Reference Guide

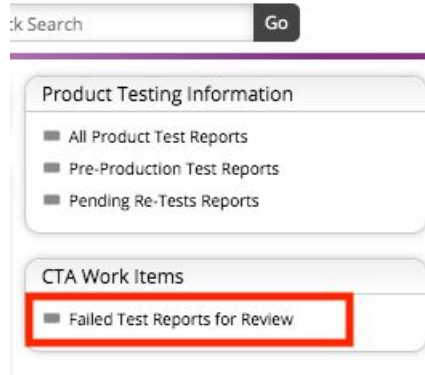## Product Testing - CTA

Last Updated: 1/14/2020

one

Review Failed Test Reports

Step 1: Navigate to Failed Test Reports

To find test reports that have failed
1. Navigate to 'Failed Test Reports for Review' Query

This will open a list of all reports in failed status
2. Click on a report's Number to navigate to the report

This will open the Kohls Test Report page

Step 2: View the Failed Test Reports PDFs

3. Click on the Attachment icon to view the attachment

This will open an attachment pop-up box

    4. Click on the attachment icon on the new pop-up
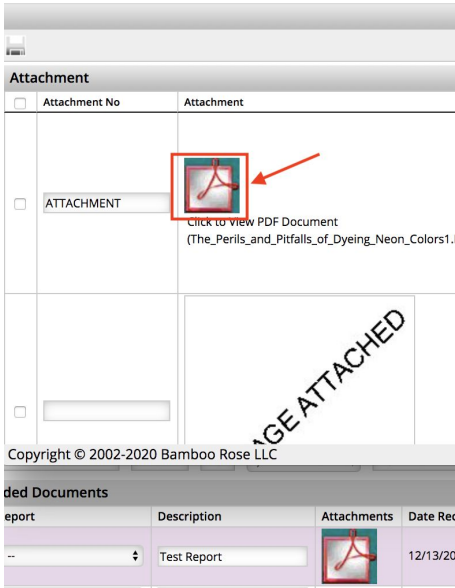
This will open the file for viewing

Step 3: Set the Status of the Test Report

    1. Click on the CTA Status drop down and select the desired status

    2. Enter any comments you wish to communicate in the '**CTA Comments**' box

    3. Click Save [icon] on the top of the page.   The CTA Date will automatically be filled

Have a Question? Email
pd-product.integrity@kohls.com

Uploading Additional Documents

Under the 'Uploaded Documents' section, select 'Additional Document' in the **'Report'** drop down menu:
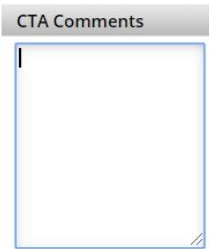
	Report	Description/Re-Test Report #	Attachments	Date Received	Test Rating	
☐	-- ▼	Test Report		12/29/2019	REGULATORY FAIL ▼	
☐	-- ▼	Re-Test Report		01/09/2020	PERFORMANCE FAIL ▼	
☐	-- ▼		Attachments		-- ▼	
☐	--		Attachments		-- ▼	
☐	Additional Documents ◄		Attachments		▼	

1. Enter a Description of the additional document being uploaded (Ex. *Technical Specification)*
2. Click the **Save** icon at the top of the page
3. Click **Attachments** link on the Test Report line

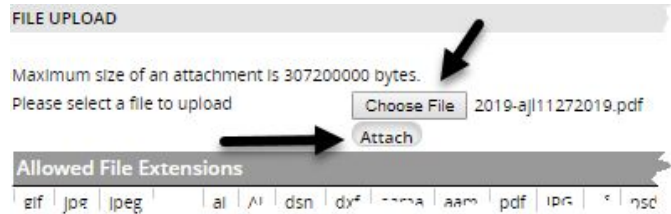|	Report	Description/Re-Test Report #	Attachments	Date Received	Test Rating	CTA Status	CTA Date	KTA Status	KTA Date	PM Reviewed?	Doc Upload Date
☐	Test Report ▼	Test Report	Attachments	12/15/2019	REGULATORY FAIL ▼	-- ▼		-- ▼		-- ▼	

An *Attachment* window will open
4. Click on the **'Click to Add Attachment'** link

A *File Upload* window will open
5. Click '**Choose File**' and navigate to the path the supporting document file is located
6. Double click on the file to select
7. Click '**Attach**' in the *File Upload* window

FILE UPLOAD

Maximum size of an attachment is 307200000 bytes.
Please select a file to upload   Choose File 2019-ajl11272019.pdf
    Attach

Allowed File Extensions

gif | jpe | jpeg | al | AI | dsn | dxf | aam | pdf | JPG | psd

8. Click in the *Attachment* window to save the file

9. **Close** the window

Click to View PDF Document
(2019-ajl112720193.pdf)
Replace Attachment
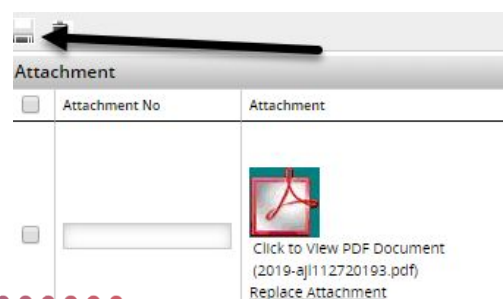
Accessing Kohls Test Reports

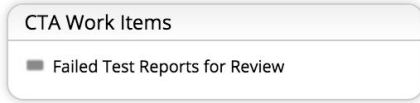If you need to find and access a specific Test Report(s), you can use one of the following methods below.

Dashboard Queries

The following queries are available on your Dashboard.

CTA Work Items

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

> CTA Work Items
> ▬ Failed Test Reports for Review

Failed Test Reports for Review

Use this query to find a listing of all Test reports that have failed Test Ratings
This query can be used to navigate to the Test Reports.

Product Testing Information

The queries in this group are all product tests for your Agent

> Product Testing Information
> ▬ All Product Test Reports
> ▬ Pending Re-Tests Reports
> ▬ Trim Test Reports

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

Trim Test reports

Use this query to find a listing of all **Trim** Test Reports only. Use this query to:

- View information regarding the Trim 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

Pending Re-Test reports

Use this query to find a listing of all Test Reports pending Re-Test Reports. Use this query to:

- View information regarding the Test Reports pending Re-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.

onePLM URL: https://kohls.bamboorose.com/prod/plm.do

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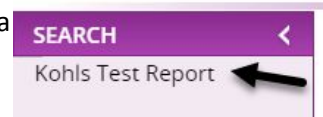
Note: All items with the icon is a Kohls Test Report document or query.

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
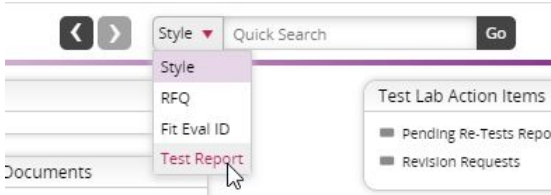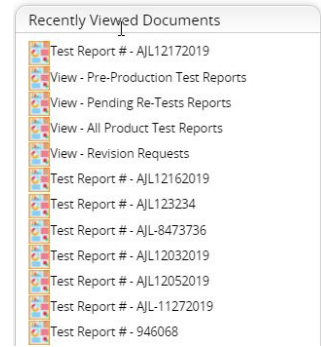
Left Navigation

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.

Select	Test Report #	Vendor	Test Lab	Test Report Expiration Date	Test Type	X-Factory Date	GCC Request Date	Style / Material Nos	Category	Br
☐	AJL-112719	55555		11/24/2020	WHOLE PRODUCT	12/09/2019		AMYTEST1105	CHILDRENS	JU
☐	TWNT582372	55555			WHOLE PRODUCT	01/31/2020		AMYTEST1105-1PR		JU
☐	59	77777			MATERIAL			ITEM123		
☐	AJL-123456789	55555		11/24/2020	WHOLE PRODUCT	12/09/2019		AMYTEST1105RN	CHILDRENS	JU
☐	AJL-11272019	55555			PRE PRODUCTION	12/27/2019		AMYTEST1105	CHILDRENS	JU
☐	AJL12032019	55555			WHOLE PRODUCT	01/24/2020		AMYTEST1105	CHILDRENS	JU
☐	AJL12032019-1	55555			WHOLE PRODUCT	01/24/2020		AMYTEST1105	CHILDRENS	JU

onePLM URL: https://kohls.bamboorose.com/prod/plm.do

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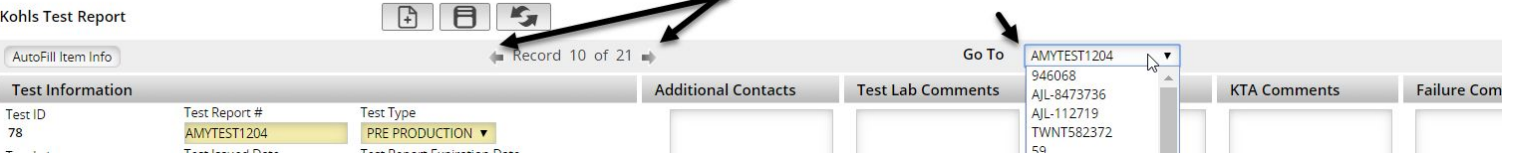
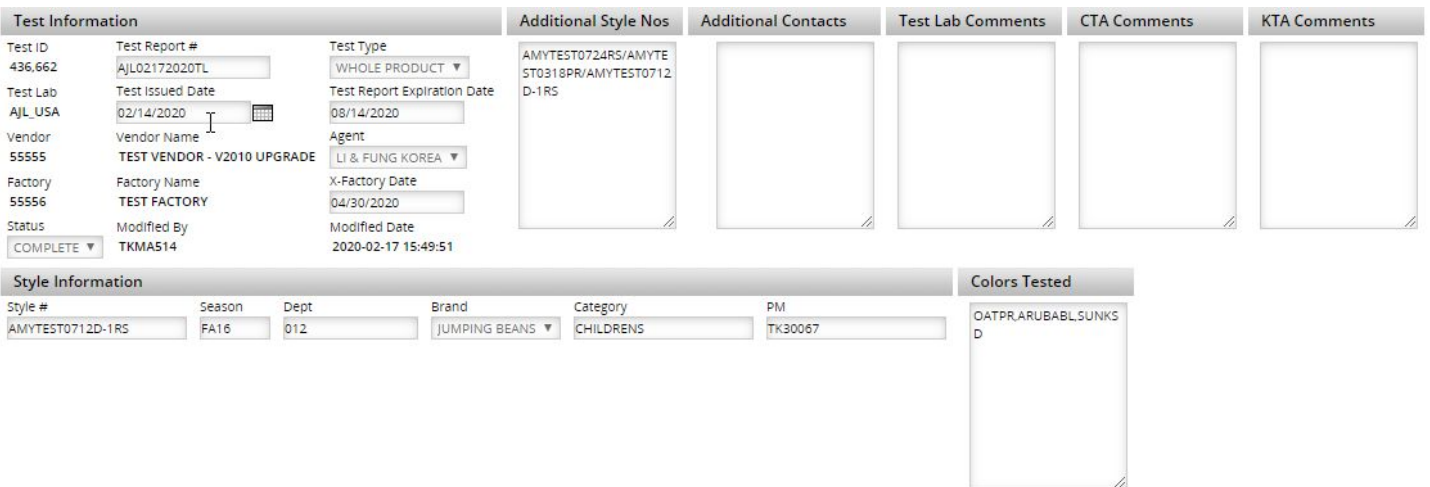other Test Reports from you search results by using the **arrows** or **Go To** drop down at the top of the page

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

Viewing the GCC

Once the overall test report status is in 'Pass', 'Accept-as-is' or 'Performance Fail', the Test Lab can upload the GCC.
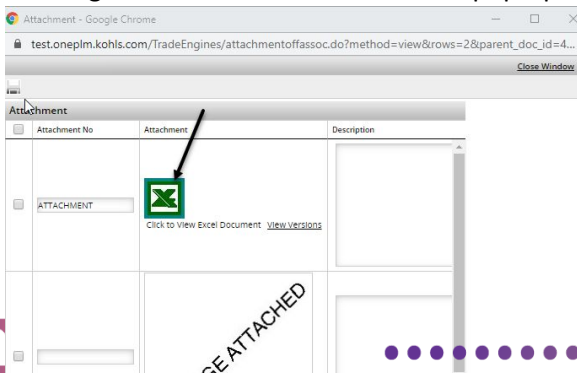
To View the GCC:

1. Search for and open the Test Report page
2. Click on the Attachment icon in the 'GCC Form' row

The below pop-up window will open

3. Clicking on the Attachment icon in the pop-up window will download the GCC document

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 Certified Test Agent login

Note: If the user performs multiple functions, select each of these under 'Role(s)'.

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.

> Amy Lindner

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*

> Li & Fung ∨

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)

> 76205

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