

## **Platform Common Features**

User Guide

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Lectra.com



Platform Common Features User Guide

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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.

User Name	
Password	
	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.

Your session expires in: 2 H 28 min   User: root	Home	Privacy Policy	Logout
--	------	----------------	--------

#### 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 Apply Filter

<u>Progression bars</u> 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.

Your session expires in: 2 H 28 min | User root | Home | Privacy Policy | Logout

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

Click on The 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.

Your session expires in: 2 H 28 min | User root | Home | Privacy Policy | Logout

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

<u>To change the **Currency**</u>, 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.

9

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		
<b></b>	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		
4	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		
B	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		



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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 <b>User Notification</b> section on their home page. The visual <b>Markup Tool</b> can also be launched from this button. Entered information can be seen in the <b>Change Tracking</b> section of the page or in the <b>User Notifications</b> section of the <b>Home</b> page of a "notified" user.
Snapshot	The <b>Snapshot</b> tool creates a record of an item at a specific point in time. Using this <b>Snapshot</b> 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.

Lectra Fashion PLM Product Developer Your session expires in: 2 H 29 min   User: root   Home   Help   Logout										
Products •   Orders •   Master Attributes •   Basic Items •	Instructions - Inst	tructions Templates •	Administration •	File Library •	Recent Items -					
STYLES SEARCH           My To Do List         206         130         O										
Search Criteria										
	DESCRIPTION / Refe	rence Version : Yes								
Reset Search 👻	😂 Create 🗟 Export	all to Excel 🝷 🆏 Pr	int all search result				Display	≣ # #	My Views Create/Select View	w 💌 🖬
My Oriteria Set DO-Al Styles	Medium Image	Category	Technical Co	Design Code	Description	Colors	Si	izes	Suppliers/Vendors	Channels
My Criteria Set 00-Al styles		Style	*EQ9PO 16-8	EQ9PO16	Menswear Knitted Jersey P olo with Embroidery	615 Fiery Red			Linda Textile	Internet
Category El Styles					dio with Emproteery	221 Taffy	M L			Retail Store
Category 🖬 Styles 💙							X			
▲ DESCRIPTION 😤										
Technical Code		Style	*EQ9TS06-8	EQ9TS06	Mens T-Shirt with Casette Graphic Print	603 Sun-Dried			Linda Textile	Internet Retail Store
					Graphic Print	436 Bayberry	Bue L			Retail Store
Design Code	On Bar						XI			
Description										
		Style		EQ9JA01	Mens casual parka style ja cket	100 Curds V 436 Bayberry			CN Yingguang Co	Retail Store Internet
	ALE TOP				over	603 Sun-Dried				Internet
Reference Version Yes × 🕶										
V CLASSIFICATION										
✓ ATTRIBUTES		Style		EQ9JA02	Mens casual slouch should er jacket	615 Fiery Red			CN Yingguang Co	
✓ COMPONENTS					er journet	615 Hery Red				
✓ COMPOSITION										-
	•		_							•
		1 of8   ▶ ▶	C Elements pe	r Page 25 💌						Displaying 1 - 25 of 182
Search Selection (0)	Search Result	🛒 Cart								

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





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 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.



Reset	Search		-
My Criteria Set	Create/Select Criteria Set	~	
Category 🖪	All		~
✓ DESCRIPTION			
Reference Version	Yes	×	~
Template	No	×	*
<ul> <li>CLASSIFICATIO</li> </ul>	IN .		
✓ CLASSIFICATIC ▲ ATTRIBUTES	N .		
	N	Q	~
ATTRIBUTES		Q Q	*
<ul> <li>ATTRIBUTES</li> <li>Marketing Colors</li> </ul>		Q Q Q	× × ×
▲ ATTRIBUTES Marketing Colors Size Runs		P	* * *
ATTRIBUTES Marketing Colors Size Runs Supplier	N	م م	* * *
ATTRIBUTES Marketing Colors Size Runs Supplier Channel		م م	* * *

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**.

PRODUCT DESCRIPTION	\$
Technical Code	
Design Code	
Description	
Reference Version	~

### 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:

Lectra	4

CLASSIFICATION		
Seasons	Q	~
Collection	Q	~
Brand	Q	~
Genders	P	~
Divisions	Q	~
Segments	Q	~
Themes	Q	~
Business	Q	~
Store Types	Q	~
Product Types	Q	~
Price Range	Q	~
Deliveries	Q	~
Distribution Areas	Q	~
Business Units	Q	~
Customers	Q	~

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

ST ST	YLES SEARCH
Search Criteri	a
Reset	Search 🔹
My Criteria Set	Create/Select Criteria Set
Category 🖪	All Styles
✓ DESCRIPTION	
Reference Version	Yes X Y
✓ CLASSIFICATI	ON
✓ ATTRIBUTES	
COMPONENTS	*
Code	
Colorway	
✓ COMPOSITION	

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.

Search Criteria	Sityles								
	E 1- O CR 10 11	nink 🗄 Addres	t II, Display	E Malant d	Ret + 🗣 Mer	nand + righted	te Tale *		
Reset Search 👻	E Thumbrail	Technical Code	Study Code	Description	Division	There	Business Catego R	eferance Ver	si Version nu
My Criteria Set Create/Select Criteria Set		284	07-05-0910	3/4 sleeve, draped jersey dress	Women's	Out There	1-Style/Tops /Oress	×	
Category 🖬 All Styles 💌	Ŵ								
DESCRIPTION	0	Type.	82-13-2010	Printed cotton	Boy's/Teens	Battal	1-Style/Accessor		1.1
CLASSIFICATION	1.			cap				2	
ATTRIBUTES	SIL	7							
COMPONENTS		Pres	00-11-0910	Tribly hat	Heris	City Gautho	1-Style/Accessor		1.3
Colorway wine	Cananta							10	
COMPOSITION		Veriethis	C0-10-0910	Streight leg denim jeans	Mee's	City Gautho	1-Style/Bottoms /Jeans		1.1
								R	1
	14 4 Page 1 of 5	F H 2						Taple	Mig 1 - 24 (# 122

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

« Search criteria	Styles									
	to here Optice Option	call 🛃 Adda ta	t. III, Display	Statest 4	net + 🖫 un	ere und + m Deles	Tank +			
Cear South 1	Thumboal	Technical Code	Study Code	Description	Division	Theme	Business Categ( #	eference Ver		n nur
Ny Criteria Cristic or select oritera set 🛛 🗶 🖬		284	01-05-0410	bla sleeve, draged jerney dress	Wanter's	Out There	1-Stole/Tags /Creas	z	13	-
Lategory Q Proncel V		Strangter Long gant	P\$-04-1011	Low rise, play-fit parts	warnen's	Facus Structure	1-Style/Bottoma /Parks		1.1	
- DESCRIPTION										
+ CLASSIFICATION								10		
* ATTREBUTES										
▲ COMPONENTS										
Code		Summer 111	07-04-0915	Low rise, slow-fit jeans with embroidery	Watter('s	Out There	1-Style/Battoms /Jeans		1.1	
Colorways Wite	2							10		
	A Page 1 of 5								tiating 1-5	-

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.

« Search on	teria	Styles			_					
Clear	Search 7	Thurboal	Technical Code	and the second second	Description 3/4 sleave, drajed jersey	Division Women's	There Out There	ele Talb * Business Catego 3-Style/Tope /Overs	Reference Versi	Version sum
Ny Criterie Set	Create or solicit oritoris set				dress dress			1.000	98	
Cabagory D	Paku at									
+ DESCU	PTION									
T CLASSI	FICATION									
- ATTAIN	UTES									
+ COMPO	NENTS S	F.								
Code	0910-123-164									
Colonwaye	Whe									-
		31 1 Page 1 of 1	FHIE						Displ	eregi-infi



#### 2.3.9 Searching product subsets by Time and Actions criteria

Lifecyde State	- *			×
Scheduled Start	From	<b></b>	То	
Scheduled Finish	From		То	0
Forecast Finish	From	<b></b>	То	
Overdue Only				~
On Hold Only				~
Process	1			~

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

STEP			
Name			~
Resource(s)			۶ 4
Scheduled Finish	From	То	
Forecast Finish	From	То	
Task			*
Lifecyde State			*
Validated By			۶ ۷
Validation	From	То	
Bypassed Task Only			*
Overdue Only			~

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 Create or select criteria set

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Y



## 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
- 2. Modify the criteria.
- 3. Click on 🚮.

### 2.4.3 Deleting a saved search

- 1. Scroll down the saved searches using  $\checkmark$ .
- 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 **5 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).

8	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, <b>Shift</b> or <b>Ctrl</b> to select adjacent or non-adjacent cells.
8	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 Field 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 **The 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.

📫 Create	🦻 Edit	😹 Add to cart	🔍 Display	Export all to Excel	Ŧ	Print Selection 🔹	1	»>	
----------	--------	---------------	-----------	---------------------	---	-------------------	---	----	--

## 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.

🖻 Create 🛛	<mark>&gt;</mark> Edit	🔏 Add to cart	🔍 Display	2	Export all to Excel	•	Print Selection	•	*	
------------	------------------------	---------------	-----------	---	---------------------	---	-----------------	---	---	--

## 2.8 Printing

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

- Print Selection 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.
- Print with preview all selected items

   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.

<sup>9</sup> 



• 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.



**Platform Common Features** User Guide

Report
Output Format and Language         Ø.pdf       .xls         Hmlina zip         Template
Name       Al_BBC_BOL       Choose which report template (and so format) the report should use         Al_BBC_Cost       Al_BBC_Cost         Al_BBC_Cost       Dependent on the template chosen, there may be parameters that must be entered.         Al_EnbelishmentSheet       Al_EnbelishmentSheet
M_LabDp_Request     As the report will be generated and stored in the File Manager, the name and location of the folder must be specified       Output Folder     Output Folder
Name Path     All_ConstructionSheet_26_10_2012
eMail▲     The report can be emailed if an address is entered
Distribution List Pick Pick Delete The report can be emailed to authorized contacts of one or more specified <b>Companies</b> .
Cc Distribution List
Bcc Distribution List Pick  Delete
Object Text
Click

The report can be found in the File Manager.

Please see the File Manager features for more details.



Files Search										
🖻 🙀 🖗	Ell	es								۲
4 <b>1</b> 1	1 0	New 🤛 Edit 🙀	Delete 🙇 Display 💣 P	rint 🔹 🔓 Move	🔒 Rename  👰 Do	wnload 📄 Copy	🔒 Unlock			
<ul> <li>CAD</li> <li>CareSymbols</li> </ul>	D.	Small thumbnail	File name	Description	Status	Path	Version	Version descript	Reference Versi-	User
Colors E Sebrics Bustrator		PDF	Catalog_Complete_Foo		NO_PROCESS_R	/Reports /Product reports/Catalog_	1.1		V	root
Instructions     Logo     PackagingLabels	٦	PDF	Fabric_General_Sheet.p		NO_PROCESS_R	/Reports /Product reports/Fabric_G	1.1		V	root
Protos     Protos     Protos     Protos     Protoct reports     Product reports     Product reports     Test reports		PDF	Zifta Style General Sheet.pdf	Zifta Yvon	NO_PROCESS_R	/Reports /Product reports/2ifta Style General Sheet.pdf	1.1		V	root
an lest reports	- filmer		Test separt odf	7.0 .	NO PROCESS P	Managht	1.1			root

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

👌 🛄 Style General She	eet Zifta A
Women's 1-Style/Tops/Dress Lectra Collection	FW2010/Winter 1 300 - 16/10/2010 - Detailed Specifications - root V1.1 - Initial version.
2-50 **38**	MC-008 **MC-011** MC-002
4 sleeve, draped jersey dress	
	Fiber/Natural
	32 34 36 38 40 42 44
	Suppliers List
	[Vendor 1]
	Variants List
	[default]
	MC-008
	Foam
	MC-011
	Green Ash
	MC-002
	Wine
	ISO ISO No ISO Iron ISO Donet ISO Wash
	100% CO Cotton 100% CO Cotton
	Cost
	Target Cost Retail 45.00 € Target Cost 22.50€
/09/2010 root	

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.

6	Where used
6	Where used in orders

## 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	<ul> <li>returns user to the previous search results</li> </ul>
Replace	<ul> <li>enables the user to substitute the source item in all selected</li> <li>Where used items (see <u>Replace</u> section for more details)</li> </ul>
Display	<ul> <li>select Where used item's check box, and click to view the item's data related to the source item</li> </ul>

## 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:

Display

**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.





	<b>(%</b> )	Products									
5ource	ource		🎾 Back to Explorer 🚱 Replace 🙉 Display								
Technical Code	VBI 49398-F	Туре	Instances	Technical Code	Version	Reference Version	Image				
Design Code		Style_Plana	BOM BOL Cost	Style plana csh	1.1	V					
Version	1.1	Style	BOM BOL Cost	ab	1.1	V					
Type	Fabric										
Description											
iubstitute											
Pick											
Technical Code	VBI 49398-F										
Design Code											
Version	1.1										
Туре	Fabric										
Description											

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

	*	Products								
Source		🎾 Back to Explore 🚱 Replace 🖏 Display								
Technical Code	VBI 49398-F	Type	Instances	Technical Code	Version	Reference Version	Image			
Design Code		Style_Plana	BOM BOL Cost	Style plana csh	1.1					
Version	1.1	Style	BOM BOL Cost	ab	1.1					
Туре	Fabric									
Description										
Substitute										
Pick										
Technical Code	fab01									
Design Code										
Version	1.1									
Туре	Fabric									
Description										

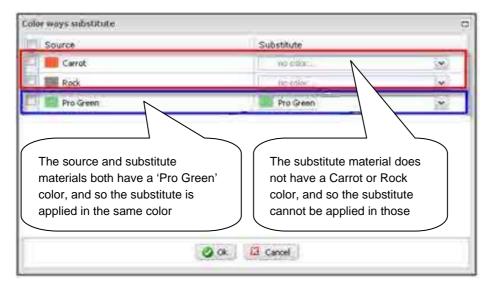
#### 2.10.1 Colorways substitute

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

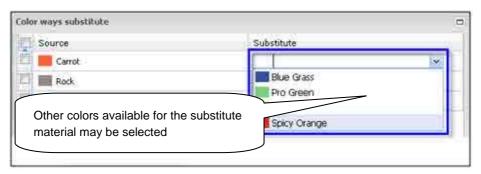
- If the same colors exist for both Source and Substitute item, the system will automatically associate the same color for the Substitute item as replacement.
- However, if the existing colorway do not exist as colors associated to the Substitute item, then those colors are displayed are blank.

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).

Color ways substitute			D
Source		Substitute	1.0
Carrot		Spicy Orange	×
Rock		Aigle)	×1
Pro Green		Pitte Gree	~
		ase, nearest available ave been used	
	0	Cancel	

A mass update report is generated.

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



Ş

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.

🖻 Create 🛛 🖉 Edit 🛒 Add to cart 🔍 Display 😰 Export all to Excel 🔹 📽 Print Selection 🔹 ≫							Displa	y 📃 🔠 🗱	į.
Medium Image	Category	Technical Co	Design Code	Description	3	Change Category		Sizes	
	Style	*EQ9P016-8	EQ9PO16	Menswear olo with Em	5	Data Extract Where used Where used in orders	ed	S M L XL XXL	
					<b>×</b>	Delete	J		

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

Create 🦻Edit 🚆	Add to cart 🗖 Dis	play 🔊 Export all to	o Excel 🝷 💣 Print S	Selection 🝷	<b>&gt;&gt;</b>		Displa	y 📃 🔠 🋠
Medium Image	Category	Technical Co	Design Code	Description	2	Change Category		Sizes
	Style	*EQ9PO 16-8	EQ9PO 16	Menswear olo with Em	<b>R</b>	Data Extract Where used Where used in orders Delete	ed	S M L XL XXL

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.

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

Select one configuration	×
	~
PDM_exportProduct	
PDM_exportProduct	



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 <u>Tracking Extractions</u> 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:

• Single selection: Click on an item row to select a single item to the Selection screen.

	Se	arch Result						
Reset Search +		DESCRIPTION / Refe	erence Version : 🚺	es				
Keset Search *		Create 🦻 Edit	Add to cart	🕻 Display 📓 Export a	all to Excel 🔹 🛱 Print	Selection 🔹 ≫		
My Criteria Set Create/Select Criteria Set 💙 📊	1	Medium Image	Category	Technical Co	Design Code	Description	Colors	Sizes
Category  All Styles	7	The second	Style		5DR-TEMPLATE	Girls Short Sleeve Dress Te mplate	001 Black 301 Dark Green 020 Medium Grey	2 3 4 5 6 7
DESCRIPTION 😤	î.							
Technical Code Design Code Description		)))(	Style		8DR-TEMPLATE	Womens Sleeveless Dress Template	001 Black	34 36 <b>38</b> 40 42 44
Reference Version Yes X 🗸		E B S	Style		9SH-TEMPLATE	Mens Long Sleeve Shirt Te mplate	040 Silver Metallic	S M L XL XXL
CLASSIFICATION	-	, alla					1	1
✓ CLASSIFICATION ✓ ATTRIBUTES		+ Page	1 of 13   🕨		s per Page 25 💌		I	l.,

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

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• 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.

STYLES SEARCH							
Search Criteria	Search Result						
Reset Search 💌	DESCRIPTION / Refe		and Market	: Selection 🔹 ≫			
	Medium I	Category	Technical	Pesign C	Description	Colors	Sizes
My Oriteria Set Create/Select Oriteria Set Category All Styles		Style		SDR-TEMPLATE	Girls Short Sleeve Dress Te mplate	001 Black 301 Dark Green 020 Medium Grey	2 3 4 5 6 7
Technical Code Design Code Description		Style		8DR-TEMPLATE	Womens Sleeveless Dress Template	001 Black	34 36 <b>38</b> 40 42 44
Reference Version Yes X		Style		9SH-TEMPLATE	Mens Long Sleeve Shirt Te mplate	040 Silver Metallic	S M L XL XXL
✓ CLASSIFICATION							
✓ ATTRIBUTES	4 4   Page	1 of 13   🕨 🖡	Elements	per Page 25 💌			
Search Selection (2)	Search Result	🛒 Cart					

• Click on the results list Master check box.

STYLES SEARCH							
	Search Result		_				
Reset Search 💌	DESCRIPTION / Refe	CARL AND A CARL AND A CARL	all to Excel 🔹 👘 Print	:Selection 🔹 ≫			
My Oriteria Set	🖉 🖋 Medium I	Category	Technical	@ Design C	Description	Colors	Sizes
Category  Al Styles	N SWE	Style		5DR-TEMPLATE	Girls Short Sleeve Dress Te mplate	001 Black 301 Dark Green 020 Medium Grey	2 3 4 5 6 7
▲ DESCRIPTION 幸 ▲							
Technical Code Design Code Description		Style		SDR-TEMPLATE	Womens Sleeveless Dress Template	001 Black	34 36 <b>38</b> 40 42 44
Reference Version Yes X		Style		9SH-TEMPLATE	Mens Long Sleeve Shirt Te mplate	040 Silver Metallic	S M L XL XXL
✓ CLASSIFICATION							
✓ ATTRIBUTES	14 4 Page	1 of 13   🕨	▶   @   Elements	per Page 25 💌			
Search Selection (25)	Search Result	Cart					

#### 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.

### 2.15.2Viewing Items in the Cart

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

71	STYLE	S SEARCH								
Search Criteria				Sea	arch Result					
Remove from selection				D	ESCRIPTION / Refe	erence Version :	Yes			
✓ Large Image Technical Co Design Code			i and the second secon							
	9000		SDR-TEMPLATE		Medium Image	Category	Technical Co	Design Code	Description	Colors
	H				2 BP	Style		5DR-TEMPLATE	Girls Short Sleeve Dress Te mplate	
		φ	8DR-TEMPLATE			Style		8DR-TEMPLATE	Womens Sleeveless Dress Template	
			9SH-TEMPLATE			Style		9SH-TEMPLATE	Mens Long Sleeve Shirt Te mplate	
	ALL		-	4						
< · · ·				🔢 4   Page 1 of 1 🕨 🕅 🖓   Elements per Page 25 💌						
Search Selection ( 3 )				Se	earch Result	🛙 Cart				

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 <u>Navigate between Cart</u> <u>Items</u>.



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** *i*con 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 **m** 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

- Wavigate between Cart items
- Section 2 State State
   Section 2 State State
   Section 2 State State
- Sidebar
- Wain Detail Screen
- 🕗 My To Do List,
- U Tracking and History Screen

The diagram below shows the location of each part.



## ENTERPRISE SOLUTION Platform Common Features

User Guide

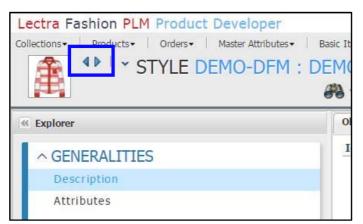
Identification Technical Code demo-DFM	Classification	1 / tachments
	Season FW2016-17	
beachplion enemise byce rouge		
-11		
Comments		ADCHEMGROSSERAY
		- Cherron Costenar
11	f	
Version 1.1	Distribution Area	
Version Description	≠storeCategorys.sin	
•		
1.2.1	#deriveriess.singuire	
The rest of the second s	#husiness Inits.sing	
· · · · · · · · · · · · · · · · · · ·		Lostra
		- Lectid
		Lectra Collection.pn
	#Codə_Sub_Catego IV	
Weight	#Sub_Category	
Unit	#Code option	6
Files Default Path	Option	
Collection Objectives	#Internationa _	
	#Creation	
	Version 1.1 Version Description Reference Version ✓ Specifications Nain Composition None Nain Material CAD Style Reference Marker Reference Weight Unit	Description Chemise rayée rouge Branc Amann Gender Division Intimates Comments #segments.singuiler #customes.singuile r Version 1.1 Distribution Area Version Description #storeCategorys.sin guiler #deliveriess.singuile r Reference Version ✓ #storeCategory.sin guiler Main Composition None Main Composition None Main Material #Code_Category CAD Style Reference Category Marker Reference #Coda_Sub_Category Unit #Sub_Category Unit #Sub_Category Unit #Sub_Category Unit #Code option Files Default Path Option

### 2.17.1 Navigating between Cart Items

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

There are 2 methods of navigation available:

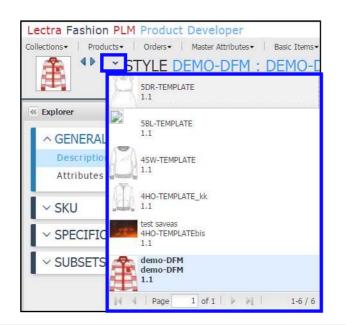
• Next and Previous arrows.



### • 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.

« Explorer	
GENERALITIES     Description     Attributes	General Information
∽ SKU	
<ul> <li>Size Specifications</li> </ul>	
- Construction	
Label     Embellishment	
Packaging	Branches
<ul> <li>CAD Specifications (3)</li> </ul>	
Request For Quotes	
<ul> <li>Sourced Cost</li> </ul>	
✓ BOM BOL Costs (5)	
<ul> <li>Fitting</li> </ul>	
· Quality Test	
- Lab Dip	
✓ SUBSETS	



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.

Request For Quotes	+	Туре				
Change Tracking Action	ons History					Ť
🖳 Create						
Deta Date	User	Branch Type	Instance	Comments	Notes	Attachment
No Element						

#### To show/hide sidebars:

On screens where there are sidebars, these can be hidden by clicking on  $\underline{\mathbb{M}}$  and  $\underline{\mathbb{M}}$ .

The sidebars are hidden.

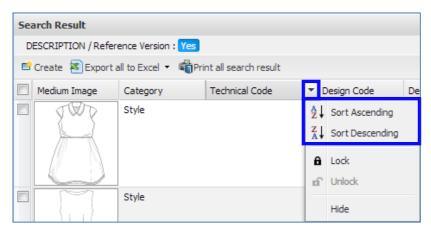
The sidebars can be restored and viewed again by clicking on the same icons.

## 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.



## 2.19.3Locking columns

Se	Search Result								
D	DESCRIPTION / Reference Version : Yes								
	Create 🔊 Export a	all to Excel 🝷 👘 Pri	nt all search result						
	Medium Image	Category	Technical Code	<b>-</b> C	Design Code	De			
	500	Style		₽↓	Sort Ascending				
				Z ↓	Sort Descending				
				â	Lock	٦			
				вî	Unlock				
		Style			Hide				

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 **b**: 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  $\blacksquare$ .
- 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

B	Bold	Change the selected text to bold. If the text is already in bold, the bold format will be canceled
<u>u</u>	Underline	Underline the text. If the text is already underlined, the underline format will be deleted
<u>A</u> -	Font color	Selects the font color
ab/ -	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

## 2.21.2Management 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 <b>up to date</b>



## 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.

🔒 I 🔊 🥃				
	🛞 Lectra Bo	ard		
tion	Attachments	1		
Season	P 🗸 Menu - 🎸 Re	fresh		
singulier	Pick Associated	Illustrations		
Brand	₽ マ Pick			
Division	Pick from Compu	iter		
Theme	P → Markup Paste			
Category	P v Delete All			
(Manufacture)	0			



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

Objectives Cost and Margin Composition Care Symbols Illustrations	> Lectra Board Attachments
CHEMISE 001 - POM - AVEC CO DESC +	Menu* PRefresh
MEAS	

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.



- 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  $\frac{4}{3}$ .
- 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:

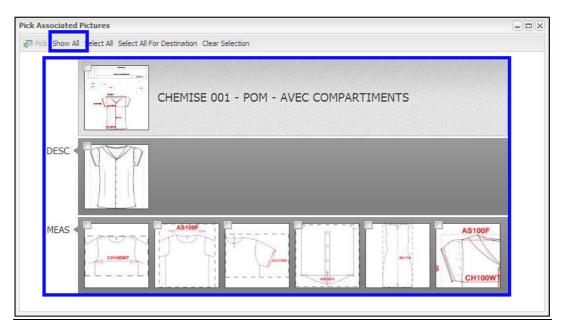
- · The global board
- Any graphical objet that has been configured to be displayed in the spec package you are working in.

Pick Associated Pictures	
Pick Show All Select All Select All For Destination Clear Selection	
CHEMISE 001 - POM - AVEC COMPARTIMENTS	
MEAS <	

### 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).





### Select All and Clear Selection:

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

### Select All and Clear Selection:

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

### Pick:

Once the selection is made, click on **Pick** 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.

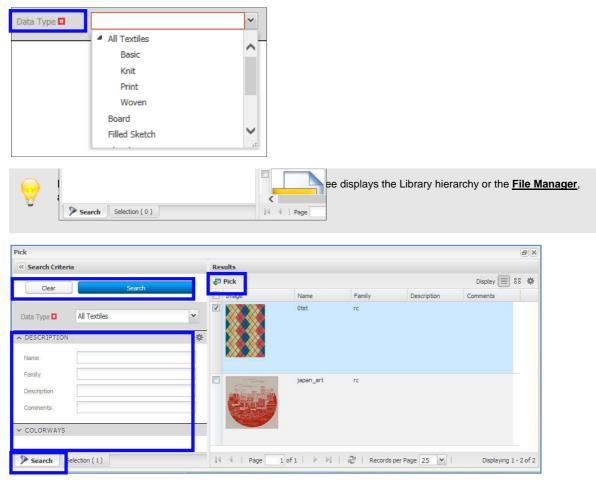
In the Search window, there are two tabs: Search and Selection.

### 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.





- 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**.

	1.2000						8
Search Criteria	Resu	lts					
move from selection	🔊 P	ick				Display 📃	88 🛠
image Name		mage	Name	Family	Description	Comments	
Otst			Otst	rc			
			japan_art	rc			

- 1. Check the illustration(s) to be added.
- 2. Click on Fick 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.

Pick from Computer	
FILE CREATE	
File Name 🖬 👘 🛄 Image Description	^
File Type V Classifications	
Access Path /	
	~

- 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.



9

The File Name is a mandatory field.

- 7. Click on  $\blacksquare$  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:	Pick Associated Illustrations Pick Pick from Computer Paste Copy Edit Details Full Image
	Move Down Delete
Context menu in View mode:	Copy Details

### 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 <u>above</u>.

### 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 <u>above</u>.

### 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 <u>above</u>.



### 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 <u>Copy</u> 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.

	Business Category 1-Style/Accessories/Shawl
2	You're about overwrite this element, do you want to continue ?
	Yes No

• 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.



D Style Detail	5		
3D Description	n		
Name:	BV_D263296_2		
2D Description	n		
Model Name		Variant Name	Variant Size
No Element			



### 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.

### 3.7.12Deleting

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 <u>above</u>.

### 3.8.2 Selection tab

This tab's functioning is described <u>above</u>.



### 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 Move
- 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 the 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**.

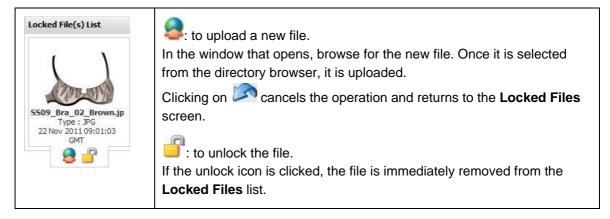


# 3.9 Locked Files screen

### 3.9.1 Accessing the Locked Files screen

Products •   Orders •   Master Attributes •   Basic Items •   Instructions •   Instructions Templates •   Administration •	File Library - Recent Items -
	File Manager
Home Home	Locked Files
	Tracking Extractions

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



## 3.10 Tracking Extractions

### 3.10.1 Accessing the Tracking Extractions screen

Products •   Orders •   Master Attributes •   Basic Items •   Instructions •   Instructions Templates •   Adminis	n ▼   File Library ▼   Recent Items ▼
Home	File Manager
9	Tracking Extractions

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.

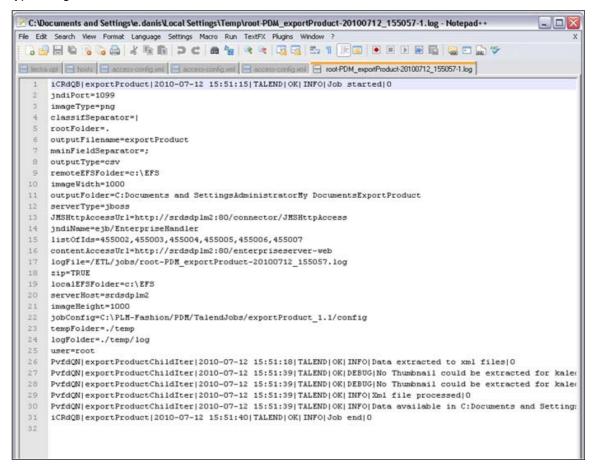
### 3.10.3 Deleting a log file

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



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Here is a typical log file of the data extraction:



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

🚞 doc	Name 🔺	Size	Туре	Date Modified
og	F5-02-2011_Gina_Dress.pst	387 KB		03/08/2010 18:48
🛀 outputProduct.csv	FS-08-2011_Look_Cardigan.pst	364 KB	Designer Document	03/08/2010 18:48
	FS-10-2011_Summer_Hat.pst	14 KB	Designer Document	03/08/2010 18:48
	5-11-2011_Sunglasses.pst	15 KB	Designer Document	03/08/2010 18:48

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 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.

🕞 Add 🖓 I	Pick 🛱 (	Copy 🛅 i	Paste 🖓Replace 🕵Delete 🤜	A	
Default	Usable	Image	Marketing Color	Name	Document
•			BLUE-1	BLUE-1	
0	V				
		- hanna			

# 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 **Change Tracking** tab.



reduct Report escription Report Template Select a Template V Constraints of the select a Template V Constrai
Report Template Select a Template 💟 🥳
Report Template Select a Template 💌 ൽ
Report language English
Attachment
Attachment



Change Type and Visibility fields are mandatory.

### Visibility field:

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.

### Notifications section:

- 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.



User Profile	er Profile	
Identification		
Old Password		
New Password		
Retype new password		
Language	English	× ×
eMail		
Send mails with notifications		
Display Tooltips	(T)	

• 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 <u>Pictures</u> <u>Management</u>)

# 5.2 Actions History tab

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

Change Tracking	Actions History		
Date	User	Comments	Change Type
2012-01-25T17:53:	1 root	CREATE: 5DR-TEMPLATE [2012/01/25 17:53:17] root	CREATE
2012-01-25T17:54:0	0 root	UPDATE: 5DR-TEMPLATE [2012/01/25 17:54:01] root	UPDATE
2012-02-15T14:33:	1 root	UPDATE: 5DR-TEMPLATE [2012/02/15 14:33:16] root	UPDATE

# 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.



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# 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 Attributes 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.

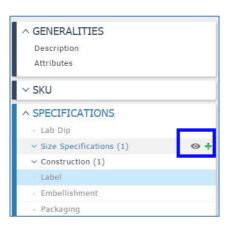
This is a shortcut that avoids creating attribute values in advance, before being used in Subsets and SKUs.

## 7.2 Creating a new instance

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

OR

Click on the Osign 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 **AII**), 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	1 <sup>st</sup> 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 X (validation is asked).

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### 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.

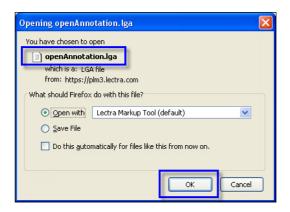
18	_	-	1
1007	-	~	

Style	es Luxor : OT-04-0	910 ( Lifecycle state: 340_Fit	Sample Review)		
80					
<b>Objectives</b> C	ost and 🔍 54% 🤅				
Identification			-V-	tion	
Technic	al Code		and the second	Season	FW2010/Winte
	ly Code		10-	Branc	Lectra Collectio
Des	cription			Division	Women's
			1	Theme	Out There
	Version			Business Category	1-Style/Bottom
Version des	cription				
			5		
Reference	Version				
Workflow					
	ne plan	1		Main Materia	Fiber/Natural
Workflow Workflow Produc				CAD style reference	
Workflow Product To		/		Marker reference	
	le state			Weight	
				Uea Uea	
Product ToDoL	st		6		
Action	PDM		Harrison Barrison	tatus	Proce
Review &	Low			ben 🗸	Ħ
Approve Fit Samples	slim-fic jeans		Froudcuon		

- 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.

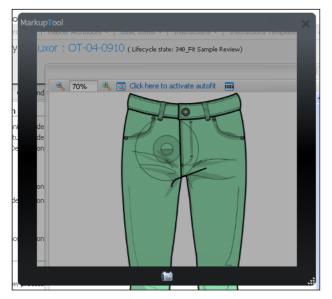




There may be browser specific windows that follow this action, that manage the download of files, and may require an additional action to open the file. Below is an example of the file download management screen of Mozilla Firefox;

openAnnotation.lga 312 bytes — lectra.com	11:01
[]ear List	earch

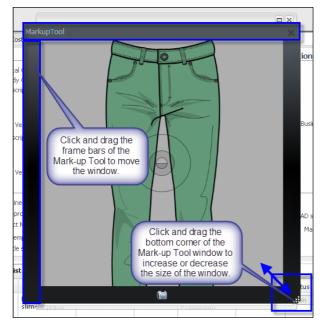
After opening the file, the Markup Tool window opens.



 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.



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- 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.



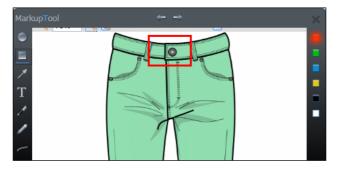
## 8.2 Shape Tools

- 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 [III] (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.

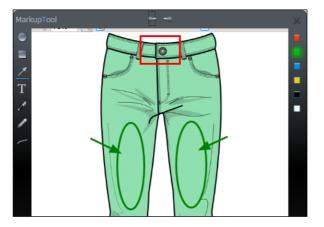
A multiple segment line is considered as a single action.

## 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.

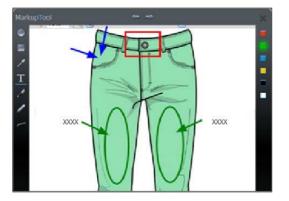


To save the capture before doing a new capture, click (See the Publish Annotation button section).



# 8.5 Text Tool

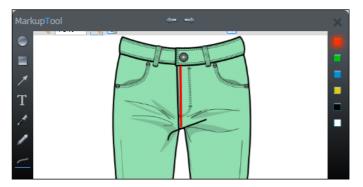
- 1. Text can be added by clicking on the **Text** tool **I** on the left hand bar.
- 2. Click on required location on the screen capture to start the text tool.
- 3. Type the text or call-out onto the screen capture.



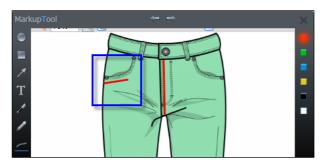
To save the capture before doing a new capture, click (See the Publish Annotation button section).

## 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.



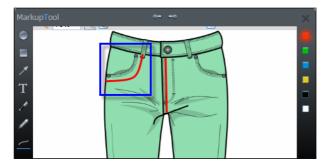
4. <u>To make a curved line</u>, start with a straight line that stops at the highest or lowest point of the desired curve. The first part of the line will appear straight.





5. <u>To create a curve in the line</u>, 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. <u>To add multiple curves in a line</u>, 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).



tool.

# 8.7 Pen tool

- 1. Freehand drawn lines can be added by clicking on the Pen
- 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.



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

# 8.8 Highlight tool

- 1. Click on the **Highlight** tool **I** 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.



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

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# 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

- 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.

- 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. <u>To view the connected image file</u>, save the Product by clicking on **I**.
- 7. Once the Product has been saved, the thumbnail of the Markup file is shown beside the associated comment.

See the <u>Viewing a Marked Up Image</u> 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.

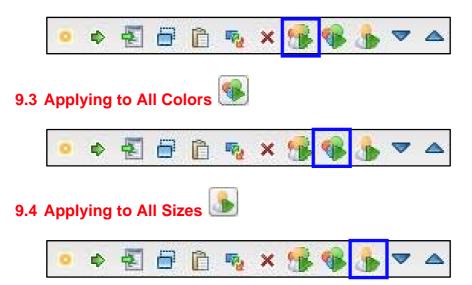
For costing information to appear on the **Summary - Landed Cost** tab, the various operations must be applied to the related color and size combinations.

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.

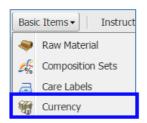
# 9.2 Applying to All Colors and Sizes





# **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.

Search 🚺 Clear 💭 Recent Items	Cu	rrency	_	_		
Description		Create 🦻 Edit 🛛	🗙 Delete 🗖 Disp	lay 🖏 Print 🔹		
Technical Code		Technical Code	Design Code	Name	Description	Date
Design Code		LectraDefaultCurre	inc	LectraDefaultC	CurrencLectra default cur ncy	re 04/08/2013
Name		EUR	EUR	EUR		04/09/2013
Description		EUR2	EUR2	EUR2		04/09/2013
	<b></b>	USD	USD	USD		04/09/2013
		CAD	CAD	CAD		04/09/2013
Currency		GBP	GBP	GBP		04/09/2013
Abbreviation		CHF	CHF	CHF		04/09/2013
Symbol		JPY	JPY	JPY		04/09/2013

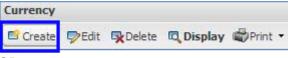
5. The **Currency** record opens in the window. Note the rates per season in the bottom section.

CURRENC	Y DISPLAY	🦚 t 🖆 🥢 💥 t 🖏 - t 🖡
Description		
Abbreviation		Symbol
Use default rate		Default Rate 1
Technical Code EUR		Name EUR
Design Code EUR		Description
Rate		
Rate	Season	
No data		



## **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 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  $\blacksquare$  to save the new **Currency**.

CURREI	NCY CREATE		
Description			
Abbreviation Use default rate Technical Code		Symbo Default Rate Name 🖬 Description	
Rate Create Rate	Season		



# **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.

Currency				
🖻 Create 🦻 Edit	🕵 Delete 🔍 Disp	lay 🛱 Print 🔹		
Technical Code	Design Code	Name	Description	Date
LectraDefaultCurre	enc	LectraDefault	CurrencLectra default cu ncy	rre 04/08/2013
EUR	EUR	EUR		04/09/2013
EUR2	EUR2	EUR2		04/09/2013

OR



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