



GERBER YUNIQUEPLM

Style Folder - Look Book User Guide

Date: 9/5/2023

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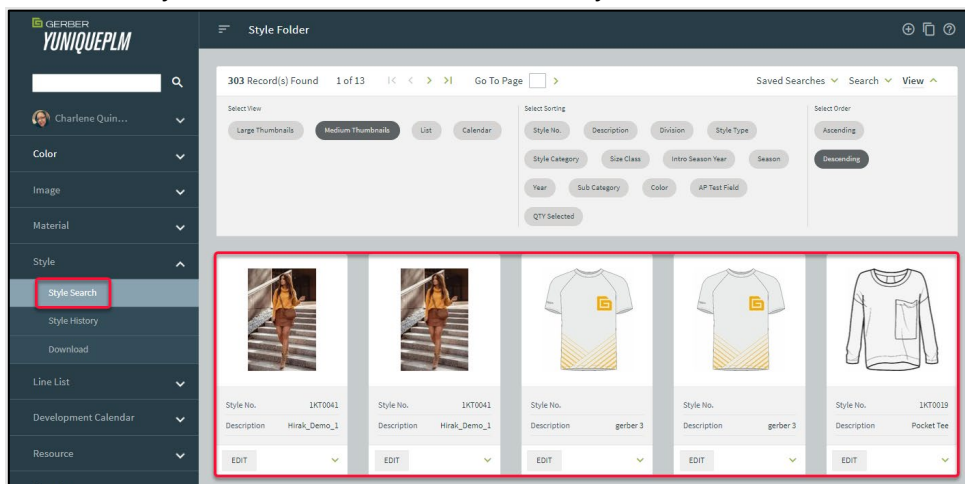
1. LOOK BOOK OVERVIEW

One of the primary functions of Gerber **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 the detailed information or workflows related to the product being developed. For example, all information related to constructing the product, measuring the product, and even packaging the product for shipping could be contained within the Style Folder.

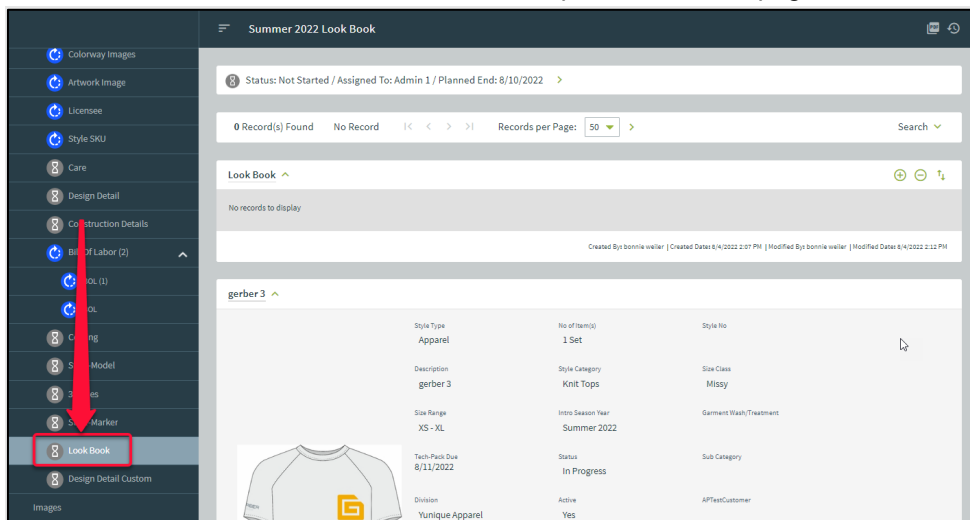
The **Look Book** workflow allows the user to group styles related to the current style. For example, the designer can visually group their collection of styles or a merchandiser creating an outfit for an ecommerce site or photoshoot.

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 a preferred *Style* then press **Edit**.

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



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



1.1 Look Book Workflow Page

The screenshot displays the 'Summer 2022 Look Book' interface. At the top, it shows the status 'Not Started / Assigned To: Admin 1 / Planned End: 8/10/2022'. A search bar is prominently featured with a 'Search' button. Below the search bar, there are several filter fields for 'Division', 'Style Type', 'Style No.', 'Description', 'Style Category', 'Size Class', and 'Size Range'. A 'Preview, Change Log' button is located in the top right corner. The main content area shows a 'Look Book' section with a 'No records to display' message and 'Add, Remove, Sort' controls. Below this, a 'Style Header Information' section provides details for a selected style, including a thumbnail image of a t-shirt and a table of attributes.

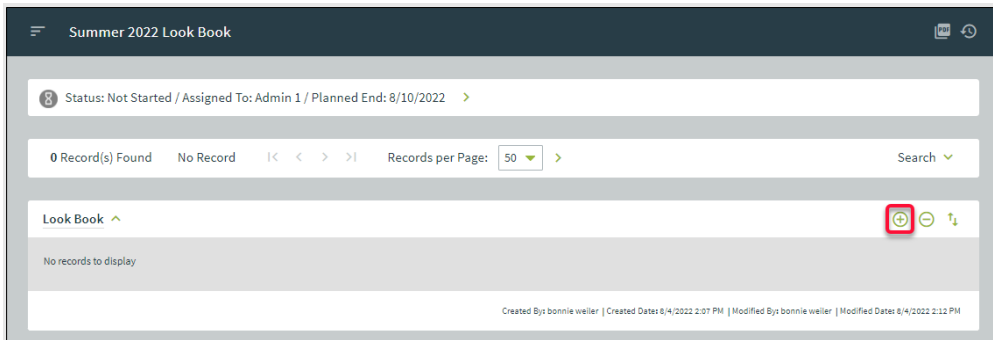
Style Type	No of Items	Style No.	Description	Style Category
Apparel	1 Set		gerber 3	Knit Tops
Size Class	Size Range	Item Search Year	Comment/Status/Treatment	Tech-Push Due
Missy	XS - XL	Summer 2022		8/11/2022
Status	Sub Category	Division	Active	AP/Prod/Custom
In Progress	Color	Yunique Apparel	Active	Yes
Style No Text	Color	Agents	Color Class	Country
Family	Ship Head	Ship Type	Treatment	QTR Assigned
TP Version	AP Test Field	Comment		

At the bottom of the page, there is a 'Comments' section with a 'Comments' button and a text area for adding notes.

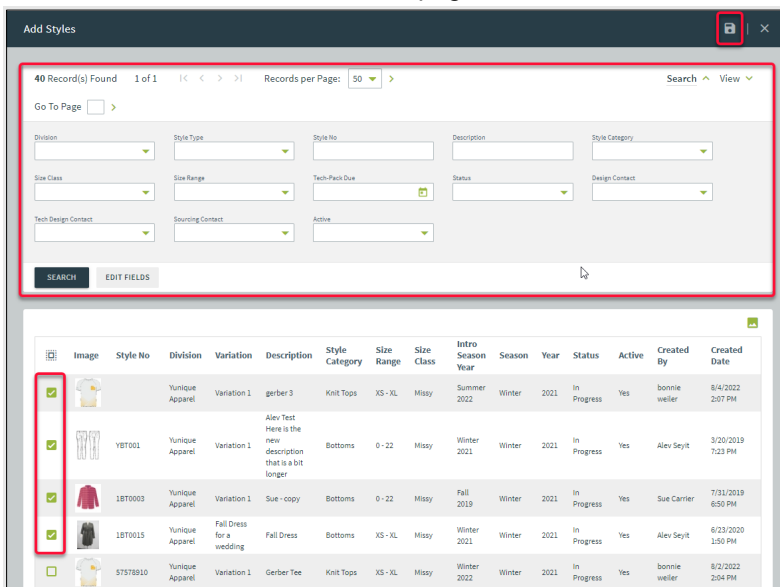
- **Add:** Include selected Styles to the Look Book.
- **Remove:** Delete the selected Styles in the Look Book.
- **Sort:** Reorder the selected Styles within the Look Book.
- **Preview:** Generate a pdf report of the workflow.
- **Change Log:** Review the Look Book's historical changes.
- **Search:** Use the search fields to locate a particular Style within the Look Book.
- **Style Header Information:** The style's details are listed within the style header information section of the *Look Book* page.
- **Comments:** Include a note or instructions for the Look Book by clicking the plus button. Press the pencil to edit the comment.

2. CREATE A LOOK BOOK

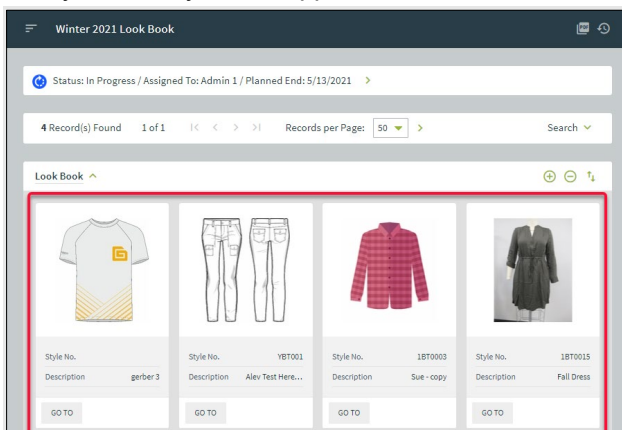
1. Press **add** to create a Look Book. A new window opens.



2. All existing styles within the same Season/Year combination, are listed. Use the **search area** to filter the section accordingly.
3. Place a **checkmark** next to the preferred style(s) and click **save**. The window automatically closes and returns to the *Look Book* main page.



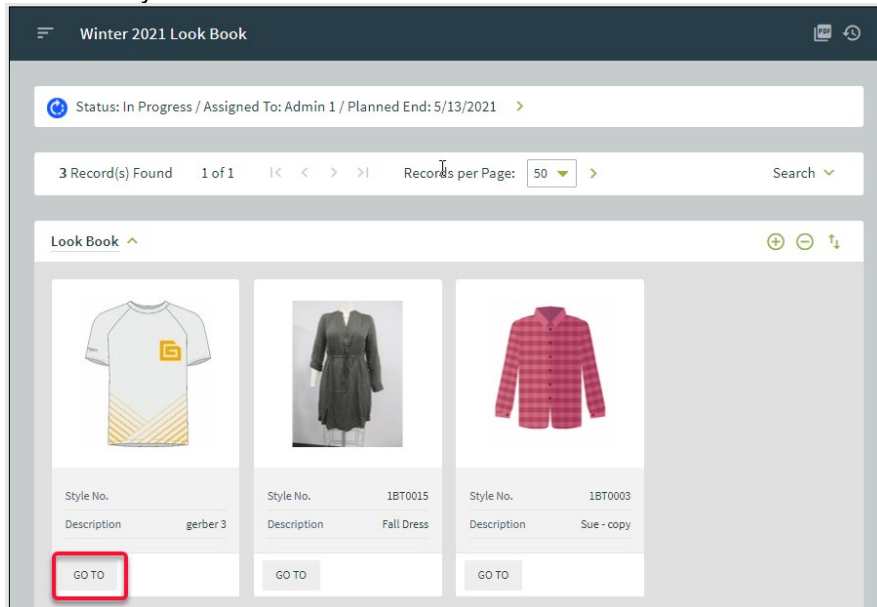
4. Newly added styles will appear on the *Look Book* main page.



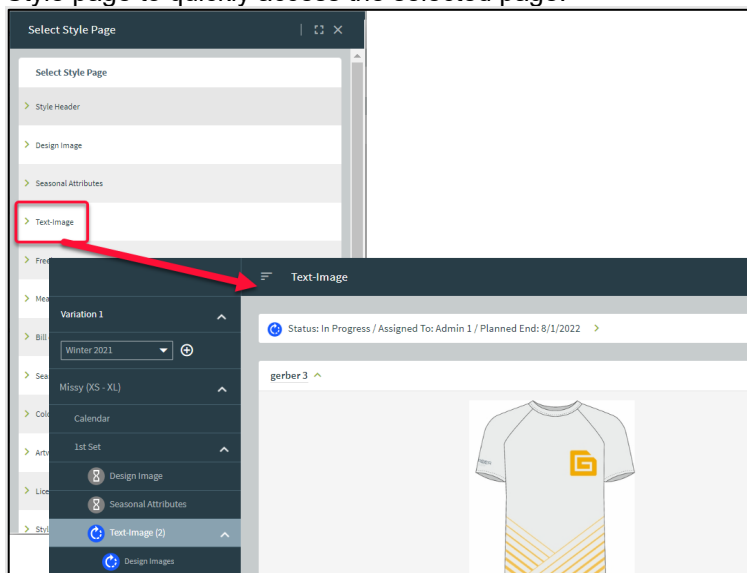
2.1 Accessing a Style

Style development pages are accessible once a Style is added to the look book.

1. Click the Style's **Go To** button.



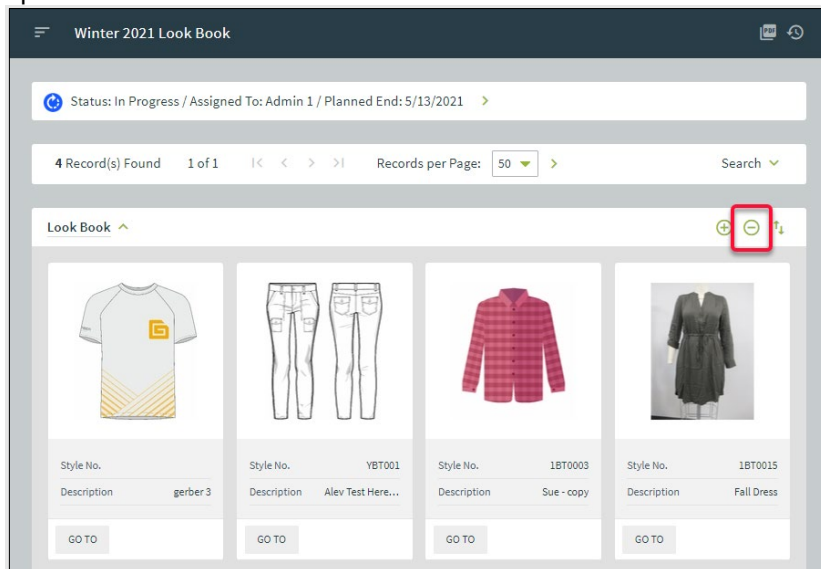
2. A pop-up window will appear with a list of available workflow pages for that style. Click a Style page to quickly access the selected page.



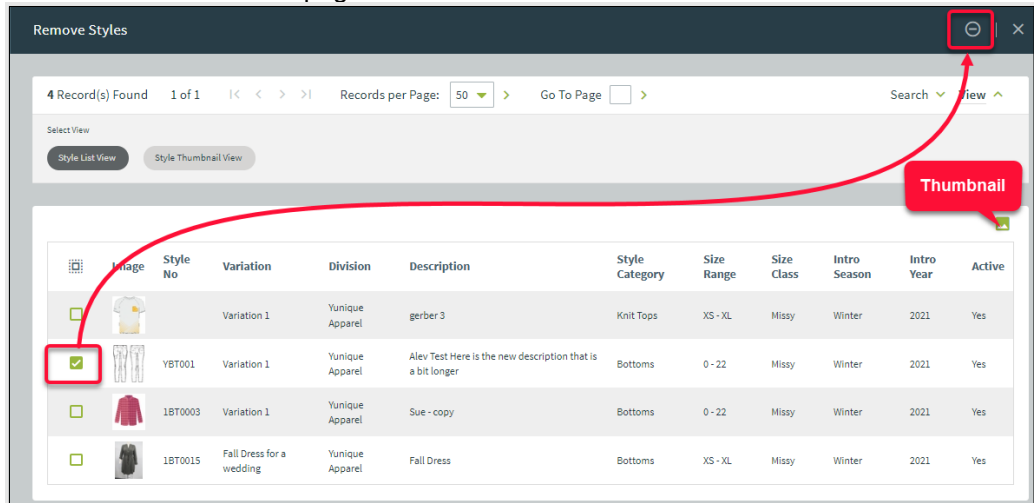
2.2 Remove Styles

Follow the steps below to remove unwanted styles from the look book.

1. Press **remove** to delete unnecessary styles from the Look Book. A pop-up window opens.



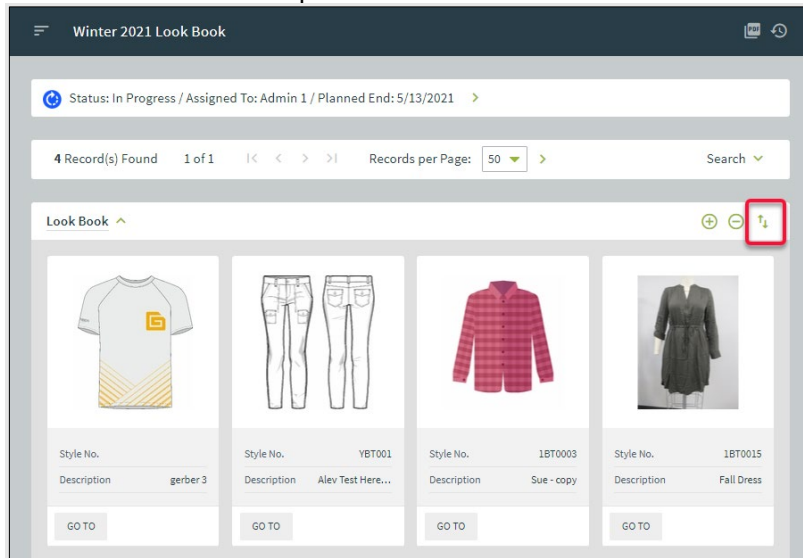
2. Select a style to remove from the Look Book. Easily locate desired styles using the *Thumbnail* option. Place a **checkmark** next to each style you would like to delete.
3. Click the **remove** button to delete the selections. The window automatically closes and returns to the Look Book page.



2.3 Sort

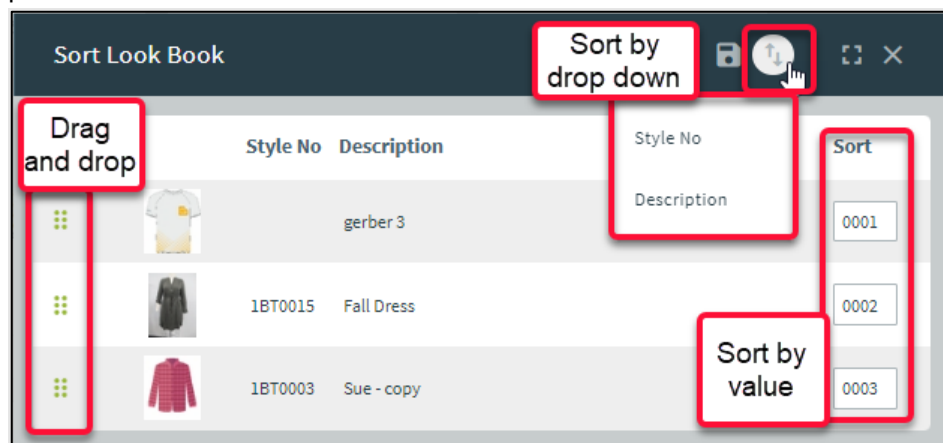
Existing styles can be sorted in order of preference.

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



2. The sort area contains the following view:

- **Sort by Value:** Enter a new sort number within the *Sort* field of each style.
- **Sort by Drop-down:** Select the drop-down to sort by *style no.* or *description*.
- **Drag and drop:** Click the *green dotted list item* to drag and drop a style to a preferred order.

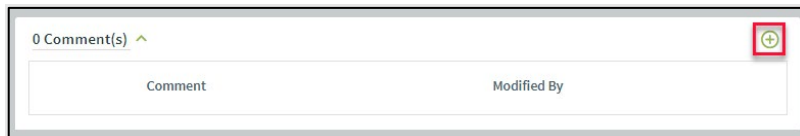


3. Click **save** to keep the changes. The window automatically closes and returns to the main *Look Book* workflow page where the newly sorted Style(s) appear.

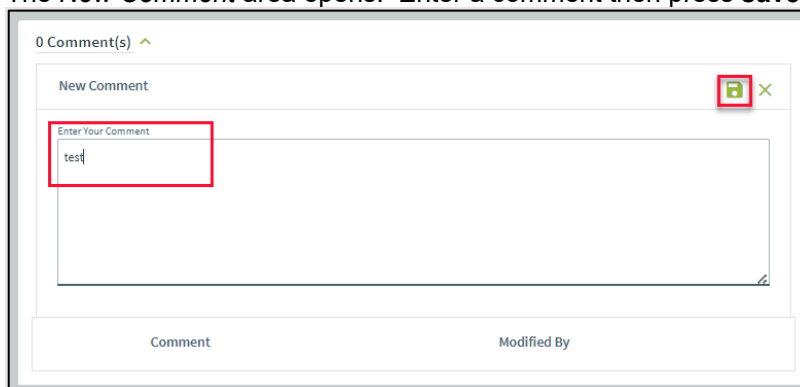
2.4 Comments

Add a note to the Look Book workflow page.

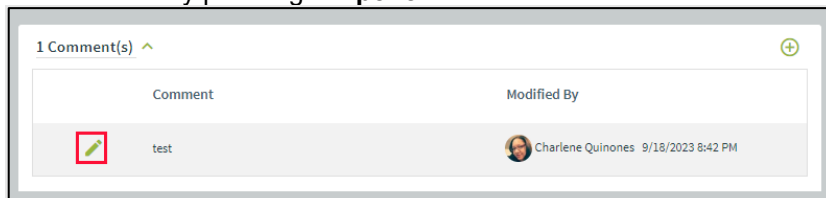
1. Scroll down to the Comments area at the bottom of the Look Book workflow page. Press the **Add New** button.



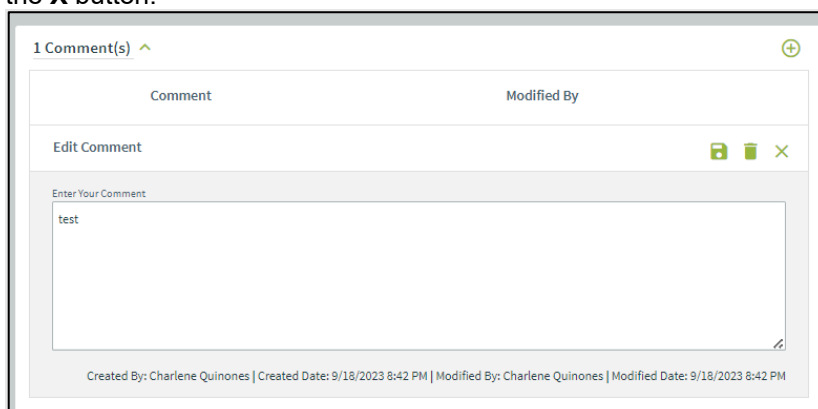
2. The *New Comment* area opens. Enter a comment then press **save** to keep.



3. The comment is saved and appears within the Look Book workflow page. Users may edit the comment by pressing the **pencil** icon.

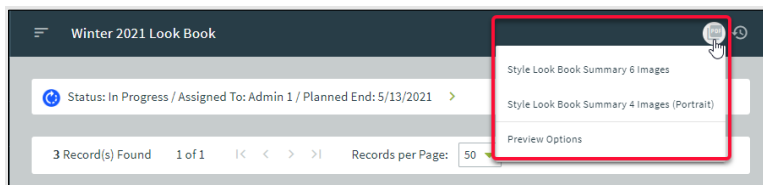


4. The *Edit Comment* window opens. Modify the comment and press **save** to keep the changes. Users may also *delete* (trash icon) the comment or *cancel* editing by pressing the **X** button.

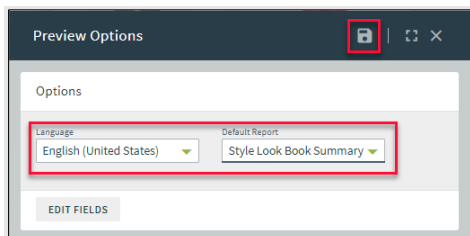


3. PREVIEW - REPORT

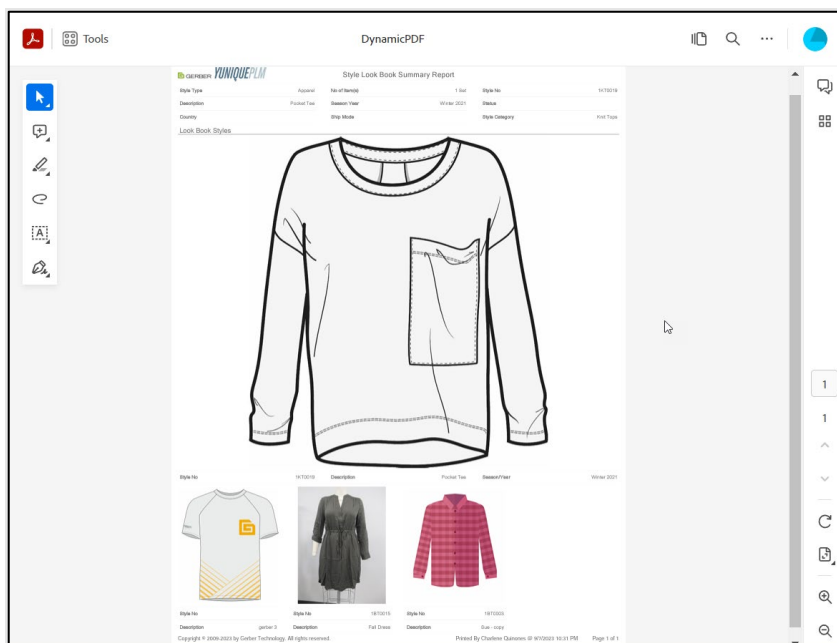
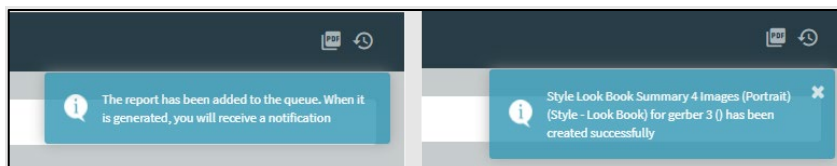
1. Generate a Look Book report by clicking the **preview** button. A list of available reports is presented in the drop-down. Select **one of the reports** to automatically generate or to refine your options select **Preview Options**.



2. If the *Preview Options* button is chosen, the user can select a **language** and **report** from their respective drop-downs. Then press the **save** button. The report is generated as a PDF and opened in a separate window.



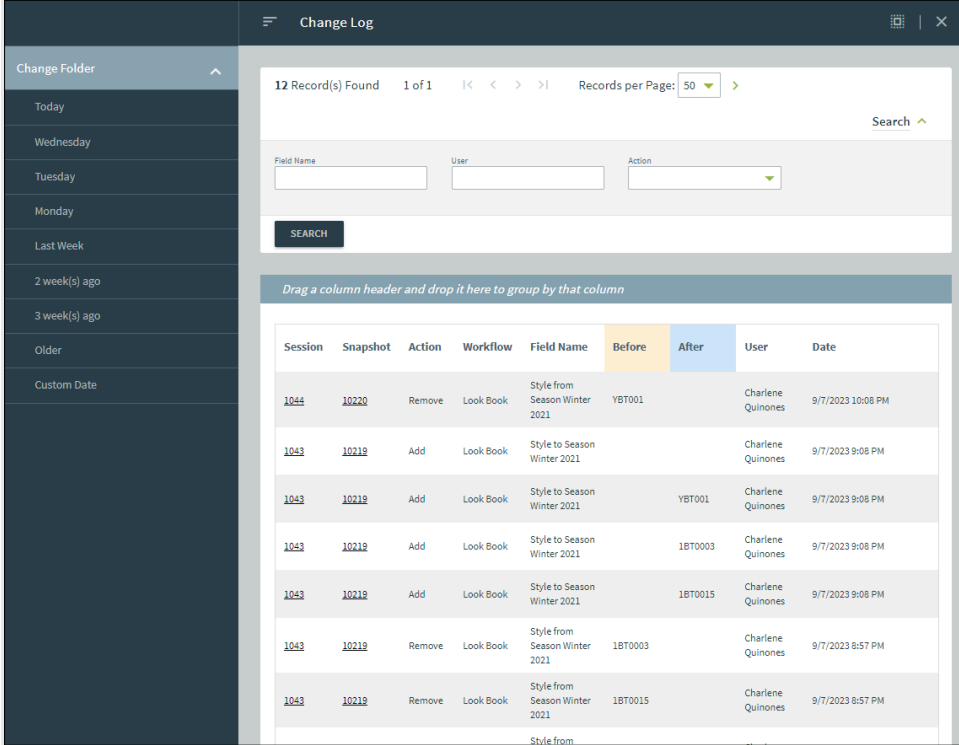
3. Notifications appear to alert the user when a report is generated and successfully created. Click the notification stating the report has been created successfully to open the pdf.



4. CHANGE LOG

Review a detailed list of changes made to a particular area.

For further information, refer to the *Change Log User Guide*.



The screenshot displays the 'Change Log' interface. On the left is a 'Change Folder' sidebar with options: Today, Wednesday, Tuesday, Monday, Last Week, 2 week(s) ago, 3 week(s) ago, Older, and Custom Date. The main area shows '12 Record(s) Found 1 of 1' and 'Records per Page: 50'. Below this is a search bar with fields for 'Field Name', 'User', and 'Action', and a 'SEARCH' button. A table below the search bar contains the following data:

Session	Snapshot	Action	Workflow	Field Name	Before	After	User	Date
1044	10220	Remove	Look Book	Style from Season Winter 2021	YBT001		Charlene Quinones	9/7/2023 10:08 PM
1043	10219	Add	Look Book	Style to Season Winter 2021			Charlene Quinones	9/7/2023 9:08 PM
1043	10219	Add	Look Book	Style to Season Winter 2021		YBT001	Charlene Quinones	9/7/2023 9:08 PM
1043	10219	Add	Look Book	Style to Season Winter 2021		1BT0003	Charlene Quinones	9/7/2023 9:08 PM
1043	10219	Add	Look Book	Style to Season Winter 2021		1BT0015	Charlene Quinones	9/7/2023 9:08 PM
1043	10219	Remove	Look Book	Style from Season Winter 2021	1BT0003		Charlene Quinones	9/7/2023 8:57 PM
1043	10219	Remove	Look Book	Style from Season Winter 2021	1BT0015		Charlene Quinones	9/7/2023 8:57 PM