Changing Class and Code of an Item

From version 38371 Item Class **and** Item Code can be changed for an Item in one step from the **Assign New Code to Item** screen.

In this example we want to change our Development Formulation into a Fragrance Formulation and for consistency we also want to change the code to a Fragrance Formulation code.

Go to **Assign New Code to Item**, and enter the item you would like to change, Select the New Item Class and New Code:

Select or deselect the option to 'Record Old Code'.

For example, with a formulation you may like to store the developers code reference in the experimental code.

If you want to use the code again for a new item, DO NOT tick the 'Record Old Code' option.

Click **Save** to make the changes.

With this new feature, there are associated permissions that will be required. The user will need the appropriate operation permission, 'Assign new code to item'. Additionally, there are separate permissions for formulations and raw materials to specify which item classes can have their code and or item class changed:

To see previous 'Tip of the Month' articles, please see here.

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- 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.

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https://www.youtube.com/user/FormpakSoftware/videos