

CLASSIFYING PRODUCTS & LIBRARY MANAGEMENT

Welcome to the Classifying Products and Library Management Training Plan. We have recommended some training and support content below to help build knowledge in this area of Formpak.

KEY CONTENT

Introduction Manual - (Pages 34 - 35)

The Formpak Introduction Manual offers an overview of library management tools in Formpak, including the different options for classifying items.



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THE INTRODUCTION
MANUAL](#)

Character Class and Character Notes Overview

This support article explains the benefits for using Character Class and Character Note in Formpak to classify items in your product library.



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THE ARTICLE](#)

Market Class and Market Notes Overview

This support article explains the benefits for using Market Class and Market Note in Formpak to classify items in your product library.



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View Sample Details

This support article explains how to use the 'View Sample Details' tool in Formpak.



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Item Type & Item Class Overview

This support article explains the benefit of using item types and items classes to organise and manage the items in your product library.



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THE ARTICLE](#)

SUPPORTING CONTENT

Find Matching Items

This presentation takes an in depth look at the 'Find Matching Items' tool in Formpak. It also contains video tutorials to demonstrate how to use different combinations of search criteria and how to print your search results.



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PRESENTATION](#)

Adding a New Application

This support article is a step-by-step guide for the process of adding a new application into Formpak. It also highlights the benefits of this feature.



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Adding a New Character Class

This support article outlines the process for adding a new character class in Formpak and explains the benefits of this feature.



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SUPPORTING CONTENT Continued...**Adding a New Character Note**

This support article outlines the process for adding a new character note in Formpak and explains the benefits of this feature.

[CLICK TO VIEW
THE ARTICLE](#)**Adding a New Market Class**

This support article outlines the process for adding a new market class in Formpak and explains the benefits of this feature.

[CLICK TO VIEW
THE ARTICLE](#)**Adding a New Market Note**

This support article outlines the process for adding a new market note in Formpak and explains the benefits of this feature.

[CLICK TO VIEW
THE ARTICLE](#)**Adding a New Chemical Class**

This support article outlines the process for adding a new chemical class in Formpak and explains benefits of this feature.

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THE ARTICLE](#)**Search for Cross References**

This support article explains how you can use 'Manage Cross References' to search for items supplied to specified customers, supplied within a date range and other searches.

[CLICK TO VIEW
THE ARTICLE](#)**Suitability Check in Find Matching Items**

This support article demonstrates how to include a suitability check during a 'Find Matching Items' search.

[CLICK TO VIEW
THE ARTICLE](#)**Adding a New Item Type**

This support article outlines the process for adding a new item type in Formpak and explains the benefits of this feature.

[CLICK TO VIEW
THE ARTICLE](#)**Adding a New Item Class**

This support article outlines the process for adding a new item class in Formpak and explains the benefits of this feature.

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THE ARTICLE](#)**LINKS TO RELATED TRAINING PLANS****Adding & Managing Formulations**

This training plan includes formulation development, viewing previous versions of compositions and managing global changes compositions.

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THE TRAINING PLAN](#)



LINKS TO RELATED TRAINING PLANS Continued ...

Adding & Managing Raw Materials

This training plan includes an introduction for raw materials and content on raw materials compositions and relationships between raw materials and properties.



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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.



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Using Projects to Manage Work & Send Samples

This training plan includes content on the configuration and set up of projects, and a guide showing a standard project from start to finish.



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