



# Easy Navigation in onePLM



**Audience:** All onePLM users

*\* Share the wealth! Pass this document to your cross-functional partners*

**Content:**

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- Smart Navigation
- Smart Searching
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# Functionality

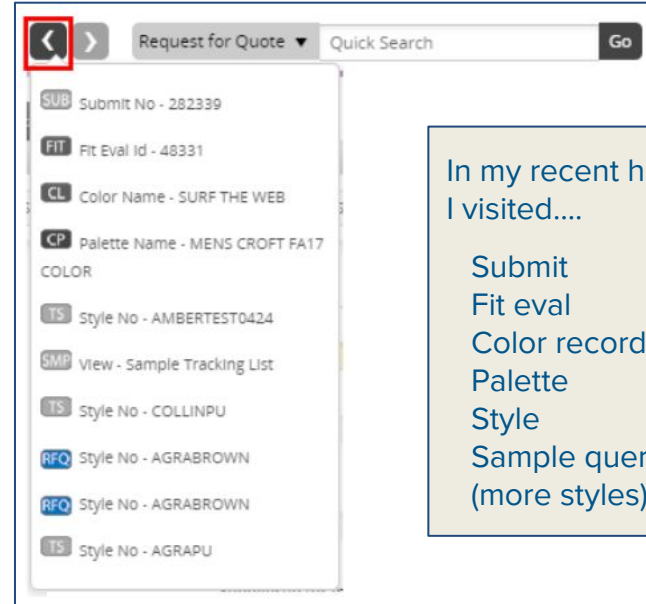
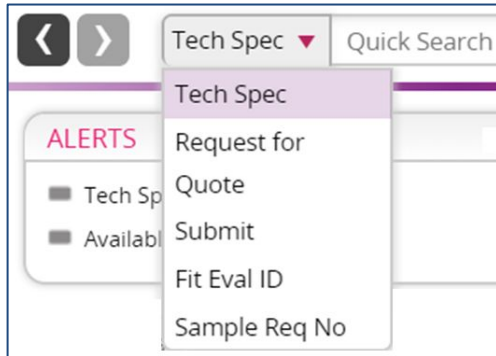
## Back / Forward Buttons

Click to go “back” or “forward”



Hold down the back button to view a list of recent items you visited

## Quick Search



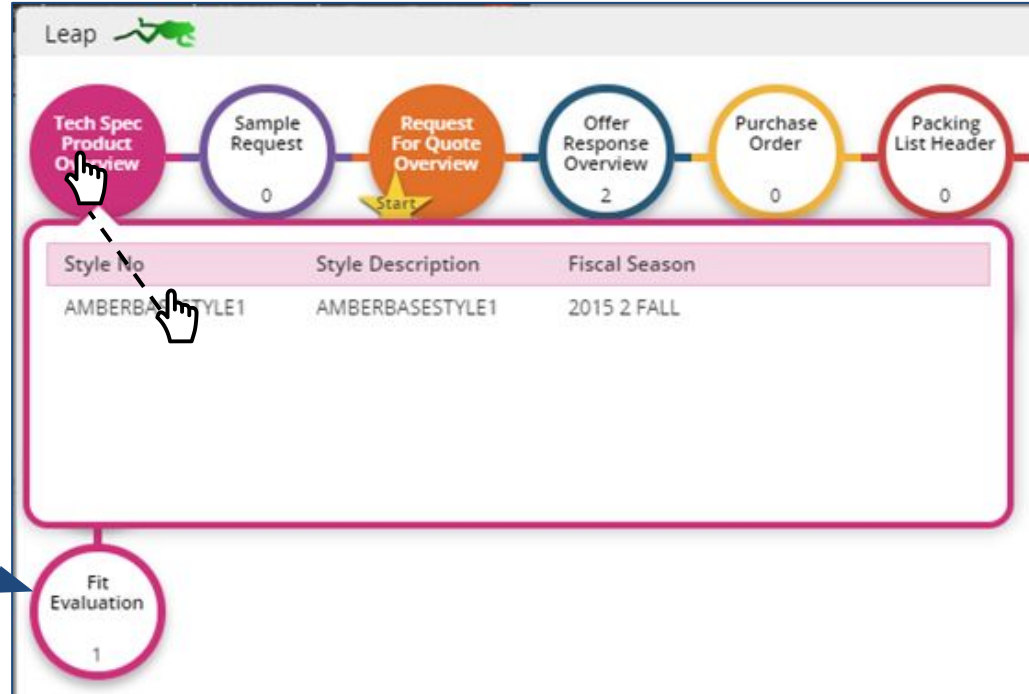
In my recent history, I visited....

Submit  
Fit eval  
Color record  
Palette  
Style  
Sample query  
(more styles)

# Smart Navigation

## How do I find the style's technical specifications?

1. Navigate to the Development Choice style
2. Navigate to the Request for Quote page
3. Click on the “leap frog” 
4. Hover over “Tech Spec Product Overview”
5. Click on the Style No



The screenshot shows the Leap navigation interface. At the top, there is a breadcrumb trail with six circular buttons: "Tech Spec Product Overview" (pink), "Sample Request" (purple, 0), "Request For Quote Overview" (orange, 1, with a yellow "Start" arrow), "Offer Response Overview" (blue, 2), "Purchase Order" (yellow, 0), and "Packing List Header" (red, 0). Below the trail is a table with the following data:

Style No	Style Description	Fiscal Season
AMBERBASESTYLE1	AMBERBASESTYLE1	2015 2 FALL

At the bottom of the interface is a "Fit Evaluation" button (pink, 1). A callout box points to this button with the text: "You can also 'leap' to other related items, like the Fit Eval".

You can also “leap” to other related items, like the Fit Eval

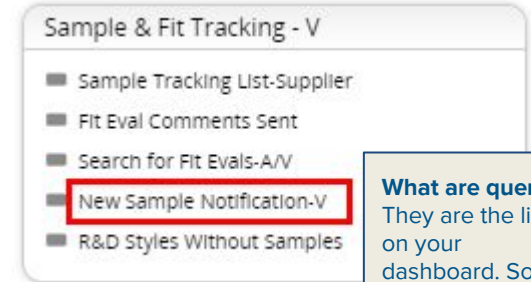
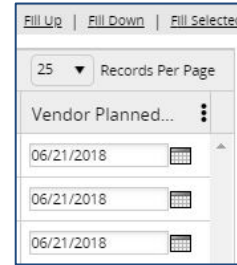
# Smart Navigation

I need to view / edit items across many styles. Where's the best place to start?

**Try 1st:** See if there is a way to “mass manage” from one screen

**Example:** I need to enter “Vendor Planned Ship Date” for all my new sample requests

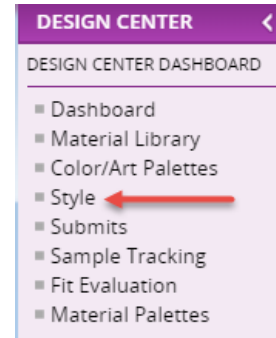
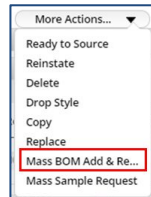
1. Use the “New Sample Notification” query
2. Results will auto-populate. Use search fields to filter down if needed
3. Navigate to the “Vendor Planned Ship Date” column
4. Enter in one of the fields, then use Fill Up / Down / Selected



**What are queries?**  
They are the links on your dashboard. Some auto pull results for you. Others help you mass manage. All have exportable results

**Example:** I need to replace a hangtag with a new one across many styles

1. Use the Left Navigation bar's "Style" search
2. Generate your desired search results
3. Click the checkbox next to the styles you want to affect
4. More Actions > Mass Add / Replace BOM

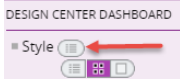


# Smart Navigation

I need to view / edit items across many styles. Where's the best place to start?


**Try 2nd:** Click through search results

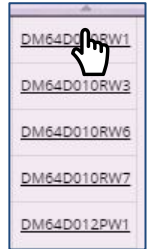
**Example:** I need to quickly add a new color to 10 styles

1. Use the Left Navigation bar's "Style" search
2. Generate a narrowed search
3. On the left nav bar, click on this icon 
4. Your search results will appear directly below that icon. Click on the first style. Add your color + save. Click on the next style on the list. Repeat

*\*Bonus tip:* If needed, click on this icon to get back to your full search list

**Example:** I need to review the Quote page for many styles

1. Use either "Search for Quote" query or Left nav "Request for Quote" search
2. Generate desired search results
2. Click into the first search result
3. Use the record arrow navigation at the top to click through styles 



# Smart Searching

## How do I narrow my search results?

Review the given search fields. Use the field drop downs  where necessary

### Examples:

#### Search for items that do (or do not) have a certain value

*"I want to exclude cancelled samples from my search"*

Status

#### Search for items that have a blank value

*"I only want to search for development choice styles"*

#### Generate a very specific list of items for easy mass-managing or click in/out of

*"I want to click in and out of a list of styles"*

Type in this format: Style,style,style

#### Search between a date range

Between a and z Type in this format:  
01/01/2018 00:00:00, 02/01/2018 00:00:00

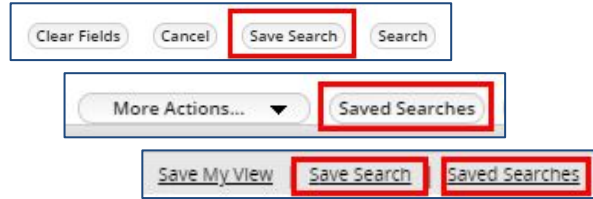
Est InDC

Type in this format 06/01/2018,07/01/2018

# Did you know...?

## You can save your searches

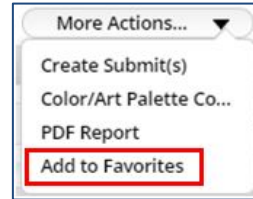
Look for the “save search” icon. Access later by clicking “saved searches”



Saved Searches		
Search Names	Save Date	
FA19 AdSamples AllBrands	05/24/2018	✖
Samples w/no Qty Rec'd	05/24/2018	✖
Samples w/o VPSD	05/24/2018	✖

## You can favorite items

“Favorite” your go-to styles, palettes and more



Access your favorites anytime by clicking the star icon



# Recommendations by Role

## Product Mgmt:

[PD Process & Tech Site](#) > My Role > [Navigation & Basics on the Key Resources page](#)

## Vendor (& Agent):

<https://link.kohls.com> > New Vendor Info > Resources > Private & Exclusive Brands > [onePLM](#) > “New to onePLM” job aid, section: [onePLM Navigation Checklist: Vendor \(& Agent\)](#)

# Need Help?

## Internals

Contact a Subject Matter Expert (“SME”) from [this list](#)

## Externals

- **Li & Fung:** Contact a Li & Fung Subject Matter Expert (“SME”)
- **Non Li & Fung:** Email [onePLMsupport@kohls.com](mailto:onePLMsupport@kohls.com)