



## Updated Publication Statuses in CXH

As a CXH user, you now have more visibility into the status of products that are published to Integrated Marketing Recipients. These statuses are displayed on the *Product Details Page* and can be filtered to on the *Products* and *Recipients* pages. Publication statuses are provided on a “per recipient” basis.

### Status Overview

- **Not Published** – Products that have been linked to a recipient in CXH but have not yet been published to the recipient.
- **Awaiting Subscription** – Products that have been published to a recipient but are pending a subscription from the recipient before they move further through the process.
- **Pending Supplier Action** – Products have been published but require attention from the supplier/brand/vendor. (Take action on these products)
- **Pending Recipient Action** – Products have been published and require additional action by the recipient before they can progress.
- **Synchronized** – These items have completed all steps of the recipient work flow and are “Complete”
- **Error** – Products with this status require assistance from our CXH Support team. Please contact us at [cxhsupport@syndigo.com](mailto:cxhsupport@syndigo.com) or 855-SYNDIGO

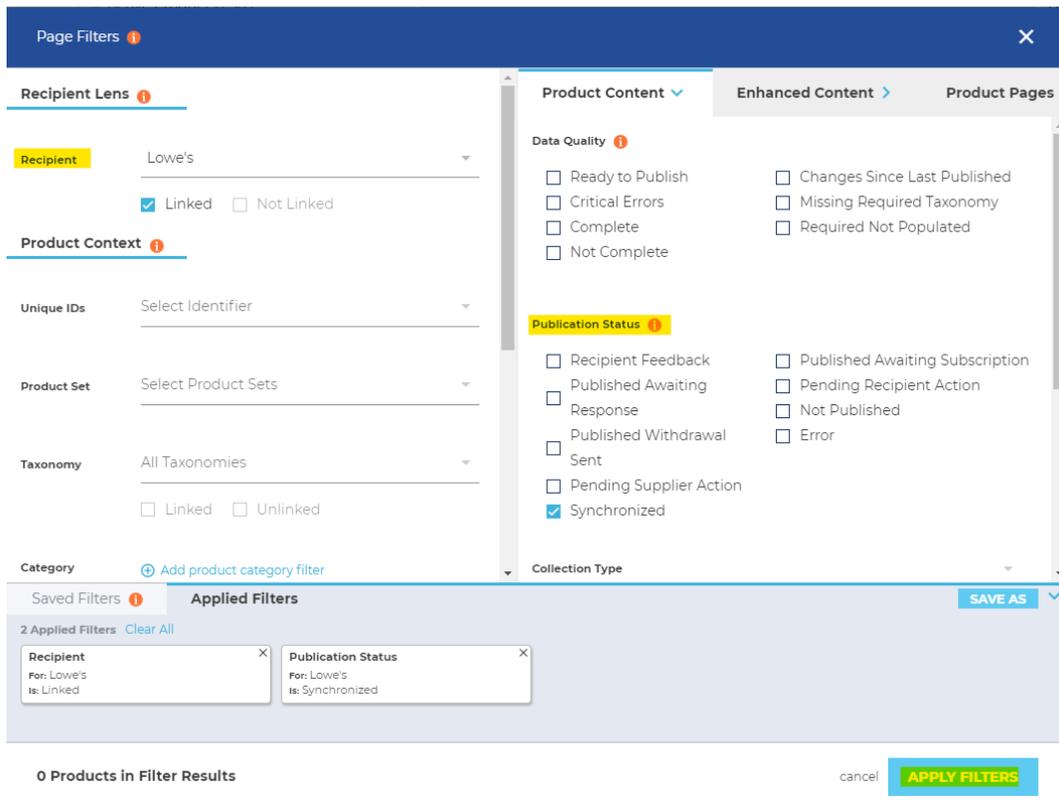
### Filtering by Publish Status

Users can apply a “Publication Status” filter from the Product Index page to view all products with the selected status(es).

1. From the Products page, select the Add filter button at the top of the screen.

A rectangular button with a light gray background and a subtle shadow. On the left side, there is a small icon of three horizontal lines (a filter icon). To the right of the icon, the text "Add filter" is displayed in a dark gray, sans-serif font.

2. Choose the Recipient and select the status(es) that you wish to filter by.



### 3. Click Apply Filter

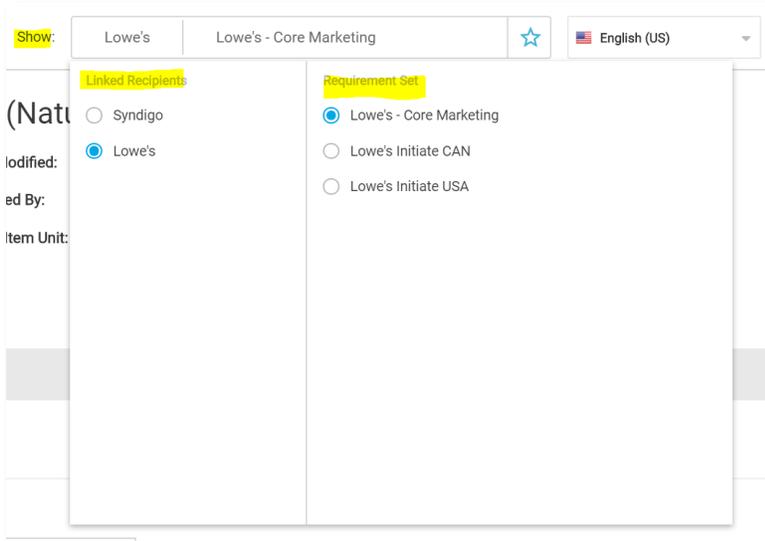
In addition to applying these filters from the Products Page, users can also follow the steps listed above when viewing the “All Products” tab of a Recipient Profile Page.

1. From the CXH Dashboard, select a recipient from the “Recipients receiving data” section (below the Readiness Score).
2. Select the “All Products” tab from the left-hand panel and follow the steps above to filter by Publish Status.

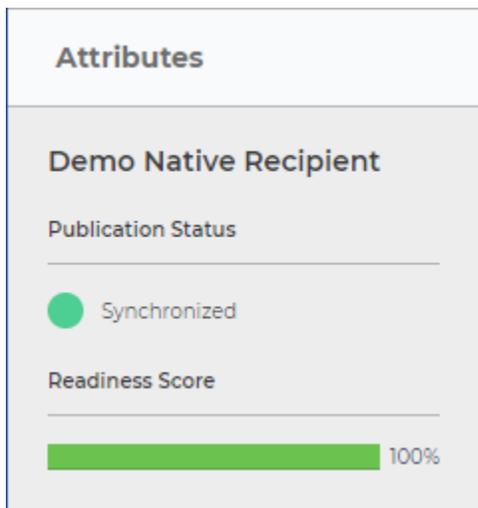
### Viewing Publication Status

The Publication Status is displayed on the *Product Details Page* for any product that has been linked to an Integrated Marketing Recipient. Statuses may vary between recipients and are located above the Product Readiness Score for that integrated recipient.

1. From the *Product Index Page*, search/filter and select the product you wish to view.
2. Navigate to the appropriate *Recipient / Requirement Set* from the top of the Product Details Page.



3, Publication status is provided in the left-hand side of the page.



- Status provided for the selected recipient per step 2 above. Toggle between linked recipients to view the status for that recipient (currently available for integrated marketing recipients in CXH)