

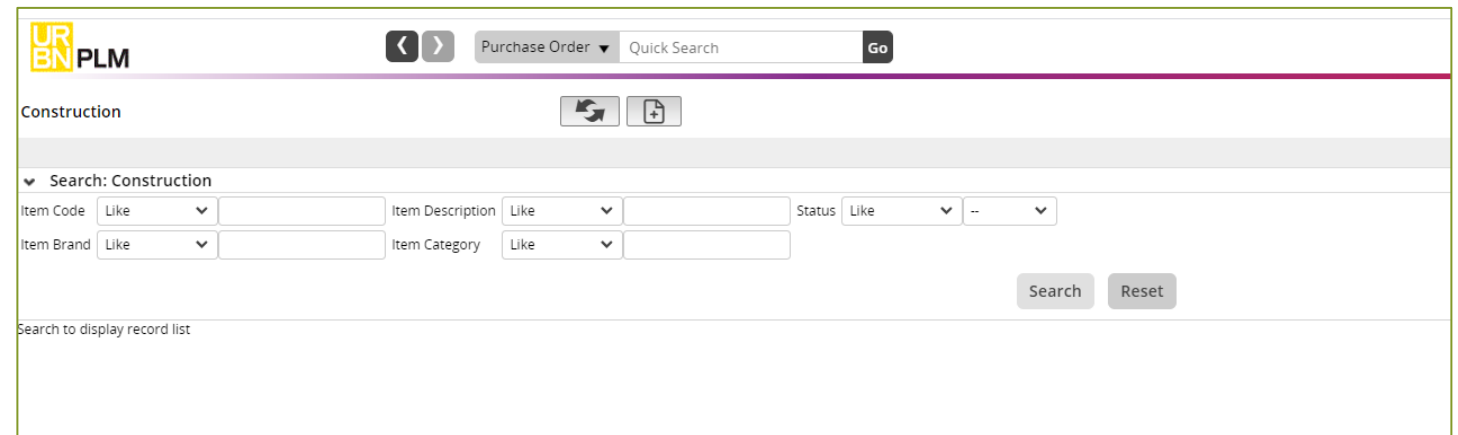
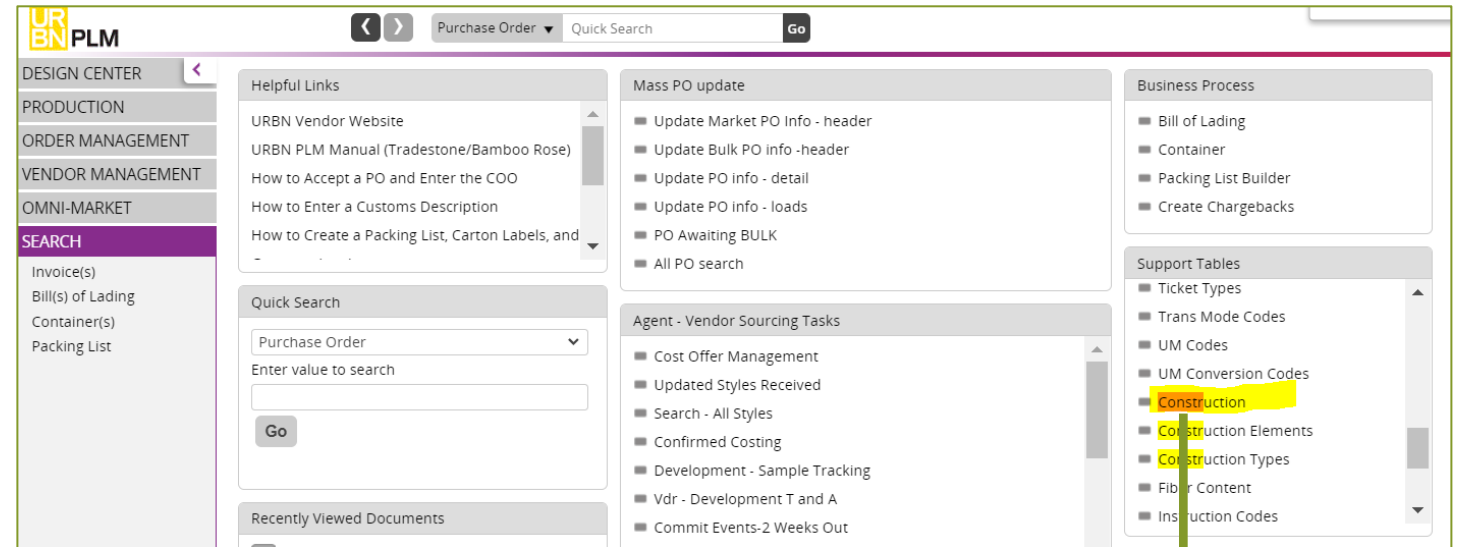
# How to use the Finishing Details Library

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March 2021

# Construction Library

- All items that appear on the Finishing Details page, are pulled from the Construction Library, shown below.
- To add or edit items to the library, do so from this location





# Construction Library Components

In order for the library to be useful, it should be organized and consistent. When creating new items in the library, its important to follow the guidelines shown here:

- All items must have an image. Images should be a .jpg or .pdf
- Information should not be duplicated between each field.
- All items are visible in the Construction library. But only Active items appear on the Finishing Details Page options.
- If you know that the item is no longer valid, change the status to “Inactive”or delete from the Library

## ITEM CODE:

This should be the supplier reference #, article # or an internal reference code that indicates what the item is. It should not be a system generated number

## ITEM DESCRIPTION:

This should be a brief summary of the item. It can include the item code, but should not be solely the item code. Best to include the type of product its used for i.e Tops or Bottoms.

## ITEM BRAND:

Must be one of the options below

Item Brand Code	Item Brand Description	Status
00098	URBAN MENS	ACTIVE
00099	URBAN WOMENS	ACTIVE
00100	URBAN INTIMATES	ACTIVE
00103	ANTHRO INTIMATES	ACTIVE
00104	ANTHRO APPAREL	ACTIVE
00140	FREE PEOPLE	ACTIVE
00174	FREE PEOPLE INTIMATES	ACTIVE
00181	LEIFSDOTTIR	ACTIVE
00210	BHLDN (WEDDING)	ACTIVE
00213	ANTHRO WOVEN BLOUSES	ACTIVE
ALLBRAND	ALL BRANDS	ACTIVE

## STATUS:

Must be one of the options below

ACTIVE  
INACTIVE

## ITEM CATEGORY:

Must be one of the options below

Item Category Code	Item Category Description	Status
00001	LABEL PLACEMENT	ACTIVE
00004	PACKING INSTRUCTIONS	ACTIVE
00023	LABELS	ACTIVE
00031	TICKET PLACEMENTS	ACTIVE
00035	PRESSING	ACTIVE
CONSTR	CONSTRUCTION DETAILS	ACTIVE

## DETAIL:

List important details of the item. For labels list supplier name, label material, print method.

# Finishing Details Page View

<input type="checkbox"/>	Sort Order	Item Category	Attachment	Item	Details
<input type="checkbox"/>	3	LABELS		FREE PEOPLE 00071 FP COPPER-SM MAIN LA...	<p>FP COPPER-SM</p> <p>FP COPPER COTTON TAPE-CARE/CONTENT FP COPPER RIBBON-SIZE/COO</p> <p>CC IN FRENCH AND ENGLISH LABELTEX CODE : FP_COPPER_SMAL_LABEL</p>

This pulls from the Item description. If the item you are looking for doesn't appear in the type ahead, select the magnifying glass to search.

Once you have selected an item. The image that pulls here is one connected in the library. However, if you would like to use a new image one time, it can be replaced by selecting "R". This will not change the library.

**Finishing Details**
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Item Code	Item Desc	Item Brand	Item Category
Contains	Contains	Contains	Contains
	FP COPPER-SM MAIN ...		

<input type="checkbox"/>	Item Code	Item Desc	Item Brand	Item Category
<input type="checkbox"/>	00071	FP COPPER-SM MAIN LA...	FREE PEOPLE	LABELS

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# Searching the Finishing Details Page

Item Code	Item Desc	Item Brand	Item Category
00071	FP COPPER-SM MAIN LA...	FREE PEOPLE	LABELS

- Only Items in “Active” status will appear in this window. If an item is missing from the search results, check the Construction Library to make sure it meets the guidelines listed on pg 3.
- Use the fields above to search for a range of items
- If having trouble locating an item, use a portion of the item code or description. This will increase your chances of finding the item.
- Refer to Pg 3 of this document for a list of Brand and Category options



# Questions?

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