



QUICK START USER GUIDE – RH

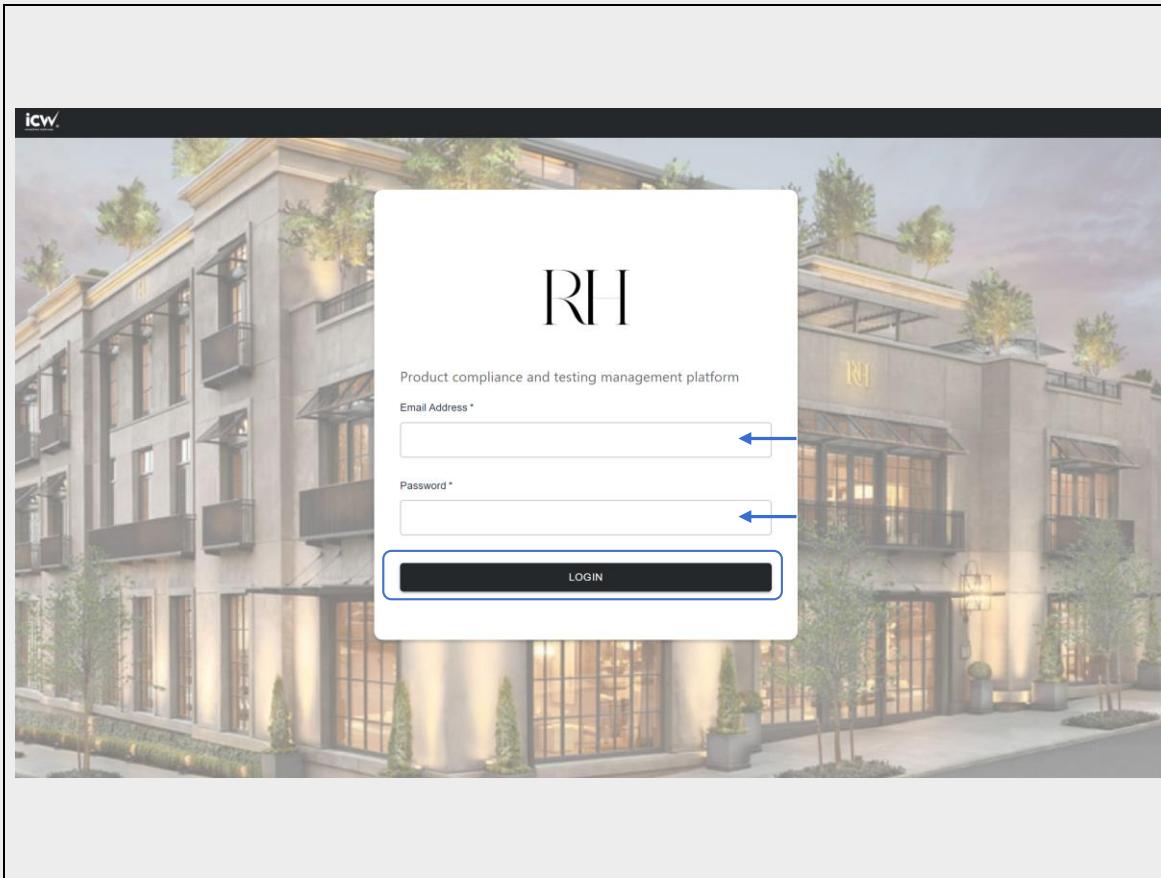
Product Compliance and Testing Management Platform

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. The 'icw' logo is in the top left corner of the image.

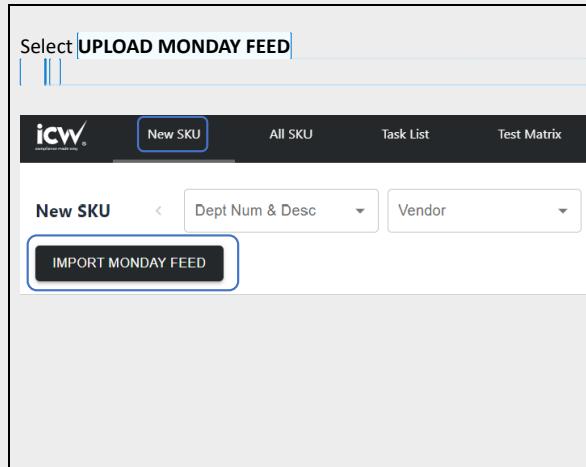
Log in to the platform: rh.icw.io

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

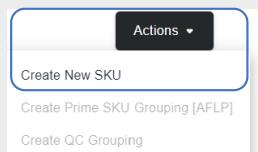
New SKU < Dept Num & Desc Vendor

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.
- Import Monday Feed** supports Re-test Task creation for Existing export market of Existing SKU. The task status of the existing export market must be Cancelled/Completed-Approved/Completed-Conditionally Approved.
- Updated the Monday Feed Template by introducing a new column called "QC", in which "Y" will trigger QC task, "N" will not trigger QC task.

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



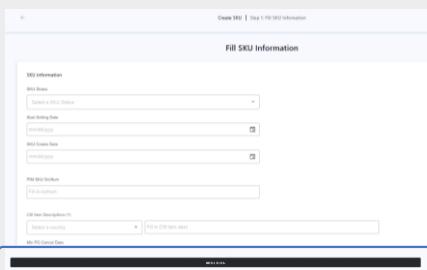
Actions

Create New SKU

Create Prime SKU Grouping [AFLP]

Create QC Grouping

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



Fill SKU Information

SKU Information

SKU Number: Select a SKU Status

Item Status: Available

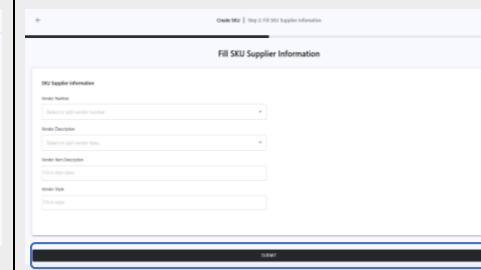
Item Description: Item description

Has prop 65 label: Indicate Has prop 65 label

Remark for prop 65 label: Remark for prop 65 label

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

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



Fill SKU Supplier Information

SKU Supplier Information

Vendor Number: Select a vendor number

Vendor Description: Select a vendor description

Vendor Name: Select a vendor name

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

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

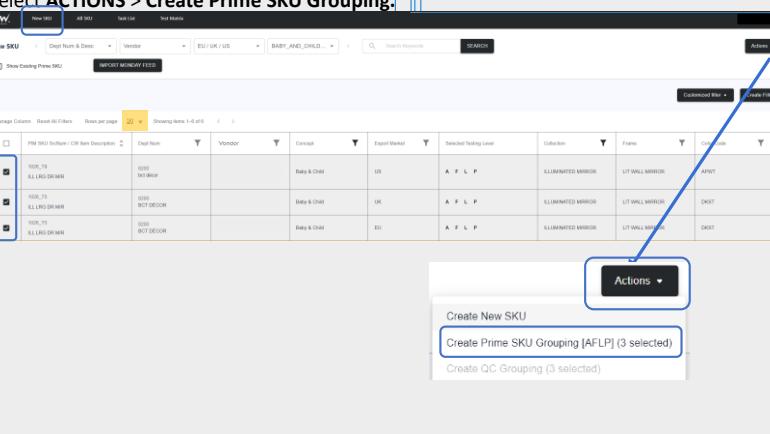
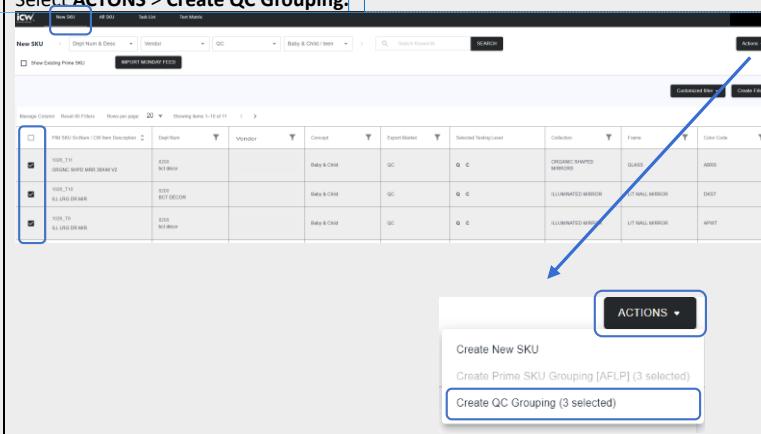
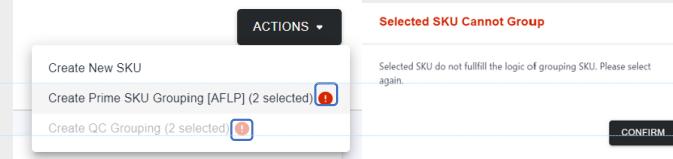
Commented [A5]: 20221205 Enhanced Monday Feed Import feature to support SKU creation for export market when there's cancelled task

Commented [A6]: 20230411 Enhanced Monday Feed to support retest task creation and updated QC task trigger logic

Commented [A7]: 20221101 New fields in SKU details page

4 Create SKU Grouping

(New SKU page)

<p>For Regulatory test SKU grouping, select the SKU(s) that you want to group. Select ACTIONS > Create Prime SKU Grouping.</p> 	<p>For Quality test SKU grouping, select the SKU(s) that you want to group. Select ACTIONS > Create QC Grouping.</p> 
<p>SKU Grouping Logic:</p> <ul style="list-style-type: none"> • Same Vendor • Same test natures: Regulatory test line (A F L P) cannot be grouped with Quality test line (Q C). <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 [A10]: 20221101 Moved Dept Num, Vendor,

Concept columns to front; Updated image with
"create/customized filter" feature

Commented [A8]: 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 [A9]: 20230411 Updated the number of display
rows per page in all listing tables

Commented [A11]: 20230208 Update grouping logic by
removing Same Concept and Same Department

Commented [A12]: 20221101 Updated SKU grouping logic
by removing same export market requirement

Select the Test Matrix for Prime SKU

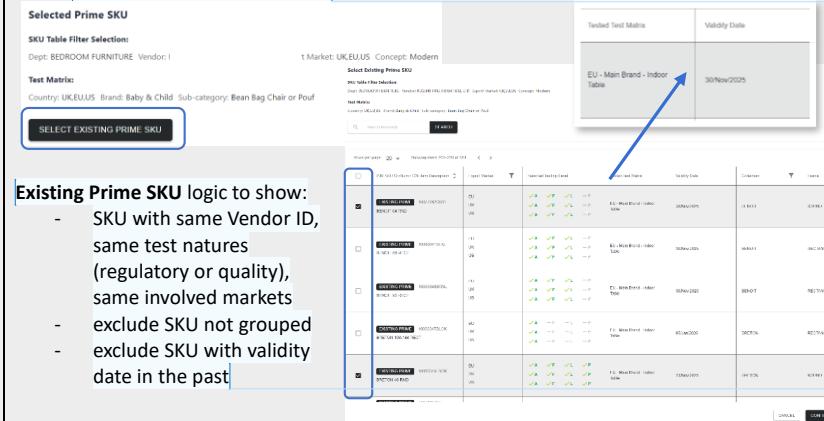
Fill in the applicable test matrix, select **SUBMIT**.



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**.

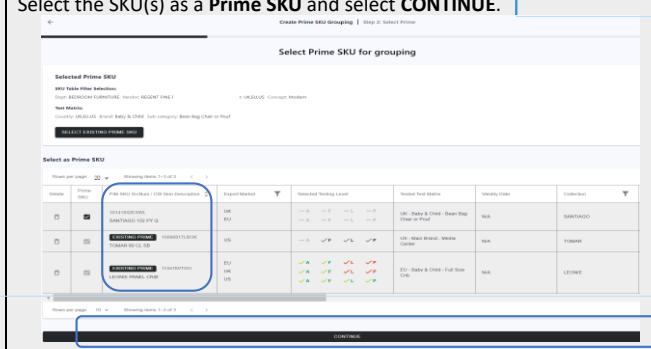


Existing Prime SKU logic to show:

- 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

Decide the Prime SKU

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

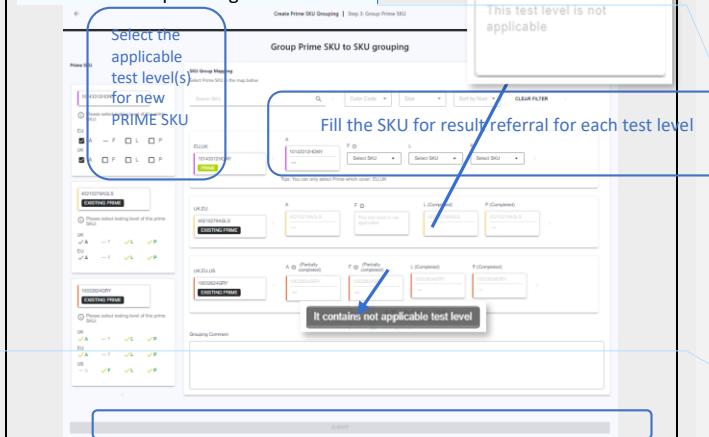


Build Prime-PIM SKU relationship at test level

Fill in the Prime/PIM details, **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.

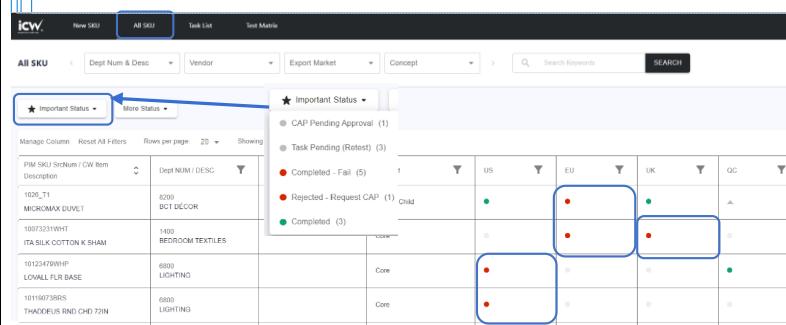


- Commented [A13]: 20221101 Moved from step 3 to step 1
- Commented [A15]: 20221101 Moved from step 1 to step 2. Updated image to show bulk sku grouping case
- Commented [A16]: 20230208 Rename to **SELECT EXISTING PRIME**. Updated image to show **Tested Test Matrix** and **Validity Date**
- Commented [A14]: 20221101 Moved from step 3 to step 1
- Commented [A20]: 20221101 Moved from step 2 to step 3; Updated from "Continue" to "Submit"
- Commented [A17]: 20221101 Moved from step 1 to step 2; added the test level result for existing prime SKU
- Commented [A21]: 20230217 Added **SKU Grouping Comment**
- Commented [A18]: 20230208 Rename to **SELECT EXISTING PRIME**. Updated image to show **Tested Testing Level** and **Validity date**
- Commented [A22]: 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
- Commented [A19]: 20230208 Updated Existing Prime SKU logic

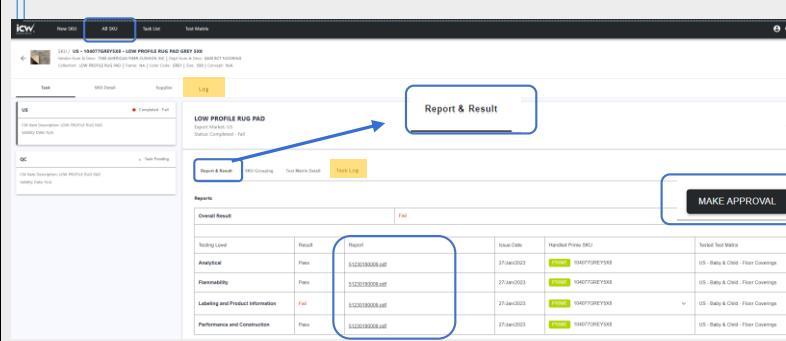
5 Approval of Test Report and Result

(All SKU page)

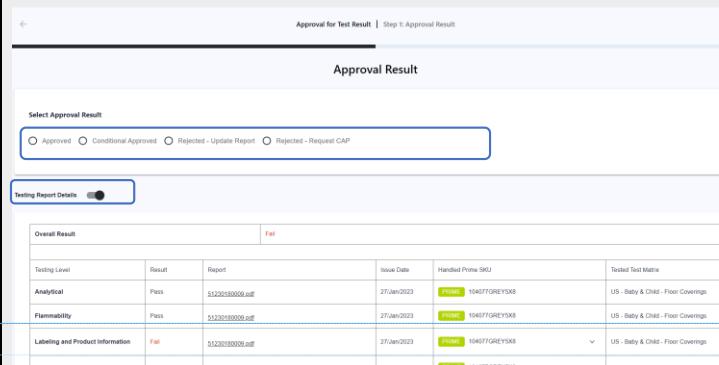
Select **Important Status>Completed**, or **Important Status>Completed-Fail**.
Select specific test task to continue.



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



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



Commented [A25]: 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 [A26]: 20230208 Updated image to show Tested Test Matrix

Commented [A23]: 20230208 Sort in alphabetical order for Dept Num & Desc and Vendor header filter

Commented [A24]: 20230217 Enhanced Header Filter with "search" feature

Commented [A27]: 20221101 Swap page of Report & Result & SKU Grouping; Updated image to show test level result is renamed from ReportAsIs to Information Only

Commented [A28]: 20230208 Updated image for Tested Test Matrix

Commented [A29]: 20230411 Enable "Log" and "Task Log" in All SKU page

Commented [A30]: 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 Mat

6 Approval of CAP and Retest

(ALL SKU page)

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

- ★ Important 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.

ICW
Home Page
Job List
Job Details
Logout

ICW
ICW / TAZIYAH / TAZIYAH - INDIA HND KNITTED WOOL RUG FROM I
ICW / TAZIYAH / TAZIYAH - INDIA HND KNITTED WOOL RUG FROM I

Collection: India Hnd Knittd Wool | Name: Rug | Color: Grey | Hdr | See Details | Contact: NA

Task
WMS Board
Reports
Log

WMS
Completed
Approved

ICW Item Description: HND KNITTED CATCH RUG
ICW Item Description: HND KNITTED CATCH RUG

QC
WMS Pending Approval

ICW Item Description: India Hnd Knittd Wool
ICW Item Description: India Hnd Knittd Wool

Report & Review
WMS Pending Approval
Two Weeks Credit
Task Log

Report
Accept CAP
Reject CAP

Report
Accept CAP
Reject CAP

Overall Result
Fail

Testing Level
Result
Report
Issue Date
Handled By ME
Tested Test Matrix

Performance and Construction - Quality
Fail
IC22080470.60F
01-Nov-2022
114210103034
Y

Colorfastness - Quality
Pass
IC22080470.60F
01-Nov-2022
114210103034
N

QC: Baby & Child - Floor Coverings

Select **VIEW CAP.**

Corrective Action Form

Test Report Information

Lab Information

Customer	Test Report No.	Test Report Date
MTS Honda - 17	1234567890	2023-10-10
MTS Honda - 17 Sector 100, Noida, Uttar Pradesh 201301 India		

MSD Information

Customer	Test Report No.	Test Report Date
MTS Honda - 17	1234567890	2023-10-10
MTS Honda - 17 Sector 100, Noida, Uttar Pradesh 201301 India		

Executive Summary

Summary of Failures - Regulatory (2)			
Failure Level	Failure Name	Test Specification	Result
Analytic	Unit strength testing Tables	What meet all applicable conditions of the current ANSI/IRPMA X5.5 sections for unit strength	Fail
Analytic	Unit strength testing Tables	What meet all applicable conditions of the current ANSI/IRPMA X5.5 sections for unit strength	Fail

Supplier

Supplier	Supplier ID	Supplier Company Name
111111	111111	Dummy Supplier A
111111 0002220000025		

Sample Submitter Information

Customer	Customer ID	Product/Grade Description
Jack Chan	111111	Product/Grade Description PWR123 33440
Jack Chan sample@jch.com		

PO Confirmation

Has any affected items shipped?

Yes No

PO Details

Affected PO Number	PO Ship Date (Current Ship Date)	
<input type="text" value="Enter affected PO number"/>	<input type="text" value="2023-10-10"/>	<input checked="" type="checkbox"/>
Affected PO Number	PO Ship Date (Current Ship Date)	
<input type="text" value="Enter affected PO number"/>	<input type="text" value="2023-10-10"/>	<input checked="" type="checkbox"/>

ADD

Corrective Action Taken

Will product be late due to the failure?

Yes No

Estimated delay in:

Days	Enter Number	Enter '0' if no delay
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Description of Failure

Actual Date:

Potential Cause

Actual Cause

Proposed Corrective Action

Date of the submission to Lab/Re-test Date

Day	Month	Year
<input type="text" value="10"/>	<input type="text" value="October"/>	<input type="text" value="2023"/>

I Certify that this information is correct (Enter Your Full Name)

Attachments

UPLINK

selected_document_name_001.pdf

selected_document_name_001.pdf

Commented [A31]: 20221101 Updated wording from "CAP Report" to "VIEW CAP" in user guide, no change in UI

Commented [A32]: 20230411 Hidden back and close button from View CAP.

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

(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 Radio The Testing Report:

Analytical Pass Report.pdf
+ ADD TEST ITEM
At least select one test item

Immaturity Fail Report.pdf
+ ADD TEST ITEM
At least select one test item

Labeling and Product Information Report.pdf
+ ADD TEST ITEM
At least select one test item

Performance and Construction NotApplicable Report.pdf
+ ADD TEST ITEM
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.

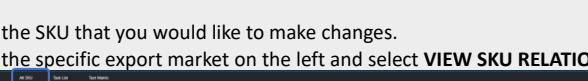
You can also update **Has prop 65 label** (default as N) and **Prop 65 Remark** (default as N/A).

(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**.



SKU Grouping - Export Market

View SKU Relationship

SKU Grouping - Export Market

Edit SKU Grouping

Select EDIT RELATIONSHIP.

Related SKU Relationship	
View All related SKU:	
SKU Table:	 EDIT RELATIONSHIP
Prime SKU	10124070BTDV
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 [A34]: 20230411 Enable "Log" in All SKU

Commented [A36]: 20230208 Updated image to show
Tested Test Matrix

Commented [A37]: 20230411 Enable "Log" and "Task Log" in All SKU

Commented [A38]: 20230217 Updated image for SKU
Grouping Comment

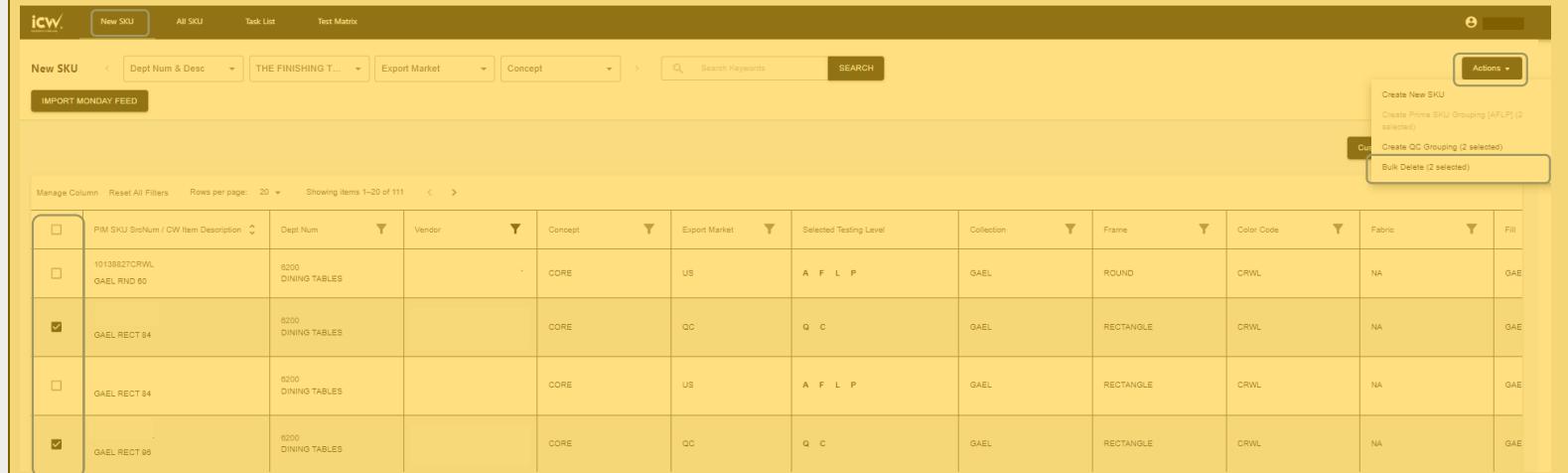
Commented [A35]: 20221101 Added Prop 65 handling;
Updated image.

(Continued on next page)

(NEW SKU page)

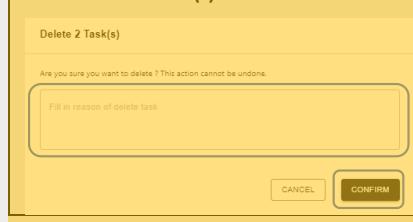
Bulk Delete Task

Select the test task that you want to delete. Select **Bulk Delete**.



Note: Bulk Delete is applicable for task(s) prior SKU Grouping only.

Provide **Delete Task(s)** reason and select **CONFIRM** to proceed.

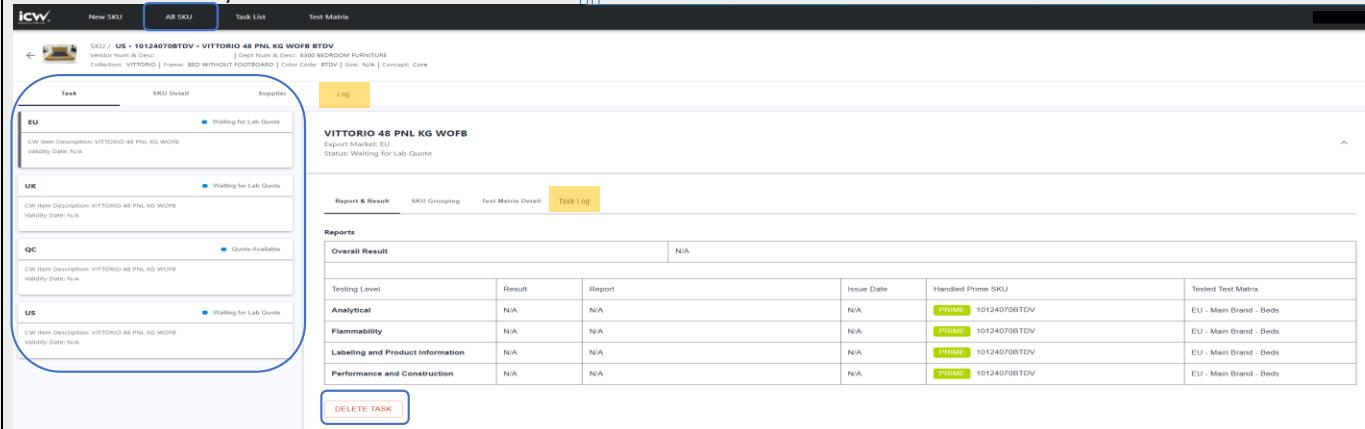


Commented [A39]: 20230411 Added bulk delete function in New SKU page

(ALL SKU page)

Delete Task

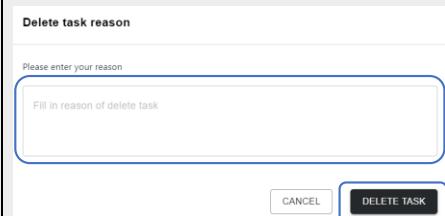
Select the test task that you want to delete. Select **DELETE TASK**.



Region	Task Status	Task Description	Validity Date
EU	Waiting for Lab Quote	CW Item Description: VITTORIO 48 PNL KG WOBF	N/A
UK	Waiting for Lab Quote	CW Item Description: VITTORIO 48 PNL KG WOBF	N/A
QC	Quote Available	CW Item Description: VITTORIO 48 PNL KG WOBF	N/A
US	Waiting for Lab Quote	CW Item Description: VITTORIO 48 PNL KG WOBF	N/A

DELETE TASK

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



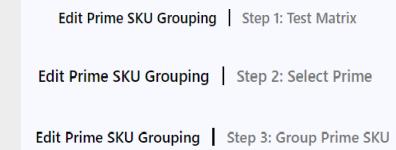
Delete task reason

Please enter your reason

Fill in reason of delete task

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

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

Commented [A40]: 20230208 Updated image for Tested Test Matrix

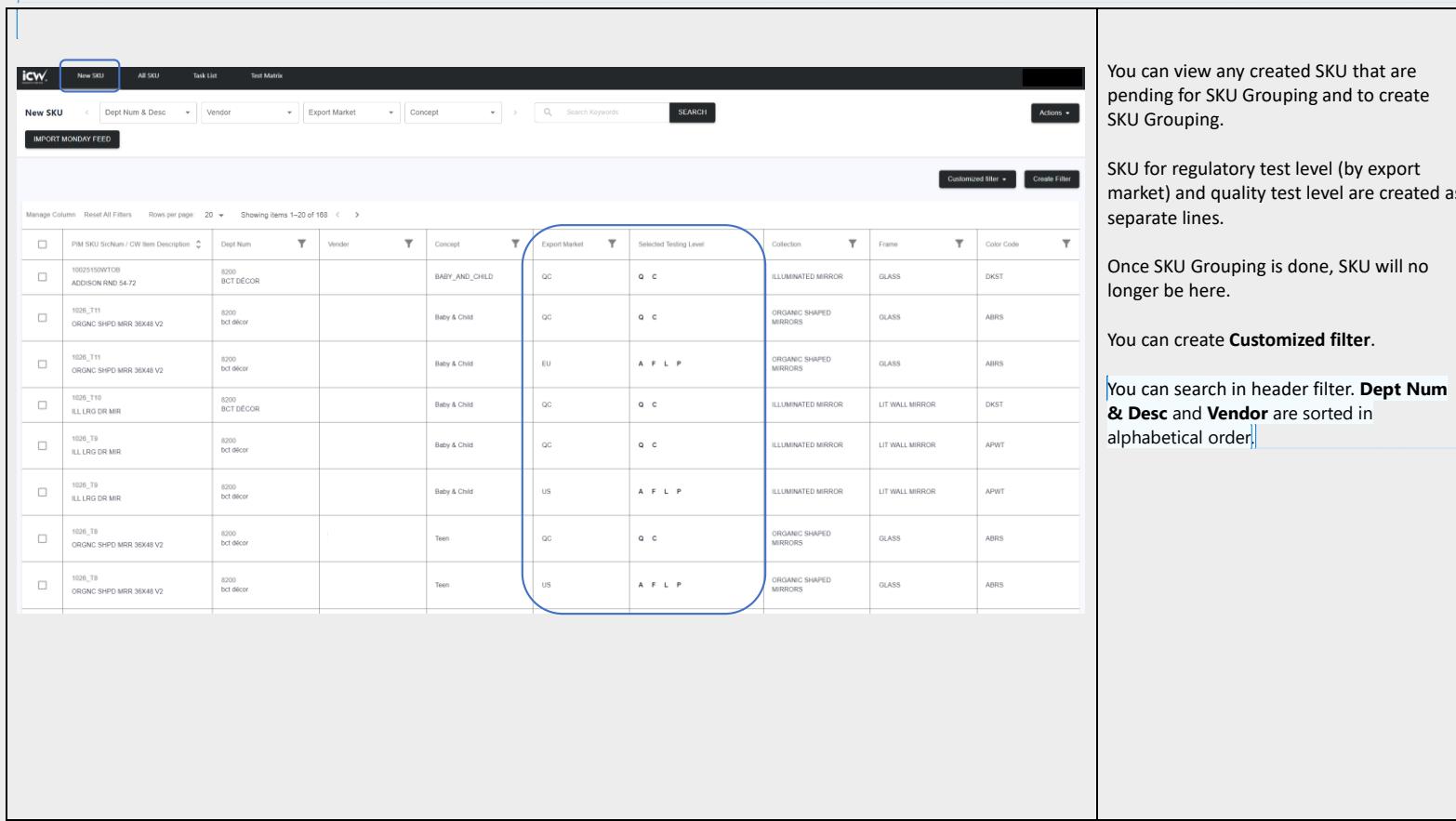
Commented [A41]: 20230411 Enable "Log" and "Task Log" in All SKU

Commented [A42]: 20221101 Added Delete Task Reason

Commented [A43]: 20221101 Updated image for task require SKU re-grouping

8 Task Status Overview

(New SKU page)



	PIM SKU SrtNum / CW Item Description	Dept Num	Vendor	Concept	Export Market	Selected Testing Level	Collection	Frame	Color Code
<input type="checkbox"/>	10020150WNT08 ADDISON RND 54-72	8200 BCT DECOR		BABY_AND_CHILD	QC	Q C	ILLUMINATED MIRROR	GLASS	DKST
<input type="checkbox"/>	1026_111 ORGNC SHPD MRR 36X48 V2	8200 bct decor		Baby & Child	QC	Q C	ORGANIC SHAPED MIRRORS	GLASS	ABRS
<input type="checkbox"/>	1026_111 ORGNC SHPD MRR 36X48 V2	8200 bct decor		Baby & Child	EU	A F L P	ORGANIC SHAPED MIRRORS	GLASS	ABRS
<input type="checkbox"/>	1026_110 ILL LRG DR MIR	8200 BCT DECOR		Baby & Child	QC	Q C	ILLUMINATED MIRROR	LIT WALL MIRROR	DKST
<input type="checkbox"/>	1026_109 ILL LRG DR MIR	8200 bct decor		Baby & Child	QC	Q C	ILLUMINATED MIRROR	LIT WALL MIRROR	APWT
<input type="checkbox"/>	1026_109 ILL LRG DR MIR	8200 bct decor		Baby & Child	US	A F L P	ILLUMINATED MIRROR	LIT WALL MIRROR	APWT
<input type="checkbox"/>	1026_108 ORGNC SHPD MRR 36X48 V2	8200 bct decor		Teen	QC	Q C	ORGANIC SHAPED MIRRORS	GLASS	ABRS
<input type="checkbox"/>	1026_108 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 [A44]: 20221101 Add the wording and updated image with "Create/Customized Filter" feature

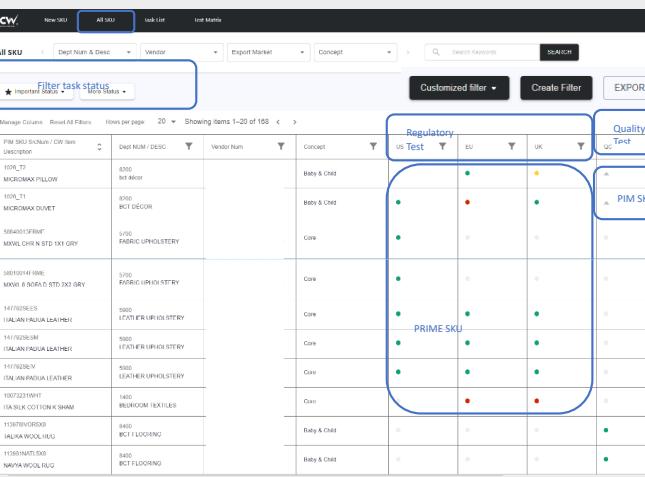
Commented [A45]: 20230217 Enhanced Header Filter with "search" feature

Commented [A46]: 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.
 You can view the **Log** and **Task Log**.



Commented [A47]: 20230217 Enhanced Header Filter with "search" feature

Commented [A48]: 20230208 Sort in alphabetical order for Dept Num & Desc and Vendor header filter, with updated image

Commented [A49]: 20221101 Added the wording and updated image with "Create/Customized Filter" and "Export" feature

Commented [A50]: 20230411 Enable "Log" and "Task Log" in All SKU

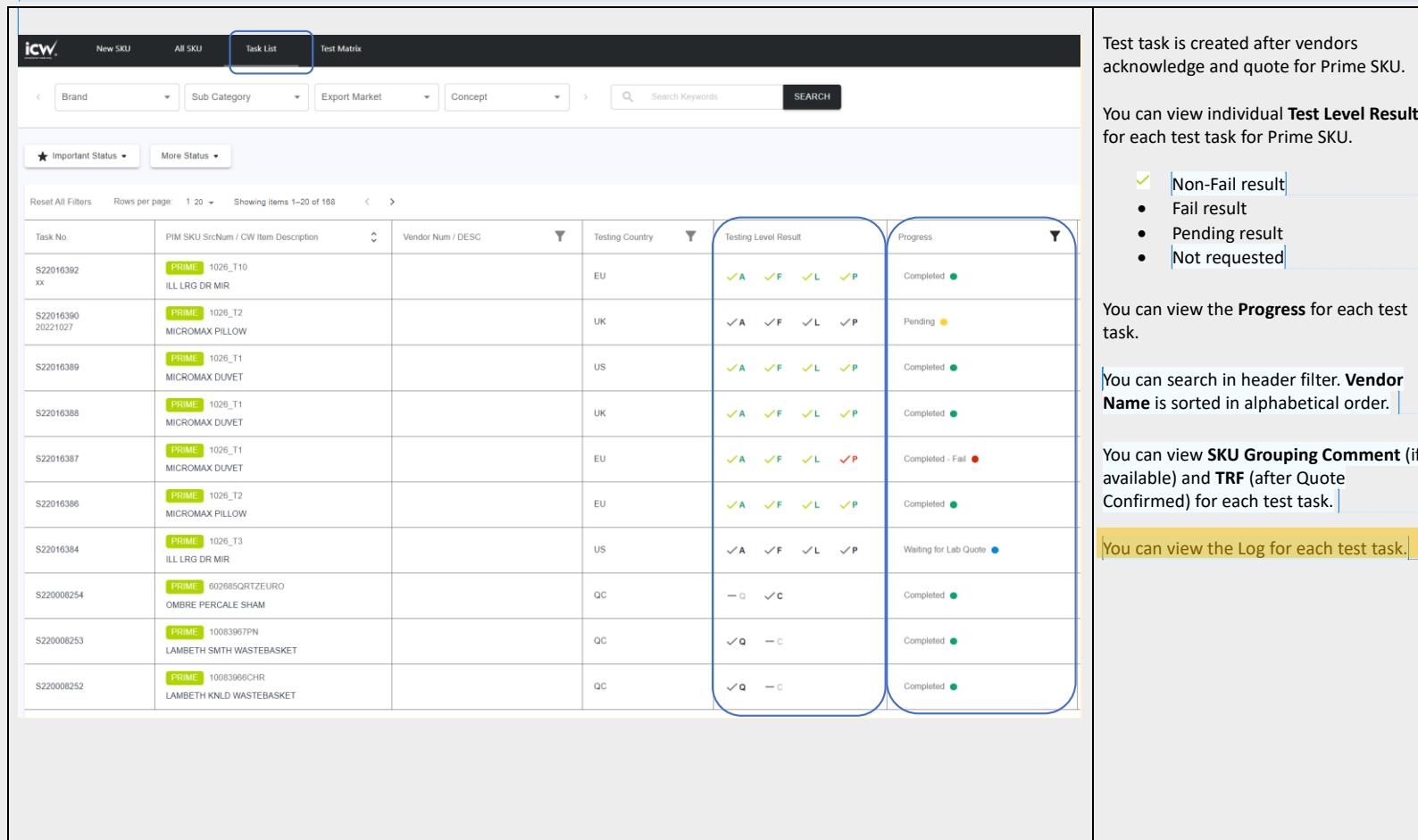
Commented [A51]: 20221205 Enhanced "Export" feature: export one after another

Commented [A52]: 20221101 Updated from "Pass" to "Non-Fail"

Commented [A53]: 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)



The screenshot shows a table of test tasks. The columns are: Task No., PIM SKU SrcNum / CW Item Description, Vendor Num / DESC, Testing Country, Testing Level Result, and Progress. The Testing Level Result column contains icons for A, F, L, and P. The Progress column shows status like 'Completed', 'Pending', 'Completed - Fail', and 'Waiting for Lab Quote'.

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.

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.

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

Commented [A54]: 20221101 Updated image to show "Completed-Fail" when test level result is fail

Commented [A55]: 20221101 Updated from "Pass" to "Non-Fail" result

Commented [A56]: 20221101 Updated from "Not applicable" to "Not requested"

Commented [A57]: 20230208 Added Vendor Name and Sort Vendor Name in alphabetical order for Vendor Num / DESC table filter.

Commented [A58]: 20230217 Enhanced Header Filter with "search" feature; Add the wording for locating SKU Grouping Comment and TRF

Commented [A59]: 20230411 Enable "Log" in Task List

9 Test Matrix > Test Item

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

Select ARCHIVED to view archived test items

Select EXPORT ITEMS to export test item from Test Items page

Select Edit from Action to change the details with change reason.

Select Submit for Approval to proceed.

Select EXPORT ITEMS to export test items.

Note: Export view is fixed, it doesn't change along with filter

EXPORT ITEMS

Commented [A60]: 20221205 Added "Export" feature

Commented [A61]: 20230411 Sorted Sub-Category in alphabetical order in Test Item page.

Commented [A62]: 20221205 Added "Export" feature

10 Test Matrix > Test Matrix

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

Test Matrix  Select ARCHIVED to view archived test items

+ CREATE TEST MATRIX

Rows per page: 20 Showing items 1–20 of 168

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 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.

Test Matrix Tags
 + ADD TEST ITEM    

Test Items
 + ADD TEST ITEM    

Archive Test Matrix
 Please enter the change request reason
 Fill in archive reason    

Test Matrix 
 Country: | Brand: | Sub-category:

edit  CHANGE LOG  ARCHIVE  EXPORT

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

Commented [A63]: 20221205 Added "Export" feature

Commented [A64]: 20230411 Allow the search of Test Items by Test Code (unique ID generated by system automatically for each Test Item).

Commented [A65]: 20221205 Added filter and search feature when creating Test Matrix

Commented [A67]: 20221205 Updated image

Commented [A66]: 20221205 Updated image

Commented [A68]: 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

Rows per page: 20 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	

 edit (make approval)  publish

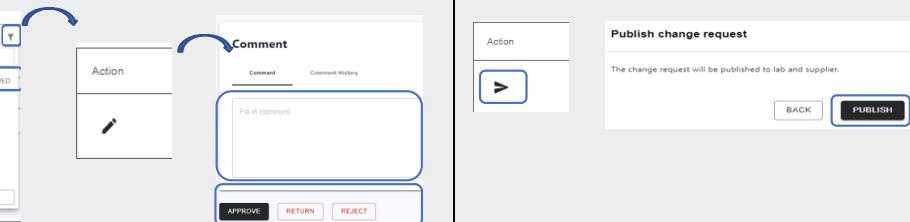
Focus on status PENDING APPROVAL for making approval.
Select Edit from Action to review.
Provide comment and select APPROVE, RETURN or REJECT to proceed.

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 [A69]: 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**.

Sub-Categories TAG VIEW

Rows per page: 20 Showing items 41–60 of 406 < >

Country	Brand	Sub-category	Product Example	Last Updated	Action
EU	Main Brand	Toys	Rocking Toys, Pull Toys, Plush Animals, Rattles, Riding Toys, Wands, Puppets, Tea Set, Dress-up Items, Dolls, Backpack, Play Mat	12/Sep/2022 5:12 am	
UK	Main Brand	Toys	Rocking Toys, Pull Toys, Plush Animals, Rattles, Riding Toys, Wands, Puppets, Tea Set, Dress-up Items, Dolls, Backpack, Play Mat	12/Sep/2022 5:12 am	
UK	Main Brand	All Textiles	Towels, shower curtains, bedding, throws, apparel, upholstery fabric and leather, pillow covers, pillows, liners, stockings, fabric canopies, drapery, eye masks, nap mat, cosmetic bag	12/Sep/2022 5:12 am	
EU	Main Brand	All Textiles	Towels, shower curtains, bedding, throws, apparel, upholstery fabric and leather, pillow covers, pillows, liners, stockings, fabric canopies, drapery, eye masks, nap mat, cosmetic bag	12/Sep/2022 5:12 am	

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.**

Action

Change Reason
 Fill in change reason
SUBMIT FOR APPROVAL

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

Commented [A70]: 20230208 Remove Create Brand feature

Commented [A71]: 20221205 Adding "Export" feature

Commented [A72]: 20221205 Added "Export" feature

13 Appendix

Monday Feed Template	 Monday_Feed.xlsx
TRF Template	 RH_EXPORT_TRF_TE MPLATE.docx
CAP Template	 RH_EXPORT_CAP_TE MPLATE.png
Status Definition	 Status.docx

Commented [A73]: 20230411 Updated the Monday Feed Template by introducing a new column called "QC"