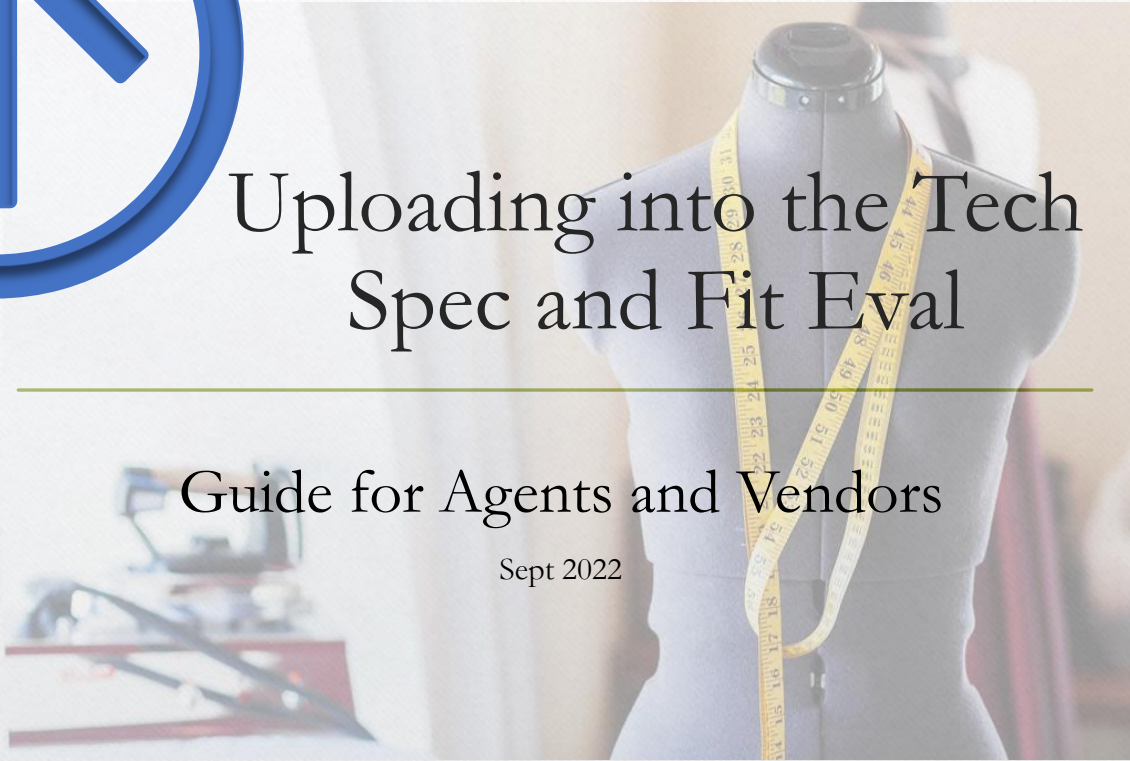# Uploading into the Tech Spec and Fit Eval

Guide for Agents and Vendors

Sept 2022

Uploading into the Tech Spec and Fit Eval

Fields Open to Agents and Vendors for editing and uploading

Samples Tab: Enter Sample tracking info and create Fit Evals

POM TAB: Short-cut to the Fit Eval

Patterns Tab: Upload and Download digital patterns

Tech Set-up: Upload images of Proto/1st fit samples and a scan of sample specs

Testing and Care Tab: Upload wash care testing and care label images

Fit Eval: Enter sample specs, upload sample photos and notes

All Agent and Vendor TS logins have the same accesses and permissions in the Design Center (Tech Spec and Fit Eval).

Other areas of TS may be different depending on the type of login your company has, but the Design Center is the same for everyone!

*Of course, each supplier can only view their own styles

URBN PLM

DESIGN CENTER

DESIGN CENTER DASHBOARD
- Dashboard
- Material Library
- Sample Tracking
- Fit Evaluation
- BOM Approval

Tech Spec: OB1180470 - ON A CLOUD PULLOVER

| Overview | Tech Setup | POM | BOM | Events | Samples | Patterns | Testing and Care | Finishing Details | Attachments |

More Actions... ▼ | Saved Searches

Tech Spec Product Overview

View Style   Tech Spec Report

View Style
Tech Spec Comments
Tech Spec Report
Change Alert Prefer...
Add to Favorites
Tech Pack/Fit Active
Tech Pack/Fit All

Large Image   Apply   Cancel

VENDOR MANAGEMENT
SEARCH

Notes and Comments

EP: 3/4/20 rcvd 1pc SMS

2/18/20 - Proceed to Ref., see photos for minor corrections.

1/9/20- Proceed to 1st fit, see tech set-up pages for WN comments. EM

CONTINUUM

Product Information

Style No
OB1180470

Style Description
ON A CLOUD PULLOVER

Request No

Hierarchy Information

Class
8167

Sub-Class
KNITS

Dept

Color and Artwork Information

	Color Name	Vendor Color
		IVORY AS OS

TECH SPEC: TECH SET-UP

How to Upload Images and Spec Sheet Scans for 1st fit/ Proto Samples
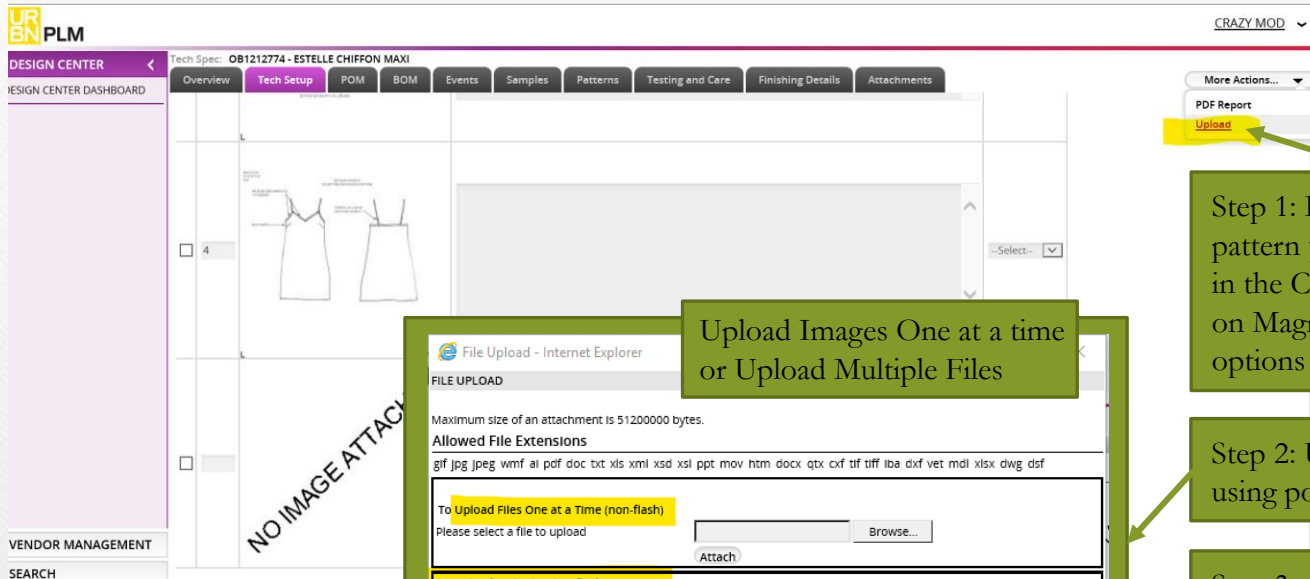
Upload Images One at a time or Upload Multiple Files

Step 1: Enter the type of pattern you are uploading in the Code Field OR click on Magnifying Glass to see options

Step 2: Upload attachments using pop-up window

Step 3: After making the selection, the images selected will appear on the Tech Setup Page. There is no need to "Save".

The fit eval may not have been created when you are ready to send your proto sample/1st fit. In that case, please upload sample specs and photos here

TECH SPEC: PATTERN TAB

How to Upload a Pattern

BE SURE TO SAVE!!!!

Step 1: Enter the type of pattern you are uploading in the Code Field OR click on Magnifying Glass to see options

Step 2: Click on the "C" to open browser window. Notice that browser window states max upload size and acceptable file types.

Step 3: Enter a note regarding your pattern- such as sample # and date

TECH SPEC: PATTERN TAB

How to Download a Pattern

Because most TS users do not have patternmaking software installed on their PC's, you will not be able to OPEN the pattern files. You must save the file and email it someone to with the proper software to open.
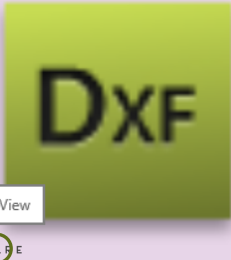

Tech Spec: OB1180586 - FAIR HAVEN MINI

Overview | Tech Setup | POM | BOM | Events | Samples | **Patterns** | Testing and Care | Finishing Details | Change Tracking | >>

▼ Patterns   < 1 > Go To INSTRUCTION ▼
▼ Header Information

▼ Patterns

☐ Code   Attachment   Comment

☐ FIT PATTERN 🔍   **DxF**   2/27/20- FACTORY PATTERN- REFERENCE SAMPLE

Large View

L   E

Depending on your browser settings, TS may open the file in different places:

A 2nd browser window may open- click here to download file.

Click on the "L" to open the "Large View".

http://tradestone.urbanout.com/imagestore/OB1180586A-011.ai

Bamboo Rose Dashboard | Waiting for tradestone.urba... ✕

Mail - EMinett@urbn.com | URBN Community | PrinterLogic | Tradestone | Tradestone 2

This window may open at the bottom of your TS window. Choose to Save the file.

Do you want to open or save _OB-1180586-FAIR_HAVEN_MINI-_19_11_leven-27-02-2020.dxf (230 KB) from **tradestone.urbanout.com**?   Open | Save ▼ | Cancel

TECH SPEC: Testing and Care Tab

How to Upload a Wash Care Test Report

Step 1: Enter "Test" in the Code Field. Choose either Test Report Option. This field may already be filled and ready for you.

BE SURE TO SAVE!!!!

Step 3: Enter a note regarding your test report- such as type of test and date

Step 2: Click on the "C" to open browser window. Notice that browser window states max upload size and acceptable file types.

TECH SPEC: Testing and Care Tab

How to Upload Care Label Images

Care Label Image Front: Enter "CAREFRT" into Code Field. Proceed to uploading image of production care label into Attachment field.

Care Label Image Back: Enter "CAREBK" into Code Field. Proceed to uploading image of production care label into Attachment field.

BE SURE TO SAVE!!!!

FIT EVAL: Has one been created?

The Fit Eval is a different file in TS than the Tech Spec.

The Fit Eval may not have been created when you are ready to send your proto sample/ 1st fit. Here is how to check if a Fit Eval has been created for your style:

The Fit Eval houses fit comments, photos and sample measurements for each round of sampling.

If there is a "Y" in the "Fit Eval" column on the samples tab, then a fit eval already exists for your style. If there is no "Y", no fit eval has not been created yet.

FIT EVAL: Short-cuts from the Tech Spec

- To jump from the POM tab to the Fit Eval, click on View Fit Evals

- To jump from the Samples Tab to the Fit Eval, Click on the "Y" in the Fit Eval Column

You may have tried to access the fit eval through the Samples Tab. Please note that recent security updates have blocked this method. Clicking on the "Y" will bring up an error message.

However, the "Y" does indicate if a Fit Eval exists for that style.

FIT EVAL: How to find it

Once you are sure a fit eval exists, here are 2 ways to access it.

Enter the Fit Eval directly by using the Fit Evaluation Search Function in the Design Center Dashboard

There is a Short-cut in the Tech Spec to jump to the associated Fit Eval, in the POM tab.

FIT EVAL: Find using Fit Evaluation Search Function

Fit Evaluation Search Function can be found in the Design Center Dashboard. Search using style number or other criteria .
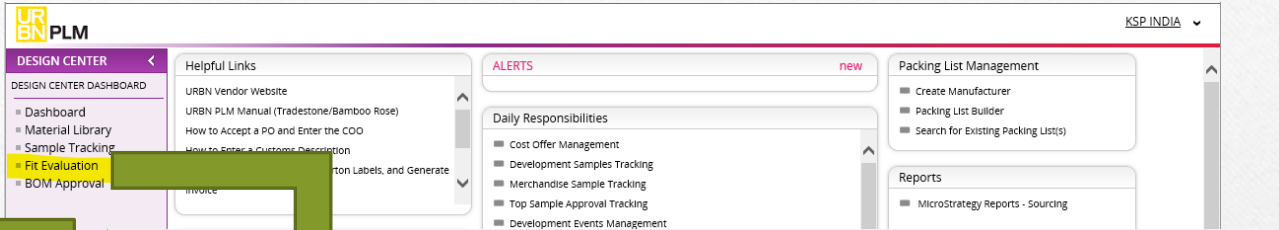
Regardless of which method you use to find the fit eval; TS will ask you WHICH fit eval you want to open. There may be multiple fit evals associated with 1 style number.
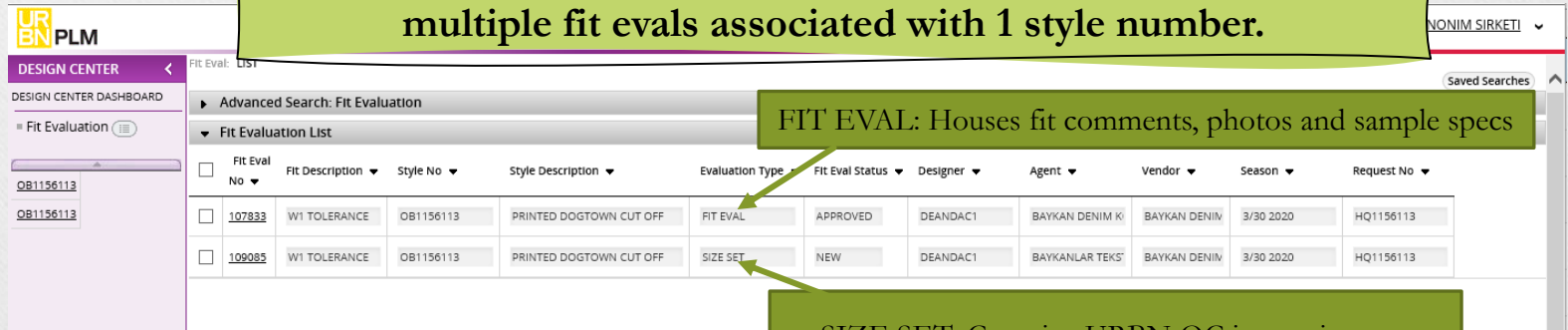
FIT EVAL: Houses fit comments, photos and sample specs

SIZE SET: Contains URBN QC inspections and complete size run measurements when requested

FIT EVAL: Adding a new Fit Eval

Step 1: Click into the Samples Tab of the Tech Spec

Vendors can create a fit eval in order to enter proto specs and upload photos directly into TS.

Step 2: Be sure to use the PROTO sample request line. Do not use the SMS, Photo, Catalog, etc.

Step 3: Put a checkmark in the box on left of the "Proto" sample line.

Step 4: Click on Create Fit Eval

In order to create a fit eval, the following must exist in TS:
1. A POM page with POM's must exist within the tech pack..
2. The sample size shown in the sample request line must exist in the size range shown on the overview page

If either of these are missing, you will not be able to create a fit eval. Please upload a scan of your specs into the Tech Set-Up page or contact your Tech to add the missing items.

FIT EVAL

Navigating the Live View

Jump back to Tech Spec:
View → Tech Spec

Save or Print Fit Comments:
Click on "Reports"

All fit samples for this style are listed here, newest on top.

Fit Comment images are housed in the Attachments tab. This window will show one Attachment from Attachment tab.

Fit Sample Specs are shown here, newest sample is on the left

Vendor Actual Specs are be entered here

Use Purple Bar to Scroll left and right

FIT EVAL

Entering Vendor Specs

Enter your sample measurements in the "Vendor Actual" Column

"Vendor Delta" will auto-populate, showing difference between Vendor Actual and Target

URBN Tech will enter their specs in the "Actual" column

CAUTION: Please do not add POMs for PROTO SAMPLES. Only measure the POMs available.

PLUS STYLES: If using a NON-ALVA available Plus form/model. Please scan and upload the basic measurements from the form fty uses. This can be added to the attachments tab, see pg 18

Measure ALL POM's, even if target spec is not provided.

▼ Details

	QA	P/S	Sort	Img	How to Measure	Code	Description	Tol -	Tol +	Target Spec	Vendor Actual	Vendor Delta	Actual	Delta	Rev
☐			10			*	HPS = Shoulder Seam @ Neck Seam								
☐			20			*	*								
☐			40			VF03.3	Shoulder Slope From HPS @ Shldr. Sm. to Armh	-1/8	1/8						
☐			70			VF04a	CF LENGTH FROM HPS	-1/2	1/2	33					
☐			90			VF06.2	SS LENGTH FROM ARMHOLE (OVER 19")	-3/8	3/8						
☐			120			VF08	Front Neck Drop-HPS to Seam (under 5")	-1/8	1/8	5					
☐			240			*	*								
☐			250			HB01	Neck Width-Seam to Seam	-1/4	1/4	10 1/4					
☐			270			HF07	Across Shoulder-Seam to Seam	-1/2	1/2	17 1/2					
☐			290			VF29	Across Chest Placement from HPS	0	0						
☐			300			HF08	Across Chest-Seam to Seam	-1/2	1/2	16 1/2					
☐			320			HF10	Chest @ 1" Below Armhole	-1/2	1/2	21 3/4					20
☐			340			HF22	Bottom Opening-Straight @ Edge	-1/2	1/2	23					21
☐			400			*	*								
☐			410			AH01	Armhole-Straight	-3/8	3/8	10 1/2					
☐			420			SS02	Sleeve Length from Shoulder-Long	-3/8	3/8	23 1/4					

Points of Measure

Sample 2(03/30/2020) S(S)

Sample Specification

BE SURE TO SAVE!!!!

FIT EVAL
How to Upload Photos

This is where vendors enter specs and photos of samples requested by tech. Samples include: Proto, Fit, Size Set, Reference Photos and TOP

Fit Evaluation: 107495

Overview | Attachments

Vendor | Designer
CRAZY MOD |

UM | Tech Designer
EA | ELIZABETH MINET

Fit Eval Status | Created On
NEW | 2020-02-17 10:33

Fit Approval Date

Number Format
Fraction

03/30/2020

Sample Measurer

MINETTE1

Photos will appear in "Attachments" tab.

Click on the "C" add images

NO IMAGE ATTACHED

Upload Images One at a time or Upload Multiple Files

URBN PLM

DESIGN CENTER
DESIGN CENTER DASHBOARD

CRAZY MOD

Fit Evaluation: 107495

Overview | Attachments | Save

Attachments

	Attachment No		Description	Attached By	Date Attached
☐	IMAGE			VEN-61184-01	2020-03-30 17:06:41
		L R E			
				MINETTE1	2020-03-30 17:04:48

File Upload - Internet Explorer

FILE UPLOAD

Maximum size of an attachment is 51200000 bytes.
Allowed File Extensions

gif jpg jpeg wmf ai pdf doc txt xls xml xsd xsl ppt mov htm docx qtx cxf tif tiff iba dxf vet mdl xlsx dwg dsf

To **Upload Files One at a Time (non-flash)**
Please select a file to upload [   ] Browse...
Attach

To Upload Multiple Files (flash version)

Step 1 -> **Browse for Files** Step 2 -> Click to Upload Step 3 -> Done

Hold down CTRL key while browsing to select multiple files

FIT EVAL

Where to find "How to Measure" (H2M) Images and Tips

Click on the "L" to open the "Large View".

If the 'Note Pad' next to your POM is **PINK**, there are tips for measuring inside

H2M image will open in another window

AH01 Armhole-Straight
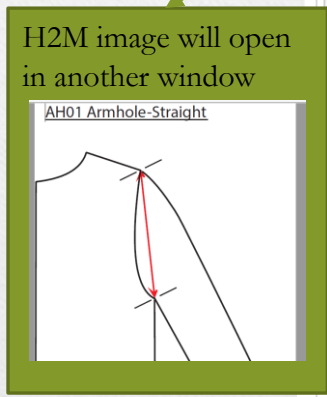
Notes

Lay garment flat. Measure from top to bottom of armhole straight.

FIT EVAL

How to Upload Photos of Samples Not Requested

If there is no fit eval or sample request, vendors are not required to send samples or photos.

If vendors would like to send photos of samples that are not requested, for example PP Photos, the following will happen:

1) Vendors upload to the Attachments tab in the fit eval of the approved sample, not the TOP fit eval. Make sure to include a description and the date. Also upload a scanned copy of the measurements.

2) If tech decides to make comments or changes, they will create a Reference Sample Fit Eval and enter the photos and comments.

From the Fit Eval, Select Attachments tab. Select C to Upload Image

Be sure to enter the Date of photos with a description. Upload an image of specs separately

SIZE SET FIT EVAL: How to Create

Whenever a 3rd Party or In-line Inspection is requested, it should be uploaded onto the Size Set Fit Eval

1. Create Size Set fit eval from POM page by selecting More Actions>>Create Size Set

2. Upload the report as an attachment.

3. Email Technical Designer saying that the report has been entered in TS and request approval.

ALL 3RD PARTY INSPECTION REPORTS MUST BE ACKNOWLEDGED AND APPROVED BEFORE GOODS MAY SHIP, NO EXCEPTIONS
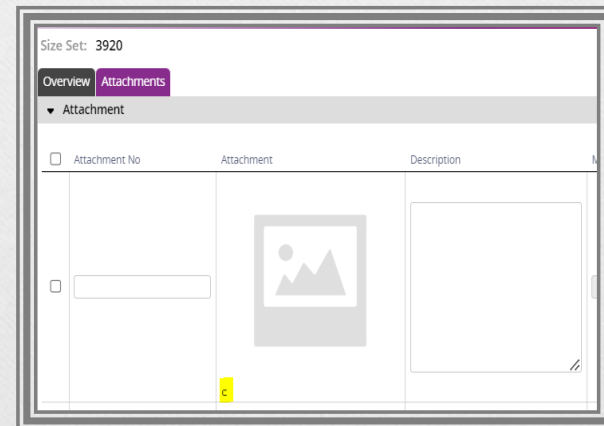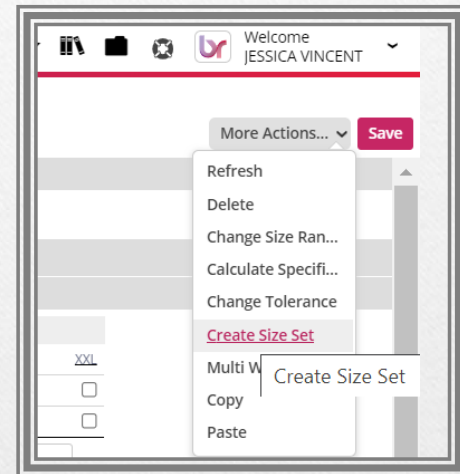
FIT EVAL: Initiating Next Sample

While vendors can create a new Fit Eval for Proto/1st fit samples, they cannot add new pages to the existing fit eval for 2nd fits, refs, TOP's etc.

If you enter the Fit Eval and no page available to enter specs, please contact your Tech Designer to initiate the Next Sample

Merchandise Sample Tracking Query:

Use this to update sample AWB# and sending info

Search by style# or season or class to pull all the styles you are updating.

Search the dashboard for: Merchandise Sample Tracking

HELPFUL HINTS

Attachment File Types

While TS will accept several files types to Upload

FILE UPLOAD

Maximum size of an attachment is 51200000 bytes.
Please select a file to upload

Allowed File Extensions

| gif | jpg | jpeg | wmf | ai | pdf | doc | txt | xls | xml | xsd | xsl | ppt | mov | htm | docx | qtx | cxf | tif | tiff | iba | dxf | vet | mdl | xlsx | dwg | dsf |
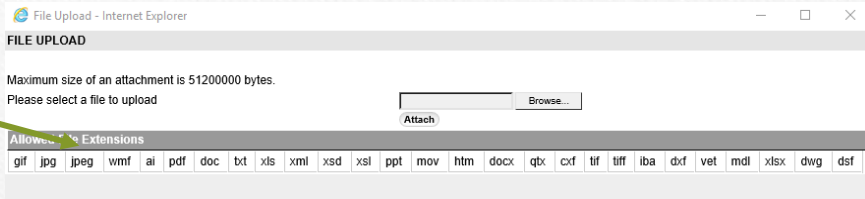
However, only certain files types will allow for the following functions:
- Show Preview in Attachment Field in TS
- Print out in TS report (PDF)
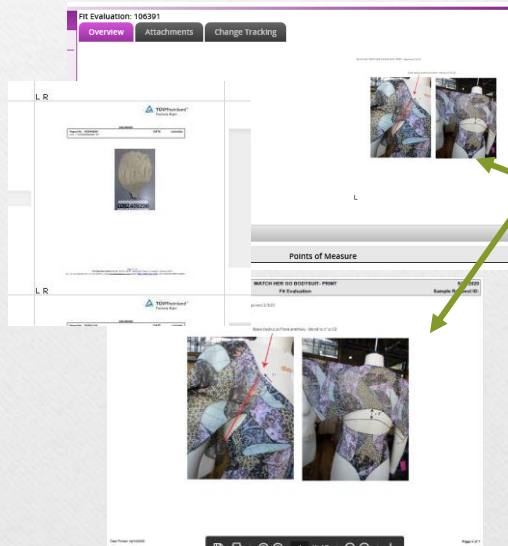
.**jpeg**, .**ai**, and .**pdf** will show a small preview in the Attachment field and will print out in the PDF/Print out report

Excel (.**xlsx**) and Word(.**docx**) files can be uploaded, but will only show an icon in the Attachment field and will not pull into the PDF/Print-out report. A blank page will print out.
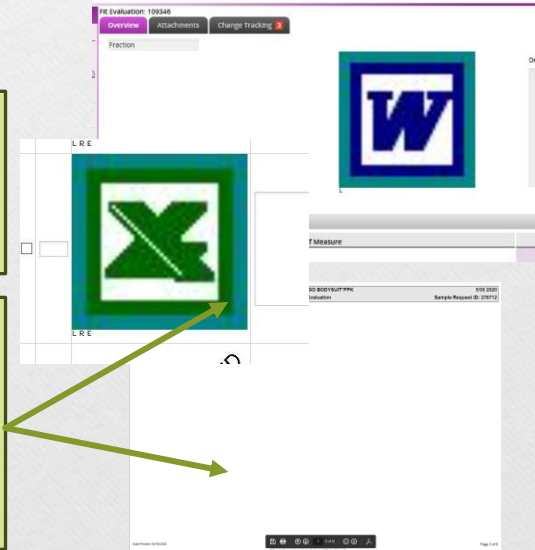
If you encounter any problems or error messages in the Design Center, please reach out to your URBN Tech and JVincent@urbn.com