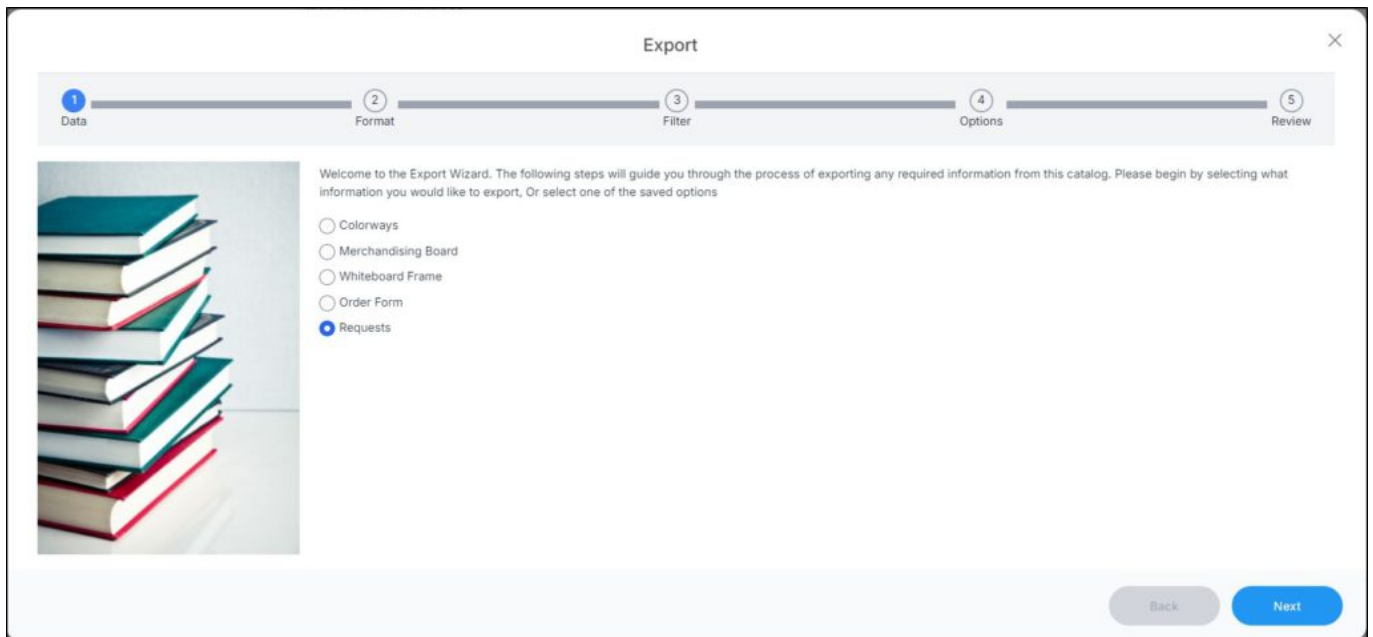


Export requests

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

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



Export

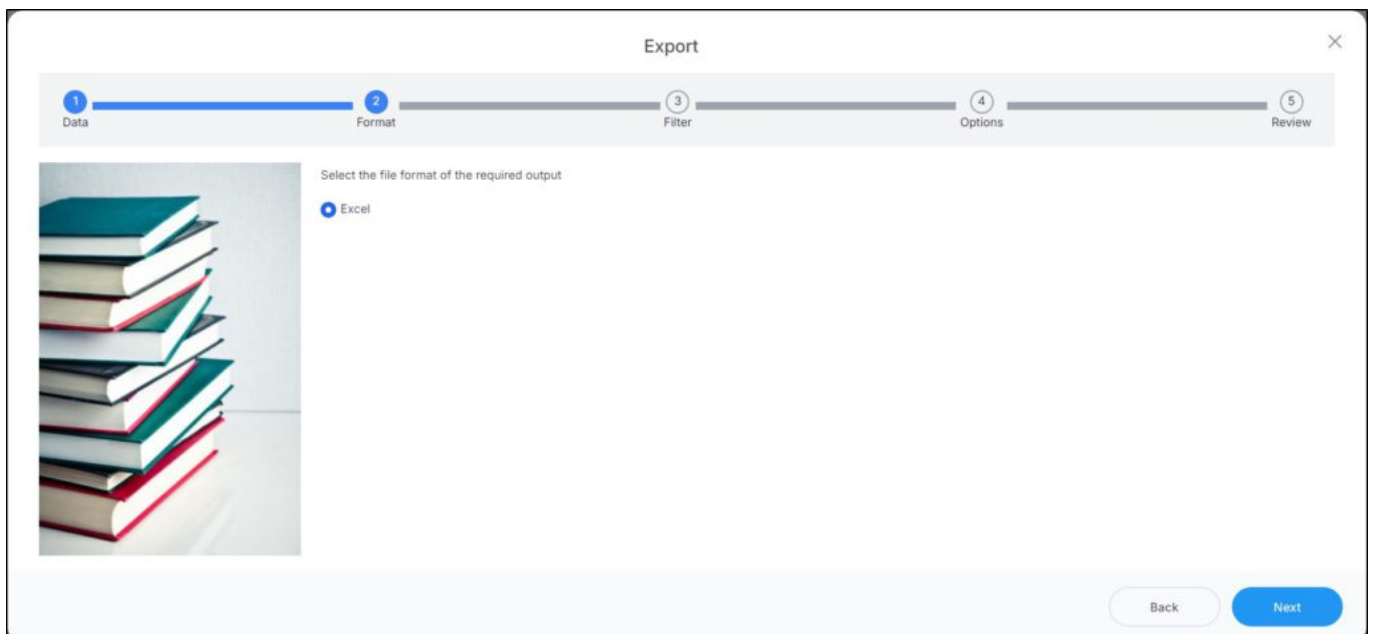
1 Data 2 Format 3 Filter 4 Options 5 Review

Welcome to the Export Wizard. The following steps will guide you through the process of exporting any required information from this catalog. Please begin by selecting what information you would like to export, Or select one of the saved options

- ☐ Colorways
- ☐ Merchandising Board
- ☐ Whiteboard Frame
- ☐ Order Form
- ☒ Requests

Back Next

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



Export

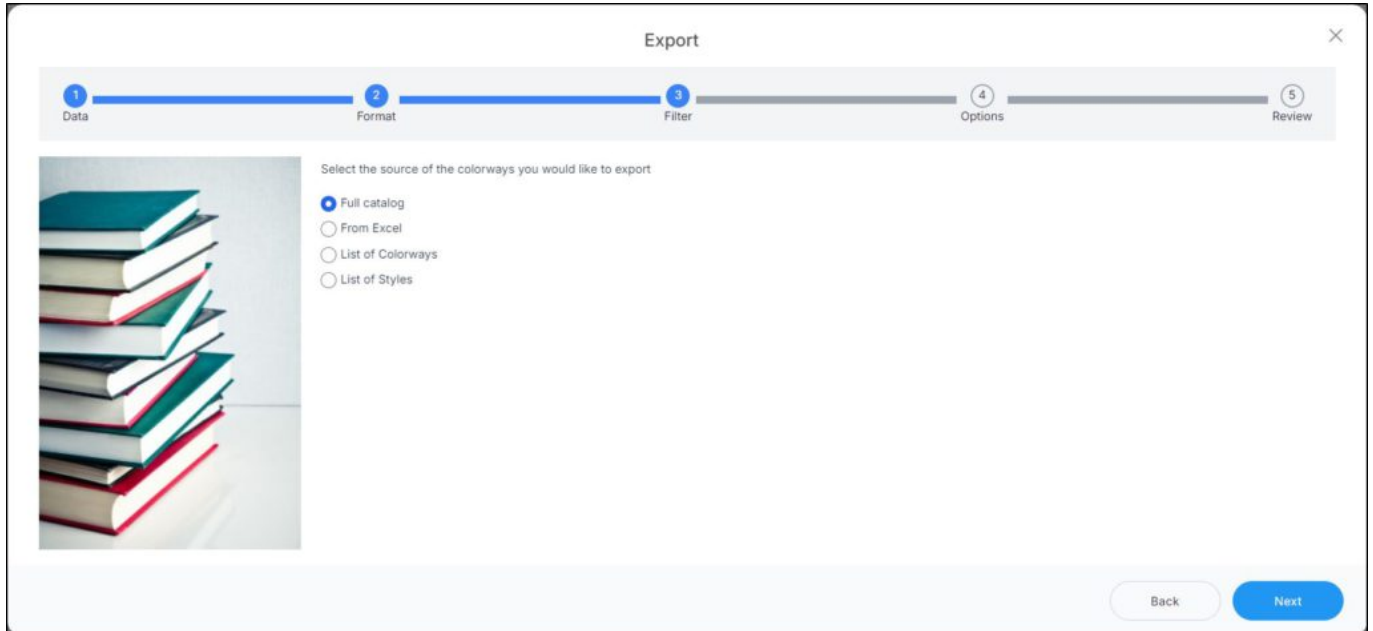
1 Data 2 Format 3 Filter 4 Options 5 Review

Select the file format of the required output

- ☒ Excel

Back Next

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



The screenshot shows a window titled "Export" with a close button (X) in the top right corner. A progress bar at the top indicates five steps: 1 Data, 2 Format, 3 Filter (currently active), 4 Options, and 5 Review. On the left side, there is an image of a stack of books. To the right of the image, the text "Select the source of the colorways you would like to export" is displayed. Below this text are four radio button options: "Full catalog" (selected), "From Excel", "List of Colorways", and "List of Styles". At the bottom right of the window, there are two buttons: "Back" and "Next".

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:

Export

1 Data 2 Format 3 Filter 4 Options 5 Review

* Select the attributes you would like to include in the output

☐ Check all

- ☐ Allocated
- ☐ Big & Tall
- ☐ Category (Sport)
- ☐ Chemical Call-Outs
- ☐ Collection Group
- ☐ Colored Up Date
- ☐ Colorway Content
- ☐ Colorway Lifecycle
- ☐ Colorway/Description
- ☐ Comp Style
- ☐ Digital Catalog Style Name
- ☐ Event
- ☐ Fashion Grade (Product Ranking)
- ☐ Franchise
- ☐ Gear Line
- ☐ Global Launch Date
- ☐ Hero Style
- ☐ Inclusive
- ☐ Alpha Technology
- ☐ Build Type
- ☐ Characteristics
- ☐ Class (Subsilhouette)
- ☐ Color Group
- ☐ Colorway
- ☐ Colorway Entity
- ☐ Colorway State
- ☐ Commercial Request ID
- ☐ Created Date
- ☐ Digital SMS Discrepancy
- ☐ Exclusive Account Group
- ☐ Favorite Tags
- ☐ FW23 Revenue
- ☐ Gender
- ☐ Graphic Fit Block
- ☐ HM Level
- ☐ Intended Last Season Offered
- ☐ AR Indicator-Global
- ☐ Calendar
- ☐ Chemical Call Outs
- ☐ Collection
- ☐ Colored Up By
- ☐ Colorway Code
- ☐ Colorway group
- ☐ colorway status
- ☐ Commercial Request Window
- ☐ Department (Silhouette)
- ☐ Drop Reason
- ☐ Fabric
- ☐ Fit Type
- ☐ FW23 Units
- ☐ GHL
- ☐ Heat Moments
- ☐ HPS
- ☐ Intro Season Offered

Back Next

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:

Export

1 Data 2 Format 3 Filter 4 Options 5 Review

We are now ready to export 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.

Data:	Requests
Format:	Excel
Filter:	Full catalog
Valid Colorways	55

Back Finish

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 D	Updated B	Updated Date		
2	22438	1005684-F		Active	New	New	1005684			varsha.gac	19 Aug 2024	varsha.gac	19 Aug 2024		
3	22439	1005684-F		Active	New	New	1005684			varsha.gac	19 Aug 2024	varsha.gac	19 Aug 2024		
4	22446	1005684-F		Active	New	New	1005684			varsha.gac	23 Aug 2024	varsha.gac	23 Aug 2024		
5	22433	1296685-F		Active	New	New	1296685			varsha.gac	16 Aug 2024	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-G		Active	New	Carryover	1353309			varsha.gac	23 Aug 2024	varsha.gac	23 Aug 2024		
13	22434	1363280-G		Active	New	Carryover	1363280			varsha.gac	16 Aug 2024	varsha.gac	16 Aug 2024		
14	22444	1365408-G		Active	New	Carryover	1365408			varsha.gac	23 Aug 2024	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

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