# Changing the Item Class and Code of an Item

## Class and Code of an Item

Item Classes are used for organisation and can be used to set up behaviour such as restricting User access to specified Item classes in Permissions on Formulations and Permissions on Raw Materials.

This can be useful if you have multiple divisions and want divisional control of products, or to allow only the regulatory department to make changes to Properties of regulatory use Raw Materials. You can also hide Items from view using Item Classes, for example you could add an Item class for 'Obsolete Ingredients' and assign this Item Class to obsolete Raw Materials and prevent product developers from using them in active Formulations.
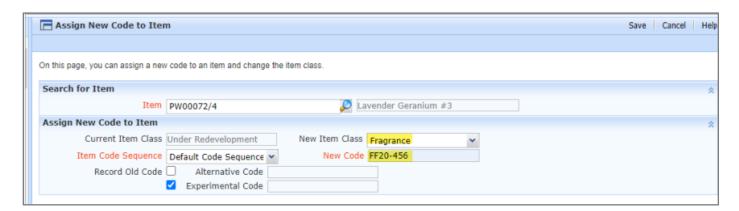
Item Code Sequences can be set up to automatically assign Codes to Items, such as Formulations and Raw materials. Each Class of Item can have an individual style of Item Code assigned. Code sequences can also be assigned based on the user ID.

Item Class and Item Code can be changed for an Item in one step from the Assign New Code to Item screen.

In this example we want to change our Development Formulation into a Fragrance Formulation and for consistency we also want to change the Code to a Fragrance Formulation code.

Navigate to Assign New Code to Item and enter the Item you would like to change.

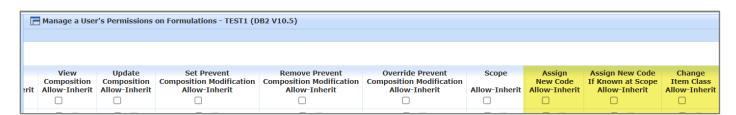Select the New Item Class and New Code:

Select or deselect the option to 'Record Old Code'.

For example, with Formulations you may like to store the developers Code reference in the Experimental Code.

If you want to use the Code again for a new Item, DO NOT tick the 'Record Old Code' option.

Click Save to make the changes.

The User will need the appropriate Operation Permission, Assign new code to item.' Additionally, there are separate Permissions for Formulations and Raw Materials to specify which Item Classes can have their Code and or Item Class changed:

Manage a User's Permissions on Formulations - TEST1 (DB2 V10.5)

| erit | View Composition Allow-Inherit | Update Composition Allow-Inherit | Set Prevent Composition Modification Allow-Inherit | Remove Prevent Composition Modification Allow-Inherit | Override Prevent Composition Modification Allow-Inherit | Scope Allow-Inherit | Assign New Code Allow-Inherit | Assign New Code If Known at Scope Allow-Inherit | Change Item Class Allow-Inherit |
|---|---|---|---|---|---|---|---|---|---|
| | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

## Prevent Item Code on Documents

The Code of the Item appears on Documents and Labels, however this function can be turned off in Manage Application Settings

1. Go to Manage Application Settings

2. Select 'Category 'Documents' from the drop-down list

Manage Application Settings - TEST1 (DB2 V10.5)

On this page you can modify the application settings.

Category  Documents ▼

| Setting | Description | Value |
|---|---|---|
| Include Code in Documents | | ○Yes ●No |

3. Select 'No' option for Include Code in Documents

4. Click Save