

Templates

Feature in Xspec® Versions 3.1 and 4.0

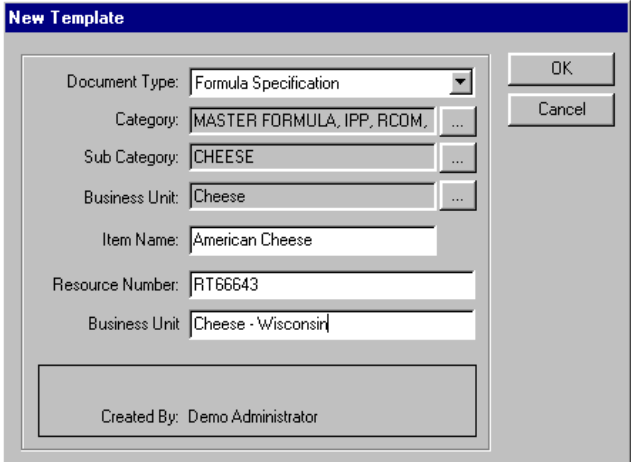
Many software programs enable you to design templates. You may use templates every time you send an interoffice memo or when you enter a vacation request. When you use one of these templates, information such as the date, your department, and your name may already exist. An Xspec template is very similar. Some information will already exist when you create a specification using a template, and the rest of the information you need to enter.

You create templates for all company default information. For example, if your company needs to enter an FDA Regulation code for numerous spices you use, you would enter the code in a template rather than every spice specification. As a result, you would enter the code only once. When you create a specification, you have the option to link this template information for the spice specifications that require the regulation. For the spice specifications that do not require the regulation, you do not link the template. Templates are linked to specification types. For example, ingredient templates are available only for ingredient specifications.

How it Works!!!

The New Template screen (figure 1) enables you to create a new template to be used with new specifications. You choose the document type, category, sub-category, and business unit for the template. Enter the name of the template and click on the *OK* button. The system displays the template document, which looks exactly like the specification document for that document type. Enter the data you want in the template and save the document.

For certain template sections, you may want to protect the data. When you protect data in a template, another user will not be able to change the information while in a specification. To protect data, choose *Protect Data* from your right mouse button.



The screenshot shows a 'New Template' dialog box with the following fields and values:

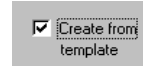
- Document Type: Formula Specification
- Category: MASTER FORMULA, IPP, RCOM
- Sub Category: CHEESE
- Business Unit: Cheese
- Item Name: American Cheese
- Resource Number: RT66643
- Business Unit: Cheese - Wisconsin

Buttons: OK, Cancel

Created By: Demo Administrator

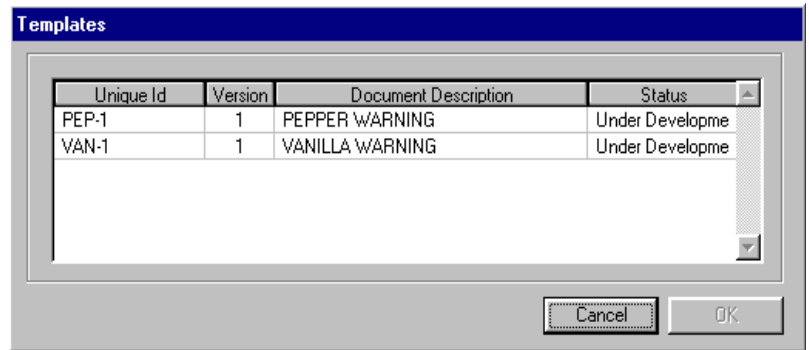
Figure 1

To use the template, you actually create your



specification. On the New Specification screen, there is an option button field called *Create from template*. Click on this option until a check mark appears in the field. Enter the rest of the information for your specification and click on the *OK* button.

If there is more than one template available for that document type, the system displays the Templates screen (figure 3). Click on the template you want to use, then click on the *OK* button. The system displays your specification. All the information that was entered in the template also appears in the specification.



How Do I Get More Information?

If you would like more information on Xspec version 3.1 or 4.0, please contact your IMAS sales representative at 800-977-3248.



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