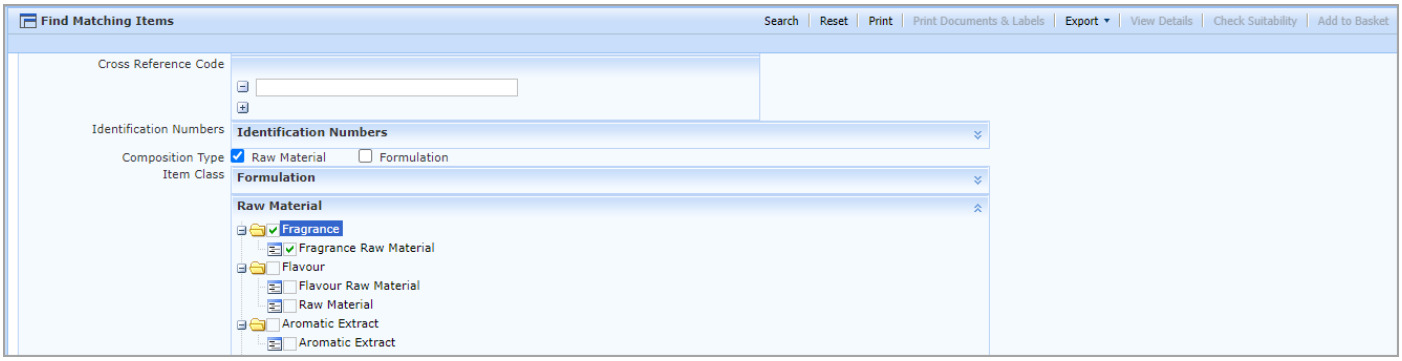
formpak | TIP OF THE MONTH

DISCOVER HOW MANY TIMES ALL INGREDIENTS ARE USED IN FORMULATIONS

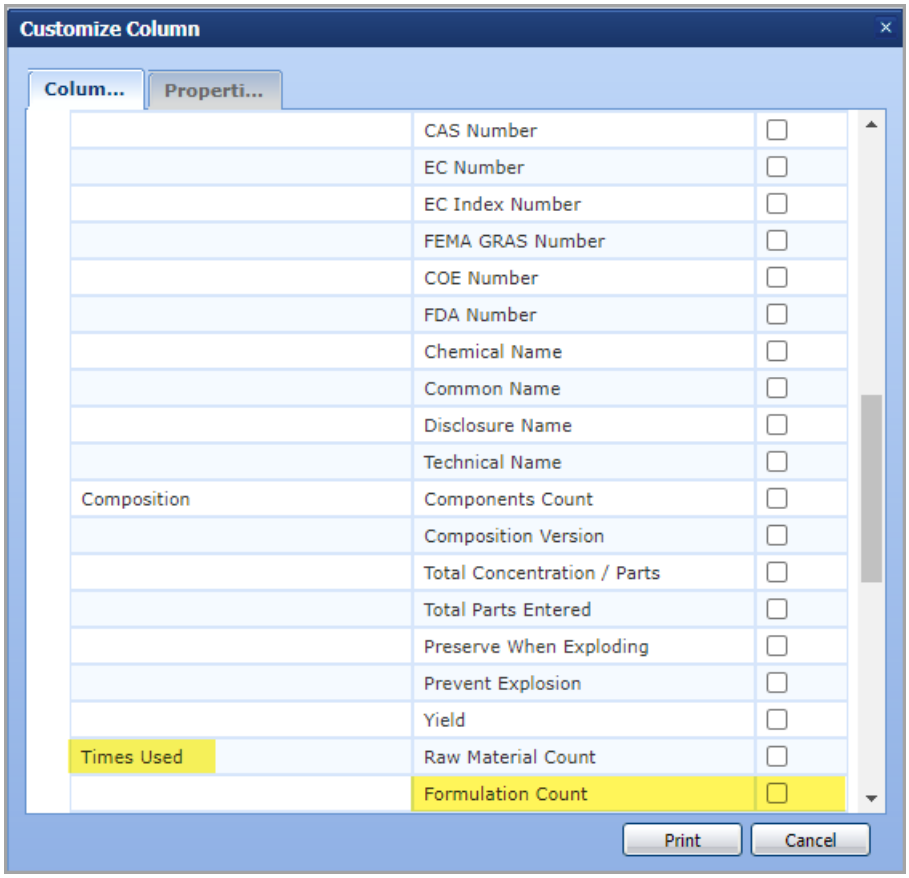
Sometimes, you need to know how many times several ingredients are used in formulations. Usually, you would use 'Print Where Used Report' to find the occurrences and how much is used.

However, if you want to know frequency of use of many raw materials, or even all raw materials, you can also use Find Matching Items. You might need this insight to consider which ingredients should be considered for a compounding machine, or for their physical locations, or even for targeting a review based on commonality.

- In Find Matching Items, untick Formulation, and select which Raw Material Item classes are relevant for your report



- Press 'Search'
- From results screen, select 'Print
- In Customize Column, select Times Used > Formulation Count



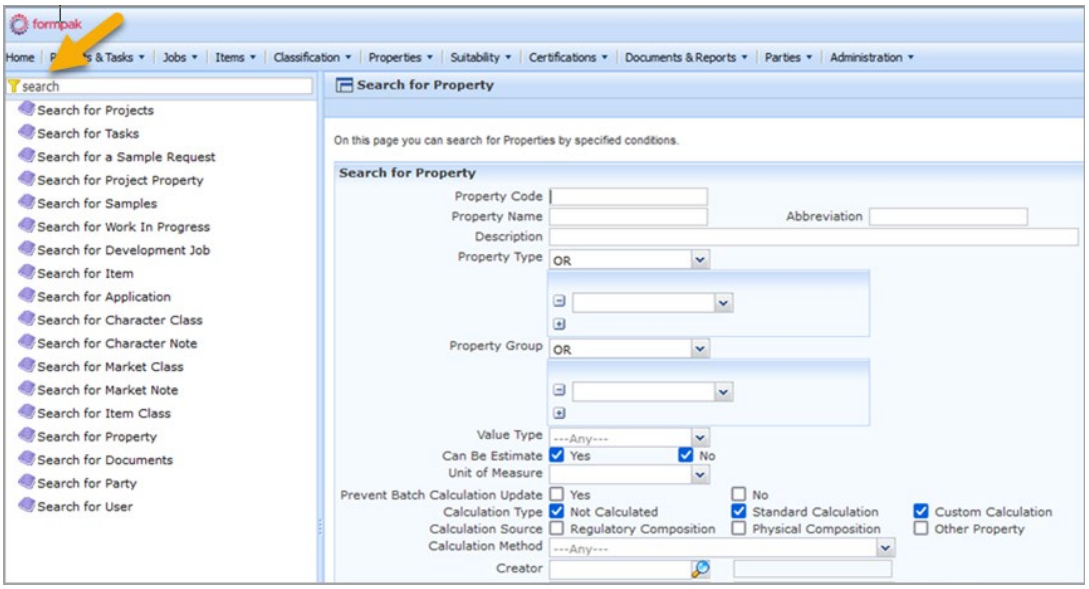
- Choose the format e.g. PDF or Excel and Print

Note: You can also report the number of times formulations are used in other formulations, and also the number of times regulatory components are used in raw materials.

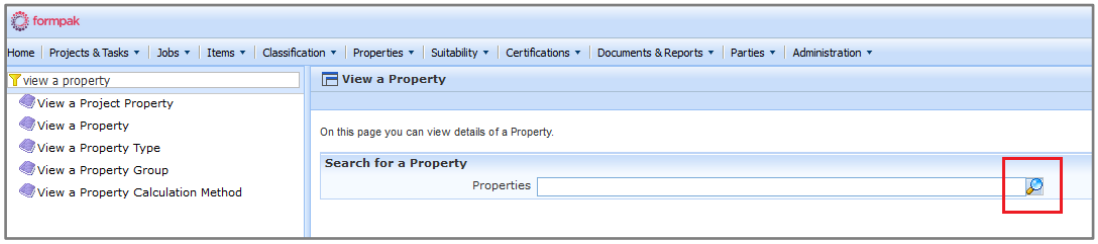
Mini Tip

Using the Magnifying Glass

In Formpak it is possible to search for many parameters by typing search into the navigation menu:



In View, there is often a 'Magnifying Glass' Icon at the end of the search field.



Click the Magnifying Glass and a new search window will open. This may be especially useful in the CDT when formulating.

In the CDT the component field into which an Item is inputted, there is a Magnifying Glass Icon. When clicked, this will open 'Search for Item', which may be narrowed down to a Raw Material or Formulation.

Note that there is also a link at the top to 'Find Matching Items', which is a more detailed search facility. When the desired Item has been located, 'Return' will take you back to the original screen and input the result automatically.

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)
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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.

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