ENTERPRISE SOLUTION

Platform Common Features

User Guide

Last update: November 2016

Contents

This User Guide is designed to both assist in the training of operators of the Lectra Fashion PLM product, and to act as a reference document for the product. When combined with other User Guides, it forms part of the User Role Guides.

> Modifications made to the document since its last publication are highlighted in blue.

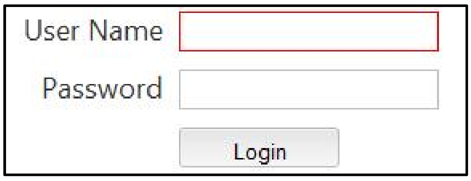
1. LOGGING IN

This is performed through the Web Interface.

The first action, for any user, is to login to the system. At startup, the following screen will appear and the allocated **User Name** and chosen **Password** should be entered in the corresponding fields

The **Login** prompt should then be clicked.

The **User Name** and first **Password** are assigned when the system is first set up. Users should then change their password to one of their choice to secure their login.



1.1 Home page

The default page that opens is the **Home** page.

- It contains a listing of the workflow tasks (**My To Do List**) due for the particular user.
- User specific notifications of events across products being developed are listed on the user **Notifications** pane.
  See the Notifications section for more information.
- **KPIs** are available.

To return to the **Home** page at any time, click the **Home** button in the top right hand corner of the screen.

1.1.1 KPI: Key Performance Indicators

KPIs or Key Performance Indicators are measurable indicator tools that facilitate the management of a collection.

They are presented in the **Key Performance Indicators** tab on the **Home** page.

They present the distribution of products by:

- Lifecycle state
- Season

- Business category
- Supplier

The **Filter** option customizes the display according to specific criteria.

Select the filter criteria to be applied and click on 

.

Progression bars indicate the proportion of products in relation to each another. This display offers a more graphical view of the products distribution.

> When the progression bar is full: it concerns the item with the highest number of products.
>
> The progression of the other item's bars is displayed in relation to the item with the higher number of products.

1.2 Changing Password

Click on the User hyperlink in the top right hand corner of the Fashion PLM screen.

To change the user password, type in the old and new password.

Click on  to save the new password and close the window.

1.3 Changing Language and Currency

Click on the **User** hyperlink in the top right hand corner of the Fashion PLM screen.

To change the **Language**, select a new one from the dropdown. The available languages will depend on those that have been loaded on the company's server.

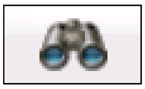
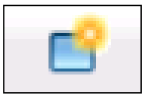
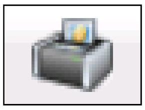
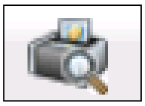
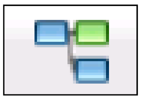
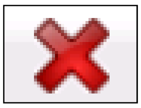
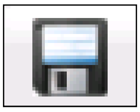
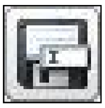
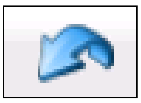
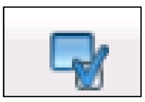
To change the **Currency**, select a new one from the dropdown list. The available currencies will depend on those that have been loaded as **Basic Items** on the server.

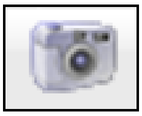
> Languages and currencies defined here are specific to the user.
>
> The user's currency will be used by default in the following cases:
>
> Creation of a new product (if no user currency has been defined, the system currency will be used)
>
> Creation of a new **BOM BOL Costs** or **Sourced Cost** instance (if no user currency has been defined, the currency of the product will be used)
>
> Creation of **SKU** and **Companies**

2. STANDARD FEATURES

2.1 Individual Page toolbar

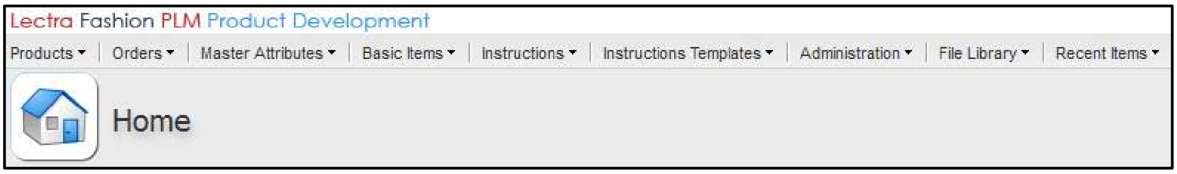
The following symbols will appear, not necessarily together, on the tops of most individual screens. Their meanings and associated actions are explained below.

	**Search**	This symbol invokes a search screen
	**Create**	Selection of this symbol will invoke a screen that allows entry of a new object
	**Edit**	This symbol puts the current screen into Edit Mode
	**Print**	Use this symbol to print a screen, using a predetermined template
	**Print with Preview**	Using this symbol provides a preview before printing
	**New Version**	This icon starts the process of creating a new version of the current object
	**Delete**	Beware! This icon deletes the contents of the screen
	**Save**	This saves the contents of the screen
	**Save As**	This invokes a ‘Save As’ action to be performed, creating a new object from current
	**Save and Continue**	This saves the contents of the screen and the current page stays in edition mode. The page remains locked.
	**Cancel**	This causes the cancelling of any changes that have been made on that screen
	**Set as Default**	This symbol is used to set the current axis selection as default

	**Annotate**	This button opens a window to record a change notification in. A notification can be distributed to a list and will show up on the selected users **User Notification** section on their home page. The visual **Markup Tool** can also be launched from this button. Entered information can be seen in the **Change Tracking** section of the page or in the **User Notifications** section of the **Home** page of a "notified" user.
	**Snapshot**	The **Snapshot** tool creates a record of an item at a specific point in time. Using this **Snapshot** button, the system takes current data from the selected item and creates a change tracking record documenting the user, date and any additional comments. Users and recipients can be added to the distribution list for the Snapshot. A Snapshot report is generated after the record is saved and can be viewed online or downloaded. Please see the "Snapshot User Guide" for further details of the Snapshot functionality.

2.2 Home page toolbar

The main toolbar is visible on the **Home** page, and at the top of many other screens.



The toolbar or the **Home** page displays information that varies depending on the user profile. The banner content is contextual to the product branch that is in use.

2.2.1 Products

The **Products** menu allows you to access **Styles**, **Materials**, **Trims**, **Packaging Label** and **Subsets**.

When existing, the Sub-categories are displayed in the **Search** window, and can be used as filters.

This menu displays the different product categories that are installed as standard (Styles, Materials, Trims, Packaging Label and Subset). Sub-categories can be configured (template set, simple template, complex template…)

2.2.2 Orders

The **Orders** menu allows you to access **Component Orders** and **Prototype Orders**.

Only orders for materials, supplies and samples are handled in this section, not the production orders that can be handled with a Product subset configuration.

See the **Sample and component orders management User Guide** for further details on the specific functions of this menu.

2.2.3 Master Attributes

The **Master Attributes** menu allows you to access:

- **Marketing Colors** (See the **Color and Palette Development Process Manual**)
- **Technical Colors** (See the **Color and Palette Development Process Manual**)
- **Color Palettes** (See the **Color and Palette Development Process Manual**)
- **Sizes, Size Runs, Final Sizes** (See the **Size Specs Process Manual**)
- **Companies**
- **Channels**

2.2.4 Basic Items

The **Basic Items** menu allows you to access **Raw Material**, **Composition Sets**, **Care Symbols** and **Currency** values.

2.2.5 Instructions

The **Instructions** menu allows you to access **Construction** Details, **Cost** Formula, **Label** details, **Operation** details, **Embellishment** details, **Packaging** details, **Points of Measure** and **Quality Test** details.

An instruction is a saved information (usually containing an image and some descriptive and codification data) used for the description of developed products.

Users will pick elements from these libraries in order to build Products specifications.

2.2.6 Instructions Templates

The **Instructions Templates** menu allows you to access the following templates - **Construction**, **Costs**, **Grading**, **Labels**, **Operations**, **Embellishments**, **Packaging** and **Quality Tests**.

A template is a sorted list of instructions with associated data that can be used to facilitate Product specifications. For example, the packaging of a shirt with the various elements involved in the operations of folding, pins, pieces of cardboard, plastic film etc. ..

2.2.7 Administration

The **Administration** menu allows you to access **Single List** values, **Hierarchical List** values, **Internationalization** language strings, **Reset Preferences**, **Distribution Lists**, **Company Calendar** and **Process Management**.

2.2.8 File Library

The **File Library** menu allows you to access the **File Manager** (that shows all the linkable files), **Locked Files** (that shows all the files locked by the current user) and **Tracking Extractions**.

2.2.9 Recent Items

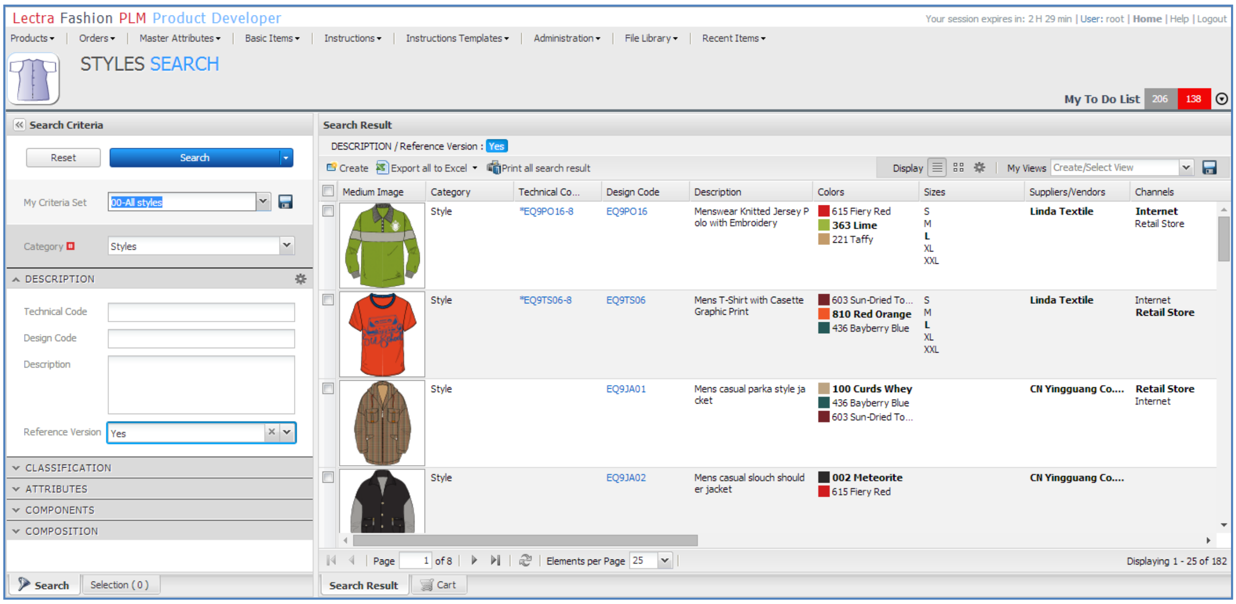
This **Recent Items** menu will allow you to quickly go to the recently accessed objects.

To reset the most recent items, click on the **Reset** button at the bottom of the drop down.

The number of available **Recent Items** can be set (in **lastUsed.xml** file).

2.3 Searching for Information

From the **Menu**, you first need to use a **Search** window to access most platform objects.



Wild Cards may be entered in any boxes that do not have a drop down. A 'wild card' search is a search that uses the asterisk ***** or star key ***** to search for information before, after or on both sides of known information.

For instance, if you want to display all the products whose **Description** field starts with **S**, you need to use the following syntax: **S***

When all Search criteria have been entered, click the **Search** button.

The results of the search are returned. They can be displayed as images (**Thumbnails**), or as **Tables**.

The CAD and BOM specifications of the selected Style are summarized in information cards in the **Search** window.

You can minimize or maximize the specifications list by clicking on **Details**

See the *Lectra_Enterprise_Solutions_VxRx_Style_Setup_Processes-Manual_en.docx* for further information.

2.3.1 Search criteria displayed

The current search criteria are displayed on top of the **Results** window. The content of this bar is updated whenever a new search is launched.

2.3.2 Reseting Search criteria

The **Reset** button is used to remove all current search parameters.

You must still click the **Search** button to refresh the results.

2.3.3 Viewing recently viewed Items from the Search screen

When you are using an item, type specific **Search** and results screen (i.e. **Styles Search**), then the system will 'remember' all the items of that item type (Style in this case) that you have viewed within this session.

When you click the **Recent Items** button, the system will display all those items within the results list.

2.3.4 Searching by Category

There is a **Category** field within the **Search** sidebar for **Styles**, **Materials**, **Trims**, **Packaging/Labels** and **Subsets**. The Categories within these sections will be defined during the implementation of your Fashion PLM system.

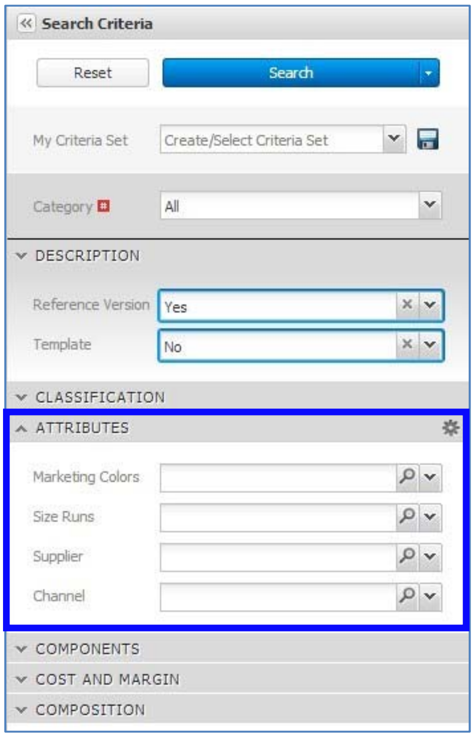
If there are two or more Categories within a given section then there will also be an **All** category, which enables the searching of all the items (of the chosen type) in the database.

The selection of a category is different to the other search parameters. Once you click on a Category, the system will retrieve all the items in that category without the need to click the **Search** button.

2.3.5 Searching by Attributes

The **Attributes** section of the sidebar provides the ability to search for items using the attributes of the type of item.

Only the attributes that have been configured will be available in the search criteria.

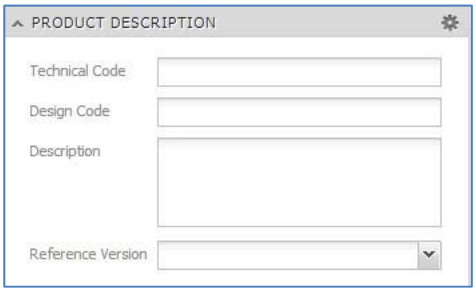


The fields in the **Attributes** section in Styles Search are related to the fields found in the **Attributes** tabs of Styles.

The fields in the **Attributes** section for **Styles**, **Trims**, **Packaging/Label** and **Subsets** Searches may be different, due to different fields in these items. This variation may be configured during configuration of your Fashion PLM system

2.3.6 Searching by description

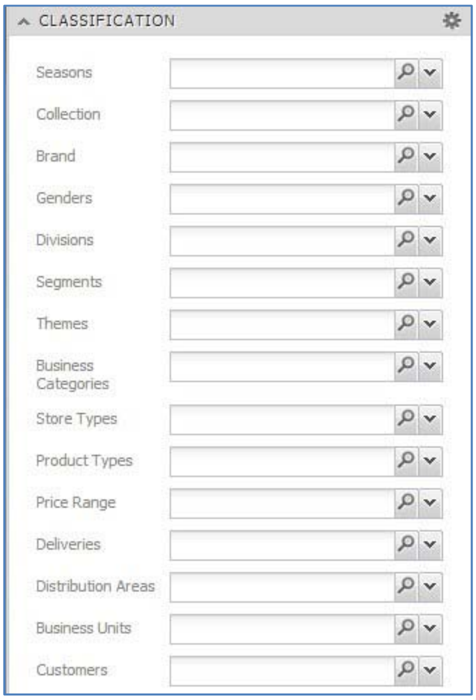
The **Description** tab allows you to search for items based on their **Reference version**, their **Technical code** or **Design code**.



2.3.7 Searching by Classification

The **Classification** section of the sidebar provides the ability to search for items using the classification of the item.

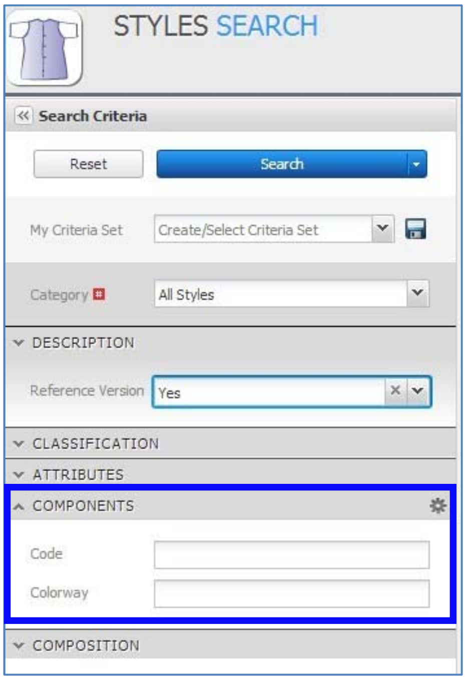
Here is the **Classification** section in the **Search** sidebar for Styles:



The fields in the **Classification** section in Styles **Search** are related to the fields found in the **Classification** tabs of Styles.

When more than one value can be selected for a same criteria (in **Classification**, for example), the **Search** applies itself to all the items that match with one selected value or another.

2.3.8 Searching for Components within Styles

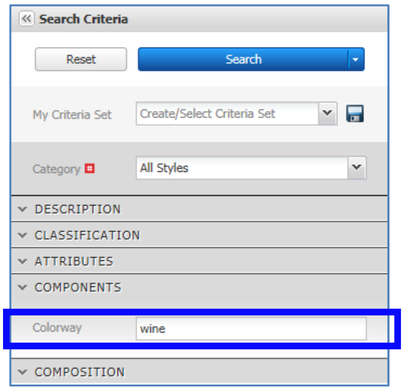


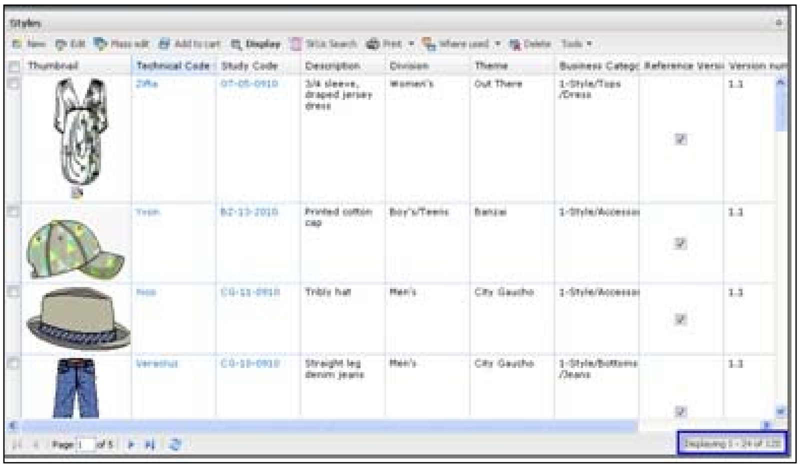
The **Components** section within the **Search** sidebar for **Styles**, **Materials**, **Trims**, **Packaging/Label** provides the ability to search for items that contain a specific component.

The search for components within items can be based on the category of component, the code of the component (**Technical Code** or **Design Code**) and/or the color of the component (**Code** or **Name**).

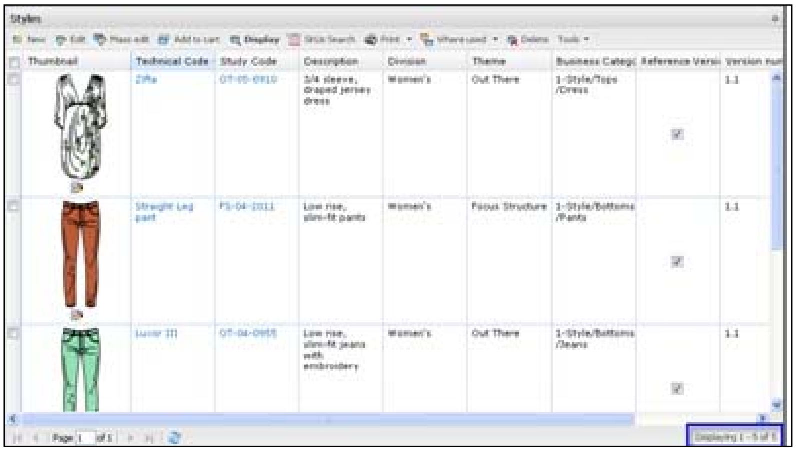
For example:

1. If we wish to find all Styles with any component in color “Wine”, we find 120 Styles.

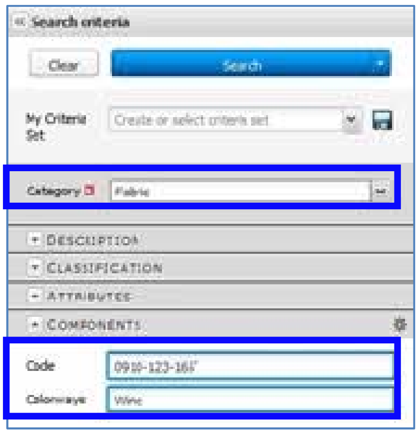


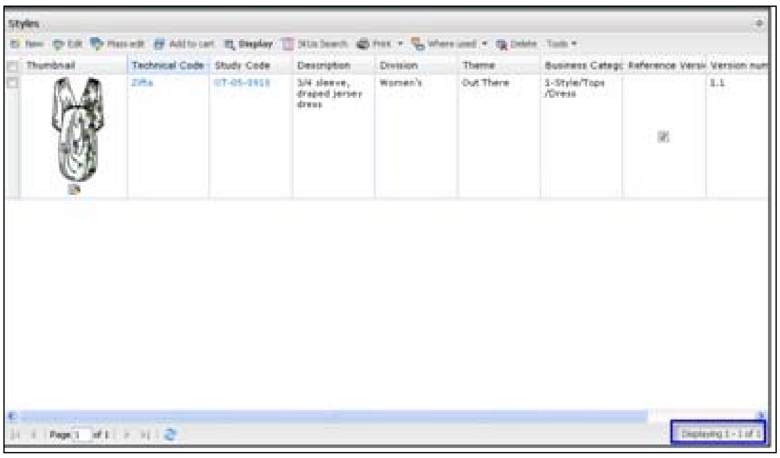


2. If we wish to find all Styles with any Material in color “Wine”, we find 5 Styles.

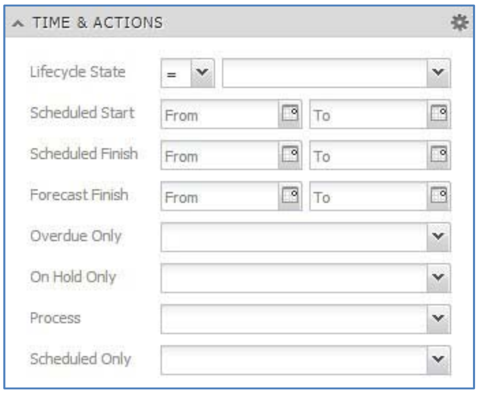


3. If we wish to find all Styles with a specific Material with a code of “0910-123-165” in color “Wine”, we find 1 Style.



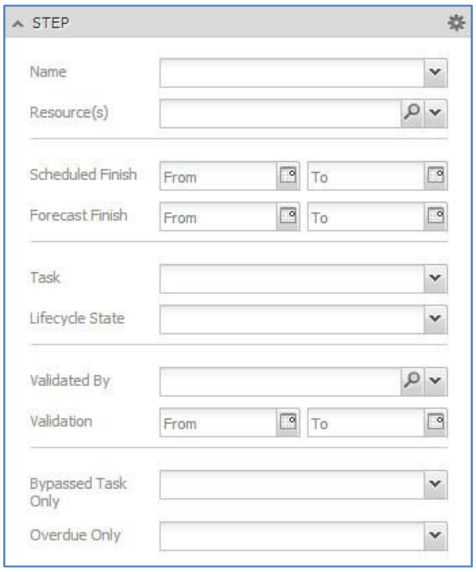


2.3.9 Searching product subsets by Time and Actions criteria



The **Time & Actions** criteria let you search subsets based on their progress (lifecycle state, scheduling status: overdue or on hold), the different schedule dates, the associated process or calendar or whether or not they are scheduled.

2.3.10 Searching product subsets by Steps criteria



The criteria for searching on **Steps** let you search steps (tasks or lifecycle states) based on their name, the resources allocated to them, their different scheduling dates, their status, how overdue they are, etc.

2.4 Managing search criteria

Search criteria are organized into groups. To make the search clearer, it is possible to display only the criteria you need in each group. The icon in each group enables you to choose the criteria to be displayed / hidden.

A completed field is always visible.

2.4.1 Saving a search

1. Define your search criteria.
2. Enter a name for this search in the dropdown menu 

.

3. Click on .

The name of a created (or modified) Search is displayed in *italics* until it is saved.

2.4.2 Modifying a saved search

1. Select the search you want in the dropdown menu Create or select criteria set .
2. Modify the criteria.
3. Click on .

2.4.3 Deleting a saved search

1. Scroll down the saved searches using .
2. Select the one you want to delete.
3. Click on .

2.5 Editing

2.5.1 Quick edition of the fields in a list of elements

When hovering over the rows, the editable cells are displayed with a frame.

To edit elements cells in the Search window

1. Once the search is done, double-click on a cell to switch to **Edit** mode.
2. Make the necessary changes.
3. When you have finished, click **Save** to validate.

To do a multiple edition on product cells in the Search window

1. Once the search is done, in the column you want to mass edit, select the cells you want to edit (at least two).

To select multiple cells in a single column:

Click on a cell, hold down the left-click and drag to select adjacent cells.
OR
Use the usual shortcuts, **Shift** or **Ctrl** to select adjacent or non-adjacent cells.

Editable cells are surrounded by a continuous line.

Edited cells are surrounded by a dotted line.

Non editable cells are not surrounded.

2. In the column name field, click on **Edit selected cells**.
   OR
   Click **Ctrl+E.**
   The **Edit cell** box, adapted to the column content is displayed.

3. Make your changes and validate by clicking **Add** or **Replace** depending on the cell type.
4. Click **Save** once all columns have been modified to your liking.

> If errors occur when saving modifications (mandatory fields left blank or duplicates for example), the relevant lines are identified and a message informs you of the nature of the error.

2.5.2 Editing Items

It is possible to directly access the **Edit** mode of an item, by selecting the appropriate item's check box, and clicking the **Edit** button.

2.5.3 Editing Technical Code and Design Code

The **Technical Code** and **Design Code** may be modified, added or deleted at any time, simply by editing the relevant product. When saving these modifications, a check is made to ensure that these codes are completed and unique.

> In case of automatic code, clear code then save to calculate a new code.

2.6 Creating new Item

Click the **Create** button to create a new item.

2.7 Displaying Items

To display an item (view the data screens for that item), select the appropriate item's check box, and click the **Display** button.

2.8 Printing

There are 3 options for printing item/s from the results listing.

- 

– Printing of the selected single or multiple items using the **Report Template** screen (see below). Generates the report/s in the requested format in the File Manager.
- 

– Printing of the selected single or multiple items using the **Report Template** screen (see below). Generates the report/s in the requested format on the workstation, and does not store in the File Manager.

- Print all search result – The printing of all the items in the current results listing using the **Report Template** screen (see below). Generates the report/s in the requested format in the File Manager.

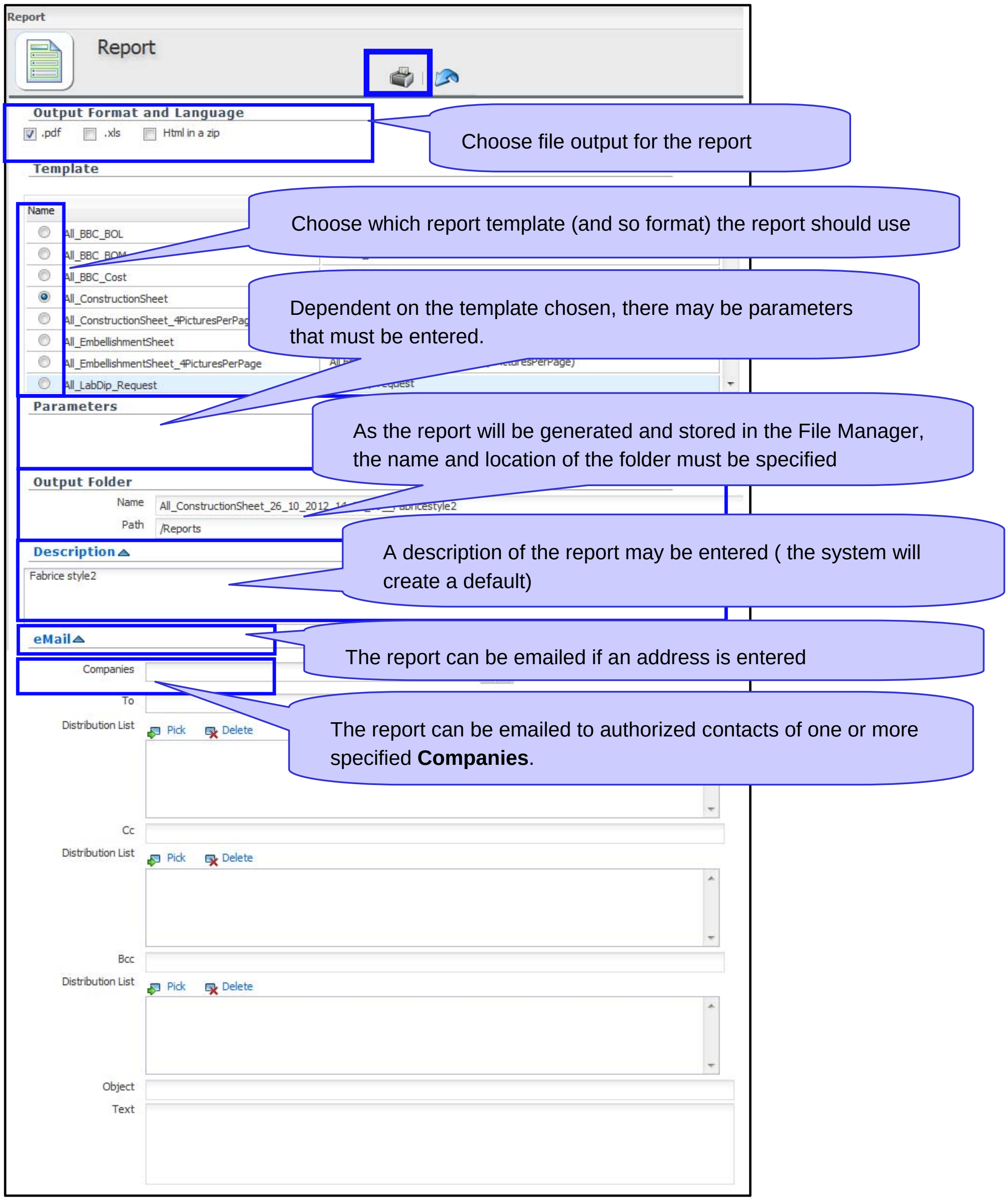
2.8.1 Report Template screen

When printing, there are 2 methods to output the requested report files:

- Stored in the **File Manager**.
- Displayed directly on the workstation, and not stored in the File Manager (not saved by the system in any location) – **This is the Preview option.**

Both methods use different versions of the **Report Template** screen:

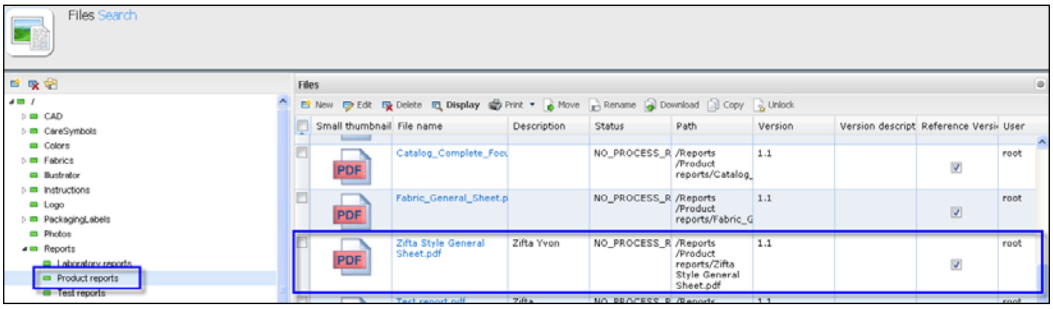
i. Report template options for storing the generated report in the File Manager.



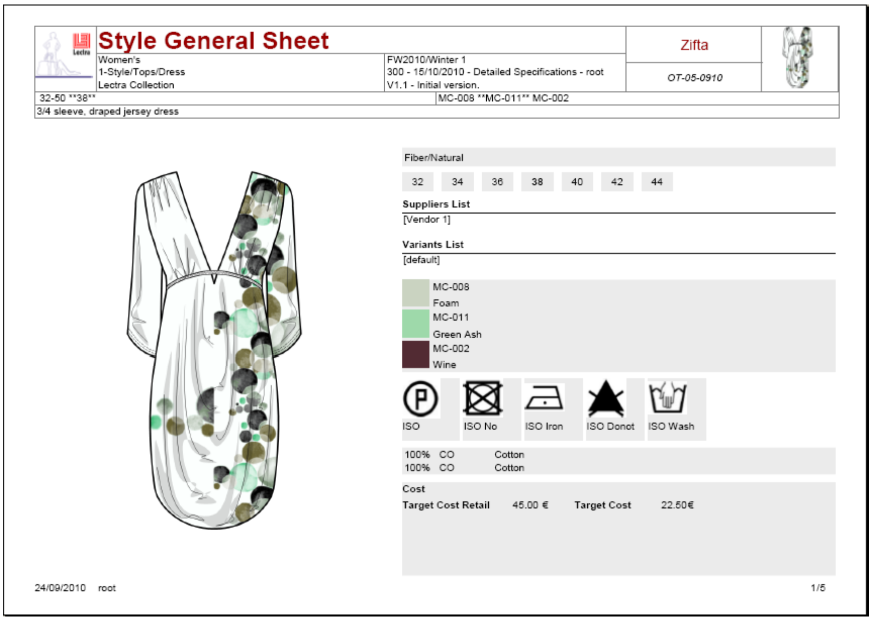
Click .

The report can be found in the **File Manager**.

Please see the File Manager features for more details.



This record can be opened, and the Report downloaded. Here is an example of a report.



ii. Report template options for generating the Report on the workstation screen (Preview).

Click .

The resultant report displayed, is the same as for the other printing methods (see earlier in section), but is only displayed, and not saved in any location.

2.9 Where Used

There are two **Where used** functions under the **Where used** menu on the Search results for Styles, Materials, Trims and Packaging/Labels.

2.9.1 Where used command

The **Where used** command displays the items in which the selected item is referenced.

1. Check the box of the item to be selected.
2. Click on the **Where used** command.

3. The **Where used** screen displays the results of the query

Where used menu :

Back to Explorer – returns user to the previous search results

Replace – enables the user to substitute the source item in all selected **Where used** items (see Replace section for more details)

Display – select **Where used** item's check box, and click to view the item's data related to the source item

2.9.2 Where used in orders command

The **Where used in orders** command displays the orders in which the selected item is referenced.

1. Check the box of the item to be selected
2. Click on the **Where used in orders** command.
3. The **Where used in orders** screen displays the results of the query.

Where used in orders menu:

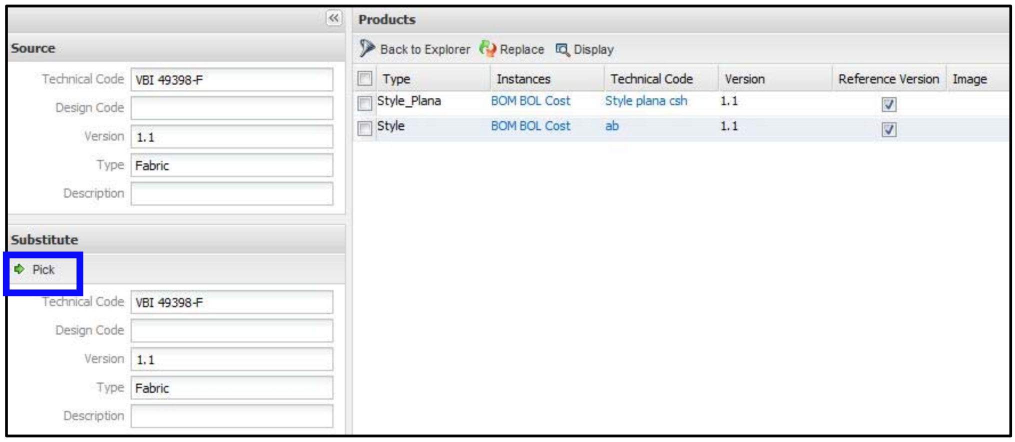
Back to Explorer – returns user to the previous search results

Display – select **Where used** item's check box, and click to view the item's data related to the source item

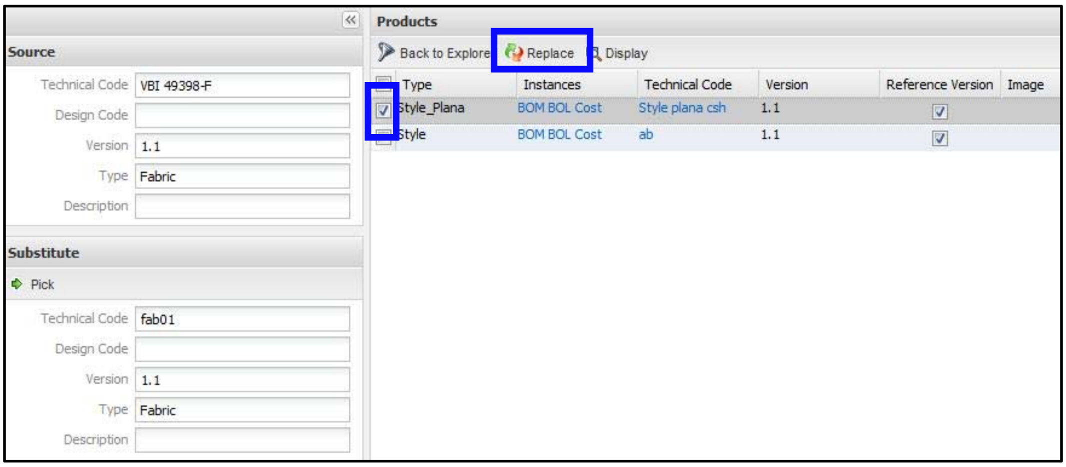
2.10 Replacing

The **Replace** command is available in the **Where used** screens. This enables the user to select a substitute item for the source item, and then select the **Where used** items in which the source will be replaced by the substitute.

1. Select an item and perform the **Where used** command.
2. The **Where used** screen is displayed.
3. The first step of replacing the source item in a where used item is to pick a substitute item. Click the **Pick** button.



4. The **Substitute** item is displayed.
5. Select the **Where used** items in which the **Source** should be replaced.
6. Click the **Replace** button.

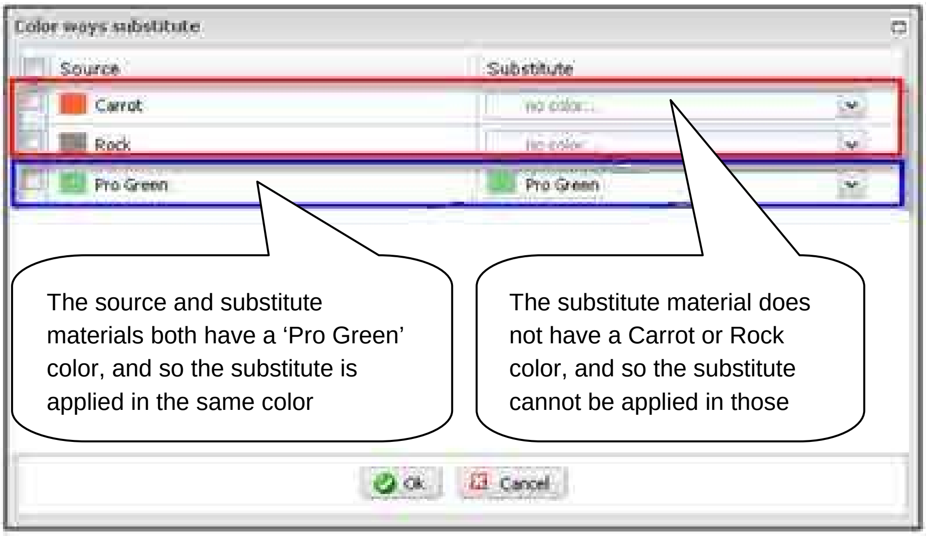


2.10.1 Colorways substitute

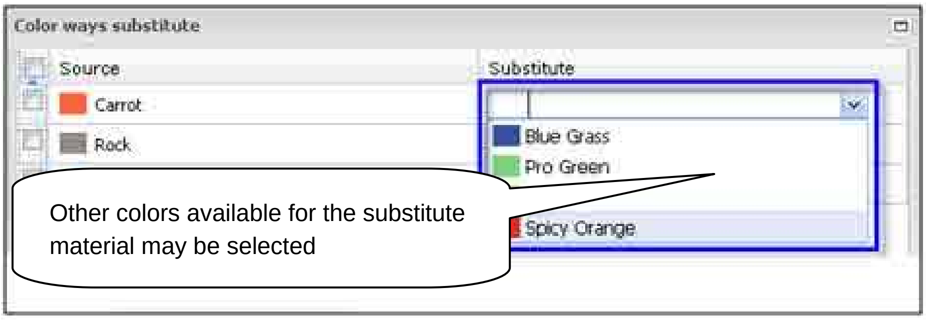
The existing colorways associated with the source item must be matched with colors associated with the **Substitute** item.

- If the same colors exist for both **Source** and **Substitute** item, the system will automatically associate the same color for the **Substitute** item as replacement.
- However, if the existing colorway do not exist as colors associated to the **Substitute** item, then those colors are displayed are blank.

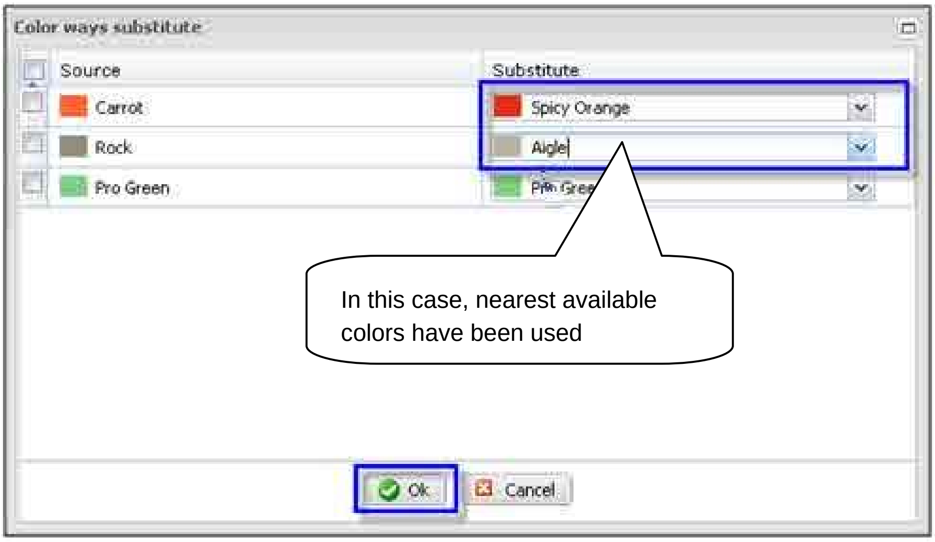
This is the **Colorway Substitute** window displayed.



The user may develop the required colors for the **Substitute** item. However, other colors associated to the substituted item may also be used to replace the original colors.



Once all colorways have a substitution color, then click the **OK** button (or **Cancel** if required).



A mass update report is generated.

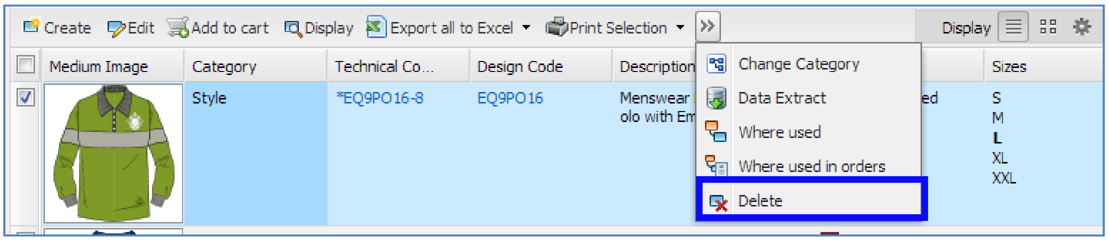
It reports successful replacements, but also warnings of replacement failures.

In the above case, the Style was not associated with the replacement colors, and so replacement of the changed colorways failed. The user must now manually review the 'Torreon' product to correct the 'null' (blank) values that have replaced the original source item in the 'Carrot' and 'Rock' colorways.

You must take great care to make sure you replace colorways with only appropriate, and globally available colors.

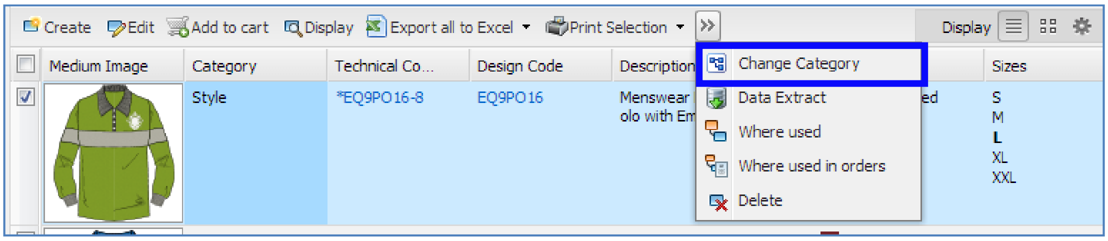
2.11 Deleting Items

1. Select the appropriate item's check box.
2. Click the **Delete** button.



3. The system will ask if you are sure if you want to delete the item.
   Yes to delete, **No** to cancel the operation.

2.12 Changing Category



Occasionally, the category of a Style, Material, Trim, Packaging & Label needs to be changed.

To change category:

1. Select the item that requires a Category change.
2. Click the **Change Category** button.
3. The displayed window allows the user to select the new category, and click **OK** to make the change.

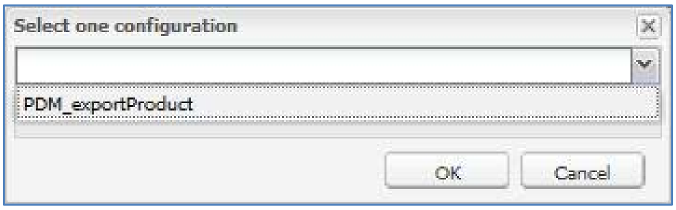
Content of fields which are not defined in the target category will be lost.

2.13 Product Data Extract

To extract data from the current listed Products (Styles, Materials, Trims, Packaging /Labels):

1. Select the required items.

2. Click the **Data Extract** button.
3. A data template for the data extract must now be chosen.



Additional data templates may have been configured during implementation of your system.

4. The log files of the generation of the data extractions can be viewed in the **Tracking Extractions** screen, accessed from the **File Library** menu.

Please also see the Tracking Extractions section for this information.

2.14 Using the Selection tab

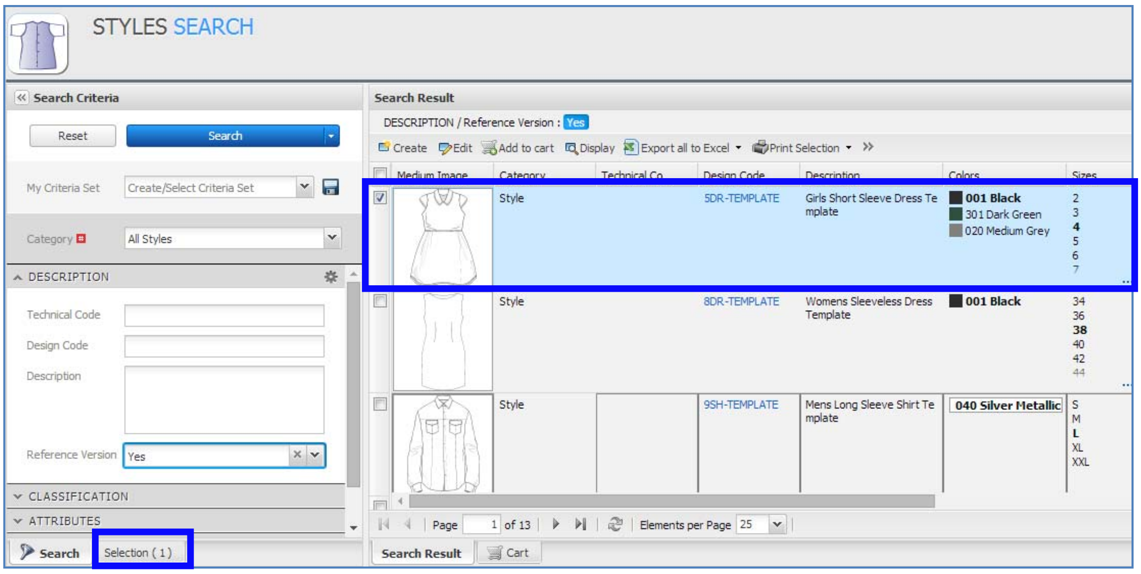
2.14.1 Adding selected results to the Selection tab

Once results have been listed after a search, **Product**/s (or **Trim**/s, **Label**/s, **Packaging**) may be selected, and so added, to the **Selection** screen. The **Selection** screen is accessed by clicking the **Selection** tab in the left hand window (shared by the **Search** screen).

When an item or items are selected, then the selected item/s will appear in the **Selection** screen.

Items may be selected by various methods:

- **<u>Single selection</u>**: Click on an item row to select a single item to the **Selection** screen.

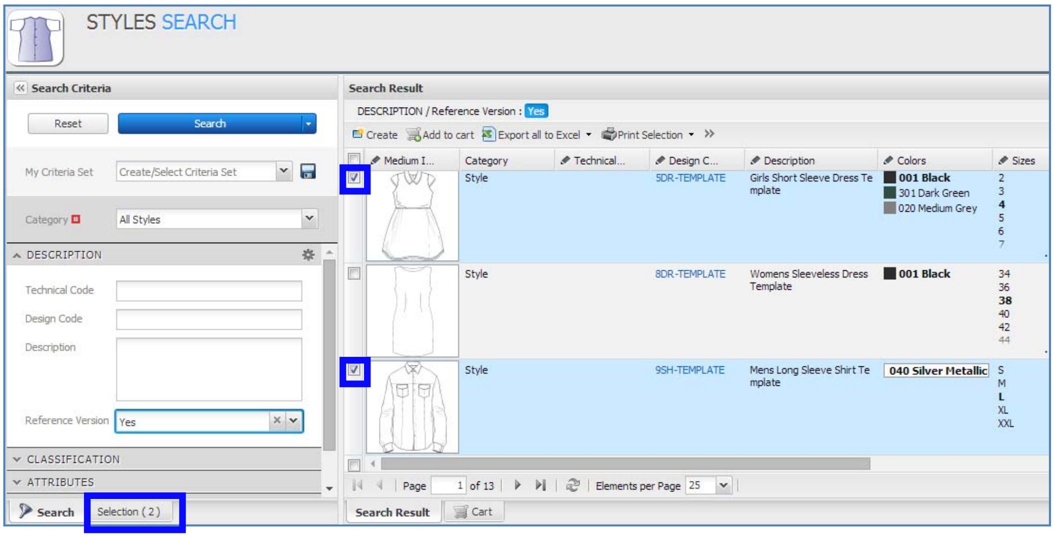


- **<u>Multiple selection</u>**: Click on additional item rows whilst holding:
  - the **Shift** key (mass multiple select)

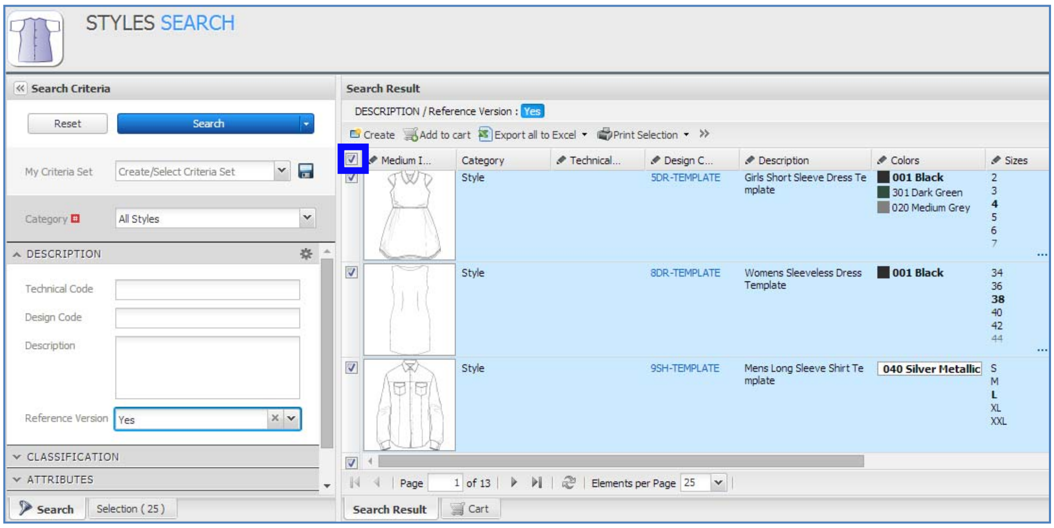
- or the **Ctrl** key (individual multiple select)

> By clicking on the row, rather than the check box, care must be taken to not inadvertently lose the current selection. For example, by clicking another item row without holding down the **Shift** or **Ctrl** key will replace previous selection with the 'new' item selection.

- Selection with check box:
  - Click on one or more items' check box/es to add to /remove from the **Selection** screen.



  - Click on the results list **Master** check box.



2.14.2Removing Items from the Selection screen

The **Remove from Selection** button will also remove all items that have been selected (via their specific check box or the Master check box) from the **Selection** screen.

2.15 Using the Cart

2.15.1 Adding items to the Cart

The **Cart** provides the ability to create a selection of items that allows the user to:

- Return to this list of items without the need to re-run a search
- Use a shortcut to navigate between these items whilst viewing data screens

There are two methods that can be used to add items to the **Cart**:

- From the **Selection** screen:

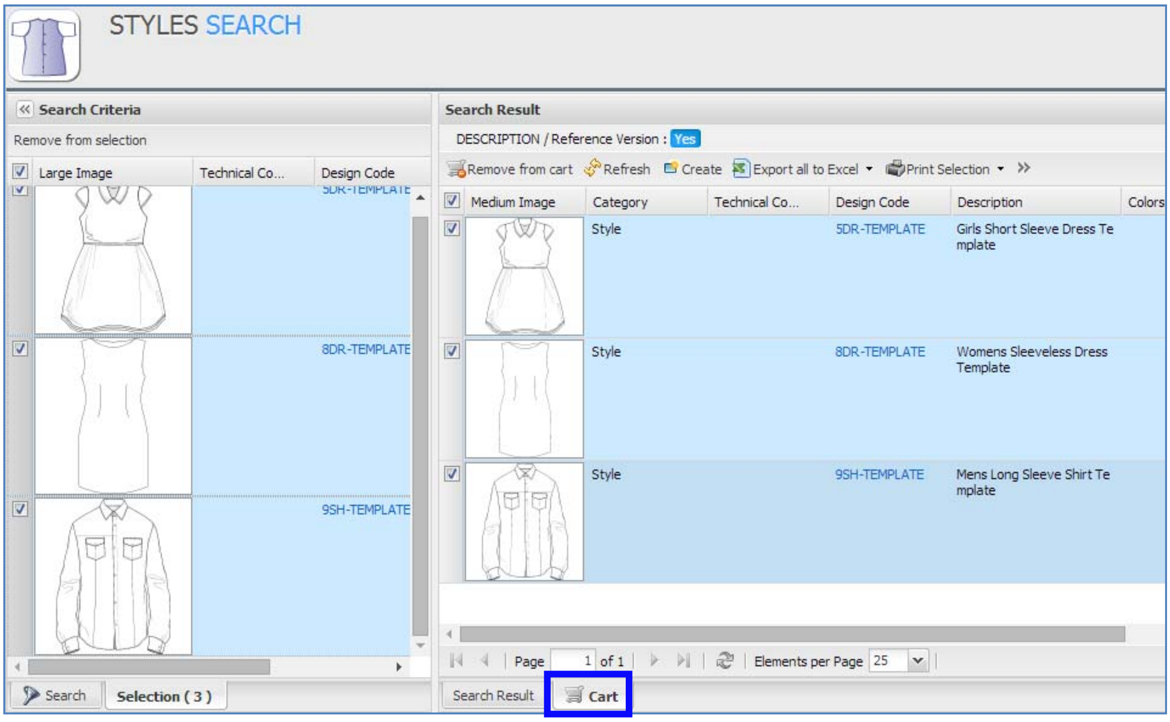
Check the item(s) to be added to the **Cart** and click the **Add to cart** button in the **Selection** screen.
The **Master** check box can be clicked to select or de-select items from the **Selection** screen.

- From the **Results** screen:

Check the item(s) to be added to the **Cart** and click the **Add to cart** button in the **Results** screen.

2.15.2 Viewing Items in the Cart

Click the **Cart** tab to view the Cart and its contents.



The order of the items listed in the **Cart** is defined by the order in which they were added to the Cart.

To navigate in the **Cart** from a Product descriptive screen, see chapter Navigate between Cart Items.

The **Cart** contents remain during the current session only. If you log out, and log back in, the **Cart** will be empty.

2.16 Limiting product access to certain companies

So that suppliers can only access products to which they have been given access rights, it is necessary to specify the authorized companies for each product.

Access is given in the Attributes.

1. In the **Attributes** tab, click on the **Suppliers/Vendors** tab.
2. Then, click on the **Edit** icon at the top of the page.
   The **Suppliers/Vendors** tab opens in Edit mode.
3. Next to each company, check the **Supplier Access** box to give access rights.
4. Click to save.

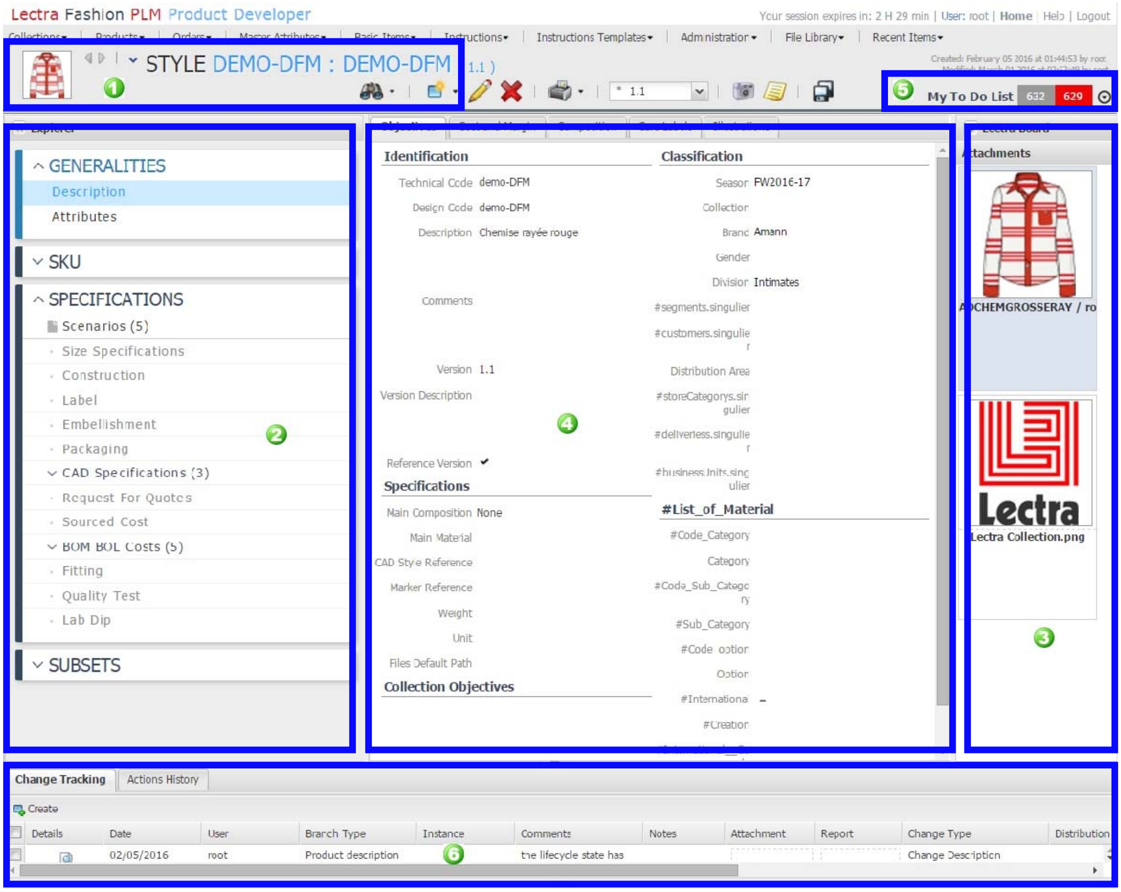
If the supplier is declared non-**Usable**, they will have no access to the product whatever the status of the **Supplier Access** box.

2.17 Parts of the Screen

There are six main parts of the Products Screen

- 1 Navigate between Cart items
- 2 Explorer Sidebar
- 3 Attachments/Attributes Sidebar
- 4 Main Detail Screen
- 5 My To Do List,
- 6 Tracking and History Screen

The diagram below shows the location of each part.

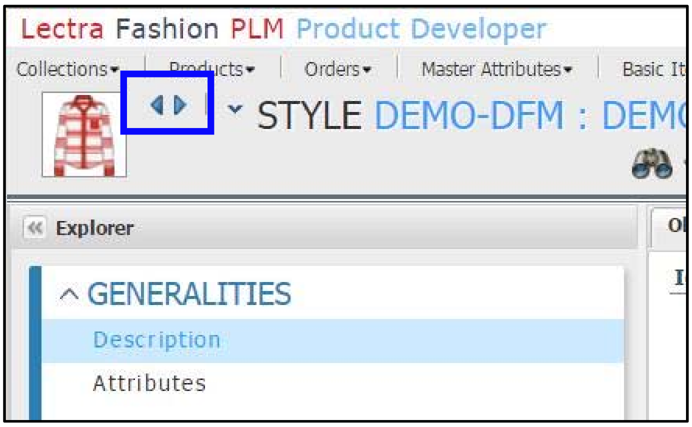


2.17.1 Navigating between Cart Items

This navigator enables 'shortcut' navigation between items **that have been added to the Cart**.

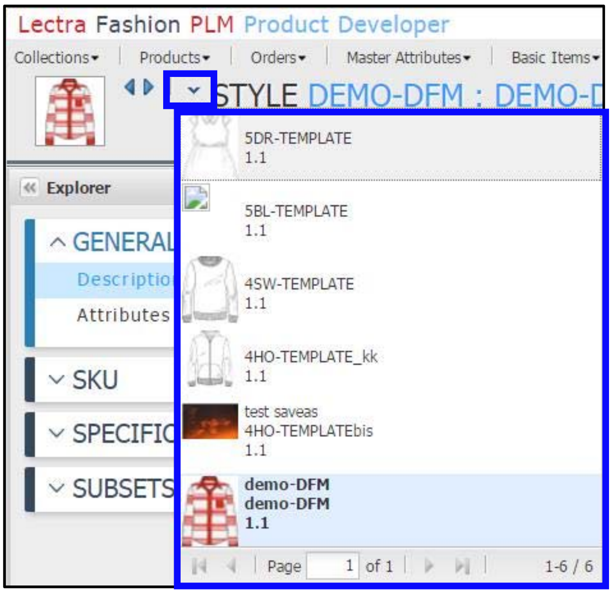
<u>There are 2 methods of navigation available</u>:

- **Next** and **Previous** arrows.



- **Dropdown list** with all Cart items.

Click on the dropdown button to display a list of the items in the **Cart**. Clicking on one of the items from the **Cart** will display that item's data screens.



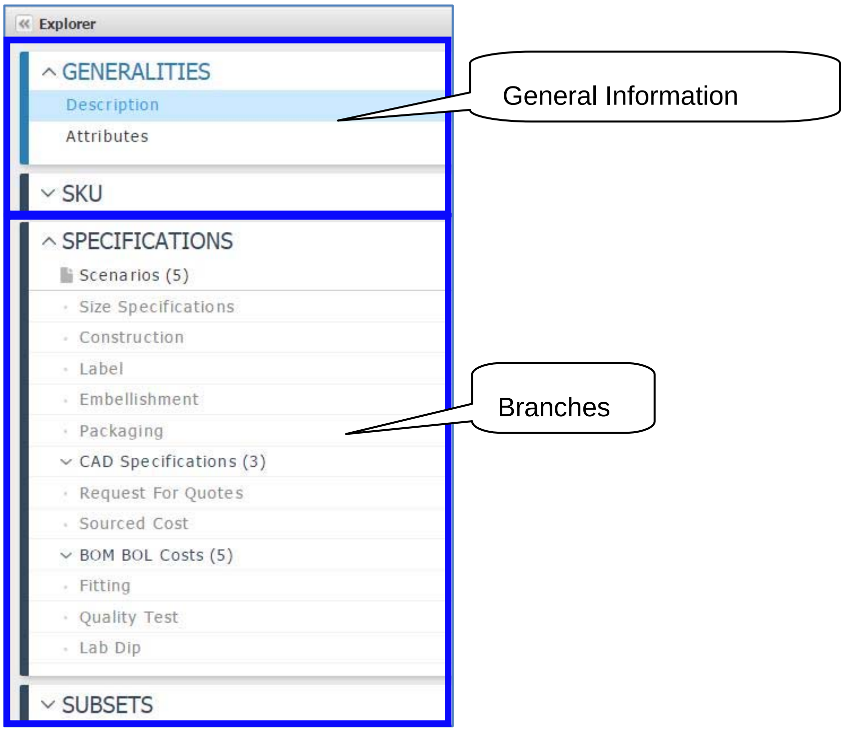
The navigation order for both navigation methods is defined by the order of the items in the Cart

2.17.2 Explorer Sidebar

The **Explorer** sidebar enables navigation between the branches of the software, as applied to the loaded product.

The top section of the toolbar facilitates access to the General Information of the Product, colors, sizes etc.

The lower section allows the various branches to be deployed.



Functions that are grayed out do not have any instances created yet. Those in normal characters do have instances that have been created.

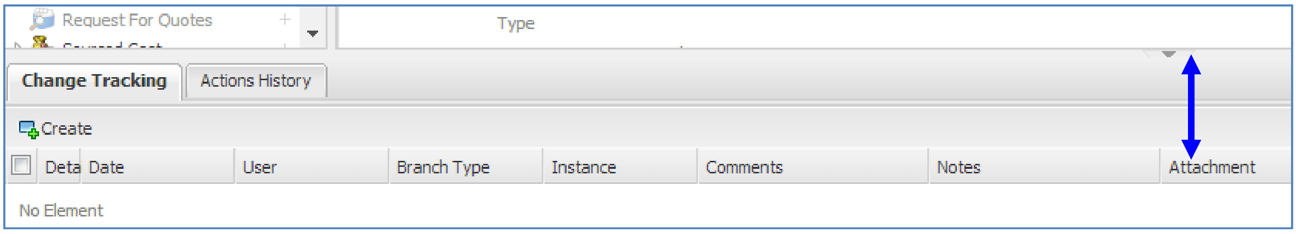
2.18 Screen Configuration

2.18.1 Altering Screen Real Estate

Fashion PLM software has screen configuration ability, which allows users to make some adjustments according to personal preferences.

To grab the relative size of screens:

On screens where there are two sections, change the relative sizes of the screens by grabbing the dividing line, left clicking and moving up or down.



To show/hide sidebars:

On screens where there are sidebars, these can be hidden by clicking on « and ».

The sidebars are hidden.

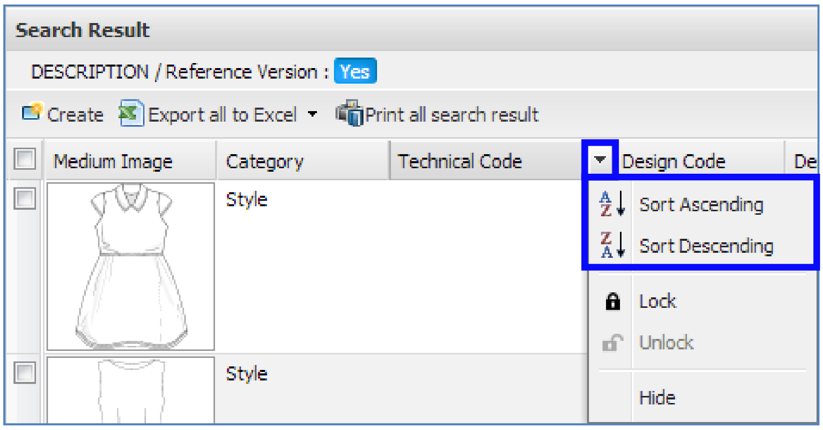
The sidebars can be restored and viewed again by clicking on the same icons.

2.19 Setting columns

The Lectra Fashion PLM grids can contain many columns. Depending on their specific needs, the users can customize them.

2.19.1 Sorting the information in the columns

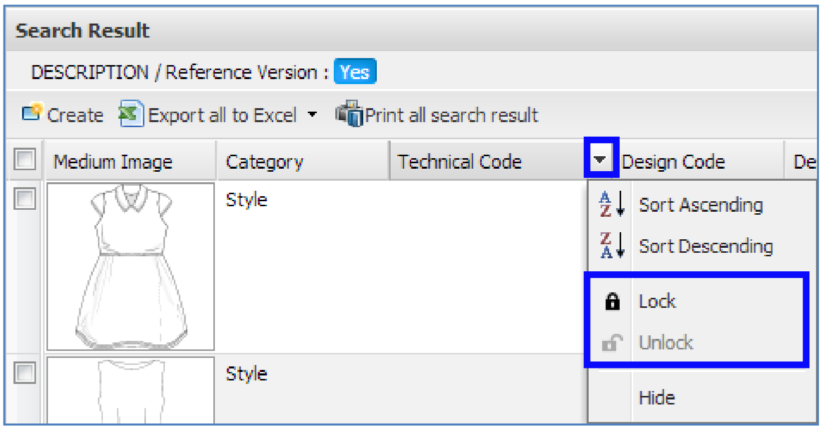
The drop-down menu next to each column name allows you to operate an alphanumerical sort on its fields.



2.19.2 Selecting columns to be displayed

Open the **Show/Hide Columns** window by clicking to get a list of all available columns and check the columns to be displayed.

2.19.3 Locking columns



A locked column cannot be moved and will always remain visible when scrolling data.

Locked columns are grouped on the left side of the grid and only unlocked columns can scroll.

This customization is restricted to the user and is remembered from one session to the other.

2.19.4 Moving columns

The columns can be moved by drag and drop.

2.20 Saving views

Each user can create his own **Views**, that is to say a personalized data presentation.

2.20.1 Creating a view (or modify an existing one)

1. Open the **Show/Hide Columns** window by clicking , and check the columns to be displayed.
2. Type in a name (if none) in the **My Views** area, then click on : this view is added to the list of **Views** available for this user.

> The name of a created (or modified) View is displayed in *italics* until it is saved.

2.20.2 Loading a view

1. In the dropdown menu **My Views**, click on the name of the View you want: the columns that are set for this view are applied to the current results.

2.20.3 Deleting a saved view

1. Scroll down the saved **Views** by clicking on .
2. Select the one you want to delete.
3. Click on .

2.21 Managing rich text

Rich text is formatted text with shared formatting options, e.g. bold, underlined, text color that are not available with plain text.

The format options can be applied with the help of the commands in the mini tool bar

.

> The texts entered in the Product Developer and recovered in the different reports will have a similar format.
>
> Differences in text management between the field and the rich text in the Product Developer and reports:
>
> - The font: all the text entered in Product Developer is in Tahoma. It is converted to Ariel in the reports
> - Line breaks are also managed differently and the text length adjusts to the space available on the line.

2.21.1 Format options in the enriched text field

	Bold	Change the selected text to bold. If the text is already in bold, the bold format will be canceled
	Underline	Underline the text. If the text is already underlined, the underline format will be deleted
	Font color	Selects the font color
	Text color and highlighting	Make the text appear like it's been underlined with a highlighter
	Align left	Align the text against the left margin
	Centering	Center the text in the margin
	Align right	Align the text to the right margin
	Numbering	Number the paragraphs The number will appear before each paragraph
	Bullet points	place a bullet points before each paragraph

2.21.2 Management of rich text copied in other applications and pasted in the Product Developer

The format options not displayed in the rich text options bar are not supported in the Product Developer text zones or in the reports. Therefore, all text characters copied which have a non-supported format will be pasted only with the features that are in the options bar. All other format features will be deleted.

The font displayed in the Product Developer text field is always Tahoma.

~~Crossed out~~ text is not supported, it will not appear in text pasted from the exterior.

For example:

Copied text	Text pasted in Product Developer
The MODEL product is ~~late~~ *up to date*	The MODEL product is **up to date**

3. PICTURES MANAGEMENT

The **Lectra Board** area gathers the different illustrations the user wishes to add to illustrate a product and its specification packages.

The **Lectra Board** exists in many different areas, whether it be for a **Style**, a **Material**, a **Trim**, a **Package** or **Label**, etc. The function is consistent and easy to use throughout the system.

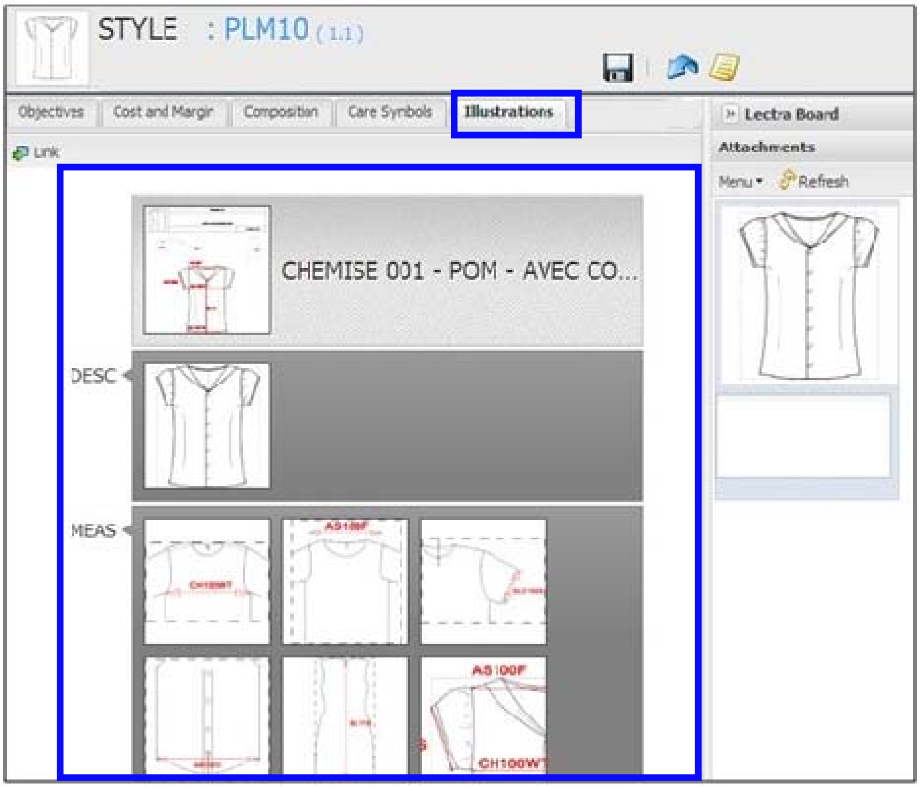
This function is listed under the **Menu** tab as shown below, in the example of a Style in **Edit Mode**.

Other document areas may be illustrated, such as the **Notifications** area in **Change Tracking**.

Illustrations can have various origins:

- Image files
- Adobe Illustrator preparations
- Boards
- 3D Styles

3.1 Illustrations tab



This tab gathers all the illustrations associated with a product.

The **Board** is displayed here with its illustrations divided up according to their destinations.

3.1.1 Linking

This tool enables users to search all Boards or Adobe Illustrator Preparations published on the Platform in order to link them to the current Product Developer product.

1. Click on Link.
2. The **Search** window will appear.
   Narrow the search results to find the desired file quickly, by selecting an **Object Type** and/or entering values in the search criteria boxes
3. Check the illustration(s) to be added.
4. Click on Pick to add your selection.

Several boards may be linked to a product.

3.1.2 Unlinking

To remove the link between a Designer or Adobe Illustrator preparation and the product:

1. Hover the mouse over the preparation you want to unlink and click on .
2. Click on **Unlink**.
3. Validate the warning message.

3.2 Picking Associated Illustrations

When a Designer or Adobe Illustrator preparation is linked to a Product Developer product, the associated graphical objects may be used in the Product Developer to illustrate the product and its specification packages.

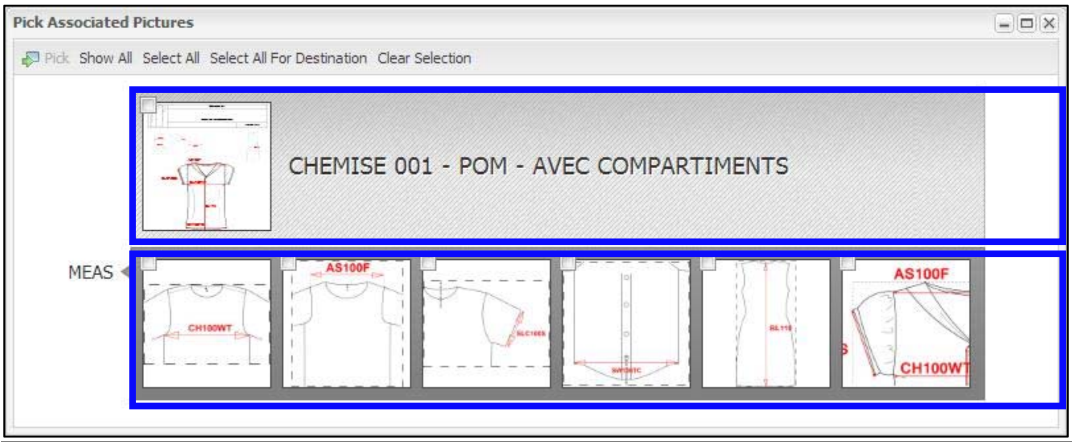
> If the Designer or Adobe Illustrator preparation has been configured, the graphical objects are automatically displayed in accordance with the destination defined (the Description area or the different specification packages).
>
> Thereby, when creating a new speck package instance for example, some illustrations may automatically be suggested.

Display the associated illustrations:

In the Lectra Board Menu, click on **Pick Associated Illustrations**.

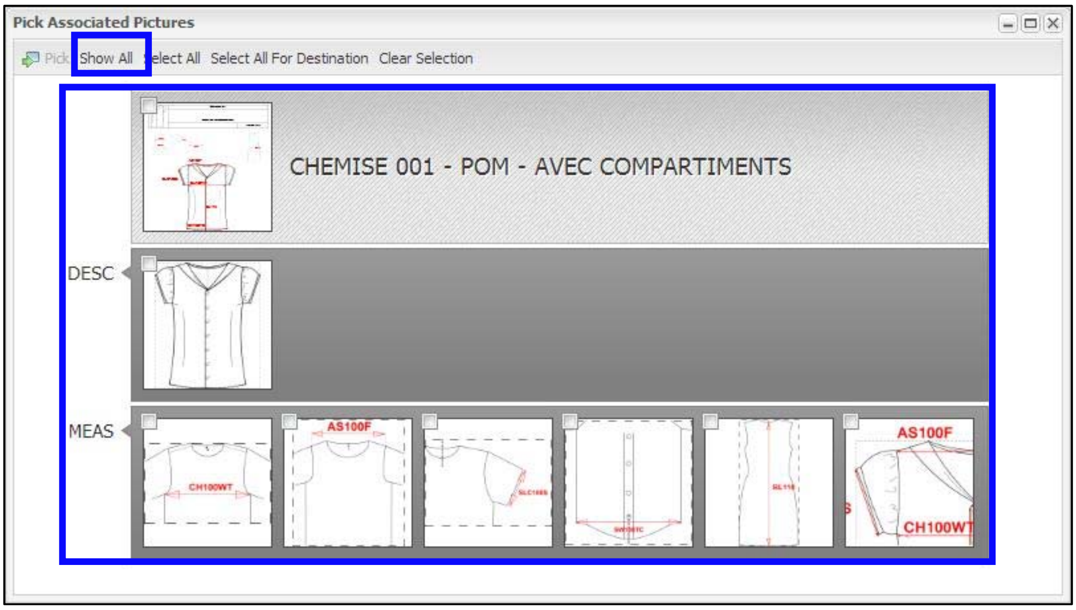
You can see:

- The global board
- Any graphical objet that has been configured to be displayed in the spec package you are working in.



Show All:

In the **Pick Associated Illustrations** window, click on **Show All** to display the whole set of illustrations linked to the product (and not only those associated to the speck package).



<u>Select All and Clear Selection:</u>

Click on **Select All** or **Clear Selection** to make a quick selection/deselection of all the illustrations.

<u>Select All and Clear Selection:</u>

Click on this button to select only the illustrations configured for this destination.

<u>Pick:</u>

Once the selection is made, click on 

to attach the selected illustrations to the speck package you are in.

The illustrations are displayed in the **Lectra Board**.

3.3 Picking

Many graphical objects may be used to illustrate any attachment area of the product or of a speck package: images, Designer objects, Adobe Illustrator objects or 3D Styles.

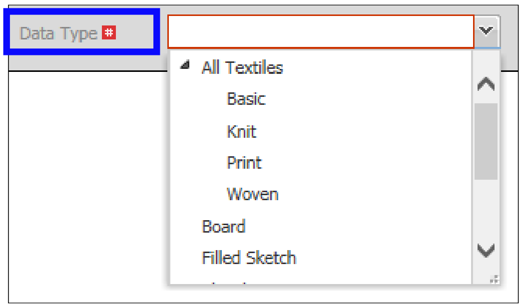
Use the **Pick** button to add these different types of graphical objects provided they are already present in the database.

In the **Search** window, there are two tabs: **Search** and **Selection**.

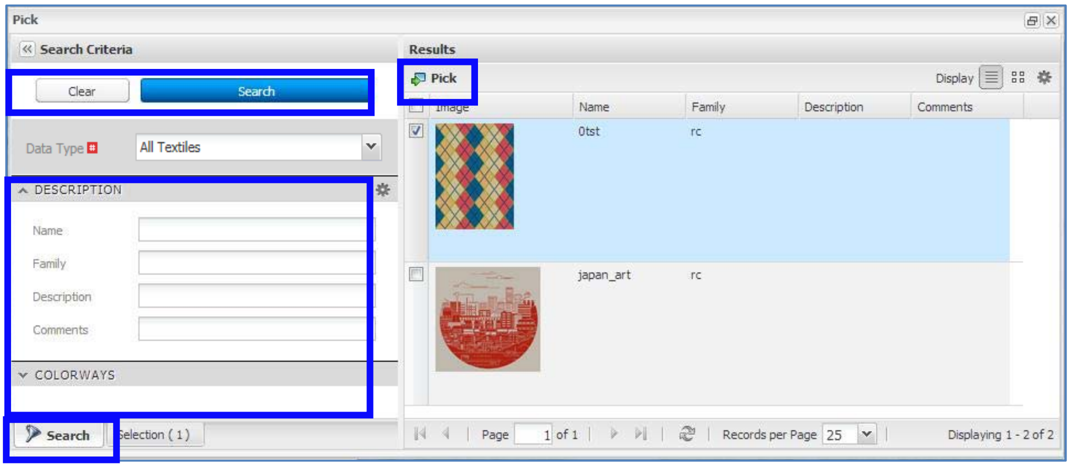
3.3.1 Search tab

It is the default tab when the search window opens. It is useful for entering criteria to narrow down a search.

1. In the search tab, narrow down the search results to quickly find the desired file, by selecting an **Data Type** and/or entering values into the search criteria boxes.
2. Click on the **Search** button to return search results on the right hand side of the window.



ee displays the Library hierarchy or the **File Manager**,



3. Check the illustration(s) to be added.

4. Click on Pick to add your selection to the **Lectra Board**.

3.3.2 Selection tab

If you wish to add multiple images to the current record, the **Selection** tab is very useful.

To add images to your Selection:

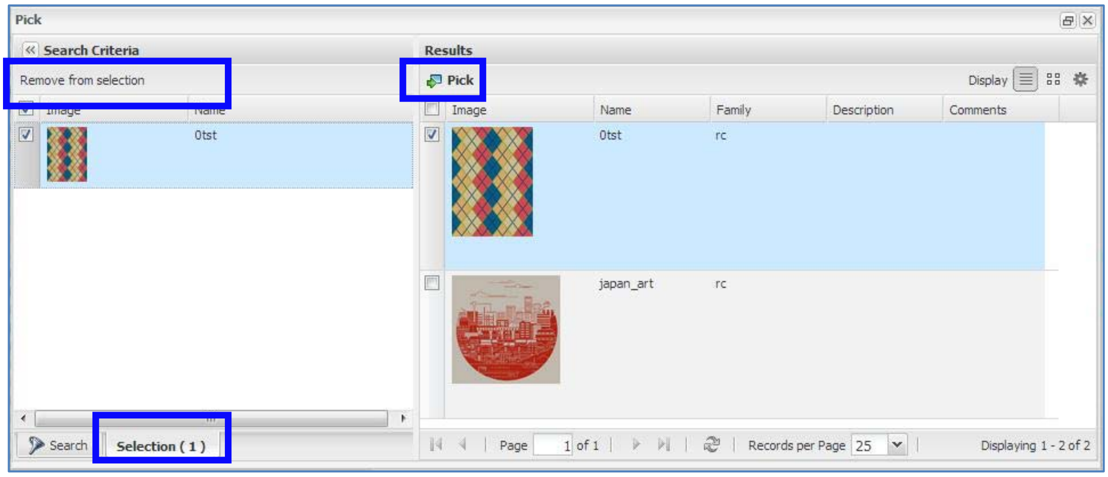
When you scroll through the pages, each time you select an image it will be displayed in your **Selection** - very similar to the shopping cart function that is used on Websites.

To remove items from your Selection:

Uncheck the item.
OR
Click **Remove from Selection**. This is useful if you have scrolled to a different page from the location of the item.

To add your Selection to the Lectra Board:

Click on **Pick**: All selected illustrations (everything displayed in the **Selection** tab) will be added to the **Lectra Board**.



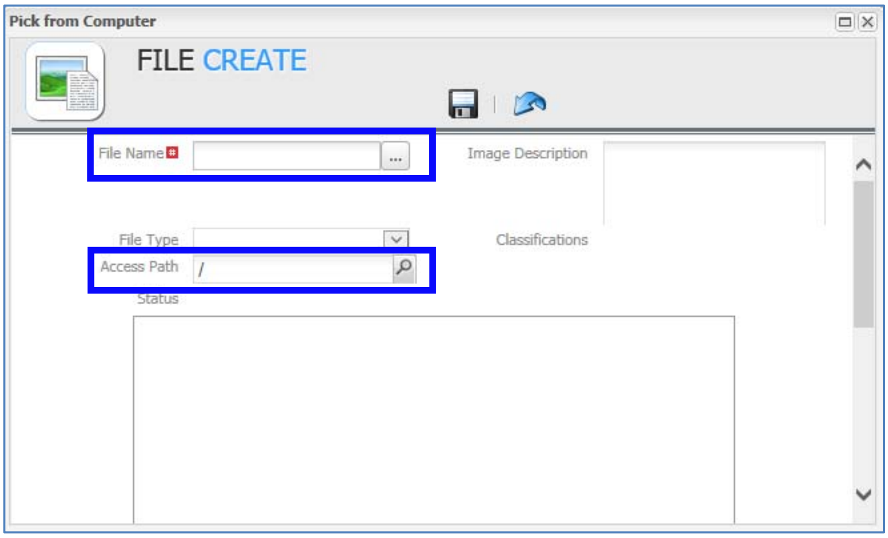
1. Check the illustration(s) to be added.
2. Click on  to add your selection to the **Lectra Board**.

3.4 Picking from Computer

Any document area may also be illustrated with graphical objects that are not in the database.

To do so:

1. Click on **Pick from Computer** in the Lectra Board Menu.
2. The **Create** window will appear.



3. Click on  to browse your local system or the network.
4. Select the file and click on **Open**.
5. Enter an **Image Description** if needed.
6. Click on **Access Path** to choose the target folder where you want to store the image.

The **File Name** is a mandatory field.

7. Click on to store the image in the System folder and in the current record.
8. The image is added to the product and displayed in **Lectra Board** sidebar).

3.5 Deleting an individual image

Deleting an image from a **Style**, **Material**, **Trim** record etc., will remove the image from that record only. The file is still stored in the System Library which is accessible from the **File Manager**.

1. Right-click on the image and select **Delete** in the context menu.
2. The image is removed from the Product.

3.6 Deleting All

This will remove all images from the current record.

1. Click on the **Menu** button in the **Attachments** sidebar.
2. Select **Delete All**.

3.7 Context menu

3.7.1 Displaying the context menu

Hover your mouse over an illustration in the **Lectra Board** and click on .
OR
Right-click on the illustration.

Context menu in Edit mode:

Context menu in View mode:

3.7.2 Picking Associated Illustrations

This command allows the user to replace the current illustration with a new one (associated to the product) via a window whose functioning is described above.

3.7.3 Picking

This command allows the user to replace the current illustration with a new one (associated to the product) via a window whose functioning is described above.

3.7.4 Picking from Computer

This command allows the user to replace the current illustration with a new one via a window whose functioning is described above.

3.7.5 Copying

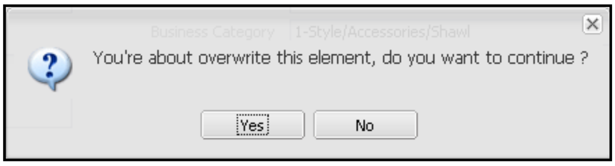
The **Copy** command enables the user to copy an image from any **Lectra Board** sidebar (any image on any item), and then in conjunction with the **Paste** command (either in the **Lectra Board** sidebar **Menu** or in the Context menu), to paste the copied image into any other item's sidebar.

See later in this section for the Paste command.

3.7.6 Pasting

After copying an image from any other item's **Lectra Board** sidebar (see Copy command earlier in this section), the copied image can be pasted into this sidebar.

- When actioned using a specific image's context menu, the copied image is pasted IN PLACE OF the image.



- There is also a **Paste** command in the **Lectra Board** sidebar **Menu**. In this case, the copied image is pasted into LAST POSITION.

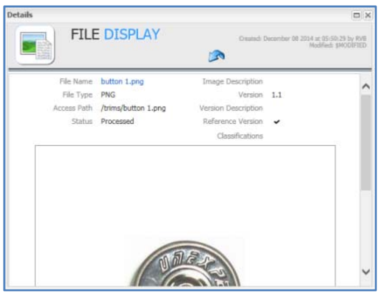
3.7.7 Editing and Locking

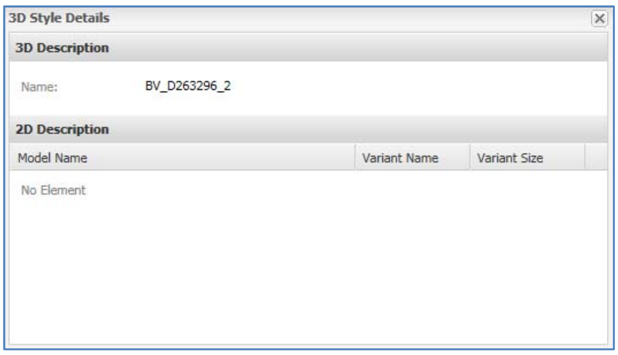
This command opens the file for editing in the program which created it, if that program is available on that workstation.

You can browse to pick an alternate editing program if necessary. The file is locked for editing by other users when this option is selected.

3.7.8 Details

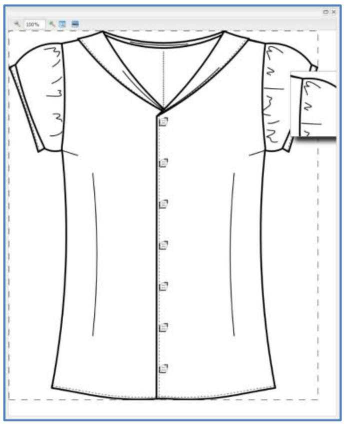
This command will display the illustration **Details** in a new window as shown in the screen capture below.





3.7.9 Full Image

This command shows the image in a larger window with zoom abilities.



3.7.10 Setting as Default

The **Set as Default** command will place the image in the first image space, as the default Product illustration.

3.7.11 Moving Up / Move Down

These commands move the selected illustration up or down in the image positions.

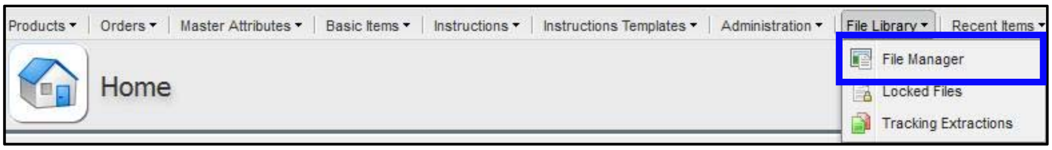
3.7.12 Deleting

The **Delete** command deletes the image.

See Deleting an individual image section.

3.8 File Manager features

To access the **File Manager**:



In the Files Search window, there are three tabs: **Search**, **Selection** and **Navigation Tree**.

3.8.1 Search tab

This tab's functioning is described above.

3.8.2 Selection tab

This tab's functioning is described above.

3.8.3 Navigation Tree tab

The **Navigation Tree** tab shows the Library hierarchy or the **File Manager**, and how the images are organized and stored.

Click on the tree node on the left hand side of the window to narrow down the search results to only the images filed under that specific node or folder.

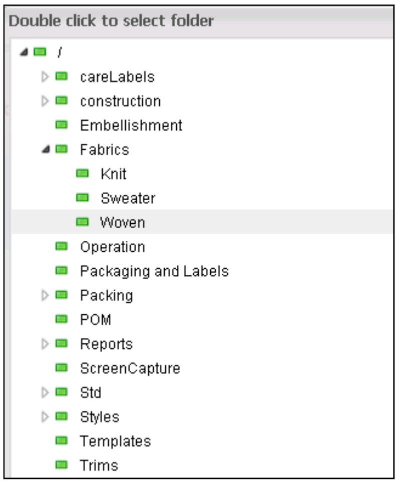
3.8.4 Moving

To move a file from one branch or folder of the **File Manager**:

1. Check the box beside the file to reorganize.
2. Click on 

.
3. In the window that opens, double-click on the folder to move the file to. Branches with arrows on the left side contain subfolders.

4. Click on the arrow to display the subfolders, note that the arrows appear white when the branch is closed and black when open, and the subfolders are shown indented under the main branch.



3.8.5 Renaming

1. Check the box beside the file to rename.
2. Click on Rename.
3. Fill in a new file name for the image.
4. Click **OK** to save.

3.8.6 Downloading

1. Check the box beside the file to download.
2. Click on Download.
3. Choose whether to open or save the file.
4. Click on the **OK** button.

3.8.7 Copying

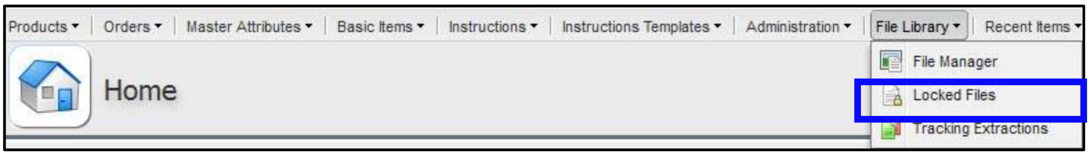
1. Check t**he** box beside the file to copy.
2. Click on Copy.
3. Double click to select the folder to copy to.

3.8.8 Unlocking

1. Check the box beside the file to unlock.
2. Click on Unlock.
3. Confirm by clicking on **Yes**.

3.9 Locked Files screen

3.9.1 Accessing the Locked Files screen

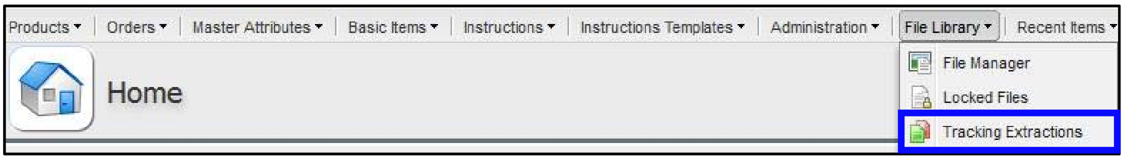


If the mouse hovers over any of the listed locked files, the following buttons appear:

	: to upload a new file. In the window that opens, browse for the new file. Once it is selected from the directory browser, it is uploaded. Clicking on cancels the operation and returns to the **Locked Files** screen. : to unlock the file. If the unlock icon is clicked, the file is immediately removed from the **Locked Files** list.

3.10 Tracking Extractions

3.10.1 Accessing the Tracking Extractions screen



A list of all the log files of Data Extractions is generated. The data extract log can be viewed and deleted from this screen.

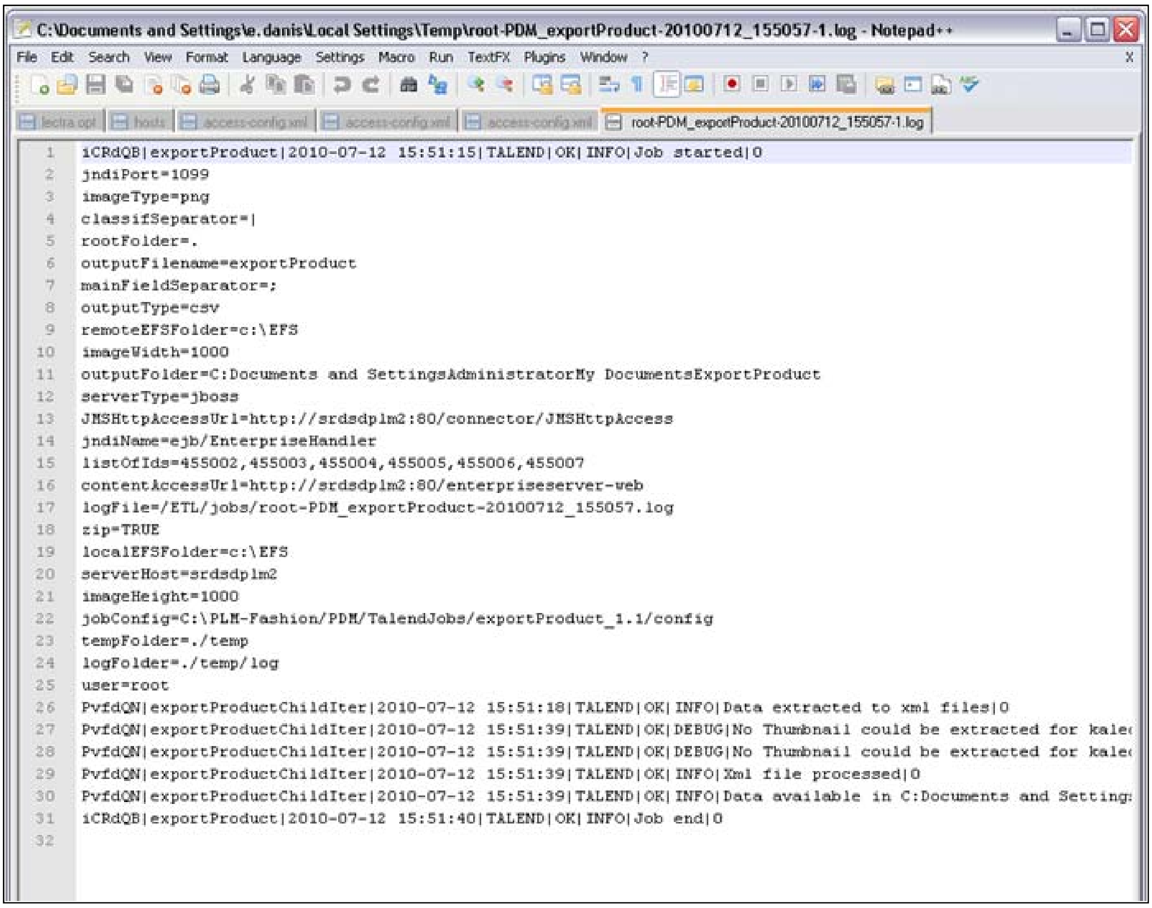
3.10.2 Accessing the log of the data extraction

Click on the hyperlinked file names.

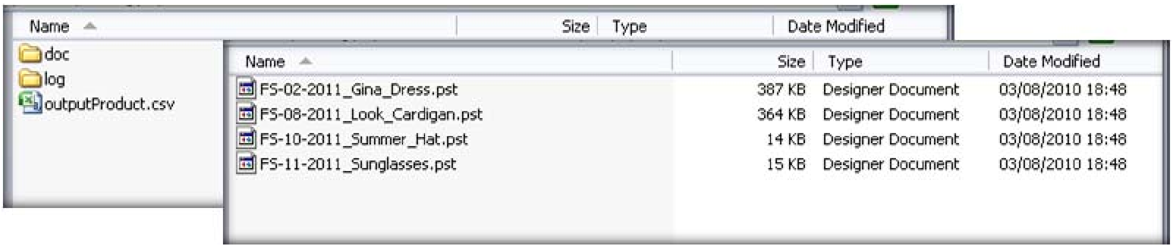
3.10.3 Deleting a log file

1. Select the extraction log(s) to be deleted.
2. Click Delete.

Here is a typical log file of the data extraction:



The data extract files are generated as zip files in a ProductExtract output folder;



The properties of the data extract output can be configured. The variables that can be configured are:

- mainFieldSeparator : character used to separate each field in the text file
- imageHeight : height in pixel of the thumbnail to create
- imageWidth : width in pixel of the thumbnail to create
- imageType : type of the thumbnail to create (png, jpeg, tiff)
- localEFSFolder : shared folder in which the FIP connector will extract data (from
- talend point of view)

- remoteEFSFolder : shared folder in which the FIP connector will extract data (from jBoss
- point of view)
- outputFileName : name of the zip file to create. To get a unique name, a random string
- is added to this name at file creation.
- outputFolder : folder into which the zip file will be created
- zip : to create an archive with a complete set of data or extract the data
- directly in the outputFolder (TRUE or FALSE)
- rootFolder : prefix set in the txt or cvs file to complete the file path of extracted
- binary files (e.g. : "i:\export" or ".")
- outputType: type of the analytical data file to be created ("txt", "cvs" or "xml")

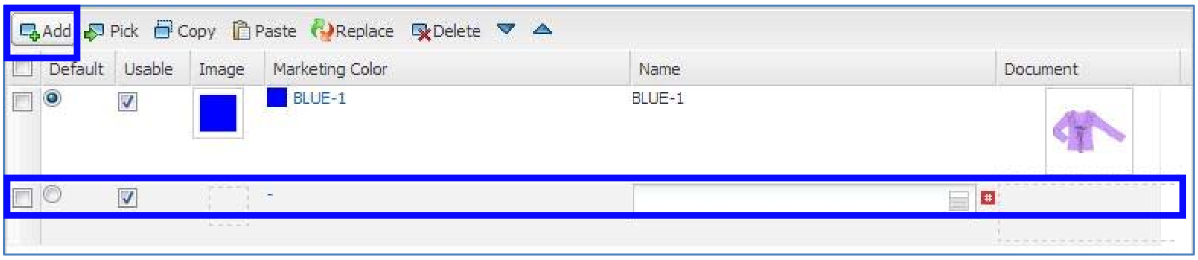
4. USING THE ADD BUTTON

There are many windows in the system that enable the user to create multiple rows of information.

The **Add** button Add allows you to create an extra row of information. By typing in an entry that exists in the associated library, potential matches are suggested.

Example: to add multiple rows of Marketing Colors in a record:

1. Click on Add.
2. The extra row appears.



5. TRACKING AND HISTORY SCREEN

At the bottom of the screen there is a window containing 3 tabs, **Product ToDoList**, **Change Tracking** and **Actions History**.

To minimize/maximize the screen

If the window is hidden, click on the small middle arrow button at the bottom of the screen.

To minimize it, click on .

To make the screen larger or smaller

Mouse over the top bar of the section until a double arrows icon appears.

Grab the top bar and move it to the desired height.

5.1 Change Tracking tab

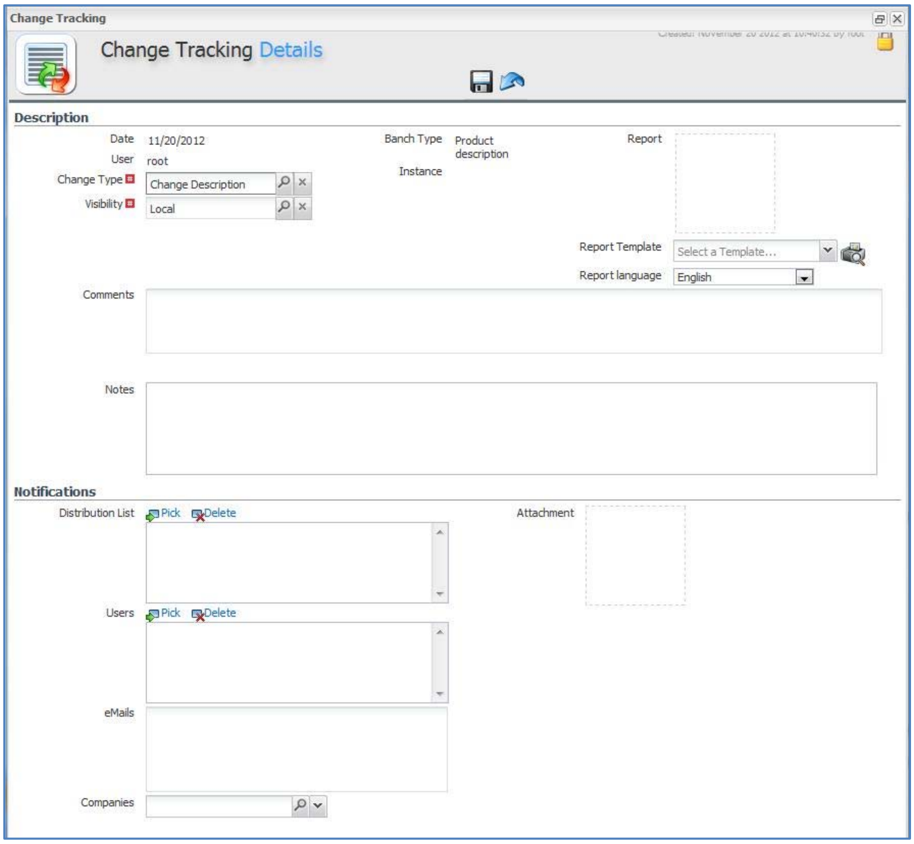
It manages any notifications or dialogs around the Product. This feature allows for internal system discussion and easy recall of decisions at a later point in time.

5.1.1 Viewing the details of a change

1. In the **Details** column, click on the magnifier button .
2. The **Change Tracking Details** window opens.

5.1.2 Adding a new Change Tracking record

1. While editing a Product, click on the Create on the **Change Tracking** tab.



Change Type and **Visibility** fields are mandatory.

<u>Visibility field</u>:

You have the choice between:

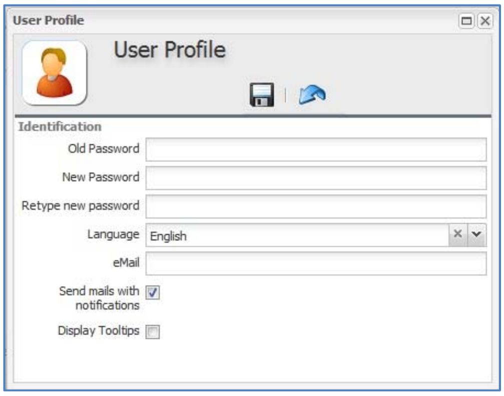
- **Global**: visible **everywhere** in Style
- **Local**: Visible **only from this instance**

2. Click on  to create the new record.
3. The **Change Tracking** record is added to the tab.

Once created, records cannot be deleted.

<u>Notifications section:</u>

- Users in **Distribution Lists** or **Users** field will receive a notification in their **Home** page with a link to the **Change Tracking** record.
- Users whose email address is entered and who have checked the « **Send mails with notifications** » box in their **User Profile** will also receive the **Change Tracking** record by mail.
  For any other users, add **email** addresses for notifications via email.

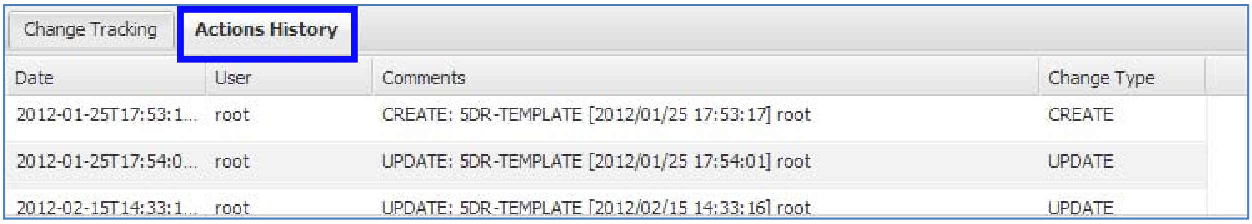


- The **Change Tracking** record will also be emailed to authorized contacts in the selected **Companies**. The email addresses of those contacts are added automatically under the company name.

> The **Notifications** section of the **Change Tracking** tab may be illustrated. (See chapter on Pictures Management)

5.2 Actions History tab

The **Actions History** tab shows edits and actions performed on the Product or Instance viewed.



5.3 User notification

When a **Change Tracking** record is created and the user is on the distribution list, the notice will show up in the user's **Home** page in the user Notification section. Each time, the user is notified with a pop-up.

The change tracking can be created manually (see section 5.1.2), or automatically (either when a plan that the user is assigned to is planned, or when a lifecycle state after which the user has a task that he is assigned to is validated).

To **Delete** a notification, **Mark as Read** or **Mark as Unread**, check the box beside the notification and click on the associated button.

6. MY TO DO LIST

It shows the tasks assigned to the specific user in the specific product. The items in this tab are managed by the Calendar Management module and completed within the Product.

7. BRANCHES MANAGEMENT

Information related to Products is organized in specialized branches.

In most branches, as many instances as necessary can be created. For instance, a Design instance may be created as well as a production one.

- The first branch is dedicated to Product generalities. It is called **Description** and has no instances.
- The **Attribute**s branch allows defining the lists of variation attributes of the Product.
- The **SKU** branch gathers all SKU types defined in the Product.
- The other branches are managed with one or several instances.

7.1 How to add values to attributes from a Product Subset or a SKU?

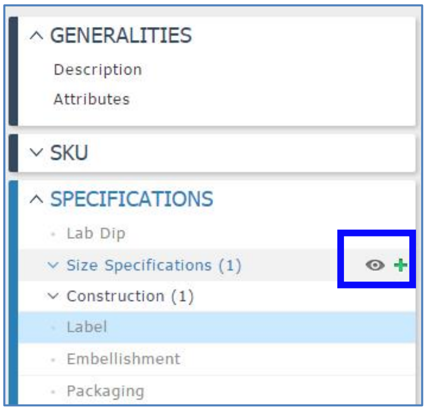
All the attributes defined in the Product can be automatically accessed in product subsets and SKUs. If you want to use additional attribute values, you can select them directly from the subset or the SKU, and the new attributes will then be automatically copied in the Product **Attributes** branch when saving the subset or the SKU.

This is a shortcut that avoids creating attribute values in advance, before being used in Subsets and SKUs.

7.2 Creating a new instance

Click on the plus sign  beside the name's branch in the **Explorer**.
OR

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



If set by configuration, the name is automatically populated (see **Enterprise Solutions Configuration – Configuration Guide**). This name can be changed manually while editing the instance.

From an existing instance, the **Save As** button allows to duplicate the current instance.

Additional fields are available on the same line as the **Name** of the instance (mandatory):

- **Default** instance check box. Define the reference instance. As there is always a default instance, the first created is set to default.
- **Usable** check box: defines if this instance has to be taken into account.
- **Printable** check box: to be unselected if no print required (report template has to be set accordingly)
- Instance **Type**: purpose of the instance. For instance, Design BOM, Production BOM, etc.
- **Status**: Instance status.
- **Date**: last modification date. Automatically set.

7.3 How to define a default instance in a Product branch?

The first created instance is set to default. The **Default** box is then automatically checked.

7.3.1 Defining another instance as Default

1. Open the Product.
2. Edit the instance you want to become the **Default** one.
3. Check **Default**.
4. Click .

> Only one **Default** instance can be set per Product branch

7.4 How to limit the validity range of an instance to specified attribute values?

In an instance window, on the right side of the **Lectra Board**, the **Attributes** tab displays all the attributes defined in the Product configuration as well as their values that can be selected in the dropdown list.

This is done to limit the validity range of an instance to the attribute values that have been specified.

Attributes tab in **Edit** mode:

Whenever an attribute field is empty (display of **All**), the instance content is valid for all the values defined in the Product for this attribute. If values have been selected, they are checked under the **Attribute** field. To select your values in the dropdown menu, check the values for which the current instance will be valid, then validate by clicking on an empty information zone. The display is updated.

7.5 Naming codification of Instances within the branches tree

According to configuration, the name of the instance displayed in the branches tree follows a given codification based on Instance field's values (see **Enterprise Solutions Configuration – Configuration Guide**)

By default, we have the following naming convention:

1st character = * if default instance, blank otherwise

CHARACTER NUMBER	FIELD + EXAMPLE	TREATMENT	RESULT
1	Default = yes	"*" if default	*
2 to 3	Status = Development	1st character + "_"	D_
4 to 5	Type = Proto	2 first characters + "_"	Pr_
6 to x	Name = Packing	All characters	Packing
X+1 to X+7	Supplier = Vend1	6 first characters (if relevant)	_Vend1r

In this example, the final result is *D_Pr_Packing_Vend1

7.6 Instances summary

When you click on a branch name, you get the summary of all the instances of this branch, with:

- Name of the instances: By clicking on this name you can access directly to the instance.
- **Default** Instance
- **Status**
- **Usable**
- **Delete**: you can delete the instance just by clicking on ✖(validation is asked).

8. MARKUP TOOL

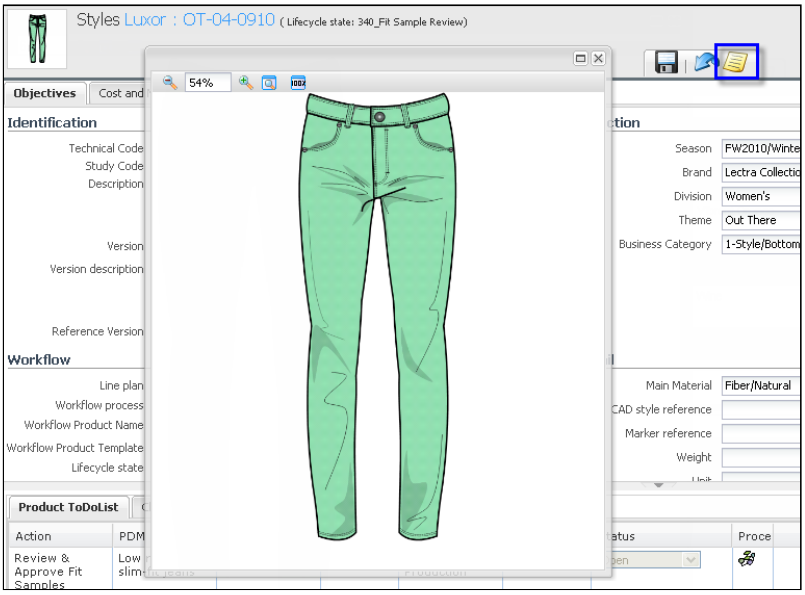
The Markup Tool allows users the ability to further elaborate on **Change Tracking** by adding colored text, lines, shapes and arrows to a screen capture. The “marked-up” screen capture is saved in the **Change Tracking** section of the Product. Any users added in the **Distribution Lists** or **Users** fields will also be notified on their **Home** page.

> The Markup tool has to be installed first. Follow the instructions in the ***Lectra Fashion PLM – Installation checklist***.

8.1 Capturing an image in the Markup Tool

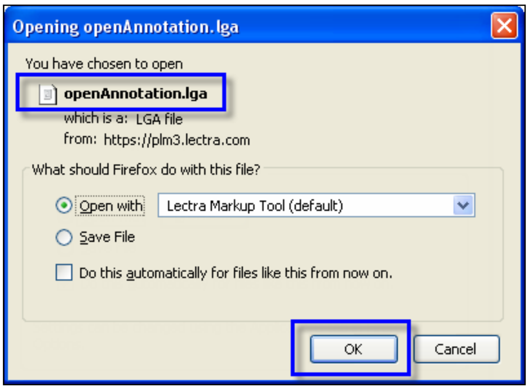
8.1.1 Accessing the Markup Tool

1. Click on the **Edit** button .
2. Open the object.
3. While in **Edit** mode of the Product, click on the **Annotate** button . This same button is used to enter a **Change Tracking** comment for the Product.

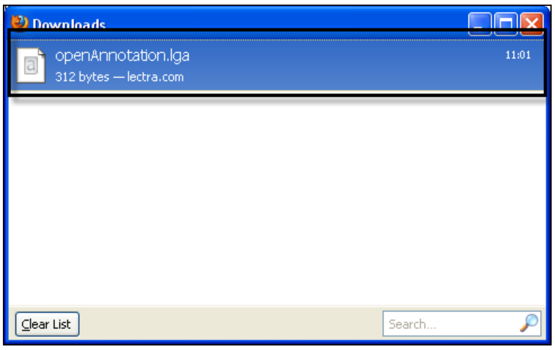


4. The **Change Tracking** window opens automatically.
5. If installed, the **Markup tool** is also launched.

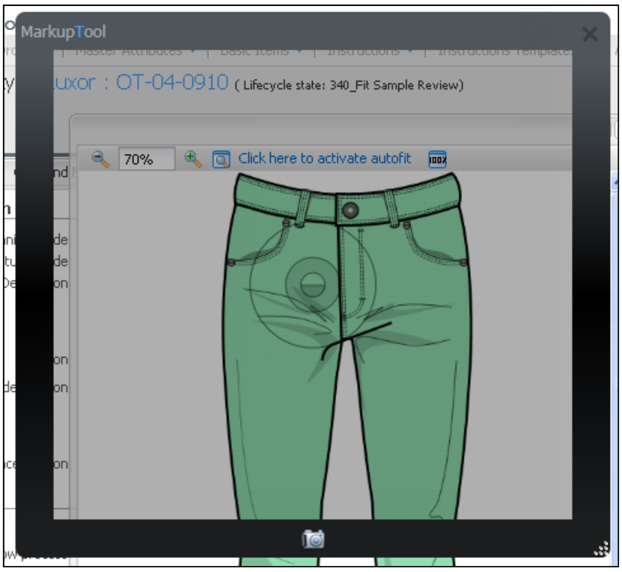
> The first time the **Markup tool** is launched, the user may be asked to open the Markup file. Browse to the location of the file and, once selected, click on the **Ok** button. If desired, set the browser settings to open the file automatically in the future.



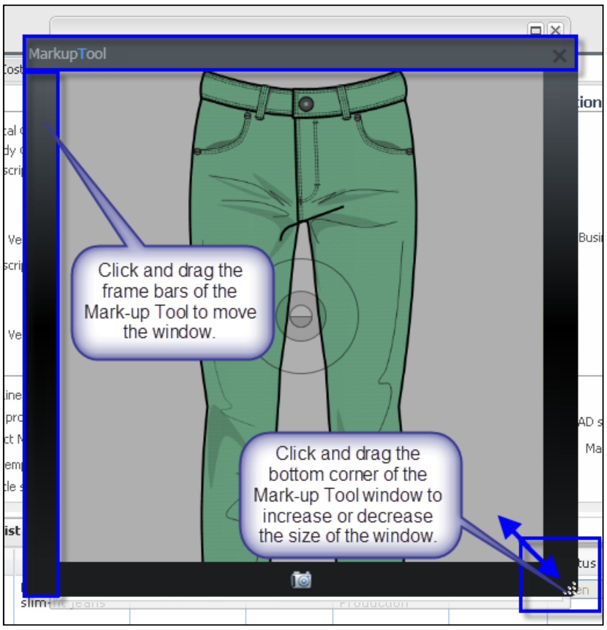
There may be browser specific windows that follow this action, that manage the download of files, and may require an additional action to open the file. Below is an example of the file download management screen of Mozilla Firefox;



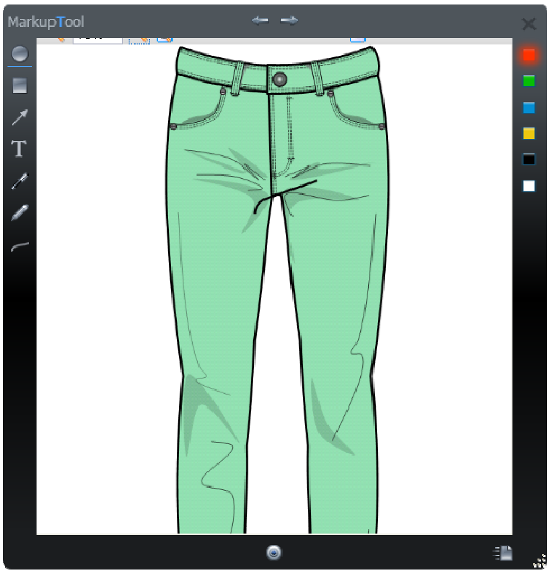
After opening the file, the **Markup Tool** window opens.



6. Pick up and move the window using the bars that frame the **Markup Tool**.
   Increase the size of the **Markup Tool** window by dragging the bottom right hand corner to the desired window size.



7. Once the desired area to be screen captured is shown, click on the **Capture Image** button at the bottom of the **Markup Tool** window.
8. The screen capture is taken, and the **Markup** tools appear in the side bars.

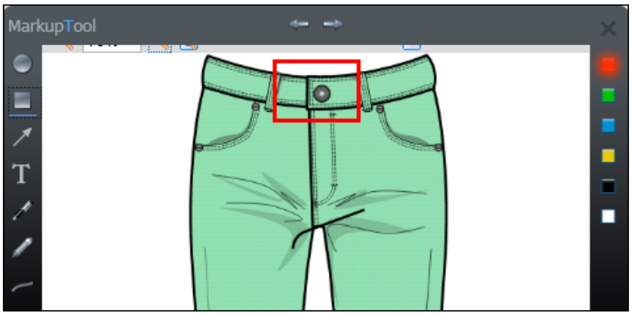


8.2 Shape Tools

8.2.1 Adding a Circle or Oval, Square or Rectangle to highlight an area of the screen capture

1. Click on the corresponding shape button on the left hand bar of the **Markup Tool**.
   A thin blue line under a tool button indicates that it is selected.

2. Use the tool to draw a shape over the desired area of the screen capture.



To save the capture before doing a new capture, click  (See the Publish Annotation button section).

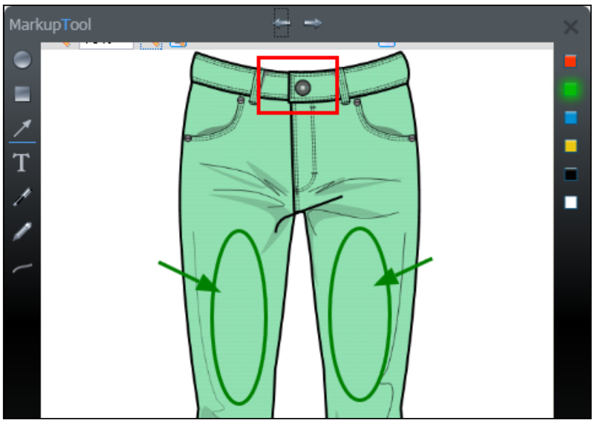
8.3 Undo / Redo tools

The two arrows on the top frame of the captured image **MarkupTool** provide an **Undo** and **Redo** capability. Each click of an arrow will Undo or Redo one action, such as one text, or one shape.

A multiple segment line is considered as a single action.

8.4 Arrow tool

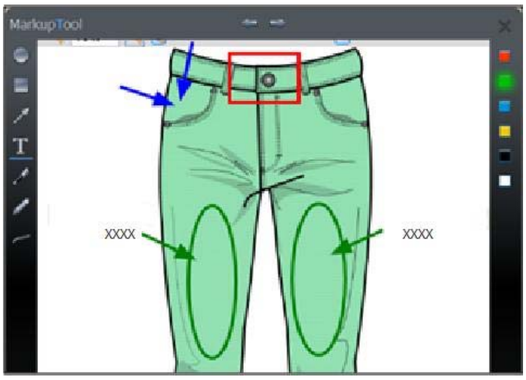
1. Click on the **Arrow** tool  on the left hand bar.
2. Click where you wish the end of the arrow to be located and drag the cursor to the area where you wish the point of the arrow to be located.



To save the capture before doing a new capture, click  (See the Publish Annotation button section).

8.5 Text Tool

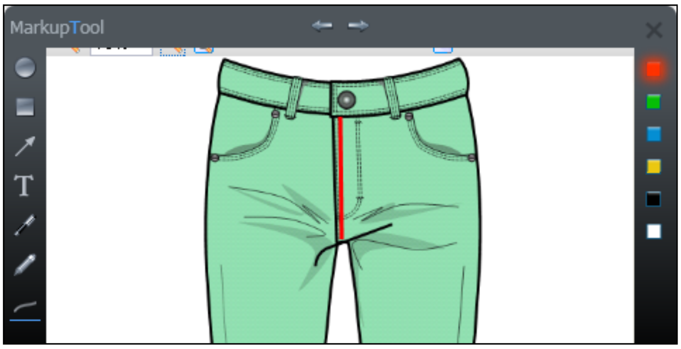
1. Text can be added by clicking on the **Text** tool  on the left hand bar.
2. Click on required location on the screen capture to start the text tool.
3. Type the text or call-out onto the screen capture.



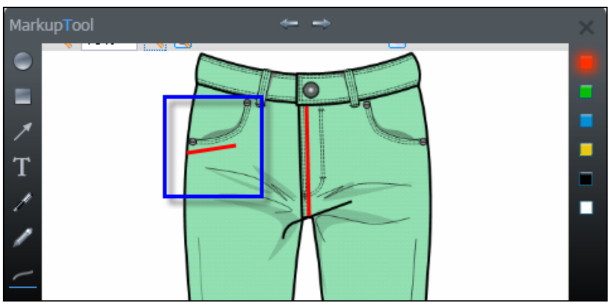
To save the capture before doing a new capture, click  (See the Publish Annotation button section).

8.6 Line tool

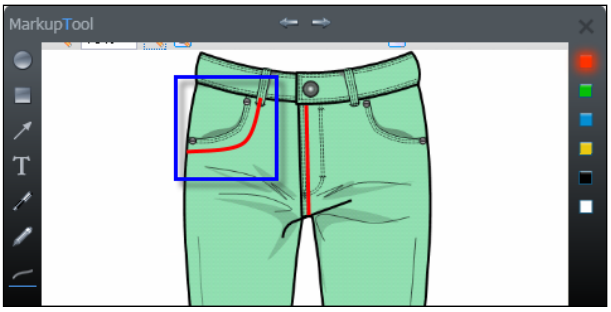
1. Straight and curved lines can be added by clicking on the **Line** tool  button.
2. Click on a point to start the line.
3. To make a straight line, drag the cursor.



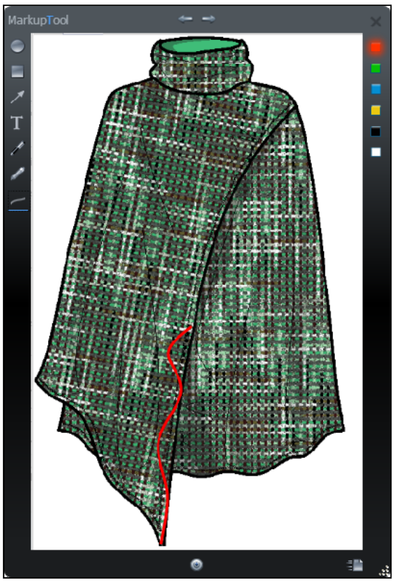
4. To make a curved line, start with a straight line that stops at the highest or lowest point of the desired curve. The first part of the line will appear straight.



5. To create a curve in the line, click on the desired endpoint of the curve with the right mouse button.
   Without releasing the mouse button, move the mouse until the desired curve is achieved.
   Release the mouse button to set the line.



6. Click on a different tool to add different information.
7. To add multiple curves in a line, click on the left mouse button to set a point to curve around.
   Follow the instructions above to create the first curve.
   For following connected curves, the endpoints become the fulcrum or axis that the curve bends around.
   Release the mouse to end a point, using the line tool in this way may require some practice.
   Remember the **Undo** arrow is a useful tool when practicing!



To save the capture before doing a new capture, click (See the Publish Annotation button section).

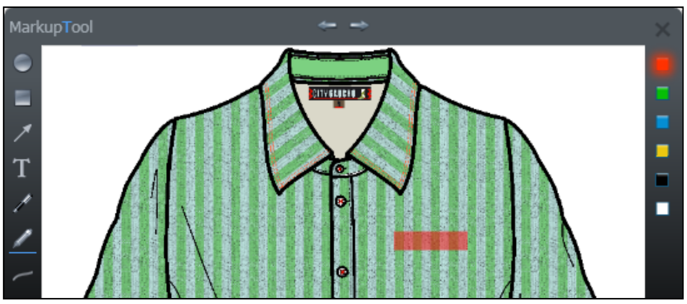
8.7 Pen tool

1. Freehand drawn lines can be added by clicking on the **Pen** tool.
2. Click on the screen capture with the right mouse button to start the line.
   Continue to hold the right mouse button while drawing.
3. Release the mouse button to stop the continuous line.
4. <u>To start a new line</u>, simply click, and hold the mouse button down while drawing again.

<u>To save the capture before doing a new capture</u>, click (See the [Publish Annotation button](#) section).

8.8 Highlight tool

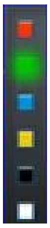
1. Click on the **Highlight** tool to draw thick transparent lines in colors.
2. Click on the area to start the **Highlight** line. Continue to hold the right mouse button while drawing.
3. <u>To stop drawing the highlight line</u>, release the mouse button.



<u>To save the capture before doing a new capture</u>, click (See the [Publish Annotation button](#) section).

8.9 Changing the color of a tool

1. Click on one of the color buttons on the right hand side bar.



The next line(s), shape, text or arrow drawn will be in the color selected.

8.10 New Capture button

1. To recapture the screen, without saving the current Markups, click on the **New Capture** tool at the bottom of the **Markup Tool** window.
2. The screen capture will be erased and the view and select window reactivated. Note that any information added to the previous capture will be erased when the **New Capture** button is clicked.
3. **To save the capture before doing a new capture**, click (See the Publish Annotation button section).
4. The **Markup** window can be repositioned. Or the **Capture button** can be clicked again in the same screen area.

8.11 Publishing Annotation button

The composite image created using the **Markup Tool** screen shot and the drawing tools can be saved to the **Change Tracking** tab at the bottom of the Product screen using the **Publish Annotation** button.

The **Change Tracking** record can also be sent as a **Notification** to individuals or groups. Users on a **Distribution List** or specified in the **Change Tracking** record will be copied in the **Notification** section of their **Home** page.

1. After the desired **Markup** tools have been used, click on the **Publish Annotation** button at the bottom right hand side of the window.
2. The **Markup** window will disappear and be saved into the **Change Tracking** record.

Even if the image has been saved, it will not show up in **Change Tracking** until the **Details** window has been saved.

3. Fill in any necessary notes or **Comments** in the **Change Tracking** window. Click on the **User** list or **Distribution List** link(s) to add Fashion PLM users to be notified of the change or comment.

4. When finished, click .
5. The **Change Tracking** record appears on the **Change Tracking** tab at the bottom of the Product.
6. To view the connected image file, save the Product by clicking on .
7. Once the Product has been saved, the thumbnail of the Markup file is shown beside the associated comment.

See the Viewing a Marked Up Image section for more information on viewing the file.

8.12 Viewing a Marked up Image

8.12.1 From the Change Tracking tab

The **Change Tracking** tab containing **Markup Tool** files can be found in the first two explorer branches of a product.

See the **Change Tracking tab** section for more detail on the location of the tab.

To view a record in more detail:

1. Double click on its row to open it.
2. The **Change Tracking** record opens in a new window.

8.12.2 From Notifications

If a user has been added as in the Product Developer user section of a **Change Tracking** record, the **Change Tracking** record will show up on that user's **Home** page.

The **Home** page is the default page for each user after logging in.

If a user is a part of a **Distribution list** added to a **Change Tracking** record, he or she will also be notified of the change record.

Click on the hyperlink in the **Instance** column to go directly to the product.

9. SOURCED COST- QUICK FUNCTIONS

9.1 Applying Information to Colors and Sizes

To view these icons, the **BOM/BOL Cost** or **Landed Cost** instance must be in **Simple** mode. Under each tab in **Edit** mode, there are a variety of Icons. If you hover with your mouse over any of the icons without clicking, you will see the name of the button.

For costing information to appear on the **Summary - Landed Cost** tab, the various operations must be applied to the related color and size combinations.

To use any of the below functions, in any of the tabs, check the box beside each material, operation, trim, label etc and click the appropriate button. It will apply the combinations chosen for the color/size and apply it to the others.

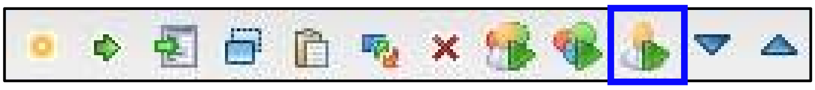
An option must be filled in on the line item for it to populate to other colorways or sizes.

Colorways can also be chosen per item, per color by using the breakdown display.

9.2 Applying to All Colors and Sizes 

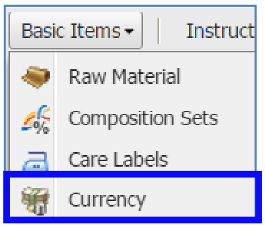
9.3 Applying to All Colors 

9.4 Applying to All Sizes 

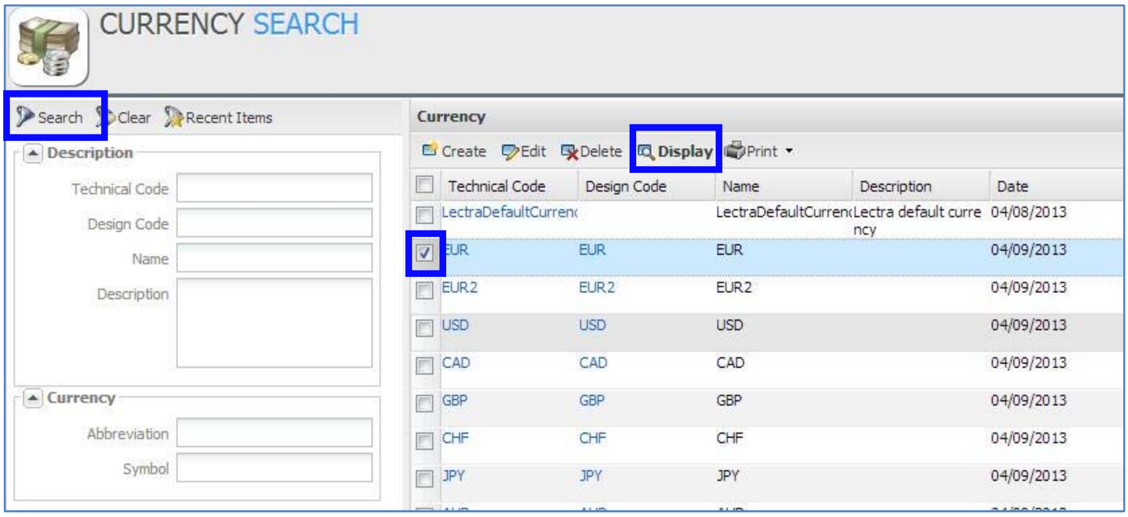


10. SEARCHING FOR CURRENCY

1. From the **Basic Items** dropdown, click on **Currency**.



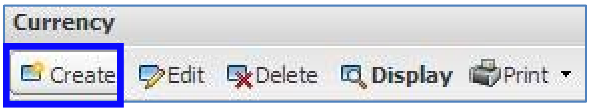
2. Use the **Search** fields to narrow down the search results.
3. Click on the **Search** button to return results.
4. Check the box beside the **Currency** to view, and click on the **Display** button.



5. The **Currency** record opens in the window.
   Note the rates per season in the bottom section.

10.1 Creating a New Currency

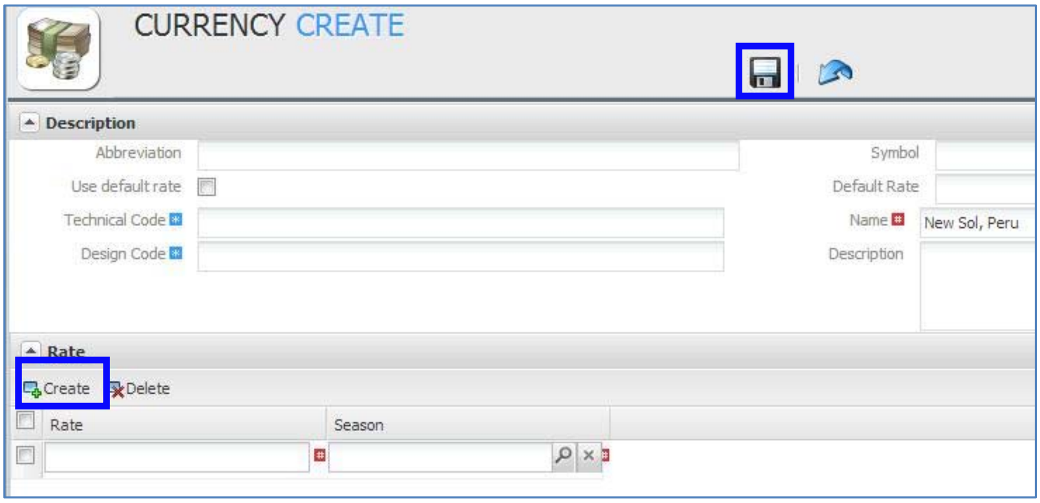
1. From the Supply Chain **Search** window, click on **New**.



OR

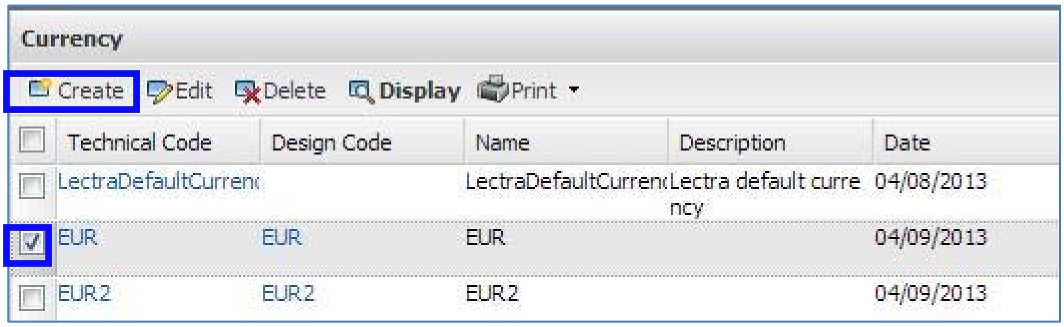
From an open Supply Chain record, click on at the top center of the page.

2. A blank supply chain opens in the window.
3. Fill in the needed information in the **Description** section.
4. Click on the **New** button to add a new **Seasonal Rate**.
5. Click on to save the new **Currency**.



10.2 Editing an Existing Currency

1. From the **Currency** search window, click the box beside the Currency record to edit.
2. Click on the **Edit** button to open the record in **Edit** mode.



OR

While viewing the Currency record, click .

3. Make any needed changes to the Currency record.
4. Click on  to save the changes.