



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

Find Matching Items

Search | Reset | Print | Print Documents & Labels | Export | View Details | Check Suitability | Add to Basket

Cross Reference Code

Identification Numbers

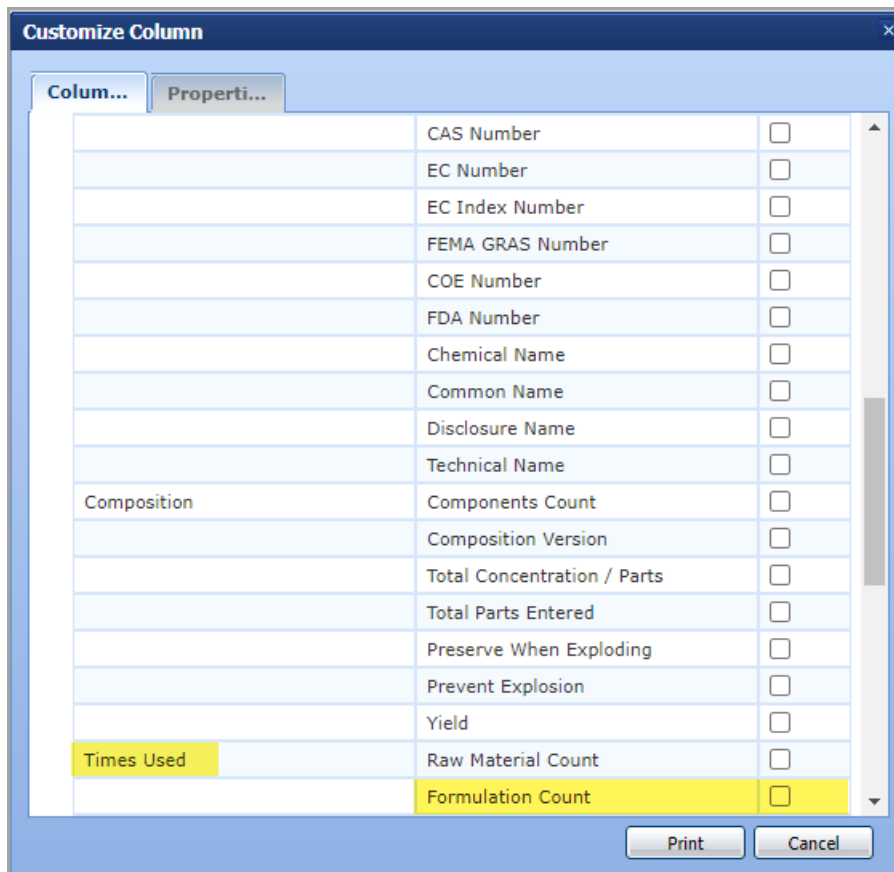
Composition Type Raw Material Formulation

Item Class **Formulation**

Raw Material

- Fragrance
 - Fragrance Raw Material
- Flavour
 - Flavour Raw Material
- Raw Material
- Aromatic Extract
 - Aromatic Extract

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



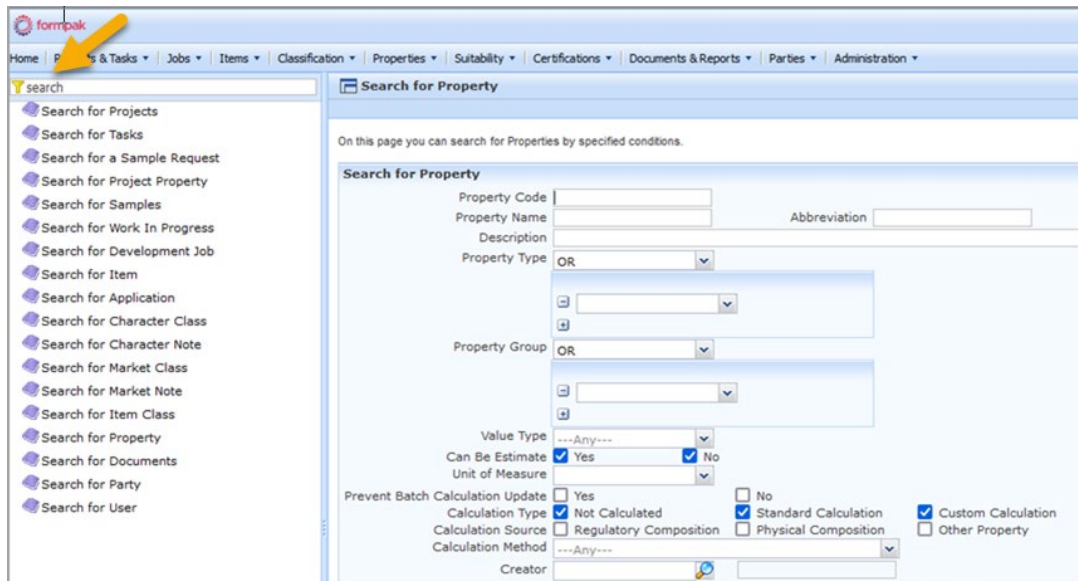
- Choose the format e.g. PDF or Excel and Print

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

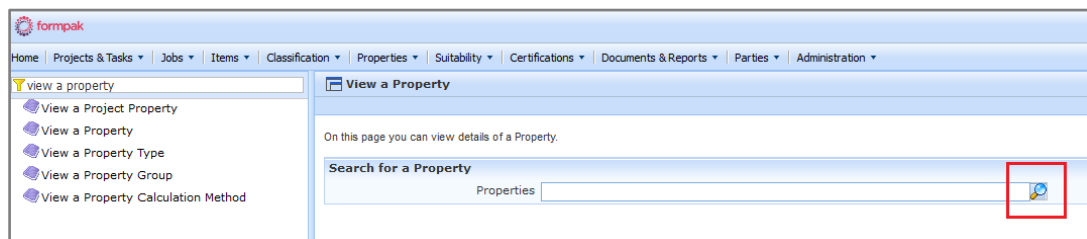
In Formpak it is possible to search for many parameters by typing search into the navigation menu:



The screenshot shows the 'Search for Property' page in the Formpak application. The navigation menu on the left is expanded to show a search field with a magnifying glass icon. The main content area contains a search form with the following fields and options:

- Property Code
- Property Name
- Abbreviation
- Description
- Property Type (OR dropdown)
- Property Group (OR dropdown)
- Value Type (---Any---
- Can Be Estimate (Yes/No checkboxes)
- Unit of Measure
- Prevent Batch Calculation Update (Yes/No checkboxes)
- Calculation Type (Not Calculated/Standard Calculation checkboxes)
- Calculation Source (Regulatory Composition/Physical Composition checkboxes)
- Calculation Method (---Any---
- Creator

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



The screenshot shows the 'View a Property' page in the Formpak application. The navigation menu on the left is expanded to show a search field with a magnifying glass icon. The main content area contains a search form with the following fields and options:

- View a Property
- View a Project Property
- View a Property
- View a Property Type
- View a Property Group
- View a Property Calculation Method

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)

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>