

QUICK START USER GUIDE – RH

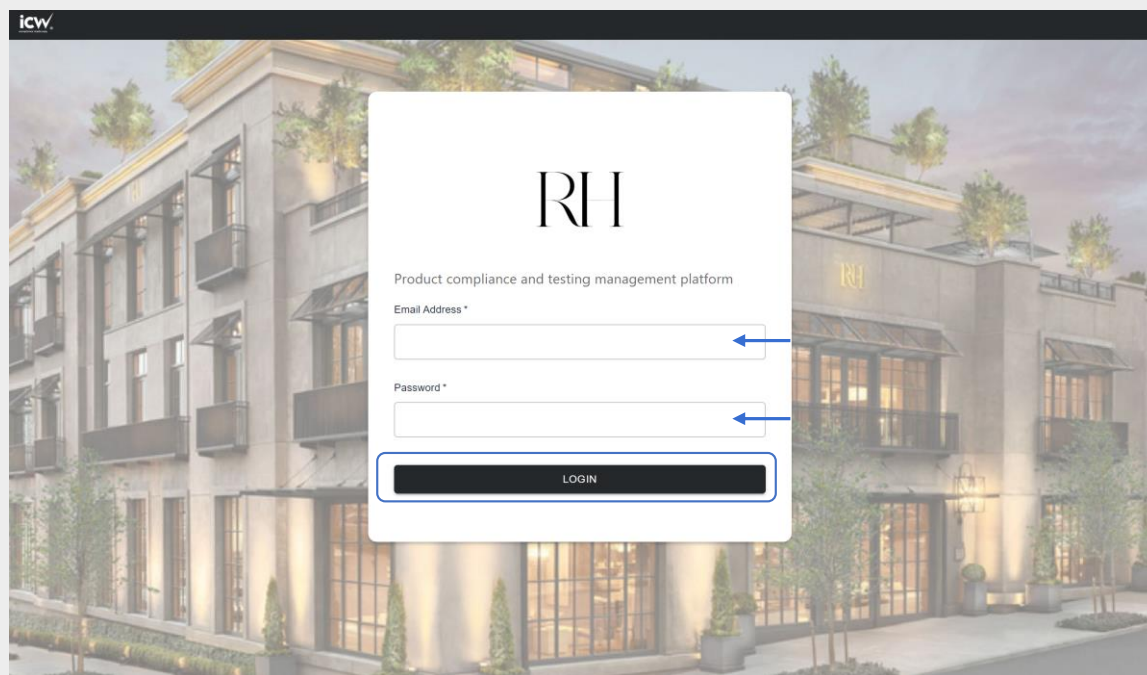
Product Compliance and Testing Management Platform

INTERNATIONAL COMPLIANCE WORKSHOP | RH
QUICK START USER GUIDE_V4

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2 Login



icw

RH

Product compliance and testing management platform

Email Address *

Password *

LOGIN

Log in to the platform: 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)

Select **UPLOAD MONDAY FEED**

icw

New SKU

All SKU

Task List

Test Matrix

New SKU

Dept Num & Desc

Vendor

IMPORT MONDAY FEED

Note:

- Regulatory test and quality test are created automatically as separate lines.
- Quality test level for same SKU would be created when it was not created in the past.
- 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.
- 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.
- 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.
- 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.

Alternatively, select **ACTIONS > Create New SKU**.

Actions

Create New SKU

Create Prime SKU Grouping [AFLP]

Create QC Grouping

Fill in the **SKU details** as required. Select **NEXT STEP**.

Create SKU | Step 1 of 2: SKU Information

SKU Information

SKU Name

SKU Code

SKU Description

SKU Category

SKU Sub-Category

SKU Unit of Measure

SKU Weight

SKU Volume

SKU Length

SKU Width

SKU Height

SKU Material

SKU Color

SKU Finish

SKU Marking

SKU Label

SKU Barcode

SKU Image

SKU Status

SKU Active

SKU Deleted

SKU Archived

SKU Draft

SKU In Progress

SKU Completed

SKU Cancelled

SKU Suspended

SKU Rejected

SKU Returned

SKU Damaged

SKU Lost

SKU Stolen

SKU Missing

SKU Found

SKU Recovered

SKU Repaired

SKU Replaced

SKU Recalled

SKU Withdrawn

SKU Discontinued

SKU Obsolete

SKU Expired

SKU Expired Date

SKU Expired Reason

SKU Expired Status

SKU Expired Action

SKU Expired Date Range

SKU Expired Reason Range

SKU Expired Status Range

SKU Expired Action Range

SKU Expired Date Range

SKU Expired Reason Range

SKU Expired Status Range

SKU Expired Action Range

Note:

Indicate **Has prop 65 label** and **Remark for prop 65 label** if any

Fill in the **Vendor details** as required. Select **Submit**.

Create SKU | Step 2 of 2: SKU Supplier Information

SKU Supplier Information

Supplier Name

Supplier Address

Supplier City

Supplier State

Supplier Zip

Supplier Country

Supplier Phone

Supplier Email

Supplier Website

Supplier Fax

Supplier Logo

Supplier Status

Supplier Active

Supplier Deleted

Supplier Archived

Supplier Draft

Supplier In Progress

Supplier Completed

Supplier Cancelled

Supplier Suspended

Supplier Rejected

Supplier Returned

Supplier Damaged

Supplier Lost

Supplier Stolen

Supplier Missing

Supplier Found

Supplier Recovered

Supplier Repaired

Supplier Replaced

Supplier Recalled

Supplier Withdrawn

Supplier Discontinued

Supplier Obsolete

Supplier Expired

Supplier Expired Date

Supplier Expired Reason

Supplier Expired Status

Supplier Expired Action

Supplier Expired Date Range

Supplier Expired Reason Range

Supplier Expired Status Range

Supplier Expired Action Range

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]: 20230217 Enhanced Header Filter with "search" feature

Commented [A5]: 20221205 Enhanced Monday Feed Import feature to support SKU creation for export market when there's cancelled task

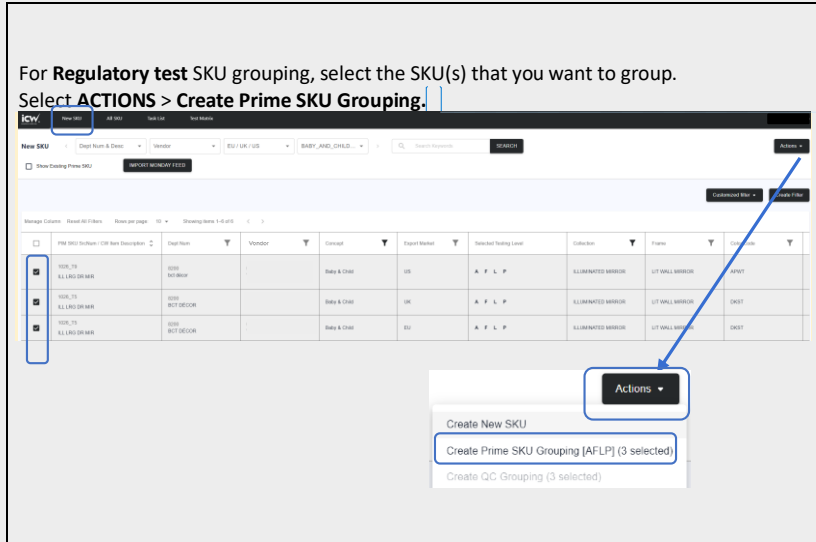
Commented [A6]: 20221101 New fields in SKU details page

3

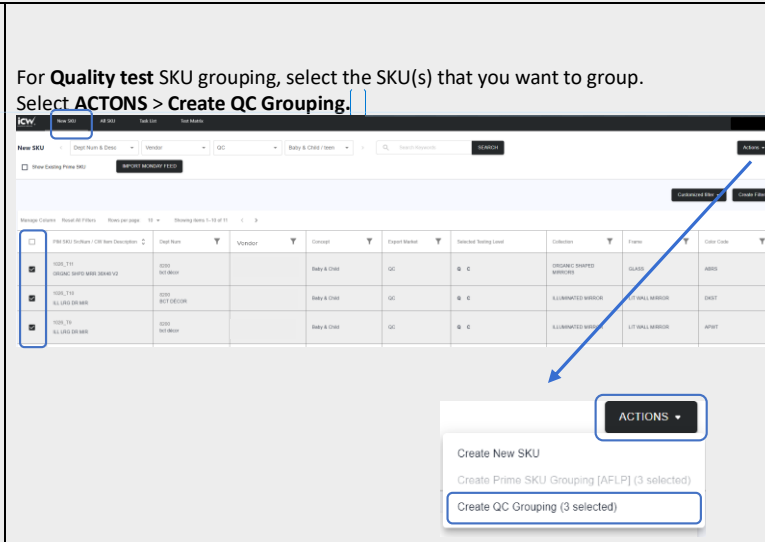
4 Create SKU Grouping

(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**.

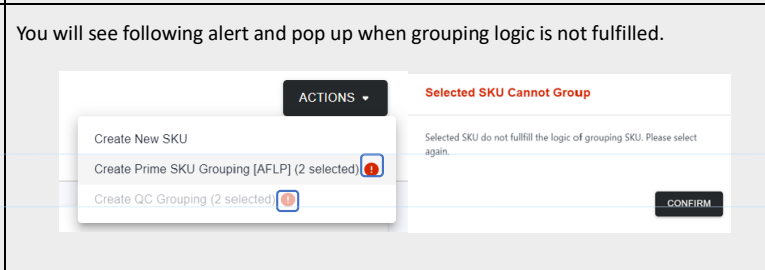


SKU Grouping Logic:

- 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.



Commented [A7]: 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 [A8]: 20221101 Moved Dept Num, Vendor, Concept columns to front; Updated image with "create/customized filter" feature

Commented [A9]: 20230208 Update grouping logic by removing Same Concept and Same Department

Commented [A10]: 20221101 Updated SKU grouping logic by removing same export market requirement

(Continued on next page)

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

Existing Prime SKU logic to show:

- SKU with same Vendor ID, same test natures (regulatory or quality), same involved markets
- exclude SKU not grouped
- exclude SKU with validity date in the past

Build Prime-PIM SKU relationship at test level

Fill in the Prime/PIM details, **Grouping Comment** 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 [A11]: 20221101 Moved from step 3 to step 1

Commented [A13]: 20221101 Moved from step 1 to step 2.

Updated image to show bulk sku grouping case

Commented [A14]: 20230208 Rename to **SELECT EXISTING PRIME**. Updated image to show **Tested Test Matrix** and **Validity Date**

Commented [A12]: 20221101 Moved from step 3 to step 1

Commented [A18]: 20221101 Moved from step 2 to step 3; Updated from "Continue" to "Submit"

Commented [A15]: 20221101 Moved from step 1 to step 2; added the test level result for existing prime SKU

Commented [A19]: 20230217 Added SKU Grouping Comment

Commented [A16]: 20230208 Rename to **SELECT EXISTING PRIME**. Updated image to show **Tested Testing Level** and **Validity date**

Commented [A20]: 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 applicabl...

Commented [A17]: 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.

The screenshot shows the 'All SKU' page with the 'Important Status' filter set to 'Completed'. A table lists various test tasks with their status (e.g., 'Completed', 'Rejected - Request CAP', 'Task Pending Approval'). Blue boxes highlight the 'Important Status' filter and the status indicators in the table.

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

The screenshot shows the 'Report & Result' page for a specific test task. It includes a 'Make Approval' button and a table of test results with columns for Testing Level, Result, Report, Issue Date, Handled Prime SKU, and Tested Test Matrix. Blue boxes highlight the 'Make Approval' button and the test results table.

Select the **approval result**, fill in the required details and select **CONFIRM**.
Toggle Testing Report Details to show/hide the **result details**.

The screenshot shows the 'Approval Result' page. It includes a 'Select Approval Result' form with options: Approved, Conditional Approved, Rejected - Update Report, and Rejected - Request CAP. There is also a 'Testing Report Details' toggle. Below is a table of test results. At the bottom, there is a 'CONFIRM' button. Blue boxes highlight the 'Approval Result' form, the 'Testing Report Details' toggle, and the 'CONFIRM' button.

Commented [A23]: 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 [A24]: 20230208 Updated image to show Tested Test Matrix

Commented [A21]: 20230208 Sort in alphabetical order for Dept Num & Desc and Vendor header filter

Commented [A22]: 20230217 Enhanced Header Filter with "search" feature

Commented [A25]: 20221101 Swap page of Report & Result & SKU Grouping; Updated image to show test level result is renamed from ReportAsIs to Information Only

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

Commented [A27]: 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.

★ Important Status ▾

More Status ▾

- CAP Pending Approval (4)
- Task Pending (Retest) (4)
- Completed - Fail (17)
- Rejected - Request CAP (7)
- Completed (10)

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

[illegible]

Select **VIEW CAP.**

[illegible]

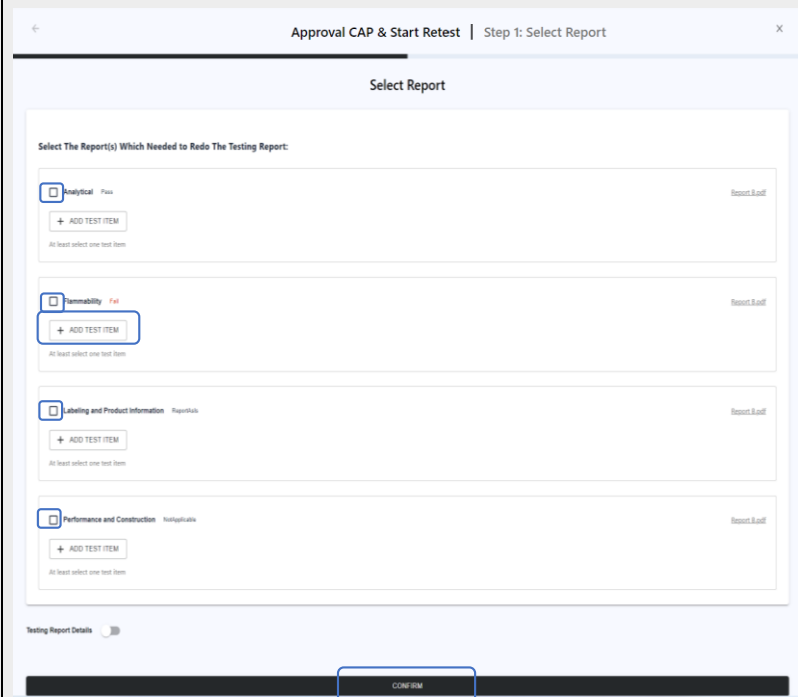
Commented [A28]: 20221101 Updated wording from "CAP Report" to "VIEW CAP" in user guide, no change in UI

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

(Continued on next page)

Approve CAP

Select the **test level** that requires 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 Report Read

+ ADD TEST ITEM

All least select one test item
- ☒ Flammability Fail Report Read

+ ADD TEST ITEM


All least select one test item
- ☒ Labeling and Product Information Reportable Report Read

+ ADD TEST ITEM

All least select one test item
- ☒ Performance and Construction Investigative Report Read

+ ADD TEST ITEM

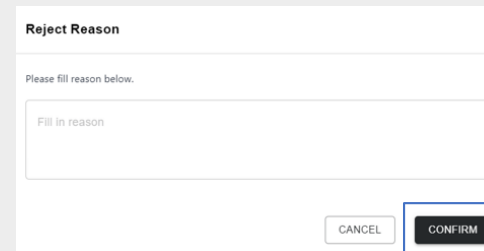
All least select one test item

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.

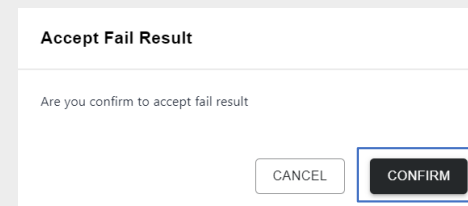
Fill in reason

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)

(ALL SKU page)

Edit SKU Details

Select the SKU that you would like to make changes.
Select **SKU Details** and edit the changes.

Unsaved the change

Saved the change

Select Edit

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).

edit

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**.

VIEW SKU RELATIONSHIP

Select EDIT RELATIONSHIP.

Related SKU Relationship

View All related SKU:

SKU Table: EDIT RELATIONSHIP

Prime SKU	101240708TDV
PIM SKU	N/A

CLOSE

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

edit

Commented [A31]: 20230208 Updated image to show Tested Test Matrix

Commented [A32]: 20230217 Updated image for SKU Grouping Comment

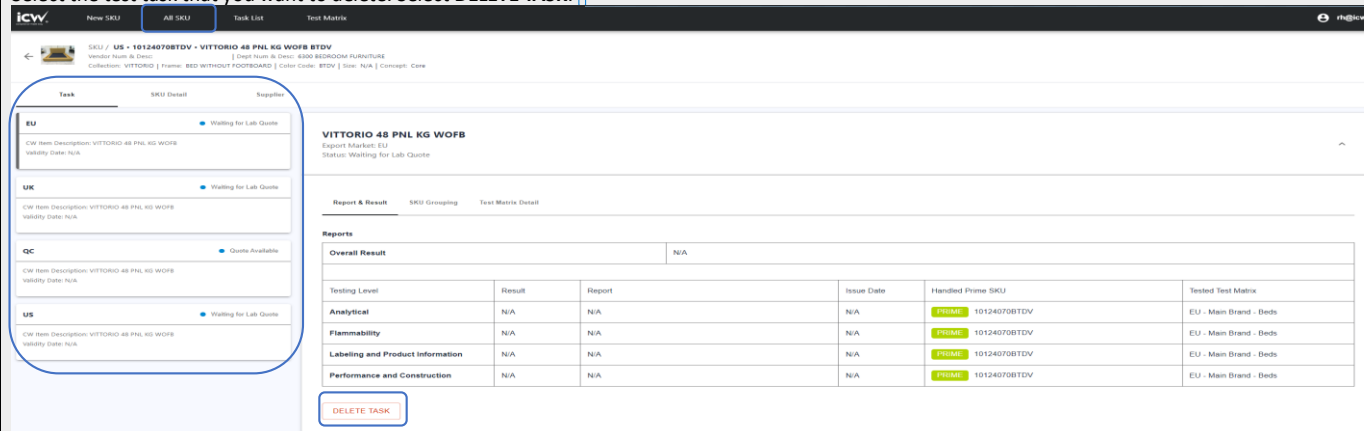
Commented [A30]: 20221101 Added Prop 65 handling; Updated image.

(Continued on next page)

(ALL SKU page)

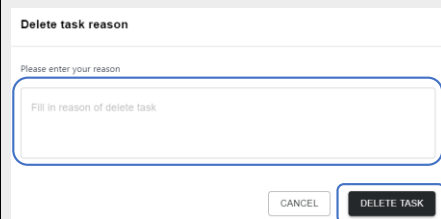
Delete Task

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

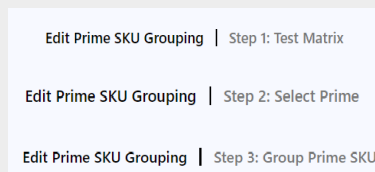


Commented [A33]: 20230208 Updated image for Tested Test Matrix

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



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.



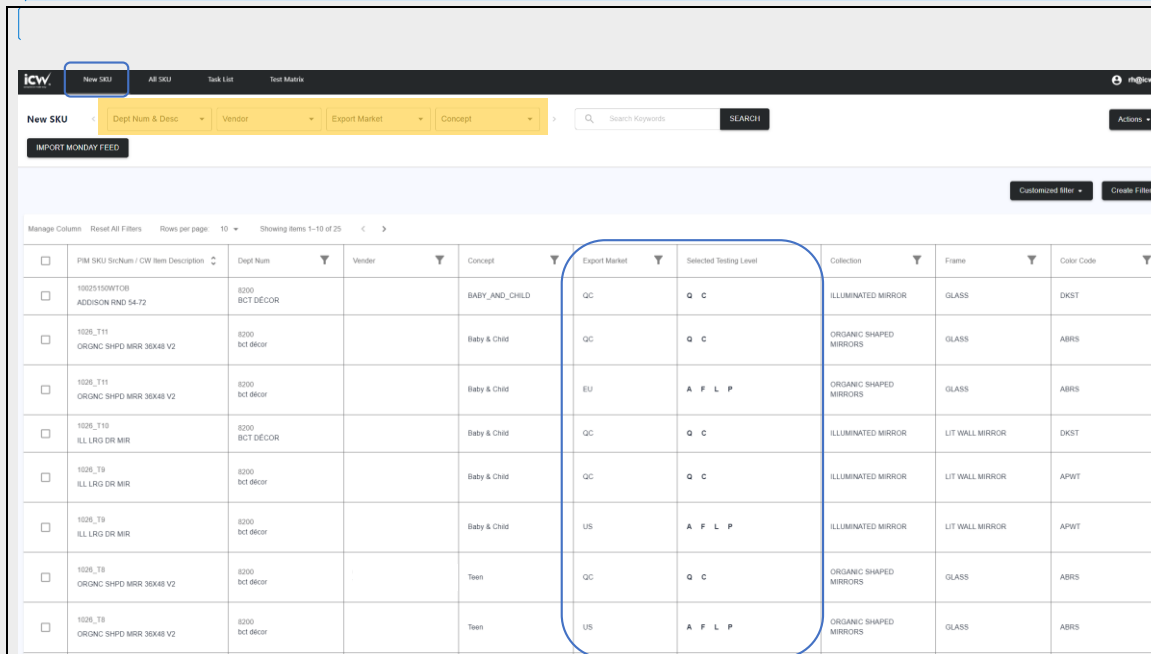
Commented [A34]: 20221101 Added Delete Task Reason

Commented [A35]: 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)



PIM SKU	Dept Num	Vendor	Concept	Export Market	Selected Testing Level	Collection	Frame	Color Code
1022150WTOB ADDISON RND 54-72	8200 BCT DECOR		BABY_AND_CHILD	QC	Q C	ILLUMINATED MIRROR	GLASS	DKST
1026_T11 ORGNC SHPD MRR 36X48 V2	8200 bct decor		Baby & Child	QC	Q C	ORGANIC SHAPED MIRRORS	GLASS	ABRS
1026_T11 ORGNC SHPD MRR 36X48 V2	8200 bct decor		Baby & Child	EU	A F L P	ORGANIC SHAPED MIRRORS	GLASS	ABRS
1026_T10 ILL LRG DR MRR	8200 BCT DECOR		Baby & Child	QC	Q C	ILLUMINATED MIRROR	LIT WALL MIRROR	DKST
1026_T9 ILL LRG DR MRR	8200 bct decor		Baby & Child	QC	Q C	ILLUMINATED MIRROR	LIT WALL MIRROR	APWT
1026_T9 ILL LRG DR MRR	8200 bct decor		Baby & Child	US	A F L P	ILLUMINATED MIRROR	LIT WALL MIRROR	APWT
1026_T8 ORGNC SHPD MRR 36X48 V2	8200 bct decor		Teen	QC	Q C	ORGANIC SHAPED MIRRORS	GLASS	ABRS
1026_T8 ORGNC SHPD MRR 36X48 V2	8200 bct decor		Teen	US	A F L P	ORGANIC SHAPED MIRRORS	GLASS	ABRS

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 search in header filter. **Dept Num & Desc** and **Vendor** are sorted in alphabetical order.

Commented [A36]: 20221101 Add the wording and updated image with "Create/Customized Filter" feature

Commented [A37]: 20230217 Enhanced Header Filter with "search" feature

Commented [A38]: 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 search in header filter. **Dept Num & Desc** and **Vendor** are sorted in alphabetical order.

Commented [A39]: 20230217 Enhanced Header Filter with "search" feature

Commented [A40]: 20230208 Sort in alphabetical order for Dept Num & Desc and Vendor header filter, with updated image

Commented [A41]: 20221101 Added the wording and updated image with "Create/Customized Filter" and "Export" feature

Commented [A42]: 20221205 Enhanced "Export" feature: export one after another

Commented [A43]: 20221101 Updated from "Pass" to "Non-Fail"

Commented [A44]: 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)

icw New SKU All SKU Task List Test Matrix					
Brand		Sub Category	Export Market	Concept	Search Keywords SEARCH
Important Status More Status					
Reset All Filters Rows per page: 10 Showing items 1–10 of 8261					
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 102685QRTZEURO 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 search in header filter. **Vendor Name** is sorted in alphabetical order.

You can view **SKU Grouping Comment** (if available) and **TRF** (after Quote Confirmed) for each test task.

Commented [A45]: 20221101 Updated image to show "Completed-Fail" when test level result is fail

Commented [A46]: 20221101 Updated from "Pass" to "Non-Fail" result

Commented [A47]: 20221101 Updated from "Not applicable" to "Not requested"

Commented [A48]: 20230208 Added Vendor Name and Sort Vendor Name in alphabetical order for **Vendor Num / DESC** table filter.

Commented [A49]: 20230217 Enhanced Header Filter with "search" feature; Add the wording for locating SKU Grouping Comment and TRF

9 Test Matrix > Test Item

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

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

Country: [v] Brand: [v] Sub-Category: [v] Test Level: [v] Search Keywords: [input] SEARCH RESET

ARCHIVED Select ARCHIVED to view archived test items

Select EXPORT ITEMS to export test item from Test Items page

EXPORT ITEMS CREATE ITEM

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/UL 962, 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	[edit] [change log] [archive]
T009540	US	Teen	Mirror	Performance and Construction	Illuminated Mirrors - Normal Temperature Test-Method: Household and Commercial Furnishings, ANSI/UL 962, Edition 4, section 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	[edit] [change log] [archive]

edit change log archive

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

Select Sub-category: [v]
Country: [v]
Brand: [v]
Test Level: [v]
Test Line Details: [v]
Change Reason: [v]
SUBMIT FOR APPROVAL

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

Test Items Details

Status: [v]
Categories (7): [v]
Test Level: [v]
Test Line Name: [v]
Test Description/ Criteria: [v]

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

Archive Test item

Please enter the change request reason
Fill in archive reason
BACK **ARCHIVE**

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

EXPORT ITEMS

Commented [A50]: 20221205 Added "Export" feature

Commented [A51]: 20221205 Added "Export" feature

10 Test Matrix > Test Matrix

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

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

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

Search Keywords **SEARCH** RESET

Test Matrix **ARCHIVED** Select ARCHIVED 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	

Create test matrix 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: | **EDIT** **CHANGE LOG** **ARCHIVE** **EXPORT**

Commented [A52]: 20221205 Added "Export" feature

Commented [A53]: 20221205 Added filter and search feature when creating Test Matrix

Commented [A55]: 20221205 Updated image

Commented [A54]: 20221205 Updated image

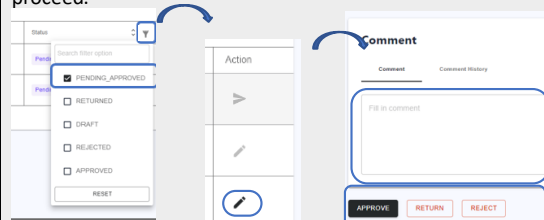
Commented [A56]: 20221205 Added "Export" feature

11 Test Matrix > Change Request

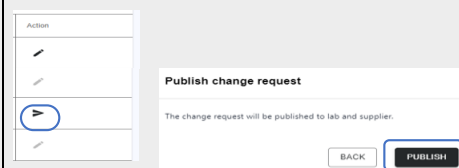
Overview of Change Request for Test Items, Test Matrix and Sub-categories, where you can **view, edit (approve, reject, return) or publish**.

Change Request										
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	edit	
CR00000402	Test Matrix Archive	US	Teen	All Textiles	N/A	Pending Approval	rh@icw.io	N/A	edit	
CR00000400	Test Item Archive	US	Teen	Mirror	Labeling and Product Information	Pending Approval	rh@icw.io	N/A	edit	
CR00000399	Test Item Archive	US	Teen	Mirror	Performance and Construction	Pending Approval	rh@icw.io	N/A	edit	
CR00000391	Test Matrix Archive	US	Test	Test	N/A	Pending Approval	alice.lam@icw.io	N/A	edit	
CR00000387	Brand Create	US	Test 2	No tags found	N/A	Pending Approval	rh@icw.io	N/A	edit	
CR00000384	Test Item Archive	US	Teen	Footwear	Performance and Construction - Quality	Approved	rh@icw.io	rh@icw.io	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 [A57]: 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**.

icw

New SKU

All SKU

Task List

Test Matrix

Test Items

Test Matrix

Sub-Categories

Change Requests

Search Keywords

SEARCH

RESET

EXPORT

Actions

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	
CR00000407	Test Matrix Archive	US	Test	All Test Items	N/A	Pending Approval	rh@icw.io	N/A	
CR00000409	Test Item Archive	US	Test	Mirror	Labeling and Product Information	Pending Approval	rh@icw.io	N/A	
CR00000398	Test Item Archive	US	Test	Mirror	Performance and Construction	Pending Approval	rh@icw.io	N/A	
CR00000391	Test Matrix Archive	US	Test	Test	N/A	Pending Approval	alice.barn@icw.io	N/A	
CR00000387	Brand Create	US	Test 2	No tags found	N/A	Pending Approval	rh@icw.io	N/A	
CH00000384	Test Item Archive	US	Test	Footwear	Performance and Construction - Quality	Approved	rh@icw.io	rh@icw.io	

Rows per page: 10

Showing items 1 - 8 of 8

Commented [A58]: 20230208 Remove Create Brand feature

Commented [A59]: 20221205 Adding "Export" feature

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

Create Sub-category

Country

Brand

Sub-category

Product Example

Change Reason

SUBMIT FOR APPROVAL

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

Action

edit (make approval)

publish

Change Reason





SUBMIT FOR APPROVAL

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

EXPORT

Commented [A60]: 20221205 Added "Export" feature

13 Appendix

Monday Feed Template	 <p>RH_IMPORT_MONDAY_FEED_TEMPLATE.xlsx</p>
TRF Template	 <p>RH_EXPORT_TRF_TEMPLATE.docx</p>
CAP Template	 <p>RH_EXPORT_CAP_TEMPLATE.png</p>
Status Definition	 <p>Status.docx</p>