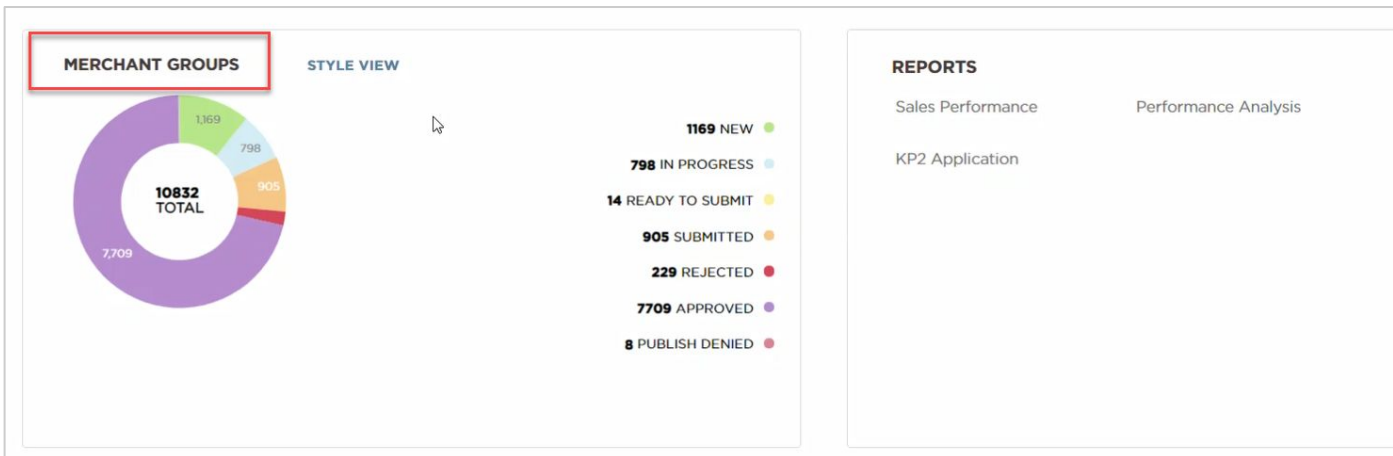# How To Attribute Using Mass Attribution
Mass update common attributes across multiple styles within the same Merchant Group

1. Navigate to Merchant Group landing page
   a. To get there, scroll down to the Merchant Group widget on the K-Link home screen and click the Merchant Groups hyperlink

2. Click on Advanced Filters
3. Input your Merchant Group within the Merchant Group Name column
   a. Click Apply Filters

4. Take ownership of the Attribution Timeline using 1 of 2 ways shown below

OR

5. Select a Specific Product for your style from the dropdown list to narrow down the number of attributes required
   a. Select "Save Changes"
   b. Your style status will change from "New" to "In Progress"

6. Checkmark the styles that will have the exact same attributes and click the "Mass Update" button in the upper righthand corner

7. Fill out **ALL** attribution fields that will be the same between the selected styles
   a. Attribution fields are either freeform text boxes, dropdowns or multi-select dropdowns
   b. Please choose or write "No Value" for any attribute that does not apply to your products

Option 1: If ALL attributes will be exactly the same between the selected styles you are mass attributing

8. Click "Save" at the top right to save your work. A message will appear noting that the work entered was saved
9. Once attribution has been filled out, click the "Finish" button at the top of the screen
   a. If you missed an attribute, a red box will appear around the missed attribute(s). Please fill them out and click "Save""Finish" again

10. Once attribution is complete, your styles' status will now show as "Ready to Submit"
11. Checkmark your styles that are "Ready to Submit" and click the "Submit" button in the bottom right corner

12. You will receive a popup message saying "Selected Styles submitted successfully"
    a. Your styles' status will now show as "Submitted"

Option 2: If NOT ALL attributes will be exactly the same between the selected styles you are mass attributing

8. Click "Save" at the top right to save your work. A message will appear noting that the work entered was saved
9. Click the "X" in the upper lefthand corner

Add Attributes

DEPARTMENT 19 | VENDOR: FOSSIL INC | BRAND: RELIC | STYLE: MULTI   SAVE   FINISH   ✕

10. Your selected styles will still show a status of "In Progress" as not all attribution has been filled out yet.
11. Proceed to doing the Single Attribution process for each individual style, filling in the remaining attribute fields that will be different than the other styles
12. Once attribution is complete, your styles' status will now show as "Ready to Submit"
13. Checkmark your styles that are "Ready to Submit" and click the "Submit" button in the bottom right corner

Attributes	Images and Samples						
📄 Mass Update	📄 Attribute Grid View					📄 Import Attributes	📄 Export Attributes
☐ VENDOR STYLE ▲	DESCRIPTION ▲	KOHLS STYLE ID ▲	COLOR	PDP CATEGORY	SPECIFIC PRODUCT ▲	STATUS ▲	
☐ STYLE11	DEMO STYLE 11	18744244	3 Colors Available...	Testing Department	No Value ⌄	SUBMITTED	💬 📄
☑ STYLE22	DEMO STYLE 22	54021508	ORANGE	Testing Department	No Value ⌄	READY TO SUBMIT	💬 📄
☑ STYLE33	DEMO STYLE 33	19521920	3 Colors Available...	Testing Department	No Value ⌄	READY TO SUBMIT	💬 📄

①   **Submit** ②

14. You will receive a popup message saying "Selected Styles submitted successfully"
    a. Your styles' status will now show as "Submitted"

Selected Styles submitted successfully.   ✕

OK
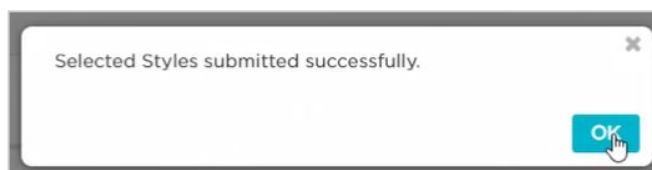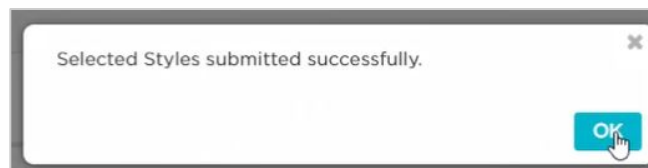
| ☐ STYLE22 | DEMO STYLE 22 | 54021508 | ORANGE | Testing Department | No Value ⌄ | SUBMITTED | 💬 📄 |
| ☐ STYLE33 | DEMO STYLE 33 | 19521920 | 3 Colors Available... | Testing Department | No Value ⌄ | SUBMITTED | 💬 📄 |