

Request to add colorway

You can add a request to add colorway of an article. The article name is copied and cannot be updated. To do so, follow these steps:

1. Right-click the article you want then select “Request to add colorway”, the following window appears:

The screenshot shows a mobile-style dialog box titled "Add Request". It features a back arrow on the top left and a close "X" button on the top right. The form contains the following fields and elements:

- ADDITIONAL COMMENTS:** A text input field with a red error message "Additional Comments is required".
- APPROXIMATE UNITS:** A text input field with a red error message "Approximate Units is required".
- COMP STYLE ARTICLES 5520:** A text input field with a red error message "Comp Style Articles 5520 is required".
- ARTICLE NAME:** A text input field containing the text "Tshirt".
- GENDER:** A dropdown menu with "Select" as the current selection and a red error message "Gender is required".
- ADD ATTACHMENTS:** A large rectangular area with the text "Drag & drop file here".
- Buttons:** At the bottom, there are three buttons: "CANCEL", "SAVE AS DRAFT" (highlighted in orange), and "SAVE".

2. Enter the request attributes,
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.

The request thumbnail appears as shown in the below example:



Requests can then be approved or rejected.

Note:

- If the catalog is configured to copy the article price, the price of the original article is copied into a configured request attribute (MSRP) and the value cannot be updated.