



## Using 'Manage Application Settings'

Here you can manage diverse application settings, including information shown on the home page of the software, default currency, default unit of measure and whether duplicate items are allowed in formulations. Use the selector to target the appropriate topic. Make any changes and select 'Save' when done.

We have made improvements to “Manage Application Settings” over the last few months and key changes are shown below:

The order of the category drop down list is now alphabetical:

- Composition Development
- Composition Explosion
- Costs
- Cross References (new)
- Documents
- Email
- Help Index
- JasperServer Integration
- Licensing
- Manage Links Of Home Page
- Printing
- Produce Samples (new)
- Projects and Tasks (new)
- Session
- Suitability Checking
- Uploads

### Changes to categories:

**Cross References:** - This is a new area of application settings.

When generating cross references from a Task or a Project the default behaviour is both the Primary party and Delivery party of the Project are added to the screen of 'Add a New Cross Reference', so that the cross reference is associated with both the primary and delivery parties of the Project. Select Yes to either of these if you only require it show in one of the parties.

The **ERP Settings** section has been split to be clearer and more focused:  
These two areas can be seen:

### **Produce Samples:**

- Require Company in Produce Samples
- Require Task Code in Produce Samples
- Copy Items from Produce Samples to Task
- Allow 'Request Samples' in Produce Samples
- Send Request Samples to ERP in Produce Samples
- Assign Sample Id in Produce Samples
- Limit manual status change in Manage Samples Produced to Abandoned status only

'Copy Items from Produce Samples to Task' is a new setting. The default is No. If this setting is Yes, then when a user requests samples to be produced, the samples are copied to the task selected and appear in the Items tab of the task as samples produced.

**Projects and Tasks:**

- Allow 'Send to ERP' from Sample Task
- Allow 'Produce Samples' from Sample Task
- Status when samples sent to ERP from a Sample behaviour task
- Limit manual status change in Sample behaviour task type to Abandoned status only
- Notify ERP system of changes to Projects
- Exclude notification of Project changes made with services

**Mini Tip**

Popular areas to change

Home Currency value and Unit of Measure:

Setting	Description	Value
Home Currency Code		GBP
Default Unit of Measure		kg

Documents to include Code:

Setting	Description	Value
Automated Document Supply for Inactive Items		<input type="radio"/> Yes <input checked="" type="radio"/> No
Include Code in Documents		<input checked="" type="radio"/> Yes <input type="radio"/> No
Show warning on historic documents		<input checked="" type="radio"/> Yes <input type="radio"/> No

Session expiry allowance:

Setting	Description	Value
Session Timeout (minutes)		240

Some areas of the Application Settings are complex and can have profound effects on functionality so please contact us if you would like some assistance.

For more help with any other topic, please visit our [Support Centre](#).