UPLOADING IMAGES INTO FLEXPLM

09/03/2020

NORDSTROM
AFTER TYPING IN THE VPN INTO THE SEARCH BAR, ON THE SIDE BAR UNDER ‘APPROVALS’ CLICK ON ‘FIT’
FROM THE TOP SECTION OF THE PAGE, CLICK ON THE DROP-DOWN MENU FOR ‘SPECIFICATION’
This will bring you to the page where fit comments, images, etc. can be entered. Find the coordinating sample, and click on the drop-down menu.
CLICK ON ‘UPDATE’ ONLY
ON THE ‘FIT INFORMATION’ PAGE UNDER ‘MFR MEASUREMENT’ IS WHERE SPECS CAN BE UPLOADED. ‘COMMENTS’ IS FOR ANY CALL-OUTS.
TO UPLOAD IMAGES, CLICK ON THE ‘IMAGE’ TAB
CLICK ON ‘ADD FIT SAMPLE IMAGE’
A SECONDARY WINDOW WILL APPEAR
UNDER ‘*PAGE TYPE’ CHOOSE ‘FIT’ FROM THE DROP DOWN MENU
UNDER ‘PAGE DESCRIPTION’, NAME THE IMAGE IE.) FIT, PP, ETC.
Under ‘*PAGE LAYOUT’ choose from the drop down menu the photo layout needed.

**Image Page Layout:**

- **1X1:**
- **1X2:**
- **2X1:**
- **2X2:**
- **2X3:**
- **3X2:**
- **3X3:**
THEN CLICK ON ‘CREATE’
Then click on ‘Choose File’, and upload each image accordingly.
AFTER YOU UPLOAD THE IMAGES, CLICK ‘SAVE’
ONCE YOU ARE FINISHED, CLICK “SAVE” IF THERE IS NOTHING FURTHER TO ADD INTO THE FIT SECTION