

## ADDING & MANAGING FORMULATIONS

Welcome to the Adding and Managing Formulations Training Plan. We have recommended some training and support content below to help build knowledge in this area of Formpak.

### KEY CONTENT

#### Formulation Development

This presentation explains the tools used for formulation development in Formpak. It also contains video tutorials for adding a new formulation, manipulating and comparing formulations.



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#### Projects & Formulation Development

This video demonstrates the process and benefits of adding a formulation directly from a development task.



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#### View Previous Versions of Compositions

This support article shows how to use the 'View Previous Versions of Compositions' tool in Formpak. This tool can be used to view and compare historic versions of a composition.



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THE ARTICLE](#)

#### Using 'Global Item Composition Modification'

This video demonstrates how to use the 'Global Item Composition Modification' tool in Formpak to quickly find and replace an item across all or specified compositions.



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### SUPPORTING CONTENT

#### Adding a Formulation

This quick start guide is a step-by-step guide for the process of adding a new formulation in Formpak. It also contains frequently asked questions and tips on this area.



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#### Composition Design Tool Overview

This support article provides an overview of the Composition Design Tool (CDT). The CDT is where components are added to formulations and raw materials



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#### Instant Search in CDT

This support article explains how to use the instant search feature of Formpak when in the CDT.



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#### User Permissions - (Slides 19-23)

This presentation explains the different user permissions available. The permissions relevant to this area can be found on the slides indicated above.



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**SUPPORTING CONTENT Continued...****Work in Progress**

This support article shows how to use the 'Work in Progress' tool in Formpak.

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THE ARTICLE](#)**Compare Formulations Side by Side**

This support article explains how to compare compositions side by side when in the CDT.

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THE ARTICLE](#)**Global Item Composition Modification**

This support article explains why you might use the 'Global Item Composition Modification' tool in Formpak to quickly find and replace an item across all or specified compositions.

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THE ARTICLE](#)**LINKS TO RELATED TRAINING PLANS****Searching & Find Products**

This training plan includes content on search tools such as 'Find Matching Items' and 'Search for Item'. It also explains other tools such as baskets and cross references.

[CLICK TO VIEW  
THE TRAINING PLAN](#)**Classifying Products & Library Management**

This training plan includes content on how to classify items and an overview of item types and item classes. It also explains other tools used to manage product libraries.

[CLICK TO VIEW  
THE TRAINING PLAN](#)**Understanding Properties**

This training plan includes an overview of using properties in Formpak as well as content on how to manage and report properties.

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THE TRAINING PLAN](#)**Generating and Managing Documents and Labels**

This training plan includes an overview of documents and labels and how to author, print and automatically revise them. It also looks at advanced document management tools in Formpak.

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