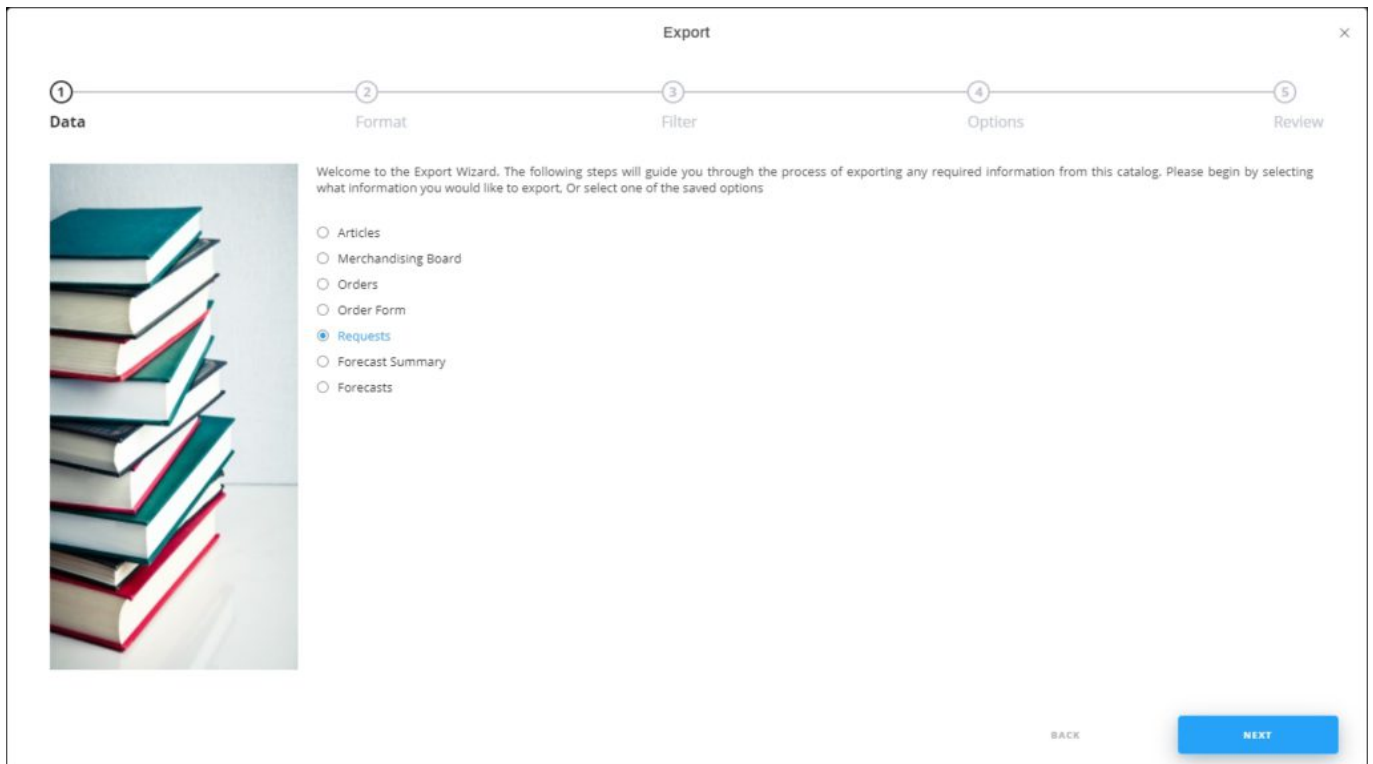


## Export requests

You can export requests added to articles to check them. To do so, 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 side of the window, there is an image of a stack of books. To the right of the image, a welcome message reads: "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". Below this message is a list of options with radio buttons: Articles, Merchandising Board, Orders, Order Form, Requests (which is selected), Forecast Summary, and Forecasts. At the bottom right of the window, there are two buttons: "BACK" and "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

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 "Requests", if no option is selected, then click **Next**, the following window appears:

Export

×

✓

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

×

✓

Data

✓

Format

3


Filter

4

Options

5

Review



Select the source of the articles you would like to export

☒ Full catalog

☐ My Favorite

☐ From Excel

☐ Selected Articles

☐ List of Styles

BACK

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 “My favorite”, a dropdown menu appears to enable you to select the favorite tags you want.
- 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 “Selected Articles”, you need to paste a list of article numbers.
- If you select “List of styles”, you need to paste a list of model numbers.

5. Click **Next**, the Options window appears as shown in the below example:

Export

Data Format Filter Options Review

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

☐ Include all Attributes

☐ AgeGroup

☐ BusinessSegment

☐ Category

☐ Concept

☐ Features

☐ Limited

☐ MainDivision

☐ ProductType

☐ Allocated

☐ CarryOver

☐ Colorway

☐ Division

☐ Gender

☐ LimitedDesc

☐ PreLaunch

☐ WOMEN

☐ Tabular View

BACK NEXT

6. Select the attributes you want to include or click the checkbox next to Include all attributes. If you click the slider next to Tabular view, requests list with endorsements will be aggregated by units and revenue sheet,

7. Click **Next**, the **Review** window appears:

Export

✓

Data

✓

Format

✓


Filter

✓

Options

5

Review



We are now ready to generate the exported 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.

Valid Articles	13
Excluded Articles	0

SAVE OPTION

BACK

FINISH

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

Save Option

×

\* PROVIDE A NAME TO SAVE YOUR OPTIONS

Provide a name to save your options

Please provide a value

☐ Save as catalog wide option

CLOSE

SAVE

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

6. 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 follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	
1	Request Id	Article Number	Article Name	Requested Status	Decision	Comment	Rejection Reason	Account Name	Created By	Created Date	Updated By	Updated Date	Catalog Name	Gender
2	25	RR-653226	Cap	Approved	Meets requireme			TrasixAccount	rasha.saeed@tra	9/8/2020	rasha.saeed@tra	9/10/2020	Winter Collection	Female
3	26	RR-950307	Tshirt	Rejected		Article request de		TrasixAccount	rasha.saeed@tra	9/10/2020	rasha.saeed@tra	9/10/2020	Winter Collection	Male
4	27	RR-918824	Sweat shirts	Rejected		Article request de		TrasixAccount	rasha.saeed@tra	9/11/2020	rasha.saeed@tra	10/18/2020	Winter Collection	Male
5	40	RR-217781	shirt creation test	Approved	Meets requireme			TrasixAccount	rasha.saeed@tra	1/20/2021	rasha.saeed@tra	1/20/2021	Winter Collection	Male
6	41	RR-842409	Sweater	New				TrasixAccount	rasha.saeed@tra	2/2/2021	rasha.saeed@tra	2/2/2021	Winter Collection	Female
7	48	RR-934121	Tshirt	New				TrasixAccount	rasha.saeed@tra	3/23/2021	rasha.saeed@tra	3/23/2021	Winter Collection	Female
8	49	RR-315803	tshirt	New				TrasixAccount	rasha.saeed@tra	3/23/2021	rasha.saeed@tra	3/23/2021	Winter Collection	Male
9	50	RR-606495	Running Shoes	New				TrasixAccount	rasha.saeed@tra	3/23/2021	rasha.saeed@tra	3/23/2021	Winter Collection	Male
10														
11														
12														
13														
14														
15														
16														
17														

Two sheets are generated within the Excel sheet: one for article modification requests and the other is for article creation.