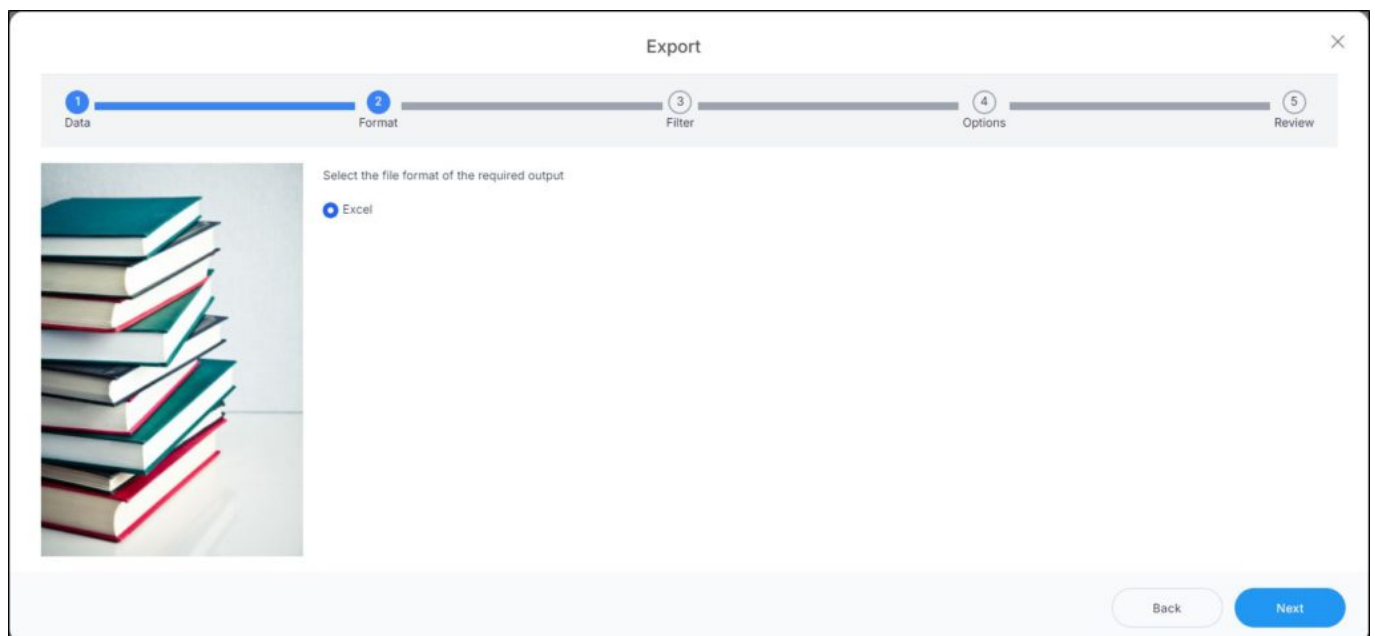


## Export order form

You can export an order form to Excel to fill the quantities for the exported order lines, then import the form back to T1 Studio.

To export order forms, follow these steps:

1. Click **Export**, then select “Order Forms” and click **Next**, the following window appears:



The screenshot shows a software window titled "Export" with a close button in the top right corner. Below the title bar is a progress bar with five steps: 1 Data, 2 Format, 3 Filter, 4 Options, and 5 Review. The "Format" step is currently selected. On the left side of the window, there is an image of a stack of books. To the right of the image, the text "Select the file format of the required output" is displayed. Below this text, there is a radio button labeled "Excel", which is selected. At the bottom right of the window, there are two buttons: "Back" and "Next".

2. Click **Next**, the following window appears:

Export

1 Data 2 Format 3 Filter 4 Options 5 Review

Select the source of the colorways you would like to export

☒ Full catalog  
☐ My Favorite  
☐ From Excel  
☐ List of Colorways  
☐ List of Styles

Back Next


3. Click the radio button next to the option you want:

- If you select “Full catalog” all the colorways are exported.
- If you select “My favorite”, a dropdown menu appears to enable you to select the favorite tags you want.
- If you select “From Excel”, you need to browse for the Excel file containing the colorways, select the sheet and map the columns.
- If you select “List of colorways”, you need to paste a list of colorway numbers.
- If you select “List of styles”, you need to paste a list of style numbers.

4. Click **Next**, the following window appears:

**Export**

1 Data    2 Format    3 Filter    4 Options    5 Review



Select the Locations you would like to include in the output

**Available Locations**

Filter the list

Customer	Location
SEA SEA	APAC APAC
Academy 0010000002	LOC1 002
19077798	19077798

**Selected Locations**

Filter the list


Back    Next

Customers and locations are listed in the left side of the window and you can use the filter field to search by location code, location name, customer code, and customer name.

5. Click the location to which you want the order to be copied, it is moved to the selected locations box,
6. Click the column you want to include in the order form, you can also drag and drop those columns, you can drag and drop columns to change the sequence in which they appear in the exported Excel sheet.
7. Click the slider button next to "Include Images" if you want the order form file to have article images,
8. Click **Next**, the **Review** window appears:

Export

1 Data
2 Format
3 Filter
4 Options
5 Review



We are now ready to export data. Please review the summary below then hit the "Finish" button. Please note that, depending on the size of the data, it might take a few seconds to a few minutes for your file to be generated.

Data:	Order Form
Format:	Excel
Filter:	Full catalog

Back
Finish

9. Click **Finish**, a window appears to enable you to enter the file name and the location where you want to store it. If you selected to include images, progress for downloading the images is displayed.

The exported order form appears as follows:

Size	Delivery Date	Description	Colorway Number	Colorway Lifecycle	Colorway State	SEA (SEA) APAC (APAC)	Academy (0010000002) LOC1 (002)
YSM/YMD	DD1		1370823-390	Carryover	SMS		
YMD/YLG	DD1		1370823-390	Carryover	SMS		
YXS/YSM	DD1		1370823-390	Carryover	SMS		
2T	DD1		1377271-012	Carryover	Architecture		
3T	DD1		1377271-012	Carryover	Architecture		
4T	DD1		1377271-012	Carryover	Architecture		
2T	DD1		1377271-001	Carryover	Architecture		
3T	DD1		1377271-001	Carryover	Architecture		
4T	DD1		1377271-001	Carryover	Architecture		

The sheet lists the selected set of colorways along with their sizes, delivery date descriptor, and other attributes. The first row of the sheet contains the customer name and customer

code, while the second row contains the location name and location code. Each location has a separate column. The third row displays the column headers for the order data plus empty fields that are allocated for the order reference. The first row of each article size and delivery date is highlighted. To overwrite an order, you can fill the field with its order reference to overwrite it.

If the customer is not assigned to the same segmentation of the article, the location column appears highlighted in grey and quantities cannot be entered, otherwise, it is highlighted in light green as shown above.

You can fill the quantity you want to order next to each size, then save the Excel file. This form can be imported to the system to add the order.