



# QUICK START USER GUIDE – RH

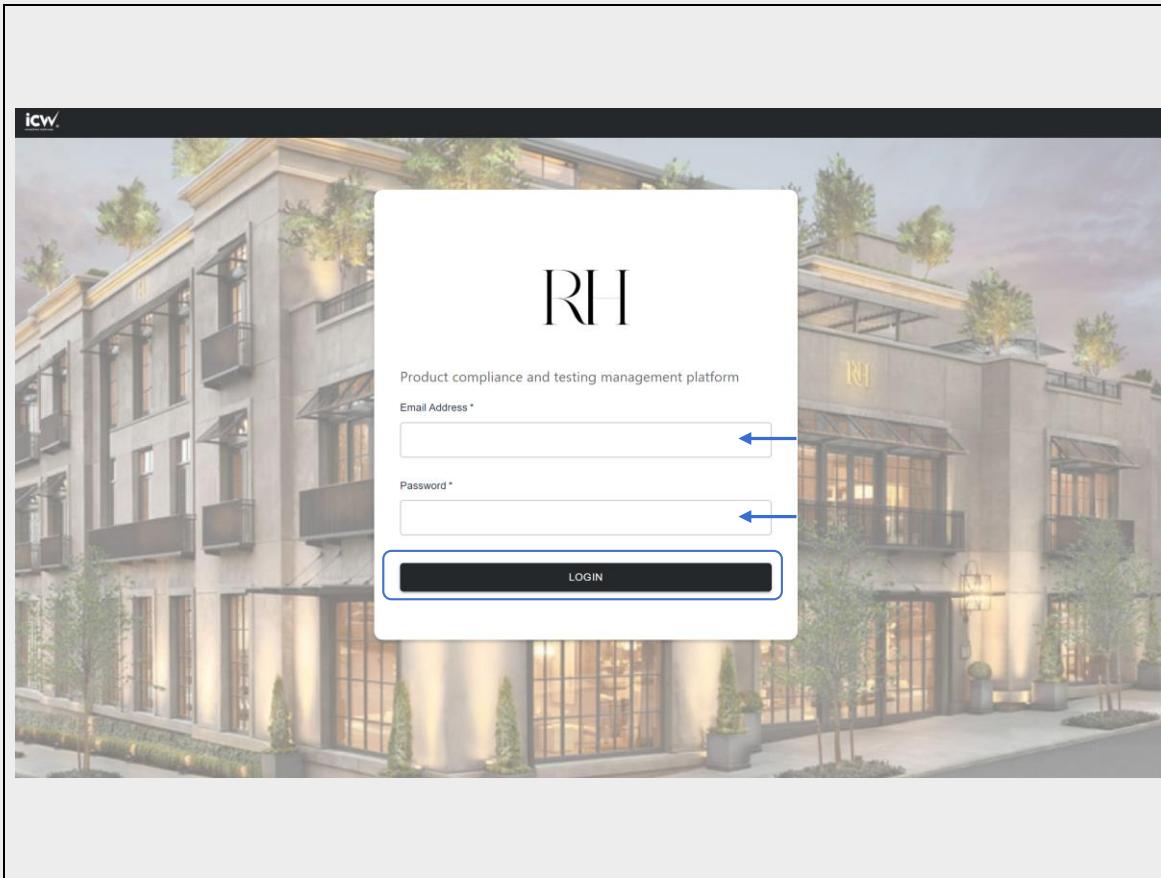
Product Compliance and Testing Management Platform

INTERNATIONAL COMPLIANCE WORKSHOP | RH  
QUICK START USER GUIDE\_V3

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## 2 Login



The image shows a login screen for a platform called RH. The screen is overlaid on a photograph of a modern, multi-story building with large windows and a balcony. The RH logo is visible on the building's facade. The login form includes fields for 'Email Address' and 'Password', and a 'LOGIN' button. Two blue arrows point to the 'Email Address' and 'Password' fields, indicating where user input is required. The 'icw' logo is in the top left corner of the slide.

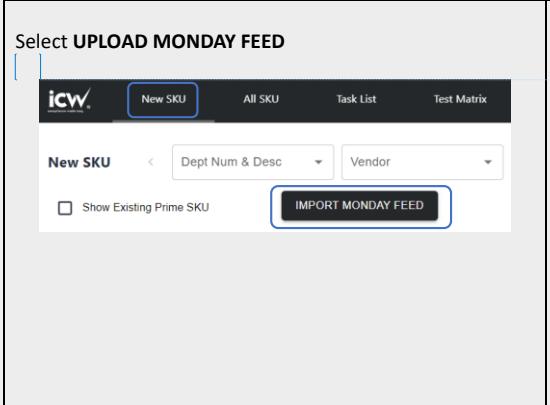
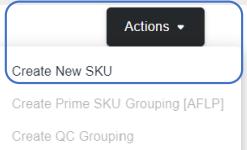
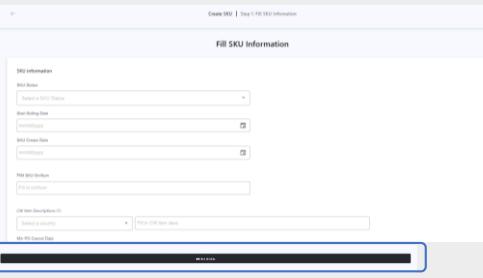
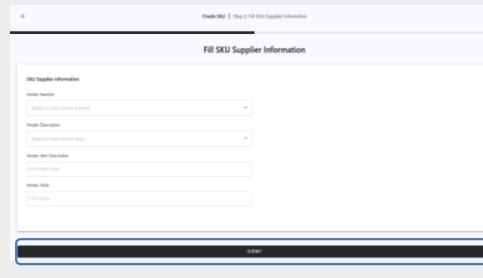
Log in to the platform: [rh.icw.io](http://rh.icw.io)

You can now start managing product testing process and test matrix, with the collaboration of RH, agents, vendors, and authorized laboratories.

1. Enter the **E-mail Address**.
2. Enter the **Password**.
3. Select **LOGIN** button.

### 3 Create SKU

(New SKU page)

	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>Regulatory test and quality test are created automatically as separate lines.</li> <li>Quality test level for same SKU would be created when it was not created in the past.</li> <li>Regulatory test level for same SKU for US market would be created when DC Code is 89/95/97/98 and the SKU for that market was not created in the past.</li> <li>Regulatory test level for same SKU for EU market would be created when DC Code is 99 and country code is 2 and the SKU for that market was not created in the past.</li> <li>Regulatory test level for same SKU for UK market will be created when DC Code is 99 and country code is GBR and the SKU for that market was not created in the past.</li> <li><b>Import Monday Feed supports NEW SKU creation for NEW export market. It also supports SKU creation for the export market when there is cancelled task associated with that SKU for that export market.</b></li> </ul>
<p>Alternatively, select <b>ACTIONS &gt; Create New SKU</b>.</p> 	<p>Fill in the <b>SKU details</b> as required. Select <b>NEXT STEP</b>.</p>  <p><b>Note:</b> Indicate <b>Has prop 65 label</b> and <b>Remark for prop 65 label</b> if any</p> <p>Fill in the <b>Vendor details</b> as required. Select <b>Submit</b>.</p> 

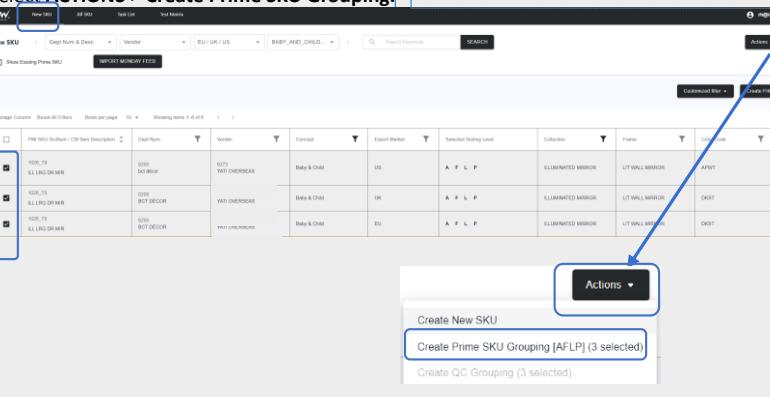
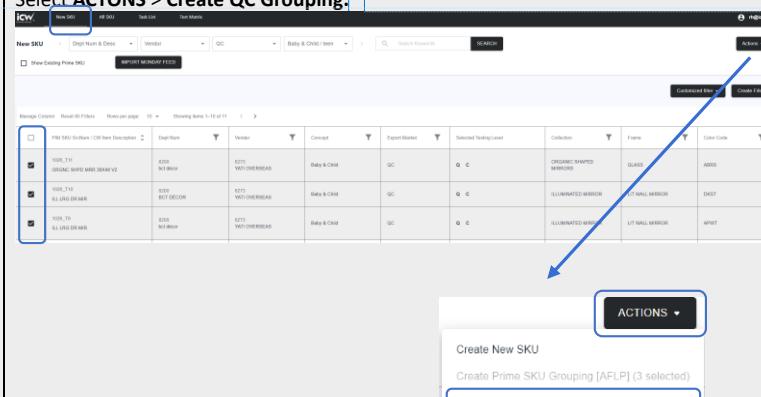
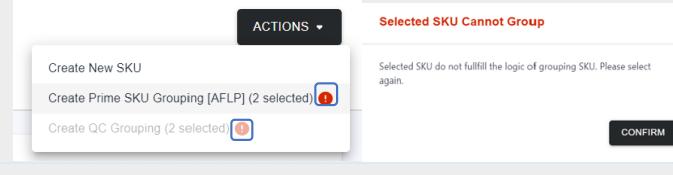
Commented [A1]: 20221101 Updated image with "Task List" page

Commented [A2]: 20221205 Enhanced Monday Feed Import feature to support SKU creation for export market when there's cancelled task

Commented [A3]: 20221101 New fields in SKU details page

## 4 Create SKU Grouping

(New SKU page)

<p>For <b>Regulatory test</b> SKU grouping, select the SKU(s) that you want to group. Select <b>ACTIONS &gt; Create Prime SKU Grouping.</b></p> 	<p>For <b>Quality test</b> SKU grouping, select the SKU(s) that you want to group. Select <b>ACTIONS &gt; Create QC Grouping.</b></p> 
<p><b>SKU Grouping Logic:</b></p> <ul style="list-style-type: none"> <li>Same Vendor</li> <li>Same Concept</li> <li>Same Department</li> <li>Same test natures: Regulatory test line (A F L P) cannot be grouped with Quality test line (Q C).</li> </ul> <p>Note: You can create bulk SKU grouping for multiple export markets.</p>	<p>You will see following alert and pop up when grouping logic is not fulfilled.</p> 

(Continued on next page)

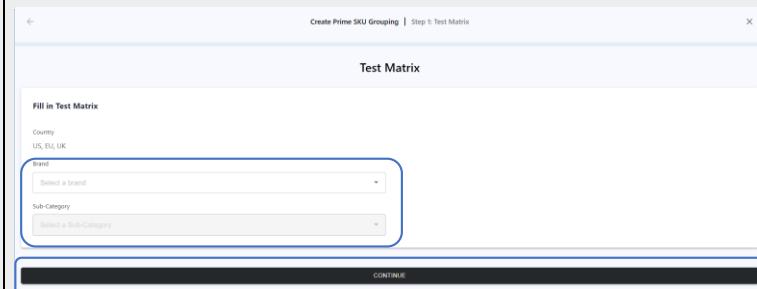
Commented [A4]: 20221101 Moved Dept Num, Vendor, Concept columns to front; Updated image to show grouping of 2 more PEs are possible, with "create/customized filter" feature

Commented [A5]: 20221101 Moved Dept Num, Vendor, Concept columns to front; Updated image with "create/customized filter" feature

Commented [A6]: 20221101 Updated SKU grouping logic by removing same export market requirement

### Select the Test Matrix for Prime SKU

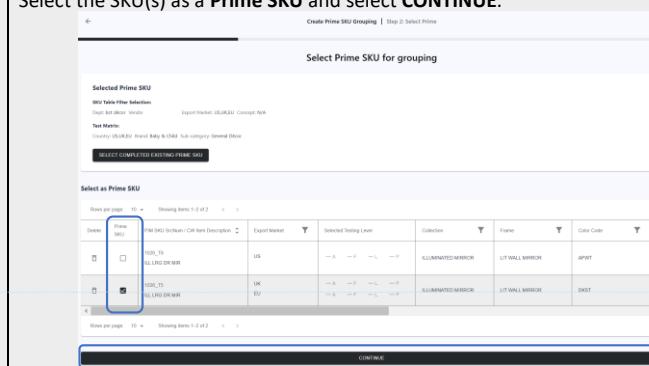
Fill in the applicable test matrix, select **SUBMIT**.



### Decide the Prime SKU

#### Assign New SKU as a Prime SKU:

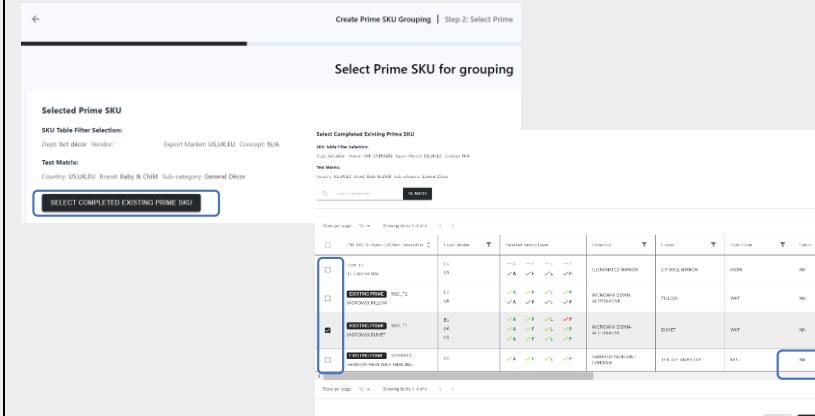
Select the SKU(s) as a **Prime SKU** and select **CONTINUE**.



### Decide the Prime SKU

Alternatively, assign the existing Prime SKU for new SKU Grouping:

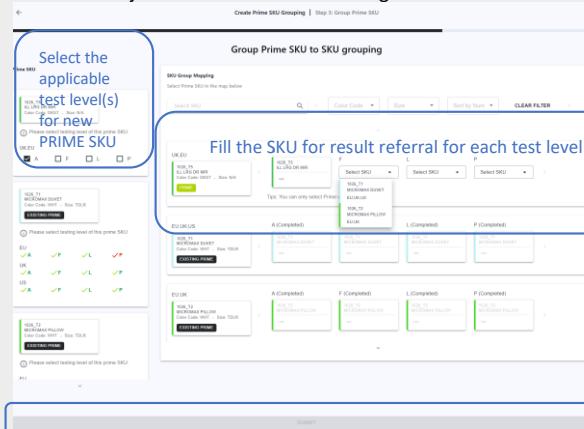
Select **SELECT COMPLETED EXISTING PRIME SKU** and select the SKU(s) as a **Prime SKU**, then select **CONFIRM**.



### Build Prime-PIM SKU relationship at test level

Fill in the Prime/PIM details and select **SUBMIT**.

Note: You cannot adjust the test levels for existing PRIME SKU



Commented [A7]: 20221101 Moved from step 3 to step 1

Commented [A9]: 20221101 Moved from step 1 to step 2.

Updated image to show bulk sku grouping case

Commented [A8]: 20221101 Moved from step 3 to step 1

Commented [A11]: 20221101 Moved from step 2 to step 3; Updated from "Continue" to "Submit"

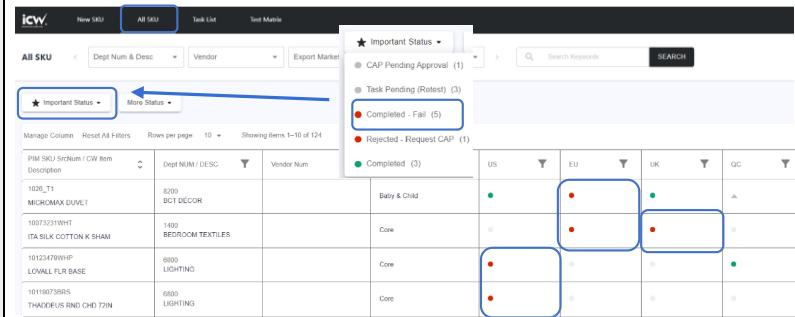
Commented [A10]: 20221101 Moved from step 1 to step 2; added the test level result for existing prime SKU

## 5 Approval of Test Report and Result

(All SKU page)

Select **Important Status>Completed**, or **Important Status>Completed-Fail**.

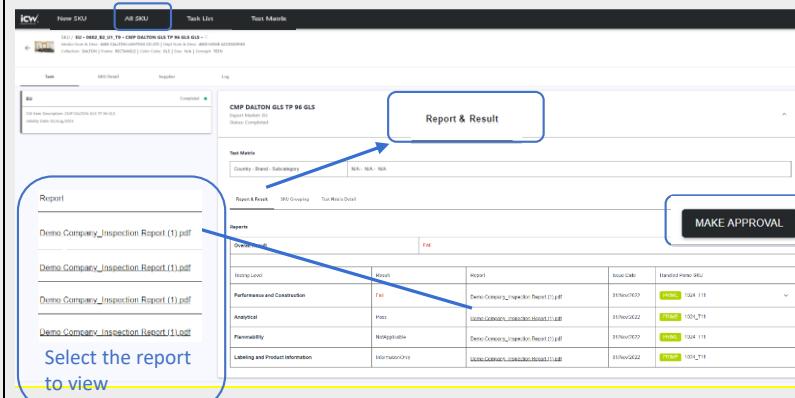
Select specific test task to continue.



Important Status dropdown: **Completed-Fail**

SKU	Dept Num / Desc	Vendor	Market	Result
102_11	B200 BCT DECOR		US	●
1007321111NT	1600 BEDROOM TEXTILES		EU	●
1012345WHP	6800 LIGHTING		UK	●
1011607380S	6800 LIGHTING		QC	●

Select **Make Approval** to approve or reject the test result in **Report & Result**.



Report & Result

Report

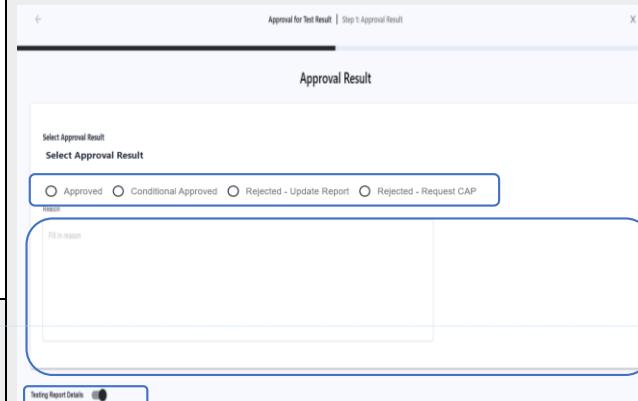
Report & Result

MAKE APPROVAL

Select the report to view

Select the **approval result**, fill in the required details and select **CONFIRM**.

Toggle Testing Report Details to show/hide the result details.



Approval Result

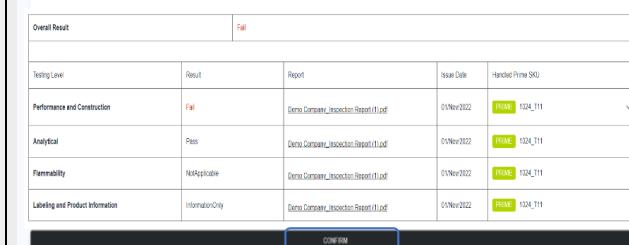
Select Approval Result

Select Approval Result

Approved Conditional Approved Rejected - Update Report Rejected - Request CAP

Report & Result

Commented [A12]: 20221101 Updated image to show Approval Result is renamed from "Concessional Approved" to "Conditional Approved"; Test level result is renamed from ReportAsIs to Information Only



Overall Result: Fail

Testing Level	Result	Report	Issue Date	Handled Prime SKU
Performance and Construction	Fail	Demo Company_Inspection Report (1).pdf	01Nov2022	1024_111
Analytical	Pass	Demo Company_Inspection Report (1).pdf	01Nov2022	1024_111
Flammability	NotApplicable	Demo Company_Inspection Report (1).pdf	01Nov2022	1024_111
Labeling and Product Information	InformationOnly	Demo Company_Inspection Report (1).pdf	01Nov2022	1024_111

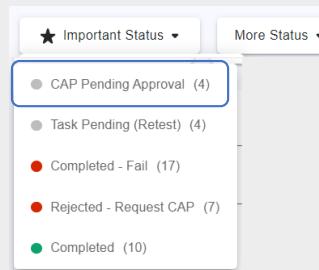
CONFIRM

Commented [A13]: 20221101 Swap page of Report & Result & SKU Grouping; Updated image to show test level result is renamed from ReportAsIs to Information Only

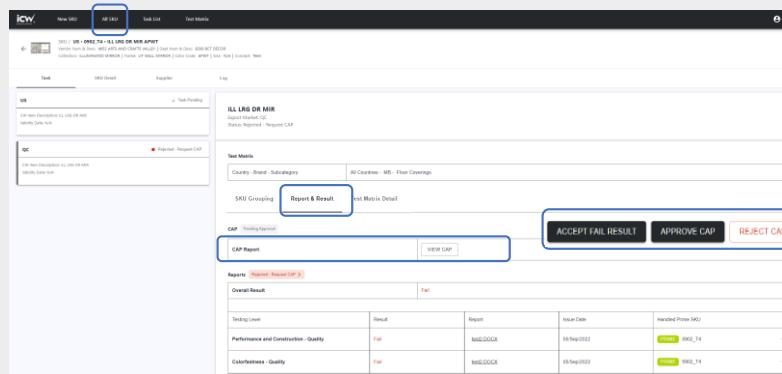
## 6 Approval of CAP and Retest

(ALL SKU page)

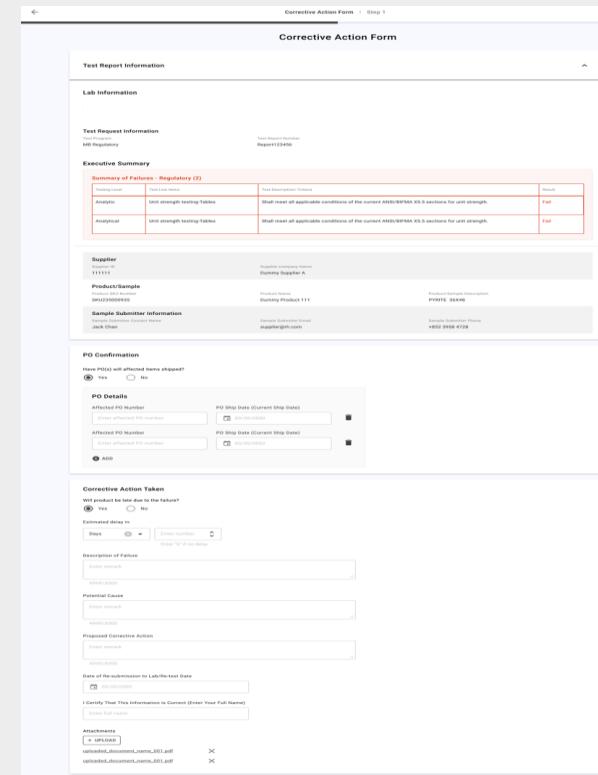
Select **Important Status>CAP pending approval**. Select specific test task to continue.



Select **ACCEPT FAIL RESULT** or **APPROVE CAP** or **REJECT CAP** in **Report & Result**.



Select **VIEW CAP**.



Commented [A14]: 20221101 Updated wording from "CAP Report" to "VIEW CAP" in user guide, no change in UI

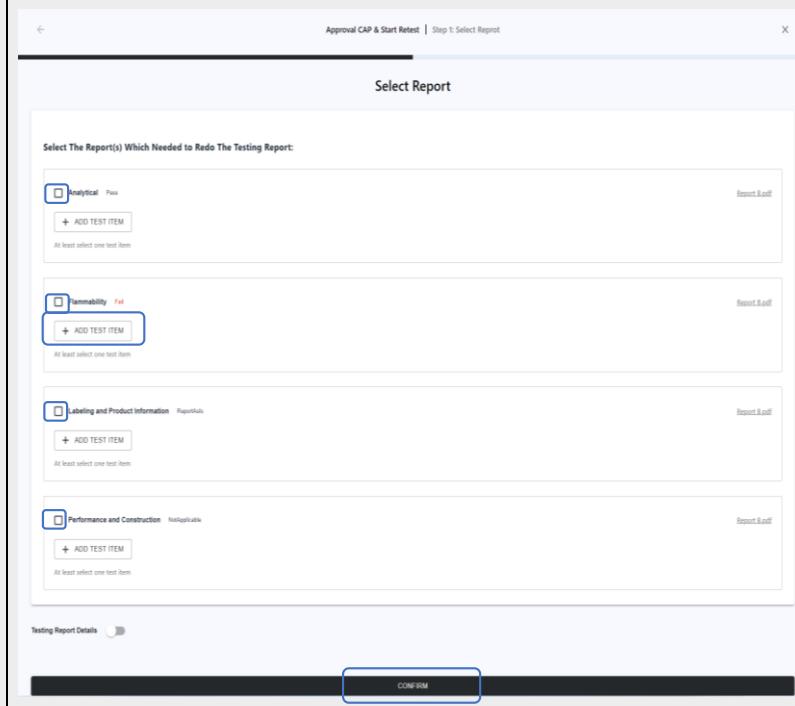
(Continued on next page)

### Approve CAP

Select the **test level** that require retest. Select **+ ADD TEST ITEM**.

Select **CONFIRM** to proceed.

Task status is updated to Task Pending (Retest).



Approval CAP & Start Retest | Step 1: Select Report

Select Report

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

- Analytical: Pass
- Immability: Fail
- Labeling and Product Information
- Performance and Construction: Not Applicable

**+ ADD TEST ITEM**

Report & pdf

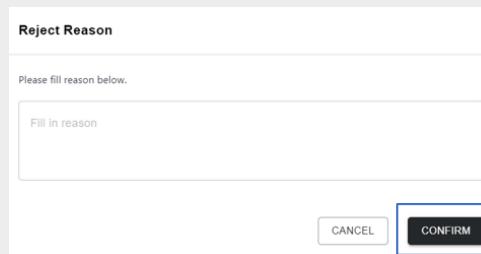
All least select one test item

CONFIRM

### Reject CAP

Provide the **reject reason** and select **CONFIRM** to proceed.

Task status is updated to Rejected-Request CAP.



Reject Reason

Please fill reason below.

Fill in reason

CANCEL CONFIRM

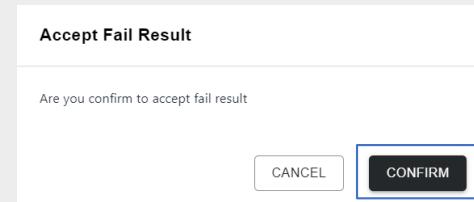
### ACCEPT FAIL RESULT

Select **CONFIRM** to accept fail result.

Task status is updated to Complete-Conditional Approved.

Retest is not required.

Note: **ACCEPT FAIL RESULT** is applicable for Quality Test Task only.



Accept Fail Result

Are you confirm to accept fail result?

CANCEL CONFIRM

## 7 Exceptional Handling

(NEW SKU page / ALL SKU page)

## Edit SKU Details

Select the SKU that you would like to make changes.

Select **SKU Details** and edit the changes.

**SKU Information**

SKU Status: A (Active)

SKU Create Date: 07/04/2022

PMN SKU: 10001590100

Vendor Part Description: ADDRESSOR RND 54 mm

Buyer DESC: RAC - TREN

Drop Num: 8000

SubDept DESC: WALL DECOR

Collection: ILLUMINATED MIRROR

Color Code: DMS1

Conserve: Baby & Child

Finish: ANTIQUED BRASS

ROM:

Style: Solid (define as is)

Style: Custom (define as is)

CRH: ✓

Country Code List: (0) USA (200) UK

Has prop 65 label: No

**SKU Images**

Upload

Compliance documents / valid test reports

MIH approved test declarations

All appropriate labeling

Product Specia

DOM

Note: Changes will be applied to all the related export markets for same SKU.

You can also update **Has prop 65 label** (default as N) and **Prop 65 Remark** (default as N/A)

(ALL SKU page)

## Edit SKU Grouping

Select the SKU that you would like to make changes.

Select the specific export market on the left and select **VIEW SKU RELATIONSHIP**.

**SKU Grouping**

Testing Level	Handle Prime SKU	Task ID	Result / Status	Edit
Analytical	0818_71	82000002	Waiting for Lab Quotes	<input checked="" type="checkbox"/>
Planetary	0818_71	82000002	Waiting for Lab Quotes	<input checked="" type="checkbox"/>
Labeling and Product Information	0818_71	82000002	Waiting for Lab Quotes	<input checked="" type="checkbox"/>
Performance and Construction	0818_71	82000002	Waiting for Lab Quotes	<input checked="" type="checkbox"/>

**CREATE TASK**

Select EDIT RELATIONSHIP.

Related SKU Relationship	
View All related SKU	
SKU Table:	<a href="#">EDIT RELATIONSHIP</a>
Prime SKU	<a href="#">m_test_0810_t_A2</a> <a href="#">m_test_0810_t_C2</a>
PIM SKU	N/A

Then, follow the same steps as SKU grouping by rearranging the Prime/PIM for each test level and review the applicable test matrix.

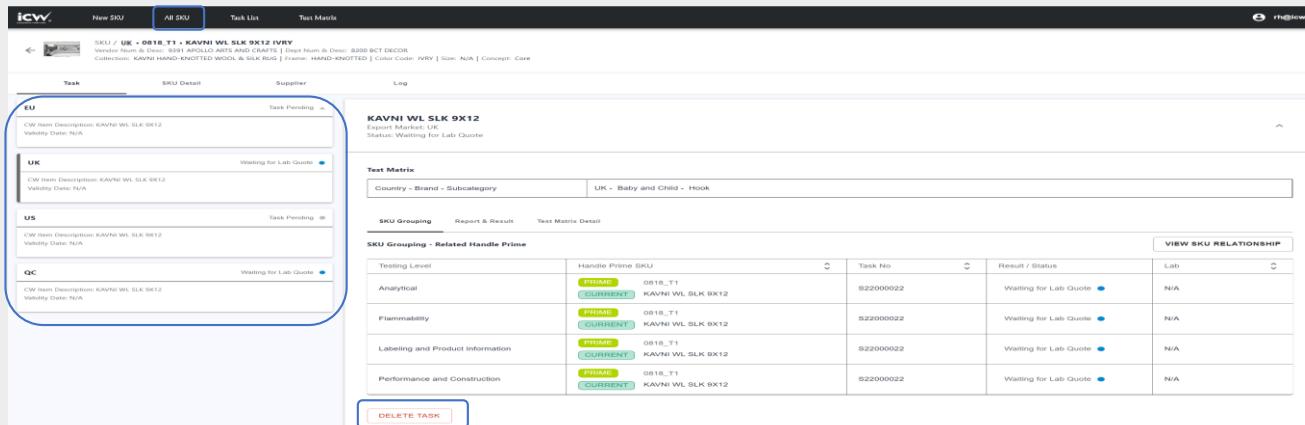
Commented [A15]: 20221101 Added Prop 65 handling;  
Updated image.

(Continued on next page)

(ALL SKU page)

### Delete Task

Select the test task that you want to delete. Select **DELETE TASK**.



SKU / UK - 0818\_T1 - KAVNI WL SLK 9X12 IVY

Supplier Name: (None) 8891 ARPOLLO ARTS AND CRAFTS | Shape: Round & Oval | Shape Num & Desc: 8200 BCT DECOR

Collection: KAVNI HAND-KNOTTED WOOL & SILK RUG | Frame: HAND-KNOTTED | Color Code: IVRY | Size: N/A | Concept: Core

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

**EU** **Task Pending** **Waiting for Lab Quote**

ICW Item Description: KAVNI WL SLK 9X12  
Validity Date: N/A

**UK** **Task Pending** **Waiting for Lab Quote**

ICW Item Description: KAVNI WL SLK 9X12  
Validity Date: N/A

**US** **Task Pending** **Waiting for Lab Quote**

ICW Item Description: KAVNI WL SLK 9X12  
Validity Date: N/A

**QC** **Task Pending** **Waiting for Lab Quote**

ICW Item Description: KAVNI WL SLK 9X12  
Validity Date: N/A

**Test Matrix**

Country - Brand - Subcategory: UK - Baby and Child - Hook

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

**SKU Grouping - Related Handle Prime**

Testing Level	Handle Prime SKU	Task No.	Result / Status	Lab
Analytical	PRIME 0818_T1 CURRENT KAVNI WL SLK 9X12	8220000022	Waiting for Lab Quote	N/A
Flammability	PRIME 0818_T1 CURRENT KAVNI WL SLK 9X12	8220000022	Waiting for Lab Quote	N/A
Labeling and Product Information	PRIME 0818_T1 CURRENT KAVNI WL SLK 9X12	8220000022	Waiting for Lab Quote	N/A
Performance and Construction	PRIME 0818_T1 CURRENT KAVNI WL SLK 9X12	8220000022	Waiting for Lab Quote	N/A

**VIEW SKU RELATIONSHIP**

**DELETE TASK**

Provide **Delete task reason** and select **DELETE TASK** to proceed.

**Delete task reason**

Please enter your reason

Fill in reason of delete task

**CANCEL** **DELETE TASK**

Following screen would pop up when the task cannot be deleted and require SKU re-grouping i.e. a PRIME SKU with PIM SKU linked to it.

**Edit Prime SKU Grouping | Step 1: Test Matrix**

**Edit Prime SKU Grouping | Step 2: Select Prime**

**Edit Prime SKU Grouping | Step 3: Group Prime SKU**

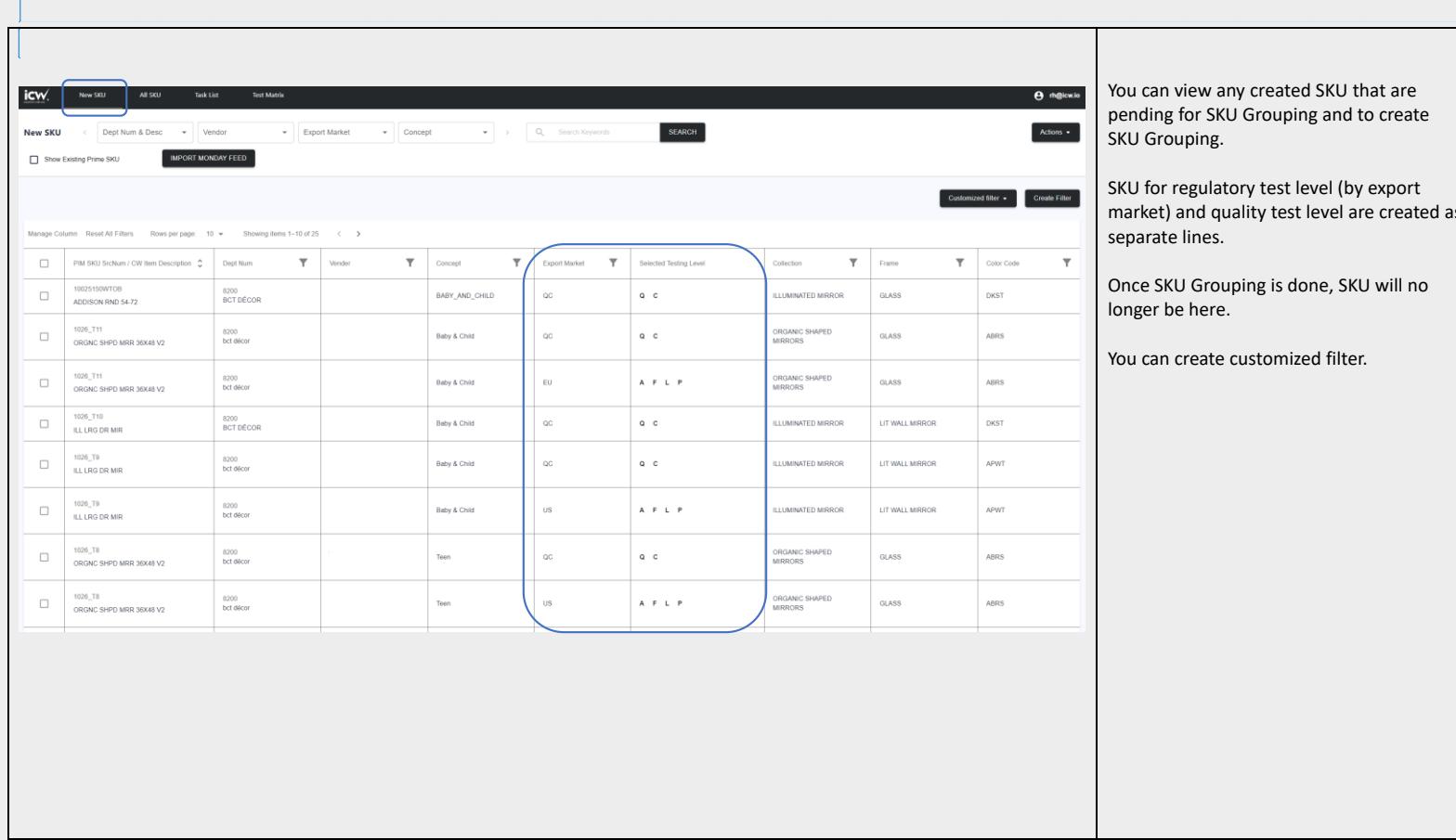
Commented [A16]: 20221101 Added Delete Task Reason

Commented [A17]: 20221101 Updated image for task require SKU re-grouping

Note: **DELETE TASK** will be disabled for PRIME SKU when all the test tasks are completed regardless of test result.

## 8 Task Status Overview

(New SKU page)



You can view any created SKU that are pending for SKU Grouping and to create SKU Grouping.

SKU for regulatory test level (by export market) and quality test level are created as separate lines.

Once SKU Grouping is done, SKU will no longer be here.

You can create customized filter.

Commented [A18]: 20221101 Add the wording and updated image with "Create/Customized Filter" feature

(All SKU page)

SKU	Traffic Light	Task / Test Status
Prime	🔴	Completed test status with Fail Test Result / Completed test status and Reject-Reupload Report / Completed test status and Reject-Request CAP / Completed test status with CAP rejected
	🟡	Task Pending / Task Pending (Retest) / CAP Pending Approval / Cancelled / Rejected
	🔵	Wait For Quote / Quote Available / Quote Confirmed
	🟡	Pending / Sample Received / In Progress / In Progress – Update Result & Reports
	🟢	Completed test status with Non-Fail Test Result / Completed test status and Approved Pass Test Result Completed test status and Approved Conditional Pass Test Result
PIM	⚠️	Any involved PRIME SKU with status 🔴
	⚠️	Any involved PRIME SKU with status 🟡
	⚠️	Any involved PRIME SKU with status 🔵
	⚠️	Any involved PRIME SKU with status 🟢
	⚠️	All involved PRIME SKU with status 🟢

You can filter on Important Status for Report and CAP Approval.

You can create customized filter and export data.

PIM SKU /icw Item Description		Part Num / Desc	Vendor Num	Concept	Baby & Child	Core	Regulatory	Quality	PIM SKU
100171_1	MICROMAX PILLOW	8000	BBY MGR				●	●	
100171_1	MICROMAX S/NET	8000	BBY DECOR				●	●	
500400159400	MOVIL CRRN STD 1X1 GRY	3000	FABRIC UPHOLSTERY				●	●	
500100144000	MOVIL CRRN STD 2X2 GRY	3000	FABRIC UPHOLSTERY				●	●	
1417920015	ITALIAN FAUX LEATHER	5000	LEATHER UPHOLSTERY				●	●	
1417920015	ITALIAN FAUX LEATHER	5000	LEATHER UPHOLSTERY				●	●	
1417920015	ITALIAN FAUX LEATHER	5000	LEATHER UPHOLSTERY				●	●	
100723210017	ITAL COTTON K SHAM	1000	BEDROOM / TEXTILES				●	●	
115370100500	ITAL WOOL JEG	8000	BBT LOOING				●	●	
115370100500	NAVY WOOL RUG	8000	BBT FLOORING				●	●	

Commented [A19]: 20221101 Added the wording and updated image with "Create/Customized Filter" and "Export" feature

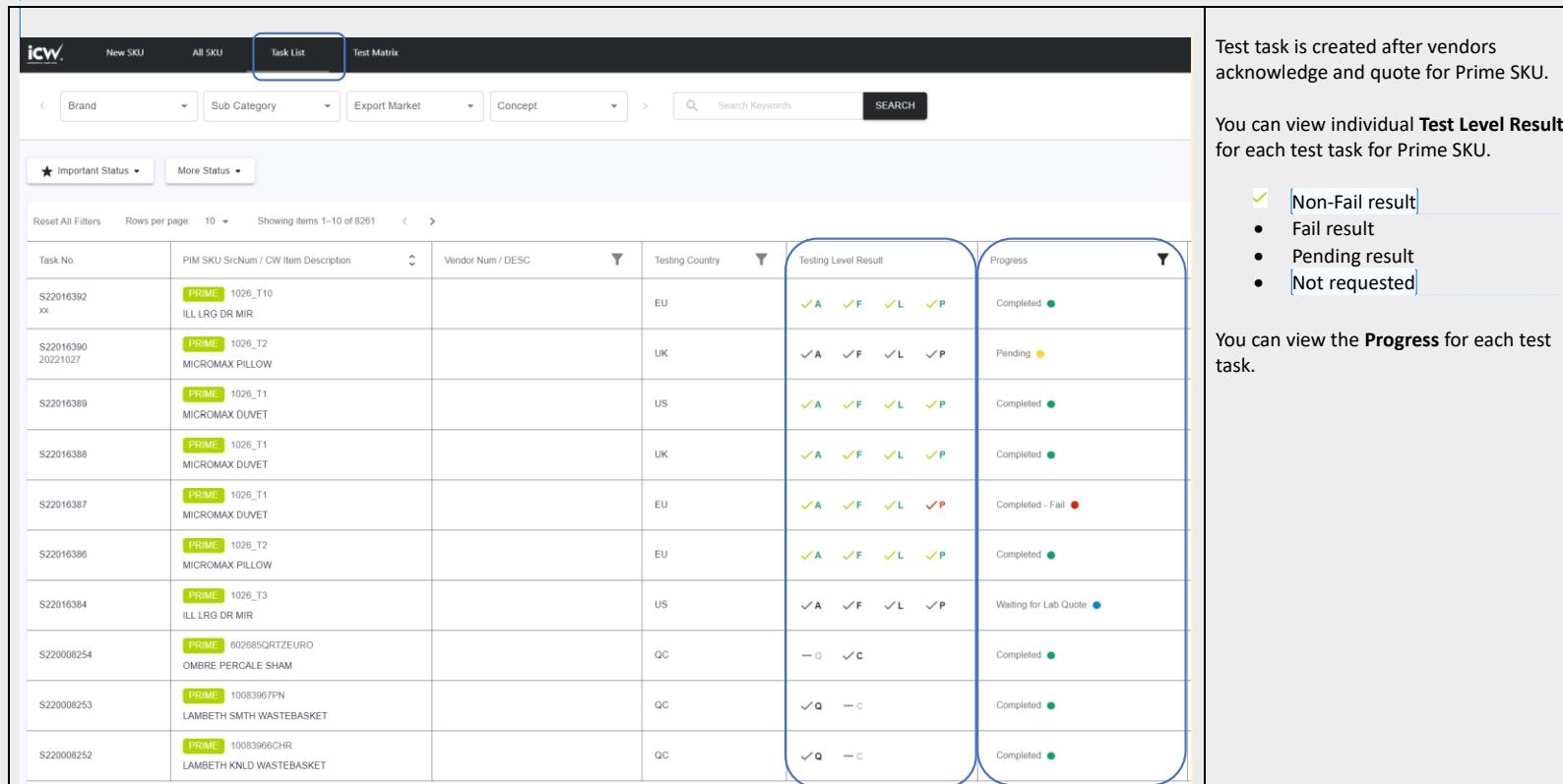
Commented [A20]: 20221205 Enhanced "Export" feature: export one after another

Commented [A21]: 20221101 Updated from "Pass" to "Non-Fail"

Commented [A22]: 20221101 Updated PIM SKU status to follow the same as Prime SKU (during pilot only have red, green and grey for PIM)

Overall task status for regulatory tests of each export market and quality tests are based on the priority of each task status for the involved test tasks.					
SKU/Priority Level	1	2	3	4	5
Prime	🔴	🟡	🔵	🟡	🟢
PIM	⚠️	⚠️	⚠️	⚠️	⚠️

(Task List page)



Task No.	PIM SKU SrcNum / CW Item Description	Vendor Num / DESC	Testing Country	Testing Level Result	Progress
S22016392 xx	PRIME 1026_T10 ILL LRG DR MIR		EU	✓ A ✓ F ✓ L ✓ P	Completed ●
S22016390 20221027	PRIME 1026_T2 MICROMAX PILLOW		UK	✓ A ✓ F ✓ L ✓ P	Pending ●
S22016389	PRIME 1026_T1 MICROMAX DUVET		US	✓ A ✓ F ✓ L ✓ P	Completed ●
S22016388	PRIME 1026_T1 MICROMAX DUVET		UK	✓ A ✓ F ✓ L ✓ P	Completed ●
S22016387	PRIME 1026_T1 MICROMAX DUVET		EU	✓ A ✓ F ✓ L ✓ P	Completed - Fail ●
S22016386	PRIME 1026_T2 MICROMAX PILLOW		EU	✓ A ✓ F ✓ L ✓ P	Completed ●
S22016384	PRIME 1026_T3 ILL LRG DR MIR		US	✓ A ✓ F ✓ L ✓ P	Waiting for Lab Quote ●
S220008254	PRIME 602685QRTZEURO OMBRE PERCALE SHAM		QC	— Q ✓ C	Completed ●
S220008253	PRIME 10083967PN LAMBETH SMTH WASTEBASKET		QC	✓ Q — C	Completed ●
S220008252	PRIME 10083966CHR LAMBETH KNLD WASTEBASKET		QC	✓ Q — C	Completed ●

Test task is created after vendors acknowledgement and quote for Prime SKU.

You can view individual **Test Level Result** for each test task for Prime SKU.

✓ **Non-Fail result**  
 • Fail result  
 • Pending result  
 • Not requested

You can view the **Progress** for each test task.

Commented [A23]: 20221101 Updated image to show "Completed-Fail" when test level result is fail

Commented [A24]: 20221101 Updated from "Pass" to "Non-Fail" result

Commented [A25]: 20221101 Updated from "Not applicable" to "Not requested"

## 9 Test Matrix > Test Item

Overview of Test Item, where you can **view, create, edit, archive, export** with change log.

**Commented [A26]: 20221205 Added "Export" feature**

**Select EXPORT ITEMS to export test item from Test Items page**

**Commented [A27]: 20221205 Added "Export" feature**

**Create test item by filling in Country, Brand, Test Level, Test Line Details, Change Reason.**  
**Select Submit for Approval to proceed.**

**Select Edit from Action to change the details with change reason.**  
**Select Submit for Approval to proceed.**

**Select Archive from Action.**  
**Provide change reason and ARCHIVE to proceed.**

**Select EXPORT ITEMS to export test items.**  
**Note: Export view is fixed, it doesn't change along with filter**

**EXPORT ITEMS**

## 10 Test Matrix > Test Matrix

Overview of Test Matrix, where you can **view**, **create**, **edit**, **export**, **archive**, with change log.

**Test Matrix** **ARCHIVED** **Select ARCHED to view archived test items** **+ CREATE TEST MATRIX**

Rows per page: 10 Showing items 1–10 of 371

Country	Brand	Sub-category	Status	Last Update	No. of Test Item	Actions
US	Teen	All Textiles	Active	12/Sep/2022 12:38 pm	100	
US	Teen	Battery Powered Product	Active	12/Sep/2022 12:38 pm	68	

**edit** **change log** **archive** **export**

Create test item by filling in **Country**, **Brand**, **Sub-categories**.  
 Select **+ ADD TEST ITEM** and provide **Change Reason**.  
 Select **Submit for Approval** to proceed.

**Select Edit from Action.**  
**Select + ADD TEST ITEM or remove**, if applicable.  
**Select Submit for Approval** to proceed.

**Select Archive from Action.**  
 Provide change reason and **ARCHIVE** to proceed.

Select **+** to export test matrix.  
 Or go to a specific test matrix, select **Export** to export the test matrix.

**Test Matrix** **Active**  
 Country: **Brand:** **Sub-category:**

Commented [A28]: 20221205 Added "Export" feature

Commented [A29]: 20221205 Added filter and search feature when creating Test Matrix

Commented [A31]: 20221205 Updated image

Commented [A30]: 20221205 Updated image

Commented [A32]: 20221205 Added "Export" feature

## 11 Test Matrix > Change Request

Overview of Change Request for Test Items, Test Matrix and Sub-categories, where you can view, edit (approve, reject, return) or publish.

ICW New SKU All SKU Test Matrix

ICW New SKU All SKU Task List Test Matrix

SEARCH RESET

Change Request

Rows per page: 10 Showing items 1-8 of 8 < >

Task Code	Change Type	Country	Brands	Sub-categories	Test Level	Status	Editor	Approver	Action
CR00000403	Sub-Category Edit	US	Test	Test	N/A	Pending Approval	rh@icw.io	N/A	
CR00000407	Test Matrix Archive	US	Teen	All Textiles	N/A	Pending Approval	rh@icw.io	N/A	
CR00000400	Test Item Archive	US	Teen	Minor	Labeling and Product Information	Pending Approval	rh@icw.io	N/A	
CR00000399	Test Item Archive	US	Teen	Minor	Performance and Construction	Pending Approval	rh@icw.io	N/A	
CR00000391	Test Matrix Archive	US	Test	Test	N/A	Pending Approval	alice.lam@icw.io	N/A	
CR00000387	Brand Create	US	Test 2	No tags found	N/A	Pending Approval	rh@icw.io	N/A	
CR00000384	Test Item Archive	US	Teen	Footwear	Performance and Construction - Quality	Approved	rh@icw.io	rh@icw.io	

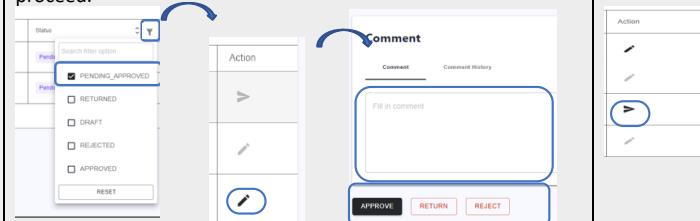
Rows per page: 10 Showing items 1-10 of 562 < >

 edit (make approval)  publish

Focus on status **PENDING APPROVAL** for making approval.

Select **Edit** from Action to review.

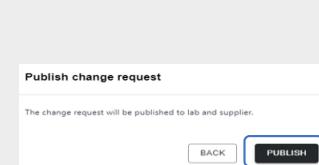
Provide comment and select **APPROVE, RETURN or REJECT** to proceed.



Select **Publish** from Action.  
Select **Publish** in the pop up to proceed.

Note:

- Publish is applicable for all change type.
- Email notification is sent automatically to all Agent, Vendor, Lab Admin and Lab Location when published for change type related to Test Item and Test Matrix only.



Commented [A33]: 20221101 Updated publish handling

## 12 Test Matrix > Sub-Categories

Overview of Country, Brand, and Sub-Category combination, where you can **view**, **create**, **edit**, or **export**.

**Commented [A34]: 20221205 Adding "Export" feature**

**Sub-Categories TAG VIEW**

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Task Code	Change Type	Country	Brands	Sub-categories	Test Level	Status	Editor	Approver	Action
CR00000403	Sub-Category Edit	US	Test	Test	N/A	Pending Approval	rh@icw.io	N/A	
CR00000402	Test Matrix Archive	US	Teen	All Textiles	N/A	Pending Approval	rh@icw.io	N/A	
CR00000400	Test Item Archive	US	Teen	Mirror	Labeling and Product Information	Pending Approval	rh@icw.io	N/A	
CR00000399	Test Item Archive	US	Teen	Mirror	Performance and Construction	Pending Approval	rh@icw.io	N/A	
CR00000391	Test Matrix Archive	US	Test	Test	N/A	Pending Approval	alice.lam@icw.io	N/A	
CR00000387	Brand Create	US	Test 2	No tags found	N/A	Pending Approval	rh@icw.io	N/A	
CR00000386	Test Item Archive	US	Teen	I do wear	Performance and Construction - Quality	Approved	rh@icw.io	rh@icw.io	

Rows per page: 10 Showing items 1-8 of 8 < >

**edit (make approval) > publish**

**Create Brand** by filling in **Country**, new **Brand** and **Change Reason**.  
Select **SUBMIT FOR APPROVAL** to proceed.

**Create Sub-category** by filling in **Country**, **Brand**, new **Sub-Category**, **Product Example** and **Change Reason**.  
Select **SUBMIT FOR APPROVAL** to proceed.

Select **Edit** from Action to change the Brand / Sub-category with change reason.  
Select **Submit for Approval** to proceed.

**Select EXPORT to export sub-categories.** 

**Commented [A35]: 20221205 Added "Export" feature**

## 13 Appendix

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