

## DASHBOARD

## **STYLE SEARCH – DELETE A SAVED SEARCH**

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

| KOHĽS   | $\langle \rangle$   | Style 🔻   | Quick Search Go Global Search  |  |
|---|---|---|--|--|
| DESIGN CENTER   | ALERTS  | new   | Tech Design Assign Tasks   |  |
| DESIGN CENTER<br>DASHBOARD<br>= Dashboard<br>= Artwork Library<br>= Material Library<br>= Style<br>= Sample Tracking<br>= Fit Evaluation<br>= Material Palettes<br>= Line Sheet | <ul> <li>RFQ/Style Comment</li> <li>Sample VPSD Updated</li> <li>Offer Confirmed</li> </ul> | <ul> <li>Styles Ready for Handoff</li> <li>Mass Manage Tech Spec - TD</li> <li>Footwear Confirmed Styles</li> </ul> |  |  |
|   | Material Change Style No. Change Sample Eval Updates Ouick Search                           | 6409<br>339<br>1283   | Mass Update POM Tolerance     Mass Update POM Grading     Uploaded Styles     Mass Manage Fit Eval |  |
|   | Style<br>Enter value to search  | ~   | Mass Manage POM      TD Queries      Search for Fit Evals      Sample Tracking List-TD             |  |

- 3. The Advance Search: Style window will open. Click on Saved Searches in the top right corner.
- 4. The Saved Searches window will appear. Click on the box next to Search Name, then click Delete.

| DESIGN CENTER<br>DASHBOARD | Style: LIST                    |                         |                         |                          |                                  |                    |                   |           |                  | More Actions 🛩 Saved Searches Create Style |
|----------------------------|--------------------------------|-------------------------|-------------------------|--------------------------|----------------------------------|--------------------|-------------------|-----------|------------------|--|
| * Style                    | Advanced Search: Scyle         |                         |                         |                          |                                  |                    |                   |           |                  |  |
|                            | Style Search                   |                         |                         | Actors                   |                                  |                    | Operational Searc | h         |                  |  |
|                            | Style No                       | Request No              |                         | Product Menager          | Associate Product I              | Manager            | Field             | Operation | Value            |  |
|                            | Description                    | Development Stage       |                         | Product Coordinator      | Product Specialist               | Product Specialist | *                 | • •       |                  |  |
|                            |                                |                         | Q,                      |                          | Q,                               | Q,                 |                   |           |                  |  |
|                            | Fiscal Season                  | Commodity               | 0                       | Designer                 | Assoc/Asst Designe               | 0                  | channa Tarabian C | · · · ·   |                  |  |
|                            | Brand                          | Division                | ~                       | Technical Designer       |                                  |                    | change Tracking S | earch     |                  |  |
|                            |                                | Q                       | Q,                      |                          | Q Saved Searche<br>Search Name • | d Searches         | 5                 |           |                  |  |
|                            | Customer                       | Product Type            | Q                       | BOM Component Se         |                                  | Save Date 🕈        |                   |           |                  |  |
|                            | Buy Program Product Category   | Supplier Ref #          | Azt SONOMA WARNS KALLIE | 02/10/2021               |                                  |                    |                   |           |                  |  |
|                            |                                | Q.                      | Q,                      | Q                        |                                  |                    | Delete            |           |                  |  |
|                            | Style Status                   | Q.                      |                         |                          |                                  |                    |                   |           |                  |  |
|                            | Base Request No                | Created By              |                         |                          |                                  |                    |                   |           |                  |  |
|                            |                                | ٩                       |                         |                          |                                  |                    |                   |           |                  |  |
|                            | Liept                          | Q                       |                         |                          |                                  |                    |                   |           |                  |  |
|                            |                                |                         |                         |                          |                                  |                    | Clear Fields      | Cancel Sa | ve Search Search |  |
| PRODUCTION SOURCING        | <ul> <li>Style List</li> </ul> |                         |                         |                          |                                  |                    |                   |           |                  |  |
| SUPPLIER MANAGEMENT        | Mass Style Hand                | loff Report Tech Spec A | Ul Report               | Tech Spec-Fit Active Rep | ort                              |                    |                   |           |                  |  |
| REQUEST FOR QUOTE          |                                |                         |                         |                          |                                  |                    |                   |           |                  |  |
| PARMI .                    |                                |                         |                         |                          |                                  |                    |                   |           |                  |  |

5. The Success Message window will appear confirming saved search has successfully been removed.

