

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 features a navigation menu on the left with categories like DESIGN CENTER, PRODUCTION, ORDER MANAGEMENT, and more. The main content area is divided into several panels: 'Helpful Links' with various guides, 'Mass PO update' with a list of actions, 'Business Process' with a list of tasks, 'Support Tables' with a list of codes, 'Agent - Vendor Sourcing Tasks' with a list of tasks, and 'FP Favorites' with a list of actions. A search bar is located at the top center, and a 'Go' button is next to it. The bottom of the page has a copyright notice: 'Copyright © 2002-2021 Bamboo Rose LLC'.

TECH DESIGN

Tech Setup



Purchase Order ▾ Quick Search

Go

DESIGN CENTER

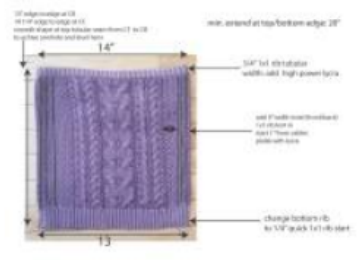

Tech Spec: OB1363796 - 2 PCS WASHED CABLE TUBE T

DESIGN CENTER
DASHBOARD

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

■ Tech Spec

▼ Tech Setup

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

PRODUCTION

ORDER MANAGEMENT

VENDOR MANAGEMENT

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.

The screenshot shows the Design Center software interface. The top navigation bar includes 'DESIGN CENTER', 'Tech Spec: OB1022944 - IN YOUR EYES BODYSUIT', and various tabs like 'Overview', 'Tech Setup', 'Finishing Details', 'Patterns', 'POM', 'BOM', 'Samples', 'Testing', and 'Events'. The main area displays the 'Tech Spec Product Overview' for style 'KG16'. A search table lists various styles with columns for Request No., Style No., Style Description, Class, and Brand. A 'Copy Options' dialog box is open, showing a list of categories to copy from style 'KG168 FP', including Tech Spec Data, Tech Setup, Points of Measurement, Events, Attachment, Finishing Details, Bill of Material, Testing, and Patterns. The dialog also includes a 'Copy' button at the bottom.

Request No.	Style No.	Style Description	Class	Brand
HQ323895	KG166 ANTHRO	CAMI BODYSUIT		
HQ323950	KG165 ANTHRO	RACER BACK BODYSUIT		
HQ323959	KG164 ANTHRO	LONG SLEEVE KNIT BOD		
HQ343001	KG166 URBAN	CAMI BODYSUIT		
HQ343003	KG165 URBAN	RACER BACK BODYSUIT		
HQ343005	KG164 URBAN	LONG SLEEVE KNIT BOD		
HQ370973	KG166 FP	CAMI BODYSUIT		
HQ370975	KG165 FP	RACER BACK BODYSUIT		
HQ370977	KG164 FP	LONG SLEEVE KNIT BOD		
HQ965102	KG167 FP	LONG SLEEVE THONG BO		

Color Name	Vendor Color
	WHITE
	ANTIQUE CORAL
	ANJOU

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 a software interface. The main area displays a table with columns for 'Code' and 'Comment'. An 'Instruction Codes' dialog box is open, showing 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.

DESIGN CENTER Tech Spec: 0B941472 - FLY AWAY PARACHUTE PANT

DESIGN CENTER DASHBOARD

Overview Tech Setup Finishing Details Patterns POM BOM Samples Testing Events

Tech Spec Product Overview

View Style Tech Spec Report

Report Attributes

Please select the page size.

A4(11.7in X 8.26in)

Please deselect the associations not to print.

Tech Spec Tabs Image(s) Per Page

Attachments 1

Tech Setup 1

BOM

Finishing Details 1

Patterns 1

Testing 1

POM

Generate Report

Color and Artwork information

	Color Name	Vendor Color
<input type="checkbox"/>		ZINC WHITE
<input type="checkbox"/>		ARMY STONE
<input type="checkbox"/>		NAVY NIGHT

OB941472 FLY AWAY PARACHUTE PANT 12/09/2019 FREE PEOPLE

Block Reference	WP147	Development Stage	ADOPTED	Designer	BRIANA GREENBERG	Tech Designer	ELIZABETH MINETT
Reveal Status		Order Type	LATE ADD	PD	LAURA KRAMER	Production	JOCIE HATFIELD
P-Value		Delivery	12/15/2018	Size Range		0-06 Primary	52/63

JE 12.12 RCVD & APPROVED TOP SAMPLE IN ARMY STONE

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

Hierarchy information

Class	9123
Sub-Class	STRUCTURED WOVENS
Department	FP WOMEN'S BOTTOMS
Division	FREE PEOPLE
Brand	FREE PEOPLE
Sub Brand	

Color Name Colorway

ZINC WHITE	
ARMY STONE	
NAVY NIGHT	

1 (1 of 28)

Adding POM's/Patterns

The screenshot illustrates the steps to add POM's/Patterns. It shows the 'Tech Spec Product Overview' for 'OB350331 - EC FAITH EMB MICRO MINI'. The 'More Actions...' menu is open, and 'Smart Copy' is selected. The 'Smart Copy' dialog box is open, with 'Copy from an existing Tech Spec' selected and a 'Copy' button. The 'Copy Options' dialog box is also open, with 'Points of Measurement (1)' selected. The search window titled 'Search Tech Spec to Copy Data From' is open, showing a search for 'KU221' and a list of results.

Request No	Style No	Style Description	Class	Brand
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		

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 URBAN PLM software interface. At the top, there's a navigation bar with 'Purchase Order' and a 'Quick Search' field. The main header indicates the current view is 'Tech Spec: OB1363796 - 2 PCS WASHED CABLE TUBE T'. Below this, there are several tabs: Overview, Tech Setup, POM (highlighted), BOM, Events, Samples, Patterns, Testing and Care, Finishing Details, and Attachments. The 'PLM Points of Measurement' section is active, showing a list of points of measurement with columns for QA, P/S, Sort, and How to Measure. An 'Add Points of Measure' dialog box is open, allowing users to search for and add specific POMs. The dialog includes a search bar, a list of available POMs, and an 'Add Selected POM' button. The background shows a table with columns for 'M' and 'L' and rows with checkboxes and numerical values.

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 Evls

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

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

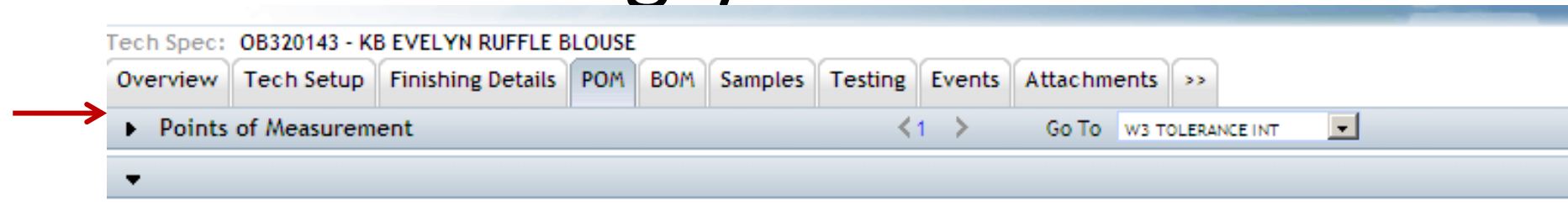
QA P/S Sort img How to Measure Code Description Tol(-) Tol(+)

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								

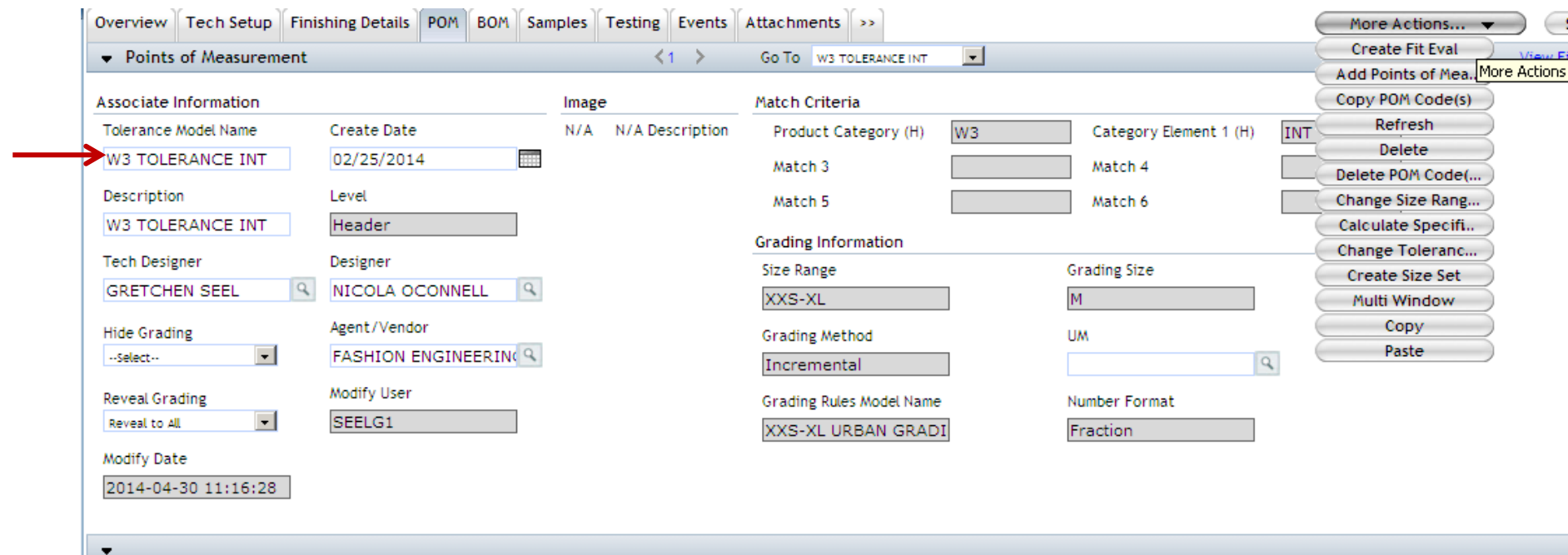
UG11	Crotch Panel Length @ Center	-1/4	1/4					
*	*							

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

Tech Spec: OB989332 - NOT ACTIVE IN YOUR EYES BODYSUIT

Overview Tech Setup Finishing Details Patterns POM BOM **Samples** Testing Events >>

More Actions...

Sample Tracking | Sample Request

▼ PROTO(1)

<input type="checkbox"/>	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)

<input type="checkbox"/>	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	XS	S	[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 button	-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 shows a web interface for a Fit Evaluation. At the top, there are tabs for 'Overview', '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 next to the latter.

Below the navigation is a 'Sample Selection' table:

Sample No	Size Code	Sample Type	Sample Status	Sample Request ID	Tech Sample Rating
All	M				
Sample 2	M	FIT	APPROVED	462	
Sample 1	M	FIT	NEW	51	NO PROBLEMS

Below the table are four sections for detailed information:

- Evaluation Information:** Agent (ATTITUDES CONNECT), Vendor (ACHIEVER APPARELS), UM (EA), Fit Eval Status.
- Item Information:** Fit Description (W3 TOLERANCE), Designer (NICOLA OCONNELL), Tech Designer (GRETCHEN SEEL), Created On.
- Sample Information:** Sample No (Sample 2), Sample Type (FIT), Sample Request ID ([462](#)), Sample Status (APPROVED).
- Sample Comment:** 4/11/14- Fit overseas w/ Emily in FECO O 2nd fit- proceed to TOP
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 17:51:47	Date Fit
Fit Approval Date		Fit Eval Tech
Number Format Fraction		Sample Measurer
SEARCH		Design Sample Rating
		Tech 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...

- 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				
Sample 2	M	FIT	APPROVED	462	
Sample 1	M	FIT	NEW	51	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 displays a web application interface for 'Fit Evaluation: 80508'. The main content area is titled 'Fit Evaluation Designer Information' and contains 'Parent Information' with the following details:

Owner	URBN	Request No	HQ941472
Vendor Style No	OB941472	Style Description	FLY AWAY PARACHUTE PANT
Season	12/30/2019	Class	8123
Class Desc	FP PANTS	Sub-Class	STRUCTURED WOVENS
Dept	FP WOMEN'S BOTTOMS	Div	
Brand	FREE PEOPLE	Sub Brand	

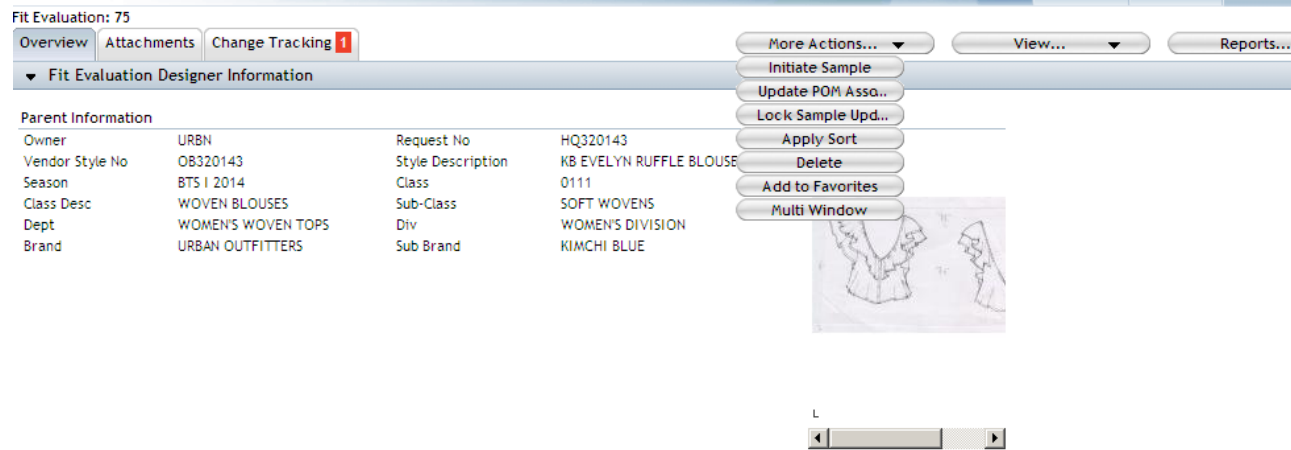
A 'Fit Sample Type' search modal is open, showing search criteria and a list of results:

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

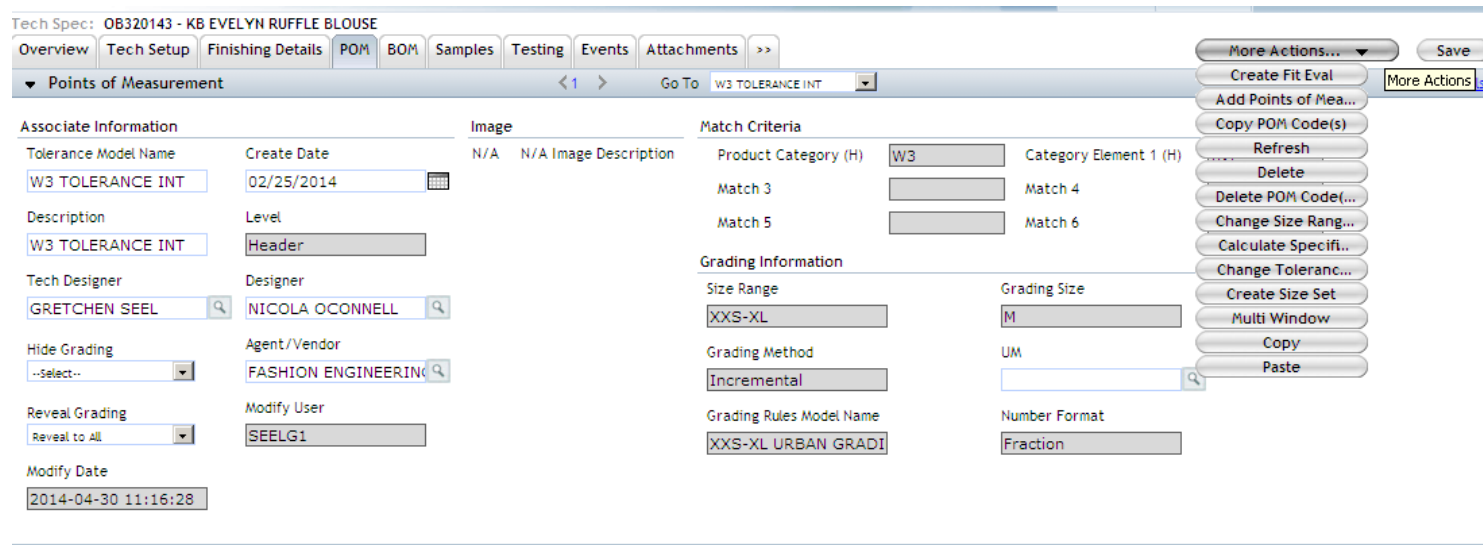
In the background, a 'Sample Selection' table is visible:

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: MIINETTE1

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

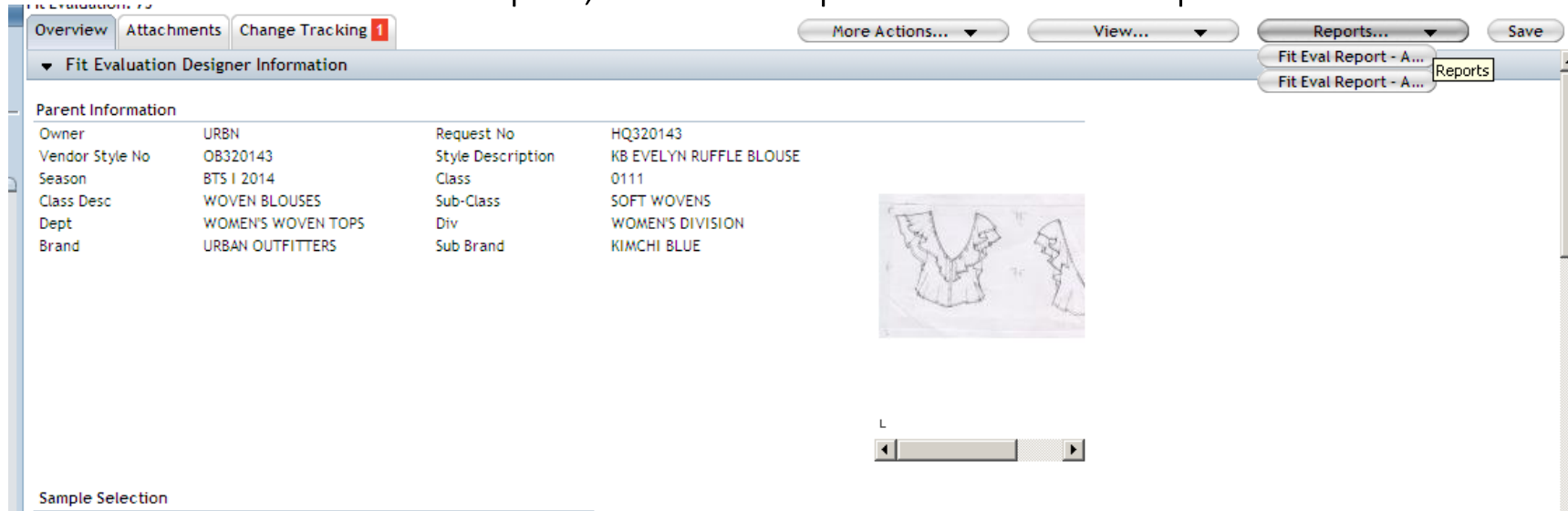
QA	P/S	Sort	img	How to Measure	Code	Description	Tol(-)	Tol(+)	Size Code	XXXS	XXS	XS	[S]	M	L	XL	XXL
<input type="checkbox"/>	<input type="checkbox"/>								Active Ind	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked=""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

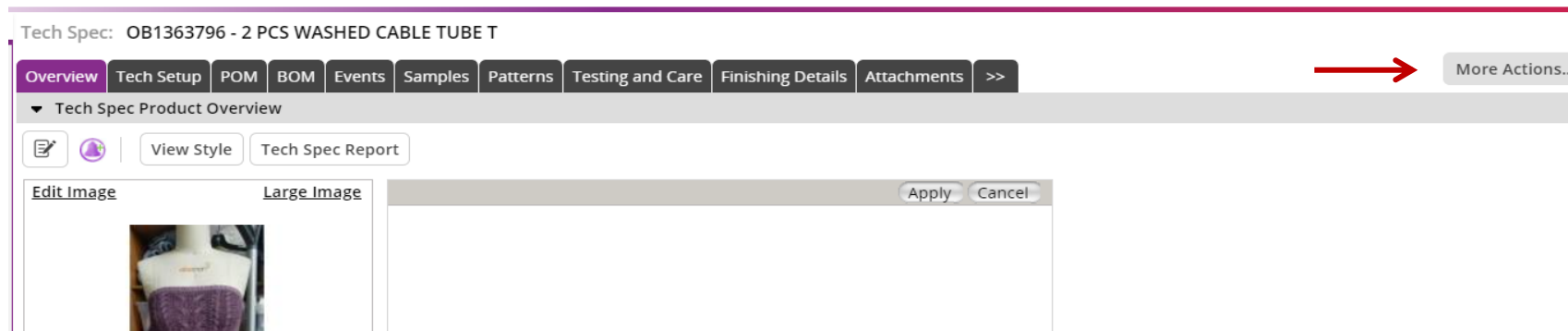
If the grading fields are not populated go to *“More Actions”* > *“Calculate Specifications”*.

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"/>				VF05.2	CF Length from Raglan Peak	-3/8	3/8	Grading			-3/8	-7/8	0
		20							Spec Meas	16	16 3/8	17 1/4		
<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	
		30							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	
		40							Spec Meas	5	5 1/4	5 1/2	5 3/4	
<input type="checkbox"/>	<input type="checkbox"/>				VF44	Front Shirt Tail Height	-1/4	1/4	Grading	0	0	0	0	
		50							Spec Meas	2 1/2	2 1/2	2 1/2	2 1/2	
<input type="checkbox"/>	<input type="checkbox"/>				**	*			Grading			0		
		60							Spec Meas					
<input type="checkbox"/>	<input type="checkbox"/>				HF09	Chest @ Armhole	-1/2	1/2	Grading	-1	-1 1/2	0	1 1/2	
		70							Spec Meas	15 1/2	16 1/2	17	18 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 displays the 'DESIGN CENTER' interface for a garment with Tech Spec ID '08969845 - SHE'S A RAINBOW SPORT FLARE'. The 'Finishing Details' tab is active, showing a 'Header Information' section with 'Model Name' set to 'CONSTRUCTION'. Below this is a 'Constructions' 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	

At the bottom left of the interface, there are buttons for 'SEARCH' and 'ADMIN'.

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.

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

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

▼ 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	GE 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 interface, likely a design center, showing the file upload process. The interface is titled "Tech Spec: OB1022944 - IN YOUR EYES BODYSUIT" and includes a navigation menu with tabs: Overview, Tech Setup, Finishing Details, Patterns, POM, BOM, Samples, Testing, Events, and >>.

The left screenshot shows the "File Upload - Internet Explorer" window. The "FILE UPLOAD" section indicates a maximum attachment size of 41943040 bytes and lists 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. The "To Upload Files One at a Time (non-flash)" section has a "Browse..." button. The "To Upload Multiple Files (flash version)" section is highlighted with a red circle and a red arrow pointing to the "Browse for Files" button. Below this, the steps are: Step 1 -> Browse for Files, Step 2 -> Click to Upload, Step 3 -> Done. A note says "Hold down CTRL key while browsing to select multiple files".

The right screenshot shows the same interface after the file upload process. The "To Upload Multiple Files (flash version)" section is now active, and the "Click to Upload" button is highlighted with a red arrow. Below this, the steps are: Step 1 -> Browse for Files, Step 2 -> Click to Upload, Step 3 -> Done. A note says "Hold down CTRL key while browsing to select multiple files". The file upload progress is shown in a table:

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