



ADMIN USER GUIDE – RH

Product Compliance and Testing Management Platform – Admin

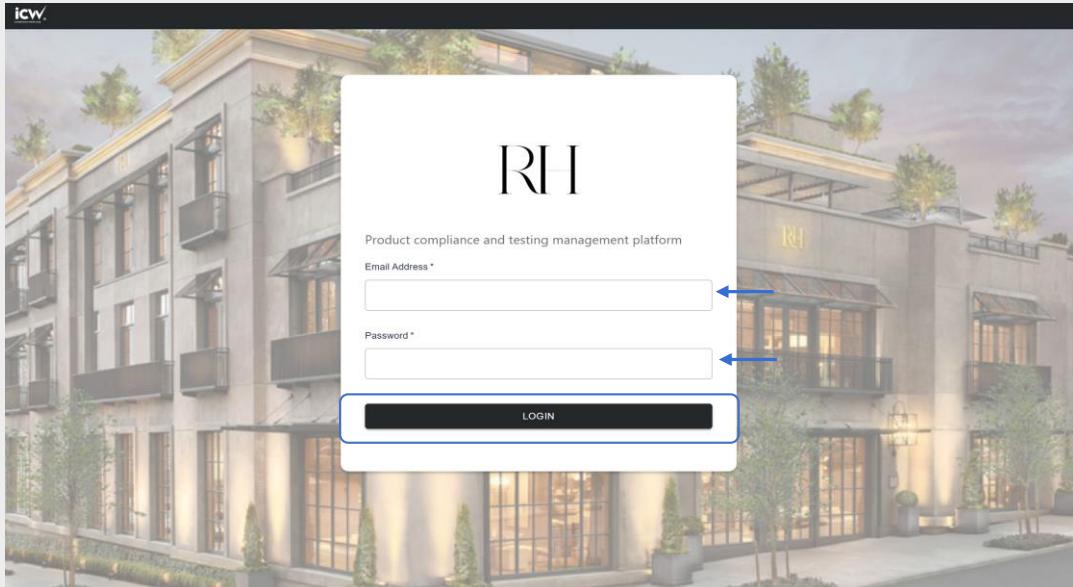


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2 Login



Log in to the platform:

<https://admin.rh.icw.io/login>

You can now start managing users of RH, agents, vendors, and laboratories.

1. Enter the **E-mail Address**.
2. Enter the **Password**.
3. Select **LOGIN** button.

Should you require Admin access right, please send your request to support_rh@icw.io.

3 Dashboard

Select Dashboard

Welcome back, RH

Here is your subscription and account status summary.

Total Users		Buyer Users		Non-Buyer Users	
Active	Archived	Accounts	Active	Archived	Accounts
804	20	50/50	46	4	774/1200
Supplier User: 543 Agency User: 14 Lab User: 201 Total Active: 758 Total Archived: 16					

Subscription & Billing

Search keywords: SEARCH Show filters Plan Subscription Issue Date Subscription End Date RESET

Plan	Credit	Subscription Issue Date	Subscription End Date	Amount
Extra user subscription plan	100	27/Jun/2023	14/Aug/2023	USD 4027.4
Extra user subscription plan	100	22/Jun/2023	14/Aug/2023	USD 4438.36
Basic subscription plan	1050	15/Aug/2022	14/Aug/2023	USD 30000

Page: 1 Rows per page: 20 Showing Items 1-3 of 3

A Dashboard shows the subscription and account status summary.

Total users: list Total Active and Total Archived users, composed of Buyer and Non-Buyer users.

Buyer users: list RH Active and Archived users.

Non-Buyer users: list Active and Archived users for Supplier, Agency and Lab and lab admin users.

Notes:

-**Active user:** user who has access to the platform for current subscription period.

-**Archived user:** user without access to the platform in current subscription period.

-**Archived Buyer:** all the archived RH users.

-**Archived Supplier:** all the archived Supplier and Agency users in current subscription period.

-**Archived Lab:** all the archived Lab location and admin users in current subscription period.

View Subscription & Billing details. You can apply filter or sorting.

Subscription & Billing

Search keywords: SEARCH Show filters Plan Subscription Issue Date Subscription End Date RESET

Plan	Credit	Subscription Issue Date	Subscription End Date	Amount
Extra user subscription plan	100	27/Jun/2023	14/Aug/2023	
Extra user subscription plan	100	22/Jun/2023	14/Aug/2023	
Basic subscription plan	1050	15/Aug/2022	14/Aug/2023	

Page: 1 Rows per page: 20 Showing Items 1-3 of 3

Basic subscription plan
 Extra user subscription plan

Jun 30, 2023 Jun 30, 2023

Subscription & Billing shows the basic subscription plan and extra user subscription plan.

Notes:

-**Basic subscription plan:** list the annual basic subscription fee by subscription period (covering 50 buyer user accounts and 1000 non-buyer user accounts. Additional buyer user accounts will count towards non-buyer user accounts limit).

-**Extra user subscription plan:** list the subscription fee in pro-rata by subscription period, for each additional 100 user accounts.

4 Buyer User Account Maintenance

4.1 Buyer: Users Overview

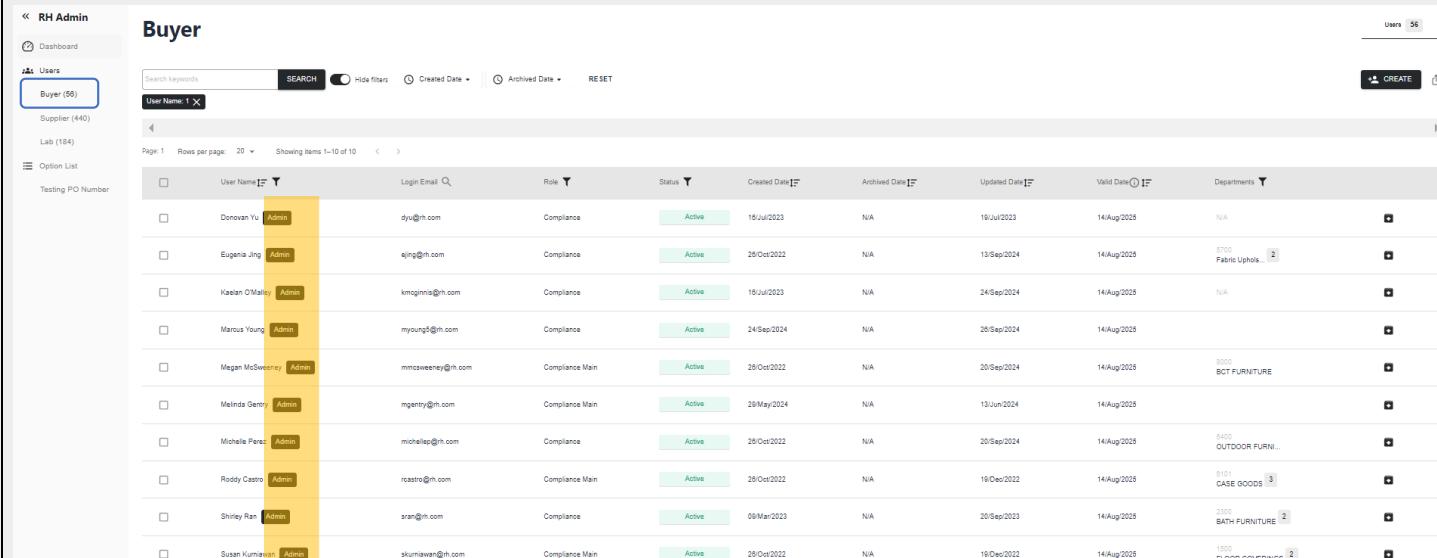
An overview of all the active and archived buyer user accounts.

Notes:

- You can search the buyer user by login name or login email address using the **search keywords** bar.
- You can use table search, filter, and sorting function. You can reset or remove the setting that you have applied.
- You can identify the Admin users.

Commented [A1]: 20240930 Adding "Admin" access right indicator.

Buyer



The screenshot shows a table of user accounts. The 'Role' column is highlighted with a yellow background for Admin users. A callout box points to the 'Admin' label in the 'Role' column of the first row, with the text 'Commented [A1]: 20240930 Adding "Admin" access right indicator.'

User Name	Role	Status	Created Date	Archived Date	Updated Date	Valid Date	Departments
dyu@rh.com	Compliance	Active	15/Jul/2023	N/A	19/Jul/2023	14/Aug/2025	N/A
ejing@rh.com	Compliance	Active	28/Oct/2022	N/A	13/Sep/2024	14/Aug/2025	Fabric Uphol...
kmoginis@rh.com	Compliance	Active	15/Jul/2023	N/A	24/Sep/2024	14/Aug/2025	N/A
myoung@rh.com	Compliance	Active	24/Sep/2024	N/A	28/Sep/2024	14/Aug/2025	
mmcsweeney@rh.com	Compliance Main	Active	28/Oct/2022	N/A	20/Sep/2024	14/Aug/2025	B2C FURNITURE
mgentry@rh.com	Compliance Main	Active	29/May/2024	N/A	13/Jun/2024	14/Aug/2025	
michellap@rh.com	Compliance	Active	28/Oct/2022	N/A	20/Sep/2024	14/Aug/2025	5400 OUTDOOR FURN...
rcastro@rh.com	Compliance Main	Active	28/Oct/2022	N/A	19/Oct/2022	14/Aug/2025	5100 CASE GOODS
sraran@rh.com	Compliance	Active	09/Mar/2023	N/A	20/Sep/2023	14/Aug/2025	2200 BATH FURNITURE
skumawen@rh.com	Compliance Main	Active	28/Oct/2022	N/A	19/Oct/2022	14/Aug/2025	1500 FLOOR COVERINGS

Note: For any admin user create/removal request, please contact support_rh@icw.io for assistance.

4.2 Buyer: Create Users

Select Buyer > Create

Buyer

User Info and Access Right

Create Buyer

Access Right

User Info

Select Department

Role Description

Access Right

Department

Cannot find the department?

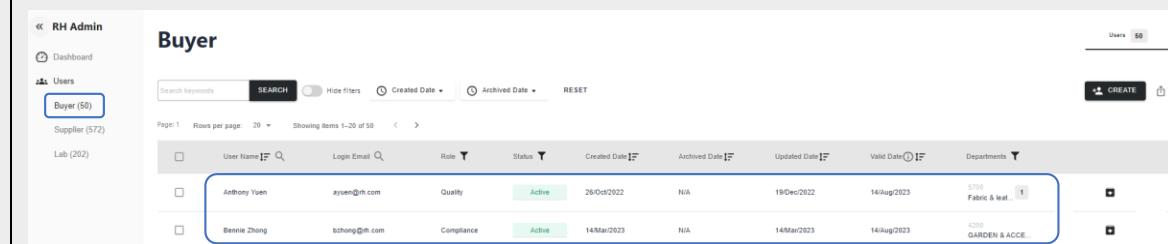
Cannot Find The Department?

Notes:

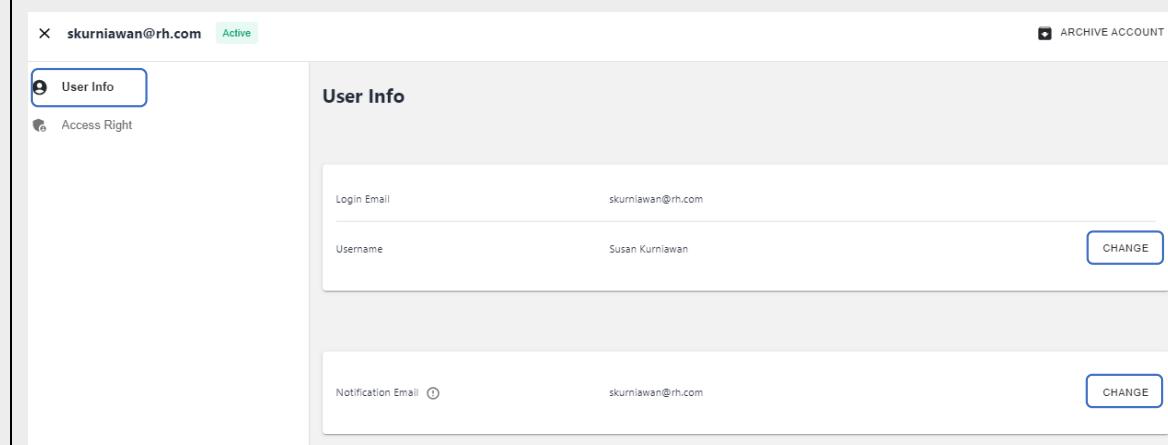
- There are four Access Right for Buyer user which is Compliance / Compliance Main / Quality /Quality Main, refer to **Role description** for details.
- You will receive email notifications for your selected departments.
- Select department is optional, if the buyer user doesn't need to handle any department, please leave it as blank.
- Should you require to add a new department, please send your request to support_rh@icw.io.
- After an account is created, a system notification email with re-set password link will be sent to the user to activate the account.

4.3 Buyer: Edit Users

Click onto the buyer user profile



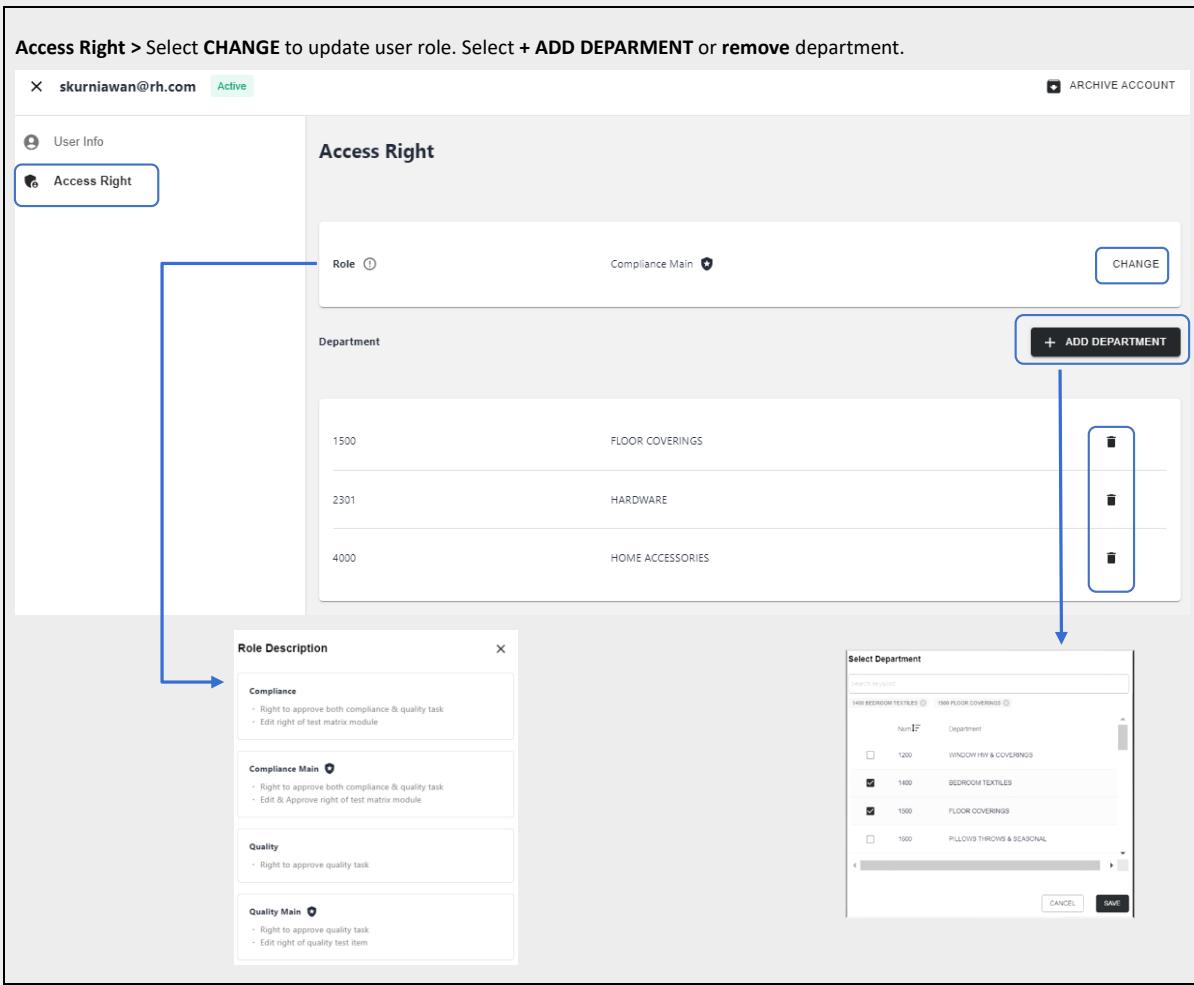
User info > Select CHANGE to update Username or Notification Email.



Notes:

- Once a user account is created, you cannot change the Login Email.
- Notification email is the email for receiving notifications.

Access Right > Select CHANGE to update user role. Select + ADD DEPARTMENT or remove department.



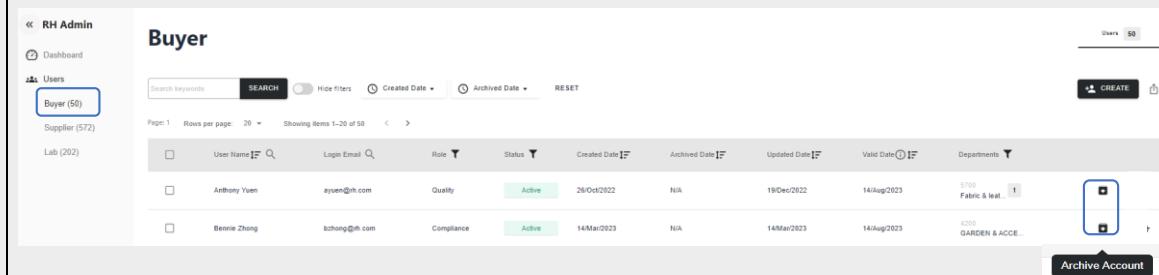
Notes:

- Should you require to add a new department, please send your request to support_rh@icw.io.

4.4 Buyer: Archive and Unarchive Users

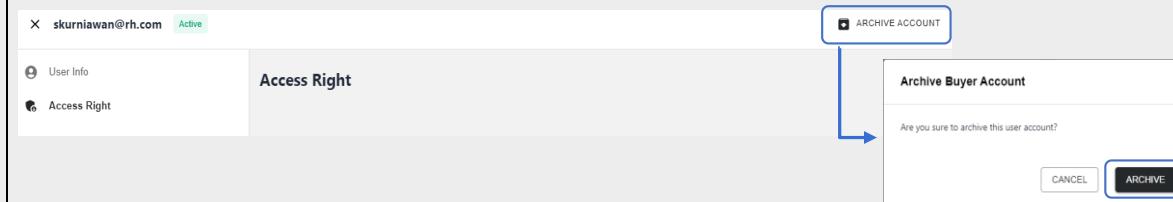
Archive user

Select **Archive Account** from **Buyer>Users** page.



The screenshot shows the 'Buyer' section of the application. On the left, there is a sidebar with 'RH Admin', 'Dashboard', 'Users' (selected), 'Buyer (50)' (highlighted in a blue box), 'Supplier (572)', and 'Lab (202)'. The main area is titled 'Buyer' and shows a table of users. One user, 'Anthony Yuen', is selected. On the right side of the user table, there is a large 'Archive Account' button.

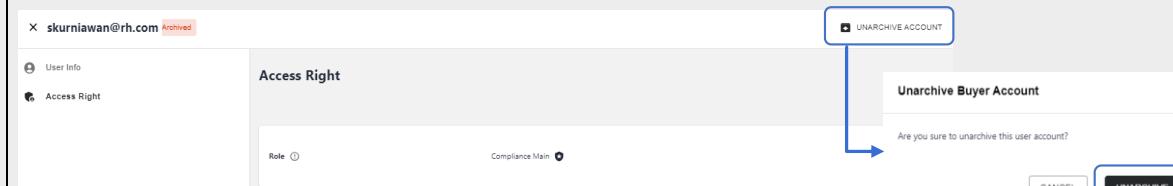
Alternatively, click onto a specific user profile, select **ARCHIVE ACCOUNT**.



The screenshot shows a user profile for 'skurniawan@rh.com' with the status 'Active'. The 'Access Right' tab is selected. On the right, there is a 'ARCHIVE ACCOUNT' button. A blue arrow points from this button to a modal window titled 'Archive Buyer Account' with the message 'Are you sure to archive this user account?' and 'CANCEL' and 'ARCHIVE' buttons.

Unarchive user

Click onto a specific user profile, select **UNARCHIVE ACCOUNT**.



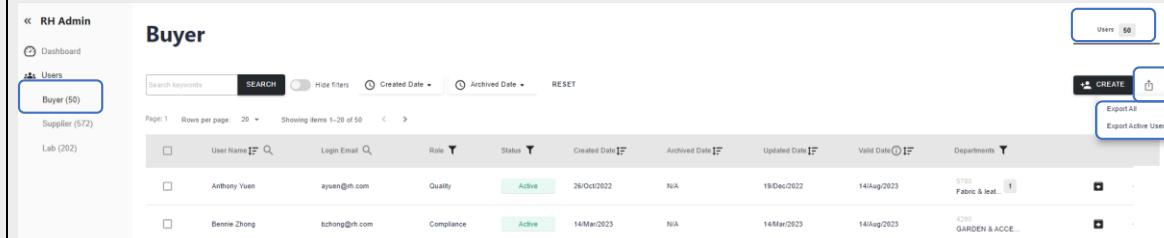
The screenshot shows a user profile for 'skurniawan@rh.com' with the status 'Archived'. The 'Access Right' tab is selected. On the right, there is a 'UNARCHIVE ACCOUNT' button. A blue arrow points from this button to a modal window titled 'Unarchive Buyer Account' with the message 'Are you sure to unarchive this user account?' and 'CANCEL' and 'UNARCHIVE' buttons.

Notes:

- The archived users will be counted as subscription users within the current subscription period.
- You can archive an active user account. Or you can unarchive an archived user account.
- No notification email will be sent to an archived user.

4.5 Buyer: Export Users

Select Buyer > Export All or Export Active Users



Notes:

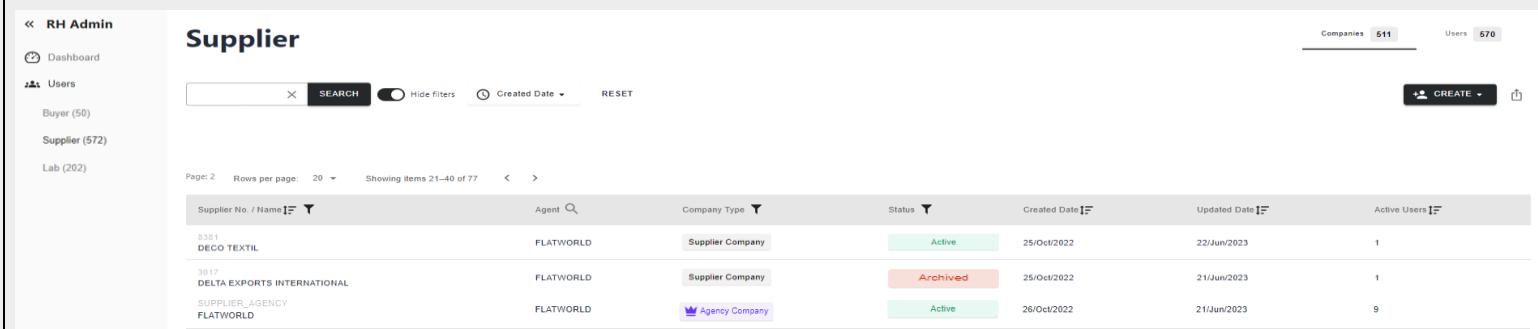
Export All: All the buyer users include active and archived users will be exported.

Export Active users: Archived buyer users will be excluded from the export.

5 Supplier and Agency User Account Maintenance

5.1 Supplier and Agency: Companies and Users Overview

An overview of all the active and archived supplier and agency companies.



Supplier Companies Overview

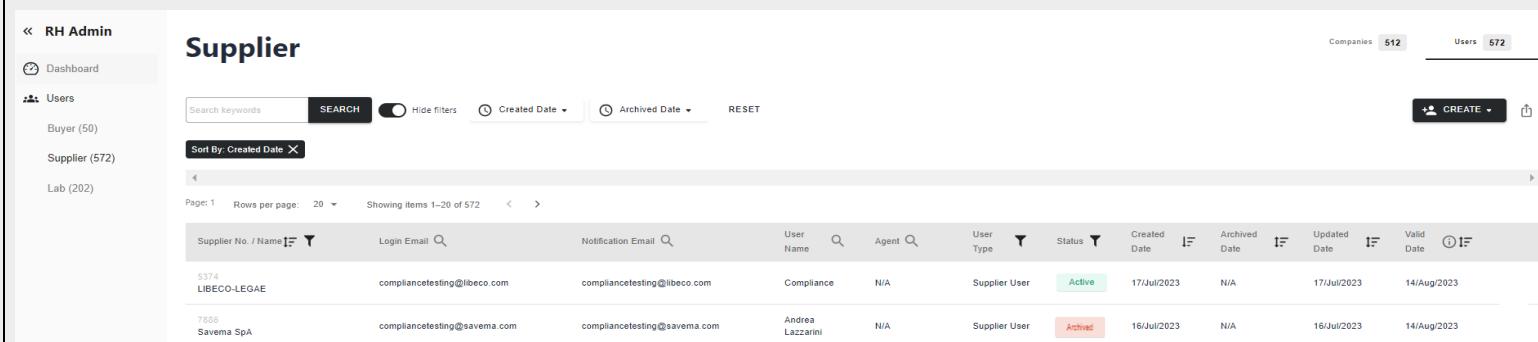
Companies: 511 | Users: 570

Supplier No. / Name: DECO TEXTIL, Agent: FLATWORLD, Company Type: Supplier Company, Status: Active, Created Date: 25/Oct/2022, Updated Date: 22/Jun/2023, Active Users: 1

Supplier No. / Name: DELTA EXPORTS INTERNATIONAL, Agent: FLATWORLD, Company Type: Supplier Company, Status: Archived, Created Date: 25/Oct/2022, Updated Date: 21/Jun/2023, Active Users: 1

Supplier No. / Name: SUPPLIER_AGENCY FLATWORLD, Agent: FLATWORLD, Company Type: Agency Company, Status: Active, Created Date: 26/Oct/2022, Updated Date: 21/Jun/2023, Active Users: 9

An overview of all the active and archived supplier and agency users.



Supplier Users Overview

Companies: 512 | Users: 572

Sort By: Created Date

Supplier No. / Name: LIBECO-LEGAE, Login Email: compliancetesting@libeco.com, Notification Email: compliancetesting@libeco.com, User Name: Compliance, Agent: N/A, User Type: Supplier User, Status: Active, Created Date: 17/Jul/2023, Archived Date: N/A, Updated Date: 17/Jul/2023, Valid Date: 14/Aug/2023

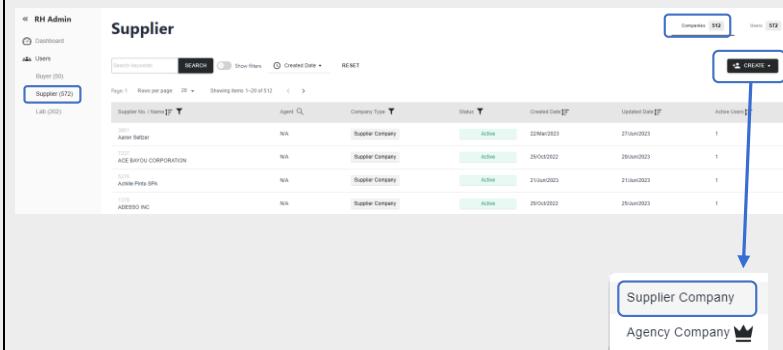
Supplier No. / Name: Savema SpA, Login Email: compliancetesting@savema.com, Notification Email: compliancetesting@savema.com, User Name: Andrea Lazzarin, Agent: N/A, User Type: Supplier User, Status: Archived, Created Date: 16/Jul/2023, Archived Date: N/A, Updated Date: 16/Jul/2023, Valid Date: 14/Aug/2023

Notes:

- You can search the supplier/agency by using the **search keywords** bar.
- You can use table search, filter, and sorting function. You can reset or remove the setting that you have applied.

5.2 Supplier: Create company

Select Supplier > On Companies page, select **CREATE**, then select **Supplier company**.



Supplier Companies List Page

Supplier ID: 123

Supplier Name: Admin Seller

Supplier Type: Supplier Company

Status: Active

Created Date: 22Mar2023

Updated Date: 27Jan2023

Active User: 1

Supplier ID: 124

Supplier Name: ACE BAYOU CORPORATION

Supplier Type: Supplier Company

Status: Active

Created Date: 29Mar2022

Updated Date: 26Jan2023

Active User: 1

Supplier ID: 125

Supplier Name: Admin Petty SPN

Supplier Type: Supplier Company

Status: Active

Created Date: 21Mar2022

Updated Date: 21Jan2023

Active User: 1

Supplier ID: 126

Supplier Name: ADESSO INC

Supplier Type: Supplier Company

Status: Active

Created Date: 29Mar2022

Updated Date: 26Jan2023

Active User: 1

Input Supplier **Company Info**, link it with Agency (if applicable) and **CREATE USER**.

Company Info

Supplier ID: Supplier Name:

Sub Supplier ID: Press **enter** to add new tag

Agency Company: Select agency company

Cannot find the agent?

Supplier Address: Supplier is required to update these information for TRF when 1st login

Contact Name: Supplier is required to update these information for TRF when 1st login

Contact Number: Supplier is required to update these information for TRF when 1st login

Contact Email: Supplier is required to update these information for TRF when 1st login

Users

Create user for this company.

No user created for this company.

Login Email: User Name: Email Notification:

Notes:

Sub Supplier ID should be different from Supplier ID.

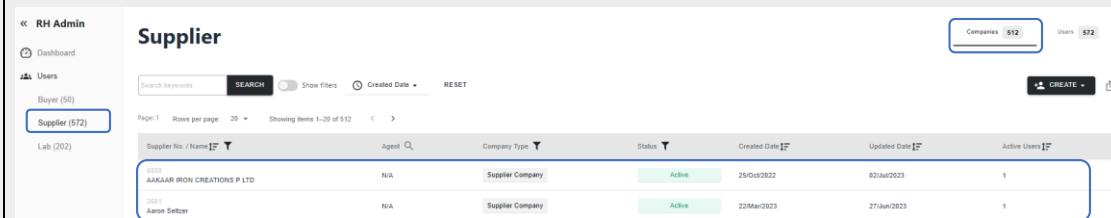
One Supplier can be linked to multiple Agency Companies.

Please leave Agency Company blank if Agency linkage is not required.

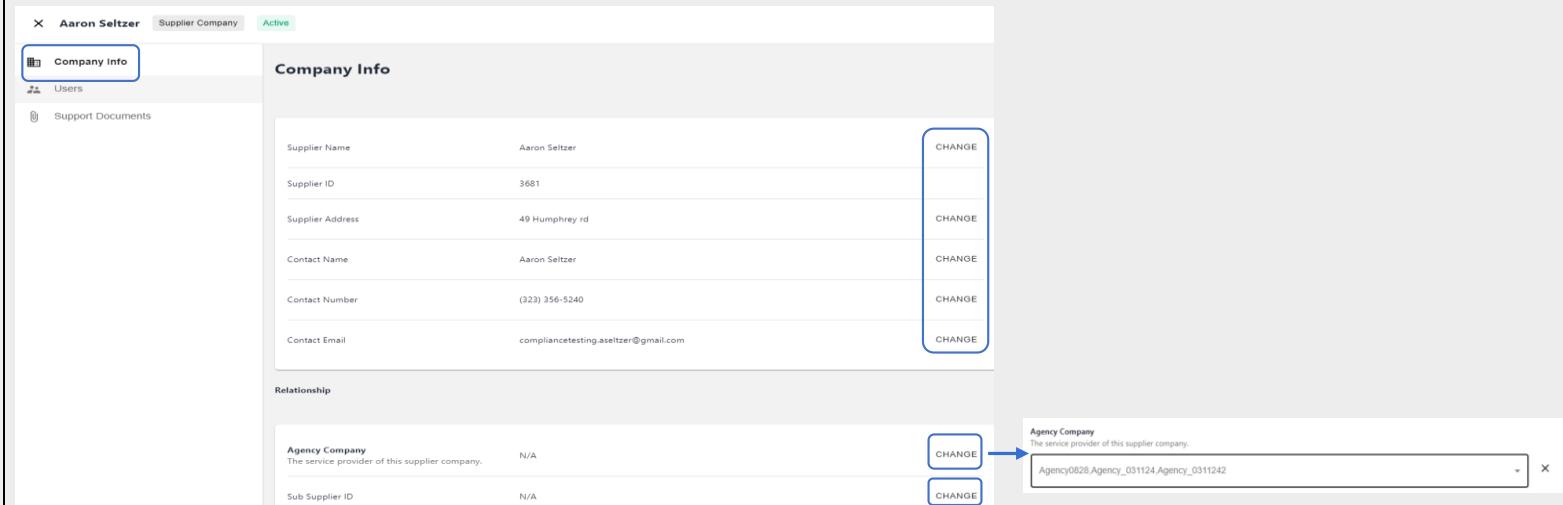
Commented [A2]: 20240501 RH can link the Supplier company to multiple Agency Companies.

5.3 Supplier: Edit Users

Select **Supplier** > on **Companies** page, select the Supplier Company that you would like to edit.



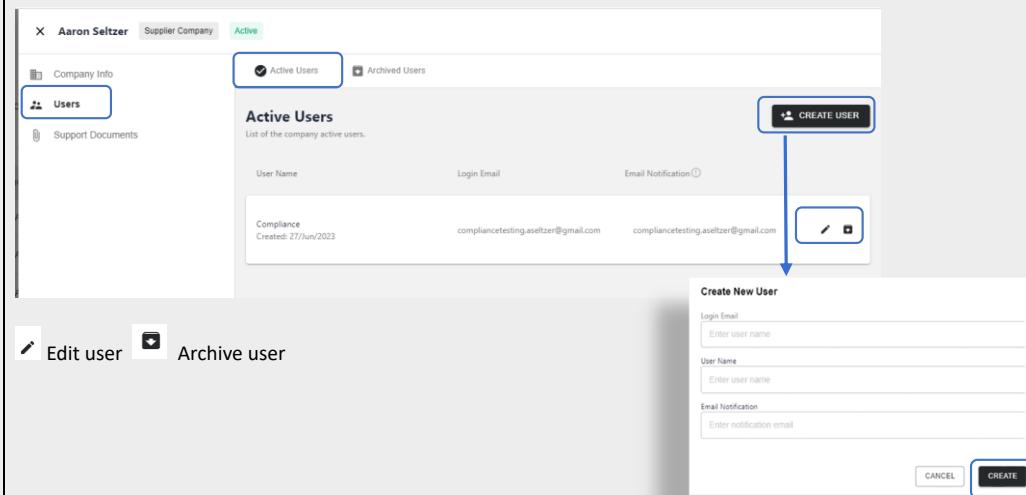
Select **Company info** to change supplier name, supplier contact information, the linked agency company and sub supplier ID.



Note: One Supplier can be linked to multiple Agency Companies.

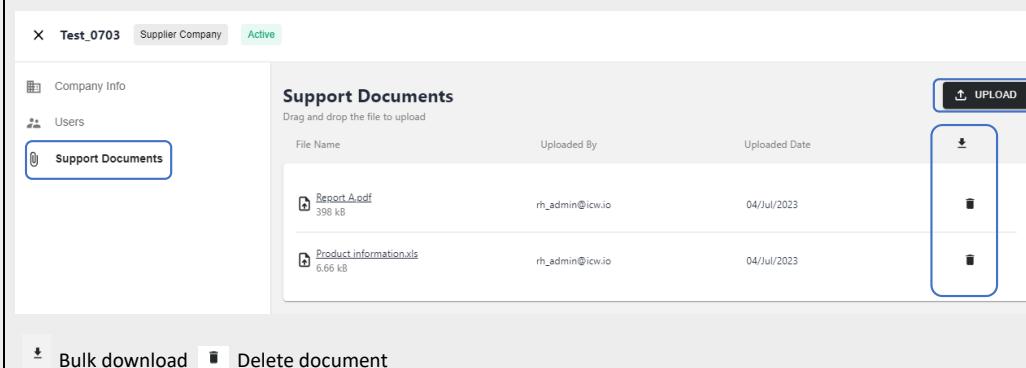
Commented [A3]: 20240501 RH can link the Supplier company to multiple Agency Companies.

Select **Users** > On Active Users page, Select **CREATE USER**, **Archive** or **Edit** to change the users.



The screenshot shows the 'Active Users' page with a 'CREATE USER' button highlighted. A blue arrow points down to the 'Create New User' dialog box, which contains fields for Login Email, User Name, and Email Notification, along with 'CANCEL' and 'CREATE' buttons.

Select **Support Documents** > Select **UPLOAD**, **Bulk Download** or **Delete document** for document management.



The screenshot shows the 'Support Documents' page with a list of uploaded files: 'Report_A.pdf' (398 kB) and 'Product_information.xls' (6.66 kB). It includes buttons for 'UPLOAD', 'Bulk download', and 'Delete document'.

Notes:

When supplier users are listed in the Archived Users list, it is not possible to create users with the same login email address. Please unarchive the user directly.

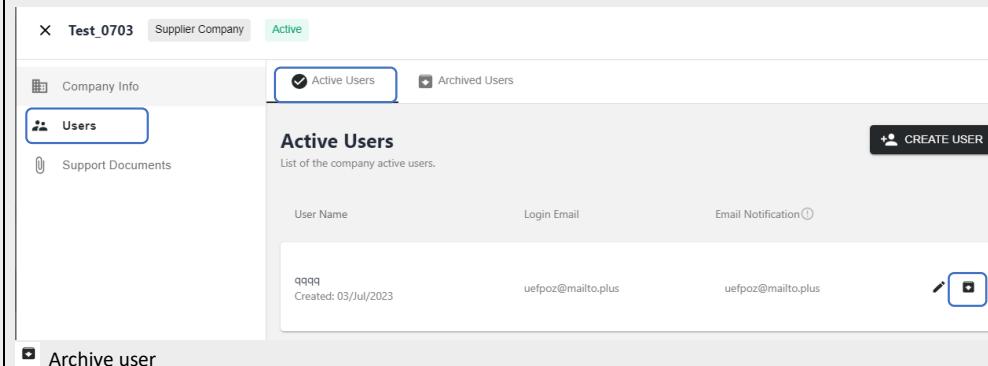
(Continued on next page)

5.4 Supplier: Archive and Unarchive

Select **Supplier** > On **Companies** page, select the Supplier to continue.

Archive User:

Select **Users** > On **Active Users** page, select **Archive**.



Test_0703 Supplier Company Active

Company Info

Active Users

CREATE USER

Users

Support Documents

Archive user

Active Users

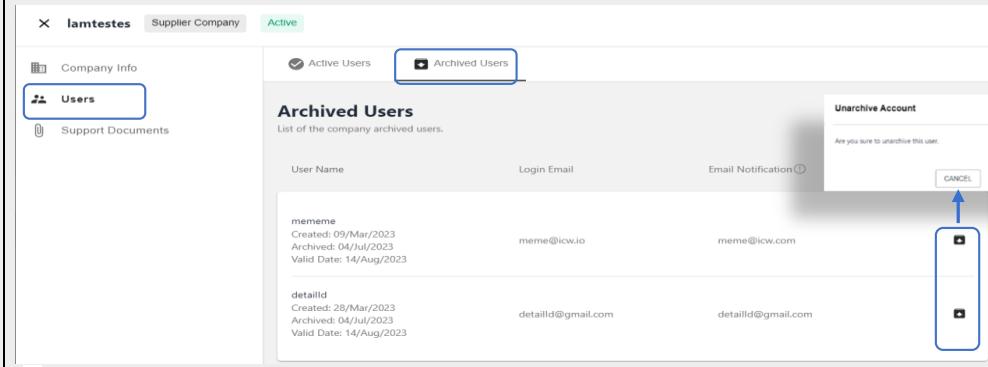
User Name Login Email Email Notification

qqqq uefpoz@mailto.plus uefpoz@mailto.plus

Created: 03/Jul/2023

Unarchive User:

Select **Users** > On **Archived Users** page, select **Unarchive**.



lamtestes Supplier Company Active

Company Info

Archived Users

Unarchive Account

Users

Support Documents

Unarchive user

Archived Users

User Name Login Email Email Notification

mememe meme@icw.io meme@icw.com

Created: 09/Mar/2023 Archived: 04/Jul/2023 Valid Date: 14/Aug/2023

detailld detailld@gmail.com detailld@gmail.com

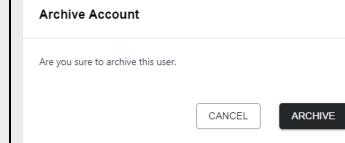
Created: 28/Mar/2023 Archived: 04/Jul/2023 Valid Date: 14/Aug/2023

Notes:

- The archived users will be counted as subscription users within the current subscription period.
- If the supplier has outstanding tasks, the last supplier user cannot be archived.
- If the supplier does not have any outstanding task, the supplier company will also be deactivated once the last supplier user is archived.
- Create a SKU or Import Monday Feed is workable when supplier is active with active user.

Some tips when archiving Supplier users:

1. More than one existing Supplier users

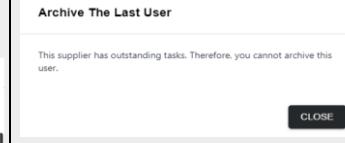


Archive Account

Are you sure to archive this user?

CANCEL ARCHIVE

2. Archive the last Supplier user with outstanding tasks

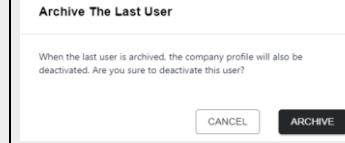


Archive The Last User

This supplier has outstanding tasks. Therefore, you cannot archive this user.

CLOSE ARCHIVE

3. Archive the last Supplier user without outstanding task



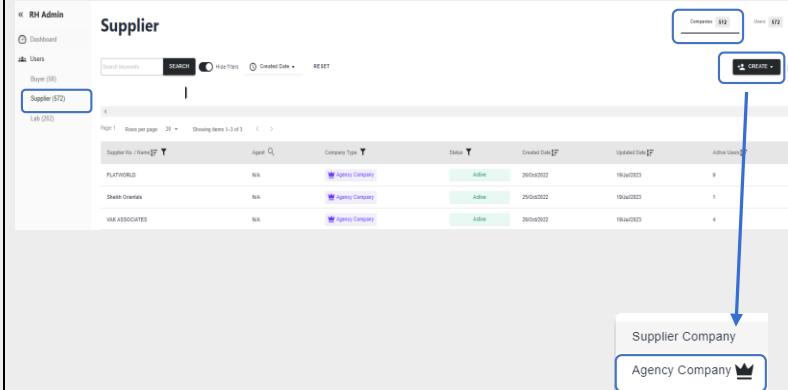
Archive The Last User

When the last user is archived, the company profile will also be deactivated. Are you sure to deactivate this user?

CANCEL ARCHIVE

5.5 Agency: Create Company

Select **Supplier** > On **Companies** page, select **CREATE**, then select **Agency company**.



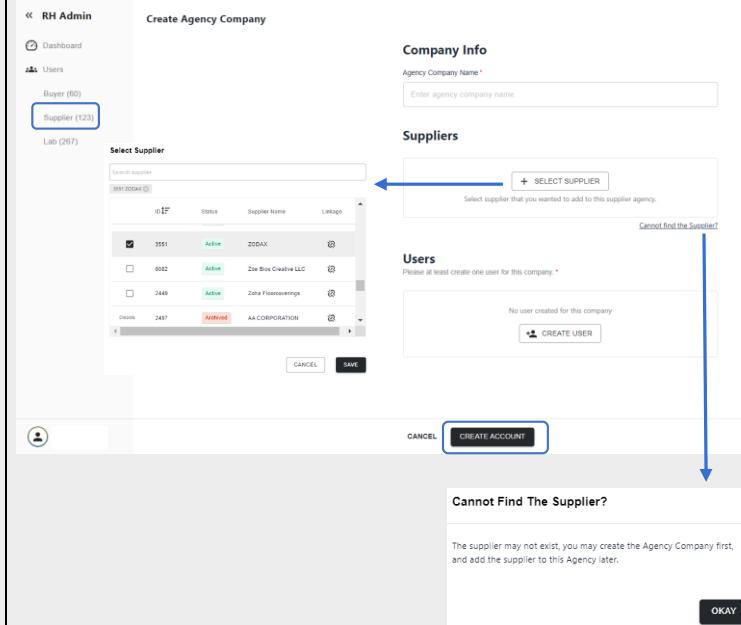
Supplier

Company 572 Users 572

CREATE

Supplier Company 

Input Agency Company Info, + SELECT SUPPLIER to link it with Suppliers and CREATE USER.



Company Info

Agency Company Name *

Suppliers

Select Supplier

Cannot find the Supplier?

Users

Please at least create one user for this company.

CREATE USER

Cannot Find The Supplier?

The supplier may not exist, you may create the Agency Company first, and add the supplier to this Agency later.

OKAY CANCEL CREATE ACCOUNT

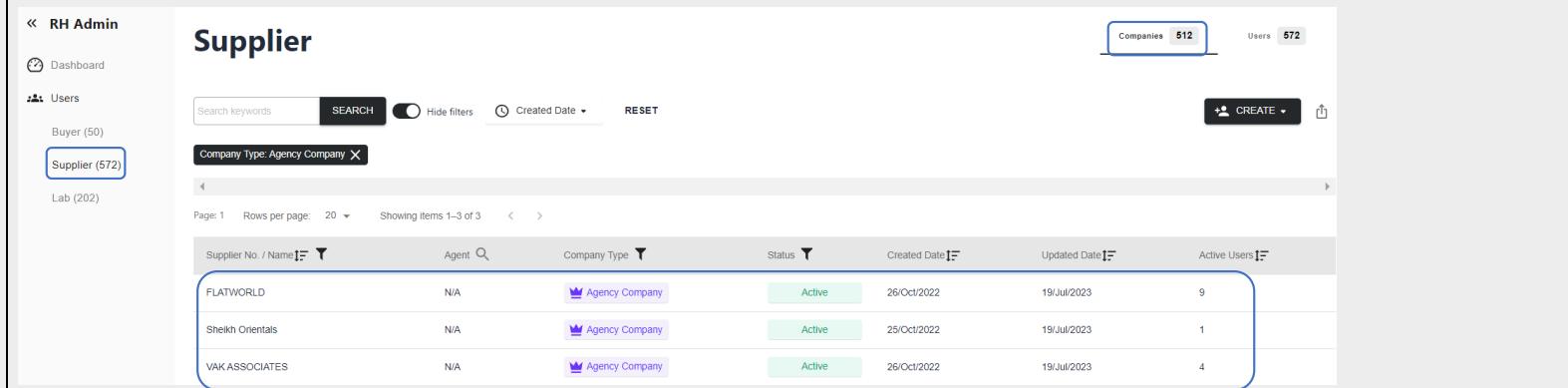
Notes:

One Supplier can be linked to multiple Agency Companies.

Commented [A4]: 20240501 RH can link the Supplier company to multiple Agency Companies.

5.6 Agency: Edit Users

Select **Supplier** > On **Companies** page, select the Agency Company that you would like to edit.



Companies 512 Users 572

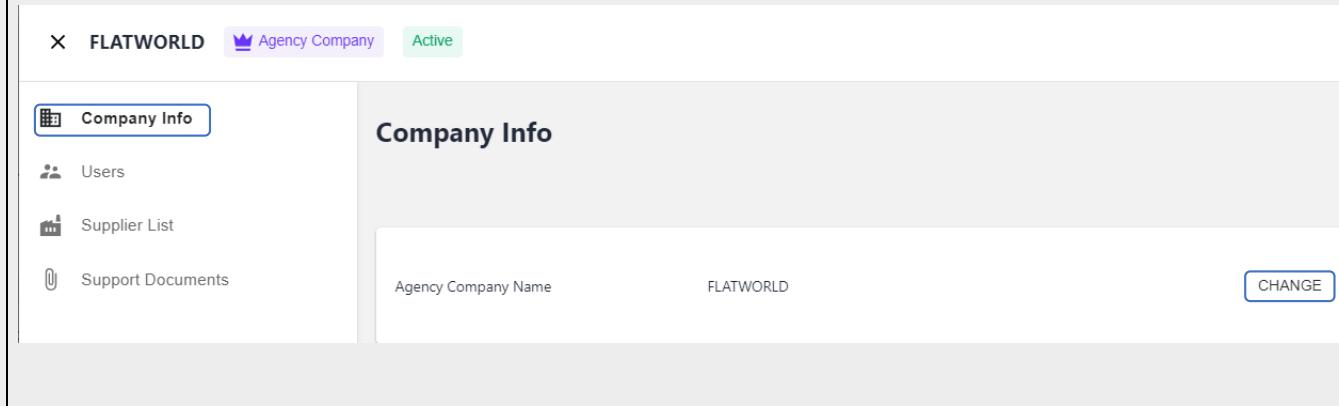
Supplier

Search keywords SEARCH Hide filters Created Date ▾ RESET

CREATE

Supplier No. / Name	Agent	Company Type	Status	Created Date	Updated Date	Active Users
FLATWORLD	N/A	Agency Company	Active	26/Oct/2022	19/Jul/2023	9
Sheikh Orientals	N/A	Agency Company	Active	25/Oct/2022	19/Jul/2023	1
VAK ASSOCIATES	N/A	Agency Company	Active	26/Oct/2022	19/Jul/2023	4

Select **Company info** to change Agency Company Name.



FLATWORLD Agency Company Active

Company Info

Users

Supplier List

Support Documents

Agency Company Name: FLATWORLD

CHANGE

Select **Users** > On Active Users page, select **CREATE USER**, **Archive** or **Edit** to change the users.



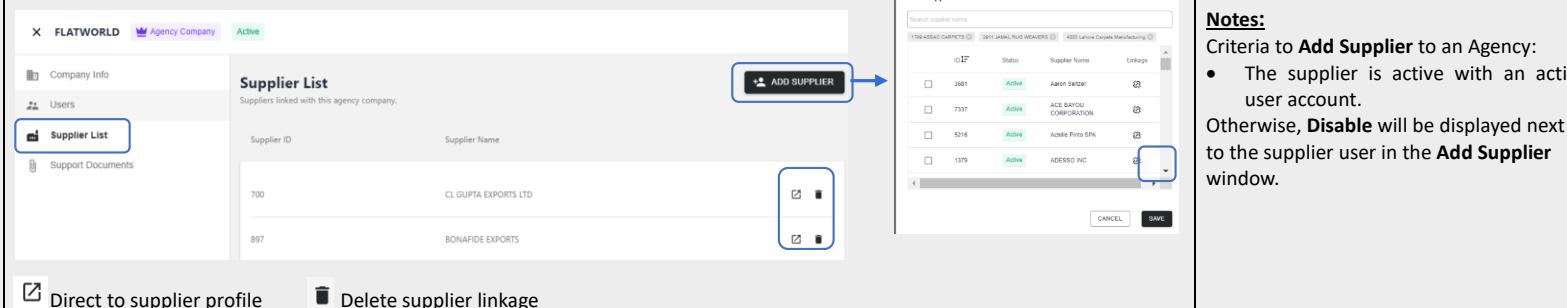
Active Users

CREATE USER

Create New User

Edit User

Select **Supplier list** > select **ADD SUPPLIER** or **Delete** to change the supplier linkage.



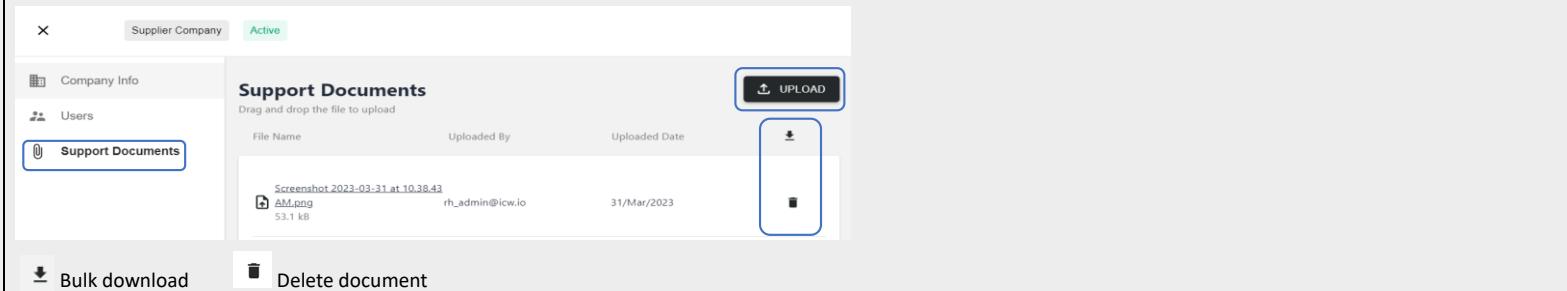
Supplier List

ADD SUPPLIER

Add Supplier

Notes:
Criteria to Add Supplier to an Agency:
• The supplier is active with an active user account.
Otherwise, **Disable** will be displayed next to the supplier user in the **Add Supplier** window.

Select **Support Documents** > Select **UPLOAD**, **Bulk Download** or **Delete document** for document management.



Support Documents

UPLOAD

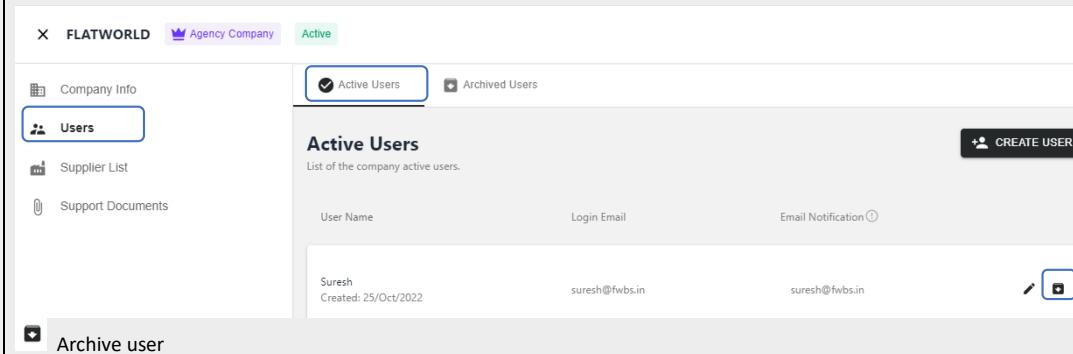
Bulk download **Delete document**

5.7 Agency: Archive and Unarchive

Select **Supplier** > **On Companies** page, select the Agency to continue.

Archive User:

Select **Users** > **On Active Users** page, select **Archive**.



FLATWORLD Agency Company Active

Company Info

Users

Supplier List

Support Documents

Archive user

Active Users

List of the company active users.

User Name: Suresh
Created: 25/Oct/2022

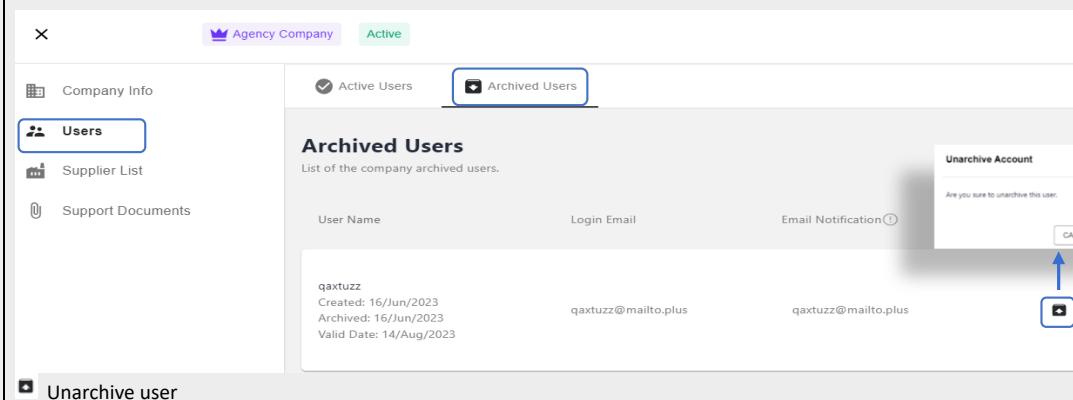
Login Email: suresh@fwbs.in

Email Notification:

CREATE USER

Unarchive User:

Select **Users** > **On Archived Users** page, select **Unarchive**.



FLATWORLD Agency Company Active

Company Info

Users

Supplier List

Support Documents

Unarchive user

Archived Users

List of the company archived users.

User Name: qaxtuzz
Created: 16/Jun/2023
Archived: 16/Jun/2023
Valid Date: 14/Aug/2023

Login Email: qaxtuzz@mailto.plus

Email Notification:

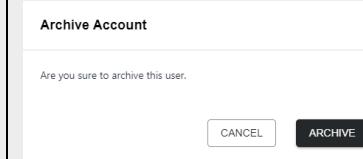
UNARCHIVE

Notes:

- The archived users will be counted as subscription users within the current subscription period.
- No notification email will be sent to an archived user.

Some tips when archiving Agency users:

1. More than one existing Agency users

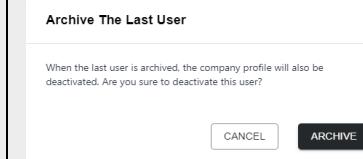


Archive Account

Are you sure to archive this user?

ARCHIVE

2. Archive the last Agency user



Archive The Last User

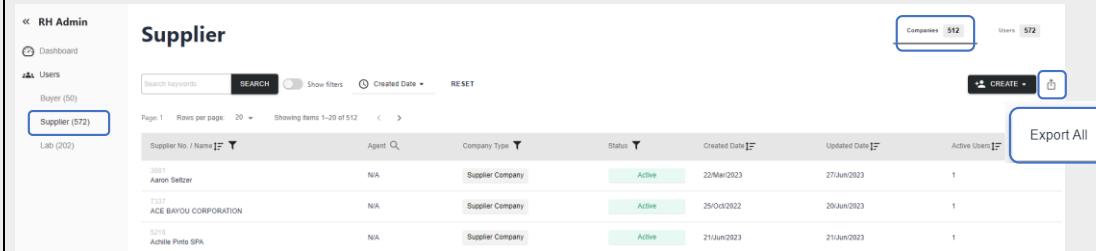
When the last user is archived, the company profile will also be deactivated. Are you sure to deactivate this user?

ARCHIVE

5.8 Export Companies and Users

Export Supplier and Agency Company

Select **Supplier > On Companies page, select Export All.**



Supplier Companies Page Screenshot:

Companies: 512

Users: 572

Export All

Supplier No. / Name	Agent	Company Type	Status	Created Date	Updated Date	Active Users
3001 Aaron Seltzer	N/A	Supplier Company	Active	22Mar2023	27Apr2023	1
3121 ACE BAYOU CORPORATION	N/A	Supplier Company	Active	25Oct2022	20Apr2023	1
3216 Adhira Prints SPC	N/A	Supplier Company	Active	21Jun2023	21Apr2023	1

Notes:

Supplier and Agency Company

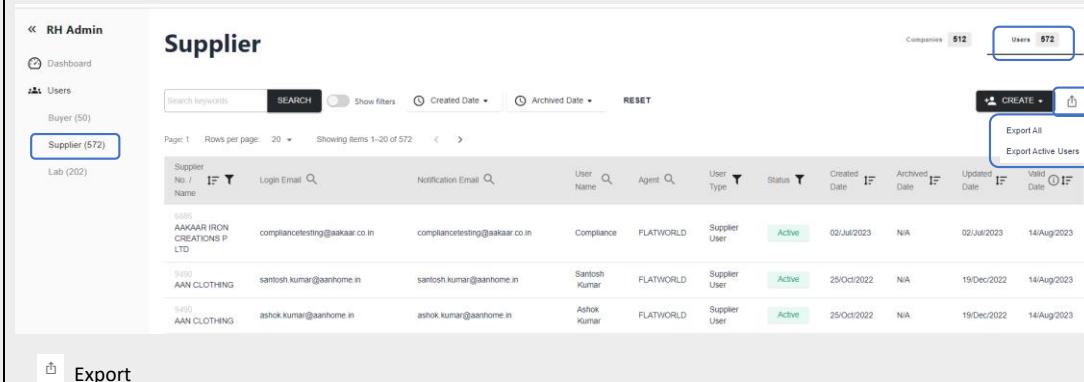
- Companies > Export All: Both Supplier and Agency company will be exported.

Supplier and Agency Users

- Users > Export All: Both active and archive users will be exported.
- Users > Export Active Users: Archived users will be excluded from the export.

Export Supplier and Agency Users

Select **Supplier > On Users page, select Export All or Export Active Users.**



Supplier Users Page Screenshot:

Companies: 512

Users: 572

Export All

Export Active Users

Supplier No / Name	Login Email	Notification Email	User Name	Agent	User Type	Status	Created Date	Archived Date	Updated Date	Valid Date
6886 AAKAR IRON CREATIONS P LTD	compliancetesting@aakaar.co.in	compliancetesting@aakaar.co.in	Compliance	FLATWORLD	Supplier User	Active	02Jul2023	N/A	02Jul2023	14Aug2023
9490 AAN CLOTHING	santosh.kumar@aanhome.in	santosh.kumar@aanhome.in	Santosh Kumar	FLATWORLD	Supplier User	Active	25Oct2022	N/A	19Dec2022	14Aug2023
9490 AAN CLOTHING	ashok.kumar@aanhome.in	ashok.kumar@aanhome.in	Ashok Kumar	FLATWORLD	Supplier User	Active	25Oct2022	N/A	19Dec2022	14Aug2023

Export

6 Lab User Account Maintenance

6.1 Lab: Groups, Locations and Users Overview

An overview of all the active Lab Groups.

« RH Admin **Lab**

Dashboard **Users**

Buyer (50) Supplier (572) Lab (202)

Sort By: Active Users

Page: 1 Rows per page: 20 Showing items 1–12 of 12 < >

Lab Group	Company Type	Updated Date	Created Date	Active Users
TUV SUD	Lab Group	10/Jul/2023	25/Oct/2022	2

CREATE LAB GROUP

An overview of all the active Lab Locations.

« RH Admin **Lab**

Dashboard **Users**

Buyer (50) Supplier (572) Lab (202)

Sort By: Active Users

Page: 1 Rows per page: 20 Showing items 1–20 of 83 < >

Lab Group	Lab Location	Company Type	Status	Created Date	Updated Date	Active Users
API LAB TESTING	API LAB TESTING	Lab Location	Active	23/Oct/2022	19/Jul/2023	5

CREATE LAB LOCATION

An overview of all the active and archived Lab Location and Lab Admin users.

« RH Admin **Lab**

Dashboard **Users**

Buyer (50) Supplier (572) Lab (202)

Sort By: Active Users

Page: 1 Rows per page: 20 Showing items 1–20 of 202 < >

Lab Group	Lab Location	User Name	User Type	Login Email	Status	Created Date	Archived Date	Updated Date	Valid Date
TUV SUD	TUV SUD Shenzhen	David Zhao	Lab	david.zhao@tuvsgroup.com	Active	13/Jul/2023	N/A	19/Jul/2023	14/Aug/2023

Notes:

- You can search the Lab by using the **search keywords** bar.
- You can use table search, filter, and sorting function. You can reset or remove the setting that you have applied

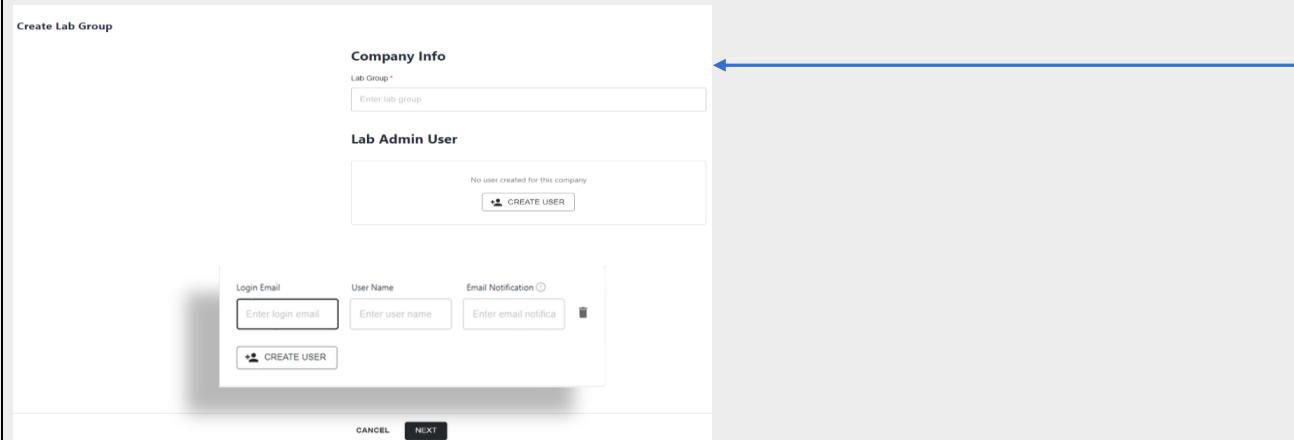
6.2 Lab: Create Lab Group

Create Lab Group

Select **Lab** > On **Groups** page, select **CREATE LAB GROUP**.



Input **Company Info** and select **CREATE USER** to create Lab Admin User, then select **NEXT**.



The screenshot shows the 'Create Lab Group' form. It has two main sections: 'Company Info' and 'Lab Admin User'. The 'Company Info' section contains a 'Lab Group' input field with the placeholder 'Enter lab group'. The 'Lab Admin User' section contains a message 'No user created for this company' and a 'CREATE USER' button. Below these are fields for 'Login Email' (placeholder 'Enter login email'), 'User Name' (placeholder 'Enter user name'), and 'Email Notification' (placeholder 'Enter email notification'). At the bottom of the form are 'CANCEL' and 'NEXT' buttons, with 'NEXT' being highlighted with a blue box and a blue arrow pointing from the previous step's text to it.

Notes:

You can create multiple Lab Admin Users.

Select **+ CREATE LAB LOCATION** to add Lab Location Profile.

Create Lab Group

Lab Locations
Please at least link one lab location. *

+ CREATE LAB LOCATION

CREATE ACCOUNT

Select **CREATE USER** to add Lab Location users.

Select **+ CREATE LAB LOCATION** to add more Lab Locations under the same Lab Group.

Lab Location #1

Lab Location* Contact Number* REMOVE

Lab Location Address

Lab Location User
Please at least create one user for this company. *

No user created for this company.

+ CREATE USER

CREATE LAB LOCATION

Login Email Enter login email

User Name Enter user name

Email Notification Enter email notif!

+ CREATE USER

Select **CREATE ACCOUNT** to complete the creation.

6.3 Lab: Manage Lab Group

Select **Lab** > On **Groups** page, select a specific lab group to manage the profile.

Lab

RH Admin

Dashboard

Users

Buyer (50)

Supplier (572)

Lab (202)

Groups 12

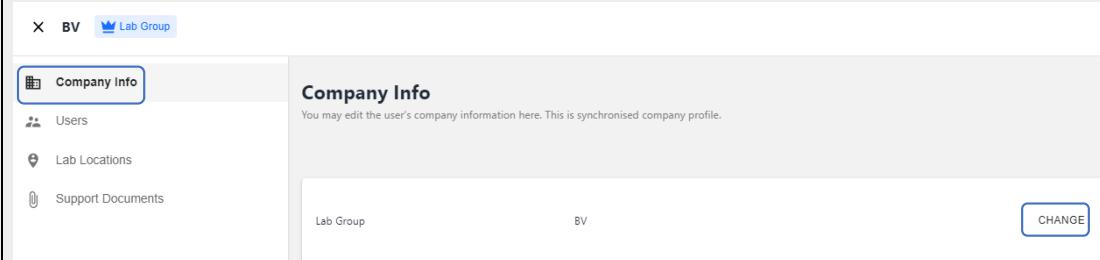
Users 202

CREATE LAB GROUP

Page: 1 Rows per page: 20 Showing items 1-12 of 12 < >

Lab Group	Company Type	Updated Date	Created Date	Active Users
TUV SUD	Lab Group	19/Jul/2023	25/Oct/2022	2
Certifex SAC	Lab Group	29/Jun/2023	07/Nov/2022	1
BV	Lab Group	19/Jul/2023	25/Oct/2022	1

Select **Company Info** to **CHANGE** Lab Group name.



X BV Lab Group

Company Info

Users

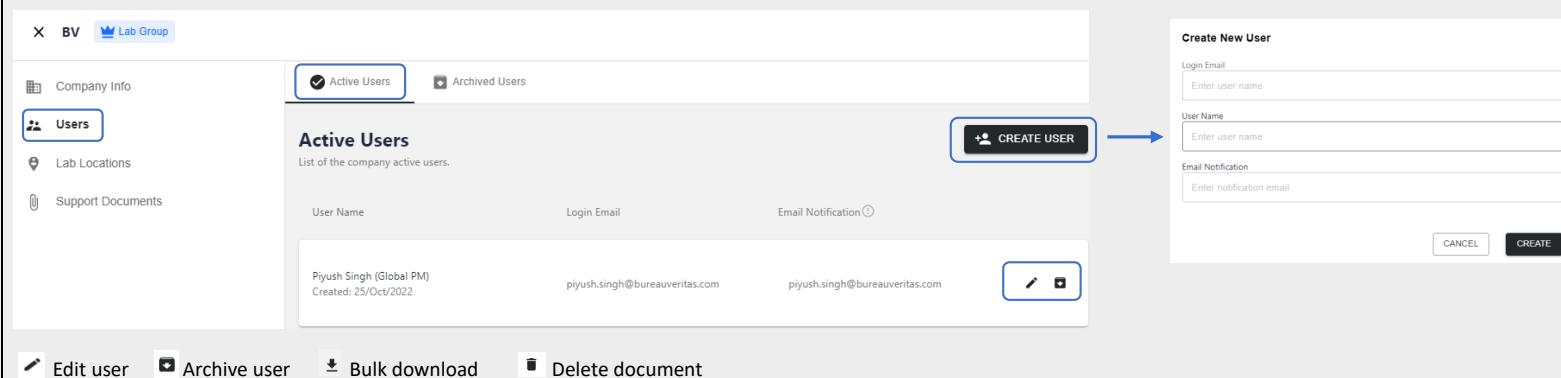
Lab Locations

Support Documents

Lab Group BV CHANGE

Select **Users** > On **Active Users** page, select **CREATE USERS** to add new Lab Admin user to an existing Lab Group.

Select **Users** > On **Active Users** page, select **Edit User** to change Lab Admin user details.



X BV Lab Group

Company Info

Users

Lab Locations

Support Documents

Active Users

CREATE USER

Piyush Singh (Global PM)
Created: 25/Oct/2022

Login Email

Email Notification

Edit user Archive user Bulk download Delete document

Create New User

Login Email

User Name

Email Notification

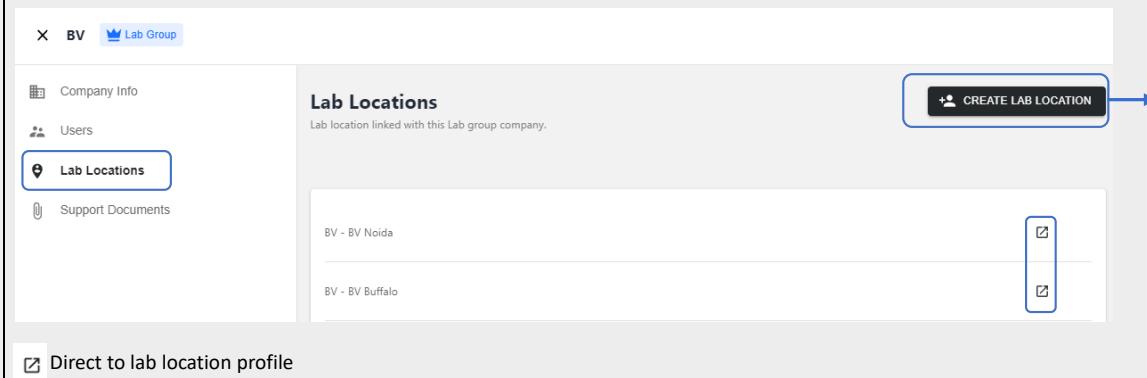
CANCEL CREATE

Select **Lab Locations** > Select **CREATE LAB LOCATION** to create new Lab Location for existing Lab Group.

Select **Lab Locations** > Select **Delete LAB LOCATION** to remove the linkage between existing Lab Location and Lab Group.

Notes:

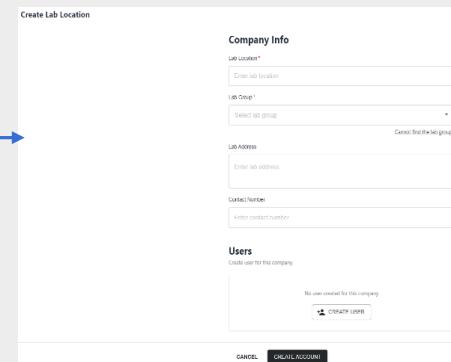
Please go back to **Lab > Locations** page to update the Lab Group for that Lab Location, otherwise, it cannot be selected by Supplier during Acknowledge and Quote flow.



Lab Locations
Lab location linked with this Lab group company.

CREATE LAB LOCATION

Direct to lab location profile



Create Lab Location

Company Info

Lab Location*
Create lab location

Lab Group*
Select Lab Group

Select Lab Group

Lab Address
Enter lab address

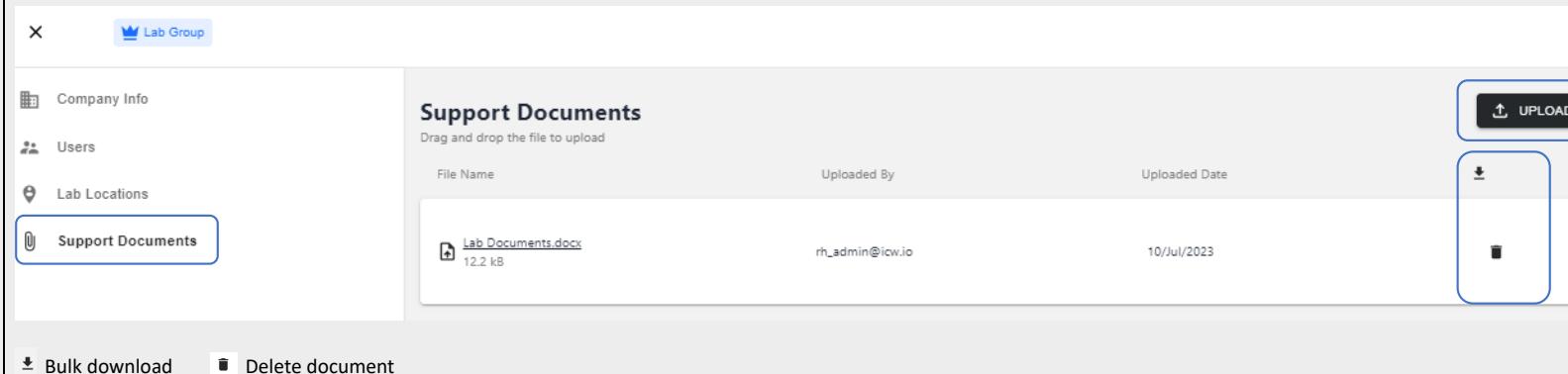
Contact Number
Enter contact number

Users
Create user for this company

No user created for this company
C084791989

CANCEL **CREATE LOCATION**

Select **Support Documents** > Select **UPLOAD, Bulk Download or Delete document** for document management.



Support Documents
Drag and drop the file to upload

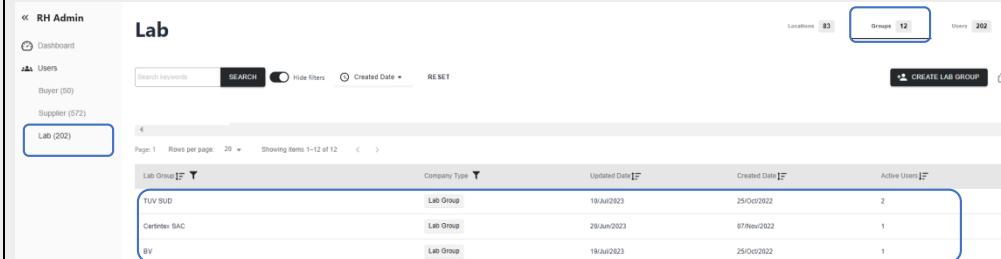
File Name	Uploaded By	Uploaded Date
Lab Documents.docx 12.2 kB	rh_admin@icw.io	10/Jul/2023

UPLOAD

Bulk download **Delete document**

6.4 Lab: Archive and Unarchive Lab Group

Select **Lab > On Groups** page, select the Lab Group to continue.

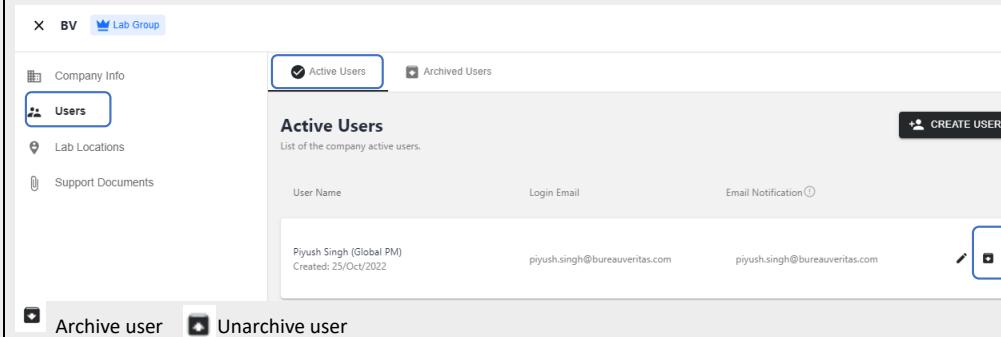


Lab Groups

Lab Group	Company Type	Updated Date	Created Date	Active Users
TUV SUD	Lab Group	19/Jul/2023	25/Oct/2022	2
Certiflex SAC	Lab Group	29/Jan/2023	07/Nov/2022	1
BV	Lab Group	19/Jul/2023	25/Oct/2022	1

Archive User

Select **Users > On Active Users** page, select **Archive**.



Active Users

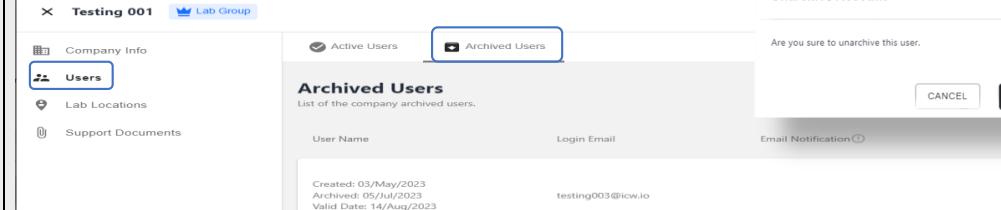
Are you sure to archive this user.

Archive Account

CANCEL **ARCHIVE**

Unarchive User

Select **Users > On Archived Users** page, select **Unarchive**.



Archived Users

Are you sure to unarchive this user.

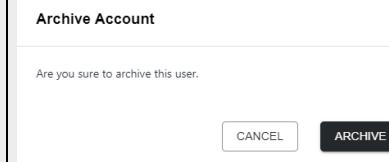
UNARCHIVE

Notes:

- The archived users will be counted as subscription users within the current subscription period.

Some tips when archiving Lab Admin users:

1. More than one Lab Admin users

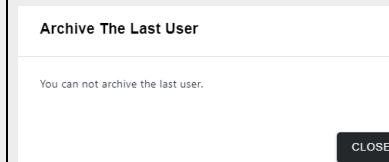


Archive Account

Are you sure to archive this user.

CANCEL **ARCHIVE**

2. Not allow to archive the last Lab Admin user



Archive The Last User

You can not archive the last user.

CLOSE

6.5 Lab: Create Lab Location

Select **Lab** > On Locations page, select **CREATE LAB LOCATION** > **CREATE ACCOUNT**

Lab

Locations 83 Groups 12 Users 202

CREATE LAB LOCATION

Lab Group	Lab Location	Company Type	Status	Created Date	Updated Date	Active Users
API LAB TESTING	API LAB TESTING	Lab Location	Active	23/Oct/2022	19/Jul/2023	5
Brachi Testing Services	Brachi Testing Services	Lab Location	Active	23/Oct/2022	20/Jul/2023	1
BV	BV Bangalore	Lab Location	Active	25/Oct/2022	20/Jul/2023	1

Input **Company Info** and select **CREATE USER** to create Lab Location User, then select **CREATE ACCOUNT**.

Create Lab Location

Company Info

Lab Location *

Lab Group * Cannot find the lab group?

Lab Address

Contact Number

Users
Create user for this company.

No user created for this company **CREATE USER**

CREATE ACCOUNT

Cannot Find Lab Group?

The lab group may not exist, you may create the lab group for first, then back here to select the lab group.

OKAY

Login Email

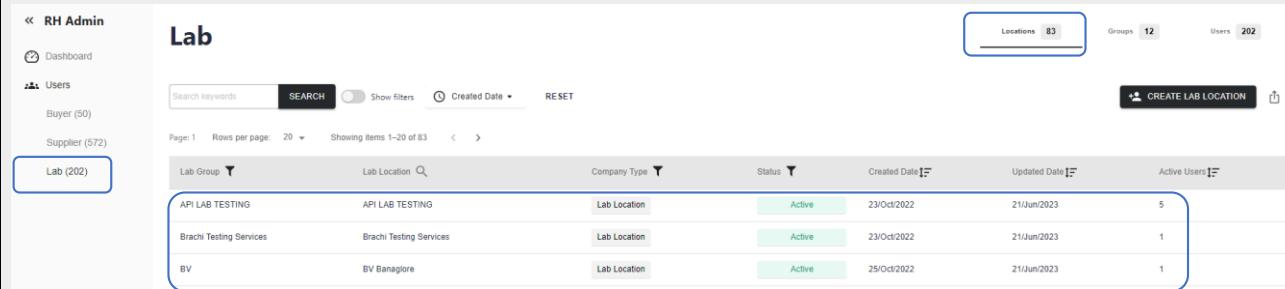
User Name

Email Notification 

CREATE USER

6.6 Lab: Manage Lab Location

Select **Lab** > **On Locations** page, select a specific lab location to manage the profile.



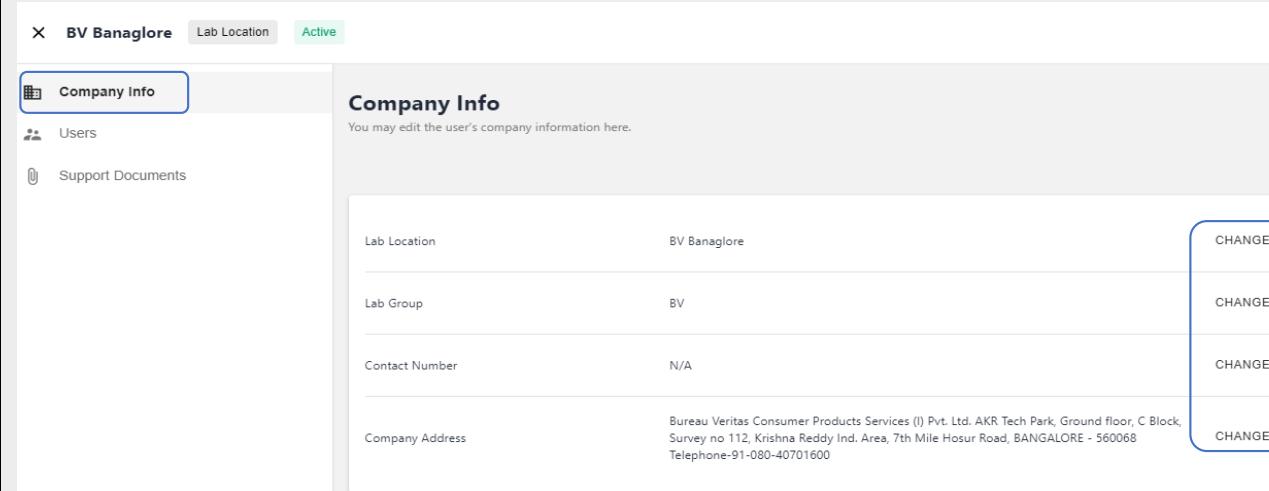
Lab

Locations 83 Groups 12 Users 202

CREATE LAB LOCATION

Lab Group	Lab Location	Company Type	Status	Created Date	Updated Date	Active Users
API LAB TESTING	API LAB TESTING	Lab Location	Active	23/Oct/2022	21/Jun/2023	5
Brachi Testing Services	Brachi Testing Services	Lab Location	Active	23/Oct/2022	21/Jun/2023	1
BV	BV Banaglore	Lab Location	Active	25/Oct/2022	21/Jun/2023	1

Select **Company Info** to **CHANGE** the Lab Location, Lab Group or contact details.

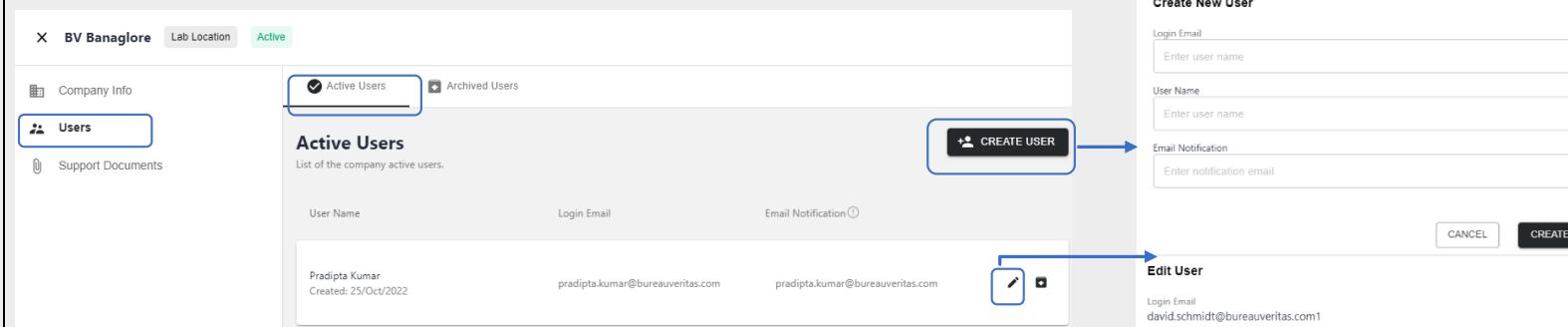


Company Info

You may edit the user's company information here.

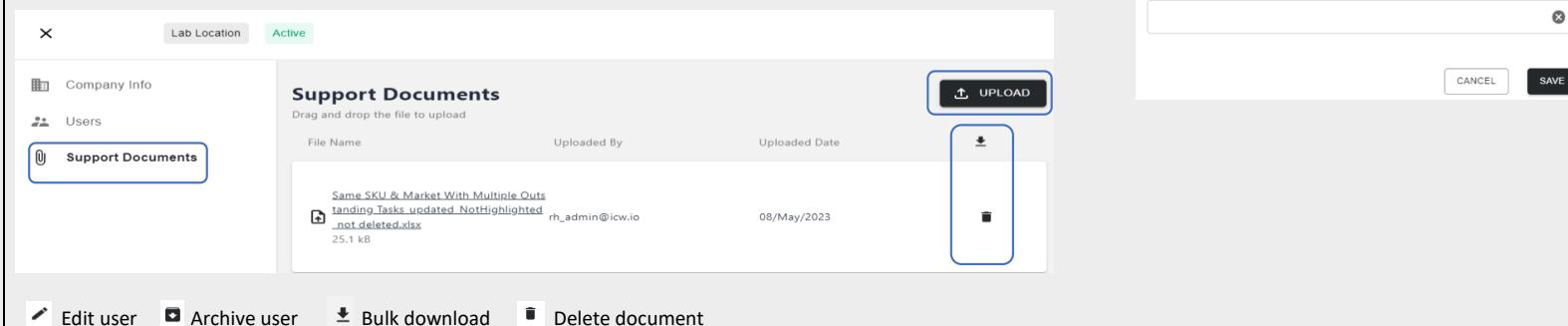
Lab Location	BV Banaglore	CHANGE
Lab Group	BV	CHANGE
Contact Number	N/A	CHANGE
Company Address	Bureau Veritas Consumer Products Services (I) Pvt. Ltd. AKR Tech Park, Ground floor, C Block, Survey no 112, Krishna Reddy Ind. Area, 7th Mile Hosur Road, BANGALORE - 560068 Telephone-91-080-40701600	

Select **Users** > On **Active Users** page, select **CREATE USER** to add new Lab Location user to an existing Lab Location.
 Select **Users** > On **Active Users** page, select **Edit User** to change Lab Location user details.



The screenshot shows the 'Active Users' page with a list of active users. A blue box highlights the 'CREATE USER' button. Another blue box highlights the edit icon (pencil and square) next to a user entry. Arrows point from these highlighted areas to the 'Create New User' and 'Edit User' modals respectively.

Select **Support Documents** > Select **UPLOAD**, **Bulk Download** or **Delete document** for document management.

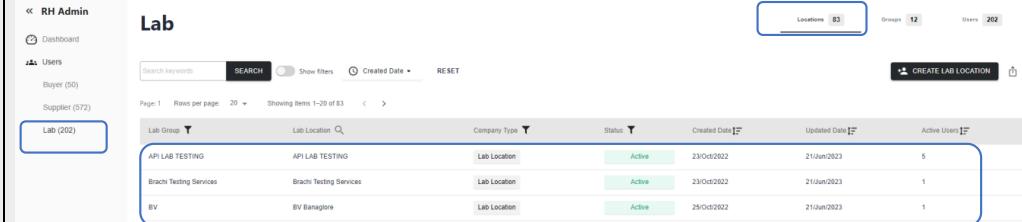


The screenshot shows the 'Support Documents' page with a list of uploaded files. A blue box highlights the 'UPLOAD' button. Another blue box highlights the edit icon (pencil and square) next to a file entry. Arrows point from these highlighted areas to the 'Edit user' and 'Delete document' buttons at the bottom of the page.

6.7 Lab: Archive and Unarchive Lab Location

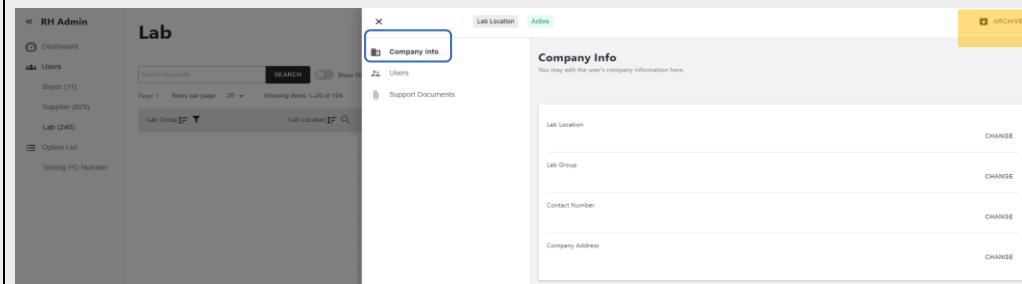
Archive Lab location

Select Lab > On Locations page, select **Company info**, select Archive.



Locations: 83 | Groups: 12 | Users: 202

Lab Group	Lab Location	Company Type	Status	Created Date	Updated Date	Active Users
API LAB TESTING	API LAB TESTING	Lab Location	Active	23/Oct/2022	21/Jun/2023	5
Brach Testing Services	Brach Testing Services	Lab Location	Active	23/Oct/2022	21/Jun/2023	1
IV	IV Bangalore	Lab Location	Active	25/Oct/2022	21/Jun/2023	1

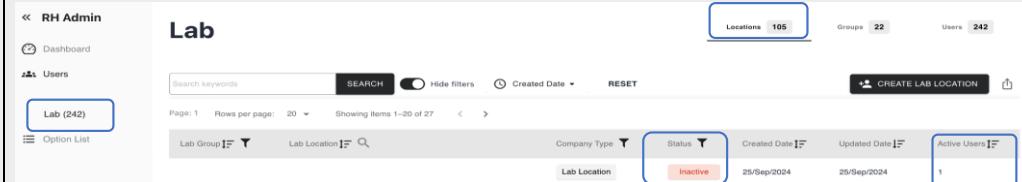


Company Info

You may edit the user's company information here.

Lab Location	CHANGE
Lab Group	CHANGE
Contact Number	CHANGE
Company Address	CHANGE

The archived Lab location status will be changed to **Inactive**.



Locations: 105 | Groups: 22 | Users: 242

Lab Group	Lab Location	Company Type	Status	Created Date	Updated Date	Active Users
Lab Location	Inactive	Lab Location	Inactive	25/Sep/2024	25/Sep/2024	1

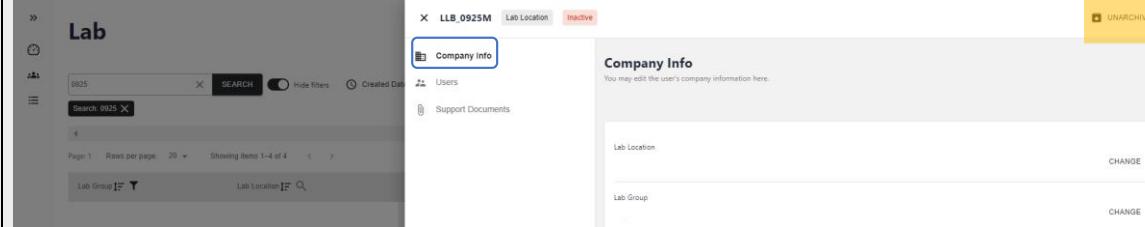
Notes:

- The "Archived" lab location will appear as "Inactive" in Admin. Vendors will no longer be able to view or select the lab during the acknowledge tasks flow.
- "Archive" a lab location does not "Archive" the users associated with that location.
- Users of the "Inactive" lab location who remain "Active" will still have access to the platform and can manage existing tasks as usual.

Commented [A5]: 20240930:Adding "Archive" and "Unarchive" Lab location function.

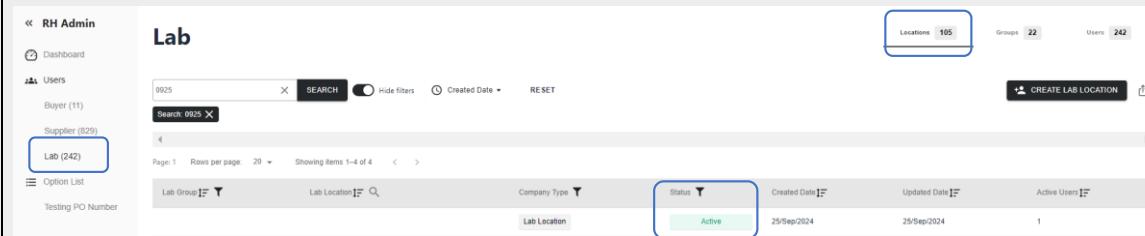
Unarchive Lab location

Select Lab > On Locations page, select **Company info**, select **Unarchive**.



The screenshot shows the 'Lab' section of the application. On the left, there is a search bar with '0925' and a 'SEARCH' button. Below it are filters for 'Lab Group' (set to 'T'), 'Lab Location' (set to 'Q'), and 'Company Type' (set to 'T'). The main area shows a table with four rows. The first row is highlighted with a blue border and contains the text 'LLB_0925M Lab Location Inactive'. To the right of this row is a yellow 'UNARCHIVE' button with a blue outline. Below the table, there are sections for 'Company Info' and 'Lab Group'.

The unarchived Lab location status will be changed to **Active**.



The screenshot shows the 'Lab' section of the application. The 'Lab' button is highlighted with a blue border. The main area shows a table with four rows. The first row is highlighted with a blue border and contains the text 'LLB_0925M Lab Location Active'. The 'Status' column for this row is also highlighted with a blue border and shows the word 'Active'. Other columns include 'Created Date' (25/Sep/2024), 'Updated Date' (25/Sep/2024), and 'Active User' (1).

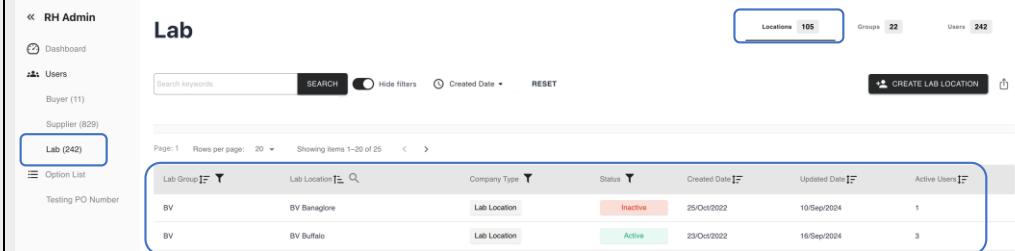
Note:

There are two ways to unarchive a lab location:

- Manually "Unarchive" a lab location if there are any active users associated with it.
- If there are no active users, at least one new user must be created for the lab location, or an archived user must be "Unarchived". This will automatically update the lab location status to "Active".

Archive User

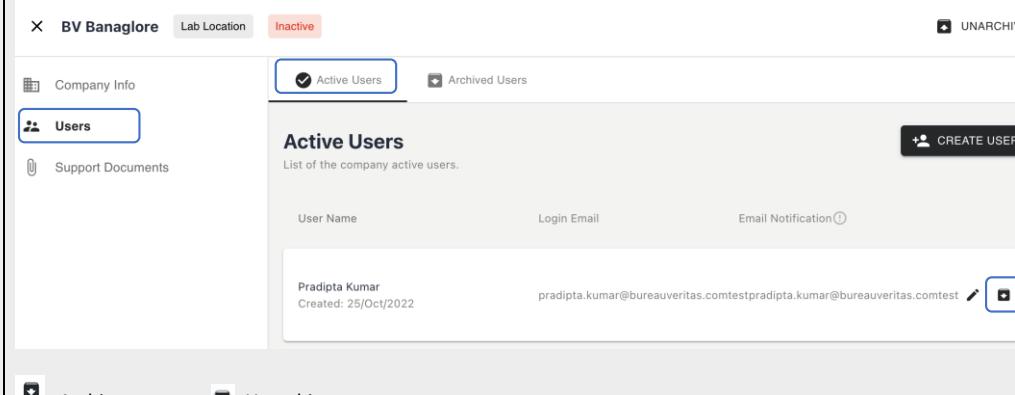
Select Lab > On Locations page, select the lab location to continue.



Lab Locations

Lab Group	Lab Location	Company Type	Status	Created Date	Updated Date	Active Users
BV	BV Banaglore	Lab Location	Inactive	25/Oct/2022	10/Sep/2024	1
BV	BV Buffalo	Lab Location	Active	23/Oct/2022	16/Sep/2024	3

Select Users > On Active Users page, select Archive.



Active Users

User Name	Login Email	Email Notification
Pradip Kumar	pradip.kumar@bureauveritas.com	<input checked="" type="checkbox"/>

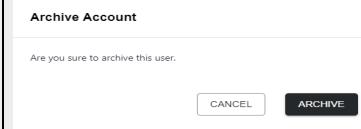
Archive user Unarchive user

Note:

- The archived users will be counted as subscription users within the current subscription period.
- No notification email will be sent to an archived user.

Some tips when archiving Lab Location users:

1. More than one Lab location users



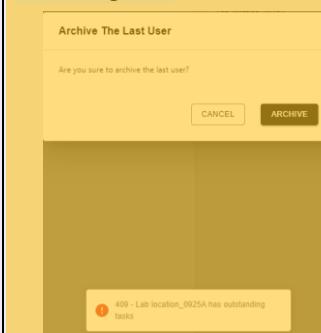
Archive Account

Are you sure to archive this user.

CANCEL ARCHIVE

2. Allow to archive the last Lab location user if it doesn't involve outstanding tasks.

Error message will pop up if the lab location that you want to archive involves outstanding tasks.



Archive The Last User

Are you sure to archive the last user?

CANCEL ARCHIVE

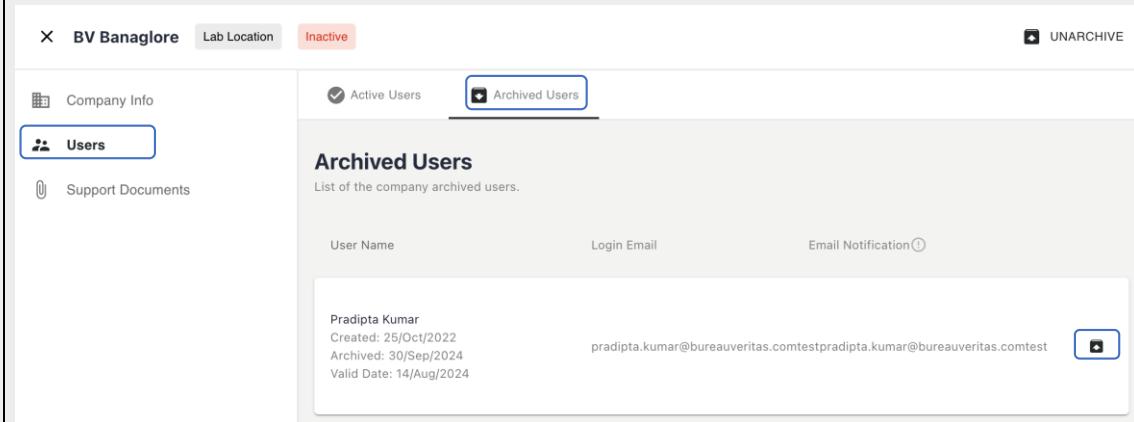
409 - Lab location _0925A has outstanding tasks

3. Active users could associate with Active or Inactive lab locations.

Commented [A6]: 20240930: updating tips of archive/unarchive lab location users.

Unarchive User

Select **Users** > On **Archived Users** page, select **Unarchive**.



The screenshot shows the 'Archived Users' page. At the top, there are tabs for 'Active Users' and 'Archived Users', with 'Archived Users' being the active tab. Below the tabs, there is a table with columns for 'User Name', 'Login Email', and 'Email Notification'. A single user, 'Pradipta Kumar', is listed. The user's details are as follows:

User Name	Login Email	Email Notification
Pradipta Kumar	pradipta.kumar@bureauveritas.comtestpradipta.kumar@bureauveritas.comtest	

Some tips when unarchiving Lab Location users:

- “Unarchive” users from an Inactive Lab location will “Active” the lab location again.

6.8 Lab: Export Groups, Locations and Users

Export Lab Locations

Select Lab > On Locations page, select **Export All**.



The screenshot shows the 'Lab' section of the application. At the top, there are three counts: Locations 83, Groups 12, and Users 202. Below these, there is a 'CREATE LAB LOCATION' button and an 'Export All' button, both highlighted with a blue box. The main table lists 'Lab Group' and 'Lab Location' with a search bar and filters for 'Company Type', 'Status', 'Created Date', 'Updated Date', and 'Active Users'.

Export Lab Groups

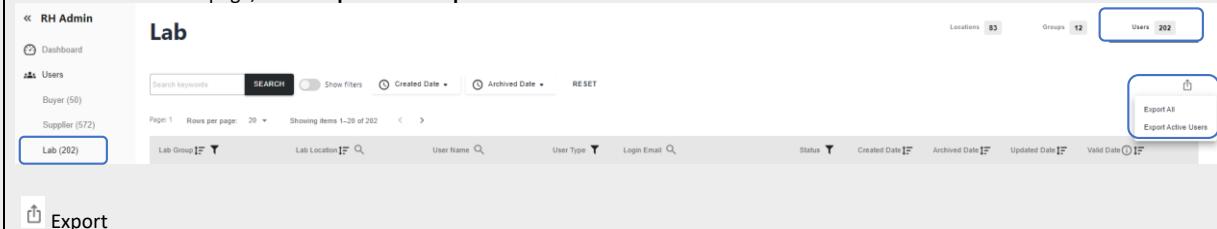
Select Lab > On Groups page, select **Export All**.



The screenshot shows the 'Lab' section of the application. At the top, there are three counts: Locations 83, Groups 12, and Users 202. Below these, there is a 'CREATE LAB GROUP' button and an 'Export All' button, both highlighted with a blue box. The main table lists 'Lab Group' and 'Lab Location' with a search bar and filters for 'Company Type', 'Status', 'Created Date', 'Updated Date', and 'Active Users'.

Export Lab users

Select Lab > On Users page, select **Export All** or **Export Active Users**.



The screenshot shows the 'Lab' section of the application. At the top, there are three counts: Locations 83, Groups 12, and Users 202. Below these, there is a 'CREATE LAB USER' button and two 'Export' buttons: 'Export All' and 'Export Active Users', both highlighted with a blue box. The main table lists 'Lab Group', 'Lab Location', 'User Name', 'Login Email', 'User Type', 'Status', 'Created Date', 'Archived Date', 'Updated Date', and 'Valid Date' with search bars and filters.

Notes:

Lab Company:

- **Locations > Export All:** All Lab Location will be exported.
- **Groups > Export All:** All Lab Groups will be exported.

Lab Users:

- **Users > Export All:** Both active and archive Lab Location and Lab Admin users will be exported.
- **Users > Export Active Users:** Archived Lab Location and Lab Admin users will be excluded from the exported.

7 Testing PO Number Maintenance

7.1 Buyer: Testing PO Number Database

Overall view of Testing PO Number
Assign Testing PO Number for each department by Concept and Export Market. Same Testing PO number can be applied to different Department, Concept, and Export Market.

Testing PO Number

Page: 1 Rows per page: 20 Showing items 1–20 of 27

Num	Department Desc	Baby & Child	Teen	Core	Modern
2300	BATH FURNITURE	US N/A EU Test_2 UK okay2 QC test4	US test EU 4000_T_EU UK aha QC 1111	US test code EU 123 UK qwe QC sss	US N/A EU N/A UK N/A QC N/A
1700	BATH TEXTILES	US test1 EU test7 UK N/A QC N/A	US 1700 EU test7 UK N/A QC N/A	US test4 EU N/A UK N/A QC N/A	US test5 EU 123 UK N/A QC N/A
8300	BCT BEDDING TEXTILES	US wet EU N/A UK test2 QC N/A	US N/A EU N/A UK N/A QC N/A	US N/A EU N/A UK N/A QC N/A	US N/A EU N/A UK N/A QC N/A
8200	BCT DECOR	US N/A EU N/A UK N/A QC N/A	US fggdf EU N/A UK ukm QC N/A	US N/A EU N/A UK N/A QC N/A	US N/A EU N/A UK N/A QC N/A
8000	BCT FURNITURE	US aaa11112 EU aaa11113 UK aaa11114 QC N/A	US aaa1111 EU N/A UK N/A QC N/A	US N/A EU N/A UK N/A QC N/A	US N/A EU N/A UK N/A QC N/A

Note:

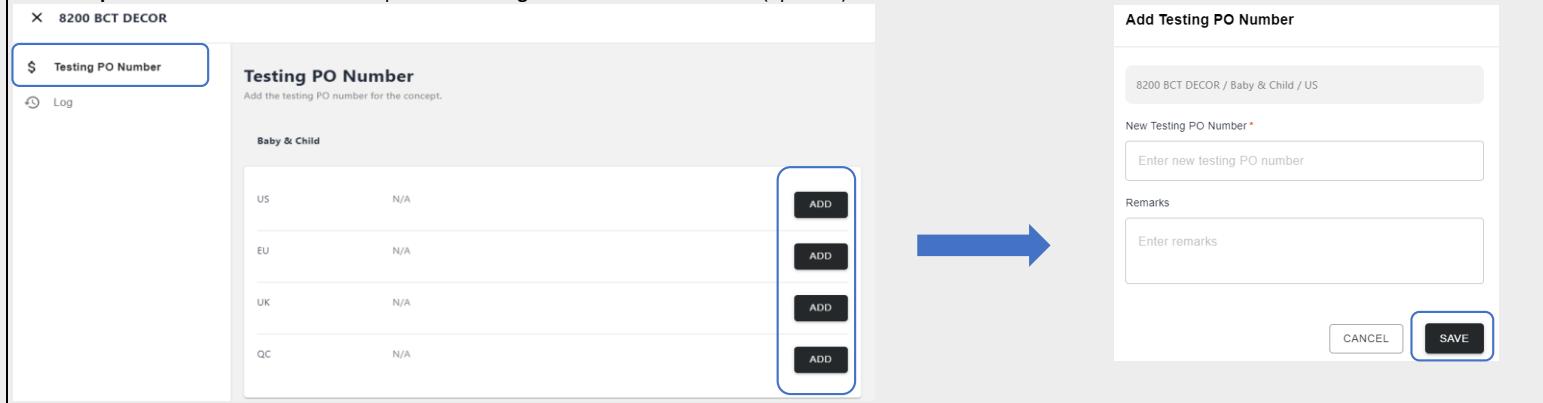
- Testing PO numbers are created to manage and identify invoices covered by RH.
- RH decides on the applicability of Testing PO numbers for selective suppliers.
- The Testing PO number is automatically applied to each TRF when the supplier confirms the quote, provided Testing PO number has been applied to the supplier.
- The Testing PO number is displayed in the TRF and Invoices sections of each task.
- The lab can include the Testing PO number in their invoice offline for RH payment processing.

7.2 Buyer: Add and Edit Testing PO Number

Add Testing PO Number

Add Testing PO Number for each department by Concept and Export Market.

Select **Department Desc** > select **ADD** > input **New Testing PO Number** and **Remarks** (optional) > **SAVE**.



Testing PO Number
Add the testing PO number for the concept.

Baby & Child	
US	N/A
EU	N/A
UK	N/A
QC	N/A

Add Testing PO Number

8200 BCT DECOR / Baby & Child / US

New Testing PO Number *

Enter new testing PO number

Remarks

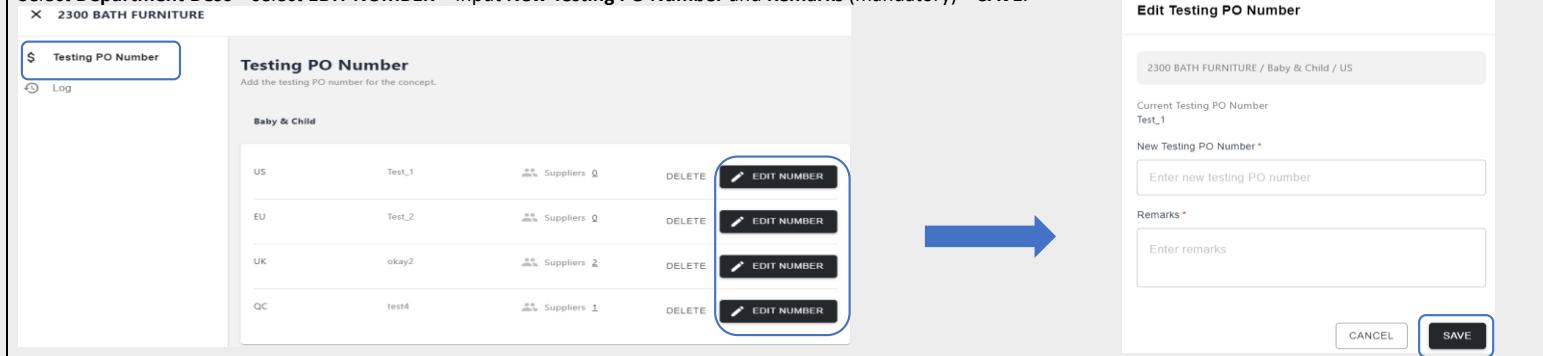
Enter remarks

CANCEL SAVE

Edit Testing PO Number

Edit Testing PO Number for each department by Concept and Export Market.

Select **Department Desc** > select **EDIT NUMBER** > input **New Testing PO Number** and **Remarks** (mandatory) > **SAVE**.



Testing PO Number
Add the testing PO number for the concept.

Baby & Child				
US	Test_1	<small>** Suppliers</small> 0	DELETE	EDIT NUMBER
EU	Test_2	<small>** Suppliers</small> 0	DELETE	EDIT NUMBER
UK	okay2	<small>** Suppliers</small> 2	DELETE	EDIT NUMBER
QC	test4	<small>** Suppliers</small> 1	DELETE	EDIT NUMBER

Edit Testing PO Number

2300 BATH FURNITURE / Baby & Child / US

Current Testing PO Number
Test_1

New Testing PO Number *

Enter new testing PO number

Remarks *

Enter remarks

CANCEL SAVE

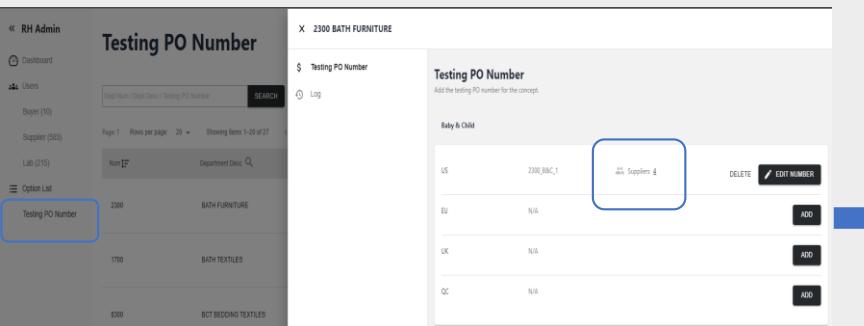
Note: An updated Testing PO Number will be applied when the supplier confirms a new quote.

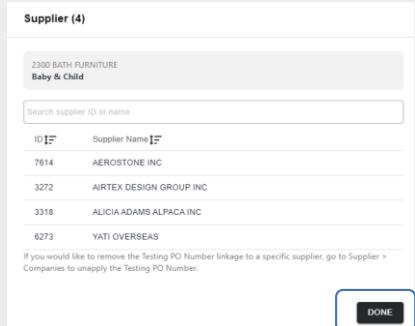
7.3 Buyer: View Testing PO Number Linkage to Suppliers

[View Testing PO Number linkage to Suppliers](#)

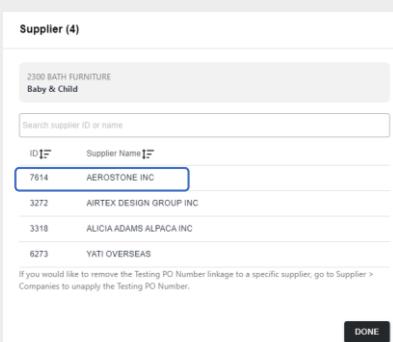
View the Suppliers with Testing PO Number applied, select the number with hyperlink next to **Suppliers**.

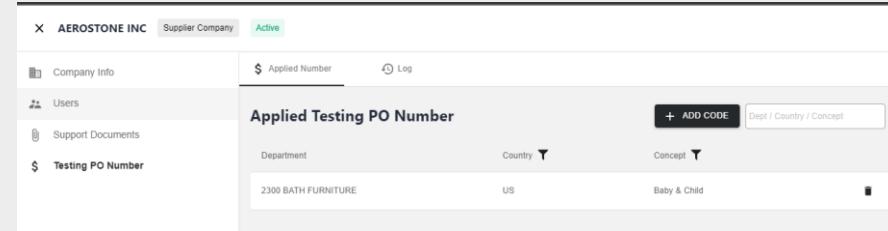
Input supplier ID or supplier name by searching bar to do searching.





Select specific linked supplier > It will direct to the specific supplier **Testing PO Number > Applied Testing PO Number**



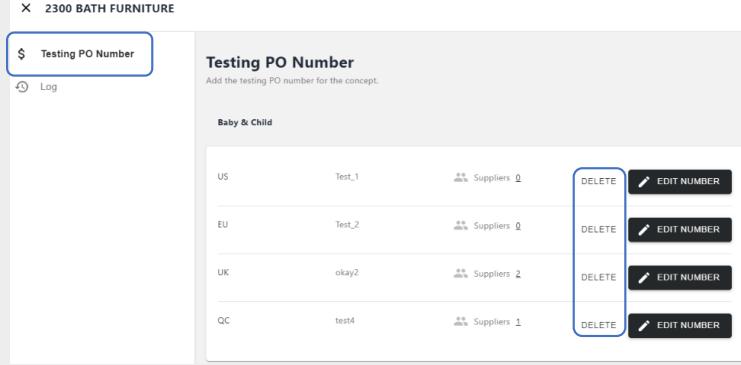


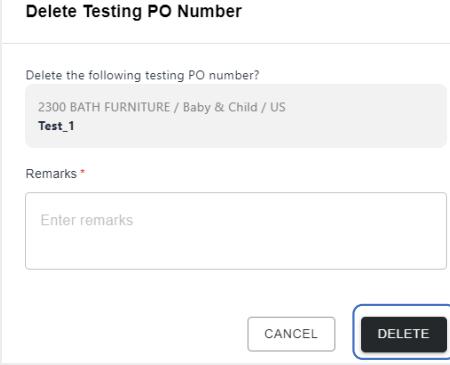
Note: If you would like to remove the Testing PO Number linkage to a specific supplier, go to **Supplier > Companies** to unapply the Testing PO Number.

7.4 Buyer: Delete Testing PO Number

Delete Testing PO Number

Delete the Testing PO Number for specific Department/Concept/Export Market, select **Department Desc** > go to the Concept/Export Market > select **DELETE** > Input Remarks (mandatory) > **DELETE**.





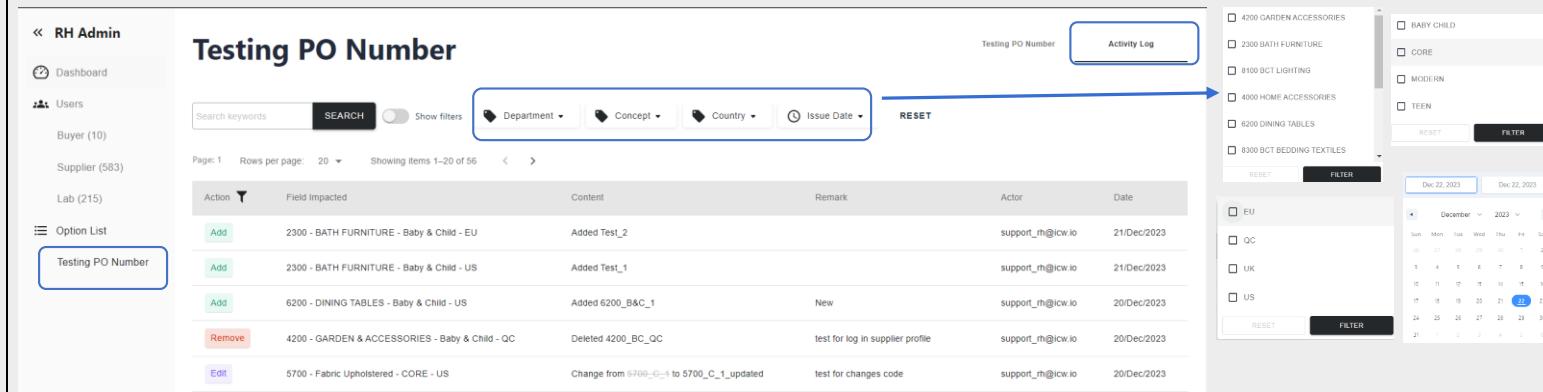
Note: Testing PO Number will not be applied to any Suppliers once it is deleted.

7.5 Buyer: View Testing PO Number Activity Log

Testing PO Number Activity Log (Overall)

View the overall **Activity Log** for all Departments related to Testing PO Number changes.

Filter Activity Log by **Department / Concept / Country / Issue Date**.

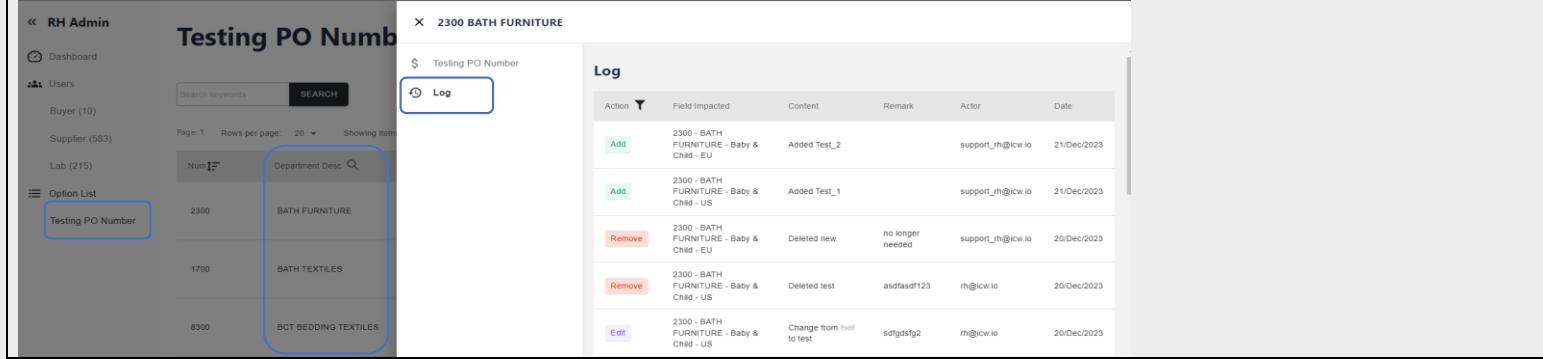


Action	Field Impacted	Content	Remark	Actor	Date
Add	2300 - BATH FURNITURE - Baby & Child - EU	Added Test_2		support_rh@icw.io	21/Dec/2023
Add	2300 - BATH FURNITURE - Baby & Child - US	Added Test_1		support_rh@icw.io	21/Dec/2023
Add	6200 - DINING TABLES - Baby & Child - US	Added 6200_B&C_1	New	support_rh@icw.io	20/Dec/2023
Remove	4200 - GARDEN & ACCESSORIES - Baby & Child - QC	Deleted 4200_BC_QC	test for log in supplier profile	support_rh@icw.io	20/Dec/2023
Edit	5700 - Fabric Upholstered - CORE - US	Change from 5700_G-1 to 5700_C_1_updated	test for changes code	support_rh@icw.io	20/Dec/2023

Testing PO Number Activity Log (Specific Department)

View the **Log** for specific Departments related to Testing PO Number changes.

Testing PO Number > Department > Log

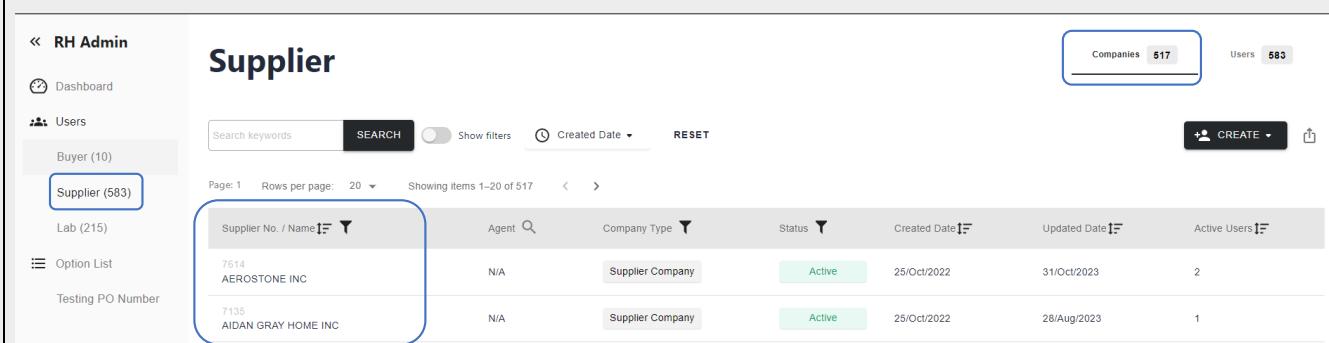


Action	Field Impacted	Content	Remark	Actor	Date
Add	2300 - BATH FURNITURE - Baby & Child - EU	Added Test_2		support_rh@icw.io	21/Dec/2023
Add	2300 - BATH FURNITURE - Baby & Child - US	Added Test_1		support_rh@icw.io	21/Dec/2023
Remove	2300 - BATH FURNITURE - Baby & Child - EU	Deleted new	no longer needed	support_rh@icw.io	20/Dec/2023
Remove	2300 - BATH FURNITURE - Baby & Child - US	Deleted test	asdfsdf123	rh@icw.io	20/Dec/2023
Edit	2300 - BATH FURNITURE - Baby & Child - US	Change from test to test	sdgdsfg2	rh@icw.io	20/Dec/2023

7.6 Buyer: Apply Testing PO Number to Supplier

Apply Testing PO Number to Suppliers

Select Supplier > Companies > Specific Supplier > Testing PO Number > Applied Number



Supplier

Companies 517 Users 583

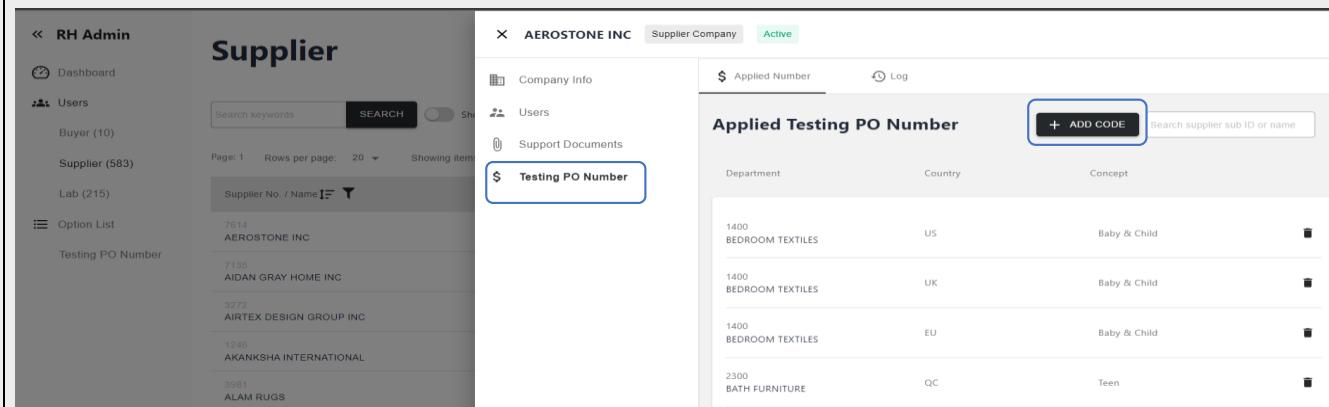
Supplier No. / Name: 7614 AEROSTONE INC

Agent: N/A Company Type: Supplier Company Status: Active Created Date: 25/Oct/2022 Updated Date: 31/Oct/2023 Active Users: 2

Supplier No. / Name: 7135 AIDAN GRAY HOME INC

Agent: N/A Company Type: Supplier Company Status: Active Created Date: 25/Oct/2022 Updated Date: 28/Aug/2023 Active Users: 1

Select Testing PO Number > + ADD CODE.



AEROSTONE INC Supplier Company Active

Applied Number Log

Applied Testing PO Number

+ ADD CODE Search supplier sub ID or name

Department	Country	Concept
1400 BEDROOM TEXTILES	US	Baby & Child
1400 BEDROOM TEXTILES	UK	Baby & Child
1400 BEDROOM TEXTILES	EU	Baby & Child
2300 BATH FURNITURE	QC	Teen

Select → next to the Department > select **Checkmark** next to the Concept/Country > **ADD**



Apply Testing PO Number

Select department.

2300 BATH FURNITURE	→
1700 BATH TEXTILES	→
8300 BCT BEDDING TEXTILES	→
8200 BCT DECOR	→
8000 BCT FURNITURE	→

CANCEL

Apply Testing PO Number

Select testing PO number.

2300 BATH FURNITURE (0/3)			
Baby & Child (1/4)			
Baby & Child	US	Test_1	<input checked="" type="checkbox"/>
Baby & Child	EU	Test_2	<input type="checkbox"/>
Baby & Child	UK	okay2	<input type="checkbox"/>
Baby & Child	QC	test4	<input type="checkbox"/>
> Teen (0/4)			
> Core (0/4)			

BACK **ADD**

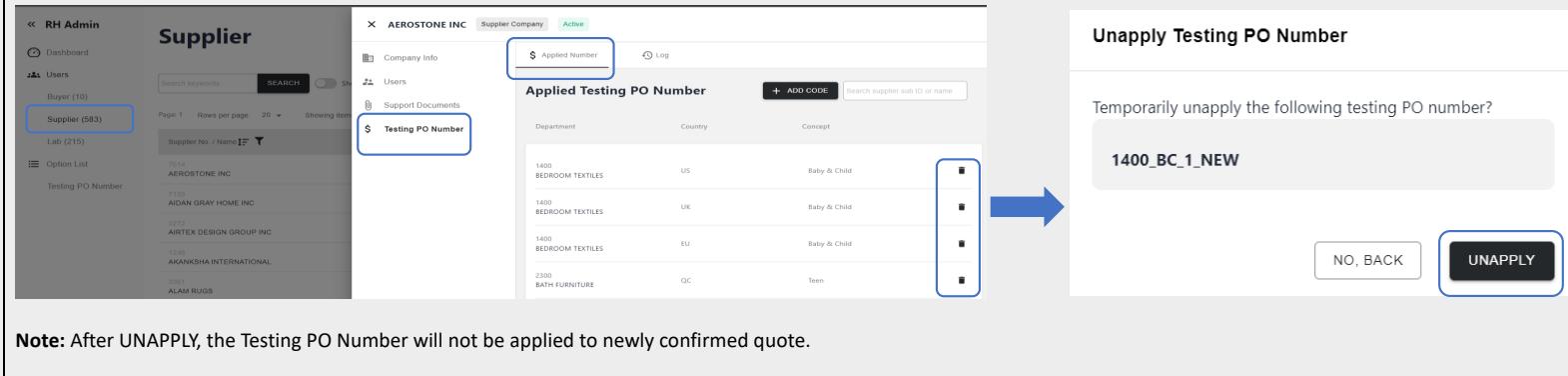
Note: Testing PO Number can be added to Supplier only if it exists in the Testing PO Number Database.

Testing PO Number will be applied on TRF and Invoices session of each Task when the supplier confirms a new quote.

7.7 Buyer: Unapply Testing PO Number to Supplier

Unapplied Testing PO Number to Supplier

Select **Supplier > Companies > Specific Supplier > Testing PO Number > Applied Number** > select the **trash bin icon** > **UNAPPLY**



The screenshot illustrates the workflow for unapplying a Testing PO Number. It consists of two main panels: a left panel showing the 'Supplier' list and a right panel showing the 'Unapply Testing PO Number' confirmation dialog.

Left Panel: Supplier List

- Header: 'Supplier' with a back arrow and 'RH Admin'.
- Left sidebar: 'Dashboard', 'Users', 'Buyer (10)', 'Supplier (583)' (highlighted with a blue box), 'Lab (215)', 'Option List', and 'Testing PO Number'.
- Table: Shows a list of suppliers with columns 'Supplier No.', 'Name', and 'Status'.

Right Panel: Unapply Testing PO Number

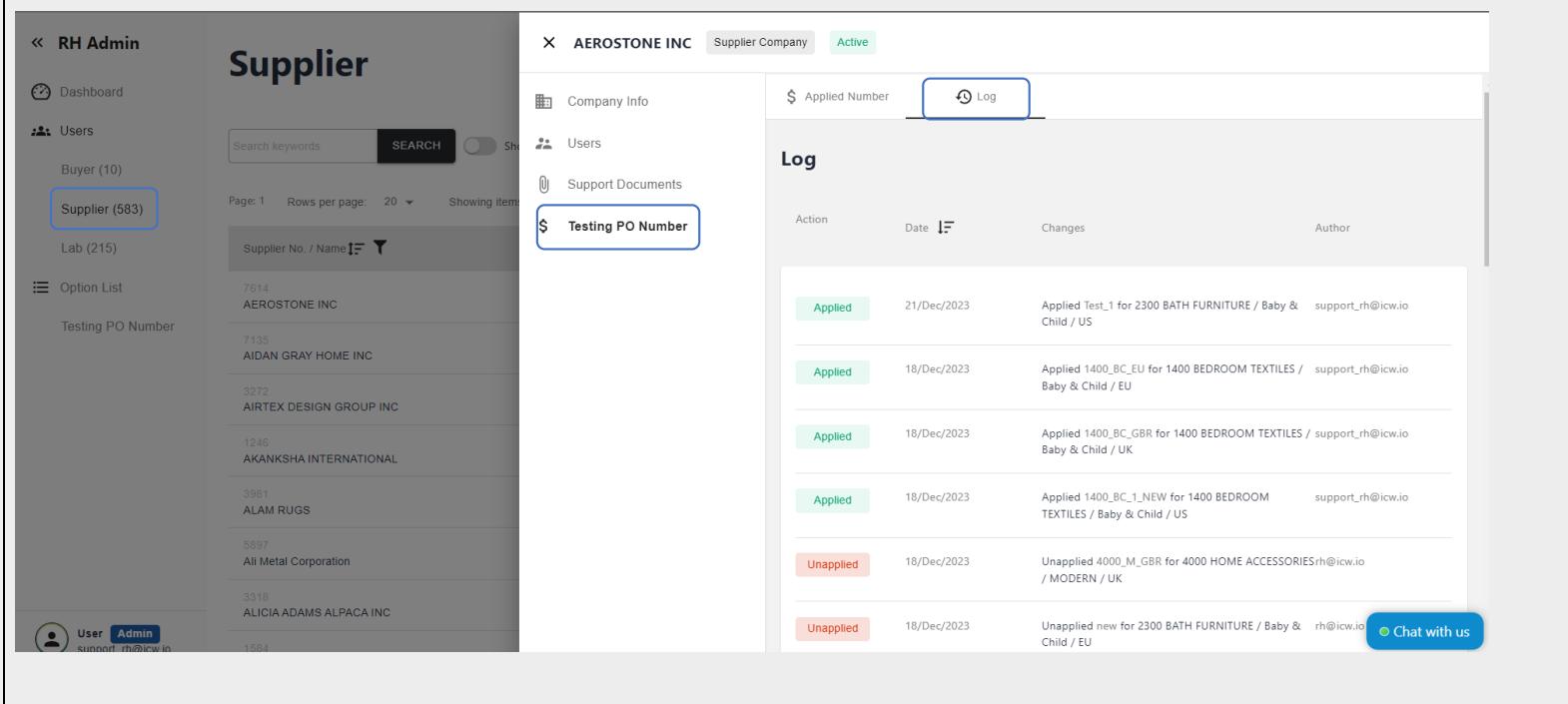
- Header: 'Applied Testing PO Number'.
- Table: Shows applied testing PO numbers with columns 'Department', 'Country', and 'Concept'.
- Details: A blue arrow points from the 'Applied Testing PO Number' table to the 'Unapply' dialog.
- Dialog: 'Unapply Testing PO Number' with the message 'Temporarily unapply the following testing PO number?' and the PO number '1400_BC_1_NEW'.
- Buttons: 'NO, BACK' and 'UNAPPLY' (highlighted with a blue box).

Note: After UNAPPLY, the Testing PO Number will not be applied to newly confirmed quote.

7.8 Buyer: View Supplier Testing PO Number Activity Log

Supplier Testing PO Number Log

Select **Supplier > Companies > Specific Supplier > Testing PO Number > Log** > View the **Applied** or **Unapplied** change log on a specific supplier.



The screenshot shows the ICW software interface with the following details:

- Left Sidebar:** RH Admin, Dashboard, Users, Buyer (10), **Supplier (583)** (highlighted with a blue box), Lab (215), Option List, Testing PO Number.
- Supplier Page:** Title "Supplier", Search keywords, SEARCH button, Page: 1, Rows per page: 20, Showing items 1-20 of 583. A list of suppliers is shown, with "AEROSTONE INC" selected.
- Supplier Details Page:** Title "AEROSTONE INC", tabs: Company Info, Supplier Company (highlighted with a blue box), Active. Buttons: Company Info, Users, Support Documents, **Testing PO Number** (highlighted with a blue box).
- Log Page:** Title "Log", tabs: Applied Number, Log (highlighted with a blue box). Table headers: Action, Date, Changes, Author. Data rows:

Action	Date	Changes	Author
Applied	21/Dec/2023	Applied Test_1 for 2300 BATH FURNITURE / Baby & Child / US	support_rh@icw.io
Applied	18/Dec/2023	Applied 1400_BC_EU for 1400 BEDROOM TEXTILES / Baby & Child / EU	support_rh@icw.io
Applied	18/Dec/2023	Applied 1400_BC_GBR for 1400 BEDROOM TEXTILES / Baby & Child / UK	support_rh@icw.io
Applied	18/Dec/2023	Applied 1400_BC_1_NEW for 1400 BEDROOM TEXTILES / Baby & Child / US	support_rh@icw.io
Unapplied	18/Dec/2023	Unapplied 4000_M_GBR for 4000 HOME ACCESSORIES / MODERN / UK	support_rh@icw.io
Unapplied	18/Dec/2023	Unapplied new for 2300 BATH FURNITURE / Baby & Child / EU	rh@icw.io
- Bottom Right:** Chat with us button.