Kohl's Vendor Miro Standards

DIGITAL +
PRODUCT
CREATION

Table of Contents

Part 1: Enterprise, Spaces, and Board Standards (Slide 3)

Part 2: Commenting and Content Creation Standards (Slide 9)

Enterprise, Spaces, and Board Sharing Standards
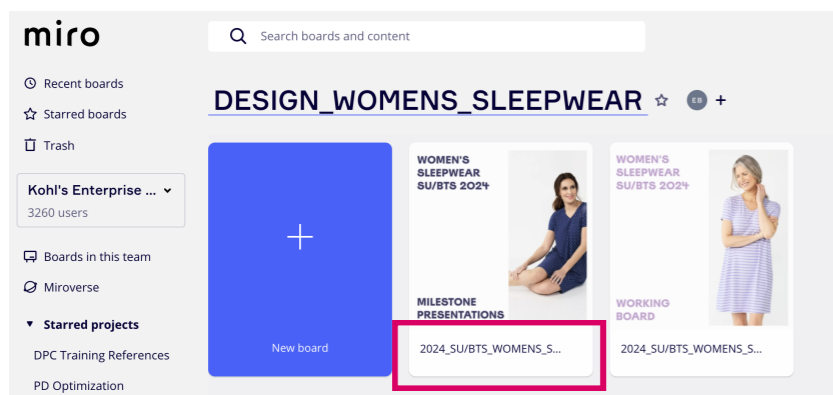
Naming Conventions

SPACES NAMING CONVENTION

EXAMPLE: DESIGN_WOMENS_SLEEPWEAR
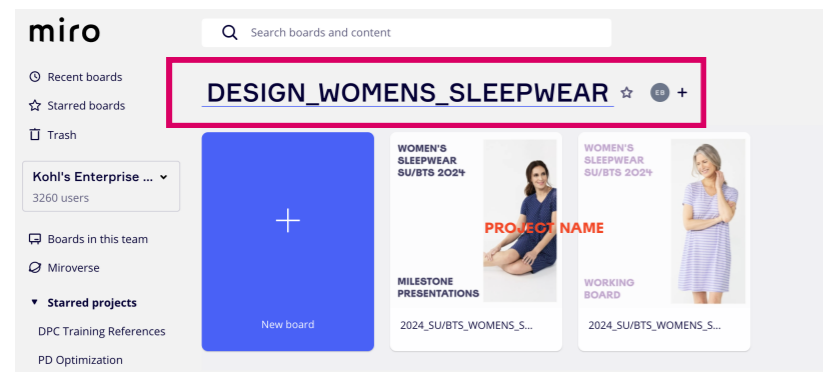
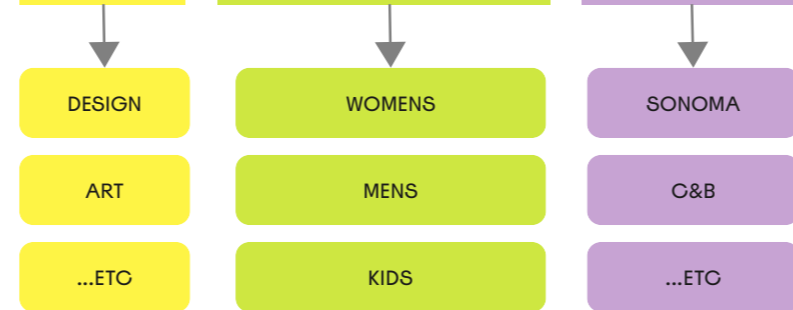## BOARD NAMING CONVENTION

2024_SU/BTS_WOMENS_SLEEPWEAR_MILESTONE
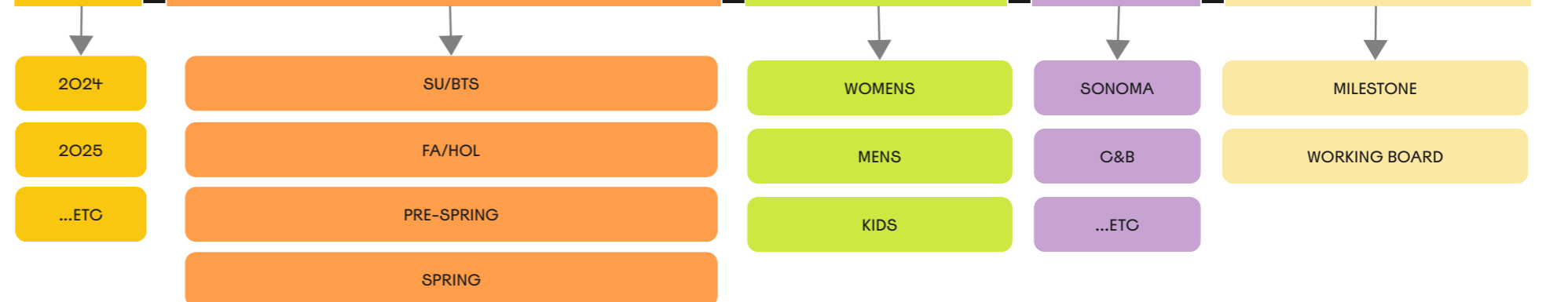

USE FOR INDIVIDUAL TEAMS' SPACES:

TEAM_CATEGORY_BRAND

TEAM	CATEGORY	BRAND
DESIGN	WOMENS	SONOMA
ART	MENS	C&B
...ETC	KIDS	...ETC

OR

USE FOR COLLABORATIVE CFT SPACES:

CFT_CATEGORY_BRAND

YEAR_DEVELOPMENT-SEASON_CATEGORY_BRAND_BOARD-TYPE

YEAR	DEVELOPMENT-SEASON	CATEGORY	BRAND	BOARD-TYPE
2024	SU/BTS	WOMENS	SONOMA	MILESTONE
2025	FA/HOL	MENS	C&B	WORKING BOARD
...ETC	PRE-SPRING	KIDS	...ETC	
	SPRING			

Miro Enterprise Standards

At Kohl's, every vendor has their own separate "Miro Enterprise," a drive where all their boards are stored. Kohl's team members will create boards with in your vendor enterprise.
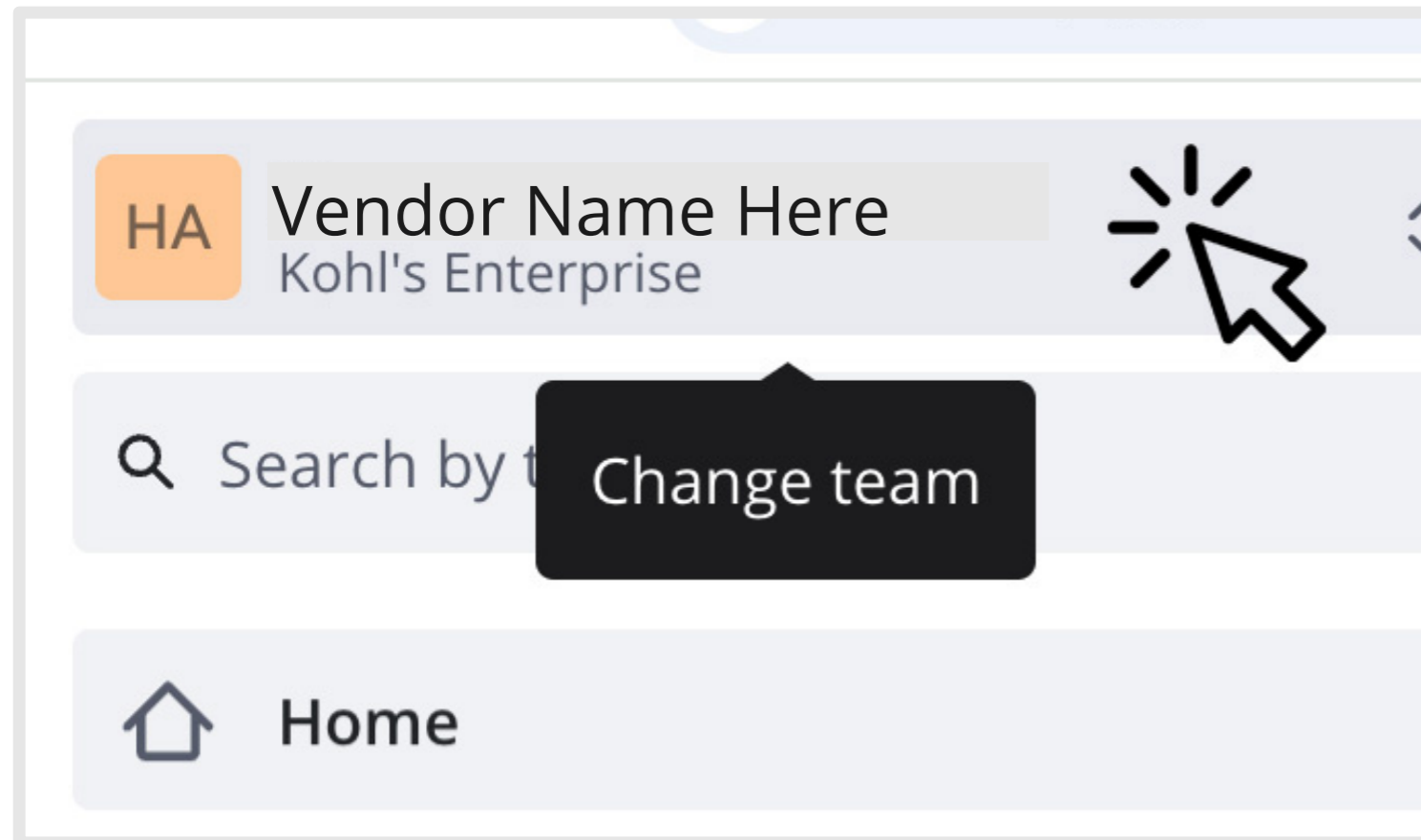

Enterprise Best Practices:

- **Ensure all the proper vendor team members and Kohl's associates are added to the Vendor Enterprise.**

- If a new member needs to be added or removed, contact dpc@kohls.com.

- Vendors must use a **company email domain** (@yourcompany.com, @yourcompany.org.) Domains like "@gmail.com" **cannot** be added to your Enterprise.

Miro Spaces (Projects)

Miro Spaces, formerly known as "Projects," keep boards organized. They are similar to Google Folders.

Spaces

JUNIORS_SO_PD

PSP24-25_SNB

SNB_BTS-FA25

SP25_SNB

YW SO
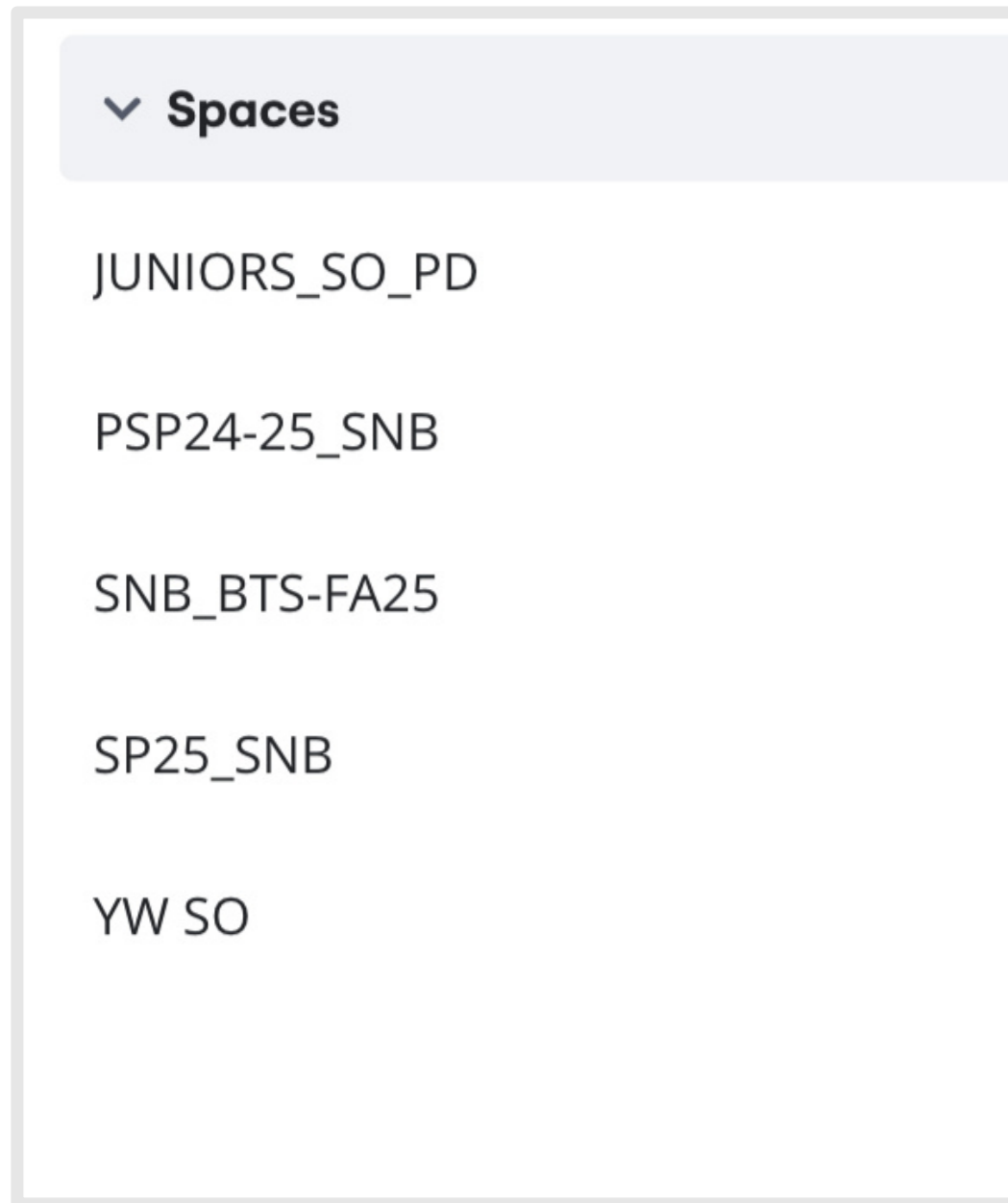
Spaces Best Practices:

- Spaces will be used to keep boards organized. Add all relevant boards to their proper spaces.

- Follow the Spaces Naming Convention (slide 4.)

- Click "add members" to add the members who need to see the boards within the space. If the entire Enterprise needs to see the space, select "anyone in your team can view."

- For more information on creating Spaces, review the "Spaces" page of the Miro Help Center.

Miro Board Creation

Boards are the equivalent of Google Slide decks. They are where you will do your communication.

Board Creation Best Practices:

- The board must follow the board naming standards (see slide 4.)

- The board must be created within the proper Enterprise and Space.

- The board must be shared with proper users. Ensure that all the necessary Kohl's users can **edit** the board.
    - If all the users in a vendor enterprise need to see a board, toggle the sharing setting to **"anyone in your team can view boards."**
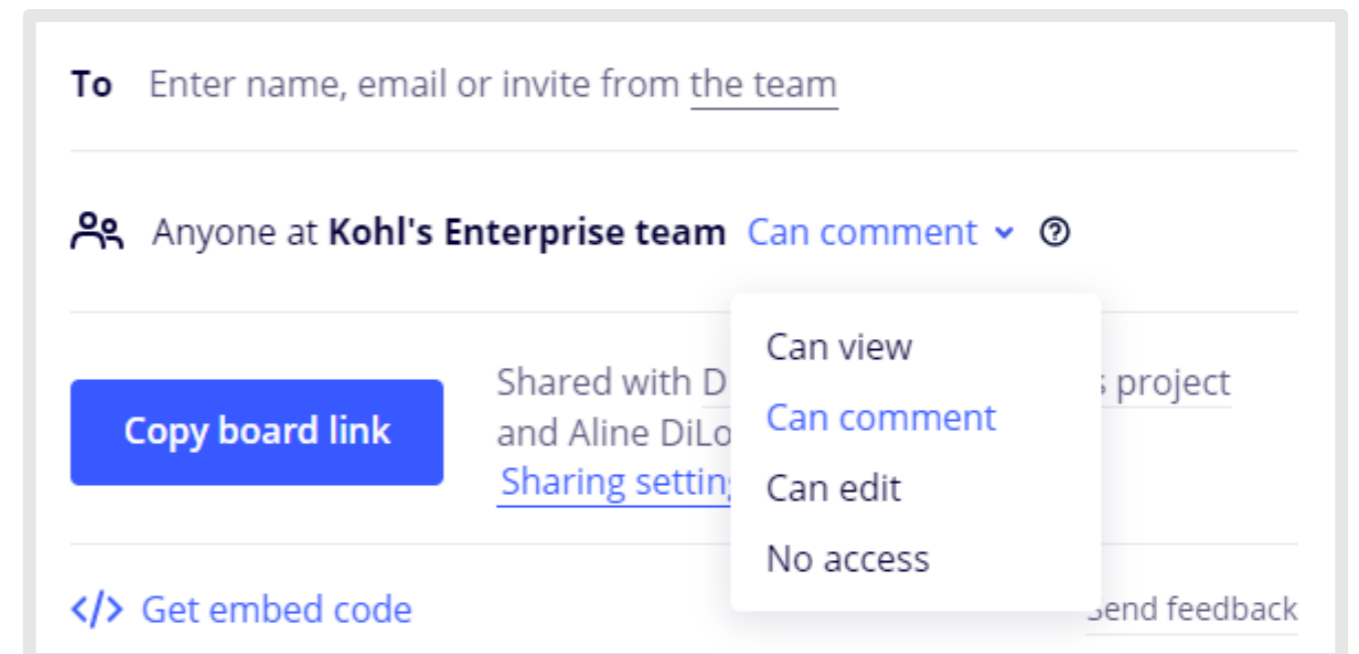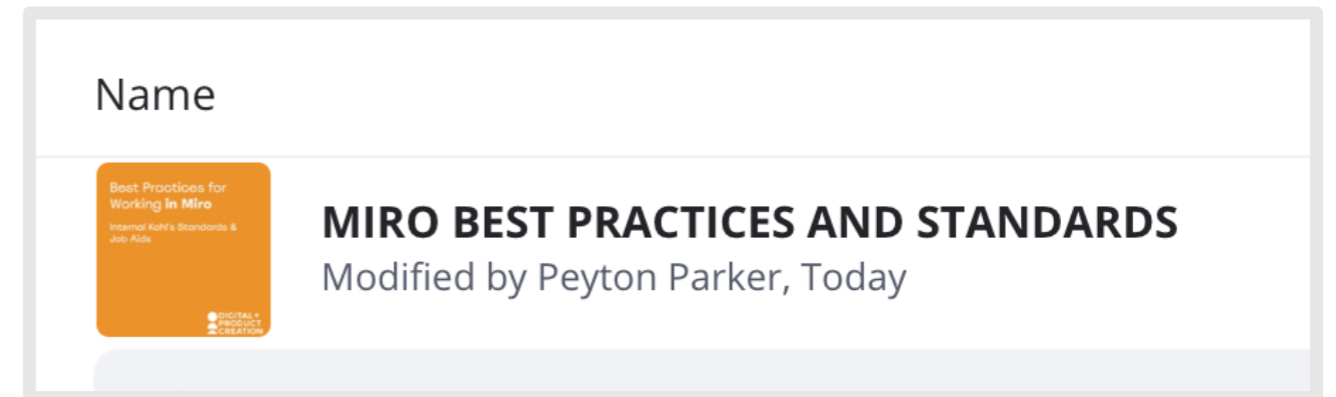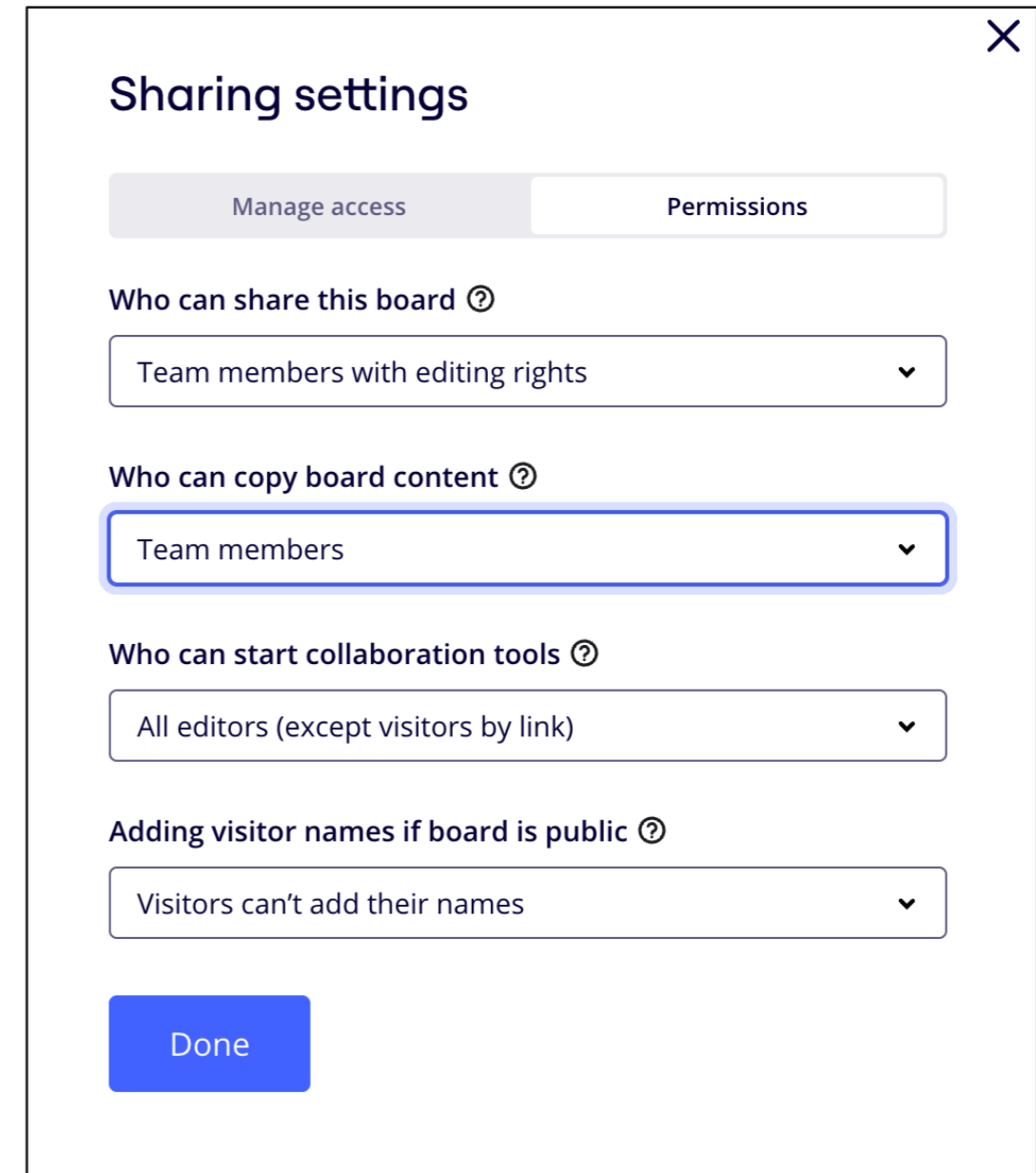
Sharing Settings

Kohl's recommends changing the default Sharing Settings, so that all users can copypaste board content and export the board.

Best Practice:

1.) Press **Share** in the top-right corner of the board.

2.) Go to **Sharing Settings.**

3.) Switch to **Permissions.**

4.) Under **Who can copy board content**, select "team members" or "team members with access."

5.) Click **Done.**

Sharing settings

| Manage access | Permissions |

Who can share this board ⊙

Team members with editing rights ⌄

Who can copy board content ⊙

Team members ⌄

Who can start collaboration tools ⊙

All editors (except visitors by link) ⌄

Adding visitor names if board is public ⊙

Visitors can't add their names ⌄

Done

Board Content Standards

Season Kickoff Overview

At the beginning of the season, Kohl's teams can start a Miro board following the board naming convention. This should be shared with all all relevant vendors and include the following deliverables:

VENDOR Deliverables

✓ Trend and Shopping Analysis

✓ 3D Pre-Development or Trend Sample Images

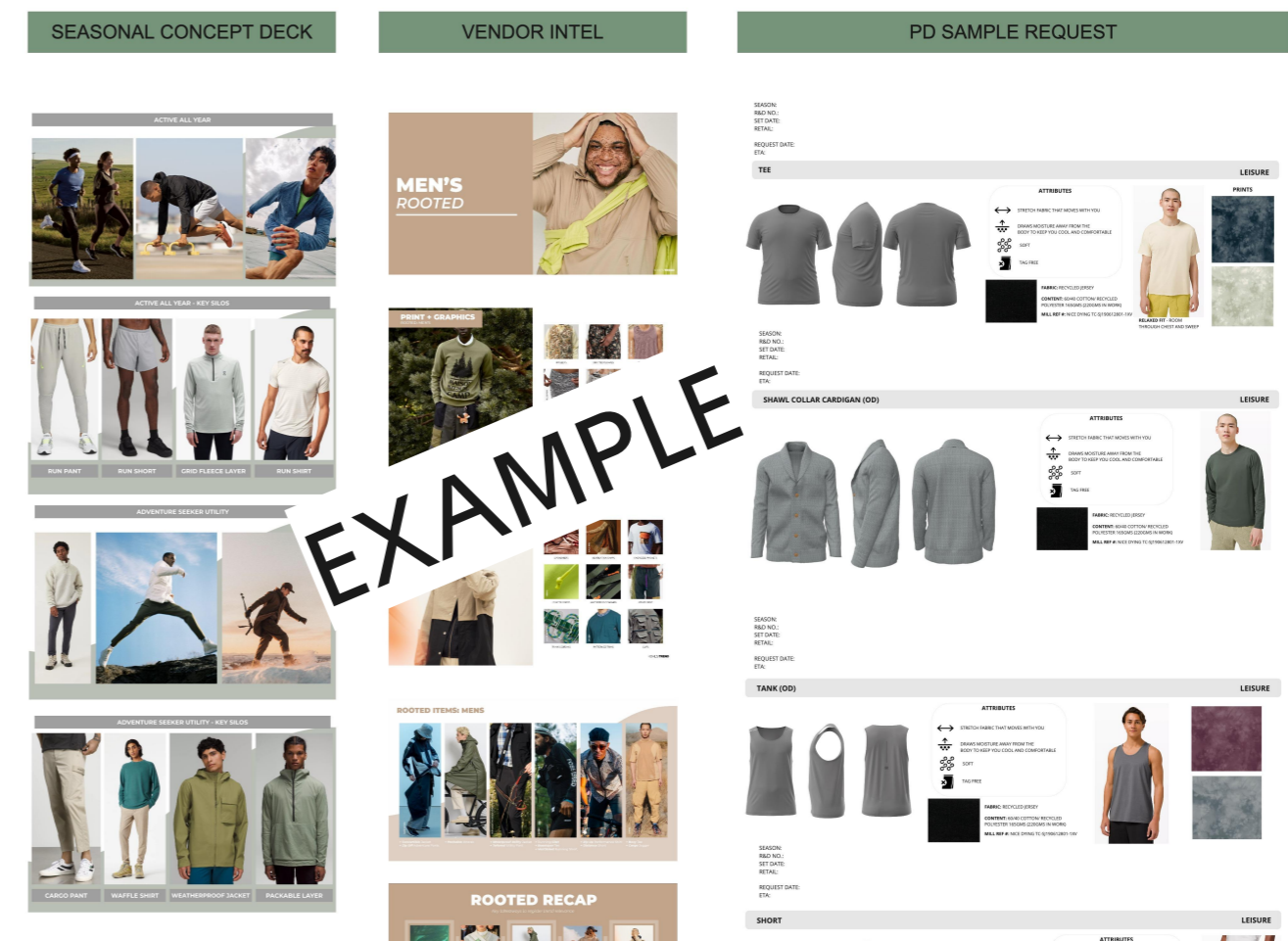✓ Comments and Questions for Design Team

KOHL'S Deliverables

✓ Color and Trend Direction for Vendors

✓ Pre-Development Sketches and Direction
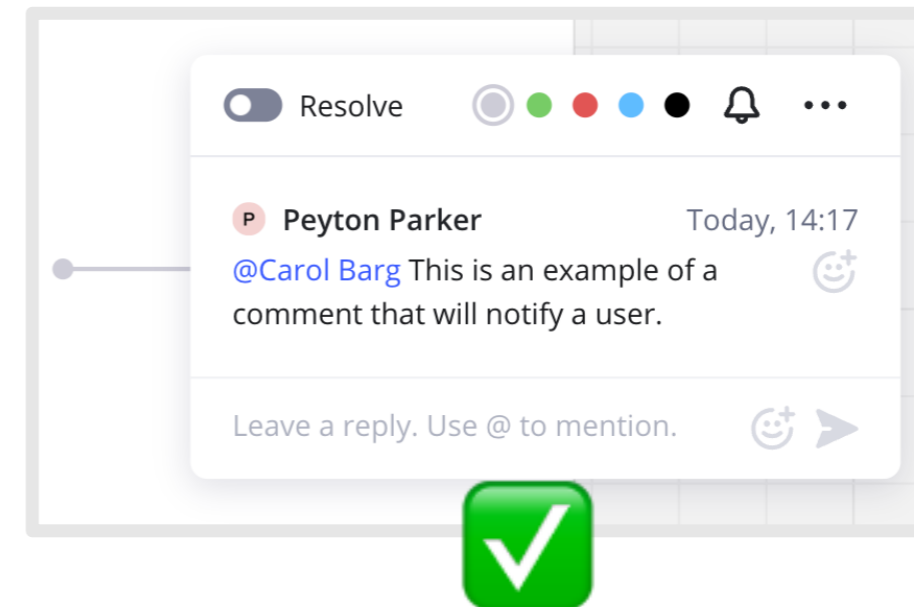
✓ Comments and Questions for Vendors

NOTE!
Please align on the cadence and deliverables each season.

Commenting Standards

Utilize the comment feature in Miro to reduce back-and-forth email communications.

Commenting Best Practices

- **Teams should tag @ all relevant emails so they receive notifications.**

- **Always use Comments to @ users.** If you use a textbox/sticky note, the user won't get a notification.

- Align with Kohl's associates on what communications should be in Miro vs other methods.

- Use the "Show Resolved" comments option to view resolved comments, when necessary.

- For more information on Commenting, view [this page of the Miro Help Center.](#)

Resolve

P Peyton Parker   Today, 14:17

@Carol Barg This is an example of a comment that will notify a user.

Leave a reply. Use @ to mention.

@Carol Barg won't actually receive a notification here, even though her name is blue.

Comments   Recordings

All comments

All comments

Mentions and replies

Show resolved

All comments

Mentions and replies

Show resolved

Board Zoom and Size

It is important to keep boards at a manageable size and ensure assets are created at the correct scale.

Zoom Best Practices

- In the lower right corner, you can view the Zoom settings.

- If your content looks too large when zoomed in at **100%,** scale your assets down to fit properly.

Board Sizes Best Practices

- Miro cautions against boards that have over 5000 objects. View the Board Performance page for more information.
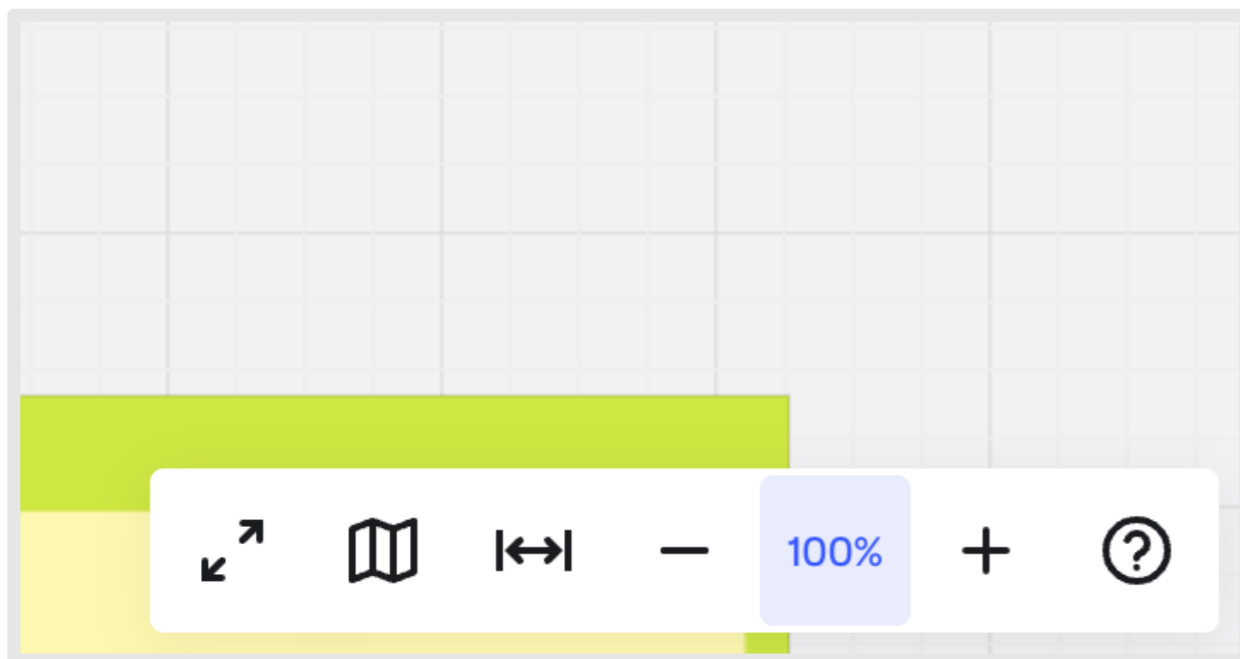
Tips for collaborative sessions   Tips for large boards

The maximum number of objects that you can add to a board is 100,000. However performance can be impacted starting from 1,000 objects. For a better experience, we recommend keeping the number of objects on the board below 5,000.

To find the number of objects on your board:

- select all objects on the board (ctrl-A on Windows, cmd-A on Mac, or drag a selection box around all your objects)
- the context menu will appear where you'll see the total number of objects
- click **Filter** to see the number of objects by type

Frames

Frames are equivalent to "slides" in a powerpoint presentation. They allow us to organize our Miro boards. This improves performance, loading speed, and navigation. It also streamlines the process of exporting and sharing boards.

Frames Best Practices

- Slides, pages, or groups of images all should be placed on frames.

- The frames should be given a descriptive name, allowing for easy searching.

- Frames can be reordered in the "frames" panel, found in the bottom right corner. This makes the board easier to navigate and export.

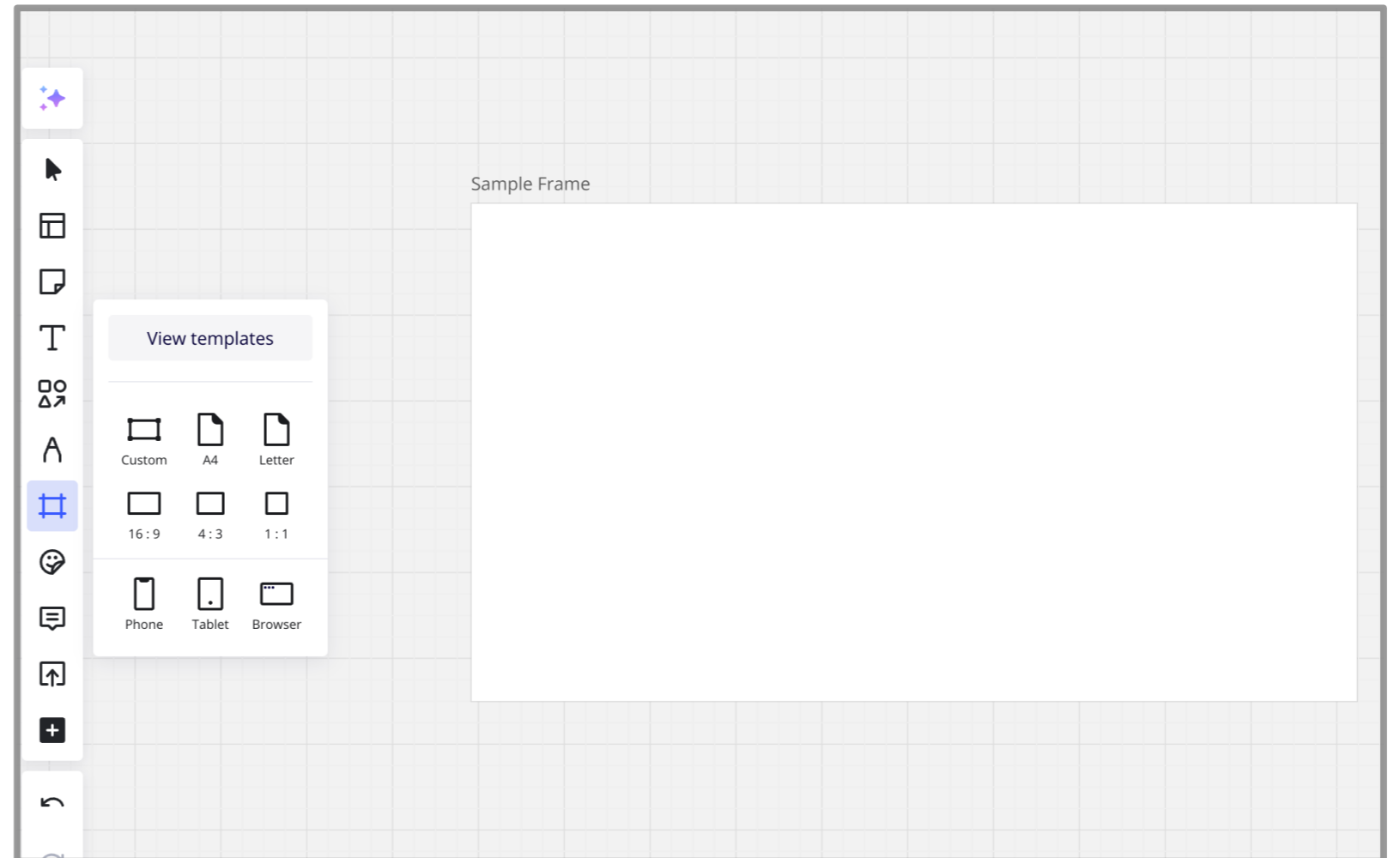Visit the Frames page on the Miro Help Center for more information on creating and organizing frames.

13

Image and File Upload Standards

Ensure that important images are uploaded in the correct file format and color profile.

Image Upload Best Practices

- Use the **PNG** file format.

- Use the web-optimized **sRGB** color profile.

- Images should be below 30MBs in size.

- Images that do not require high quality or color accuracy can be compressed, to lower the board size.

- Review this page of the Miro Help Center for more information.
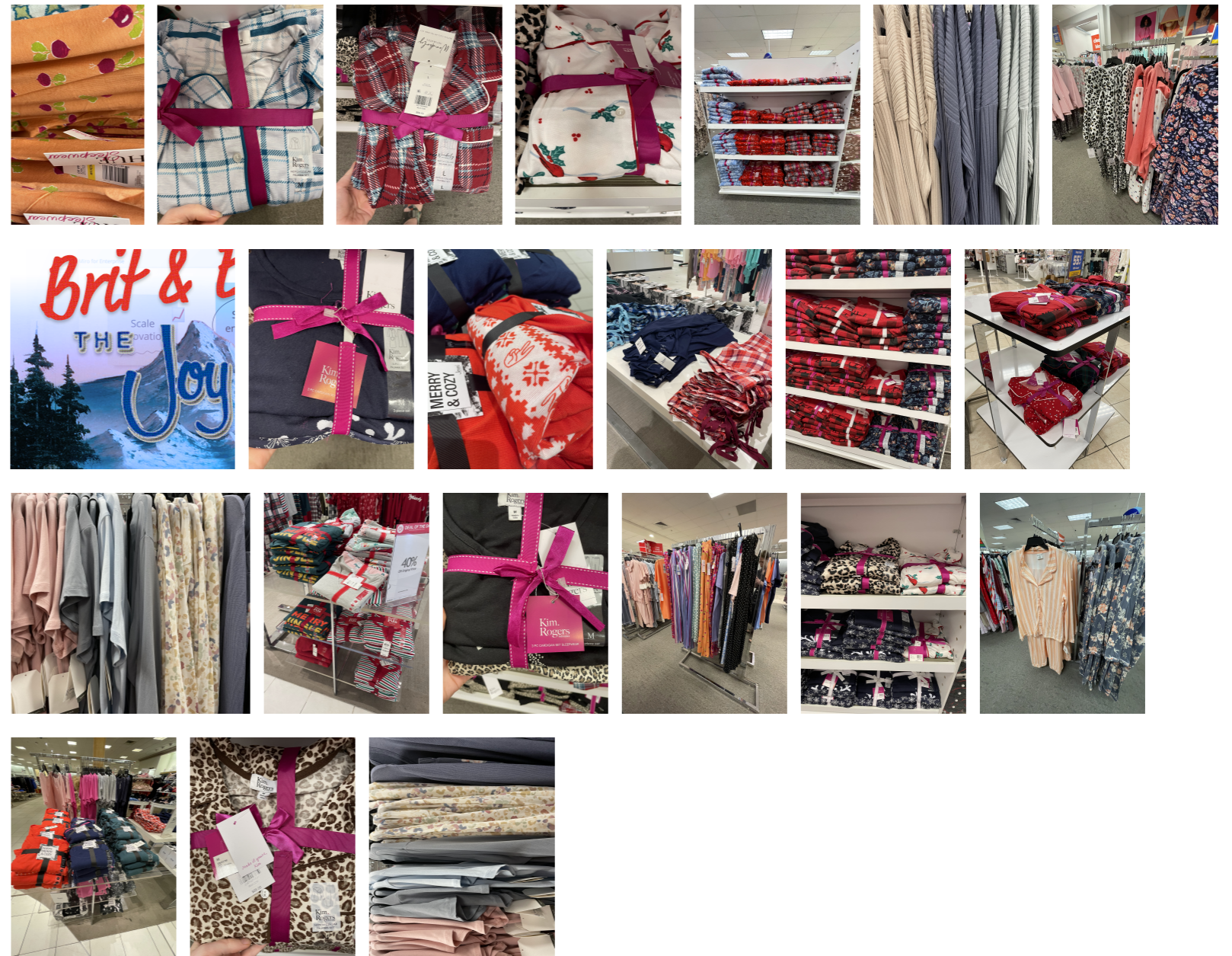
Miro Help

For general Miro questions, training, and software bugs...

Explore the Miro Help Center.

Follow this link to submit a Miro Support Help ticket.

For questions specific to Kohl's, our Kohl's standards, and requests to add new users to your Miro Enterprise....

Email DPC@kohls.com