



Quick  
Start  
Guide



## Adding a New Property



# Adding a New Property

The screenshot shows the 'Add a New Property' form with the 'Key Attributes' tab selected. The form includes the following fields and options:

- Code**: Text input field.
- Abbreviation**: Text input field.
- Name**: Text input field.
- Description**: Large text area.
- Property Type**: Dropdown menu with expand/collapse icons.
- Property Group**: Dropdown menu with expand/collapse icons.
- Value Type**: Dropdown menu.
- Can Be Estimate**: Radio buttons for 'Yes' and 'No' (selected).

Go to 'Add a New Property'.

In the 'Key Attributes' tab enter the Code and Name for the new property.

Specify a 'Property Type' for the property.

Select which 'Property Group' the property should appear in.

New Property Group and Types can be added if required.

Choose a 'Value Type'. This can be specific value formats such as 'Yes/No' and 'Time & Date' or general options such as 'Text' and 'Number'. Once a 'Value Type' has been selected other options will become available to further modify the behaviour of the property.

The screenshot shows the 'Add a New Property' form with the 'Calculation' tab selected. The form includes the following fields and options:

- Is Calculated**: Radio buttons for 'No' (selected) and 'Yes'.
- Prevent Batch Calculation Update**: Radio buttons for 'No' (selected) and 'Yes'.
- Rule Type**: Radio buttons for 'Standard' (selected) and 'Custom'.
- Calculation Method**: Dropdown menu.
- Property Based On**: Text input field with a search icon.
- Calculation Source**: Radio buttons for 'Regulatory Composition' (selected), 'Physical Composition', and 'Other Property'.
- Family**: Dropdown menu.
- Severity**: Text input field.
- General Concentration Limit**: Text input field.
- Lower Limit**: Text input field.

**Rule Script**

In the 'Calculation' tab specify if the property is automatically calculated. If so, specify how and where the property will be calculated from.

Once all the details have been specified click 'Save'.



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## Frequently Asked Questions

### How do I set up a calculated property?

The 'Calculation' tab contains the settings used for calculated properties. Unlike setting up a manually entered property, automatically calculated properties can be complicated. You will need to specify how and where the property will be calculated from. We recommend you contact us for assistance.

### What is the difference between a Property, Property Types and Property Groups?

A '**Property**' is a value or attribute attached to an item. Flash Point, Colour and Specific Gravity are all properties.

You can get different '**Property Types**'. For example, Flash Point, Colour and Specific Gravity are all Physical Data.

'**Property Groups**' can be used to further manage your properties. A property group can contain more than one property type and can be used when searching for items.

## Tips



- Formpak has a built in Help Centre. Click the 'Help' button to access.
- You can modify an existing property using 'Modify a Property'.
- A property can belong to more than one Property Type and Group.
- Properties can be configured to expect a number, or text, or to show a pick list.
- You can specify the maximum length of the value.
- You can restrict the permission of a Property using Property Groups.
- For more information about how to use properties in documents please contact us.

Further training on this topic is available in our [Understanding Properties Training Plan](#).