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.

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.

On this page you can add a new Character Note.

Add a New Character Note

Code LEMON

Name Lemon

Description
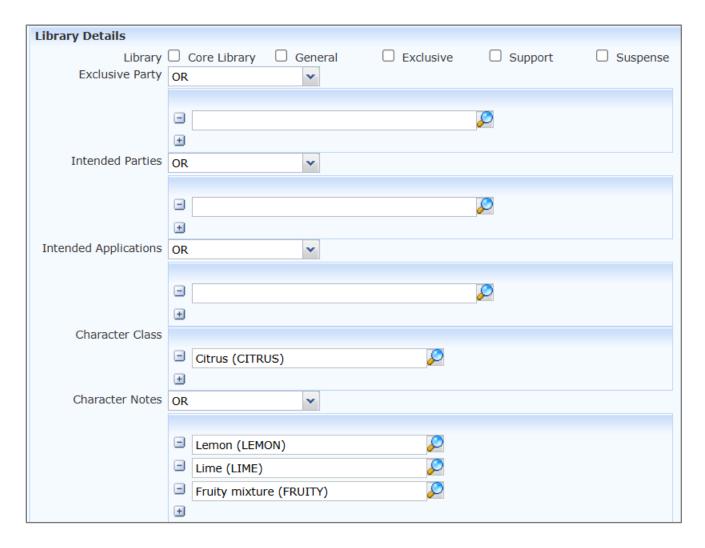
Navigate to Add a New Character Note

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

Enter a Name for the Character Note e.g. "Lemon"
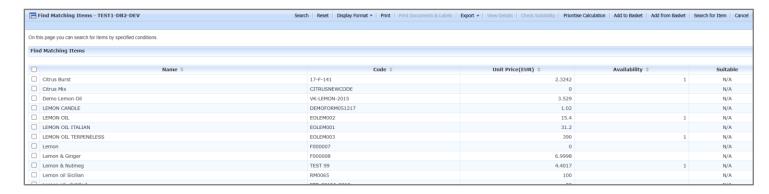
Add a description if required

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

     Citrus (CITRUS)

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.

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. T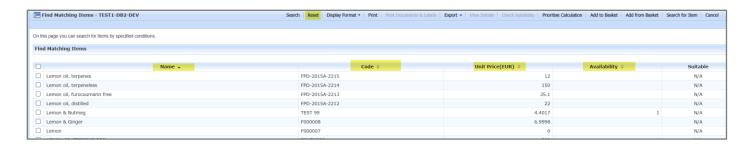he default is PDF and also the options of Excel, HTML, CSV.