



GERBER YUNIQUEPLM

Material Folder V9.7 User Guide

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1. OVERVIEW

Material is a general term in Gerber YuniquePLM™ used to describe all the components necessary to make up a style. Materials include fabric, buttons, zippers, packaging, and more. All raw materials in Gerber YuniquePLM™ are stored in and linked from the Material Folder. Select the **Material** link within the left navigation bar to access the *Material Folder*.

1.1 Material Folder Overview – List View

The material view contains a workspace area and a left navigation bar. The workspace is shown below in the List View.

The screenshot shows the Gerber YuniquePLM Material Folder List View. The interface is divided into a left navigation bar and a main workspace. The left navigation bar contains 'Material Search', 'Material Group', and 'Material History'. The workspace contains a search filter section with fields for Material Type, Material No, Material Name, Intro Season Year, Created By, Created Date, Modified By, Modified Date, and Active. Below the search filter is a table of materials with columns: Material Type, Material No, Material Name, Intro Season Year, Active, Created By, Created Date, Modified By, and Modified Date. The table contains 10 rows of material data. Callout boxes point to various parts of the interface: 'Left Navigation' points to the left sidebar; 'Workspace' points to the main content area; 'New, Excel Export and Help' points to the top right of the workspace; 'Material' points to the 'Material' link in the left navigation bar; 'Search and View (thumbnail and list)' points to the search filter and table view options; and 'Material Workflows' points to the table of materials.

Material Type	Material No	Material Name	Intro Season Year	Active	Created By	Created Date	Modified By	Modified Date
Knits	KNT0002	Knit Knit	Fall 2019	Yes	Angela Parker	4/1/2019 4:01 PM	Alex Seyt	11/20/2020 11:05 AM
Yarns	YR0006	Blend Yarn	Spring 2021	Yes	Angela Parker	8/14/2020 7:11 AM	Angela Parker	10/17/2020 2:49 PM
Other	Color Position B		Spring 2021	Yes	Angela Parker	10/16/2020 7:40 PM	Angela Parker	10/16/2020 7:40 PM
Other	Color Position A		Spring 2021	Yes	Angela Parker	10/16/2020 7:40 PM	Angela Parker	10/16/2020 7:40 PM
Labels	LAB0002	Main Label	Spring 2021	Yes	Angela Parker	8/14/2020 7:13 AM	Alex Seyt	10/1/2020 10:04 PM
Knits	KNT0011	CQ Cotton Knit	Winter 2021	Yes	Clayton Parker	8/4/2020 2:14 PM	Alex Seyt	10/1/2020 9:25 PM
Wovens	WOV0014	New Material	Fall 2021	Yes	Angela Parker	8/14/2020 7:00 PM	Angela Parker	8/14/2020 7:00 PM
Packaging	PAC0001	Polybag	Spring 2021	Yes	Angela Parker	8/14/2020 1:23 PM	Clayton Parker	8/14/2020 8:52 PM

The left navigation bar contains several options shown within the workspace.

- **Material Search:** Save frequently used search criteria using the available fields.
- **Material Group:** Quickly access and include grouped materials used for a particular product.
- **Material History:** Quickly access up to ten recently viewed materials.

The workspace contains:

- **Material Type:** Choose from a configurable list of varying material types to filter the search.
- **New Material:** Add new material to the library.
- **Excel Export:** Use to create an excel report based on the sorted columns shown. A report can be produced for each sorted preference.
- **Help:** Access Online Help to view YuniquePLM documentation.
- **Search:** Filter by specific material attributes using the various search fields.
- **View:** View materials by large thumbnail, medium thumbnail, or list.
- **Material Workflows:** Access and modify the material properties page.
- **Configurability:** System administrators can configure pages, by adding fields and more, using the pencil icon and edit fields buttons throughout the application.

1.2 Material Folder Overview – Large and Medium Thumbnail View

The thumbnail view resembles the list view, containing the same material types within the left navigation bar and the workspace. However, this view offers other options, as shown below.

The screenshot displays the Gerber YuniquePLM Material Folder interface. The interface is divided into three main sections: the Left Navigation Bar, the Workspace, and the New & Help section. The Workspace contains a grid of material thumbnails, each with a material number and name. A tip box highlights the sorting options: 'Sort attributes by selecting an option in the sort area.'

Left Navigation Bar

Workspace

New & Help

Thumbnail

Tip
Sort attributes by selecting an option in the sort area.

The **workspace** contains:

- **Large Thumbnails:** Provides a large image preview for each material
- **Medium Thumbnails:** Provides a medium image preview for each material.
- **Select Sorting:** Choose a sorting filter of modified date, material name, or material number.
- **Select Order:** Sort by ascending or descending order.

1.3 New Material Overview Callouts and Descriptions

The left navigation bar contains:

The screenshot shows the Gerber UniquePLM interface. On the left is the 'Left Navigation' bar, which is a dark sidebar with various navigation options. On the right is the 'Workspace', which displays the details for a material named 'Knit Knit'. The workspace includes a 'Material Properties' form with fields for Material Type, Material Code, Material Name, AXI Type, Content, Change, Weight, Vendor Size Count, Care, Material Workflow, HWS Season Year, Calendar, Dry Category, LON, Storage, Vendor Price, Target Price, Purchase currency, Production Mtn, Production Lead Time, COD, Vendor Mill, Vendor Mill Ref, Status, Keywords, Active, Version, and Purchase LON. Below the form is a search bar and a 'Select Color(s)' tool with a grid of color swatches. At the bottom of the workspace is a comment section.

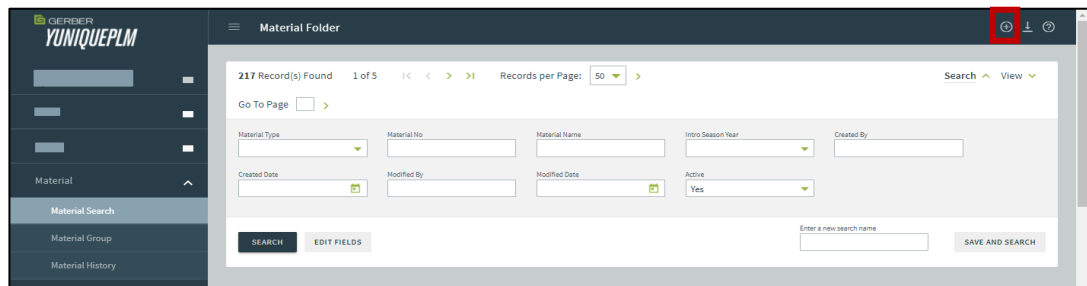
- **Calendar:** Provides a dated snapshot of a material's progress.
- **Season & Year:** Include a particular material item in the development of styles for certain seasons.
- **Material Name and Workflow:** Review and modify a material's properties within Attributes, Color, Image, Attachments, 3D Files, and Care.
- **Where Used:** View the currently in use location(s) of a material
- **Delete:** Permanently remove a material from the *Material Folder*. Keep in mind a material cannot be deleted if it is in use by a Style or has a submit.
- **Supplier Mill:** Request materials from a particular supplier.

The **workspace** dynamically changes to reflect a selection from the left navigation bar.

2. MATERIAL: ADDING AND MORE...

2.1 New Material

1. Within the *Material Folder* window, select the **New** button. The *New Material* window opens.



2. Fill in the **material properties** within the necessary drop downs.

Material Properties

No. of Materials: 1	Material No: IWOV00026	Material Name:	Material Type: Style Material	Intro Season Year: Winter 2023
Material Workflow: Default	Calendar:	LOM:	Vendor Price: 0,0000	Report Price: 0,0000
Purchase currency:	Production Min.:	Production Lead Time:	COG:	Vendor Mill:
Vendor Mill Ref#:	Status: In Progress	Active: Yes	Keywords:	Version:
Purchase LOM:	Conversion Factor: 1			

Color

Search and Select Color

12-4105 TCX Bone White	12-4305 TCX Spk Blue	CLR0000000050 PINK	CLR0000000051 Flowers
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Size/Treatment

Search and Select Treatment Options

Treatment	Price	Sort
Anti Microbial	0,00	0004
Anti Pill	0,00	0009
Arco	0,00	0002
Brushed-1 Side	0,00	0001

Trade Partner

Search and Select Trade Partners

Trade Partner	Workflow Template	Start Date	End Date
NY Sample Team		5/4/2023	

3. Select the **plus sign** within the **Color** area to open the **Select Color** window. Choose one or more colors then press **save**.

The image shows two overlapping windows from the Gerber YuniquePLM system. The top window is titled 'New Material' and contains a 'Material Properties' section with various input fields. Below this is a 'Color' section with a search bar and several color swatches. A red box highlights a plus sign icon in the top right corner of the 'Color' section, with a red arrow pointing to the 'Select Color' window below. The 'Select Color' window displays a table of 335 records found, with 1 of 7 records shown. The table has columns for Color, Color Code, Color Name, Color Source, Color Class, Color Status, Palette Name, and Palette Type. The first four rows have their checkboxes checked, and these checkboxes are highlighted with a red box.

Color	Color Code	Color Name	Color Source	Color Class	Color Status	Palette Name	Palette Type
<input checked="" type="checkbox"/>	CLR0000000051	flowersss	CUSTOM	Print	In Progress	Austin 2023	Seasonal
<input checked="" type="checkbox"/>	CLR0000000050	PINK	CUSTOM	Print	In Progress	CF Spring 2024	Seasonal
<input checked="" type="checkbox"/>	12-0105 TCX	Bone White	PANTONE TCX		In Progress	Holiday 2023	Seasonal
<input checked="" type="checkbox"/>	12-4305 TCX	Spa Blue	PANTONE TCX		In Progress	CF Spring 2024	Seasonal
<input type="checkbox"/>	13-4403 TCX	Silver Birch	PANTONE TCX		In Progress	CF Spring 2024	Seasonal
<input type="checkbox"/>	12-4305 TCX	Spa Blue	PANTONE TCX		In Progress	Austin 2023	Seasonal

4. Select the **plus sign** within the **Size/Treatment** area to open the **Select Treatment** window. Choose one or more **treatments** then press **save**.

The screenshot displays the 'Size/Treatment' section of the LECTRA interface. A red box highlights a plus sign icon in the top right corner of the 'Size/Treatment' header. A red arrow points from this icon to the 'Select Treatment' modal window. The modal window shows a search bar, a 'SEARCH' button, and a list of treatments with checkboxes. The following table represents the data shown in the 'Select Treatment' modal:

Treatment	Price	Sort
Anti Microbial	0.00	0004
Anti Pill	0.00	0003
Areo	0.00	0002
Brushed-1 Side		
Brushed-2 Side		
Calendared		
Chintz		
Coated		

The 'Select Treatment' modal window also shows a search bar, a 'SEARCH' button, and a list of treatments with checkboxes. The following table represents the data shown in the 'Select Treatment' modal:

Treatment	Selected
Anti Microbial	<input checked="" type="checkbox"/>
Anti Pill	<input checked="" type="checkbox"/>
Areo	<input checked="" type="checkbox"/>
Brushed-1 Side	<input checked="" type="checkbox"/>
Brushed-2 Side	<input type="checkbox"/>
Calendared	<input type="checkbox"/>
Chintz	<input type="checkbox"/>
Coated	<input type="checkbox"/>

5. Choose a **Trade Partner** from the drop down menu, select a **workflow template**, a **start date** and **end date**.

The screenshot displays the 'Trade Partner' section of the LECTRA interface. A red box highlights the 'Trade Partner' dropdown menu, the 'Workflow Template' dropdown menu, the 'Start Date' field, and the 'End Date' field. The following table represents the data shown in the 'Trade Partner' section:

Trade Partner	Workflow Template	Start Date	End Date
NY Sample Team		5/4/2023	

6. Click the **save** button at the top of the page to keep the changes.

The screenshot shows the 'New Material' form with the following fields and values:

No. of Materials: 1	Material No:	Material Name:	Material Type: Wovens	Woven Type:
Intro Season Year:	Content:	Weight:	Construction:	Yarn/Size Count:
Cutable Width:	Material Workflow:	Calendar:	Duty Category:	UOM:
Shrinkage:	Vendor Price: 0.0000	Negot'd Price: 0.0000	Purchase currency:	Production Min.:
Production Lead-Time:	COO:	Vendor/Mill:	Vendor/Mill Ref #:	Status: In Progress
Active: Yes	Keywords:	Purchase UOM:	Conversion Factor: 1	

7. The material opens on a new page. Previously added *season/year combinations, attributes, colors, size/treatment and trade partners* are shown within the left navigation bar.

The screenshot shows the material detail page for SMT00001. The left navigation bar includes the following items:

- Material
- Calendar
- Season & Year
 - Winter 2023
- SMT00001
 - Attributes
 - Color
 - Image
 - Attachments(0)
 - Care
 - 3D Files
 - Traceability
- Where Used

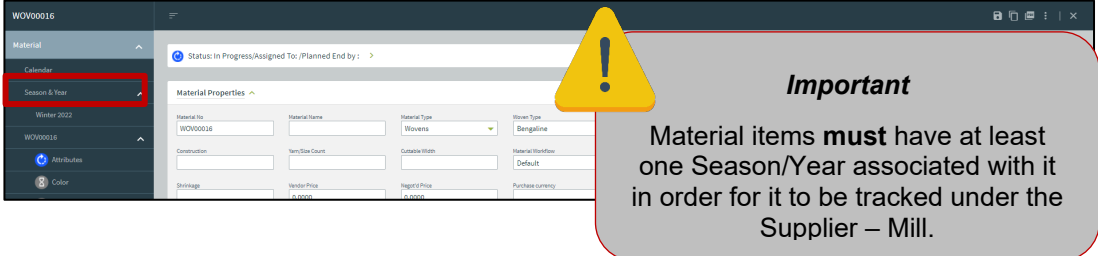
The main content area shows the following details:

- Status: In Progress/Assigned To: /Planned End by: >
- Material Properties
- 4 Record(s) Found 1 of 1 |< < > >| Records per Page: 50 >
- Color ^ Treatment v
- Code: Name: Source:
- SEARCH
- Select Color(s)
- Color swatches:
 - 12-0105 TCX Bone White
 - 12-4305 TCX Spa Blue
 - CLR0000000050 PINK
 - CLR0000000051 flowersss
- 0 Comment(s) ^
- Comment: Modified By:

2.2 Add a New Season and Year

Very often, certain material items should be used in the development of Styles only during certain seasons. Existing seasons and years added to the material folder are listed within the left navigation bar. An added material item can be further categorized beyond the general material type.

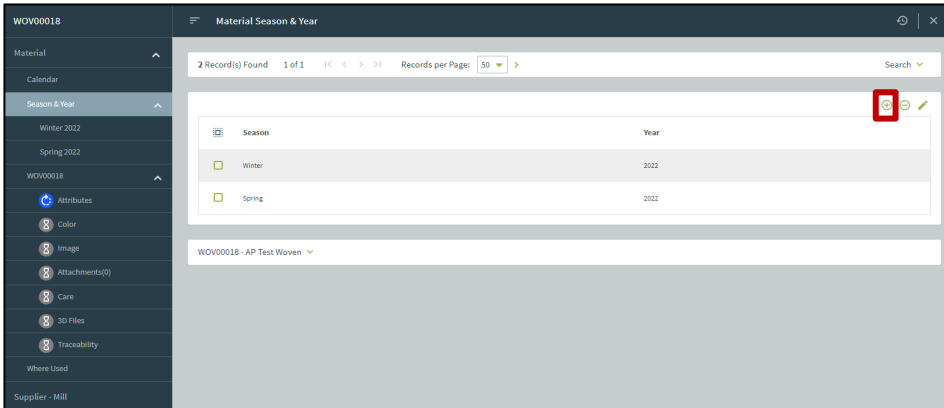
1. Click the **Season & Year** link to associate a new season/year combination with a material item.



Important

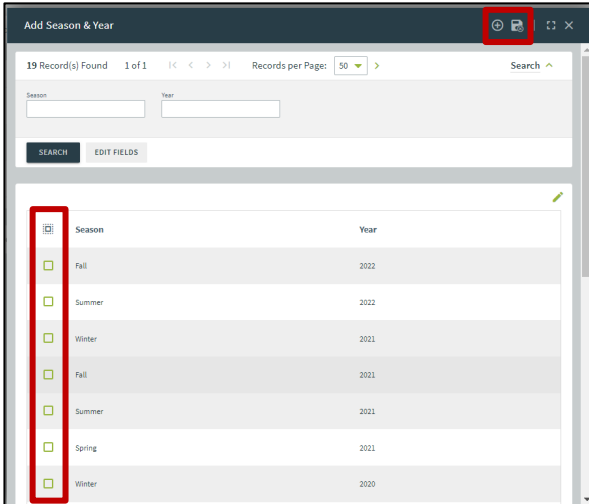
Material items **must** have at least one Season/Year associated with it in order for it to be tracked under the Supplier – Mill.

2. Click the **add** button across the top of the *Season & Year* area to open its window.



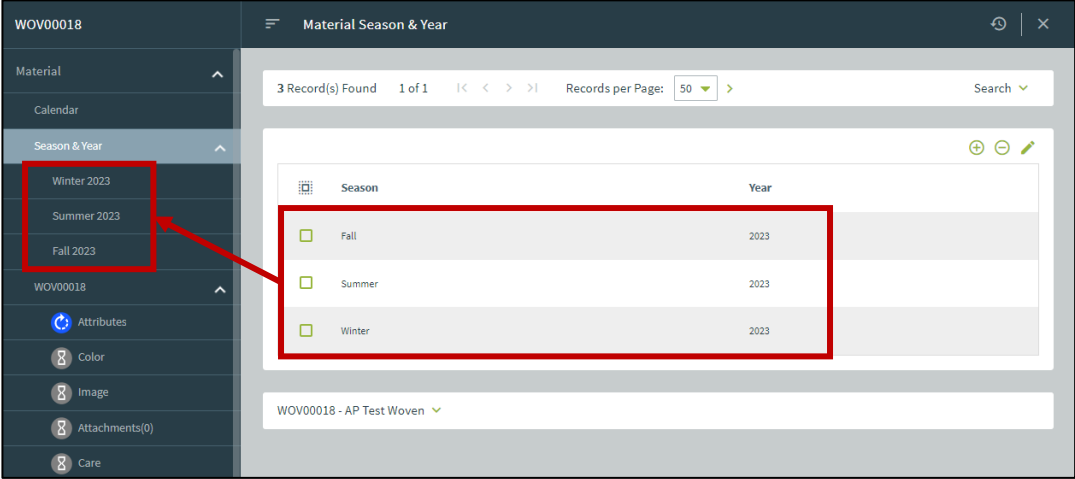
Season	Year
Winter	2022
Spring	2022

3. Select one or more boxes, then click **add**. Use the *season/year search field* to filter the selection. Press **save and close** to return to the material page.



Season	Year
<input type="checkbox"/>	Fall 2022
<input type="checkbox"/>	Summer 2022
<input type="checkbox"/>	Winter 2021
<input type="checkbox"/>	Fall 2021
<input type="checkbox"/>	Summer 2021
<input type="checkbox"/>	Spring 2021
<input type="checkbox"/>	Winter 2020

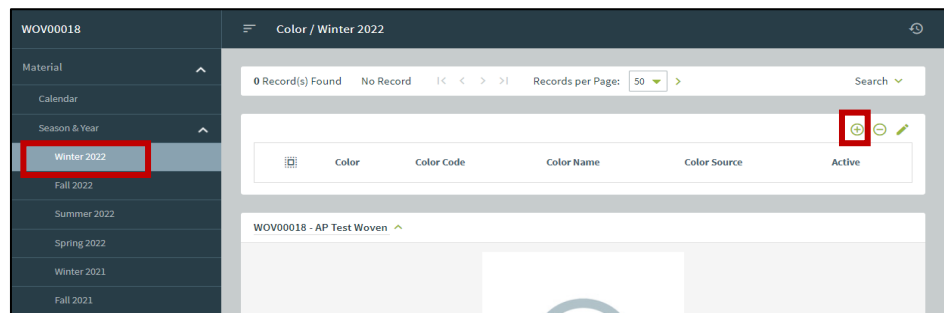
4. The new season/year selection(s) are listed within the *Season & Year* area.



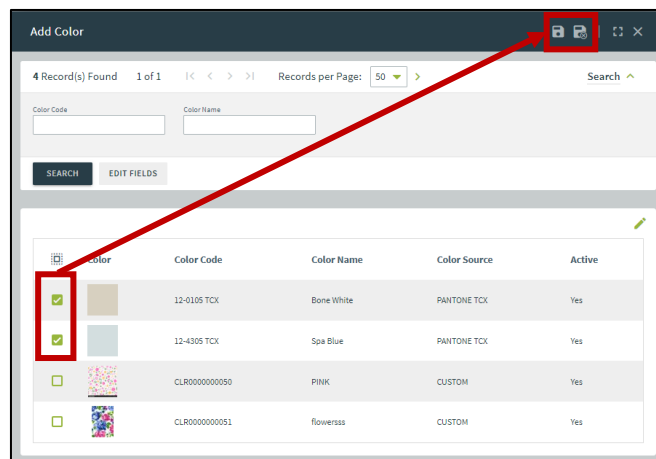
2.2.1 Adding a Color to a Season/Year

Colors are automatically associated with a season & year combination once a material is created. Follow the steps below to associate specific colors to a newly added season/year.

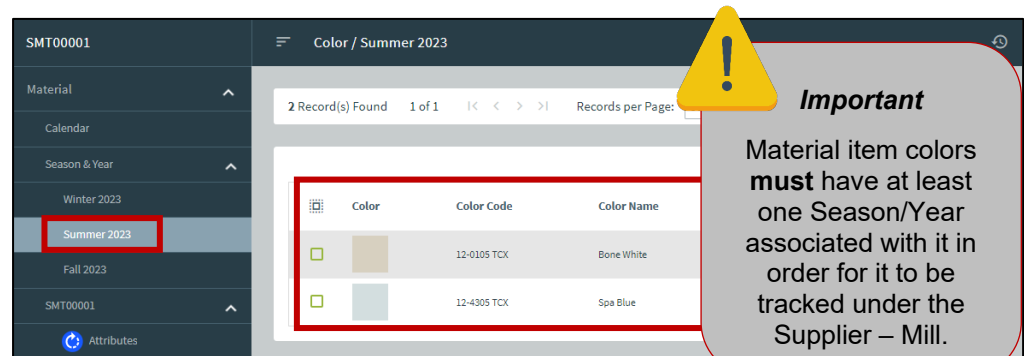
1. Click on a newly added **Season/Year** within the left navigation bar that has no colors associated to it.
2. Click the **add** button.



3. A new window opens, displaying a list of colors that have been added to this material item. Check the box adjacent to the desired color, then press the **add & close** button to keep the selection and close the window.

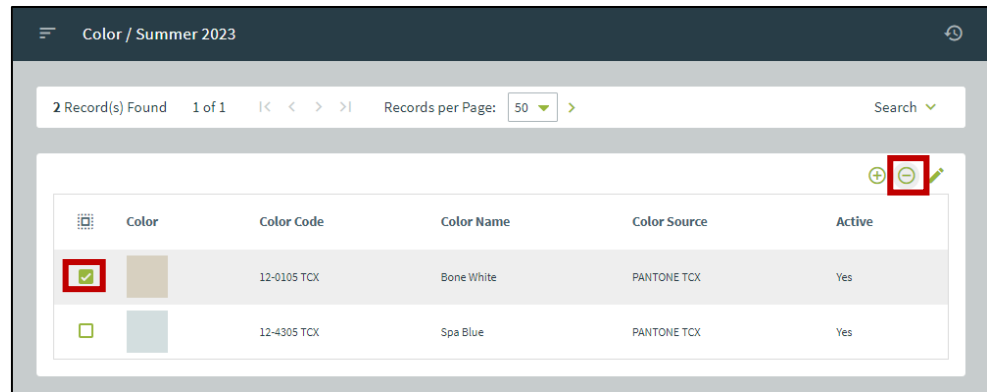


4. The added colors are listed within the material color section under the related season/year.



2.2.2 Remove color from a season

1. Check the color(s) to be removed from the season/year, then select the **remove** button.

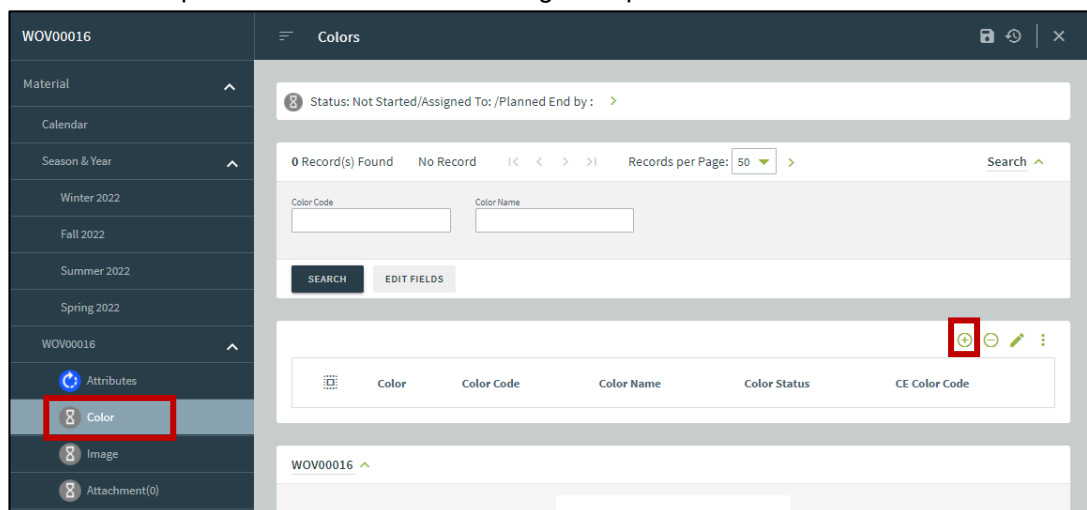


2. Click **close** when done. The Color window displays the remaining colors.

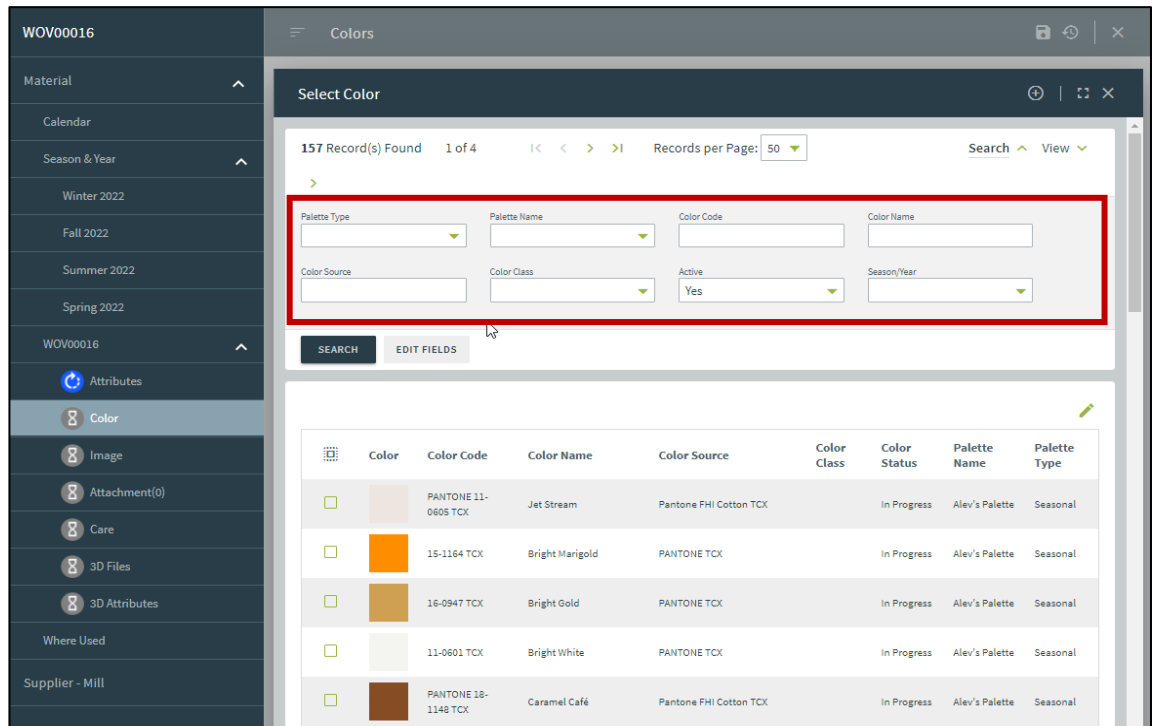
2.3 Add a New Color

New colors can be added to a material in addition to those previously added during the material creation process.

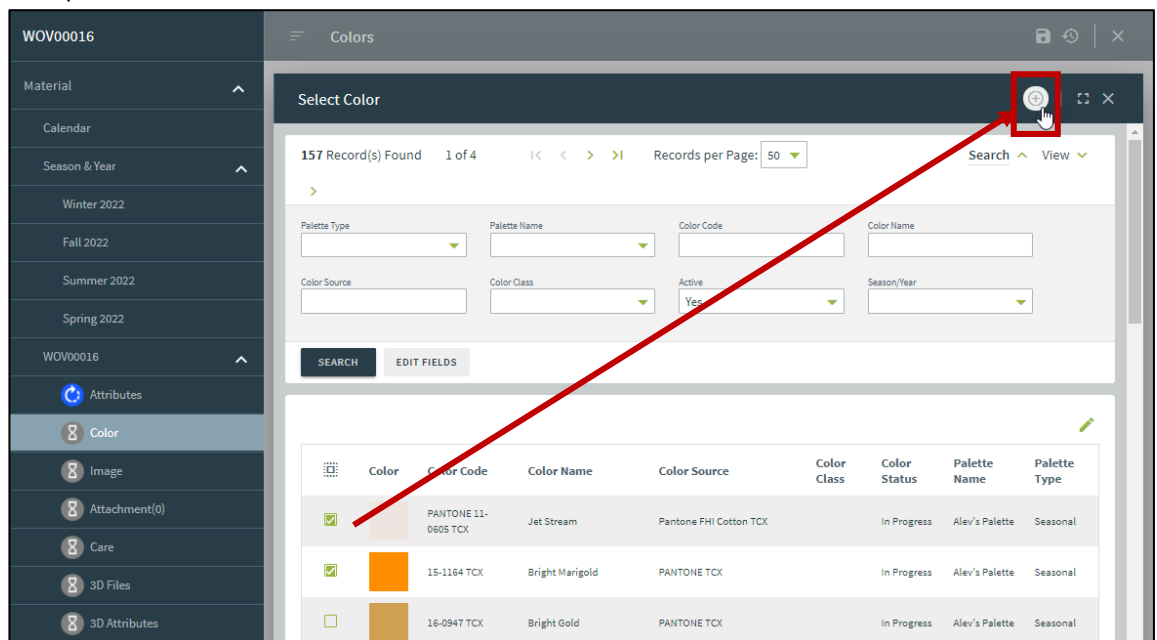
1. Click the **Color** link within the left navigation bar. Existing colors associated with the material are listed on the *Color* main page.
2. Press **add** to open a new window with existing color palettes.



- Use the **search** field to filter through the existing color palettes or browse through the list and make a selection.



- Select a color palette to open its window. Place a **checkmark** on the desired color chips, then press **Add Colors**.



- Press **close** when completed.

6. All added colors are now listed on the main page of the Material - Color folder.

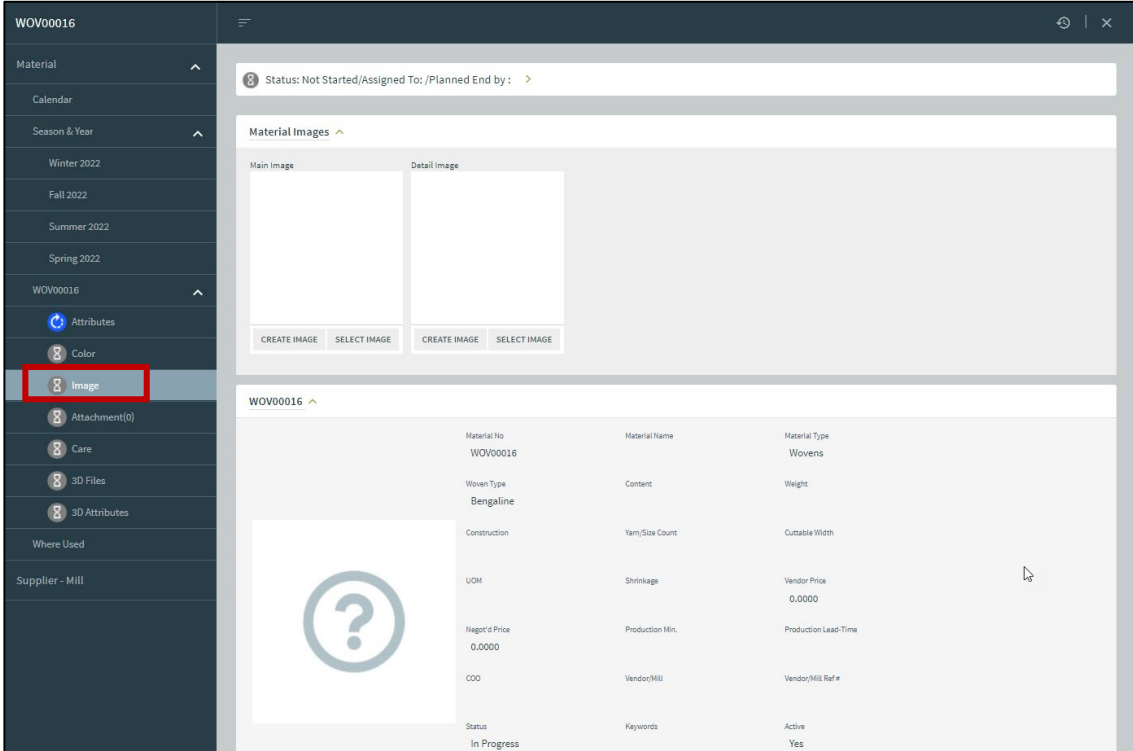
The screenshot shows the 'Colors' page for material WOV00016. The interface includes a sidebar with navigation options like 'Material', 'Calendar', and 'Season & Year'. The main content area displays a search bar, a table of color records, and a 'SEARCH' button. The table lists two colors: 'Jet Stream' (PANTONE 11-0605 TCX) and 'Bright Marigold' (15-1164 TCX), both with a status of 'In Progress'.

Color	Color Code	Color Name	Color Status	CE Color Code
	PANTONE 11-0605 TCX	Jet Stream	In Progress	<input type="text"/>
	15-1164 TCX	Bright Marigold	In Progress	<input type="text"/>

Repeat steps previously introduced to associate colors to a specific season/year combination for the Material.

2.4 Add an Image

Each material item within the *Material* Folder can contain a main image. A material image can be created using third-party applications to generate .psd or .ai files, upload a previously created image, or select an image from the Image folder. Additional images in the form of color chips or file attachments can also be added, but the main image should be the best representation of the item for communication purposes.



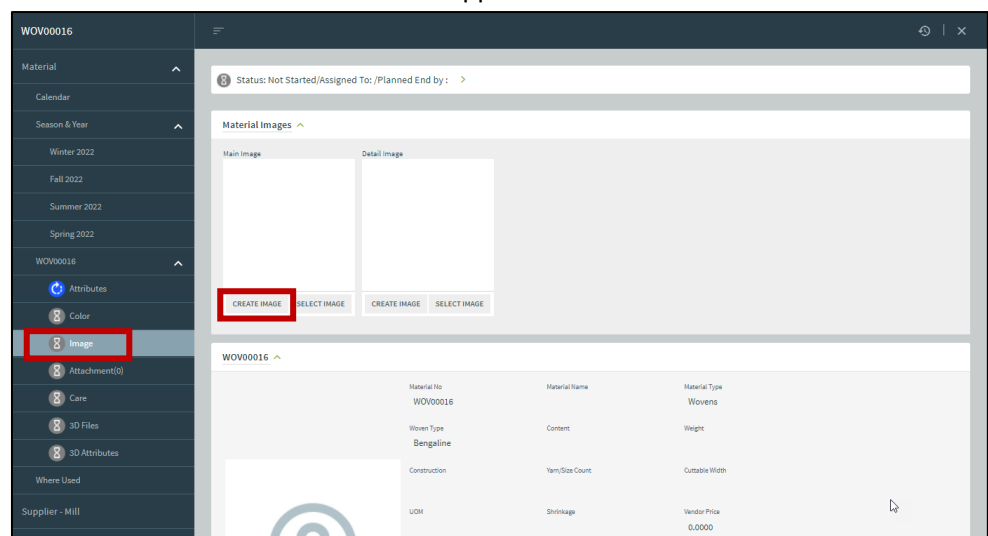
The screenshot shows the LECTRA software interface for material management. The left sidebar is expanded to show the 'Image' tab, which is highlighted with a red box. The main content area is divided into two sections. The top section, titled 'Material Images', contains two columns: 'Main Image' and 'Detail Image'. Each column has a large empty box for an image and two buttons below it: 'CREATE IMAGE' and 'SELECT IMAGE'. The bottom section, titled 'WOV00016', displays a table of material properties. A large question mark icon is visible on the left side of this section, indicating that no image has been assigned.

Material No	Material Name	Material Type
WOV00016		Wovens
Woven Type	Content	Weight
Bengaline		
Construction	Yarn/Size Count	Cuttable Width
LOH	Shrinkage	Vendor Price
		0.0000
Neget'd Price	Production Min.	Production Lead-Time
0.0000		
COO	Vendor/Mill	Vendor/Mill Ref #
Status	Keywords	Active
In Progress		Yes

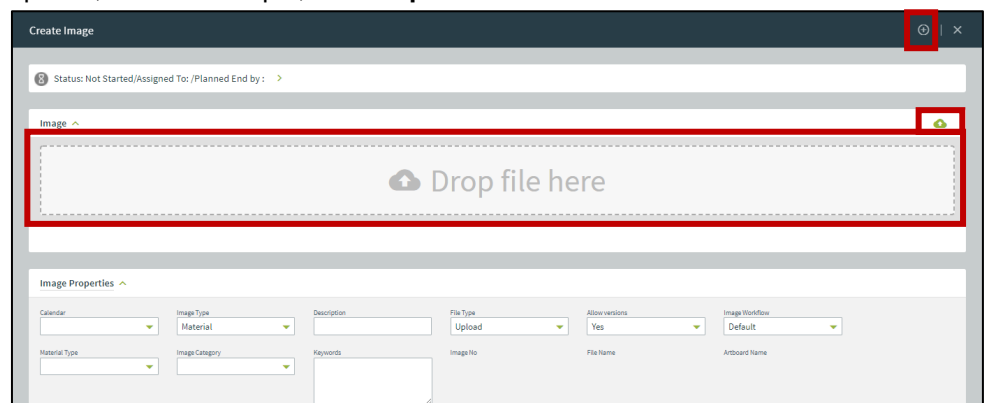
2.4.1 Create a new image

Gerber YuniquePLM™ allows the generation of certain image file types in their native software application so that images not already in the image folder can also be associated with a material item.

1. Select the **Image** link within the left navigation bar to open the *Material Image* page.
2. Within the *Main Image* area, select the **create image** button. The main image is also the thumbnail shown across the application.



3. A new window opens. *Drag and drop a file* to the **Drop file here** area or *search the computer* using the **Attach Images** icon. The image populates the *Drop file here* area.
4. Fill in each field, like *Image Type*, *Description*, *File Type*, *Image Workflow*, *Keywords*, and *Allow Versions*. The *File Type* drop-down menu has several options; for this example, select **Upload**.

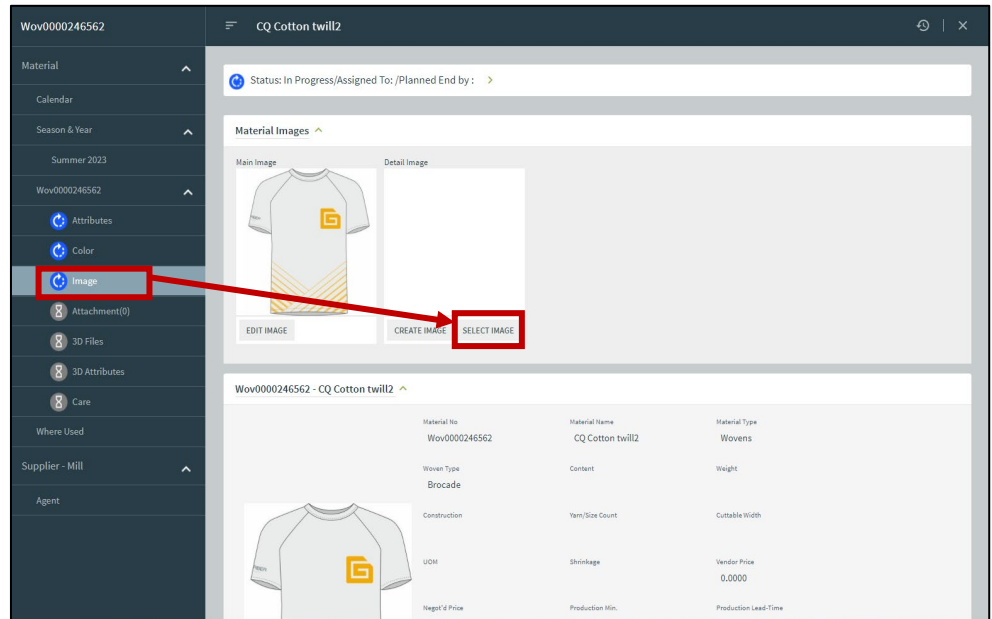


5. Press the **create image** button to keep the newly attached image.
6. Close the window and return to the *Material Image* page.

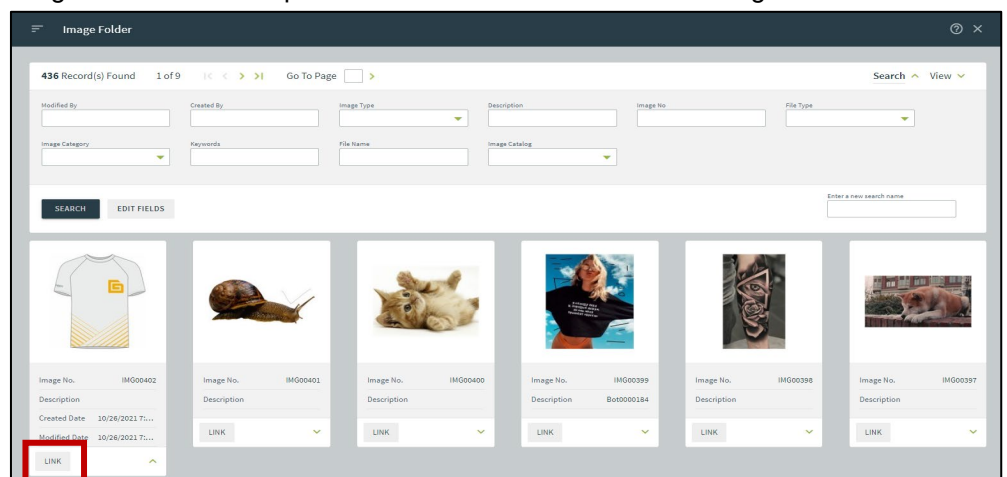
2.4.2 Select from existing images

Users can link an image within the Image Folder.

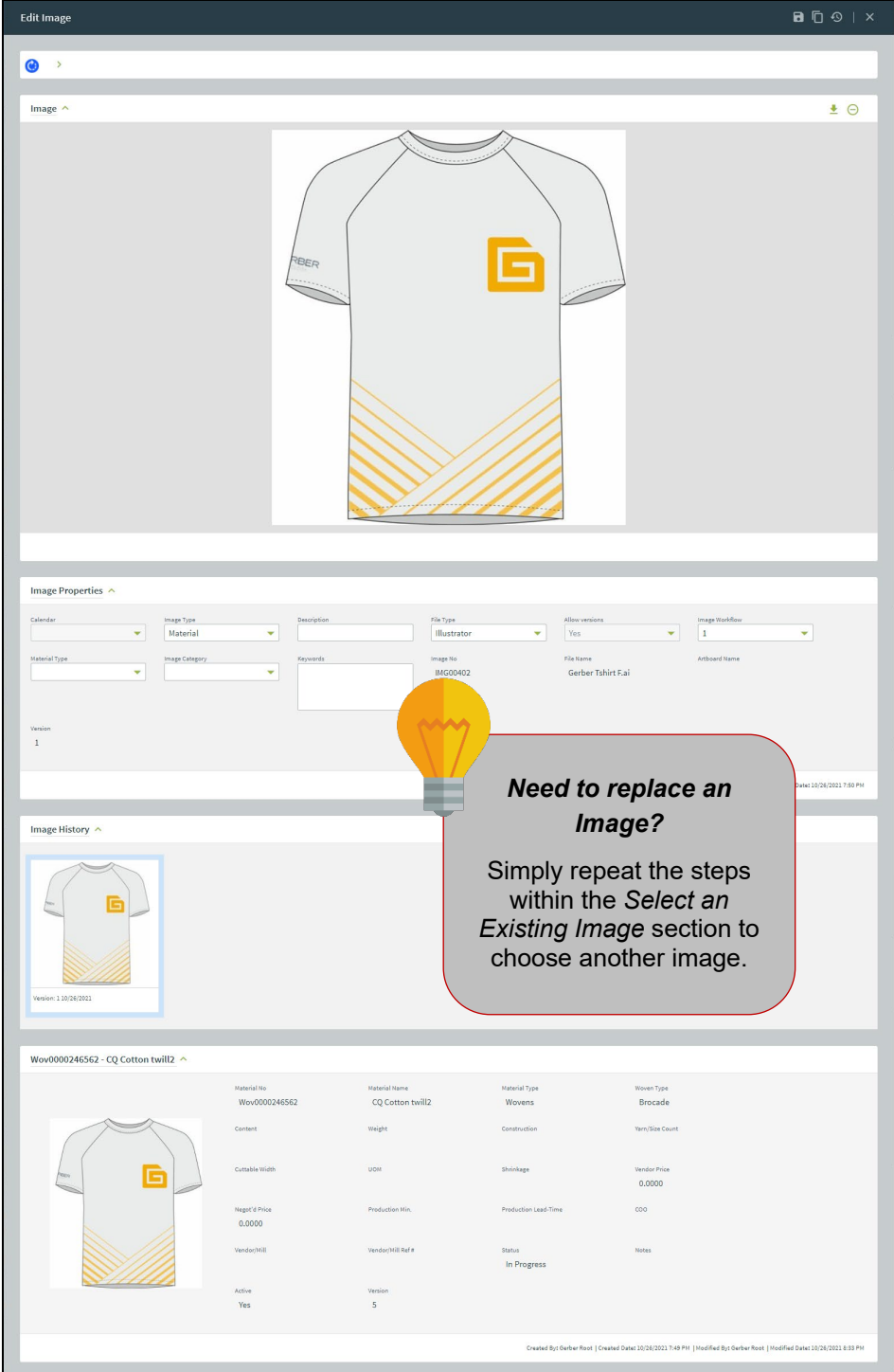
1. Click the **Image** link within the left navigation bar.
2. Press the **select image** button below the top command bar.




3. The *Image Folder* window appears with a listing of existing images. Choose an image and select its respective **Link** button to associate the image to the material.



- Once linked, the selected image's main page displays its image properties. Modifications can be made to the image's properties and view its version history and related information.



The screenshot shows the 'Edit Image' interface. At the top, there is a preview of a white t-shirt with a yellow Gerber logo and a yellow and white striped pattern at the bottom. Below the preview is the 'Image Properties' section, which includes fields for Calendar, Image Type (Material), Description, File Type (Illustrator), Allow versions (Yes), Image Workflow (1), Material Type, Image Category, Keywords, Image No (IMG00402), File Name (Gerber Tshirt F.ai), and Artboard Name. A 'Version' section shows '1'. Below this is the 'Image History' section, which shows a thumbnail of the t-shirt and the text 'Version: 1 10/28/2021'. At the bottom, there is a table for material information.

Wov0000246562 - CQ Cotton twillZ				
	Material No Wov0000246562	Material Name CQ Cotton twillZ	Material Type Wovens	Woven Type Brocade
	Content	Weight	Construction	Yarn/Size Count
	Cutable Width	UPD	Shrinkage	Vendor Price 0.0000
	Header Price 0.0000	Production Min.	Production Lead-Time	COO
	Vendor/Nil	Vendor/Mtl Ref #	Status In Progress	Notes
	Active Yes	Version 5		

Created By: Gerber Root | Created Date: 10/26/2021 11:49 PM | Modified By: Gerber Root | Modified Date: 10/28/2021 8:53 PM



Need to replace an Image?

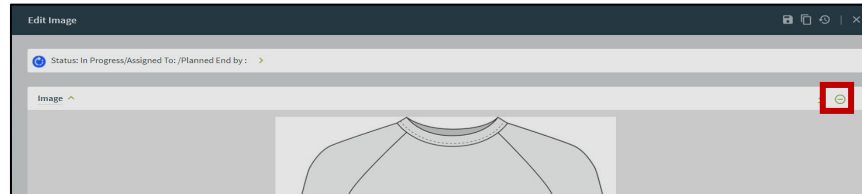
Simply repeat the steps within the *Select an Existing Image* section to choose another image.

- Press **save** to keep the property information.

2.4.3 Remove Image from Material

Users can remove linked material images.

1. Click the **remove** button above the image.
2. Then click **Yes** within the pop-up window to confirm. The image is no longer associated with the material and will not be removed from the library.



2.4.4 Download an Image

Users can download linked material images.

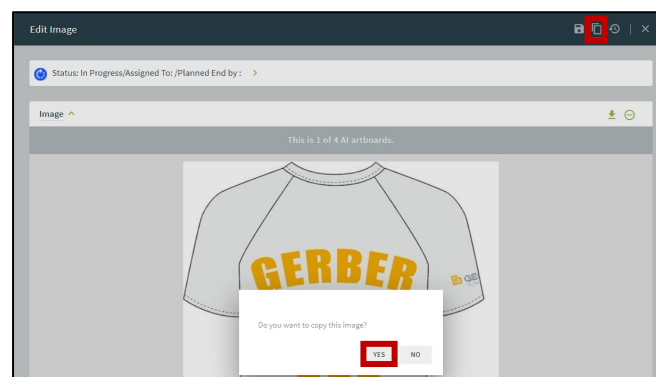
1. Click the **download** button above the image.
2. Then click **Yes** within the pop-up window to confirm.



2.4.5 Copy Image From

The copy button allows the user to create a duplicate of the selected image.

1. Click the **copy** button to duplicate the image.
2. Select **Yes** within the pop-up window to confirm. The copied image is saved to the Image library with a new image number and details, allowing for use with another material.

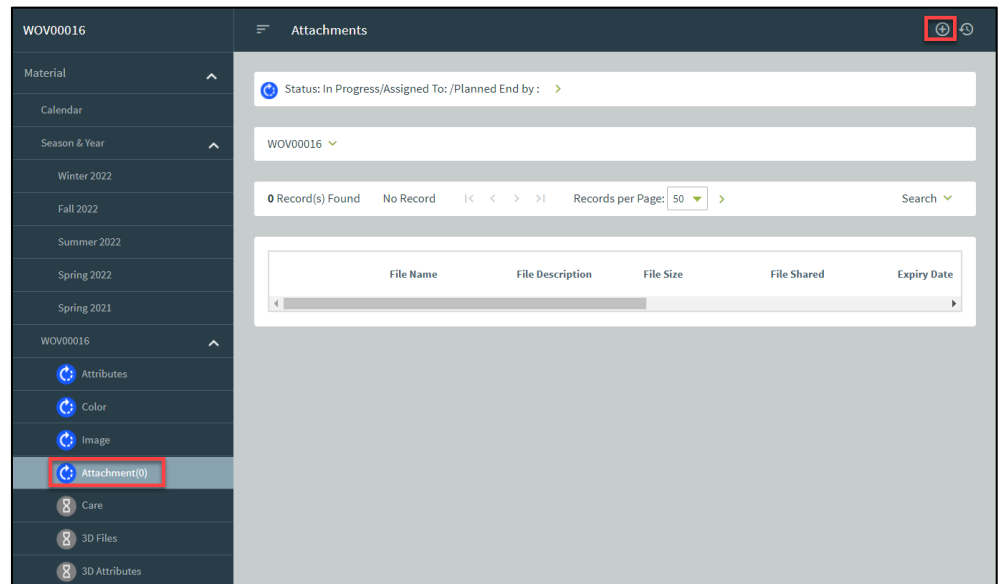


3. Press **close** to return to the main Material attributes page.

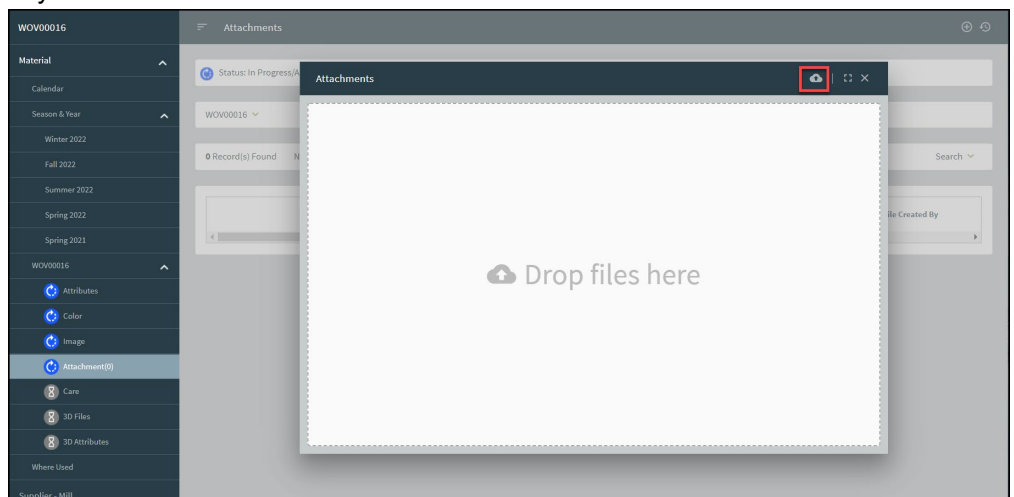
2.4.6 Adding Attachments to a Material Item

Additional information in the data file(s) can be associated with a material item. Any standard data file type, such as Word or Excel, can be stored as an attachment.

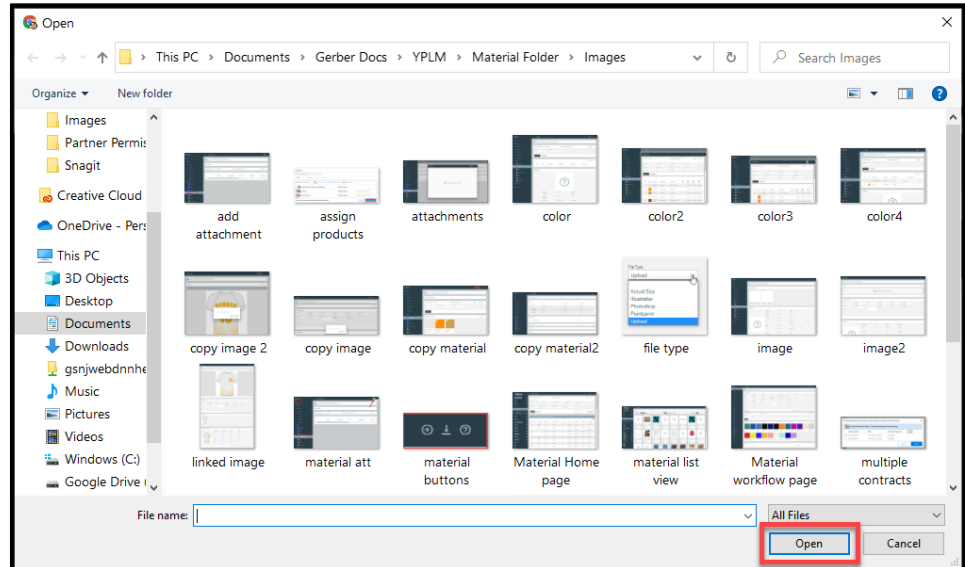
1. Select the **Attachment** link within the left navigation bar.
2. Click the **Add Multiple Files** button.



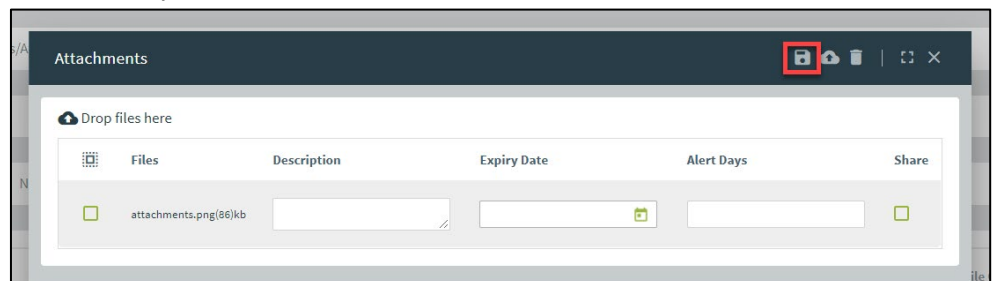
3. The *Attachments* window opens. **Drag and drop** the desired file, select the add files icon, and navigate to the drive location where the desired file is stored. Multiple files can be selected and added at once by holding the **Ctrl** button on the keyboard.



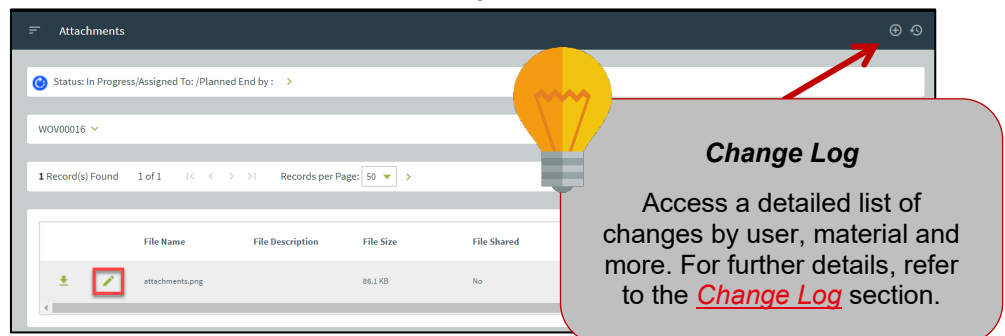
4. Press **Open** to attach the selected files.



5. The selected files are available within the application and can be shared with other agents. Place a **checkmark** in the *Share* checkbox, allowing agents to view the attachment in **srmon**.
6. Click the **save** button to associate the file with the material item. You can also click the *add files* icon to repeat the uploading process, while the *trash icon* deletes the uploaded file.



7. The files are saved and listed in the attachments window. Users may download the attachment or edit the file. Click the **pencil** icon to edit.



8. The edit file window displays several options:
- **Command Bar buttons:** Save your changes, delete the existing file, upload an image file, maximize the window or close the window without saving any changes.
 - **File Description:** Enter a detailed description for the existing file.
 - **Expiry Date:** Use the onscreen calendar to set the expiry date.
 - **Alert Days:** Set a number of days to alert the user before the expiry date.
 - **Share File with Agent:** Check the box to share the file with the Partner user, for example Agent, Vendor or Factory.

Edited file window showing the following details:

- File Name: attachments.png
- File Size: 86.1 KB
- File Description: (Empty text area)
- Expiry Date: (Calendar icon)
- Alert Days: 0
- Share File with Agent:

Created By: Charlene Quinones | Created Date: 1/14/2022 10:57 PM | Modified By: Charlene Quinones | Modified Date: 1/14/2022 10:57 PM

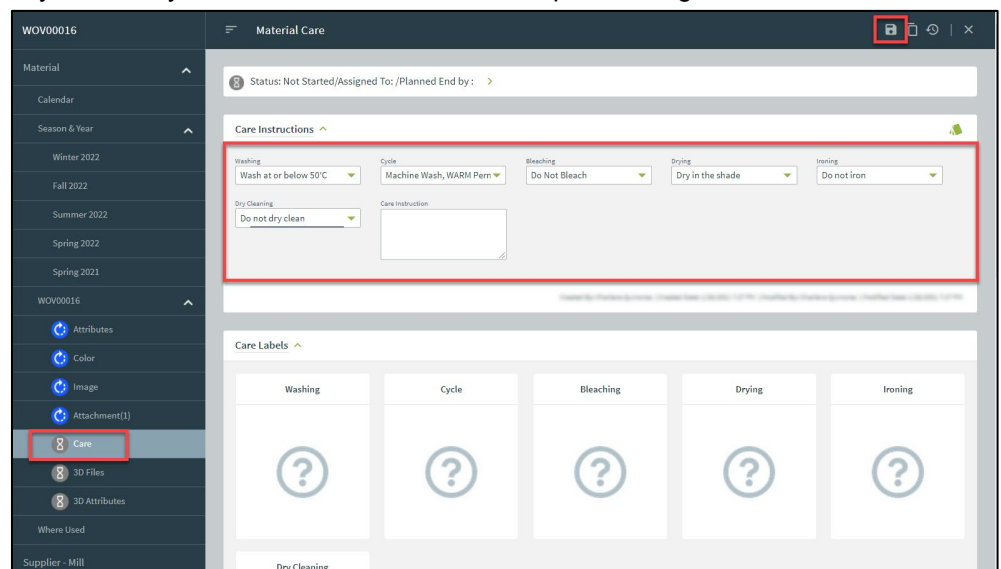
9. Click **save** to keep the changes, then close the window.

2.4.7 Care

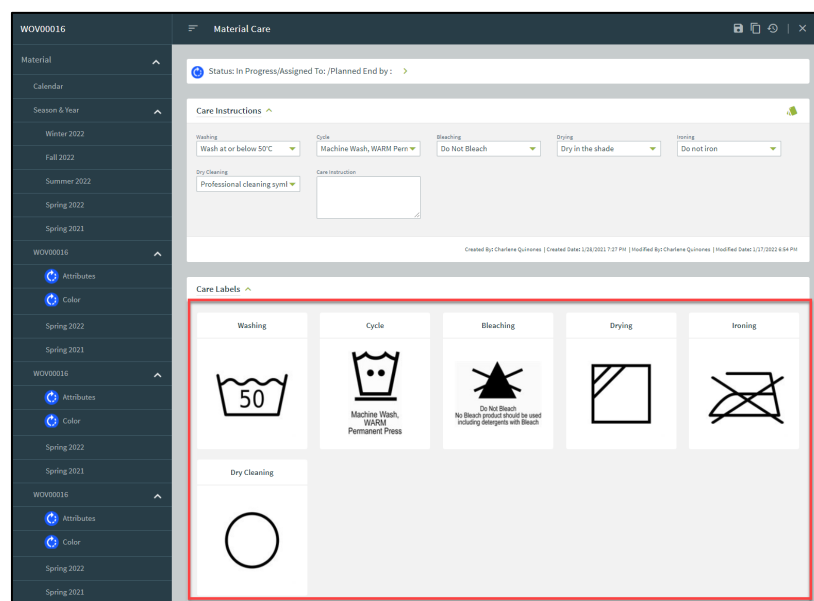
The *Material Care* section contains details necessary to keep a material clean, dry, and wrinkle-free. Users can create *new care instructions* specific to this material, use a previously created *template* from the control panel or *copy* a template from a different material.

New Care Instruction

1. Select the **Care** link within the left navigation bar.
2. Make a *selection* within each drop-down field (Washing, Cycle, etc.) and enter any necessary instructions. Press **save** to keep the changes.



3. Once saved, the *Care Labels* area is updated with an image to match the drop-down field selection.



Pre-Defined Template

Use a template previously created within the Control Panel.

1. Press the **template** button to open the *Select Care template* window.

Note: Users can create standardized templates with multiple styles or materials within the Control Panel. Navigate to the Control Panel – Care – Care Template area to create new templates.

2. Select a template by searching or browsing, then press the **copy** button. Confirm the copy by pressing **Yes**.
3. The window closes and returns the user to the Material Care page.

The screenshot shows the Material Care interface for material WOV00016. The 'Care Instructions' section is visible, with a 'template' button highlighted in red. A 'Select Care Template' dialog box is open, showing a table with one record:

Copy	Template Name	Description	Active	Modified By	Modified Date
	100% Cotton Care Template	Example Care Template	Yes	Carina Sadler	7/3/2019 4:37 PM

Copy a Template

Users can reuse a care template from previously created material.

1. Press **copy** to open the Material page.
2. Please search for the desired material and press its associated **copy** button.

The screenshot shows the 'Material Care' interface. The top window displays the 'Material Care' page for 'WOV00016'. The bottom window shows a search results page with a table of materials. The table has the following data:

Copy	Material Type	Material No	Material Name	Intro Season Year	Active	Created By	Created Date	Modified By	Modified Date
	Knits	KNT00002	Knit Knit	Fall 2019	Yes	Angelica Parker	4/1/2019 4:01 PM	Alev Seyit	1/14/2022 8:20 PM
	Knits	KNT00004	CQ Cotton twill	Winter 2021	Yes	Charlene Quinones	8/1/2019 8:11 PM	Angelica Parker	5/8/2020 7:07 PM

3. Press **Ok** to confirm the copy. The window closes and returns to the main material care page displaying the newly copied details.

The screenshot shows the 'Material Care' interface for 'WOV00016'. The 'Care Instructions' section is expanded, showing the following details:

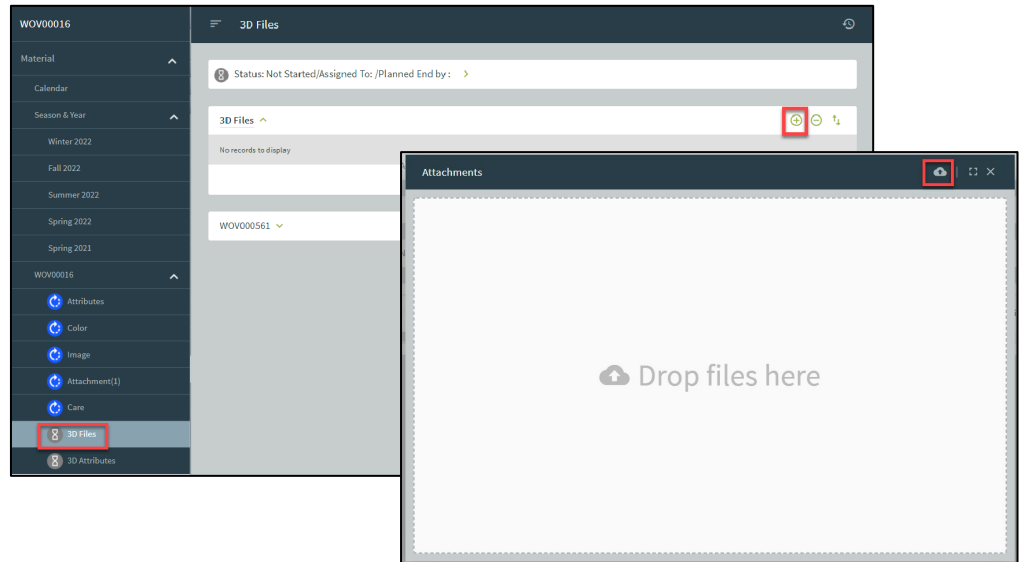
- Washing: Machine Wash, COLD
- Cycle: Machine Wash, COLD Gentle
- Bleaching: Do Not Bleach
- Drying: Tumble Dry, MEDIUM HEAT
- Ironing: Iron at high temperature
- Dry Cleaning: Professional cleaning sym1
- Care Instruction: Machine wash Cold with like colors on Gentle. Do not bleach. Tumble dry on Medium heat. Iron on High

The 'Care Labels' section is also visible, showing icons for Washing (Machine Wash, COLD), Cycle (Machine Wash, COLD Gentle Cycle), Bleaching (Do Not Bleach), Drying (Tumble Dry, MEDIUM), and Ironing (Iron at high temperature).

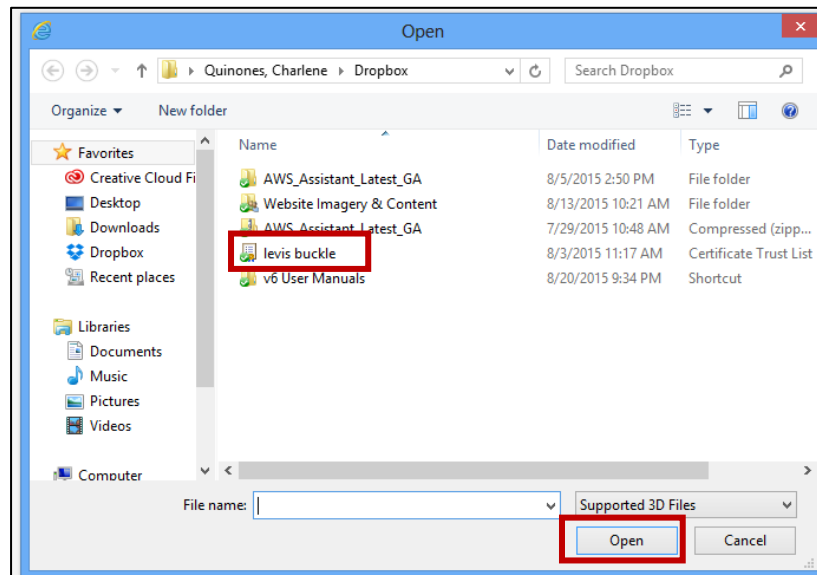
2.4.8 3D Files

Gerber YuniquePLM™ can showcase 3D material files in a 360-degree view.

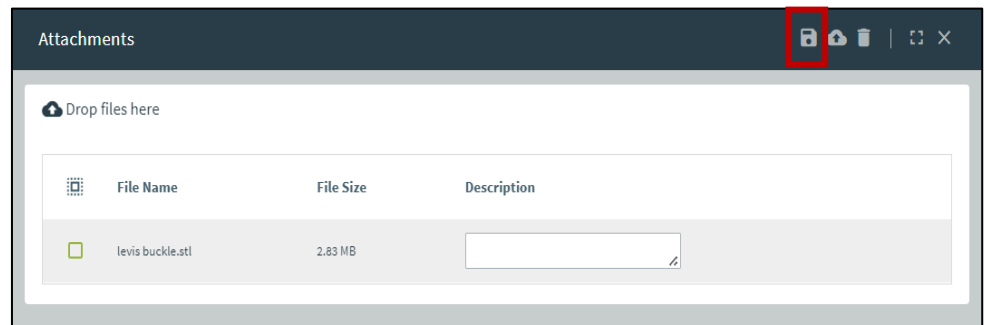
1. Select the **3D Files** link to open its respective window, then select **Add**.
2. Press the **Add files** button.



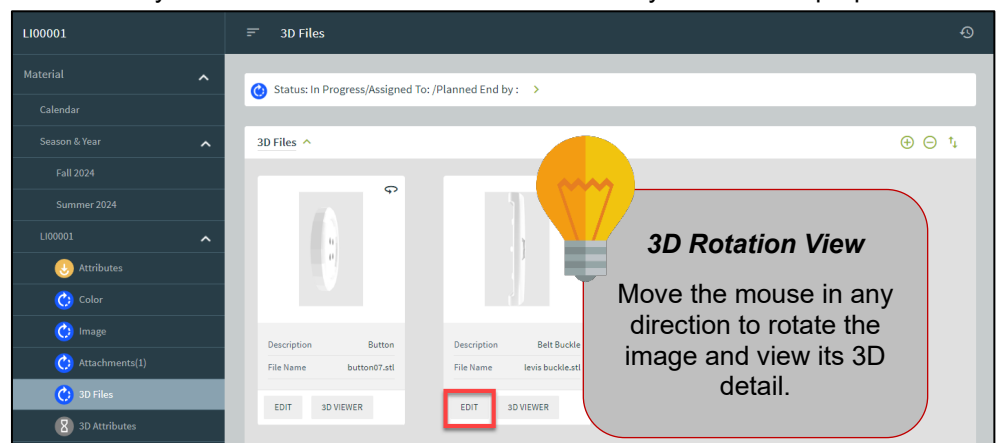
3. The windows explorer browser opens. Navigate to the 3D file's location and press **Open**.



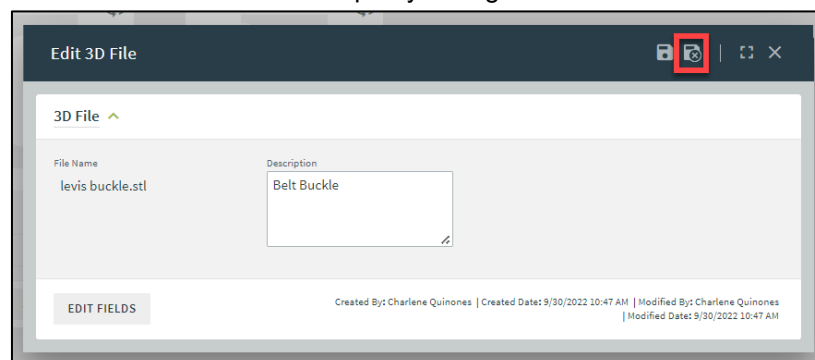
- The attached file appears with several options. Enter a detailed **description** within its respective field, check the box to **share the file with the agent** (or partner), **expiry date**, and **alert days**.
- Save** the attached file to the Material. The window automatically closes and returns to the *3D Files* main page.



- The 3D files page displays each attached file's images while offering a 3D product image rotation. **Hover** your mouse over the image and **move** the mouse in any direction. Select the **edit** button to modify the 3D file's properties.



- Press **save and close** to keep any changes.



2.4.9 3D Attributes

Store Material 3D attribute data within this workflow.

1. Select the **3D Attributes** link to open its respective window.
2. Make any necessary changes with the 3D Attribute fields.

The screenshot displays the '3D Attributes' configuration window for material WOV00016. The window is divided into three main sections:

- Left Sidebar:** Contains navigation options for Material, Calendar, Season & Year (Winter 2022, Fall 2022, Summer 2022, Spring 2022, Spring 2021), WOV00016 (Attributes, Color, Image, Attachment(1), Care, 3D Files, **3D Attributes**, Where Used), and Supplier - Mill.
- Main Panel (Top):** Titled '3D Attributes', it shows a status bar and a 'Material 3D Attributes' section with 10 input fields, all containing the value '0.00000'. The fields are: Bend X (g/cm), Bend Y (g/cm), Stretch X (cm/g), Stretch Y (cm/g), Thickness, Mass, Grams per square cm, Transparency, Diffuse-Intensity, Specular-Hardness, Specular-Intensity, Seam Reinforce, Bend Bias, and Stretch Bias. Below the fields is an 'EDIT FIELDS' button and a metadata line: 'Created By: Charlene Quinones | Created Date: 1/28/2021 7:27 PM | Modified By: Charlene Quinones | Modified Date: 1/13/2022 11:32 PM'.
- Main Panel (Bottom):** Titled 'WOV00016', it displays material details in a table format and includes a t-shirt image with a Gerber logo. The table data is as follows:

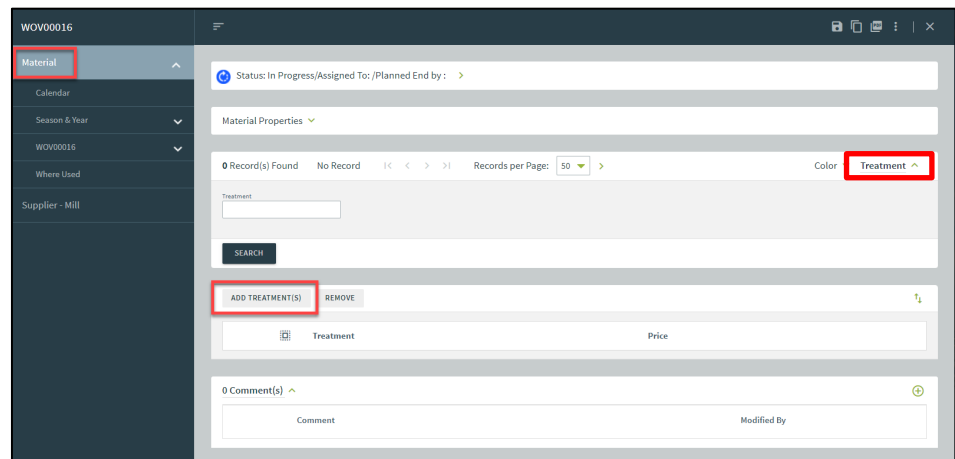
Material Type	Material No	Material Name
Knits	WOV00016	
Knit Type	Content	Gauge
Ponte Knit		
Weight	Yarn/Size Count	Cutable Width
UDM	Shrinkage	Vendor Price
		0.0000
Negot'd Price	Production Min.	Production Lead-Time

3. Press **save** to keep the changes.

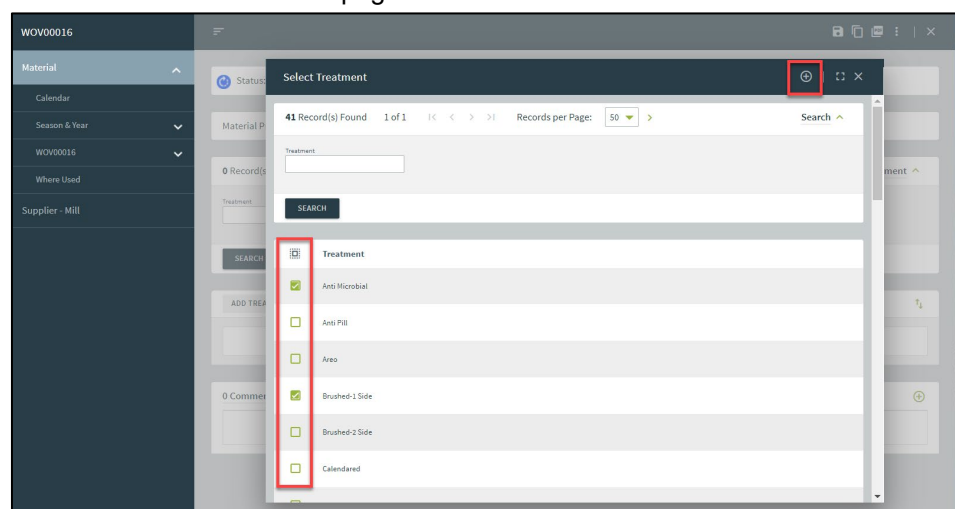
2.4.10 Adding Material Dimensions

Often material items are available with variations other than colors, such as fabric treatment or button size. These variations of an individual material item are known as dimensions. Additional dimensions (size and treatments) can be added or modified in the Control Panel. Note: The size treatment button will dynamically change based on the material type.

1. Click the **Material** link within the left navigation bar to display the Material main page.
2. Ensure the Size/Treatment view is selected, then press **Add Treatment(s)** to open the *Select Treatment* window.



3. Select the **desired treatment options** for the material. Click the **add** button to save the selected item. The material treatment window automatically closes and returns to the *Material* main page.



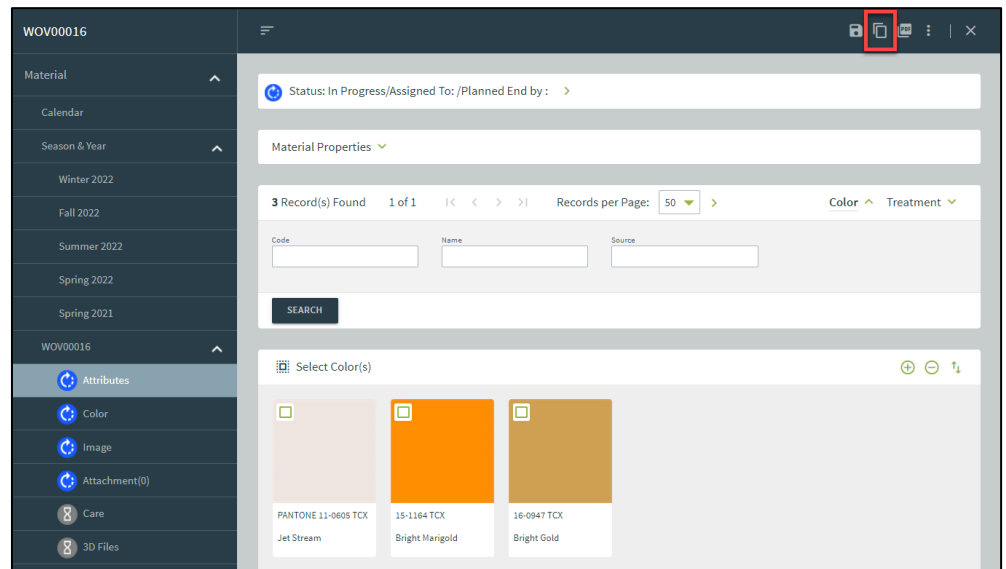
4. The newly added dimensions appear on the *Material Item* main page. The dimensional information can be changed by sorting, editing the price, or deleting a treatment.



- **Edit** the material *price* within its corresponding field.
 - **Sort** a size or treatment's order by clicking and dragging the sort grid or selecting the sort arrows.
 - **Remove** a size or treatment by placing a checkmark to the left of the unwanted information and then clicking the *remove* button.
5. Click **save** on the Material main page to save your changes.

2.4.11 Copy Material

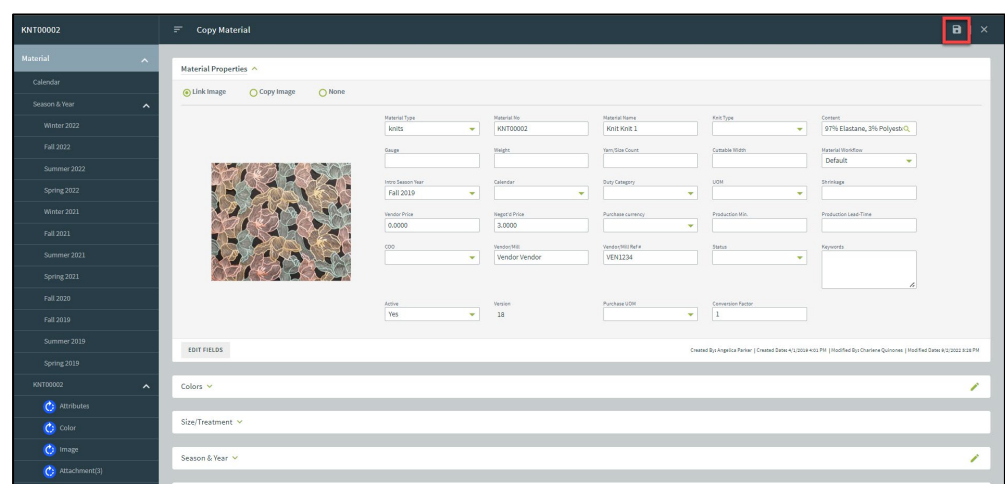
1. Click the **Copy Material** button to open its page.



2. Make necessary edits within the *Material Properties*, *Color*, *Size/Treatment*, *Season & Year*, etc. Check some or all the available options from the *Material Properties*, *Color*, *Size/Treatment*, *Season & Year*, etc.

Note: The Color area does not allow edits to the available colors.

3. Press **save** to duplicate the material. A copy of the selected material is placed within the *Material* folder and opens the newly created duplicated material.
 - a. **Linked image:** Link image from one material to another. The image will dynamically change across linked images within a material.
 - b. **Copy image:** Copy to modify an existing image without affecting the original image.
 - c. **None:** No image is carried over during the copy process.

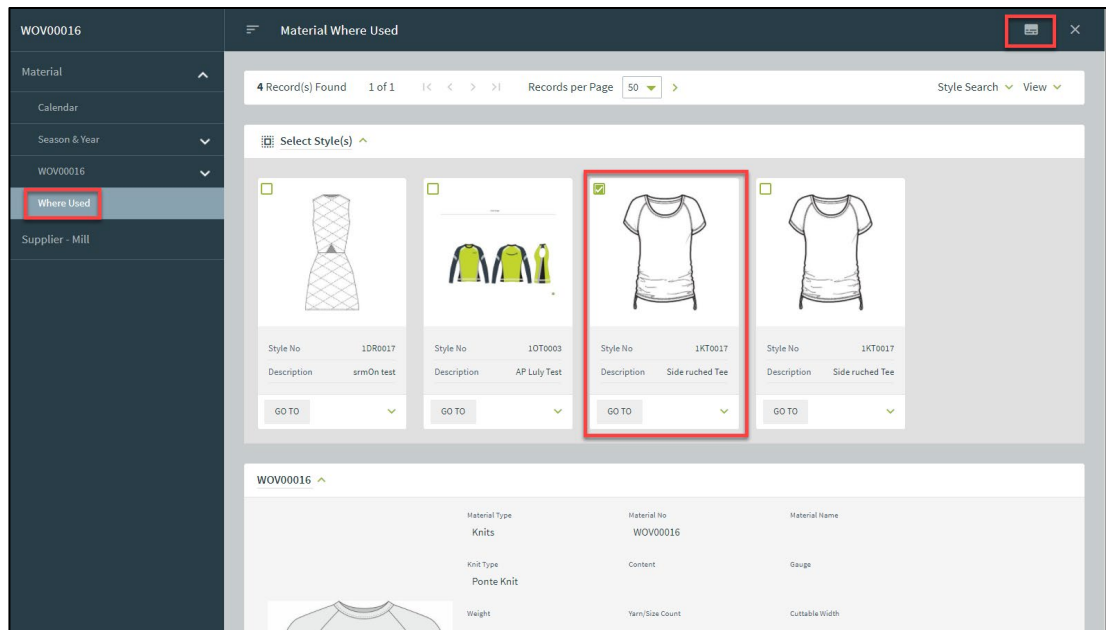


3. MATERIAL WHERE USED

Once items in the Material Folder are used to develop a Style, changes made to that item may influence the associated styles. The *Where Used* link displays every Style currently used by the material item. Updating a material item will not automatically update Styles until a batch update is performed. Styles will be updated with the latest material version.

Note: When the “StyleMaterialsReadFromLib” setting is enabled, it will auto update the BOM material record once the material header is saved within the Material Folder. The batch update function is no longer needed to update this information.

1. Select the **Where Used** link in the left navigation bar to view the Material Where Used section.
2. Users can mass-update styles associated with a material that has been changed. **Select** a desired *Style* from the style tab.
3. Press the **batch update** button.

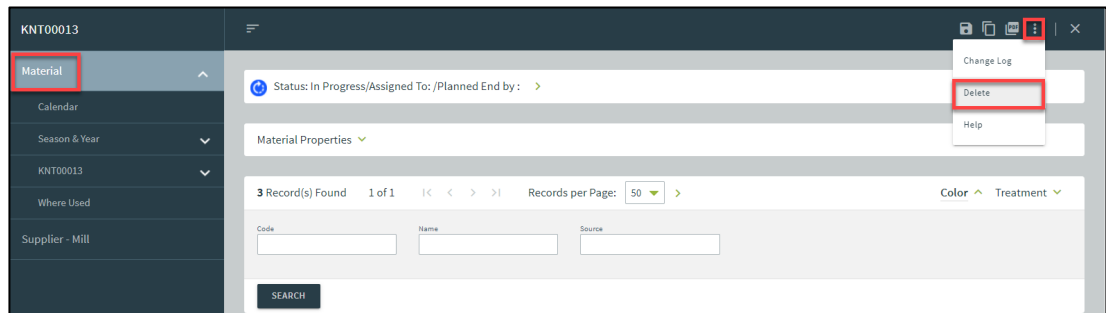


4. A pop-up window opens, requiring you to confirm your requested batch update. Click **Yes** to confirm an update to the selected style, or click **No** to cancel the process.
5. This will automatically update the Material on the BOM within the selected styles.

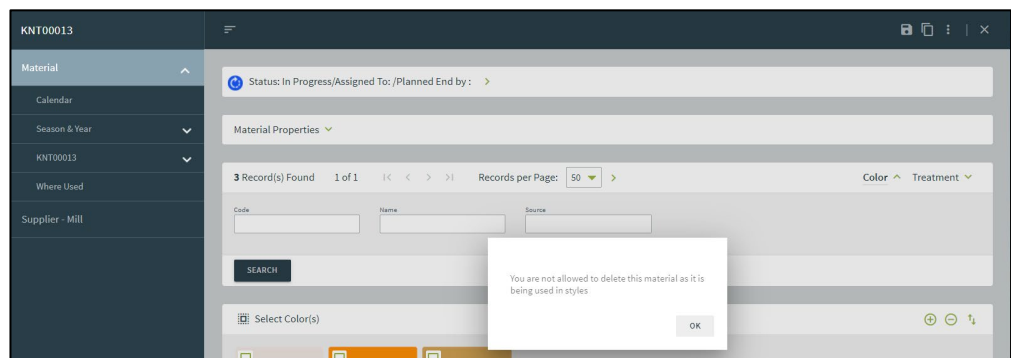
4. DELETING A MATERIAL

Material items can be deleted if they are not associated with a Style, Material or Sample Request.

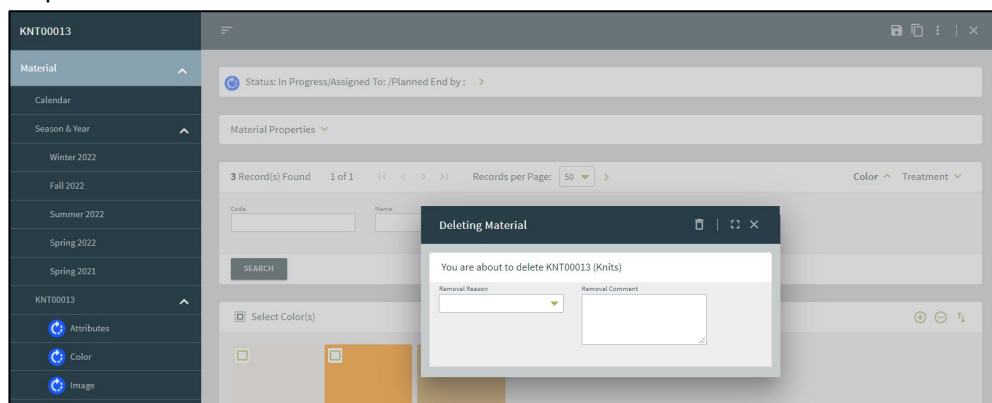
1. Select the three-dot icon within the Material main page to view additional options.
2. Press **Delete**.



- a. If the material is being used for a Style, a notification window indicates that it cannot be deleted.



3. A pop-up window opens to confirm the material deletion. Select a **removal reason** from the drop-down and enter a **removal comment**.

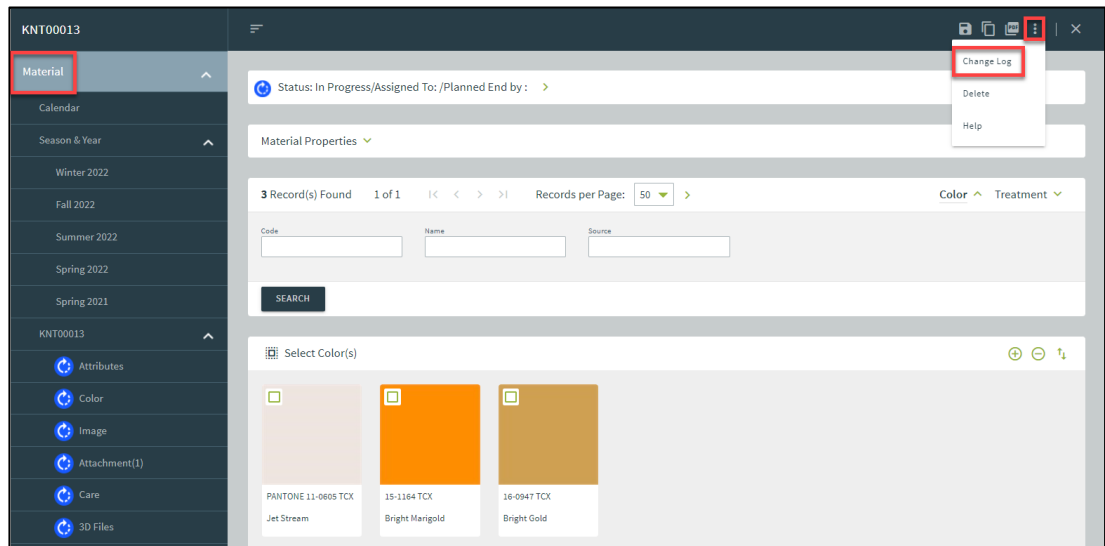


4. Press the **trash** icon to delete the material.

5. CHANGE LOG

Changes to the material may be traced using the *change log* features throughout the *Material* folder.

1. Select the three-dot icon within the Material main page to view additional options.
2. Click **Change Log** to open its history page.



3. Changes to a particular material appear in the center of the new window with details such as *Field Name, Before, After, Date*, etc. **Locate** a particular change using one of the various options, search by field, sort by column, or date.

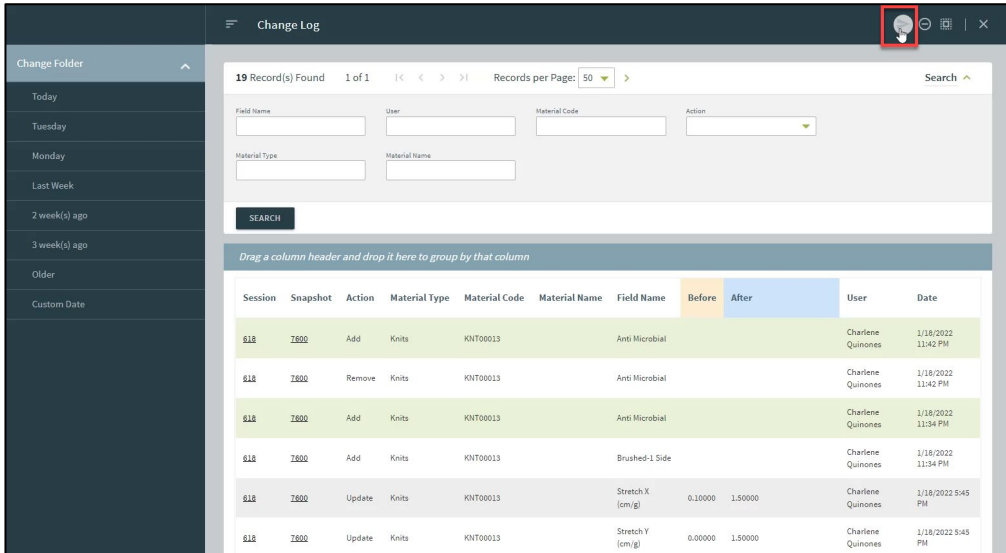
Sort by date
Click to sort the change log history by **date range**.

Sort by column
Click on a **column name** to sort the change log history in ascending or descending order.

Search by...
Enter data into a **search field** to search for a particular change log.

Snapshot	Action	Material Type	Material Code	Material Name	Field Name	Before	After	User	Date
00	Add	Knits	KNT00013					Charlene Quinones	
00	Remove	Knits	KNT00013					Charlene Quinones	
00	Add	Knits	KNT00013					Charlene Quinones	
00	Add	Knits	KNT00013					Charlene Quinones	
00	Update	Knits	KNT00013					Charlene Quinones	

4. **Highlight one or more-line items** by clicking within any field, except *session* or *snapshot*. A selected line item is highlighted in green. The *Session* or *Snapshot* item fields contain a link to view a list of related changes.
5. The user can share the selected change log items via email. Click the **Send To** button to compose an email in a separate window.
 - a. Quickly uncheck the selected items by clicking on **Clear Selection**.
 - b. Quickly select all items at once by clicking the **Select All** button



Change Log

19 Record(s) Found 1 of 1 Records per Page: 50

Field Name: User: Material Code: Action:

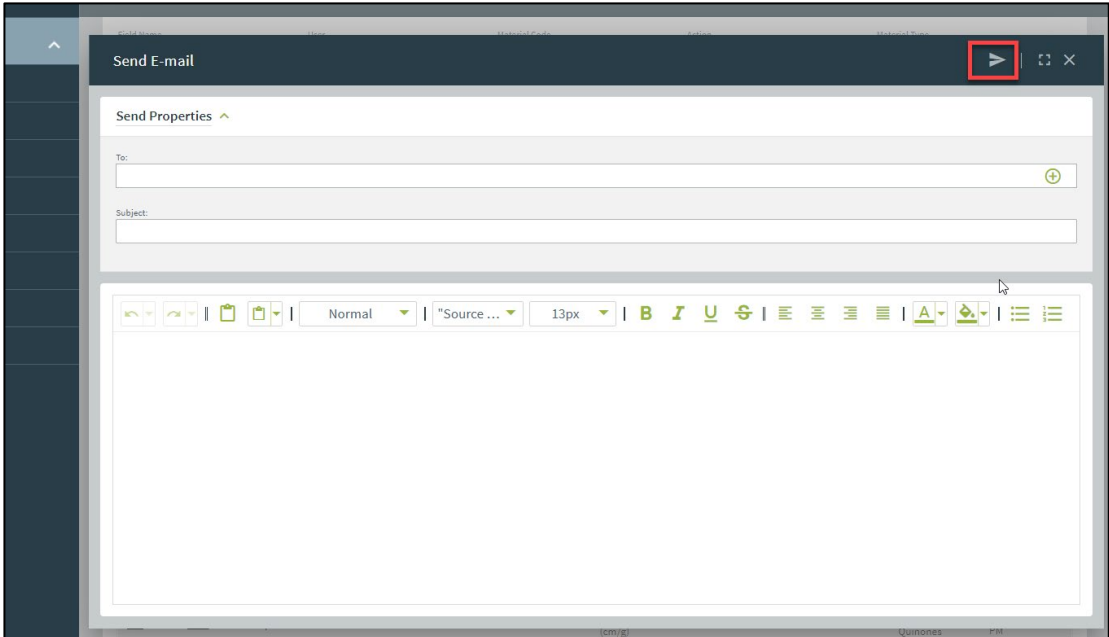
Material Type: Material Name:

SEARCH

Drag a column header and drop it here to group by that column

Session	Snapshot	Action	Material Type	Material Code	Material Name	Field Name	Before	After	User	Date
818	7600	Add	Knits	KNT00013	Anti Microbial				Charlene Quinones	1/18/2022 11:42 PM
818	7600	Remove	Knits	KNT00013	Anti Microbial				Charlene Quinones	1/18/2022 11:42 PM
818	7600	Add	Knits	KNT00013	Anti Microbial				Charlene Quinones	1/18/2022 11:34 PM
818	7600	Add	Knits	KNT00013	Brushed-1 Side				Charlene Quinones	1/18/2022 11:34 PM
818	7600	Update	Knits	KNT00013	Stretch X (cm/g)		0.10000	1.50000	Charlene Quinones	1/18/2022 5:45 PM
818	7600	Update	Knits	KNT00013	Stretch Y (cm/g)		0.00000	1.50000	Charlene Quinones	1/18/2022 5:45 PM

6. After entering the desired email information, click on **Send** in the emailing window.



Send E-mail

Send Properties

To:

Subject:

Rich text editor toolbar: Normal, Source..., 13px, Bold, Italic, Underline, Link, Unlink, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Print, Close.

7. Click the **Close** button to return to the Material page.

6. SUPPLIER - MILL

The Supplier–Mill is a collaboration area between PLM users and Partner users, such as agents, vendors or factories, that can access the company's data from **srmon**. This is where material requests can be generated and tracked throughout the process. Material tracking is based on a combination of material season, color, and dimension attributes. Partner's can also access all material submits from the *Material Sample* folder listed in the main left-hand navigation.

6.1 Generate a New Request

1. Click the **Supplier – Mill** link within the left navigation bar to reveal a list of existing material requests on the Material Request Summary page.
2. Click the **new** button to generate a new request.

The screenshot shows the 'Material Request Summary' page. The left navigation bar has 'Supplier - Mill' highlighted. The main area contains a search form with the following fields: Agent, Vendor, Factory, Material No, Color Code, Color Name, Size/Treatment, and Season / Year. Below the search form is a table with the following columns: Agent, Vendor, Factory, Material No, Color Code, Color Name, Size/Treatment, and Season / Year. The table shows one record for material KNT00013.

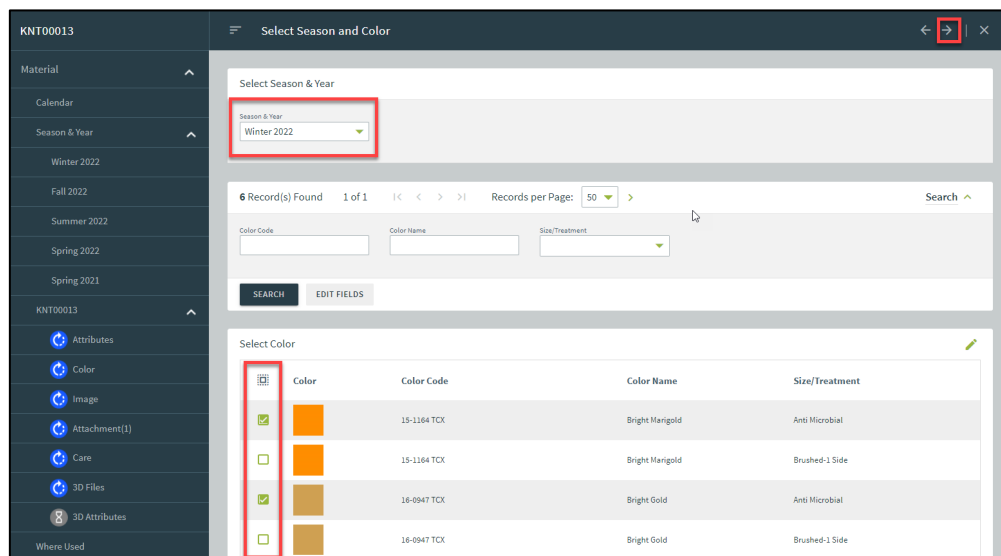
Agent	Vendor	Factory	Material No	Color Code	Color Name	Size/Treatment	Season / Year
			KNT00013				

3. **Select** a partner(s) from the list. The list includes every partner from the Partner Folder.
4. Then click the **next** button to open the *Select Season and Year* window.

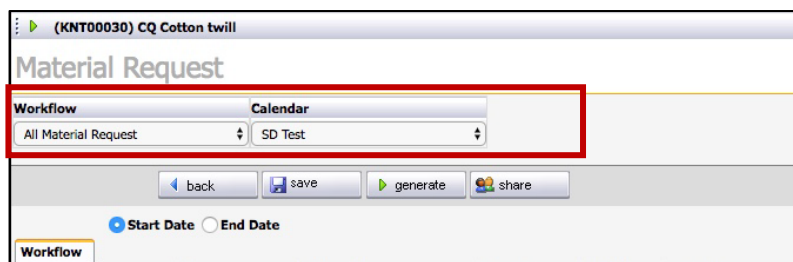
The screenshot shows the 'Select Trade Partner' page. The left navigation bar has 'Supplier - Mill' highlighted. The main area contains a search form with the following fields: Agent Code, Agent Name, Agent Country, Vendor Code, Vendor Name, Vendor Country, Vendor Compliance, Factory Code, Factory Name, Factory Country, and Factory Compliance. Below the search form is a table with the following columns: Agent Code, Agent Name, Agent Country, Vendor Code, Vendor Name, Vendor Country, Vendor Compliance, Factory Code, Factory Name, Factory Country, Factory Compliance, and Product Type. The table shows two records for material KNT00013.

Agent Code	Agent Name	Agent Country	Vendor Code	Vendor Name	Vendor Country	Vendor Compliance	Factory Code	Factory Name	Factory Country	Factory Compliance	Product Type
001	Yunique Agent						003	Yunique Factory		PASS	
001	Yunique Agent		002	Yunique Vendor							

- Colors associated with the material item are listed according to the selected season and year. Select a desired **season and year** from its drop-down list.
- Use the search fields to locate a specific *color code*, *color name*, or *size/treatment*. Select the desired **color(s)** listed within the Select Color area.
- Click the **Next** button to proceed. If you need to select more trade partners, select the back button.



- Generating a *Material Request* requires a workflow. Each workflow has specific approved steps associated with that selection. For example, the woven fabric may have a different approval process than the trims. Select a **workflow** from its respective drop-down to reveal a list of approval steps.

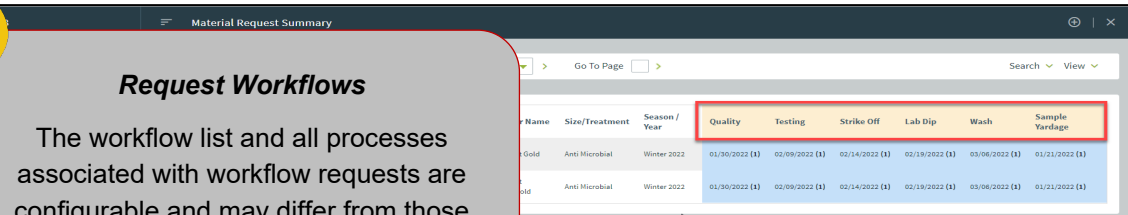


- Select a **calendar** from its drop-down list.
- Select the start date or the **end date** radio buttons to track the request.
- Click **save** if any info has been edited. Click **back** to return to the previous page, if needed.
- Click **generate** to create the material requests or **share** with Partner user or srmOn. Selecting *generate* will create the material request while selecting *share* generates and shares the material request with the trade partner.

- Once generated, the entire list of outstanding requests is shown. Each row represents a request to an individual agent/vendor/supplier by color and dimension of the material item. Each currently tracked workflow is *highlighted in yellow* across the column header. **Select** a column to sort by alphabetical order.

Request Workflows

The workflow list and all processes associated with workflow requests are configurable and may differ from those shown in this document.

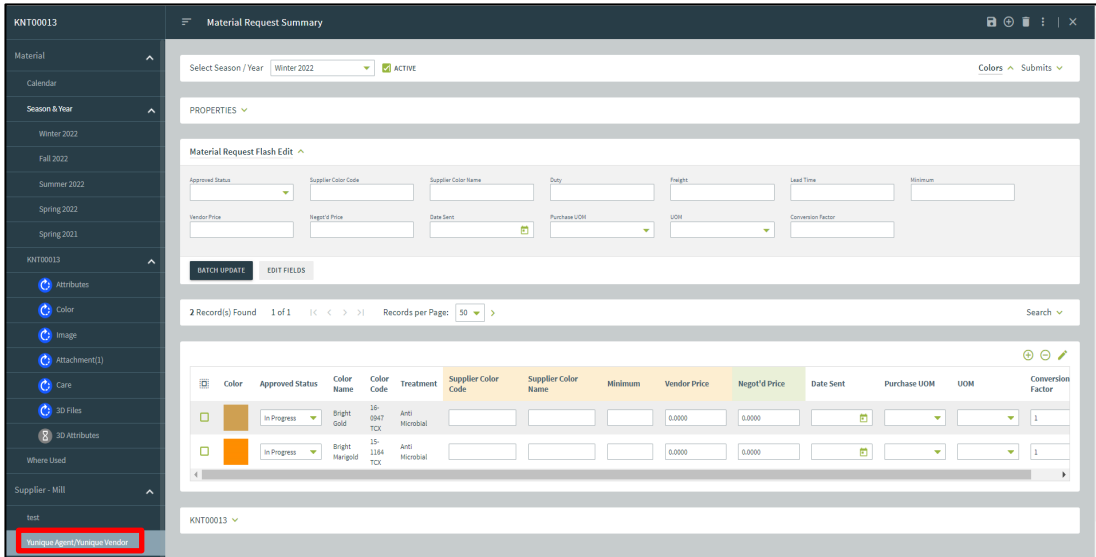


6.2 Review the Supplier-Mill's Material Request List

Each Supplier-Mill, whether an Agent, Yunique Agent or Yunique Factory, contains a list of Material Requests to fulfill. The list may differ per supplier mill. Clients may update a supplier's material request by adding colors, seasons, or bulk using the Flash Edit area.

- Select a **Supplier-Mill** (a Partner user: agent, vendor or factory) to open its respective Material Request Summary page.

Note: The yellow highlighted columns can be filled out by Partners in srmOn and the Partner Permissions area.

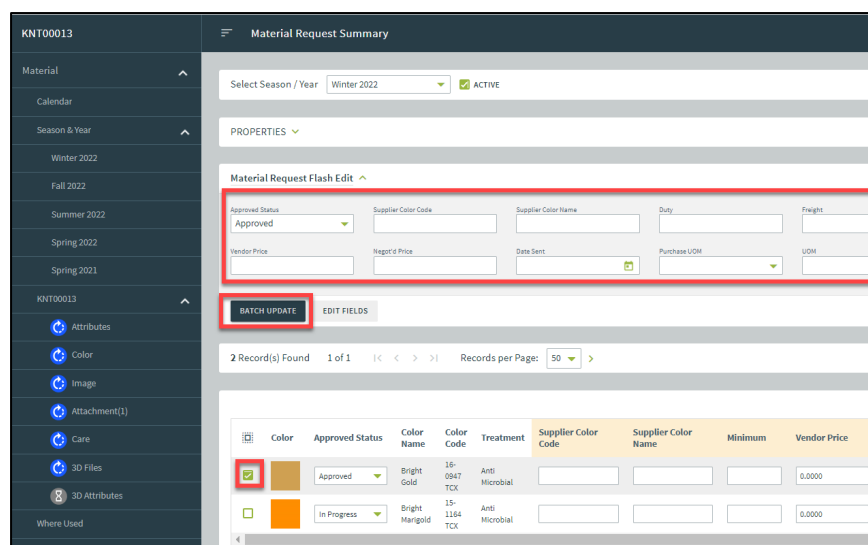


The screenshot shows the 'Material Request Summary' page for supplier KNT00013. It includes a sidebar with navigation options like 'Material', 'Calendar', 'Season & Year', and 'Supplier - Mill'. The main area features a 'Material Request Flash Edit' form with fields for 'Approved Status', 'Supplier Color Code', 'Supplier Color Name', 'Qty', 'Height', 'Lead Time', and 'Minimum'. Below the form is a table with 2 records found. The table columns include Color, Approved Status, Color Name, Color Code, Treatment, Supplier Color Code, Supplier Color Name, Minimum, Vendor Price, Negot'd Price, Date Sent, Purchase UOM, UOM, and Conversion Factor. Two records are shown, both with 'In-Progress' status and 'Bright Gold' and 'Bright Marigold' colors.

6.2.1 Batch update

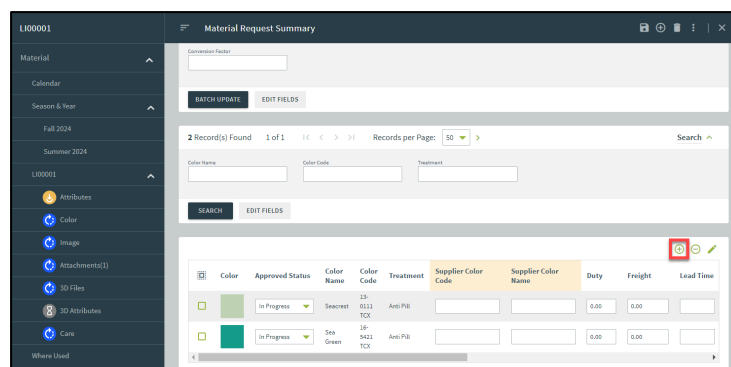
Users can edit data directly against individual material requests or utilize the Batch Update feature.

1. Use the **Material Request Flash Edit area** to update material requests on the next step. **Update** the various fields such as approved status, lead time, date sent, and more within the Flash edit area.
2. Select **one or more material requests** to update.
3. Press the **Batch update** button.

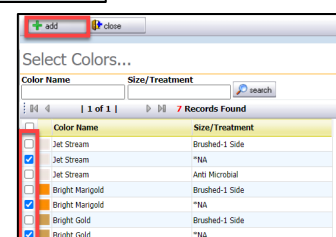


6.2.2 Add Color

1. Select the **add colors** button.

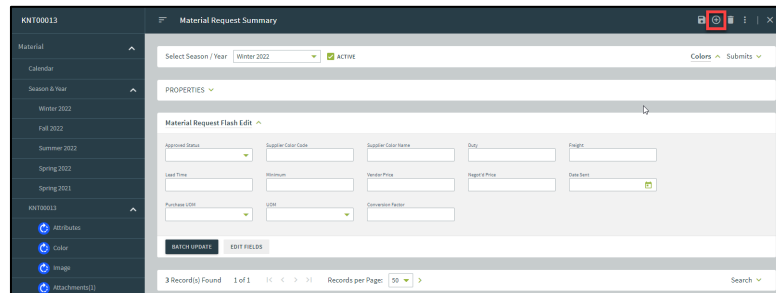


2. **Check one or more colors** to add to the material request.
3. Press the **add** button. The user returns to the material request page.

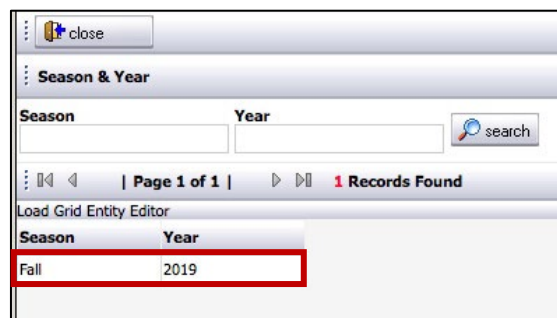


6.2.3 Add Season

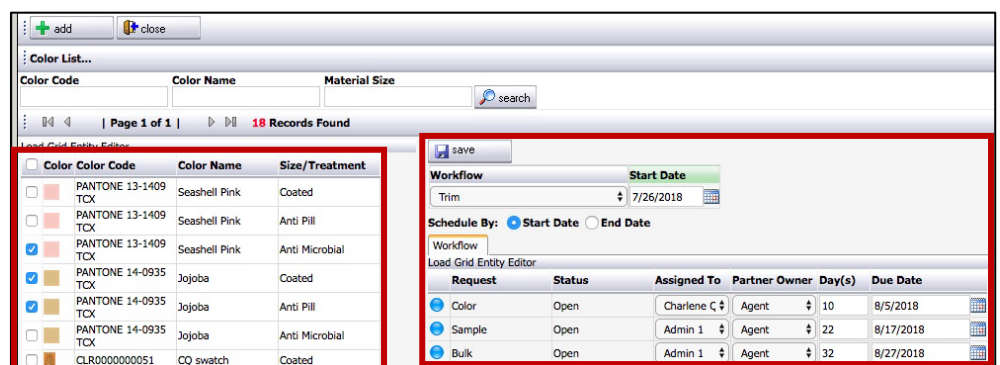
1. Press **add season**.



2. Select a **season and year** from the list. Once selected, the page closes and opens a secondary page.



3. Choose **one or more colors** to associate with the selected season and year.
4. Select a **workflow** from its respective drop-down to reveal a list of available workflows from the selected category.
5. Select a **Schedule By** option: **Start Date** or **End Date**.
6. Make any necessary modifications to an existing request's **assigned to**, **partner owner**, **day(s)**, and **due date** columns.
7. Press **save** then **add**.



6.3 Review a Material Request Workflow Page

Each workflow is separated by the material's color, size and treatment.

1. Select the **Supplier-Mill** link within the left navigation bar. The Material Request Summary main page opens.
2. Users can view a material request workflow page by either clicking on the **magnifying glass** icon or a specific workflow **within the blue area**. A new window appears containing detailed information associated with the specified material request.

The screenshot shows the 'Material Request Summary' page for material KNT00013. The left sidebar is expanded to 'Supplier - Mill'. The main table lists several material requests. The first row is highlighted in blue and has a magnifying glass icon in the 'Agent' column, indicating it is selected for viewing.

Agent	Vendor	Factory	Material No	Color Code	Color Name	Size/Treatment	Season / Year	Quality	Testing	Strike Off	Lab Dip	Wash	Sample Yardage
Yunique Agent	Yunique Vendor	KNT00013	PRANTONE 11-0605 TCX	Jet Steam	"TIA	Winter 2022	02/09/2022 (E)	02/09/2022 (E)	02/24/2022 (E)	02/18/2022 (E)	03/06/2022 (E)	04/21/2022 (E)	
test		KNT00013	15-1164 TCX	Bright Marigold	Braushed's Side	Winter 2022	07/04/2022 (E)	07/14/2022 (E)	07/18/2022 (E)	07/24/2022 (E)	08/08/2022 (E)	08/25/2022 (E)	
test		KNT00013	15-1164 TCX	Bright Marigold	Anti Microbial	Winter 2022	07/04/2022 (E)	07/14/2022 (E)	07/18/2022 (E)	07/24/2022 (E)	08/08/2022 (E)	08/25/2022 (E)	
test		KNT00013	18-0947 TCX	Bright Gold	Anti Microbial	Winter 2022	07/04/2022 (E)	07/14/2022 (E)	07/18/2022 (E)	07/24/2022 (E)	08/08/2022 (E)	08/25/2022 (E)	
Yunique Agent	Yunique Vendor	KNT00013	18-0947 TCX	Bright Gold	Anti Microbial	Winter 2022	01/30/2022 (E)	02/09/2022 (E)	02/14/2022 (E)	02/18/2022 (E)	03/04/2022 (E)	03/21/2022 (E)	
Yunique Agent	Yunique Vendor	KNT00013	15-1164 TCX	Bright Marigold	Anti Microbial	Winter 2022	01/30/2022 (E)	02/09/2022 (E)	02/14/2022 (E)	02/18/2022 (E)	03/04/2022 (E)	03/21/2022 (E)	

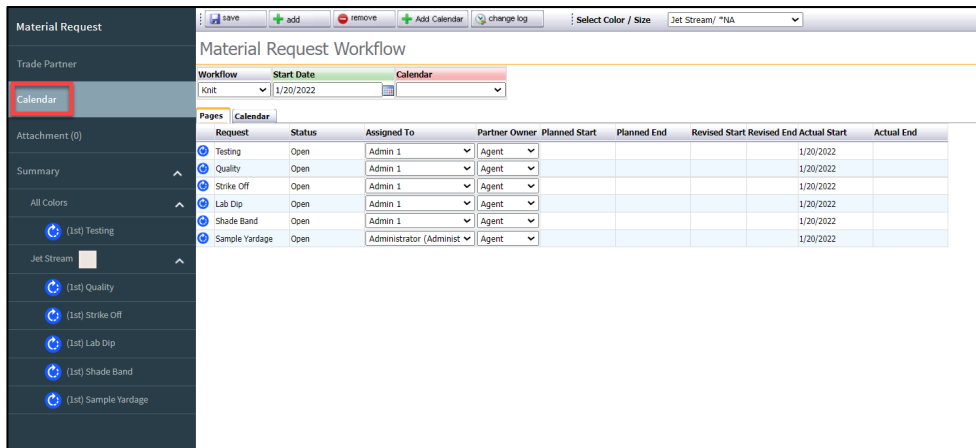
3. Click on the **trade partner's** name within the top left navigation bar to open the partner's profile. Additional sharing can be managed on the profile page, such as lower levels from related partners.

The screenshot shows the 'Trade Partner' profile page. The left sidebar is expanded to 'Trade Partner'. The main content area displays details for the trade partner 'Yunique Agent' and 'Yunique Vendor'. Below this, there is a section for material KNT00013 with a table of material details and a small image of a t-shirt.

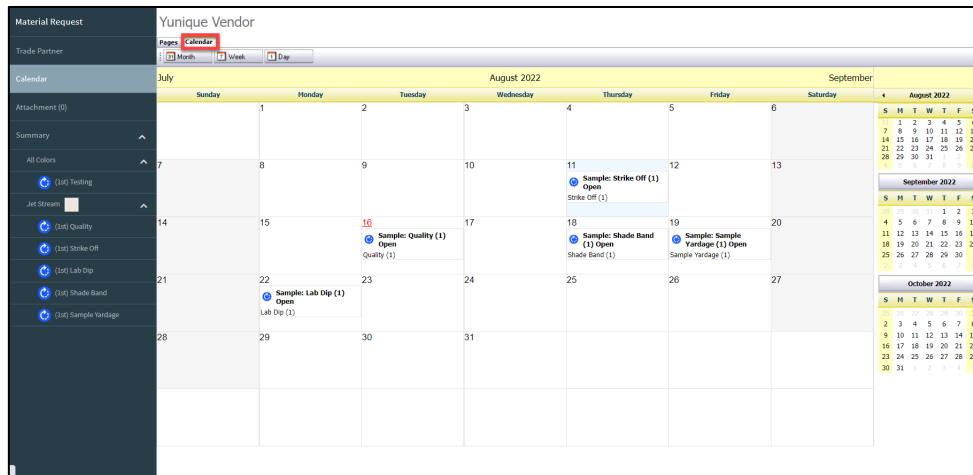
Partner Code	Partner Name	Country	City	State	Phone No.
001	Yunique Agent				
002	Yunique Vendor				

Material Type	Material No	Material Name	Knit Type	Contact
knits	KNT00013		Ponte Knit	
Gauge	Weight	Nm/Size Count	Custome Item	LOM
Shrinkage	Vendor Price	Reg'd'd Price	Production Hrs.	Production Lead Time
	0.0000	0.0000		
COO	Vendor/MS	Vendor/MS Ref #	Status	Keywords
			In Progress	
Active	Version			
Yes	9			

- The Trade Partner's profile page opens. Click the **Calendar** link within the left navigation bar to review the material request's due dates.
- The Material Request Workflow page opens and displays the *Pages* tab for review or editing of workflow items associated with this material request. Select a *workflow* from its drop-down, modify its *start date* or remove the *calendar*. Also, change an *assigned user* or a *partner owner*. Users can also directly navigate to a different color associated with the material request by selecting another color from the *Color/Size* drop-down menu. Make changes if needed on this page and click **save** once finished.



- Select the **Calendar** tab to open and display each request within the *month*, *week*, or *day* view(s).



- Click on the **Summary** link within the left navigation bar.
- Click the **Submits** tab to review material request workflow details. Individual workflow steps are listed in separate columns with their status fields.
- Click a **link** within one of the *yellow highlighted column's due dates or workflow pages* to access its specific workflow page. These workflow pages are also listed within the left navigation bar. *For example, click on the Lab Dip workflow page.*

Color	Color Name	Color Code	Size/Treatment	Quality	Testing	Strike Off	Lab Dip	Wash	Sample Yardage
Bright Gold		18-0847 TCC	Anti Microbial	01/30/2022 (1)	02/09/2022 (1)	02/14/2022 (1)	02/18/2022 (1)	03/06/2022 (1)	01/21/2022 (1)
Jet Stream		PANTONE 11-0605 TCC	*NA	08/18/2022 (1)	02/09/2022 (1)	06/11/2022 (1)	08/22/2022 (1)	06/18/2022 (1)	08/19/2022 (1)
Bright Marigold		15-1164 TCC	Anti Microbial	01/30/2022 (1)	02/09/2022 (1)	02/14/2022 (1)	02/18/2022 (1)	03/06/2022 (1)	01/21/2022 (1)

- The selected material request submit page opens. Edit additional information on this page and click on **save** once finished.
- You can also manage to share the material request with the trade partner by selecting a partner's checkbox within the *Trade Partner* section. A Material Request is shared with the selected trade partner. Expand the Trade Partner section to change the sharing option and **uncheck** the Share Material Request with Agent option.
- Click **save** to keep any changes.

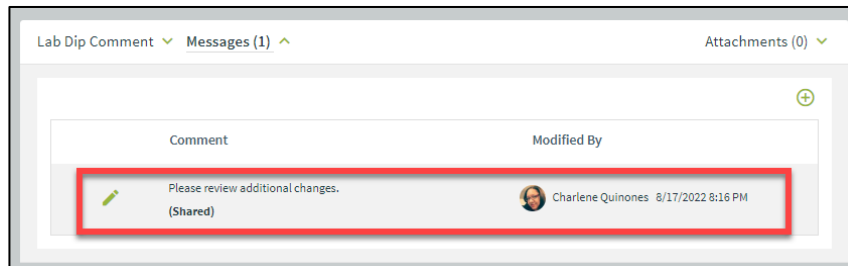
Material Request #
Every Sample and Material Request now includes a system generated sample reference number located within the header.

13. In certain material request workflow pages, such as Lab Dip, users can edit material request related details such as *Submit Status*, *Due Date*, etc. Users can also automatically enter comments, messages, or attachments to share with srmON users. Click the **Lab Dip Comments** tab and enter comments into the textbox.

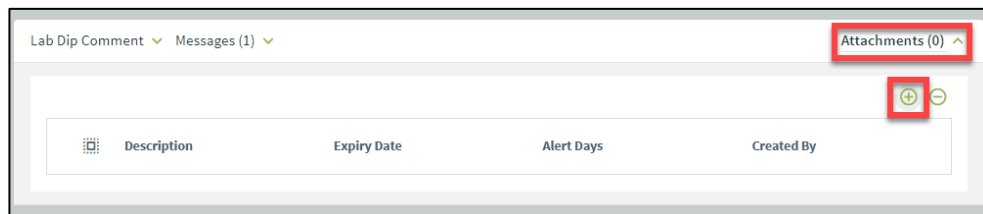
14. Select the **Message(s)** tab and click **add**.

15. Type a message into the textbox, then check the **Shared** box to share the message with the srmON users automatically. Click **save** to finish.

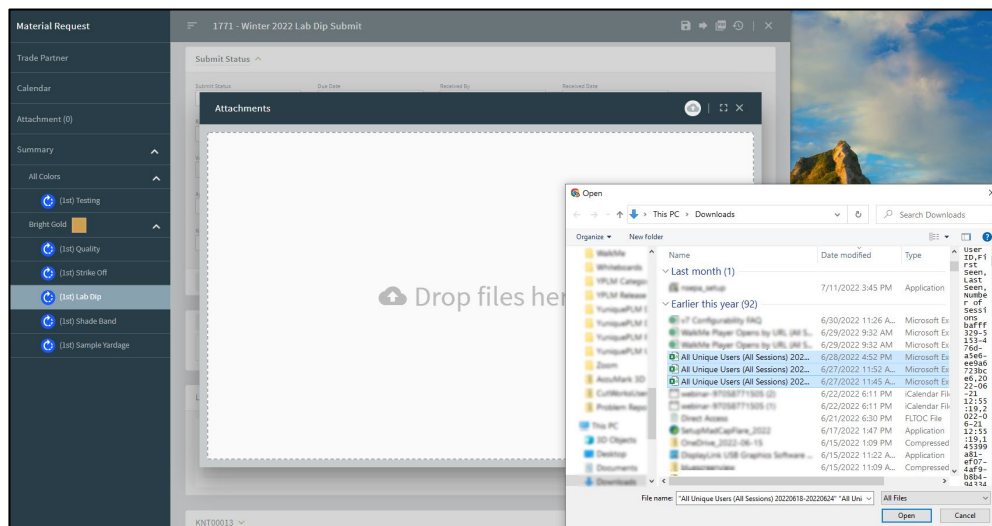
16. The newly added message appears under the Messages tab and is automatically shared with the srmON user. Note: The numeric value inside the parenthesis indicates how many messages are in the folder.



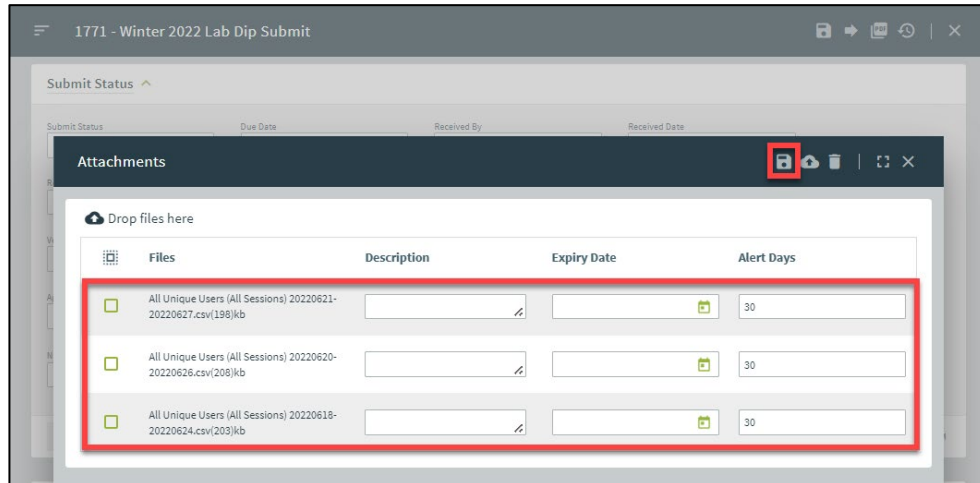
17. You can also add attachments by selecting the **Attachments** tab and pressing the **Add Attachments** button.



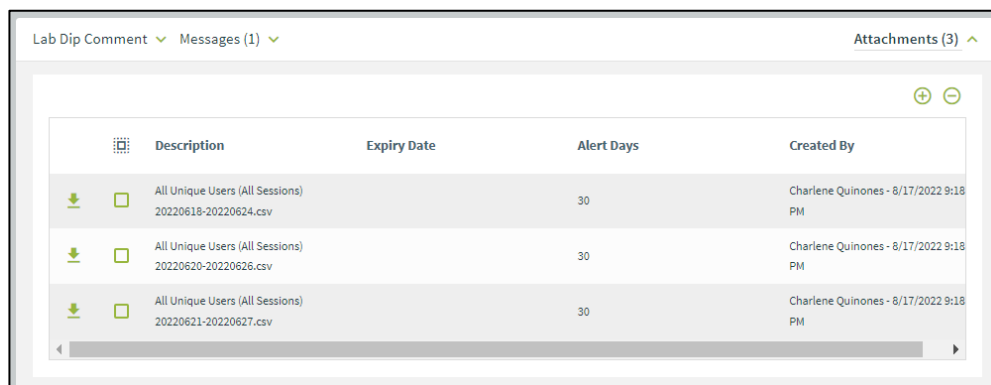
18. The attachments pop-up window opens. The user can **drag and drop a file** or locate the desired file(s) within the local computer by selecting the **Add files cloud icon**. Multiple files can be selected by holding down the **Ctrl** button and clicking each file.



19. After uploading the file, add a **description**, an **expiry date**, and **alert days** then click **save** to keep the selected files.



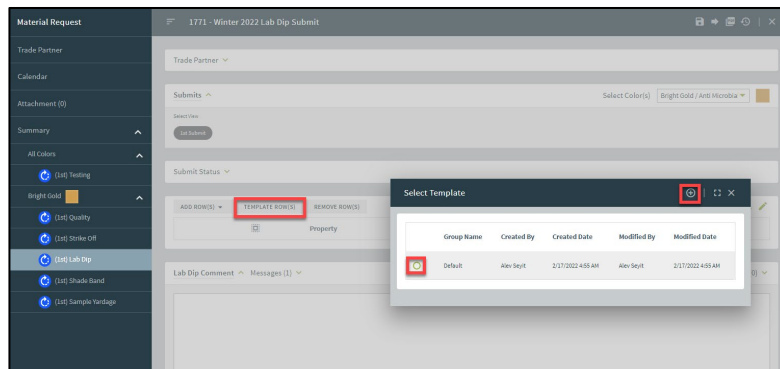
20. The newly added attachments appear under the *Attachments* tab and will be automatically shared with the **srnON** user. The numeric value inside the parenthesis indicates how many attachments are in the folder. If a file needs to be removed, place a checkmark next to the file name, and click *remove*.



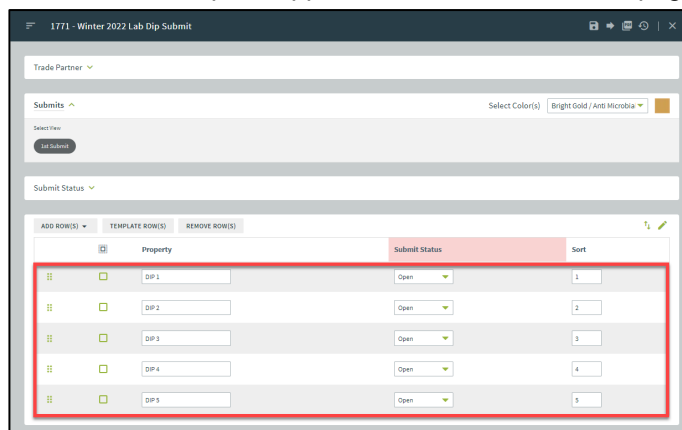
6.4 Selecting a Workflow Template

Users can select a template within each workflow submit. Additional templates are created in the Control Panel.

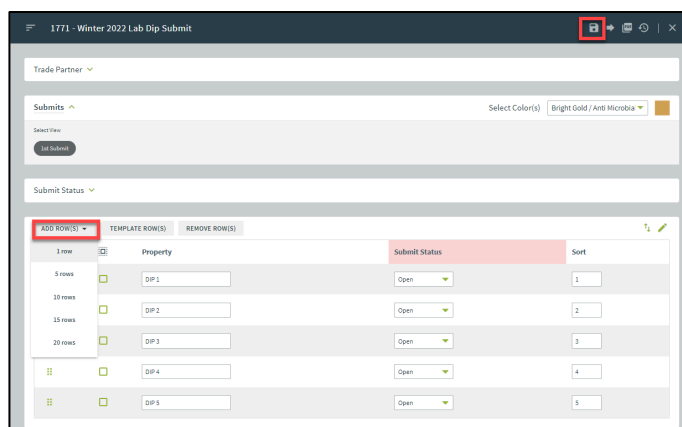
1. Click the **template row(s)** button and select a **template** from the pop-up window.
2. Once finished, press the **select template** button.



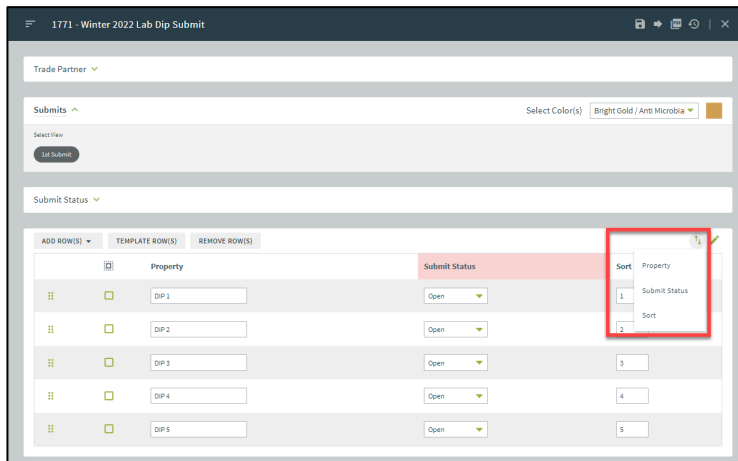
3. The selected template appears on the main workflow page.



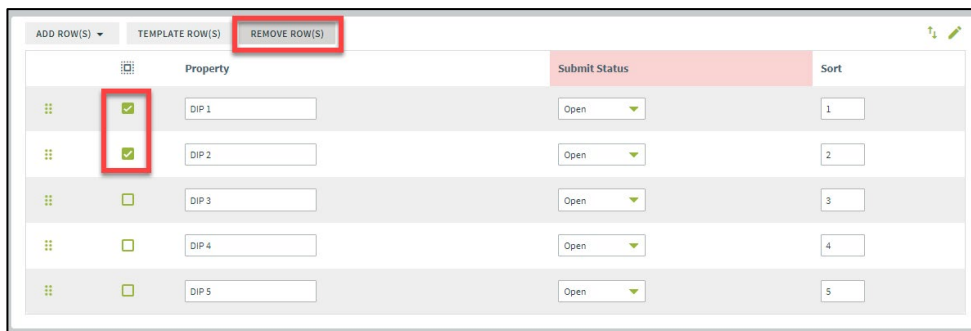
4. Users can add additional rows to the template by selecting the **add row(s)** button and selecting a row amount to add. Edit the individual template line items and click **save** once finished.



5. Existing template line items can be sorted by selecting the preferred sort order (property, submit status, or sort) from the Sort By drop-down.



6. Template line items can also be removed by checking the rows box and selecting the **Remove Row(s)** button.



6.5 Quick Access to a Material Folder

When in a material request workflow main page, users can quickly access the material development folder by clicking on the **Go To** button.

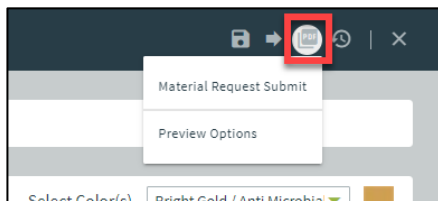
The screenshot displays the Gerber UniquePLM interface. The main window title is "1771 - Winter 2022 Lab Dip Submit". A red box highlights the "Go To" button in the top right corner of the main window. A red arrow points from this button to the "Material" folder in the left-hand navigation pane, which is also highlighted with a red box. The main window displays the "Material Properties" form for material KNT00013, including fields for Material Type, Material No, Material Name, Knit Type, and various technical specifications.

Material Type	Material No	Material Name	Knit Type	Content
knits	KNT00013		Pombe Knit	

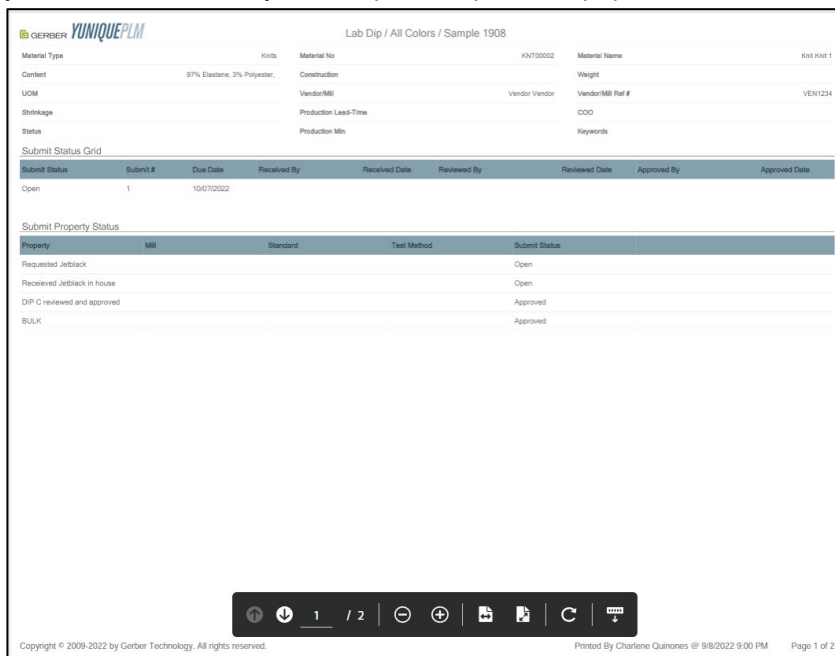
Material Properties	Material No	Material Name	Knit Type	Content
Material Type	Material No	Material Name	Knit Type	Content
Gauge	Weight	Yarn/Size Count	Cumulative Width	Material Workflow
Intro Season Year	Calendar	Duty Category	LOM	Shortage
Vendor Price	Suggest Price	Purchase currency	Production Min.	Production Lead-Time
COO	Vendor Mfg	Vendor Mfg Ref #	Status	Keywords
Active	Version	Purchase LOM	Conversion Factor	Training Demo
Ship Mode	CE Color Code			

6.6 Print a Material Workflow

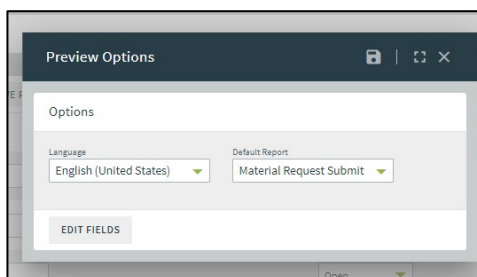
1. This material workflow step can be printed by clicking the **preview** button at the top of the window.



2. Select the **Material Request Submit** option to generate a PDF. The report opens, allowing you to save the file to your computer or print it to paper.



3. The preview options link opens a pop-up window with language and default report selections. Select your preferences and press **save**.



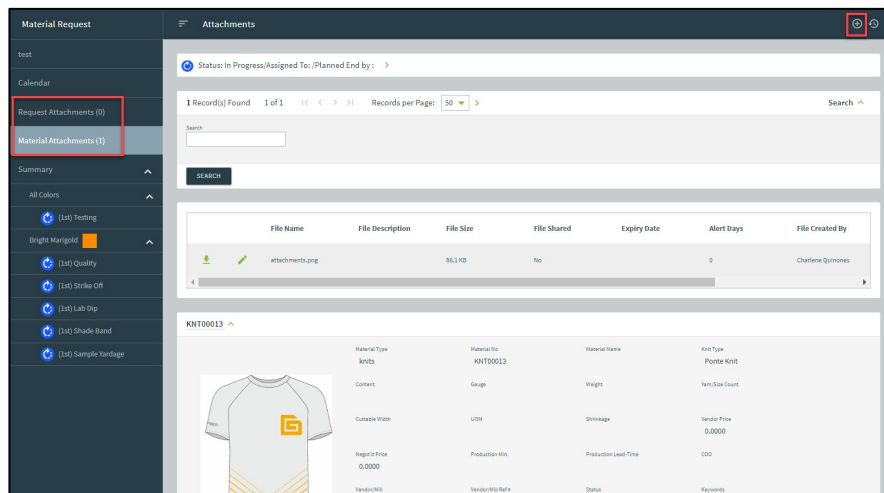
6.7 Material & Request Attachments

There are two attachment areas within the overall Material Request main page: *Request Attachments* and *Material Attachments*.

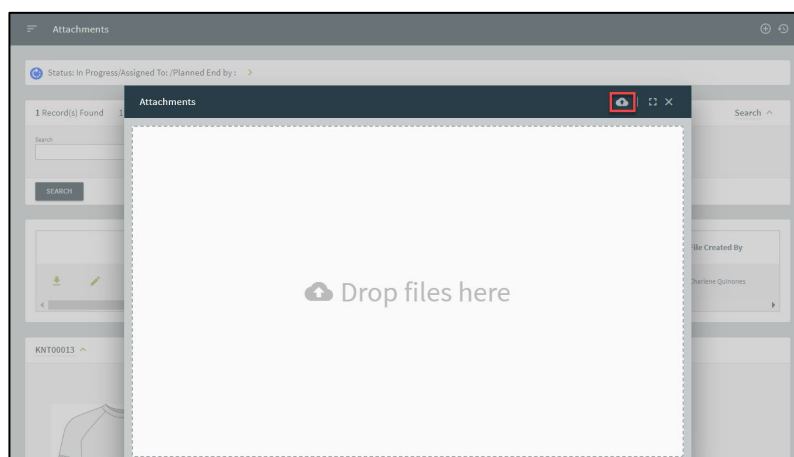
The Material Attachment workflow stores the global material attachment from the material that is shared with the partner user while also allowing partner users to download shared attachments and upload new attachments to the Material of the shared Material Request.

The Request Attachment workflow is specific to the material submit request and shared with the partner user.

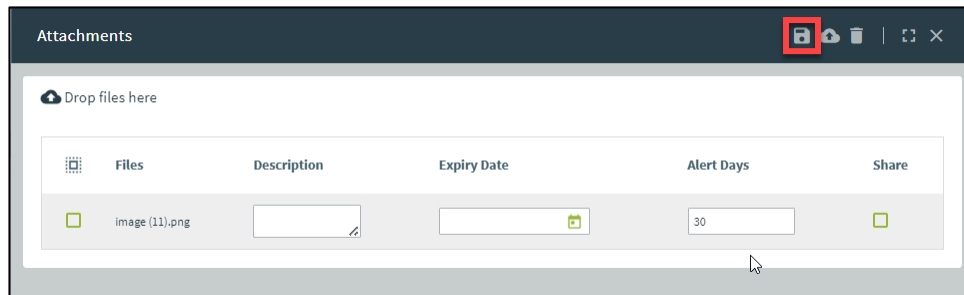
1. Click either the **Request Attachments** or **Material Attachments** link within the left navigation bar to open its respective area.
2. Click the **Upload Images** button.



3. Drag and drop desired files into the **Drop files here** area or click the **attach file** button within the attachments pop-up window.

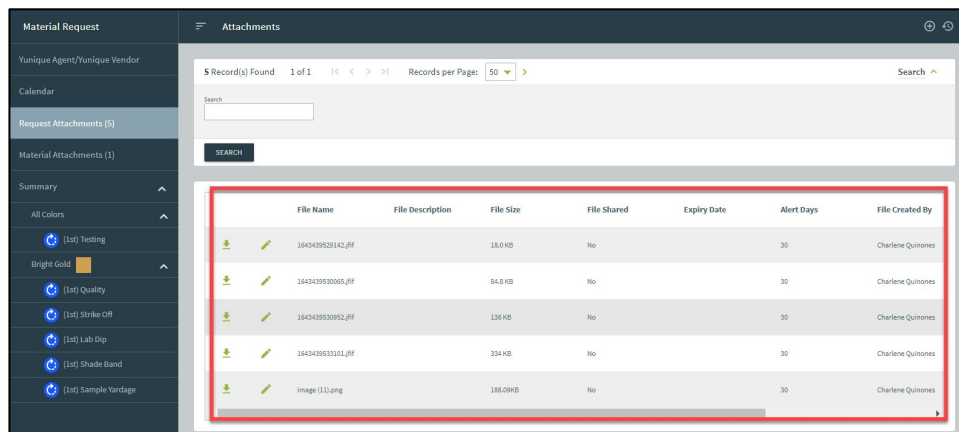


- The windows explorer opens allowing the user to **select** the appropriate file(s) from the user's computer by selecting one or more files. Press and hold the **Ctrl** button to select multiple files. Click **Open** to upload the files.
- The attached files are uploaded and listed where you can enter a *description*, enter an *expiry date*, add a number of *alert days*, *share* the file with an agent, and *remove* the file. Once modifications are made, click **save** at the window's top left corner.



- The newly uploaded files are now added to the attachments list and can be modified.

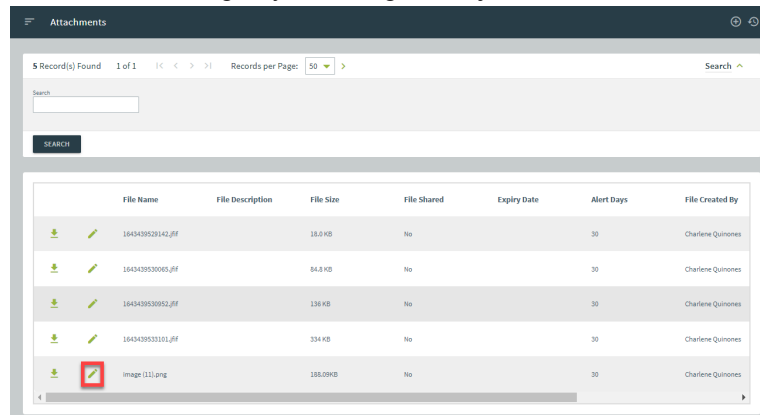
Note: These attachments are also accessible on the material workflow page.



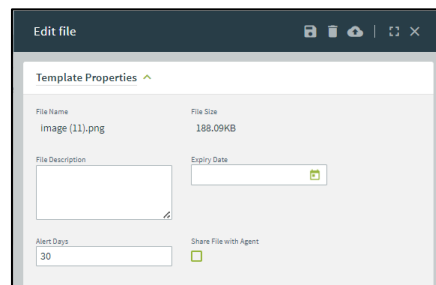
6.7.1 Edit an Attachment

Users can modify the attachment's description, edit sharing agent options, and upload a new file to replace the existing one.

1. Click the **pencil** icon to edit the file in a separate window. Note: Users can also download the image by selecting the adjacent download icon.



2. The edit window allows the user to make modifications such as adding a file description, sharing the file with an agent(supplier), uploading an updated file, downloading the file, or deleting the file.



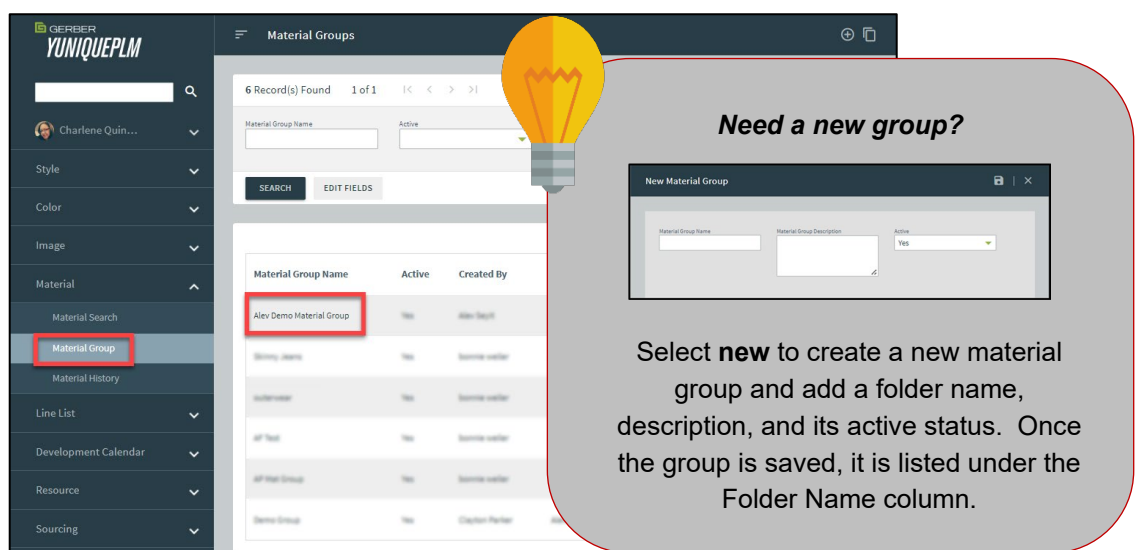
- **File Description:** Enter a description for the attached file within the textbox field.
- **Expiry Date:** Enter a due date. This date only appears via the BI report – Attachment Expiration Dates.
- **Alert Days:** Notify the user “X” number of days before the expiry date. This date only appears via the BI report – Attachment Expiration Dates.
- **Upload File:** Replace an existing file by clicking the **Browse** button and selecting the replacement file for upload.
- **Share File with Agent:** Checking the Share file with the agent option shares the attached file to the srmOn agent.
- **Delete:** Removes the attached file. Click the **remove** button, then click **OK** within the pop-up window to confirm the deletion.
- **Download:** Save the current file to a network drive.

3. **Save** the edited attached file, then **close** the window.

7. GROUPING MATERIALS

The *Material Group* folder allows users to establish groups and pre-pitches of material items to save time and reduce repetitive actions when building a BOM in a Style. These groups can include product types continuously repeated season after season or groups of labels. The materials used to develop these styles can be selected once so that they are readily available to be associated with the appropriate Style on the BOM.

1. Click the **Material Group** link to view a list of groups known as *Material Group Names*.

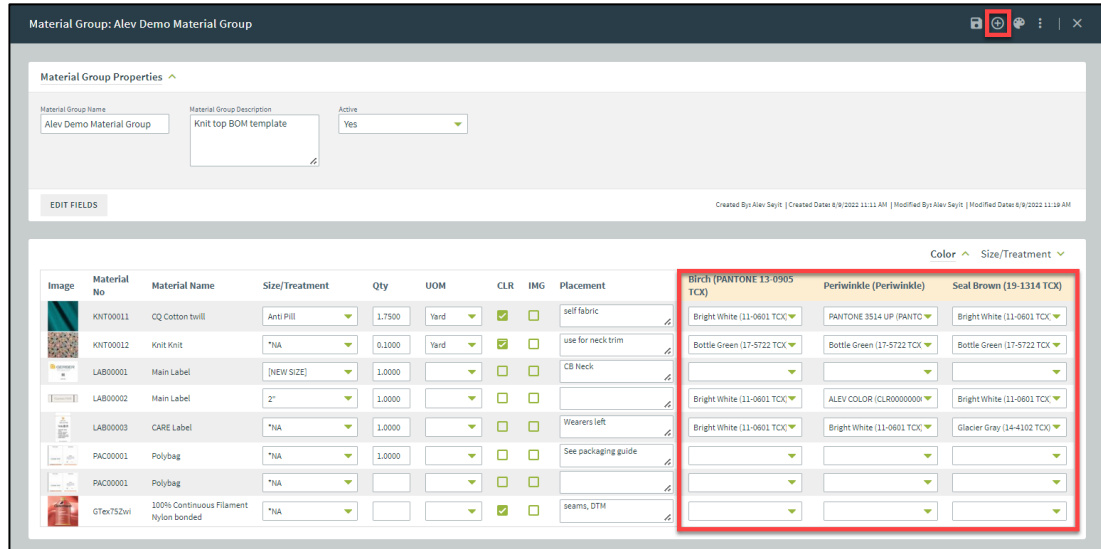


Need a new group?

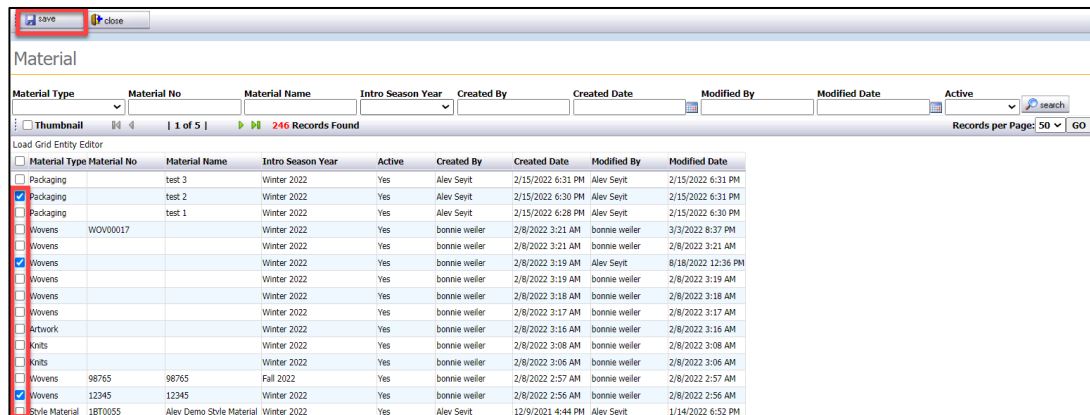
Select **new** to create a new material group and add a folder name, description, and its active status. Once the group is saved, it is listed under the Folder Name column.

2. Select a **Material Group Name** to open the group's material items in a separate window.
3. **Modify** each field, if necessary. Also, the *yellow color columns* allow users to pre-pitch different colors for each material included in a style. For example, a cotton twill shirt is pre-pitched to a double cream fabric, while the zipper is pre-pitched to a fiery red. Once the pre-pitches are designated, they are carried over into the *Bill of Material Colorway* area if the same colorway is used for that Style.

- Click **add material** to include material items to this particular folder.



- A Material window opens and displays a material item list. Locate a material by scrolling through the list or using the search fields. **Check** the boxes adjacent to any desired materials.
- Click **save** to add the selected item(s) to the material group.
- Click **close** when you have finished.



- Click the **go to...** button to open a pop-up window containing existing materials within the *Material Group*.

9. Select the desired material to view and modify its main page.

The screenshot displays the 'Material Group Properties' window for 'Alev Demo Material Group'. The 'Material Group Name' is 'Alev Demo Material Group' and the 'Material Group Description' is 'KNIT top BOM template'. The 'Active' status is 'Yes'. Below this is an 'EDIT FIELDS' button and a timestamp: 'Created By: Alev Seyir | Created Date: 6/9/2022 11:11 AM | Modified By: Alev Seyir | 1:18 AM'.

A 'Material Group Go To' dialog box is open, showing a list of materials with their IDs and names. The list includes:

Material No	Material Name
12345	12345
KNT00011	CQ Cotton twill
KNT00012	Knit Knit
LAB00001	Main Label
LAB00002	Main Label
LAB00003	CARE Label
test 2	test 2
PAC00001	Polybag
PAC00001	Polybag
GTex75Zwi	100% Continuous Filament Nylon bonded

10. The material item's main page opens and allows modifications such as adding colors, and dimensions, copying a material, preview, etc. To do so, review steps previously introduced in this user guide.

The screenshot displays the 'CQ Cotton twill' material configuration page. The left sidebar shows navigation options for 'Material', 'Season & Year', and 'Supplier - Mill'. The main content area is titled 'Material Properties' and contains various input fields for material specifications. Below the properties is a search bar and a 'Select Color(s)' section with color swatches. At the bottom, there is a '0 Comment(s)' section for user feedback.

Field	Value
Material Type	knits
Material No	KNT00011
Material Name	CQ Cotton twill
Knit Type	
Content	50% Polyester, 50% Cotton
Gauge	40
Weight	5.8 Oz
Yarn/Size Count	12
Cuttable Width	60"
Material Workflow	Care
Intro Season Year	Winter 2021
Calendar	
Duty Category	
UOM	Meter
Shrinkage	
Vendor Price	2.0000
Registered Price	1.5000
Purchase currency	USD
Production Min.	
Production Lead-Time	
COO	USA
Vendor/Mill	Mill Mill
Vendor/Mill Ref #	mill123456
Status	In Progress
Keywords	
Active	Yes
Version	5
Purchase UOM	Yard
Conversion Factor	1
Ship Mode	
CE Color Code	

7 Record(s) Found 1 of 1 | Records per Page: 50 | Color ^ Treatment v

Code	Name	Source
CLR0000000012	Ice	
PANTONE XG Green C	PANTONE XG Green C	
CLR0000000009	yellow	
11-0601 TCX	Bright White	
Brick Red	Brick Red	
PANTONE 3514 UP	PANTONE 3514 UP	
PANTONE 3519 UP	PANTONE 3519 UP	

0 Comment(s)

Comment	Modified By
---------	-------------

11. Click **close** when done. Now the material is fully configured, and you can return to the main material page.