formpak

Training Plan

SEARCHING & FINDING PRODUCTS

Welcome to the Searching and Finding Products 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 27 - 31)
The Formpak Introduction Manual offers an overview of searching for items in Formpak, including summaries of the different search tools and reporting options.

CLICK TO VIEW THE INTRODUCTION MANUAL

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.

CLICK TO DOWNLOAD PRESENTATION

Search for an Item
This support article is a guide to using the 'Search for Item' tool in Formpak. It explains the searchable criteria on how print your search results.

CLICK TO VIEW THE ARTICLE

Introduction to Baskets
This video demonstrates how to use the 'Baskets' feature to easily move items between the different areas of Formpak.

CLICK TO VIEW VIDEO

CLICK TO DOWNLOAD VIDEO

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

Where Used Report
This support article shows how to use the 'Where Used Report' tool to find where specified items are used in the composition of other items.

CLICK TO VIEW THE ARTICLE

SUPPORTING CONTENT

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

CLICK TO VIEW THE ARTICLE

Find Matching Items
This support article shows how to use the 'Find Matching Items' tool in Formpak. It also contains frequently asked questions and tips on this area.

CLICK TO VIEW AND DOWNLOAD QUICK START GUIDE

SUPPORTING CONTENT Continued…

Find Matching Items Tips
This support article explains some of the tips to get the most out of the 'Find Matching Items' search tool in Formpak.

CLICK TO VIEW THE ARTICLE

Baskets Overview
This support article provides an overview of the Baskets feature in Formpak.

CLICK TO VIEW THE ARTICLE

LINKS TO RELATED TRAINING PLANS

Generating & Managing Documents & Labels
This training plan includes overviews of different documents and labels and how to print them. It also has content on how to manage and maintain documents supplied to customers.

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.

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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.

CLICK TO VIEW THE TRAINING PLAN

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