Adding an Item Code Sequence

formpak | Quick Start Guide
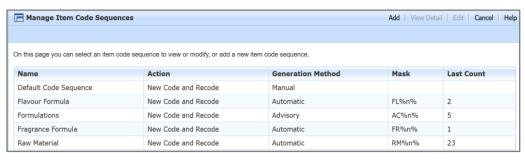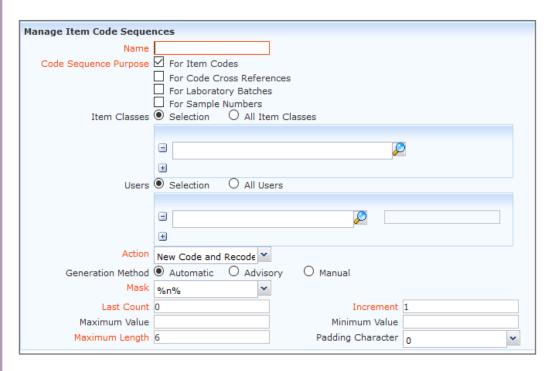
Adding an Item Code Sequence

An Item Code Sequence allows automatic generation of numbers. You can assign specific Code Sequences to different users or Item Classes.

Go to 'Manage Item Code Sequence'.
Click 'Add'

You will need to add the following information to the code:

NAME: The name of the code.

CODE SEQUENCE PURPOSE: e.g. For Item Codes

ACTION: The circumstance when the code will be allocated e.g. New Code & Recode

MASK: This gives the structure to the code generated. *(There is more information about this on the next page).*

LAST COUNT: If this is a new code sequence, this is most often 0. Newly assigned codes will be the next in the sequence, starting from Last Count.

INCREMENT: Most often this will be 1, i.e. each allocated code will be 1 higher than the previous code.

MAXIMUM LENGTH: This is the maximum number of characters allowed in the number part of the code.

Adding an Item Code Sequence

Frequently Asked Questions

How do I enter the Mask for my code?

'%n%' – This mask will be replaced by a number.

'%y%' – This mask will be replaced by current year. E.g. '2010'

'%m%' –This mask will be replaced by current month. E.g. '07'

'%d%' – This mask will be replaced by current date. E.g. '16'

'%t%' – This mask will be replaced by current timestamp.
E.g. '20100716182805'

'%w%'- This mask will be replaced by day of week expressed as a digit ('0'=Sunday, '1'=Monday, …, '6'=Saturday)

For example, the sequence is '%y%%m%-%n%', now the generated code is '201007-1' and next one is '201007-2'.

Another example: the sequence 'AB-%n%X' would generate the code AB-000001X. The zeros included relate to the maximum length parameter which is 6 by default.

Tips

- Formpak has a built in Help Centre. Click the 'Help' button to access.

- Codes can be alphabetical, numeric or both and contain special characters e.g. #

- Codes can also be assigned to users so that a user can have their own unique codes. This can also be applied to Item Classes. This is done by specifying a User in the 'Users' section.

- You can also choose a 'Generation Method' by selecting from:
  Automatic (assigns code in accordance with the specification you enter).

  Advisory (suggests the code but allows user to override).

  Manual (the user enters their own code).

- You can modify the code of an item using 'Assign New Code to Item'.

- Select the Users to which the Code Sequence applies.

formpak