

## Using 'Copy & Paste' for Formulations

You may have formulations stored in spreadsheets that you want to enter into Formpak. Rather than enter each item manually, you have the option to do this using a simple Copy & Paste function. As long as the components are already stored on your system with the same codes, then the system will be able to find them and apply the concentration.

Firstly, add your new Formulation to Formpak, and click save. This will take you to the CDT of the formulation.

Let's say you have a formulation that contains columns such as Code, Name, CAS, EC, Quantity, Price and FlashPoint. The only information that you need to copy is the data in the Code and the Quantity columns. The data needs to be side by side in a clean copy. You could either copy them together elsewhere in the spreadsheet, or move the columns next to each other:

1	A	В	C	D	E	F	G	н	1
1	Form	nulation Na	ame: Geranium Base		Creation Dat	te: 03/6/20	17		
2	Form	nuation Co	de: F00123		Version: 2.0	0			
3					Version Date	e: 15/6/201	7		
4									
5	Seq	Code	Name	CAS Number	EC Number	Quantity	Price	FP	
6	1	RM0050	Citronellol	106-22-9	203-375-0	28	£2.18	= 107 °C	
7	2	RM0051	Geraniol	106-24-1	203-377-1	25	£3.00	= 108 °C	
8	3	RM0057	Linalool	78-70-6	201-134-4	14	£0.77	= 77 °C	
9	4	RM0074	Geranyl Acetate	105-87-3	203-341-5	4	£0.31	= 110 °C	
10	5	RM0080	Geranyl Formate	105-86-2	203-339-4	8	£0.82	= 85 °C	
11	6	RM0081	Citronellyl Formate	105-85-1	203-338-9	11	£1.46	= 91 °C	
12	7	RM0082	Iso Menthone	491-07-6	207-727-4	10	£2.00	= 75 °C	
13									
14									
15			RM0050	28	1				
16			RM0051	25					
17			RM0057	14					
18			RM0074	4					
19			RM0080	8	-				
20			RM0081	11					
21			RM0082	10 🗘					
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.1	Α	В	C	D	E	F	G	н
1	Form	nulation Na	me: Geraniur	n Base		Creation Dat	te: 03/6/2	017
2	Form	nuation Co	de: F00123			Version: 2.0	0	
3						Version Date	e: 15/6/20	17
4								
5	Seq	Code	Quantity	Name	CAS Number	EC Number	Price	FP
б	1	RM0050	28	Citronellol	106-22-9	203-375-0	£2.18	= 107 °C
7	2	RM0051	25	Geraniol	106-24-1	203-377-1	£3.00	= 108 °C
8	3	RM0057	14	Linalool	78-70-6	201-134-4	£0.77	= 77 °C
9	4	RM0074	4	Geranyl Acetate	105-87-3	203-341-5	£0.31	= 110 °C
10	5	RM0080	8	Geranyl Formate	105-86-2	203-339-4	£0.82	= 85 °C
11	6	RM0081	11	Citronellyl Formate	105-85-1	203-338-9	£1.46	= 91 °C
12	7	RM0082	10 🗘	Iso Menthone	491-07-6	207-727-4	£2.00	= 75 °C
13	1.5			何				
				1001				

Once you have 'copied' these selected cells, move to your new Formulation on Formpak and you can 'paste' into the first Code box:

Add a New For	nulation		Literim Save Wew 1	Add Insert	Delete	UNDO	KEUD	Pull Screen	Save a Cheor	un i u	Iner Menus *	Cancel	ne
Geranium Base													
Edit History												2	2
Edit History	Empty Composition	n i				~							
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Mode	Edit Mode	~	Yield 3	00		9	6						
Code	F00123		Total Price				GBP						
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Seq Code	Name		Concentration	CAS Num	ber	FP	Ext	ended Price	EC Number	(7)	1.		
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You often have to click away for the paste to work and then screen should load each item as it finds the coded item and applies its details into whichever columns you have showing:

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Edit H	listory									3
	Edit History	Past Compositio	on(s)	Value:RM0050 2	8RM0051 25RM00	57 14 -				
Prope	rties									3
	Mode	Edit Mode	~	Yield	100	9/	6			
	Code	F00123		Total Price	10.5415		GBP			
	Availability	4		Components Count	7					
Total (	Concentration	100	*	Adjust all componer	ntsOAdjust select	ed compon	ents			
Comp	osition									3
Seq	Code	Name		Concentration	CAS Number	FP	Extended Price	EC Number	(?)	
1	RM0050	Citronellol		28	106-22-9	= 107 *0	2.184	203-375-0		
2	RM0051	Geraniol		25	106-24-1	= 108 *0	3	203-377-1		
3	RM0057	Linalool		14	78-70-6	= 77 °C	0.77	201-134-4		
4	RM0074	Geranyl Acetab	e	4	105-87-3	= 110 °C	0.314	203-341-5		
5	RM0080	Geranyi Format	e	8	105-86-2	= 85 °C	0.816	203-339-4		
6	RM0081	Citronellyl Form	ate	11	105-85-1	= 91 °C	1.4575	203-338-9		
	maxim man	to - 11 11			101 07 5	- 70 10	-	4 464 466		

Make sure you "Save & Check In" when you are happy.

## Mini Tip

If you try to paste in a code for an item that doesn't exist in the system, then you will see this message and you'll have an empty line within the formulation:

une i	listory									3	*
	Edit History	Past Composition(s)	v	alue:RM0050 28	3RM0051 25RM0	0057 14 🛩					
rope	erties									3	2
	Mode	Edit Mode 💌		Yield	100	%					
	Code	F00123		Total Price	10.0437		GBP				
	Availability	4	Com	ponents Count	7						
otal	Concentration	95 💌	Adju	st all componen	tsOAdjust sele	cted compone	nts				
omp	osition									3	*
Seq	Code	Name		Concentration	CAS Number	FP	Extended Price	EC Number 👻	(?)		
1	RM0050	Citronellol		28	106-22-9	= 107 °C	2.2989	203-375-0			
2	RM0051	Geraniol		25	106-24-1	= 108 °C	3.1579	203-377-1			
	RM0057	Linalool		14	78-70-6	= 77 °C	0.8105	201-134-4			
3				5			0				
3						- 110.10	0.3305	203-341-5			
3 4 5	RM0074	Geranyl Acetate		4	105-87-3	= 110 °C					
3 4 5 6	RM0074 RM0080	Geranyl Acetate Geranyl Formate		4	105-87-3	= 110 °C	0.8589	203-339-4			
3 4 5 6 7	RM0074 RM0080 RM0081	Geranyl Acetate Geranyl Formate Citronellyl Formate		4 8 11	105-87-3 105-86-2 105-85-1	= 85 °C = 91 °C	0.8589	203-339-4 203-338-9			J

For more help with 'Copy & Paste' or any other topic, please visit our <u>Support Centre</u>.