



TIP OF  
THE  
MONTH



## Copy and Paste Function

### Using 'Copy & Paste' for Compositions in the CDT

The alternative to entering each Item manually into the CDT you can use the Copy & Paste function. You can copy and paste Compositions of Formulations or Raw Material from a spreadsheet into Formpak. If the components have the same CAS numbers, the system will find them and apply the Item in the CDT with the concentration. Additionally, you can use the Item Code and the concentration.

In the 'Add a New Formulation' or 'Add Composition to Raw Material' it will take you to the CDT of the Formulation or Raw Material.

The Excel spreadsheet contains a Composition which contains columns such as Code, Name, CAS, EC, Quantity, etc. The information needed to copy the data into the CDT includes the CAS and the Quantity columns. The data needs to be side by side as shown in the below example. You have two options:

1. Copy them together elsewhere in the spreadsheet.
2. Move the columns next to each other

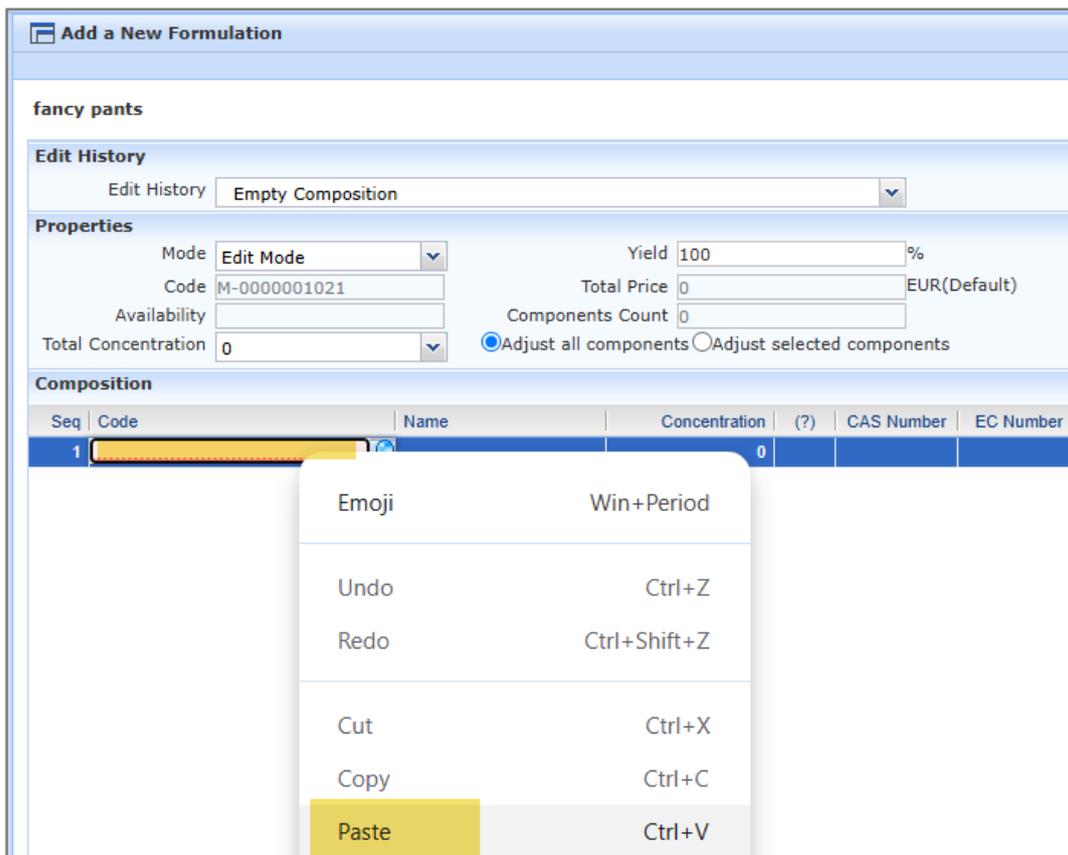
You can also use the Item Code and Quantity, the data needs to be side by side with the Item Code first then the Quantity.

Seq	Code	Name	Quantity	Properties Determined	CAS Number	EC Number	FEMA GRAS Number	FP
1	RM0070	cis-3-Hexenol	0.5000	Yes	928-96-1	213-192-8	2563	= 59 °C
2	RM0069	cis-3-Hexen-1-yl-acetate	0.5000	Yes	3681-71-8	222-960-1	3171	= 57 °C
3	RM0062	Eugenol	1.0000	Yes	97-53-0			= 124 °C
4	RM0074	Geranyl Acetate	5.0000	Yes	105-87-3	203-341-5	2509	= 110 °C
5	RM0075	Coumarin	2.0000	Yes	91-64-5	202-086-7		> 93 °C
6	RM0007	Citral	3.0000	Yes	5392-40-5			> 93 °C
7	RM0005	Dipropylene glycol monomethyl ether	8.0000	Yes	34590-94-8			= 75 °C
8	RM0050	Citronellol	14.0000	Yes	106-22-9			> 65 °C
9	RM0051	Geraniol	16.0000	Yes	106-24-1			= 108 °C
10	RM0067	Phenethyl Alcohol	50.0000	Yes	60-12-8			= 96 °C

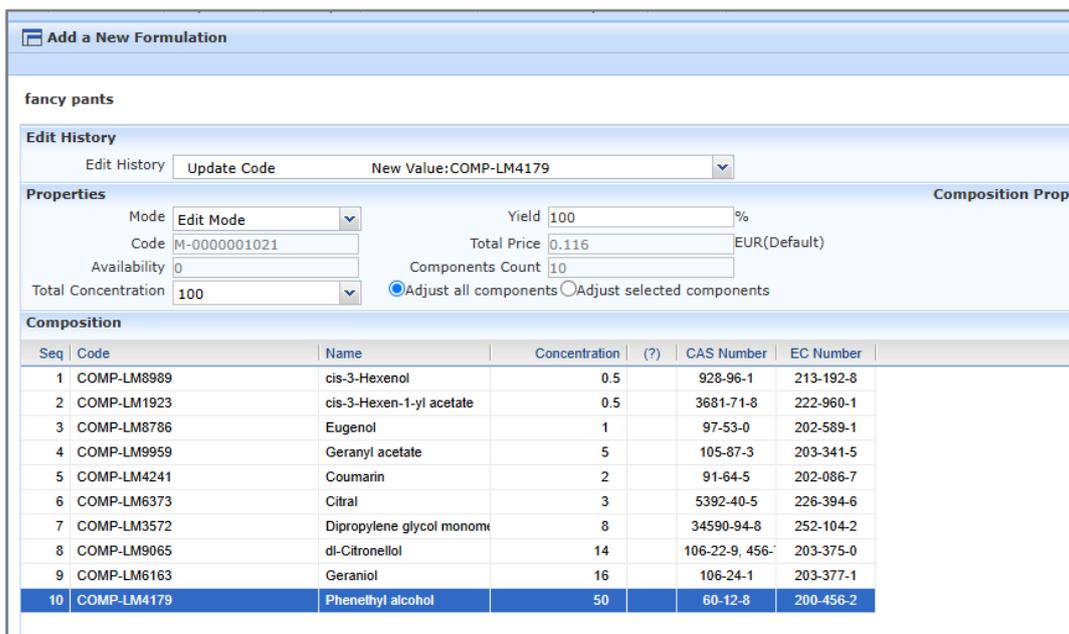
  

					928-96-1	0.5000
					3681-71-8	0.5000
					97-53-0	1.0000
					105-87-3	5.0000
					91-64-5	2.0000
					5392-40-5	3.0000
					34590-94-8	8.0000
					106-22-9	14.0000
					106-24-1	16.0000
					60-12-8	50.0000

Select the cells and select 'Copy'. Move the selected Cells to your new Formulation or Raw Material Composition in Formpak. Right click with your mouse and select 'paste' into the Item Code box:



Click away from the paste area for the screen to load each Item. The system will find the correct CAS or Code for the Item and apply the Concentration and other details for the relevant columns on the screen.



Once all Components have been added select 'Save' and 'Check In'.

## Mini Tip

### Undo Pending Changes

#### 'Undo Pending Changes'

If you have an Item that is showing as "Checked Out" on the composition tab, then this area can be used to return Items back their previous version. The 'Checked Out' version of the Item is removed and the last 'Checked In' version is reinstated.

#### 'Undo Pending Changes to Composition of a Raw Material'

Select a User to generate a list of Raw Materials that are in the process of having a Composition added or edited. To change the status, select the Raw Material from the list and select 'Undo Pending Changes' and confirm.

This returns the Raw Material to the previous state (prior to selecting Add or Modify Raw Material Composition).

#### 'Undo Pending Changes to Composition of Formulation'

Select a User to generate a list of Formulations in a 'Checked Out' state. To change the status, select the Formulation from the list and select 'Undo Pending Changes'.

This returns the Formulation to the previous Checked In state.

This function is sometimes used if a Formulation modifier is not available, and the formulation is required in a Normal state.