Content

1. Getting started with Delogue 3
   1.1. What is Delogue 3
   1.2. The first login 3
2. What browser should I use 4
3. Using Delogue 5
   3.1. Styles overview 5
   3.2. Style files 6
   3.3. Communication 6
   3.4. Dashboard and sample request overview 7
4. Styles - find and print specifications 8
   4.1. Style list 8
   4.2. Link from email notification 8
   4.3. How to find a style 9
   4.4. Save your favorite filter 10
5. Find style specifications 12
   5.1. Style files 12
   5.2. Item list 13
   5.3. Measurement chart 13
6. Sample request 14
   6.1. PRINT STYLE SPECIFICATIONS 14
   6.2. DOWNLOAD SPECIFICATION TO EXCEL 16
7. Communication 17
8. Sample requests 18
   8.1. CONFIRM SAMPLE REQUEST 18
   8.2. MARK SAMPLE AS SENT 19
   8.3. SEE SAMPLE COMMENTS 22
   8.4. COMMUNICATION LOG 22
   8.5. SAMPLE REQUEST 22
   8.6. PRINT SAMPLE COMMENTS 22
   8.7. EXPORT COMMENTS TO EXCEL 22
9. Dashboard 24
10. Custom fields 27
    10.1. View custom fields 27

10.2. Edit custom fields 27
11. Price 28
12. Troubleshooting 29
12.1. Can’t login 29
12.2. Can’t receive emails 29
12.3. Need support 29
12.4. No access to the style 29

1. Getting started with Delogue

1.1. What is Delogue

Delogue is an online platform for communication and product development for the lifestyle industry. Delogue connects brands and their suppliers, making it easier to communicate and manage the design and production processes. All information is gathered in one place and ready to be shared across teams and suppliers.

1.2. The first login

You will receive an invitation from your customer. By clicking the link, you will be forwarded to **https://my.delogue.asia.**

When you log in for the first time, it is important to create a personal password. In the future, you will be able to log in using your email address and your personal password. It is important that you do not share your login information, as all actions on the platform are logged with name, date and time, and are easily retrieved.

2. What browser should I use

Every time you access Delogue, make sure you are using one of the browsers listed below as they ensure a better performance of the system.

- **Chrome** - latest version
- **Firefox** - latest version
- **Internet Explorer** - 11
- **Edge** - latest version
- **Safari** - we support versions that Apple support.

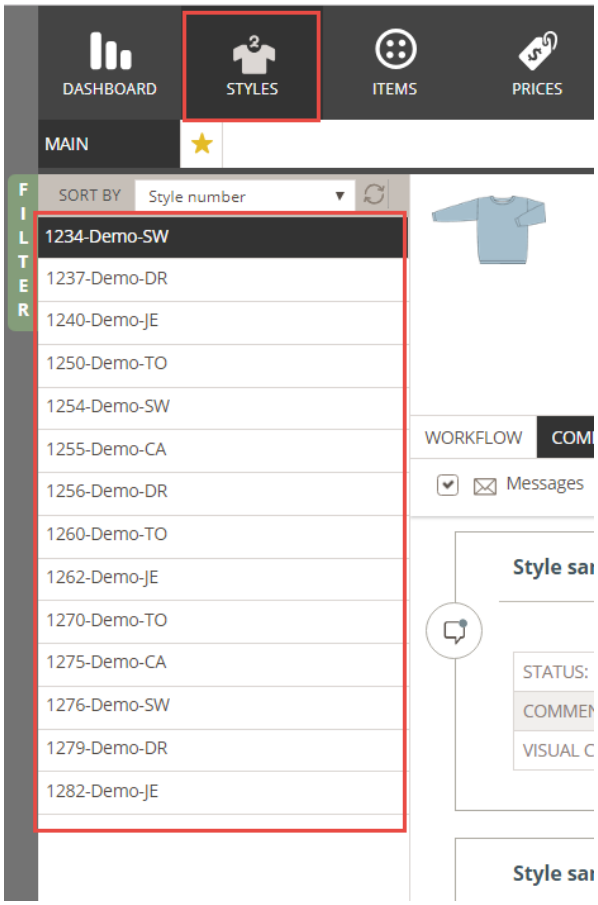
If you use other browsers, we cannot guarantee you that Delogue will function correctly.
Please note that there is some Chinese browsers available – **we don't support these ones and cannot guarantee that data will be shown correct.**

Delogue recommends that you use Google Chrome browser to get the best experience!!

3. Using Delogue

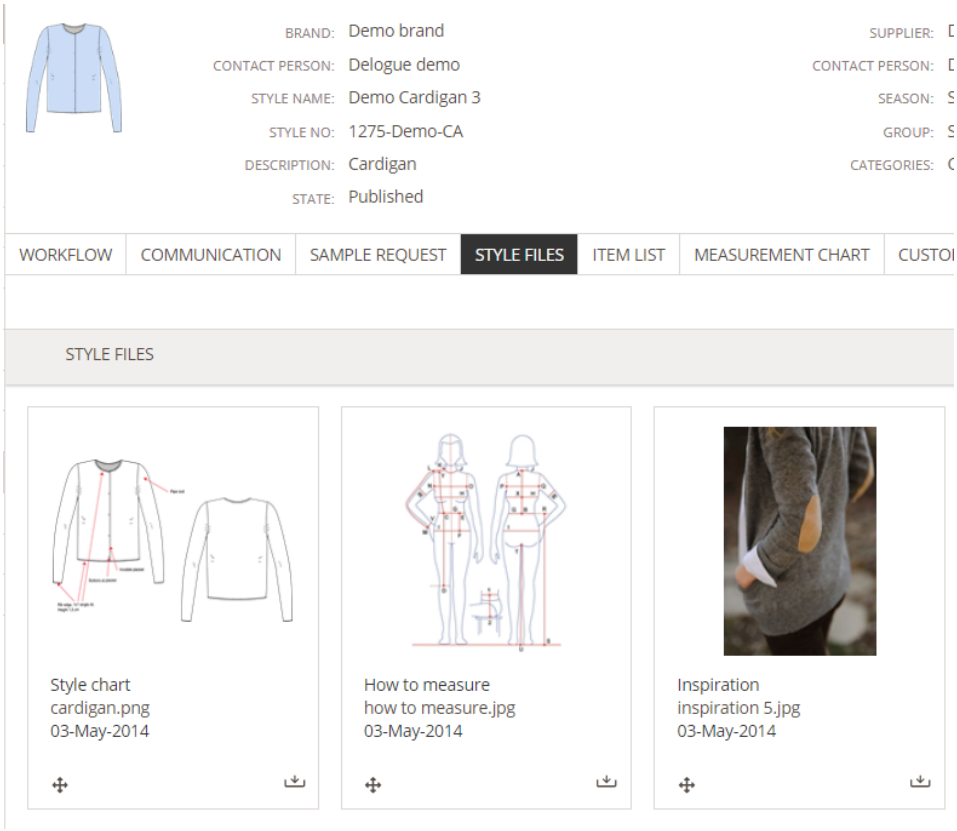
3.1. Styles overview

In Delogue, you will see a list of styles/projects from your customers which you are the supplier of. When you click on any style/project, you will see all the information regarding this project on the right side of the screen.



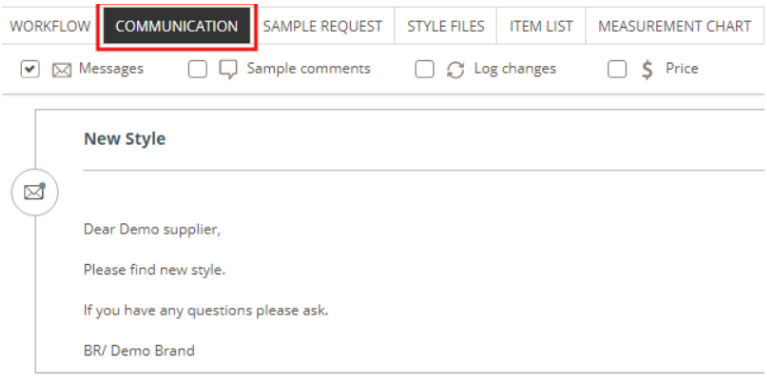
3.2. Style files

In style files, you will find all the files which your customer has uploaded to the style. You can click on it to open in another tab, but you can also choose to download it.

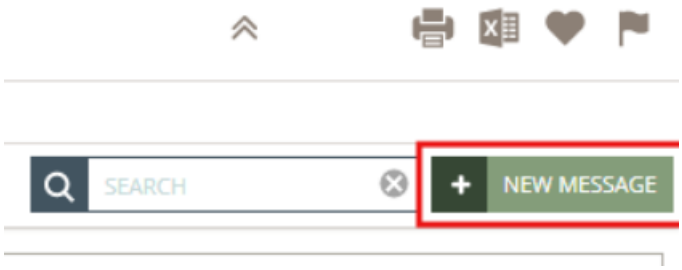


3.3. Communication

Whenever you need to send a message to your customer, select the style and go to the Communication tab.

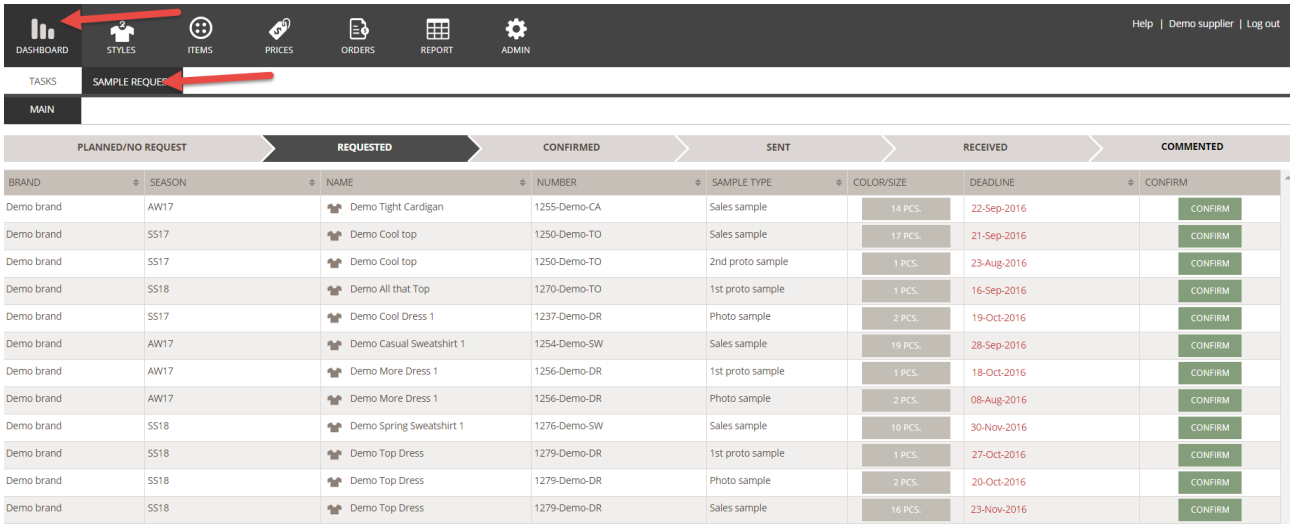


Here, you can create messages by clicking the 'New message' button. Choose to notify someone in your message if you need someone from your customer to receive an email about it. You can notify both people from the brand and from your own organization – similar to the use of CC in emails.



3.4. Dashboard and sample request overview

In Dashboard, under the Sample request tab, you have an overview of all the projects you are the contact person and all the sample requests your customer has made.



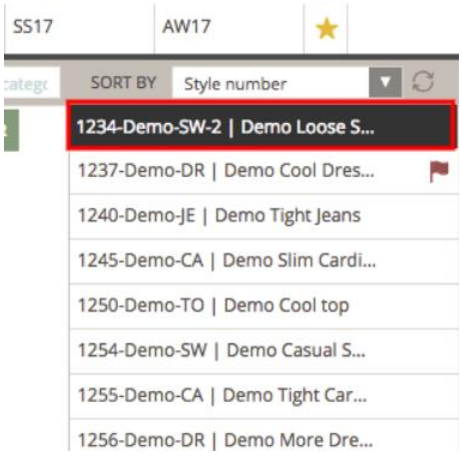
BRAND	SEASON	NAME	NUMBER	SAMPLE TYPE	COLOR/SIZE	DEADLINE	CONFIRM
Demo brand	AW17	Demo Tight Cardigan	1255-Demo-CA	Sales sample	14 PCS.	22-Sep-2016	CONFIRM
Demo brand	SS17	Demo Cool top	1250-Demo-TO	Sales sample	17 PCS.	21-Sep-2016	CONFIRM
Demo brand	SS17	Demo Cool top	1250-Demo-TO	2nd proto sample	1 PCS.	23-Aug-2016	CONFIRM
Demo brand	SS18	Demo All that Top	1270-Demo-TO	1st proto sample	1 PCS.	16-Sep-2016	CONFIRM
Demo brand	SS17	Demo Cool Dress 1	1237-Demo-DR	Photo sample	2 PCS.	19-Oct-2016	CONFIRM
Demo brand	AW17	Demo Casual Sweatshirt 1	1254-Demo-SW	Sales sample	19 PCS.	28-Sep-2016	CONFIRM
Demo brand	AW17	Demo More Dress 1	1256-Demo-DR	1st proto sample	1 PCS.	18-Oct-2016	CONFIRM
Demo brand	AW17	Demo More Dress 1	1256-Demo-DR	Photo sample	2 PCS.	08-Aug-2016	CONFIRM
Demo brand	SS18	Demo Spring Sweatshirt 1	1276-Demo-SW	Sales sample	10 PCS.	30-Nov-2016	CONFIRM
Demo brand	SS18	Demo Top Dress	1279-Demo-DR	1st proto sample	1 PCS.	27-Oct-2016	CONFIRM
Demo brand	SS18	Demo Top Dress	1279-Demo-DR	Photo sample	2 PCS.	20-Oct-2016	CONFIRM
Demo brand	SS18	Demo Top Dress	1279-Demo-DR	Sales sample	16 PCS.	23-Nov-2016	CONFIRM

It is very important that you confirm if you are able to deliver the sample within the deadline requested. IF NOT, make sure to go to Communication and write a message to them. It is crucial that they are informed about any delay or change.

4. Styles - find and print specifications

When you enter Delogue, you will see all the styles your customer has assigned to you.

NOTE: Your customer must have published the style for you to be able to see it. If you still cannot see the style, please check with your customer if they have given you access to the brand.



4.1. Style list

Your styles will appear in the left side list.
By selecting one of the style names, the details of this style will appear.

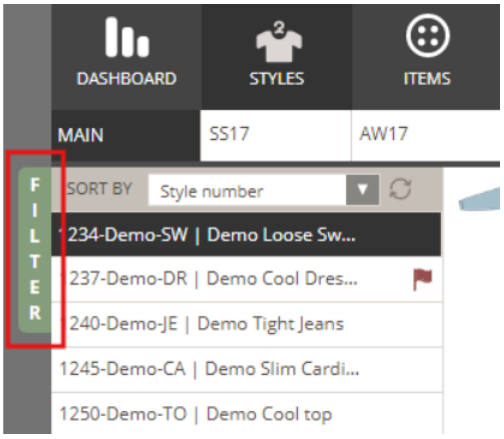
4.2. Link from email notification

When you get an email notification, then the link in the email will direct you to the specific style.

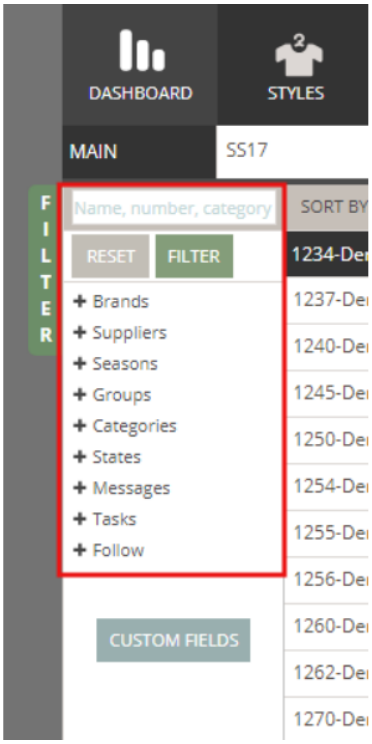
4.3. How to find a style

You can easily search for a style in the filter section.

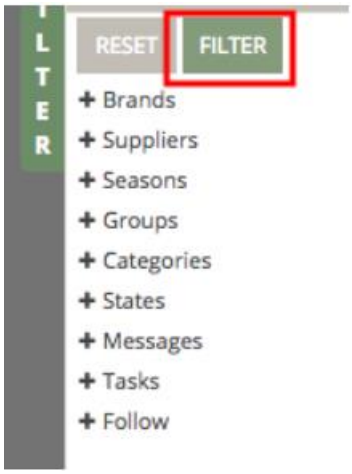
1) Click the **green** filter button on the left side and filter section will open. (Please remember to select a brand in the filter as shown with the red arrow below)



2) Type in the search field or select the specific brand to filter by season, group and category - you can also filter by unread messages, alerts, and tasks.



3) Click "Filter"

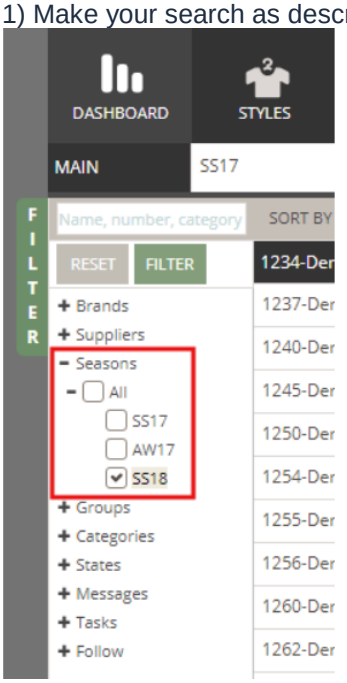


4) List of styles within the search result will appear

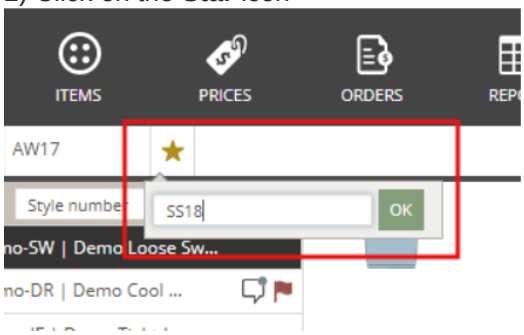
4.4. Save your favorite filter

You can easily save your filter settings. For example, per brand or per brand/season.
The system will then remember the filter next time you log in.

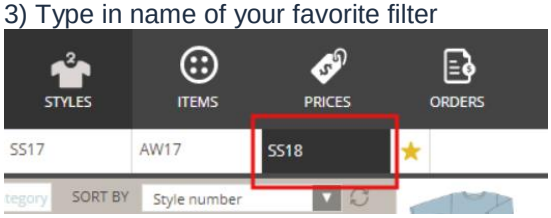
1) Make your search as described above.



2) Click on the **Star** icon



3) Type in name of your favorite filter



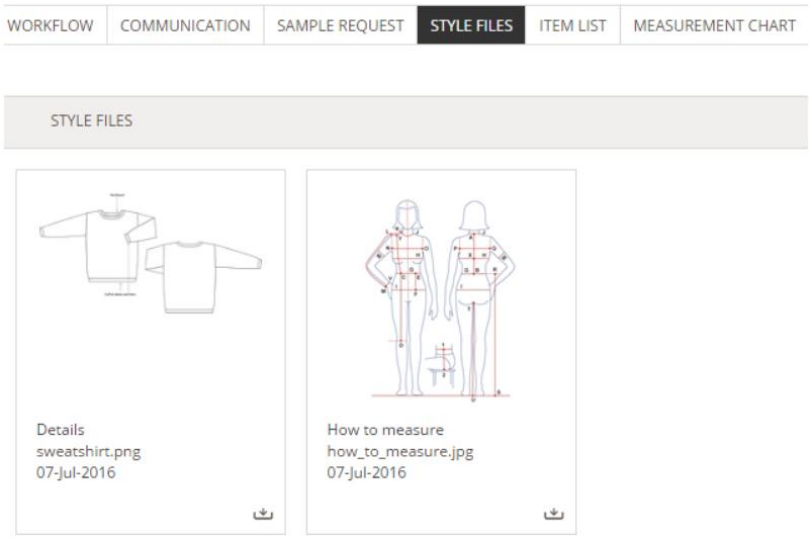
4) Click OK

You can remove the favorite by clicking on the **cross** icon on the tab - it will appear when you move hover the favorite you want to remove.

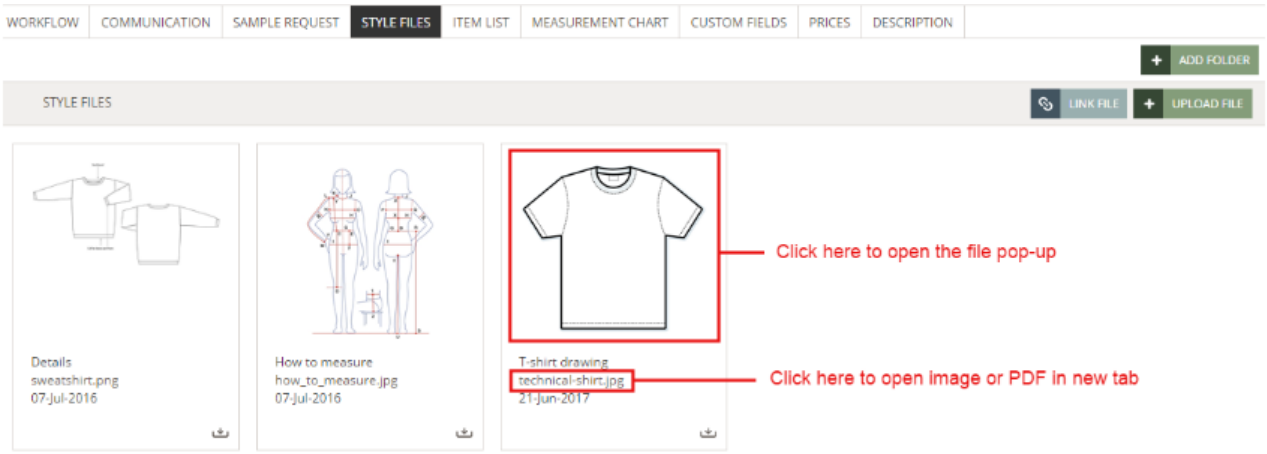
5. Find style specifications

5.1. Style files

All files, documents, specifications, etc related to the style will be uploaded under Style files tab.



- All formats can be uploaded, but only images files (.jpg, .gif, .png etc) will appear on screen.
- You can easily download other formats (or any file you want) by clicking at the file name or the download icon



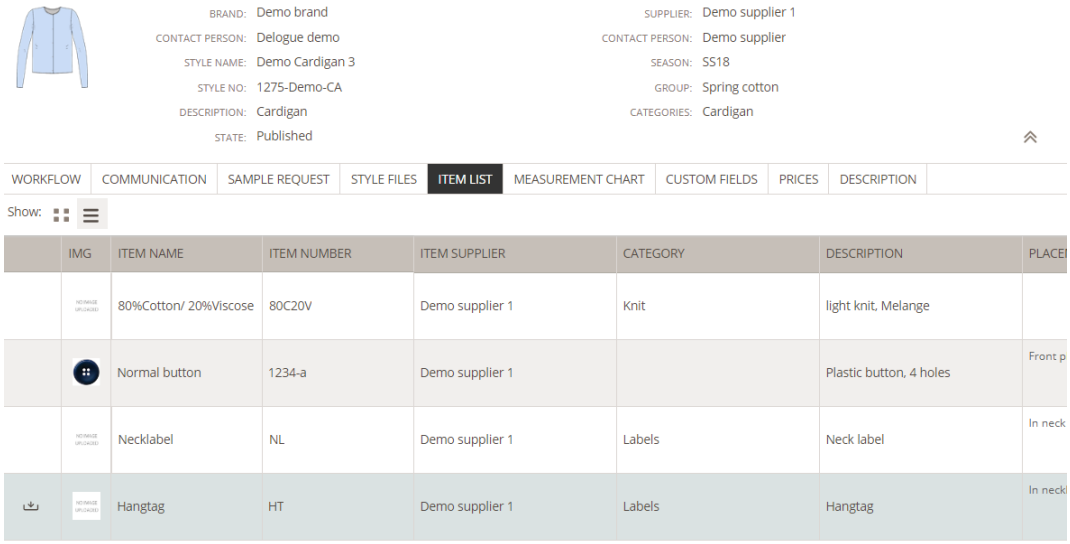
- You can also upload files if you want to share it with your customer.
- You can see any extra info your customer has added to any given file by clicking on the preview

5.2. Item list

The Item list will contain the items (components) of this style (product).
It varies from customer to customer how detailed they make the item list.

In the Item list, you will be able to find details of placement, amount and color combinations.
You can also see if the quality and colors are approved (indicated with red and green dots).

If you are the supplier of the item, a link to the item library will appear.

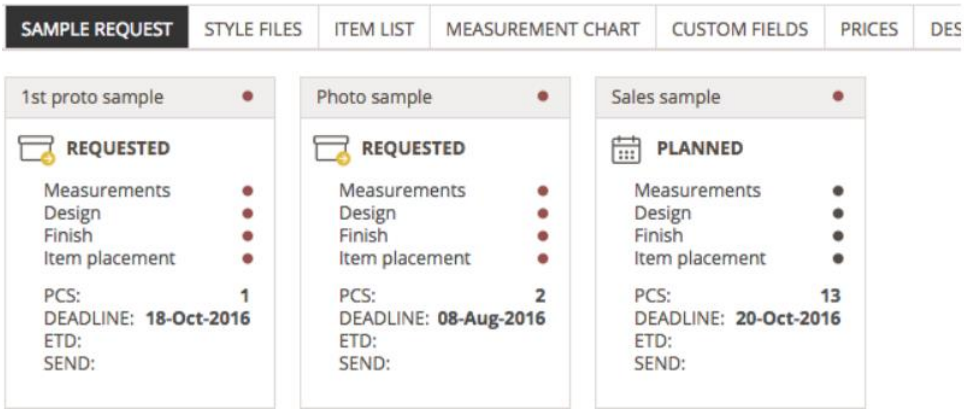


5.3. Measurement chart

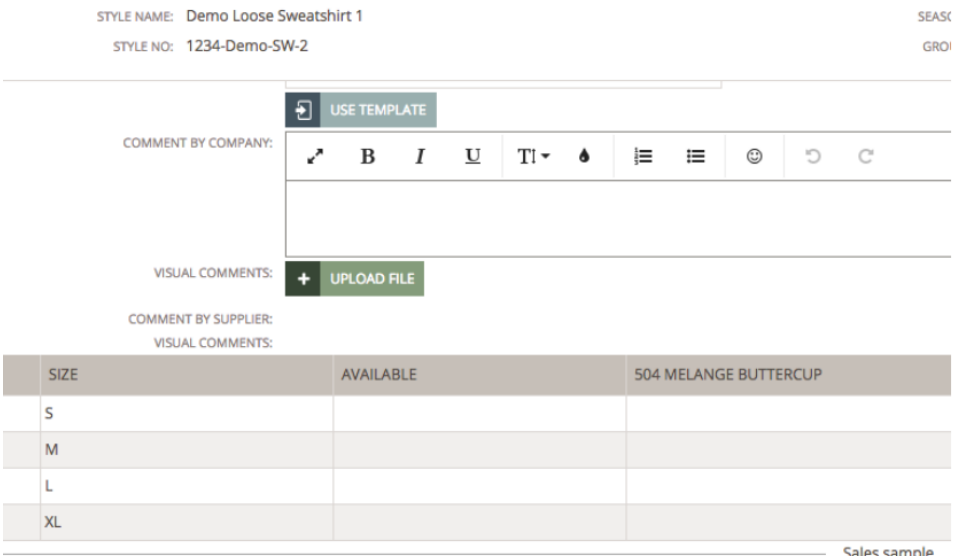
In the Measurement chart, you will be able to see the available measurement chart from your customer.
NOTE: All customers select size range to be able to make sample requests.

6. Sample request

In the Sample request section, you will able to see the requests made by the brand including status and deadline.

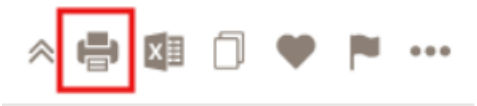


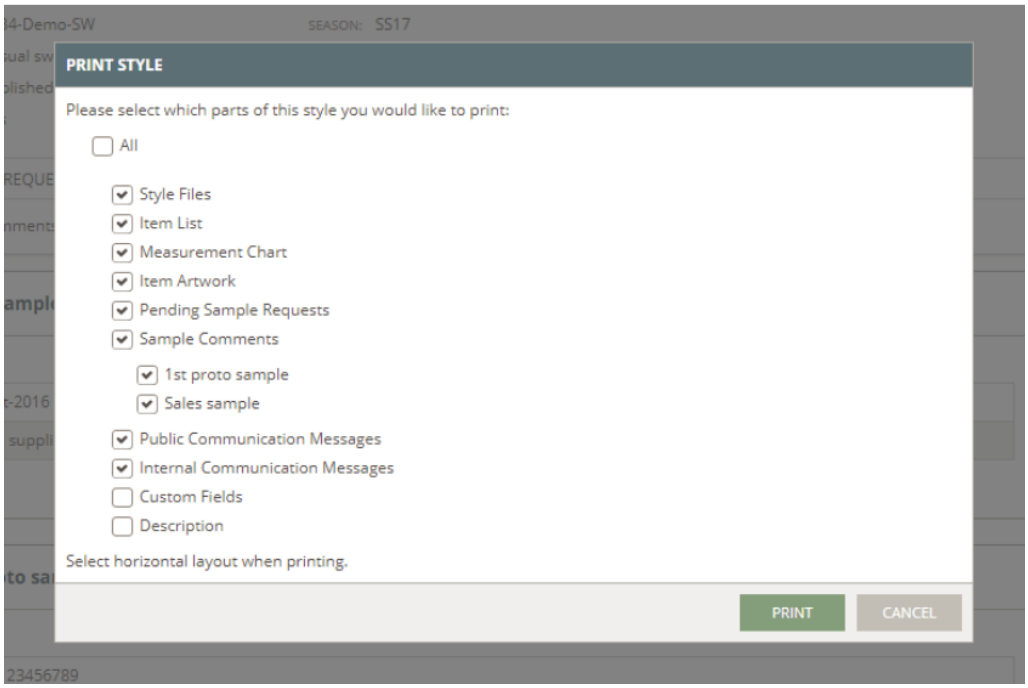
Double click at the request to find details about quantity per color/size.



6.1. PRINT STYLE SPECIFICATIONS

You can easily print the specification by clicking the **print** button and select which parts to print.
NOTE: Only style files in image format will appear in printing.



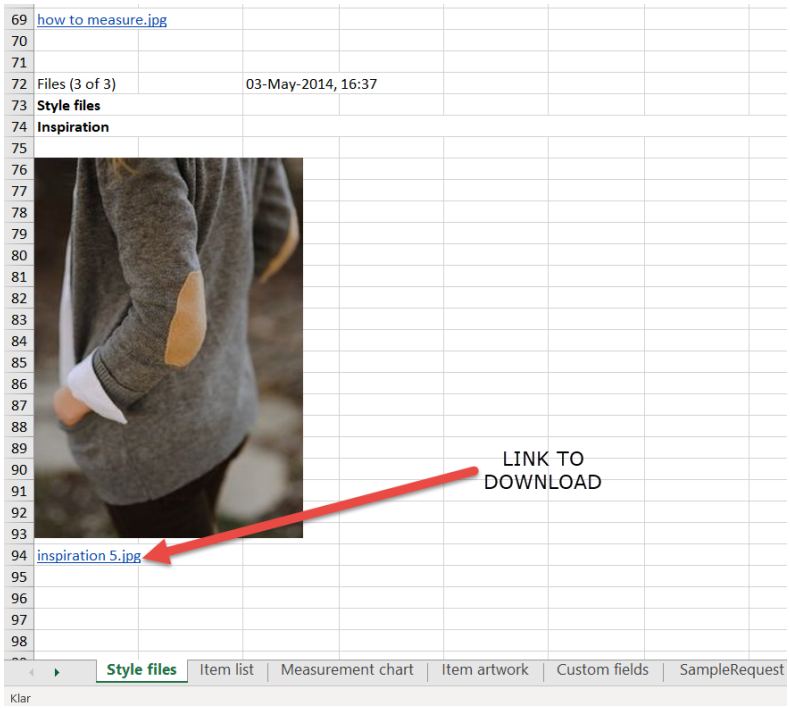


Set the layout to "Landscape":

6.2. DOWNLOAD SPECIFICATION TO EXCEL

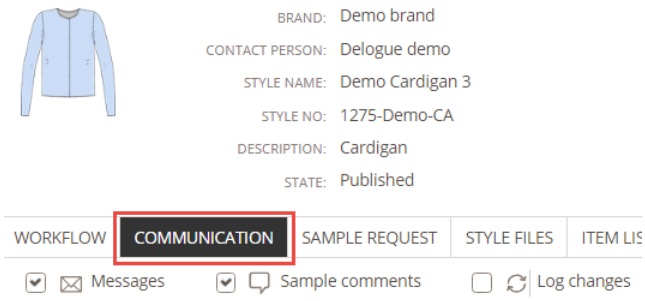
You can easily export the specification by clicking the **export** button. An Excel file will be downloaded to your download folder.

NOTE: Only style files in image format will appear in Excel export.
However all attachments will be shown in the excel with a link to download the original file.
In the style files sheet you can see all attachments to the style
In the item artwork all files related to the items will be shown with links to download



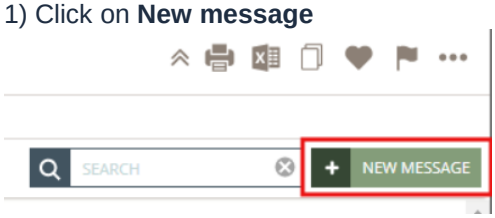
7. Communication

It is very important that you don't use your regular email to communicate about styles. Now you must go to the specific style and then to the communication tab. From here you can write new messages like what you would do in regular email.

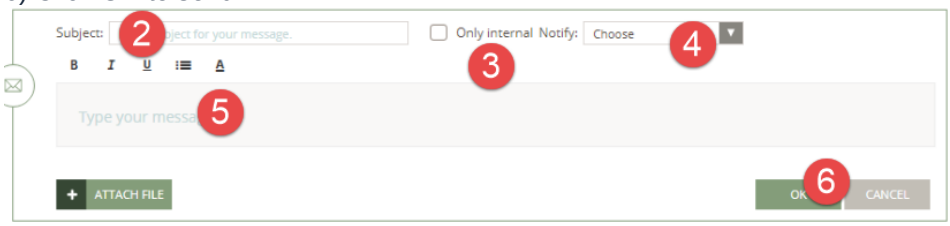


To send a message:

1) Click on **New message**



2) Type in the message subject (mandatory)
3) Check "Only internal" if the message should only be sent to your colleagues
4) Select who to notify - they will get an email with a link to the message
5) Type in your message and upload files if needed - sent files will also be saved in style files / item artwork
6) Click **OK** to send



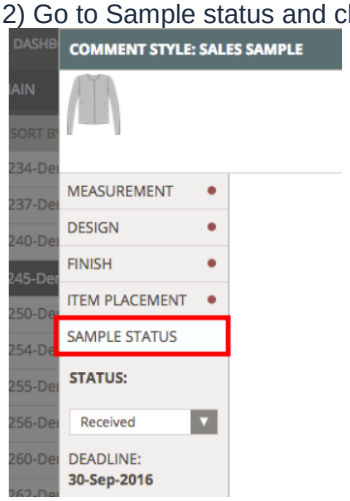
	This icon will appear for all sent messages
	A blue dot will appear if you have been notified in this message
	This icon will appear on internal messages

8. Sample requests

Once the sample has been requested by the brand, you are able to confirm it by changing status from "Requested" to "Confirmed". You can also fill in ETD when you expect to send the sample.
When the brand is requesting a sample from you, you will get a notification on your email with a link to the specific style in Delogue
At this stage you must verify and confirm the request

8.1. CONFIRM SAMPLE REQUEST

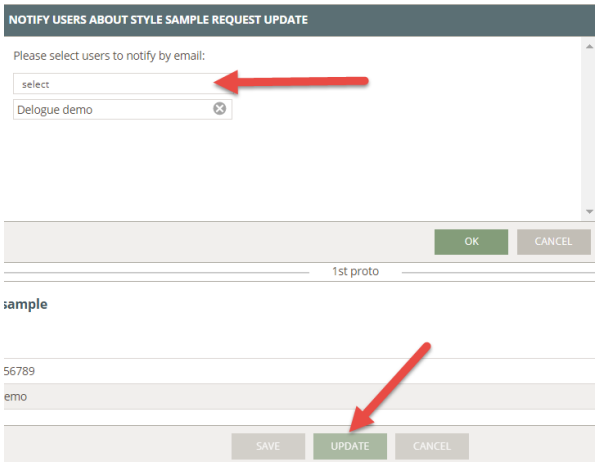
1) Click on the edit icon or double-click on Sample request
2) Go to Sample status and change status to confirmed (see image below)



3) Fill in ETD (optional)

4) Click **Update** to save

5) Select if you want to notify someone about the confirmation by email. Brand contact person is select per default but it can be removed.

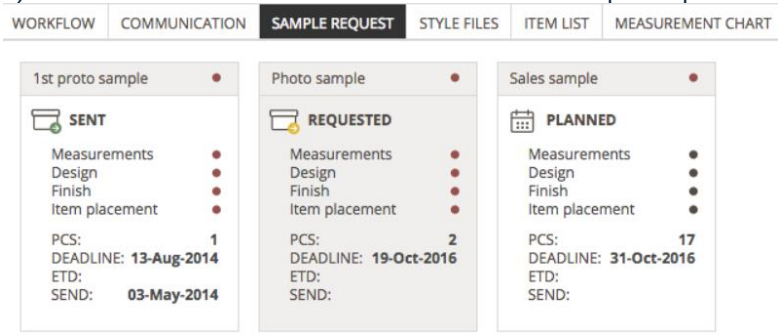


Once the sample is ready to be sent out, you can mark the sample as "Sent". You can also add some additional comments to the sample for each of the subjects: measurements, design, finish and item placement.

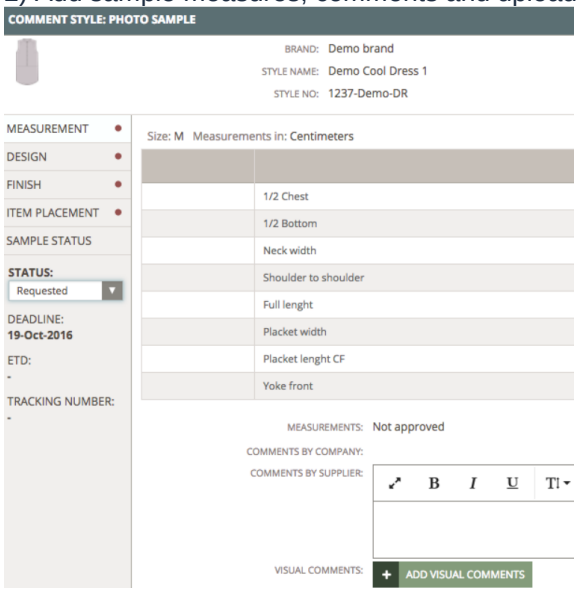
NOTE: Measurement tab will only appear if a measurement chart is made. Item placement tab will only appear if item list has been made.

8.2. MARK SAMPLE AS SENT

1) Click on the **edit** icon or double-click on the Sample request

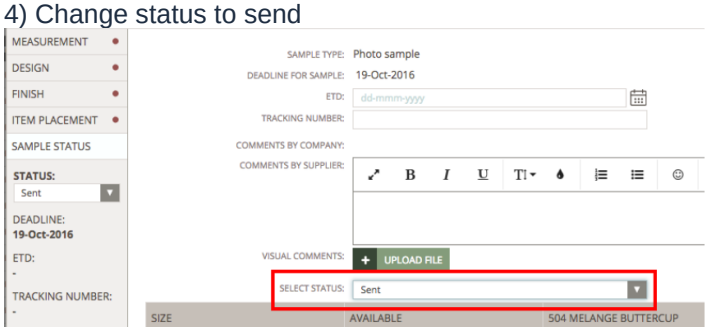


2) Add sample measures, comments and upload photos in the pop-up window (optional)



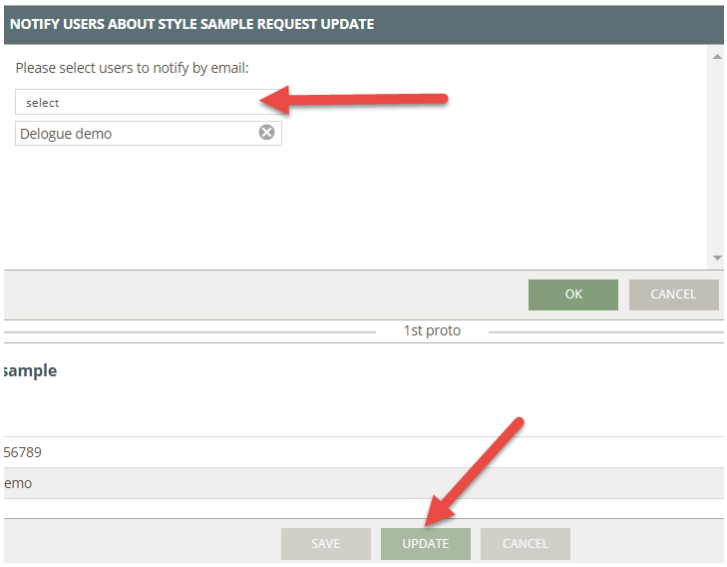
3) Add comments and photos to design, finish and Item placement - if needed. For item placement, the supplier can also mark if the item is actual, available or missing.

4) Change status to send



5) Click **Update** to save

6) Select if you want to notify someone about the confirmation by email. Brand contact person is select per default but it can be removed.



Once the brand is done commenting a sample, the status will be changed to "Commented".
A brand user can select to notify by email about the status change.

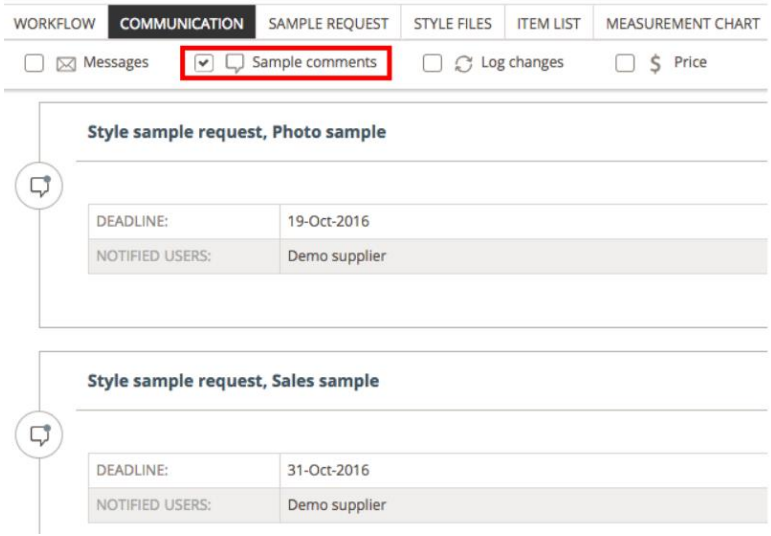
NOTE: You will **not** be able to see comments made in the Received state, as this is a draft mode for the customer

8.3. SEE SAMPLE COMMENTS

Sample comments will appear in the communication log and for each sample request by opening the request.

8.4. COMMUNICATION LOG

Use the filter to only see sample comments.
Comments will appear in chronological order.



8.5. SAMPLE REQUEST

Open each sample request to find specific comments of measurements, design, finish and item placement.

8.6. PRINT SAMPLE COMMENTS

You can easily print the sample comments.

8.7. EXPORT COMMENTS TO EXCEL

You can easily export the comments to Excel, by clicking on the export excel icon (see image below).

Comments will appear in tab per sample request.

		Brand:	**Demo brand**		Supplier:	**Demo supplier 1**	
		Contact:	**Delogue demo**		Contact:	**Demo supplier**	
		Style name:	**Demo Loose Sweatshirt 1**		Season:	**SS17**	
		Style no:	**1234-Demo-SW**		Group:	**Summer sweat**	
		Description:	**Casual sweatshirt**		Sample size:	**M**	
		Size range:	**SX-XL**				Printed 12-Nov-2018, 15:12
	Comment	**1st proto sample [Received]**			Tracking numbe	**TNT 123456789**	
	Sample size / color:	**M**	**Available (1 pcs)**				
	Description		**Supplier sample meas**	**Diff**	**Requested meas.**	**Diff**	**Company sample meas**	**Wanted measurements (last updated 18-Mar-16)**

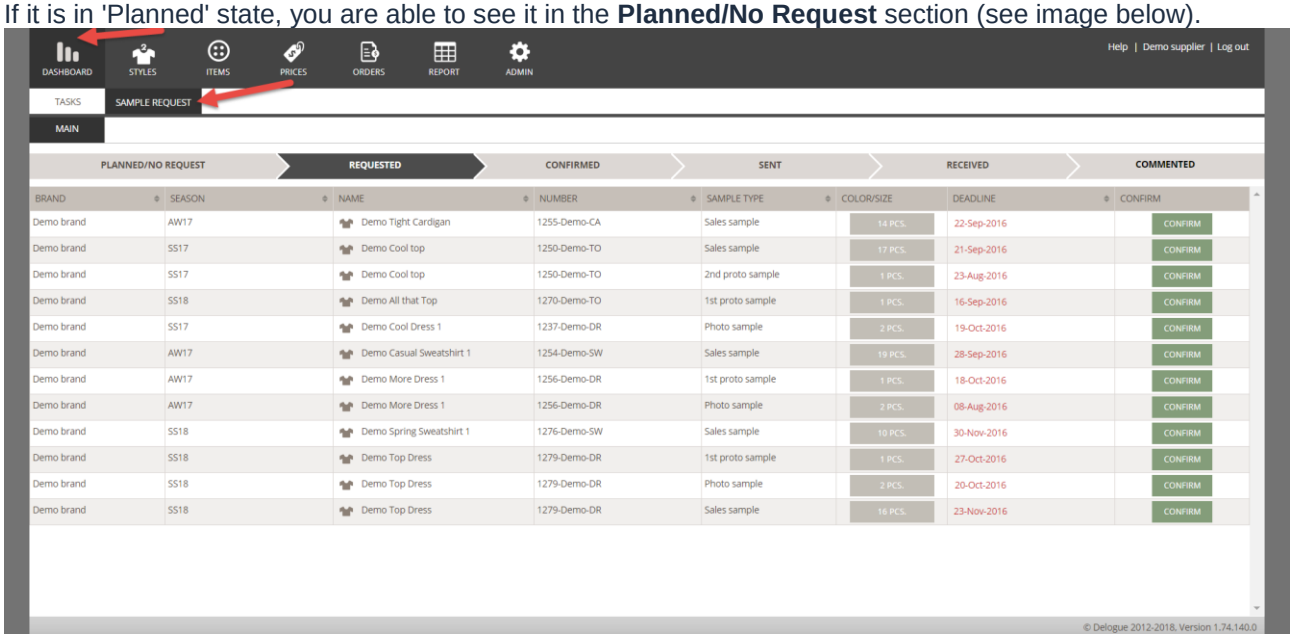
Style files | Item list | Measurement chart | Item artwork | Custom fields | **SampleRequest 1 - 1st pr**

9. Dashboard

For a great overview of all your customers' sample request, use the **Dashboard** section.

PLANNED STATE

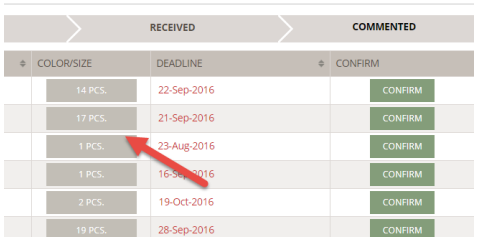
Once the company has published a style of yours, a sample request is visible on the dashboard.
If it is in 'Planned' state, you are able to see it in the **Planned/No Request** section (see image below).



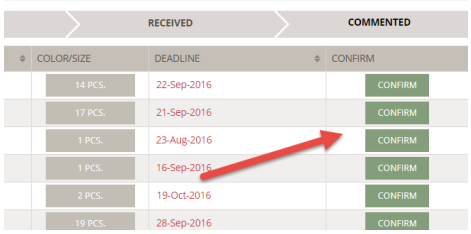
REQUESTED STATE

When the company changes the state to "Requested", the sample will appear in the Requested tab:

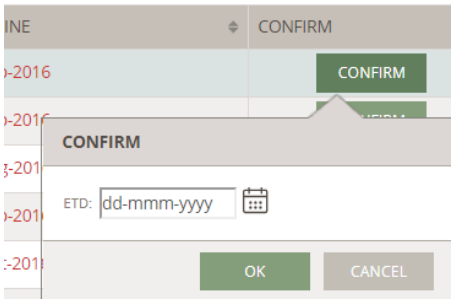
1) Click on "Color/Size" to see which colors and sizes are requested



2) Click **Confirm** to confirm the sample request.



3) If you can not meet the deadline of ETD, suggest a new deadline in the pop-up. The ETD date will turn red if it is later than the requested deadline.



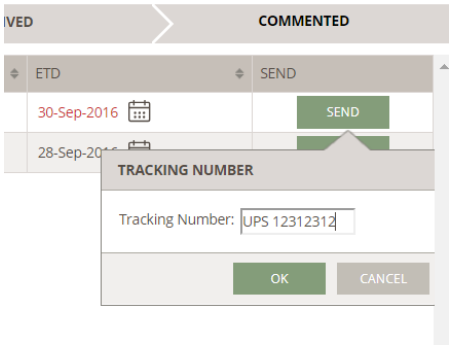
CONFIRMED STATE

Once you have confirmed the sample request, it will appear on the "Confirmed" state. If the company can not accept the suggested ETD, they will change or suggest a new ETD, and you will see the date at once.

When the sample is ready to be sent, just click on the **send** button.
Enter the tracking number so it is easy for the company to track and trace the sample.

SENT STATE

In the **Sent** state, you are able to edit or enter the tracking no.



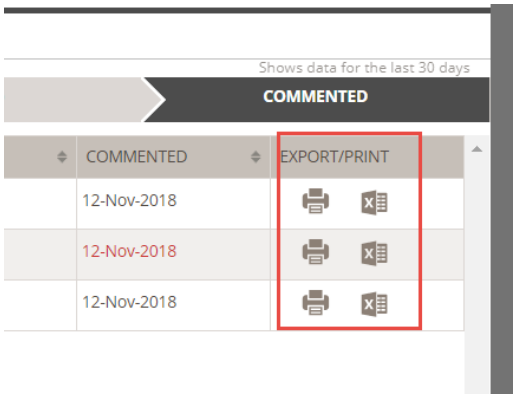
RECEIVED STATE

When the sample is received at the company, the sample request will appear in "Received" state.

COMMENTED STATE

You can now see the sample request in "Commented" state. Here you are able to:

- Print the sample request comments.
- Export the sample request comments.


Shows data for the last 30 days
COMMENTED
COMMENTED
EXPORT/PRINT
12-Nov-2018
12-Nov-2018
12-Nov-2018

10. Custom fields

Your customers can create different kinds of custom fields for both **Styles** and **Items.**

10.1. View custom fields

When they create the custom field, they can define any field to be visible for you.
They can also allow you to fill in data. If that is the case, you will be able to see the **edit** icon (see image below).

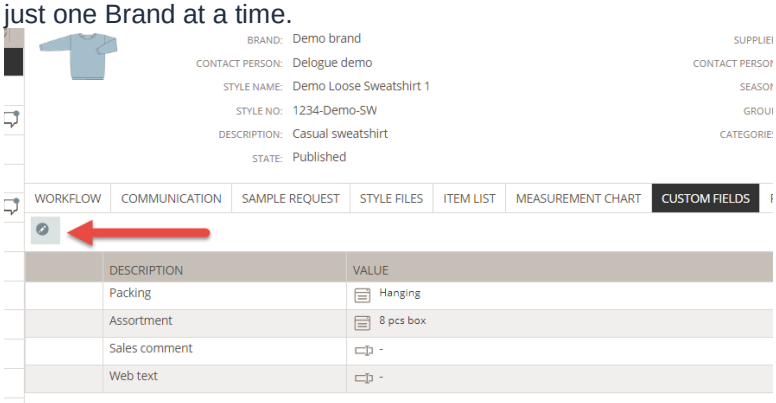
10.2. Edit custom fields

The Custom Field(s) you are able to edit will become editable. Simply:

1) Type in the needed value(s)
2) Click on the **save** button

Please note that this is only relevant for you if the brand has specifically asked you to type in certain information. Otherwise it will just be visible for you. **EXTRA FILTER OPTIONS FOR SUPPLIERS**

As a Supplier, you also have the option to set up a Filter to narrow down your Style or Item List. You have nearly the same options as described above.
NOTE: You can also filter by Brands. This can be very helpful because you can easily find Styles or Items for just one Brand at a time.



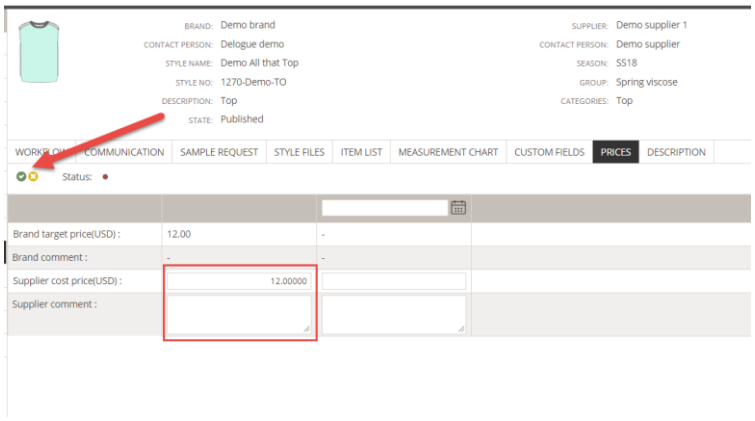
11. Price

In the price tab of the style you should enter the quote that you can offer. There is also a small note field where you submit a small note to the brand regarding the price.

Sometimes the brand will provide you with a target price which is also visible for you.

As soon as you have typed in the price in Delogue the brand can see the price in Delogue as well.

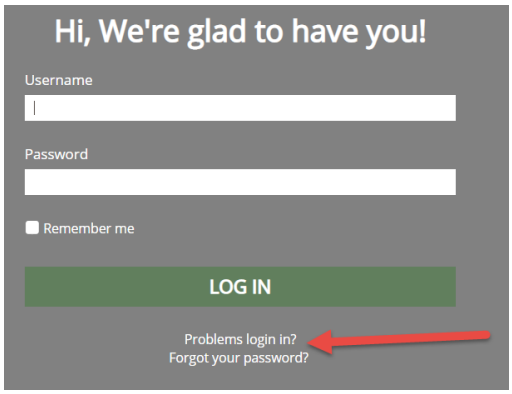
Please note that this is only relevant for you if the brand has specifically asked you to submit a quote.



12. Troubleshooting

12.1. Can’t login

In case you don’t remember your password you are able to reset it in Delogue by clicking on the ‘forgot password’ button. Then you can type in your email and an email will be sent you where you can set a new password



12.2. Can’t receive emails

Please add the email service@delogue.com to your safe sender list / Whitelist. You can have your IT person to assist you in doing this. It is typically done on the mailserver or in the webmail interface.

12.3. Need support

In case something is wrong or you need help in Delogue you can write emails to our support using this email address: support@delogue.com

You can also use the helpdesk button from within Delogue

12.4. No access to the style

If you click on a link from your email and don’t get access to the style. Typically it’s because you have access to multiple brands/customers and therefore you need to logout and login again.