

Search Style by Quick Search

- Search Style # in the new Quick Search at the top of your dashboard
- You can access this from any screen within the system
- Make sure there is no Space after the style# if copy/pasting into Quick Search



<u>BONUS</u> If viewing via Tech Spec is your preferred screen, you can also search Tech Specs directly from Quick Search



Search from Omni- Market

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On Left Navigation, Click Omni- Market

- Styles are now referred to as Request(s)
- Search for a specific Brand, Season, Vendor Style No. etc....
- Search using Operational Search for available Search Fields
- Search based on Modified Date using Change Tracking Search

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Your layout might look slightly different depending on your access



Bonus Tips for Searching in Omni- Market

Use the **Saved Search** for frequently used searches or to Predefine a search for quick access in the future



Use Offer Response to Search directly for Offers

This is an additional way to search offer information using the Left Navigation Bar

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Searching Styles by Omni- Market gives you a list of your search results in the Left Navigation Bar. This makes it easy to jump to the next Style (Request)



Want to return to the Search List?

Click the Icon next to Request(s) to return to the Search List

Search from a Query

- Search for a Style using various queries
- Click the hyperlink/drill down to access the individual Styles

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Tradestone updates you want to know...

We are in IT Freeze *Reminder

System changes are locked down from October through the end of the year.

All change requests/minor issues can be submitted and will be worked on in our test environments but will not be available until early 2021.

Feel free to report all issues and change requests to the team during scheduled touchbases and we will add to our list to work on.

Please call out any Critical issue and we will work to address those immediately.

Any questions or issues, please reach out to <u>Tradestonesupport@urbanout.com</u> or create a ticket through the helpdesk at help.urbn.com.