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Share a file



Platform Quick Guide – Quick start ASW 2023 V1 | © ProductIP

- Open the file you want to share 1.
- Go to sharing tab 2.
- Choose "add share" 3.
- Use this information 4.

Email adres:

productip@eu.aswatson.com

Select View & clone 5.

You can exclude documents from sharing

Klik Next 6.

Add Share					
E-mail Address:*	productip@eu.aswatson.com				
Sex:*	Female				
First name:*	ProductIP Account				
Middle name:					
Last name:*	at AS Watson				
Company Name:* AS Watson					
Share group permissions					
View & Clone					
View only					
End Date:		16 16			
Comments					
Add extra documents	clude documents Next Cancel				



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- 6. The barcode MUST always be shared
- 7. the information in the blue box, is the information being shared, if this is correct click Skip & Share. If this is not correct, you can enter the correct information for each article here. If you added the information use Save & Share

Product articles (1/1)			
	r article information for article dummie t er identify your file and they will no longe		nation
Article number: *		20191605	
Name: *	dummie test	🔄 dummie test	
Bar Code:		87654379001	
Purchase Order Number:			
Shipment Number:			
Brand name			
Customs code		Clear	
Customs code descri <mark>ption:</mark>			
Back Skip & Share	Save & Share		



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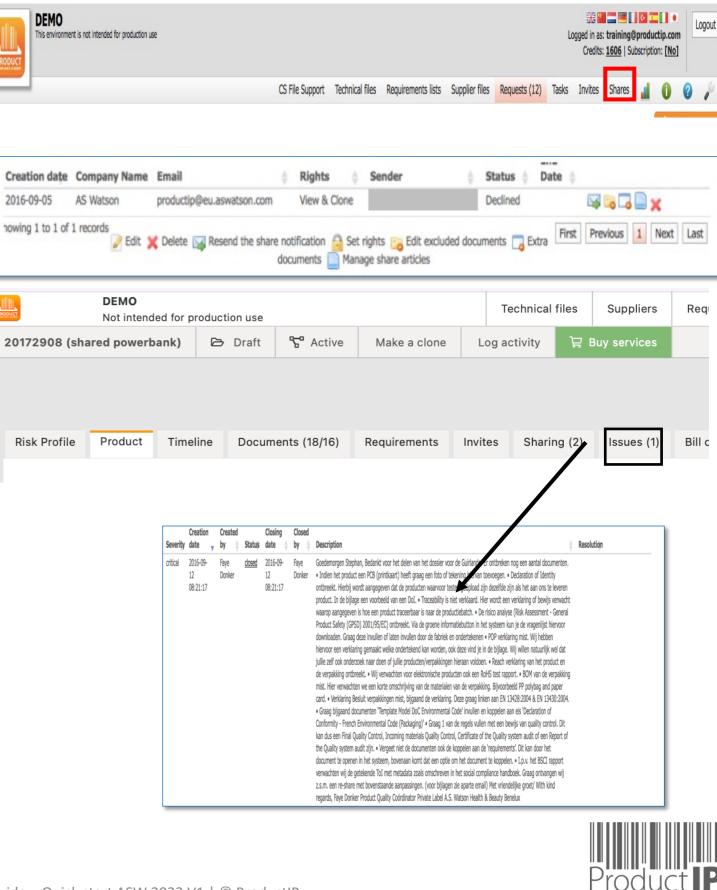
0 M

THE FILE IS DECLINED:

If a file is not accepted, the person who shared it receives an email. In the account, under Sharing, you can find all shares and their status.

Click on the product name to open the file.

Look at the tab review what the comments are.



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Adjust the file

Reshare the file by clicking on the envelope.

If the status is pending and the file is modified, the modification is also visible to the recipient. It is not necessary to share again.

If the file is declined, you have to share the file again by clicking on the envelope.

Creation date Compan	y Name Email	$\frac{\mathbb{A}}{\mathbb{V}}$	Rights 🖕	Sender 🔶	Status 🖕 Da	te 🖕
2016-09-05 AS Watso	n productip@eu.aswatson.con	n	View & Clone		Declined	🛛 🖓 🗟 🖓 📉 🗙



Close the file:

20161702	2-01 (j	ust for fu	n demo trainin	g) - <u>DIY</u> - I	Extended	
Risk Profile	Product	Timeline	Documents (25/21)	Requirements	Invites (1)	Sharing (1)
Add product	article	lose file for review	Make a clone			

Compl	Complete review Reset file to draft		Make a clone	
Article number			Name	
	20161702-01			just for fun demo training
	20151702-	02		just for training blauw

End of life date:	P	
Tags:		
File group:		textiel
Finalisation remarks:		this is all for now, next shipment has to be improved
Workflow information		
Workflow status:		Ready for review (2016-09-14)
Required completion date:		2015-03-30
Division:		
Merchandiser:		



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