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Accessing Item Enrichment Home Screen Widgets and Dashboard

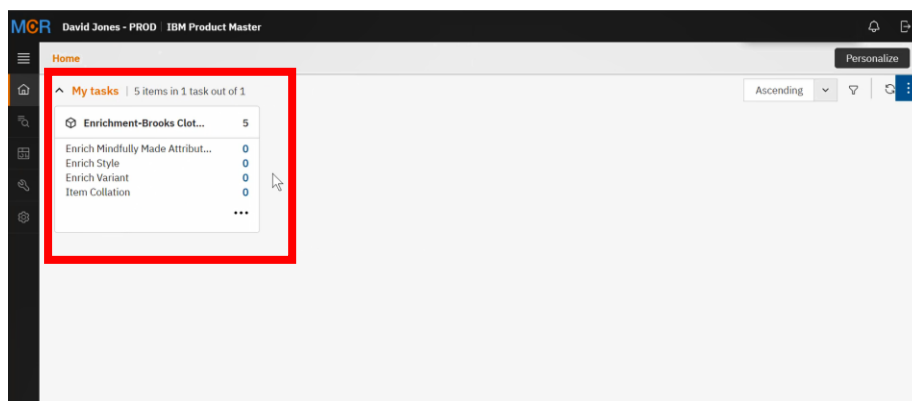
Accessing Item Enrichment Home Screen Widgets and Dashboard

This quick reference guide demonstrates 2 methods to reach the Validate Family Channels page. The Validate Family Channels page is where the item enrichment process begins.

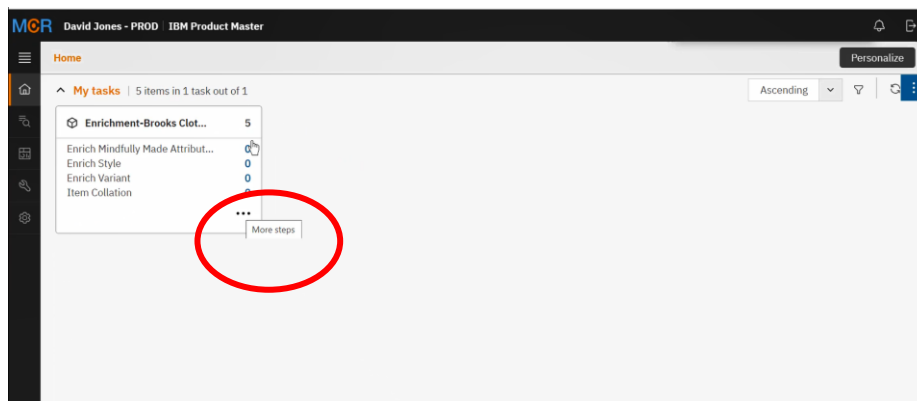
Two methods to access the Validate Family Channels Page are:

Method 1: Home Screen Widgets

- Use the widgets on the home screen.

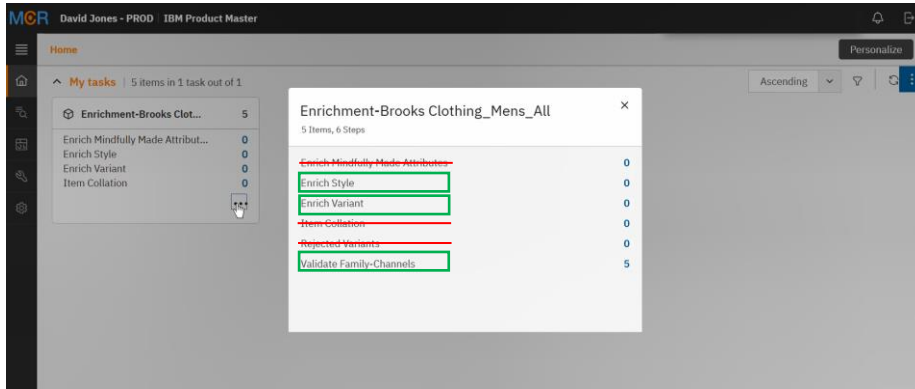


- Click on the More Steps icon

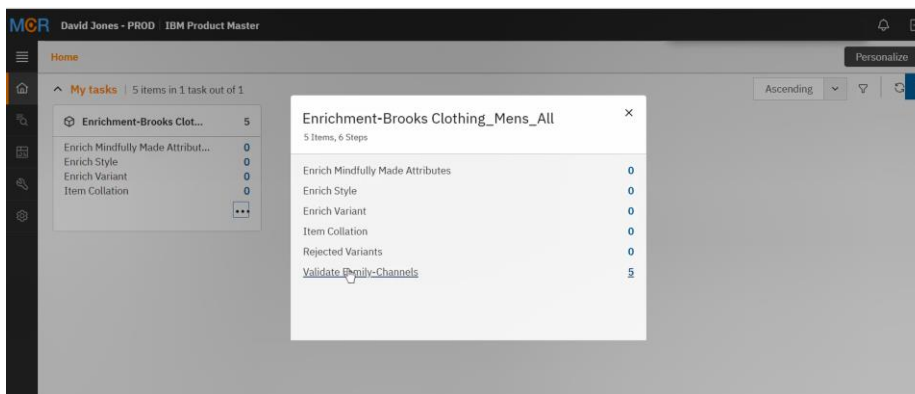


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- Important tasks for the Item Enrichment Process are Validate Family Channels, Enriched Style and Enrich Variant, rest can be avoided.



- To begin the Item Enrichment Process, click on Validate Family Channels



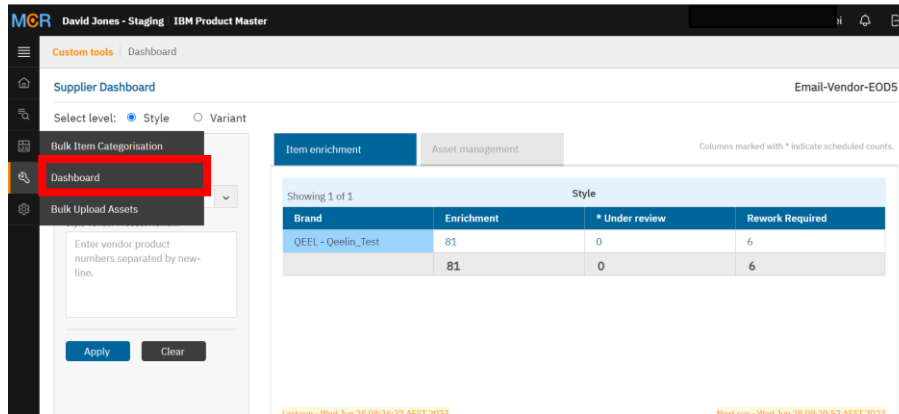
- You will be taken to the Validate Channels Page

Product Number	Status	Availability	Product Name	Style Description	Dept	Dept Description	Class
26098755	✓	✓	BROADCLOTH CHECK SH	BROADCLOTH CHECK SH	3260	MW Classic	115
26098894	✓	✓	BROADCLOTH STRIPE SI	BROADCLOTH STRIPE SI	3260	MW Classic	115
26098756	✓	✓	TARTAN CHECK SHIRT R	TARTAN CHECK SHIRT R	3260	MW Classic	115
26098757	✓	✓	JASPER GINGHAM SHIR	JASPER GINGHAM SHIR	3260	MW Classic	115
26098758	✓	✓	LAMBSWOOL CABLE KN	LAMBSWOOL CABLE KN	3260	MW Classic	204

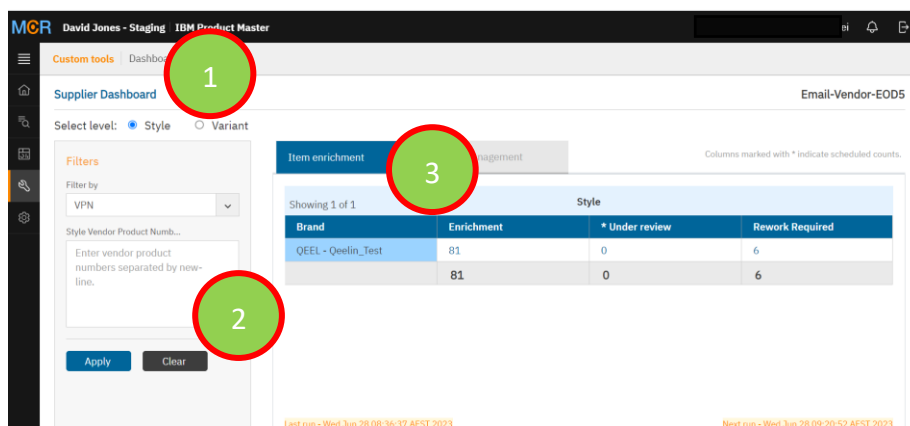
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Method 2: Dashboard

- Access the Dashboard using the custom tools option.



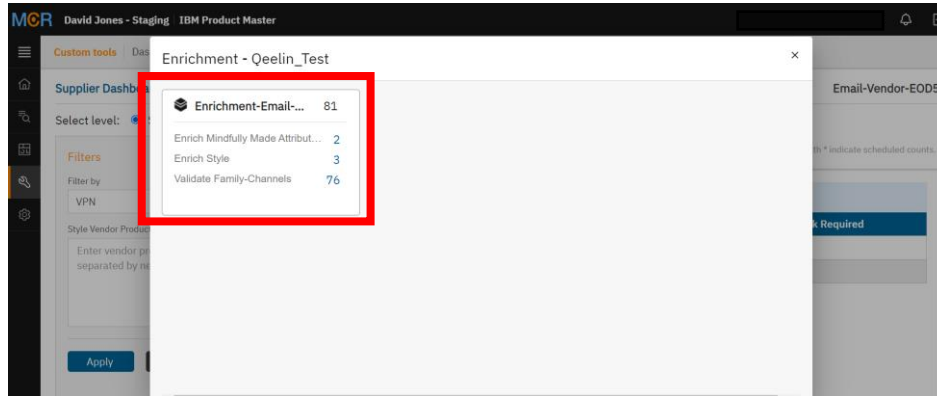
- Let's familiarise ourselves with the dashboard window.



- At the top left corner, you'll find the option to select the level. Keep in mind that Item Enrichment applies to both the style and variant levels, while Asset Management only applies to the Variant level.
- Just below the level selection, there is a filter option. You can use this to filter and display a specific product.
- In the center, there is a table with four columns: Brand, Enrichment, Under Review, and Rework Required. The Brand column displays the brand name. The Enrichment column shows the number of items currently in your workflow. The Under Review column displays the number of items in the workflow of the buyer assistant. The Rework Required column indicates the number of items that were rejected by the buyer assistant and need to be reworked.

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- Clicking on the number in the Enrichment column opens a dialog box with a widget to validate family channels.



- Clicking on number next to Validate Family channels to go the grid view. In this case you will click on 76.

The screenshot shows a software interface with a sidebar on the left. The main area displays a grid view titled 'Validate Family-Channels'. The grid has columns for Product Number, Status, Availability, Product Name, Style Description, Dept, Dept Description, and Class. The first five rows are visible, showing various clothing items. The first row is highlighted with a blue background.

Product Number	Status	Availability	Product Name	Style Description	Dept	Dept Description	Class
26098755	✓	✓	BROADCLOTH CHECK SHIRT	BROADCLOTH CHECK SHIRT	3260	MW Classic	115
26098894	✓	✓	BROADCLOTH STRIPE SHIRT	BROADCLOTH STRIPE SHIRT	3260	MW Classic	115
26098756	✓	✓	TARTAN CHECK SHIRT R	TARTAN CHECK SHIRT R	3260	MW Classic	115
26098757	✓	✓	JASPER GINGHAM SHIRT	JASPER GINGHAM SHIRT	3260	MW Classic	115
26098758	✓	✓	LAMBSWOOL CABLE KNIT	LAMBSWOOL CABLE KNIT	3260	MW Classic	204

If you require further assistance or have additional questions, contact your merchandise or digital representative.