



# QUICK START USER GUIDE – RH

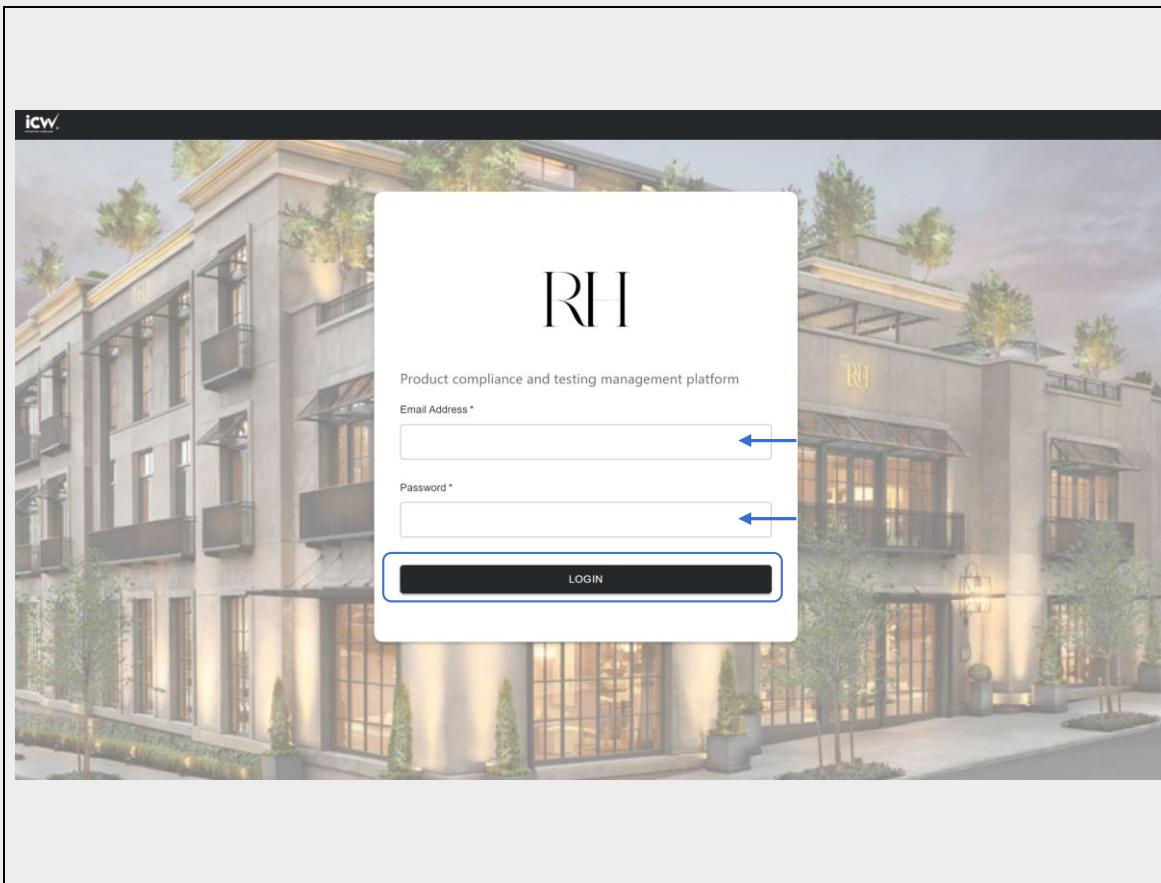
Product Compliance and Testing Management Platform

INTERNATIONAL COMPLIANCE WORKSHOP | RH  
QUICK START USER GUIDE\_V4

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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.

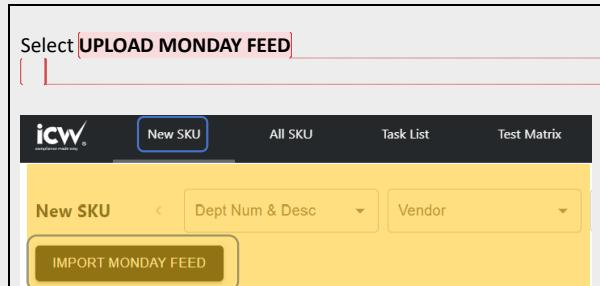
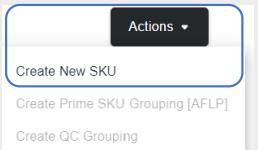
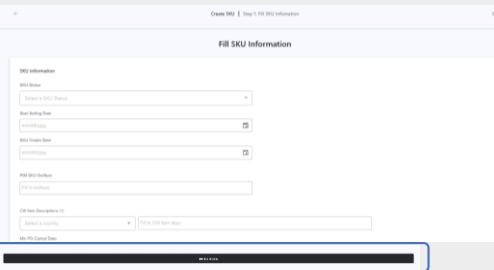
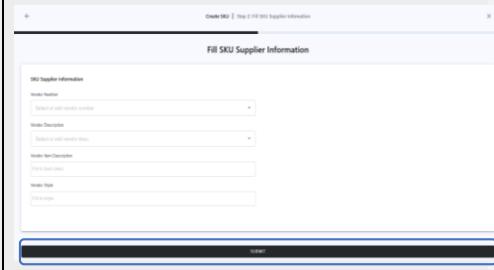
Log in to the platform: [rh.icw.io](http://rh.icw.io)

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>Select <b>UPLOAD MONDAY FEED</b></p>	<p>Note:</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</b> 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.</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>Fill in the <b>Vendor details</b> as required. Select <b>Submit</b>.</p>  <p>Note: Indicate <b>Has prop 65 label and Remark for prop 65 label</b> if any</p>

Commented [A1]: 20230208 Enhanced **IMPORT MONDAY FEED** able to map DC 99 to 099; map Concept "B&C", "BC", "Baby and Child" to Baby & Child

Commented [A2]: 20221101 Updated image with "Task List" page

Commented [A3]: 20230208 Sort in alphabetical order for **Dept Num & Desc** and **Vendor** header filter, with updated image

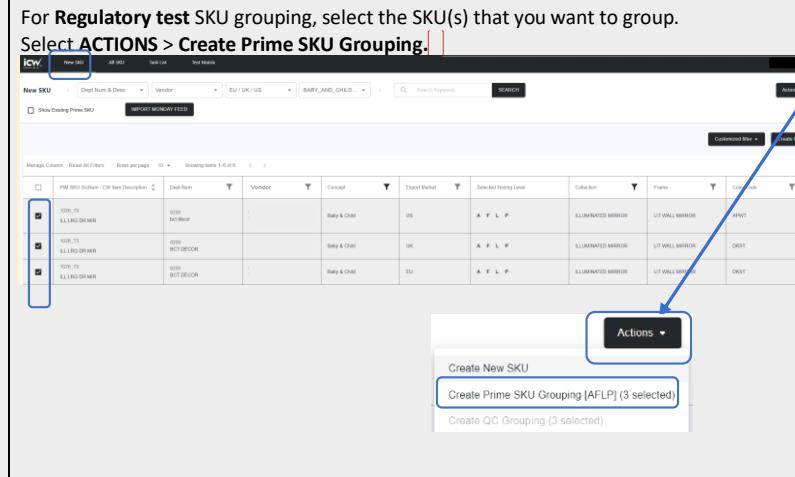
Commented [A4]: 20221205 Enhanced Monday Feed Import feature to support SKU creation for export market when there's cancelled task

Commented [A5]: 20221101 New fields in SKU details page

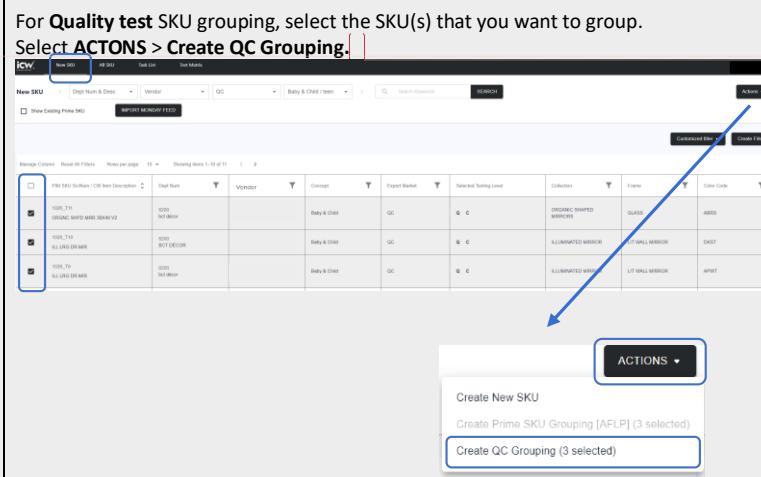
## 4 Create SKU Grouping

(New SKU page)

For **Regulatory test** SKU grouping, select the SKU(s) that you want to group. Select **ACTIONS > Create Prime SKU Grouping**.



For **Quality test** SKU grouping, select the SKU(s) that you want to group. Select **ACTIONS > Create QC Grouping**.

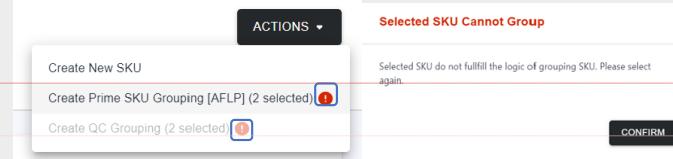


**SKU Grouping Logic:**

- Same Vendor
- Same test natures: Regulatory test line (A F L P) cannot be grouped with Quality test line (Q C).

Note: You can create bulk SKU grouping for multiple export markets.

You will see following alert and pop up when grouping logic is not fulfilled.



(Continued on next page)

Commented [A6]: 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

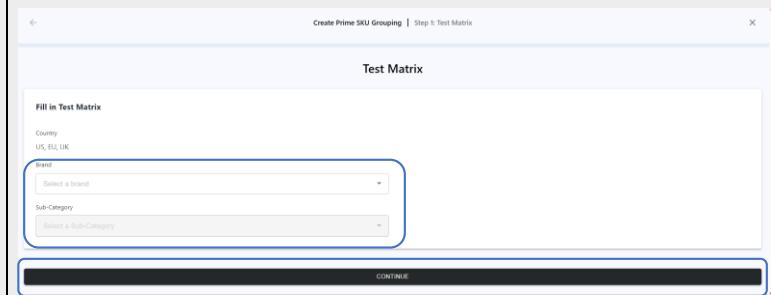
Commented [A7]: 20221101 Moved Dept Num, Vendor, Concept columns to front; Updated image with "create/customized filter" feature

Commented [A8]: 20230208 Update grouping logic by removing Same Concept and Same Department

Commented [A9]: 20221101 Updated SKU grouping logic by removing same export market requirement

### Select the Test Matrix for Prime SKU

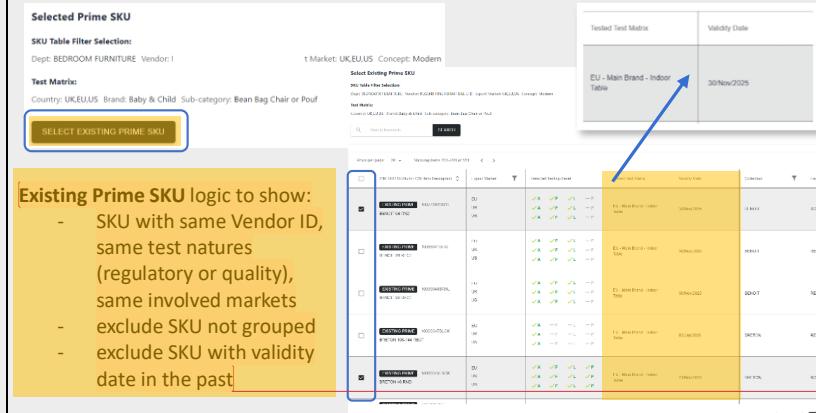
Fill in the applicable test matrix, select **SUBMIT**.



### Decide the Prime SKU

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

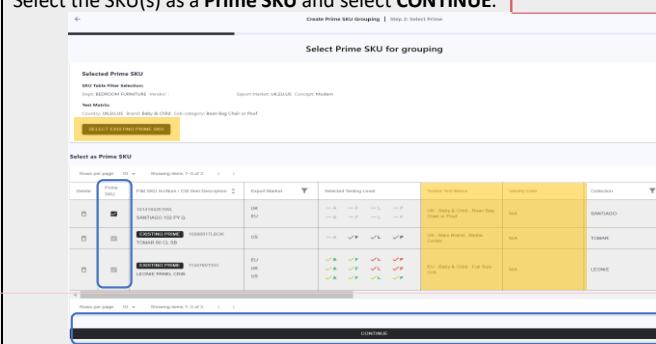
Select **SELECT EXISTING PRIME SKU** and select the SKU(s) as a **Prime SKU**, then select **CONFIRM**.



### Decide the Prime SKU

**Assign New SKU as a Prime SKU:**

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

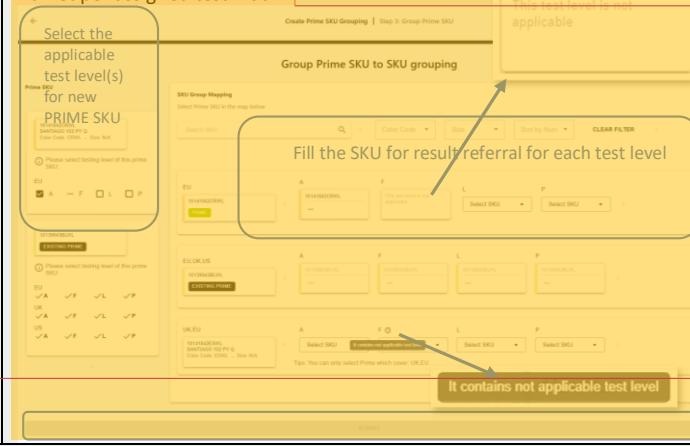


### Build Prime-PIM SKU relationship at test level

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

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

Assign Prime/PIM is not required when test level is not applicable for all involved market per assigned test matrix.



Commented [A10]: 20221101 Moved from step 3 to step 1

Commented [A12]: 20221101 Moved from step 1 to step 2.

Updated image to show bulk sku grouping case

Commented [A13]: 20230208 Rename to **SELECT EXISTING PRIME**.

Updated image to show **Tested Test Matrix** and

**Validity Date**

Commented [A11]: 20221101 Moved from step 3 to step 1

Commented [A17]: 20221101 Moved from step 2 to step 3; Updated from "Continue" to "Submit"

Commented [A14]: 20221101 Moved from step 1 to step 2; added the test level result for existing prime SKU

Commented [A15]: 20230208 Rename to **SELECT EXISTING PRIME**.

Updated image to show **Tested Testing Level** and **Validity date**

Commented [A18]: 20230208

-Indicate **This test level is not applicable** per assigned test matrix when it's applicable for all involved export markets.

Assign Prime/Pim is not required.

-Indicate **It contains not applicable test level** per assigned test matrix when it's applicable for some of the involved export markets. Assign Prime/PIM is required for applicable export market.

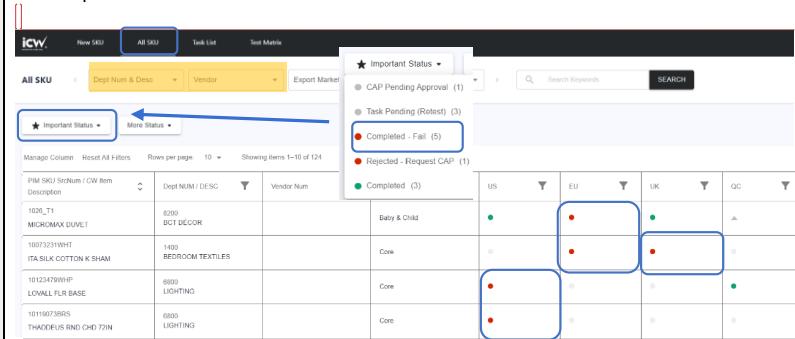
Commented [A16]: 20230208 Updated Existing Prime SKU logic

## 5 Approval of Test Report and Result

(All SKU page)

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

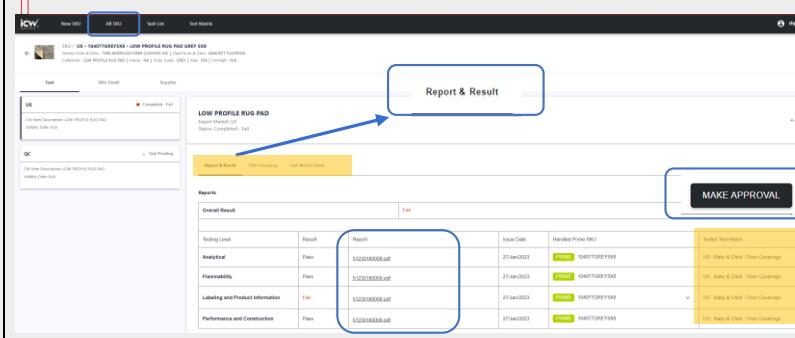
Select specific test task to continue.



PIM SKU	Serial / CW Item Description	Dept Num / Desc	Vendor Num
1020_1	MICROMAX DUVET	8200 BCT DECOR	Baby & Child
100732119NT	ITA SILK COTTON K SHAM	1600 BEDROOM TEXTILES	Core
10123479WHP	LOWALL FLR BASE	6800 LIGHTING	Core
1011607380S	THEODUS RND CHD 72IN	6800 LIGHTING	Core

Select Report to view.

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

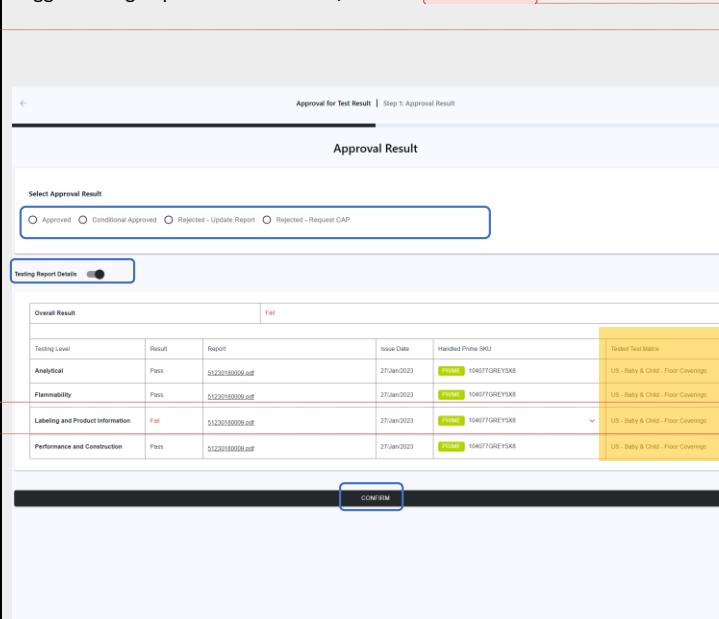


Test	SKU Detail	Supplier
Low Profile Rug Pad	Pass	

Report	Overall Result
Report	Pass

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

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



Testing Level	Result	Report	Issue Date	Handled Prime SKU	Tested Test Matrix
Analytical	Pass	51230180009.pdf	27/06/2023	104077GREYSX	US - Baby & Child - Floor Coverage
Flammability	Pass	51230180009.pdf	27/06/2023	104077GREYSX	US - Baby & Child - Floor Coverage
Labeling and Product Information	Fail	51230180009.pdf	27/06/2023	104077GREYSX	US - Baby & Child - Floor Coverage
Performance and Construction	Pass	51230180009.pdf	27/06/2023	104077GREYSX	US - Baby & Child - Floor Coverage

Commented [A20]: 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

Commented [A21]: 20230208 Updated image to show **Tested Test Matrix**

Commented [A19]: 20230208 Sort in alphabetical order for **Dept Num & Desc** and **Vendor** header filter

Commented [A22]: 20221101 Swap page of Report & Result & SKU Grouping; Updated image to show test level result is renamed from ReportAsIs to Information Only

Commented [A23]: 20230208 Updated image for **Tested Test Matrix**

Commented [A24]: 20230208 Updated Report&Result and SKU Grouping and Test Matrix Detail

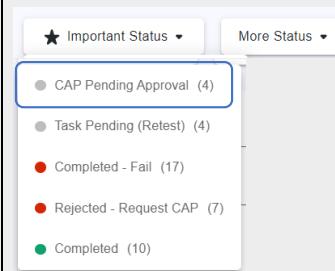
-This test level is not applicable on the test matrix at the moment will show in related test level in Report&Result and SKU Grouping session when applicable.

-Update **Test Matrix Detail** to show the test matrix for applicable test levels for current Prime SKU only. **Test Matrix Detail** will not be shown for full PIM SKU.

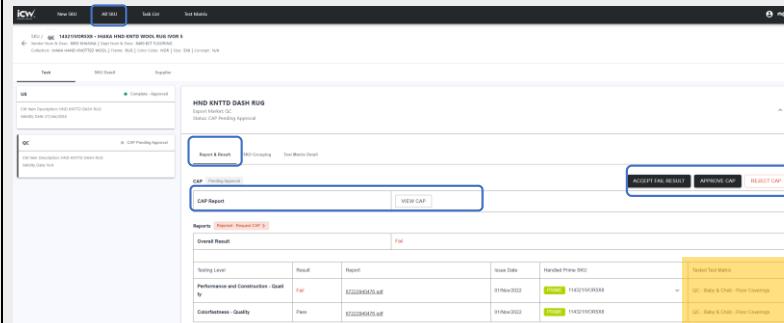
## 6 Approval of CAP and Retest

(ALL SKU page)

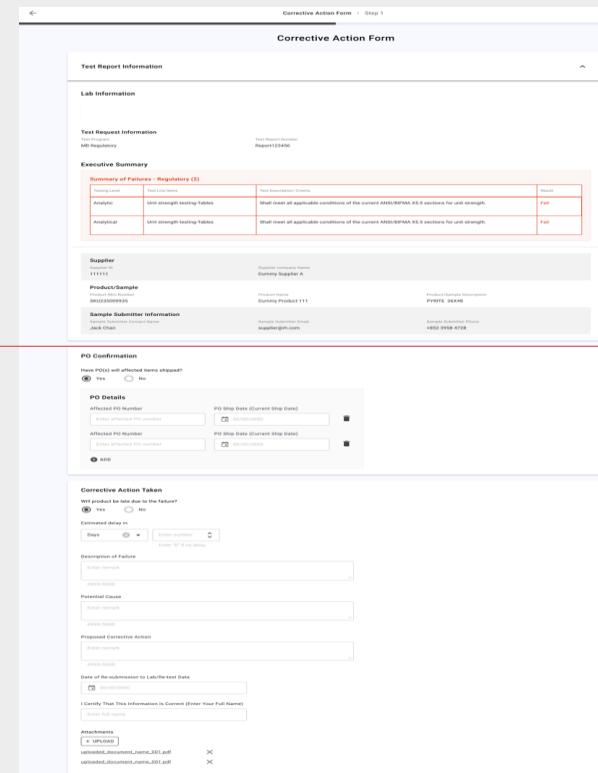
Select **Important Status>CAP pending approval**. Select specific test task to continue.



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



Select **VIEW CAP**.



Commented [A25]: 20221101 Updated wording from "CAP Report" to "VIEW CAP" in user guide, no change in UI

Commented [A26]: 20230208 Updated image for **Tested Test Matrix**

(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 Need to Redo The Testing Report:

<input type="checkbox"/> Analytical - Pass	<input type="checkbox"/> Report.pdf
<b>+ ADD TEST ITEM</b>	
At least select one test item	

<input type="checkbox"/> Flammability - Fail	<input type="checkbox"/> Report.pdf
<b>+ ADD TEST ITEM</b>	
At least select one test item	

<input type="checkbox"/> Labeling and Product Information - Reports	<input type="checkbox"/> Report.pdf
<b>+ ADD TEST ITEM</b>	
At least select one test item	

<input type="checkbox"/> Performance and Construction - NotApplicable	<input type="checkbox"/> Report.pdf
<b>+ ADD TEST ITEM</b>	
At least select one test item	

Testing Report Details

**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

**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

**CONFIRM**

## 7 Exceptional Handling

(NEW SKU page / ALL SKU page)

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**.

**icw** New SPN View SPN Test Mode

**SKU Grouping - VITTORIO 48 PNL KG WOFB**

Report Period: 2023-08-01 to 2023-08-31

Filter:  Pending for LSC Quote

**VITTORIO 48 PNL KG WOFB**

Report Period: 2023-08-01 to 2023-08-31

Filter:  Pending for LSC Quote

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

**SKU Grouping - Related Handle Price**

Testing Level	Handle Price (SKU)	Handle Verification	Submission No.	Test No.	Result Status	Link
Aspirational	<input checked="" type="checkbox"/> VITTORIO 48 PNL KG WOFB	<input type="checkbox"/> VITTORIO 48 PNL KG WOFB	SB20000123	WS204440	Waiting for LSC Quote	<input type="checkbox"/>
Franchising	<input checked="" type="checkbox"/> VITTORIO 48 PNL KG WOFB	<input type="checkbox"/> VITTORIO 48 PNL KG WOFB	SB20000123	WS204440	Waiting for LSC Quote	<input type="checkbox"/>
Labeling and Product Information	<input checked="" type="checkbox"/> VITTORIO 48 PNL KG WOFB	<input type="checkbox"/> VITTORIO 48 PNL KG WOFB	SB20000123	WS204440	Waiting for LSC Quote	<input type="checkbox"/>
Performance and Contribution	<input checked="" type="checkbox"/> VITTORIO 48 PNL KG WOFB	<input type="checkbox"/> VITTORIO 48 PNL KG WOFB	SB20000123	WS204440	Waiting for LSC Quote	<input type="checkbox"/>

**VIEW SKU RELATIONSHIP**

Commented [A28]: 20230208 Updated image to show **Tested**

Select EDIT RELATIONSHIP.

Related SKU Relationship

[View All related SKU:](#)

[SKU Table](#) [EDIT RELATIONSHIP](#)

Prime SKU	10124070BTDV
PIM SKU	N/A

[CLOSE](#)

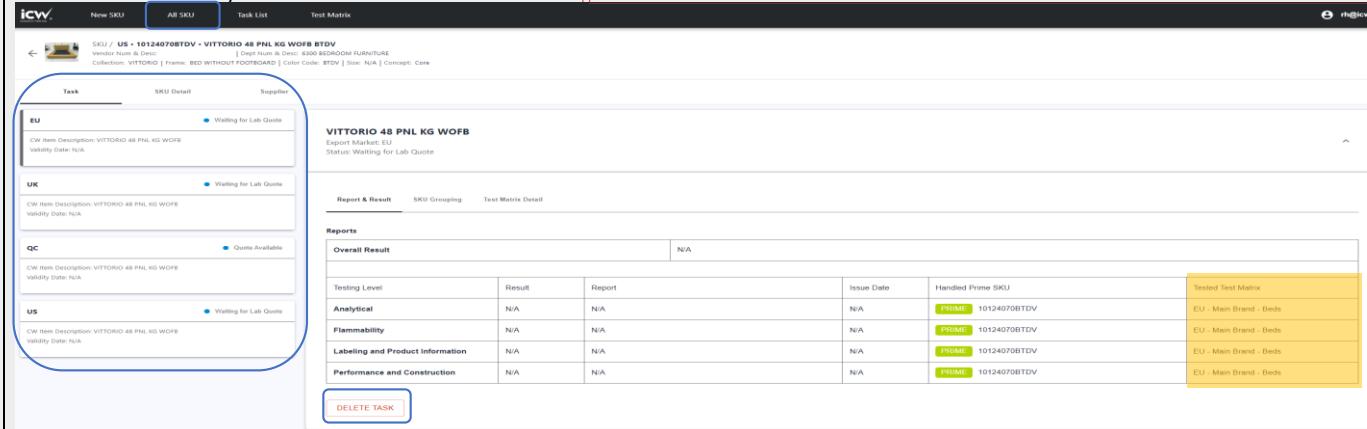
Commented [A27]: 20221101 Added Prop 65 handling;  
Updated image.

(Continued on next page)

(ALL SKU page)

### Delete Task

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



SKU / US - 101240708BTDV - VITTORIO 48 PNL KG WOFR BTDV

Vendor Name & Desc: DENT NURS & DEC. 6300 BEDROOM FURNITURE

Collection: VITTORIO | Frame: BED WITHOUT FOOTBOARD | Color Code: BTDV | Size: N/A | Concept: Care

**EU** Waiting for Lab Quote  
CW Item Description: VITTORIO 48 PNL KG WOFR  
Validity Date: N/A

**UK** Waiting for Lab Quote  
CW Item Description: VITTORIO 48 PNL KG WOFR  
Validity Date: N/A

**QC** Quote Available  
CW Item Description: VITTORIO 48 PNL KG WOFR  
Validity Date: N/A

**US** Waiting for Lab Quote  
CW Item Description: VITTORIO 48 PNL KG WOFR  
Validity Date: N/A

**DELETE TASK**

Commented [A29]: 20230208 Updated image for **Tested Test Matrix**

 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

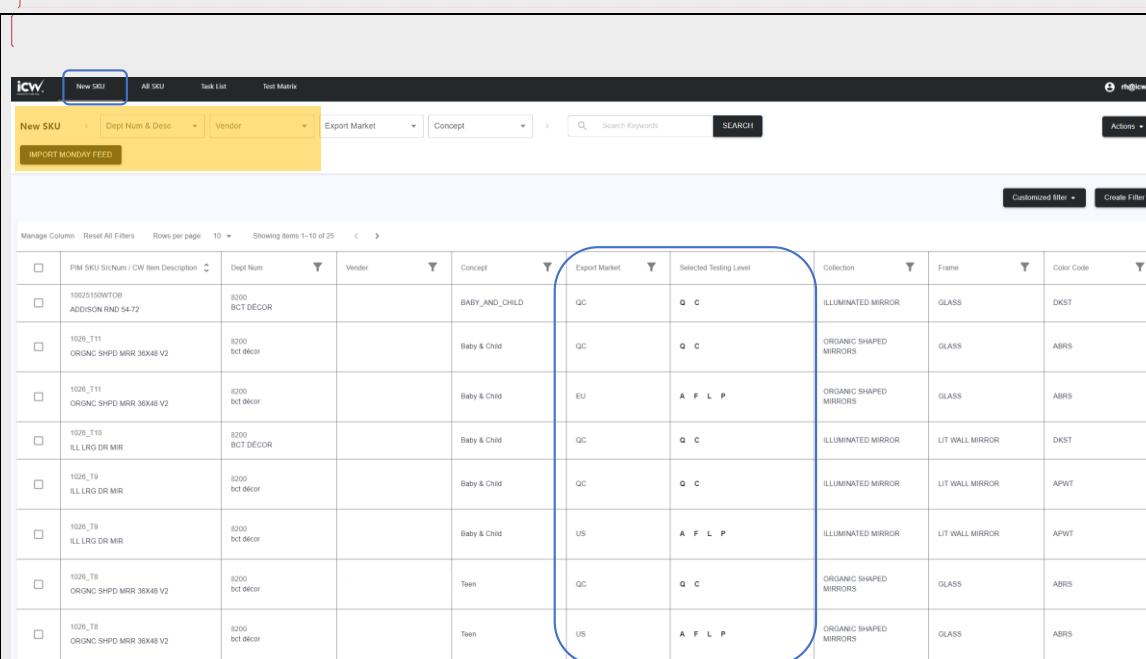
Commented [A30]: 20221101 Added Delete Task Reason

Commented [A31]: 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**.

You can sort in alphabetical order for **Dept Num & Desc** and **Vendor** header filter.

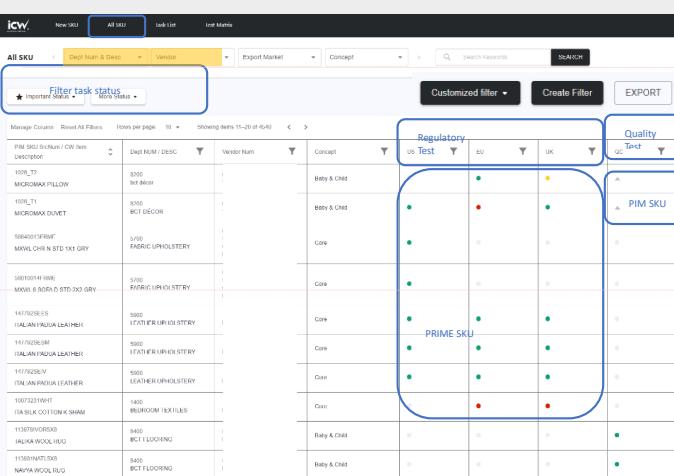
Commented [A32]: 20221101 Add the wording and updated image with "Create/Customized Filter" feature

Commented [A33]: 20230208 Sort in alphabetical order for **Dept Num & Desc** and **Vendor** header filter, with updated image

(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.  
 You can sort in alphabetical order for **Dept Num & Desc** and **Vendor** header filter.



Commented [A34]: 20230208 Sort in alphabetical order for Dept Num & Desc and Vendor header filter, with updated image

Commented [A35]: 20221101 Added the wording and updated image with "Create/Customized Filter" and "Export" feature

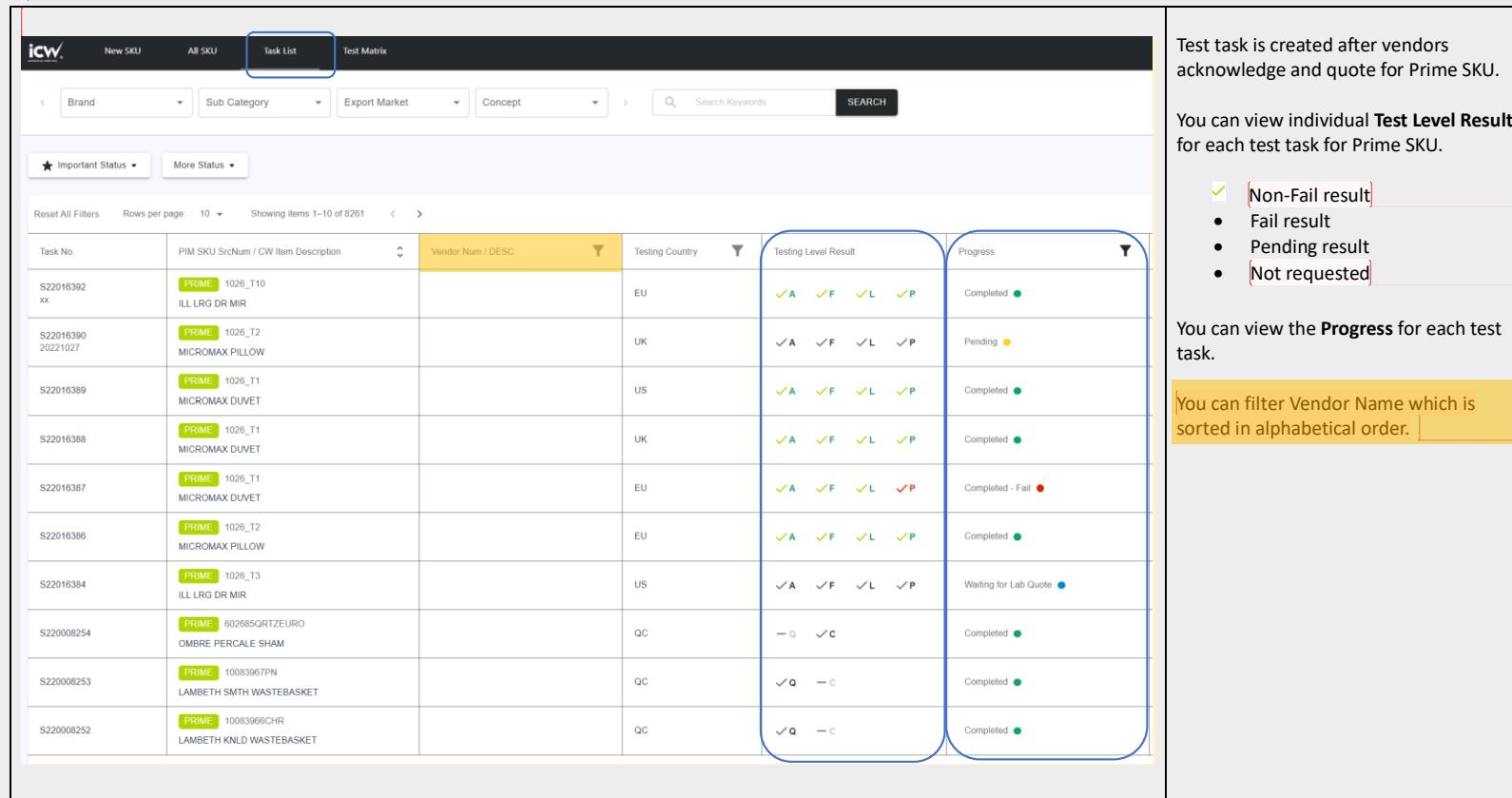
Commented [A36]: 20221205 Enhanced "Export" feature: export one after another

Commented [A37]: 20221101 Updated from "Pass" to "Non-Fail"

Commented [A38]: 20221101 Updated PIM SKU status to follow the same as Prime SKU (during pilot only have red, green and grey for PIM)

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 acknowledge 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.

You can filter Vendor Name which is sorted in alphabetical order.

Commented [A39]: 20221101 Updated image to show "Completed-Fail" when test level result is fail

Commented [A40]: 20221101 Updated from "Pass" to "Non-Fail" result

Commented [A41]: 20221101 Updated from "Not applicable" to "Not requested"

Commented [A42]: 20230208 Added Vendor Name and Sort Vendor Name in alphabetical order for **Vendor Num / DESC** table filter.

## 9 Test Matrix > Test Item

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

Commented [A43]: 20221205 Added "Export" feature

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

Country Brand Sub-Category Test Level  **SEARCH** **RESET**

**Test Items**  **ARCHIVED** **Select ARCHIVED to view archived test items**

Rows per page: 10 Showing items 1-10 of 9541

Code	Country	Brand	Sub-Category	Test Level	Test Line Items	Test Description / Criteria	Status	Last Updated	Actions
T009541	US	Teen	Mirror	Labeling and Product Information	Illuminated Mirrors - Household and Commercial Furnishings; ANSI/IUU Labeling; ANSI/IUL 952, Edition 4, section 57	Applicable only to illuminated mirrors Product must meet the labeling requirements of the standards.	Active	12/Sep/2022 12:38 pm	
T009540	US	Teen	Mirror	Performance and Construction	Illuminated Mirrors - Normal Temperature Test-Method; Household and Commercial Furnishings, ANSI/IUL 952, Edition 52	Applicable only to illuminated mirrors Test shall be run continuously until a constant temperature has been attained on all parts and materials. No part shall exce...	Active	12/Sep/2022 12:38 pm	

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

**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.

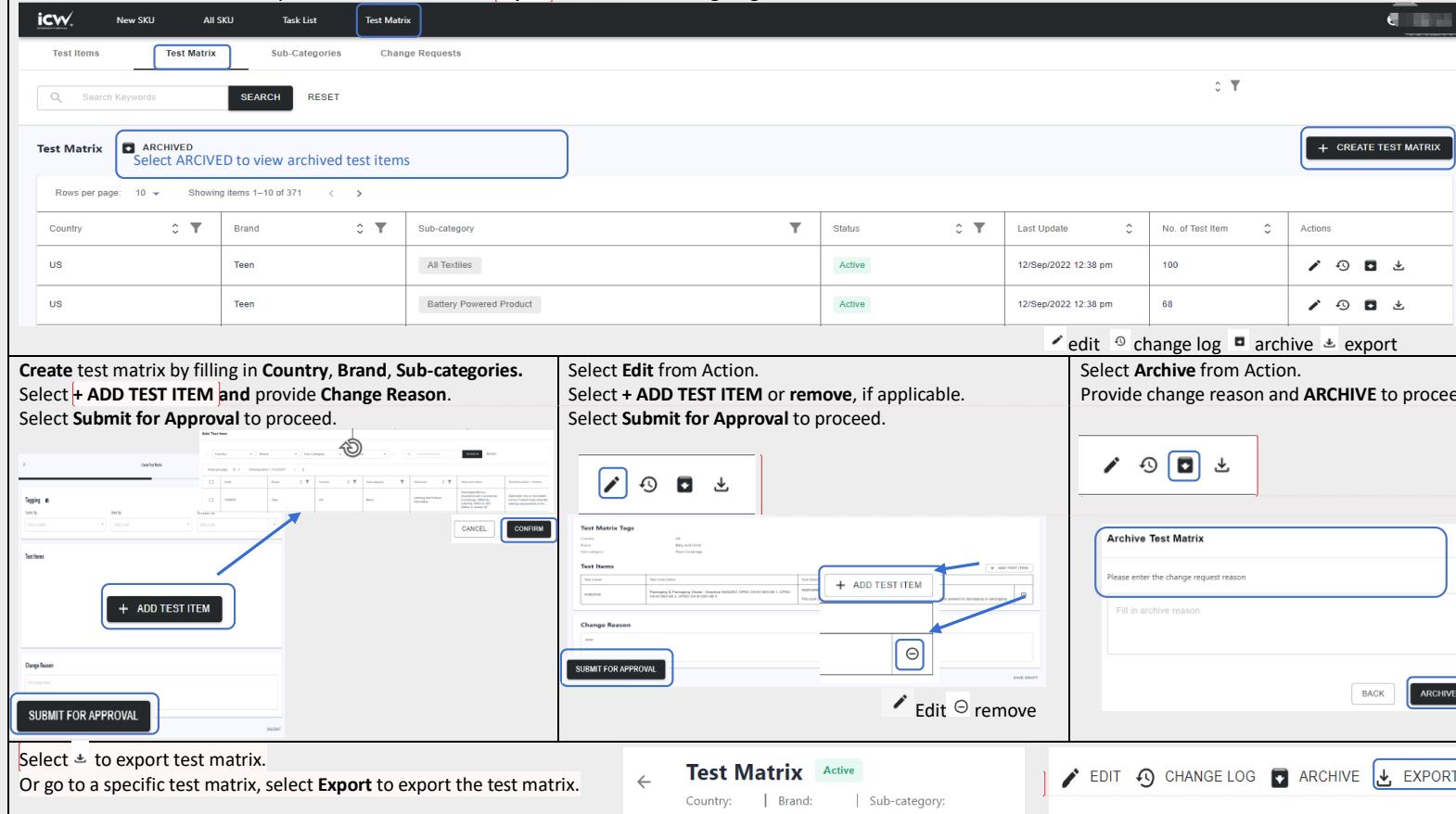
**Select Archive from Action.**  
Provide change reason and **ARCHIVE** to proceed.

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

Commented [A44]: 20221205 Added "Export" feature

## 10 Test Matrix > Test Matrix

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



The screenshot shows the Test Matrix interface with the following components:

- Header:** icw, New SKU, All SKU, Task List, **Test Matrix** (highlighted).
- Search Bar:** Search Keywords, SEARCH, RESET.
- Table:** Test Matrix, showing rows for Country, Brand, and Sub-category. One row is highlighted for "US" in Country and "Teen" in Brand.
- Buttons:** ARCHIVED (with a note to view archived test items), CREATE TEST MATRIX, edit, change log, archive, and export.
- Form (Left):** Create test matrix by filling in Country, Brand, Sub-categories. Includes a screenshot of the "Add Test Item" dialog with a blue box around the "+ ADD TEST ITEM" button and an arrow pointing to the "SUBMIT FOR APPROVAL" button.
- Form (Middle):** Select Edit from Action. Includes a screenshot of the "Edit Test Item" dialog with a blue box around the "+ ADD TEST ITEM" button and an arrow pointing to the "SUBMIT FOR APPROVAL" button.
- Form (Right):** Select Archive from Action. Includes a screenshot of the "Archive Test Matrix" dialog with a blue box around the "ARCHIVE" button.
- Bottom:** Test Matrix (Active), Country: [redacted], Brand: [redacted], Sub-category: [redacted], with buttons for EDIT, CHANGE LOG, ARCHIVE, and EXPORT.

Commented [A45]: 20221205 Added "Export" feature

Commented [A46]: 20221205 Added filter and search feature when creating Test Matrix

Commented [A48]: 20221205 Updated image

Commented [A47]: 20221205 Updated image

Commented [A49]: 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 Task List Test Matrix

Test Items Test Matrix Change Request Sub-Categories

SEARCH RESET

Change Request

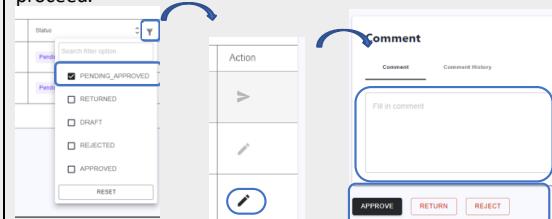
Rows per page: 10 Showing items 1-8 of 8 < >

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.in	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.in	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.in	N/A	
CR00000384	Test Item Archive	US	Teen	Footwear	Performance and Construction - Quality	Approved	rh@icw.io	rh@icw.io	

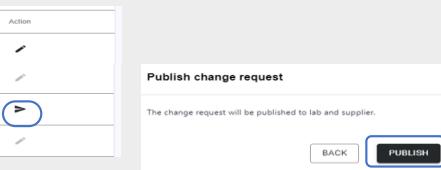
Rows per page: 10 Showing items 1-10 of 562 < >

 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 [A50]: 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**.

**Test Matrix > Sub-Categories**

Sub-Categories TAG VIEW

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	
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	No tags found	N/A	Pending Approval	rh@icw.io	N/A	
CR00000384	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 Sub-category by select Actions, 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 [A51]: 20230208 Remove Create Brand feature

Commented [A52]: 20221205 Adding "Export" feature

Commented [A53]: 20221205 Added "Export" feature

## 13 Appendix

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