



Reference Guide

Queries/Mass
Management



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Queries, My Views & Mass Management

Log into onePLM

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

Contents

Queries • Mass Management • My Views

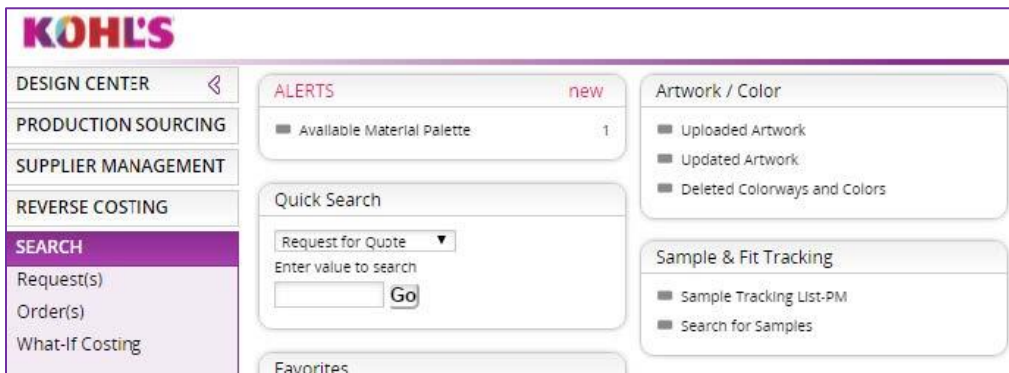
Definitions

Queries are a request of information from a database-OnePLM-that can be exported. They are for a “point in time” look at progress
My Views provides more control over the display query search results & make them unique to your user log-in.

Mass Management is updating multiple records in a database at the same time , in one location.

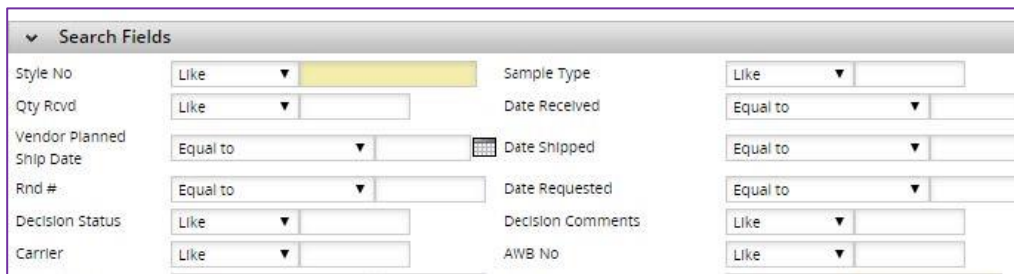
Use a Query

1. Navigate to a query, based on what you need to accomplish



NOTE:
Your dashboard will differ based on your role.

2. Enter search criteria

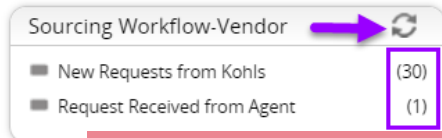


3. Click Search

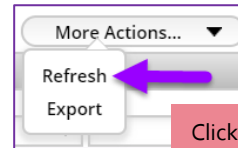
Sample Req #	Style No	Description	Sample Type	Vendor	Color	Size
181016	ET714251RS	SPACE DYE SHORT	COLOR RUN	BELUGA, INC	TRICOLOR	M(10/12)
181016	ET714251RS	SPACE DYE SHORT	COLOR RUN	BELUGA, INC	MIDNIGHT BL	M(10/12)
181016	ET714251RS	SPACE DYE SHORT	COLOR RUN	BELUGA, INC	MYSTICAL BL	M(10/12)
181016	ET714251RS	SPACE DYE SHORT	COLOR RUN	BELUGA, INC	IRIS CHATEAU	M(10/12)
181016	E1714251RS	SPACE DYE SHORT	COLOR RUN	BELUGA, INC	BLK SH'D H	M(10/12)
181016	ET714251RS	SPACE DYE SHORT	COLOR RUN	BELUGA, INC	BLACK TIE	M(10/12)
181014	WT714413RS	RELATED CULOETTE	COUNTER SAMPLE	GREAT GRANT FIBRE GARMENT CO. LTD	AVAILABLE	M
181012	WT714413RS	CULOETTE WITH DRAW	COUNTER SAMPLE	GREAT GRANT FIBRE GARMENT CO. LTD	AVAILABLE	M

TIP: Search results will populate based on specific search criteria.

Refresh Your Queries



Click the **Refresh icon** to see what's new for Workflow queries
***Exception:** Color / Art Palette results will stay on query pull for 10 days from date of change

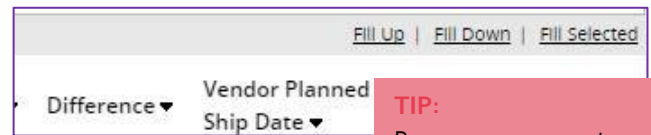


Click **More Actions** drop down to refresh search results

Mass Manage

Information about this step:

1. **Select** a query, based on what you need to accomplish.
2. **Enter** Search Criteria.
3. **Click** "Search".
4. **Select** "Records", update first record, **click** "Fill Selected", then **click** "Save".
5. **Update** First Record, **Click** "Fill up/Fill Down".



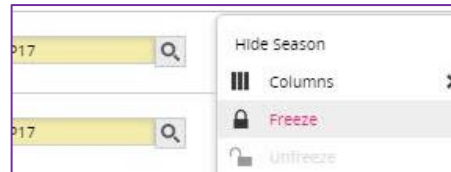
TIP:
 Be sure your cursor stays in the field with the updated info before clicking Fill Up, Fill Down, or Fill .Selected.

My View

Freeze Columns

Freezing a column allows the column to "lock", so that the user can scroll to view information, keeping the columns visible.

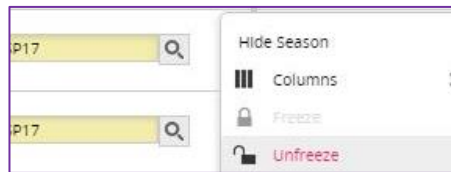
1. **Click** the down arrow next to the column header.
2. A box will appear. **Select** "freeze".



Unfreeze Columns

Free locked cells so that they move with the scroll feature.

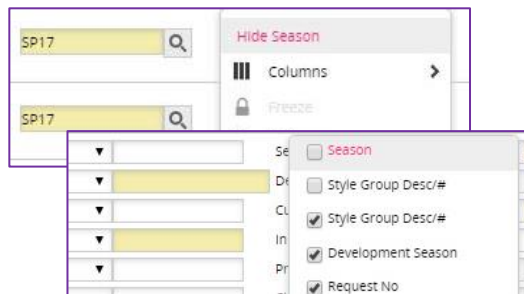
1. **Click** the menu icon of the column.
2. **Click** "Unfreeze".



Hide/Unhide Columns

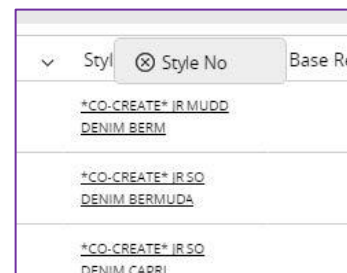
You can "hide" columns with information you don't need to see, and "unhide" them when you want to reverse the feature.

1. **Click** the menu icon of the column.
2. **Click** "Hide".
3. To un-hide, Select down arrow and hover over "columns".
4. Check the hidden column you would like to appear in your view.



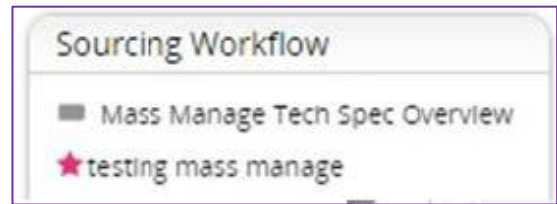
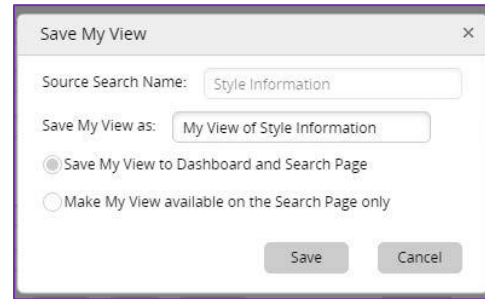
Reorder Columns

1. **Drag** column headers one at a time by "grabbing" and "dropping" to new positions. You can re-rder the columns to show them in the sequence you prefer.



Save My View

1. Set up query columns based on preferred view.
 - a. This is the preferred method, as the view will also be saved to the Dashboard under the original query and marked with a pink star.
 - b. Generally, use this option for views used often to avoid filling up the Dashboard.
 - c. For queries that you search often, you can save the view to your dashboard for quick and easy access.
2. Click "Save My View".
3. **Name** the view below "Save My View As".
4. **Select** "Make My View Available On Query Page Only".
5. Click "Save." View is now available in the drop-down listing next to "Save My View".
 - a. "Save My View" will not be visible for searches that My Views are not available.

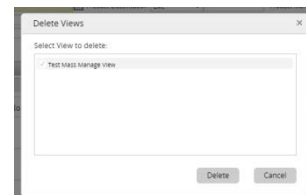


Toggle between Views

If you have multiple views saved in a query, you can easily toggle between them.

1. Open the query you want to view.
2. Using the drop-down listing next to "Save My View", select the view you'd like to jump to.
3. **Select** the saved view. Query results displayed are based on previously saved preferences.

Note: If you have saved on the dashboard, simply click the pink starred query.



Delete View

1. Select the saved view from the dashboard.
2. Click "Delete a View" from the links.
3. Select the views to delete, and click "Delete".
4. Click "OK" to the warning message that appears.

Sort Columns

Columns can be sorted in ascending and descending order.

1. Click the column heading you want to sort the results. First, **click** sorts item in ascending order (A-Z) and second, **click** sorts items in descending order (Z-A).