



one source for everything

Reference Guide

Product Testing - Vendors

Last Updated: 1/14/2020

one



Accessing Kohls Test Reports

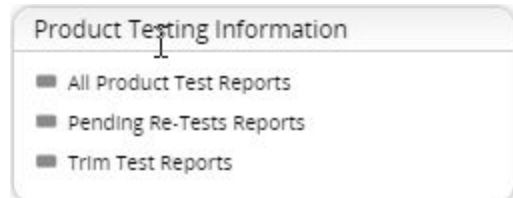
If you need to find and access a specific Test Report(s), you can use one of the following methods below.

Dashboard Queries

The following queries are available on your Dashboard.

Product Testing Information

The queries in this group are all product tests assigned to your Vendor group



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.



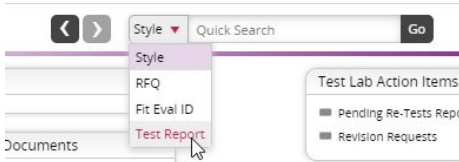
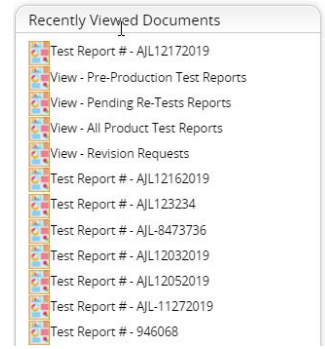


Recently Viewed

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.

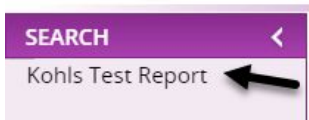
Note: All items with the  icon is a Kohls Test Report document or query.

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'**:

Kohls Test Report ↺ +

▼ Search: Kohls Test Report

Test Report # Test Type Test Lab

Vendor Test Issued Date Test Report Expiration Date

Style / Material Nos Category Brand

Season

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.

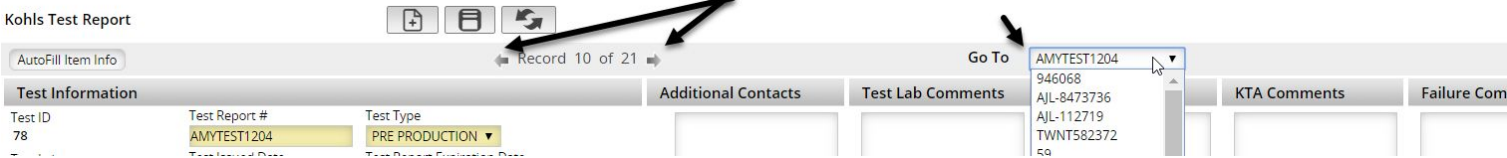
▶ Click here to enter new search criteria ↺

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



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





Uploading Additional Documents

Under the 'Uploaded Documents' section, select 'Additional Document' in the 'Report' drop down menu:

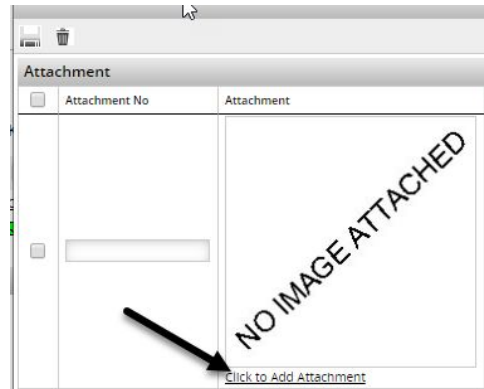
Uploaded Documents					
<input type="checkbox"/>	Report	Description/Re-Test Report #	Attachments	Date Received	Test Rating
<input type="checkbox"/>	--	Test Report		12/29/2019	REGULATORY FAIL
<input type="checkbox"/>	--	Re-Test Report		01/09/2020	PERFORMANCE FAIL
<input type="checkbox"/>	--		Attachments		--
<input type="checkbox"/>	--		Attachments		--
<input type="checkbox"/>	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

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
<input type="checkbox"/>	Test Report	Test Report	Attachments	12/15/2019	REGULATORY FAIL	--		--		--	

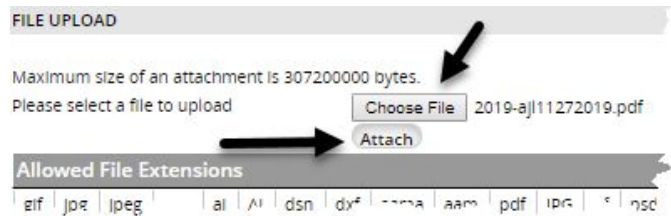
An **Attachment** window will open

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

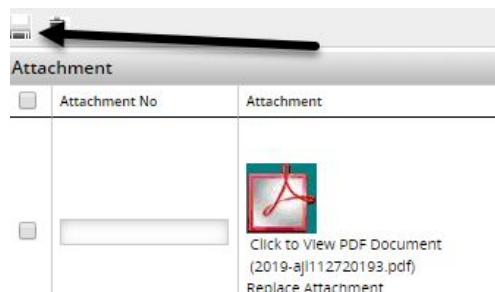


A **File Upload** window will open

5. Click 'Choose File' and navigate to the path the support document file is located
6. Double click on the file to upload
7. Click 'Attach' in the **File Upload** window



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





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
The below window will open
2. Click on the **Attachment** icon in the 'GCC Form' row

The screenshot shows the Test Report interface. The 'Test Information' section includes 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 (TEST VENDOR - V2010 UPGRADE), Vendor Name (TEST VENDOR - V2010 UPGRADE), Agent (76201), Factory (TEST FACTORY), Factory Name (TEST FACTORY), X-Factory Date (04/30/2020), Status (COMPLETE), Modified By (TSSPT), and Modified Date (2020-02-17 15:39:11). The 'Style Information' section includes Style # (AMYTEST0712D-1RS), Season (FA16), Dept (012), Brand (JUMPING BEANS), Category (CHILDRENS), and PM (TK30067). 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?	Upload Date	Modify Date
...	Test Report	Attachments	02/11/2020	REGULATORY FAIL	KOHL'S TO REVIEW	02/17/2020	RE-TEST	02/17/2020			02/17/2020
...	Re-Test Report	Attachments	02/17/2020	PERFORMANCE FAIL	ACCEPT-AS-IS	02/17/2020	...				02/17/2020
...	GCC Form					02/17/2020	02/17/2020

The below Attachment pop-up window will open

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

The screenshot shows the Attachment pop-up window. The table contains the following information:

Attachment No	Attachment	Description
ATTACHMENT	Click to View Excel Document View Versions	
	NO ATTACHMENT	





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 user

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.

Test analyst

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 *

Direct/Domestic Vendor

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)

55555

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

