



Apply Default TO to a User to Simplify Printing and Compliance

TO is the abbreviation for Target Organization, which means your company, the different sites of your company and/or the businesses your company represents.

For those of you who use Formpak in a multi-site environment the ability to apply a default TO is particularly useful because applying a default TO for your users makes it easier for them to

- Print documents which contain their own site contact details on documents and labels; they no longer need to select their TO first
- Perform compliance / suitability checks; this will default to checking compliance specific to the users own site.

You can apply a default TO to your users from system version #36699.

Users can still select other TO's, if they have permission to do so.

To apply a default TO to a User, go to 'Modify a user' and allocate a TO

The screenshot shows a web application window titled 'Modify a User'. Below the title bar, there is a light blue header area with the text 'On this page, you can modify an existing User.' Below this is a form area with a light blue background. The form contains several fields: 'User ID' with the value 'ALICE', 'Name' with the value 'Alice EVALUATOR', and 'Title' which is empty. There are two checkboxes: 'Enabled' which is checked, and 'Shared User License' which is unchecked. A dropdown menu for 'TO' is highlighted in green and shows the selected value 'Blue Formpak'. At the bottom of the form is a large text area for 'Comment' which is currently empty.

The effect of this can be seen in the screenshot below, where Alice has the default TO of Blue Formpak (BLUEFORM)

Welcome, Alice EVALUATOR | He

Items ▾ | Classification ▾ | Properties ▾ | Suitability ▾ | Certifications ▾ | Documents & Reports ▾ | Parties ▾ | Administration ▾

Print a Document for an Item Print | Select Printer | Email PDF | Print to PDF | Preview | Print

On this page you can print an individual document.

Print a Document for an Item

Item

Document Type

Document Created

Document Version

Document Version Date E.g. d/m/yyyy

Company

Application Dosage %

For Dilution

Base Item

Cross Reference

Item Supply Type Sale / Normal Sample

Record Supply Yes No

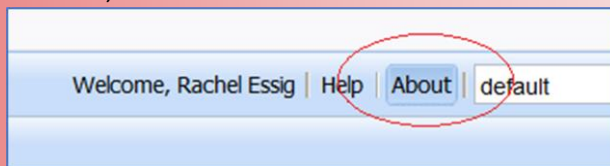
TO BLUEFORM

Language

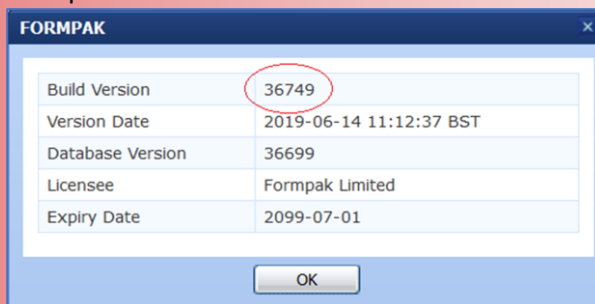
Copies

Mini Tip

To check what System Version of Formpak you have installed, click 'About'.



The results will open in a new window. The Build Version number is the current System Version of your Formpak software.



To see previous pdfs of 'Tip of the Month', please see [here](#).

Support Centre: This can be accessed on the home screen of Formpak software or via the following link: https://formpak-software.com/Support_Centre/Pages/Support_Centre.html

Our Support Team are available Monday – Friday 8:30 to 17:30 (GMT)

Email: support@formpak-software.com

Telephone: +44 (0) 1235 250 020

Formpak Software Help Centre: Press the 'Help' button to access

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