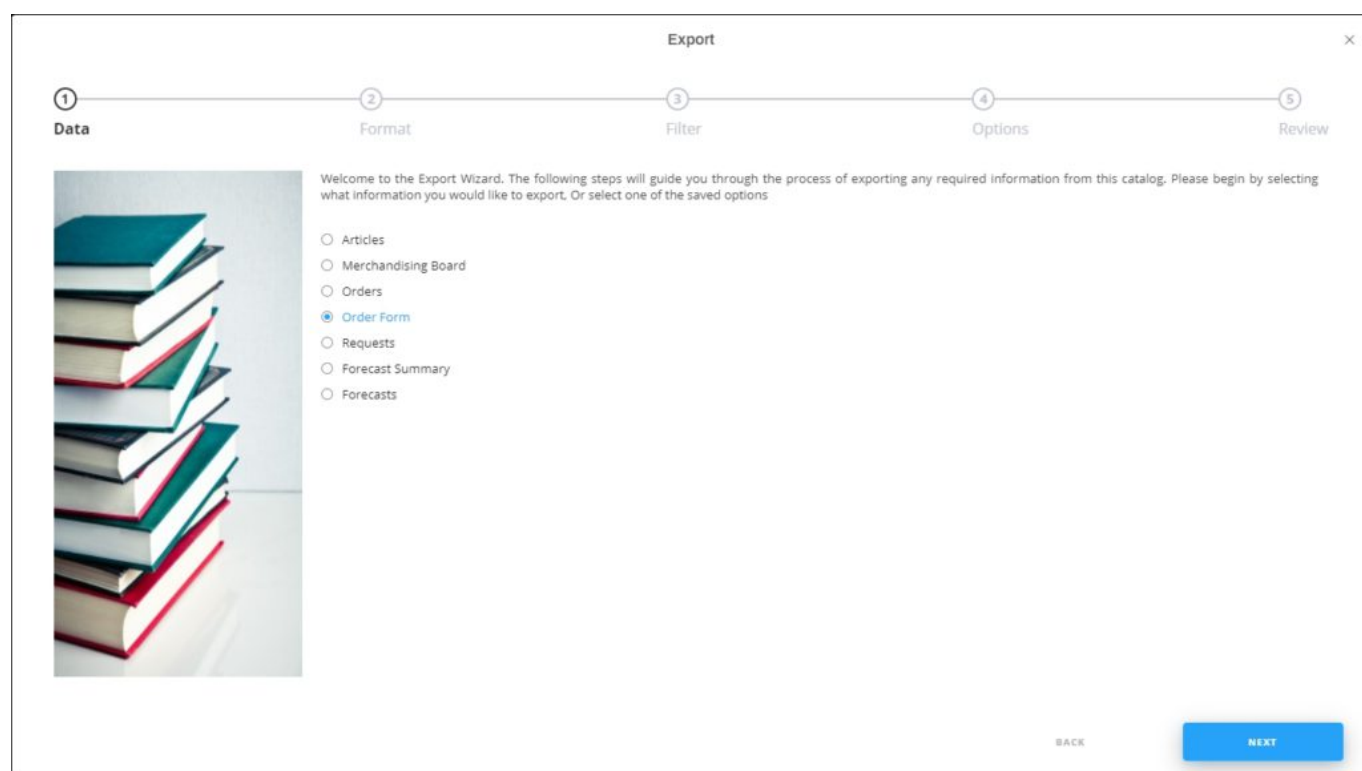


## Export order form

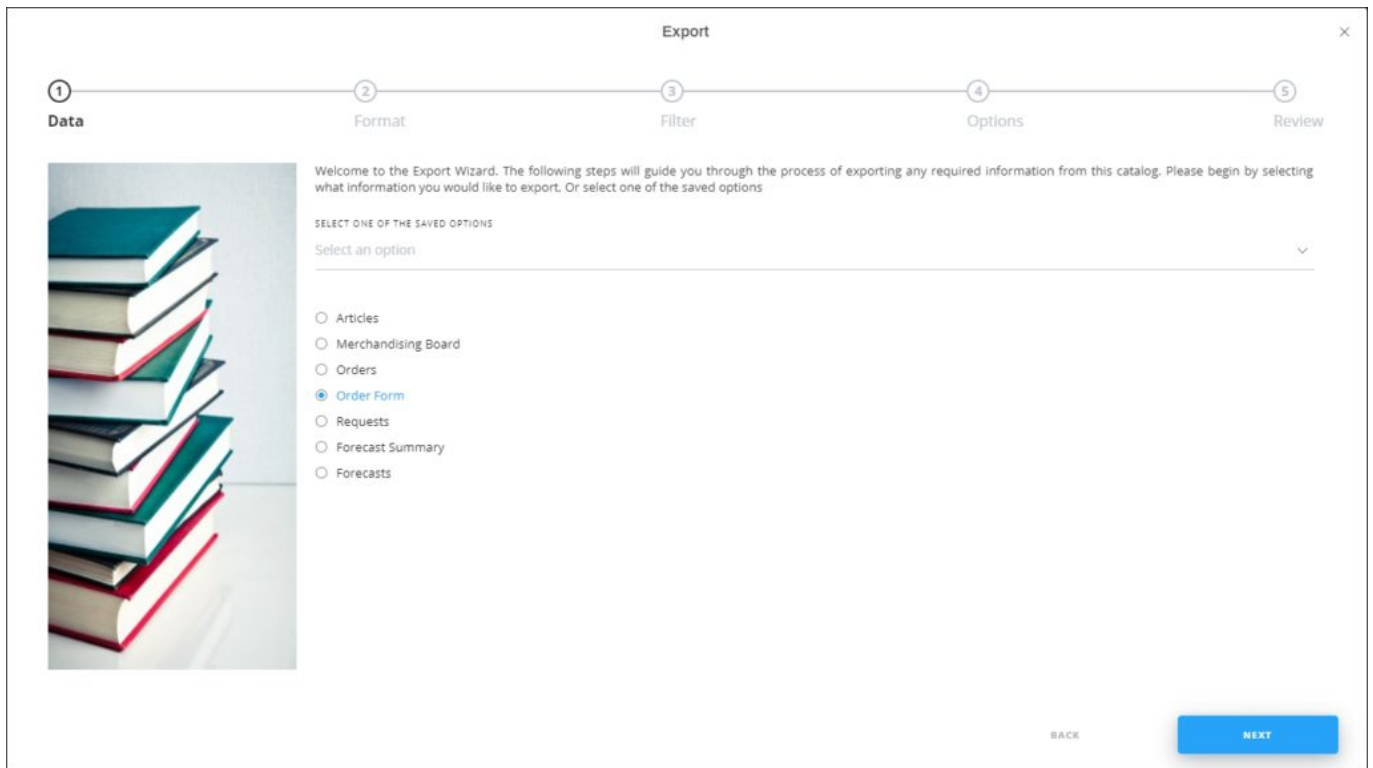
You can export an order form to Excel to fill the quantities for the exported order lines, then import the form back to T1 Studio.

To export order forms, follow these steps:

1. Click **Export**, the following window appears:

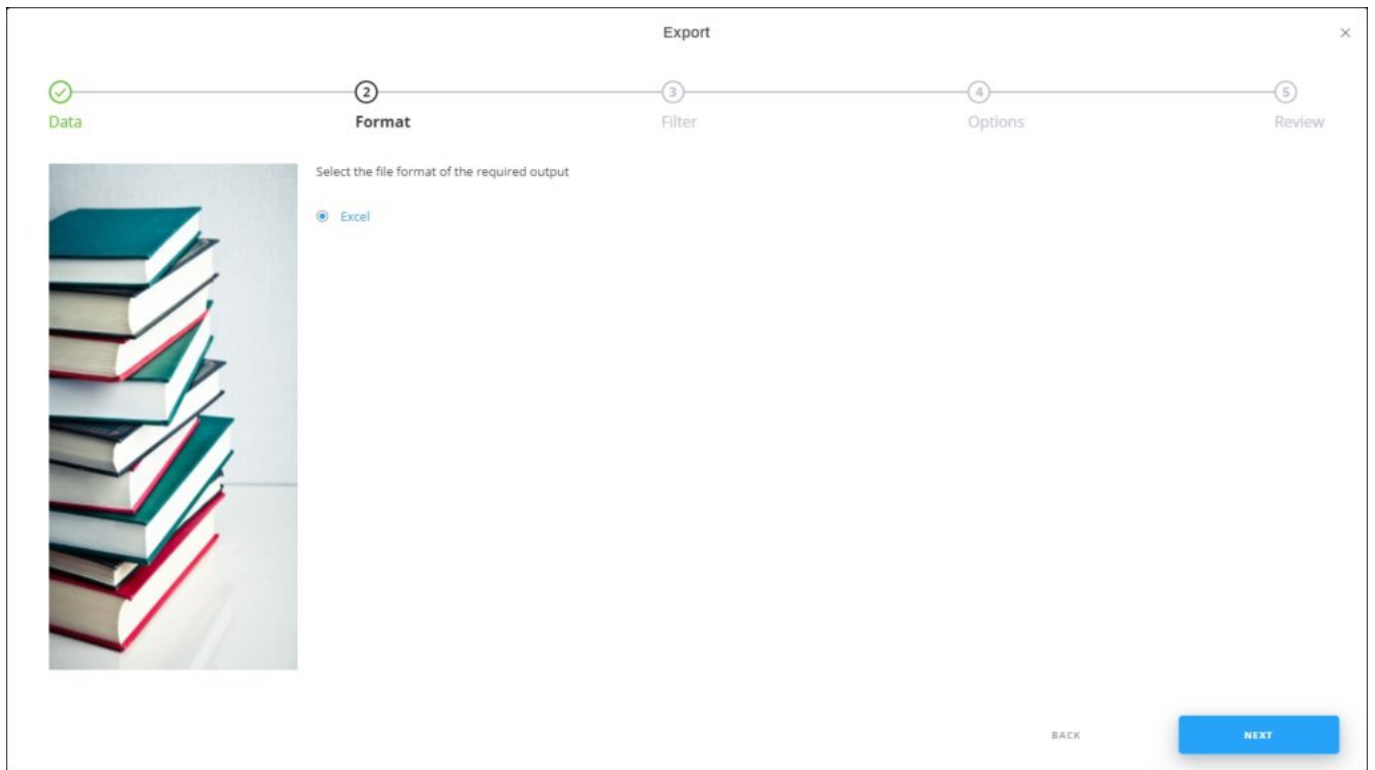


If options are saved, a menu appears enabling you to select the export option you want as shown below:

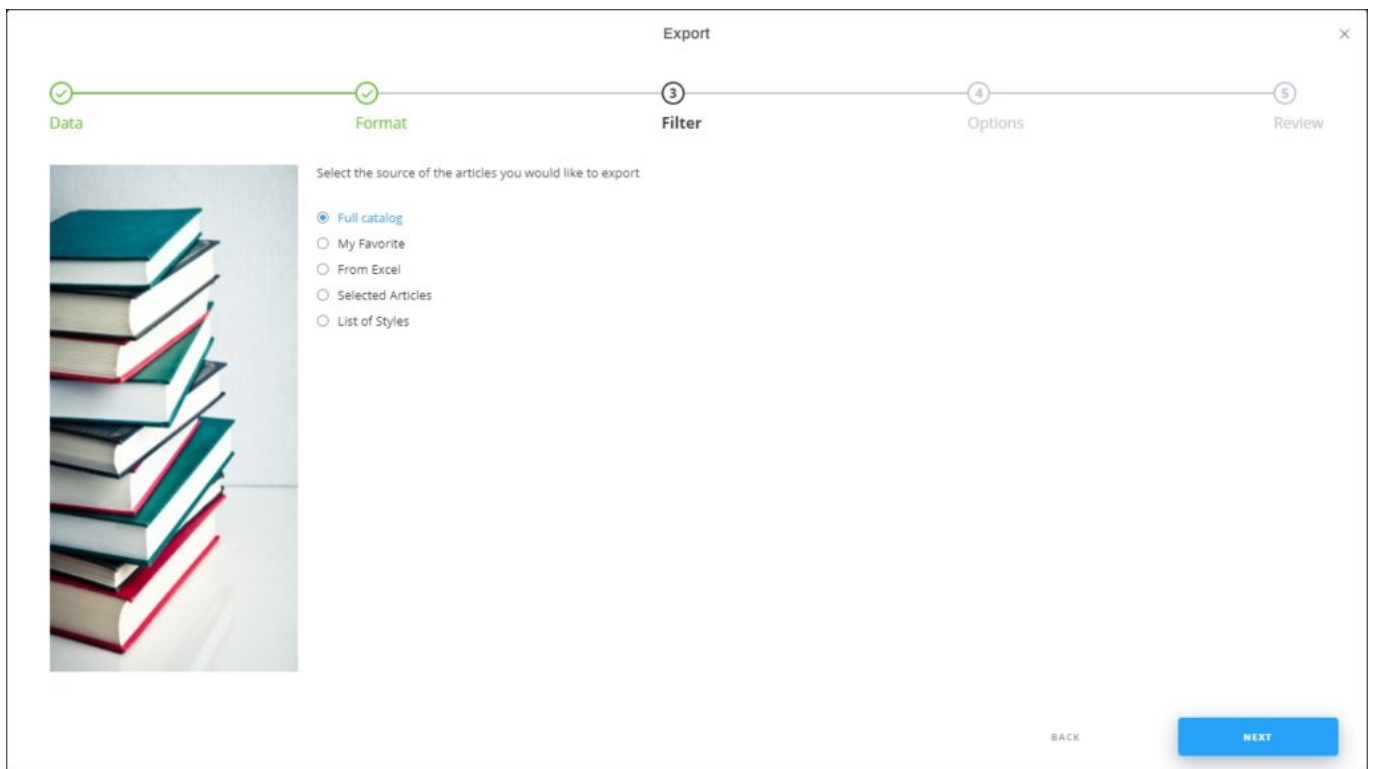


Select the option you want, the Format window is skipped. You can delete any of the saved options by hovering the mouse over it then clicking the **Delete** icon.

2. Select "Order Forms", if no option is selected, then click **Next**, the following window appears:



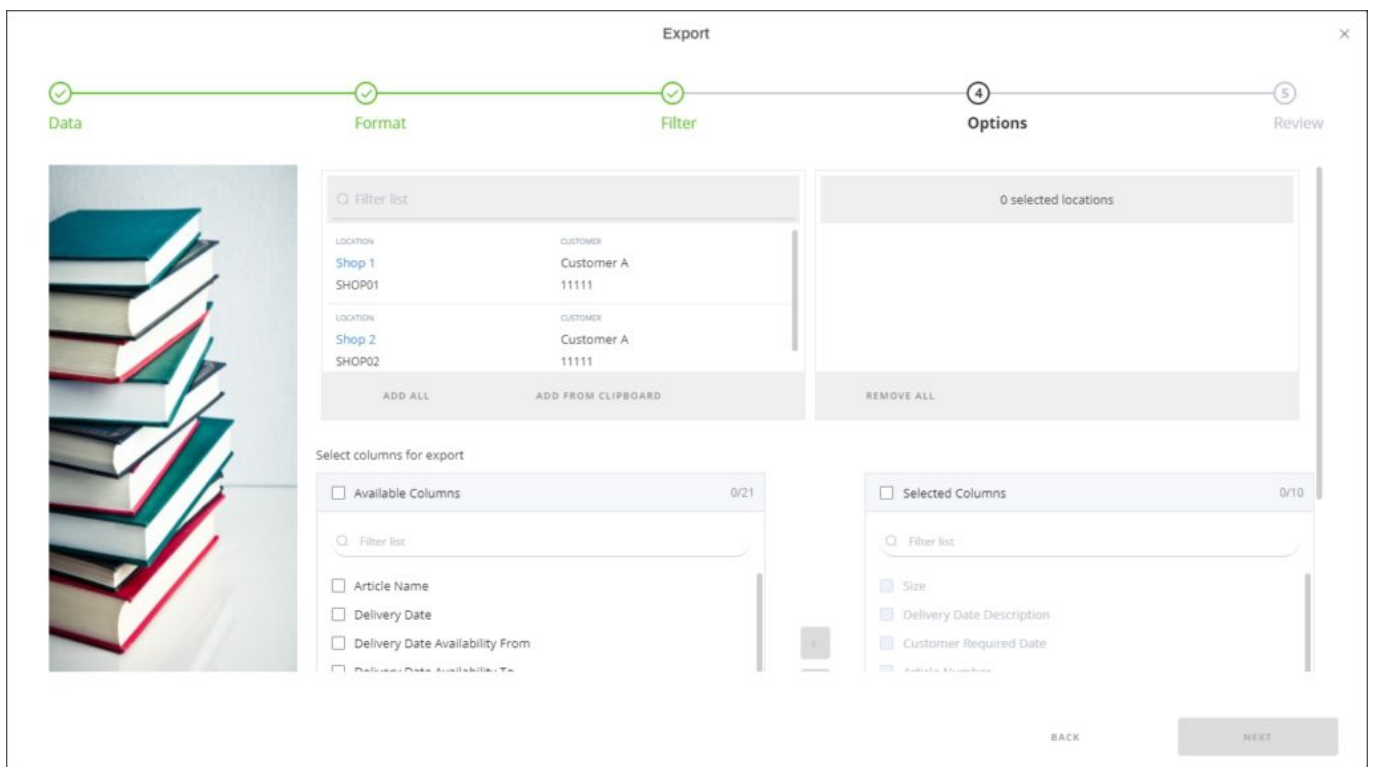
3. Click **Next**, the following window appears:



4. Click the radio button next to the option you want:

- If you select “Full catalog” all the articles are exported.
- If you select “My favorite”, a dropdown menu appears to enable you to select the favorite tags you want.
- If you select “From Excel”, you need to browse for the Excel file containing the articles, select the sheet and map the columns.
- If you select “Selected Articles”, you need to paste a list of article numbers.
- If you select “List of styles”, you need to paste a list of model numbers.

5. Click **Next**, the following window appears:



Customers and locations are listed in the left side of the window and you can use the filter field to search by location code, location name, customer code, and customer name.

**Note:**

- The above window will also be skipped if you select any of the saved options.

6. Click the location to which you want the order to be copied, it is moved to the selected locations box, or click **Add All** to copy the order to all the locations,

You can also copy a list with the following format:

customer code1 location code1

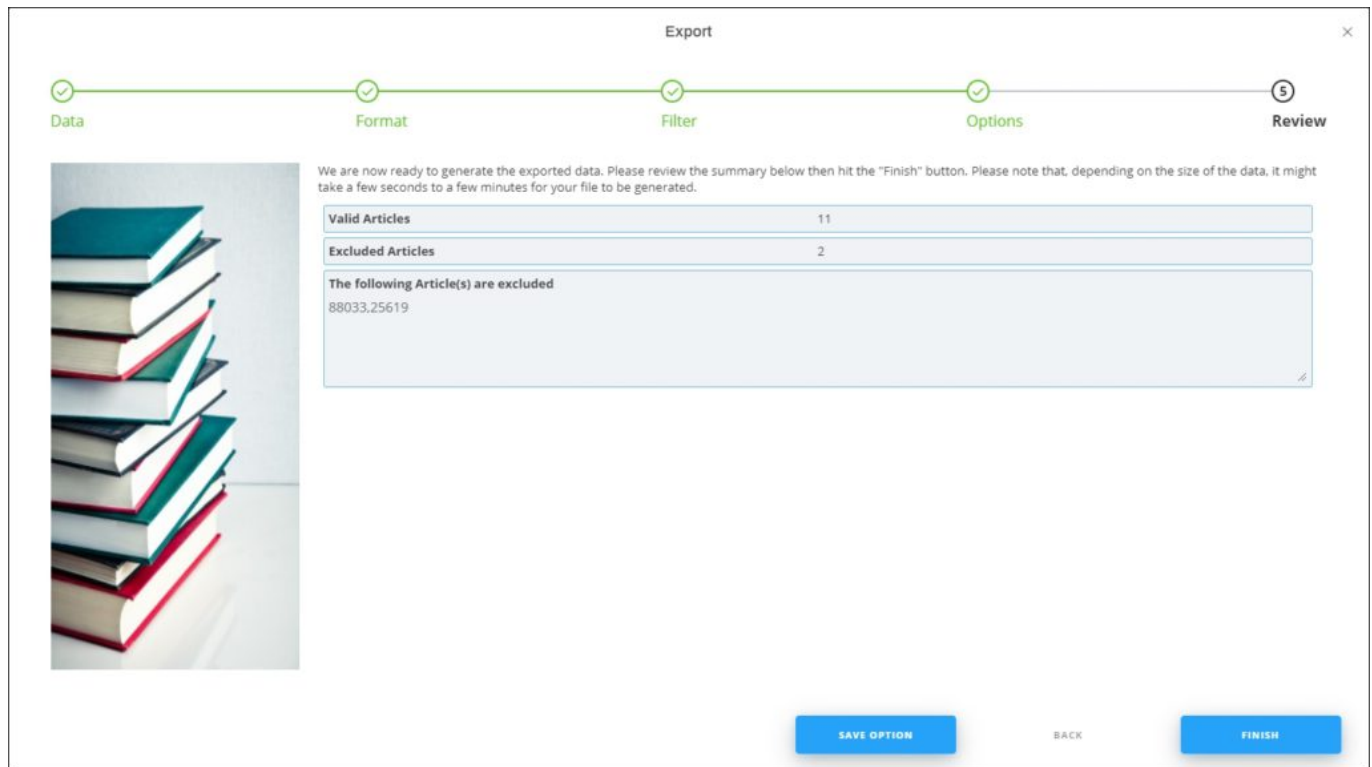
customer code2 location code2

then click **Add from Clipboard**, this list is automatically added to the selected locations box.

7. Select the columns you want to include in the order form, you can either drag and drop those columns or click the checkbox(es) next to the columns you want the click the arrows,

**Note:**

- You can drag and drop columns to change the sequence in which they appear in the exported Excel sheet.
8. Click the slider button next to “Include Images” if you want the order form file to have article images,
  9. Click **Next**, the **Review** window appears:



The screenshot shows the 'Export' window with a progress bar at the top. The progress bar has five steps: Data, Format, Filter, Options, and Review. The 'Review' step is the current step, indicated by a circled '5' and a checkmark. Below the progress bar, there is a stack of books on the left. The main content area contains the following text:

We are now ready to generate the exported data. Please review the summary below then hit the "Finish" button. Please note that, depending on the size of the data, it might take a few seconds to a few minutes for your file to be generated.

Valid Articles	11
Excluded Articles	2

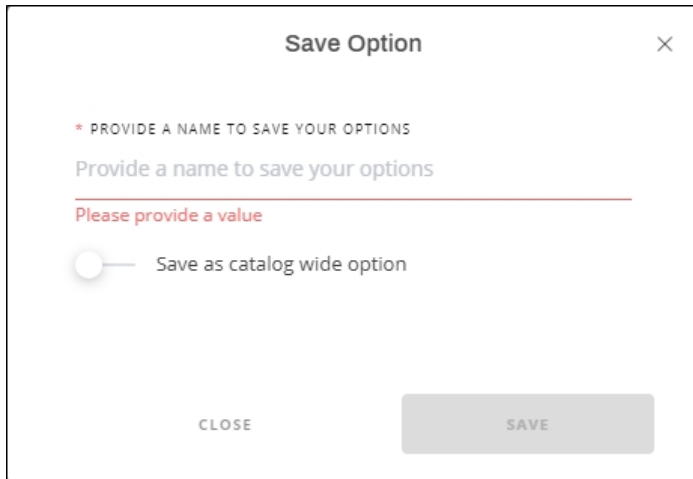
The following Article(s) are excluded

88033,25619

At the bottom of the window, there are three buttons: 'SAVE OPTION', 'BACK', and 'FINISH'.

You can save the options you selected, if you want, by clicking **Save Option**, the following

window appears:

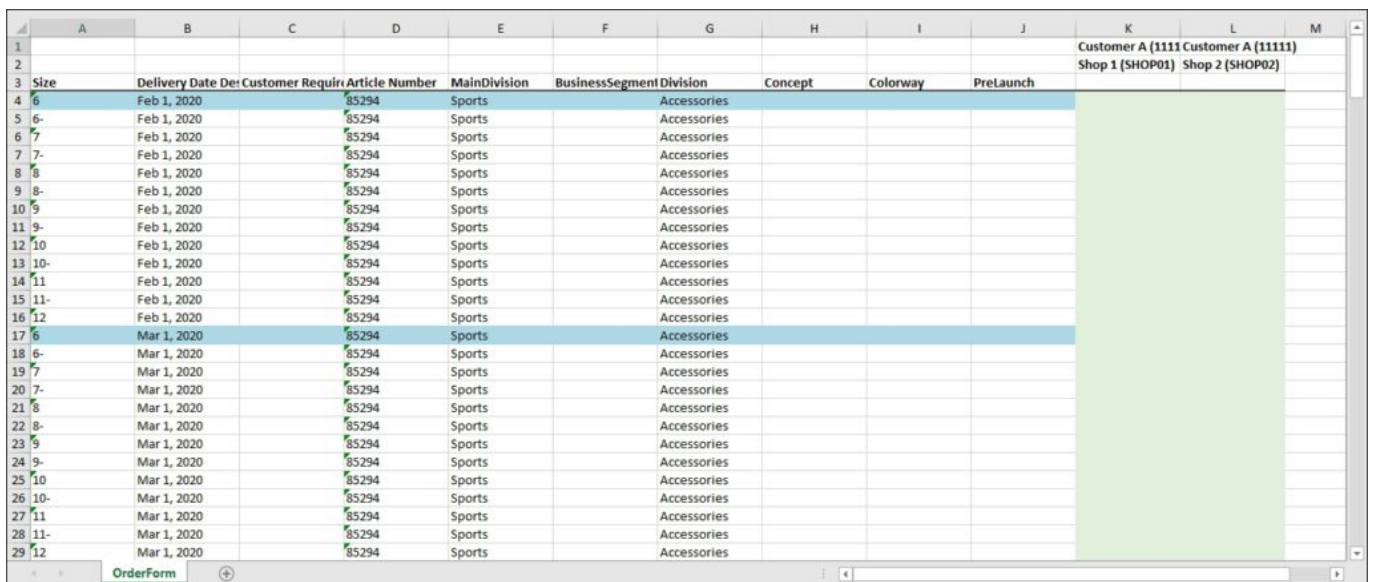


The image shows a 'Save Option' dialog box with a close button (X) in the top right corner. Inside the dialog, there is a red asterisk followed by the text '\* PROVIDE A NAME TO SAVE YOUR OPTIONS'. Below this is a text input field containing the placeholder text 'Provide a name to save your options'. A red horizontal line is drawn below the input field, and the text 'Please provide a value' is written in red below the line. There is a radio button next to the text 'Save as catalog wide option'. At the bottom of the dialog, there are two buttons: 'CLOSE' on the left and 'SAVE' on the right.

Enter the name you want then click **Save**.

10. Click **Finish**, a window appears to enable you to enter the file name and the location where you want to store it. If you selected to include images, progress for downloading the images is displayed.

The exported order form appears as follows:



The image shows an Excel spreadsheet with columns A through M. The data is organized as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1											Customer A (1111 Customer A (11111)		
2											Shop 1 (SHOP01)	Shop 2 (SHOP02)	
3	Size	Delivery Date	De: Customer Requir	Article Number	MainDivision	BusinessSegment	Division	Concept	Colorway	PreLaunch			
4	6	Feb 1, 2020		85294	Sports		Accessories						
5	6-	Feb 1, 2020		85294	Sports		Accessories						
6	7	Feb 1, 2020		85294	Sports		Accessories						
7	7-	Feb 1, 2020		85294	Sports		Accessories						
8	8	Feb 1, 2020		85294	Sports		Accessories						
9	8-	Feb 1, 2020		85294	Sports		Accessories						
10	9	Feb 1, 2020		85294	Sports		Accessories						
11	9-	Feb 1, 2020		85294	Sports		Accessories						
12	10	Feb 1, 2020		85294	Sports		Accessories						
13	10-	Feb 1, 2020		85294	Sports		Accessories						
14	11	Feb 1, 2020		85294	Sports		Accessories						
15	11-	Feb 1, 2020		85294	Sports		Accessories						
16	12	Feb 1, 2020		85294	Sports		Accessories						
17	6	Mar 1, 2020		85294	Sports		Accessories						
18	6-	Mar 1, 2020		85294	Sports		Accessories						
19	7	Mar 1, 2020		85294	Sports		Accessories						
20	7-	Mar 1, 2020		85294	Sports		Accessories						
21	8	Mar 1, 2020		85294	Sports		Accessories						
22	8-	Mar 1, 2020		85294	Sports		Accessories						
23	9	Mar 1, 2020		85294	Sports		Accessories						
24	9-	Mar 1, 2020		85294	Sports		Accessories						
25	10	Mar 1, 2020		85294	Sports		Accessories						
26	10-	Mar 1, 2020		85294	Sports		Accessories						
27	11	Mar 1, 2020		85294	Sports		Accessories						
28	11-	Mar 1, 2020		85294	Sports		Accessories						
29	12	Mar 1, 2020		85294	Sports		Accessories						

The sheet lists the selected set of articles along with their sizes, prices, and other attributes. The first row of the sheet contains the customer name and customer code, while the second

row contains the location name and location code. Each location has a separate column. The third row displays the column headers for the order data plus empty fields that are allocated for the order reference. The first row of each article size and delivery date is highlighted. To overwrite an order, you can fill the field with its order reference to overwrite it.

If the customer is not assigned to the same segmentation of the article, the location column appears highlighted in grey and quantities cannot be entered, otherwise, it is highlighted in light green as shown above.

**Note:**

- If the exported form contains more than 30,000 records, then the output will be split into multiple files each with up to 30,000 records given that order lines belonging to the same articles are not split between multiple files. The generated files will have the name you entered as filename(1).xls, filename(2).xls, etc.
- If the catalog flag for stocks is activated, then stock quantity column can be included in the exported file, if user is not logged in as full range.

You can fill the quantity you want to order next to each size, then save the Excel file. This form can be imported to the system to add the order.