



# Style Folder: Bill of Material (BOM) User Guide V8

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## Style Folder – Bill of Material Overview

The Style Folder **Bill of Material** workflow allows users to setup a BOM with Dimensions and pitch materials with Colorway options.

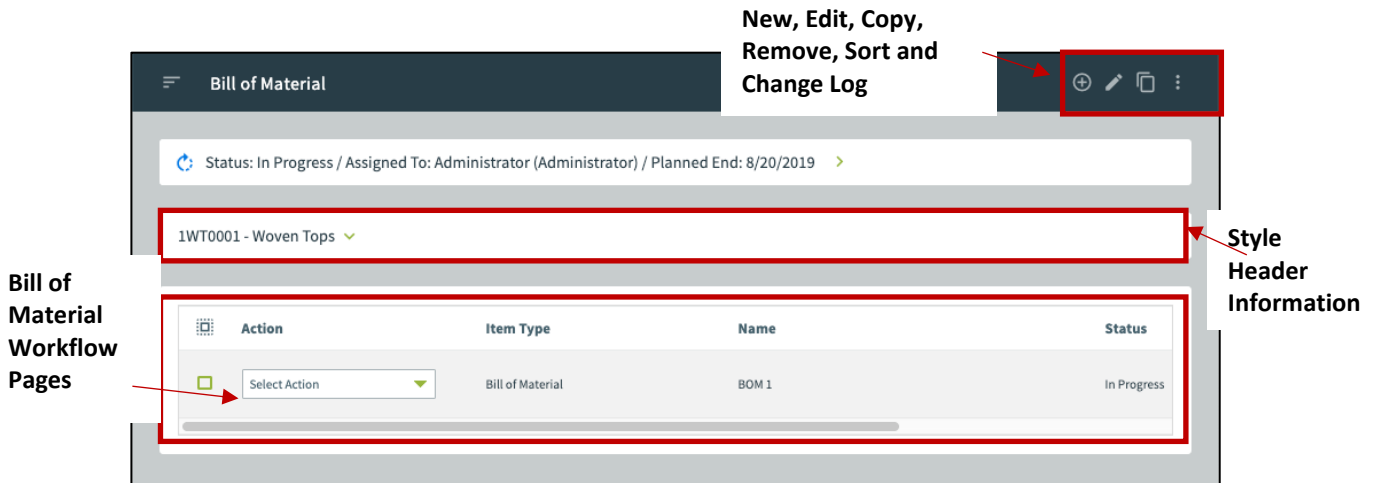
### Accessing Bill of Material

1. Select the **Style** drop-down arrow within the YuniquePLM ribbon.
2. Click on **Style Search** to open the *Style Folder*.
3. Locate and select a preferred **style**.

For further *Style Folder* information, refer to the *Style Folder Overview User Guide*.

4. Select the **Bill of Material** link to open its workflow page.

Bill of Material

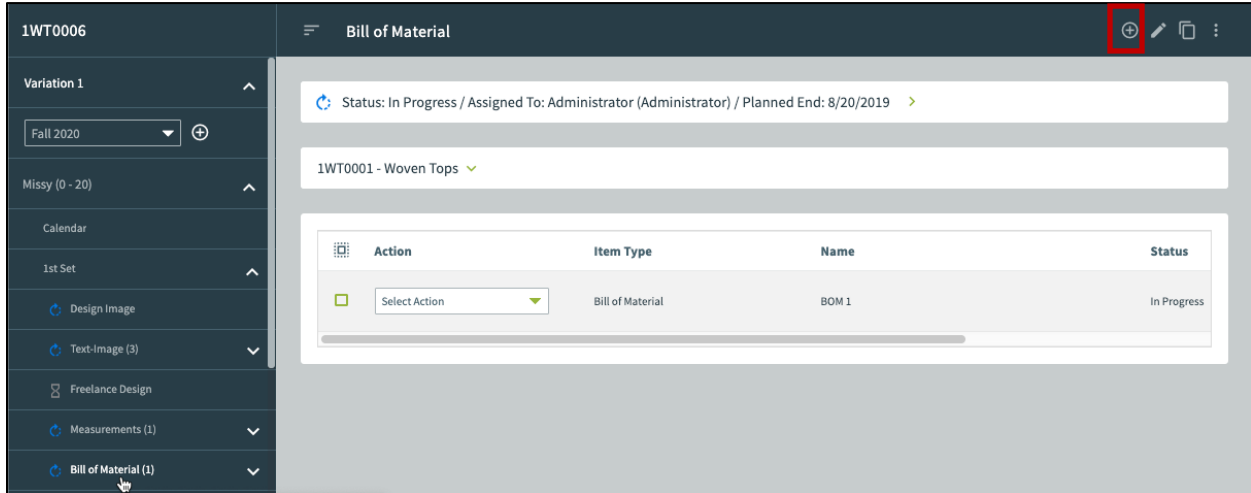


The **workspace** contains:

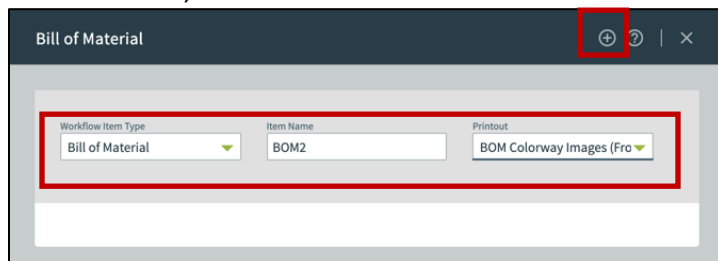
- **New:** Create a new Bill of Material workflow page(s).
- **Edit:** Modify the existing Bill of Material page name.
- **Copy:** Duplicate a Bill of Material workflow page from another style.
- **Remove:** Delete a Bill of Material workflow page.
- **Sort:** Reorder the listed Bill of Material workflow pages within the *new Bill of Material data* area.
- **Change Log:** Lists all additions and modifications within the Styles Bill of Material page.
- **Style Header Information:** Expand the Style Header, using the green arrow, to reveal the style's details.
- **Bill of Material Workflow Pages:** Lists all Bill of Material workflow pages where you can *view, edit or make a copy* of an existing workflow page.

## Creating a Bill of Material Workflow Page

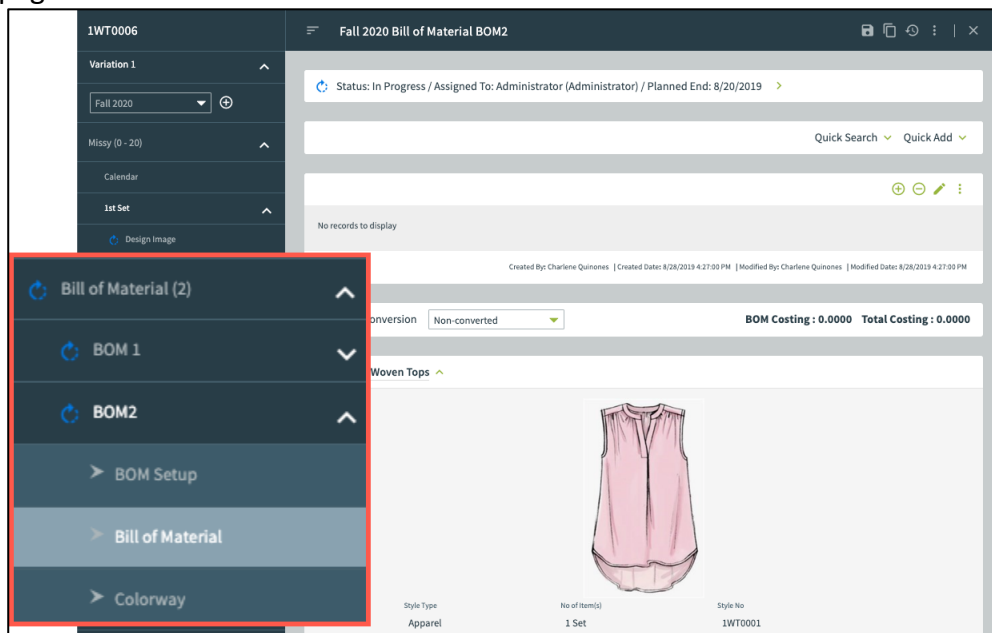
1. Click **new** to create a new *Bill of Material (BOM)* workflow page.



2. Select a **Workflow Item Type**, enter an **Item Name** then select a **Printout** from the drop-down.
3. Once finished, click **add**.



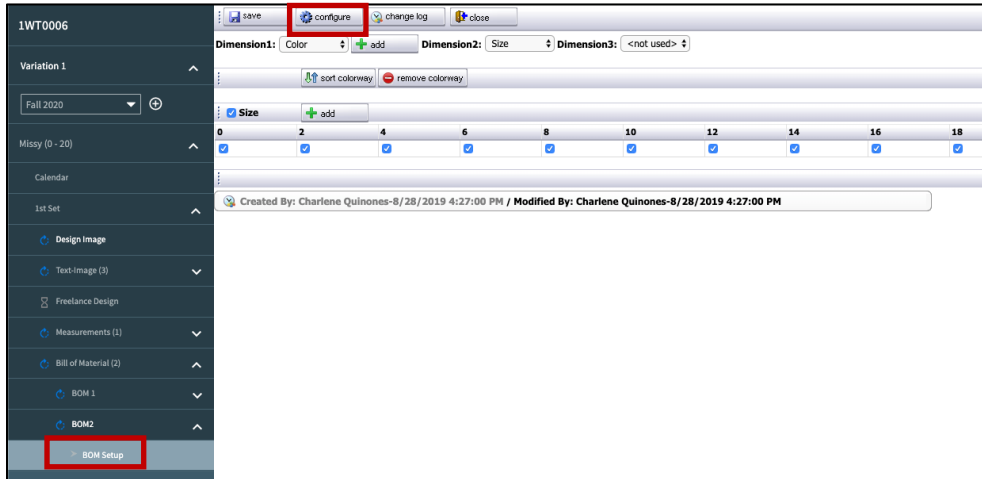
4. The page will refresh displaying a new BOM workflow with a *BOM Setup*, *Bill of Material* and *Colorway* pages.



## Configuring the BOM Setup

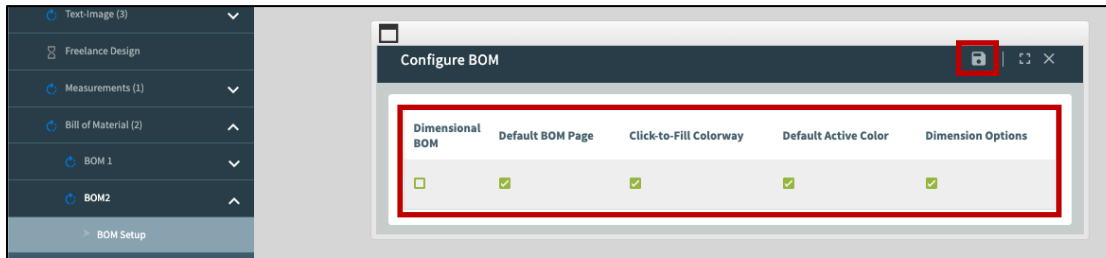
The BOM Setup page allows users to leverage up to three dimensions where the first is set to *Color* and the second is set to *Size*, by default. The dimension selections are supported in the Control Panel – General Validation Tables – Dimension Types area. *For more information, please refer to the Control Panel User Guide.*

1. A BOM can be configured based on the user's preference. Select the **BOM Setup** link within the left navigation bar.
2. Press the **configure** button to open the *Configure BOM* popup. This button is available within multiple pages in a BOM workflow.



ref

3. There are five available options to choose from within the *Configure BOM* pop-up.



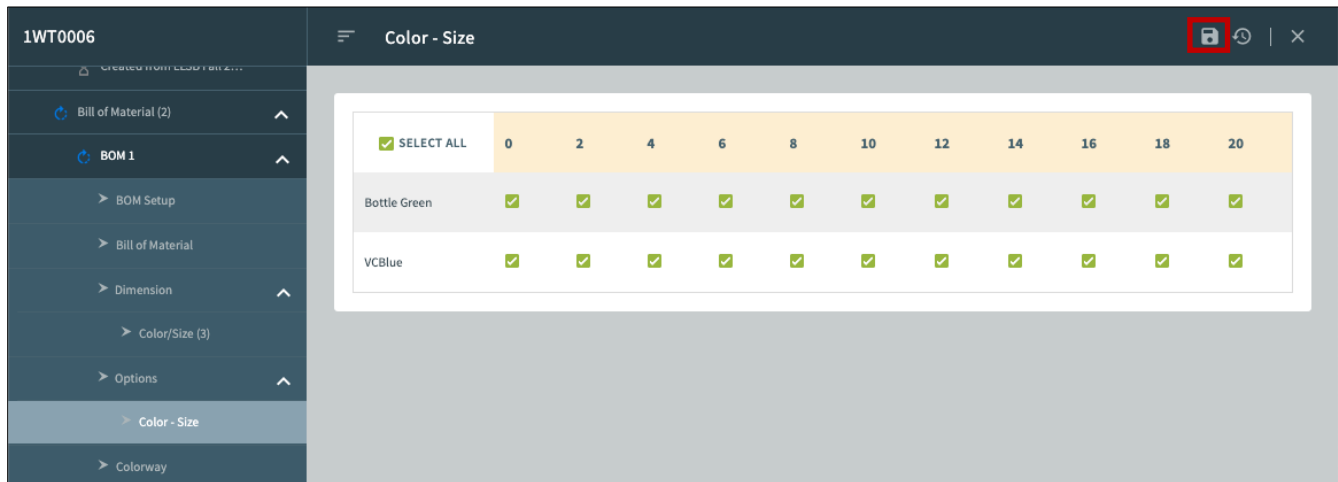
- **Dimensional BOM:** By default, this function is disabled. If checked this option allows the user to manage their materials at a dimensional level like defining material treatments, sizes, or quantities by Color or Size.
- **Default BOM page:** When selected, users will land on the *BOM* page, once a *BOM* folder is in an editable mode. Otherwise, the *Colorway* page is set as the default landing page.
- **Click-to-fill Colorway:** When selected, users have the ability to pitch colorways using any colors saved in the **YuniquePLM Color** folder. Otherwise, only colors available for the selected materials can be used in the color-pitching process.
- **Default Active Color:** When selected, the *Use Active Color* option will be checked by default whenever the *Colorway* page is opened.
- **Dimension Options:** Enabling Dimension Options allows a user to define the product's available specific dimension combinations. While editing a BOM, select the **Configure** button to access the *Configure BOM* window and enable **Dimension Options**.

**Check a selection's box** then press **save** to keep the modifications, if any.



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- Now that the Options page has been enabled click the *Color/Size* option to reveal the color's available sizes. Uncheck any undesired dimension sizes then press **save**.



## Bill of Material Workflow Page

1. Click the **Bill of Material** link, listed under the created *BOM*, to access the Bill of Material page. Within this page, users have the ability to perform multiple tasks to the materials associated with this style.
2. Press the **add material** button to add a material to the Style.

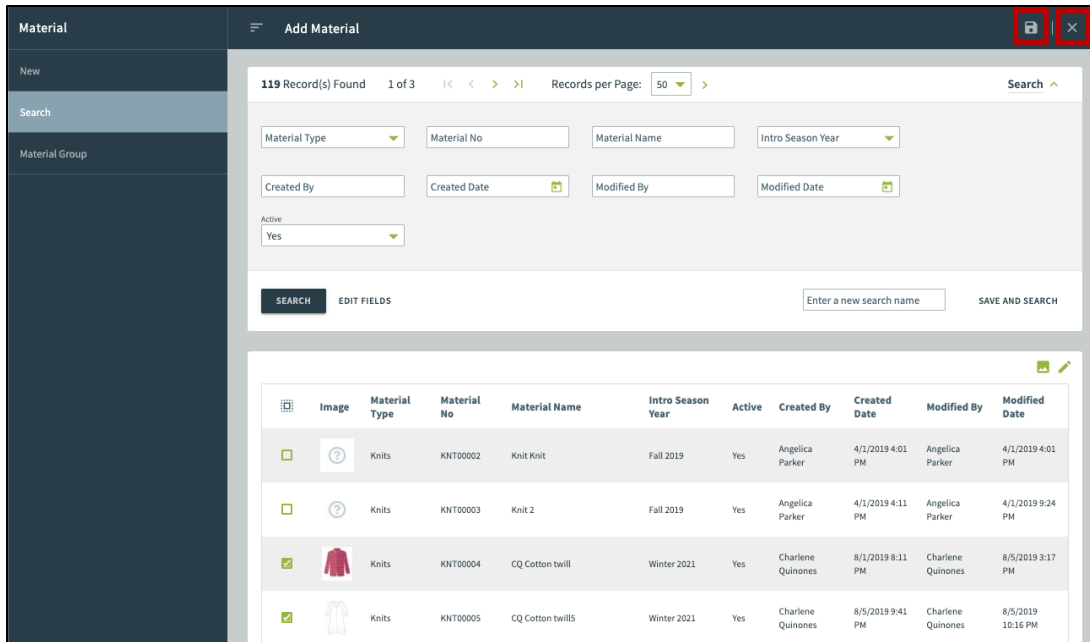
3. In the material page, all the available materials that are tied to the Style's season/year combination will appear in a list view. Materials can be quickly viewed and selected by checking the Thumbnail icon. Place a checkmark next to the desired materials for this style.

**Saved Search**

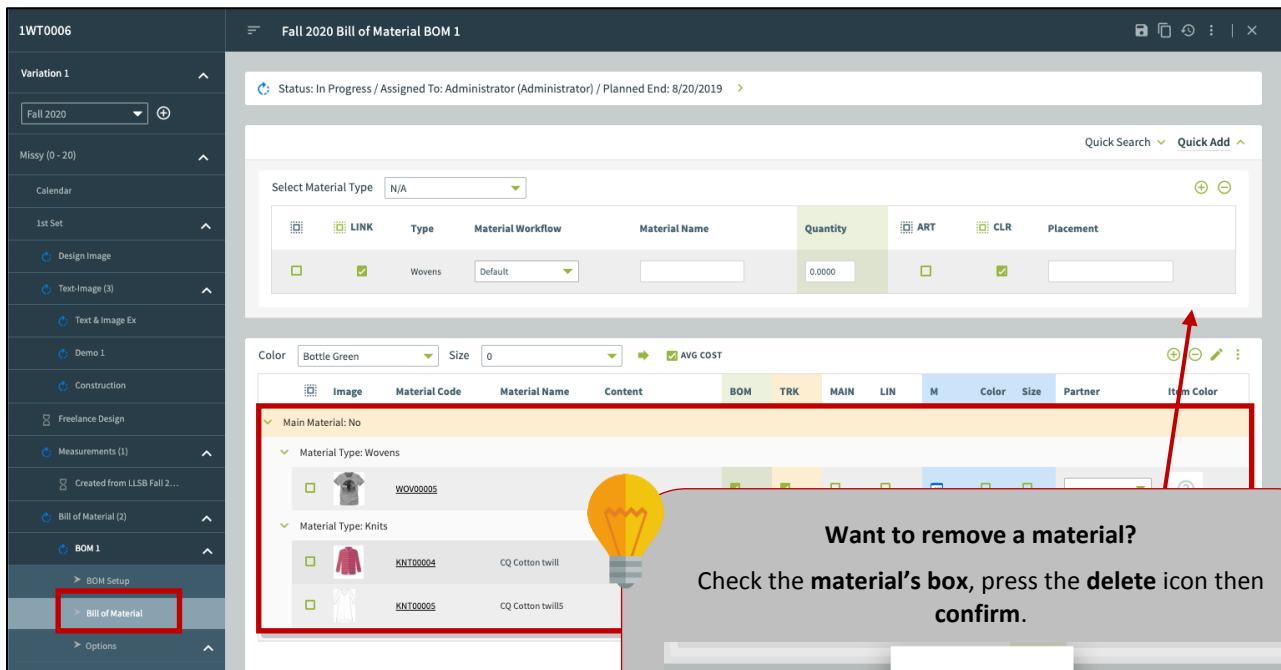
The Search panel allows users to locate a specific material by using the search filters or browsing through pages. Press the **Search** arrow to reveal the hidden search fields. A frequented search can be saved for future use by defining the search fields, entering a search name then pressing **Save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

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4. Press **save** to keep the materials then press **close**.



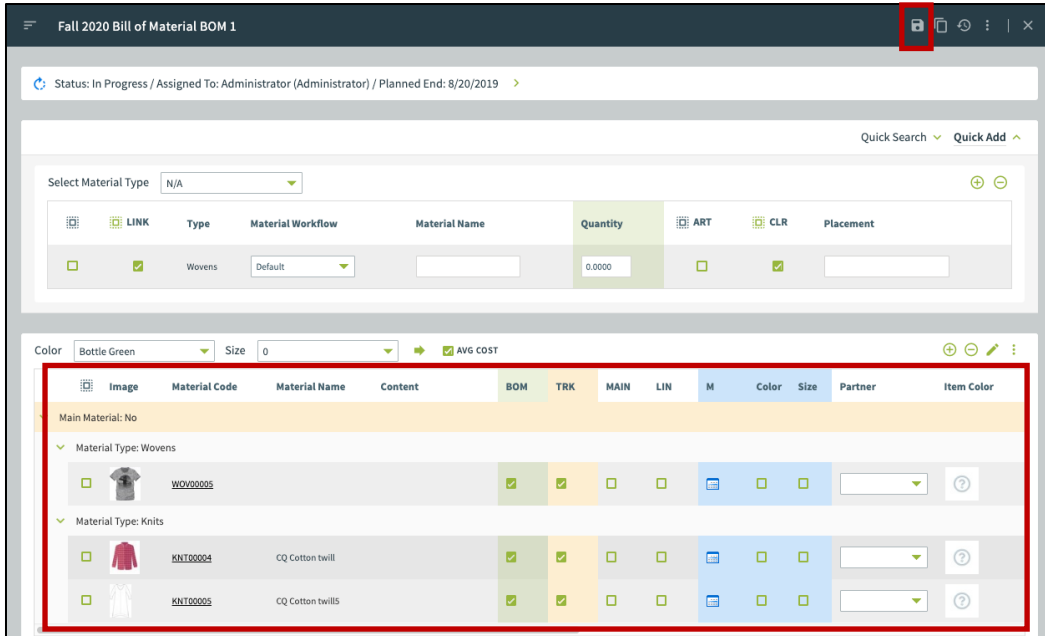
5. The user is returned to the *Bill of Material* page, and the *selected materials* are listed. In this page, users can set *Main Materials* for the Style, set *Artwork* to track or decide whether to include a material into a BOM. To perform those tasks, simply place a **checkmark** in the corresponding column and click on **save**.



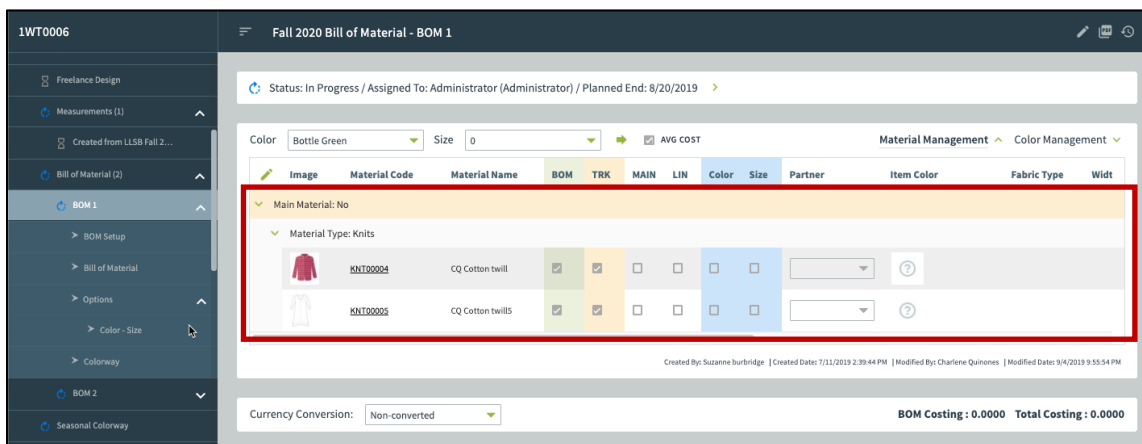
**Want to remove a material?**  
Check the **material's box**, press the **delete icon** then **confirm**.

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6. Place or remove checkmarks within the **BOM** column to include the selected material in the BOM for the style. The same process can be applied to the following columns if checked:
  - **TRK:** This material needs to be tracked in a sample request.
  - **Main:** This material can be set as the main material for the style.
  - **LIN:** This material is a lining for the style. Also, includes a checkbox for multiple lining selections.
  - **ART:** This material is an artwork. If checked, the material image will be captured in the Artwork workflow item.
  - **LIC:** This material (*Artwork*) is licensed.
  - **CLR:** The colorway tied to the material should be included in the BOM.



7. Click **save** to keep the material changes.
8. The newly added materials now appear within the main BOM page. Repeat the steps to include additional materials to the BOM.



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### Copy Materials

The Bill of Materials allows the user to copy materials from an existing BOM in another Style.

1. Click the **Copy** button, located in the upper right-hand corner within the *Bill of Material* page.

The screenshot shows the 'Fall 2020 Bill of Material BOM 1' page. In the top right corner, a red box highlights the 'Copy' button. The page displays a table of materials with the following columns: Material Name, Quantity, ART, and CLR. Below the table, there are filters for Color (Bottle Green) and Size (0). The table lists materials like 'CQ Cotton twill' and 'CQ Cotton twills'.

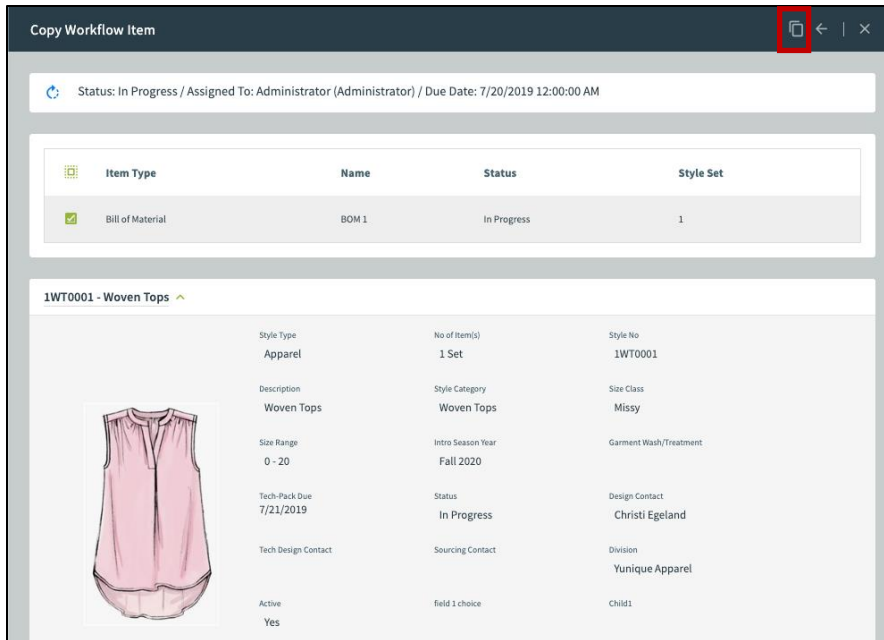
2. A *Select Style* window opens allowing users to search for a particular Style containing the desired materials. Click a desired Style's **Select** button to copy the materials.

The screenshot shows the 'Select Style' window. It features a search interface with various filters and a list of four styles. The 'SELECT' button for the second style (Style No. 1WT0002) is highlighted with a red box. The styles listed are:

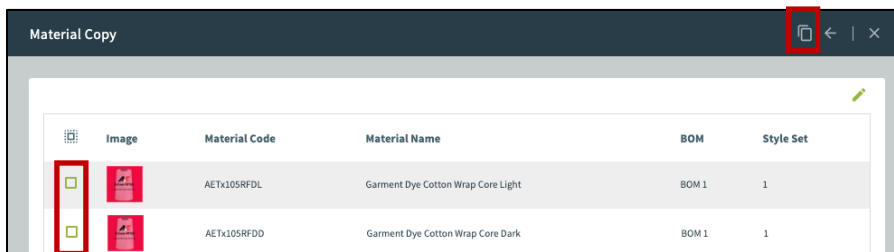
Style No.	Description
1WT0001	Woven Tops
1WT0002	Woven Tops
1WT0003	Woven Tops
1WT0004	Woven Tops

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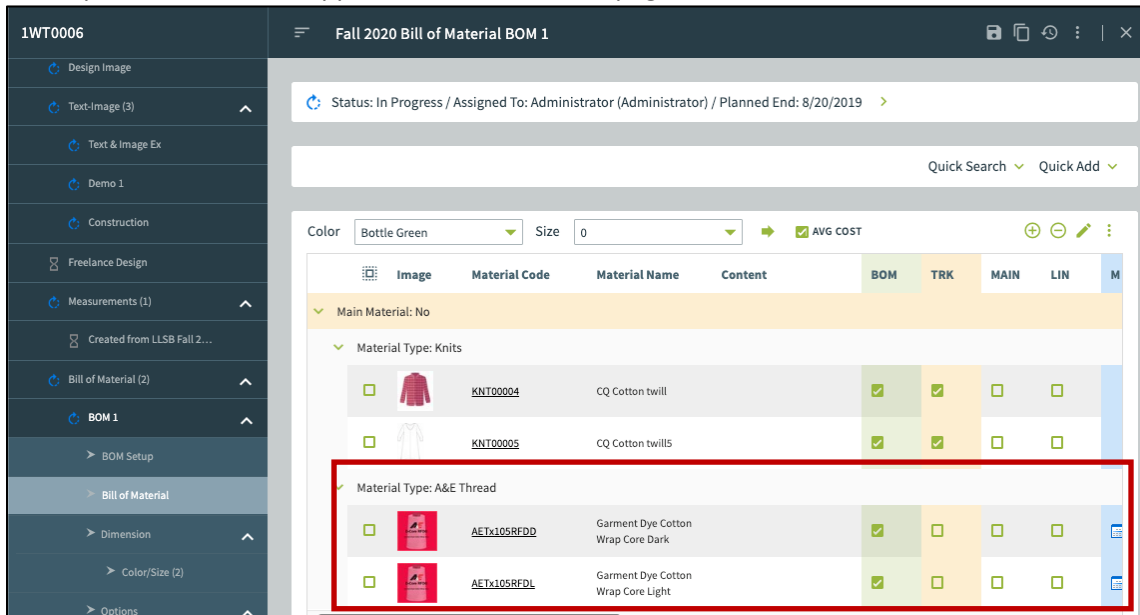
3. A *Copy Workflow Item* window opens with a list of BOMs. **Select a BOM**, then click the **copy** button.



4. The list of materials in the BOM open, **check which materials** you would like to copy and click the **copy** button.



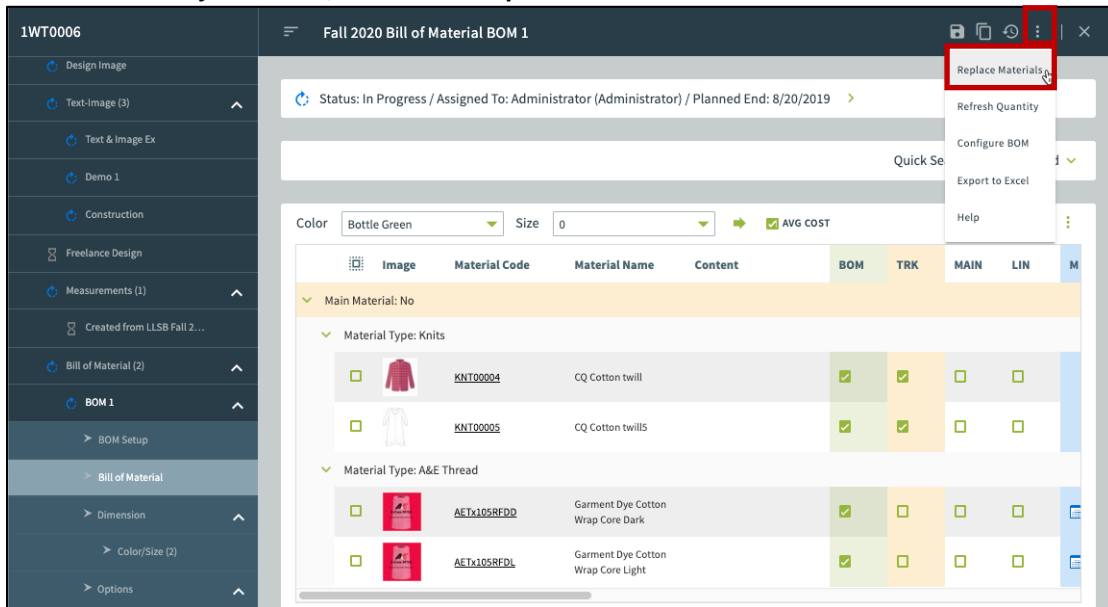
5. The copied materials will appear on the BOM main page.



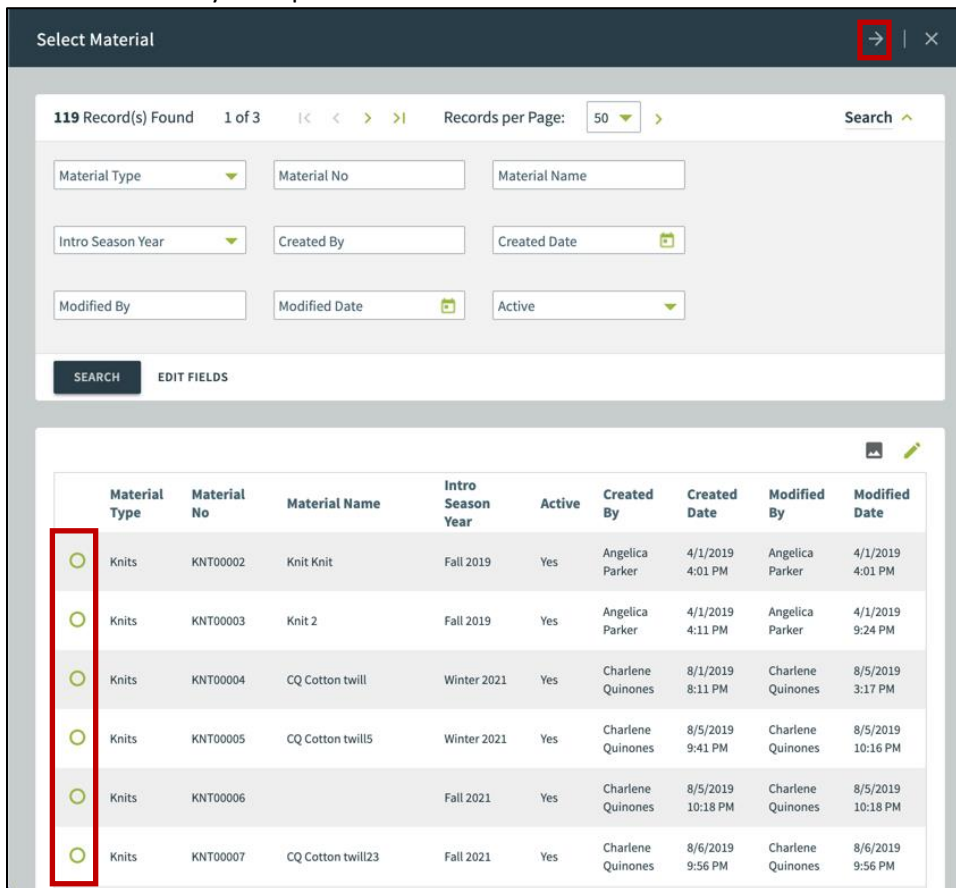
## Style Folder - Bill of Material User Guide V8

### Replace Materials

1. Click on the *overflow menu*, then select **replace material**.

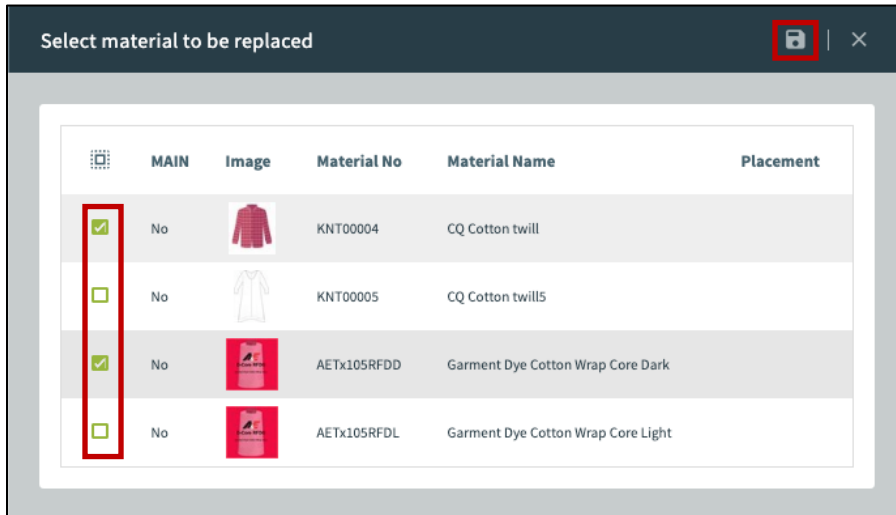


2. A new window opens named **Select Material**. Users can select a new material from the available list. Choose the appropriate material and click **next**. Use the search field at the top to filter the selection. **\*\*Please note: Materials can only be replaced one at a time.**

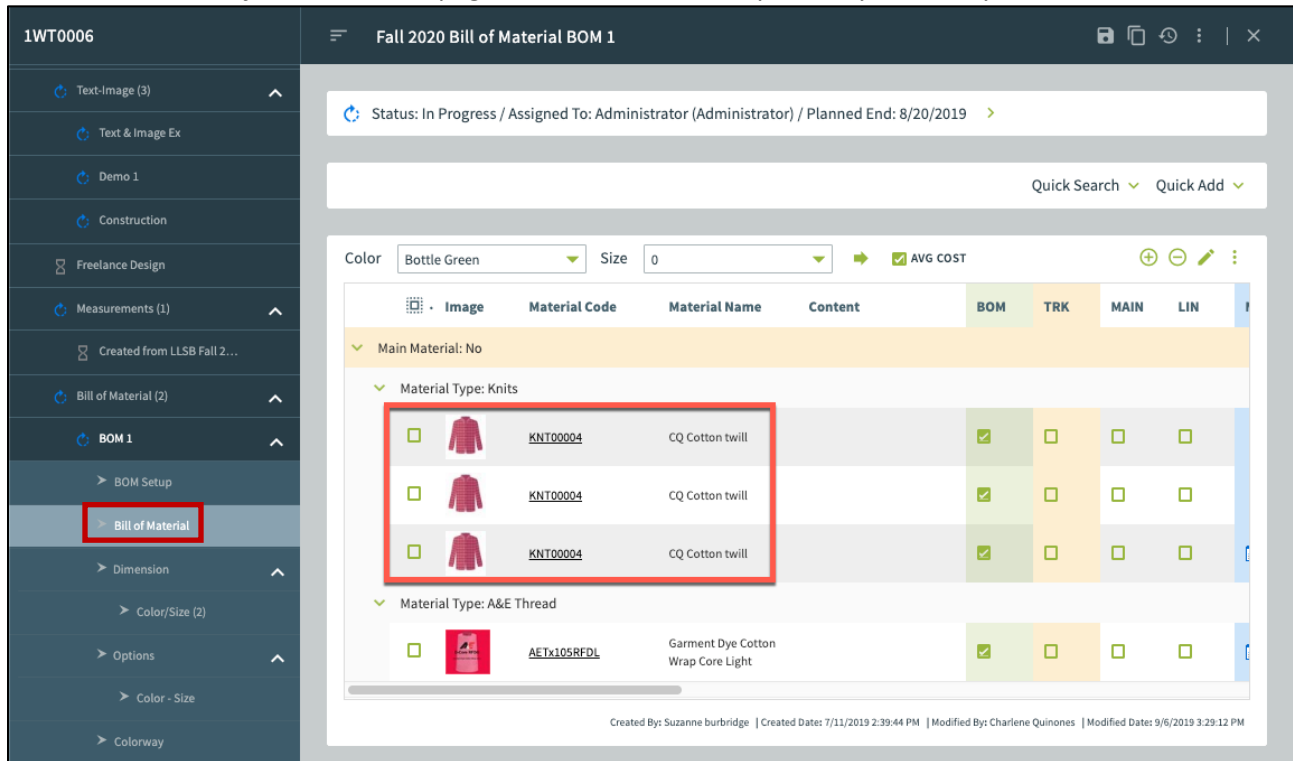


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- A new window opens permitting the user to select the existing materials to replace in the BOM. Pres **save** to keep the selections. The page automatically closes and returns to the *Bill of Material* page.



- In the BOM's *Bill of Material* main page, the old material is replaced by the newly selected material.



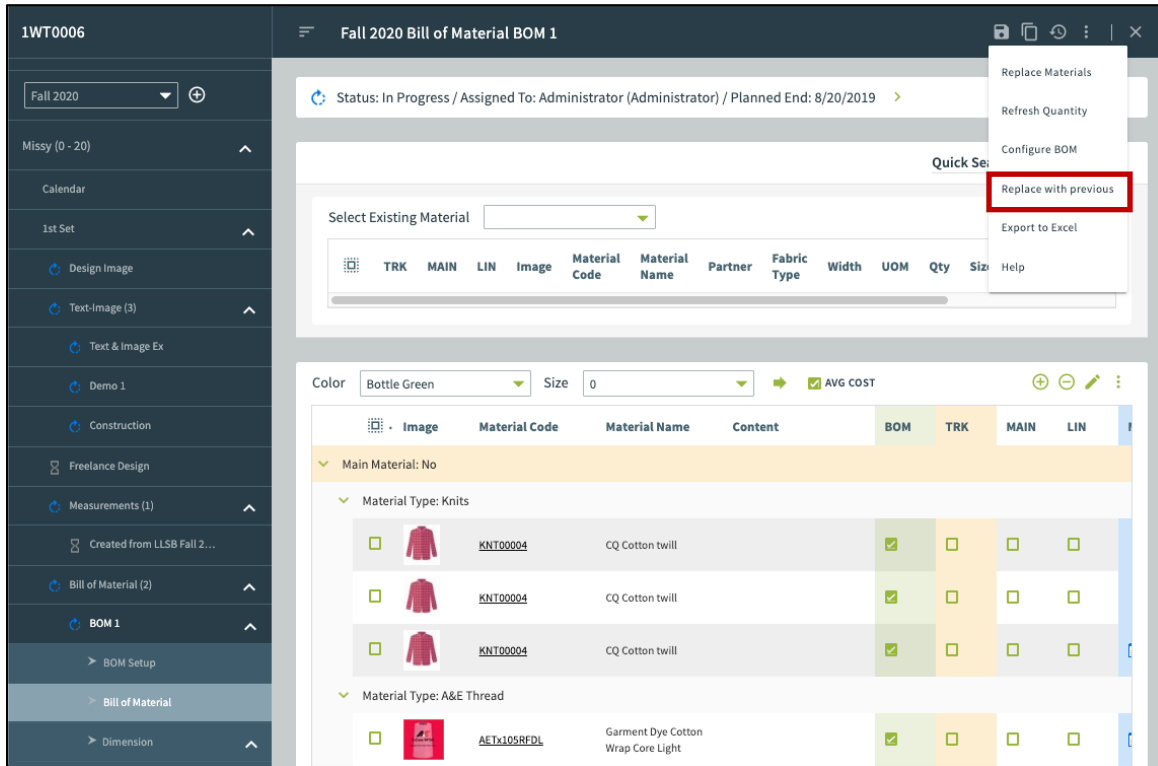


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### Replace with Previous

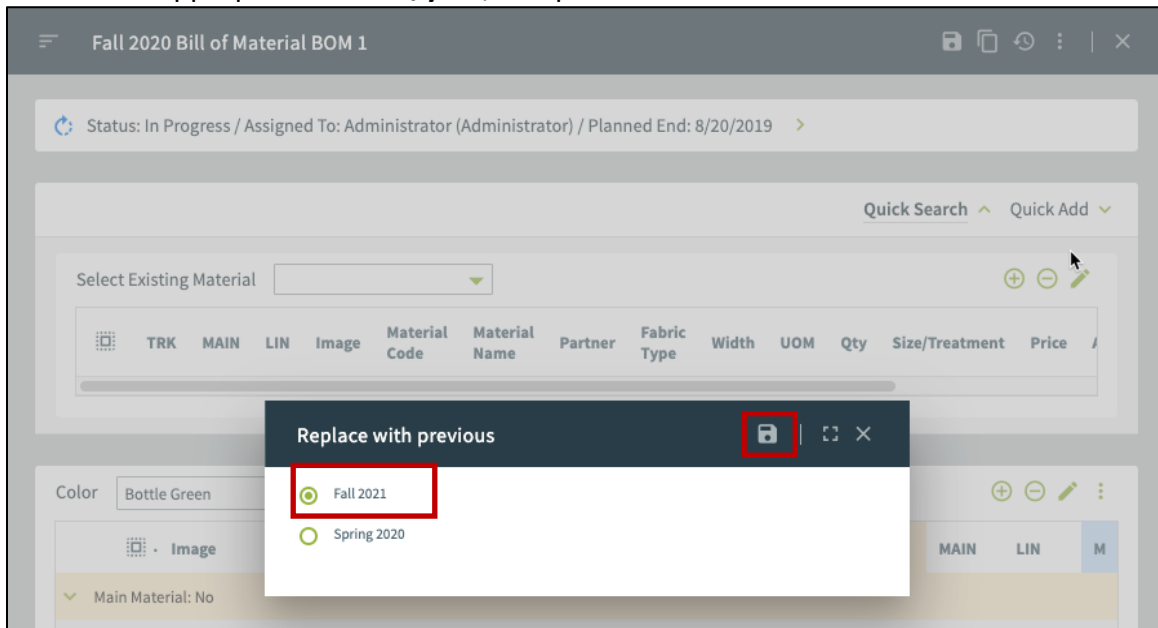
Once a BOM page with multiple seasons has been established, it can be replaced. Users have the ability to select from other BOM pages associated with the style for different season/year combinations.

1. Click on the *overflow menu*, then select **Replace with previous**.



The screenshot shows the 'Fall 2020 Bill of Material BOM 1' interface. On the left is a navigation sidebar with 'BOM 1' selected. The main area displays a table of materials. An overflow menu is open in the top right corner, with 'Replace with previous' highlighted by a red box. Below the menu, a table lists materials with columns for TRK, MAIN, LIN, Image, Material Code, Material Name, Partner, Fabric Type, Width, UOM, Qty, and Size. The table is filtered by 'Color: Bottle Green' and 'Size: 0'. The materials listed include 'CQ Cotton twill' (Material Code: KNT00004) and 'Garment Dye Cotton Wrap Core Light' (Material Code: AETx105RFDL).

2. Choose the appropriate **season/year**, and press **save** when finished.



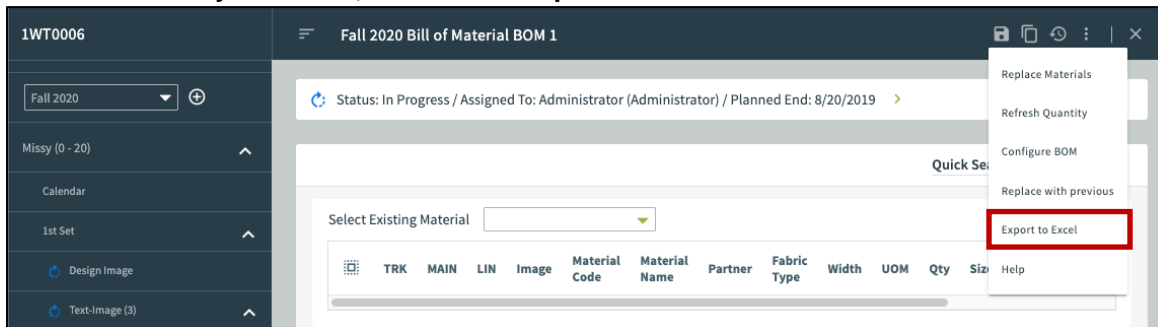
The screenshot shows the same BOM interface as above, but with a 'Replace with previous' dialog box open in the foreground. The dialog box has a title bar with a save icon (highlighted by a red box) and a close button. Below the title bar, there are two radio button options: 'Fall 2021' (selected and highlighted by a red box) and 'Spring 2020'. The background interface is dimmed, showing the 'Select Existing Material' dropdown and the material table.

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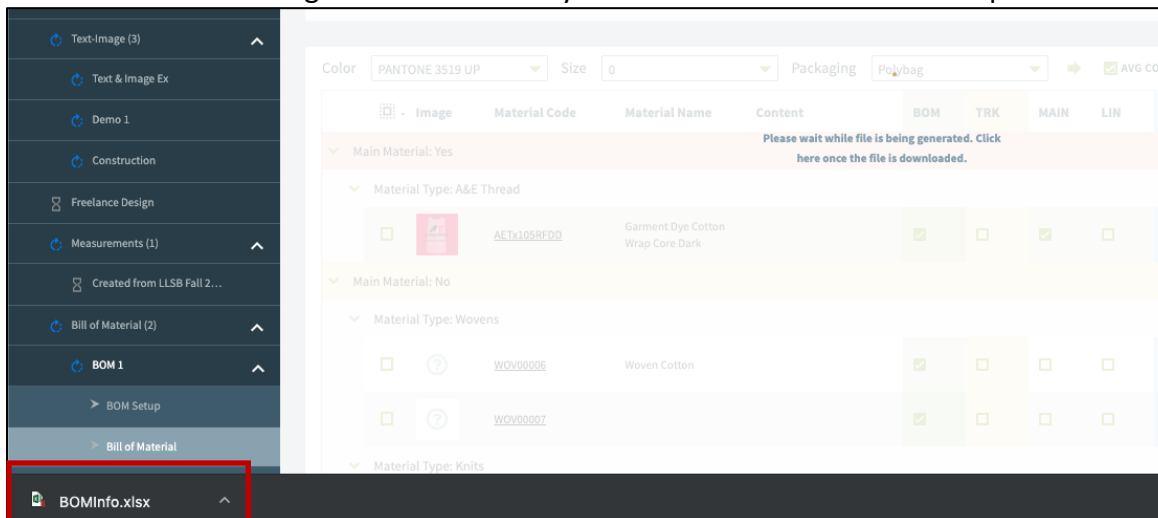
### Export to Excel

The entire BOM can be exported via excel.

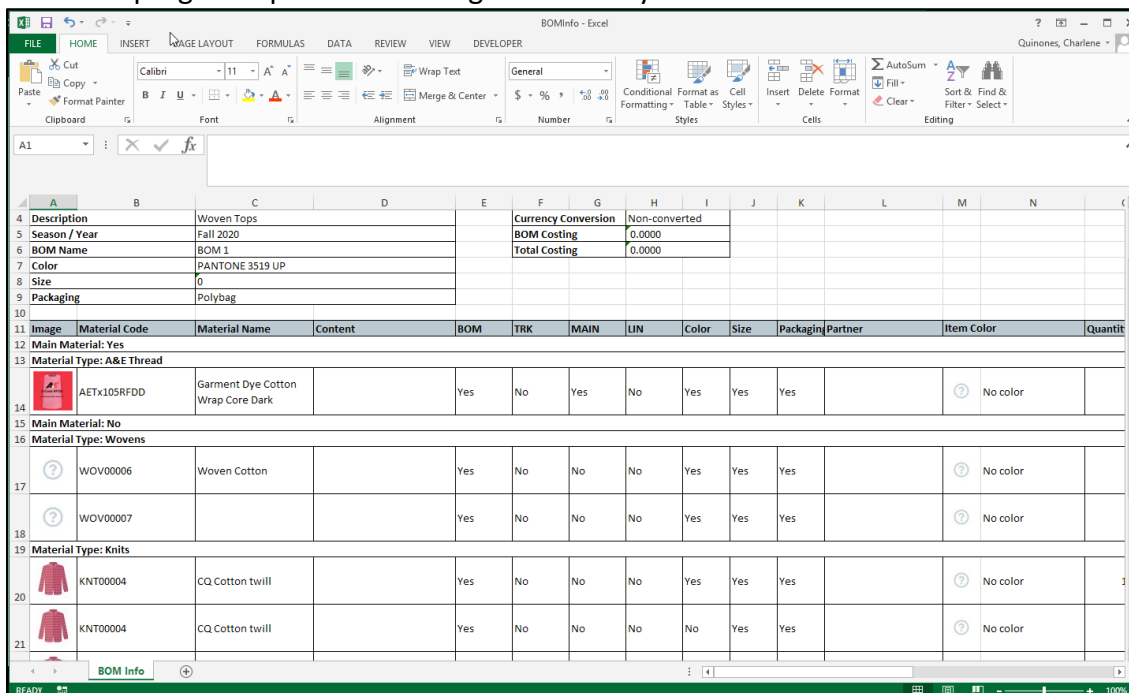
1. Click on the *overflow menu*, then select **Export to Excel**.



2. The Excel sheet will be generated and ready for download. Click the file to open it within Excel.



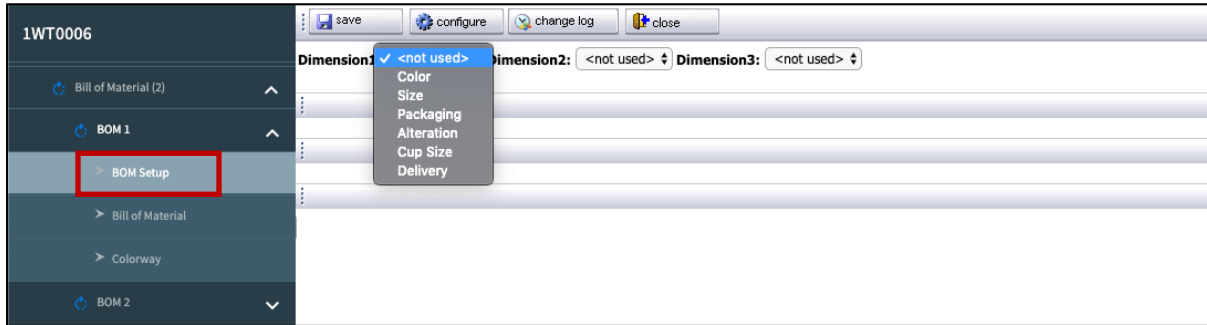
3. The excel program opens for viewing of the newly downloaded file.



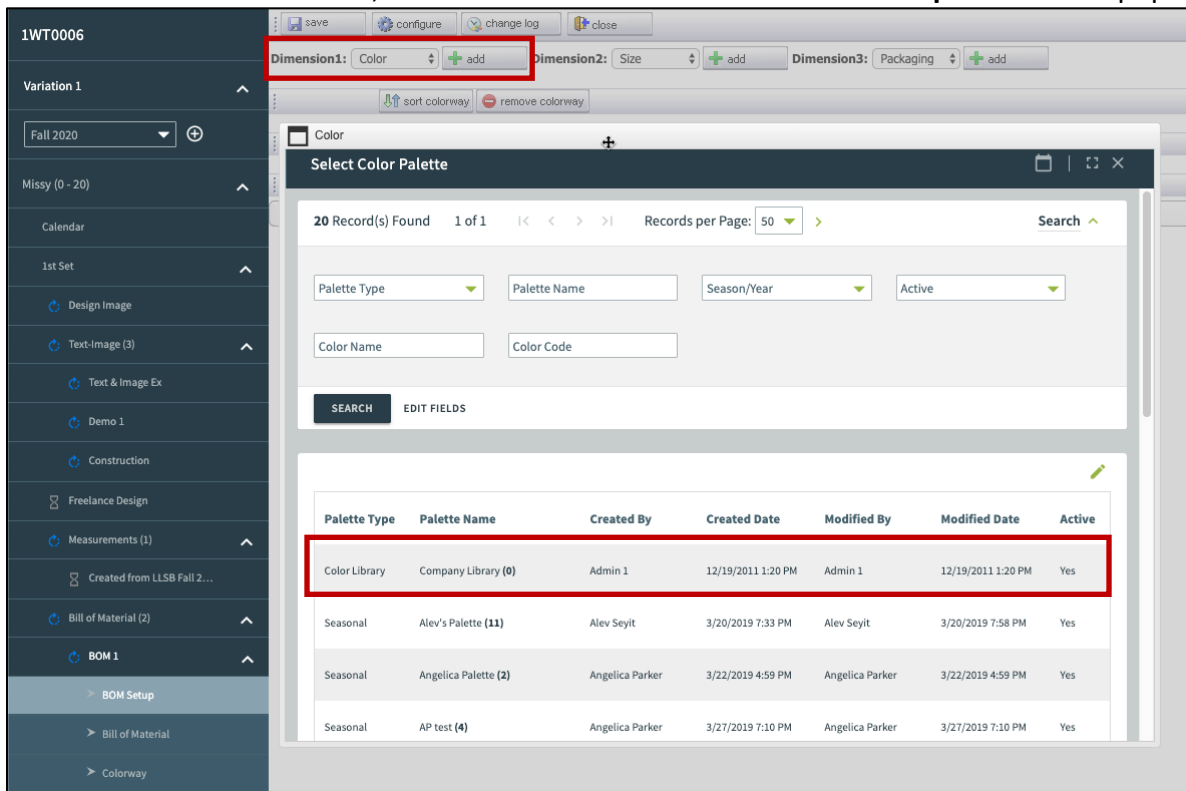
## Dimensions

A BOM can contain multiple dimensions such as Color, Size, Packaging, Alteration, and Cup Size to name a few.

1. Click on the **BOM Setup** link on the left navigation panel, then choose a **dimension** from the drop-down lists. The selections for each dimension are applicable to the style's development process.
2. Click **save** to keep the selections.

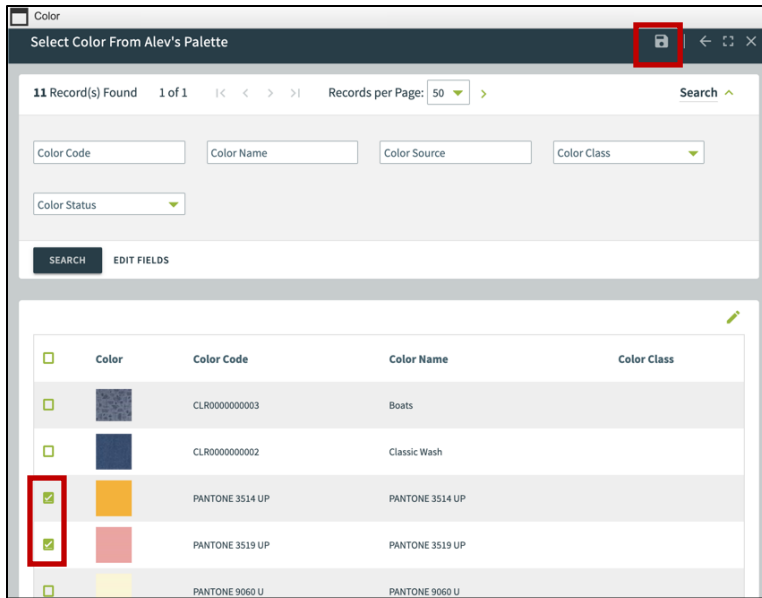


3. Select **Color** for *Dimension 1*, click on the **add** button and select a **color palette** in the pop-up window.

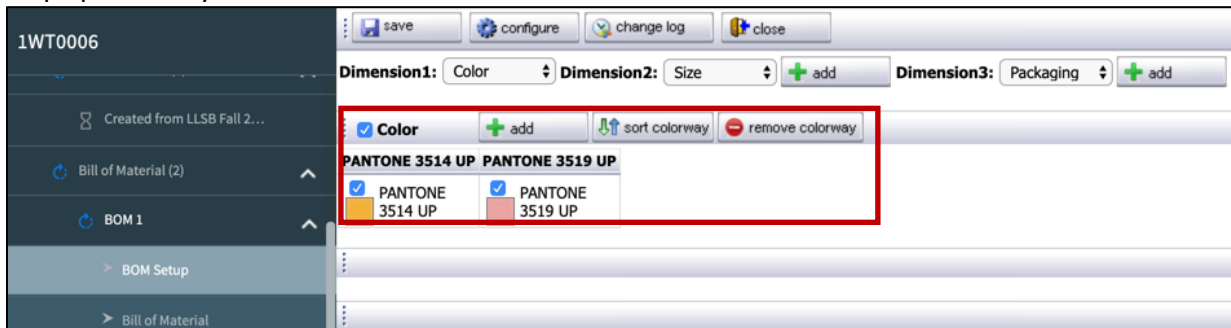


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- Once the palette opens, place a **checkmark** next to the desired *color(s)* and click on **save**.

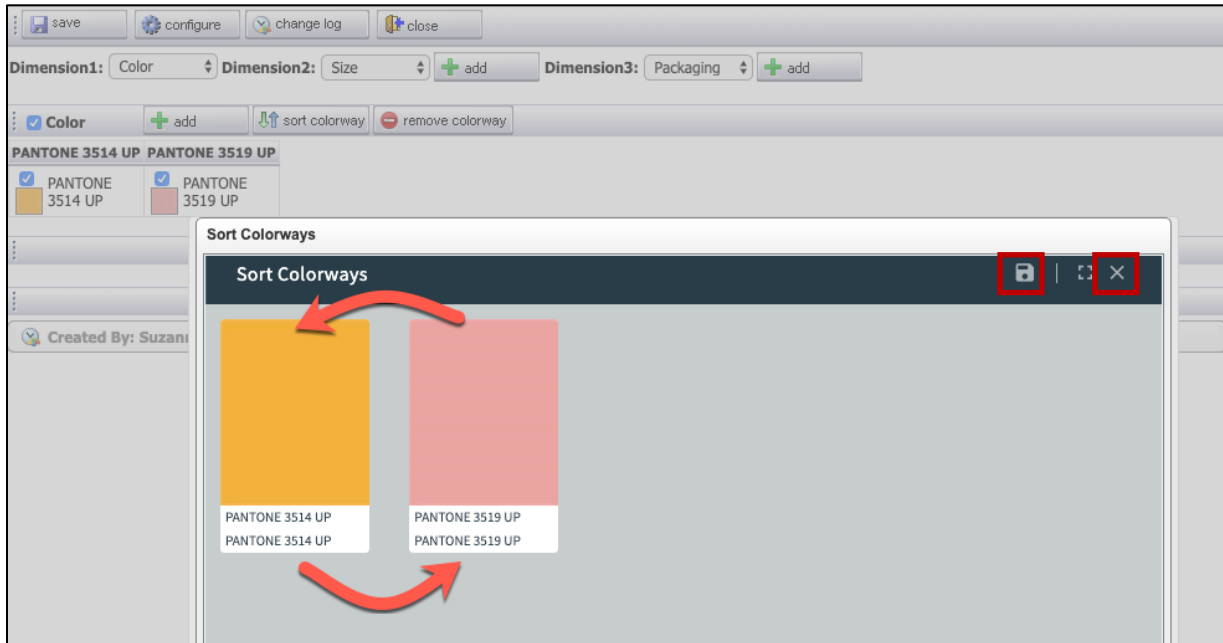


- Now the newly added colors appear in the *BOM Setup* page.
- Additional colors can be added by clicking the **add** button next to the Color dimension then repeat the steps previously mentioned.



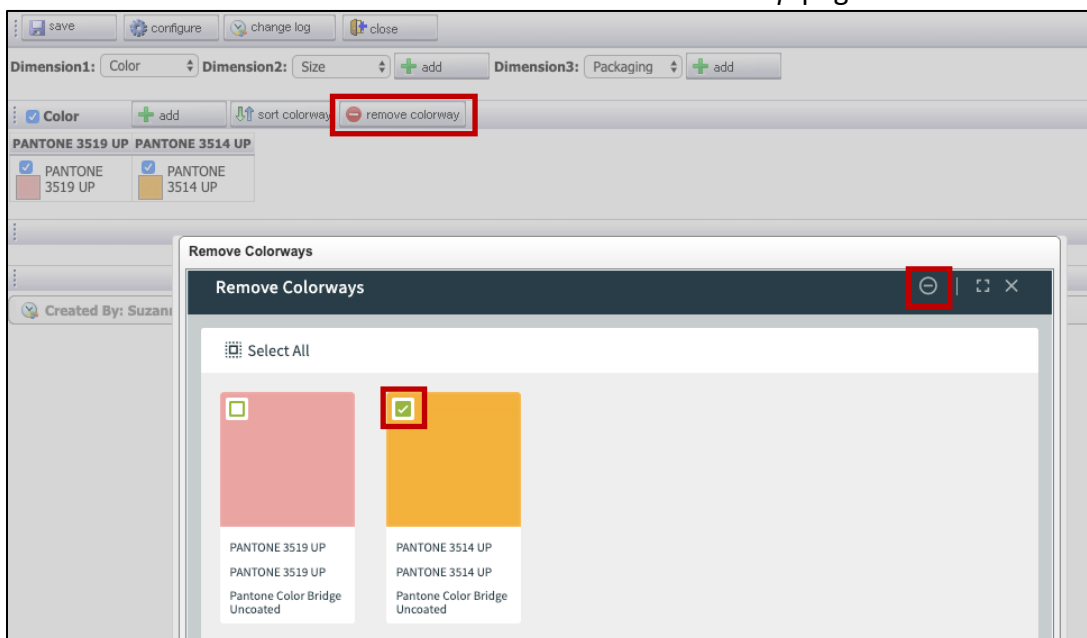
### Sort Colorways

1. **Select multiple colorways** then press the **sort colorway** button.
2. Rearrange the colorways by **dragging** and **dropping** to the desired position, then click on **save** once finished.
3. Click on **Yes** to confirm the new sort position.
4. Click the **X** to close the window and return to the *BOM Setup* page.



### Remove Colorways

1. Click on **remove colorway** button.
2. **Select** the *color(s)* to be removed in the pop-up window.
3. Press **remove** from the upper right-hand corner then select **Yes** to confirm.
4. Click the **X** to close the window and return to the *BOM Setup* page.

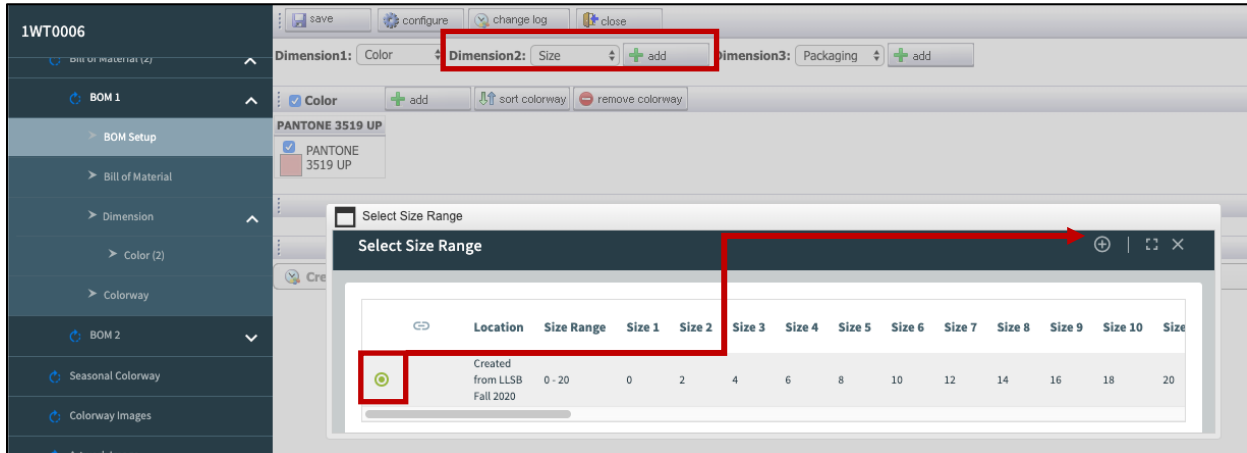


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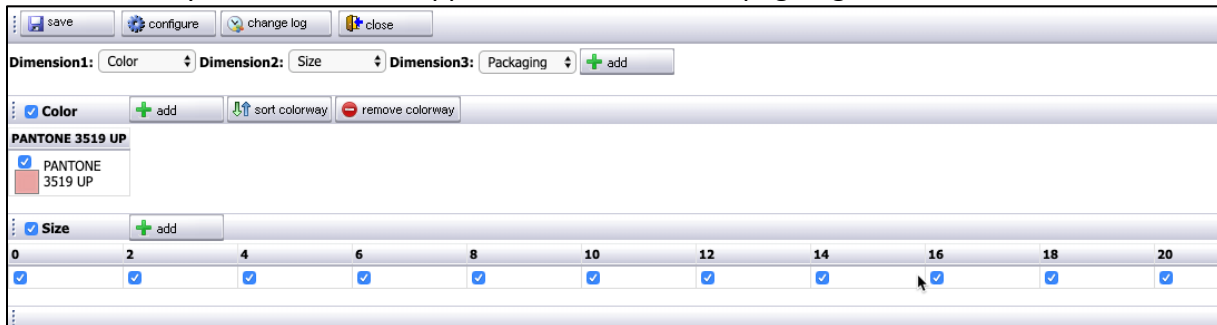
### Adding More Dimensions

The process of adding additional dimensions is the same as adding the color dimension.

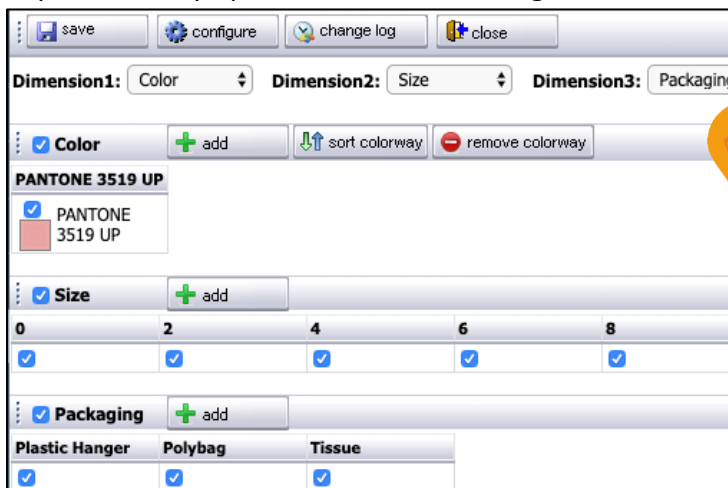
1. Select the *Dimension 2* drop-down list to choose another dimension, such as **Size**.
2. Click the **add** button to open the *Select a Size Range* window.
3. Choose a *size range* then click **add**.



4. Now the newly added sizes will appear in the *BOM* main page right below the colors.

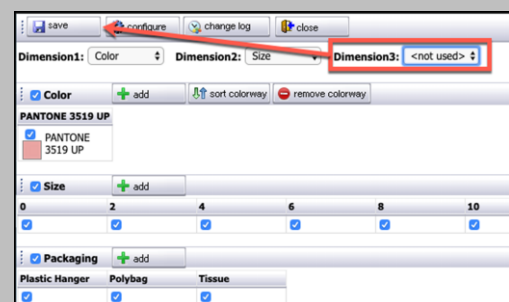


5. Repeat the steps performed when adding selections for *Dimension 3*.



#### Want to remove a dimension?

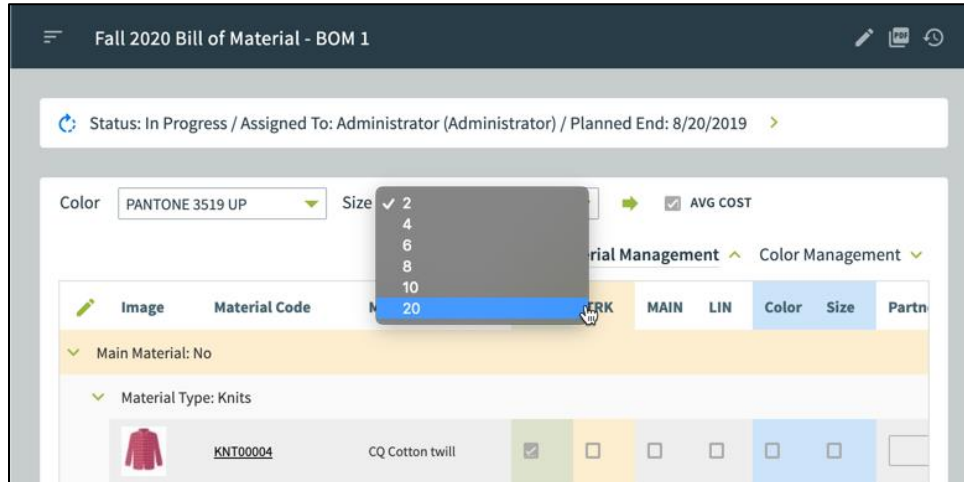
Select **not used** from the desired *Dimension* then press **save**. The page will refresh without the selected dimension.



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- If an added option such as color or size will not be used for the BOM, simply uncheck that item and click **save** within the *Colorway* page; this will hide that item from the drop-down list in the BOM page filter bar.

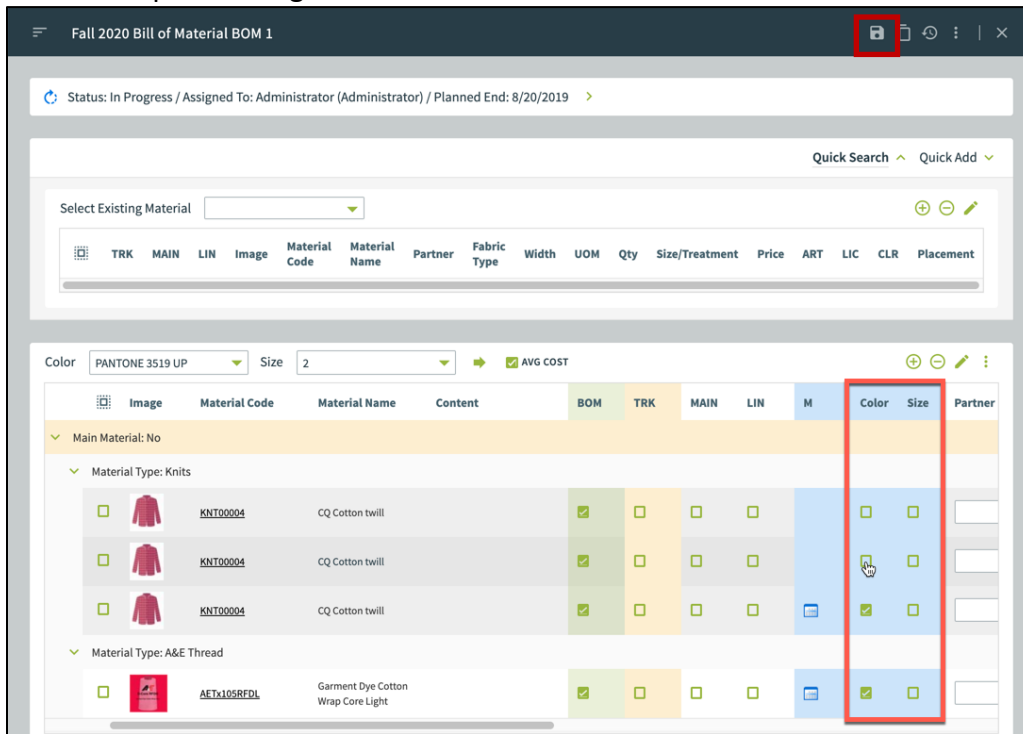
\*\*For example, if **size 12** is unchecked in the window above, it will not appear in the drop-down list.



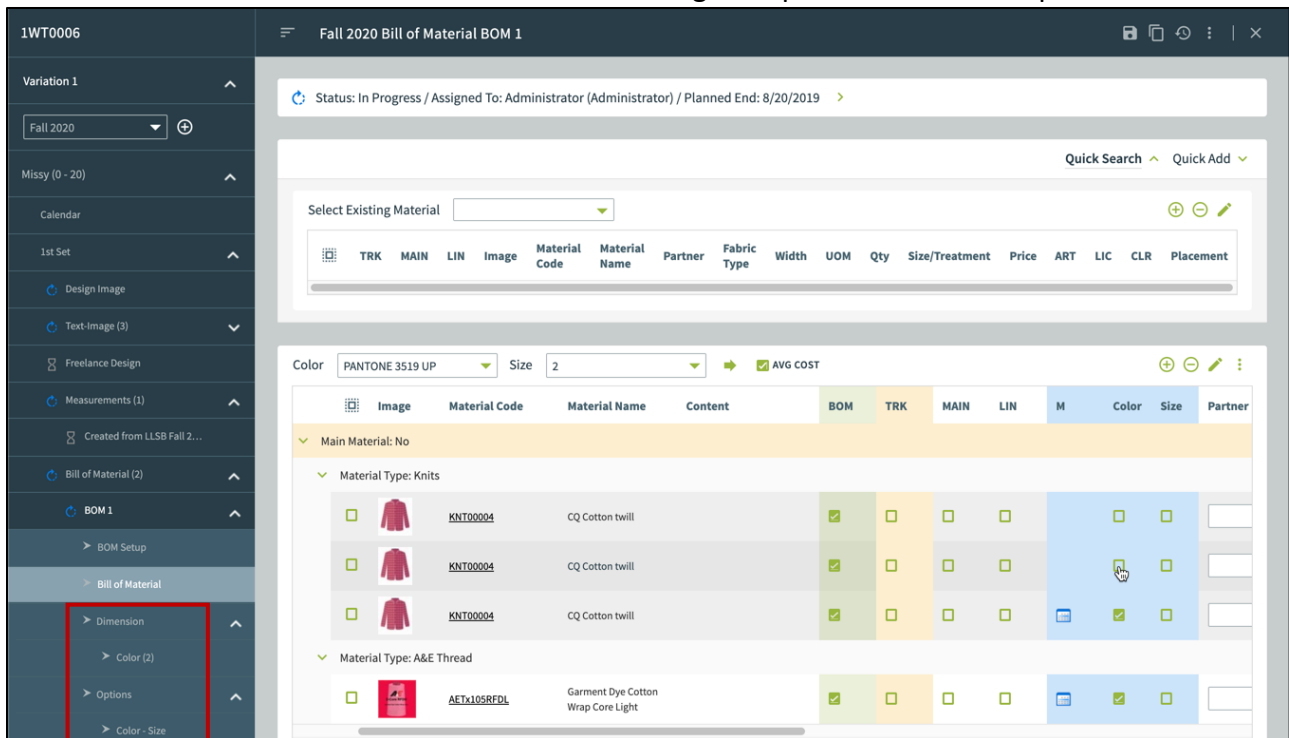
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### Selecting Dimensions

1. Select materials for each Dimension by placing a checkmark within the corresponding column. Click **save** to keep the changes.



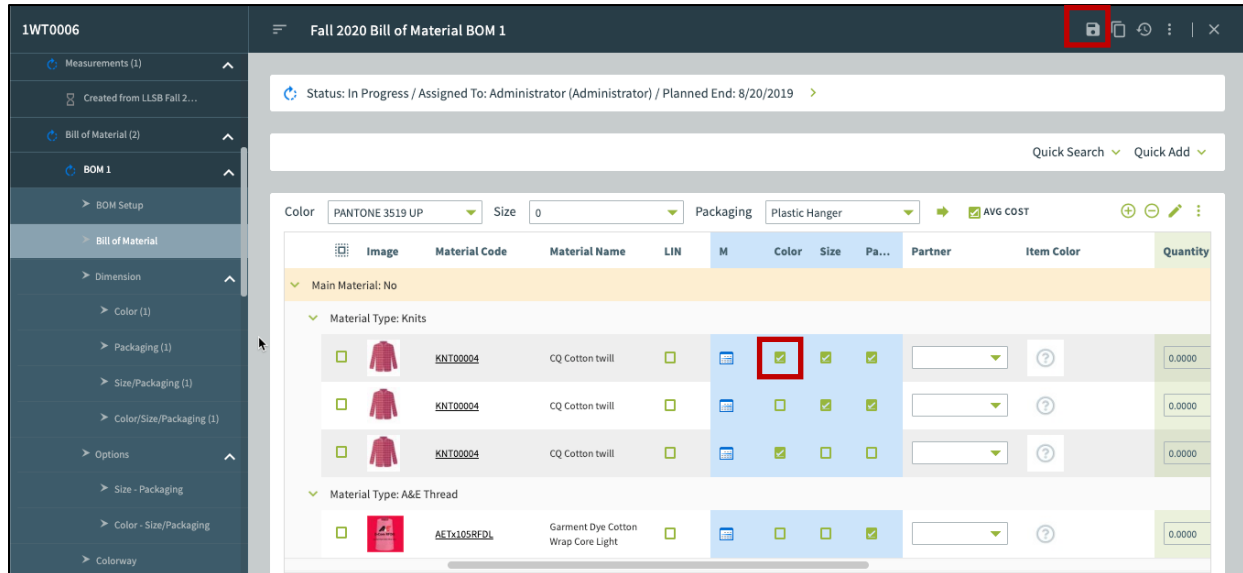
2. The **DBOM** combinations will be listed in the left navigation panel based on the previous selection.



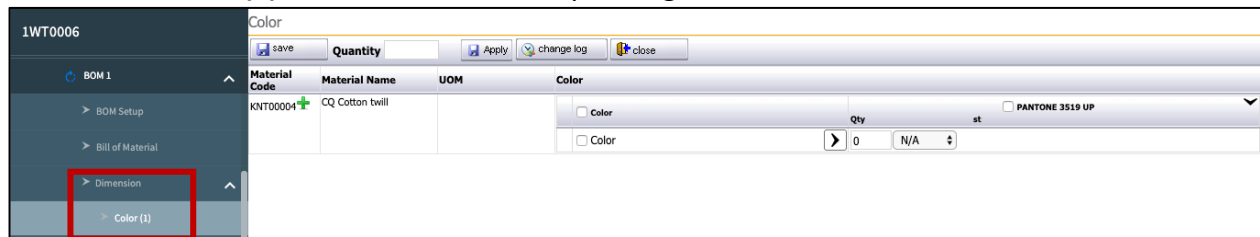


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- The **Color** dimension has been previously checked for this BOM. Once **saved**, the left navigation panel will display an indicator showing as **Color (1)** under the **Dimensions** tab.



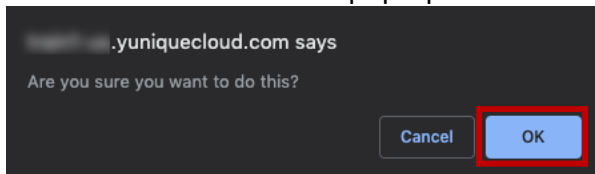
- Click on the **Color (1)** tab to view the corresponding Dimension.



- Enter the **quantity** needed for the colorway of each material, and place a **checkmark** next to the desired **colorway name** or check the **Color** option to select all the colorway options at once.
- Click the **Apply** button.



- Click the **OK** button in the pop-up window to confirm the mass edit.



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8. This example contains three dimensions: *Color, Size, and Packaging*. Enter a **quantity** for each desired color/size/packaging combination.

1WT0006 Color/Size/Packaging

save Quantity 50 Apply change log close

Material Code	Material Name	UOM	Color/Size/Packaging
KNT00004	CQ Cotton twill		
<b>(KNT00004--CQ Cotton twill)</b>			
<input checked="" type="checkbox"/>	PANTONE 3514 UP	50	N/A
<input type="checkbox"/>	PANTONE Blue 072 C	0	N/A
<input type="checkbox"/>	PANTONE Magenta 0521 U	0	N/A
<input type="checkbox"/>	PANTONE 3519 UP	0	N/A

Or click on the **Color/Size/Packaging** option to *select all*.

1WT0006 Color/Size/Packaging

save Quantity Apply change log close

Material Code	Material Name	UOM	Color/Size/Packaging
KNT00004	CQ Cotton twill		
<b>(KNT00004--CQ Cotton twill)</b>			
<input checked="" type="checkbox"/>	PANTONE 3514 UP	50	N/A
<input checked="" type="checkbox"/>	PANTONE Blue 072 C	50	N/A
<input checked="" type="checkbox"/>	PANTONE Magenta 0521 U	50	N/A
<input checked="" type="checkbox"/>	PANTONE 3519 UP	50	N/A

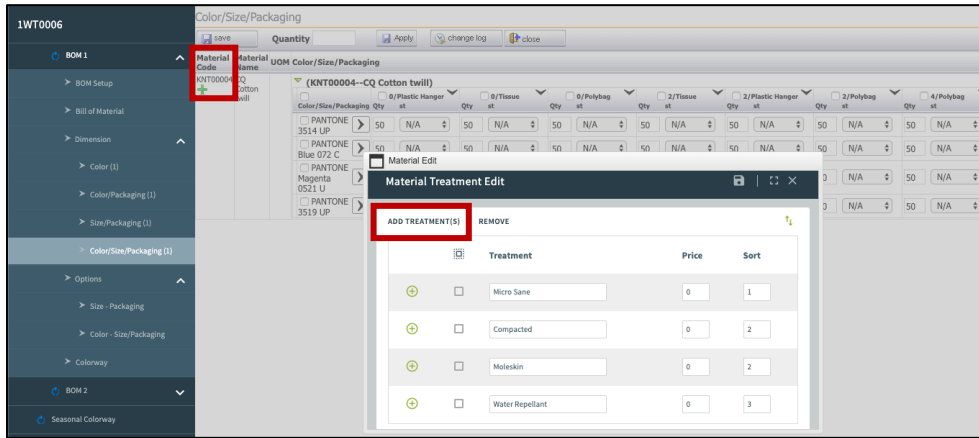
### Cluttered View?

Click the green arrow above each combination to expand/collapse the section for an easy view.

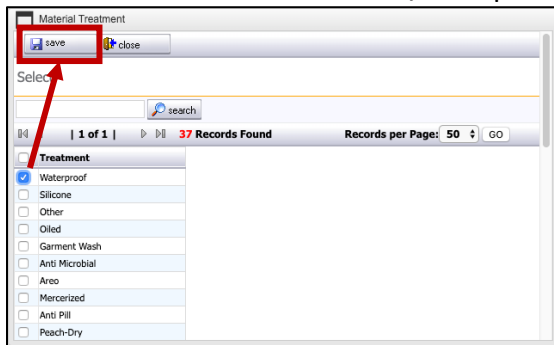
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### Adding and Removing Material Treatments

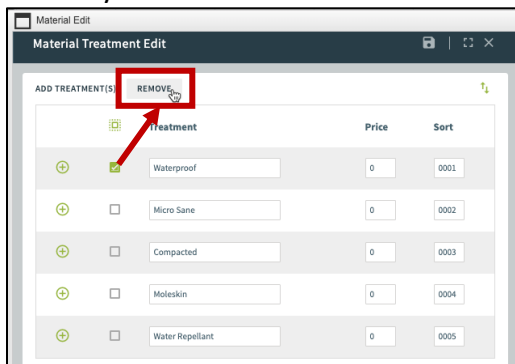
1. Click the **green plus sign** under a material within the *Material Code* column. A *Material Treatment Edit* window opens, allowing the user to mass apply a selected *Treatment/Size/Gauge (TSG)*.
2. Select the **Add Treatment(s)** button to view a list of treatments.



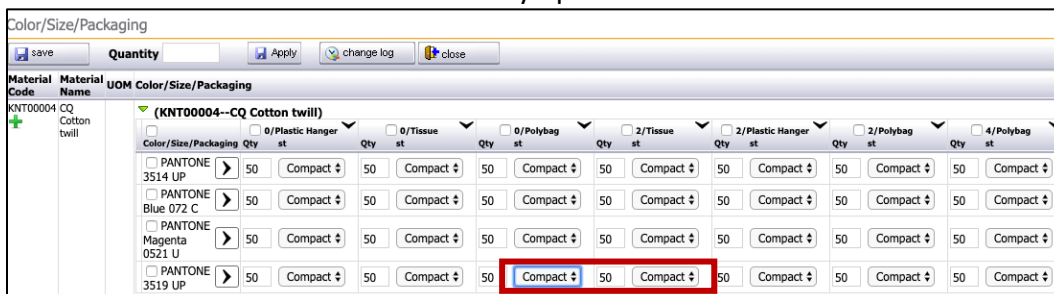
3. **Check one or more treatments**, then press **save** to keep the changes.



4. Should you need to *remove* a treatment, **check** the desired treatment, then press **remove**.



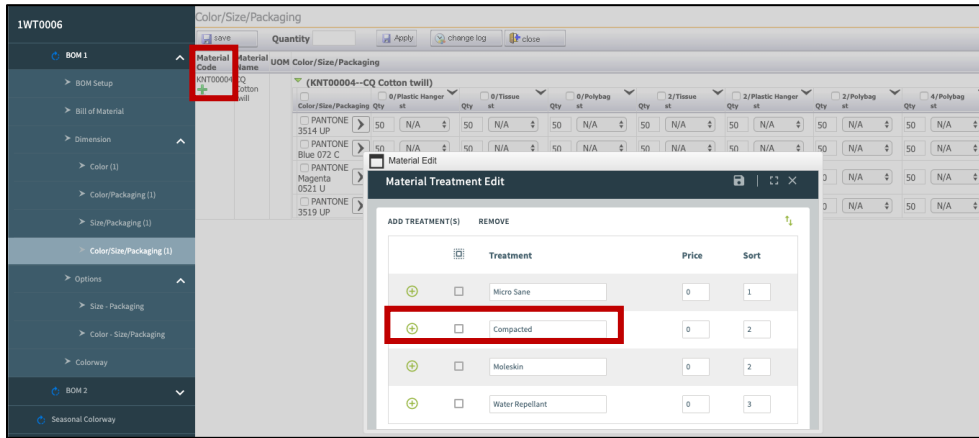
5. The window refreshes and automatically updates each line item with the selected treatment.



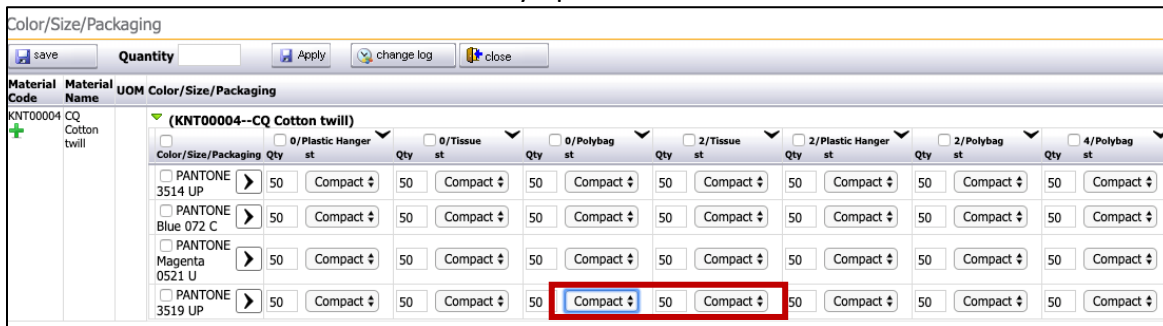
## Style Folder - Bill of Material User Guide V8

### Mass Apply of Material Treatments

1. Click the **green plus sign** under a material within the *Material Code* column. A Material Treatment Edit window opens, allowing the user to mass apply a selected *Treatment/Size/Gauge (TSG)*.
2. Select a *treatment* by clicking its adjacent **green plus sign**. Only one treatment can be selected.



3. The window refreshes and automatically updates each line item with the selected treatment.



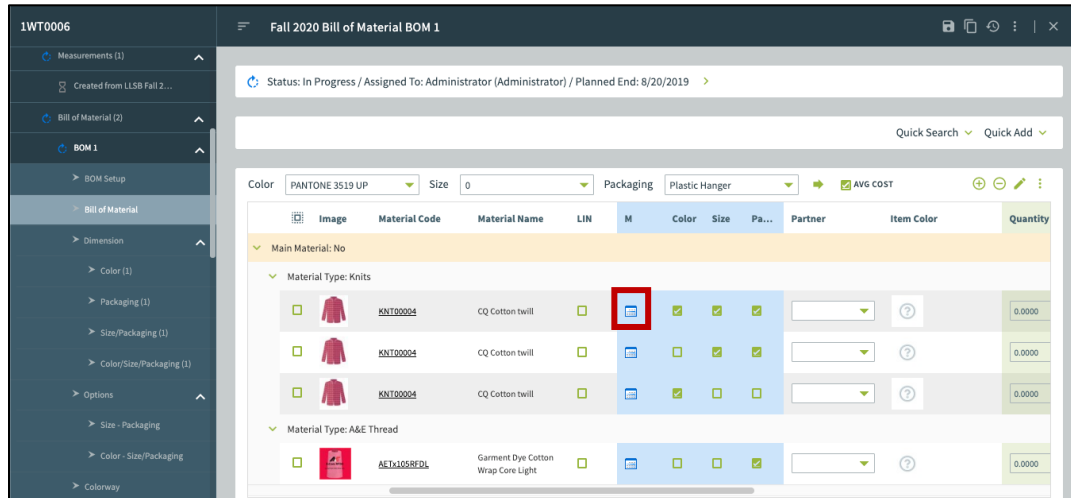
4. Click **close** to return to the *Bill of Material*.

## Style Folder - Bill of Material User Guide V8

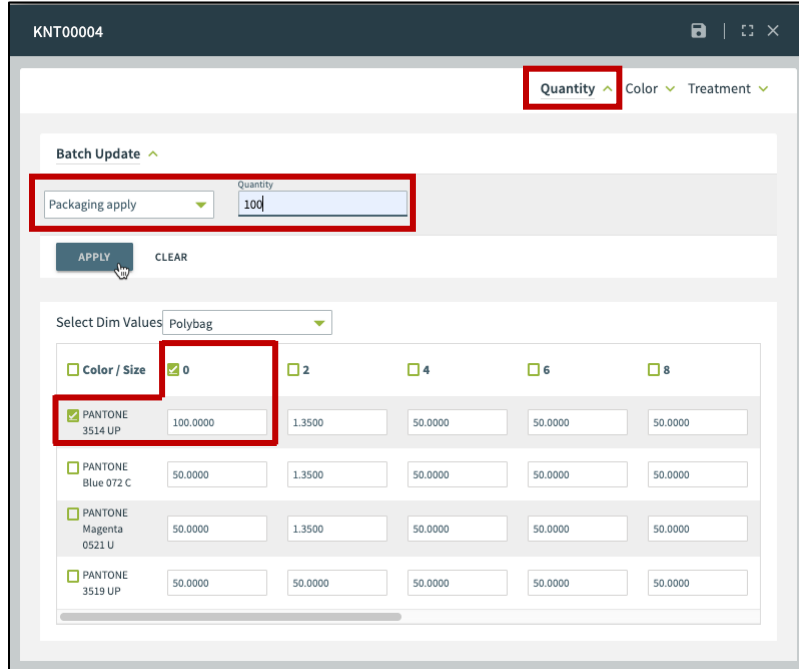
### Specify the Quantity

Once materials have been assigned to dimensions, users can specify the quantity for each material within the Bill of Material. For example, a size small may only need to use 3 buttons versus a size medium may need 4 buttons.

1. Specify material quantities needed for each dimension by clicking the **calendar** icon within the corresponding material line item row.

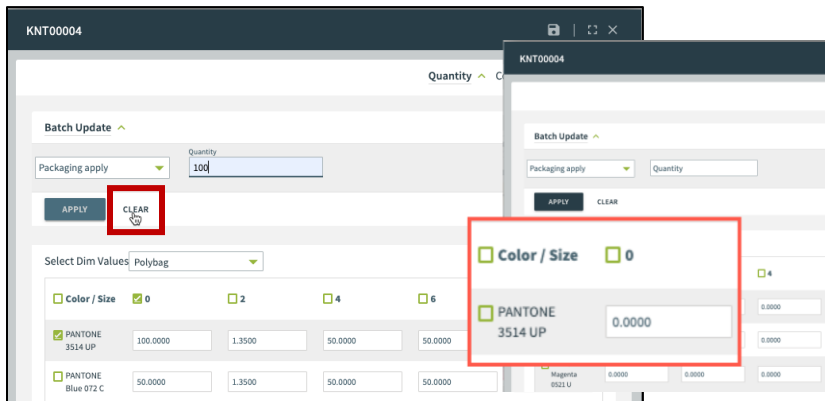


2. A pop-up opens for users to enter specific data for each dimensional combination. Make sure the **Quantity** tab is selected. Then **check the preferred color, size & packaging combination**, enter a **quantity** within its respective field, then press **Apply**.

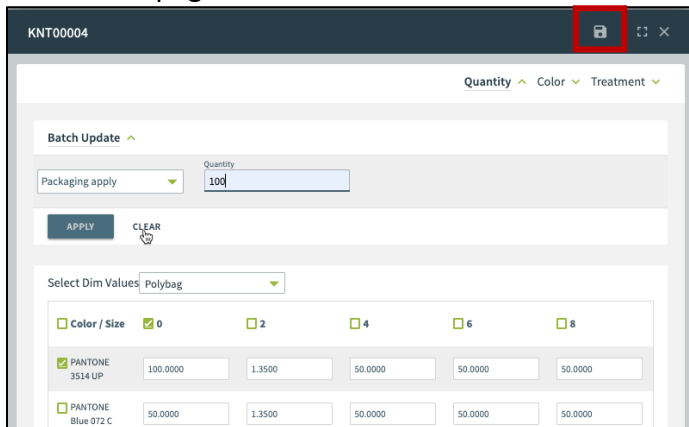


## Style Folder - Bill of Material User Guide V8

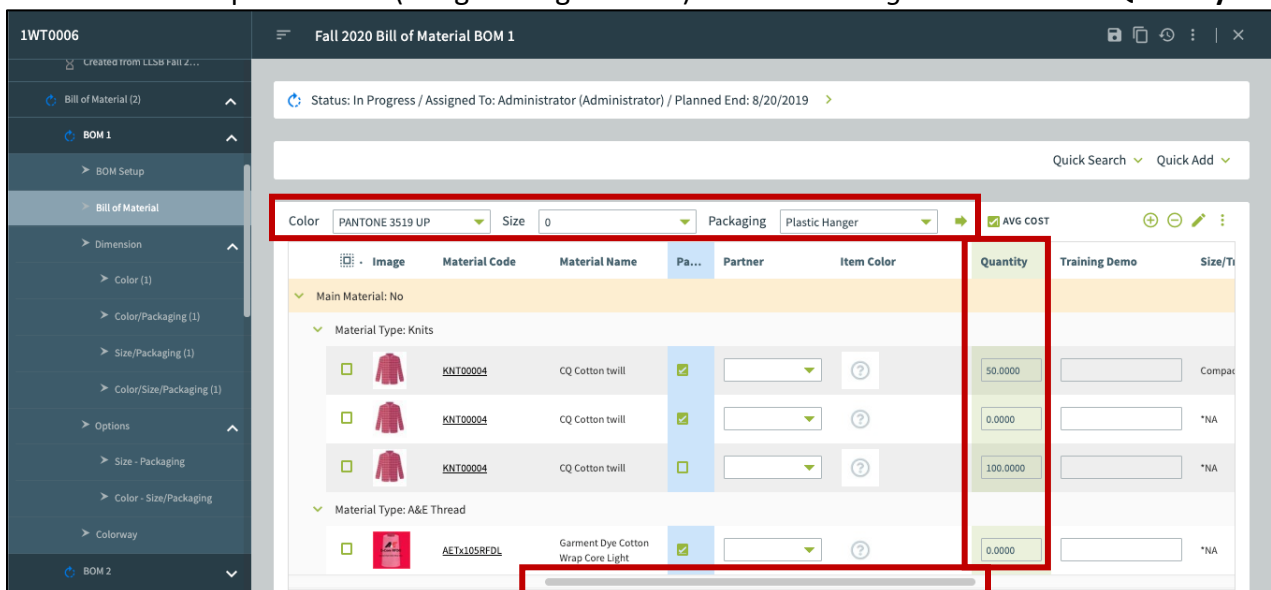
- The quantity can be reversed by placing a checkmark next to the color, size & packaging (column/row) combination then press **clear**. The window refreshes to reveal a zero quantity within the selected combination field.



- Press **save** after entering a quantity for the needed materials. The pop up closes and returns to the Bill of Material page.

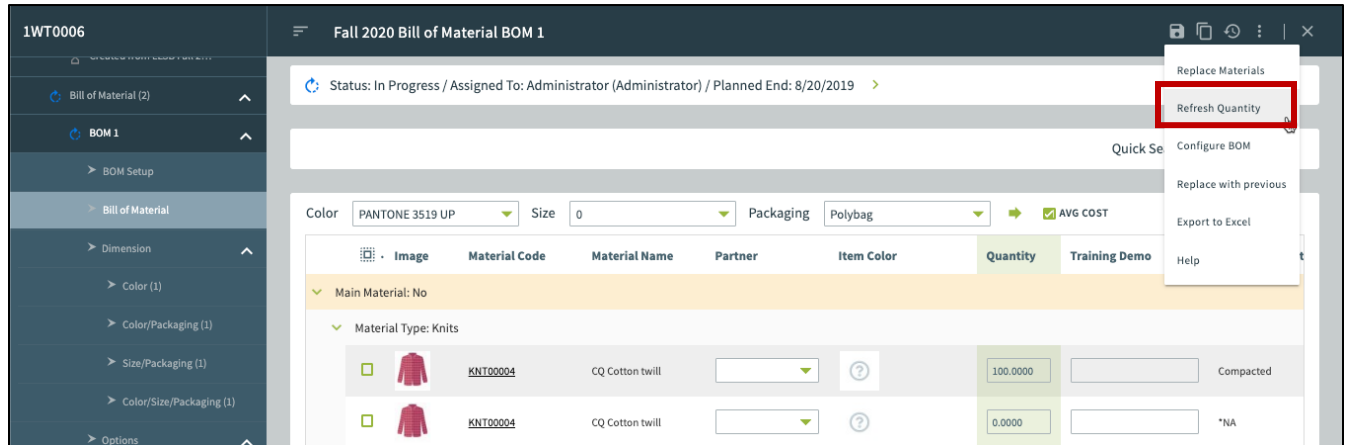


- Now the entered data can be viewed within the *Material's* quantity field. Select the **appropriate dimensions** then press **Select** (the green right arrow). *Scroll to the right* to reveal the **Quantity** column.



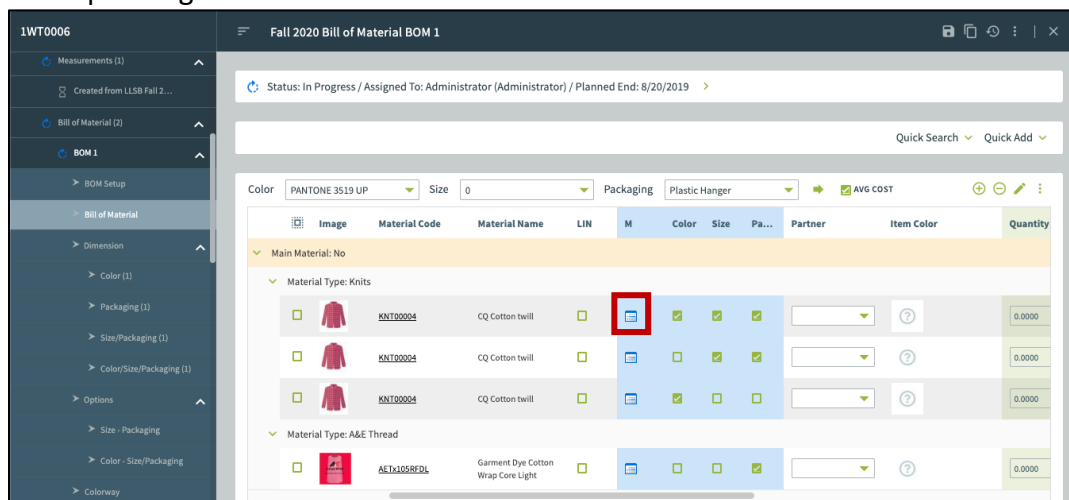
## Style Folder - Bill of Material User Guide V8

6. Select the **Refresh Quantity** button, located within the overflow menu, once all modifications have been made to the dimensions.

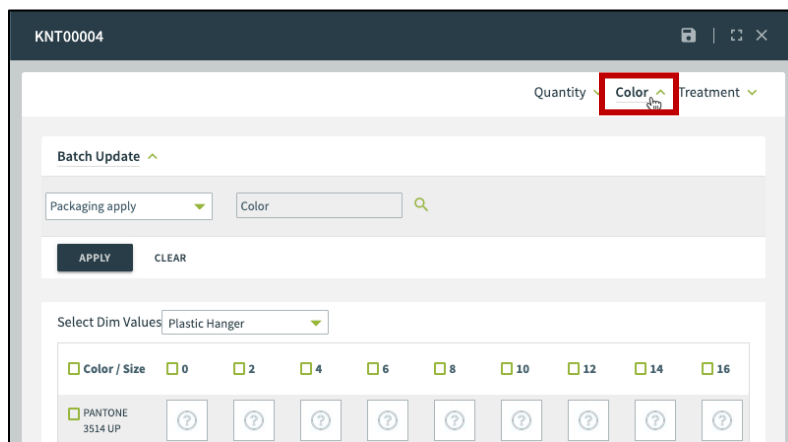


### Specify the Color

1. Specify material data needed for each dimension by clicking the **calendar** icon within the corresponding material line item row.

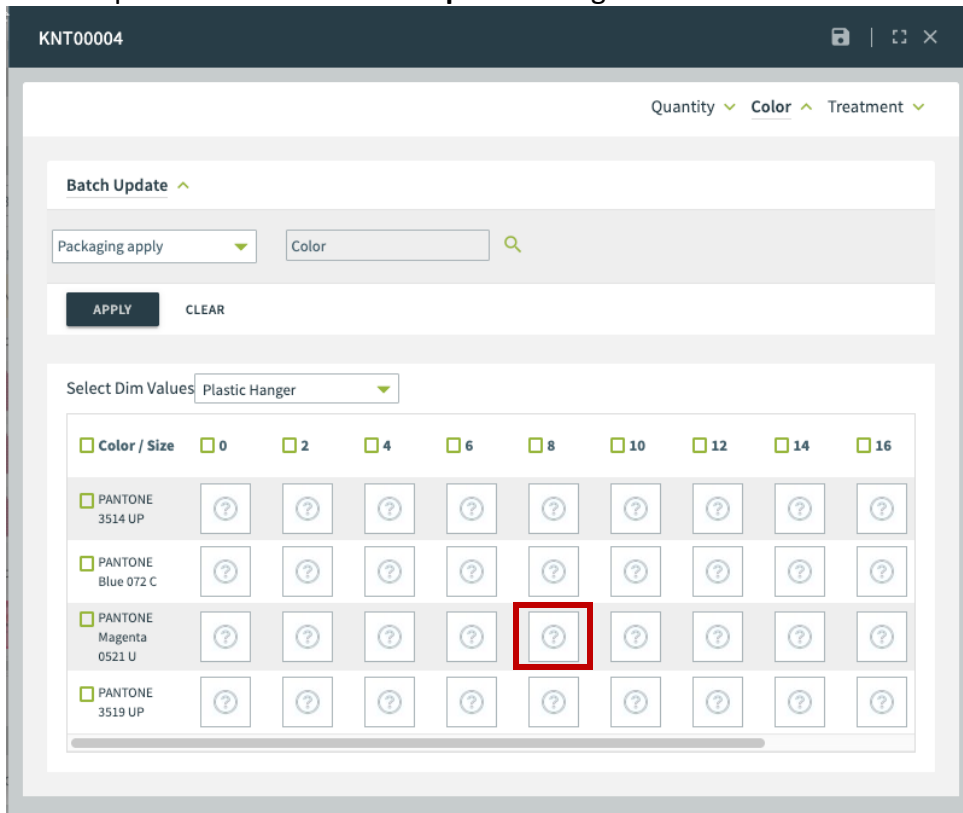


2. A pop-up opens for users to enter specific data for each dimensional combination. Make sure the **Color** tab is selected.

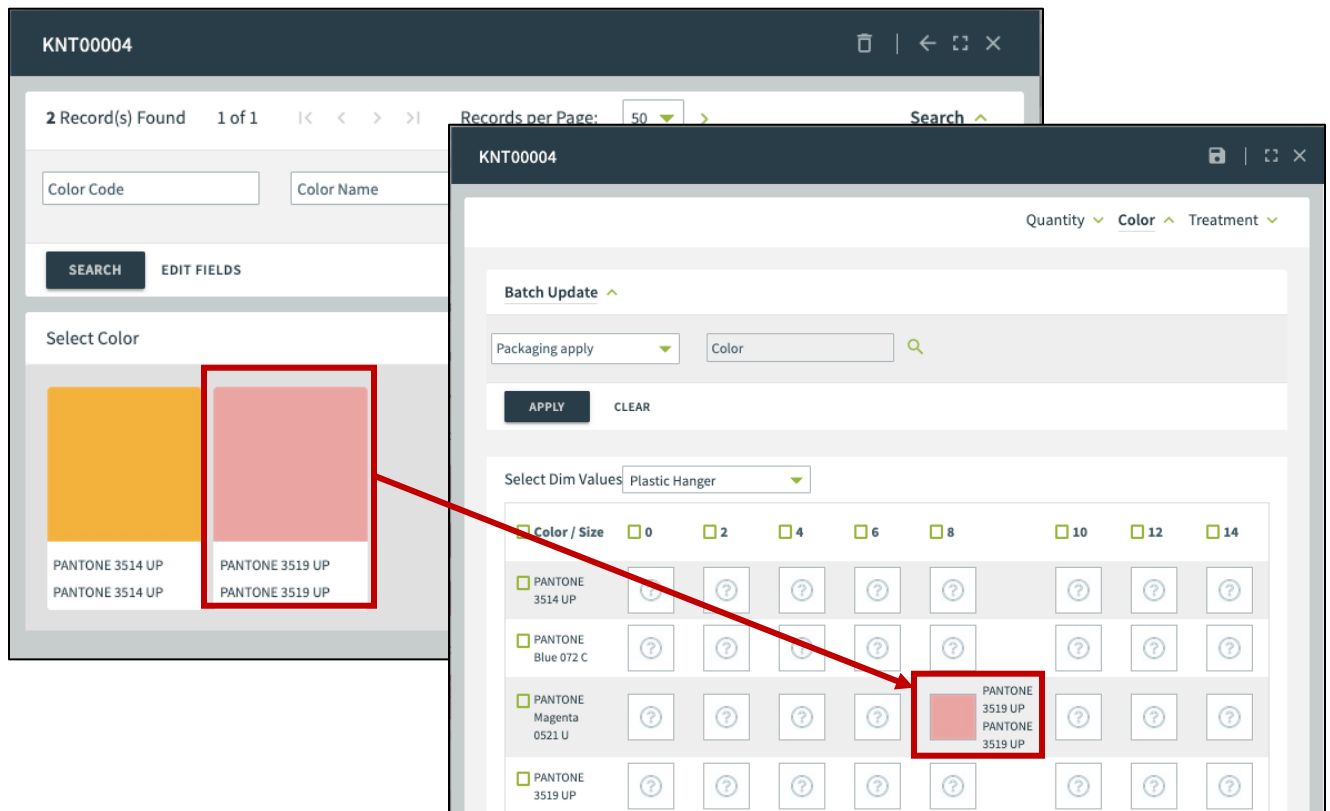


## Style Folder - Bill of Material User Guide V8

3. Select a preferred **color & size chip** from the grid.



4. A pop-up window opens with a list of colors associated with that material. Select a **color** from the list. The pop-up automatically closes, and the color chip is replaced with the selected color.



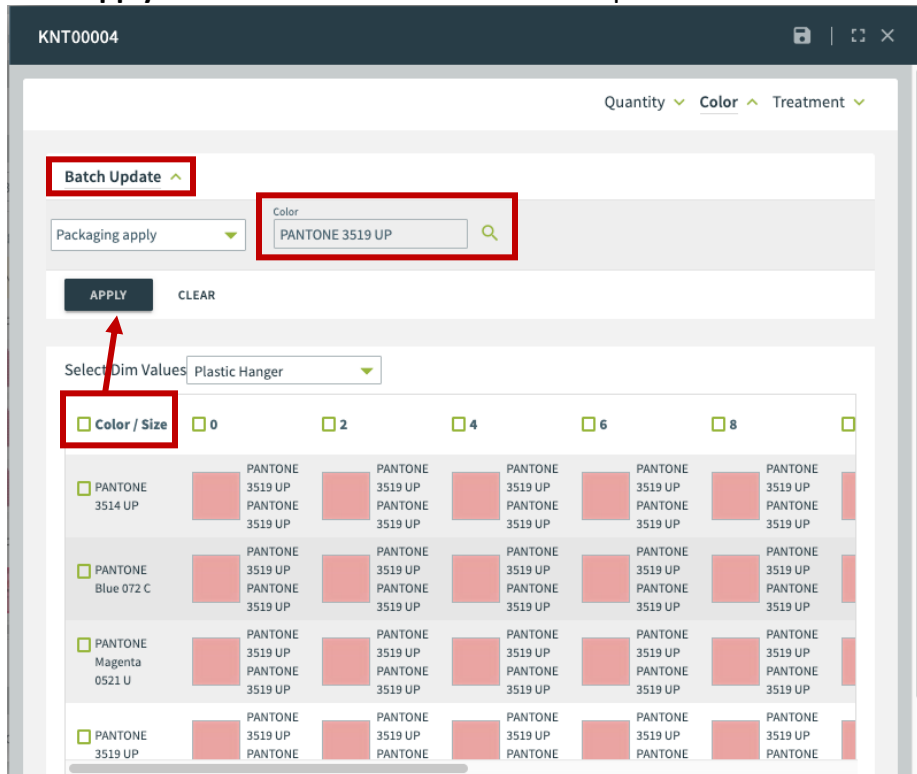


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**Batch Update**

Multiple color chips can be updated at the same time by using the *Batch Update* area.

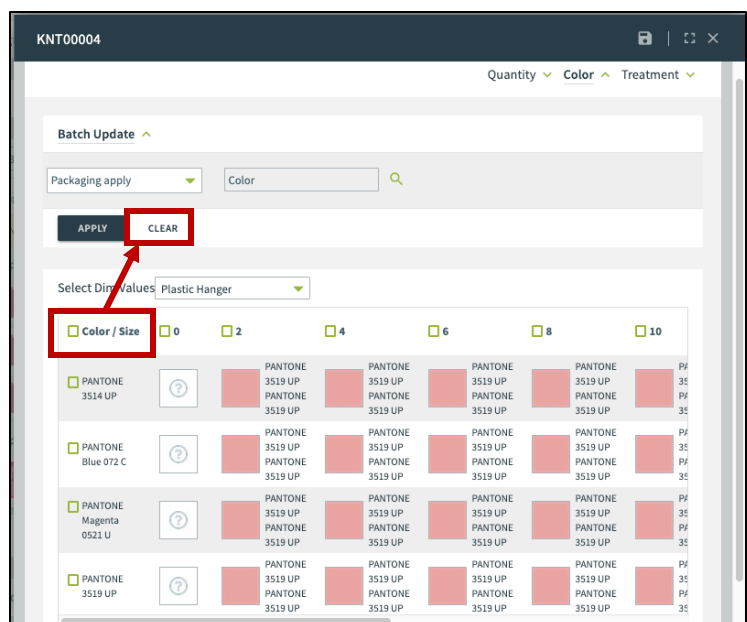
1. Click the **Batch Update** arrow to reveal a packaging drop-down and a color field.
2. Select the **magnifier next to the color field** within the Batch Update area and choose a **color** from the pop-up window.
3. Select the **color/size** checkbox to select all color chips.
4. Press **apply**. The window refreshes and mass updates all color combinations with the selected color.



**Clear Colors**

To clear the selected colors, place a checkmark next to the column and row, or the **color/size** box (for all color chips) and click on **Clear**.

Once all changes are made, click on **save**.

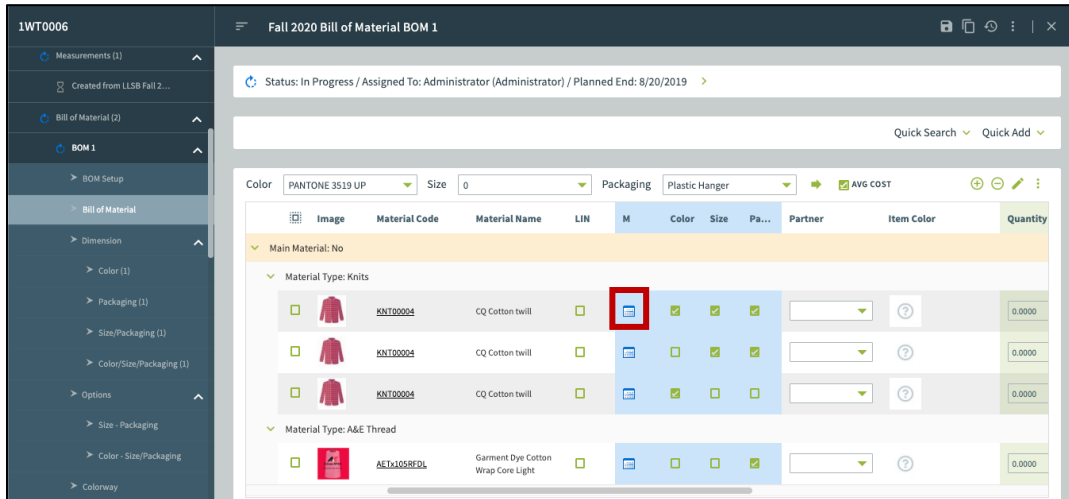


## Style Folder - Bill of Material User Guide V8

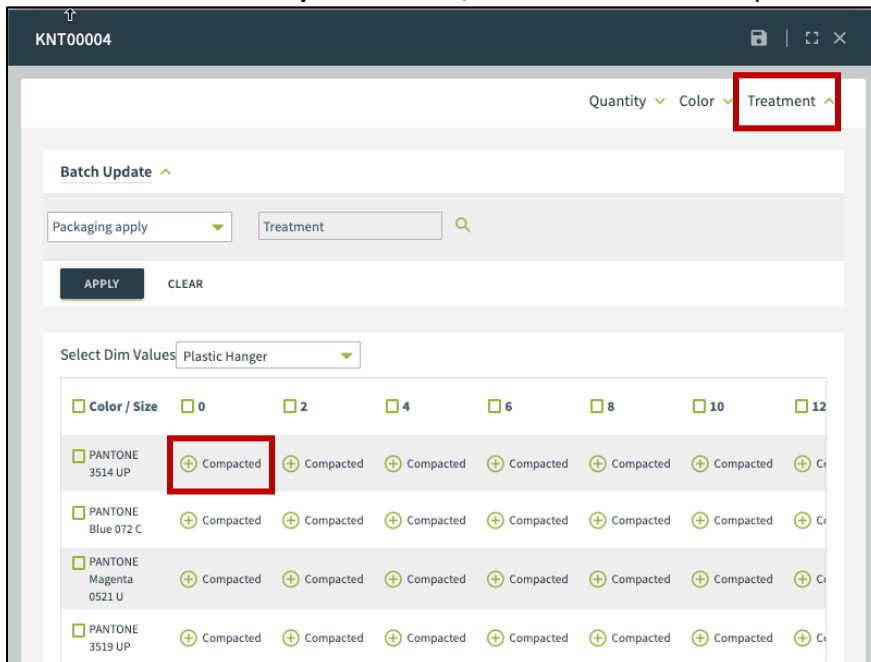
### Specify the Treatment

The Treatment area follows the same process as the Quantity and Color tabs.

1. Specify material data needed for each dimension by clicking the **calendar** icon within the corresponding material line item row.

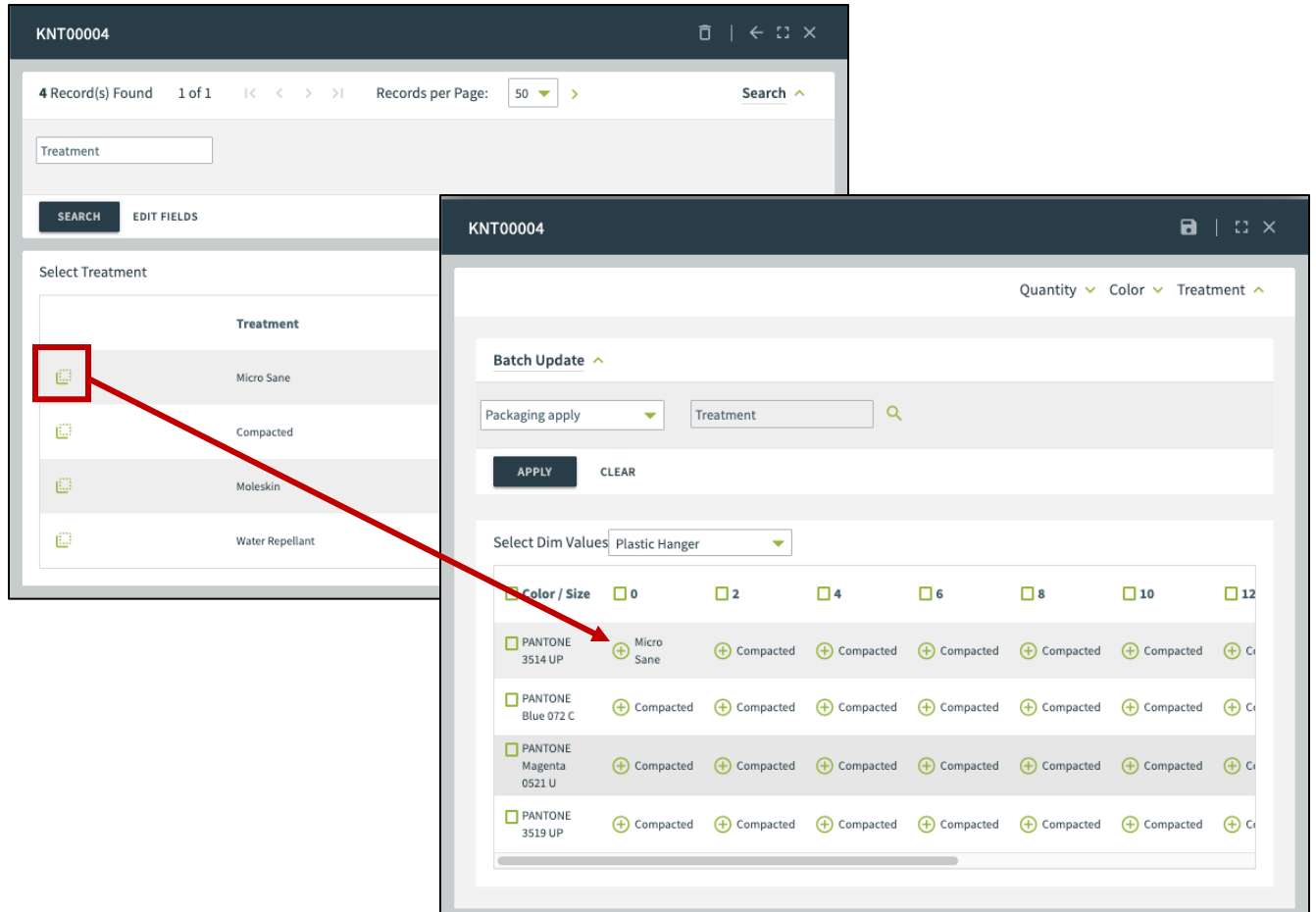


2. A pop-up opens for users to enter specific data for each dimensional combination. Make sure the **Treatment** tab is selected.
3. Select a desired + **Compacted** color/size combination to open a treatment window.



Style Folder - Bill of Material User Guide V8

4. Select a **treatment** from the available list, and the window automatically closes and refreshes the chosen *+Compacted* treatment. The selected treatment is now visible.



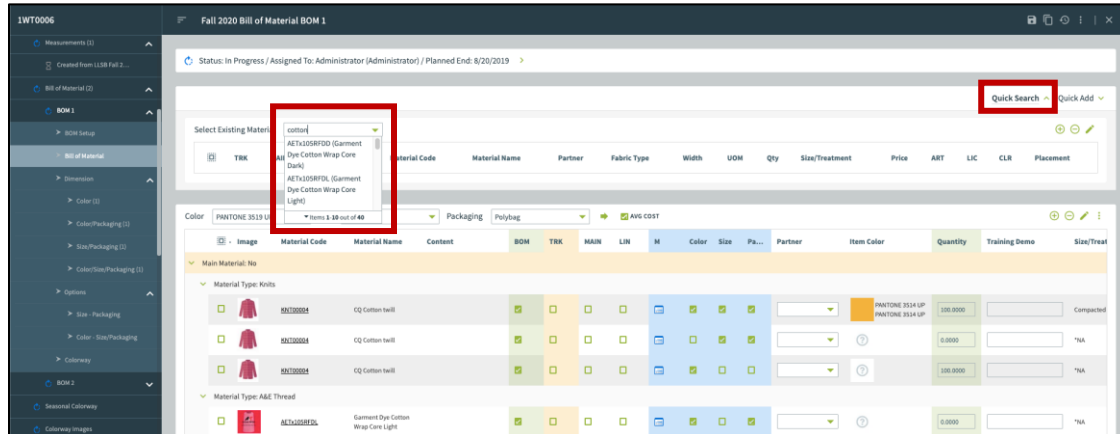
5. Press **save** to keep all changes and **close** the window.

## Style Folder - Bill of Material User Guide V8

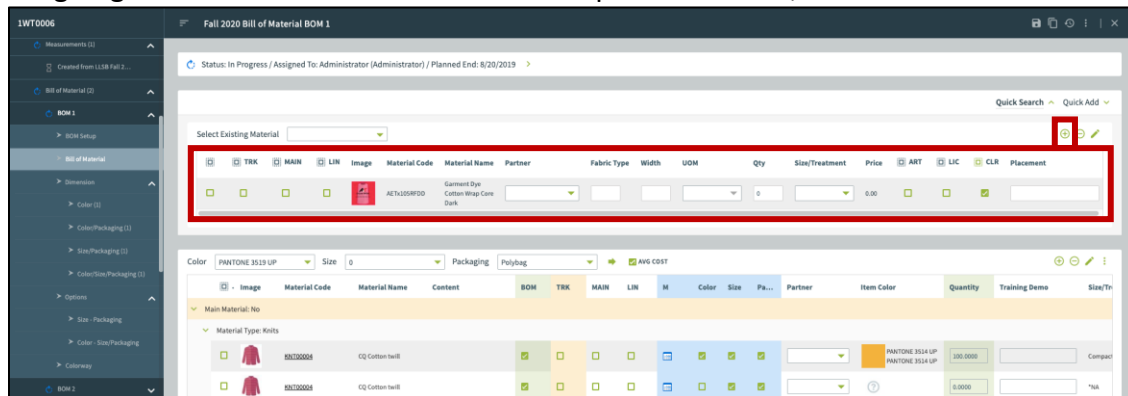
### Quick Search

Users can quickly search and add material by using the *Quick Search* section within the Bill of Material main page.

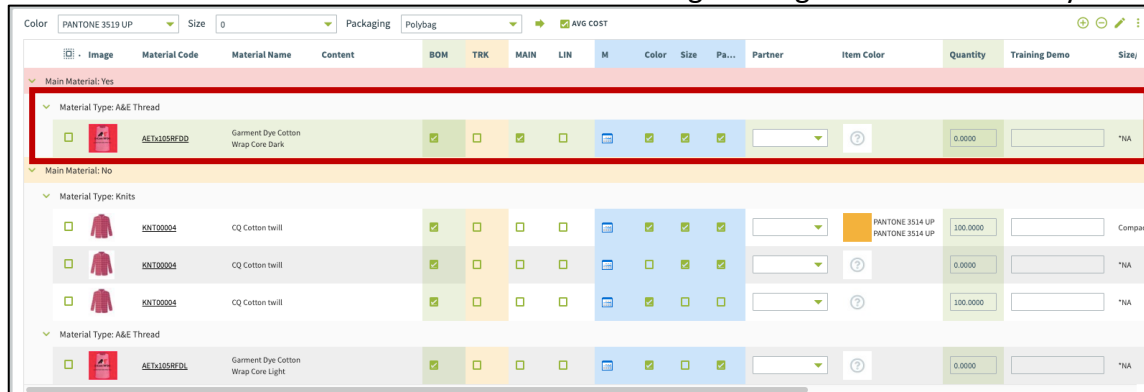
1. Click the **Quick Search** tab to reveal the *Select Existing Material* feature.
2. Enter a partial or complete **material name** or **code** for the system to look up matching options stored within the **YuniquePLM** Material folder.
3. Select a **material** from the drop-down list.



4. The material will appear above the existing material list. Edit the material line item accordingly, such as assigning it as the main material or enter the placement info, etc. Then click on **Add**.



5. The material is added to the BOM and is listed among existing materials for the style.

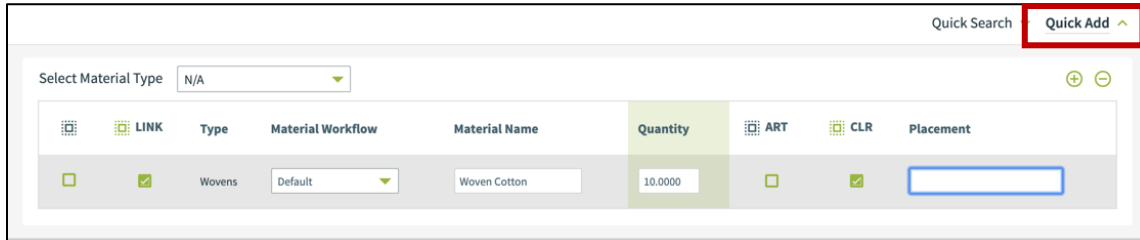


## Style Folder - Bill of Material User Guide V8

### Quick Add

Users can quickly add a material NOT stored within YuniquePLM with the Quick Add feature.

1. Click the **Quick Add** tab to reveal the *Select Material Type* feature.
2. Select a **Material Workflow**, enter a **Material Name**, **Quantity**, and **Placement** accordingly. When finished, click on the **Add** button.



LINK	Type	Material Workflow	Material Name	Quantity	ART	CLR	Placement	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wovens	Default	Woven Cotton	10.0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>

3. Now the added material appears within the Bill of Material main page among the existing materials for the style.

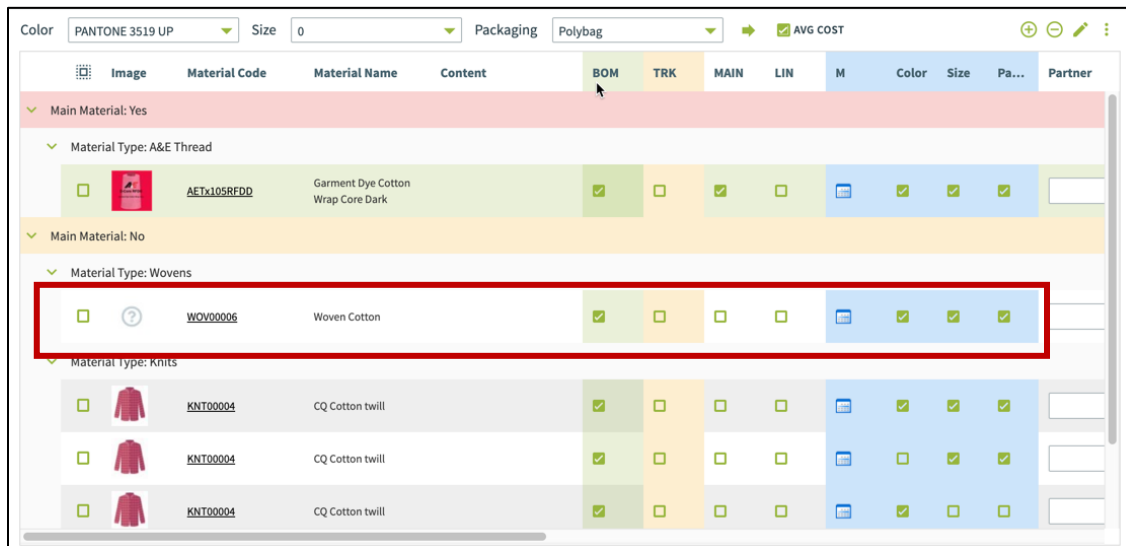
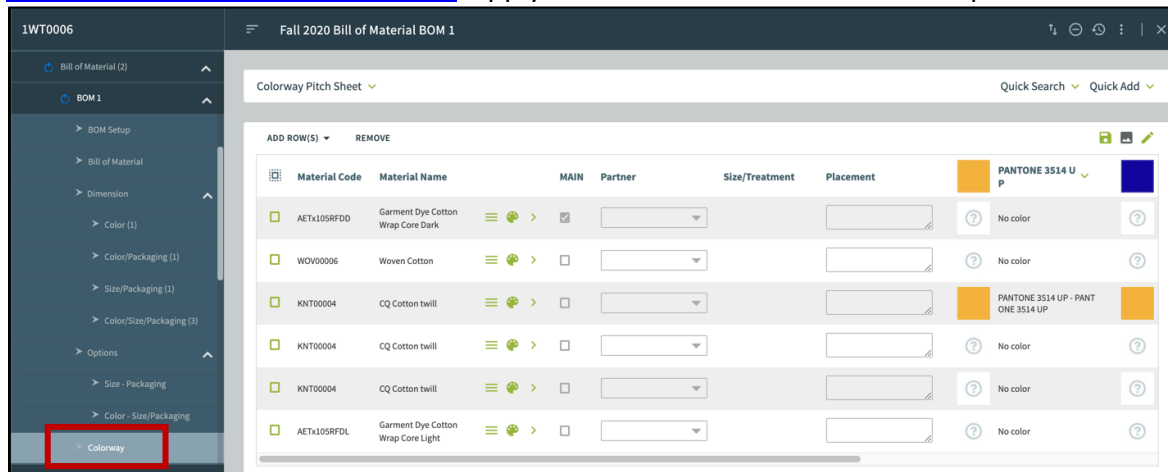


Image	Material Code	Material Name	Content	BOM	TRK	MAIN	LIN	M	Color	Size	Pa...	Partner
Main Material: Yes												
Material Type: A&E Thread												
<input type="checkbox"/>	AETx105RFDD	Garment Dye Cotton Wrap Core Dark		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>
Main Material: No												
Material Type: Wovens												
<input type="checkbox"/>	WOV00006	Woven Cotton		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>
Material Type: Knits												
<input type="checkbox"/>	KNT00004	CQ Cotton twill		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	KNT00004	CQ Cotton twill		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	KNT00004	CQ Cotton twill		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

## Colorway

The Colorway section allows users to begin the colorway pitching process for the selected BOM. There are several ways to pitch a color for material by utilizing the colorways assigned to the style in a *DBOM* for each material component.

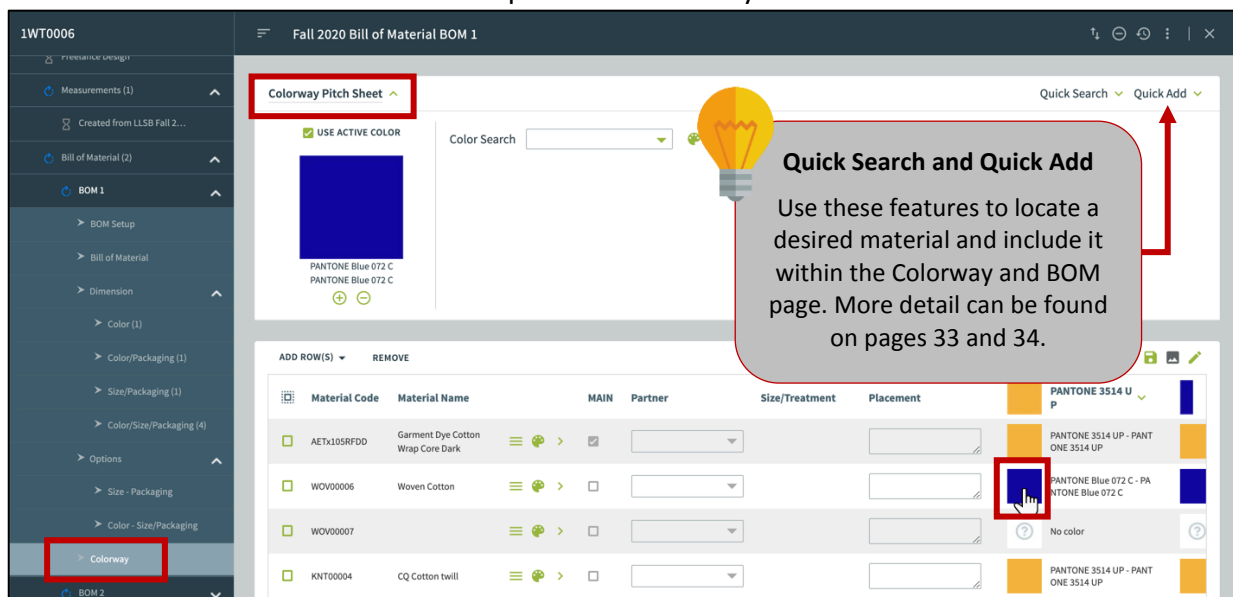
- [Active Color](#): use the current material color
- [Searching for Colors](#): locate colors within the Color Folder
- [Adding Colors from a Color Palette](#): apply a color used in a different color palette



### Active Color

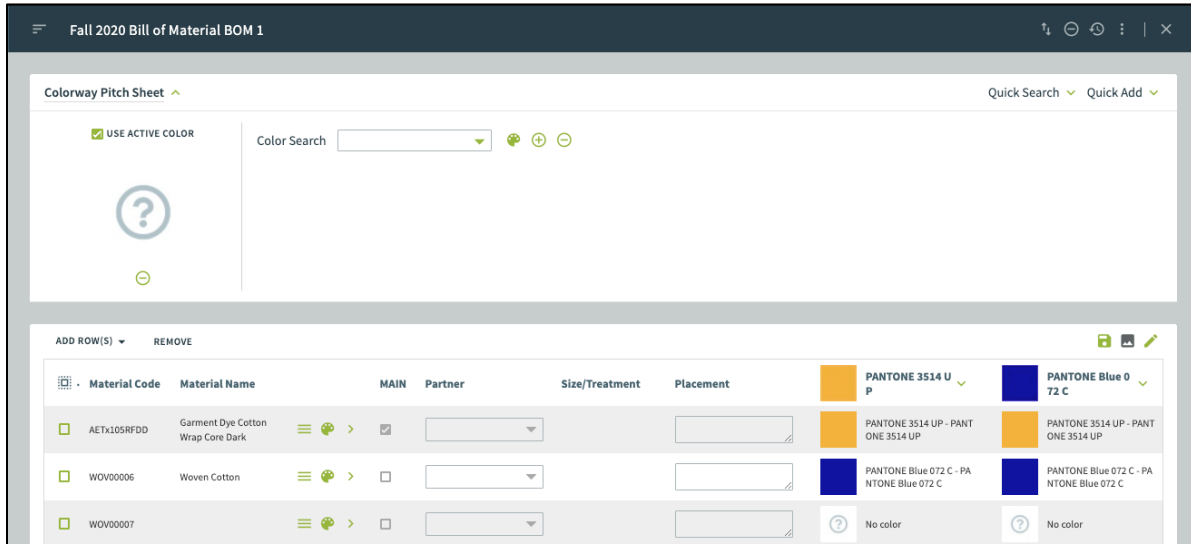
The Colorway Pitch Sheet displays the BOM’s active color

1. Click the **Colorway** link listed within the left navigation panel.
2. Select the **green arrow** next to the *Colorway Pitch Sheet* to reveal the active color.
3. When a color has been set as the Active Color, and the *Use Active Color* option is checked, users can begin pitching colors by clicking on **any color chip holders** within the corresponding material line item. By default, these place holders will initially appear with a (?). Click a **color chip**, next to the appropriate colorway column, and the same color chip will appear as the *Active Color* within the *Colorway Pitching Sheet*. **\*Note:** The “*Use Active Color*” option is checked by default.

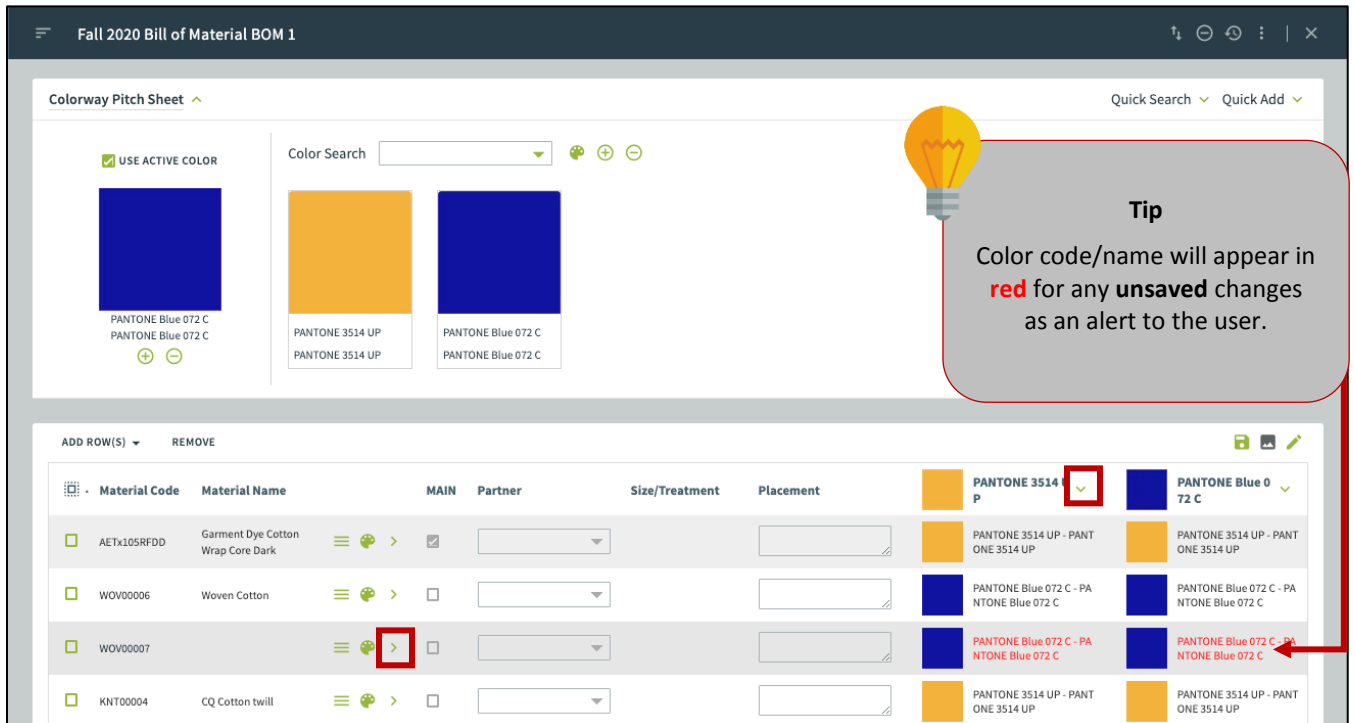


## Style Folder - Bill of Material User Guide V8

- One color assigned to a Material will auto-populate the BOM Colorway pitching area.
- Multiple colors assigned to a material will not auto-populate.



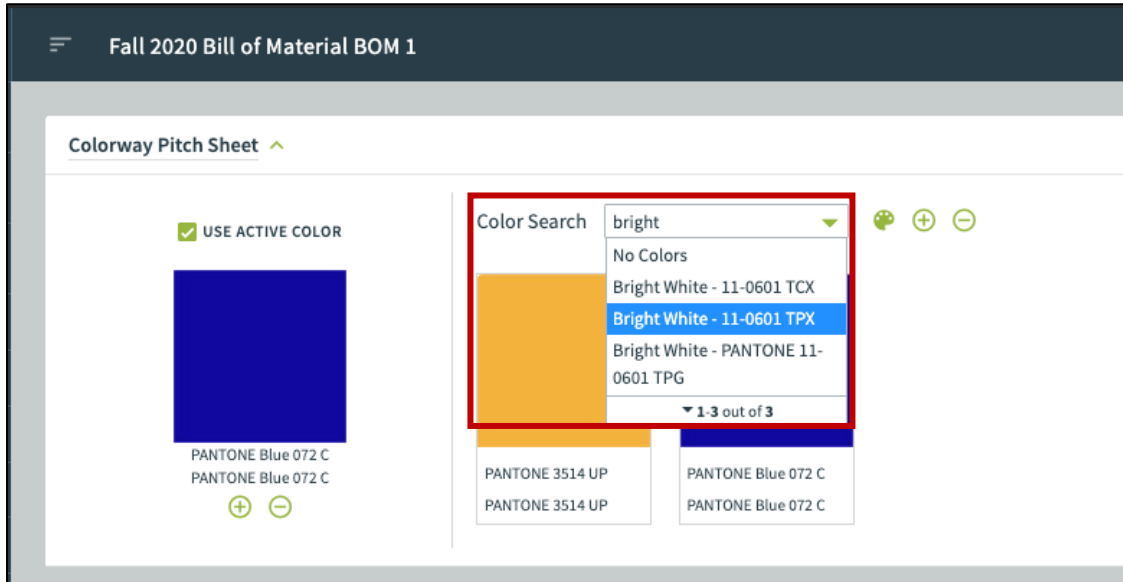
- User can mass-pitch colors for material across all the style colorways, or for all materials within a colorway, by clicking the **corresponding arrow** which will pitch the entire column or row to the active color at once.



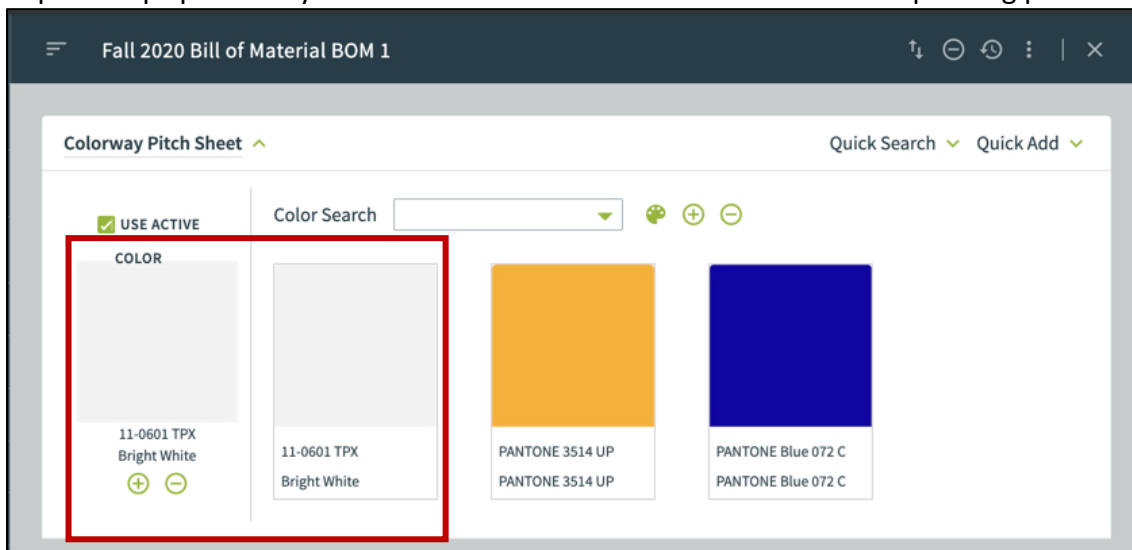
Searching for Colors

Users can also pitch colors for each material by searching for a color stored in the YuniquePLM Color library.

1. **Type a color name or code** into the *Color Search* textbox. A list of matching options will appear in the drop-down menu. Select the desired color from the list.



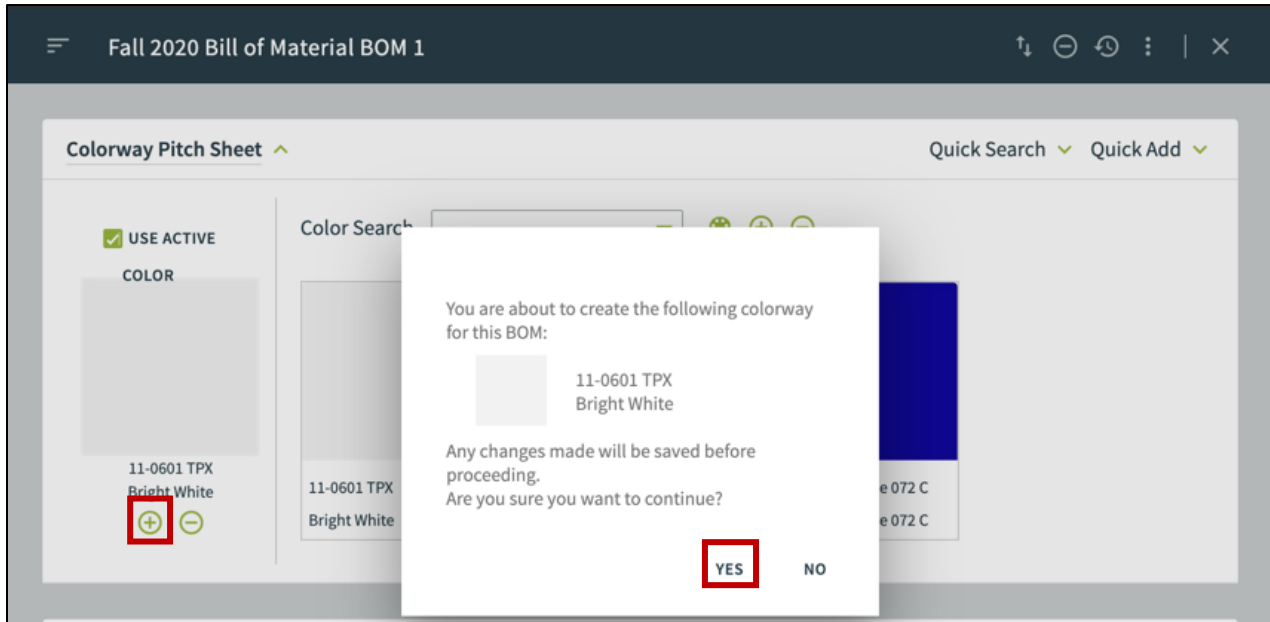
2. The selected color will appear under the *Color Search* field and is automatically set as the *Active Color*. Repeat steps previously introduced to use the new color for the color pitching process.



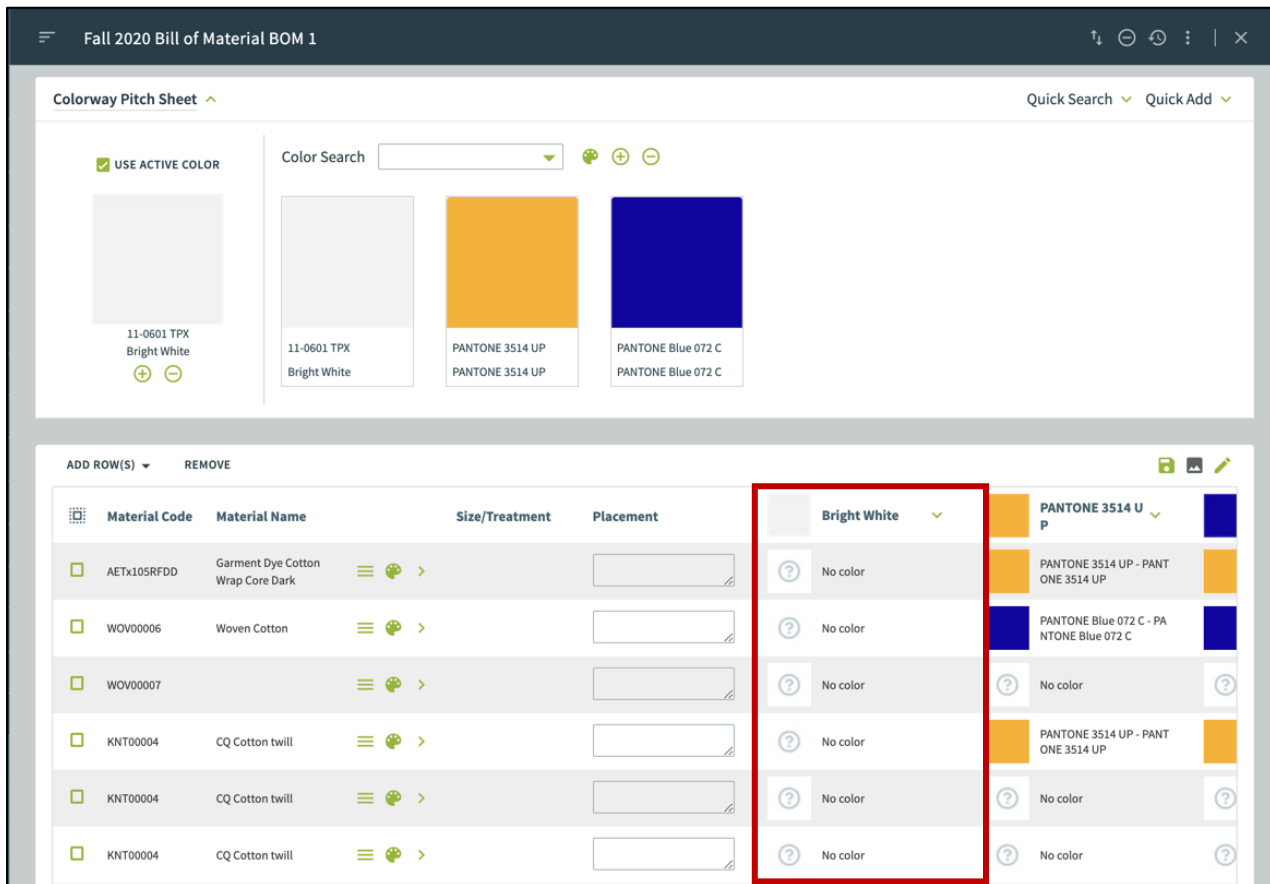


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- The newly searched color can be added as a colorway to the style as well. Click on the **make colorway (+)** button below the *Active Color*. Click **Yes** within the pop-up window to confirm, or **No** to disregard.



- The new colorway will be listed among existing colorways for the style.

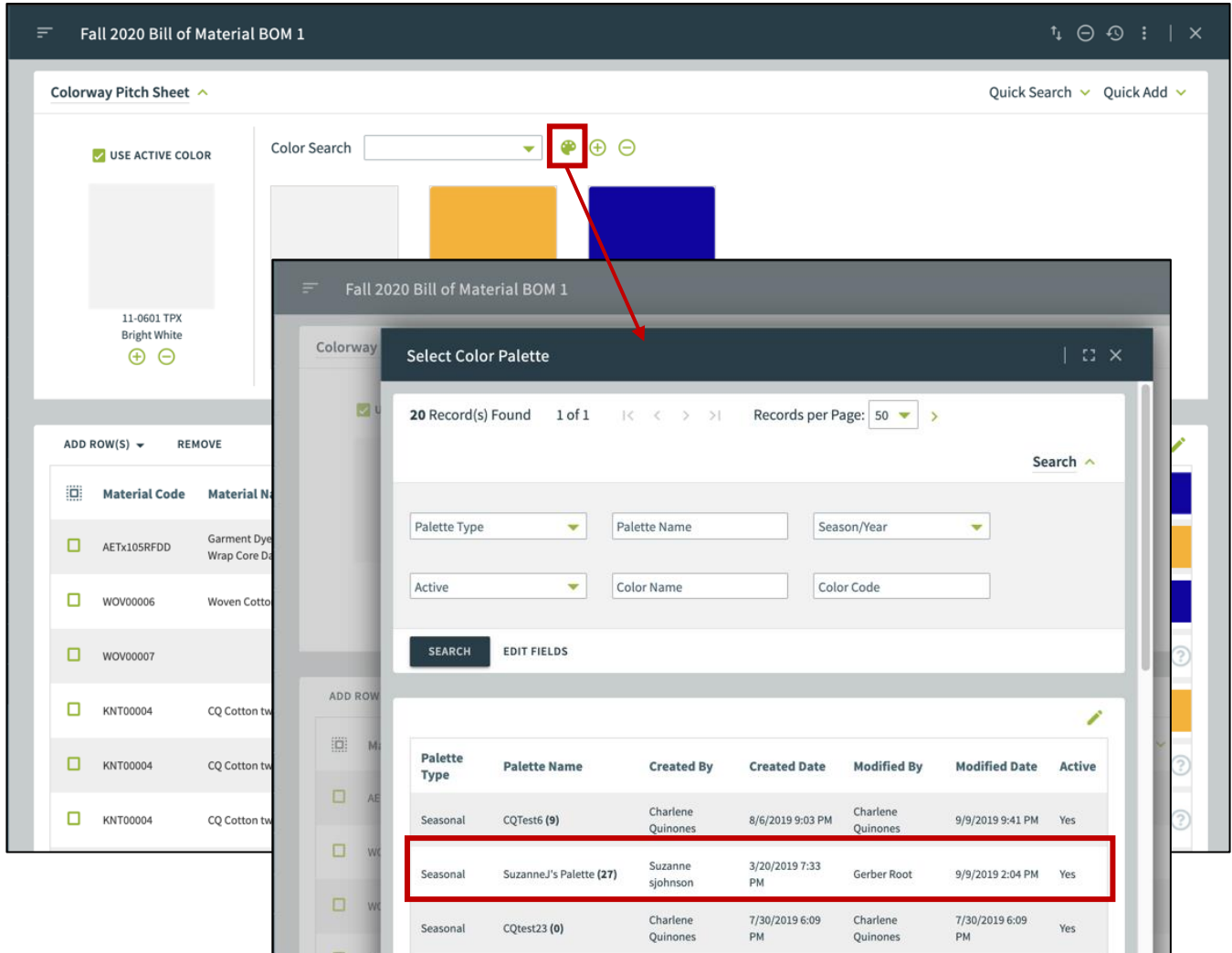


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### Adding Colors from a Color Palette

Users can also add colors from a color palette or to add multiple color palettes at once.

1. Click the **add palette** button next to the color search field. The *Select Color Palette* window opens.
2. Select a **color palette** from the list.

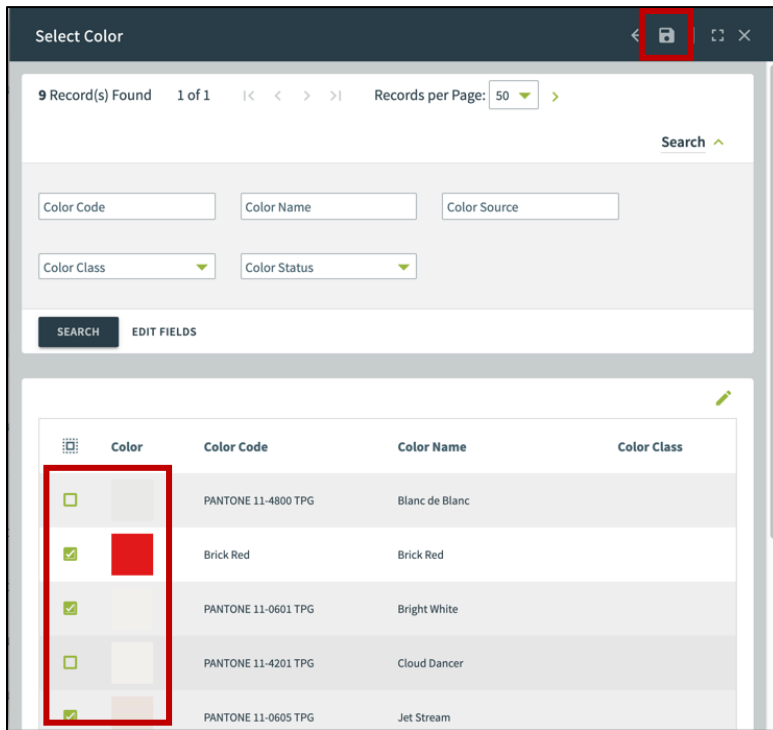


The screenshot shows the 'Fall 2020 Bill of Material BOM 1' interface. The 'Colorway Pitch Sheet' window is open, displaying a 'Color Search' field with a dropdown arrow and a red box highlighting a green plus sign in a circle (the 'add palette' button). Below the search field are three color swatches: white, orange, and blue. A modal window titled 'Select Color Palette' is open, showing a search interface with 20 records found. The table below the search interface lists color palettes with columns for Palette Type, Palette Name, Created By, Created Date, Modified By, Modified Date, and Active. The row for 'Suzanne's Palette (27)' is highlighted with a red box.

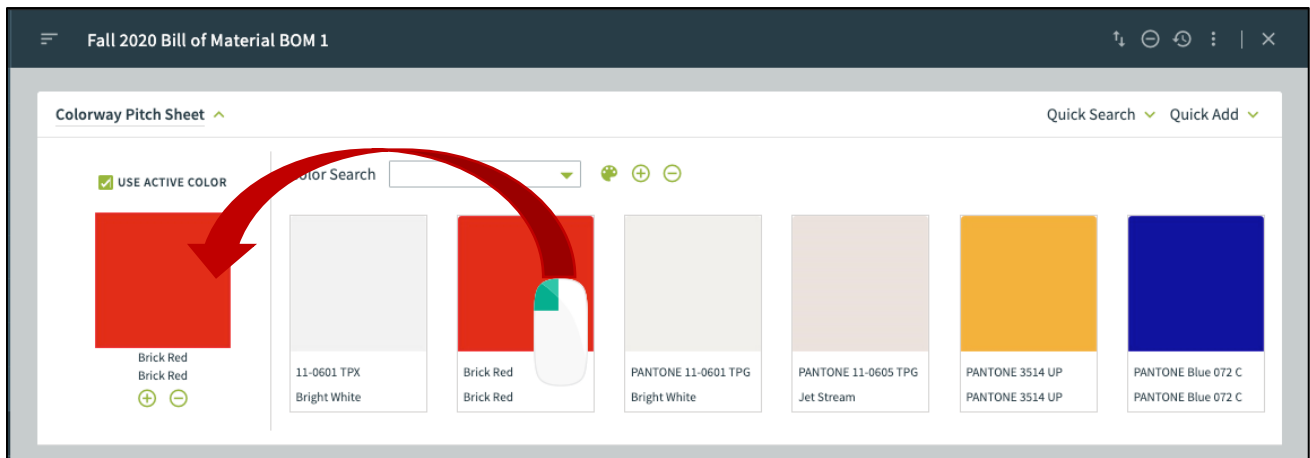
Palette Type	Palette Name	Created By	Created Date	Modified By	Modified Date	Active
Seasonal	CQTest6 (9)	Charlene Quinones	8/6/2019 9:03 PM	Charlene Quinones	9/9/2019 9:41 PM	Yes
Seasonal	Suzanne's Palette (27)	Suzanne sjohnson	3/20/2019 7:33 PM	Gerber Root	9/9/2019 2:04 PM	Yes
Seasonal	CQtest23 (0)	Charlene Quinones	7/30/2019 6:09 PM	Charlene Quinones	7/30/2019 6:09 PM	Yes

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- Once a color palette opens, place a checkmark next to the desired colors, and click on **save**. To go back to the color palette list view and select additional colors, click the **back** button. Use the search field to locate the desired color. When finished click on the **close** button to exit the window.



- The newly selected colors will appear within the *Colorway Pitch Sheet*. Each color chip can be clicked on to be set as the *Active Color*.

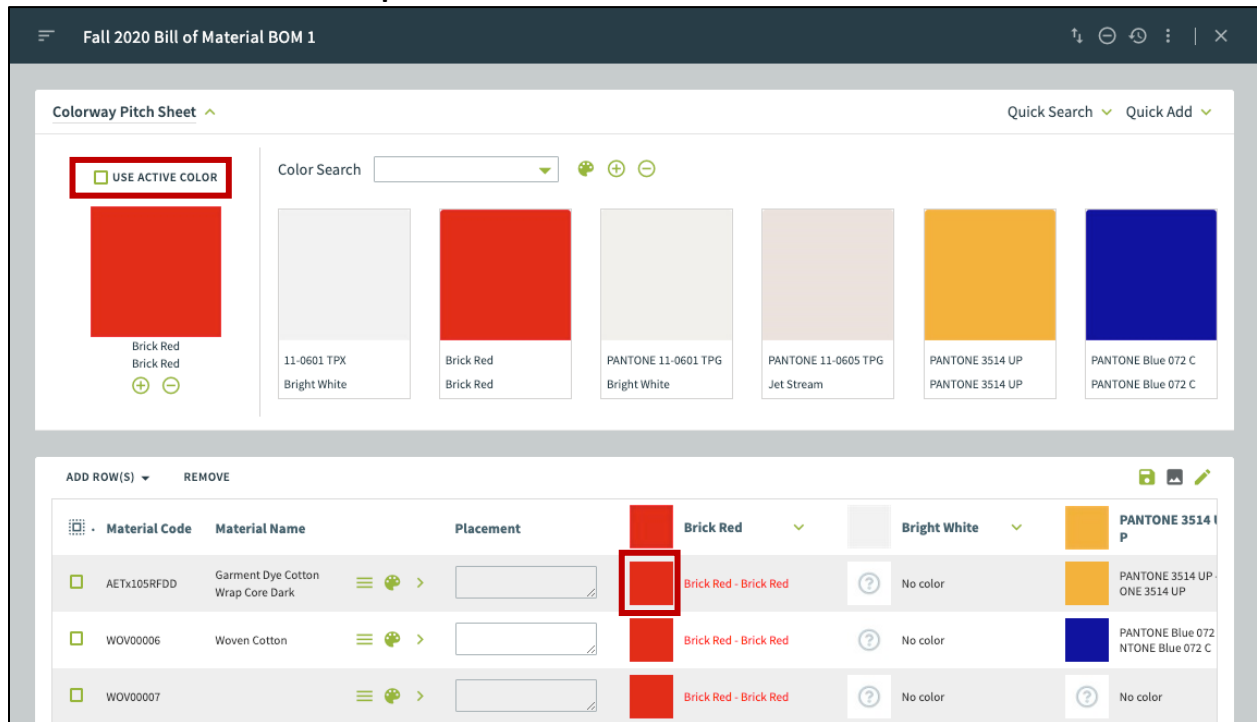


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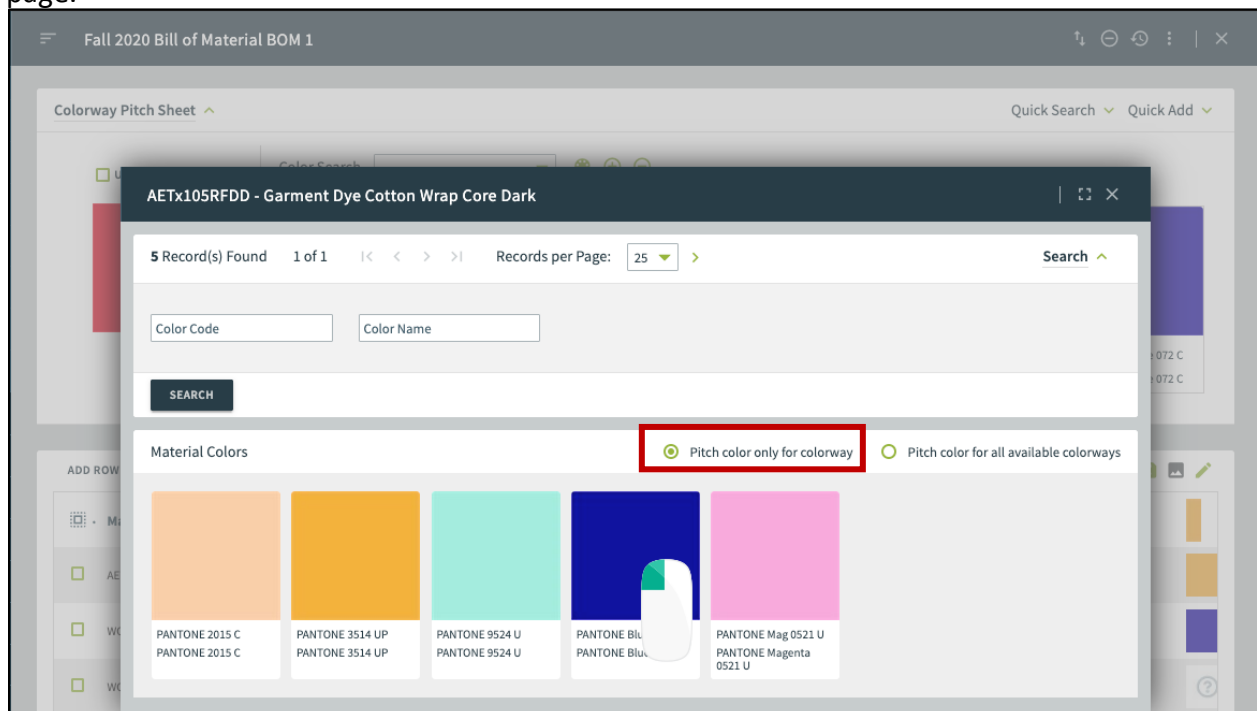
### Unchecked Active Color

Unchecking the **Use Active Color** option allows users to pitch a material using the available colors.

1. Click on the desired **color chip** within a material line item.

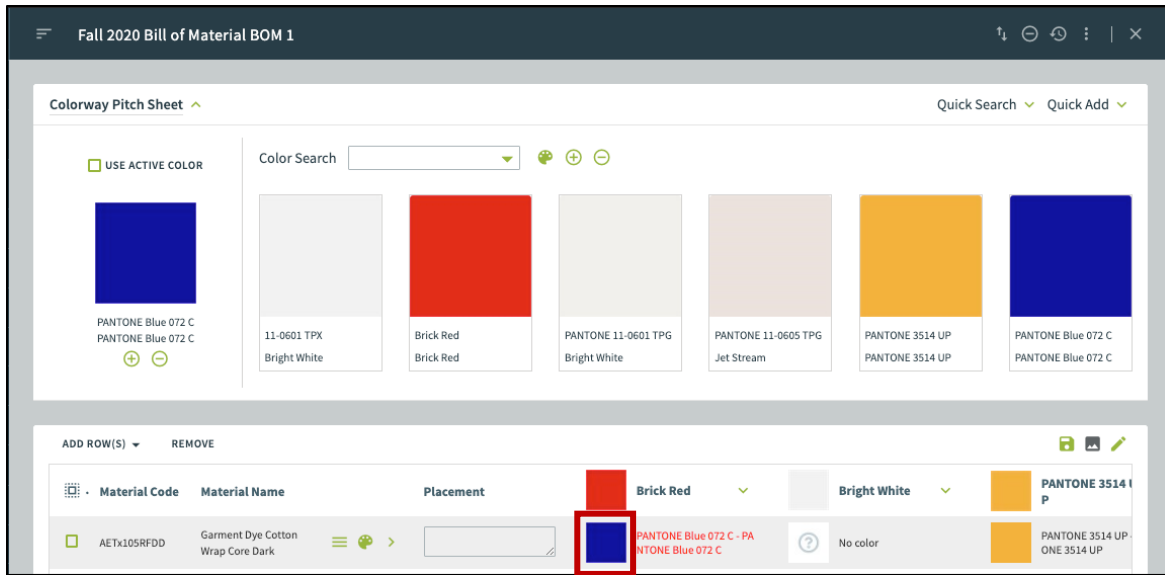


2. A list of available colors associated with that material will appear in a pop-up window.
3. Select **Pitch color only for colorway** to pitch the color for the specific colorway or select **Pitch color for all available colorways** to apply if needed.
4. Click on the **desired color** from the listed options, the page refreshes and returns to the main colorway page.



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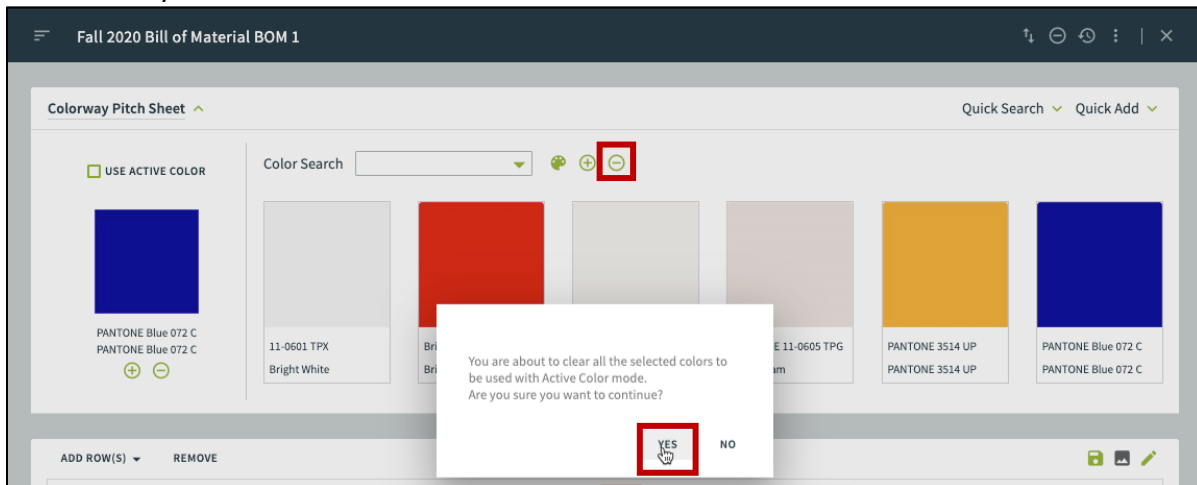
- The changes are reflected within the corresponding material line item in the *Colorway* main page.



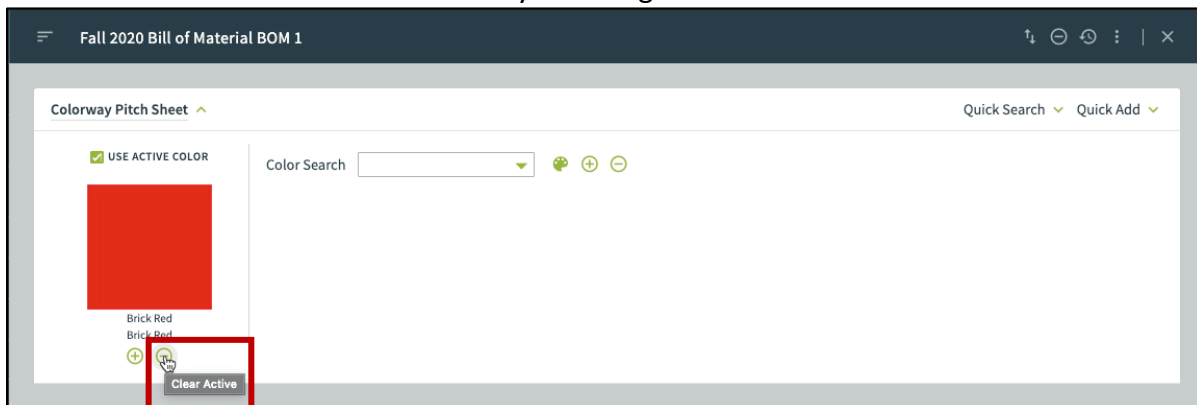
### Clear Colors

Colors added through the *Color Search* or *Add Palette* area can be cleared.

- Click the **Clear (-)** icon, and confirm by clicking the **OK** button in the pop-up window. Selecting *No* will not clear any colors.

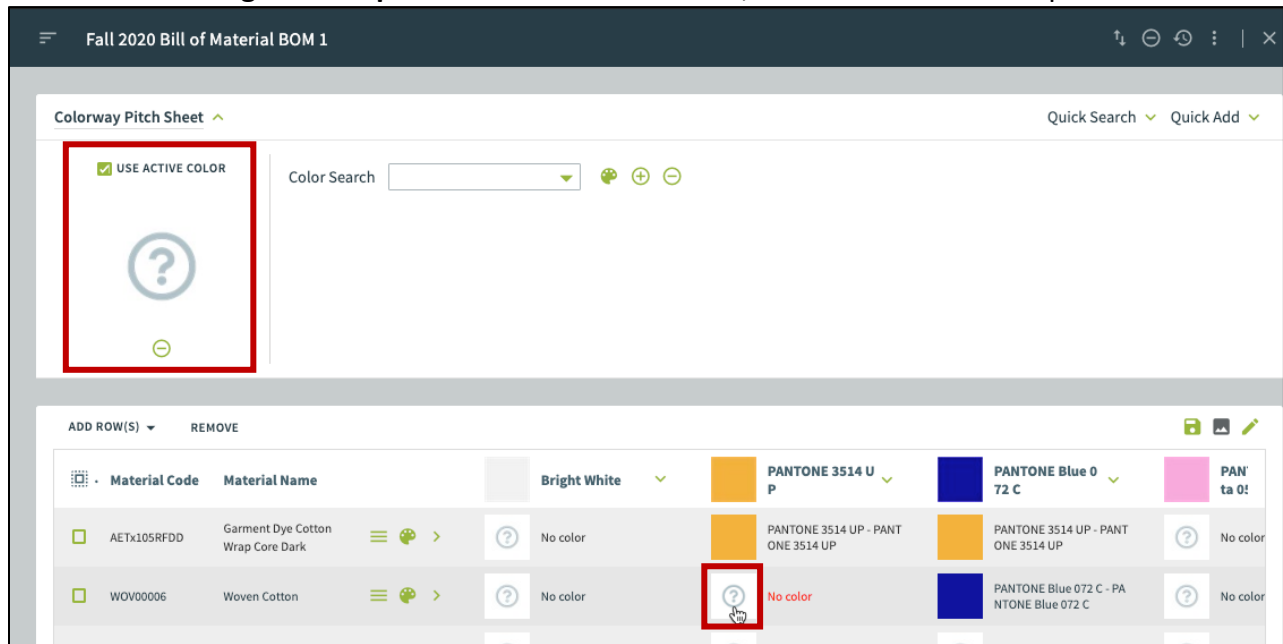


- The Active Color can also be removed by selecting its clear button within the *Active Color Chip* area.



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- Once the Active Color is cleared, the user can also clear any material that has already been color pitched. Make sure the **Use Active Color option is checked**, and **no Active color is set**.
- Click on an **existing color chip** within a material line item, and it will remove the pitched color.



The screenshot shows the 'Fall 2020 Bill of Material BOM 1' interface. At the top, there is a 'Colorway Pitch Sheet' section with a 'USE ACTIVE COLOR' checkbox checked and a 'Color Search' field. Below this is a table of material line items. The table has columns for Material Code, Material Name, and color chips. The third row of the table has a red box around a question mark icon in the 'No color' column, indicating the action to be taken.

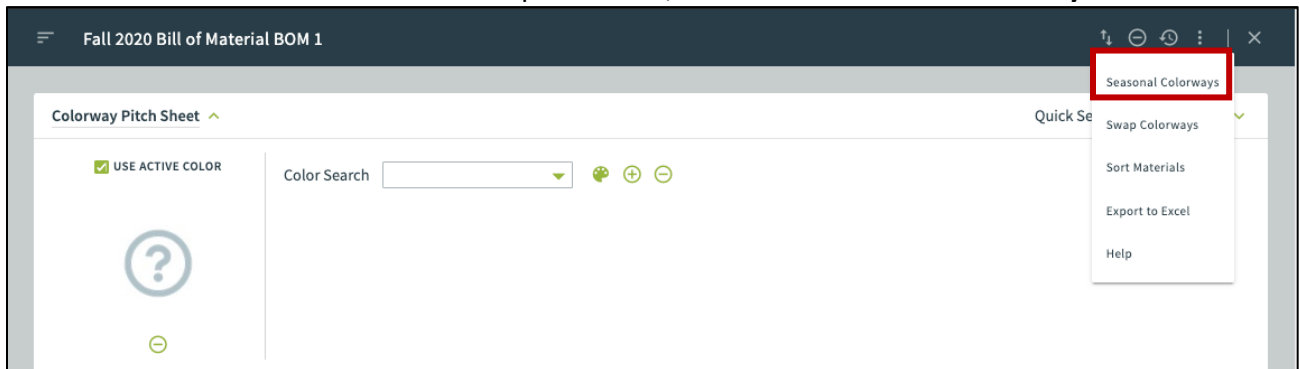
Material Code	Material Name	Bright White	PANTONE 3514 U P	PANTONE Blue 0 72 C	PAN' ta 0!
AETx105RFDD	Garment Dye Cotton Wrap Core Dark	?	No color	PANTONE 3514 UP - PANT ONE 3514 UP	?
WOV00006	Woven Cotton	?	No color	PANTONE Blue 072 C - PA N TONE Blue 072 C	?

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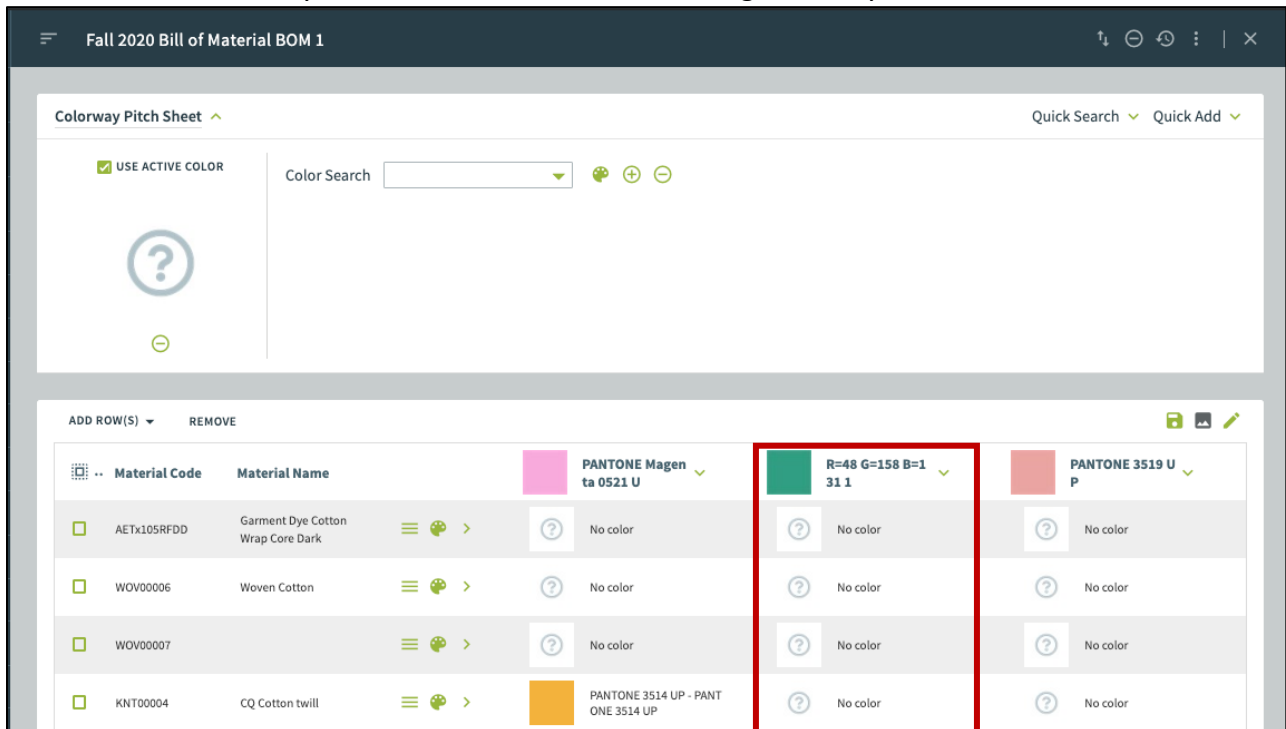
Seasonal Colorways

A Style containing additional seasonal colorways can be added to this BOM Colorway page.

1. Click the **overflow menu** to reveal a drop-down list, then select **Seasonal Colorways**.



2. The additional colorways will be listed next to the existing colorways.

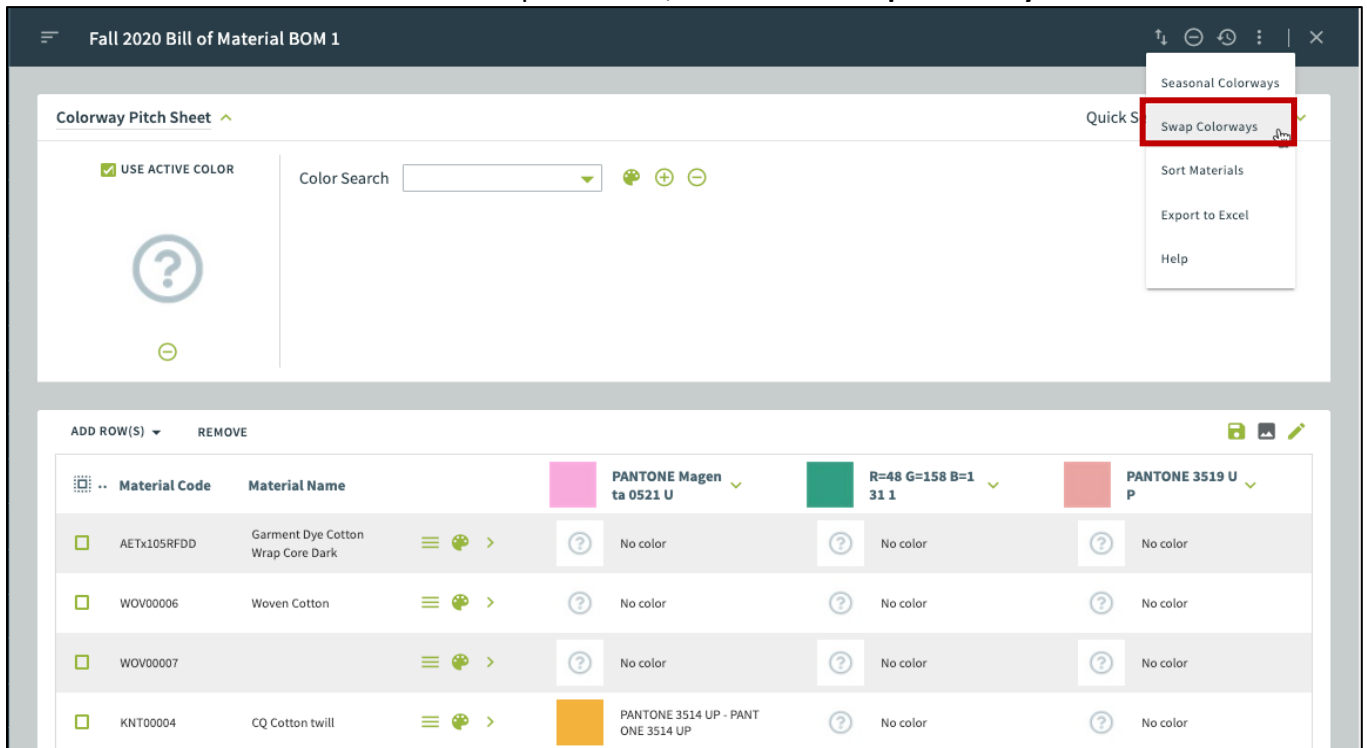


## Style Folder - Bill of Material User Guide V8

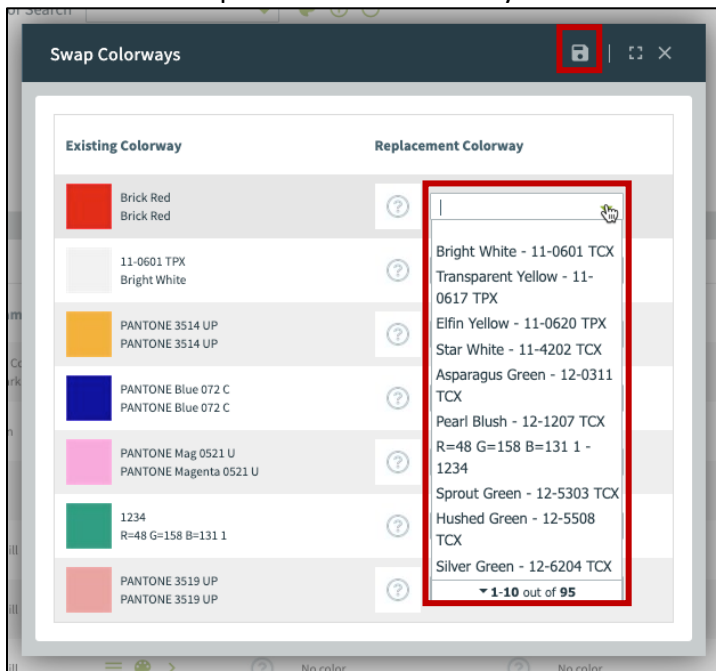
### Swap Colorways

Users can easily swap colorways.

1. Click the **overflow menu** to reveal a drop-down list, then select **Swap Colorways**.



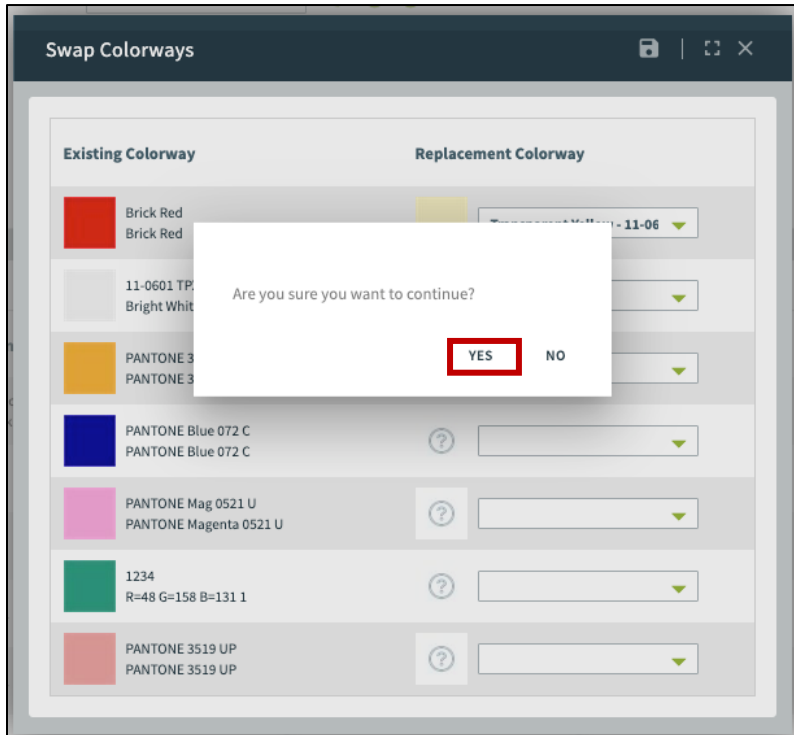
2. The *Swap Colorways* window opens. **Type in the data for a desired color** within the field then selects a **color** from the drop-down list.
3. Click **save** to keep the desired colorway.



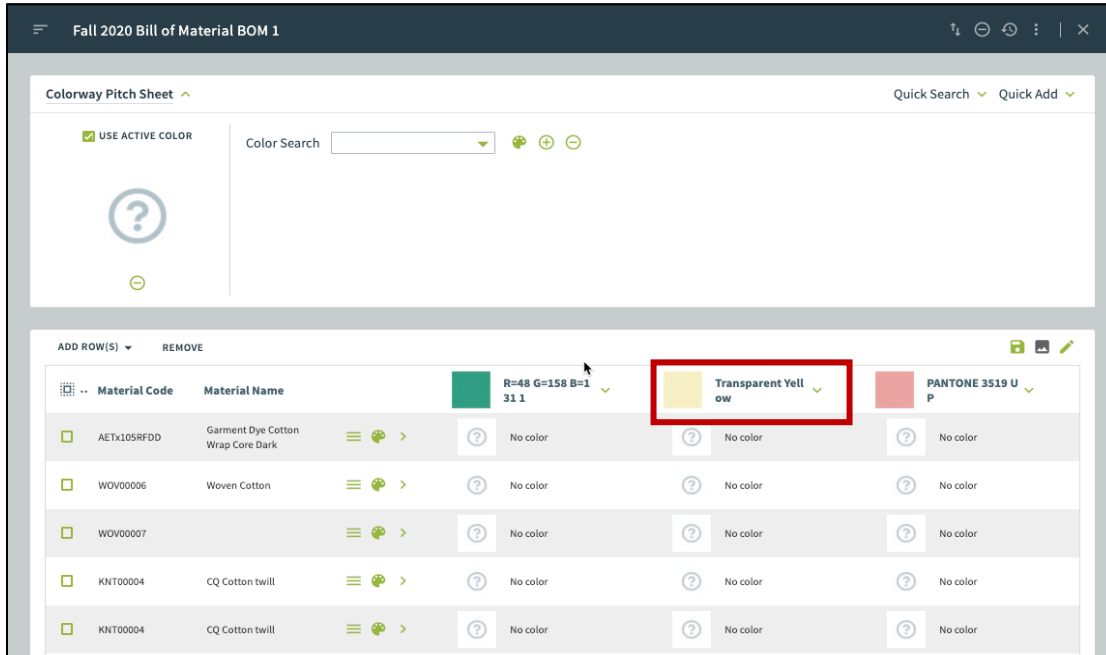


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- Click **Yes** in the pop-up window to confirm, or *No* to disregard. The page refreshes and returns to the main Colorway page.



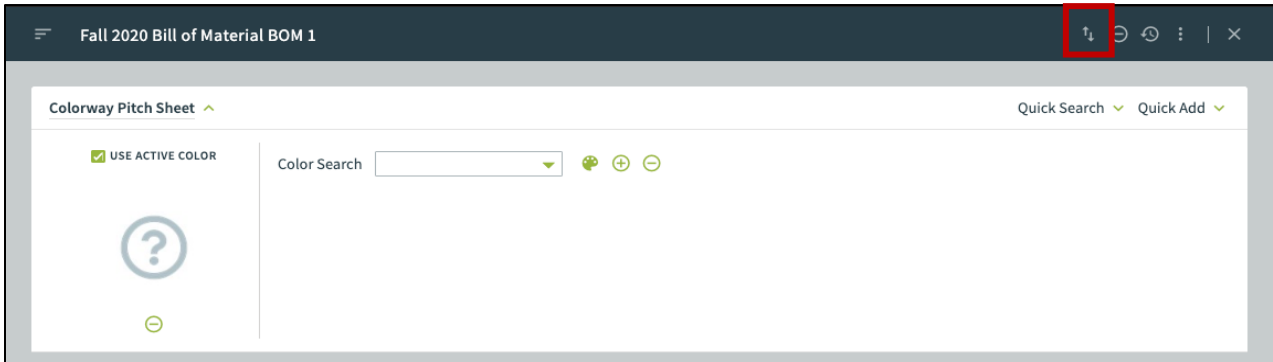
- Now the old colorway has been replaced with the new selection.



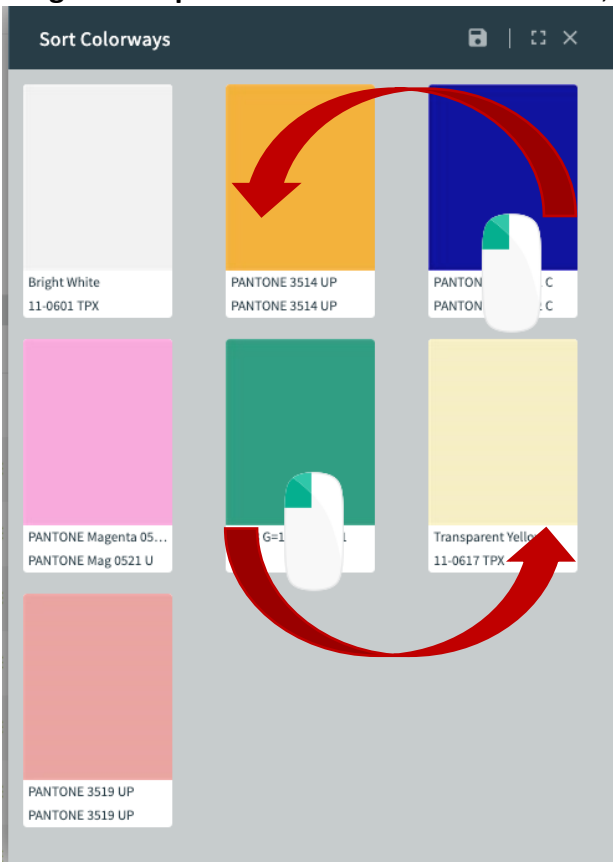
Style Folder - Bill of Material User Guide V8

Sort Colorways

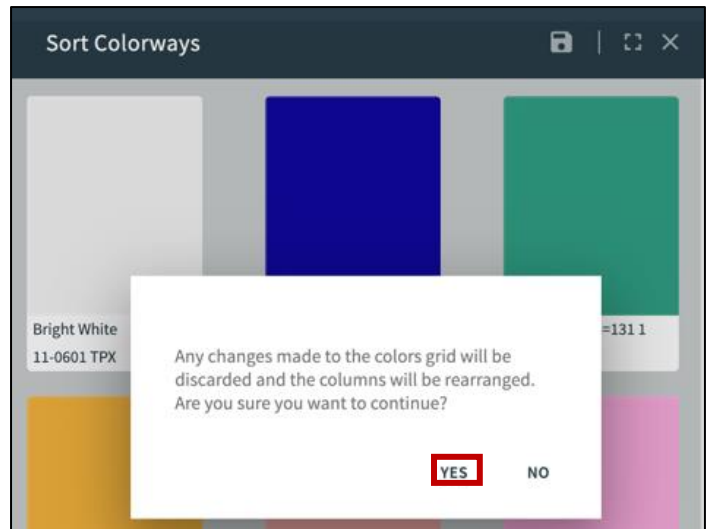
1. Click on the **sort colorway** button to open its window.



2. **Drag and drop** colors to the desired *sort order*, then click **save** to keep the modifications.



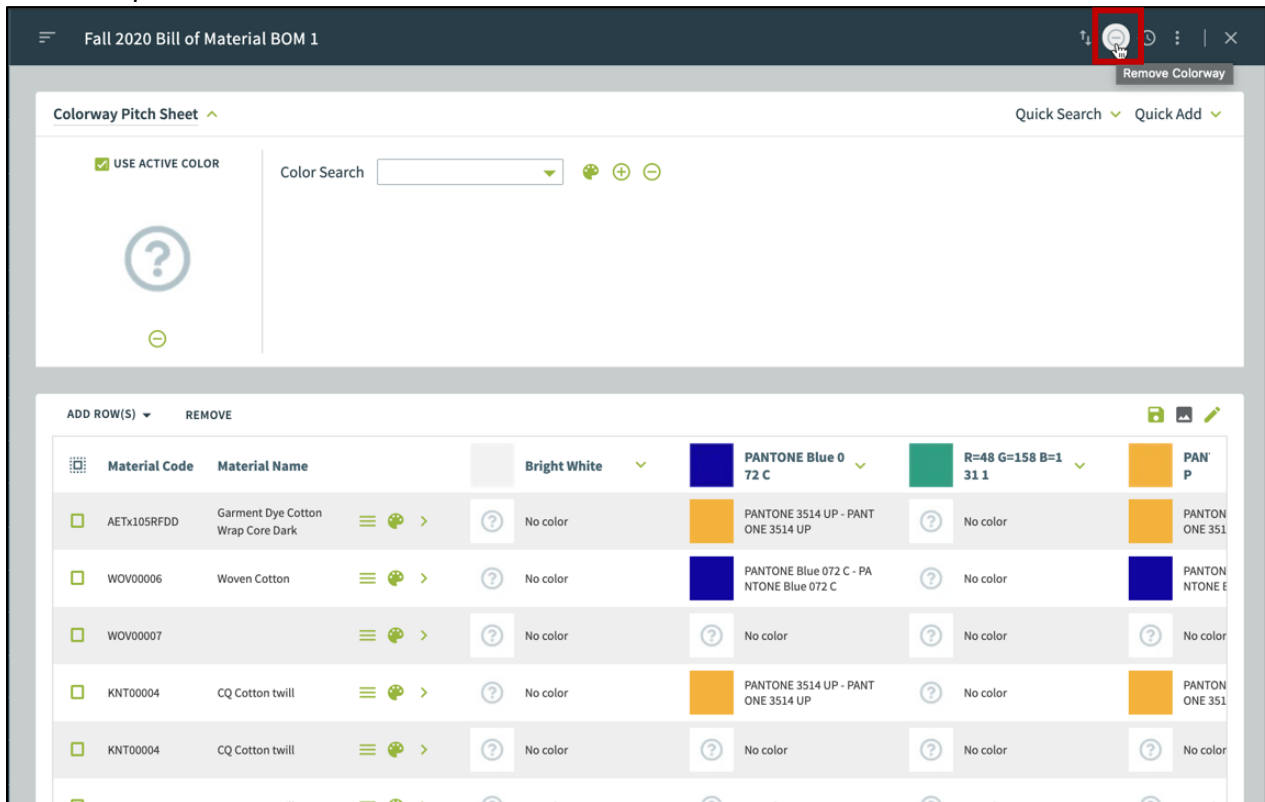
3. Press **Yes** to confirm the rearrangement or **No** to disregard.



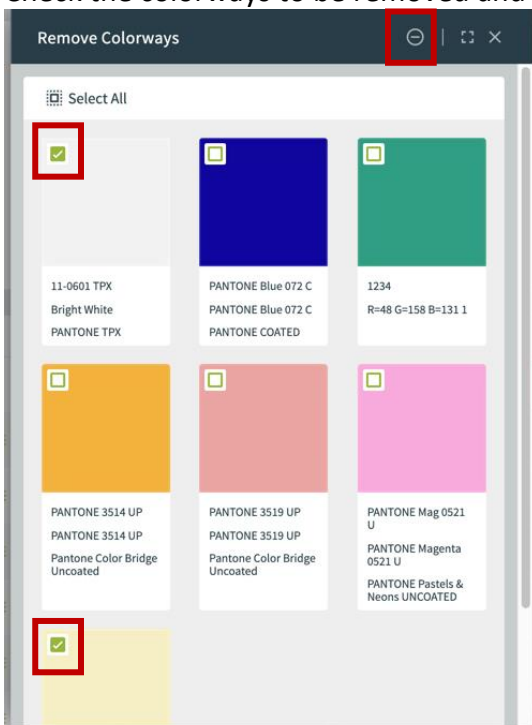
## Style Folder - Bill of Material User Guide V8

### Remove Colorways

- Existing colorways can be removed by clicking the **remove colorway** button. The *Remove Colorways* window opens.

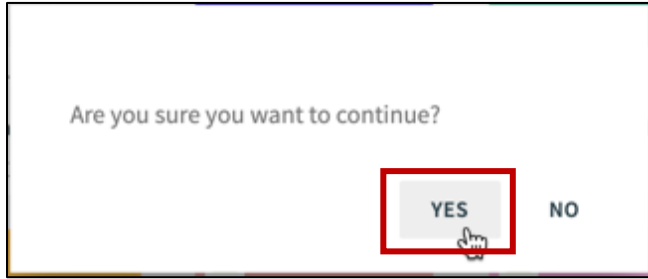


- Check the colorways to be removed and then click on **Remove**.

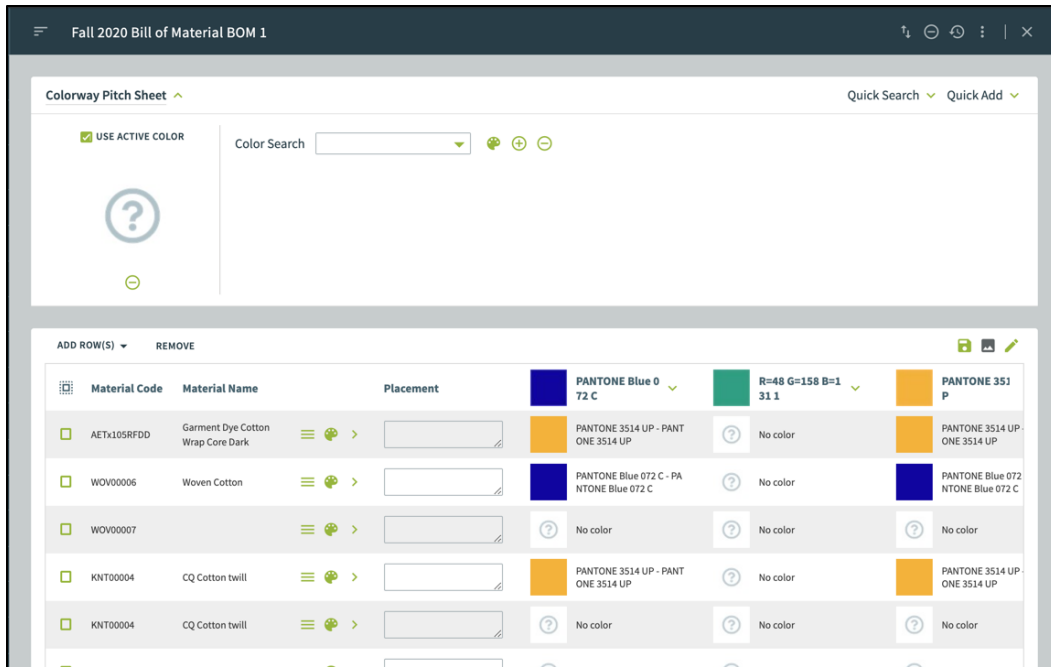


- Click **Yes** in the pop-up window to confirm, or click **No** to disregard.

Style Folder - Bill of Material User Guide V8




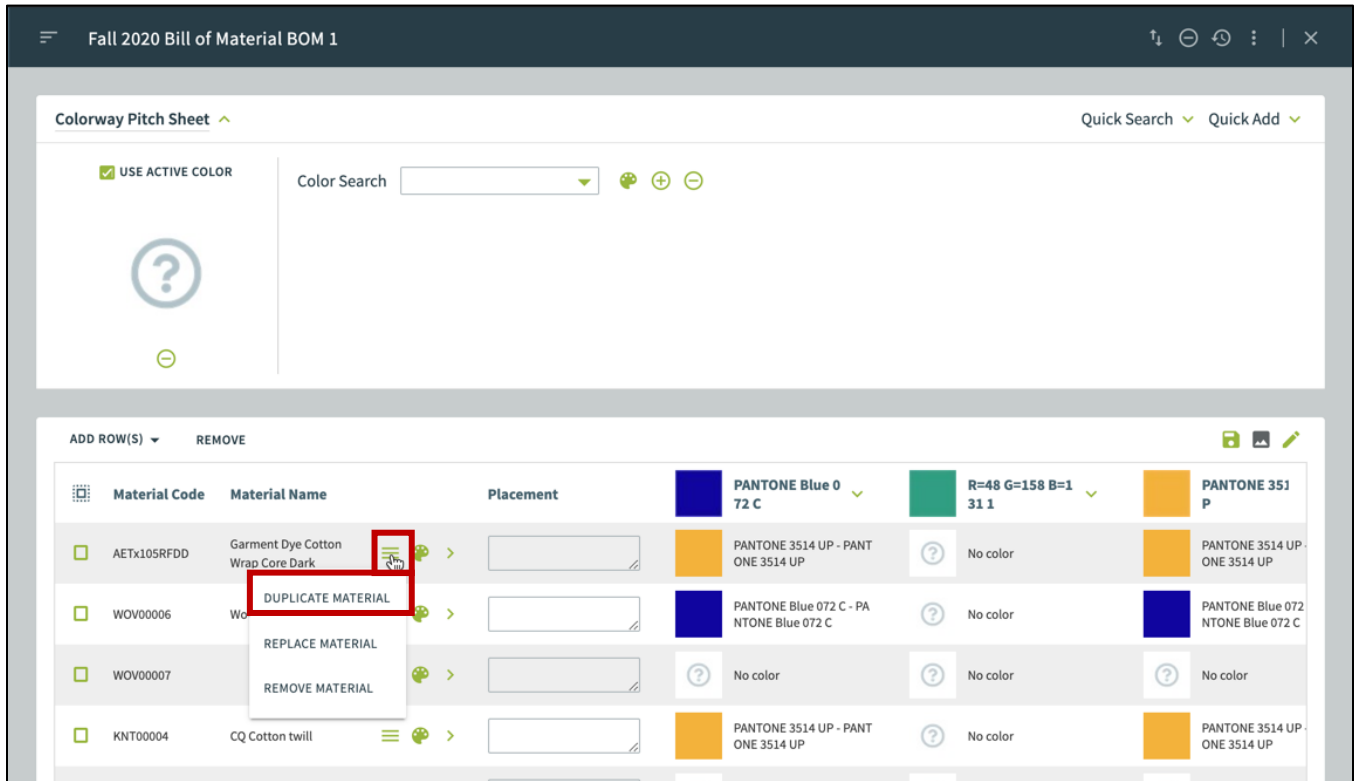
- The removed colorway will no longer appear in the *Colorway* page.



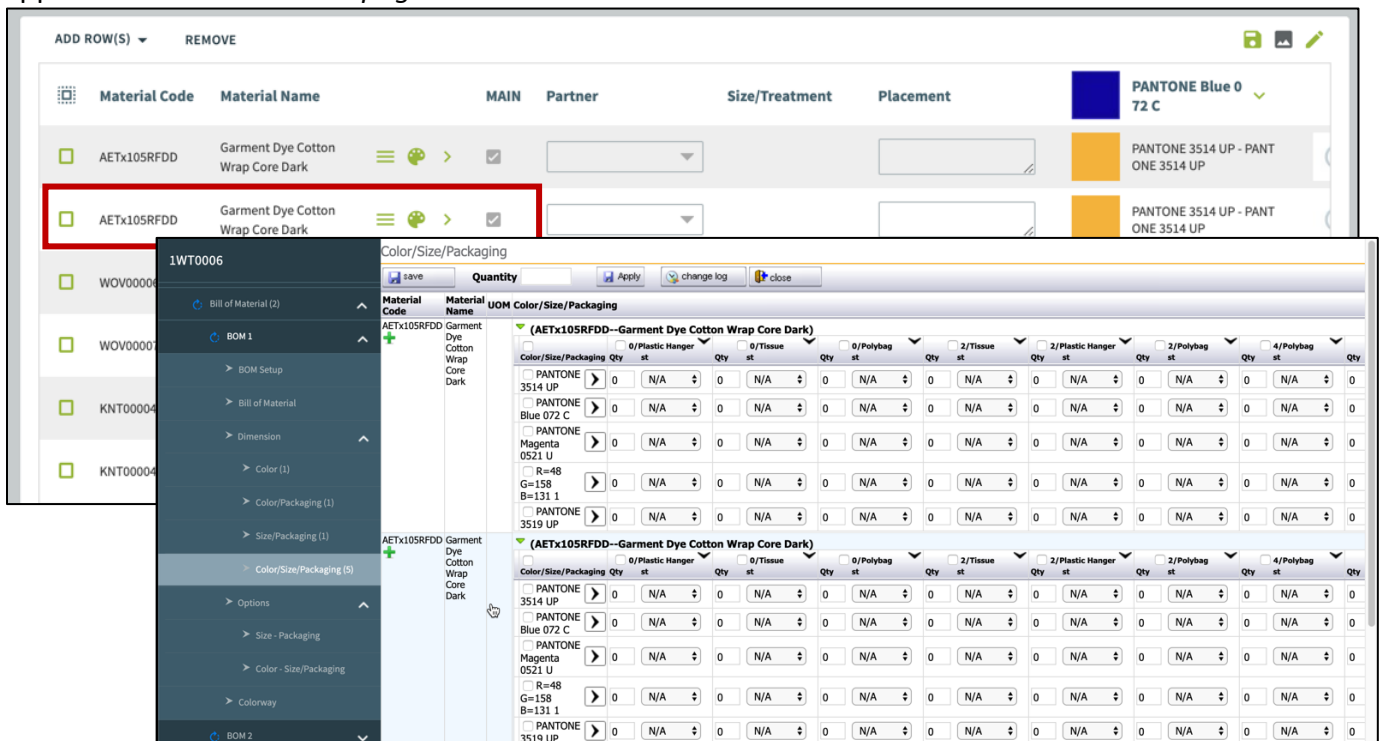
## Style Folder - Bill of Material User Guide V8

### Duplicate a Material

1. Click the  icon within the material line item, and click on the **Duplicate Material** option.




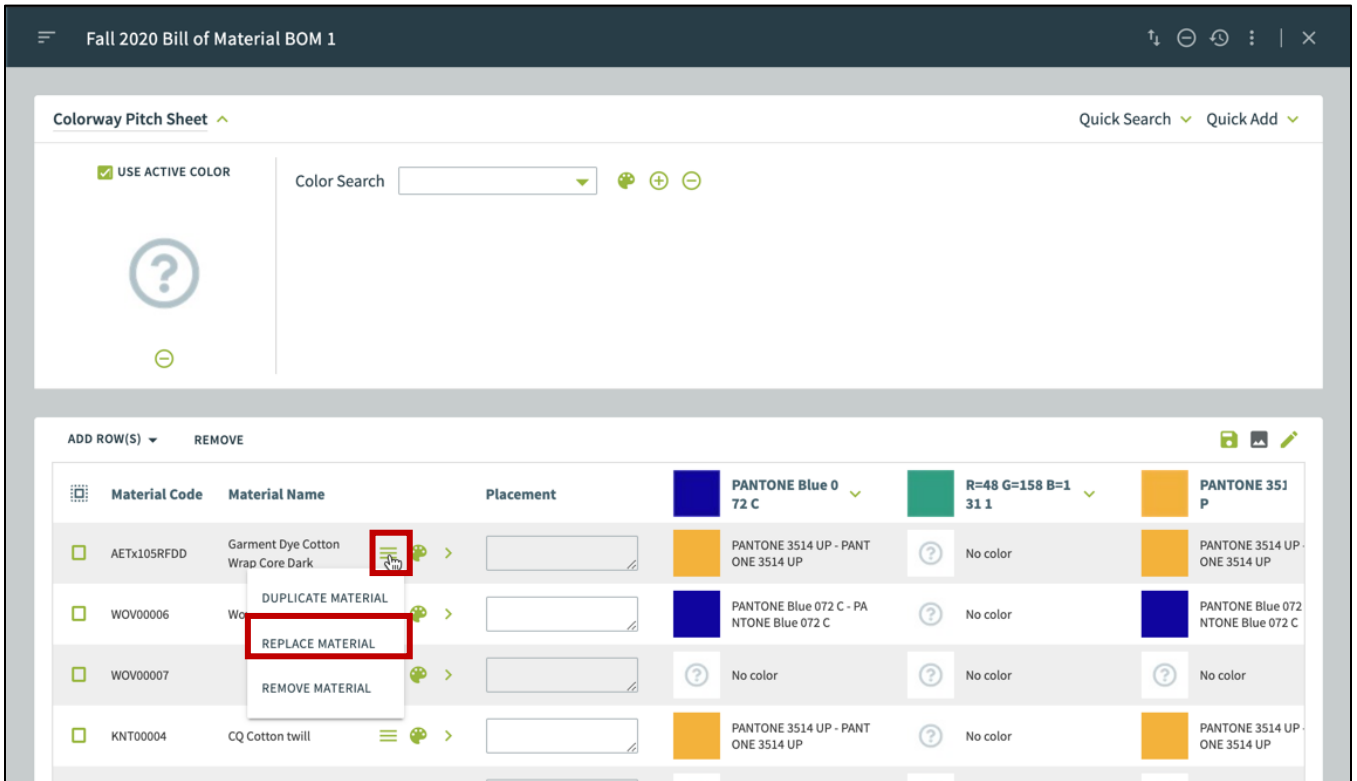
2. The copy of the material will appear directly under the original one in the *Colorway* page. It also appears in the *DBOM main page*.



## Style Folder - Bill of Material User Guide V8

### Replace a Material

1. Click the  icon within the material line item, and click on the **Replace Material** option.



Colorway Pitch Sheet

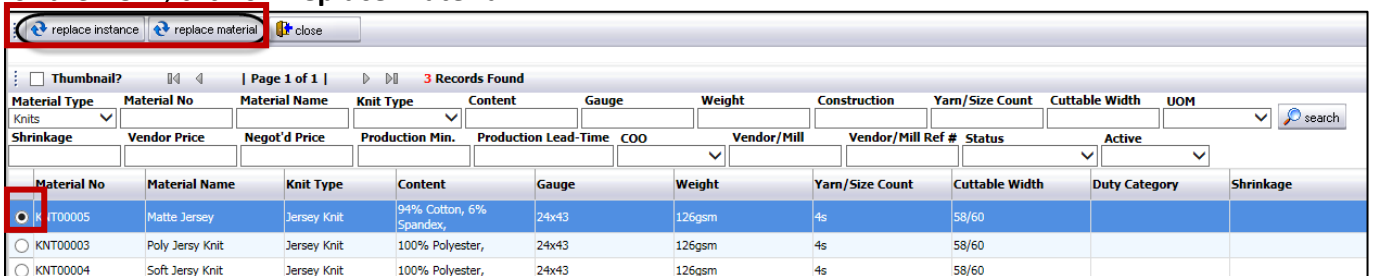
USE ACTIVE COLOR

Color Search

ADD ROW(S) REMOVE

Material Code	Material Name	Placement	PANTONE Blue 0 72 C	R=48 G=158 B=1 31 1	PANTONE 351 P
AETx105RFDD	Garment Dye Cotton Wrap Core Dark		PANTONE 3514 UP - PANTONE 3514 UP	No color	PANTONE 3514 UP - PANTONE 3514 UP
WOV00006	Wo		PANTONE Blue 072 C - PANTONE Blue 072 C	No color	PANTONE Blue 072 C - PANTONE Blue 072 C
WOV00007			No color	No color	No color
KNT00004	CQ Cotton twill		PANTONE 3514 UP - PANTONE 3514 UP	No color	PANTONE 3514 UP - PANTONE 3514 UP

2. A list of materials is shown within the pop-up window. **Select a material** as the replacement. To replace a specific instance only, click on **Replace Instance**; or to replace **all** instances of that material for the BOM, click on **Replace Material**.



replace instance replace material close


Thumbnail? Page 1 of 1 3 Records Found

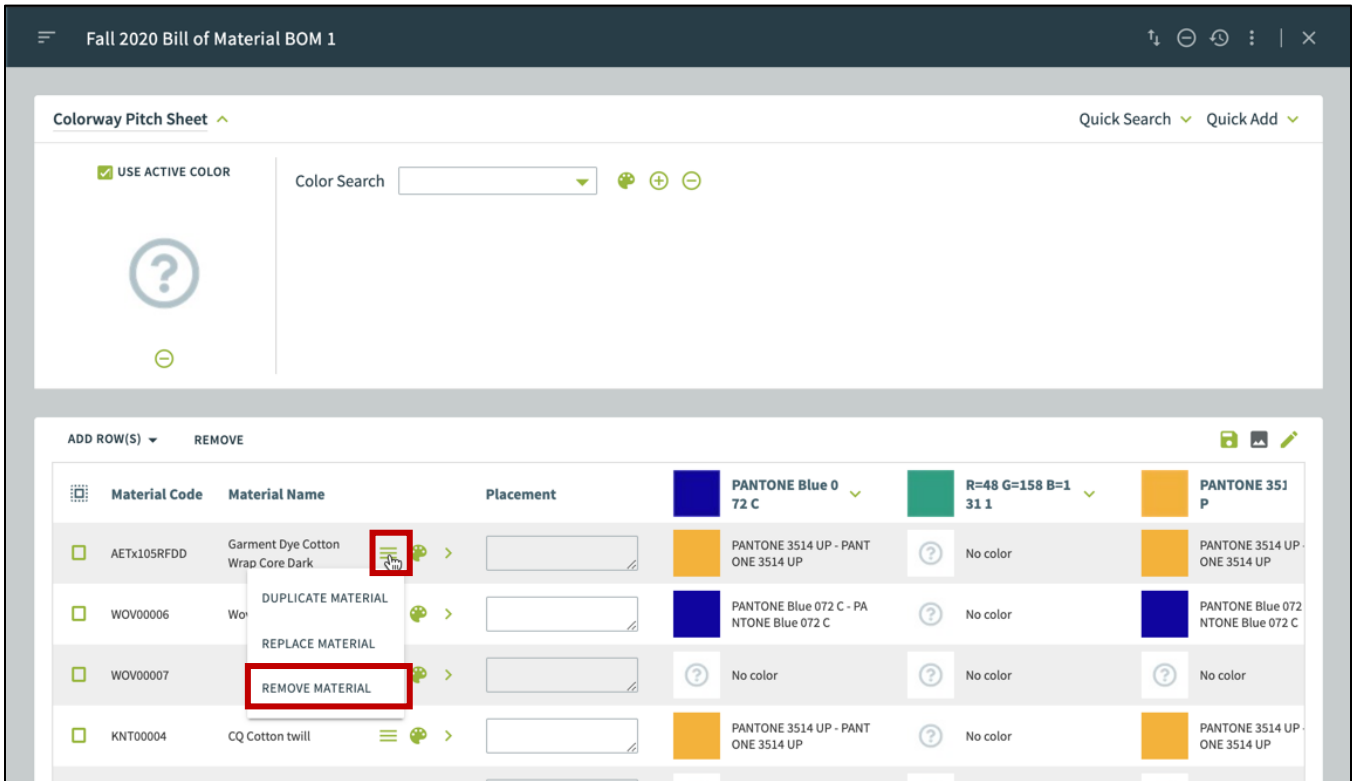
Material No	Material Name	Knit Type	Content	Gauge	Weight	Yarn/Size Count	Cuttable Width	Duty Category	Shrinkage
<input checked="" type="radio"/> KNT00005	Matte Jersey	Jersey Knit	94% Cotton, 6% Spandex	24x43	126gsm	4s	58/60		
<input type="radio"/> KNT00003	Poly Jersey Knit	Jersey Knit	100% Polyester	24x43	126gsm	4s	58/60		
<input type="radio"/> KNT00004	Soft Jersey Knit	Jersey Knit	100% Polyester	24x43	126gsm	4s	58/60		

3. The page refreshes and returns to the Colorway Pitch Sheet page.

## Style Folder - Bill of Material User Guide V8

### Remove Material

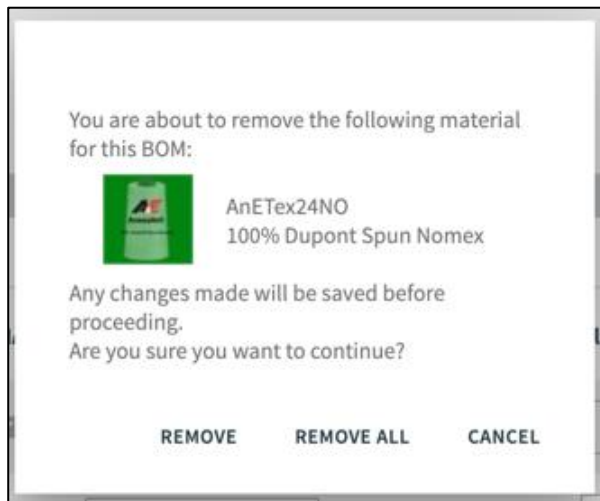
1. Click the  icon within the material line item, and click on the **Remove Material** option.



The screenshot shows the 'Fall 2020 Bill of Material BOM 1' interface. The main area displays a table of material line items. The first row is highlighted, and a context menu is open over it. The menu options are: 'DUPLICATE MATERIAL', 'REPLACE MATERIAL', and 'REMOVE MATERIAL'. The 'REMOVE MATERIAL' option is highlighted with a red box. The table columns include Material Code, Material Name, Placement, and various color and material specifications.


Material Code	Material Name	Placement	Color	Material	Quantity	Unit
AETx105RFDD	Garment Dye Cotton Wrap Core Dark		PANTONE Blue 0 72 C	R=48 G=158 B=1 31 1		PANTONE 351 P
WOV00006	Wo		PANTONE Blue 072 C - PANTONE Blue 072 C	No color		PANTONE Blue 072 NTONE Blue 072 C
WOV00007			No color	No color		No color
KNT00004	CQ Cotton twill		PANTONE 3514 UP - PANTONE 3514 UP	No color		PANTONE 3514 UP - ONE 3514 UP




2. A pop-up window opens to confirm the removal. Click on **Remove** to delete the instance; or click on **Remove all** to delete all instances of that material within the BOM.



## Style Folder - Bill of Material User Guide V8


### Add Colors to Each Material

1. Click the  icon within the material line item to add colors associated with each material on the Colorway Pitch Sheet.

ADD ROW(S) ↓	REMOVE							
Material Code	Material Name	MAIN	Partner	Size/Treatment	Placement			
AETx105RFDD	Garment Dye Cotton Wrap Core Dark		<input checked="" type="checkbox"/>					PANTONE Blue 0 72 C
WOV00006	Woven Cotton		<input type="checkbox"/>					PANTONE 3514 UP - PANTONE 3514 UP
WOV00007			<input type="checkbox"/>					PANTONE Blue 072 C - PANTONE Blue 072 C

2. All the available colors for that material will appear in the pop-up window. Check each of the desired colors and click on the **Add Selected** button, or click the **Add All** button to import all the colors to the Colorway Pitch Sheet.

AETx105RFDD - Garment Dye Cotton Wrap Core Dark

**Add Selected** 



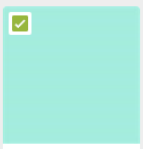


Record(s) Found 1 of 1 | Records per Page: 50 | Go To Page

**Add**

Color Code:  Color Name:

SEARCH

Colors

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
				
PANTONE 2015 C PANTONE 2015 C	PANTONE 3514 UP PANTONE 3514 UP	PANTONE 9524 U PANTONE 9524 U	PANTONE Blue 072 C PANTONE Blue 072 C	PANTONE Mag 0521 U PANTONE Magenta 0521 U






3. Now all the newly added colors are available for selection within the *Colorway Pitch Sheet*.

Fall 2020 Bill of Material BOM 1

Colorway Pitch Sheet **Quick Search** **Quick Add**

USE ACTIVE COLOR

Color Search

				
PANTONE 2015 C PANTONE 2015 C	PANTONE 3514 UP PANTONE 3514 UP	PANTONE 9524 U PANTONE 9524 U	PANTONE Blue 072 C PANTONE Blue 072 C	PANTONE Mag 0521 U PANTONE Magenta 0521 U

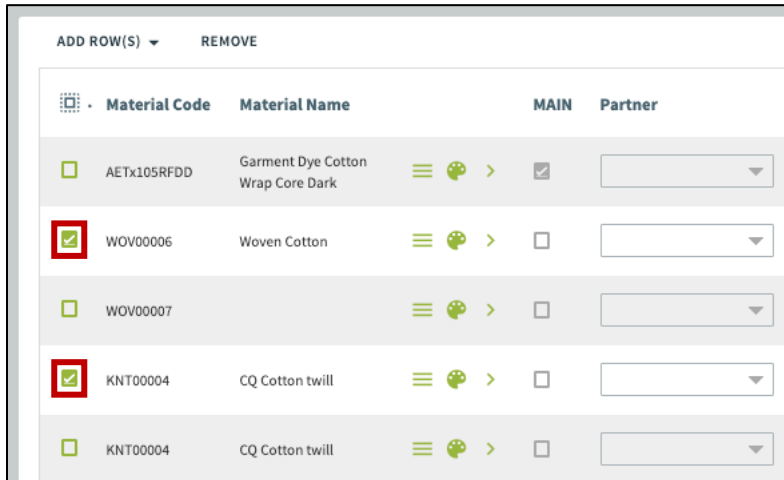


## Style Folder - Bill of Material User Guide V8

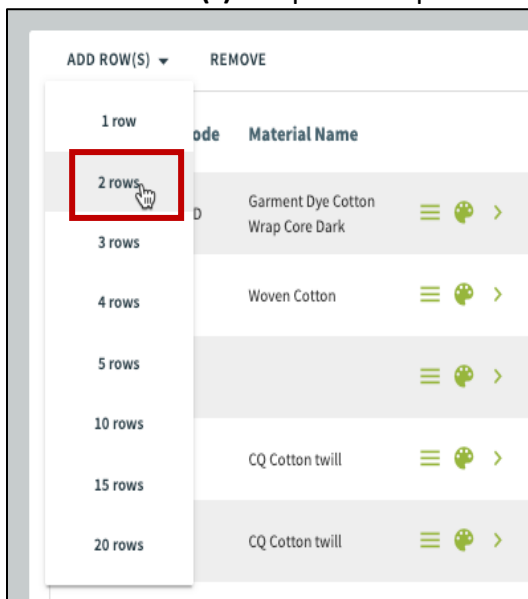
### Add Rows

Each material may contain an additional row to include comments or notes. The additional row will appear below the selected material(s).

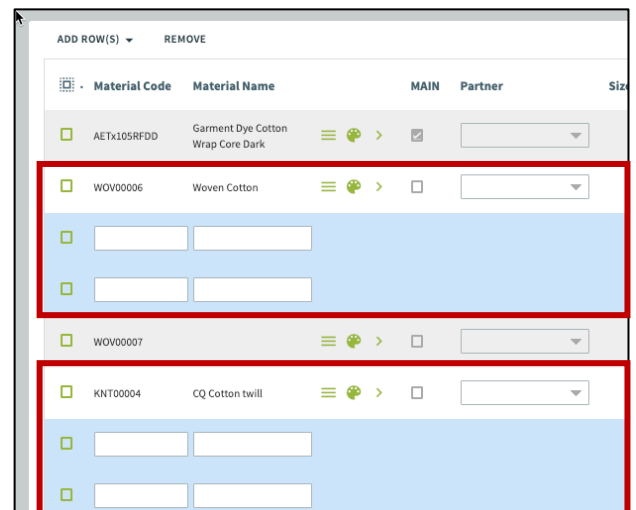
1. Check any desired materials.



2. Press **Add Row(s)** to open a drop-down containing several row options. Select a **row amount**.



3. The corresponding **number of rows** will appear under the material line item for users to enter comments. *\*\*For example, if the user is waiting for a new color that is being approved/not available for colorway pitching yet, the note can be added here to notify other users.*

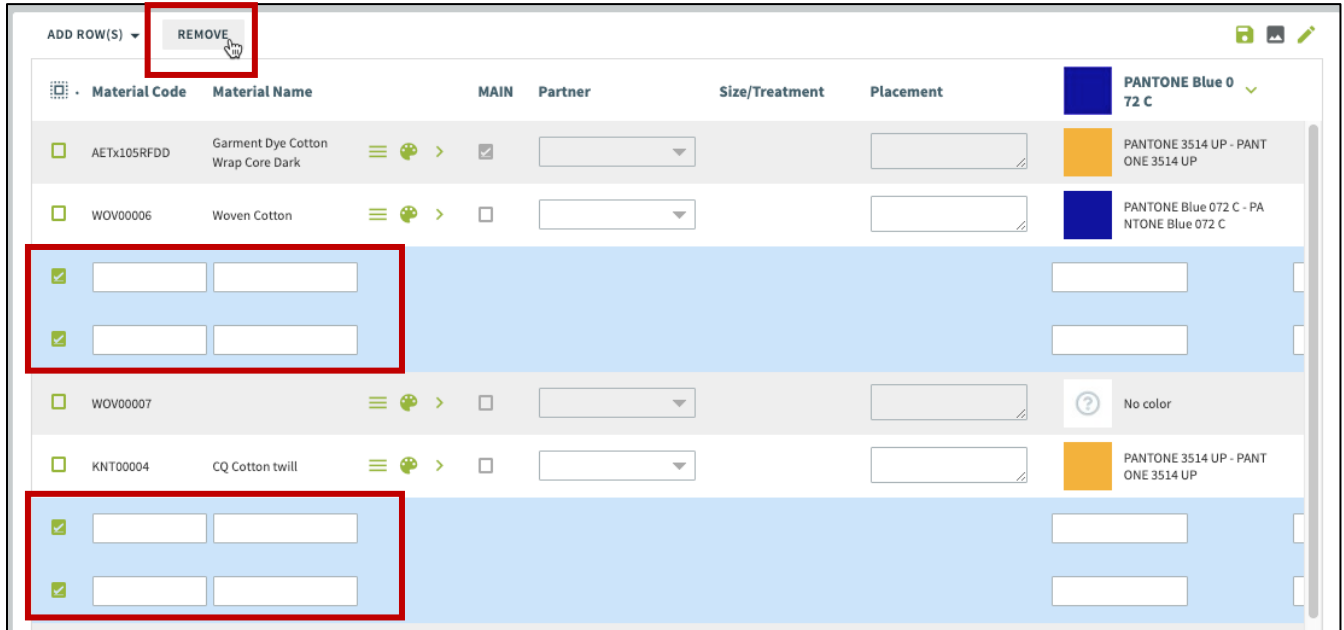


## Style Folder - Bill of Material User Guide V8

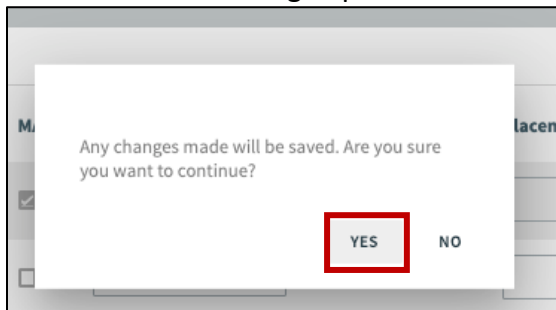
### Remove Rows

Material comment rows may be removed.

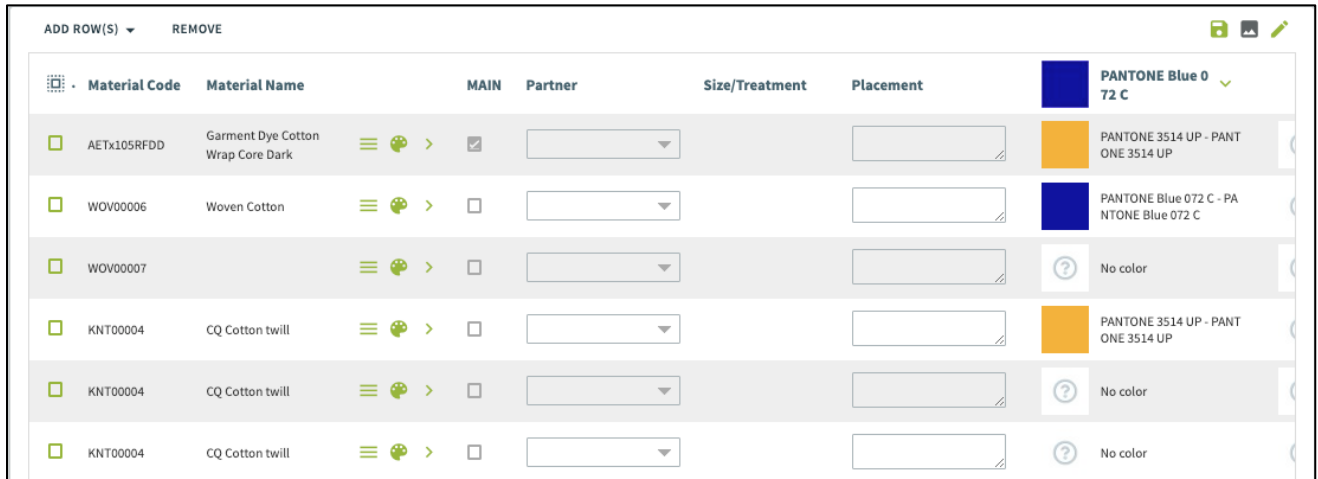
1. **Check each row** that needs to be removed then press **Remove**.



2. A confirmation message opens. Click **Yes** to keep the changes or **No** to disregard.



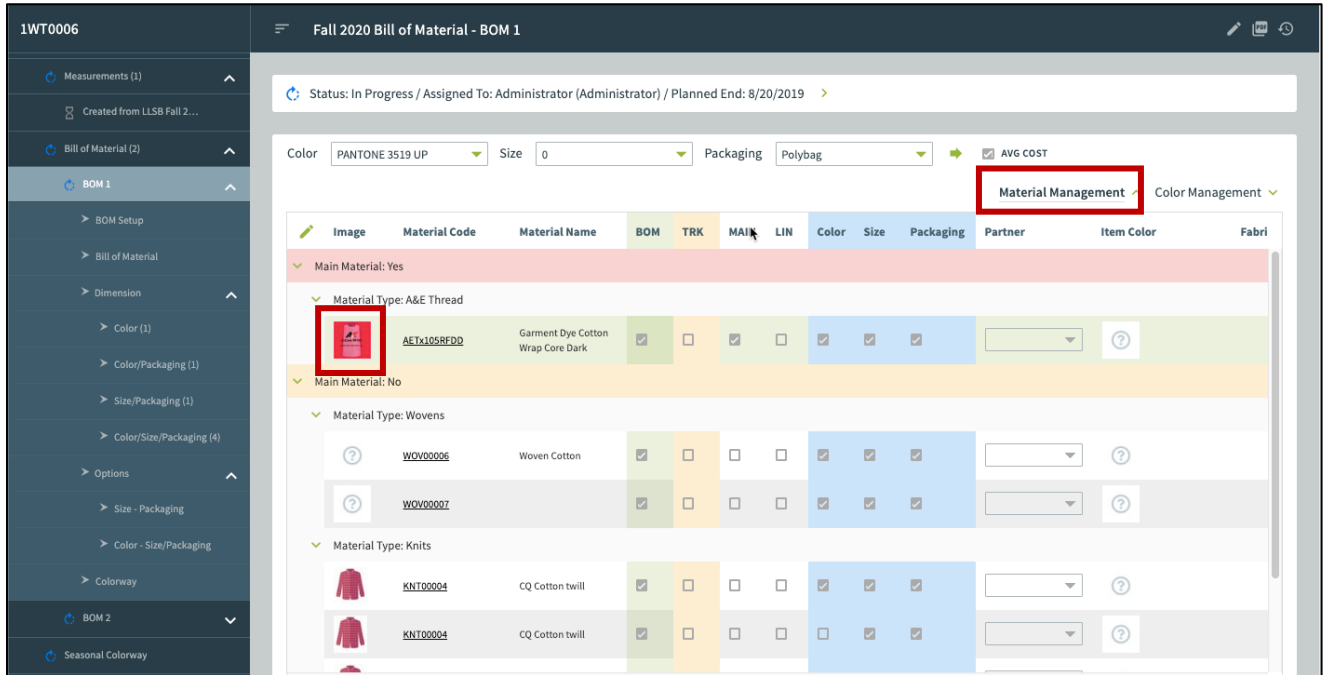
3. The selected rows have been removed from the *Colorway* page.



## Finishing up

Once all the details are set up for the Bill of Material, the user can access included information by viewing the *Material* and *Color Management* tabs within the BOM main page.

1. Click on the **Material Management** tab on the BOM main page for a summary view of the materials associated with this DBOM.



2. Click on any material image thumbnail to retrieve the larger view of the material image.



## Style Folder - Bill of Material User Guide V8

- Click on the **Color Management** tab for a summary view of the colorways associated to the DBOM.

The screenshot shows the 'Fall 2020 Bill of Material - BOM 1' interface. The left sidebar contains a navigation menu with 'Colorway' selected. The main content area displays a table of material colorways. A red box highlights the 'Color Management' tab in the top right corner of the main area.

Material Code	Material Name	Placement	PANTONE Blue 072 C	R=48 G=158 B=131 1	PANTONE 3514 UP	PANTONE 3
AETx105RFDD	Garment Dye Cotton Wrap Core Dark		PANTONE 3514 UP - PA...	No color	PANTONE 3514 UP - PA...	No color
WOV00006	Woven Cotton		PANTONE Blue 072 C - ...	No color	PANTONE Blue 072 C - ...	No color
WOV00007			No color	No color	No color	No color
KNT00004	CQ Cotton twill		PANTONE 3514 UP - PA...	No color	PANTONE 3514 UP - PA...	No color
KNT00004	CQ Cotton twill		No color	No color	No color	No color
KNT00004	CQ Cotton twill		No color	No color	No color	No color
AETx105RFDL	Garment Dye Cotton Wrap Core Light		No color	No color	No color	No color

- Once a DBOM page has been created and edited, users can print the DBOM page by clicking on the **Preview** button and select the desired format to be printed.

The screenshot shows the 'Print' dialog box overlaid on the Bill of Material interface. The dialog box has a 'Select Language' section with 'English (United States)' selected. Below that is a 'Select Report' section with several options: 'Bill of Material List', 'Bill of Material List With Comments', 'Bill of Material (Dimensional)', 'Bill of Material (Non-Dimensional)', 'BOM and Colorway', 'BOM Colorway Images (Front Only)', and 'BOM Colorway Images (Front & Back)'. A red box highlights the 'Print' button in the top right corner of the main interface.

## Change Log

All changes made to a BOM page can be captured via the *Change Log*.

1. Click the **Change Log** button to review details. The change log button is available on multiple pages within a BOM folder.

The screenshot shows a BOM page for 'Fall 2020 Bill of Material - BOM 1'. The 'Change Log' button is highlighted with a red box in the top right corner. The main content area displays a table of materials with columns for Material Code, Material Name, Placement, and various color specifications (PANTONE 3514 UP, PANTONE Blue 072 C, PANTONE Magenta 0..., PANTONE 3).

Material Code	Material Name	Placement	PANTONE 3514 UP	PANTONE Blue 072 C	PANTONE Magenta 0...	PANTONE 3
AETx105RFDD	Garment Dye Cotton Wrap Core Dark		PANTONE 3514 UP - PA...	PANTONE 3514 UP - PA...	No color	No color
WOV00006	Woven Cotton		PANTONE Blue 072 C - ...	PANTONE Blue 072 C - ...	No color	No color
WOV00007			No color	No color	No color	No color
KNT00004	CQ Cotton twill		PANTONE 3514 UP - PA...	PANTONE 3514 UP - PA...	PANTONE 3514 UP - PA...	No color
KNT00004	CQ Cotton twill		No color	No color	No color	No color
KNT00004	CQ Cotton twill		No color	No color	No color	No color
AETx105RFDL	Garment Dye Cotton Wrap Core Light		No color	No color	No color	No color

2. The pre-configured time frames in the left navigation panel can be used to filter *Change Log* activity.

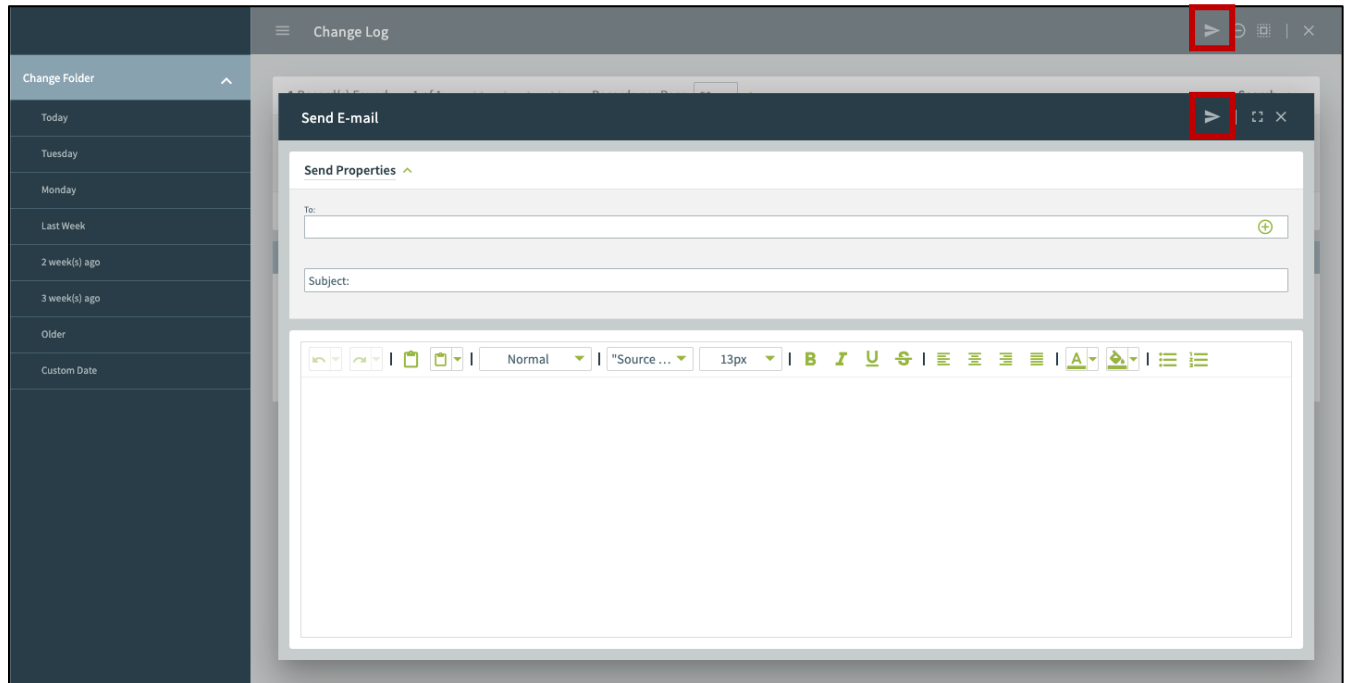
The screenshot shows the 'Change Log' page. On the left, a 'Change Folder' menu is highlighted with a red box, showing options like 'Today', 'Tuesday', 'Monday', 'Last Week', '2 week(s) ago', '3 week(s) ago', 'Older', and 'Custom Date'. The main content area displays a list of 493 records with search filters for Field Name, User, and Action. The table below shows a sample of the change log entries.

Session	Snapshot	Action	Workflow	Field Name	Before	After	User	Date
159	564	Update	Bill of Material	AETx105RFDD(Garment Dye Cotton Wrap Core Dark)/PANTONE 3514 UP		PANTONE 3514 UP - PANTONE 3514 UP	Charlene Quinones	9/17/2019 10:27 PM
159	564	Update	Bill of Material	AETx105RFDD(Garment Dye Cotton Wrap Core Dark)/PANTONE Blue 072 C		PANTONE 3514 UP - PANTONE 3514 UP	Charlene Quinones	9/17/2019 10:27 PM
159	564	Update	Bill of Material	WOV00006(Woven Cotton)/PANTONE 3514 UP		PANTONE Blue 072 C - PANTONE Blue 072 C	Charlene Quinones	9/17/2019 10:27 PM
159	564	Update	Bill of Material	WOV00006(Woven Cotton)/PANTONE Blue 072 C		PANTONE Blue 072 C - PANTONE Blue 072 C	Charlene Quinones	9/17/2019 10:27 PM
159	564	Add	Bill of Material	Material		-	Charlene Quinones	9/17/2019 10:27 PM
158	563	Add	Bill of Material	Material		Woven Cotton	Charlene Quinones	9/17/2019 9:02 PM
157	562	Add	Bill of Material	Material		AETx105RFDD - Garment Dye Cotton Wrap Core Dark	Charlene Quinones	9/17/2019 8:19 PM
156	532	Add	Bill of Material	KNT00004 (CQ Cotton twill) all treatments / sizes		Compacted	Charlene Quinones	9/12/2019 6:18 PM

## Style Folder - Bill of Material User Guide V8

- The listed activities can be shared with others via email. Click an item to highlight it, then press the **Send To** button. A window opens where an email can be drafted to send the selected Change Log items. Once finished, click the **Send** Button in the emailing window.

Note: To uncheck the selected items, click on *Clear Selection*. To select all items at once, click *Select All*.





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