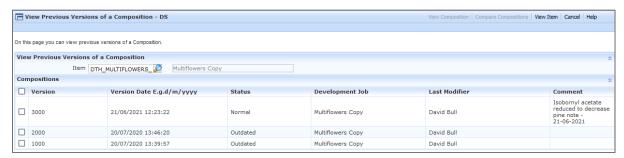


View History of Formulations and Raw Materials

There are two options to view the history of an Item. 'View Previous Versions of a Composition' is used to see the changes that have been made to a Raw Material or Formulation's Composition and 'View Previous Versions of Item Properties' is used to see changes to Properties.

View Previous Versions of a Composition

Every time a Composition has 'Save & Check in', a new version is recorded. Using 'View Previous Versions of a Composition' shows the composition of every version and also allows a comparison of versions.

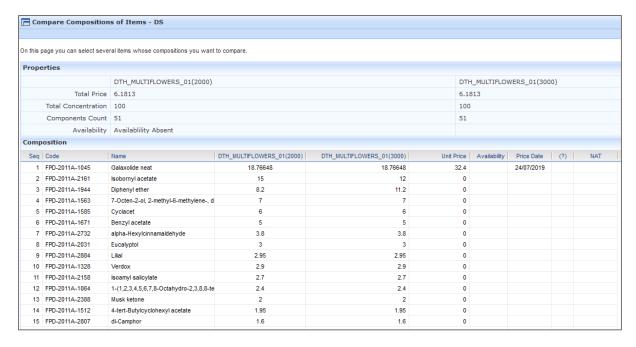


Note: The comment may be added in the Version Comment box in the Composition Tab via Modify a Formulation/Modify a Raw Material, or introduced in one step to all items changed in 'Global Item Composition Modification'.



Compare Compositions

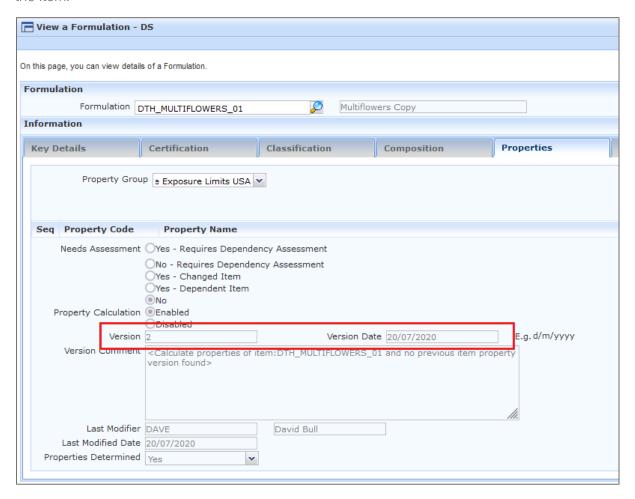
From the View Previous Versions of a Composition screen, you can select the current and previous versions and view side by side



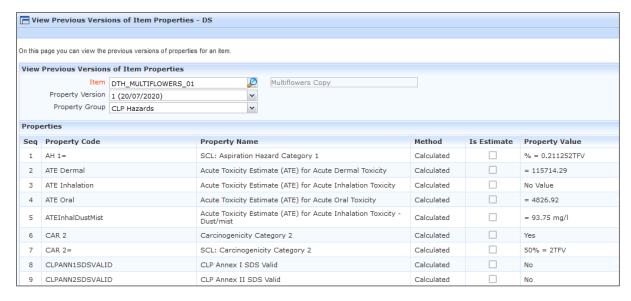
View Previous Versions of Item Properties

There are many reasons why Property Values may change, including changes to the Properties of components, changes to the Properties of the Item and changes in Composition of the Item.

Each time you add a new property to an item, or you select save on an item, a new version of the Item Properties is recorded. The property version number is incremented and may be viewed in the Properties tab of the Item.



Using 'View Previous Versions of Item Properties' shows the selected version for a chosen Property Group.



'View Change Summary' reports the changes from the selected start version to the selected end version (usually current)



Mini Tip

You can create your own Property Groups to increase visibility for Properties that are most important to your users.

However, it is important that Properties are not removed from existing Property Groups as they may be important to the correct functioning of Documents and Labels.

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