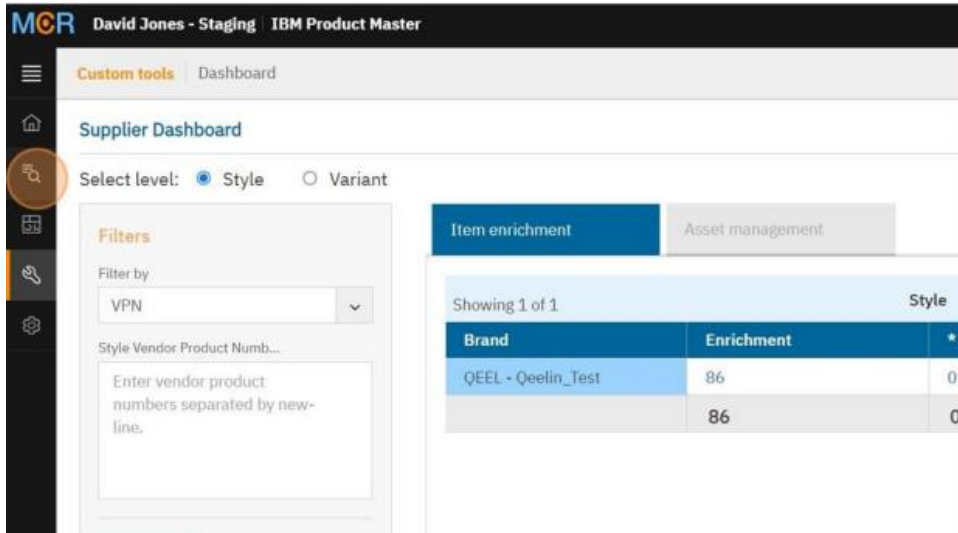


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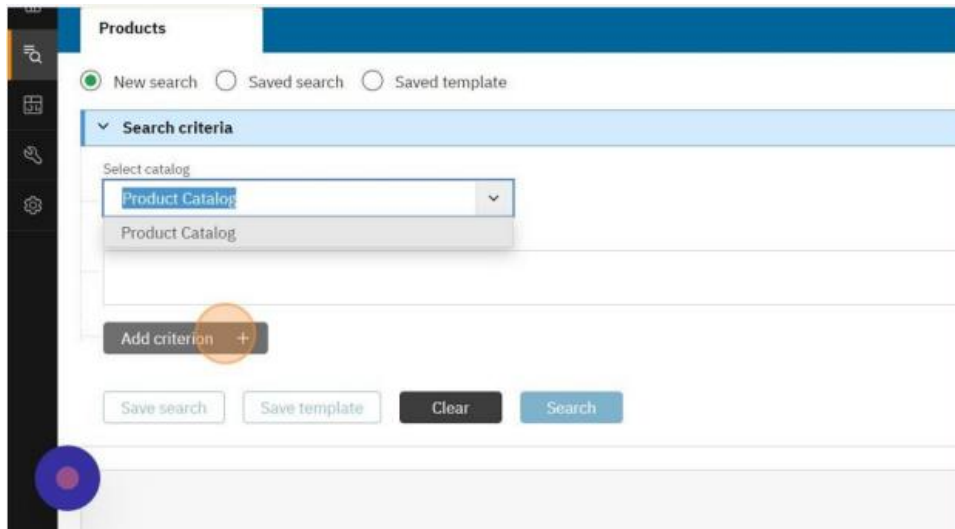
Search and check out items back into the workflow

Checkout Items back into the workflow

- To checkout an item you will have to go through the search feature. Click on the search icon.

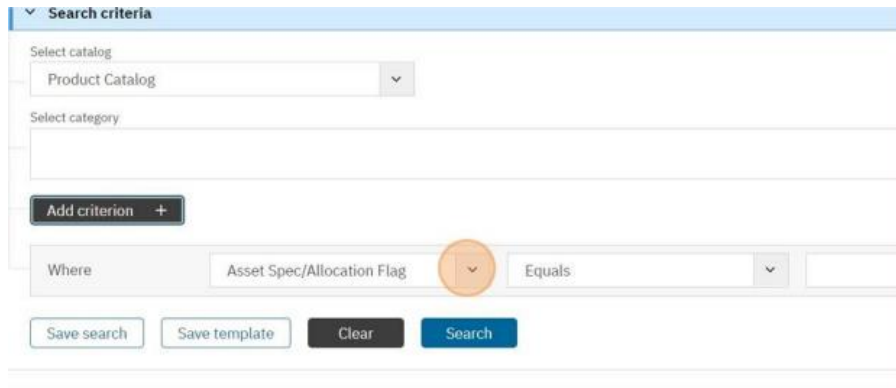


- Select 'Product Catalog' under the 'search catalog' option.



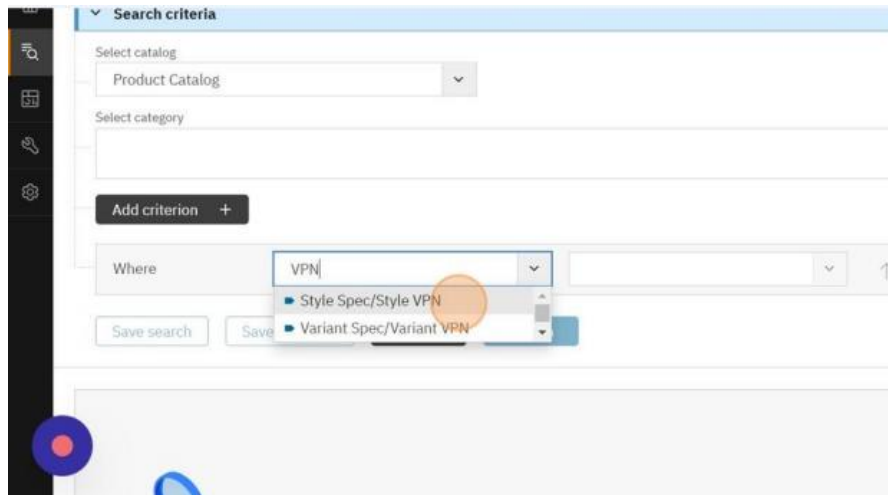
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- Select the search attribute, there is a whole range of attributes you can select from.



The screenshot shows a 'Search criteria' form. It has a 'Select catalog' dropdown set to 'Product Catalog'. Below it is a 'Select category' field. An 'Add criterion +' button is present. The 'Where' field is set to 'Asset Spec/Allocation Flag', and the operator is 'Equals'. At the bottom are buttons for 'Save search', 'Save template', 'Clear', and 'Search'.

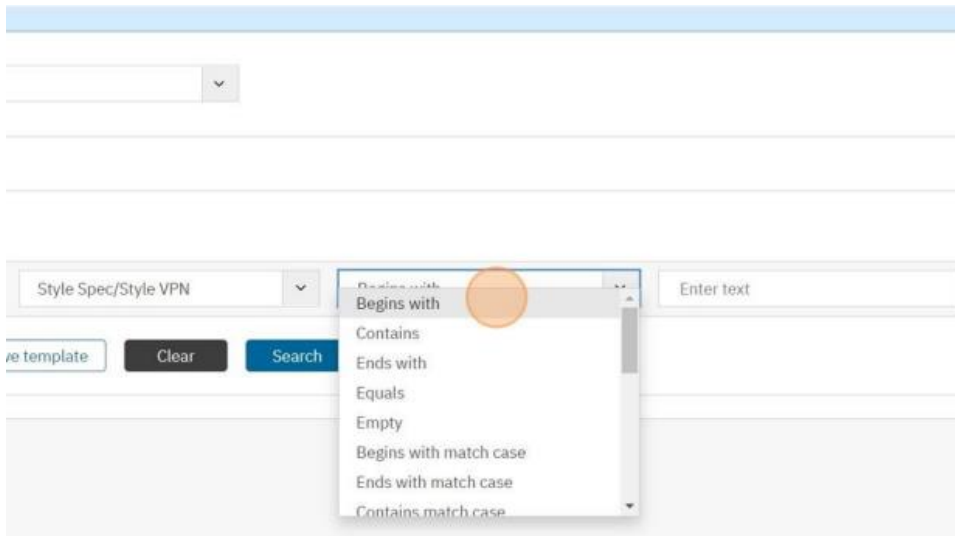
- To make the search easier you can also type in the field as shown. Here we are going to search for the VPN – Vendor Product Number.



This screenshot shows the same 'Search criteria' form, but with the 'Where' dropdown menu open. The text 'VPN' is entered in the dropdown field. The menu shows two options: 'Style Spec/Style VPN' and 'Variant Spec/Variant VPN'. The 'Save search' and 'Save' buttons are visible at the bottom.

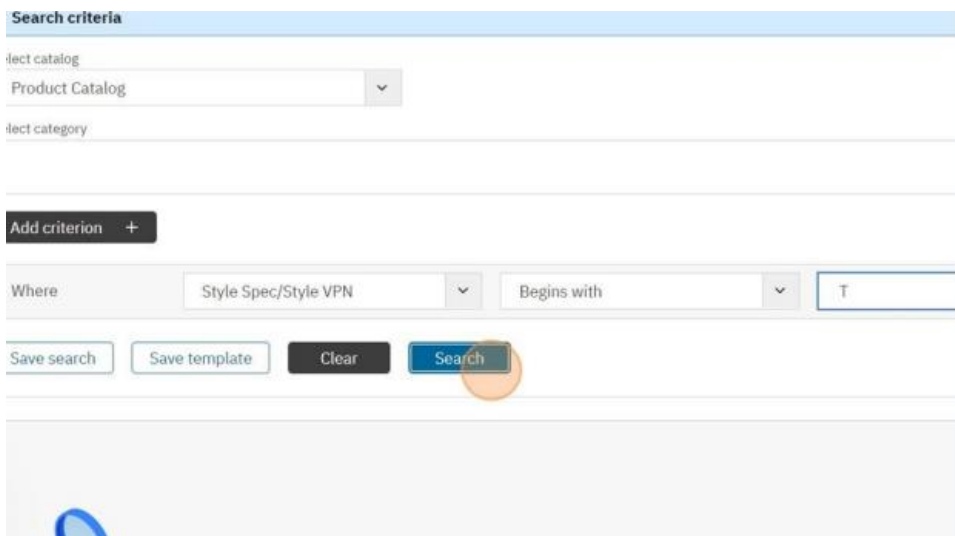
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- Choose the correct logical operator. Here we are choosing 'Begins with' but you can choose from a whole list of logical operators.



A screenshot of a web application interface. At the top, there is a light blue header bar. Below it, there is a search bar with a dropdown arrow. A dropdown menu is open, showing a list of logical operators: 'Begins with', 'Contains', 'Ends with', 'Equals', 'Empty', 'Begins with match case', 'Ends with match case', and 'Contains match case'. An orange circle highlights the 'Begins with' option. To the right of the dropdown menu is a text input field labeled 'Enter text'. Below the search bar, there are buttons for 'Save template', 'Clear', and 'Search'.

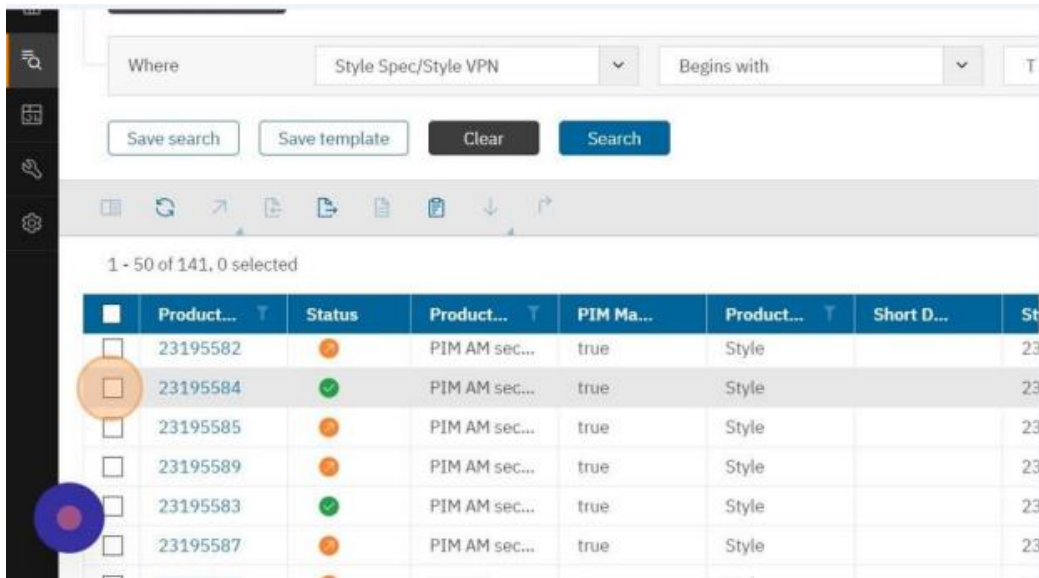
- Type in the search parameter and then click on search. Here we are looking for products that have a VPN starting with the letter 'T'.



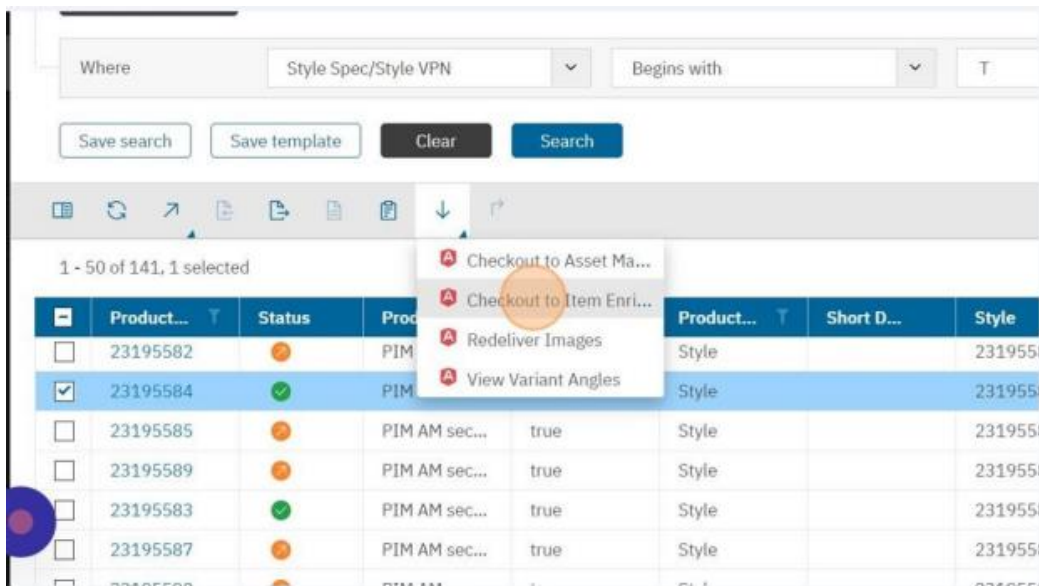
A screenshot of a web application interface showing a search criteria form. The form has a section titled 'Search criteria' with a light blue header. Below this, there are two dropdown menus: 'Select catalog' (set to 'Product Catalog') and 'Select category'. Below these is an 'Add criterion +' button. The main search area has a 'Where' label, a dropdown menu set to 'Style Spec/Style VPN', a logical operator dropdown set to 'Begins with', and a text input field containing the letter 'T'. At the bottom of the form are buttons for 'Save search', 'Save template', 'Clear', and 'Search'. An orange circle highlights the 'Search' button.

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- Select the style that you want to checkout by clicking on the checkbox.

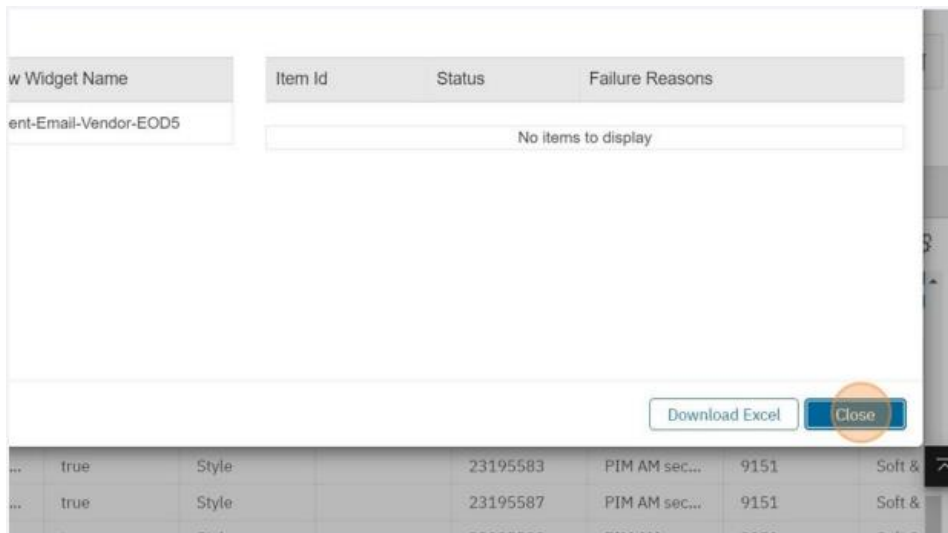


- Click on the actions icon and then click on "Checkout to Item Enrichment Workflow".

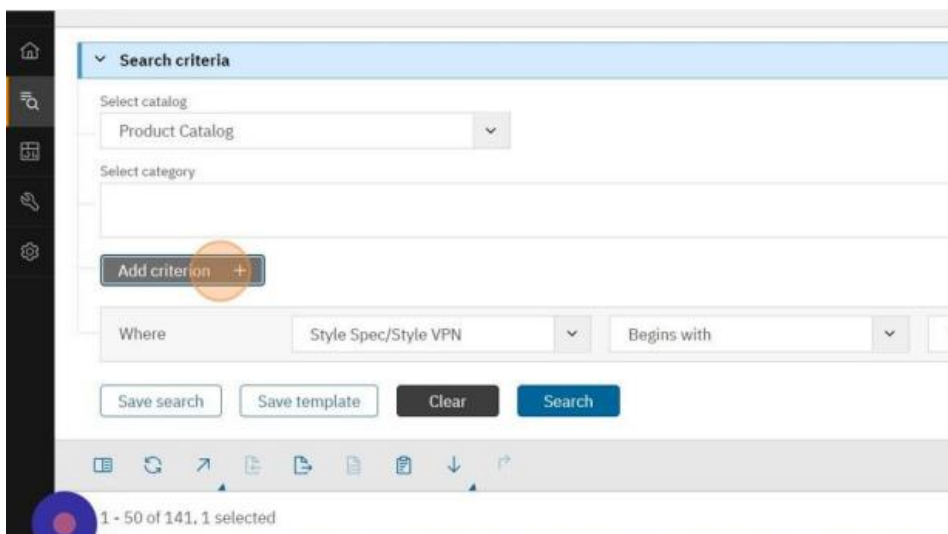


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- This will checkout the item back in to the Item Enrichment workflow.



- To narrow down the search you can add more criteria.



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- Here we are narrowing the search results by adding a criteria for product name.

Search

▼ Search criteria

Select catalog
Product Catalog

Select category

Add criterion +

Where
And

product

Save search Save template Clear Search

- To further narrow down the search we can add another search attribute which is Brand code.

Search

▼ Search criteria

Select catalog
Product Catalog

Select category

Add criterion +

Where
And

brand

Save search Save template Clear Search

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- Enter all the required fields and then click on search.

The screenshot shows the 'Search criteria' form. It includes a 'Select catalog' dropdown set to 'Product Catalog', a 'Select category' dropdown, and an 'Add criterion +' button. Below this, there are three criteria rows. The first row is 'Where' with 'Style Spec/Style VPN' and 'Begins with' set to 'T'. The second row is 'And' with 'Product Catalog Spec/Product ...' and 'Begins with' set to 'P'. The third row is 'And' with 'Variant Spec/Parent Brand Code' and 'Begins with' set to 'L'. At the bottom, there are buttons for 'Save search', 'Save template', 'Clear', and 'Search'.

- Select the style that you want to checkout by clicking on the checkbox.
[What does the green and amber status mean?](#)
Refer to the [cheat sheet](#) when checking out items.

The screenshot shows the search results table. The table has columns: Product..., Status, Product..., PIM Ma..., Product..., Short D..., and St. The first row is highlighted with a green status. The second row is highlighted with an amber status. The third row is highlighted with a green status. The fourth row is highlighted with an amber status. The fifth row is highlighted with a green status. The sixth row is highlighted with an amber status. The seventh row is highlighted with a green status. The eighth row is highlighted with an amber status. The ninth row is highlighted with a green status. The tenth row is highlighted with an amber status. The eleventh row is highlighted with a green status. The twelfth row is highlighted with an amber status. The thirteenth row is highlighted with a green status. The fourteenth row is highlighted with an amber status. The fifteenth row is highlighted with a green status. The sixteenth row is highlighted with an amber status. The seventeenth row is highlighted with a green status. The eighteenth row is highlighted with an amber status. The nineteenth row is highlighted with a green status. The twentieth row is highlighted with an amber status. The twenty-first row is highlighted with a green status. The twenty-second row is highlighted with an amber status. The twenty-third row is highlighted with a green status. The twenty-fourth row is highlighted with an amber status. The twenty-fifth row is highlighted with a green status. The twenty-sixth row is highlighted with an amber status. The twenty-seventh row is highlighted with a green status. The twenty-eighth row is highlighted with an amber status. The twenty-ninth row is highlighted with a green status. The thirtieth row is highlighted with an amber status. The thirty-first row is highlighted with a green status. The thirty-second row is highlighted with an amber status. The thirty-third row is highlighted with a green status. The thirty-fourth row is highlighted with an amber status. The thirty-fifth row is highlighted with a green status. The thirty-sixth row is highlighted with an amber status. The thirty-seventh row is highlighted with a green status. The thirty-eighth row is highlighted with an amber status. The thirty-ninth row is highlighted with a green status. The fortieth row is highlighted with an amber status. The forty-first row is highlighted with a green status. The forty-second row is highlighted with an amber status. The forty-third row is highlighted with a green status. The forty-fourth row is highlighted with an amber status. The forty-fifth row is highlighted with a green status. The forty-sixth row is highlighted with an amber status. The forty-seventh row is highlighted with a green status. The forty-eighth row is highlighted with an amber status. The forty-ninth row is highlighted with a green status. The fiftieth row is highlighted with an amber status. The fifty-first row is highlighted with a green status. The fifty-second row is highlighted with an amber status. The fifty-third row is highlighted with a green status. The fifty-fourth row is highlighted with an amber status. The fifty-fifth row is highlighted with a green status. The fifty-sixth row is highlighted with an amber status. The fifty-seventh row is highlighted with a green status. The fifty-eighth row is highlighted with an amber status. The fifty-ninth row is highlighted with a green status. The sixtieth row is highlighted with an amber status. The sixty-first row is highlighted with a green status. The sixty-second row is highlighted with an amber status. The sixty-third row is highlighted with a green status. The sixty-fourth row is highlighted with an amber status. The sixty-fifth row is highlighted with a green status. The sixty-sixth row is highlighted with an amber status. The sixty-seventh row is highlighted with a green status. The sixty-eighth row is highlighted with an amber status. The sixty-ninth row is highlighted with a green status. The seventieth row is highlighted with an amber status. The seventy-first row is highlighted with a green status. The seventy-second row is highlighted with an amber status. The seventy-third row is highlighted with a green status. The seventy-fourth row is highlighted with an amber status. The seventy-fifth row is highlighted with a green status. The seventy-sixth row is highlighted with an amber status. The seventy-seventh row is highlighted with a green status. The seventy-eighth row is highlighted with an amber status. The seventy-ninth row is highlighted with a green status. The eightieth row is highlighted with an amber status. The eighty-first row is highlighted with a green status. The eighty-second row is highlighted with an amber status. The eighty-third row is highlighted with a green status. The eighty-fourth row is highlighted with an amber status. The eighty-fifth row is highlighted with a green status. The eighty-sixth row is highlighted with an amber status. The eighty-seventh row is highlighted with a green status. The eighty-eighth row is highlighted with an amber status. The eighty-ninth row is highlighted with a green status. The ninetieth row is highlighted with an amber status. The ninety-first row is highlighted with a green status. The ninety-second row is highlighted with an amber status. The ninety-third row is highlighted with a green status. The ninety-fourth row is highlighted with an amber status. The ninety-fifth row is highlighted with a green status. The ninety-sixth row is highlighted with an amber status. The ninety-seventh row is highlighted with a green status. The ninety-eighth row is highlighted with an amber status. The ninety-ninth row is highlighted with a green status. The hundredth row is highlighted with an amber status.

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- Click on the actions icon and then click on "Checkout to Item Enrichment Workflow".

