



FOOTWEAR CTD

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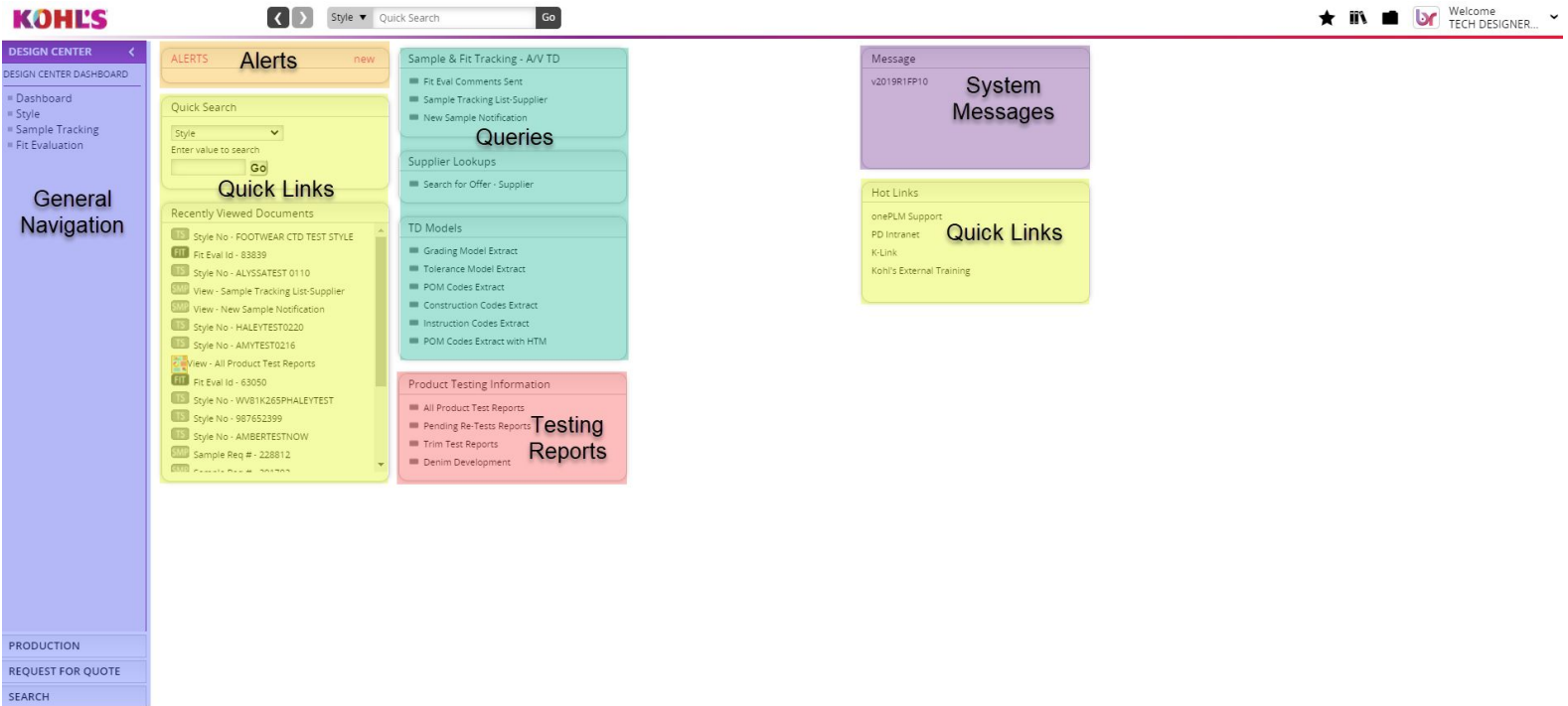
**FIND ADDITIONAL TRAINING MATERIALS, VIDEOS AND
ELEARNING HERE: [K-Link](#)**



DASHBOARD

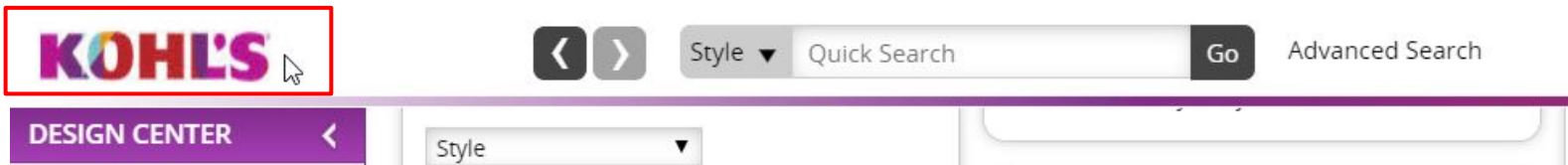
GENERAL NAVIGATION

General Navigation is available in the leftmost panel. Use the links provided to navigate directly to the areas indicated. Click one of these navigational links to find additional search types and pages.

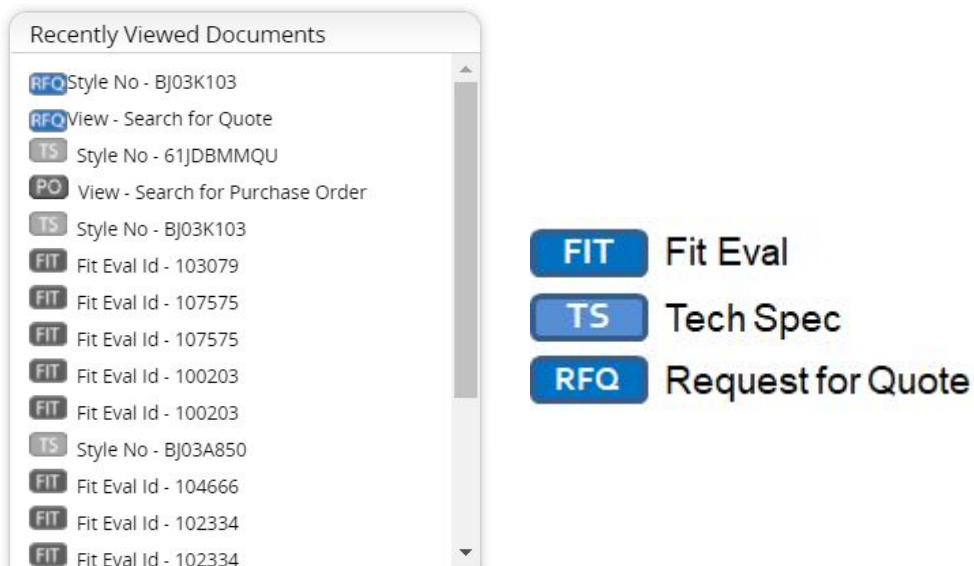


TIPS & TRICKS

Tip # 1: Click the Kohl's Logo to return back to dashboard main page.



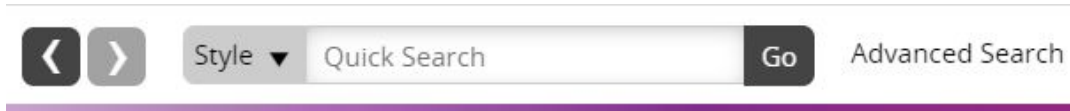
Tip # 2: Recently Viewed Documents displays and categorizes each viewed document.



DASHBOARD QUICK SEARCH

QUICK SEARCH NAVIGATION - OPTION 1

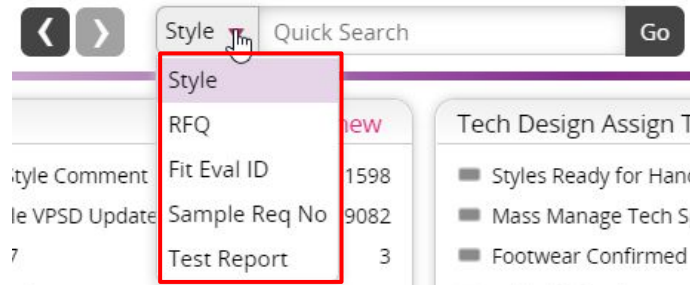
1. Locate the **Quick Search** box at the top left corner.



2. Click in the box and type ahead to search for a style or tech pack.



Note: Quick Search defaults to Style. Click on the drop down list to select a different category to search from.



3. Click **Go** or hit **Enter** on keyboard to generate the style search list.
4. From the style search list, click the style number to navigate to **Style Overview page**.



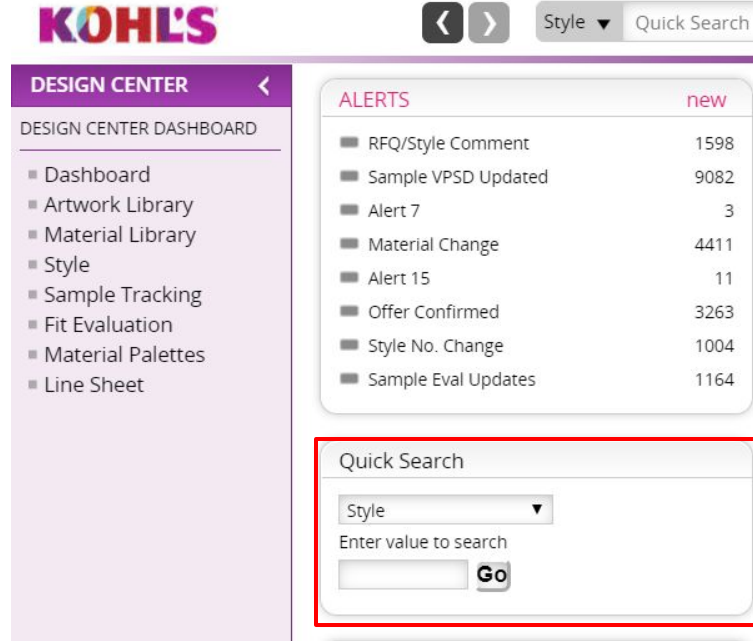
Style: LIST

Advanced Search: Style									
Style List									
		Style No	Description	Development Stage	Request No	Base Request No	Style Status	Fiscal Season	Commodity
<input type="checkbox"/>		BJ03K103 0	SS POCKET TEE	DEVELOPMENT	00601544		CONFIRMED	FA20	APPAREL
<input type="checkbox"/>		BJ03K103 0	DISNEY SS POCH	NEW	00601546		NEW	FA20	APPAREL

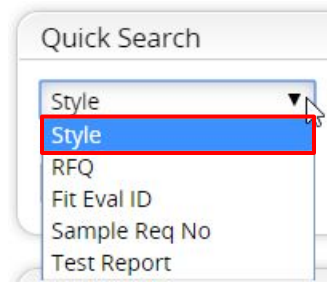
DASHBOARD QUICK SEARCH

QUICK SEARCH NAVIGATION - OPTION 2

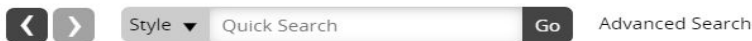
1. Locate the **Quick Search box** on the left hand side under alters.



2. Quick search defaults to Style. Choose from the drop down list and select the category before searching.



3. After selecting the category, click in the box and type ahead to search for style or tech pack. Click **Go** or hit **Enter** on keyboard.
4. From the style search list, click the selected style number to navigate to **Style Overview page**.



Style: LIST

Advanced Search: Style

Style List

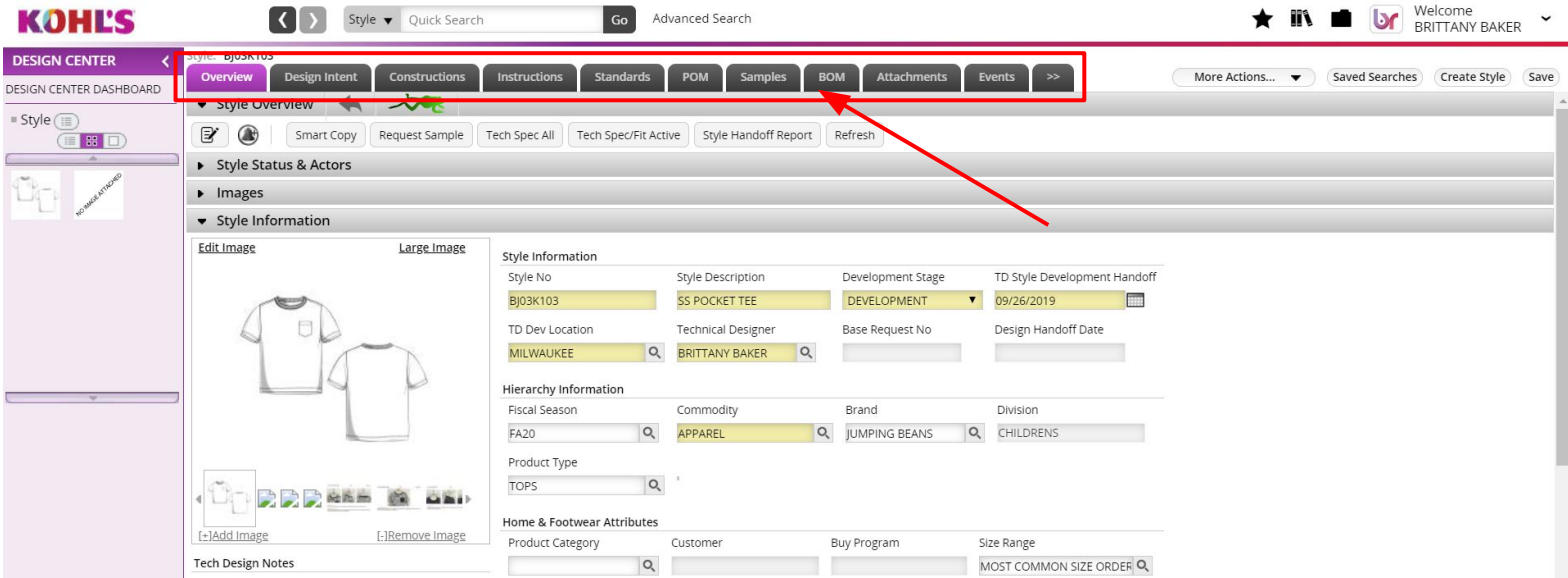
<input type="checkbox"/>		Style No	Description	Development Stage	Request No	Base Request No	Style Status	Fiscal Season	Commodity
<input type="checkbox"/>		BJ03K103	SS POCKET TEE	DEVELOPMENT	00601544		CONFIRMED	FA20	APPAREL
<input type="checkbox"/>		BJ03K103	DISNEY SS POCK	NEW	00601546		NEW	FA20	APPAREL

OVERVIEW PAGE

OVERVIEW PAGE

STYLE OVERVIEW NAVIGATION

The Style Overview includes style information and technical design specifications. There are different tabs located at the top. Each tab has separate pages with different information. To navigate, click on the desired tab. Footwear currently only uses the following tabs: Construction, Standards, POM (Points of Measure) and Attachments.

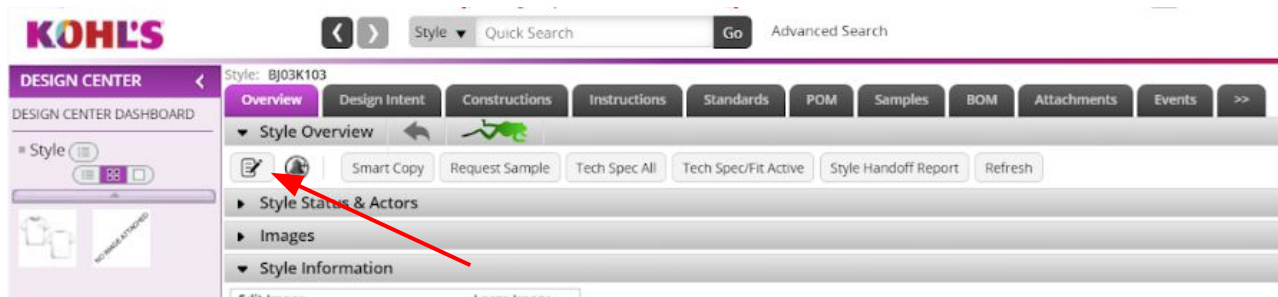


Note: Click on the **More Actions** drop-down menu to display more style functions.



THREADED MESSAGING

Threaded messaging allows communication on styles and stays with the style for future reference. To navigate to threaded messaging, click on the notebook icon under the Style Overview row. See [Threaded Messaging](#) section for more information.



OVERVIEW PAGE

STYLE STATUS AND ACTORS

Style Status & Actors defaults to be hidden on the Style Overview page. Click on **Style Status & Actors** row to unhide the information.

<< Search List Style: BJ03K103

Overview Design Intent Constructions Instructions Standards POM Samples BOM Attachments Events >>

▼ Style Overview

Smart Copy Request Sample Tech Spec All Tech Spec/Fit Active Style Handoff Report Refresh

▼ **Style Status & Actors**

Quote Information		Other Actors		
Request No	Style Status	Product Manager	Designer	Assoc/Asst Designer
00601544	CONFIRMED	MIKALA HEROLD		
Created By	Created Date	Associate Product Manager	Product Coordinator	Product Specialist
KOURTNEY KLEMP	2019-09-26 11:02:05	NICOLE ERDMANN		KOURTNEY KLEMP
Modified By	Modified Date	Classification Contact		
BRITTANY BAKER	2020-04-13 11:14:25	DENISE SMALLS		

► Images

▼ Style Information

Note: To revert back and hide the information, click anywhere on the **Style Status & Actors** row.

<< Search List Style: BJ03K103

Overview Design Intent Constructions Instructions Standards POM Samples BOM Attachments Events >>

▼ Style Overview


Smart Copy Request Sample Tech Spec All Tech Spec/Fit Active Style Handoff Report Refresh

► **Style Status & Actors**

► Images

▼ Style Information

Edit Image Large Image



[+]Add Image [-]Remove Image

Style Information

Style No	Style Description	Development Stage	TD Style Development Handoff
BJ03K103	SS POCKET TEE	DEVELOPMENT	09/26/2019
TD Dev Location	Technical Designer	Base Request No	Design Handoff Date
MILWAUKEE	BRITTANY BAKER		

Hierarchy Information

Fiscal Season	Commodity	Brand	Division
FA20	APPAREL	JUMPING BEANS	CHILDRENS
Product Type			
TOPS			

Home & Footwear Attributes

Product Category	Customer	Buy Program	Size Range

OVERVIEW PAGE

STYLE INFORMATION

The style Information provides details that will feed into reports. There is one required field for CTDs, Approved Last. Please see [Spec Completion](#) section for more details.

Style Information

Style No	Style Description	Development Stage	Style Development Handoff
CANAL	BLING WEDGE	DEVELOPMENT	07/19/2019
TD Dev Location	Technical Designer	Base Request No	
MILWAUKEE	ANGELA CARUSO		

Hierarchy Information

Fiscal Season	Commodity	Brand	Division
SP20	FOOTWEAR	TEKGEAR	FOOTWEAR
Product Type	FLIP FLOPS		

Home & Footwear Only

Product Category	Customer	Buy Program	Size Range
FOOTWEAR GENERAL	FTWR - WOMENS		WOMEN'S FLIPS S(5/6), M(7/8)
Dept	418		

Indicators

Quality Tier	Ecom Excl	Test Style	Hanging (FTWR)	Downtime
	No	No	Yes	No

Additional Indicators

<input type="checkbox"/>	CARRYOVER STYL		
<input type="checkbox"/>	APPROVED LAST	ABCD	

COLOR INFORMATION

The Color Information provides details on each colorway for this style. Widths will be indicated in the **Dev Choice Suffix** column. Material for each color will be in the **Meeting Needs** columns. Kohls TD will create the POM pages and fit evals based on this information. These are completed by PD. If there are any errors, please advise both PD and TD in Threaded Messaging.

Color/Artwork Information

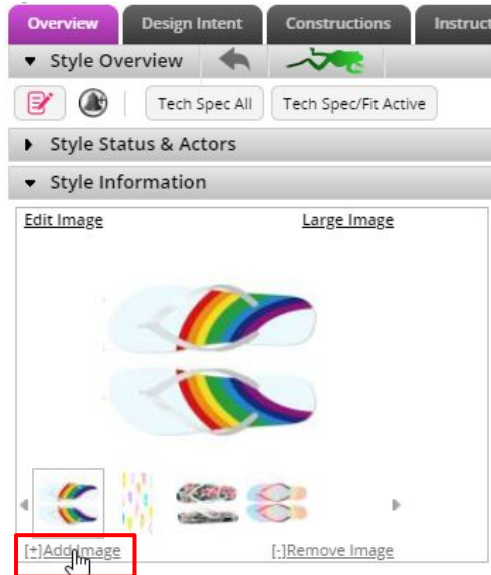
<input type="checkbox"/>	Name	Colorway	NRF	Type	Status	Dev Choice Suffix	Month	Meeting Needs
<input type="checkbox"/>	BLACK-FOOTWEAR	BLACK	001	COLOR		BLACK, BLACKW		PU
<input type="checkbox"/>	ICE-FOOTWEAR	ICE	450	COLOR		ICE		PU
<input type="checkbox"/>	NAVY-FOOTWEAR	NAVY	400	COLOR		NAVY		PU

OVERVIEW PAGE

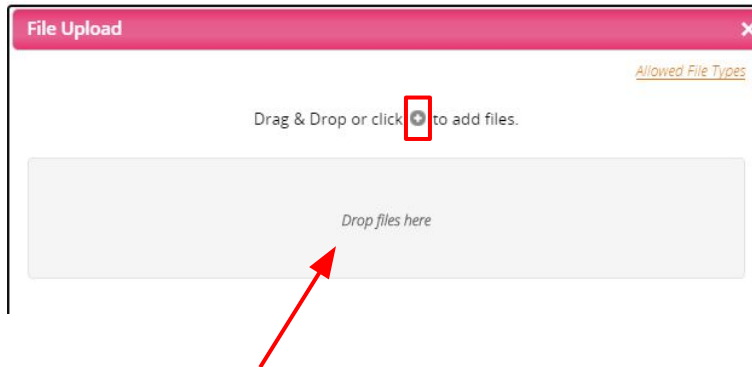
UPLOADING IMAGES

Note: Please make a distinct name for files (ex. BJO3K103 Front) with no special characters.

1. Click **[+] Add Image** in the image box under Style Information.



2. Drag and drop files from your computer on the File Upload page or click the + icon to search for images. Locate file to upload. Drag file and hover over the hand icon. The file will upload onto Style Overview Page and Attachments tab.



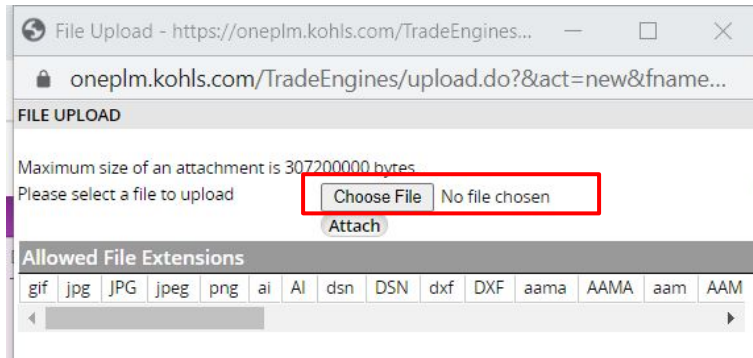
OVERVIEW PAGE

REPLACING IMAGES

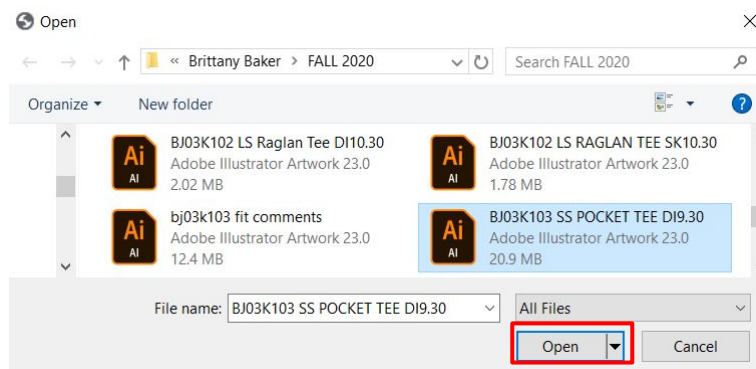
1. Click on the **Image** row near the top of the page to unhide images.
Note: Image row defaults to hidden.
2. Click the **R** symbol for Replace Image where the paper clip is shown to not replace an already existing image.
Note: Clicking **R** on an already **existing image** will replace existing image with new image.



3. The file upload window will pop up. Click **Choose File** to upload image.



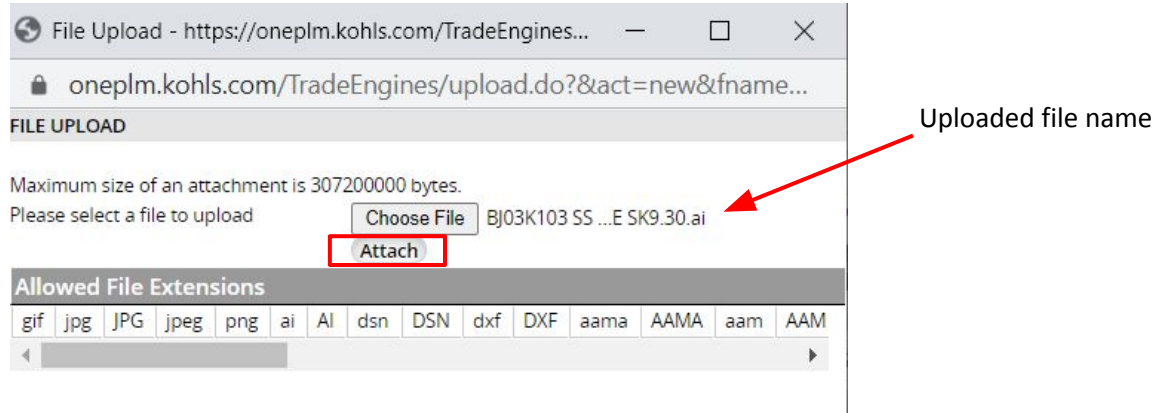
4. Locate file to upload. Click **Open**.



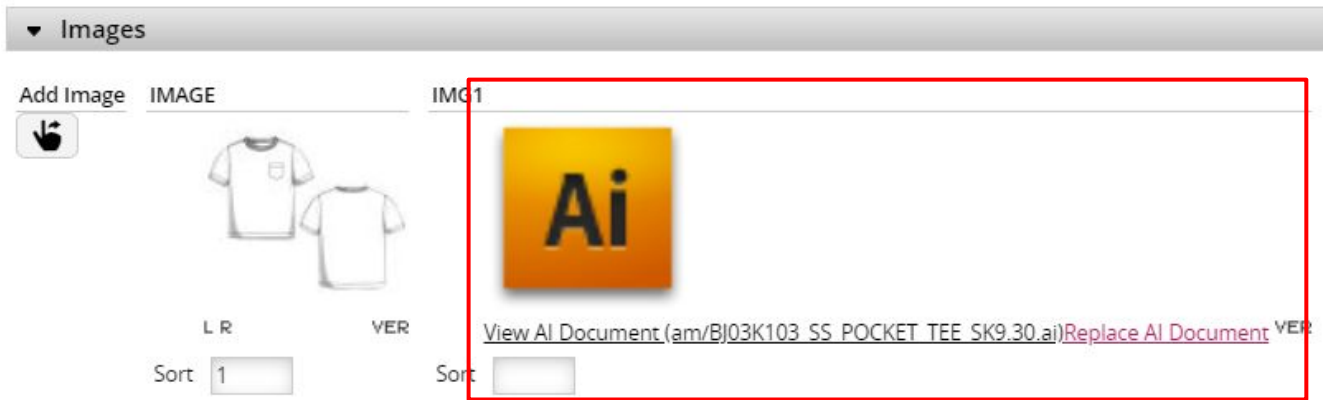
OVERVIEW PAGE

REPLACING IMAGES (CONT'D)

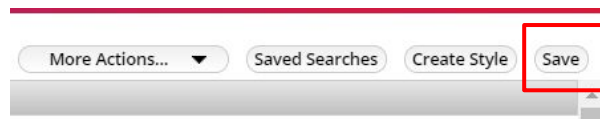
5. Click **Attach** in the file upload window.
Note: The file name appears to the right of the Choose File button.



6. When file is finished uploading, it appears in the Images section.



7. Click **Save** in top right corner. A system message generates to verify the file is successfully attached.



OVERVIEW PAGE

VIEW IMAGES

- To view images in larger format from the Style Overview page click on the **L** for Large View to generate downloadable image.

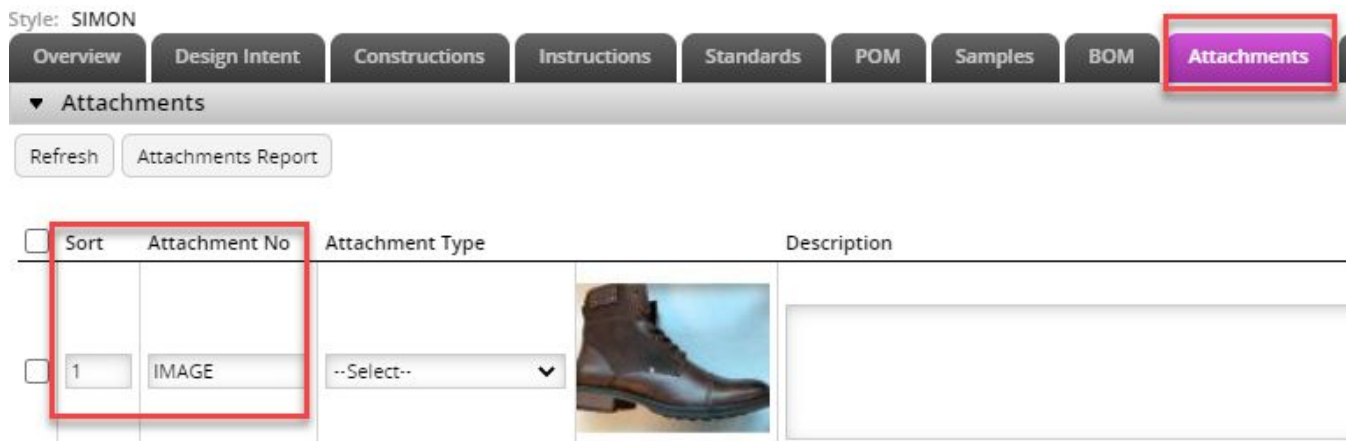


SORT IMAGES

- To sort files on the Style Overview page, go to the Attachments tab.
- Once the images are visible, enter the desired order starting from number 1. Enter the number in the **Sort Box** and hit **Save**. A system message generates to verify all changes are saved successfully.
- Please ensure the image that should be used as an icon for the style is sorted as #1 and listed as IMAGE in the "Attachment No" Column on the ATTACHMENTS tab.



Success Message(s)
Style BJ03K103 saved successfully.



OVERVIEW PAGE

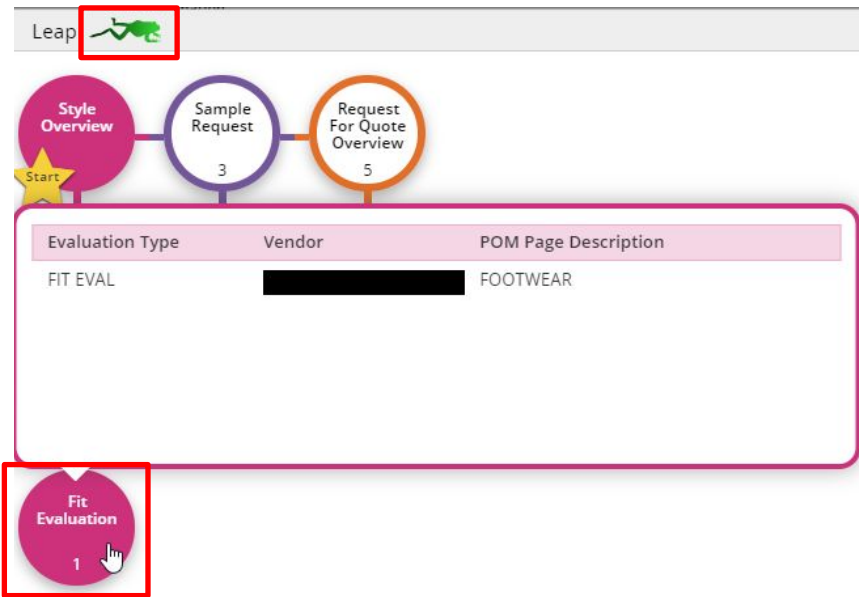
NAVIGATING PAGES USING LEAP FROG

Use the Leap Frog feature to navigate or jump to other sections within onePLM.

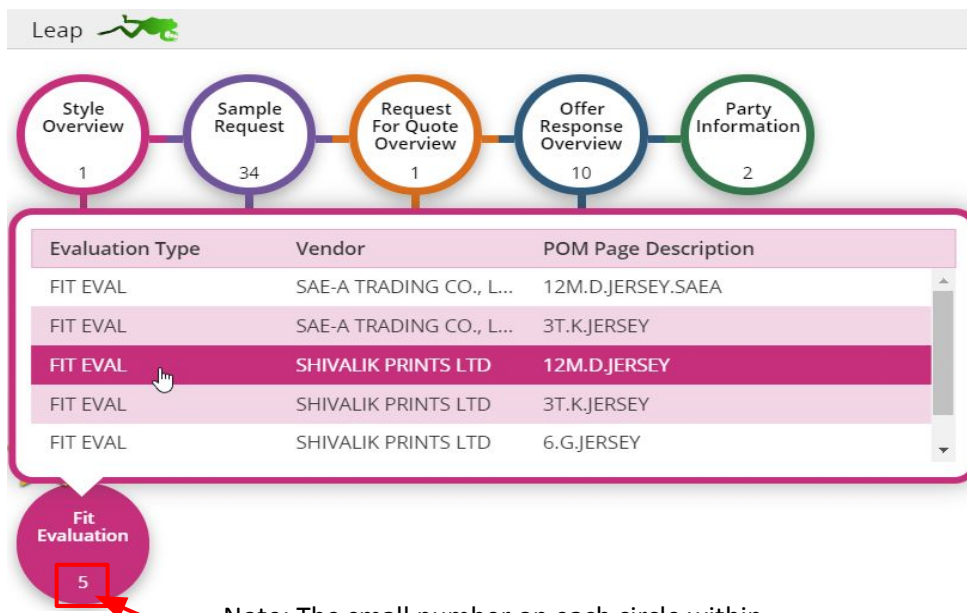
1. Click the **Leap** button within the style at the upper top left.



2. Hover over the circle representing the section to be viewed.



3. After hovering over the circle, click on the page to be viewed.



Note: The small number on each circle within the Leap Frog screen indicates the number of documents found in that grouping.

OVERVIEW PAGE

NAVIGATING PAGES USING LEAP FROG - BACK BUTTON

Use the **Back** Button to return to previously viewed Leap Frog related screen(s). The back button can only be used if you are in the Leap function and need to navigate to a previously-leaped screen.

1. Click Back button to go back one screen.

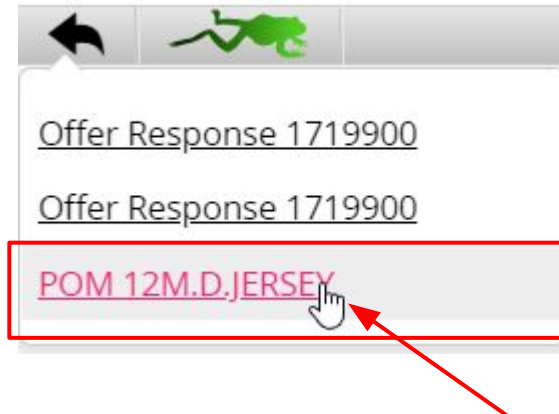
OR:



2. Click and hold the back button for a list of previously visited screen(s).



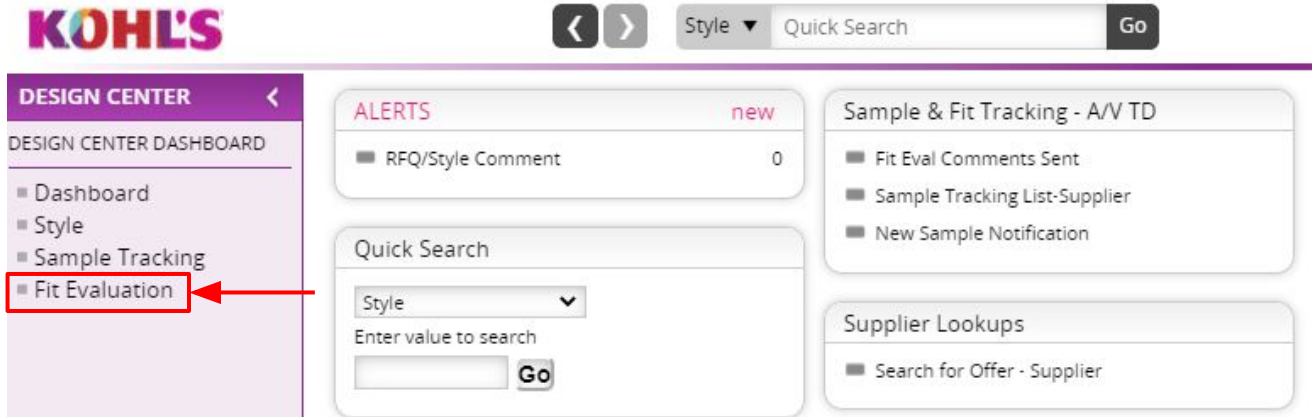
3. Click on the previously viewed screen to navigate back to it.



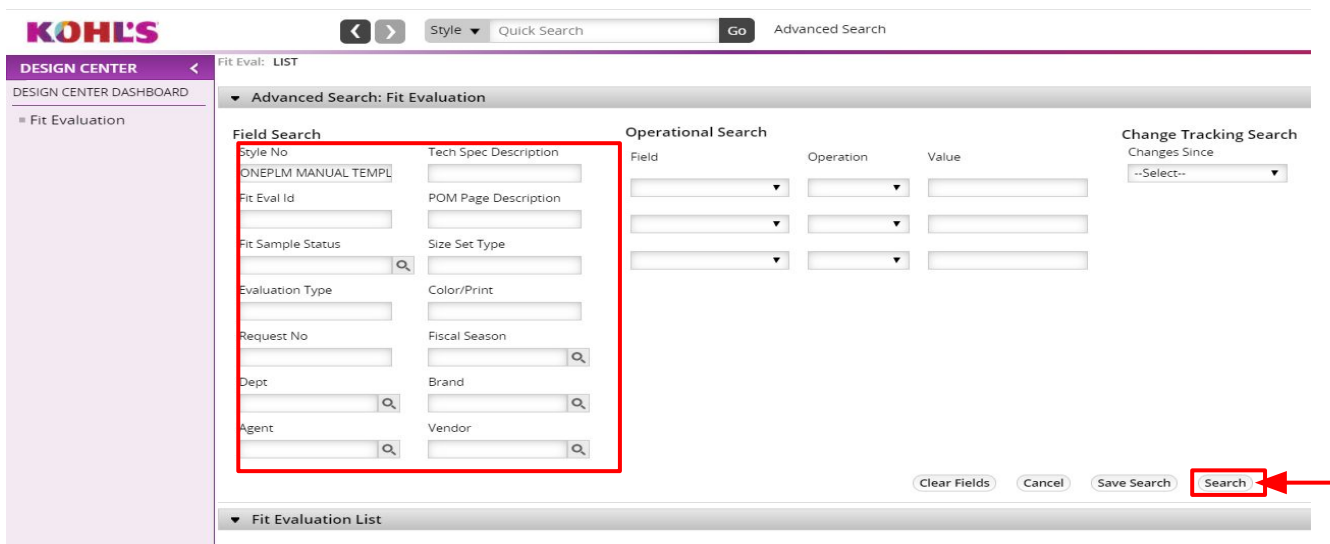
FIT EVAL

NAVIGATING TO FIT EVAL - OPTION 1

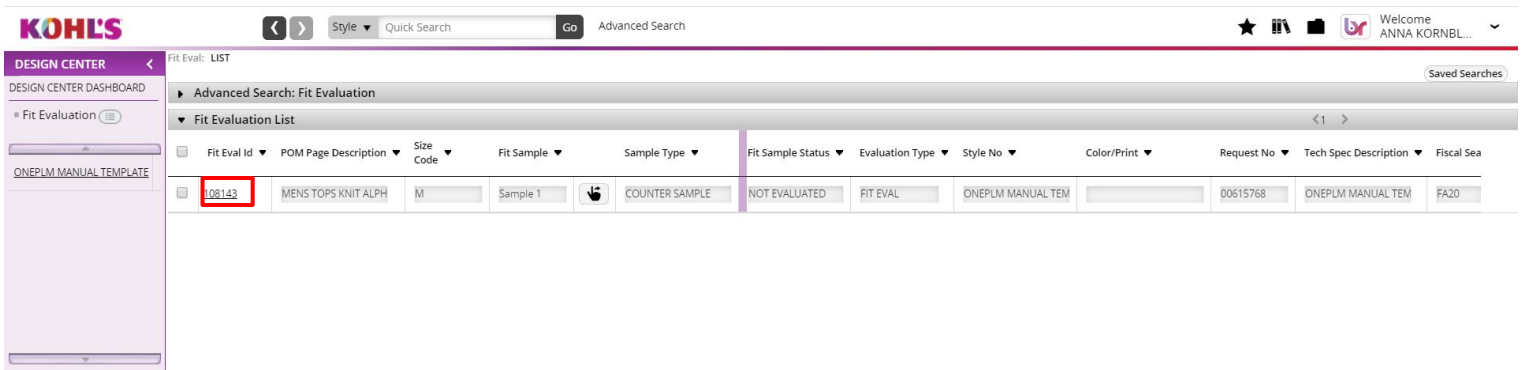
- From the onePLM Dashboard, click on Fit Evaluation from the left navigation bar.



- The Advanced Search: Fit Evaluation window will appear. Type in search criteria. Click Search.

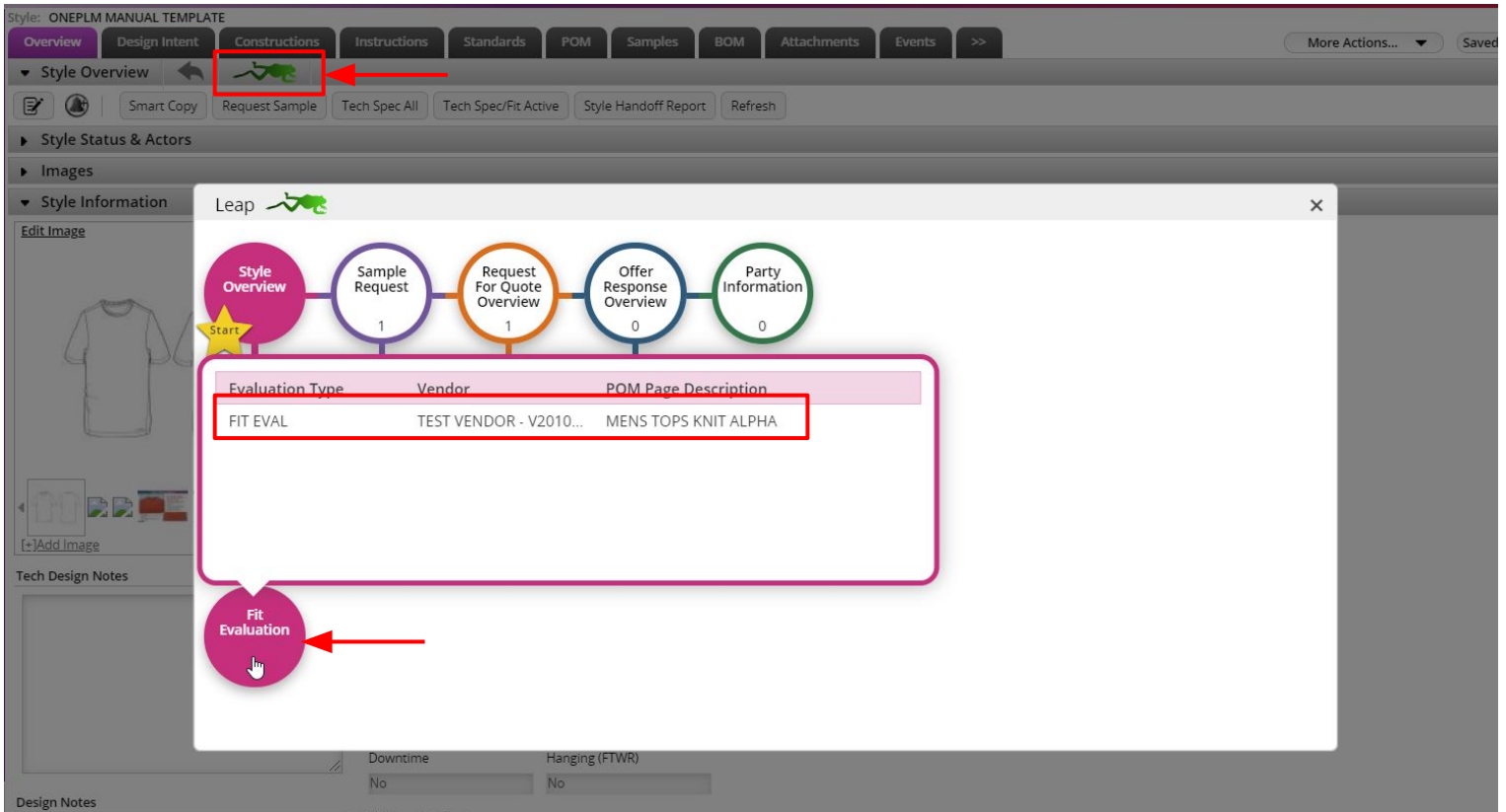


- Locate desired fit eval and click fit eval ID hyperlink.



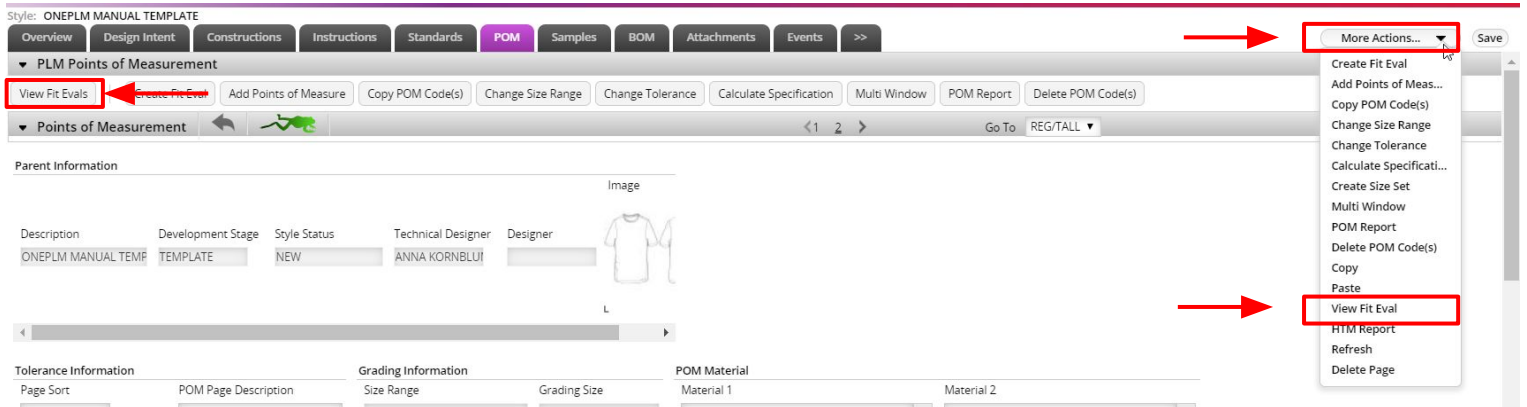
NAVIGATING TO FIT EVAL - OPTION 2

1. When in the current style, click the leap function.
2. Hover over fit evaluation circle to show all available fit evaluations.
3. Click the desired fit eval to access.



NAVIGATING TO FIT EVAL - OPTION 3

1. When in POM tab, click More Actions > View fit eval **OR** use the hot key at the top of the page.



2. Locate desired fit eval and click fit eval ID hyperlink.

Advanced Search: Fit Evaluation

Fit Evaluation List

Fit Eval ID	POM Page Description	Size Code	Fit Sample	Sample Type	Fit Sample Status	Evaluation Type	Style No	Color/Print	Request No	Tech Spec Description	Fiscal Year
108143	MENS TOPS KNIT ALPH	M	Sample 1	COUNTER SAMPLE	NOT EVALUATED	FIT EVAL	ONEPLM MANUAL TEM		00615768	ONEPLM MANUAL TEM	FA20
108143	MENS TOPS KNIT ALPH	M	Sample 2	FIT SAMPLE	NEW	FIT EVAL	ONEPLM MANUAL TEM		00615768	ONEPLM MANUAL TEM	FA20

REQUIRED FIELDS

Evaluation

- **Factory:**

- Use type ahead to fill in the factory style is adopted with **OR** use the magnifying glass to search.

Evaluation Information

Agent <input type="text"/>	Vendor TEST DOMESTIC VENDO <input type="text"/>	Factory TEST FACTORY <input type="text"/>
Adopted Style Handoff 07/22/2020 <input type="text"/>	PP Deadline <input type="text"/>	UM MM <input type="text"/>
Number Format Decimal <input type="text"/>	POM Page Description FOOTWEAR <input type="text"/>	
Created On 2020-07-27 14:52:26	Modified on 2020-07-27 14:52:26	Fit WorkFlow Alert <input type="text"/>

- **Measurer 1 and/or 2 Fit Comments:**

- Vendors and/or CTDs are always MEASURER 1. KOHLS TDs are always MEASURER 2.
- Only KOHLS TD or CTD (Level 3+) will enter comments on Counter Sample.
- Vendor/CTD comments required on all Fit Samples.
- Vendors/CTD should complete before KOHLS TD receives sample and use the following template:

CTD (check one): [] Yes [] No
Vendor Ref. #/ Name:
Sample Date:
Factory:
Last # / Name:
X-Factory Date:
REVISIONS MADE SINCE PREVIOUS SAMPLE:
(Please detail all changes)

Measurer 1 Fit Comments

Measurer 2 Fit Comments

REQUIRED FIELDS (CONT'D)

Sample Information

- **Sample Type:**
 - **Counter Sample**- Counter sample should **ALWAYS** be the first sample in each fit eval.
 - **Fit Sample**- Will auto populate once sample is initiated.
 - **Wear Test Sample**- Will auto populate once sample is initiated.
- **Reason Code:**
 - **ONLY** required if FIT SAMPLE status is NOT APPROVED. See [Reason Codes](#) section for more information.
- **Date Received:**
 - Date sample is in possession to begin review process.
 - Date Received triggers the start of timeline.
- **Ownership:**
 - Denotes approval ownership for each sample round, CTD or Kohl's TD.
- **Date Fit:**
 - Only required if there was an actual sample that was fit.
- **Fit With:**
 - Please note if model is barefoot or type of sock. Ex. Barefoot, flat knit, athletic, skimmer.
- **Fit Session Attendees:**
 - List all models that participated in fit
- **Ownership:**
 - Denotes approval ownership for each sample round, CTD or Kohl's TD.
- **Measurer 1 and/or 2:**
 - CTDs are always MEASURER 1. KOHLS TDs are always MEASURER 2.
- **Fit sample status:**
 - **Approved** - Fit & aesthetics are good with very minor corrections.
 - **Cancelled** - No longer in the line.
 - **Not Approved** - Changes are need to make the style acceptable for fit and aesthetic.
 - **Not Evaluated** - No sample available to review or not required (Ex. Counter note evaluated for Carry Over)

Note: Decision Status Date will update automatically when Fit Sample Status is saved

Sample Information

Fit Sample Sample 1	Sample Type COUNTER SAMPLE	Fit Sample Status NOT APPROVED
Reason Code CRITICAL MEASUREMENTS OUT OF TOLERANCE	*Reason code only for Not Approved Status on FIT SAMPLE	
Date Received 07/22/2020	Ownership KOHLS TD	Decision Status Date
Actual Fabric/Material --Select--	Actual Trim/Hardware --Select--	Measurer 1
Block/Last Used --Select--	Actual Outsole --Select--	Measurer 2 REBECCA HALLEMAN
Date Fit 07/24/2020	Fit With FLAT KNIT	
Fit Session Attendees STEPH, JEN G		

REASON CODES

1. When FIT SAMPLE status is changed to NOT APPROVED the Reason Code field **MUST** be filled in.
2. Either type ahead or select the magnifying glass to view all options available.
3. Select reason code by double clicking.

The screenshot shows the ONEPLM FIT EVAL interface. The main form includes fields for 'Fit Sample Status', 'Fit Sample', 'Sample Type', 'Reason Code', 'Date Received', 'Ownership', 'Actual Fabric/Material', and 'Actual Trim/Hardware'. The 'Reason Code' field is highlighted with a red box. An inset window shows a search results table with columns 'Code' and 'Description'.

Code	Description
BLOCK NOT FLLW	BLOCK NOT FOLLOWED
CONST CHANGE	CONSTRUCTION CHANGE
CRT MSMTS OUT	CRITICAL MEASUREMENTS OUT
DESIGN CHANGE	DESIGN/STYLE CHANGE
PRE CMMNT NOT FLLW	DID NOT FOLLOW PREVIOUS COMMENTS
DOES NOT MEET RQTS	DOES NOT MEET SAFETY REQUIREMENTS
FIT CHANGE	FIT CHANGE
NO SAMPLE	NO SAMPLE/WRONG SAMPLE SIZE
POOR CNST	POOR CONSTRUCTION/WORKMANSHIP
POOR PTRN	POOR PATTERN EXECUTION/NOT BALANCED
STYLE NOT FLLW	STYLING/DESIGN INTENT NOT FOLLOWED
VNDR CHG	VENDOR CHANGE
WRONG FABRIC	WRONG FABRIC/TENSION/YARN/WASH

REASON CODE & DESCRIPTION AS LISTED IN ONEPLM

- BLOCK NOT FLLW – Block not Followed
- CONST CHANGE - Construction Change
- CRT MSMTS OUT -Critical Measurements Out of Tolerance
- DESIGN CHANGE - Design/Styling Change
- PRE COMMNT NOT FLLW - Did Not Follow Previous Comments
- DOES NOT MEET RQTS -Does Not Meet Safety Requirements
- FIT CHANGES - Fit Changes
- NO SAMPLE - No Sample/Wrong Sample Size
- POOR CNST - Poor Construction/Workmanship
- POOR PTRN - Poor Pattern Execution/Not Balanced
- STYLE NOT FLLW - Styling/Design Intent Not Followed
- VNDR CHG - Vendor Change
- WRONG FABRIC - Wrong Fabric/Tension/Yarn/Wash

HOW TO DECIDE WHICH REASON CODE TO CHOOSE

There may be instances where there is more than one reason the sample is not fit approved. Choose the primary reason for not approving.

- **Block Not Followed**
 - Correct last was not used (ex. Shoe last on boot)
 - Incorrect heel height for last
- **Construction Change**
 - If Kohl's or vendor requests construction change that affects fit
 - Construction change proposed without mock-up or sample option
- **Critical Measurements Out of Tolerance**
 - The critical/important POM that are out of tolerance and the POMs alter fit or design aesthetics
- **Design/Styling Change**
 - The design or styling details have changed that alters fit aesthetic and requires an additional fit round
- **Did Not Follow Previous Comments**
 - If sample came exactly as previous round and requires same corrections
 - Sample does not follow comments from last round
- **Does Not Meet Safety Requirements**
 - The sample does not follow the requirements set by the Kohl's Department Stores Product Safety & Regulatory Standards
- **Fit Changes**
 - Sample followed all criteria but could not be fit approved. New sample is required
- **No Sample/Wrong Sample Size**
 - No Sample was received (A Special Size off Regular)
 - Sample was not submitted in sample size for the brand
- **Poor Construction/Workmanship**
 - Construction or workmanship is so poor it impacts the fit
- **Poor Pattern Execution/Not Balanced**
 - The sample is not balanced
 - Pattern application is so poor the sample execution is affected
- **Styling/Design Intent Not Followed**
 - There are details not executed on the sample that impact brand and fit aesthetics
- **Vendor Change**
 - Vendor or factory changed after fit process had started
- **Wrong Fabric/Tension/Yarn/Wash**
 - Material was not correct so cannot be fit
 - Required components does not match the standard (Ex. Insole)

FIT EVAL

UPLOADING FILES

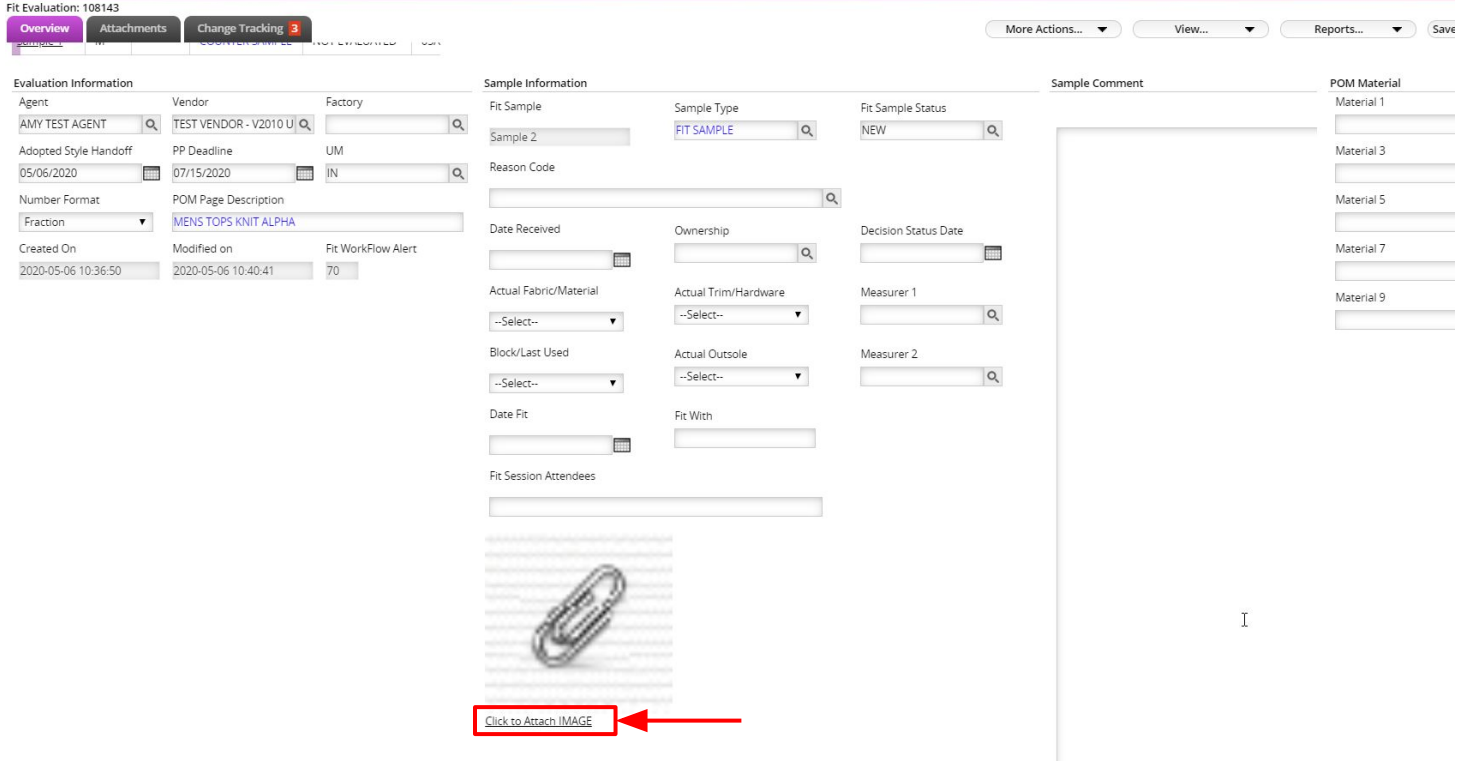
Note: Please make a distinct name for files (ex. BJO3K103 Front) with no special characters.

Fit images and other relevant files get uploaded to the fit eval attachments tab.

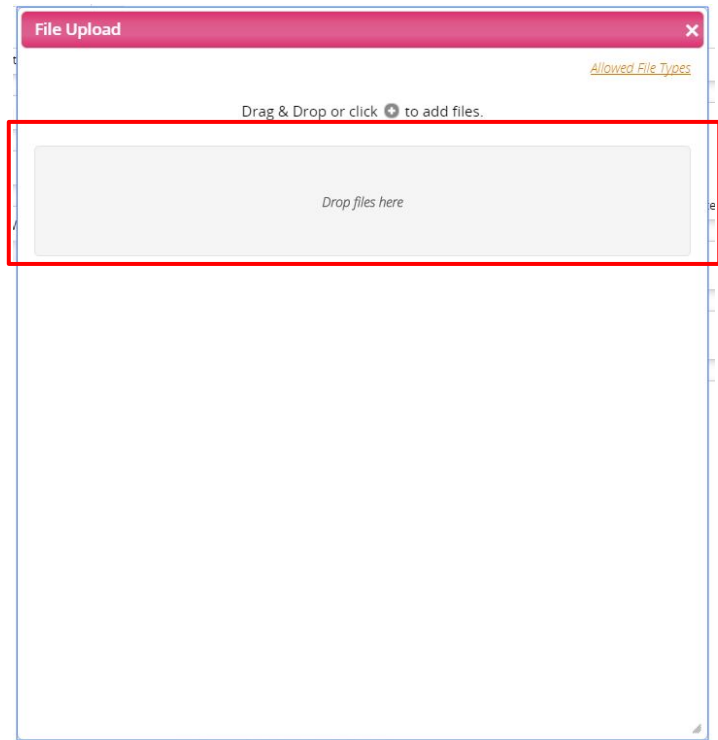
*Images must be named appropriately (ex. JOHN Fit 1 Top View.jpg)

OPTION 1: DRAG & DROP

1. Click on **Click to attach image**.



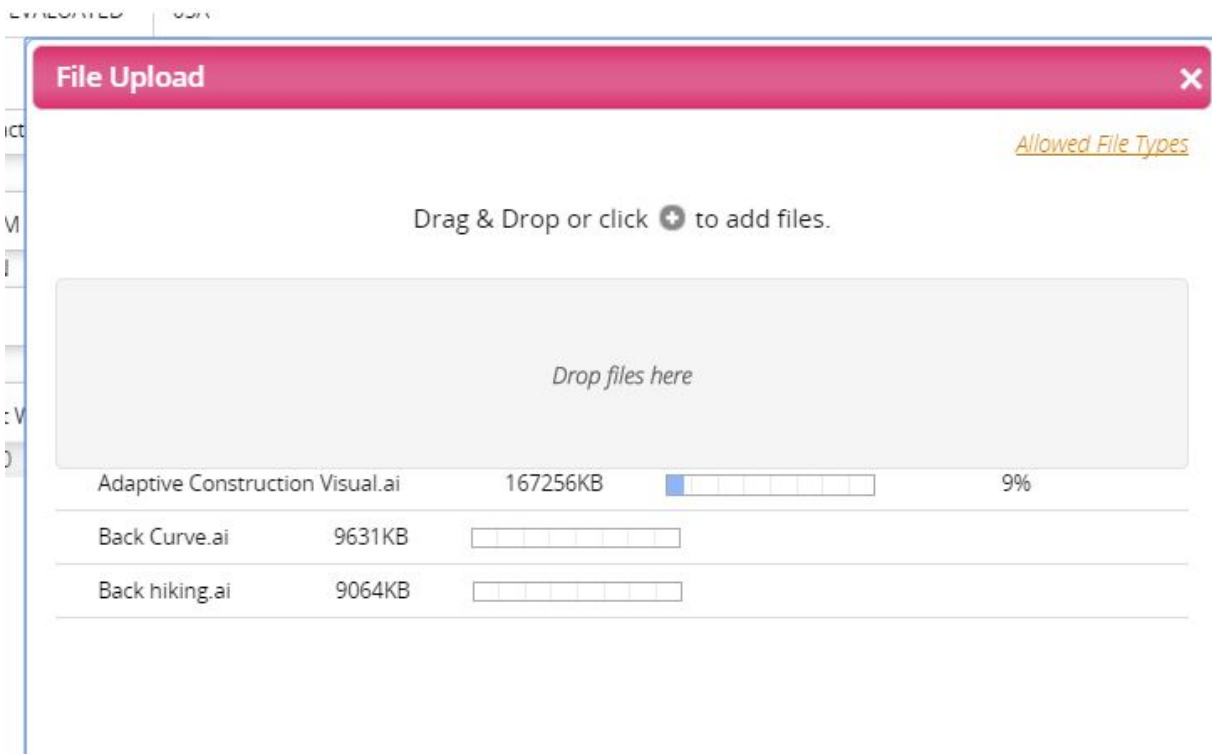
2. The file upload window will pop up. Files can be dragged and dropped to upload. Multiple files can be dropped at the same time.



FIT EVAL

UPLOADING FILE - OPTION 1: DRAG & DROP (CONT'D)

- Upload progress will be shown. Once progress is at 100%, click the X to close. Files will now be visible in the fit evaluation.



- To view all files, click on attachments tab.

Fit Evaluation: 108143

Overview
Attachments
Change Tracking 6

▼ Fit Evaluation Designer Overview

Initiate Sample
Update POM Association
Multi Window
View Style
POM Association
Sample Tag

▼ Fit Evaluation Designer Information
←
🦎

Parent Information

Style No	ONEPLM MANUAL TEMPLATE	Request No	00615768	Description	ONEPLM MANU
Fiscal Season	FA20	Brand	TEKGEAR	Division	MENS
Dept		Development Stage	TEMPLATE	Style Status	NEW
Est. In DC Date		Actual Qty			
Ecom Excl	N	Fast Track		Technical Designer	ANNA KORNBL
Designer		Style Link			

UPLOADING FILE - OPTION 1: DRAG & DROP (CONT'D)

- All files will be visible individually in the attachments tab. Only the file with Attachment No as **IMAGE** will be shown in the thumbnail on the fit eval overview page.

Fit Evaluation: 108143

Overview Attachments Change Tracking

▼ Attachments

Sort	Attachment No	Description	Attached By	Date Attached
<input type="checkbox"/>	IMAGE		ANNA KORNBUM	2020-05-28 12:11:45
<input type="checkbox"/>	IMG2		ANNA KORNBUM	2020-05-28 12:11:4
<input type="checkbox"/>	IMG1		ANNA KORNBUM	2020-05-28 12:11:4
<input type="checkbox"/>		NO IMAGE ATTACHED		

Date Fit Fit With

Fit Session Attendees

[View IMAGE](#) [Add](#) [Edit IMAGE](#) [View Versions](#)

Note: Thumbnail view from overview page

UPLOADING FILE - OPTION 2: ATTACHMENTS TAB

- Navigate to **Attachments** tab.

Fit Evaluation: 108143

Overview **Attachments** Change Tracking 6

▼ Fit Evaluation Designer Overview

Initiate Sample Update POM Association Multi Window View Style POM Association Sample Tag

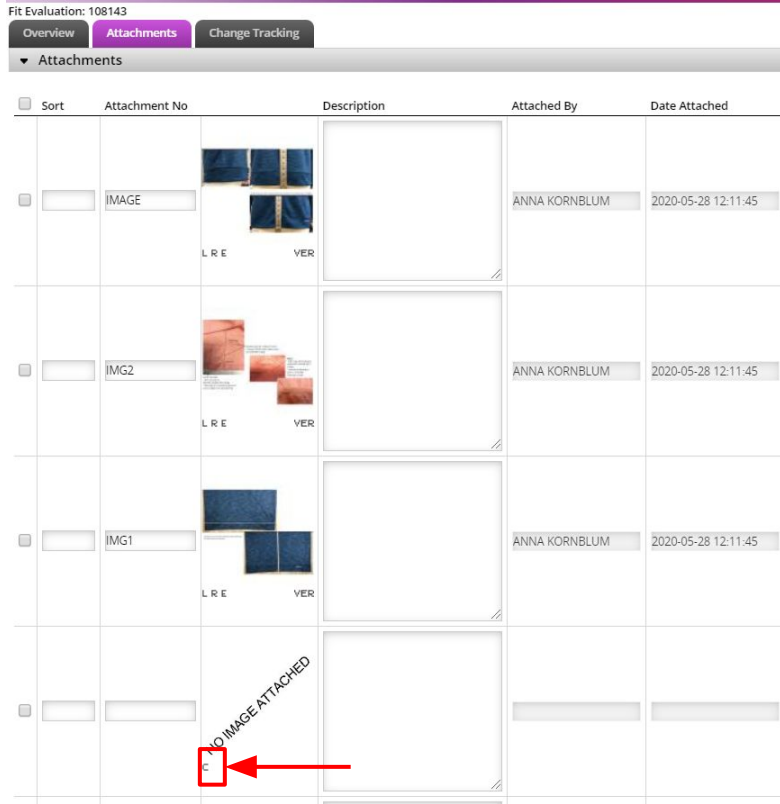
▼ Fit Evaluation Designer Information

Parent Information

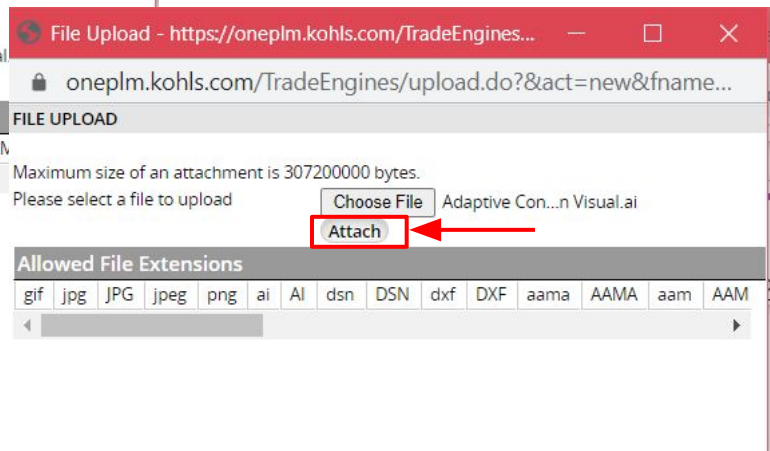
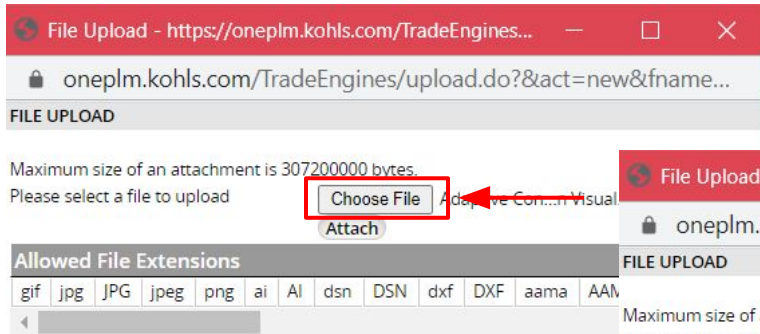
Style No	ONEPLM MANUAL TEMPLATE	Request No	00615768	Description	ONEPLM MANU
Fiscal Season	FA20	Brand	TEKGear	Division	MENS
Dept		Development Stage	TEMPLATE	Style Status	NEW
Est. In DC Date		Actual Qty			
Ecom Excl	N	Fast Track		Technical Designer	ANNA KORNBUM
Designer		Style Link			

UPLOADING FILE - OPTION 2: ATTACHMENTS TAB (CONT'D)

- Click **C** under the blank image row.

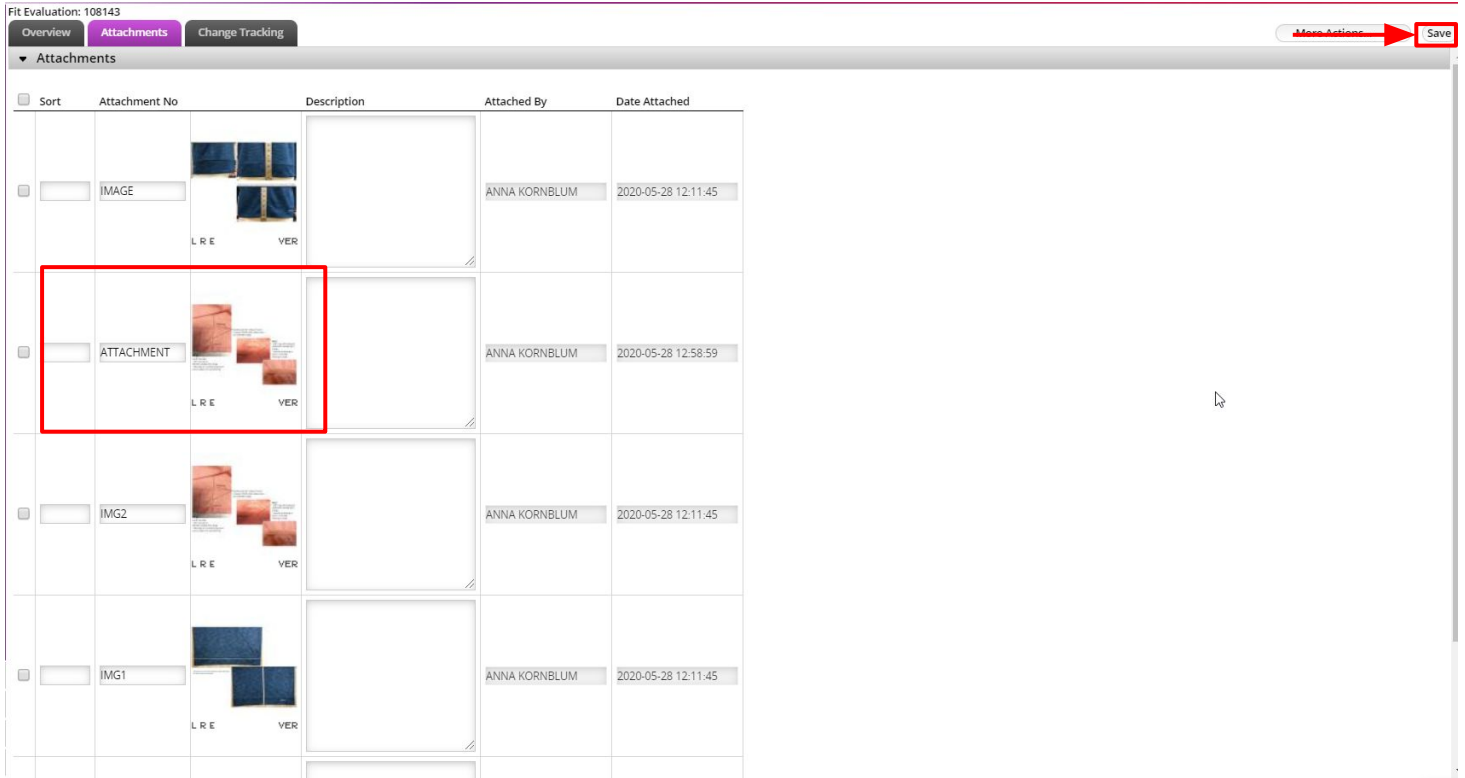


- In the file upload window, click **Choose File**.
- Locate the file to be uploaded. Click **Attach**.
Note: Only 1 file can be uploaded at a time using this method.



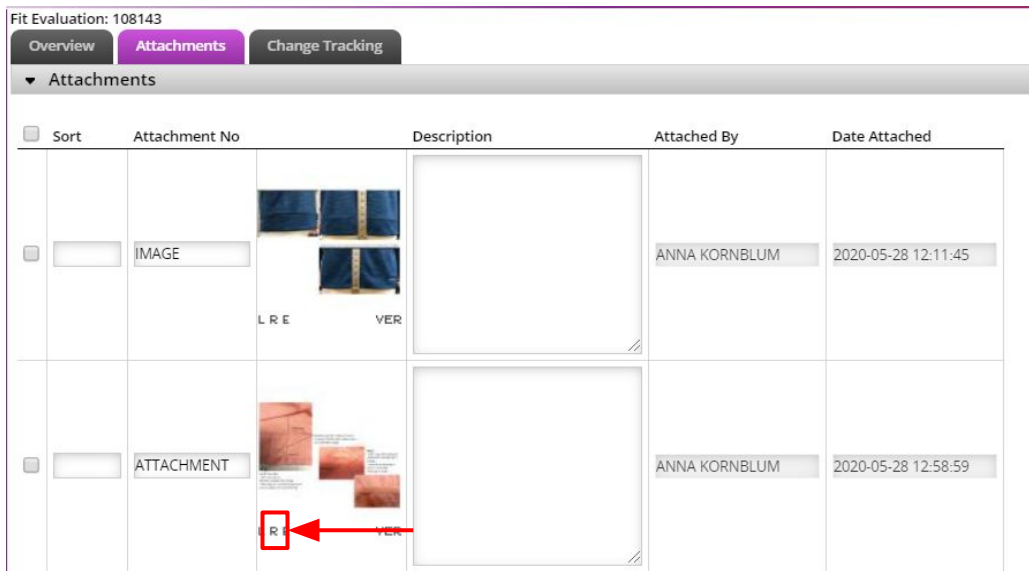
UPLOADING FILE - OPTION 2: ATTACHMENTS TAB (CONT'D)

5. New image will show with the name Attachment. Click **save**.



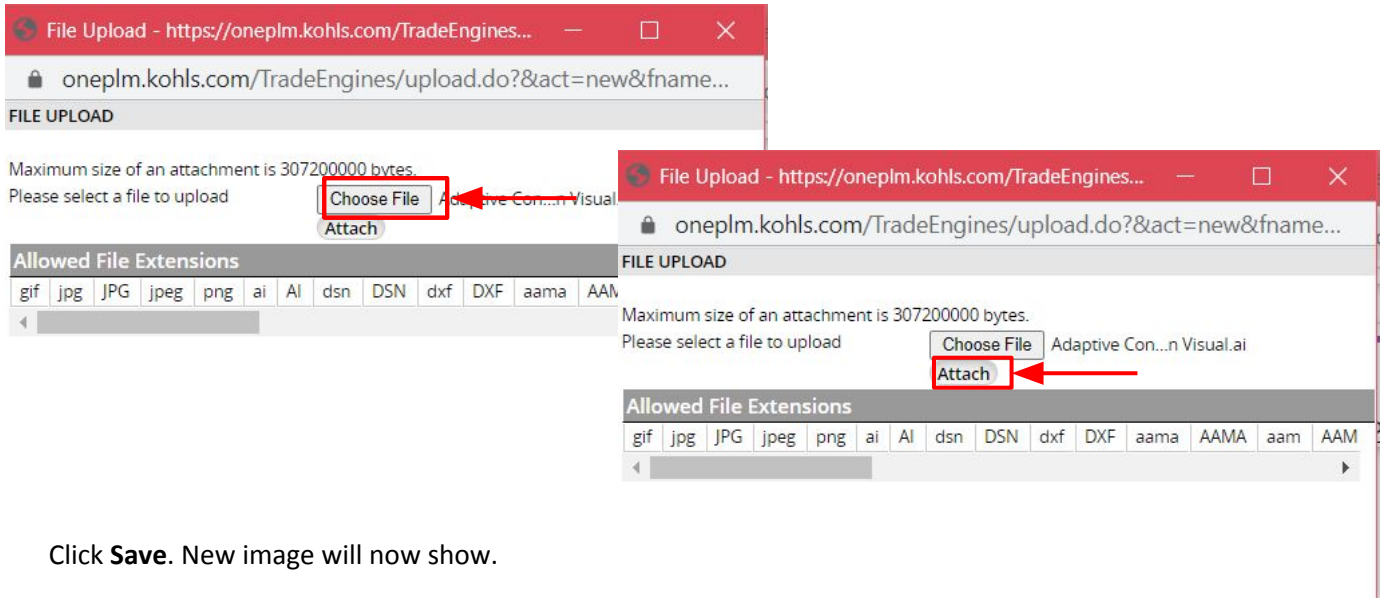
REPLACING A FILE

1. Click **R** below the file.

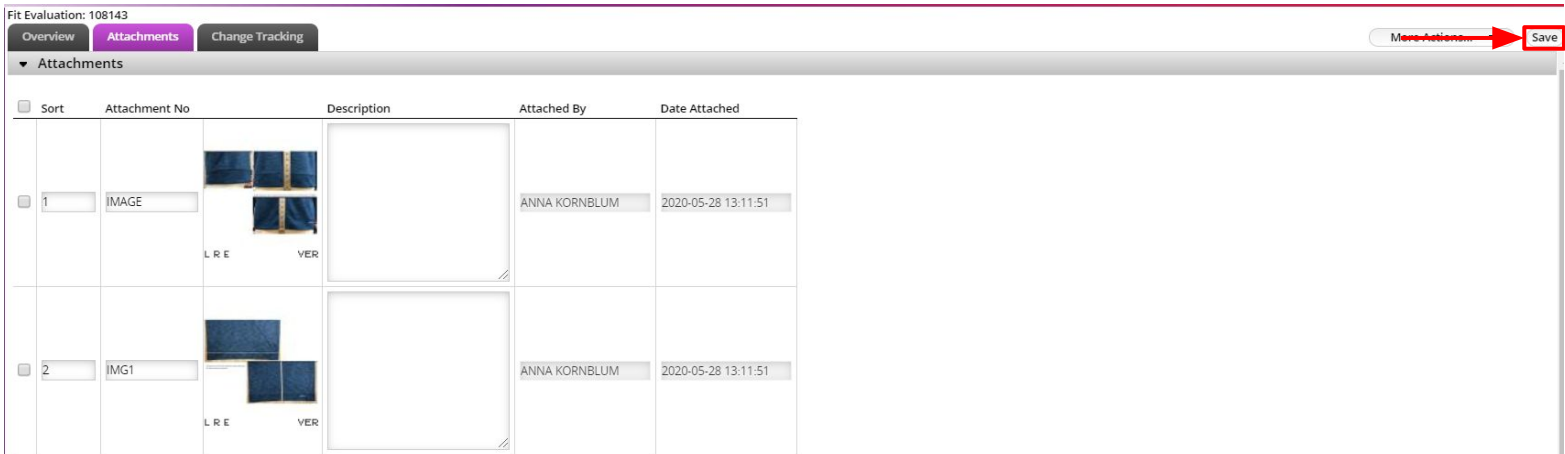


REPLACING A FILE (CONT'D)

- In the file upload window, click **Choose File**. Locate the file to upload. **Click attach**.



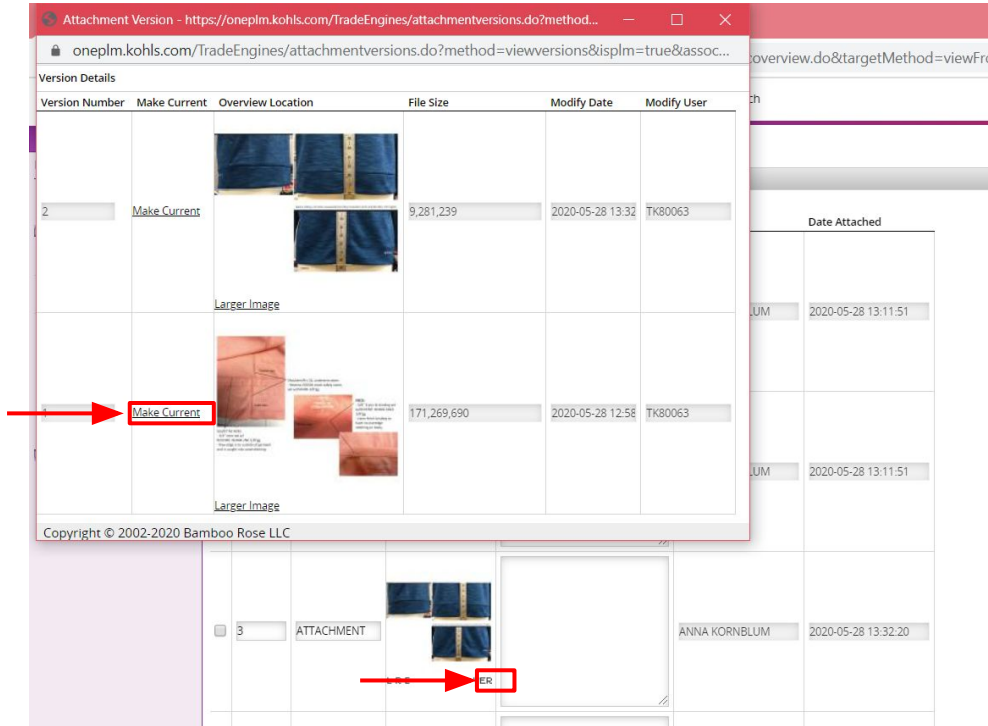
- Click **Save**. New image will now show.



REVERT TO PREVIOUS FILE VERSION

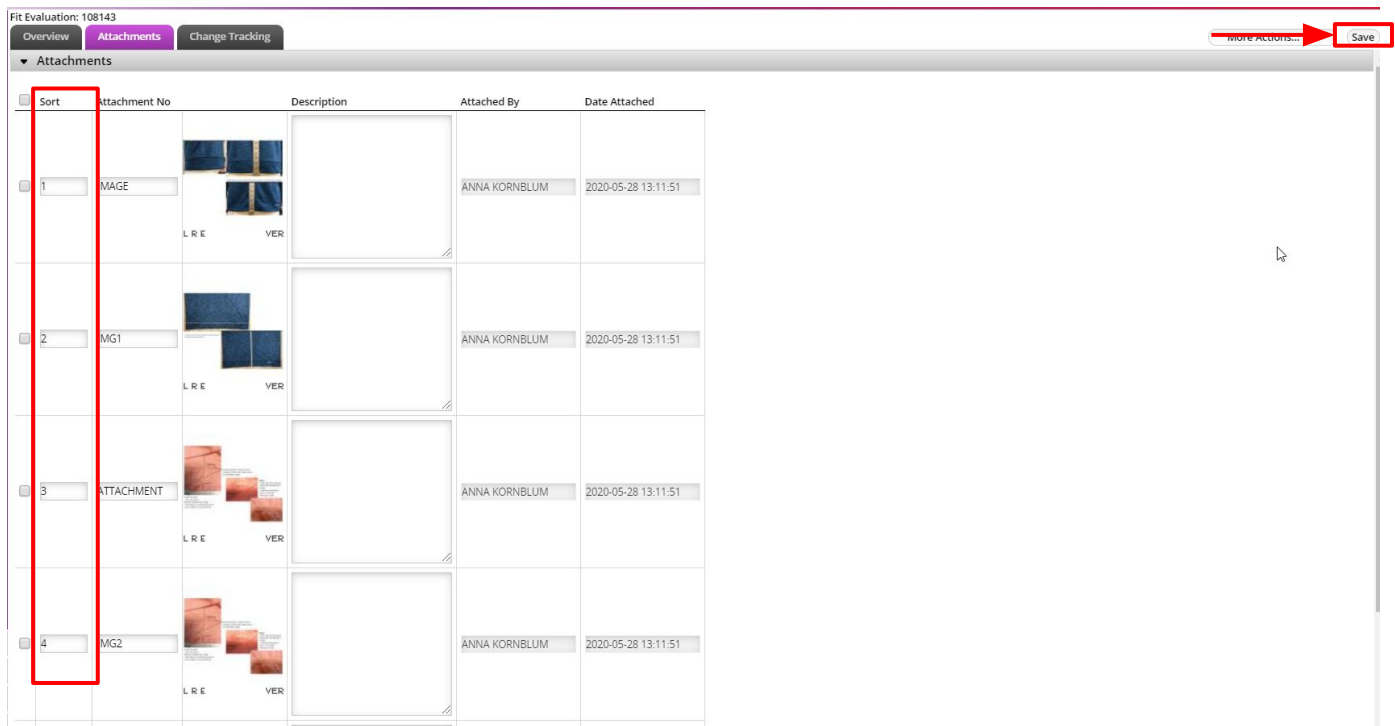
If **REPLACE IMAGE** was used, onePLM saves the old file. This is helpful to go back to old files that were recently replaced.

1. Click **VER** below image to view previously saved images.
2. Locate version to revert back to. Select **Make Current**.



SORTING ATTACHMENTS

1. Fill in sort field with desired number order. Click **Save**.



DELETING A FILE



To delete a file that is no longer needed.

1. Ensure all other changes are saved. Then click the box next to the file.
2. Click More Actions > Delete.

Fit Evaluation: 108143

Overview Attachments Change Tracking


▼ Attachments

<input type="checkbox"/> Sort	Attachment No	Description	Attached By	Date Attached
<input type="checkbox"/>	1	IMAGE  L R E VER	ANNA KORNBLUM	2020-05-28 13:11:51
<input checked="" type="checkbox"/>		IMAGE  L R E VER	ANNA KORNBLUM	2020-05-28 13:11:51

More Actions... Save

Delete Refresh

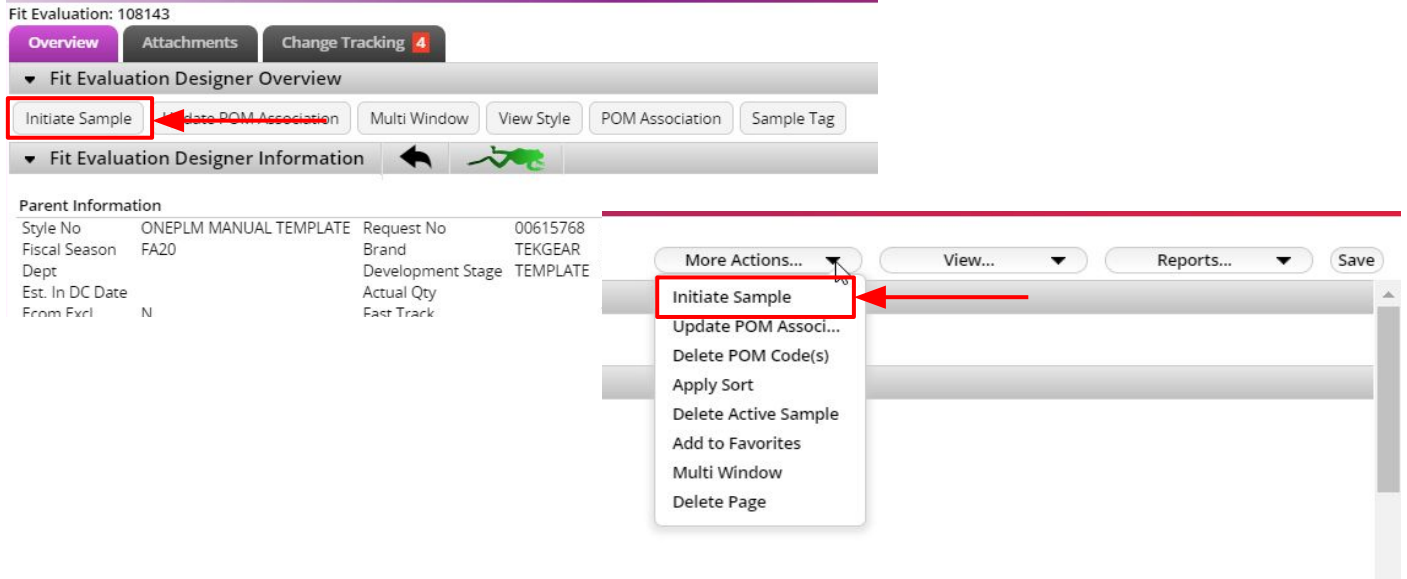
3. File will no longer be visible

<input type="checkbox"/> Sort	Attachment No	Description	Attached By	Date Attached
<input type="checkbox"/>	1	IMAGE  L R E VER	ANNA KORNBLUM	2020-05-28 13:11:51
<input type="checkbox"/>		NO IMAGE ATTACHED		

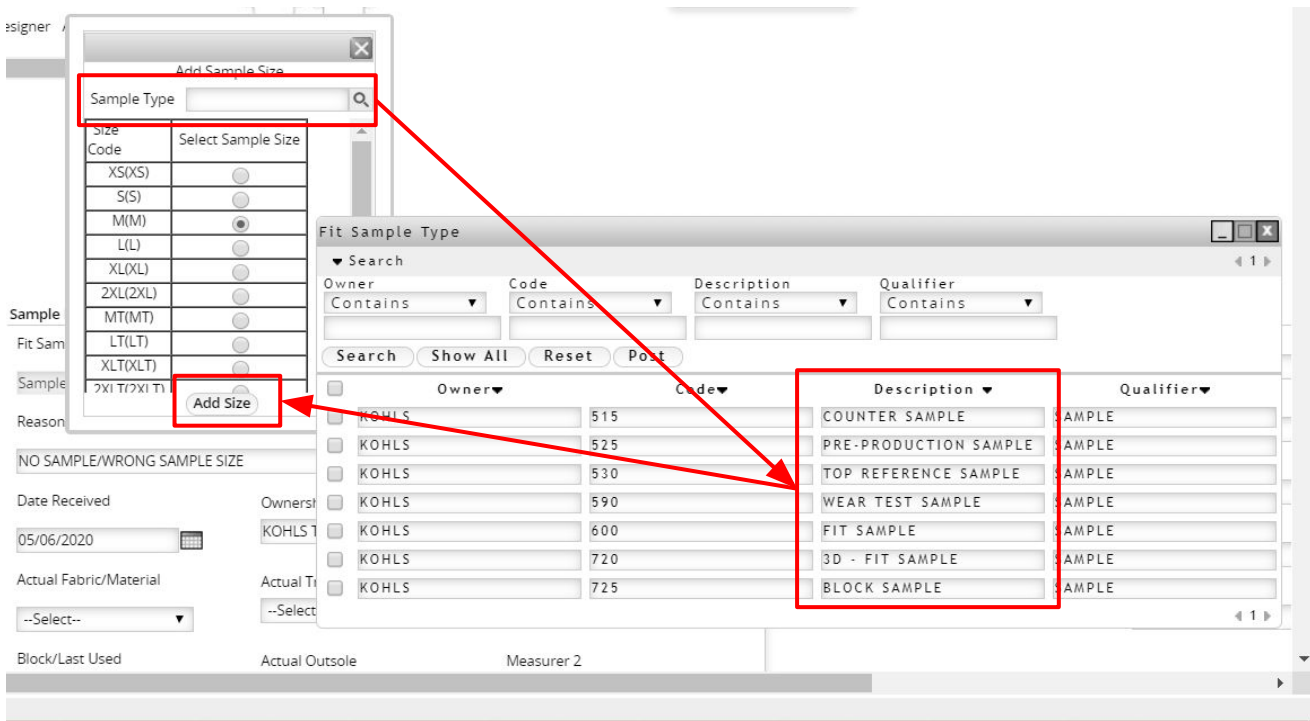
INITIATE SAMPLE

Note: Ensure sample status is filled in and save prior to initiating next sample.

1. Click on More Actions > Initiate sample **OR** click the hot key at the top.



2. The Add Sample Size box will appear. Choose the sample type and size to initiate.
Note: Type ahead or select the magnifying glass to view all options available.
3. Select sample type by double clicking, then click add size. The screen will now show a new sample round.
Note: Once new sample round is initiated previous round is locked and uneditable.



FIT EVAL

INITIATE SAMPLE (CONT'D)

- Ownership field to then be filled in on new sample round. Either type ahead or choose magnifying glass and select correct ownership.

The screenshot shows a 'Sample Information' form with the following fields and values:

Field	Value
Fit Sample	Sample 2
Sample Type	FIT SAMPLE
Fit Sample Status	NEW
Reason Code	
Date Received	
Ownership	KOHL'S TD
Decision Status Date	
Actual Fabric/Material	--Select--
Actual Trim/Hardware	--Select--
Measurer 1	
Block/Last Used	
Actual Outsole	
Measurer 2	

DELETE ACTIVE SAMPLE

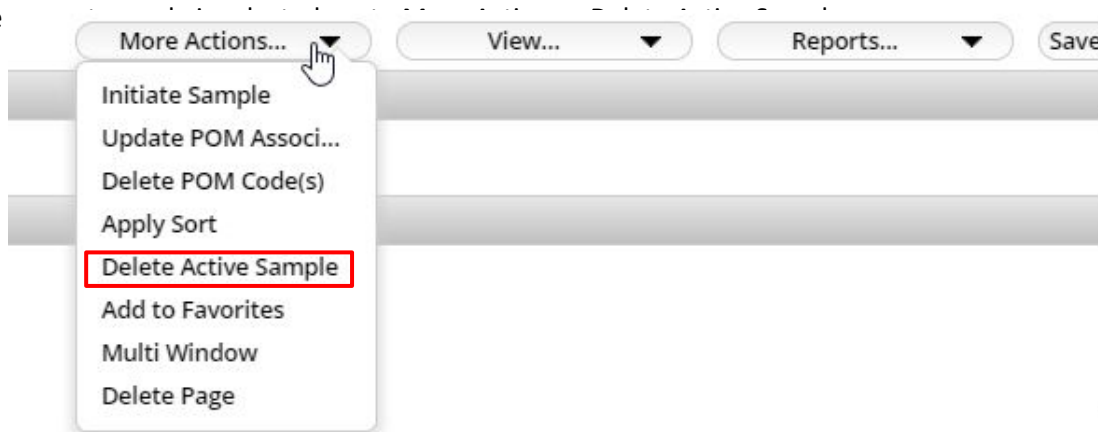
If a sample has been initiated before comments were complete or the wrong sample was initiated, active sample will need to be deleted in order to edit previous sample round. Do not delete Active Sample if Kohls TD has inputted any information. If needed, reach out to your TD.

1. Click on the current sample round to be deleted.

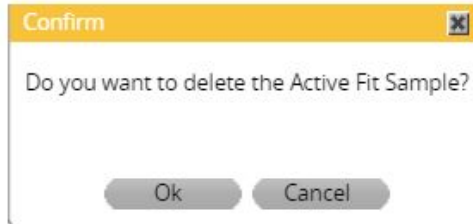
Sample Selection

Fit Sample	Size Code	Sample No	Sample Type	Fit Sample Status	Dec
All	M				
Sample 2	M	1033709	FIT SAMPLE	NEW	
Sample 1	M		COUNTER SAMPLE	NOT EVALUATED	05/1

2. Once



3. A warning will pop up double checking that deleting active sample is in fact what was meant to be selected. Choose **OK** to delete or **CANCEL** to keep as is.



4. Sample should now be removed.
Note: This action cannot be un-done.

Sample Selection

Fit Sample	Size Code	Sample No	Sample Type	Fit Sample Status	Dec
All	M				
Sample 1	M		COUNTER SAMPLE	NOT EVALUATED	05/1

PRINTING FIT EVAL - OPTION 1

Note: Fit Evaluation Report will print **ALL** sample rounds.

1. Click on Reports > Fit Evaluation Report. PDF will generate of **ALL** sample rounds.

oneplm.kohls.com/TradeEngines/report.do?id=2400&reportname=FitEval%20PDF%20Report

KOHL'S
FA20 Stage: TEMPLATE
ONEPLM MANUAL TEMPLATE
ONEPLM MANUAL TEMPLATE
Fit Eval - Spec

Fit Eval No: 108,143
POM Page Description: MENS TOPS KNIT ALPHA

Fiscal Season	FA20	Brand	TEKGEAR	Division	MENS	Customer	MENS	Created On	2020-05-06
Request No	00815768	Tech Designer	ANNA KORNBLLUM	Designer		Product Manager	ANNA KORNBLLUM	Size Indicator	REGULAR
Agent	AMY TEST AGENT	Vendor	TEST VENDOR - V2010 UPGRADE	Workflow Alert	70	PP Deadline	07/15/2020		

Sample Information

Sample Round	Sample 2	Sample Type	FIT SAMPLE	Fit Sample Size	M	Sample Request Date	05/11/2020	Date Received	
Date Fit	Fit With	Fit Session Attendees		Sample Status	NEW	Decision Status Date			
FORM1	KOS-MMN040H-1604	FORM2	KOS-MMN02XL-0705						

Code	Description	Tol(-)	Tol(+)	Spec	Measur 1		Meas 1 Comments	Measur 2		Meas 2 Comments	Rev
					Actuals	Delta		Actuals	Delta		
A122	MINIMUM HEAD STRETCH	0	0	25							
A300	*LGTH HPS TO HEM- FRONT	-1/2	1/2	29							
A151	FORWARD SHLDR SEAM @HPS-STRAIGHT	-1/8	1/8	1/2							
A100	*NK WIDTH @ SEAM	-1/4	1/4	7 1/2							
A110	*FRT NK DROP @ SEAM	-1/8	1/8	4 1/2							
A120	*BK NK DROP @ SEAM	-1/8	1/8	7/8							
A124	NK TRIM HEIGHT	-1/8	1/8	5/8							
A230	*ACROSS SHOULDER	-3/8	3/8	17 3/4							
A253	*ACROSS FRT/BK PL/CMT FRM HPS	0	0	7							
A254	*ACROSS FRT	-3/8	3/8	15 1/4							
A255	*ACROSS BK	-3/8	3/8	16 1/4							
A260H	*CHEST 1" BLW FM CROSS PT OF FRT AH AND SLV GUSSET SM-RLXD-1/2 MEAS	-1/2	1/2	21							
A290H	*SWEEP RLXD -1/2 MEAS	-1/2	1/2	21							
A568	BTTM HEM HGT	-1/8	1/8	1							
A000	FORWARD SS @ SWEEP- NATURAL FOLD TO SEAM	-1/8	1/8	1 1/2							
A330	ARMHOLE DROP-FROM HPS TO CROSS PT OF FRT AH AND SLV GUSSET SM	-1/8	1/8	10 1/4							
A362-1B	SLV LEN FROM SHLDR PT-S/SLV	-1/8	1/8	8 3/4							
A32H-1B	SLV OPENING RLXD-1/2 MEAS S/SLV	-1/4	1/4	6 3/4							
A359	SLV HEM HGT	-1/8	1/8	1							
A010	DEVELOPMENT ONLY										
A150	SHLDR SLDR - DEV ONLY	0	0	2							
A341	SLV CAP HEIGHT - TO CROSS PT OF FRT AH AND GESSET SM - DEV ONLY	-1/8	1/8	5							
A000	SLV CAP WIDTH @ 3 1/2" FRM SHLDR PT- 1/2 MEAS			4 7/8							

Print Date/Time: 05/11/2020 09:15 AM 1 of 4 CONFIDENTIALITY NOTICE: This document is property of Kohl's, Inc.

PRINTING FIT EVAL - OPTION 2

Note: Current Sample Report will only print **ONE** sample round.

1. Select desired sample round from the sample selection menu.
2. Click on Reports > Current Sample Report. PDF of **ONLY** that sample round will generate.

oneplm.kohls.com/TradeEngines/report.do?id=2401&reportname=fitEval&level=1&reportname=fitEval&rows=0

KOHL'S
FA20 Stage: TEMPLATE
ONEPLM MANUAL TEMPLATE
ONEPLM MANUAL TEMPLATE
Fit Eval - Spec

Fit Eval No: 108,143
POM Page Description: MENS TOPS KNIT ALPHA

Fiscal Season	FA20	Brand	TEKGEAR	Division	MENS	Customer	MENS	Created On	2020-05-06
Request No	00815768	Tech Designer	ANNA KORNBLLUM	Designer		Product Manager	ANNA KORNBLLUM	Size Indicator	REGULAR
Agent	AMY TEST AGENT	Vendor	TEST VENDOR - V2010 UPGRADE	Workflow Alert	70	PP Deadline	07/15/2020		

Sample Information

Sample Round	Sample 2	Sample Type	FIT SAMPLE	Fit Sample Size	M	Sample Request Date	05/11/2020	Date Received	
Date Fit	Fit With	Fit Session Attendees		Sample Status	NEW	Decision Status Date			
FORM1	KOS-MMN040H-1604	FORM2	KOS-MMN02XL-0705						

Code	Description	Tol(-)	Tol(+)	Spec	Measur 1		Meas 1 Comments	Measur 2		Meas 2 Comments	Rev
					Actuals	Delta		Actuals	Delta		
A122	MINIMUM HEAD STRETCH	0	0	25							
A300	*LGTH HPS TO HEM- FRONT	-1/2	1/2	29							
A151	FORWARD SHLDR SEAM @HPS-STRAIGHT	-1/8	1/8	1/2							
A100	*NK WIDTH @ SEAM	-1/4	1/4	7 1/2							
A110	*FRT NK DROP @ SEAM	-1/8	1/8	4 1/2							
A120	*BK NK DROP @ SEAM	-1/8	1/8	7/8							
A124	NK TRIM HEIGHT	-1/8	1/8	5/8							
A230	*ACROSS SHOULDER	-3/8	3/8	17 3/4							
A253	*ACROSS FRT/BK PL/CMT FRM HPS	0	0	7							
A254	*ACROSS FRT	-3/8	3/8	15 1/4							
A255	*ACROSS BK	-3/8	3/8	16 1/4							
A260H	*CHEST 1" BLW FM CROSS PT OF FRT AH AND SLV GUSSET SM-RLXD-1/2 MEAS	-1/2	1/2	21							
A290H	*SWEEP RLXD -1/2 MEAS	-1/2	1/2	21							
A568	BTTM HEM HGT	-1/8	1/8	1							
A000	FORWARD SS @ SWEEP- NATURAL FOLD TO SEAM	-1/8	1/8	1 1/2							
A330	ARMHOLE DROP-FROM HPS TO CROSS PT OF FRT AH AND SLV GUSSET SM	-1/8	1/8	10 1/4							
A362-1B	SLV LEN FROM SHLDR PT-S/SLV	-1/8	1/8	8 3/4							
A32H-1B	SLV OPENING RLXD-1/2 MEAS S/SLV	-1/4	1/4	6 3/4							
A359	SLV HEM HGT	-1/8	1/8	1							
A010	DEVELOPMENT ONLY										
A150	SHLDR SLDR - DEV ONLY	0	0	2							
A341	SLV CAP HEIGHT - TO CROSS PT OF FRT AH AND GESSET SM - DEV ONLY	-1/8	1/8	5							
A000	SLV CAP WIDTH @ 3 1/2" FRM SHLDR PT- 1/2 MEAS			4 7/8							

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Sample Selection

Fit Sample	Size Code	Sample No	Sample Type
All	M		
Sample 2	M	1025275	FIT SAMPLE
Sample 1	M		COUNTER SAMPLE



THREADED MESSAGING

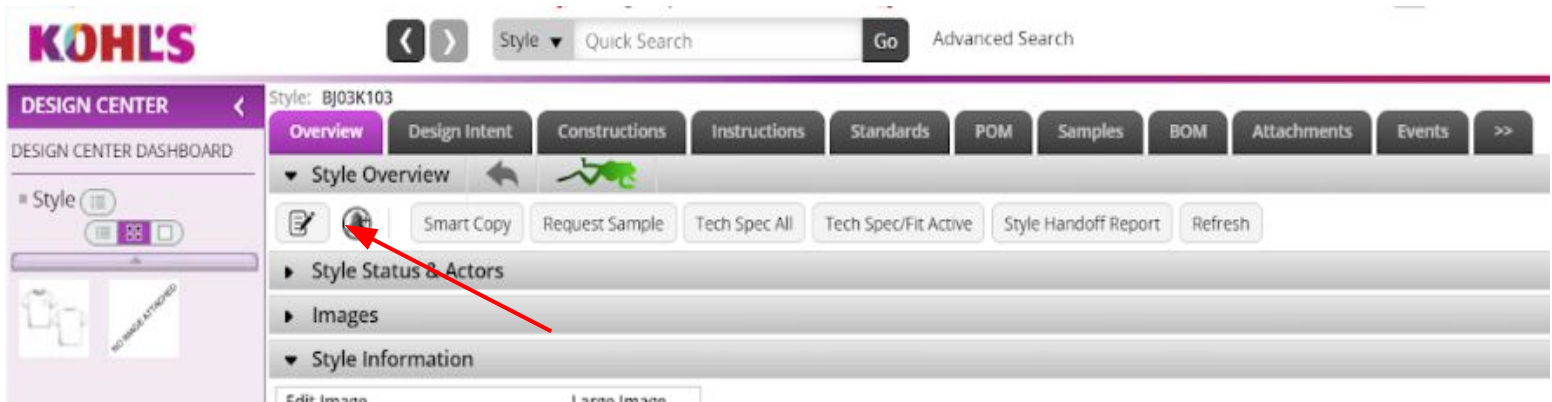
THREADED MESSAGING

THREADED MESSAGING

Threaded messaging is the main form of communication for Kohls TD and CTDs on any style related communication. Threaded messages are required after a fit evaluation has been complete, when a spec has been completed, or if there are any changes that can affect the fit of the shoe (Ex. Factory change, material change.)

START A THREAD

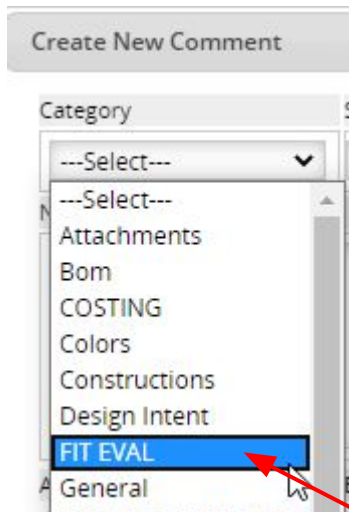
1. Under Style Overview, click on the **Notebook** icon . This message will turn pink when there is a message .
2. Type ahead in the first empty box under Add More Actors in the Create New Comment Box.
3. Click on the name of the actor.
4. Repeat if needed in empty Add More Actors boxes. Click **Add More** if more than three actors need to be added.
5. Click **Post** once all additional actors have been added.



6. Select **New Comment** on the pop-up screen.



7. Enter a Category from the Drop Down



THREADED MESSAGING

START A THREAD (CONT'D)

4. Type ahead in subject field and new comment field to add text
5. Choose Actors by clicking the box next to their name. All chosen actors will receive an email of the message along with any responses
 Note: All internal and external users included on the style can see all messages
6. Once all fields are filled out and actors are selected click **Post**

Create New Comment

Category: ---Select---

Subject: [Red Box]

New Comment: [Red Arrow]

Actor(s): TD FOOTWEAR (Red Arrow)

External Party(s):

Add more Actors: [Search Box]

Post (Red Arrow)

ADD ADDITIONAL ACTORS - OPTION 1

1. Type ahead in the first empty box under Add More Actors in the Create New Comment Box
2. Click on the name of the actor
3. Repeat if needed in empty Add More Actors boxes. Click **Add More** if more than three actors need to be added
4. Click **Post** once all additional actors have been added

Add more Actors

hallem [Search]

REBECCA HALLEMAN rebecca.halleman@kohls.com (Red Arrow)

Add more

Add more Actors

REBECCA HALLEMAN [Search]

[Red Box] [Search]

[Empty Box] [Search]

Add more (Red Arrow)

Post (Red Arrow)

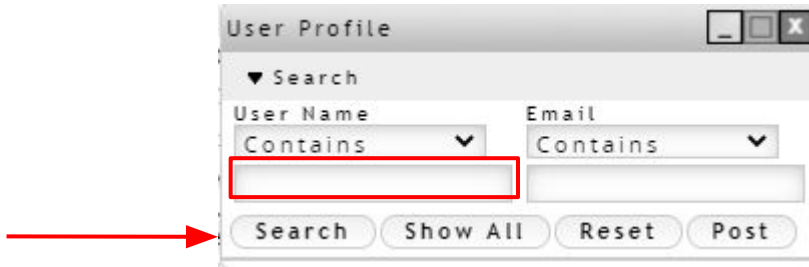
THREADED MESSAGING

ADD ADDITIONAL ACTORS - OPTION 2

1. Click the magnifying glass under Add More Actors in the Create New Comment Box



2. The User Profile window will appear. Type ahead in the User Name field to search for the actor to add
3. Click Search.



4. Check the box next to the actor and click Post or double click on the name of actor to add



5. Repeat if needed in empty Add More Actors boxes. Click **Add More** if more than three actors need to be added
6. Click **Post** once all additional actors have been added

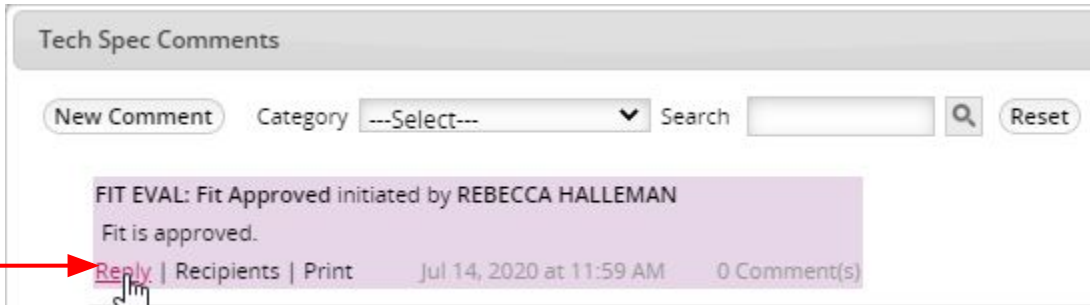


THREADED MESSAGING

RESPOND TO A THREAD - OPTION 1

1. Click **Reply** under the message you want to respond to

Note: Response will be sent to all actors on original comment, but you may also add additional actors



2. Add message in the new box, add additional actors if desired, and click **POST**

FIT EVAL: Fit Approved initiated by REBECCA HALLEMAN

Fit is approved.

[Reply](#) | [Recipients](#) | [Print](#) Jul 14, 2020 at 11:59 AM 0 Comment(s)

Post

Actor(s)	External Party(s)
<input type="checkbox"/> TD FOOTWEAR	<input type="checkbox"/> [REDACTED]
<input type="checkbox"/> JENNIFER THIMMESCH	<input type="checkbox"/> [REDACTED]
<input type="checkbox"/> PHANITNUN MUDA	<input type="checkbox"/> [REDACTED]
<input type="checkbox"/> CARYN REID	<input type="checkbox"/> [REDACTED]

Add more Actors

[Add more](#)

RESPOND TO A THREAD - OPTION 2

1. Reply to the email of the original comment

Note: Response will be sent to all actors on original comment, but you cannot add additional actors

SPEC COMPLETION

SPEC COMPLETION

SPEC COMPLETION

Spec completion occurs after Fit it Approved. If a CTD is approving, it occurs after confirmation of approval from Kohls TD. After completing the required tabs, send threaded message to Kohl's TD to advise spec is complete.

REQUIRED TABS

- **Overview:** Under Style Information: Additional Indicators type in last name/number in the **APPROVED LAST** box.

Note: Please be consistent with entering the same name/number for all lasts across seasons. As this is a free field, we can only search when field is exactly the same (ex. U-L2018 or UL2018. Choose ONE format.

Additional Indicators			
<input type="checkbox"/>			
<input type="checkbox"/>	CARRYOVER STYLE	--Selr ▼	
<input type="checkbox"/>	APPROVED LAST	--Selr ▼	(ENTER STYLE/LAST NAME HER)

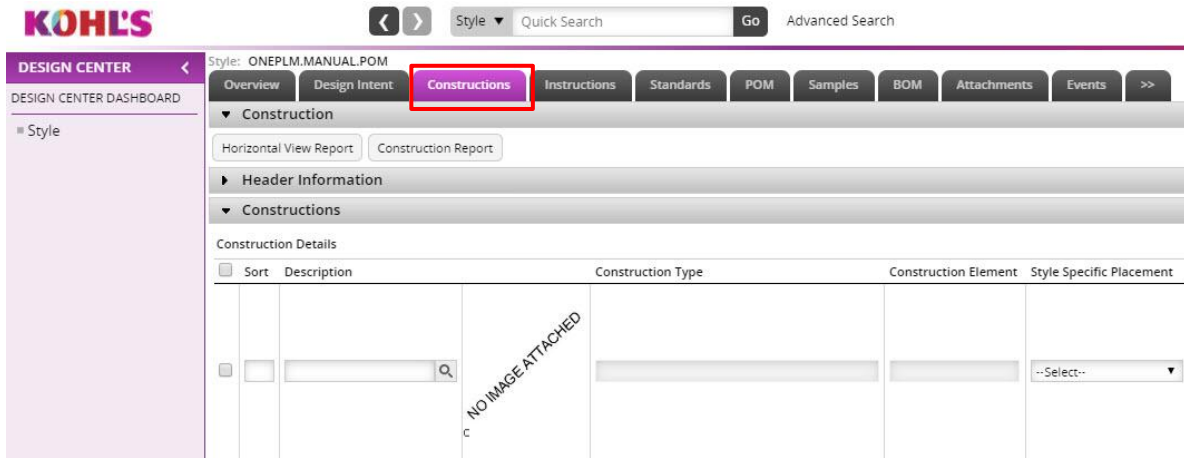
- **Construction:** All rows should be complete that apply to the style. See [Constructions](#) section for more details.
- **POM:** Complete all measurements that apply to the style, including grading. Multiple pages may need to be completed for multiple materials and/or widths. See [POM](#) section for more details.
- **Attachments:** Attach completed Bill of Materials from template found on K-Link. See [Attachments](#) section for more details.

CONSTRUCTIONS

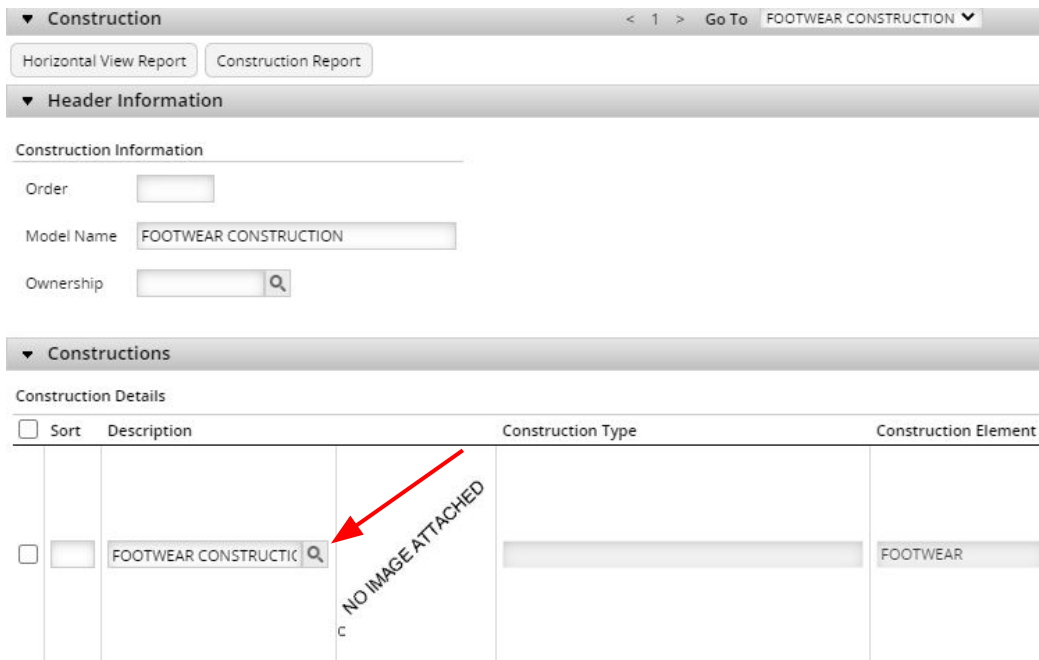
CONSTRUCTIONS

UPLOADING CONSTRUCTION TYPE FROM LIBRARY

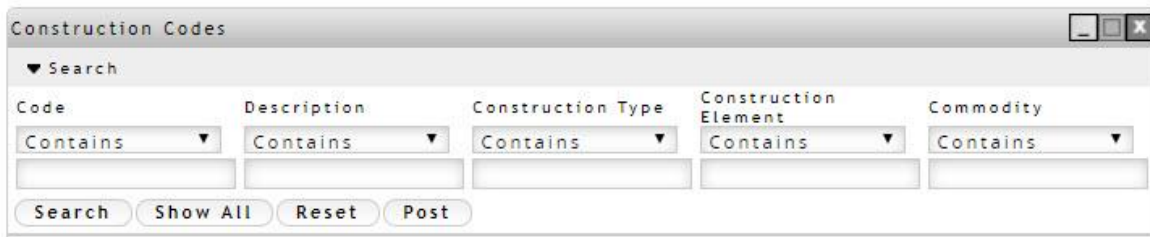
1. Locate the **Constructions** tab in the tech pack.
 - a. Construction Model should already be attached from the spec template. If it is not, or is the incorrect template, return to the Overview page and Smart Copy Construction tab from the correct existing template.



2. Click the magnifying glass symbol for each row that applies to the product.



Note: Clicking the magnifying glass opens the construction codes pop up window.



CONSTRUCTIONS

UPLOADING CONSTRUCTION TYPE FROM LIBRARY (CONT'D)

3. Select the desired construction type description.
 - a. Option A: Click the box to select, then click **Post**.
 - b. Option B: Double click on the description line. Construction Type will automatically upload.

Construction Codes

▼ Search

Code: Contains | Description: Contains | Construction Type: Contains | Construction Element: Contains | Commodity: Contains

Search | Show All | Reset | Post

Description	Construction Type	Construction Element	Commodity
<input type="checkbox"/> FOOTWEAR CONSTRUCTION		FOOTWEAR	FOOTWEAR
<input type="checkbox"/> FOOTWEAR CONSTRUCTION	CEMENT	FOOTWEAR	FOOTWEAR
<input type="checkbox"/> FOOTWEAR CONSTRUCTION	STITCHDOWN	FOOTWEAR	FOOTWEAR
<input type="checkbox"/> FOOTWEAR CONSTRUCTION	STROBEL	FOOTWEAR	FOOTWEAR
<input type="checkbox"/> FOOTWEAR CONSTRUCTION	VULCANIZED	FOOTWEAR	FOOTWEAR

Note: If there is not an appropriate type in the library, double click the blank option from the library and add details into the **Construction Details** box. Also enter details on the construction here. Ex. SPI for Upper Stitching

Construction Codes

▼ Search

Code: Contains | Description: Contains | Construction Type: Contains | Construction Element: Contains | Commodity: Contains

Search | Show All | Reset | Post

Description	Construction Type	Construction Element	Commodity
<input type="checkbox"/> FOOTWEAR CONSTRUCTION		FOOTWEAR	FOOTWEAR
<input type="checkbox"/> FOOTWEAR CONSTRUCTION	CEMENT	FOOTWEAR	FOOTWEAR
<input type="checkbox"/> FOOTWEAR CONSTRUCTION	STITCHDOWN	FOOTWEAR	FOOTWEAR
<input type="checkbox"/> FOOTWEAR CONSTRUCTION	STROBEL	FOOTWEAR	FOOTWEAR
<input type="checkbox"/> FOOTWEAR CONSTRUCTION	VULCANIZED	FOOTWEAR	FOOTWEAR

▼ Constructions

Construction Details

Sort	Description	Construction Type	Construction Element	Style Specific Placement	Construction Details
<input checked="" type="checkbox"/>	FOOTWEAR CONSTRUCTIC		FOOTWEAR	--Select--	MOLDED

4. Click **Save** in the upper right hand corner of the screen.

Note: Screen view after saving.

▼ Constructions

Construction Details

Sort	Description	Construction Type	Construction Element
<input checked="" type="checkbox"/>	FOOTWEAR CONSTRUCTIC	CEMENT	FOOTWEAR

5. Repeat for all rows that apply to the style.

POM

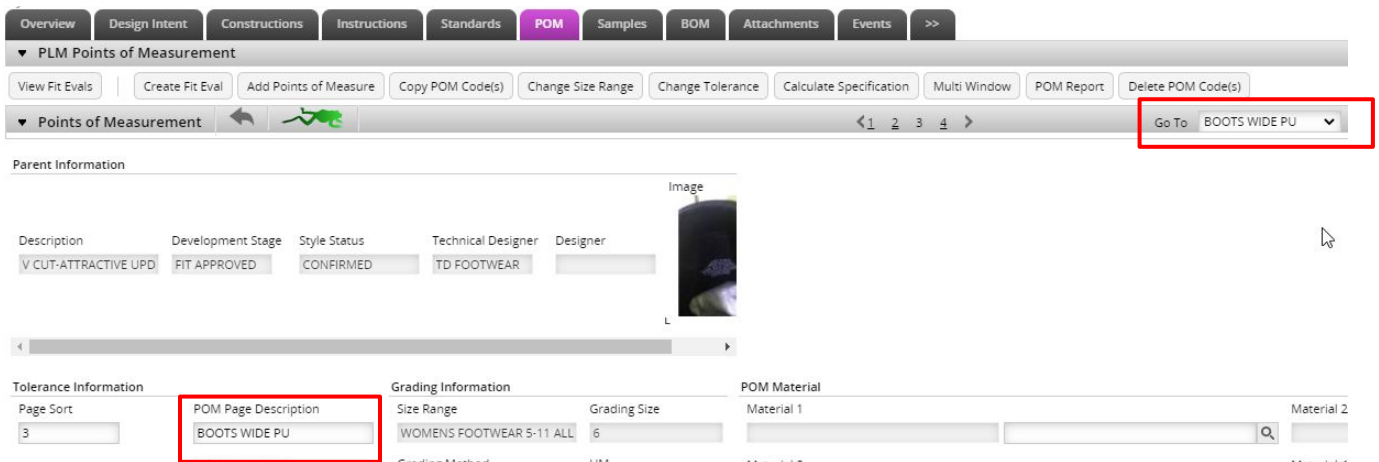
MULTIPLE POM PAGES

A tech pack may contain multiple POM pages for various reasons: width (ie: medium, wide, wide calf) or multiple fabrications (ie: PU & micro.)

1. If there are multiple POM pages in a style, there will be a number for each POM page in the Points of Measurement bar. Click on the number **OR** use the arrows **OR** click on the drop down to navigate to each POM page.
Note: When the POM page is selected for viewing, it will NOT be underscored.



2. When POM pages need to be split because of width (ie: medium, wide, wide calf) or multiple fabrications (ie: PU & micro.) a rename the POM Page Description following the POM page naming convention to distinguish the product.
Note: The POM page description also displays in the Points of Measurement bar. See POM Naming Convention on next page.



POM NAMING CONVENTION

The POM naming convention process is broken into sections of **REQUIRED** or **NOT REQUIRED** information in each section. Kohls TD will set up

- **SECTION 1 = Material - REQUIRED**

Material must be specific, especially if there are multiple fabrications on the same style.

SOME MATERIALS INCLUDE:

-PU, MICRO, CANVAS, GLITTER, SUEDE, LEATHER

EXAMPLES: PU FTWR MED

- **SECTION 2 = Category - REQUIRED**

CATEGORIES:

-FTWR (Dress and Casuals)

-SANDAL

-BOOT

-FLIPS (Alpha only)

-SLIPPERS

EXAMPLE: PU FTWR MED

- **SECTION 3 = Foot Width - REQUIRED**

WIDTH:

-MED - Medium Width

-WIDE - Wide Width

TALL BOOTS:

-MRC - Medium foot width + Regular calf width

-MWC - Medium foot width + Wide calf width

-WRC - Wide foot width + Regular calf width

-WWC - Wide foot width + Wide calf width

-XWC - Wide foot width + Extra Wide Calf Width

EXAMPLE: PU FTWR MRC

Note: Alpha sized footwear is exempt from having the width indicated.

ENTERING MEASUREMENTS

Measurements must match the fit approved sample.

1. Enter measurements for the base size for each Point of Measure that is relevant for the style.

PLM Points of Measurement

View Fit Evals | Create Fit Eval | Add Points of Measure | Copy POM Code(s) | Change Size Range | Change Tolerance | Calculate Specification | Multi Window | POM Report | Delete POM Code(s)

Points of Measurement < 1 > Go To FTWR MEDIUM

Points of Measure Hide / Show										Size/Active Hide / Show					
Sort	QA	P/S	HTM	Code	POM Description	Tol(-)	Tol(+)	Size Code	5	5.5	[6]	6.5	7	7.5	7.5
<input type="checkbox"/>								Active Ind	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
								Sample Size	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	P	F110-L	BALL GIRTH ON A LAST			Grading			0.000				
								Spec Meas			165.00				

2. Enter grading on all sizes in the size range.
Note: The grades calculate from the BASE size.

Points of Measurement < 1 > Go To FTWR MEDIUM

Points of Measure Hide / Show										Size/Active Hide / Show					
Sort	QA	P/S	HTM	Code	POM Description	Tol(-)	Tol(+)	Size Code	5	5.5	[6]	6.5	7	7.5	8
<input type="checkbox"/>								Active Ind	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
								Sample Size	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	P	F110-L	BALL GIRTH ON A LAST			Grading	-6.30	-3.15	0.000	3.15	6.30	9.45	12.60
								Spec Meas			165.00				

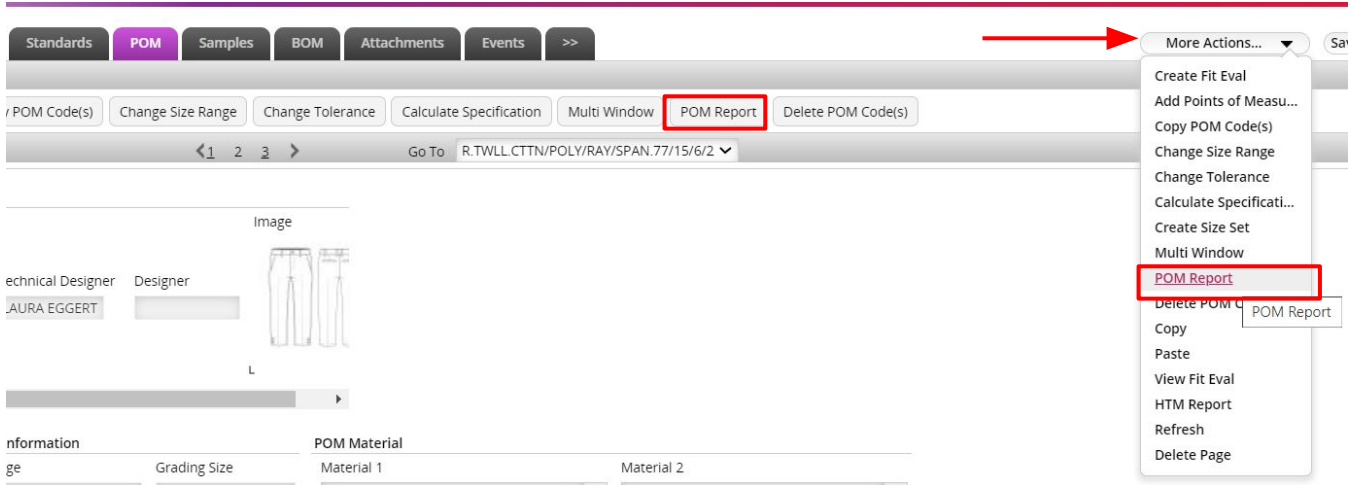
3. Click **Save**



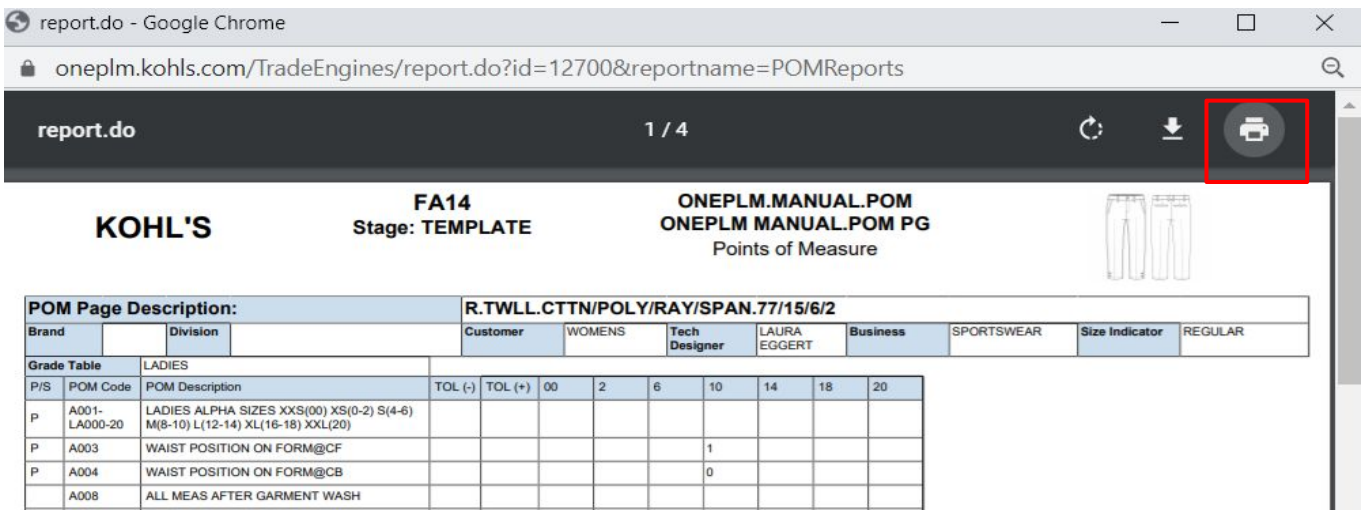
4. Repeat for all relevant Points of Measure.

PRINTING POM REPORT

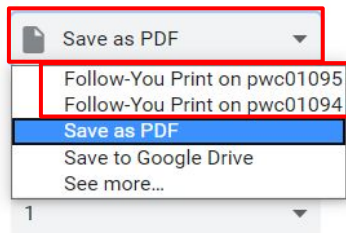
- To print the POM page, click More Actions > POM Report OR click the hot key at the top.



- A PDF of the POM Report will automatically generate and window will appear.
- Click on the printer icon.



- Follow computer settings to either save as PDF file OR print PDF.



ATTACHMENTS

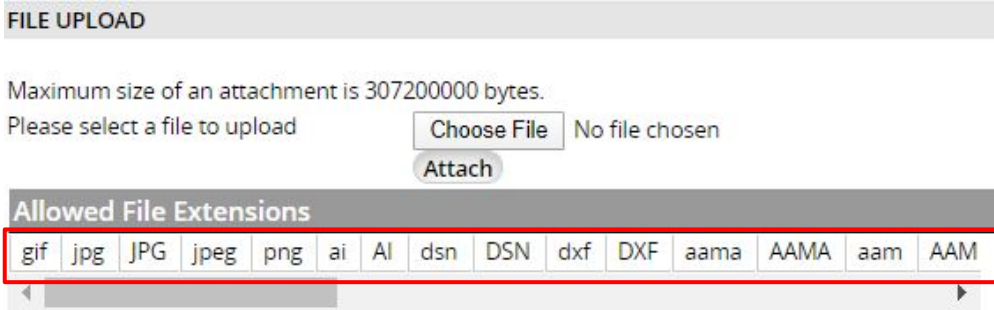
ATTACHMENTS

ONEPLM IMAGE/FILE SIZE REQUIREMENTS

- Maximum size of an attachment is 307200000 bytes.
- To print, image/file size cannot exceed 2.5 MB and MUST BE one of these file types: .PNG, .jpeg, or .AI.
 - Note: If sending images from phone or iPad to onePLM, file cannot exceed 2.5 MB or image will not print.

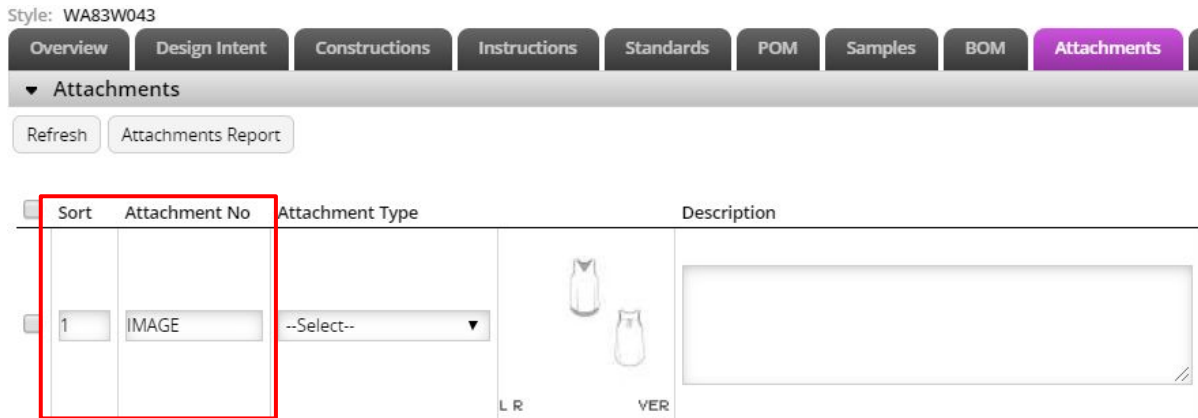
ONEPLM SUPPORTED FILE TYPES

- gif, jpg, JPG, jpeg, png, ai, AI, pdf, tif, psd, PSD, indd, INDD, tiff, PNG, bmp, BMP, doc, txt, xls, xml, ppt, mov, zip, qtx, step, igs, docx, xlsx, pptx, docm, xslm, pptm, mpg, ase



TECH SPEC OVERVIEW IMAGES

- Before uploading a file, make sure image has a unique file name. Example: Date-Style #-Fit Round-Issue Callout
- For thumbnail of image to show in a onePLM search, image on attachments page must be in position #1 of the sort order.
- Word "IMAGE" must be listed under "Attachment No." column as the first word in order for image to show in a onePLM search.

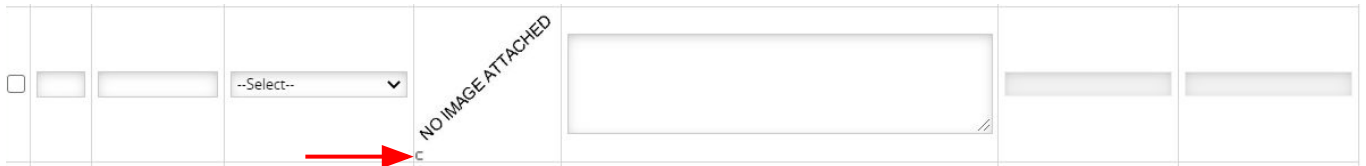


ATTACHMENTS

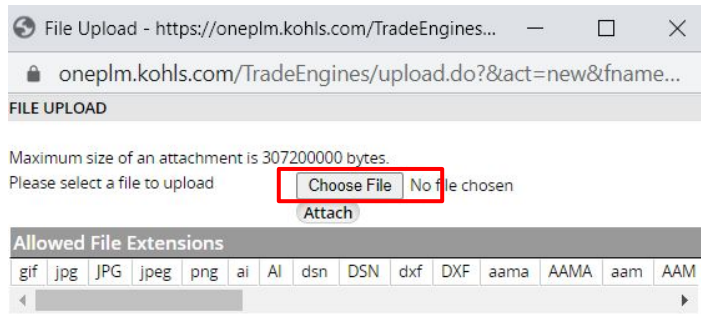
UPLOADING IMAGES & ATTACHMENTS

Note: Please make a distinct name for files (ex. BJO3K103 Front) with no special characters.

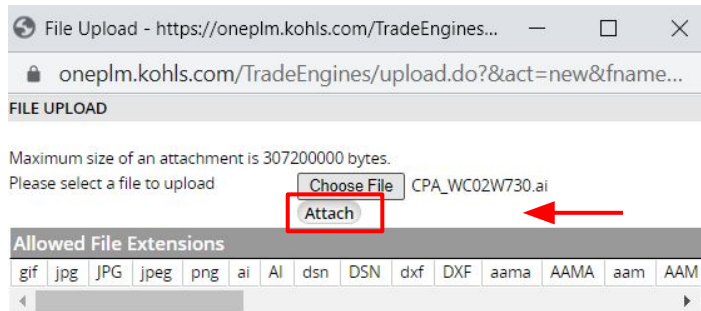
1. From the Attachments Tab, click **C** for Choose File.



2. The file upload window will appear. Click **Choose File**, then select the file to upload and click **Open**.



3. The file name selected will show next to Choose File. Click **Attach** to upload.



DELETING IMAGES AND ATTACHMENTS

1. Click the box next to the image to select.



2. Click More Actions > Delete.

