

GENERATING & MANAGING DOCUMENTS & LABELS

Welcome to the Generating and Managing Documents and Labels 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 41 - 43)

The Formpak Introduction Manual offers an excellent introduction to documents and labels in Formpak. It contains summaries of the different tools available for managing and authoring documents.



[CLICK TO VIEW
THE INTRODUCTION
MANUAL](#)

Document Overview

This support article provides an overview of documents in Formpak. It explains the different document types and designs and summarises other document management tools.



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THE ARTICLE](#)

Print Document Overview

This support article provides an overview on the different tools and options for authoring documents in Formpak.



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Direct Printing within Formpak

This support article explains some of the options for printing directly from Formpak to a physical printer. It also includes general advice on this area.



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THE ARTICLE](#)

Document Management Advanced Feature

This video tutorial demonstrates some of the advanced document management tools and features in Formpak.



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Document Version Process

This presentation explains the document versions process and some of the options available in this area.



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PRESENTATION](#)

Complete Process for Adding TO Details to a Document

This video tutorial demonstrates the steps required to show alternate company details on a document.



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SUPPORTING CONTENT

Producing Safety Data Sheets & Labels

This quick start guide is an overview of the 'Print a Document for an Item' tool in Formpak. It also contains frequently asked questions and tips on this area.



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START GUIDE](#)

Print Document Errors

This video tutorial demonstrates some common errors preventing you from printing documents and explains how to resolve the issue.



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SUPPORTING CONTENT Continued...**Add a New Document Supply Condition**

This support article explains the options for adding a new document supply condition in Formpak.

[CLICK TO VIEW THE ARTICLE](#)**What Languages are Available for Document Translation**

This support article lists the different languages available for document translations.

[CLICK TO VIEW THE ARTICLE](#)**Document Content Overview**

This support article provides a summary of document content and explains the process to modify document content.

[CLICK TO VIEW THE ARTICLE](#)**How do I Automatically Update & Re-Supply Documents**

This support article explains how the Automatic Processing tool in Formpak can be set-up to automatically update and re-supply documents.

[CLICK TO VIEW THE ARTICLE](#)**Deleting Document Versions**

This support article gives an overview of deleting document versions and provides examples of when this is required.

[CLICK TO VIEW THE ARTICLE](#)**Party Overview**

This support article provides an overview of parties in Formpak, including the details that can be added to a party.

[CLICK TO VIEW THE ARTICLE](#)**TO Overview**

This support article explains about TOs (Target Organisations) and how they are used in Formpak.

[CLICK TO VIEW THE ARTICLE](#)**LINKS TO RELATED TRAINING PLANS****Understanding Properties**

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

[CLICK TO VIEW THE TRAINING PLAN](#)**Compliance Management and Understanding Suitability**

This training plan includes content on compliance management, suitability, item analysis and item analysis reports.

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