



Using 'Other Menus' in the CDT

When you are adding a formulation into the CDT (Composition Design Tool), there is an area 'Other Menus' which is a drop-down list with many useful functions.

Save Sort Order: Saves the sort order on the screen, renumbering the sequence numbers of the components.

Explode: Explode (flatten) the highlighted formulation. This makes the Raw Materials of the highlighted formulation appear in the composition at the appropriate concentrations, instead of the formulation itself. When raw materials exist at multiple levels, the result is one-line item with the total quantity represented.

Move To: Move the highlighted component to a different line (you will be prompted to enter the line number to move the component to).

Compare: Compare other compositions to the one being worked on. You will be prompted to select additional compositions, and these will appear in the CDT alongside the original composition.

Simplify: Simplify (explode) the composition. This differs to Explode function by taking into account 'Prevent Explosion' if indicated on any formulations.

Explode Everything: Explode all formulations contained in the composition. This ignores 'Prevent Explosion'.

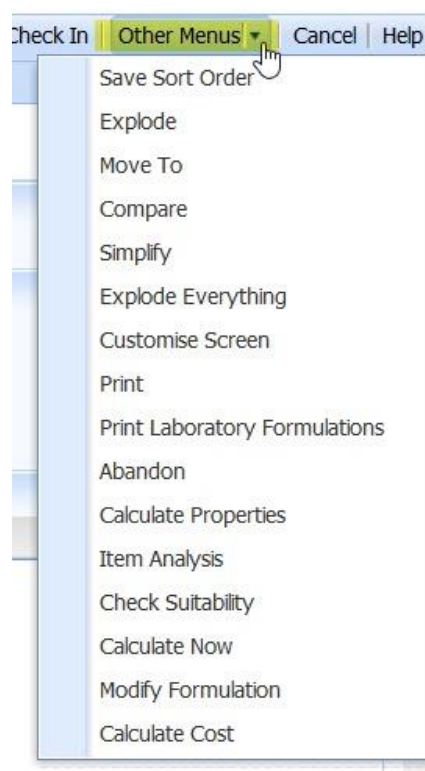
Customise Screen: Here you can change the details which appear on the CDT screen. You can modify which details are shown in the columns next to each ingredient. For example, you can choose to show CAS number, FEMA number, unit price, properties, classification and application information. You can also select 'Composition Properties' to display properties for the whole formulation. Composition properties appear at the bottom of the screen. For a new composition, Calculate Now needs to be used to calculate properties before the values are available to be displayed.

To save the screen display settings as your preferred setting, select 'Save Default'. To save for this formulation view only, select 'Save'.

You can additionally move the columns around, using drag and drop; plus re-size the column widths. To preserve the display order and column widths, go back into 'Customise Screen' and Save.

Print: It is possible to change the quantity to be printed, select different report styles and printing formats. Options for layout are

- As Screen: shows the information and columns on the screen
- Basic: Shows header details, no costs, plus component sequence, code, name and quantity.
- Basic (50): Like Basic but shows 50 ingredient lines per page.
- Development: Like Basic, but includes cost of formulation, plus unit cost and extended cost for each ingredient.



- Development (50) Like Development but shows 50 ingredient lines per page.
- Default: Like Development, but also includes availability, properties determined and NAT status.

You can change the format of the print to PDF, HTML, Excel or CSV. Please note it's possible to request custom versions of these reports.

Print Laboratory Formulations: Here you can add formulations and quantities to print in a format which is friendly for mixing in the laboratory. You can add individual formulations into a list, using smart search, or use 'Add From Basket'. As each one is added the application also shows the 'Components Count' (how many ingredients are in the first level of the formulation), and the 'Composition Total' (how much the formulation adds up to based on the natural / as entered formulation). There is a column for Quantity which defaults to the Composition Total; this quantity can be altered to any quantity desired.

When your list is complete, press 'Print to PDF' to generate the formulations in a single PDF file ready for printing. You will be asked if you want to allocate a Laboratory Batch Number and if so, which sequence to use. For more information see [Manage Laboratory Batches](#).

Abandon: Abandon the composition, which removes the composition and removes the composition header.

Calculate Properties: Calculates properties such as health, safety, technical and regulatory, based on the components and concentrations. The results are displayed in a new window, alphabetically. See also '[Calculate Now](#)'.

Item Analysis: Opens a new window containing access to Item Analysis reports.

Check Suitability: This initiates Check Item Suitability for the composition under development. This will check if the formulation is compliant with any associated rules and restrictions, which you can configure in Formpak. For example you could check if the formulation is suitable for Halal, conforms to customer restrictions, conforms to IFRA or flavour regulations for specific applications. A suitability check is usually focussed on an intended customer and application, and you can specify these in the criteria.

When you perform a check, you get a pass / fail message and a report is generated which provides details of the compliance status.

When you add a new formulation, you can optionally include the intended customer (Party), Application(s) and Dosage(s). If you use projects and tasks, and use the function 'Add Formulation', this will populate the customer, application and dosage from the task, so you don't need to manually add it.

Calculate Now: This calculates all the properties of the formulation, for example GHS hazards and allergen information. These results can be displayed in the CDT by selecting the properties of interest in 'Customise Screen'. When changes to components or concentrations are made, Calculate Now should be performed to update the composition property values.

Modify Formulation: Opens a new window to show 'Modify a Formulation'. Here you can add details to the header of the formulation, for example to add an appearance, add mixing instructions, add classification information and more.

Calculate Cost: Updates the costs for the composition. Usually, costs are updated as you make changes to the composition. However, if you update the price of a raw material at the same time as you are developing a formulation which uses it, then you can use 'Calculate Cost' to obtain the latest raw material costs.

Mini Tip

Using 'Copy & Paste' for Formulations - You may have formulations stored in spreadsheets that you want to enter onto Formpak. Rather than enter each ingredient manually, you have the option to do this using a simple Copy & Paste function. Providing the item codes on the excel spreadsheet match the codes stored on your system, then the system will be able to find them and apply the concentration.

This was a previous Tip of The Month in 2018, please click [here](#) for the Tip and the process.

To see previous 'Tip of the Month' articles, please see [here](#).

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- 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:

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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.

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