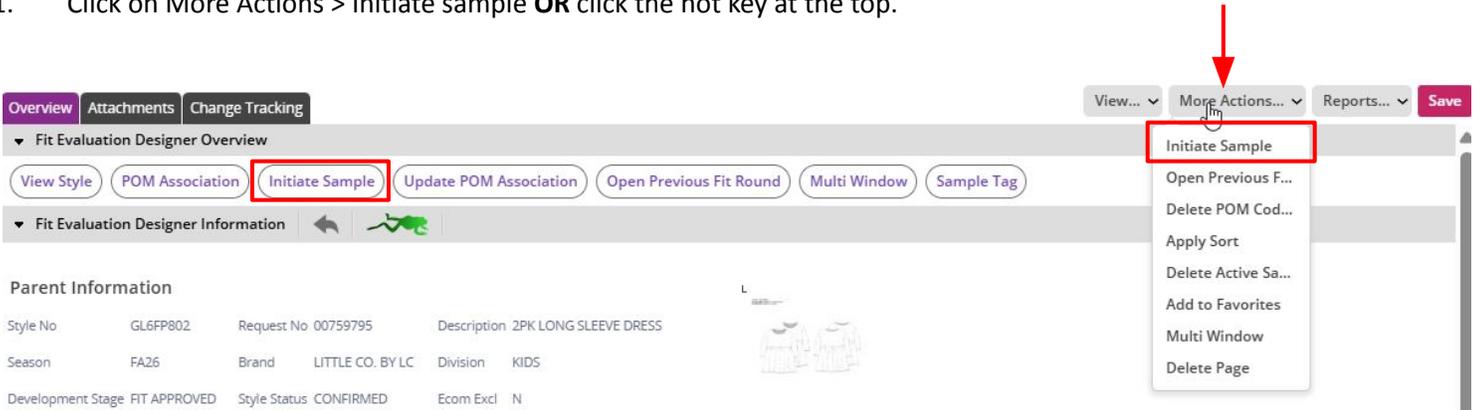


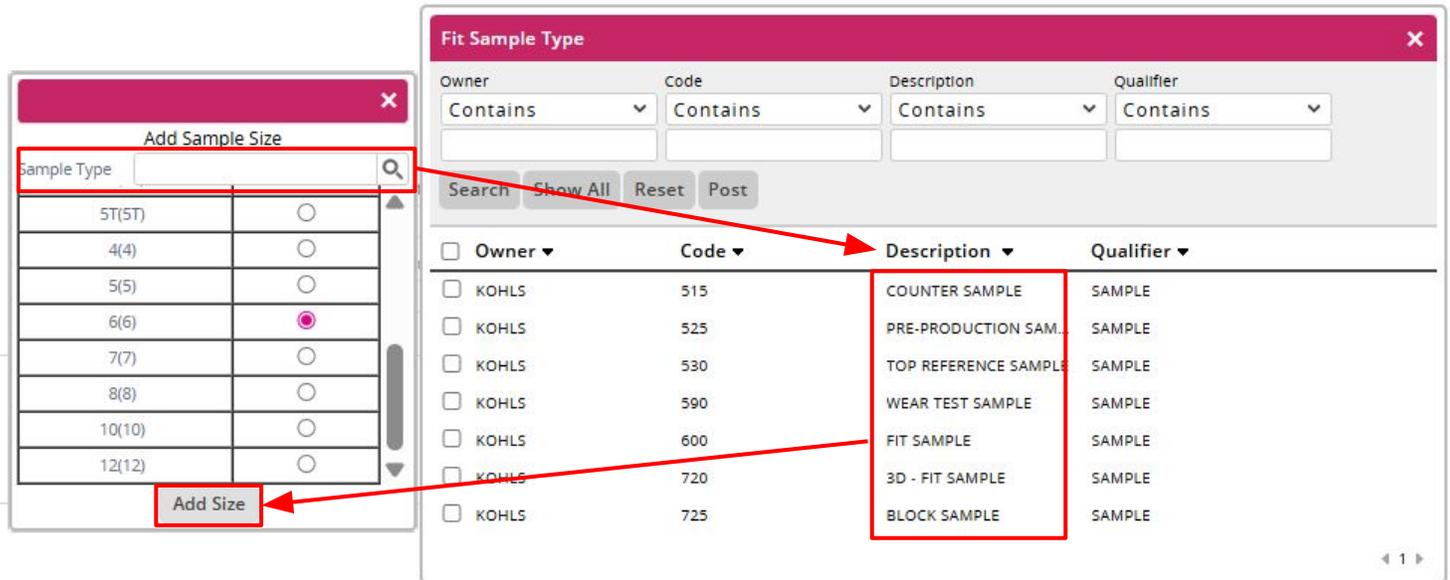
## INITIATE SAMPLE

Ensure sample status is filled in and save prior to initiating next sample.

1. Click on More Actions > Initiate sample **OR** click the hot key at the top.



2. The Add Sample Size box will appear. Choose the sample type and sample size to initiate. Type ahead or select the magnifying glass to view all options available.
3. Select sample type by double clicking, then click add size. The screen will now show a new sample round.



**WARNING:** If a different sample size is selected then current sample size, a separate fit eval will be created and previous sample round will not be locked down due to different sample sizes.

Sample Selection				
Fit Sample	Size	Sample #	Sample Type	Fit Status
All	18W			
Sample 1	18W		COUNTER SAMPLE	NOT APPROVED
All	22W			
Sample 1	22W	1202044	FIT SAMPLE	NEW



## INITIATE SAMPLE (CONT'D)

- The new sample will open. Fill in the ownership field on the new sample round. Either type ahead or choose magnifying glass and select correct ownership.

Sample Selection

Fit Sample	Size	Sample #	Sample Type	Fit Status	
All	10				
<a href="#">Sample 2</a>	10	<a href="#">1202047</a>	FIT SAMPLE	NEW	
<a href="#">Sample 1</a>	10		COUNTER SAMPLE	NOT APPROVED	1

**Evaluation Information**

Agent:  Vendor:  Factory:

Adopted Style Handoff:  PP Deadline:  UM:

Number Format:  POM Page Description:

Created On:  Modified on:  Fit Workflow Alert:

**Sample Information**

Fit Sample:  Sample Type:  Fit Status:

Reason Code:

Date Received:  Ownership:  Decision Date:

Measurer 1:  Measurer 2:  Actual Fabric/Material:

Actual Trim/Hardware:  Block/Last Used:  Actual Outsole:

