



Copy Properties and Classifications to Formulations and Raw Materials

Following several requests from customer we recently added additional copy functions. These are included from version 36334.

You can now copy properties from one formulation to another in the Properties tab. This works in a similar way to the existing function 'Copy Properties' in Modify a Raw Material.

You can also copy Classification information from one formulation or raw material to another. This is very useful e.g. if you develop a modification of a formulation and the attributes are the same or similar for the modification. For example, you can now copy:

- Character class
- Character notes
- Sensory description
- Applications

To use this feature, go to page 'Modify a formulation' or 'Modify a Raw Material' and enter your item code or name.

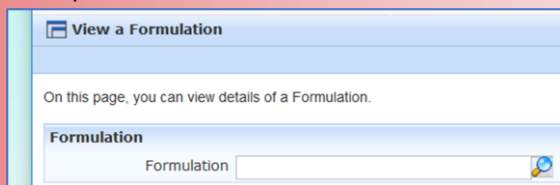
Open the classification tab, click 'Copy Attributes'. You will be presented with another screen where you can select information to copy.

This screenshot shows the 'Formulation' window in the software. The 'Information' tab is active, and the 'Classification' sub-tab is selected. The 'Character Class' and 'Character Notes' fields are visible. A red circle highlights the 'Copy Attributes' button located in the bottom right corner of the 'Information' section.This screenshot shows the 'FORMPAK Copy Attributes from Other Item' dialog box. It features an 'Item' field at the top. Below it is a table with columns for 'Attributes' (checkboxes) and 'Attribute' (text). The 'Attribute' column lists 'Character Class', 'Character Notes', 'Sensory Description', 'Intended Applications and Dosage', and 'Intended Parties'. The 'Copy Option' section at the bottom has three radio buttons: 'Preserve existing data' (selected), 'Overwrite existing data', and 'Remove existing data'. 'OK' and 'Cancel' buttons are at the bottom.

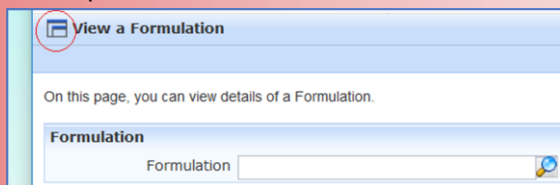
Enter the Item reference for the Formulation or Raw Material you want to copy the information from. Then select the Attributes you would like to copy, choose the Copy Option, then click OK to proceed.

Mini Tip

When you open a page in a new tab or window, it appears minus the menu search facility in the left hand pane.



To re-open the menu search facility, click the folder icon top left of the new window.



For more help with any other topic, please visit our [Support Centre](#). To see previous pdfs of 'Tip of the Month', please see [here](#).