

**Oracle<sup>®</sup> Retail Design  
User Guide  
Release 12.0  
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Oracle Retail Design User Guide is a complete guide to the user interface of Oracle Retail Design.

## Audience

This document is intended for the users of Oracle Retail Design.

## Related Documents

You can find more information about this product in these resources:

- Oracle Retail Design Release Notes
- Oracle Retail Design Operations Guide
- Oracle Retail Design Online Help
- Oracle Retail Design Configuration Guide
- Oracle Retail WebTrack Operations Guide
- Oracle Retail WebTrack Configuration Guide
- Oracle Retail WebTrack Release Notes
- Oracle Retail WebTrack User Guide
- Oracle Retail WebTrack Online Help
- Oracle Retail Retail Server Installation Guide
- Oracle Retail Retail Server Data Model
- Oracle Retail Integrator User Guide
- Oracle Retail Integrator Online Help

## Customer Support

- <https://metalink.oracle.com>

When contacting Customer Support, please provide:

- Product version and program/module name.
- Functional and technical description of the problem (include business impact).
- Detailed step-by-step instructions to recreate.
- Exact error message received.
- Screen shots of each step you take.



## **Introduction to Oracle Retail Design**

Oracle Retail Design links retailers and their trading partners via the web to provide a truly collaborative product development lifecycle. Oracle Retail Design is a collaborative product development system that brings all users together to a single, secure place on the Internet. Oracle Retail Design can:

- Allow you to share and annotate product sketches and images.
- Utilize workflow to organize and track the product development process.
- Enable you to collaborate with other involved in the product development process.
- Collect and maintain a complete history for every product.

Offering a highly visual interface, Design lets the product development and design teams conceive, develop and finalize entire product ranges online. Images, documents, text and other product information can be placed in a central database and accessed via the web by those you designate in your supply network. As new products are built, historical information can be re-used to cut down on development and production time and to avoid repetition of costly mistakes.

Once product details are entered, Design supports the sourcing of products developed within Design. You can work jointly with trading partners to complete and communicate details of each new product, including detailed specifications, size and color information, delivery, costing, and supply information.

You can utilize the configurable workflow and automatic email notification to keep track of key product status and to notify the appropriate parties when products are available for review, bids have been submitted, and programs have been finalized.

Design is a product of Oracle Retail's Supply Chain Merchandising Solutions, which help you to improve quality, reduce costs and save time in the product development and supply chain sourcing process.

## Business Processes

### Design Business Process

The following lists summarize the tasks that are used to complete the various processes within Design. The tasks are categorized by user role (administrator, special user, user) and organized in a suggested sequential order.

#### Company Administration

Users with Administrator access may use the following process to set up default values and functions for Design.

- Set up enterprise code and logo
- Set up the organizational hierarchy
- Set up user
- Establish and maintain trading partners
- Create development guidelines
- Administer email
- Apply system defaults
- Create workflow statuses
- Set up user-configurable lists
- Upload spec, bid and ELC sheets with Spectrum

#### Design Administration

Users with special access may use the following process to set up default values and functions for Design. Check with your Administrator to see if you have access to these functions.

- Define materials
- Create color palettes
- Design labels

#### Product Development

Most users may use the following process to develop product designs.

- Create products
- Manage document attachments
- Create a spec sheet
- Enter materials and components
- Enter material costs
- Select label
- Manage the bidding process
- Enter estimated landed cost information
- Set pricing and quantities
- View product history
- Print products and documents
- View and update WebTrack projects and tracks



## Other Features

The following features can help you further in your use of Design.

- Set preferences and change your view
- Create StyleBox presentations
- View reference data
- Create presentations
- Send messages
- Import data

## Minimum Requirements

**Note:** Products associated with mydomain.com run on PC or Macintosh systems using the minimum configuration requirements listed below. However, better response times are achieved using the recommended configurations. Note that running Web-based applications stresses connectivity more than Web browsing.

### Internet Connection Requirements Common to Both PC and Macintosh Systems

System component	Minimum requirements	Recommended requirements
Internet connection	56K Internet connection	DSL/T1 or cable modem internet connection
Proxy servers	We advise customers to ensure that their servers are sufficiently well configured to support the number of users (for example, CPU speed, memory, network connectivity).	

### Mail Server Requirements

Oracle Retail Design must use a simple mail transfer protocol (SMTP) mail server configured to operate over Transmission Control Protocol (TCP) port 25. SMTP is the internet's standard host-to-host mail transport protocol. Most Unix systems include sendmail, a widely-used SMTP server for email.

## Requirements for PC Systems

System component	Minimum requirements	Recommended requirements
Hardware	Pentium 233Mhz processor 128Mb RAM	Pentium 1.1Ghz processor 512Mb RAM
Desktop resolution	1024 x 768 pixels	1024 x 768 pixels
Operating system	MS Windows 98SE or Windows NT 4.0 SP 3 plus Sun Java 1.5	MS Windows 2000 or Windows XP with the latest service pack plus Sun Java 1.5.0
Software	MS Internet Explorer 5.01 SP3 or above – downloadable from <a href="http://www.microsoft.com/ie">http://www.microsoft.com/ie</a> Also, see the section, 'Browser support', later in this chapter.	MS Internet Explorer 6.0 with the latest service pack – downloadable from <a href="http://www.microsoft.com/ie">http://www.microsoft.com/ie</a> Also, see the section, 'Browser support', later in this chapter.

## Requirements for Macintosh Systems

System component	Minimum requirements	Recommended requirements
Hardware	400 MHz processor 128Mb RAM	800 MHz processor 256Mb RAM
Desktop resolution	1024 x 768 pixels	1024 x 768 pixels
Operating system	Panther Mac OS X v10.3.1 plus Java 1.4.2	Tiger Mac OS X v10.4 plus Java 1.4.2
Software	Safari 2.0 downloadable from <a href="http://www.apple.com/safari/download/">http://www.apple.com/safari/download/</a> Also, see the section, Browser Support below.	Safari 2.0 downloadable from <a href="http://www.apple.com/safari/download/">http://www.apple.com/safari/download/</a> Also, see the section, Browser Support below.

## Browser Support

### Minimal

At a minimum, a Windows browser must support Java 1.1 to run the application. For Macintosh users, the browser must support Java 1.3.1 to run the application.

### Recommended

Oracle Retail recommends browsers currently supported by Microsoft on the PC and by Apple on the Macintosh.

The Internet Explorer support lifecycle information can be found at the following internet location (shown also in the screen capture below to offer context in the event that the site changes):

- [http://www.microsoft.com/windows/lifecycle/ie\\_LevelOne.aspx](http://www.microsoft.com/windows/lifecycle/ie_LevelOne.aspx)

The Safari support lifecycle information can be found at the following internet location (shown also in the screen capture below to offer context in the event that the site changes):

- <http://www.apple.com/support/safari/>

### Notes for PC Users

Oracle Retail Design provides an incremental search capability on drop-down list boxes. The incremental search utility supports a string of characters to be used in a single lookup, instead of only considering the first character of the value. Specifically, you can start entering letters or numbers within the drop-down list box, and a value will appear in the selection, based on the set of characters being typed.

For example, a drop-down list box may include the following values: Austria, Bangladesh, Belgium, Canada, Denmark, Ecuador, France, and Germany. When you start typing “B”, the incremental search displays “Bangladesh” in the selection. If you continue to type “E”, the incremental search displays “Belgium” in the selection. Because the search utility supports a string versus only the first character of the value, “Belgium” opens instead of “Ecuador”. To start a different search, press the ESC key to start the search from the beginning of the list of values.

## Notes for Macintosh Users

- The WebMeter that appears on the User and Administration Console does not appear for Macintosh users.
- Control + Click is the same as right-clicking on a PC. If you are instructed to “right-click,” use Control + Click instead on the Mac.
- Clicking the open space on a vertical scroll bar to “page up down” moves the list results much further down the list than a single page.
- Drop-down lists are not included in tab paths, that is, you cannot tab to a drop-down list.
- Arrow keys are not active when you click in one of the editable fields.
- You cannot see full window name in title bar for Summary Chart window.
- You cannot perform incremental search on Macintosh drop-downs.
- When you click a drop-down on the Mac to display all of its contents, the Macintosh displays the list with the selected option in the center. Use the arrow buttons on the window to re-position the list and display remaining values.
- You can press Command + Shift + 3 to take a screen print of the current screen. If Adobe Acrobat is installed, you may save it as a PDF.
- On some windows, keyboard shortcuts work as follows:
  - Shift + Click selects intermittent entries on the list window.
  - Control + Click selects the next entry selected.
  - Command + Click de-selects the highlighted entry on a list window.
- Default cache directories are set up specifically for PC users, but can be changed to be Macintosh specific. To be Macintosh specific, the default folder definition must start with “/” which corresponds to the absolute level of the file structure, “Macintosh HD.” No two system user IDs can use the same cache directory on one computer, without going in through the Terminal utility and changing the directory and file permissions. (The default permissions for Mac directories and files will not allow other users to write to them.) Knowing these limitations, here are three options:
  - Enter “/Oracle” when prompted for a default cache directory name. Then if other system user IDs logged onto the same computer, they will need to create a unique cache directory or change the permissions on the “/Oracle” directory and all of its sub-contents using the Terminal utility.
  - Enter “~/Oracle” when prompted for a default cache directory name. (“~” represents “/Users/<system user ID>/”.) This will create a cache directory structure that is based on user name. For example: If system user ID “abc123” enters “~/Oracle” as the cache directory on a particular computer, another user “abc456” could also enter “~/Oracle” on the same computer. These directories would be available from Macintosh HD as “/Users/abc123/Oracle” and “/Users/abc456/Oracle”.
  - Each user on a particular Mac would be responsible for entering a unique directory.

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**Note:** It is important to close the application correctly for the actual information to be cached to the default directory. If the application is not exited correctly, the directory prompt will appear when logging in next time.

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## Company Administration

### Company Administration

The Design administrator uses the Administration Console to set up features and default values specific for the enterprise using the Design application.

Each button on the Administration Console corresponds to a Design Administrative Feature:

#### Enterprise Setup

- Enterprise Code - a unique identifier for your Enterprise
- Enterprise Logo - your Enterprise's logo
- Services - a list of retail.com services that are enabled for your enterprise

#### Location and Users

- Locations - details about locations within your Enterprise
- Organization - divisions, departments, classes and subclasses within your organization
- Users - administrators and users of the Design application
- Trading Partners - other companies within the retail.com network with which your Enterprise has a trading partner relationship

#### Development

- Seasons - retail seasons and phases
- Local Color Ranges - color and color ranges to be used by your Enterprise.
- Product Information - product types, used to identify Design product specifications, bid and ELC templates, and themes
- Size Charts -size chart definitions

#### Site Setup

- Mail - email configurations
- Options - miscellaneous site defaults
- Terms - frequently-used terminology administration
- Workflow - product development workflow statuses
- Lists - user-configurable set up for the Product list window
- Resources - field and button label resource editor; enables customization of field and button labels
- Security - assignment of field level security edit permissions and access to various Design user functions

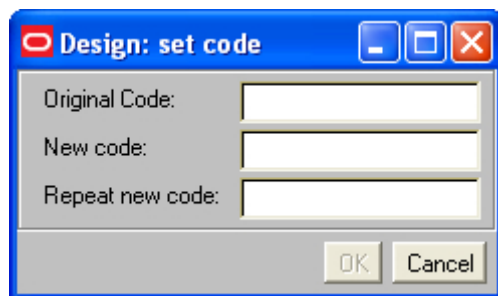
## Set Up Enterprise Code and Logo

When your enterprise is established, an enterprise code or enterprise ID is set up to differentiate your organization from other enterprises set up on the exchange. This enterprise code is used with the username and password when each of your enterprises users log in to Oracle Retail Webtrack. For security purposes, if you would like to change this code, it can be done via the Enterprise Code option. You may change this code to something that is secure and intuitive for your users to remember (for example, company name).

Enterprise Logo allows administrators to set their own company logo to appear in the top right corner of the Design windows for all of your Enterprise users.

### Change Your Enterprise Code

1. On the Administration Console, click **Enterprise Code**. The Set Code window opens.



**Set Code window**

2. Type the existing Enterprise Code in the Original code field.
3. Type the new Enterprise Code in the New code field.
4. Retype the new Enterprise Code in the Repeat new code field.
5. Click **OK** to save the new enterprise code.

## Add Your Company Logo

**Note:** You must set up your web browser to upload images from your location to retail.com.

1. On the Administration Console, click **Enterprise Logo**. The Set Logo window opens.



**Set Logo window**

2. Click **Choose Logo**.
3. Select the file containing the image of your logo. This file must be in one of the following formats: .gif, .jpeg, or .jpg.
4. Click **Open**.
5. Click **Update Logo**. The logo will appear the next time you access retail.com.

## Set Up the Organization Hierarchy

In this process, you will access the Locations, and Organization windows from the Administration Console.

**Locations Administration** is used to specify the areas where your Users or Products may be physically located. Examples of possible locations include factories, stores, distribution centers, freight on board (FOB) points, etc. In Locations Administration, you can:

- Add a location
- Edit a location
- Delete a location

With these procedures, your enterprise **organization** is defined. The divisions and departments that will use Design are identified in this process. The classes and subclasses of products that will be designed are also entered in this procedure.

- Add/edit/delete a division
- Add/edit/delete a department
- Add/edit/delete a class
- Add/edit/delete a subclass

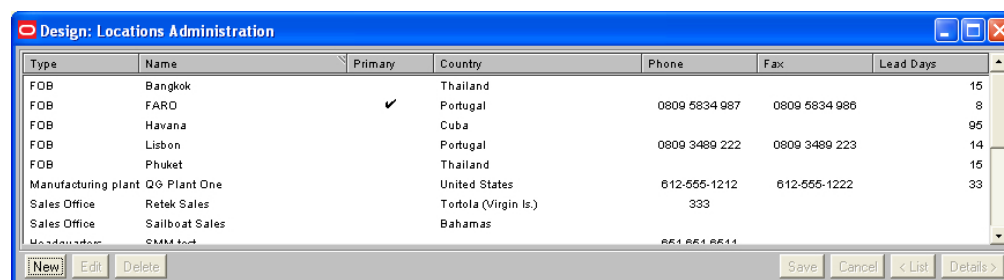
## Location

### Add a Location

**Note:** A location is used to identify the various facilities within the enterprises supply chain including factory locations and FOB points. Within location administration, an FOB location can be established and the corresponding number of lead days or transit time can be maintained.

When an FOB location is selected within a Product, the corresponding lead days will be populated within the Product file and, if a Initial Availability date is available, the Order Req'd By date will be calculated..

1. On the Administration Console window, click **Locations**. The list view of the Locations Administration window opens.



#### Locations Administration - List view

2. Click **New**. The Location Information fields are displayed.
3. Refer to the Field Descriptions in this help section; enter the relevant details in the fields. Required fields are Type and Name. Once these required fields have been populated, the **Save** button will become active.
4. Click **Save**. The database is updated with the new entry. The new location information dims.
5. To return to the List window, click **<List**. The new entry will be highlighted in the list.



## Edit a Location

1. On the Administration Console window, click **Locations**. The list view of the Locations Administration window opens.
2. Select the location from the list by clicking it. The location is highlighted.
3. Click **Edit**. The location details are displayed. Modify the records as needed.
4. Click **Save**.
5. Click **<List** to return to the list view. The modified location opens on the list.

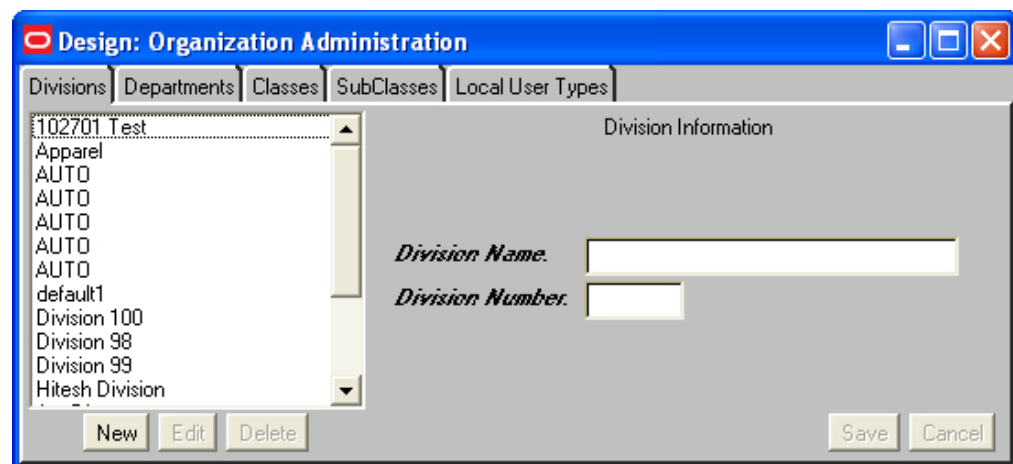
## Delete a Location

1. On the Administration Console window, click **Locations**. The Locations Administration window opens.
2. Click the name of the Location that you want to delete. The choice is highlighted.
3. Click **Delete**. A dialog box opens asking you to confirm your decision.
4. If you want to proceed, click **OK**. The Location is deleted from the list.

## Organization

### Add a Division

1. On the Administration Console, click **Organization**. The Organization Administration window opens.



**Organization Administration window**

2. Select the Divisions tab. A list of divisions and Division Information fields are displayed.
3. Click **New**. The Division Information fields to the right are enabled and "Add Division" opens above the fields.
4. Enter the name that will identify this division. This is a required field.
5. Enter a number that will be used to identify this division. This is a required field.
6. Click **Save**. The database is updated with the new entry. The list mode opens with the new division highlighted in the list. This new division name will display in the Division drop-down lists in retail.com.

## Edit a Division

1. On the Administration Console, click **Organization**. The Organization Administration window opens.
2. Select the Divisions tab. A list of divisions and Division Information fields are displayed.
3. Click on the division name selected for editing. The division name is highlighted, and the division field entries are dimmed on the right.
4. Click **Edit**. The Division Information fields to the right are enabled and "Edit Division" opens above the fields.
5. Modify the details as necessary.
6. Click **Save**. The database will be updated with the changes. The edited division is once again highlighted in the list and the field changes are dimmed on the right.

## Delete a Division

1. On the Administration Console, click **Organization**. The Organization Administration window opens.
2. Click the name of the division that you want to delete. The choice is highlighted. The details will appear dimmed in the fields to the right.
3. Click **Delete**. A dialog box opens asking you to confirm your decision.
4. If you want to proceed, click **OK**. The division is deleted from the list.

## Add a Department

1. On the Administration Console, click **Organization**. The Organization Administration window opens.
2. Select the Departments tab. A list of departments and Department Information fields are displayed.
3. Click **New**. The list of departments dims, and the information fields to the right are enabled. "Add Department" opens above the fields.
4. Enter the name of the new department. This is a required field.
5. Enter the number that will be used to identify this new department. This is a required field.

---

**Note:** The department name must be unique; however, the department number can be the same for multiple departments within a division or across divisions

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6. From the division drop-down list, highlight the division associated with this new department. This is a required field.
7. Click **Save**. The database is updated with the new entry. The list mode opens with the new department highlighted in the list.

## Edit a Department

1. On the Administration Console, click **Organization**. The Organization Administration window opens.
2. Select the Departments tab. A list of departments opens.
3. Click on the department name selected for editing. The department name is highlighted.
4. Click **Edit**. The list of departments names dims. The information fields to the right are enabled and "Edit Department" opens above the fields.
5. Modify the details as necessary.
6. Click **Save**. The database will be updated with the changes. The edited department is once again highlighted in the list and the field changes are dimmed on the right.

## Delete a Department

1. On the Administration Console, click **Organization**. The Organization Administration window opens.
2. Click the name of the department that you want to delete. The choice is highlighted. The details will appear dimmed in the fields to the right.
3. Click **Delete**. A dialog box opens asking you to confirm your decision.
4. If you want to proceed, click **OK**. The department is deleted from the list.

## Add a Class to a Department

1. On the Administration Console, click **Organization**. The Organization Administration window opens.
2. Select the Classes tab.
3. From the Department drop-down list, select the department which the class will be part of. All of the current classes in this department are listed.
4. Click **New**. All fields are dimmed except for the Class Name field.
5. Enter the name of the new class in the Class Name field. This is a required field.
6. Click **Save** to save.

## Edit a Class

1. On the Administration Console, click **Organization**. The Organization Administration window opens.
2. Select the Classes tab.
3. From the Department drop-down list, select the department that the class is a part of. All of the current classes in this department are listed.
4. Click the name of the class you want to edit. The class name is highlighted and the Edit button is enabled.
5. Click **Edit**. All fields are dimmed except for the Class Name field.
6. Modify the class name as necessary.
7. Click **Save** to save.

## Delete a Class

1. On the Administration Console, click **Organization**. The Organization Administration window opens.
2. Select the Classes tab.
3. From the Department drop-down list, select the department that the class is a part of. All of the current classes in this department are listed.
4. Click the name of the class you want to delete. The class name is highlighted and the Delete button is enabled.
5. Click **Delete**. A dialog box opens asking you to confirm your decision.
6. If you want to proceed, click **OK**. The class is deleted from the list.

## Add a Subclass to a Class and Department

1. On the Administration Console, click **Organization**. The Organization Administration window opens.
2. Select the SubClasses tab.
3. From the Department drop-down list, select the department which the subclass will be part of.
4. From the Class drop-down-list, select the class that the subclass will be a part of.
5. Click **New**. All fields are dimmed except for the SubClass Name and SubClass Number fields.
6. Enter the name of the new SubClass in the SubClass Name field. This is a required field.
7. Enter the number of the new SubClass in the SubClass Number field.
8. Click **Save** to save.

## Edit a Subclass

1. On the Administration Console, click **Organization**. The Organization Administration window opens.
2. Select the SubClasses tab.
3. From the Department drop-down list, select the department that the class is a part of. All of the current classes in this department are listed.
4. From the Class drop-down-list, select the class associated with the SubClass you want to edit. A list of SubClasses opens.
5. Click the name of the SubClass you want to edit. The SubClass name is highlighted and the Edit button is enabled.
6. Click **Edit**. All fields are dimmed except for the SubClass Name field.
7. Modify the SubClass name as necessary.
8. Click **Save** to save.

## Delete a Subclass

1. On the Administration Console, click **Organization**. The Organization Administration window opens.
2. Select the SubClass tab.
3. From the Department drop-down list, select the department that the class is a part of. All of the current classes in this department are listed.
4. From the Class drop-down-list, select the class associated with the SubClass you want to delete. A list of SubClasses opens.
5. Click the name of the SubClass you want to delete. The SubClass name is highlighted and the Delete button is enabled.
6. Click **Delete**. A dialog box opens asking you to confirm your decision.
7. If you want to proceed, click **OK**. The class is deleted from the list.

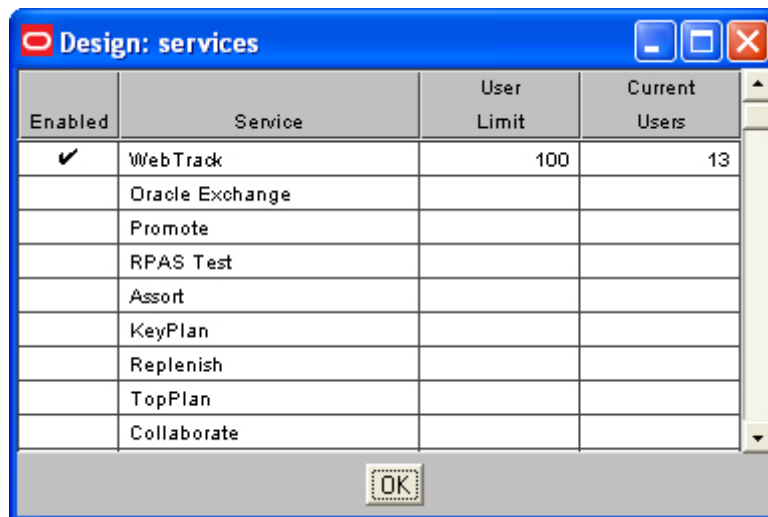
## Set Up Users

In the Set Up Administrator and Users process, you will accomplish the following:

- Determine the number of users who may use the Design software. Your enterprise's license agreement with Oracle Retail defines the number of users you will be able to assign.
- Enter in the names and contact information of the people who will be using Design.
- Assign a User or Administrator function to a person. A unique username and password is used to allow system access. The Administrator function allows full authority to make organizational changes that affect the entire enterprise. This occurs on the Administration Console. Users access the User Console, where the collaborative product development occurs. Users have a defined scope of responsibility. The number of licenses purchased determines the number of Users that can be assigned. One person may have both an Administrator and User password. If the Administrator and User password are set up with the same email address, software license counter still counts the person just once.
- Define the scope of responsibility for each User.

## View Retail.com Services Subscription Information

1. On the Administration Console, click **Services**. The Services window opens. The Services window is a view-only window. From this window, you can determine the following:



The screenshot shows a window titled "Design: services" with a blue title bar and standard Windows window controls. Inside the window is a table with four columns: "Enabled", "Service", "User Limit", and "Current Users". The table lists several services, with "WebTrack" being the only one that has a checkmark in the "Enabled" column and numerical values in the "User Limit" (100) and "Current Users" (13) columns. Other services listed include "Oracle Exchange", "Promote", "RPAS Test", "Assort", "KeyPlan", "Replenish", "TopPlan", and "Collaborate". An "OK" button is located at the bottom center of the window.

Enabled	Service	User Limit	Current Users
✓	WebTrack	100	13
	Oracle Exchange		
	Promote		
	RPAS Test		
	Assort		
	KeyPlan		
	Replenish		
	TopPlan		
	Collaborate		

### Services window

- View the subscription information for your enterprise. A check mark in the Enabled column indicates that you can access that service in your current subscription agreement.
  - View the number of users that can use each service.
  - View the current number of users configured for each service.
2. To change your service user limit, contact <https://metalink.oracle.com>.
  3. After viewing the information, click **OK**. The window closes.

## Add An Administrator

1. On the Administration Console, click **Users**. The User Administration window opens.

### User Administration window - Administrators tab

2. Select the Administrators tab. The Administrators list opens.
3. Click **New**. Administrator definition fields are displayed.
4. Enter information in the fields shown. Required fields are First Name, Last Name, Email, Username and Password.
5. Click **Save**.

---

**Note:** The **Save** button is not available until all of the required entries are made. This Administrator will now have access to the Administration Console when signing on using the Username, Password and Enterprise Code.

---

## Edit An Administrator

1. On the Administration Console, click **Users**. The User Administration window opens.
2. Select the Administrators tab. The Administrators list opens.
3. Click on the Administrator name you want to edit. All contact information will be highlighted for that name.
4. Click **Edit**. The Details list opens.
5. Click on the fields you want to modify, and change the information.
6. Click **Save** to save.

## Delete An Administrator

1. On the Administration Console, click **Users**. The User Administration window opens.
2. Select the Administrators tab. The Administrators list opens.
3. Click on the Administrator name you want to delete. All contact information will be highlighted.
4. Click **Delete**. A dialogue box opens asking for confirmation. If you want to proceed, click **OK** and the Administrator will be deleted from the list.

## Add a User

1. On the Administration Console, click **Users**. The User Administration window opens.

The screenshot shows the 'Design: User Administration' window with the 'Users' tab selected. The 'Details' sub-tab is active, displaying a form for adding a new user. The form includes the following fields and controls:

- First Name: Text input field
- Last Name: Text input field
- Email: Text input field
- Username: Text input field
- New Password: Text input field
- Retype New Password: Text input field
- Password Status: Drop-down menu (currently set to 'Normal')
- Account Status: Drop-down menu (currently set to 'Normal')
- New Status: Drop-down menu (currently set to 'No change')
- Account Manager: Check box (unchecked)
- Review only: Check box (unchecked)
- Type: Drop-down menu
- Local Type: Drop-down menu
- Phone: Text input field
- Country: Drop-down menu
- Location: Drop-down menu
- Preferred Language: Drop-down menu (currently set to '[system default]')

At the bottom of the window, there are buttons for 'New', 'Edit', 'Delete', 'Alternates...', 'Save', 'Cancel', '< List', and 'Details >'.

### User Administration window - Users tab

2. Select the Users tab. The Users list opens.
3. Click **New**. Three new tabs are displayed: Details, Scope, and Permissions. The fields of the Details tab are displayed.
4. Enter the required information in the fields shown. The information will not be accepted by the system unless information is entered in all required fields.
  - First Name - required
  - Last Name - required
  - Email - required
  - Username - required
  - New Password - required
  - Retype New Password - required
  - Password Status - select from the drop-down list
  - Type - (select from the drop-down list)
  - Phone - your phone number
  - Country - select from the drop-down list
  - Location - select from the drop-down list
  - Preferred Language - select from the drop-down list



- Password - required
- Account Manager check box - Select this check box for all users that a trading partner may assign to products in their enterprise. This allows them to assign a user in your company as a responsible party in the development of their product.

---

**Note:** If the box is not checked, the trading partner will not be able to select the user when collaborating with your enterprise. Also, if the check box is not selected, the user's enterprise will default as the customer enterprise in the User Console when the user logs in to Oracle Retail Design. If the check box is selected, users will need to select the customer enterprise in the User Console. If the users in an enterprise will always select their own enterprise within Oracle Retail Design, the Exchange Administrator can configure the enterprise setting "localdesignonly" to always default as the local enterprise within the User Console, regardless of account manager setting.

---

- Review-only check box - Select Review-only if you want to grant the user Read-only access and disable their ability to Edit and Update.
5. Select the Scope tab. The available departments are listed in the left window. To define the User Scope of Authority:

---

**Note:** This is a required assignment.

---

- a. To assign a department to a User, click on the department. The line is highlighted.
  - b. Click > to add the selected department to the Selected Departments list on the right side of the window.  
If desired, click on another department to highlight it and click on the right arrow to move it to the selected list.
  - c. To remove a Selected Department, click < to move the department to the Available Departments list.
6. Select the Permissions tab. The Permissions window opens. To assign permissions:
    - a. Select the Local Types tab.

---

**Note:** The Local Types tab defines permissions that apply to all of the product file information being set up within your local enterprise. If you are a trading partner accessing another enterprises product file information, you will need to select permissions from the Partner Types tab.

---

- b. Click in the Enabled column next to Design to enter a check mark. The following choices are displayed in the Available Types list to the right:
- Label designer - allows user to create labels.
  - Auto launch style file comment display – allows comments dialog box to automatically launch when a style file opens or edited if comments have been added since the last time this user has reviewed the style file comments.
  - Materials database administrator - allows user to maintain bill of materials.
  - Color Range and color designer - allows user to create color templates for company-wide use.
  - StyleBoard user allows the user to access the concept board development functionality.
  - StyleOut user allows the user to access the range or assortment building functionality.
  - Additional local types including Account Manager, Quality Control, Oracle Retail Support, Sourcing Manager, Technical Designer, etc. These types are configured for all enterprises on [www.retail.com](http://www.retail.com) by Oracle Retail Customer Support or your local exchange administrator and work in conjunction with the Security administration option to define field-level security permissions.

---

**Note:** For each new user, [All local users] appears as the default within the Selected Types column. This allows each new user to have the basic user permissions as defined within the Security administration for this enterprise. If the administrator would like to assign more specialized permissions, additional local types should be selected for this user.

---

- c. Click on the entries in the Available Types list that apply for this user.
- d. Click > to add one available type at a time. The type opens in the Selected Types column.
- e. To remove an entry from the Selected Types list, highlight the entry and click <.
- f. Select the Partner Types tab.

---

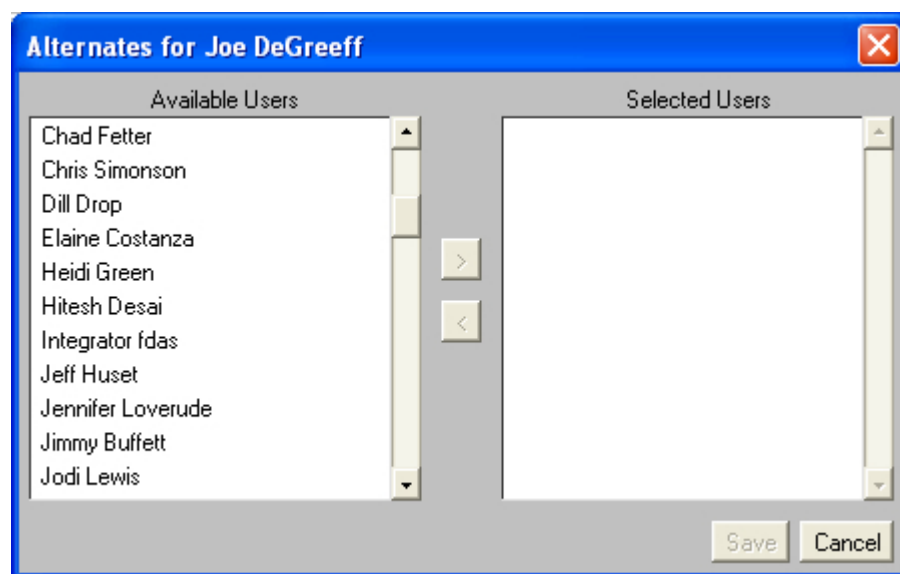
**Note:** The Partner Types tab defines permissions that you as a trading partner will have to another enterprise's data. These permissions must also be selected within the Trading Partner administration to take effect. If you are a user accessing your local enterprise's product file information, you will need to select permissions from the Local Types tab.

---

- g. From the Partner drop-down list, select the appropriate partner.
- h. Click on the entries in the Available Types list that apply for this user.
- i. Click > to add an available type, one at a time. The type opens in the Selected Types column.
- j. To remove an entry from the Selected Types List, highlight the entry and click <.

## Assign Alternate Users

1. On the User Administration window, click **Alternates**. The Alternates window opens.



**Alternates window**

2. In the Available Users column, select the users you want to set as alternates for the user you are creating.
3. Click the right arrow button to move the users to the Selected Users column.
4. Click **Save** to commit any changes and close the window.

## Complete the Procedure

- Click **Save** to complete the Add User procedure.

---

**Note:** The **Save** button is not available until all of the required entries are made. This User will now have access to the User Console when signing on using the Username, Password and Enterprise Code.

---

## Edit User Information

1. On the Administration Console, click **Users**. The User Administration window opens.
2. Select the Users tab. The User list opens.
3. Click on the User name you want to edit. All contact information will be highlighted.
4. Click **Edit**.
5. Click on the fields you want to modify, and change the information.
6. Click **Save** to save.

## Delete a User

1. On the Administration Console, click **Users**. The User Administration window opens.
2. Select the Users tab. A User list opens.
3. Click the name you want to delete. All contact information will be highlighted.
4. Click **Delete**. A dialogue box opens asking for confirmation. If you want to proceed, click **OK**. The User will be deleted from the list.

## Establish and Maintain Trading Partners

Design's Trading Partner Administration window allows you to establish and maintain Trading Partner relationships with other companies within the retail.com network. If you have an accepted Trading Partner relationship with other companies, you will be able to share Products with them and collaborate on all product development details.

Once a relationship is created, data, such as Products, can be shared between the companies. You can initiate the Trading Partner relationship process or wait for another party to initiate the relationship with you.

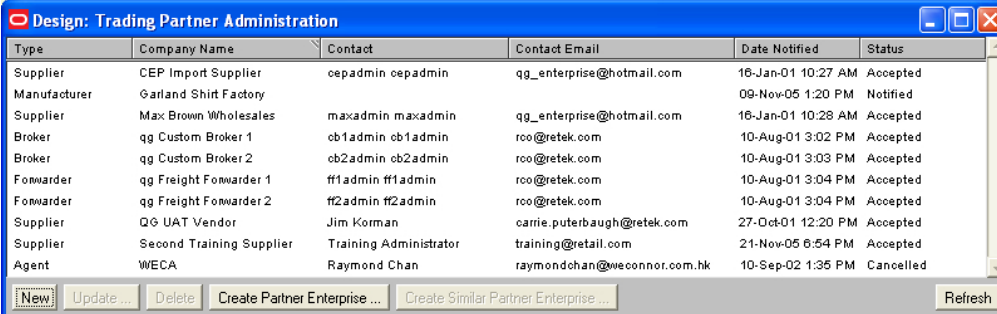
### Add a Trading Partner and Initiate the Relationship

Start the process of establishing relationships with Trading Partners by adding partners using the procedure that follows. After you have selected a Trading Partner, the system automatically initiates an email message to the Administrator for the Trading Partner. This message alerts your Trading Partner that you have requested a trading partner relationship with them. Once this email has been sent, the status for this partner is set to Notified on the Trading Partner Administration list window.

Your Trading Partner must first confirm the trading partner relationship before you can include their Enterprise in your Products. To do this, they must login and accept your trading partner relationship request. When this is done, you receive an immediate email notification and the trading partner's status changes to Accepted.

At this point, your partner can begin including your company in their products.

1. On the Administration Console, click **Trading Partners**. The Trading Partner Administration window opens.



Type	Company Name	Contact	Contact Email	Date Notified	Status
Supplier	CEP Import Supplier	cepadmin cepadmin	qq_enterprise@hotmail.com	16-Jan-01 10:27 AM	Accepted
Manufacturer	Garland Shirt Factory			09-Nov-05 1:20 PM	Notified
Supplier	Max Brown Wholesales	maxadmin maxadmin	qq_enterprise@hotmail.com	16-Jan-01 10:28 AM	Accepted
Broker	qg Custom Broker 1	cb1admin cb1admin	roo@rettek.com	10-Aug-01 3:02 PM	Accepted
Broker	qg Custom Broker 2	cb2admin cb2admin	roo@rettek.com	10-Aug-01 3:03 PM	Accepted
Forwarder	qg Freight Forwarder 1	ff1admin ff1admin	roo@rettek.com	10-Aug-01 3:04 PM	Accepted
Forwarder	qg Freight Forwarder 2	ff2admin ff2admin	roo@rettek.com	10-Aug-01 3:04 PM	Accepted
Supplier	Q&G UAT Vendor	Jim Korman	carrie.puterbaugh@rettek.com	27-Oct-01 12:20 PM	Accepted
Supplier	Second Training Supplier	Training Administrator	training@retail.com	21-Nov-05 6:54 PM	Accepted
Agent	WECA	Raymond Chan	raymondchan@weconnor.com.hk	10-Sep-02 1:35 PM	Cancelled

Trading Partner Administration window

2. To add a Trading Partner and initiate a Trading Partner relationship, click **New** on the Design Trading Partner Administration window.
3. Use the Company Type drop-down list to filter the list of Enterprises. To view a list of all Enterprises, set Company Type to All.
4. Select the Enterprise from the Company drop-down-list box.
5. Click **OK**.  
You can now set the scope for this Trading Partner. See *Set the Scope and Permissions for the Relationship* for the procedure.

## Accept a Relationship Initiated by a Trading Partner

When a Trading Partner attempts to initiate a Trading Partner relationship with you, you receive an email notification. Follow this procedure if you want to accept this relationship.

After you accept the new relationship, the Status of the Trading Partner changes to Accepted. You can then set the scope of the relationship and begin collaborating on Products. Also, an email notification is generated to your Trading Partner informing them that you have accepted this relationship.

1. On the Administration Console, click **Trading Partners**. The Trading Partner Administration window opens.
2. On the Design Trading Partner Administration window, find the new Trading Partner's Company Name. It opens in italics and Requested opens in the Status column.
3. Double-click the Company Name.
4. Click **Yes** to accept the relationship with this Trading Partner.  
You can now set the scope for this Trading Partner. See *Set the Scope and Permissions for the Relationship* for the procedure.

## Set the Scope and Permissions for the Relationship

By setting the scope, you can limit the trading partner relationship to only those areas of your business that are appropriate for that partner. Assigning permissions gives you additional control and allows you to limit which fields that trading partner can edit.

1. On the Administration Console, click **Trading Partners**. The Trading Partner Administration window opens.
2. On the Design Trading Partner Administration window, highlight the Company Name.
3. Click **Update**. The Update partner information window opens.
4. Enter information in the following fields:
  - Account Number - your account number with this trading partner.
  - Partner Code - a code that identifies this trading partner
  - Default Contact - select from the drop-down list
  - Partner Information - additional information about the partner

5. Select the Scope tab. To set the scope:
  - a. In the Available Departments column, highlight the departments within your organization with which this Trading Partner will be associated.
  - b. Click > to move the selected departments to the Selected Departments column.
  - c. To remove a selected department, highlight the department in the Selected Departments column and click <.
6. Select the Permissions tab to display the Available and Selected Permissions column. To assign permissions:
  - a. Click > to move the selected permissions to the Selected Departments column.
  - b. To make the permission effective for all users, click the appropriate permission in the Selected Permission column. A check mark opens in the All Users column.
  - c. To remove a selected permission, highlight the permission in the Selected Permission column and click <.

---

**Note:** To enable field-level security permissions for users within a trading partner's enterprise, permissions must be selected within the Trading Partner administration's Permissions tab.

---

7. When you have completed updating partner information, click **OK** to save.

## Decline a Relationship Initiated by a Trading Partner

If a Trading Partner attempts to initiate a Trading Partner relationship with you, you will receive an email notification requesting this relationship be established. Follow this procedure to decline this relationship.

After you decline the new relationship, the Status of the Trading Partner changes to Declined. Also, an email notification is generated to your Trading Partner informing them that you have declined this relationship.

1. On the Administration Console, click **Trading Partners**. The Trading Partner Administration window opens.
2. On the Design Trading Partner Administration window, find the new Trading Partner's Company Name. It opens in italics and Requested opens in the Status column.
3. Double-click the Company Name.
4. Click **No** to decline the relationship with this Trading Partner.

## Delete a Trading Partner

Before you delete a Trading Partner, decide whether you want the option of re-establishing the relationship at a future time. If you use the Delete button on the Trading Partner Administration window, you will permanently delete this Trading Partner. This means that you will not be allowed to establish a Trading Partner relationship on retail.com with this Enterprise ever again.

---

**Note:** After you delete a Trading Partner, the system automatically initiates an email message to the Administrator for that Enterprise, informing them that you have terminated the trading partner relationship.

---

1. On the Administration Console, click **Trading Partners**. The Trading Partner Administration window opens.
2. To delete a Trading Partner with the option of establishing a relationship with them again, double-click the Company Name of the Trading Partner you want to delete. Do not click **Delete**. Instead, go to Step 3.  
To delete a Trading Partner permanently, click the Company Name of the Trading Partner you want to delete, then click **Delete**.
3. Click **Yes** on the Confirm Cancel window.

## Create Development Guidelines

In the Development Guidelines procedures, you will use the four buttons in the Development section of the Administration Console window.

### Seasons (Time Administration)

In Oracle Retail Design, seasons and phases of a season are defined with a start and end date. Seasons must be set up before Products can be created. Then you can filter the Products that you work with by Season. In Seasons you can:

- Add/edit/delete a season
- Assign phases to the seasons with different start and end dates
- Add/edit/delete phases

### Local Color Ranges

The Local Color Ranges window enables you to define color palettes for users to utilize during product development. Color Ranges must be created for users. In Local Color Ranges you can:

- Add/edit/delete a color
- Add/edit/delete a color range
- Assign a color range to a particular season

## Product Information

The Product Information window enables you to further define products by assigning Product Types, ELC (estimated landed cost) Types, and Themes. Types, ELC Types, and Themes are standard descriptions or categories that can be attached to design products being developed. To use the configurable specification sheet and bid sheet templates in Products, a Product Type must be assigned to it. To use the configurable estimated landed cost templates in Products, an ELC Type must be assigned to it. In Product Information you can:

- Add/edit/delete a product type
- Add a new specification sheet
- Add a new bid sheet
- Add/edit/delete an ELC type
- Add a new ELC sheet definition
- Add/edit/delete a product theme

## Size Chart

The Size Chart window defines the various sizing methods that will be available throughout Oracle Retail Design. Size charts can be set up at the enterprise, division, or department level. End users choose from these sizing methods for each new product. In Size Chart you can:

- Add a size chart
- Edit a size chart
- Delete a size chart

## Parameters

The Parameter Definition window enables you to define parameters and their values for use in the configurable specification sheet language. Specifically, the parameter definition can be used to supply values used within the calculation of estimated landed costs (ELC). Parameters and values can be established so that Oracle Retail Design calculates landed costs based on conditions established in the parameter definitions. Global parameters may be set up for use enterprise-wide. Locally defined parameters and values and some global parameter values are defined with the Parameter Definition window. In Parameter Definition, you can:

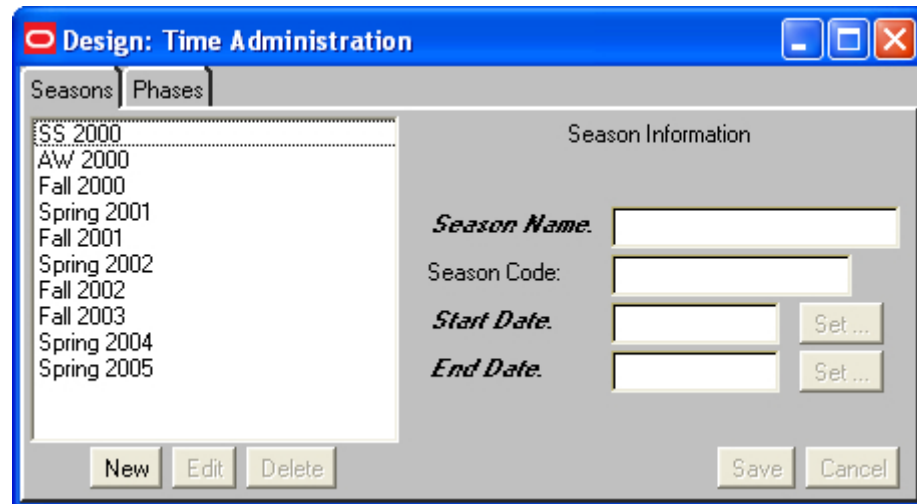
- Add/edit/delete a parameter definition
- Add/edit/delete a value for a parameter



## Seasons

### Add a Season

1. On the Administration Console, click **Seasons**. The Time Administration window opens.



**Time Administration window**

2. Select the Seasons tab. A list of seasons opens on the left. The start and end dates of the highlighted season are displayed on the right.
3. Click **New**. The Season information fields are activated to accept entries.
4. Enter the Season Name. This is a required field.
5. Enter the Season Code. This is an optional field.
6. Enter the Start Date and End Date. These are required fields.
  - a. Click **Set** next to the date field that you want to edit (Start Date or End Date). A calendar opens.
  - b. On the calendar, select the appropriate year, month, and day.
  - c. Click **OK**. The date field is filled with the selected date.

---

**Note:** When a user selects a phase within the product file, the phase end date defaults to the product's Initial Availability date. The user can choose to override this date if appropriate.

---

7. Click **Save** to save.

## Edit a Season

1. On the Administration Console, click **Seasons**. The Time Administration window opens.
2. Select the Seasons tab. A list of seasons opens.
3. Click on the season you want to edit. The season is highlighted and the information fields are activated to accept changes.
4. Click **Edit**.
5. Modify the information as necessary.
6. Click **Save** to save the changes.

## Delete a Season

1. On the Administration Console, click **Seasons**. The Time Administration window opens.
2. Select the Seasons tab. The list of seasons opens.
3. Click on the season you want to delete. The season is highlighted and the information fields are activated to accept changes.
4. Click **Delete**. A dialog box opens which asks you to confirm your decision.
5. Click **OK** to confirm the delete.

## Add a Phase

1. On the Administration Console, click **Seasons**. The Time Administration window opens.
2. Select the Phases tab.
3. Select a season to which the phase belongs from the Season drop-down list.
4. Click **New**.
5. Enter the Phase Name. This is a required field. The start and end dates are populated with the season's date.
6. Enter the Phase Code. This is an optional field.
7. Enter the Start Date and End Date. These are required fields.
  - a. Click **Set** next to the date field that you want to edit (Start Date or End Date). A calendar opens
  - b. On the calendar, select the appropriate year, month, and day.
  - c. Click **OK**. The date field is filled with the selected date.
8. Click **Save** to save.

## Edit a Phase

1. On the Administration Console, click **Seasons**. The Time Administration window opens.
2. Select the Phases tab. The list of phases opens.
3. Click on the name of the phase. It is highlighted.
4. Click **Edit**.
5. Modify the information as necessary.
6. Click **Save** to save.

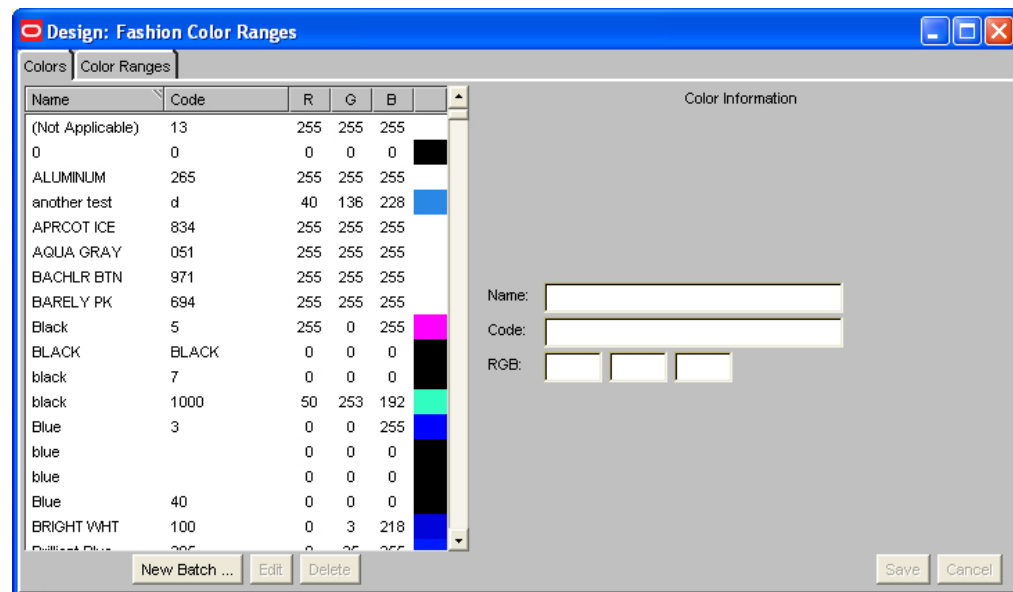
## Delete a Phase

1. On the Administration Console, click **Seasons**. The Time Administration window opens.
2. Select the Phases tab. The list of phases opens.
3. Click the phase to be deleted. The line is highlighted.
4. Click **Delete**. A dialogue box opens asking for confirmation. If you want to proceed, click **OK** and the phase is deleted from the list.

## Fashion Color Ranges

### Add a Color

1. On the Administration Console, click **Fashion Color Ranges**. The Fashion Color Ranges window opens.



Fashion Color Ranges window

2. Select the Colors tab.
3. Click **New Batch**. The Add Color Batch window opens.
4. Click in the grid under the name heading in the window. A gray box opens.
5. Enter a Name. This is a required field.
6. Enter a Code to designate the color. This is a required field.
7. Enter the RGB standard for Red, Green and Blue.
8. Click **Save**. The color name, code, and RGB are now displayed in the list of available colors.
9. Repeat steps 3-8 to add more colors.

## Edit a Color

1. On the Administration Console, click **Fashion Color Ranges**. The Fashion Color Ranges window opens.
2. Select the Colors tab.
3. Click the color on the list that you will edit. The line is highlighted.
4. Click **Edit**. The Edit window is enabled to the right of the list.
5. Modify the information as necessary.
6. Click **Save** to save the changes.

## Delete a Color

1. On the Administration Console, click **Fashion Color Ranges**. The Fashion Color Ranges window opens.
2. Select the Colors tab.
3. Click the color on the list that you want to delete. The line is highlighted.
4. Click **Delete**. A dialogue box opens asking for confirmation.
5. Click **OK** and the color is deleted from the list.

## Add a Color Range

1. On the Administration Console, click **Fashion Color Ranges**. The Fashion Color Ranges window opens.
2. Select the Color Ranges tab.
3. Select a season from the Season drop-down list, if appropriate.
4. Select Scope from the drop-down list.
  - Corporate: If the Color range is to be viewed by all divisions and departments across your enterprise
  - Division: If the ranges is to be viewed by specific divisions.
  - Department: If the range is to be viewed by specific departments.
5. Click **New**.
6. Enter a Color Range Name (required) and Category (if necessary).

7. Click **Edit Colors**. The Edit Colors window opens with a list of available colors.
  - a. In the Available Colors column, select the color you want to add. The color is highlighted.
  - b. Click > to add the selected color to the Selected Colors column.
  - c. Repeat steps a and b until all colors for the color range have been entered.
  - d. Click **OK**.
8. Click **Save** to save the new color range. The range opens in the color range list.

## Edit a Color Range

1. On the Administration Console, click **Fashion Color Ranges**. The Fashion Color Ranges window opens.
2. Select the Color Ranges tab.
3. Click on the color range to edit. It is highlighted.
4. Click **Edit**.
5. Modify the information as necessary.
6. Click **Save** to save your changes.

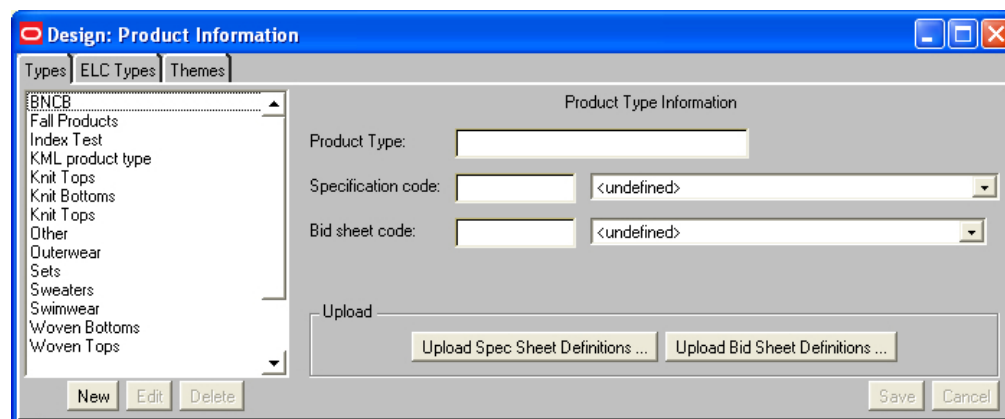
## Delete a Color Range

1. On the Administration Console, click **Fashion Color Ranges**. The Fashion Color Ranges window opens.
2. Select the Color Ranges tab.
3. Click on the color range item to delete. It is highlighted.
4. Click **Delete**. A dialogue box opens asking for confirmation.
5. If you want to proceed, click **OK**. The color range is deleted.

## Product Information

### Add a Product Type

1. On the Administration Console, click **Product Information**. The Product Information window opens.



#### Product Information window

2. Select the Types tab. A list of product types opens on the left side of the window with the Product Type, Specification code, and Bid sheet code fields on the right.
3. Click **New**. The Product Type, Specification Code and Bid Sheet Code fields are active.
4. Enter the Product Type name you want to use. This field is required. You can use the product type to:
  - Determine the product specification sheet template that will appear under the Specifications tab.
  - Determine the bid sheet template that will appear under the Bid tab.
  - Define both the product specification and bid sheet templates.
5. Enter the Specification Code, or select a valid Specification from the drop-down-list. The Specification Code entered will represent a corresponding product specification sheet. If this product type will only represent a bid sheet, the specification code can be left blank.
6. Enter the Bid Sheet Code, or select a valid bid sheet from the drop-down-list. The Bid Sheet Code entered will represent a corresponding bid sheet. If this product type will only represent a product specification sheet, the bid sheet code can be left blank.
7. Click **Save** to save.

## Edit a Product Type

1. On the Administration Console window, click **Product Information**. The Product Information window opens.
2. Select the Types tab.
3. Click on an entry in the Types list. The entry is highlighted.
4. Click **Edit**. The product type information on the right is now active for change.
5. Modify the information as necessary.

---

**Note:** If you are not changing the name of the Product Type, keep in mind that all product files that are currently using this Product Type will be impacted by the changes that you make. Specifically, if a new specification sheet or bid sheet is uploaded within an existing product file's Product Type, the new specification or bid sheet will replace the old one

---

6. Click **Save** to save.

## Delete a Product Type

1. On the Administration Console window, click **Product Information**. The Product Information window opens.
2. Select the Types tab.
3. Click on an entry in the Types list. The entry is highlighted.
4. Click **Delete**. A dialogue box opens, asking for confirmation. If you want to proceed, click **OK** and the Product Type is deleted from the list.

## Add a New Specification Sheet

1. On the Administration Console window, click **Product Information**. The Product Information window opens.
2. Select the Types tab.
3. Click **Upload Spec Sheet Definitions**.
4. Click **Browse** to locate the file containing your new specification sheet to be loaded. Your browser must be set up to load local files from your location.

---

**Note:** The file to be used for your new specifications template must be developed in a specific programming code. Contact Oracle Retail Customer Support at <https://metalink.oracle.com>.

---

5. Click **Upload**. The new specification sheet can now be attached to a product type.

---

**Note:** If the specification code of the new sheet is the same as an existing sheet, the existing sheet definition will be replaced by the new sheet definition. Therefore, if a Product Type references the specification sheet code and the definition is replaced, all product files using this Product Type will be impacted.

---

## Add a New Bid Sheet

1. On the Administration Console window, click **Product Information**. The Product Information window opens.
2. Select the Types tab.
3. Click **Upload Bid Sheet Definitions**.
4. Click **Browse** to locate the file containing your new specification sheet to be loaded. Your browser must be set up to load local files from your location.

---

**Note:** The file to be used for your new bid sheet template must be developed in a specific programming code. Contact Oracle Retail Customer Support at <https://metalink.oracle.com>.

---

5. Click **Upload**. The new bid sheet can now be attached to a product type.

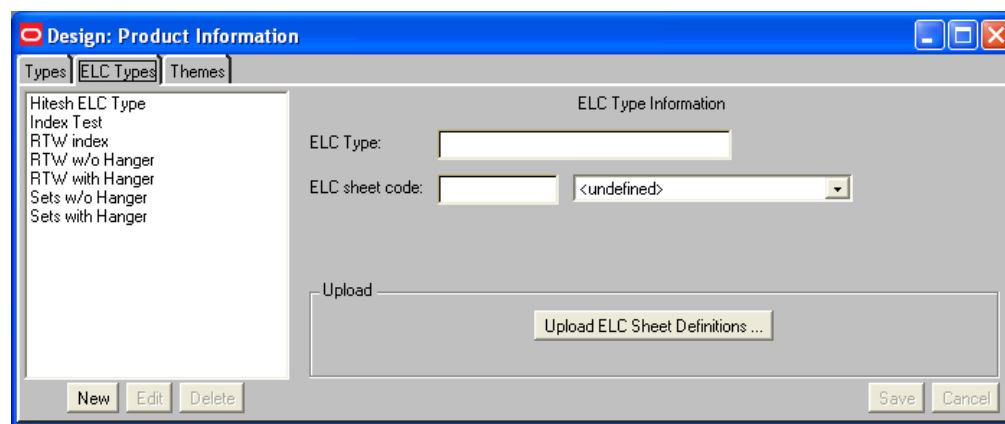
---

**Note:** If the bid code of the new sheet is the same as an existing sheet, the existing sheet definition will be replaced by the new sheet definition. Therefore, if a Product Type references the bid sheet code and the definition is replaced, all product files using this Product Type will be impacted.

---

## Add a New ELC Type

1. On the Administration Console window, click **Product Information**. The Product Information window opens.



**Product Information window - ELC tab**

2. Select the **ELC Types** tab. A list of any existing ELC Types opens on the left of the window.
3. Click **New**. The entry fields are now active.
4. Enter a name for the new ELC type in the ELC Type field.
5. Select a valid ELC Sheet Code name from the drop-down list and the associated ELC Sheet Code will default. The ELC Sheet Code selected represents a corresponding ELC sheet definition.
6. Click **Save** to save the ELC Type information.



## Edit an ELC Type

1. On the Administration Console window, click **Product Information**. The Product Information window opens.
2. Select the **ELC Types** tab. A list of ELC types opens on the left of the window with the ELC Type entry fields on the right of the window.
3. Click on the ELC Type to be edited. The ELC Type is highlighted.
4. Click **Edit**. The fields are activated to permit changes.

---

**Note:** If you are not changing the name of the ELC Type, keep in mind that all product files that are currently using this ELC Type will be impacted by the changes that you make. Specifically, if a new ELC sheet is uploaded within an existing product file's ELC Type, the new ELC sheet will replace the old one.

---

5. Modify the information as necessary.
6. Click **Save** to save the ELC Type information.

## Delete an ELC Type

1. On the Administration Console window, click **Product Information**. The Product Information window opens.
2. Select the **ELC Types** tab. A list of ELC types opens on the left of the window with the ELC Type entry fields on the right of the window.
3. Click on the ELC Type to be deleted. The ELC Type is highlighted.
4. Click **Delete**. A dialog box opens asking for confirmation. If you want to proceed, click **OK**, and the ELC Type is deleted from the list.

## Add a New ELC Sheet Definition

1. On the Administration Console window, click **Product Information**. The Product Information window opens.
2. Select the **ELC Types** tab.
3. Click **Upload ELC Sheet Definitions**.
4. Click **Browse** to locate the file containing your new ELC sheet to be loaded. Your browser must be set up to load local files from your location.

---

**Note:** The file to be used for your new ELC sheet template must be developed in a specific XML-based programming code. Contact Oracle Retail Customer Support at <https://metalink.oracle.com>.

---

5. Click **Upload**. The new ELC sheet can now be attached to an ELC type.

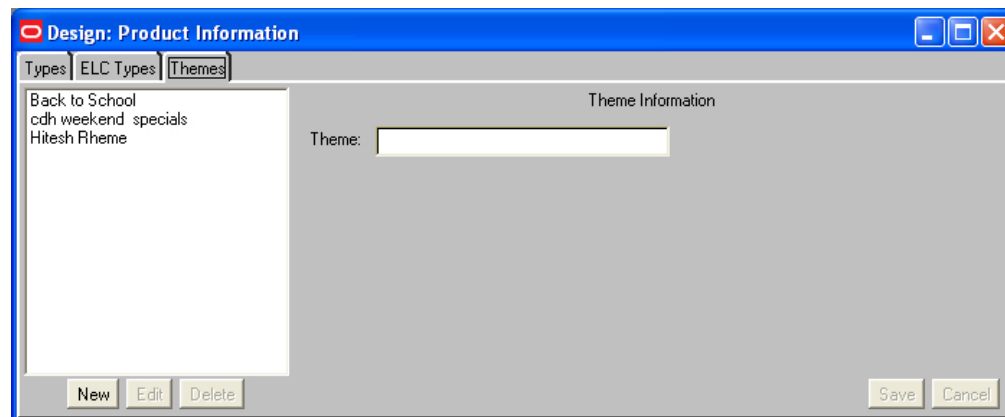
---

**Note:** If the ELC code of the new sheet is the same as an existing sheet, the existing sheet definition will be replaced by the new sheet definition. Therefore, if an ELC Type references the ELC sheet code and the definition is replaced, all product files using this ELC Type will be impacted.

---

## Add a Product Theme

1. On the Administration Console window, click **Product Information**. The Product Information window opens.



**Product Information window - Themes tab**

2. Select the Themes tab. A list of product themes opens on the left of the window with the Product Theme entry field on the right of the window.
3. Click **New**. The entry field is now active.
4. Enter the Theme designation for this product.
5. Click **Save** to save.

## Edit a Product Theme

1. On the Administration Console window, click **Product Information**. The Product Information window opens.
2. Select the Themes tab. A list of product themes opens on the left of the window with the Product Theme entry field on the right of the window.
3. Click on the theme to be edited. The theme is highlighted.
4. Click **Edit**. The field is activated to permit changes.
5. Modify the information as necessary.
6. Click **Save** to save.

## Delete a Product Theme

1. On the Administration Console window, click **Product Information**. The Product Information window opens.
2. Select the Themes tab. A list of product themes opens on the left of the window with the Product Theme entry field on the right of the window.
3. Click on the theme to be deleted. The theme is highlighted.
4. Click **Delete**. A dialogue box opens asking for confirmation. If you want to proceed, click **OK** and the Product Theme is deleted from the list.

## Size Chart Procedures

## Add a Size Chart

1. On the Administration Console, click **Size Chart**. The Size Chart Definition window opens.

**Design: Size Chart Definition**

Scope: **Corporate**

Division/Department: **All**

**Size Chart Information**

Name:

Code:

Columns: **2**

Chart: **Remaining capacity: 100.00%**

Size	Code	%

Move up  
Move down  
New  
Delete

New Edit Delete Save Cancel

### Size Chart Definition window

2. Click the active **New** button. The Size Chart information fields are activated.
3. In the Name field, enter a name for the size chart. This is the only required field.
4. Enter the Code and/or Department.
5. In the Columns field, use the following guidelines:
  - One column is used if the sizing has one descriptor, such as S, M, or L.
  - Two columns are used if the item has two sizing descriptors, such as trousers that described by waist size and leg length.
6. To add sizes to the Size Chart, click the active **New** button once for every size you are adding to the size chart. A line is added for each click, and the lines remain highlighted.
7. Double-click in the first row under the Size column and enter the first size code or name.
8. Press the **Tab** key to input what percentage of the total volume will be this size.
9. **Tab** through the remaining fields to enter sizes.
10. Click **Save** to save.

**Note:** To reposition a line within the chart, click the line to highlight the line. Use the Move Up and Move Down buttons as necessary.

## Edit a Size Chart

1. On the Administration Console, click **Size Chart**. The Size Chart Definition window opens.
2. To edit a Size chart, highlight the Size Chart on the list and click **Edit**.
3. Modify the information as necessary.
4. Click **Save** to save.

## Delete a Size Chart

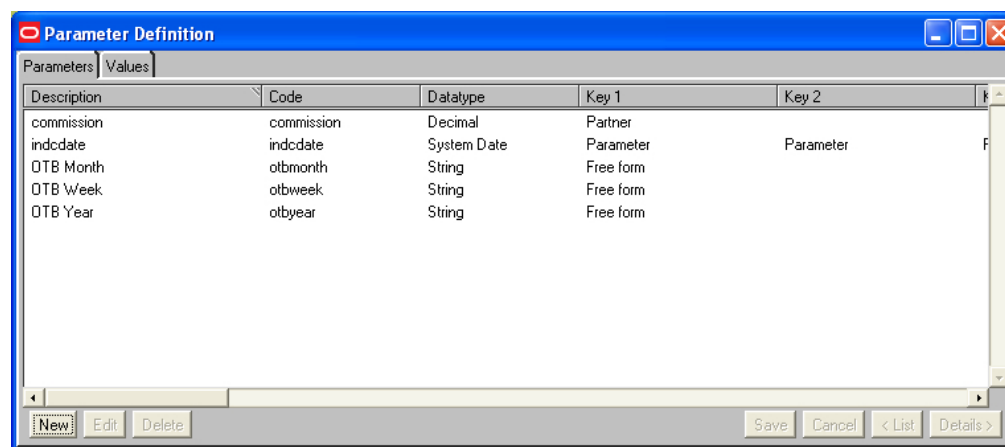
1. On the Administration Console, click **Size Chart**. The Size Chart Definition window opens.
2. Click on the Size Chart that you want to delete.
3. Click **Delete**. A dialogue box asks for confirmation. If you want to proceed, click **OK** and the size chart is deleted from the list.

## Parameters Procedures

**Note:** There are two types of parameters used with Oracle Retail Design: global parameters and local parameters. Global parameters have already been defined for your enterprise. However, if values do not exist for global parameters, you may need to define the values using the procedures below. Local parameters and their values are defined by the Oracle Retail Design administrator using the procedures below.

## Add a Parameter Definition

1. On the Administration Console, click **Parameters**. The Parameters Definition window opens.



Parameters Definition window - Parameters tab

2. Select the Parameters tab.
3. Click the active New button. The Parameters Definition detail view opens with its entry fields activated.

On the Administration Console, click **Size Chart**. The Size Chart Definition window opens.

4. In the Description field, enter a name for the parameter. This is the only required field.
5. Enter the Lookup Code for the parameter.

---

**Note:** Lookup Codes are defined in configurable sheet definitions. The entry you make in the Lookup Code field must exactly match the code that is defined in the configurable sheet definitions. See the Product Information Procedures for more about configurable sheet definitions.

---

6. Choose a Datatype from the drop-down list. If you choose Decimal, also select the number of Decimal Places from the drop-down list.
7. If the parameter is intended to return a list of values to the configurable sheet definition, select the Multiple values checkbox.
8. Select Keys for the parameter from the drop-down lists.

---

**Note:** Keys define criteria on which the parameter's value is assigned, and therefore provide a basic level of If-Then or lookup logic to the processing of the parameter with estimated landed costs. For example, if you define a Key of "Partner", you can then establish commission values for each Partner in the Values table. If the Product's partner in Oracle Retail Design matches the Partner set up in the value table, Oracle Retail Design can automatically assign its commission value, which can then be applied to estimated landed costs (ELC) for that Product. You may also choose to have a parameter key off the selection of another parameter. You may define up to five keys for each parameter. Some keys, for example, Locations, require that you select from an additional drop-down list to define the key further.

---

9. If necessary, assign a Default Value.

---

**Note:** This field is not required. The Default Value you specify is applied only when Oracle Retail Design does not find a match to the Keys identified in the Values table for this specific parameter.

---

10. Click **Save** to save.

## Edit a Parameter Definition

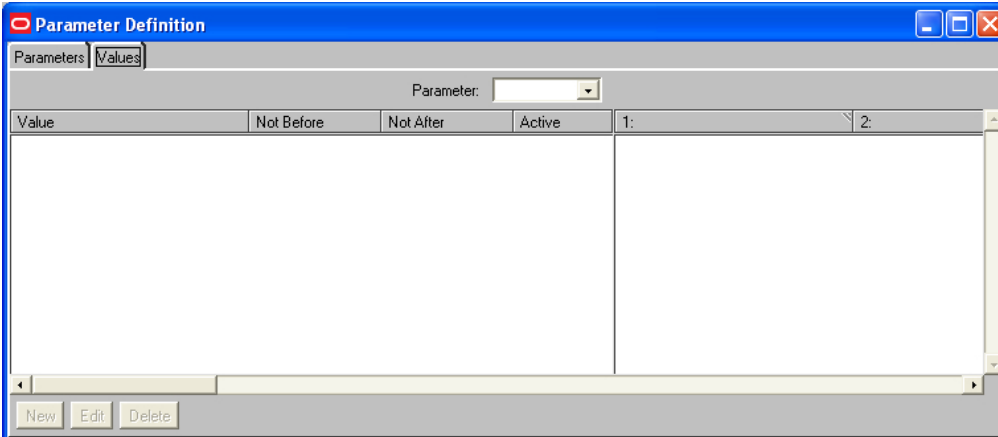
1. On the Administration Console, click **Parameters**. The Parameters Definition window opens.
2. Select the **Parameters** tab.
3. On the list of parameters, highlight the one you want to modify and click **Edit**. The Parameter Definition detail view opens.
4. Modify the information as necessary.
5. Click **Save** to save.

## Delete a Parameter Definition

1. On the Administration Console, click **Parameters**. The Parameters Definition window opens.
2. Select the **Parameters** tab.
3. On the list of parameters, highlight the one you want to remove and click **Delete**. A dialog box asks for confirmation. If you want to proceed, click **OK** and the parameter definition is deleted from the list.
4. Click **Save** to save.

## Add a Value to a Parameter

1. On the Administration Console, click **Parameters**. The Parameters Definition window opens.

The screenshot shows a window titled "Parameter Definition" with a blue header bar. Below the header, there are two tabs: "Parameters" and "Values", with "Values" being the active tab. A "Parameter:" label is followed by a drop-down menu. Below this, there is a table with columns: "Value", "Not Before", "Not After", "Active", "1:", and "2:". The table is currently empty. At the bottom of the window, there are three buttons: "New", "Edit", and "Delete".

### Parameters Definition window - Values tab

2. Select the **Values** tab.
3. Choose a Parameter from the drop-down list.
4. Click the **New** button. The Enter Value window opens.

---

**Note:** The keys listed within the Enter Value window will be based on the keys set up within the parameters definition. Specifically, if three parameters were defined as keys, three parameter drop down list boxes would appear under the Keys section

---

5. Enter a value for the parameter.
6. To set the date on which this value takes effect, click **Set&** to the right of the Not Valid Before field and select the date you want from the calendar.  
To set the date on which this value expires, click **Set&** to the right of the Not Valid After field and select the date you want from the calendar. To keep the value effective indefinitely, leave the Not Valid After field blank.
7. To activate the value definition, click in the **Active** check box. If this check box is cleared, the value is defined but not active, that is, applied, when calculating the parameter.
8. Enter an external value if an applicable code exists from an external system. This is not required and will most likely be updated if parameters values are imported via Oracle Retail Integrator and an external key is maintained to ensure consistency with an external system.
9. From the Keys drop-down lists, choose the selection to which the value applies.
10. When Value, Not Valid Before Date, and Keys selections are entered, click **OK**. The Parameter Definitions Values tab opens with the new value in the list.

## Edit a Value

1. On the Administration Console, click **Parameters**. The Parameters Definition window opens.
2. Select the **Values** tab.
3. Choose a Parameter from the drop-down list.
4. On the list of values, highlight the one you want to modify and click **Edit**. The Enter Value window opens.
5. Modify the information as necessary.
6. Click **OK** to save. The Parameter Definitions Values tab opens with the modified value in the list.

## Delete a Value

1. On the Administration Console, click **Parameters**. The Parameters Definition window opens.
2. Select the **Values** tab.
3. Choose a Parameter from the drop-down list.
4. On the list of values, highlight the one you want to remove and click **Delete**. A dialog box asks for confirmation. If you want to proceed, click **OK** and the parameter definition is deleted from the list.

## Administer Email

The Mail Notification Administration window enables you to determine how the system generates email notifications to all individuals involved in the development of a product. Design sends email to notify users of the following:

- Creation and copy of a new product
- Assignment of a product
- Deletion of a product
- Changes in the status of a product
- Updates to information for a product
- Comments have been added to a product
- Documents have been imported within a product

This feature enables the administrator to specify, for each event type, whether email is to be sent, when to send it, to whom it is addressed, and what the content of the message will be.

You can configure Design to batch email daily to avoid "mail floods" during high activity periods.

### Edit An Existing Email Message Generated by Design

1. On the Administration Console, click **Mail**. The Mail Notification Administration window opens.

**Design: Mail Notification Administration**

Style File Assigned  
Style File Comment Entry  
Style File Created  
Style File Deleted  
Style File Document Import  
Style File Group  
**Style File Status Change**  
Style File Updated

**Mail Message Information**

**Description**  
This mail is sent when the status of a style file is changed.

**Subject**  
\${userorg}: \${ts\_style file} \${stylename} status change  
Insert ... Current Date

**Text**  
\${user} at \${userorg} has changed the status of \${ts\_style file} \${stylename} to \${status}.  
The comment for the status change was: \${param2}  
\${param1}  
Insert ... Current Date

**Mail To**  
☐ Batched mail

Buyer	To:	Supplier Account Manager	To:	Administrator	Bcc:
Quality	To:	Supplier Designer	To:	Agent Contact	To:
Designer	To:	Supplier Technologist	To:		

Edit Save Cancel

Mail Notification Administration window



2. Click the message you want to alter.
3. Click **Edit**.
4. Make your changes to messages.
5. When editing the subject or text of a mail message, use the Insert button to insert special codes that are replaced by Product details when the mail is sent.
6. Use the Mail To controls to determine who receives the mail. The administrator email address is defined using the Options control.
7. Click **Save** when you are satisfied with your changes.

## Batch Emails

1. On the Administration Console, click **Mail**. The Mail Notification Administration window opens.
2. Click the message you want to batch.
3. In the Mail To section, check **Batch mail**.
4. Click **Save**.

## Apply System Defaults

You can set certain defaults within Design so that all users can see and use the same information. To set the default values, click these buttons on the Administrator Console:

- Options
- Terminology
- Resources
- Configurations

The Design Options window enables you to set a variety of system wide settings that will apply to all users within your enterprise. These options are as follows:

- **Admin Email** - The administrator's email.
- **Cache Size** - A size limit, in megabytes (MB), for data and images to be cached to your local directory. See Directory for additional information.
- **Currency** - The currency symbol to be displayed throughout Design.
- **Directory** - A default local directory of images and data to be cached while accessing Oracle Retail Design can be entered here.
- **Organization** - Your company's name. This name will appear on emails generated by Design.
- **Specifications** - Enables the administrator to control who (users and trading partners) can edit specifications and bids for an item.
- **Timeouts** - Setting this option prevents a Product from being locked up by one person. (Only one person can work on a Product at a time.) This option prevents an item that is open and not being worked on from not allowing others access to the item. Setting the first time will put out a warning asking if the user wants to continue working on the item. The second time will log the user out of the Product.
- **VAT Rate** - The default VAT rate that is to appear throughout Design.
- **View Limit** - The Local View Limit option defines the number of local list screen configurations that an individual user is allowed to save

The Design Terminology Administration window allows you to substitute certain descriptive terminology, or "soft terms," in Design with your own terms that are most familiar to users in your enterprise. The administrator can redefine a Term Name with both a Singular and Plural Definition, followed by a Description of the changes.

The following terms have been defined as soft terms in Design:

Account Manager	Developer	Path	Technologist
Amber	Division	Product	Trader
Buyer	Material	Season	
Color	Order	Size Chart	
Department	Palette	Supplier	

The Design Resource Editor window allows you to make further substitutions to terms, or resource labels, used on windows throughout Design. You can replace default resource labels in the Product Windows, Label Definitions, and Materials Definitions with labels that may be more familiar to users in your enterprise.

The Design Configurations window allows the administrator to define certain configurations for an enterprise, division, department, class, subclass, or season. The scope of the configuration is determined based on the .xml file(s) that are uploaded within the enterprise. Multiple configurations with various scopes can be uploaded.

## Edit Existing Options In Design

1. On the Administration Console, click **Options**. The Options window opens.

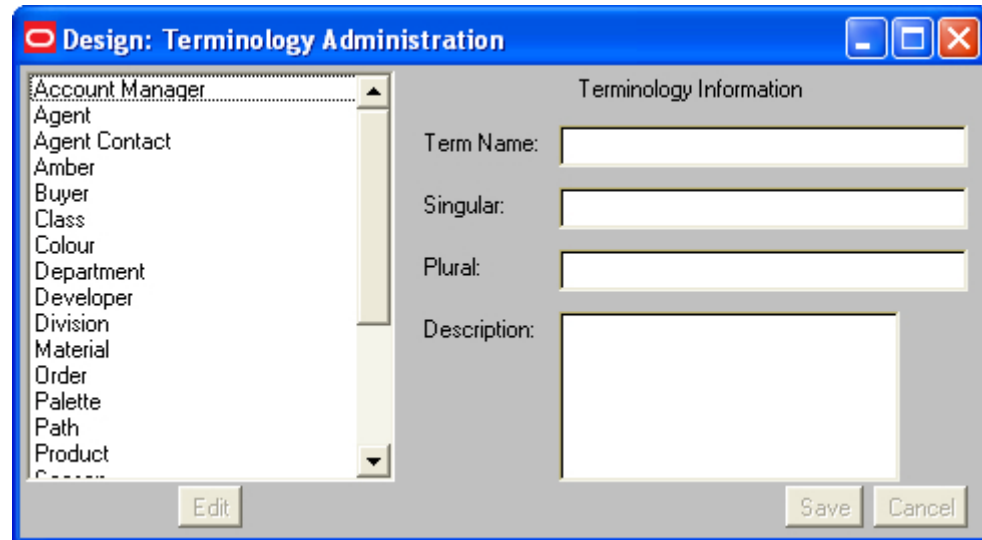


**Options window**

2. Select the tab of the option to be altered.
3. Make desired changes.
4. Click **OK** to save.

## Change Terminology

1. On the Administration Console, click **Terms**. The Terminology Administration window opens.

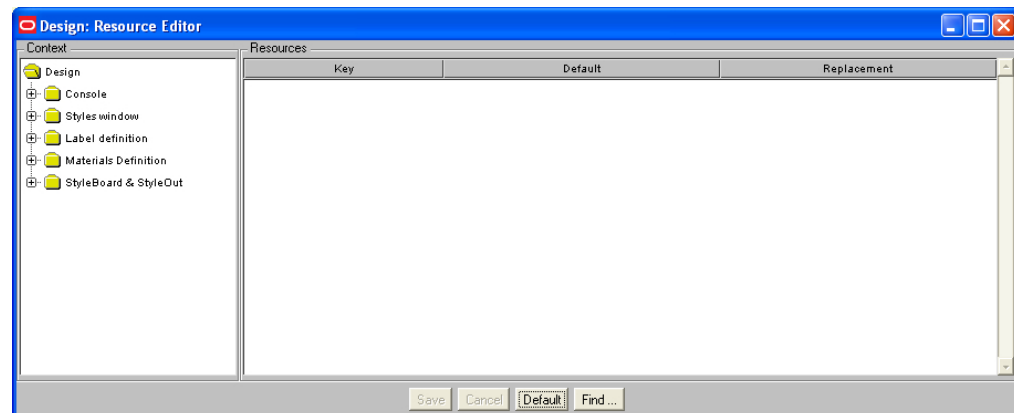


**Terminology Administration window**

2. Select the term to be altered by clicking on it.
3. Click **Edit**.
4. Make desired changes.
5. Click **Save**.

## Change Resource Labels

1. On the Administration Console, click **Resources**. The Resource Editor window opens.



**Resource Editor window**

2. In the Context area of the window, navigate to and select the category of resource you want to alter.

You can define Printing headers in this window for the Product and the list screen print.

The Resources area of the window will be populated with the field labels and messages for the selected Context category.

- The Key column lists the resources as defined by the Design software.
  - The Default column lists the resource label, that is, the text that will appear for the resource in windows if no replacement term is defined. Soft terms (in the format `${ts_softterm}` for singular terms and `${tp_softterm}` for plural terms) may be used as part of the label. "`${ts_supplier}` information" indicates a resource label for which the singular soft term defined for "supplier" will be substituted, for example, "vendor information" if the "supplier" soft term is "vendor."
  - The Replacement column lists the text of resource labels that have been changed.
3. In the Resources area, double-click in the row for the resource you want to rename. The Edit Resource window opens.
  4. To change the label for the resource, click inside the Replacement field, delete any existing text, and type the new text for the label.  
Soft terms (in the format `${ts_softterm}` for singular terms or `${tp_softterm}` for plural terms) may be used as part of the label. For example, "`${ts_supplier}` information" indicates a resource label for which the singular soft term defined for "supplier" will be substituted; therefore, "vendor information" appears if the "supplier" soft term is "vendor."  
To restore the original default value of the resource label, click **Reset to default**.
  5. When you are done with your changes, click **OK**. The Design Resource Editor window opens again.

---

**Note:** After you have altered a resource label, its term in the Key column will appear in italics.

---

6. To restore all resource labels to their last saved values, click **Revert**. Any changes made to resource labels since they were last saved will be lost.
7. To restore all resource labels to their original default values, click **Reset to defaults**. Any changes made to resource labels will be lost.
8. To save changes to the resource labels, click **Save Changes**.

## Configure Printing Headers

1. On the Administration Console, click **Resources**. The Resource Editor window opens.
2. Drill down from the Design, expand Products Window folder, expand Products folder, and click on the Printing folder.
3. To edit, double-click on the resource titled productprint\_list\_headers and productprint\_style\_headers.

Productprint\_list headers are the headers that appear when you print the list screen. Productprint\_style\_headers are the headers that appear when you print one or more Products within the product or from the list screen.

The parameters in { } are:

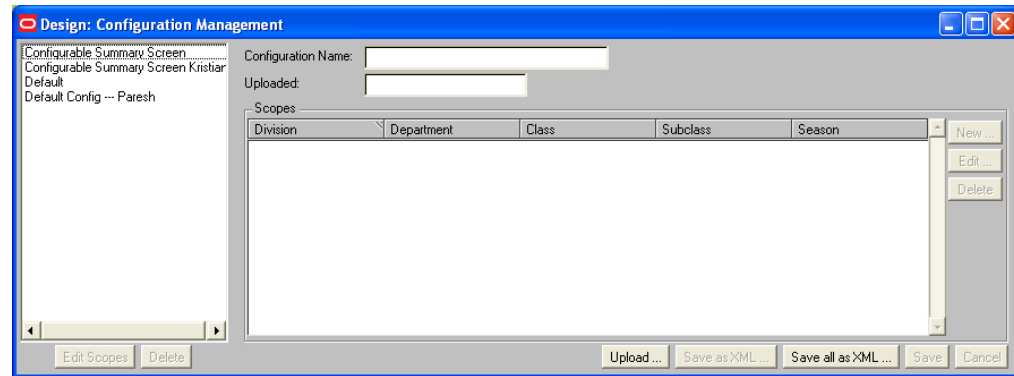
- 0 = User's name
- 1 = Department name
- 2 = Department num
- 3 = Season

The parameters for Product printing are:

- Product short name
- Product design ID
- Supplier
- Agent
- Last revised date and time
- \tab means a 'tab' - the first tab moves to the middle of the page; the second to the end of the page.

## Define Enterprise Configurations

1. On the Administration Console, click **Configurations**. The Configuration Management window opens.



**Configuration Management window**

2. In order to assign a configuration within the Configuration Management window, the administrator must upload a configuration by clicking **Upload**. The Upload Configuration window opens.
  - a. Browse to find the .xml file they would like to upload.
  - b. Selecting the file.
  - c. Click **Upload**. The file opens in the left column of the Configuration Management window.
3. To upload a configuration to only impact a certain division, department, class, subclass, or season, select the uploaded configuration and click **Edit Scopes**.
  - a. Select the scope for the uploaded configuration and click **Edit**.
  - b. Define which specific divisions, departments, class, subclass, and season that this configuration will support.

**Note:** Only single selections can be made within the Edit Scope option.
4. To set this configuration up for additional divisions:
  - a. Select **New**. A copy of the configuration is created.
  - b. You can define the scope for the copied configuration.
5. If you want to delete a specific scope:
  - a. Select the scope
  - b. Click **Delete**.
6. Click **Save** to commit any changes.

## Create Workflow Statuses

The administrator can set up statuses that users can assign to a product to indicate its workflow state in the Design process.

### Add a Workflow Status

1. On the Administration Console window, click **Workflow**.
2. On the Design Workflow Administration window, click **New**. A new line opens on the Workflow Administration window.

State	Role	Description	Edited
Worksheet	Customer		
Agent	Customer		
Bid Requested	Customer		
Bid / New Bid	Customer		
Re-Bid	Customer		
Accept	Customer		
Reject	Customer		
Cancelled	Customer		
Complete	Customer		
Create WebTrack Project	Customer		
Update WebTrack Project	Customer		

Use this panel to enter the workflow states for the Design application. Select the Customer role for processes in which you act as the customer, and the Supplier role for processes in which you act as the supplier.

Press Save to commit changes to the database or Revert to restore the saved state.

#### Workflow Administration window

3. In the State field, enter the name of the status and press **Tab** to move to the Role field.
4. In the Role field, choose one of the following from the drop-down list:
  - **Customer:** These statuses will be displayed in the Customer Status area of the Product Summary window. A role of Customer indicates that the enterprise is the customer in the collaborative process.
  - **Supplier:** These statuses will be displayed in the Supplier Status area of the Product Summary window. A role of Supplier indicates that the enterprise is the supplier in the collaborative process.
5. In the Description field, describe the status.
6. Click **Details**. The Workflow state details window opens.
  - a. Choose the appropriate Permissions:
    - **Customer:** Users representing the customer on the Product will have the authority to view and assign this status on the Product.
    - **Agent:** Users representing the agent on the Product will have the authority to view and assign this status on the Product.
    - **Vendor:** Users representing the supplier on the Product will have the authority to view and assign this status on the Product.

b. Choose the appropriate Other Options:

- **Freeze bid sheet:** If this check box is selected, changes cannot be made to the Product's bid sheet.
- **Exportable:** If this check box is cleared, nothing will be distributed to the trading partners or agent.
- **Update WebTrack Project:** If this check box is selected, the Product updates and deletions will be sent to WebTrack. Specifically, the Product and color information will populate the project number field in WebTrack and the short name will populate the project name field in WebTrack.
- **Status change email:** If this check box is selected, a status change email is sent when the Product has been edited to this status.
- **Integration allowed:** If this check box is selected, data integration can be performed for the Product.
- **Final state:** This represents the final status that can be assigned to the Product. If this check box is selected, changes cannot be made to the Product.
- **Create WebTrack Project:** If this check box is selected, the Product will be sent to WebTrack and a project will automatically be created.

---

**Note:** Your administrator must configure the fields that can be updated.

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- **Product change email:** If this check box is selected, indicates that email will be generated any time a Product in this status is changed.
- **Prevent Partner Edit:** If this checkbox is selected, trading partners (agents and suppliers), regardless of their field level security permissions, are denied edit access to product files within this status. If this option is not selected, trading partners assigned to Product files in this status can edit the information according to their defined field level security.

c. Click **OK** to confirm details.

7. Click **Save Changes** to add the status to the workflow.



## Change a Workflow Status

1. On the Administration Console window, click **Workflow**. The Workflow Administration window opens.

State	Role	Description	Edited
Worksheet	Customer		
Agent	Customer		
Bid Requested	Customer		
Bid / New Bid	Customer		
Re-Bid	Customer		
Accept	Customer		
Reject	Customer		
Cancelled	Customer		
Complete	Customer		
Create WebTrack Project	Customer		
Update WebTrack Project	Customer		

Use this panel to enter the workflow states for the Design application. Select the Customer role for processes in which you act as the customer, and the Supplier role for processes in which you act as the supplier.

Press Save to commit changes to the database or Revert to restore the saved state.

### Workflow Administration window

2. Double-click the part of the status you want to change. For example, if you want to change the description, place your cursor over the description and double-click.
3. Enter or select the new information.
4. Click **Save Changes**.

## Change Workflow Status Details

1. On the Administration Console window, click **Workflow**. The Workflow Administration window opens.
2. Select the status you want to change. The Details button is enabled.
3. Click **Details**.
4. Select and de-select by clicking the options you would like to change.
5. Click **OK**.

## Delete a Workflow Status

1. On the Administration Console window, click **Workflow**. The Workflow Administration window opens.
2. On the Design Workflow Administration window, highlight the status that you want to remove.
3. Click **Delete**.
4. Click **Save Changes**.

## Change the Order of Workflow Statuses

1. On the Administration Console window, click **Workflow**. The Workflow Administration window opens.
2. Highlight the status that you want to move up or down the list.
3. Click **Move up** or **Move down** to move the status up or down the list.
4. Click **Save Changes**.

---

**Note:** You can reverse any changes made to the Workflow Administration window at any time by clicking Revert (unless you have clicked Save Changes first).

---

## Send Product/Color Information to Webtrack

1. On the Administration Console window, click **Workflow**. The Workflow Administration window opens.
2. Highlight the status that you want.
3. Click **Details**.
4. Select **Create WebTrack Project**.
5. Click **OK**.

## Set Up User Configurable Lists

As the Design Administrator, you can configure the Product tab to meet your enterprise's needs and, if you choose, allow users to change the view of their Products tab.

At an enterprise level, you can select the fields that will be included in the default view of the Product tab, customize the text for the column headings to something your users understand, define the width of the field in the column list, and determine whether the users will have the ability to scroll right to see additional information. In addition, you can copy and create a number of standard views that will be available as filter options the users will be able to apply to their default view.

Finally, you determine whether you will allow users to customize each view. If so, users will have the ability to copy the format of the standard views, and determine which fields they would like to see in the order that makes the most sense to them. They will be able to save their configuration changes as local views or filters that will be available to their username for future use.

---

**Note:** You can also establish a limit to the number of local views per user per enterprise.

---

Giving users configuration options can make it easier for them to find, sort, and group products on the Products tab.

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**Note:** There are 250 miscellaneous fields defined within the Product List Configuration screen. These fields are available to represent and be mapped to fields that appear on the configurable product specification, bid, or ELC sheet within Design.. Once they are mapped, they can be selected to appear in the user-configurable list.

---

## Set Up User-Configurable Lists

1. From the Administration Console, click **Lists**. The Style File List Configuration window opens.

### Style File List Configuration window

2. From the Enterprise View drop-down list, select the view for which you are setting up the configurable Product List:
  - Customer
  - Supplier
3. In the List Options area, select the appropriate Standard View from the drop-down list. The Standard View list contains all of the standard views that have been configured for that enterprise. If you selected Customer View as the Enterprise View, Standard Views apply only to the Customer. If you selected Supplier View as the Enterprise View, Standard Views apply only to the Supplier.

**Note:** The default entry in the Standard View drop-down list is "Default". No other views appear within the list until new views are created. To create a new view, see Copy a standard view.

4. In the List Options area, select the appropriate check box to select options you want to make available to the user:

- Allow configuration by user - Lets the user make changes to the view of the list in their Products tab and enables the ability to Copy views.

---

**Note:** If this option is not enabled, the Configure button will be disabled when the user accesses this view on the list screen.

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- Horizontal scroll - Allows the user to scroll the display left to right and back again.
- Show grid lines - Shows grid lines on the user's Products tab.

---

**Note:** When using check boxes, a check mark opens in the check box to indicate that the option is active. To deselect this option, click the check mark in the check box. The check mark is removed to indicate that the option is not active.

---

5. In the Column Definition area:

- a. From the Display Language drop-down list, select a language for the user's configurable Products tab.
- b. Click once anywhere in a row to select a data field.
- c. To change the position of the field on this window, click **Move Up** or **Move Down**.
- d. To change any of the attributes for a data field, double-click in one of the blue cells in the corresponding row. The Edit Field window opens.

6. In the Edit Field window:

- a. Select a Language for the user's configurable Products tab.
- b. To change the column heading, select and type over the text in the Heading field with the new heading. If this field is blank, the column heading will be the text in the Default Heading field.
- c. To make the field available to the user for inclusion on their configurable Product tab, click in the **Available** check box.
- d. To include the field automatically on their configurable Product tab, click in the **Include** check box.
- e. Indicate the number of characters to display for that field in the Width field.
- f. To allow the field to display on more than one line if it exceeds the column width, click in the **Wrap** check box. The Wrap option is available only for text fields.
- g. To allow the user to apply filter options to their Products tab display, click in the **Filter** check box. Filter options allow the user to limit the data displayed in the Products tab to only the records that meet criteria that the user specifies. If Filter is allowed on the column and it is selected, filtering on that field is possible by entering all or part of a value in the field.
- h. Click **OK** to apply the changes to the data field. Click Cancel to abandon these changes. The Product List Configuration window opens again with any changes you made to the row.

7. To lock data on the left side of the screen while scrolling:
  - a. Highlight the desired rows.
 

---

**Note:** You can freeze all columns on the left side of the window. For example, if you want to freeze the first three columns of data, click on the column headings for the columns that you want to freeze, then click Freeze. The Freeze function will be disabled if you only select the third column.

---
  - b. Click **Freeze**. The Frozen? field is shaded gray to indicate a frozen field.
8. To unlock data from appearing on the left side of the screen during scrolling, click **Unfreeze**. The gray shading is removed from the column cell.
9. To return to the previous list configuration, click **Revert**.
 

---

**Note:** Revert returns the column selections and their order to the way it was when you last saved the list configuration. If you make changes and click Save, you cannot revert to previous choices you made.

---
10. To use the system default column headings, click **Reset to Original**.
11. To save the Product List Configuration, click **Save**. You are returned to the Administration Console. Any changes you make to a default or standard view will take effect for the users upon their next successful login to the system. If a user is already logged in to the system when you are making changes to their view, your changes will not be immediately available until their next successful login

## Copy a Standard View

You can create a new standard view by copying an existing view and saving your changes to the copy.

1. From the Enterprise View drop-down list on the Style File List Configuration window, select Customer or Supplier.
2. In the List Options area, select the Standard View you want to copy from the drop-down list.
 

---

**Note:** The default entry in the Standard View drop-down list is <Default>. No other views appear within the list until new views are created.

---
3. Click **Copy View ...** The Copy View window opens.
4. Type the new view name in the View Name field. Check the list of Existing Views to ensure that your new View Name is unique.
5. Click **OK** to save a copy of the list configuration view. You are returned to the Style File List Configuration window with the new view as the Standard View. You can then make changes to the new view.

## Delete a Standard View

Follow this procedure to delete an existing standard view.

1. From the Enterprise View drop-down list on the Style File List Configuration window, select Customer or Supplier.
2. In the List Options area, select the Standard View you want to delete.
3. Click **Delete View ...**. The Confirm Delete window opens.
4. To delete the user views that are associated with this standard view, select the checkbox.

---

**Note:** Associated user views include any view that was copied from the selected standard view. If the Delete associated user views is selected, the user views will be removed as a view filter option. If the Delete associated user views is not selected, only the standard view will be deleted and the Reset to Original function will be disabled for all associated user views.

---

5. Click **OK** to complete the deletion of the view. You are returned to the Style File List Configuration window with the Default view as the Standard View.

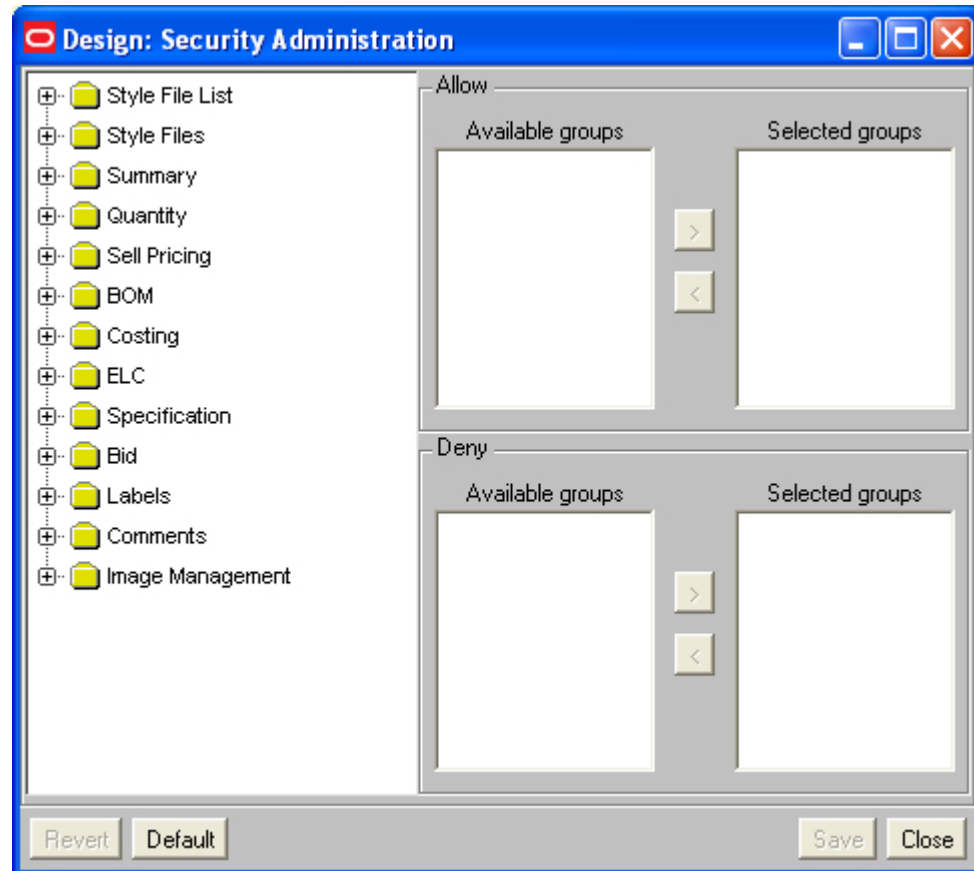
## Set Up Field Level Security

As the Design Administrator, you can define and control what user types have access to which information within Oracle Retail Design. The Security administration supports the following options:

- A product List Edit option exists to identify the users that are allowed or denied permission to edit specific fields directly from the list screen.
- A Products option exists to identify the users that are allowed or denied permission to five primary functions associated with the Product: Add, Delete, Mass Change, Quick-Add, and WebTrack Linkage.
- With the exception of the Summary Tab, a View option per standard tab defines which tabs will appear within a specific users configuration.
- View and edit security defines which users have access to the Comments function available from the product list screen or within the product.
- All standard fields are listed within the Security administration and user types are selected to allow or deny edit permissions to the specific fields.
- The Security administration identifies the permissions associated with the image management folder structure introduced in this release. There are four types of image folders that can be created and these permissions determine who can view and edit images within the folder, in addition to defining who can edit folders within this type of folder. In order to successfully use the new image drag and drop functionality, the appropriate permissions to both the origin and destination folders must be assigned.

## Enable Edit of the List Screen

1. From the Administration Console, click **Security**. The Security Administration window opens.



**Security Administration window**

2. From the list of field categories on the left, select the Product List category and click to expand the folder.
3. Highlight the Edit option. In the Allow or Deny area (depending on whether you are granting or prohibiting access to edit the list screen), select a user role group from the Available Groups list and click (the right arrow button) to move the group to the Selected Groups list. To remove a group from the Selected Groups list, select it and click (the left arrow button) to move it to the Available Groups list.

---

**Note:** If you enable a user type to edit product details directly from the list screen, they still must have the appropriate field level edit permissions to make changes to the field.

---

4. To return to the previous saved list, click Revert.




---

**Note:** **Revert** returns the security permissions to the way it was when you last saved them. If you make changes and click **Save**, you cannot revert to previous choices you made.

---

5. To return to the default permissions, click **Default**.
6. To save the security permissions, click **Save**.

## Edit Standard Function Permissions

1. From the Administration Console, click **Security**. The Security Administration window opens.
2. From the list of field categories on the left, select the Products category and click  to expand the folder.
3. Highlight the function (Add, Delete, Mass Change, Quick-Add, or WebTrack Linkage) for which you would like to edit the permissions. In the Allow or Deny area (depending on whether you are granting or prohibiting access to edit the list screen), select a user role group from the Available Groups list and click  (the right arrow button) to move the group to the Selected Groups list. To remove a group from the Selected Groups list, select it and click  (the left arrow button) to move it to the Available Groups list.

---

**Note:** Regardless of the security permissions assigned, the supplier assigned to a product will not have the ability to Delete a product.

**Note:** If the user has not been assigned permissions to a specific function, the button for the function will not appear within Oracle Retail Design when the user logs in to the system. Therefore, if the enterprise is not using Oracle Retail WebTrack, the administrator will prevent any permission to the WebTrack Linkage functionality and the button will not confuse the users.

---

4. To return to the previous saved list, click **Revert**.

---

**Note:** Revert returns the security permissions to the way it was when you last saved them. If you make changes and click Save, you cannot revert to previous choices you made.

---

5. To return to the default permissions, click **Default**.
6. To save the security permissions, click **Save**.


---

**Note:** If users have been set-up to have Review Only access within User Administration, they will not have access to any functions regardless of the security permissions assigned.

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## Edit Viewing of Standard Tabs

1. From the Administration Console, click **Security**. The Security Administration window opens.
2. From the list of field categories on the left, select the tab that you would like to edit and click  to expand the folder.

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**Note:** You are not able to hide the Summary tab. All other tabs including the Volumes, Sell Pricing, BOM, Costing, ELC, Specification, Bid or Labels tab will have a View option and can be removed from the product file.

---

3. Highlight the View option. In the Allow or Deny area (depending on whether you are granting or prohibiting access to view the tab), select a user role group from the Available Groups list and click  (the right arrow button) to move the group to the Selected Groups list. To remove a group from the Selected Groups list, select it and click  (the left arrow button) to move it to the Available Groups list.

---

**Note:** If you do not want the users to view the tab, you will need to verify that the user is not granted any edit permissions to the tab. The system assumes that if the user has edit permissions, the user has access to view the tab.

---

4. To return to the previous saved list, click **Revert**.




---

**Note:** Revert returns the security permissions to the way it was when you last saved them. If you make changes and click **Save**, you cannot revert to previous choices you made.

---

5. To return to the default permissions, click **Default**.
6. To save the security permissions, click **Save**.

## Edit Security Settings

1. From the Administration Console, click **Security**. The Security Administration window opens.
2. From the list of field categories on the left, select the tab that you would like to edit and click  to expand the folder. Continue to expand the folders until you can select the item for which you want to allow or deny access.
3. In the Allow or Deny area (depending on whether you are granting or prohibiting access to view the tab), select a user role group from the Available Groups list and click  (the right arrow button) to move the group to the Selected Groups list. To remove a group from the Selected Groups list, select it and click  (the left arrow button) to move it to the Available Groups list.
4. To return to the previous saved list, click **Revert**.





---

**Note:** Revert returns the security permissions to the way it was when you last saved them. If you make changes and click **Save**, you cannot revert to previous choices you made.

---

5. To return to the default permissions, click **Default**.
6. To save the security permissions, click **Save**.

## Assign Image Management Permissions

1. From the Administration Console, click **Security**. The Security Administration window opens.
2. From the list of field categories on the left, select the Image Management category and click  to expand the folder. Four options appear, including Root Folder, Private Folder, Shared Folders, and Partner Folders.
3. From the list of folders on the left, select the folder you would like to change and click  to expand the folder. Select View, Edit or Edit Folders. In the Allow or Deny area (depending on whether you are granting or prohibiting access), select a user role group from the Available Groups list and click  (the right arrow button) to move the group to the Selected Groups list. To remove a group from the Selected Groups list, select it and click  (the left arrow button) to move it to the Available Groups list.

---

**Note:** If you enable the View option, you are giving the selected user types the ability to view the folder. If you enable the Edit option, you are giving the selected user types the ability to upload and edit images within the folder. If you enable the Edit Folders option, you are giving the selected user types the ability to create, edit , or delete folders within this type of folder.

**Note:** If a user would like to drag and drop images between folders, they must have Edit permissions to both the origin folder and the destination folder.

---

4. To return to the previous saved list, click **Revert**.

---

**Note:** Revert returns the security permissions to the way it was when you last saved them. If you make changes and click **Save**, you cannot revert to previous choices you made.

---

5. To return to the default permissions, click **Default**.
6. To save the security permissions, click **Save**.

## Upload Spec, Bid, ELC, and General Sheets With Spectrum

As the Design Administrator, you have access to the Spectrum service. Spectrum is a separate service that allows you to upload and view customized specification, bid, ELC, and general tab sheets in one place. In addition, Spectrum allows you to upload icons that may be used within a customized specification sheet. This service is only available to administrators and is designed to make the process of creating and visualizing specification, bid, ELC, and general tab sheets easier.

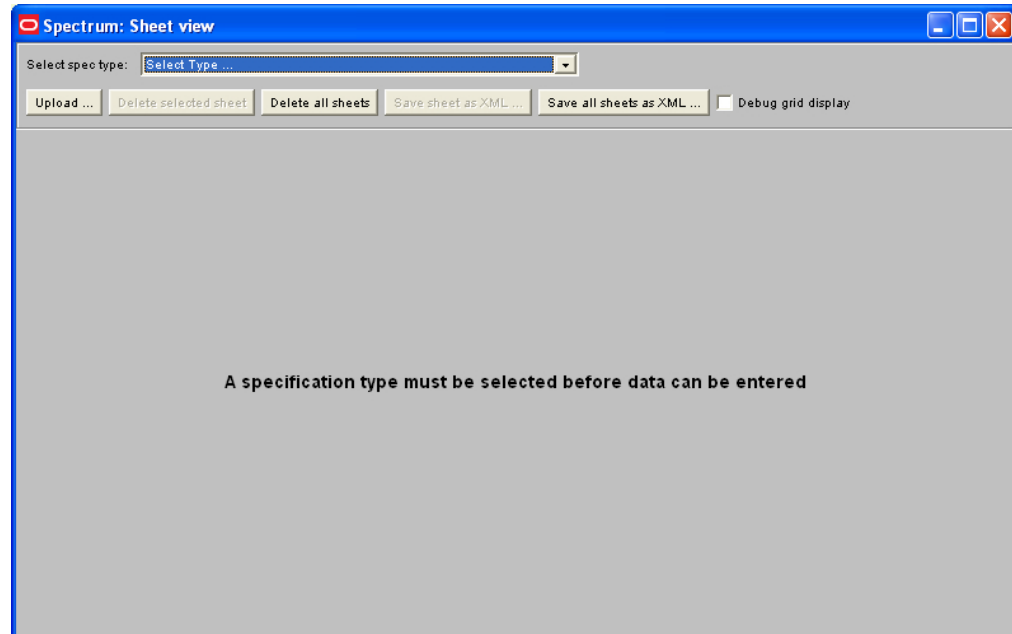
---

**Note:** The actual creation of the customized specification, bid, ELC, and general tab sheets occurs manually outside of Spectrum. Details to support the creation of these proprietary forms documents are available through Customer Support at <https://metalink.oracle.com>.

---

## Upload Specification Sheets

1. Log in as the Design Administrator.
2. Select **Spectrum** from the list of Services.
3. Select **Design specification sheets** from the Application drop-down list.
4. Click **Manage Sheets**. The Spectrum: Sheet View window opens.



**Spectrum: Sheet View window**

5. Click **Upload**.
6. Click **Browse** to search your desktop or local area network for the specification sheet definition. Select the appropriate document and click **Open**. The filename should be populated in the Spec File Upload window.
7. Click **Upload**.

---

**Note:** Spectrum allows only error-free forms documents to be successfully uploaded. If the customized specification sheet definition has an error, Spectrum displays an error message and will not upload the specification. When the document has been successfully uploaded, you are returned to the Spectrum: Sheet view and the name of the customized specification sheet definition opens in the drop-down list box.

---

## Upload Bid Sheets

1. Log in as the Design Administrator.
2. Select **Spectrum** from the list of Services.
3. Select **Design PLX bid sheets** from the Application drop-down list.
4. Click **Manage Sheets**. The Spectrum: Sheet View window opens.

The screenshot shows the 'Spectrum: Sheet view' window with the 'Other' tab selected. The window contains several sections for data entry:

- Select spec type:** A dropdown menu showing 'Other Softlines Bid (200)'.
- Buttons:** 'Upload ...', 'Delete selected sheet', 'Delete all sheets', 'Save sheet as XML ...', 'Save all sheets as XML ...', and a checkbox for 'Debug grid display'.
- Header Information:** Fields for 'Style Number:', 'Style Description:', 'Department:', and 'Season:'.
- Supply and Product Details:** A section header.
- Supply Information:** Fields for 'Bid Status:' (with a dropdown showing 'Custom [status]'), 'Agent:', 'Maker:', 'Parent Company:', 'Factory:', 'Country of Production:', 'Point of Entry:' (with a dropdown showing 'New York'), 'Units/CBM:', 'Quota Cat/HTS #:', and 'Duty Rate:'.
- Product Targets and Proposed Actuals:** A section header with a 'Quantity Target:' field.

### Spectrum: Sheet View window - Bid sheet

5. Click **Upload**.
6. Click **Browse** to search your desktop or local area network for the bid sheet definition. Select the appropriate document and click **Open**. The filename should be populated in the Spec File Upload window.
7. Click **Upload**.

---

**Note:** Spectrum allows only error-free .forms documents to be successfully uploaded. If the customized bid sheet definition has an error, Spectrum displays an error message and will not upload the bid sheet. When the document has been successfully uploaded, you will return to the Spectrum: Sheet view and the name of the customized bid sheet definition will appear in the drop-down list box.

---

## Upload ELC Type Sheets

**Note:** Before you upload new ELC type sheets, ensure that your browser is set up properly.

1. Log in as the Design Administrator.
2. Select **Spectrum** from the list of Services.
3. Select **Design ELC Type sheets** from the Application drop-down list.
4. Click **Manage Sheets**. The Spectrum: Sheet View window opens.

The screenshot shows the 'Spectrum: Sheet view' window. At the top, there's a 'Select spec type:' dropdown menu set to 'With Hanger (2)'. Below it are buttons for 'Upload ...', 'Delete selected sheet', 'Delete all sheets', 'Save sheet as XML ...', 'Save all sheets as XML ...', and a checkbox for 'Debug grid display'. The main area is divided into sections: 'Header Information' with fields for 'Style Number', 'Style Description', 'Department', and 'Season'; 'ELC Calculation' with a table for costs and quantities; 'Informational Data Only' with 'Targets' and 'Style Types' sections. The 'ELC Calculation' table has columns for 'FC Current Bid', 'Garment FC', 'Hanger Cost', 'Quantity', 'Ext.Totals', and 'Targets'. The 'Style Types' section includes 'Product Type', 'ELC Type', and 'Pre-Class Actuals'.

**Spectrum: Sheet View window - ELC sheet**

5. Click **Upload**.
6. Click **Browse** to search your desktop or local area network for the ELC type sheet definition. Select the appropriate document and click **Open**. The filename should be populated in the Spec File Upload window.
7. Click **Upload**.

**Note:** Spectrum allows only error-free .forms documents to be successfully uploaded. If the customized ELC sheet definition has an error, Spectrum displays an error message and will not upload the ELC sheet. When the document has been successfully uploaded, you will return to the Spectrum: Sheet view and the name of the customized ELC sheet definition will appear in the drop-down list box.

## Upload General Tab Sheets

1. Log in as the Design Administrator.
2. Select Spectrum from the list of Services.
3. Select **Design general tab sheets** from the Application drop-down list.
4. Click **Manage Sheets**. The Spectrum: Sheet View window opens.

### Spectrum Sheet View window - General Sheet

5. Click **Upload**.
6. Click **Browse** to search your desktop or local area network for the general tab sheet definition. Select the appropriate document and click Open. The filename should be populated in the Spec File Upload window.
7. Click **Upload**.

---

**Note:** Spectrum allows only error-free forms documents to be successfully uploaded. If the general tab sheet definition has an error, Spectrum displays an error message and will not upload the general tab sheet.

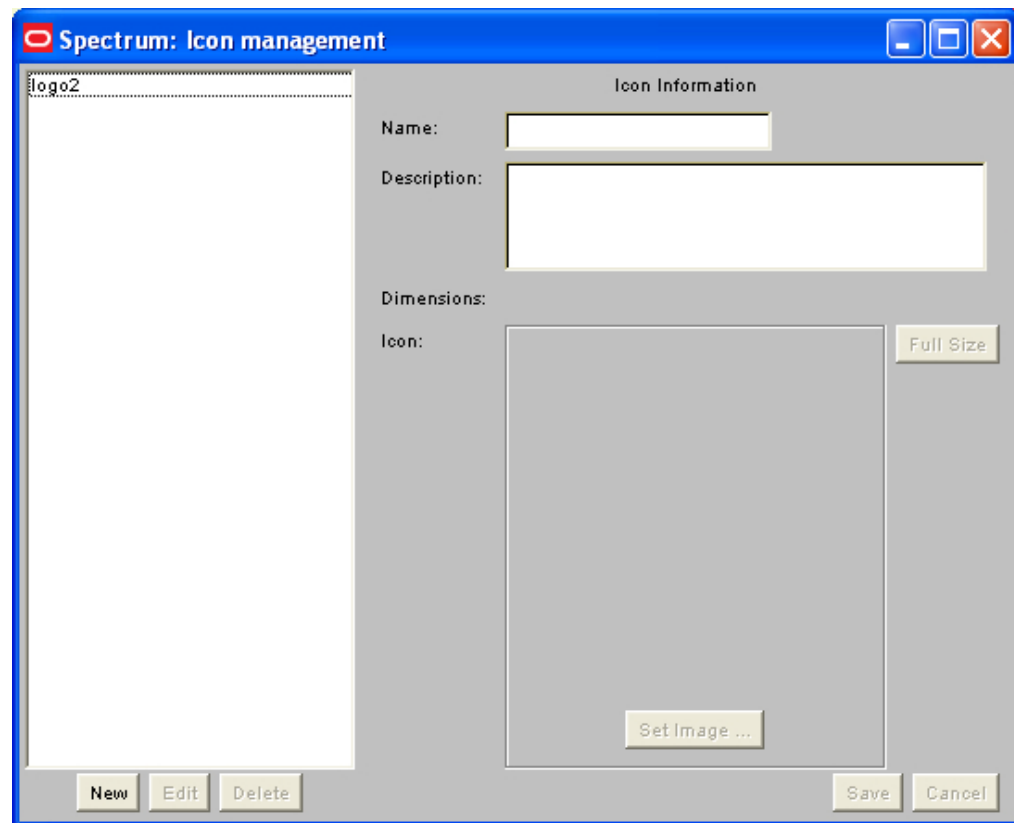
---

8. When the document has been successfully uploaded, you return to the Spectrum: Sheet view and the name of the customized general tab sheet definition appears in the drop-down list box.

## Upload Icons

**Note:** Before you upload new icons, check that your browser is set up.

1. Log in as the Design Administrator.
2. Select **Spectrum** from the list of Services.
3. Click **Icons**. The Spectrum: Icon Management window opens.



**Spectrum: Icon Management window**

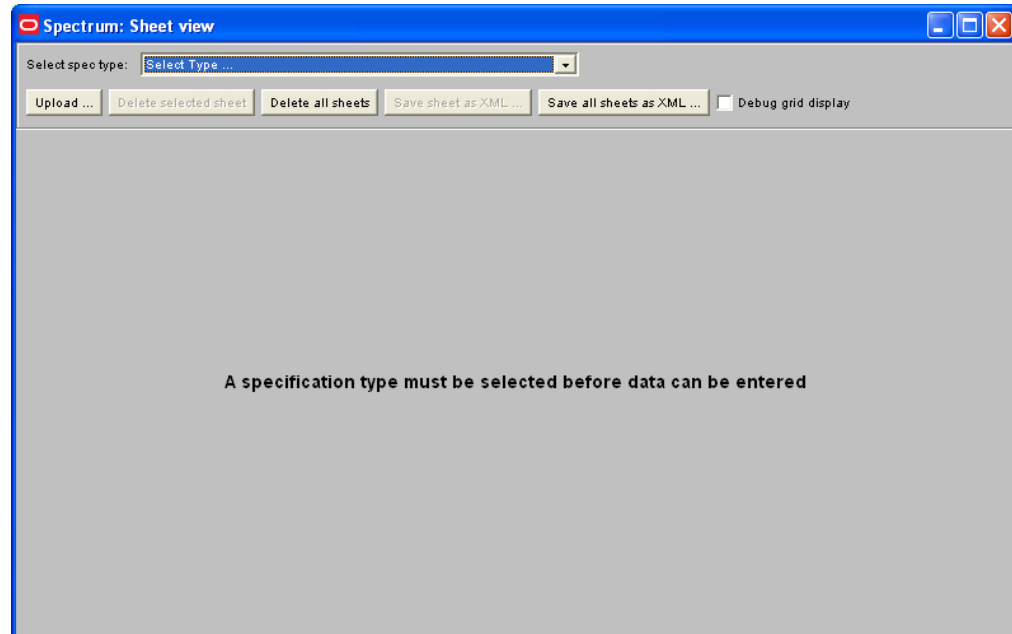
4. Click **New**. The Choose Image dialog box appears.
5. Select an image file. This file must be in one of the following formats: .gif, .jpeg, or .jpg.
6. Click **Open**. The image should appear in the icon area.
7. Enter the name of your icon.

**Note:** As icons are specifically referenced from within the customized specification sheet definition, the icon name entered must match the specification exactly. A red **X** will appear in the specification if the appropriate icon does not exist in Icon Management.

8. Click **Save**.

## View Specification Sheets

1. Log in as the Design Administrator.
2. Select **Spectrum** from the list of Services.
3. Select **Design** specification sheets from the Application drop-down list.
4. Click **Manage Sheets**. The Spectrum: Sheet View window opens.



**Spectrum: Sheet View window**

5. To select a sheet, click on the **Select Type...** drop-down list. Upon selection, the specification is built based on the specification sheet definition. While this happens, a *Creating Specification Sheet* message opens.  
After the specification is created, it appears in the display panel. If an icon exists within the specification sheet definition, it also appears. If the icon has not been uploaded, a red **X** appears in place of the icon.  
This view of the specification sheet within Spectrum allows you to visualize how the configurable tab will appear within Design. In addition, you are able to enter data in the input fields and test data types and calculations. However, images cannot be uploaded within Spectrum and linked data will not appear within Spectrum. The various objects that can be defined and represented within a customizable specification sheet include:
  - Multiple tabs with configurable names
  - Upload Image with annotation and full view options.
  - Data entry fields with defaults linked from summary screen
  - Data entry fields that will link back to summary screen when populated
  - Data entry fields that will appear within the list screen
  - Drop-down list boxes
  - Radio buttons
  - Simple calculations
  - Ability to look-up and return values based on defined parameters



- Field-level security edit permissions
- Log file label attributes
- Drop-down list boxes
- Radio buttons
- Default values
- IF-THEN Logic
- Calculations

## View Bid Sheets

1. Log in as the Design Administrator.
2. Select **Spectrum** from the list of Services.
3. Select **Design PLX bid sheets** from the Application drop-down-list-box.
4. Click **Manage Sheets**. The Spectrum: Sheet View window opens.

The screenshot shows the 'Spectrum: Sheet view' window. At the top, there is a 'Select spec type:' dropdown menu set to 'Other Softlines Bid (200)'. Below this are buttons for 'Upload ...', 'Delete selected sheet', 'Delete all sheets', 'Save sheet as XML ...', 'Save all sheets as XML ...', and a checkbox for 'Debug grid display'. The main form is divided into several sections: 'Header Information' with fields for 'Style Number:', 'Style Description:', 'Department:', and 'Season:'. Below this is 'Supply and Product Details' which includes 'Supply information' with fields for 'Bid Status:' (set to 'custom [status]'), 'Agent:', 'Maker:', 'Parent Company:', 'Factory:', 'Country of Production:', 'Point of Entry:' (set to 'New York'), 'Units/CBM:', 'Quota Cat/HTS #:', and 'Duty Rate:'. The bottom section is 'Product Targets and Proposed Actuals' with a 'Quantity Target:' field.

**Spectrum: Sheet View window - Bid sheet**

5. To select a sheet, click on the **Select Type...** drop-down list. Upon selection, the bid sheet is built based on the bid sheet definition. While this happens, a *Creating Bid Sheet...* message opens.

After the bid sheet is created, it appears in the display panel. If there is an icon that exists within the bid sheet definition, it also appears. If the icon has yet to be uploaded, a red **X** appears in the place of the icon.

This view of the bid sheet within Spectrum allows you to visualize how the configurable tab will appear within Design. In addition, you are able to enter data in the input fields and test data types and calculations. However, images cannot be uploaded within Spectrum and linked data will not appear within Spectrum. The various objects that can be defined and represented within a customizable bid sheet include:

- Multiple tabs with configurable names
- Upload Image with annotation and full view options.
- Data entry fields with defaults linked from summary screen
- Data entry fields that will link back to summary screen when populated
- Data entry fields that will appear within the list screen
- Drop-down list boxes
- Radio buttons
- Simple calculations
- Ability to look-up and return values based on defined parameters
- Field-level security edit permissions
- Log file label attributes
- Drop-down list boxes
- Radio buttons
- Default values
- IF-THEN Logic
- Calculations
- Simple calculations

## View ELC Sheets

1. Log in as the Design Administrator.
2. Select **Spectrum** from the list of Services.
3. Select **Design ELC sheets** from the Application drop-down-list-box.
4. Click **Manage Sheets**. The Spectrum: Sheet View window opens.

The screenshot shows the 'Spectrum: Sheet view' window. At the top, there's a 'Select spec type:' dropdown menu with 'With Hanger (2)' selected. Below it are buttons for 'Upload ...', 'Delete selected sheet', 'Delete all sheets', 'Save sheet as XML ...', and 'Save all sheets as XML ...', along with a 'Debug grid display' checkbox. The main content area is divided into two sections: 'Header Information' and 'ELC Calculation'. The 'Header Information' section has fields for 'Style Number', 'Style Description', 'Department', and 'Season'. The 'ELC Calculation' section is further divided into 'ELC Calculation' and 'Informational Data Only'. The 'ELC Calculation' section has a table with columns for 'FC Current Bid', 'Garment FC', 'Hanger Cost', 'Quantity', 'Ext.Totals', and 'Targets'. The 'Informational Data Only' section has fields for 'ELC Target' and 'Total Quantity'. The 'ELC Parameters' section has fields for 'Commission', 'Duty', and 'Freight'. The 'Style Types' section has fields for 'Product Type', 'ELC Type', and 'Pre-Class Actuals'. The 'Quota Category' field is also present at the bottom right.

Spectrum: Sheet View window - ELC sheet

5. To select a sheet, click on the **Select Type...** drop-down list. Upon selection, the ELC sheet is built based on the bid sheet definition. While this happens, a *Creating Sheet...* message opens.

After the ELC sheet is created, it appears in the display panel. If there is an icon that exists within the ELC sheet definition, it also appears. If the icon has yet to be uploaded, a red **X** appears in the place of the icon.

This view of the ELC sheet within Spectrum allows you to visualize how the configurable tab will appear within Design. In addition, you are able to enter data in the input fields and test data types and calculations. However, images cannot be uploaded within Spectrum and linked data will not appear within Spectrum. The various objects that can be defined and represented within a customizable ELC sheet include:

- Multiple tabs with configurable names
- Upload Image with annotation and full view options.
- Data entry fields with defaults linked from summary screen
- Data entry fields that will link back to summary screen when populated
- Data entry fields that will appear within the list screen
- Ability to look-up and return values based on defined parameters
- Field-level security edit permissions
- Log file label attributes
- Drop-down list boxes
- Radio buttons
- Default values
- IF-THEN Logic
- Calculations

## View General Tab Sheets

The general tab function allows the administrator to define a new tab within the standard set of standard and configurable tabs (Specification, Bid, and ELC) within Oracle Retail Design. Therefore, if the administrator wanted to define a new general tab that doesn't exist within the system, they can be configured and uploaded here within Spectrum and assigned within the Configurations definition. The various objects that can be defined and represented within a general tab sheet include those that can be defined within a specification, bid or elc configuration.

1. Log in as the Design Administrator.
2. Select Spectrum from the list of Services.
3. Select **Design general tab sheets** from the Application field drop-down list.
4. Click **Manage Sheets**. The Spectrum: Sheet View window opens.

The screenshot shows the 'Spectrum: Sheet view' window. At the top, there's a 'Select spec type:' dropdown menu set to 'Summary Screen (1)'. Below it are buttons for 'Upload ...', 'Delete selected sheet', 'Delete all sheets', 'Save sheet as XML ...', 'Save all sheets as XML ...', and a checkbox for 'Debug grid display'. The main area is divided into several sections: 'Program Information' with fields for 'Program Name - P/S/M:', 'Class:', 'Channel - M:', 'Status - P/S/M:' (set to 'custom [status]'), '1st in DC - M/S/I:', 'DC Destination - I:' (set to 'Memphis/OB'), 'Agent:', 'Adoptions:', 'Vendor:', 'Vendor Code:', and 'Dept/Class - M:'. 'Design Information' includes 'Designer - P:', 'Collection - P/M:', 'Design Features - P:', 'Sizes or Components:', and 'Colors or Finishes:'. On the right, there are two boxes labeled 'custom [documents]' and 'custom [images]'. At the bottom, there are two sections: 'Retail Merchandising Information' with 'Buyer - M:' and 'Packaging Type - M:', and 'DTC Merchandising Information' with 'Buyer - M:' and 'Packaging Type - M:'.

#### Spectrum Sheet View window - General Sheet

- To select a general tab sheet, click on the Select Type... drop-down list.

**Note:** Upon selection, the general tab sheet is built based on the general tab sheet definition. While this happens, a Creating Sheet... message opens.

After the general tab sheet is created, it appears in the display panel. If there is an icon that exists within the general tab sheet definition, it will also appear. If the icon has yet to be uploaded, a red X will appear in the place of the icon.

This view of the general tab sheet within Spectrum allows you to visualize how the new configurable tab will appear within Design.

## Design Administration

### Design Administration

When you log in to Oracle Retail Design, you access the User Console. You will have access to a number of options that depend on the permissions that are assigned by your Administrator.

**Note:** All users have access to Products and Preferences. Special administration permissions must be granted to have access to Materials, Local Palettes, and Labels.

Design users of this console are:

- Buyers and/or Designers
- Trading Partners
- Materials Administrator
- Palettes Administrator
- Labels Administrator

This table provides a brief description of the functions available from the User Console. It also lists the permissions and functions they can perform with full authorization.

Button	Functions	Permissions Required	Uses for retailers	Uses for trading partners
Products	The repository for all your Design projects. A product holds all of the development for a new product idea.	* All	Create, view and collaborate on all product details.	Create, view and collaborate on all product details.
StyleBoard	Central presentation repository. Data can be manipulated and annotated to convey a theme, concept, or mood for an upcoming season.	* StyleBoard user	Create and edit concept board presentations.	View the customer's approved concepts for the upcoming season.

Button	Functions	Permissions Required	Uses for retailers	Uses for trading partners
StyleOut	Central presentation repository. Images stored with Style Files can be displayed together to evaluate how products would look together in the assortment.	* StyleOut user	Create, arrange, and display images in an assortment for all products being developed for the current season.	Trading partners do not have access to the StyleOut function.
Materials	Database of raw materials.	* Materials Administrator	Create and display fabric, trim, and other raw materials details including supplier, costs, and measurements.	Trading partners do not have access to the Materials function.
Local Palettes	Color palette administration	* Palettes Administrator	New colors and palette relationships are established within this function. Colors and palettes can be defined by division, department, and season.	Trading partners do not have access to the color palette maintenance function. They can leverage and select colors from palettes created within this function for specific products.

Button	Functions	Permissions Required	Uses for retailers	Uses for trading partners
Labels	Database of labels.	* Labels Administrator	Label details and images can be created and maintained within this function.	Trading partners do not have access to the Label maintenance function. They can leverage and select labels created within this function for specific products.
Preferences	Font settings	Buyers, Designers and Suppliers	Select screen display options: text font style and point size.	Select screen display options: text font style and point size.

**Note:** The Company Administrator preauthorizes all users, and can restrict any user from viewing or performing any function.

\* The Company Administrator can authorize sub-administrators for this function.

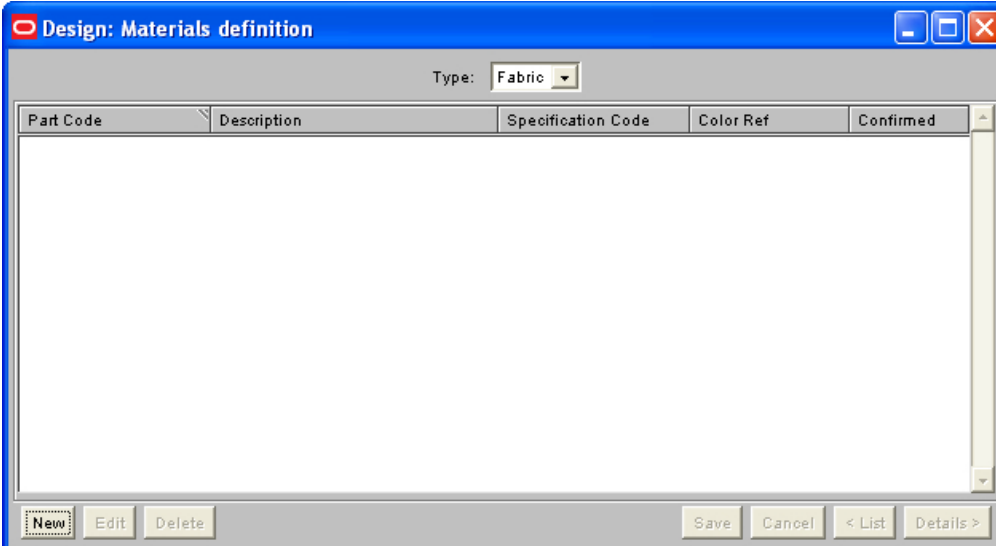
## Define Materials

The Materials Definition window is where you enter the components or materials used to create a product. You can set up specifics about various components within Materials Definition. For example, you can collect details about a specific fabric such as fiber content, weight, and special care.

**Note:** Unless your Company Administrator has designated you as a Materials Database Administrator, the Materials button will not be displayed, and you will not have access to this information.

## Enter General Material Information

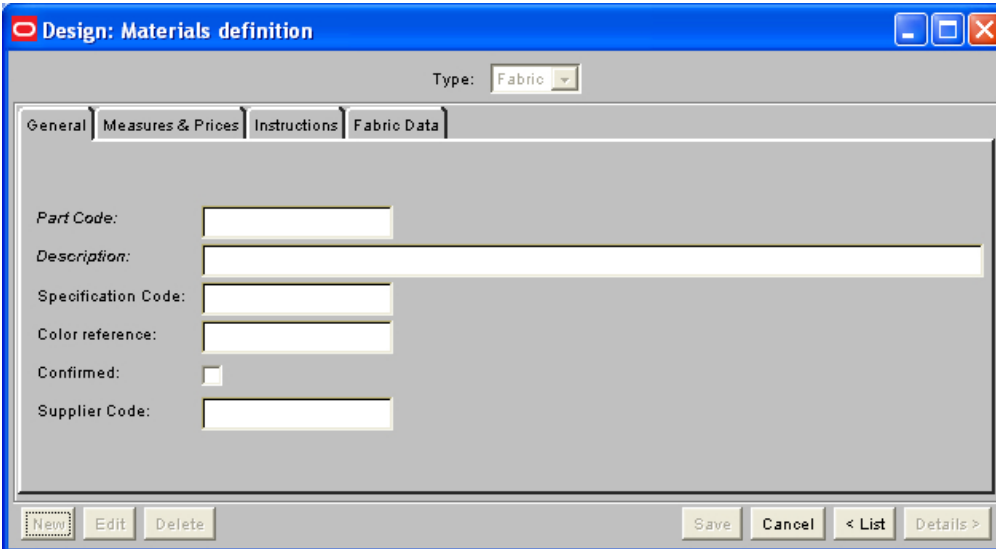
1. On the User Console, click **Materials**. The Materials Definition window opens.



The screenshot shows the 'Design: Materials definition' window. At the top, there's a title bar with standard window controls. Below it, a 'Type:' dropdown menu is set to 'Fabric'. The main area contains a table with the following headers: 'Part Code', 'Description', 'Specification Code', 'Color Ref', and 'Confirmed'. The table is currently empty. At the bottom, there are buttons for 'New', 'Edit', 'Delete', 'Save', 'Cancel', '< List', and 'Details >'.

### Materials Definition window

2. Select the Type of material that you want to add or change from the drop-down list.
3. To add a material to the database, click **New**.
4. Under the General tab, enter information in the following required fields:



The screenshot shows the 'Design: Materials definition' window with the 'General' tab selected. The 'Type:' dropdown is still set to 'Fabric'. The 'General' tab contains the following fields: 'Part Code:' with a text input field, 'Description:' with a larger text input field, 'Specification Code:' with a text input field, 'Color reference:' with a text input field, 'Confirmed:' with a checkbox, and 'Supplier Code:' with a text input field. The same set of buttons ('New', 'Edit', 'Delete', 'Save', 'Cancel', '< List', 'Details >') is at the bottom.

### Materials Definition window - General tab

- ♦ Part Code - enter the part code
- ♦ Description - enter the description



5. Enter information in any of the other fields, as necessary.
6. If you are done entering information, click **Save** to save the information.

or

To continue adding information about the material, select the Measures & Prices tab and enter the information.

## Enter Measures & Prices

1. On the User Console, click **Materials**. The Materials Definition window opens.
2. Select the Type of material that you want to add or change from the drop-down list.
3. Select the Measures & Prices tab.

The screenshot shows a window titled "Design: Materials definition" with a blue header bar. Below the header, there is a "Type:" label followed by a dropdown menu showing "Fabric". Below this, there are four tabs: "General", "Measures & Prices" (which is selected), "Instructions", and "Fabric Data". The "Measures & Prices" tab contains several input fields with labels: "Currency:", "Price (supplier quoted):", "Price (agreed with purchasing):", "Lead time:", "Unit of measure:", and "Width:". Each label is followed by a text input box. At the bottom of the window, there are buttons for "New", "Edit", "Delete", "Save", "Cancel", "< List", and "Details >".

### Materials Definition window - Measures and Prices tab

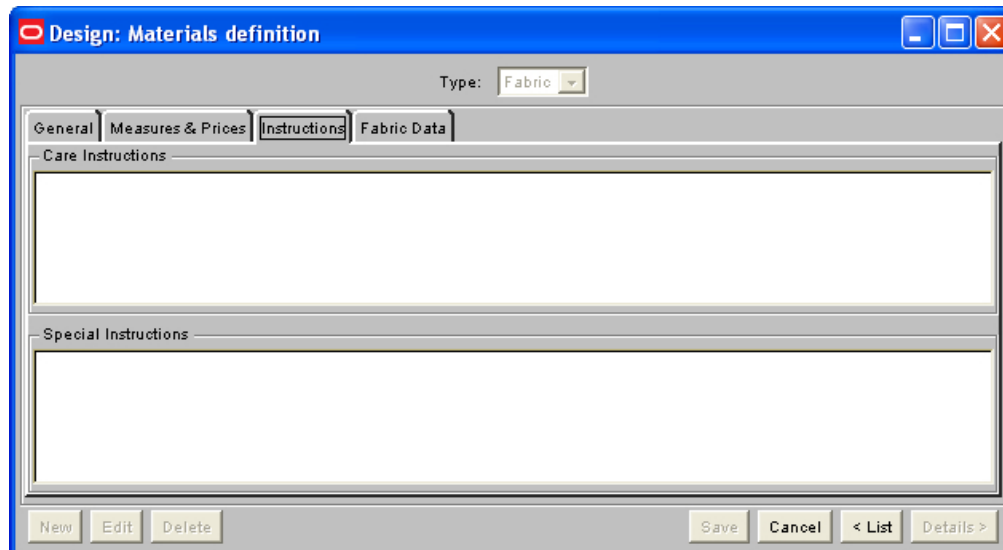
4. Enter information in the following fields:
  - Company
  - Price (supplier quoted)
  - Price (agreed with purchasing)
  - Lead time
  - Unit of measure
  - Width
5. If you are done entering information, click **Save** to save the information.

or

To continue adding information about the material, select the Instructions tab and enter the instructions.

## Enter Instructions

1. On the User Console, click **Materials**. The Materials Definition window opens.
2. Select the Type of material that you want to add or change from the drop-down list.
3. Select the Instructions tab.

The screenshot shows a software window titled "Design: Materials definition". At the top right, there are standard window control buttons (minimize, maximize, close). Below the title bar, there is a "Type:" label followed by a dropdown menu currently set to "Fabric". Below this is a tabbed interface with four tabs: "General", "Measures & Prices", "Instructions" (which is selected and highlighted), and "Fabric Data". The "Instructions" tab contains two large text input areas: "Care Instructions" and "Special Instructions". At the bottom of the window, there is a row of buttons: "New", "Edit", "Delete", "Save", "Cancel", "< List", and "Details >".

### Materials Definition window - Instructions tab

4. Enter information in the following fields:
  - Care Instructions
  - Special Instructions
5. If you are done entering information, click **Save** to save the information.

or

To continue adding information about the material, select the Fabric Data tab and enter the information.

## Enter Fabric Data

1. On the User Console, click **Materials**. The Materials Definition window opens.
2. Select the Type of material that you want to add or change from the drop-down list.
3. Select the Fabric Data tab.

### Materials Definition window - Fabric Data tab

4. Complete the following fields as appropriate:
  - Width
  - Usable width
  - Weave reference
  - Print reference
  - Weight.
5. When you are done entering information, click **Save**.

## Edit or Delete a Material

1. On the User Console, click **Materials**. The Materials Definition window opens.
2. Select the Type of material that you want to edit or delete from the drop-down list.
3. Highlight the material on the list.
4. To edit the material:
  - a. Click **Edit**.
  - b. Make the necessary changes on any of the four tabs.
  - c. Click **Save**.
5. To delete the image:
  - a. Click **Delete**.
  - b. Click **OK** to the confirmation message.

## Create Color Palettes

In the Local Color Ranges window, a user designated as a Administrator by the Company Administrator can specify the colors and color ranges to be used and assigned to products being developed with Oracle Retail Design. Colors can be defined across the enterprise by Season or by a specific division or department.

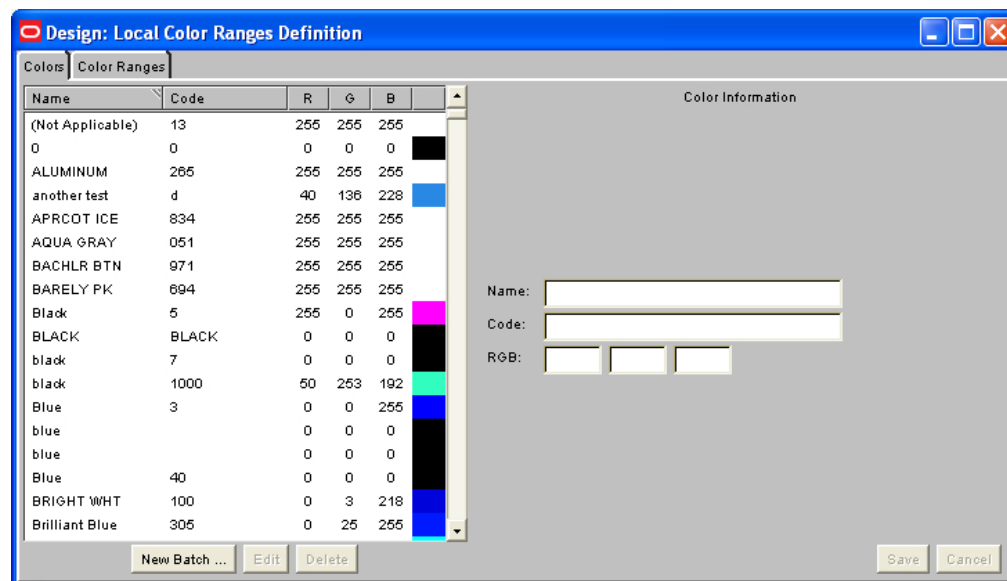
Colors that are created locally by the Color Administrator will be added to the Local Color Ranges used by your Administrator and are available to anyone in the Enterprise to use.

**Note:** Unless your Company Administrator has designated you as a Color Administrator, the Local Color Ranges button will not be displayed, and you will not have access to this information.

## Add a Color

**Note:** Colors created locally by the Color Administrator can be edited or deleted by the Company Administrator.

1. On the User Console, click **Local Color Ranges**. The Local Color Ranges window opens.



Local Color Ranges window - Colors Tab

2. Select the Colors tab.
3. Click **New Batch**. The Add Color Batch window opens.
4. Enter information in the following required fields:
  - Name - enter the name of the color
  - Code - enter a reference number for the color

5. Enter information in the following fields:

- R - enter the numeric value
- G - enter the numeric value
- B - enter the numeric value

---

**Note:** As you enter the numeric values, you can see the color being created in the far right column.

---

6. To add more colors:
  - a. Click in the first blank row in the Add Color Batch window.
  - b. Repeat steps 4 and 5.
7. When you are done adding colors, click **Save** to save the new colors.

## Edit a Color

---

**Note:** The Color Administrator is able to edit any colors created by the Company Administrator.

---

1. On the User Console, click **Local Color Ranges**. The Local Color Ranges window opens.
2. Select the Colors tab.
3. Highlight the color on the list that you want to edit.
4. Click **Edit**.
5. Make the necessary changes in the fields on the right side of the window.
6. Click **Save** to save.

## Delete a Color

1. On the User Console, click **Local Color Ranges**. The Local Color Ranges window opens.
2. Select the Colors tab.
3. Highlight the color on the list that you want to delete.
4. Click **Delete**.
5. Click **OK** to the confirmation message.

---

**Note:** You will be unable to delete a color if it is being used in a color range. First, you must delete the color from the color range before you can delete it on this window.

**Caution:** If you delete a color that is included in a Product, the color will be automatically deleted from the product without any warning message.

---

## Add a Color Range

**Note:** Color Ranges created by the Color Administrator can only be edited or deleted by the Company Administrator.

1. On the User Console, click **Local Color Ranges**. The Local Color Ranges window opens.

### Local Color Ranges window

2. Select the Color Ranges tab.
3. Select an option from the Season drop-down list to specify whether or not the color range is specific to a season. If the color range is not specific to a season, select **All**.
4. To make the color range available only to a specific division or department, select an option from the Scope drop-down list:
  - If the color range will be restricted to a particular division or department, specify which in the drop-down list. Then, choose the specific division or department from the Division/Department drop-down list.
  - If the color range is not specific to a division or department, choose **Corporate**.

**Note:** If the Color Administrator does not have access to all departments for the Enterprise, the Scope field will automatically default to Department. This user will only be able to create color ranges at the department level. If the Color Administrator has access to all departments, they can create color ranges using a scope of Corporate, Division or Department.

5. Click **New**.
6. If you selected a season, select a Phase from the drop-down list, if appropriate.
7. Enter a name for the color range in the Color Range Name field. This is a required field.

---

**Note:** NS (non-seasonal) and Category are optional fields. If the color range was set up for all seasons, NS will automatically be checked and disabled.

---

8. To add colors to the color range:
  - a. Click **Edit Colors**. Colors are required in a color range.
  - b. Highlight the colors for the color range in the Available Colors column.
  - c. Click > to move the colors to the Selected Colors column.
  - d. Click **OK** when all colors have been selected.
9. To save the color range, click **Save**.

## Edit a Color Range

---

**Note:** The Color Administrator is not able to edit any color ranges created by the Company Administrator.

---

1. On the User Console, click **Local Color Ranges**. The Local Color Ranges window opens.
2. Select the Color Ranges tab.
3. Highlight the color range on the list.
4. Click **Edit**.
5. Make the necessary changes.
6. Click **Save** to save.

## Delete a Color Range

---

**Note:** The Color Administrator is not able to delete any color ranges created by the Company Administrator.

---

1. On the User Console, click **Local Color Ranges**. The Local Color Ranges window opens.
2. Select the Color Ranges tab.
3. Highlight the color range on the list.
4. Click **Delete**.
5. Click **OK** to the confirmation message.

## Design Labels

The Label Designer uses the Label Definition windows to design labels. Your Company Administrator must designate you as a Label Designer before you can have access to this information.

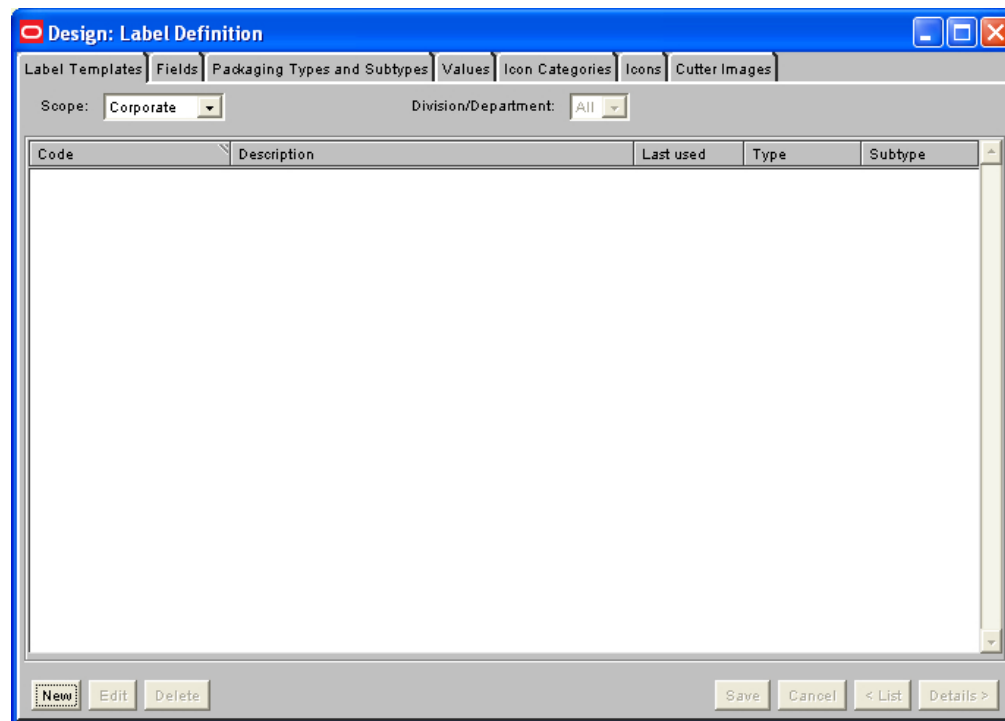
### Add a Label

---

**Note:** To add or create a label, you must Add a Packaging Type and Add a Packaging Subtype.

---

1. On the User Console, click **Labels**.
2. Select the Label Templates tab from the Label Definition window.



**Label Definition window - Label Templates tab**

3. To define the Scope of who will have access to this label, select Corporate, Division, or Department from the Scope drop-down list.
  - a. If Division or Department is selected, define the scope further by selecting the correct option from the Division/Department drop-down list.
  - b. Click **New**. The Label Definition window opens.

---

**Note:** Entries for the fields on this window must be established before adding a label.

---



4. Complete the following fields:
  - Code - enter a code for the label. This is a required field.
  - Description - enter a label description.
  - Packaging Type - select from the drop-down list. This is a required field. You must select a Packaging Type before Packaging Subtypes become available.
  - Packaging Subtype - select from the drop-down list. This is a required field.
  - Current Price
  - Last Used date, if necessary.
5. To include fields on the label, click **Add Fields**. The Add Fields window opens.

---

**Note:** To include fields to your label, you must Add a Field before you create the label.

---

- a. To select the fields you want to add to the label, hold down the **Ctrl** key while you click on the fields that you want to add.
- b. Click **OK** when you are finished. All fields will be marked as Mandatory.

---

**Note:** To remove the check mark in the Mandatory column, click in the next to the field you want to be optional.

---

6. To change the position of the fields in the list or remove a field:
  - Highlight the field you want to move, then click **Move Up** or **Move Down**.
  - Highlight the field you want to remove, then click **Remove**.

7. To include a cutter image on the label:

---

**Note:** To include a cutter image on your label, you must Add a Cutter Image before you create the label.

---

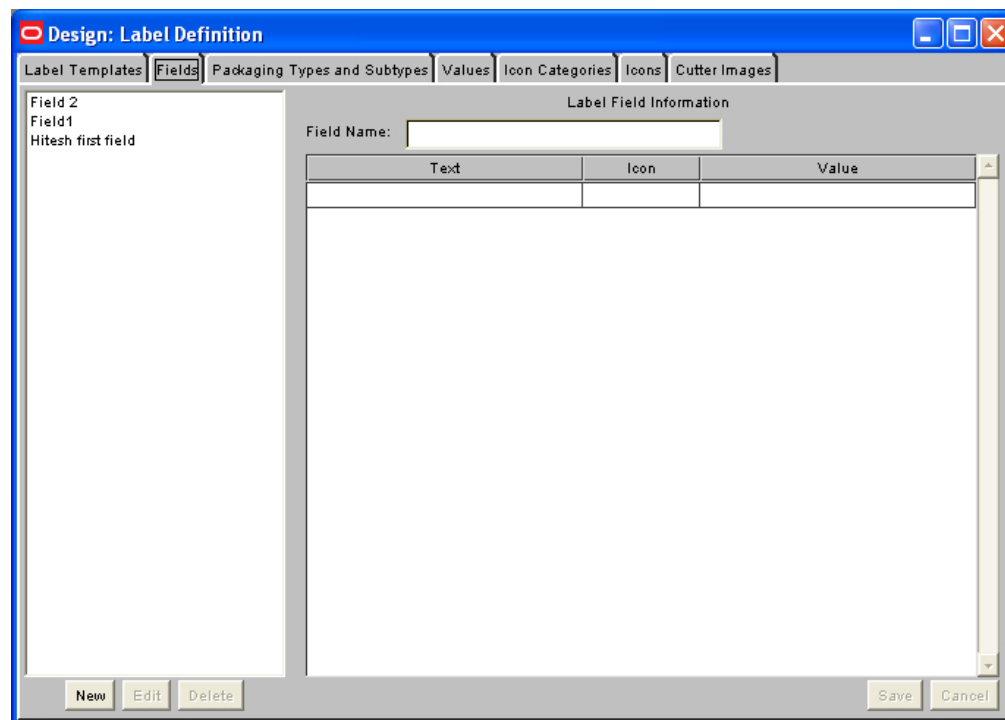
- a. Click **Set Cutter Image**. The Set Image window opens.
- b. Highlight the cutter image in the list that you want to include.
- c. Click **OK**.
- d. To view a full-sized the image, click **Full Size** on the Label Definition window.
8. When all information is complete, click **Save** to save the Label Template.
9. Click **< List** to return to the list of templates.

## Edit or Delete a Label

1. From the Label Definition window, select the Label Templates tab.
2. Highlight the Label Template on the list that you want to edit or delete.
3. To edit the label:
  - a. Click **Edit**.
  - b. Make the necessary changes.
  - c. Click **Save** to save.
4. To delete the label:
  - a. Click **Delete**.
  - b. Click **OK** to the confirmation message.

## Add a Field

1. On the User Console, click **Labels**.
2. Select the Fields tab from the Label Definition window.



### Label Definition window - Fields tab

3. To add a field, click **New**.
  4. Enter the Field Name. This is a required field.
  5. To add information about the field, double-click in the grid below the Field Name field. The Edit Field Value window opens.
  6. Enter information in any of the following fields:
    - Text - enter individual information for a label. This may be in the form of a simple definition or a Quality statement.
    - Icon Category - select from the drop-down list.
    - Icon - click on the icon you want to add. A square opens around the icon that you select.
    - Value - select from the drop-down list.
- 
- Note:** Icon Categories, Icons, and Values must be created before being added to a field. See the procedures for Add an Icon Category, Add an Icon, and Add a Value.
- 
7. Click **OK** to close the Edit Field Value window.
  8. Click **Save** to save the field.

## Edit or Delete a Field

1. On the User Console, click **Labels**.
2. Select the Fields tab from the Label Definition window.
3. Highlight the field name on the list that you want to edit or delete.
4. To edit the field:
  - a. Click **Edit**.
  - b. Make the necessary changes.
  - c. Click **Save** to save.
5. To delete the field:
  - a. Click **Delete**.
  - b. Click **OK** to the confirmation message.

## Add a Packaging Type

1. On the User Console, click **Labels**.
2. Select the Packaging Types and Subtypes tab from the Label Definition window.

Label Definition window - Packaging Types and Subtypes tab

3. To add a type, click **New**.
4. Enter the type in the Packaging Type field. This is a required field.
5. Click **Save** to save the Packaging Type.

## Add a Packaging Subtype

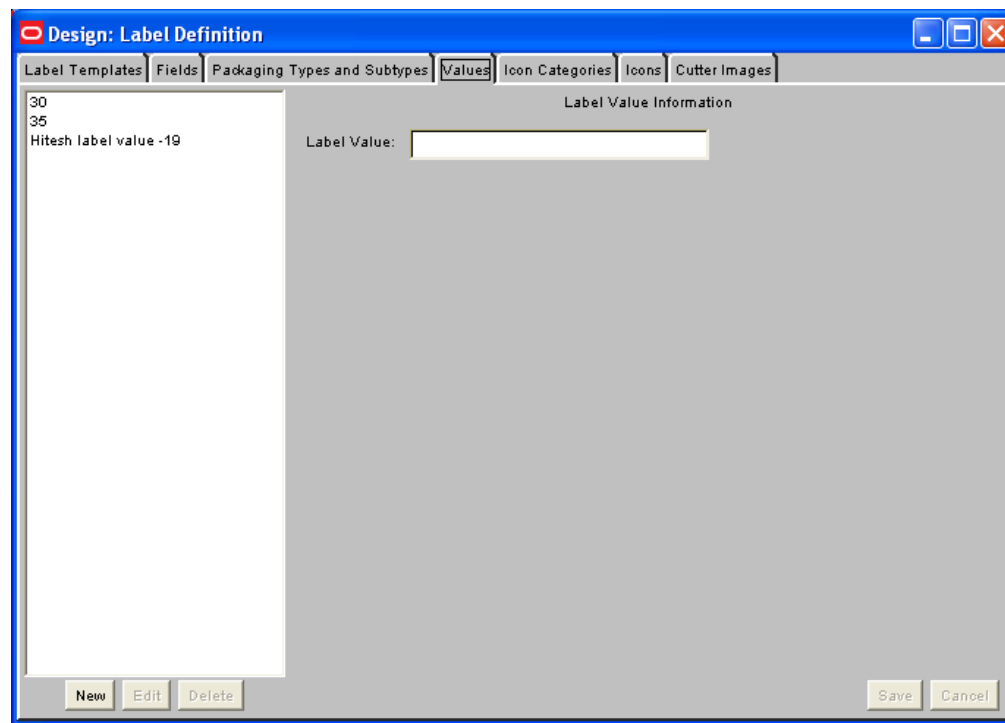
1. On the User Console, click **Labels**.
2. Select the Packaging Types and Subtypes tab from the Label Definition window.
3. In the Packaging Subtypes section of the window:
  - a. Select the corresponding Packaging Type from the drop-down list.
  - b. Click **New**.
4. Click **Save** to save the Packaging Subtype.

## Edit or Delete a Packaging Type or Subtype

1. On the User Console, click **Labels**.
2. Select the Packaging Types and Subtypes tab from the Label Definition window.
3. Highlight the type or subtype on the list.
4. To edit the type or subtype:
  - a. Click **Edit**, Make the necessary changes.
  - b. Click **Save** to save.
5. To delete the type or subtype:
  - a. Click **Delete**.
  - b. Click **OK** to the confirmation message.

## Add a Value

1. On the User Console, click **Labels**.
2. Select the Values tab from the Label Definition window.



Label Definition window - Values tab

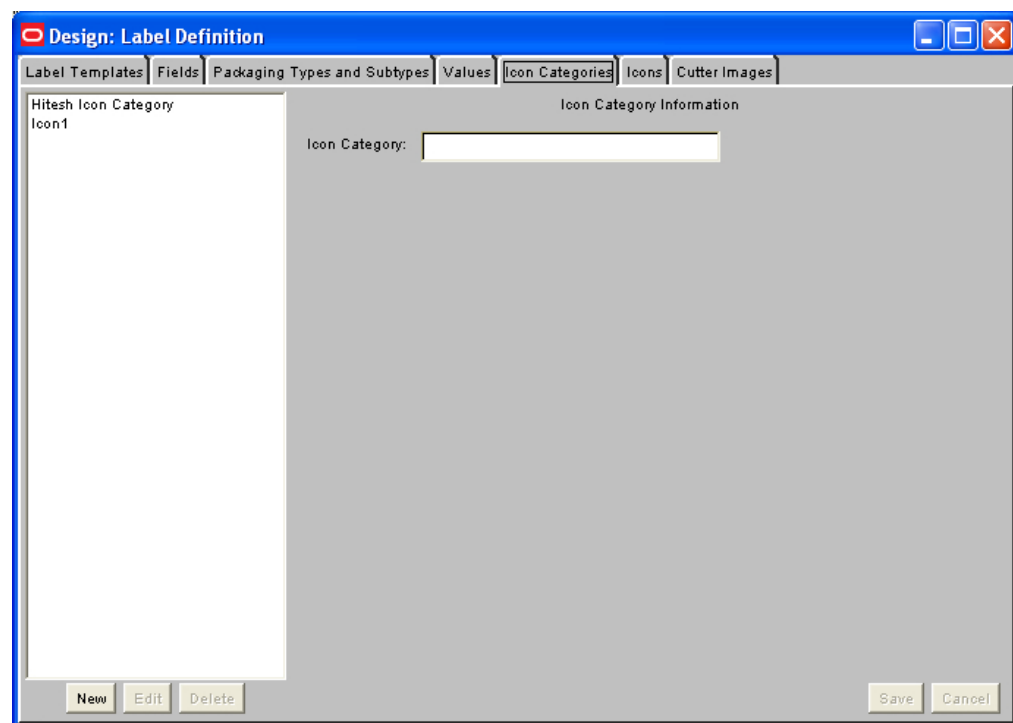
3. To add a value, click **New**.
4. Enter the Label Value. This is a required field.
5. Click **Save** to save.

## Edit or Delete a Value

1. On the User Console, click **Labels**.
2. Select the Values tab from the Label Definition window.
3. Highlight the label value on the list.
4. To edit the value:
  - a. Click **Edit**, make the necessary changes.
  - b. Click **Save** to save.
5. To delete the value:
  - a. Click **Delete**.
  - b. Click **OK** to the confirmation message.

## Add An Icon Category

1. On the User Console, click **Labels**.
2. Select the Icon Categories tab from the Label Definition window.



**Label Definition window - Icon Categories tab**

3. To add an icon category, click **New**.
4. Enter the icon category name in the Icon Category field. This is a required field.
5. Click **Save** to save.

## Add An Icon

**Note:** To upload new images, your browser must be set up to do so. All images must be formatted as .jpg or .gif.

1. In the User Console, click **Labels**.
2. Select the Icons tab from the Label Definition window.

The screenshot shows the 'Design: Label Definition' window with the 'Icons' tab selected. On the left, there is a list of existing icons: 'Eddie' and 'Hitesh icon name'. The main area on the right is titled 'Icon Information' and contains the following fields and controls:

- Category:** A drop-down menu.
- Name:** A text input field.
- Description:** A large text area.
- Dimensions:** A label for the image dimensions.
- Image:** A placeholder for the icon image, with a 'Set Image' button below it.
- Full Size:** A button to display an enlarged version of the image.

At the bottom of the window, there are buttons for 'New', 'Edit', 'Delete', 'Save', and 'Cancel'.

### Label Definition window - Icons tab

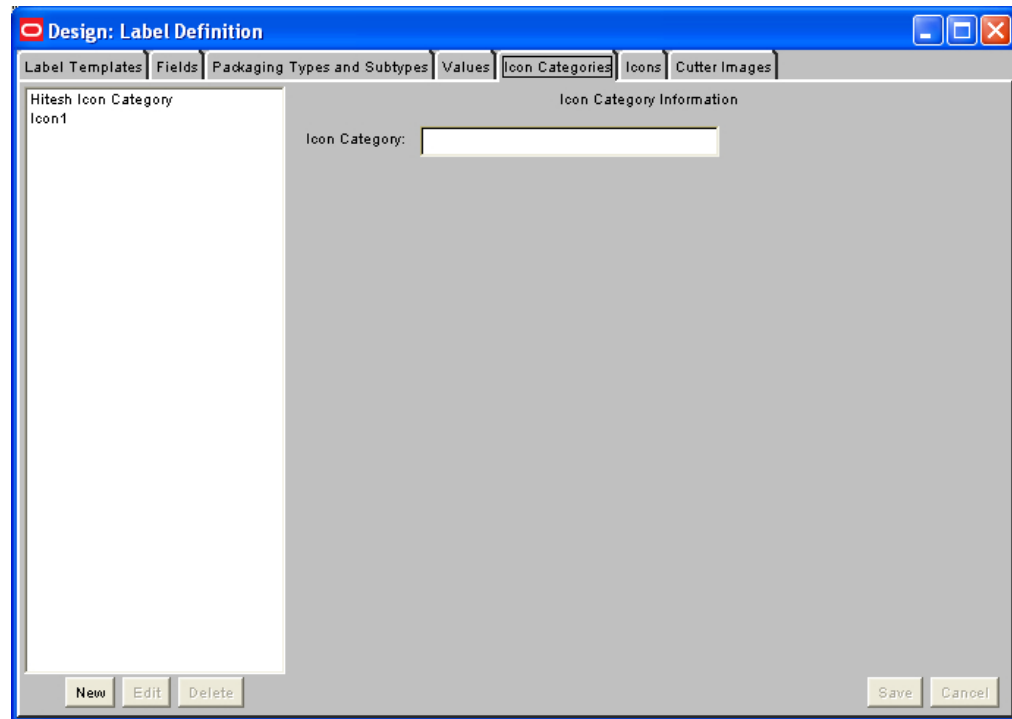
3. To add an icon, click **New**. The Choose Image window opens.
4. Select the logo image file. The pixel dimensions of the image are displayed in the Dimensions field and the actual image opens in the Icon area.
5. Click **Full Size** to display an enlarged version of the image.
6. Select the Icon Category from the drop-down list. This is a required field.

**Note:** An Icon Category must be set up before adding an icon. See the Add an Icon Category procedure.

7. Enter a name for the icon in the Name field. This is a required field.
8. Enter a description for the icon in the Description field.
9. Click **Save** to save.

## Edit or Delete An Icon Category

1. On the User Console, click **Labels**.
2. Select the Icon Categories tab from the Label Definition window

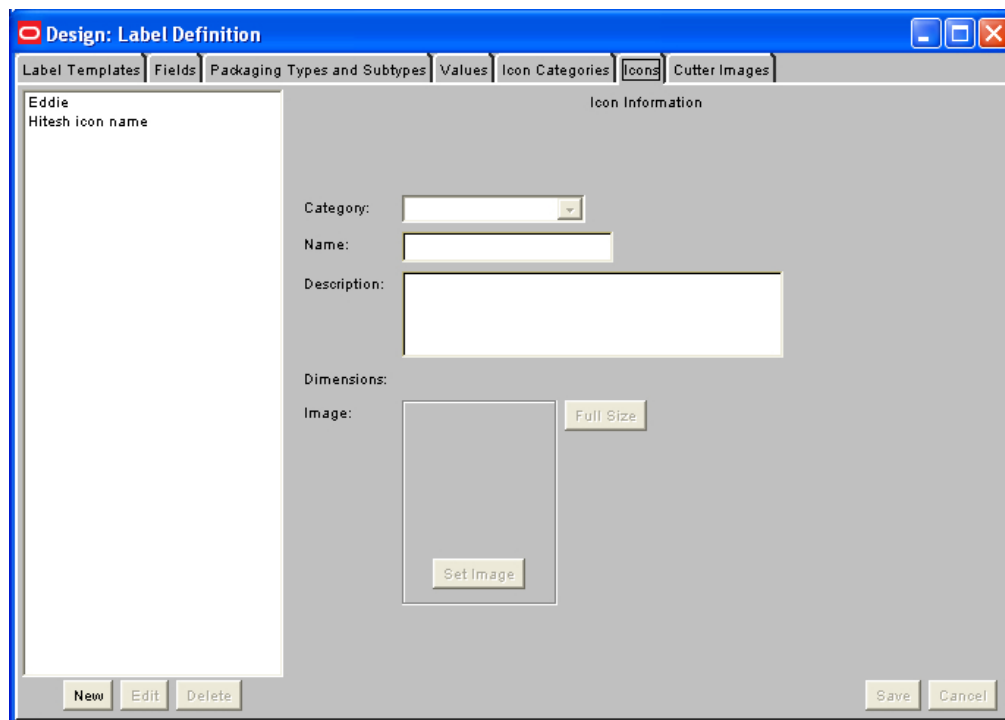


### Label Definition window - Icon Categories tab

3. Highlight the icon category on the list that you want to edit or delete.
4. To edit the icon category:
  - a. Click **Edit**, make the necessary changes.
  - b. Click **Save** to save.
5. To delete the icon category:
  - a. Click **Delete**.
  - b. Click **OK** to the confirmation message.

## Edit or Delete An Icon

1. In the User Console, click **Labels**.
2. Select the Icons tab from the Label Definition window.



### Label Definition window - Icons tab

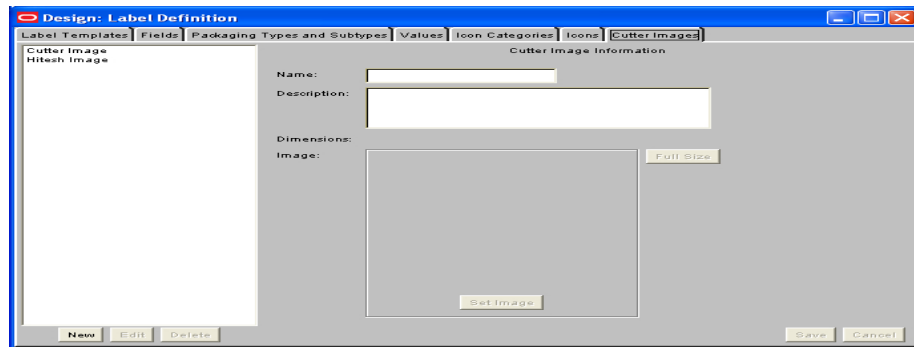
3. Highlight the icon on the list that you want to edit or delete.
4. To edit the icon:
  - a. Click **Edit**, Make the necessary changes.
  - b. Click **Save** to save.
5. To delete the icon:
  - a. Click **Delete**.
  - b. Click **OK** to the confirmation message.



## Add a Cutter Image

**Note:** To upload new images, your browser must be set up to do so. All images must be formatted as .jpg or .gif.

1. On the User Console, click **Labels**.
2. Select the Cutter Images tab from the Label Definition window.



**Label Definition window - Cutter Images tab**

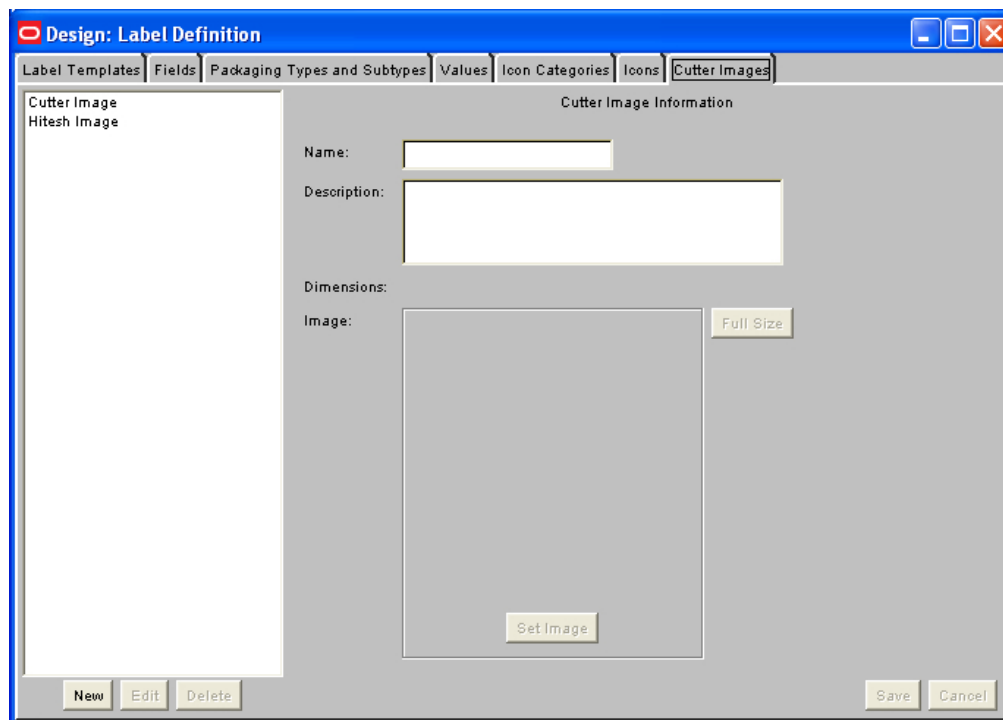
3. To add a cutter image, click **New**. The Choose Image window opens.
4. Select the cutter image file. The pixel dimensions of the image are displayed in the Dimensions field and the actual image opens in the Icon area.
5. Click **Full Size** to display an enlarged version of the image.

**Note:** To change the selected image, click the Set Image button and select another image file.

6. Enter a name for the Cutter Image in the Name field. This is a required field.
7. Enter a description for the Cutter Image in the Description field.
8. Click **Save** to save the cutter image.

## Edit or Delete a Cutter Image

1. On the User Console, click **Labels**.
2. Select the Cutter Images tab from the Label Definition window.



**Label Definition window - Cutter Images tab**

3. Highlight the cutter image on the list.
4. To edit the image:
  - a. Click **Edit**, make the necessary changes.
  - b. Click **Save** to save.
5. To delete the image:
  - a. Click **Delete**.
  - b. Click **OK** to the confirmation message.

## Product Development

### Product Development

Product development information is initiated, stored, and shared within the Products option from the User Console. Design enables you to assign sizes, colors, quantities, prices, specifications, and labels for a product. It also allows you to view images of the product, alter a product's appearance, and record notes about a product on a drawing board. Whether products are new or variations of existing designs, all product development takes place in products.

### Products

On the User Console, select a Customer, Department, and Season. Then click **Products**. The window that opens has two tabs, Products and Reference Data. When you add or edit products, the Products tab opens. To view the reference data, select the Reference Data tab.

The Products tab opens first. It lists all existing styles for the customer/department/season combination that is entered on the User Console.

You can start the following processes on this tab:

- Create a new product
- Edit a product
- Edit a product directly from the Products list screen tab

You can complete the following tasks from the Products list screen tab:

- Configure the order and selection of fields displayed in the list screen
- Filter the products displayed in the list screen on various attributes
- Download product list screen details to a local directory

You can also work with a selected product to:

- Display details about a product being developed
- Create a new product
- Edit details about a product being developed
- Delete the product from the database
- Assign an agent or supplier to an existing product
- Copy an existing product and assign it to a different agent or supplier
- Retrieve a product from a previous season
- Print the product list screen or a selected group of products
- View the revision record of all changes made to the design
- View or update a corresponding project or track within Oracle Retail WebTrack

You can also use the **Global** and **Local** buttons in the upper right corner of the window to send instant messages.

The tabs that display when you add, edit, or display a specific product will vary based on the permissions that have been set within the Security administration. The Summary tab will always appear and may have up to eight supporting tabs represented on the standard

Design product. The tabs are shown in the window below and explained in the table that follows.

<b>Tab Names</b>	<b>Tab Functions</b>
Summary	You use the Summary tab to select sizes and colors for products, and to view and upload images.
Volumes	You use the Volumes tab to plan for what quantities you initially would like to order once the product has been developed.
Sell Pricing	Use the Sell pricing tab to develop a retail pricing plan for your product. The average retail will be linked back to the Summary tab.
BOM	The Bill of Materials (BOM) tab is where the key materials and components that make up the product are identified and quantified.
Costing	The Costing tab applies unit cost information based on the information provided in the Bill of Materials tab. It will calculate the total cost of the product and link this information to the Summary tab. Supplier will enter costing information for the product. Fields on this tab are not editable by the creator of the product.
ELC	The ELC tab is a configurable tab that is used to enter estimated landed cost information for the product being designed. Information calculated within this tab can be linked to other configurable tabs and/or back to the Summary tab.
Specification	The Specification tab is a configurable tab that can be used to enter detailed specification data about the product being designed. Information defined here may include: Construction Details Measurement Details Trim and accessories Fit Comments
Bid	The Bid tab provides bid sheets in which you can enter bid details about the product being developed. This tab cannot be viewed until a supplier is assigned to the product.
Labels	Use the Labels tab to assign labels to the product.

## Summary Tab

If you click **New** or **Edit** on the Products tab, the Summary tab opens, and you are in edit mode. Use the Summary tab to select sizes and colors for products, and to display product images.

The Summary tab is divided into several areas that you use whenever you add a new product, or edit an existing product. Oracle Retail Design supports the collaboration between all parties involved in the product development process. The owner of the product can include two trading partners (for example, an agent and a supplier) to collaborate on the details of a specific product.

The upper portion of the Summary tab has two areas: customer information and supplier information.

- Left side -- customer information. The left side of the Summary tab, customer information, contains company information about the creator of the products. The creator of the product enters information here.
- Right side -- supplier information. The right side of the window, supplier information, contains company information about the partner who is collaborating on the product. The Supplier enters information on this side of the window.



The lower portion of the tab, product definition, is divided into five areas, each with a unique element. These are:

- Images
- Colors
- Documents
- Size chart
- Text fields where you can enter specific product details

## Images

In the Product Definition area in the lower left portion of the Summary tab window, you and your trading partners can upload and view up to eight different digital images that are associated with the currently listed product. An asterisk \* on a numbered tab indicates that there is an image on that pane. Each pane can display only one image at a time. You can also upload new images from your local database.

## Single Image Pane

- Click  to display each image individually on a drawing board.
- Click  to enlarge each image individually.

## Drawing Board

On the drawing board, you can:

- Display the image.
- Explain the alterations in up to seven text areas.
- Draw arrows from notes to reference points on the image to mark the locations where your alterations should occur.

### Colors

Use this area of the Summary tab to select and edit colors for your product.

### Documents

Use this area of the Summary tab to attach supporting documents for your product.

### Size Chart

The drop-down list displays size charts that your Company Administrator selected. You select a size chart for your product from the drop-down list.

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**Note:** See Reference Data to view the color and size ranges that your Company Administrator defined.

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### Reference Data tab

Use the Reference Data tab to add presentations, documents, or to view:

- The color ranges that the Company Administrator and Local Palette Administrator have created.
- The size charts that the Company Administrator has created.
- Presentations and documents that are associated with a specific department and season.

## Product Maintenance

On the User Console, select a Customer, Department, and Season. Then click **Products**. The window that opens has two tabs, Products and Reference Data. When you add or edit products, the Products tab opens. To view the reference data, select the Reference Data tab.

The Products tab opens first. It lists all existing styles for the customer/department/season combination that is entered on the User Console.

You can start the following processes on this tab:

- Create a new product
- Edit a product
- Edit a product directly from the Products list screen tab

You can complete the following tasks from the Products list screen tab:

- Configure the order and selection of fields displayed in the list screen
- Filter the products displayed in the list screen on various attributes
- Download product list screen details to a local directory

You can also work with a selected product to:

- Display details about a product being developed
- Create a new product
- Edit details about a product being developed
- Delete the product from the database
- Assign an agent or supplier to an existing product
- Copy an existing product and assign it to a different agent or supplier
- Retrieve a product from a previous season
- Print the product list screen or a selected group of products
- View the revision record of all changes made to the design
- View or update a corresponding project or track within Oracle Retail WebTrack

You can also use the **Global** and **Local** buttons in the upper right corner of the window to send instant messages.

## View Products from the Products Tab

1. On the User Console, select items from each of these drop-down lists:

- Customer -- The name of the business that owns the product. Usually, the owner is a retailer. If you want to access products within your enterprise, select [This enterprise] to view all of your products. The drop-down list also displays the names of the trading partners in your supply chain. You can select one of those names to view a trading partner's products.

---

**Note:** There are two ways to automatically set the Customer to your own enterprise when logging into Oracle Retail Design. If you are not required to work with other external enterprises, the Account Manager setting for your user ID should be disabled by your administrator. This will assume that you always work within your own enterprise.

Alternatively, if all users would like their own enterprise to appear, the exchange administrator can configure an enterprise setting called localdesignonly that always sets default as the local enterprise within the User Console, regardless of account manager setting.

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- Department -- To work with a product, it must be assigned to a department, and you must be a member of that department. Select the department from the drop down that corresponds to your products.
- Season -- Enter the Season for which your products are being developed.

2. Click **Products**. The Products tab opens.

#### Products tab

3. From the View drop-down list, select the view you want to use. From more information about views, see Change the View of the Products tab.

## Create a New Product

1. On the User Console, select the Customer, Department and Season for the product and click **Products**.
2. Click **New** on the Products tab. The Select Partner window opens.

#### Select Partner window



3. If you have identified a trading partner, you can complete the fields in this window. If you have not identified a trading partner, you do not need to complete the fields in this window.
4. Click **OK**.
5. In the Customer information section of the window, complete the Product ID and Short Name fields.
6. Complete additional fields as necessary.
7. When you have entered all of the desired information, click **Save**.

## Use Quick Add to Create New Products Within Your Enterprise

If your administrator has given your User ID permission to use the Quick Add function, you can add multiple products at one time, specifying Design ID and Short Name. (Optionally, you may be able to enter other information such as Buyer.) Later, you can edit the products to provide additional information.

---

**Note:** To access the Quick Add button within the User Console, you must also have permission to edit the required fields of a product, including the Design ID and the Short Name. If you do not have edit permissions to these fields, the Quick Add button will not display.

---

1. On the User Console, select the Customer, Department and Season for the product and click **Products**.
2. On the Products tab, click **Quick Add**. The Add Products window opens.

**Add Style Files**

Enter details and click OK to create new Style Files

Style File Details

Design ID:

Short Name:

Buyer:

Add Delete

Design ID	Short Name	Buyer
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OK Cancel

**Add Products window**

3. Complete the fields in the product Details section. Design ID and Short Name are required.
4. Click **Add**. The information you entered is listed in the bottom portion of the window.
5. Repeat steps 2 and 3 for each additional product you want to create.
6. If you want to remove a product from the list in the bottom portion of the window, click in the row with the product information, then click **Delete**. The style list is removed from the list.
7. To add the products listed in the bottom portion of the window, click **OK**. You are returned to the Products tab, where the products you added are now listed.

## Use Quick Add To Create New Products Within Another Enterprise

If you are accessing another enterprise's products, and that enterprise's administrator has given your trading partner type permission to use the Quick Add function, you can add multiple products at one time, specifying Design ID and Short Name. (Optionally, you may be able to enter other information such as Buyer.) Later, you can edit the products to provide additional information.

**Note:** To access the Quick Add button within the User Console, you must also have permission to edit the required fields of a product, including the Design ID and the Short Name. If you do not have edit permissions to these fields, the Quick Add button will not display.

1. On the User Console, select the Customer, Department and Season for the product and click **Products**.
2. On the Products tab, click **Quick Add**. The Add Products window opens.

**Add Style Files**

Enter details and click OK to create new Style Files

Style File Details

Design ID:

Short Name:

Buyer:

Add Delete

Design ID	Short Name	Buyer
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OK Cancel

Add Products window

3. Select the appropriate radio button identifying Your role to the enterprise. This selection will drive how your enterprise name and user name are assigned to the new products. If you identify Your role to be Act as Supplier, your enterprise and user name will appear as the Supplier and Supplier Account Manager on the new product.
4. Complete the fields in the Product Details section. Design ID and Short Name are required. If you would like to create the product with both trading partners identified, you must select the Partner and Contact. The selection in these fields will be populated as the opposite trading partner as the one you have selected as Your role. Therefore, if you have identified Your role to be Act as Supplier, the Partner and Contact selected here will appear as the Agent and Agent Contact.

**Note:** Once you select the Partner, you will need to identify the Contact before you will be allowed to Add the information in the bottom portion of the window.

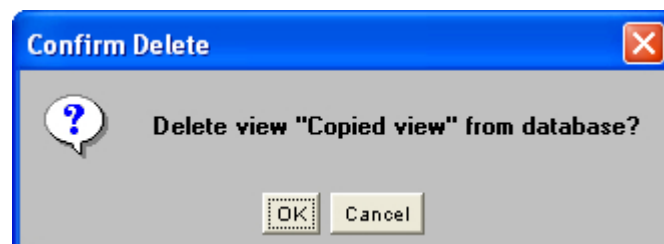
5. Click **Add**. The information you entered is listed in the bottom portion of the window.
6. Repeat steps 2 and 3 for each additional product you want to create.
7. If you want to remove a product from the list in the bottom portion of the window, click in the row with the product information, then click **Delete**. The product list is removed from the list.
8. To add the products listed in the bottom portion of the window, click **OK**. You are returned to the Products tab, where the products you added are now listed.

## Delete One or More Products

You can delete one or more products from Products list window. You can also delete a single file from its Details window.

To delete one or more product products from the Products list window:

1. On the User Console, select the Customer, Department and Season for the product and click **Products**.
2. Click on the first product in the list that you want to delete.
  - To select multiple products listed sequentially, hold down the Shift key and scroll to the last products you want to include and click it.
  - To select multiple products that are not sequentially listed, hold down the Ctrl key and click all products on the list that you want to delete.
3. When you have selected all the products you want to delete, click **Delete**. The Confirm Delete window appears.



Confirm Delete window

---

**Note:** Access to the Delete button is controlled by the Security permissions set up by your enterprise's administrator. If you are the assigned supplier on a particular product, you will not have the ability to perform the Delete function.

---

To confirm that you want to delete the selected products, click **OK**. The selected products are removed from the database and from the Products list.

To delete one file from its Detail window:

- a. Click **Delete**. The Confirm Delete dialog box appears.

---

**Note:** Access to the Delete button is controlled by the Security permissions set up by your enterprise's administrator. If you are the assigned supplier on a particular product, you will not have the ability to perform the Delete function.

---

- b. To confirm that you want to delete the file, click **OK**. The product is removed from the database and from the Products list.

## Edit or Add Information to a Product

1. On the User Console, select the Customer, Department and Season for the product and click **Products**.
2. Select the product listed on the Products tab that you want to change.
3. Click **Edit**.
4. Change or add product information as necessary.
  - Enter additional comments as necessary.
5. When you have entered all of the desired information, click **Save**.

## Edit a Product Directly from the Products List Screen Tab

If given the appropriate permissions within the Security administration, you can edit a certain number of fields more efficiently directly from the Products list screen tab. Only one product can be in edit mode at one time and updates are made immediately. No Save confirmation is required.

1. On the User Console, select the Customer, Department and Season for the product and click **Products**.
2. Double-click on a field column within the product that is editable from the list screen. If the selected field is a text field, the field will appear enabled with the contents highlighted. If the selected field is a drop-down list box, the drop-down list will appear and a new option can be selected. If the selected field is a date field, the Set Date pop-up window will appear. If the selected field is a status field, the Status update pop-up window will appear. If the selected field is a text area, you are required to click within the text area to start editing. You may edit the following fields from the Summary tab:

---

**Note:** Verify that the product is not highlighted before you double-click to put the product in edit mode.

---

- Buyer
  - Quality
  - Designer ( C )
  - Design ID
  - Theme
  - Bid Deadline
  - Phase
  - IA Date
  - ELC Target
  - Customer Status
  - Short Name
  - Features
  - Proposed Changes
  - Comments
  - Category
  - Dispatch Type
  - Effective Until
  - Design ID
  - Supplier Status
  - ELC Type
  - Fields represented on the Volumes, Sell Pricing, Bill of Material, Costing, ELC, Specification, Bid, and Labels may not be edited from the Summary tab.
3. Change product information in the editable fields as necessary. Only one field within the product will actually be edited at a time. As you edit the field, there is a temporary lock on the product record.

---

**Note:** Edits made to the product via the list screen are made immediately after you exit the field. There is no need to save your changes and there is no ability to undo the changes.

---

4. Use the Tab key to navigate across the columns of the list screen to the remaining editable fields. If the next field is a text field, the field will appear enabled with the contents highlighted. If the next field is a drop-down list box, the drop-down list will appear and a new option can be selected. If the next field is a date field, the Set Date pop-up window will appear. If the next field is a status field, the Status update pop-up window will appear. If the next field is a text area, the user is required to click within the text area to start editing.

---

**Note:** If you do not have the appropriate edit permissions to edit a field, the field will be skipped when you use the Tab key to navigate across the columns.

---

- Add additional comments as necessary.

## Use Mass Change to Edit Multiple Products

1. On the User Console, select the Customer, Department and Season for the product and click **Products**.
2. Click on the first product in the Products list that you want to change.
  - To select multiple products listed sequentially, hold down the Shift key and scroll to the last product you want to include and click it.
  - To select multiple products that are not sequentially listed, hold down the Ctrl key and click all products on the list that you want to delete.
3. When you have selected all the products you want to edit, click **Mass Change**. The Summary tab appears.

### Products tab - Summary sub tab

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**Note:** Access to the Mass Change button is controlled by the Security permissions set up by your enterprise's administrator. If the Mass Change button does not appear, you will need to contact your administrator. If you are a trading partner accessing another enterprises' data, you will need to contact that enterprise's administrator.

---

4. Make appropriate changes to any editable field on the Summary tab or any other tab. Changes you make will be applied to all of the products you selected in step 1.

---

**Note:** Some fields may not be editable if the products you selected have different types.

---

5. When you have completed your changes, click **Save** from any tab. The Confirm Save dialog box appears.
  - Add additional comments as necessary.

---

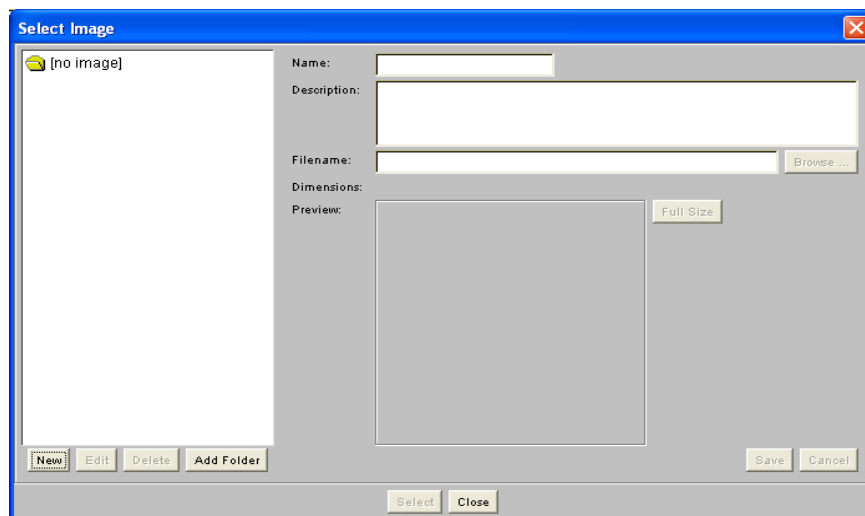
**Note:** If you add comments when multiple products are selected, the your comments will be added to each file.

---

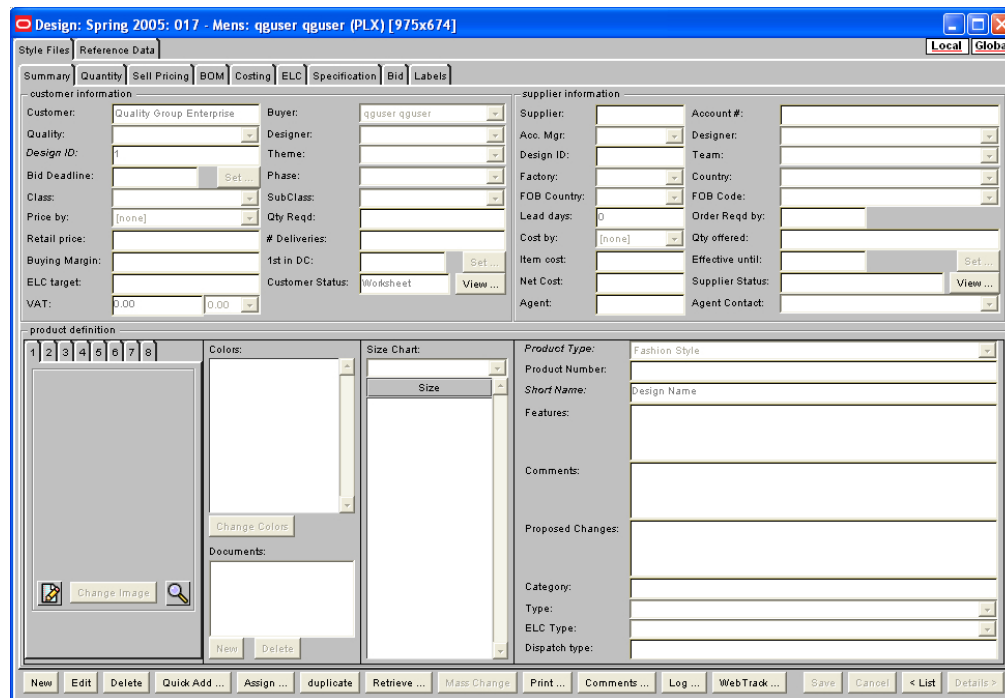
6. To confirm that you want to save the changes to the selected products, click **OK**. The changes are applied to the selected products, and you are returned to the Products tab.

## Add Images

1. On the User Console, select the Customer, Department and Season for the product and click **Products**.
2. To add images from the database, click **Change Image** in the image pane area of the Summary tab. The Select Image window opens. Listed here are names of the images and folders, which contain images, in your database to which you have access.



Select Image window



Products tab - Summary sub tab



- The Private folder contains images that may be viewed only by authorized users of your enterprise.
- The Shared folder contains images that can be viewed by authorized users from all enterprises that can access this department/season.
- The Partner-Specific folder contains images that may be viewed only by authorized users from your enterprise and a specified trading partner.
- Any combination of folders may exist within a specific department/season image repository. These folders may have Private, Shared, or Partner-specific ownership.

---

**Note:** To upload an image that is not currently stored on your database, see the Upload new images procedure.

---

3. Navigate to the image you want, then select its name from the list. The image opens in the Preview area. The Name, Description and Dimensions of the image are also displayed.
  - To change Name, Description, or the image, click Edit. The Name and Description field are now editable, and the Browse button is available. You can type over information in the Name or Description fields. To change the image, you can click Browse and navigate to the file in your local system. Click Save to save any changes you make.

---

**Note:** If a new image is assigned to an existing image name and that image name is selected within a product, the image will be updated within the product. All annotations that have been previously made will remain within the product.

---

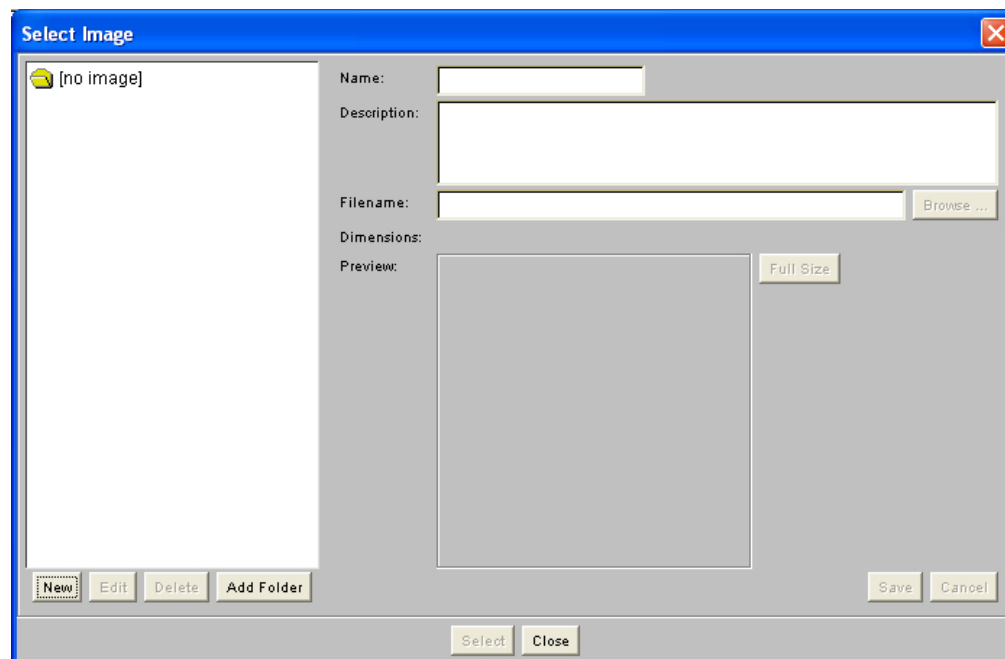
4. Click Select to add the image to the product. The first image is added to the first image tab within the Summary tab.

To add another image, select the next numbered tab within the Summary tab, then repeat this procedure.

## Move Images

Images can be moved via a drag and drop concept between folders. The images can only be moved from a more restrictive to an equally or less restrictive folder type. In addition, the user must have the appropriate edit permissions within the origin and destination folder to successfully move the image.

1. On the User Console, select the Customer, Department and Season for the product and click **Products**.
2. In the Image pane of the Summary tab, click **Change Image**. The Select Image window opens.



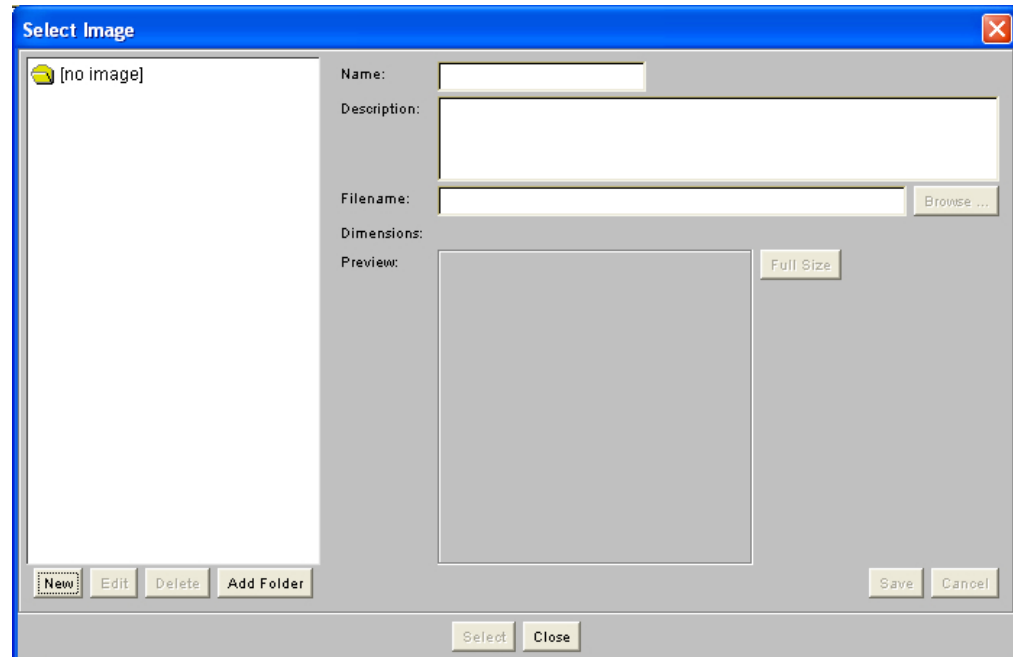
**Select Image window**

3. Select the image that you would like to move.
4. Keeping the image selected, drag the image from the existing folder structure until the image's new location is highlighted when you move the mouse over it.
5. Drop the image into the new folder by releasing the mouse button. You will notice the image is removed from the previous folder and moved to the new folder location.

## Upload New Images

**Note:** The image database is defined by department/season. If you want the same images or folders to exist in a different department/season, you must upload the same information into the new department/season.

1. In the image pane area of the Summary tab, select a numbered tab, then click **Change Image**. The Select Image window opens. You can add images to existing folders, or you can create a new folder before adding the new image.



Select Image window

2. To create a new folder, select the level where the folder should be added, then click Add Folder. The New Folder window opens.
  - a. Enter the name of the folder.
  - b. From the Ownership drop-down list, assign the ownership (that is, the type of access) for the images in the folder.
    - Private - The folder contains images that may be viewed, edited or deleted only by authorized users of your enterprise.
    - Shared - The folder contains images that may be viewed, edited or deleted only by authorized users of all enterprise that have access to this department/season.
    - Partner-specific -- The folder contains images that may be viewed, edited or deleted only by authorized users of your enterprise and the specified trading partner. Only one trading partner can be specified to a specific image folder. All partner-specific folders are displayed in a bold, italics font.
  - c. Click **OK**. The folder is added to the database.

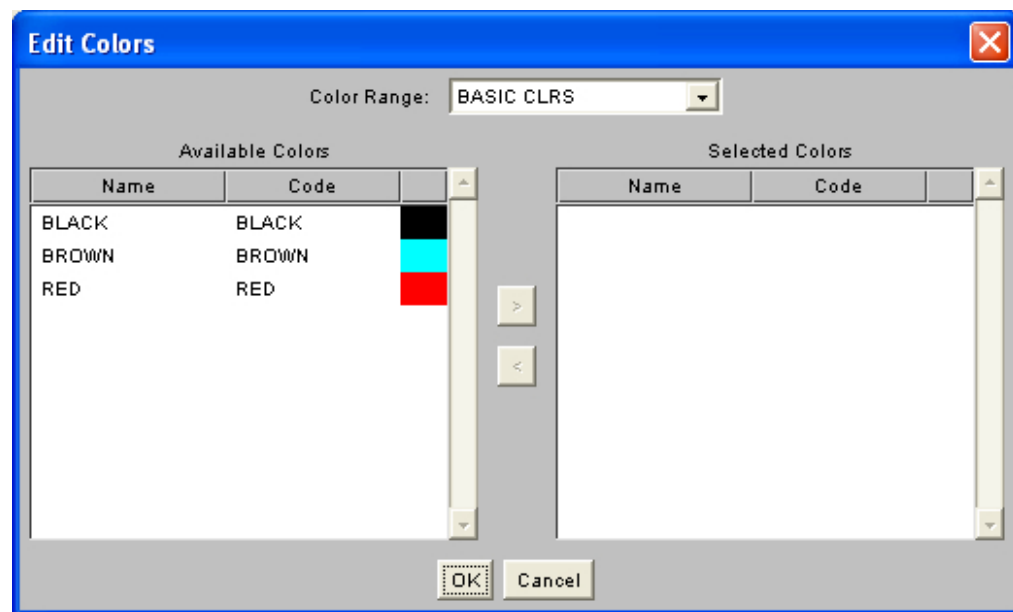
3. To upload an image into an existing folder, select the folder that will contain the image, then click **New**. The Choose Image dialog box opens.
4. Navigate to the location of the \*.gif or \*.jpg image file, select it, and click **Open**. The image opens in the Preview area of the Select Image window.
5. Enter a Name and, optionally, Description in the respective fields.
6. Click **Save** to save the image in the folder.
7. To delete an image from the database, select it, then click **Delete**. To confirm the delete, click **OK**.
8. To delete a folder from the database, first delete all images in the folder, then select the folder, click **Delete**. To confirm the delete, click **OK**.
9. To return to the Summary tab, click **Close**, to return without added the image to the product or **Select**, to add the image to the product.

## Select or Edit Colors

When you create a new product, the Colors area of the Summary tab is empty and the Change Colors button is enabled.

When you edit a product, the selected colors are displayed in the Colors area of the Summary tab. The Change Colors button is enabled.

1. On the User Console, select the Customer, Department and Season for the product and click **Products**.
2. In the Colors Pane of the Summary tab, click **Change Colors**. The Edit Colors window opens.



Edit Colours window

3. Select the Color Range from the drop-down list. All of the colors in the selected range are displayed in the Available Colors list.
4. In the Available Colors column, select one or more colors.

---

**Note:** To select multiple items on the list, click the first item to highlight it. Then, hold down the **Ctrl** key and click all items on the drop-down list that you want to include.

---


5. Click > to add the selected color to the Selected Colors column.
6. To remove colors from the Selected Colors column, highlight the colors you want to remove. Then click <. The colors are moved to the Available Colors column.
7. Click **OK** to save. The colors that you selected will display on the Summary tab.

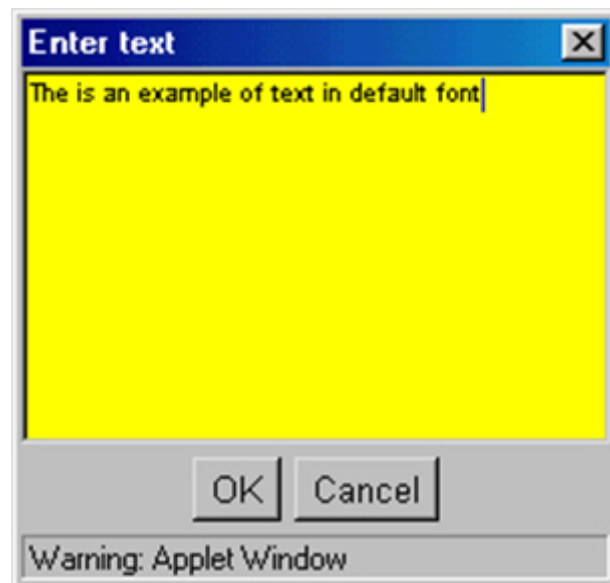
## Use the Drawing Board to Add Information to An Image

---

**Note:** Make sure there is an image on the image pane of the Summary tab. The drawing board cannot open without an image on the image pane.

---

1. On the User Console, select the Customer, Department and Season for the product and click **Products**.
2. In the image pane area of the Summary tab, click . The image is enlarged and displayed at the center of the drawing board.
3. To add text to the drawing, right-click in the image and select **Add text note**. The Enter text window opens.




Enter text window

4. Type the text you want to add to this text box, then click **OK**.

---

**Note:** The text box will re-size to accommodate the amount of text entered. To change the size of the text box, click on the text note frame and drag to the necessary size.

---

5. Drag and drop the text box to the position you want it to appear.
6. To draw a line from the text box to a specific place on the image, click within the image and drag the line to the text box.
7. To change or delete the text box, right-click within the text box. A Quick Menu opens with the following options, which let you alter the text box:
  - Edit - Change the text.
  - Send to Back - Places the selected text box behind any other overlapping text box.
  - Remove - Permanently deletes the selected text box.
  - Clear Pointer - Removes any lines that were drawn.
  - Text Font - Controls the text font, size, and style used in the selected text box.
  - Text Color - Allows you to choose the color of the text.
  - Background Color - Allows you to choose the background color of the selected text box.
8. Type general information about the image in the white box at the bottom of the window.
9. To print the Drawing board and collection of notes, right-click on the image and select **Print** from the Quick Menu.
10. Enter as many text notes as you would like on the Drawing board. When you have completed all the notes, click  to return to the Summary tab.

## Select or Change the Size Chart

---

**Note:** To view the color and size ranges that your Company Administrator defined, see View Reference Data. When you create a new product, the Size Chart area of the Summary tab is empty and the drop-down list arrow is enabled.

---

When you edit a product, the Size Chart area of the Summary tab may have an entry and the drop-down list arrow is enabled.

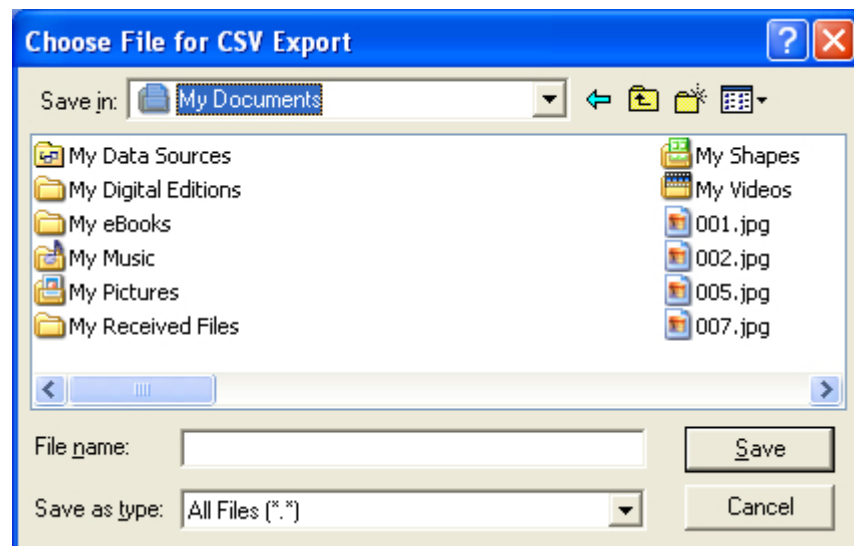
1. On the User Console, select the Customer, Department and Season for the product and click **Products**.
2. In the Size Chart area of the Summary tab, click the drop-down list arrow to view the size charts that your Company Administrator selected.
3. Select a size chart for your product. If you have the responsibility to set up prices and quantities for your product, you will need to enter information on the Volumes and Sell Pricing tabs.

## Download List Screen Detail

This feature gives you the ability to download list screen details that includes various data elements.

**Note:** The Export List function exports the data that appears on the Product List window to a .csv file. The function will only export the data that is visible on the Product List window. If data is hidden or filtered to not appear, this will not be visible in the .csv file.

1. On the User Console, select the Customer, Department and Season for the product and click **Products**.
2. On the Product List window, click **Export List**. The Export Browse window opens.



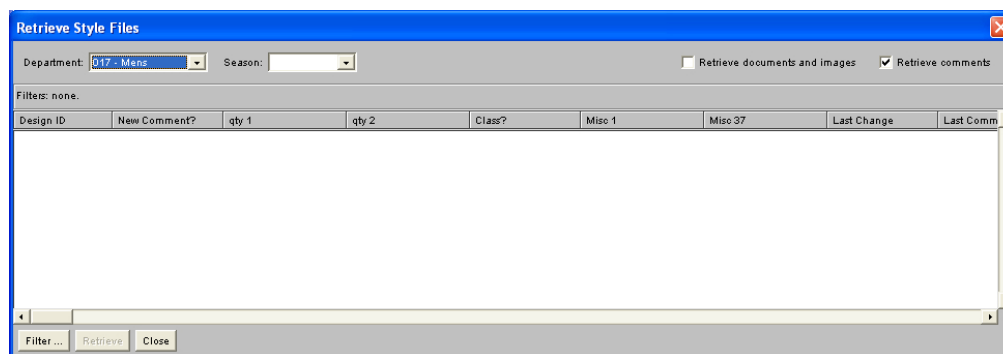
### Export Browse window

3. Select a directory where the file will be stored.
4. Name the file that you are generating.
5. Click **Save**.

## Retrieve Products from a Previous Season

You can retrieve products previously created in the Design database and select them to copy into a new department and/or season. Once the product has been retrieved into your current department, you can edit the product details as necessary.

1. On the User Console, select the Customer, Department and Season for the product and click **Products**.
2. From the Products tab, click **Retrieve**. The Retrieve Products window opens.



**Retrieve Products window**

3. From the Department drop-down list, select the department from which you want to retrieve a product.

---

**Note:** Consistent with the Oracle Retail Design security, only departments that the user has permission to access will appear within the department selection of the Retrieve dialog.

---

4. From the Season drop-down list, select the season from which you want to retrieve a product. A list of the available products from that department/season combination opens.

---

**Note:** You cannot retrieve products from the current department/season combination. Either department or season must not be current.

---

5. Click the Retrieve Documents and Images check box to retrieve any attachments associated with the products you select in the next step.

---

**Note:** If this check box is selected, both documents and images will be retrieved with the product. There is no way to retrieve only documents or images. When retrieved, images are saved in the new departments image repository. Any attachments retrieved for a new department will be saved to the highest level of the Image repository and will not be assigned within the folder structure. If an image is associated with multiple selected products, only one occurrence of the image is retrieved. Images with the same name as an existing file within the same Image repository will be saved with a unique name (for example, shirt[2].gif versus shirt.gif).

---



6. If focusing on a specific set of products, filter the list using the **Filter** button as described in the topic Design View.
7. Click anywhere in the row that contains a product you want to add to your file. To add consecutive files, hold the Shift key while you click in first and last row. To add multiple non-consecutive files, hold the Ctrl key while you click in each row.
8. Click **Retrieve** to add the selected products to your file. If you are selecting multiple files to be retrieved, you will get a confirmation pop-up message. If you agree to mass retrieve the products, you are returned to the Summary tab, which now lists the product files you added.

## Change the Vendor for a Style

1. On the User Console, select the Customer, Department and Season for the product and click **Products**.
2. From the List view or Details view, click **Assign**.
3. In the Vendor field, select the new vendor for the style. Associated account manager and account number information appears.

---

**Note:** Supplier fields, comments, documents, images, and bid information relevant to the old supplier are cleared.

---

4. Click **OK** to save any changes and close the window.

## Manage Document Attachments

Design supports the attachment of images and documents within the product. These files may be sketches, images, technical specification details from an external system, or other supporting documentation for that specific style. These files are stored on the retail.com server and can be uploaded or attached within Design one of two ways:

1. Manually add images and documents within the product of Design.
2. Automatically feed images and documents from an external system to Oracle Retail Integrator to populate Design.

As noted above, Design works with Oracle Retail's Integrator product to upload supporting product information from other applications and automatically populate Design. The following file formats are accepted:

- .pdf for the technical specification document information.
- .jpg for image files.
- .xml for identifying information such as style, department, season and contact email address.

These files are bundled together in a .zip file so that they can be identified as a group. When the files are uploaded by Oracle Retail's Integrator program, they are automatically linked to every copy of the specified style. The attributes in the .xml file identify which department, season, and style to which the document and image need to be linked.

The .jpg images are attached to the first available image in the product Summary tab the first time it is loaded. They are replaced based on the name when modified .jpg images are processed through Integrator.

The .pdf file documents are attached to the Documents area of the product's Summary tab and also replaced based on name. (An indicator field on the Product List identifies if any .pdf documents exist.) You can view the uploaded technical spec .pdf file or any other related documents attached to the product.

The remainder of this topic provides procedures for attaching documents manually to the product using functions available on Design's product Summary tab.

## Add a Document to a Product

1. From the Product list window, select the product to which you want to attach a document and click **Details >**. The product you selected opens with the Summary tab visible.

The screenshot shows the Oracle Retail Design 12.0 interface. The title bar reads "Design: Spring 2005: 017 - Mens: qguser qguser (PLX) [975x674]". The window has a menu bar with "Style Files" and "Reference Data". Below the menu bar is a tabbed interface with "Summary", "Quantity", "Sell Pricing", "BOM", "Costing", "ELC", "Specification", "Bid", and "Labels". The "Summary" tab is active, showing "customer information" and "supplier information" sections. The "customer information" section includes fields for Customer, Quality, Design ID, Bid Deadline, Class, Price by, Retail price, Buying Margin, ELC target, and VAT. The "supplier information" section includes fields for Supplier, Acc. Mgr., Design ID, Factory, FOB Country, Lead days, Cost by, Item cost, Net Cost, Agent, and Agent Contact. The "product definition" section includes a "Colors" area with a "Change Colors" button, a "Size Chart" area with a "Size" dropdown, and a "Documents" area with a "New" button highlighted. The "Documents" area also has a "Delete" button and a "Change Image" button. The bottom of the window has a toolbar with buttons: New, Edit, Delete, Quick Add..., Assign..., duplicate, Retrieve..., Mass Change, Print..., Comments..., Log..., WebTrack..., Save, Cancel, < List, and Details >.

### Products tab - Summary sub tab

2. Click **Edit**. The New button in the Documents area is activated while the product is in Edit mode.
3. In the Documents area of the Summary tab, click **New**. The Choose Document Files window opens.
4. Navigate to the document file you want to attach to the product and click **Open** to select it. The Summary tab opens with your file added to the Documents list.
5. Click **Save** to upload the document file and add it to the product. The document file is uploaded and attached to the product. The document file name is underlined, indicating that it can be viewed in a separate browser when you click on it. When a style is copied, its attached documents are also copied.

## View An Attached Document

1. From the Product list window, select a product that contains attached documents and click **Details >**. A check in the Docs? field of the Styles Files list indicates products that include attached documents. The product you selected is displayed with the Summary tab visible.
2. In the Documents area of the Summary tab, click the name of the file you want to view.  
The document opens in a separate browser window.

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Style Files Reference Data Local Global

Summary Quantity Sell Pricing BOM Costing ELC Specification Bid Labels

customer information

Customer: Quality Group Enterprise Buyer: qguser qguser Supplier: Account #:  
 Quality: Designer: Acc. Mgr: Designer:  
 Design ID: Theme: Design ID: Team:  
 Bid Deadline: Phase: Factory: Country:  
 Class: SubClass: FOB Country: FOB Code:  
 Price by: [none] Qty Req'd: Lead days: Order Req'd by:  
 Retail price: # Deliveries: Cost by: [none] Qty offered:  
 Buying Margin: 1st in DC: Item cost: Effective until: Set  
 ELC target: Customer Status: Worksheet View  
 VAT: 0.00 0.00 Net Cost: Supplier Status: View  
 Agent: Agent Contact:

product definition

1 2 3 4 5 6 7 8 Colors: Size Chart: Product Type: Fashion Style  
 Product Number:  
 Short Name: Design Name  
 Features:  
 Comments:  
 Proposed Changes:  
 Category:  
 Type:  
 ELC Type:  
 Dispatch type:

Change Image

New Delete

New Edit Delete Quick Add ... Assign ... duplicate Retrieve ... Mass Change Print ... Comments ... Log ... WebTrack ... Save Cancel < List Details >

### Products tab - Summary sub tab

3. Close the browser window when you finish viewing the document.

## Delete a Document from a Product

1. From the Product list window, select the product to which you want to attach a document and click **Details >**. The product you selected opens with the Summary tab visible.

### Products tab - Summary sub tab

2. Click **Edit**.
3. Select the document you want to delete by clicking to the right of the document name. A checkmark will appear to the right of the document indicating it has been flagged for deletion. The Delete button in the Documents area is activated when a document is selected for deletion.
4. Click **Delete** to delete the file. The document file is removed from the Documents display in the product.
5. Click **Save** to delete the file from the product.

**Note:** If you Delete the document without clicking **Save**, the document is not deleted and will remain on the product.

## Create Spec Sheet

Specification sheets are included in the product. They can be attached to a product in order for customers and suppliers to collaborate about the information needed to produce the item.

To enter specification data, select the Specification tab from any window in the product to open the Specification windows. Use the tabs and fields within these tabs to enter specifications to be shared with your Trading Partner regarding the item in the product.

---

**Note:** A Type must be selected on the Products (Summary) window in order to have access to this window. A different Specifications template will appear based on the product Type's Specification Code. product Types are set up in the Administration Console.

---

## Add a Specification to a Product

1. On the User Console, select the Customer, Department and Season for the product and click **Products**.
2. Select the product from the list on the Products tab and click **Edit**, or click **New** to create a new product. For more information on adding and editing products, see *Create a new product*.
3. On the Summary tab, select a product type from the Type drop-down list. The Specification that will be used in the product is dependant on the product type that you select.

**Products tab - Summary sub tab**

---

**Note:** Types are created by your Company Administrator.

---

4. Select the Specification tab. Initially you will see the message: *Creating Specification Sheet*

The Specification tab opens with information that varies depending on the configuration. For example, four additional tabs can be displayed at the top of the screen (Construction Details, Graded Measurements, How To Measure, and Fit Comments).

#### Products tab - Specification sub tab

5. Enter information for the specification using all of the tabs at the top of the window, if necessary.
6. When all of the information has been entered, click **Save**.

## Edit a Specification on a Product

1. On the User Console, select the Customer, Department and Season for the product and click **Products**.
2. Select the product from the list on the Products tab and click **Edit**. For more information on adding and editing products, see *Create a new product*.
3. If you need to change the specification file, select the new Product Type from the Type drop-down-list on the Summary tab.

4. Select the Specification tab. Initially you will see the following message: *Creating Specification Sheet*

The Specification tab opens.

#### Products tab - Specification sub tab

5. Make the necessary changes to the specification, using all of the tabs at the top of the window, if necessary.
6. When all of the information has been entered, click **Save** to save.

### Delete a Specification from a Product

1. On the User Console, select the Customer, Department and Season for the product and click **Products**.
2. Select the product from the list on the Products tab and click **Edit**. For more information on adding and editing products, see *Create a new product*.
3. On the Summary tab, select the blank option for product type from the Type drop-down list. The Confirm Change dialog box will appear with the following message: *Updating type will invalidate Specification contents*.



#### Products tab - Summary sub tab

4. To confirm the delete, click **OK**. To abort the delete, click **Cancel**.
5. If you clicked **OK** to the Confirm Change dialog box, the following message will appear now when you select the Specification tab:  
*A product type must be selected for specification data to be entered.*
6. Click **Save** to save your changes.

## Enter Materials and Components

Included in the product is the BOM (Bill of Materials). You can use the BOM tab to enter the materials and components that make up the product.

---

**Note:** Only the Supplier is able to edit information on this tab.

---

### Add a Bill of Materials to a Product

1. On the User Console, select the Customer, Department and Season for the product and click **Products**.
2. Select the product from the list on the Products tab and click **Edit**.
3. On the Summary tab, make a selection from the Cost by drop-down list.
4. Select the BOM tab.

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Style Files Reference Data Local Global

Summary Quantity Sell Pricing **BOM** Costing ELC Specification Bid Labels

**Material requirements**

Material  Material Supplier

**Material requirement by Size**

Size Chart

Size	Amount
26	30
28	30
30	30
32	30
34	30
36	30
38	30
40	30
28	32
30	32
32	32
34	32
36	32
38	32
40	32
28	34
30	34
32	34

**Components**

Item	Quantity

Add Item  
Delete Item

New Edit Delete Quick Add Assign duplicate Retrieve Mass Change Print Comments Log WebTrack Save Cancel < List Details >

#### Products tab - BOM sub tab

5. Position the cursor in a blue field and double-click. The field turns white, and becomes an entry field. Enter all appropriate information.
6. Click **Save** to save.

### Edit a Bill of Materials on a Product

1. On the User Console, select the Customer, Department and Season for the product and click **products**.
2. Select the product from the list on the Products tab and click **Edit**.
3. Select the BOM tab to open the bill of materials.

Design: Spring 2005: 017 - Mens: qguser qguser (PLX) [975x674]

Style Files Reference Data Local Global

Summary Quantity Sell Pricing **BOM** Costing ELC Specification Bid Labels

**Material requirements**

Material  Material Supplier

**Material requirement by Size**

Size Chart

Size	Amount
26	30
28	30
30	30
32	30
34	30
36	30
38	30
40	30
28	32
30	32
32	32
34	32
36	32
38	32
40	32
28	34
30	34
32	34

**Components**

Item	Quantity

Add Item  
Delete Item

New Edit Delete Quick Add Assign duplicate Retrieve Mass Change Print Comments Log WebTrack Save Cancel < List Details

#### Products tab - BOM sub tab

4. Position the cursor in a blue field and double-click. The field turns white, and you can change the entry.
5. Change information in any of the editable fields.
6. Click **Save** to save.

## Enter Material Costs

On the product Costing tab, the supplier enters individual material costs.

**Note:** Only the Supplier is able to edit information on this tab.

## Add Cost of Materials to a Product

1. On the User Console, select the Customer, Department and Season for the product and click **Products**.
2. Select the product from the list on the Products tab and click **Edit**, or if you are creating a new product, click **New**. For more information on adding and editing products, see *Create a new product*.
3. On the Summary tab, make a selection from the Cost by drop-down list.
4. Select the Costing tab.

Design: Spring 2005: 017 - Mens: qguser qguser (PLX) [975x674]

Style Files Reference Data Local Global

Summary Quantity Sell Pricing BOM Costing ELC Specification Bid Labels

**Material costing**

Material  Material Supplier

Material cost By Size per item

Material cost by area

Size Chart LARGE Size Chart

Size	Quantity	Amount	Cost
26	30	0	
28	30	0	
30	30	0	
32	30	0	
34	30	0	
36	30	0	
38	30	0	
40	30	0	
28	32	0	
30	32	0	
32	32	0	
34	32	0	
36	32	0	
38	32	0	
40	32	0	
28	34	0	
30	34	0	
32	34	0	

Average item cost

**Components**

Item	Quantity	Unit Cost	Cost

New Edit Delete Quick Add... Assign... duplicate Retrieve... Mass Change Print... Comments... Log ... WebTrack ... Save Cancel < List Details>

#### Products tab - Costing sub tab

**Note:** This example is based on the Cost by: Color & Size option on the Summary tab.

5. Position the cursor in a blue field and double-click. The field turns white, and becomes an entry field.
6. Enter the cost of the materials.
7. Click **Save** to save.

### Edit Cost of Materials on a Product

1. On the User Console, select the Customer, Department and Season for the product and click **Products**.
2. Select the product from the list on the Products tab and click **Edit**.
3. Select the Costing tab.

Design: Spring 2005: 017 - Mens: qguser qguser (PLX) [975x674]

Style Files Reference Data Local Global

Summary Quantity Sell Pricing BOM Costing ELC Specification Bid Labels

**Material costing**

Material  Material Supplier

Material cost By Size per item

Material cost by area

Size Chart LARGE Size Chart

Size	Quantity	Amount	Cost
26	30	0	
28	30	0	
30	30	0	
32	30	0	
34	30	0	
36	30	0	
38	30	0	
40	30	0	
28	32	0	
30	32	0	
32	32	0	
34	32	0	
36	32	0	
38	32	0	
40	32	0	
28	34	0	
30	34	0	
32	34	0	

Average item cost

**Components**

Item	Quantity	Unit Cost	Cost

New Edit Delete Quick Add... Assign... duplicate Retrieve... Mass Change Print... Comments... Log... WebTrack... Save Cancel < List Details>

#### Products tab - Costing sub tab

- Position the cursor in a blue field and double-click. The field turns white, and you can change the entry.
- Click **Save** to save.

## Select Label

The Labels tab lists labels currently assigned to a product in the product and allows you to add, delete or edit product labels.

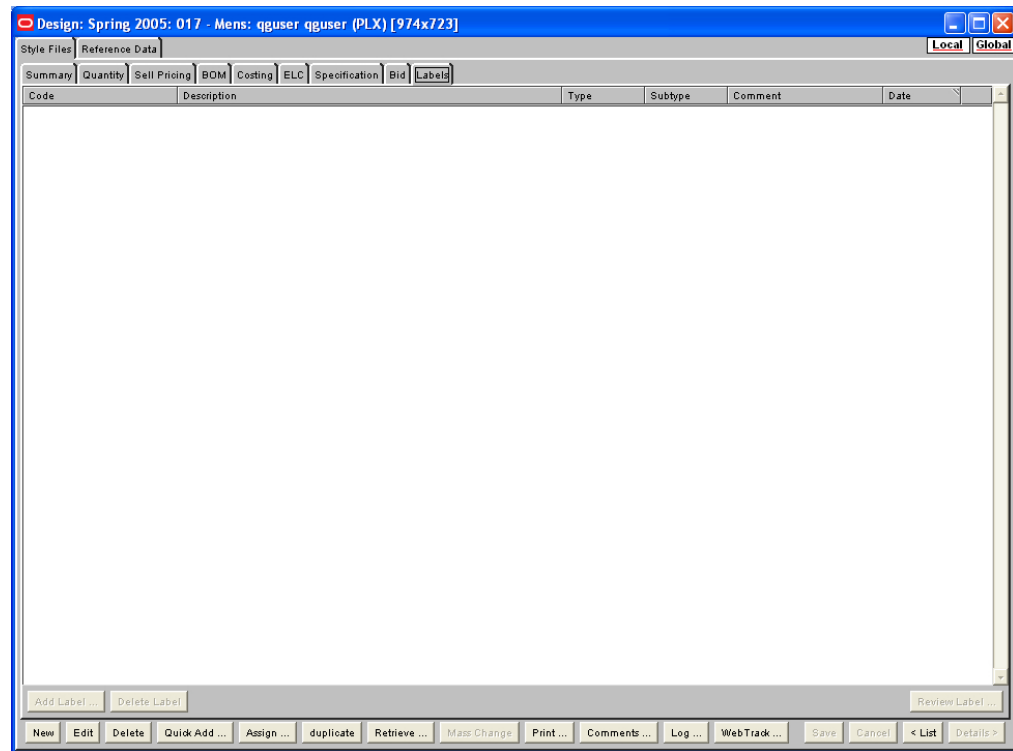
---

**Note:** The Label Administrator defines all labels On the User Console's Labels function. You may not change what the Label Administrator has defined; however, you may enter comments and select appropriate fields and values that appear on the label. The comments and field selections that you provide with the Labels tab and associated windows are stored with the product, not with the label.

---

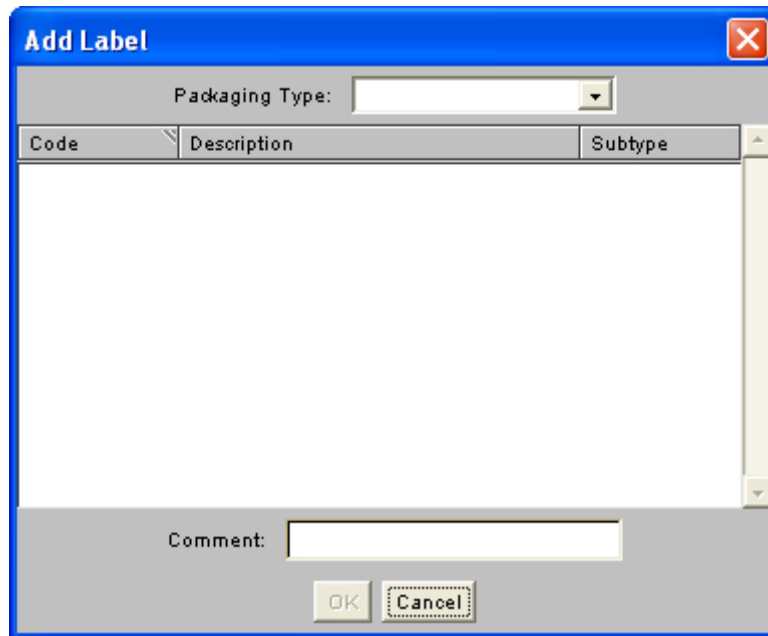
## Add a Label to the Style

1. On the User Console, select the Customer, Department and Season for the product and click **Products**.
2. Click **New** or **Edit** on the Products tab.
3. Select the Labels tab.



### Products tab - Label sub tab

4. Click **Add Label**. The Add Label window opens.



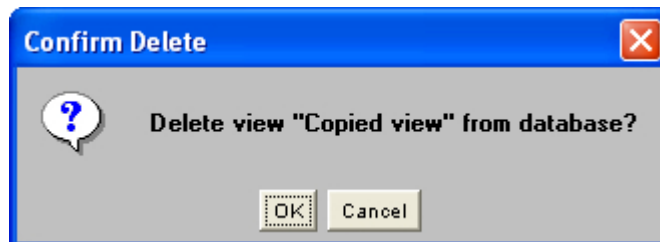
The **Add Label** dialog box features a blue title bar with a close button. Below the title bar is a "Packaging Type:" label followed by a drop-down menu. A table with three columns—Code, Description, and Subtype—occupies the central area. At the bottom, there is a "Comment:" label with a text input field, and two buttons labeled "OK" and "Cancel".

**Add Label window**

5. From the Packaging Type drop-down list, select a label type.
6. From the list of labels, click the one you want to add.
7. Click in the Comments field and type any additional information about the label.
8. Click **Cancel** to abandon this label addition.
9. Click **OK** to add the label to the product.

## Delete a Label from a Product

1. From the Labels tab, select the label you want to delete.
2. Click **Delete Label**. The Confirm Delete window opens.



The **Confirm Delete** dialog box has a blue title bar with a close button. It contains a question mark icon in a speech bubble, followed by the text "Delete view 'Copied view' from database?". At the bottom are "OK" and "Cancel" buttons.

**Confirm Delete window**

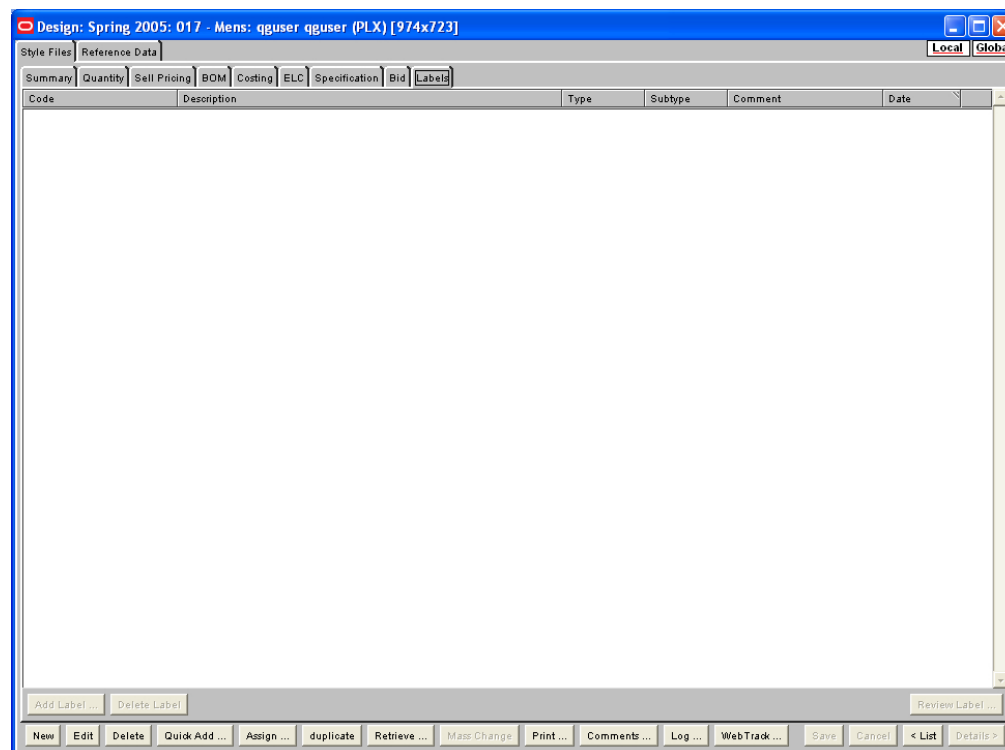
3. To stop this deletion, click **Cancel**.
4. Click **OK** to delete the selected label.

## Review and Edit the Label from a Product

The Review and Edit Label window allows you to review the label, add comments, and select the fields that will appear on the label. To indicate that the label was previously reviewed or edited, a check opens in the untitled field at the right side of the Labels tab.

**Note:** The Label Administrator determines whether a field on a label is mandatory. If a field has multiple values, you may need to select the appropriate values for the field. When you select a field, values for that field appear in the Values area to the right of Fields. To indicate that a value for a field is selected, a check opens in the untitled field on the left side of Values area and another check mark opens in the Set? field of the Field area.

1. From the Labels tab, select the label you want to review or edit.



### Products tab - Label sub tab

2. Click **Review Label**. The Review and edit label window opens.



**Review and Edit Label window**

3. Click in the Comment field to add any additional information about the label.
4. To enlarge the view of the label displayed in the Cutter Image field, click **Full Size**. The larger image opens in a separate window.
5. In the Fields area, select fields to appear on this label for this product.
6. In the Values area, select the appropriate values by clicking in the untitled column for that value.
7. To abandon your changes, click **Cancel**.
8. To accept your changes, click **OK**.

## Manage the Bidding Process

Design provides a robust electronic bidding process, allowing collaboration between retailers, sourcing agents, and suppliers. Specific bid details can be entered by the agent or supplier into the product and all bids for a specific style can be viewed together on one screen providing easy comparison. The configurable workflow within Design facilitates and provides structure throughout the bidding process.

Initial style information, including product sketches, size and color volume detail, and specification information can be captured in Design . After style information is collected, retailers can assign the parties they would like to participate in the bidding process. If the retailer works with a sourcing agent to find and select potential suppliers, they have the ability to assign the style to the appropriate agents. In addition, the retailer has the option to directly identify suppliers they would like to bid on the style. The retailer can assign the product to as many agents and/or suppliers as necessary, each time creating a new instance of the product.

Agents can access only products to which they are assigned. Upon review of the product, they have the ability to assign suppliers to bid on the specified product. Agents can assign the product to as many suppliers as necessary, again creating a new instance of the product each time.

Suppliers, and agents working on behalf of suppliers, will review the product details captured within the product and enter bid details on the Bid tab within the product.

Once bid details are finalized, suppliers can submit their bid by updating the product workflow status. Retailers can filter and configure the Product List screen to view all bids and pertinent bid details associated with a product.

Before completing the procedures in this topic, retailers must first complete these preliminary procedures:

- Create a new product
- Enter initial product details and sketches
- Enter size and color volume detail

### Copy Products

Once product details have been collected and are ready for bid, the retailer should copy the product and select the appropriate agent or supplier. The retailer can make one copy and assign it to the selected agent and/or supplier. The also has the option of making multiple copies and assigning them to multiple selected agents and/or suppliers.

The retailer is not required to select an agent or supplier during the Copy function. They have these options:

- Copy the product and select **OK**. This will make a copy without assigning an agent or supplier.
- Copy the product and select an agent.
- Copy the product and select a supplier.
- Copy the product and assign both an agent and supplier.

**Navigate:** On the User Console, click **Products**. The Products tab opens.

### Products tab

**Note:** Agents have the ability to copy products and assign them to suppliers. Agents cannot copy and assign products to other agents.

1. From the Products tab, select the product you want and click **Copy**. The Confirm Copy Product window opens.

### Confirm Copy Product window

---

**Note:** You can copy more than one product and assign them all to the same agent/supplier combination.

---

- a. To select products in a sequence, click on the first item to highlight it. Then, hold down the **Shift** key and scroll to the last item you want to include and click it. Sequential items are selected.
- b. To select multiple products that are not next to each other on the list, click the first item to highlight it. Then, hold down the **Ctrl** key and click all items on the drop-down list that you want to include.
2. Select an Initial Status for the new product. The options in the drop-down list are based on the statuses set up in your Workflow. The default value is set to that of the product you are copying.
3. If you want to clear all data entered by partners, select the **Assign new partners** radio button.

or

If you want to copy all data, select the **Keep current partners** radio button.

4. If you want to copy all documents and images, select the **Copy document and images** check box. If you do not want to copy all documents and images, ensure that there is no check in the check box.
5. Select one or more agents (optional):
  - a. From the Agent drop-down list, select the agents.
  - b. From the Agent Contact drop-down list, select the contact person.  
If an account number has been set up for this agent, it will appear in the Account # field. This field cannot be edited.
6. Select one or more suppliers (optional):  
If an account number has been set up for this supplier, it will appear in the Account # field. This field cannot be edited.
  - a. From the Supplier drop-down list, select the suppliers.
  - b. From the Account Manager drop-down list, select the supplier account manager.

---

**Note:** If you are logging in to Design as an agent, you will not have access to the Agent and Supplier fields.

---

7. Click **Add**. The copied information opens in the list view of the window.

---

**Note:** To make multiple copies of the selected products, repeat steps 2 - 7. The selected agent/supplier combinations are added to the list view of the window.

---

8. If you added an agent/supplier combination that you do not want to copy, highlight the appropriate line in the detail section, then click **Delete**. The selected file is removed.
9. If you want to exit the copy function without saving any information, click **Cancel**. The Confirm Copy product window closes and you are returned to the Products tab.

10. Click **OK** to complete the copy.

**Note:** When a new copy of the product is made and new partners are assigned, all agent and supplier details including BOM, Costing, Bid Details and Agent Comments will be blank. This will ensure that agents and suppliers can only view data that applies to products to which they are assigned. When a new copy of the product is made, Design can be configured to send automatic email notifications to the appropriate parties. Consult with your Company Administrator for more details.

## Assign Agents and Suppliers

If it is not necessary to create a copy of the product and you would like to assign an agent or supplier directly to a product, complete this procedure:

**Navigate:** On the User Console, click **Products**. The Products tab opens.

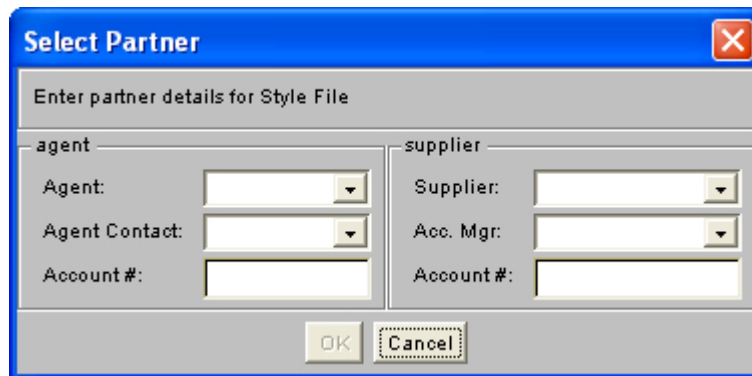
**Products tab**

---

**Note:** Agents only have the ability to assign suppliers to products. Agents cannot assign products to other agents.

---

1. From the Products tab, select the product you want and click **Assign**. The Select Partner window opens.

The image shows a software window titled "Select Partner" with a blue title bar and a red close button. Below the title bar is a grey header area with the text "Enter partner details for Style File". The main area is divided into two columns: "agent" on the left and "supplier" on the right. Each column has three input fields: "Agent:" and "Supplier:" are drop-down menus, "Agent Contact:" and "Acc. Mgr:" are also drop-down menus, and "Account #:" is a text box. At the bottom of the window are "OK" and "Cancel" buttons.

**Select Partner window**

2. Assign an agent:

---

**Note:** If you logged into Design as an agent, you will not have access to these fields.

---

- a. From Agent drop-down list, select the agent.
  - b. From the Agent Contact drop-down list, select the contact person.  
If an account number has been set up for this agent, it will appear in the Account # field. This field cannot be edited.
3. Assign a supplier:
    - a. From Partner drop-down list, select the supplier.
    - b. From the Acc. Mgr. drop-down list, select the supplier account manager.  
If an account number has been set up for this supplier, it will appear in the Account # field. This field cannot be edited.
  4. Click **OK** to complete the agent/supplier assignment.

---

**Note:** When a new agent or supplier is assigned to a product, the Bid tab and Comments field will be blank. This will ensure that agents and suppliers can only view data that applies to products to which they are assigned.  
When an agent or supplier is assigned to a product, Design can be configured to send automatic email notifications to the appropriate parties. Consult with your company's administrator for more details.

---

## Review Product Details

When agents or suppliers are assigned to a product, Design can be configured to send an automatic email message alerting them of the new product for their review.

---

**Note:** An agent or supplier may view-only customer products to which they are assigned. The retailer may view all products created within their customer enterprise.

---

1. On the User Console, select the Customer, Department, and Season from the drop-down lists.
2. Click **Products**.
3. From the Products List window, review the list of products. To change the view of the list, use the filtering and sorting functions as described in the procedures in the topic Design View.
4. To review a specific product, select the product and click **Details**. The Summary tab opens, as well as other tabs that provide product detail in the product.
5. Select the various tabs to review details entered by the customer.

## Submit a Bid

The Bid detail tab is configurable by enterprise and product type. Therefore, the bid sheet templates may appear differently for different products and will vary from organization to organization.

To submit a bid, suppliers (or agent, acting on behalf of the supplier) complete this procedure:

1. On the User Console, select the Customer, Department, and Season from the drop-down lists.
2. Click **Products**.
3. From the Products window, select the product you want and click **Edit**. The Summary tab is displayed, as well as other tabs that detail the product specification in the product.
4. Complete the known information within the supplier portion of the Summary tab. Specifically, if known at the time enter the factory and country of production that will handle the manufacturing of the product for this particular bid.
5. Select the Bid tab.

#### Products tab - Bid sub tab

**Note:** Because of the ability within the bid sheet specification language to link fields from the summary to the bid sheet, you will notice the factory and country of production (if selected in the previous step) will appear on the bid sheet pre-populated. It is possible to configure the bid sheet to support this for other fields as well.

6. Enter your detailed bid information in the appropriate fields.

**Note:** Because of the ability within the bid sheet specification language to link fields from the bid sheet to the summary screen, you will notice that some fields populated in the bid tab will appear in the summary screen and ultimately on the Product List screen for comparison purposes.

7. When you are ready to submit the bid, click **View** within the Bid tab. Notice that changes made to the Status field within the Bid Tab are also reflected on the Customer Status field within the summary screen. These fields represent the same status and are just visible and editable on more than one screen.

**Note:** If all bid details are not complete or finalized and you are not ready to submit the bid, skip this step and save changes by clicking Save. The retailer will not be notified of the submitted bid until the status is changed.



8. Click **Save** to save the changes to the product.

---

**Note:** An email notification to the appropriate retailer and agent is generated whenever a change to the status occurs.

---

## Review Bid Status

As multiple copies of a product are created and assigned to agents and eventually suppliers, the retailer has visibility to all of this information. They have the ability to filter and sort products based on various attributes including bid status.

The sourcing agent may also want visibility to manage the suppliers they have identified to bid on the product. The ability to filter and sort by status allows them to identify suppliers that have yet to submit bids.

---

**Note:** Retailers will have visibility to all instances of a product and know every agent and supplier that has been assigned. Agents will have visibility to the products assigned to them and know every supplier that they have assigned. Suppliers will only have visibility to the products that have been assigned to them.

---

To review bid status, retailers and agents should complete this procedure:

1. On the User Console, select the Customer, Department, and Season from the drop-down lists.
2. Click **Products**.
3. From the Products List window, review the list of products. To change the view of the list, use the filtering and sorting functions as described in the procedures in the topic *Design View*.
4. Find the customer Status field to see the bid status of each product.
5. To review the history of the product, including all changes to the bid status, select the product in the list and click **Log**. The Product Log window opens.
6. If appropriate, send an email notification to agents or suppliers from whom you need a bid or an update.

## Compare and Negotiate Bid Details

To compare bid details, the retailers complete this procedure:

1. On the User Console, select the Customer, Department, and Season from the drop-down lists.
2. Click **Products**.
3. From the Products List window, view the list of products. To change the view of the list, configure the bid details available in the list window using the **Configure** button as described in the topic *Design View*.

---

**Note:** Values entered within the bid tab can be linked to miscellaneous fields that will appear in the user-configurable list screen. Therefore, many of the bid details should be available for comparison on the list screen and it will not be necessary for the retailer to drill down into each instance of the product.

---

4. If focusing on a specific product, filter on Design ID using the **Filter** button as described in the topic *Design View*. Examine the information in the list window and make comparisons.
5. If you would like to negotiate with a specific agent and/or supplier and would like them to submit another bid, drill down into the details of a specific product instance by selecting the product on the list window and click **Edit**.
6. Click **View** next to the Customer Status field and enter the appropriate status from the New Status drop-down list. To provide additional detail, enter New Status Comments in the appropriate text box.
7. Click **OK**.
8. Click **Save** to save the status changes that were made to the product.

---

**Note:** An email notification to the appropriate agents and suppliers is generated whenever a change to the status occurs. In addition, the status change is noted in the product log.

---

### Submit Bid Changes

To change a bid, suppliers (or agent, acting for the supplier) complete this procedure:

1. On the User Console, select the Customer, Department, and Season from the drop-down lists.
2. Click **Products**.
3. From the Products window, select the product you want and click **Edit**. The Summary tab is displayed, as well as other tabs that detail the product specification in the product.
4. Select the Bid tab.

#### Products tab - Bid sub tab

5. Change the bid information in the appropriate fields. When you are ready to submit the changed bid, select the **View** button next to the Bid Status field and enter the appropriate status from the New Status drop-down list. To provide additional detail, enter New Status Comments in the appropriate text box. Click **OK**.
6. Click **Save** to save changes to the product.

---

**Note:** An email notification to the appropriate agents and suppliers is generated whenever a change to the status occurs. In addition, the status change is noted in the product log.

---

## Reject a Bid

To reject a bid and notify the supplier, retailers complete this procedure:

1. On the User Console, select the Customer, Department, and Season from the drop-down lists.
2. Click **Products**.
3. From the Products window, select the product you want and click **Edit**. The Summary tab is displayed, as well as other tabs that detail the product specification in the product.
4. Select the Bid tab.

---

**Note:** The retailer can make status changes from the Summary or Bid tab within the product.

---

5. Change the bid information in the appropriate fields. When you are ready to submit the changed bid, select the **View** button next to the Bid Status field and enter the appropriate status from the New Status drop-down list. To provide additional detail, enter New Status Comments in the appropriate text box. Click **OK**.
6. Click **Save** to save the changes to the product.

---

**Note:** An email notification to the appropriate agents and suppliers is generated whenever a change to the status occurs. In addition, the status change is noted in the product log.

---

## Accept a Bid

To accept a bid and notify the supplier, retailers complete this procedure:

1. On the User Console, select the Customer, Department, and Season from the drop-down lists.
2. Click **Products**.
3. From the Products window, select the product you want and click **Edit**. The Summary tab is displayed, as well as other tabs that detail the product information in the product.
4. Select the Bid tab.

---

**Note:** The retailer can make status changes from the Summary or Bid tab within the product.

---

5. Select the **View** button next to the Bid Status field and enter the appropriate status from the New Status drop-down list. To provide additional detail, enter New Status Comments in the appropriate text box. Click **OK**.
6. Click **Save** to save the changes to the product.

---

**Note:** An email notification to the appropriate agents and suppliers is generated whenever a change to the status occurs. In addition, the status change is noted in the product log.

---

## Enter Estimated Landed Cost Information

Included in the product is the ELC tab. The retailer (customer) enters information pertaining to the estimated landed cost calculation on this tab.

---

**Note:** Only the Customer is able to edit information on this tab.

---

## Add Estimated Landed Cost Information to a Product

1. On the User Console, select the Customer, Department and Season for the product and click **Products**.
2. Select the product from the list on the Products tab and click **Edit**.
3. Select the ELC Type on the Summary tab.

#### Products tab - Summary sub tab

4. Select the ELC tab.

#### Products tab - ELC sub tab

5. Enter information in the appropriate editable fields.
6. Click **Save** to save.

## Edit Estimated Landed Cost Information on a Product

1. On the User Console, select the Customer, Department and Season for the product and click **Products**.
2. Select the product from the list on the Products tab and click **Edit**.
3. Select the ELC Type on the Summary tab.

### Products tab - Summary sub tab

4. Select the ELC tab  
Information will default or link into the ELC tab as defined by the configurable ELC sheet. Specifically, cost fields may link in from the bid tab for display in the ELC sheet. Other lookups and data population will automatically occur based on the ELC sheet configuration and the corresponding parameters and values set up by your administrator. Resulting ELC calculations can also be linked to other configurable sheets or the Summary screen within Oracle Retail Design.

**ELC calculation**

**Quota**

Category: [ ] \$ [ ] Total \$ [ ]

Currency: [ ] Exchange rate: [ ] Total \$ [ ]

Agents commission rate %: [ ] Total \$ [ ]

**Shipping**

Only rate - % of Freight on Board: [ ] Total \$ [ ]

% total buy on freight: [ ] Total \$ [ ]

cost per unit \$: [ ] Total \$ [ ]

Tariff code: [ ] Total \$ [ ]

Importer's profit and other costs (\$): [ ] Total \$ [ ]

Royalty %: [ ] Total \$ [ ]

**Distribution and Carriage Charges**

% Based: [ ]

% Hanging: [ ]

**Based Items**

Volume per unit: [ ]

Carriage rate (\$ per volume unit): [ ]

Cost per based payment: [ ]

**Hanging Items**

Price per set: [ ]

Number of garments per set: [ ]

Cost per hanging payment: [ ]

**Settlement Terms**

Code: [ ] Settlement terms %: [ ]

**Summary**

Rem cost from supplier \$: [ ]

NET COST PRICE \$: [ ]

Buying Margin %: [ ]

Net Cost + Carriage Charge \$: [ ]

Total Cost Price \$: [ ]

#### Products tab - ELC sub tab

5. Modify information in the appropriate editable fields.
6. Click **Save** to save.

## Set Pricing and Quantities

You use two tabs to enter quantity and pricing information, the Volumes tab and the Sell Pricing tab. When you provide the estimated quantity for the initial order on the Volumes tab, the Sell Pricing tab calculates the average selling price for a product by either Size alone or Size and color

If required, the Sell Pricing tab can also calculate the average VAT rate.

### Volumes Tab

The Volumes tab must be completed before the Sell Pricing tab and requires an entry in the Price By field of the Summary tab, as well as colors and a size chart.

On the Volumes tab, enter the total quantity and allocate the total quantity into size and color groups. The Volumes tab computes the quantity of units required for each size, each color, and each color-size combination. This information enables the Sell Pricing tab to compute pricing by size, color, or a combination of size and color, depending on what is entered in the Price by field on the Summary tab.

## Sell Pricing Tab

The Sell Pricing tab displays either one table or two tables. Your selection for Price by on the Summary tab determines which tables are displayed.

When you select Size in the Price by field on the Summary tab, the By Size table is the only chart that opens on the Sell Pricing tab. The name of the selected size chart opens in the Size Chart field, and all the sizes in the chart are listed in the Size column.

When you select Color and Size in the Price by field, two tables are displayed on the tab:

- By Size
- By Color and Size (combined)

The Sell Pricing tab computes the average selling price and VAT rate % for all product units. You provide these values so that the Sell Pricing tab can compute pricing by size:

- Selling price for each size
- Value Added Tax (VAT) rate % (if required)

## Enter Quantities

You can set prices and quantities only when you add a new style or edit an existing style. Before you can display the Sell Pricing tab, perform these steps to enter quantities:

1. On the User Console, select the Customer, Department and Season for the product and click **Products**.
2. Click **New** or **Edit** on the Products tab. The Summary tab opens.
3. Select entries for colors, the Size Chart, and the Price by field on the Summary tab.
4. Select the Volumes tab.

Design: Spring 2005: 017 - Mens: qguser qguser (PLX) [974x723]

Style Files Reference Data

Summary Quantity Sell Pricing BOM Costing ELC Specification Bid Labels

**Volumes**

Total Quantity 100.00

**By Size**

Size Chart LARGE Size Chart

Remaining capacity: 0.00%

Size	30	%	Quantity
26	30	5.00	
28	30	5.00	
30	30	5.00	
32	30	5.00	
34	30	5.00	
36	30	6.00	
38	30	7.00	
40	30	8.00	
28	32	9.00	
30	32	10.00	
32	32	7.00	
34	32	6.00	
36	32	5.00	
38	32	4.00	
40	32	3.00	
28	34	2.00	
30	34	1.00	
32	34	7.00	

**By Color**

Ratio % 100.00%

Quantity

Remaining capacity: 100.00%

**By Size & Color**

26	30	BLACK	Total

New Edit Delete Quick Add Assign duplicate Retrieve Mass Change Print Comments Log WebTrack Save Cancel < List Details

Products tab - Volumes sub tab



5. Double-click in the Total Quantity field.
6. Enter the estimated total quantity of product units.
7. Enter or edit the percentages (%)
  - a. In the % fields, position the cursor in a blue field and double-click. The field turns white, and becomes an entry field.
  - b. Enter the percentage of the total allocated to each size and color. The quantities of each size and color are computed and displayed.

---

**Note:** If there is a decimal point in the number, be careful to correctly indicate its position, and check that all entries in the column are consistent. Percentages assigned to different sizes can vary, but be sure that the sum of all percentages in the column total 100%.

---

- c. Click **Save** to save the changes. The number is saved by Design, which assigns the correct quantity for each size according to the percentages that you enter in the percent (%) column of the By Size and By Size and Color table.

## Enter Or Edit the Selling Price

1. Select the Sell Pricing tab.

Size	Selling Price	VAT Rate %
XS		17.00
S		17.00
M		17.00
L		17.00
XL		17.00

Average selling price:  Average VAT rate %:

At the bottom, there is a toolbar with buttons: New, Edit, Delete, Quick Add..., Assign..., duplicate, Retrieve..., Mass Change, Print..., Comments..., Log..., WebTrack..., Save, Cancel, < List, Details >.

Products tab - Sell Pricing sub tab

2. Click **Edit**.
3. On the By Size table, double-click in the Selling Price column. The field turns white, and becomes an entry field.
4. Enter the new price. Prices assigned to different sizes can vary. Normally, prices have two decimal places.

---

**Note:** If there is a decimal point, be careful to correctly indicate its position, and check that all entries in the column are consistent.

---

5. If pricing by size and color, in the By Size & Color table, enter selling prices for each size and color.
6. Click **Save**. The average selling price is computed based on your entries.
7. Enter or edit the VAT rate %
  - a. In the VAT Rate % column, position the cursor in a blue field and double-click. The field turns white, and becomes an entry field.
  - b. Enter any new percentages. Normally, the same VAT rate applies to all sizes.

---

**Note:** If there is a decimal point, be careful to correctly indicate its position, and check that all entries in the column are consistent.

---

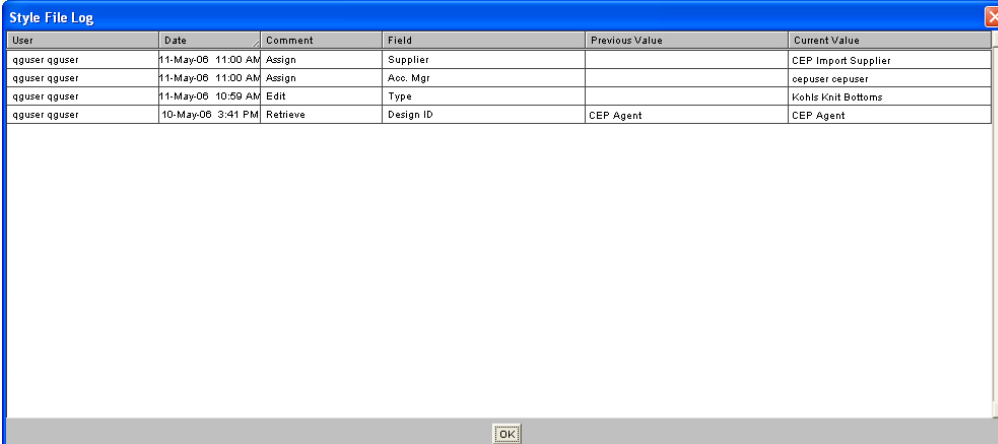
- c. Click **Save** to save.

## View Product History

Design automatically creates a historical record of your revisions whenever you change a product in a product.

## View Log

1. On the Summary tab, click **Log**. The Product Log window opens. You cannot change the fields on this window.



The screenshot shows a window titled "Style File Log" with a table containing the following data:

User	Date	Comment	Field	Previous Value	Current Value
qguser qguser	11-May-06 11:00 AM	Assign	Supplier		CEP Import Supplier
qguser qguser	11-May-06 11:00 AM	Assign	Acc. Mgr		cepuser cepuser
qguser qguser	11-May-06 10:59 AM	Edit	Type		Kohls Knit Bottoms
qguser qguser	10-May-06 3:41 PM	Retrieve	Design ID	CEP Agent	CEP Agent

**Product Log window**

2. Click **OK** to return to the Summary tab.

## Print Products and Documents

This topic explains how to print Products, Product Lists, individual tabs and pages, and attached documents.

### Print from the Product List Window

1. From the Product list window, select the Style Files you want to print.
  - If you do not select a Style File, you can print only the Product List.
  - To select items in a sequence, click on the first item to highlight it. Then, hold down the **Shift** key and scroll to the last item you want to include and click it. Sequential items are selected.
  - To select multiple items that are not next to each other on the list, click the first item to highlight it. Then, hold down the **Ctrl** key and click all items on the drop-down list that you want to include.
  - You cannot print attached documents when printing multiple Style Files. Only the information entered in the tabs of in the Style File is printed using the multiple file print method.
2. Click **Print**. The Print Setup dialog box opens.

### Print the Product List Window

- Select **Print Style File List**

### Print Selected Records

- Select **Print Selected Style File** and one of the check boxes:
  - Print Style File data - for all of the information entered all tabs of in the Style File
  - Print attached documents - for the documents listed in the Documents area of the Summary tab
  - If you selected multiple Style Files from the list, select Print Selected Products.

---

**Note:** You cannot include attached documents when you print multiple Style Files.

**Note:** Only documents with file type .pdf can be printed within Design. Other file types (.xls, .doc) can be uploaded but printing is not supported.

---

### Complete the Print Instructions

1. Select the **Paper Size**.
2. Click **OK**. Design launches Adobe Acrobat and displays your selections in a browser window.

---

**Note:** When the selection appears in Adobe Acrobat, the document is temporarily named based on the time the operation was performed. These files are written to a local directory defined at the time you originally logs into Design. (The default directory is c:\Oracle.) If necessary, you can go to that directory for future reference to the printed file.

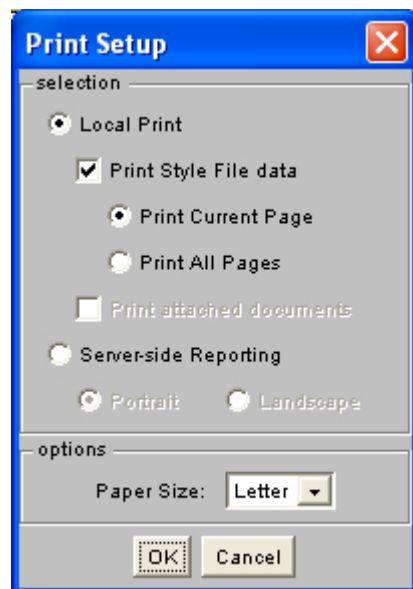
---

**Note:** If you selected multiple Style Files from the list, the page numbering restarts at 1 at the beginning of each style.

3. Click the Print icon on the Adobe Acrobat toolbar to print your selections on your printer.
4. Close the browser window when you finish printing.

## Print from Product Files Details

1. From the Product Files list, select the style file you want to print and click **Details >**. The Product File you selected opens with the Summary tab visible.
2. To print only a single tab from the Product File, select that tab.
3. Click **Print**. The Print Setup window opens.



Print Set up window

## Print Locally

1. Select the Local Print radio button.
2. Choose one or both of these selections:
  - Print Product File data - to print the information entered on:
    - Only the selected tab, choose Print Current Page.
    - All tabs, choose Print All Pages.
  - Print attached documents - to print the documents listed in the Documents area of the Summary tab

3. Select the **Paper Size**.
4. Click **OK**. Design launches Adobe Acrobat and displays your selections in a browser window.

---

**Note:** When the selection appears in Adobe Acrobat, the document is temporarily named based on the time the operation was performed. These files are written to a local directory defined at the time you originally logs into Design. (The default directory is c:\Oracle.) If necessary, you can go to that directory for future reference to the printed file.

---

5. Click the Print icon on the Adobe Acrobat toolbar to print your selections on your printer.
6. Close the browser window when you finish printing.

## Print to the Server

1. Select the Server-side Reporting radio button.
2. In the Report Type field, select the type of report you want to create.
3. Select the Portrait or Landscape radio button to indicate the orientation of the report.
4. Select the **Paper Size**.
5. Click **OK**. Design launches Adobe Acrobat and displays your selections in a browser window.

---

**Note:** When the selection appears in Adobe Acrobat, the document is temporarily named based on the time the operation was performed. These files are written to a local directory defined at the time you originally logs into Design. (The default directory is c:\Oracle.) If necessary, you can go to that directory for future reference to the printed file.

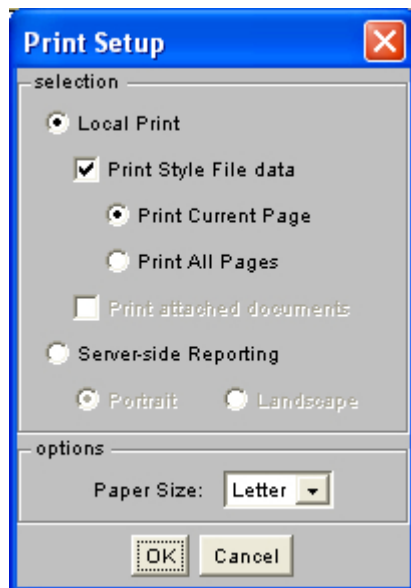
---

6. Click the Print icon on the Adobe Acrobat toolbar to print your selections on your printer.
7. Close the browser window when you finish printing.

## Print from Configurable Tabs

You can print individual configurable tabs, including ELC, Specification, and Bid tabs. If multiple sub-tabs are configured within the ELC, Specification, or Bid tabs, you will have the option of printing just the current tab you are working with or print the current page, which will include printing the entire contents of a single configurable tab.

1. From the Products list, select the product you want to print and click **Details >**. The Product you selected opens with the Summary tab visible.
2. Select a configurable tab, such as ELC, Specification or Bid.
3. Click **Print**. The Print Setup window opens.



**Print Setup window**

4. Choose one or both of these selections:
  - Print Product data – to print the information entered on:
    - Only the selected configurable tab (choose Print Current Tab). The tab that you selected will be printed. Other supporting sub-tabs within the same configurable tab are not printed.
    - Only the current page (choose Print Current Page). All sub-tabs under the individual configurable tab (ELC, Specification, or Bid) are printed.
    - All tabs (choose Print All Pages). All tabs within the product file will be printed. This will include standard tabs, and all configurable tabs and sub-tabs.
  - Print attached documents – to print the documents listed in the Documents area of the Summary tab. The configurable tabs including the ELC, Specification, and Bid tabs can have sub-tabs nested within the original tab. Only the first level of sub-tabs within the configurable tab will be supported to print. If there is a second layer of sub-tabs nested within the first sub-tab, the contents of this layer will not be supported to print
5. Select the Paper Size.
6. Click **OK**. Design launches Adobe Acrobat and displays your selections in a browser window.

---

**Note:** When the selection appears in Adobe Acrobat, the document is temporarily named based on the time the operation was performed. These files are written to a local directory defined at the time you originally log into Design. (The default directory is c:\Oracle.) If necessary, you can go to that directory for future reference to the printed file.

---

7. Click the Print icon on the Adobe Acrobat toolbar to print your selections on your printer.
8. Close the browser window when you finish printing.

## View and Update WebTrack Projects and Tracks

Oracle Retail WebTrack provides the ability to manage the status of your product development dates and events. Products being developed within Oracle Retail Design can trigger the creation of a project within WebTrack to initiate a corresponding product development track within Oracle Retail WebTrack. If WebTrack projects or tracks have been created via Oracle Retail Design, you can link directly to WebTrack from the selected product file within Oracle Retail Design and perform track updates.

**Note:** For complete information about using Oracle Retail WebTrack, see the Oracle Retail WebTrack User Guide or online help.

When you access WebTrack from Design, the following rules apply:

- User permissions and options are enforced consistent with Oracle Retail WebTrack administration.

Assuming the appropriate permissions, you can perform only the following WebTrack functions:	You may not perform the following functions when accessing WebTrack from Design:
Create tracks Show relevant events only Show project details Show track owner details Create diary entry for event Send diary entry as email Change event owner Set Reminder Days (if enabled) Set Plan Date Set Revised Date Accept/Reject Date Changes Cancel event Mark event complete Change track owner Add Event Delete Event Manage Tracks (Suspend, Unsuspend, Move Tracks to Archive, Move Tracks to Cancelled, Permanently Delete Tracks) Apply New Template Show diary Show nested track	Refresh Edit Quantity Split Track Mass Change Filter & Change Access to Other Tracks Access to Archived Tracks Access to Cancelled Tracks Access to List Screen Configure, Filter List Screen Purchase Orders Maintenance Projects Maintenance Access to Reports

## Create a Track

1. From the Products list, select the Product for which you want to create a track and click WebTrack. The Linked Projects window opens. WebTrack projects associated with the Product are listed.

---

**Note:** If there are no associated projects to the selected product file, you will receive an error message. In order for the link to WebTrack to be supported, projects need to be triggered for creation via Oracle Retail Design

---

2. Select the project in which you want to create a track and click Create Track. The Create Track window opens.
3. From the directory at the left, select a template.
4. Click **Next**.
5. Select users who will be accountable event owners for each different set of events. These users can be changed during the next step of track creation.
6. From the Reminders, Amber Alerts, and Red Alerts drop-down lists, select when alerts should be sent to users.
7. Click **Next**.
8. To create a suspended track, select the Create in a Suspended State checkbox. Otherwise, the track is available for publication when it is created.

---

**Note:** A suspended track is a worksheet that can be amended before notifying your trading partners of its existence. Creating the track in a suspended state allows you to wait for final data before sending it to your trading partners.

---

9. If necessary, modify any of the fields that are displayed in pink within the track. These fields include:
  - Sequencing
  - Type
  - Partner
  - Contact
  - Days For
  - Date
10. To change the order of events, select the event, and then click **Move Up** or **Move Down**.

---

**Note:** When you move events, the lead times for the events in the track remain unchanged.

---

11. To add events, click **Add Event**. Complete all the information for the new event.
12. To delete the event, click **Delete Optional Event**.

---

**Note:** If you have a Parent Event Present in the track template or you add an event, which is a parent event, you will activate the Nested Track button.

---



13. To view and amend the nested track, click **Nested Track**. It is possible to make the same changes to a nested track as the parent track but if you change any details on the last event it will update the parent event with the same information.

---

**Note:** Finish is disabled until you enter all information for a new event. If an event type is Optional, click Delete Optional Event to remove an optional event from the track.

---

14. Click **Finish** to publish the track.

---

**Note:** Select users who will be accountable event owners for each different set of events. These users can be changed during the next step of track creation.

---

15. Close the Create Track and Linked Projects windows to return to the Design window.

## Edit Track Details

1. From the Products list, select the Product for which you want to edit track details and click **WebTrack**. The Linked Projects window opens.
  - If there are no associated projects to the selected product file, you will receive an error message. In order for the link to WebTrack to be supported, projects need to be triggered for creation via Oracle Retail Design.
  - If only one project is associated with the project, track details are displayed in the window.
  - If more than one project is associated with the Product, select the project in which you want to edit a track and click **Details**. The Select Track window will appear. Select the track in which you want to edit and click **Details**. Track details are displayed in the window.
2. As appropriate, modify any of the fields that are displayed in pink within the track. These fields may include:
  - Partner
  - Contact
  - Days For
  - Dates
  - Event Completion
3. To change track ownership, click **Change Track Owner**. Select a new owner from the drop-down list that appears, then click **OK**.
4. To add events, click within the track where you would like the event to be added and click **Add Event**. Complete all the information for the new event.
5. To delete the event, click **Delete Event**.

---

**Note:** If you have a Parent Event Present in the track template or you add an event, which is a parent event, you will activate the Nested Track button.

---

6. To view and amend the nested track, click **Nested Track**. It is possible to make the same changes to a nested track as the parent track but if you change any details on the last event it will update the parent event with the same information.

---

**Note:** Finish is disabled until you enter all information for a new event. If an event type is Optional, click Delete Optional Event to remove an optional event from the track.

---

7. To manage tracks, see the Manage Tracks procedure.
8. To change the track template, the Apply a New Template procedure.
9. To view the event diary for this track, click **Show Diary**.
10. Click Close to save your changes to the track, close the Linked Projects windows, and return to the Design window.

## Manage Tracks

1. From the Products list, select the Product for which you want to manage a track and click WebTrack. The Linked Projects window opens. WebTrack projects and tracks associated with the Product are listed.

---

**Note:** In order for the link to WebTrack to be supported, projects need to be triggered for creation via Oracle Retail Design. If there are no associated projects to the selected product file, you will receive an error message.

---

2. Select the project or track you want to manage.
3. Click **Manage Tracks**. The Track Management window opens.
4. Choose from the following options:
  - Suspend Tracks.

---

**Note:** Suspended published tracks do not allow for any revised date changes.

---

- Unsuspend Tracks.
- Move Tracks to Archived State.

---

**Note:** Auto-archived tracks are not retrievable. If you think you may wish to activate a track at a later date, choose to cancel a track rather than archive a track. Archived tracks can be reinstated, but not if they have reached the auto-archive status. Tracks will also be automatically archived a number of days after they have been completed, based on the value the administrator has set up in the WebTrack Administration Console Options window.

---

- Move Tracks to Canceled State.
- Permanently Delete.

---

**Note:** You delete a track when you want to ensure that the track no longer exists. There will be no record of it. Your user ID permissions must be set to allow this procedure in order for you to complete the steps.

---

5. Click **OK** to accept actions or click Cancel to stop any of the actions.

---

**Note:** If you choose to cancel or archive a track from the track selection window, upon confirmation, the new track state will appear within the track list. If you click on Details to view the track, the track state would appear in bold surrounded by parenthesis at the top of the track details window.

---

6. Close the Linked Projects window to return to the Design window.

## Apply a New Template

---

**Note:** You will require the appropriate permissions to be able to perform this function.

---

1. From the Products list, select the Product for which you want to manage a track and click WebTrack. The Linked Projects window opens. WebTrack projects and tracks associated with the Product are listed.
2. Select a project or track.
3. Click **Apply New Template**. The Apply New Template window opens.

---

**Note:** The type of template displayed, depends on the whether the track is a purchase order track or a project track.

---

4. Select the template you want to apply.

---

**Note:** You can select a new template only if it contains all the events in the current track.

---

5. Click **Next**. The events in the new template are displayed.
6. Edit the template events as necessary.
7. Click **Finish**. The new template is applied to your track and logged in the track diary.

---

**Note:** Only dates that have not been manually revised are updated. Manually revised dates are not updated. Plan dates will be mass re-calculated on the track based on the lead times within the new template and the due date of the existing track.

---

## Add Comments

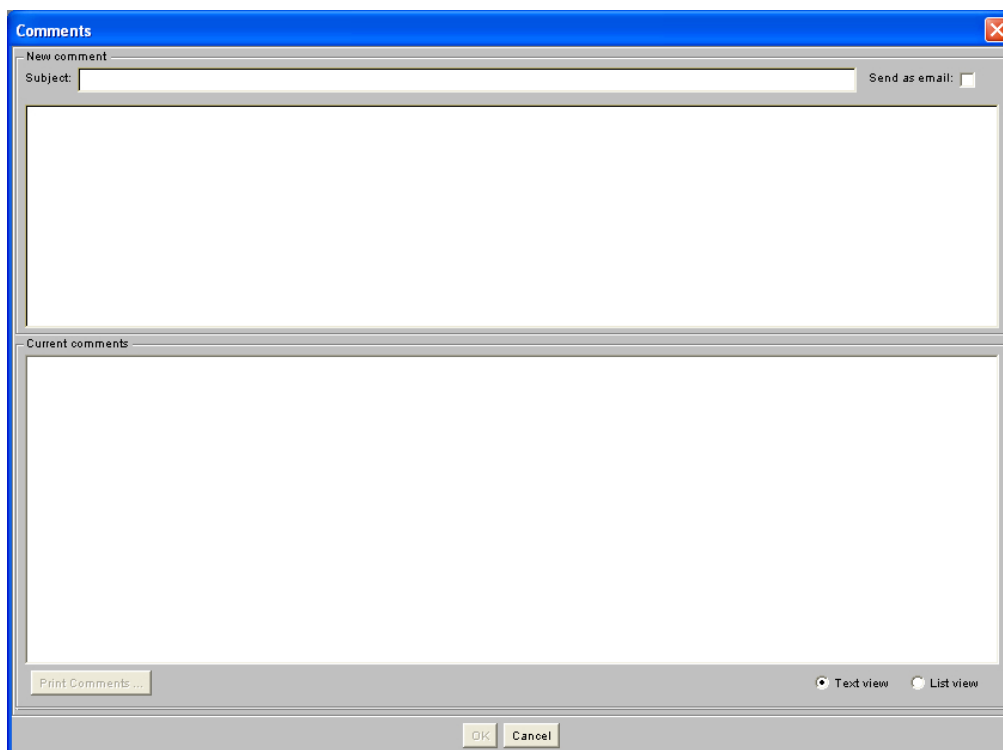
The comments window allows you to enter comments for a style file, print comments related to a style file, and track the dates that comments were entered. If new comments were entered, comments are launched automatically when you access the style file.

**Note:** Comments are launched automatically only when set up by the system administrator to do so.

### Add a Comment

**Navigate:** On the User Console, click **Products**. The Products and Reference tabs are displayed.

1. Select the style file you want to add comments to.
2. Click **Comments**. The Comments window opens.



#### Comments window

3. In the Subject field, enter the a brief summary of the of the comment.
4. To send the comment in email format, select the Send As Email check box.
5. In the text box below the Subject field, enter the comment.

6. Click **OK**

- If you selected the Send As Email check box, the Choose Recipients window is displayed.
  - a. To add addresses manually, enter the email address of the recipient in the Type Address area.
  - b. Separate multiple addresses with a comma (,) or a semi-colon (;)  
OR
  - c. In the Choose Users area, select the user group you want to use.
  - d. In the Available Users area, select the users to send the email to.
  - e. Click the right arrow button. The recipients are displayed in the selected users area.
  - f. Click **OK**.
- All windows are closed and the comment is posted in the Current Comments area. If you sent the comments in email format, recipients will receive the email as set up by the parameters indicated by your system administrator.

## View Comments

**Navigate:** On the User Console, click **Products**. The Products and Reference tabs are displayed.

1. Select the style file you want to view comments of.

---

**Note:** Comments that have not yet been viewed are displayed in red in the last comment column.

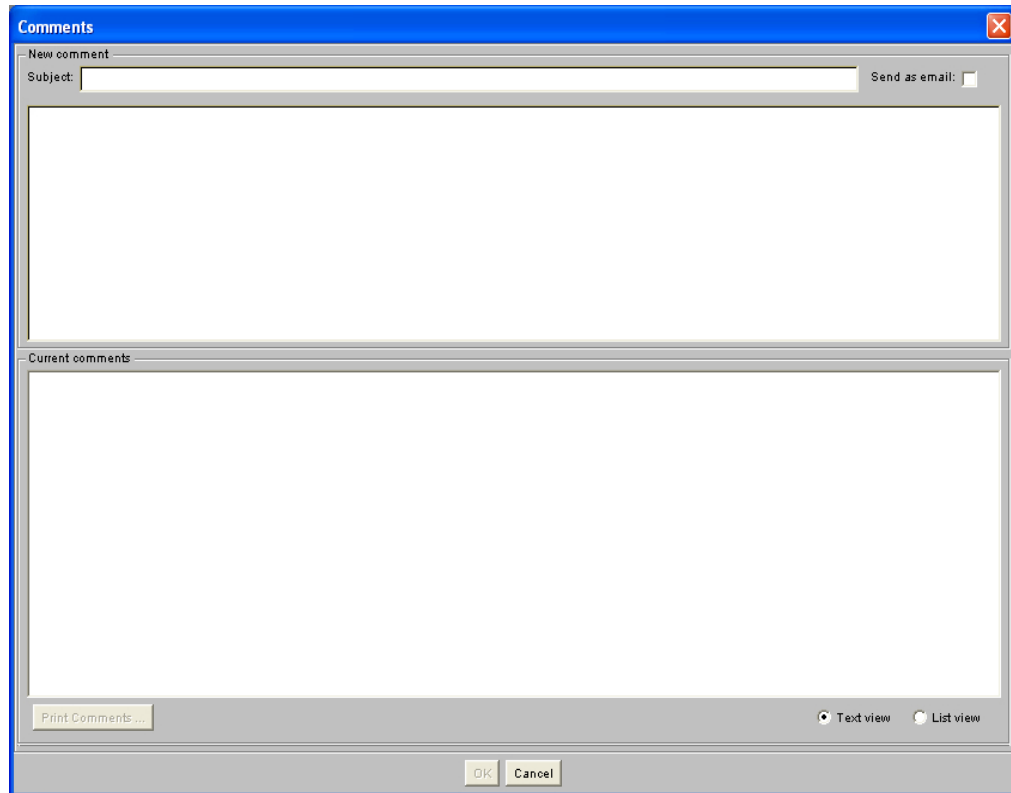
---

2. Click **Comments**. The Comments window opens.
3. Select the style file for which you want to view comments.
4. Click **Comments**. The Comments window opens.
5. Change your view of the comments as necessary:
  - Select Text View to view a list of comments, with the most recent comment appearing first.
  - Select List View to view the comment in table format. You can sort the list by clicking on any column header.
6. Click **Cancel** to close the window.

## Print Comments for a Style File

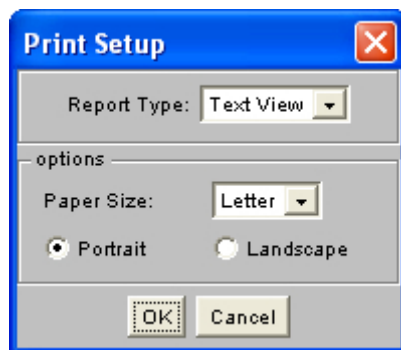
**Navigate:** On the User Console, click **Products**. The Products and Reference tabs are displayed.

1. Select the style file you want to print comments of.
2. Click **Comments**. The Comments window opens.



**Comments window**

3. Click **Print**. The Print Setup window opens.



**Print Setup window**

4. In the Report Type field, select how you want the report to appear.
  - Select Text View to view a list of comments, with the most recent comment appearing first.
  - Select List View to view the comment in table format. You can sort the list by clicking on any column header.
5. In the Options area, select the size of the paper to use.
6. Select the orientation of the print out on the paper.
7. Click **OK** to print. Your report is sent to Adobe Acrobat.
8. Print the report from Adobe Acrobat.





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## StyleBox Presentations

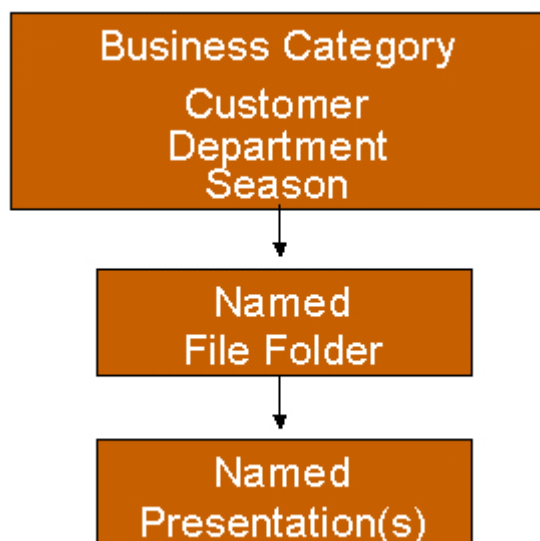
### Create StyleBox Presentations

Oracle Retail's StyleBox, accessible to authorized users from the Oracle Retail Design user console, helps you design StyleBoard and StyleOut presentations. Now you can share pre-season concepts without being limited by time, space, or image availability.

The features of StyleBox help you speedily accomplish these things:

- Communicate presentation updates instantaneously.
- Incorporate images and color so that the correct emphasis is applied to illustrate the mood that needs to be communicated.
- Add text notes to highlight the key concepts or inspiration.
- Communicate final concept presentations to trading partners

In StyleBox, concept board presentations can be organized by a flexible folder structure within a specific business category. Customer, department, and season define the business category. Before viewing, editing, or creating a presentation, you identify the department and season that you will be working to establish the concept.

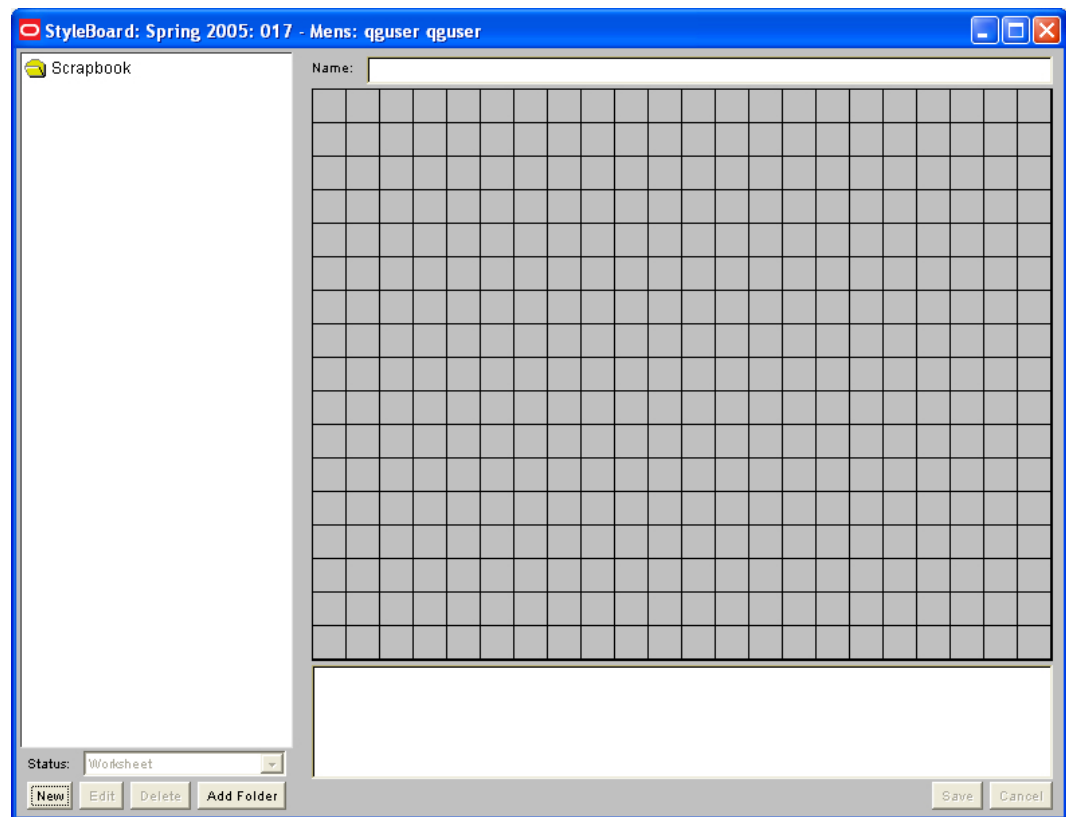


## Work with Style Board

The StyleBoard planning tool allows you to combine digital samples to share the inspiration or concepts for the upcoming season. An approved StyleBoard can be shared with trading partners to allow them to understand the concept and vision being set. The procedures in this section list the general steps to follow when designing a StyleBoard.

In StyleBoard, you have the ability to bring images into one central digital presentation. There, the data can be manipulated and annotated to convey a theme or mood for an upcoming season or phase.

### Window Description



There are three frames in this window: The folder frame (left), the grid frame (upper right), and the text frame (lower right).

The Folder frame is your entry point to the presentations in StyleBoard. Any user in your enterprise may add a folder to the Folder frame. One folder might be used to group several StyleBoard presentations files together. A file can be moved from one folder to another by dragging it.

The Status field shows one of three options:

- **Worksheet:** The StyleBoard is under construction and can be viewed by other internal users within the department. Trading partners cannot view StyleBoards in this status.
- **Submitted:** The StyleBoard has been reviewed internally and is progressing toward final approval. Internal users within the department have access to this StyleBoard. Trading partners can not view StyleBoards in this status.
- **Approved:** The StyleBoard has been approved internally and is now available to be shared with trading partners.

---

**Note:** For trading partners to access StyleBoard, they need to be set up with the appropriate permissions. Specifically, the retailer needs to assign the StyleBoard permission within their Trading Partner relationships. In addition, the trading partner administrator need to assign StyleBoard permission to each specific user separately.

---

The Grid frame is the area where you design a StyleBoard by arranging text and graphic images. The Grid frame can be modified when the Add or Edit button is clicked and all the buttons in the Folder frame are inactive. Text and graphic images can be uploaded to the grid frame, arranged, and edited.

The Text frame is a note pad for you to enter information regarding this StyleBoard. It opens in a type size and font that is determined by your user preference settings. In this frame, you may wish to keep project notes or notes regarding the source files for information in the StyleBoard.

## Add a Folder

StyleBoards are stored in folders. You can add as many folders as necessary. You might choose to organize your StyleBoard folders by buyer, designer, theme, or concept.

1. From the Design user console, select Customer, Department, and Season from the respective drop-down lists, then click **StyleBoard**. The StyleBoard window opens.
2. From the Folder frame of the StyleBoard, click **Add Folder**. A dialog box that requests a folder name opens.
3. Enter a name for the folder and click **OK**. A folder opens in the Folder frame.

## Create a Styleboard File

1. StyleBoard window opens.
2. In the StyleBox Folder frame, select the folder in which you want to store the StyleBoard file.
3. Click **New**.
4. At the top of the Grid frame in the Name field, enter a name for this StyleBoard file.
5. Click **Save**. A presentation icon for this named presentation opens in the Folder frame.

---

**Note:** As you work with your StyleBoard presentation, remember to save the file frequently so that you do not lose the additions and changes you make to it.

---

## Activate the Styleboard Grid

Activate the StyleBoard grid in one of two ways.

- If a StyleBoard has been named and opens in the Folder frame, highlight the name and select the Edit button. The StyleBoard grid is activated.
- If you are designing a new StyleBoard, click the New button. The StyleBoard grid is activated.

## Display the Grid Menu

In the active Grid frame, right-click once. The Grid menu opens with the following options:

- Add text note - Opens a text box. Enter descriptive content or comments. You can copy a hyperlink in this box.
- Add image - Opens the Choose image window, which allows you to browse for an image and upload the image for display on the StyleBoard.
- Add document set - Opens the Add document set window. Select this action to upload several images at one time.
- Add background - Opens the Background menu. Select this action to select an image as a background, modify the background image, or select and modify the grid as the background.

## Add a Text Note

1. From the Grid menu, select **Add text note**. The Enter text window opens.
2. Enter the desired information and click **OK**. The text opens in a text box on the grid. The text opens in 10 point Arial type, plain style text. The text size and style opens according to the user preference settings. To modify the size, font, and style, see Set Design preferences and change views procedure.

## Edit Content

1. Right-click in a text image in an active (edit or add mode) grid frame. The Text Edit Menu is displayed.
  - Select Edit to change the text content. The Edit Text window opens.
2. Change the information as desired.
3. Click **OK** to save the changes or **Cancel** to discard the changes and close the window.

## Change Text Color

1. From the Text Edit menu, select Text Color. The Choose Color dialog box opens.
2. Select a color patch, or use the slide bar to set the red, green and blue (RGB) percentages to modify a selection. View the color change bar.
3. When you see the color you want, click **OK**. The grid lines are displayed in this color.

## Change Text Background Color

1. From the Text Edit menu, select Background Color. The Choose Color dialog box opens.
2. Select a color patch, or use the slide bar to set the red, green and blue (RGB) percentages to modify a selection. View the color change bar.
3. When you see the color you want, click **OK**. The grid lines are displayed in this color.

## Delete a Text Box

- From the Text Edit menu, select **Remove**. The text box is deleted.

## Change the Position Of Text Box

- Click and drag the text box to the desired position.

## Modify the Font Size, Style, Or Color

4. From the Text Edit menu, select Text Font. The Choose Font window opens.
  - In the Font field, select a different font.
5. In the Size field, select a type size from the drop-down list.
6. In the Style field, choose from plain, bold, italic or bold italic attributes from the drop-down list. The selected font, size and style attributes are displayed in the sample field.
7. Click **OK** to save the changes, or click **Cancel** to discard the new choices and return to the previous settings.

## Add Graphic Images

Images from many different sources can be added to a StyleBoard. An image may be stored in an image database in StyleBox, or the image may be uploaded from another source.

## Add or Upload An Image

1. From the Grid menu, select Add Image. The Select Image window opens.
2. To add an image from an image file in the StyleBoard database, select an image name from the list at the right and click **OK**. The image opens on the grid.
3. Click **OK** to add the highlighted image to the StyleBoard. The image opens on the StyleBoard grid.

## Move Images

- Click and drag the text or graphic image to the desired location on the window.
- To move an image under an overlapping image, right-click on the image and select Send-to-back in the pop-up menu.

## Resize Images

- Click on a horizontal or vertical border and drag the border to meet the size requirements. The image will be resized proportionally.

## Add a Document Set

In StyleBoard, you can select up to eight images or text files to be uploaded at one time.

---

**Note:** There is no limit to the size of a document file. Consider system performance issues when selecting a large file. Text files must end in the file extension \*.txt

---

1. From the Grid menu, select Add document set. The Choose documents window opens.
2. Click **Browse** on the first file field. The Browse window opens.
3. Highlight the name of a file in its home directory, then click **Open**. The Browse window closes and the file path is listed in the File field.
4. Continue to list up to eight file paths.
5. Click **OK**. The window closes and the documents are displayed on the grid.

## Select the Styleboard Background

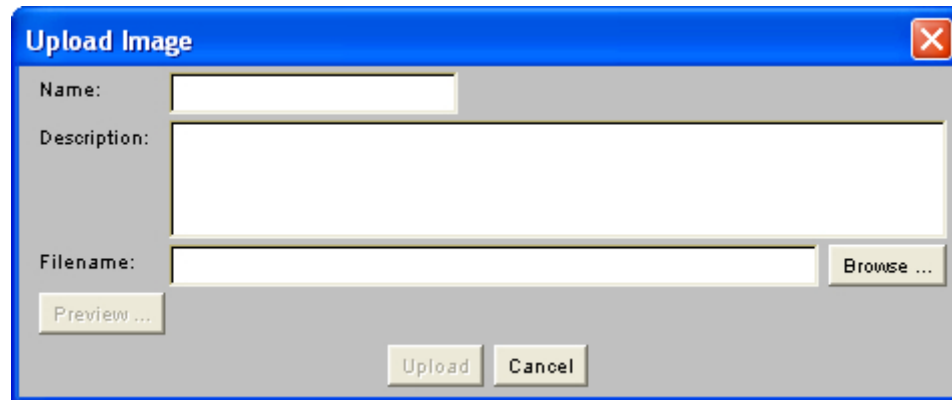
The background for the StyleBoard can be a graphic image, the default grid, or a customized grid. If an image is selected, the image can be tiled, scaled to fit the design area, or used as a centered image. If a grid is selected, it can be a specific grid size, grid line color, and grid background color.

## Display the Background Menu

- From the Grid menu, select Background. The Background menu opens with the following options:
  - Image - Opens the select image window. Images can be uploaded for display as the background for the StyleBoard.
  - Grid spacing - Opens the Grid spacing window. Select the number of lines
  - Grid color - Opens the Select color window. Select the color for the grid lines.
  - Background color - Opens the Background menu. Select this action to select an image as a background, modify the background image, or select and modify the grid as the background.

## Select a Background Image

1. From the Background menu, select Image. The Select Image window opens.
2. To add an image from an image file, click on an image name from the list at the right and click **OK**. The image opens on the grid.
3. To upload an image from another source, click **Upload New Image**. The Upload Image window opens.



#### Upload Image window

- a. Enter a name for the image, a description, and click Browse.
  - b. Find the image filename from its source directory and click Upload. The image is now stored in your StyleBoard Select Image list. The file is highlighted in the Select Image List.
4. Select a background display option:
    - Center - The image is centered in the grid frame.
    - Tile - The image is tiled to cover the entire grid frame.
    - Scale - The image is enlarged to scale and covers the grid frame.
  5. Click **OK**. The image you selected becomes your background image.

### Remove the Background Image

1. From the Grid menu, select Background. The Background menu opens.
2. Select Image. The Select Image window opens.
3. To add an image from an image file, select [no image] click **OK**. The image is removed the grid.

### Set Grid Spacing

1. From the Grid menu, select Background. The Background menu opens.
2. Select Grid Spacing. The Grid Spacing window opens.
  - In the Grid Spacing field, select a line density between 5 to 200 lines, or "No Spacing", from the drop-down list.
    - When you increase the value, fewer lines are displayed.
    - When you reduce the value, many more lines are displayed.
3. Click **OK**. The grid opens according to your selection.

### Set Grid Line Color

1. From the Grid menu, select Background. The Background menu opens.
2. Select Grid Color. The Choose Color dialog box opens.
3. Select a color patch to choose the corresponding color, or use the slide bar to set the red, green and blue (RGB) percentages to modify a selection. View the color change bar.
4. When you see the color you want, click OK. The grid lines are displayed in this color.

### **Set Grid Background Color**

1. From the Grid menu, select Background. The Background menu opens.
2. Select Background Color. The Choose Color window opens.
3. Select a color for the grid background and click **OK**. The window closes and the Grid background opens in the selected color.

### **Delete a Styleboard File**

1. In the StyleBoard Folder frame, open the file folder and select the StyleBoard file.
2. Click **Delete**.



## Work with StyleOut

The StyleOut planning tool helps you present seasonal line reviews that display styles, accessories, colors, and fabrics together. You can pick and choose images to be displayed that may support your assortment and build floor sets to coordinate your best sellers.

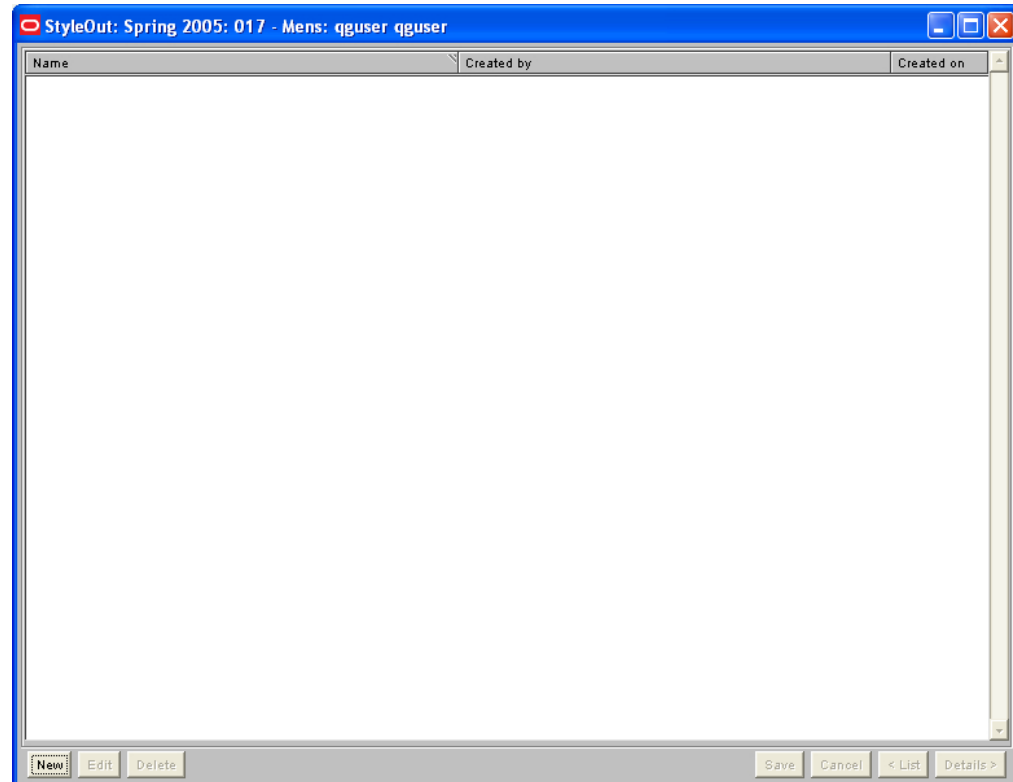
StyleOut helps you layout potential combinations of a finished product assortment. Once product designs are completed, you create a visual arrangement of your products on a layout window. With access to all images that have been attached to product files being developed for the particular department and season, you can build multiple combinations of the potential range or assortment. You will be able to:

- Build ranges by adding, removing, and copying images
- Change image colors and sizes
- Move images within ranges
- Edit the background
- Display information about images.

### Open Styleout

- From the Design user console, select a Customer, Department, and Season from the drop-down lists, and click StyleOut. The StyleOut window opens.

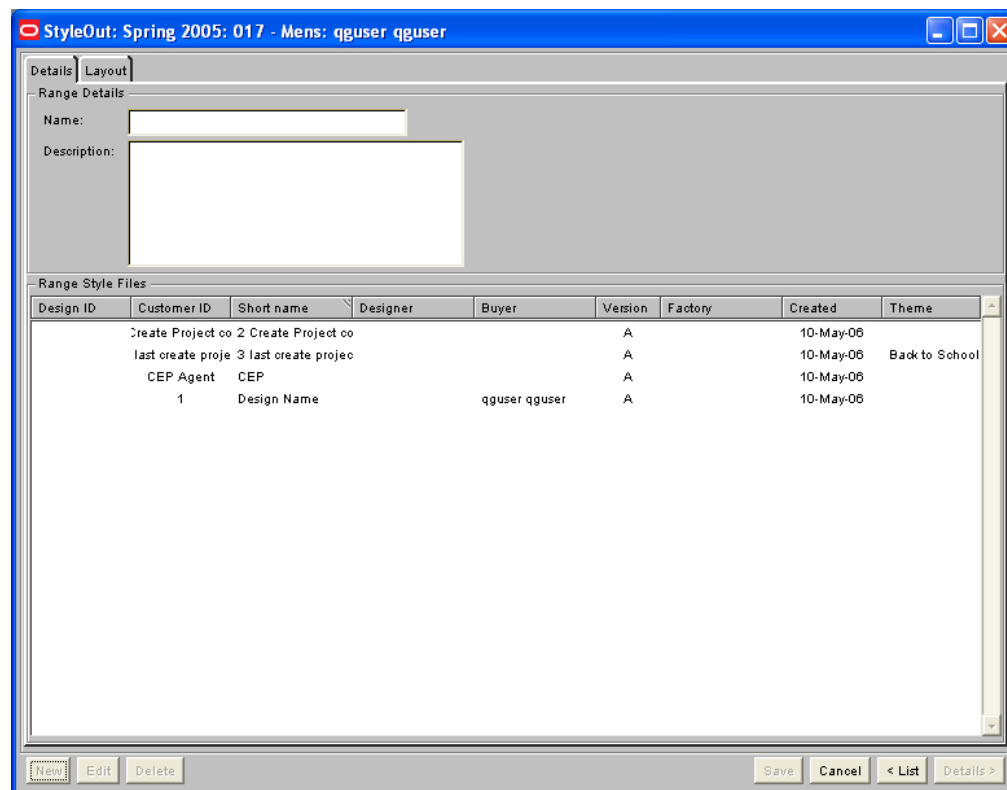
StyleOut presentations may be listed and identified by presentation name, author, and the date it was created. When you save a presentation, it will be listed here when you return to edit it.



StyleOut window

## Build a New Range

1. From the Design user console, select a Customer, Department, and Season from the drop-down lists, and click StyleOut. The StyleOut window opens.
2. In the StyleOut window, click **New**. The Details tab opens. In the Details tab, there are two entry fields used to name and describe your StyleOut presentation. The lower section of this tab displays the list of Style File items that you can use to build a display.



### Style Out Window Details tab

3. At the top of the Details tab, enter the name and description for the new range in the Name and Description fields.
4. In the Range Style Files list, select the images to be included in the range display. You can select items one by one or several at once. To select several at once, press Ctrl and select the products in the list to be included in the range.
5. Select the Layout tab.
6. Add an image to the layout tab. See the Add an Image procedure or see the Add a Style File image procedure.

## View a Range

1. From the Design user console, select a Customer, Department, and Season from the drop-down lists, and click StyleOut. The StyleOut window opens.
2. From the StyleOut list window, select the name of the StyleOut range you want to view.
3. Click **Details>** to view the contents of the Details tab. The style files that are included in the selected range are highlighted on this tab.
4. Select the Layout tab. The images in the range are displayed.

## Display the Layout Menu

1. From the Design user console, select a Customer, Department, and Season from the drop-down lists, and click StyleOut. The StyleOut window opens.
2. In the Layout tab, click **New** if you want to a new range or **Edit** if you want to change the selected range. The Layout menu opens with the following options:
  - Add text note - Opens a text box. Enter descriptive content or comments. You can copy a hyperlink in this box.
  - Add style file Image – Opens a Select Image window. The window will present images stored with style files associated with the range
  - Add image - Opens a Select image window, which allows you to browse for an image (not stored with style files) and upload the image for display on the StyleBoard.
  - Add background - Opens the Background menu. Select this action to choose an image as a background, modify the background image, or choose and modify the grid as the background.

## Add a Text Note

1. From the Design user console, select a Customer, Department, and Season from the drop-down lists, and click StyleOut. The StyleOut window opens.
2. From the Layout menu, select Add text note. The Enter text window opens.
3. Enter the desired information and click **OK**. The text opens in a text box on the grid. The text opens in 10 point Arial type, plain style text. The text size and style opens according to the user preference settings. The size, font, and style can be modified. Refer to the Modify StyleBoard text procedure.
4. Click **Save** to save the information.

## Edit Content

1. Right-click in a text image in an active (edit or add mode) grid frame. The Text Edit Menu is displayed.
2. Select Edit to change the text content. The Edit Text window opens.
3. Change the information as desired.
4. Click **OK** to save the changes or **Cancel** to discard the changes and close the window.

### Change Text Color

1. From the Text Edit menu, select Text Color. The Choose Color dialog box opens.
2. Select a color patch, or use the slide bar to set the red, green and blue (RGB) percentages to modify a selection. View the color change bar.
3. When you see the color you want, click **OK**. The grid lines are displayed in this color.

### Change Text Background Color

1. From the Text Edit menu, select Background Color. The Choose Color dialog box opens.
2. Select a color patch, or use the slide bar to set the red, green and blue (RGB) percentages to modify a selection. View the color change bar.
3. When you see the color you want, click **OK**. The grid lines are displayed in this color.

### Delete a Text Box

- From the Text Edit menu, select Remove. The text box is deleted.

### Change the Position Of Text Box

- Click and drag the text box to the desired position.

### Modify the Font Size, Style, Or Color

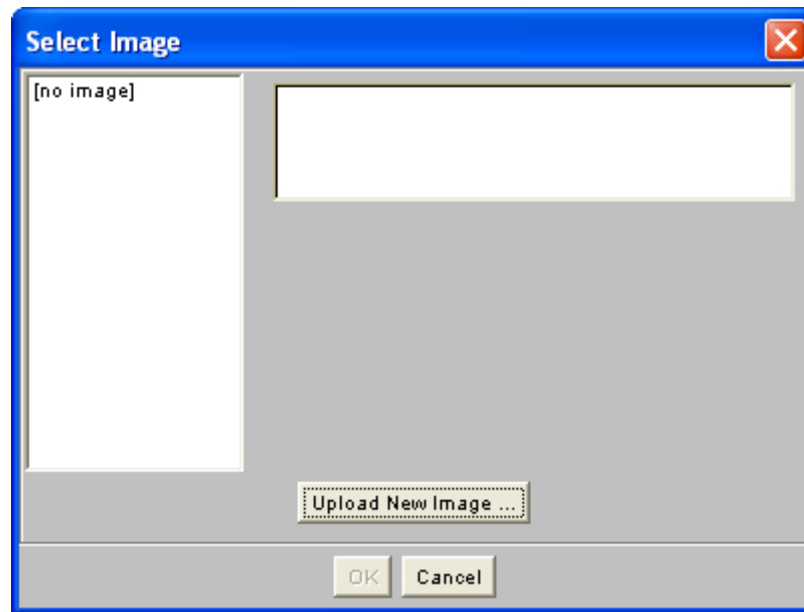
1. From the Text Edit menu, select Text Font. The Choose Font window opens.
2. In the Font field, select a different font.
3. In the Size field, select a type size from the drop-down list.
4. In the Style field, choose from plain, bold, italic or bold italic attributes from the drop-down list. The selected font, size and style attributes are displayed in the sample field.
5. Click **OK** to save the changes, or click **Cancel** to discard the new choices and return to the previous settings.

### Add Graphic Images

Graphic images may come from a style file collection that has been assembled as source files for this range presentation, or images may come from other source directories.

## Add a Style File Image

1. From the Layout menu, select the Add style file Image option. The Select Image window opens.

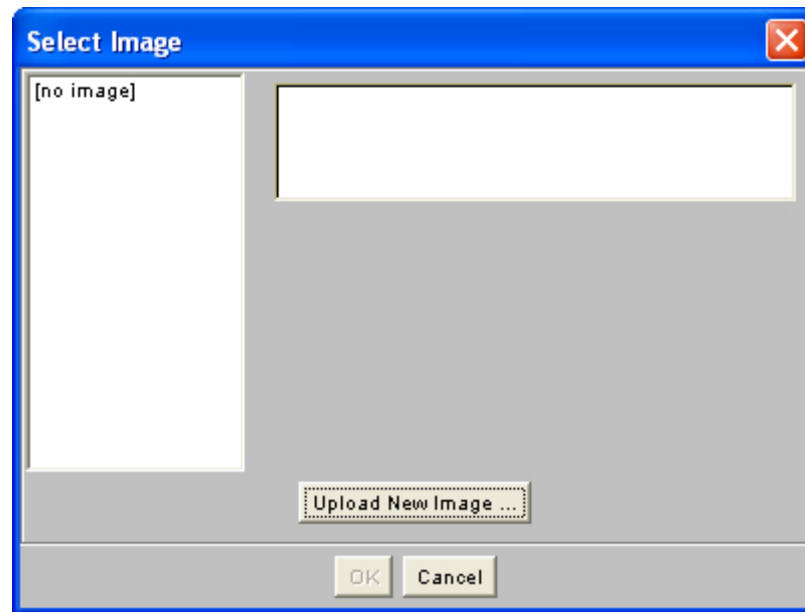


Select Image window

2. Select the image you want to add and click **OK**. The image is added to the Layout tab.
3. Click **Save** to save the information.

## Add Or Upload An Image (Not Stored In a Style File)

1. From the Layout menu, select Add Image. The Select Image window opens.



Select Image window

2. To add an image from the list on the left, select an image name and click **OK**. The image opens on the grid.
3. To upload an image from another source, click **Upload New Image**. The Upload Image window opens.
  - a. Enter a name for the image, a description, and click **Browse**.
  - b. Find the image filename from its source directory.
  - c. To see the selected image before uploading it, click **Preview**.
  - d. To upload the image, click **Upload**. The image is now stored in your StyleOut Select Image database. The file is highlighted in the Select Image list.
4. Click **OK**. The image opens on the Layout grid.
5. Click **Save** to save the information.
6. Click **List** to return to the StyleOut window.

## Edit an Image

Images can be edited when they are displayed on the range grid.

1. Select the image that you wish to edit and right-click. The Image Edit menu opens.
2. Select Information. A view window opens.

---

**Note:** The image size is a pixel count.

---

3. Click **OK** to close the window after viewing.
4. From the Image edit menu, select Send to Back to position this image under an overlapping image. (This positioning action is used in the range grid.)
5. From the Image Edit menu, select Remove to remove the image from the display.

## Change an Image Color

1. From the Image Edit menu, select Recolor. The Choose Color window opens.
2. Set the transparency of the image by dragging the Opacity % slider to the desired opacity. View the effect in the Change field.
  - At maximum value (100%), the color is solid
  - At minimum value (0%), the image is transparent so the background shows through.
3. Drag the Color Match slider to increase or decrease the color match value. The range is 0 to 256 pixels.
  - When you increase the value, more pixels match your color selection.
  - When you reduce the value, fewer pixels match the selected color.
4. Click **OK** to save.
5. To reverse your color changes, right-click again on the image and select Undo recolor from the pop-up menu.

## Resize Images

- Click on a horizontal or vertical border and drag the border to meet the size requirements. The image will be resized proportionally.

## Select the Range Background

1. Select a range from the list.
2. Click **Details>** to view the selected range and list of images in the range.
3. Click on the Layout tab.
4. Right-click in the grid. The Layout menu opens.

## Display the Background Menu

- From the Layout menu, select Background. The Background menu opens with the following options:
  - Image - Opens the select image window. Images can be uploaded for display as the background for the range.
  - Grid spacing - Opens the Grid spacing window. Select the number of lines
  - Grid color - Opens the Select color window. Select the color for the grid lines.
  - Background color - Opens the Background menu. Select this action to select an image as a background, modify the background image, or select and modify the grid as the background.

## Select a Background Image

1. From the Background menu, select Image. The Select Image window opens.
2. Select the background display option:
  - Center - an image is centered in the grid frame
  - Tile - The image is tiled to cover the entire grid frame
  - Scale - the image is enlarged to scale and covers the grid frame
3. Click **OK**.

4. To upload a new image as a background, see the Add an Image procedure.

### **Set Grid Spacing**

1. From the Background menu, select Grid Spacing. The Grid Spacing window opens.
2. In the Grid Spacing field, select a line density from the drop-down list. When you increase the value, fewer lines are displayed. When you reduce the value, many more lines are displayed.
3. Click **OK**. The grid opens according to your selection.

### **Set Grid Line Color**

1. From the Background menu, select Grid Color. The Choose Color dialog box opens.
2. Select a color patch to select that color, or use the slide bar to set the red, green and blue percentages to modify a selection.
3. View the color change bar. When you see the color you want, click **OK**. The grid lines are displayed in this color.

### **Set Grid Background Color**

1. From the Background menu, select Background Color. The Choose Color window opens.
2. Select a color for the grid background and click **OK**. The window closes and the grid background opens in the selected color.

### **Delete a Range**

1. On the StyleOut window, select the desired range from the list.
2. Click **Delete** to delete the selected range from the database. A dialog box opens, confirming the deletion.
3. Click **OK**.



## **Design View**

Design allows you to customize the user interface in a way that allows you to view the information that you need when you need it.

You can use Preferences to select your preferred font style and size.

You can modify your view using the following procedures:

- Select font from Preferences

Select size from Preferences

Select style from Preferences

Use application default in Preferences

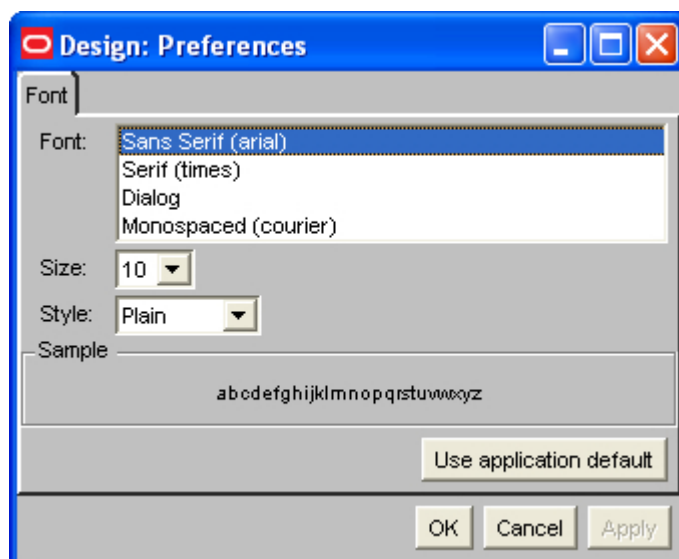
Throughout the product development process, there may be various ways in which you would like to display the contents of the Products tab list screen. You will be able to use the standard views your Administrator configures for end-users and have the ability to create your own local views by copying an existing standard view. To make it easier for you to find and sort products, you can also change the view of the Products tab by selecting or removing columns of data displayed in the window.

A local view is specific to the Username logged in to Design. Your Administrator may have limited the number of views that can exist within one enterprise. Check with your Administrator to see if any restrictions apply to you.

- Change the view of the Products tab
- Delete a view
- Filter the view of the Products tab
- Change or remove the filter on the Products tab
- Sort the view of the Products tab

## Define Your Preferences

**Navigate:** On the User Console, click **Preferences**. The Preferences window opens.



### Preferences window

1. In the Font field, select the type of font in which you want to view your windows.
2. In the Size field, select the size of font in which you want to view your windows.
3. In the Style field, select the style of font in which you want to view your windows.
4. Click **Apply** to commit any changes.
5. Click **OK** to close the window.

## Use the System Defaults

**Navigate:** On the User Console, click **Preferences**. The Preferences window opens.

1. Click **Use Application Default**.
2. Click **Apply** to commit any changes.
3. Click **OK** to close the window.

## Change the View of the Products Tab

**Navigate:** On the User Console, click **Products**. The Products tab opens.

### Products tab

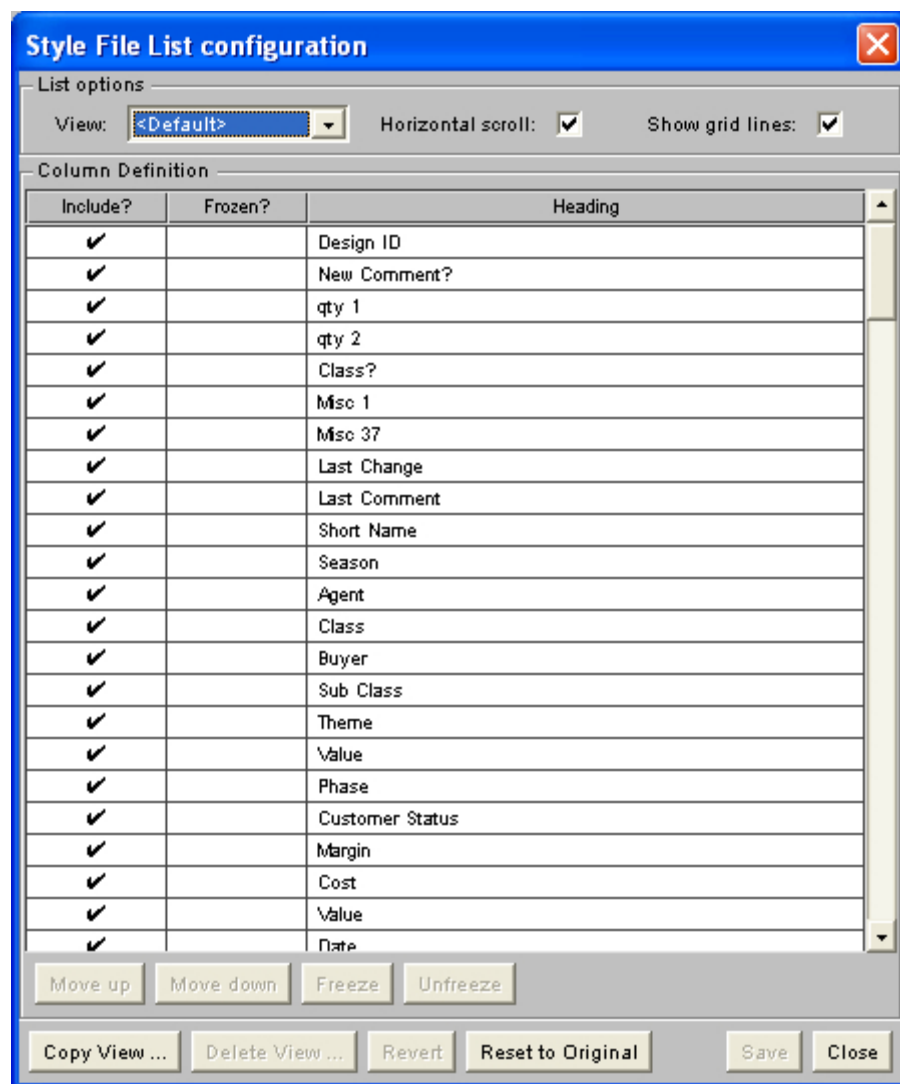
**Note:** Design remembers which view was in effect the last time you logged in with your Username. Initially, <Default> appears in the View field. This indicates that the default list configuration established by the Administrator is in effect. If you used a different view the last time you logged into Design, that view will be in effect.

1. From the View drop-down list in the List Option area, select the view you would like to change or copy.

If your Administrator has allowed end-users to configure local product lists, the Configure button is enabled.

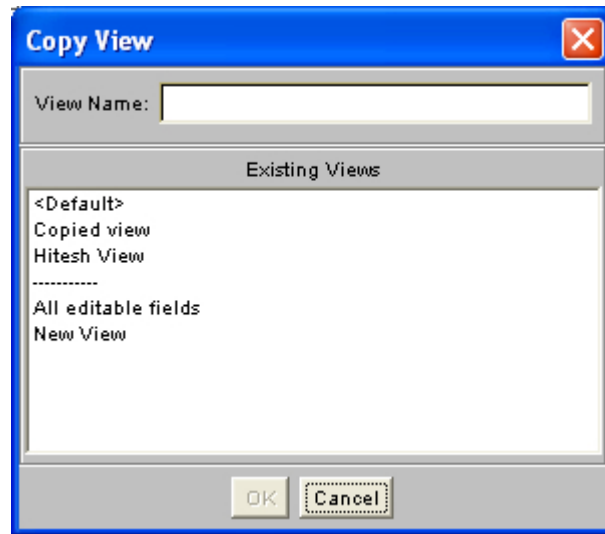
2. From the Products tab, click **Configure**. The Product List Configuration window opens.

If you selected a local view and want to change it, proceed to step 7 of this procedure. However, if you want to make a copy of the selected view to use as the basis of a new local view, continue with step 4 of this procedure.



**Product List Configuration window**

3. To change or copy an existing view, click **Copy View ...** The Copy View window opens.



**Copy View window**

4. Type a name for the new view in the View Name field. Check the list of Existing Views to ensure that your new View Name is unique.

---

**Note:** In the Existing View list, all local views appear at the top. Standard views, including <Default>, appear after local views. Local and Standard views are separated by a dotted line.

---

5. Click **OK** to save a copy of the list configuration view. You are returned to the Product Files List Configuration with the new view as the View. You can then make changes to the new view.
6. In the List Options area, select the appropriate check box to select options you want to use in this view:
  - Horizontal scroll - Allows the display to scroll left to right and back again.
  - Show grid lines - Shows grid lines to appear between the rows and columns on the Products tab.
7. To add a column of data to the display, double-click in the blank field under the **Include?** column next to the corresponding heading. You can select any of the data listed under the Heading column to appear under the corresponding columns headings on the Product tab. Initially, column headings on the Product tab appear in the order that the enterprise Administrator has configured them in the Administration Console.
8. To remove a column of data from the display, double-click on the check mark under the Include? column next to the corresponding heading.
9. To change the order in which the column headings appear, click in the row containing the corresponding column heading, then click Move Up or Move Down to place the row in the correct position.

10. To lock fields on the left side of the screen while scrolling horizontally:

- a. Highlight the desired rows.

---

**Note:** You can freeze all columns on the left side of the window. For example, If you want to freeze the first three columns of data, click on the column headings for the columns that you want to freeze, then click **Freeze**. The Freeze function will be disabled if you only select the third column.

---

- b. Click **Freeze**. The Frozen? field is shaded gray to indicate a frozen field.

11. To unlock fields that are on the left side of the screen while scrolling, click **Unfreeze**. The gray shading is removed from the column cell.

12. To return to your previous list configuration, click **Revert**.

---

**Note:** Revert returns the column selections and their order to the way it was when you last saved the list configuration. If you make changes and click Save, you cannot revert to previous choices you made.

---

13. To use the default column headings, indicated in Step 2 of this procedure, click **Reset to Original**.

---

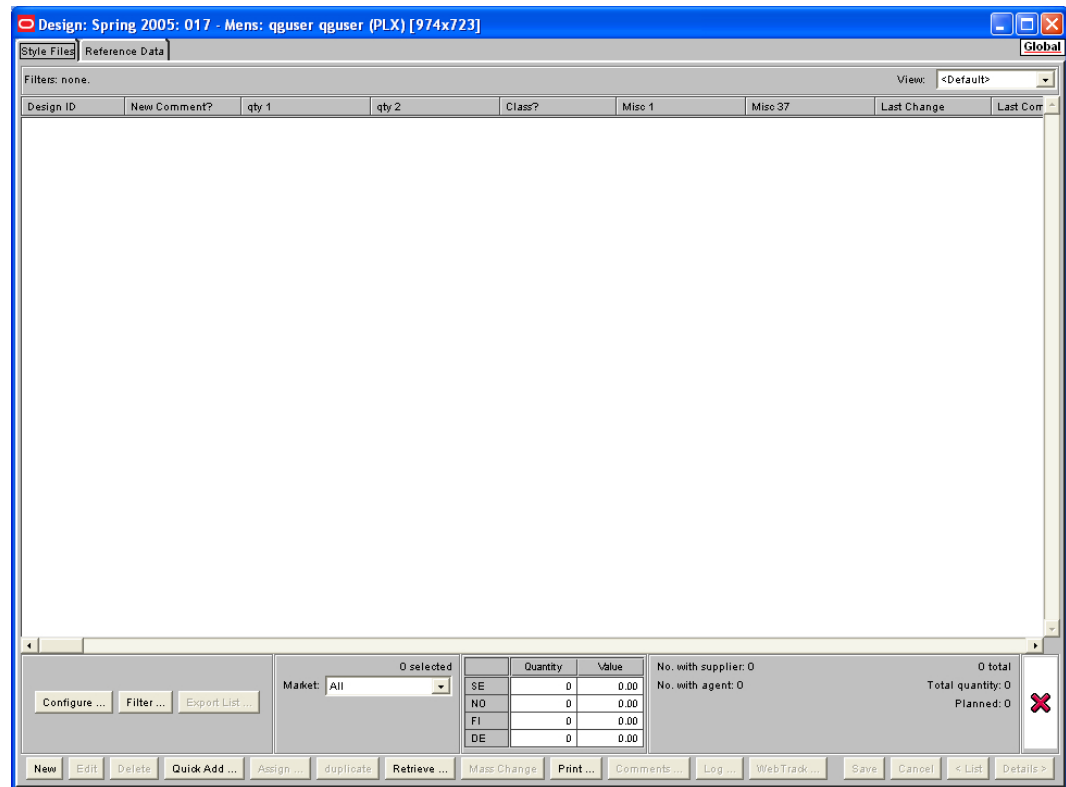
**Note:** The Reset to Original option will return the list screen configuration to the one from which the copy was originally made. If the selected local view was copied from “standard view 1” and revised a number of times, the Reset to Original button would revert the local view to “standard view 1”.

---

14. To save the Product List Configuration, click **Save**. The Product List Configuration window closes, and you are returned to the Products tab.

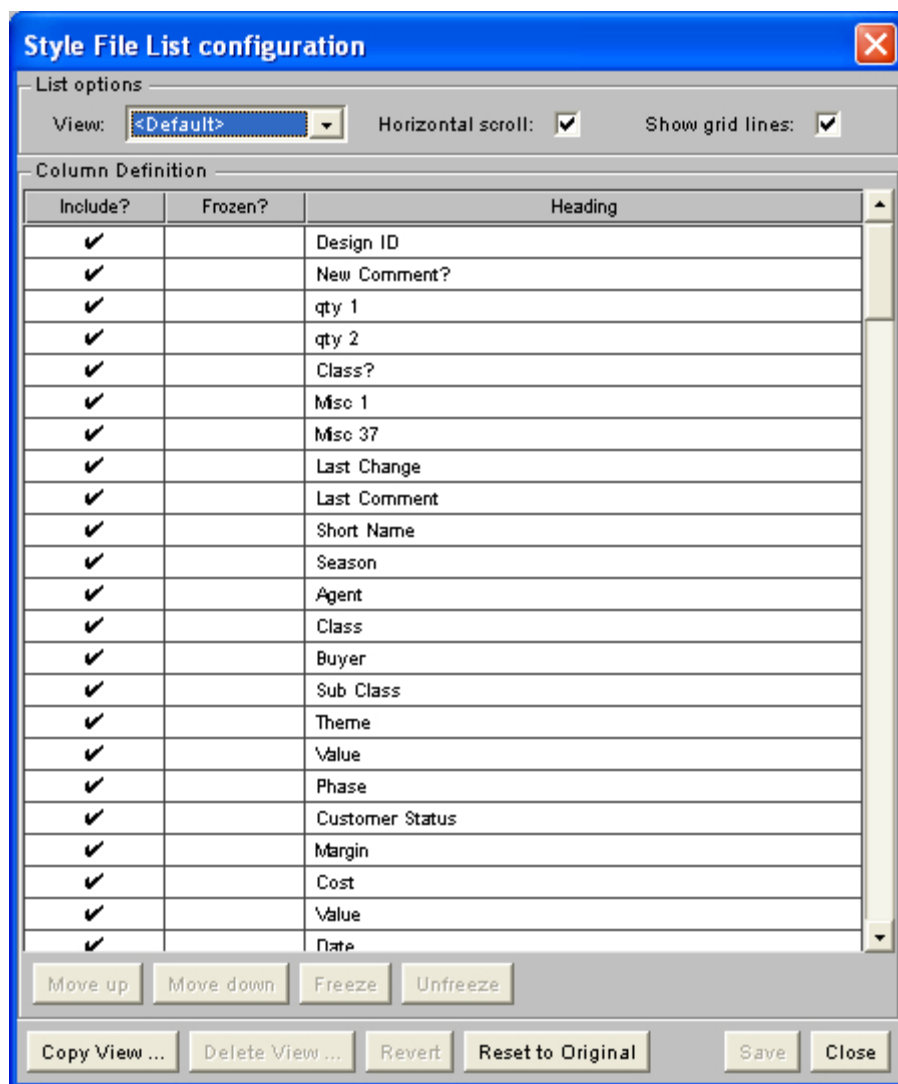
## Delete a View

**Navigate:** On the User Console, click **Products**. The Products tab opens.



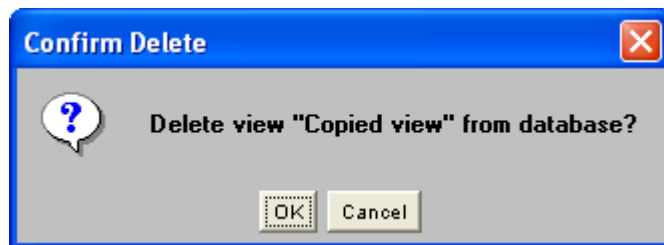
### Products tab

1. From the View drop-down list in the List Option area, select the view you would like to delete. If your Administrator has allowed end-users to configure local product lists, the Configure button is enabled.
2. Click **Configure**. The Product List Configuration window opens.



Product List Configuration window

- Click **Delete View ...** The Confirm Delete window opens.



Confirm Delete window

- Click **OK** to complete the deletion of the view. You are returned to the Product List Configuration window with the Default view as the Standard View.



## Filter the View of the Products Tab

Filter options allow you to limit the data displayed in the Products List window to only the records that meet criteria you specify. For example, you may want to see only the Products in a particular Class. You select that Class from a list in the Filter Options window. Then only Products in the Class you selected will appear in the Products List window. The other Products still exist, but are not displayed until you change the filter.

**Navigate:** On the User Console, click **Products**. The Products tab opens.

### Products tab

1. From the View drop-down list in the List Option area, select the view you would like to Filter.
2. From the Products List window, click **Filter**. The Filter Options window opens.

### Filter Options window

3. Enter the criteria by which you want to filter the list of products.
  - You may select multiple criteria to help you narrow the list to a more specific group of Products. Only Products that meet all the criteria you select will appear in the list.
  - In text or numeric fields, such as Style ID, you can enter a mask to indicate that you want to view all Products that match a portion of the value in a field. For example, you may want to list all Products that have a Style ID beginning with the alphanumeric 8. You enter 8\* in the Style ID. Then only Products with a Style ID beginning with 8 will appear in the Products list window.

---

**Note:** All text fields on the Filter Option window are case-sensitive.

---
- To filter using more than one customer status, select (multiple) from the Cust Status drop-down list. The Multiple Selection pop-up window opens with all available customer statuses listed.
  - a. To select items in a sequence, click on the first item to highlight it, hold down the Shift key and scroll to the last item you want to include and click it. sequential items are selected.
  - b. To select multiple items that are not next to each other on the list, click the first item to highlight it, hold down the Ctrl key and click all items on the drop-down list that you want to include.
  - c. When you have selected all desired customer statuses, click **OK**.

---

**Note:** (*multiple*) will remain selected in the Cust Status drop-down list.

---
- Select the Use these settings next time check box to have the Filter Options window remember your selections the next time it opens.
4. When you finish selecting filtering criteria, click **OK**. The Products list window is refreshed, showing only the products that match your filter criteria. The filter criteria are shown in the upper left corner of the Products tab.

## Manage Filters

Use the manage filters window to save, load, and delete filters.

### Save a filter

1. Click **Manage Filters**. The Manage Filters window opens.
2. Enter a name for the filter in the Name field.

---

**Note:** Names can be up to 128 characters long and contain letters, number, or symbols.

---

3. Click **Save**. The Manage Filters window closes.
4. Click **OK** to apply the filter.

### Load a filter

1. Click **Manage Filters**. The Manage Filters window opens.
2. Select a filter from the list.
3. Click **Load**. The Manage Filters window closes and the Filter Options window is refreshed with the criteria from the filter.
4. Click **OK** to apply the filter.

### Delete a filter

5. Click **Manage Filters**. The Manage Filters window opens.
6. Select a filter from the list.
7. Click **Delete**. The filter is removed from the list.
8. Click **Cancel** to close the Manage Filters window.

## Change or Remove the Filter Criteria from the Products Tab

**Navigate:** On the User Console, click **Products**. The Products tab opens.

Design: Spring 2005: 017 - Mens: qguser qguser (PLX) [974x723]

Style Files Reference Data Global

Filters: none. View: <Default>

Design ID	New Comment?	qty 1	qty 2	Class?	Miso 1	Miso 37	Last Change	Last Cor
-----------	--------------	-------	-------	--------	--------	---------	-------------	----------

Configure... Filter... Export List...

Market: All 0 selected

	Quantity	Value
SE	0	0.00
NO	0	0.00
FI	0	0.00
DE	0	0.00

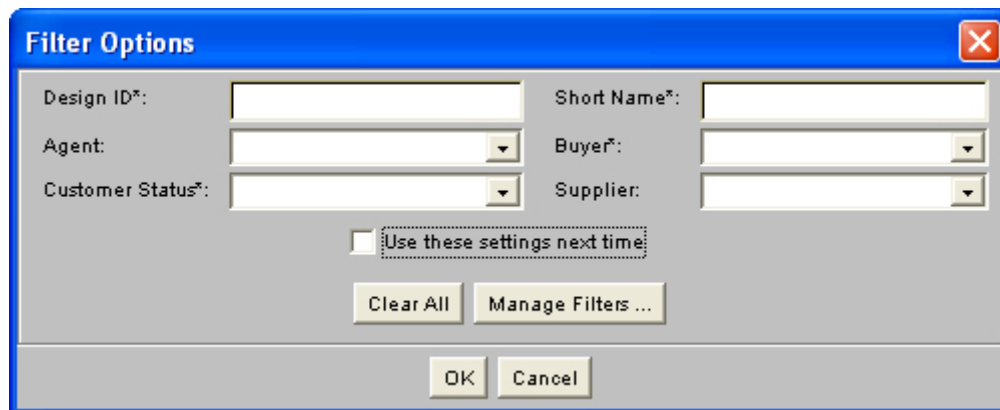
No. with supplier: 0  
No. with agent: 0

0 total  
Total quantity: 0  
Planned: 0

New Edit Delete Quick Add... Assign... duplicate Retrieve... Mass Change Print... Comments... Log... WebTrack... Save Cancel < List Details>

### Products tab

1. From the View drop-down list in the List Option area, select the view you would like to Filter.
2. From the Products List window, click **Filter**. The Filter Options window opens.

The image shows a 'Filter Options' dialog box with a blue title bar and a close button in the top right corner. The dialog contains several input fields: 'Design ID\*' (text box), 'Short Name\*' (text box), 'Agent' (dropdown menu), 'Buyer\*' (dropdown menu), 'Customer Status\*' (dropdown menu), and 'Supplier' (dropdown menu). Below these fields is a checkbox labeled 'Use these settings next time:'. At the bottom of the dialog are three buttons: 'Clear All', 'Manage Filters ...', and 'OK'. The 'Cancel' button is also present at the bottom right.

**Filter Options window**

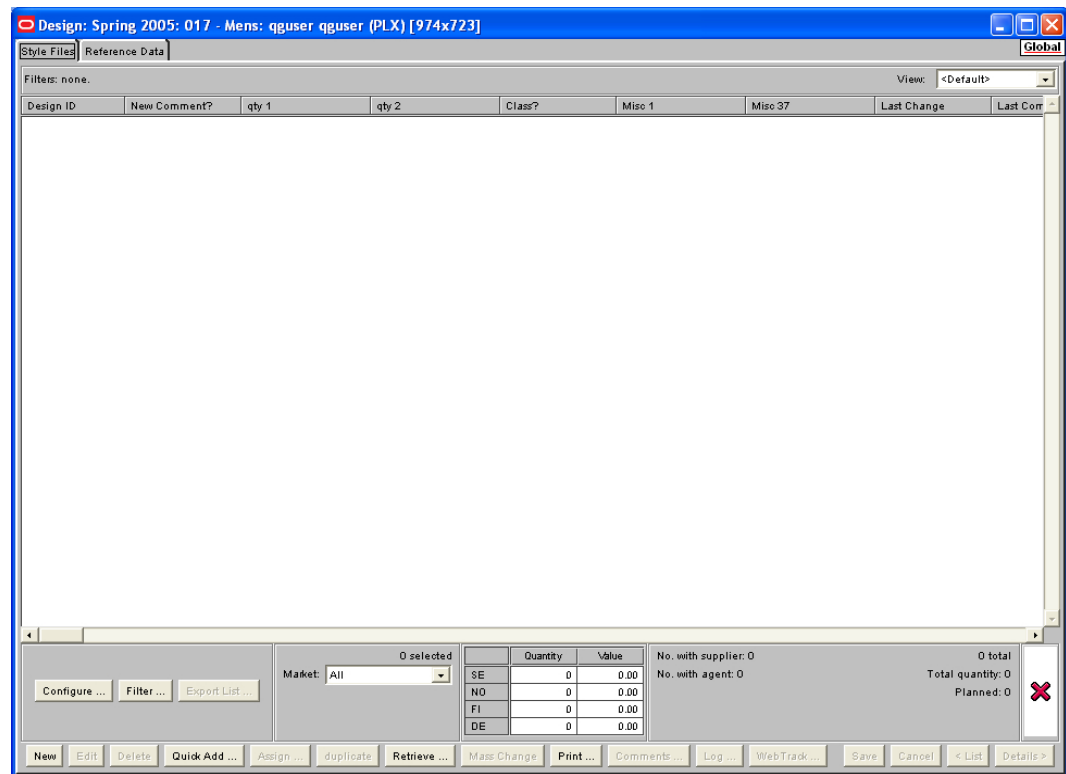
3. Click **Clear All**. All filter criteria fields become blank.
4. Select any new criteria by which you want to filter the list of products.
5. Click **OK**. The Products list window is refreshed. The new filter criteria is shown in the upper left-hand side of the Products tab.

## Sort the View of the Products Tab

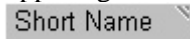
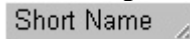
With the default list configuration settings, data in the Products list window is sorted in ascending order by the values in the Short Name field.

To sort the Products list window in a different order, follow these steps:

**Navigate:** On the User Console, click **Products**. The Products tab opens.



### Products tab

1. Click in the heading of the column by which you want the list sorted. The list is sorted in ascending order
2. To sort the list in descending order, click the same heading again.
3. To sort by more than one column, right click on the heading of the first sort results to freeze the sort and click on the next column you would like to sort. click on the frozen column heading to release the sort.
  - A mark in the upper or lower right-hand corner of the column heading indicates by which column the display is sorted. For example, if the display is sorted in ascending order by the values in the Short Name field, a mark appears in the upper right-hand corner of the column heading:  

  - If the mark appears in the lower right-hand corner, the display is sorted in descending order:  

  - If the mark is red, the sort is frozen and another sort in combination with the initial results can be conducted.

## View Reference Data

To provide guidelines for your designs, your Company Administrator has selected default color ranges and size charts.

Reference data opens on these tabs:

- Color Ranges
- Size Chart
- Presentations
- Documents

The Color Ranges and Size Chart tabs are view-only. Only your Company Administrator can change the content on these tabs.

Use the Presentations tab to upload new presentations, such as PowerPoint. For more information, see [Create presentations](#).

Use the Documents tab to view, add, edit, or delete documents.

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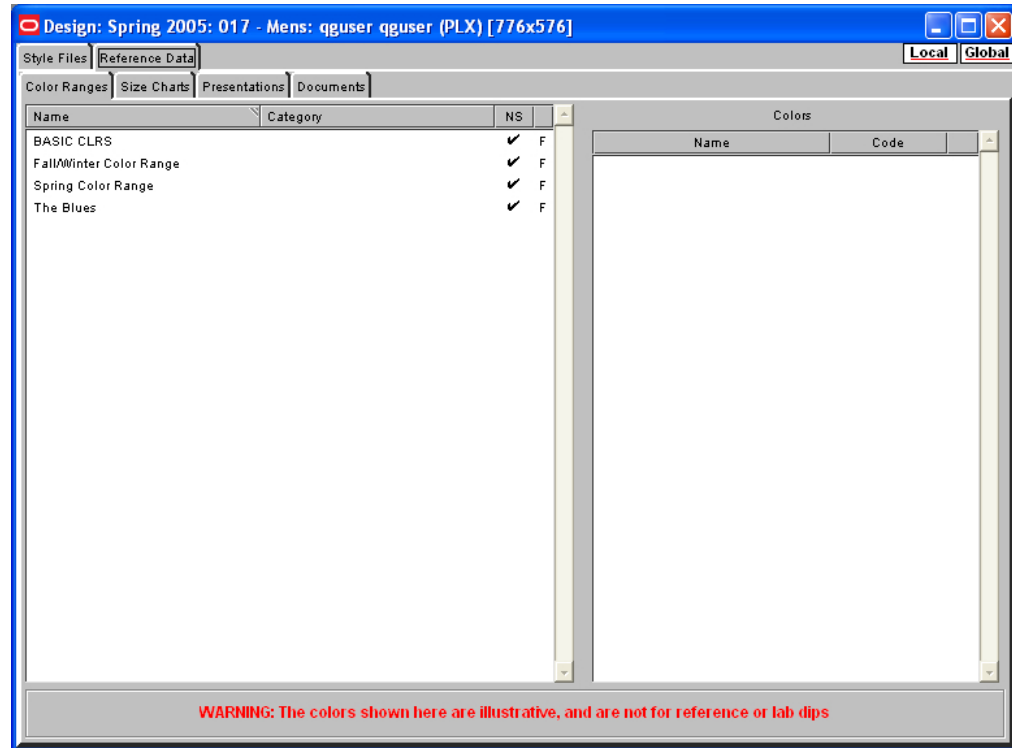
**Note:** The documents that you can access from this tab are not specific to a style file. They support the entire season and department.

---

## View Reference Data

**Navigate:** On the User Console, click **Products**. The Products and Reference tabs are displayed.

1. Select the Reference Data tab.



### Reference Data tab

2. Select the tab you want to view.

## Add a Document

**Navigate:** On the User Console, click **Products**. The Products and Reference tabs are displayed.

1. Select the Reference Data tab.
2. Select the Documents tab.

Design: Spring 2005: 017 - Mens: qguser qguser (PLX) [776x576]

Style Files | Reference Data | Color Ranges | Size Charts | Presentations | Documents | Local | Global

Document Information

Document name:

Author:

Summary:

File:

Set Location

New Edit Delete View Document Save Cancel

### Reference Data tab - Documents sub-tab

3. Click **New**.
4. Select your document directory/ folder location and click **OK**.
5. Upload the document to Design. For instructions, see Upload New Images.

**Note:** To upload a document, you must set your browser security settings.

6. Enter a name for your document. A Document Name is required. The Summary description entry is optional, but you can enter one now or at any other time with the **Edit** button.
7. Click **Save**.



## Edit a Document

**Navigate:** On the User Console, click **Products**. The Products and Reference tabs are displayed.

1. Select the Reference Data tab.
2. Select the Documents tab.
3. Click **Edit**. Edit the document as necessary.
4. When all changes have been completed, click **Save**.

## Delete a Document

**Navigate:** On the User Console, click **Products**. The Products and Reference tabs are displayed.

1. Select the Reference Data tab.
2. Select the Documents tab.
3. Highlight the document that you want to delete.
4. Click **Delete**.
5. Click **Save**.

## Create Presentations

Design can save presentation files created in Microsoft PowerPoint (and other office applications) as HTML files.

When you add a new presentation:

- Set Location is another option to pick a file from your local directory.
- Depending on the size of the presentation, PowerPoint generates several files.
- Select the index.htm and Design will automatically upload all the files for that presentation.
- Design uploads all files in a folder. When you upload your presentation, make sure that the folder you select contains only the files that belong in the presentation.

## Create a Presentation

1. Create a new directory/ folder on your system to store your presentations.
2. Open or create a PowerPoint presentation.
3. Click **File**.
4. Click **Save As HTML** or click **Save As** and select the .htm/ .html file type from the lowest drop-down list.

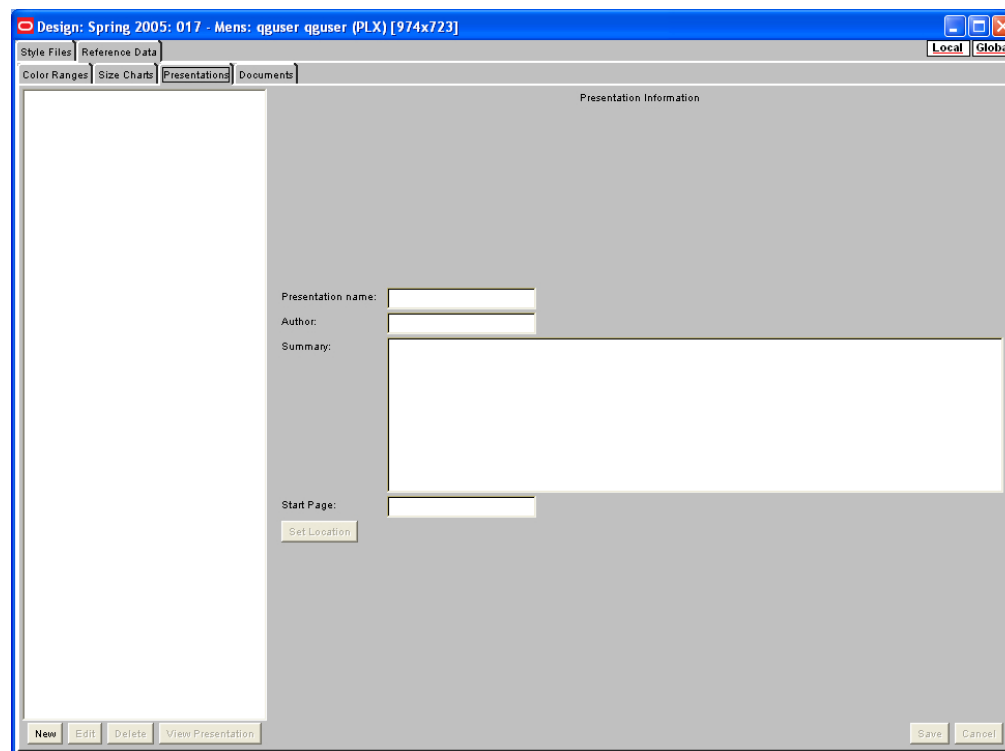
---

**Note:** If these options are not available, contact your system administrator and/or select Web Publishing options in Microsoft Office. Check that Internet Assistant for Microsoft Office 6.0/95 is installed.

---

## Add a Presentation

1. Select the Reference Data tab.
2. Select the Presentations tab.



### Reference Data tab - Presentation tab

3. Click **New**.
4. Select your presentation directory/ folder location and click **OK**.
5. Upload the presentation to Design. For instructions, see Upload New Images.
6. Enter a name for your presentation. A Presentation Name is required. The Summary description entry is optional, but you can enter one now or at any other time with the **Edit** button.
7. Click **Save**.

## Edit a Presentation

1. Select the Reference Data tab.
2. Select the Presentations tab.
3. Click **Edit**. Edit the presentation as necessary.
4. When all changes have been completed, click **Save**.

## Delete a Presentation

1. Select the Reference Data tab.
2. Select the Presentations tab.
3. Highlight the presentation that you want to delete.
4. Click **Delete**.
5. Click **Save**.

## Send Messages

Design has a messaging system that is similar to email, but can be used only within Design. It has in-context messaging, a system feature that enables you to read the message and view the window that the message references.

Use the buttons at the upper right hand corner of the window to send messages.

- **Global messages**  
Global messages are general, and do not reference a specific product.
- **Local messages**  
While you work in a product window, you can send local in-context messages to others in the Design team for the same product. In-context messages are linked to the product.

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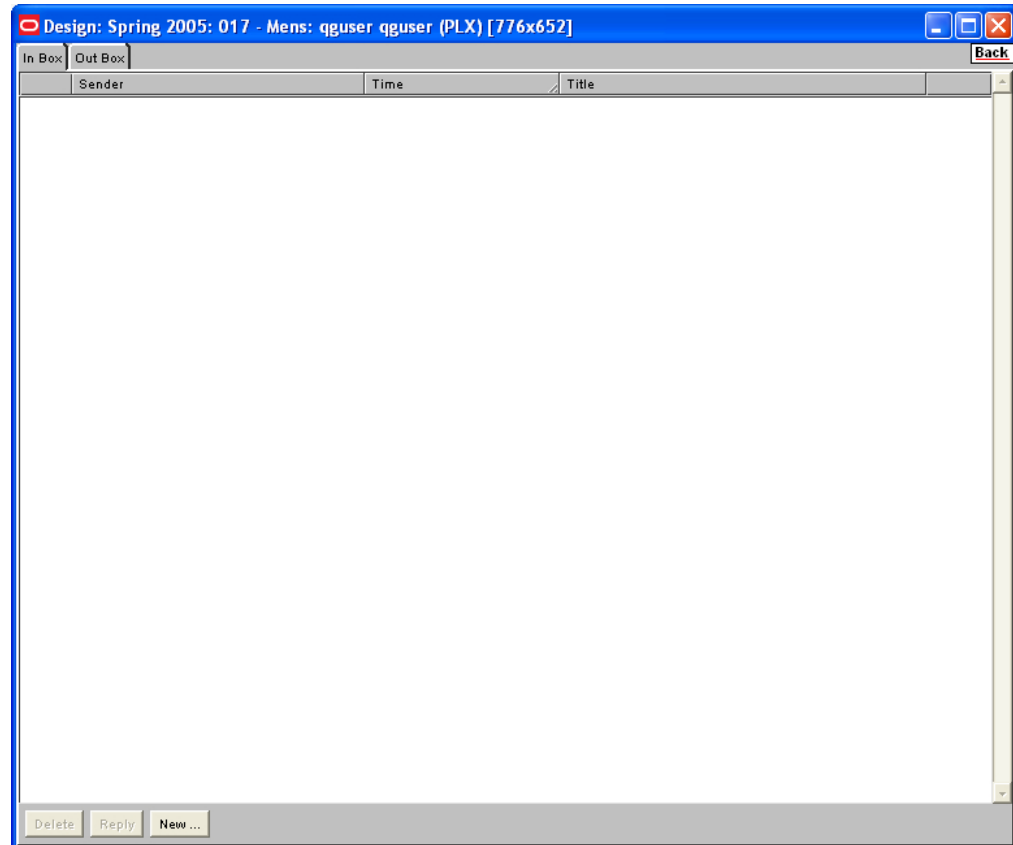
**Note:** At times, you may see either the Global or Local buttons flashing red. This indicates that you have a message waiting in your Inbox.

---

## Send Messages

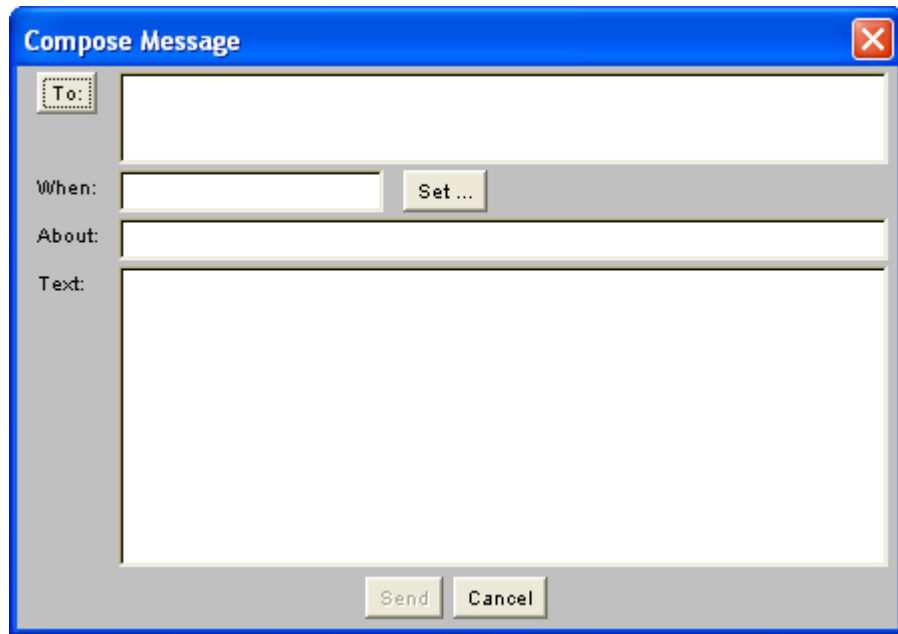
**Navigate:** On the User Console, click **Products**. The Products tab opens.

1. Click **Global** or **Local**. A new window opens with Inbox and Outbox tabs.



### Inbox and Outbox tabs

2. Select the Outbox tab. Previously sent messages are listed here.
3. Click **New**. The Compose Message window opens.

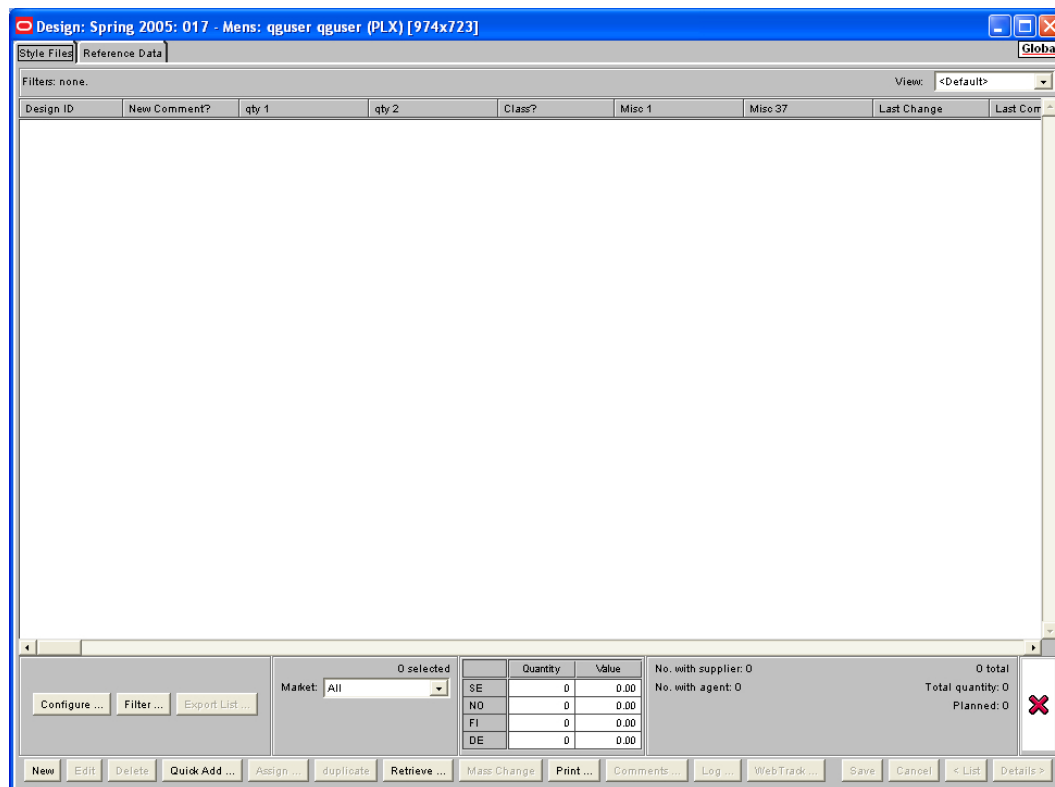
A screenshot of a 'Compose Message' dialog box. The window has a blue title bar with the text 'Compose Message' and a red close button. On the left side, there is a vertical list of labels: 'To:', 'When:', 'About:', and 'Text:'. The 'To:' label is next to a large empty text field. The 'When:' label is next to a smaller text field, which has a 'Set ...' button to its right. The 'About:' label is next to another empty text field. The 'Text:' label is next to a large empty text area. At the bottom right of the dialog, there are two buttons: 'Send' and 'Cancel'.

**Compose message window**

4. Enter the message information.
5. Click **Send** to send the message. It will arrive at it's destination at the time specified in the When field.

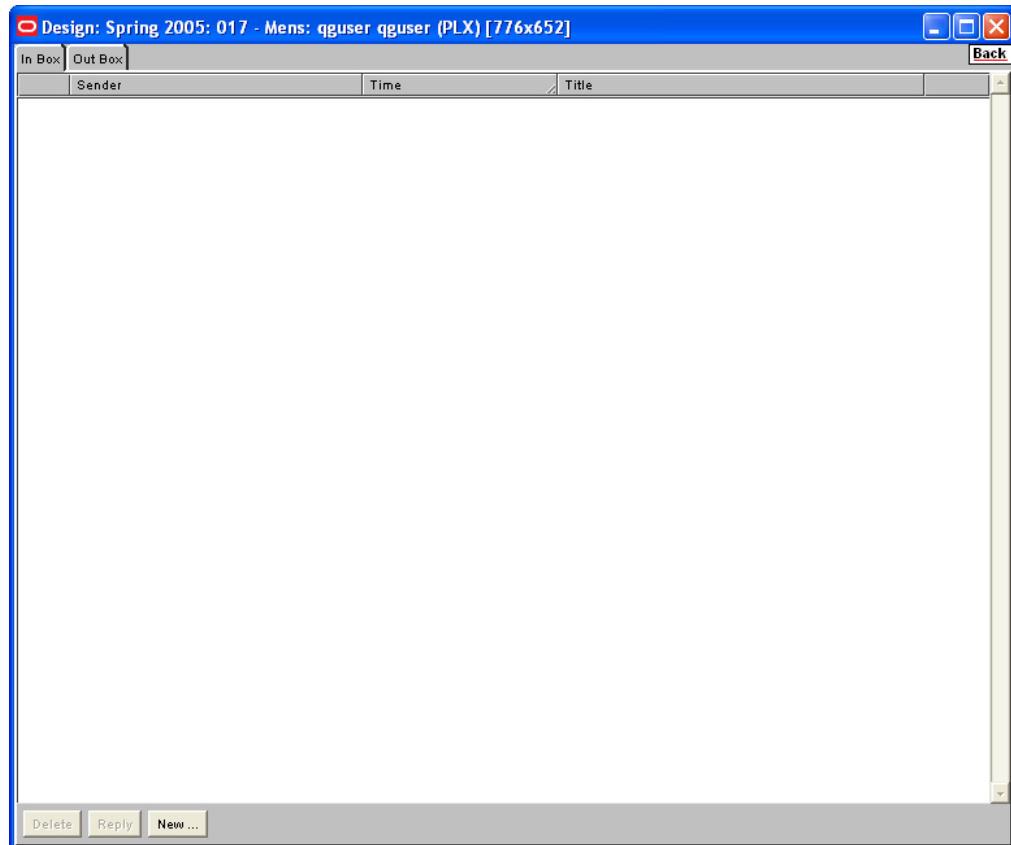
## Receive Messages

**Navigate:** On the User Console, click **Products**. The Products tab opens.



### Products tab

1. Click **Global** or **Local**. A new window opens with Inbox and Outbox tabs.



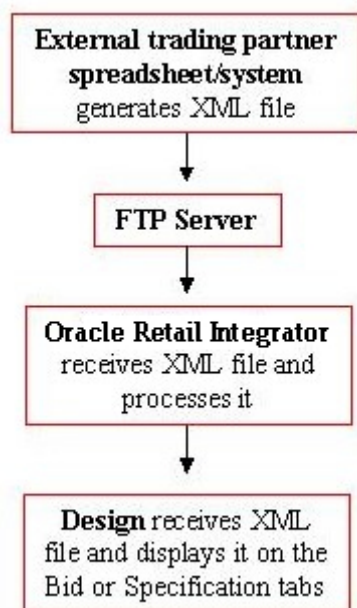
#### Inbox and Outbox tabs

2. Select the Inbox tab to display the list of messages you have received. These symbols may be listed with messages:
  - New - Indicates a new message
  - Go - Indicates that there is a message with a link to a specific product. To read a message, select it from the list and double-click.

## Import Data

The agent or supplier assigned to a particular style file can update the details that are displayed on the Style Files Specification and Bid tabs automatically, by importing the data.

Design allows you to import data from the external system, through Oracle Retail Integrator™, into Design. You do this using an XML file.



### Import Data Into Design

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**Note:** This procedure is primarily carried out using Oracle Retail's Integrator software. For more detailed information about the Integrator portion of data import, refer to the Integrator user guide.

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1. The external trading partner creates an XML file of specification and bid field changes from their spreadsheet or system.
2. The trading partner's file transfer protocol (FTP) software sends the XML file to Oracle Retail Integrator.

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**Note:** A unique style ID is the key used to update this information.

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3. In Integrator, the XML file is processed to ensure that the file conforms to the configuration of the Specification and Bid tabs in Oracle Retail Design. The following are the rules and validation conditions:
  - The updating enterprise must be assigned to a style file.
  - The supplier must exist on the style file.
  - The status of the style file must allow integration.
  - Certain fields may need to be completed to allow status updates. The specific fields are user-configurable.
  - The integration data may only apply to certain mapped fields within the configurable Specification and Bid tabs.
  - The integration data must be validated by Oracle Retail Design tables, and must be in the correct data format.
  - The record must not be locked for editing by another user.
4. If the rules validation fails, then one error email per update is generated and sent to the email address that was attached in the XML file. These email are available in the Integrator log files.
5. If the rules validation does not fail:
  - a. As updates occur, the Integrator log file is updated.
  - b. Once the data has been imported, it opens on the Style Files Bid and Specification tabs. For more information on those tabs, see the Create Styles section.



### A

**Account Number:** The number of your account with your trading partner.

**Address:** The place where an entity is located.

**Amount:** The monetary number or quantity.

**Author:** The creator of the document.

**Available:** A selection can be used.

**Average Item Cost:** The total cost of all units of all items, divided by the total number of units.

**Average Selling Price:** The per unit average retail price computed by Design. The average depends on the ratio of price to quantity.

**Average VAT Rate %:** The average per unit rate of value added tax computed by Design. The average depends on the VAT percentage and the quantity of a size.

### B

**Buyer:** The person responsible for the purchase of merchandise, products, materials, or services.

### C

**Cache Size:** A size limit, in megabytes (MB), for data and images to be cached to your local directory.

**Category:** The group which associate like things.

**City:** An inhabited place of greater size population or importance than a town or village. Used to identify where a location, such as a store or warehouse, is.

**Class:** The fifth level in the merchandise hierarchy. The class breaks down the merchandise hierarchy. A class can belong to one department.

**Code:** A unique set of numbers and/or letters that identifies a thing in the application. May apply to currencies, colors, styles, items, sizes, locations, etc.

**Color Range:** Defines a group of colors for a season, department or division using the colors in your Enterprise's color palette. The buyer can then select from color ranges during product development in Products. In order for a color to be available for use in a Product, it MUST be included in a color range.

**Comments:** Additional information added to a record.

**Components:** Other pieces, such as buttons and zippers.

**Cost:** The amount of money that must be paid to take ownership of something; expense or purchase price.

**Cost by area:** The cost of material for each color. The unit must be the same as the unit used in the Material requirement by Size table on the BOM tab. For example, if you entered the number of yards of fabric it would take to create a specific size on the BOM tab, you need to enter the cost per yard by Color on the Costing tab.

**Country:** A political state or nation or its territory.

**Create WebTrack project:** The product will be sent to WebTrack and a project will automatically be created. Specifically, the product and color information will populate the project number field in WebTrack and the short name will populate the project name field in WebTrack.

**Created:** The date a style file or project was established.

**Created by:** The user name of the person who entered the style file.

**Currency:** Coins, treasury notes, and banknotes in circulation, used as the medium of exchange.

**Current price:** Enter the current price of the label (not the price on the label).

**Customer ID:** The Style Number that the customer assigned to the product.

**Cutter image:** Pictorial references of the shape of the label. Browse your local drive for a cutter image. They are scanned in .gif, .jpeg, or .jpg formats

## D

**Date:** The day, month and year an event occurs or occurred.

**Department:** Belongs to a group in the merchandise hierarchy and provides a way to define the areas of a group. A department is the fourth division in the merchandise hierarchy.

**Description:** The name or identifying note for an ID or code.

**Design ID:** The reference number that the supplier assigned to the product.

**Division:** Belongs to a company in the merchandise hierarchy and provides a way to define the major categories of merchandise at a company. A division is the second division in the merchandise hierarchy.

## E

**Email:** The electronic mail address of the contact. a means or system for transmitting messages electronically (as between computers on a network).

**End Date:** The last day an element is effective in the system.

## F

**Field:** A defined area of the label that will always contain the same information. A Field can contain Text, an Icon or a Value. Options for this table depend on the information entered on the Fields tab.

## G

**Grid spacing:** The density of grid lines. A lower number selection populates the grid with many lines. Choose a lower number to increase the line density. Choose a higher number to decrease the line density.

## H

**Heading:** A name given to a column. Depending on the column, can be user defined.

## I

**Icon:** An image that will appear on the label. Examples would be care symbols and corporate or brand logos.

## K

**Keys:** Criteria on which the parameter's value is assigned. Keys provide a basic level of If-Then or lookup logic to the processing of the parameter with estimated landed costs. You may define up to five keys for each parameter. Some keys, for example, Locations, require that you select from an additional drop-down list to define the key further

## L

**Lead Time:** The time between the beginning of a process and the appearance of results.

## M

**Mail Dependent Parameter 1:** With the exception of the Event Diary Entry mail type, represents the link to the specific track referenced in the email. For the Event Diary Entry mail type, this represents the diary text.

**Mail Dependent Parameter 2:** For the Event Diary Entry mail type, this represents the link to the specific track referenced in the email. Different than the other mail types, when this link is clicked, the user will be taken directly to the Show Diary view of the specific track

**Mail Dependent Parameter 3:** Represents the link to the Oracle Retail Design related styles, provided that the project originated in Design. For emails created in Design, this mail parameter is blank.

**Mail Dependent Parameter 4:** This mail parameter is currently unavailable.

**Mail Dependent Parameter 5:** This mail parameter is currently unavailable.

**Material:** The type of substance or fabric used to create the product

**Material cost:** The average material cost per item.

**Material cost by Color per item:** The cost of material for each color is entered in this table.

**Material cost by Size & Color per item:** The quantity, material amount, cost by area, and total material cost for each color and size displayed. The computations are based on your entries on the BOM tab and in the Material cost by Color per item table.

**Material requirement by Size:** The amount of material used for the individual sizes is entered in this table.

**Material requirement by Size & Color:** The amount of material required to create each size and color combination is computed based on your entries in the Material requirement by Size table and the colors selected on the Summary tab.

## N

**Name:** The person who is identified as having the responsible role.

**Non-seasonal:** Colors displayed are not part of the color definition for the season.

## O

**Organization:** Your company's name. This name will appear on e-mails generated by Design or WebTrack.

## P

**Packaging subtype:** This allows the administrator to specify packaging types even further. A Subtype must be specified with a Packaging Type.

**Packaging type:** This is a general reference that helps to define groups of labels. Examples would be bag labels or hanging labels.

**Partner:** A person or entity that has an association with your organization in various areas of the procurement process. Partners can include those involved in transporting goods, escheatment, providing credit, and providing services. A partner does not provide items for resale to a retailer.

**Phase:** A sub section of a season.

## Q

**Quantity:** The total number of a unit.

## R

**RGB:** The combination of Red (R), Green (G), and Blue (B) that compose a color

## S

**Season:** A season is a specific selling period during the year.

**Supplier:** The person or entity that provides items to a retailer.

## U

**Unit of Measure:** Indicates how each unit is measured.

## V

**VAT Rate:** The percentage that is applied to any value added to an item to calculate VAT.