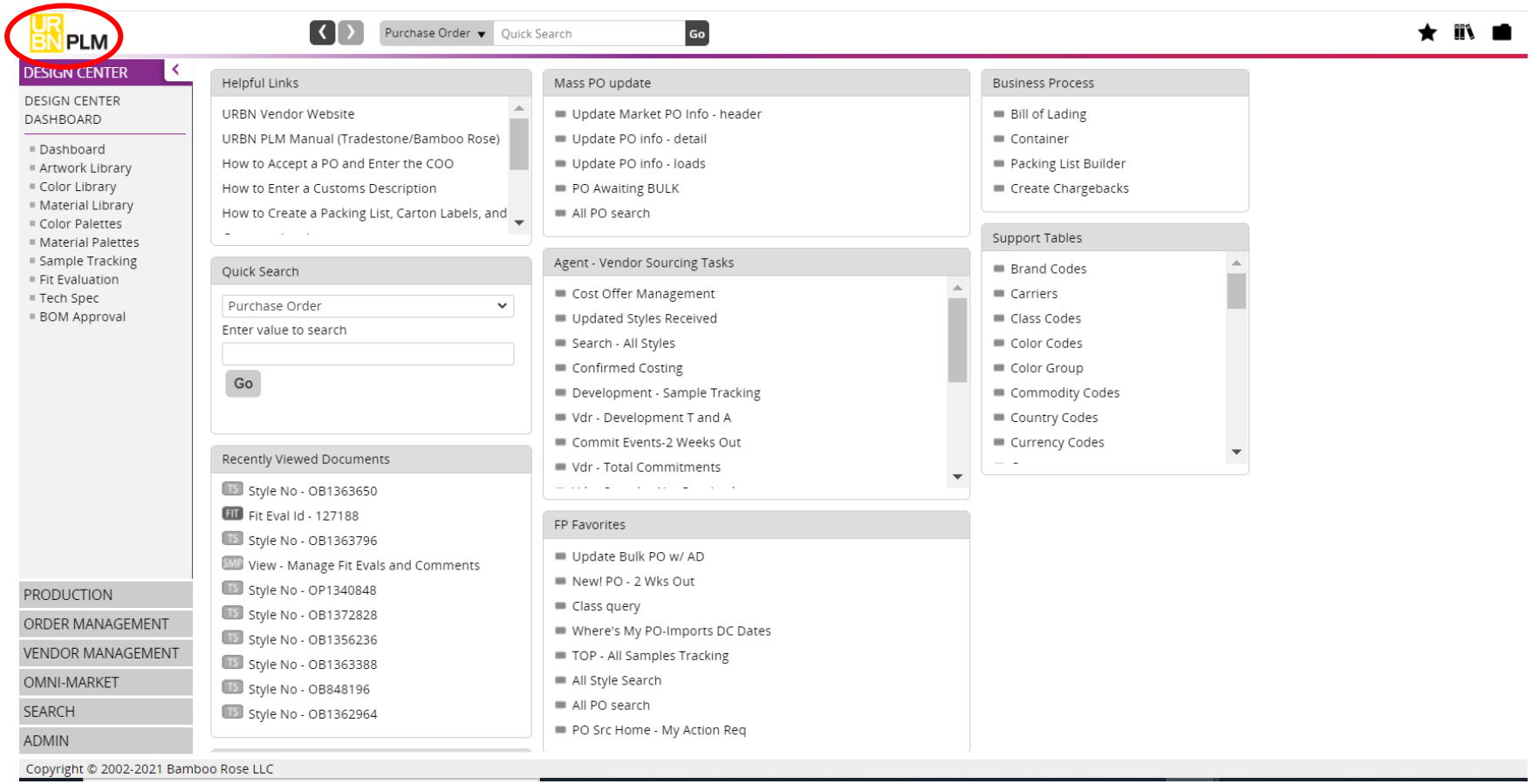
Tradestone User Manual

Tech Team Process

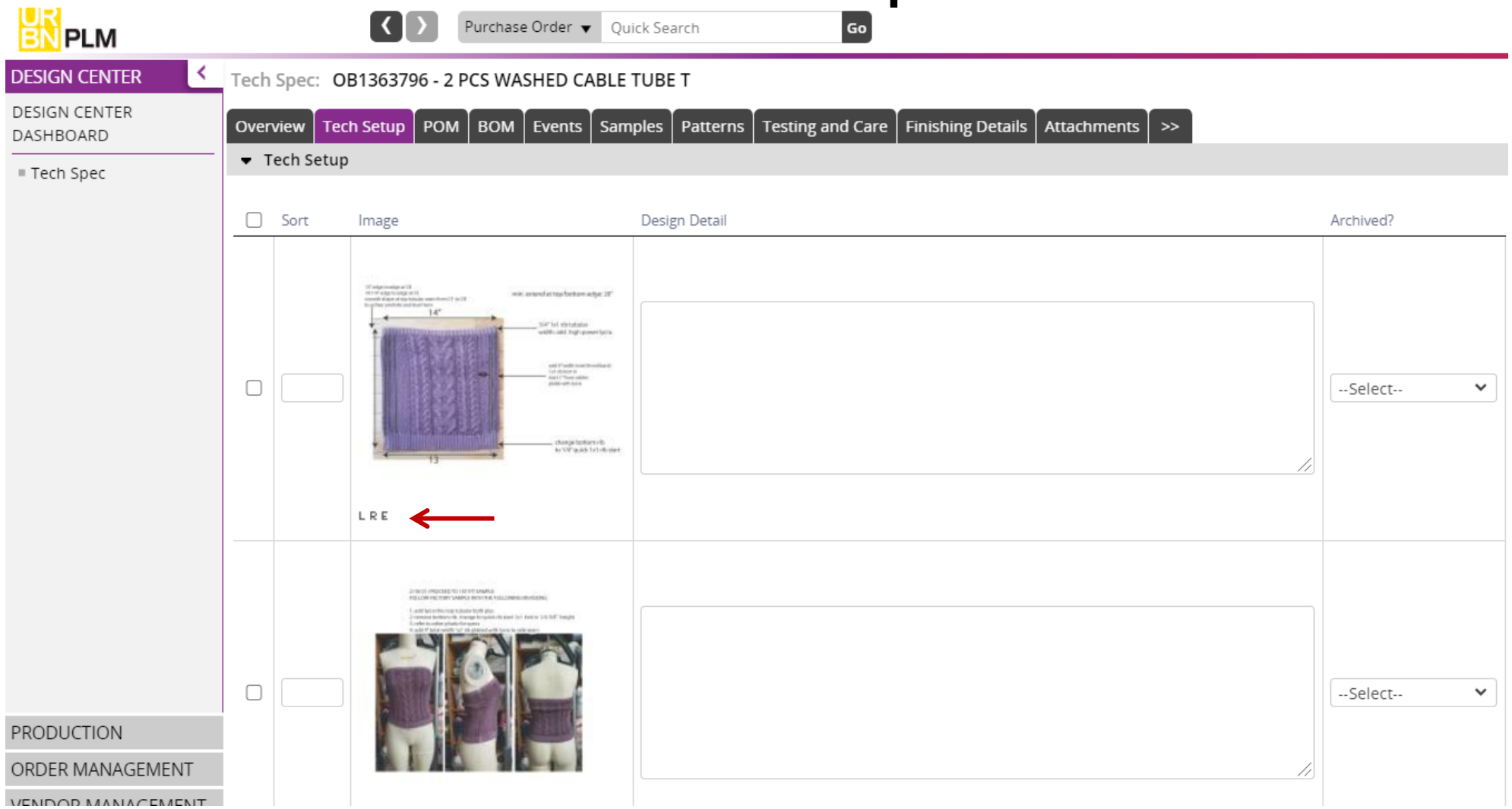
Accessing Tradestone

- 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.



TECH DESIGN

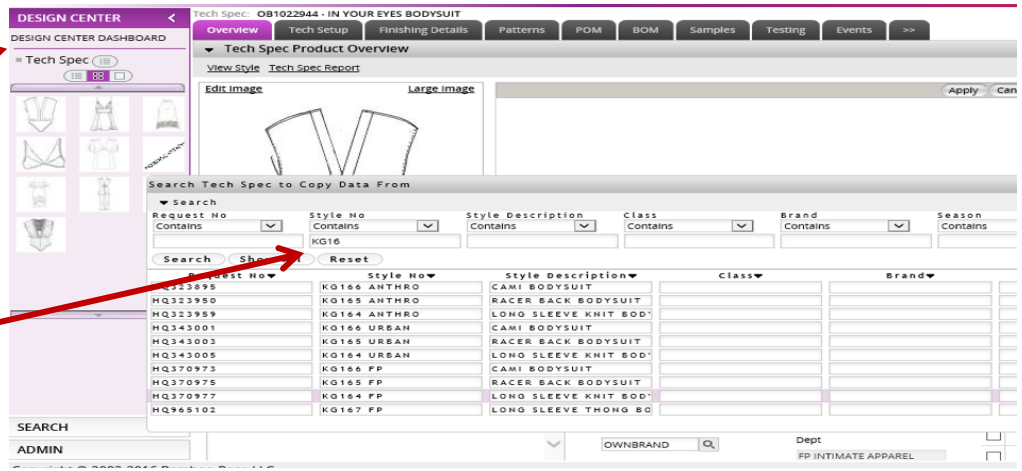
Tech Setup

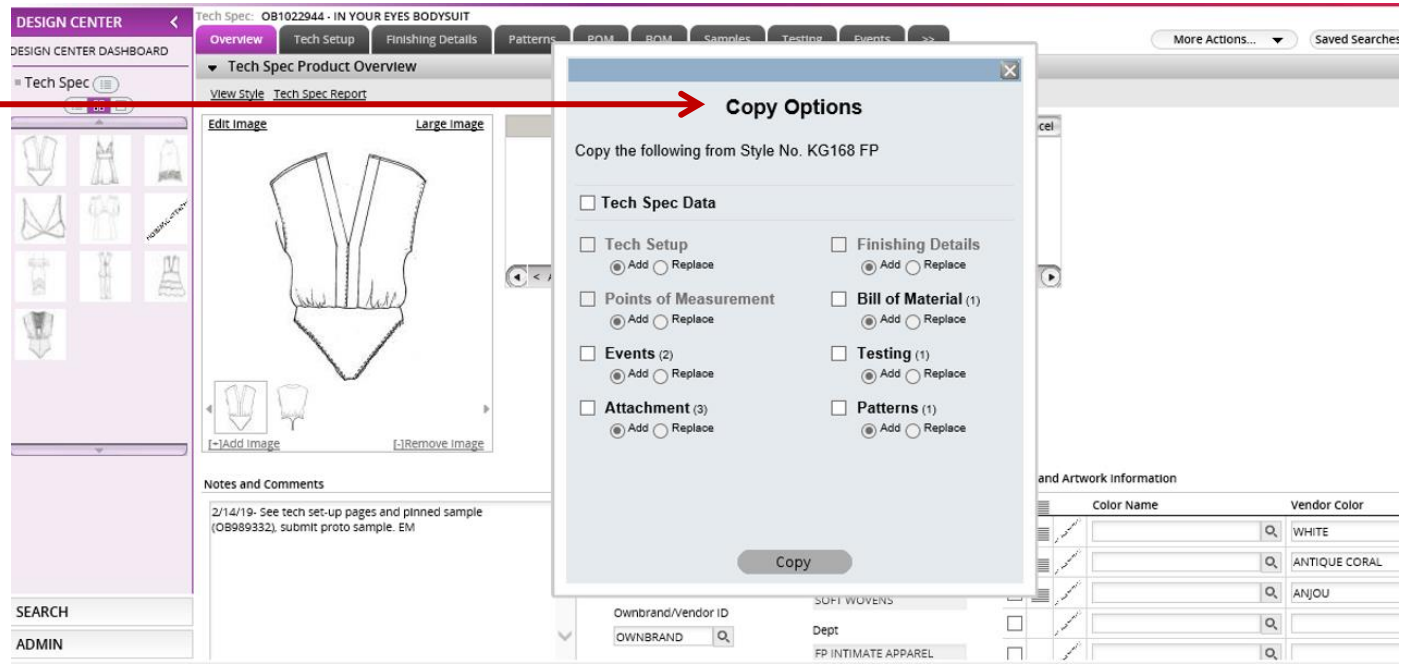


To add your tech set ups, you will select the tech setup tab, and upload your images. Upload the first file by selecting the *c*. Once images have been added, you will select the *L* for a larger view, *R* to replace the file and *E* to edit.

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.

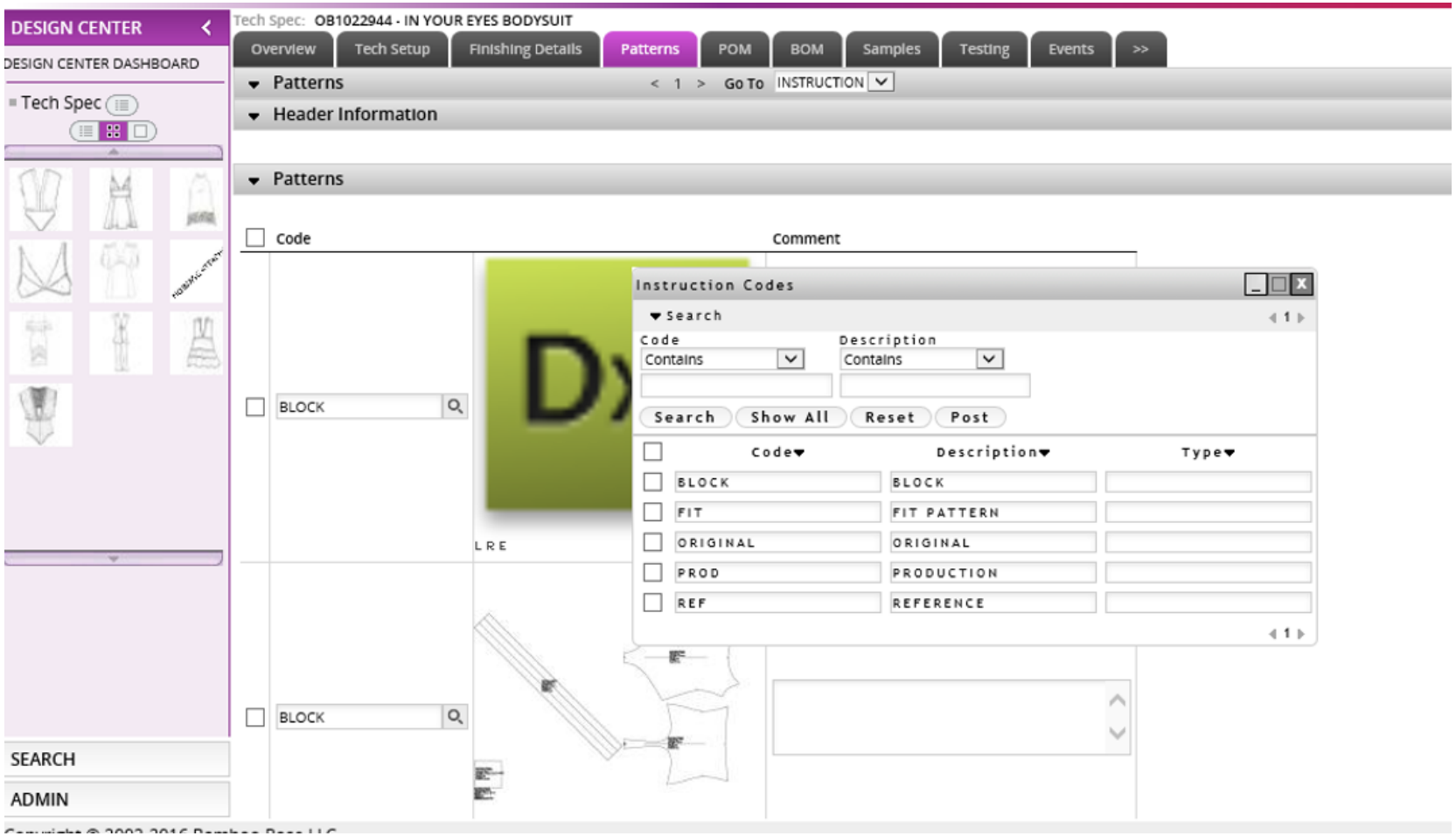




Patterns tab

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

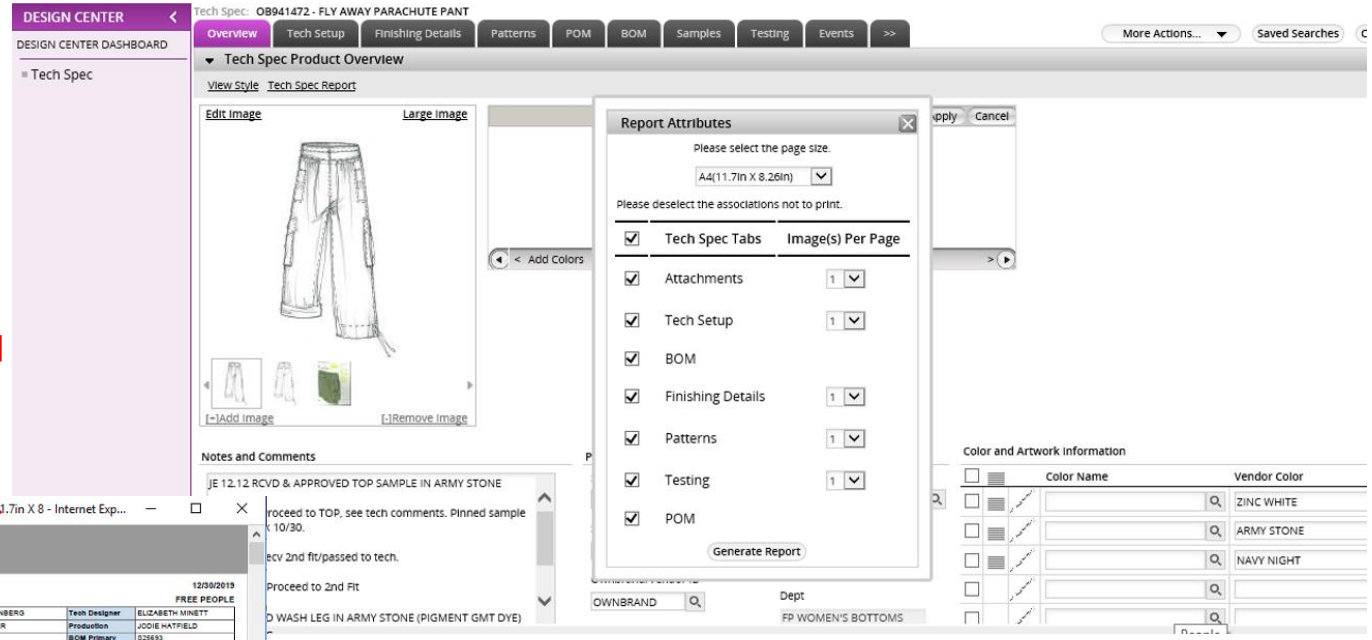
- On the *Code* column you can select your type of pattern.
- On the next column you can upload the pattern (same as you upload any image)

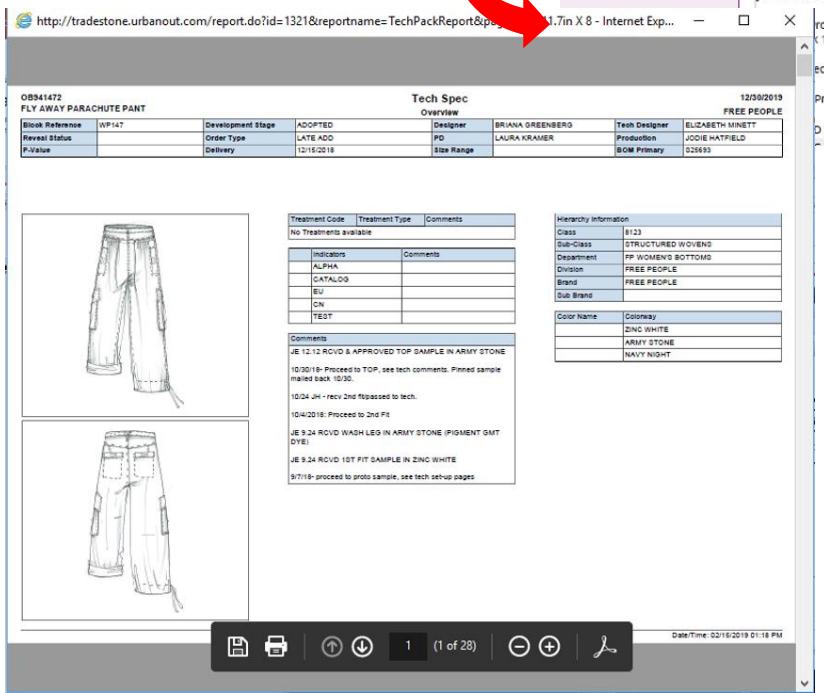


Printing Tech Spec Report/ Generating a PDF

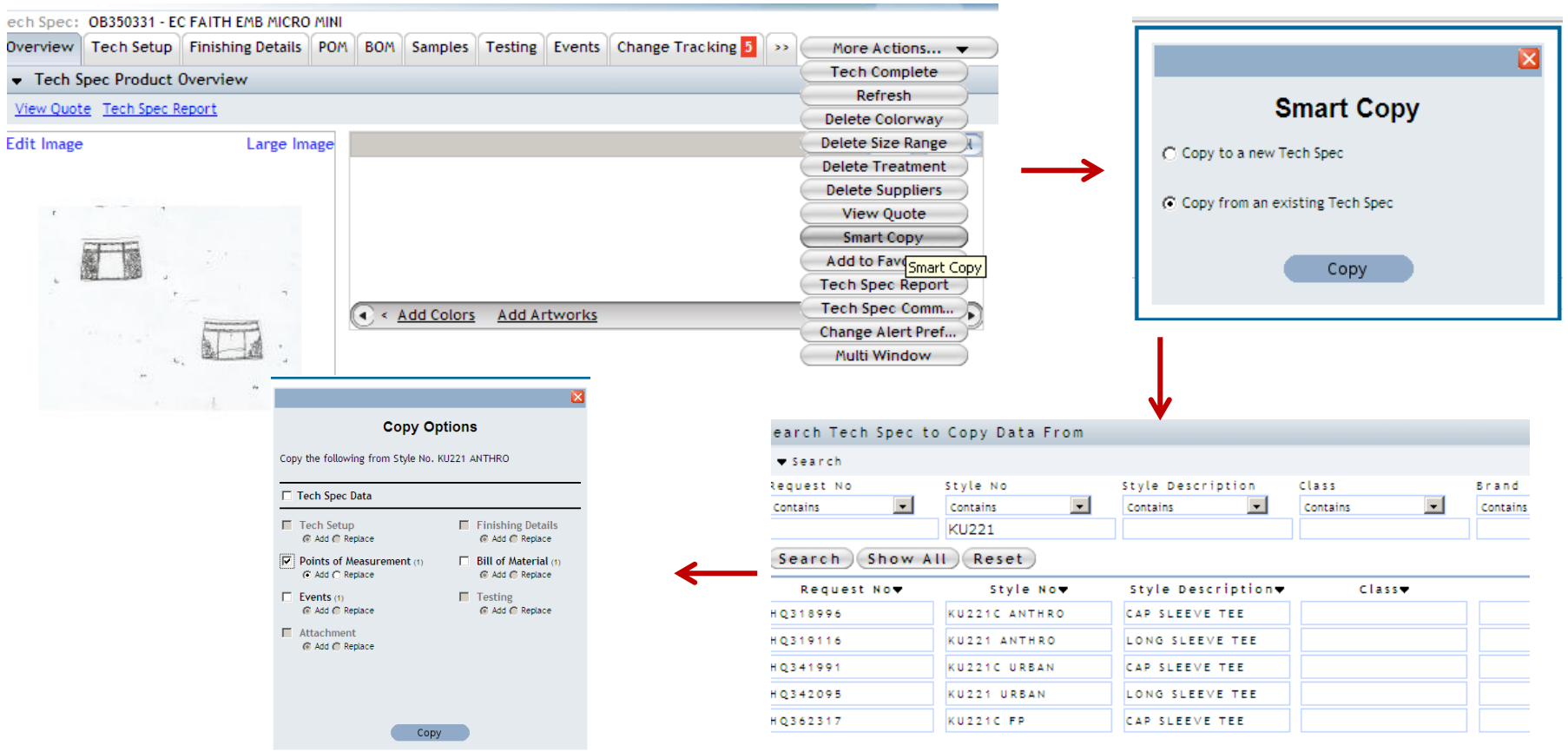
On the *Overview page* of the Tech Spec , click on *Tech Spec Report* and then you can select the pages you want included. It will generate a PDF that you can either email or print.

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





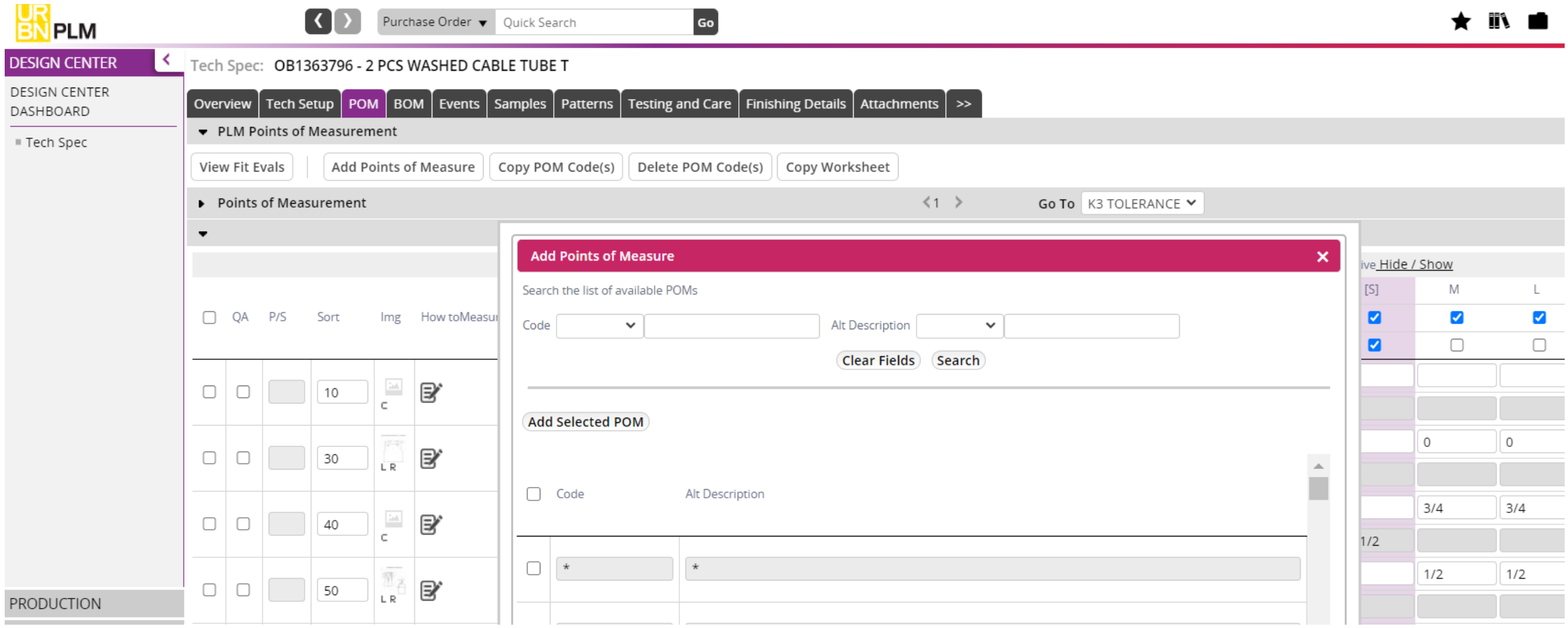
Adding POM's/Patterns



To add a POM page, you will need to begin on the overview screen, from there, select "More Actions" > "*Smart Copy". At he 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



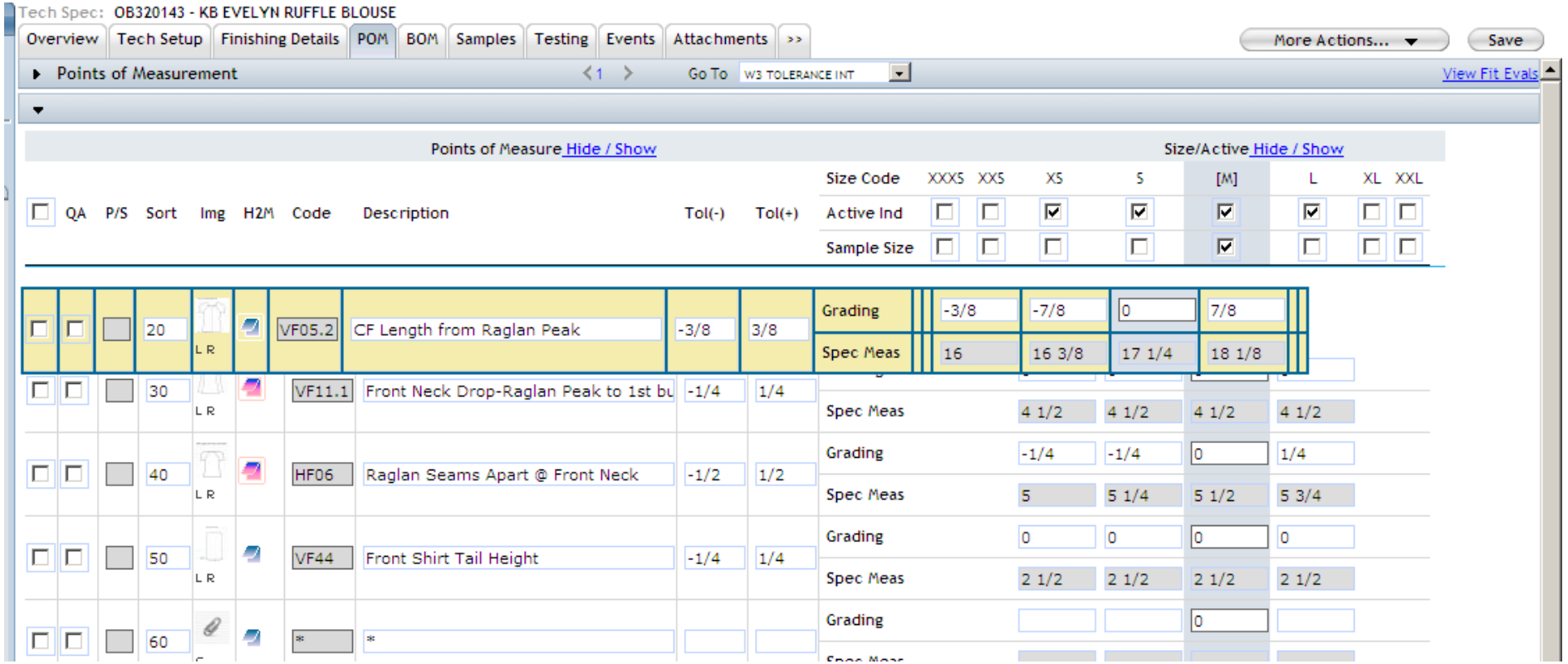
Once a block is brought in, you can add and delete lines as needed. To delete, select the outermost box on the left, select *"More Actions" > "Delete POM Code"*.

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

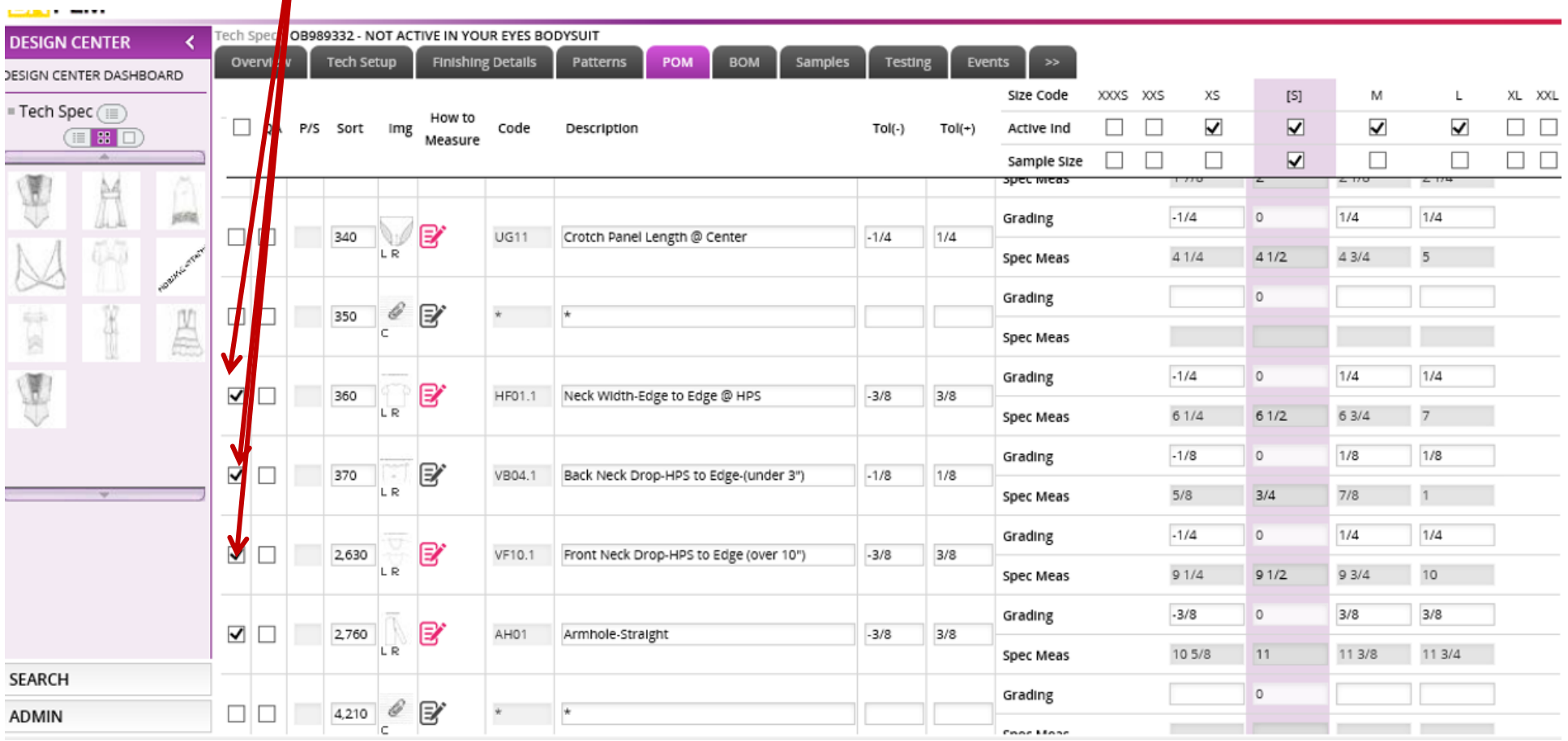


Arrange POM Codes: You can adjust the sort number, or move the lines up and down as needed. To do this, select and click the line and drag & drop into the new position.

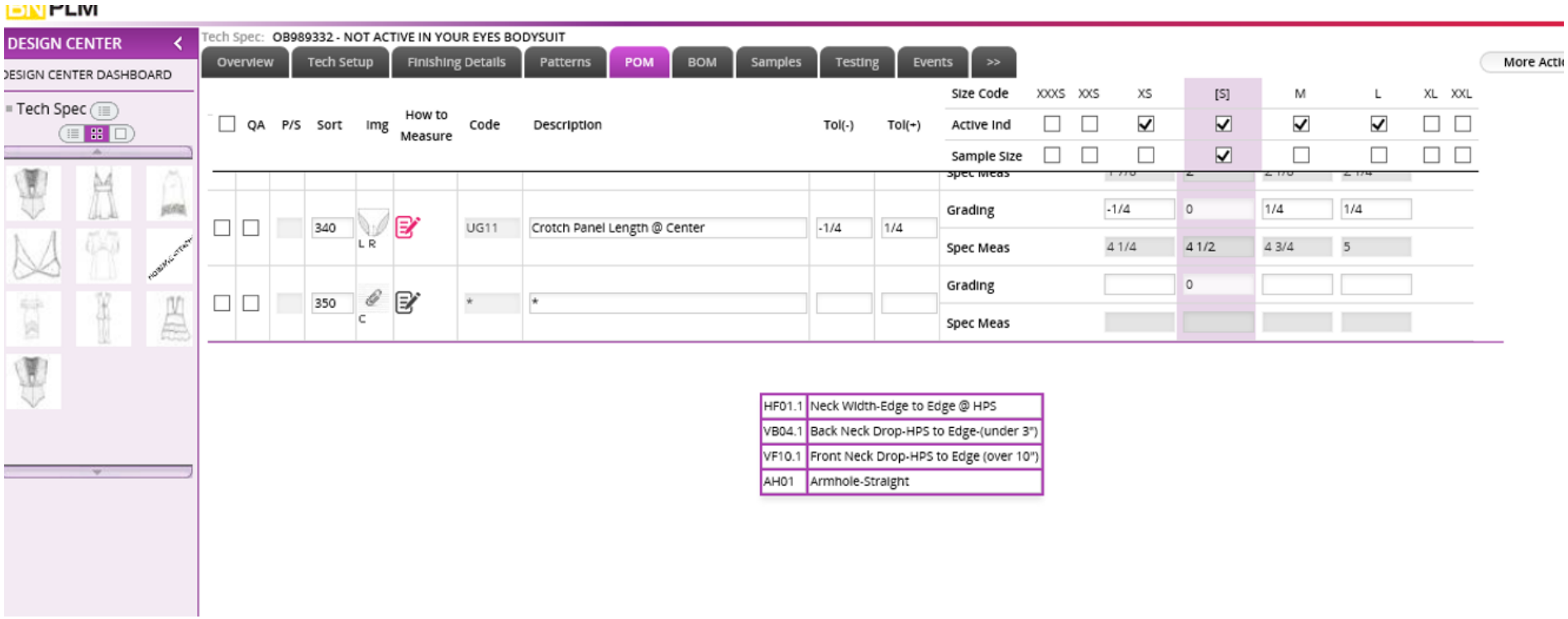
POM Page – Arranging the page

You can also select a group of POMs and move them together.

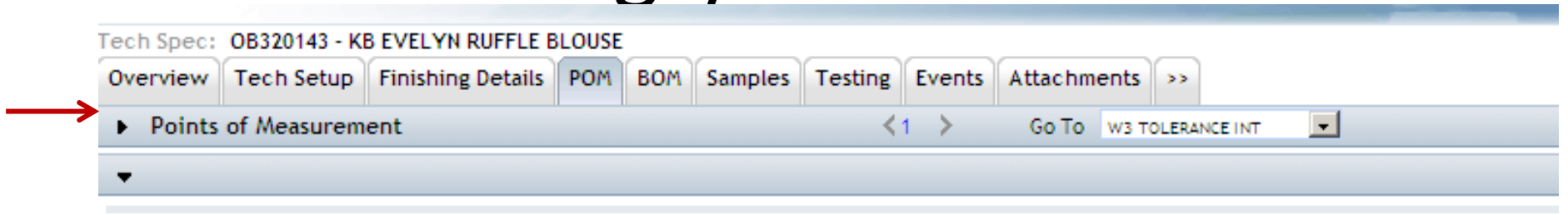
Step1 – Select the POMs you want to move



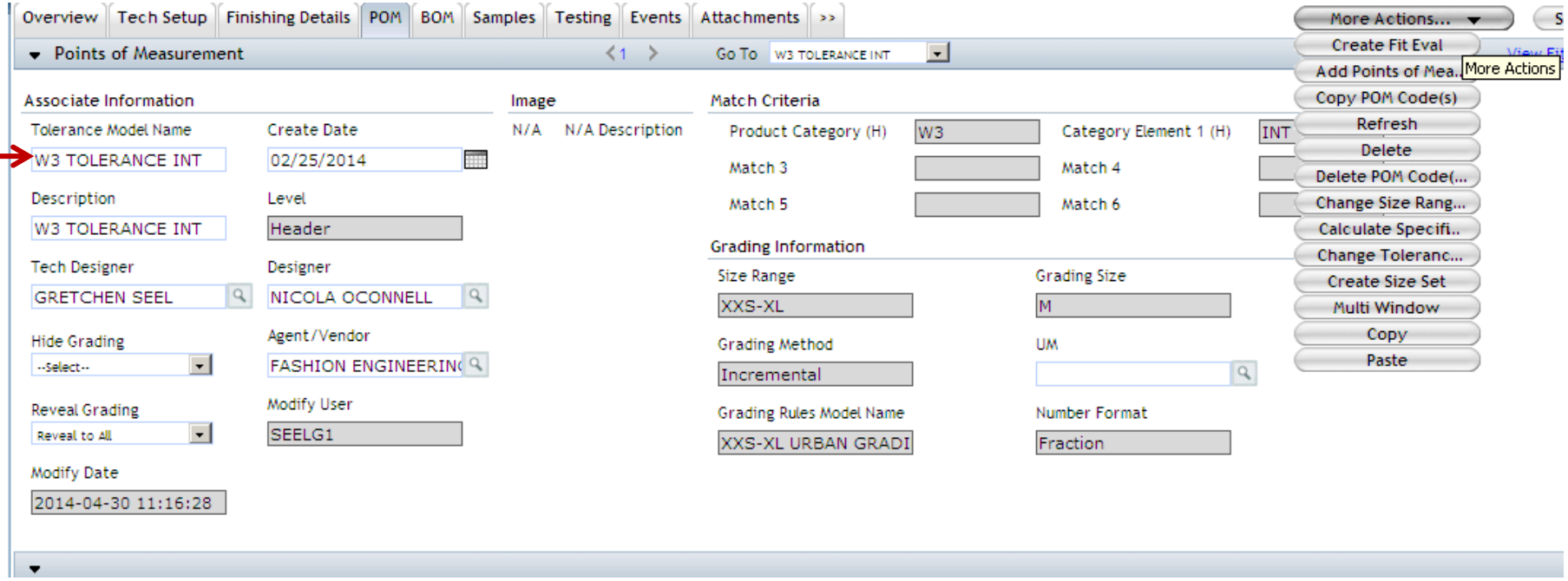
Step 2- click and drag the group.



POM Page- Changing Size Range/Tolerance

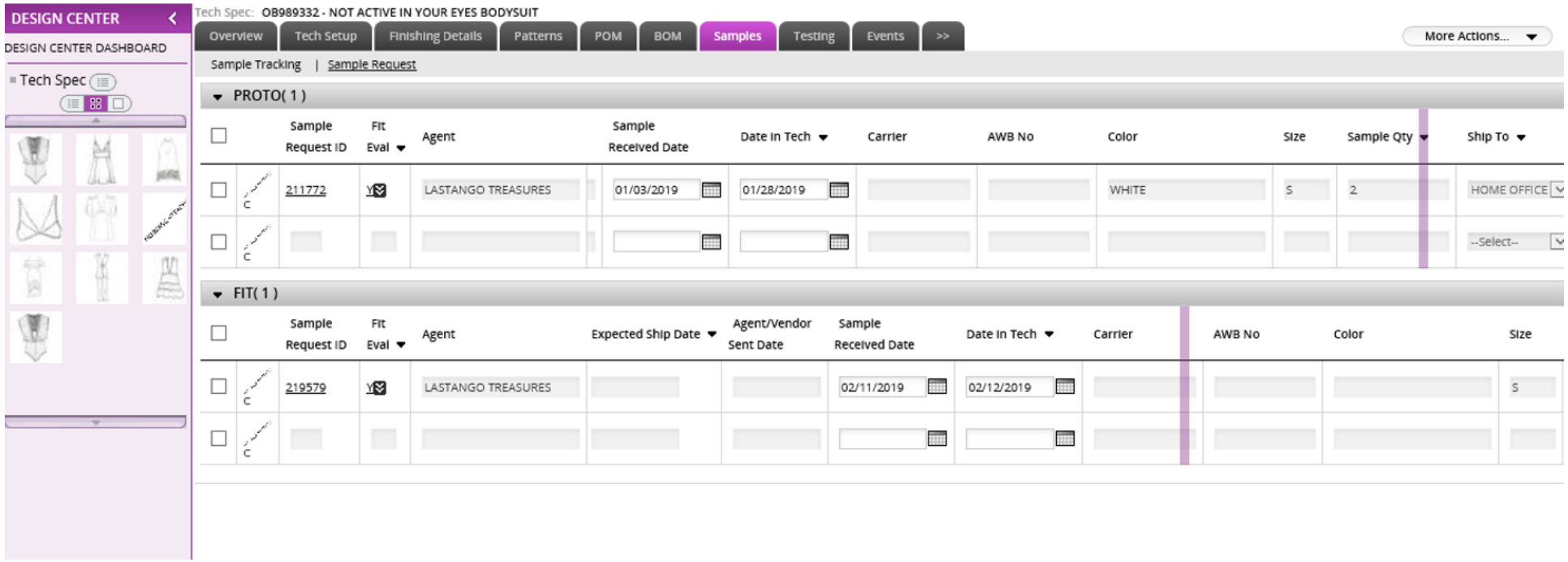


At the top of the page, select the arrow beside the line called *Point of Measure*



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

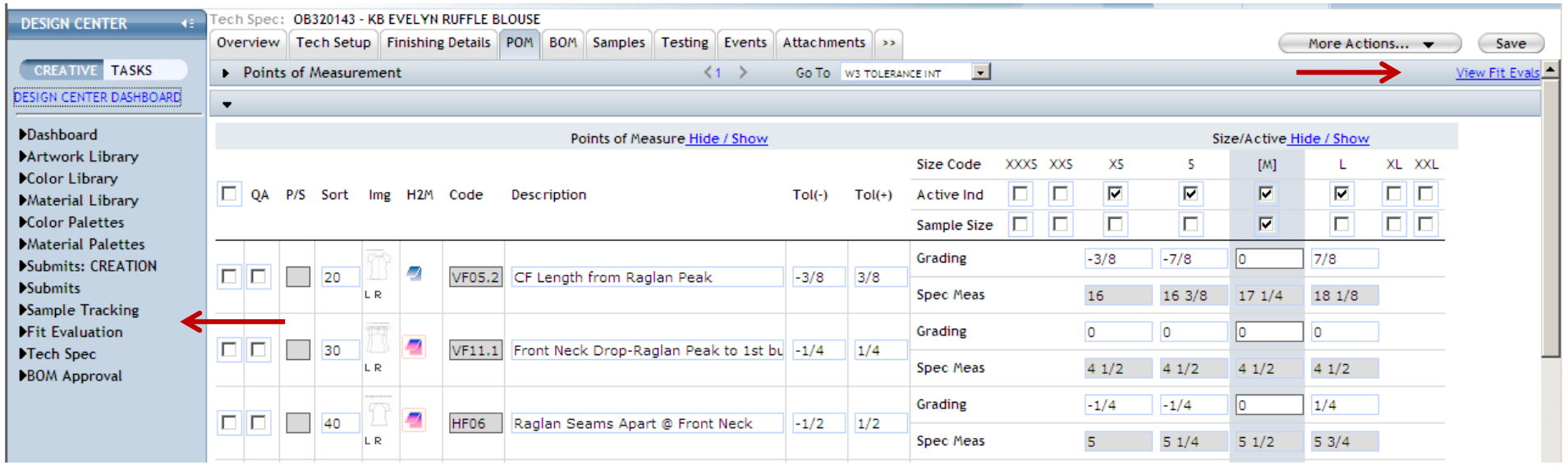


- To create a Fit eval, go to the *Samples* tab and select a sample request line. From there, select *"More Actions"> "Create Fit Eval"*.

- Once you have received sample you should update the Sample Received Date if it is blank as well as the Date in Tech

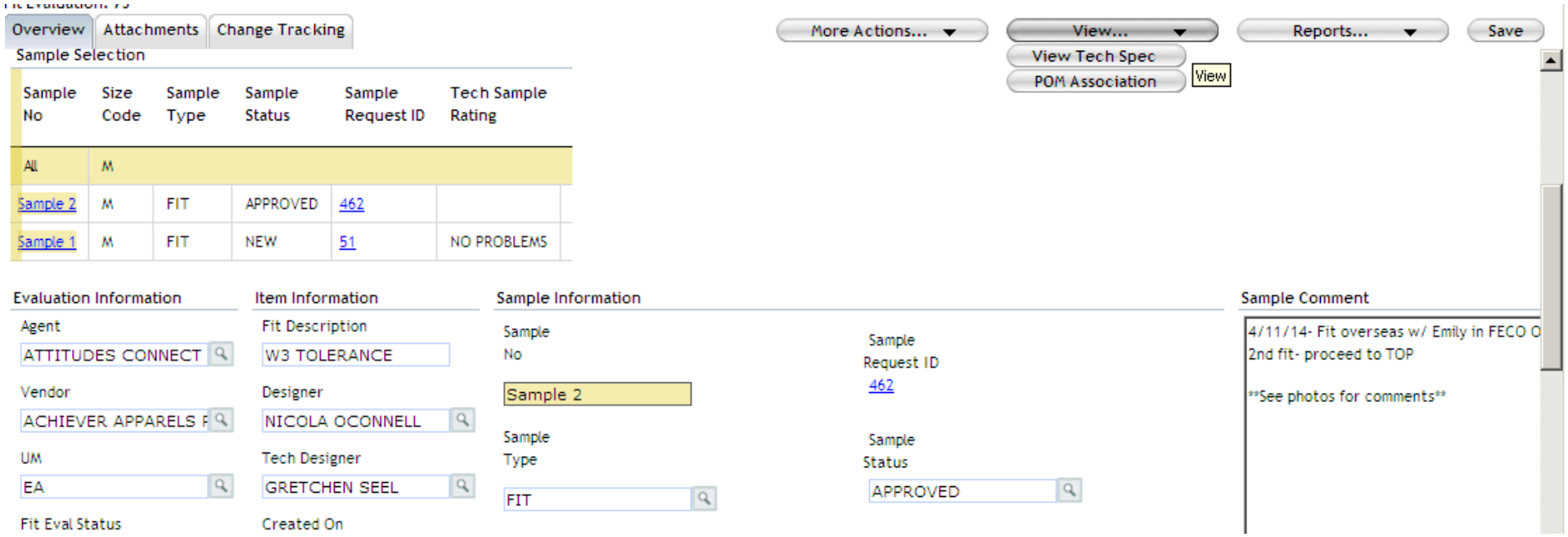
Be sure you are using either the Proto or Fit sample type when creating the fit eval and make sure that the sample size exists in your POM page*

Finding a Fit Evaluation



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.

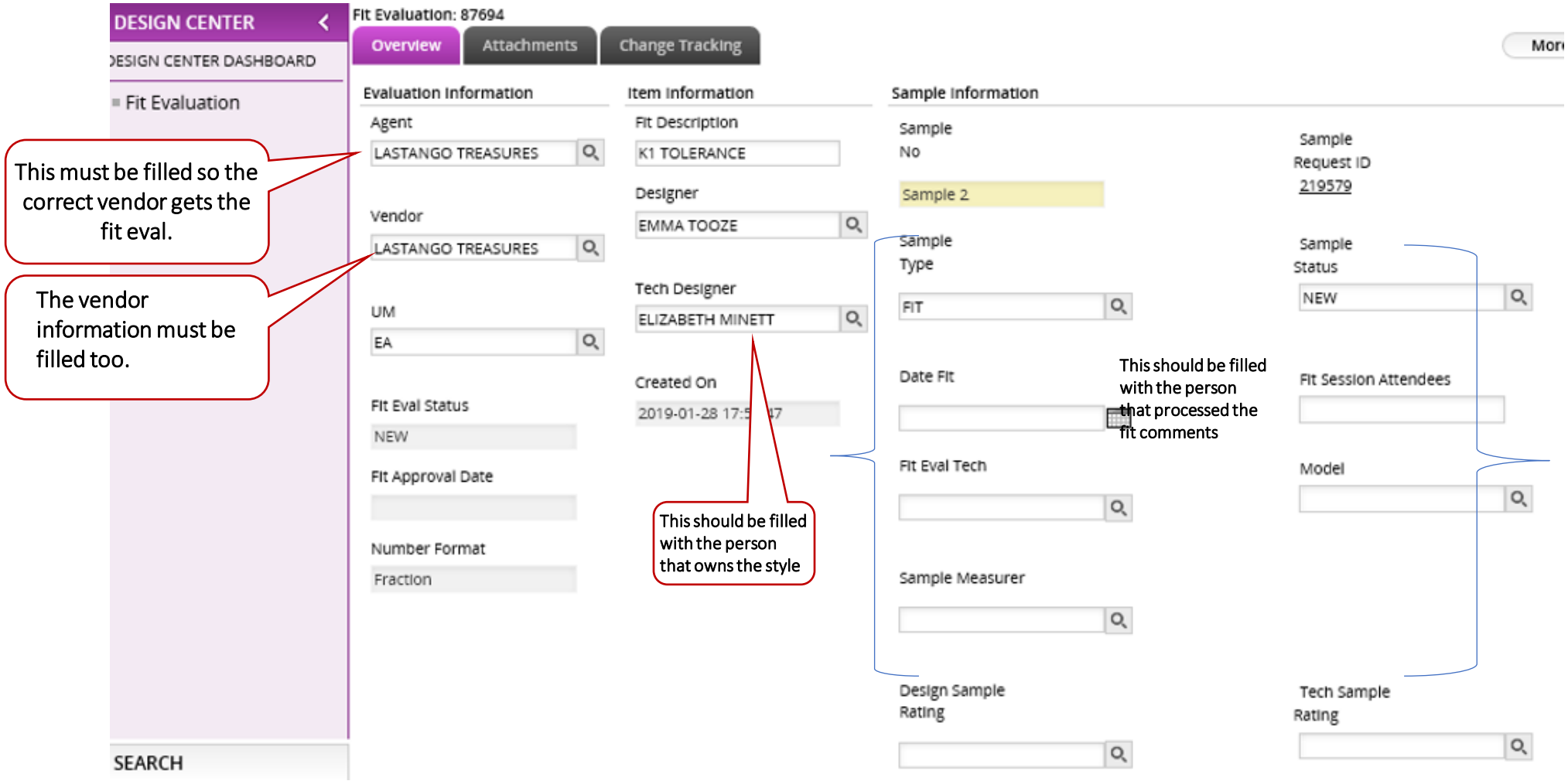
Fit Evaluation
Navigating the page



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.

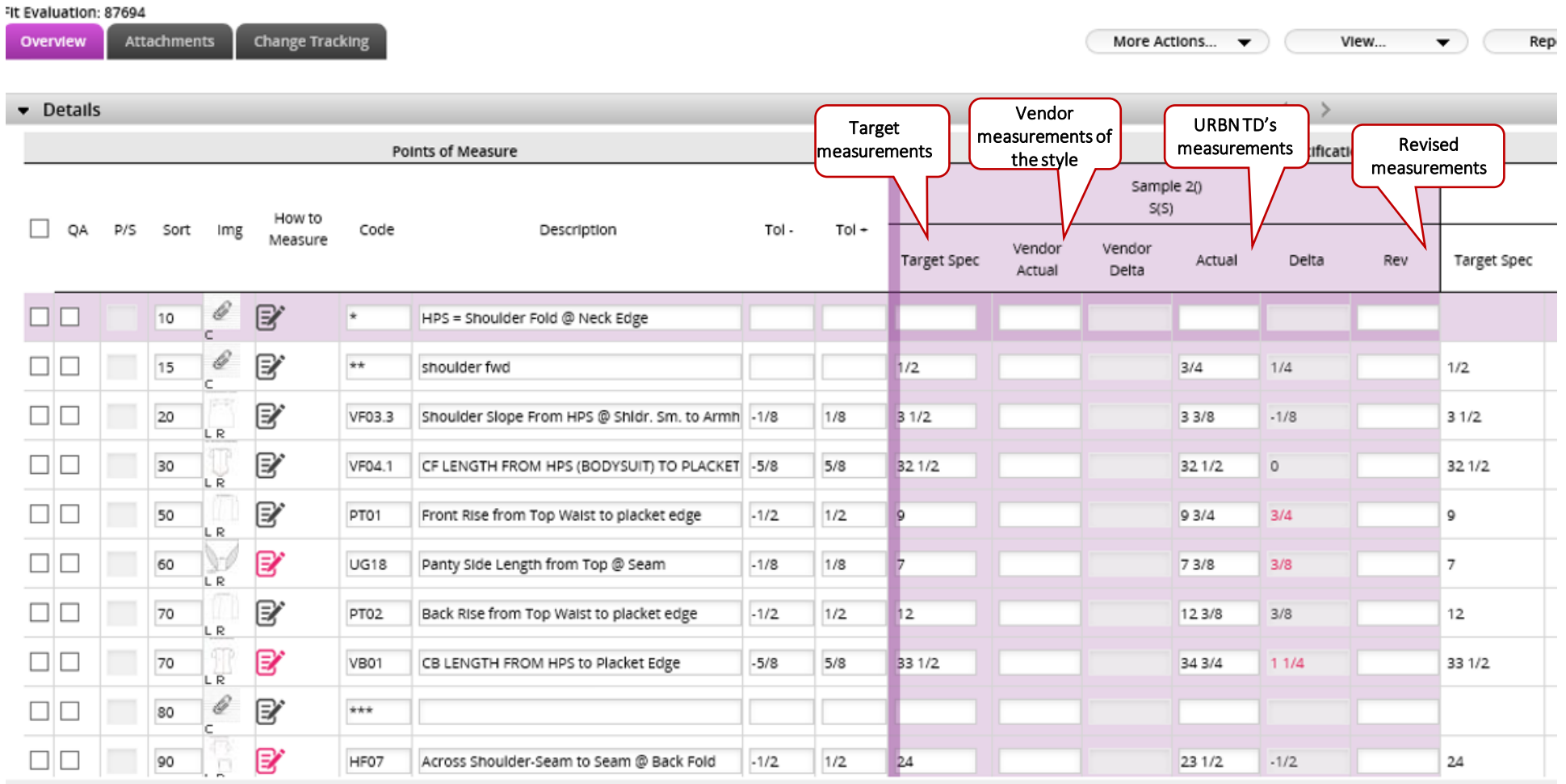
Fit Evaluation



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.

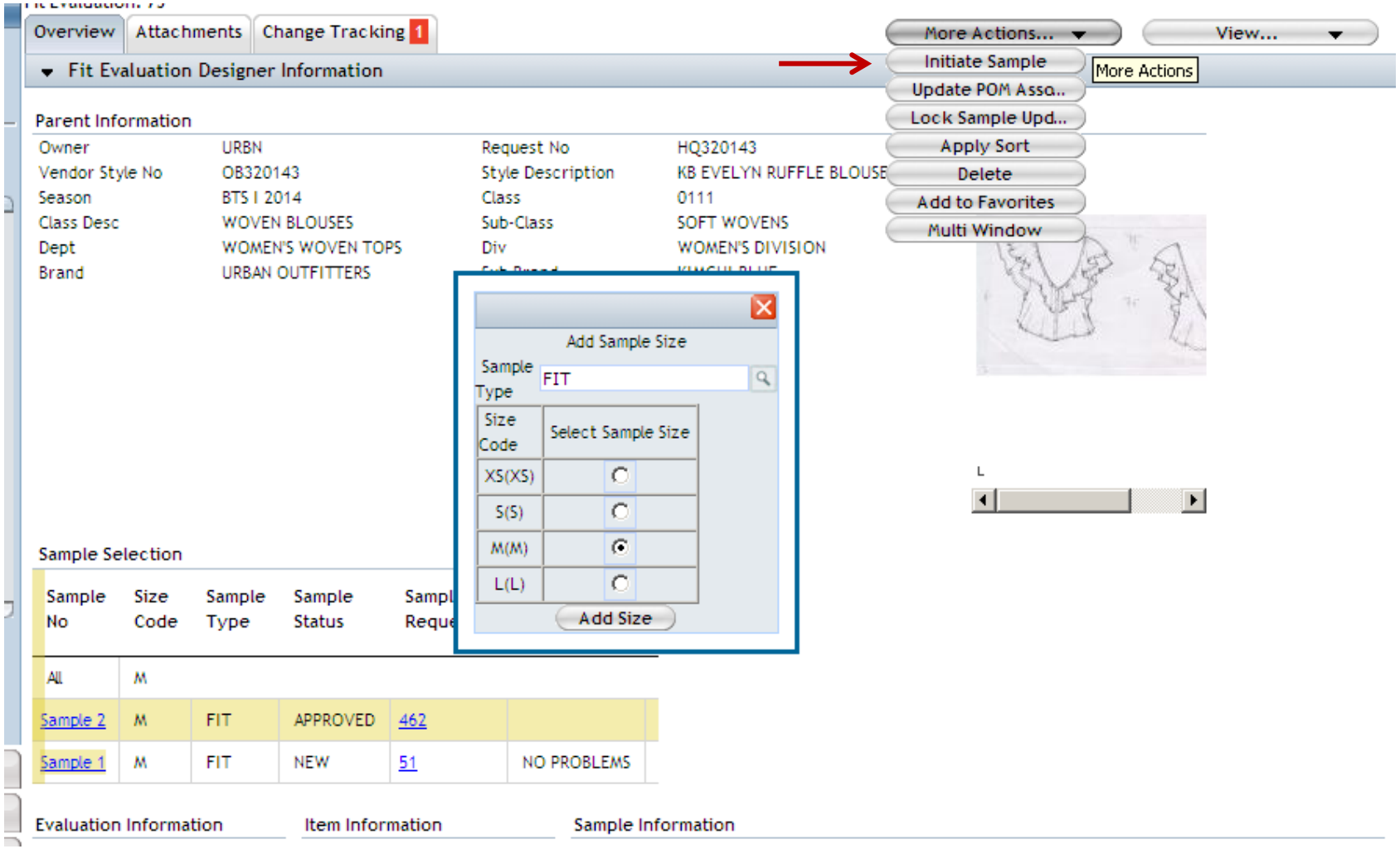
Sample comments can be added in the sample comment box on the right side of the page, Images can be uploaded on the attachments page.

Fit Evaluation



- 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



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.

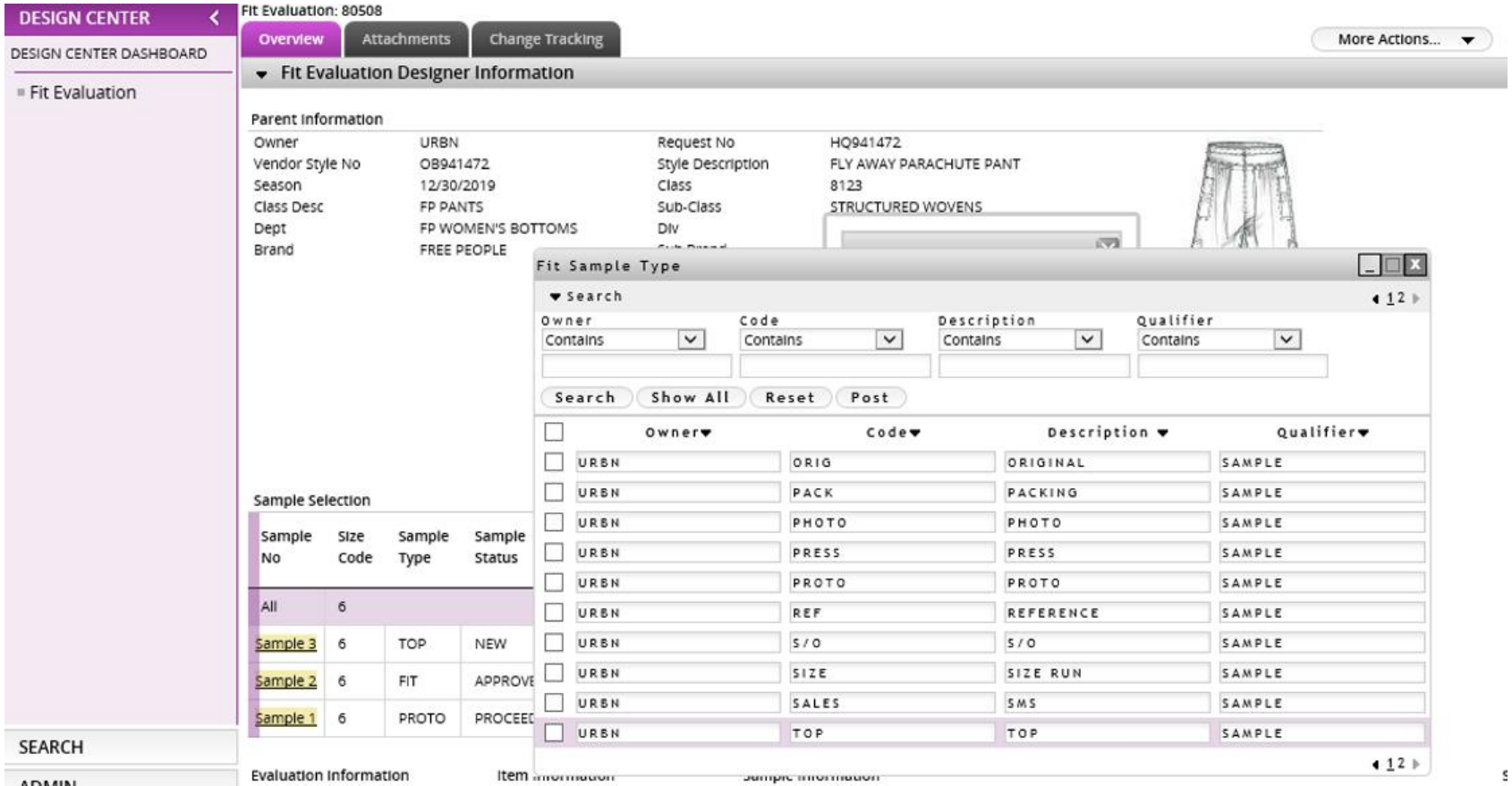
Fit Comments -Initiating next sample

- 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.

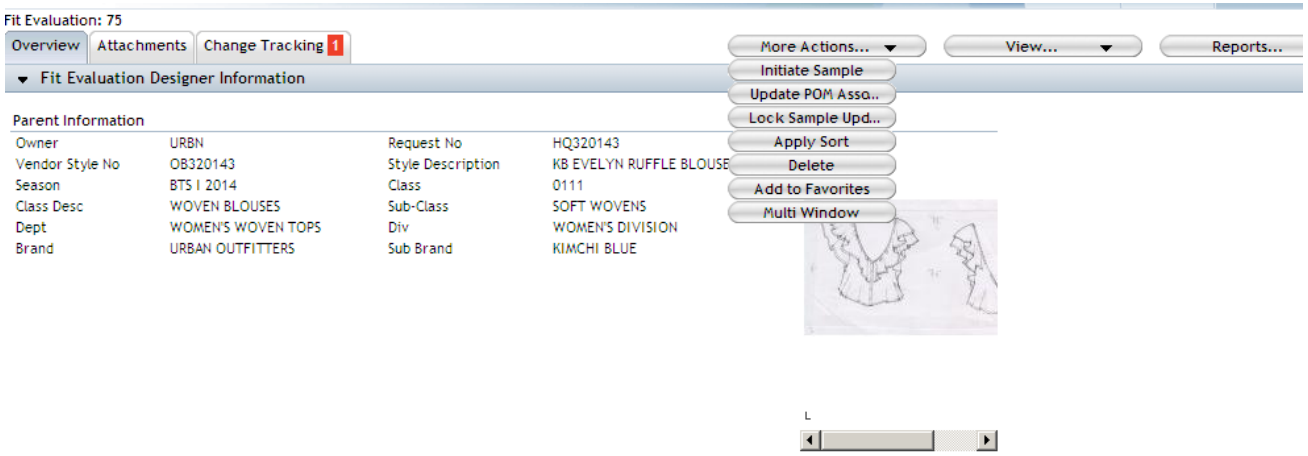
- Only URBN TD's have permission to "Initiate Sample" in the Fit Eval. This function is not available in the vendor view.
  - ✓ If the next sample page is missing, the vendor has been instructed to reach out to their TD to request that it be added.

Importance of selecting the correct Sample Type

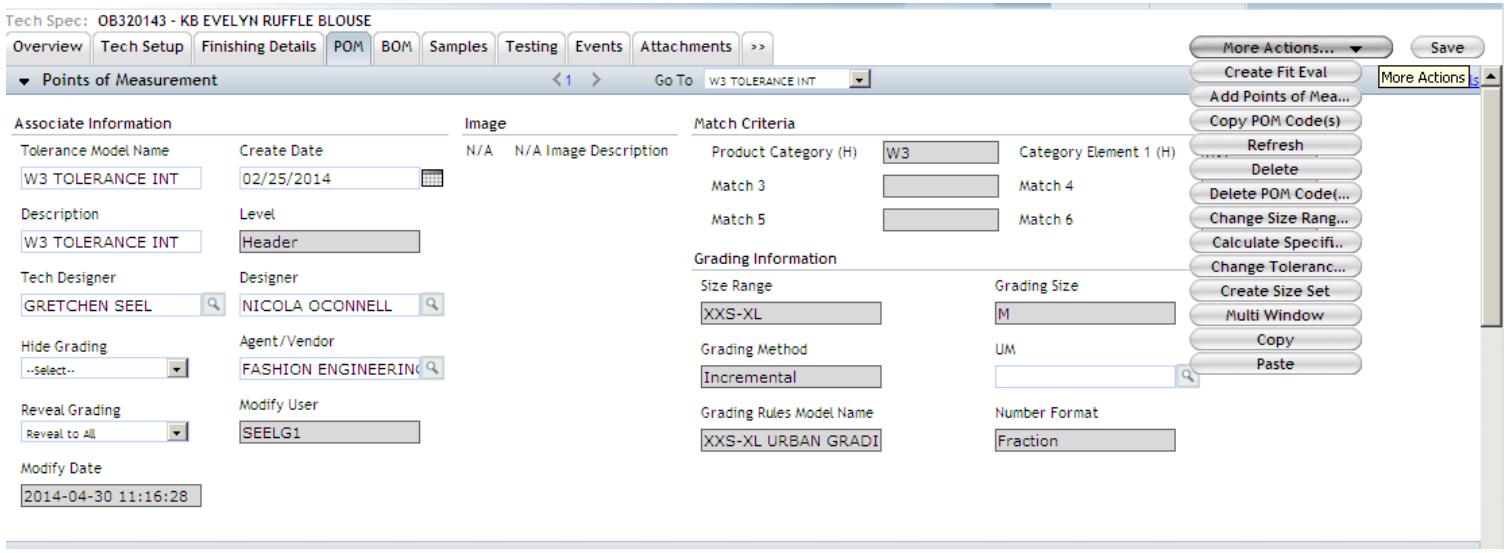
- If you click on the magnifying glass you will get the different sample types we have and you **must** choose the appropriate sample type.
- The sample type initially selected will link to the sample tracking page. Updates made to the sample type will not link.



Approving a Sample/Revealing grades

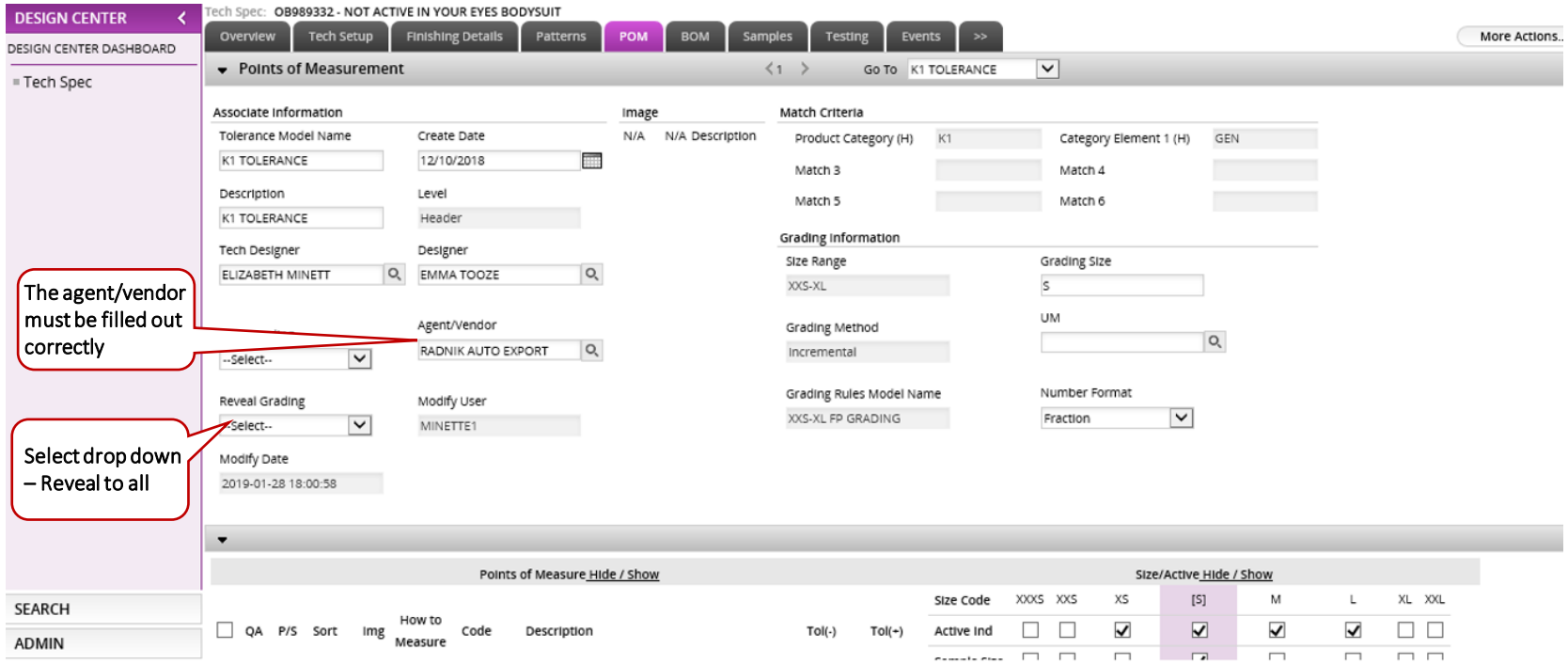


When you are ready to approve a sample, you will change the sample status to approved. This will mark the fit eval as approved and stamp the date. From there, select "*More Actions*"> "*Update POM Association*". This will update the POM page on the Tech Spec with the sample size specs.



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

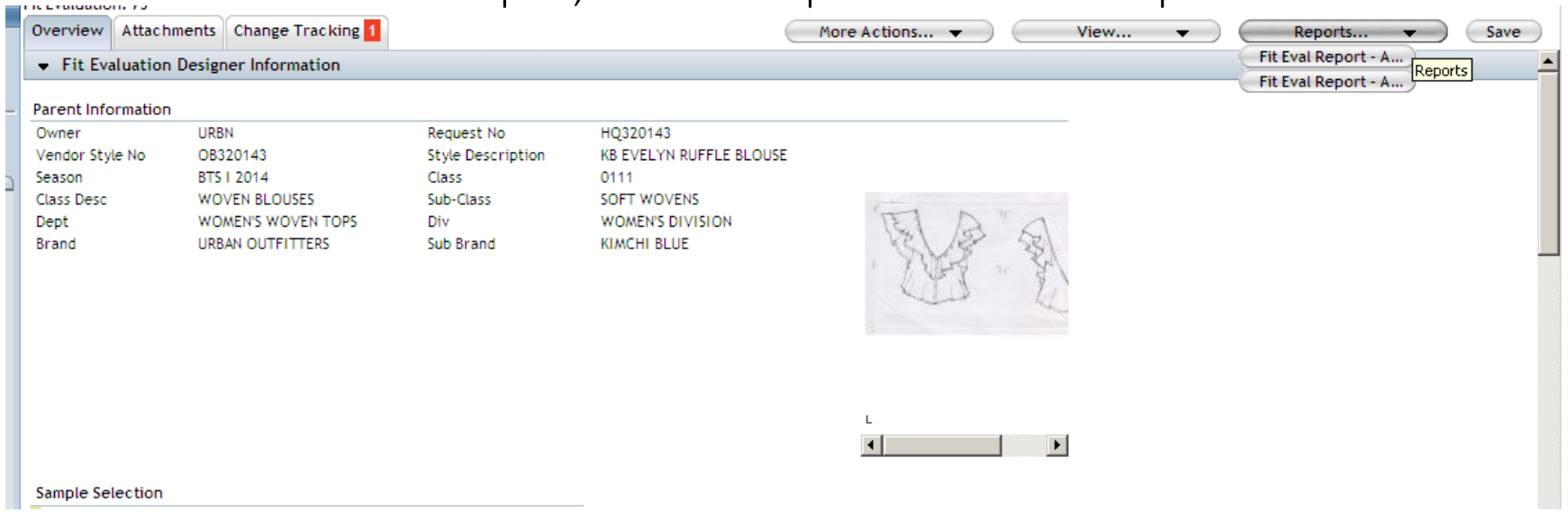


When your grades and specs have been revealed to your vendor, the POM page will look like the above.

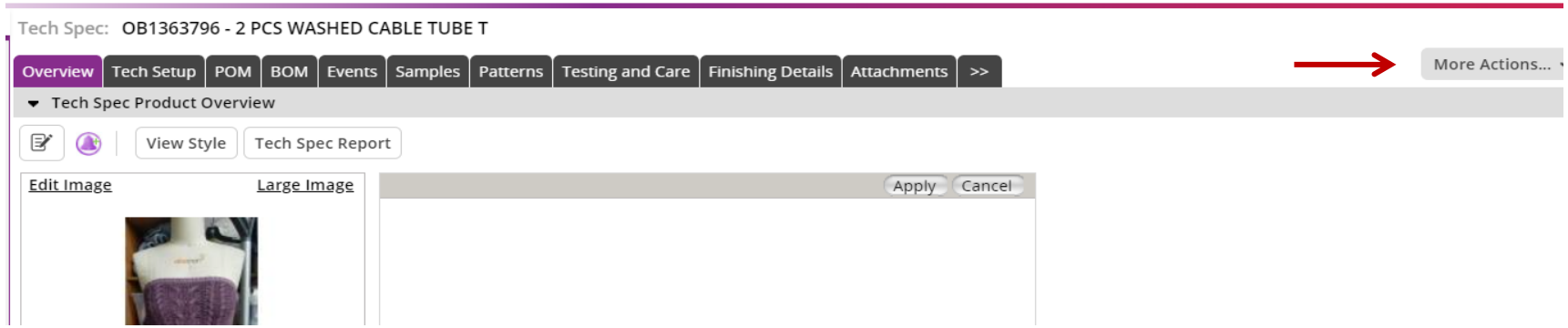
If the grading fields are not populated go to *“More Actions”> “Calculate Specifications”.*

Printing a Fit Evaluation

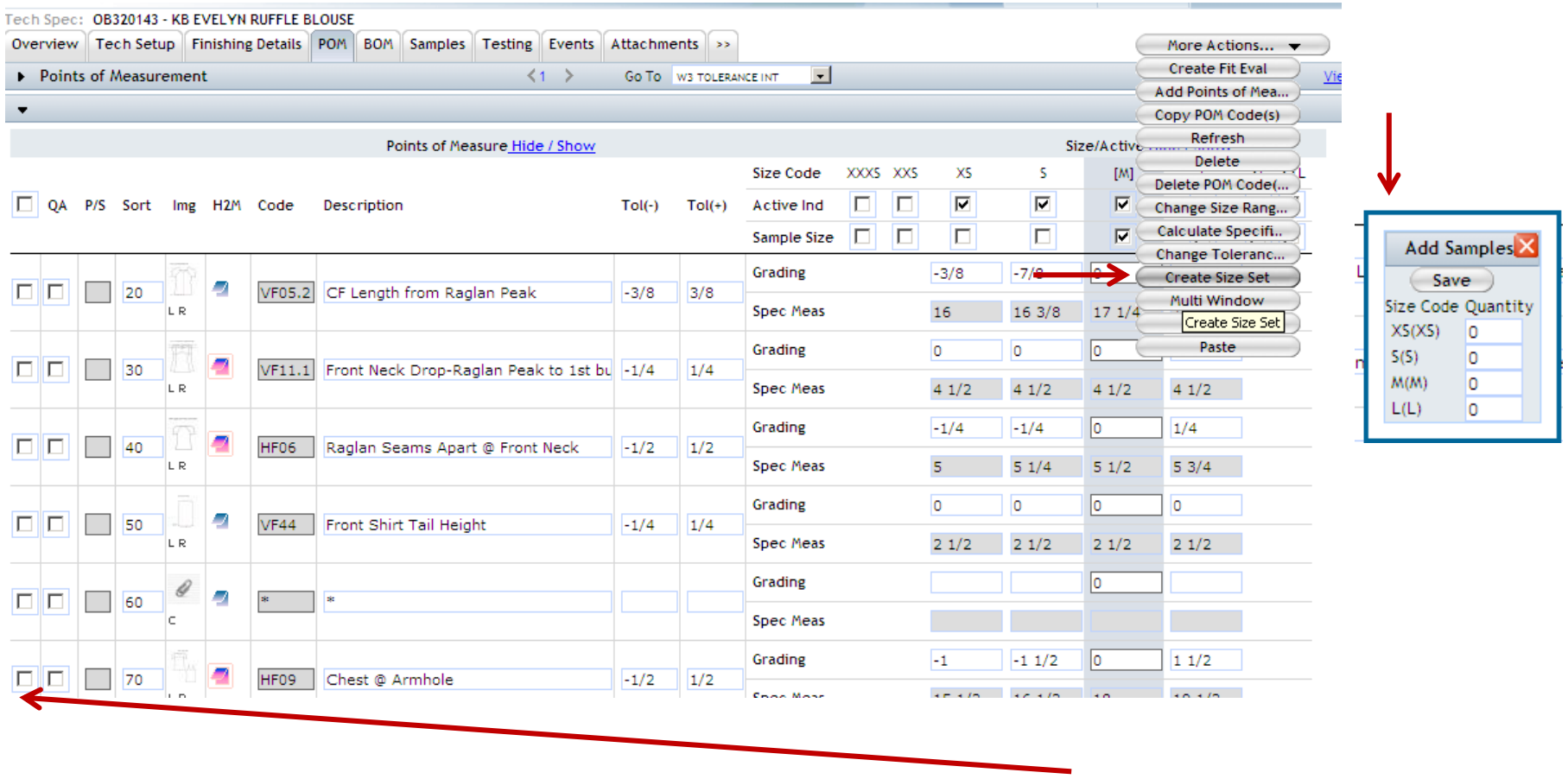
To print a fit evaluation report, select “Reports”> “Fit Evaluation Report- Active Sample”, or “All Samples” from the drop down.



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

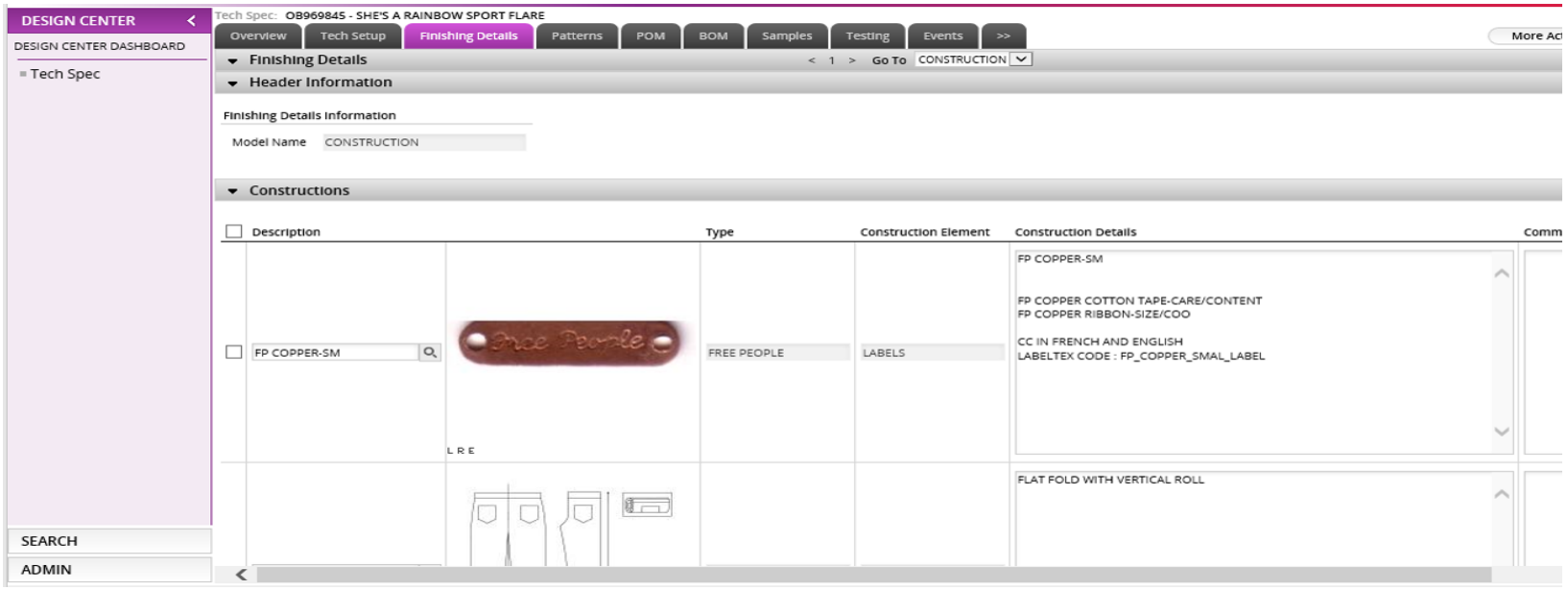


To create a size set, begin on the POM page of the tech spec, select the POMs that you want included in your size set, select "*More Actions*"> "*Create Size Set*". The *Add Samples* box will pop up. Next, select the number of samples per size and click "*Save*" inside the *Add Samples* box.

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

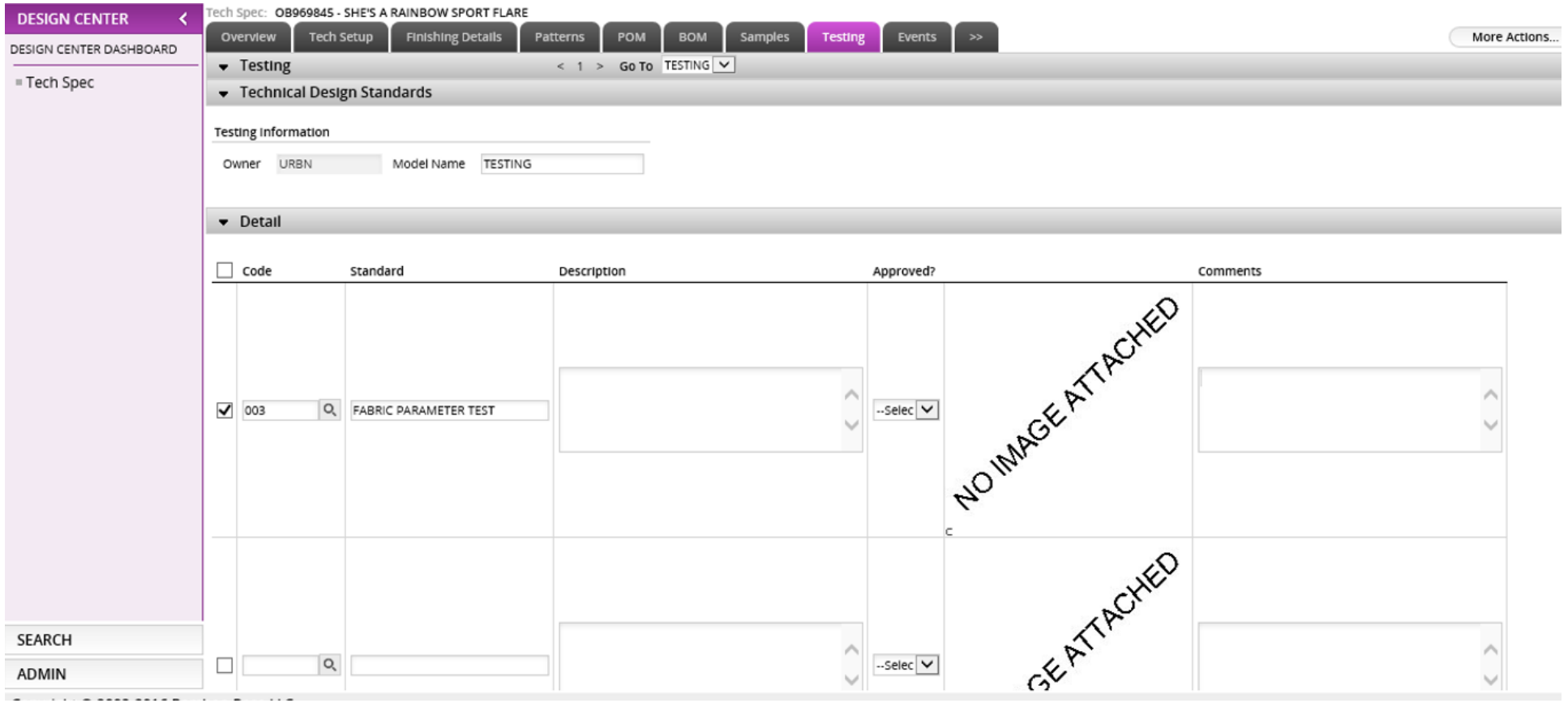


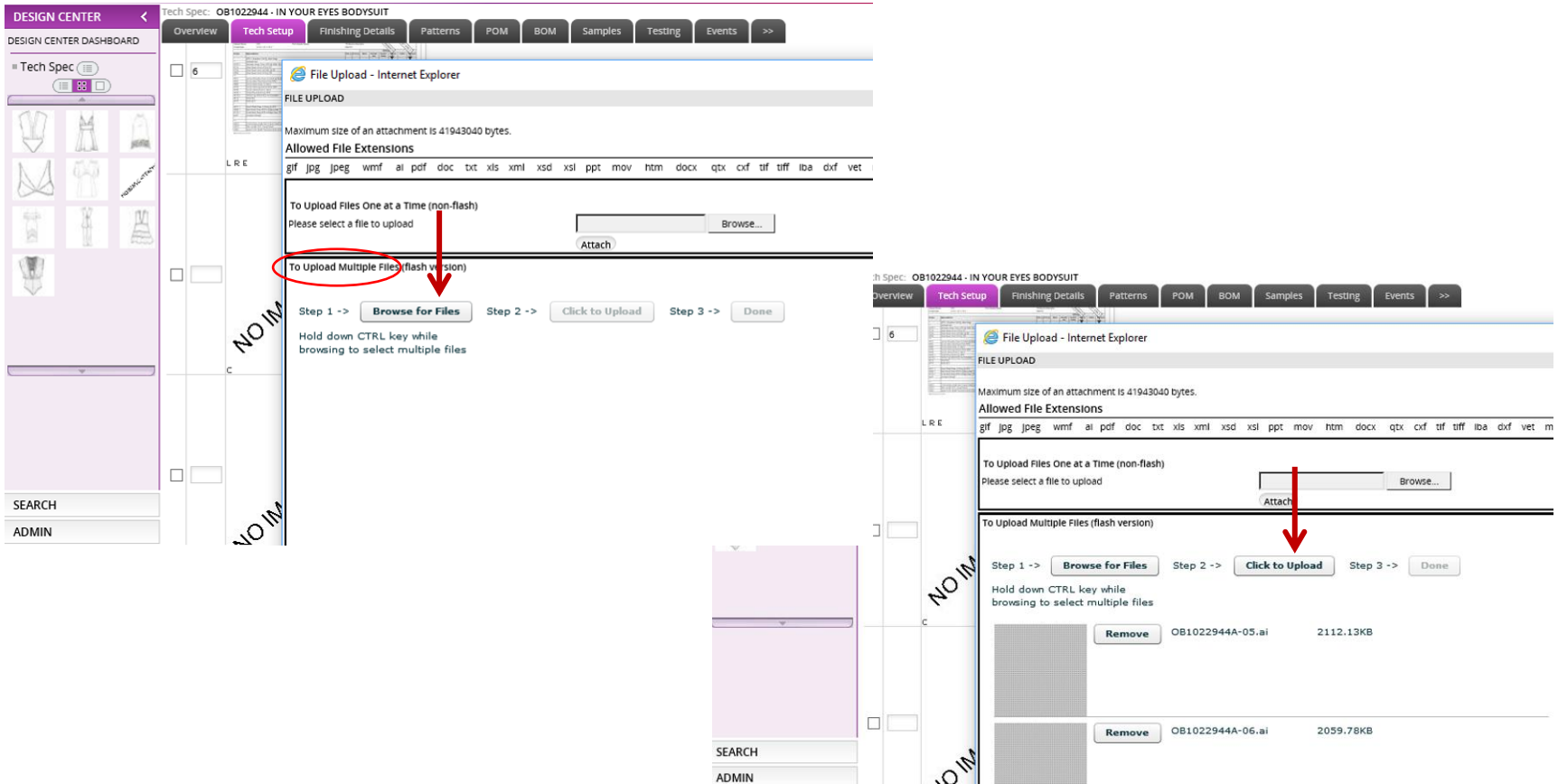
Testing and Care tab

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 1st fit comments.



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.*