



# Style Folder: Care User Guide V8.X

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## Overview

One of the primary functions of **YuniquePLM™** is to create organized folders for new product data, otherwise known as a Style Folder. Styles could be any product category that is planned and developed for either a retail or wholesale chain. A Style Folder contains all of the detailed information or workflows related to the product being developed. For example, all information associated with constructing the product, measuring the product, and even packaging the product for shipping can be contained within the Style Folder.

The **Care** page contains the Style’s recommended laundering instructions, which can be separated by region or material.

## Care

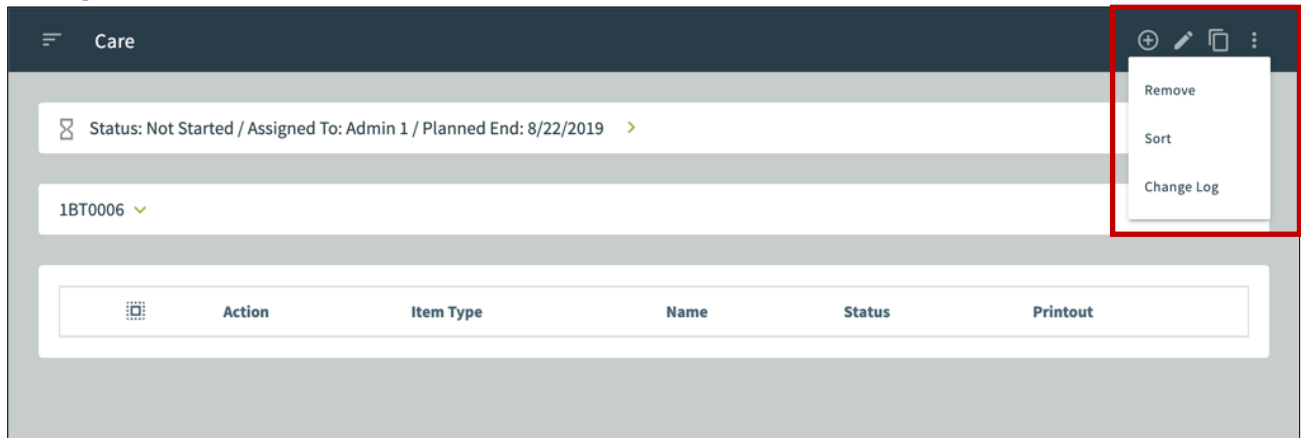
1. Select the **Style** drop-down arrow within the left-hand navigation bar.
2. Click on **Style Search** to open the *Style Folder*.
3. Locate and select a preferred **Style**.

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

Style No	Description	Division	Style Type	Sub Category	Style Category	Size Class	Size Range	Intro Season Year	Season	Year	Tech-Pack Due	Status	A
10970033	Woven Tops	Yunique Apparel	Apparel	Woven Tops	Missy	0-20	Fall 2020	Fall	2020	T/21/2019	In Progress	VI	
15960004	flat front pants	Yunique Apparel	Apparel	Sweaters	Mens	XS-XL	Winter 2021	Winter	2021	8/12/2019	In Progress	VI	
10970031	Woven Tops	Yunique Apparel	Apparel	Woven Tops	Missy	0-20	Fall 2020	Fall	2020	T/21/2019	In Progress	VI	
12960003	flat front shirts	Yunique Apparel	Apparel	Sweaters	Mens	XS-XL	Winter 2021	Winter	2021	8/12/2019	In Progress	VI	

4. Scroll down and select the **Care** link to open its workflow page.

- Measurements (2)
- Bill of Material (3)
- Seasonal Colorway
- Colorway Images
- Artwork Image
- Licensee
- Attribute
- Style SKU (2)
- Care**



The **workspace** contains the following:

- **New:** Add new pages to separate care instructions by material or region.
- **Edit:** Modify an existing Care workflow page.
- **Copy:** Duplicate a Care workflow page from another style.
- **Remove:** Delete a Care workflow page.
- **Sort:** Reorder the listed Care workflow pages within the *new Care data* area.
- **Change Log:** Lists all additions and modifications within the Styles Care page.

The screenshot shows a web interface for editing care data. At the top right, there is a toolbar with icons for edit, preview, and change, highlighted by a red box. Below this is a header area with the text "Edit, Preview and Change" and a status bar showing "Status: In Progress / Assigned To: Admin 1 / Planned End: 8/22/2019".

The main content area is divided into three sections:

- Care Parts:** A table with columns "Parts" and "Composition". It lists "Front" with "100% Cotton" and "80% Cotton, 20% Polyester".
- Care Instructions:** A section with tabs for "Washing", "Cycle", "Bleaching", "Drying", and "Ironing". It contains text instructions for each, such as "Machine Wash, WARM" and "Machine Wash, COLD Gentle Cycle".
- Care Labels:** A row of six icons representing different care instructions: "Machine Wash, WARM", "Machine Wash, COLD Gentle Cycle", "Do Not Bleach", "Tumble Dry, MEDIUM", "Ironing", and "Dry Cleaning".

Below the care instructions is a "Style Header" section for style "1BT0006". It features a placeholder image with a question mark and a table of style details:

Style Type	No of Item(s)	Style No	Description
Apparel	1 Set	1BT0006	
Style Category	Size Class	Size Range	Intro Season Year
Bottoms	Womens	0 - 20	Summer 2019
Garment Wash/Treatment	Tech-Pack Due 8/23/2019	Status	In Progress
Tech Design Contact	Sourcing Contact	Division	Yunique Apparel
field 1 choice	Child1	Grandchild	Active
			Yes

At the bottom of the page is a "Comments" section with a text input field and a "Modified By" field.

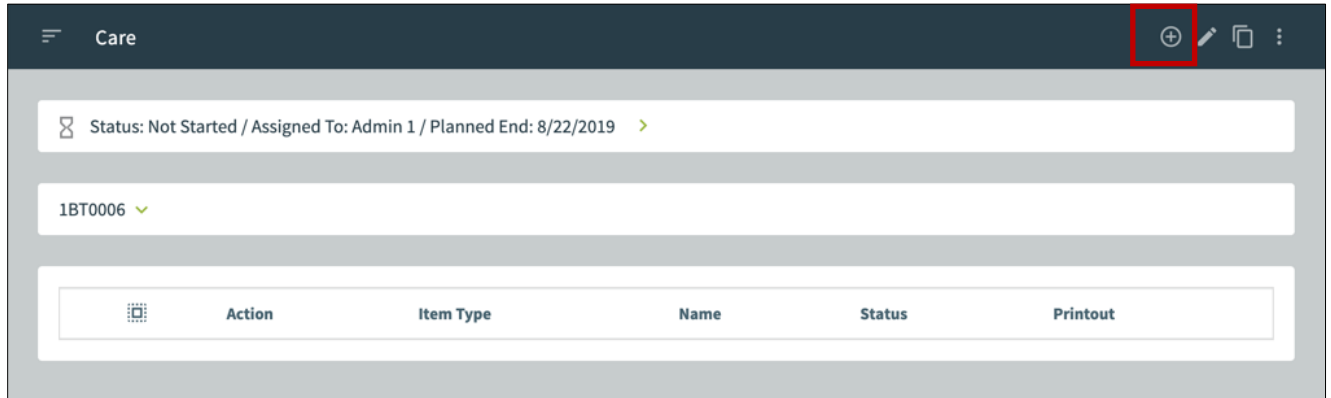
The **workspace** contains the following:

- **Edit:** Modify the existing Care data.
- **Preview:** Create a report containing the detail within the Care workflow page.
- **Change Log:** Lists all additions and modifications made by a user within the Styles Care page.
- **Style Header Information:** Expand the Style Header using the green arrow to reveal the Style's details.
- **Comments:** Include relevant information in one area for other users.
- **Care Workflow page:** Lists the Care parts, instructions, and labels relevant to the Style.

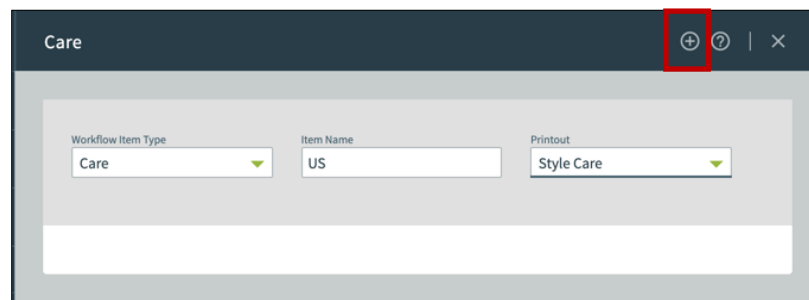
## Add a New Care Workflow Page

Create multiple care pages to separate care instructions by material type or region.

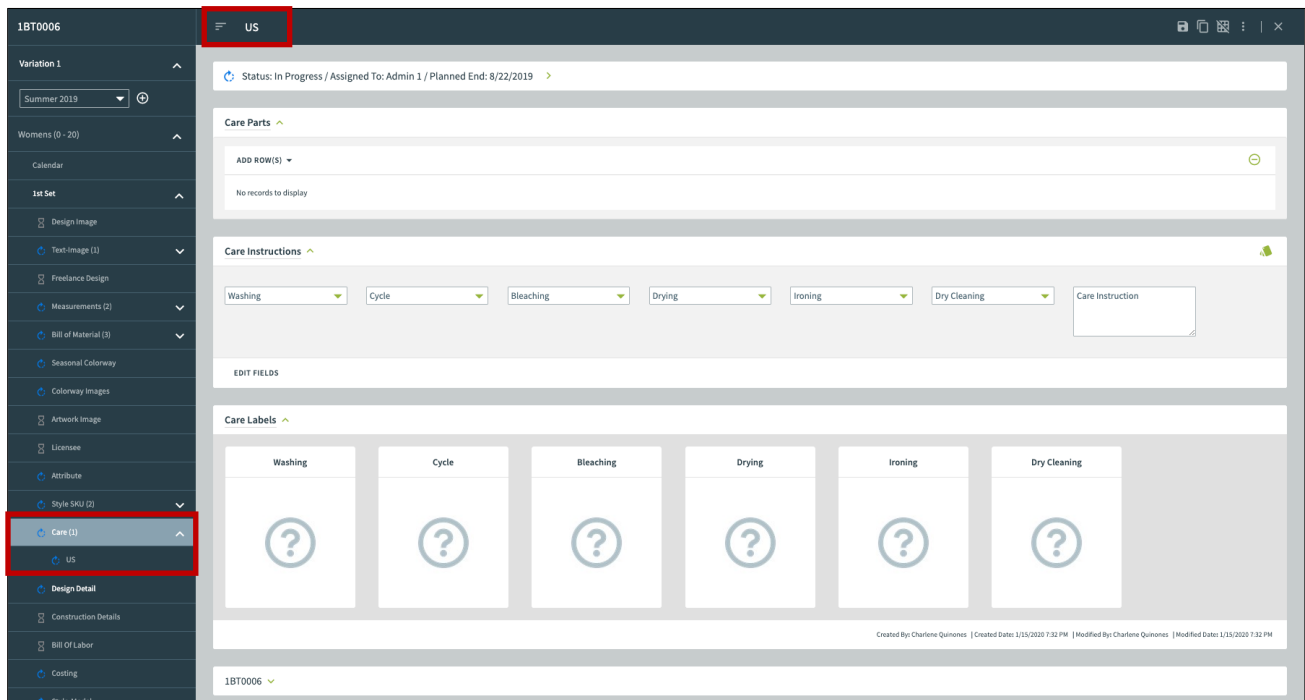
1. Create a new care workflow page by pressing the **new** button. A new window opens.



2. Select an appropriate option from the *Workflow Item Type*, enter an *Item Name*, and select a *Printout* option for the new worksheet. Click the **add** button to save the item.

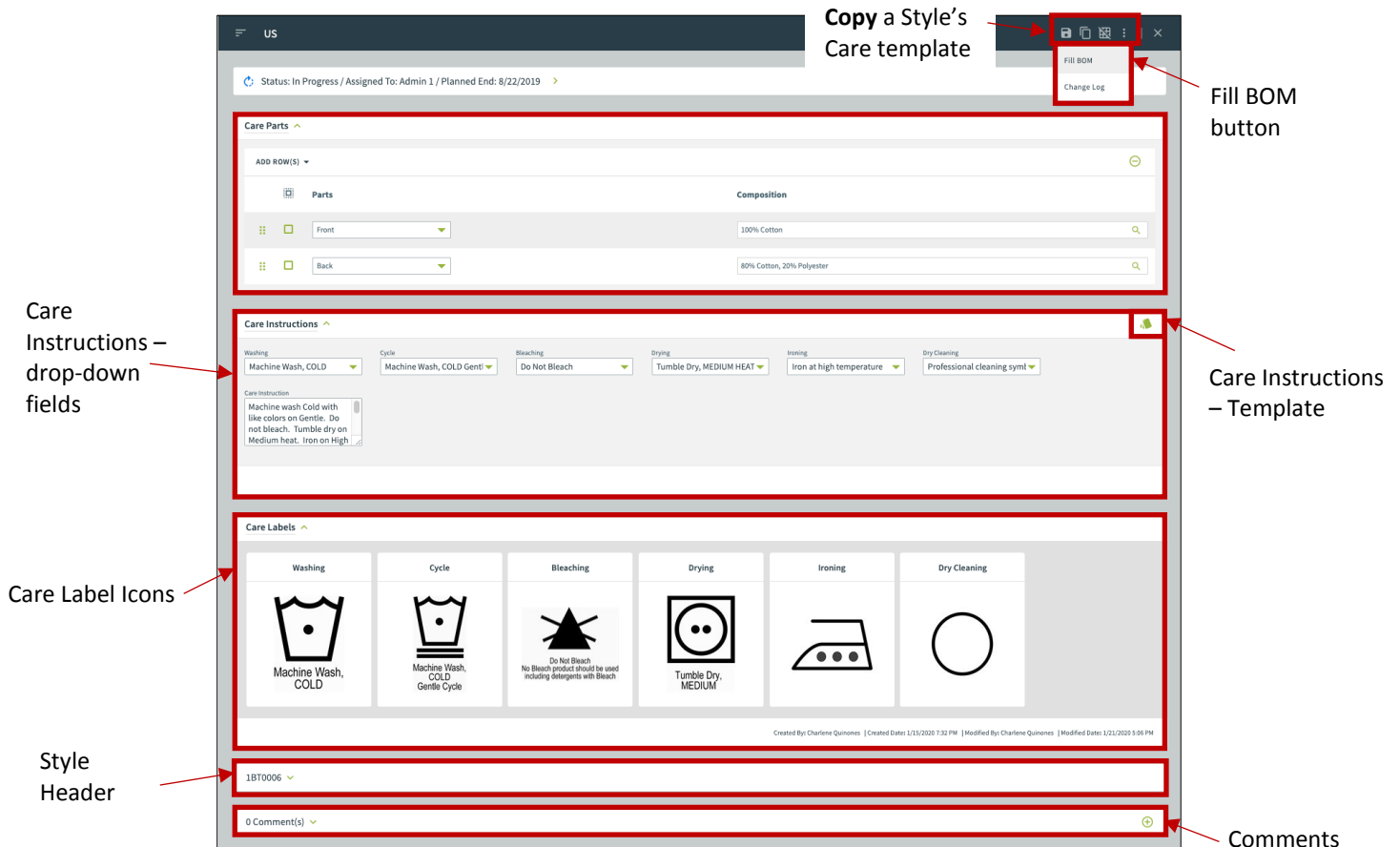


3. Now the newly added Care page appears within the main window and the left navigation bar. The *item name*, entered above, is the name of this specific workflow page and is shown within the workflow tree structure under the *Care* workflow.



## Editing a Care Workflow Page

The Edit button allows users to add or modify *Care Parts*, *Care Instructions*, and its associated *Care Labels* for the selected Style.



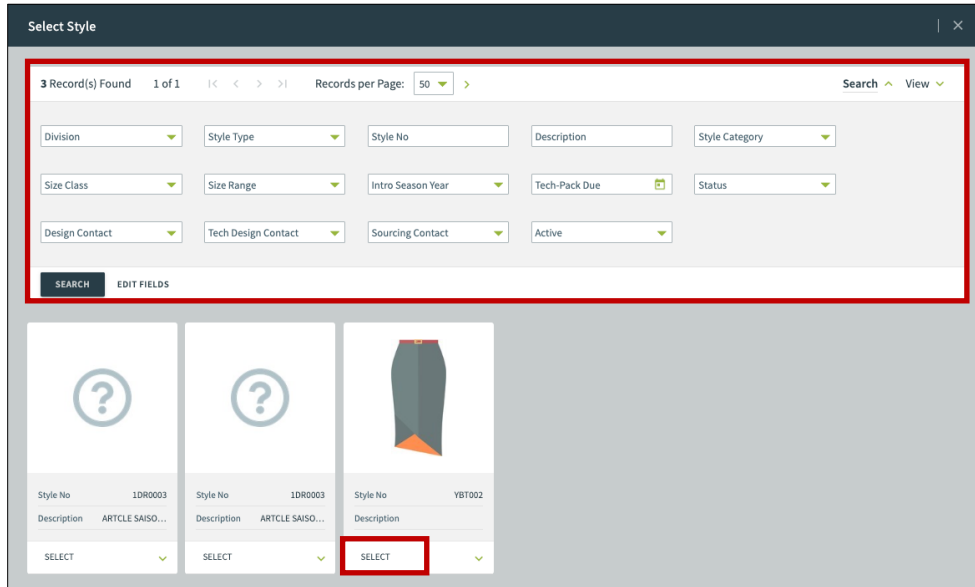
The **workspace** contains:

- **Save:** Press to keep any modifications made to the workflow.
- **Copy:** Use an existing Style's Care template.
- **Show/Hide Grid:** Expands or collapses the Care Parts grid.
- **Fill BOM:** Apply a Care template from another BOM within the Style. *Requires enabling the related app setting for this feature to appear.*
- **Change Log:** Lists all additions and modifications made by a user within the Styles Care page.
- **Close:** Exits the editing workflow page and does not keep any modifications.
- **Care Parts:** Lists the different parts of fabric and its content composition.
- **Care Instructions:** Apply instructions for each category relevant to the fabric's care.
- **Care Label:** The Care Label icons are linked to the selections made within the Care Instructions field.
- **Style Header Information:** Expand the Style Header using the green arrow to reveal the style's details.
- **Comments:** Include relevant information in one area for other users.

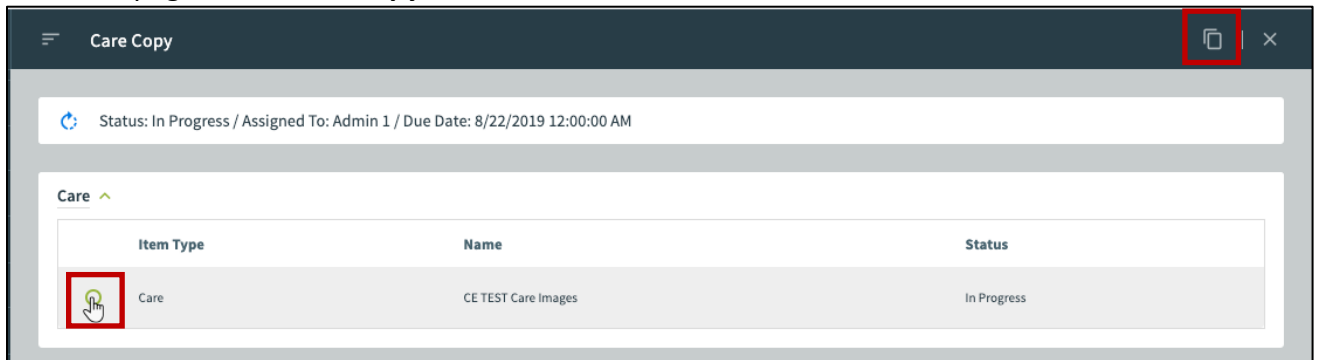


**Copy**

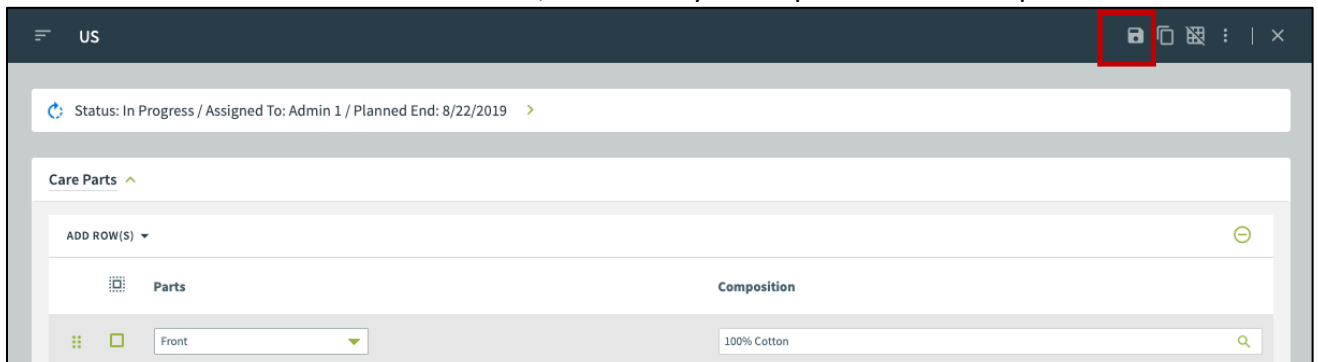
1. Press the **Copy** button, on the edit page, to use an existing style's current care template. Every Style with an assigned care template appears.
2. Use the search fields to find a desired style, then click on the desired style's **select** button to copy its care template.



3. A new window opens with a selection of Care templates. Select a template to copy to the new Care workflow page then select **Copy**.

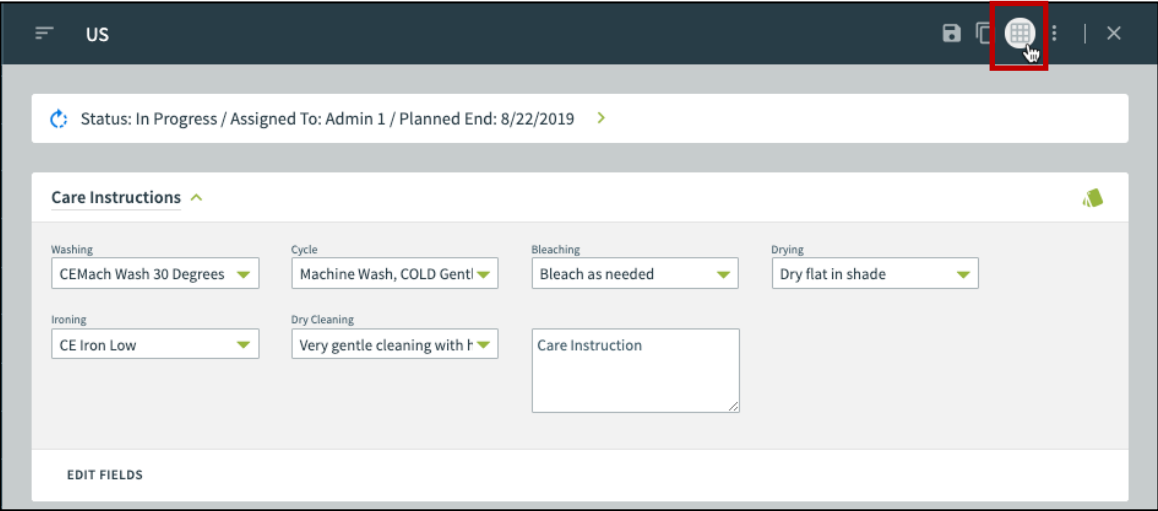
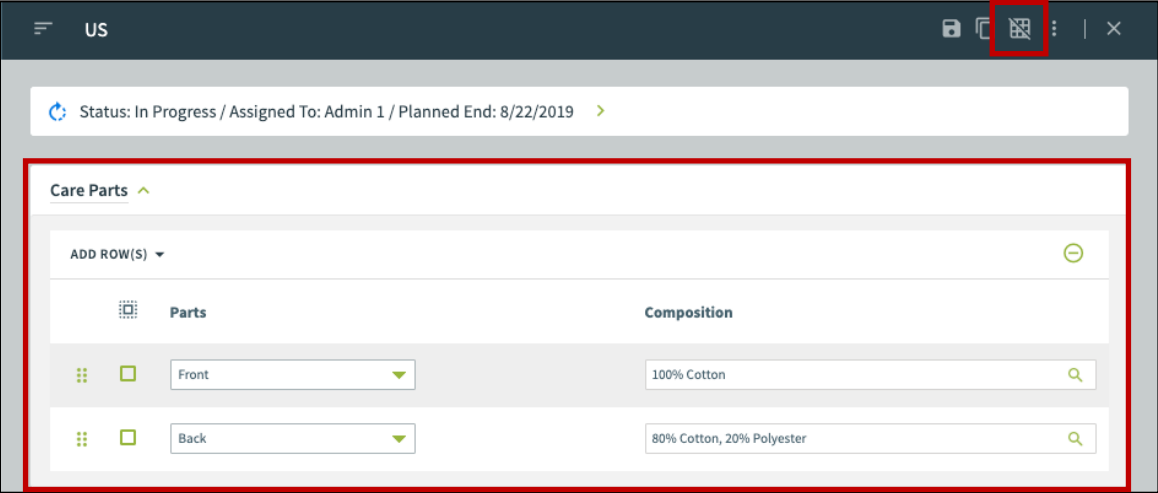


4. The new template appears within the main Care page.
5. Add details into the Care Instruction field, if necessary. Then press **save** to keep the selection.



Show/Hide Grid

The Show/Hide button allows users to display or hide the Care Parts section.



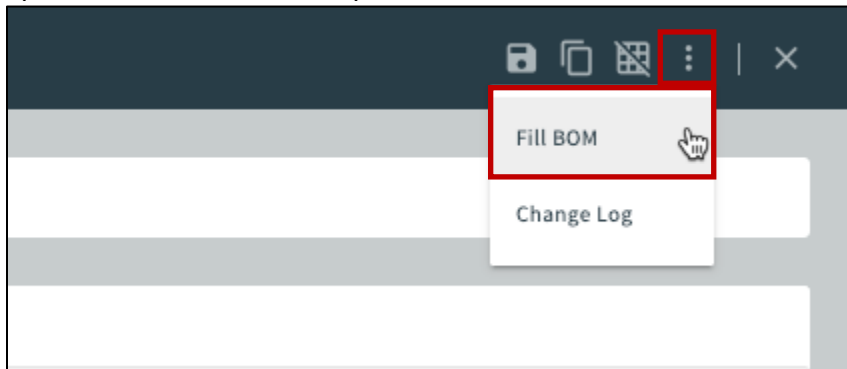
### Fill BOM

The Fill BOM is available from the overflow menu as depicted in the first step below. If it is not present, then the following **MUST** be configured by an Administrator in order to access this feature:

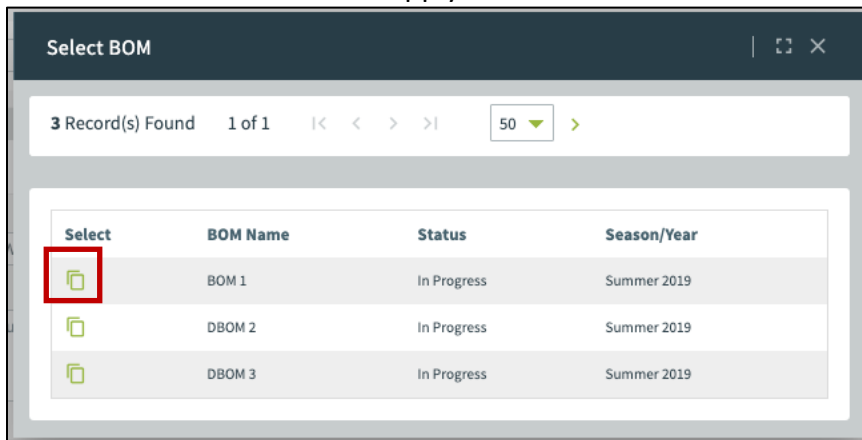
- Enable the following setting, *EnableStyleCareFromBOM*, to TRUE. The setting is found within the Admin> Setting>Application> Style> General area and must be set to TRUE before the Fill BOM function is visible.
- Set up the Care Instruction Ranking order within the Control Panel before values can be brought into the Fill BOM area.

This feature allows the user to select a BOM within the same Style that contains Care instructions, which was defined in the Material Folder. Once selected, the Style Care page is populated based on the various material’s ranking.

1. Press the **Fill BOM** button within the overflow menu to view a list of available BOMs. The user has the option to select a care template from another Bill of Material within the same Style.



2. Press the **Select BOM** icon to apply the desired BOM.

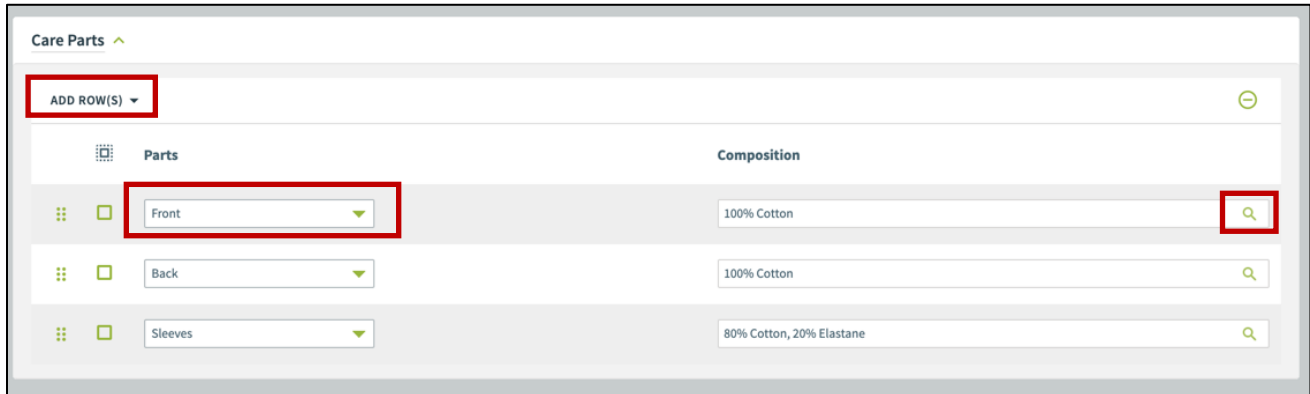


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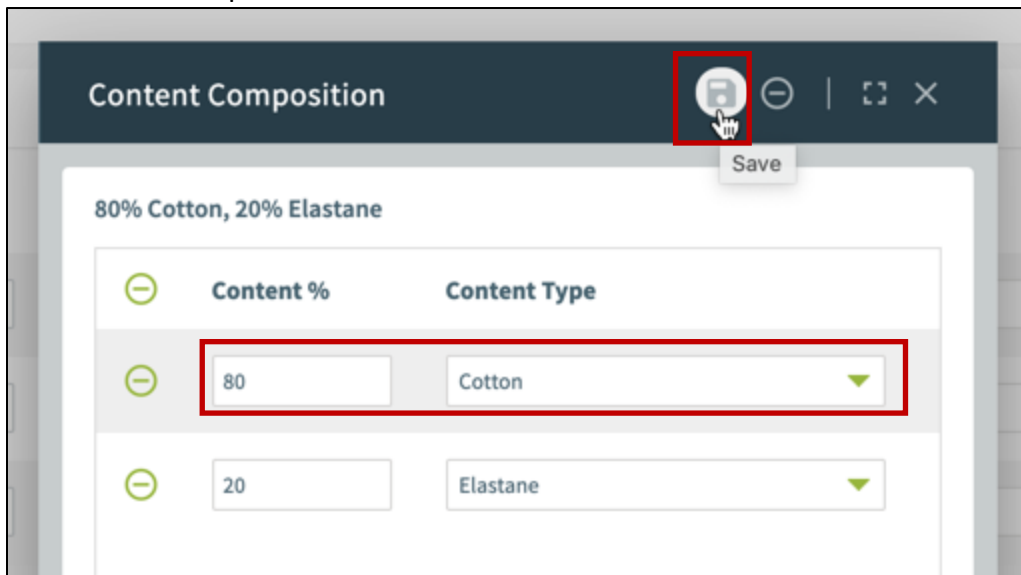
### Care Parts

This area allows for the entry of fabric piece names such as front, back, and sleeve of a shirt. Also, identify the fabric's content composition adding up to a total of 100%, i.e., 100% cotton or 60% cotton, 20% polyester, 20% acrylic.

1. Select **Add Rows** then choose the desired amount.
2. Click the **Parts** drop-down to select from a list of preconfigured parts.  
**Note:** Admin users can preconfigure the Care parts within the Control Panel.
3. Select the **magnifying glass** within the *Composition* area to open the Content Composition window.



4. The Content Composition requires a total of 100%, where the fabric contains either 100% cotton or a mix of 80% cotton and 20% Elastane. Make the selections by entering an amount within the **Content %** and **Content Type** columns.
5. Press **save** to keep the modifications.

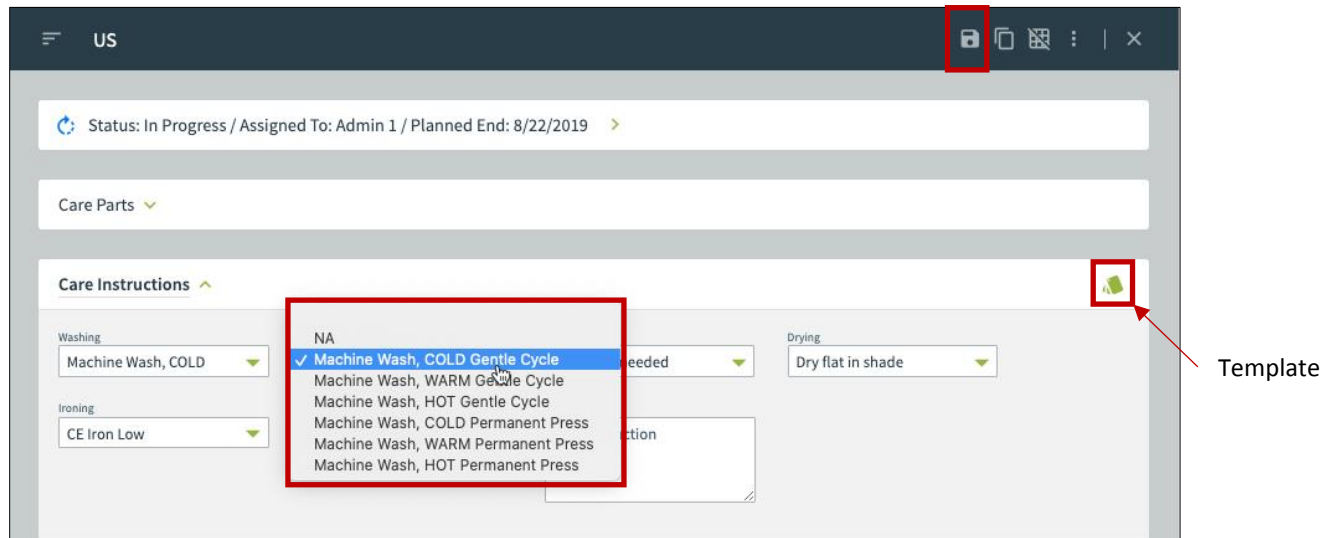


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### Care Instructions and Care Labels

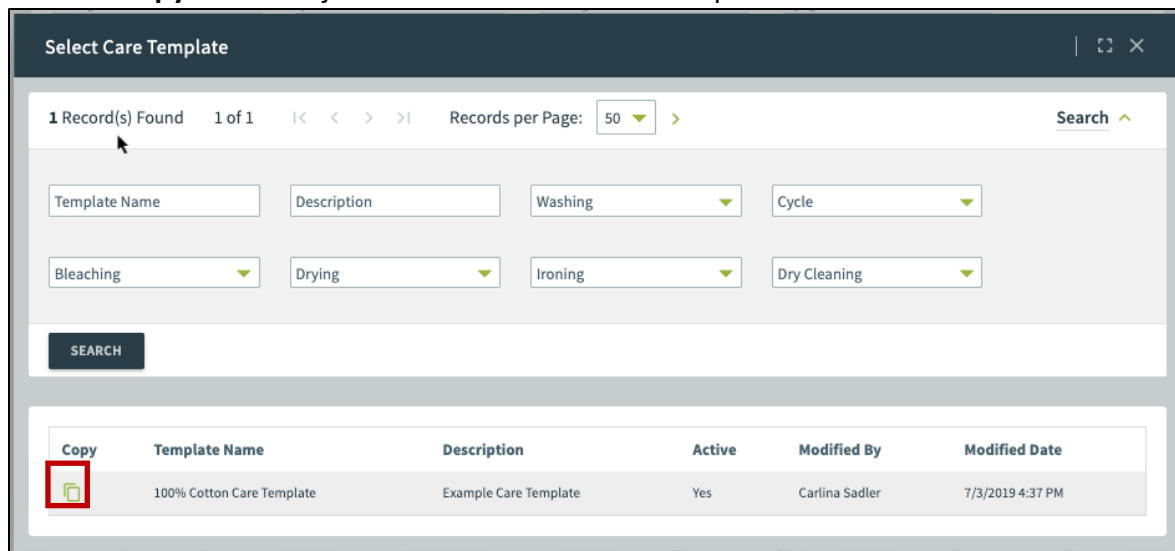
The Care Instructions area may have been filled if the Copy or Fill BOM features were selected. Users may change the selections by clicking each of the category drop-down fields or selecting a predefined template. The Care Label icons appear once Care Instructions are chosen and saved.

1. Manually select a care instruction from each of the categories.
2. Press **save** to update the care label images. If a particular care label does not apply to the product type, select *N/A* from the list or leave the field *blank*.



### Template

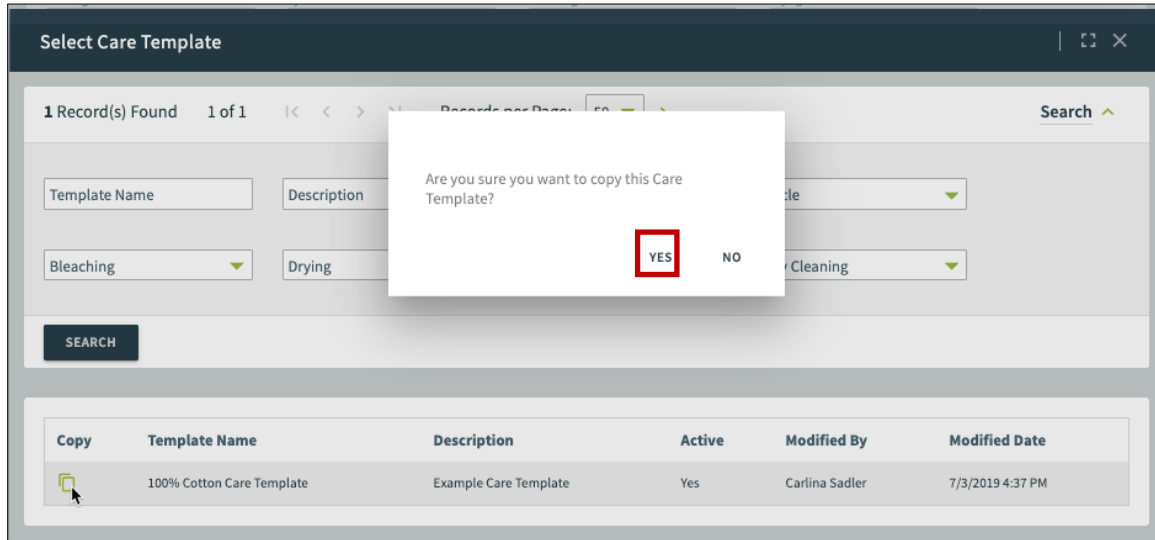
1. Select the **Template** button within the Care Instructions area to choose an existing care template. A list of available templates appears in a new window.
2. Click the **copy** button adjacent to the desired care template.



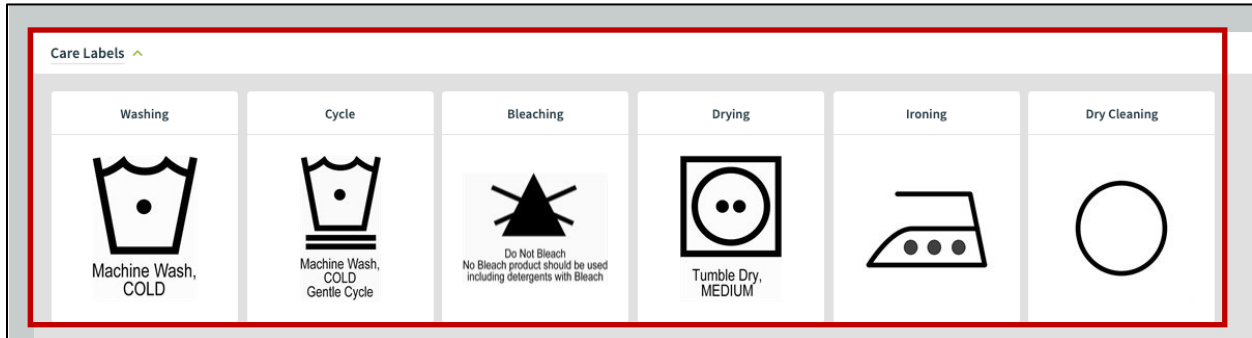
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- Click **Yes** within the pop-up window to confirm or click *No* to disregard.

**Note:** It is required to set up Care Templates within the Control Panel before selection.



- The associated Care Labels appear within its area.

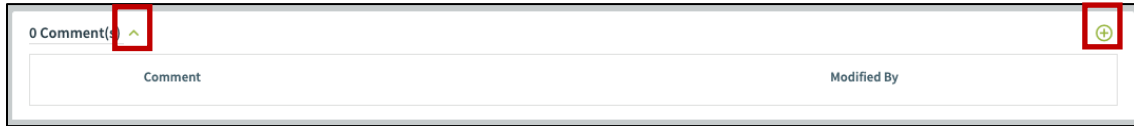


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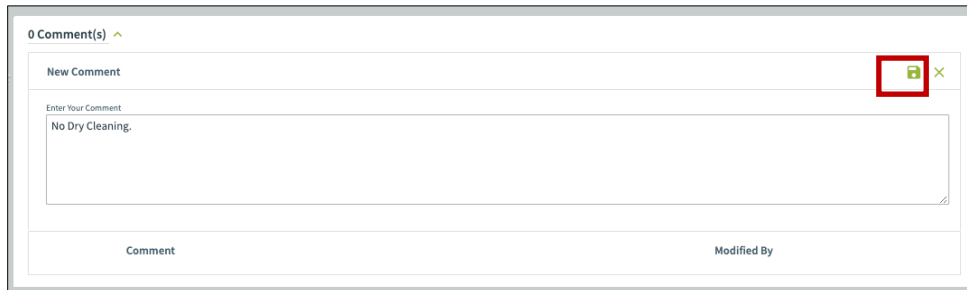
### Comments

Users can include additional comments needed for the Care of the garment. Comments can be added from the non-edit and edit workflow page.

1. Click the bottom **green arrow** to expand the *Comment(s)* section.
2. Press the **+ Add New** button.



3. Type *comments* into the textbox.
4. Once finished, select the **save** button.

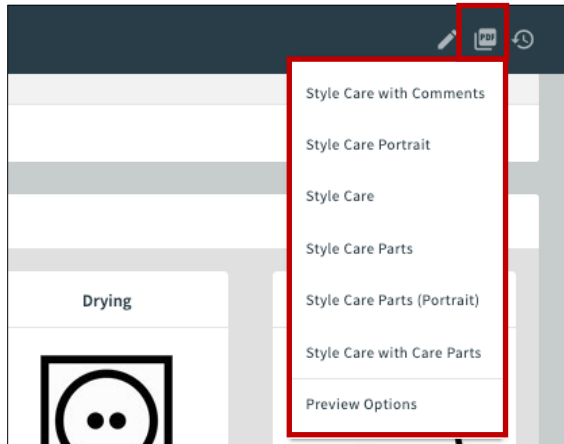


5. Now the newly added comment appears in the *Comment(s)* section. Click the **pencil** icon to edit the existing comments or click on the **+ Add New** button to enter additional comments if needed.



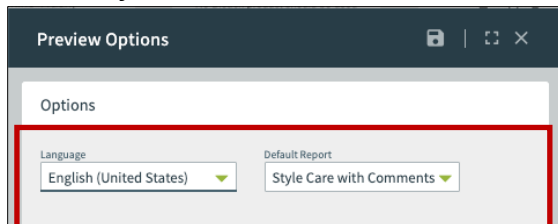
## Preview

1. Generate a *Care* report by clicking the **preview** button at the top of the page. A drop-down opens to reveal a list of available reports.
2. Select a **report** from the list.



3. The user is immediately notified with two notifications, where the first states that the report is currently being generated, while the second states the report has been successfully generated. Click on the **notification** to view the report.

**Note:** Users may also select *Preview Options* located at the bottom of the list. This functionality allows the user to choose a preferred language and default report. Keep in mind; these settings are specific to this workflow.



4. Click the **Close** button to return to the main *Care* page.



# Change Log

Review a detailed list of changes made to a particular area.  
 For further information, refer to the *Change Log User Guide*.

☰ Change Log
⌵ | ✕

11 Record(s) Found
1 of 1
⏪ < > ⏩
Records per Page: 50
Search ⌵

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

Session	Snapshot	Action	Workflow	Field Name	Before	After	User	Date
242	754	Add	Care	New Comment		No Dry Cleaning.	Charlene Quinones	1/22/2020 6:05 PM
241	753	Update	Care	Washing	Machine Wash, COLD	Machine Wash, WARM	Charlene Quinones	1/21/2020 8:18 PM
241	753	Update	Care	Composition		100% Cotton	Charlene Quinones	1/21/2020 8:18 PM
241	753	Update	Care	Composition		80% Cotton, 20% Polyester	Charlene Quinones	1/21/2020 8:18 PM
240	752	Remove	Care	Care Part Row			Charlene Quinones	1/21/2020 5:06 PM
239	747	Replace	Care	Care Template		100% Cotton Care Template	Charlene Quinones	1/17/2020 6:10 PM
239	747	Update	Care	Care filled in by BOM		BOM 1	Charlene Quinones	1/17/2020 6:10 PM
239	747	Update	Care	Care filled in by BOM		BOM 1	Charlene Quinones	1/17/2020 6:02 PM
239	747	Add	Care	Care Part Row			Charlene Quinones	1/17/2020 5:54 PM
239	747	Add	Care	Care Part Row			Charlene Quinones	1/17/2020 5:54 PM
239	747	Add	Care	Care Part Row			Charlene Quinones	1/17/2020 5:54 PM



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