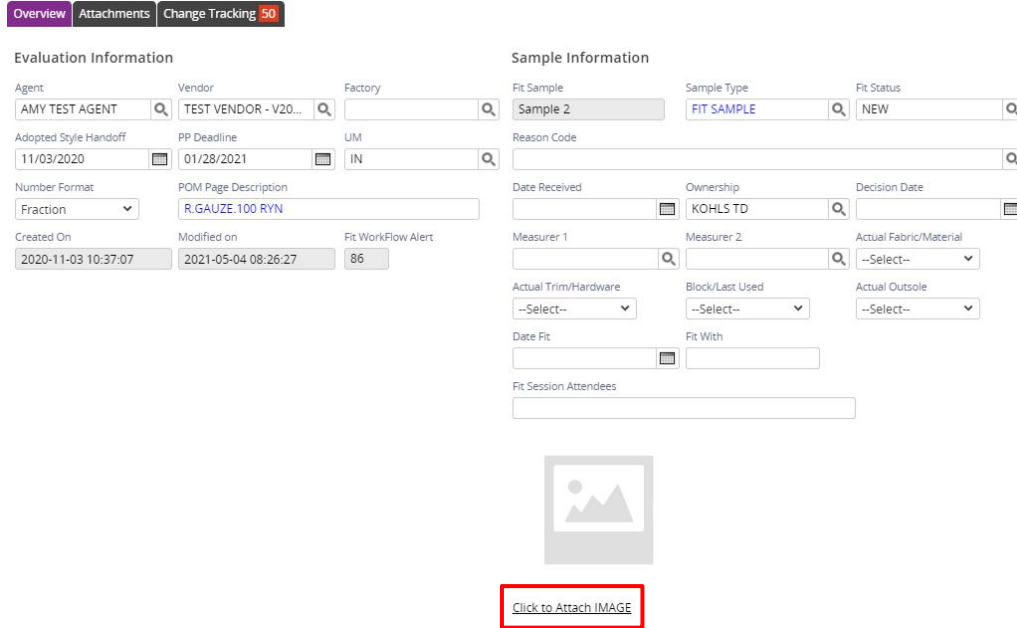


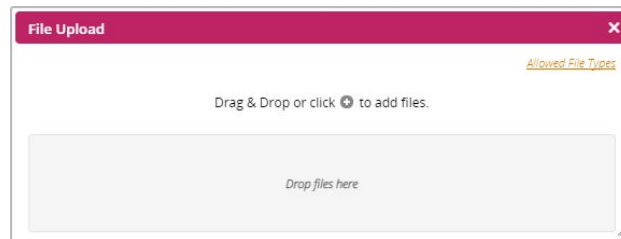
UPLOADING IMAGES AND FILES – OPTION 1: DRAG AND DROP

APPAREL ONLY: Fit images files, pattern files, and grading suggestion files get uploaded to the **fit eval attachments tab**.
HOME ONLY: Sample review image files get uploaded to the **fit eval attachments tab**.

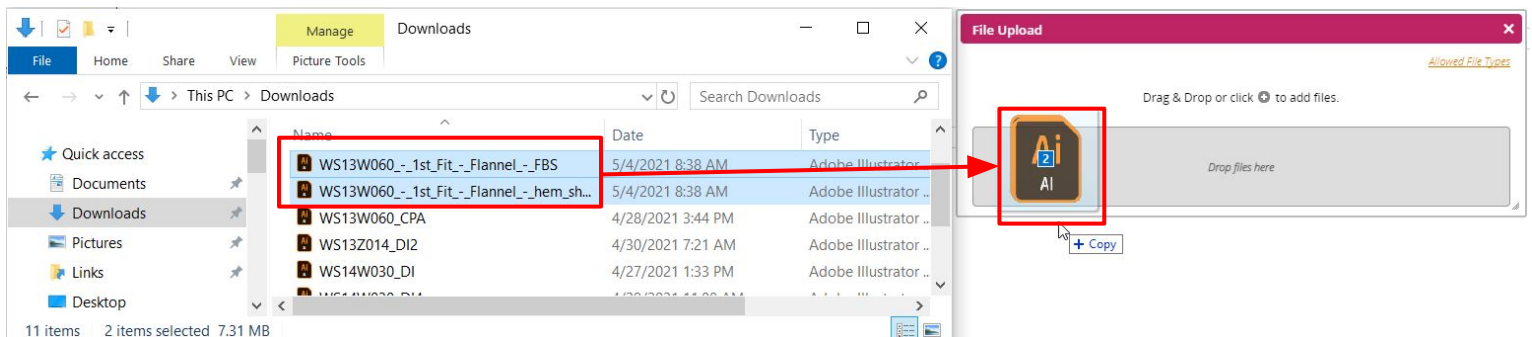
1. Navigate to the fit eval. Click on **Click to attach image**.



2. The File Upload window will appear.



3. Locate file or image to upload. Drag file and hover over “drop a file here”. Release mouse.
 Note: Multiple files can be selected and uploaded at one time. Each file will upload as a separate attachment.



FIT EVAL

UPLOADING FILES AND IMAGES - OPTION 1: DRAG AND DROP (CONT'D)



- The file(s) will begin to upload. The file upload window will close once the file(s) is finished uploading and file will appear on fit eval.

The screenshot shows the 'File Upload' window with two files being uploaded. A red box highlights the files, and an arrow points to a preview image of a red and black plaid jacket. The background shows the 'Evaluation Information' and 'Sample Information' tabs.

- To view additional files that were uploaded, click on the fit eval **attachments** tab. The attachments window will open and all uploaded files will be visible.

Overview **Attachments** Change Tracking 53

▼ Attachments

<input type="checkbox"/>	Sort	Attachment No	Description	Attached By	Date Attached
<input type="checkbox"/>	1	IMAGE	 L R E VER	KALLIE DURANT	2021-05-04 09:06:05
<input type="checkbox"/>	2	IMG1	 L R E VER	KALLIE DURANT	2021-05-04 09:06:04



FIT EVAL

UPLOADING FILES AND IMAGES - OPTION 1: DRAG AND DROP (CONT'D)

- For a file to be visible on the fit eval overview page, **IMAGE** must be entered into the Attachment No field and **1** must be entered into the Sort field. Only one file or image can be visible on the fit eval overview page.

Overview Attachments Change Tracking 52

Evaluation Information

Agent: AMY TEST AGENT Vendor: TEST VENDOR - V20... Factory: []

Adopted Style Handoff: 11/03/2020 PP Deadline: 01/28/2021 UM: IN

Number Format: Fraction POM Page Description: R.GAUZE.100 RYN

Sample Information

Fit Sample: Sample 2 Sample Type: FIT SAMPLE Fit Status: NEW

Reason Code: []



Date Received: [] Ownership: KOHLS TD Decision Date: []

Measurer 1: [] Measurer 2: [] Actual Fabric/Material: --Select--

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

Date Fit: [] Fit With: []

Fit Session Attendees: []

Sort	Attachment No	Description	Attached By	Date Attached
1	IMAGE	 L R E VER	KALLIE DURANT	2021-05-04 09:06:05
2	IMG1	 L R E VER	KALLIE DURANT	2021-05-04 09:06:04

Enlarge Add Edit IMAGE Versions

UPLOADING FILES AND IMAGES - OPTION 2: CLICK + TO ADD FILES

- Navigate to the fit eval. Click on **Click to attach image**.

Overview Attachments Change Tracking 50

Evaluation Information

Agent: AMY TEST AGENT Vendor: TEST VENDOR - V20... Factory: []

Adopted Style Handoff: 11/03/2020 PP Deadline: 01/28/2021 UM: IN

Number Format: Fraction POM Page Description: R.GAUZE.100 RYN

Created On: 2020-11-03 10:37:07 Modified on: 2021-05-04 08:26:27 Fit Workflow Alert: 86

Sample Information

Fit Sample: Sample 2 Sample Type: FIT SAMPLE Fit Status: NEW

Reason Code: []

Date Received: [] Ownership: KOHLS TD Decision Date: []

Measurer 1: [] Measurer 2: [] Actual Fabric/Material: --Select--

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

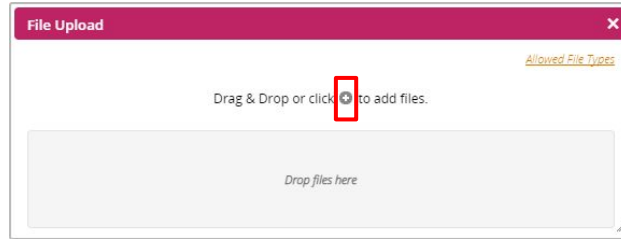
Date Fit: [] Fit With: []

Fit Session Attendees: []

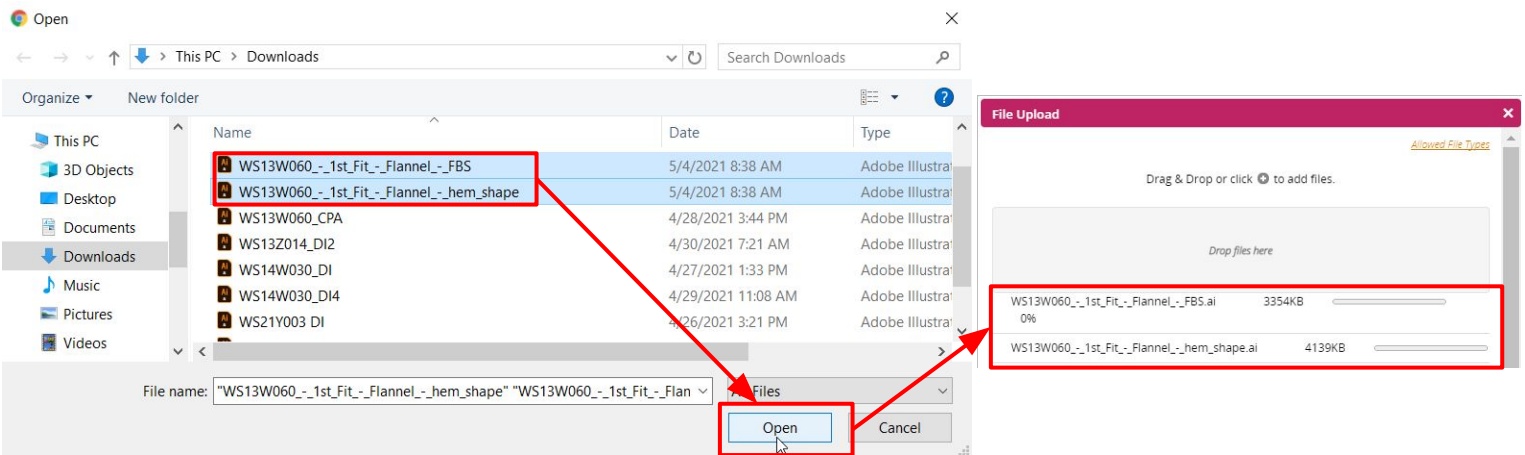
[Click to Attach IMAGE](#)

UPLOADING IMAGES AND FILES – OPTION 2: CLICK + TO ADD FILES (CONT'D)

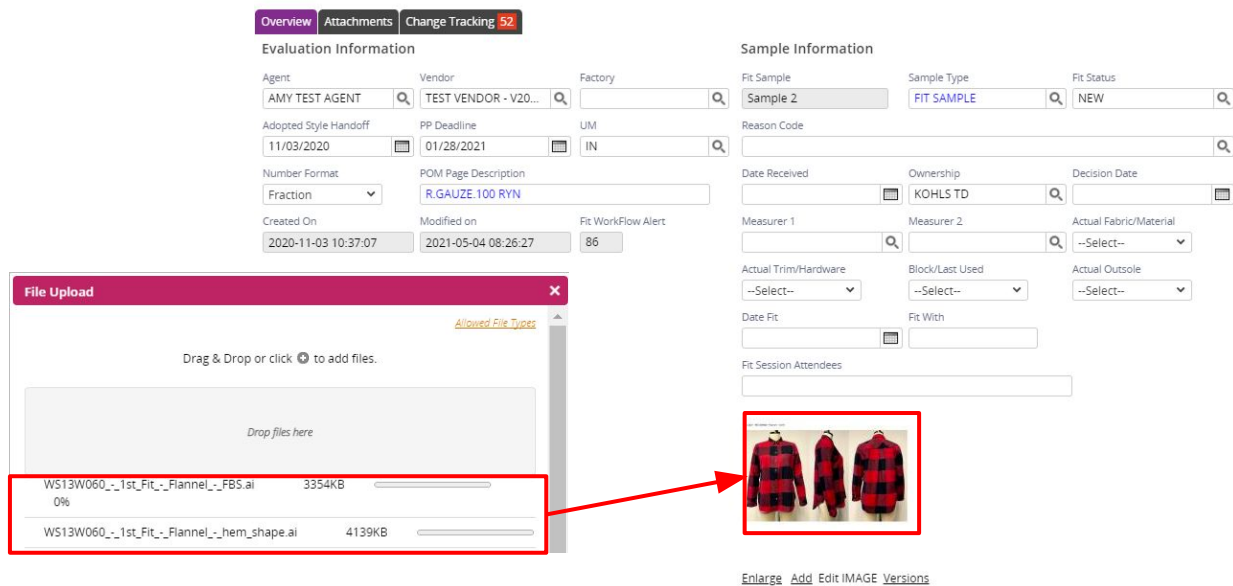
2. The File Upload window will appear. Click on the “+” to add files.



3. Locate file(s) to upload. Double click on the file(s) to upload **OR** click open.
Note: Multiple files can be selected and uploaded at one time. Each file will upload as a separate attachment.



4. The file(s) will begin to upload. The file upload window will close once the file(s) is finished uploading and file will appear on fit eval.



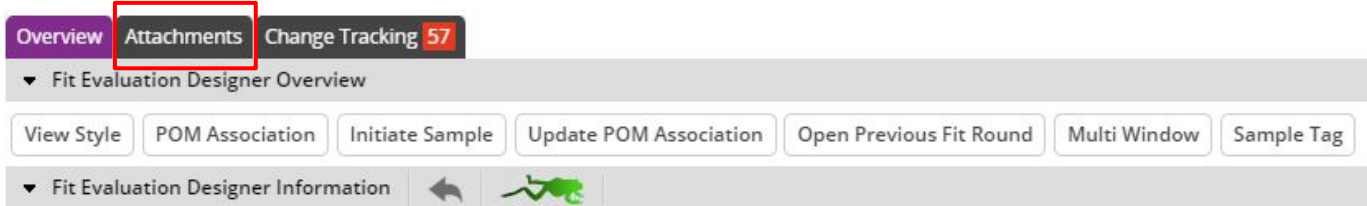
5. To view additional files that were uploaded, reference UPLOADING FILES AND IMAGES – OPTION 1: DRAG AND DROP.



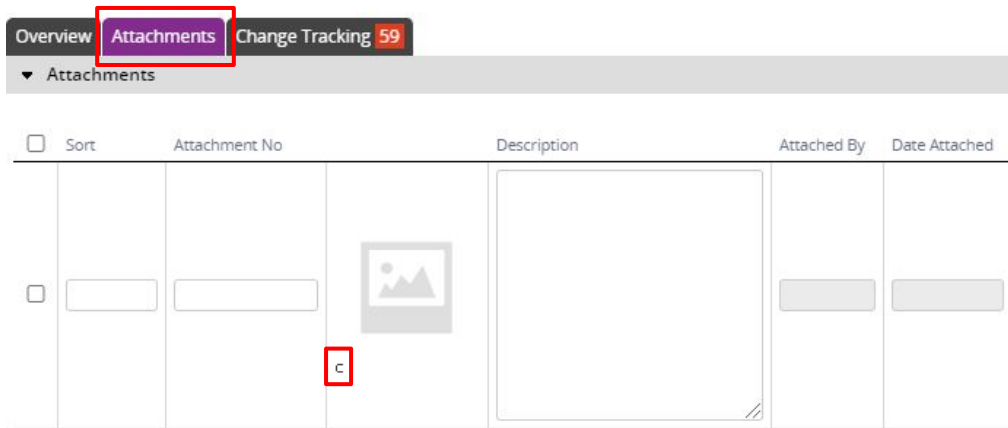
FIT EVAL

UPLOADING FILES AND IMAGES - OPTION 3: ATTACHMENTS TAB

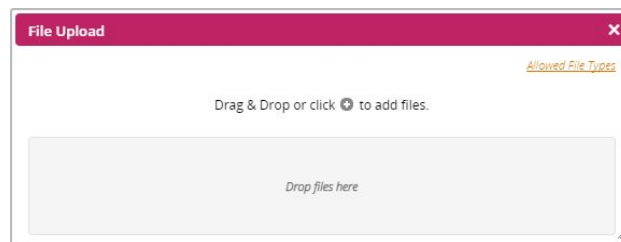
- From the Fit Eval Overview page, click on the **Attachments** tab of the fit eval.



- The Attachments window will open. Click **C** to upload file.



- The File Upload window will appear. Click the "+" to add a file **OR** use the drag and drop feature following the steps listed above in OPTION 1: DRAG AND DROP or OPTION 2: CLICK + TO ADD FILES.



- Once the file has finished uploading, click **Save** in the upper right hand corner.

