

Why can't I find items in my workflow

After an item has been masterfiled, they should be visible in the item enrichment and asset management workflow.

Why is it that you are unable to see these items in your workflow?

Reason 1 -: Items have not yet been masterfiled

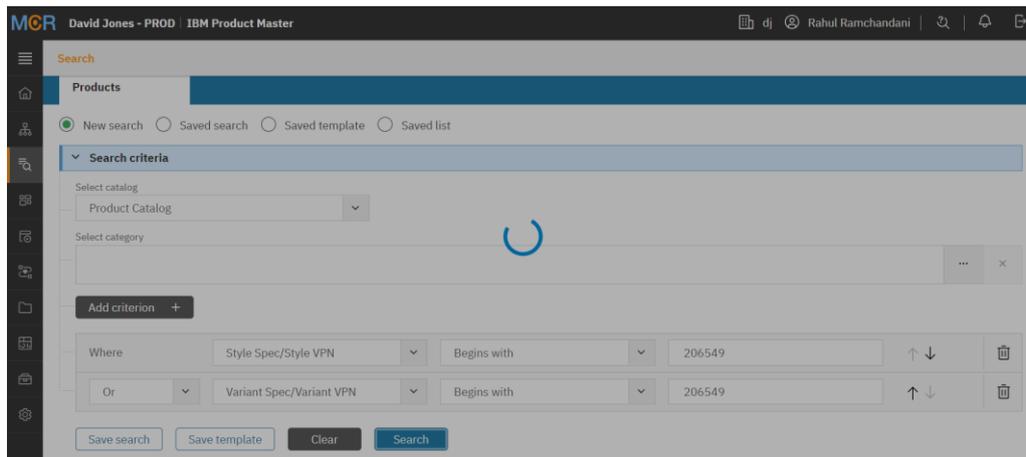
Follow up with your buyer assistant or digital coordinator to check if the items have been masterfiled.

Reason 2 -: You are looking for existing items

Older items will not be visible in your workflow; however, they are available in the product catalogue. If you want them in your workflow you will have to check out these.

Follow the process as shown below

Step 1 - Search for the item at both style and variant level, you can search with the vendor product number (VPN) as shown below.



To make the search easier, you can also type in the first box as shown

Step 2 – Check the status of the style and the variant. Refer to the [checkout cheat sheet](#) and check out items as required.

Step 3 – Check out the item to item enrichment workflow or to asset management workflow. To do so, Select the item, hover your mouse on the actions icon and click on 'Check out to Item Enrichment' or 'Check out to Asset Management'.

Note: Remember that styles can't be checked out to asset management workflow as asset management works at variant level.

If you have any issues during check out, please refer to this [troubleshooting guide](#).