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GETTING SUPPORT

Technical support is free to all subscribers for problems and questions you may have for the following type of issues:

- Bugs
- Browser-related issues
- Security
- Advice on migration of your data
- Upgrading, billing and payment

**Free online training is included your subscription.** Please check your plan for the number of included 60-minute training sessions. We recommend that you schedule your training as early as possible after subscribing so that we can assist you in getting started and optimizing cosmetri Product Manager to your requirements.

If you require additional training and support in using cosmetri Product Manager, please click below to purchase support hours prior to scheduling your appointment.

[https://www.cosmetri.com/training-and-custom-support/](https://www.cosmetri.com/training-and-custom-support/)

You can use the following link to schedule a call at a time convenient to you. If you choose a web conferencing option (FreeConferenceCall or Skype), we can share screens and walk you through the software in a live demonstration, customized to your requirements. Use the link below to schedule a call:

[https://www.cosmetri.com/schedule.htm](https://www.cosmetri.com/schedule.htm)

Alternatively, drop us an email any time at support@cosmetri.com and let us know how we can support you.

SERVICE STATUS UPDATES

To view any current service status updates, including notifications for new releases and scheduled server maintenance, please subscribe to our Twitter feed [@cosmetri](https://twitter.com/cosmetri)

[https://twitter.com/cosmetri](https://twitter.com/cosmetri)
MINIMUM SYSTEM REQUIREMENTS

There's no need to download or install any software on your computer to use cosmetri Product Manager. You'll just navigate to the cosmetri login page in your preferred web browser and log in to your account.

Supported browsers are:

Chrome
Download: https://www.google.com/chrome/

Microsoft Edge
Download: https://www.microsoft.com/en-us/windows/microsoft-edge

Mozilla Firefox

Safari (Mac only)
Download: https://developer.apple.com/safari/download/

Product Manager is designed for operation using most PCs and tablet devices running on a Mac, Windows or Linux operating system. Product Manager is not optimized for use on smartphones.

Product Manager does not have a minimum internet requirement, for an optimal performance we do recommend the use of ADSL or broadband and 3G internet speeds or greater for mobile connection. Keep in mind, the performance of Product Manager may vary depending on the amount of information you've asked your browser to download. For example, generating a detailed report such as a PIF would take longer to load than viewing a page or tab in the software.

Since you'll be working in a web browser, there are a few browser-related settings you'll need to know about.

Enable cookies
Make sure cookies are enabled in your browser so all parts of our application work as expected.

Enable pop-ups and JavaScript
Pop-ups and JavaScript should be enabled in your browser, so you can view errors, alerts, and preview screens.

Set your screen resolution
The minimum screen resolution should be set to 1024px x 768px. If you're using a netbook, try setting the resolution to 1200px x 800px if things appear out of place.

Check your web browser add-ons
In some cases, browser add-ons, extensions, ad blockers, or plugins can interfere with the functionality of our application. You may want to disable these extras or try a browser without them.

For details of current system requirements see the following:

https://www.cosmetri.com/system-requirements/
RAW MATERIALS

INTRODUCTION

Please first read the Getting Started Guide before you proceed with the steps explained in this document. This guide includes the following basic principles for managing your raw materials, including:

1. Understanding the difference between ‘ingredients’ and ‘raw materials’ levels in cosmetri
2. Auto-creation of raw materials when adding ingredients directly to your formula;

You can download the guide using the link below:

CREATING RAW MATERIALS

There are three ways to create a raw material in cosmetri:

1. ADD AS NEW RAW MATERIAL
2. Select Raw Materials/Add New in the main menu. Usually you would use this method for creating multi-ingredient raw materials. For details see the Getting Started guide, under ‘Creating multi-ingredient raw materials’.
3. CONVERT INGREDIENT
4. From any of the ingredients lists, just click on the following icon in the ‘Actions’ column to save the ingredient as a raw material:

   ![Convert to raw material icon]

5. ADD INGREDIENT DIRECTLY TO FORMULA COMPOSITION
6. When building your formula, adding any ingredient directly to your formula will convert this automatically to a raw material. If a raw material with the same composition already exists, you will be prompted to use this, thus avoiding duplicates. For details see the Getting Started guide, under ‘Enter formula composition.'
**MULTI-INGREDIENT RAW MATERIALS**

To create a **multi-ingredient raw material** - go to 'Raw Materials / New'. In the 'Information' tab enter a 'Trade Name'. Click on 'Save' and then click on the 'Composition' tab.

Note – you will usually find the raw material composition in Section 3 of the SDS (or MSDS) document received from your Supplier. If this information is not included, please contact the Supplier.

See Step 4 for how to add an ingredient via CAS or ingredient name. Selecting an ingredient in the raw material's composition is almost identical.

You can also click on one of the following four buttons if you wish to browse or search for one of the ingredients from these lists.

Ingredients added directly to your raw material from one of these separate lists will automatically assume the following associated function, which cannot be changed. You may however assign further functions.

<table>
<thead>
<tr>
<th>Ingredient</th>
<th>Associated Function</th>
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</thead>
<tbody>
<tr>
<td>Perfume Allergens</td>
<td>PERFUMING</td>
</tr>
<tr>
<td>Preservatives</td>
<td>PRESERVATIVE</td>
</tr>
<tr>
<td>Colors</td>
<td>COSMETIC COLORANT</td>
</tr>
<tr>
<td>UV Filters</td>
<td>UV FILTER</td>
</tr>
</tbody>
</table>

When you add the raw material to your formula, the functions set for each ingredient will then be displayed in the formula's ‘Compliance’ tab.

**IMPORTANT**: We recommend that you do not select grouped ingredients (e.g. ASPERGILLUS/CAMELLIA SINENSIS LEAF FERMENT EXTRACT) in your formulas or raw material compositions. These are listed for advisory reasons only. Select wherever possible the single ingredient version, such as ASPERGILLUS FERMENT, as shown below:
Now enter the **min. %w/w** and **max. %w/w** values for the ingredient in your raw material. If you know the exact percentage **enter the same value in both fields**.

<table>
<thead>
<tr>
<th>Min. %w/w</th>
<th>Max. %w/w</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>77.0000000</td>
<td>86.0000000</td>
<td>PRESERVATIVE</td>
</tr>
</tbody>
</table>

Once you have entered the ingredient details, click on ‘Add New’ to add a further ingredient.

**TIP** Some Suppliers publish the %w/w range of concentration for each ingredient in the raw material composition. It's always best to obtain exact percentages, but some Suppliers do not disclose this data. They are however obliged to provide data on the ingredients and a min. %w/w and max. %w/w for each.

Click 'Save' to complete this step and to save your raw material composition!

Your multi-ingredient raw material will now be available for selection by Trade Name when adding this to your formula’s composition.
PARENTS AND BATCHES/LOTS

A parent raw material is the first version that you create. The function of the parent is to describe the raw material and act as a ‘container’ for all associated batches that you later create. Enter all data and documents for the parent that will be relevant to any associated batches. Each time you clone a new batch, all the data and documents will be copied to that batch, enabling you to update any information for the batch as required, without needing to re-enter anything.

If you edit any of the data in the parent version, you will be offered the option to update the parent only, or all its associated batches, making editing of multiple batches easy and fast.

TIP If you do not intend to use cosmetri for manufacturing, inventory control or batch traceability of your raw materials, you may only require parent versions of each of your raw materials.

View of parent raw material with selection of available batches:
Preservative ECO (PARENT)

To effectively manage your raw materials batches, we recommend that you adhere to the following key practices:

1. **Use the parent version of your raw material to manage data common to all batches.** Cloning a parent to create a new raw material batch will also clone data and documents associated with the parent. If you wish to update data that should be applied to all associated batches, you can edit the parent version and then upon save, select the ‘Update all batches’ option.

2. **Check that the data cloned from the previous batch is still accurate for the new batch.** For example, a cloned CoA or SDS document may need to be updated. The cosmetri Compliance Checker will for example, only alert you to a missing SDS for a raw material batch, but not whether the document is the correct version.

3. **Avoid creating duplicate raw materials in your raw materials list.** Provided that the raw material is the same, you can store different batches of the raw material under the same raw material parent. You can even change the trade name, Supplier and manufacturer details between batches. For managing raw materials containing perfume allergens see p.35 for how to unlock the ‘Composition’ tab to enable editing for each batch.

4. **Enter your raw materials batches as separate batches.** To enable batch traceability and conform with GMP, we recommend that you always enter each new batch of your raw material as a separate batch, by cloning the last batch and then entering the new batch information such a Supplier batch no., expiry date and inventory.

Best Practices for Managing Parents and Batches
LOCKING/UNLOCKING THE COMPOSITION

For compliance purposes, it is usually good practice to ensure that each batch of a raw material associated with the same parent is chemically identical. cosmetri safeguards your raw materials batches through a default ‘lock’, preventing editing of the ‘Composition’ tab for each raw material batch. In this case, you will only be able to edit the composition of the parent version and apply the change to all associated batches.

A further safeguard prevents such an update of any batch’s composition, if it is associated with any dispensed manufacturing order.

View of a locked raw material ‘Composition’ tab:

If a raw material batch has no such association, you can override the default lock by setting the following switch to ‘Off’:
This function is especially useful for managing raw materials which contain perfume allergens – such as perfumes/fragrances and essential oils. Perfume allergen concentrations often vary between batches of the same raw material. Unlocking the composition enables you to adjust these levels for each batch. When you then dispense these batches for a manufacturing order, your production-mode formula will be auto-updated to the correct concentration levels for each allergen and you will be easily able to monitor any changes between product batches which may affect labelling requirements.

**RAW MATERIAL ‘INFORMATION’ Tab**

The following section covers the most important fields in this tab. Other optional fields such as CLP, MSDS etc. are explained by clicking on the [?] adjacent to the field.

**TRADE NAME**

Use this field to enter the trade name used by a manufacturer for the raw material. These trade names can vary from brand to brand. cosmetri therefore allows you to keep all such batches grouped together under one parent with the trade name able to be changed between batches.

When a raw material is auto-created by cosmetri, the trade name by default uses and available INCI name for the ingredient. For example, ISOAMYL LAURATE is the INCI name for the ingredient which is often sold under the trade name ‘EcoSilk’. You can therefore update the Trade Name value accordingly.
If your raw materials batches have different trade names, you can search according to trade name and all associated batches will be listed, as shown in the following example:

Use this field to help further identify your raw material, such as by use of an internal ID or part code. This can be useful where you have different versions of a raw material stored under the same trade name. By default, a new raw material will use any available CAS number(s) as the ID, based on the ingredient(s) entered in the raw material’s ‘Composition’ tab. Check the adjacent checkbox to override this and enter a custom value.

Raw material Part codes / IDs are displayed as follows, making for easier identification:

Enter a custom ID value:

Note – the part code/ID is normally the same for all batches/lots of a raw material. It is not the same as the batch/lot number, which should always be unique to each batch/lot entered.

Part codes/IDs for raw materials are displayed in the raw materials list. It is also possible to search by this field using the search box above the list.

Part Code/ID column in raw materials list:
The raw material Part code/ID is not the same as the batch number! Think of this field as an extension of the trade name, enabling easier identification. Normally, the ID will remain the same between different batches of the same raw material.

RAW MATERIAL CATEGORIES

For ease of management you can create categories for your raw materials and assign them accordingly:

To create or edit your raw material categories, select the following menu item:

If a category includes raw materials, the number of parent items will be displayed. Click on the link to view these:
In this view, click on any raw material to open the raw material parent. To move raw materials to a different category, click in the checkbox to the left – or the topmost checkbox to select all – and then select a target category from the list. Click on 'Move Selected' to move those raw materials to the selected category.

<table>
<thead>
<tr>
<th>Raw Material</th>
<th>Parent Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cetyl alcohol 30/70</td>
<td>36653-82-4</td>
</tr>
<tr>
<td>Rose Hydrolate</td>
<td>none</td>
</tr>
<tr>
<td>Shea Butter (Organic)</td>
<td>194043-92-0</td>
</tr>
</tbody>
</table>
Move Raw Materials

Select one or more of the following raw material parents, then below the list select a category.

Once a category has no raw materials associated with it, it is possible to delete it by clicking on the delete icon in the ‘Actions’ column of the raw materials list:

<table>
<thead>
<tr>
<th>Category</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acids</td>
<td>1</td>
</tr>
<tr>
<td>Active Ingredients</td>
<td>1</td>
</tr>
<tr>
<td>Alkalis</td>
<td>2</td>
</tr>
<tr>
<td>Ammonium Surfactants &amp; Shampoo Bases</td>
<td>2</td>
</tr>
</tbody>
</table>

**Properties**

You can create any custom properties for your raw materials, making it easy to search, sort and identify these.
To configure these properties, you must be logged in as the Administrator. Under ‘Global Settings/Default Settings’ look for the following options. Click on ‘Add’ to create a new property.

**Raw Materials**

Create custom properties such as IFRA, Organic or Contains Palm Oil, which can be applied to your raw materials by checking a checkbox in the raw material’s ‘Information’ tab under ‘Properties’. This will enable you to search and filter your raw materials by property. These properties are also exported with the safety assessment data (service provider users only).

Properties that you create in these settings will then appear as checkboxes in the raw materials ‘Information’ tab, enabling you to select which of these are applicable to each raw material. If these are common to all batches of the same raw material, set these at the parent-level and clicking on ‘Save’ will give you the option to update these properties to all associated batches.

In the raw materials list you can select any combination of these checkboxes to filter your list. These checkboxes can also be used in conjunction with any other search criteria that you apply:

**PREPARE RAW MATERIALS FOR MANUFACTURE**

The following steps are required if you intend to use cosmetri’s manufacturing module.

**SETTING THE DENSITY VALUE**

If you intend to use the cosmetri manufacturing module and you measure any of your raw materials ‘by volume’ (e.g. for liquids), it is important that a density (or specific gravity)
value is entered. This will enable cosmetri to correctly calculate the amount required for manufacturing in both weight and volume, for each of the raw materials in your production formula.

**TIP** We recommend that you set your raw materials to be measured ‘by weight’, thus not requiring a density value.

To enter the density value for the raw material, use the following field in the ‘Information’ tab:

![Density Entry](image)

Important: it should not be necessary to change the density value from batch to batch of the same raw material. We however recommend that you periodically check with the Supplier information, that the value is correct and update as necessary.

The density value should ideally be obtained from your Supplier and may also be included in any specification sheet accompanying the batch that you received. You can also verify the density by accurately weighing exactly 1 liter of your raw material. If it weighs for example 1.142 Kg, enter the density value as ‘1.142’.

If you prefer to use ‘by volume’ for measuring and dispensing any of your raw materials batches, selecting this will also offer you the option to enter a ‘drops per g’ value, as shown below:

![Drops per g](image)

The value is only required if you intend to enter your formula composition by weight/volume and your recipe includes measurements in drops. For further information, see the Getting Started guide under ‘Working with %w/w Values in your Formula’.

**CLONING BATCHES**

Using the clone function in cosmetri, adding new batches of your raw material is easy and fast. To clone a raw material, simply click on the following button in the raw material view for the raw material that you want to clone:

![Clone Button](image)
The first time you clone the parent raw material, you will then be required to enter the Supplier and batch data for the newly cloned first batch. The following fields are therefore required before you can save the new batch:

Supplier

Supplier batch no.

Expiry date (or check the ‘No expiry’ checkbox, if none is required)

Entering data required for each cloned raw material batch:

If you are using cosmetri for management of your raw material inventory, you also need to enter the amount of inventory associated with the new batch. See ‘Inventory’ in the later section of this guide (p.26).

TIP Cloning a raw material batch will clone all data and documents except the Supplier and batch information. For compliance and batch traceability, it is important that you update any required data and documents for the new batch. For example, if the batch requires a different SDS document, replace this in the ‘Documents’ tab.

You can select whether to clone any raw material batch based upon the currently viewed batch, or the parent:
QUALITY ASSURANCE

To be able to dispense raw materials batches for your manufacturing orders, you will also need to configure approval and inventory.

Approval – refers to whether a raw material batch must have the status ‘Approved’ before it is made available for dispensing a manufacturing order. For the purposes of this guide, we will disable approval. This can be achieved in two ways:

At raw material batch level, you can select the ‘Auto-approve’ checkbox to set the batch to be available for manufacture, without any tests requiring to be passed and without it having ‘Approved’ status. To use this option, click on the following checkbox:

Alternatively, you can disable approval in your Administrator global settings, so that all raw materials batches are auto approved and immediately available for manufacture. Select ‘Global Settings’ in the user menu (top right) and then select ‘Default Settings’. Change the following switch to ‘OFF’ and then click on ‘Save’ to save your settings:

Click on ‘Save’ to save your global settings.

INVENTORY

Inventory must also be set up correctly so that you can dispense your raw materials for each manufacturing order.

First, check in the raw material's ‘Information’ tab, that the ‘Unit of measurement’ is correctly set according to weight or volume. This value should normally not be required to be changed between batches.

Next, simply enter an inventory amount in the following field to represent the exact amount of current inventory that exists for that raw material batch:
You can also set a ‘Low inventory level’ which will then display an alert in your raw materials list, if this threshold is reached:

**TIP** Enter your inventory levels prior to commencing to use the cosmetri manufacturing module. Once you enter the current inventory levels, ensure that any inventory taken from the raw material batch that is not auto deducted during dispense of the manufacturing order is also deducted in cosmetri, otherwise your inventory levels will be inaccurate.

If you wish to use the manufacturing module without tracking inventory, you can **disable inventory control in your Administrator global settings**. Select ‘Global Settings’ in the user menu (top right) and then select ‘Default Settings’. Change the following ‘Inventory control’ switch to ‘OFF’ and then after confirming ‘OK’, click on ‘Save’ to save your settings:
TIPS ON MANAGING RAW MATERIALS

cosmetri makes it easy to manage your raw materials and their batches. Click in the Raw Materials/List menu item to view the list:

A search field enables searching according to Trade Name. You can use this search in conjunction with any combination of the following filters to sort the list:

- Supplier
- Manufacturer
- Category

Further advanced filtering is possible by selecting any properties that you have set in the global settings.

FILTER BATCHES ACCORDING TO INVENTORY AND EXPIRY DATE

If you have many products and use cosmetri for manufacturing and batch traceability, your list of raw material batches can grow quite large. For compliance and traceability purposes, it is important that you keep older batches in your account. You may therefore wish to hide these if they are expired and/or have no inventory.

In the raw materials list, use either of the following checkboxes to filter the list accordingly:
Note – only raw material batches will be hidden from the list view, not their parents.

Hiding expired batches is based upon the expiry data set in the batch’s ‘Information’ tab. If the date is older than the current date, the batch will be hidden. Batches which are due to expire within the period set in your global settings (under ‘Inventory Control’) will still be listed and flagged accordingly, unless they have expired.

<table>
<thead>
<tr>
<th>Batches</th>
<th>Volume</th>
<th>Expiry Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>496.000 L</td>
<td>08/07/2017</td>
<td>Approved</td>
</tr>
<tr>
<td>1</td>
<td>10.000 L</td>
<td>31/07/2017</td>
<td>Quarantined</td>
</tr>
<tr>
<td>1</td>
<td>50.000 L</td>
<td>31/05/2017</td>
<td>Quarantined</td>
</tr>
</tbody>
</table>

Global setting for determining when expiry alerts will be displayed:

No. of days before expiry date to trigger alerts [?]: 30

Expired raw materials are easily identified in the raw materials list by the additional ‘Expired’ badge:

In the raw material level, you can use the same filters to determine which batches of the open raw material are viewed in the ‘Open at batch’ list:

Formulas using this raw material

<table>
<thead>
<tr>
<th>Parent</th>
<th>Quarantined</th>
</tr>
</thead>
</table>

Open at batch

<table>
<thead>
<tr>
<th>Parent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demo Supplier D</td>
</tr>
<tr>
<td>Demo Supplier D</td>
</tr>
</tbody>
</table>
TIP When using the 'Hide batches without inventory' option in the raw material view, creating a new batch of the raw material will cause that batch to be hidden from the list, unless you either change the setting or immediately add inventory prior to clicking on 'Save'.

View Raw Materials By 'Where Used'

In the raw materials list view, click in the ‘Actions’ column to view a list of all products/formulas using that raw material, including the %w/w concentration. This action is available at parent-level and checks for associations for all batches of that parent.

MANAGING Supplier/Manufacturer Relationships

Each batch of a raw material or packaging item needs to be associated with a company as the Supplier and manufacturer.

Under the main menu ‘Companies’ you can view a list of all companies you have created. Each company’s details include a setting for ‘is Supplier’ and ‘is Manufacturer’.
Note – once raw material or packaging item batches are associated, these associations must be disassociated before these checkboxes can be unchecked.

Depending on these settings, each company may have a clickable icon in the ‘Supplier’ and/or ‘Manufacturer’ column, enabling a list of associations to be displayed:

Only companies without any associations have a ‘Delete’ icon displayed in the ‘Actions’ column, enabling deletion of that company record.

Click in either the ‘Supplier’ or ‘Manufacturer’ column to show the respective items associated with the company for that role.
This view enables association of any selected items with a different company. For example, if viewing all associations as ‘Manufacturer’, you can select the required items to change association and then select the target Company from the ‘Select Manufacturer’ menu. Click in the first checkbox of the list to select all items. Only companies which are set to act as Manufacturer or Supplier will be available for selection. Once a company is selected, click on ‘Move Selected’ to perform the action.

Important! Proceed with caution when re-associating raw material and packaging item batches. Problems with compliance and traceability can otherwise result.

**EXPORT RAW MATERIAL DATA**

You can export raw materials and their batches to .csv format, based on the current search and filter settings applied. To filter your raw materials list, please refer to the previous section. The only data not exported is the raw material's composition. Any documents uploaded to the ‘Documents’ tab will be listed by document type, indicating which documents are present. e.g. ‘MSDS; COA1’.

The raw material export function is useful for simple, asynchronous integration of batch data and inventory levels with any ERM or accounting application that allows .csv data import.

Since certain fields in your data may contain commas, these fields are enclosed in quotation marks “” to retain the integrity of the data structure in the .csv file. Cells
containing lists, such as the example provided for documents use the semi-colon to separate the values.

Select the preferred export option and click on ‘Export’ to generate the .csv file, which will be downloaded by your browser.

Export options:

**Parents only (all data)**
Only the raw material parent data will be exported. All batches are ignored.

**Parents and batches (all data)**
All data for the parents and their batches will be exported.

**Parent only – total inventory, all batches (simplified)**
This option is useful for obtaining total inventory available for a parent and all associated batches. The unit of measurement (kg or L) will be taken from the parent and all inventory values for associated batches assumed to be in the same unit. This export option offers the following additional controls:

- Exclude batches with expiry date before
- Exclude batches which are not ‘Approved’ status

This provides more accurate calculation of available inventory, based upon expiry date of each batch and the approval status.

Click on ‘Export’ to export the data, which will be downloaded by your browser as a .csv file.
PERFUME ALLERGENS

INTRODUCTION

This section of the guide explains the recommended best practice for managing perfume allergens in your raw materials (e.g. perfumes and essential oils), including the use of the INCI Parfum and advice on the declaration of allergens and ‘Parfum’ (or ‘Fragrance’) on the label of ingredients. Perfume allergens should normally be entered at the raw material level (e.g. a perfume or essential oil), and not directly to your formula composition.

This section explains how to setup your raw materials correctly, so that perfume allergen concentrations are accurately calculated. It also explains how your formula's INCI breakdown is calculated as the basis for determining the label of ingredients. We will also cover how to manage ingredients such as Benzyl Alcohol, which are recognized as perfume allergens but can also be used for other functions.

PERFUME ALLERGEN REGULATIONS

Handling of perfume allergens in cosmetri is based upon the logic required for complying with Article 19 (g) of Regulation (EC) N° 1223/2009. If you require compliance for countries or markets outside of the European Union, we recommend that you still follow the guidelines in this document. You must however seek professional approval of your label of ingredients (such as from a qualified safety assessor) for each regulatory framework, before printing your product labels.

The current list of 26 perfume allergens included in Annex III of CosIng are kept updated by cosmetri to reflect any changes in the regulations. If you require compliance outside of the EU and need to declare perfume allergens that are not included in the list, please contact cosmetri support.

Article 19 (g) of Regulation (EC) N° 1223/2009 states:

Perfume and aromatic compositions and their raw materials shall be referred to by the terms ‘parfum’ or ‘aroma’. Moreover, the presence of substances, the mention of which is required under the column ‘Other’ in Annex III, shall be indicated in the list of ingredients in addition to the terms parfum or aroma.

NOTE: The exact interpretation and application of Regulation (EC) N° 1223/2009 and regulations for other countries or markets can vary between companies. cosmetri uses a logic based around Regulation (EC) N° 1223/2009, as described in this guide and is the outcome of detailed and extensive consultations with cosmetic safety experts. It is important that you agree clear company policies which are approved by your safety assessor or other qualified professional.
**SETTING THE PRODUCT TYPE OF EXPOSURE**

Currently there are 26 perfume allergens that in the EU must be declared on your label of ingredients, if above 0.001% (leave-on products) or 0.01% (rinse-off products). It is therefore important that you set the type of exposure correctly so that cosmetri can calculate which allergens must be declared on your labels. Set the product **type of exposure** in the product level ‘Info’ tab:

Click on ‘Save’ to save your changes.

**RAW MATERIALS – PERFUMES AND FRAGRANCES**

A fragrance or perfume that you use in your formula must be correctly setup as a raw material in cosmetri, before adding this to your formula. Many perfume houses do not disclose the exact composition of their perfume/fragrance. In this case, the INCI **Parfum** should be added to the raw material composition.

Usually this will be added at 100 %w/w concentration. Any perfume allergens MUST additionally be added at the correct concentrations. **It is not important that the total for the raw material composition is > 100%**.

Example of perfume raw material composition, with Parfum entered at 100 %w/w:

To enter **Parfum**, just type the first few letters of the INCI and then select this as shown below:

Enter the required function(s) for Parfum by ticking any boxes in the ‘Functions’ column, e.g. deodorant, masking and/or perfuming.
To enter the perfume allergens, click on the ‘Perfume Allergens’ button in the raw material’s ‘Composition’ tab:

Enter a min. %w/w and max. %w/w value for each perfume allergen and tick the box to the right for each allergen you wish to add to the raw material’s composition:

If you know the exact percentage concentration, enter the same value in both the ‘Min’ and ‘Max’ fields, or enter a range e.g. Min. 0.1000000 and Max. 0.2000000. These values are usually obtainable from your Supplier/manufacturer, such as in the certificate of analysis (CoA).

Click on ‘Add Perfume Allergens’ to add the allergens.

In the raw material’s composition, you will see that each perfume allergen has been automatically assigned the function ‘PERFUMING’.
Click on ‘Save’ in the raw material's Composition tab to save the changes!

There is a further way to add perfume allergens to a raw material's composition. In the ‘Composition’ tab, type in the INCI string, such as the example shown below for Benzyl Alcohol. Select the version with ‘(Perfume Allergen)’ after the INCI.

![Example of adding perfume allergens](image)

**RAW MATERIALS – ESSENTIAL OILS**

Follow the guidelines above for ‘Raw Materials – Fragrances’ for how to add perfume allergens.

The essential oil must be added as that INCI in your raw material's composition, as well as any perfume allergens present within that oil. **'Parfum' is therefore not entered as an ingredient for essential oils.** Below is an example of Angelica Oil, with two perfume allergens added (Limonene and Linalool), as well as the main oil @100%.

Note: It does not matter that the total for the composition >100%.

![Example of Angelica Oil Composition](image)

Click on ‘Save’ in the raw material's Composition tab to save the changes!
ADDING RAW MATERIALS TO THE FORMULA

In this example, we will demonstrate how to add the perfume and essential oil to our demo formula. **This is not a real formula and is used for demonstration purposes only!**

Firstly, create the product and set the correct ‘Type of Exposure’ (see p.35). Add the new formula (click ‘Save’ to save it before proceeding), and in the ‘Specification/Formula Composition’ tab, in the “Select from existing raw materials” box, type the first letters of the trade name to locate the Angelica Oil we created in the section ‘Raw Materials – Essential Oils’ (p.37):

The function ‘PERFUMING’ is automatically added. Enter any further function(s) you may require which describe the function(s) of the essential oil in the formula. Enter a %w/w value and click on ‘Add’.

<table>
<thead>
<tr>
<th>Function</th>
<th>%w/w</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ PERFUMING</td>
<td>95.000000</td>
</tr>
</tbody>
</table>

Repeat the same step above, this time adding the Demo Perfume we created in section ‘Raw Materials – Perfumes and Fragrances’ (p.35), @5%w/w concentration. Our total formula concentration is now exactly 100%.

Click on ‘Save’ to save your changes.

Expand the raw materials view as follows to display the composition of each raw material:
In the ‘Compliance’ tab, you can view the ingredient breakdown for the formula:

<table>
<thead>
<tr>
<th>Ingredient</th>
<th>CAS No.</th>
<th>Min. % w/w</th>
<th>Max. % w/w</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PERFUME ALLERGENS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIMONENE</td>
<td>5989-27-5</td>
<td>17.100000%</td>
<td>17.100000%</td>
</tr>
<tr>
<td>LINALOOL</td>
<td>78-70-6</td>
<td>0.285000%</td>
<td>0.285000%</td>
</tr>
<tr>
<td>AMYL CINNAMAL</td>
<td>122-40-7</td>
<td>0.005000%</td>
<td>0.010000%</td>
</tr>
<tr>
<td>ALPHA-ISOMETHYL IONONE</td>
<td>127-51-5</td>
<td>0.005000%</td>
<td>0.010000%</td>
</tr>
<tr>
<td>BENZYL ALCOHOL</td>
<td>100-51-6</td>
<td>0.000250%</td>
<td>0.000500%</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>17.395250%</strong></td>
<td><strong>17.405500%</strong></td>
</tr>
<tr>
<td><strong>ANGELICA ARCHANGELICA ROOT OIL</strong></td>
<td>84775-41-7 / 8015-64-3</td>
<td>95.000000%</td>
<td>95.000000%</td>
</tr>
<tr>
<td><strong>PARFUM</strong></td>
<td></td>
<td>5.000000%</td>
<td>5.000000%</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>100.000000%</strong></td>
<td><strong>100.000000%</strong></td>
</tr>
</tbody>
</table>

The perfume allergens are listed in the top section, showing each allergen’s concentration range, as well as a total of all allergens. If the same allergen exists in more than one raw material, cosmetri adds the concentrations together.

The main ingredients in the formula are then listed below, in this case Angelica Archangelica Root Oil and Parfum.
**TIP** It is normal, that the total sum of main ingredients in your formula, e.g. as shown in the ‘Compliance’ tab ‘Max. %w/w’ column, does not equal 100%. This is because any multi-ingredient raw materials with a composition entered in Min. %w/w and Max. %w/w ranges will result in these ranges reflected in the calculated aggregate of each ingredient in the formula. For compliance purposes, it is important to use the Max. %w/w value when checking if the ingredient is within any specified maximum allowed concentration.

---

**THE “BENZYL ALCOHOL” CASE - MULTI-FUNCTION PERFUME ALLERGENS**

In some cases, a perfume allergen also exists as the same chemical in cosmetri, but can be added as a separate ingredient. An example is Benzyl Alcohol, which exists as three separate ingredients – one in the main inventory, one as a preservative and one in the perfume allergens list. This same logic is used in CosIng.

For example, in the main ingredients inventory in cosmetri, type a search for ‘Benzyl Alcohol’ and you will see the following result:

![Image of search results for Benzyl Alcohol]

In the ‘Function’ column, you can click on a link to access the perfume allergen and preservative versions, while the main inventory version with solvent and viscosity controlling functions, is the version displayed.

cosmetri recognizes any of these three instances of Benzyl Alcohol and adds the %w/w concentration of each instance so that the combined total can be used for determining how Benzyl Alcohol is declared on your label of ingredients.

Let's change our demo formula as created in the previous section by adding Benzyl Alcohol as a preservative @5% w/w. Firstly, we have lowered the %w/w of Angelica Root Oil to 90% so that our formula will still total 100%.
Now type in Benzyl Alcohol in the INCI search field in the ‘Specification/Formula Composition’ tab and select the preservative version, as follows:

The function ‘PRESERVATIVE’ is automatically added. Enter ‘5’ for the %w/w and click on ‘Add’ to add the ingredient:

![Add ingredient as new raw material](image)

Click on ‘Save’ to save the changes.

In the ‘Compliance’ tab, let’s check the ingredients breakdown and perfume allergen concentrations:

<table>
<thead>
<tr>
<th>Ingredient</th>
<th>CAS No.</th>
<th>Min. %/w/w</th>
<th>Max. %/w/w</th>
<th>Black Listed</th>
<th>Regulations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PERFUME ALLERGENS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIMONENE</td>
<td>5989-27-5</td>
<td>16.2000000%</td>
<td>16.2000000%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BENZYL ALCOHOL</td>
<td>100-51-6</td>
<td>5.0002500%</td>
<td>5.0000000%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LINALOOL</td>
<td>78-70-6</td>
<td>0.2700000%</td>
<td>0.2700000%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMYL CINNAMAL</td>
<td>122-40-7</td>
<td>0.0050000%</td>
<td>0.0100000%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ALPHA-ISOMETHYL IONONE</td>
<td>127-51-5</td>
<td>0.0050000%</td>
<td>0.0100000%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>21.4905000%</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ANGELICA ARCHANGELICA ROOT OIL</strong></td>
<td>84775-41-7 / 8015-64-3</td>
<td>90.0000000%</td>
<td>90.0000000%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BENZYL ALCOHOL</td>
<td>100-51-6</td>
<td>5.0000000%</td>
<td>5.0000000%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PARRUM</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>100.0000000%</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

We can see that Benzyl Alcohol added directly to the formula as a main ingredient (preservative version) @5 %w/w is shown in the main list and that this concentration has been added to the instance of Benzyl Alcohol appearing as a perfume allergen in the Demo Perfume raw material we created (0.0050000 – 0.0100000 %w/w x 90%), resulting in a combined total of 5.002500 – 5.0005000 %w/w). Even if the formula would ONLY contain
Benzyl Alcohol as a preservative, it would still be treated as a perfume allergen, due to this group of three versions of the same chemical being linked in cosmetri at the INCI level.

**LABEL OF INGREDIENTS**

In the ‘Labels’ tab of the formula level, you can view the label of ingredients, with perfume allergens declared according to the logic required for Regulation (EC) N° 1223/2009. A regulated perfume allergen must be displayed on the label of ingredients when its concentration exceeds 0.001% in leave-on products or 0.01% in rinse-off products. cosmetri uses the Max. %w/w value to determine if the perfume allergen must be included on the label. For our demonstration formula used in the guide, the following ingredients are to be shown on the label, with the product type set as ‘rinse-off’:

Two of the perfume allergens (Amyl Cinnamal and Alpha-Isomethyl Ionone) are not declared, because their concentration levels are 0.01% or below. Note how Benzyl Alcohol only appears once, since the preservative and perfume allergen versions are added together (see p.40).

If we change the product type to ‘leave-on’ in the Product ‘Info’ tab (see p.35), the label of ingredients appears as follows:

Any ingredients with a concentration < 1% are shown in lighter blue. Drag and drop these to rearrange them in your preferred order.

Click on ‘Save’ to save the order.

You can make any further changes to the list of ingredients by using the various settings in the formula’s ‘Labels’ tab. For example, to change ‘Parfum’ to ‘Fragrance’ use the following option:
IMPORTANT! Your label of ingredients must be approved by your safety assessor as part of any required safety assessment.

MANAGING PRODUCT BATCHES – MONITOR ALLERGEN CONCENTRATIONS

Perfumes/fragrances and essential oils often vary in their exact perfume allergen concentrations from batch to batch. The actual level of these in your manufactured product batches can therefore vary, even leading to a requirement to declare an allergen on your label that was previously below the required threshold. Using cosmetri’s manufacturing orders to manage your product batches, you can easily monitor the actual concentrations of each allergen in each batch of your product and ensure that you stay compliant.

In the raw material containing the perfume allergens, switch the ‘Lock composition for all batches’ to ‘off’:

This will enable you to adjust the exact perfume allergens for each batch, based upon the information received with the batch, from your Supplier.
Note: if the raw material batch is already associated with a manufacturing order, you will not be able to change the composition.

**TIP** For raw materials that do not contain perfume allergens, we recommend for compliance purposes, that you keep this switch in the ‘on’ position to avoid accidentally changing the composition of the raw material between batches.

When you dispense the raw material batches for your manufacturing orders, the production mode formula used for manufacture will be updated automatically to reflect the selected batches, even if you select from multiple batches of the same raw material.

Note: For support in using the manufacturing features of cosmetri please read the cosmetri Manufacturing Guide (PDF)

Selecting from multiple batches during dispense of the manufacturing order:

| 0.0300000 | 0.0000000 L (0.0765300 kg) |
| 0.0465300 | L |  |

Open the production-mode formula after dispensing the manufacturing order. Click on the ‘Compliance’ tab to view the current perfume allergen concentration levels for your formula, based on the selected raw materials batches used for dispense.

You can also check in the 'Labels' tab of the formula to view which perfume allergens must currently be declared, based upon the EU regulations:

**Ingredients**

- GLYCERIN
- CAPRYL/CAPRIC TRIGLYCERIDE
- SCHECROARYA BIRREA SEED OIL
- AQUA
- ALPHA-ISOMETHYL IONONE
- AMYL CINNAMAL
- AMYL CINNAMYL ALCOHOL
**TIP** For ‘borderline’ perfume allergens which are not declared on your label, but would be required if say, they were increased by 25% in their concentration in the raw material(s), we recommend setting a ‘Done’ type test which is associated with each batch of your product (in the Manufacturing order), to remind you to check that the allergen has not exceeded the threshold.
PRODUCT LABELS

INTRODUCTION

cosmetri simplifies the management of the information that you need to include on the product labels. This is especially useful for generating a label dossier to send to your label designer, or for approval by your safety assessor. You can change your selections and information entered in the ‘Labels’ tab and export multiple versions of the label data for different requirements, such as for different countries and pack sizes.

IMPORTANT

You are responsible for all data entered and generated for inclusion on the product labels. This information must be approved by a qualified professional, to ensure compliance.

All required content is accessible in the ‘Formula/Labels’ tab, enabling easy review, editing and export of the labels data.

Features include:

- Calculation of perfume allergens required to be declared
- Set additional shades and color ingredients that the product may contain
- Customize the display of the list of ingredients
- Edit product/formula data fields, direct from the ‘Formula/Labels’ tab
- Determine how ingredients with exactly 1.000000 %w/w should be displayed
- Ingredient-level edit of common name and US INCI
- Add additional content and instructions
- Check list of all items required for labels
- Export all labels data report to .xls, .pdf and .doc
- Exported data includes additional files and uploaded graphics

Correct use of the labels features described in this section assumes that you have first entered all required product and formula data correctly and that the formula composition is complete. If you require support with these steps, please refer to the following Getting Started guide:


Click on the ‘Formula/Labels’ tab to access the features described in this guide:
The tab is organized in sections, each of which is covered in this guide. Certain data may have been entered in other pages or tabs of cosmetri, but is required for the product label. These fields can also be edited directly from the ‘Labels’ tab by clicking on the ‘edit’ link:

This will open a popup to edit the information, thus enabling you to stay in the ‘Labels’ tab:

**IMPORTANT**

Editing any product or formula data directly from the ‘Labels’ tab may affect compliance. If a user should not be allowed to edit product or formula data, please use the ‘Departments’ settings to also prevent editing of data in this tab.

We recommend that you use the Compliance Checker to ensure that all compliance data and documents are entered for the product. This will ensure that the majority of the information required for the product label is already present.

To supplement the data displayed in the ‘Labels’ tab, for each section you may enter additional information. The text may be formatted using the WYSIWYG editor:
Note: If you enter any links, you can use CTRL + click to open these in a new tab of your web browser. MS Edge user, please use CTRL + double-click.

Text can also be copy/pasted into the editor directly from a Word file, retaining any existing formatting. Once you have copied the data from Word to the clipboard, use the following button to paste:

Example Note

Each item in the ‘Labels’ tab has a checkbox to the left. Use these to select which information you wish to export to the labels checklist.

To save these checkbox preferences and any additional data you enter in the ‘Labels’ tab, always click on the ‘Save’ button!
**PRODUCT NAME, DESCRIPTION**

In this section, you can confirm or edit the product name, product type, brief description of the product and any additional information to identify the product, that you wish to include on the label.

![Sensitive Skin Massage Oil](https://example.com/sensitive-skin-massage-oil)  
- Body care products  
- Massage oil for after-sauna use. Recommended for sensitive, medium to dry skin.
  
**CONTACT DETAILS, ORIGIN**

These details are derived from the ‘Product/Contact Details’ tab. The **country of origin** can be selected from the following country select menu, set for the main manufacturer of the product.

- Country of origin  
  United Kingdom

Changing this setting does not change the country associated with the manufacturer.

For certain compliance regions/countries, contact details for the **responsible person** (R.P.) must be stated on the product label. Check any of the data that you wish to include on the product label:

- Emma Smith  
- cosmetri GmbH  
- Bülowstraße 66

Enter any **additional information** or comments regarding contact details and check the checkbox to include this in the exported product label data.

**LIST OF INGREDIENTS**

Once you have entered the formula composition, cosmetri calculates the list of ingredients to be displayed on the label of ingredients, in order of %w/w concentration. In the ‘Labels’ tab, you can optimize how these ingredients are displayed, with a range of options to suit the label design and compliance requirements.

Default view of label of ingredients:
Ingredients which are ≥ 1.000000 %w/w are displayed in dark blue, in order of concentration and are fixed in position in the list. Ingredients which are < 1.000000 %w/w are displayed in light blue. You may click and drag these to reposition them in your preferred order.

For EU compliance, we advise that you leave the list of any colorants at the default position at the end of the list, as stipulated in the regulations.

There are various options described below, enabling you to optimize how the label of ingredients is displayed. Changing these options will automatically update the view.

**Perfume Allergens**

Any perfume allergens correctly entered in the formula composition will be calculated and declared on the product label according to the logic described in the section of this guide from p.34.

The guide also explains how to manage fragrances and essential oils in the product formula. Please ensure that the formula is setup correctly so that the features in the 'Labels' tab can be used to optimize the product label and declarations of any perfume allergens and parfum/fragrance.

**Colors/Shades**

Certain compliance regions/countries (e.g. EU) allow the declaration of any additional colors/shades that the product may be available in and listing of the additional color ingredients on the same label. Using cosmetri, you can create a single formula version and
enter the additional colors/shades for the product. Alternatively, you may clone the formula to create a separate version for each color/shade.

NOTE:

If you are using the cosmetri manufacturing module, we recommend creating a unique formula version for each color/shade of the product. This will enable full batch traceability, allow you to dispense the exact color ingredient(s) at the required amounts for each product batch and ensure correct management of your raw materials inventory.

To maintain a **single formula version** for multiple colors/shades, first enter the formula composition including any color ingredient(s) required for a **single** named color/shade.

In the Formula/Info tab, enter the name of this main color/shade in the following field, describing the color/shade of the **main** formula composition.

![Color/Shade](image)

To add/edit any additional colors/shades, use the following settings in the Labels tab. The same settings are also available when editing the formula's composition in the Formula Composition tab:

![Formula Composition](image)

For each additional color/shade associated with this formula, you must enter a **color/shade name**, select at least one **color ingredient** and a corresponding **maximum %w/w**.

Click in the field to view a list of all available colorants, or enter a string to locate a color by its colour name (e.g. ‘Black’, ‘Blue’ etc) or by its color index, such as CI 20470, CI 61585, etc.
You may add multiple color ingredients to any shade. Enter the %w/w for each of these. Click on ‘Add New’ to enter a further color/shade.

Click on ‘Update Colors/Shades’ to save your changes.

Each additional color ingredient added, as well as any ingredient in the formula with the sole function of ‘COSMETIC COLORANT’ assigned, is added to the last position of the label of ingredients, as follows:

Select any colors/shades that you wish to include in the exported label report, by checking the associated checkbox. Any selected color/shade will indicate in the report, which color/shade version of the product the label is intended for.

NOTE:

Any additional colors/shades will be included in the product’s dossier/PIF reports, even if the checkboxes are not selected.

If your formula includes a main color/shade with the color ingredient(s) included in the main formula composition, you must add a color/shade label in the Formula/Info tab to name this color/shade:

In the Label tab, you can then select this color/shade for inclusion in the labels report/dossier:
In the Formula Specification/Compliance tab, the additional color ingredients are listed separately, along with any regulatory data.

<table>
<thead>
<tr>
<th>Additional cosmetic colorants:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-[(4-METHYL-2-NITROPHENYL)azo]-3-OXO-N-phenylbutyramide</td>
</tr>
<tr>
<td>Sodium 4-amino-3-hydroxy-3-[4-(nitrophenoxy)phenyl]azobenzene-2,7-disulphonate</td>
</tr>
</tbody>
</table>

Newly added colors/shades will require that you manually confirm compliance of these, by checking each checkbox in the ‘Compliance’ column. Click on ‘Update’ to apply.

Exporting a product dossier/PIF for the formula will also include a list of the additional colors/shades that are associated with the formula. The ingredient list will also include the additional color ingredients, listed separately to the main formula composition.

### Colors/Shades

**Color/shade (pigment included in formula composition):** | Rose

**Other colors/shades associated with this formula:**

<table>
<thead>
<tr>
<th>Color/Shade</th>
<th>CI</th>
<th>Max. %w/w</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red</td>
<td>Black Cl 20470</td>
<td>0.0003000</td>
</tr>
<tr>
<td>Orange</td>
<td>Yellow Cl 11680</td>
<td>0.0003000</td>
</tr>
</tbody>
</table>

**EDIT INGREDIENTS DATA**

In the ‘Labels’ tab, all ingredients in the formula are displayed in a list. Click on an ingredient name to open the ingredient.
Depending on your preferences for displaying the label of ingredients, you can add any missing US INCI as well as common name for an ingredient.

### Ingredient data

Edit data for this ingredient. Certain values are required for the calculation of SED.

All safety data can be exported in a formula’s ‘Safety’ tab as the basis for the safe assessment. The safety data you enter must be verified by a qualified safety professional.

Click on ‘Save’ to save your changes!

<table>
<thead>
<tr>
<th>INCI</th>
<th>CAS No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AQUA</td>
<td>7732-18-5</td>
</tr>
<tr>
<td>GLYCERYL STEARATE</td>
<td>31566-31-1</td>
</tr>
<tr>
<td>CORYLUS AVELLANA SEED OIL</td>
<td>84012-21-5 / 185630-72-2</td>
</tr>
<tr>
<td>BUTYROSPERMUM PARKII BUTTER</td>
<td>194043-92-0 / 91080-23-8</td>
</tr>
<tr>
<td>GLYCERIN</td>
<td>56-81-5</td>
</tr>
</tbody>
</table>

If an official US INCI already exists in cosmetri, this is displayed as read-only and cannot be edited.

<table>
<thead>
<tr>
<th>INCI</th>
<th>US INCI</th>
<th>Common name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CETYL ALCOHOL</td>
<td>Cetyl Alcohol</td>
<td></td>
</tr>
</tbody>
</table>

Click on ‘Save’ to save any changes and to close the ingredient window.
OTHER SETTINGS

The following options are available to determine how the label of ingredients is displayed:

Parfum/Fragrance:

You can add PARFUM to a raw material or formula to denote a carrier in a fragrance that does not require declaration of its constituent ingredients. If PARFUM is therefore included in the label of ingredients, you can use the following setting to change this to FRAGRANCE, in line with e.g. US regulations.

Display of INCIs:

Use the following checkbox if you wish to convert the default display from UPPERCASE to Title Case:

INCI Format:

Use the following setting to select the format for displaying the list of ingredients:

NOTE:

See the previous section for editing an ingredient’s US INCI and common name. You can optionally use the common name field for customizing what information will appear when selecting a label format that includes this data, such as entering the ingredient name in a different language. Whatever you enter will be displayed in parentheses after the INCI name.
If a US INCI or common name is missing when selecting a format that includes these fields, the default INCI will be displayed instead.

Display options:

The default view is ‘INCI only’, e.g.

**Aqua, Prunus Amygdalus Dulcis**

If a common name is missing and you select an option including displaying this information, the INCI will displayed on its own without any empty () after.

The following settings determine how ingredients with exactly 1.0000000% w/w concentration are displayed in the product label:

By default, these ingredients are displayed in the fixed position in alphabetical order, designated by the dark blue badges and cannot be re-ordered:

Selecting the second option, will enable these ingredients to be re-arranged along with the other ingredients which are < 1% w/w concentration in the formula:

**Finalize List of Ingredients**

Once you have selected your preferred options for the display of the list of ingredients, click on ‘Copy to Clipboard’ to copy/paste the current list view into the notes field below this button.
You may further edit the list, including using basic text formatting such as *italics*, **bold**, etc. Remember to click on ‘Save’ to save your changes.

Select the checkbox to the left of this field to include this final ingredients list in the exported labels report/dossier.

**SHELF LIFE, BBE**

You can select options for how details of the product’s shelf life and any ‘Best Before End’ data are displayed, as well as select related symbols to be used on the label. The options available are determined by the values you have entered in the Formula/Info tab for product’s shelf life. Check first that this information is correct before generating the product label.

If the shelf life of the product is set as <30 months, you will have the following options available in the Labels tab:

Click on the ‘Best before end’ checkbox to activate the fields to the right of this where you can optionally set a month and year as well as enter any further comment for the label designer.
If you wish to use the hourglass symbol on the product label, select this so that a high-resolution version of the graphic is included in the data you export:

If the product's shelf life is set to ≥30 months, you will instead be offered the option to select a period after opening (PAO) symbol, which includes the months value that you entered:

You can also add any further comments or information pertaining to the shelf life/PAO of the product. Check the adjacent checkbox to include this in the exported label data.

**NET CONTENT/SKUs**

In the product's 'Unit Sizes' tab you can set the different pack sizes that the product is available in, as well as any associated SKU. You can update this data directly from the 'Labels' tab, by clicking on the 'edit unit sizes' link in this section.
Net content / SKUs

Select any unit size and optional SKU, for inclusion in the exported labels data. [?] Edit unit sizes

<table>
<thead>
<tr>
<th>L</th>
<th>ml</th>
<th>SKU</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.05</td>
<td>50</td>
<td>10001</td>
</tr>
<tr>
<td>0.25</td>
<td>250</td>
<td>10002</td>
</tr>
<tr>
<td>0.5</td>
<td>500</td>
<td>10003</td>
</tr>
<tr>
<td>1.0</td>
<td>1000</td>
<td>10004</td>
</tr>
<tr>
<td>5</td>
<td>5000</td>
<td>10005</td>
</tr>
</tbody>
</table>

Select any checkboxes for information that you wish to include in the product label.

<table>
<thead>
<tr>
<th>Size</th>
<th>SKU</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ 50 ml</td>
<td>✔ 10001</td>
</tr>
<tr>
<td>✔ 250 ml</td>
<td>✔ 10002</td>
</tr>
<tr>
<td></td>
<td>10003</td>
</tr>
<tr>
<td></td>
<td>10004</td>
</tr>
<tr>
<td></td>
<td>10005</td>
</tr>
</tbody>
</table>

Check the following option if you also wish to include the average fill system symbol on the label:
WARNINGS, STATEMENTS AND DECLARATIONS

In this section, any declarations that you have made for the product or formula regarding the safety, efficacy or use of the product are displayed, with the option to enter additional information or instructions for export with your labels data. This information includes:

- Warning if the product is not suitable for children under the age of three years
- Any reported serious undesirable effects (SUEs)
- Non-animal testing statement

For each of the above you can enter additional information or instructions in the adjacent comments field. Select the comments using the checkbox if you wish to export the information.

You may select any documents of the type LABL, uploaded to the Formula/Docs tab, for inclusion in the exported data. Maximum file size is 2Mb. Click on a document title to download the document. If the document is a graphic file (.jpg, .png or .gif) it will open in your browser in a new tab. Select any documents here that contain instructions or information required on your product label that have not been included in the ‘Label’s tab.

View of documents list, for available files of type LABL:

- Additional info for label
- Additional label graphic 1
- Additional label graphic 2
- Additional label graphic 3

ADDITIONAL GRAPHICS

In this section you can select additional graphics that you wish to include on the product label and export these with your labels data.

Select the following option if you wish to include the standard symbol for recycling on your label:
You can enter additional information or instructions in the adjacent comments field. Select the comments using the checkbox if you wish to export the information.

In this section you may also select any documents of the type LABL, uploaded to the Formula/Docs tab, for inclusion in the exported data. Maximum file size is 2Mb. Click on a document title to download the document. If the document is a graphic file (.jpg, .png or .gif) it will open in your browser in a new tab.

View of documents list, for available files of type LABL:

You can use this option to send your label designer any additional required graphic files. Since these may exceed the 2Mb upload limit in cosmetri, you can use the following additional comments field to list any larger files that will be submitted separately.

**Batch/Lot no.**

The batch/lot no. will need to be displayed on your product's label. This is usually over-printed on your generic label design, as you print labels for each product batch/lot. Use the comments field in this section to include any instructions or information to describe how the batch/lot no. should be displayed:
EXPORT LABELS DATA

Click on the following button to export your labels data, according to the selections you made in each section of the ‘Labels’ tab, as described in this guide.

A .zip file will be downloaded by your browser. Double-click to unzip the file and move the folder to a destination on your hard drive. Within the folder, all required files are included, along with the labels data in .xls, .doc and .pdf formats.

View of example Labels report:
You can change your selections and information entered in the ‘Labels’ tab and export multiple versions of the label data for different requirements, such as for different countries and pack sizes.

View of example labels dossier folder:

<table>
<thead>
<tr>
<th>File Name</th>
<th>File Type</th>
<th>Size</th>
<th>Exportable</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-36_PAO.png</td>
<td>PNG File</td>
<td>11 KB</td>
<td>No</td>
</tr>
<tr>
<td>02-AvgFillSys.png</td>
<td>PNG File</td>
<td>2 KB</td>
<td>No</td>
</tr>
<tr>
<td>03-recycling.png</td>
<td>PNG File</td>
<td>7 KB</td>
<td>No</td>
</tr>
<tr>
<td>04-Demo-Doc-LABL.docx</td>
<td>Microsoft Word Document</td>
<td>16 KB</td>
<td>No</td>
</tr>
<tr>
<td>05-Cosmetri.jpg</td>
<td>JPG File</td>
<td>14 KB</td>
<td>No</td>
</tr>
<tr>
<td>06-cosmetri_230x110_tagline.jpg</td>
<td>JPG File</td>
<td>8 KB</td>
<td>No</td>
</tr>
<tr>
<td>Nourishing_Skin_Cream-1.01LBL...</td>
<td>Microsoft Word 97-2003 ...</td>
<td>2 KB</td>
<td>No</td>
</tr>
<tr>
<td>Nourishing_Skin_Cream-1.01LBL...</td>
<td>Adobe Acrobat Document</td>
<td>52 KB</td>
<td>No</td>
</tr>
<tr>
<td>Nourishing_Skin_Cream-1.01LBL...</td>
<td>Microsoft Excel 97-2003 ...</td>
<td>2 KB</td>
<td>No</td>
</tr>
</tbody>
</table>
### INTRODUCTION

cosmetri provides useful tools for calculating and optimizing the costs and profit margins for your products, including the following features:

- calculate production costs, including raw materials and packaging
- calculate costs per unit, such as for a 50ml or 250ml pack size
- set and optimize target raw material costs, per Kg/L
- set and optimize profit margins based on Distributor and retail price
- warnings if costs are outside any set target range
- set arrays or price points for raw material and packaging costs
- enter materials costs in any currency
- conversion of materials costs to base currency using live exchange rates
- compare costs for different production amounts
- fast cost optimization at R&D stage
- BoM/costings generation for any production volume
- side-by-side comparison of costs for different formula versions
- monitor cost fluctuations from batch to batch of your product
- export all data to spreadsheet format

### SETTING DEFAULT CURRENCY

All cost calculations are performed in the default base currency that you can set in the Global Settings when logged in as the Administrator. By default, this is set to EUR (€) for new accounts.

**IMPORTANT:** Changing the base currency will cause all raw material and packaging costs entered for this currency to be updated based on the new base currency, using the current exchange rate.
Raw material and packaging costs may be entered in different currencies. Calculations of formula costs, BoM etc will convert any materials costs entered in a different currency to your base currency at the current exchange rate.

**ENTER COSTS FOR RAW MATERIALS AND PACKAGING ITEMS**

Entering costs for raw materials and packaging items are identical. Raw material costs are based on the price per kg or L, determined by the setting in the raw material’s ‘Information’ tab:

![Unit of measurement](image)

Packaging item cost are entered based upon the ‘Packaging unit’ set in the packaging item’s ‘Information’ tab:

![Packaging unit](image)

If the first option is selected, the value entered will refer to the cost of one item, such as a bottle or cap. Select ‘other’ to choose a different unit of measurement, such as m, m² or ‘US oz’.

**SELECT CURRENCY**

You may enter your raw material or packaging costs in any available currency. By default, all materials are set to the base currency you selected in the Global Settings. To enter the costs in a different currency, select the required currency from the list.

![Base currency](image)

If any costs have already been entered for the item, these will be converted from the previous currency to the newly selected currency at the current exchange rate. You can edit these costs according to the actual amount you paid for that batch of the item in the chosen currency. Since these costs represent what you paid, they are not updated automatically according to currency fluctuations. The current exchange rate is however applied when performing product cost calculations in cosmetri, with each non-base currency cost calculated at the current exchange rate.
**ENTERING COSTS**

In its simplest form, you set a price per unit of the item (e.g. per L, per kg, per m², etc), with the same cost applied, regardless of the quantity purchased. For example, to enter a cost of €14.99 per L, enter the following settings:

| Cost | €14.99 | per L | 00.00 | to | 99999999999 | L |

It is important to use the range from 0.00 and in the ‘to’ field enter a high number such as 99999999999. This will ensure that for any amount purchased, a cost will always be available.

However, if we only entered one cost and set it as follows, if your formula cost calculations would require purchasing an amount of 11 L, a cost will not be available due the cost entered only applying to amounts purchased between 0.00 L and 10.00 L.

| Cost | €14.99 | per L | 00.00 | to | 10.00 | L |

**PARENTS AND BATCHES**

You can set different costs for each batch of your material or packaging item, even entering them in different currencies. If you wish to apply the same costs to all associated batches, edit the parent version and then choose ‘Update All Batches’ upon saving the data.

**SETTING COST ARRAYS**

Arrays set for raw materials are required if you wish to know the savings possible when manufacturing in larger amounts vs micro manufacturing. You can set arrays or price points for raw materials and packaging items. Since packaging item costs are required for showing the packaging set costs for each unit size of your product but is not related to the amount of product manufactured, **setting cost arrays for packaging items is not a requirement** for any calculations made in cosmetri. You may however wish to enter these costs as an array for your own reference. If an array exists for a packaging item, see section ‘Packaging set costs’ (p.68) for details of how a cost is determined when calculating the cost of a packaging item in a packaging set.

An array enables bands of amounts purchased to be set, with a cost per each band if the required amount to be purchased falls within the range set. For example, the following view shows a cost of €14.99 per L for amounts purchased between 0 and 10 L, €14.49 per L for 10.01 – 20 L, with the cost dropping to €13.99 per L for any amount above 20.01 L.
To build an array, enter the first range, such as follows:

<table>
<thead>
<tr>
<th>Cost</th>
<th>per</th>
<th>from</th>
<th>to</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td>€14.99</td>
<td></td>
<td>0.00</td>
<td>10.00</td>
<td></td>
</tr>
</tbody>
</table>

Click on ‘Add New’ to enter the next row. The start value of the range will be auto entered as 10.01, based on the ‘to’ value in the previous row:

<table>
<thead>
<tr>
<th>Cost</th>
<th>per</th>
<th>from</th>
<th>to</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td>€14.49</td>
<td></td>
<td>0.00</td>
<td>10.00</td>
<td></td>
</tr>
</tbody>
</table>

For each row, you need to enter a cost per unit in the first field and a ‘to’ amount to define the range. In our example, we enter 14.49 as the unit cost and 20.00 in the ‘to’ field, so that any amount purchased between 10.01 and 20.00 L will cost €14.49 per L. We complete this array by adding the third row for a range from 20.01 to unlimited, at a cost of €13.99 per L.

<table>
<thead>
<tr>
<th>Cost</th>
<th>per</th>
<th>from</th>
<th>to</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td>€13.99</td>
<td></td>
<td>20.01</td>
<td>999999999999.00</td>
<td></td>
</tr>
</tbody>
</table>

Click on ‘Save’ to save your changes!

**ADDITIONAL COST FIELDS**

Enter an optional additional cost per unit in the following field:

| Additional cost e.g. for shipping, per L | € 0.64 |

This cost will be added to the cost per item, L or kg. For example, if 1 L of a raw material costs €10.00 and an additional cost of €0.64, the total cost will be calculated based on €10.64 per L. This is useful for applying additional costs on a per item/unit basis, such as for shipping costs based on weight/volume, handling and storage costs, etc.

You can enter a second additional cost as a percentage of the total cost, using the following field:

| Additional cost as % of total cost | 20.00 |

This field is useful for entering additional costs to account for currency exchange losses, banking fees, or any other charges which are applied to the total value of the raw materials, rather than their per kg/L cost.
If we use the same example of 20L of a raw material required, at a cost of €10.00 per L, using only this additional cost field we will have:

\[(20 \times 10) + (20 \times 10 \times 0.2) = 240.00\]

Note that this additional percentage cost field is only applied to cost calculations for total costs, as explained in ‘Perform Product Cost Calculations’ (p.72). In the bill of materials (BoM) the min, avg. and max. cost per kg/L for each raw material does not include this additional percentage. However, it is factored into the calculation of the ‘Total Cost’, as per the following example.

**EXAMPLE:**

Additional cost per kg/L: €0.10

Maximum cost per kg/L in array: €5.00 + €0.10 = €5.10

Amount required for production: 10kg (requires purchase at maximum cost)

Additional % cost, applied to base cost per kg/L: 10%

Total cost per 10kg = \[(10 \times 5.00) + (10 \times 0.10) + (10 \times 5.00 \times 0.10)\] = €56.00

View of BoM calculation showing costs per kg/L of a raw material and the ‘Total Cost’, including any additional % cost based on total cost:

<table>
<thead>
<tr>
<th>Amt</th>
<th>Min. Cost, per kg/L</th>
<th>Avg. Cost, per kg/L</th>
<th>Max. Cost, per kg/L</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>10,000 kg</td>
<td>€3.10</td>
<td>€4.10</td>
<td>€5.10</td>
<td>€56.00</td>
</tr>
</tbody>
</table>

If you require any additional cost for a raw material to be included in the BoM per kg/L values, is recommended to include this in the first additional costs field, entered as an amount per kg/L.

If you use both additional cost fields, the additional costs are applied separately and not sequentially. If we have set an additional cost of €0.64 per L in the first field and 20% in the second field, we get:

\[(20 \times 10) + (20 \times 0.64) + (20 \times 10 \times 0.2) = 252.80\]

Packaging set costs

Note – please see the section of this guide on p.65 for an explanation of how to enter packaging item costs.

**GLOBAL SETTINGS**

In the Global Settings under ‘Default Settings’ you can choose how you want the packaging item’s cost to be determined, if an array exists for any packaging item associated with a packaging set:
Packaging
If you have entered arrays for your packaging item costs, set which cost should be used for calculating packaging set costs:

- Lowest – the lowest cost in the array will be used.
- Average – the average cost will be calculated and used.
- Highest – the highest cost in the array will be used.

By default, ‘Average’ is selected.

**Batch Versions**
If multiple batches of a packaging item exist, the packaging set will use the most recently added packaging item batch. Any expiry date set for the packaging item is ignored. If you wish to keep your packaging set costs up to date, it is therefore recommended that you ensure that at least this version has the current costs entered.

In the packaging Sets tab, you can view the total cost of the packaging set.

Note – if a packaging item cost is missing, the calculated total will be displayed, ignoring the missing cost.

<table>
<thead>
<tr>
<th>Cost</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>€ 1.20 ea.</td>
<td></td>
</tr>
<tr>
<td>€ 1.01 ea.</td>
<td></td>
</tr>
<tr>
<td>€ 1.80 ea.</td>
<td></td>
</tr>
<tr>
<td>€ 3.39 ea.</td>
<td></td>
</tr>
</tbody>
</table>

If a cost is missing for any packaging item in the packaging set, this is indicated by a clickable link. Open the link to view the item(s) requiring a cost to be entered:

View any packaging items with missing costs. Click to open an item at the ‘Costs’ tab:
You can view the current costs for each item assigned to a packaging set by opening the packaging set and viewing the values in the ‘Cost’ column.

Click on the following icon in the ‘Actions’ column of the ‘Packaging Sets’ tab, to open the packaging set:

In the ‘Costs’ tab we see a line by line breakdown of the cost for each item, which depends on the number of units required for each item in the packaging set.

The total of these line items is displayed at the bottom, including any production cost entered (see below):

**PACKAGING PRODUCTION COSTS**

In the packaging set edit view, you can enter a production cost in your base currency, for assembling the packaging set:

Packaging production costs, per set field:
SET TARGET RAW BULK PRODUCT COSTS

In the product ‘Requirements’ tab, you can enter target bulk costs per kg/L of your product, entered in your base currency. This should include the cost of your raw materials and production costs for manufacturing your bulk product. This is often useful to define at the beginning of R&D, to achieve your target profit margins.

The values you enter here should include any additional costs applied to each raw material, as described in ‘Enter Costs for Raw Materials and Packaging Items’ (p.65).

Note - to calculate profit margins including raw material, production and packaging costs, see the following section ‘Enter Costs for Raw Materials and Packaging Items’ (p.65) and ‘Perform Product Cost Calculations’ (p.72).

EXAMPLE:

Additional cost per kg/L: €0.10
Maximum cost per kg/L in array: €5.00 + €0.10 = €5.10
Amount required for production: 10kg (requires purchase at maximum cost)
Additional % cost, applied to base cost per kg/L: 10%
Total cost per 10kg = (10 * 5.00) + (10 * 0.10) + (10 * 5.00 * 0.10) = €56.00
Total cost per 1kg = 56.00 / 10 = 5.60
Target costs €5.00 - €10.00 per kg
Difference = €-0.60 to €4.40 i.e. within range

SET DISTRIBUTOR AND RETAIL PRICES

In the products ‘Requirements’ and ‘Unit Sizes’ tab, you can enter an average Distributor and Retail price for each unit size of the product entered, entered in your default/base currency. These prices are entered in your base currency.

This enables calculation of the amount of profit/loss based on your costs, as well as the percentage profit margin, as described in the following section.

Click on ‘Update Costs’ to apply your changes.
PERFORM PRODUCT COST CALCULATIONS

Located in the Formula/Costs tab, cosmetri’s formula costs calculator enables you to view accurate costs for your product, including itemized costs for your Bill of Materials (BoM), based on any required manufacture amount, as well as the cost of raw materials, production and packaging per each unit size of your product, such as for a 50ml, 250ml and 500ml bottle.

Note – the raw materials costs are taken from the ‘Costs’ tab of each raw material batch currently associated with the formula, as selected in the ‘Formula Composition’ tab:

Check that your raw material batches are correctly associated with the formula before performing cost calculations. For further information on how to monitor and calculate costs from batch to batch of your product, see p.76.

In the formula view, click on the ‘Cost’ tab:

PRODUCTION COSTS

Enter an optional additional cost per kg/L of your product, entered in your base currency. This value should be entered if you wish to include your production costs.

INCLUDE PACKAGING COSTS IN FORMULA COSTS

With packaging sets correctly configured (see ‘Packaging set costs’, p.68) and costs entered for your packaging items (see ‘Enter Costs for Raw Materials and Packaging Items’ p.65), you can, with a single-click, include packaging costs in your product cost calculations.

Check the ‘Include packaging sets costs’ checkbox, before entering a required amount to manufacture in kg or L.

RUN COST CALCULATOR

Click on ‘Calculate’ to run the cost calculator.
cosmetri will then calculate your product’s costs and display the results below.
Click on ‘Save’ to save the values you enter in the ‘Cost’ tab.

**SUMMARY OF COSTS**
A summary of your costs is displayed, below the ‘Calculate’ button:

<table>
<thead>
<tr>
<th>Raw Material</th>
<th>Cost Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>R$ 99.43</td>
<td>R$ 5.23</td>
</tr>
<tr>
<td>R$ 19.00 L</td>
<td>R$ 25.00 L</td>
</tr>
</tbody>
</table>

Target bulk product costs (raw materials + production):
R$ 15.00 to R$ 25.00 per L

Difference:
R$ 9.77 to R$ 19.77 per L

Bulk product costs within range!

The total cost of raw materials, including any production costs you entered per kg/L are displayed, based on the total manufacture amount. This is also displayed as a cost per kg/L of bulk product.

The target bulk product costs are also displayed, as set in the Product/Requirements tab (see p.71). **Note** – if you have entered an additional cost for production on a per kg/L basis, your target costs must include production.

**BILL OF MATERIALS (BOM)**
A BoM is generated, showing the amount of each raw material required and the cost of these.
If you have entered cost arrays for your raw material costs, the cost per kg/L used is taken from the range associated with the amount required. For example, if 15 kg of the raw material is required and the cost array is as follows, the cost of €4.00 per kg is used, because this applies to amounts purchased between 10.01 and 20.00 kg.

This enables you to enter different target production amounts in the ‘Required amount to manufacture’ field and compare the costs. You can export different versions or scenarios in .xls format – see ‘Export Costings Data’ (p.76).

**RAW MATERIALS COSTS**

If any costs are missing, clicking on the ‘Calculate’ button will trigger an alert.

Alert to missing raw materials costs:
The total raw materials costs cannot be calculated until you enter costs for the following raw materials:

- Euxyl PE 9010 SB1
- Euxyl PE - (75 kg)
- ALOE VERA CACTUS EXTRACT - (73.65 l)

Click on ‘Ok’ to close the raw material’s costs.

The alert will display the raw materials with missing costs and the amount of the raw material required for the production amount entered. Make sure therefore, that you enter costs for each of the raw material batches, in your formula if you wish to use this feature and that any array includes a cost per kg/L for the amount required – see ‘Enter Costs for Raw Materials and Packaging Items’ (p.65)

**Costs per Unit Size**

For each unit size, the raw materials costs (including production) and packaging costs will be displayed, with the ‘Total’ showing the combined cost these:

<table>
<thead>
<tr>
<th>SKU</th>
<th>Unit Size</th>
<th>Raw Materials/ inc. Production</th>
<th>Distributor Profit/ % Margin</th>
<th>Retail Profit/ % Margin</th>
</tr>
</thead>
<tbody>
<tr>
<td>10001</td>
<td>50 ml</td>
<td>€ 0.26</td>
<td>€ 4.74 (94.77%)</td>
<td>€ 7.74 (96.73%)</td>
</tr>
<tr>
<td>10002</td>
<td>250 ml</td>
<td>€ 1.31</td>
<td>€ 5.69 (81.31%)</td>
<td>€ 8.69 (86.92%)</td>
</tr>
<tr>
<td>10003</td>
<td>500 ml</td>
<td>€ 2.62</td>
<td>€ 6.38 (70.93%)</td>
<td>€ 10.38 (79.87%)</td>
</tr>
<tr>
<td>10004</td>
<td>1.0 L</td>
<td>€ 5.23</td>
<td>€ 5.77 (52.43%)</td>
<td>€ 10.77 (67.29%)</td>
</tr>
</tbody>
</table>

If you entered a Distributor and Retail price (see ‘Set Distributor and retail prices’, p.71) per each unit size, the amount of profit/loss will be displayed in the default/base currency as well as the percentage margin.
**COMPARE FORMULA COSTS SIDE BY SIDE**

If you have other formulas associated with the same product, you can select up to three further formula versions to display these side-by-side for easy unit cost comparisons.

Any additional formulas added will be included in the exported costs data.

**EXPORT COSTINGS DATA**

You can export your costs data using the following button in the Formula/Cost tab:

The .xls file will be generated and downloaded by your web browser and can be opened to view all data in spreadsheet view:

**MONITOR AND CONTROL COSTS**

If you use cosmetri’s manufacturing features, your production-mode formula will be locked and auto-updated to be associated with the current raw material batches dispensed for
Any changes in costs entered between batches of raw materials and packaging items will therefore be reflected in your calculated product costs.

If you enter any raw material or packaging costs in a different currency to your base currency, fluctuations in currency exchange rates will also affect a product’s calculated costs.

This makes it possible to monitor changes in a product’s costs across time and between batches of your product. This can be achieved by exporting the costs data from the Formula/Cost tab, as explained in the previous section ‘Export Costings Data’ (p.76) and saving the exported .xls files on your local drive.

A good use of cosmetri’s testing/QA features is to add a test group to the formula’s ‘QA’ tab to define any target ranges for costs, profit margins etc. Set each test to have configurable parameters, if you want to define the values that should be entered upon which the cost calculations will be performed.

**Example test for maximum cost of raw materials for a 100 kg/L production amount:**

You can build a test group with the various tests required to be met during R&D for optimizing cost and profit margins. These can be setup for your different unit sizes, or create generic tests and set the unit size as a configurable parameter:

**Example test group for cost and profit margin targets:**
MANUFACTURING

INTRODUCTION

For the purposes of this section of the guide we will ignore the ‘Configure Tests’ tab where you can add test groups for testing and standard operating procedures. For support with setting up quality assurance/SoPs for manufacturing orders, see the section ‘QA: Manufacturing Orders’ from p.150 of the guide.

cosmetri’s manufacturing module is designed for cosmetics and personal care businesses requiring an easy-to-use manufacturing software. It is the only manufacturing software that fully integrates with cosmetics compliance and batch traceability.

MANUFACTURING GLOBAL SETTINGS

Before we start, check that you are able to see the ‘Manufacturing Orders’ menu items in the left-hand menu of the cosmetri application.

If you cannot see the menu, you can enable the manufacturing module in your Administrator global settings. Select ‘Global Settings’ in the user menu (top right) and then select ‘Default Settings’. Change the following switch to ‘On’ and then click on ‘Save’ to save your settings:

Manufacturing module [?] On

Below this setting, we recommend that you ensure that the Product ‘Batches’ tab is set to the ‘Off’ position. This tab is not required if you are using the Manufacturing features of cosmetri.

Product ‘Batches’ tab [?] Off
In addition to the manufacturing order IDs set by cosmetri, each order will be associated with your unique product **batch/lot number**. Set if you want to use **custom** or **auto-generated** product batch/lot numbers when using the manufacturing module. To start the auto-generated sequence at a specific number or to use a special format, first set the switch to ‘Custom’.

Next, enter the product batch/lot number for the first or next manufacturing order manually and save the order. For example, with the setting on ‘Custom’, create your manufacturing order and enter e.g. ‘ABC0001’ as the product batch/lot number.

Now change the global setting to ‘Auto’, save the settings, and create your next manufacturing order. The product batch/lot is automatically set as ABC0002.

Future manufacturing orders will then continue the numbering sequence automatically.

In addition to the manufacturing order ID set by cosmetri and the product batch/lot no. described above, it is possible to enable a third ID, sometimes required if you wish to associate your manufacturing records in cosmetri with your accounting, or third-party MRP/ERP system. To enable this, set the ‘Custom ID’ switch to ‘On’.

You can customize the label used for this field by entering a value in the ‘Field label’ box (maximum 15 characters). Select ‘Yes’ or ‘No’ to set if the ID should be a required field when creating a manufacturing order.
If enabled, the custom ID field is also displayed in the list view for manufacturing orders.

<table>
<thead>
<tr>
<th>Order No.</th>
<th>Batch No.</th>
<th>SAP ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>M00126</td>
<td>ABC0001</td>
<td>12345</td>
</tr>
<tr>
<td>M00125</td>
<td>123-6789</td>
<td>12457</td>
</tr>
</tbody>
</table>

**Set a Density Value for Your Product**

The cosmetri manufacturing module calculates the required amount of your product to be manufactured by weight. If you have set your product to be measured by volume (e.g. for oils or creams), you must enter an accurate density value (or specific gravity), so that the correct dispense amounts in weight (kg) can be calculated.

To set whether your product is measured by weight or volume, use the following setting in the ‘Product/Info’ tab:

To set the density or specific gravity value for a product measured by volume, open the formula at the ‘Method’ tab and enter a value in the following field. Click on ‘Save’ to save your data.

If your product is measured by weight you will not need to enter a density value as this will be automatically set to the default value of 1.00.

We recommend that you consult your safety assessor or lab to verify that all density values are correct. For a simple method to calculate this yourself, measure exactly 1 L of your finished product and then weigh it in kg. If for example, 1 L weighs 0.986 kg, then your density value is 0.986 g/ml.

Note – during the setup of each manufacturing order (see ‘Setup Manufacturing Order’) you can also edit the product’s density value.
# Enter the Method of Manufacture

The formula’s ‘Method’ tab you can enter and maintain the instructions used for manufacturing your product. These instructions are required for your product information files (PIFs), batch protocols and batch tickets.

<table>
<thead>
<tr>
<th>Stage ID</th>
<th>Stage Title</th>
<th>Raw Materials</th>
<th>Details</th>
</tr>
</thead>
</table>
| 1        | Phase 1     | - Coconut Oil (100%) | Detailed instructions for phase one go here. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse tempor in dignissim et consequat metus ac, accumsan etiam.
|          |             | - Argan Oil (100%) |         |
| 2        | Phase 2     | - Glycerine (100%) | Detailed instructions for phase two go here. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse tempor in dignissim et consequat metus ac, accumsan etiam.
|          |             | - Vitamina C (100%) |         |
| 3        | Phase 3     | - Apricot Kernel Oil (50%) | Detailed instructions for phase three go here. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse tempor in dignissim et consequat metus ac, accumsan etiam.
|          |             | - Purified water (50%) |         |
| 4        | Phase 4     | - Dihydrozinc Acid (20%) | Detailed instructions for phase four go here. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse tempor in dignissim et consequat metus ac, accumsan etiam.
|          |             | - Argan Kernel Extract (20%) |         |

**IMPORTANT!** Make sure that you have first entered your formula in the Specification/Formula Composition tab.

Your method of manufacture is entered as a series of stages or phases, consisting of the following fields:

**Stage ID:**

Select a stage number from the select menu. Clicking on the ‘Sort’ button will then re-order the stages/phases in ascending numerical order.

**Stage Title:**

Enter a short title for ease of identification of the stage/phase.

**Raw Materials:**

Use this field to optionally associate the stage/phase with any raw materials in the formula. Click in the field to select one or more of the raw materials in your formula:

- Glycerine (Organic) (2.400%)
- Cocoa Butter (Organic) (2.400%)
- Shea Butter (Organic) (1.200%)
- Hazelnut Oil (3.200%)
- Emulsifier VF (2.000%)

These associations will also be shown in the Formula Composition, enabling two-way synchronization of the data between these tabs. If you wish to associate the same raw material with more than one stage, e.g. Aqua @10% at stage 1, @20% at stage 2, etc you must **first add each of these raw materials separately** in the Formula Composition.
Details:
This is where you enter the detailed manufacturing instructions for the associated phase. Drag the bottom right corner of the text field if you require more space:

Details

- Heat the Aqua (W) phase in a bain marie between 75-80 °C.
- Heat the Fat (F) phase in a bain marie until all the ingredients have

If you need to refer to a raw material in these instructions, you can use the following tool to select a raw material and copy the trade name to the clipboard. Use Ctrl + V (or Command + V for Mac) to paste the text into your text at the point where you have placed the mouse cursor:

Remember to click on ‘Save’ to save your data!

**MANUFACTURING COLOR PRODUCTS**

For ease of management of products with different colors/shades, cosmetri allows for the addition of further colors/shades associated with a single formula.

To manufacture color products, each color/shade of your product must exist as a unique formula, with the color raw material(s) entered in the main formula composition. This will enable accurate traceability of the manufactured product batches and associated colors/shades as well as correct calculations of raw material inventory and details included in each batch protocol.

If you have a multi-color/shade formula and intend to create manufacturing orders for manufacture of the product in the different shades, follow these steps to create unique formula versions for each color/shade:

1. Clone the original formula to a new version
2. Enter the name of the color/shade in the Color/shade field in the ‘Info’ tab
3. In the formula composition, delete all additional colors/shades
4. In the formula composition, make sure that only the raw material(s) required for that single color/shade are entered and at the correct %w/w.
5. Ensure that the raw material(s) entered in (4) have approved batches and inventory.
6. Approve the formula in the QA tab.
7. Set formula to production-mode.

You can now proceed to create manufacturing orders, by selecting the formula version for that color/shade that you intend to manufacture, as described in the following section.

Setup Manufacturing Order

In the left-hand menu, under ‘Manufacturing Orders’, select ‘Add Order’.

Or from the manufacturing orders list, click on ‘Add New’:

A new manufacturing order will be created with an auto-generated order no. The product batch no. in the example below is auto-generated. If you prefer to enter product batch numbers manually, make sure that the following global default setting is selected:

You can also configure the global settings to enable a third manufacturing ID field, required for example to associate each manufacturing order with records generated using a third-party accounting, ERP or MRP application. For further details see ‘Manufacturing global settings’, from page 78.
TIP: If you wish to set your own custom format for auto-generated product batch numbers, enter and save the first manufacturing order’s batch number manually and then after saving the manufacturing order, set the above described global setting to ‘Auto’. For example, if you manually set your first order’s product batch number to PB00001 the next auto-generated batch numbers will be PB00002, PB00003, etc.

Now select the product and any associated production formula that will be used for the manufacturing order:

Note: if no formulas are available, you must first set the formula to production status by opening the formula and clicking on the following button:

The formula must also have the approval status ‘Approved’.

Formula 1.01

add as quick link

Production Approved Rose | R&D Stage

1.01 | Rose | R&D Stage | Production | Approved

Compliance Checker status (click to view open tasks) (100%)
**SETUP THE MANUFACTURING ORDER**

Enter the amount of finished product required and the date when the order should be manufactured by:

| Amount of finished bulk product required [?] | 500.000 L |
| Date required [?] | 16/03/2016 |

cosmetri will now calculate the required amount to manufacture, as shown in the following example:

| Required amount of finished bulk product [?] | 500.000 L |
| Actions |  |
| Expected yield % [?] | 98 % |
| Actions |  |
| Enter density of finished product [?] | 0.935 |
| Actions |  |
| Amount to manufacture [?] | 510.204 L (477.041 kg) |
| Actions |  |
| Method of manufacture [?] |  |

You can set an **expected yield %** which represents the amount of finished bulk product that you estimate will be achieved, accounting for the inevitable losses that tend to occur during the manufacturing process. In the above example, an expected yield of 98% has been entered, meaning that to achieve a target of 500 L of finished bulk product, you will need to manufacture 510.204 L to achieve this final amount. Click in the ‘Actions’ column to edit the expected yield value.

**Note:** The expected yield % can also be set in formula’s ‘Method’ tab. Editing the value directly from the manufacturing order will update this value.

In the above example we see that the product is measured by volume (in this case, in liters). It is very important that you therefore set the correct density (g/ml) for your product so that cosmetri can accurately calculate weights.

Enter any **additional instructions** for the production team, that you wish to be included in the **batch ticket**.
The batch ticket is a PDF document generated once you create the manufacturing order, including the manufacturing instructions as entered in the formula’s ‘Method’ tab. For further information see ‘Entering the Method of Manufacture’. Make sure that you keep this information up-to-date.

<table>
<thead>
<tr>
<th>Status</th>
<th>Batch Ticket</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dispensed</td>
<td><img src="image" alt="Download" /></td>
<td><img src="image" alt="Edit" /></td>
</tr>
<tr>
<td>Pending</td>
<td><img src="image" alt="Download" /></td>
<td><img src="image" alt="Edit" /></td>
</tr>
</tbody>
</table>

If you have also uploaded any documents of the doc type MANU to the formula’s ‘Docs’ tab these will also be included along with the batch ticket.

Check that the details you have entered for the manufacturing order are correct and then click on ‘Save’ to save the order.

Select the menu item Manufacturing Orders / List and you will now see the new manufacturing order listed at the top, with the status ‘Pending’.

**DOWNLOAD BATCH TICKET**

Notice in the above example, that in the ‘Batch Ticket’ column you can download a batch ticket in PDF format. Click on any other icons in the same cell to open any of the aforementioned ‘MANU’ type documents. Verify that the information in the batch ticket and any accompanying documents are correct that your production team can access these documents for manufacturing the order.

Click in the ‘Actions’ column to open and edit the manufacturing order.

<table>
<thead>
<tr>
<th>Status</th>
<th>Batch Ticket</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dispensed</td>
<td><img src="image" alt="Download" /></td>
<td><img src="image" alt="Edit" /></td>
</tr>
<tr>
<td>Pending</td>
<td><img src="image" alt="Download" /></td>
<td><img src="image" alt="Edit" /></td>
</tr>
<tr>
<td>Dispensed</td>
<td><img src="image" alt="Download" /></td>
<td><img src="image" alt="Edit" /></td>
</tr>
</tbody>
</table>

Or click on the order ID link:

| M09924 | 2755467 |

**DELETING A MANUFACTURING ORDER**

For traceability reasons, only manufacturing orders with the status ‘Pending’ or ‘Dispensed’ can be deleted.
If an order has already been dispensed, deletion of the order will trigger the following prompt to determine what should happen to the raw material inventory allocated to the order:

Return inventory assigned to this manufacturing order? Click 'Delete' if you wish to delete the manufacturing order without returning the inventory.

**TIP** Unless the inventory has been destroyed and will not be returned to the available pool, choose ‘Delete and Return to Inventory’, otherwise your inventory levels will no longer be accurate.

**DISPENSING THE MANUFACTURING ORDER**

For the purposes of this section of the guide we will ignore the ‘Configure Tests’ tab and proceed straight to ‘Dispense’.

If you have read and understood the ‘Raw Materials’ section of this guide (from p.12), you should have been able to setup your raw materials batches so that approved batches with inventory are now available for dispensing for the manufacturing order. Alternatively, you may have chosen to disable inventory control and approval of raw materials in your
Administrator account’s global settings. This will then allow you to dispense from all available raw materials batches.

**TIP** Even if you are not using cosmetri to manage your raw materials inventory or for quality assurance, it is important for batch traceability, that you still execute the Dispense stage of your manufacturing order. Dispensing the raw materials for each order will ensure that your formula is auto updated to the current raw material batch associations and that an accurate batch protocol for each manufacturing order can be generated.

Since your formula concentrations should be entered in %w/w, cosmetri uses weights as the basis for all calculations of required inventory. If any raw materials are measured by volume (L), the density value (g/ml) set for the raw material is used to calculate the weight. Display of volumes is to simplify the dispensing stage if you prefer to measure out and dispense your raw material by volume instead of by weight.

In the ‘Dispense’ tab, you can use the following button to verify that all required raw material inventory is available for the dispense, before proceeding.

The combined sum of available inventory for all approved raw material batches associated with the same parent will be calculated. If any raw material has insufficient inventory available, you will see a warning, showing the amount currently available, how much is required for the dispense and the deficit.

<table>
<thead>
<tr>
<th>Raw Material</th>
<th>Required</th>
<th>Available</th>
<th>Deficit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requanol</td>
<td>0.2030400 kg</td>
<td>0.0540000 kg</td>
<td>-0.1490400 kg</td>
</tr>
</tbody>
</table>

Once you have verified that sufficient raw materials inventory is present, you can now proceed with dispensing the manufacturing order.

In the ‘Use’ column, click ‘Add’ to enter the amount required to dispense from each available raw material batch.
You can also enter a custom amount in the field and enter amounts in multiple available batches, for example when you need to take remaining inventory from an older batch/lot but require further inventory from a newer batch. **cosmetri will automatically update your formula to include all batches and at the percentages, based upon the amounts dispensed from each batch.**

 Assign inventory for each raw material. The total in the top row of the ‘Total’ column will be 0.0000000, indicating that all required inventory has been assigned.

 If a value in the ‘Total’ column is still required to be assigned, this will be displayed in red, as shown in the example above.

 To dispense from multiple batches of a raw material, enter the amount you wish to dispense from each. Any remaining amount required will be auto updated in the ‘Total’ column.

 Add any special instructions that you wish to include in the dispense list. Click on ‘Update’ to save any changes.

 Once you have assigned all required inventory you can now dispense the order by clicking on the ‘Dispense’ button.

 Once the manufacturing order has been set to Dispensed, all fields in the order’s ‘Info’ tab will be disabled from further editing, except for any notes/comments.
**DISPENSE LIST**

Once dispensed, you’ll be able to open a dispense list in PDF format, including a list of all required inventory to be dispensed, with the raw material batch number, amount to be dispensed and any special dispensing instructions. This checklist should be used by your dispensing staff to ensure that the correct inventory is dispensed for the manufacturing order.

If you do not require a full dispense list including raw materials batches, you can download a ‘Quick Dispense List’ at any time. This document lists the exact amount of each raw material required to be dispensed.

**RETURN TO INVENTORY**

If the manufacturing order still has the status ‘Dispensed’ you can still undo the dispense by using the following ‘Return to Selected to Inventory’ button:

Check any checkbox in the left column of the raw materials list to select individual raw materials that you wish to return inventory to or select the top checkbox to select all. If you have assigned inventory to multiple batches of any raw material, the inventory will be correctly re-assigned to each respective batch.

Performing a return to inventory will set the manufacturing order’s status back to ‘Pending’.

**DISPENSING LABELS**

To generate a dispensing label for any raw material batch, first select the batch from the ‘Download’ label column.
Under ‘Dispensing labels’, select the required label format from the standard Hermes and Avery label templates and click on ‘Download’ to generate a PDF label that you can print using your label printing software:

![Label](image)

**BACKUP/RESTORE PRODUCTION FORMULA**

The composition of the production-mode formula used for manufacturing is locked once you first dispense a manufacturing order. Each time a manufacturing order is dispensed, the composition is auto-updated to the current raw material batches selected. This is an important function enabling the integration of manufacturing with the cosmetri Compliance Checker and the maintenance of traceability from batch to batch of your product.

It is therefore important that a backup is made of the original production-mode formula, with the option to restore to this version. Upon first-time dispense of your formula for a manufacturing order, cosmetri will automatically make a backup of your formula's composition, enabling a restore to be executed. You will also be prompted to optionally clone the entire formula to a new version:

![Backup Options](image)

Click on ‘Clone and Proceed’ to create a full backup of the formula, including all data and documents. You may not need to back up your formula every time you create a new manufacturing order. If you do, we recommend that you routinely check your production mode formula and if it is fine, delete any backups that you are sure you do not require.

The cloned version of your production mode formula will be saved in draft mode and labelled, as shown in the following example:
If you do not create a backup using this method, cosmetri will only back up the composition tab of your production-mode formula. This means that performing a restore will only update the data in the ‘Composition’ tab to the original version. **All other data and documents will be left unchanged.**

To restore the composition of the production-mode formula, open the formula and click on ‘Restore Composition’.

If you wish to perform a clone of the formula at any time, open the product list and click on the ‘clone’ icon in the ‘Actions’ column:

You can also clone the formula by opening it and clicking on the ‘Clone Formula’ button:

**TIP**  
Restoring a production-mode composition will not affect past manufacturing orders based on this formula. During the period between performing a restore and dispensing your next manufacturing order, all raw material batch associations in the formula composition will have been reset to the original state, immediately prior to dispense of the first manufacturing order. Your Compliance Checker tasks will be updated and if you generate a PIF/dossier, batch associations and documents will no longer be included in the report.

Using this manual method of cloning any formula does not automatically create the formula label ‘Backup of x.x’. It is recommended after performing the clone to open the cloned formula in the ‘Info’ tab and add a label to help you identify this version:
MANAGE ORDER STATUSES

Manufacturing order statuses are either assigned automatically at certain stages of the manufacturing process or are set manually by the user. The status of each order is displayed in the ‘Status’ column of the manufacturing orders list as follows:

<table>
<thead>
<tr>
<th>Status</th>
<th>Batch Ticket</th>
</tr>
</thead>
<tbody>
<tr>
<td>Packed-Out</td>
<td>📑</td>
</tr>
<tr>
<td>Manufactured</td>
<td>📑</td>
</tr>
<tr>
<td>Dispensed</td>
<td>📑</td>
</tr>
<tr>
<td>Dispensed</td>
<td>📑</td>
</tr>
</tbody>
</table>

In the order view, you can also view the status underneath the manufacturing order number:

M00056  | Batch TESTPAACL7
         | Released

Order status sequences are as follows:
**TIP** If an arrow in the above diagram is uni-directional, the status change is not reversible.

Only manufacturing orders with the status ‘Pending’ or ‘Dispensed’ may be deleted.


**APPROVAL AND BATCH SAMPLE RETENTION**

Once your order has been manufactured, use the ‘Approve’ tab to select the status ‘Manufactured’.

Enter a **date and time** of manufacture and, if the **actual yield** achieved is different from the target yield, enter this amount before clicking on ‘Update’ to save the details.

Before the manufactured order can be packed-out, a further status change is required by first setting the order to ‘Approved’ using the same method as described above. **You will only be able to perform this action if all tests configured for the order have been passed.**

If you retain any samples of the manufactured batch, you can enter these in the ‘Approve’ tab, once the order has been entered as ‘manufactured’.

Enter the amount of the sample retained in g/ml. Select the checkbox ‘Deduct from actual yield’ to subtract this amount from the actual yield entered. Click on ‘Add Sample’ to create the sample. Repeat the process to enter any further samples.

Each retained sample is assigned a unique ID by cosmetri. They are listed in the order’s ‘Approve’ tab and in the manufacturing orders list. Click on a sample ID link to open the sample, where you can configure QA, such as scheduling stability tests for the sample.

Further details can be found in the aforementioned ‘Quality Assurance and Testing’ guide.
PACK-OUT THE MANUFACTURED ORDER

A manufacturing order with the status ‘Approved’ can be packed-out using the following tab:

4. Approve

| 5. Pack-Out |

**TIP** Once you execute the pack-out this cannot be reversed!

Use the pack-out feature to enter the number of different containers and sizes filled, enabling you to:

i. determine the actual yield, based on the total volume or weight of all containers filled;

ii. generate accurate production reports;

iii. assign all required packaging inventory.

Steps required for executing pack-out:

1. **Select ‘Best Before End’ (BBE) date** for the product batch or select ‘No BBE required’.

2. **Check the packaging set associations.** If you have configured packaging sets and have associated each unit size of your product with a set (see the product’s ‘Unit Sizes’ tab), confirm that these default packaging set associations in the pack-out tab are correct.
3. **Enter the number of units filled** for each of your unit sizes. As you enter these values, you will notice that the ‘Remaining’ value decreases accordingly.

4. **Click on the ‘Pack-Out’ button to complete the pack-out** and assign the packaging inventory associated with each packaging set. If you do not require packaging inventory to be deducted, or do not have packaging sets configured, click on 'Pack Out | Ignore Packaging Sets' to perform the pack-out.

Once you execute the pack-out this cannot be reversed!

You can enter a value such as 10.7 to indicate that the 11th container was only 70% filled. 70% of the unit's weight/volume will be deducted from the 'Remaining' total, whereas packaging inventory required for packaging one complete unit will be deducted.

**RELEASE THE ORDER**

The final stage of the manufacturing process is to approve the final filled and packed-out order before it can be released to market. This step is performed in the ‘Pack-Out’ tab by clicking on the ‘Release’ button for any order with the status ‘Packed-Out’:
DOWNLOAD A BATCH PROTOCOL

For orders with the status ‘Packed-Out’ or ‘Released’, you can download a batch protocol by clicking on the following icon in the ‘Actions’ column of the manufacturing orders list:

The batch protocol is a complete snapshot of your manufacturing order, including all associated files and a report in PDF format. Double-click on the downloaded .zip file to open a folder containing the files and report.
The batch protocol report can be located by looking for the file name that begins with the product's title, such as:

Nourishing_Skin_Cream-1.01_Batch_Report_123-456-789.pdf
PACKAGING

INTRODUCTION

Note: please first read the Getting Started guide before you proceed with the steps explained in this document. You can download this guide using the link below:


By following the steps, you will be able to:

- create packaging item parents;
- create packaging item batches and manage inventory;
- build packaging sets and associate these with your products;
- use the 'pack-out' tab of the manufacturing order to assign packaging inventory;
- include packaging costs in a formula’s costs simulator.

If you are familiar with the process of managing raw materials batches, many of the principles for managing your packaging items and batches are the same. Your packaging materials can be saved as batches, each having their own inventory level and unique Supplier batch information. You can also clone an existing packaging batch and apply test groups.

To access the packaging features of cosmetri, click on the ‘Packaging’ menu item:

Packaging is managed using the following two tabs:
- Packaging Items (see below)
- Packaging Sets (see p.109)

Import Demo Data

You can import demo packaging sets into your cosmetri account to quickly learn how these can be configured. You can also import these as part of a demo product/formula.
PACKAGING ITEMS

Like raw materials, you first create a parent item, entering as much generic information as possible, and then clone it to create your first batch of that item (see p.105). Create packaging item parents for each item required for creating your packaging sets – everything from labels, inner and outer packaging, containers, wrapping, caps, inserts, etc.

TIP You can also quickly create different parents of a packaging item by cloning a parent item as a new parent and then making any adjustments to the new version. This can be useful for items which are similar, such as labels or containers of different sizes. Create the first parent with the generic information and then use the ‘clone to new parent’ function form the ‘Actions’ column of the packaging items list:

As well as describing the packaging item by trade name, Supplier, manufacturer, inventory level, etc, you can also enter details for the type of packaging, upload documents and apply QA steps by adding one or more test groups to the QA tab (see p.104).

TIP Enter as much information as possible for the packaging item parent before you create your first batch. Cloning this to create your batches will ensure that all data and documents are copied to the cloned batch. You may need to update the new batch if any cloned data or documents require updating!

To create a new packaging item parent, click on the ‘Add New’ button in the ‘Packaging Items’ tab:
Each packaging item parent/batch has four tabs as follows:

1. Information
2. Costs
3. Documents
4. Quality Assurance

### INFORMATION

Use this tab to enter the main information required for the packaging item:

**Trade name** – enter any trade name used for the packaging item. Be as descriptive as possible to enable easy identification when building your packaging sets (see p.109), e.g. “Avery Label 70.0mm x 42.3mm”

**Item code** – enter any unique code you use to identify this packaging item. This is not the same as the Supplier batch no.

**Packaging unit** – this setting determines the units that are used to describe your packaging item's inventory. If the item is for example, a glass jar or a lid, select ‘1 item/unit’. If your packaging item is measured by weight or any other unit of measurement, such as length (e.g. for ribbon), select ‘other’ and in the adjacent field, enter a unit of measurement, such as ‘g’, ‘cm’ or ‘cm²’
**TIP** If you select ‘other’, enter a unit size and measurement value to describe your inventory. Once you create packaging sets, you can then enter a quantity for each of these packaging item inventory units, needed to package your product. For example, if you use wrapping paper you could select ‘other’ and then enter ‘x10 sq.cm’ as representing a single inventory unit. If you then require 15 sq.cm to wrap the product, you would select ‘1.5’ for the quantity of this item required.

**Packaging type** – select one of the items from the list to describe the packaging item, or select ‘Other’ and type in a brief descriptor, such as ‘Label’ or ‘Filler’ or any other information you wish to enter in this field when describing the type of packaging item.

If you select ‘Pressurized spray container’, the following additional fields will be displayed, requiring input or selection:

<table>
<thead>
<tr>
<th>Packaging type</th>
<th>Pressurized spray container</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments</td>
<td></td>
</tr>
<tr>
<td>Type of aerosol dispenser</td>
<td>Metal aerosol dispenser</td>
</tr>
<tr>
<td>Spray / foam aerosol</td>
<td>Foam</td>
</tr>
<tr>
<td>Flammability classification</td>
<td>highly flammable</td>
</tr>
<tr>
<td>Aerosol capacity</td>
<td>350 ml</td>
</tr>
<tr>
<td>Material</td>
<td>Aluminium</td>
</tr>
<tr>
<td>Comments</td>
<td></td>
</tr>
</tbody>
</table>

**Supplier** – select from any Suppliers you have created under the main menu item ‘Suppliers/Manufacturers’. This is optional when creating the parent, but any selected company will be cloned to each batch, thus enabling faster batch creation, if the Supplier for the batch remains the same.

**Manufacturer** – select a manufacturer. This is optional when creating the parent, but any selected company will be cloned to each batch, thus enabling faster batch creation, if the manufacturer for the batch remains the same.
DOCUMENTS

This tab enables you to manage any documents you wish to store for each packaging item. In the packaging item's 'Documents' tab, select from either 'CUST', 'PACK', 'SPEC' or 'TST1' doc types to upload any documents specific to the packaging item batch.

CUST
Use for any other documents that do not belong with any of the available doc types.

PACK
Documents that contain artwork, photos and any further description of your product's packaging and containers.

SPEC
Documents such as technical data and specification.

TEST
Any test-related documents such as test results, test procedures or lab reports.

Note: If you require any packaging documents to be included in the product dossier/PIF, these must be uploaded to the product's 'Docs' tab as document type PACK.

QUALITY ASSURANCE

Click on the tab 'Quality Assurance' to manage tests, SoPs and QA for the packaging item batch:

To manage quality assurance for packaging items, activate the following global setting in the Administrator user account under 'Global Settings / Default Settings':

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MANAGING PACKAGING ITEM BATCHES

Once you have created a parent for your packaging item and entered all the information as required, you can easily and quickly create batches. To create your first batch, open the parent and click on ‘Clone to Batch’.

The parent data and any documents will be copied to a new record and you will be prompted to enter the required batch-level data, as follows:

**Supplier batch/lot no.** – this is the unique code used by your Supplier to identify that batch. Usually this code will be included in the sales receipt and on the packaging and delivery slip.

**Expiry date** – click to select an expiry date or check the ‘No expiry’ checkbox if the packaging item does not require any expiry date.

**TIP** Click at the top on the ‘Month’ to easily jump to a month and again on the year to view by year:
**Auto-approve** - If you have configured your global settings to require approval for packaging items (see next section), check this checkbox if you wish to override this, making the packaging item batch available for pack-out without requiring any tests to be passed. The packaging item will then be automatically assigned the status ‘Approved.

Click on ‘Save’ to save your new batch!

Once you have batches for your packaging item, open any batch to clone this using either of the following buttons. Data and documents will be copied to the new batch, either using the currently open batch, or the parent:

To select a different batch, or open the parent, use the following menu. You can check either of the checkboxes above this to hide batches that have expired or have no inventory. This is useful if you have many batches and wish to only view current batches:
These same checkboxes are also available in the main packaging items list.

**PACKAGING INVENTORY**

If you use the manufacturing module, cosmetri makes it simple to manage your packaging inventory. Once you have built your packaging sets, at the pack-out stage of the manufacturing order you only need to enter the number of containers filled. cosmetri will then deduct all required inventory from the available inventory pool for each required packaging item. This section of the guide explains how to configure your packaging items and sets correctly for effective management of packing inventory.

cosmetri uses the ‘first in, first out (FIFO)’ principle for managing your packaging inventory. Inventory will be taken from the oldest available batch first, according to any expiry dates. If no expiry date exists, inventory will be taken according to order in which the packaging item batches were added, starting with the oldest batch.

In the packaging items list, once a packaging set is associated with an item, the current batch of the item can be identified by the presence of the packaging set IDs in that row:

| Test Packaging Item 2 (987.654) (PARENT) | 1010.000 |
| Test Packaging Item 2 (987.654) | 500.000 m |
| Test Packaging Item 2 (987.654) | 10.000 | P50008, P50010, P50012 |

In this section, we will cover the inventory settings and fields in the packaging item batch's 'Information' tab.

**Packaging unit** – if your packaging item's inventory is recorded and dispensed in individual units, such as a bottle, cap, label etc, select “1 item/unit” as the packaging unit.
If you select ‘other’, enter the unit of measurement that you require when creating your packaging sets. If for example, you use parcel tape for the outer packaging, enter e.g. “m” as the unit of measurement.

You can then enter the “Total available inventory” for the length of parcel tape available for the entire batch. If for example, you have purchased 10 rolls of 50m, enter 500 as the “Total available inventory”. When you create your packaging sets, you will then add the required amount of parcel tape in m for the packaging set (see p.109).

Do not track inventory – select this checkbox you do not wish to track inventory for the packaging item batch. This will make the packaging item batch always available for pack-out and ignores any inventory level. Checking this checkbox will hide all inventory fields below.

Total available inventory – when you first create the new batch, enter the current amount of inventory. Make sure this is consistent with the ‘Packaging unit’ you selected. If you use ‘1 item/unit’ just add the total number of individual units available for that batch. For example, if you purchased a box of 200x 50ml bottles, enter “200” as the total available inventory for the batch. If you selected ‘other’ enter the number of units corresponding to this quantity or amount. For example, in the view shown below, our unit of inventory is “x10g”. If the new batch is 3kg then enter ‘300’ as the total available inventory, since this represents 300 individual units of 10g.

Add inventory – use this field to add an amount to the ‘Total available inventory’ and click on ‘Add’. You can also enter a negative value such as ‘-50’ which will deduct 50 from the ‘Total available inventory’. This is useful for example after stock taking, to correct and
deviations in stock, or if you know that stock has been taken from a batch that was not deducted automatically during the pack-out stage of a manufacturing order.

**PACKAGING SETS**

A **packaging set** is built from **packaging item parents**. In the packaging items list, you can view the packaging sets which are associated with any item and click to open:

<table>
<thead>
<tr>
<th>Unit Size</th>
<th>Packaging Sets</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.000</td>
<td></td>
</tr>
<tr>
<td>42.000 ml</td>
<td></td>
</tr>
<tr>
<td>48.000 ml</td>
<td>PS0007, PS0009, PS0011, PS0012</td>
</tr>
<tr>
<td>1010.000</td>
<td></td>
</tr>
</tbody>
</table>

You can then easily associate each unit size of your product, such as a 100ml, 250ml and 500ml with a packaging set. By doing so, inventory control of packaging, pack-out of your manufactured product batch and calculation of packaging costs are accurately and effectively managed.

A clone feature enables easy duplication of a packaging set, enabling you to create variations e.g. for each container/pack size. You can also create ‘template’ packaging sets enabling efficient management and clone these to customize them for use with specific products.

Once correctly setup and associated with each unit size, packaging sets enable:

i). fast pack-out of your manufactured order;

ii). correct deduction of all required packaging inventory for your pack-out;

iii). inclusion of packaging costs in your formula's cost calculations;

iv). management of compliance and traceability.

To create and manage packaging sets, click on the ‘Packaging Sets’ tab under the menu item ‘Packaging’:

A typical packaging set will look like the following example:
Each packaging set has its own unique **ID**, beginning with ‘PS’, i.e. PS0001, PS0002, etc and a **Title** to help identify the set.

In the packaging sets list, the ‘Product’ column displays which products are associated with the packaging set. Click on a link to open the product.

In the ‘Cost’ column, the value displayed is the total of all associated packaging costs. Each cost is taken from the **most recent batch added**.

If a cost for any packaging item is missing, the calculation of the packaging set cost will assume the cost to be ‘0.00’ rather than showing an error. Check carefully that all costs are entered for your packaging items.

To create a new packaging set, click on ‘Add New’ in the ‘Packaging Sets’ tab:

Enter a **title** for the packaging set which will make it easy to identify when associating with your different product unit sizes – for example, “Nourishing Skin Cream | 50ml”
Select a packaging item parent from the list, to associate with the packaging set. Enter a ‘Quantity’ - you can also value such as ‘0.5’ - for example, if your inventory unit of measurement for packaging tape is ‘1m’ and your packaging set only requires 50 cm of tape.

Click on ‘Add More’ to add a further packaging item to the packaging set and repeat the process until all items are added.

Click on ‘Save’ to save the packaging set.

ASSOCIATING PACKAGING SETS WITH UNIT SIZES

With packaging sets properly configured you can now associate these with your product’s unit sizes, so that you can:

i). pack-out your manufactured orders;

ii). calculate packaging costs along with your formula’s raw materials’ costs

Open the product and click on the ‘Unit Sizes’ tab:

For each unit size that you have configured for your product, select a packaging set from the ‘Associate with Packaging Set’ column:

Click on ‘Save’ to save your changes.

Click in the ‘Actions’ column to open a selected packaging set:
**EXPORT PACKAGING DATA**

You can export packaging item data and their batches to .csv format, based on the current search and filter settings applied. Any documents uploaded to the ‘Documents’ tab will be listed by document type, indicating which documents are present.

The export function is useful for simple, asynchronous integration of packaging item batch data and inventory levels with any ERM or accounting application that allows .csv data import.

Since certain fields in your data may contain commas, these fields are enclosed in quotation marks “” to retain the integrity of the data structure in the .csv file. Cells containing lists, such as the example provided for documents use the semi-colon to separate the values.

Select the preferred export option and click on ‘Export’ to generate the .csv file, which will be downloaded by your browser.

Export options:

**Parents only (all data)**
Only the packaging item parent data will be exported. All batches are ignored.

**Parents and batches (all data)**
All data for the parents and their batches will be exported.

**Parent only – total inventory, all batches (simplified)**
This option is useful for obtaining total inventory available for a parent and all associated batches. The unit of measurement will be taken from the parent and all inventory values for associated batches assumed to be in the same unit. This export options offers the following additional controls:
This provides more accurate calculation of available inventory, based upon expiry date of each batch and the approval status.

Click on ‘Export’ to export the data, which will be downloaded by your browser as a .csv file.

**PACK-OUT OF MANUFACTURING ORDER**

Once a manufacturing order has the status ‘Approved’, it can be packed-out in the ‘Pack-Out’ tab of the manufacturing order:

Using the pack-out and assigning packed-out units to the correct packaging set ensures that all inventory is then correctly calculated and deducted from each packaging item.

The packaging sets associated with each unit size will be selected according to the default associations you set in the product’s ‘Unit Sizes’ tab.

In the ‘No. of Units’ column, enter the number of units of each size that were filled.

If you enter a number such as ‘10.5’, packaging inventory for an entire unit will be deducted. In this case, inventory for 11 complete packaging sets will be deducted from the available inventory.
cosmetri uses the ‘first in, first out (FIFO)’ principle for managing your packaging inventory. Inventory will be taken from the oldest available batch first, according to any expiry dates. If no expiry dates exist, inventory will be taken according to order in which the packaging item batches were added, starting with the oldest batch. To correctly manage your packaging inventory, you should therefore use this same principle when dispensing packaging inventory for packing-out your product batch.

**TIP** If a packaging item has an expiry date set and this has expired, inventory will not be taken from this batch. To override this, you must click on the ‘no expiry date’ checkbox in the packaging item batch’s ‘Information’ tab.

![Checkbox for no expiry date](image)

Click on ‘Pack-Out’ to perform the pack-out. At this point all packaging inventory will be deducted. This step cannot be reversed! If you wish to execute the pack-out without deducting packaging inventory, click instead on ‘Pack-Out | Ignore Packaging Sets’.
QA & Testing

Introduction

Note: please first read the Getting Started guide before you proceed with the steps explained in this document. You can download this guide using the link below:


By following the steps in this guide, you will be able to:

1. create tests that can be used for quality assurance;
2. create test groups including stability tests;
3. configure tests;
4. print barcoded sample labels;
5. enter test results and export test data;
6. perform repeat tests for any existing test;
7. manage quality assurance of received raw materials and packaging;
8. manage quality assurance of manufacturing orders;
9. manage quality assurance of formulas;
10. manage quality assurance of retained samples;

Import Demo Data

You can import demo test groups and tests into your cosmetri account to quickly learn how these can be configured for a variety of uses – from laboratory testing to repeat test schedules and stability/challenge type tests. You can also import these test groups and further adapt them for your own use, applying them to the following areas of your workflow:

- formulas
- raw materials
- packaging items
- manufacturing orders / product batches
- retained samples
**Basic Principles of Testing**

You can use cosmetri to easily create **tests** and **test groups** that can be associated with any one of five workflow areas where quality assurance (QA) is required. If these are correctly setup and adhered to, tighter integration with compliance and good manufacturing practices (GMP) will be achieved, ensuring that fewer mistakes are made, while improving workflow efficiency and providing traceability of user actions and approval status changes.

You can create tests that can be configured for the following areas of your workflow:

1. received raw materials
2. packaging items
3. manufacturing orders
4. formulas
5. retained samples

This section of the guide describes how to create **tests** which can be associated with one or more **test groups**. Stability-type test groups can also be built. Test groups can be associated with any of the above described workflow areas. Each test is configured for use for an item (such as manufacturing order or raw material batch), requiring it to be passed (or confirmed as ‘done’) before approval can be set.

The QA workflows are located as follows:

- Formula / QA (tab)
- Packaging Item / Quality Assurance (tab)
- Raw Material / Quality Assurance (tab)
- Manufacturing Order / Configure Tests (tab, to configure tests)
- Manufacturing Order / Approve (tab, to enter test results and add retained samples)
- Retained Sample (access from Manufacturing Order list or ‘Approve’ tab)
- Tests / Test Schedule (tab)
- Dashboard / Test Schedule (dashboard view)

This section of the guide describes the different approval stages or statuses that can be applied and provides useful tips on optimizing QA for your workflow.

**User Permissions**

In the Global Settings/Departments, the Administrator can set the following settings for any department:
These settings can be applied in addition to access permissions for the QA tabs for formulas, raw materials, etc.

Use the ‘Assign/edit tests for other test operators’ to restrict or allow the logged in user’s access to other test operators’ tests in the Test Schedule and QA tabs. If ‘Restrict’ is selected, the logged in user will be set as the default test operator when configuring a test. They will not be able to assign a different user as the test operator and will not be able to open or delete any tests not assigned to them.

**TESTS**

The first step is to create tests. Tests function like templates, enabling you to enter generic instructions so that this information will always be included with each instance of the test, thus saving you time and ensuring consistency of standards and procedures. Once a test is applied to a specific instance (such as a raw material batch or formula), any further required test parameters and specific information are added during the test configuration (see p.126).

Once a test has been applied to any item’s QA in your cosmetri account, it can no longer be edited. To make changes, first clone the test and apply the changes to the new version. You will also need to add the new test to a new test group, before the test group can be selected for use.

One or more tests must be associated with a test group before they can be applied (see p.124). In the ‘Tests’ tab, the ‘Where Used’ column shows the number of items for each workflow area where that test is applied:

<table>
<thead>
<tr>
<th>Where Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formula (2)</td>
</tr>
<tr>
<td>Manufacturing orders (1)</td>
</tr>
<tr>
<td>Packaging (1)</td>
</tr>
<tr>
<td>Raw Material (18)</td>
</tr>
</tbody>
</table>

Click on a link to open a list of the items associated with that test:
Test T0003 Associations - Raw Materials

Click on a link in the 'Items' column to open the item.

Showing 1 to 18 of 18 items

<table>
<thead>
<tr>
<th>Items</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bergamot Oil Organic</td>
<td>Configure</td>
</tr>
<tr>
<td>Calendula Flower Infusion</td>
<td>Configure</td>
</tr>
<tr>
<td>Cetyl alcohol 50/70 (123,456)</td>
<td>Failed</td>
</tr>
<tr>
<td>Cocoa Butter (Organic) (142,456,74)</td>
<td>Overview</td>
</tr>
<tr>
<td>Emulsifier VF (53,45,7)</td>
<td>Failed</td>
</tr>
<tr>
<td>Eucyl PE 9076 SB1 (123,456)</td>
<td>Failed</td>
</tr>
<tr>
<td>Glycerine (Organic) (553,900,956)</td>
<td>Failed</td>
</tr>
</tbody>
</table>

In the 'Result' column you can see the result for each test. If 'Configure' is shown, click in the 'Items' column to open the item to complete the configuration (see p.126).

**CREATE A TEST**

To create a test, select ‘Add New’ under the menu ‘Tests/QA’:

A Test ID will be automatically assigned. You then need to complete the following fields:
**TIP** Enter only generic information that applies to all instances of this test. At the configuration stage, you will be able to enter any specific data required for conducting the test. This section of the guide also explains how to create tests with editable parameters, which can be selected/entered at the configuration stage.

**Analysis** – enter the test title by describing briefly what kind of analysis should be performed.

**Testing period** - set whether the test should be performed only **once**, or if a test schedule should be used for **multiple** tests.

**Setting a schedule**

If you select ‘multiple’ for the ‘Testing period’, you can click on the ‘Schedule’ button to set the test schedule intervals. This is useful for tests such as stability tests (see p.131), enabling you to set the number of days between tests:
The first test will be assumed to be performed on the first test date, as entered when the test is configured. Further tests dates will then be auto-calculated, based on the date of the first test to be performed in the schedule.

For each test, enter the ‘Interval after initial test’ and then select the time period i.e. ‘Days’, ‘Weeks’ or ‘Months’:

For example, if you set intervals of 1 day, 1 week, 2 weeks and 1 month and set the first test date during the configuration stage to 1st June 2018, subsequent tests will be scheduled as follows:

2nd June 2018 (start + 1 day)
8th June 2018 (start + 7 days)
15th June 2018 (start + 14 days)
1st July 2018 (start + 30 days).

Click on ‘Add’ to add the test to the test schedule and ‘Save’ to save the schedule.

**Test parameters** – Use this space to stipulate any parameters for the test that should be used when entering the test results and to further define how the test should be performed.

**Are parameters configurable?** Use the following setting to determine whether at the configuration stage, the parameters are editable. The default value ‘Yes’ provides flexibility to stipulate variable technical data that must be followed by the operator when performing the test. It also enables easy copy/paste of selected product or formula values into the parameters field, as explained later in this section.
For example, use this setting to create a viscosity test. Enter the generic instructions for the test in the ‘Test method’ field and use the ‘Test parameters’ field to specify the spindle size and speed. Select the setting ‘Yes’ to make this editable during configuration of the test, enabling you to set the exact spindle and speed specifications for the test. If your test is to be performed at scheduled intervals, you can optionally set different parameters for each test instance.

To save time, enter any generic text in the ‘Test parameters’ field so that you do not need to re-type this during configuration.

EXAMPLE:

Enter the following test parameter in the test setup:

Spindle speed: 00,000 – 00,000 Tbar XX Initial: 0,000 – 0,000 Tbar XX

At test configuration, the editable parameters can then be finalized by simply adding the correct values, highlighted below in bold:

Spindle speed: 45,000 – 55,000 Tbar TA Initial: 15,000 – 20,000 Tbar TB

**Test method** – describe in detail any **generic** instructions for how the test must be performed. Use the **Test parameters** field to allow setting of instructions or technical parameters that can be editable at the configuration stage.

**TIP** For any text input field, drag the bottom right handle downwards to expand the area for entering longer instructions, as shown below:

**Custom statuses** – you may add up to 10 statuses, which may be selected when entering the test’s results. This can be useful for example, when managing stability tests (see p.131).
In the ‘ID’ field, enter **two** alphanumeric characters, such as 01, AA, or A1. In the ‘Description’ field, enter a description of up to 20 characters. Click ‘Add’ to enter the custom status and remember to click ‘Save’ to save the data.

For ease of reference, the ID and description will be displayed as a key beneath the test results.

Example of key associated with test results:

<table>
<thead>
<tr>
<th>Test Type</th>
<th>Description</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>50°C</td>
<td>Aspect T0047</td>
<td>OK</td>
</tr>
<tr>
<td>Color</td>
<td>T0048</td>
<td>OK</td>
</tr>
<tr>
<td>Smell</td>
<td>T0049</td>
<td>OK</td>
</tr>
<tr>
<td>pH</td>
<td>T0050</td>
<td>OK</td>
</tr>
</tbody>
</table>

CR = Creaming | TS = Oil droplets | OS = Oil separation | NH = Not homogenous | SD = Sediments

Note: It is not necessary to create the statuses ‘OK’, ‘Failed’, ‘OOS’ or ‘skipped’ since these are default values used by cosmetri.

**Test result type** – select from one of the following options:

i.) **Numeric** – the test requires a laboratory or other value that must fall within a specified minimum and maximum range, as defined at the configuration stage. Selection of this test type requires completion of the fields ‘Value measured’ and ‘Precision’ (see below). An example of this test type would be a pH test for testing if your product batch falls within an acceptable pH range.

ii.) **Pass/Fail** – select this option for tests that do not require any values to be entered. An example would be a test to check for visible signs of damage to a received raw material from your Supplier.
iii.) **Done** – tests of this type require the operator to check a checkbox to indicate that a required action has been performed. This test provides the flexibility to create tasks that are integrated into the QA. An example would be to require that the operator must confirm that a standard operating procedure (SOP) has been adhered to during manufacturing, such as ‘Recalibrate all equipment before commencing production’, or ‘Sterilize all surfaces in the production area’.

**Value measured** – only required for numeric test type. Enter the value that must be measured, such as °C, pH or g/ml.

**Precision** – only required for numeric test type. Determines how accurate the entered results may be. For example, select ‘0’ if the result should be entered as a whole number, or ‘4’ if the accuracy can be entered to a precision of four decimal places e.g. 1.1234

**Minimum sample size** – optional field to enter a minimum required sample size for conducting the test on a sample.

**Sample unit** – only required if a value has been entered in the ‘Minimum sample size’ field. Use this to determine the unit of measurement referred to, such as fl oz or g.

**Test results require comment** – select ‘Yes’ if the test operator must enter a comment in the test results.

**Comments for operator** – use this optional field for any additional instructions or comments intended for the test operator.

---

**TIP** During the configuration of the test for each instance it is used, you can still delete any tests from the schedule.

---

**EDITING/DELETING TESTS**

If a test has been configured for use with any item, in the test view the fields will be disabled, preventing editing.

Example of a locked test:

<table>
<thead>
<tr>
<th>ID [?]</th>
<th>T0004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Testing period [?]</td>
<td>once multiple</td>
</tr>
<tr>
<td>Test parameters [?]</td>
<td>Test qualifier</td>
</tr>
</tbody>
</table>

---

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**Clone a Test**

Use the following action to clone an existing test to a new version. This can be useful if you need to create a range of tests based upon a generic ‘template’ version that you first create, or for updating a test as a new version, where the original is locked from editing due to being associated with an item.

The new test will be assigned the next available ID:

<table>
<thead>
<tr>
<th>Where Used</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raw Material (25)</td>
<td><img src="#" alt="Clone test" /></td>
</tr>
<tr>
<td>Packaging (2)</td>
<td></td>
</tr>
<tr>
<td>Formula (43)</td>
<td></td>
</tr>
<tr>
<td>Manufacturing orders (66)</td>
<td></td>
</tr>
</tbody>
</table>

Remember to correctly assign the new test version to a new or unassigned test group.

**Test Groups**

Use the following tab under the main menu item ‘Tests’ to create and manage your test groups:

2. Test Groups

- **Tip**: Test groups can be assigned to your QA workflow. If you only wish to use a single test it must still be added to a test group.

To create a test group, click on ‘Add New’ in the ‘Test Groups’ tab. A test group **ID** will be automatically assigned.

Enter a short **title** for the test group.
Included tests - select the tests that you want to include with the test group. Click in the adjacent field to view a list of available tests and click on any test to add it. Repeat until you have added all tests that are to be associated with the test group.

Note: a test may be associated with more than one test group.

Association - select which of the following areas of your QA workflow you wish to apply the test group to:

Once you have selected a QA area by checking one of the checkboxes in the left column, selecting the ‘Default’ checkbox means that for any new entity created (in this case, a new raw material batch), the associated tests will be pre-selected ready for configuring. If the default checkbox is unchecked, the test group will be available for manual selection for raw material batches but will not be pre-selected.

Note: Test groups set to be selected by default will only be applied to newly created items (such as raw material batches, formulas, etc.). The QA for existing items will not be affected. You may however open an existing item’s QA and manually select that test group.

Comments – enter any comments for the test group. These are not included in the test information visible to the test operator or in any test reports or exported data.

Click on ‘Save’ to save the test group.

EDITING/DELETING TEST GROUPS

Like tests, test groups that are already in use are locked. The only change you may make to a locked test group is the association of the test group with the QA workflows. Any test groups that are already associated with an item will not be affected by this change.

View of a locked test group:
If you need to make other changes to a test group, first clone it and apply the required changes to the new version:

### CONFIGURING TESTS

Test groups that have been set as ‘default’ for a workflow area will be pre-loaded in an item’s QA, for each new item you create, or clone. To manually add a test group to an item’s QA, select it as follows and click on the ‘Add’ button to configure the test(s).

A configuration panel will open with all tests in the group displayed, ready for configuration. The data you need to enter will depend on the test type. All tests require setting a **date due** and assignment of a **test operator**. Some tests may require further configuration.

For fast configuration of multiple tests, you can use the following settings to assign a Due date and test operator to all tests in the group. Click in the left field to select a date when the test (or ‘Start Date’ of the first test in a schedule) is due.

Note – if you do not see other test operators available for selection when configuring tests, you may have a single-user account, or your Administrator may have restricted your permissions via the ‘Departments’ settings. In either case, you will be assigned by default as the test operator.
TIP Click in the date field to access the date picker. To navigate to the required month or year, click in the calendar header to toggle between views:

If any test has a schedule, the assigned ‘Due date’ will be the start date of the first test, upon which all scheduled repeat tests are based. All tests in the schedule will then be auto calculated based on this date. Once these dates are configured for the first time, they may not be changed!

TIP You can use the ‘Apply to all Tests’ function to firstly set the date and operator for all tests and then adjust any individual tests that require different settings.

If a test group is set to be associated by default with a QA workflow area, any new item created will have the test group pre-loaded in the QA, from where you can select to configure either an individual test, or the entire test group.

To configure an entire test group enables use of the ‘quick configuration’ tool to apply a start date and test operator to all tests, as well as using the ‘fill down’ tool for tests in a schedule (see below). You must enter all required data for each test in the test group before saving a closing the test panel is possible.

Note – If a test in a test group has already had results entered, it cannot be further configured.

Test Parameters

If the test parameters are set to ‘configurable’ for a test applied to a formula, manufacturing order or retained sample, you can edit or enter the details in the parameters column when configuring the test for that item.
For convenience, a menu exists above the parameters field, with some key values that you may have entered for the product and its formula. This enables quick copy/paste of a selected value into the parameters field, enabling configuration of many tests without requiring look-up of a value elsewhere.

In the above example, the calculated relative daily exposure value for a formula is selected in the test configuration.

Example of calculated relative daily exposure value, in the formula’s ‘Safety’ tab:

Once selected, click on ‘Add’ to add this value to the parameters field below.

You can add further values, which are inserted at the top of the data in the parameters field.

If the test type is ‘numeric’, as shown in the example below, you need to enter the Min., Target and Max. values to define the acceptable range within which the result of the test must fall if the test is to be passed successfully.
**Fill-Down Feature for Repeat Tests**

For repeat tests in a schedule, the fill-down action enables fast configuration of each test. Enter the data for the first instance of the test series, including the operator. Click on the ‘Fill down data’ button to copy the data in the first test to other tests in the same test schedule.

Note, that for scheduled tests, the auto-calculated ‘Date due’ is preserved for each test. **After configuring these dates may not be changed!** To reset the entire schedule, remove the test group from the QA and add it again.

Click on ‘Save’ to complete the configuration of the test(s).

Any configured test is now available for entering the test results and the assigned operator will see the test as ‘Queued’ in their Test Schedule, viewable on their dashboard and from the ‘Test Schedule’ tab under the main menu item ‘Tests’.

**Configure Default Tests**

If a test group is set as default for a QA workflow, every new item created will have those tests loaded in the QA tab, queued for configuration. For example, you can create a test group for standard list of checks that must be applied to all received raw materials batches, using the following settings in the ‘Test Groups’ tab:
The tests in the test group will be listed automatically in the raw material batch's QA tab, automatically preventing approval of every raw material batch unless those tests or checks have been completed successfully.

Configuration of the default tests in the group is the same as described above. Click on the Configure Group link of the first test in the group to open the test group configuration panel or click in the ‘Actions’ column to configure a single test.

**REMOVE TESTS**

You can remove individual tests that have been applied to an item, by using the delete icon in the ‘Actions’ column:

To remove an entire test group from an item, click on the checkbox in left column, next to the first test in the group:

Once selected, the following ‘Remove Test Group(s)’ button will become activated.

Note – this action only removes the association of the selected group from the item’s QA. The test group and its tests will not be deleted from your account.
STABILITY TEST GROUPS

Stability test groups enable easy overview and fast configuration of tests that are repeated on a schedule, such as preservative challenge tests. They are displayed in a single-view, making it easy for the test operator to see when a test is due and the status of all tests in the group. This overview of the test data can also be exported to PDF and XLS in a similar format. All tests belonging to the stability test groups can also be managed in the same way as normal tests by accessing the test groups and tests from the main list in the item’s QA tab.

<table>
<thead>
<tr>
<th>Start</th>
<th>1 Day</th>
<th>2 Days</th>
<th>3 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 Feb 2018</td>
<td>1 Mar 2018</td>
<td>Enter test results</td>
<td>2 Mar 2018</td>
</tr>
<tr>
<td>DD</td>
<td>DD</td>
<td>DD</td>
<td>DD</td>
</tr>
<tr>
<td>2.80 pH</td>
<td>2.90 pH</td>
<td>3.10 pH</td>
<td></td>
</tr>
<tr>
<td>2 Mar 2018</td>
<td>3 Mar 2018</td>
<td>4 Mar 2018</td>
<td>5 Mar 2018</td>
</tr>
</tbody>
</table>

Stability test groups can be applied to the following QA workflows:

- Raw materials
- Packaging items
- Formulas
- Retained samples

Stability test groups are composed of test groups and thus act as a kind of ‘super test group’. Let’s build an example stability test group using the following tests and apply it to a retained sample.

Measurement stability

<table>
<thead>
<tr>
<th>Measurement stability</th>
<th>1D</th>
<th>1W</th>
<th>2W</th>
<th>3W</th>
<th>4W</th>
</tr>
</thead>
<tbody>
<tr>
<td>RT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aspect</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
</tr>
<tr>
<td>Colour</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
</tr>
<tr>
<td>Smell</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
</tr>
<tr>
<td>pH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7°C</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aspect</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
</tr>
<tr>
<td>Colour</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
</tr>
<tr>
<td>Smell</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
</tr>
<tr>
<td>pH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40°C</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aspect</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
</tr>
<tr>
<td>Colour</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
</tr>
<tr>
<td>Smell</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
</tr>
<tr>
<td>pH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50°C</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aspect</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
</tr>
<tr>
<td>Colour</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
</tr>
<tr>
<td>Smell</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
<td>ok</td>
</tr>
<tr>
<td>pH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OK = OK / CR = creaming / TS = oil droplets / OS = oil separation / NH = not homogenous / SD = sediments / > = more
**PREPARE THE TESTS**

To build the above stability test group, we require 4 tests – Aspect, Color, Smell and pH. For information on setting up tests, see p.117. Each of the tests needs to have the ‘Testing period’ set to ‘Multiple’ and the required schedule configured. For the above example, all tests are scheduled to be repeated after 1 week, 2 weeks, 3 weeks and 4 weeks.

Example schedule for test ‘Aspect’:

<table>
<thead>
<tr>
<th>Interval After Initial Test</th>
<th>Time Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Weeks</td>
</tr>
<tr>
<td>2</td>
<td>Weeks</td>
</tr>
<tr>
<td>3</td>
<td>Weeks</td>
</tr>
<tr>
<td>4</td>
<td>Days</td>
</tr>
</tbody>
</table>

Remember for each test, to add any custom statuses required, enabling these to be selected in addition to the results entered for the test.

**BUILD TEST GROUPS**

We now need to build 4 test groups, each consisting of the 4 tests – Aspect, Color, Smell and pH. For information on setting up test groups, see p.124. Create a new test group called ‘RT’ and add the 4 tests. It is not necessary to check the ‘Associations’ checkboxes, unless you also wish to also use this test group as a standalone test group, as well as part of the stability test group.

Example ‘RT’ test group:

You can now clone the ‘RT’ test group three times and rename each test group 7°C, 40°C and 50°C.

Cloning the ‘RT’ test group:
**BUILD STABILITY TEST GROUP**

In the tab ‘Test Groups’, click on ‘Add Stability Test Group’.

Enter a title for the stability test group and in ‘Included tests/test groups’, click in the field to select the 4 test groups that you created in step 2.

Under ‘Association’, check any workflow areas to associate with the stability test. In this case we will select ‘Retained Samples’.

**CONFIGURE STABILITY TEST GROUP**

Open a retained sample and from the ‘Select test group’ select the stability test group and click on ‘Add’ to open the configuration panel. For information on configuring tests, see p.126.

To save the stability test group, you must configure at least one test in the group. Click on one of the following icons in the configuration panel to configure the tests.
For fast configuration of all tests in the stability group, you can set a start date and assign the test operator and then click on ‘Apply to all Tests’:

Now that a start date is set for the first test in each schedule, the intervals for the repeat tests are auto calculated and populated in the configuration panel. For each series of tests, use the ‘fill down’ function to quickly populate all related tests with the configuration details you enter for the first test in the schedule.

**ENTER STABILITY TEST DATA**

Once you have configured at least one stability test group for the item’s QA, click on the ‘Stability Tests’ button:

Each test group is listed vertically. Along the horizontal axis the schedule is displayed in ‘Days’. If tests in the test groups do not have the same schedule, some cells may be blank to show that for that test, no test falls on that date.
The test intervals are calculated and displayed in days, based upon the date of the first test, which is represented by the ‘Start’ column. Tests which are pending results are shown by a clickable link and the date the test is due.

<table>
<thead>
<tr>
<th>Color Stab Group</th>
<th>Start</th>
<th>1 Day</th>
<th>2 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>pH STAB 1 T0031</td>
<td>27 Apr 2018</td>
<td>28 Apr 2018</td>
<td></td>
</tr>
<tr>
<td>pH STAB 2 T0032</td>
<td>27 Apr 2018</td>
<td>28 Apr 2018</td>
<td>29 Apr 2018</td>
</tr>
<tr>
<td>pH STAB 3 T0033</td>
<td>27 Apr 2018</td>
<td>28 Apr 2018</td>
<td>29 Apr 2018</td>
</tr>
</tbody>
</table>

If a test is due in the future, results may not be entered and only the date is displayed, without a link.

Click on a link to enter the results for a test. Click ‘Back to QA’ to return from the stability test view to the item’s QA page or tab:

**Back to QA**

Note: Once you have entered test results in the stability overview, if you wish to adjust these results, you will need to open that test from the main list in the QA and click in the ‘Actions’ column for the test you wish to edit the results.

**UPLOAD DOCUMENTS TO STABILITY TEST RESULTS**

To upload a document to the stability test result, make a note of the ‘Test ID’, ‘Test Group ID’ and ‘Date Due’ and use the ‘Back to QA’ button to return to the item’s QA. Locate that test in the test list and upload the document from there.

**EXPORT STABILITY TEST DATA**

Stability test data can be exported in the same way as all other tests. For more information, see p.141. You may also export the stability test data as a simplified overview format, by clicking on the following ‘Export Stability Tests’ button.
Note: The data in this format is only intended as an overview, showing the abbreviated results for each test at each interval in the test schedule. Detailed results such as numeric values, parameters and operator comments are not included. If this information is required, it is recommended that you also export the full test data to supplement this overview, as described from p.141.

Example view of stability test data in PDF format, including numerical results and custom results codes:

Example stability test group report (without detailed results):

Example view of stability test data in XLS format:
This feature is useful for example, when an out of specification (OOS) deviation is discovered. An OOS investigation should establish firstly, if any errors occurred during the testing. Running repeat tests in Product Manager will provide repeat test data and reporting and enable comparison with the original test.

Locate any item's initial test that had been run for testing the value in question, such as a pH or viscosity value.

Any test can be repeated by clicking the following action in the item's QA tab:

Enter the date that the repeat test should be performed and select the Test Operator.

Normally any values or parameters should be retained from the original test, ensuring that the exact same test is run on the same sample.

The following checkbox is available for repeat tests:
Prevent approval in QA until test is completed and passed OK [?] 

If left unchecked, the item’s status as ‘Approved’ will remain unchanged. The item can also be set from any status to ‘Approved’ even if the repeat test has not been passed, or results entered. To prevent approval of the item and to auto set the item’s status from ‘Approved’ to ‘Quarantined’ check the checkbox.

Each repeat test retains the same test ID and is identified in the QA tab as follows:

<table>
<thead>
<tr>
<th>TG0001</th>
<th>T0002 (Repeat 1)</th>
</tr>
</thead>
</table>

Multiple repeat tests can be run, based on an original test. Each instance will be identified by the original Test ID and Repeat 1, Repeat 2, etc.

**Test Schedule**

When logged into cosmetri you can view a list of any tests that you are assigned to as an operator, that are either ‘pending’ or ‘overdue’. You can access the Test Schedule in two ways:

**Dashboard**

In your dashboard view, you’ll find the Test Schedule by scrolling down the page:

<table>
<thead>
<tr>
<th>Date due</th>
<th>Operator</th>
<th>Test ID</th>
<th>Item</th>
<th>Analysis</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>26 Jul 2018</td>
<td>Emma J. O’Neil</td>
<td>T0031</td>
<td>Retained Sample</td>
<td>pH STAB 1</td>
<td>Quarantined</td>
<td>✫ ✫</td>
</tr>
<tr>
<td>21 Jun 2018</td>
<td>Emma J. O’Neil</td>
<td>T0027</td>
<td>Raw Material</td>
<td>pH STAB 1</td>
<td>Quarantined</td>
<td>✫ ✫</td>
</tr>
<tr>
<td>21 Jun 2018</td>
<td>Emma J. O’Neil</td>
<td>T0027</td>
<td>Raw Material</td>
<td>pH STAB 1</td>
<td>Quarantined</td>
<td>✫ ✫</td>
</tr>
<tr>
<td>14 Jun 2018</td>
<td>Emma J. O’Neil</td>
<td>T0027</td>
<td>Raw Material</td>
<td>pH STAB 1</td>
<td>Quarantined</td>
<td>✫ ✫</td>
</tr>
<tr>
<td>30 May 2018</td>
<td>Emma J. O’Neil</td>
<td>T0027</td>
<td>Raw Material</td>
<td>pH STAB 1</td>
<td>Quarantined</td>
<td>✫ ✫</td>
</tr>
</tbody>
</table>

**Test Menu**

Click on the main menu item ‘Tests/QA’ and then on the ‘Test Schedule’ tab:
**SEARCH**

Test Schedule

Enter a trade name or supplier batch no. to find associated tests

![Search Box]

Use the search box to search for a scheduled test, per the item it is associated with, such as:

- trade name or Supplier batch no. (for raw materials or packaging item batches).
- product name or formula version (for formulas)
- manufacturing order no. (for manufacturing order tests)

**SORT BY TEST ASSOCIATION**

Use the column sort icon to sort the list per the type of association, i.e.

- packaging item
- raw material
- manufacturing order
- formula

<table>
<thead>
<tr>
<th>Item</th>
<th>Analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raw Material</td>
<td>Signs of damage to outer pack</td>
</tr>
<tr>
<td>Raw Material</td>
<td>Integrity of supplier document</td>
</tr>
</tbody>
</table>

**SORT BY DUE DATE**

Use the following column sort icon to sort the list in order of due date, either in ascending or descending order:

<table>
<thead>
<tr>
<th>Date due</th>
<th>Operator</th>
</tr>
</thead>
<tbody>
<tr>
<td>26 Jul 2018</td>
<td>Emma J. O’Neil</td>
</tr>
<tr>
<td>21 Jun 2018</td>
<td>Emma J. O’Neil</td>
</tr>
</tbody>
</table>

In the ‘Actions’ column, click on the following icon to enter the test results for that test:
To configure the test, click on the following:

Use the following icon to open the test at the associated QA tab, where you have the option to upload documents to the test or enter test results for the entire group of tests:

**PRINT BARCODED SAMPLE LABELS**

If any test group requires the taking of sample, sample labels can be easily printed in a variety of standard Avery and Herma label formats. Use these labels for clearly identifying the sample in its container and the test group to be applied.

Each test group has an automatically generated **sample ID** following the sequence S00001, S00002, etc. This means that for each instance of a test group applied to an QA workflow area (such a raw material batch or formula version), has a unique sample ID. Therefore, sample group ID S00001 may exist in both manufacturing and retained sample QAs but will only be present once in any one QA workflow.

To generate a sample label, click on one checkbox to select the required test group:

Note – if you select more than one checkbox, the label cannot be generated.
In the ‘Select label format’ menu, select the required label format and then click on ‘Download’:

Your sample label will be generated as a PDF to the exact document dimensions selected. This file should be opened within your browser (or default PDF reader). If your browser is configured otherwise, check in the browser’s downloads list and your default download folder for the PDF file.

**ENTER TEST RESULTS AND EXPORT TEST DATA**

To enter a single test result, click in the ‘Actions’ column on the following icon for any test:

To enter results for multiple tests, click on the following button above the tests panel:
Enter the date that the test was performed. You may only select a date that is today's date or in the past.

Before you can save a test's results you will be prompted for any required information or action, depending on the test type. For numeric tests, enter the result in the 'Result' column. If the value falls between the Min. and Max. values configured for the test, the test will automatically be passed and labelled 'OK'.

<table>
<thead>
<tr>
<th>Min.</th>
<th>Target</th>
<th>Max.</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.8</td>
<td>1.0</td>
<td>1.1</td>
<td>1.0</td>
</tr>
<tr>
<td>g/ml</td>
<td>g/ml</td>
<td>g/ml</td>
<td>g/ml</td>
</tr>
</tbody>
</table>

If a test has custom statuses available, you may select from available statuses:

<table>
<thead>
<tr>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>GG</td>
</tr>
<tr>
<td>HH</td>
</tr>
<tr>
<td>II</td>
</tr>
</tbody>
</table>

Any selected statuses will be shown in conjunction with the result ‘OK’ or ‘Failed’, as well as ‘OOS’ for ‘out of specification’ or a hyphen ‘-’ if the test was skipped.

For numeric type tests, the test operator may override an out of specification (OOS) result by checking the ‘Accept OOS’ checkbox, resulting in the test being passed:

<table>
<thead>
<tr>
<th>Status</th>
<th>Accept OOS</th>
<th>Skip</th>
</tr>
</thead>
<tbody>
<tr>
<td>OK</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If a test should be skipped, the operator must check the ‘Skip’ checkbox. The test will not be passed, but will be ignored during the QA process when approval is dependent upon all associated tests being passed successfully.

**UPLOAD DOCUMENTS TO TEST RESULTS**

You can upload documents to any test's results by clicking on the 'Upload document(s)' icon in the ‘Actions’ column of the tests list, in the QA for an item:
This function can be useful for example, for uploading test results received from a laboratory or for photographs or other evidence required as part of the test procedure.

Click on the above icon to open a document upload panel. Drag and drop one or more documents to the upload zone, or click to select the file(s) on your hard drive using your file browser. The maximum allowed file size is 2Mb.

Click on 'Upload' to upload the document.

Once uploaded you will see the documents associated with the test results when viewing the test results panel:
**EXPORT TEST RESULTS**

In the same ‘Actions’ column, you can also export a test’s results.

To export all results for one or more test groups, first select the test group(s):

If at least one test group is selected, the following ‘Export Test Results’ button will be activated which you can then click to generate the test result report:

Results will be exported as a .zip file, with the results generated as a .XLS and .PDF file. Any documents uploaded to the test’s results will also be included in the zipped folder.

---

**QA STATUSES**

The following default QA statuses can be selected for these type of items:

- **Raw materials** (for details, see p.146)
  - Quarantined
  - Approved
  - Rejected
Manufacturing orders / product batches have statuses that are auto-assigned, as each stage of the manufacturing process is reached. For details please see p.150.

In each type of item, the status ‘Approved’ performs a special role. For example, only formulas with ‘Approved’ status can be set to production mode or selected for manufacturing. Raw material batches must be set to ‘Approved’ to be available for dispense.
**CUSTOM QA STATUSES**

If you are logged in as the Administrator for your cosmetri account, you can set custom statuses in the ‘Global Settings', under ‘Custom QA Statuses', for formulas, raw materials, retained samples and packaging items:

Raw Materials

1. Return to supplier

2. R&D version

Enter a text label for up to three custom statuses for each item type. Each status has a default color for the badge that is displayed once that status is selected.

The custom approval statuses for projects is found in the section below.

Projects

1. Paused

2. Rejected

You may update a text label for a status that you have created, but if the status is used for any item in your account, you cannot leave the label blank, otherwise the following error will be displayed:

1. Custom status is in use and cannot be blank. Please enter a value.

**QA: RAW MATERIALS AND PACKAGING ITEMS**

**SETUP OF TEST GROUPS**

You can set any test group, including stability testing (see p.131), to be selectable for a raw material batch by selecting the following setting for the test group:
Check the ‘Default’ checkbox to apply the test group automatically to all new raw material batches. All tests associated with the test group will then appear in the ‘Quality Assurance’ tab of the new raw material batch, ready for configuring.

**Note:** Applying the default association for the test group will not affect existing raw material batches. To apply a test group to an existing batch, manually select the test group from the ‘Tests’ menu in the ‘Quality Assurance’ tab and then click on ‘Add’ to configure the tests:

Tests can be applied to raw material and packaging item batches. In this example, we will apply a test and manage QA for a raw material batch. The same procedure applies to packaging item batches.

Check as the Administrator under ‘Global Settings’ under ‘Default Settings’. If you require approval of raw materials and packaging item batches before they can be used for manufacturing and pack-out of a manufacturing order, set the switch to ‘ON’ and then click on ‘Save’ to save the settings:

**Approval**
Select if approval is required before manufacture and pack-out:

- Raw materials batches
- Packaging items batches

To manage QA for a raw material batch, open the batch and click on the ‘Quality Assurance’ tab:

If the raw material batch was created after you set up any default test group, the test(s) belonging to that test group(s) will be displayed in this tab, ready for configuration.

The status of the raw material batch will be ‘Quarantined’, since tests associated with the batch have not yet been passed. The various statuses are shown in the following menu, with the ‘Approved’ status unavailable for selection, until all tests have been passed.
**Batch Labels**

If you require a batch label for any test group, select the required test group and then select the target label format, as shown below.

A QA label can also be printed. This label enables you to clearly identify received raw material batches and their current QA status. Select the required label format and click on 'Download' to generate the label in PDF format:

**Configure Tests**

To configure a single test, click in the ‘Actions’ column on the ‘Configure test’ icon:

To configure all tests in the same test group, click on the Configure Group link in the ‘Status’ column.

For further information on configuring tests, see p.126.

**Enter Test Results**

To enter a test’s results, click on the ‘+’ icon in the ‘Actions’ column:
Select the date that the test was performed and confirm the operator:

Enter the test results. For further details, see p.141.

Once all tests applied to the raw material batch are passed, the ‘Approved’ status can now be selected:

Click on ‘Save’ to save the status change.

The raw material batch will now show the label ‘Approved’ and, provided inventory is present, be available for manufacturing.
STATUS DISPLAY AND USER STATUS CHANGE LOG

The status of each raw material batch is displayed in the raw materials list, in the ‘Status’ column:

<table>
<thead>
<tr>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rejected</td>
<td></td>
</tr>
<tr>
<td>Quarantined</td>
<td></td>
</tr>
<tr>
<td>Quarantined</td>
<td></td>
</tr>
<tr>
<td>Quarantined</td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>Quarantined</td>
<td></td>
</tr>
</tbody>
</table>

Each status change is logged in the ‘Quality Assurance’ tab, along with the user ID and date/time:

<table>
<thead>
<tr>
<th>Date</th>
<th>Confirmed by</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Oct 2017 07:58 UTC</td>
<td>Emma J. O'Neil</td>
<td>Return to supplier</td>
</tr>
<tr>
<td>9 Sep 2017 09:48 UTC</td>
<td>Emma J. O'Neil</td>
<td>Quarantined</td>
</tr>
<tr>
<td>9 Sep 2017 09:48 UTC</td>
<td>Emma J. O'Neil</td>
<td>Return to supplier</td>
</tr>
</tbody>
</table>

QA: MANUFACTURING ORDERS

Note: Before following the steps in this section, please refer to the Manufacturing section of this guide for an explanation of how to create and manage manufacturing orders.

SETUP OF TEST GROUPS

You can set any test group, to be selectable for manufacturing orders by selecting the following setting for the test group:
Note: For stability test groups (see p.131), the above ‘Manufacturing’ option is not available. Select instead ‘Retained Samples’ and enter your retained samples in the ‘Approve’ tab of the manufacturing order.

Check the ‘Default’ checkbox to apply the test group automatically to all new manufacturing orders. All tests associated with the test group will then appear in the ‘Configure Tests’ tab of the manufacturing order, ready for configuring.

Note: Applying the default association for the test group will not affect existing manufacturing orders. To apply a test group to an existing manufacturing order with the status ‘Pending’, manually select the test group from the ‘Configure’ tab and then click on ‘Add’ to configure the tests in the selected test group:

Quality assurance for manufacturing orders is managed through a logical sequence of statuses that are applied at each stage of the manufacturing process, as shown in the following diagram:
Setting an order to the status ‘Rejected’ cannot be reversed!

The status of each manufacturing order is displayed in the orders list, in the ‘Status’ column:

<table>
<thead>
<tr>
<th>Amt Required</th>
<th>Actual Yield</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.000 kg</td>
<td>15.5 kg</td>
<td>Approved</td>
</tr>
<tr>
<td>500.000 kg</td>
<td>500.000 kg</td>
<td>Manufactured</td>
</tr>
<tr>
<td>100.000 L</td>
<td>100.06 L</td>
<td>Manufactured</td>
</tr>
<tr>
<td>150.000 L</td>
<td></td>
<td>Pending</td>
</tr>
<tr>
<td>20.000 L</td>
<td>20.000 L</td>
<td>Released</td>
</tr>
</tbody>
</table>

Each status change is logged in the ‘Approve’ tab, along with the user ID and date/time:
PENDING
The status is auto-assigned when the order is first created. This is the only status during which an order can still be deleted from the manufacturing orders list. There are no options for manually assigning other statuses to this order.

DISPENSED
The status is auto-assigned once the order has been dispensed. At this stage, the order can only be set to ‘Rejected’ or ‘Manufactured’ from the ‘Approve’ tab. It is also possible to use the ‘Return Selected to Inventory’ function in the ‘Pack-Out’ tab to undo the dispense and return the order to the status ‘Pending’.

MANUFACTURED
The status is manually assigned in the ‘Approve’ tab once an order has the status ‘Dispensed’ (see above). To assign this status, enter the date and time of manufacture and the actual yield that was achieved. Click on ‘Update’ to apply the status change.

An order with the status ‘Manufactured’ may be set to ‘Approved’ or ‘Rejected’.
You can update the actual yield value later using the same setting, or in the ‘Pack-Out’ tab, for example after you have filled your containers.

**Approved**

The status ‘Approved’ is manually assigned in the ‘Approve’ tab once an order has the status ‘Manufactured’. **Manufacturing orders must have been approved before they can be packed-out and released.** Approved orders may only be set to the status ‘Rejected’.

Manufacturing orders can only be set to the status ‘Approved’ once any configured tests displayed in the ‘Approve’ tab of the order have been passed. If a test has been marked in the test results as ‘Skip’ or ‘accept out of specification (OOS)’ the test is deemed as passed and a green ‘OK’ symbol will be displayed:

<table>
<thead>
<tr>
<th>Analysis</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-process contamination</td>
<td><strong>OK</strong></td>
<td></td>
</tr>
<tr>
<td>In-process anomalies</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Packed-Out**

This status is auto-assigned once the order has been packed in the ‘Pack-Out’ tab. Packed-out orders may be assigned two possible statuses – i). ‘Rejected’ (from the ‘Approve’ tab, or ii). ‘Released’ (from the ‘Pack-Out’ tab).

**Released**

This status is manually assigned once the order has the status ‘Packed-Out’ and is the final approval stage of the QA process. This status is assigned by clicking on the ‘Release’ button in the ‘Pack-Out’ tab, as follows:
Once a manufacturing order is set to ‘Released’, no further status changes are possible.

**CONFIGURE TESTS**

To configure a single test, click in the ‘Actions’ column on the ‘Configure test’ icon:

![Configure test icon](image)

To configure all tests in the same test group, click on the Configure link in the ‘Actions’ column.

For further information on configuring tests, see p.126.

**ENTER TEST RESULTS**

To enter a test's results, click on the ‘+’ icon in the ‘Actions’ column:

![Enter test results icon](image)

Select the date that the test was performed and confirm the operator:
Enter the test results. For further details, see p.141.

**QA: RETAINED SAMPLES**

If you use cosmetri’s manufacturing features to enter your manufacturing orders and manage your product batches, you can create retained samples which have their own QA applied, such as for stability testing (see p.131). You can apply tests to samples of the bulk product, as well as test the stability of the product batch in its packaging.

Any number of retained samples may be associated with a manufacturing order. To enter a retained sample, the order must have been set to ‘Manufactured’, or a later approval stage. Enter the amount of the sample retained in g/ml and check ‘Deduct from actual yield’ to subtract this amount from the amount available for pack-out.

Click on ‘Add Sample’ to create the sample. To open a retained sample, click on a sample ID either in the ‘Approve’ tab of the manufacturing order or in the orders list.
Test groups associated with ‘Retained Samples’ QA workflow are available to select for retained samples.

Note: For stability test groups (see p.131) for testing samples of your manufactured product batches, select ‘Retained Samples’.

QA for retained samples functions similarly to other QA workflows, with one key difference: it is possible to set the status to ‘Approved’ provided all tests due up to the current date have been passed ‘OK’. Once a test is due, the status will automatically be reset to ‘Pending’ until all tests up to today’s date have been successfully passed. Until then, selection of the status ‘Approved’ will not be possible.

**APPROVAL STATUSES**

The following default approval statuses are available for retained samples.

- PENDING
- APPROVED
- OOS
In the Global Settings, up to three further custom statuses can also be set.

Retained Samples

1. Resample

Each status change is logged:

If a product/formula is selected in the quick links menu, under ‘Tests’ you can open the QA tab for any retained samples that have tests associated with them for manufactured batches of that selected product. The number of tests is displayed in brackets after the sample ID.

**CONFIGURE TESTS**

To configure a *single* test, click in the ‘Actions’ column on the ‘Configure test’ icon:
To configure all tests in the same test group, click on the **Configure** link in the ‘Actions’ column.

For further information on configuring tests, see p.126.

**ENTER TEST RESULTS**

To enter a test’s results, click on the ‘+’ icon in the ‘Actions’ column:

Select the date that the test was performed and confirm the operator:

Enter the test results. For further details, see p.141.
**QA: FORMULAS**

Quality assurance and testing can be applied to your formulas - useful for R&D.

Each of your formulas can have two levels of status applied:

1. **Formula mode**: either ‘Draft’ or ‘Production’

By default all new or cloned formulas are set to ‘Draft’ mode. To set a formula to ‘Production’ mode, open the formula and click on the ‘Set to Production Mode’ button:

![Set to Production Mode Button](image)

The purpose of the ‘Production’ mode is as follows:

i). auto-activation of the *Compliance Checker*;

ii). only ‘Production’ mode formulas may be selected for manufacturing;

iii). a product information file (PIF) may be generated.

2. **QA status**:

Both ‘Draft’ and ‘Production’ mode formulas may have either of the following QA statuses applied: ‘Pending’, ‘Rejected’, ‘Discontinued’ and ‘Approved’.

To set a formula to ‘Approved’ status, any associated tests must be passed. Only production formulas with the status ‘Approved’ are available for manufacturing.

You can manage quality assurance for your formulas using the ‘QA’ tab within the formula view.

![QA Tab](image)

### Pending

**PENDING**

This is the default status of the formula, when first created or cloned from an existing formula version.

### Rejected

**REJECTED**

This status can be useful for R&D and for compliance management.

### Discontinued

**DISCONTINUED**

Use this status to indicate that a formula is no longer in use - for example, for a production mode formula that is no longer used for manufacture.
This status can be useful for R&D and for compliance management. If tests are associated with the formula, they must be passed before this status can be selected. Only production mode formulas with the status ‘Approved’ may be selected for manufacturing.

**SETUP OF TEST GROUPS**

You can set any test group, including stability testing (see p.131) to be selectable for a formula by selecting the following setting for the test group:

<table>
<thead>
<tr>
<th>Association</th>
<th>Raw Material</th>
<th>Default</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Packaging</td>
<td>Default</td>
</tr>
<tr>
<td>✔️ Formula</td>
<td></td>
<td>Default</td>
</tr>
<tr>
<td></td>
<td>Manufacturing</td>
<td>Default</td>
</tr>
</tbody>
</table>

Check the ‘Default’ checkbox to apply the test group automatically to all new formulas. All tests associated with the test group will then appear in the ‘QA’ tab of the formula, ready for configuring.

**Note:** Applying the default association for the test group will not affect existing formulas.

To apply a test group to an existing formula, manually select the test group from the ‘QA’ tab and then click on ‘Add’ to configure the tests:

**STATUS DISPLAY AND USER STATUS CHANGE LOG**

The status of each formula is displayed in the product list, in the ‘Status / Tasks’ column. Click on the [+] next to a product title, to view the formula data and statuses:

<table>
<thead>
<tr>
<th>Last updated</th>
<th>Status / Tasks</th>
<th>Cosling I</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/10/2017 15:05</td>
<td>Production Pending (48%)</td>
<td></td>
</tr>
<tr>
<td>06/10/2017 15:49</td>
<td>Draft Discontinued</td>
<td></td>
</tr>
<tr>
<td>10/03/2017 14:42</td>
<td>Draft Pending</td>
<td></td>
</tr>
</tbody>
</table>

Each QA status change is logged in the formula’s ‘QA’ tab, along with the user ID and date/time:
**Configure Tests**

To configure a single test, click in the ‘Actions’ column on the ‘Configure test’ icon:

<table>
<thead>
<tr>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Configure Group" /></td>
<td><img src="image" alt="Actions" /></td>
</tr>
</tbody>
</table>

To configure all tests in the same test group, click on the **Configure Group** link in the ‘Status’ column.

For further information on configuring tests, see p.126.

**Enter Test Results**

To enter a test’s results, click on the ‘+’ icon in the ‘Actions’ column:

Select the date that the test was performed and confirm the operator:
Enter the test results. For further details, see p.141 of this guide.

Once all tests applied to the raw material batch are passed, the ‘Approved’ status can now be selected for the formula:

Click on ‘Save’ to save the status change.

**FORMULA COMPOSITION APPROVAL**

A further level of QA is applied at formula-level and is found in the formula's ‘Formula Composition’ tab, as a sub-tab of ‘Specification’:
The checkbox located below the formula's composition is used for confirming the accuracy of the data entered for the formula, such as the raw materials and their assigned functions as well as %w/w percentage concentration by weight values.

Each time the formula's 'Save' button is activated in the 'Composition' tab, the checkbox will be unchecked, requiring confirmation. If the checkbox remains unchecked, an associated task will be displayed in the 'Tasks' tab, prompting the user to confirm the accuracy of the formula composition.

Click on the 'Confirm' button to save the confirmation:

A user confirmation log is stored, allowing you to view a history of when each confirmation was actioned and by whom. Click on 'View user confirmation log' to open this panel:
TIP If the formula is used for manufacturing, once any manufacturing order has been dispensed, the formula composition can no longer be changed. If you need to make changes to the formula’s composition you will need to clone the existing formula and apply any required changes. You are advised to check with your safety assessor as to whether the changes constitute a re-formulation, which may have consequences for the compliance of your formula.

QA: PROJECTS

A project’s approval status is set in the ‘Approve’ tab of the project. Testing and quality assurance should be conducted for each product/formula associated with the project. When all associated products are approved and the project is complete, the project can be set to ‘Closed’ or to another custom status that you set (see p.144).

Only authorized users may change a project’s status or assign products to a project. To authorize users, the Administrator must access the ‘Projects’ section of the ‘Global Settings / Default Settings’. Click in the ‘Users’ field to select the users you wish to provide authorization.

Projects

Each Project may have any one of up to three additional custom statuses assigned. Default statuses are “Open”, “Approved” and “Closed”.

1. Paused
2. Rejected

Product requests must be approved before they can be linked to the ‘Requirements’ tab of a product. Select the users which are allowed

Users [7]

The default status for new projects is ‘Open’. Once the project details have been agreed and the project is ready to proceed, an authorized user can set the project to ‘Approved’ in the ‘Approve’ tab:
Each status change is logged:

<table>
<thead>
<tr>
<th>Date</th>
<th>Confirmed by</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/10/2017</td>
<td>Emma J. O'Neil</td>
<td>Approved</td>
</tr>
</tbody>
</table>

Once a project is set to ‘Approved’, the authorized user can select any products to associate with the project, by clicking in the following field:

- **Only products associated with the project’s client/brand group will be available for selection.** A product may only be associated with one project. If a product is already associated with a project it must first be de-associated from the other project.

Select the product(s) and then click on ‘Save’.

Once a product is selected and associated with the project, the authorized user can optionally clone the project data to the product’s ‘Requirements’ tab.

This is often the stage at which a company would then create a custom task associated with the project and instruct the head of R&D to check and further refine the requirements in the product-level and proceed with developing the product formula(s).
**PROJECTS**

**INTRODUCTION**

Projects can be created in cosmetri to manage the requirements for a new product or entire product line, prior to commencing with R&D. You can create a project as an initial brief for keeping notes, images and links, further refining the concept until you are ready to proceed to the development stage.

Project details can be entered by authorized users within your team. Service providers for example, may gather information from a client questionnaire during project inception. It is also possible to provide a client with direct access to the projects-level of your cosmetri account, enabling them to add and edit their own project ‘requests’. Different approval statuses can be applied to a project and once set to ‘Approved’, you can associate a project with one or more products in cosmetri and, with a single-click, clone the project data to the ‘Requirements’ tab of the product. This tab serves as the specification required for the R&D stage and can be further refined before proceeding to formulate and develop samples. You will therefore retain a copy of the initial project brief as a reference, separate to the specification worked up by your team.

Projects may have custom tasks associated with them, enabling integration with your tasks and workflow management in cosmetri.

**USER PERMISSIONS**

Projects may be approved only by authorized users, such as your project or client manager. To select one or more users, you must be logged in as the Administrator. Go to the Global Settings/ Default Settings/Projects

For information on approving a project, see p.171.

To determine whether a logged in user can view projects, select one of the following settings for a Department associated with that user:
If you have configured client/brand groups, each project must also be associated with one of these. This enables exact permissions to be set for which products and projects a logged in user can access. Once a project is approved, it may only be associated with a product that also belongs to that same client/brand group.

**PROJECT DEFAULT SETTINGS**

In the global settings, you can also set custom statuses for your projects. Each project may have any one of up to three additional custom statuses assigned. Default statuses are "Open", "Approved" and "Closed". A maximum of 15 characters are allowed for the label.

**ADD PROJECT**

To create a project, click on ‘Add Project’ under ‘Projects’ in the left-hand menu:

Or click on ‘Add New’ from the projects list when clicking on ‘List Projects’.

Each project has a unique ID, following the sequence PR0001, PR0001, etc. You may also enter a separate reference code for the project, title and select a client/brand group to associate with the project. Each project is listed in the projects list, showing its status and any associated product(s) (see p.171). Click on a product title to open the product.
Click in the ‘Actions’ column to edit, delete or clone the entire project.

<table>
<thead>
<tr>
<th>ID</th>
<th>Client/Brand</th>
<th>Ref #</th>
<th>Title</th>
<th>Product</th>
<th>Date required</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR0001</td>
<td>B66 Skincare</td>
<td>#001.01</td>
<td>Bath &amp; Body Collection</td>
<td>Facial Oil Bath Foam Demo Demo Product A</td>
<td>31/01/2018</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>PR0002</td>
<td>J&amp;B Makeup Inc.</td>
<td>#002.01</td>
<td>Bath Bomb Range</td>
<td>Freshen-Up Shower Gel</td>
<td>31/12/2019</td>
<td>Open</td>
<td></td>
</tr>
</tbody>
</table>

To create a new project, click on ‘Add New’ and complete the details in the ‘Setup’ tab. The only required field in this tab is the ‘Title’. However, if you already have client/brands groups, you must select an available group. This ensures that your project is only visible to users authorized to view products and projects in that group.

In the ‘Setup’ tab you may enter the following additional information to define the project’s setup, including:

- Date required
- Comments to project timeline
- Sample quantity required (kg/L)
- Sample request comments
- Bulk product cost target (raw materials + production costs) per kg/L
- Costs comments
- General comments

Click on ‘Save’ to save your changes and to create the project.

**PROJECT CONCEPT**

Once you have setup your project, use the ‘Concept’ tab to enter the details describing the concept.
The details you enter here need not be too technical, since you will have the possibility later to clone the project data to any associated product’s ‘Requirements’ tab where you can add further information and refine the specification as the basis for beginning formulation (see p.173).

Enter a description for the project and upload any photographs (as .jpg, .gif or .png format), for example of competitor products, references for how the finishing packaging should look, etc. Uploaded images will be resized to 250px width.

Other options and fields in the ‘Concept’ tab of the project are:

- Benchmarks
- Select product type
  - If ‘other’ enter details below
- Target Market:
  - Used by
  - Age
Projects can have different approval settings. Default statuses are "Open", "Approved" and "Closed". You may create up to three further custom statuses, which are managed in the default settings – see ‘Project Settings’ (p.168). In these settings you may also select any users authorized to set a project to the status “Approved”.

Any other user with permission to access the project (see p.167) may set a project to any status except the status “Approved”.

A user audit log shows the approval status changes for the project.
If you are logged in as an authorized user with permission to approve projects (see p.167), once you are ready to approve the project, select “Approved” from the options and then on ‘Save’ to apply the change.

You can now optionally select one or more products to associate with the project.

**TIP** Click on Products/New before approving the project and create these products so that they are already available for association with the project. You only need to enter three required fields of information to create each product as a ‘container’, adding the other information and formula data once the R&D stage commences.

Click on ‘Save’ to save the associations.
Products that are associated with the project are listed in the ‘Approve’ tab of the project.

<table>
<thead>
<tr>
<th>Product</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facial Oil</td>
<td>![icon] ![x]</td>
</tr>
<tr>
<td>Bath Foam Demo</td>
<td>![icon] ![x]</td>
</tr>
<tr>
<td>Demo Product A</td>
<td>![icon] ![x]</td>
</tr>
</tbody>
</table>

To remove the association of a product with a project, click on the following icon in the ‘Actions’ column:

![icon] ![x] Remove association

**Clone to Product ‘Requirements’**

Project information, including any uploaded images, can be cloned to any associated product’s ‘Requirements’ tab. This data can then be further refined, for example by the R&D team, as the basis for the specification.

To clone the project's data to a product, click on the following icon in the ‘Actions’ column:

![icon] ![x] Clone to project data to product's 'Requirements' tab

Once cloned, you can click on a product's title to open the product at the ‘Requirements’ tab and view the project information.

<table>
<thead>
<tr>
<th>Product</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facial Oil</td>
</tr>
<tr>
<td>Bath Foam Demo</td>
</tr>
</tbody>
</table>

A non-editable summary of the project data is displayed at the top of the tab.
Below this, the exact same fields and data are displayed as in the project’s ‘Concept’ tab. The data is editable – any changes you make in the product-level will not affect the information you entered for the associated project.

**TASKS**

Projects can have custom tasks associated with them – useful for example, if you have approved a project and wish to notify the R&D head to check the details. A client with permission to login and enter their own project ‘requests’ could also add the project information and then create a task for the project manager, instructing them to check the new request.

For full details of managing custom tasks, including information of managing tasks for projects, see p.187.
SAFETY ASSESSMENT CALCULATIONS

INTRODUCTION

cosmetri includes a safety assessments feature, enabling you to:

- manage toxicological and safety data at ingredient and raw material level
- enter safety data for the product and formula
- auto-calculate SED and MoS values
- export all data required for inclusion in your safety reports/assessments

IMPORTANT

Use of cosmetri’s safety assessment features does not discharge you of any legal requirement to provide a safety assessment from a qualified cosmetic safety assessor. Please check with the relevant regulatory body for the country or region regarding your legal and regulatory obligations.

In this guide, we assume that you have entered an accurate formula composition, which is a prerequisite for entering your safety data and generating the safety assessment. If you require support with entering your formula, please see the Getting Started guide (PDF).


FORMULA SAFETY TAB

Under formula ‘Specification’, you can access a ‘Safety’ tab where safety data can be managed:
This tab is divided into two parts:

1. Product/formula safety data
2. Ingredient safety data

**PRODUCT/FORMULA SAFETY DATA**

In the top section of the ‘Safety’ tab, you can enter and manage the key data for your product/formula, as follows:

**PAO (Period After Opening)**

Shelf-life of product after opening (in months). This is the same value that can also be edited in the ‘Formula/Info’ tab. Click on the pencil icon to edit this.

**Type of exposure**

Type of exposure of product, either ‘Leave-on’ or ‘Rinse Off’. This is the same value that can also be edited in the ‘Product/Information’ tab. Click on the pencil icon to edit this.

**pH**

Enter a pH for the product. You can also enter a range.

**Dry matter content**

Enter the dry matter content as a percentage value.

**Viscosity**

Enter the viscosity of the product, including the unit of measurement used. You can also enter a range, e.g. 18,000 - 20,000 cps.

**Microbial control**

Enter the microbial control value for the product, in cfu/g.

**Density**

Enter the density of the product, in g/ml. This is the same value that can also be edited in the ‘Formula/Method’ tab. Click on the pencil icon to edit this. If the product is measured **by weight**, the default density of 1.000 g/ml will be displayed and the value cannot be edited.

**Appearance and odour**

Enter any safety notes pertaining to the appearance and odor of the finished product. Drag the bottom-right corner of the field to expand.

**Calculated relative daily exposure**

Enter the calculated relative daily exposure of the product in mg/kg bw/day. Click on ‘Show SCCS Notes / Guidance’ next to this field to display a reference of SCCS values for typical product types. This value is used to calculate the Systemic Exposure Dose (SED) value, which therefore influences the calculated Margin of Safety (MoS) value.
Estimated daily amount applied

This is the total amount in grams, estimated to be applied in a 24-hour period. It is used to calculate (based on %w/w) the estimated amount applied, per each ingredient. Use the adjacent button to access some typical exposure levels recommended by the SCCS for different product types.

Safety assessment notes (published with safety report)

Enter any safety assessment notes for the product (published with safety report). Drag the bottom-right corner of the field to expand.

Comments (not published with safety report):

Use this field to keep any notes that you do not wish to be included in the safety report, such as instructions to other team members, notes or reminders.

Remember to click on ‘Save’ to save your data!

INGREDIENT SAFETY DATA

In the lower section of the Safety tab, you can manage the safety data for each ingredient in the formula. You only need to enter data in cosmetri once for any ingredient, so the next time you use the same ingredient in another formula, the required safety data will already be present.

Ingredient vs Raw Material Safety Data

In most cases, you will enter safety data at the ingredient level. The ‘Safety’ tab lists a breakdown of your formula’s ingredients, including aggregating the %w/w of ingredients present in multi-chemical raw materials.

To access the ingredient data for an ingredient listed in the ‘Safety’ tab, click on ingredient name:
This opens a view similar to the example below:

Using this window, you can view and/or edit the following ingredient data:

**INCI**

This is non-editable, taking the official INCI (International Nomenclature of Cosmetic Ingredients) name from CosIng.

**US INCI**

If a US INCI exists, this will be automatically displayed and the field is non-editable. If no value exists, you can enter a US INCI value.

**Common name**

Enter an optional common name for the ingredient.

**CAS No.**

This is a non-editable field, taking any existing official CAS (Chemical Abstracts Service) number associated with the ingredient, as found in CosIng.

**EINECS**
This is a non-editable field, taking any existing official EINECS (European INventory of Existing Commercial chemical Substances) number associated with the ingredient, as found in CosIng.

CLP Classification

Enter any CLP (classification, labelling and packaging) codes applicable to the ingredient, such as found on the ECHA (European Chemicals Agency) website at https://echa.europa.eu/information-on-chemicals. You can enter multiple CLP codes by separating them by a comma such as:

H315, H319, H373, H373

LD₅₀

Lethal dose (LD₅₀) is the amount of an ingested substance that kills 50 percent of a test sample. It is expressed in mg or g/kg of body weight. Enter this value including the unit of measurement, e.g.

12600 mg/kg

NO(A)EL

NO(A)EL stands for “no-observed adverse effect level” and is a value measured in mg/kg bw/day required for calculating the Margin of Safety (MoS). It is determined or proposed by qualified personnel (pharmacologist, toxicologist) depending on the study, drug indications and its pharmacological therapeutics side/adverse effects. NO(A)EL could be defined as "the highest experimental point that is without adverse effect,"

Dermal absorption

This value is required for calculation of the SED (Systemic Exposure Dosage) and therefore also for the MoS value. Dermal (percutaneous, skin) absorption is a global term that describes the transport of chemicals from the outer surface of the skin both into the skin and into the systemic circulation. This figure is expressed as a percentage. If you do not know this value and wish to assume the 'worst case scenario', enter 100 in the field to represent 100% i.e. total percutaneous absorption of the ingredient.

Ingredient notes

Keep comprehensive notes for the ingredient:
On 28 Jun 2018 12:37 UTC Emma Smith, My Company Ltd wrote:

**Key data SLES**

Formula: CH₃(CH₂)₁₀CH₂(OCH₂CH₂)nOSO₃Na
Molar mass: 288.38 g/mol
Density: 1.05 g/cm³
Abbreviations: SLES
PubChem CID: 23665884

On 28 Jun 2018 12:34 UTC Emma Smith, My Company Ltd wrote:

**SLES notes (1)**

Production
SLES is prepared by ethoxylation of dodecyl alcohol. The resulting ethoxylate is converted to a half ester of sulfuric acid, which is neutralized by conversion to the sod... [+]
Use this field to enter any safety notes for the ingredient that you require in your exported safety report XLS, including impurities and any other relevant data. Drag the bottom-right corner of the text field to expand the window.

Remember to click on ‘Save’ to save your data!

**SUMMARY & SAFETY CALCULATIONS**

Having confirmed that your ingredient safety data (see Ingredient Safety Data) is correct for all ingredients in the formula, you can view a complete list of each ingredient and key safety data, including the following:

<table>
<thead>
<tr>
<th>Ingredient</th>
<th>CAS No.</th>
<th>Min. %w/w</th>
<th>Max. %w/w</th>
<th>Function</th>
<th>CLP</th>
<th>Max. Daily Amt (g)</th>
<th>LD50</th>
<th>HIDOC</th>
<th>SED</th>
<th>ROD</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARFUM (Fragrance)</td>
<td>116-31-5</td>
<td>0.77000000</td>
<td>0.80000000</td>
<td>PARFUM/FRAGRANCE</td>
<td>Test</td>
<td>0.17491</td>
<td>02</td>
<td>2.6</td>
<td>132/150</td>
<td>94.79 (ab)</td>
</tr>
<tr>
<td>ROSE</td>
<td>7789-63-5</td>
<td>50.00000000</td>
<td>50.00000000</td>
<td>N/C</td>
<td>0.77500</td>
<td>1000</td>
<td>0.00000</td>
<td>840.00000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ROSE-ROSEDA ROSE WATER</td>
<td>96-160-88</td>
<td>30.00000000</td>
<td>30.00000000</td>
<td>MOISTURISING</td>
<td>0.00000</td>
<td>n/a</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MACADAMIA TERNIFOLIA SEED OIL</td>
<td>138401-22-1 / 12991-19-4</td>
<td>6.00000000</td>
<td>6.00000000</td>
<td>MOISTURISING, SMOOTHING</td>
<td>0.00000</td>
<td>45.676</td>
<td>26</td>
<td>0.02156</td>
<td>1556.886 (ab)</td>
<td></td>
</tr>
</tbody>
</table>

**Ingredient**

The INCI (International Nomenclature of Cosmetic Ingredients) name of the ingredient, as taken from CosIng.

**CAS No.**

Chemical Abstracts Service (CAS) number associated with the ingredient, as taken from CosIng.

**Min. and Max. %w/w**

Calculated by cosmetri, these are the same values present in the ingredient breakdown displayed in the ‘Specification/Compliance’ tab and required for calculation of the SED (Systemic Exposure Dosage).

**Function**

Displays the functions performed by the ingredient in the formula, as set in the ‘Specification/Composition’ tab. If functions have been set at the raw material level (for multi-chemical raw materials), these are automatically included with each ingredient.

**CLP**

Displays any CLP restriction codes entered at ingredient level.

**Max. Daily Amt (g)**
Calculation for each ingredient in the formula, the maximum daily amount (in grams) applied.

Amount of substance applied each day (g) = max. %w/w of ingredient * estimated daily amount of product applied (g) /100

LD$_{50}$

Lethal dose value (LD$_{50}$) as mg/kg or mg/kg/bw, entered at ingredient level.

NO(A)EL

No-observed adverse effect level (NO(A)EL) in mg/kg bw/day, entered at ingredient level.

Systemic Exposure Dosage (SED)

The SED value is calculated using the following SCCS approved formula:

\[
\text{SED} = \frac{A \times C \times DA_p}{100 \times 100}
\]

With:
- SED (mg/kg bw/day) = Systemic Exposure Dosage
- A (mg/kg bw/day) = Estimated daily exposure to a cosmetic product per kg body weight, based upon the amount applied and the frequency of application: see the calculated relative daily exposure levels for different cosmetic product types in Table 3
- C (%) = the Concentration of the ingredient under study in the finished cosmetic product on the application site
- DA$_p$ (%) = Dermal Absorption expressed as a percentage of the test dose assumed to be applied in real-life conditions

Margin of Safety (MoS)

The MoS is calculated as follows:

\[
\text{MoS} = \frac{\text{NO(A)EL}}{\text{SED}}
\]

If the value is <100 this will be displayed in red in the table:

<table>
<thead>
<tr>
<th>NO(A)EL</th>
<th>SED</th>
<th>MoS</th>
</tr>
</thead>
<tbody>
<tr>
<td>180</td>
<td>3.38664</td>
<td>53.15002</td>
</tr>
<tr>
<td>2500</td>
<td>2.79388</td>
<td>894.81295</td>
</tr>
<tr>
<td>0.52312</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>0.83300</td>
<td>180.07203</td>
</tr>
<tr>
<td>150</td>
<td>0.27156</td>
<td>552.36412</td>
</tr>
<tr>
<td>150</td>
<td>0.07330</td>
<td>2046.38472</td>
</tr>
</tbody>
</table>
**RAW MATERIAL SAFETY DATA**

If your formula includes multi-chemical raw materials, you may wish to include safety notes such as data on any impurities, associated with the raw material rather than its individual ingredients. These notes will be included in the exported safety data (see ‘Export Safety Assessment Data’). In the ‘Formula/Composition’ tab, click on any raw material trade name to open the raw material at the ‘Information’ tab and enter the notes in the following field:

Once all safety data has been entered and confirmed, you can export the entire data to a .xls (Microsoft Excel) file, for inclusion in your safety assessment. This enables you to copy/paste the required data into a template of your choice for achieving the final required layout of the document.

To export the data, click on the following button in the ‘Formula/Safety’ tab:

The exported .xls file will be downloaded by your browser. Depending on your settings, you may be prompted to open or save the file. Choosing ‘open’ will launch the default application used for opening .xls files (such as Microsoft Excel).
Once opened, you may need to expand the width of some of the columns in the .xls spreadsheet to view the safety data:

Click in a cell to view the full data in the display field, as follows:
To use the exported data in your safety reports, select any single cell or range or cells and copy the data to your clipboard. To Copy in Windows using the shortcut Command-C (copy), hold down Command, press C, then release both keys. Mac menus and keyboards often use symbols for certain keys, including the modifier keys: Command ⌘.

**SAFETY-RELATED TEST DATA**

Along with the exported safety data (see ‘Export Safety Assessment Data’), any safety-related tests that you have performed such as challenge tests, can be exported for inclusion in your safety reports. Typically, these will be tests that have been applied to the formula (in the ‘Formula/QA’ tab) and for each raw material, in the ‘Quality Assurance’ tab. For detailed instructions on how to work with tests and quality control, see p.115 of this guide.

Once you have setup test groups, configured and entered your test results correctly, you can export your test data either as a single export, bundling all test data (including any attached documents) or by exporting each individual test or test groups’s results.

To export test results in the QA tab, for example of the formula, first click in the first column to select the test group data you wish to export:
Now click on the following button:

![Remove Selected Test Group](image)

To export individual test data, click in the ‘Actions’ column for the test:

<table>
<thead>
<tr>
<th>Analysis</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signs of damage to outer packaging</td>
<td>OK</td>
<td><img src="image" alt="Actions Icon" /></td>
</tr>
</tbody>
</table>

The downloaded .zip file will include a test report in both .xls and .pdf format and includes any documents uploaded to the test results.
Tasks Management

Introduction

cosmetri includes task management features which are integrated with compliance workflow for managing your cosmetics and personal care products. There are two types of task:

1. Compliance Checker (Auto) Tasks
2. These tasks are auto generated by cosmetri once you set a formula to production status or manually activate the cosmetri Compliance Checker. This type of task is always associated with a specific action that is required, such as entering a value in a field, or uploading a missing compliance document. Compliance Checker tasks cannot be deleted.

For an introduction in managing compliance tasks, see the Getting Started guide.

3. Custom Tasks
4. You can create custom tasks in cosmetri, optionally assigning this task to a specific item, such as a product, raw material or manufacturing order. Custom tasks can be configured with a range of options – see p.193. A custom task associated with a product formula can also be included in the Compliance Checker tasks lists, which affects your product's overall percentage completion score.

Notes/Reminders

Set yourself a reminder, or send a note or reminder to another user. A user can then reply, enabling threaded conversations. Each note/reminder must be associated with a task (custom or Compliance Checker), ensuring that communication stays on topic. Once a task is closed, the notes and reminders are also closed.

User Permissions

Log in as the Administrator to set department permissions in the global settings, to determine which logged in users may view tasks for other users and to completely hide all tasks from users associated with the department.

Tasks

- Tasks and notes: View/edit, Hide
- View tasks for other users: View/edit, Hide

An additional department setting hides all tasks in the formula's 'Tasks' tab:
**DASHBOARD AND TASKS LIST**

Upon login to cosmetri you will see your dashboard, where you can view your tasks and notes/reminders.

Click on the following icon in the header, to return to your dashboard:

![Dashboard Icon](#)

Or click on the top, main menu item:

![Dashboard Menu Item](#)

Under the following tab on the dashboard you can view your notes/reminders:

![Notes/Reminders Tab](#)

Click on ‘Tasks’ to view tasks. By default, the tasks assigned to you will be displayed.

Use the following setting to filter the tasks list by showing Compliance Checker or custom tasks, or both.

![Task Filter](#)

To view tasks associated with a specific product, use the ‘Select product’ setting.
This will display tasks associated with the product, as well as any tasks associated with any specific item associated with the product when the task was created.

You can filter the tasks list by **Type of task** association:

**EXAMPLE:**

When creating a custom task, if you optionally selected ‘Sensitive Skin Massage or Body Oil’ and the formula 1.02, you can then drill-down to select one of the ingredients associated with the formula, such as ‘SANDALWOOD OIL’. The task association will be displayed as follows:

Sensitive Skin Massage or Body Oil / 1.02 / SANDALWOOD OIL | 198-345/5

The task will be displayed in the list when filtering by the type ‘Ingredient’ and also when selecting the product “Sensitive Skin Massage or Body Oil”.

Use the following setting to view tasks assigned to a different user:
The list filters can be used in combination, for example to display all custom tasks for a specific product assigned to a selected user.

**MY TASKS LIST**

You can also access the ‘My Tasks’ list from the main user menu, top right:

**FORMULA TASKS TAB**

In the formula view, click on ‘Tasks’ to view any Compliance Checker or custom tasks associated with the currently selected product/formula.
VIEW/HIDE COMPLETED TASKS

For both Compliance Checker and custom tasks, you can use the following button to hide tasks that are set to ‘Completed’:

Show/Hide Completed Tasks

COMPLIANCE CHECKER TASKS

You can activate the Compliance Checker to auto-generate compliance tasks for a product and formula by one of the following methods:

i. set a draft mode formula to production mode

Set to Production Mode

ii. check the ‘Activate Compliance Checker’ checkbox in the formula’s ‘Tasks’ tab

Tasks

- [x] Disable batch-related tasks
- [x] Hide completed tasks
- [x] Activate Compliance Checker

Select an option below to filter the tasks list by ‘Custom’ and ‘Compliance Checker’ tasks.

iii. In the Products list, for any formula with draft status, click on the following icon in the ‘Actions’ column:

Status / Tasks

<table>
<thead>
<tr>
<th>Status</th>
<th>Draft</th>
<th>Pending</th>
<th>Compliance Checker (75%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Draft</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

By default, these tasks will be assigned to the logged in user who activates the Compliance Checker.

Compliance Checker tasks can have the status Pending or Complete.
<table>
<thead>
<tr>
<th>Date Due</th>
<th>Task Owner</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Elaine Johnson</td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elaine Johnson</td>
<td>Completed</td>
<td></td>
</tr>
</tbody>
</table>

Set a **Due Date** by clicking in that column, if you wish to prioritize certain tasks, enabling you to sort tasks in the task list view according to date. You may not set a due date for a task that is in the past, based on the current date.

**TIP** Click on the month at the top to toggle the calendar by month or year view, for fast setting of dates:
Compliance Checker tasks cannot be deleted. They can however be hidden from the tasks list by filtering the list to hide completed tasks, once the action associated with that task has been successfully performed.

**CUSTOM TASKS – PRODUCTS/FORMULAS**

Custom tasks can be set for almost any type of task that you require in a typical workflow when managing cosmetics or personal care products. Create a custom task as follows:

i. Top right, next to the user menu:

ii. In the Dashboard Tasks list:
iii. In the formula’s ‘Tasks’ tab. Using this button will pre-select the active product/formula to be associated with the new task:

iv. In the formula’s ‘Tasks’ tab. Using this button will pre-select the active product/formula to be associated with the new task:

### Custom Task Statuses

You can create up to three custom task statuses. To configure these, you need to login as the Administrator and under ‘Global Settings’, scroll down to ‘Custom Task Statuses’.

#### Custom Task Statuses

Enter up to three custom task statuses in addition to the default statuses Urgent, Per

- R&D
- Discuss in Team
- Ongoing Task

**TIP** After clicking ‘Save’ refresh your browser to make these new task statuses available. Just hit the control (Ctrl) and F5 button at the same time (Windows). Or, if you are using a Mac - Apple + R or Cmd + R.

Once set, these custom task statuses will be made available when working with custom tasks, as shown below:
CREATE A CUSTOM TASK

1. Click on ‘Add Custom Task’
2. Next to ‘Task’, enter a task title or short instruction
3. Select a status for the task
4. Enter a due date
5. Assign the task to a user (assignee)

SET AN ASSOCIATION

You can optionally associate the custom task with a product and associated formula. Once a formula is selected, further options will be displayed, enabling you to associate the task with a specific item associated with that selected product formula. You can associate a custom task with one of the following types of item:

- Raw material parent
- Ingredient
- Manufacturing order
- Packaging set
- Packaging item
- Test group, applied to the formula QA tab
- Test, applied to the formula QA tab
- Document uploaded to either the product, formula or raw material

Click on the following checkbox:
If you select a product, a further list will appear below with the associated formula versions:

If wish to drill-down to a third level, select one from the third list which appears once you have selected a formula version:

If the item you wish to select is in a long list, you can enter a string at the top of that selection menu to filter the list. Click on an item in the filtered list to select it.
If you select an association and want to change this, click on ‘Reset Task Association’

Click on ‘Save’ to save the new custom task.

**INCLUDE CUSTOM TASK IN COMPLIANCE CHECKER**

A custom task that has been associated with a product and formula can also be included as a ‘Compliance task’. The task will be displayed in the Formula/Tasks tab when viewing Compliance Checker tasks, as well as in the Custom Tasks list:

Custom tasks that are set to be included in the Compliance Checker will be included in the calculation of the overall percentage completion score:

To set a custom task to be included in the Compliance Checker, first select the product and formula association and then click on the following checkbox:
**TIP** Familiarize yourself with the auto-generated Compliance Checker tasks so that you do not create a custom ‘compliance’ task related to the same issue. If you do, your Compliance Checker score will count that same issue twice and adversely affect the product’s score.

**EDITING A CUSTOM TASK**

In the Task or Notes/Reminders list on your dashboard, a custom task can be viewed/edited by clicking on the following icon in the ‘Actions’ column:

![Actions Icon](image)

**DELETE A CUSTOM TASK**

Use the following action to delete the task and its associated notes/reminders:

![Actions Icon](image)

**CUSTOM TASKS – OTHER ITEMS**

Custom tasks can be set for specific items directly from the page where these are listed. Creating a task in this way will not associate the task with a product or formula. These items are:

- Projects
Companies
Manufacturing Orders
Raw Materials

Let’s take the example of a project. Click in the Projects/ List Projects main menu and then on the following ‘Add Custom Task’ button:

Enter the task details and select the project you wish the task to be associated with.

Once you save the task, it will appear in that assignee’s tasks list under ‘Custom Tasks’. They’ll be able to see the association and can click on this link to open the associated project.

As with other tasks, it is now possible to create task notes/reminders and include any other users in a threaded discussion, related to that task – see next section for details.
Each task (Compliance Checker or custom) can have any number of notes/reminders associated with it. These can be assigned to different users of your cosmetri account, making it easy to communicate with your colleagues, clients and Service Providers and conduct threaded conversations which are associated with a specific task.

In the Tasks lists on your dashboard and in ‘My Tasks’ (accessible from the main user menu, top right), you can easily see who created the task (the ‘Assignor’) and address any note to them.

The status of a note/reminder is displayed on your dashboard, under ‘My Notes/Reminders’ with the status that is assigned to the associated task:

**IMPORTANT!** If a custom task associated with any notes/reminders is deleted, all associated notes/reminders will also be deleted.

**OPEN THE NOTE/REMINDER**

To view the note/reminder and any associated thread, click on the following icon:

You will then see a view similar to the following, with your note/reminder displayed.
Task Note / Reminder:

Note:

Please upload the compliance documents for this raw material.

Remind user:

Richard Pearson, R.P. Cosmetics Inc. (Service Provider)

To view other notes/reminders in the thread, click on the pencil icon next to that item:

On 12/08/2016 08:16 Ella wrote:
Latest MSDS uploaded - please confirm if correct.

On 11/08/2016 13:33 Elaine wrote:
Please upload the necessary document for this raw material.

REPLY TO THE NOTE/REMINDER

To add a new note/reminder to the thread and assign this to any user, click on the following icon:

Enter your note/reminder in the ‘Note’ field. Drag the bottom right corner of the text box if you require more space:
Select a user from the ‘Remind the following user’ list, then click on ‘Save’. The user will now see this note/reminder on their dashboard, in ‘My Notes/Reminders’, with the status that is currently associated with its task and the date when the note/reminder was created.

**ADD NOTE/REMINDER FROM TASK**

In the tasks list you can add a new note/reminder and view the entire thread by clicking on the following icon in the ‘Actions’ column:
PUBLISHED SHARED DATA

INTRODUCTION

Note: please first read the following guide before you proceed with the more detailed steps explained in this document. You can download this guide using the link below:


cosmetri enables secure sharing of data between cosmetri accounts. Data is published by a user (publisher) and then available for import by the Administrator of an account with permission to import that data, as set by the publisher. Publishers can also release updates to published data, available for import by any authorized user.

The following types of data can be published and imported:

- Raw materials (see p.219)
- Products and formulas (see p.224)
- Packaging sets and their packaging items (p.228)
- Test groups (including SoPs) and tests (see p.237)

PUBLISHING DATA

INTRODUCTION

cosmetri provides a secure method to share data with other cosmetri users. As a publisher, you can use cosmetri for the following cases:

SERVICE PROVIDERS – build products/formulas, raw materials, Test Groups and packaging sets and publish them for import by a client or client group. A consultant for example, could develop standardized tests, QA and SoPs (as tests groups) which each client uses in their cosmetri account. Once imported, these can be further customized by the Service Provider by logging into the client’s account from the Service Provider account. A professional formulator or contract manufacturer can develop formulations for a client and then publish these for import as part of the agreed deliverables for the project, even providing ‘PIF ready’ product data with all required compliance documents. The client can then access the data from their own cosmetri account for product lifecycle management (PLM), manufacturing, batch traceability and compliance maintenance.

TEACHERS – can publish teaching material such as products/formulas for a student group, enabling publication to the entire group. The teacher can also enable peer-to-peer data sharing within the group, useful for collaborative projects, interactive learning and sharing research findings. Group members can also publish data for import by the teacher, for example when submitting assignments in the form of formulations, Test Groups etc. This
assignment material can also include any documents associated with the published data, such as example safety assessments uploaded to the formula, course handouts, test papers, etc.

MANUFACTURERS/SUPPLIERS – can publish their raw material and packaging information. They may also publish free formulations which showcase innovative uses for their raw materials. A special invitation-only group for high-value Customers can provides these Customers with access to exclusive material. Raw material costs may be published as well as links to further information on product pages of the Supplier’s own website.

If you intend to publish data with different levels of confidentiality, the source data – such as products/formulas, or raw materials need to be maintained as separate versions. It is therefore recommended to store these items in separate categories in your cosmetri account, or tagged accordingly, for ease of management. For example, your NDA-protected raw materials can be assigned a property such as ‘NDA protected’ and ‘Non-NDA protected’. In the ‘NDA protected’ versions, you enter the exact composition of each raw material, whereas the ‘Non-NDA protected’ versions use frame formulations with differing Min. and Max. %w/w values. Since any documents you associate with an item are also published, you can also manage these different versions and determine the type of information that is published in the associated documents.

Only accounts with publishing rights can publish data for import by other accounts. Users with rights to publish are either:

- **Service provider accounts** (please contact cosmetri support for details);

---

**Security and Privacy**

**Note** - data that you publish is transmitted securely to the cosmetri publishing database. Only users that you authorize will be able to import an item that you publish.

For security reasons, data is never published directly to any cosmetri account. Import of any data requires that the user manually selects an item they wish to import and confirms their agreement to the Third-Party data import terms, before they may proceed.
or:

- **cosmetri user** (Administrator) belonging to a **publishing group**, with **group publishing rights** (see p.210).

A publisher will have access to the following menu:

```
Documents

Publish Data

Publish Data

My Published Data

My Publisher Profile
```

Published data may include any documents associated with the item as well as comments/notes. Depending on the type of data being published, options are available during publish, to set which data is published – for example, comments and raw material costs. Additional publishing comments and a photo (raw materials and packaging items) may also be published with the item.

**LEGAL**

Before you can publish any data via cosmetri you will be required to confirm your acceptance of the legal terms. Please be sure that you and anyone authorized to use your cosmetri account are familiar with and agree with the following:

I agree not to publish data that

- is false, inaccurate, misleading or fraudulent;
- is harmful, threatening, abusive, harassing, tortious, defamatory, vulgar, obscene, libellous, invasive of another’s privacy, hateful, or racially, ethnically or otherwise objectionable;
- contains malicious software or code, software viruses or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of any computer software or hardware;
- may manipulate identifiers by disguising the origin of any content published via cosmetri; or
- I do not have a right to make available under any law, contract or other legal relationship or that infringes on the rights of any third party.


**PUBLISHER PROFILE**

As a publisher, your company profile will be published, providing users with access to information about your business. For security reasons, your main company (Administrator) details and identity use the data associated with your cosmetri account and cannot be changed. This is the data entered in the ‘Administrator’ tab of your global settings, which can be edited by the Administrator of your account.

<table>
<thead>
<tr>
<th>Contact Person Name</th>
<th>Kristina Jacoby</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company/Trading Name</td>
<td>cosmetri GmbH</td>
</tr>
<tr>
<td>Address 1</td>
<td>Bükowstraße 66</td>
</tr>
<tr>
<td>Address 2</td>
<td></td>
</tr>
<tr>
<td>Town/City</td>
<td>Berlin</td>
</tr>
<tr>
<td>County/District</td>
<td>Berlin</td>
</tr>
<tr>
<td>Postcode/ZIP</td>
<td>10783</td>
</tr>
<tr>
<td>Country</td>
<td>Germany</td>
</tr>
<tr>
<td>Telephone</td>
<td>+49 (0) 30 2241 0567</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:info@cosmetri.com">info@cosmetri.com</a></td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.cosmetri.com">www.cosmetri.com</a></td>
</tr>
</tbody>
</table>

**Note** – If you are granted publishing rights by the Group Administrator of one of the groups you belong to, you can also create a publisher profile.

Any user with rights to import data from you will see a link to access further information about the publisher, as per the following example:
It is also possible to supplement this information with a description of your company. To create or edit your publisher profile description, select the following menu item:

Enter your description to a max. of 1,000 characters in plain text format. Click on ‘Save’ to apply your changes.
PUBLISH MODE – PRIVATE/GROUP

Data in cosmetri may be published in the following modes:

Private

Enter one or more cosmetri Administrator usernames who will be able to see your data available for import. This requires that you know the exact username of the Administrator user for that account. Depending upon your browser, use the tab or enter/return key to enter multiple usernames:
Group

Publishers may apply to have one or more groups created by cosmetri support. This is useful for example, for teachers who wish to share data with student groups, or Service Providers publishing data to a group of clients.

Publishing groups are also useful for managing different levels of access to your data – for example, a group of clients authorized to import NDA-protected raw materials or formula data while the non-NDA group are only able to import data from you that is non-confidential.

See the following section ‘Groups’ (p.210) for detailed instructions on managing and publishing to groups.

**UPDATING USERS/GROUPS**

Once you have published an item in private or group mode, you can edit the users/groups who are authorized to import any item by selecting the item in ‘My Published Data’ and clicking on the following action:

Click on the ‘x’ to remove an existing user/group from the list or click in the box to select further users/groups. If your item is published in **group mode**, you will only be able to select from groups that are associated with your account. If the item is published in **private mode**, you must know the Administrator username of the cosmetri account that you wish to grant access. Sub-users of an account will not be recognized.
A group must be created for you by cosmetri support (support@cosmetri.com). Please request whether the group should be public or private:

Private groups:
Members of the group clicking on the group profile cannot see a list of members of that group.

Public groups:
Members of the group can view a list of names and email addresses for all members of the group. This type of group is recommended for enabling peer-to-peer data sharing, where group members are allowed to interact. If you use this type of group, please be sure that you have obtained permission from all group members to disclose their details the entire group.

Publish to Group
Data is published by selecting the publish mode ‘Group’ and then selecting one or more groups, as follows:
Manage Group Settings

If you have been assigned a group by cosmetri and are logged in as the Administrator for your account, under ‘Global Settings’ (user menu, top right), you can manage your groups under the tab ‘Groups’.

Global Settings

Select the group you wish to edit, as follows:

<table>
<thead>
<tr>
<th>Item(s) to publish</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>cosmetri GmbH, cosmetri GmbH</td>
<td>![Edit group]</td>
</tr>
<tr>
<td>cosmetri GmbH, cosmetri GmbH</td>
<td>![Edit group]</td>
</tr>
</tbody>
</table>

At the top of the page the group name and details as set by cosmetri support will be displayed.
<table>
<thead>
<tr>
<th>Group name</th>
<th>cosmetri GmbH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group administrator</td>
<td>Emma J. Smith</td>
</tr>
<tr>
<td>Group status</td>
<td>Active</td>
</tr>
<tr>
<td>Type of group</td>
<td>Private</td>
</tr>
</tbody>
</table>

You can also set the following options for each group:

**Logo**

Click on the cloud upload icon to select a .jpg, .gif or .png file on your local drive as a graphic or logo for identifying the group. The maximum allowed dimension (height or width) of the graphic is 350px. If the source file is larger, it will be scaled down to 350px in the largest dimension, with the original aspect ratio maintained. If it is smaller, it will be displayed at the original size.

**Email**

Enter an optional email address for contacting the group. This may be different from the group owner/Administrator email, which is set by cosmetri staff when creating the group for you.

**Facebook**

If your group has a Facebook page, enter the URL here. This must be the URL of the Facebook page such as https://facebook.com/cosmetri. URL requires http:// or https://

**Twitter**

If your group has a Twitter page, enter the URL here. This must be the URL of the Twitter page such as https://twitter.com/cosmetri. URL requires http:// or https://

**Telephone**

Enter an optional telephone number for contacting the Group Administrator.

**Group Description**

Enter a description for the group. You may use the WYSIWYG editor to format your text.
**Group Members**

Enter the Administrator usernames of the cosmetri accounts that will be able to participate in your group. Only Administrator usernames are accepted, and you must enter the exact username (case sensitive). Any data published to that group will then be visible for import by all members of the group.

Depending on the browser type, use the tab or enter/return key to enter multiple usernames:

<table>
<thead>
<tr>
<th>Group members: [?]</th>
<th>S Bowen, emmateststaterdev</th>
<th>Simon Bowen, testserviceprovider1</th>
<th>Emma J. O’Neil, emmademo1</th>
</tr>
</thead>
</table>

**Publishing Rights**

Under this setting you can select which users of the group have publishing rights for the group. A group member with publishing rights will be able to access the ‘Publish Data’ menu and can publish to either the entire group or to individual members of the group.

Note – only Administrator users belonging to the group will be able to access the publishing menu. If those users have multiple (sub) users associated with their account, these users will not see the Publishing menu. **Members granted publishing rights will only be able to publish to members of the same group.** They will therefore require access to the group members’ Administrator usernames. This is possible by clicking on the group name for any public group, as follows:

<table>
<thead>
<tr>
<th>Packaging Items</th>
<th>Group: cosmetri GmbH (Private) cosmetri GmbH (Public)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raw Material</td>
<td>Group: cosmetri GmbH (Private)</td>
</tr>
</tbody>
</table>

View of displayed group members for a public group:
To set the publishing rights for the group, select one of the following options:

Publishing rights: [?]  
- Group administrator only
- All
- Selected (select below)

**Group Administrator only:**
Only the Group Administrator can publish data to the group.

**All:**
All members of the group can publish to the entire group or to any individual member of the group, including the Group Administrator.

**Selected:**
Only selected members of the group can publish to the entire group or to any individual member of the group, including the Group Administrator. To select members, click in the field to view a list of the group members and click to add.

**Publishing Updates**
You can publish updates of your data as different versions. Under ‘Import Shared Data/Shared Data/My Imports’, users who have already imported an item will see the current version that they imported and any available update.
Each time you publish an update, the current data and documents for that item are published.

To publish an updated version of an item, go to 'My Published Data' and click on the following action:

A popup will open enabling you to enter any version comments as well as update the main comment and any link URL:
Each item is published using a versioning sequence 1.01, 1.02, 1.03, etc. The first version of an item published in 1.01. When you publish an updated version of an existing published item, it will assume the version number 1.02. This makes it easy for the user to identify the version they are using and the currently available version, as well as the changes available if they choose to update that item.

You can enter any comments for the version – for example to update a version changelog.
Except for test and Test Groups, the user will be able to identify imported items when viewing that item as well as the current version, as shown in the following formula example:

Aloe Gel SB1 / 1.01

Formula 1.01

**IMPORT:** Private | Publisher: Aromantic Ltd | v.1.14

- [ ] add as quick link
- **Draft** | **Pending** | Shade | Label

1.01 | Shade | Label | Draft | Pending

**TIP** Each version of an item that you publish is a snapshot of the current data and documents for that item at the time the version is published. It is recommended that you use the notes/comments fields in the tabs of that item to keep a clear version history of changes made to the item, so that you can copy/paste these notes to the version comments, informing the user of the version history and what has changed in the current version.

**Updating Publish Settings for Published Items**

In addition to publishing new versions of an item, you can also change an item’s publish settings.

Go to ‘My Published Data’

Search for the item that you want to edit.

In the ‘Actions’ column, click on ‘Edit item’s publish settings’
Depending on the item type, a popup will open, enabling update of the publish settings for the item. Any changes to these settings will apply to any previous published version which has not yet been imported by a user. To apply the publish settings, a user will need to update/import that item after the changes have been published as an updated version.

For detailed description of how an existing imported item is handled when a user updates to a newer version, please see the relevant section for that item type:

- Raw Materials (see p.223)
- Product/Formulas (see p.228)
- Packaging Items and Packaging Sets (see p.236)
- Tests and Test Groups (see p.241)

**SUPPLIERS AND MANUFACTURERS**

Upon publication of raw materials (including those published as components of a product/formula) and packaging items, a company is required to be associated with a manufacturer, as set in the ‘Info’ tab:

As the publisher, you can optionally set whether to also show the Supplier company, as set for example for raw materials and packaging items, during publication:
The company information for any company will be published and imported into the user’s account, including all company contact details. It is therefore important that you enter the details for the company that you wish to publish, exactly as you wish them to appear in the user’s account, once imported.

<table>
<thead>
<tr>
<th>Company Name [?] *</th>
<th>Schülke Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID [?] *</td>
<td>SM18765</td>
</tr>
<tr>
<td>is Supplier? [?]</td>
<td>[ ]</td>
</tr>
<tr>
<td>is Manufacturer? [?]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Address 1 [?]</td>
<td>30 Two Bridges Road</td>
</tr>
<tr>
<td>Address 2 [?]</td>
<td>Suite 225</td>
</tr>
<tr>
<td>Town/City [?]</td>
<td>Fairfield</td>
</tr>
<tr>
<td>County/District [?]</td>
<td>New Jersey</td>
</tr>
<tr>
<td>Postcode/ZIP [?]</td>
<td>07004</td>
</tr>
<tr>
<td>Country [?]</td>
<td>United States of America</td>
</tr>
<tr>
<td>Company Email [?]</td>
<td></td>
</tr>
<tr>
<td>Company Tel. [?]</td>
<td>+1 888 267 4220</td>
</tr>
<tr>
<td>Sales Email [?]</td>
<td></td>
</tr>
<tr>
<td>Sales Tel. [?]</td>
<td>+1 888 267 4220</td>
</tr>
<tr>
<td>Website [?]</td>
<td><a href="http://www.schulke-us.com/">http://www.schulke-us.com/</a></td>
</tr>
</tbody>
</table>

The first item that an item is imported from a publisher, the company record is also imported to the user’s account. Subsequent items which use the same company record for either Supplier or manufacturer in your account will be associated with the same corresponding company record in the user’s account i.e. they will not be imported as duplicates. However, if a user imports an item from a different publisher for the same company, a separate company record will be imported.

**Publish: Raw Materials**

Note: Please refer to p.12 of this guide for detailed instructions on managing raw materials.
Raw materials can be published, including data and documents. Any notes or comments are not published. Only parent versions of raw materials are published.

Information that you provide when publishing raw materials will be displayed in a ‘Publisher Info’ tab, providing the user with additional information about the item and its publisher.

Costs information can also be published in the ‘Costs’ tab, as well as a link to any sales page, for example with your latest prices and ordering information.

Note – raw materials are also published as components of a product/formula (see p.224). The same options apply as described in this section, with each raw material's publish setting configurable at the publish stage.

**Steps To Publish Raw Materials**

Under ‘Publish Data’, select ‘Raw Materials’ as the type of data:

Select the publish mode and users/groups (see p.208)

Under item(s) to publish, select the raw materials that you wish to publish to the selected mode and users/groups.

Note: Only parent raw materials with an associated manufacturer are available for publish. This ensures that the user importing the raw material can correctly identify the item – see p.220.

You can select multiple items:
Click on ‘Proceed’ to go to the next step.

The selected raw materials are now displayed, with some additional publishing settings available.

Click on the item in the 'Item' column to open the item in a new browser tab, to edit it. As you edit these settings you may click on ‘Save’ to save all data and return to the ‘Publish Data’ page later to continue where you left off.

**Company**

The Manufacturer and Supplier associations for each parent raw material are displayed. Check the ‘Do not publish Supplier details’ if you prefer not to disclose the Supplier company associated with your raw material parent. For further information about managing Suppliers and manufacturers, see p.220.

**URL**

Enter a URL to provide the user with additional information about the raw material, such as a product page on your website or the manufacturer’s own site. The URL must begin with http:// or https://

```
URL
https://www.aromantic.co.uk/hor

- Above URL includes latest costs [ ]
- Do not display costs [ ]
```

If the URL includes costs for the raw material, check the checkbox. If checked, a button will be included in the raw material’s ‘Costs’ tab, enabling the user to click directly to the webpage.
<table>
<thead>
<tr>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check the ‘Do not display costs’ checkbox if you prefer not to publish any costs in the ‘Costs’ tab of the raw material parent.</td>
</tr>
</tbody>
</table>

**TIP** Enter a sales page URL and check both checkboxes if you prefer to maintain your own costs data under the URL provided, rather than the user seeing static costs prices entered in the ‘Costs’ tab. The user can then choose to look-up and update this live data in their version, for example for enabling costs simulations at formula level.

**Comment**

Enter a comment to describe the raw material, making it easier for the user to select which raw materials to import. You may enter a maximum of 500 characters.
Upload Photo

In this column, you can click to select a file to upload as a photo to represent the raw material. This will be displayed in the ‘Publisher Info’ tab of the parent raw material, once imported by user.

The maximum allowed height of the graphic is 350px. If the source file is larger, it will be resized to 350px height, with the original aspect ratio maintained. If it is smaller, it will be displayed at the original size.

Once you have entered the publishing information and options for each selected raw material, click on ‘Publish’ button:

You will be required to confirm your acceptance of the terms of use for third-party publishing (see p.205). Once you confirm, the ‘I Agree – Proceed’ button will be activated. Click this to complete the publication.

Published raw materials are now viewable in ‘My Published Data’, where you can change the publishing settings for any item as well as publish updated versions (see p.214).

Versioning and Updates - Raw Materials

If a user chooses to update a single raw material to a newer version that you publish, the following conditions will apply:
If raw material composition of both versions is **identical**: Parent version will be over-written, causing any subsequent changes made to the raw material data and documents to be overwritten. User is warned of this before they can proceed.

If raw material composition of both versions is **non-identical** and batches have been created by the user: User can only import the raw material as a new parent, thus eliminating the risk of affecting compliance.

If raw material composition of both versions is **non-identical** and no batches exist: Parent version will be over-written, causing any subsequent changes made to the raw material data and documents to be overwritten. User is warned of this before they can proceed.

If any raw materials are associated with **production-mode** formulas, updates will **not** be shown. If the user ignores any available updates, upon updating the product/formula, the **existing imported raw material version** in their account will be retained.

**Publish: Products and formulas**

A product and a selected formula version may be published, along with the associated raw materials (parents). Notes/comments in the main tabs of the product and formula level can be **optionally** published. A note is published with the identity ‘Publisher’ as the note’s author i.e. the identity of the user who wrote the note in the source product/formula is **not** published.

All formulas are imported in draft-mode with the default approval status ‘Pending’, requiring approval of all QA and compliance type actions by an authorized user logged into the account.

**Product:**

1. Information – all data, except: product category, clients/brands
2. Contact details – all data, except if checkboxes for ‘use Administrator settings’, in which case the fields will be blank
3. Packaging – all data
4. Unit Sizes- all data
5. Docs – all data and documents, including any document comments
6. Batches (if activated) – no data

**Formula:**

1. Info – all data
2. Specification

*Formula Composition* – all data, except the confirmation checkbox and history

*Compliance* – no data, since this is dependent on the compliance zones configured in the user’s account

*Safety* – all data, except the ingredient-level safety data and notes

3. Method – all data
4. Labels – all data
5. Docs – all data and documents, including any document comments
6. Cost – no data
7. Tasks – no data
8. QA – no data

**TIP** For compliance and traceability reasons, tasks, QA statuses and other compliance-related actions are not published. If you are a Service Provider, we recommend that you first publish the product/formula for import by your client. If it is your responsibility to approve a product/formula, you can then log into the client’s account as the Service Provider and complete the setup by performing such actions. This includes approving the formula and setting to production mode. If you have entered test data in your own version, you can export this and upload to the client’s version when logged in to their account.

Note – raw materials are also published as components of a product/formula. For detailed instructions on publication of raw materials, please see page 219.

**Steps to Publish a Product/Formula**

Under ‘Publish Data’, select ‘Products/formulas’ as the **type of data**:
Select the **publish mode** and users/groups (see p.208)

Select the product and formula version that you wish to publish. Only **one** product/formula can be selected.

Click on ‘Proceed’.

If any of the raw material parents associated with the formula do not have a manufacturer associated, a popup will prompt you to select a company for each of these. This is because cosmetri only allows publication of raw materials (as parents) that can be identified easily by other users.

For each raw material, click on ‘Select Manufacturer’ and select a company. Once all raw materials have an associated manufacturer, the ‘Update & Proceed’ button will be activated, enabling you to proceed to the next step.

You can now set any publish settings for the product/formula and each of the associated raw material parents.
For the product/formula:

**Notes**
Check the checkbox if you do not wish to publish any notes/comments in the tabs of the product and formula level.

**URL**
Enter the URL of a webpage with further information about the product/formula. You must enter the URL starting with http:// or https://

**Comment**
Enter a comment in plain text, maximum 500 characters. This provides further information for the user when viewing items available to download. You do not need to include data such as number of documents included, document types or number of raw materials, since this summary data is automatically included.

**Upload Photo**
In this column, you can click to select a file to upload as a photo to represent the product/formula.

The maximum allowed height of the graphic is 350px. If the source file is larger, it will be resized to 350px height, with the original aspect ratio maintained. If it is smaller, it will be displayed at the original size.

Once you have entered the publishing information and options for the product/formula and each associated raw material, click on ‘Publish’ button:

You will be required to confirm your acceptance of the terms of use for third-party publishing (see p.205). Once you confirm, the ‘I Agree – Proceed’ button will be activated. Click this to complete the publication.
The published product/formula is now viewable in ‘My Published Data’, where you can change the publishing settings for any item as well as publish updated versions (see p.214).

**Versioning and Updates - Products/Formula**

For compliance reasons, new versions of a product/formula are always imported as new items, leaving the previously imported version(s) unchanged. Subsequent changes made by the user to an imported product/formula are therefore not lost and the user can choose whether to delete any previous versions, manually update them or keep them alongside the newly imported version.

Import of products/formulas includes importing of the raw materials associated with the formula (as parent versions). If a user imports a product/formula which includes raw materials previously imported from the same publisher, these existing versions are used. No change is made to the raw materials in the user’s account unless the user selects to update any of these raw materials.

If updating a product/formula, you can also select which raw materials you wish to publish new versions for. The user will be prompted upon update to the new product/formula version, if any updates for the associated raw materials are available.

<table>
<thead>
<tr>
<th>Item</th>
<th>Version</th>
<th>Current Version</th>
<th>Version Comments</th>
<th>Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Euxyl PE 9010</td>
<td>1.01</td>
<td>1.02</td>
<td></td>
<td>✔</td>
</tr>
</tbody>
</table>

I accept the user terms of use for import of third-party data in cosmetri

**TIP** Raw materials imported from different publishers are treated as unique raw materials, even if the trade name and composition are the same. In this case, the user will need to select which version they wish to retain and update any imported formulas to use that version before deleting any duplicates that they do not wish to keep.

**PUBLISH: PACKAGING SETS AND THEIR PACKAGING ITEMS**

A single packaging item may be published, or a complete packaging set, including all associated packaging items. Only the parent of a packaging item is published – any batches are ignored.
### Steps To Publish a Packaging Item

Under ‘Publish Data’, select ‘Packaging Item’ as the type of data:

<table>
<thead>
<tr>
<th>Select type of data to publish</th>
<th>Packaging items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select publish mode</td>
<td>Private</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enter admin username, use TAB/ENTER to enter multiple</th>
</tr>
</thead>
<tbody>
<tr>
<td>unmademo1 X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select item(s) to publish</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avery Label (66.0mm x 63.5mm)</td>
</tr>
<tr>
<td>ClearVu Amber Glass Bottle (1L)</td>
</tr>
<tr>
<td>ClearVu Amber Glass Bottle (250ml)</td>
</tr>
<tr>
<td>ClearVu Amber Glass Bottle (500ml)</td>
</tr>
<tr>
<td>ClearVu Amber Glass Bottle (50ml)</td>
</tr>
<tr>
<td>Easy ABC Plastic Inserts (Type 2)</td>
</tr>
<tr>
<td>Finished Box - Nourishing Skin Cream (1L)</td>
</tr>
</tbody>
</table>

Select the **publish mode** and users/groups (see p.208)

Select the packaging item(s) that you wish to publish. Multiple items may be selected at this stage:

<table>
<thead>
<tr>
<th>Select item(s) to publish</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ ClearVu Amber Glass Bottle (1L)</td>
</tr>
<tr>
<td>✓ ClearVu Amber Glass Bottle (250ml)</td>
</tr>
</tbody>
</table>

Click on ‘Proceed’.

If any of the packaging item parents associated with the formula do not have a manufacturer associated, a popup will prompt you to select a company for each of these. This is because cosmetri only allows publication of packaging items (as parents) that can be identified easily by other users.

For each packaging item, click on ‘Select Manufacturer’ and select a company. Once all items have an associated manufacturer, the ‘Update & Proceed’ button will be activated, enabling you to proceed to the next step.

You can now set any publish settings for the packaging items.
**Item**

Click on the link to open the item.

**Company**

The Manufacturer and Supplier associated with the packaging item are displayed. Check the ‘Do not publish Supplier details’ checkbox, if you do not wish to disclose the Supplier. To clearly identify the packaging item, a Manufacturer must be selected and published with the item.

**URL**

Enter a URL to provide the user with additional information about the packaging item, such as a product page on your website or the manufacturer’s own site. The URL must begin with http:// or https://

```
URL

https://www.aromantic.co.uk/lor

✓ Above URL includes latest costs [?]
✓ Do not display costs [?]
```

If the URL includes costs for the packaging item, check the checkbox. If checked, a button will be included in the item’s ‘Costs’ tab, enabling the user to click directly to the webpage.
Check the ‘Do not display costs’ checkbox if you prefer not to publish any costs in the ‘Costs’ tab of the packaging item parent.

**TIP** Enter a sales page URL and check both checkboxes if you prefer to maintain your own costs data under the URL provided, rather than the user seeing static costs prices entered in the ‘Costs’ tab. The user can then choose to look-up and update this live data in their version, for example for enabling costs simulations of packaging costs in the Formula/Costs tab.

**Comment**

Enter a comment in plain text, maximum 500 characters. This provides further information for the user when viewing items available to download. You do not need to include data such as number of documents included or document types, since this summary data is automatically included.

**Upload Photo**

In this column, you can click to select a file to upload as a photo to represent the product/formula.

The maximum allowed height of the graphic is 350px. If the source file is larger, it will be resized to 350px height, with the original aspect ratio maintained. If it is smaller, it will be displayed at the original size.

Once you have entered the publishing information and options for the packaging item(s), click on ‘Publish’ button:
You will be required to confirm your acceptance of the terms of use for third-party publishing (see p.205). Once you confirm, the 'I Agree – Proceed' button will be activated. Click this to complete the publication.

The published packaging item is now viewable in 'My Published Data', where you can change the publishing settings for any item as well as publish updated versions (see p.214).

**Steps To Publish a Packaging Set**

Select ‘Packaging set’ as the **type of data**:

- **Select type of data to publish**: [Select data to publish]
  - Packaging items
  - Packaging set
  - Products/formulas
  - Raw materials
  - Tests
  - Test groups

Select the required **publish mode** and, depending on the mode, set which users/groups may import the packaging set, then select a packaging set to publish. Only one packaging set may be selected.

Once selected, click on ‘Proceed’.
Select item(s) to publish [?]  

**PS0002 | Nourishing Skin Cream | 250ml**

[Proceed]

Enter the publish options for the packaging set:

<table>
<thead>
<tr>
<th>Item</th>
<th>Notes</th>
<th>URL</th>
<th>Comment</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS0002</td>
<td>Nourishing Skin Cream</td>
<td>250ml</td>
<td>Do not publish comments in the packaging set [?]</td>
<td></td>
</tr>
</tbody>
</table>

**Item**

Click on the link to open the item.

**Notes**

Check this checkbox if you do not wish to publish any comments associated with the packaging set:

- [ ] Do not publish comments in the packaging set [?]

View of packaging set comments field:
URL

Enter an optional URL to provide the user with additional information about the packaging set. The URL must begin with http:// or https://

Comment

Enter a comment in plain text, maximum 500 characters. This provides further information for the user when viewing items available to download. You do not need to include data such as number of documents included or document types, since this summary data is automatically included.

Below the packaging set publishing options, each associated packaging item is displayed. Please refer to the previous section of this chapter, for instructions on entering packaging item publishing options.

If a packaging item has previously been published, click on the following action to edit the current publishing settings. If you wish users who have already imported this item to update their version to reflect these changes, you need to publish a new version which they can import.

Packaging Set Costs

If you publish costs for each item in your packaging set, the total cost for the set is shown as follows:
This cost may be shown differently in the user’s version, if the following global setting differs to yours:

Packaging

If you have entered arrays for your packaging item costs, set which cost should be used for calculating packaging set costs:

- Lowest
- Average
- Highest

We recommend therefore, that you provide clear instructions as to the optimal setting a user should use, to ensure consistency of packaging set costs, if arrays are used in your packaging item costs. Note that the user’s packaging set costs may also change once they add packaging item batches to the imported parents and enter current prices.

Provided you publish costs for all associated packaging items in the set, the cost data will be imported exactly as per your version. If any cost is not available, the user will see a link in the ‘Packaging Sets’ ‘Costs’ column, indicating that one or more costs are missing. Clicking on the link will display a list of these items:

<table>
<thead>
<tr>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>€ 1.02 ea.</td>
</tr>
<tr>
<td>€ 1.01 ea.</td>
</tr>
<tr>
<td>€ 1.03 ea.</td>
</tr>
<tr>
<td>€ 3.39 ea.</td>
</tr>
</tbody>
</table>

Packaging set cost

One or more packaging item batches used to calculate the total packaging costs currently have no costs entered. Click on a packaging item below to open the packaging item and enter a cost.

Easy ABC Plastic Inserts (Type 1)
Versioning and Updates - Packaging Items and Packaging Sets

Packaging Item

Updating a single packaging item in the user’s account will cause the parent version to be over-written. Any batches added to the parent will not be affected.

Packaging Set

IDs for packaging sets are re-assigned according to the next available ID in the user’s account, e.g. if publisher’s packaging set has ID PS0008 and the user has five packaging sets in their account with the last set having the ID PS0005, the newly imported packaging set will assume the ID PS0006.

When the user selects to imports the new packaging set version, they are alerted to any updated version of an associated packaging item and prompted for what action to take:

Update packaging items in set

The following packaging items in the packaging set have newer versions available. Click in the ‘Update’ column to select the items that you wish to update, or leave unchecked to keep the existing version. Only the parent item will be updated - any batches you have added will remain unaffected.

<table>
<thead>
<tr>
<th>Item</th>
<th>Version</th>
<th>Current Version</th>
<th>Version Comments</th>
<th>Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Easy ABC Plastic Inserts (Type 1)</td>
<td>1.01</td>
<td>1.03</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If they choose to update the packaging item, the existing parent will be over-written. Any changes made by the user since the previous import/update will be lost.

The following example describes how packaging sets and their associated packaging item parents are handled upon first import and subsequent update to a new version released by the publisher.

USER IMPORTS ‘PACKAGING SET A (v.1.01)’. Assigned ID = PS0006

Consists of the following imported packaging item parents:
Packaging item A
Packaging item B
Packaging item C

In the example, the publisher has updated packaging item A, packaging item B has not changed and packaging item C was deleted. A new packaging item D was added to the packaging set.

USER UPDATES PACKAGING SET A to new available version 1.02:

Packaging set is imported by user as new set and assumes next available ID e.g. PS0007 and is titled ‘PACKAGING SET A (v.1.02)’

Packaging item A -> parent of Packaging Item A is updated, link stays to same parent
Packaging item B -> link stays to same parent and parent is unchanged
Packaging Item C -> original version remains in user account but is no longer linked to new packaging set version (1.02)
Packaging Item D -> imported as new parent and is linked to new packaging set version (1.02)

PUBLISH: TESTS AND TEST GROUPS

Individual Tests and Test Groups can be published. If a Test Group is published, all associated Tests will be included.

Any QA associations for the Test Group will be published, but for compliance reasons, any ‘Default’ option will be ignored. In the following example, when TG0006 is imported, the user will be able to manually select the Test Group in the QA tab for any raw material batch or formula, but the Test Group will not be pre-loaded upon creation of a new item. To set this, the user must therefore check the Test Group option ‘Default’ after importing it.
Steps to Publish Tests

Under ‘Publish Data’, select ‘Tests’ as the type of data:

Select the publish mode and users/groups (see p.208)

Under item(s) to publish, select the tests that you wish to publish to the selected mode and users/groups.

You can select multiple items:
Click on ‘Proceed’ to go to the next step.

The selected Tests are now displayed, with some additional publishing settings available.

<table>
<thead>
<tr>
<th>Item</th>
<th>Notes</th>
<th>URL</th>
<th>Comment</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>T0002</td>
<td>Container integrity (glass bottles)</td>
<td>Do not publish comments to the operator (Y)</td>
<td></td>
<td>[ ]</td>
</tr>
<tr>
<td>T0009</td>
<td>In-process anomalies</td>
<td>Do not publish comments to the operator (Y)</td>
<td></td>
<td>[ ]</td>
</tr>
</tbody>
</table>

Click on the item in the 'Item' column to edit it (right-click to open in a new browser tab/window). As you edit these settings you may click on ‘Save’ to save all data and return to the ‘Publish Data’ page later to continue where you left off.

**Notes**

If the Test has comments to the operator, select whether these comments should be published with the Test.

**URL**

Enter a URL to provide the user with additional information about the Test. The URL must begin with http:// or https://

Once you have entered the publishing information and options for each selected Test, click on the ‘Publish’ button:
You will be required to confirm your acceptance of the terms of use for third-party publishing (see p.205). Once you confirm, the ‘I Agree – Proceed’ button will be activated. Click this to complete the publication.

**Comment**

Enter a comment to describe the Test, making it easier for the user to select which items to import. You may enter a maximum of 500 characters.

☑ I agree with the above terms

Published Tests are now viewable in ‘My Published Data’, where you can change the publishing settings for any item as well as publish updated versions (see p.214).

**Steps To Publish a Test Group**

The following steps are required to publish a Test Group. This includes publication of all Tests in the group. Please refer to the previous section for guidance on setting the publishing options for each Test.

Under ‘Publish Data’, select ‘Test groups’ as the **type of data**:

Select the **publish mode** and users/groups (see p.208)

Under item(s) to publish, select the Test Group that you wish to publish to the selected mode and users/groups. Only one Test Group may be selected.
Click on ‘Proceed’ to go to the next step.

The selected Test Group is now displayed, with some additional publishing settings available.

Click on the item in the 'Item' column to edit it (right-click to open in a new browser tab/window). As you edit these settings you may click on ‘Save’ to save all data and return to the ‘Publish Data’ page later to continue where you left off.

**Notes**

If the Test Group has any comments, select whether this data should be published with the Test Group.

**Url**

Enter a URL to provide the user with additional information about the Test Group. The URL must begin with http:// or https://

**Comment**

Enter a comment to describe the Test Group, making it easier for the user to select which items to import. You may enter a maximum of 500 characters.

**Versioning and updates – Test and Test Groups**

IDs for Test and Test Groups are re-assigned according to the next available ID in the user’s account, e.g. if a publisher’s Test Group has ID TG0008 and the user has five Test Groups in their account with the last set having the ID TG0005, the newly imported Test Group will assume the ID TG0006.

Any Test or Test Group that has a new version published, will be imported as a new item if that item is already in-use in the user’s account for QA purposes. This includes tests that are waiting for configuration for any item. If the Test or Test Group is not in use, the existing version will be updated. And data entered or changed by the user since the
previous import/update will be over-written. If an item is updated rather than a new item generated, the ID of the Test or Test Group will also show the current version, e.g. TG005 (v.1.07).

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>T0019 (v.1.03)</td>
<td>pH</td>
</tr>
<tr>
<td>T0020</td>
<td>In-process contamination</td>
</tr>
<tr>
<td>T0021 (v.1.02)</td>
<td>In-process contamination</td>
</tr>
</tbody>
</table>

As publisher, we recommend that you use the version comments/changelog to inform the user of your recommendations, if they have imported a previous version.
IMPORT SHARED DATA

INTRODUCTION

cosmetri provides a secure method to share data with other cosmetri users. Ask your Service Provider (such as safety assessor, laboratory or consultant), course teacher or Supplier of raw materials or packaging items to contact cosmetri support (support@cosmetri.com) to request authorization to publish data using the cosmetri secure platform.

The following types of data can be published and imported:

- Raw materials (see p.245)
- Products and formulas (see p.247)

Some example user cases for sharing data include:

SERVICE PROVIDERS – build products/formulas, test groups and packaging sets and publish them for import by a client or client group. A consultant for example, could develop standardized tests, QA and SoPs (as test groups) which each client uses in their cosmetri account. Once imported, these can be further customized by the Service Provider by logging into the client’s account from the Service Provider account. A professional formulator or contract manufacturer can develop formulations for a client and then publish these for import as part of the agreed deliverables for the project, even providing ‘PIF ready’ product data with all required compliance documents. The client can then use access the data from their own cosmetri account for product lifecycle management, manufacturing, batch traceability and compliance maintenance.

TEACHERS – can publish teaching material such as products/formulas for a student group, enabling one-time publish to the entire group. As Group Administrator, the teacher can also allow peer-to-peer data sharing within the group. Group members can also publish data for import by the teacher, for example when submitting assignments in the form of formulations, test groups etc. This assignment material can also include any documents associated with the published data, such as example safety assessments uploaded to the formula, course handouts, etc.

MANUFACTURERS/SUPPLIERS – can publish their raw material and packaging information. They may also publish free formulations which showcase innovative uses for their raw materials. A special invitation-only group for high-value Customers can provides these Customers with access to exclusive material. Raw material costs may be published as well as links to further information on product pages of their company website.

Note – published data is transmitted securely to the cosmetri publishing database. Only users that are authorized by the publisher will be able to import a published item. For security reasons, data is never published directly to your cosmetri account. Import of any
data requires that you manually select an item you wish to import and confirm your agreement to the Third-Party data import terms, before you may proceed.

Published data may include any documents associated with the item as well as any comments/notes that the publisher opts to include. Additional publishing comments and a photo can also be published with the item.

**LEGAL**

Before you may import any data via cosmetri you will be required to confirm your acceptance of the terms. Please be sure that you agree with the following:

Third-Party data providers, including cosmetri GmbH, publishing data via cosmetri do not warrant that the provision of this data (Third-Party Data) will be uninterrupted, error free, timely, complete or accurate, nor do any of these providers make any warranties as to the results to be obtained from use of the same. You acknowledge that any Third-Party Data does not constitute a recommendation or endorsement by cosmetri GmbH of the Third Party or the data published and is provided for informational purposes only. You expressly agree that your use of Third-Party Data is at your own risk. Accordingly, the Third Party will not in any way be liable to you or any other entity for any inaccuracies, errors, omissions, delays, damages, claims, liabilities or losses, regardless of cause, in or arising from the use of the Third-Party Data provided through the cosmetri software.

**IMPORTING DATA**

To import shared data, click on the following menu item under ‘Import Data/Shared Data/Import’ and follow the steps described in this section.

Only data that you are authorized to import will be displayed in this page. You can filter the available shared data, for example by item type and publishing mode. Use the search function combined with any selected filters to narrow your search:

Example filter to view items by publishing mode:
Items available for import can be viewed and sorted according to the following columns:

- Item
- Type
- Mode
- Publisher
- Date First Published
- Version
- Date Last Updated

Click on the [+] icon in the left column to expand the view for any item. Depending on the item type, a summary of the published data is displayed along with any comments entered by the publisher.

Example summary for a product/formula:

If the publisher has a web page with further information about the published item, click on the following link in the ‘Actions’ column to open that page in a separate browser tab:
If the item is published to a group, in the ‘Mode’ column you can click on the group name link to view information about the group.

**Group: cosmetri GmbH**

If the group is **public**, the other members of the group (name and email address) will be displayed under ‘Group Members’. This type of group is intended for Group Administrators who allow group members to interact and share data with each other, such as study or research groups.

- **Group - Aromatic (Private)**
- **Group - Aromatic (Public)**

View of member list when viewing ‘public’ group:
If the group is **private**, the members of the group will not be displayed. Contact a group’s Administrator if you require information or support related to a specific group.

Any user with rights to import data from a publisher will see a link in the ‘Publisher’ column, to view further information about the publisher.

Example display of publisher information:
Item type

Shared data available for import can be of the following item types. For detailed instructions, please refer to relevant section:

- Raw materials (see p.245)
- Products and formulas (see p.247)
- Packaging items and packaging sets (see p.249)
- Test and test groups (see p.251)

UPDATING DATA

Under ‘Import Shared Data/Shared Data/My Imports’, any item you have already imported will show the current version and any available update. In the ‘Version’ column you can see the current version that you imported and the version available for import. If a new version is available, a label NEW! is also displayed.
To only view items with available updates, click on the following checkbox:

![ checkbox to show only new updates ]

Depending on the type of item, upon updating the item it will be either over-written with the new version, or a separate item will be imported, as described later in this section.

Each item is published using a versioning sequence 1.01, 1.02, 1.03, etc. The first version of an item published in 1.01. This makes it easy for you to identify the version you are using and the currently available version, as well as the changes available in the new version if you choose to import that item.

The publisher can enter comments for the version – for example to update a version history.

<table>
<thead>
<tr>
<th>Angelica Root Oil</th>
<th>Raw Material</th>
<th>Group: cosmecti GmbH</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Comments</th>
<th>Version Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>What is Lorem ipsum? Lorem ipsum is simply dummy text of the printing and typesetting industry.</td>
</tr>
</tbody>
</table>

You can identify the current version of an imported item as well as the publish mode and publisher, as shown in the following raw material example:

**Aloe Gel SB1 / 1.01**

Further details of how versioning/updating is applied to different items are provided in the following sections of this guide.
SUPPLIERS AND MANUFACTURERS

Upon import of raw materials (including those published as components of a product/formula) and packaging items, a company is required to be associated with a manufacturer, as set in the ‘Info’ tab:

```
Supplier Batch
Supplier [?]  Test Company (12345)
Manufacturer [?]  Schülke Inc. (SM18765)
```

The publisher can optionally set whether to also show the Supplier company.

The first item that an item is imported from a publisher, the company record is also imported to your account. Subsequent imported items which use the same company record for either Supplier or manufacturer will be associated with the same corresponding company record i.e. they will not be imported as duplicates. Once the company record has been created it will not be updated.

Note – Under ‘Companies’ you can manage your company records, including merging associated items and deleting any duplicate company records.

IMPORT: RAW MATERIALS

Raw materials can be imported, including data and documents. Any notes or comments entered by the publisher are not published. Only parent versions of raw materials are imported.

Information about the shared raw material is displayed in the ‘Publisher Info’ tab, providing additional information about the item and its publisher.
Costs information can also be published in the ‘Costs’ tab, as well as an optional link to any sales page, for example with latest prices and ordering information.
Raw materials imported from different publishers are treated as unique raw materials, even if the trade name and composition are the same. In this case, you will need to select which version you wish to retain and update any imported formulas to use that version before deleting any duplicates that you do not wish to keep.

Note – raw materials are also published as components of a product/formula. For detailed instructions on publication of raw materials, please see p. 14).

**UPDATING: RAW MATERIALS**

If you choose to update a single raw material to a newer version, the following conditions will apply:

If raw material composition of both versions is identical:

Parent version will be over-written. Any subsequent changes made to the raw material parent data and documents since you imported the item will be overwritten.

If raw material composition of both versions is non-identical and batches have been created by the user:

You may only import the raw material as a new parent, thus eliminating the risk of affecting compliance.

*If raw material composition of both versions is non-identical and no batches exist:* Parent version will be over-written, causing any subsequent changes made to the raw material data and documents to be overwritten.

If any raw materials are associated with production-mode formulas, updates will not be shown. If you ignore any available updates, upon updating a product/formula, the existing imported raw material version in your account will be retained.

**IMPORT: PRODUCTS AND FORMULAS**

A product and a selected formula version may be imported, along with the associated raw materials, as parents. Notes/comments in the main tabs of the product and formula level can be optionally published by the publisher. Any notes/comments at raw material level are not published.

All formulas are imported in draft-mode with the default approval status ‘Pending’, requiring approval of all QA and compliance type actions by an authorized user logged into the account.

The following data, if present in the source item, is imported: PRODUCT:
1. Information – all data, except: product category, clients/brands
2. Contact details – all data, except if checkboxes for ‘use Administrator settings’, in which case the fields will be left blank.
3. Packaging – all data
4. Unit Sizes- all data
5. Docs – all data and documents, including any document comments
6. Batches (if activated) – no data

**Formula:**

1. Info – all data
2. Specification:

*Formula Composition* – all data, except the confirmation checkbox and history *Compliance* – no data, since this is dependent on the compliance zones configured in the user’s account

*Safety* – all data, except the ingredient-level safety data and notes

3. Method – all data
4. Labels – all data
5. Docs – all data and documents, including any document comments

6. Cost – no data
7. Tasks – no data
8. QA – no data

**Updating: Products/Formulas**

For compliance reasons, new versions of a product/formula are always imported as new items, leaving the previously imported version(s) unchanged. Subsequent changes made to an imported product/formula are therefore not lost and you can choose whether to delete any previous versions, manually update them or keep them alongside the newly imported version.

Import of products/formulas includes importing of the raw materials associated with the formula (as parent versions). If you import a product/formula which includes raw materials previously imported from the same publisher, these existing versions are used. No change is made to the raw materials in your account unless you select to update any of these raw materials.

If updating a product/formula, you will be prompted if any updates for the associated raw materials are available.
TIP If it is your Service Provider’s responsibility to approve an imported product/formula published by them, you can grant them access to your account to complete the setup. This includes approving the formula and setting to production mode. If your Service Provider has entered test data in their own version in cosmetri, they can export this (e.g. as a PDF report) and upload the report to your Formula’s ‘Docs’ tab.

**IMPORT: PACKAGING ITEMS AND PACKAGING SETS**

Individual packaging items may be imported, as well as packaging sets and their associated packaging items. Importing packaging items functions similarly to the import of raw materials. Only the packaging item parent is imported, from which you can create batches. The handling of Suppliers and manufacturers is the same as per raw materials.

Updating: Packaging Items and Packaging Sets

**PACKAGING ITEM**

Updating a single packaging item will cause the parent version to be over-written. Any batches added to the parent will not be affected.

**PACKAGING SET**

IDs for packaging sets are re-assigned according to the next available ID in your account, e.g. if publisher’s packaging set has ID PS0008 and your account has five packaging sets, with the last set having the ID PS0005, the newly imported packaging set will assume the ID PS0006.

When you select to import a new packaging set version, you will be alerted to any updated version of an associated packaging item and prompted for what action to take:
Update packaging items in set

The following packaging items in the packaging set have newer versions available. Click in the 'Update' column to select the items that you wish to update, or leave unchecked to keep the existing version. Only the parent item will be updated - any batches you have added will remain unaffected.

<table>
<thead>
<tr>
<th>Item</th>
<th>Version</th>
<th>Current Version</th>
<th>Version Comments</th>
<th>Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Easy ABC Plastic Inserts (Type 1)</td>
<td>1.01</td>
<td>1.03</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you choose to update the packaging item, the existing parent will be over-written. Any changes made by you, since the previous import/update will be lost.

The following example describes how packaging sets and their associated packaging item parents are handled upon first import and subsequent update to a new version released by the publisher.

USER IMPORTS 'PACKAGING SET A (v.1.01)'. Assigned ID = PS0006

Consists of the following imported packaging item parents:

Packaging item A
Packaging item B
Packaging item C

In the example, the publisher has updated packaging item A, packaging item B has not changed, and packaging item C was deleted. A new packaging item D was added to the packaging set.

USER UPDATES PACKAGING SET A to new available version 1.02:

Packaging set is imported by user as new set and assumes next available ID e.g. PS0007 and is titled 'PACKAGING SET A (v.1.02)'

Packaging item A -> parent of Packaging Item A is updated, link stays to same parent
Packaging item B -> link stays to same parent and parent is unchanged
Packaging Item C -> original version remains in user account but is no longer linked to new packaging set version (1.02)
Packaging Item D -> imported as new parent and is linked to new packaging set version (1.02)
**IMPORT: TESTS AND TEST GROUPS**

Tests can be imported individually, or as part of an entire test group. Your Service Provider (such as a laboratory or consultant) can for example, build SoP and QA templates for your workflow, which you can import and use.

**UPDATING: TESTS AND TEST GROUPS**

IDs for Test and Test Groups are re-assigned according to the next available ID in your account, e.g. if a publisher's Test Group has ID TG0008 and your account has five Test Groups, with the last set having the ID TG0005, the newly imported Test Group will assume the ID TG0006.

Any Test or Test Group that has a new version published, will be imported as a new item if that item is already in-use in the user's account for QA purposes. This includes tests that are waiting for configuration for any item. If the Test or Test Group is not in use, the existing version will be updated. And data entered or changed by the user since the previous import/update will be over-written. If an item is updated rather than a new item generated, the ID of the Test or Test Group will also show the current version, e.g. TG005 (v.1.07).

<table>
<thead>
<tr>
<th>ID</th>
<th>Test Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>T0019 (v.1.03)</td>
<td>pH</td>
</tr>
<tr>
<td>T0020</td>
<td>In-process contamination</td>
</tr>
<tr>
<td>T0021 (v.1.02)</td>
<td>In-process contamination</td>
</tr>
</tbody>
</table>
CUSTOMERS

INTRODUCTION

cosmetri’s secure, cloud-based platform offers unparalleled flexibility in collaborating with users within your organization as well as external users, including with your Customers.

Customer management is ideal for Service Providers such as contract manufacturers and formulators, offering the following advantages:

- Customers can add, view and edit their own requests using the Projects feature;
- faster, more efficient communication with Customer;
- secure exchange of data;
- manage the progress of a Customer project, from inception to completion;
- traceability of all communication and approval stages for the project;
- grant Customer optional access to any product-level data;
- assign a Customer manager for conducting communication with the Customer.

You can create a user of the type ‘Customer’ in Product Manager. Your plan may restrict the number of user seats available, requiring you to upgrade or add additional user seats. Please check the Getting Started guide for further details:


A Customer user logged in to your Product Manager account can only communicate with and see selected users in your team. By default, they can never see the details of any other Customer users.

Customer users can easily be identified in Product Manager and are listed in any user list by their name, company and (Customer):

| Elaine Johnson, cosmetri GmbH (Service Provider) |
| Angelina O'Tool (VA) | INACTIVE |
| Jim Braithwaite, cosmetri GmbH (Customer) |
| Maria Trevick, cosmetri GmbH |

Customer users can be associated with Customer groups and company records of the type ‘Customer’.

To access the Customer-related features, select ‘Customers’ in the main menu:
Note – the above ‘Service Provider Customers’ menu item is only available to authorized Service Provider users.

**MANAGING CUSTOMER RECORDS**

Customers are managed under the menu item ‘Customers’:

Click on ‘Customers’ and ‘Add New’ to create a company record of the type ‘Customer’ which can then be associated with Customer users that you add to your cosmetri account. By default, the following ‘is Customer’ checkbox is selected. If the Customer is also a Supplier or manufacturer you may be select the relevant options.

Select ‘Customer is private individual’ if you need to enter a First Name and Last Name for the Customer, instead of a company name.
**CUSTOMER USER TYPES**

Log in as the Administrator of your cosmetri account so that you can access the ‘Users & Seats’ tab under ‘Global Settings’.

Create a new Customer user, by selecting ‘Customer’ as the user type.

Once created, click on the following icon to manage the users who are able to see that Customer:

Click in the field to select any users that you wish the Customer to see when logged in – for example, when selecting a user to assign a task or note/reminder to. This can be used for example, to assign a Customer manager to that Customer, but prevent other users from interacting with the Customer.
You can select multiple users. By default, all Customer users are not able to see or interact with each other.

If you are using Customer groups to organize your products, while creating the Customer user, you can select any group(s), ensuring that when the Customer logs in, they will only see the products in the associated group(s). For further information on Customer groups, see the Getting Started Guide.

Enter a First Name, Username and Email Address for the Customer.

Select an existing Company to associate with the Customer. Only companies of the type ‘Customer’ are available for selection.

If no such company record exists, click on ‘Add’ to create the record:

Click on ‘Add User’ to create the user. The Customer will automatically receive an email with an activation link to verify their account and securely set their password.
**TIP** Check that the correct permissions are set for the Customer user by first logging in as that Customer, as described below.

If you prefer to setup the Customer account and login yourself to verify the permissions and other settings, enter an email address that you have access to, so that you can activate the account yourself. Once you are ready to provide the Customer with the login credentials, you can update the email address and password by clicking on the ‘Edit user/reset password’ icon, as shown below.

This will open a view of the Customer user’s settings and data.

![Edit User](image-url)
CUSTOMER DEPARTMENT PERMISSIONS

Use the ‘Departments’ settings to determine which areas of Product Manager your Customer can access, as well as important functions they may perform.

We recommend that you create a ‘Customers’ Department which usually would provide only limited access, such as to the ‘Projects’ feature (see p.263) and perhaps to their products. You can also create custom departments for each Customer for precise control of permissions.

You can configure which content and functionality can be accessed by users associated with any department they are assigned to. Click on the ‘Departments’ Global Settings tab and on ‘Add New’ to create a department.

Select ‘View/edit’ or ‘Hide’ or ‘View only’ to determine which pages and tabs of the Product Manager are accessible to a user who is assigned to that department. Click on ‘Save’ to save your changes.

Under ‘Users & Seats’, you can now assign each user to a department as follows:

Important! You must associate the user with the correct Department to ensure that the access settings are applied, prior to them logging in to Product Manager. It is advisable to temporarily apply a Department setting and Customer group to one of the user accounts you have access to, to check that you have correctly configured the Department. Do this before you assign a new user and login to check that the correct permissions have been applied.
**USER CASE: CUSTOMER PROJECT MANAGEMENT**

One of the most useful Customer management features is enabling a Customer to add, view and edit their own projects - for example, to request a new product or product line. The Customer can enter their requirements and communicate with a Customer manager to clarify the project brief for the R&D team, prior commencing formulation and develop the product samples.

A typical workflow is as follows:

1. Customer logs in to Product Manager as a Customer user and adds a new project.
2. Under ‘Concept’ they describe their requirements.
3. Customer then adds a custom task for the project, requesting the Customer manager to check the new project.
4. Customer manager communicates with the Customer using the task notes/reminders until the project requirements are clear. Different project statuses, including custom statuses, can be assigned at various stages.
5. Authorized user creates one or more products for association with the project and adds these to the Customer group.
6. Authorized user approves the project and associates this with one or more the products set in step 5.
7. Authorized user may clone the project data to the ‘Requirements’ tab of any associated product.
8. Users can be instructed to further refine the details in each product’s ‘Requirements’ tab, as the basis for R&D, to develop the Customer’s product samples.
9. Authorized user creates a custom task for the head of the R&D team, instructing them to proceed and can communicate with them via that task’s note/reminders.
10. R&D develops samples for Customer. The sample IDs in Product Manager can be selected in the ‘Requirements’ tab for reference.
VIRTUAL ASSISTANT (VA) USERS

INTRODUCTION

Virtual Assistants, or VAs, enable you to affordably extend your team and boost the efficiency and productivity of your business. For as little as $3.50 p/h you can hire your own graduate-level assistants, adding them as special VA users to your cosmetri account. You'll be able to share data with them securely and control precisely which data they can access and functions they may perform. You can use the task management and team tools in cosmetri to manage your VA’s tasks, communicate with them, share files securely and view activity reports and time sheets.

Here are just some of the many tasks that can be performed by your VA:

- Data entry in cosmetri - such as formulas, Suppliers and raw materials
- Request information from Suppliers e.g. prices, safety and product data
- Tag and upload documents
- Online research

Depending upon the skill-set of the person, your VA may also be able support your business with other tasks, such as:

- Book-keeping
- Customer service and support
- Sales
- Social media posts
- Lead generation
- Email management
- Scheduling

10 TOP TIPS FOR WORKING WITH YOUR VA

1. Get to know your VA!

Spend time getting to know your new VA and building a good rapport with them. Find out what specialist skills and experience they may have and what tasks and roles they may be competent in taking on for you and your business.

2. Have a clear plan for the work your VA will undertake
Don’t expect your VA to magically understand what support you need! Discuss the tasks and activities that you require support with and ensure the VA has everything they require to work effectively on these.

3. Communication is key

Schedule regular meetings such as via Skype or chat and communicate clearly. How often do you need to check in with each other by email? Who will be the main contact person in your company for your VA and how and when can they be reached?

4. Respect your VAs own schedule and plan accordingly

Your VA will normally work an 8-hour day during office hours in their own time zone, so it’s important that they always have work to do during your absence. To ensure continuity, it’s a good idea to have an agreed ‘back log’ of tasks that the VA can perform if they are awaiting further instructions from you.

5. Support your VA in understanding your business and requirements

Every business is unique. Invest some time to introduce your new VA to your business. What is unique about what you offer and how you operate? Who are your team and how will the VA work with them? What are your aspirations, goals and vision for the business? Welcome your VA into your team and let them know the importance of the work they will perform for your company.

6. Provide adequate supervision and reviews

Every staff member, whether working remotely or in the office, performs best when they experience job satisfaction, are treated in a friendly and fair way and are offered the potential to grow and learn new skills. As your VA becomes more familiar with your business, set up clear reviews, such as every three months. Discuss with them where they could take on new responsibilities or be trained in new skills. Listen to any problems they face in working for you and look for ways to improve, where possible.

7. Be clear about expectations and working practices

Consider providing your VA with a version of any staff manual for your business and request as one of their first tasks, that they familiarize themselves with this. Ask them to agree to and sign an agreement and include any key information, such as termination clause, vacations, handling of secure information and any unacceptable practices. Communicate closely with your VA to establish a clear framework of understanding, to avoid problems later.

8. Be realistic about your commitment to supporting your VAs

Hiring a VA will achieve considerable savings and improve efficiency in your business. Before you hire a VA, we recommend thinking carefully about not only the ongoing financial commitment, but also how you will provide continuous work and effectively manage your VA. You will need to train your VA at the beginning and keep in regular
contact with them, to check the quality of their work and monitor their progress. If you prefer us to train your VA(s) in using cosmetri, click here for details of our training costs.

9. Use the cosmetri task manager

We recommend using cosmetri’s task manager to conduct task-related communication. Make it part of your daily routine to check your cosmetri dashboard for new task updates, note and reminders. Avoid long email conversations which refer to multiple tasks and activities. Stay on topic, using short instructions and comments related to single, actionable tasks.

10. Share your data and documents securely via cosmetri

For product and compliance-related documents, we recommend using cosmetri to securely exchange these and to ensure that they are correctly tagged and digitally archived. For other documents, use a cloud-based service such as Google Drive or Dropbox to enable you, your team and the VA to share important files. To share confidential data such as passwords, we recommend a cloud-based password manager such as LastPass. Insist that your VA never stores such data on their local computer and they keep any device they use secure and protected.

RECRUITING VAS

We recommend using a commission-free online service such as Outsourcely to find suitable candidates, enabling you to:

- Review their CVs and work history
- Check a candidate’s ratings and references
- View online assessments, such as language proficiency and typing speed
- Shortlist your favorite candidates
- Interview and communicate with candidates
- Pay your VAs directly

Click here to go to Outsourcely and start recruiting your VAs.

ADDING A VA USER TO COSMETRI

You can create a special user of the type ‘VA’, enabling the following:

- Set a monthly allocation of hours for each VA
- Show the balance of total remaining hours, based on the time logged by all VAs
- By default, all VAs are unable to access the Clients/Brands for setting permissions for which products a user can access
- VA users cannot access the Team/Virtual Assistants page
Under Team/Virtual Assistants you can view all VA users and their status

Each VA user is displayed as a ‘(VA)’ in the task manager and user lists

NOTE: You will need an available user in your cosmetri plan. For Starter and Business plan users, you can upgrade to the next plan to increase the available users. Enterprise users can add further users under ‘Plan’, when logged in as the Administrator:

Login to cosmetri as the Administrator:
https://www.cosmetri.com/admin/login.php

Under Global Settings / Users, if you have users available in your plan, next to ‘Select user type’ select ‘Virtual Assistant (VA)’

Enter a first name, username and email address. The username must be unique, so try a different combination if you receive an alert, that the username you entered is not available. Last name and company name are optional.

Click on ‘Add User’ to create the account. An email will be sent to the email address you entered, requiring activation of the account and the setting of a password.
TIP  We recommend that you configure the VA account and test it before providing access to your VA. Enter an email address that you have access to so that you can set a password and login. While logged in, you can later update the email address (go to ‘My Profile’, in the user menu) before sending the account details to your VA. This will also give you the opportunity to test any permissions settings to be sure that the VA cannot access any confidential data.

SUBSCRIBE ADDITIONAL USERS

If your current subscription does not allow for adding further users, please check the following options, based upon your current plan:

STARTER
This plan includes one user. Upgrade to Business to enable one additional user, or to Enterprise for two additional users (totaling three users), with the option to add further users.

BUSINESS
The cosmetri Business includes two users. Upgrade to Enterprise to receive two additional users (totaling three users), with the option to add further users.

ENTERPRISE
If you have allocated all users available with your Enterprise plan, you can add additional users. Contact cosmetri support to discuss your requirements.

SET DEPARTMENT FOR VA USER
Once the VA user has been added, associate the user with a department to determine which pages, tabs and functions of the software can be accessed by them. If you have already configured a department, select this in the user list for the VA user.
To create a new department, click on the ‘Departments’ Global Settings tab and on ‘Add New’ to create a department.

**Global Settings**

- **Projects**
  - Projects: View/edit, Hide

- **Products Menu**
  - Products list: View/edit, Hide
  - Add new product: View/edit, Hide
  - Add custom task (product): View/edit, Hide
  - Categories: View/edit, Hide

You can configure which content and functionality can be accessed by users associated with any department they are assigned to.

Select ‘Show’ or ‘Hide’ to determine which pages and tabs of the software are accessible to a user who is assigned to that department. Click on ‘Save’ to save your changes.

Complete the configuration by associating the VA user with the new department, as described previously.

As advised in the previous section, we recommend that you log in to the new VA account and check the departments settings, **before** providing the VA with the credentials for accessing the new cosmetri user account.

**SET CLIENTS/BRAND GROUPS FOR VA**

Under Clients Clients/Brands Group, you can create groups to organize your products, such as by client or brand line. Each user can then be associated with one or more groups to determine which products a user can access when logged in. These settings work in conjunction with any department you create for the VA, enabling fine control of permissions for the logged in VA user.

If you have already created client/brand groups, it is necessary to add the new VA user to any groups that you wish them to be able to access, **otherwise they will not be able to access any products**. You can do so directly while adding the new user, or when editing their user settings, under Global Settings/Users:
MANAGE VA HOURS

The Administrator can login and set the monthly hours allocated for each VA user. Go to Global Settings / Users and for the VA user, click on the following action:

By default, the current month and year are selected. You can change this setting to enter an allocation for a future month. After selecting the required month and year, enter the number of hours allocated to the VA under ‘Allocation Hours’. Click on ‘Update’ to apply.

If you wish to enter allocations for multiple months in the future, click on the ‘Add More’ button.
**Monthly Allocation**

<table>
<thead>
<tr>
<th>Allocation Month</th>
<th>Allocation Year</th>
<th>Allocation Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec</td>
<td>2017</td>
<td>40</td>
</tr>
<tr>
<td>Jan</td>
<td>2018</td>
<td>80</td>
</tr>
<tr>
<td>Feb</td>
<td>2018</td>
<td>120</td>
</tr>
</tbody>
</table>

**TIP** Entering hourly allocations for future months requires that each month runs consecutively, based on the first month entered, e.g. Dec, Jan, Feb, Mar, etc. If you change the first month, all future months will be changed. Enter ‘0’ for any month that you do not wish to enter an allocation for, rather than leaving it blank.

**CHECK TOTAL VA HOURS FOR CURRENT MONTH**

On the dashboard, the following panel shows the total allocation of VA hours for the current month, for all VAs associated with your cosmetri account. The figure on the left is the number of hours still available and on the right, the total amount of hours allocated. For example, 23.5/80 means that 80 hours were allocated for that month with 23.5 hours remaining and 56.5 hours therefore having been worked by the VA so far in that month. The available hours are calculated according to the hours logged by each VA in their time sheet, as explained in the next section of this guide.

Dashboard summary of VA hours for current month:
On the first day of the month, this view will be auto refreshed to show the current month’s allocation of VA hours.

**VIEW LIST OF VA USERS**

To view a summary of all VA users associated with your cosmetri account, select Team/Virtual Assistants, or by clicking on the dashboard panel as shown in the previous view.

Each VA user is listed, along with their name, username and status. A summary is also provided of all hourly allocations set by the Administrator.

**VA TIME SHEET AND ACTIVITY REPORTS**

If your VA is granted access to your cosmetri account, you can generate detailed reports for any chosen timeframe, showing the hours worked by your VA and the tasks and activities undertaken.
You can request that your VA enters their time sheet details at the end of each working day, or prior to commencing work on the following day. Hours worked are entered by the VA either as **custom activities** or **custom tasks** that have been assigned to them using the cosmetri tasks manager. We recommend that you agree beforehand with your VAs, how their working time will be entered into their time sheet and how best to setup the custom activities for your business workflow.

**Custom activities** are ideal for ongoing routine work, that tends **not** be assigned as individual custom tasks in cosmetri. Examples could include ‘Checking emails’, ‘Online team meetings’ or ‘Book-keeping’. These custom activities can be kept active from week to week.

Click on the menu item Team / Time Sheet and then on Add Custom Activity, to configure custom activities.

**Note:** Custom activities configured in the time sheet are user-specific, so you’ll need to have each VA repeat these same steps in their cosmetri user account.
Decide whether certain custom activities should be kept active from week to week, or when to hide these from the time sheet. You or your VA can set any of these to ‘hide’ as shown in the following view. Note that the custom activity will only be hidden from the current selected week onwards. This ensures that you can view data for previous weeks, during which that activity was active:

**Tasks** - only custom tasks assigned to the VA will be visible in their time sheet. Auto-generated tasks generated by the Compliance Checker are not included. If you wish to have your VA enter time spent on these tasks, we recommend that you create a custom activity such as ‘Compliance checker tasks’. If you require more descriptive activities for your reports, use a title such as ‘Compliance checker tasks – Lux II Skin Cream’.

**ACTIVITY REPORTS**

Under the menu item Team / Activity Reports, you can view a summary of your VAs activities and generate detailed time sheet and activity reports.

At the top of the page, you can select the VA from the ‘Select user’ menu and view a summary of their tasks and hours, to date.

To generate a detailed report, now select the required time frame:
Detailed time sheet – click on the button to the right of the date selector to generate a time sheet report for the currently selected user.

Activity report – you can also select from the following options to generate an activity report:

- Custom activity (in time sheet)
- Custom tasks assigned
- Custom tasks completed
- Tests
- Quality assurance
- Documents uploaded

These reports will show details of:

- Custom activities – as setup in the time sheets by your VA.
- Custom tasks assigned to the VA
- Custom tasks completed
- Tests – assigned to the user as an operator, and test data entered*
- Quality assurance*
- Documents uploaded
To find out more and to receive a free software trial and demonstration, visit www.cosmetri.com

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