

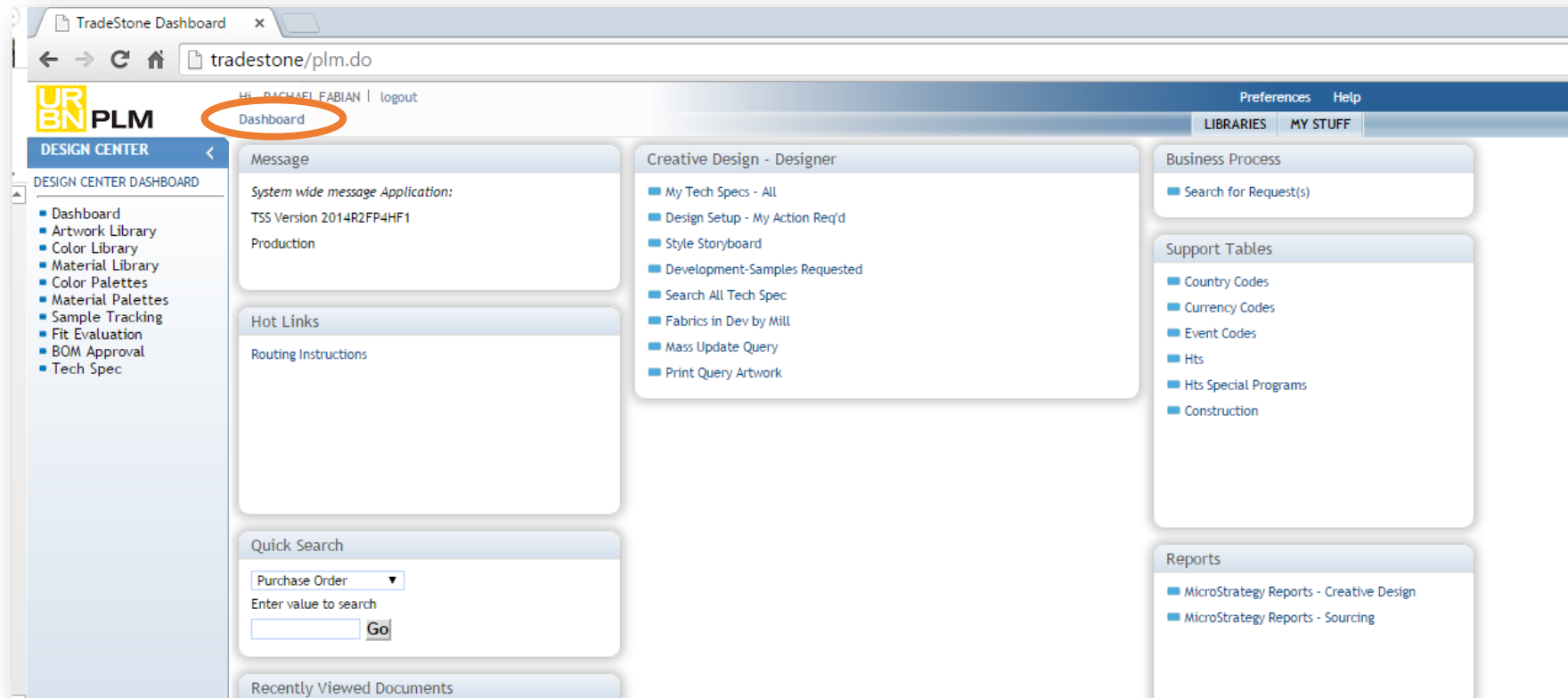
TRADESTONE USER MANUAL

Design 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. **Never select the back arrow or you will be kicked out of the system.**



DESIGN

Accessing Tech Specs

The screenshot displays the TradeStone PLM Design Center Dashboard. The browser address bar shows 'tradestone/plm.do'. The user is logged in as 'Hi, RACHAEL FABIAN | logout'. The dashboard is divided into several sections:

- DESIGN CENTER DASHBOARD (Left Navigation Pane):**
 - Dashboard
 - Artwork Library
 - Color Library
 - Material Library
 - Color Palettes
 - Material Palettes
 - Sample Tracking
 - Fit Evaluation
 - BOM Approval
 - Tech Spec** (circled in orange)
- Message:** System wide message Application: TSS Version 2014R2FP4HF1 Production
- Hot Links:** Routing Instructions
- Quick Search:** Purchase Order dropdown, search input field, and Go button.
- Recently Viewed Documents:** (Empty section)
- Creative Design - Designer:**
 - My Tech Specs - All
 - Design Setup - My Action Req'd
 - Style Storyboard
 - Development-Samples Requested
 - Search All Tech Spec
 - Fabrics in Dev by Mill
 - Mass Update Query
 - Print Query Artwork
- Business Process:** Search for Request(s)
- Support Tables:**
 - Country Codes
 - Currency Codes
 - Event Codes
 - Hts
 - Hts Special Programs
 - Construction
- Reports:**
 - MicroStrategy Reports - Creative Design
 - MicroStrategy Reports - Sourcing

Select the icon *Tech Spec* (circled above) on the Design Center Dashboard navigation pane.

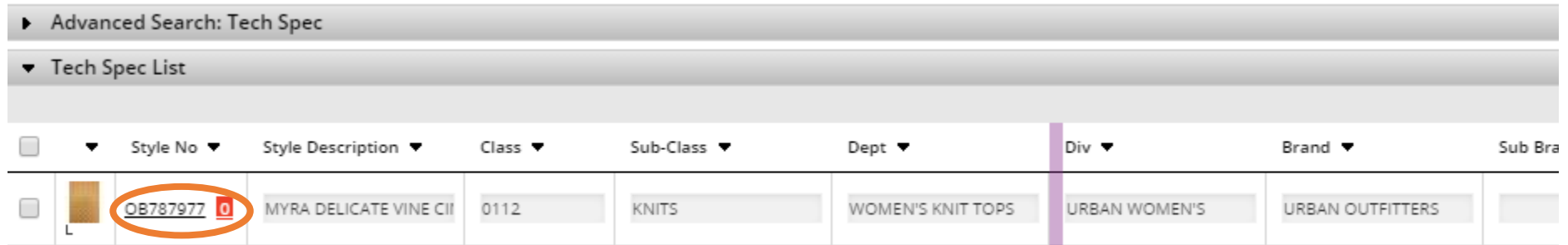
Searching for a Tech Spec



Enter your criteria into the search fields below. You can search by style, brand, class, order type and development stage.

Once you've defined your search, click the icon circled below to generate the Tech Spec list.

The screenshot shows the URBN PLM Design Center interface. At the top, it displays the user's name 'Hi, RACHAEL FABIAN | logout' and navigation links for 'Preferences' and 'Help'. Below this is a 'Dashboard' section with 'LIBRARIES' and 'MY STUFF' tabs. The main area is titled 'Tech Spec: LIST' and contains an 'Advanced Search: Tech Spec' form. The form is divided into four search categories: 'Product Information Search', 'Operational Search', 'Hierarchy Information Search', and 'Change Tracking Search'. The 'Product Information Search' section includes fields for Style No, Style Description, Brand, Sub Brand, Class, Order Type (with a dropdown menu), Development Stage (with a dropdown menu), Reveal Status (with a dropdown menu), and Agent. The 'Operational Search' section has a table with columns for Field, Operation, and Value. The 'Hierarchy Information Search' section includes fields for Season, Production, Designer, Tech Designer, and PD. The 'Change Tracking Search' section has a 'Changes Since' dropdown menu. At the bottom of the search form, there are buttons for 'Clear Fields', 'Cancel', 'Save Search', and 'Search'. The 'Search' button is circled in orange. Below the search form is a 'Tech Spec List' section with a table icon and a refresh icon.

Viewing a Tech Spec



<input type="checkbox"/>	▼ Style No ▼	Style Description ▼	Class ▼	Sub-Class ▼	Dept ▼	Div ▼	Brand ▼	Sub Bra
<input type="checkbox"/>	 08787977 	MYRA DELICATE VINE CII	0112	KNITS	WOMEN'S KNIT TOPS	URBAN WOMEN'S	URBAN OUTFITTERS	

Select the style number of the tech spec you are trying to view. Click on the **style number** (circled above) to open the tech spec overview.

**Use the vertical purple bar to scroll left to right to view all fields.*

Creating a New Style

The screenshot shows a software interface for managing styles. The top navigation bar includes 'LIBRARIES' and 'MY STUFF'. The main header area displays 'Tech Spec: LIST' and a 'Create Tech Spec' button, which is circled in red. Below this is an 'Advanced Search: Tech Spec' section with four search categories: Product Information Search, Operational Search, Hierarchy Information Search, and Change Tracking Search. The Product Information Search includes fields for Style No, Style Description, Brand, Class, Order Type, Development Stage, and Reveal Status. The Operational Search has a table with columns for Field, Operation, and Value. The Hierarchy Information Search includes fields for Season, Production, Designer, Tech Designer, and PD. The Change Tracking Search has a 'Changes Since' dropdown menu. In the left sidebar, under 'DESIGN CENTER DASHBOARD', the 'Tech Spec' link is circled in red.

To add a new style: select the tech spec link on the left side of your dashboard.
Then you will select the Create Tech Spec link on the right hand corner

****You would also use this page to search for styles already created****

Creating a New Style

Add an image, by selecting add image. There should be images for front & back of the garment.

IMAGE ATTACHED

If you are selecting a Pantone color, you would use the color name field, if not, use the vendor color column

Size ranges are determined and entered by tech design

This field is mandatory as it will be a style development/adopting rate reporting need.

The lines in red, represent the fields that need to be filled out

The style number, will automatically populate once the save button is pressed.

****Color and Size must be selected in order for PD to request a sample****

Anthro uses this field to put the Season Ref number the style was adopted in.

Mass Update Query

- This query is under the *PD Sourcing Tasks* section on the Dashboard. Here you can mass update the Delivery date, Order Type, Season and Development stage.
- You can search by brand, class, style number etc.
- **Updating missing delivery dates:** Setting the “Delivery” field equal to null will pull all styles with a blank delivery date. Once the delivery date is updated, click the Save button in the upper right corner to save changes.

URBAN PLM

DESIGN CENTER

DESIGN CENTER DASHBOARD

- Dashboard
- Artwork Library
- Color Library
- Material Library
- Color Palettes
- Material Palettes
- Submits: CREATION
- Submits
- Sample Tracking
- Fit Evaluation
- Tech Spec
- BOM Approval

Search Edit: Mass Update Query

More Actions... Save

Click Save to Save Changes

Search Fields

Vendor Style No Like 0B776007 Order Type Like -- Class Like

Season Like Development Stage Like Brand Like --

Reference No Like Delivery Equal to null

Set Equal to null to only show Styles Missing a Delivery Date

Clear Fields Search Show All Records Per Page default

Search List

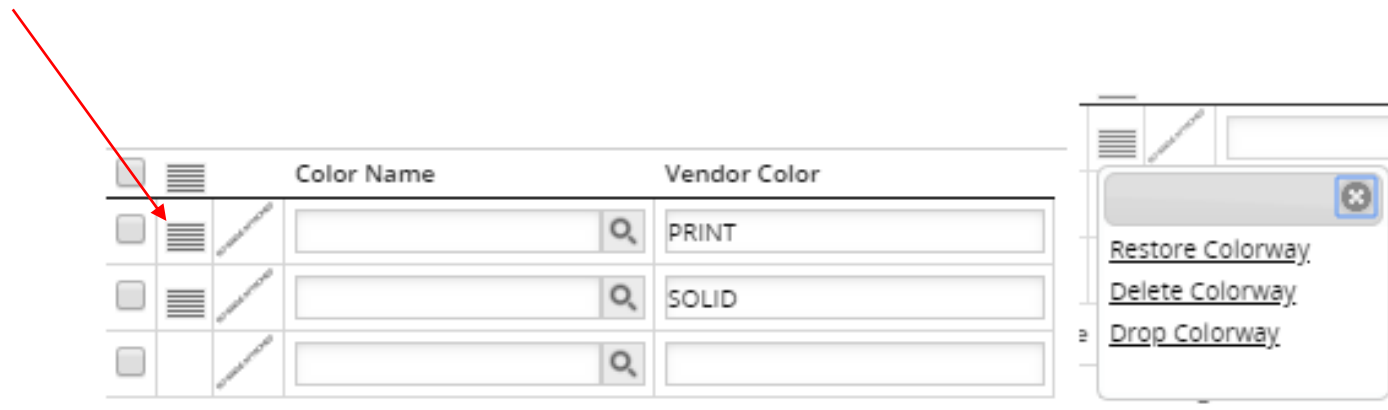
Export to Excel (CSV Format) | Export PDF | Save My View

Vendor Style ...	Order Type	Class	Season	Development...	Brand	Reference No	Delivery
0B776007	LATE ADD	0112	TRANS 2017	ADOPTION	URBAN OUTFITTERS		

Update Date Here

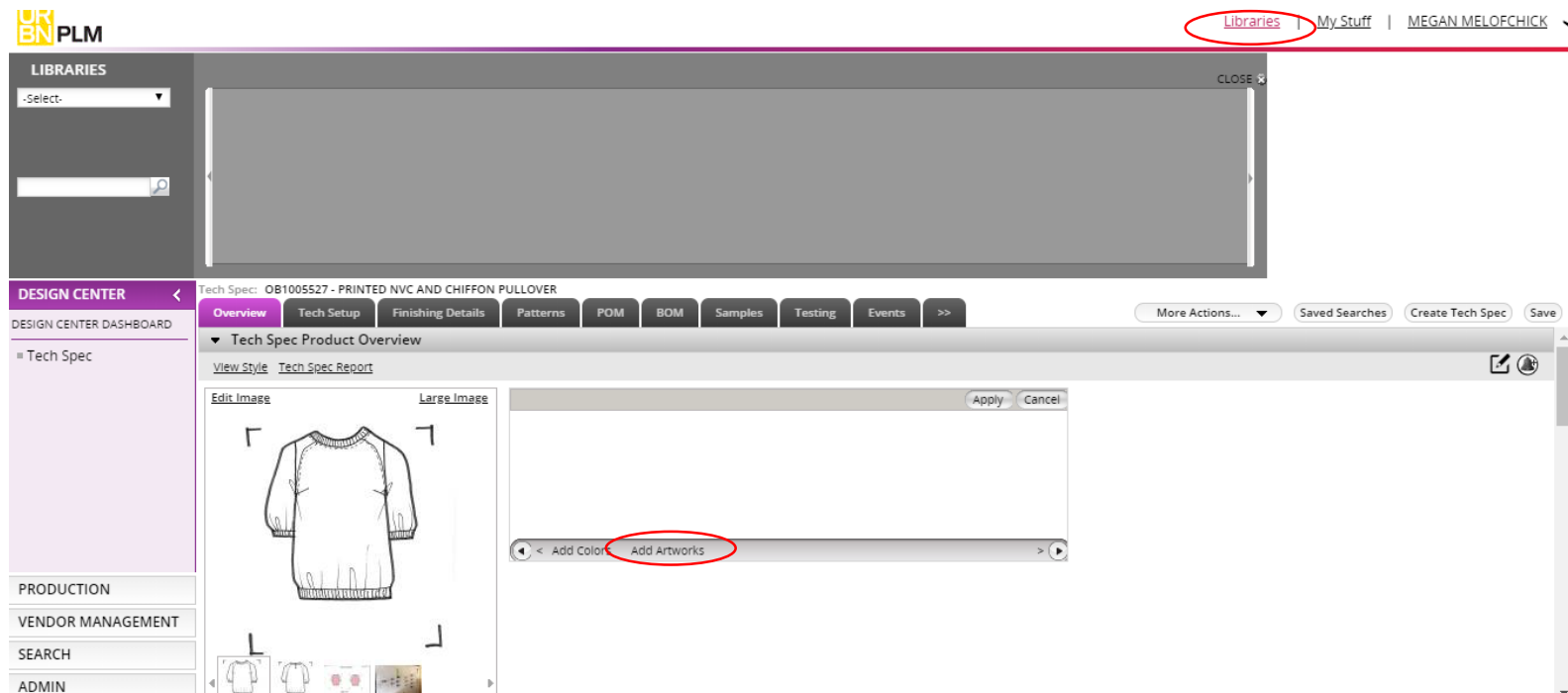
Updating Color info

- You can update any color information by clicking on the icon with the lines to the left side of the color name.
- When you click on them you will get 3 options:
 - ✓ Restore Colorway: restores a previously dropped color
 - ✓ Delete Colorway: deletes the colorway
 - ✓ Drop Colorway: this doesn't delete the colorway., just drops and will keep the information in case you want to restore it later



How to add a print from the library

- On the tech spec, go to the Overview page
- Next to the picture of the style you will see a tab that says *Add Artwork*. Click on that
- Then go to the top right to the *Libraries* tab



- Select Artwork library from the first drop down and type the artwork code you are looking for on the next drop down
- The artwork will come up on the grey rectangle next to the drop downs. You will have to drag it to the rectangle next to the style's picture.

The screenshot displays the ORBN PLM software interface. At the top, the logo 'ORBN PLM' is visible on the left, and navigation links 'Libraries | My Stuff | MEGAN MELOFCHICK' are on the right. The main interface is divided into several sections:

- LIBRARIES:** A sidebar on the left contains a dropdown menu for 'Artwork Library' and a search field labeled 'RAO:'. Below these are icons for list, grid, and refresh views.
- Artwork Selection:** A large grey rectangular area in the center shows a search result for 'RAO: RAO PRINT'. A red callout box with the text 'Drag artwork from the top rectangle to the bottom one.' points to this area.
- DESIGN CENTER:** A purple header bar contains the text 'Tech Spec: OB1005527 - PRINTED NYC AND CHIFFON PULLOVER'. Below this is a navigation bar with tabs: 'Overview', 'Tech Setup', 'Finishing Details', 'Patterns', 'POM', 'BOM', 'Samples', 'Testing', and 'Events'. To the right of these tabs are buttons for 'More Actions...', 'Saved Searches', 'Create Tech Spec', and 'Save'.
- Tech Spec Product Overview:** This section shows a technical drawing of a pullover. Below the drawing is a 'Large Images' area with an 'Apply' and 'Cancel' button. A red arrow points from the artwork selection area to this 'Large Images' area.
- Artwork Application:** Below the 'Large Images' area, there is a text input field containing 'RAO PRINT@...'. Below this field is a prompt: 'Drag Artworks here, once complete, click Apply to add them.' Below the prompt are two buttons: 'Add Colors' and 'Add Artworks'.

At the bottom left of the interface, the copyright notice reads: 'Copyright © 2002-2016 Bamboo Rose LLC'.

Bill of Material (BOM) Page

Tech Spec: OB415506 - 5/30 OVERSEAS SETUP- SHEER EMBROIDERED JOGGER

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

▼ Bill of Material Go To BOM

Color BOM | Cost BOM | Status | View Style



Parent Information

Vendor Style No: OB415506 | Page Name: BOM

Agent/Vendor: SAHU EXPORTS | Status: --Select--

Quality Status: PENDING | Color Status: PENDING

Apply Cancel

Make sure your agent and vendor are correctly allocated. Use the status flag to mark active/inactive.

< Add Material Add Trim Add Color Add Artwork >

Larger Image

▼ MATERIAL(1 items)

Sort	Component	Description	Comments	Type	Position	Qty	UM	CREAM	TERRACOTTA
<input type="checkbox"/>	<input type="checkbox"/> 54280	VISCOSE GGT						<input type="checkbox"/> CREAM	<input type="checkbox"/> TERRACOTTA
<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>	<input type="checkbox"/>

To add a fabric, start typing in the component field or hit the magnifying glass

Color must always be filled out for the BOM approval report to work

▼ TRIM(7 items)

Sort	Component	Description	Comments	Type	Position	Qty	UM	CREAM	TERRACOTTA
<input type="checkbox"/>	<input type="checkbox"/>	EMB MESH			SEE COMMENTS			<input type="checkbox"/> CREAM	<input type="checkbox"/> TERRACOTTA
<input type="checkbox"/>	<input type="checkbox"/>	SHAMTOOM			WAISTBAND			<input type="checkbox"/> CREAM	<input type="checkbox"/> TERRACOTTA
<input type="checkbox"/>	<input type="checkbox"/>	LINING						<input type="checkbox"/> CREAM	<input type="checkbox"/> TERRACOTTA
<input type="checkbox"/>	<input type="checkbox"/>	QLTY AS PRTO						<input type="checkbox"/> CREAM	<input type="checkbox"/> TERRACOTTA

Your trims, can be associated with a library record, or can be free text. To add a trim from the library record, start typing in the component field, if not you start typing in the description field.

Add any comments associated with the trims, in the comment box. (except for Qty, this has it's own box) Make sure to allocate a trim color with each color way.

Dual Sourcing—Creating a 2nd BOM

The screenshot illustrates the process of creating a second BOM through dual sourcing. It shows the following steps:

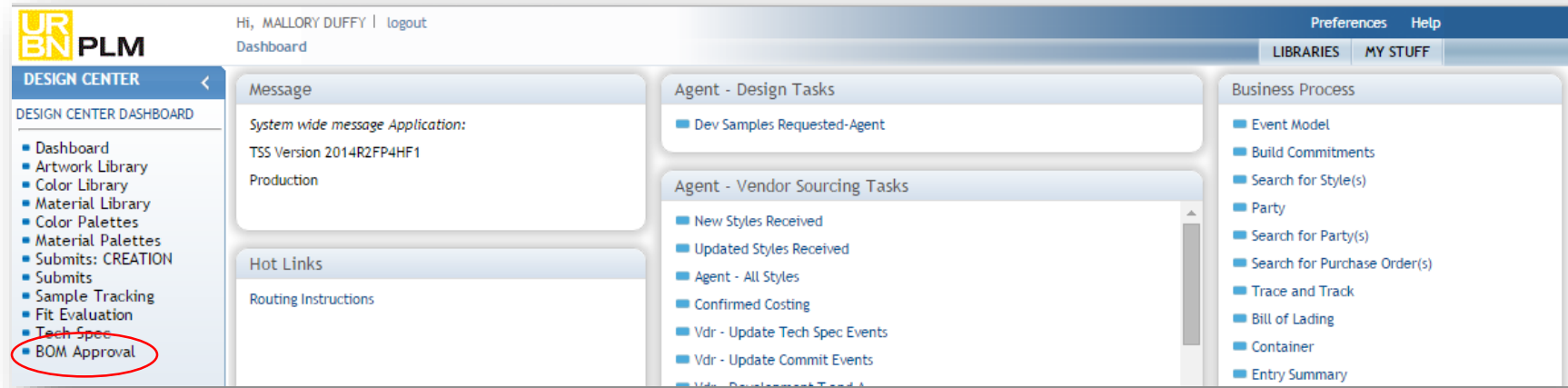
- Accessing the 'More Actions...' menu and selecting 'Smart Copy'.
- Choosing 'Copy from an existing Tech Spec' in the 'Smart Copy' dialog.
- Searching for the existing Tech Spec by style number (OB376568) in the 'Search Tech Spec to Copy Data From' window.
- Selecting 'Bill of Material' in the 'Copy Options' dialog.

Additional BOM pages need to be created when double sourcing. To do this, you will need to be on the overview screen, select smart copy, copy from an existing tech spec, search by style number and then select Bill of Material from the copy options box.

The agent and vendor allocation must be unique on each page.

BOM Approvals

*It is important that design is building out/maintaining the BOM



To approve BOMs or run an exception report to see what has not yet been approved, go to BOM Approval in the Design Center Navigation Pane on the main dashboard.

Once in the query, search by style number to approve or update BOMs, and to make notes and view supplier comments.

BOM Approvals

Advanced Search: BOM Approval													
BOM Approval List													
Export to Excel(XLSX Format)													
<input type="checkbox"/>	Vendor Style No	Style Description	Agent/Vendor	Season	Component	Description	Quality Status	Colorway	Color Detail	Color Status	Notes	Supplier Notes	
<input type="checkbox"/>	QB787977	UO MYRA CINCH FROI	CODDY INTERN	TRANS 2017	F11869	NEW CREPEY JEI	APPROVED	FESTIVE ORANG	FESTIVE ORANG	APPROVED			
<input type="checkbox"/>	QB787977	UO MYRA CINCH FROI	CODDY INTERN	TRANS 2017		1/4 INCH SELF T	--Select--	FESTIVE ORANG	FESTIVE ORANG	--Select--			
<input type="checkbox"/>	QB787977	UO MYRA CINCH FROI	CODDY INTERN	TRANS 2017	COATS POLY TH	COATS ASTRA T	--Select--	FESTIVE ORANG	DTM BODY	--Select--			
<input type="checkbox"/>	QB787977	UO MYRA CINCH FROI	CODDY INTERN	TRANS 2017		WASH TECHNIQ	--Select--	FESTIVE ORANG	NO WASH	--Select--			
<input type="checkbox"/>	QB787977	UO MYRA CINCH FROI	CODDY INTERN	TRANS 2017	UNIVERSAL CAR	UNIVERSAL CAR	--Select--	FESTIVE ORANG	WHITE	--Select--			
<input type="checkbox"/>	QB787977	UO MYRA CINCH FROI	CODDY INTERN	TRANS 2017	F11869	NEW CREPEY JEI	APPROVED	JET BLACK - UOI	JET BLACK - UOI	--Select--			
<input type="checkbox"/>	QB787977	UO MYRA CINCH FROI	CODDY INTERN	TRANS 2017		1/4 INCH SELF T	--Select--	JET BLACK - UOI	JET BLACK - UOI	--Select--			
<input type="checkbox"/>	QB787977	UO MYRA CINCH FROI	CODDY INTERN	TRANS 2017	COATS POLY TH	COATS ASTRA T	--Select--	JET BLACK - UOI	DTM PRINT GRK	--Select--			
<input type="checkbox"/>	QB787977	UO MYRA CINCH FROI	CODDY INTERN	TRANS 2017		WASH TECHNIQ	--Select--	JET BLACK - UOI	NO WASH	--Select--			
<input type="checkbox"/>	QB787977	UO MYRA CINCH FROI	CODDY INTERN	TRANS 2017	UNIVERSAL CAR	UNIVERSAL CAR	--Select--	JET BLACK - UOI	BLACK	--Select--			
<input type="checkbox"/>	QB787977	UO MYRA CINCH FROI	CODDY INTERN	TRANS 2017	F11869	NEW CREPEY JEI	APPROVED	ORANGE - UOW	WELCOME BACI	APPROVED			
<input type="checkbox"/>	QB787977	UO MYRA CINCH FROI	CODDY INTERN	TRANS 2017		1/4 INCH SELF T	--Select--	ORANGE - UOW	WELCOME BACI	PENDING			
<input type="checkbox"/>	QB787977	UO MYRA CINCH FROI	CODDY INTERN	TRANS 2017	COATS POLY TH	COATS ASTRA T	--Select--	ORANGE - UOW	DTM PRINT GRK	--Select--			
<input type="checkbox"/>	QB787977	UO MYRA CINCH FROI	CODDY INTERN	TRANS 2017		WASH TECHNIQ	--Select--	ORANGE - UOW	NO WASH	--Select--			

To approve quality status and colorway, update the status on the corresponding line from the dropdown. You can use the fill-up and fill-down feature to update multiple statuses at the same time. You can also view vendor comments and provide comments back to them.

Running BOM Exception Report

The screenshot shows the 'Advanced Search: BOM Approval' window in the Design Center. The 'Field Search' section has the following fields filled in:

Field	Value
Vendor Style No	
Request No	
Season	SPRING 2016
Brand	
Class	4141
Component	
Description	
Quality Status	
Colorway	
Color Status	
Sub Brand	
Development Stage	

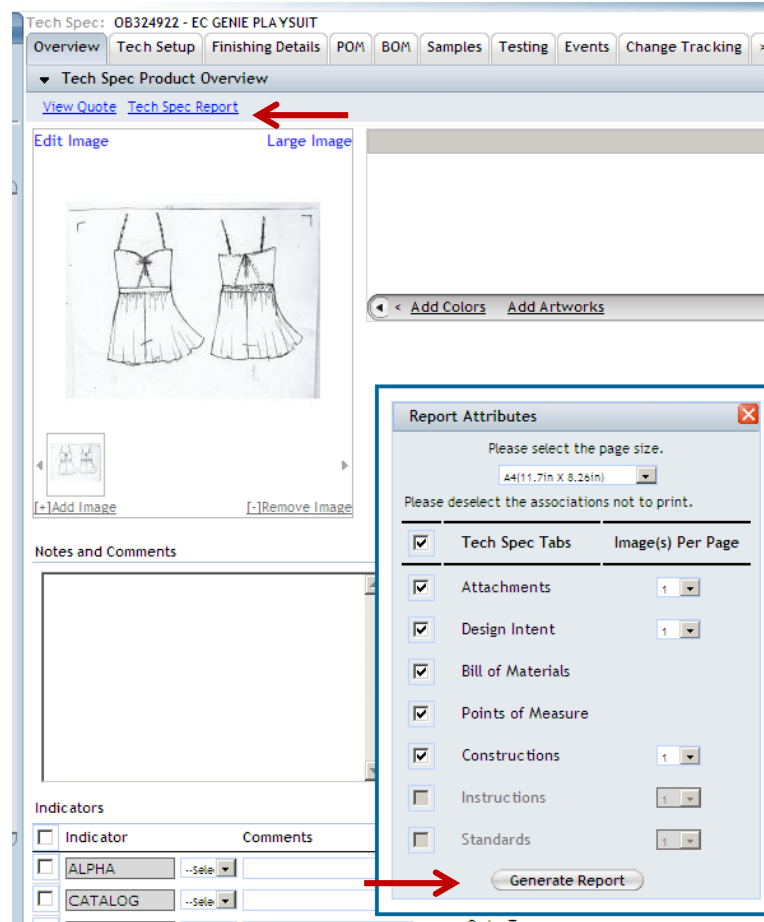
The 'Operational Search' section has the following fields filled in:

Field	Operation	Value
Quality Status	Equal to null	

Buttons at the bottom include 'Clear Fields', 'Cancel', 'Save Search', and 'Search'.

To run an exception report to see a list of what has not been approved for a certain class and season, enter the season into the search field, the class number into the class field, and then in the operational search field select Quality Status from the first drop down and Equal to Null from the second drop down. Click Search. This will generate a list of any BOMs for that class and season that are not showing a status of approved.

Printing a Tech Pack



To print a tech pack, select the Tech Spec Report button, then generate report. You can select all of the pages, or specific ones. To pull only your Bill of Materials for a stamp report, you will only check the Bill of Materials Box