



QUICK START USER GUIDE – RH

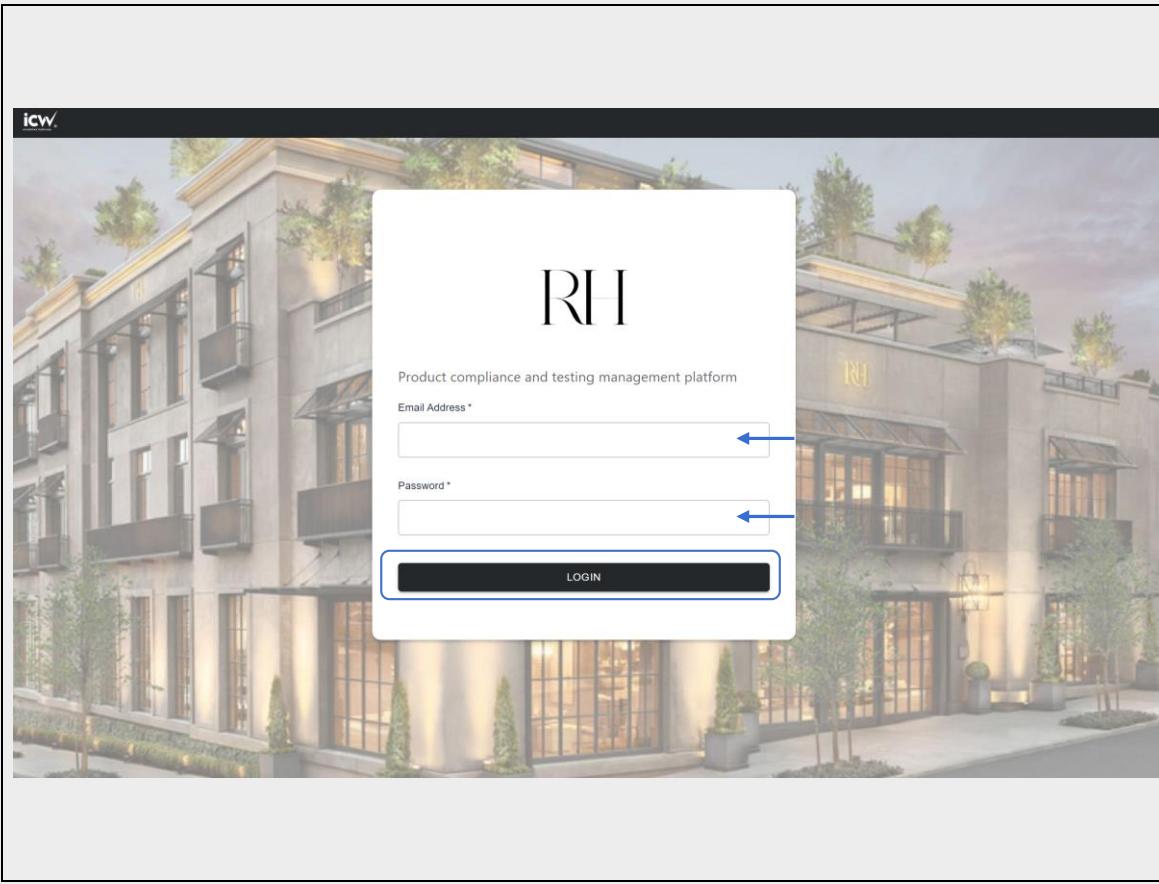
Product Compliance and Testing Management Platform

INTERNATIONAL COMPLIANCE WORKSHOP | RH
QUICK START USER GUIDE_V5

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2 Login



The image shows a login screen for a platform. The background is a photograph of a modern, multi-story building with large windows and a balcony. A white login box is overlaid on the image. The box contains the text "RH" at the top, followed by "Product compliance and testing management platform". Below this are two input fields: "Email Address *" and "Password *". A blue arrow points to the "Email Address" field. Another blue arrow points to the "Password" field. At the bottom of the box is a "LOGIN" button, which is also highlighted with a blue border.

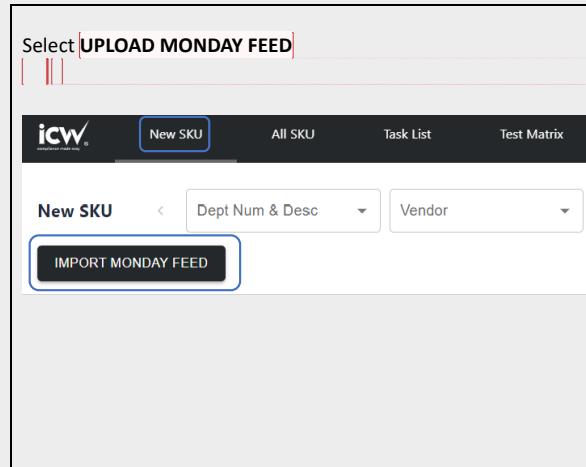
Log in to the platform: rh.icw.io

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

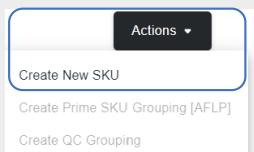
(New SKU page)



Select **UPLOAD MONDAY FEED**

IMPORT MONDAY FEED

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



Actions

Create New SKU

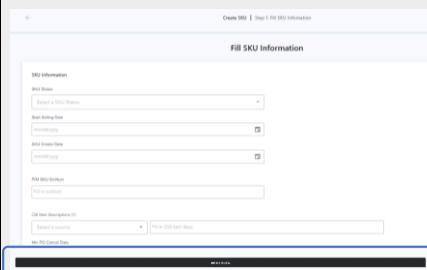
Create Prime SKU Grouping [AFLP]

Create QC Grouping

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.

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



Create SKU | Step 1: Fill SKU Information

Fill SKU Information

SKU Information

SKU Number:

Base Selling Unit:

Base Description:

SKU Create Date:

Print SKU Number:

Print SKU Description:

Print SKU Create Date:

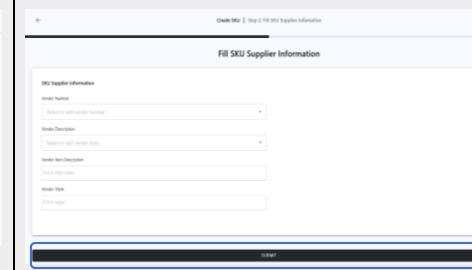
Print SKU Status:

Print SKU Description ID:

Print SKU Create Date ID:

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: Fill SKU Supplier Information

Fill SKU Supplier Information

SKU Supplier Information

Vendor Number:

Base Unit and Vendor Number:

Vendor Description:

Print SKU Description:

Print SKU Create Date:

Print SKU Status:

Print SKU Description ID:

Print SKU Create Date ID:

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

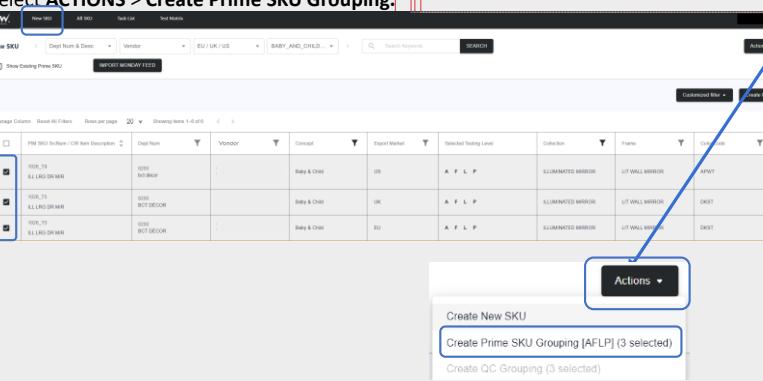
Commented [A6]: 20230411 Enhanced Monday Feed to support retest task creation and updated QC task trigger logic

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

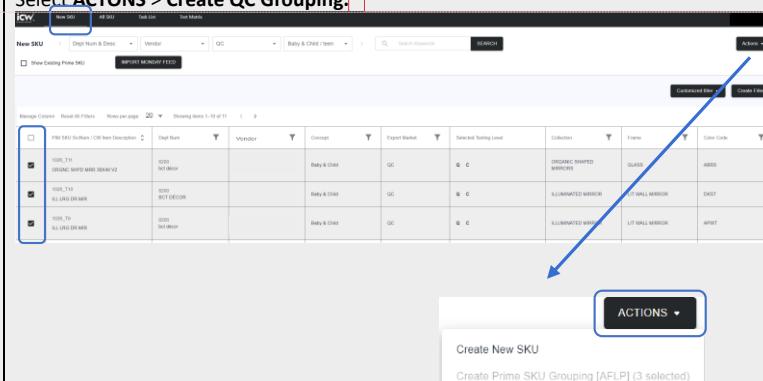
4 Create SKU Grouping

(New SKU page)

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



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

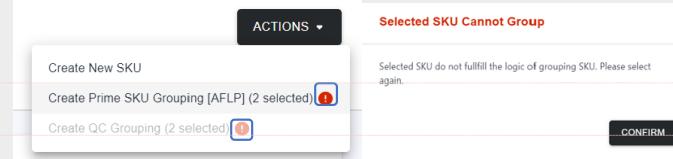


SKU Grouping Logic:

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

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

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



(Continued on next page)

Commented [A10]: 20221101 Moved Dept Num, Vendor,

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

Commented [A8]: 20221101 Moved Dept Num, Vendor,

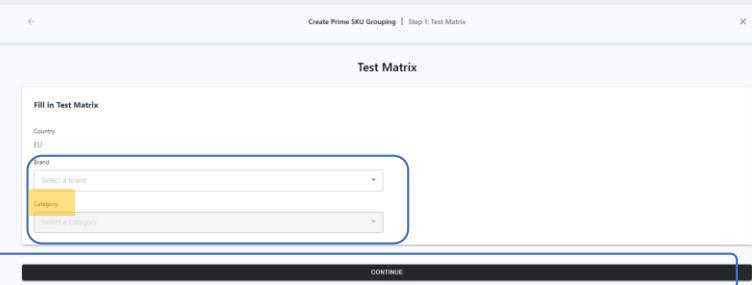
Concept columns to front; Updated image to show grouping
of 2 more PEs are possible, with "create/customized filter"
feature

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

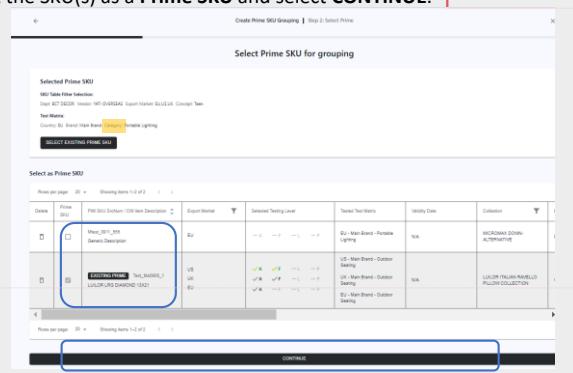
Commented [A11]: 20230208 Update grouping logic by
removing Same Concept and Same Department

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**.

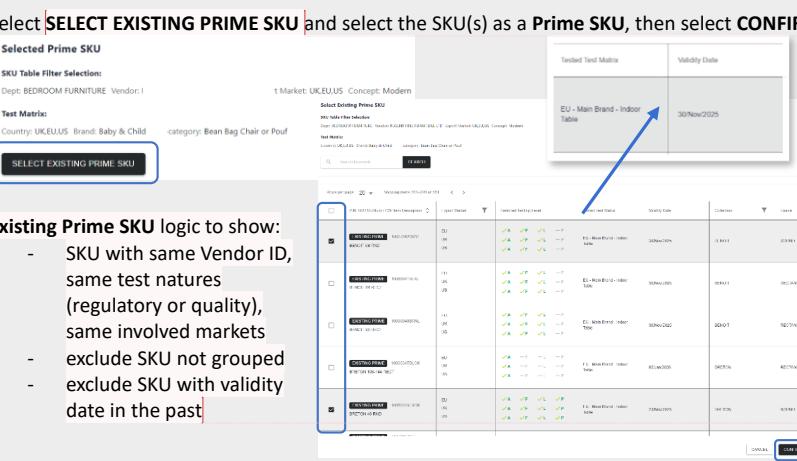


Decide the Prime SKU
Assign New SKU as a Prime SKU:
Select the SKU(s) as a **Prime SKU** and select **CONTINUE**.



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

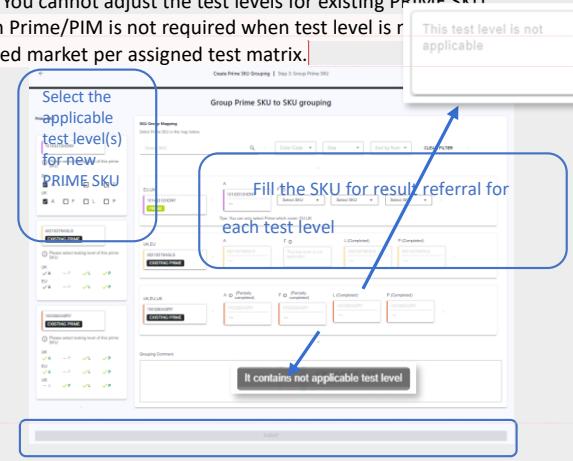
Select **SELECT EXISTING PRIME SKU** and select the SKU(s) as a **Prime SKU**, then select **CONFIRM**.



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 [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 **subcategory 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.

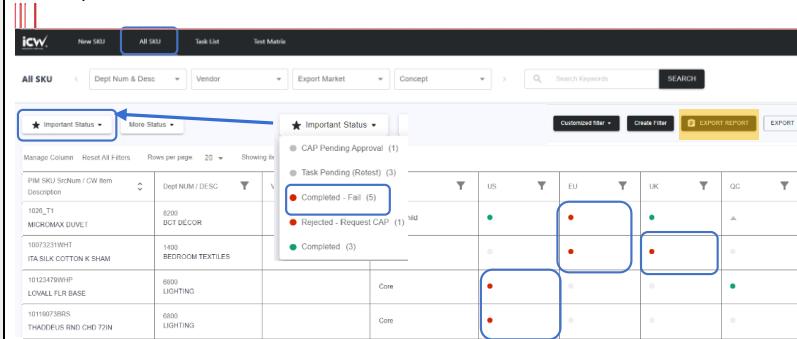
Commented [A20]: 20230208 Updated Existing Prime SKU logic

5 Approval of Test Report and Result

(All SKU page)

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

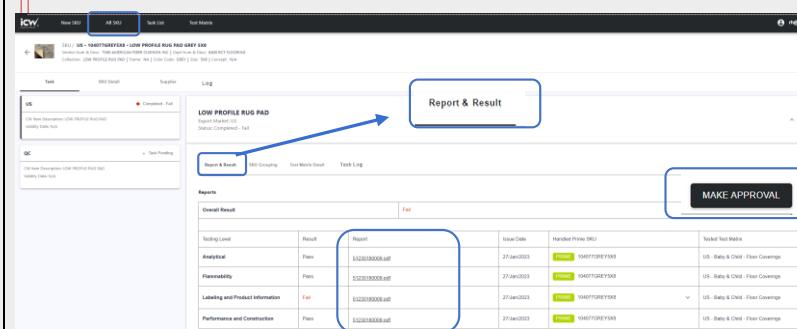
Select specific test task to continue.



Dept Num / Desc	Vendor	Export Market	Concept	SEARCH	EXPORT REPORT	EXPORT
Important Status	More Status					
Important Status <ul style="list-style-type: none"> CAP Pending Approval (1) Task Pending (Testest) (3) <ul style="list-style-type: none"> Completed - Fail (5) Rejected - Request CAP (1) Completed (3) 						
1020_T1	8200	BTCT DECOR		US	EU	UK
100732119HT	1400	BEDROOM TEXTILES		Core	Core	Core
101234799HP	6800	LIGHTING				
101160738DS	6800	LIGHTING				

Select Report to view.

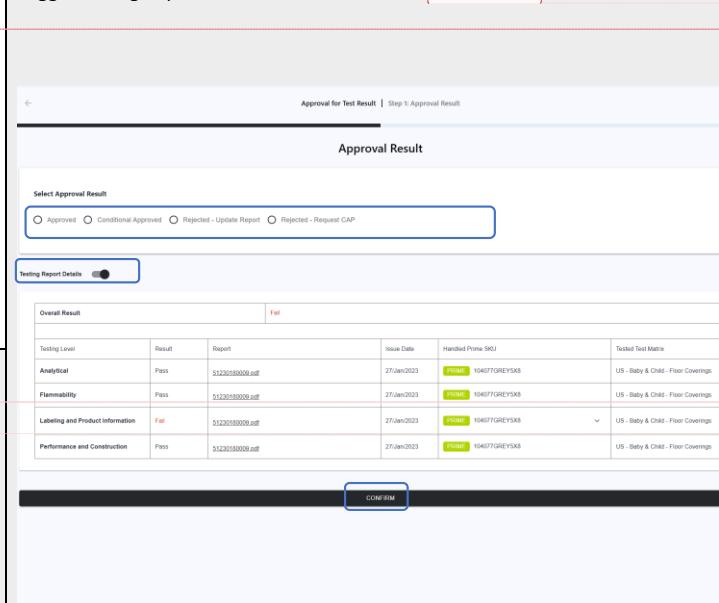
Select **Make Approval** to approve or reject the test result in **Report & Result**.



Testing Level	Result	Report	Issue Date	Handled Prime SKU	Tested Test Matrix
Analytical	Pass	5122018009.pdf	27/06/2023	104077GREYSX8	US - Baby & Child - Floor Coverings
Flammability	Pass	5122018009.pdf	27/06/2023	104077GREYSX8	US - Baby & Child - Floor Coverings
Labelling and Product Information	Fail	5122018009.pdf	27/06/2023	104077GREYSX8	US - Baby & Child - Floor Coverings
Performance and Construction	Pass	5122018009.pdf	27/06/2023	104077GREYSX8	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**.



Overall Result	Fail				
Testing Level	Result	Report	Issue Date	Handled Prime SKU	Tested Test Matrix
Analytical	Pass	5122018009.pdf	27/06/2023	104077GREYSX8	US - Baby & Child - Floor Coverings
Flammability	Pass	5122018009.pdf	27/06/2023	104077GREYSX8	US - Baby & Child - Floor Coverings
Labelling and Product Information	Fail	5122018009.pdf	27/06/2023	104077GREYSX8	US - Baby & Child - Floor Coverings
Performance and Construction	Pass	5122018009.pdf	27/06/2023	104077GREYSX8	US - Baby & Child - Floor Coverings

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

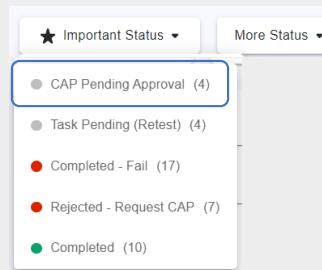
Commented [A33]: 20230208 Updated Report&Result and SKU Grouping and Test Matrix Detail

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

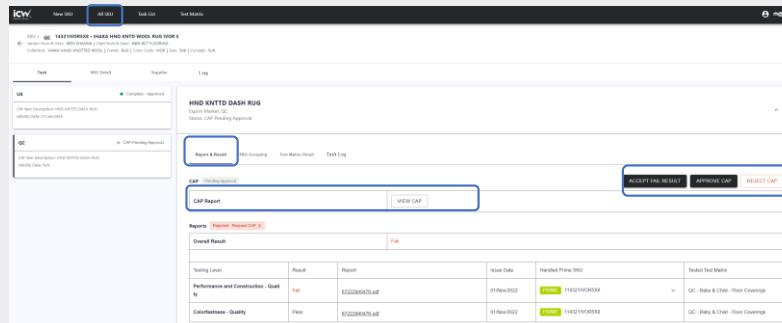
6 Approval of CAP and Retest

(ALL SKU page)

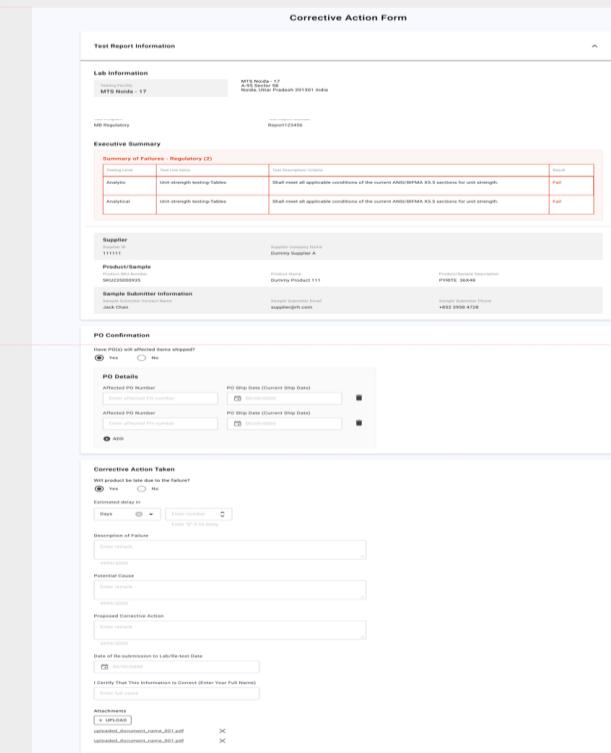
Select **Important Status>CAP pending approval**. Select specific test task to continue.



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



Select **VIEW CAP**.



Commented [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.E/pdf

+ ADD TEST ITEM

All least select one test item

Usability Fail Report.E/pdf

+ ADD TEST ITEM

All least select one test item

Labeling and Product Information Report.E/pdf

+ ADD TEST ITEM

All least select one test item

Performance and Construction NotApplicable Report.E/pdf

+ 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

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

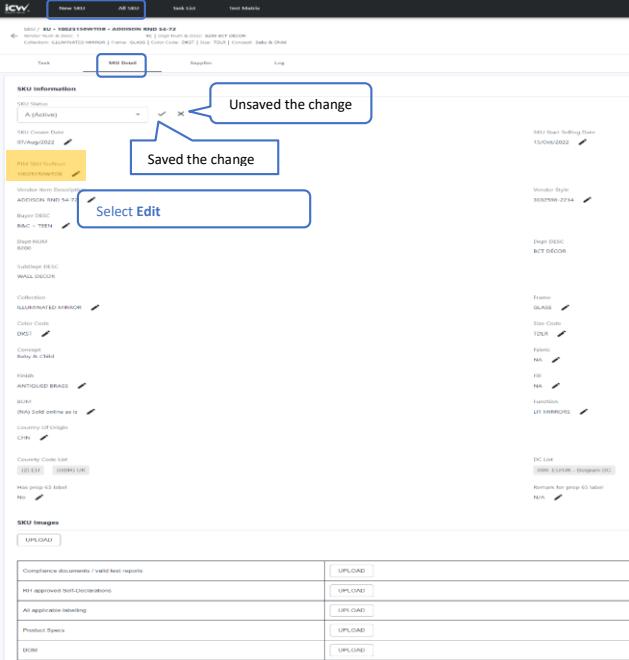
7 Exceptional Handling

(NEW SKU page / ALL SKU page)

Edit SKU Details

Select the SKU that you would like to make changes.

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



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).

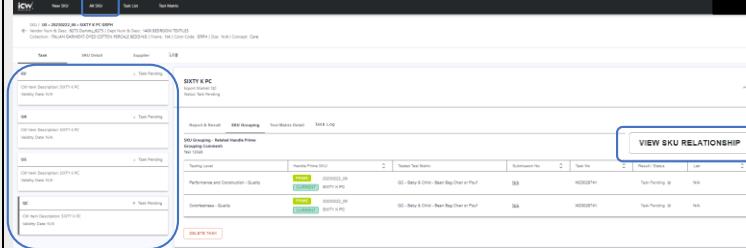
 edit

(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**.



Select EDIT RELATIONSHIP.

Related SKU Relationship

View All related SKU:

SKU Table: EDIT RELATIONSHIP

Prime SKU	10124070BTDV
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

(Continued on next page)

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

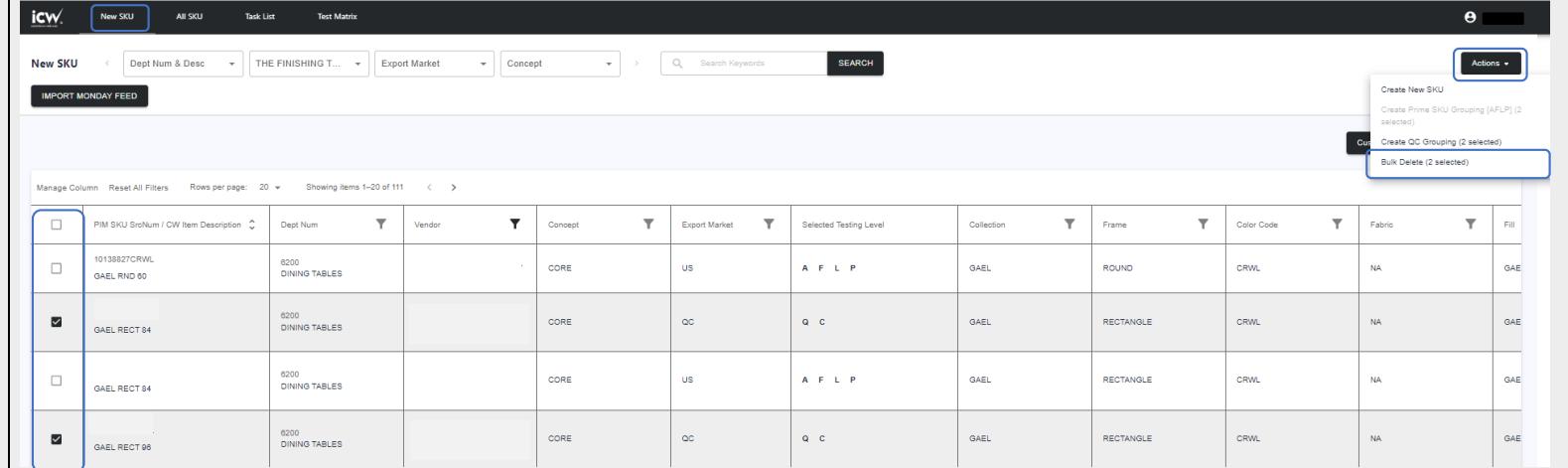
Commented [A42]: 20230217 Updated image for SKU Grouping Comment

Commented [A39]: 20221101 Added Prop 65 handling; Updated image.

(NEW SKU page)

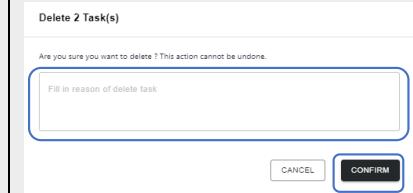
Bulk Delete Task

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.



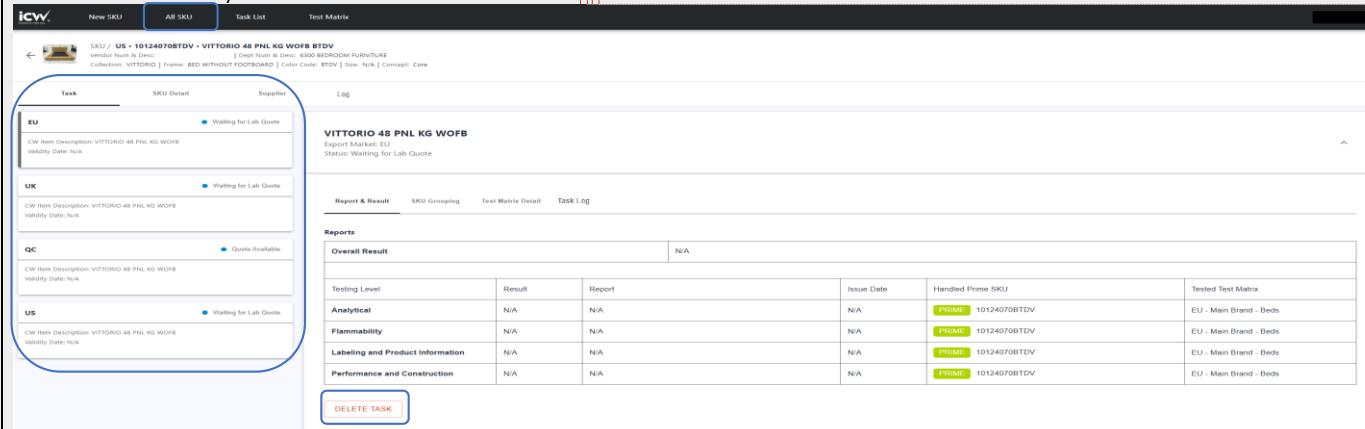
Commented [A43]: 20230411 Added bulk delete function in New SKU page

(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 Name & Details | Depth from & Depth: 4800 BEDROOM FURNITURE
Collection: VITTORIO | Frame: BED WITHOUT FOOTBOARD | Color Code: BTDV | Size: N/A | Concept: Core

Task SKU Detail Supplier Log

VITTORIO 48 PNL KG WOFB
Export Market: EU
Status: Waiting for Lab Quote

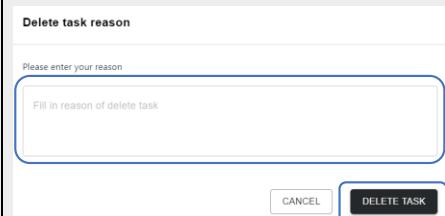
Report & Result **SKU Grouping** **Test Matrix Detail** **Task Log**

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

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

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

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

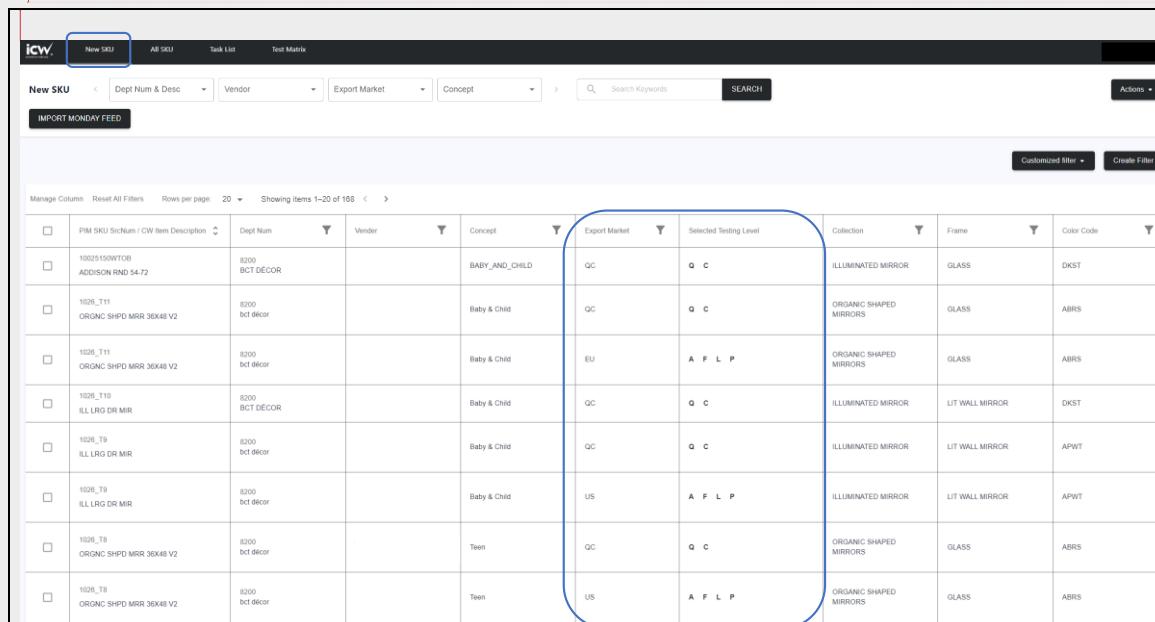
Commented [A45]: 20230411 Enable "Log" and "Task Log" in All SKU

Commented [A46]: 20221101 Added Delete Task Reason

Commented [A47]: 20221101 Updated image for task require SKU re-grouping

8 Task Status Overview

(New SKU page)



The screenshot shows a table of products with the following columns: Dept Num, Vendor, Concept, Export Market, Selected Testing Level, Collection, Frame, and Color Code. A blue oval highlights the 'Export Market' and 'Selected Testing Level' columns. The table contains 10 rows of data, each with a checkbox and a product description.

	Dept Num	Vendor	Concept	Export Market	Selected Testing Level	Collection	Frame	Color Code
<input type="checkbox"/> 1002150WYTB ADDISON RND 54-72	8200 BCT DÉCOR		BABY_AND_CHILD	QC	Q C	ILLUMINATED MIRROR	GLASS	DKST
<input type="checkbox"/> 1026_T11 ORGNC SHPD MRR 36X48 V2	8200 bct décor		Baby & Child	QC	Q C	ORGANIC SHAPED MIRRORS	GLASS	ABRS
<input type="checkbox"/> 1026_T11 ORGNC SHPD MRR 36X48 V2	8200 bct décor		Baby & Child	EU	A F L P	ORGANIC SHAPED MIRRORS	GLASS	ABRS
<input type="checkbox"/> 1026_T10 ILL LRG DR MIR	8200 BCT DÉCOR		Baby & Child	QC	Q C	ILLUMINATED MIRROR	LIT WALL MIRROR	DKST
<input type="checkbox"/> 1026_T9 ILL LRG DR MIR	8200 bct décor		Baby & Child	QC	Q C	ILLUMINATED MIRROR	LIT WALL MIRROR	APWT
<input type="checkbox"/> 1026_T9 ILL LRG DR MIR	8200 bct décor		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 décor		Teen	QC	Q C	ORGANIC SHAPED MIRRORS	GLASS	ABRS
<input type="checkbox"/> 1026_T8 ORGNC SHPD MRR 36X48 V2	8200 bct décor		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

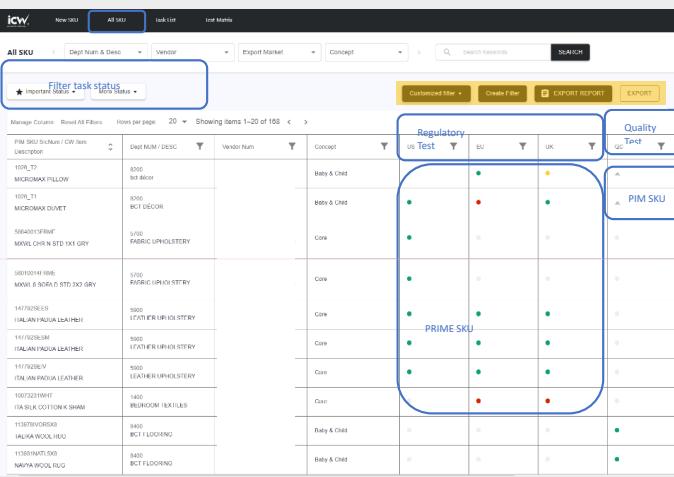
Commented [A49]: 20230217 Enhanced Header Filter with "search" feature

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**.



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

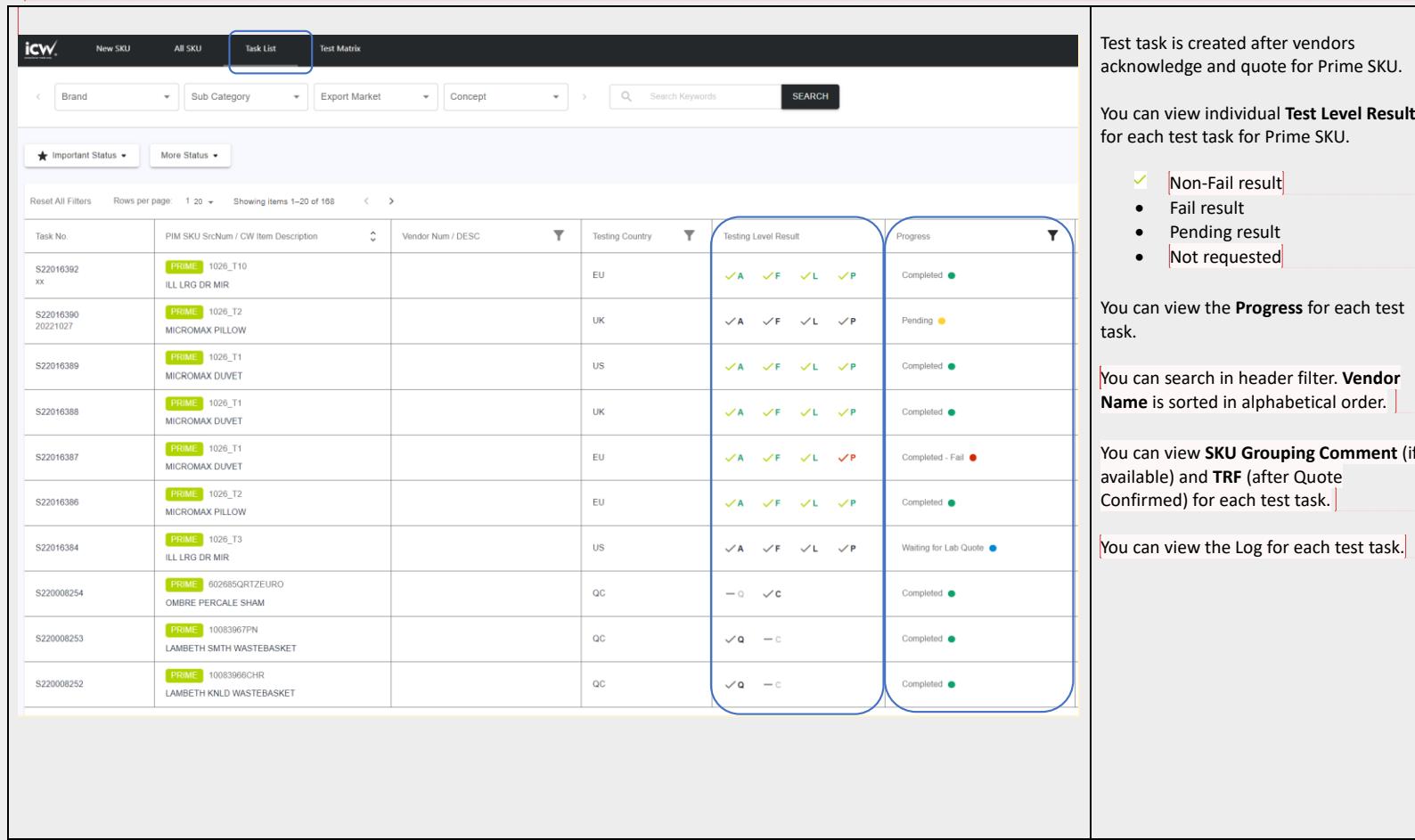
Commented [A57]: 20221101 Updated from "Pass" to "Non-Fail"

Commented [A58]: 20221101 Updated PIM SKU status to follow the same as Prime SKU (during pilot only have red, green and grey for PIM)

SKU/Priority Level	1	2	3	4	5
Prime	🔴	🟡	🔵	🟡	🟢
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.

(Task List page)



The screenshot shows the icw Task List page. The top navigation bar includes 'New SKU', 'All SKU', 'Task List' (which is highlighted with a blue box), and 'Test Matrix'. Below the navigation is a search bar with filters for 'Brand', 'Sub Category', 'Export Market', 'Concept', and 'Search Keywords'. The main content area displays 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'. A blue box highlights the 'Testing Level Result' column.

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 [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

EXPORT ITEMS + **CREATE ITEM**

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

Select Categories

Test Line Details

Change Reason

SUBMIT FOR APPROVAL

EXPORT ITEMS

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

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	

edit **archive**

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.

Test Matrix Active

Country: Brand: Category: **EXPORT**

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

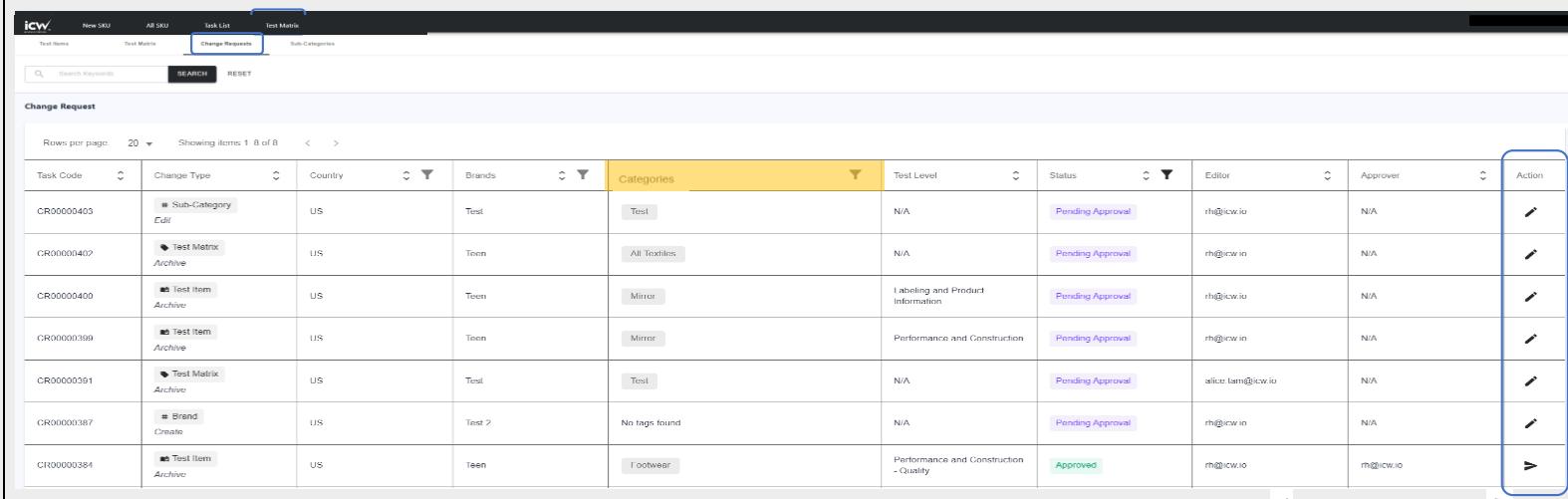
Commented [A74]: 20221205 Updated image

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**.



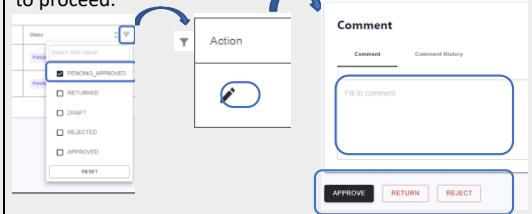
Task Code	Change Type	Country	Brands	Categories	Test Level	Status	Editor	Approver	Action
CR00000403	Sub-Category Edit	US	Test	Test	N/A	Pending Approval	rh@icw.io	N/A	
CR00000402	Test Matrix Archive	US	Teen	All Textiles	N/A	Pending Approval	rh@icw.io	N/A	
CR00000400	Test Item Archive	US	Teen	Mirror	Labeling 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 ?	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 [A76]: 20230911 Revising wording from sub-category to category

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**.

Test Matrix Categories

Sub-Categories TAG VIEW

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

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.

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

Change Reason
 Fill in change reason
SUBMIT FOR APPROVAL

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

Commented [A78]: 20230208 Remove Create Brand feature

Commented [A79]: 20221205 Adding "Export" feature

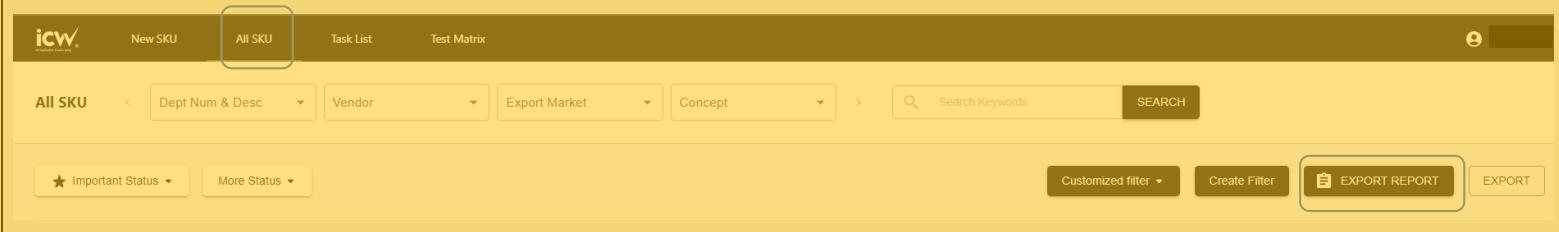
Commented [A80]: 20230911 Revising wording from sub-category to category; Change **Product Example** to **Sub-Category**

Commented [A81]: 20221205 Added "Export" feature

13 | Export Report

(All SKU page)

Select "All SKU" > "EXPORT REPORT"



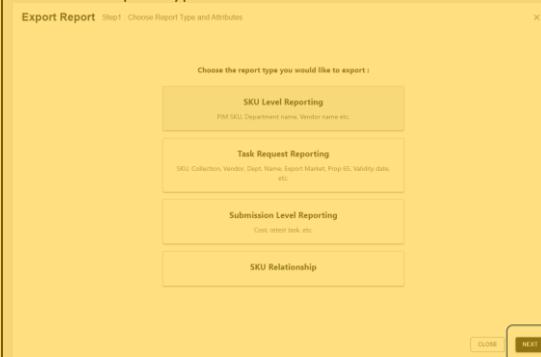
The screenshot shows the 'All SKU' page with a navigation bar at the top. The 'All SKU' tab is selected. Below the navigation bar are several filter dropdowns: 'Dept Num & Desc', 'Vendor', 'Export Market', and 'Concept'. There is also a 'Search Keywords' input field and a 'SEARCH' button. At the bottom of the page are buttons for 'Important Status', 'More Status', 'Customized filter', 'Create Filter', and 'EXPORT'. The 'EXPORT REPORT' button is highlighted with a red box.

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

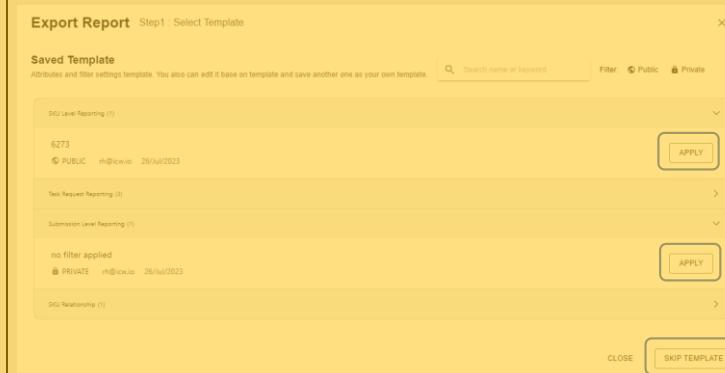
Select the report type and select **NEXT**.



The dialog box is titled 'Export Report Step 1: Choose Report Type and Attributes'. It asks 'Choose the report type you would like to export:'. There are four options: 'SKU Level Reporting' (PIM SKU, Department name, Vendor name etc.), 'Task Request Reporting' (SKU Collection, Vendor, Dept, Name, Export Market, Prod ID, Validity, data, etc.), 'Submission Level Reporting' (Cost, intent task, etc.), and 'SKU Relationship'. At the bottom are 'CLOSE' and 'NEXT' buttons.

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

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



The dialog box is titled 'Export Report Step1: Selected Template'. It shows a list of 'Saved Template' with attributes and filter settings. The templates listed are: 'SKU Level Reporting (1)' (6273, PUBLIC, rih@icw.io, 26/Jul/2023), 'Task Request Reporting (1)', 'Submission Level Reporting (1)' (no filter applied, PRIVATE, rih@icw.io, 26/Jul/2023), and 'SKU Relationship (1)'. At the bottom are 'CLOSE' and 'SKIP TEMPLATE' buttons.

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

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

Select attributes and select NEXT.

Export Report Step1: Choose Report Type and Attributes | SKU Level Reporting

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

Unselected Attributes (30/32)

- Vendor Num / Vendor Name
- PIM SKU / 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** **CLEAR SELECTED**

BACK **NEXT**

Customize attributes and select NEXT.

Export Report Step2: Customize Attributes and **Filters** | SKU Level Reporting

SKU Level Reporting **USE TEMPLATE** **Select All**

Collection: Concept (2/4) Concept Baby & Child CORE MODERN TEEN

The data you would like to show in the report

Collection (3/277) upAll 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 Step3: Preview Report Data | SKU Level Reporting

Previewing report data only show the 5 example. If you would like to see more, you may export the file.

Vendor Num / Desc	PIM SKU / Item Description	Dept Num & Desc	Collection	Frame	Color Code	Size Code	Concept	Vendor Style	Country of Origin	Fabric

BACK **EXPORT**

When the report is processing, it shows as **Exporting report...**

Export Queue
Export report processing. You will receive email the export process completed.
Exporting report... 

When the report is available, it shows as **Completed**.

Select  to download the report.

Export Queue
Export report completed.
SKU_Level ... 02Aug2023.xlsx  Completed 

Downloaded report will then be removed from Export Queue.

Notes: 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.

14 Appendix

Monday Feed Template	 Monday_Feed.xlsx
TRF Template	 RH_EXPORT_TRF_TEMPLATE.docx
CAP Template	 RH_EXPORT_CAP_TEMPLATE.png
Status Definition	 Status.docx
Export Report Templates	 SKU_Level_Reportng  Task_Request_Reportng  Submission_Level_Reportng  SKU_Relationship_Reportng

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

Commented [A84]: 20230911 Added Export Report Templates