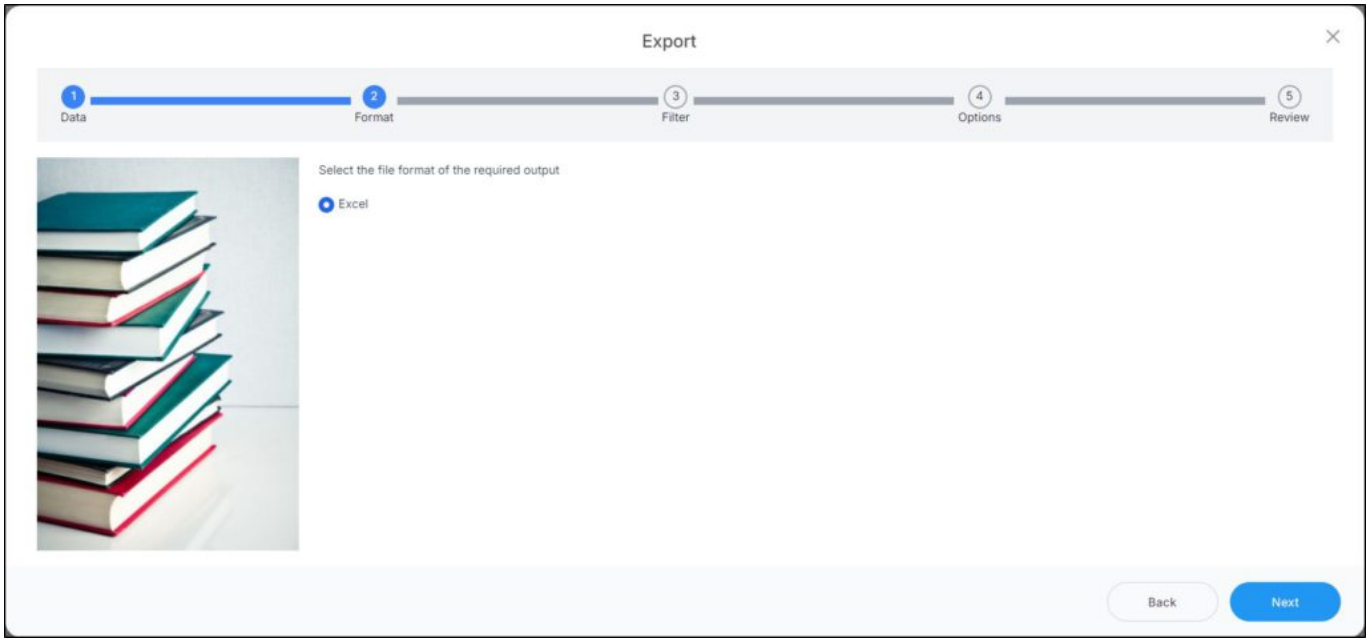
Export requests

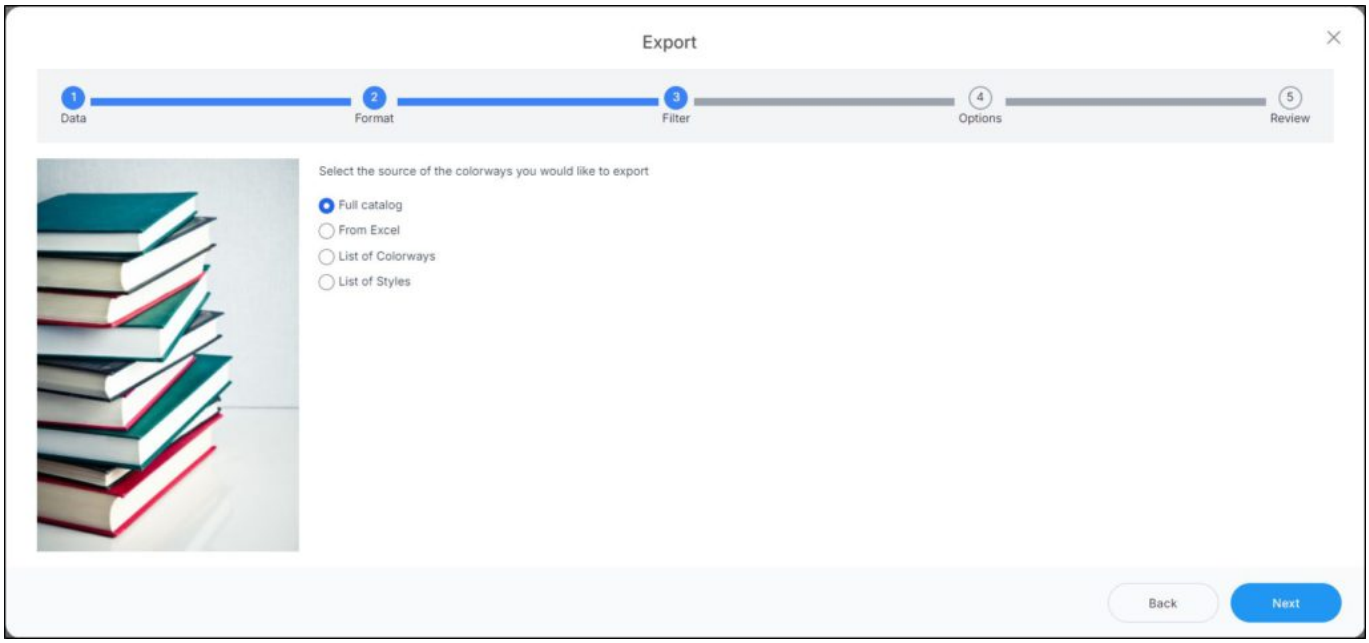
You can export requests added to colorways to check them. To do so, follow these steps:

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

2. Select “Requests”, then click **Next**, the following window appears:



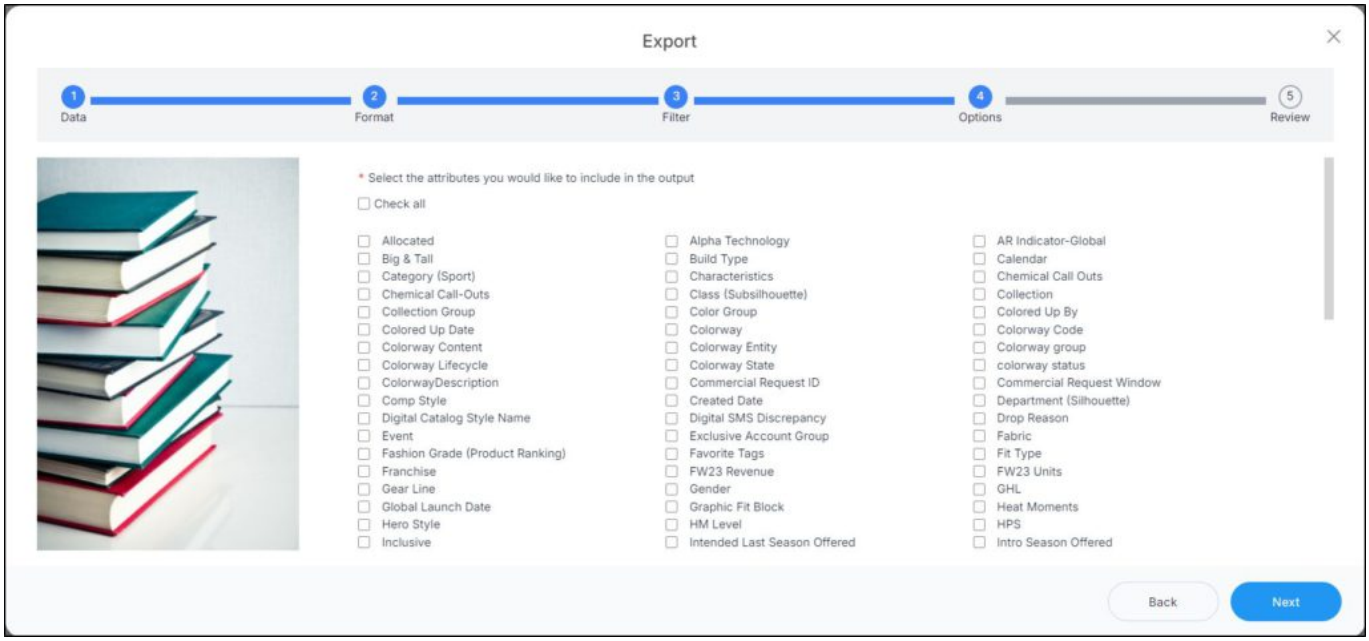
3. Click **Next**, the following window appears:



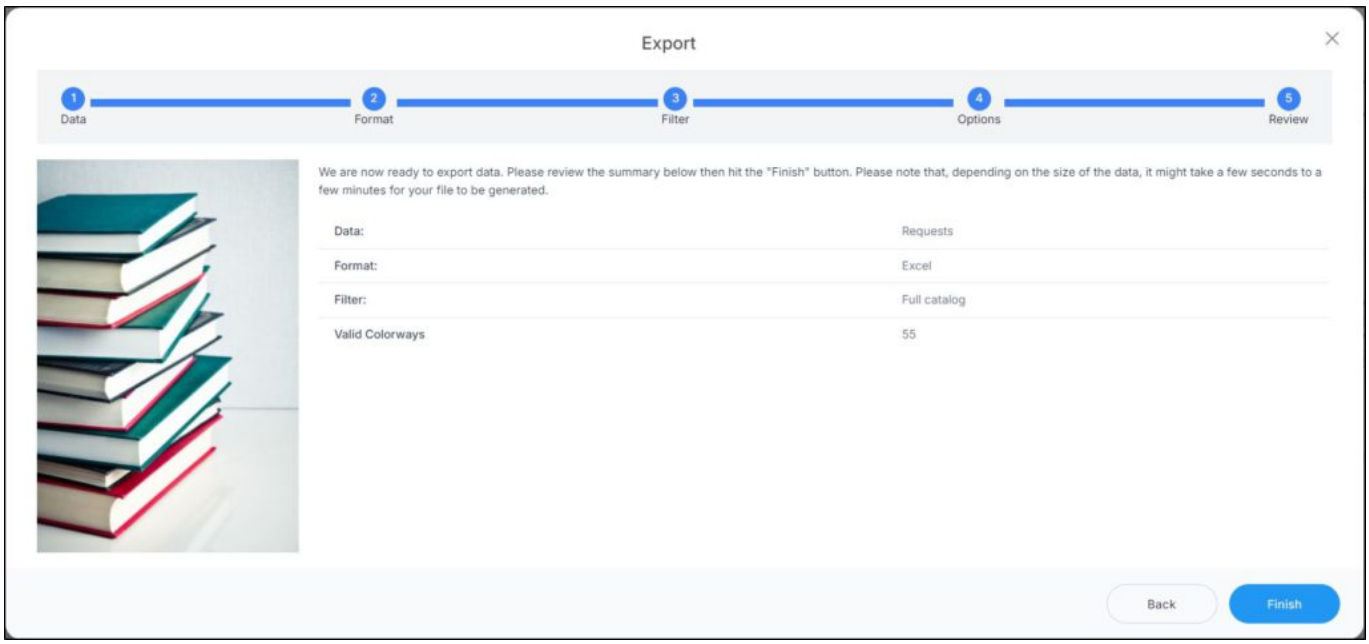
4. Click the radio button next to the option you want:

- If you select “Full catalog”, requests for all the articles are exported.
- If you select “From Excel”, you need to browse for the Excel file containing the articles, select the sheet and map the columns.
- If you select “List of colorways”, you need to paste a list of colorway numbers.
- If you select “List of styles”, you need to paste a list of style numbers.

5. Click **Next**, the Options window appears as shown in the below example:

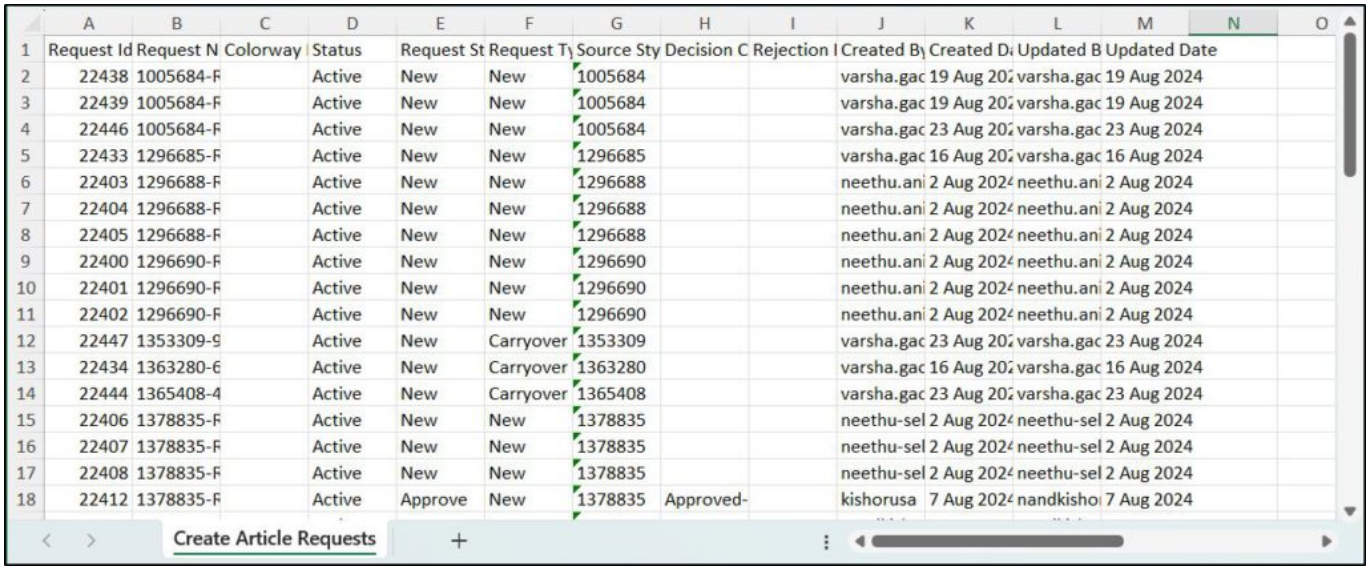


6. Select the attributes you want to include or click the checkbox next to Include all attributes. You can also select to include inactive colorways,
7. Click **Next**, the **Review** window appears:



8. 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 shown in the below example:



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Request Id	Request N	Colorway	Status	Request St	Request Ty	Source Sty	Decision C	Rejection I	Created By	Created Da	Updated B	Updated Date		
2	22438	1005684-F		Active	New	New	1005684			varsha.gac	19 Aug 202	varsha.gac	19 Aug 2024		
3	22439	1005684-F		Active	New	New	1005684			varsha.gac	19 Aug 202	varsha.gac	19 Aug 2024		
4	22446	1005684-F		Active	New	New	1005684			varsha.gac	23 Aug 202	varsha.gac	23 Aug 2024		
5	22433	1296685-F		Active	New	New	1296685			varsha.gac	16 Aug 202	varsha.gac	16 Aug 2024		
6	22403	1296688-F		Active	New	New	1296688			neethu.ani	2 Aug 2024	neethu.ani	2 Aug 2024		
7	22404	1296688-F		Active	New	New	1296688			neethu.ani	2 Aug 2024	neethu.ani	2 Aug 2024		
8	22405	1296688-F		Active	New	New	1296688			neethu.ani	2 Aug 2024	neethu.ani	2 Aug 2024		
9	22400	1296690-F		Active	New	New	1296690			neethu.ani	2 Aug 2024	neethu.ani	2 Aug 2024		
10	22401	1296690-F		Active	New	New	1296690			neethu.ani	2 Aug 2024	neethu.ani	2 Aug 2024		
11	22402	1296690-F		Active	New	New	1296690			neethu.ani	2 Aug 2024	neethu.ani	2 Aug 2024		
12	22447	1353309-9		Active	New	Carryover	1353309			varsha.gac	23 Aug 202	varsha.gac	23 Aug 2024		
13	22434	1363280-6		Active	New	Carryover	1363280			varsha.gac	16 Aug 202	varsha.gac	16 Aug 2024		
14	22444	1365408-4		Active	New	Carryover	1365408			varsha.gac	23 Aug 202	varsha.gac	23 Aug 2024		
15	22406	1378835-F		Active	New	New	1378835			neethu-sel	2 Aug 2024	neethu-sel	2 Aug 2024		
16	22407	1378835-F		Active	New	New	1378835			neethu-sel	2 Aug 2024	neethu-sel	2 Aug 2024		
17	22408	1378835-F		Active	New	New	1378835			neethu-sel	2 Aug 2024	neethu-sel	2 Aug 2024		
18	22412	1378835-F		Active	Approve	New	1378835	Approved-		kishorusa	7 Aug 2024	nandkisho	7 Aug 2024		

Create Article Requests