**How-To: Saks Workflow Report**

**BIT (***Ecomm by Colour Count)***:**

**Microstrategy Report – link to Microstrategy** [**here**](http://10.1.130.61/MicroStrategy/asp/Main.aspx?&r_d1446=CE84740E164030A2079406732D127246) *(USE INTERNET EXPLORER)*

* *Path to Microstrategy Report: BIT/Division Reports/Saks Fifth Avenue/Saks Direct Site Ops/MIS.IB004A.2 – Saks-Ecomm by Colour Count/ Filter 4. On Organization Hierarchy/Remove 6199: INTERNET and Input 8689:SAKS DIRECT under Saks Fifth Avenue, Store/DC*
* Run report then export 🡪 export

In Gmail, download and open attachments listed below (subject title bolded):

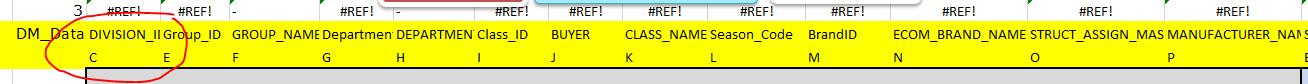
* **DM\_WORKFLOW\_META\_RPT** - open first attachment, NOT DM\_Meta
* **DM\_SAKS\_OH\_INACTV\_UPC**
* **SAKS COMBINED NOT ON SITE ITEMS REPORT**

**Summary Chart & Workflow Report Details**

1. Path to Master Templates top level folder on I: drive – bookmark for easy navigation

I:\Merch Ops\Site Operations & Improvements\Saks Direct Site Operations\Work Flow\Master Templates\SAKS TEMPLATE

1. **FILE NAME**: SAKS\_Daily Workflow\_Template\_2019\_v1
2. On yellow highlighted TAB **DM\_Data**, paste data starting in cell A3 from DM\_WORKFLOW\_RPT2019xxxx.XLS
   1. **INCLUDING headers – this finds the match on the details-products tab for the macro to run**



1. Open **Microstrategy** file (BIT report)
   1. Go back to *SAKS\_Daily Workflow\_TEMPLATE*
   2. On yellow highlighted **Ttl\_Inv** tab starting in cell D2 do a vlookup back to the BIT report for data in cells E10 – E49
   3. If any values show as N/A replace with a 0
   4. Copy and paste as values
2. Click on **Details – Products** tab, first **clear content**, then click **Paste** and wait for data to populate, lastly click black **Paste Special** button to paste data as values. Once the macro has completed:
3. Filter on Group 34, and update this group number to 33
4. Click “Save As”, and save as **excel** workbook file (not macro) as a WIP
   1. Save as daily SAKS Raw file with today’s date from yesterday’s file:

I:\Merch Ops\Site Operations & Improvements\Saks Direct Site Operations\Work Flow\Saks Daily

* + 1. 10.24.2018\_Daily\_Workflow\_Report\_SAKS

1. Filter on row 7. Go to Rework status (BI) and filter on Re-Work: Complete Fur Attributes, then filter on Workflow Exception Type (BK) 0
   1. Under Current\_Workflow\_Status (BL) type in Awaiting Complete Copy Attributes
   2. Under Current Team (BM) type in Sample Management
   3. Copy these two columns all the way down
   4. Unfilter
2. FOR RIGHT NOW UNTIL DHAVAL GIVES UPDATES
   1. (These are items that merchants need to flag for web; See steps)

**Inactive UPC/ Additional Color Sizes Report**

1. Open **DM\_SAKS\_OH\_INACTV\_UPC** file
2. Update group 34 to 33
3. Copy all data, minus the first Header row
4. Paste data you copied from **DM\_SAKS\_OH\_INACTV\_UPC** file into **Final** tab.
5. Scroll over to columns AR-AS and copy formulas in row 1 in red down
6. Copy and paste as values once calculation is complete
7. SAVE

I:\Merch Ops\Site Operations & Improvements\Saks Direct Site Operations\Work Flow\Saks Daily

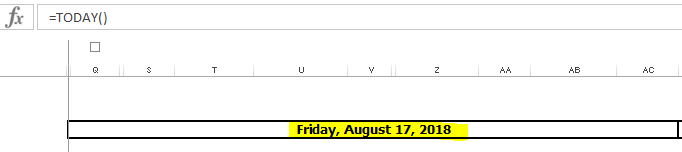
**Saving file for teams:**

1. Copy team template: (XX.XX.19\_Daily Workflow Report\_SAKS.xlsx) from the same path as the template/inactive reports below:

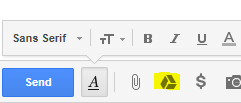
I:\Merch Ops\Site Operations & Improvements\Saks Direct Site Operations\Work Flow\Master Templates\SAKS TEMPLATE

1. Paste to the below location and update the file name to today’s date, **password**: ecom678

I:\Merch Ops\Daily Workflow Report\Saks

1. Go back to THE *SAKS WIP TEMPLATE* and click on **WF Summary Chart** tab.
   1. Copy and paste today’s date as values
   2. 

Copy all data from Q14- DW14 down to Q53- DW53 and paste AS VALUES in *XX.XX.17\_Daily Workflow Report\_SAKS\_UPDATED* “**Summary Chart**” tab.

1. Go back to *SAKS\_Daily Workflow\_TEMPLATE* and click on **Details-Products** tab.
   1. Copy all data from C8- BS8 down and paste in the *XX.XX.19\_Daily Workflow Report\_SAKS\_UPDATED* on “**Workflow Details**” tab starting at A6.
2. Go to *SAKS\_Daily Workflow\_TEMPLATE* and click on **Final** tab.
   1. Copy all data from A5 and paste in *XX.XX.19\_Daily Workflow Report\_SAKS\_UPDATED* on “**Additional Color Sizes Report**” tab starting at A5.
3. Save (if you need to reopen file later the **password** is ecom678)
   1. I:\Merch Ops\Daily Workflow Report\Saks
4. SAVE PDF FROM THE WF SUMMARY CHART TAB
   1. HIGHLIGHT/SELECT CHART AND GO TO PAGE LAYOUT 🡪 PRINT AREA 🡪 SET PRINT AREA 🡪 SAVE AS 🡪 SAVE AS A PDF
   2. File > Save As > Browse…. **I:\Merch Ops\Daily Workflow Report\Saks**
      1. Save as File name: 01.03.18\_Daily Workflow Report\_SAKS.pdf (change to today’s date.)
5. Upload excel file into [Google drive](https://drive.google.com/drive/folders/0B5HAW5GlqqxBSDFHUTNmaTlUc2s)
   1. HBC Digital Ops Reports 🡪 Daily Workflow Report 🡪 SAKS
   2. THEN UPLOAD FROM THE GOOGLE DRIVE INTO THE EMAIL
      1. 
6. ATTACHMENTS SENT IN EMAIL:
7. PDF OF SUMMARY CHART
8. THE NOT ON SITE BY TEAM CHART
9. GET WF DISTRO [HERE](https://docs.google.com/spreadsheets/d/1LWmjgjcSbTMoZSJPctl8wgF1rGjccUpTAWcmiYKuwOI/edit#gid=0)