

## 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

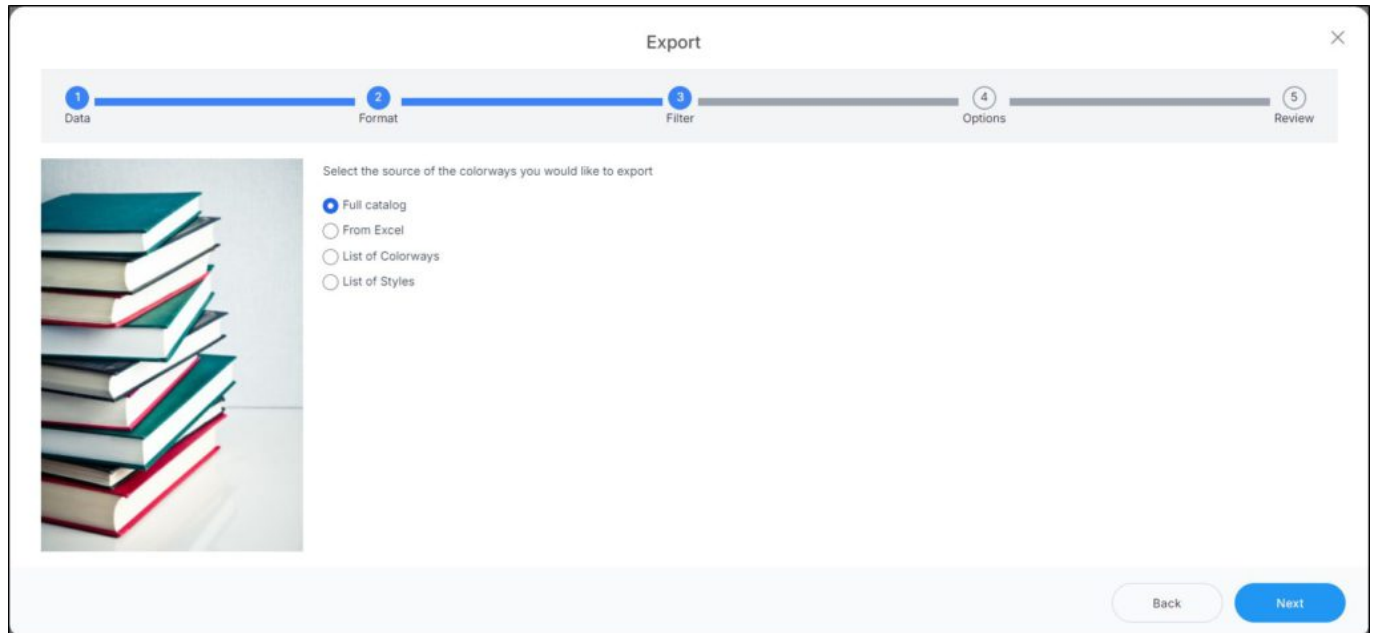
1 Data 2 Format 3 Filter 4 Options 5 Review

Select the file format of the required output

Excel

Back Next

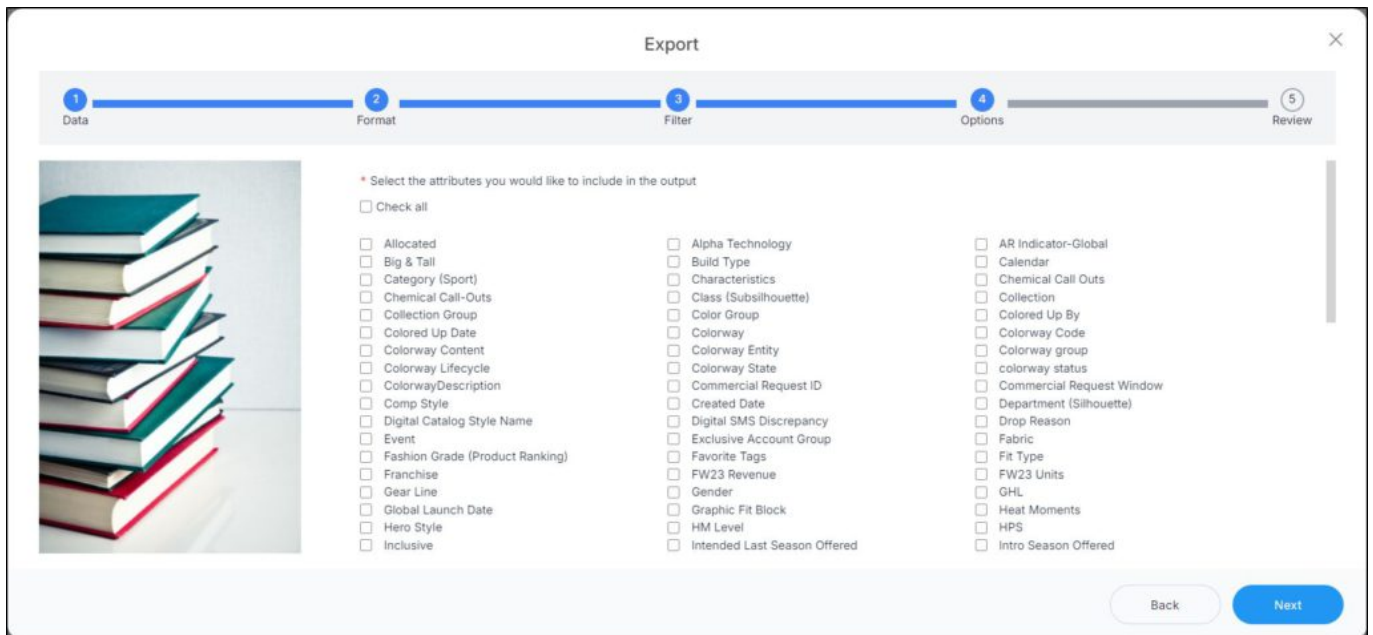
3. Click **Next**, the following window appears:



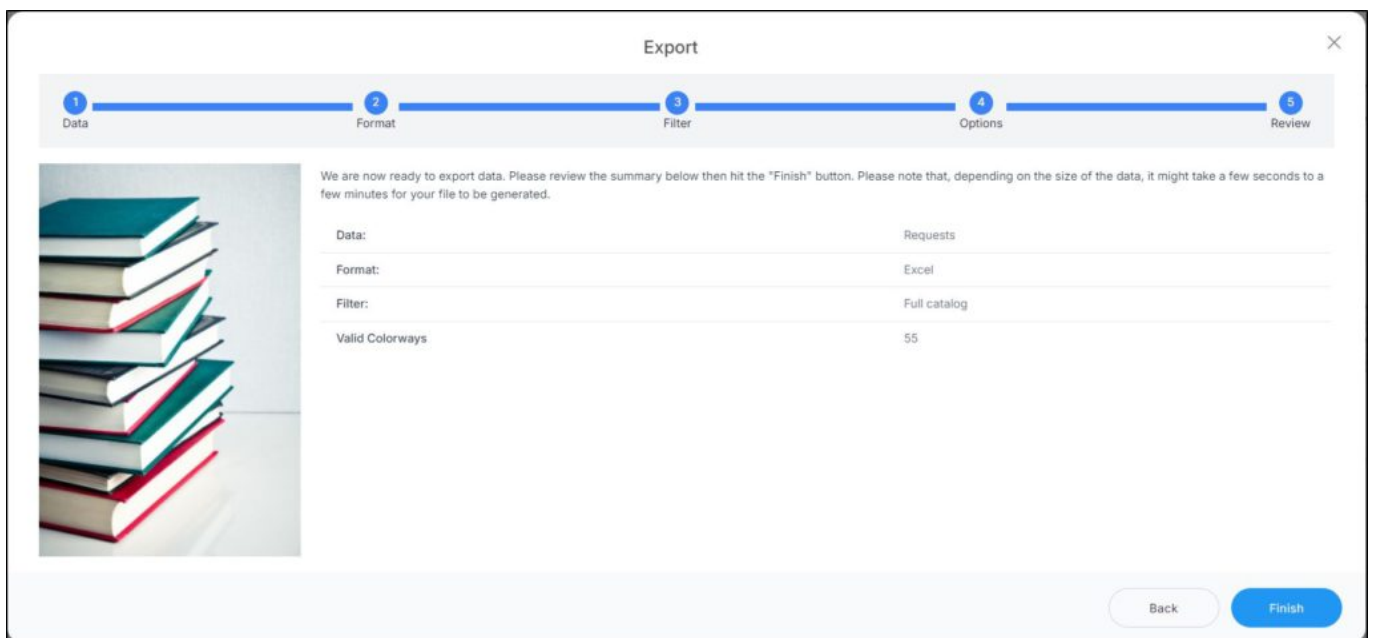
4. Click the radio button next to the option you want:

- 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	Created By	Created Di	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.an	2 Aug 2024	neethu.an	2 Aug 2024		
7	22404	1296688-F		Active	New	New	1296688			neethu.an	2 Aug 2024	neethu.an	2 Aug 2024		
8	22405	1296688-F		Active	New	New	1296688			neethu.an	2 Aug 2024	neethu.an	2 Aug 2024		
9	22400	1296690-F		Active	New	New	1296690			neethu.an	2 Aug 2024	neethu.an	2 Aug 2024		
10	22401	1296690-F		Active	New	New	1296690			neethu.an	2 Aug 2024	neethu.an	2 Aug 2024		
11	22402	1296690-F		Active	New	New	1296690			neethu.an	2 Aug 2024	neethu.an	2 Aug 2024		
12	22447	1353309-9		Active	New	Carryover	1353309			varsha.gac	23 Aug 2024	varsha.gac	23 Aug 2024		
13	22434	1363280-6		Active	New	Carryover	1363280			varsha.gac	16 Aug 2024	varsha.gac	16 Aug 2024		
14	22444	1365408-4		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	nandkishi	7 Aug 2024		

Create Article Requests

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