



TIP OF  
THE  
MONTH



## Character Class and Character Notes

### Library Tools

Character Class and Character Notes can be used to describe characteristics of an Item. These can be used to describe odour, taste, feel, benefit and more. Often these characteristics are judgement based. The classifications are assigned to Items to help users find products which meet the criteria requested by customers and are commonly used when there is a large library of products.

Each company defines their own Character Class and Character Notes using Add a New or Modify a Character Class / Note.

As well as being useful information to know about products, Character Class and / or notes are searchable attributes of products. Using Find Matching Items, it is possible to find products which have these and other attributes, and to report them. In addition, when adding or viewing the composition of raw materials and formulations you can customise the screen to show character class and/or character notes for each ingredient in the composition.

Character Class is used as the most defining characteristic. Only one Character Class can be assigned to an item.

A screenshot of a web application form titled "Add a New Character Class - TEST1-DB2-DEV". The form has a light blue header bar with the title and a "Save" button on the right. Below the header, there is a sub-header "Add a New Character Class". The form contains three input fields: "Code" with the value "CITRUS", "Name" with the value "Citrus", and "Description" which is an empty text area. A small "Save" button is located at the bottom right of the form.

Navigate to Add a New Character Class

Enter a Code for the Character Class e.g. "CITRUS"

Enter a Name for the Character Class e.g. "Citrus"

Add a description if required

Click Save

Character Notes allow for more detail as multiple Character Notes can be assigned to an item. Character Class and Notes can be used independently of each other.

Add a New Character Note - TEST1-DB2-DEV Save

On this page you can add a new Character Note.

**Add a New Character Note**

Code LEMON

Name Lemon

Description

Navigate to Add a New Character Note

Enter a Code for the Character Note e.g. "LEMON"

Enter a Name for the Character Note e.g. "Lemon"

Add a description if required

Click Save

Once Character Class and Character Notes have been added to your Items use Find Matching Items to search and report on Items.

**Library Details**

Library ☐ Core Library ☐ General ☐ Exclusive ☐ Support ☐ Suspense

Exclusive Party OR

Intended Parties OR

Intended Applications OR

Character Class

Character Notes OR

Lemon (LEMON)

Lime (LIME)

Fruity mixture (FRUITY)

You can use individual or a combination of attributes to find and report Items with many configurable options.

Select Search and the system generates a list of Items that match the specified search criteria.

Find Matching Items - TEST1-DB2-DEV					
Search   Reset   Display Format   Print   Print Documents & Labels   Export   View Details   Check Suitability   Prioritise Calculation   Add to Basket   Add from Basket   Search for Item   Cancel					
On this page you can search for Items by specified conditions.					
Find Matching Items					
<input type="checkbox"/>	Name	Code	Unit Price(EUR)	Availability	Suitable
<input type="checkbox"/>	Citrus Burst	17-F-141	2.3242	1	N/A
<input type="checkbox"/>	Citrus Mix	CITRUSNEWCODE	0		N/A
<input type="checkbox"/>	Demo Lemon Oil	VK-LEMON-2015	3.529		N/A
<input type="checkbox"/>	LEMON CANDLE	DEMOFORM051217	1.02		N/A
<input type="checkbox"/>	LEMON OIL	EOLEM002	15.4	1	N/A
<input type="checkbox"/>	LEMON OIL ITALIAN	EOLEM001	31.2		N/A
<input type="checkbox"/>	LEMON OIL TERPENELESS	EOLEM003	390	1	N/A
<input type="checkbox"/>	Lemon	F000007	0		N/A
<input type="checkbox"/>	Lemon & Ginger	F000008	6.9998		N/A
<input type="checkbox"/>	Lemon & Nutmeg	TEST 99	4.4017	1	N/A
<input type="checkbox"/>	Lemon oil Sicilian	RM0065	100		N/A
<input type="checkbox"/>	Lemon oil, distilled	FPD-2015A-2212	22		N/A

Select Print and a Customise box will appear, you can choose which information should appear in the printed format, e.g. show price, and flashpoint. You can also choose the printed format. The default is PDF and also the options of Excel, HTML, CSV.

## Mini Tip

## Find Matching Items

The Items found based on the search criteria are listed in alphabetical order. You can re-order the Items based on the other information such as Code or Unit Price by clicking the column headers.

You can use the Reset button at the top of the screen to remove the current search criteria.

Find Matching Items - TEST1-DB2-DEV					
Search   <b>Reset</b>   Display Format   Print   Print Documents & Labels   Export   View Details   Check Suitability   Prioritise Calculation   Add to Basket   Add from Basket   Search for Item   Cancel					
On this page you can search for Items by specified conditions.					
Find Matching Items					
<input type="checkbox"/>	Name	Code	Unit Price(EUR)	Availability	Suitable
<input type="checkbox"/>	Lemon oil, terpenes	FPD-2015A-2215	12		N/A
<input type="checkbox"/>	Lemon oil, terpeneless	FPD-2015A-2214	150		N/A
<input type="checkbox"/>	Lemon oil, furocoumarin free	FPD-2015A-2213	35.1		N/A
<input type="checkbox"/>	Lemon oil, distilled	FPD-2015A-2212	22		N/A
<input type="checkbox"/>	Lemon & Nutmeg	TEST 99	4.4017	1	N/A
<input type="checkbox"/>	Lemon & Ginger	F000008	6.9998		N/A
<input type="checkbox"/>	Lemon	F000007	0		N/A

There are also links to Print Documents, and Labels, Check Suitability, Add to a Basket, and Search for an Item