

# New Item Setup in IMA Using Data Synchronization

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1. Upon receiving ACCEPT CIC at your data pool, log in to IMA with your IMA user id and password.
2. Click on the **Data Catalogue** Tasklist. Filter the Data Catalogue Tasklist by UPC, description, vendor stock number, or date. To view all of your items to be worked on, click on **Get Tasklist**.
3. Group items to edit and create a **Grid**. Create a **Grid Group** for editing like items.
4. Complete **Empty Required Fields** on the Grid screen and Click **Approve**.
5. Check Grid History for status. **Check for errors** and review any warnings displayed.
6. Once a Grid is approved and there are no errors, all the UPCs in the Grid move to Merchant role in the IMA workflow and status on Grid History screen changes to **Completed**

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SEARS HOLDINGS

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