



## TIP OF THE MONTH



### FIND MATCHING ITEMS - REPORTING

#### Find Matching Items - Reporting

Find Matching Items can be used to find multiple Items within Formpak. You can choose different search criteria and print the results in a format you require. Reports can be generated for Formulations and/or Raw Materials and you can choose many configurable options.

For previous Tip of the Month and a Support Article on how to get the best out of Find Matching Items, please select the links [Support Article](#) [Tip of the Month](#)

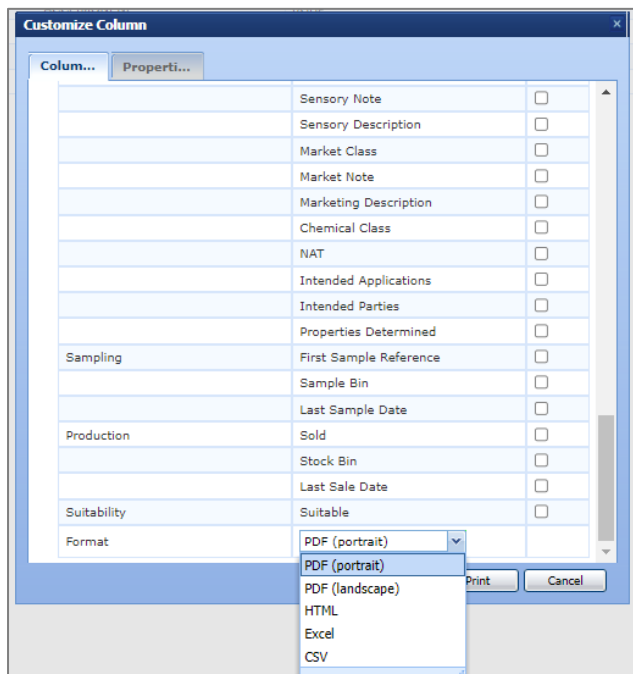
#### Properties

When selecting Properties in Find Matching Items be careful to choose the correct Property to target. For example, the Property or Properties you are searching may have a specific Value Type. The below options are available.

Input the required Property and/or Properties, for example Flash Point the Property Code is FP for the Value Type you may want to search for a Flash Point that equals a specific number. When you select = Formpak will intuitively advise what is required to be entered into the Property Value field.

## Report Formats

Once you have entered your search criteria and selected Print a list of matching Items will be generated. Select Print again and the Customize box will appear, here you can select multiple criteria and add Properties on to the properties tab for these to be included in a report. You have the option to choose which Format you require the report to be generated in. Excel is the most editable Format as it enables you to data sort the results, and if required you can copy and paste multiple reports together. If you need to supply the information to a customer, then a PDF Format may be more suitable.

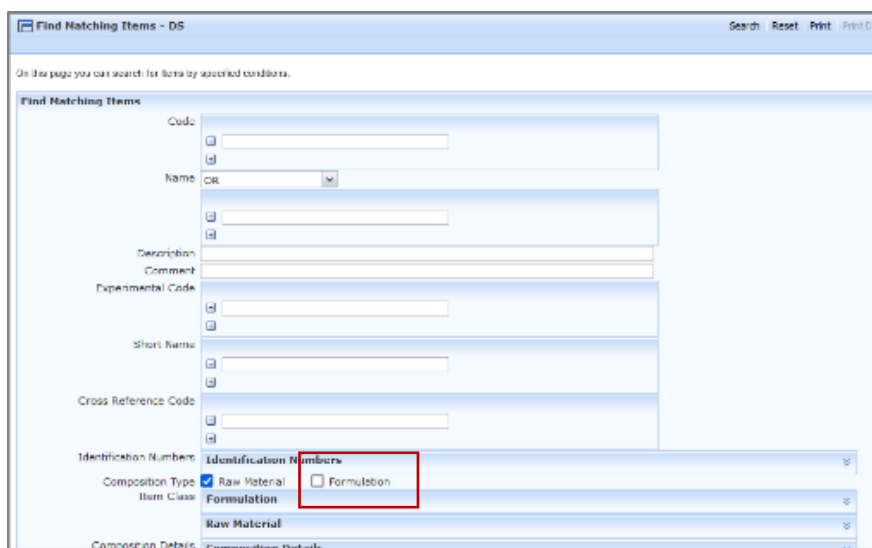


See below some examples of how you can use Find Matching Items for reporting.

### Example 1

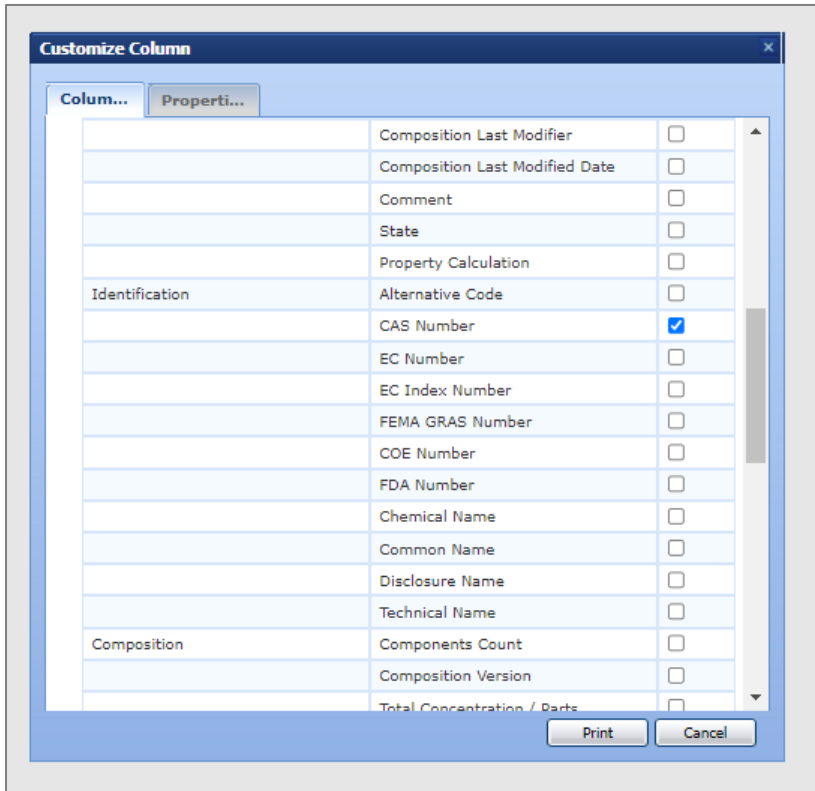
You can use Find Matching Items to export all Raw Materials out of Formpak into an Excel spreadsheet with the associated Pictograms, Hazards, and Precautionary Statements.

Unselect Formulations and click Search.

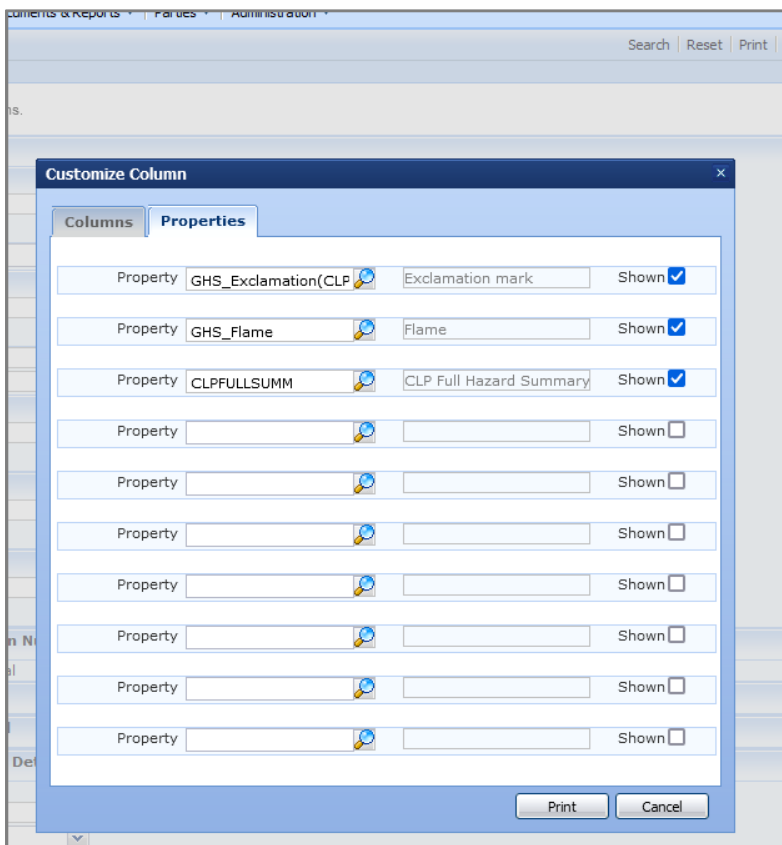


A list of Raw Materials will be generated and listed on the screen. Select Print and a Customize box will appear.

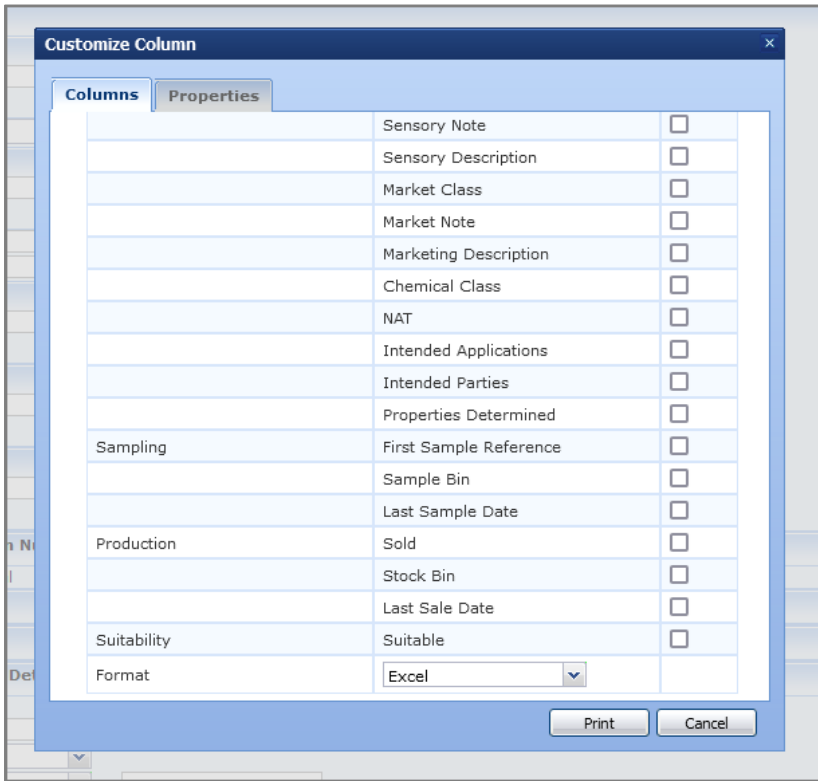
In the Column tab you can select the necessary criteria you may want to display for example CAS number, Availability or Price.



In the Properties tab (There is a limit of 10 Properties), however, there are composite GHS/CLP Properties such as CLPFULLSUMM which lists the full hazard summary, alternatively, you can print with different GHS/CLP Properties and paste the results together into spreadsheet.



Change the Format of the report by scrolling to the bottom of the Column box and selecting your preferred Format for example Excel or PDF.

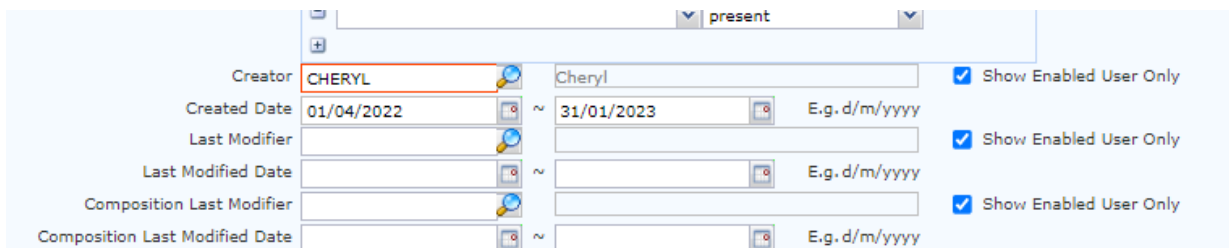


Select Print and a report will be generated.

Find Matching Items							
Search Criteria							
Composition Type	Raw Material						
Results							
Code	Name	Availability	Unit Price	GHS Exclamation/CLP	GHS Flame	CLP/FULLSUMM	
FPD-2011A-1000	(+)-R-Citronellol		99 0000	Yes	No	Skin Irrit. 2-Eye Irrit. 2-Skin Sens. 1-H315-H317-H319...P101-P102-P261-P264-P272-P280-P302/532-P305/51/1338-P333/013-P337/013-P362-P501	
FPD-2013A-1000	(+)-R-Citronellol			Yes	No	Skin Irrit. 2-Eye Irrit. 2-Skin Sens. 1-H315-H317-H319...P101-P102-P261-P264-P272-P280-P302/532-P305/51/1338-P333/013-P337/013-P362-P501	
COMPLM2884	(+)-Neocomenthol			Yes	No	Skin Irrit. 2-H315...P101-P102-P264-P268-P302/532-P332/013-P362	
FPD-2013A-1001	(+)-Neocomenthol			Yes	No	Skin Irrit. 2-Eye Irrit. 2-H315-H319...P101-P102-P264-P268-P302/532-P305/51/1338-P332/013-P337/013-P362	
FPD-2015A-1000	(+)-Neocomenthol			Yes	No	Skin Irrit. 2-Eye Irrit. 2-H315-H319...P101-P102-P264-P268-P302/532-P305/51/1338-P332/013-P337/013-P362	
COMPLM4019	(+)-Neocomenthol			Yes	No	Skin Irrit. 2-H315...P101-P102-P264-P268-P302/532-P332/013-P362	
FPD-2011A-1001	(+)-Neocomenthol		270 0000	Yes	No	Skin Irrit. 2-Eye Irrit. 2-Skin Sens. 1-H315-H317-H319...P101-P102-P261-P264-P272-P280-P302/532-P305/51/1338-P333/013-P337/013-P362-P501	
FPD-2015A-1001	(+)-Neocomenthol			Yes	No	Skin Irrit. 2-Eye Irrit. 2-H315-H319...P101-P102-P264-P268-P302/532-P305/51/1338-P332/013-P337/013-P362	
COMPLM2012	(+)-Tartaric acid			No	No	Eye Dam. 1-H318...P101-P102-P268-P305/51/1338-P318	
COMPLM4160	(+)-cis-Rose oxide			Yes	No	Skin Irrit. 2-Eye Irrit. 2-Repr. 2-H315-H319-H361...P101-P102-P262-P264-P268-P302/532-P305/51/1338-P308/013-P332/013-P337/013-P362-P405-P501-P502	
FPD-2011A-1002	(+)-cis-Rose oxide		548 0000	Yes	No	Skin Irrit. 2-Eye Irrit. 2-Aquatic Chronic 3-H315-H319-H412...P101-P102-P264-P273-P280-P302/532-P305/51/1338-P332/013-P337/013-P362-P501	
FPD-2013A-1002	(+)-cis-Rose oxide			Yes	No	Skin Irrit. 2-Eye Irrit. 2-Repr. 2-H315-H319-H361...P101-P102-P262-P264-P268-P302/532-P305/51/1338-P308/013-P332/013-P337/013-P362-P405-P501-P502	
FPD-2015A-1002	(+)-cis-Rose oxide			Yes	No	Skin Irrit. 2-Eye Irrit. 2-Repr. 2-H315-H319-H361...P101-P102-P262-P264-P268-P302/532-P305/51/1338-P308/013-P332/013-P337/013-P362-P405-P501-P502	
FPD-2011A-1003	(+)-3,7-Dimethyl-6-oct-1-ol		62 5000	Yes	Yes	Flam. Liq. 2-Skin Irrit. 2-Eye Irrit. 2-Skin Sens. 1-H302-H315-H317-H319...P101-P102-P215-P233-P240-P241-P252-P253-P261-P284-P272-P280-P302/532-P305/51/1338-P333/013-P337/013-P362-P501	
FPD-2011A-1004	(+)-Butan-2-ol			Yes	No	Eye Irrit. 2-STOT SE 3-STOT SE 3-H318-H335-H336...P101-P102-P261-P264-P271-P280-P304/530-P305/51/1338-P312-P337/013-P403/033-P405-P501	
FPD-2013A-1003	(+)-Butan-2-ol			Yes	No	Eye Irrit. 2-STOT SE 3-STOT SE 3-H318-H335-H336...P101-P102-P261-P264-P271-P280-P304/530-P305/51/1338-P312-P337/013-P403/033-P405-P501	
COMPLM8132	(+)-Pulegone			Yes	No	Acute Tox. 4-H302...P101-P102-P264-P270-P301/012-P330-P501	
FPD-2011A-1005	(+)-Pulegone		73 3600	Yes	No	Acute Tox. 4-H302...P101-P102-P264-P270-P301/012-P330-P501	
FPD-2015A-1004	(+)-Pulegone			Yes	No	Acute Tox. 4-H302...P101-P102-P264-P270-P301/012-P330-P501	

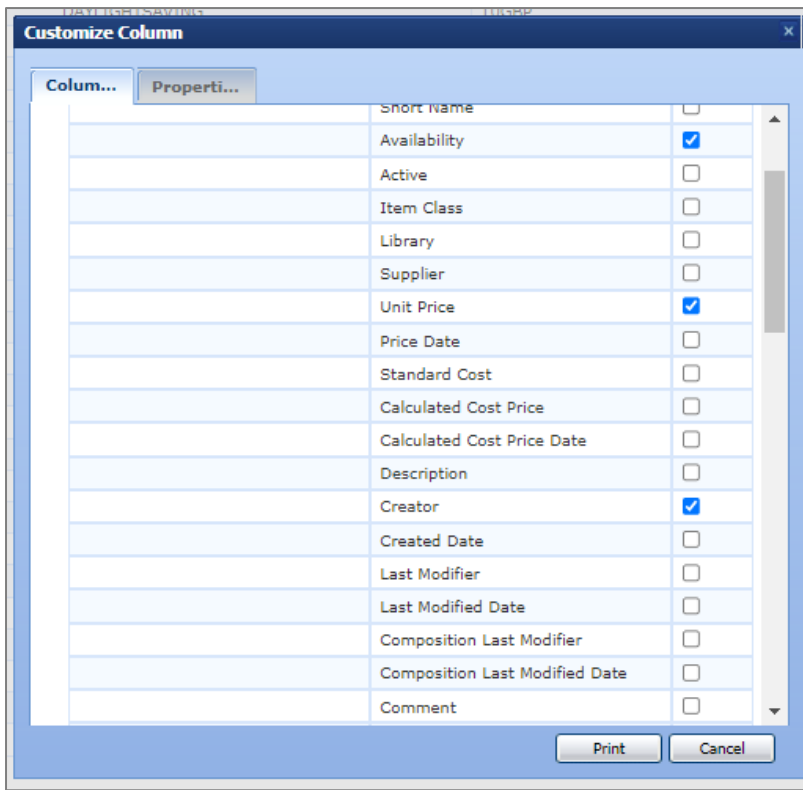
### Example 2

You can search for Items created by specific Users, with the option to specify a time range. Select Search.



A list of Items will be generated and listed on the screen. Select Print and a Customize box will appear.

In the Column tab you can select the necessary criteria you may want to display for example Creator and the this will display the User name of the Creator of the Item.



Select Print and a report will be generated.

Date : 04/01/2023

### Find Matching Items

Search Criteria

Composition Type	Raw Material OR Formulation
Creator	Cheryl
Created Date	01/04/2022 ~ 31/01/2023

Results

Code	Name	Availability	Unit Price	Creator
CITRUSCANDLE2	Citrus & Lav Candle 20%		0.0000	Cheryl
CITRUSCANDLE20	Citrus & Lav Candle 20%		0.0000	Cheryl
CITRUSMIX	Citrus Mix		0.0000	Cheryl
DAYLIGHTSAVING	Daylight Saving	1	10.0000	Cheryl
FESTIVEFIG	Festive Fig and Walnut		16.8000	Cheryl
FRAGFLOWER	Fragrance Flowers			Cheryl
FRAGFLOWERS	Fragrance Flowers			Cheryl
FRAGFLOWERSCANDLE	Fragrance Flowers Candle		1.0800	Cheryl
TUTTI	Fruity Tutti	1	2.3242	Cheryl
HASCANDLE	Heavenly Angel Scent Candle	1	1.0800	Cheryl
JUICYFRUIT	Juicy Fruits		16.6998	Cheryl
LIMEZEST	Lime Zest	9	9.6737	Cheryl
LOVELAVENDER	Lovely Lavender		0.9885	Cheryl

## Mini Tip

The Items found based on the search criteria are listed in alphabetical order. You can re-order the Items based on the other information such as Code or Unit Price by clicking the column headers. You can use the Reset button at the top of the screen to remove the current search criteria. There are also links to Print Documents, and Labels, Check Suitability, Add to a Basket, and Search for an Item

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](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](mailto: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>