



Quick
Start
Guide



Adding a New Formulation



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Add a New Formulation

On this page, you can add a new Formulation.

Formulation | Development Job | Attachments

Name:

Item to Modify:

Item Type: All Item Types

Item Class:

Item Code Sequence:

Code:

Item Count:

Cost Price: ~ GBP

Require review:

Reviewer:

Duration: ~ E.g. m/d/yyyy

Application Scenario: Application Scenario No Application Scenario

Go to 'Add a New Formulation'
Enter the following information:

- Name
- Item Class
- Item Code Sequence
- Code (if manual)

Click 'Save' to continue to the CDT (Composition Design Tool)

Add a New Formulation Interim Save | View | Add | Insert | Delete | Undo | ReDo

TEST FORM 11214

Edit History

Edit History: Empty Composition

Properties

Mode: Edit Mode

Code: TF11214

Availability:

Total Price: 0 GBP

Components Count: 0

Total Concentration: 0

Adjust all components Adjust selected components

Composition

Seq	Code	Name	Availability	Unit Price	Price Date	Concentration	Extended Price	(?)	CAS Number	NAT
1				0		0				

Add the components to the formulation by entering a search term in the 'Code' box. You can search by Item Code, Item Name, CAS Number and many other identifiers.

Select Component > Add a Concentration > Press Enter to go to a new line.

Repeat until composition is complete.
Click 'Save & Check In'





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Frequently Asked Questions

Cannot find a formulation that has been previously entered?

This can be caused by using 'Interim Save' when saving the composition. Go to "Work In Progress". Select the user who added the formulation. Select the formulation and click 'Load WIP'. This will load the formulation into the CDT allowing you to modify it or 'Save & Check In'.

Need to change the information visible in the CDT?

You can add and remove columns in the CDT to change the information displayed. Click on arrow next to 'Other Menus', then choose 'Customise Screen' from the drop down list. Add or remove the desired information, then click 'Save'

By clicking 'Save Default' your preferences will be remembered and will automatically load when you next use the CDT.

Tips



- Formpak has a built in Help Centre. Click the 'Help' button to access.
- You can add a target cost price, customer and expected usage to the formulation in 'Add a New Formulation' Screen.
- To modify a composition after the formulation has been saved, use 'Modify a Formulation's Composition'.
- When entering a composition, there is a useful undo feature. The 'Edit History' allows you to see the changes made to the composition, select from the list to go back to that point.
- Remember to add a 'Flash Point' (FP) & 'Recommended Use' to your formulation if you want to produce a Safety Data Sheet or Label.
- Version numbers are given for Item compositions. When first saved, the version number is 1.000. If and when any changes are made to the composition, the version number is increased. It is possible to compare different versions of the same item in View Previous Versions of a Composition.

Further training on this topic is available in our [Adding & Managing Formulations Training Plan](#).