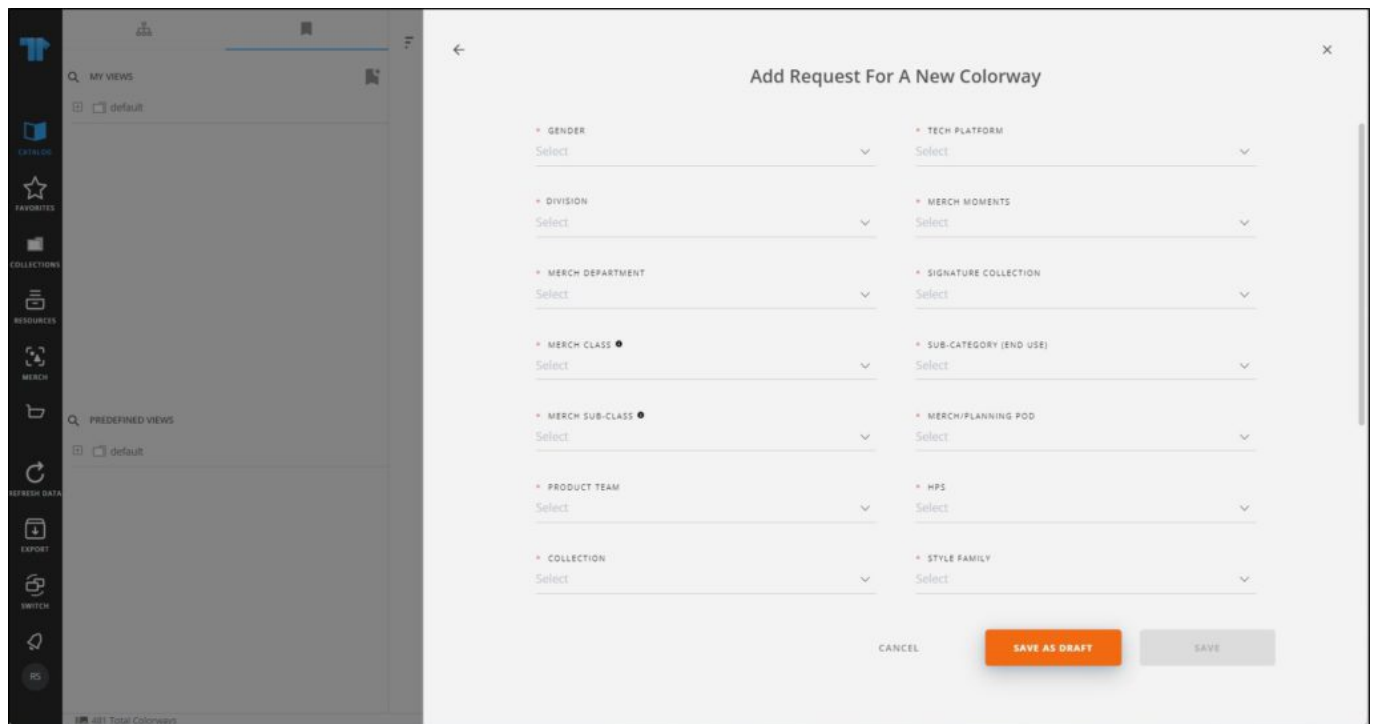


## Add request for a new colorway

To add a request for a new colorway, follow these steps:

1. Click **+ Add**, then select “Add request for a new colorway” and click **Next**,



The screenshot shows a software interface with a sidebar on the left containing icons for 'MY VIEWS', 'FAVORITES', 'COLLECTIONS', 'RESOURCES', 'MERCH', 'PREDEFINED VIEWS', 'REFRESH DATA', 'EXPORT', 'SWITCH', and 'RS'. The main area displays a modal titled 'Add Request For A New Colorway'. This modal contains two columns of dropdown menus for selecting attributes: GENDER, DIVISION, MERCH DEPARTMENT, MERCH CLASS (with a bullet point), MERCH SUB-CLASS (with a bullet point), PRODUCT TEAM, COLLECTION, TECH PLATFORM, MERCH MOMENTS, SIGNATURE COLLECTION, SUB-CATEGORY (END USE), MERCH/PLANNING POD, HPS, and STYLE FAMILY. At the bottom right of the modal are three buttons: 'CANCEL', 'SAVE AS DRAFT' (highlighted in orange), and 'SAVE'.

2. Enter the request attributes and colorway name, these fields can be configured at the catalog level,
3. Add attachments, if you want,
4. Select whether you want to save the request as a draft or as a new request by clicking the respective button.

### Notes:

- Requested articles can also be added to Merch Boards or Favorites.
- As mentioned before, if any of the article attributes is dependent on another attribute value, a tooltip appears next to it.