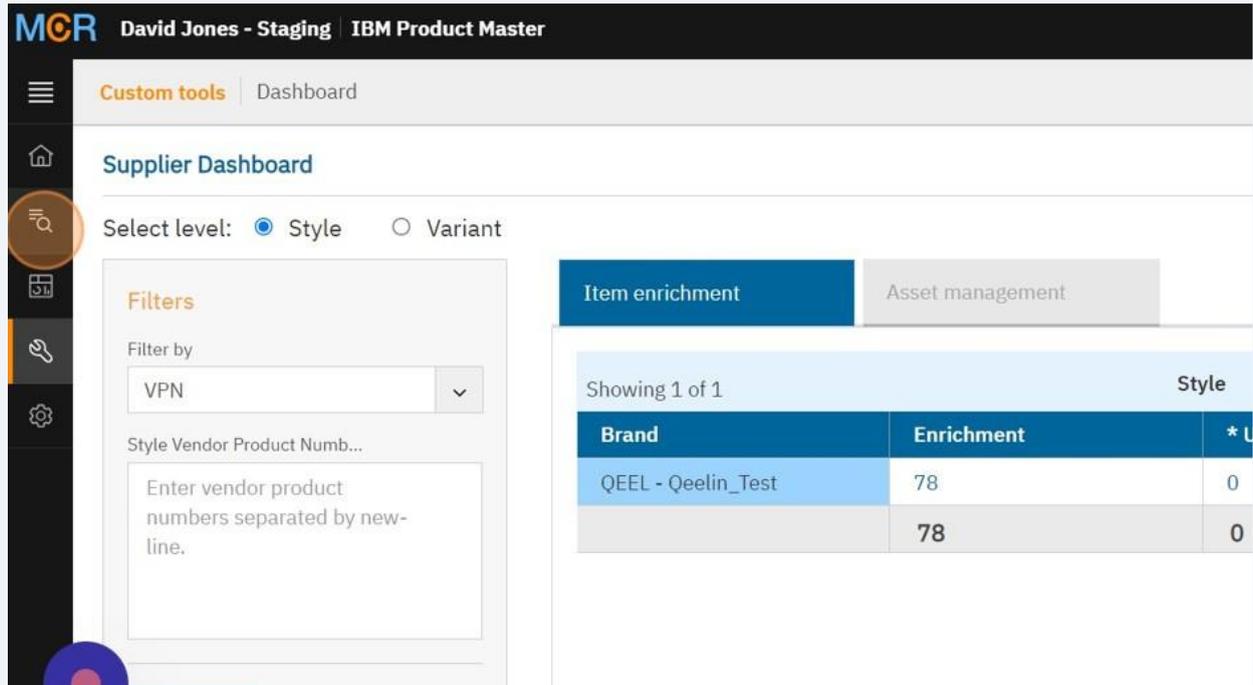# Searching and checking out items in AM workflow

Step-By-Step Guide to Searching and Checking Out Products in PIM

1   Click on the search icon.

2   Click on "New search"

3   Select Product Catalog

4 Click "Add criterion"

Search

Products

⦿ New search ◯ Saved search ◯ Saved template

∨ **Search criteria**

Select catalog

Product Catalog ⌄

Select category

Add criterion +

Save search   Save template   Clear   Search
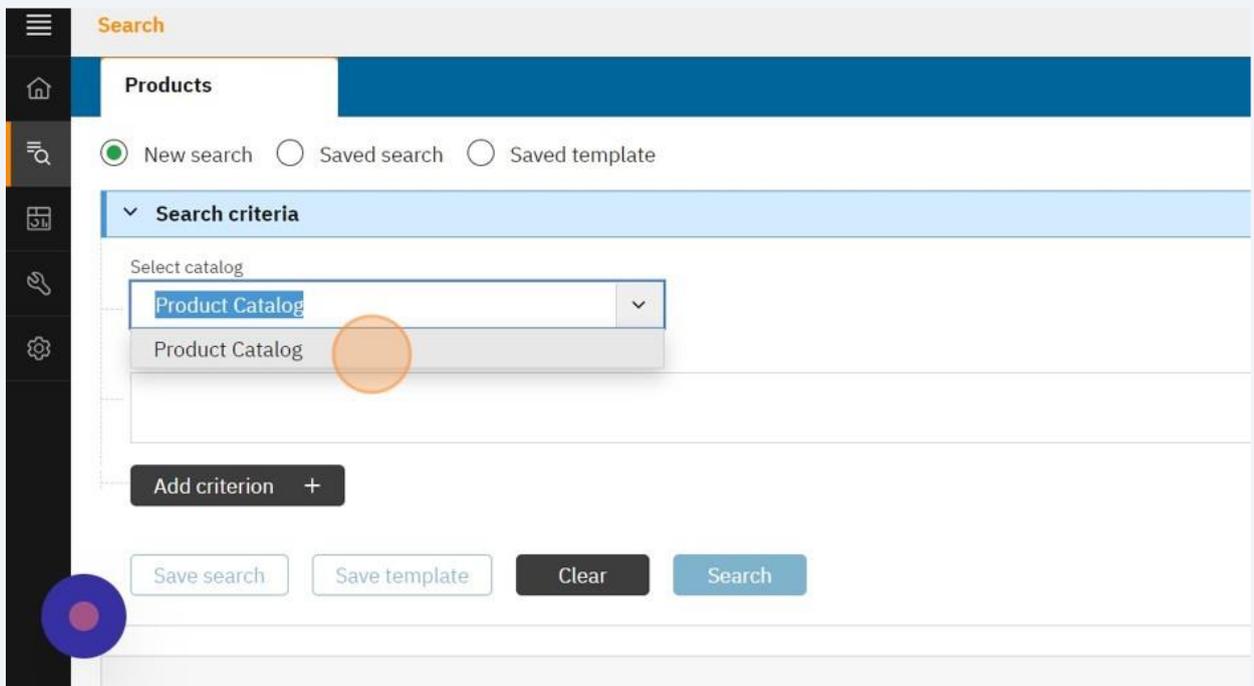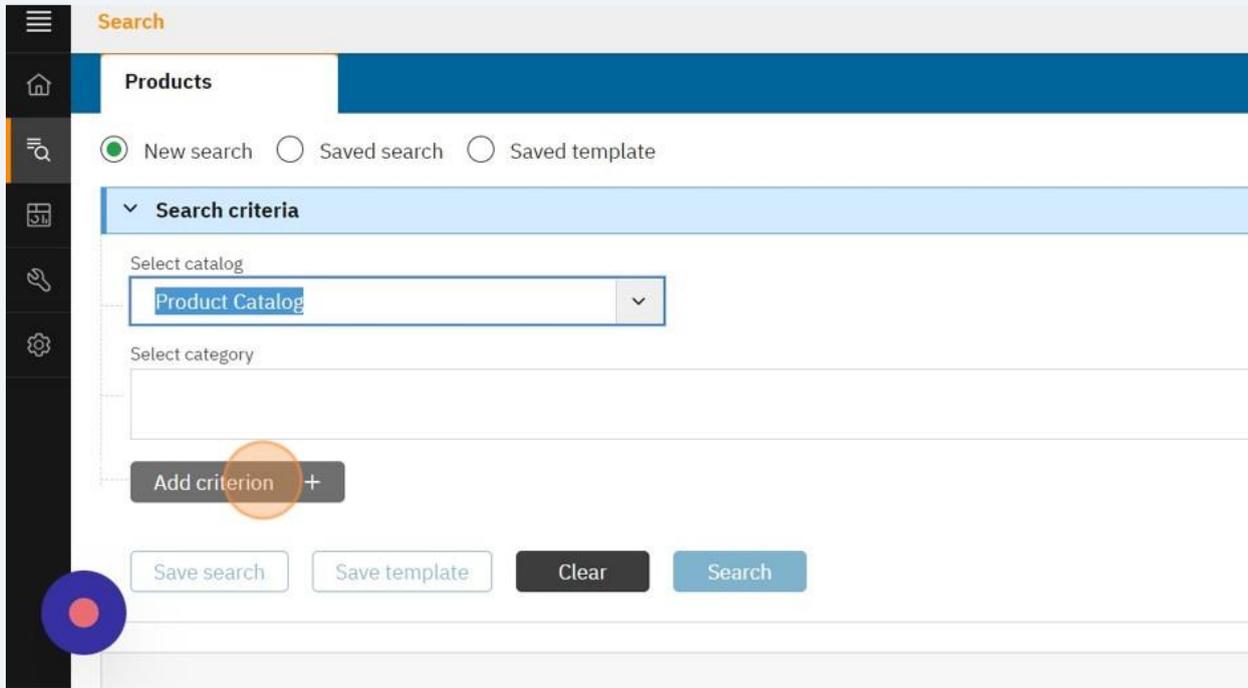
5 Select the search attribute

Search

Select catalog

Product Catalog ⌄

Select category

Add criterion +

Where   Asset Spec/Allocation Flag ⌄   Equals ⌄

▸ Asset Spec/Allocation Flag
▸ Variant Spec/Asset Enrichment Status
▸ Style Spec/Attribute Family
▸ Style Spec/Auto-mapping
▸ SKU Spec/UPC Details/Barcode
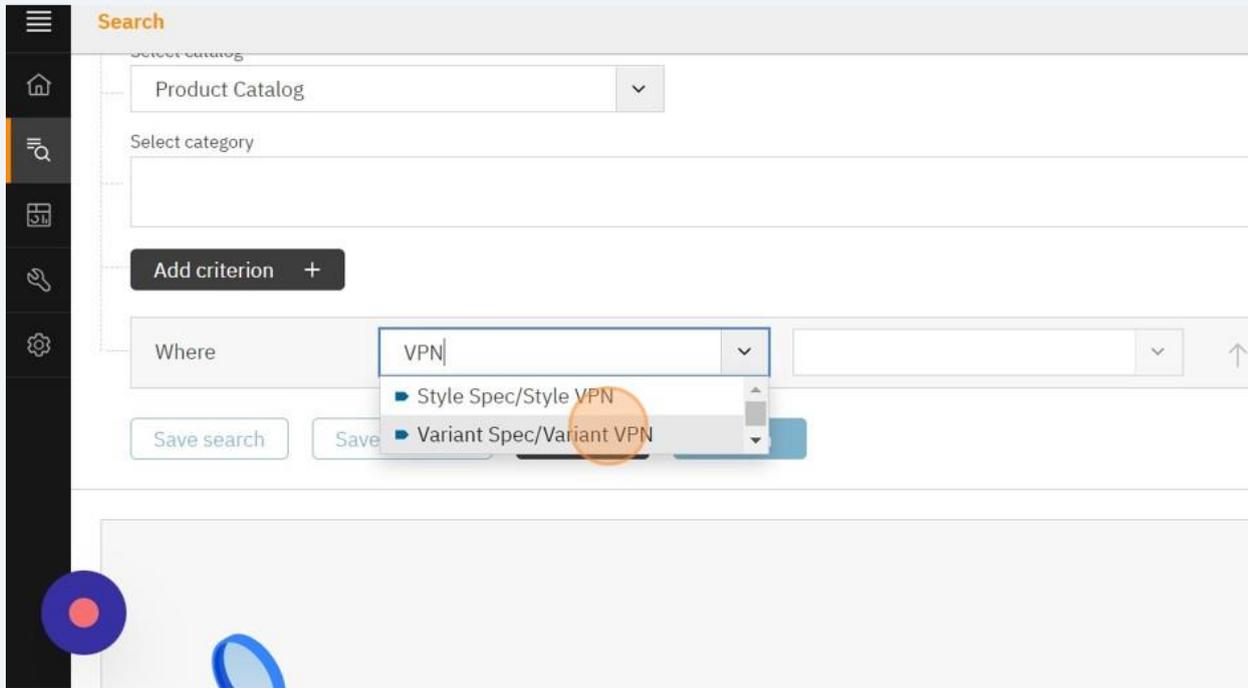▸ Style Spec/Button Battery Ind
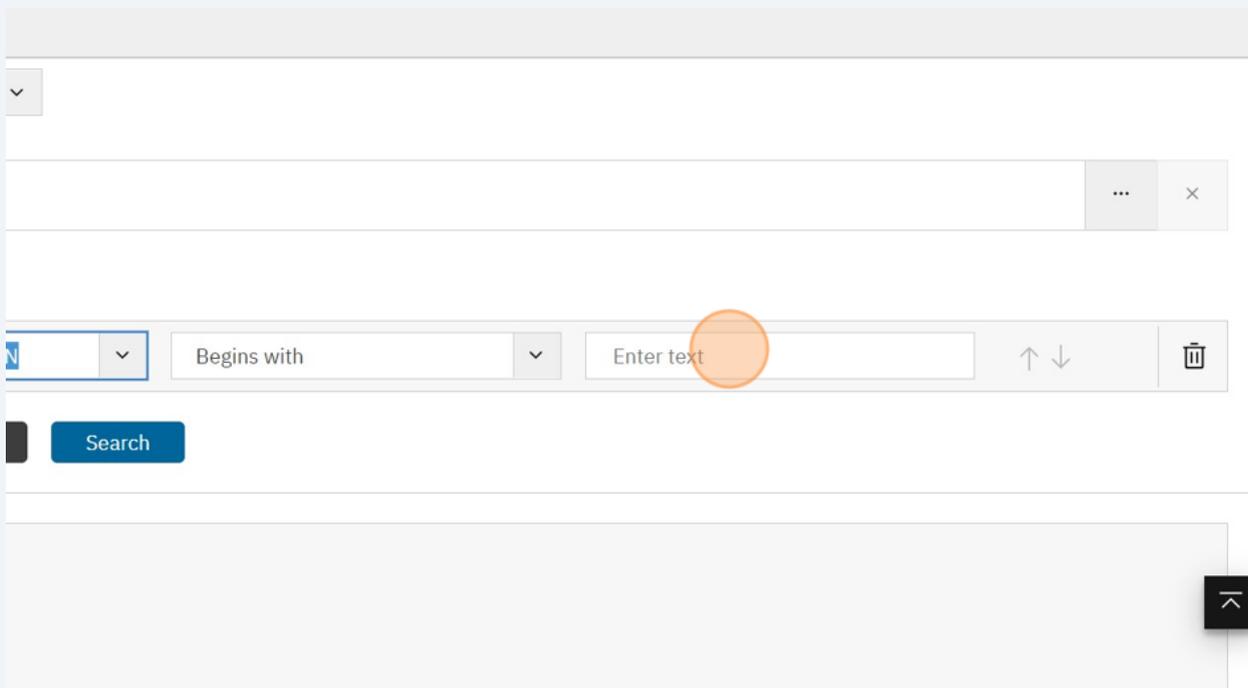▸ Style Spec/Category

Save search   Save
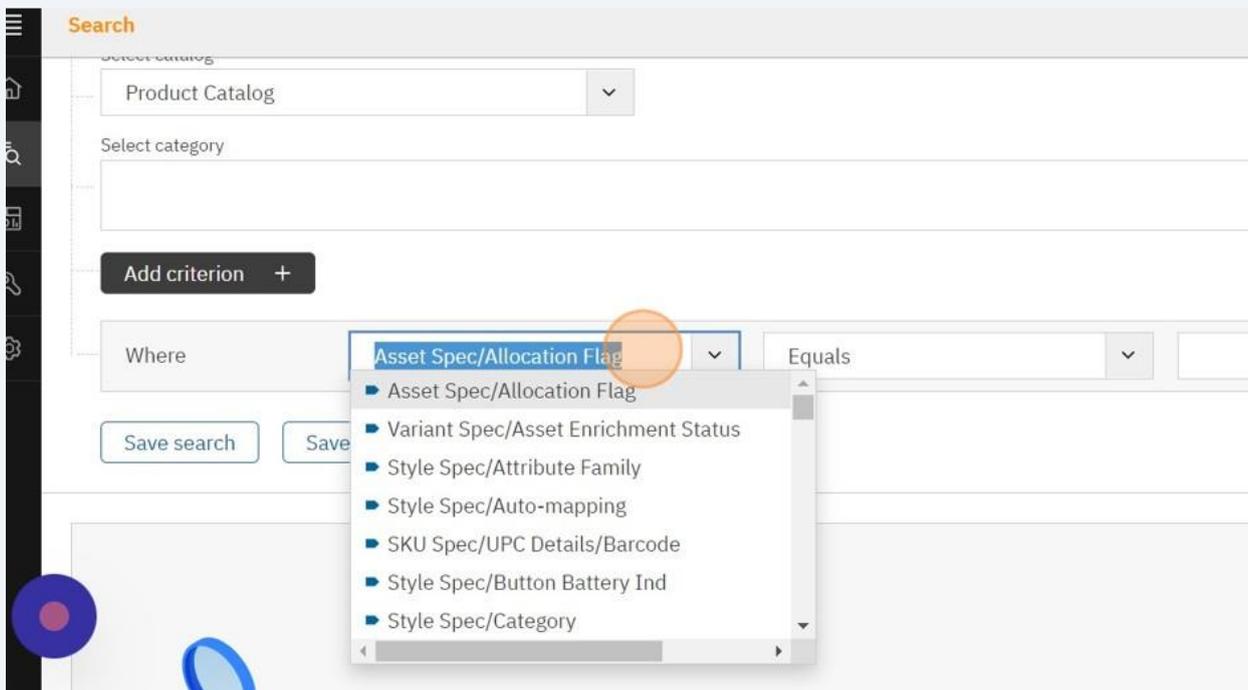
6 Alternatively to narrow down the search attributes you can also type in the search attribute as shown below

7 Select the logical operator as shown below. Here we have selected 'Begins with' and enter the search parameter.

8 Once you have entered all the information click on search. PIM will pull out all the styles and variants that meet the style criteria.

arch
Select catalog

Product Catalog	˅

Select category

Add criterion +

Where	Variant Spec/Variant VPN	˅	Begins with	˅	TES

Save search	Save template	Clear	Search

9 Select the variant you want to check out in the asset management workflow.

Search

Where	Variant Spec/Variant VPN	˅	Begins with	˅	TE

Save search	Save template	Clear	Search

1 - 50 of 121, 0 selected

	Product... ▼	Status	Product... ▼	PIM Ma...	Product... ▼	Short D...	St
☐	23183600-...	↗	PIM Email3...	true	Variant		23
☐	23183602-...	↗	PIM Email3...	true	Variant		23
☐	23183604-...	✓	PIM Email3...	true	Variant		23
☐	23183605-...	✓	PIM Email3...	true	Variant		23
☐	23183601-...	↗	PIM Email3...	true	Variant		23
☐	23183599-...	↗	PIM Email2...	true	Variant		23

10 Click on the actions icon.

11 Click "Checkout to Asset Management Workflow"