FORMULATIONS 'LOCKED' AS WORK IN PROGRESS

This guide will show you how to modify formulations 'locked' in Work in Progress if another user is out of the office and has left items in Work in Progress. Formulations in Work In Progress will have status 'Checked Out'. This is due to the formulation composition being edited and the user selecting Interim Save or logging out before using 'Check-In'.

See below screenshots and instructions to show you how to 'unlock' formulations. The simplest method is to load the work in progress and perform check-in – you can do this if the original work was assigned to you:

1. Navigate to Search for Work In Progress.

Search formulation code, or alternatively search by user. The user details can be found on the Composition tab as the last person to modify (Modifier) the composition.

2. Click on the Formulation.
3. Select Load WIP.

4. Perform Save and Check In.

If the original job was not assigned to you the only option is to Abandon the Job (details below). If it is important the formulation is checked in - it is possible (with permission) to log in as the user and follow steps 2 to 4.
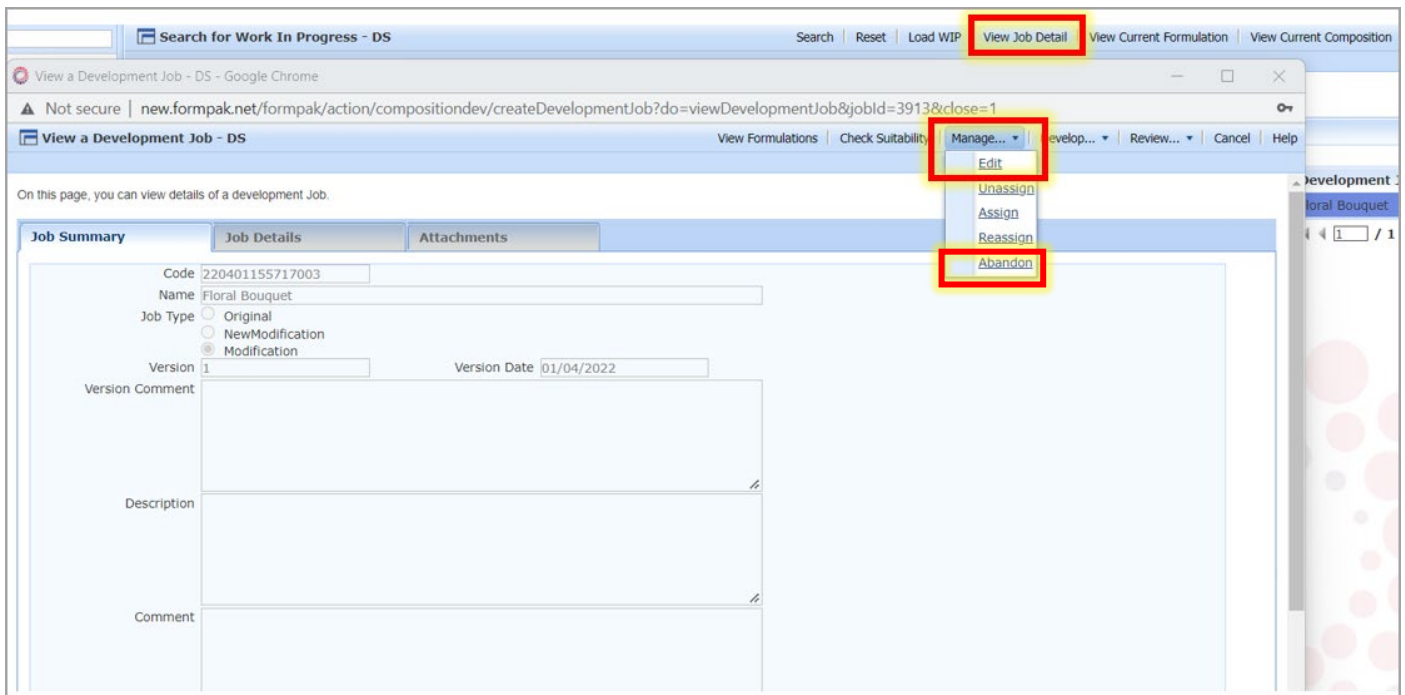
To avoid mistakenly putting a formulation into a 'Work In Progress' state, try not to exit Formpak without saving. Do not ignore prompts about saving work.

To 'Abandon' the job, perform steps 1 and 2 above, then follow the steps below.

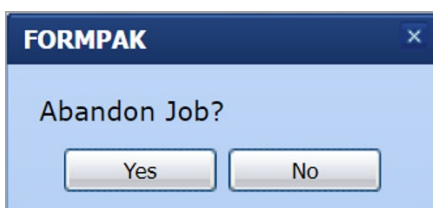5. View Job Detail, which will open another screen.

6. Click on the arrow next to Manage, and a drop-down menu will appear.
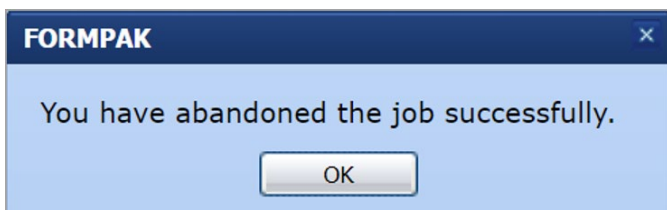
7. Abandon Formulation.

A box will appear asking if you want to 'Abandon Job?'

Clicking 'Yes' the below box will appear

Click 'Ok' and the formulation will be removed from Work in Progress. The formulation will return to the previous Checked In state, if one existed.

Mini Tip

Baskets

Baskets are a key way of moving items (raw materials and formulations) around Formpak. The number of baskets available has now increased from the original **10 to 100** per User. You can do many useful things with items in a basket. From the basket itself there are buttons which allow you to:

- **Generate Cross References** - The items and company from your basket are sent to 'Generate Cross References' where you can add and save cross references.
- **Check Suitability** - The items, applications and company from your basket are sent to 'Check Item Suitability' where you can check the suitability of the different scenarios.
- **Print** - This reports the details in the basket in a pdf format so you can save or print it.
- **Print Documents & Labels** - The items, applications and company from your basket are sent to 'Print Documents and Labels' where you can print a selection of documents and labels.
- **Produce Samples** – The items and applications are sent to 'Produce Samples', where you can request samples to be produced. This can be an internal sample queue, or send to an external system for production.

In projects you can copy the contents of a basket to a task, or from a task to a basket. Baskets can also be used to simply maintain lists of interesting items.

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