Reference Guide

Product Testing - Test Labs

Last Updated: 1/14/2020

one

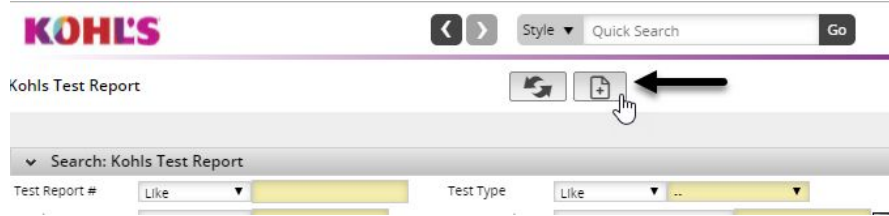# Uploading a Test Report

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

	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

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)
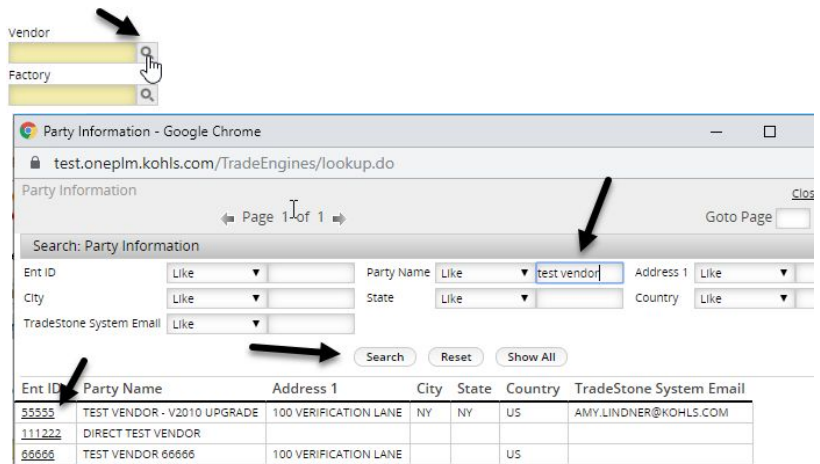
Note: Enter Factory from TRF, if available
*Note: Vendor and Factory Name will populate **after 'Save'** in Step 4 below.*

Ent ID	Party Name	Address 1	City	State	Country	TradeStone System Email
55555	TEST VENDOR - V2010 UPGRADE	100 VERIFICATION LANE	NY	NY	US	AMY.LINDNER@KOHLS.COM
111222	DIRECT TEST VENDOR					
66666	TEST VENDOR 66666	100 VERIFICATION LANE			US	

    f. **Agent** - select the Li & Fung office, if indicated on the TRF

    g. **Style Information**:
- i. Enter the **first** Style # listed inn 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

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

    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: PARDISE TQ,GLTGRD BG

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

If all required fields are entered, you should receive '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'

Kohls Test Report

AutoFill Item Info   ← Record 1 of 1 →   Go To AJL0217POPULATE ▼

Clear Message

☑ Saved Successfully.

Test Information

Test ID	Test Report #	Test Type
436,662	AJL02172020TL	WHOLE PRODUCT ▼
Test Lab	Test Issued Date	Test Report Expiration Date
AJL_USA	02/14/2020	02/14/2021
Vendor	Vendor Name	Agent
55555	TEST VENDOR - V2010 UP	LI & FUNG HONG KONG ▼
Factory	Factory Name	X-Factory Date
55556	TEST FACTORY	04/30/2020
Status	Modified By	Modified Date
-- ▼	TSSTLAJL	2020-02-17 07:30:20

Additional Style Nos: AMYTEST0724RS/AMYTEST0318PR/AMYTEST0712D-1RS

Additional Contacts | Test Lab Comments | CTA Comments | KTA Comm

Style Information

Style #	Season	Dept	Brand	Category	PM
AMYTEST0712D-1RS			--		

Colors Tested: OATPR,ARUBABL,SUNKSD

Uploaded Documents

	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
☐	Test Report ▼	Test Report	Attachments		-- ▼	-- ▼		-- ▼		-- ▼		02/17/2020

one PLM
one source for everything

5. Click the '**AutoFill Item Info**' button near the top of the page
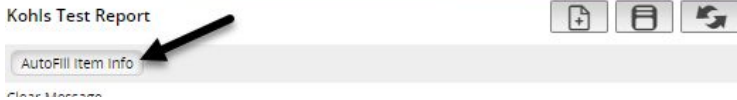
- If the style(s) are found in onePLM, the system will auto-populate the Style information fields from the style(s) and the Test Report Expiration Date will auto-calculate based on Dept and Category.

- 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**:
       i. Enter the Dept #(s) as indicated on the TRF
       ii. If multiple Dept #'s are listed, separate each dept # with a "**/**"
           Example: 012/112/013
   b. **Brand**:
       i. Select the Brand listed on the TRF. If multiple Brands are listed, select one Brand to assign.
   c. **Category**:
       i. Select the Category listed on the TRF. If multiple Categories are listed, select one Category to assign
       ii. 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
       i. 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.
       ii. If multiple PMs are listed on the TRF, select one to assign
       iii. 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 pd-product.integrity@kohls.com to request the PM be added.

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

Test Lab Comments

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.

Additional Contacts

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
   Notes:
   - You only need to enter additional email addresses for individuals that are not listed on the test report page (i.e. other individuals within your test lab office or individual contacts at the Factory). You no longer need to enter the email addresses for the Vendor, Agent, testing.hardline @kohls.com or testing.softlines@kohls.com

   - *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

	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
☐	Test Report ▼	Test Report	Attachments	🔲	-- ▼	-- ▼		-- ▼		-- ▼		01/08/2020
☐	-- ▼		Attachments	🔲	-- ▼	-- ▼		-- ▼		-- ▼		
☐	-- ▼		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.

   | DATA FAIL |
   | PASS |
   | PERFORMANCE FAIL |
   | REGULATORY FAIL |

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

5. 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
6. Click on the **'Click to Add Attachment'** link

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
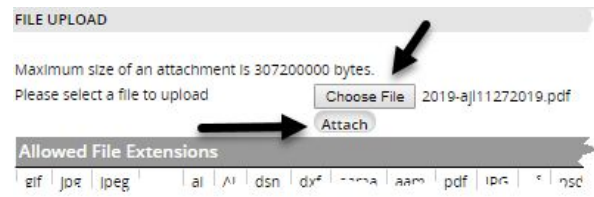
10. Click 🖫 in the *Attachment* window to save the file

11. **Close** the window
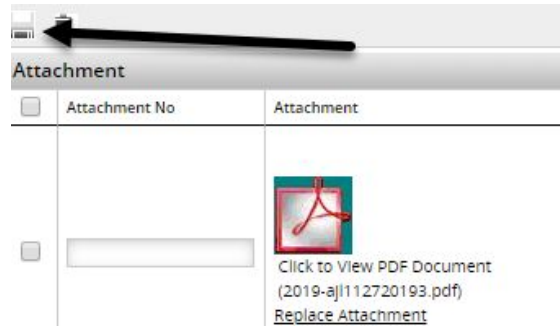
Note: Follow STEP 3 to upload any Reference or Revised Test Reports *and* *GCC*

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

The Attachment pop-up window will open:
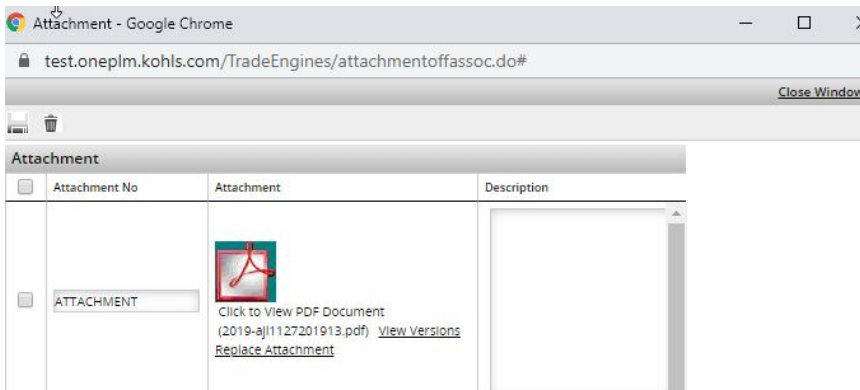
2. Click on the 'Replace Attachment' link.

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

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:

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

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:

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

2. Select '**GCC Form**' in the Report drop down

3. Click

4. Click on '**Attachments'** link on the Re-Test report line

5. Upload the GCC following directions in **Step 3** above for uploading a test report

Have a Question? Email
pd-product.integrity@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:

Test Lab Action Items

- Pending Re-Tests Reports
- Revision Requests
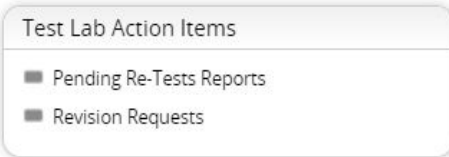
Pending Re-Test Reports
Use this query to find a listing of all Re-test requests assigned to your lab location.
This query can be used to link into the Test Report page to upload the Re-test report document and test rating when available.

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:

Kohls Test Report Information

- All Product Test Reports
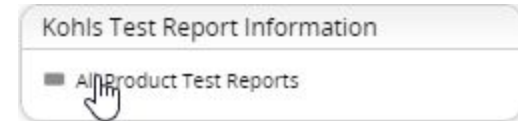
All Product Test Reports
This query returns a listing of all Test Reports based on your Search criteria entered. Use this query to:
- View information regarding the Test Reports right within the query
- Access the Test Report page by clicking on the Test Report # to view any attached documents for the Test Report
- Export the query results to Excel using the 'Export to Excel(XLSX Format)' link

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

Recently Viewed Documents

- Test Report # - AJL12172019
- View - Pre-Production Test Reports
- View - Pending Re-Tests Reports
- View - All Product Test Reports
- View - Revision Requests
- Test Report # - AJL12162019
- Test Report # - AJL123234
- Test Report # - AJL-8473736
- Test Report # - AJL12032019
- Test Report # - AJL12052019
- Test Report # - AJL-11272019
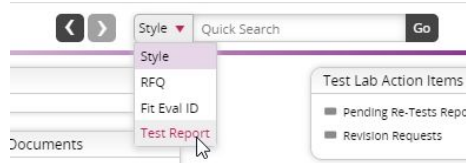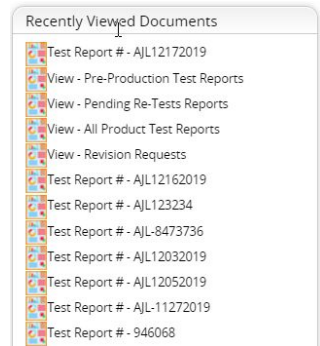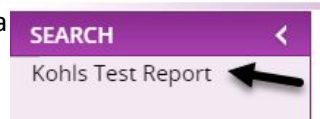- Test Report # - 946068

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.

SEARCH
Kohls Test Report

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'**:

Kohls Test Report

Search: Kohls Test Report

Test Report #	Like		Test Type	Like	--	Test Lab	Like	
Vendor	Like		Test Issued Date	Equal to		Test Report Expiration Date	Equal to	
Style / Material Nos	Like		Category	Like		Brand	Like	--
Season	Like							

Search   Reset

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.

> Click here to enter new search criteria

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

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

Kohls Test Report

AutoFill Item Info   ⇐ Record 10 of 21 ⇒   Go To   AMYTEST1204 ▼

| | | | | | | |
| **Test Information** | | | **Additional Contacts** | **Test Lab Comments** | | **KTA Comments** | **Failure Com** |

Go To dropdown: 946068, AJL-8473736, AJL-112719, TWNT582372, 59

Test ID   Test Report #   Test Type
78   AMYTEST1204   PRE PRODUCTION ▼

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 (L&F only)