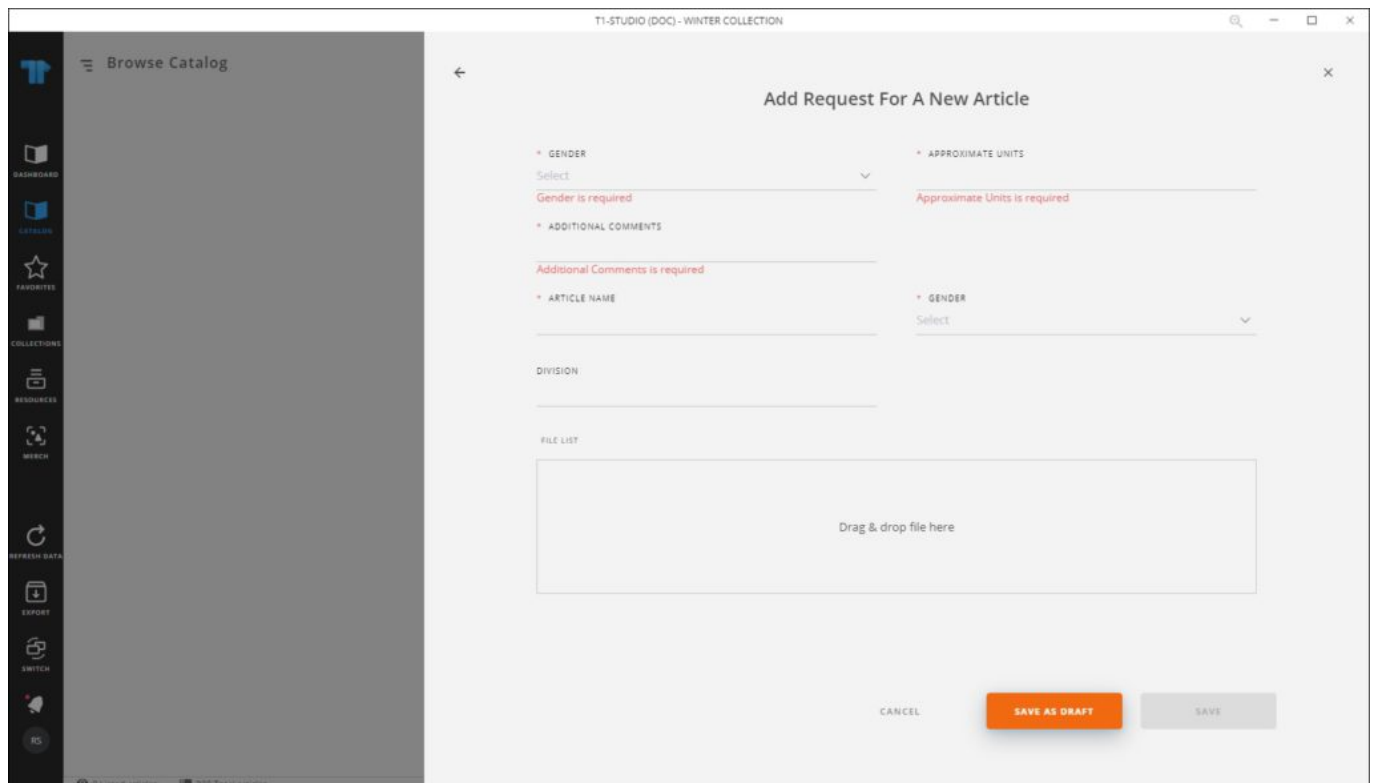


Add request for a new article

To add a request for a new article, follow these steps:

1. Click **+ Article**, then select “Add request for a new article” and click **Next**,



The screenshot shows a web application window titled "TI-STUDIO (DOC) - WINTER COLLECTION". On the left is a dark sidebar with navigation icons for Dashboard, Catalog, Favorites, Collections, Resources, Merch, Refresh Data, Export, and Switch. The main content area is titled "Add Request For A New Article" and contains the following form fields:

- GENDER**: A dropdown menu with "Select" as the current value. A red error message "Gender is required" is displayed below the field.
- APPROXIMATE UNITS**: A text input field. A red error message "Approximate Units is required" is displayed below the field.
- ADDITIONAL COMMENTS**: A text input field. A red error message "Additional Comments is required" is displayed below the field.
- ARTICLE NAME**: A text input field.
- DIVISION**: A text input field.
- FILE LIST**: A large rectangular area with the text "Drag & drop file here" centered inside.

At the bottom right of the form, there are three buttons: "CANCEL", "SAVE AS DRAFT" (highlighted in orange), and "SAVE".

2. Enter the request attributes and article name, these fields can be configured at the catalog level,
3. Add attachments, if you want,
4. Select whether you want to save the request as a draft or as a new request by clicking the respective button.

Notes:

- Requested articles can also be added to Merch Boards or Favorites.
- As mentioned before, if any of the article attributes is dependent on another attribute value, a tooltip appears next to it.