

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:

Ι	Assign New Code to Item	Save Cancel Help						
On this page, you can assign a new code to an item and change the item class.								
	Search for Item	*						
	Item PW00072/4	avender Geranium #3						
	Assign New Code to Item	*						
	Current Item Class Under Redevelopment New Item Class	Fragrance.						
	Item Code Sequence Default Code Sequence 🗙 New Cod	e FF20-456						
	Record Old Code 🗌 Alternative Code							
	Experimental 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:

Anage a User's Permissions on Formulations											Save	Cancel Hel	
d to perform.													
Create	View	Update	View	Update	Scope	Assign	Assign New Code	Change	Delete	Instant Search	Suitability Check	Permit Ignore Failed	
Allow-Inherit	Allow-Inherit	Allow-Inherit	Composition Allow-Inherit	Composition Allow-Inherit	Allow-Inher <mark>it</mark>	New Code Allow-Inherit	If Known at Scope Allow-Inherit	Item Class Allow-Inherit	Allow-Inherit	Allow-Inherit	at Save & Check In Allow-Inherit	Suitability Check Allow-Inherit	Select All
-		-					-			-	-	-	
													I 🗆
-	-	-	-	-		-	-		-	-	-	-	I 🗌
		-	-	-				-	-			-	
-	-	-	-	-		-	-		-	-	-	-	
		-	-	-	-	-	-	-	-	-	-	-	
													_

<u>Mini Tip</u>

Updating Permissions

Depending on your user set up, the addition of some new features will require permissions to be updated for the new feature to be available.

Any additional features that need a permission change will be highlighted in yellow in the Key Updates log available <u>here</u>.

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 <u>https://www.youtube.com/user/FormpakSoftware/videos</u>