



ENTERPRISE SOLUTIONS

170 – PROTOTYPE AND SAMPLE DEVELOPMENT PROCESSES

171 - Fitting Process Manual

Last update: November 2016

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1. FITTING PROCESSES

1.1 Definition

This is a sub-process, part of the **Prototype and Sample Development** processes.

This manual describes the tasks involved in completing the **Fitting** Process.


1.2 List of tasks

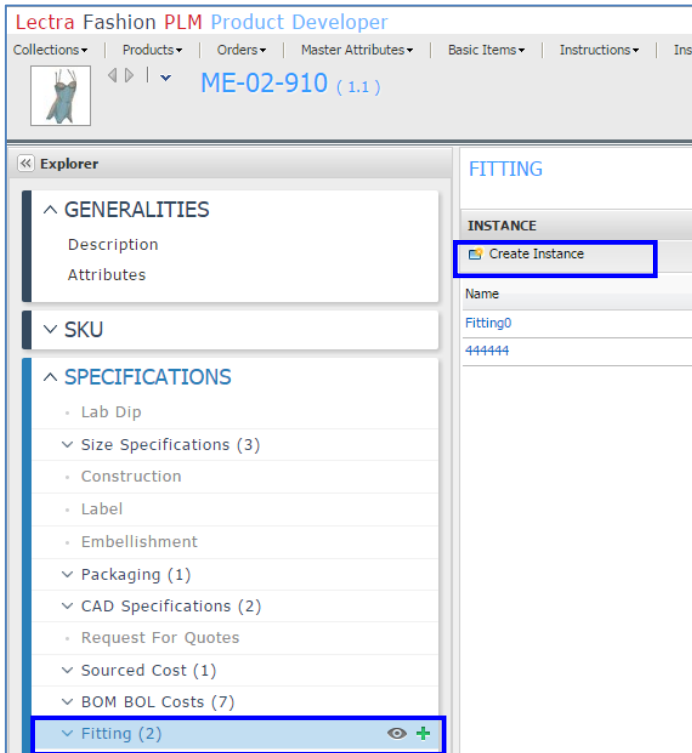
- Adding a fitting instance to a style
 - Setting the Fitting Phases
 - Adding Sheets (one for each sample)
- Requesting a sample
 - Choosing the Colors
 - Choosing the Sizes
 - Loading the required Measurements
- Receiving the sample
- Performing the fitting evaluation
 - For Measurements
 - For other criteria
- Communicating with the Vendor

2. ADDING A FITTING INSTANCE TO A STYLE

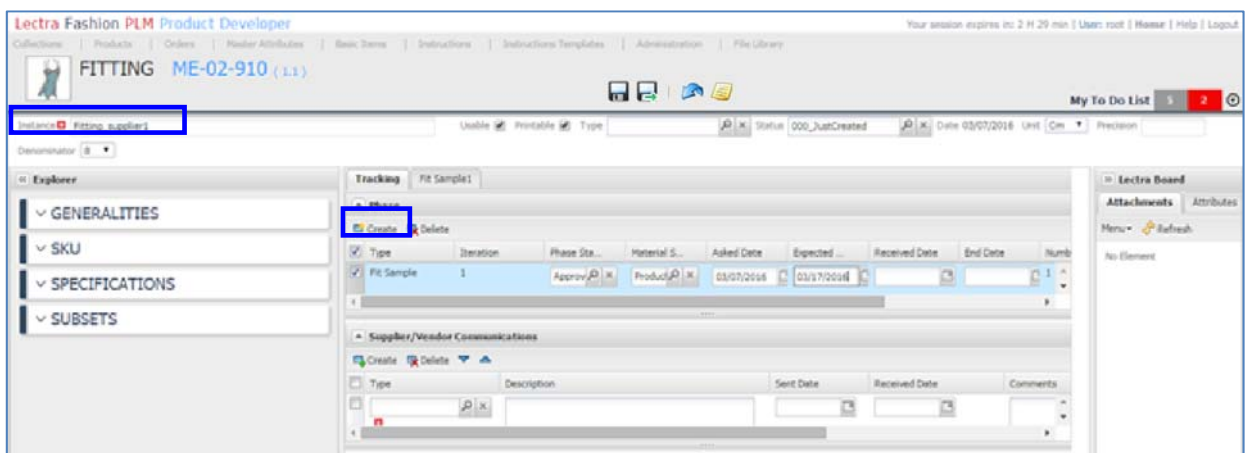
1. To start a new fitting instance:

Click on the plus sign  beside the **Fitting** branch.
OR

Click on the  sign beside the **Fitting** branch and then click on the **Create Instance** link when the page refreshes.



2. Identify the sample that is to be fitted, and start the actual fit process.
3. Fill out the header information, followed by the tracking information.



If the **Style** has more than one supplier, it is wise to note this in the **Instance Name**.

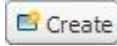
2.1 Adding the Fitting Phases

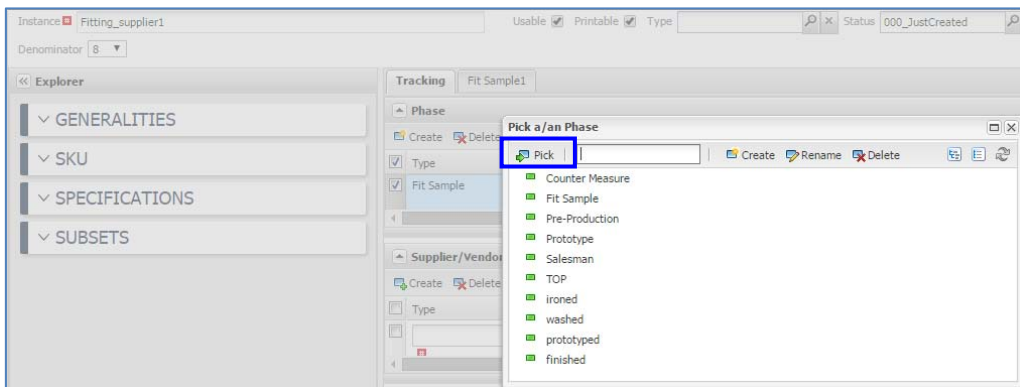
The system is designed to cope with different phases of fitting, including multiple samples if necessary to obtain a sample that fits and looks as the design and specification requires.

The structure of the phases and samples is as follows :

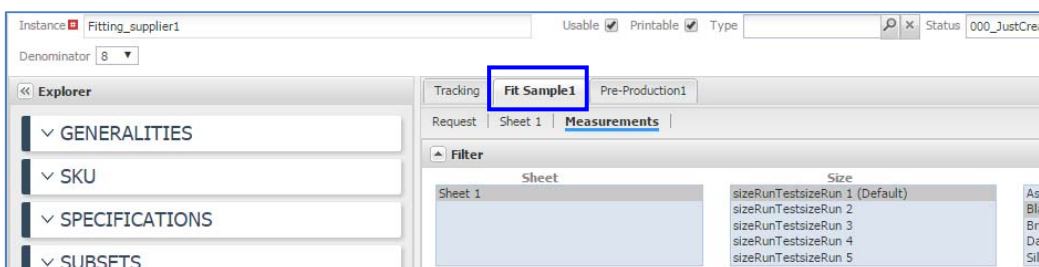
- Phase (e.g. Fit Sample, Development, etc.)
 - Sheet 1 (i.e. Sample 1)
 - Sheet 2
 - Sheet 3
 - Etc.
- Phase
 - Sheet 1
 - Etc.

2.1.1 To set the phases

1. Click on  from the **Tracking - Phase** tab.
2. Select a phase in the window that opens up and click **Pick**.



3. The selected phase is added in the **Phases** section and as a new self-named tab is displayed.

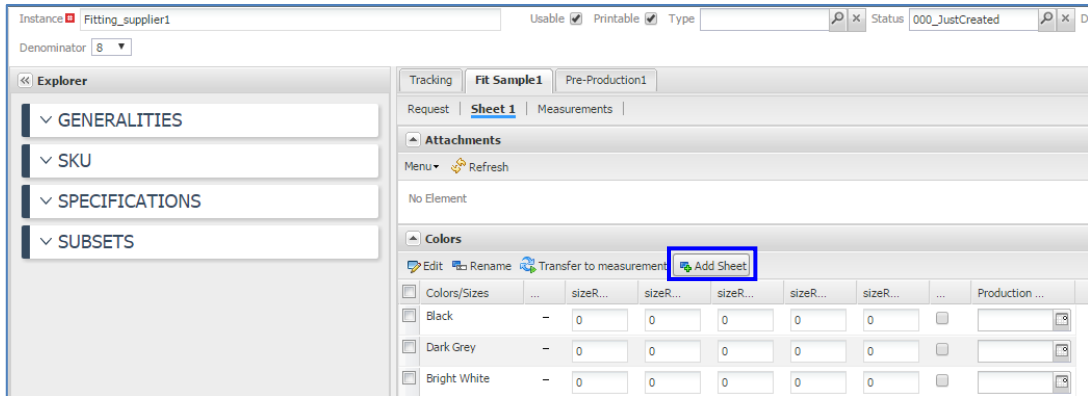


The first sheet (representing a sample) will be automatically added when the **Phase** is created.

2.2 Adding Sheets

To add further sheets:

1. Click on the phase you want to add sheets to.
2. Click on **Add Sheet**.



3. REQUESTING A SAMPLE

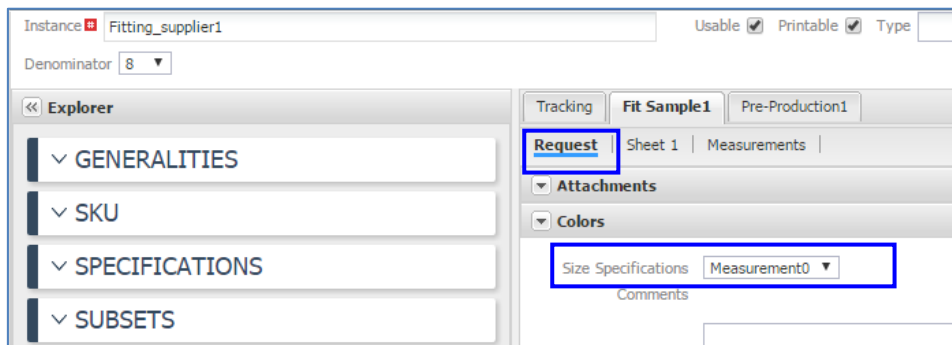
To request a sample, the information needed is:

- The Color(s) required
- The Size(s) required
- The Measurements Required

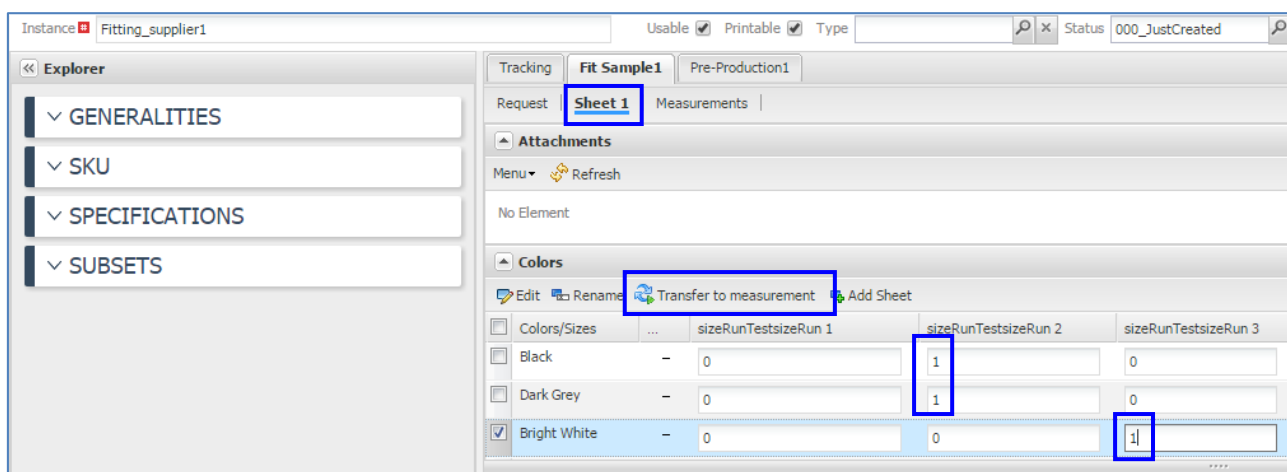
The request to the vendor will usually be accompanied by a full tech pack.

3.1 To make a request

1. Click on the **Request** link on the **Sample** tab.
2. Scroll down to select the **Size Specifications** instance to associate with the sample.



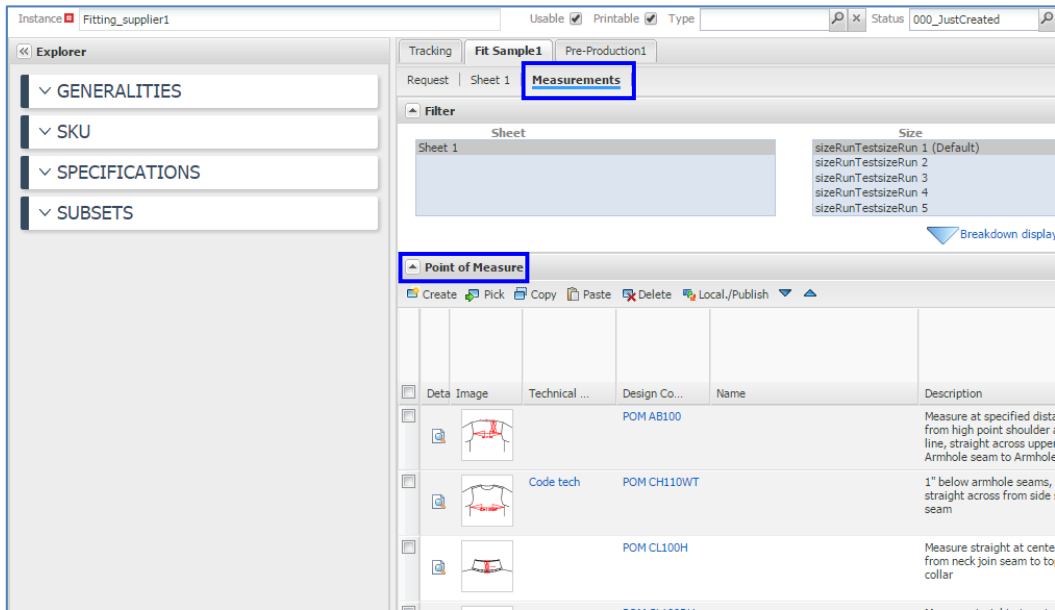
3. Click on the **Sheet** tab under the **Sample** tab.
4. Fill in the number of sizes in each color to be evaluated.
5. Click on the **Sheet** tab and on **Transfer to Measurement** to add the samples to the **Measurement** tab.



6. Click on the **Measurements** tab.
Scroll down to view the requested measurements and tolerances.



If the **Size Specification** instance has been chosen from the **Request** link, the **Points of Measure** will populate the columns of the sizes chosen



Instance: Fitting_supplier1 Usable: [x] Printable: [x] Type: [] Status: 000_JustCreated

Tracking: **Fit Sample1** Pre-Production1

Request: Sheet 1 **Measurements**




Filter

Sheet	Size
Sheet 1	sizeRunTestsizeRun 1 (Default)
	sizeRunTestsizeRun 2
	sizeRunTestsizeRun 3
	sizeRunTestsizeRun 4
	sizeRunTestsizeRun 5

Breakdown display

Point of Measure

Create Pick Copy Paste Delete Local/Publish

	Data	Image	Technical ...	Design Co...	Name	Description
<input type="checkbox"/>				POM AB100		Measure at specified distance from high point shoulder line, straight across upper Armhole seam to Armhole
<input type="checkbox"/>			Code tech	POM CH110WT		1" below armhole seams, straight across from side seam
<input type="checkbox"/>				POM CL100H		Measure straight at center from neck join seam to top collar



Refer to the **Sample and Component Order Management – Process Manual** to get information on how to order a sample.

4. RECEIVING THE SAMPLE

Click on the **Tracking** tab, select the **Phase**, and enter the **Received Date**.

5. PERFORMING THE FITTING EVALUATION

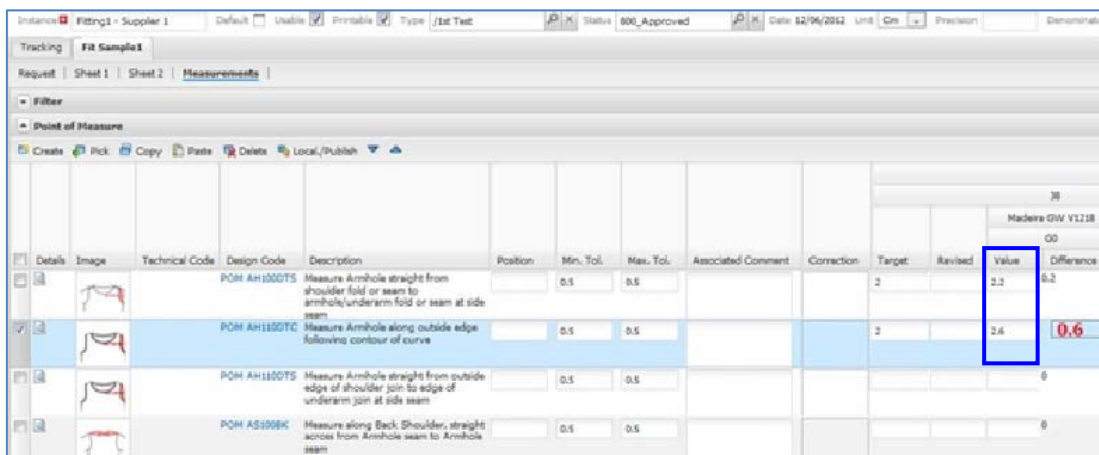
5.1 For Measurements

1. In the **Measurements** tab, fill in the observed measurements in the **Value** column.



The difference between the **Target** measurement column and the **Value** measurement column will be automatically calculated in the **Difference** field.

2. If needed, fill in the measurements of the revised specs in the **Revised** column.
3. Save the changes.



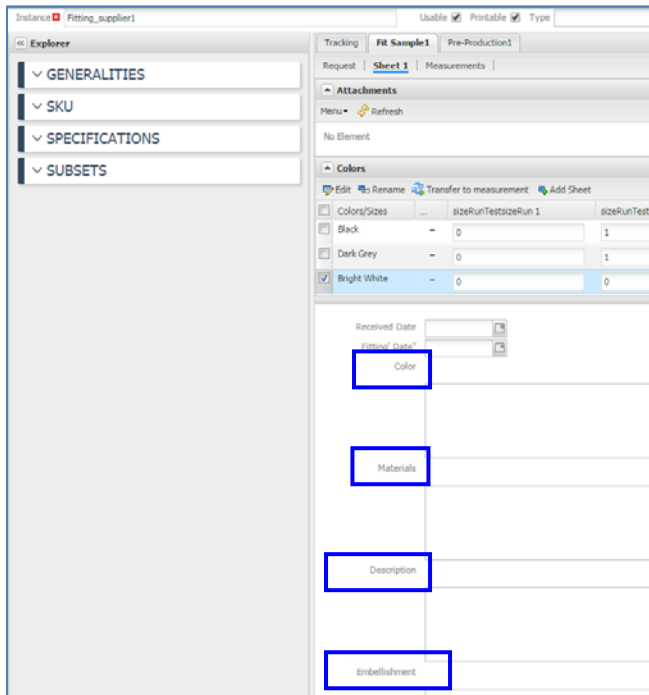
Details	Image	Technical Code	Design Code	Description	Position	Min. Tol.	Max. Tol.	Associated Comment	Correction	Target	Revised	Value	Difference
			POH AH1000TS	Measure Armhole straight from shoulder fold or seam to armhole/underarm fold or seam at side seam		0.5	0.5			2		2.2	0.2
			POH AH1000TC	Measure Armhole along outside edge following contour of curve		0.5	0.5			2		2.4	0.6
			POH AH1000TS	Measure Armhole straight from outside edge of shoulder join to edge of underarm join at side seam		0.5	0.5						0
			POH AS1000HC	Measure along Back Shoulder, straight across from Armhole seam to Armhole seam		0.5	0.5						0

5.2 For Other Criteria

Of course, whilst the fit of the garment is the prime reason for conducting this process, other criteria, such as:

- Color
- Fabric
- Embellishments
- Trims
- Etc.

... will need to be evaluated, in the sections provided.



When the evaluation is complete, either the sample will be passed as satisfactory and the fact recorded in the **Time & Action** screen, or another sample will be needed.

If this is the case, any required changes in the **Measurement Chart** should be made, and then a new sheet created as previously described.

This should be repeated until a satisfactory sample is obtained.

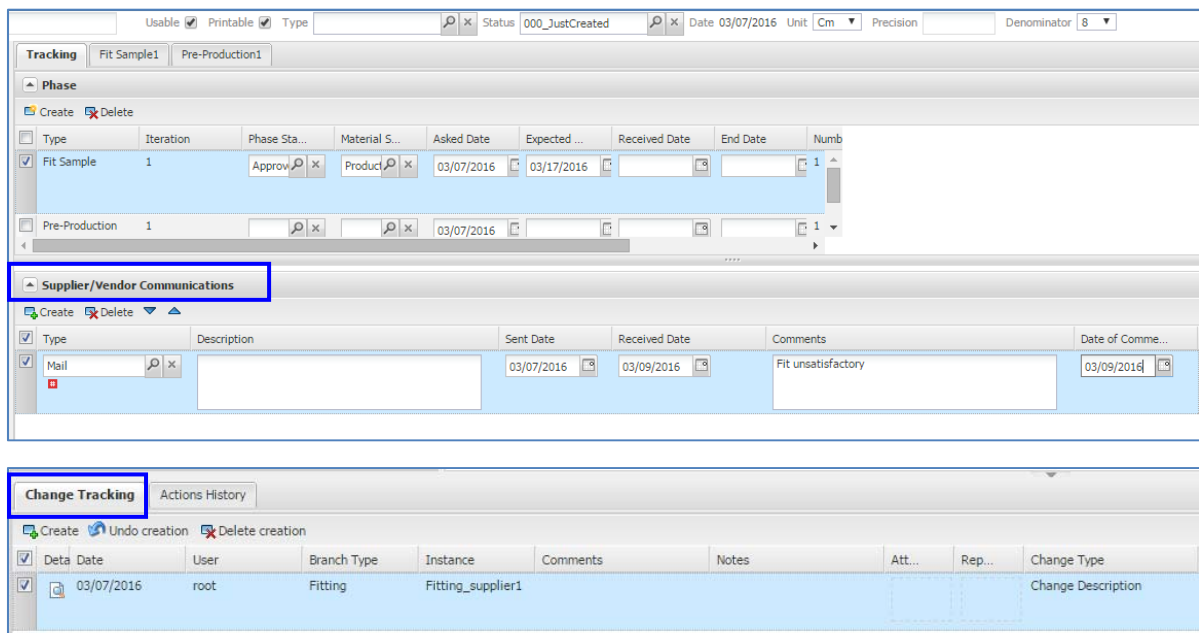
6. COMMUNICATING WITH THE VENDOR

During the Fitting process, there will be frequent communication with the vendor who is making the sample. The requirements will need to be fully described in the first place, and then any changes will need to be reliably and rapidly communicated.

The usual and preferred method of communication is through the **Change Tracking** and **Notification** methods.

These should also be noted within each fitting **Sheet**, so that a history of the Fitting Phase can be recorded for evaluation and action if required.

The sections available within the Fitting Sheet for **Vendor Communications** and **Change Tracking** are shown below.



The screenshot displays the Fitting Sheet interface with three main sections highlighted by blue boxes:

- Phase:** A table with columns: Type, Iteration, Phase Sta..., Material S..., Asked Date, Expected ..., Received Date, End Date, Numb. It shows two rows: 'Fit Sample' (Iteration 1, Asked Date 03/07/2016, Expected Date 03/17/2016) and 'Pre-Production' (Iteration 1, Asked Date 03/07/2016).
- Supplier/Vendor Communications:** A table with columns: Type, Description, Sent Date, Received Date, Comments, Date of Comme... It shows one row: 'Mail' (Sent Date 03/07/2016, Received Date 03/09/2016, Comments 'Fit unsatisfactory', Date of Comme... 03/09/2016).
- Change Tracking:** A table with columns: Data, Date, User, Branch Type, Instance, Comments, Notes, Att..., Rep..., Change Type. It shows one row: '03/07/2016', 'root', 'Fitting', 'Fitting_supplier1', and 'Change Description'.