

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 <u>Support Article</u> <u>Tip of the Month</u>

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.

Property		
	-	
		= 🗸
	+	=
sessment	🗌 No 📃 Yes	<i>≠</i>
	No - Requires Dependency Assess	2
etermined	🗌 Yes 📃 No	
alculation	Any 👻	<u>≤</u>
ment Type		>
		<
	-	has value
	•	anab.
	+	empty
		has
ment Type	OR 👻	not have
		is manual
	-	is calculated
	+	ъ
Scope	OR 🗸	

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.

	•		
NAT (minimum)	Any	*	Number
Property			Number
	-		
	FP	🔎 🗸 = 🗸	
	+		
	_		

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.

Colum Properti		
	Sensory Note	
	Sensory Description	
	Market Class	
	Market Note	
	Marketing Description	
	Chemical Class	
	NAT	
	Intended Applications	
	Intended Parties	
	Properties Determined	
Sampling	First Sample Reference	
	Sample Bin	
	Last Sample Date	
Production	Sold	
	Stock Bin	
	Last Sale Date	
Suitability	Suitable	
Format	PDF (portrait) 🗸	
	PDF (portrait)	
	PDF (landscape)	int Cancel
	HTML	
	Excel	

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.

Find Natching Items - DS		Search	Reset	Print	PrintDo
On this page you can search for terms by	apaceited conditions.				
Find Natching Items					
Code					
	•				
Name	OR Y				
	0				
Description					
Comment					
Experimental Code					
Short Name					
Cross Reference Code					
	B				
Identification Numbers	Identification Numbers				8
Composition Type	Raw Material 🔲 Formulation				
Item Class	Formulation				8
	Raw Material				8
Composition Details	Communition Datails				~

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.

Colum Properti		
	Composition Last Modifier	4
	Composition Last Modified Date	
	Comment	
	State	
	Property Calculation	
Identification	Alternative Code	
	CAS Number	
	EC Number	
	EC Index Number	
	FEMA GRAS Number	
	COE Number	
	FDA Number	
	Chemical Name	
	Common Name	
	Disclosure Name	
	Technical Name	
Composition	Components Count	
	Composition Version	
	Total Concentration / Parts	

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.

Customize Colum			×
	operties		
Property	GHS_Exclamation(CLP 🔎	Exclamation mark	Shown 🗸
Property	GHS_Flame	Flame	Shown 🗹
Property		CLP Full Hazard Summary	Shown 🗹
Property	Ø		Shown
Property	Ø		Shown
Property	>		Shown
Property	>		Shown
Property	Ø		Shown
Property	Ø		Shown
Property	>		Shown

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.

Columns Properties		
	Sensory Note	
	Sensory Description	
	Market Class	
	Market Note	
	Marketing Description	
	Chemical Class	
	NAT	
	Intended Applications	
	Intended Parties	
	Properties Determined	
Sampling	First Sample Reference	
	Sample Bin	
	Last Sample Date	
Production	Sold	
	Stock Bin	
	Last Sale Date	
Suitability	Suitable	
Format	Excel	

Select Print and a report will be generated.

_							
1	в	С	D	E	F	G	н
1							
2		Find Matching Items					
3							
4							
5	Search Criteria						
6	Composition Type		Raw Material				
7							- -
8	Results						
9	Code	Name	Availability		GHS_Exclamation(CLP)		
10	FPD-2011A-1000	(+)-(R)-Citronellol		99.0000	Yes		Skn Imt. 2-Eye Imt. 2-Skin Sens. 1;H315-H317-H319,-;P101-P102-P261-P264-P272-P260-P302/352-P305/351/338-P333/313-P337/313-P362-P501
11	FPD-2013A-1000	(+)-(R)-Citronellol			Yes		Skin Irrit. 2-Eye Irrit. 2-Skin Sens. 18;H315-H317-H319,-,P101-P102-P261-P264-P272-P280-P302/352-P305/351/338-P333/313-P337/313-P362-P501
12	COMP-LM2864	(+)-Neoisomenthol			Yes		Skin Intl. 2;H315,-,P101-P102-P264-P280-P302/352-P332/313-P362
13	FPD-2013A-1001	(+)-Neoisomenthol			Yes		Skin Imt. 2-Eye Imt. 2;H315-H319,-,P101-P102-P264-P280-P302/352-P305/351/338-P332/313-P337/313-P362
14	FPD-2015A-1000	(+)-Neoisomenthol			Yes	No	Skin Imt. 2-Eye Imt. 2;H315-H319,-,P101-P102-P264-P280-P302/352-P305/351/338-P332/313-P337/313-P362
15	COMP-LM4019	(+)-Neomenthol			Yes		Skin Imt. 2;H315,-,P101-P102-P264-P280-P302/352-P332/313-P362
16	FPD-2011A-1001	(+)-Neomenthol		270.0000	Yes	No	Skin Irrit. 2-Eye Irrit. 2-Skin Sene. 1;H315-H319,-;P101-P102-P261-P264-P272-P280-P302/352-P305/351/338-P333/313-P337/313-P362-P501
17	FPD-2015A-1001	(+)-Neomenthol			Yes	No	Skin Imt. 2-Eye Imt. 2;H315-H319,-,P101-P102-P264-P280-P302/352-P305/351/338-P332/313-P337/313-P362
18	COMP-LM2612	(+)-Tartaric acid			No	No	Eye Dam. 1;H318,-,P101-P102-P280-P305/351/338-P310
19	COMP-LM4198	(+)-cis-Rose exide			Yes	No	Skin Irrit. 2-Eye Irrit. 2-Repr. 2;H315-H315-H315-H361,-,P101-P102-P202-P264-P280-P302/352-P305/351/338-P308/313-P332/313-P337/313-P362-P405-P501-P202
20	FPD-2011A-1002	(+)-cis-Rose oxide		540.0000	Yes	No	Skin Irrit. 2-Eye Irrit. 2-Aquatic Chronic 3;H315-H319-H412,-;P101-P102-P264-P273-P280-P302/352-P305/351/338-P332/313-P337/313-P362-P501
21	FPD-2013A-1002	(+)-cis-Rose oxide	I		Yes	No	Skin Irnit. 2-Eye Irnit. 2-Repr. 2;H315-H315-H315-H361,-,P101-P102-P202-P264-P280-P302/352-P305/351/338-P308/313-P332/313-P337/313-P362-P405-P501-P202
22	FPD-2015A-1002	(+)-cis-Rose oxide			Yes	No	Skin Irril. 2-Eye Irril. 2-Repr. 2;H315-H315-H315-H361,-,P101-P102-P202-P264-P260-P302/352-P305/351/338-P306/313-P332/313-P337/313-P362-P405-P501-P202
23	FPD-2011A-1003	(+/-)-3,7-Dimethyloct-8-en-1-ol		62.5000	Yes	Yes	Flam. Liq. 2-Skin Irrit. 2-Eye Irrit. 2-Skin Sens. 1;H225-H315-H317-H319,-;P101-P102-P210-P233-P240-P241-P242-P243-P261-P264-P272-P280-P303/361/353-P305/351/338-P33
24	FPD-2011A-1004	(+/-)-Butan-2-ol			Yes	No	Eye krk. 2-STOT SE 3-STOT SE 3;H319-H335-H336,-P101-P102-P261-P264-P271-P280-P304/340-P305/351/338-P312-P337/313-P403/233-P405-P501
25	FPD-2013A-1003	(+/-)-Butan-2-ol			Yes	No	Eye kril: 2-STOT SE 3-STOT SE 3;H319-H335-H336,-,P101-P102-P261-P264-P271-P280-P304/340-P305/351/338-P312-P337/313-P403/233-P405-P501
26	COMP-LM9132	(+/-)-Pulegone			Yes	No	Acute Tox. 4;H302,-,P101-P102-P264-P270-P301/312-P330-P501
27	FPD-2011A-1005	(+/-)-Pulegone		73.3600	Yes	No	Acute Tox. 4;H302,-;P101-P102-P264-P270-P301/312-P330-P501
28	FPD-2013A-1004	(+/-)-Pulegone			Yes	No	Acute Tox. 4;H302,-,P101-P102-P264-P270-P301/312-P330-P501

Example 2

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

	9		▼ present	•	
	+				
Creato	CHERYL	🔎 Cheryl		🗹 Show En	abled User Only
Created Date	01/04/2022	21/01/2023	E.g. d/m	√уууу	
Last Modifie	·	<i>></i>		🖌 Show En	abled User Only
Last Modified Date		· ~	E.g. d/m	/уууу	
Composition Last Modifie	·	<i>Ş</i>		🗹 Show En	abled User Only
Composition Last Modified Date		· ~	E.g. d/m	ууууу	

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.

Colum Properti		
	Short Name	
	Availability	
	Active	
	Item Class	
	Library	
	Supplier	
	Unit Price	
	Price Date	
	Standard Cost	
	Calculated Cost Price	
	Calculated Cost Price Date	
	Description	
	Creator	
	Created Date	
	Last Modifier	
	Last Modified Date	
	Composition Last Modifier	
	Composition Last Modified Date	
	Comment	
	Print	Cancel

Select Print and a report will be generated.

Search Criteria			Find Mate	hing Items
Composition Type		Raw Material OR Fo	rmulation	
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
τυττι	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

<u>Mini Tip</u>

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

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 <u>https://www.youtube.com/user/FormpakSoftware/videos</u>