains the following fields:

Field	Value
Report Request Page	<input checked="" type="checkbox"/>
Printer Name	
Report Output Type	PDF

At the top of the card, there are action buttons: "Set Status to Ready", "Set On Hold", "Restart", "Run once (foreground)", and "Show Error". The "Set On Hold" button is currently active. The card also shows navigation options: "Home", "Job Queue", and "More options".





**TIME SAVER #08**

# Use Date Formulas

- Dynamically calculate dates
- Saves time on reports
- Used in Recurring Journals
- Due Dates
- Job Queue
- Last Year Range:
- -1Y-CY..CY-1Y



← 10300 Petty Cash



General Ledger Entries: 10300 for Previous Year | Search Edit List Find entries... Reverse Transaction... Correct Dimensions Entry ...



Views



- All
- 40200 for Previous Year
- 10300 for Previous Year**

Filter list by:

× G/L Account No.

10300

× Posting Date

01/01/22..12/31/22

+ Filter...

Posting Date	Document Type	Document No.	G/L Account No.	Description	Department Code	Customergro... Code	Gen. Posting Type	Gen. Bus. Posting Group	G P
→ 12/31/2022	Payment	PS-INV103157	10300	Invoice S-INV102157	SALES	SMALL			
12/29/2022	Payment	PS-INV103156	10300	Invoice S-INV102156	SALES	MEDIUM			
12/29/2022	Payment	PS-INV103155	10300	Invoice S-INV102155	SALES	LARGE			
12/29/2022	Payment	PS-INV103154	10300	Invoice S-INV102154	SALES	MEDIUM			
12/26/2022	Payment	PS-INV103153	10300	Invoice S-INV102153	SALES	SMALL			
12/26/2022	Payment	PS-INV103152	10300	Invoice S-INV102152	SALES	LARGE			
12/25/2022	Payment	PS-INV103151	10300	Invoice S-INV102151	SALES	MEDIUM			
12/23/2022	Payment	PS-INV103150	10300	Invoice S-INV102150	SALES	SMALL			
12/23/2022	Payment	PS-INV103149	10300	Invoice S-INV102149	SALES	MEDIUM			
12/22/2022	Payment	PS-INV103148	10300	Invoice S-INV102148	SALES	SMALL			
12/21/2022	Payment	PS-INV103147	10300	Invoice S-INV102147	SALES	MEDIUM			
12/19/2022	Payment	PS-INV103146	10300	Invoice S-INV102146	SALES	SMALL			
12/18/2022	Payment	PS-INV103145	10300	Invoice S-INV102145	SALES	MEDIUM			
12/17/2022	Payment	108169	10300	Invoice 107169					
12/16/2022	Payment	108168	10300	Invoice 107168					
12/15/2022	Payment	108167	10300	Invoice 107167					
12/15/2022	Payment	108166	10300	Invoice 107166					
12/14/2022	Payment	108165	10300	Invoice 107165					
12/13/2022	Payment	108164	10300	Invoice 107164					
12/13/2022	Payment	108163	10300	Invoice 107163					
12/12/2022	Payment	108162	10300	Invoice 107162					
12/12/2022	Payment	108161	10300	Invoice 107161					
12/11/2022	Payment	108160	10300	Invoice 107160					
12/10/2022	Payment	108159	10300	Invoice 107159					
12/10/2022	Payment	108158	10300	Invoice 107158					

Date	Date Formula	Result	Meaning
20 Apr 2022	CM	31 Apr 2022	End of Month
20 Apr 2022	-CM	1 Apr 2022	Beginning of Month
20 Apr 2022	1M	20 May 2022	Plus 1 Month
20 Apr 2022	1M+CM	5 May 2022	End of Next Month
20 Apr 2022	CM+D25	25 May 2022	Day 25th of the following month
20 Apr 2022	CM+45D	14 Jun 2022	45 Days after End of Month
20 Apr 2022	7D	27 Apr 2022	Plus 7 Days
20 Apr 2022	D7	7 May 2022	The next Day 7th
20 Apr 2022	D25	25 Apr 2022	The next Day 25th
20 Apr 2022	-D10	10 Apr 2022	The previous Day 10th
20 Apr 2022 (Wed)	WD1	25 Apr 2022	The next Weekday 1: Monday
20 Apr 2022 (Wed)	WD6	23 Apr 2022	The next Weekday 6 : Saturday
20 Apr 2022	1Q+1M+CM	31 Aug 2022	Plus 1 Quarter and 1 Month, End of Month
20 Apr 2022	1Y-CY	1 Jan 2023	Beginning of Next Year
20 Apr 2022	CY+1D	1 Jan 2023	Beginning of Next Year
20 Apr 2022 (Wed)	CW	24 Apr 2023	End of this week (Sunday)
30 Jan 2022	1M	28 Feb 2022	Next month (February 2022 only has 28 days)



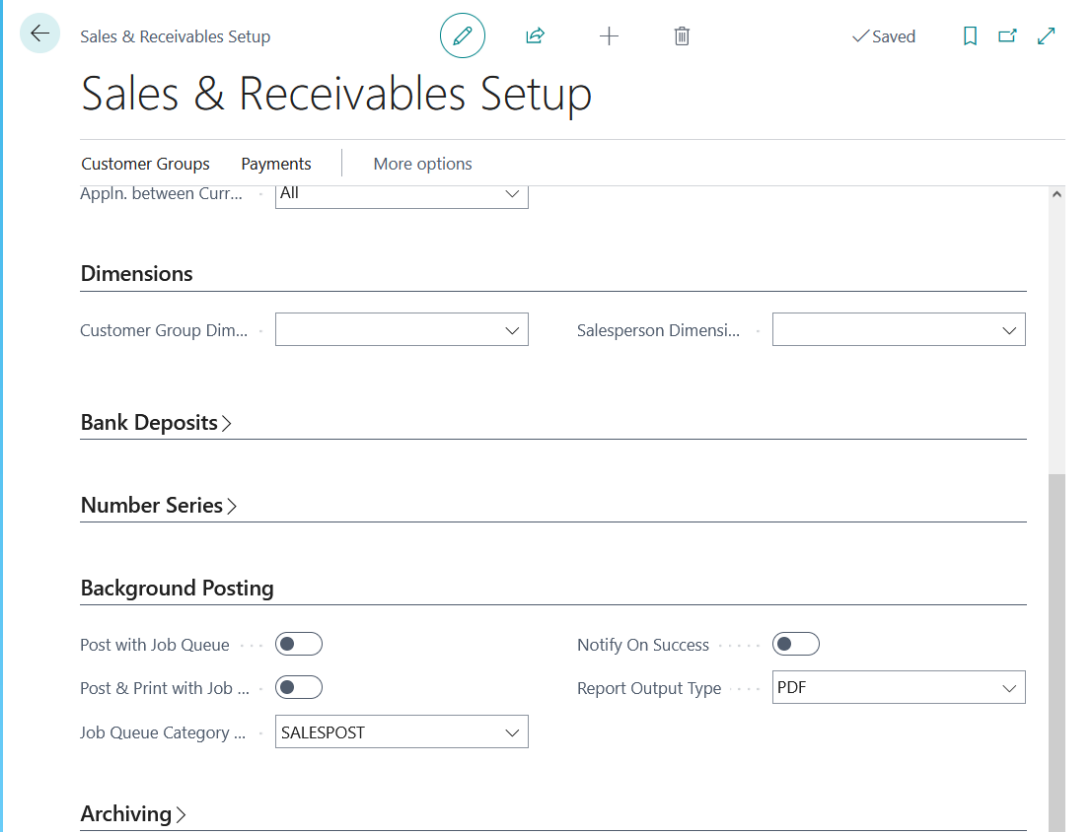


**TIME SAVER #09**

# Batch Posting

- Save time and ‘headaches’ when posting – use background posting!
- Creates a job to run posting, one by one – freeing the user – YOU!
- PDF will make it available in Report Inbox

<https://learn.microsoft.com/en-us/dynamics365/business-central/ui-batch-posting>



The screenshot shows the 'Sales & Receivables Setup' page. The 'Background Posting' section is expanded, showing the following settings:

- Post with Job Queue:
- Post & Print with Job ...:
- Job Queue Category ...: SALESPOST
- Notify On Success:
- Report Output Type: PDF



Purchase Orders: All

Search

New

Delete

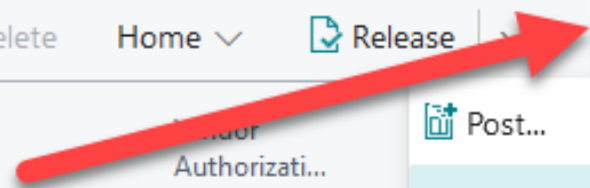
Home

Release

Post...

Print/

No. ↑	Buy-from Vendor No.	Buy-from Vendor Name	Authorizati... No.	Lo	Docume Date
<input checked="" type="checkbox"/>	106001	10000	Fabrikam, Inc.		
<input checked="" type="checkbox"/>	<u>106002</u>	20000	First Up Consultants		4/9/202
<input type="checkbox"/>	106003	40000	Wide World Importers		4/13/20
<input type="checkbox"/>	106004	30000	Graphic Design Institute		5/1/202
<input type="checkbox"/>	106005	50000	Nod Publishers		4/11/20



- Post...
- Post Batch...
- Preview Posting
- Post and Print...

Post several documents  
which documents to p



**TIME SAVER #10**



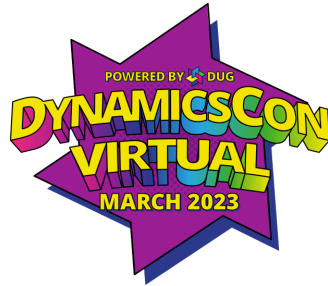
# Power Automate

- Triggers and Actions
- Start off easy:
  - New Records Added in one company, create in another company
  - Changes sync across companies seamlessly

The screenshot displays the Microsoft Power Automate interface for a flow named "When a record is created (V3) -> Create record (V3), Get record (V3)". The flow is configured with three steps:

- When a record is created (V3):** Trigger step with configuration:
  - Environment name: PRODUCTION
  - Company name: Shawn's Online Store
  - API category: v2.0
  - Table name: vendors
- Get record (V3):** Action step with configuration:
  - Environment name: PRODUCTION
  - Company name: Shawn's Online Store
  - API category: v2.0
  - Table name: vendors
  - Row id: Row id x
- Create record (V3):** Action step with configuration:
  - Environment name: PRODUCTION
  - Company name: CRONUS USA, Inc.
  - API category: v2.0
  - Table name: vendors
  - Fields: number, displayName, addressLine1, addressLine2, city, state

The flow is designed to create a record in the "CRONUS USA, Inc." environment whenever a record is created in the "Shawn's Online Store" environment.



Email: [ShawnD@saglobal.com](mailto:ShawnD@saglobal.com)

LinkedIn: [Shawn Dorward](#)

Blog: [LifeHacks365.com](http://LifeHacks365.com)

Twitter: [LifeHacks365com](https://twitter.com/LifeHacks365com)