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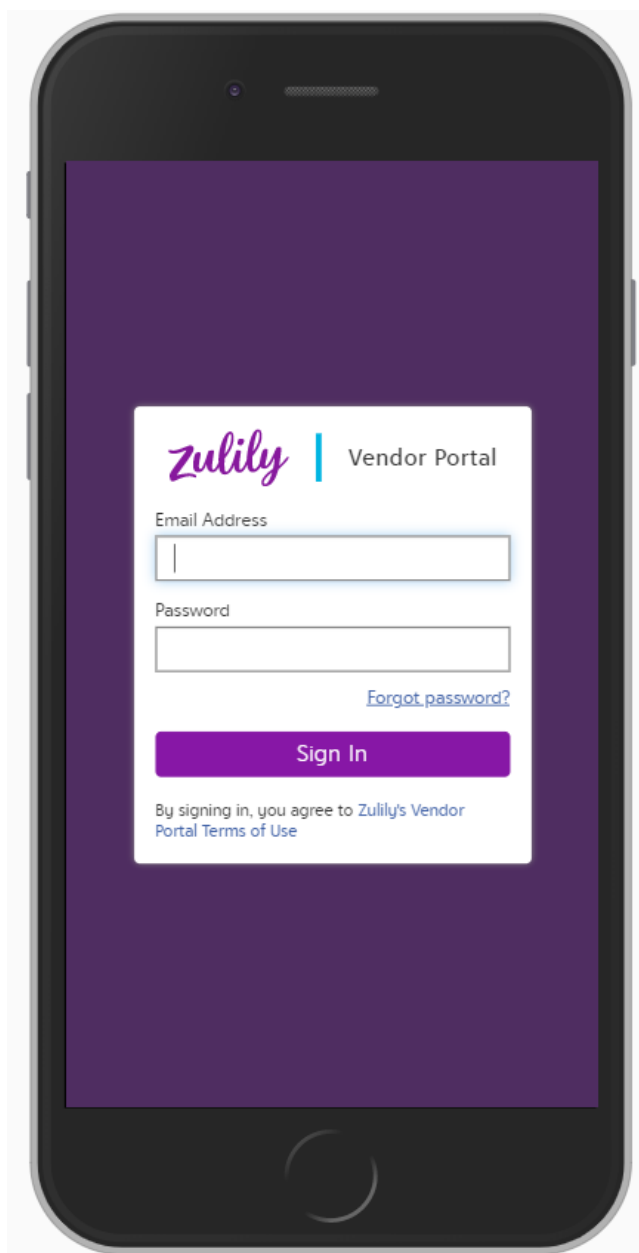**How-To Guide - Mobile Experience – Future Event Approval**
This guide is intended to provide step-by-step instructions to approval future event details through a mobile device.
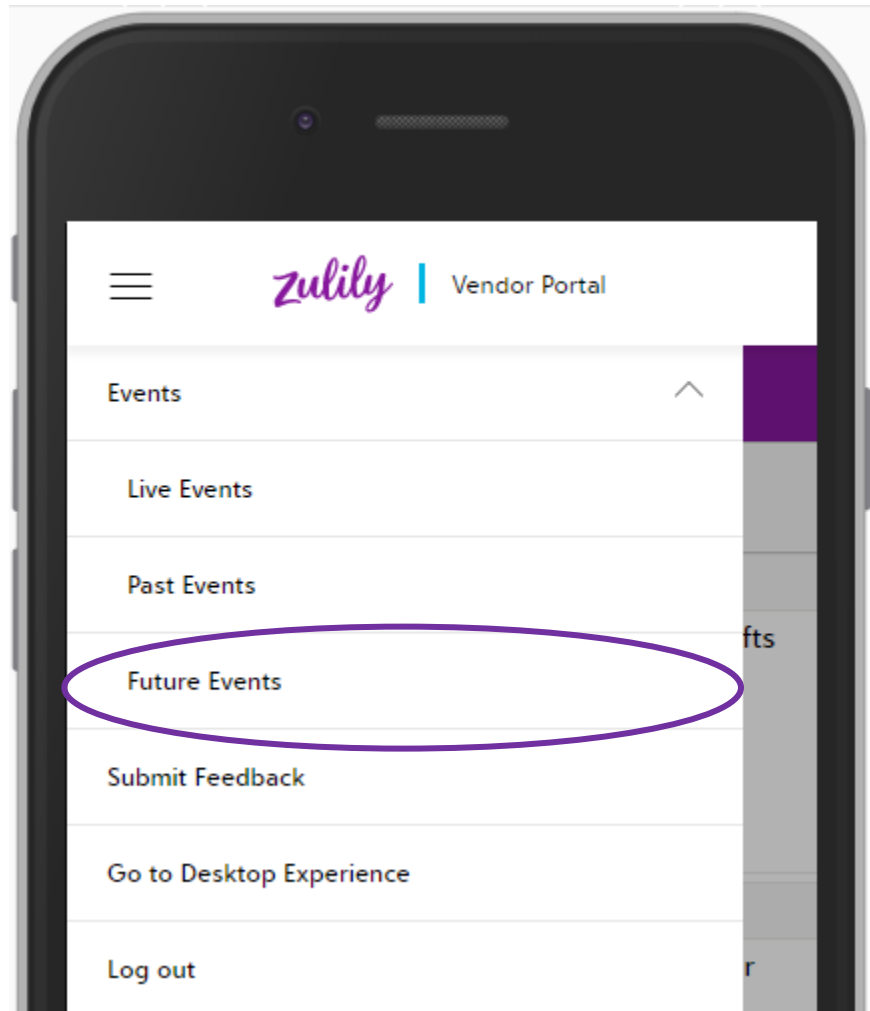

How to log in:
Login to the portal website. (https://portal.zulily.com/)

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After logging in, click on the three lines at the top of the page. (This will open a menu to select your Future Events)

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Future Event level details are populated below. (The search function can be used to quickly identify the event you would like to review. Alternatively, you may sort your events by event start date with the sort button.)
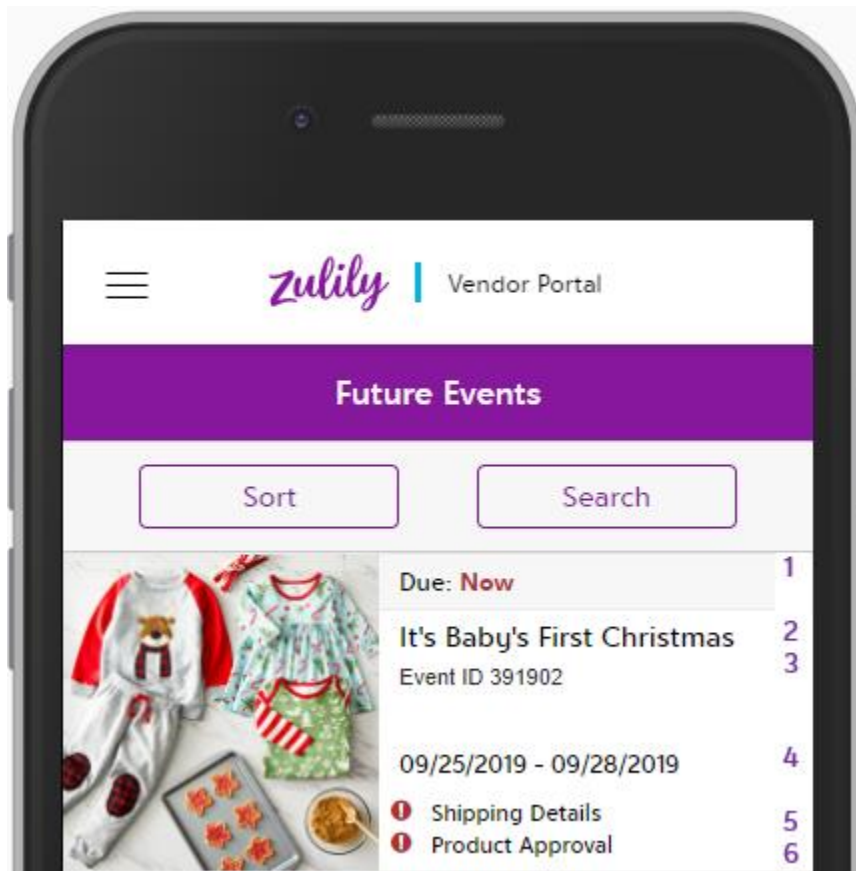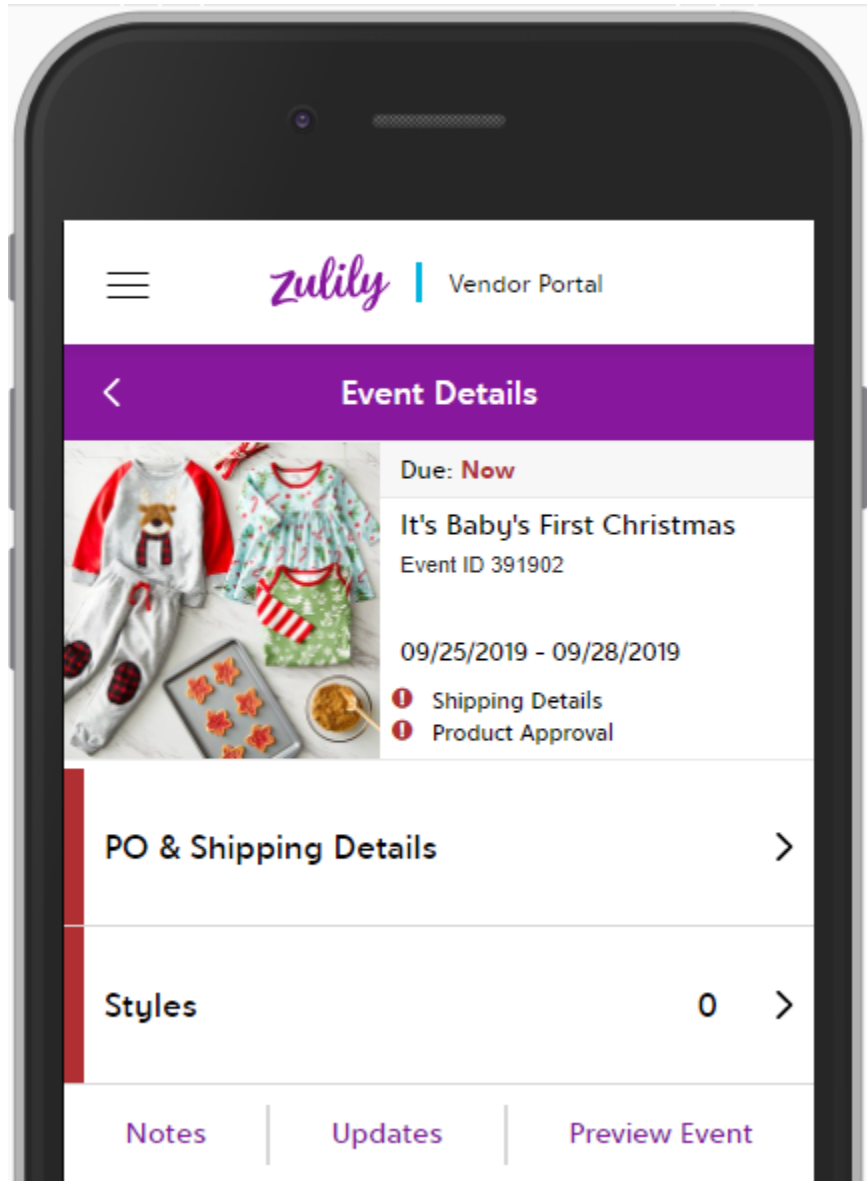

Event Level information includes:

1. Due date of event approval
2. Event Name
3. Event Identification Number
4. Event Start and End Date
5. Status of Shipping Details Step
6. Status of Product Approval Step

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Once an event has been selected to review, the next screen will populate the two steps required to approve your future event.

First, let us review the PO & Shipping Details page. This page will provide details and dates on your event: Start and End, Purchase orders (PO's) to be issued and shipped, Event Payment Terms, Ship-from Address, and Event Contacts.
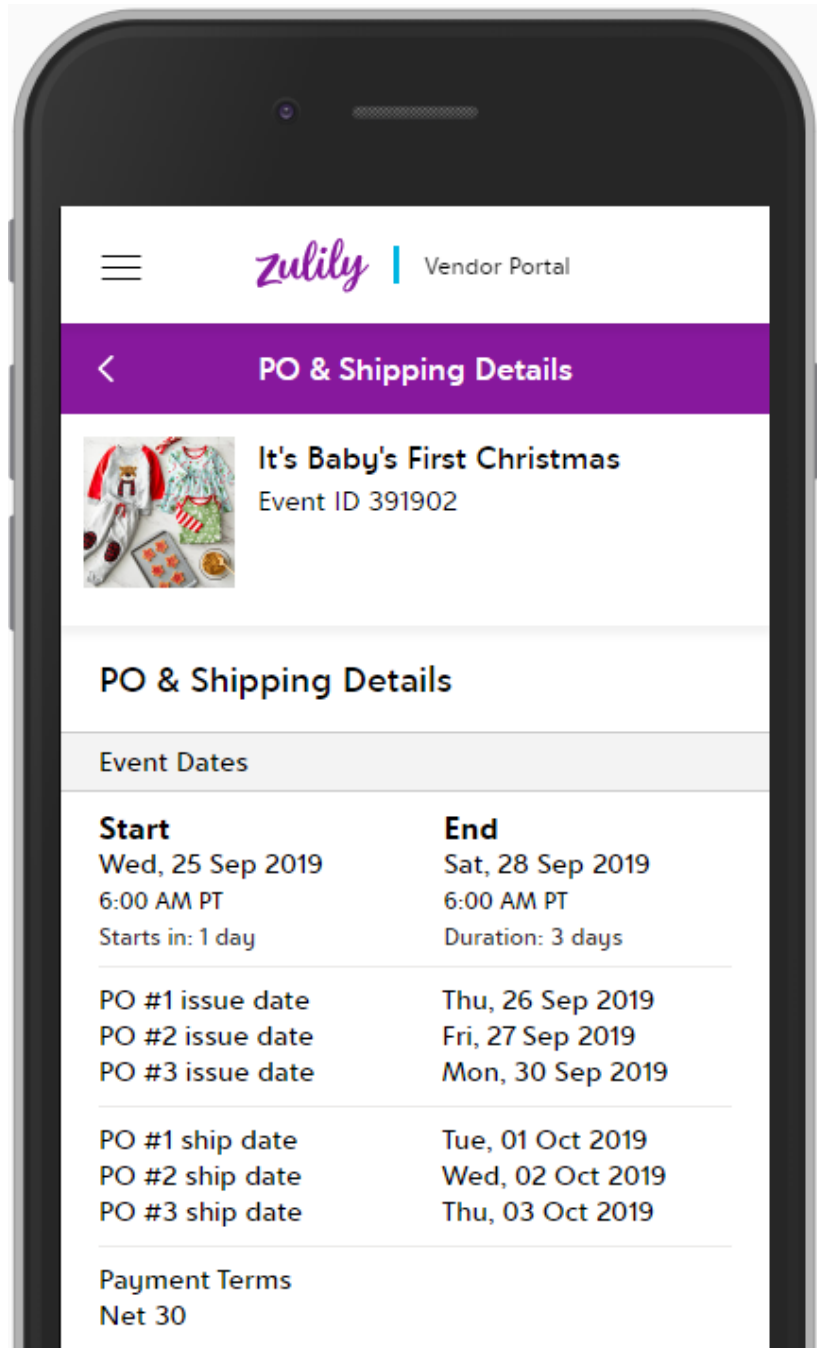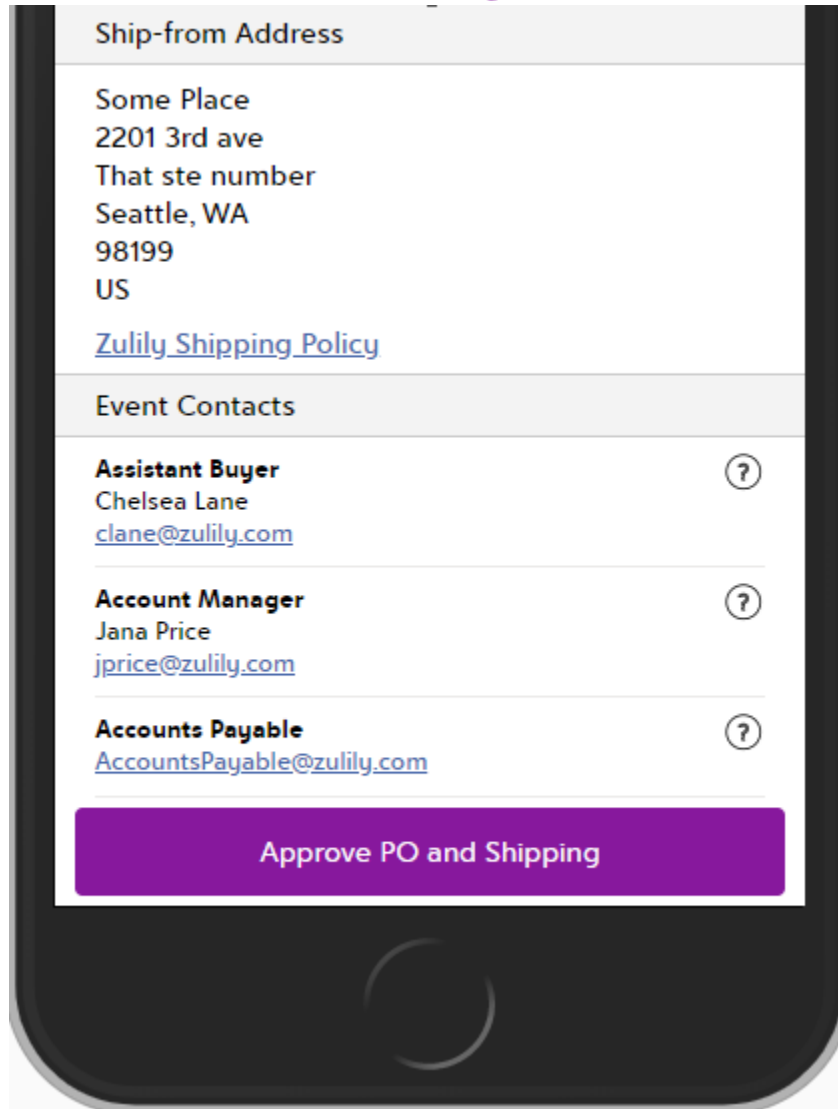
Have a question on who to reach out too? Hover of the small " " for information on which person should be contacted.

After you review and click the purple "Approve PO and Shipping" Button. The bar will change to note this step has been approved. (As well as the time it was approved)
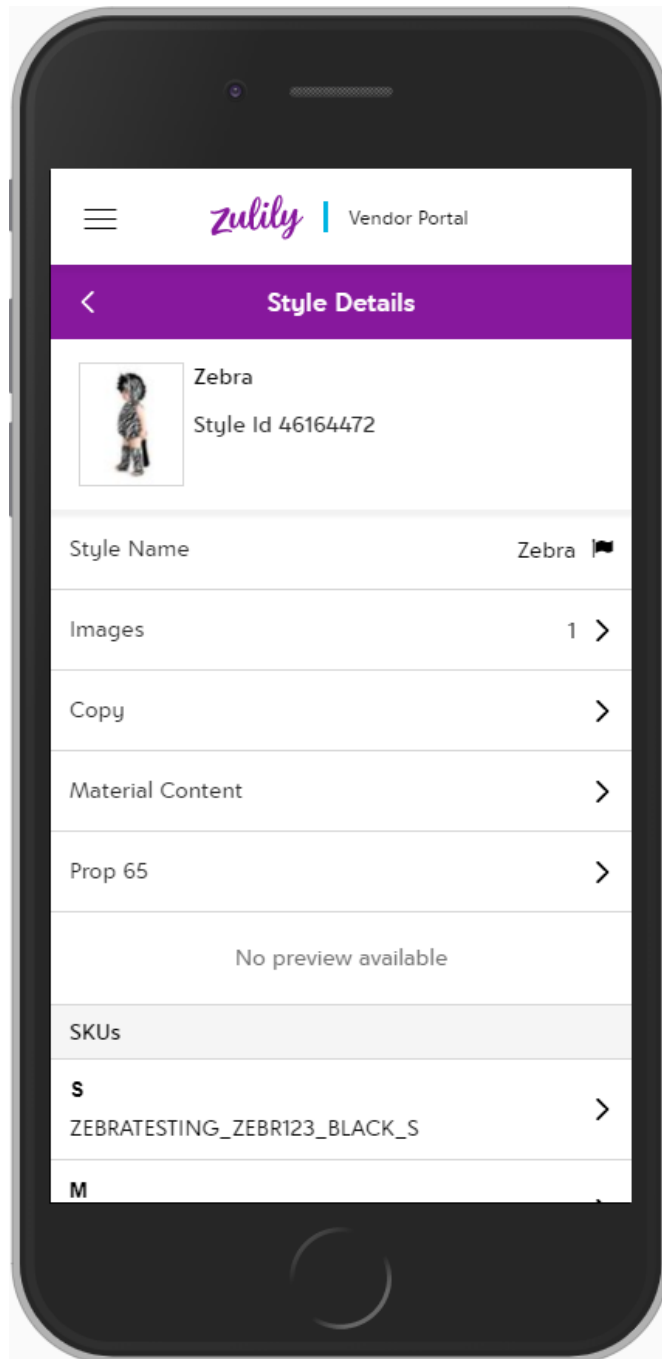
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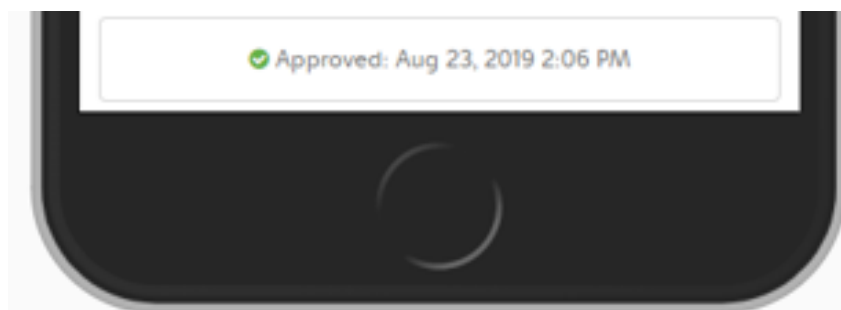
Next, please see the "Styles" section. (This section replicates the Product Approval section in the portal and will list all styles that have been published in your future event. An example of one style can be seen below.
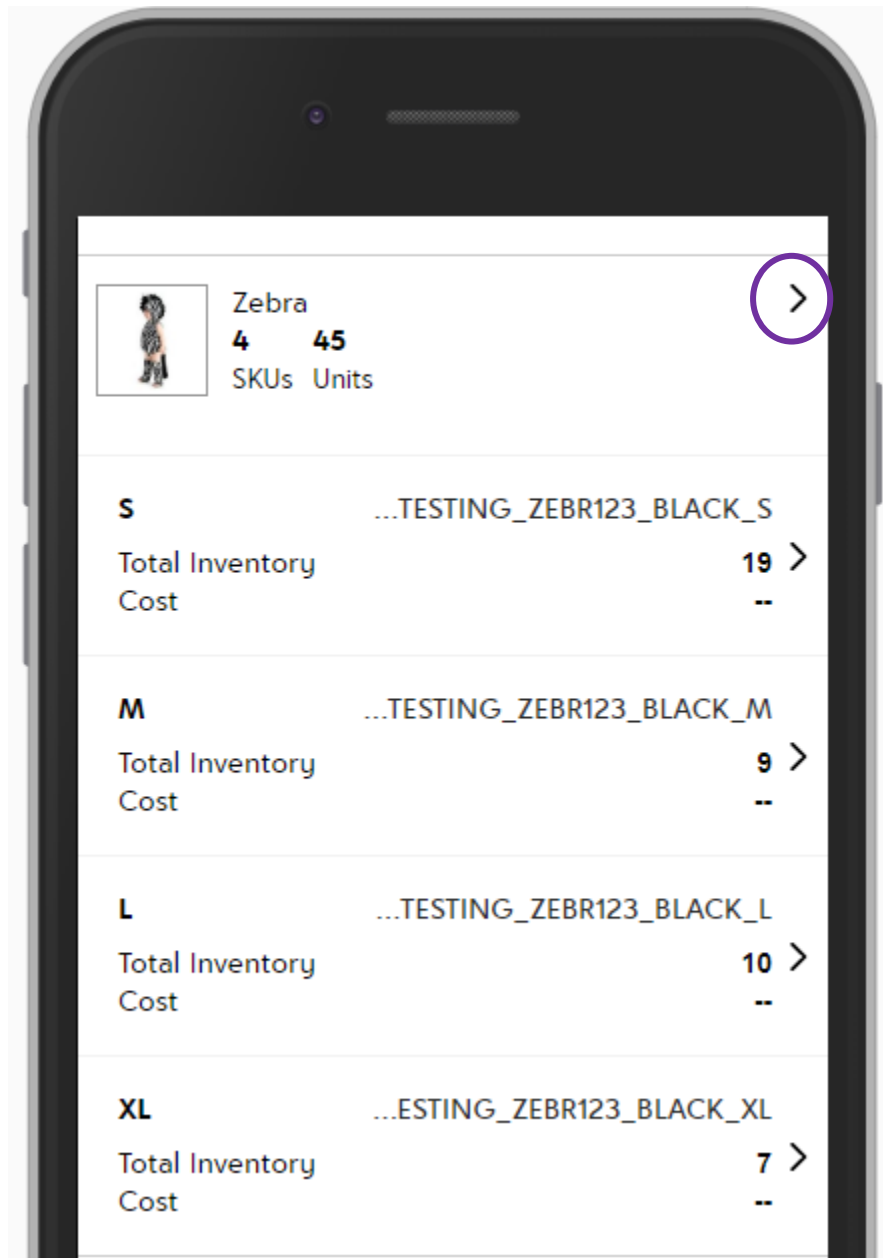
Selecting the " > " arrow (circled above) enables you to view and edit product detail on all sizes for that specific style. (Selecting any of the individual sizes will allow you to edit attributes for that specific size).
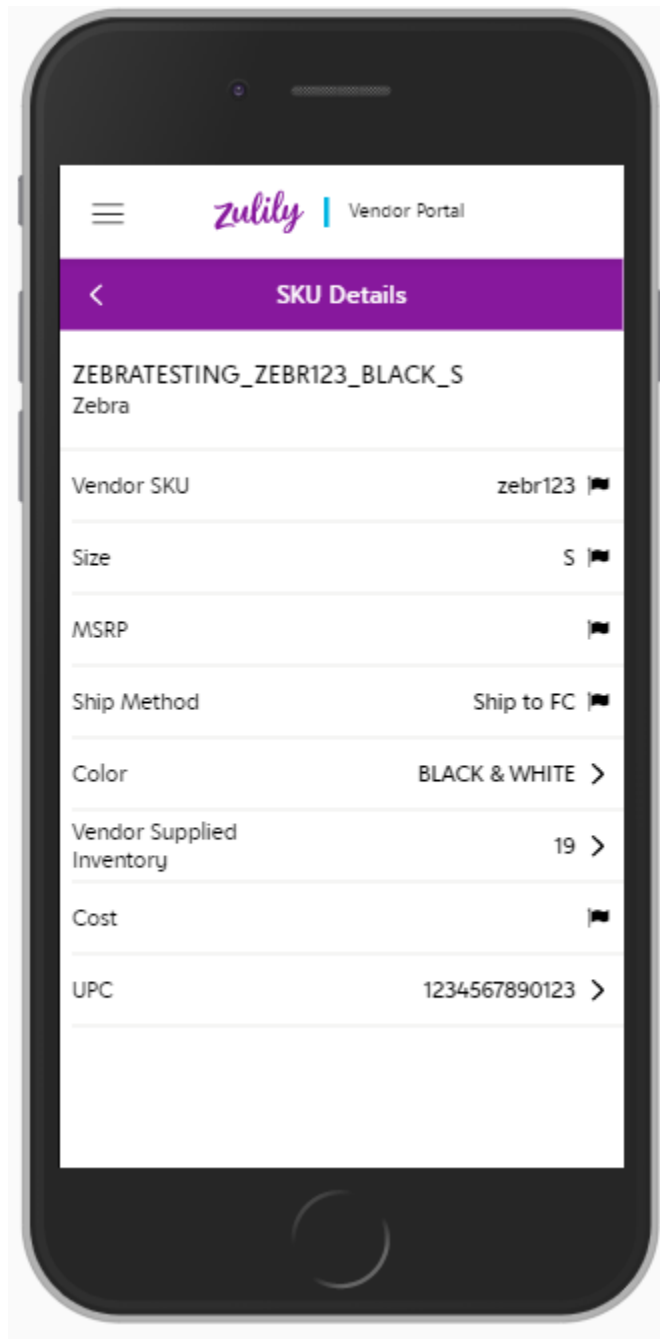
After selecting a specific style, the product information will populate. (The individual sizes of that style can be found on the bottom of this page listed under the SKU's section.)

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< **Style Details**

Zebra
Style Id 46164472

Style Name	Zebra
Images	1 >
Copy	>
Material Content	>
Prop 65	>

No preview available

SKUs

S
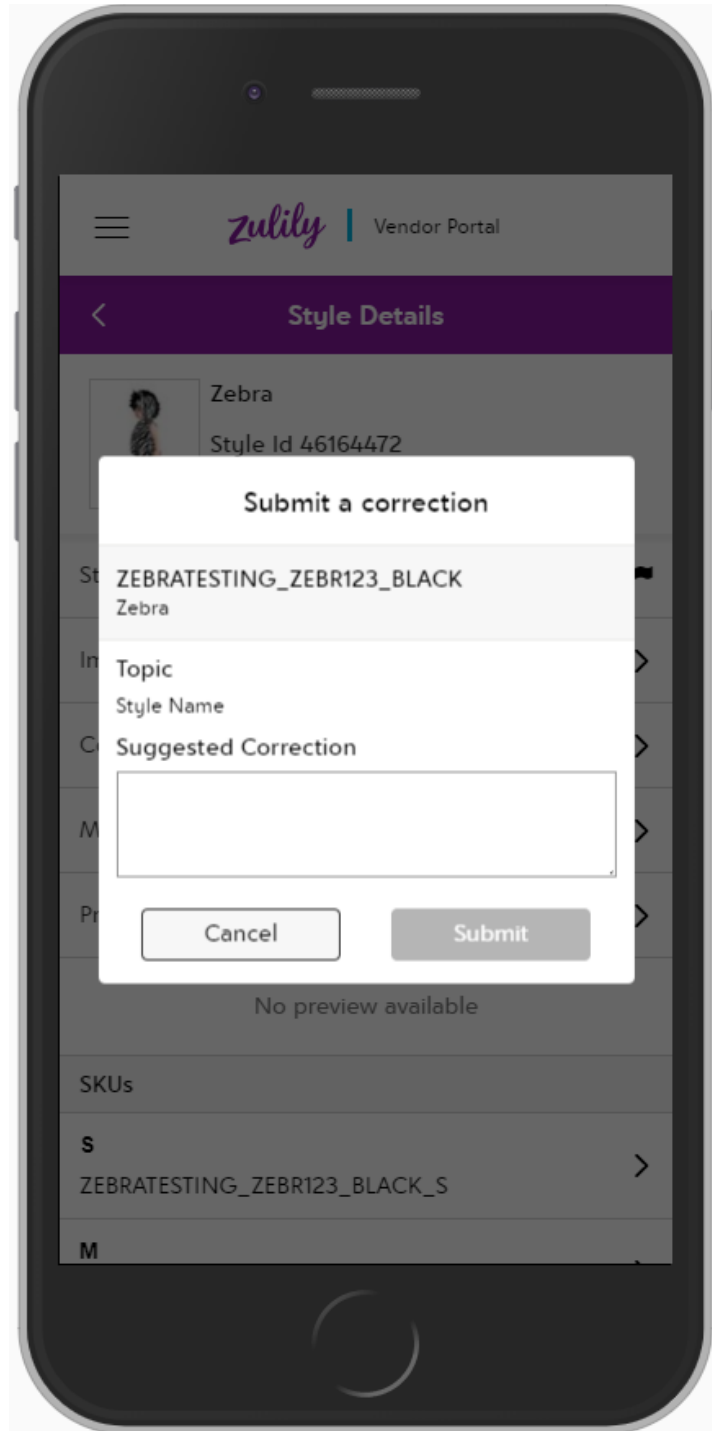ZEBRATESTING_ZEBR123_BLACK_S   >

M

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Example view of one size.

In each of the above examples, product attributes marked with a " ⚑ " may have a suggested edit to the product. Once submitted, this information will be sent to your merchant for approval.

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Style Details

Zebra

Style Id 46164472

Submit a correction

ZEBRATESTING_ZEBR123_BLACK
Zebra

Topic
Style Name

Suggested Correction

Cancel   Submit

No preview available

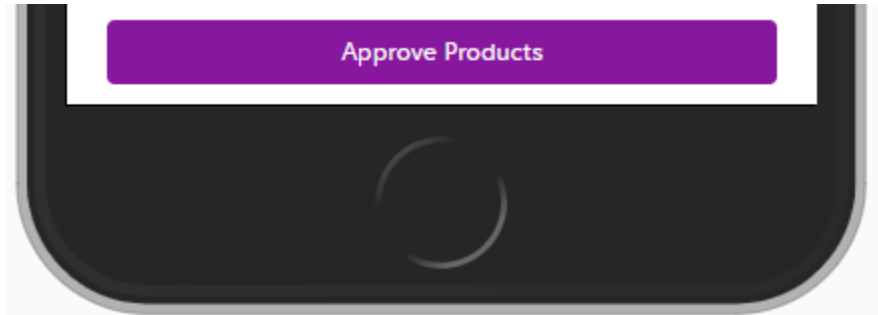SKUs

S
ZEBRATESTING_ZEBR123_BLACK_S

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Product attributes marked with a " > " will have correction immediately applied to the product. The below example edits information regarding prop 65 information related to the product.
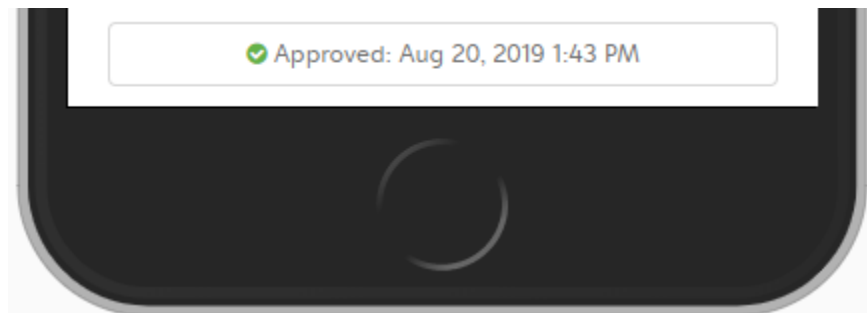
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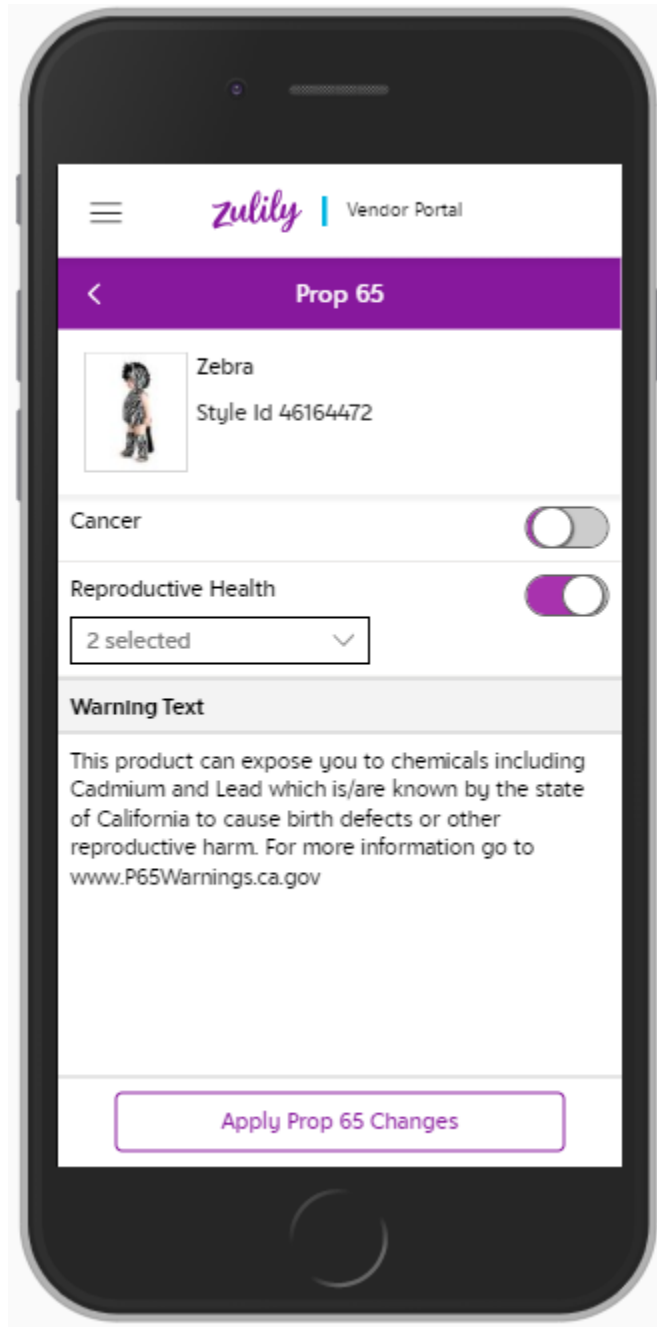
After confirming all product and event information is correct. Please click on the purple "Approve Products" button.

Approve Products

After approved, the "Approve Products" button will note a green checkmark in addition to the time the event was approved.

✓ Approved: Aug 20, 2019 1:43 PM

Once approved, both sections will report with a green checkmark and the event will be ready to run. (Don't forget to monitor how your event is performing in the Live Event section.)
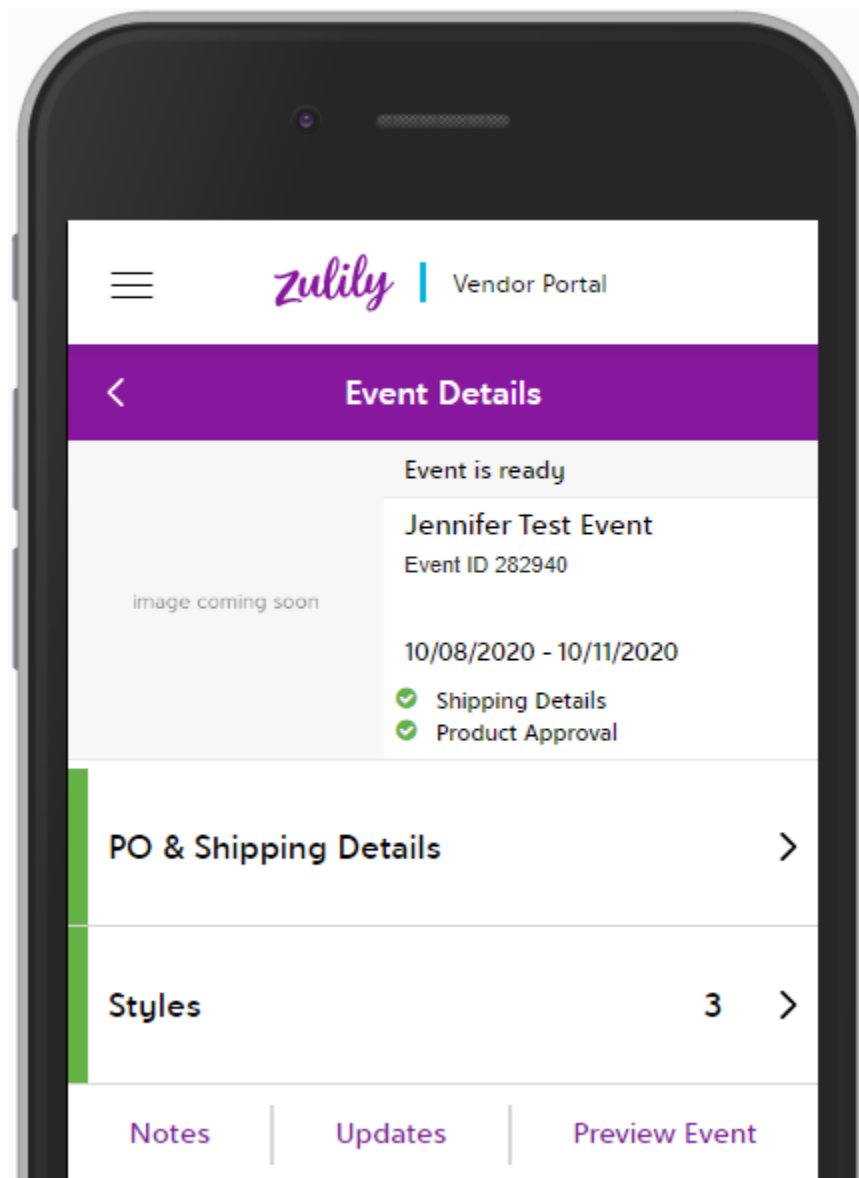
Any notes and updates from the last 14 days prior to the event going live can be viewed in the "Notes" and "Updates" sections pictured above.

Selecting the "Preview Event" section will provide a preview of what the customer will see when viewing your product on our website, www.Zulily.com

Feedback

Feedback for this product can be communicated directly using the "Submit Feedback" button here.