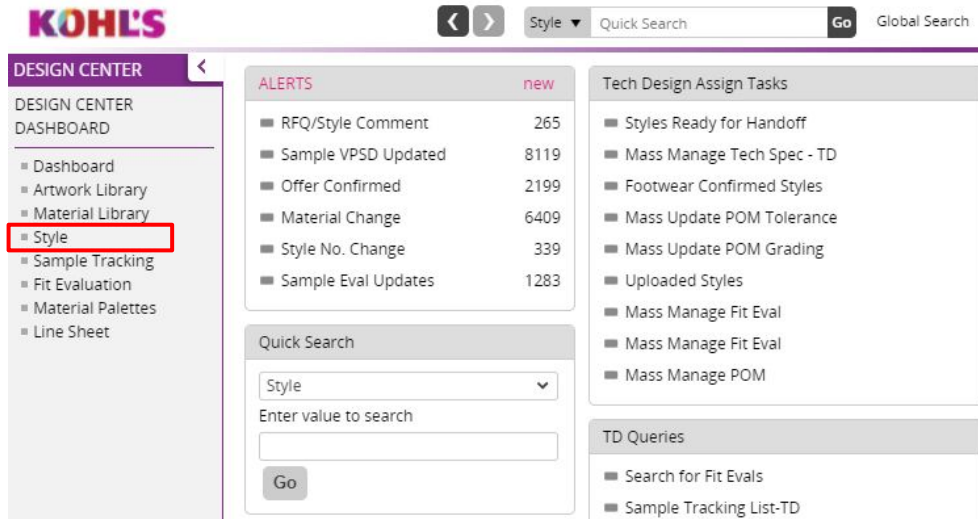
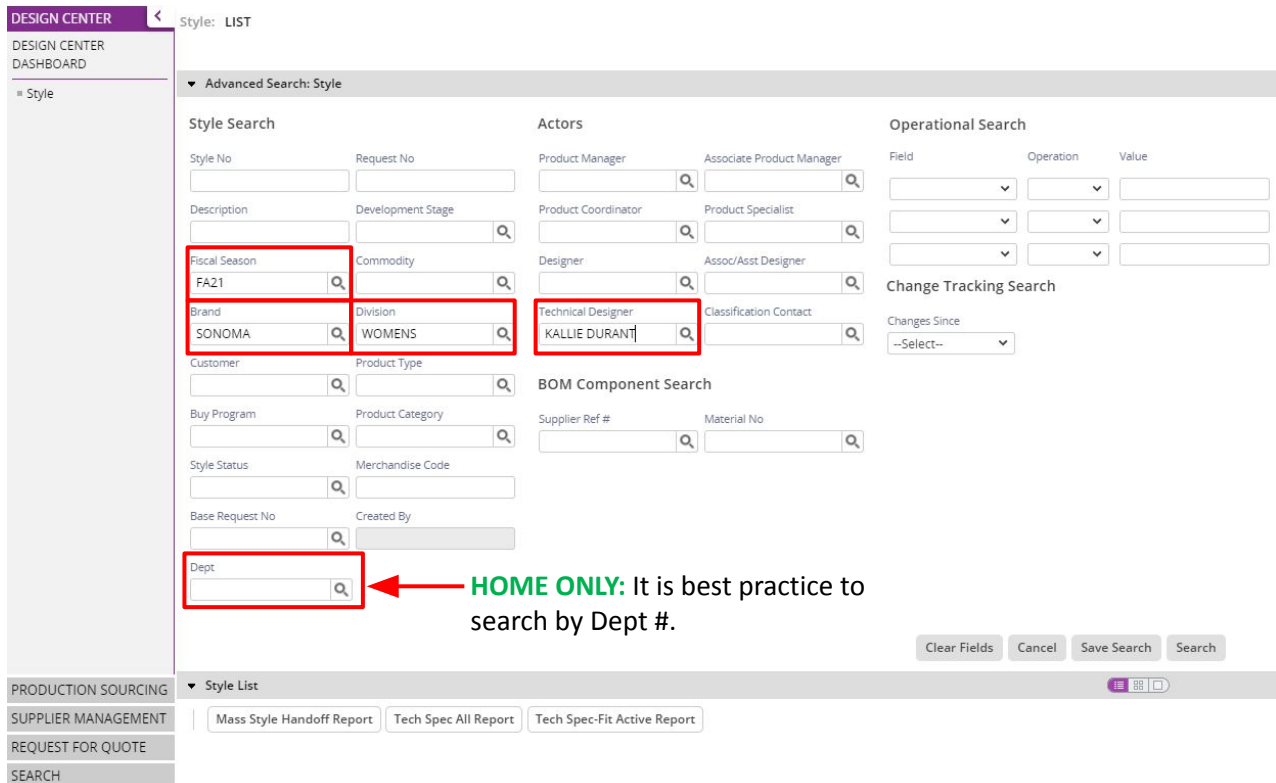


STYLE SEARCH – CREATING A SAVED SEARCH

1. To create a saved search, navigate to the Dashboard.
2. Click on **STYLE** on the far left.

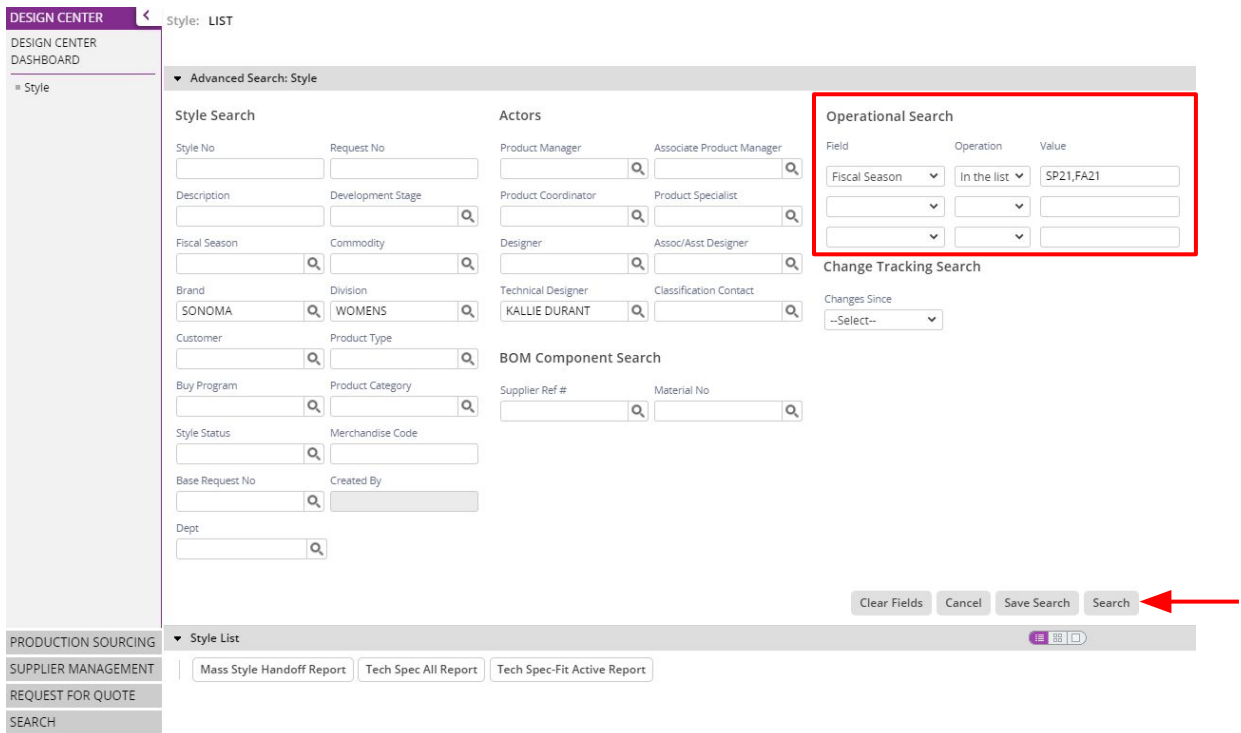


3. The Advance Search: Style window will open. Type ahead or use the magnifying glass to fill in any of the below fields to help narrow your search.

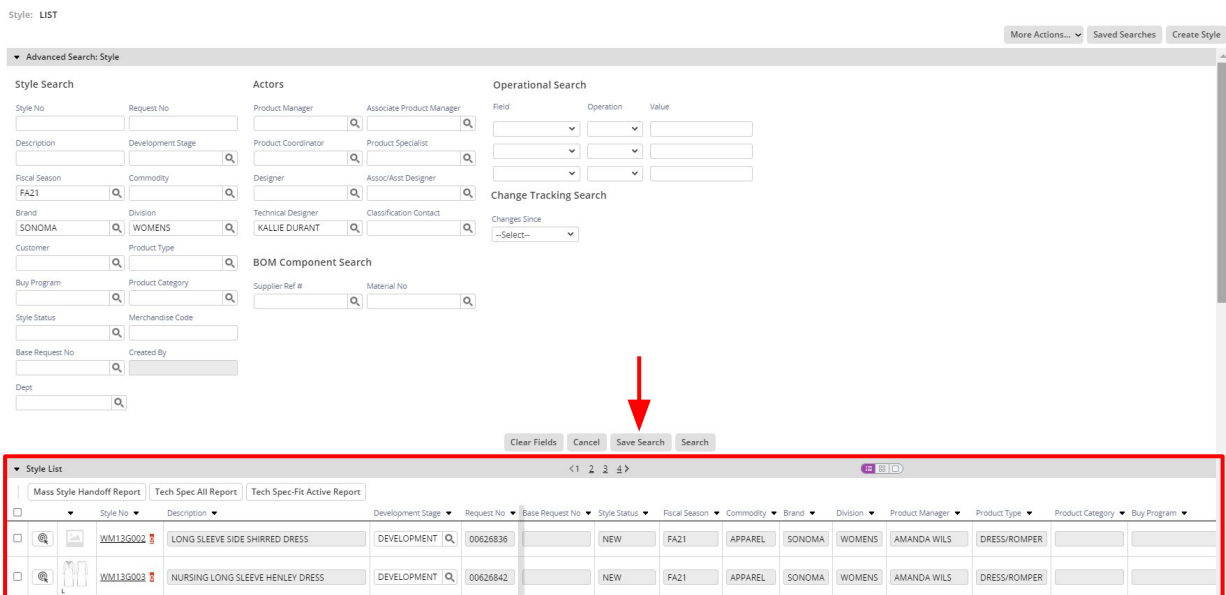


STYLE SEARCH – CREATING A SAVED SEARCH (CONT'D)

4. If you are trying to search for multiple seasons and/or multiple brands, use the Operational Search fields.
5. Fill out the Field and Operation fields by selecting from the drop down menu.
NOTE: When searching for multiple seasons and/or multiple brands, select **"In the list"** from the Operation drop down.
6. The Value field is free type. Type in the seasons and/or brands, separating each by a comma with **NO** space.
EXAMPLE: SP21,FA21 or APT 9,SONOMA
7. Once desired fields are filled out, click Search.
NOTE: In order to save a search, you must first run a search.



8. The style list window will appear. Click Save Search.



DASHBOARD

STYLE SEARCH – CREATING A SAVED SEARCH (CONT'D)

- The Save Search window will appear. Free type in the Save Search As field, then click Save.

▼ Advanced Search: Style

Style Search

Style No Request No

Description Development Stage

Fiscal Season Commodity

Brand Division

Customer Product Type

Buy Program Product Category

Style Status Merchandise Code

Base Request No Created By

Dept

Actors

Product Manager Associate Product Manager

Product Coordinator Product Specialist

Designer Assoc/Asst Designer

Technical Designer Classification Contact

KALLIE DURANT

Operational Search

Field	Operation	Value
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

BOM Component Search

Supplier Ref # Material No

Change Tracking Search

Changes Since

Save Search

Save Search as:

Saved Searches

Search Name	Save Date
No saved search records found.	

- The Success Message window will appear confirming search has been saved.

Success Message(s)

Search saved successfully.

