GERBER YUNIQUEPLM

User Guide V8.0 – Line List

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Contents

Line List Overview 1
- Search 1
- Help 2

Creating a New Line List 3

Add Styles to Line List 4
- Add New Style(s) 4
- Batch Update 6
- Removing Styles 7

Add Existing Style(s) 9

Copy Style 11

Line List Sort 13

Palette Edit - Image 14
- Use an existing design image from the image library 15
- Add a new design image to the line 16
- Remove an Image from a Style 18

Palette Edit – Color 19
- Drop Colors 22

Palette Edit – Material 23

Palette Edit – Measurement 28

Palette Edit – Flash Costing 29
- Batch Update 31
- Drop Styles 32
- Accessing a Style 33
- Drop Colors 35
- Remove Colors 36
- Goto 37
- Drop Item 38
- Removing a Style 39

Attachments 40

Flash Edit 42
- Style Header 42

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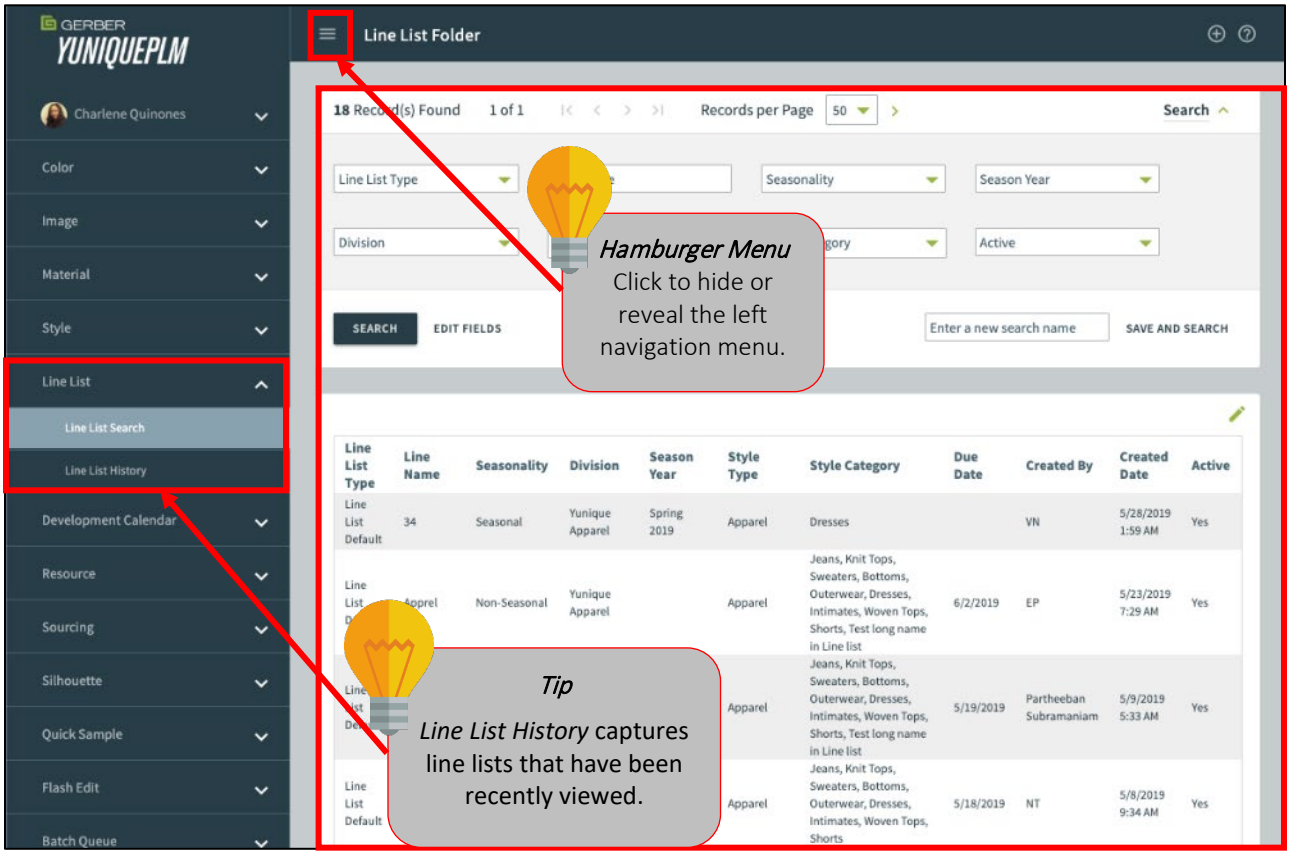
Style Costing Property....43
Style Sample Header....44
SKU Plan....45
Sample Requests....46
Sample Palette....46
Quick Sample....48
Change Log....49

Line List Overview

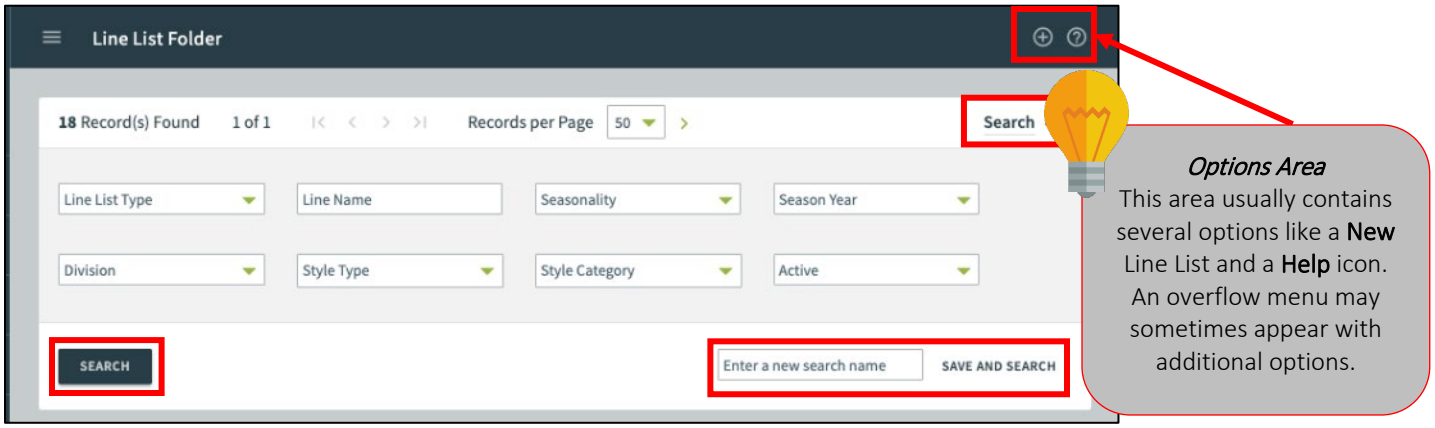
The Line List module allows users to create and manage Line List by adding and modifying Styles then requesting a sample from designated partners. All existing lines are listed within the Line List main page. Use the search field to find the appropriate line list if needed.

1. From the main screen, scroll down and select **Line List**. Its drop-down opens.
2. Select **Line List Search** to locate a particular line list using the *search* filter.

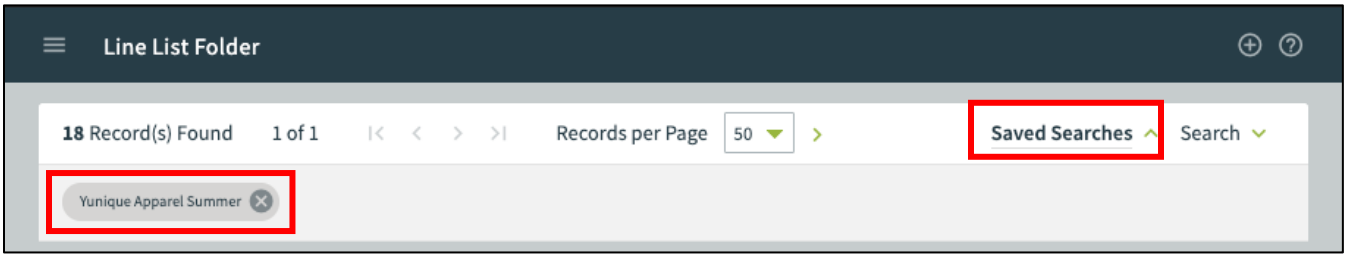


Search

The *Search* panel allows users to locate a specific line list by using the search filters or browsing through pages. Press the **Search** arrow to reveal the hidden search fields. A frequented search can be saved for future use by defining the *search fields*, entering a *search name* then pressing **Save and Search**.

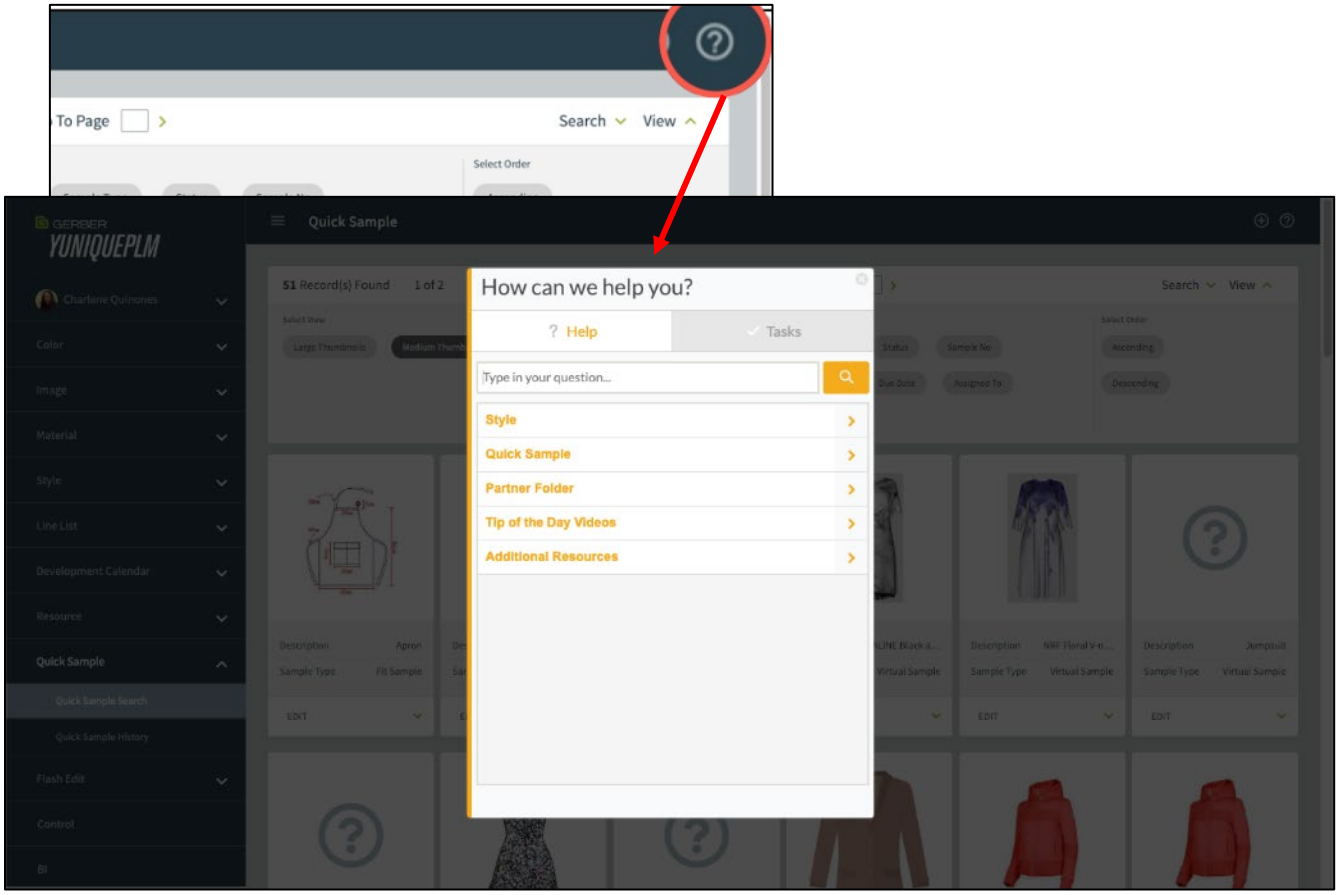


The new search name is now saved under the *Saved Search* drop-down. Users can click on a saved search name to apply the search filter without having to repeatedly enter data into the Search fields.



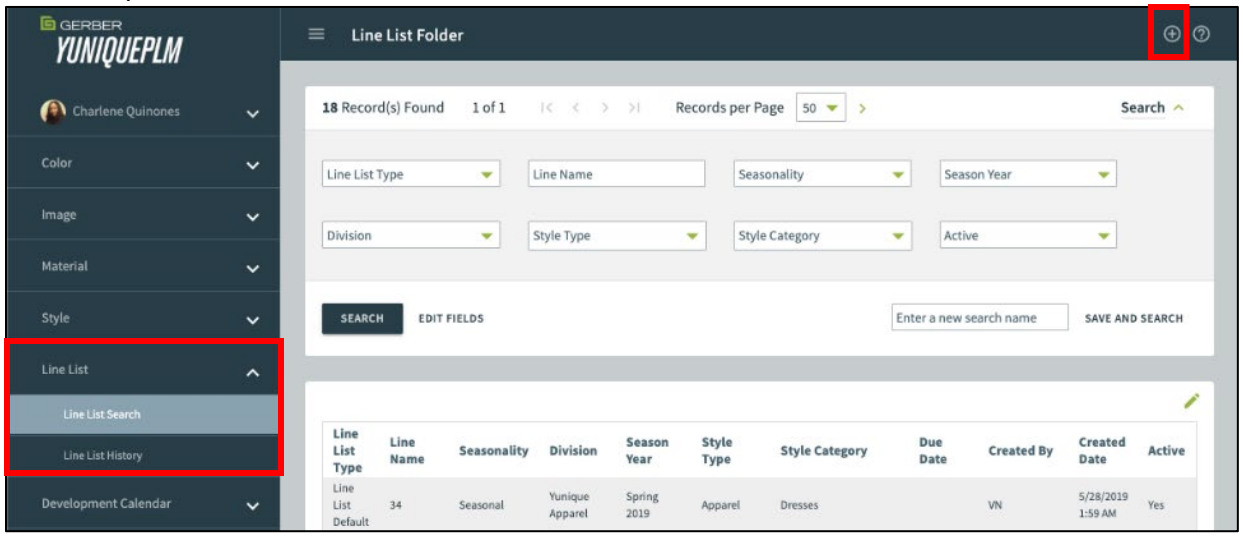
Help

Several areas of the application have access to smart guides within the Help menu. Click on the **help** icon (question mark) within the upper right-hand corner. A help menu opens listing areas containing Smart Guides or tutorials for new areas in the system. Select a smart guide for step-by-step guidance in certain areas throughout the application.

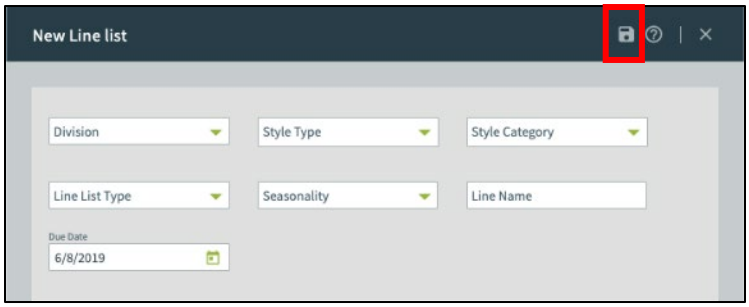


Creating a New Line List

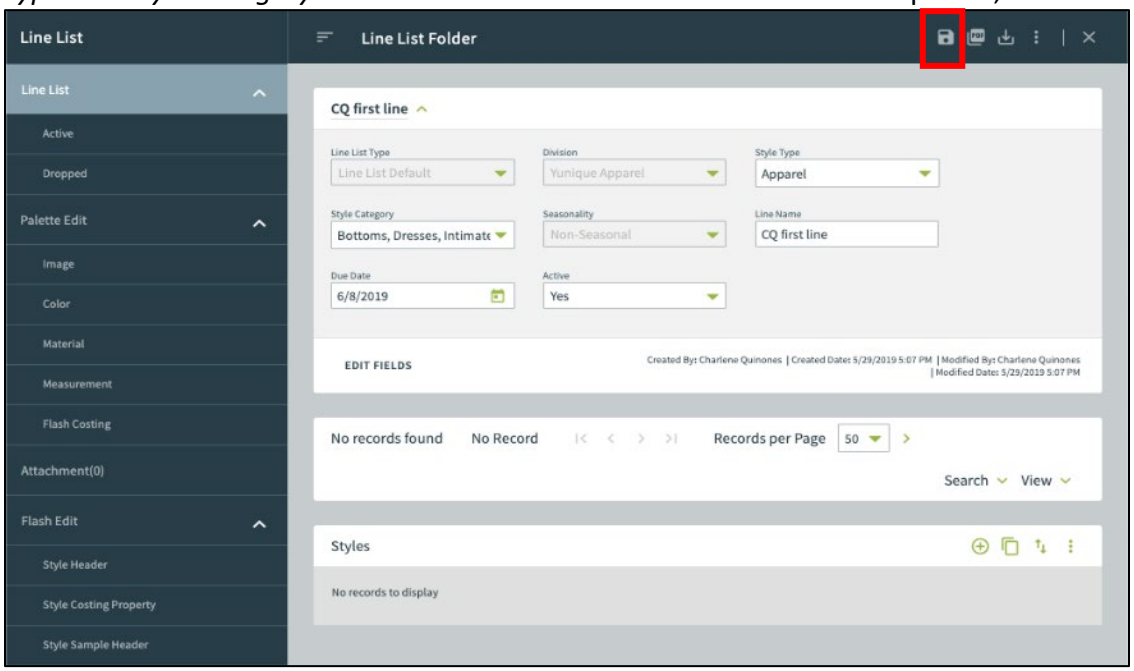
1. Within the *Line List Search* page, click the **add line list** button on the upper right-hand corner. A new window opens.



2. Enter Line List header information in the corresponding fields, then click **save**.



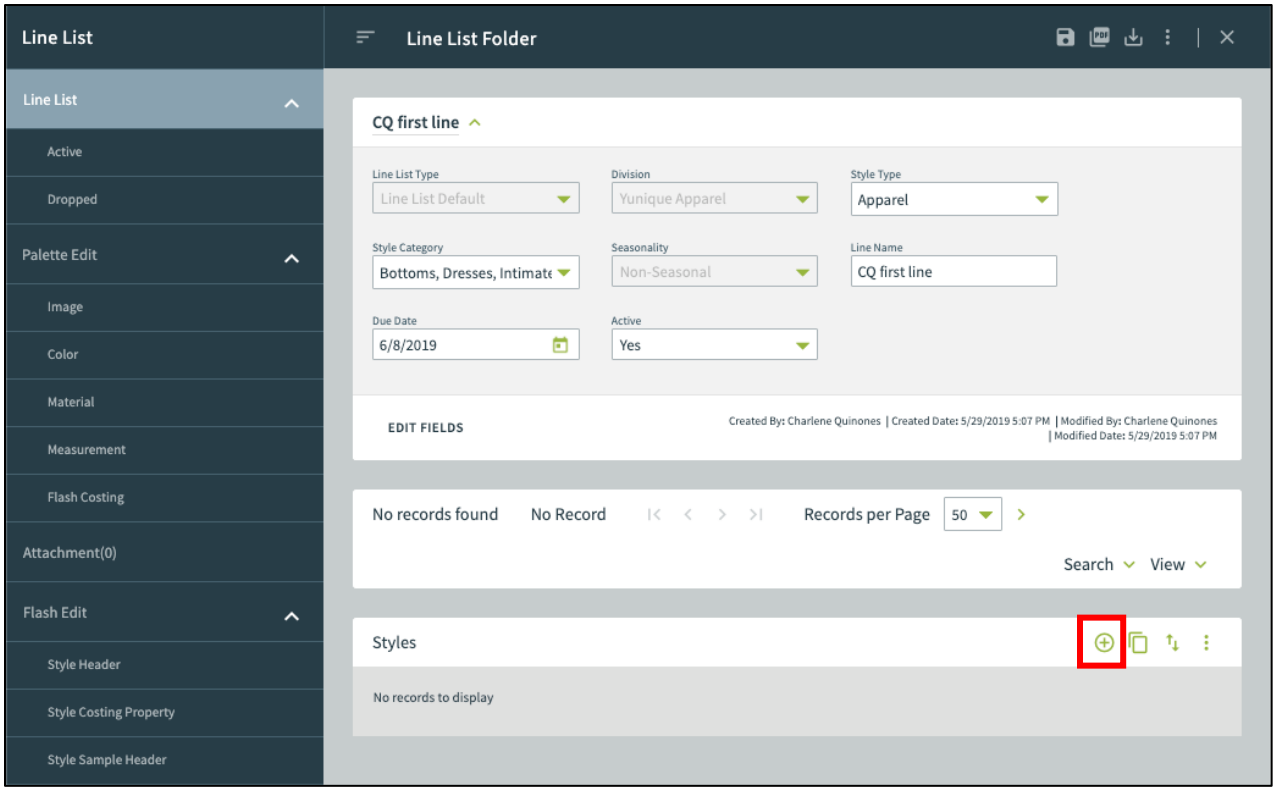
3. The system will take the user to the newly created line. Please note: The available options for *Style Type* and *Style Category* are based on the selected *Division*. Once completed, click on **save**.



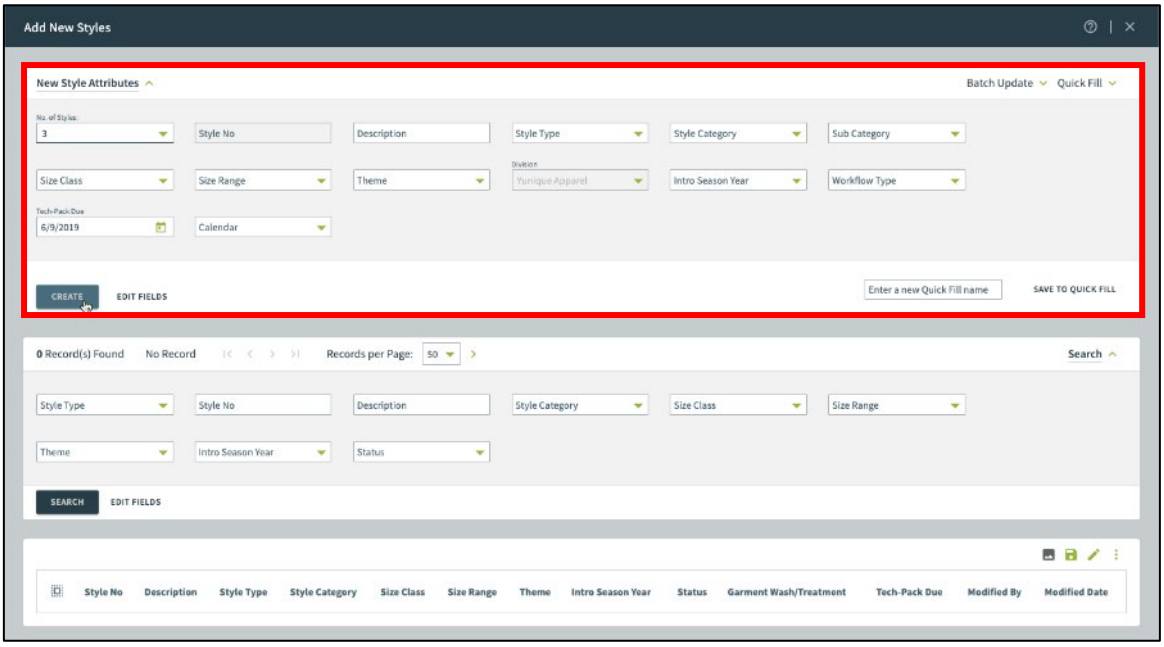
Add Styles to Line List

Add New Style(s)

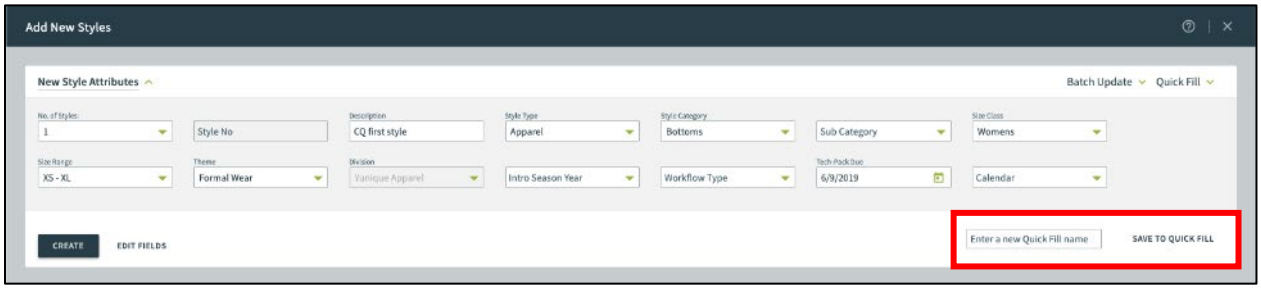
1. Once a new line has been created, users may add new or existing styles to the line. Click on the **add** icon then select **Add New** to add new styles to the line. The *Add New Styles* window opens.



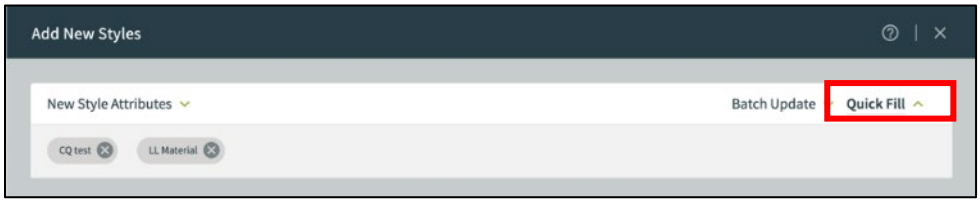
2. Select the **No. of Styles** from the drop-down menu then edit the header information. Click the **create** button to save the new styles.



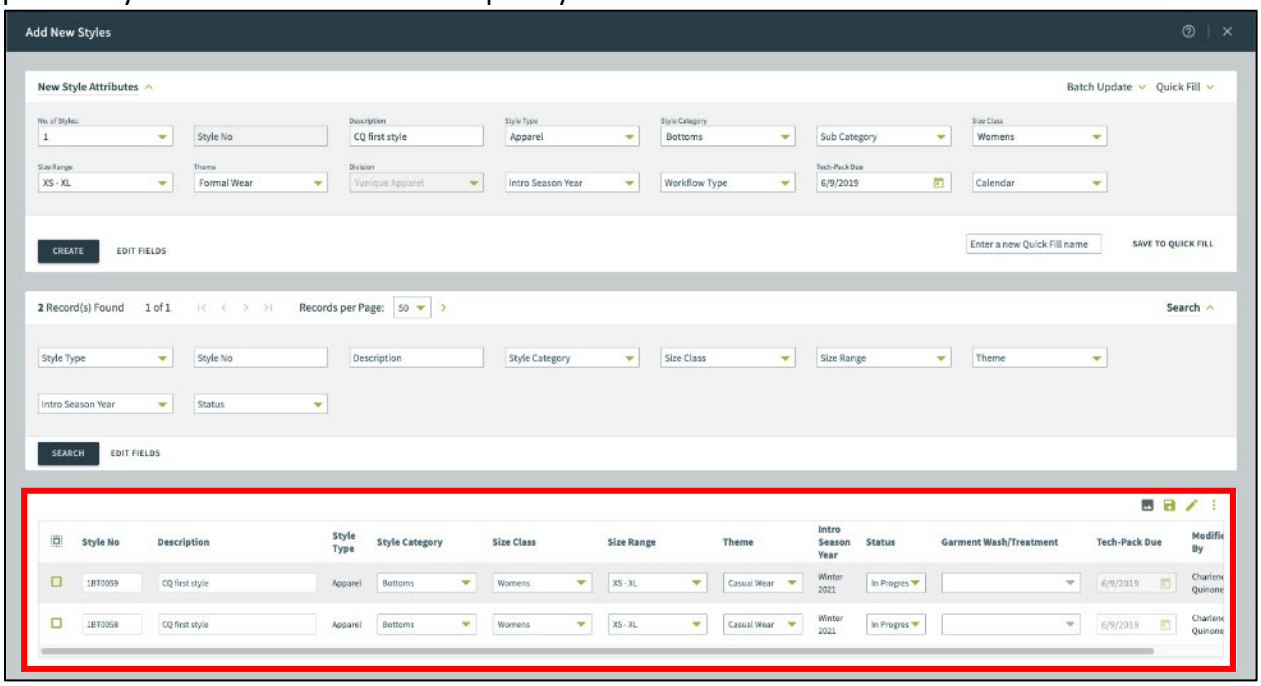
The Quick Fill option allows users to save style attribute entries for future use by entering a name then selecting the **Save to Quick Fill** button.



Users will find the saved names within the Quick Fill drop-down. This Quick Fill option will be saved to the Quick Fill folder on the left-hand panel.

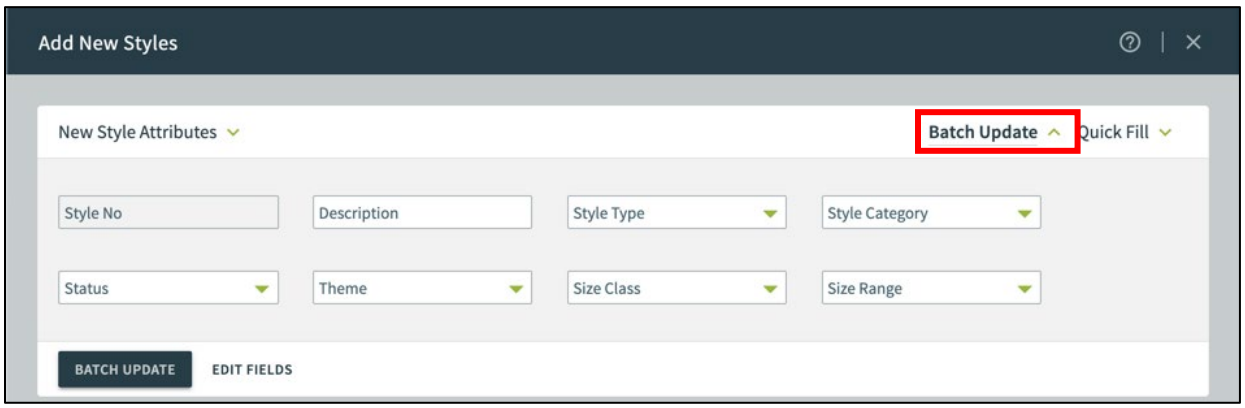


3. The newly added styles have been added to the *Style* area. Once new styles have been created, the style attributes may be modified individually. Click **save** to secure any changes made. Repeat steps previously introduced to create multiple styles to the line list.

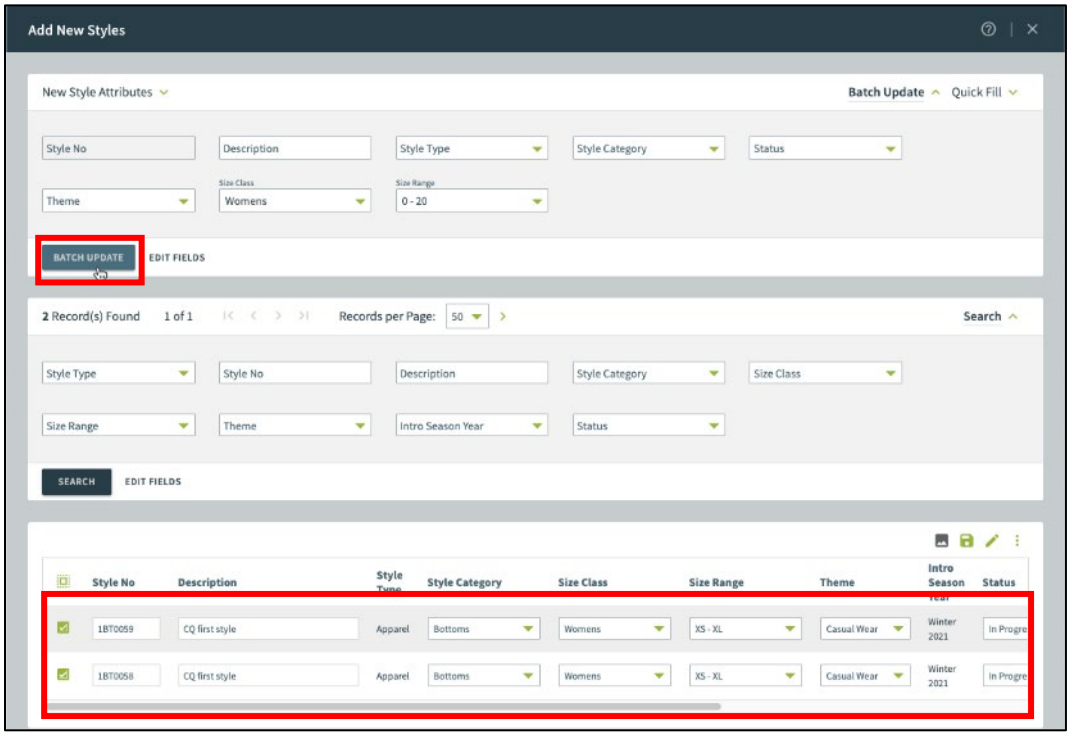


Batch Update

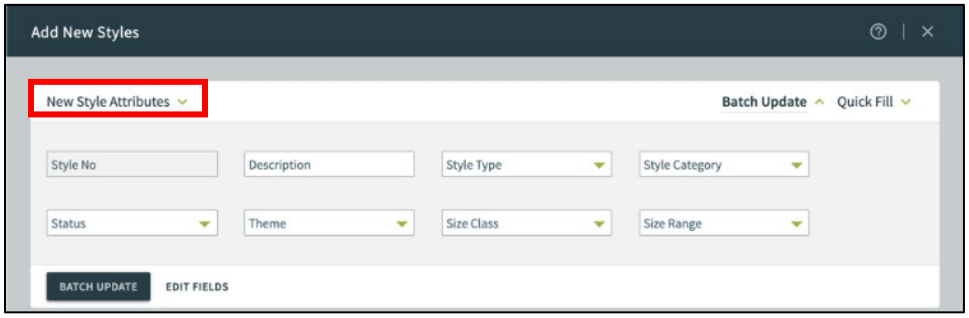
1. Users have the ability to batch update style header information instead of updating style by style. To do so, check the **Batch Update** arrow.



2. Enter or select the data and options from the header information field and select the styles which need to be updated. Click on **Batch Update** once finished.

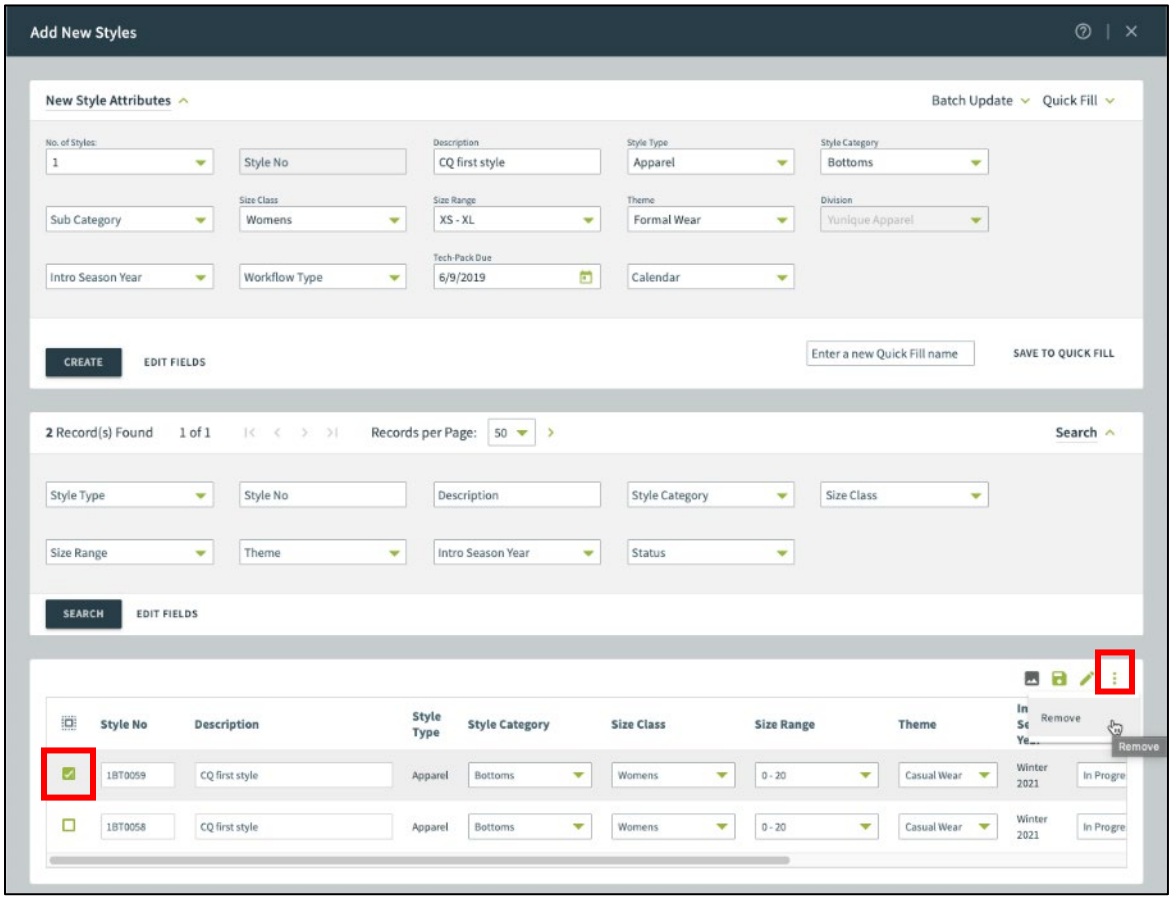


3. Now the selected styles have been updated accordingly. Select the **New Style Attributes** arrow to resume to the normal view.

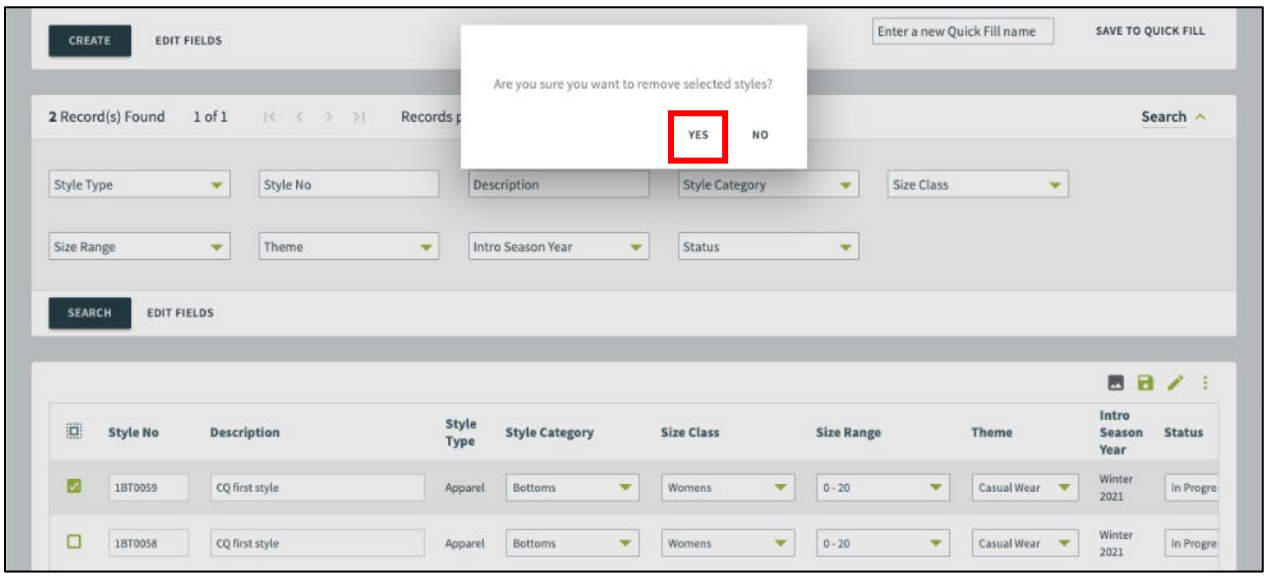


Removing Styles

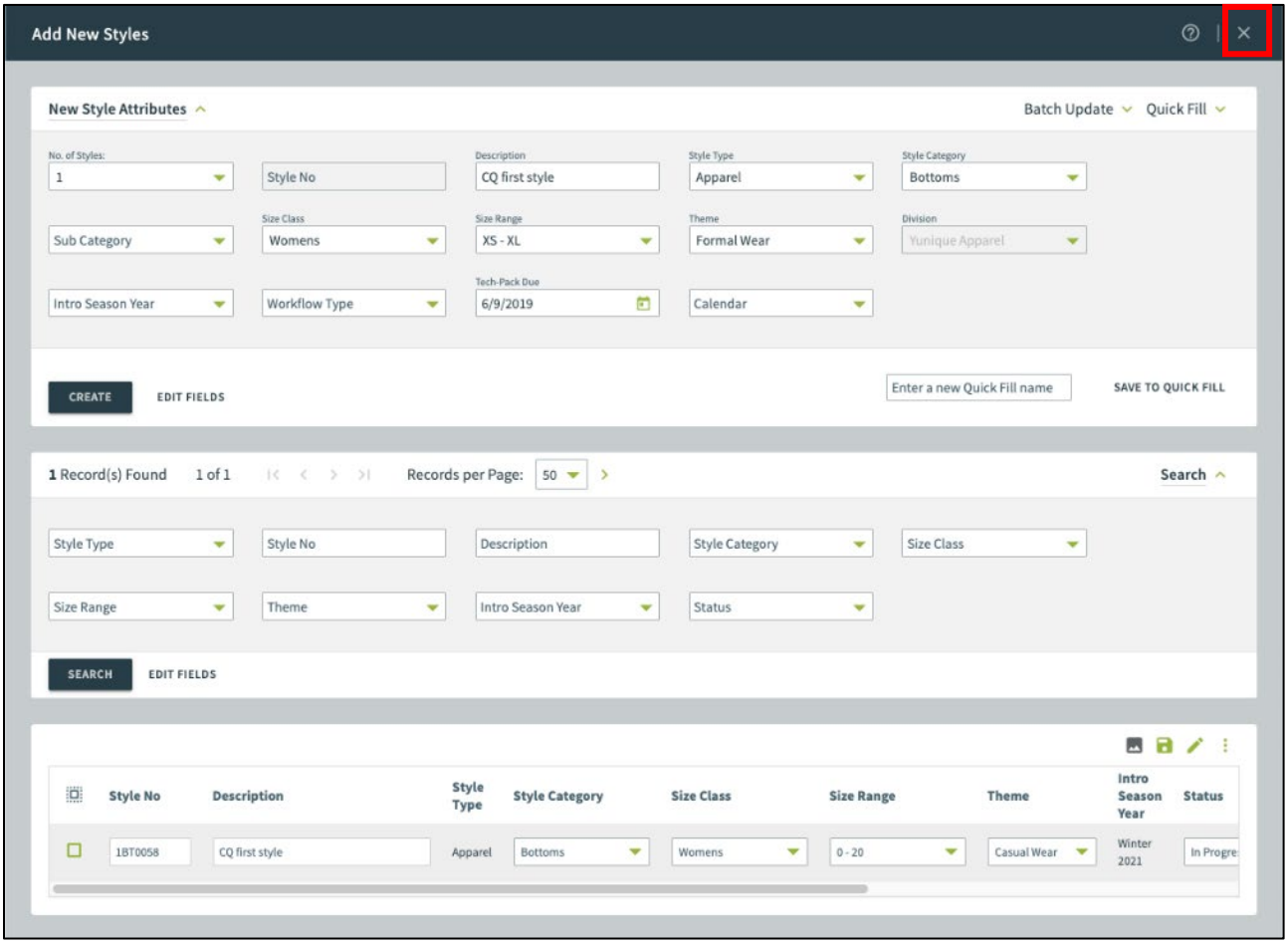
1. Added styles can also be removed from the line list by **selecting the desired styles** then clicking the **remove** button listed within the overflow menu.



2. Select **Yes** within the confirmation window, and the selected styles will be removed from the Line List. Click *No* to disregard. This will not delete the styles from the Style Folder.



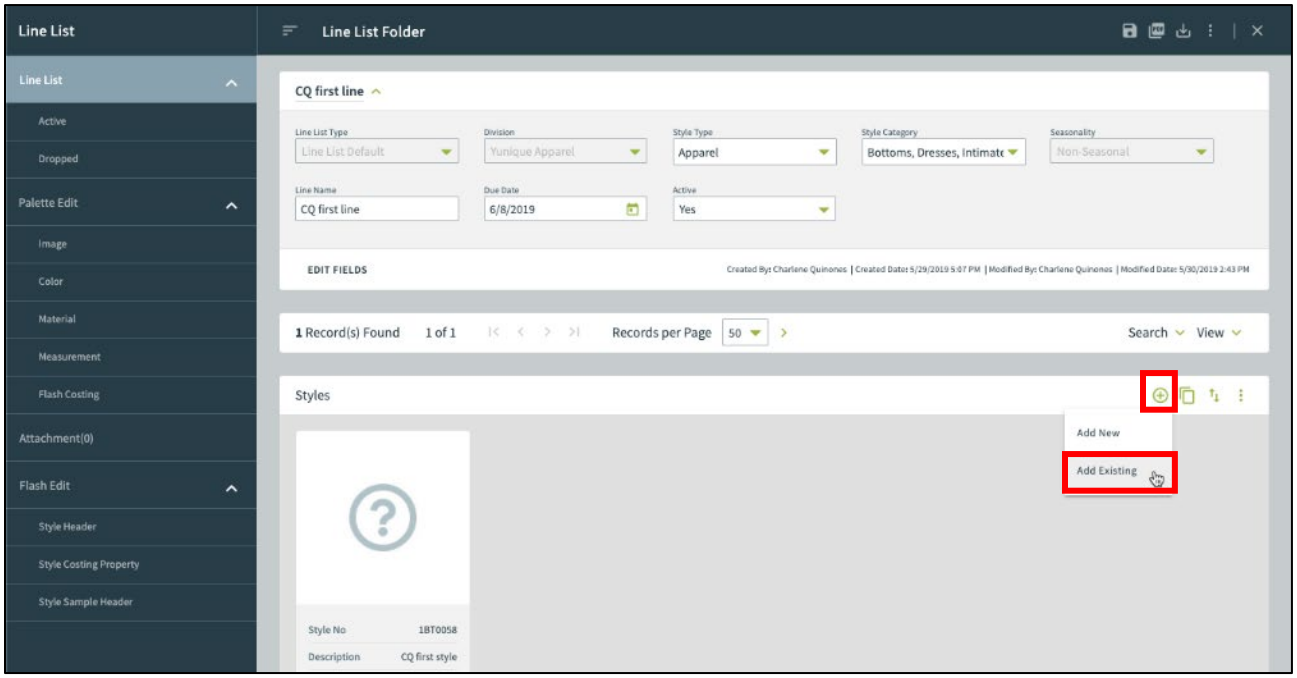
3. Click **close** to return to the Line List Folder.



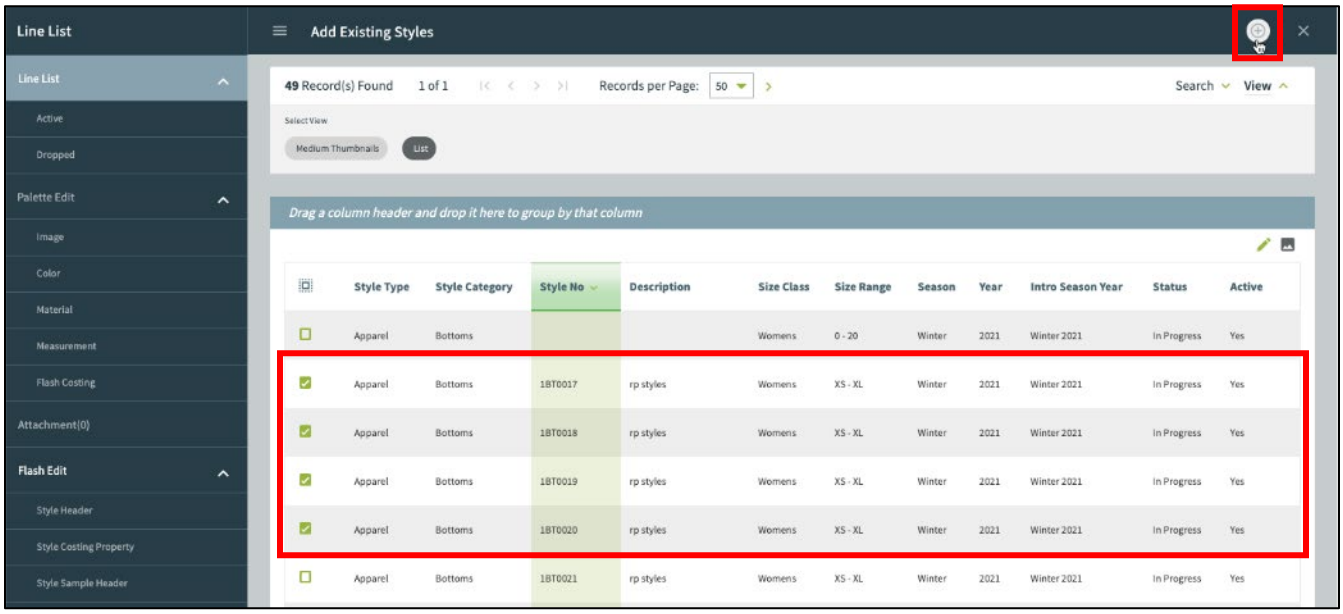
Add Existing Style(s)

In addition to the ability to create new styles, users can also add existing styles listed in the **YuniquePLM Style** folder.

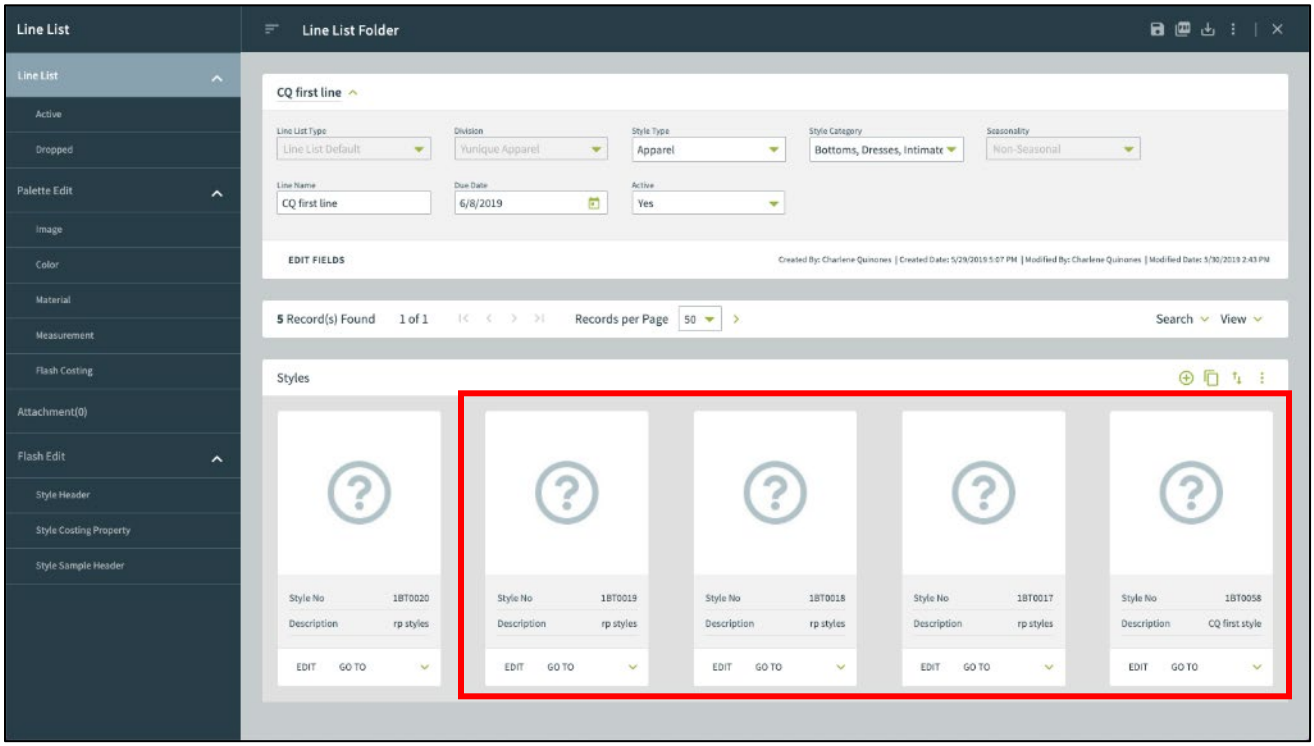
1. Click on the **+add Existing** button to add existing styles to the created line.



2. Existing styles will appear in a new window matching the *Division, Style Type/Category* selected for the Line List. Select styles and click **add** to add styles to the created line. then click **close** to return to the Line List folder.



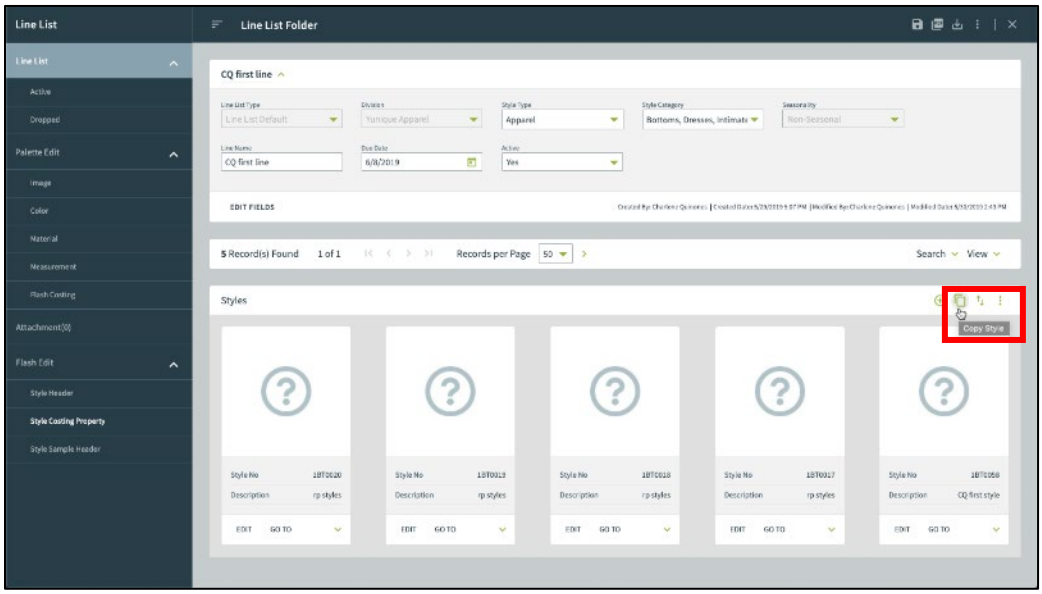
3. The selected styles are now included in the Line List main page along with the newly created styles.



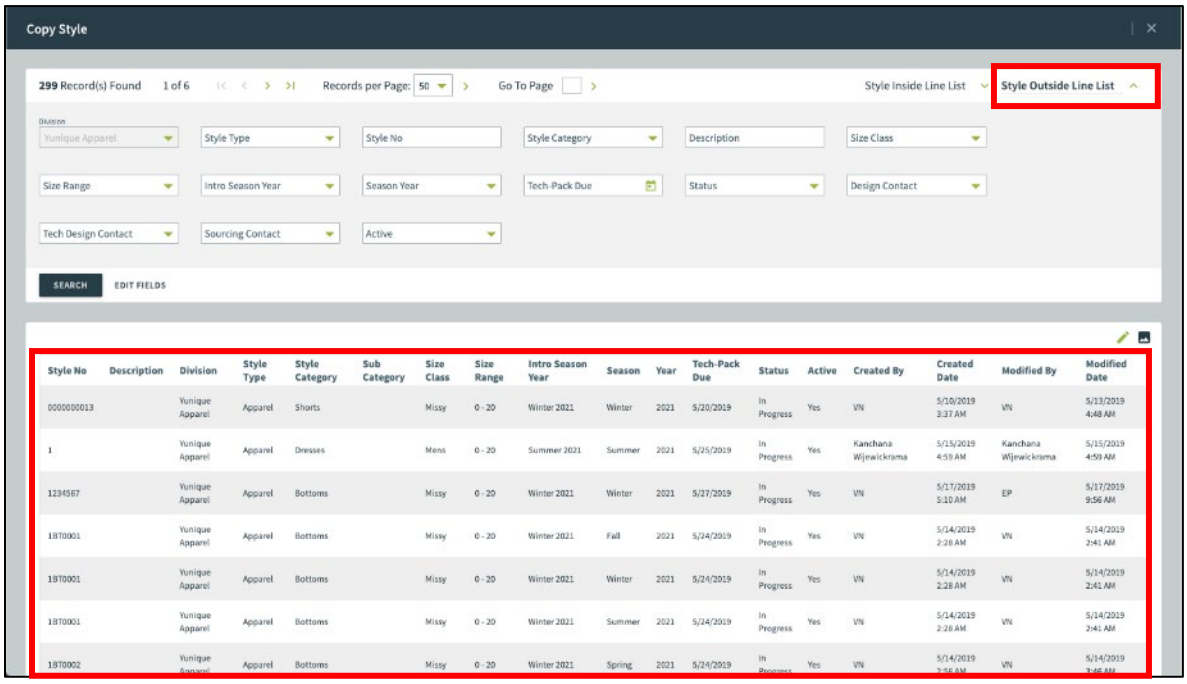
Copy Style

A third way of adding styles to a Line List is to copy from an existing style.

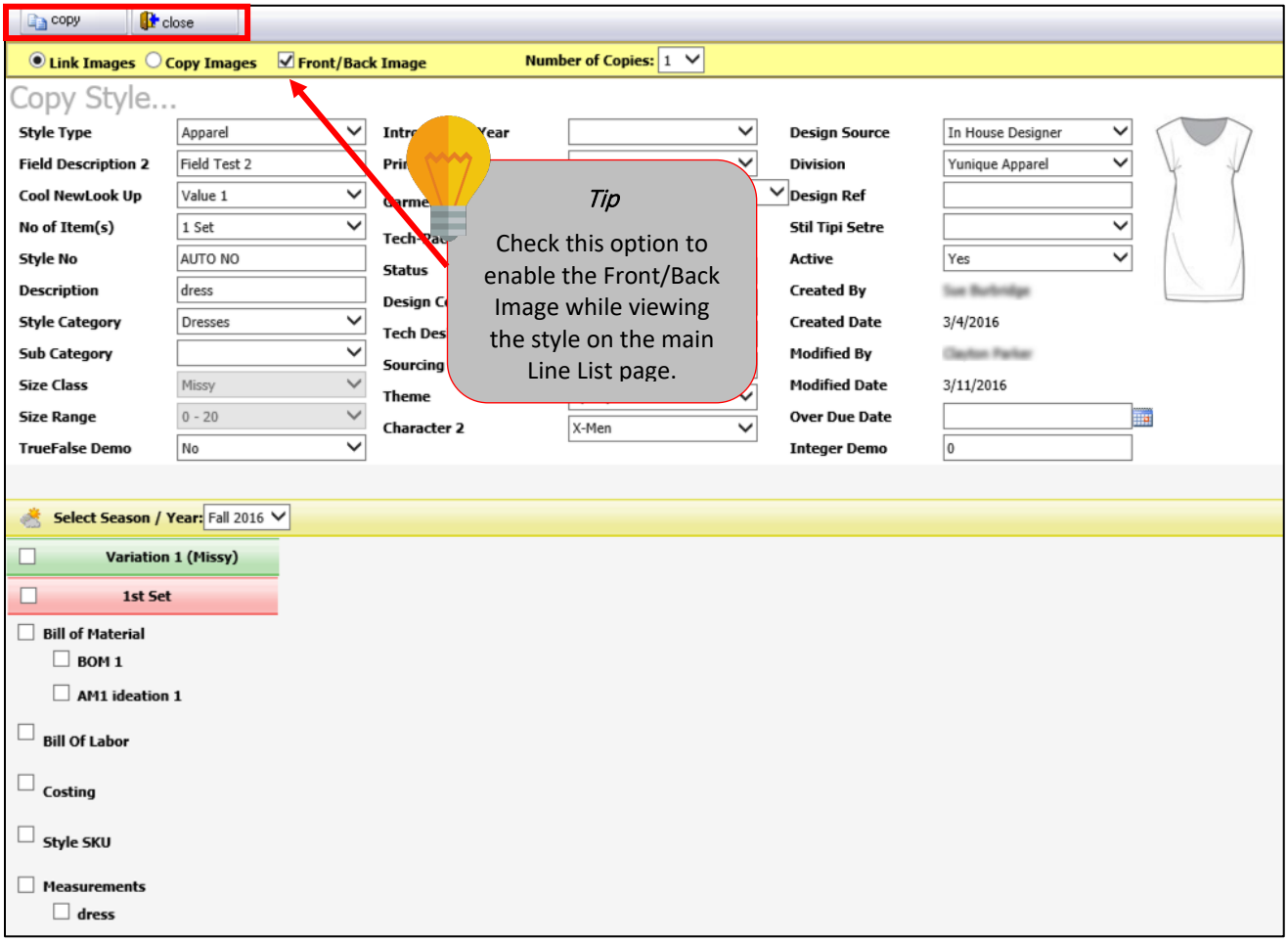
1. Click the **Copy Style** button to open its window.



2. The Copy style window opens with two tabs: **Style Inside Line List** and **Style Outside Line List**. Select a tab then search or choose from one of the available styles.

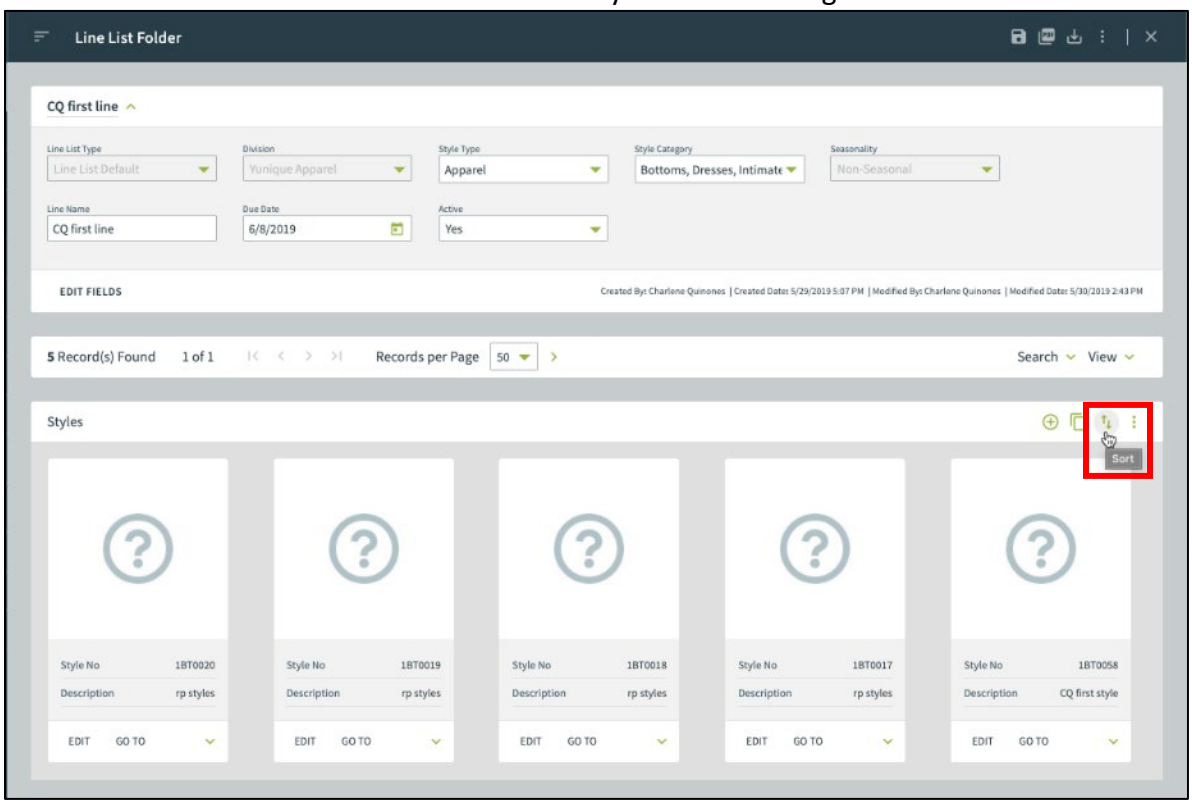


3. The chosen style opens, allowing modifications to be made for this particular style. Choose from ***Link Images*** or ***Copy Images***, enabling the ***Front/Back image*** on the main page or creating one or more copies of a particular style. Also, select the style pages you want to copy over for the style (listed under the Select Season/Year section) to include with the copy.
4. Press **copy** to copy this style into the Line List.
5. Then select **close** to return to the main Line List Folder. Each of the copied styles is listed on the main Line List page.

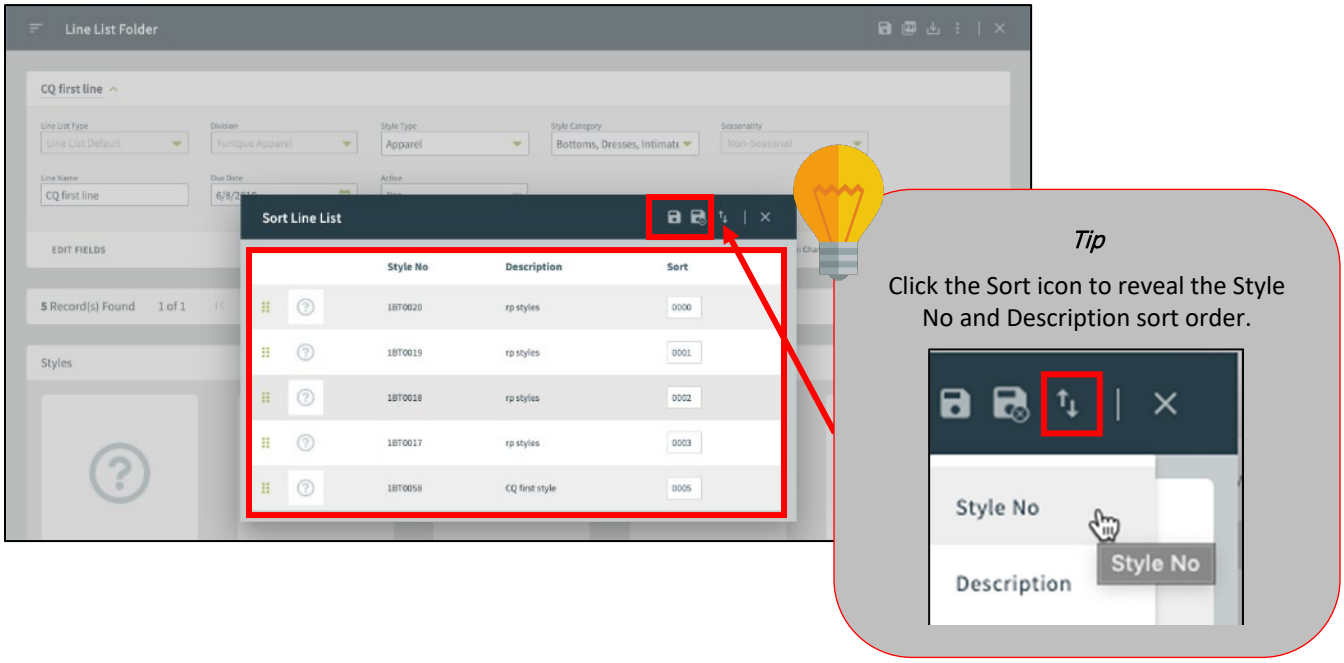


Line List Sort

1. Click on the **sort** button to sort orders of the styles in an existing line.



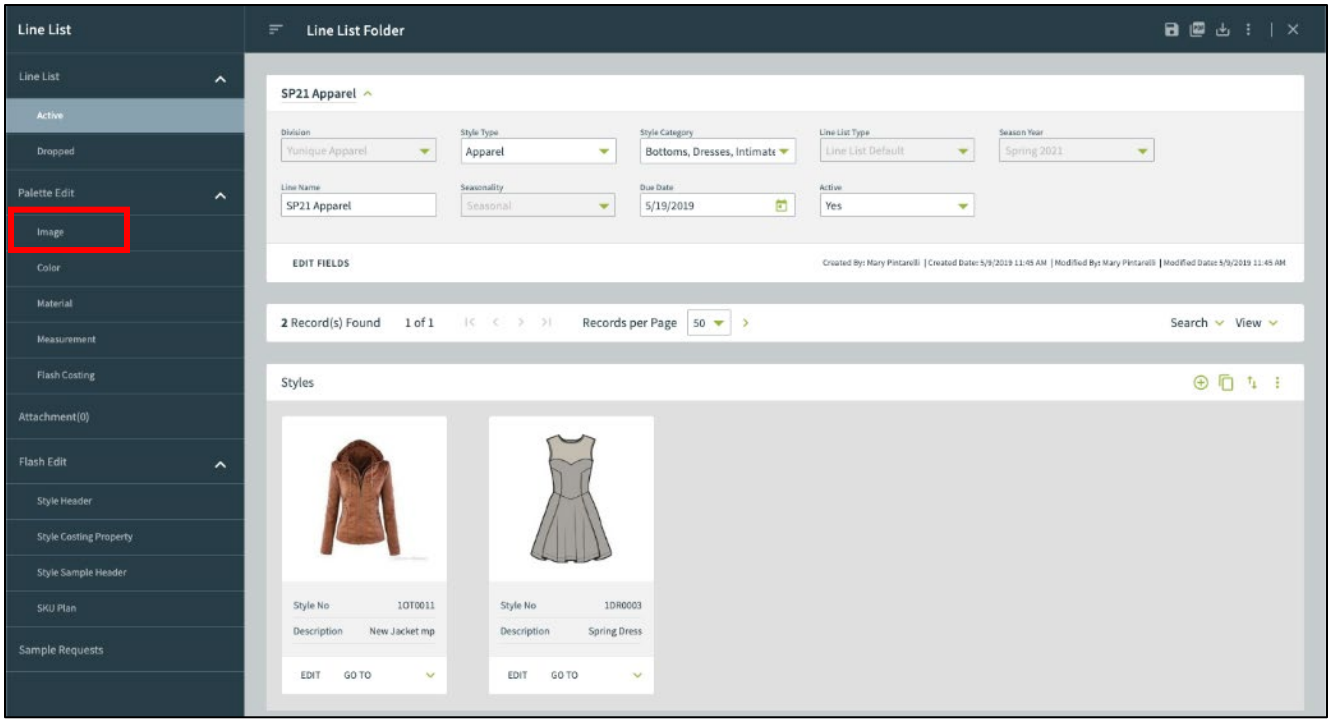
2. Sort the items by *dragging and dropping styles* to the desired sort order, enter a *sort order number* or sort by *style* or by *description*. Once finished, click on **save** or **save & close** to exit the Sort Line List window.



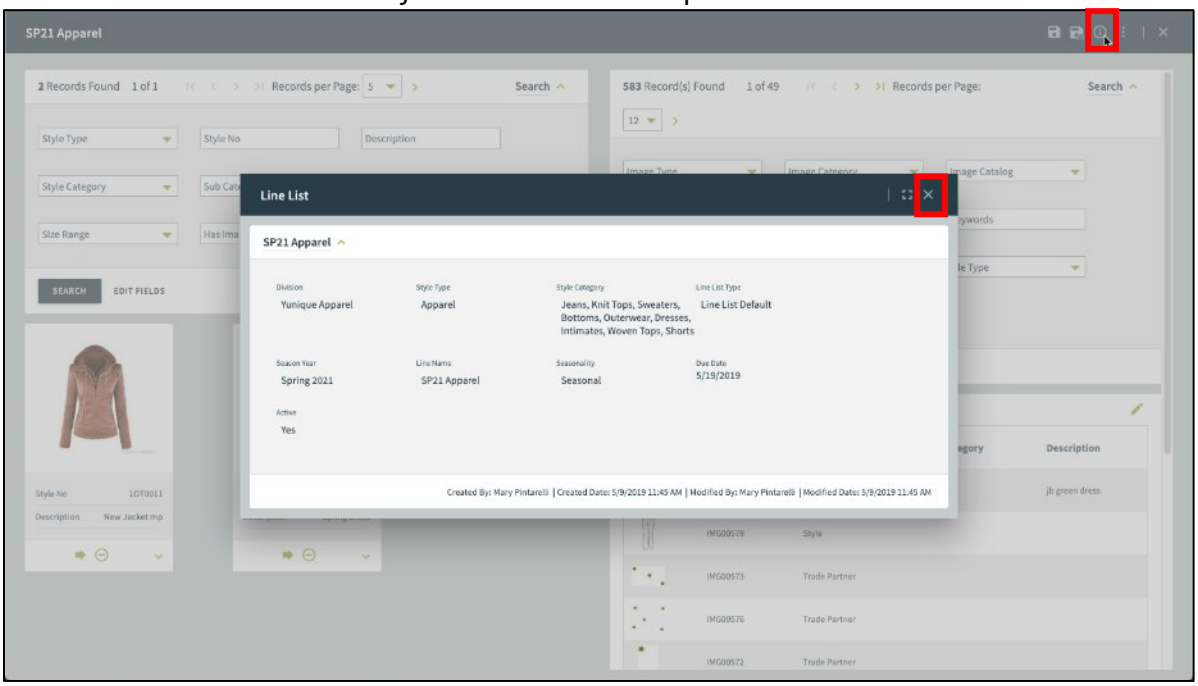
Palette Edit - Image

After creating a new Line, styles may be edited individually or in mass from the Palette Edit area on the left-side navigation.

1. Click the **Image** link on the left side under *Palette Edit*. The *Image Palette* window will open.

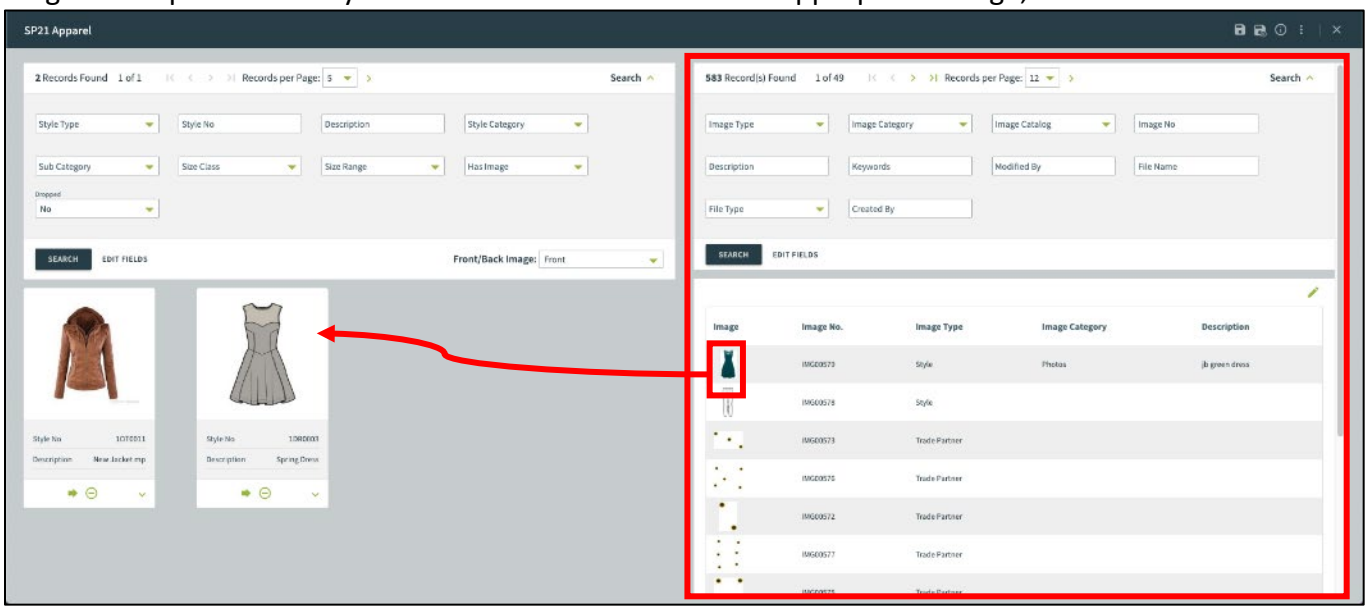


2. Once the *Image Palette* appears, the *Line List* header information can be reviewed by clicking on the **info** button. **Close** the *Line List Info* window when complete.

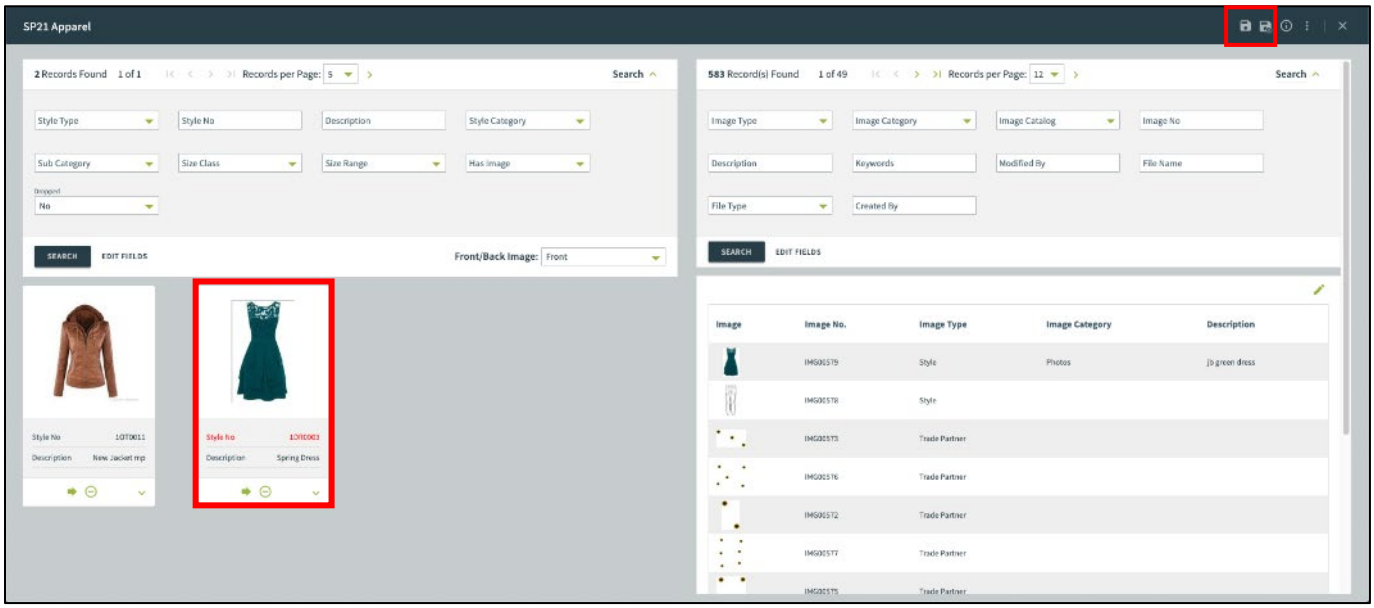


Use an existing design image from the image library

1. Images stored in the YuniquePLM Image folder can be used for a style. **Drag and drop** the desired image from the Image Palette column to a style. Existing design images can also be replaced using the drag and drop functionality. Use the search area to find the appropriate image, if needed.

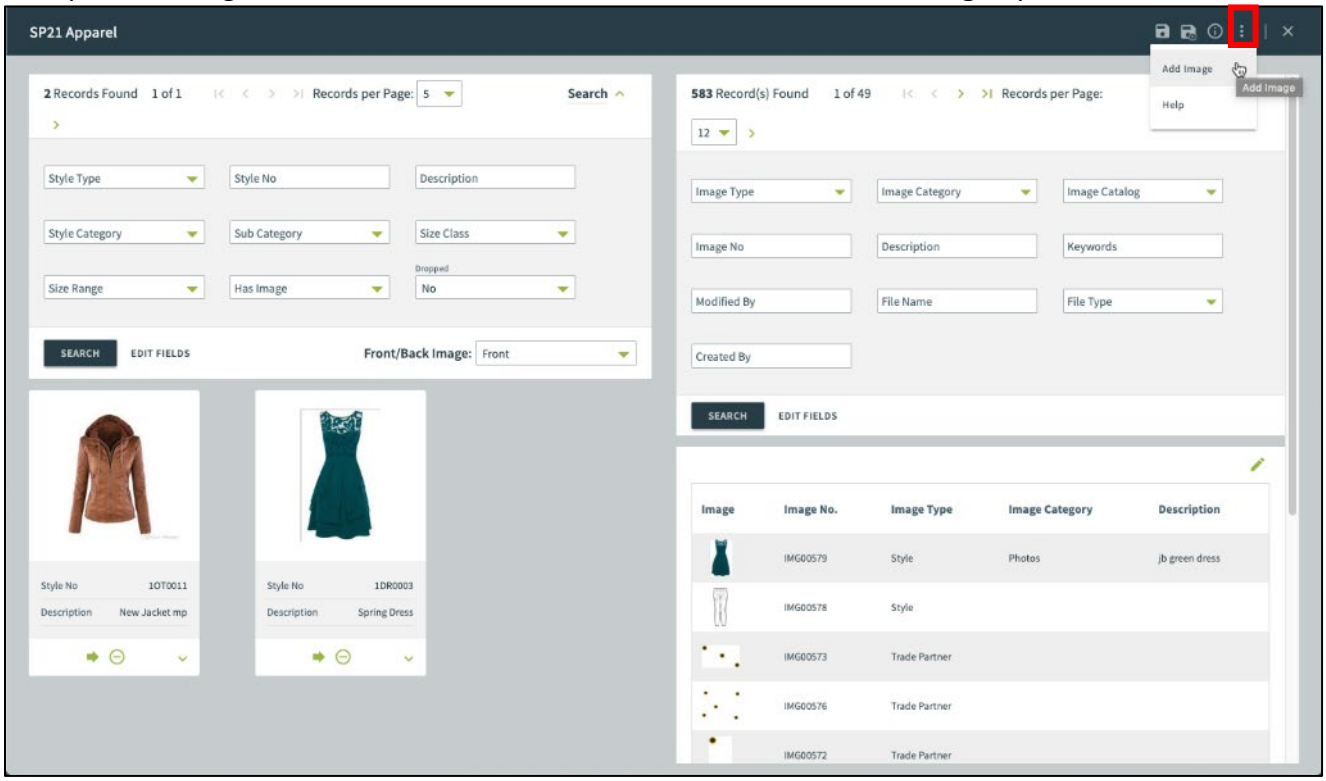


2. Newly added images will appear in the image place holder for each style within the Line List. Style numbers will appear in **red** as an indicator that changes have not yet been saved. Click on **save** or **save & close** to exit the Image Palette for this line.

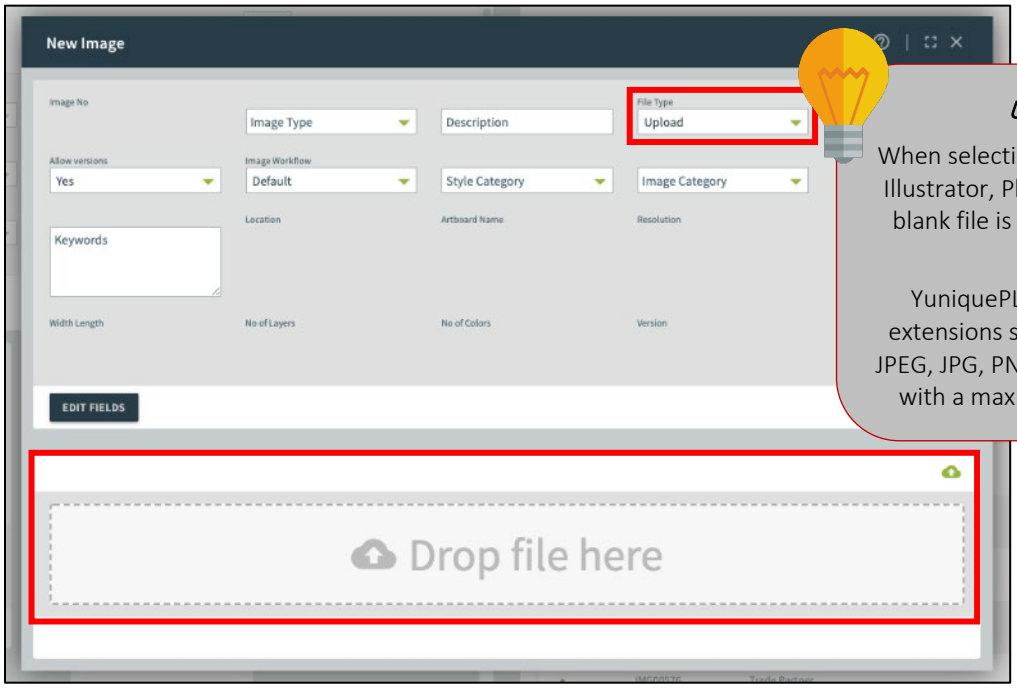


Add a new design image to the line

1. A new image(s) can be created from the Line List Palette Edit – Image area then added to the YuniquePLM Image Folder. Click the **overflow menu** to select the **add image** option.



2. A *New Image* window opens. Fill in each of the fields, like *Image Type*, *Description*, *File Type*. The *File Type* drop-down should default to upload, if not select it. Then either drag and drop a file to the **Drop file here** area or search the computer using the **Attach Images** icon.

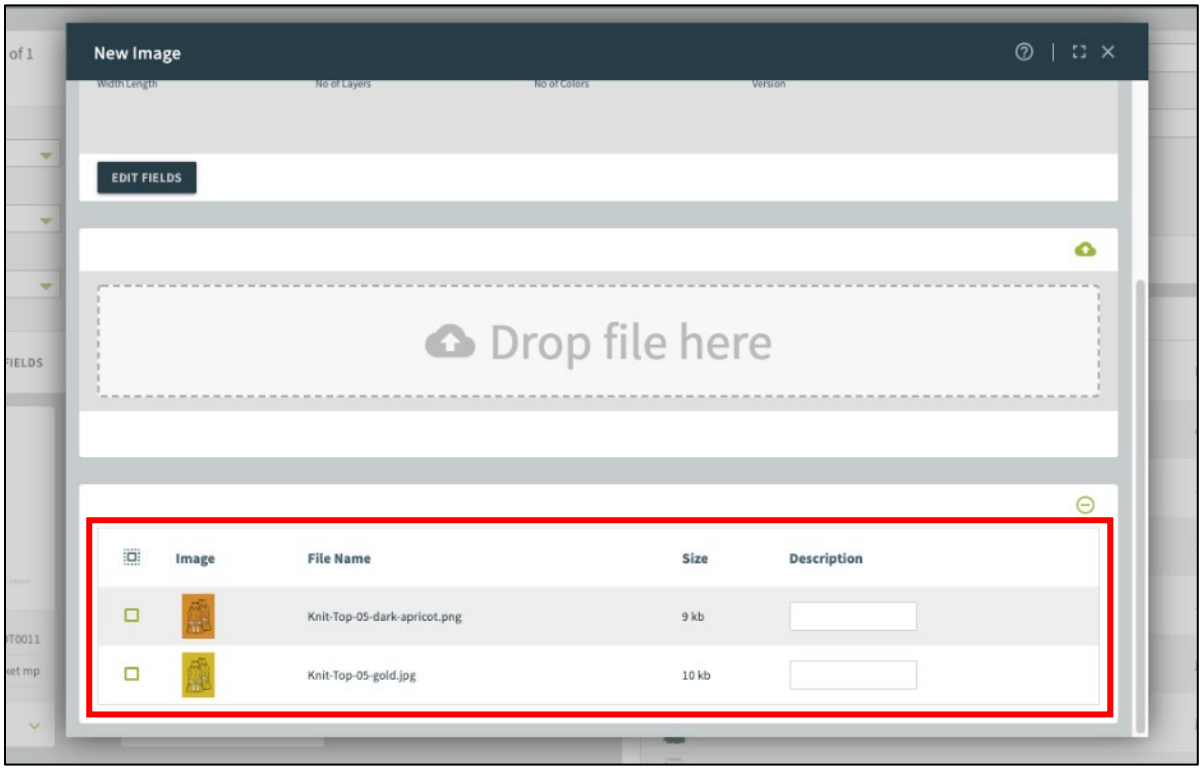


Uploading Files

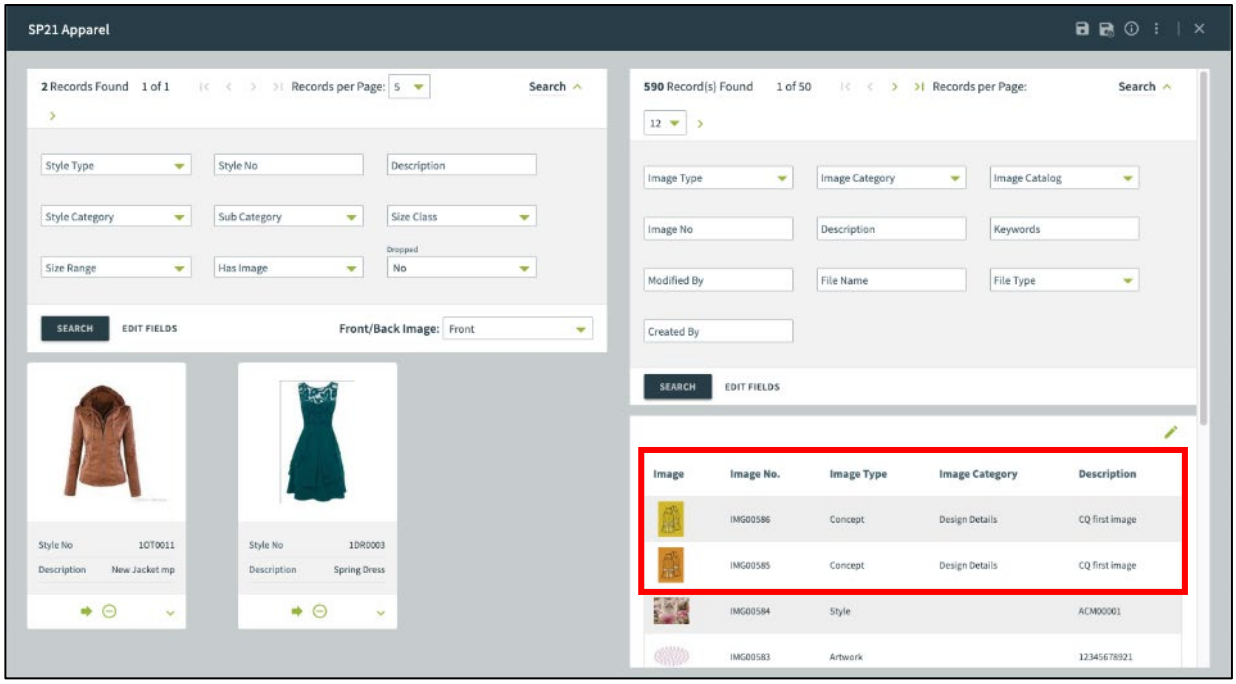
When selecting other file types, such as Illustrator, Photoshop, or Pointcarre, a blank file is presented to edit and re-upload.

YuniquePLM supports various file extensions such as: AI, BMP, EPS, GIF, JPEG, JPG, PNG, PSD, and TIF files, along with a maximum file size of 125MB.

3. Each of the selected images is listed below the *Drop file here* area and have been included within the Image Library for selection.



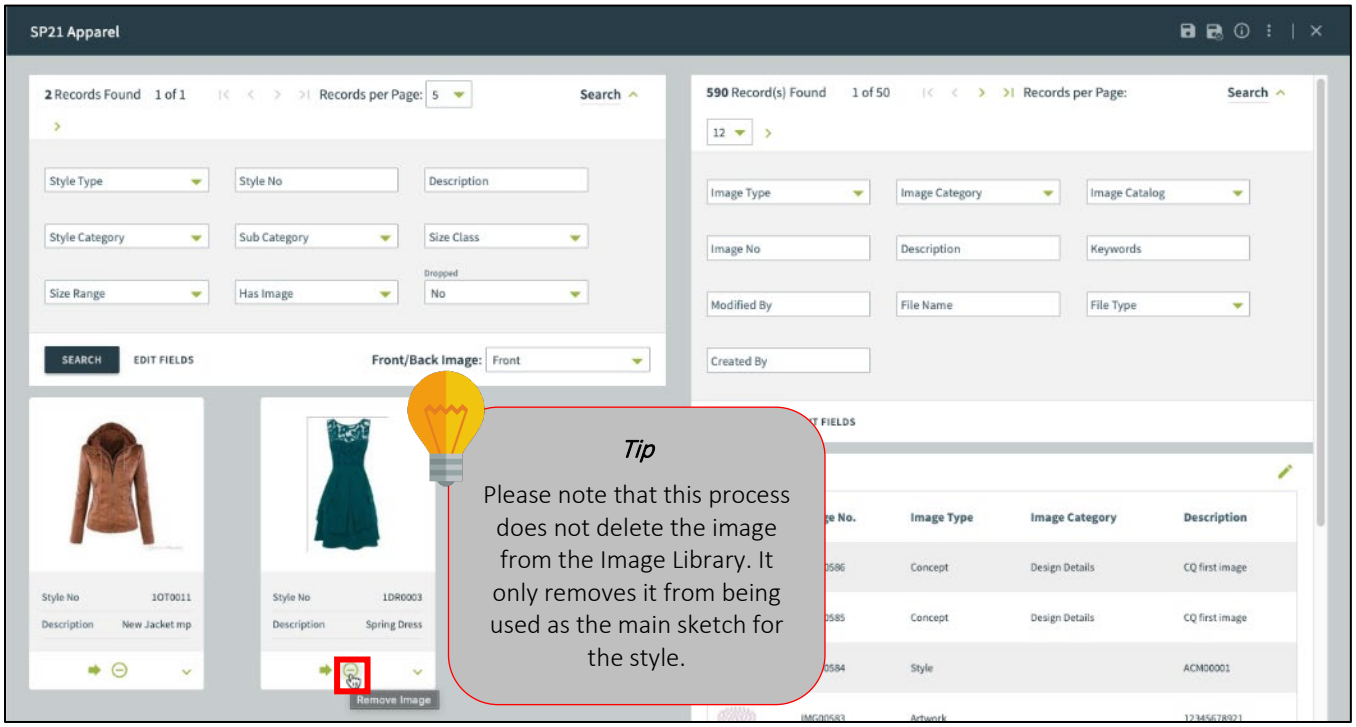
3. The newly uploaded images are now saved and ready for selection within the *YuniquePLM Image* folder for you to apply to your styles in the Line List.



Remove an Image from a Style

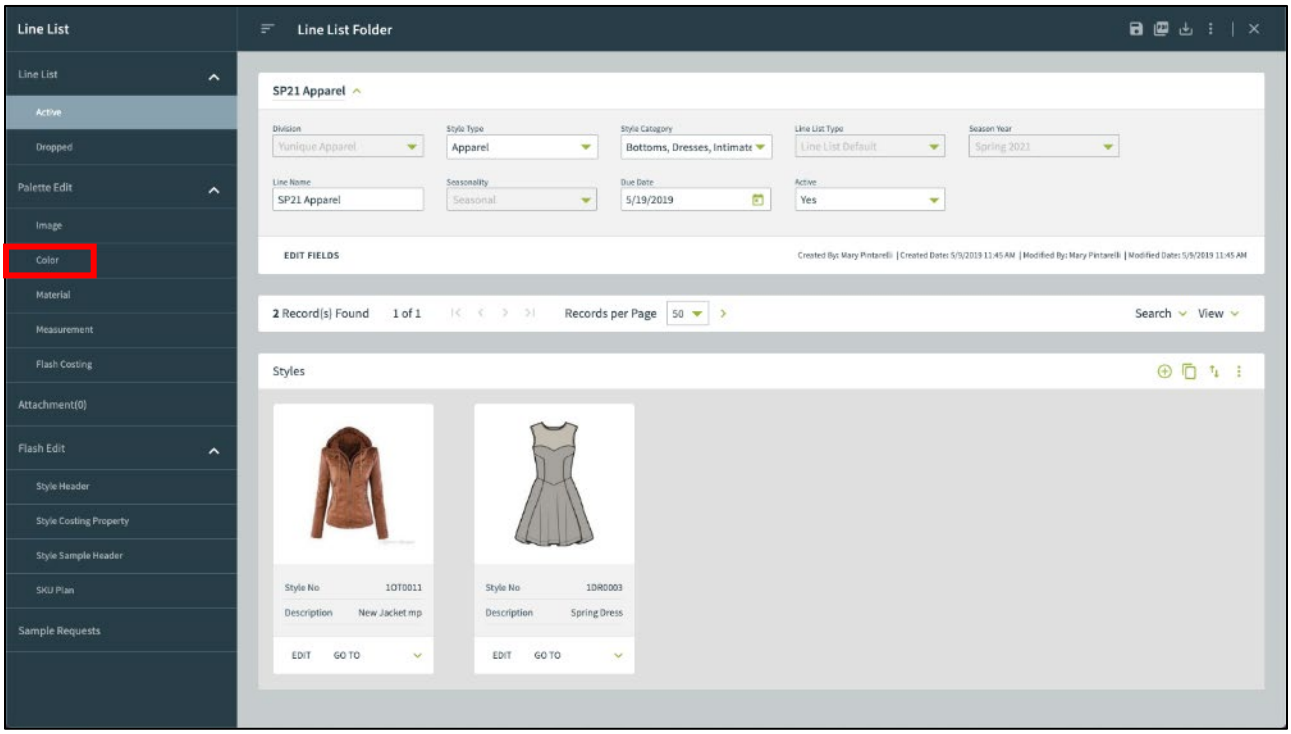
Once an image has been assigned to the style, it might need to be removed so it can be replaced with another image.

1. Click the **Clear Image** button above the image you'd like to have removed.
2. Click on **save & close** to exit the *Image Palette* and return to the Line List Folder.

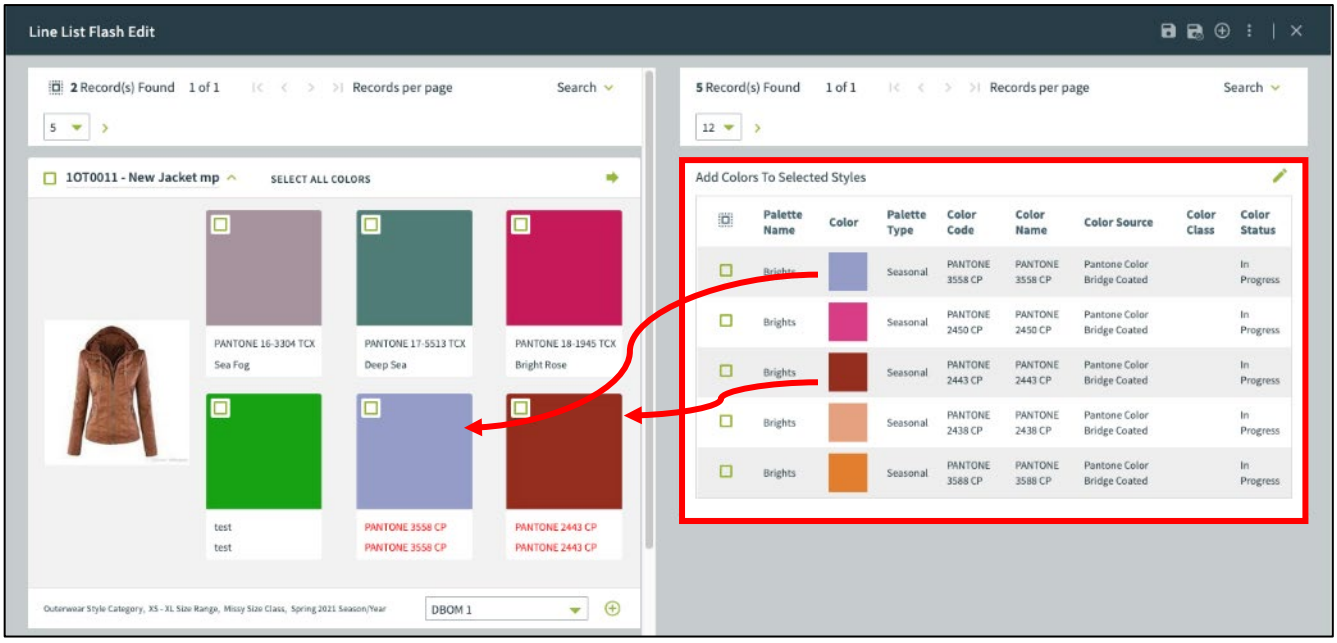


Palette Edit – Color

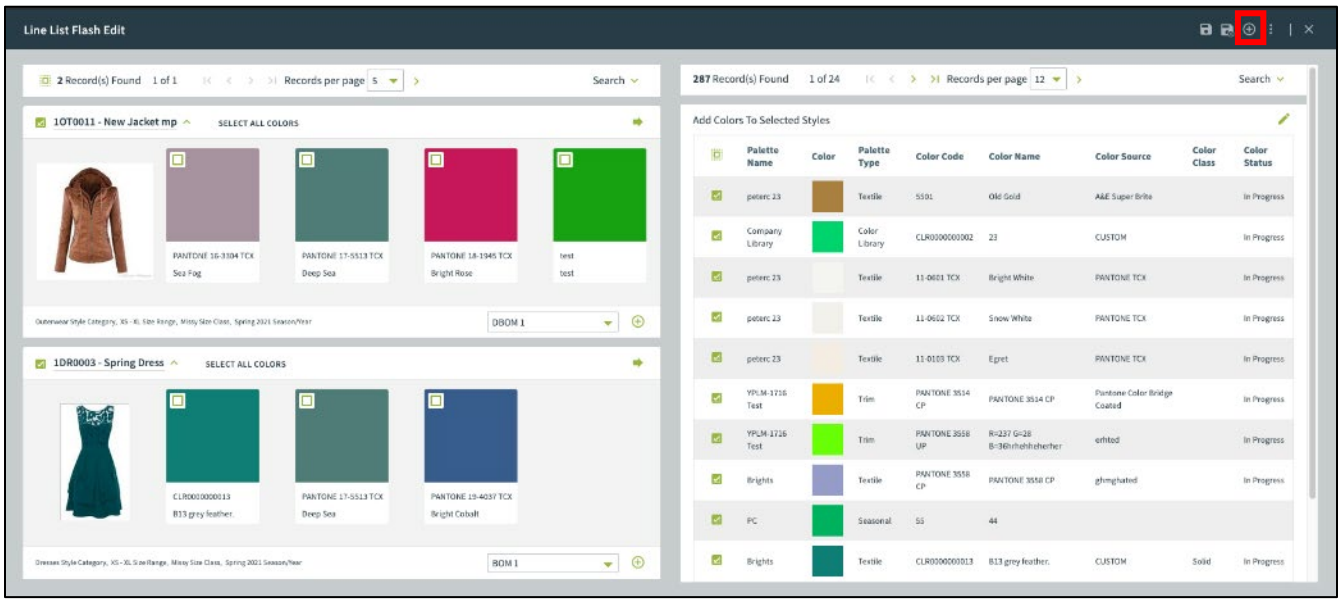
1. Click the **Color** button within the left navigation panel to edit colors for the styles added to the Line List.



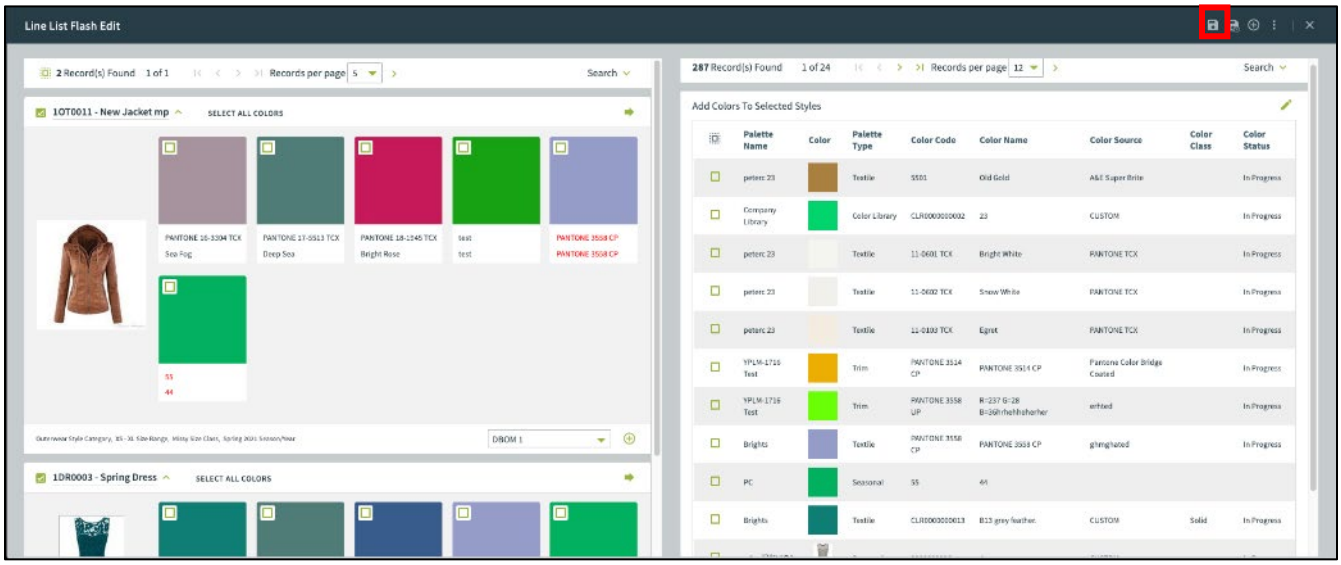
2. Similar to the *Palette Edit - Image* folder, all the existing color palettes stored in the **YuniquePLM Color** folder are listed within the *Palette Edit – Color* area. Use the **search filter** to find the appropriate *color palette/colors*, then **drag and drop colors** to the *desired styles* accordingly.



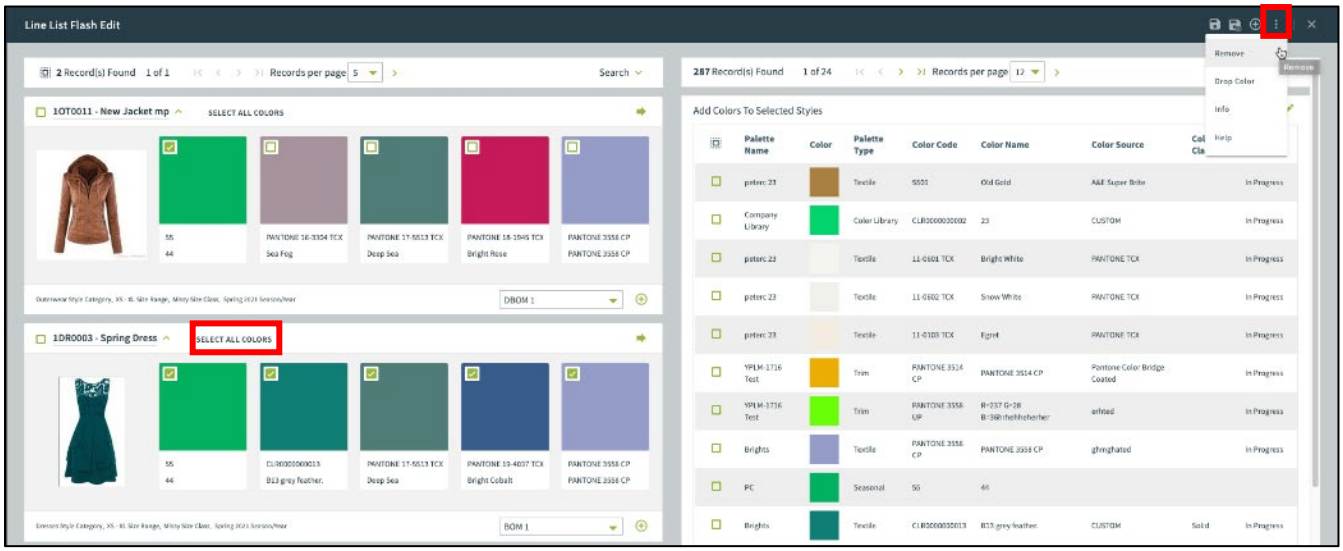
3. Multiple colors can be added to multiple styles by **selecting the colors** from the Color Palette column then **selecting the styles** from the Line List. Click + **add** once finished. Users can also click on the **Select All** options within both windows to add all the colors to all the styles at once.



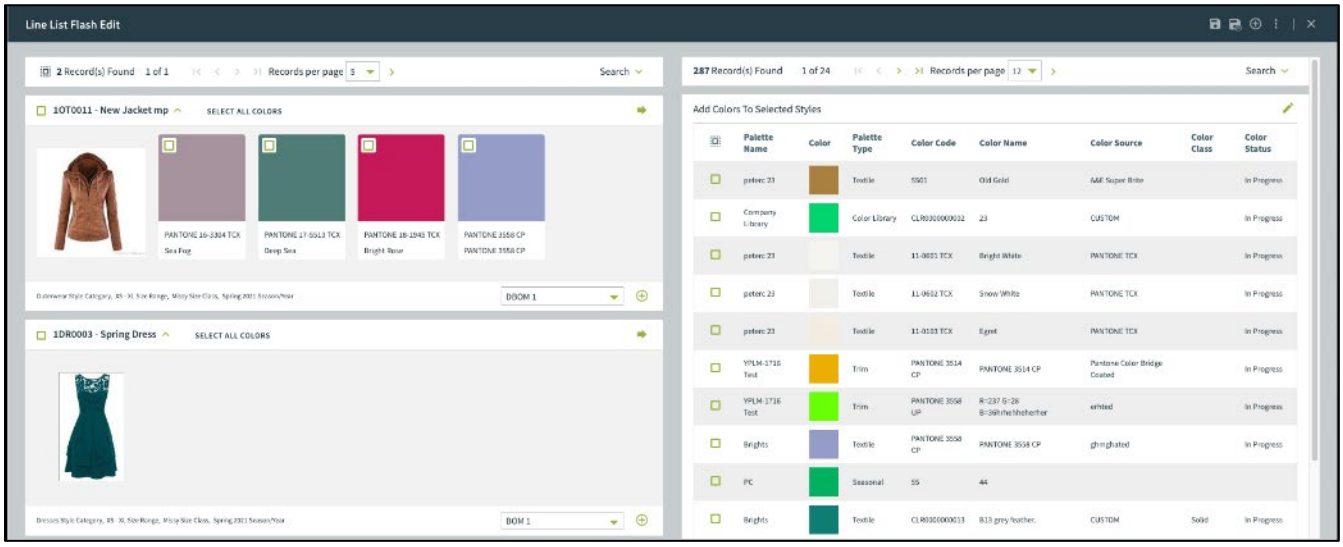
4. The newly added color's header detail will appear in **red** to indicate that changes have not been saved. Click save to keep the changes.



5. Added colors can also be removed by **selecting the appropriate color chips** added to a style, then click **remove** from the overflow menu. All colors in a style can be quickly removed by clicking on the **select all colors** text.



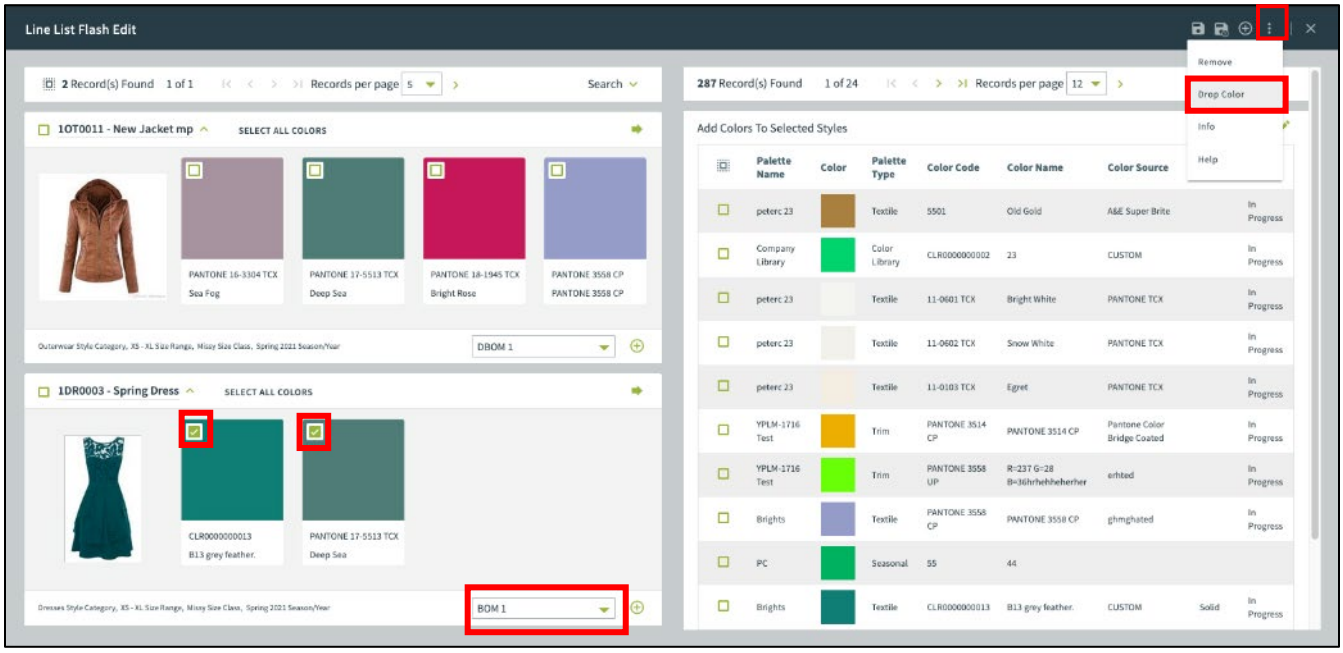
6. Now the selected colors have been removed from the styles. Note: This will not remove the colors from the palette.



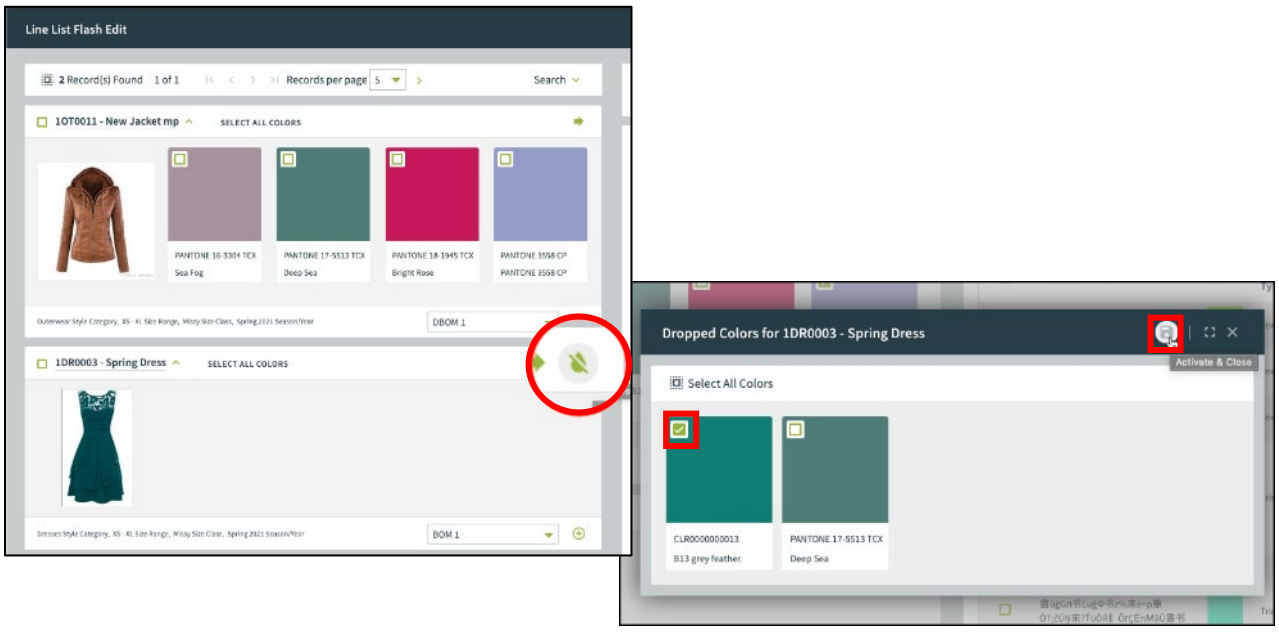
Drop Colors

Added colors can be dropped instead of removed. Dropping a color from the Line List renders it inactive within the current Style BOM.

1. **Select** the desired *color chips* added to a style. All colors in a style can be quickly selected by clicking on the **select all colors** text.
2. Select the *overflow menu* then click on **Drop Color**. A confirmation window opens, press **YES** to confirm or **NO** to cancel the request.



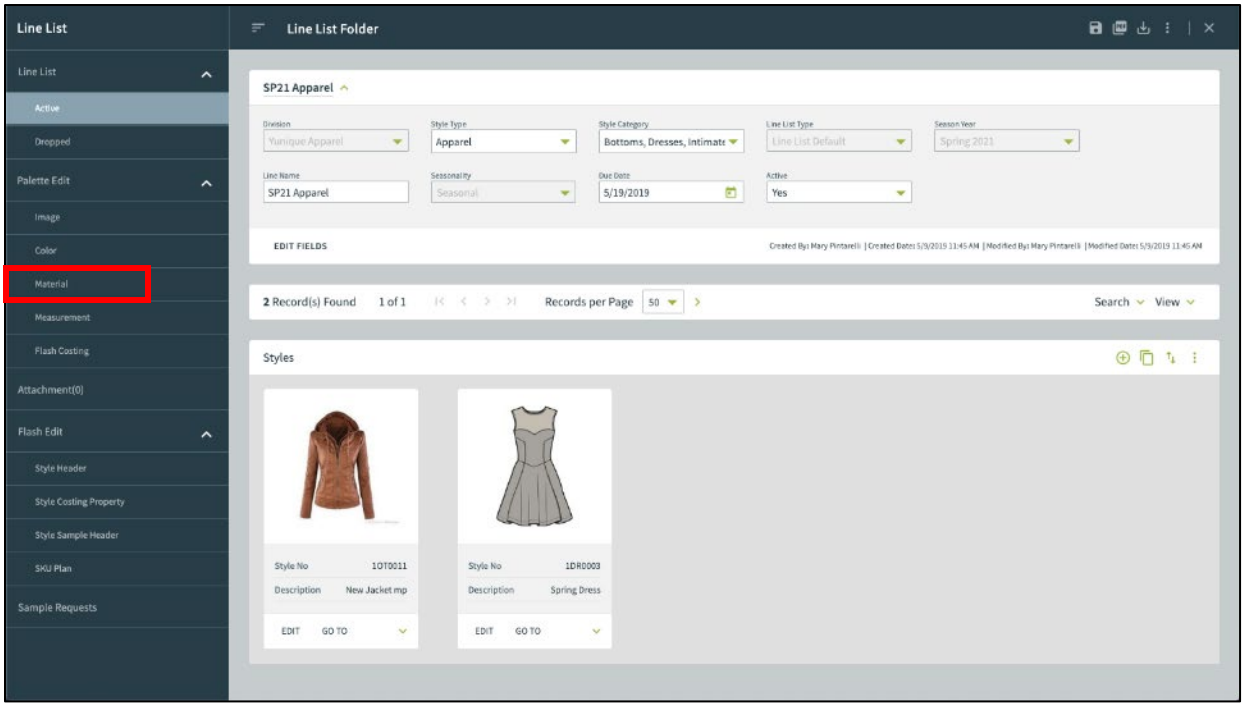
3. Styles containing dropped colors are signified by a *green slashed drop* icon on the Style Line item. Dropped colors can be reinstated by clicking the **green slashed drop icon**, checking the desired colors, then selecting **Activate and Close**.



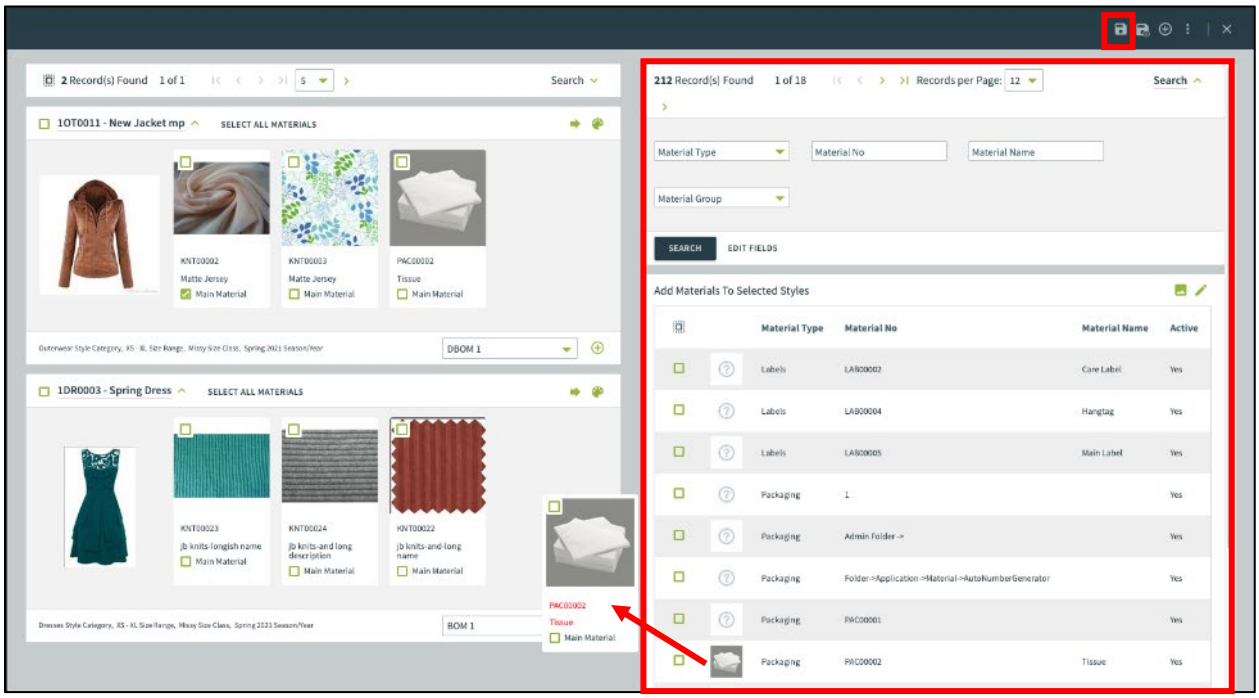
Palette Edit – Material

The material workflow of the Palette Edit area allows users to add multiple materials at once to the BOMs of the Styles in the Line List.

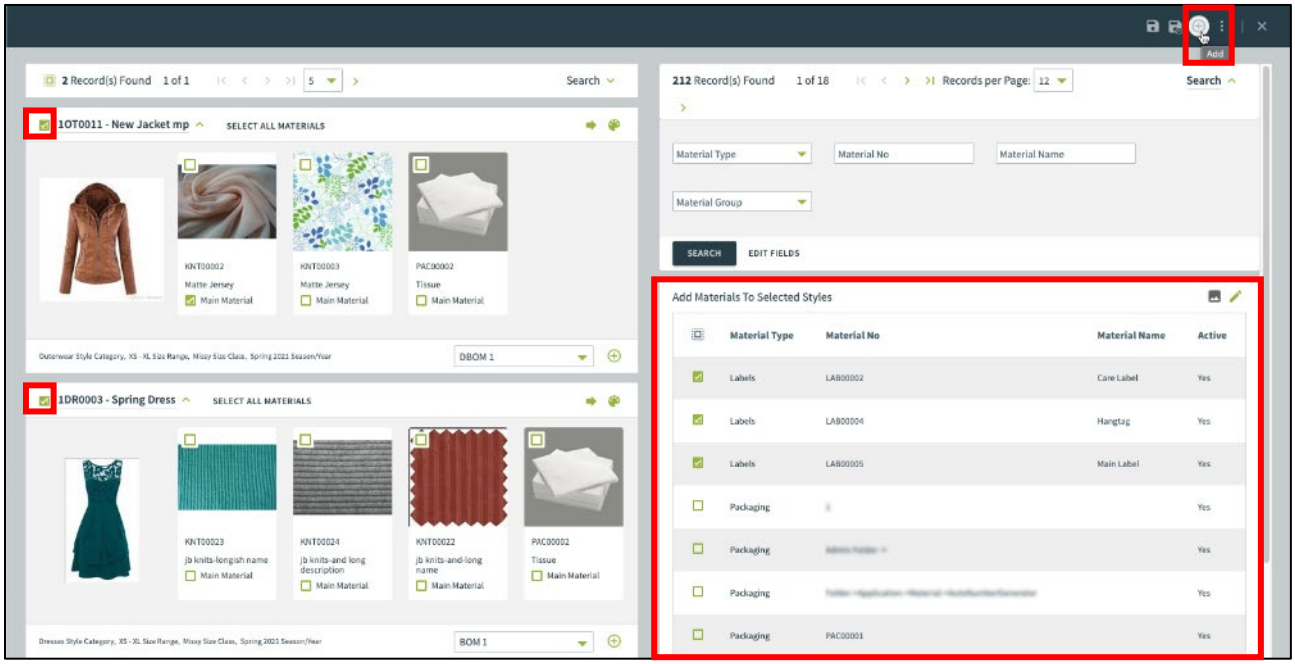
1. Click the **Material** link within the left navigation panel to open the Material Palette workflow.



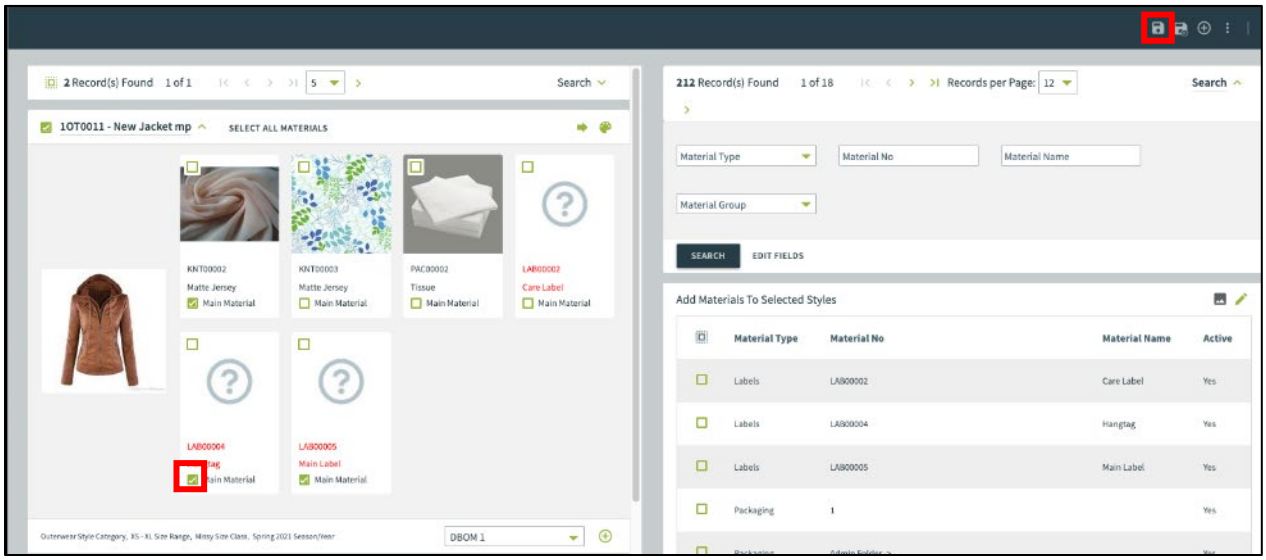
2. Similar to the *Palette Edit - Image* folder, all the existing materials stored in the YuniquePLM Material folder are listed here within the *Palette Edit – Material*. Use the **search filter** to find the appropriate material, then **drag and drop** it to the desired styles. Press **save** to keep the changes.



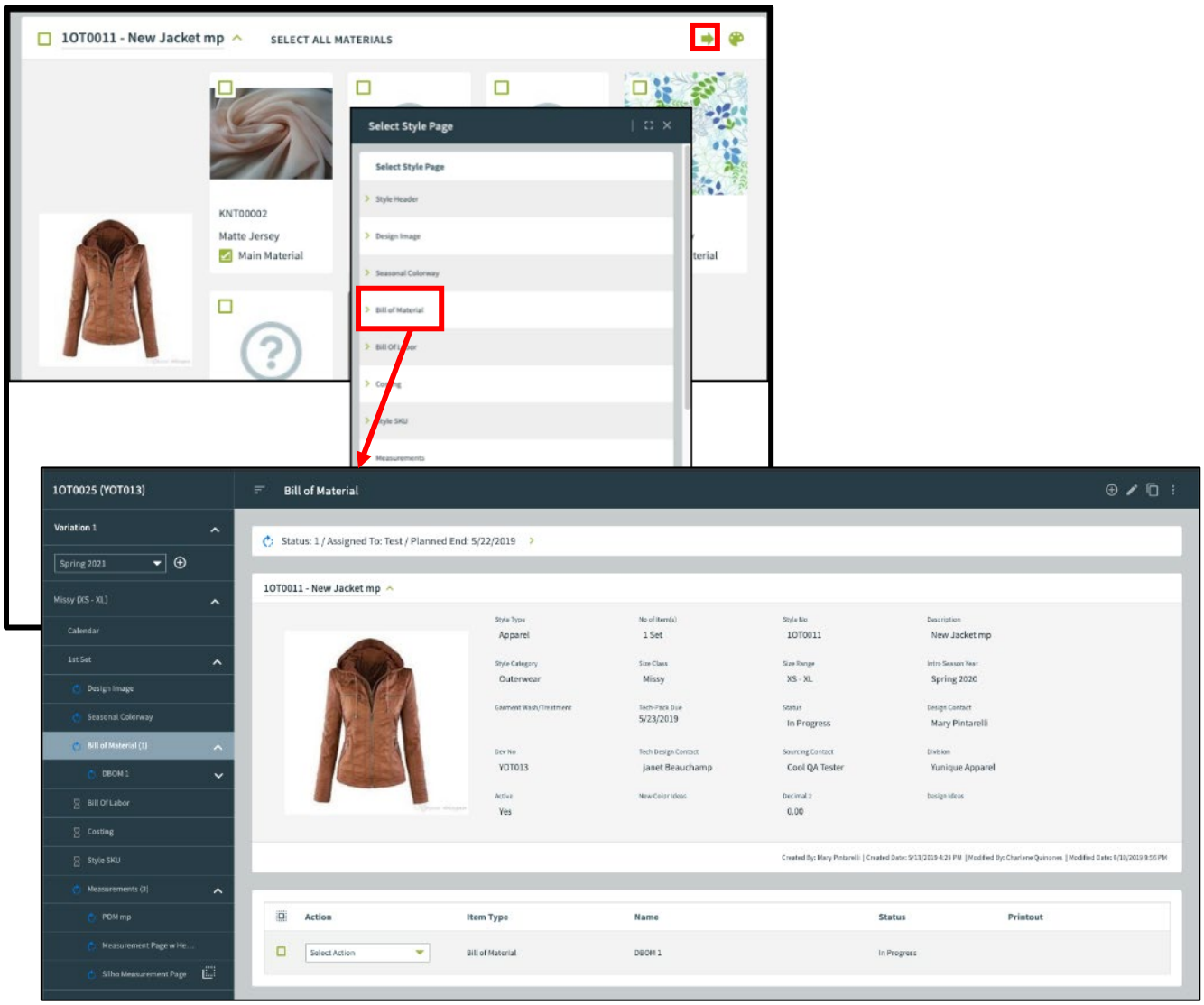
3. Multiple materials can be added in mass to multiple styles. Select the **desired materials** from the *Material Palette* column, then select the styles from the Line List. Click the **add** icon once finished. Users can also click on the **Select All** options within both areas to add all the colors to all the styles at once.



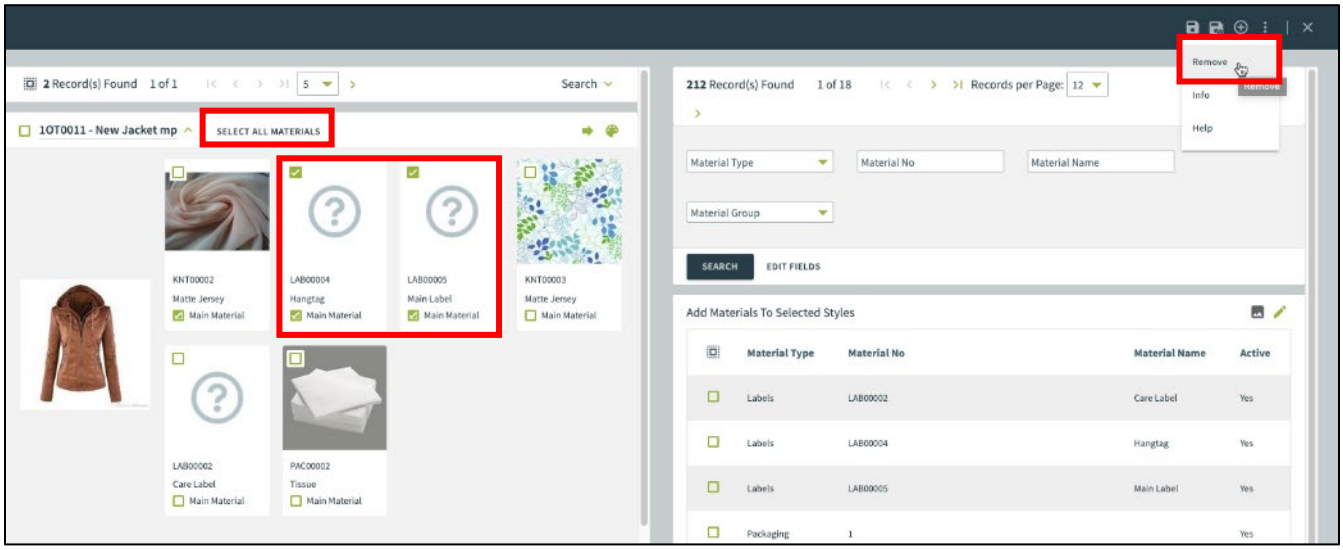
4. Added materials will have the material header information in **red** to indicate that changes have not been saved. Users have the ability to set an added material as the main material for the style. Check the **Main Material** option under each material thumbnail image. If a material is not the main material type, the checkbox will be greyed out.
5. Click **save** to keep all changes.



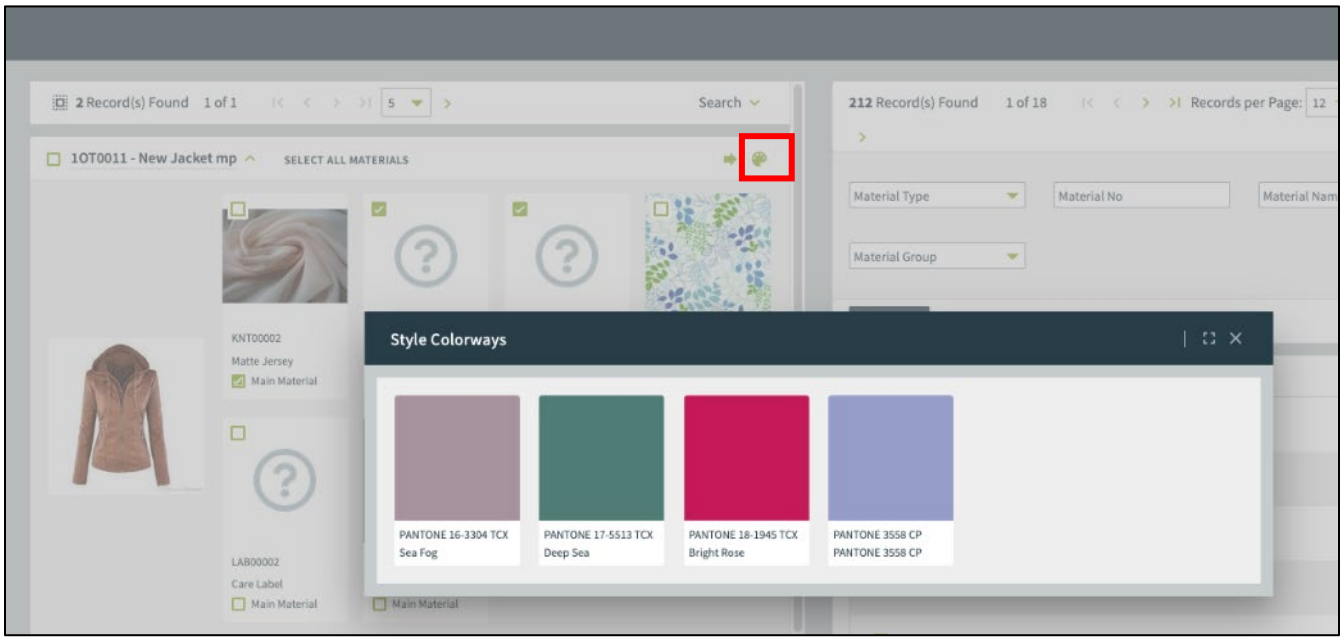
6. Users have the ability to access the Style development folder from this page. Click the **green arrow icon** above each style line item and select the **workflow page** accordingly. Users will then be directed to the corresponding style workflow page.



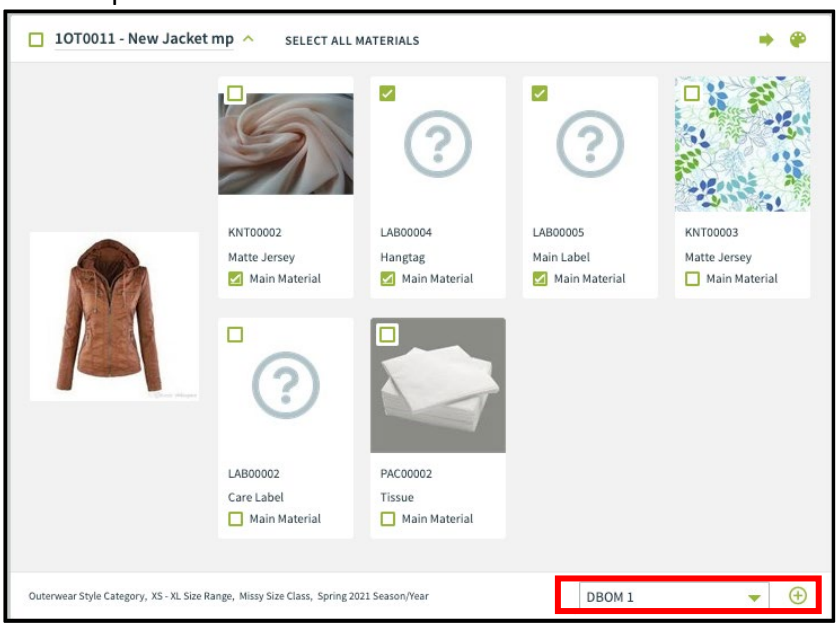
7. Added materials can also be removed from a style. Select the **material** added to a style then click the overflow menu and press **remove**. To select all the materials added for a style, click the **Select All Materials** link to select all at once. This will not remove the material from the library only from the BOM of this Style.



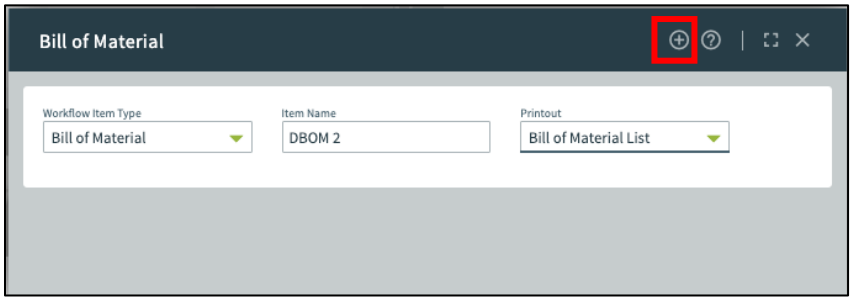
8. To review colorways added to the styles, click the **Show Color** icon to review details in the pop-up window.



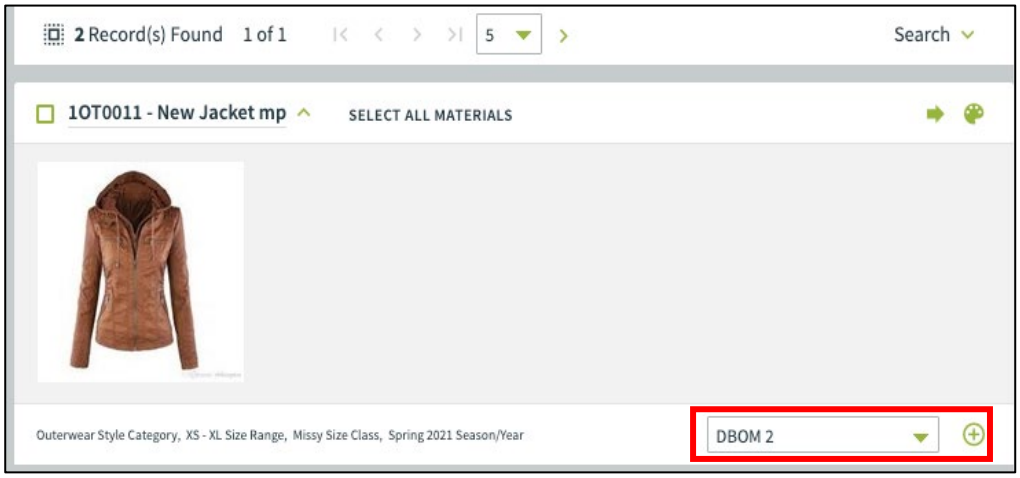
9. Within a Line List folder, users **cannot** add any material to the style if it does not have an established **BOM** page. However, rather than leaving this page and go into the style development folder, users have the ability to add a BOM to the style right on this page. To do so, click on the **plus** sign next to the BOM dropdown list.



10. In the new window, add *Dimensional BOM* workflow item type, name, and printout type. Click the **plus** icon to add the new bom.



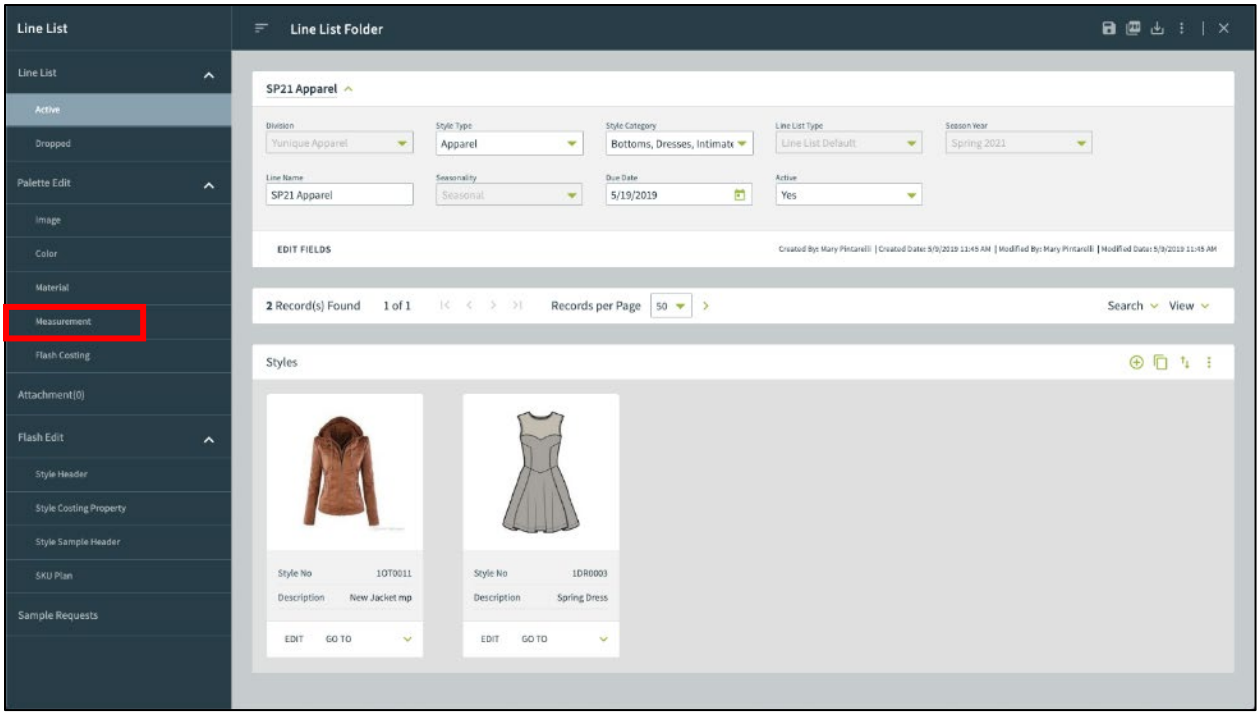
11. Now a *BOM* page has been added, and the style is available to be selected for the material editing process. This process can also be updated if you need to have multiple BOM's on the same Style.



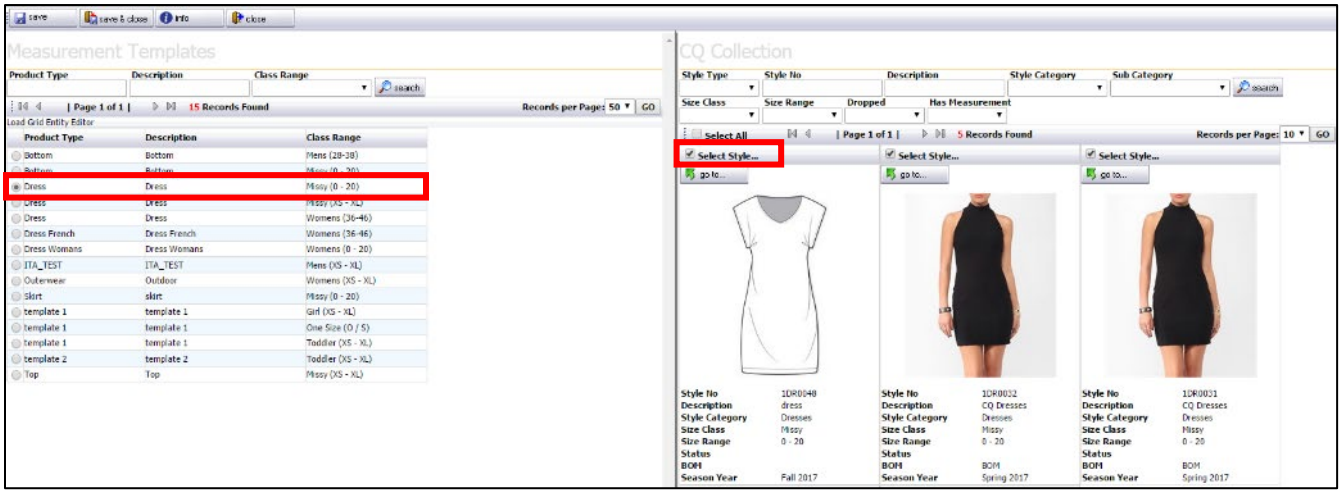
Palette Edit – Measurement

This allows the user to mass add measurement templates to multiple styles at once.

1. Click the **Measurement** workflow link to edit measurement details for a particular style within the Line List.



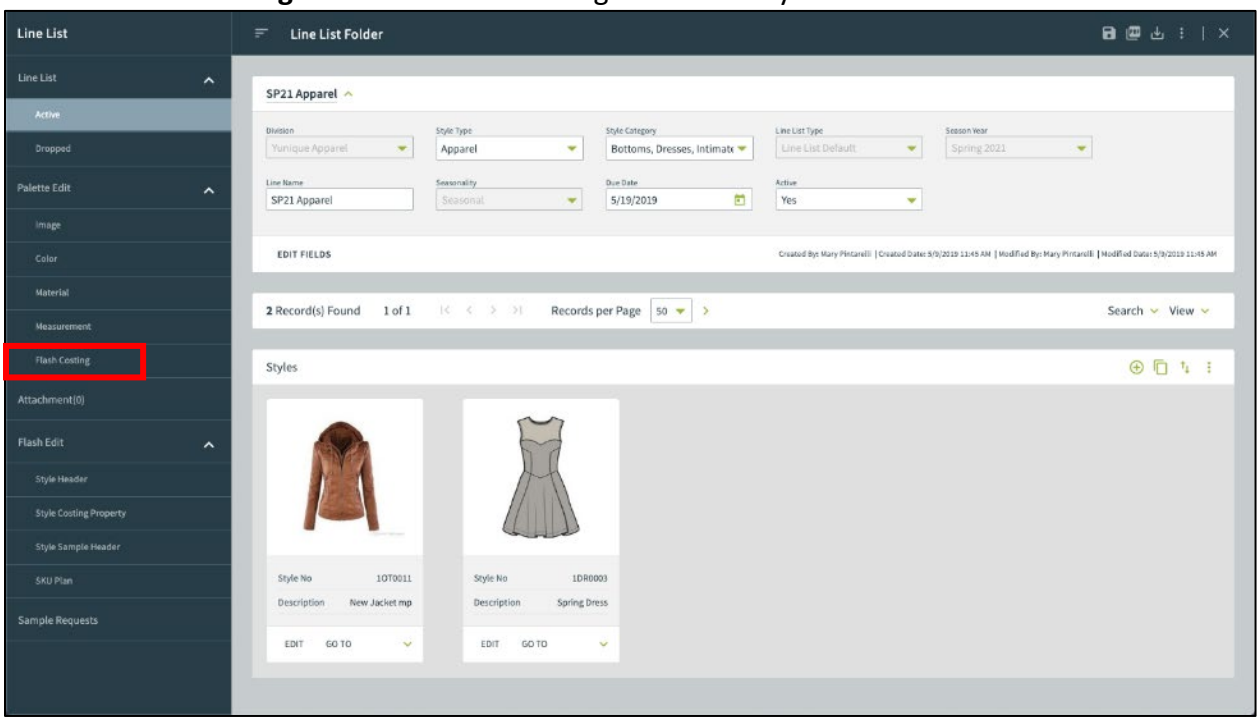
2. Select a **measurement template** related to the style within the Product Type column. For example, if the preferred style is a dress, then select a dress measurement template to match the class range.
3. Apply the measurement template to each of the styles (within the right side of the screen) by checking the **Select Style…** option. Styles will only show on the right side, that match the size class and size range of the selected template.



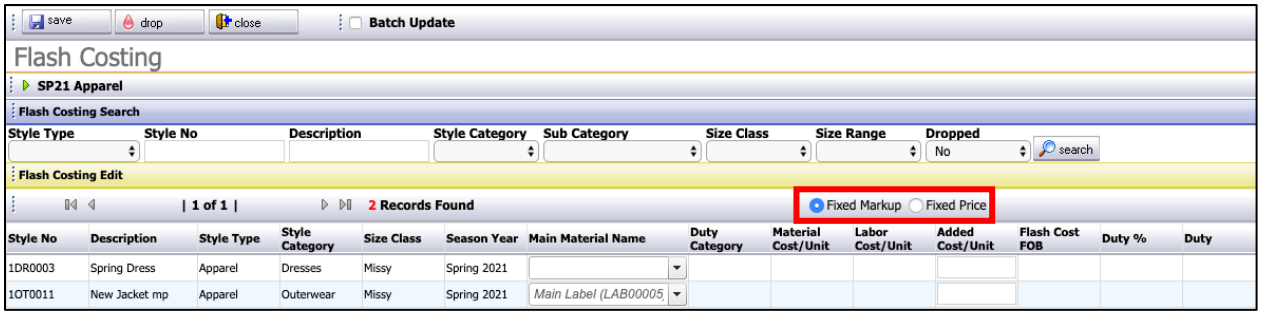
4. Click **Save** and continue applying measurement templates to other styles.
5. Click **Save and Close** to capture changes made to the style and return to the main Line List page.

Palette Edit – Flash Costing

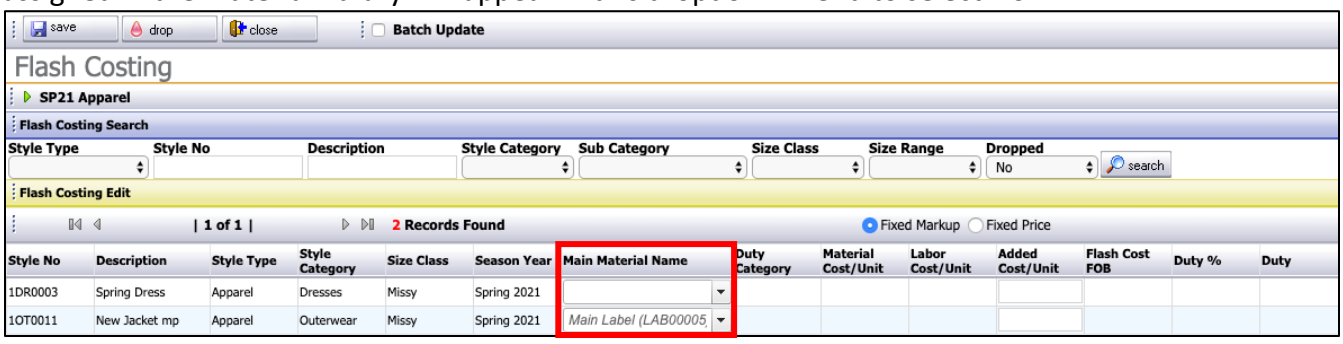
1. Click the **Flash Costing** link to edit flash costing details for styles within this Line List.



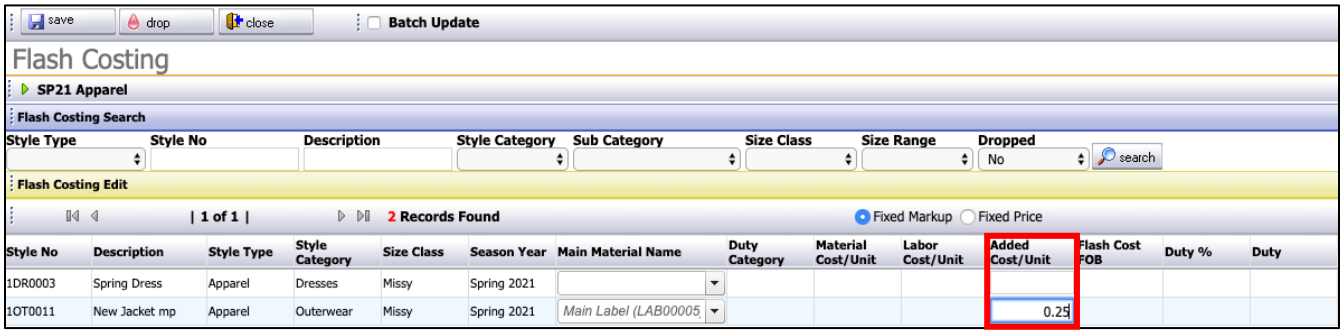
2. Search fields may be used to filter styles to display. Select either **Fixed Markup** or **Fixed Price** based on different types of business processes.



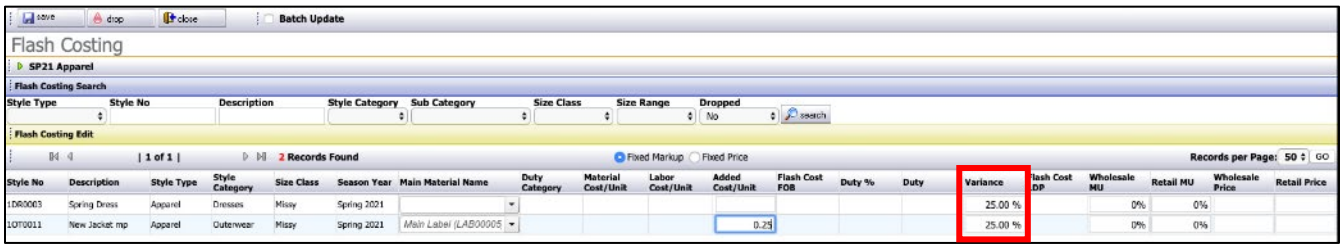
3. Select the **Main Material Name** for each style in the created line. This drop-down menu defaults to the main material selected in *Flash Edit – Material*. ****Note:** ONLY materials that have a duty category assigned in the material library will appear in this dropdown menu to select from.



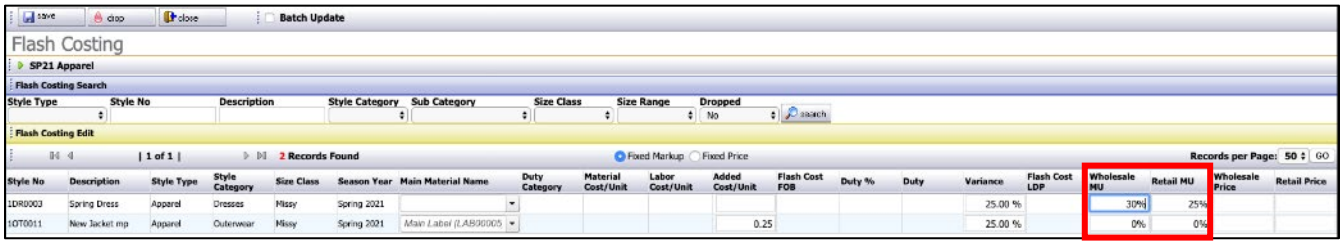
4. Enter the **Added Cost/Unit** as needed.



5. Edit cost **Variance**.



6. Edit **Wholesale Markup/Retail Markup**, if *Fixed Markup* was selected.



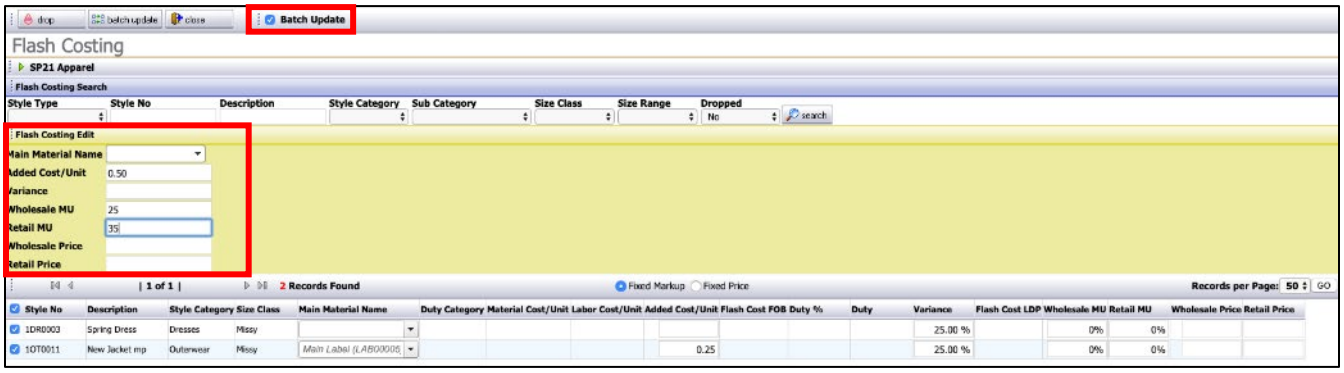
7. Edit **Wholesale Price/Retail Price**, if *Fixed Price* was selected.

8. Click **save** to capture changes made to the style.

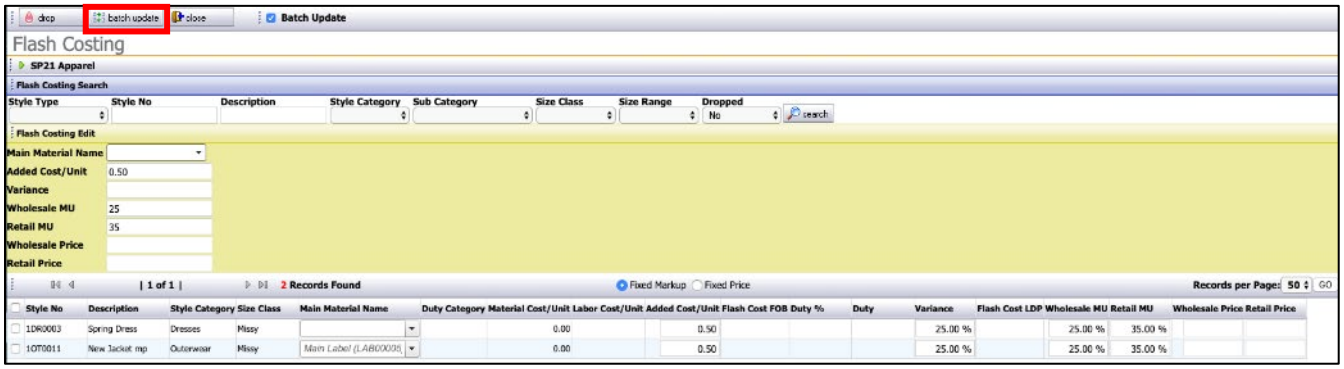
Batch Update

The *Batch Update* option allows users to mass-update flash costing info for the styles.

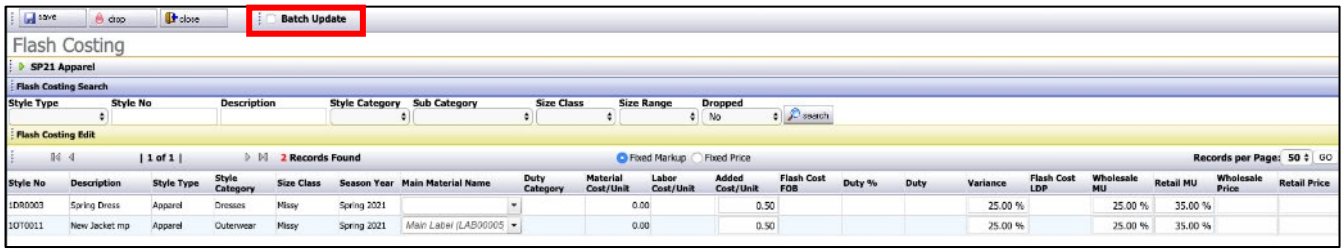
1. Select the **Batch Update** option. The screen refreshes and now contains a yellow *Flash Costing Edit* area.
2. Enter **Flash Costing** details in the yellow highlighted area.
3. Select **multiple styles** to be updated.



4. Click on **batch update** to apply changes to multiple styles at once.



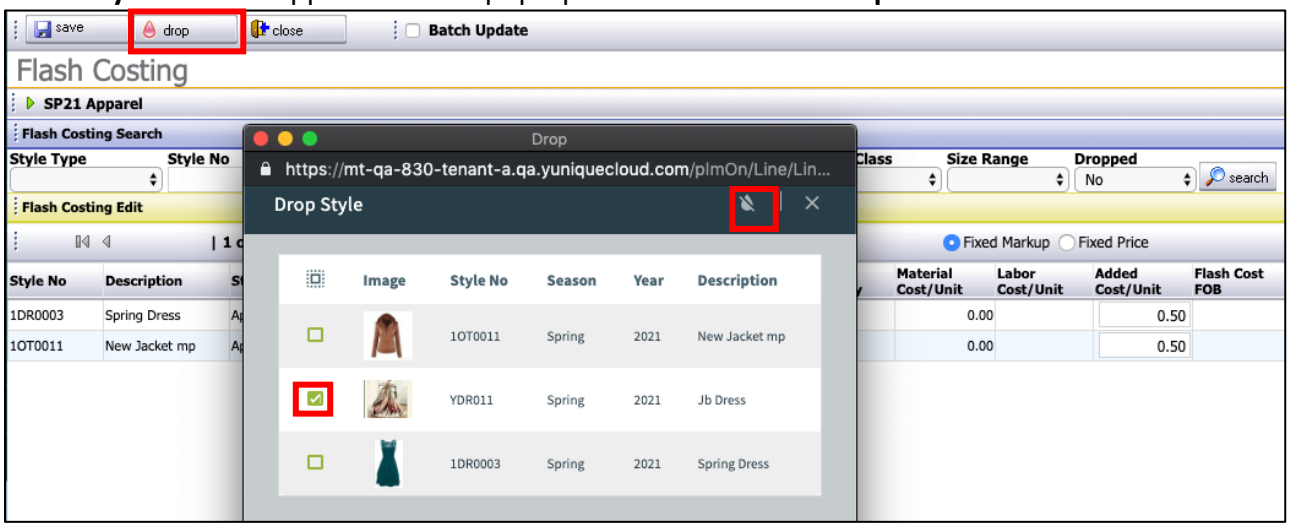
5. Multiple styles have been updated. Uncheck the **Batch Update** option to resume to the normal view.



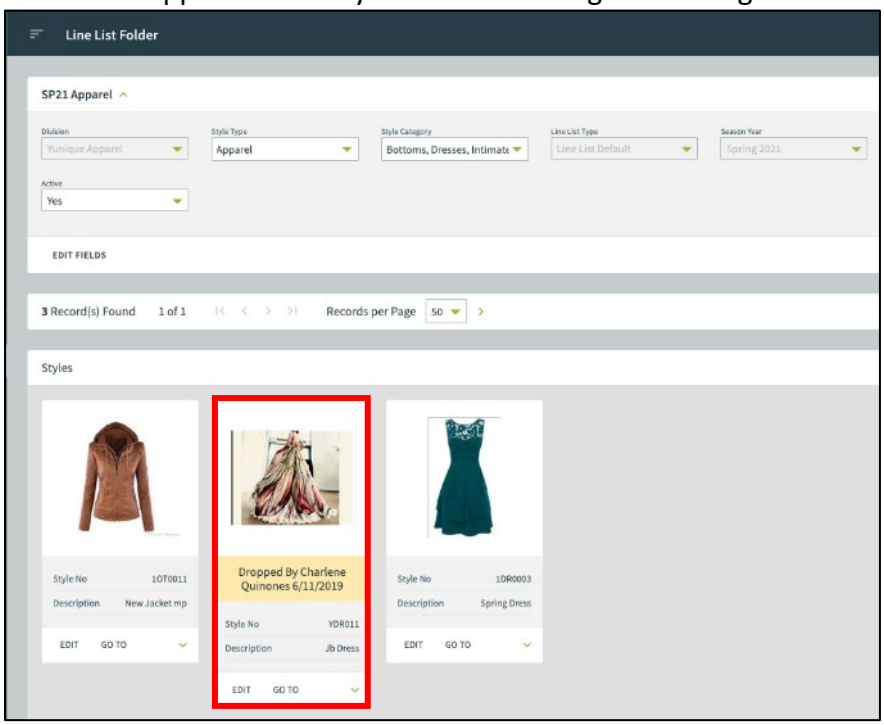
Drop Styles

Existing styles can be dropped from the Line List.

1. Click the **drop** button to open the *Drop Style* window.
2. Select **styles** to be dropped from the pop-up window then click **drop**.



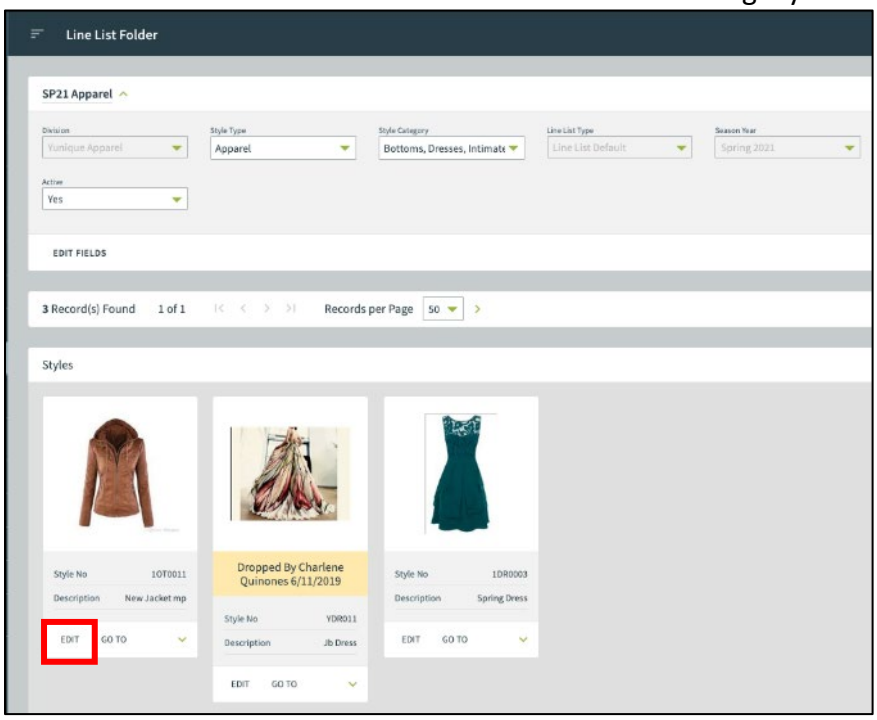
3. A note will appear in the Style thumbnail image indicating that it has been dropped from the line list.



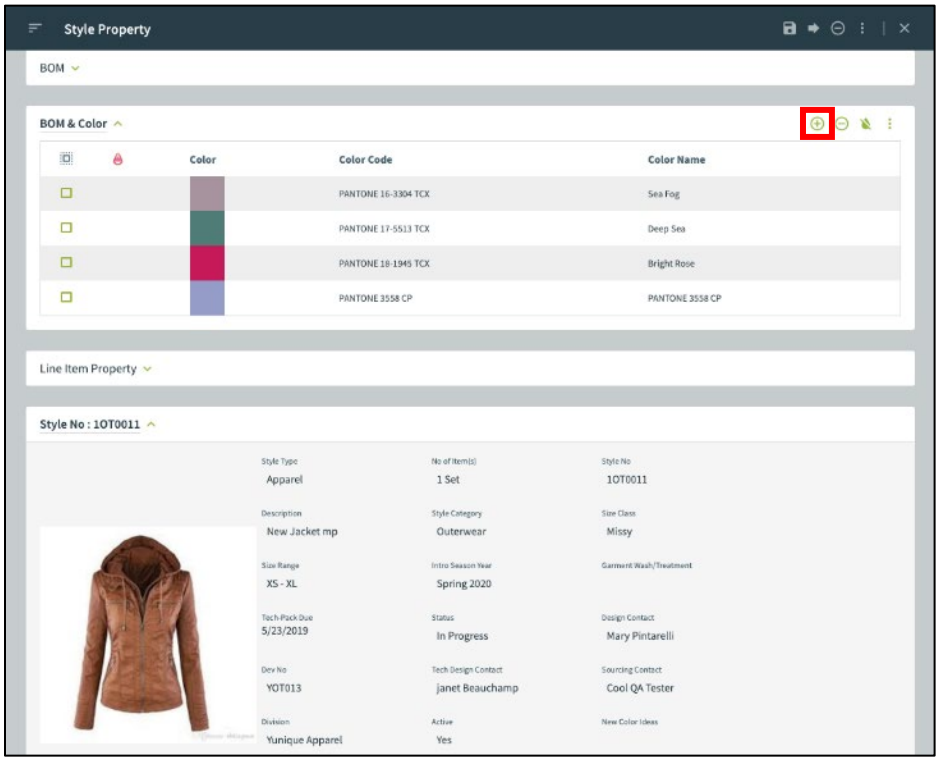
Accessing a Style

Once design image, color, and material have been added to styles within a line list, users have the ability to access a style directly from the line list main page.

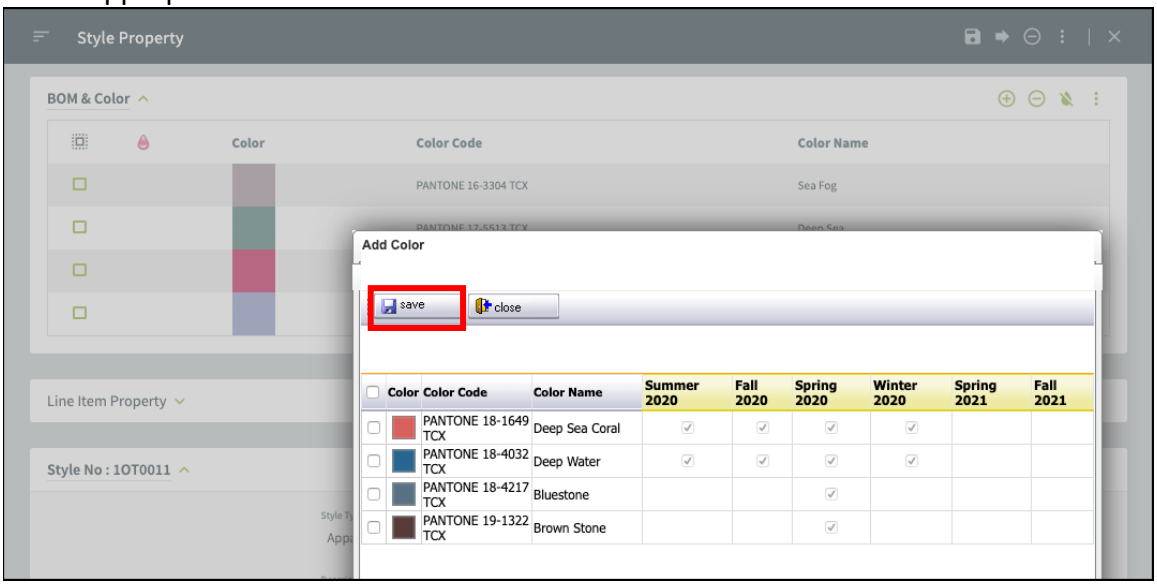
1. Click the **edit** button at the lower left corner of an existing style.



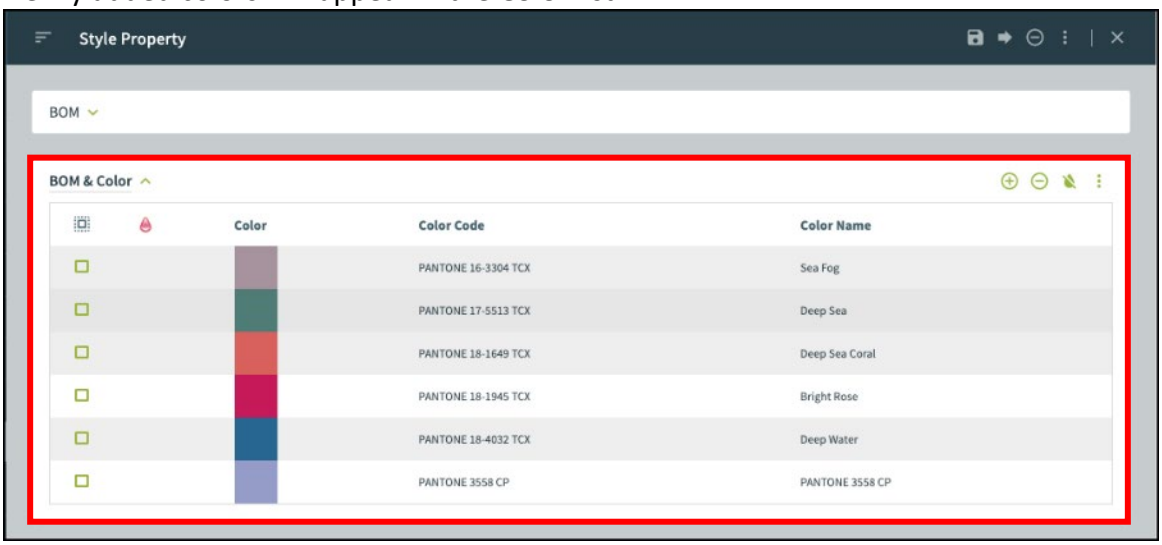
2. The style opens on a new page where a detailed summary is listed. Additional colors can be added to the style by clicking **add** which is located within the upper right corner for the *BOM & Color* area.



3. Additional colors imported from the style *Seasonal Colorway* page will appear in the pop-up window. Select appropriate colors to add and click **save**.



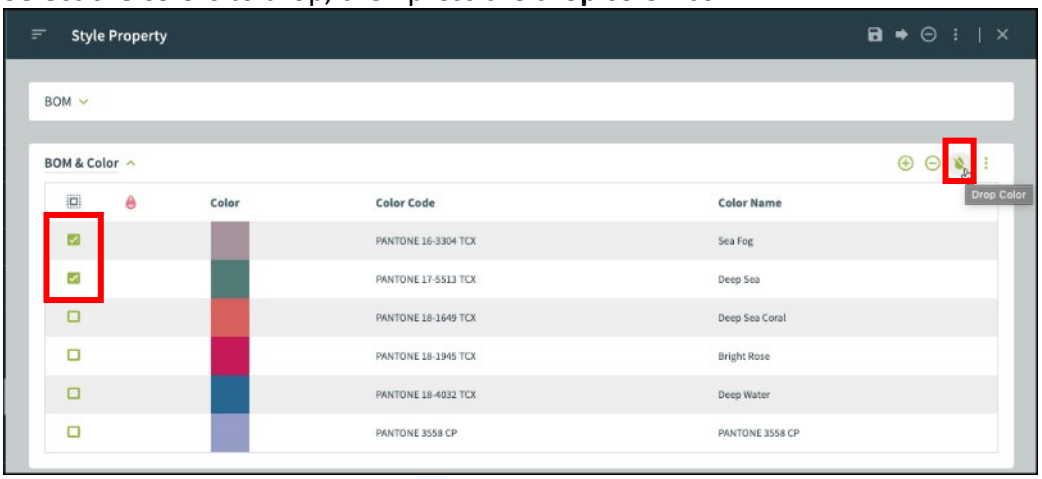
4. Newly added colors will appear in the **Color** list.



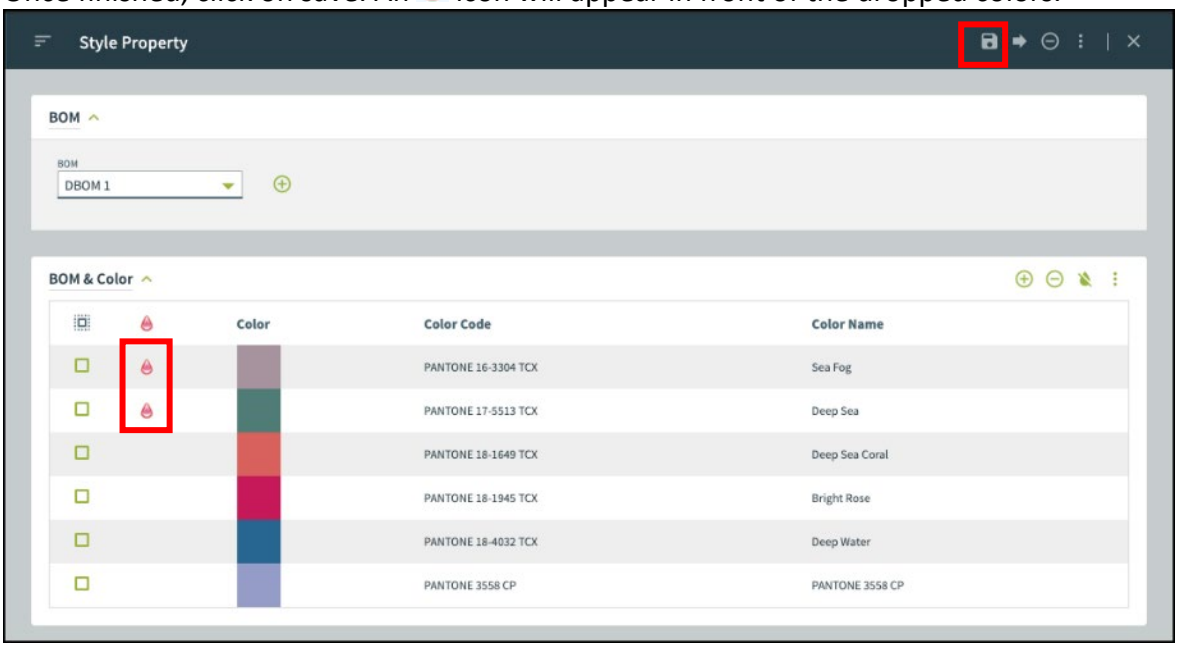
Drop Colors

Colors can be dropped from the Style using the BOM & Color area.

1. **Select the colors** to drop, then press the **drop color** icon.



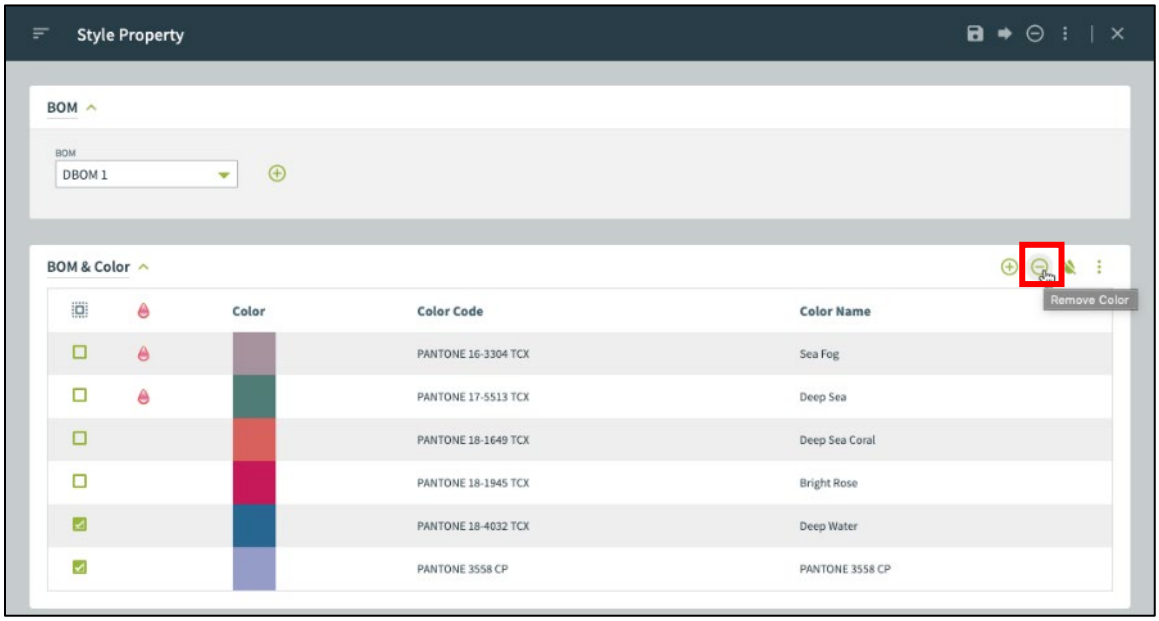
2. Once finished, click on save. An icon will appear in front of the dropped colors.



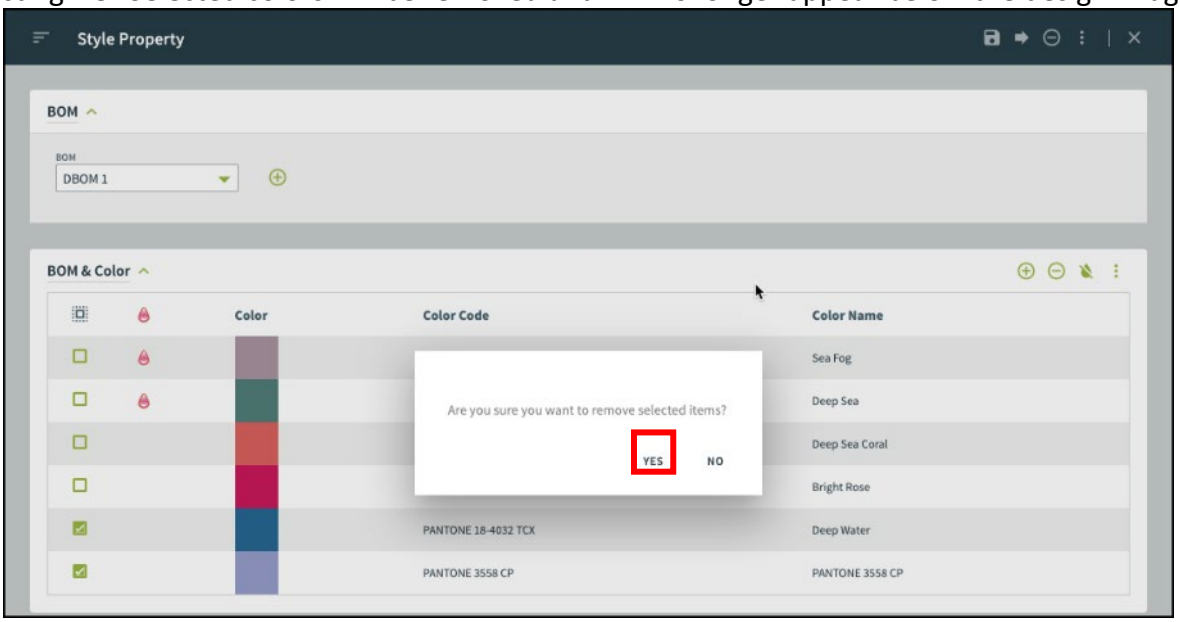
Remove Colors

Colors can be removed from the Style using the BOM & Color area.

1. **Select the colors** to be removed, then press the **remove color** icon.



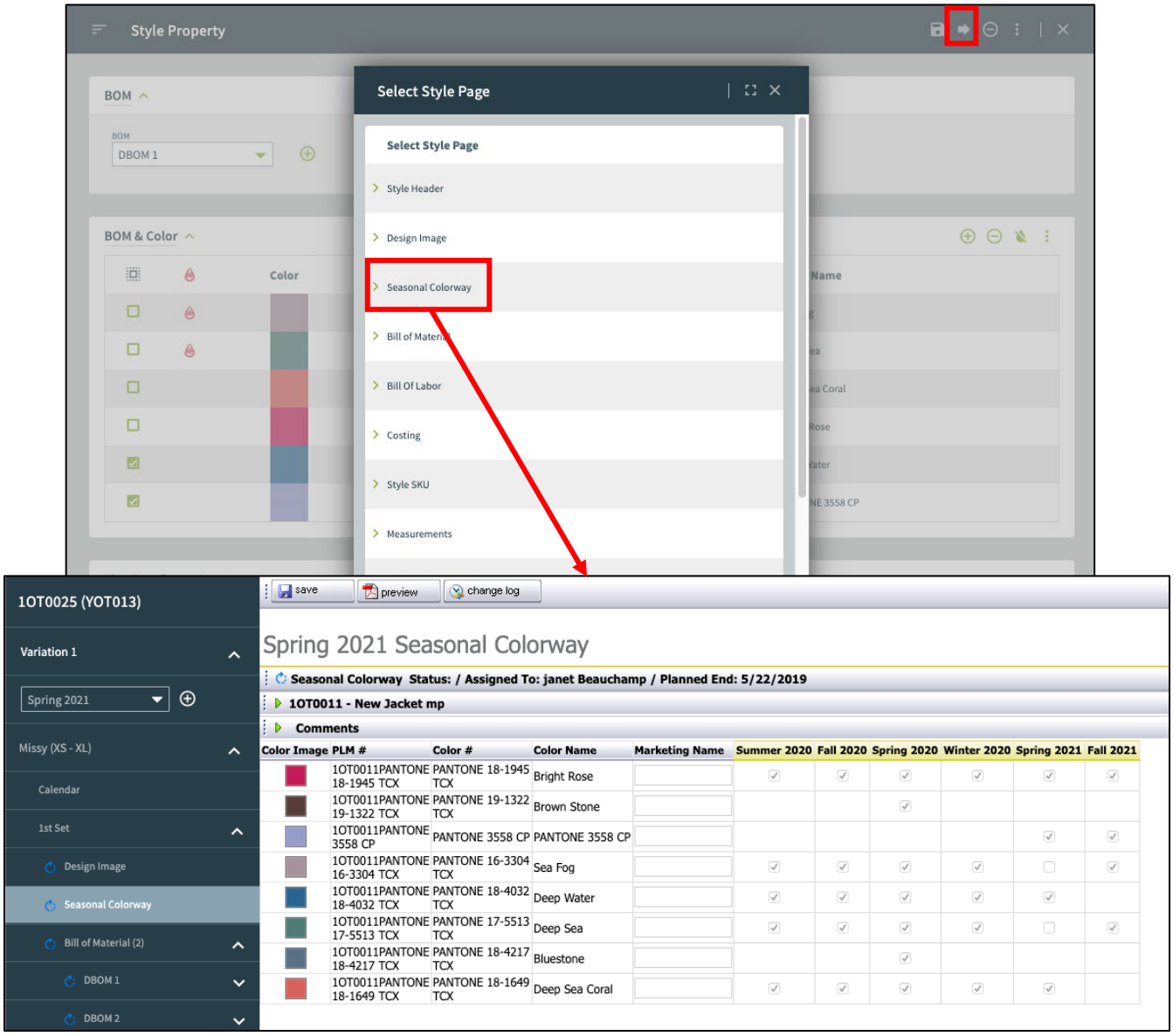
2. A confirmation window appears. Confirm the removal of the items by selecting **YES** or decline by selecting *NO*. Selected colors will be removed and will no longer appear below the design image area.



Goto

Users can directly access a Style Workflow page from the Style Property window.

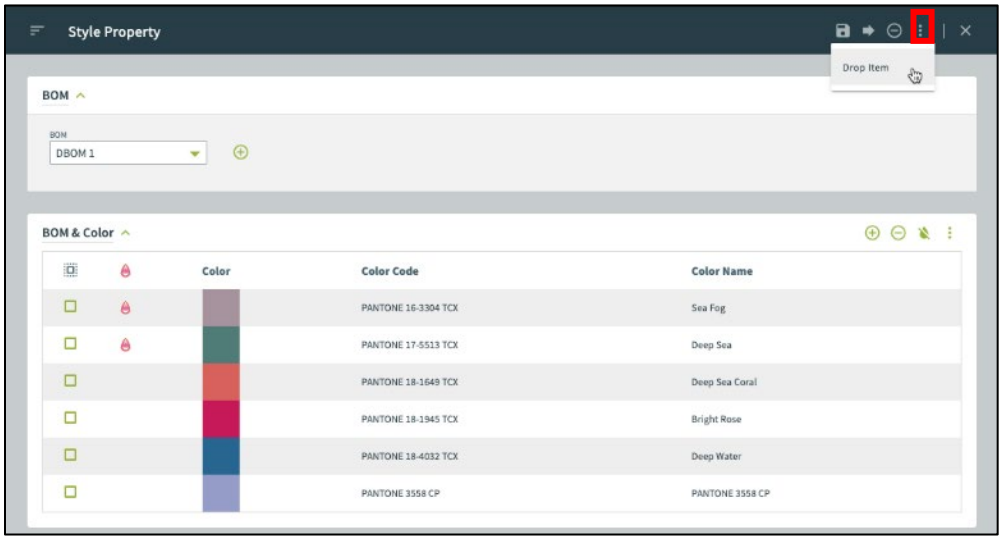
1. Click the **go to** (arrow) button across the top command bar.
2. Click a **workflow page** for it to appear in a new window.



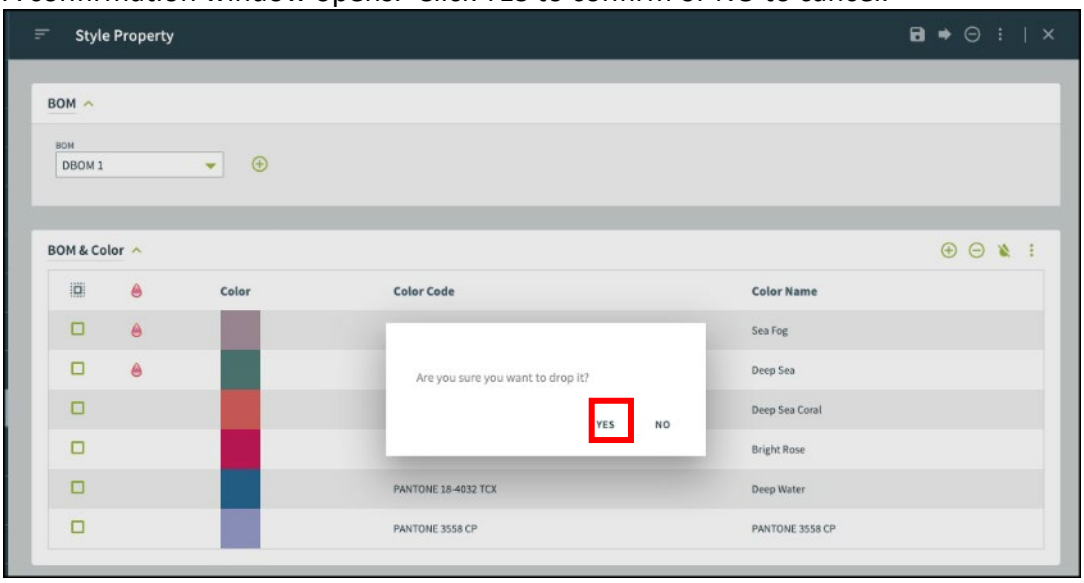
Drop Item

Styles can be dropped using the drop item button.

1. Click the **overflow menu** within the desired style. Then select **drop item**.



2. A confirmation window opens. Click YES to confirm or NO to cancel.

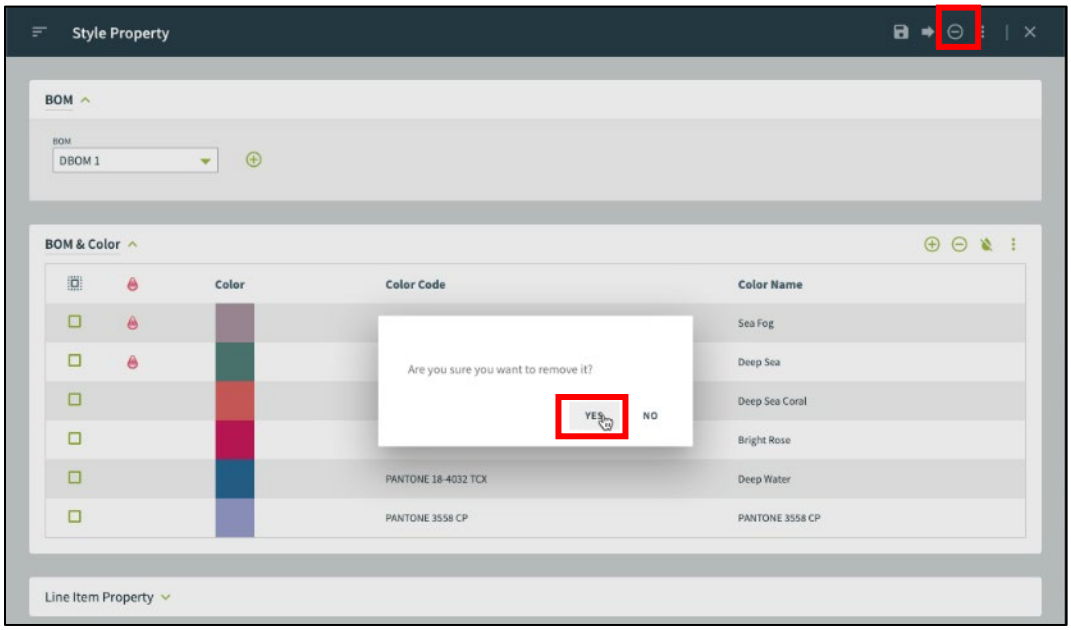


3. The style will be dropped from the line list. However, users have the ability to bring it back by clicking on **Click here to undo.** The style will still appear in the line list with a note indicating that it has been dropped.

Removing a Style

A Style can be removed from the Line List.

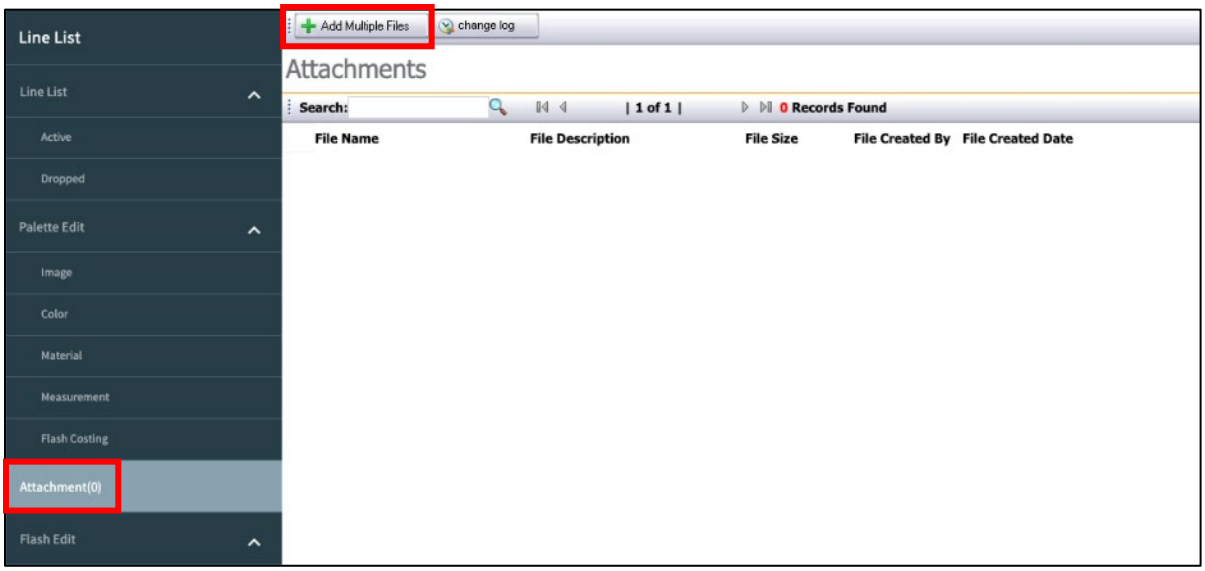
1. Click the **remove** icon across the top command bar.
2. A confirmation window opens. Click **Yes** to confirm. The style will be removed and will not appear in the Line List.



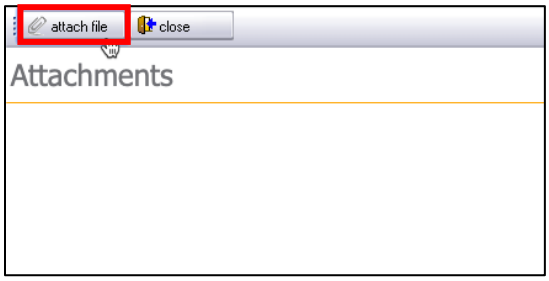
Attachments

The Line List contains an Attachments section which allows for storage of relevant files.

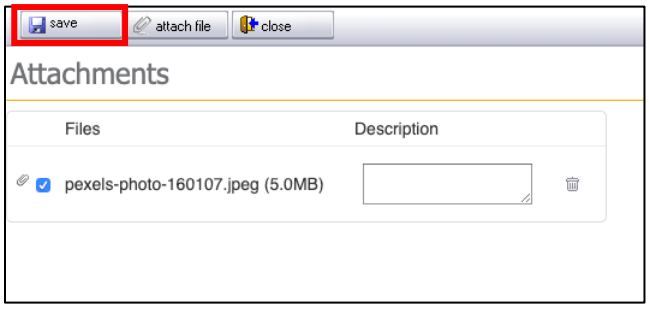
1. Click the **Attachment** link to open the attachments area.
2. Click **Add Multiple Files** to open an attachments window.



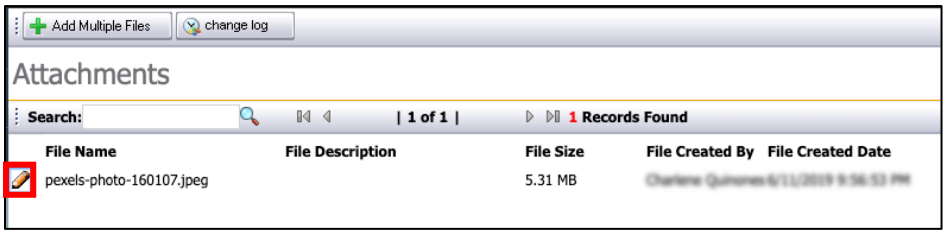
3. Press Attach File to locate a file. Select the file(s) you want to upload and press Open.



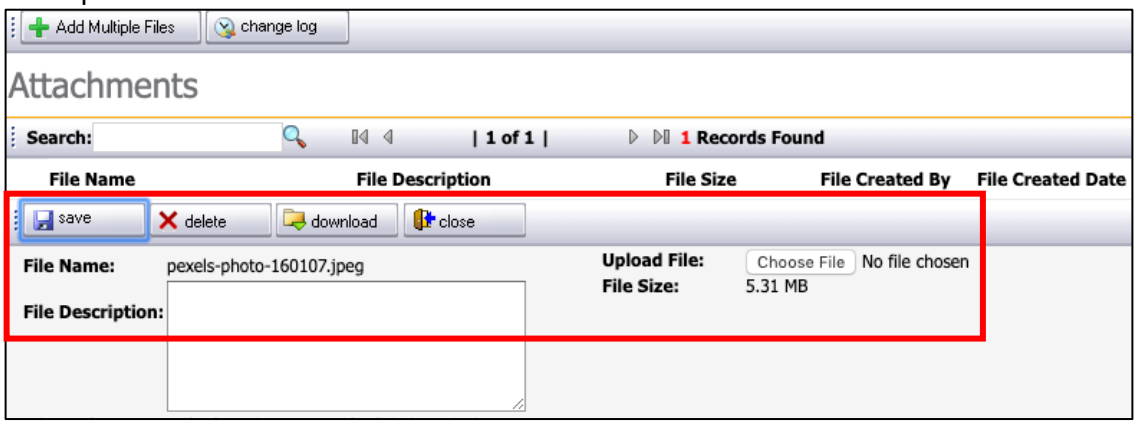
4. Add an optional **description** to the attached files and click **save**.



5. The attached file can be modified by clicking the pencil icon.



6. The attached file has multiple options such as **deleting**, **downloading,** or **replacing the image**. A file description can also be included.

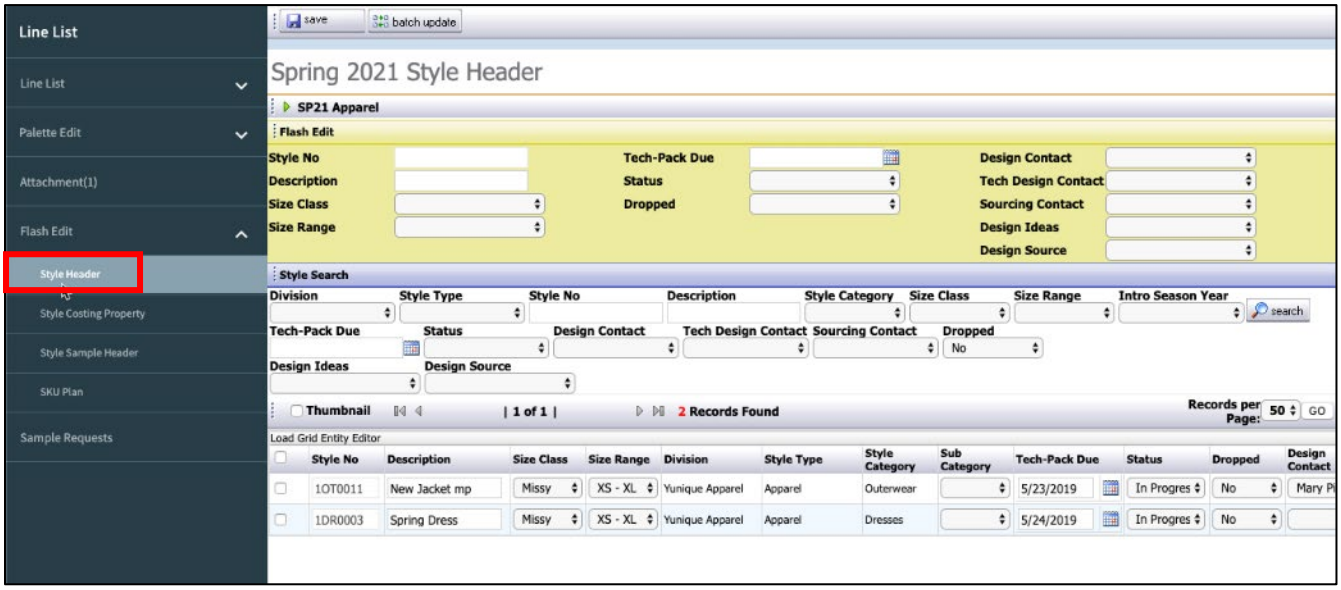


Flash Edit

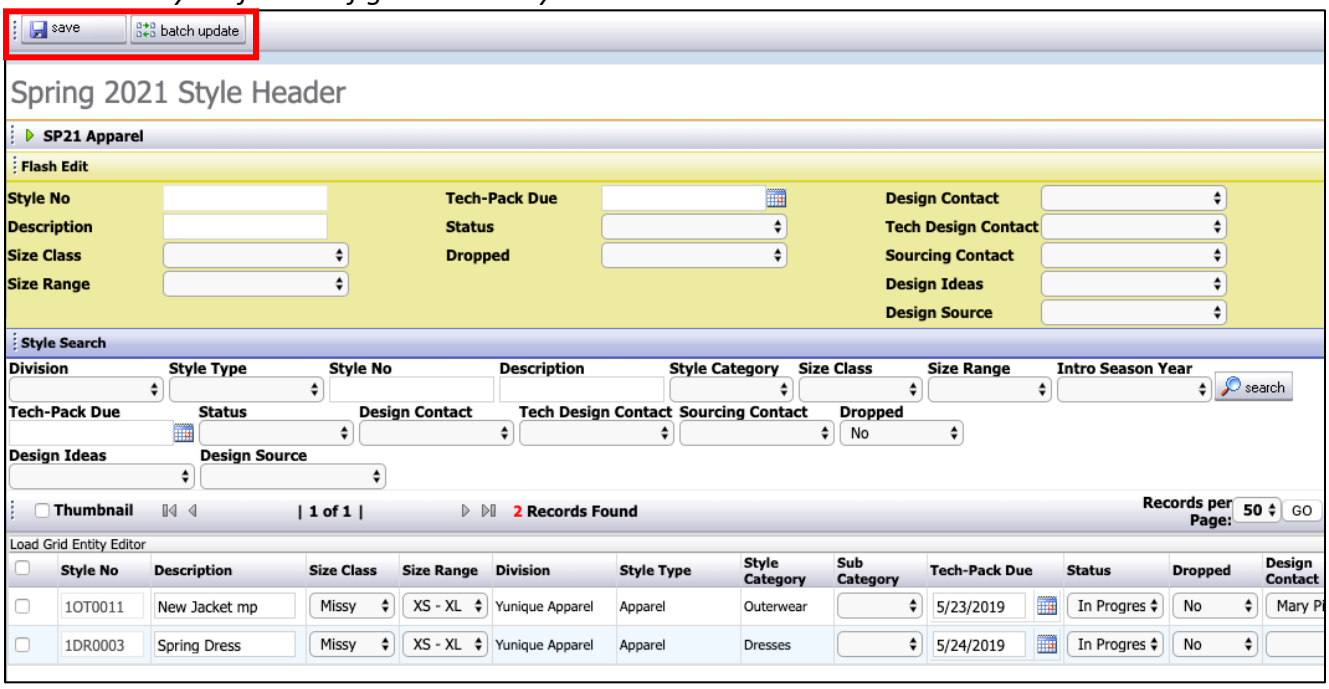
Style Header

After creating or adding styles to the Line List, users can mass edit the header data within the Style Header area.

1. Click the **Style Header** link under the Flash Edit section.



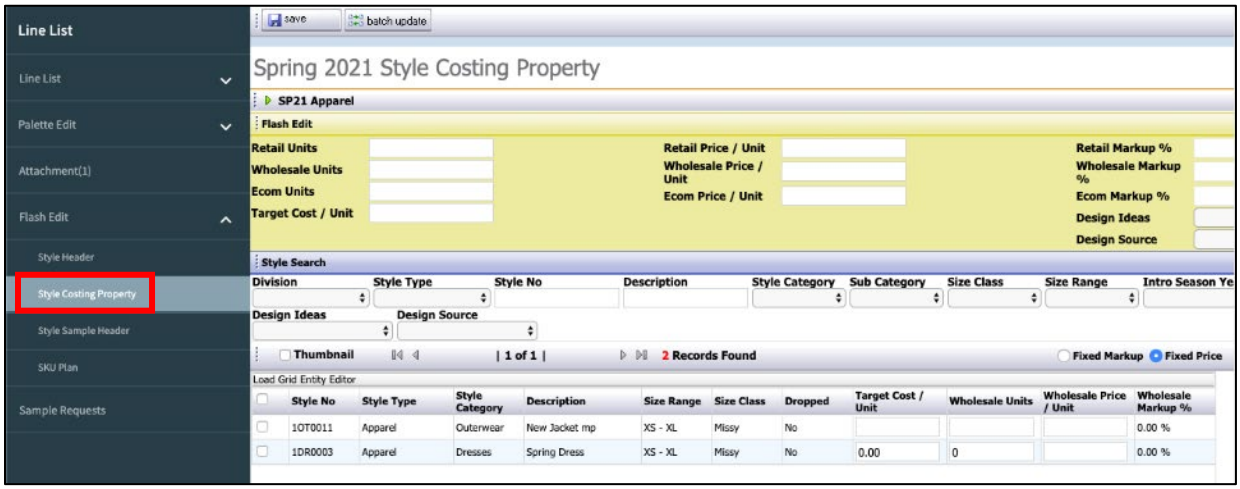
2. Users can edit data directly against each individual style or can utilize the Batch Update features. After updating the individual style grid data, click **Save**. If utilizing the Batch Update fields, fill in the data to update, then select the styles using the adjacent check boxes and click **Batch Update.**
**Please note your field configurations may not match what is listed in the screenshots.*



Style Costing Property

Similar to the Style Header Flash edit the Costing Property allows you to mass edit the Style Costing workflow information for each Style within the Line List.

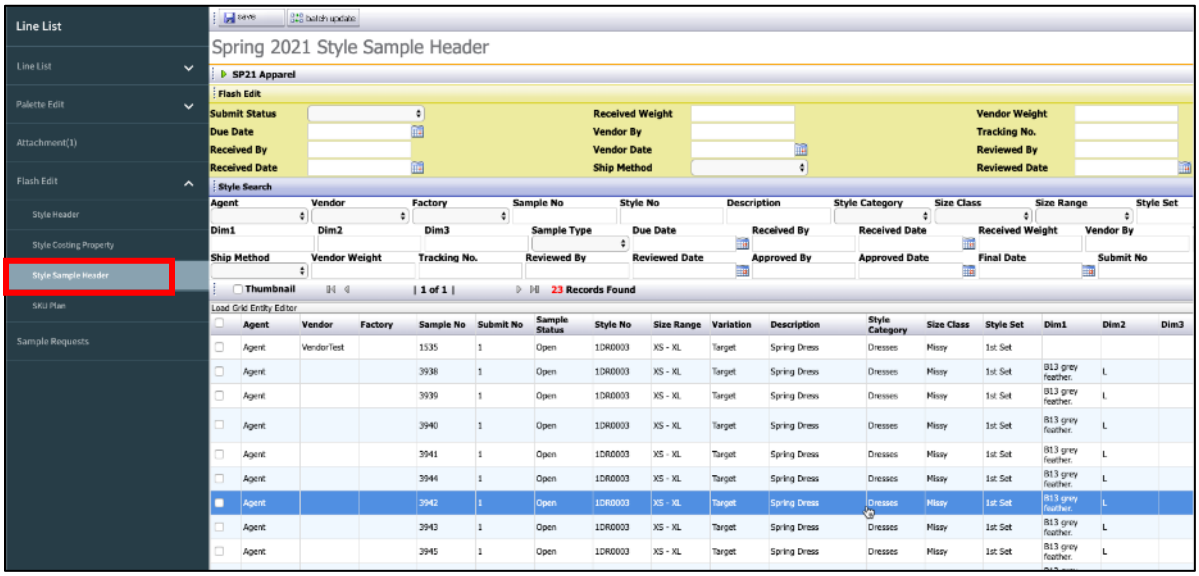
1. Click the **Style Costing Property** link under the Flash Edit section.
2. Users can edit data directly against each individual style or can utilize the Batch Update features. After updating the individual style grid data, click **Save**. If utilizing the Batch Update fields, fill in the data to update, then select the styles using the adjacent check boxes and click **Batch Update.**
   **Please note your field configurations may not match what is listed in the screenshots.*



Style Sample Header

Similar to the Style Header Flash edit, the Sample Header allows you to mass edit the workflow information for each Style within the Line List.

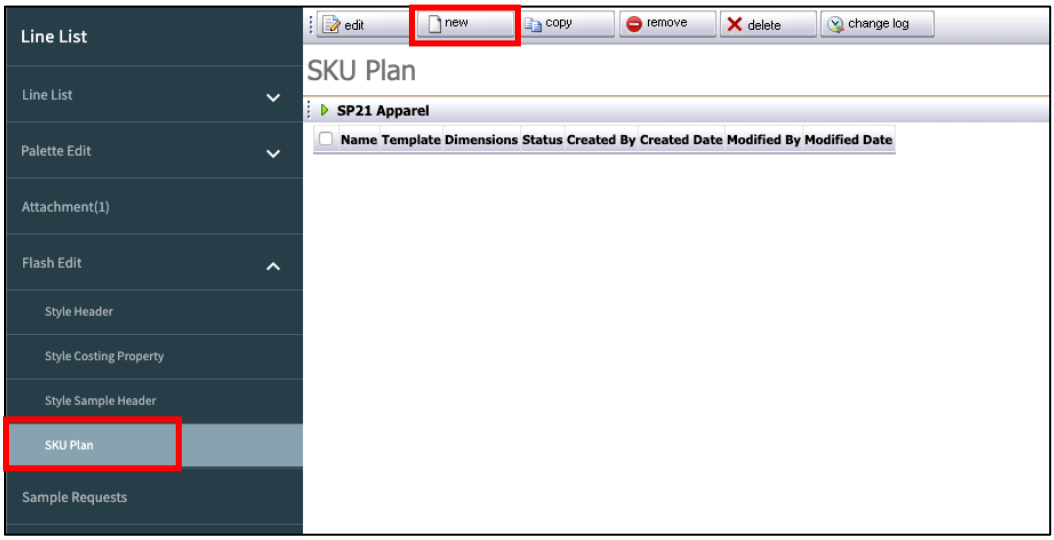
1. Click the **Style Sample Header** link under the Flash Edit section.
2. Users can edit data directly against each individual style or can utilize the Batch Update features. After updating the individual style grid data, click **Save**. If utilizing the Batch Update fields, fill in the data to update, then select the styles using the adjacent check boxes and click **Batch Update.**
   **Please note your field configurations may not match what is listed in the screenshots.*



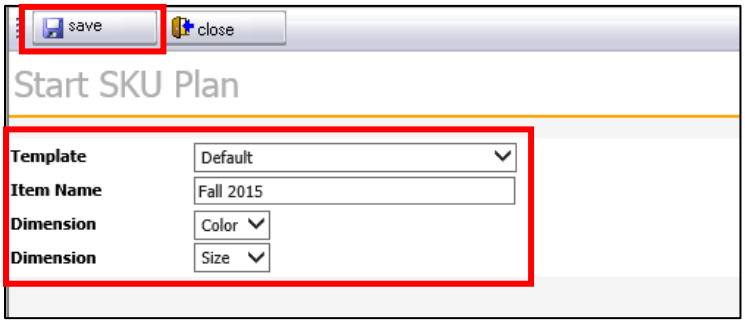
SKU Plan

This area allows users to mass manage SKU level properties across the styles within the Line List and the values assigned to the SKU Plan.

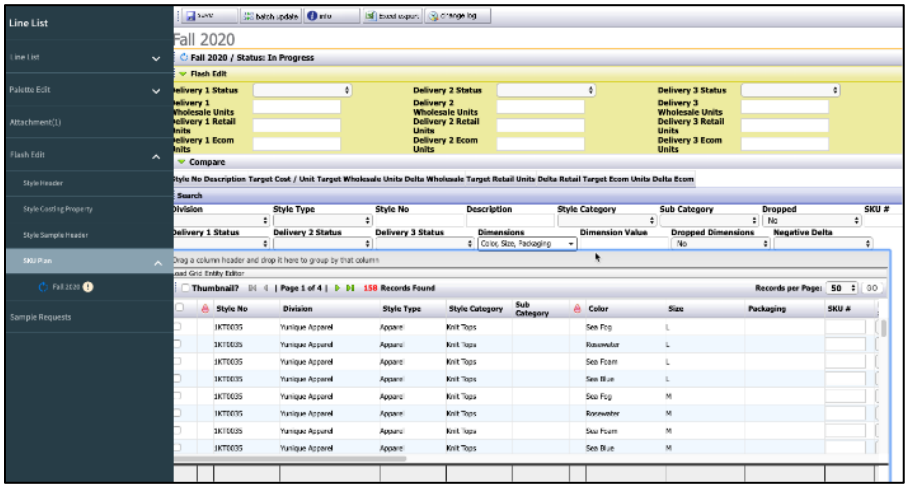
1. Click the **SKU Plan** link on the left side panel.
2. Press the **new** button to create a new SKU Plan.



3. Select from an available **Template**, give the SKU plan a name under **Item Name**, and select the planned **Dimension** level. Click **Save**.



4. Begin filling in the SKU level attributes/values per Style SKU. As the SKU plan information is updated, the user will be able to compare values from the SKU data and those entered into the Style Costing Property values. The application will highlight values in Red once over allocating begins.



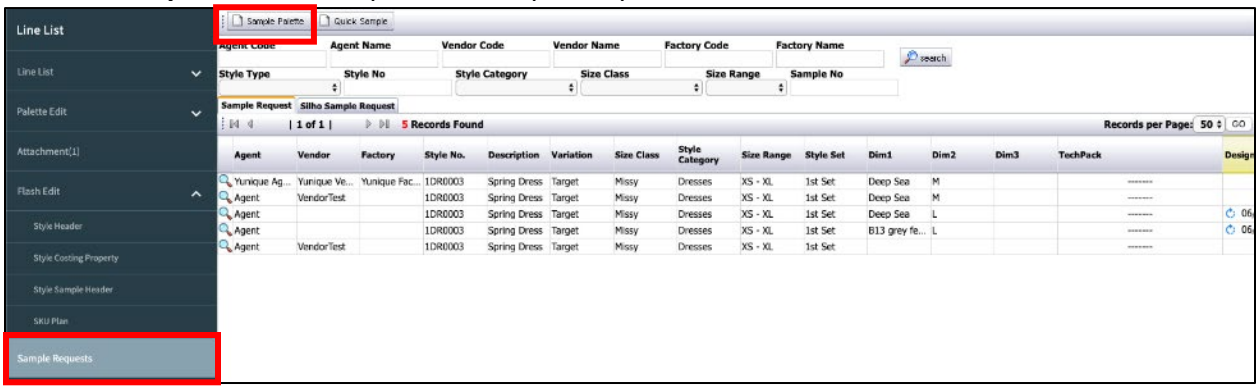
Sample Requests

After creating or adding Styles to the Line List, users can mass create and manage Sample Requests associated with these Styles.

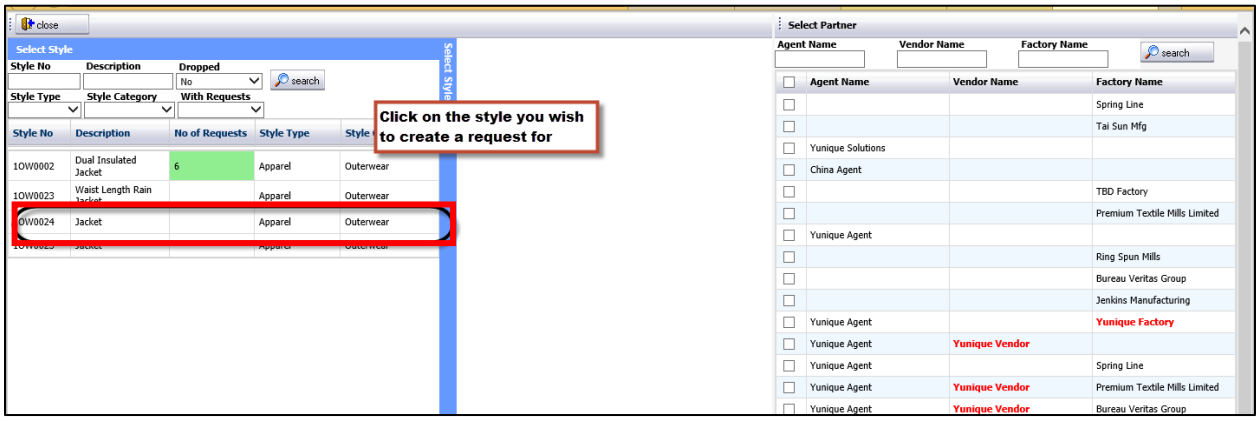
Sample Palette

The Sample Palette option allows for the creation of a new request one style at a time.

1. Click on **Sample Requests** within the Line List. A list of existing Sample Requests associated with the Styles managed by the current user is shown.
2. Click on **Sample Palette** to open the *Sample Request Palette* window.

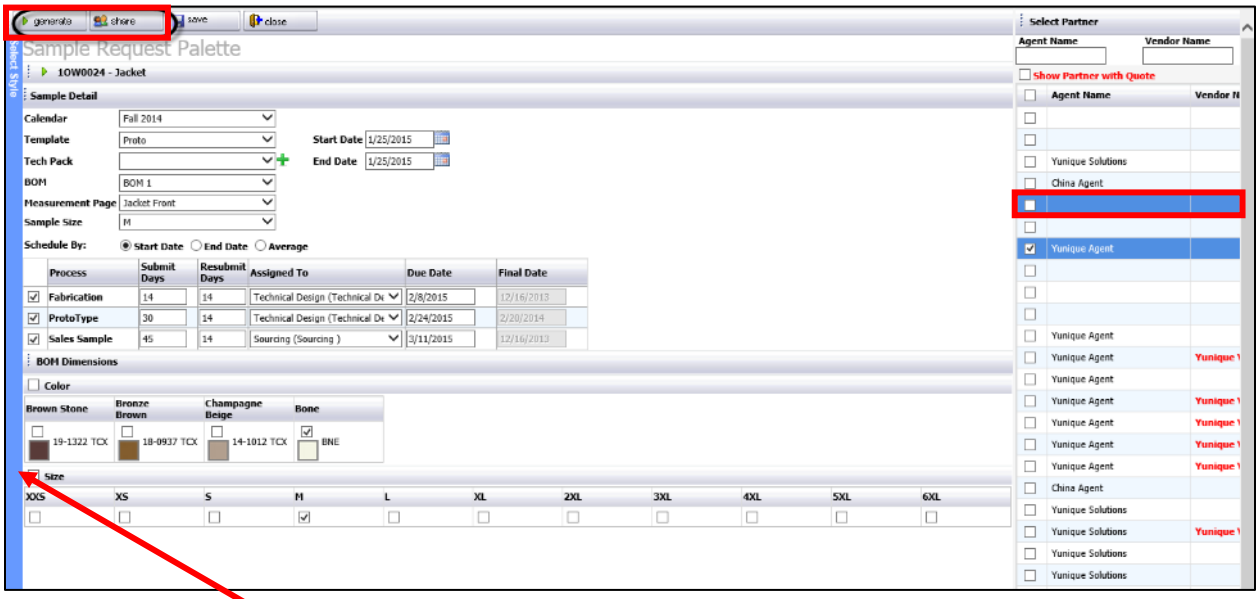


3. Select a style from the list to create a new sample request. Note that the system will indicate how many samples have been requested for a specific style in the current season. There is also a filter for With Requests that can be used to find Styles with no requests or with requests.



Users can select all of the same entries that are normally found when creating a Sample Request through the Style. *Please see Style Sample Request documentation for complete details.*

4. After entering the relevant information, make sure to select which **Partner(s)** you'd like to request it from.
5. Click **Generate** to create the request and NOT share with the Partner(s), or click **Share** to create the request and share with the Partner(s).
6. Click **Close**.



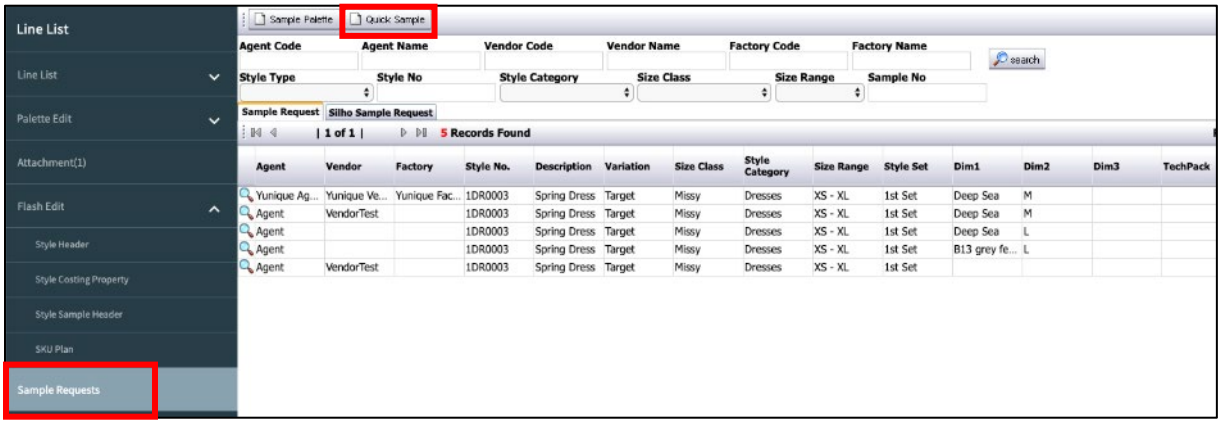
Tip

Selecting the blue Select Style ribbon opens the Select Style area allowing the user to select a new style for a new request.

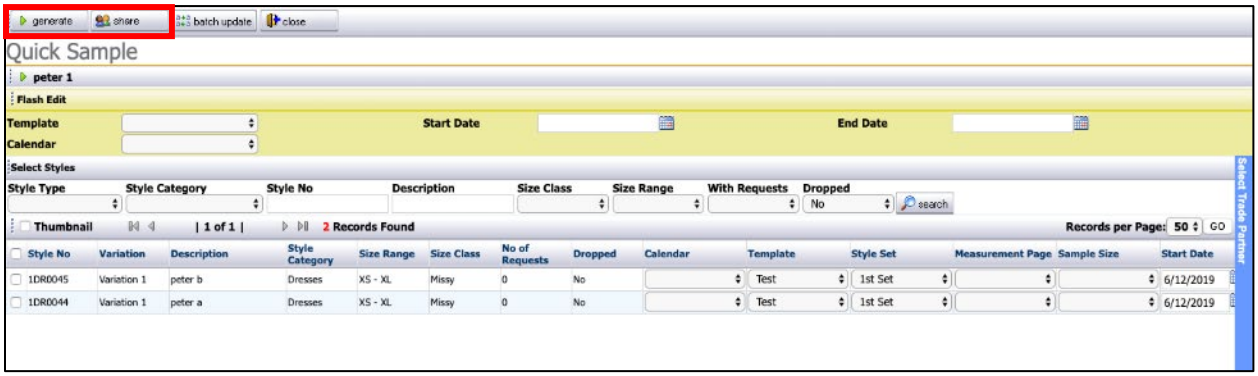
Quick Sample

After creating or adding Styles to the Line List, users can mass create and manage Sample Requests associated with these Styles.

1. Click on **Sample Requests** within the Line List. A list of existing Sample Requests associated with the Styles managed by the current user is shown.
2. Click on **Quick Sample** to create a new request for multiple styles all on one page. The *Quick Sample* window opens.



3. Filter the styles and begin filling in the request criteria. Select the **styles** on the left that you want to create.
4. Click the **blue ribbon** on the right to select one or more Partner(s).
5. Click **generate** to create the request and NOT share with the Partner(s), or click **share** to create the request and share with the Partner(s).
6. Click **Close**

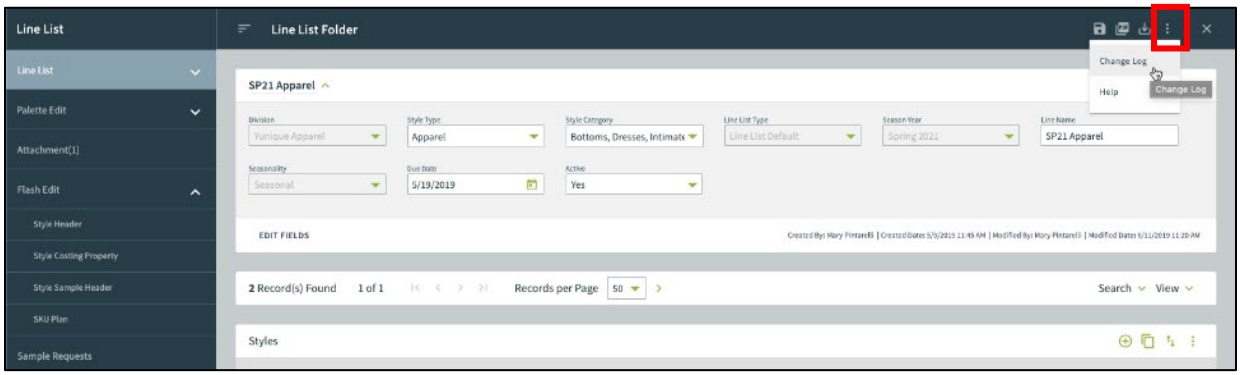


7. All newly created samples are now accessible from the main Sample Request page.

Change Log

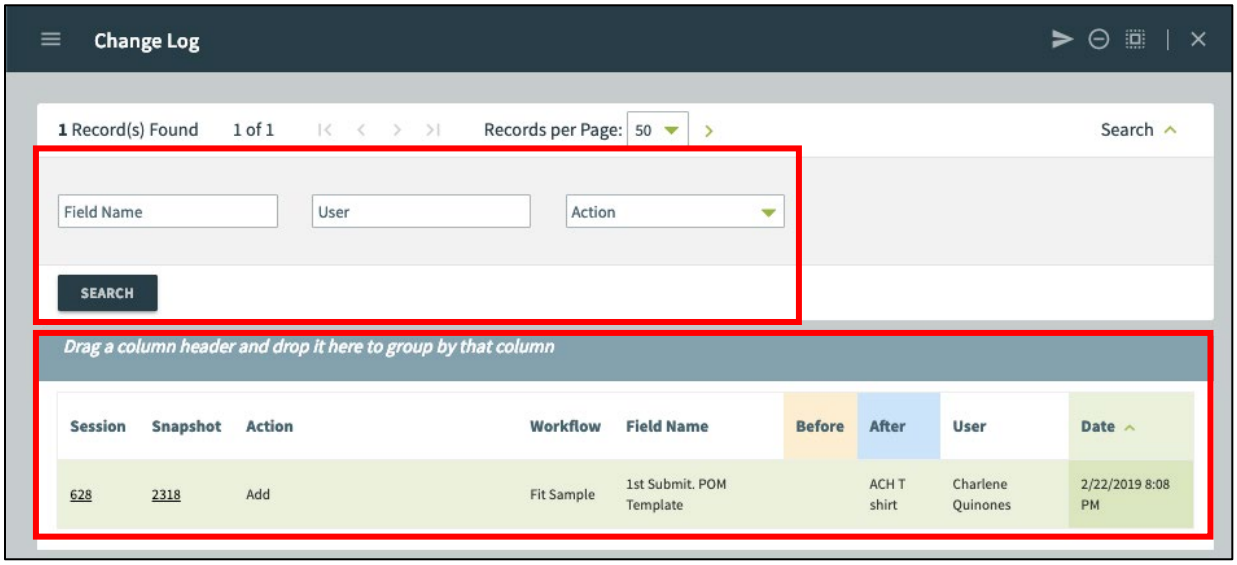
The Change Log functionality is available throughout the YuniquePLM application. Any changes made within the Line List can be traced by using the Change Log feature.

1. Click the **change log** button to open the Change Log history.

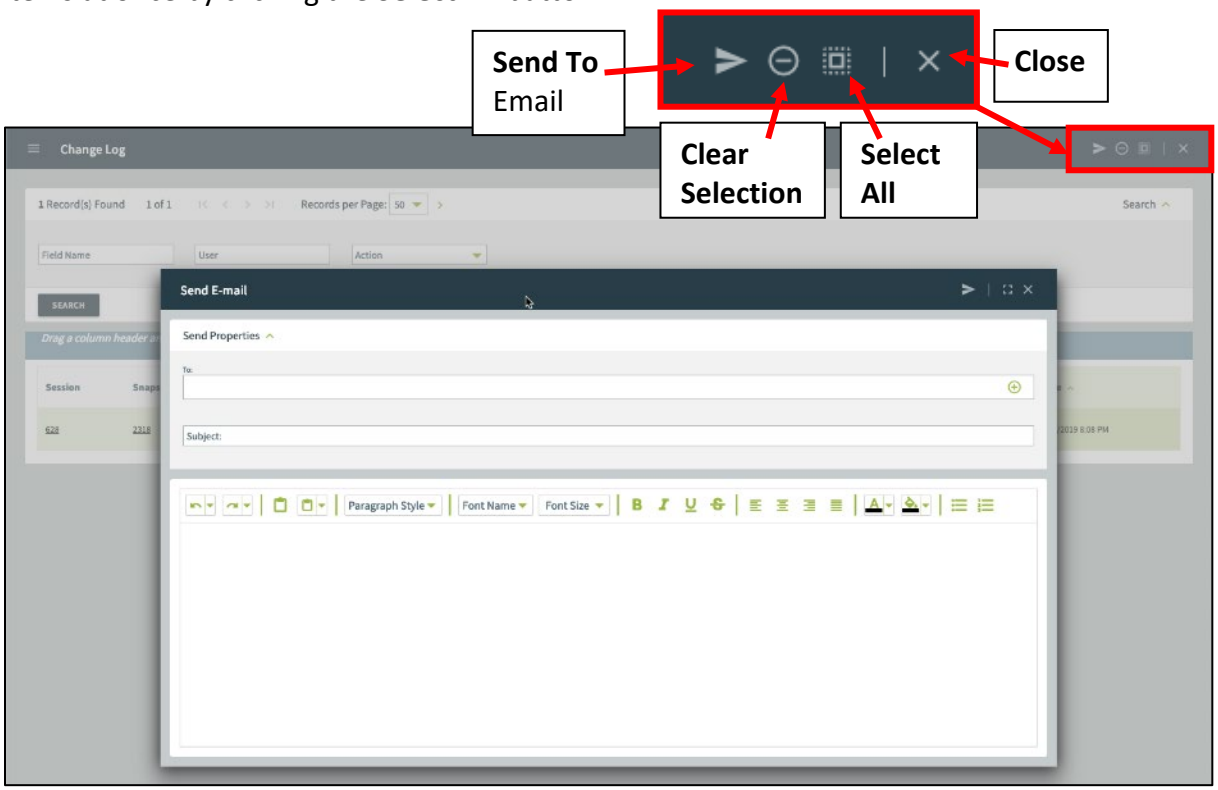


2. Changes made to a particular material appear in the center of the new window with details such as *Field Name, Before, After, and Date*. The user can search for a particular change using one of the various options; *search by field* or *sort by column*.

   The sort by column area allows for grouping by column. Drag and drop a column header. Click within any field, except *Session* or *Snapshot*, to highlight an item. Multiple items can be selected. The *Session or Snapshot* item columns contain a link to view a list of related changes.



3. The user can share the selected change log items via email. Click the **Send To** button to compose an email in a separate window. Uncheck the selected items by clicking on **Clear Selection** or select all items at once by clicking the **Select All** button.



4. Enter the desired email information then click **send** in the window.
5. Click the **close** button to return to the Material page.

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Customer Service Center

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International 1.860.871.8082