

JOOR Data Uploader: Tutorial

The JOOR Data Uploader is a complimentary tool for Limited Access Brands to upload style data and image files which will then be converted by JOOR into digital linesheets for Full Access Retailers.

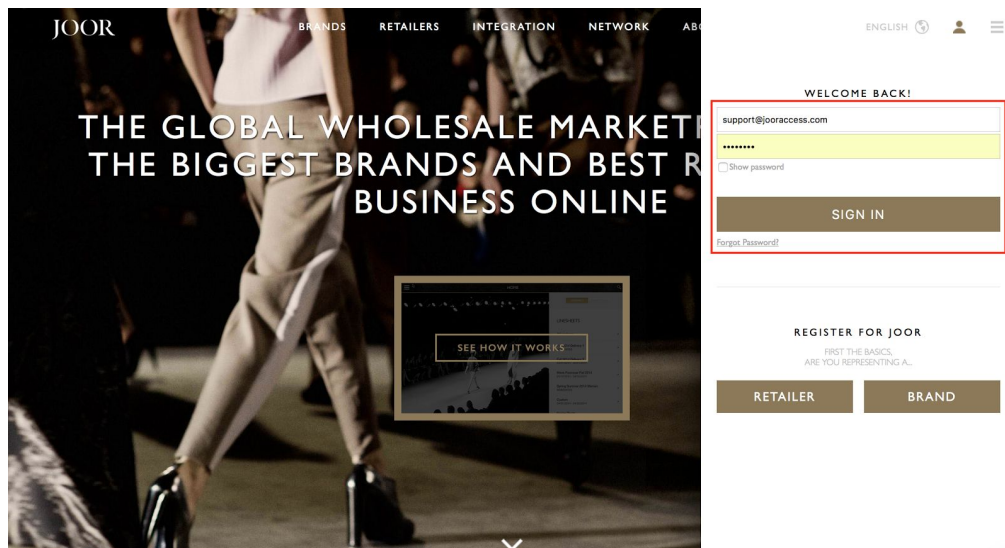
Our retail partners can access these linesheets on JOOR, which means quicker appointment times and faster order confirmations for brands.

Have you checked out our Data Standards?

Make sure your data is compliant with JOOR's [Data Standards](#) before submitting to the Data Uploader.

Logging In

Get started by logging in at jooraccess.com. Click the user icon at the top right corner of your browser to enter in your username and password:



Once you're logged in, you'll automatically be directed to the Data Uploader.

Contact Information

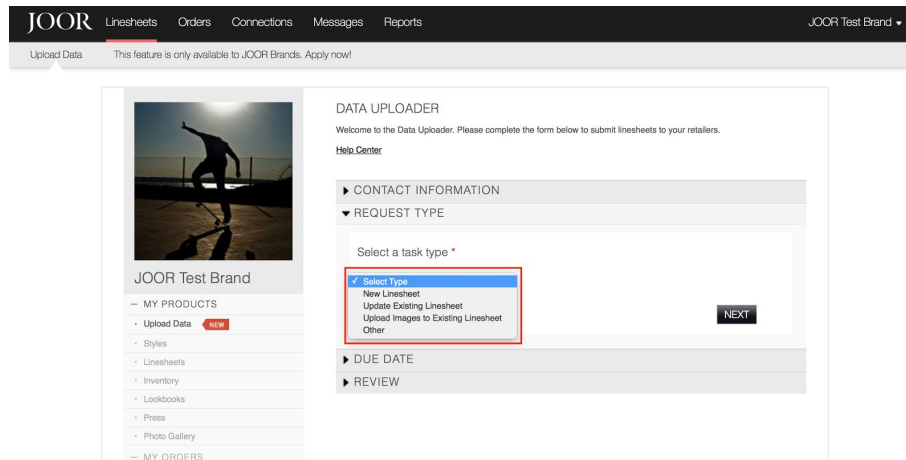
Your username/email will automatically appear as a contact for your data submission under **Contact Information > Account User**.

Add your buyers' email addresses under **Buyer Email** to ensure they know when you have uploaded your style data and when the digital linesheet has been created by JOOR Data Services. At least one buyer email is required. Click **+Add Another Email** to continue adding email addresses, and click **Next** when done.

The screenshot shows the JOOR Data Uploader interface. At the top, there is a navigation bar with 'JOOR' and links for 'Linesheets', 'Orders', 'Connections', 'Messages', and 'Reports'. The user is logged in as 'JOOR Test Brand'. Below the navigation bar, there is a sub-header 'Upload Data' with a note: 'This feature is only available to JOOR Brands. Apply now!'. The main content area is titled 'DATA UPLOADER' and includes a welcome message: 'Welcome to the Data Uploader. Please complete the form below to submit linesheets to your retailers.' and a link to the 'Help Center'. The 'CONTACT INFORMATION' section is expanded, showing the brand name 'JOOR Test Brand' and a red-bordered box containing the following text: 'Email notifications will be sent to:', 'Account User: jackie+brand@jooraccess.com', and 'Buyer Email: *' followed by an empty input field. Below the input field is a '+ Add another email' link and a 'NEXT' button. At the bottom of the form, there are three expandable sections: 'REQUEST TYPE', 'DUE DATE', and 'REVIEW'.

Request Type

Click on the dropdown menu to select the task type that you're submitting. Required fields and attachments will vary depending on the task type chosen:

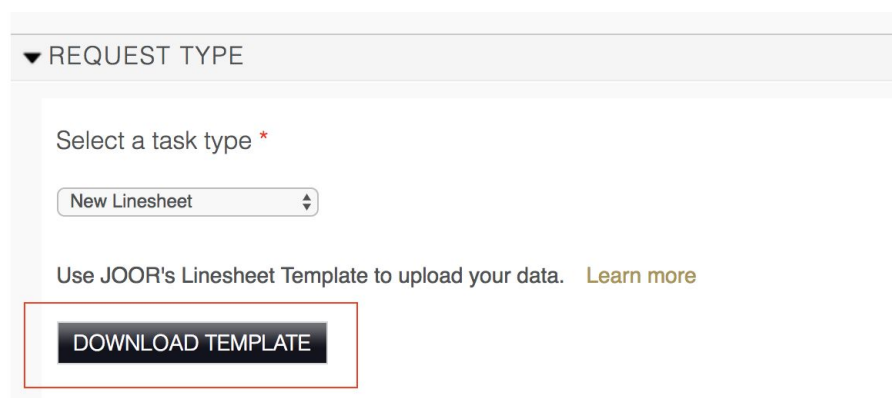


The screenshot shows the JOOR Data Uploader interface. At the top, there is a navigation bar with 'JOOR' and links for 'Linesheets', 'Orders', 'Connections', 'Messages', and 'Reports'. A user profile 'JOOR Test Brand' is visible in the top right. Below the navigation bar, a message states 'Upload Data This feature is only available to JOOR Brands. Apply now!'. The main content area is titled 'DATA UPLOADER' and includes a welcome message and a 'Help Center' link. The 'REQUEST TYPE' section is expanded, showing a dropdown menu with the following options: 'Select Type' (checked), 'New Linesheet', 'Update Existing Linesheet', 'Upload Images to Existing Linesheet', and 'Other'. A 'NEXT' button is located to the right of the dropdown. The left sidebar contains a navigation menu for 'JOOR Test Brand' with sections for 'MY PRODUCTS' (including Upload Data, Styles, Linesheets, Inventory, Lookbooks, Press, Photo Gallery) and 'MY ORDERS'.

New Linesheet

Select this option only if submitting a new linesheet. If you are creating a new linesheet with existing styles, you will still select this option.

Click "Download Template" to access the JOOR Linesheet Template. You will copy and paste your style data into this template to submit to the Data Uploader.



This close-up screenshot focuses on the 'REQUEST TYPE' section of the form. The dropdown menu is open, and 'New Linesheet' is selected. Below the dropdown, there is a text prompt: 'Use JOOR's Linesheet Template to upload your data. [Learn more](#)'. At the bottom, a button labeled 'DOWNLOAD TEMPLATE' is highlighted with a red border.

Complete all required fields:

- Linesheet name
- Season and Year
- Delivery
- Price type(s)
- JOOR Linesheet Template. (Make sure your attachment adheres to our outlined [Data Standards](#).)

Be sure to select which retailers you would like this linesheet to be visible to. Without assigning visibility, your retailer partners will not be able to access your linesheet.

Click “Add Linesheet” to submit multiple linesheets in one request.

Associated Image Files

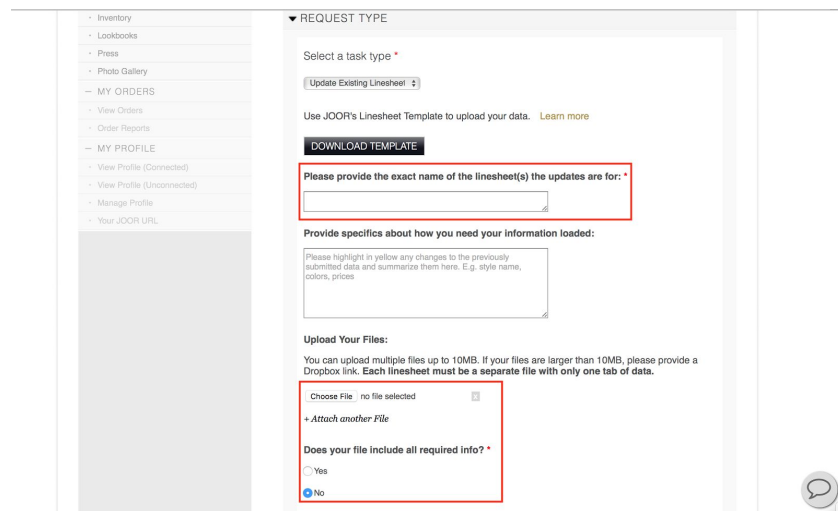
If you have a Dropbox link to style image files that are associated with the styles you've added to the JOOR Linesheet Template, you can include this link in the last field of this section. Please find our image file standards in the [Data Standards](#) guide.

Update Existing Linesheet

Select this option to request changes to an existing linesheet (e.g. pricing, fabrication, colors, category, add/drop styles).

Complete all required fields:

- Linesheet(s) being updated
- Linesheet attachment(s). (Make sure your attachment adheres to our outlined [Data Standards](#).)
- Confirm that all required information is included



The screenshot shows a web interface for updating a linesheet. On the left is a navigation menu with categories like Inventory, Lockbooks, Press, Photo Gallery, MY ORDERS, and MY PROFILE. The main content area is titled 'REQUEST TYPE' and contains a dropdown menu for 'Select a task type *' with 'Update Existing Linesheet' selected. Below this is a 'DOWNLOAD TEMPLATE' button. A red box highlights a text input field with the label 'Please provide the exact name of the linesheet(s) the updates are for: *'. Another red box highlights a text area with the label 'Provide specifics about how you need your information loaded:'. Below that is an 'Upload Your Files:' section with instructions and a file upload area. A red box highlights the 'Does your file include all required info? *' section, which has radio buttons for 'Yes' and 'No', with 'No' selected. A chat bubble icon is visible in the bottom right corner.

Upload Images to Existing Linesheet

Select this option to add images to an existing linesheet. Note that you must have submitted a linesheet before submitting associated image files. This way, we'll be able to match your images back to the styles in your account.

Complete all required fields:

- Linesheet(s) being updated
- Dropbox link for all image files
- Confirm that all required information is included



Inventory
Lookbooks
Press
Photo Gallery
MY ORDERS
View Orders
Order Reports
MY PROFILE
View Profile (Connected)
View Profile (Unconnected)
Manage Profile
Your JOOR URL

▼ REQUEST TYPE

Select a task type *

Upload Images to Existing

Images must adhere to JOOR's Image Standards. [Learn more](#)

Please provide the exact name of the linesheet(s) the updates are for: *

Provide a link to your images *

Dropbox
Images should be submitted using a [Dropbox link](#).

Additional information:

Please order my linesheet in alphabetical order

Does your file include all required info? *

Yes
 No

Other

Not sure which task type to select? Use the “Other” option if you have a specific request, such as reordering your styles or making an existing linesheet visible to another one of your retailer connections.

Due Date

When you've completed all required fields for your selected task type and attached all required templates using the outlined [JOOR Data Standards](#), confirm the due date for your task.

JOOR Linesheets Orders Connections Messages Reports JOOR Test Brand

Upload Data This feature is only available to JOOR Brands. Apply now!

JOOR Test Brand

MY PRODUCTS

Upload Data **NEW**

Styles
Linesheets
Inventory
Lookbooks
Press
Photo Gallery
MY ORDERS

DATA UPLOADER

Welcome to the Data Uploader. Please complete the form below to submit linesheets to your retailers.
[Help Center](#)

CONTACT INFORMATION
REQUEST TYPE
▼ DUE DATE


When is your appointment date/time?

Please note that it generally takes our team 48 hours to complete new requests. We will review the data and reach out if any issues.

DUE DATE *
01/14/2018

DUE TIME (EASTERN STANDARD TIME)*
09:00AM

NEXT



Turnaround time for all requests is 24-48 hours. If you'd like to request a later date, click onto the **Due Date** field to select an alternate date from the calendar.

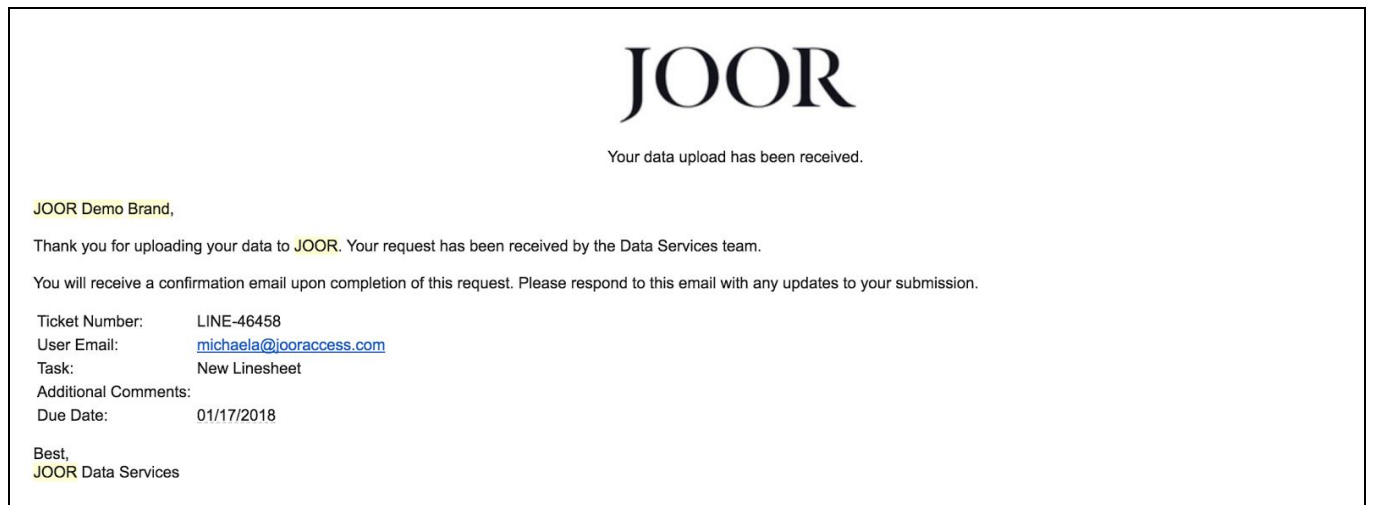
Due Time will automatically default to 9:00 AM Eastern Standard Time. Click this dropdown if you'd like to select another hour, and click **Next** when you're ready.

Review

Use **Review** to make sure all of the information in your request is correct, including task type, season(s), price type, contacts and due date. When you're ready, click **Submit** to upload your file(s).

Next Steps

Success! Once you upload, you and all included contacts will receive an email confirming your request has been received:



JOOR Data Services will notify you when your request is complete and will follow up on this email thread if needed. Any email addresses included in your request will be included in these communications.