

Reference Guide

Attachments: How to & Troubleshooting (Internal & External)



Contents

Adding an Attachment	3
Viewing an Attachment	3
Replacing an Attachment	4
Delete an Attachment	4
Versioning an Attachment	4
File Naming	5
3D Attachment Attachments.....	6
Troubleshooting	8



Attachments



Log into onePLM

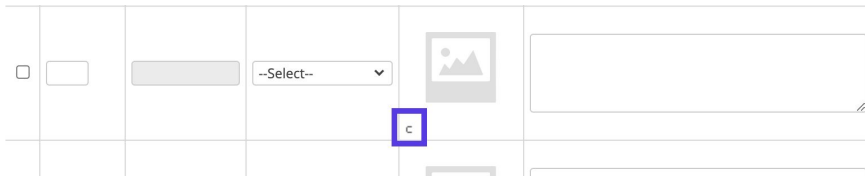
Go to: <https://kohls.bamboorose.com/prod/plm.do>

Adding a New Attachment

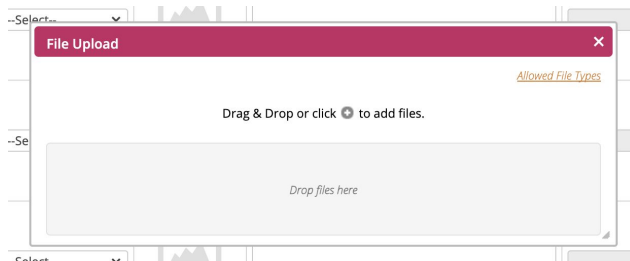
1. Select the "Attachments" tab



2. Click "C" for "Create". This opens the File Upload dialog box



3. Either drag and drop your file from your computer into the grey box, or click the "+" button to browse for and select the intended file/ attachment



4. Your file will automatically be imported into onePLM. Once the upload is complete, click **Save**.
5. If there are multiple attachments, you may use the Sort field to define the sort order of the attachments (e.g. 1, 2, 3, etc.).
NOTE: On Tech Spec (only), do NOT enter the sort field. This is reserved for Tech Design use only
Kohl's Tech Designer Only NOTE: Tech Designers uploading a sketch/primary photo to Tech Specs shall enter the number "1" into the SORT field
6. Fill out additional fields for the attachments:
 - As a best practice, enter the date in the **Description** field, before entering a description of what you are attaching
 - **Attachment Type** only needs to be filled out if applicable. Use the drop-down menu to select a valid type
9. Click Save to complete process


Viewing Attachments

1. Select the "Attachments" tab
2. Click on the "L" to view the Larger Image.
Depending upon the type and size of the file, it will either display in a separate window in a larger view or it will automatically download to your browser's default download folder (for larger viewing)



Replacing Attachments

1. Select the "Attachments" tab
2. Click on the R: to Replace & follow steps for "Adding a New Attachment"

Sort Order1	Attachment No	Attachment Type	Description
1	IMAGE	--Select--	 L R VER

Deleting Attachments


1. Select the "Attachments" tab
2. Check the box on the row you need to delete.
3. Select "More Actions" and "Delete". The attachment will be permanently deleted from onePLM

Style: ETTEST

Overview BOM Samples **Attachments** Design Intent Constructions Instructions POM Change Tracking


▼ Attachments

Attachments Report

<input type="checkbox"/>	Sort Order1	Attachment No	Attachment Type	Description	Attached By	Date Attached
<input checked="" type="checkbox"/>	1	IMAGE	--Select--	 L R VER	SRINIVAS	2023-03-01

Versioning of Attachments

1. Select the "Attachments" tab.
2. Click on the VER link. This will display the Version pop-up window. After an attachment has been replaced (see "Replacing an Attachment"), the history (of all previous attachments) will be visible in the Version window. The most recent version will be display on top

Sort Order1	Attachment No	Attachment Type	Description
1	IMAGE	--Select--	 L R VER

3D Sample Attachments

3D samples are required to be uploaded to PLM for sharing with Kohl's. After Kohl's teams have submitted a sample request, vendors will upload the finished 3D file (.bw) and rendered images (.png) to the **attachment** tab within the relevant style on the **style overview page (see below)**, following the standards outlined in the [3D Sample Standards Document](#). When you are ready to upload the deliverables, follow the steps below:

3D PRE-DEVELOPMENT, 3D COLOR RUN AND 3D COUNTER SAMPLE TYPES:

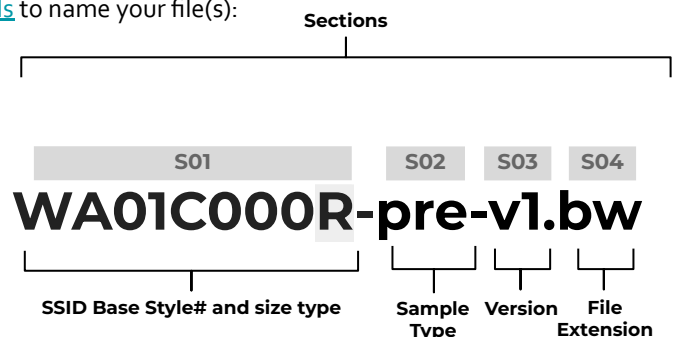
*Before uploading, ensure there are no non-english characters anywhere in the file, including material names saved in file or other metadata.

**For FIT Samples, please refer to instructions on the [next](#) page.

1.) Follow the naming convention outlined in the [3D Sample Standards](#) to name your file(s):

The name is comprised of 4 sections for initial creation of each file version, separated by hyphens:

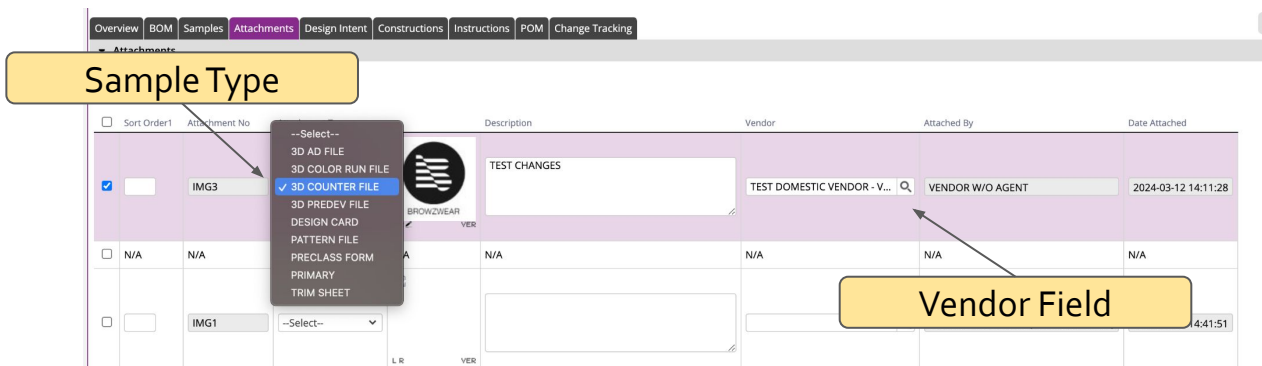
- Section 01 (So1)** is copied from one PLM record, with indicate size type (R, regular, P, plus etc)
- Section 02 (So2)** is added manually by the file creator to reflect the 3D Sample Type (see "Section 02 Details" chart to the right)
- Section 03 (So3)** is added manually by the file creator for the original file (v1), and updated by the editor for each subsequent version.
- Section 04 (So4)** automatically appended via the 3D editing software



2.) Follow steps for [Adding an Attachment](#) and upload a Browzwear working file (.bw).

3.) Use the dropdown menu to indicate the sample type. Please note, 3D fit samples will be uploaded to the fit eval attachments ([see next page](#)) and NOT the main attachments tab.

-Please see [3D Sample Standards](#) documentation for additional information on sample types and their requirements.



4.) To secure your attachment, select the name of the vendor you want the file to be visible to in the "Vendor" field. This ensures only members of the vendor's team, and Kohl's can see this asset. If you want all vendors to have visibility to the asset, you can leave this blank.

5.) Repeat steps 1 and 2 to add rendered sample images (.png files) on the next available line. For **3D Color Run** samples, please compress all rendered images into a .zip file and upload.

Troubleshooting

I: I am unable to upload or download an attachment

A: Make sure that the file name does not contain any special characters. If so, rename the file and try again

I: I received an error message: "invalid Metadata- characters not permitted"

A: Check within your file for non-english characters or special characters that may not be accepted by OnePLM

```
InvalidMetadata The metadata specified is invalid. It has characters that are not permitted.  
RequestId:571a5ff1-101e-0033-6c0f-e1ef3c000000 Time:2023-09-06T22:15:50.9457701Z)
```

I: When I try to download a file I receive an error message: "This XML File does not appear to have any information associated with it"

A: Please work with the original uploader. They will need to update file name and remove any special characters or non-english letters that are used in the file name, then re-upload the file.



I: When I click on an image, the attachment does not match the thumbnail image

A: Try naming your images uniquely. A good best practice is to incorporate details like: Associated Kohl's style #'s, Date you are uploading, Descriptive details such as "back left of open toe heel". If multiple versions of the same image have the same descriptive details, try ending the file name with a different combo of numbers or letters

