

PRINTING

PRINTING SAMPLE TAG REPORT – OPTION 1

1. Navigate to the **Fit Evaluation** window.
2. Click on Reports > Sample tag **OR** click the hot key at the top.
3. A new window will pop up with the system generated sample tag.

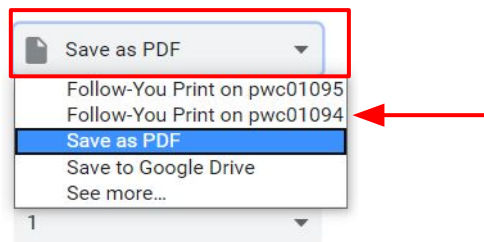
Note: Fill out all current fit evaluation information **BEFORE** printing sample tag to generate all data filled in on sample tag.

The screenshot shows the 'Fit Evaluation Designer Overview' window. The 'Reports...' menu is open, highlighting 'Sample Tag'. A browser window in the foreground shows the generated report for 'ONEPLM MANUAL TEMPLATE'. The report includes sections for 'FIT SAMPLE', 'POM Page', 'MENS TOPS KNIT ALPHA', and 'T&A'. The 'FIT SAMPLE' section contains details like Date Shipped, Sample #, and Round #. The 'POM Page' section lists various measurements and specifications. The 'T&A' section includes the PP Deadline and X-Factory Date.

4. Select the Print Icon to enter preview mode.



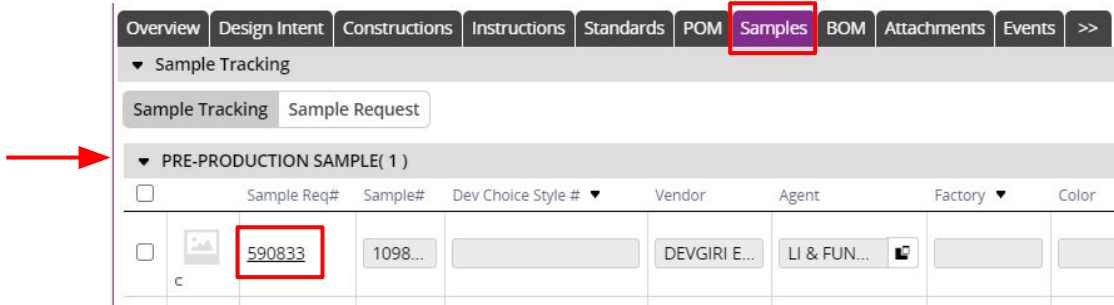
5. Follow computer settings to either save as PDF file **OR** print PDF.
Note: All sample tags must be printed on appropriate colored paper based on sample type.



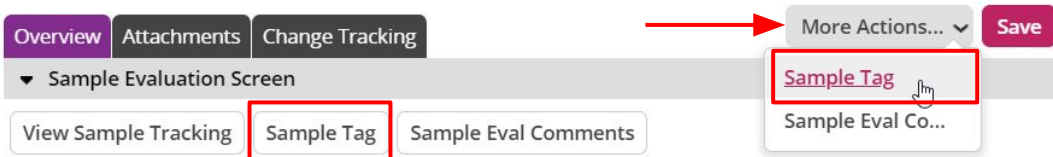
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PRINTING SAMPLE TAG REPORT – OPTION 2

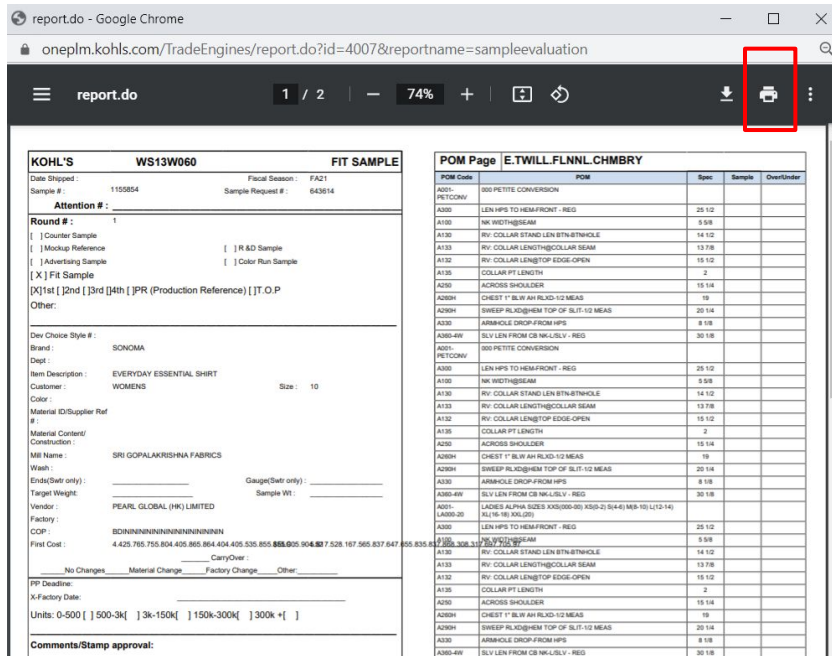
- Navigate to the Samples tab and then Sample Type. Click on the **Sample Req #** hyperlink.



- The Sample Eval window will open. Click More Actions > Sample Tag **OR** click the hot key at the top.



- A new window will pop up with the system generated sample tag. Select the print icon to enter preview mode.



- Follow computer settings to either save as PDF file **OR** print PDF.
Note: All sample tags must be printed on appropriate colored paper based on sample type.

