

Training linking label in system

In this training you will learn more about the following topics:

1. - Link Jeans & Backpatch label in system
2. - Link Ties, Pocketsquare & Bowties label in system
3. - Link Shoe stamp in system
4. - New customers start selling shoes
5. - Deactive label in system

1. - Link Jeans & Backpatch label in system

First it's important that you have a label code.

So please give the labels first to Irene, she will take the following actions:

- add label on the Jeans label file
- communicate track and trace and label code to atelier
- inform Account Manager about label code

Second it's important to know which position the customer prefers.

Backpatches are only possible to be linked to position: 5. Back patch, right back

We have an overview with all the available label positions in the following file:

L:\06. MUNRO TAILORING SALES\Labels\New Label positions > Label Positions Jeans & 5-pocket 2.0

When all information is there we can start linking the label in system.

We can do this directly, we don't need to wait for confirmation if it's delivered in atelier or not.

We take the following step in system:

Shops > Shop labels > Shop labels > Add Shop label

(* Make sure you also enable the label)

The screenshot shows the 'Create shop label' form in a system. It has two tabs: 'Details' and 'Information'. The 'Details' tab is active, showing fields for Shop label, Atelier, Visible to, Atelier Munro collection, Production code, Current stock, and Minimum stock. The 'Information' tab is also visible, showing a 'Handwritten extra text' field and an 'Is Enabled' checkbox. Below the tabs is a table with columns 'Product Part' and 'Label position'.

Product Part	Label position
<input checked="" type="checkbox"/> S Pocket	1. Inside waistband, centre back
<input type="checkbox"/> S Pocket	2. Inside waistband, left front
<input type="checkbox"/> S Pocket	Hangtag
<input type="checkbox"/> S Pocket	3. Inside waistband, right back
<input type="checkbox"/> S Pocket	4. Inside waistband, left back
<input type="checkbox"/> S Pocket	5. Back patch, right back

2. - Link Ties, Pocketsquare & Bowties label in system

First it's important that you measure the label first.

Does it fit on the tie/bowtie/pocketsquare?

If the label fits it's important that you have a label code.

So please give the labels first to Irene, she will take the following actions:

- add label on the Ties label file
- communicate track and trace and label code to atelier
- inform Account Manager about label code

Second it's important to know which position the customer prefers.

We have an overview with all the available label positions in the following file:

L:\06. MUNRO TAILORING SALES\Labels\New Label positions\Label Position Bow tie – Tie – Pocket Square.

When all information is there we can start linking the label in system.

We can do this directly, we don't need to wait for confirmation if it's delivered in atelier or not.

We take the following step in system:

Shops > Shop labels > Shop labels > Add Shop label

(* Make sure you also enable the label)

Label codes are easily recognized:

We use the code: BT for Bowtie, T for Ties, PS for Pocket Square

Edit shop label

Details Images Mutations Buying Information

Shop label Mason & Sons Tie label

Atelier Ties

Visible to Munro

Atelier Munro collection N/A

Production code MAS-T08

Current stock 214

Minimum stock 50

Remark

Edit shop label

Details Images Mutations Buying Information

Minimum stock 50

Remark

Handwritten extra text None

Is Enabled ☒

Please note: Before disabling shop label, please check that it is not set as default for any label position.

	Product Part	Label position
<input checked="" type="checkbox"/>	Tie	1. Back of tie, below loop

3. - Link Shoe stamp in system

First it's important that the logo has measurements: 6 x 2 cm.

This measurements needs to be stated with the logo.

The logo needs to have a white background and the letters black.

It's not possible to have a colorful shoe stamp!

Costs are €149,-.

Second Irene needs to request a shoestamp sample first, this usually takes up to 2 weeks.

Irene will remind atelier for the shoestamp.

So please send the logo to Irene, she will take the following actions:

- Request shoestamp sample → and save in folder
- inform Account Manager when shoestamp can be activated in system

Setting up Production code

There is always need to make 2 labels for the shoes in the system.

1 can be used for blake, blake-rapid and the belt, the other one need to be used for goodyear make.

- For blake the shop label text can be exactly as the stamp.
- For good year please write Lav. Goodyear/**shoplabel tekst**

Example

Shop label
Lav. Goodyear/Tod-B
Tod-B

Handwritten: Lav. Goodyear

Notes

1. Shop label = stamped
Production code need to be written exactly same as stamp. Why? Since this is coming on the order sheet for the atelier.
2. Handwritten extra text is written by hand
3. Monogram is written by hand

On ordersheet it shows:

Production code / **handwritten extra text** + **monogram**

Tod-B Made in Italy for Jeroen

Example 1

Shoe stamp is including **Made in Italy**

- Production code should be written exactly same as the stamp
- Info in handwritten extra text = for
- Monogram info is coming from 'monogram'

Ordersheet: **Oger Made in Italy** (=production code) / **for** (=handwritten extra text) **Dennis**
(=monogram)

Belt not linked to
hand made (goodyear).

Linking to shop:

Go to Shops > Shop > Linking Shoplabels

And select Atelier > Shoes

Make sure that you link the right stamp to the right make for all product part and for all label positions.

Make Goodyear to Lav Goodyear / Monokel

And Blake to Monokel

For belts: Please link only Monokel, also for Goodyear.

Allow tailor to change should always stay on Yes.

Please do not delete made in Italy in 2. Middle of Outsole.

This is a country of origin label which should always stay on the shoe.

TAILORING
Atelier

Orders Creative Office Stock Buying Shops Invoicing Products Dates Logistics Reports Dashboard Ot

WorkNotes: 0 - New, 0 - In Progress

Link/unlink shop labels

Shop : Monokel Berlin GmbH Shop chain: Monokel Berlin GmbH

Labels overview Link/Unlink Labels

Atelier: Shoes

ProductPart	Label position	Make	Labels	Default	Allow tailor to change?
Formal round	1. Heel of insole	good year	Lav. Goodyear/Monokel Monokel	Lav. Goodyear/Monokel	Yes
		blake	Lav. Goodyear/Monokel Monokel	Monokel	Yes
	2. Middle of outsole	good year	Made in Italy	Made in Italy	Yes
		blake	Made in Italy	Made in Italy	Yes
	3. Inside belt	good year	Monokel	Monokel	Yes
		blake	Monokel	Monokel	Yes

5. - Deactive label in system

When label needs to be deleted and no longer active, we need to check first the following steps:

- Are there any orders currently in our atelier that are using this label?

If yes? Please wait until all orders are send from our atelier.

Are all orders send from our atelier?

Search for label in admin:

Shops > Shop Labels > Shop Labels

Search for production code in the 'labelbijbel' or trimminglijst/overview list.

Type the production code in the field: Production Code.

I will use the below examples:

CUSTOM-410

Valor-192

*go to shop
make sure label is
not with default anymore*

1. Action > Edit

2. Place an 'x' in front of shop label name: x Valor overcoat label

3. Then you make sure you deactivate label, please unlink Is Enabled:

4. Click on update.

Shop label	x Valor overcoat label
Atelier	Overcoat
Visible to	Munro
Atelier Munro collection	N/A
Production code	CUSTOM-410
Current stock	33
Minimum stock	20
Remark	JS
Handwritten extra text	None
Is Enabled	<input type="checkbox"/>

Please note: Before disabling shop label, please check that it is not set as default for any label position.

Then please send Irene an E-Mail with the label codes.

Irene will make sure that labels will be send towards our office.

Please find example email attached.



Delete labels.msg