



QUICK TIPS!

Tips for using Smart Copy in Tradestone



What is Smart Copy?

Smart Copy is a tool within the Tech Spec to help users easily copy information from one Tech Spec to another.

Users can copy to create a completely new Tech Spec or copy specific information from other Tech Specs to your existing Tech Spec.

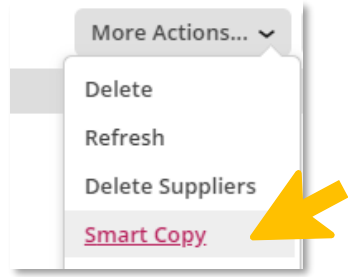
Users can pick and choose what information you copy.

Smart Copy can be found in **More Actions** on the **Tech Spec Overview** tab

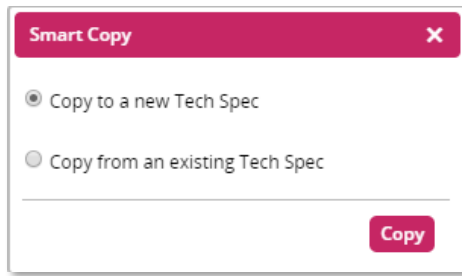


How to use Smart Copy

1. On your Tech Spec Overview, go to More Actions > Smart Copy.

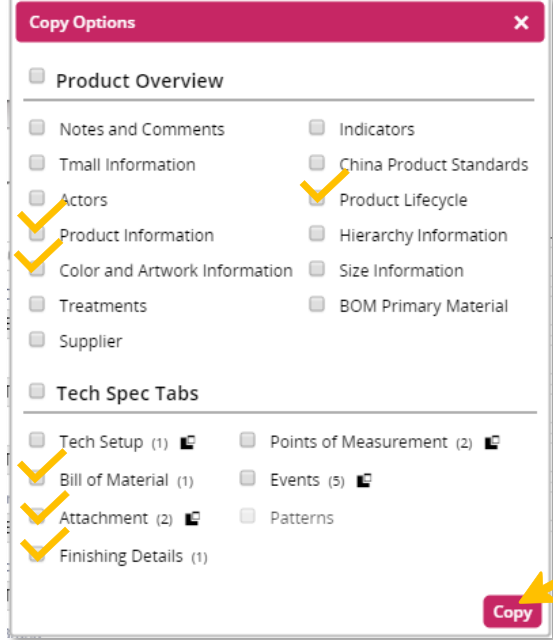


2. A window will pop up and you will have two options

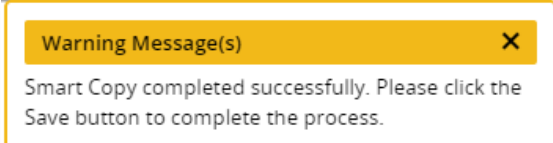


Option 1: Copy to a new Tech Spec to Create a New Tech Spec

- While viewing your Tech Spec you want to copy, choose **Smart Copy to a New Tech Spec**
- Select pages and information you would like to copy



- Click **Copy**
- Your new Tech Spec will have all information copied- **but you're not done!**
- You'll get a up reminder telling you to save to complete the process. Erase the Style# to auto generate or Enter a new Style# if needed



- **Save** to finalize your new Tech Spec creation.

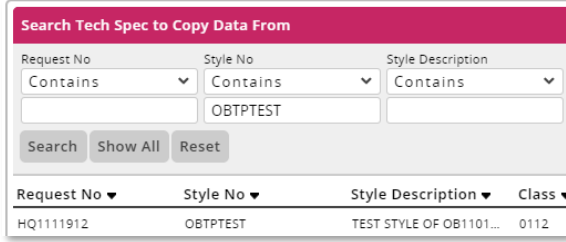
FYI- We've made some improvements!

When Smart Copying to a new Tech Spec, the following fields will be blank for a clean start of your new Tech Spec:

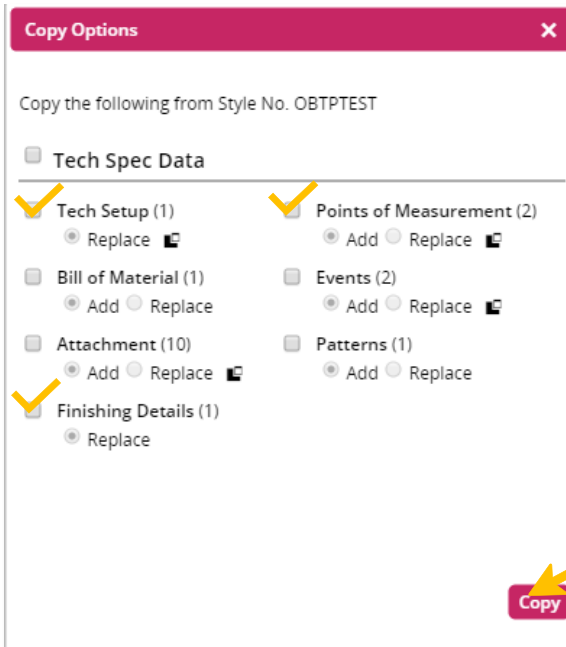
- Reveal Status
- Indicators
- Tmall Information
- Agent/Vendor on POM and BOM

Option 2: Copy from an existing Tech Spec add to an Existing Tech Spec

- While viewing your Tech Spec, you can add pages from another Tech Spec. Choose **Smart Copy from an Existing Tech Spec**
- Search the Style# you would like to copy from. Double Click to select



- Select which tabs from that style you want to copy. You can copy one, or all pages. You can choose to Add an additional Page or replace the existing one. Some options only allow you to replace

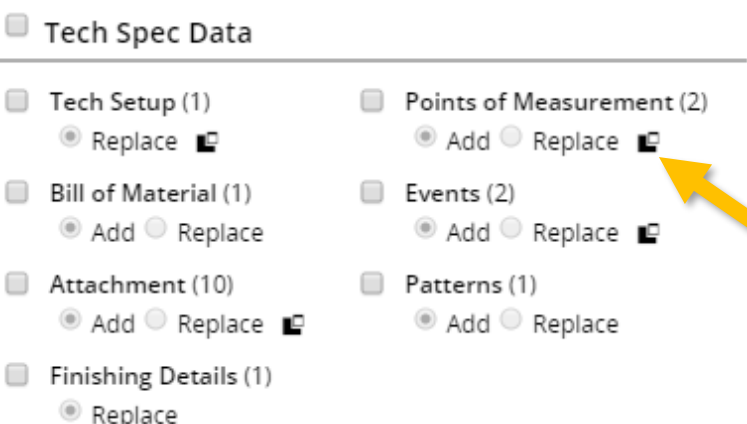


- Click **Copy**
- Your Existing Tech Spec now has the new information you copied



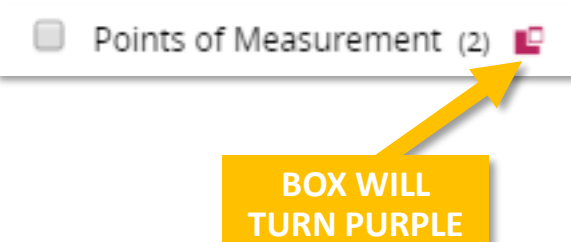
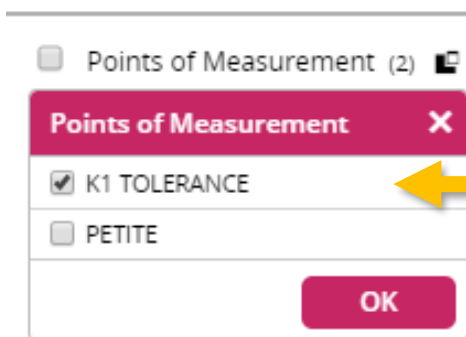
Bonus Tip for Smart Copy- Itemized Smart Copy

A new feature with the Upgrade allows users to select from **specific items** within each tab to copy when using Smart Copy feature



- You will see new windows next to Tech Spec Tabs where multiple Pages exist.
- Click the Window

- Select the page you want to copy in the new window
- Click **OK**



- Window will appear purple if a specific page is selected
- Users can still check the box to select all pages
- Click **Copy**. This will now copy only the pages selected



Tips from Production/Sourcing for Design Coordinators

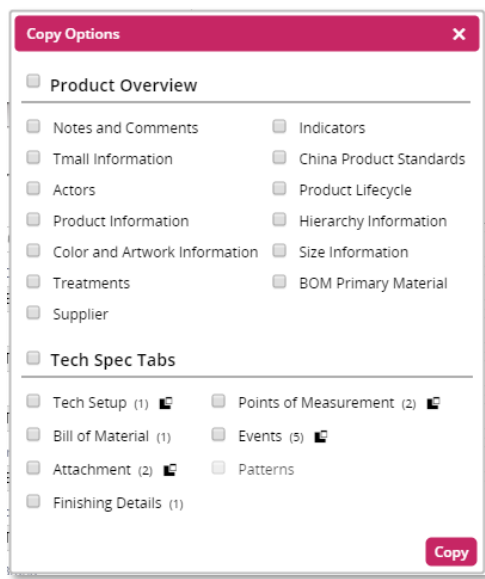
Select Smart Copy to create a New Tech Spec

We've made some improvements!

Select everything from the you need from Product Overview. (*You no longer need to uncheck Tmall Information or Indicators*)

Only copy what you need. No need to select all Product Overview and Tech Spec Data if not needed

No need to Copy Points of Measure or Tech Setup. Make sure to uncheck before you copy if not needed.

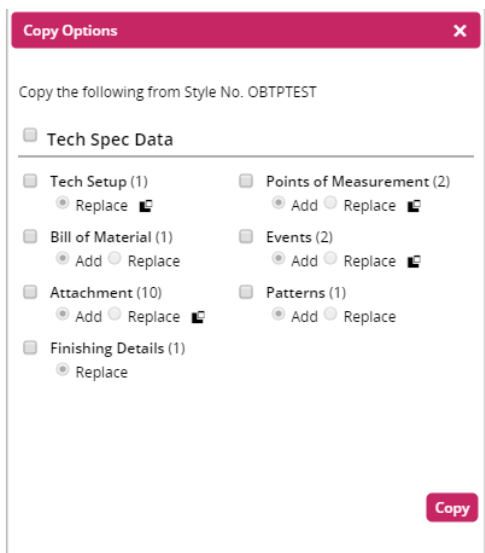


Tips from Production/Sourcing for Tech Designers

Select Smart Copy to from an Existing Tech Spec

We recommend using the **Itemized Smart Copy** to pick specific Points of Measure needed

Only copy what you need. No need to select all Tech Spec Data if not needed



Questions about Smart Copy Tips from Production/Sourcing?

Please reach out to Jessica Vincent (jvincent@urbn.com)