



TIP OF THE MONTH



FORMPAK TEAMS FAVOURITE FORMPAK TIPS

In celebration of Formpak's 40th year the Formpak team have decided to share their favourite tips with you. We hope you find these as useful and helpful as we do 😊

Using capitals to search

Using the first capitalised letter for each word for the area you want to navigate to. For example, FMI takes you to 'Find Matching Items'

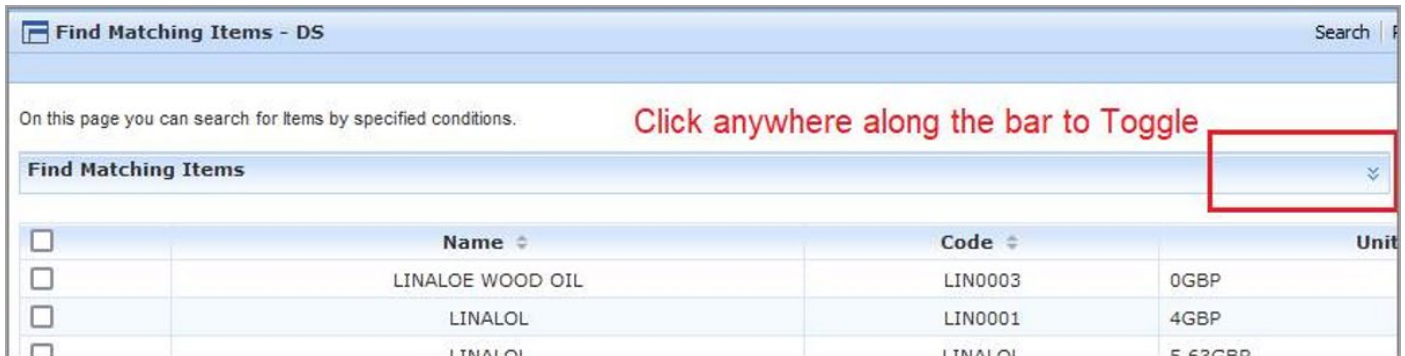
The screenshot shows the Formpak software interface. The navigation menu on the left includes 'Home', 'Projects & Tasks', 'Jobs', 'Items', 'Classification', 'Properties', 'Suitability', 'Certifications', 'Documents & Reports', and 'Parties'. The 'FMI' option is highlighted with a red box. The main content area displays the 'Find Matching Items' page, which includes a search form with fields for 'Code' and 'Name', and a dropdown menu for 'OR'.

Or AANF will take you to 'Add a New Formulation'

The screenshot shows the Formpak software interface. The navigation menu on the left includes 'Home', 'Projects & Tasks', 'Jobs', 'Items', 'Classification', 'Properties', 'Suitability', 'Certifications', 'Documents & Reports', 'Parties', and 'Administration'. The 'AANF' option is highlighted with a red box. The main content area displays the 'Add a New Formulation' page, which includes a search form with fields for 'Name', 'Item to Modify', 'Item Type', 'Item Code Sequence', 'Task', 'Yield', 'Item Count', 'Cost Price', 'Require review', 'Reviewer', 'Duration', and 'Application Scenario'.

Toggle Bar

There are a few places in Formpak, such as 'Find Matching Items' and 'Check Item Suitability' where the result collapses the Toggle Bar. Instead of re-starting the search or other operation, you can re-expand the Toggle Bar to continue from where you left off

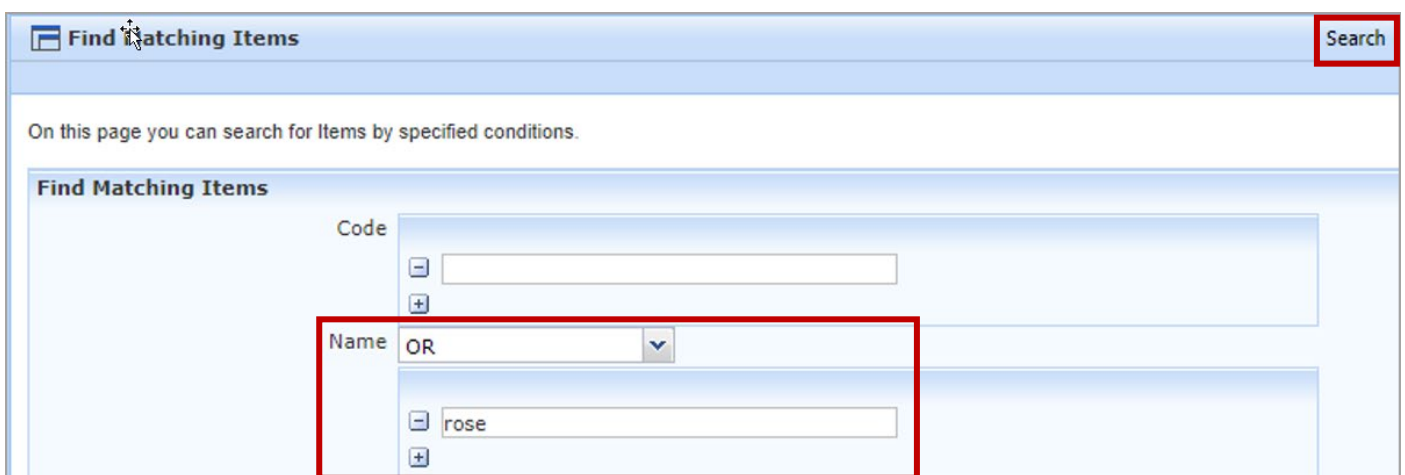


Wild Card searches in Find Matching Items

You can use 'wild cards' in the Name search to closer match to what you are searching for. Examples:

- "rose" means "rose"(in upper or lower case) anywhere
- "=rose" means begins with "rose"
- "rose=" means ends with "rose"
- "=rose=" means just "rose"
- "\=rose" means contains "=rose"
- "rose\"=" means contains "rose="
- "\=rose\"=" means contains "=rose="
- "ro=se" means contains "ro=se"
- "ro\=se" means contains "ro\=se"

Enter the details into Find Matching Items Name field and narrow the search by selecting raw materials/raw material or both and click search.



This will generate a report of all the raw materials and or formulations which meet the specified criteria.

Copy & Paste for Formulations

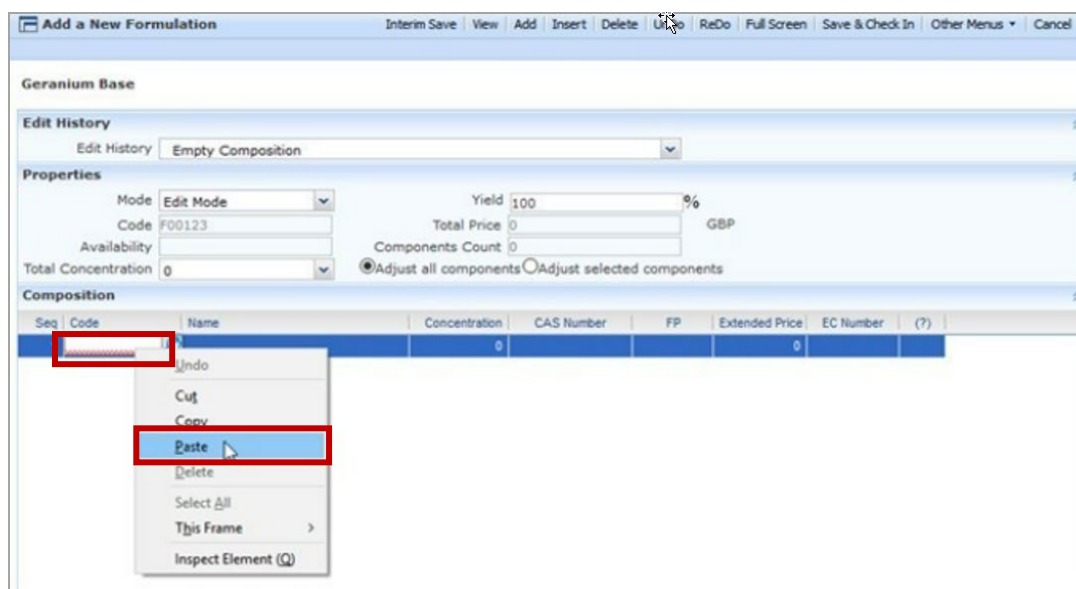
You may have formulations stored in spreadsheets that you want to enter into Formpak. Rather than enter each item manually, you have the option to do this using a simple Copy & Paste function. As long as the components

are already stored on your system with the same 'Item Codes' then the system will be able to find them and apply the concentration.

The only information that you need to copy is the data in the Code and the Quantity columns of the spreadsheet. The data needs to be side by side in a clean copy. You could either copy them together elsewhere in the spreadsheet, or move the columns next to each other:

Code	Quantity
COMP-LM4785	20
COMP-LM6373	20
COMP-LM7633	20
COMP-LM8786	20
NCS-LM6732	10
NCS-LM3292	10

Once you have 'copied' these selected cells, move to your new Formulation on Formpak and you can 'paste' into the CDT in the first Code box:



You often must click away for the paste to work and then the screen should load each item as it finds the code and applies its details into whichever columns you have showing.

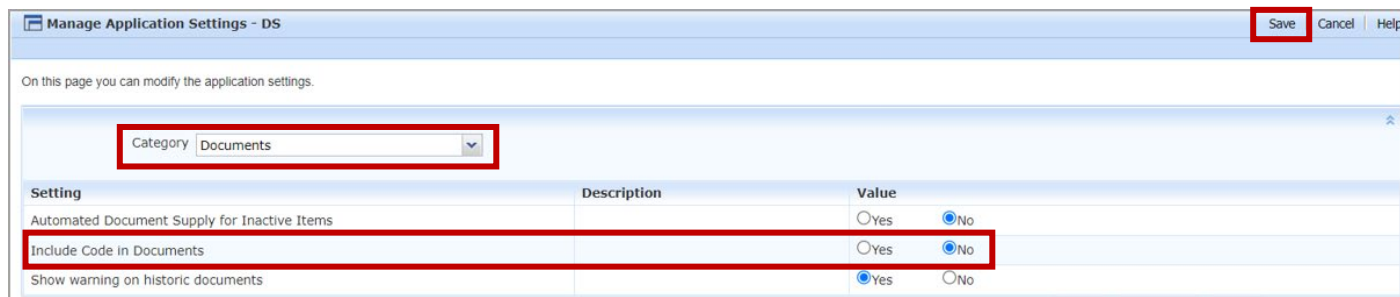
The formulation will appear in the CDT and you can modify further or if the formulation is complete save and check in.

Seq	Code	Name	Concentration	(?)	CAS Number	EC Number
1	COMP-LM4785	d-Limonene	20		5989-27-5	227-813-5
2	COMP-LM6373	Citral	20		5392-40-5	226-394-6
3	COMP-LM7633	p-Mentha-1,4-diene	20		99-85-4	202-794-6
4	COMP-LM8786	Eugenol	20		97-53-0	202-589-1
5	NCS-LM6732	Orange oil, bitter	10		72968-50-4, 68	277-143-2, 614
6	NCS-LM3292	Lime oil distilled	10		90063-52-8, 80	290-010-3

Hide the Item Code

You can hide the item code of a raw material or formulation on documents, this is useful if you do not want the internal item code to be displayed on documents being sent to a customer, only the item name will be displayed.

In 'Manage Application Settings' select the Category 'Documents' and next to 'Include Code in Documents' select 'No' click save.



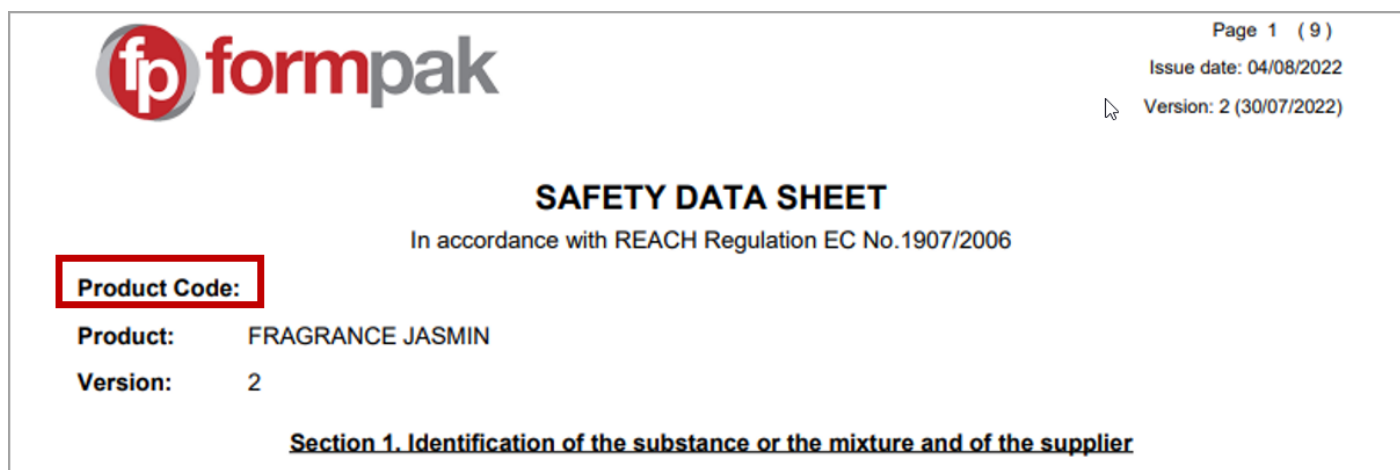
Manage Application Settings - DS

On this page you can modify the application settings.

Category: Documents

Setting	Description	Value
Automated Document Supply for Inactive Items		<input type="radio"/> Yes <input checked="" type="radio"/> No
Include Code in Documents		<input type="radio"/> Yes <input checked="" type="radio"/> No
Show warning on historic documents		<input checked="" type="radio"/> Yes <input type="radio"/> No

Navigate to 'Print a Document for an Item' and input the item code you need to print documents for. Select the document and input any other required information. Select 'Print to PDF' and the document will be generated without the item code.



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Issue date: 04/08/2022
Version: 2 (30/07/2022)

fp formpak

SAFETY DATA SHEET
In accordance with REACH Regulation EC No.1907/2006

Product Code:

Product: FRAGRANCE JASMIN
Version: 2

Section 1. Identification of the substance or the mixture and of the supplier

GHS Poster

The GHS Poster The Globally Harmonized System of Classification and Labelling of Chemicals (GHS) provides a globally agreed method for classifying chemicals and mixtures based on their hazards. The poster gives you an easy read across of hazard abbreviations and H Statements. It also shows the Pictogram, Signal Word and Transport Class. The GHS poster very recently featured in Channels 4 Food Unwrapped programme.

Pictogram	Signal Word	IFRA IOFI LM Abbreviation	CLP Abbreviation	GHS Class & Category of Danger	Hazard Code & Statement	Transport Class
🔥	Danger	FL 1	Fam. Liq. 1	Flammable Liquid 1	H224 Extremely flammable liquid and vapour	3
		FL 2	Fam. Liq. 2	Flammable Liquid 2	H225 Highly flammable liquid and vapour	3
		FS 1	Fam. Sol. 1	Flammable Solids 1	H228 Flammable solid	4.1
		FS 1	Fam. Gas 1	Flammable Gas 1	H220 Extremely flammable gas	2.1
⚠️	Warning	FL 3	Fam. Liq. 3	Flammable Liquid 3	H226 Flammable liquid and vapour	3
		FS 2	Fam. Sol. 2	Flammable Solids 2	H228 Flammable solid	4.1
-	Warning	FL 4	GHS Only	Flammable Liquid 4	H227 Combustible liquid	-
☠️	Danger	ATO 1 or 2	Acute Tox. 1 or 2	Acute Toxicity - Oral 1 or 2	H300 Fatal if swallowed	6.1
		ATO 3	Acute Tox. 3	Acute Toxicity - Oral 3	H301 Toxic if swallowed	6.1
		ATD 1 or 2	Acute Tox. 1 or 2	Acute Toxicity - Dermal 1 or 2	H310 Fatal in contact with skin	6.1
		ATD 3	Acute Tox. 3	Acute Toxicity - Dermal 3	H311 Toxic in contact with skin	6.1
		ATI 1 or 2	Acute Tox. 1 or 2	Acute Toxicity - Inhalation 1 or 2	H330 Fatal if inhaled (vapour, dusts or mists)	6.1
		ATI 3	Acute Tox. 3	Acute Toxicity - Inhalation 3	H331 Toxic if inhaled (vapour, dusts or mists)	6.1
		ATI 1 or 2	Acute Tox. 1 or 2	Acute Toxicity - Inhalation 1 or 2	H330 Fatal if inhaled (gas)	2.3
		ATI 3	Acute Tox. 3	Acute Toxicity - Inhalation 3	H331 Toxic if inhaled (gas)	2.3
		ATD 4	Acute Tox. 4	Acute Toxicity - Oral 4	H302 Harmful if swallowed	-
		ATD 4	Acute Tox. 4	Acute Toxicity - Dermal 4	H312 Harmful in contact with skin	-
ATI 4	Acute Tox. 4	Acute Toxicity - Inhalation 4	H332 Harmful if inhaled	-		
⚠️	Warning	ATD 5	GHS Only	Acute Toxicity - Oral 5	H303 May be harmful if swallowed	-
		ATD 5	GHS Only	Acute Toxicity - Dermal 5	H313 May be harmful in contact with skin	-
		ATI 5	GHS Only	Acute Toxicity - Inhalation 5	H333 May be harmful if inhaled	-
☠️	Danger	SC1 1 or 1A or 1B or 1C	Skin Cor. 1 or 1A or 1B or 1C	Skin Corrosion 1 or 1A or 1B or 1C	H314 Causes severe skin burns and eye damage	8
		ED1 1	Eye Dam. 1	Eye Damage 1	H318 Causes serious eye damage	-
		SC2 2	Skin Irrit. 2	Skin Irritation 2	H315 Causes skin irritation	-
		ED2 2 or 2A	Eye Irrit. 2 or 2A	Eye Irritation 2 or 2A	H319 Causes serious eye irritation	-
⚠️	Warning	SS 1 or 1A or 1B	Skin Sens. 1 or 1A or 1B	Skin Sensitization 1 or 1A or 1B	H317 May cause an allergic skin reaction	-
		SC3 3	GHS Only	Skin Irritation 3	H316 Causes mild skin irritation	-
		ED3 2B	GHS Only	Eye Irritation 2B	H320 Causes eye irritation	-
☠️	Danger	CAR 1A or 1B	Carc. 1A or 1B	Carcinogenicity 1A or 1B	H350 May cause cancer	-
		MUT 1A or 1B	Muta. 1A or 1B	Gen. Cell Mutagenicity 1A or 1B	H340 May cause genetic defects	-
		REP 1A or 1B	Repr. 1A or 1B	Reproductive Toxicity 1A or 1B	H360 May damage fertility or the unborn child	-
		CAR 2	Carc. 2	Carcinogenicity 2	H351 Suspected of causing cancer	-
⚠️	Warning	MUT 2	Muta. 2	Gen. Cell Mutagenicity 2	H341 Suspected of causing genetic defects	-
		REP 2	Repr. 2	Reproductive Toxicity 2	H361 Suspected of damaging fertility or the unborn child	-
-	-	REP-Lact	Lact.	Reproductive Toxicity	H362 May cause harm to breast-fed children	-
☠️	Danger	STO-SE 1	STOT SE 1	Specific Target Organ Toxicity (Single Exposure) 1	H370 Causes damage to organs	-
		STO-RE 1	STOT RE 1	Specific Target Organ Toxicity (Repeated Exposure) 1	H372 Causes damage to organs through prolonged or repeated exposure	-
		STO-SE 2	STOT SE 2	Specific Target Organ Toxicity (Single Exposure) 2	H371 May cause damage to organs	-
		STO-RE 2	STOT RE 2	Specific Target Organ Toxicity (Repeated Exposure) 2	H373 May cause damage to organs through prolonged or repeated exposure	-
⚠️	Warning	STO-SE 3(R)	STOT SE 3	Specific Target Organ Toxicity (Single Exposure) 3	H335 May cause respiratory irritation	-
		STO-SE 3(NE)	STOT SE 3	Specific Target Organ Toxicity (Single Exposure) 3	H336 May cause drowsiness or dizziness	-
☠️	Danger	AH 1	Asp. Tox. 1	Aspiration Hazard 1	H304 May be fatal if swallowed and enters airways	-
		AH 2	GHS Only	Aspiration Hazard 2	H305 May be harmful if swallowed and enters airways	-
🌿	Warning	EH A1	Aquatic Acute 1	Hazardous to the Aquatic Environment - Acute 1	H400 Very toxic to aquatic life	9
		EH C1	Aquatic Chronic 1	Hazardous to the Aquatic Environment - Chronic 1	H410 Very toxic to aquatic life with long lasting effects	9
		EH C2	Aquatic Chronic 2	Hazardous to the Aquatic Environment - Chronic 2	H411 Toxic to aquatic life with long lasting effects	9
		EH A2	GHS Only	Hazardous to the Aquatic Environment - Acute 2	H401 Toxic to aquatic life	-
		EH A3	GHS Only	Hazardous to the Aquatic Environment - Acute 3	H402 Harmful to aquatic life	-
		EH C3	Aquatic Chronic 3	Hazardous to the Aquatic Environment - Chronic 3	H412 Harmful to aquatic life with long lasting effects	-
EH C4	Aquatic Chronic 4	Hazardous to the Aquatic Environment - Chronic 4	H413 May cause long lasting harmful effects to aquatic life	-		

GHS HAZARD COMMUNICATION



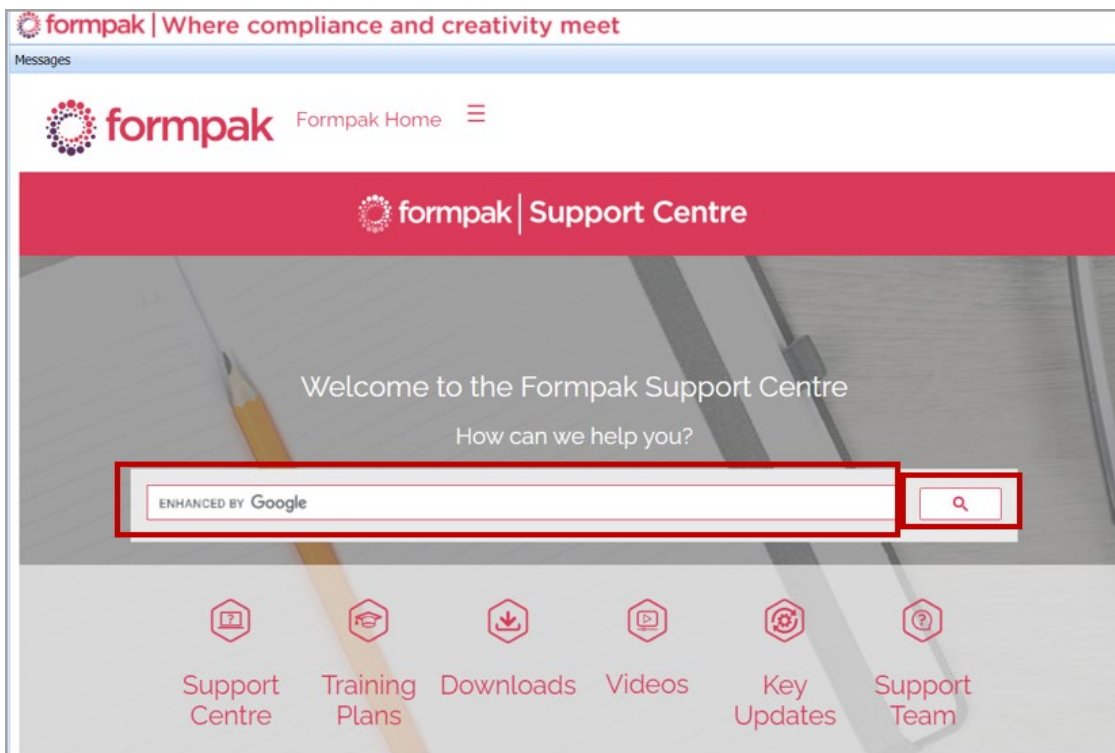
You can download the very useful GHS poster from the link below, in either A3 or A4.

[Download GHS Poster](#)

Support Centre

Some of our users may not be aware of our very helpful [Formpak Support Centre](#), which is located within the Formpak home screen. All of our training and support material can be accessed from the Support Centre and is available 24/7. This is a great resource to use at your convenience. It includes training and support articles, links to training videos, and Quick Start Guides.

In the search box you can type any word or area of Formpak you may need assistance with. For example, Item Types and click the magnifying glass this will then generate a list of support articles which contain the word Item Types.

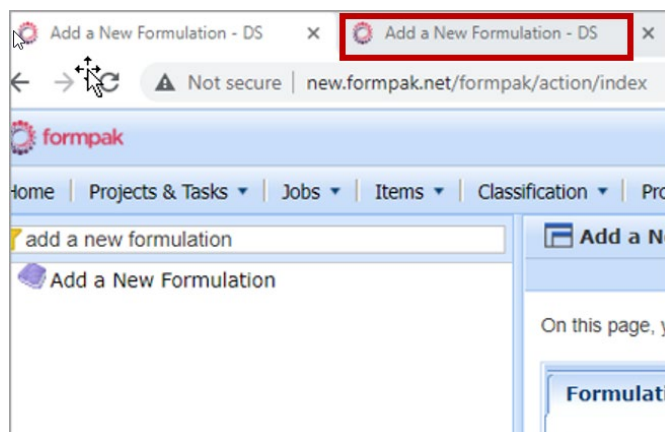


Alternatively our support team are always happy to assist and you can Email us: support@formpak-software.com

Mini Tip

Use the wheel of the mouse when opening new links to open the link in a new tab.

Hover over the link and click the wheel on your mouse, this will open that area of Formpak in a new tab.



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>