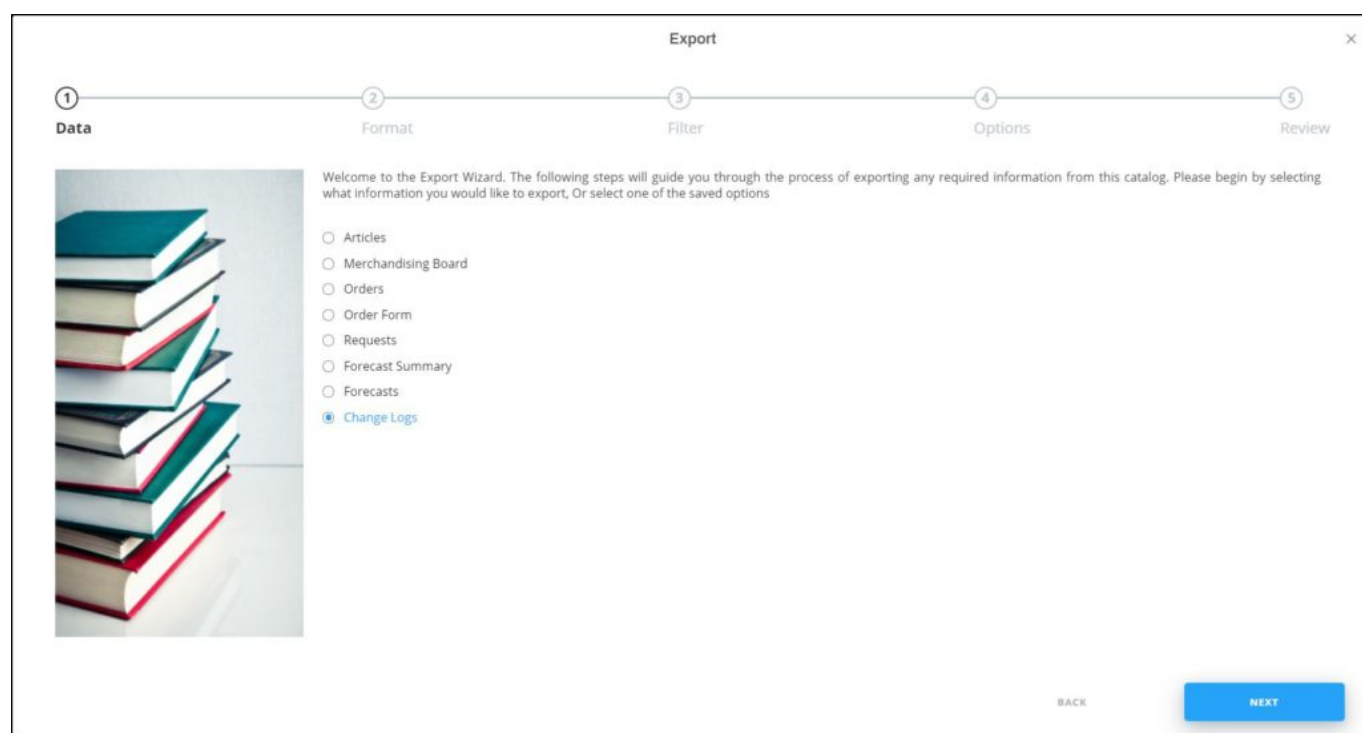


Export change logs

You can export change logs for changes done on articles, such as changes to article details and attribute values within the specified period into an Excel file. To export change logs, follow these steps:

1. Click **Export**, 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, 4. Options, and 5. Review. The "Data" step is currently active. On the left, there is an image of a stack of books. To the right of the image, a list of options is displayed with radio buttons: Articles, Merchandising Board, Orders, Order Form, Requests, Forecast Summary, Forecasts, and Change Logs. The "Change Logs" option is selected. Below the list, there are "BACK" and "NEXT" buttons. The "NEXT" button is highlighted in blue.

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

- ☐ Articles
- ☐ Merchandising Board
- ☐ Orders
- ☐ Order Form
- ☐ Requests
- ☐ Forecast Summary
- ☐ Forecasts
- ☒ Change Logs

BACK NEXT

If options are saved, a menu appears enabling you to select the export option you want as shown below:

Export

1

2

3

4

5


Data

Format

Filter

Options

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

SELECT ONE OF THE SAVED OPTIONS

Select an option

- ☐ Articles
- ☐ Merchandising Board
- ☐ Orders
- ☐ Order Form
- ☐ Requests
- ☐ Forecast Summary
- ☐ Forecasts
- ☒ Change Logs

BACK

NEXT

Select the option you want, the **Format** window is skipped. You can delete any of the saved options by hovering the mouse over it then clicking the **Delete** icon.

2. Select "Change logs", 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:

Export

1 Data 2 Format 3 **Filter** 4 Options 5 Review

Date Range

2022-04-25 - 2022-04-26

BACK NEXT

4. Select the date range for which you want to export the changes, then click **Next**, the

following window appears:



Export

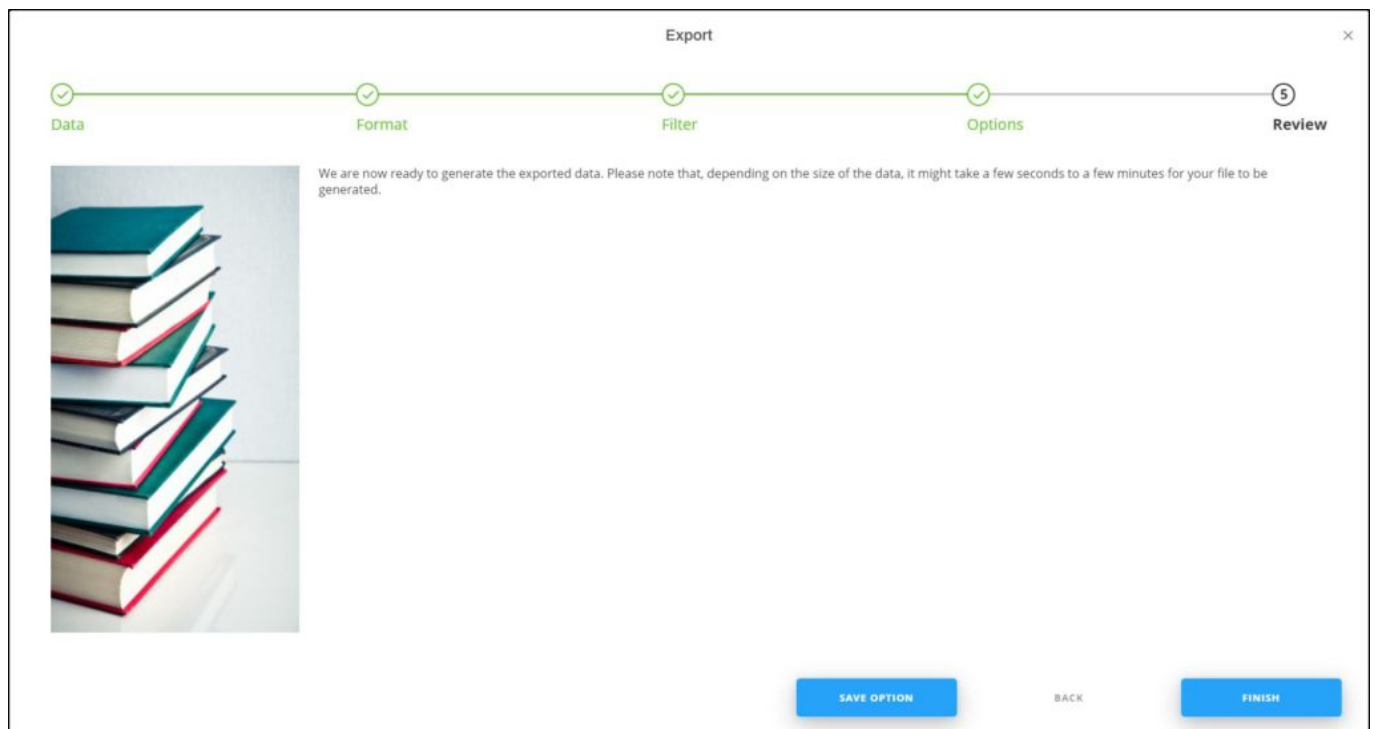
✓ Data ✓ Format ✓ Filter 4 Options 5 Review

Select Sheet

Both

BACK NEXT

5. Select whether you want to include changes or articles, requests, or both,
6. Click **Next**, the following window appears:



You can save the options you selected, if you want, by clicking **Save Option**, the following window appears:

Enter the name you want then click **Save**.

7. Click **Finish**, a window appears to enable you to enter the file name and the location where you want to store it.

The exported file appears as shown in the below example:

	A	B	C	D	E	F	G	H	I
1					End Use		Season		
2	Id	Article Number	Article Name	Created Date	Old	New	Old	New	
3	12	11111	Article01	20/09/2021 14:01			[Blank]	S1	
4	13	22222	Article02	20/09/2021 14:01			[Blank]	S2	
5	14	33333	Article03	20/09/2021 14:01	Running	Training	[Blank]	S1	
6	7	11777	Article07	20/09/2021 13:57	[Blank]	Football	S1	S2	
7	8	11666	Article06	20/09/2021 13:57	[Blank]	Golf	[Blank]	S1	
8	9	12121	Article09	20/09/2021 13:57	[Blank]	Football	S1	S2	
9	11	11666	Article11	20/09/2021 13:58	[Blank]	Baseball	Basketball	S1	
10									
11									
12									
13									
14									
15									

< >

ArticleRequest⊕

⋮

▶