

## **Checking Suitability in the CDT**

Suitability Constraints are rules or compliance checks which can be targeted at parties including regions, customers, suppliers, even your own business, for example to reflect policies about ingredient use. Please click this <u>link</u> for more information about Suitability.

A new feature 'Checking Suitability upon Save & Check In in the CDT' (Composition Design Tool) is available from version 38326. It enables you to enforce check suitability when a user performs Save & Check In for a Raw Material or Formulation. The details associated with the item, for example the customer, application and dosage, are also used within the check. If the suitability check is successful, save and check in proceeds without any message. If the suitability check fails, a message is shown and the behaviour relates to the permissions.

There are new permissions to enforce a suitability check when a user performs 'Save & Check In'. The permissions are controlled by item class in Permissions on Formulations and Permissions on Raw Materials. You can configure if a user / role has enforced suitability checks, and if they are allowed to proceed to check in, after a failed result. The new permissions on raw materials and formulations are:

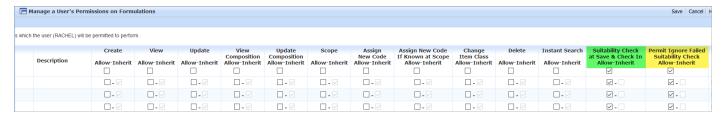
- Check Suitability at Save & Check In
- Permit Ignore Failed Suitability Check

Unlike other permissions, the Administrator does not automatically inherit these permissions.

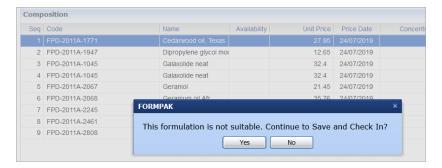
Please Note: when user permissions are updated the user needs to log out for the permission change to take effect.

In this example User Rachel is manually assigned permissions to enforce Save & Check In on Formulations by item class. The same process can be applied in Manage a User's Permissions on Raw Materials.

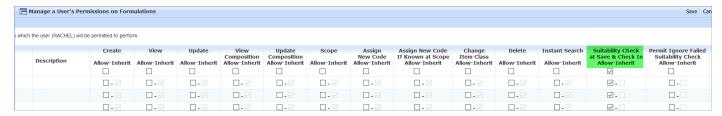
The permissions given to Rachel are to Check Suitability at Save & Check In, and Permit Ignore Failed Suitability Check.



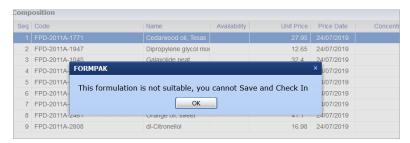
When this User adds a new or modifies a formulation and clicks Save & Check In, these permissions enforce the suitability check, but also allow the user to proceed if there is a failed suitability check. In this case, the following message is displayed: 'The formulation is not suitable, Continue to Save and Check In?'



If the user's permissions are amended to Check Suitability at Save & Check In only:

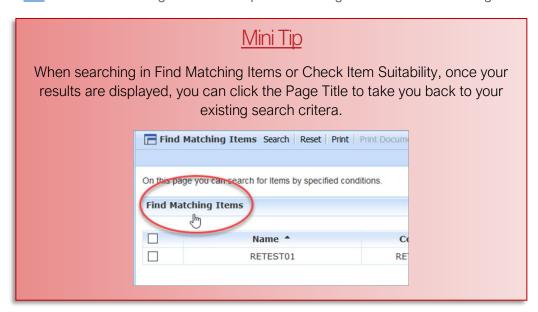


When the user adds a new or modifies a formulation and clicks Save & Check In, it reports that the formulation is not suitable, and it will not allow the formulation to be saved.



When OK is clicked, the user is returned to the formulation, and the user can use 'Interim Save' which will appear in the User's Work in Progress.

Please click this link to see our Training Plan on Compliance Management & Understanding Suitability.



To see previous 'Tip of the Month' articles, please see <a href="here">here</a>.

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 <a href="https://www.youtube.com/user/FormpakSoftware/videos">https://www.youtube.com/user/FormpakSoftware/videos</a>