



# Reference Guide

## Product Testing - Test Labs

*Last Updated: 3/26/2024*

one

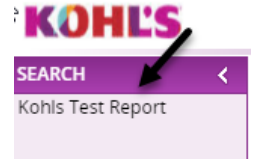


# Uploading a Test Report

## Step 1: Create a Test Report Page

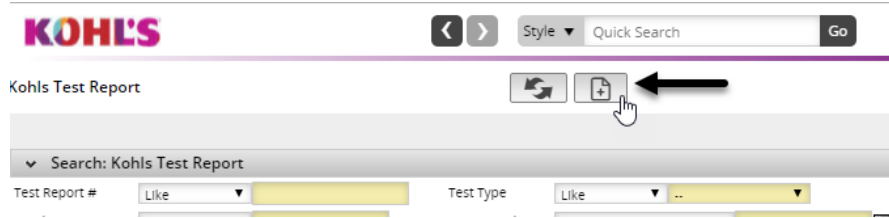
To upload an initial Test Report and Rating, you must first create a Test Report page in onePLM

1. Navigate to Kohl's Test Reports by clicking 'Kohls Test Report' under the 'SEARCH' module in the left navigation panel:



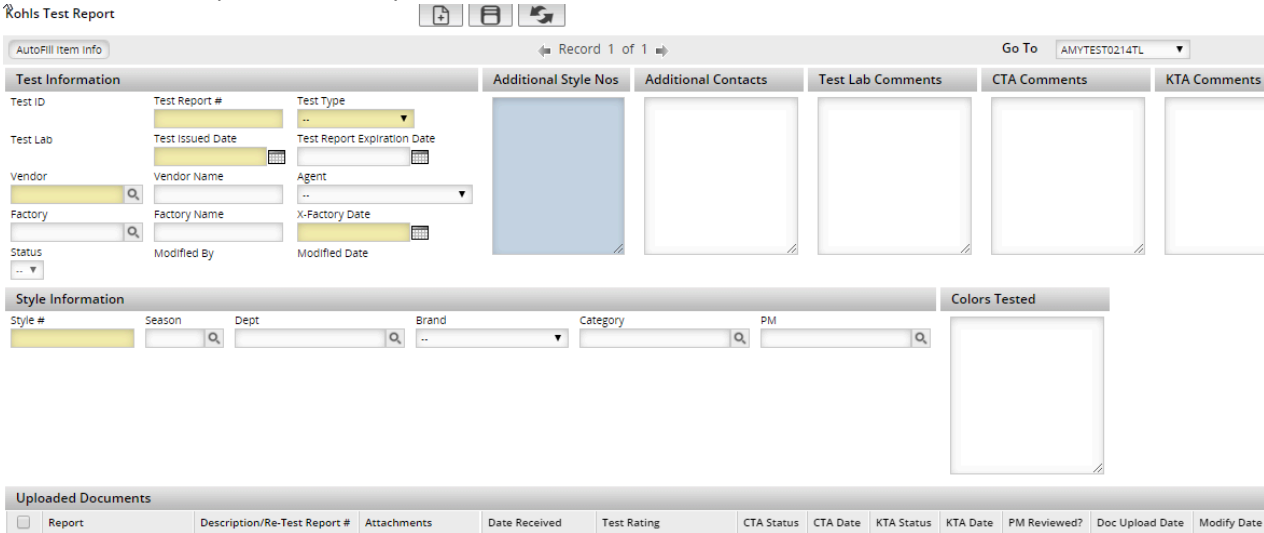
This will open the Kohls Test Report module

2. Click on the 'Create' icon

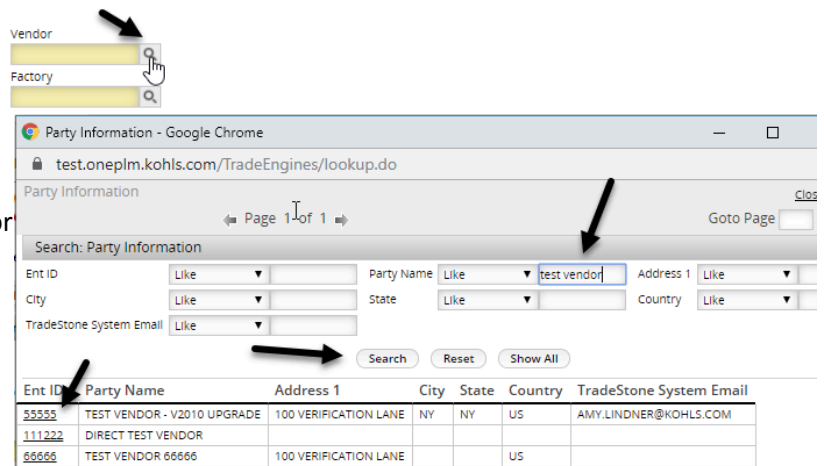


This will open a new Kohls Test Report page

3. Enter in the required fields in yellow



- a. **Test Report #**
- b. **Test Type**
- c. **Test Issued Date**
- d. **Vendor:**
  - i. Select the magnifying glass
  - ii. Enter the Vendor Name as indicated on TRF
  - iii. Click 'Search'
  - iv. Click on the **Ent ID** of the Vendor
- e. **Factory** (follow same steps as Vendor above)



*\*Note: Enter Factory from TRF, if available*

*\*Note: Vendor and Factory Name will populate after 'Save' in Step 4 below.*





- f. **Agent** - select the Li & Fung office, if indicated on the TRF
- g. **Style Information:**
  - i. Enter the **first** Style # listed in the TRF
  - ii. If **multiple** Style #'s, enter the remaining style #'s in the **'Additional Style Nos'** field separated by a **" / "**  
**Example: IBJ34101/BTJ34101/BLJ34101**
- h. Enter in **Colors Tested**
  - i. Enter the colors tested as indicated on the TRF
  - ii. If multiple colors tested, separate each color with a comma ( , )  
**Example: PARADISE TQ, GLTGRD BG**
- i. Enter **'Yes'** in the **Materials** Field

The screenshot shows a web form for a Kohls Test Report. The 'Test Information' section includes fields for Test ID (464.972), Test Report # (TRTESTLABTEST), Test Type (WHOLE PRODUCT), Test Lab (AJL\_USA), Test Issued Date (01/08/2021), Test Report Expiration Date (07/08/2021), Vendor (55555), Vendor Name (TEST VENDOR - V2010 ...), Agent (LI & FUNG TEST AGE?), Factory (55556), Factory Name (TEST FACTORY), X-Factory Date (01/31/2021), Status, Modified By (TSSTLAJL), and Modified Date (2021-01-08 11:41:55). The 'Style Information' section includes Style # (AMYTEST1216RS), Season, Dept, Brand, Category, PM, Colors Tested (Blue), and Materials (YES). There are also fields for Additional Style Nos, Additional Contacts, Test Lab Comments, CTA Comments, and KTA Comments.

4. Click the **Save** icon at the top of the page.

**Note:** Upon **Save** in Step #4 below, the Style entered in the 'Style #' field will auto-populate in the 'Additional Style Nos' field

If all required fields are entered, you should receive a **'Saved Successfully'** Message.

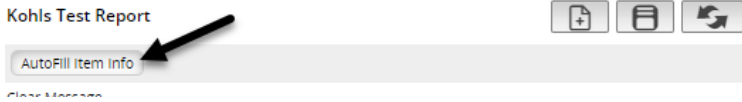
- Your **Test Lab** location will auto-populate in the 'Test Lab' field
- Vendor and Factory **Name** will populate.
- A **'Test Report'** row will be created under 'Uploaded Documents'

The screenshot shows the Kohls Test Report form after a successful save. A green checkmark and the message "Saved Successfully" are visible. The 'Test Information' section now shows Test ID (436.662), Test Report # (AJL02172020TL), Test Type (WHOLE PRODUCT), Test Lab (AJL\_USA), Test Issued Date (02/14/2020), Test Report Expiration Date (02/14/2021), Vendor (55555), Vendor Name (TEST VENDOR - V2010 UP), Agent (LI & FUNG HONG KONG), Factory (55556), Factory Name (TEST FACTORY), X-Factory Date (04/30/2020), Status, Modified By (TSSTLAJL), and Modified Date (2020-02-17 07:30:20). The 'Style Information' section shows Style # (AMYTEST0712D-1RS), Season, Dept, Brand, Category, PM, and Colors Tested (OATPRARUBABLUNKSD). The 'Uploaded Documents' table at the bottom has one row with Report (Test Report), Description/Re-Test Report # (Test Report), Attachments, Date Received, Test Rating, CTA Status, CTA Date, KTA Status, KTA Date, PM Reviewed?, Doc Upload Date, and Modify Date (02/17/2020).

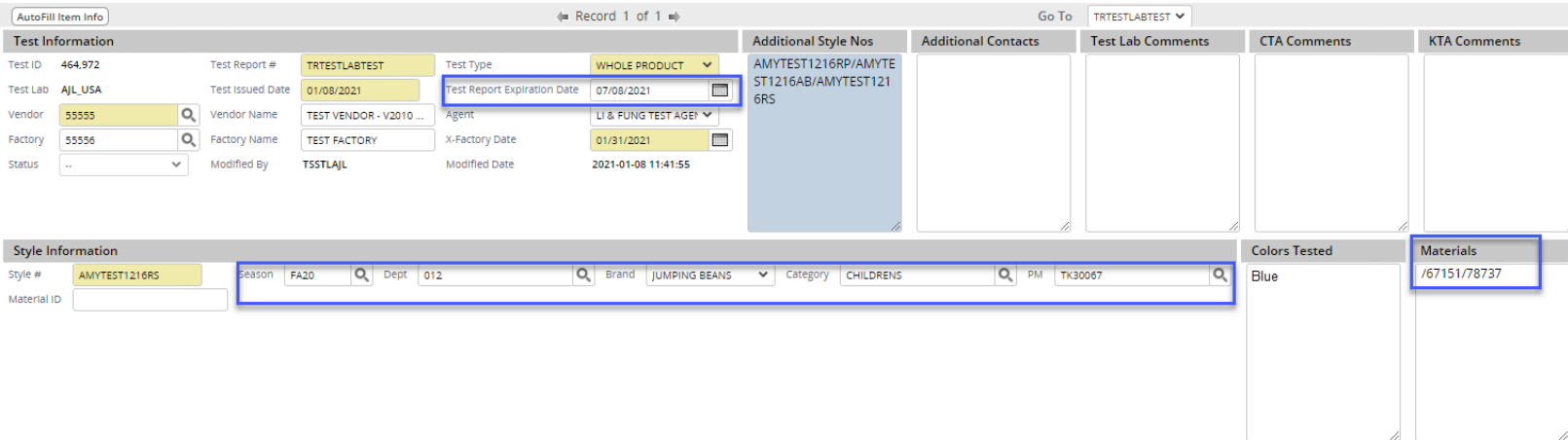


onePLM URL: <https://kohls.bamboorose.com/prod/login.do>

5. Click the 'AutoFill Item Info' button near the top of the page



- If the style(s) are found in onePLM, the system will:
  - auto-populate the Style information fields from the style(s),
  - auto-populate the Materials from each style into the 'Material's field
  - and the [Test Report Expiration Date](#) will auto-calculate based on [Dept](#) and [Category](#).



- If the style(s) are **not** found in onePLM, the system will require you to enter the missing fields before you can save your Test Rating

a. **Dept:**

- Enter the Dept #(s) as indicated on the TRF
- If multiple Dept #'s are listed, separate each dept # with a "/"

**Example:** 012/112/013

b. **Brand:**

- Select the Brand listed on the TRF. If multiple Brands are listed, select one Brand to assign.

c. **Category:**

- Select the Category listed on the TRF. If multiple Categories are listed, select one Category to assign
- If multiple Categories are listed on the TRF and one of those is 'Children', Select 'Childrens' to assign as the Category on the Test Report page.

d. **PM**

- Use the magnifying glass to search for the Name of the Product Manager listed on the TRF and then double-click on the name to apply.
- If multiple PMs are listed on the TRF, select one to assign
- All Product Managers should be in onePLM; however, if you cannot find the Product Manager listed on the TRF, you may leave blank and/or reach out to [quality.assurance@kohls.com](mailto:quality.assurance@kohls.com) to request the PM be added.**





## Step 2: Enter Test Lab Comments & Additional Contacts (Optional)

1. Enter any comments you wish to communicate in the 'Test Lab Comments' box.
  - a. For Failures, enter the failure type (Ex. Crocking, Dimensional Stability, etc.) per the "Standardized Test Status Comments" guide provided by Kohl's.
  - b. Enter any Comments and SAVE **before** entering your Test Rating so the comments are included in the email notification upon setting the Test Rating.

Test Lab Comments

2. Enter the email address(s) of any additional contacts you wish to receive an email alert on the Test Lab Rating in the 'Additional Contacts' box.  
Enter multiple email addresses separated by a comma. For Example: user@abc.com, vendor@123.com

Additional Contacts

**Notes:**

- \*Enter any additional contacts and SAVE **before** entering your Test Rating so the additional contacts will receive an email notification upon setting the Test Rating.

## Step 3: Upload Test Report

Once the Test Report page is created, the next step is to upload the Test Report and enter the Test Lab Rating

1. Under the 'Uploaded Documents' section, go to the 'Test Report' row that was auto-created when you saved the Test Report page.

Uploaded Documents												
<input type="checkbox"/>	Report	Description/Re-Test Report #	Attachments	Date Received	Test Rating	CTA Status	CTA Date	KTA Status	KTA Date	PM Reviewed?	Doc Upload Date	Modify Date
<input type="checkbox"/>	Test Report	Test Report	Attachments		--	--		--		--		01/08/2020
<input type="checkbox"/>	..		Attachments		--	--		--		--		
<input type="checkbox"/>	..		Attachments		--	--		--		--		

2. Enter **Date Received**: Please enter the "Date Work Authorized" date.
3. Select **Test Rating** (Pass, Performance Fail, Regulatory Fail, or Data Fail)  
**Note:** If there is a Regulatory and Performance failure, 'Regulatory Fail' should be selected.
4. Click the **Save** icon at the top of the page
5. Click **Attachments** link on the Test Report line

--

--

DATA FAIL

PASS

PERFORMANCE FAIL

REGULATORY FAIL

Uploaded Documents												
<input type="checkbox"/>	Report	Description/Re-Test Report #	Attachments	Date Received	Test Rating	CTA Status	CTA Date	KTA Status	KTA Date	PM Reviewed?	Doc Upload Date	Modify Date
<input type="checkbox"/>	Test Report	Test Report	Attachments	12/15/2019	REGULATORY FAIL	--		--		--		

An **Attachment** window will open

6. Click on the 'Click to Add Attachment' link


Attachment

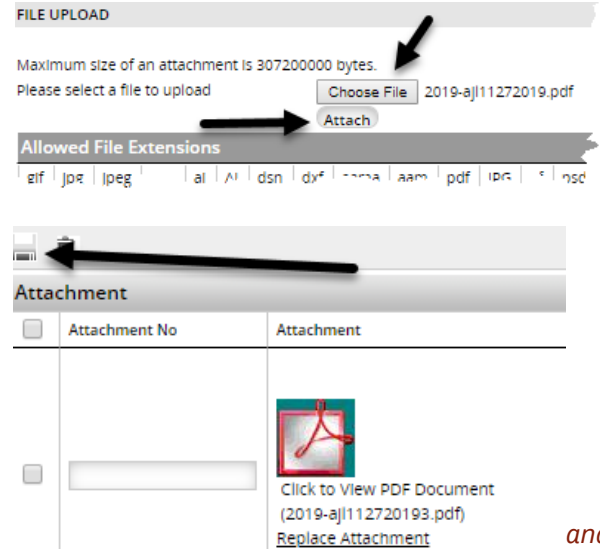
<input type="checkbox"/>	Attachment No	Attachment
<input type="checkbox"/>		





A **File Upload** window will open

7. Click '**Choose File**' and navigate to the path the Test Report is located
8. Double click on the Test Report file
9. Click '**Attach**' in the **File Upload** window
  
10. Click  in the **Attachment** window to save the file
11. **Close** the window



**Note:** Follow **STEP 3** to upload any **Reference or Revised Test Reports**  
**GCC**

and






## Replacing an Attachment

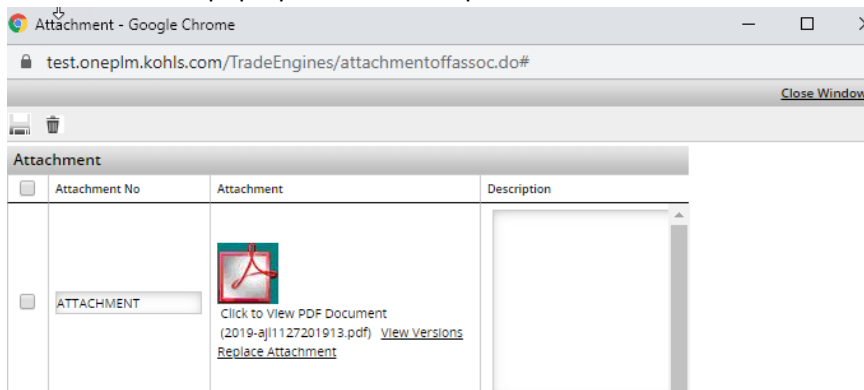
If an incorrect document is uploaded to onePLM, you can **replace** the document following the steps below.

**Note:** You can replace a 'Test Report' as long as the CTA or KTA status is **not** 'Re-Test'

1. Click on the 'Attachment' icon in the Uploaded Documents section


Uploaded Documents							
<input type="checkbox"/>	Report	Description/Re-Test Report #	Attachments	Date Received	Test Rating	CTA Status	CTA Date
<input type="checkbox"/>	Test Report	Test Report		12/15/2019	REGULATORY FAIL	KOHL'S TO REVIEW	01/14/2021

The Attachment pop-up window will open:





2. Click on the 'Replace Attachment' link.

A **File Upload** window will open

1. Click 'Choose File' and navigate to the path the Test Report is located
2. Double click on the Test Report file
3. Click 'Attach' in the **File Upload** window
4. Click  in the **Attachment** window to save the file

Once you upload and save the new file, both files will be available in the 'View Versions' link for history

Version Details			
Version Number	Overview Location	File Size	Modify Date
2	 <a href="#">Make Current</a>	38,262	2020-01-14
1	 <a href="#">Make Current</a>	156,379	2020-01-14





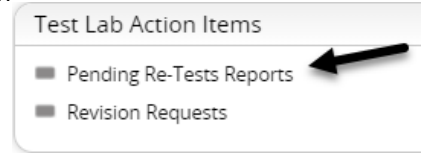
## Uploading a Re-Test or Revision Report

**Note!** Any Re-tests, Revisions, Reference, GCC or Additional/Supporting Documents should be uploaded within the initial report page in onePLM

All **Failed Test Reports** requiring a Re-test can be found in the **Pending Re-Tests Reports** query on your dashboard.

All Kohl's **Revisions Requests** can be found in the **Revision Requests** query on your dashboard.

When you are ready to upload the Re-Test or Revision Report:



1. Click on the **'Pending Re-Test Reports'** or **'Revisions Requests'** query on your dashboard

A listing of all the test reports that requires action will be listed.

- a. If you see the report # in the Search List section for which you are ready to upload the re-test or revision, simply click on the Test Report # to open the Test Report Page:

Test Report #	Test Type	Test Lab	Vendor	Vendor Name	Factory	Factory Name	Agent
<a href="#">AMYTEST01082020</a>	WHOLE PRODUCT	AJL_USA	55555	TEST VENDOR - V2010 UP...	55556	TEST FACTORY	LI & FUNG TEST AGENT - ...

- b. You can also **search** by Test Report #, or any of the Test report information, to easily find the report you are looking for:

Search Fields

Test Report #	Like	AJL12162019	Test Type	Like	..	Test Lab	Like	
Vendor	Like		Vendor Name	Like		Factory	Like	
Factory Name	Like		Agent	Like	..	Test Issued Date	Equal to	MM/dd/yyyy
Test Report Expiration Date	Equal to	MM/dd/yyyy	X-Factory Date	Equal to	MM/dd/yyyy	Style / Material Nos	Like	
Season	Like		Brand	Like	..	Dept	Like	
Category	Like		PM	Like		Status	Like	..
Test Rating	Like	..	GCC Request Date	Equal to	MM/dd/yyyy	GCC Resubmit Date	Equal to	MM/dd/yyyy



Clear Fields Search Show All

2. Click on the **Test Report #** in the **Search Results** section for the report you wish to upload the Re-test report for.





This will open the Test Report page:

**Kohls Test Report**  

AutoFill Item Info


**Test Information**


Test ID 391,642	Test Report # AMYTEST01142020	Test Type WHOLE PRODUCT
Test Lab AJL_USA	Test Issued Date 01/05/2020	Test Report Expiration Date 07/05/2020
Vendor 55555	Vendor Name TEST VENDOR - V2010 UP	Agent LI & FUNG TEST AGENT - V2010 UPGRAD
Factory 55556	Factory Name TEST FACTORY	X-Factory Date 04/01/2020
Status REGULATORY FAIL	Modified By TSSTLAJL	Modified Date 2020-01-14 10:15:27

**Style Information**

Style Nos AMYTEST0726RS1/AMYTEST01	Season FA18	Dept 011	Brand JUMPING E
---------------------------------------	----------------	-------------	--------------------

**Uploaded Documents**

<input type="checkbox"/>	Report	Description/Re-Test Report #	Attachments	Date Received
<input type="checkbox"/>	Test Report	Test Report		12/15/2019
<input type="checkbox"/>	..		<a href="#">Attachments</a>	
<input type="checkbox"/>	..		<a href="#">Attachments</a>	
<input type="checkbox"/>	Additional Documents		<a href="#">Attachments</a>	
<input type="checkbox"/>	GCC Form		<a href="#">Attachments</a>	
<input type="checkbox"/>	Reference Test Report		<a href="#">Attachments</a>	
<input type="checkbox"/>	Re-Test Report		<a href="#">Attachments</a>	
<input type="checkbox"/>	Revised		<a href="#">Attachments</a>	
<input type="checkbox"/>	Test Report		<a href="#">Attachments</a>	

3. Select '**Re-Test Report**' if you are uploaded a Re-Test or '**Revised**' if you are uploading a revision request in the Report drop down
4. Enter the '**Date Received**' date
5. Enter the '**Test Rating**'
6. Click 
7. Enter the Re-test report # in the '**Description/Re-Test Report #**' field
8. Click on '**Attachments**' link on the Re-Test report line
9. Upload the Re-Test Report following directions in **Step 3 in Uploading a Test Report** above for uploading a test report





## Uploading the GCC

Once the overall test report status is in 'Pass', 'Accept-as-is' or 'Performance Fail', you may proceed to upload the GCC.

**Note!** The GCC should be uploaded within the initial report page in onePLM

1. Search for and open the Test Report page

The screenshot displays the 'Test Information' section with fields for Test ID (436.662), Test Report # (AJL02172020TL), Test Type (WHOLE PRODUCT), Test Lab (AJL-USA), Test Issued Date (02/14/2020), Test Report Expiration Date (08/14/2020), Vendor (55555), Vendor Name (TEST VENDOR - V2010 UP), Agent (LI & FUNG HONG KONG), Factory (55556), Factory Name (TEST FACTORY), X-Factory Date (04/30/2020), Status (ACCEPT-AS-IS), Modified By (TKMA514), and Modified Date (2020-02-17 07:46:35). It also shows 'Additional Style Nos', 'Additional Contacts', 'Test Lab Comments', 'CTA Comments', and 'KTA Comments' sections.

The 'Style Information' section includes Style # (AMYTEST0712D-1RS), Season (FA16), Dept (012), Brand (JUMPING BEANS), Category (CHILDRENS), and PM (TK30067). The 'Colors Tested' section lists OATPR.ARUBABL.SUNKSD.

The 'Uploaded Documents' table is as follows:

Report	Description/Re-Test Report #	Attachments	Date Received	Test Rating	CTA Status	CTA Date	KTA Status	KTA Date	PM Reviewed?	Doc Upload Date	M
Test Report	Test Report	Attachments	02/11/2020	REGULATORY FAIL	KOHL'S TO REVIEW	02/17/2020	RE-TEST	02/17/2020	...		02
Re-Test Report	Re-Test Report	Attachments	02/17/2020	PERFORMANCE FAIL	ACCEPT-AS-IS	02/17/2020	...		...		02
...		Attachments		...	...		...		...		
Additional Documents		Attachments		...	...		...		...		
GCC Form		Attachments		...	...		...		...		
Reference Test Report		Attachments		...	...		...		...		
Re-Test Report		Attachments		...	...		...		...		
Revised		Attachments		...	...		...		...		
Test Report		Attachments		...	...		...		...		

2. Select 'GCC Form' in the Report drop down
3. Click
4. Click on 'Attachments' link on the GCC form line
5. Upload the GCC following directions in **Step 3** above for uploading a test report

Have a Question? Email [quality.assurance@kohls.com](mailto:quality.assurance@kohls.com)



## Accessing Kohls Test Reports

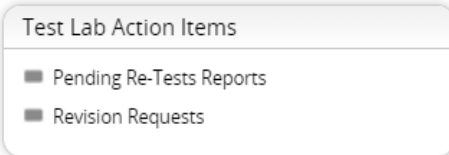
If you need to find and access a specific Test Report(s), you can use one of the following methods below.

### Dashboard Queries

The following queries are available on your Dashboard.

#### Test Lab Action Items

The queries in this group are product tests that require an action to be made:



#### Pending Re-Test Reports

Use this query to find a listing of all Re-test requests assigned to your lab location.

This query can be used to link into the Test Report page to upload the Re-test report document and test rating when available.

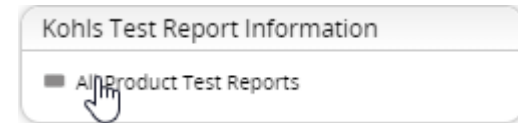
#### Revision Requests

Use this query to find a listing of all Revisions requested by Kohl's.

This query can be used to link into the Test Report page to upload the Revised Test report when available

#### Kohls Test Report Information

The queries in this group are all product tests for your test lab location:



#### All Product Test Reports

This query returns a listing of all Test Reports based on your Search criteria entered. Use this query to:

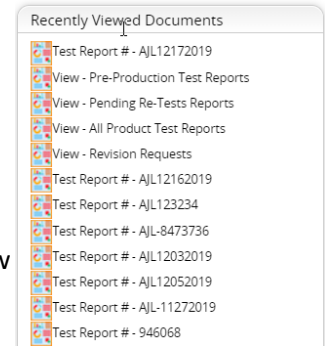
- View information regarding the Test Reports right within the query
- Access the Test Report page by clicking on the Test Report # to view any attached documents for the Test Report
- Export the query results to Excel using the '[Export to Excel\(XLSX Format\)](#)' link

**NOTE:** See the “[onePLM Search Tips and Tricks](#)” Reference Guide for how to create your own views of the queries above and how to save your search criteria for easier use.



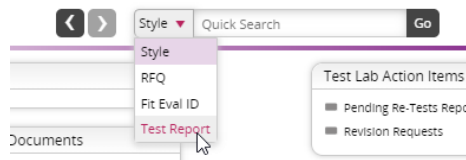
## Recently Viewed

The Recently Viewed box on your Dashboard will give you a listing of the last 20 documents or queries you have viewed. Simply click on any item within this box to re-open the associated page.



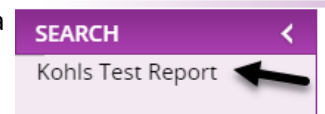
**Note:** All items with the icon is a Kohls Test Report document or query.

You can also use the **Quick Search** and search by Test Report as well as hold down the back arrow button next to Quick Search to see the 20 last recently viewed



## Left Navigation

Click on **Kohls Test Reports** in the left navigation under the **SEARCH** Panel in order to Search for a Test Report(s) to access.

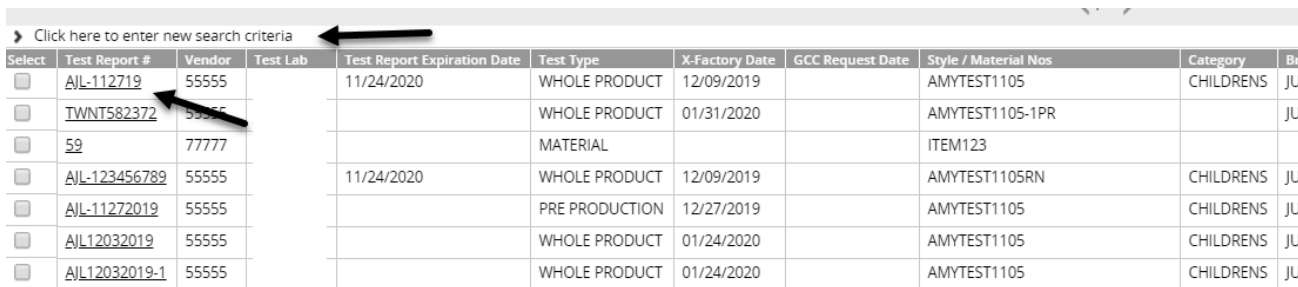


Upon clicking Kohls Test Reports, the **Kohls Test Reports Search** window will open.

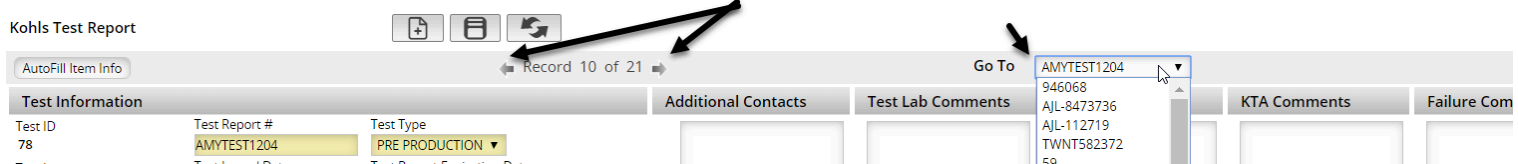
You can Search for a Test Report(s) by entering any of the following fields and clicking **'Search'**:



Once your search results display, you can access any of the test reports by clicking on the **Test Report #** or click on **"Click here to enter new search criteria"** to enter a different search.



When you click on a Test Report #, the associated Test Report page will open. From here you quickly access the other Test Reports from you search results by using the **arrows** or **Go To** drop down at the top of the page



You can also go back to your Search Results by using the **Search List** button in the top right corner of the page



## Requesting a New onePLM Login:

Please use this form to request a new or additional onePLM login: [onePLM Access Request Form](#)

Here is an *example* of how this should be filled out for a new Test Lab user:

**Name\***

Please enter the name of the person submitting this request

Amy Lindner

**Display Name\***

Please enter the First and Last Name of the User that will be using this ID

Amy Lindner

**Title\***

Please enter a role title for this user id. Ex. Product Manager, Technical Designer, Test Lab, etc.

Test Lab

**Email address\***

Please enter the email address of the user this ID is for. This email will be used for 'some' specific email alerts.

amy.lindner@kohls.com

**Entity/Office Type\***

Test Lab

**Entity ID\***

Please enter the entity ID for your company.

L&F - L&F office

Vendor - Vendor ID

Test Lab - Test Lab Name and Location

Inspection Co - Inspection Co Name and location

Mill - Mill ID (enter TBD if this is has not been provided to you yet)

AJL-USA (test lab name and location)

**Role(s)\***

Please select the specific role(s) you perform for your office

- MR/Product Manager
- Technical Designer - Certified Lvl 3
- Technical Designer - Certified Lvl 2
- Colorist
- Product Testing
- Quality Inspections
- Material Development # 815-101A





## Revisions:

2/21/23 - Updated onePLM URL

3/26/23 - Updated email address

