

Request to add colorway

You can add a request to add colorway of an article. The article name is copied and cannot be updated. To do so, follow these steps:

1. Right-click the article you want then select “Request to add colorway”, the following window appears:

The screenshot shows a mobile-style dialog box titled "Add Request". It features a back arrow on the top left and a close "X" button on the top right. The form contains several required fields, each with a red error message: "ADDITIONAL COMMENTS" (Additional Comments is required), "APPROXIMATE UNITS" (Approximate Units is required), "COMP STYLE ARTICLES 5520" (Comp Style Articles 5520 is required), and "GENDER" (Gender is required). The "ARTICLE NAME" field is pre-filled with "Tshirt". Below the form is an "ADD ATTACHMENTS" section with a large rectangular area containing the text "Drag & drop file here". At the bottom, there are three buttons: "CANCEL", "SAVE AS DRAFT" (highlighted in orange), and "SAVE".

2. Enter the request attributes,
3. Add attachments, if you want,
4. Select whether you want to save the request as a draft or as a new request by clicking the respective button.

The request thumbnail appears as shown in the below example:



Requests can then be approved or rejected.

Note:

- If the catalog is configured to copy the article price, the price of the original article is copied into a configured request attribute (MSRP) and the value cannot be updated.