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.**
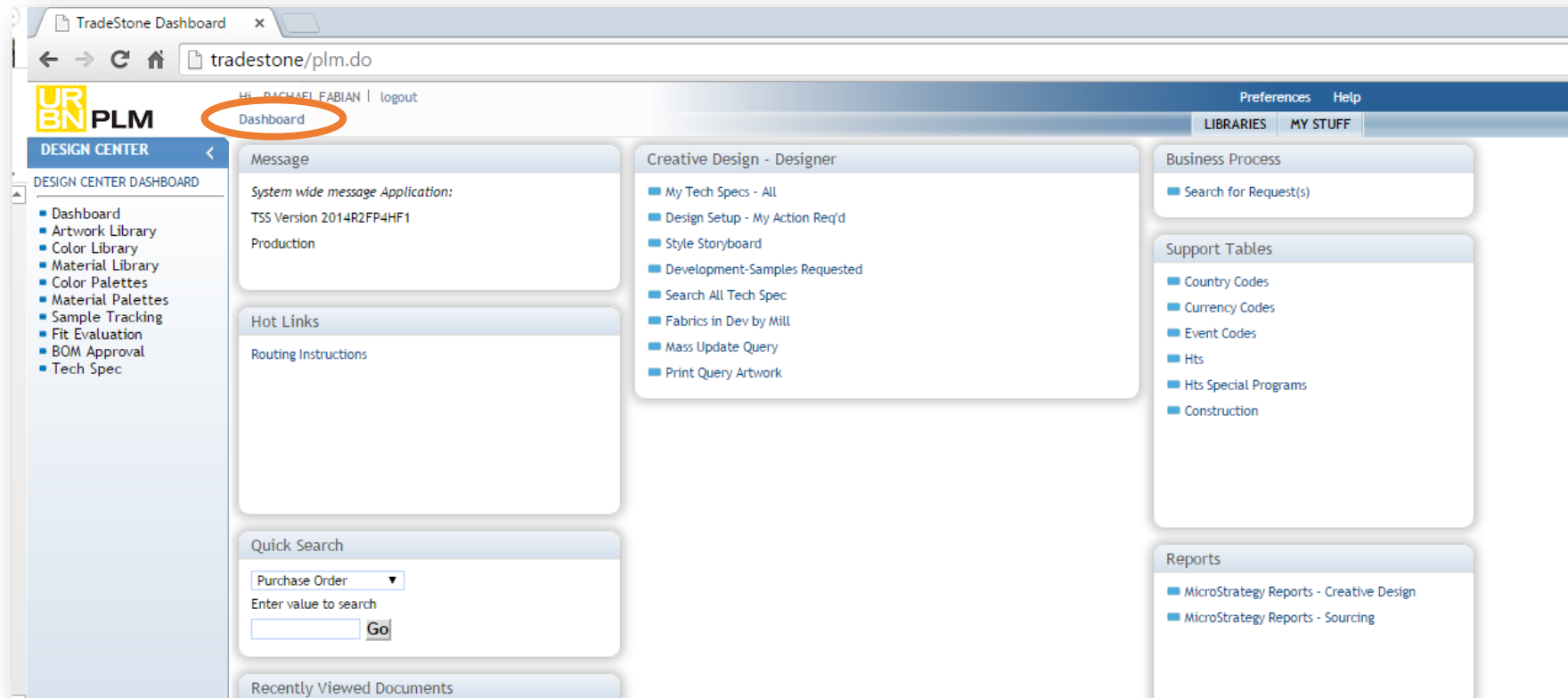
Design

Accessing Tech Specs

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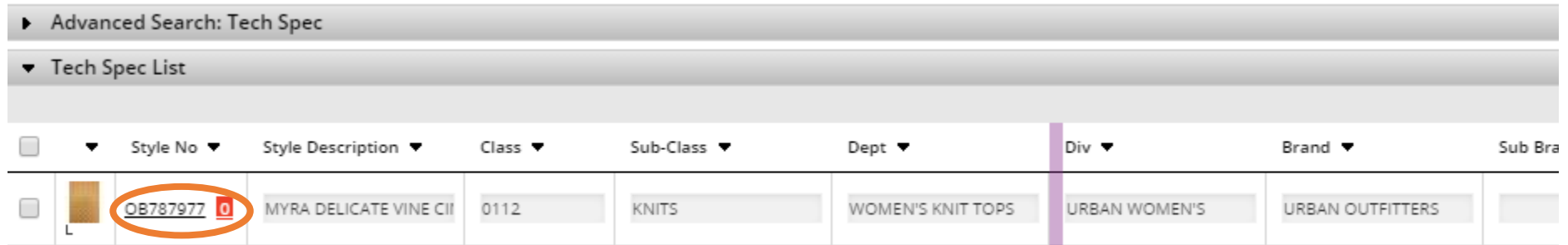
Searching for a Tech Spec

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.

Viewing a Tech Spec

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

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

Tech Spec:

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

▼ Tech Spec Product Overview

View Style   Tech Spec Report

Apply   Cancel

< Add Colors   Add Artworks >

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

IMAGE ATTACHED

Notes and Comments

Indicators

☐ Indicator   Comments

China Product Standards

Product Standard

National Safety Standards

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

Actors

Designer   Design Coordinator

Tech Designer   PD

Production

Product Lifecycle

Create User   Create Date

Product Information

Style No

Style Description

Ownbrand/Vendor ID
OWNBRAND

Request No

Reveal Status

P-Value
--Select--

Development Stage

Order Type
--Select--

Product Category
--Select--

Retail Price

Price Bucket
--Select--

Trend

Hierarchy Information

Class

Sub-Class

Dept

Div

Brand

Sub Brand

Season

Delivery

Commodity
APPAREL

Reference No

Block Reference

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

Color and Artwork Information

☐ | Color Name | Vendor Color

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

Size Information

☐ Size Range | Size Class

Size ranges are determined and entered by tech design

Treatments

☐ Treatment | Dye Method | Dyehouse/Finisher

BOM Primary Material

Material Name | Component | Material Type

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

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.

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
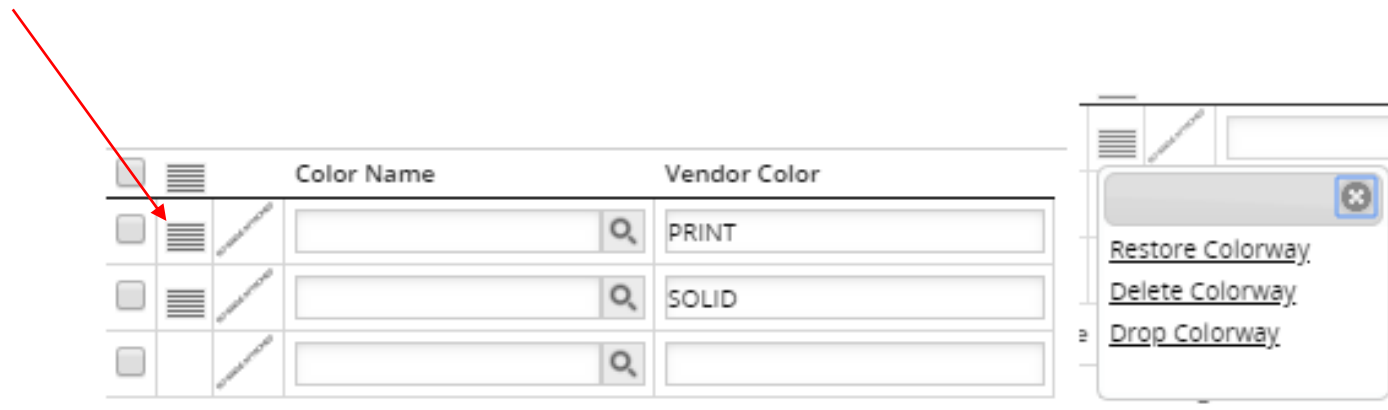
How to add a print from the library

- 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
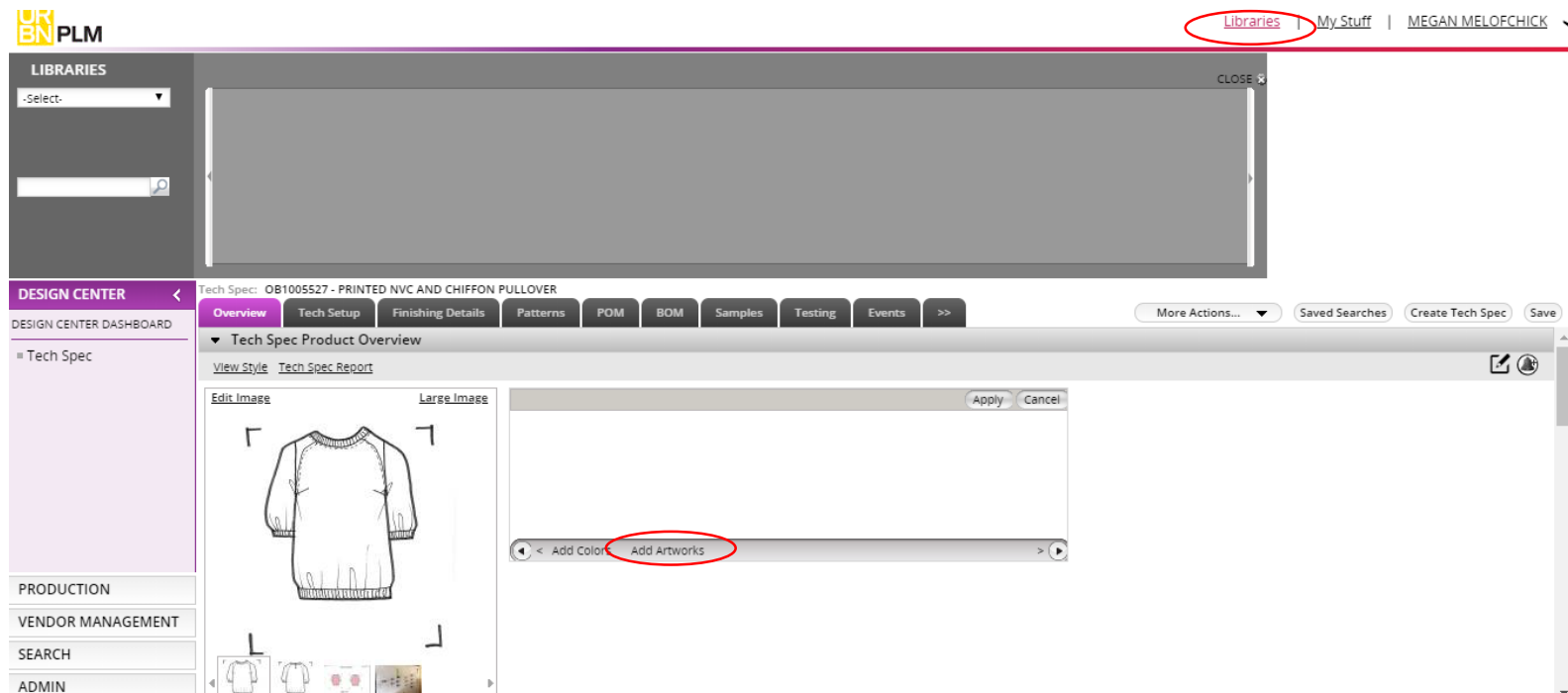
- Select Artwork library from the first drop down and type the artwork code you are looking for on the next drop down

- 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.

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 ‹1 2 › 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--

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

Quality Status: PENDING
Color Status: PENDING

Larger Image

< Add Material   Add Trim   Add Color   Add Artwork >

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

▼ MATERIAL(1 items)

Sort ▾	Component ▾	Description ▾	Comments ▾	Type ▾	Position ▾	Qty ▾	UM ▾		CREAM		TERRACOTTA
	S4280	VISCOSE GGT							CREAM		TERRACOTTA

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

▼ TRIM(7 items)

Sort ▾	Component ▾	Description ▾	Comments ▾	Type ▾	Position ▾	Qty ▾	UM ▾		CREAM		TERRACOTTA
		EMB MESH			SEE COMMENTS				CREAM		TERRACOTTA
		SHAMTOOM			WAISTBAND				CREAM		TERRACOTTA
	LINING	QLTY AS PROTO							CREAM		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.

13

Dual Sourcing—Creating a 2ⁿᵈ BOM

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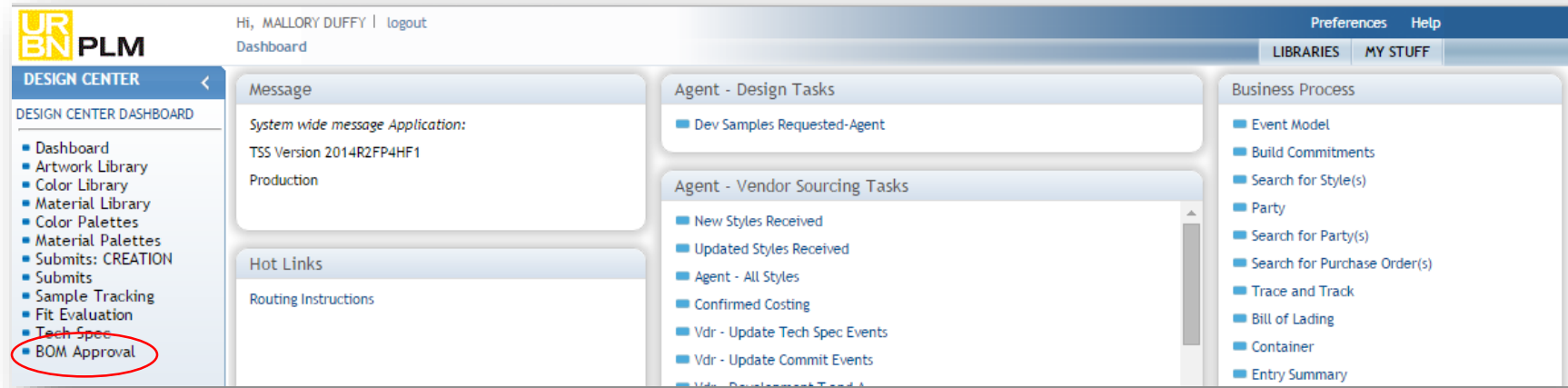
To approve BOMs or run an exception report to see what has not yet been approved, go to BOM Approval in the Design Center Navigation Pane on the main dashboard.

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

BOM Approvals

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

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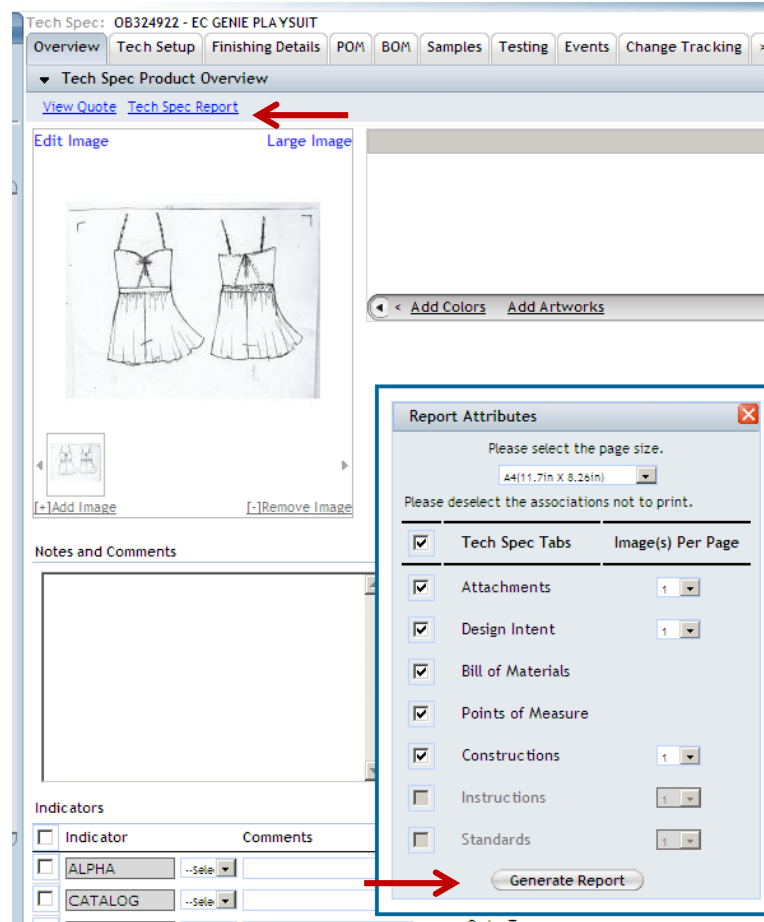
To print a tech pack, select the Tech Spec Report button, then generate report. You can select all of the pages, or specific ones. To pull only your Bill of Materials for a stamp report, you will only check the Bill of Materials Box