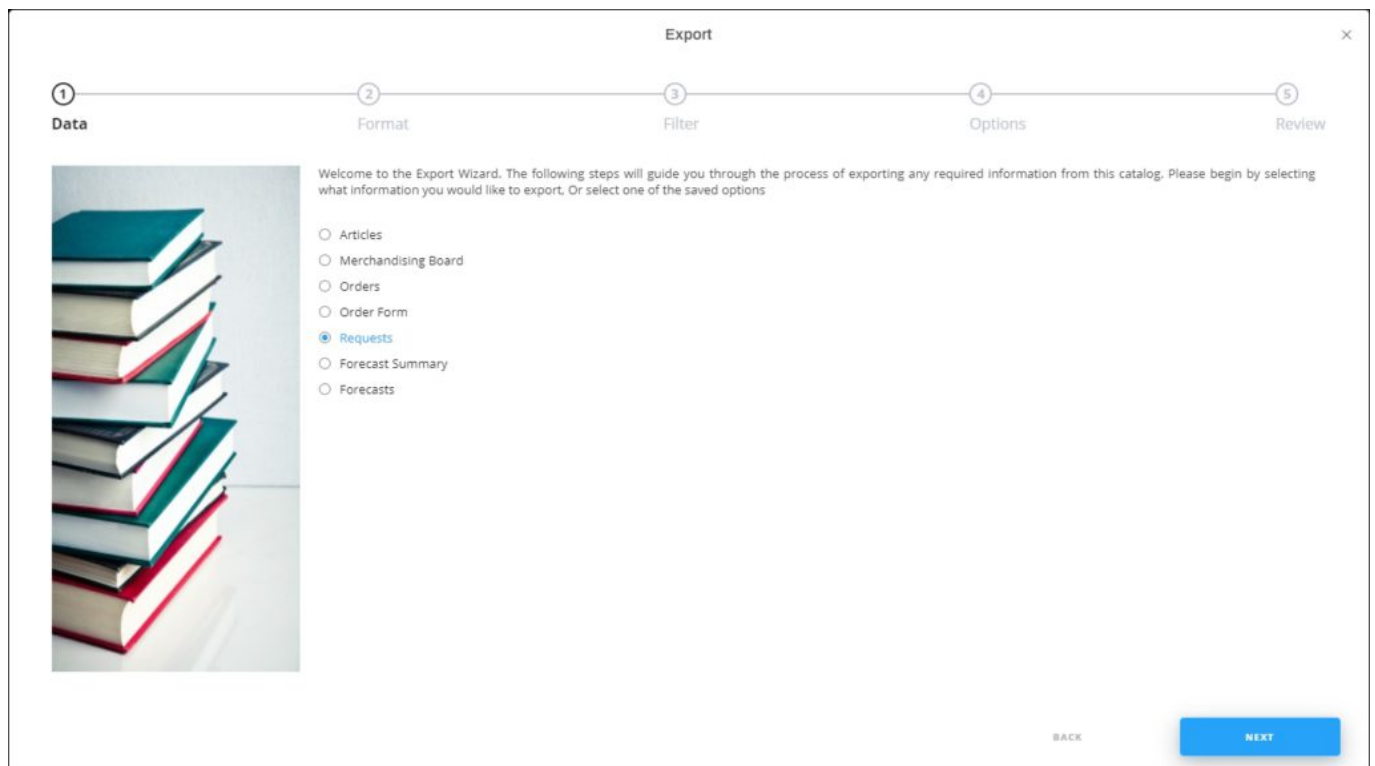


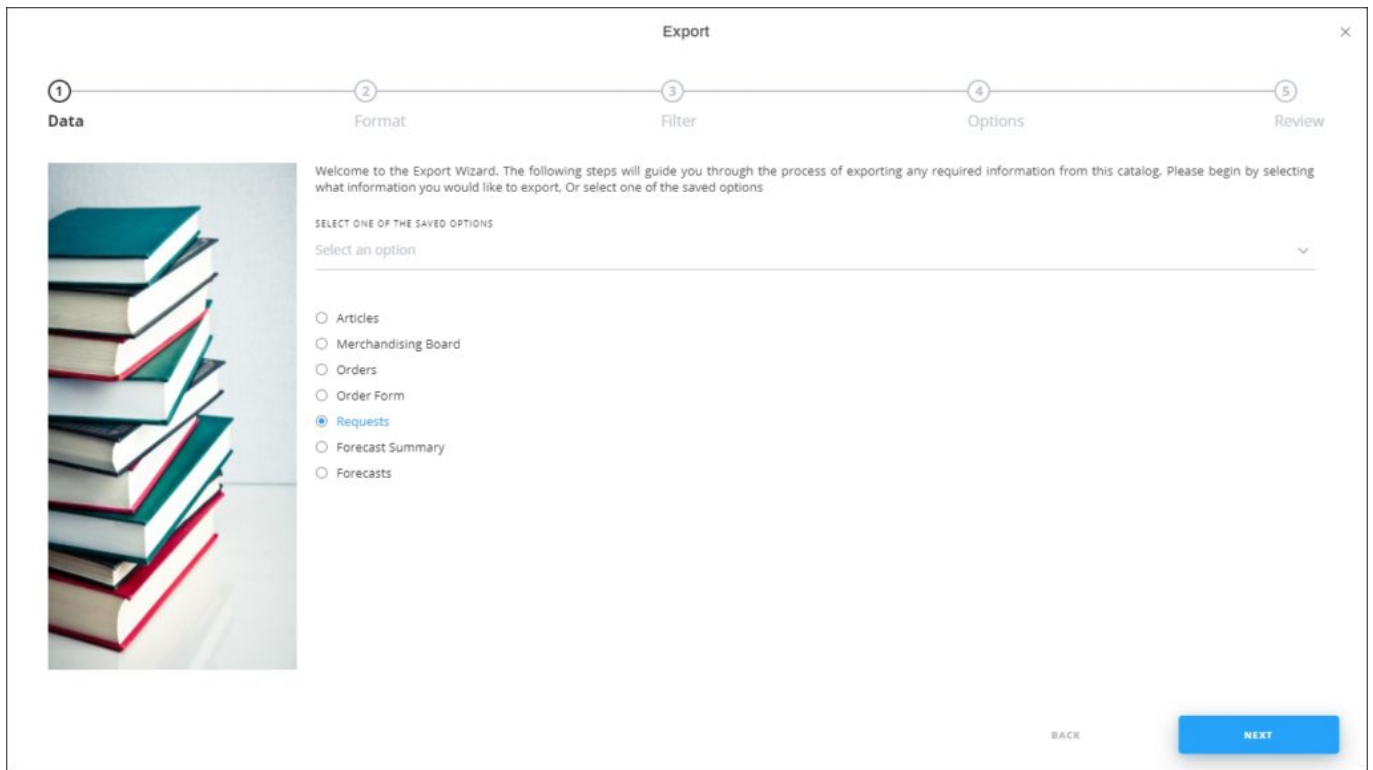
Export requests

You can export requests added to articles to check them. To do so, follow these steps:

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

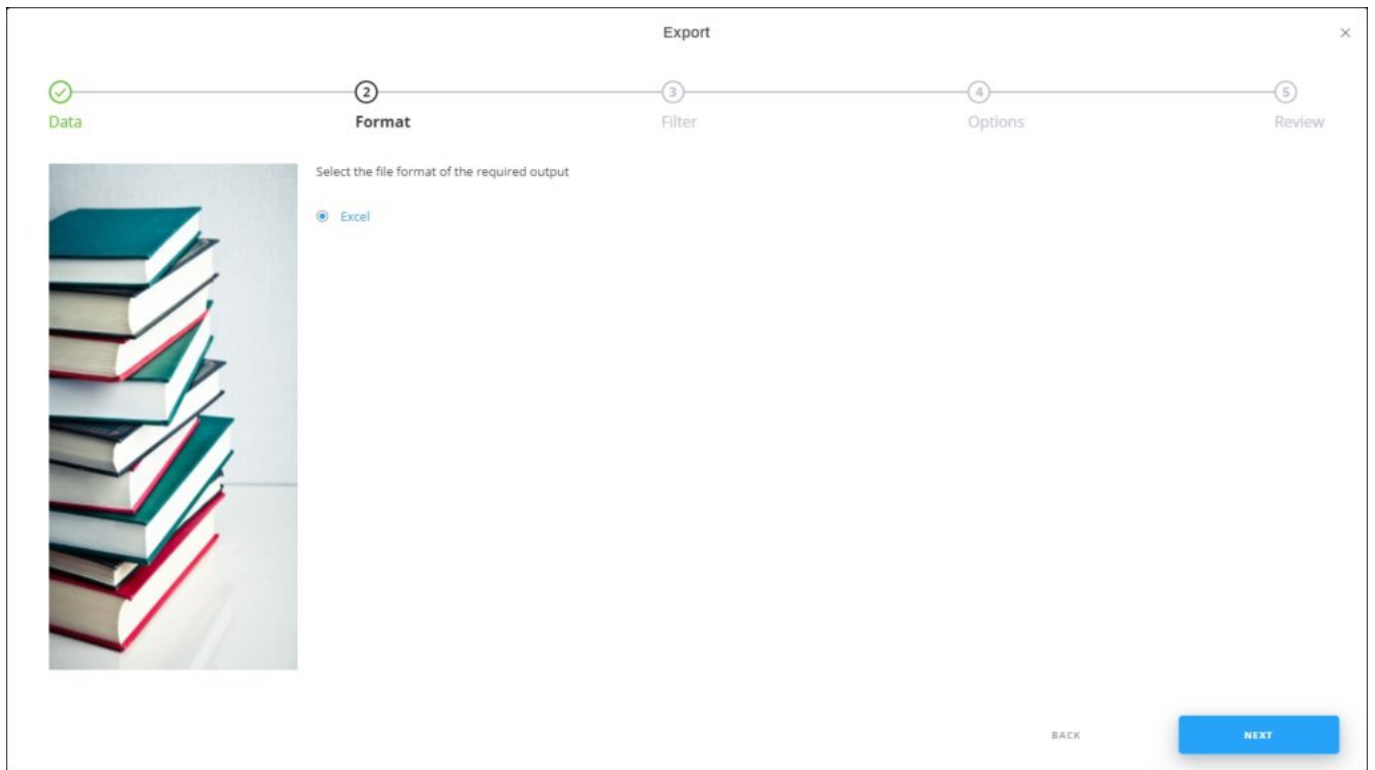


If options are saved, a menu appears enabling you to select the export option you want as shown below:

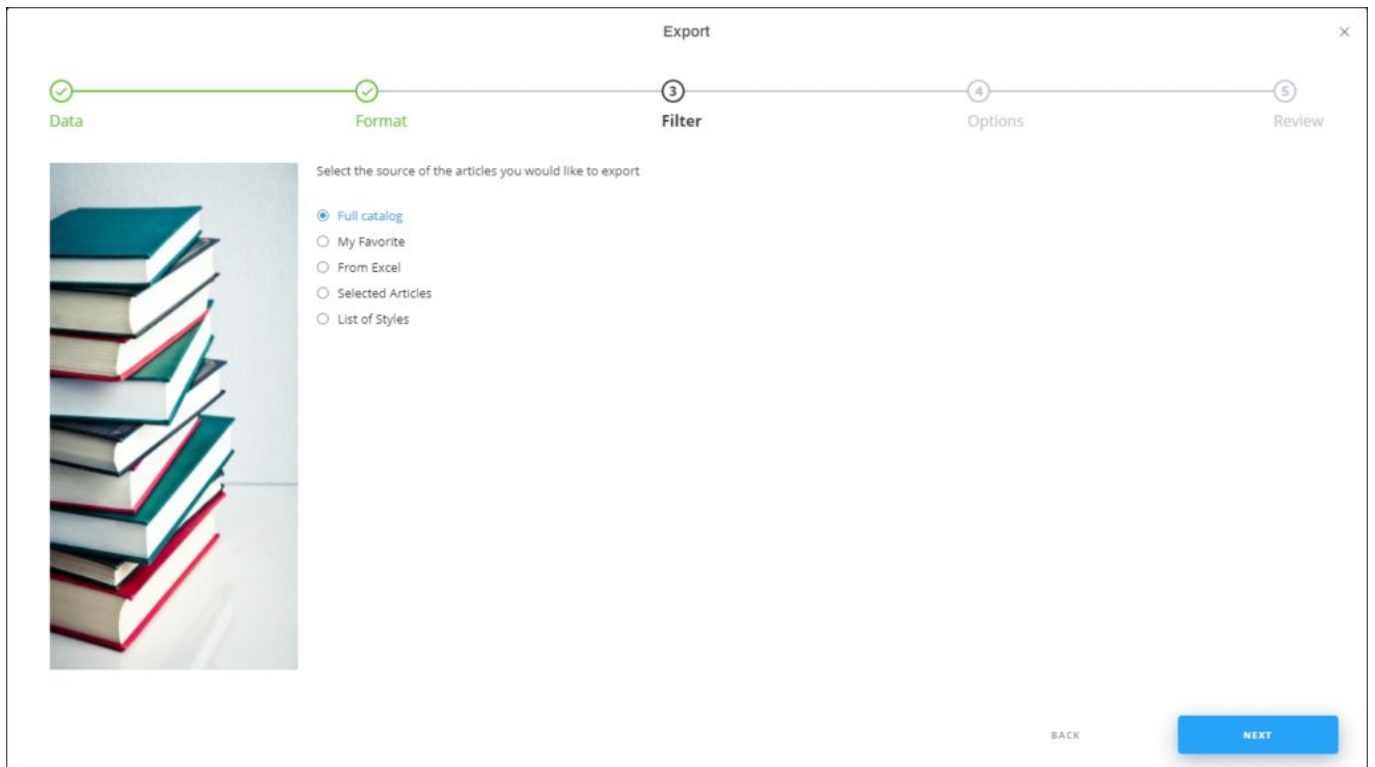


Select the option you want, the Format window is skipped. You can delete any of the saved options by hovering the mouse over it then clicking the **Delete** icon.

2. Select "Requests", 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:

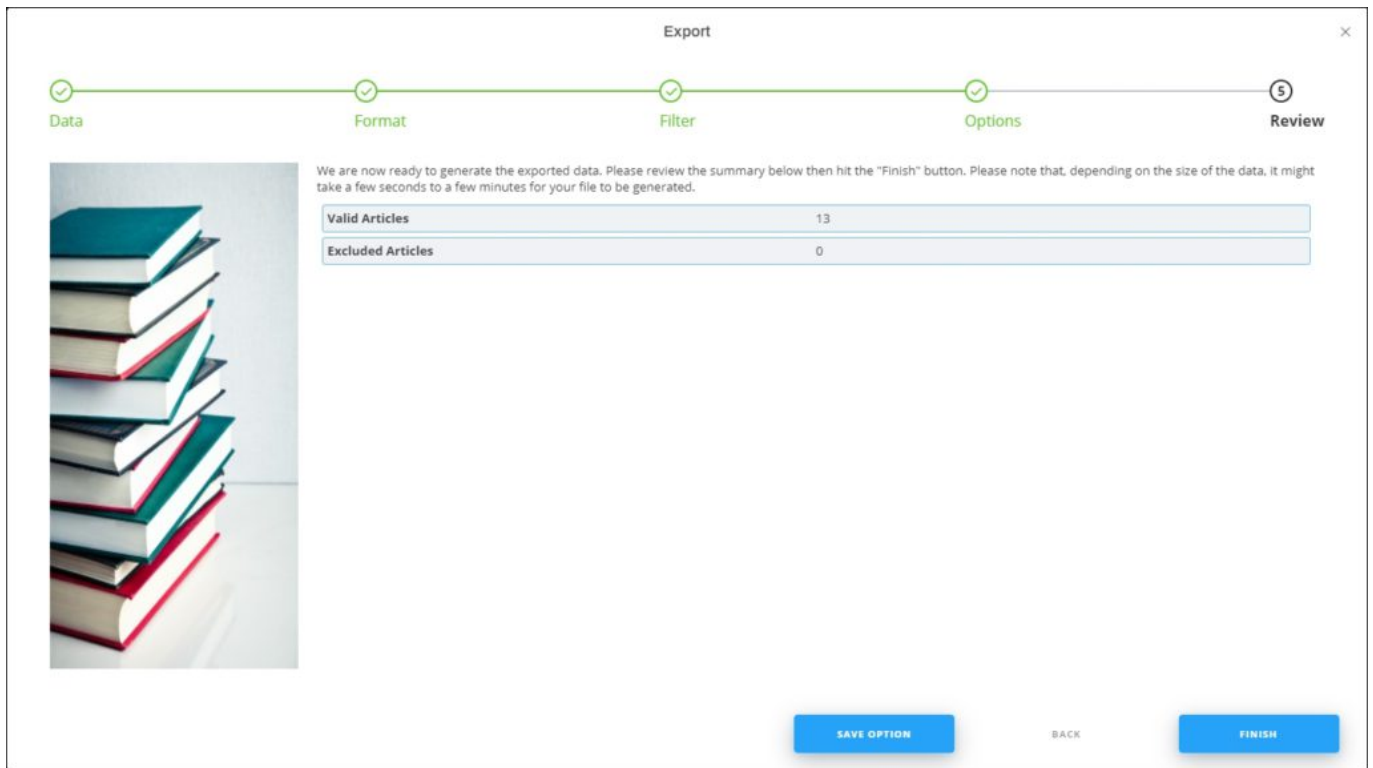
- If you select “Full catalog”, requests for all the articles are exported.
- If you select “My favorite”, a dropdown menu appears to enable you to select the favorite tags you want.
- If you select “From Excel”, you need to browse for the Excel file containing the articles, select the sheet and map 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 Options window appears as shown in the below example:

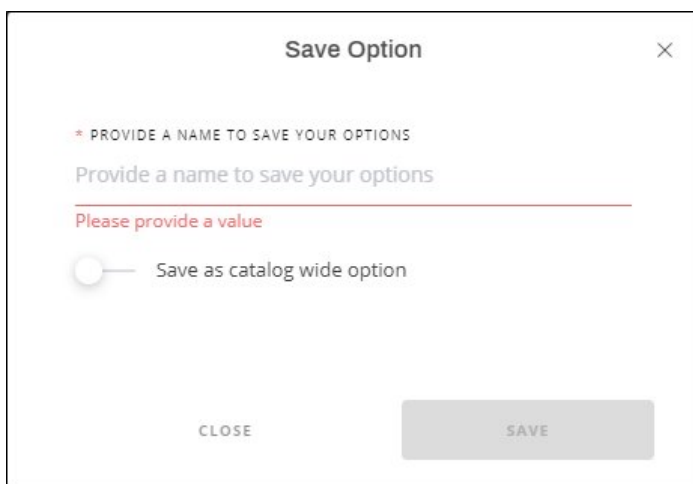
The screenshot shows the 'Export' window with a progress bar at the top. The progress bar has five steps: Data, Format, Filter, Options, and Review. The 'Options' step is currently active, indicated by a circled '4'. Below the progress bar, there is a stack of books image on the left. To the right of the image, there is a list of attributes with checkboxes: 'Include all Attributes', 'AgeGroup', 'BusinessSegment', 'Category', 'Concept', 'Features', 'Limited', 'MainDivision', 'ProductType', 'Allocated', 'CarryOver', 'Colorway', 'Division', 'Gender', 'LimitedDesc', 'PreLaunch', and 'WOMEN'. Below this list, there is a radio button labeled 'Tabular View'. At the bottom right of the window, there are two buttons: 'BACK' and 'NEXT'.

6. Select the attributes you want to include or click the checkbox next to Include all attributes. If you click the slider next to Tabular view, requests list with endorsements will be aggregated by units and revenue sheet,

7. Click **Next**, the **Review** window appears:



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



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

6. Click Finish, a window appears to enable you to enter the file name and the location where you want to store it.

The exported request file appears as follows:

Request Id	Article Number	Article Name	Requested Status	Decision	Comments	Rejection Reason	Account Name	Created By	Created Date	Updated By	Updated Date	Catalog Name	Gender
25	RR-653226	Cap	Approved	Meets requireme			TrasixAccount	rasha.saeed@tra:	9/8/2020	rasha.saeed@tra:	9/10/2020	Winter Collection	Female
26	RR-950307	Tshirt	Rejected		Article request d		TrasixAccount	rasha.saeed@tra:	9/10/2020	rasha.saeed@tra:	9/10/2020	Winter Collection	Male
27	RR-918824	Sweat shirts	Rejected		Article request d		TrasixAccount	rasha.saeed@tra:	9/11/2020	rasha.saeed@tra:	10/18/2020	Winter Collection	Male
40	RR-217781	shirt creation test	Approved	Meets requireme			TrasixAccount	rasha.saeed@tra:	1/20/2021	rasha.saeed@tra:	1/20/2021	Winter Collection	Male
41	RR-842409	Sweater	New				TrasixAccount	rasha.saeed@tra:	2/2/2021	rasha.saeed@tra:	2/2/2021	Winter Collection	Female
48	RR-934121	Tshirt	New				TrasixAccount	rasha.saeed@tra:	3/23/2021	rasha.saeed@tra:	3/23/2021	Winter Collection	Female
49	RR-315803	tshirt	New				TrasixAccount	rasha.saeed@tra:	3/23/2021	rasha.saeed@tra:	3/23/2021	Winter Collection	Male
50	RR-606495	Running Shoes	New				TrasixAccount	rasha.saeed@tra:	3/23/2021	rasha.saeed@tra:	3/23/2021	Winter Collection	Male

Two sheets are generated within the Excel sheet: one for article modification requests and the other is for article creation.