



TIP OF THE MONTH



CROSS REFERENCES - REVISITED

Cross References are additional codes and names that are given to Items, so they have a specific name and code for each customer and internal codes and names do not have to be given to customers.

The 'Manage Cross References' option is used to find and manage cross references for Items by various criteria; Company, Item code and or Name, Cross Reference Code and or Name, Application, Dosage, UFI (Unique Formula Identifier), PCN Number (Poison Centre Notification), Sale and Sample Dates, Creator and Modifier names, and or dates.

On this page you can search for cross references to view or modify, or add a new cross reference.

Manage Cross References

Company Include Belonging Parties

Item

Item Name

Code Cross Reference

Name Cross Reference

Application OR

Application Dosage

UFI

PCN Number

Notes contains

Last Sale Date ~ E.g. d/m/yyyy

Last Sample Date ~ E.g. d/m/yyyy

Creator

Created Date ~ E.g. d/m/yyyy

Last Modifier

Last Modified Date ~ E.g. d/m/yyyy

Enter search information and select the Search button. This will return all the results which meet the inputted criteria.

On this page you can search for cross references to view or modify, or add a new cross reference.

Manage Cross References

Company Include Belonging Parties

Item

Item Name

Code Cross Reference

Name Cross Reference

Application OR

Application Dosage

UFI

PCN Number

Notes contains

Last Sale Date ~ E.g. d/m/yyyy

Last Sample Date ~ E.g. d/m/yyyy

Creator

Created Date ~ E.g. d/m/yyyy

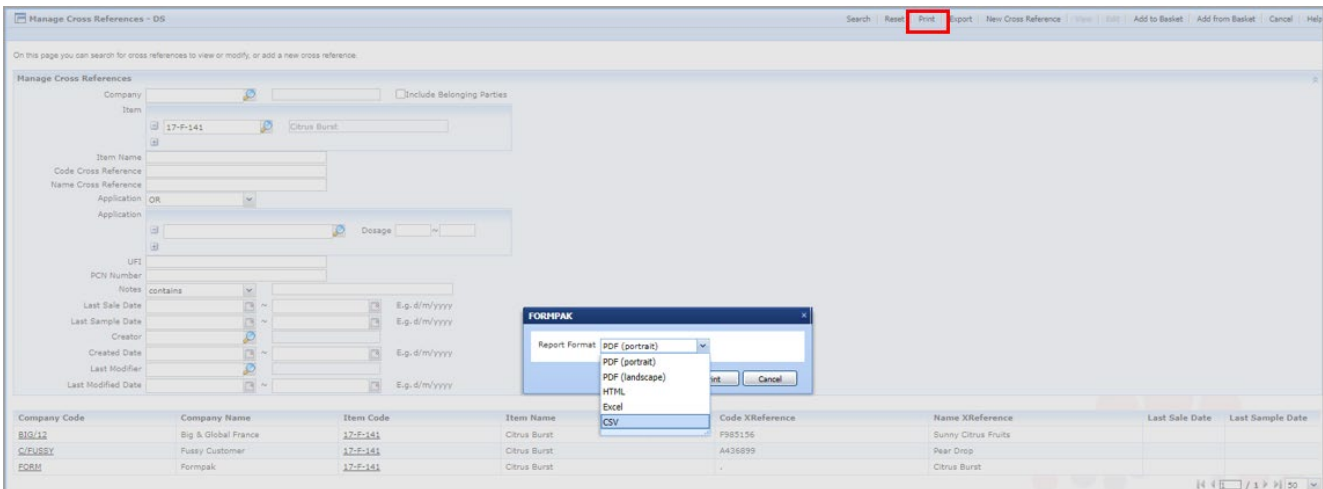
Last Modifier

Last Modified Date ~ E.g. d/m/yyyy

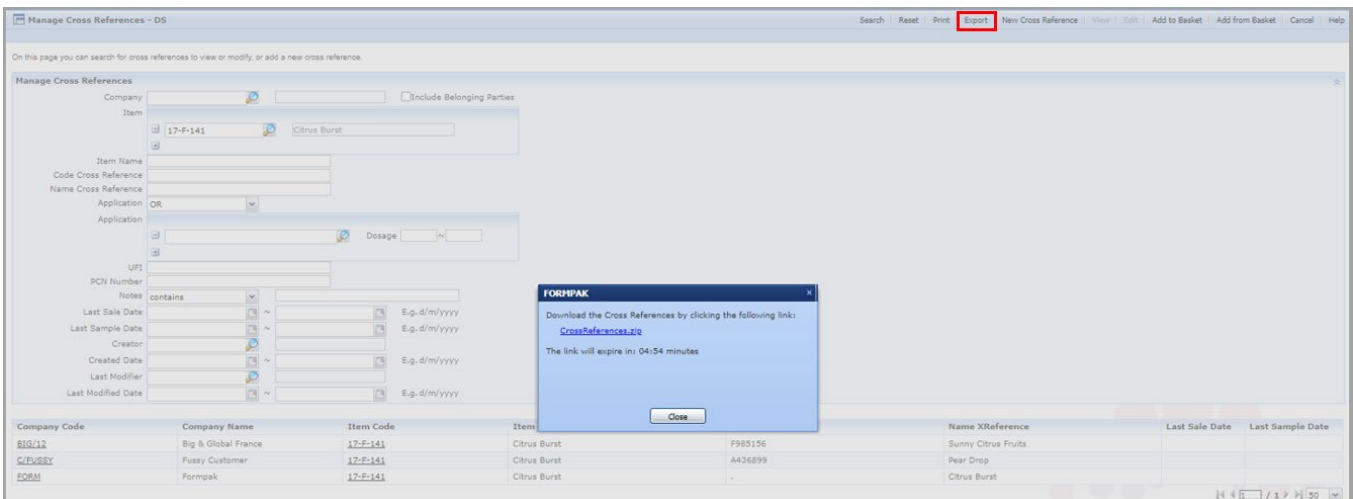
Company Code	Company Name	Item Code	Item Name	Code XReference	Name XReference	Last Sale Date	Last Sample Date
BIGU12	Big & Global France	17-F-141	Citrus Burst	F985156	Sunny Citrus Fruits		
C-EUSEY	Fussy Customer	17-F-141	Citrus Burst	A436899	Pear Drop		
FORM	Formpak	17-F-141	Citrus Burst	-	Citrus Burst		

Select Reset and this will remove the search criteria and the search results.

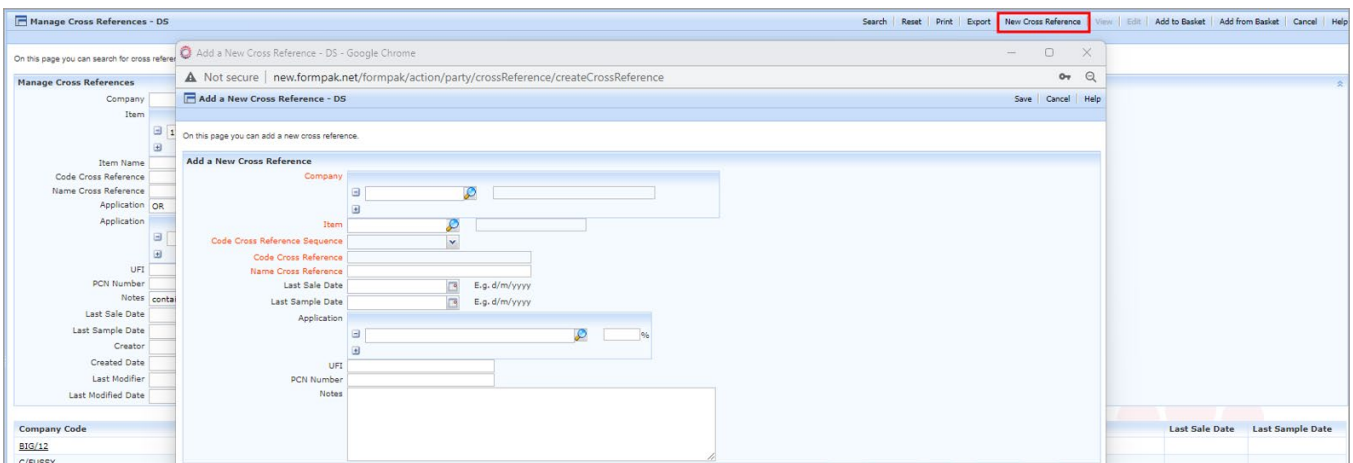
Select Print and this will enable the user to print the search results in the required format for example Excel or PDF.



Select Export and this will create a zip file and enable the user to export the Cross References to an external system.

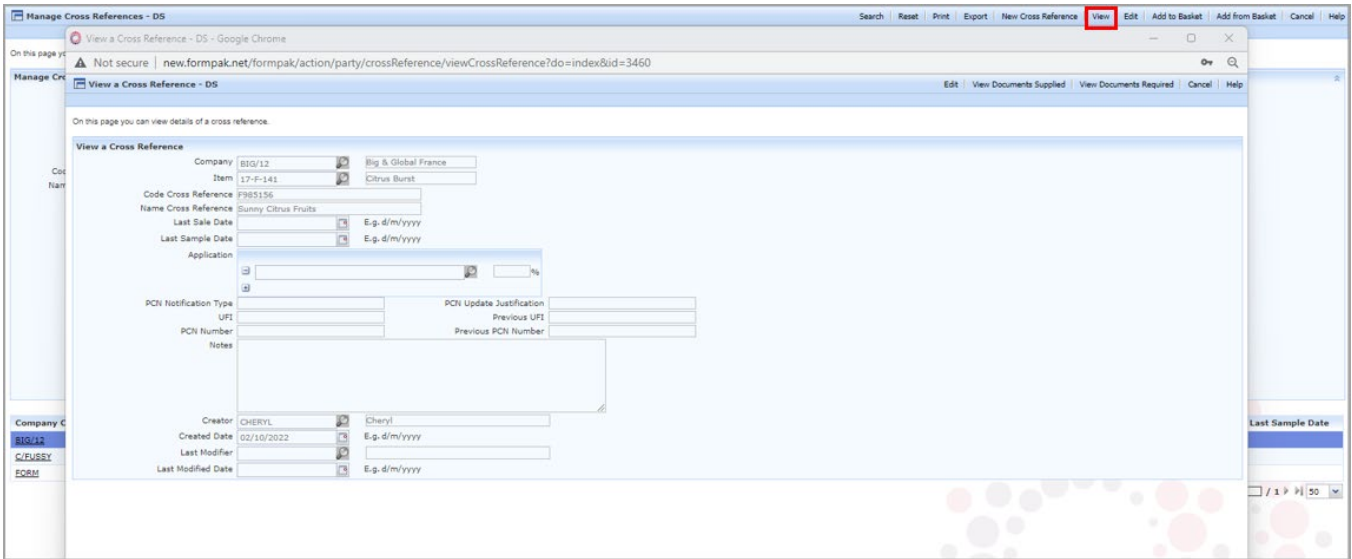


Select New Cross Reference, this will open a new window to Add a New Cross Reference or you can go directly to Add a New Cross Reference.

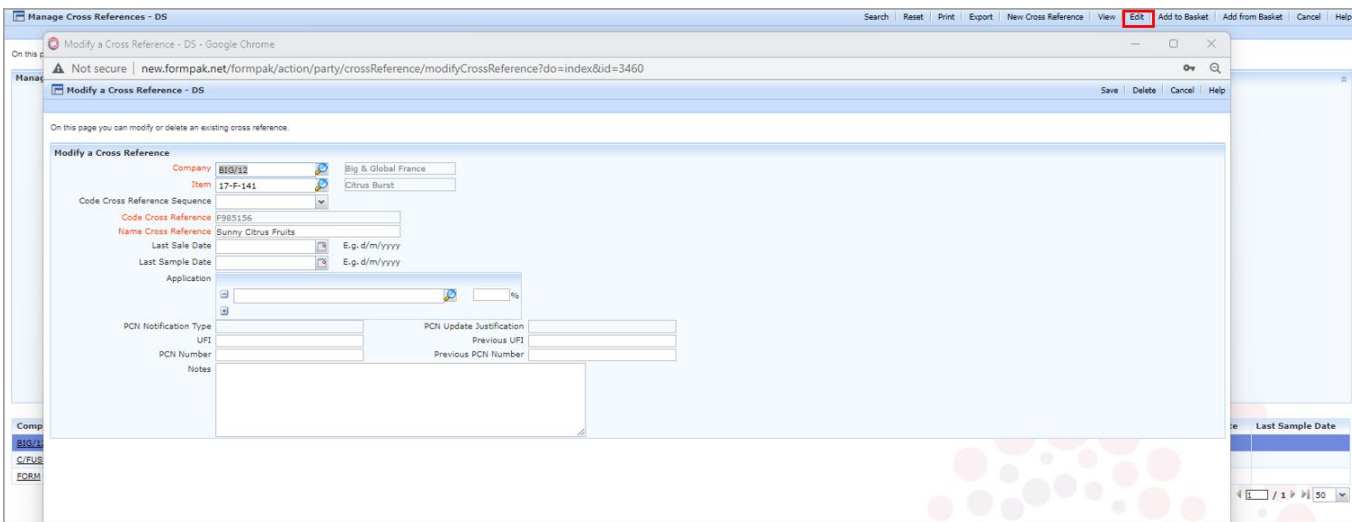


3. Choose either Auto or Manual code sequence in Code Cross Reference Sequence - if Manual is selected then enter Code Cross Reference.
4. In the Name Cross Reference enter the name for the cross reference.
5. If applicable enter the Last Sale and Sample Dates.
6. If applicable the Application and concentration amount.
7. If applicable the UFI (Unique Formula Identifier) and the PCN (Poison Centre Notification).
8. Input any notes if applicable.
9. Click Save.

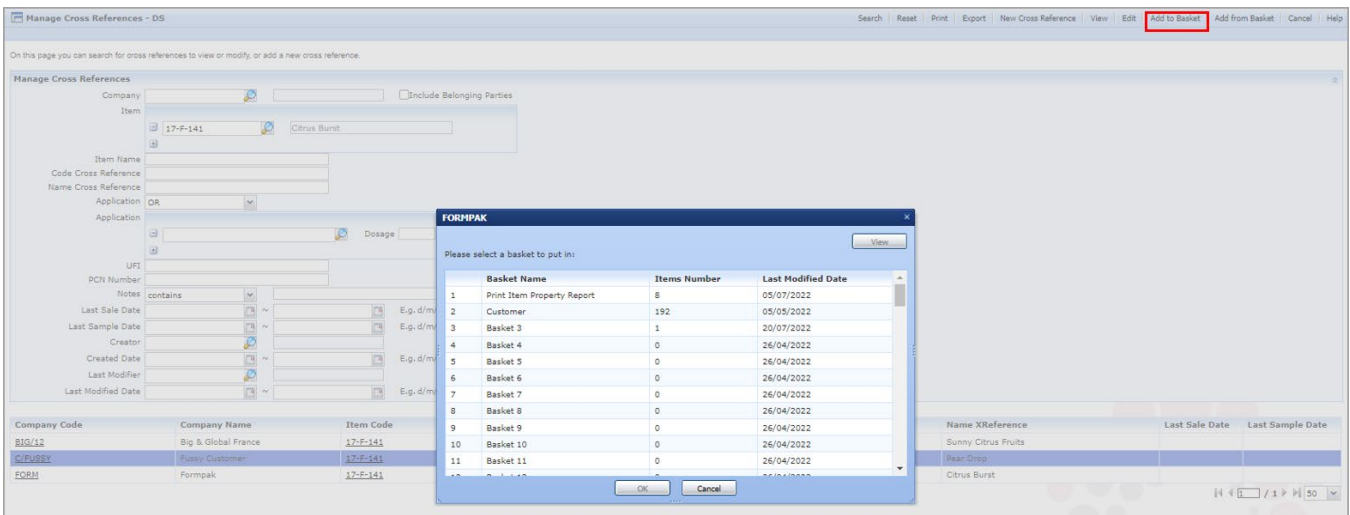
Select a Cross Reference from search criteria or input the code and click View, a new window to View Cross Reference opens which gives the user access to edit window Modify a Cross Reference. The user also has the option in View to View Documents Supplied. The user can view previous documents supplied and resupply and also View Documents Required, and Manage Documents Required.



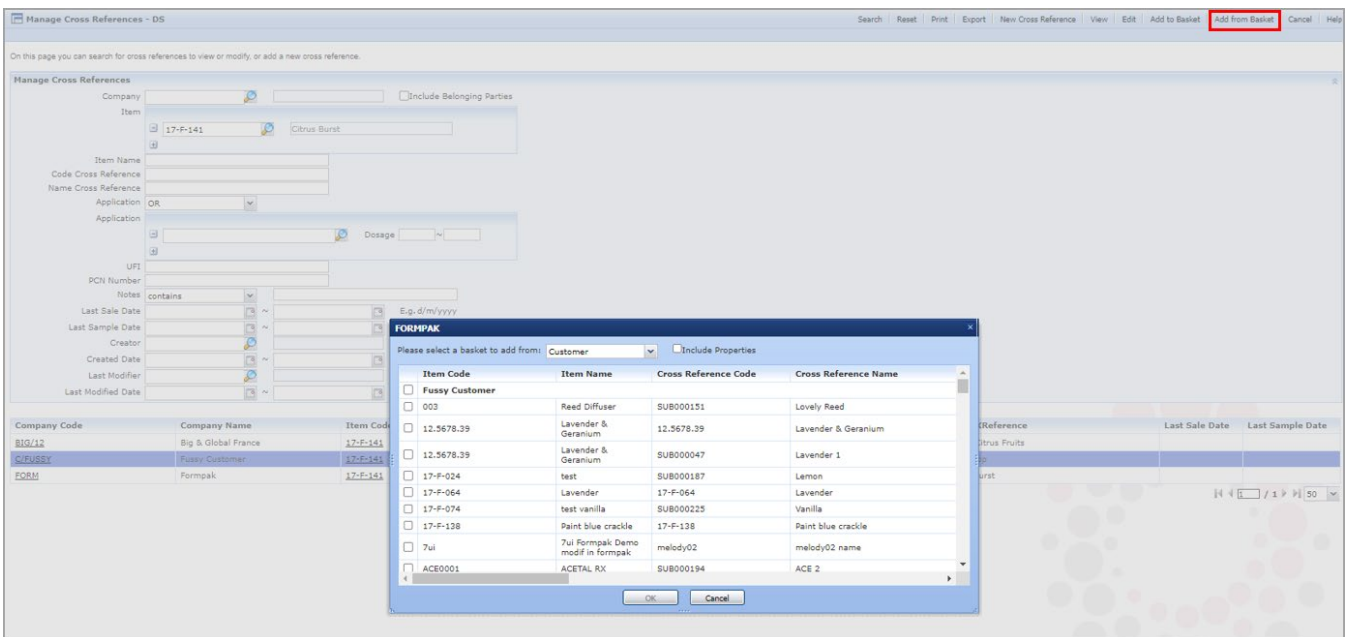
Select Edit, a new window will open, Modify a Cross Reference. The user has the option to save any changes or delete a Cross Reference.



Select Add to Basket and this will enable the user to add selected Cross References to a Basket to use within other areas of Formpak. For example, Find Matching Items.



Select Add from Basket and the user can add selected Cross References in to Manage Cross References.



Select Cancel and this will return the user to the Formpak Homepage.

Cross References can be added from several areas of Formpak including Print Documents or the user can import cross references from an external system.

Cross references can be searched for directly or via Add from Basket. A cross reference code can now be entered, in addition to Item Code and Name in Print Item Property Report.

Mini Tip

Changing the Item Name does not modify the Item Name on a document if a Cross Reference has been automatically generated or previously created. When retrospectively changing the Item Name, it will make no difference to the Cross Reference Name. The solution is to Manage Cross References, select and Edit, change the Cross Reference Name, Save and then the new name will appear in the document.

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>