

PRINTING

BATCH PRINT FOR MULTIPLE STYLES – TECH SPEC FIT ACTIVE

Batch printing from the Style Search List allows for multiple tech specs to be printed at one time. **Tech Spec Fit Active Report** prints out tech pack and last fit eval round.

- 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 Style	~	 Mass Manage Fit Eval Mass Manage POM 					
	Enter value to search		TD Queries					
	Go		 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	Advanced Search: Style													
	Style Search		Actors				Operational Search							
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	SONOMA	Q	WOMENS	Q	KALLIE DURANT	Q		Q	Select					
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QUEST FOR QUOTE														



PRINTING

BATCH PRINT FOR MULTIPLE STYLES – TECH SPEC FIT ACTIVE (CONT'D)

- 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 Fit Active Report **OR** click the hot key at the top.

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Advanced Search: Style												Reinstate					
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- 8. A second window will pop up automatically generating PDF report for printing. Select the Print Icon to enter preview mode.
- 9. Follow computer settings to either save as PDF file **OR** print PDF.

