

# QUICK START USER GUIDE – RH

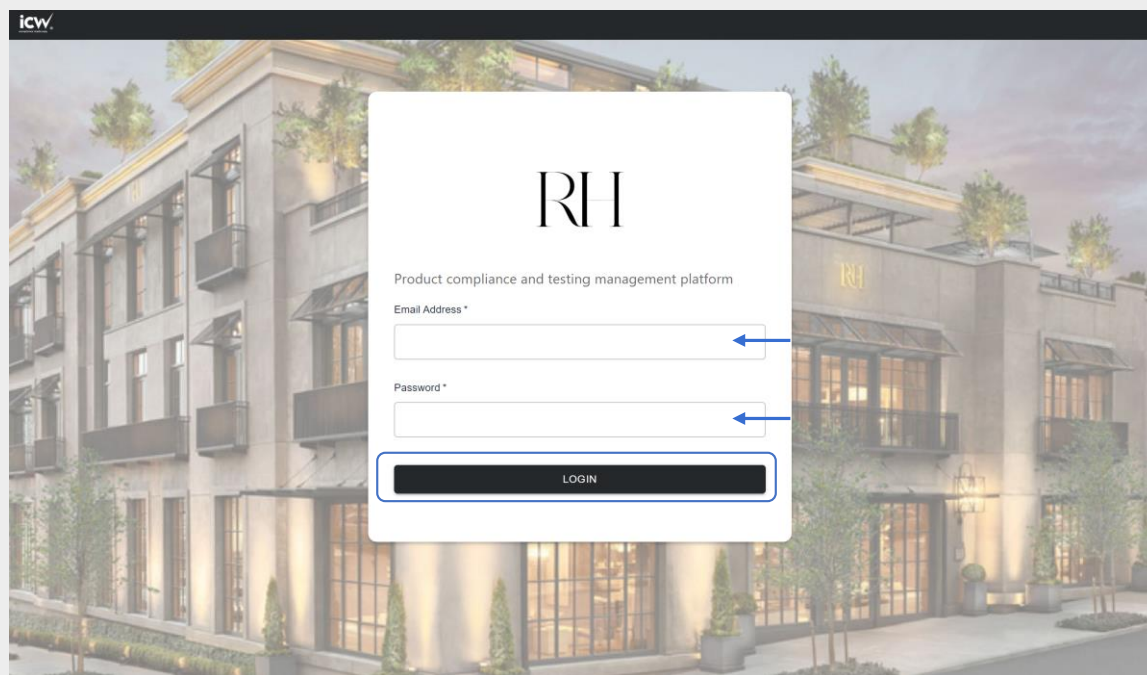
Product Compliance and Testing Management Platform

INTERNATIONAL COMPLIANCE WORKSHOP | RH  
QUICK START USER GUIDE\_V5

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## 2 Login



icw

RH

Product compliance and testing management platform

Email Address \*

Password \*

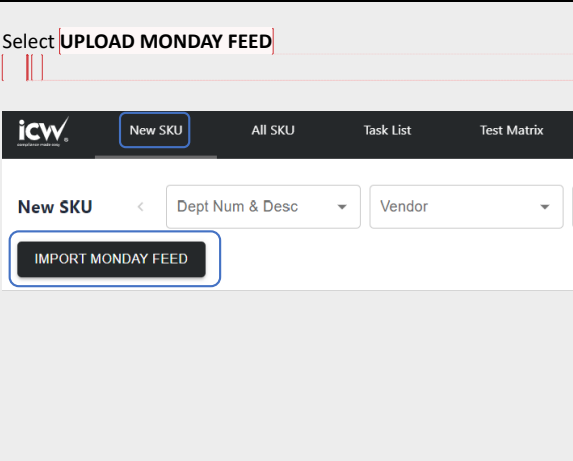
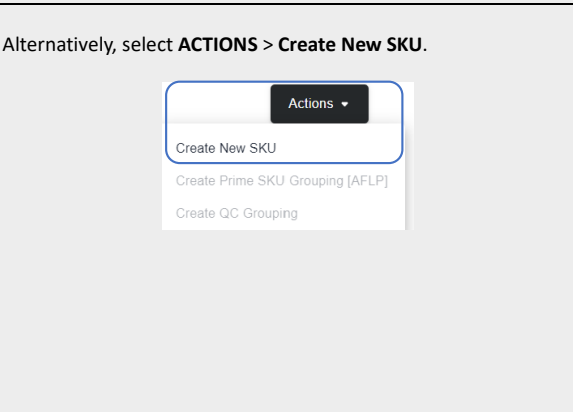
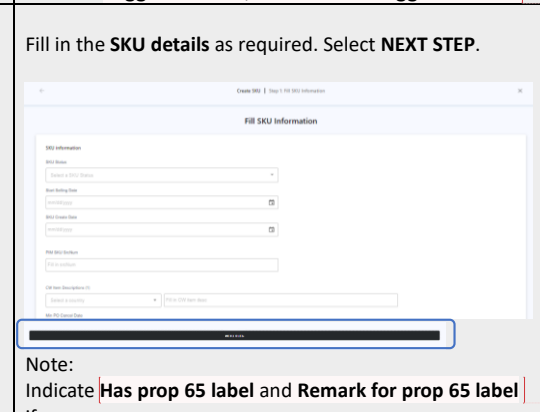
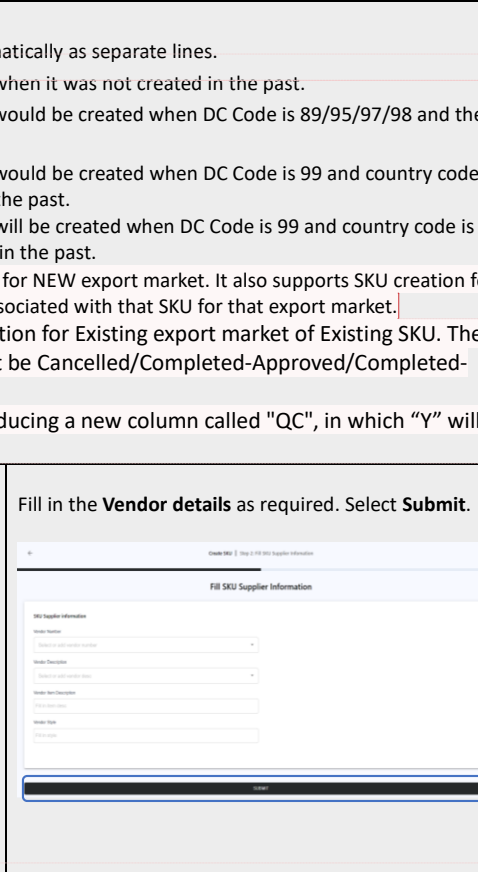
LOGIN

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

(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> <li><b>Import Monday Feed</b> 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.</li> <li>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.</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>Note: Indicate <b>Has prop 65 label and Remark for prop 65 label</b> if any</p>
<p>Fill in the <b>Vendor details</b> as required. Select <b>Submit</b>.</p> 	

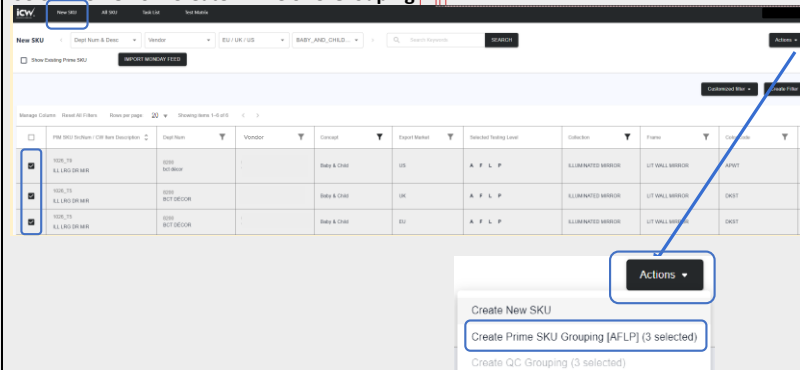
Commented [A7]: 20221101 New fields in SKU details page

## 4 Create SKU Grouping

(New SKU page)

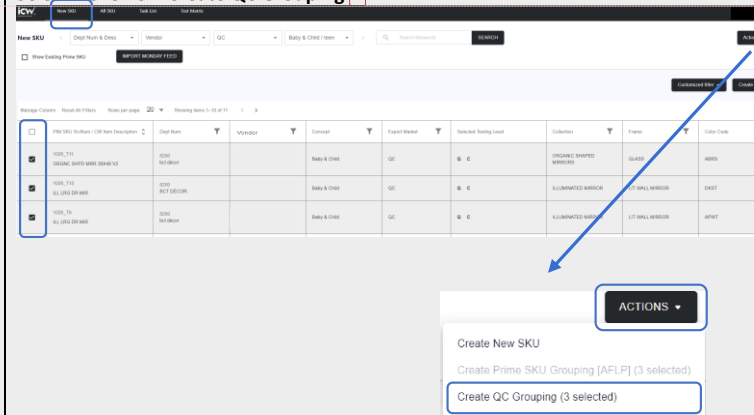
For **Regulatory test** SKU grouping, select the SKU(s) that you want to group.

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**.

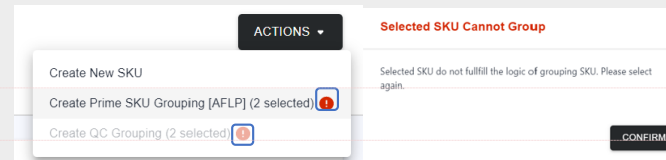


SKU Grouping Logic:

- 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.



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 PE 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

(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 SKUs

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

**Fill the SKU for result referral for each test level**

**It contains not applicable test level**

Commented [A13]: 20221101 Moved from step 3 to step 1

Commented [A16]: 20221101 Moved from step 1 to step 2.

Updated image to show bulk sku grouping case

Commented [A14]: 20230911 Revising wording from sub-category to category

Commented [A17]: 20230208 Rename to **SELECT EXISTING PRIME**. Updated image to show **Tested Test Matrix** and

**Validity Date**

Commented [A15]: 20221101 Moved from step 3 to step 1

Commented [A21]: 20221101 Moved from step 2 to step 3;

Updated from "Continue" to "Submit"

Commented [A22]: 20230217 Added SKU Grouping Comment

Commented [A18]: 20221101 Moved from step 1 to step 2;

added the test level result for existing prime SKU

Commented [A19]: 20230208 Rename to **SELECT EXISTING PRIME**. Updated image to show **Tested Testing Level** and

**Validity date**

Commented [A23]: 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.

Commented [A20]: 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.

Important Status: Completed (5), Completed - Fail (5), Rejected - Request CAP (1), Rejected (3)

Dept Num & Desc	Vendor	Export Market	Concept	US	EU	UK	GC
PM 1901 Stratum / CW Item Description							
1026_T1 MICROMAX DUVELT	8209 BCT DECOR						
1017321WHIT	1400 BEDROOM TEXTILES						
1012347801P	LOVALL FLR BASE						
1011907385S	6800 LIGHTING						
THADDEUS RND CHD 72IN	6800 LIGHTING						

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

Report & Result

Testing Level	Result	Report	Issue Date	Handled Price SKU	Tested Test Matrix
Analytical	Pass	5122018000.pdf	27-Jan-2023	194077GREYKX	US - Baby & Child - Floor Coverings
Flammability	Pass	5122018000.pdf	27-Jan-2023	194077GREYKX	US - Baby & Child - Floor Coverings
Labeling and Product Information	Fail	5122018000.pdf	27-Jan-2023	194077GREYKX	US - Baby & Child - Floor Coverings
Performance and Construction	Pass	5122018000.pdf	27-Jan-2023	194077GREYKX	US - Baby & Child - Floor Coverings

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

Approval Result

Select Approval Result

☐ Approved ☐ Conditional Approval ☐ Rejected - Update Report ☐ Rejected - Request CAP

Testing Report Details: ☐

Testing Level	Result	Report	Issue Date	Handled Price SKU	Tested Test Matrix
Analytical	Pass	5122018000.pdf	27-Jan-2023	194077GREYKX	US - Baby & Child - Floor Coverings
Flammability	Pass	5122018000.pdf	27-Jan-2023	194077GREYKX	US - Baby & Child - Floor Coverings
Labeling and Product Information	Fail	5122018000.pdf	27-Jan-2023	194077GREYKX	US - Baby & Child - Floor Coverings
Performance and Construction	Pass	5122018000.pdf	27-Jan-2023	194077GREYKX	US - Baby & Child - Floor Coverings

CONFIRM

Commented [A28]: 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 [A29]: 20230208 Updated image to show Tested Test Matrix

Commented [A24]: 20230208 Sort in alphabetical order for Dept Num & Desc and Vendor header filter

Commented [A25]: 20230217 Enhanced Header Filter with "search" feature

Commented [A26]: 20230803 Added function of export report

Commented [A27]: 20230911 Added "Export Report" feature

Commented [A30]: 20221101 Swap page of Report & Result & SKU Grouping; Updated image to show test level result is renamed from ReportAsIs to Information Only

Commented [A31]: 20230208 Updated image for Tested Test Matrix

Commented [A32]: 20230411 Enable "Log" and "Task Log" in All SKU page

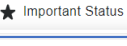
Commented [A33]: 20230208 Updated Report&Result and SKU Grouping and Test Matrix Detail

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



(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**.

[illegible]

Select	<b>VIEW CAP.</b>
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[illegible]

Commented [A34]: 20221101 Updated wording from "CAP Report" to "VIEW CAP" in user guide, no change in UI

Commented [A35]: 20230411 Hidden back and close button from View CAP.

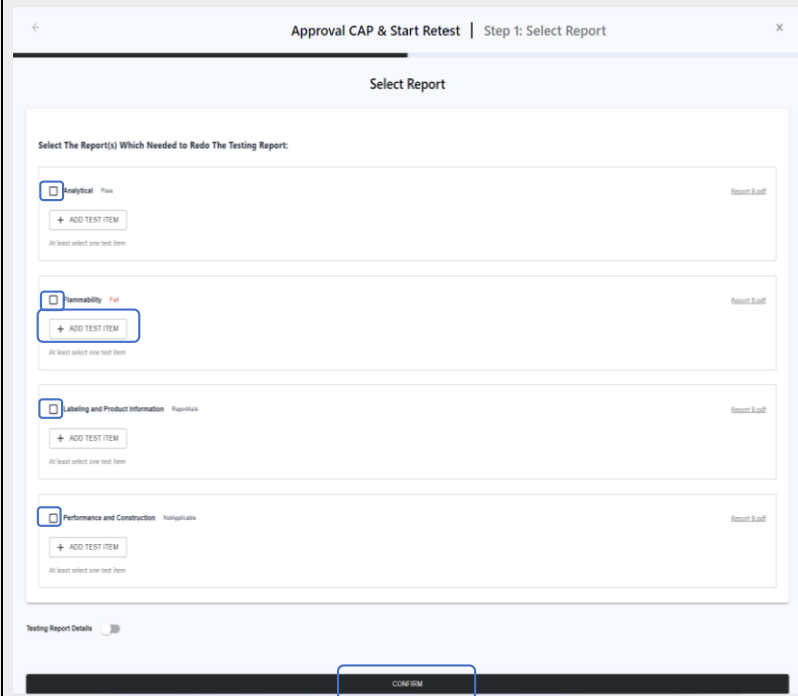
Commented [A36]: 20230208 Updated image for Tested Test Matrix

(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:

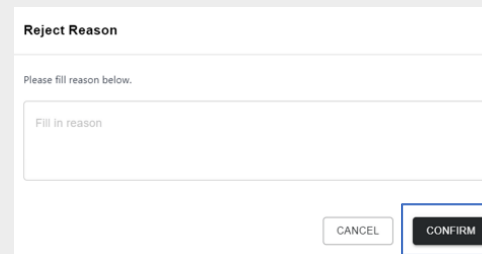
- ☒ Analytical Pass [Report & PDF](#)  
+ ADD TEST ITEM  
All tests select one test item
- ☒ Terminability Fail [Report & PDF](#)  
**+ ADD TEST ITEM**  
All tests select one test item
- ☒ Labeling and Product Information Reportable [Report & PDF](#)  
+ ADD TEST ITEM  
All tests select one test item
- ☒ Performance and Construction Multiapplicable [Report & PDF](#)  
+ ADD TEST ITEM  
All tests 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.

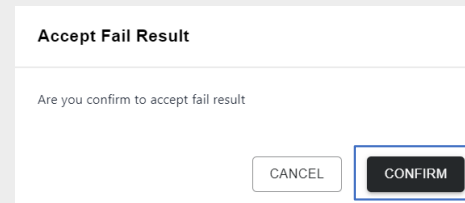
Fill in reason

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 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

edit

### Select EDIT RELATIONSHIP.

EDIT RELATIONSHIP

CLOSE

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

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

Commented [A38]: 20230911 Enable **PIM SKU SrcNum** edit.  
During edit, the system would check **PIM SKU SrcNum + Supplier ID** combination is unique.

Commented [A40]: 20230208 Updated image to show Tested  
Test Matrix

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

Commented [A42]: 20230217 Updated image for SKU  
Grouping Comment

Commented [A39]: 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**.

icw

New SKU

All SKU

Task List

Test Matrix

New SKU

Dept Num & Desc

THE FINISHING T...

Export Market

Concept

Search Keywords

SEARCH

IMPORT MONDAY FEED

Actions

Create New SKU

Create Prime SKU Grouping [AFLP] (2 selected)

Create QC Grouping (2 selected)

Bulk Delete (2 selected)

Manage Column

Reset All Filters

Rows per page: 20

Showing items 1-20 of 111

	PIM SKU Num / CW Item Description	Dept Num	Vendor	Concept	Export Market	Selected Testing Level	Collection	Frame	Color Code	Fabric	Fill
<input type="checkbox"/>	1013827CRWL GAEL RND 80	8200 DINING TABLES		CORE	US	A F L P	GAEL	ROUND	CRWL	NA	GAE
<input checked="" type="checkbox"/>	GAEL RECT 84	8200 DINING TABLES		CORE	QC	Q C	GAEL	RECTANGLE	CRWL	NA	GAE
<input type="checkbox"/>	GAEL RECT 84	8200 DINING TABLES		CORE	US	A F L P	GAEL	RECTANGLE	CRWL	NA	GAE
<input checked="" type="checkbox"/>	GAEL RECT 98	8200 DINING TABLES		CORE	QC	Q C	GAEL	RECTANGLE	CRWL	NA	GAE

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

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

Delete 2 Task(s)

Are you sure you want to delete ? This action cannot be undone.

Fill in reason of delete task

CANCEL

CONFIRM

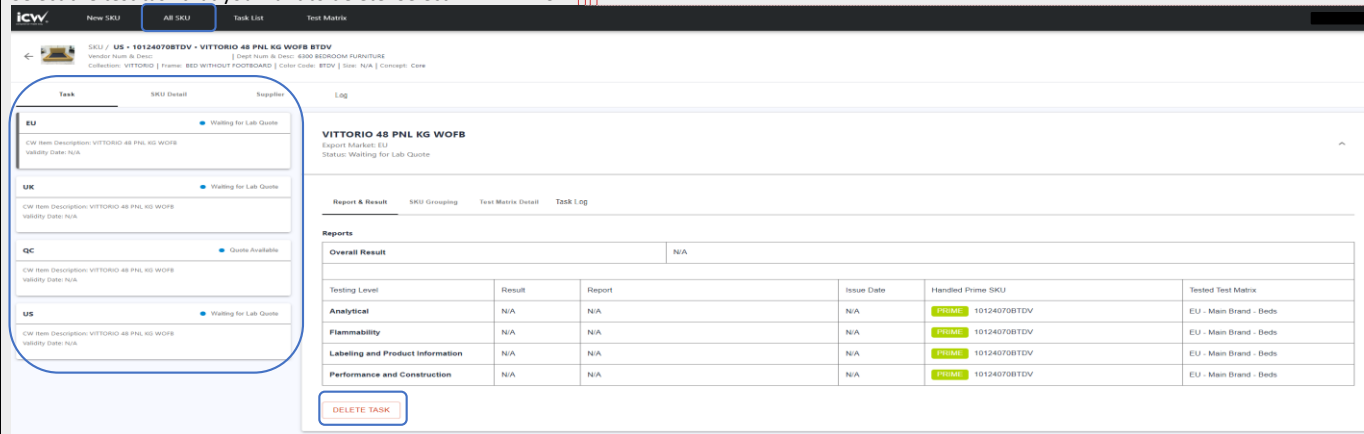
Commented [A43]: 20230411 Added bulk delete function in New SKU page

(Continued on next page)

(ALL SKU page)

## Delete Task

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



SKU / US - 101240708TDV - VITTORIO 48 PNL KG WOFB BTDV  
Vendor Item & Desc: [Empty] | Dept Room & Desc: 4300 BEDROOM FURNITURE  
Collection: VITTORIO | Frame: BED WITHOUT FOOTBOARD | Color Code: BTDV | Size: N/A | Config: Core

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

**EU** | Waiting for Lab Quote  
C/W Item Description: VITTORIO 48 PNL KG WOFB  
Validity Date: N/A

**UK** | Waiting for Lab Quote  
C/W Item Description: VITTORIO 48 PNL KG WOFB  
Validity Date: N/A

**QC** | Quote Available  
C/W Item Description: VITTORIO 48 PNL KG WOFB  
Validity Date: N/A

**US** | Waiting for Lab Quote  
C/W Item Description: VITTORIO 48 PNL KG WOFB  
Validity Date: N/A

**VITTORIO 48 PNL KG WOFB**  
Report Marked EU  
Status: Waiting for Lab Quote

**Report & Result** | SKU Grouping | Test Matrix Detail | Task Log

**Reports**

Overall Result		N/A			
Testing Level	Result	Report	Issue Date	Handled Prime SKU	Tested Test Matrix
Analytical	N/A	N/A	N/A	PRIME 101240708TDV	EU - Main Brand - Beds
Flammability	N/A	N/A	N/A	PRIME 101240708TDV	EU - Main Brand - Beds
Labeling and Product information	N/A	N/A	N/A	PRIME 101240708TDV	EU - Main Brand - Beds
Performance and Construction	N/A	N/A	N/A	PRIME 101240708TDV	EU - Main Brand - Beds

**DELETE TASK**

Commented [A44]: 20230208 Updated image for Tested Test Matrix

Commented [A45]: 20230411 Enable "Log" and "Task Log" in All SKU

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

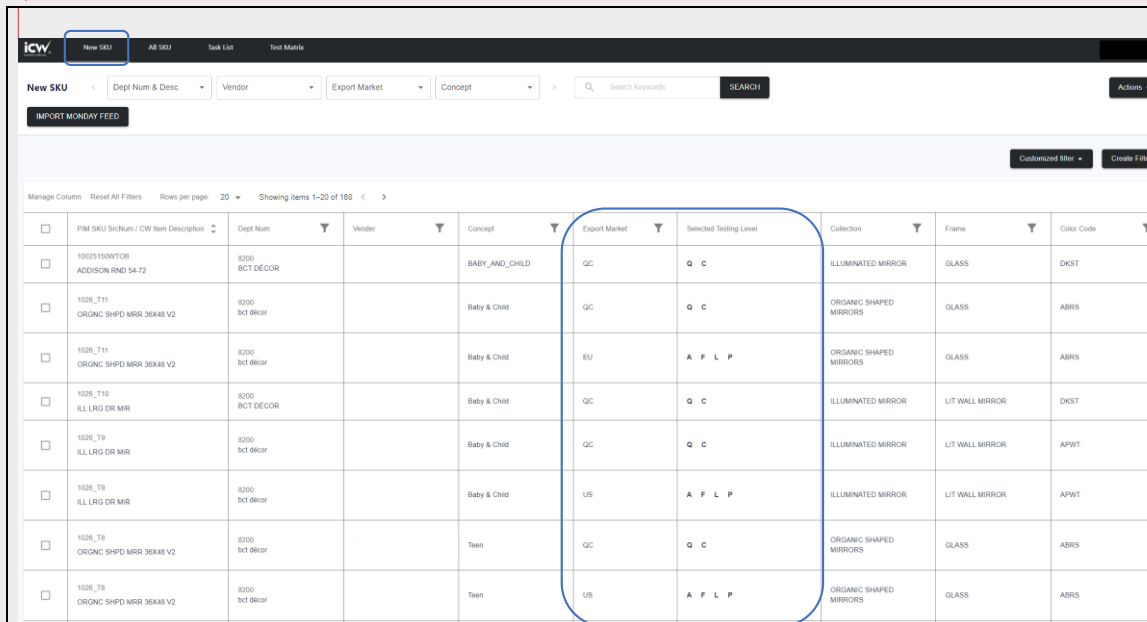
Commented [A46]: 20221101 Added Delete Task Reason

Commented [A47]: 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	Item Description	Dept Num	Vendor	Concept	Export Market	Selected Testing Level	Collection	Frame	Color Code
<input type="checkbox"/>	1025150W108 ADDITION RND 54-72		8200 BCT DECOR		BABY_AND_CHILD	QC	Q C	ILLUMINATED MIRROR	GLASS	DKST
<input type="checkbox"/>	1026_T11 ORGNC SHPD MRR 36X48 V2		8200 bct decor		Baby & Child	QC	Q C	ORGANIC SHAPED MIRRORS	GLASS	ABRS
<input type="checkbox"/>	1026_T11 ORGNC SHPD MRR 36X48 V2		8200 bct decor		Baby & Child	EU	A F L P	ORGANIC SHAPED MIRRORS	GLASS	ABRS
<input type="checkbox"/>	1026_T10 ILL LRQ DR MRR		8200 BCT DECOR		Baby & Child	QC	Q C	ILLUMINATED MIRROR	LIT WALL MIRROR	DKST
<input type="checkbox"/>	1026_T9 ILL LRQ DR MRR		8200 bct decor		Baby & Child	QC	Q C	ILLUMINATED MIRROR	LIT WALL MIRROR	APWT
<input type="checkbox"/>	1026_T9 ILL LRQ DR MRR		8200 bct decor		Baby & Child	US	A F L P	ILLUMINATED MIRROR	LIT WALL MIRROR	APWT
<input type="checkbox"/>	1026_T8 ORGNC SHPD MRR 36X48 V2		8200 bct decor		Teen	QC	Q C	ORGANIC SHAPED MIRRORS	GLASS	ABRS
<input type="checkbox"/>	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 [A48]: 20221101 Add the wording and updated image with "Create/Customized Filter" feature

Commented [A49]: 20230217 Enhanced Header Filter with "search" feature

Commented [A50]: 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**.

The screenshot shows the 'All SKU' page with various filters and a data table. The filters include 'Filter task status', 'Dept Num & Desc', 'Vendor', 'Export Market', 'Concept', 'Regulatory', 'Quality', and 'PIM SKU'. The data table lists various SKUs with their corresponding test results and status.

Commented [A51]: 20230217 Enhanced Header Filter with "search" feature

Commented [A52]: 20230208 Sort in alphabetical order for Dept Num & Desc and Vendor header filter, with updated image

Commented [A53]: 20221101 Added the wording and updated image with "Create/Customized Filter" and "Export" feature

Commented [A54]: 20230911 added export report feature

Commented [A55]: 20230411 Enable "Log" and "Task Log" in All SKU

Commented [A56]: 20221205 Enhanced "Export" feature: export one after another

Commented [A57]: 20221101 Updated from "Pass" to "Non-Fail"

Commented [A58]: 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: 1 20

Showing items 1–20 of 158

<

>

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
S220000254	PRIME 602685QRTZEURO OMBRE PERCALE SHAM		QC	—Q ✓C	Completed
S220000253	PRIME 10083967PN LAMBETH SMTH WASTEBASKET		QC	✓Q —C	Completed
S220000252	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.

You can view the Log for each test task.

Commented [A59]: 20221101 Updated image to show "Completed-Fail" when test level result is fail

Commented [A60]: 20221101 Updated from "Pass" to "Non-Fail" result

Commented [A61]: 20221101 Updated from "Not applicable" to "Not requested"

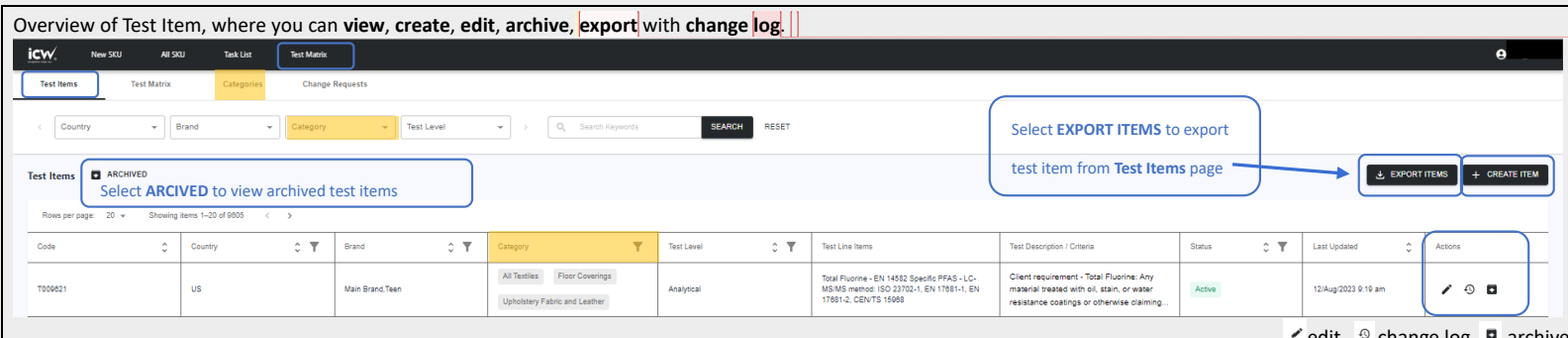
Commented [A62]: 20230208 Added Vendor Name and Sort Vendor Name in alphabetical order for **Vendor Num / DESC** table filter.

Commented [A63]: 20230217 Enhanced Header Filter with "search" feature; Add the wording for locating SKU Grouping Comment and TRF

Commented [A64]: 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**.



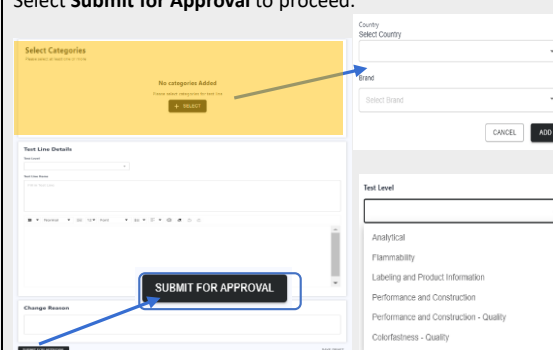
Select **EXPORT ITEMS** to export test item from **Test Items** page

Select **ARCHIVED** to view archived test items

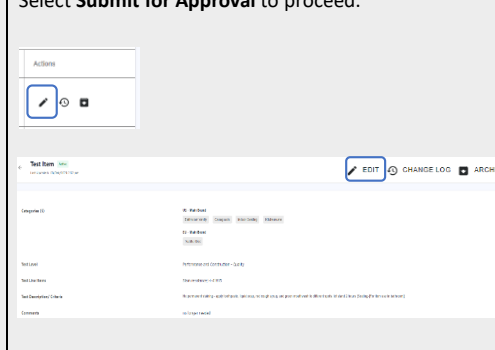
Code	Country	Brand	Category	Test Level	Test Line Items	Test Description / Criteria	Status	Last Updated	Actions
T000621	US	Main Brand.Tean	All Textiles Floor Coverings Upholstery Fabric and Leather	Analytical	Total Fluorine - EN 14582 Specific PFAS - LC-MS/MS method - ISO 22700-1, EN 17881-1, EN 17881-2, CEN/TS 15068	Client requirement - Total Fluorine: Any material treated with oil, stain, or water-resistance coatings or otherwise claiming...	Active	12/Aug/2023 9:10 am	[edit] [change log] [archive]

edit change log archive

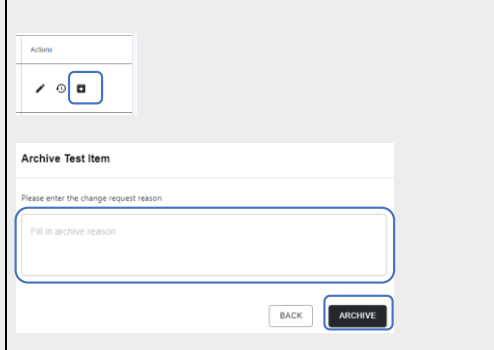
**Create test item by filling in Country, Brand, Test Level, Test Line Details, Change Reason.**  
Select **Submit for Approval** to proceed.



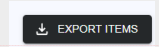
Select **Edit** from Action to change the details with change reason.  
Select **Submit for Approval** to proceed.



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



Commented [A65]: 20221205 Added "Export" feature

Commented [A66]: 20230911 Revising wording from **sub-category** to **category**

Commented [A67]: 20230411 Sorted Sub-Category in alphabetical order in Test Item page.

Commented [A68]: 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** **ARCHIVED** 20 Showing items 1-20 of 168 **+ CREATE TEST MATRIX**

Rows per page Select ARCHIVED to view archived test items

Country	Brand	Category	Status	Last Update	No. of Test Item	Actions
US	Baby & Child	Floor Coverings	Active	12/Aug/2023 9:19 am	106	
US	Baby & Child	All Textiles	Active	12/Aug/2023 9:19 am	124	

**Create test matrix by filling in Country, Brand, 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.

Commented [A69]: 20221205 Added "Export" feature

Commented [A70]: 20230411 Allow the search of Test Items by Test Code (unique ID generated by system automatically for each Test Item).

Commented [A71]: 20230911 Revising wording from sub-category to category

Commented [A72]: 20221205 Added filter and search feature when creating Test Matrix

Commented [A74]: 20221205 Updated image

Commented [A73]: 20221205 Updated image

Commented [A75]: 20221205 Added "Export" feature

## 11 Test Matrix > Change Request


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

Commented [A76]: 20230911 Revising wording from sub-category to category

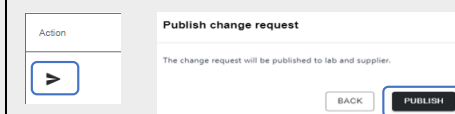
icwv										
Test Matrix										
Change Request										
Rows per page: 20 Showing items 1 to 8 of 8										
Task Code	Change Type	Country	Brands	Categories	Test Level	Status	Editor	Approver	Action	
CR00000403	Sub-Category Edit	US	Test	Test	N/A	Pending Approval	rh@icw.io	N/A	✎	
CR00000402	Test Matrix Archive	US	Teen	All Textiles	N/A	Pending Approval	rh@icw.io	N/A	✎	
CR00000400	Test Item Archive	US	Teen	Mirror	Labeling and Product Information	Pending Approval	rh@icw.io	N/A	✎	
CR00000399	Test Item Archive	US	Teen	Mirror	Performance and Construction	Pending Approval	rh@icw.io	N/A	✎	
CR00000391	Test Matrix Archive	US	Test	Test	N/A	Pending Approval	alice.lam@icw.io	N/A	✎	
CR00000387	Brand Create	US	Test 2	No tags found	N/A	Pending Approval	rh@icw.io	N/A	✎	
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 [A77]: 20221101 Updated publish handling

## 12 Test Matrix > Categories

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

icwv

New SKU

All SKU

Task List

Test Matrix

Test Items

Test Matrix

Categories

Change Requests

Search Keywords

SEARCH

RESET

EXPORT

Actions

Sub-Categories

TAG VIEW

Rows per page: 20

Showing items 41-50 of 400

<

>

Country	Brand	Categories	Sub-Category	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 Category** by select **Actions**, filling in **Country**, **Brand**, new **Category**, **Sub-Category** and **Change Reason**.

Select **SUBMIT FOR APPROVAL** to proceed.

Create Sub-category

Country

Brand

Category

Sub-category

Change Reason

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

Select **Submit for Approval** to proceed.

Action

Change Reason

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

Commented [A78]: 20230208 Remove Create Brand feature

Commented [A79]: 20221205 Adding "Export" feature

Commented [A80]: 20230911 Revising wording from **sub-category** to **category**; Change **Product Example** to **Sub-Category**

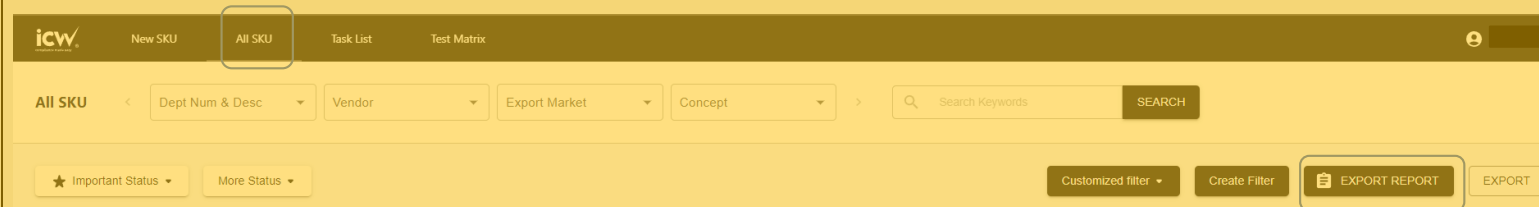
Commented [A81]: 20221205 Added "Export" feature

## 13 Export Report

Commented [A82]: 20230911 Added "Export Report" session

(All SKU page)

Select "All SKU" > "EXPORT REPORT"

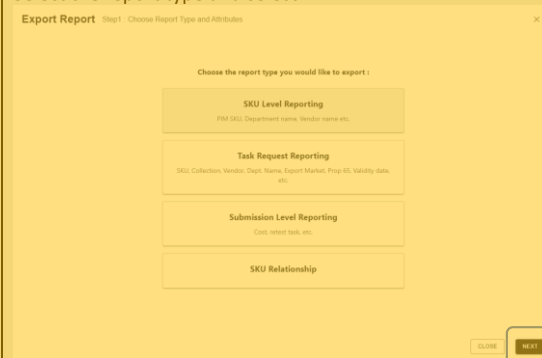


Without Templates (report template has NOT been created by any user)

Four public templates:

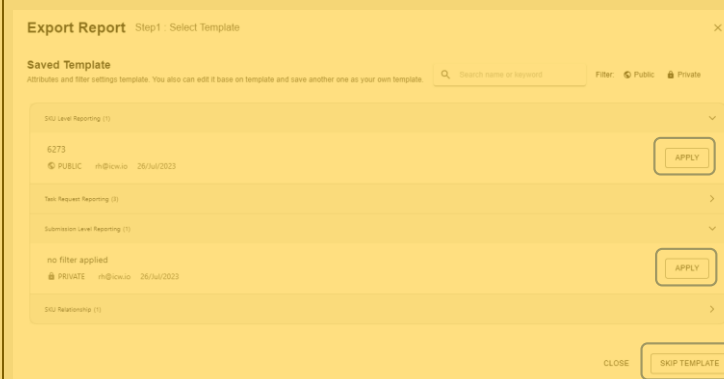
- **SKU Level Reporting**
- **Task Request Reporting**
- **Submission Level Reporting**
- **SKU relationship**

Select the report type and select **NEXT**.



With Templates (report template has been created by any user)

Select the template that you want to **APPLY**.



Alternatively, select **SKIP TEMPLATE** if you would like to create your own report. Then, follow the same step as Without Templates.

Select attributes and select **NEXT**.

Export Report

Step 1: Choose Report Type and Attributes | SKU Level Reporting

Select and put attributes you needed to the right side box:

Unselected Attributes (30/32)

Vendor Num / Vendor Name

PIM SKU Structure / CW Item Description

Frame

Color Code

Size Code

Dept NUM / Dept DESC

Vendor Style / Vendor Item Description

Country of Origin

➤

➤

Selected Attributes (2/32)

Collection

Concept

➤

➤

Actions: SELECT ALL

Actions: CLEAR SELECTED

BACK

NEXT

Customize attributes and select **NEXT**.

Export Report

Step 2: Customize Attributes and Filters | SKU Level Reporting

SKU Level Reporting

USE TEMPLATE

The data you would like to show in the report

Collection

Concept

Search

Select All

Collection

Concept

2/4

Baby & Child

CORE

MODERN

TREN

✓

✓

Collection(3277)

✓All filters selected blocks collapsed. See all filters.

Concept(2)

Baby & Child

CORE

Selected Attributes (2/32)

RESET FILTERS

SAVE AS TEMPLATE

Number of data result (26609)

BACK

NEXT

Select **No**, do not save as template if it's a one-off report. Select **EXPORT**.

Select **Yes**, save as template, if you would like to use the customized report in future. Select or add a template name. By selecting **Public Template**, other RH users can access the customized template. Select **EXPORT**.

Export Report

Would you like to save the setting as a template? So you can apply the same setting next time?

No, do not save as template

Yes, save as template

Template Name

Select or add a template name

Public Template

BACK

EXPORT

Preview Report Data and select **EXPORT**.

Export Report

Step 3: Preview Report Data | SKU Level Reporting

Preview Report Data

Previewing report data only show the 3 example. If you would like to see more, you may export the file.

Vendor NUM / DESC	PIM SKU Structure / CW Item Description	Dept Num & DESC	Collection	Frame	Color Code	Size Code	Concept	Vendor Style	Country of Origin	Frame	P









BACK

EXPORT

20

<p>When the report is processing, it shows as <b>Exporting report...</b></p> <div data-bbox="85 343 501 448"> <p><b>Export Queue</b></p> <p>Export report processing. You will receive email the export process completed. ^</p> <p>Exporting report... 🗑</p> </div>	<p>When the report is available, it shows as <b>Completed</b>. Select ⬇ to download the report.</p> <div data-bbox="882 368 1294 456"> <p><b>Export Queue</b></p> <p>Export report completed. ^</p> <p>SKU_Level .... 02Aug2023.xlsx ✓ Completed ⬇</p> </div> <p>Downloaded report will then be removed from Export Queue.</p> <p><b>Notes:</b> If the report is not downloaded on platform over 10 minutes, a notification email with a report download link and expired time notice will be sent to user.</p>
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## 14 Appendix

Monday Feed Template	 Monday_Feed.xlsx
TRF Template	 RH_EXPORT_TRF_TEMPL MPLATE.docx
CAP Template	 RH_EXPORT_CAP_TEMPL MPLATE.png
Status Definition	 Status.docx
Export Report Templates	 SKU_Level_Reporting
	 Task_Request_Reporting
	 Submission_Level_Reporting
	 SKU_Relationship_Reporting

Commented [A83]: 20230411 Updated the Monday Feed Template by introducing a new column called "QC"

Commented [A84]: 20230911 Added Export Report Templates