Formpak System Welfare Tips

See the tips below for a healthy Formpak system. These relate to a Formpak system set up in a typical way. Please note not all system setups are typical, and please check your system to be confident of your own situation.

Backups – Formpak system Backups should be performed automatically overnight when your Formpak system is not in use. The backups should take place Monday – Friday at 19:00 (other days and times can be set to your preference). These are typically saved to the machine that Formpak is installed on.

Backups can also be run manually from the machine Formpak is installed on. To do this, search the windows start menu for 'Backup Formpak', click on the icon for the app which will then perform a backup. Always ensure that users are out of the system when performing a manual backup.

For your system's disaster recovery purposes, it is very important to ensure there is a copy of the backups off site and stored securely or saved in the cloud.

Prune - An automatic Data Prune should be set up within Scheduled Tasks to run overnight Monday – Friday at 23:00 allowing only 30 days' worth of backups to be saved.

Automatic Processing - Automatic Processing should be set to run Monday – Friday at 20:00 unless another arrangement has been made or implemented by you. This should ensure the properties of raw materials and formulations are always up to date and allows the impact of these updates to generate revised documents for customers.

There are options for which processes are run automatically, relevant to your specific business needs.

Automatic Processing has multiple steps:

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.

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.

Please click this link for a step by step guide to Automatic Processing.

Please click 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.

Formpak System Security – We introduced extra security features within Formpak in January 2020 to include new password criteria, locking failed login attempts and the ability to turn a Captcha on or off. Please click this link for more information.

General System Security – Always keep your Operating system and Anti-Virus and Anti Malware Software up to date with the latest updates.

With the increase of ransomware and system attacks, never open emails and click links from email addresses you do not trust.

If your company has specific security and IT policies, these should be adhered to of course.

Always be careful about the programs you download and run. Only download and run software that is widely known and trustworthy, make sure you always get the software from its official website
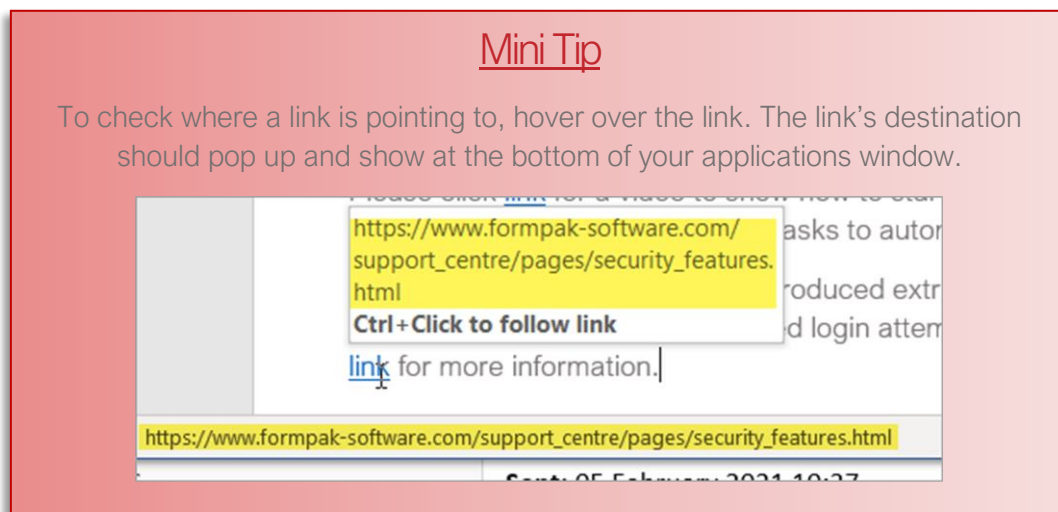
To see previous 'Tip of the Month' articles, please see here.

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