Automatic Processing

Automatic processing ensures the properties of raw materials and formulations are always up to date and allows the impact of these updates to generate revised documents and trigger them to send to customers.

The schedule for Automatic Processing depends on your business needs. A typical schedule might be to run Property Calculation every day and Revise Documents and Determine Documents Required at the weekend.

Automatic Processing has multiple steps:

Recalculate For Property Type - Only the Properties in the specified Property Type will be recalculated. If those Properties depend on the values of other Properties NOT in the specified Property Type, then the existing values of those other Properties will be used and they will NOT be recalculated. By default, to improve performance, the recalculation cannot include calculating any Property whose calculation depends on the composition of the Item. However, if you tick the box for 'Full Calculation Capability', then it can calculate Properties which are based on the composition of the Items.

Property Calculation - The system finds Items (Raw Materials and Formulations) which are affected by changed properties or compositions and calculates the effects, often reporting new properties as a result.

Record Snapshot - Records the values of all the Properties of all the Items. You can view and compare snapshots of items.

Revise Documents - The system considers the updated properties of items and checks if they are important for documents which have previously been generated. The 'important' properties are 'Versioning Properties' of documents and can be seen in 'View a Document Type'. If a versioning property is changed for an item, then the system creates a new version of the document.

Determine Documents Required - The system reviews the updated documents and checks if they have previously been sent to customers or other parties. The systems considers the circumstances and determines if the new version should be re-supplied. The decision to re-supply is based on the criteria in the 'document supply condition'. Supply conditions can be seen in View a Document Supply Condition. Documents which are required to be sent to the previous recipient can be found in Manage Documents Required.

Calculate Composition Costs - calculates formulation costs based on updated raw material costs and/or changes in composition.

Step by step guide to Automatic Processing

1. Go to **Automatic Processing**

2. Tick the box for the process you wish to start and add the required time limit. If you select 'Start', automatic processing will proceed in accordance with the criteria set

3. Or, click **Schedule** to add specific tasks and times when they should start

4. Enter **Task Name**

5. Tick the relevant boxes for the processes and the time limits you require

6. Choose the schedule you need using options 'Weeks' 'Days' 'Hours' and fill out the times accordingly

7. Click **New Task or Save**

The server (or computer in the case of Personal Edition) needs to be accessible at the times specified for automatic processing to run.

Please click this link for a video to show how to start the immediate process, such as 'Property Calculation' or' Revise Documents' and schedule tasks to automatically start.

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Mini Tip

Formpak Training Plans are available on our Support Centre here.

They are great way to support new staff training or understanding new areas of Formpak.

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To see previous 'Tip of the Month' articles, please see here.

All of our training and support material can be accessed from our **Support Centre**. The Support Centre is available 24/7 and is a great resource to use at your convenience. It includes:
- Over 100 training and support articles
- Links to training videos
- Quick Start Guides
- The Formpak Training Matrix

The Support Centre can be accessed on the Home screen of Formpak software or via the following link:
https://www.formpak-software.com/Support_Centre/Pages/Support_Centre.html

Our **Support Team** are available:
Monday - Thursday: 8:30 - 17:00 (GMT)
Friday: 8:30 - 16:00 (GMT)
Email: support@formpak-software.com
Telephone: +44 (0) 1235 250 020

The Formpak **Help Centre** is included directly in Formpak software, just press the 'Help' button to access it. The Formpak Help Centre offers explanations for each function of the application as well as a glossary of the technical terminology used.

View our **YouTube** channel with lots of helpful guides and information about Formpak
https://www.youtube.com/user/FormpakSoftware/videos