

# Webinar for introduction of RH system

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*RH (Quality Team)*



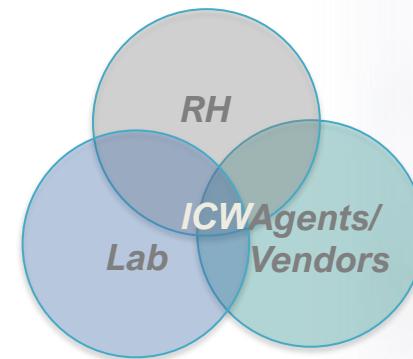
# Webinar Agenda

- Overall introduction to ICW X RH system  
[ Background | Account | Project Scope & User Access | Workflow ]
- User interface
- Email Notifications
- Q & A



# Background

This platform is a web-based solution, for product compliance and testing management, with the collaboration of RH, agents, vendors and authorized laboratories.



## Website & Account

1. The website is [rh.icw.io](http://rh.icw.io)
2. User account details will be provided in separate email.
3. Email notifications will be sent regularly by [support\\_rh@icw.io](mailto:support_rh@icw.io).  
Please check to ensure the emails are not treated as spam.  
Recommended to login to the platform daily / regularly and track the  
SKU / Task status or action.

# Project Scope and User Access

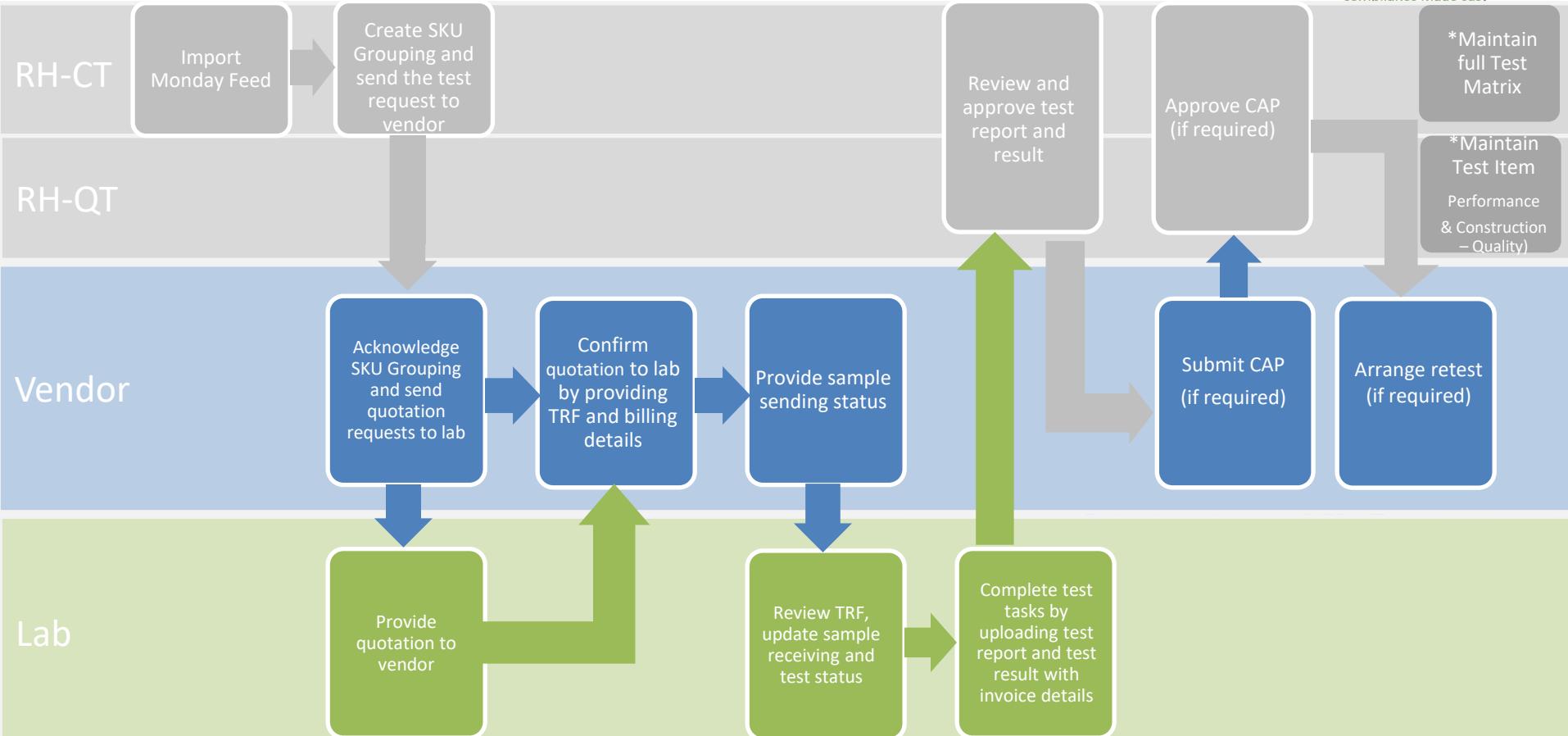
	Compliance Team	Quality Team
SKU Visibility	Same	Same
SKU Grouping	Yes (Regulatory & Quality)	Yes (Quality Only)
Test Report and Result Approval	Yes (Regulatory)	Yes* (Quality)
CAP Approval	Yes (Regulatory)	Yes* (Quality)
Test Item (edit/approval/publish)	Yes* (Regulatory & Quality)	Yes* (Quality)
Test Matrix (edit/approval/publish)	Yes (Regulatory & Quality)	Yes for Edit; No for approval/publish (Quality only)
Brand / Sub-Category (edit/approval)	Yes	No

Note:

\*Only specific user has the right to approve & publish  
 Data migration will be handled in next phrase



# Overall workflow



## User Interface - RH

There are four (4) core sections be found on the top navigator bar:

- **New SKU** – Newly created SKU pending for Grouping.  
*Action Required for Compliance Team.*
- **All SKU** – Provide Prime and PIM SKU status for regulatory tests by export market (US, EU, UK) and quality test in different traffic light color / icon.  
*Action Required for Compliance Team and Quality Team.*
- **Task List** – List all the test tasks after SKU acknowledgement for Prime SKU with task progress and test level result for each test task.  
*View only.*
- **Test Matrix** – Listing testing items, test matrix, change request and sub- categories for all the product categories of RH for maintenance and approval.  
*Action Required for Compliance Team and Quality Team.*

# New SKU



Show all created SKU pending for SKU grouping

Access:

RH



icw

New SKU New SKU All SKU Task List Test Matrix

Dept Num & Desc Vendor Export Market Concept  SEARCH

Show Existing Prime SKU IMPORT MONDAY FEED

Can filter regulatory / quality

Manage Column Reset All Filters Rows per page: 10 Showing items 1–10 of 2036

	PIM SKU SrcNum / CW Item Description	Dept Num	Vendor	Concept	Export Market	Selected Testing Level	Collection	Frame	Color Code
<input type="checkbox"/>	10098864BRNZ THADDEUS RECTANGLE 72	6200 DINING TABLES	7817 CREATIVE DESIGN CONCEPTS LTD	CORE	QC	Q C	THADDEUS	RECTANGLE	BRNZ
<input type="checkbox"/>	10098864BRNZ	6200 DINING TABLES	7817 CREATIVE DESIGN CONCEPTS LTD	CORE	UK	A F L P	THADDEUS	RECTANGLE	BRNZ
<input type="checkbox"/>	10098864BRNZ	6200 DINING TABLES	7817 CREATIVE DESIGN CONCEPTS LTD	CORE	EU	A F L P	THADDEUS	RECTANGLE	BRNZ
<input type="checkbox"/>	RH264 RH264	8400 BCT HOME FURNISHINGS	2345 Dummy supplier2	Baby & Child	QC	Q C	PYRITE BOXES AND TRAYS	STORAGE	PYR
<input type="checkbox"/>	RH264 RH264	8400 BCT HOME FURNISHINGS	2345 Dummy supplier2	Baby & Child	US	A F L P	PYRITE BOXES AND TRAYS	STORAGE	PYR
<input type="checkbox"/>	RH264 RH264	8400 BCT HOME FURNISHINGS	2345 Dummy supplier2	Baby & Child	UK	A F L P	PYRITE BOXES AND TRAYS	STORAGE	PYR
<input type="checkbox"/>	RH264 RH264	8400 BCT HOME FURNISHINGS	2345 Dummy supplier2	Baby & Child	EU	A F L P	PYRITE BOXES AND TRAYS	STORAGE	PYR

# “All SKU”



Show all Prime / PIM SKU overall task status

All SKU

Dept Num & Desc Vendor Export Market Concept

Important Status More Status

Regulatory test, i.e. A,F,L,P      Quality test

Manage Column Reset All Filters Rows per page: 10 Shown items 1–10 of 15

PIM SKU SrcNum / CW Item Description	US	EU	UK	QC
0818_T1 KAVNI WL SLK 9X12	●	●	●	●
B1_SusanT12 KAVNI WL SLK 9X12	●	▲	●	●
B1_SusanT11 PYRITE WALL PANEL 30X30	●	●	●	●
B1_SusanT10 PYRITE WALL PANEL 36X48	●	●	●	●
B1_T40 KAVNI WL SLK 9X12	▲	▲	▲	▲
B1_T39 PYRITE WALL PANEL 30X30	●	●	▲	●
B1_T38 PYRITE WALL PANEL 36X48	▲	●	●	●
B1_T28 KAVNI WL SLK 9X12	●	●	●	●
B1_T27 PYRITE WALL PANEL 30X30	●	●	▲	●
B1_T26 PYRITE WALL PANEL 36X48	▲	●	●	●

Access:

RH	✓
Agent / Vendor	✓

**icw** compliance made easy

SKU	Traffic Light	Priority	Task / Test Status
Prime	●	1	Completed test status with Fail Test Result / Completed test status and Reject-Update Report / Completed test status and Reject-Request CAP / Completed test status and CAP Rejected
	●	2	Task Pending / Task Pending (Retest) / CAP Pending Approval / Cancelled / Rejected
	●	3	Wait For Quote / Quote Available / Quote Confirmed
	●	4	Pending / Sample Sent / Sample Received / Test In Progress / Test In Progress – Update Result & Reports
	●	5	Completed test status with Pass Test Result / Completed test status and Approved Pass Test Result / Completed test status and Approved Conditional Pass Test Result / Completed test status with CAP Approved
PIM	▲	1	Any involved PRIME SKU with status ●
	▲	2	Any involved PRIME SKU with status ●
	▲	3	Any involved PRIME SKU with status ●
	▲	4	Any involved PRIME SKU with status ●
	▲	5	All involved PRIME SKU with status ●

[★ Important Status](#)[More Status](#)

# “Task List”



Only show PRIME SKU test task  
after SKU acknowledgement

Access:

RH  
Agent / Vendor  
Lab

✓

✓

✓



**Task List**

Only show PRIME SKU test task after SKU acknowledgement

Can filter regulatory / quality

Different color represents different test status and test result.

Legend:

- Pass result
- Fail result
- Pending result
- Not applicable

Task No.	PIM SKU SrcNum / CW Item Description	Vendor Num / DESC	Testing Country	Testing Level Result	Progress	LAB	Requested Date	ECD
S22000044	PRIME Testing 002 Testing 002	1234 Dummy Supplier	UK	✓ A ✓ F ✓ L ✓ P	Cancelled ⓘ	N/A	26/Sep/2022	N/A
S22000043 xxx	PRIME 0920_T2 MICROMAX PILLOW	1234 Dummy Supplier	QC	✓ Q ✓ C	Completed - Fail ⚡	Lab A	26/Sep/2022	25/Sep/2022
S22000042	PRIME 0920_T2 MICROMAX PILLOW	1234 Dummy Supplier	QC	✓ Q ✓ C	Cancelled ⓘ	N/A	26/Sep/2022	N/A
S22000041	PRIME Testing 002 Testing 002	1234 Dummy Supplier	US	✓ A ✓ F ✓ L ✓ P	Cancelled ⓘ	N/A	26/Sep/2022	N/A
S22000040	PRIME 0920_T2 MICROMAX PILLOW	1234 Dummy Supplier	US	✓ A ✓ F ✓ L ✓ P	Quote Confirmed ⚡	Lab A	23/Sep/2022	N/A
S22000039 123	PRIME 0920_T4 ILL LRG DR MIR	1234 Dummy Supplier	QC	✓ Q ✓ C	Completed - Fail ⚡	Lab A	22/Sep/2022	22/Sep/2022
S22000038 XXX	PRIME Testing 002 Testing 002	1234 Dummy Supplier	QC	✓ Q ✓ C	In Progress ⚡	Lab A	22/Sep/2022	25/Sep/2022
S22000037 Retest	PRIME 0920_T6 ORGNC SHPD MRR 36X48 V2	1234 Dummy Supplier	US	— A — F — L — P	Quote Confirmed ⚡	Lab A	22/Sep/2022	N/A
S22000036	PRIME RH131 RH131	1234 Dummy supplier	UK	— A — F ✓ L ✓ P	Waiting for Lab Quote ⚡	Lab A	22/Sep/2022	N/A
S22000035	PRIME 0920_T5 ILL LRG DR MIR	1234 Dummy Supplier	QC	✓ Q ✓ C	Cancelled ⓘ	N/A	21/Sep/2022	N/A

# “Test Matrix”



Access:	Test Item	Test Matrix	Change Requests	Sub-Categories
RH Agent / Vendor Lab	✓ ✓ ✓	✓ ✓ ✓	✓	✓



Test Matrix

Test Items Test Matrix Change Requests Sub-Categories

Country Brand Sub-Category Performance and C. Search RESET

Test Items ARCHIVED

Rows per page: 10 Showing Items 1–10 of 3639

Show all the active/archived test items/test matrix/sub-categories

Show all the change request in different status e.g. draft, pending approval, returned, rejected, approved, published

+ CREATE ITEM

Code	Country	Brand	Test Item	Test Description / Criteria	Status	Last Updated	Actions		
T009537	US	Teen	All Textiles	Performance and Construction - Quality	Foam density: ASTM D3574	[Oz / Fl.3)As claimed (-0 / +5%) Modification: Specimen actually taken from test submission.	Active	12/Sep/2022 12:38 pm	
T009538	US	Teen	All Textiles	Performance and Construction - Quality	Surface water absorption of terry fabrics; ASTM D4772	[After 1 wash] 1. One-sided Terry / One-Sided Cut Pile Surface / Non Terry / Two-Sided Cut Pile Surface: 35% Minimum 2. 2 Sided Terry: a. Less Than 13.3 oz/sq yd/450 gm/sq m: 60% minimum b. More Than 13.3 oz/sq yd/450 gm/sq m: 80%.	Active	12/Sep/2022 12:38 pm	
T009535	US	Teen	All Textiles	Performance and Construction - Quality	Resistance to corrosion: ASTM B117 modified	[Applicable to samples / sample components constructed of metal or samples with metallic coatings that can be exposed to the environment] Shall withstand 24 hours in 1% salt spray (fog) with no noticeable oxidation / corrosion changes. Modificatio...	Active	12/Sep/2022 12:38 pm	
T009534	US	Teen	All Textiles	Performance and Construction - Quality	Skewness from home laundering: AATCC 179	[Method 1, Option 1] Knit 5.0% Woven: 3% maximum	Active	12/Sep/2022 12:38 pm	
T009533	US	Teen	All Textiles	Performance and Construction - Quality	Pocket reinforcement: ASTM D7506 / D7506M	[Seam Strength] Non-Functional: 10 lbs minimum Functional: 15 lbs minimum	Active	12/Sep/2022 12:38 pm	
T009532	US	Teen	All Textiles	Performance and Construction - Quality	Down and Feather: Fat and Oil; IDFB 4	0.7% minimum – 2.0% maximum	Active	12/Sep/2022 12:38 pm	
T009531	US	Teen	All Textiles	Performance and Construction - Quality	Stress Points (Bartacks, Reinforcement); ASTM D1683 mod.	10.0 lbs. minimum	Active	12/Sep/2022 12:38 pm	
T009530	US	Teen	All Textiles	Performance and Construction - Quality	Button / Snaps- Holding Strength; ASTM D7142	15 lbs. for 10 Seconds	Active	12/Sep/2022 12:38 pm	
T009529	US	Teen	All Textiles	Performance and Construction - Quality	Non-YKK Zipper top stop pull off; ASTM D2061	15 Lbs. minimum	Active	12/Sep/2022 12:38 pm	
T009528	US	Teen	All Textiles	Performance and Construction - Quality	Tearing Strength : Elmendorf apparatus (Woven (Warp & Fill Lbs., Minimum); ASTM D1424	2 Lbs.	Active	12/Sep/2022 12:38 pm	

Rows per page: 10 Showing Items 1–10 of 3639

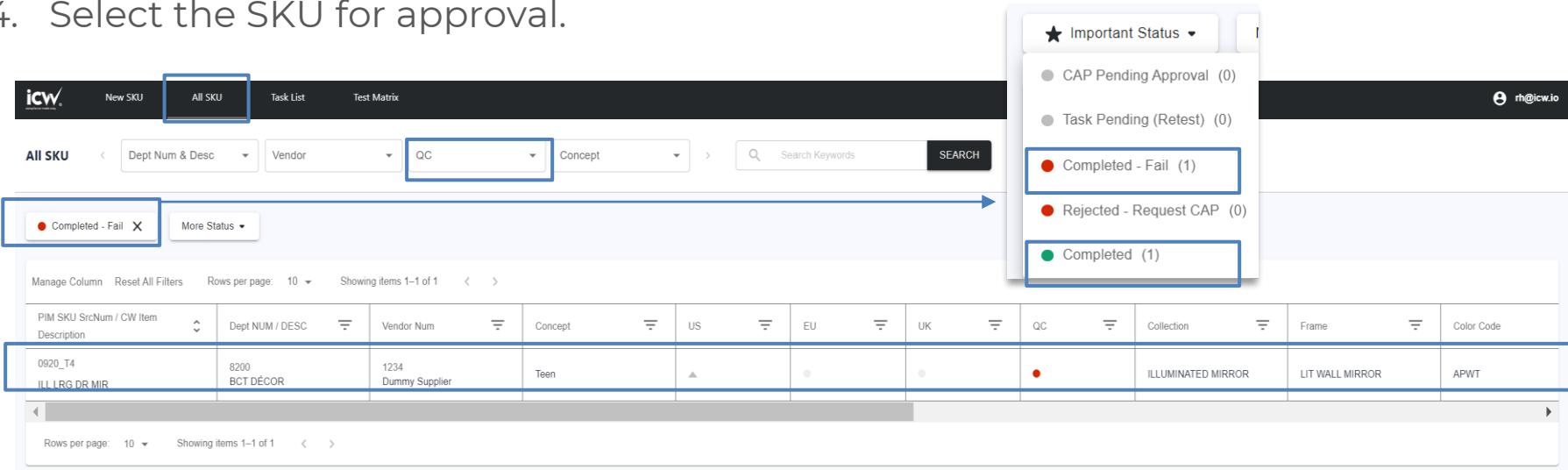
# Approval of Test Report & Result

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# Approval of Test Report & Result

1. Go to **All SKU** Page, filter Export Market>**QC**.
2. Filter **Important Status>Completed**: means Test Result is Passed and waiting for approval.
3. Filter **Important Status> Select Completed – Fail**: means Test Result is Failed and waiting for approval.
4. Select the SKU for approval.

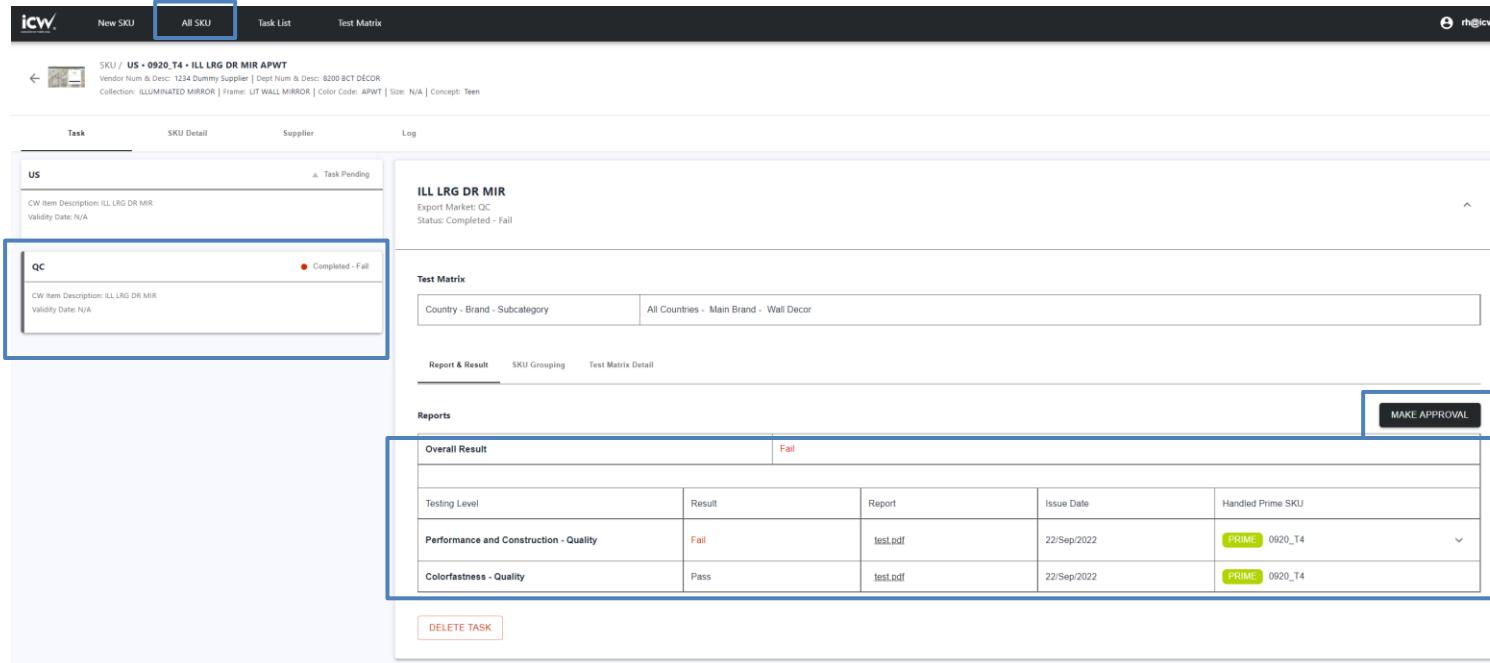


The screenshot shows the icw software interface for managing product SKUs. The top navigation bar includes 'New SKU', 'All SKU' (which is highlighted with a blue box), 'Task List', and 'Test Matrix'. The main search bar has dropdowns for 'Dept Num & Desc' (set to 'QC'), 'Vendor' (set to 'Concept'), and 'Search Keywords'. A 'SEARCH' button is to the right. Below the search bar, a status filter is applied, showing 'Completed - Fail' (1) and 'Completed' (1). The main table displays product data with columns for PIM SKU SrcNum / CW Item Description, Dept NUM / DESC, Vendor Num, Concept, US, EU, UK, QC, Collection, Frame, and Color Code. A single row is selected, showing '0920\_T4' with 'BCT DÉCOR' as the vendor and 'Teen' as the concept. The 'QC' column shows a red dot, indicating a failed test result. The sidebar on the right, titled 'Important Status', lists 'Completed - Fail' (1), 'Rejected - Request CAP' (0), and 'Completed' (1). The bottom of the screen shows pagination controls for 'Rows per page: 10' and 'Showing items 1-1 of 1'.

PIM SKU SrcNum / CW Item Description	Dept NUM / DESC	Vendor Num	Concept	US	EU	UK	QC	Collection	Frame	Color Code
0920_T4 ILL LRG DR MIR	8200 BCT DÉCOR	1234 Dummy Supplier	Teen	▲	●	●	●	ILLUMINATED MIRROR	LIT WALL MIRROR	APWT

# Approval of Test Report & Result

1. Select **QC** Task.
2. Review Test Result and Report.
3. Select **MAKE APPROVAL**.

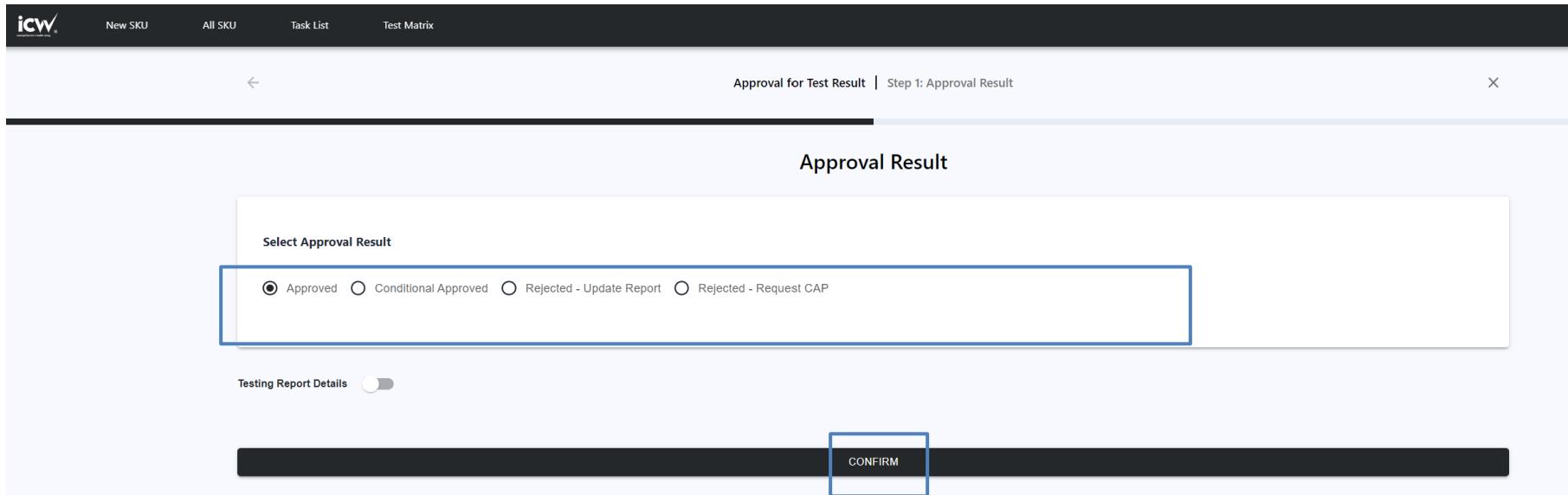


The screenshot shows the icw software interface for managing test reports. The top navigation bar includes 'New SKU', 'All SKU' (which is highlighted with a blue box), 'Task List', and 'Test Matrix'. The main content area displays a product detail page for 'SKU / US - 0920\_T4 - ILL LRG DR MIR APWT'. The product description includes 'Vendor Num & Desc: 1234 Dummy Supplier | Dept Num & Desc: 8200 BCT DÉCOR' and 'Collection: ILLUMINATED MIRROR | Frame: LIT WALL MIRROR | Color Code: APWT | Size: N/A | Concept: Teen'. The 'Task' tab is selected, showing a 'Task Pending' status for the 'US' region. A sub-section for 'ILL LRG DR MIR' shows an 'Export Market: QC' and a 'Status: Completed - Fail'. Below this is a 'Test Matrix' section with 'Country - Brand - Subcategory' set to 'All Countries - Main Brand - Wall Decor'. The 'Report & Result' tab is active, showing an 'Overall Result' of 'Fail'. The 'Reports' section displays test results for 'Performance and Construction - Quality' (Result: Fail, Report: test.pdf, Issue Date: 22/Sep/2022, Handled Prime SKU: 0920\_T4) and 'Colorfastness - Quality' (Result: Pass, Report: test.pdf, Issue Date: 22/Sep/2022, Handled Prime SKU: 0920\_T4). A 'MAKE APPROVAL' button is located in the 'Reports' section. At the bottom, there is a 'DELETE TASK' button. A watermark of a hand pointing at a laptop is visible on the right side of the interface.

# Approval of Test Report & Result

## Approved

1. Select **Approved** and **CONFIRM**.



New SKU    All SKU    Task List    Test Matrix

Approval for Test Result | Step 1: Approval Result

Approval Result

Select Approval Result

Approved    Conditional Approved    Rejected - Update Report    Rejected - Request CAP

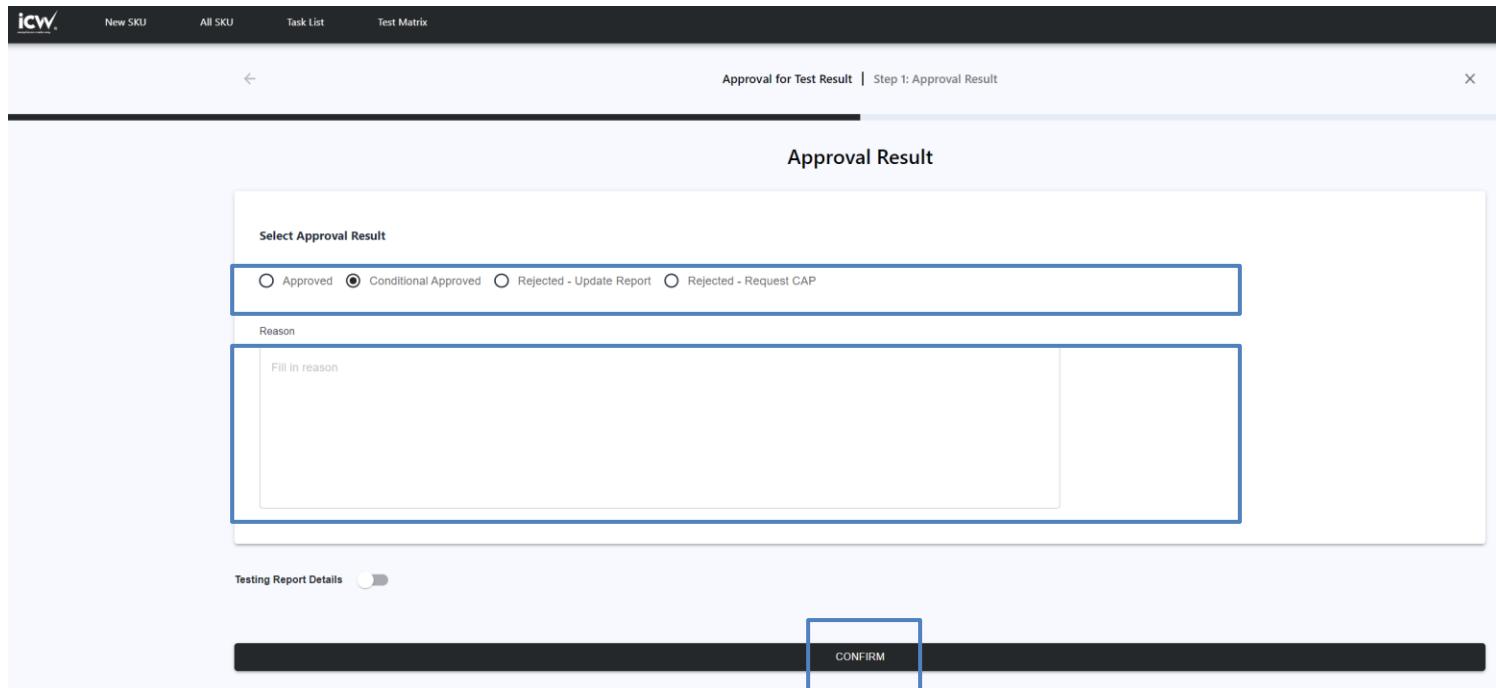
Testing Report Details

CONFIRM

# Approval of Test Report & Result

## Conditional Approved

1. Select **Conditional Approved** by providing required details and **CONFIRM**.



icw

New SKU All SKU Task List Test Matrix

← Approval for Test Result | Step 1: Approval Result X

### Approval Result

Select Approval Result

Approved  Conditional Approved  Rejected - Update Report  Rejected - Request CAP

Reason

Fill in reason

Testing Report Details

CONFIRM

# Approval of Test Report & Result

## Rejected – Update Report

1. Select **Rejected-Update Report** by providing required details and **CONFIRM**.



icw. New SKU All SKU Task List Test Matrix

Approval for Test Result | Step 1: Approval Result

### Approval Result

Select Approval Result

Approved  Conditional Approved  Rejected - Update Report  Rejected - Request CAP

Reason

Fill in reason

Select the report which has problems and needed to be re-uploaded by lab:

Performance and Construction - Quality Fail test.pdf

Colorfastness - Quality Pass test.pdf

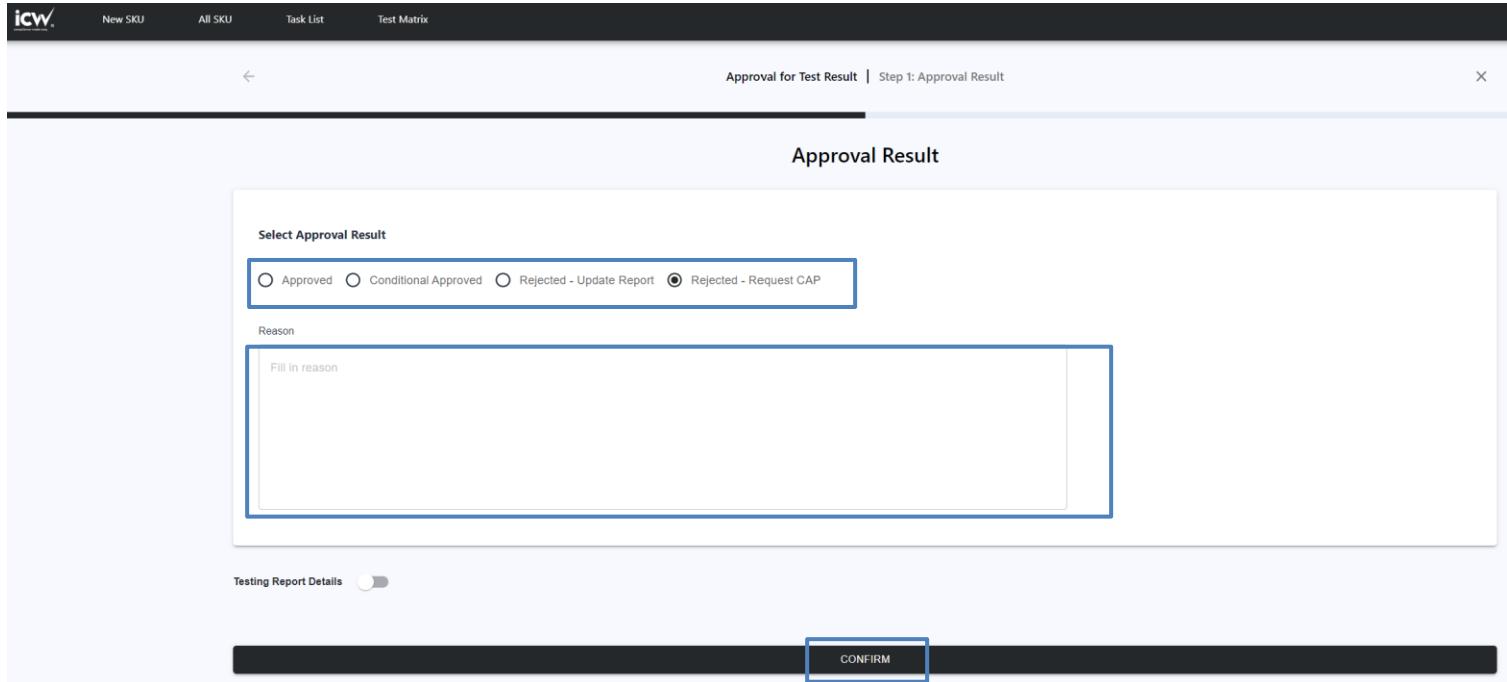
Testing Report Details

**CONFIRM**

# Approval of Test Report & Result

## Rejected – Request CAP

1. Select **Rejected-Request CAP** by providing required details and **CONFIRM**.



The screenshot shows a software interface for managing test results. At the top, there are navigation links: 'New SKU', 'All SKU', 'Task List', and 'Test Matrix'. The main title is 'Approval for Test Result | Step 1: Approval Result'. Below this, the section title 'Approval Result' is centered. A sub-section titled 'Select Approval Result' contains four radio buttons: 'Approved', 'Conditional Approved', 'Rejected - Update Report', and 'Rejected - Request CAP'. The 'Rejected - Request CAP' option is selected and highlighted with a blue border. Below this is a 'Reason' section with a text input field containing the placeholder 'Fill in reason', also highlighted with a blue border. At the bottom left, there is a 'Testing Report Details' section with a toggle switch. At the bottom right, a large blue 'CONFIRM' button is highlighted with a blue border.

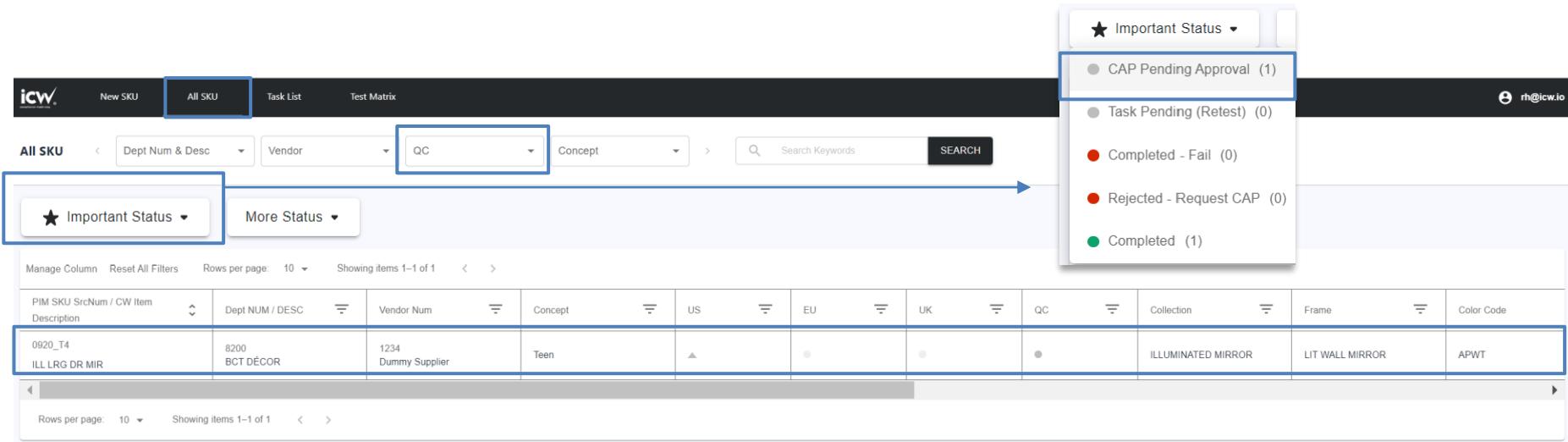
# Approval of CAP

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# Approval of CAP

1. Go to **All SKU** Page, filter Export Market>**QC**.
2. Filter **Important Status>CAP Pending Approval**.
3. Select the SKU for approval.



The screenshot shows the iCW All SKU page. At the top, there are tabs for 'New SKU', 'All SKU' (which is selected and highlighted with a blue box), 'Task List', and 'Test Matrix'. Below the tabs, there are several filter dropdowns: 'Dept Num & Desc' (set to 'QC'), 'Vendor' (set to 'Concept'), 'Concept' (set to 'QC'), and a 'Search' bar with the placeholder 'Search Keywords'. A 'SEARCH' button is located to the right of the search bar. On the left, there are two status filter buttons: 'Important Status' (which is selected and highlighted with a blue box) and 'More Status'. A blue arrow points from the 'Important Status' button to a dropdown menu titled 'Important Status' on the right. This dropdown menu lists several status categories with counts: 'CAP Pending Approval (1)' (selected and highlighted with a blue box), 'Task Pending (Retest) (0)', 'Completed - Fail (0)', 'Rejected - Request CAP (0)', and 'Completed (1)'. At the bottom of the page, there is a table with columns for PIM SKU, SrcNum / CW Item Description, Dept NUM / DESC, Vendor Num, Concept, US, EU, UK, QC, Collection, Frame, and Color Code. The table shows one row of data: '0920\_T4 ILL LRG DR MIR' with '8200 BCT DÉCOR' in the Dept NUM / DESC column, '1234 Dummy Supplier' in the Vendor Num column, 'Teen' in the Concept column, and 'ILLUMINATED MIRROR' in the Collection column. The page also includes pagination controls at the bottom.

PIM SKU	SrcNum / CW Item Description	Dept NUM / DESC	Vendor Num	Concept	US	EU	UK	QC	Collection	Frame	Color Code
0920_T4 ILL LRG DR MIR	8200 BCT DÉCOR	1234 Dummy Supplier	Teen	▲	●	●	●	●	ILLUMINATED MIRROR	LIT WALL MIRROR	APWT

# Approval of CAP

1. Select **QC Task**.
2. Select **Rejected – Request CAP** to view the previous submitted Approval Details.
3. Select **View CAP** to review the CAP submitted by vendor.
4. Select **ACCEPT FAIL RESULT** or **APPROVE CAP** or **REJECT CAP**.

SKU / US - 0920\_T4 - ILL LRG DR MIR APWT

Vendor Num & Desc: 1234 Dummy Supplier | Dept Num & Desc: 8200 BCT DÉCOR

Collection: ILLUMINATED MIRROR | Frame: LIT WALL MIRROR | Color Code: APWT | Size: N/A | Concept: Teen

**Task** **SKU Detail** **Supplier** **Log**

**US** Task Pending

CW Item Description: ILL LRG DR MIR  
Validity Date: N/A

**QC** CAP Pending Approval

CW Item Description: ILL LRG DR MIR  
Validity Date: N/A

**ILL LRG DR MIR**  
Export Market: QC  
Status: CAP Pending Approval

**Test Matrix**

Country - Brand - Subcategory	All Countries - Main Brand - Wall Decor
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**Report & Result** **SKU Grouping** **Test Matrix Detail**

**CAP** Pending Approval

**CAP Report**

**Reports** Rejected - Request CAP >

**Overall Result** Fail

**Testing Level** **Result** **Report** **Issue Date** **Handled Prime SKU**

Performance and Construction - Quality	<span style="color: red;">Fail</span>	test.pdf	06/Sep/2022	PRIME 0920_T4
Colorfastness - Quality	Pass	test.pdf	06/Sep/2022	PRIME 0920_T4

**DELETE TASK**

**Approval Details**

Status	Rejected - Request CAP
Report Approved Date	22/Sep/2022
Approver	RH
Validity Period	N/A
Reason	CAP is required

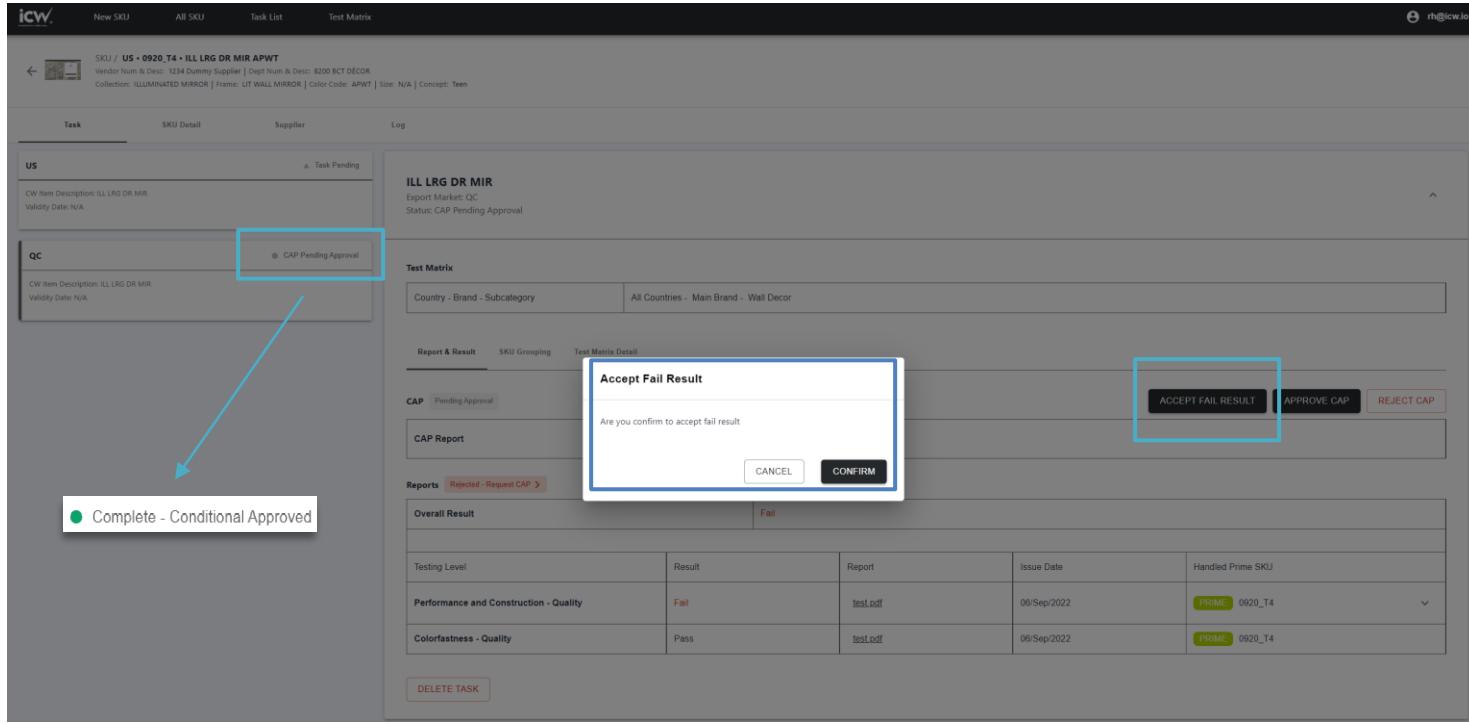
**CLOSE**

**ACCEPT FAIL RESULT** **APPROVE CAP** **REJECT CAP**

# Approval of CAP

## ACCEPT FAIL RESULT

1. Select **ACCEPT FAIL RESULT** and **CONFIRM**.
2. Status will be updated to Complete-Conditional Approved. Retest is not required.



The screenshot shows the icw software interface for managing product compliance. The main screen displays a product detail page for 'ILL LRG DR MIR' (SKU: US - 0920\_T4). The 'Task' tab is selected, showing two sections: 'US' and 'QC'. The 'US' section has a 'Task Pending' status with a note: 'CW Item Description: ILL LRG DR MIR' and 'Validity Date: N/A'. The 'QC' section has a 'CAP Pending Approval' status with a note: 'CW Item Description: ILL LRG DR MIR' and 'Validity Date: N/A'. A blue arrow points from the 'QC' section towards a 'Complete - Conditional Approved' status indicator at the bottom left. A blue box highlights the 'CAP Pending Approval' status in the QC section. A modal dialog box titled 'Accept Fail Result' is centered on the screen, asking 'Are you confirm to accept fail result?' with 'CANCEL' and 'CONFIRM' buttons. Another blue box highlights the 'ACCEPT FAIL RESULT' button in the dialog. The bottom of the screen shows a table of test results with columns for 'Testing Level', 'Result', 'Report', 'Issue Date', and 'Handled Prime SKU'. The first row shows 'Performance and Construction - Quality' with a 'Fail' result and 'testLodf' report, dated 06/Sep/2022, for SKU 'PRIME\_0920\_T4'. The second row shows 'Colorfastness - Quality' with a 'Pass' result and 'testLodf' report, dated 06/Sep/2022, for SKU 'PRIME\_0920\_T4'. A 'DELETE TASK' button is at the bottom left of the table.

SKU / US - 0920\_T4 • ILL LRG DR MIR APWT

Vendor Num & Desc: 1234 Dummy Supplier | Dept Num & Desc: 8020 BCT DÉCOR

Collection: ILLUMINATED MIRROR | Frame: LT WALL MIRROR | Color Code: APWT | Size: N/A | Concept: Teen

Task

SKU Detail

Supplier

Log

US

a. Task Pending

CW Item Description: ILL LRG DR MIR  
Validity Date: N/A

QC

CAP Pending Approval

CW Item Description: ILL LRG DR MIR  
Validity Date: N/A

ILL LRG DR MIR

Export Market: QC

Status: CAP Pending Approval

Test Matrix

Country - Brand - Subcategory

All Countries - Main Brand - Wall Decor

Report & Result

SKU Grouping

Test Matrix Detail

CAP Pending Approval

CAP Report

Reports Rejected - Request CAP

Overall Result

Fail

Accept Fail Result

Are you confirm to accept fail result?

CANCEL

CONFIRM

DELETE TASK

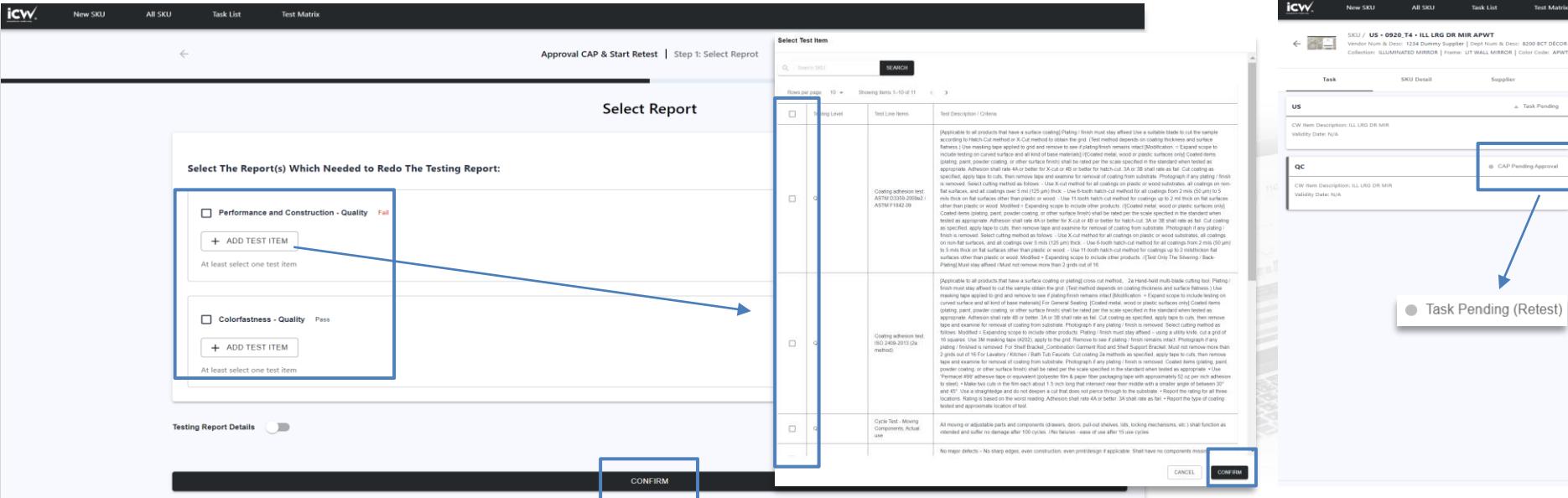
Complete - Conditional Approved

Testing Level	Result	Report	Issue Date	Handled Prime SKU
Performance and Construction - Quality	Fail	testLodf	06/Sep/2022	PRIME_0920_T4
Colorfastness - Quality	Pass	testLodf	06/Sep/2022	PRIME_0920_T4

# Approval of CAP

## APPROVE CAP

1. Select **APPROVE CAP**.
2. Select the test level(s) that required Retest, select **+ADD TEST ITEM** to add the applicable test line item, and **CONFIRM**.
3. Status will be updated to Task Pending-Retest.



**Approval CAP & Start Retest | Step 1: Select Report**

Select The Report(s) Which Needed to Redo The Testing Report:

- Performance and Construction - Quality **Fail**
  - + ADD TEST ITEM
- Colorfastness - Quality **Pass**
  - + ADD TEST ITEM

At least select one test item

**Select Report**

**Select Test Item**

	Moving Level	Test Line Item	Test Description / Criteria
<input type="checkbox"/>	Coating adhesion test	ASTM D3350-2002/2 ASTM F1848-09	(Applicable to all products that have a surface coating) Testing finish must stay affixed Use a scalpel to cut the sample according to size. Cut width is a 2x4 mm to obtain the part. Test sample shall contain no coating or surface finish. Test sample shall not be subjected to grit and remove to see if coating finish remains intact (Dissolution) - Expand scope to include testing on curved surface and all kind of base material (Coated metal, wood or plastic surfaces only) Coated items (paint, lacquer, varnish, enamel, powder coating, etc.) shall be tested as per standard when testing. Adhesive shall rate 4K or better for X-cut or 40 or better for hatch-cut. 3K or 38 shall rate as fail. Cut coating as specified, apply tape to ends, then remove tape and examine for removal of coating from substrate. Photograph if any plating / finish is removed. Select cutting method as follows - Use X-cut method for all coatings on plastic or wood substrates, all coatings on metal substrates, and all coatings over 5 mil (125 µm) thick. Use 11.6mm hatch-cut method for all coatings over 2 mil (50 µm) to 5 mils thick on all surfaces other than plastic or wood - Use 11.6mm hatch-cut method for coatings up to 2 mils thick on all surfaces other than plastic or wood - Use 11.6mm hatch-cut method for coatings over 5 mils thick on all surfaces other than plastic or wood. Modified - Expanding scope to exclude other products. (See Only The Screening) - Back Plating must stay affixed and not remove more than 2% grits or more.
<input type="checkbox"/>	Coating adhesion test	ISO 2409-2013 (Qa method)	(Applicable to all products that have a surface coating) (Plating coating or not) Testing finish must stay affixed Use a scalpel to cut the sample according to size. Cut width is a 2x4 mm to obtain the part. Test sample shall contain no coating or surface finish. Test sample shall not be subjected to grit and remove to see if coating finish remains intact (Dissolution) - Expand scope to include testing on curved surface and all kind of base material (Coated metal, wood or plastic surfaces only) Coated items (paint, lacquer, varnish, enamel, powder coating, etc.) shall be tested as per standard when testing. Adhesive shall rate 4K or better for X-cut or 40 or better for hatch-cut. 3K or 38 shall rate as fail. Cut coating as specified, apply tape to ends, then remove tape and examine for removal of coating from substrate. Photograph if any plating / finish is removed. Select cutting method as follows - Use X-cut method for all coatings on plastic or wood substrates, all coatings on metal substrates, and all coatings over 5 mil (125 µm) thick. Use 11.6mm hatch-cut method for coatings up to 2 mils thick on all surfaces other than plastic or wood - Use 11.6mm hatch-cut method for coatings up to 5 mils thick on all surfaces other than plastic or wood. Modified - Expanding scope to exclude other products. (See Only The Screening) - Back Plating must stay affixed and not remove more than 2% grits or more.
<input type="checkbox"/>	Cycle Test - Moving Components Actual use		All moving or adjustable parts and Components (drawers, doors, pull-out shelves, lids, locking mechanisms, etc.) shall function as intended and suffer no damage after 100 cycles. (No failures - wear of use after 15 cycles)

Testing Report Details

**CONFIRM**

**Task List**

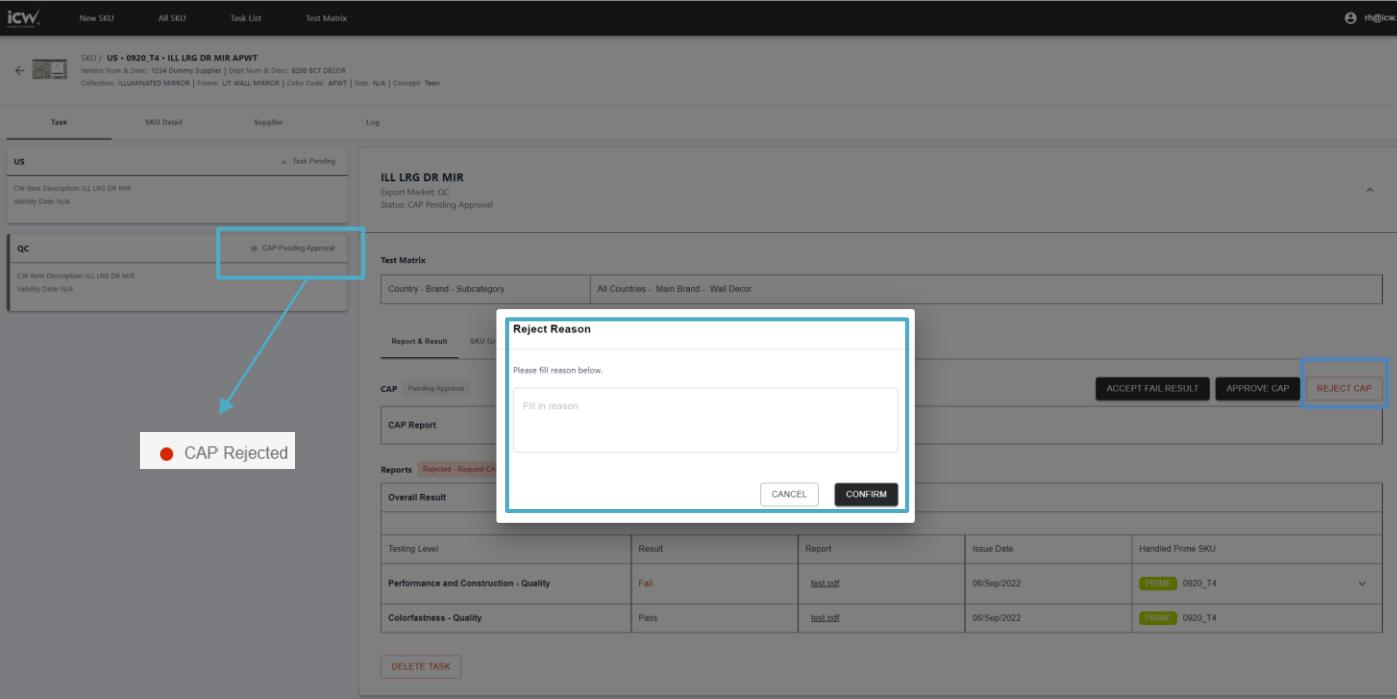
Task	SKU Detail	Supplier
US	CW Item Description: ILL LRG DR MIR Validity Date: N/A	
QC	CW Item Description: ILL LRG DR MIR Validity Date: N/A	<b>Task Pending</b>

**Task Pending (Retest)**

# Approval of CAP

## REJECT CAP

1. Select **REJECT CAP**, provide the **Reject Reason** and **CONFIRM**.
2. Status will be updated to CAP Rejected. Retest is not required.



The screenshot shows the ICW software interface for managing CAPs. The main screen displays a task for SKU US-0920-T4, specifically for the 'ILL LRG DR MIR APWT' item. The task status is 'Task Pending'. The 'Task' tab is selected, showing the item description and validity date. The 'Test Matrix' tab is also visible, showing the export market as QC and the status as 'CAP Pending Approval'. A blue box highlights the 'CAP Pending Approval' status. A blue arrow points from this status to a 'CAP Rejected' message at the bottom left of the screen. A modal dialog box is open in the center, titled 'Reject Reason', with the instruction 'Please fill reason below.' and a text input field labeled 'Fill in reason'. The dialog has 'CANCEL' and 'CONFIRM' buttons. To the right of the dialog, there are three buttons: 'ACCEPT FAIL RESULT', 'APPROVE CAP', and 'REJECT CAP', with 'REJECT CAP' also highlighted with a blue box. The bottom of the screen shows a table with testing results for 'Performance and Construction - Quality' (Fail) and 'Colorfastness - Quality' (Pass), along with other task details like 'Report' and 'Issue Date'.

# Create SKU Grouping and Quote

---



# Create SKU Grouping and Quote

1. Go to **New SKU** page, filter Export Market>**QC**.
2. Select SKU for grouping.
3. Select **ACTIONS>Create QC Grouping**.

Screenshot of the icw software interface showing the 'New SKU' page with filtering and grouping options.

**Header:** icw, New SKU, All SKU, Task List, Test Matrix, rh@icw.io

**Filter Bar:** Dept Num & Desc (1234), QC (selected), Concept, Search Keywords, SEARCH, Show Existing Prime SKU, IMPORT MONDAY FEED.

**Actions:** ACTIONS ▾, Create New SKU, Create Prime SKU Grouping (1 selected), Create QC Grouping (2 selected).

**Table:** Manage Column, Reset All Filters, Rows per page: 10, Showing items 1–10 of 135.

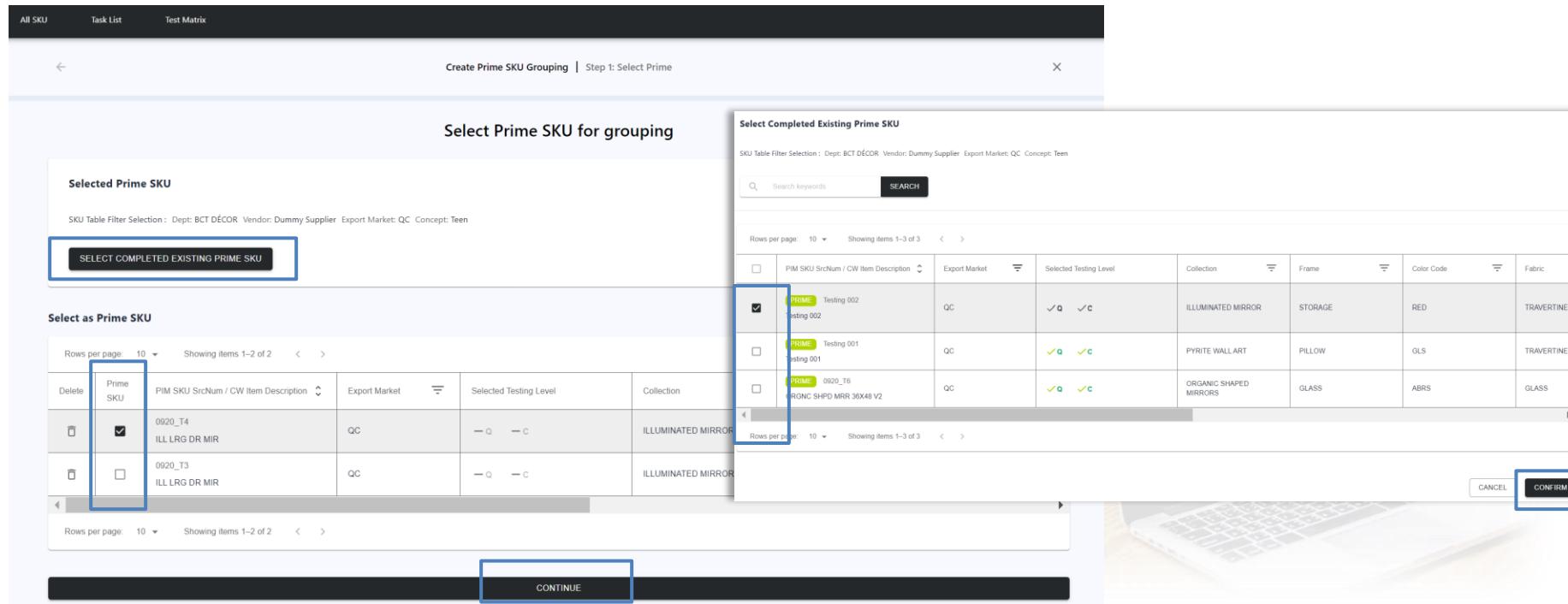
**Table Headers:** PIM SKU SrcNum / CW Item Description, Dept Num, Vendor, Concept, Export Market, Selected Testing Level, Collection, Frame, Color Code.

**Table Data:**

	PIM SKU SrcNum / CW Item Description	Dept Num	Vendor	Concept	Export Market	Selected Testing Level	Collection	Frame	Color Code
<input checked="" type="checkbox"/>	0920_T4 ILL LRG DR MIR	8200 BCT DÉCOR	1234 Dummy Supplier	TEEN	QC	Q C	ILLUMINATED MIRROR	LIT WALL MIRROR	APWT
<input checked="" type="checkbox"/>	0920_T3 ILL LRG DR MIR	8200 BCT DÉCOR	1234 Dummy Supplier	TEEN	QC	Q C	ILLUMINATED MIRROR	LIT WALL MIRROR	AGBR
<input type="checkbox"/>	0920_T2 MICROMAX PILLOW	8200 BCT DÉCOR	1234 Dummy Supplier	TEEN	QC	Q C	MICROMAX DOWN-ALTERNATIVE	PILLOW	WHT
<input type="checkbox"/>	0920_T1 MICROMAX DUVET	8200 BCT DÉCOR	1234 Dummy Supplier	TEEN	QC	Q C	MICROMAX DOWN-ALTERNATIVE	DUVET	WHT
<input type="checkbox"/>	RH132 RH132	5900 Leather Upholstered	1234 Dummy supplier	MODERN	QC	Q C	METAL PLINTHS	PLINTH	PEWT

# Create SKU Grouping and Quote

1. Select the SKU(s) as a **Prime SKU** and select **CONTINUE**.
2. Alternatively, **SELECT COMPLETED EXISTING PRIME SKU** as a Prime SKU.



The screenshot shows a software interface for creating SKU grouping and quotes. It includes two main windows and a modal dialog.

**Main Window (Top Left):** "Create Prime SKU Grouping | Step 1: Select Prime".

**Modal Dialog (Top Right):** "Select Prime SKU for grouping".

**Table (Left):** "Selected Prime SKU".

SKU Table Filter Selection : Dept: BCT DÉCOR Vendor: Dummy Supplier Export Market: QC Concept: Teen					
Rows per page: 10 Showing items 1-2 of 2 < >					
Delete	Prime SKU	PIM SKU SrcNum / CW Item Description	Export Market	Selected Testing Level	Collection
<input type="checkbox"/>	<input checked="" type="checkbox"/> 0920_T4 ILL LRG DR MIR	QC	<input type="checkbox"/> Q <input type="checkbox"/> C	<input checked="" type="checkbox"/> Q <input checked="" type="checkbox"/> C	ILLUMINATED MIRROR
<input type="checkbox"/>	<input type="checkbox"/> 0920_T3 ILL LRG DR MIR	QC	<input type="checkbox"/> Q <input type="checkbox"/> C	<input type="checkbox"/> Q <input type="checkbox"/> C	ILLUMINATED MIRROR

**Modal Dialog (Bottom Right):** "Select Completed Existing Prime SKU".

SKU Table Filter Selection : Dept: BCT DÉCOR Vendor: Dummy Supplier Export Market: QC Concept: Teen					
Rows per page: 10 Showing items 1-3 of 3 < >					
	PIM SKU SrcNum / CW Item Description	Export Market	Selected Testing Level	Collection	Frame
<input checked="" type="checkbox"/>	PRIME Testing 002 Testing 002	QC	<input checked="" type="checkbox"/> Q <input checked="" type="checkbox"/> C	ILLUMINATED MIRROR	STORAGE
<input type="checkbox"/>	PRIME Testing 001 Testing 001	QC	<input checked="" type="checkbox"/> Q <input checked="" type="checkbox"/> C	PYRITE WALL ART	PILLOW
<input type="checkbox"/>	PRIME 0920_T6 ORGNC SHPD MRR 30X48 V2	QC	<input checked="" type="checkbox"/> Q <input checked="" type="checkbox"/> C	ORGANIC SHAPED MIRRORS	GLASS

**Buttons:**

- "SELECT COMPLETED EXISTING PRIME SKU" button (highlighted with a blue box).
- "CONTINUE" button (highlighted with a blue box).
- "CONFIRM" button (highlighted with a blue box).

# Create SKU Grouping and Quote

1. Select test level for the Prime SKU.
2. Fill the SKU for result referral for each test level for PIM SKU.
3. Select **CONTINUE**.

Group Prime SKU to SKU grouping

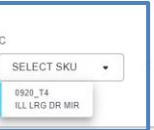
Prime SKU

SKU Group Mapping

Select Prime SKU in the map below

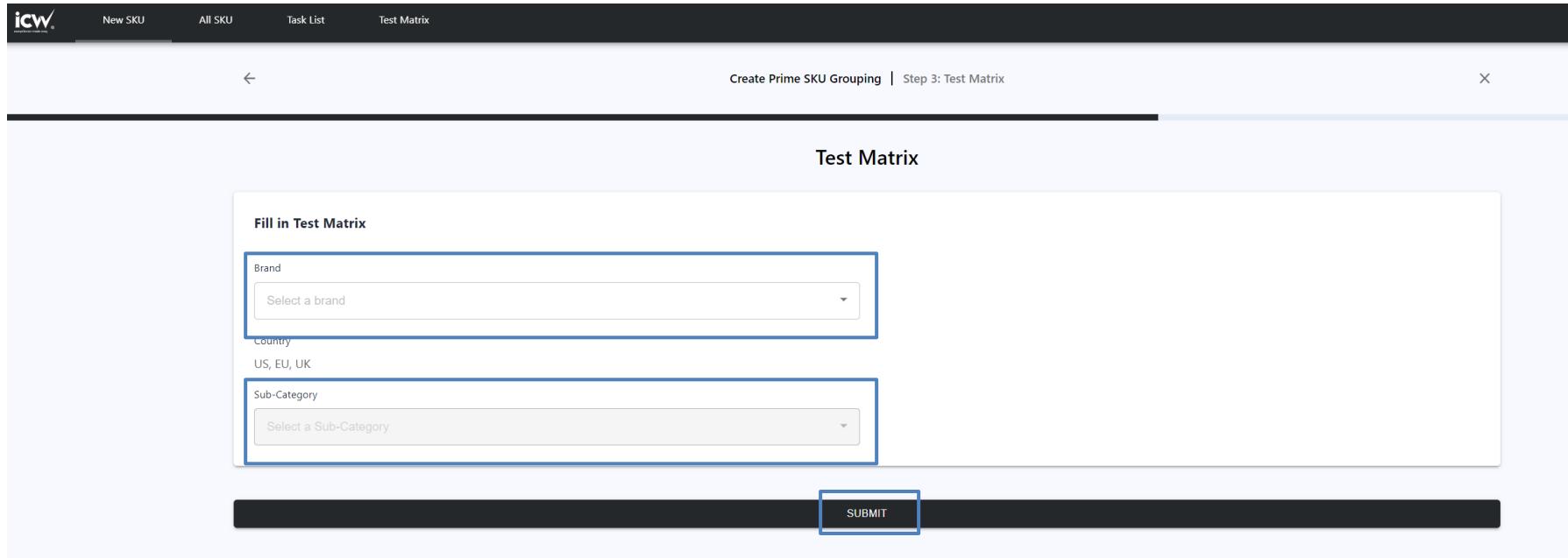
Search SKU  Color Code  Size  Sort by Num  CLEAR FILTER

Prime SKU   
0920\_T4  
ILL LRG DR MIR  
Color Code: APWT - Size: N/A  
Please select testing level of this prime SKU:  Q  C

PIM SKU   
0920\_T4  
ILL LRG DR MIR  
Color Code: APWT - Size: N/A  
0920\_T4  
ILL LRG DR MIR  
...  
0920\_T4  
ILL LRG DR MIR  
...  
0920\_T3  
ILL LRG DR MIR  
Color Code: AGBB - Size: N/A  
Q   
0920\_T4  
ILL LRG DR MIR  
...  
C   
SELECT SKU  0920\_T4  
ILL LRG DR MIR  
...  
CONTINUE

# Create SKU Grouping and Quote

1. Select the **Brand** and **Sub-Category**.
2. Select **SUBMIT**.



New SKU    All SKU    Task List    Test Matrix

← Create Prime SKU Grouping | Step 3: Test Matrix ×

### Test Matrix

Fill in Test Matrix

Brand

Select a brand

Country

US, EU, UK

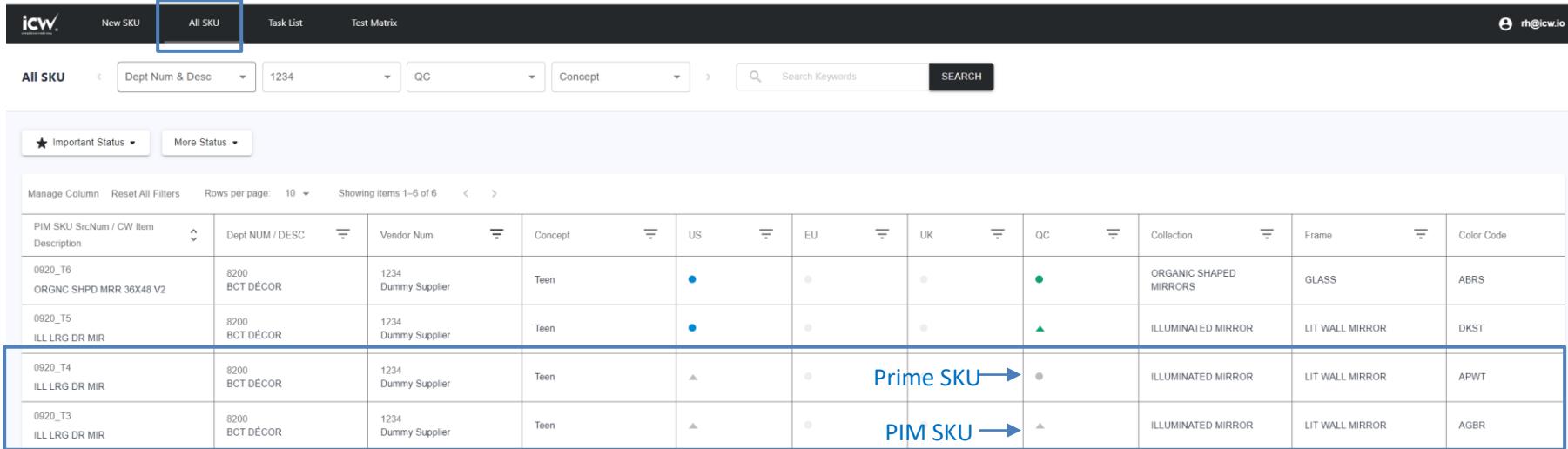
Sub-Category

Select a Sub-Category

SUBMIT

# Create SKU Grouping and Quote

1. SKU Grouping is completed. Vendor will receive notification to Acknowledge.
2. Grouped SKU will no longer be found in New SKU page.
3. You can view the Prime SKU and PIM SKU status in All SKU page.



The screenshot shows the icw software interface with the 'All SKU' tab selected. The top navigation bar includes 'New SKU', 'All SKU' (highlighted with a blue box), 'Task List', and 'Test Matrix'. The right side of the top bar shows a user icon and the email 'rh@icw.io'. Below the navigation is a search bar with filters for 'Dept Num & Desc' (1234), 'QC', and 'Concept', along with a 'SEARCH' button and a 'Search Keywords' input field.

The main content area displays a table of SKU data. The table has columns for PIM SKU SrcNum / CW Item Description, Dept NUM / DESC, Vendor Num, Concept, US, EU, UK, QC, Collection, Frame, and Color Code. The table shows six items, with the last two rows highlighted by a blue box. The last two rows are labeled 'Prime SKU' and 'PIM SKU' with arrows pointing to the QC column.

PIM SKU SrcNum / CW Item Description	Dept NUM / DESC	Vendor Num	Concept	US	EU	UK	QC	Collection	Frame	Color Code
0920_T6 ORGNC SHPD MRR 36X48 V2	8200 BCT DÉCOR	1234 Dummy Supplier	Teen	●	●	●	●	ORGANIC SHAPED MIRRORS	GLASS	ABRS
0920_T5 ILL LRG DR MIR	8200 BCT DÉCOR	1234 Dummy Supplier	Teen	●	●	●	▲	ILLUMINATED MIRROR	LIT WALL MIRROR	DKST
0920_T4 ILL LRG DR MIR	8200 BCT DÉCOR	1234 Dummy Supplier	Teen	▲	●	●	●	ILLUMINATED MIRROR	LIT WALL MIRROR	APWT
0920_T3 ILL LRG DR MIR	8200 BCT DÉCOR	1234 Dummy Supplier	Teen	▲	●	●	▲	ILLUMINATED MIRROR	LIT WALL MIRROR	AGBR

# Create Test Item

---



# Create Test Item

1. Go to **Test Matrix>Test Items** page.
2. Filter Test Level: **Performance and Construction-Quality**.
3. Select **+CREATE ITEM**.

Test Matrix											
Test Items		Test Matrix		Change Requests		Sub-Categories					
Country		Brand		Sub-Category		Performance and C...		Search Keywords		SEARCH	RESET
Test Items <span style="float: right;">+ CREATE ITEM</span>											
Code	Country	Brand	Sub-Category	Test Level	Test Line Items	Test Description / Criteria	Status	Last Updated	Actions		
T009537	US	Teen	All Textiles	Performance and Construction - Quality	Foam density, ASTM D3574	(0z - /13) As claimed (-0 / +5%) Modification: Specimens actually taken from test submissions	Active	12/Sep/2022 12:38 pm	  		
T009536	US	Teen	All Textiles	Performance and Construction - Quality	Surface water absorption of terry fabrics, ASTM D4772	[After 1 wash] 1 One-sided Terry / One-Sided Cut Pile Surface / Non Terry / Two-Sided Cut Pile Surface: 35%	Active	12/Sep/2022 12:38 pm	  		
T009535	US	Teen	All Textiles	Performance and Construction - Quality	Resistance to corrosion, ASTM B117 modified	[Applicable to samples / sample components constructed of metal or samples with metallic coatings that ca...	Active	12/Sep/2022 12:38 pm	  		
T009534	US	Teen	All Textiles	Performance and Construction - Quality	Skewness from home laundering, AATCC 179	[Method 1, Option 1] Knit 5.0% Woven: 3% maximum	Active	12/Sep/2022 12:38 pm	  		
T009533	US	Teen	All Textiles	Performance and Construction - Quality	Pocket reinforcement, ASTM D7506 / D7506M	[Seam Strength] Non-Functional: 10 lbs minimum Functional: 15 lbs minimum	Active	12/Sep/2022 12:38 pm	  		
T009532	US	Teen	All Textiles	Performance and Construction - Quality	Down and Feather: Fat and Oil, IDFB 4	0.7% minimum - 2.0% maximum	Active	12/Sep/2022 12:38 pm	  		
T009531	US	Teen	All Textiles	Performance and Construction - Quality	Stress Points (Barfacks, Reinforcement), ASTM D1683 mod.	10.0 lbs. minimum	Active	12/Sep/2022 12:38 pm	  		
T009530	US	Teen	All Textiles	Performance and Construction - Quality	Button / Snaps - Holding Strength, ASTM D7142	15 lbs. For 10 Seconds	Active	12/Sep/2022 12:38 pm	  		
T009529	US	Teen	All Textiles	Performance and Construction - Quality	Non-YKK Zipper top-stop pull off, ASTM D2061	15 lbs. minimum	Active	12/Sep/2022 12:38 pm	  		
T009528	US	Teen	All Textiles	Performance and Construction - Quality	Tearing Strength Elmerendorff apparatus (Woven (Warp & Fill, Lbs. Minimum), ASTM D1424	2 Lbs.	Active	12/Sep/2022 12:38 pm	  		

# Create Test Item

Create Test Item

Select Sub-categories  
Please select at least one or more

No Sub-categories Added

+ SELECT

Test Line Details

Test Level

Test Line Items

Fill in Test Line

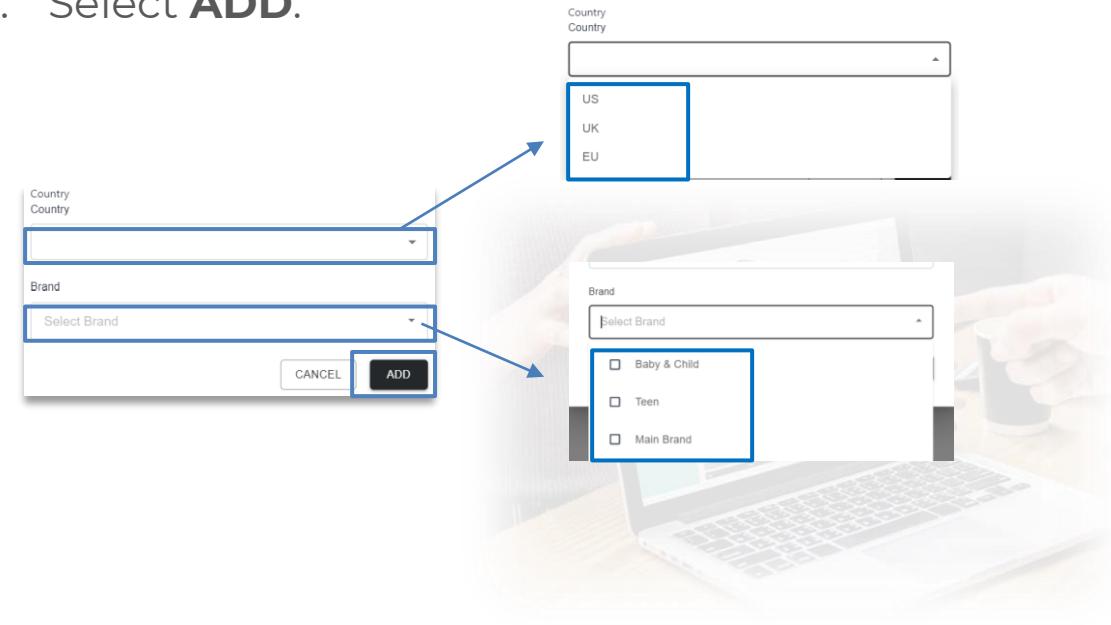
B Normal 12 Font CANCEL ADD

Change Reason

SUBMIT FOR APPROVAL

SAVE DRAFT

1. Select **Country**: US, UK, EU (Can only select one)
2. Select **Brand**: MB, B&C, Teen (Multiple selection is allowed)
3. Select **ADD**.



# Create Test Item

## EXAMPLE

A	B	C	D	H	L	M	N	P	Q	S	T	U	V	W
Brand	Test Level	Test Line	Test Description/ Criteria	Portable Lighting	Bed	Indoor Table	Outdoor Table	Desk Chair	Indoor Seating	Casegoods	Desk	Bathroom Vanity	Media Center	Luggage Stand
Main & Modern	Performance and Construction - Quality	Attachment Strength-Cap removal strength - caps on end of tube or cap covers on screw ends; Tensile Force	Shall not separate minimum holding force @ 5.0 lb	X	X	X	X	X	X	X	X	X	X	X

You can add more country / brand if needed

Country  
Country

Select Country

Brand

Select Brand

CANCEL
ADD

1. Select **Sub-Categories** (Multiple selection is allowed).
2. Select **Test Level: Performance and Construction-Quality**.
3. Provide **Test Line Items**.
4. Provide **Change Reason**.
5. Select **SAVE DRAFT** if it's not ready for approval. You can retrieve the Draft from Change Request page.
6. Select **SUBMIT FOR APPROVAL** when you want to request for approval.

Create Test Item

**Select Sub-categories**  
Please select at least one or more

US

Main Brand

Touch-up kits and Paints
Soft Bed-Futon
Shoe Shine Kit
Seasonal Holiday Decorative
Portable Lighting
Planter
Pet Bed

Personal Bags and Accessories

Outdoor Table
Outdoor Seating
Outdoor Candle and Holder
Non-Portable Lighting
Mirror
Media Center

Mattress and Mattress Pads

Luggage Stand
Lit Décor
Lampshade
Kitchenware
Kitchen and Bath Faucets
Indoor Table

Indoor Seating

Indoor Candle and Holder
Hooks
Hardware
Hammock
General Décor
Footwear
Floor Coverings
Fire Pits

Desk Chair | Desk | Casegoods | Beds | Bathroom Vanity | All Textiles

= Column E-AQ (Product Type)

**Test Line Details**

Test Level: Performance and Construction - Quality = Column B (Test Level)

Test Line Items: Attachment Strength-Cap removal strength - caps on end of tube or cap covers on screw ends; Tensile Force = Column C (Test Line)

**Test Description/Criteria**

Shall not separate minimum holding force @ 5.0 lb = Column D (Test Description/Criteria)

**Change Reason**

New Test Item

SUBMIT FOR APPROVAL SAVE DRAFT

# Edit Test Item

---



# Edit Existing Test Item

1. Go to **Test Matrix>Test Items**.
2. Focus **Test Level: Performance and Construction-Quality**.
3. Select **Action>edit**
4. Select **edit** in the pop up-Test Items Details.
5. Edit the change request and provide **Change Reason**.
6. Select **SUBMIT FOR APPROVAL**.

ICW. New SKU All SKU Task List Test Matrix Test Items Change Requests Test Categories

Test Items ARCHIVED

Rows per page: 10 Showing Items 1-10 of 9542

Code	Country	Brand	Sub-Category	Test Level	Test Line Items	Test Description / Criteria	Status	Last Updated	Actions
T09542	US	Main Brand	Desk Chair   Outdoor Table   Casegoods   Desk   Luggage Stand   Indoor Table   Portable Lighting   Indoor Seating   Bells   Media Center   Bathroom Vanity	Performance and Construction - Quality	Attachment Strength-Cap removal strength - caps on end of tube or cap covers on screw ends: Tensile Force	Shall not separate minimum holding force @ 5.0 lb	Active	23/Sep/2022 8:18 pm	 

### Test Items Details

Status: Active

Categories (11): US - Main Brand  
[Portable Lighting](#) [Beds](#) [Indoor Table](#) [Outdoor Table](#)  
[Desk Chair](#) [Indoor Seating](#) [Casegoods](#) [Desk](#)  
[Bathroom Vanity](#) [Media Center](#) [Luggage Stand](#)

Test Level: Performance and Construction - Quality

Test Line Items: Attachment Strength-Cap removal strength - caps on end of tube or cap covers on screw ends: Tensile Force

Test Description/ Criteria: Shall not separate minimum holding force @ 5.0 lb

Comments: New Test Item

Last Updated: 23/Sep/2022

Update Test Item

**Select Sub-categories**  
 Please select at least one or more

**US** 

Main Brand 

[Touch-up Kits and Paints](#) [Sofa Bed-Futon](#) [Shoe Shine Kit](#) [Seasonal Holiday Decorative](#) [Portable Lighting](#) [Planter](#) [Pet Bed](#)  
[Personal Bags and Accessories](#) [Outdoor Table](#) [Outdoor Seating](#) [Outdoor Canle and Holder](#) [Non-Portable Lighting](#) [Mirror](#) [Media Center](#)  
[Mattress and Mattress Pads](#) [Luggage Stand](#) [Lit Décor](#) [Lamps/ade](#) [Kitchenware](#) [Kitchen and Bath Fixtures](#) [Indoor Table](#)  
[Indoor Seating](#) [Indoor Canle and Holder](#) [Hooks](#) [Hardware](#) [Hammock](#) [General Décor](#) [Footwear](#) [Floor Coverings](#) [Fire Pits](#)  
[Desk Chair](#) [Desk](#) [Casegoods](#) [Beds](#) [Bathroom Vanity](#) [All Textiles](#)

**Test Line Details**

Test Level: Performance and Construction - Quality

Test Line Items: Attachment Strength-Cap removal strength - caps on end of tube or cap covers on screw ends: Tensile Force

Change Reason:

Shall not separate minimum holding force @ 5.0 lb

**SUBMIT FOR APPROVAL**

# Edit Returned Test Item

1. Go to **Test Matrix>Change Requests**.
2. Focus **Test Level: Performance and Construction-Quality**.
3. Focus **Status Returned**.
4. Select **Action>**
5. Review **Comment History** provided by Approver.
6. Edit the change request and provide **Comment**.
7. Select **SUBMIT FOR APPROVAL** again.

icw

New SKU All SKU Task List Test Matrix Change Requests Sub-Categories

Test Items Test Matrix  

Search Keywords  

Change Request

Rows per page: 10 Showing items 1-1 of 1 < >

Task Code	Change Type	Country	Brands	Sub-categories	Test Level	Status	Editor	Approver	Action
CR00000374	 Test Item	US	Man Brand	<input type="button" value="Bathroom Vanity"/> <input type="button" value="Beds"/> <input type="button" value="Categorize"/> <input type="button" value="Desk"/> <input type="button" value="Desk Chair"/> <input type="button" value="Indoor Seating"/> <input type="button" value="Indoor Table"/> <input type="button" value="Luggage Stand"/> <input type="button" value="Media Center"/> <input type="button" value="Outdoor Table"/> <input type="button" value="Portable Lighting"/>	Performance and Construction-Quality	Returned	th@icw.io	th@icw.io	

Rows per page: 10 Showing items 1-1 of 1 < >

icw

Change Request / CR00000374 Test Items Create Request 

User: th@icw.io | Approver: th@icw.io

Select Sub-categories

US 

Baby & Child 

Wall Decor Portable Bed Tops Touch-up kits and Paints Toddler Bed Soft Bed Fabrics Sleeping Bag Seasonal Holiday Decorative

Power Unit Portable Lighting Non-Portable Lighting Non Full Size Baby Cribs Moses Basket Mirror Media Center Mattress and Mattress Pads

LR Decor Lampshades Jewelry Indoor Table Indoor Seating Books Harness General Chair Full Size Cribs

Furniture Floor Coverings Desk Chair Desk Crib Bumper Childrens Products Childrens Furniture Changing Table or Pad Compreh

Bunk Bed Beds Baby Bag Chair or Pouf Blankets and Cradles All Sofas

Teen Touch-up kits and Paints Tent Sleeping Bag Seasonal Holiday Decorative Power Unit Portable Lighting Personal Bags and Accessories

Non-Portable Lighting Mirror Media Center Mattress and Mattress Pads LR Decor Lampshades Jewelry Indoor Table Indoor Seating

Books Harnesses General Chair Footwear Floor Coverings Desk Chair Desk Categories Books Bed Books

Baby Bag Chair or Pouf Baby Product Pouf Baby Coverings Diaper Chair Diaper Harness General Chair Footwear Floor Coverings Pigeon Chair

Main Brand 

Touch-up kits and Paints Soft Bed Fabrics Baby Sleep Kit Seasonal Holiday Decorative Portable Lighting Planner Pet Bed

Personal Bags and Accessories                      <

# Archive Test Item

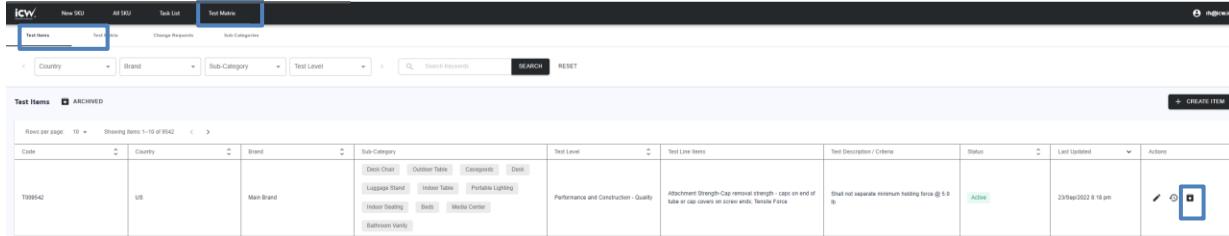
---



# Archive Existing Test Item

1. Go to **Test Matrix>Test Items**.
2. Focus **Test Level: Performance and Construction-Quality**.
3. Select **Action** > 
4. Provide **Archive Reason** in the pop up-Archive Test Item.
5. Select **Archive**.
6. Once the Archive Change Request is approved and published, you can find it in **Archived**.

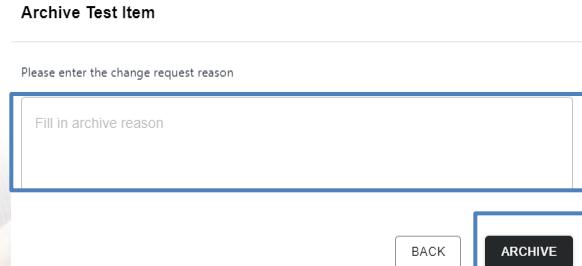
## Before Archive:



Test Items  ARCHIVED

Rows per page: 10 Showing Items 1-10 of 9542 < >

Code	Country	Brand	Sub-Category	Test Level	Test Line Items	Test Description / Criteria	Status	Last Updated	Actions
T099540	US	Main Brand	Deck Chair   Outdoor Table   Categories   Desk   Luggage Stand   Indoor Table   Portable Lighting   Indoor Seating   Bath   Media Center   Bathroom Vanity	Performance and Construction - Quality	Attachment Strength-Cap removal strength - caps on end of tube or cap covers on screw ends; Tensile Force	Shall not separate minimum holding force @ 5.0 lb	Active	23Sep2022 8:10 pm	 



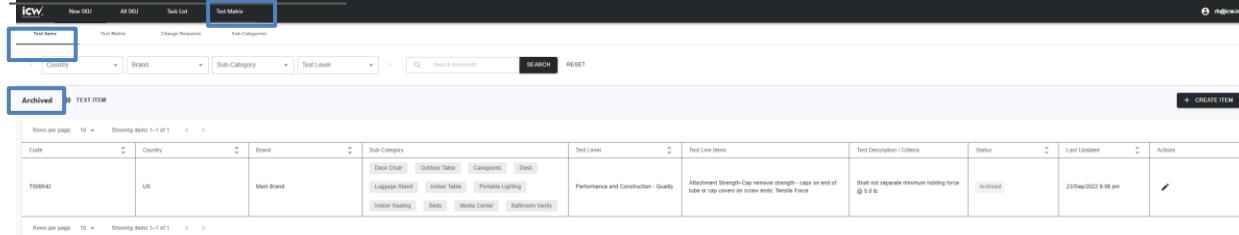
Archive Test Item

Please enter the change request reason

Fill in archive reason

## After Archived:



Test Items  TEST ITEM ARCHIVED

Rows per page: 10 Showing Items 1-1 of 1 < >

Code	Country	Brand	Sub-Category	Test Level	Test Line Items	Test Description / Criteria	Status	Last Updated	Actions
T099540	US	Main Brand	Deck Chair   Outdoor Table   Categories   Desk   Luggage Stand   Indoor Table   Portable Lighting   Indoor Seating   Bath   Media Center   Bathroom Vanity	Performance and Construction - Quality	Attachment Strength-Cap removal strength - caps on end of tube or cap covers on screw ends; Tensile Force	Shall not separate minimum holding force @ 5.0 lb	Archived	23Sep2022 8:48 pm	



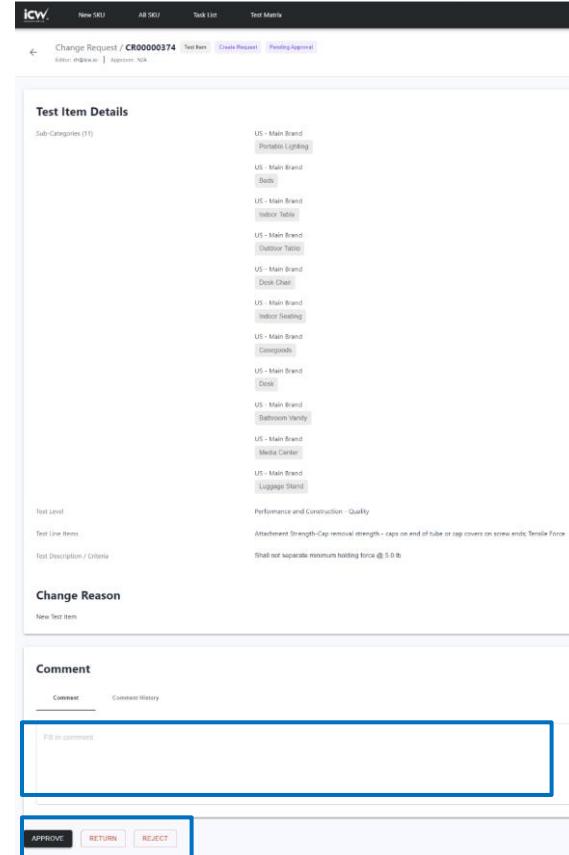
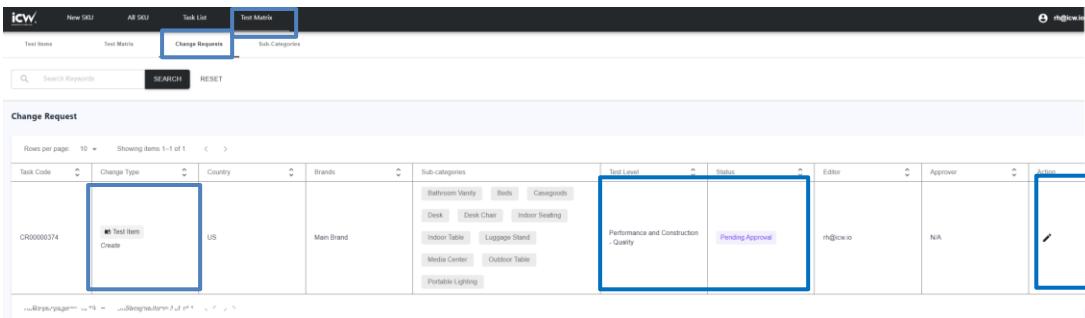
# Approve Test Item

---



# Approve Test Item

1. Go to **Test Matrix>Change Requests**.
2. Focus **Test Level: Performance and Construction-Quality**.
3. Focus **Status: Pending Approval**.
4. Focus **Change Type: Test Item – Create, Edit, Archive**.
5. Select **Action> **
6. Review and provide **Comment**.
7. Select **APPROVE OR RETURN OR REJECT**.



- Approve = Approve the change request
- Return = Return the change request to requester for modification
- Reject = Reject the change request and requester cannot make any further modification to that change request.

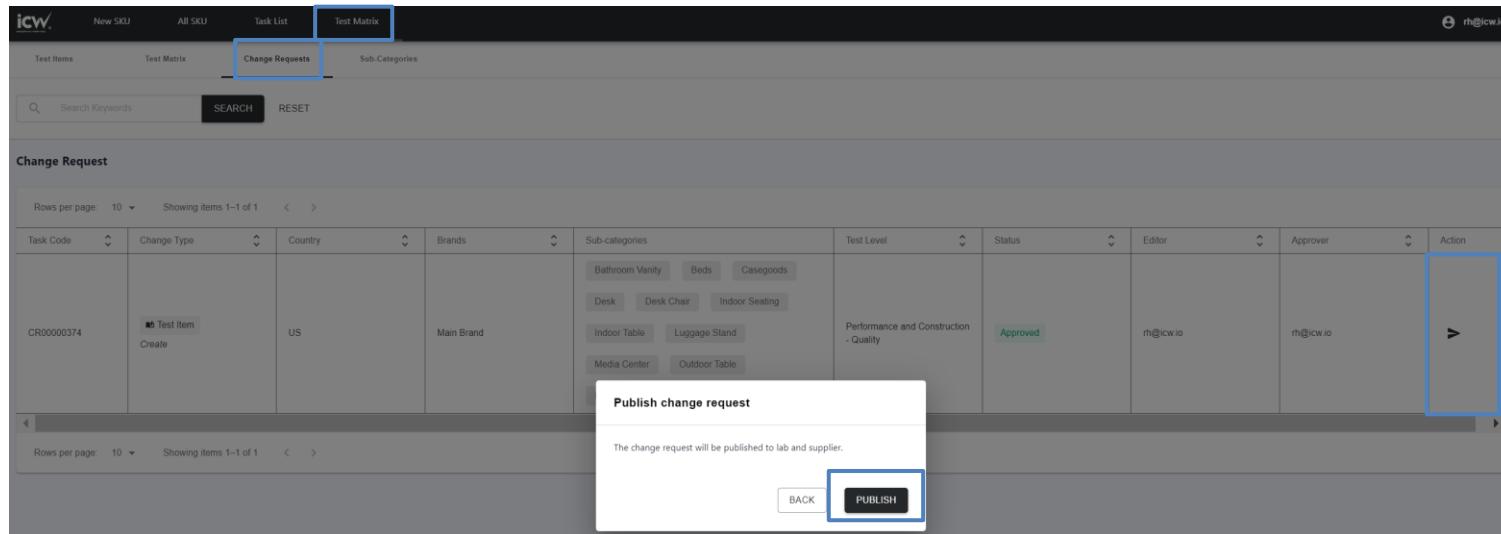
# Publish Test Item

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# Publish Test Item

1. Go to **Test Matrix>Change Requests**.
2. Focus **Test Level: Performance and Construction-Quality**.
3. Focus **Status: Approved**.
4. Select **Action>>**
5. Select **Publish**.
6. Published Test Item will be shown in Test Item page.
7. Lab and Vendor will receive notification.



The screenshot shows the icw software interface for managing test items. The top navigation bar includes 'New SKU', 'All SKU', 'Task List', 'Test Matrix' (which is the active tab), and 'Change Requests'. Below the navigation is a search bar with 'Search Keywords' and 'SEARCH' and 'RESET' buttons. The main content area is titled 'Change Request' and displays a table of test items. The table columns are: Task Code, Change Type, Country, Brands, Sub-categories, Test Level, Status, Editor, Approver, and Action. The first row in the table has a 'Task Code' of 'CR00000374', a 'Change Type' of 'Test Item Create', a 'Country' of 'US', a 'Brands' of 'Main Brand', and a 'Sub-categories' section listing 'Bathroom Vanity', 'Beds', 'Casegoods', 'Desk', 'Desk Chair', 'Indoor Seating', 'Indoor Table', 'Luggage Stand', 'Media Center', and 'Outdoor Table'. The 'Test Level' is 'Performance and Construction - Quality', 'Status' is 'Approved', 'Editor' is 'rh@icw.io', and 'Approver' is 'rh@icw.io'. The 'Action' column for this row contains a blue '>>' icon, which is highlighted with a blue box. A modal window titled 'Publish change request' is overlaid on the table, containing the text 'The change request will be published to lab and supplier.' with 'BACK' and 'PUBLISH' buttons. The bottom of the screen shows a blurred background of a person's hand pointing at a laptop.

# Email Notifications – RH

You will receive notifications that are categorized into 4 different colours:

- Change request is rejected / returned
- Test task result is failed

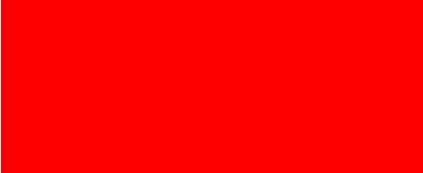
- Change request is approved
- Test task is completed

- User account activation invitation
- User account reset password

- CAP approval request
- Change request pending for approval

# Email Notifications – Agent / Vendor

You will receive notifications that are categorized into 4 different colours:

	Agent	Vendor
	<ul style="list-style-type: none"><li>• Test task result is failed</li><li>• Test task report is rejected</li><li>• CAP upload request</li><li>• Submitted CAP is rejected</li></ul>	✓ ✓ ✓ ✓
	<ul style="list-style-type: none"><li>• Submitted CAP is approved</li><li>• Test task is completed</li></ul>	✓ ✓
	<ul style="list-style-type: none"><li>• User account activation invitation</li><li>• User account reset password</li></ul>	✓ ✓
	<ul style="list-style-type: none"><li>• Test item / Test matrix is published</li><li>• New product testing is assigned by RH for Prime SKU</li><li>• New quotation from lab</li><li>• Outstanding task status summary</li></ul>	✓ ✓ ✓ ✓

# Email Notifications – Lab

You will receive notifications that are categorized into 3 different colours:

	Lab Admin	Lab Location
	<ul style="list-style-type: none"><li>• Test task report/result is rejected</li></ul>	√
	<ul style="list-style-type: none"><li>• User account activation invitation</li><li>• User account reset password</li></ul>	√ √
	<ul style="list-style-type: none"><li>• Test item / Test matrix is published</li><li>• New quotation request from vendor</li><li>• Quotation confirmed by vendor</li><li>• Test task updated by vendor</li><li>• Test task cancelled by vendor</li><li>• Outstanding unquoted request</li></ul>	√ √ √ √ √ √

# Appendix

Monday Feed Template	 RH_IMPORT_MONDAY_FEED_TEMPLATE.xlsx
TRF Template	 RH_EXPORT_TRF_TEMPLATE.docx
CAP Template	 CAP.docx
Status Definition	 Status.docx

# Q&A





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