

# Webinar for introduction of RH system

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*RH (Quality Team)*



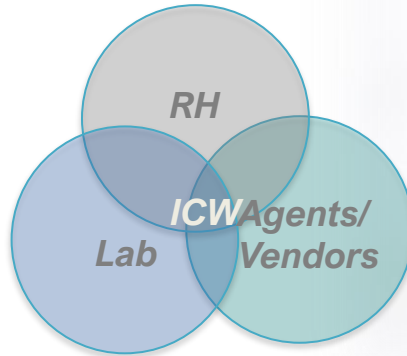
# Webinar Agenda

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



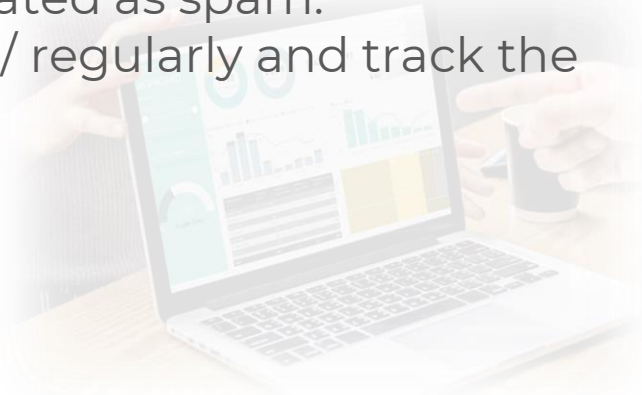
# Background

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](https://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

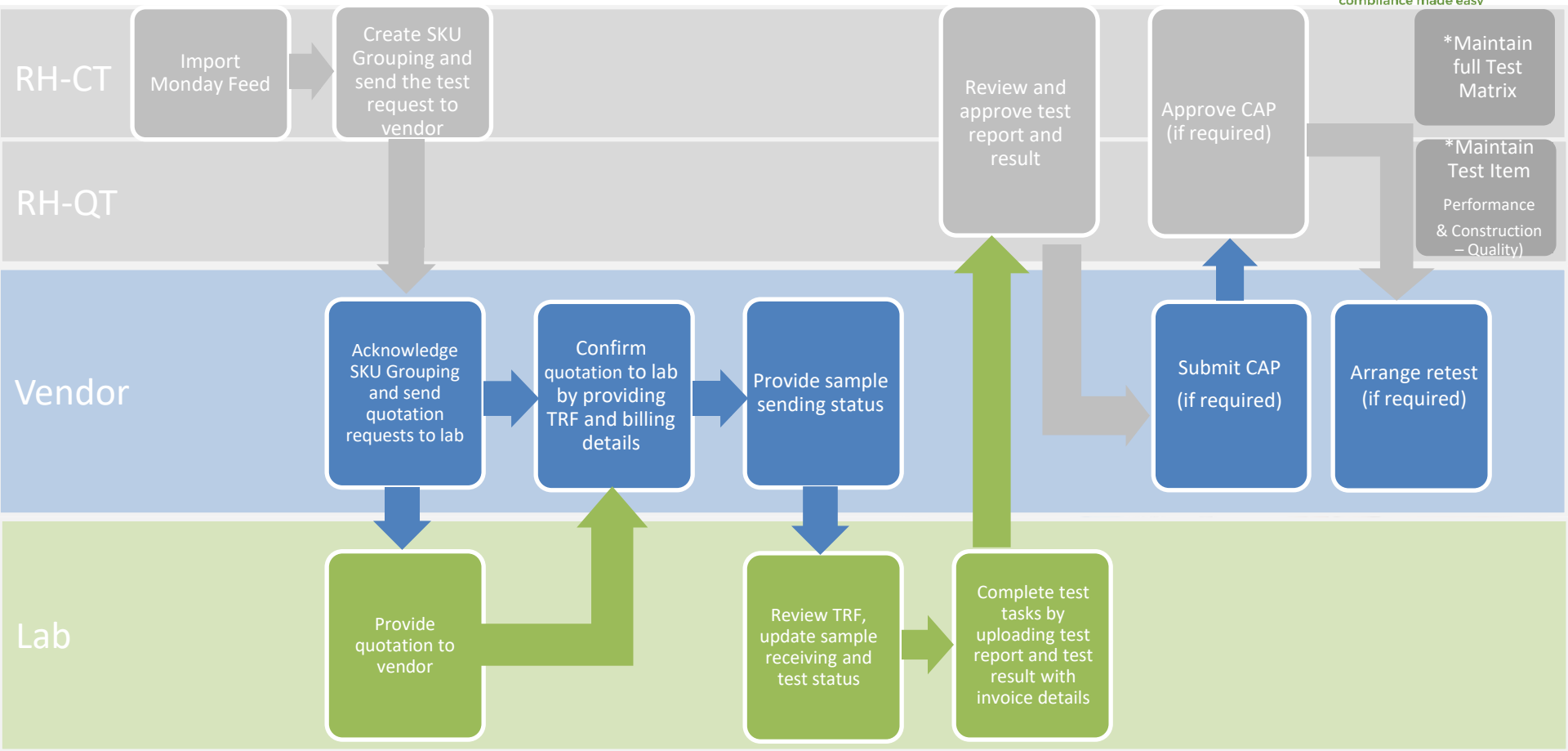
Note:

\*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



icvw

New SKU

All SKU

Task List

Test Matrix

New SKU

Dept Num & Desc

Vendor

Export Market

Concept

Search Keywords

SEARCH

☐ Show Existing Prime SKU

IMPORT MONDAY FEED

Can filter regulatory / quality

SKU for quality test level and regulatory test level (by export market) are created separately

Manage Column	Reset All Filters	Rows per page: 10	Showing items 1--10 of 2036								
<input type="checkbox"/>	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

icw					
New SKU	All SKU	Task List	Test Matrix		
All SKU	Dept Num & Desc	Vendor	Export Market	Concept	
★ Important Status	More Status	Can filter regulatory / quality			
Manage Column	Reset All Filters	Rows per page: 10	Showing items 1-10 of 15		
	PIM SKU SrcNum / CW Item Description	US	EU	UK	QC
<input type="checkbox"/>	0818_T1 KAVNI WL SLK 9X12	●	●	●	●
<input type="checkbox"/>	B1_SusanT12 KAVNI WL SLK 9X12	●	▲	●	●
<input type="checkbox"/>	B1_SusanT11 PYRITE WALL PANEL 30X30	●	●	●	●
<input type="checkbox"/>	B1_SusanT10 PYRITE WALL PANEL 36X48	●	●	●	●
<input type="checkbox"/>	B1_T40 KAVNI WL SLK 9X12	▲	▲	▲	▲
<input type="checkbox"/>	B1_T39 PYRITE WALL PANEL 30X30	●	●	▲	●
<input type="checkbox"/>	B1_T38 PYRITE WALL PANEL 36X48	▲	●	●	●
<input type="checkbox"/>	B1_T28 KAVNI WL SLK 9X12	●	●	●	●
<input type="checkbox"/>	B1_T27 PYRITE WALL PANEL 30X30	●	●	▲	●
<input type="checkbox"/>	B1_T26 PYRITE WALL PANEL 36X48	▲	●	●	●

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

Quality test

Access:

RH  
Agent / Vendor



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 ●

# "Task List"



Only show PRIME SKU test task after SKU acknowledgement

Access:

RH  
Agent / Vendor  
Lab



< Dept Num & Desc Vendor Export Market Concept > Search Keywords SEARCH

★ Important Status More Status

Can filter regulatory / quality

Different color represents different test status and test result.

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

Reset All Filters Rows per page: 10 Showing items 1-10 of 37

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:

RH  
Agent / Vendor  
Lab

## Test Item

✓

## Test Matrix

✓  
✓  
✓

## Change Requests

✓

## Sub-Categories

✓



icvw New SKU All SKU Task List **Test Matrix**

Test Items Test Matrix Change Requests Sub-Categories

Country Brand Sub-Category Performance and C... Search Keywords SEARCH RESET

Test Items ☒ ARCHIVED ☐ + CREATE ITEM

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

Code	Country	Brand	Sub-Category	Test Item	Test Description / Criteria	Status	Last Updated	Actions
T009537	US	Teen	All Textiles	Performance and Construction - Quality	Foam density, ASTM D3574 [Dz / Fl 3]As claimed (-0 / +5%) Modification: Specimen actually taken from test submission.	Active	12/9ep2022 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% minimum 2. 2 Sided Terry: a. Less Than 13.3 oz/sq yd/450 gms/sq m: 60% minimum b. More Than 13.3 oz/sq yd/450 gms/sq m: 80% ...	Active	12/9ep2022 12:38 pm	
T009535	US	Teen	All Textiles	Performance and Construction - Quality	Resistance to corrosion, ASTM B117 modified	Active	12/9ep2022 12:38 pm	
T009534	US	Teen	All Textiles	Performance and Construction - Quality	Skewness from home laundering, AATCC 179	Active	12/9ep2022 12:38 pm	
T009533	US	Teen	All Textiles	Performance and Construction - Quality	Pocket reinforcement, ASTM D7506 / D7506M	Active	12/9ep2022 12:38 pm	
T009532	US	Teen	All Textiles	Performance and Construction - Quality	Down and Feather: Fat and Oil, IDFB 4	Active	12/9ep2022 12:38 pm	
T009531	US	Teen	All Textiles	Performance and Construction - Quality	Stress Points (Bartacks, Reinforcement), ASTM D1683 mod.	Active	12/9ep2022 12:38 pm	
T009530	US	Teen	All Textiles	Performance and Construction - Quality	Button / Snaps - Holding Strength, ASTM D7142	Active	12/9ep2022 12:38 pm	
T009529	US	Teen	All Textiles	Performance and Construction - Quality	Non-YKK Zipper top stop pull off, ASTM D2061	Active	12/9ep2022 12:38 pm	
T009528	US	Teen	All Textiles	Performance and Construction - Quality	Tearing Strength: Elmendorf apparatus (Woven (Warp & Fill, Lbs., Minimum); ASTM D1424	Active	12/9ep2022 12:38 pm	

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

edit change log archive

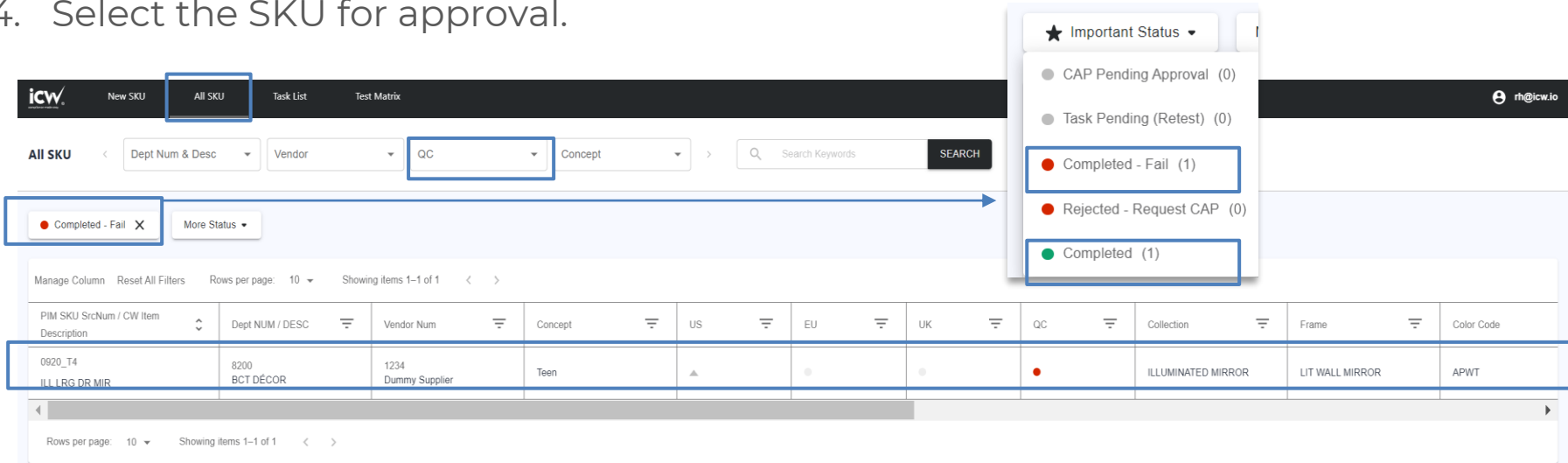
# Approval of Test Report & Result

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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 'All SKU' page in the icvw system. The 'Important Status' dropdown menu is open, showing the following options:

- ★ Important Status ▾
- CAP Pending Approval (0)
- Task Pending (Retest) (0)
- Completed - Fail (1)
- Rejected - Request CAP (0)
- Completed (1)

The 'Completed - Fail (1)' option is selected, and a blue arrow points to the 'Completed - Fail' filter in the 'More Status' dropdown. The table below shows the results of the search, with the first row highlighted.

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**.

**icw**

New SKU

**All SKU**

Task List

Test Matrix

rh@icw.io

SKU / **US • 0920\_T4 • ILL LRG DR MIR APWT**  
Vendor Num & Desc: 1234 Dummy Supplier | Dept Num & Desc: 8200 BCT DECOR  
Collection: ILLUMINATED MIRROR | Frame: UT 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**

Completed - Fail

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

**ILL LRG DR MIR**

Export Market: QC  
Status: Completed - Fail

Test Matrix

Country - Brand - SubcategoryAll Countries - Main Brand - Wall Decor

Report & Result

SKU Grouping

Test Matrix Detail

Reports

Overall ResultFail

Testing Level	Result	Report	Issue Date	Handled Prime SKU
Performance and Construction - Quality	Fail	test.pdf	22/Sep/2022	PRIME 0920_T4
Colorfastness - Quality	Pass	test.pdf	22/Sep/2022	PRIME 0920_T4

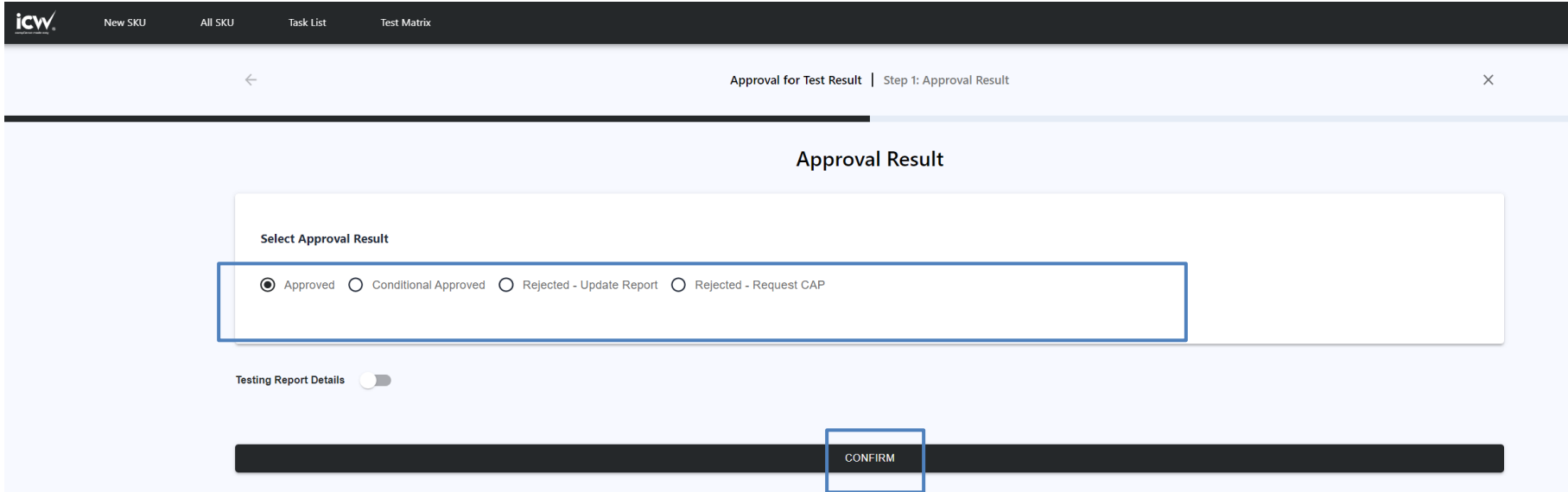
DELETE TASK

MAKE APPROVAL

# Approval of Test Report & Result

## Approved

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



icwv 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

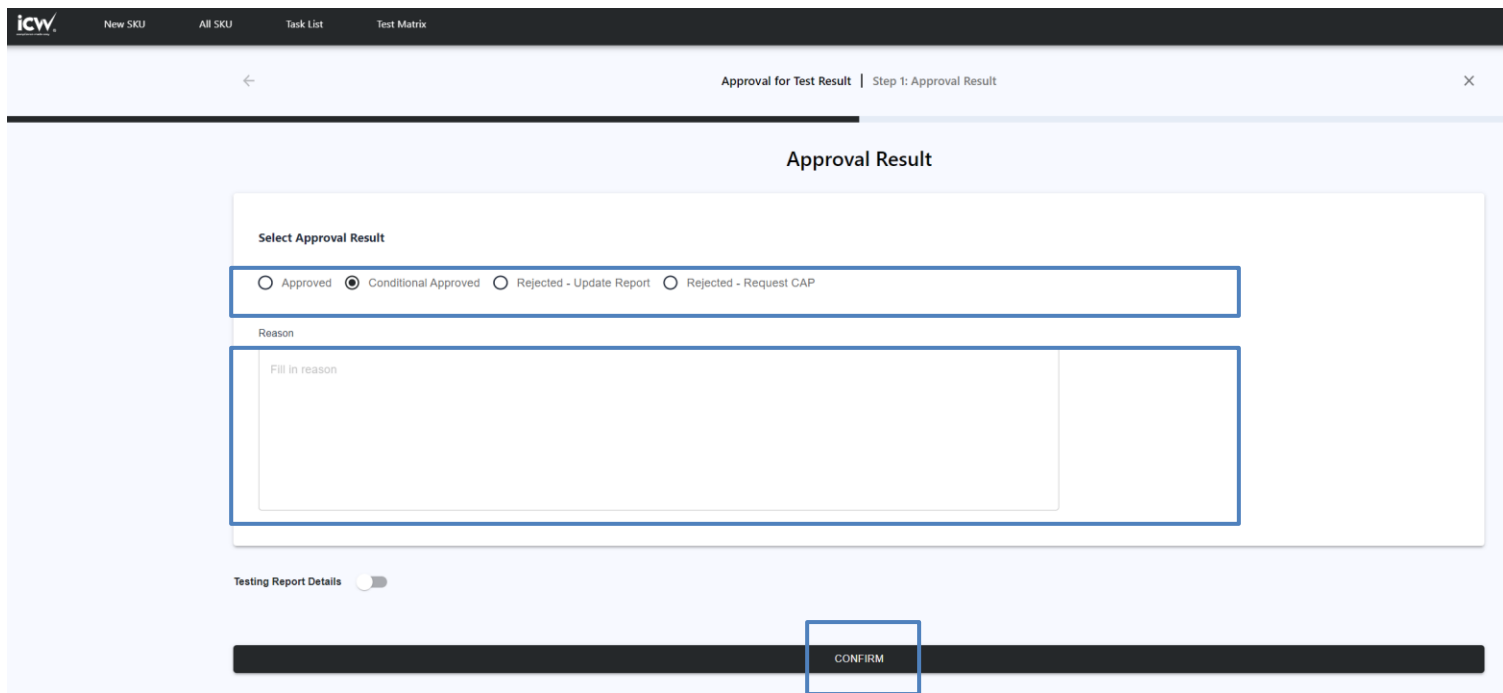
Testing Report Details ☐

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

### 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**.

The screenshot displays the 'Approval for Test Result' interface, specifically 'Step 1: Approval Result'. The interface includes a navigation bar with 'icvw' and links for 'New SKU', 'All SKU', 'Task List', and 'Test Matrix'. The main content area is titled 'Approval Result' and contains a form with the following sections:

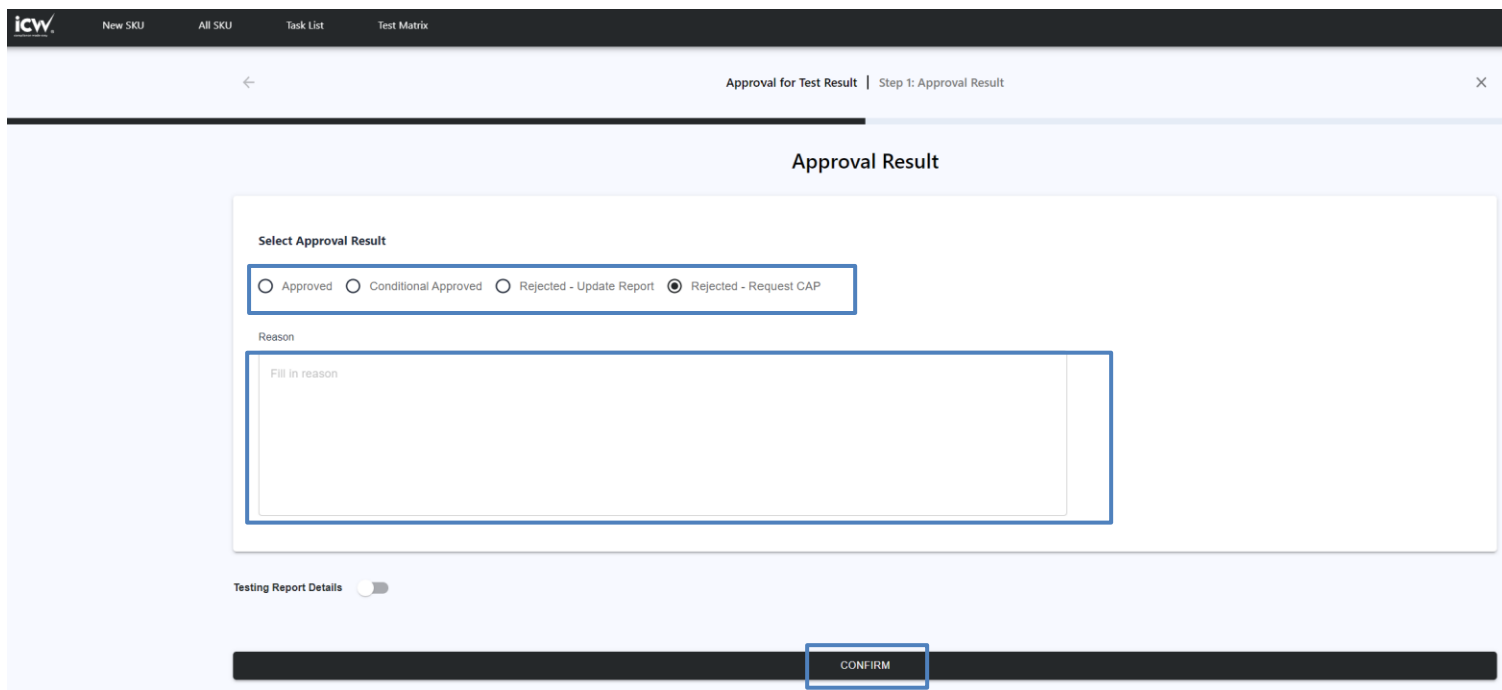
- Select Approval Result:** Four radio button options are present: 'Approved', 'Conditional Approved', 'Rejected - Update Report' (which is selected), and 'Rejected - Request CAP'.
- Reason:** A text input field with the placeholder 'Fill in reason'.
- Select the report which has problems and needed to be re-uploaded by lab:** Two report entries are listed:
  - Performance and Construction - Quality Fail [test.pdf](#)
  - Colorfastness - Quality Pass [test.pdf](#)

At the bottom of the form, there is a toggle for 'Testing Report Details' and a prominent 'CONFIRM' button.

# Approval of Test Report & Result

## Rejected – Request CAP

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



icvw 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

Testing Report Details ☐

CONFIRM

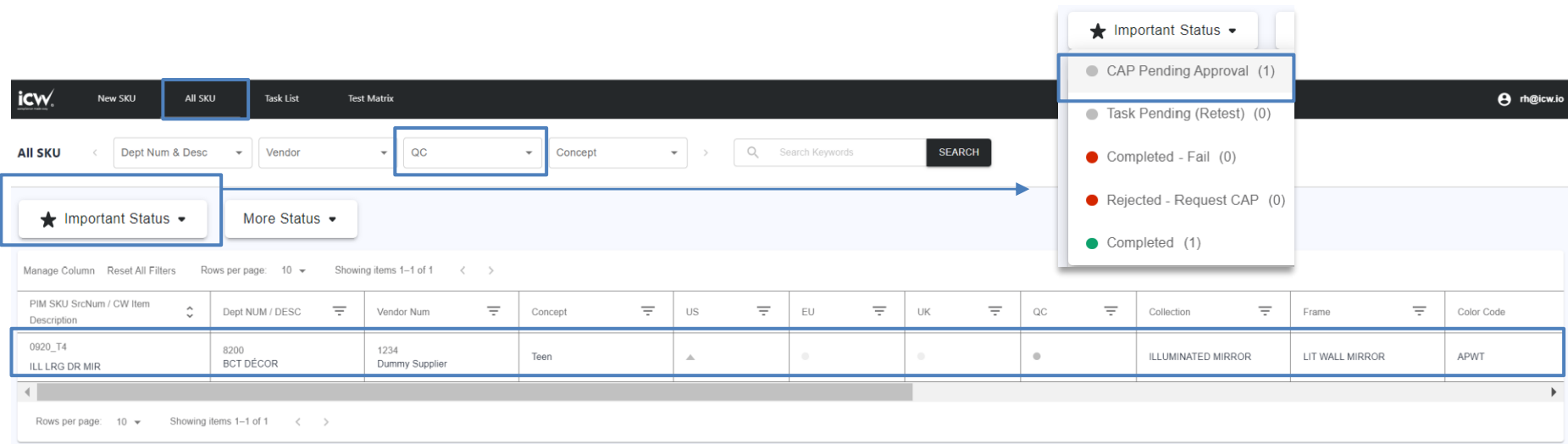
# Approval of CAP

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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 'All SKU' page in the icvw system. The top navigation bar includes 'New SKU', 'All SKU' (highlighted), 'Task List', and 'Test Matrix'. Below this, the filter section shows 'Dept Num & Desc', 'Vendor', 'QC' (highlighted), and 'Concept'. A search bar with 'Search Keywords' and a 'SEARCH' button is also present. The 'Important Status' filter is expanded, showing a dropdown menu with the following options: 'CAP Pending Approval (1)', 'Task Pending (Retest) (0)', 'Completed - Fail (0)', 'Rejected - Request CAP (0)', and 'Completed (1)'. The table below displays a single item with the following details:

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**.

**icvw** New SKU All SKU Task List Test Matrix

SKU / US - 0920\_T4 - ILL LRG DR MIR APWT  
Vendor Num & Desc: 1234 Dummy Supplier | Dept Num & Desc: 8200 BCT DECOR  
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 - Wand Decor

**Report & Result** SKU Grouping Test Matrix Detail

**CAP** Pending Approval

**CAP Report** VIEW CAP

**Reports** Rejected - Request CAP

**Overall Result** Fail

Testing Level	Result	Report	Issue Date	Handled Prime SKU
Performance and Construction - Quality	Fail	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.

**icvw** New SKU All SKU Task List Test Matrix

SKU / US - 0920\_T4 - ILL LRG DR MIR APWT  
Vendor Num & Desc: 1234 Dummy Supplier | Dept Num & Desc: 8200 RCT DECOR  
Collection: ILLUMINATED MIRROR | Frame: IUT 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

Testing Level	Result	Report	Issue Date	Handled Prime SKU
Performance and Construction - Quality	Fail	test.pdf	06/Sep/2022	PRIME 0920_T4
Colorfastness - Quality	Pass	test.pdf	06/Sep/2022	PRIME 0920_T4

**Accept Fail Result**  
Are you confirm to accept fail result  
CANCEL CONFIRM


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

**Complete - Conditional Approved**



DELETE TASK

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.




New SKU
AD SKU
Task List
Test Matrix

**SKU / US - 0920 T4 - ILL LAG DR MIR APWT**  
Vendor Num & Desc: 1234 Dummy Supplier | Dept Num & Desc: 8200 DEC DEOR  
Collection: ILLUMINATED MIRROR | Frame: LIT WALL MIRROR | Color Code: APWT |

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


**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 displays the icvw system interface for managing CAP (Compliance Approval Process) tasks. The main task is titled "ILL LRG DR MIR" with a status of "CAP Pending Approval". A modal window titled "Reject Reason" is open, prompting the user to "Please fill reason below." and "Fill in reason". The background interface shows a task for "ILL LRG DR MIR" with a status of "CAP Pending Approval". A red dot icon labeled "CAP Rejected" is shown. The "REJECT CAP" button is highlighted with a blue box.

**Task Details:**

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

**Test Matrix:**

Country - Brand - Subcategory	All Countries - Main Brand - Wall Decor
Country - Brand - Subcategory	All Countries - Main Brand - Wall Decor

**Report & Result:**

Report	Result	Report	Issue Date	Handled Prime SKU
Performance and Construction - Quality	Fail	test.pdf	06/Sep/2022	PRIME: 0920_T4
Colorfastness - Quality	Pass	test.pdf	06/Sep/2022	PRIME: 0920_T4

**Buttons:** ACCEPT FAIL RESULT, APPROVE CAP, REJECT CAP, CONFIRM, CANCEL, DELETE TASK



# Create SKU Grouping and Quote

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# 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**.

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

**New SKU** < Dept Num & Desc 1234 QC Concept >  **SEARCH**

☐ Show Existing Prime SKU **IMPORT MONDAY FEED**

**ACTIONS**  
Create New SKU  
Create Prime SKU Grouping (147) (2 selected)  
**Create QC Grouping (2 selected)**

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

<input type="checkbox"/>	PIM SKU ScrNum / CW Item Description	Dept Num	Vender	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.

All SKUTask ListTest Matrix

Create Prime SKU Grouping | Step 1: Select Prime

Select Prime SKU for grouping

Selected Prime SKU

SKU Table Filter Selection : Dept: BCT DÉCOR Vendor: Dummy Supplier Export Market: QC Concept: Teen

SELECT COMPLETED EXISTING PRIME SKU

Select as Prime SKU

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 checked="" type="checkbox"/>	0920_T4 ILL LRG DR MIR	QC	— Q — C	ILLUMINATED MIRROR
	<input type="checkbox"/>	0920_T3 ILL LRG DR MIR	QC	— Q — C	ILLUMINATED MIRROR

Rows per page: 10 Showing items 1-2 of 2

CONTINUE

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

<input type="checkbox"/>	PIM SKU SrcNum / CW Item Description	Export Market	Selected Testing Level	Collection	Frame	Color Code	Fabric
<input checked="" type="checkbox"/>	PRIME Testing 002 Testing 002	QC	✓ Q ✓ C	ILLUMINATED MIRROR	STORAGE	RED	TRAVERTINE
<input type="checkbox"/>	PRIME Testing 001 Testing 001	QC	✓ Q ✓ C	PYRITE WALL ART	PILLOW	GLS	TRAVERTINE
<input type="checkbox"/>	PRIME 0920_T6 ORGNC SHPD MRR 30X48 V2	QC	✓ Q ✓ C	ORGANIC SHAPED MIRRORS	GLASS	ABRS	GLASS

Rows per page: 10 Showing items 1-3 of 3

# 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**.

← Create Prime SKU Grouping | Step 2: Group Prime SKU X

### Group Prime SKU to SKU grouping

**Prime SKU**

0920\_T4  
ILL LRG DR MIR  
Color Code: APWT - Size: N/A

Please select testing level of this prime SKU.

☒ Q ☒ C

**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

Q C

0920\_T4  
ILL LRG DR MIR  
Color Code: APWT - Size: N/A

0920\_T4  
ILL LRG DR MIR  
Color Code: APWT - Size: N/A

0920\_T3  
ILL LRG DR MIR  
Color Code: AGBR - Size: N/A

Q C

0920\_T4  
ILL LRG DR MIR  
Color Code: APWT - Size: N/A

SELECT SKU

0920\_T4  
ILL LRG DR MIR  
Color Code: APWT - Size: N/A


**PIM SKU** →



CONTINUE



# Create SKU Grouping and Quote

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


New SKUAll SKUTask ListTest 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.

icvw

New SKUNew SKUAll SKUTask ListTest Matrix

rh@icvw.io

All SKU<Dept Num & Desc1234QCConcept>Search KeywordsSEARCH

★ Important StatusMore Status

Manage ColumnReset All FiltersRows per page: 10Showing items 1-6 of 6<>

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

Prime SKU →

PIM SKU →

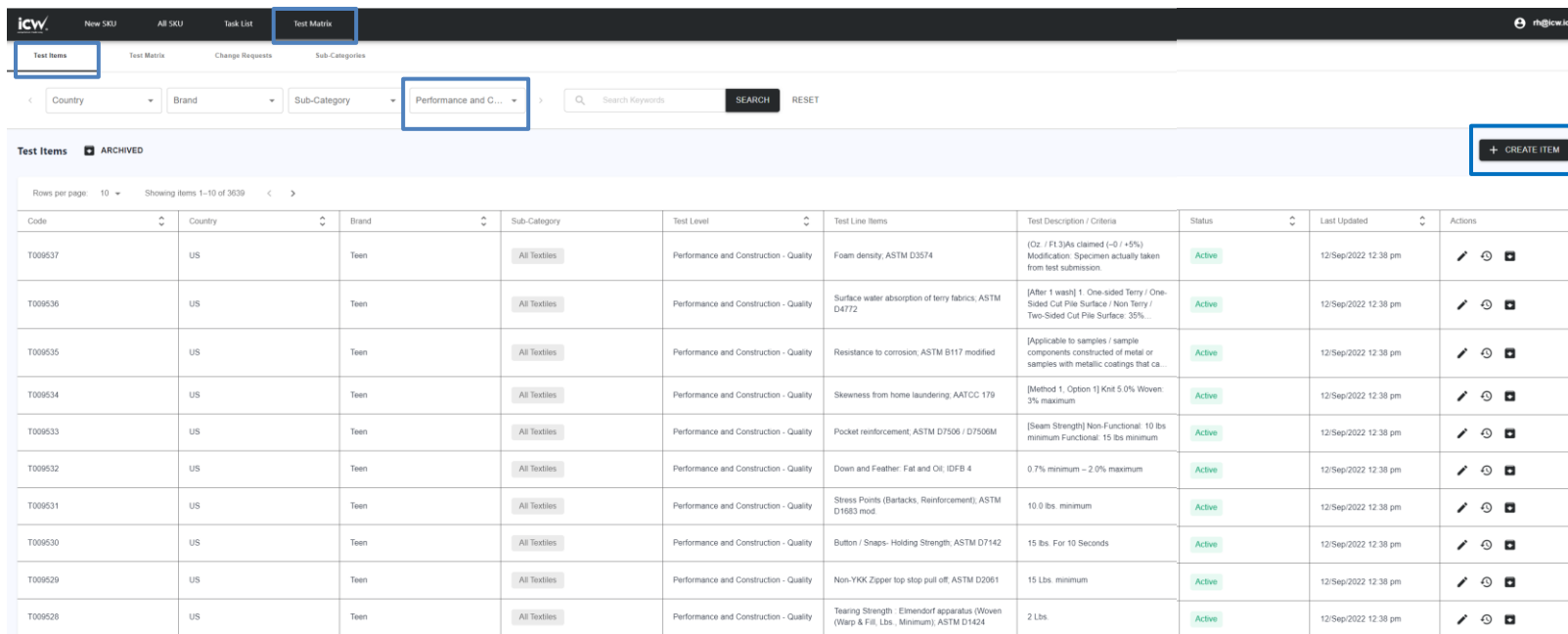
# Create Test Item

---

































# Create Test Item

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



The screenshot displays the 'Test Matrix > Test Items' page. The top navigation bar includes links for 'New SKU', 'All SKU', 'Task List', and 'Test Matrix'. The 'Test Matrix' link is highlighted. Below the navigation bar, there are filters for 'Country', 'Brand', 'Sub-Category', and 'Test Level'. The 'Test Level' filter is set to 'Performance and Construction-Quality'. A search bar with 'Search Keywords' and a 'SEARCH' button is also present. The main content area shows a table of test items. The table has columns for 'Code', 'Country', 'Brand', 'Sub-Category', 'Test Level', 'Test Line Items', 'Test Description / Criteria', 'Status', 'Last Updated', and 'Actions'. The 'Test Level' column is filtered to 'Performance and Construction-Quality'. The table lists 10 test items, each with a unique code, country (US), brand (Teen), sub-category (All Textiles), and test level (Performance and Construction - Quality). The 'Status' column shows 'Active' for all items. The 'Last Updated' column shows '12/Sep/2022 12:38 pm' for all items. The 'Actions' column contains icons for edit, delete, and add. A '+ CREATE ITEM' button is located in the top right corner of the table area.

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	(Oz / Ft.3)(As claimed (-0 / +5%) Modification: Specimen actually taken from test submission.	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] Knot 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 (Barlocks, Reinforcement), ASTM D1583 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	  



# Create Test Item

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

**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

Change Reason

SUBMIT FOR APPROVAL SAVE DRAFT

Country  
Country

Brand  
Select Brand

CANCEL ADD

Country  
Country

US  
UK  
EU

Brand  
Select Brand

☐ Baby & Child  
☐ Teen  
☐ Main Brand

# Create Test Item

## EXAMPLE

**INSTRUCTIONS:**  
**STEP 1:** Find your product type in column E through AQ.  
**STEP 2:** Filter for "X" in that column. This will display all the requirements (rows 3 through 1003) applicable to that product type and only the requirements applicable to that product type.  
**STEP 3 (OPTIONAL):** You can further filter on Column B to see the tests included within each test level (e.g., Analytical, Flammability, etc.).

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

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 category

US

Search keywords

Main Brand

Touch-up kits and Paints Safe 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)

B Normal 12 Font

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>**
4. Select in the pop up-Test Items Details.
5. Edit the change request and provide **Change Reason**.
6. Select **SUBMIT FOR APPROVAL**.

Update Test Item

Select Sub-categories

Please select at least one or more

US

Search keywords

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

Test Line Details

Test Level

Performance and Construction - Quality

Test Line Name

Attachment Strength-Cap removal strength - caps on end of tube or cap covers on screw ends, Tensile Force

B Normal 12 Font

Shall not separate minimum holding force @ 5.0 lb

Change Reason

SUBMIT FOR APPROVAL

SAVE DRAFT

icvv

New User

My User

Test List

Test Matrix

Change Requests

Sub-Categories

Test Items

Country

Brand

Sub-Category

Test Level

Search keywords

SEARCH

RESET

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
T095642	US	Main Brand	Desk Chair Outdoor Table Casegoods Desk Luggage Stand Indoor Seating Beds 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	<div>EDIT</div>

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

# 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.



icvw New Item All Item Test Item **Test Matrix** 

Test Items Test Matrix **Change Requests** Sub-Categories

**SEARCH** **RESET**

**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	 <b>Test Item</b> Create	US	Main Brand	<a href="#">Bathroom Vanity</a> <a href="#">Desk</a> <a href="#">Desk Chair</a> <a href="#">Indoor Seating</a> <a href="#">Indoor Table</a> <a href="#">Luggage Stand</a> <a href="#">Media Center</a> <a href="#">Outdoor Table</a> <a href="#">Portable Lighting</a>	Performance and Construction-Quality	<b>Returned</b>	rh@icw.io	rh@icw.io	

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

Change Request | CR00000374 | [View History](#) | [Cancel Request](#)

**Select Sub-categories**  
Please select at least one sub-category

US

Baby & Child

Bed Decor | Trundle Bed | Tent | Theme up like and Panels | Toddler Bed | Bunk Bed Pulls | Sleeping Bag | Seasonal Holiday Decorations

Floor Unit | Portable Lighting | Room Portable Lighting | New Full Size Baby Crib | Mirror | Media Center | Mattress and Mattress Pads

Lit Decor | Lampshade | Jewelry | Indoor Table | Indoor Seating | Hooks | Hardware | Hardware | General Decor | Full Size Crib

Footrest | Floor Coverings | Desk Chair | Desk | Crib Bedding | Childrens Products | Childrens Furniture | Changing Table in Play | Categories

Rock Bed | Bunk | Bean Bag Chair or Puff | Bookshelves and Cradles | All Sub-categories

Teen

Theme up like and Panels | Tent | Sleeping Bag | Seasonal Holiday Decorations | Floor Unit | Portable Lighting | Personal Bags and Accessories

Room Portable Lighting | Mirror | Media Center | Mattress and Mattress Pads | Lit Decor | Lampshade | Jewelry | Indoor Table | Indoor Seating

Hooks | Hardware | General Decor | Footrest | Floor Coverings | Desk Chair | Desk | Categories | Bunk Bed | Bunk

Bean Bag Chair or Puff | Bunkies/Pocket Products | All Sub-categories

Main Brand

Theme up like and Panels | Bunk Bed Pulls | Bean Bag Chair | Seasonal Holiday Decorations | **Portable Lighting** | Floor Unit | Pot Bed

Personal Bags and Accessories | **Outdoor Table** | Outdoor Seating | Outdoor Crib and Toddler | Room Portable Lighting | Mirror | **Media Center**

Mattress and Mattress Pads | **Luggage Stand** | Lit Decor | Lampshade | Kitchenware | Kitchen and Bath Fixtures | **Indoor Table** | **Indoor Seating**

Indoor Crib and Toddler | Hooks | Hardware | Hardware | General Decor | Footrest | Floor Coverings | Pot Bed | **Desk Chair** | **Desk**

Categories | **Desk** | **Room Portable Product** | All Sub-categories

**Select Sub-categories**

Test Level  
Performance and Construction - Quality

Test User Name  
Attachment Strength/Cap removal strength - logs on and at table or log system on some level, Variable Force

Normal | Front

**Change Reason**  
New Test Item

**Comment**  
Comment History

rh@icw.io 23/Sep/2022 7:44 pm  
return for amendment

**SUBMIT FOR APPROVAL**

**Comment**  
Comment History

File in comment

**SUBMIT FOR APPROVAL**

**Comment**  
Comment History

rh@icw.io 23/Sep/2022 7:44 pm  
return for amendment

**SUBMIT FOR APPROVAL**

**Comment**  
Comment History

rh@icw.io 23/Sep/2022 7:44 pm  
return for amendment


**SUBMIT FOR APPROVAL**

## 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:

icvw

New (0)

All (0)

Task List

Test Matrix

Test Matrix

Change Requests

Sub-Categories

Test Name

Test Line

Country

Brand

Sub-Category

Test Level

Search Keywords

SEARCH

RESET

Test Items

ARCHIVED

CREATE ITEM

Rows per page: 10

Showing items 1-10 of 1042

Code	Country	Brand	Sub-Category	Test Level	Test Line Items	Test Description / Criteria	Status	Last Updated	Actions
T00042	US	Main Brand	<div><div>Desk Chair</div><div>Outdoor Table</div><div>Ceiling Lights</div><div>Desk</div><div>Luggage Stand</div><div>Indoor Table</div><div>Portable Lighting</div><div>Indoor Seating</div><div>Beds</div><div>Media Center</div><div>Bathroom Vanity</div></div>	Performance and Construction - Quality	Attachment Strength-Cap removal strength - caps on end of tube or cap covers on screen ends, Tensile Force	Steel nail separates minimum holding force @ 5.5 lb	Active	23-Sep-2022 9:10 pm	<div><div></div><div></div></div>

## Archive Test Item

Please enter the change request reason

Fill in archive reason

BACK

ARCHIVE

## After Archived:

New (0)

All (0)

Task List

Test Matrix

Test Matrix

Change Requests

Sub-Categories

Country

Brand

Sub-Category

Test Level

Search Keywords

SEARCH

RESET

Archived

TEST ITEM

CREATE ITEM

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
7000042	US	Main Brand	<div><div>Deck Chair</div><div>Outdoor Table</div><div>Ceiling Lights</div><div>Desk</div><div>Luggage Stand</div><div>Indoor Table</div><div>Portable Lighting</div><div>Indoor Seating</div><div>Beds</div><div>Media Center</div><div>Bathroom Vanity</div></div>	Performance and Construction - Quality	Attachment Strength-Cap removal strength - caps on end of tube or cap covers on screen ends, Tensile Force	Steel nail separates minimum holding force @ 5.5 lb	Archived	23-Sep-2022 9:08 pm	

Rows per page: 10

Showing Items 1-1 of 1

# 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**.

icw New SKU All SKU Task List **Test Matrix**

Test Items Test Matrix **Change Requests** Sub-Categories

Search Keywords SEARCH RESET

**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 Create	US	Main Brand	Bathroom Vanity Beds Cannopods Desk Desk Chair Indoor Seating Indoor Table Luggage Stand Media Center Outdoor Table Portable Lighting	Performance and Construction - Quality	Pending Approval	rh@icw.io	NA	

- 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.

icw New SKU All SKU Task List Test Matrix

Change Request / CR00000374 Status: Pending Approval

Test Item Details

Sub-Categories (11)

- US - Main Brand  
Portable Lighting
- US - Main Brand  
Beds
- US - Main Brand  
Indoor Table
- US - Main Brand  
Outdoor Table
- US - Main Brand  
Desk Chair
- US - Main Brand  
Indoor Seating
- US - Main Brand  
Cannopods
- US - Main Brand  
Desk
- US - Main Brand  
Bathroom Vanity
- US - Main Brand  
Media Center
- US - Main Brand  
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.

**Change Reason**

New Test Item

**Comment**

Comment

300 characters

APPROVE RETURN REJECT

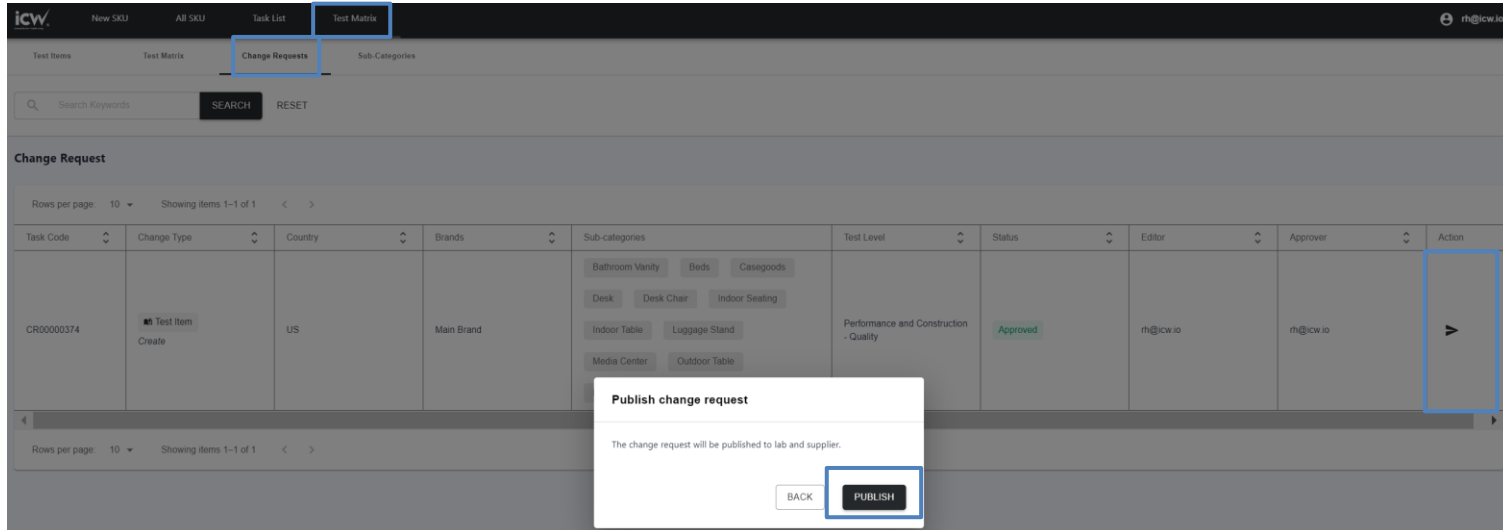
# Publish Test Item

---



# 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 'Test Matrix' section of the icvw application. The 'Change Requests' tab is selected. A table lists change requests, with one entry highlighted. A modal dialog titled 'Publish change request' is open, showing the message 'The change request will be published to lab and supplier.' and buttons for 'BACK' and 'PUBLISH'.

**Change Request Table:**

Task Code	Change Type	Country	Brands	Sub-categories	Test Level	Status	Editor	Approver	Action
CR00000374	Test Item Create	US	Main Brand	Bathroom Vanity, Beds, Casegoods, Desk, Desk Chair, Indoor Seating, Indoor Table, Luggage Stand, Media Center, Outdoor Table	Performance and Construction - Quality	Approved	rh@icw.io	rh@icw.io	►

**Modal Dialog:**

**Publish change request**

The change request will be published to lab and supplier.

BACK PUBLISH

# 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>✓</li><li>✓</li><li>✓</li><li>✓</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>✓</li><li>✓</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>✓</li><li>✓</li></ul>	<ul style="list-style-type: none"><li>✓</li><li>✓</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>	<ul style="list-style-type: none"><li>✓</li><li>✓</li></ul>	<ul style="list-style-type: none"><li>✓</li><li>✓</li><li>✓</li><li>✓</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_MOND AY_FEED_TEMPLATE.x
TRF Template	 RH_EXPORT_TRF_TE MPLATE.docx
CAP Template	 CAP.docx
Status Definition	 Status.docx

Q&A







Myra Lam  
Operations Director

Jane Li  
Customer Success Executive

E: [support\\_rh@icw.io](mailto:support_rh@icw.io)