MANAGE ITEM CODE SEQUENCES - REVISITED

Manage Item Code Sequences – Revisited

Item Code Sequences can be set up to be automated so codes are allocated to items automatically. Item Codes can be set up as alphabetical, numerical or both. The Code Sequence Purpose can be for:

Items: Create codes for Raw Materials and Formulations.

Code Cross Reference: Create codes which can be given to your customers so internal codes are not shared.

Item Batches: Create codes for Batch Numbers for an Item.

Laboratory Batches: Create codes for Laboratory Batches.

Sample Numbers: Create codes for Sample Requests.

Item UFI's: Upload multiple Unique Formula Identifiers to assign to Items.

Item Classes: Create Codes for specific Item Classes.

User: Create codes for specific Users. For example, Formulation Developers may have their own unique code for adding new formulations.

All the fields in red are mandatory.

Name: Enter your chosen name for the code sequence.

Purpose: Select one or a combination of sequence purposes.

Action: Select from New Code & Recode, New Code only, Recode only. This relates to the circumstances of when the code is allocated. For example, you may want to select 'New Code only' for a Formulation Developer's experimental numbers, and 'Recode only' for final formulation numbers.

Generation Method: Select from 'Automatic' (assigns code in accordance with the specification you enter), 'Advisory' (suggests the code but allows override) or 'Manual' (the user enters their own code).

Mask: This gives the structure of the code to be generated.

It is possible to include letters before and after a Mask too.
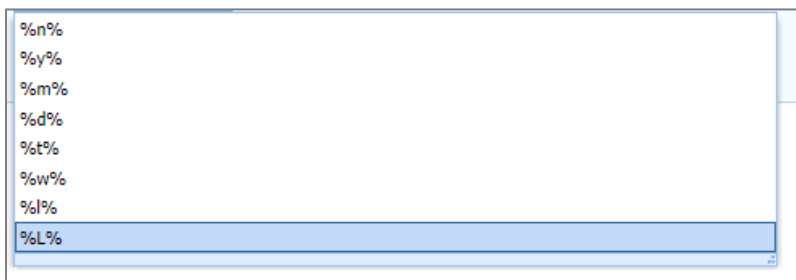
'%n%' This mask will be replaced by a number

'%y%' This mask will be replaced by current year. For example, '2022'

'%m%' This mask will be replaced by current month. For example, '12'

'%d%' This mask will be replaced by current date. For example, '07'

'%t%' This mask will be replaced by current timestamp. For example, '20221206092136' (year, month, date, and time)

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

'%l%' This mask will be replaced by lowercase letters. For example, aaaaaa and the next code would be aaaaab

'%L%' This mask will be replaced by uppercase letters. For example, AAAAAA and the next code would be AAAAAB

The zeros included in the codes relate to the maximum length parameter which is 6 by default.

Last Count: Enter the last number previously used. 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: Enter a suitable value. Most often this will be 1, i.e., each allocated code will be 1 higher than the previous code.

Maximum Value: Enter a Maximum Value for the Code if required.

Minimum Value: Enter a Minimum Value for the Code if required.

Maximum Length: Enter the maximum number of characters allowed in the number part of the code.

Padding Character: If required select a character(s) that will fill the gap whilst numbers grow. For example, RM to begin the code for raw materials.

Mini Tip

It is possible to load a list of unused UFIs into Formpak and assign them to Formulations and Cross References. To do this a User must first obtain the list of UFIs in CSV format, which is easy to do via the ECHA UFI generator.

Manage Item Code Sequences, Add, Select Item Classes/Users relevant to your requirements.

1. Select 'For Item UFIs'
2. Select 'External'
3. Click 'Load New Codes'

Select the CSV file and enter the column number which contains the UFI Codes (usually column two). Select OK

It is now possible to add a New UFI to a Formulation or Cross Reference from Generate a Poison Centre Notification Dossier screen

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
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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