

PRINTING

BATCH PRINT FOR MULTIPLE STYLES – TECH SPEC REPORT ALL

Batch printing from the Style Search List allows for multiple tech specs to be printed at one time. **Tech Spec Report All** prints out entire tech pack and ALL fit eval rounds at once.

- 1. Navigate to the Dashboard.
- 2. Click on **STYLE** on the far left.

| KOHĽS | | Style 🔻 | Quick Search Go Global Search |
|---|---|--|--|
| DESIGN CENTER | ALERTS | new | Tech Design Assign Tasks |
| DESIGN CENTER DASHBOARD = Dashboard = Artwork Library = Material Library = Style = Sample Tracking = Fit Evaluation = Material Palettes | RFQ/Style Comment Sample VPSD Updated Offer Confirmed Material Change Style No. Change Sample Eval Updates | 265 8119 2199 6409 339 1283 | Styles Ready for Handoff Mass Manage Tech Spec - TD Footwear Confirmed Styles Mass Update POM Tolerance Mass Update POM Grading Uploaded Styles Mass Manage Fit Eval |
| = Line Sheet | Quick Search | | Mass Manage Fit Eval |
| | Style Enter value to search | ~ | Mass Manage POM |
| | Go | | TD Queries Search for Fit Evals Sample Tracking List-TD |

- 3. The Advance Search: Style window will open. Type ahead or use the magnifying glass to fill in any of the below fields to help narrow your search **OR** select a from the saved search list. See how to open a saved search under the DASHBOARD section, Opening a Saved Search.
- 4. Once desired fields are filled out, click Search.

| SIGN CENTER | Style: LIST | | | | | | | | | | | | |
|-------------------|-------------------|--|--------------------|--------|------------------------|-------|------------------------|-----|--------------------|-------------|---------------|--|--|
| HBOARD | ▼ Advanced Search | n: Style | | | | | | | | | | | |
| | Style Search | | | | Actors | | | | Operational Search | | | | |
| | Style No | | Request No | | Product Manager | | Associate Product Mana | ger | Field | Operation | Value | | |
| | | | | | | Q, | | Q, | ~ | ~ | | | |
| | Description | | Development Stage | | Product Coordinator | | Product Specialist | | × | ~ | | | |
| | | | DEVELOPMENT | Q | | Q, | | O, | × | | | | |
| | Fiscal Season | | Commodity | | Designer | | Assoc/Asst Designer | | ~ | ~ | | | |
| | FA21 | Q | | Q | | Q, | | Q, | Change Tracking S | earch | | | |
| | Brand | | Division | | Technical Designer | | Classification Contact | | Changes Since | | | | |
| | SONOMA | Q, | WOMENS | Q | KALLIE DURANT | Q, | | Q, | Select V | | | | |
| | Customer | | Product Type | | | | | | | | | | |
| | | Q | | Q | BOM Component | Searc | :h | | | | | | |
| | Buy Program | | Product Category | | Supplier Ref # | | Material No | | | | | | |
| | | Q, | | Q | | Q, | | Q, | | | | | |
| | Style Status | | Merchandise Code | | | | | | | | | | |
| | | Q, | | | | | | | | | | | |
| | Base Request No | | Created By | | | | | | | | | | |
| | | Q | | | | | | | | | | | |
| | Dept | |]_ | | | : | | | - | | | | |
| | | Q | | HUI | ME ONLY: It | IS I | best practi | cet | 0 | | | | |
| | search by Dept #. | | | | | | | | | | | | |
| | | | | | , , | | | | Clear Fields | Cancel Save | Search Search | | |
| | | | | | | | | | | | | | |
| ODUCTION SOURCING | | Mass Style Handoff Report Tech Spec All Report Tech Spec-Fit Active Report | | | | | | | | | | | |
| ODUCTION SOURCING | Mass Style Han | idoff Rei | port Tech Spec All | Report | Tech Spec-Fit Active R | eport | | | | | | | |
| | Mass Style Han | idoff Rej | port Tech Spec All | Report | Tech Spec-Fit Active R | eport | | | | | | | |



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- 5. The Style List window will appear.
- 6. Click the small box to the left of each style to print.
- 7. Click More Actions > Tech Spec All Report **OR** click the hot key at the top.

| | | | | | | | | | | | | | | More Ac | w | |
|------|-----------|------------|------------------|--|---------------------|--------------|-------------------|----------------|-----------------|-------------|---------|------------|-------------------|------------------------------------|---------|-------------------|
| | | d Search | : Style | | | | | | | | | | | Reinstate | | |
| • St | ityle Lis | t | | | | | | <1 > | | | | | | Drop Style | | |
| | Mass S | tyle Han | doff Report Te | ch Spec All Report Tech Spec-Fit Active Report | | | | | | | | | | Mass Sam | | |
| | | • | Style No 🔻 | Description 🔻 | Development Stage 🔻 | Request No 🔻 | Base Request No 🔻 | Style Status 🔻 | Fiscal Season 🔻 | Commodity 🝷 | Brand 🔻 | Division - | Product Manager 🔻 | Mass Style Produce Tech Spec | tegory | Buy Program |
| | Q | Lah | WM13G002 | LONG SLEEVE SIDE SHIRRED DRESS | DEVELOPMENT Q | 00626836 | | NEW | FA21 | APPAREL | SONOMA | WOMENS | AMANDA WILS | DRES Tech Spec | -Fit Ac | |
| | R | -00 | <u>WM136033</u> | NURSING LONG SLEEVE HENLEY DRESS | DEVELOPMENT Q | 00626842 | | NEW | FA21 | APPAREL | SONOMA | WOMENS | AMANDA WILS | DRESS/ROMPER | | |
| | (Q) | ۲. | <u>WIV13G004</u> | LONG SLEEVE TIERED SCOOP NECK DRESS | DEVELOPMENT Q | 00626920 | | NEW | FA21 | APPAREL | SONOMA | WOMENS | AMANDA WILS | DRESS/ROMPER | | |
| | Q. | 18 | <u>WM13G005</u> | SHORT SLEEVE TIERED SCOOP NECK DRESS | DEVELOPMENT Q | 00630858 | | NEW | FA21 | APPAREL | SONOMA | WOMENS | AMANDA WILS | DRESS/ROMPER | | |
| | (Carl | 1 | WM13Y003 | SHORT SLEEVE BUTTON FRONT TIERED DRESS | DEVELOPMENT Q | 00630867 | | NEW | FA21 | APPAREL | SONOMA | WOMENS | AMANDA WILS | DRESS/ROMPER | | |
| | R | 80 | WS13W060 765 | EVERYDAY ESSENTIAL SHIRT | DEVELOPMENT Q | 00623361 | | NEW | FA21 | APPAREL | SONOMA | WOMENS | KELSEY PEPMEIER | TOPS | | SOAR-F21-WMNS SON |
| | A) | 00 | WS13W065 | POPOVER SHORT SLEEVE SHIRT | DEVELOPMENT Q | 00625312 | | CONFIRMED | FA21 | APPAREL | SONOMA | WOMENS | KELSEY PEPMEIER | TOPS | | SOAR-F21-WMNS SON |
| | (| ۵ <u>۵</u> | WS13W075 | LONG SLEEVE FEMME TOP | DEVELOPMENT Q | 00625360 | | CONFIRMED | FA21 | APPAREL | SONOMA | WOMENS | KELSEY PEPMEIER | TOPS | | SOAR-F21-WMNS SON |

- 8. The Report Attributes window will appear.
- 9. Click the small boxes to the left to select which page(s) of the tech pack to print, then click Generate Report. NOTE: You can also select the page size. It automatically defaults to A4(11.7in X 8.26in).

| eport Attributes | × | Report Attributes | | | | | | |
|--------------------------------|-------------------|------------------------------|------------------|------------------|--|--|--|--|
| Please select the | page size. | Please select the page size. | | | | | | |
| US Letter(11. A4(11.7in X 8 | | | A4(11.7in X 8. | | | | | |
| ase deseled US Letter(11. | | Please | US Letter(11.0 | | | | | |
| Z Tech Spec Tabs | Image(s) Per Page | | Tech Spec Tabs I | mage(s) Per Page | | | | |
| Attachments | 1 🗸 | | Attachments | 1 🖌 | | | | |
| Design Intent | 1 🖌 | | Design Intent | 1 🖌 | | | | |
| BOM | | | BOM | | | | | |
| Constructions | 1 | | Constructions | 1 | | | | |
| Instructions | 1 | | Instructions | 1 🖌 | | | | |
| Standards | 1 👻 | | Standards | 1 🖌 | | | | |
| POM | | | POM | | | | | |
| Generate Re | eport | | Generate Re | port | | | | |

HOME ONLY

APPAREL ONLY

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PRINTING

BATCH PRINT FOR MULTIPLE STYLES – TECH SPEC REPORT ALL (CONT'D)

- 10. A second window will pop up automatically generating PDF report for printing. Select the Print Icon to enter preview mode.
- 11. Follow computer settings to either save as PDF file **OR** print PDF.

