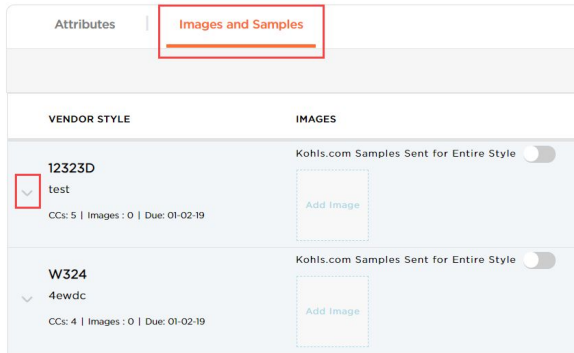
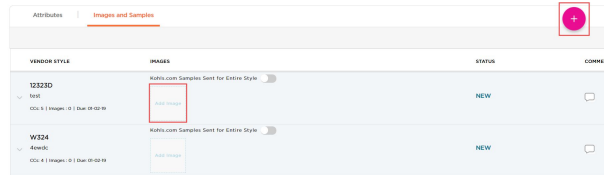


Quick Reference Guide - Image Upload

Step 1: Navigate to “Images and Samples” tab. In order to see the specific customer choices for each style number, click on the down arrow to expand.

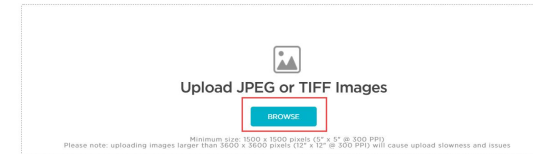


Step 2: To upload images either click into “add image” or click the Pink Plus button.

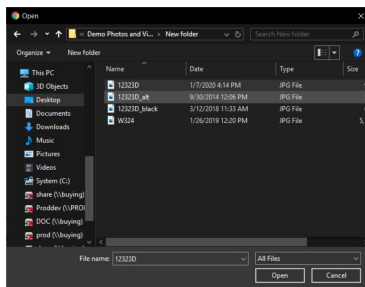


Step 3: Browse your computer for Images.

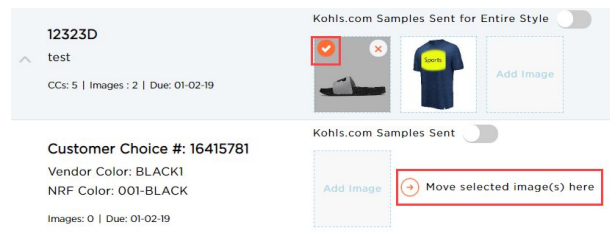
Upload Images



Step 4: Select images for style numbers that are within the merchant group you are working on. The image name must begin with the vendor style number. If you have multiple images (i.e. colors, alternative views) you may add this after the style number utilizing underscores. (i.e. STYLE Number_vendor color_ALT)



Step 5: If you did not add the vendor color to the naming convention, the images will feed to the style level. You will need to move images to the corresponding customer choice by selecting the check mark in the upper left corner of the image. Select “Move selected image(s) here” at the corresponding customer choice line. You can move several images at one time.



Step 6: Once all images have been uploaded at color level, click the “Submit” button to send images to Kohl’s.

