

# TRADESTONE USER MANUAL

Tech Team Process



# Accessing Tradestone

- Go to: tradestone/ (on campus) or <http://tradestone.urbanout.com> (off campus) and enter your unique User ID and Password
- The home page of Tradestone is referred to as a “Dashboard”. If you ever need to return to the dashboard, select the icon circled below.

The screenshot shows the Tradestone dashboard interface. At the top left, the 'URBN PLM' logo is circled in red. The dashboard is organized into several sections:

- Navigation Menu (Left):** Includes 'DESIGN CENTER DASHBOARD' with links to Dashboard, Artwork Library, Color Library, Material Library, Color Palettes, Material Palettes, Sample Tracking, Fit Evaluation, Tech Spec, and BOM Approval. Below this are sections for 'PRODUCTION', 'ORDER MANAGEMENT', 'VENDOR MANAGEMENT', 'OMNI-MARKET', 'SEARCH', and 'ADMIN'.
- Top Navigation Bar:** Features a 'Purchase Order' dropdown, a 'Quick Search' input field, and a 'Go' button. On the right, there are icons for a star, a printer, and a folder.
- Helpful Links (Top Left Panel):** Lists links such as 'URBN Vendor Website', 'URBN PLM Manual (Tradestone/Bamboo Rose)', 'How to Accept a PO and Enter the COO', 'How to Enter a Customs Description', and 'How to Create a Packing List, Carton Labels, and...'. It also includes a 'Quick Search' section with a dropdown menu set to 'Purchase Order' and a 'Go' button.
- Mass PO update (Top Middle Panel):** Contains links for 'Update Market PO Info - header', 'Update PO info - detail', 'Update PO info - loads', 'PO Awaiting BULK', and 'All PO search'.
- Business Process (Top Right Panel):** Lists 'Bill of Lading', 'Container', 'Packing List Builder', and 'Create Chargebacks'.
- Support Tables (Middle Right Panel):** Lists various code tables including 'Brand Codes', 'Carriers', 'Class Codes', 'Color Codes', 'Color Group', 'Commodity Codes', 'Country Codes', and 'Currency Codes'.
- Agent - Vendor Sourcing Tasks (Middle Panel):** Lists tasks such as 'Cost Offer Management', 'Updated Styles Received', 'Search - All Styles', 'Confirmed Costing', 'Development - Sample Tracking', 'Vdr - Development T and A', 'Commit Events-2 Weeks Out', and 'Vdr - Total Commitments'.
- FP Favorites (Bottom Middle Panel):** Lists favorite items like 'Update Bulk PO w/ AD', 'New! PO - 2 Wks Out', 'Class query', 'Where's My PO-Imports DC Dates', 'TOP - All Samples Tracking', 'All Style Search', 'All PO search', and 'PO Src Home - My Action Req'.
- Recently Viewed Documents (Bottom Left Panel):** Lists recently viewed documents with icons and titles, such as 'Style No - OB1363650', 'Fit Eval Id - 127188', 'Style No - OB1363796', 'View - Manage Fit Evals and Comments', 'Style No - OP1340848', 'Style No - OB1372828', 'Style No - OB1356236', 'Style No - OB1363388', 'Style No - OB848196', and 'Style No - OB1362964'.

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TECH  
DESIGN

# Tech Setup



DESIGN CENTER

DESIGN CENTER DASHBOARD

■ Tech Spec

PRODUCTION

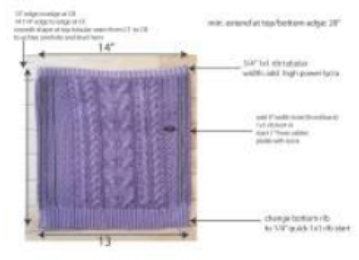
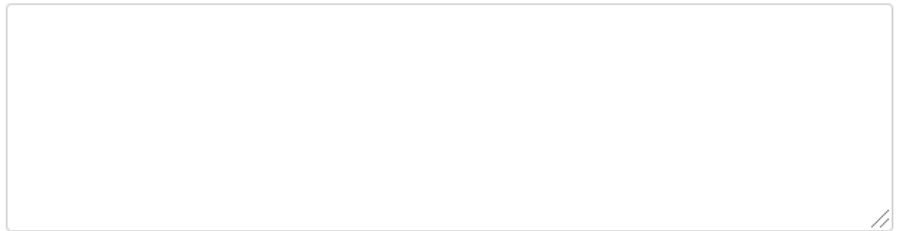

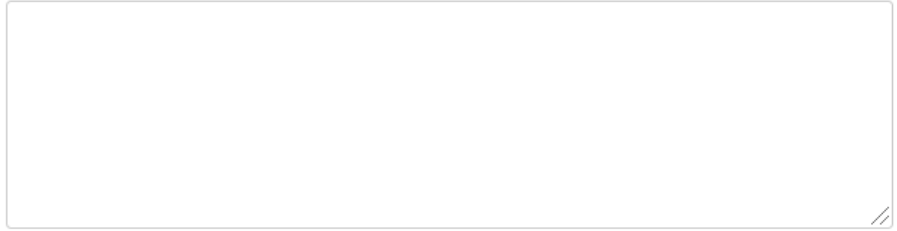
ORDER MANAGEMENT

VENDOR MANAGEMENT

Tech Spec: OB1363796 - 2 PCS WASHED CABLE TUBE T

- Overview
- Tech Setup**
- POM
- BOM
- Events
- Samples
- Patterns
- Testing and Care
- Finishing Details
- Attachments
- >>

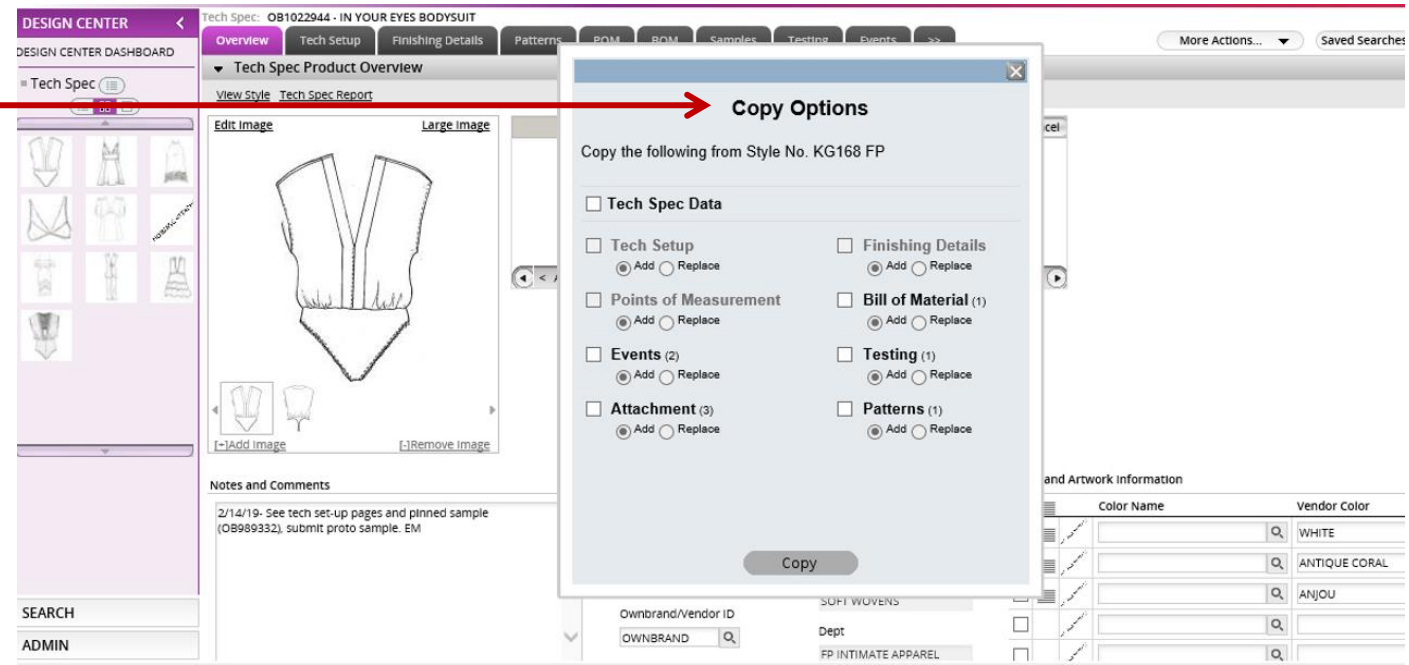
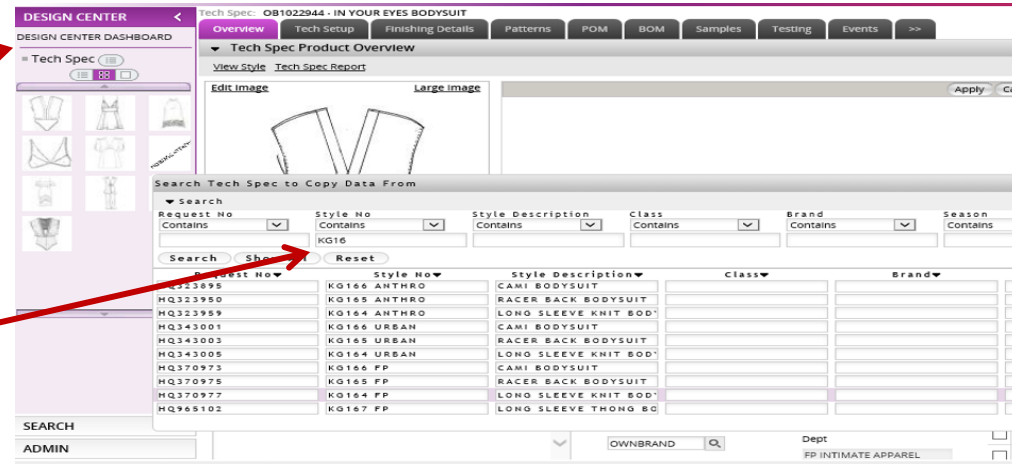
▼ Tech Setup

<input type="checkbox"/>	Sort	Image	Design Detail	Archived?
<input type="checkbox"/>	<input type="text"/>	 <p>L R E</p>		--Select-- ▾
<input type="checkbox"/>	<input type="text"/>			--Select-- ▾

To add your tech set ups, you will select the tech setup tab, and upload your images. Upload the first file by selecting the c. Once images have been added, you will select the L for a larger view, R to replace the file and E to edit.

# Copying pages onto a Tech Spec

- Go to the Overview page
- Click *More Actions*
- And then *Smart Copy*
- *Copy from existing Tech Spec*
- Enter the style number or description
- Hover over the style you want and double click
- The *Copy Options* window will come up and then you can select the pages you want
- You can add them to the existing Tech Spec or replace any pages.



# Patterns tab

On this page you can upload patterns into your Tech Spec.

- On the *Code* column you can select your type of pattern.
- On the next column you can upload the pattern (same as you upload any image)

The screenshot shows the 'Patterns' tab in the Design Center. The main interface includes a sidebar with 'DESIGN CENTER' and 'DESIGN CENTER DASHBOARD' sections. The main area is titled 'Tech Spec: OB1022944 - IN YOUR EYES BODYSUIT' and has tabs for 'Overview', 'Tech Setup', 'Finishing Details', 'Patterns', 'POM', 'BOM', 'Samples', 'Testing', 'Events', and '>>'. The 'Patterns' tab is active, showing a table with columns for 'Code' and 'Comment'. A modal window titled 'Instruction Codes' is open, displaying a search interface and a table of codes.

Code	Description	Type
<input type="checkbox"/> BLOCK	BLOCK	
<input type="checkbox"/> FIT	FIT PATTERN	
<input type="checkbox"/> ORIGINAL	ORIGINAL	
<input type="checkbox"/> PROD	PRODUCTION	
<input type="checkbox"/> REF	REFERENCE	

# Printing Tech Spec Report/ Generating a PDF

On the *Overview* page of the Tech Spec, click on *Tech Spec Report* and then you can select the pages you want included. It will generate a PDF that you can either email or print.

\*For the Finishing Details page you can select anywhere from 1 to 3 images to print on 1 page.

The screenshot displays the 'DESIGN CENTER' interface for a 'Tech Spec' report. The main window shows a 'Tech Spec Product Overview' for 'OB941472 - FLY AWAY PARACHUTE PANT'. A 'Report Attributes' dialog box is open, allowing the user to select the page size (A4) and choose which sections to include in the report. The 'Tech Spec Tabs' section is checked, and the 'Image(s) Per Page' dropdown is set to 1. The 'Generate Report' button is visible at the bottom of the dialog. Below the dialog, the 'Color and Artwork information' table is shown, listing color names and vendor colors. The main window also displays a 'Tech Spec Overview' table with the following data:

Block Reference	Development Stage	ADOPTED	Designer	BRIANA GREENBERG	Tech Designer	ELIZABETH MINETT
WP147	LATE ADD	PD	LAURA KRAMER	Production	JOCIE HATFIELD	8-06 Primary
12/15/2018	12/15/2018	Size Range				52/63

Below the table, there are two technical drawings of pants and a 'Comments' section with the following text:

- 10/30/18- Proceed to TOP, see tech comments. Pinned sample mailed back 10/30.
- 10/24 JH - rev 2nd fit passed to tech.
- 10/4/2018: Proceed to 2nd Fit
- JE 9.24 RCVD WASH LEG IN ARMY STONE (PIGMENT GMT DYE)
- JE 9.24 RCVD 1ST FIT SAMPLE IN ZINC WHITE
- 8/7/18- proceed to proto sample, see tech setup pages

# Adding POM's/Patterns

The screenshot illustrates the workflow for adding POM's/Patterns. It starts with the 'Tech Spec Product Overview' screen. The 'More Actions...' menu is accessed, and 'Smart Copy' is selected. The 'Smart Copy' dialog box is shown, where 'Copy from an existing Tech Spec' is chosen. The search interface is used to find data from a specific style number (KU221). The search results table is as follows:

Request No	Style No	Style Description	Class
HQ318996	KU221C ANTHRO	CAP SLEEVE TEE	
HQ319116	KU221 ANTHRO	LONG SLEEVE TEE	
HQ341991	KU221C URBAN	CAP SLEEVE TEE	
HQ342095	KU221 URBAN	LONG SLEEVE TEE	
HQ362317	KU221C FP	CAP SLEEVE TEE	

The 'Copy Options' dialog box shows the following options:

- Tech Spec Data
- Points of Measurement (1)
- Events (1)
- Attachment
- Finishing Details
- Bill of Material (1)
- Testing

To add a POM page, you will need to begin on the overview screen, from there, select "More Actions" > "Smart Copy". At the popup select "Copy from an existing Tech Spec" > "Copy". In the search bar, enter the block number or style number in the style number field. Select the appropriate line and then you will see the copy options box, select "Point of Measure"> "Copy".

\*Separate POM Pages must be created when double sourcing. The Agent and Vendor allocation must be unique on each page. If you want to duplicate the POM page you can smart copy from the style you are currently working on and then change the Agent/vendor info as well as the "Tolerance Model Name".\*



# Managing POMs

The screenshot shows the PLM software interface for managing Points of Measure (POMs). The main window displays a table of existing POMs with columns for QA, P/S, Sort, and How to Measure. The dialog box, titled "Add Points of Measure", allows searching for available POMs by Code and Alt Description. The dialog includes a search bar, a "Clear Fields" button, and a "Search" button. Below the search bar is an "Add Selected POM" button. A table on the right side of the dialog shows search results with checkboxes and numerical values.

Code	Alt Description
<input type="checkbox"/>	
<input type="checkbox"/>	*

Once a block is brought in, you can add and delete lines as needed. To delete, select the outermost box on the left, select "More Actions" > "Delete POM Code".

To add POM's, select "Add Points of Measure" button. Scroll the list that populates, select the POM's you want to add and then select "Add Selected POM" at the top of the box.

To narrow your search, use the *Alt Description* on the right side of the menu, select *Like* in the dropdown and then enter your search term. **i.e:** searching Arm will return a list of POMs with that term.

\*If cm measurements are needed, they will be shown on the Tech Pack printout.

# POM Page - Arranging the page

Tech Spec: OB320143 - KB EVELYN RUFFLE BLOUSE

Overview Tech Setup Finishing Details **POM** BOM Samples Testing Events Attachments >> More Actions... Save

Points of Measurement < 1 > Go To W3 TOLERANCE INT View Fit Evals

Points of Measure [Hide / Show](#) Size/Active [Hide / Show](#)

										Size Code	XXXS	XXS	XS	S	[M]	L	XL	XXL
<input type="checkbox"/>	QA	P/S	Sort	Img	H2M	Code	Description	Tol(-)	Tol(+)	Active Ind	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										Sample Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20		VF05.2	CF Length from Raglan Peak	-3/8	3/8	Grading		-3/8	-7/8	0	7/8				
									Spec Meas		16	16 3/8	17 1/4	18 1/8				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30		VF11.1	Front Neck Drop-Raglan Peak to 1st bu	-1/4	1/4	Spec Meas			4 1/2	4 1/2	4 1/2	4 1/2			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40		HF06	Raglan Seams Apart @ Front Neck	-1/2	1/2	Grading			-1/4	-1/4	0	1/4			
									Spec Meas			5	5 1/4	5 1/2	5 3/4			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	50		VF44	Front Shirt Tail Height	-1/4	1/4	Grading			0	0	0	0			
									Spec Meas			2 1/2	2 1/2	2 1/2	2 1/2			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	60		*	*			Grading					0				
									Spec Meas									

Arrange POM Codes: You can adjust the sort number, or move the lines up and down as needed. To do this, select and click the line and drag & drop into the new position.



Step 2- click and drag the group.

**PLM**

DESIGN CENTER < Tech Spec: OB989332 - NOT ACTIVE IN YOUR EYES BODYSUIT

DESIGN CENTER DASHBOARD Overview Tech Setup Finishing Details Patterns POM BOM Samples Testing Events >> More Acti

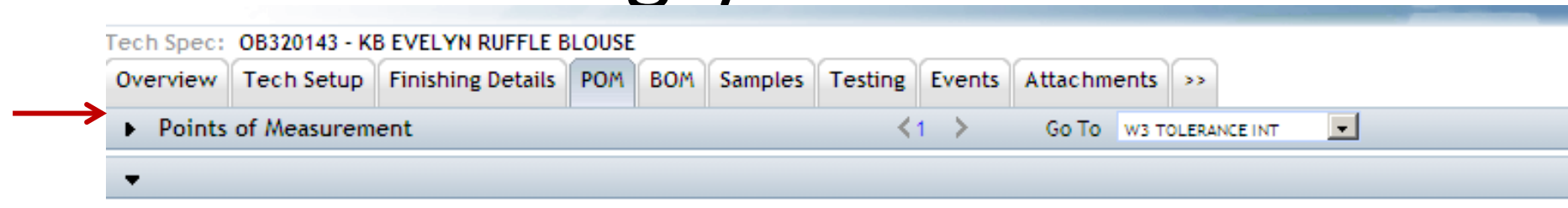
QA P/S Sort img How to Measure Code Description Tol(-) Tol(+)

Size Code	XXXS	XXS	XS	[S]	M	L	XL	XXL
Active Ind	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sample Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spec Meas								
Grading		-1/4	0	1/4	1/4			
Spec Meas		4 1/4	4 1/2	4 3/4	5			
Grading			0					
Spec Meas								

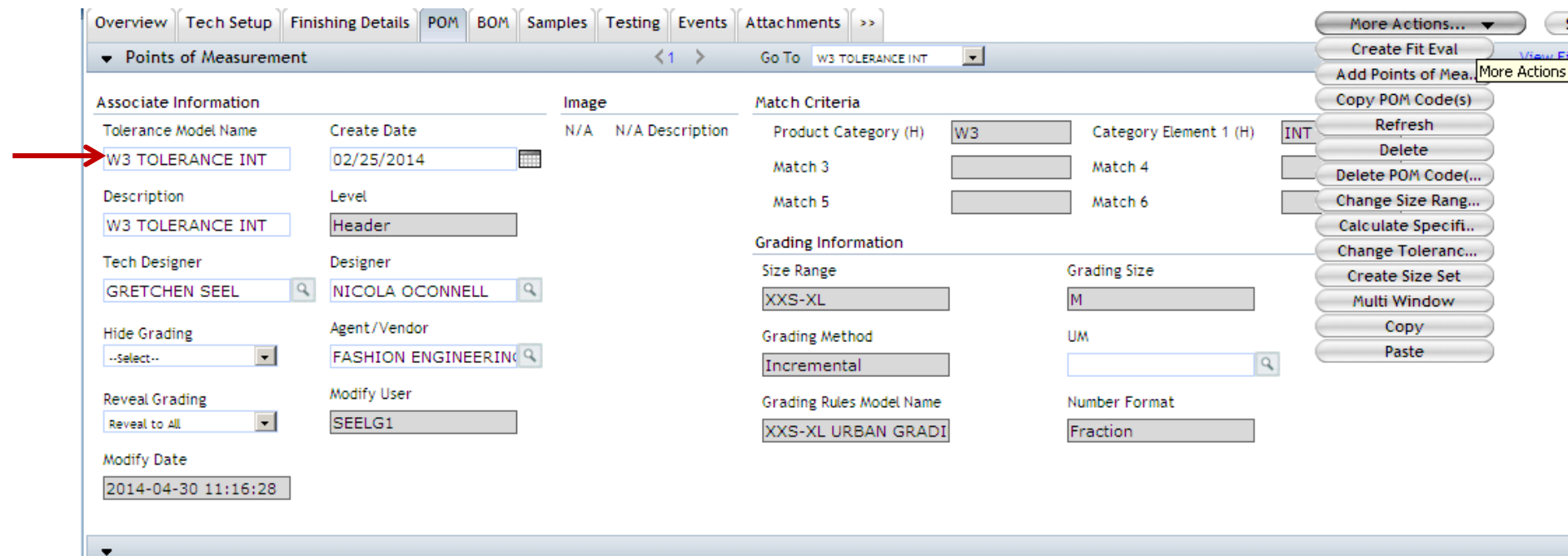
  

HF01.1	Neck Width-Edge to Edge @ HPS
VB04.1	Back Neck Drop-HPS to Edge-(under 3")
VF10.1	Front Neck Drop-HPS to Edge (over 10")
AH01	Armhole-Straight

# POM Page- Changing Size Range/Tolerance



At the top of the page, select the arrow beside the line called *Point of Measure*



To change a size range or tolerance, select "More Actions"> "Change Size Range or Change Tolerance". You will notice the change in the "Tolerance Model Name" and "Grading Rules Model Name" fields

# Creating a Fit Evaluation/ Managing Samples

The screenshot displays the 'DESIGN CENTER' interface for a 'Tech Spec: OB989332 - NOT ACTIVE IN YOUR EYES BODYSUIT'. The 'Samples' tab is active, showing a table of sample requests. The table is divided into two sections: 'PROTO (1)' and 'FIT (1)'. The 'PROTO' section has columns for Sample Request ID, Fit Eval, Agent, Sample Received Date, Date in Tech, Carrier, AWB No, Color, Size, Sample Qty, and Ship To. The 'FIT' section has columns for Sample Request ID, Fit Eval, Agent, Expected Ship Date, Agent/Vendor Sent Date, Sample Received Date, Date in Tech, Carrier, AWB No, Color, and Size. A vertical purple line highlights the 'Sample Received Date' column in both sections.

PROTO (1)											
	Sample Request ID	Fit Eval	Agent	Sample Received Date	Date in Tech	Carrier	AWB No	Color	Size	Sample Qty	Ship To
<input type="checkbox"/>	211772	Y	LASTANGO TREASURES	01/03/2019	01/28/2019			WHITE	S	2	HOME OFFICE
<input type="checkbox"/>											--Select--

FIT (1)											
	Sample Request ID	Fit Eval	Agent	Expected Ship Date	Agent/Vendor Sent Date	Sample Received Date	Date in Tech	Carrier	AWB No	Color	Size
<input type="checkbox"/>	219579	Y	LASTANGO TREASURES			02/11/2019	02/12/2019				S
<input type="checkbox"/>											

- To create a Fit eval, go to the *Samples* tab and select a sample request line. From there, select “*More Actions*”> “*Create Fit Eval*”.
- Once you have received sample you should update the Sample Received Date if it is blank as well as the Date in Tech

*\*Be sure you are using either the Proto or Fit sample type when creating the fit eval and make sure that the sample size exists in your POM page\*\**

# Finding a Fit Evaluation

Tech Spec: OB320143 - KB EVELYN RUFFLE BLOUSE

Overview Tech Setup Finishing Details POM BOM Samples Testing Events Attachments >>

Points of Measurement < 1 > Go To W3 TOLERANCE INT [View Fit Evals](#)

Points of Measure [Hide / Show](#) Size/Active [Hide / Show](#)

QA	P/S	Sort	Img	H2M	Code	Description	Tol(-)	Tol(+)	Size Code	XXXS	XXS	X5	5	[M]	L	XL	XXL
<input type="checkbox"/>	<input type="checkbox"/>				VF05.2	CF Length from Raglan Peak	-3/8	3/8	Active Ind	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
									Sample Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>								Grading		-3/8		-7/8	0	7/8		
									Spec Meas		16		16 3/8	17 1/4	18 1/8		
<input type="checkbox"/>	<input type="checkbox"/>				VF11.1	Front Neck Drop-Raglan Peak to 1st bu	-1/4	1/4	Grading		0		0	0	0		
									Spec Meas		4 1/2		4 1/2	4 1/2	4 1/2		
<input type="checkbox"/>	<input type="checkbox"/>				HF06	Raglan Seams Apart @ Front Neck	-1/2	1/2	Grading		-1/4		-1/4	0	1/4		
									Spec Meas		5		5 1/4	5 1/2	5 3/4		

To access a fit evaluation once created, you can select the View Fit Evaluation link on the POM page, or you can search from the Fit Evaluation link on the left side of your page.

# Fit Evaluation

## Navigating the page

The screenshot displays the 'Fit Evaluation' page interface. At the top, there are navigation tabs: 'Overview' (selected), 'Attachments', and 'Change Tracking'. To the right, there are buttons for 'More Actions...', 'View...' (with a dropdown arrow), 'Reports...', and 'Save'. Below the 'View...' button are two sub-buttons: 'View Tech Spec' and 'POM Association', with a 'View' button to the right of 'POM Association'. The main content area is divided into several sections:

- Sample Selection:** A table with columns: Sample No, Size Code, Sample Type, Sample Status, Sample Request ID, and Tech Sample Rating. The first row is highlighted in yellow and contains 'All', 'M', and a yellow background for the remaining cells. Below it are two rows: 'Sample 2' (M, FIT, APPROVED, 462) and 'Sample 1' (M, FIT, NEW, 51, NO PROBLEMS).
- Evaluation Information:** Fields for Agent (ATTITUDES CONNECT), Vendor (ACHIEVER APPARELS), and UM (EA).
- Item Information:** Fields for Fit Description (W3 TOLERANCE), Designer (NICOLA OCONNELL), and Tech Designer (GRETCHEN SEEL).
- Sample Information:** Fields for Sample No (Sample 2), Sample Request ID (462), Sample Type (FIT), and Sample Status (APPROVED).
- Sample Comment:** A text area containing the comment: '4/11/14- Fit overseas w/ Emily in FECO O 2nd fit- proceed to TOP' and '\*\*See photos for comments\*\*'.

Once a Fit Evaluation is created, you can navigate back and forth to the Tech Spec (Overview page) or directly back to the POM page by selecting the View drop down.

You will see all samples associated with the fit evaluation at the top of the page. When you select the hyperlink it will take you to that samples comments. If you select *All* you will see all samples side by side.



# Fit Evaluation

**DESIGN CENTER** < Fit Evaluation: 87694

DESIGN CENTER DASHBOARD

Fit Evaluation

Overview Attachments Change Tracking More

Evaluation Information	Item Information	Sample Information
Agent LASTANGO TREASURES	Fit Description K1 TOLERANCE	Sample No Sample 2
Vendor LASTANGO TREASURES	Designer EMMA TOOZE	Sample Request ID 219579
UM EA	Tech Designer ELIZABETH MINETT	Sample Status NEW
Fit Eval Status NEW	Created On 2019-01-28 17:51:17	Fit Session Attendees
Fit Approval Date		Model
Number Format Fraction		Tech Sample Rating
SEARCH		Design Sample Rating

This must be filled so the correct vendor gets the fit eval.

The vendor information must be filled too.

This should be filled with the person that owns the style

This should be filled with the person that processed the fit comments

In the middle of the page is where you will add in all the Fit information such as agent, vendor, designer, tech designer, sample status, type, tech rating, etc. You can start typing in the line directly, or select the magnified glass for more options.

Sample comments can be added in the sample comment box on the right side of the page, Images can be uploaded on the attachments page.

# Fit Evaluation

Fit Evaluation: 87694

Overview Attachments Change Tracking More Actions... View... Rep

▼ Details

Points of Measure

QA	P/S	Sort	Img	How to Measure	Code	Description	Tol -	Tol +	Sample 2() S(S)					Target Spec	
									Target Spec	Vendor Actual	Vendor Delta	Actual	Delta		Rev
<input type="checkbox"/>	<input type="checkbox"/>	10			*	HPS = Shoulder Fold @ Neck Edge									
<input type="checkbox"/>	<input type="checkbox"/>	15			**	shoulder fwd			1/2			3/4	1/4		1/2
<input type="checkbox"/>	<input type="checkbox"/>	20			VF03.3	Shoulder Slope From HPS @ Shldr. Sm. to Armh	-1/8	1/8	3 1/2			3 3/8	-1/8		3 1/2
<input type="checkbox"/>	<input type="checkbox"/>	30			VF04.1	CF LENGTH FROM HPS (BODYSUIT) TO PLACKET	-5/8	5/8	32 1/2			32 1/2	0		32 1/2
<input type="checkbox"/>	<input type="checkbox"/>	50			PT01	Front Rise from Top Waist to placket edge	-1/2	1/2	9			9 3/4	3/4		9
<input type="checkbox"/>	<input type="checkbox"/>	60			UG18	Panty Side Length from Top @ Seam	-1/8	1/8	7			7 3/8	3/8		7
<input type="checkbox"/>	<input type="checkbox"/>	70			PT02	Back Rise from Top Waist to placket edge	-1/2	1/2	12			12 3/8	3/8		12
<input type="checkbox"/>	<input type="checkbox"/>	70			VB01	CB LENGTH FROM HPS to Placket Edge	-5/8	5/8	33 1/2			34 3/4	1 1/4		33 1/2
<input type="checkbox"/>	<input type="checkbox"/>	80			***										
<input type="checkbox"/>	<input type="checkbox"/>	90			HF07	Across Shoulder-Seam to Seam @ Back Fold	-1/2	1/2	24			23 1/2	-1/2		24

Target measurements Vendor measurements of the style URBNTD's measurements Revised measurements

- At the bottom of the fit evaluation is where you can add in your actual, and revised measurements.
- The POMs (Description field) can be edited if needed, from this page.
- You can also rearrange the POMs by changing the number in the Sort column.

# Fit Evaluation

Fit Evaluation Designer Information

Parent Information

Owner	URBN	Request No	HQ320143
Vendor Style No	OB320143	Style Description	KB EVELYN RUFFLE BLOUSE
Season	BTS I 2014	Class	0111
Class Desc	WOVEN BLOUSES	Sub-Class	SOFT WOSENS
Dept	WOMEN'S WOVEN TOPS	Div	WOMEN'S DIVISION
Brand	URBAN OUTFITTERS	Sub-Brand	KANGOL BLUE

More Actions... View...

- Initiate Sample
- Update POM Assa...
- Lock Sample Upd...
- Apply Sort
- Delete
- Add to Favorites
- Multi Window

Add Sample Size

Sample Type: FIT

Size Code	Select Sample Size
XS(XS)	<input type="radio"/>
S(S)	<input type="radio"/>
M(M)	<input checked="" type="radio"/>
L(L)	<input type="radio"/>

Add Size

Sample Selection

Sample No	Size Code	Sample Type	Sample Status	Sample Request	
All	M				
<a href="#">Sample 2</a>	M	FIT	APPROVED	<a href="#">462</a>	
<a href="#">Sample 1</a>	M	FIT	NEW	<a href="#">51</a>	NO PROBLEMS

Evaluation Information Item Information Sample Information

Once your measurements are done for the current sample, you can then initiate a new sample by selecting "More Actions"> "Initiate Sample". In the next window, enter the correct Sample Type as needed and select a size for the next fit or TOP sample.

# Fit Comments -Initiating next sample

- TD's are required to Initiate Sample upon completion of all fit comments. Please do not wait until the next sample arrives to create the next fit eval because...
  - ✓ Creating the new sample locks the URBN TD's fit comments.
  - ✓ Vendors need the new fit eval in order to measure their next sample.
- Only URBN TD's have permission to "Initiate Sample" in the Fit Eval. This function is not available in the vendor view.
  - ✓ If the next sample page is missing, the vendor has been instructed to reach out to their TD to request that it be added.



# Importance of selecting the correct Sample Type

- If you click on the magnifying glass you will get the different sample types we have and you **must** choose the appropriate sample type.
- The sample type initially selected will link to the sample tracking page. Updates made to the sample type will not link.

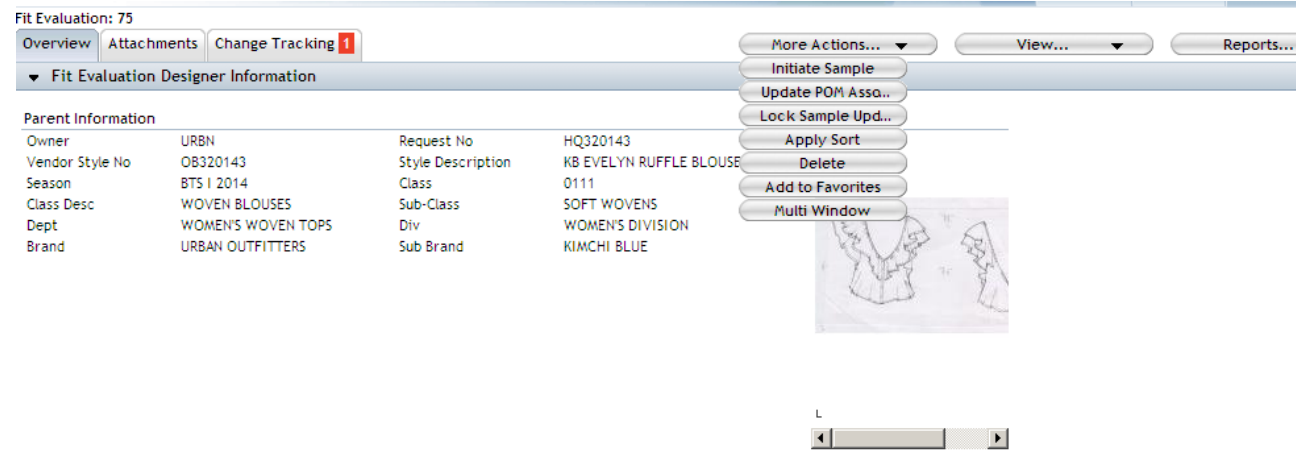
The screenshot shows a web application interface for 'Fit Evaluation: 80508'. The main content area is titled 'Fit Evaluation Designer Information' and contains 'Parent Information' with fields for Owner, Vendor Style No, Season, Class Desc, Dept, and Brand. A 'Fit Sample Type' dialog box is open, showing a search filter and a table of sample types. The dialog box has search filters for Owner, Code, Description, and Qualifier, all set to 'Contains'. The table lists various sample types such as ORIGINAL, PACKING, PHOTO, PRESS, PROTO, REFERENCE, S/O, SIZE RUN, SMS, and TOP.

Owner	Code	Description	Qualifier
<input type="checkbox"/>	URBN	ORIG	ORIGINAL
<input type="checkbox"/>	URBN	PACK	PACKING
<input type="checkbox"/>	URBN	PHOTO	PHOTO
<input type="checkbox"/>	URBN	PRESS	PRESS
<input type="checkbox"/>	URBN	PROTO	PROTO
<input type="checkbox"/>	URBN	REF	REFERENCE
<input type="checkbox"/>	URBN	S/O	S/O
<input type="checkbox"/>	URBN	SIZE	SIZE RUN
<input type="checkbox"/>	URBN	SALES	SMS
<input type="checkbox"/>	URBN	TOP	TOP

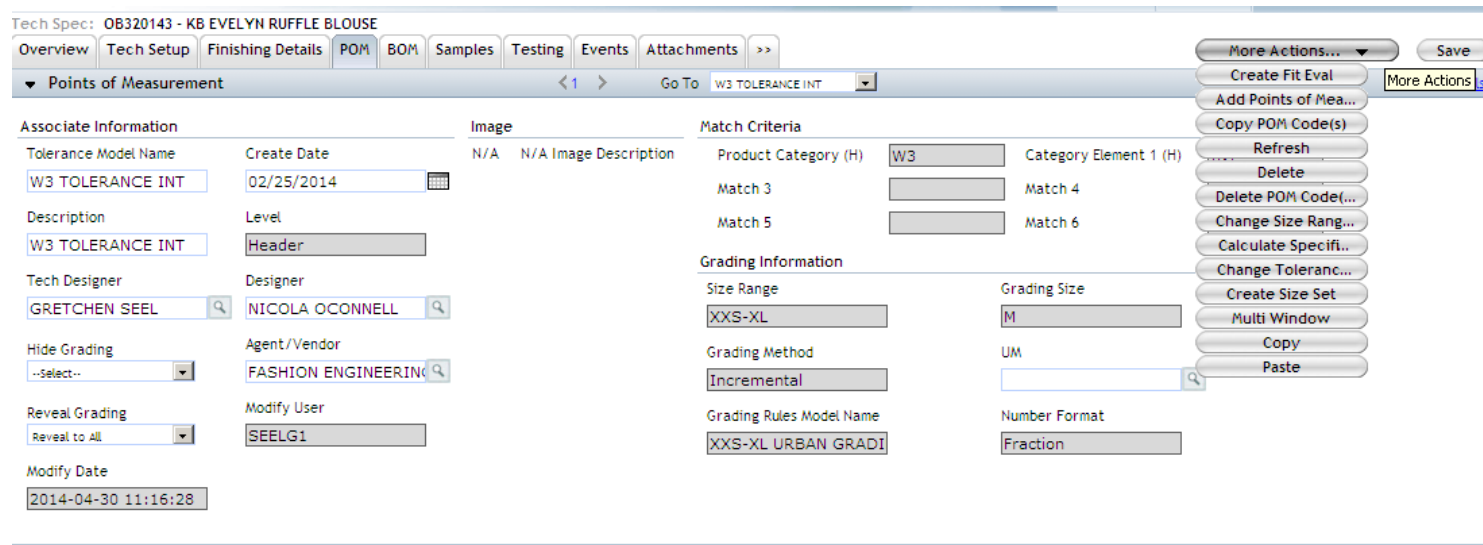
Sample Selection

Sample No	Size Code	Sample Type	Sample Status
All	6		
Sample 3	6	TOP	NEW
Sample 2	6	FIT	APPROVE
Sample 1	6	PROTO	PROCEED

# Approving a Sample/Revealing grades



When you are ready to approve a sample, you will change the sample status to approved. This will mark the fit eval as approved and stamp the date. From there, select “More Actions”> “Update POM Association”. This will update the POM page on the Tech Spec with the sample size specs.



The last steps to fully reveal the grades and specs to the vendor is to come back to the POM page on the tech spec. Select the drop down beside the Point of Measure header. Then select “Reveal to All” in the *Reveal Grading* drop down. From there, select “More Actions”> “Calculate Specifications”

# Revealing Grading Page

DESIGN CENTER < Tech Spec: OB989332 - NOT ACTIVE IN YOUR EYES BODYSUIT

DESIGN CENTER DASHBOARD

Overview Tech Setup Finishing Details Patterns POM BOM Samples Testing Events >> More Actions..

Points of Measurement < 1 > Go To K1 TOLERANCE

Associate Information

Tolerance Model Name	Create Date	Image	N/A	N/A	Description	Product Category (H)	K1	Category Element 1 (H)	GEN
K1 TOLERANCE	12/10/2018					Match 3		Match 4	
Description	Level					Match 5		Match 6	
K1 TOLERANCE	Header								

Tech Designer: ELIZABETH MINETT Designer: EMMA TOOZE

Agent/Vendor: --Select--

Reveal Grading: --Select--

Modify User: MINETTE1

Modify Date: 2019-01-28 18:00:58

Grading Information

Size Range: XXS-XL Grading Size: S

Grading Method: Incremental UM

Grading Rules Model Name: XXS-XL FP GRADING Number Format: Fraction

Points of Measure Hide / Show

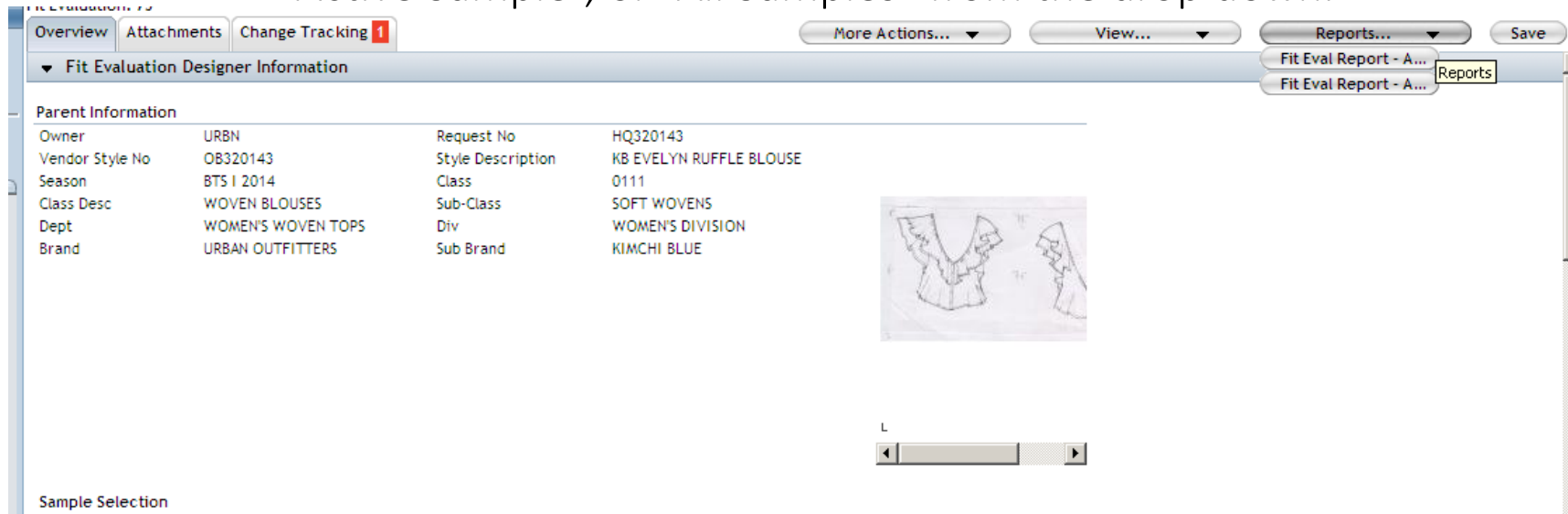
QA	P/S	Sort	img	How to Measure	Code	Description	Tol(-)	Tol(+)	Size Code	XXXS	XXS	XS	[S]	M	L	XL	XXL
<input type="checkbox"/>	<input type="checkbox"/>								Active Ind	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When your grades and specs have been revealed to your vendor, the POM page will look like the above.

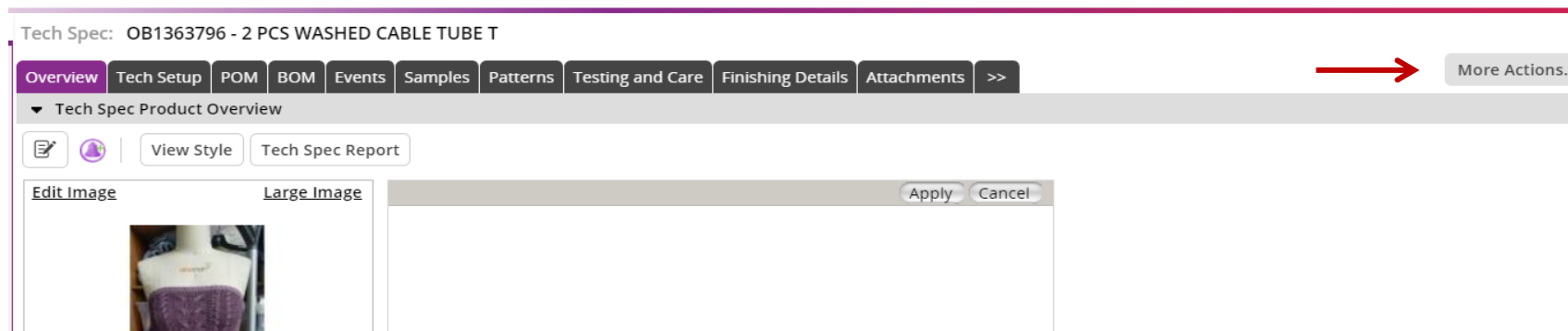
If the grading fields are not populated go to “More Actions”> “Calculate Specifications”.

# Printing a Fit Evaluation

To print a fit evaluation report, select “Reports”> “Fit Evaluation Report-Active Sample”, or “All Samples” from the drop down.



You can also print a tech spec/fit eval combo report from the tech spec overview page. To do this, go to more actions and select *Tech Pack/Fit Active* or *Tech Pack/Fit All*.





# Creating a Size Set

Tech Spec: OB320143 - KB EVELYN RUFFLE BLOUSE

Overview Tech Setup Finishing Details POM BOM Samples Testing Events Attachments >>

Points of Measurement < 1 > Go To W3 TOLERANCE INT

Points of Measure Hide / Show

QA	P/S	Sort	Img	H2M	Code	Description	Tol(-)	Tol(+)	Size Code	XXXS	XXS	XS	S	M			
<input type="checkbox"/>	<input type="checkbox"/>	20		L R	VF05.2	CF Length from Raglan Peak	-3/8	3/8	Grading			-3/8	-7/8	0			
<input type="checkbox"/>	<input type="checkbox"/>	30		L R	VF11.1	Front Neck Drop-Raglan Peak to 1st bu	-1/4	1/4	Spec Meas	16	16	3/8	17	1/4			
<input type="checkbox"/>	<input type="checkbox"/>	40		L R	HF06	Raglan Seams Apart @ Front Neck	-1/2	1/2	Grading			-1/4	-1/4	0			
<input type="checkbox"/>	<input type="checkbox"/>	50		L R	VF44	Front Shirt Tail Height	-1/4	1/4	Spec Meas	4	1/2	4	1/2	4	1/2		
<input type="checkbox"/>	<input type="checkbox"/>	60		C	*	*			Grading			0	0	0			
<input type="checkbox"/>	<input type="checkbox"/>	70		L R	HF09	Chest @ Armhole	-1/2	1/2	Spec Meas	5	5	1/4	5	1/2	5	3/4	
<input type="checkbox"/>	<input type="checkbox"/>								Grading			0	0	0			
<input type="checkbox"/>	<input type="checkbox"/>								Spec Meas	2	1/2	2	1/2	2	1/2		
<input type="checkbox"/>	<input type="checkbox"/>								Grading			-1	-1	1/2	0	1	1/2
<input type="checkbox"/>	<input type="checkbox"/>								Spec Meas	1	1/2	1	1/2	1	1/2	1	1/2

More Actions...  
Create Fit Eval  
Add Points of Mea...  
Copy POM Code(s)  
Refresh  
Delete  
Delete POM Code(...)  
Change Size Rang...  
Calculate Specifi...  
Change Toleranc...  
Create Size Set  
Multi Window  
Create Size Set  
Paste

Add Samples

Save

Size Code	Quantity
XS(XS)	0
S(S)	0
M(M)	0
L(L)	0

To create a size set, begin on the POM page of the tech spec, select the POMs that you want included in your size set, select "More Actions"> "Create Size Set". The *Add Samples* box will pop up. Next, select the number of samples per size and click "Save" inside the *Add Samples* box.

# Finishing Details Tab

This tab houses: label, packing, hanger loops placement and any other miscellaneous details related to the finishing of the garment.

- The Design Coordinator will add the main label.
- Tech is responsible for adding the packing method.
- You can search using the description box by typing the term you are looking for. i.e – packing Flat Fold

The screenshot shows the 'Finishing Details' tab in a software interface. The breadcrumb trail is 'Tech Spec: 08969845 - SHE'S A RAINBOW SPORT FLARE'. The 'Finishing Details' section is expanded to show 'Header Information' and 'Constructions'. Under 'Header Information', the 'Model Name' is 'CONSTRUCTION'. The 'Constructions' section contains a table with the following data:

Description	Type	Construction Element	Construction Details	Comm
<input type="checkbox"/> FP COPPER-SM	FREE PEOPLE	LABELS	FP COPPER-SM FP COPPER COTTON TAPE-CARE/CONTENT FP COPPER RIBBON-SIZE/COO CC IN FRENCH AND ENGLISH LABELTEX CODE : FP_COPPER_SMAL_LABEL	
			FLAT FOLD WITH VERTICAL ROLL	

The interface also features a search bar with the text 'FP COPPER-SM' and a magnifying glass icon. Below the table, there are icons for 'L R E' and a technical drawing of a garment with a label. The left sidebar includes 'DESIGN CENTER DASHBOARD' and 'Tech Spec'.

# Testing and Care tab

This tab will show the test reports that the vendor has uploaded and you can make comments as needed.

This tab also houses the suggested care instructions that vendors use for garment testing.

Tech is responsible for adding the suggested wash care when sending the 1<sup>st</sup> fit comments.

Tech Spec: OB969845 - SHE'S A RAINBOW SPORT FLARE

Overview Tech Setup Finishing Details Patterns POM BOM Samples Testing Events >> More Actions...

DESIGN CENTER < DESIGN CENTER DASHBOARD

▣ Tech Spec

▼ Testing < 1 > Go To TESTING ▾

▼ Technical Design Standards

Testing Information

Owner URBN Model Name TESTING

▼ Detail

<input type="checkbox"/>	Code	Standard	Description	Approved?	Comments
<input checked="" type="checkbox"/>	003	FABRIC PARAMETER TEST		--Select ▾	NO IMAGE ATTACHED
<input type="checkbox"/>				--Select ▾	NO IMAGE ATTACHED

SEARCH ADMIN

# Helpful tips

- When filling any part of the Tech Spec → always do it left to right, if not you will get an error message and will not let you save.
- On the Finishing detail page you can add your own image by typing in miscellaneous in the *Description* column.
- To upload multiple images on the Tech Set Up you should go to *More Actions, Upload* and then hit the *Browse for files* tab and select all the images you need. Once your images have loaded on to the window you should hit *Click to Upload*.

The image displays two screenshots of a web application's file upload interface, illustrating the steps for uploading multiple files.

**Left Screenshot:** Shows the "File Upload - Internet Explorer" window. The "Allowed File Extensions" are listed as: gif jpg jpeg wmf ai pdf doc txt xls xml xsd xsl ppt mov htm docx qtx cxf tif tiff iba dxf vet. The "To Upload Multiple Files (flash version)" section is highlighted with a red circle, and a red arrow points to the "Browse for Files" button. The "Step 1 -> Browse for Files" button is also highlighted with a red circle. The "Step 2 -> Click to Upload" button is also highlighted with a red circle. The "Step 3 -> Done" button is also highlighted with a red circle. The "Hold down CTRL key while browsing to select multiple files" instruction is visible.

**Right Screenshot:** Shows the "File Upload - Internet Explorer" window. The "Allowed File Extensions" are listed as: gif jpg jpeg wmf ai pdf doc txt xls xml xsd xsl ppt mov htm docx qtx cxf tif tiff iba dxf vet m. The "To Upload Multiple Files (flash version)" section is highlighted with a red circle, and a red arrow points to the "Click to Upload" button. The "Step 1 -> Browse for Files" button is also highlighted with a red circle. The "Step 2 -> Click to Upload" button is also highlighted with a red circle. The "Step 3 -> Done" button is also highlighted with a red circle. The "Hold down CTRL key while browsing to select multiple files" instruction is visible. Below the instructions, a table shows the uploaded files:

Remove	File Name	Size
Remove	OB1022944A-05.ai	2112.13KB
Remove	OB1022944A-06.ai	2059.78KB