CLO SET

Quick Start

Contents

Member Guide

1.Sign up

Three ways to sign up

1) Sign up with email

2) Sign up with Google account

3) Sign up through invitation

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1 Sign up with email

2 Sign up with Google account

3 Sign up through invitation

1.Sign up

1) Sign up with email

- Access www.clo-set.com and click "Sign up" button.
- After completing the sign up form, a verification email will be sent to your email address.

1 Access www.clo-set.com

2 Complete Sign up form

Password Form:
Be at least 8 characters
including letters and numbers

3 A verification email is sent

1.Sign up

4 Click "ACTIVATE" button in the verification email

5 Complete

[CLOSET] You are invited to join a Brand   Inbox   x

CLOSET noreply@clo-set.com via amazonses.com
to me

CLO SET

Hello, jaden

You have been invited to join the following Brand.

| BRAND | Brand |
| INVITED BY | wangjoo527 (wangjoo527@hanmail.net) |

ACCEPT

Best regards,
The **CLOSET** Team

Copyright © 2017 CLO Virtual Fashion, All rights reserved. hello@clo-set.com

Your email has been verified!

GO TO CLOSET
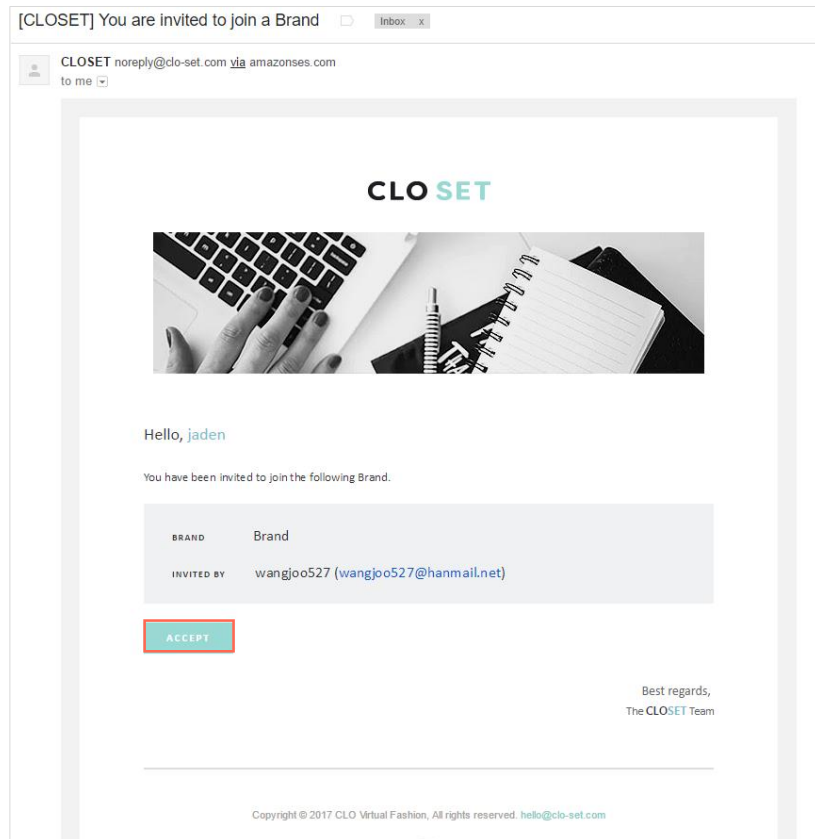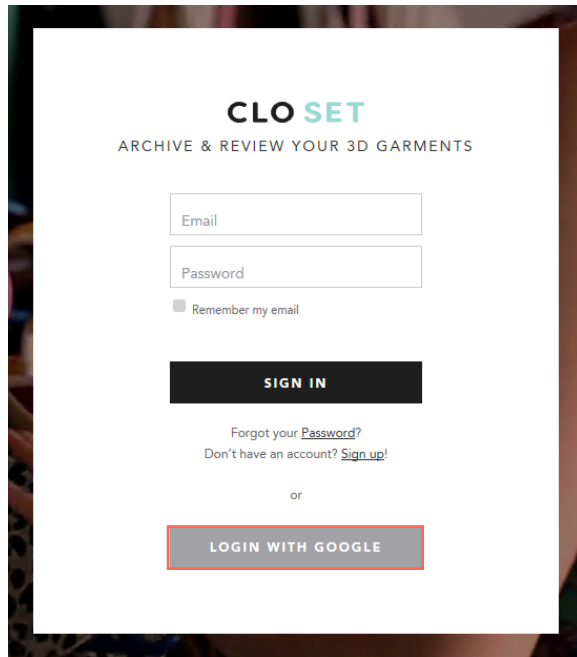
1.Sign up

2) Sign up with Google account

1 Access www.clo-set.com and click "LOGIN WITH GOOGLE" button

2 After agree to Terms of Service and Privacy Policy, click "ACCEPT" button

1.Sign up

3) Sign up through invitation

- Once you click "ACCEPT" button in the invitation email, you can sign up with the invited email address.
- Only inputting the password will complete the sign-up. The verification process is not required in this invitation case.

1 Click "ACCEPT" button in the invitation email
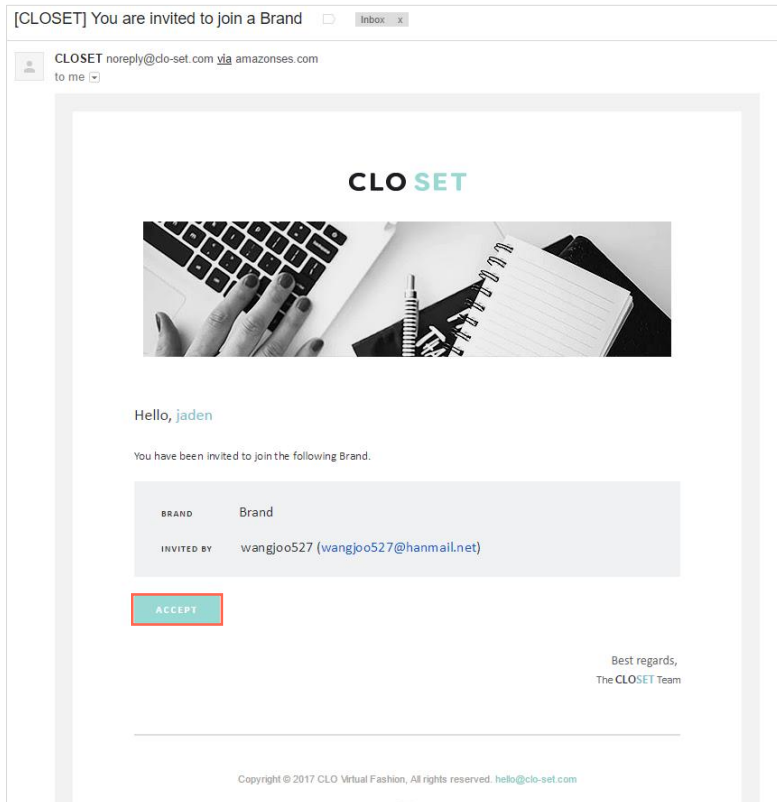
[CLOSET] You are invited to join a Brand   Inbox   x

CLOSET noreply@clo-set.com via amazonses.com
to me

CLO SET

Hello, jaden

You have been invited to join the following Brand.

BRAND	Brand
INVITED BY	wangjoo527 (wangjoo527@hanmail.net)

ACCEPT

Best regards,
The CLOSET Team

Copyright © 2017 CLO Virtual Fashion, All rights reserved. hello@clo-set.com

2 Enter your password

SIGN UP

Get Started with CLOSET

bran@foxxing.com

Password

Confirm Password

☐ I agree to the CLOSET Terms of Service and Privacy Policy.

CREATE ACCOUNT

Already have an account? Sign in.

Password Form:
Be at least 8 characters
including letters and numbers

3 Complete

Thank you for joining us!

You are now a member of GAP Brand.

GO TO THE BRAND
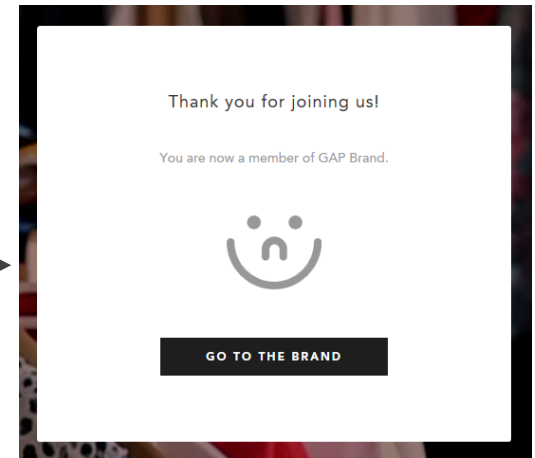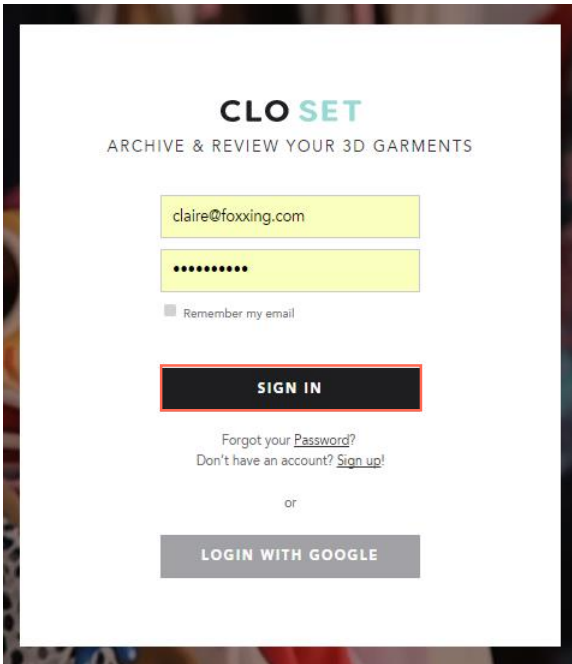
2. Sign in

1) Sign in with email

- You can sign in with the email address and password that you used with "Sign up with email" way.
- Please confirm the email verification before sign-in.

❶ Enter your email address and password

❷ You are moved on the landing page
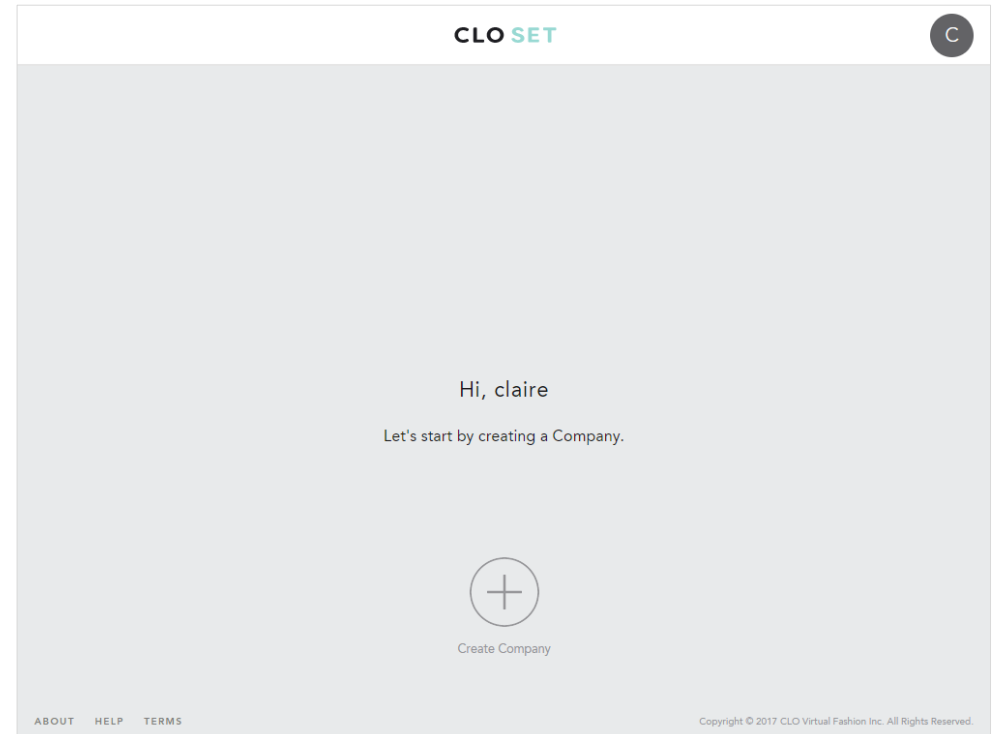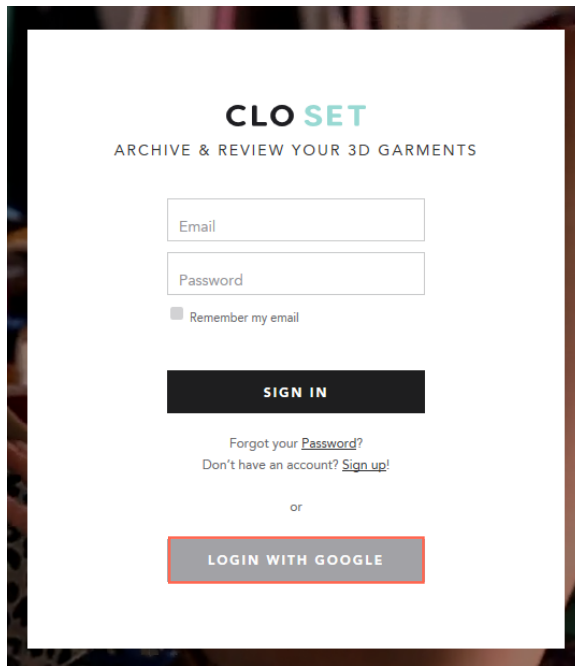
2.Sign in

2) Sign in with Google account

- You can sign in with "LOGIN WITH GOOGLE" button if you signed up with "Sign up with Google account" way.

1 Click "LOGIN WITH GOOGLE" button

2 You are moved on the landing page
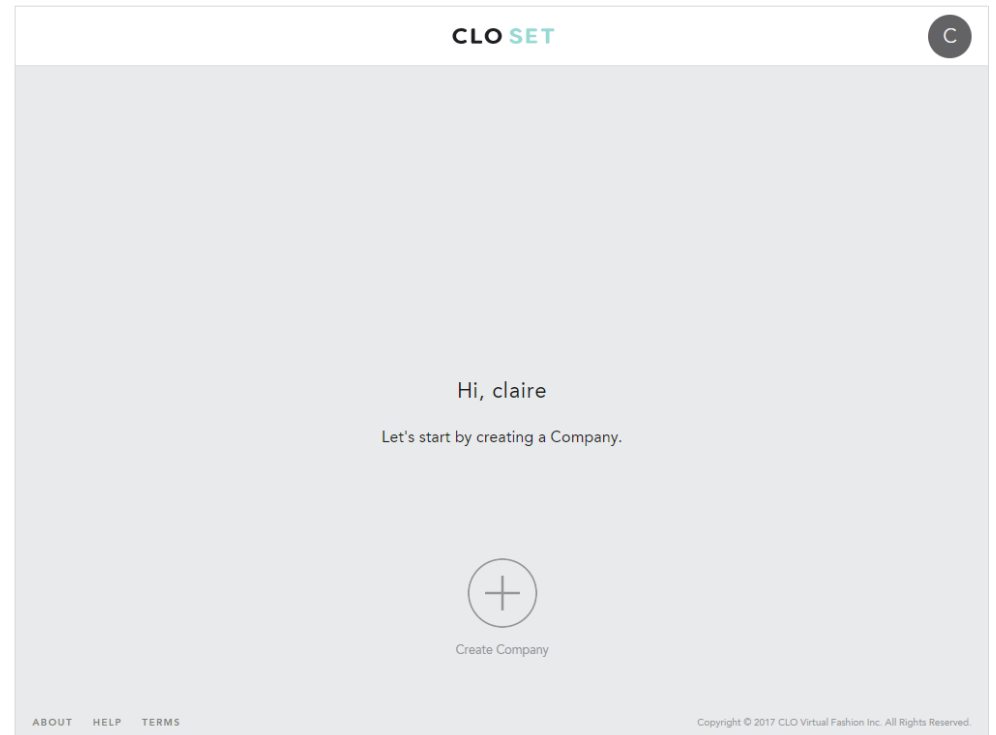
3.Browse

Landing page

- You can see one or more companies if you first sign in CLOSET through the invitation.
- (If you would like to know how to create company and brand and invite members, please refer to Admin part at the end of this document)
- Click one of the company icons

CLO SET

Hi, michelle

Select the Company you would like to switch to.

MARC BY MARC JACOBS   RALPH LAUREN   PRADA   FENDI   NIKE

Accessible companies

8	8 Seconds 2016 F/W 2nd
H	HAZZYS Brand
B	BEANPOLE Brand
B	BEANPOLE Brand
B	BEANPOLE Brand

Accessible brands

Accept button

✉ MANAGE INVITATIONS

Another way to accept the invitation other than accepting in the invitation email

- Click Accept button in the landing page

| MP | 8 Seconds 2016 F/W 2nd | ✓ |

| AS | Marc Jacobs Brand | ✓ |

3.Browse

Company, Brand, Season and Workroom

- You can see Public Room and brands after entering the company.
- Click Pubic Room icon or Brand icons to navigate them.
- Navigation bar allows us easier exploration.

Navigation Bar

Public Room is a default space where all members in the company can access (useful for archiving the common garments, patterns, fabrics, avatars and etc...)

CLO SET
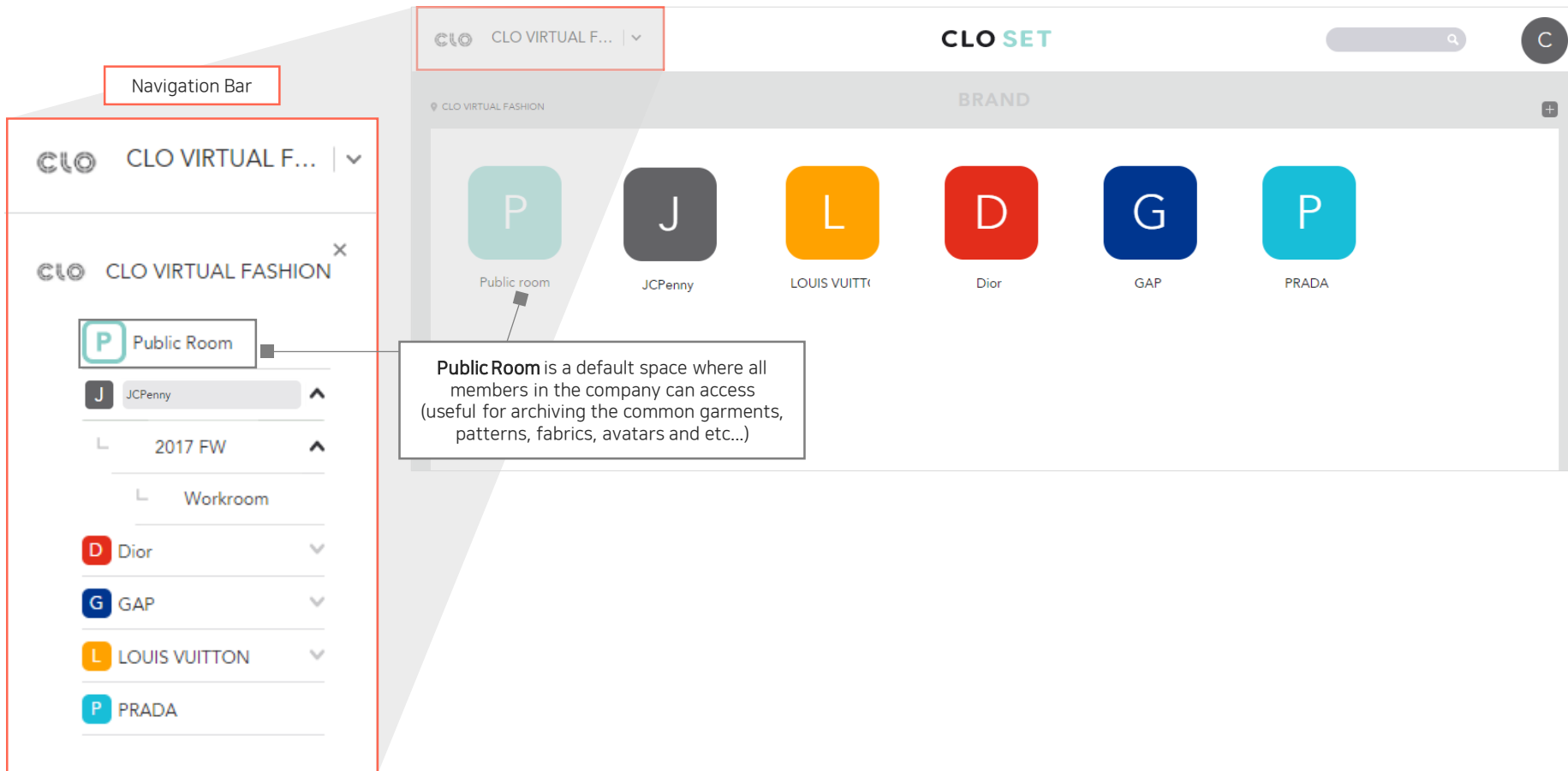
3.Browse

Workroom

- You can enter a Workroom as you continue to enter Company > Brand > Season.
- Here you can upload any formats of files related to Style, such as Zpac, JPG, PDF, DXF, and turntable images.

Upload button

Favorite function

Uploaded styles
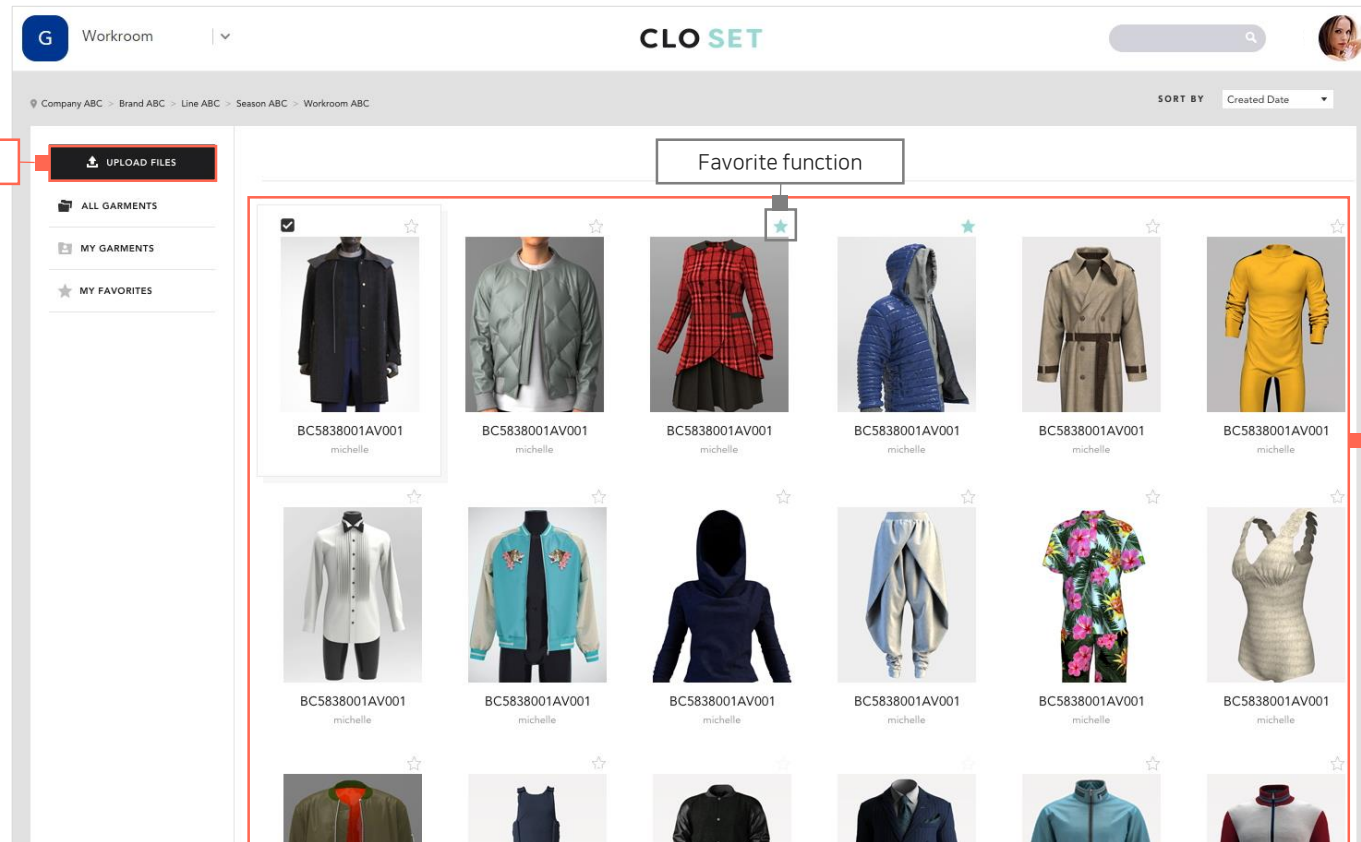
4.Upload

Single file upload

① Click "UPLOAD FILES" button

② Click NEXT button after selecting "Single file"

Select file format

○ Single file

ZPAC	OBJ	DXF
AI	JPG	PNG
PPT	PDF	ETC

○ Turntable images

| JPG | PNG |
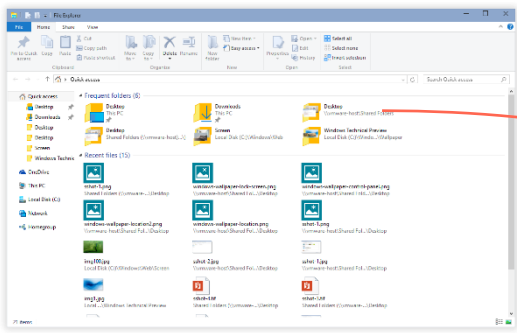
CANCEL   NEXT
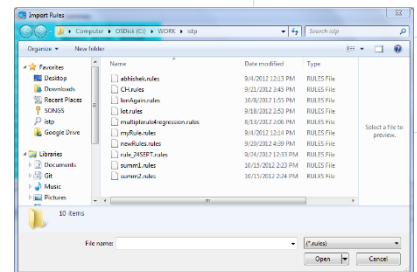
4.Upload

3 Drag & Drop the file to upload or click "UPLOAD FORM COMPUTER" button to select a file

1) Drag & Drop

2) Select file

Upload file

Drag and drop your files

or

UPLOAD FROM COMPUTER

* STYLE NO.

TAGS

#Tags
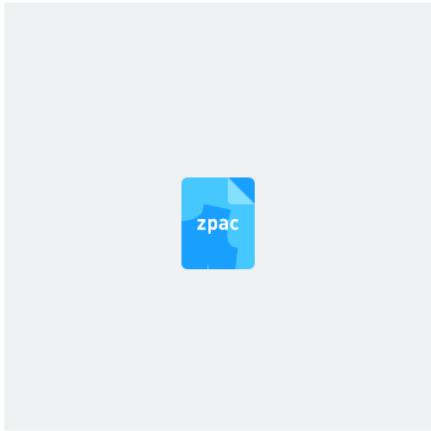
DESCRIPTION

CANCEL   CONFIRM

4.Upload

Single file upload

4 Fill out the info and click "UPLOAD" button

Upload file   ✕

| zpac |

* **STYLE NO.**
CROP+HOODIE-1

TAGS
#Tags

DESCRIPTION
hoodie #3, first draft

CANCEL   **UPLOAD**

5 After uploading is completed

| G | Workroom | ∨ |

CLO VIRTUAL FASHION > GAP > 2018 FW > Workroom

⬆ UPLOAD FILES

📁 ALL GARMENTS

🗂 MY GARMENTS

⭐ MY FAVORITES

☆
PROCESSING
JZ64L016R
claire

☆
pdf
JZ64K016R
claire

Post processing

* CLOSET post-processes the uploaded file for a better service.

After a few seconds later, refresh the page by entering "F5" key.

| G | Workroom | ∨ |

CLO VIRTUAL FASHION > GAP > 2018 FW > Workroom

⬆ UPLOAD FILES

📁 ALL GARMENTS

🗂 MY GARMENTS

⭐ MY FAVORITES

☆
JZ64L016R
claire

☆
pdf
JZ64K016R
claire

As the processing is completed, the thumbnail shows up

4.Upload

Create turntable images

- You can upload high-quality turntable images as well as Zpac file.
- Create high-quality images in CLO.

1) Select Render > Render in the main menu

Render
Render

2) Click Update button

3) Select "Turntable Images" in Medium and enter Image Count

4) Click Render button

4.Upload

Create turntable images

4) Specify the folder and file name to save in File Browser
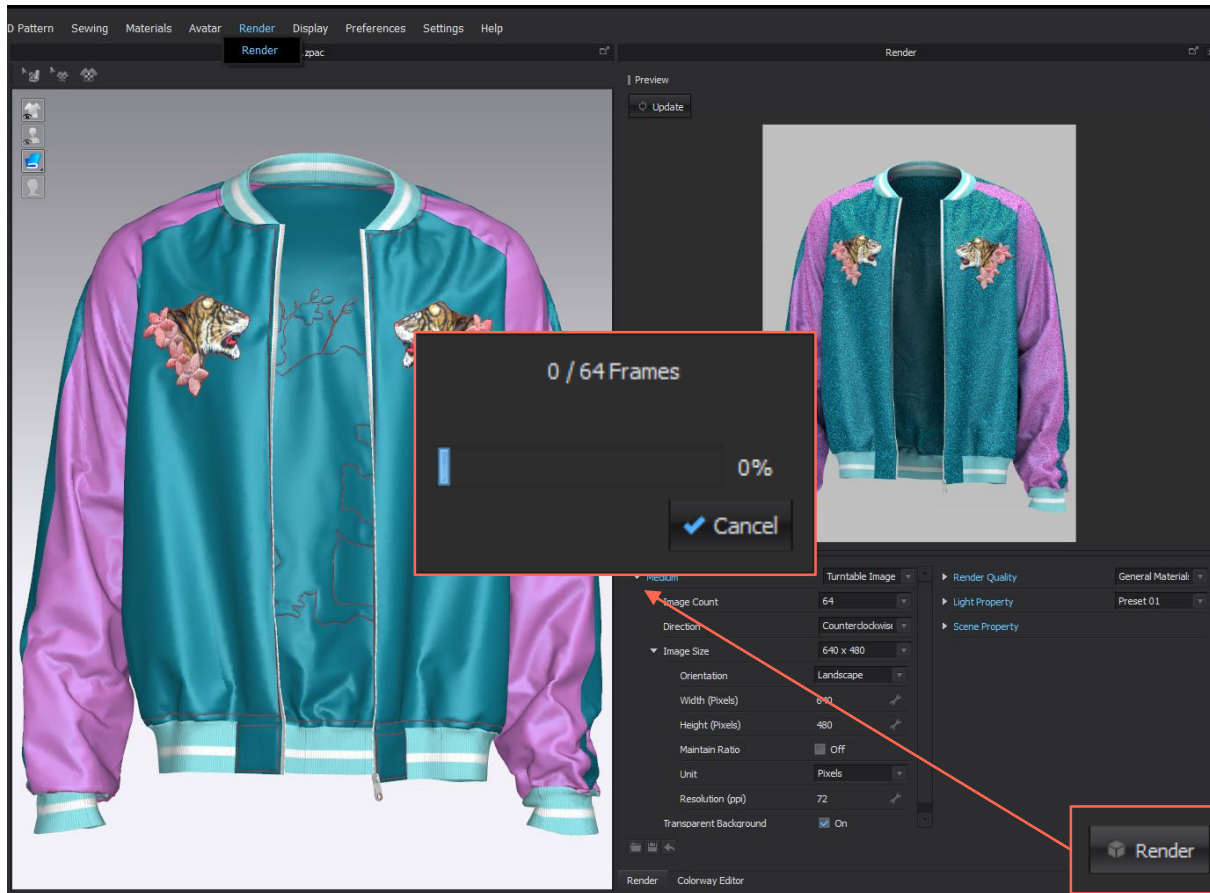
5) Complete

4.Upload

Upload turntable images

① Click "UPLOAD FILES" button

| G | Workroom | ∨ | | CLO SET | | 🔍 | C |

CLO VIRTUAL FASHION > GAP > 2018 FW > Workroom   SORT BY Date created ▼

⬆ UPLOAD FILES

📁 ALL GARMENTS

🖼 MY GARMENTS

⭐ MY FAVORITES

ABOUT   HELP   TERMS

② Click NEXT button after selecting "Turntable images"   ✕

Select file format

⚪ Single file

ZPAC	OBJ	DXF
AI	JPG	PNG
PPT	PDF	ETC

⚫ Turntable images

| JPG | PNG |

CANCEL   **NEXT**

4.Upload

Upload turntable images

3 Upload images per colorway

Select images to upload

* The images must have the same size

Upload turntable images

Colorway1
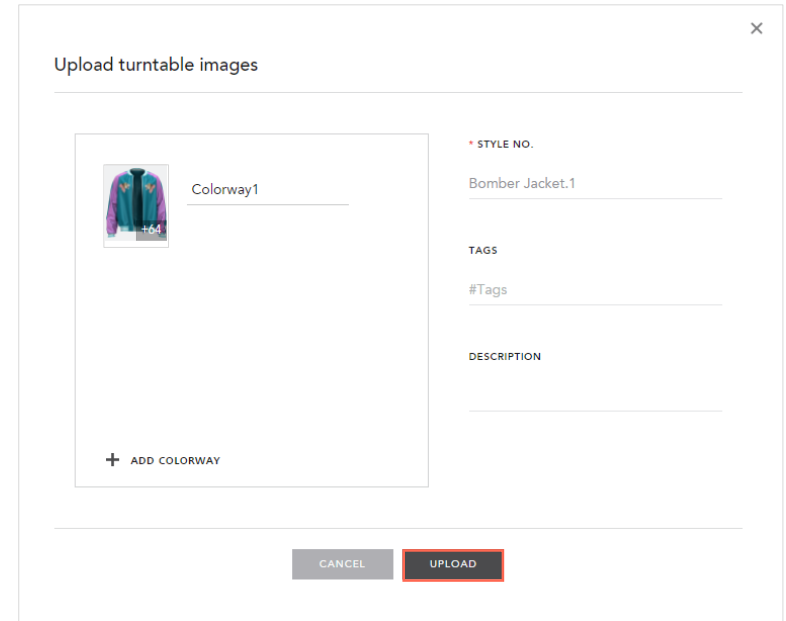
+ ADD COLORWAY

2) Click this button if you want to add a colorway

* STYLE NO.

TAGS

#Tags

DESCRIPTION

CANCEL   CONFIRM

4 Fill out the info and click "UPLOAD" button

Upload turntable images

Colorway1

+ ADD COLORWAY

* STYLE NO.

Bomber Jacket.1

TAGS

#Tags

DESCRIPTION
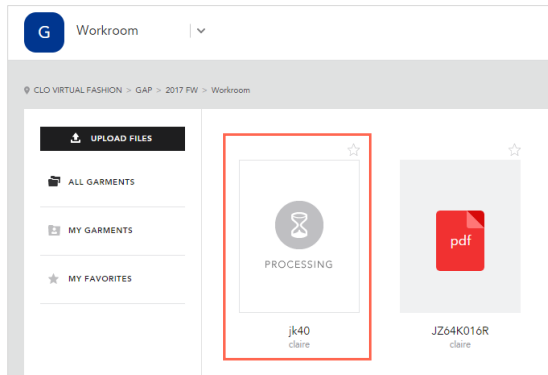
CANCEL   UPLOAD

4.Upload

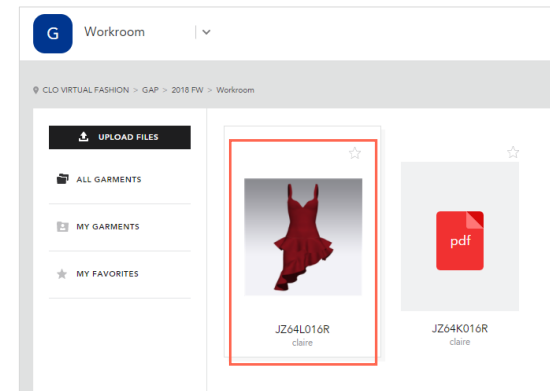**5** After uploading is completed

Post processing

* CLOSET post-processes the uploaded file for a better service.

After a few seconds later, refresh the page by entering "F5" key.

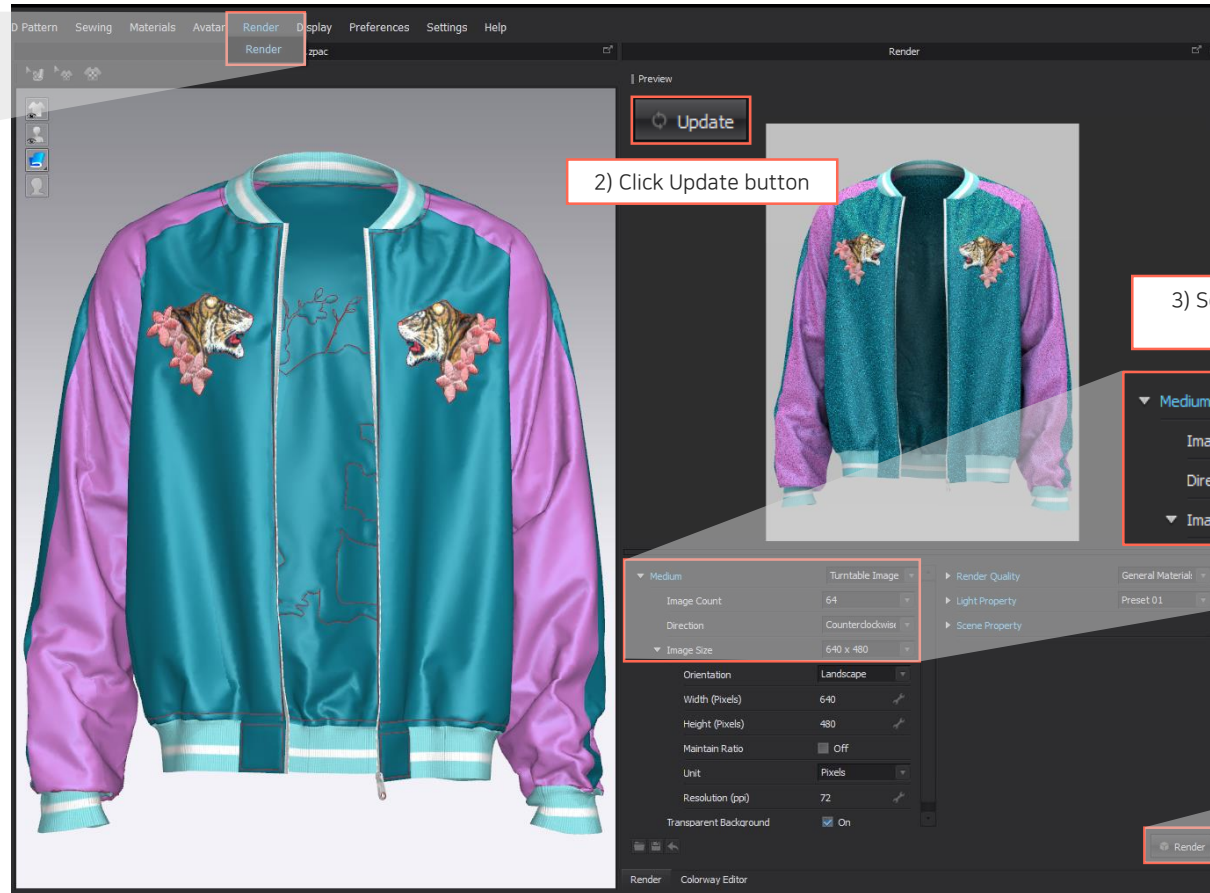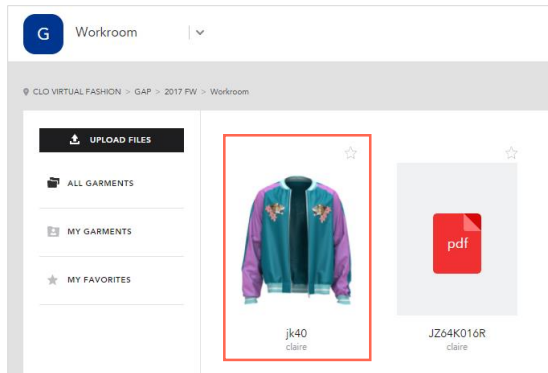As the processing is completed, the thumbnail shows up

5.View

Check the information on Style

1 Click a Style thumbnail in Workroom to see the information on the Style

Common Information
(STYLE NO., TAGS)

STYLE CREATOR
: the first file uploader

Viewer

Version Information
(File name, Uploader, Description, Colorways)

STYLE NO.   JZ64K016R

TAGS   #zpac,#3D

SHARE

CREATOR

C

claire

Version 5

JZ64K016R__Turntable

BY   C   claire

DATE   May 23, 2017, 02:00 PM

DESCRIPTION

COLORWAY

Orange   Red

5. View

View 3D garments and turntable images

- Only Zpac and Turntable images can be shown in 3D on web.
  (The other formats such as ZPrj, AVT, OBJ, etc... would be supported in August, 2017)

1 Click "Play" button to load data

2 Rotate/Zoom/Pan with the same interface as in CLO

View on full screen
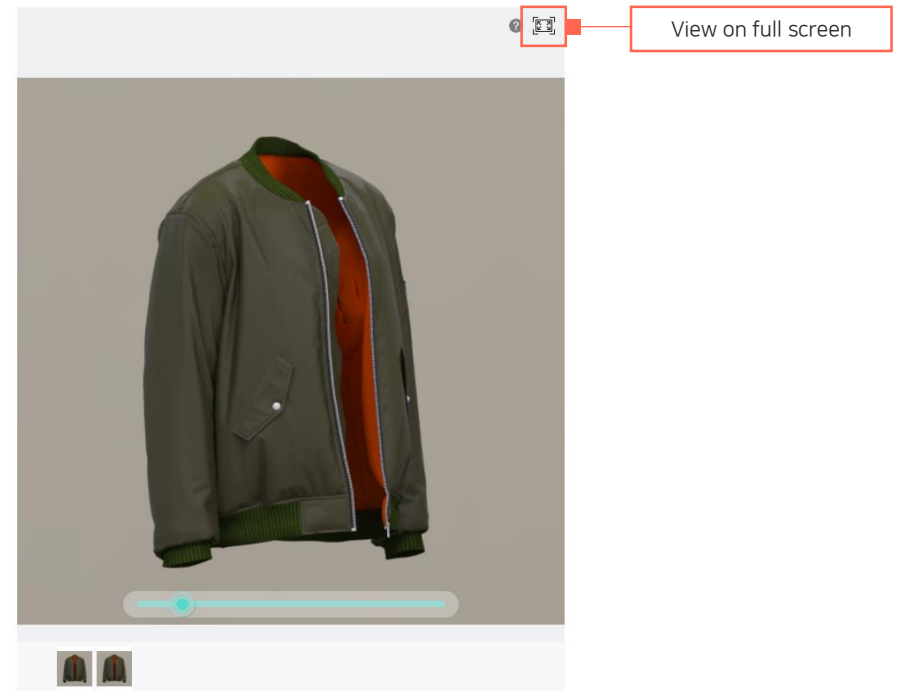
6.Version Control

1   Click "NEW VERSION" button to upload a new version

VERSIONS			⬇ NEW VERSION
3	JZ64K016R_TURNTABLE	michelle	Mar 15, 2017, 12:20 PM
2	JZ64K016R_01.zpac	Aidan	Mar 15, 2017, 12:20 PM
1	JZ64K016R_TECH SPEC(update)_20120420_clovirtual.pdf	Claire	Mar 15, 2017, 12:20 PM

Click to see the info on the corresponding version

2   Select the type. The rest of the process is the same as Upload.

✕

Upload new version

⦿ Single file   ◯ Turntable images

ZPAC OBJ DXF   JPG PNG
AI JPG PNG
PPT PDF ETC

CANCEL   NEXT

7. Style Share

1) Link Share

- Share the Style via URL Link easily

1 Click "SHARE" button
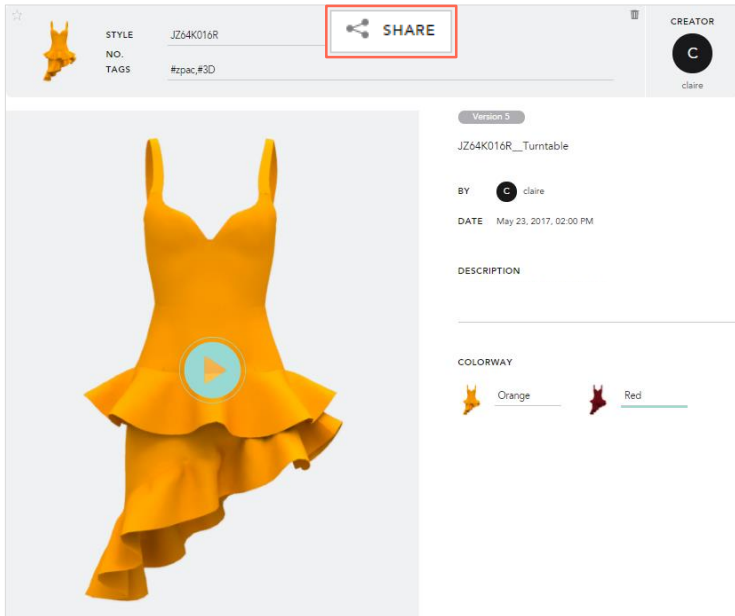
2 How to share with link

1) Select LINK tab
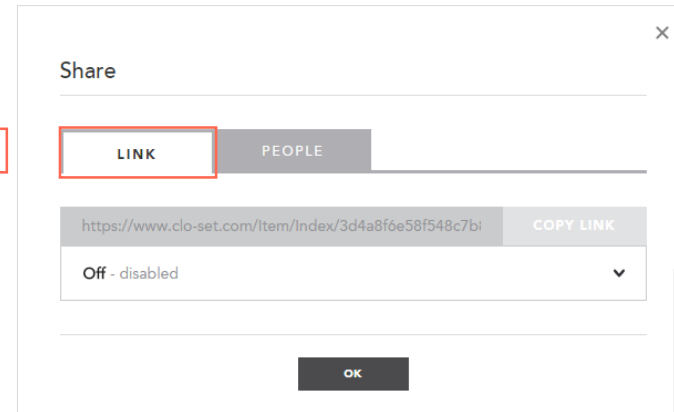
* Link Share is not available for the users who have already been invited by this Share feature.

2) Change the status and copy & paste the link in the email you want to send
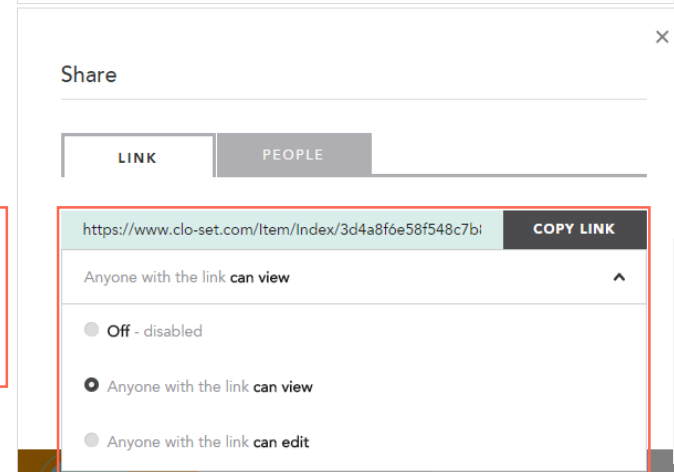
Default status is OFF.

You need to choose "Anyone with the link **can view**" or "Anyone with the link **can edit**" to share the link.

7.Style Share

2) People Share

- You can share the Style with the other users via email addresses

❶ Click "SHARE" button

❷ How to share via email

Share

1) Select PEOPLE tab

LINK | PEOPLE

WHO HAS ACCESS

D dave
dave@clo.co.kr | ✏ Can edit ▾ | ✕
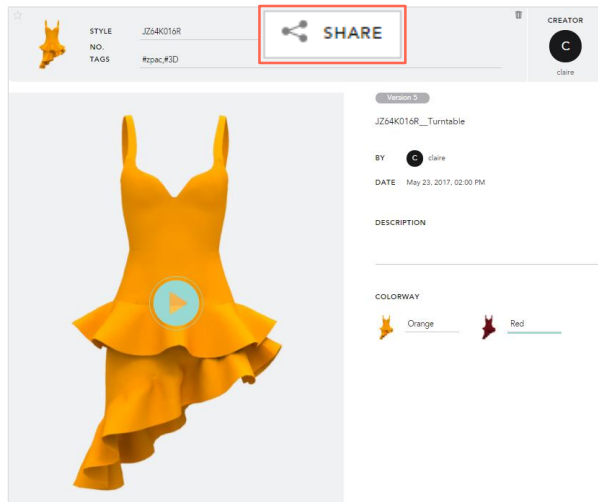
2) Set access permission
- Can view : can view and comment
- Can edit : can view, comment, download and upload

EMAIL | ✏ Can view ▾
Can view
Can edit

michelle@foxxing.com ✕

3) Enter the email address

4) Enter message

MESSAGE (OPTIONAL)

CANCEL | SEND

5) Click "SEND"

8.Comment

Comment and Mention

- Communicate with your collaborator by using Comment feature.
- Invite your external collaborator by using Mention feature.

Enter Comment

Comments

All

@cl

	claire	claire@foxxing.com
C	terry	terry@clo.co.kr
T	aidan	aidan@clo3d.com
A		

POST

Mention
(another way to invite
someone to this Style)

@ mention   Cancel

Yesterday at 3:20 AM
jaden | 3. jacket.zpac | 🔔 NEW VERSION UPDATED
A new version has been updated.

Today at 7:52 AM
jaden
Uploaded by the request from Michelle

View and Reply
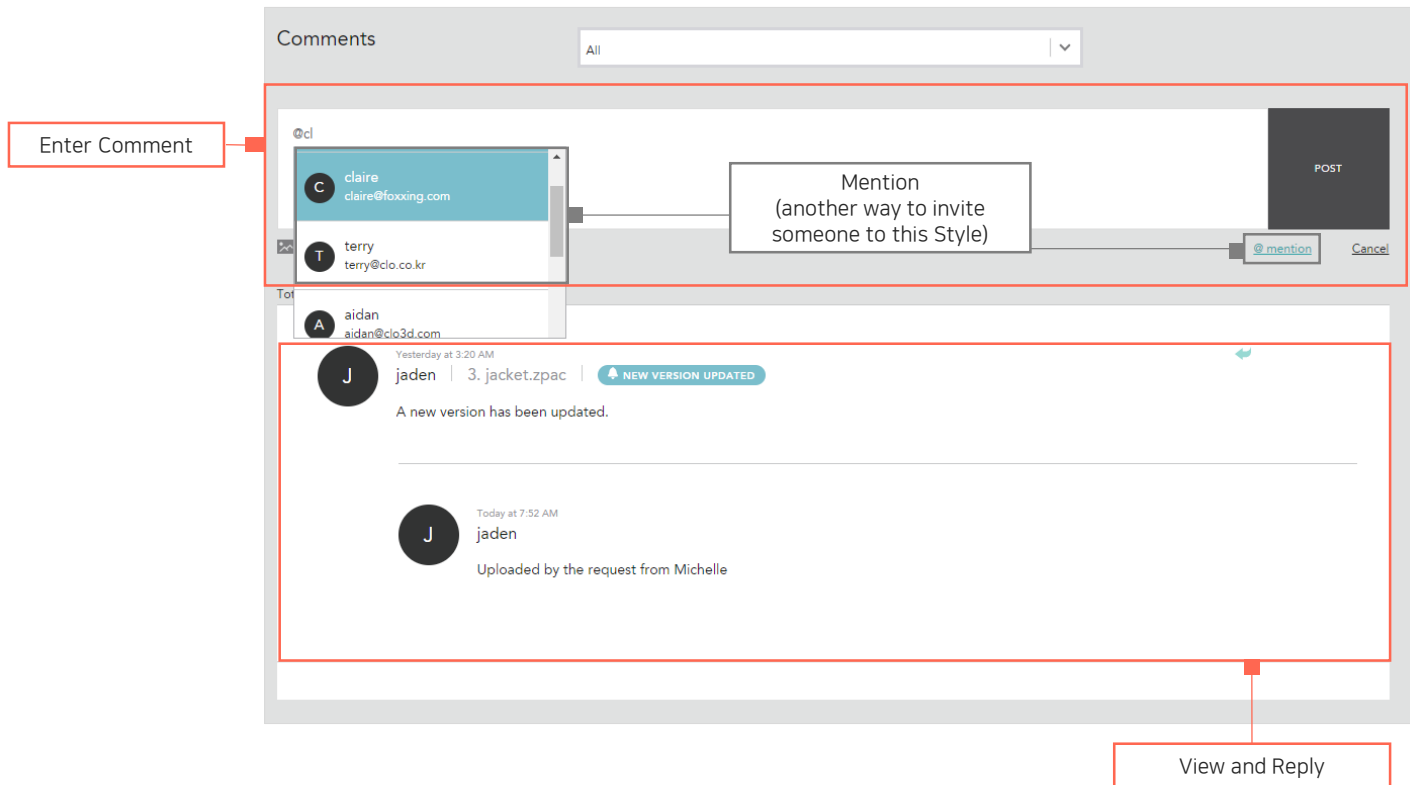
1) You can search for all CLOSET members with the Mention feature.

2) You can search by the account name and the email address.

3) Users who invited by the Mention feature have the "Can view" permission.

8.Comment

Notification email on Comment and Mention

- Notification emails for all comments are sent to all participants on the Style
- Notification emails are sent to the users who are mentioned

1 Notification email on Comment

[CLOSET] A new comment has been added - JZ64K016R__Turntable 받은편지함 x

CLOSET noreply@clo-set.com 도메인: amazonses.com
나에게 ▼

영어 ▼ > 한국어 메일 번역

CLO SET

Hello, claire

A new comment has been added.

Click to see the comment → VIEW

May 23, 2017, 9:21 AM
D   dave | 5. JZ64K016R__Turntable

I've finished making the patterns for the skirt

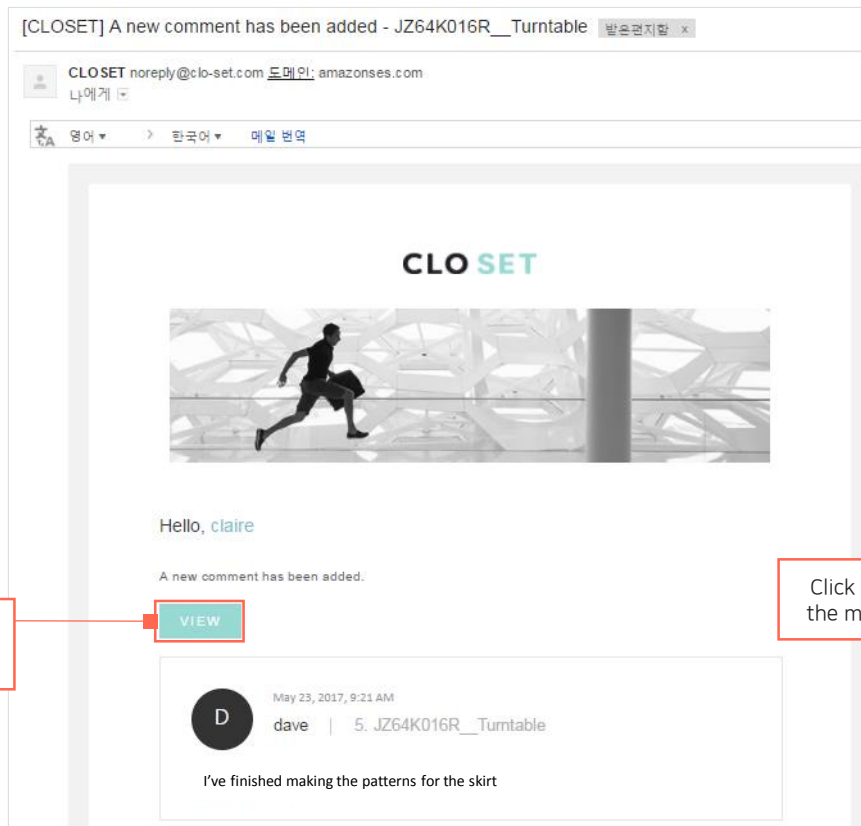**1** Notification email on Mention

[CLOSET] You have been mentioned - JZ64K016R 받은편지함 x

CLOSET noreply@clo-set.com 도메인: amazonses.com
나에게 ▼

영어 ▼ > 한국어 메일 번역

CLO SET

Hello, dave

You have been mentioned on the following comment.

Click to see the mention → VIEW

May 23, 2017, 09:17 AM
C   claire | 5. JZ64K016R__Turntable

@dave   I've finished making the patterns for the skirt
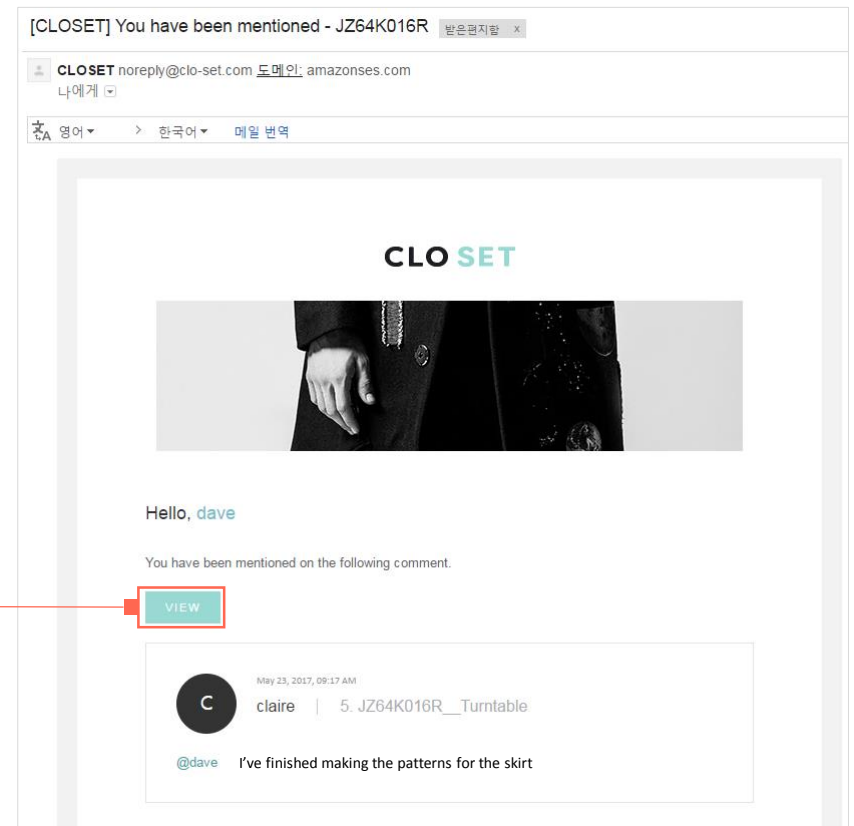
9.My files

My files

- My garments: the styles that I created
- My favorites: the styles marked as favorite
- My received share: the styles shared by the other collaborators

1) Select MY FILES

2) Select a tab you want to see

3) Click the thumbnail to see the details on the Style

4) Mouse over ⓘ to see the quick info.

Admin Guide

1.Create Room

Create company

At the landing page, create companies

CLO SET

C

Hi, claire

Let's start by creating a Company.

(+)

Create Company

Click the button

ABOUT   HELP   TERMS

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CLO SET

1.Create Room

Create Brand, Season and Workroom

- You can create Brand in Company, and Season in Brand.
- Workroom is automatically created when you create Season.
  (The feature creating Workroom would be available in July, 2017)

1 Click "+" button to create rooms

2 Enter the name

2.Invite members

Invite Brand Collaborators

1 Click the invite button

GAP ⌄   **CLO SET**   ⚙ C

○ CLO VIRTUAL FASHION > GAP

SEASON

2018 FW

Invite collaborators   ✕

BRAND

GAP

INVITE COLLABORATORS

⊹ Type to add

dave@foxxing.com ✕   mary@foxxing.com ✕

2 Enter the email addresses of the members

There is no collaborator.

CANCEL   **INVITE**   **3** Click

CLO SET
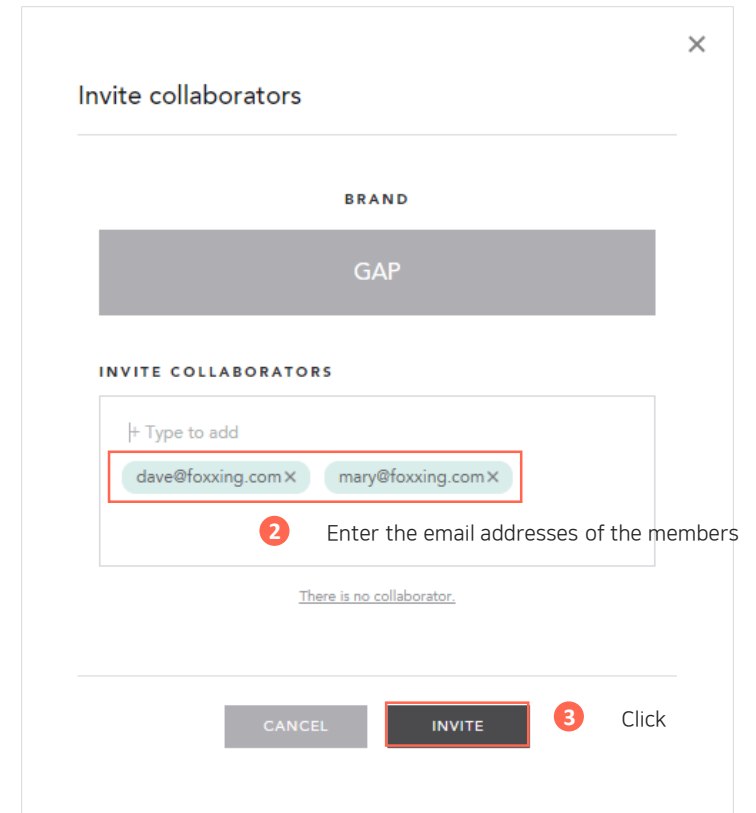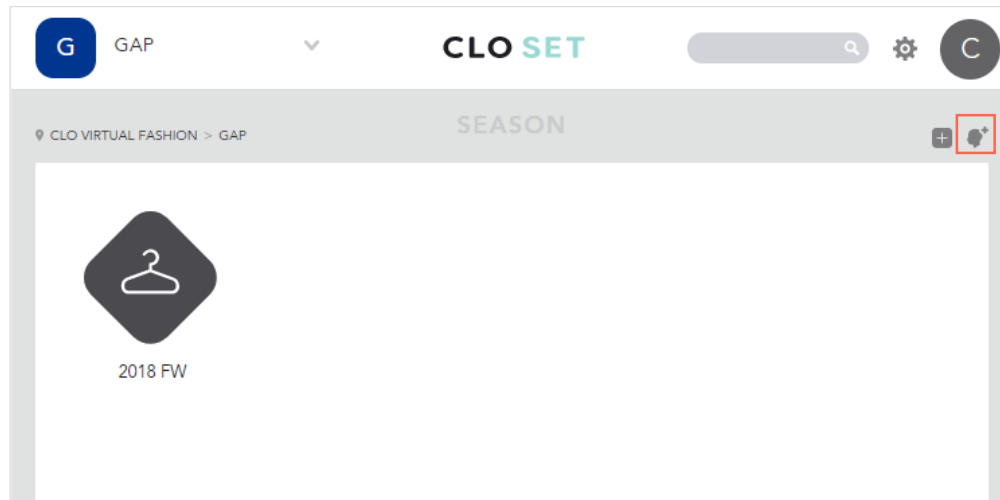
2.Invite members

Brand Collaborator management

- You can check if the invited members have accepted or not

Invite collaborators

BRAND

GAP

INVITE COLLABORATORS

+ Type to add

There are 2 collaborators.

CANCEL   INVITE

1 Click the link

Invite collaborators

BRAND

GAP

INVITE COLLABORATORS

+ Type to add

CURRENT COLLABORATORS
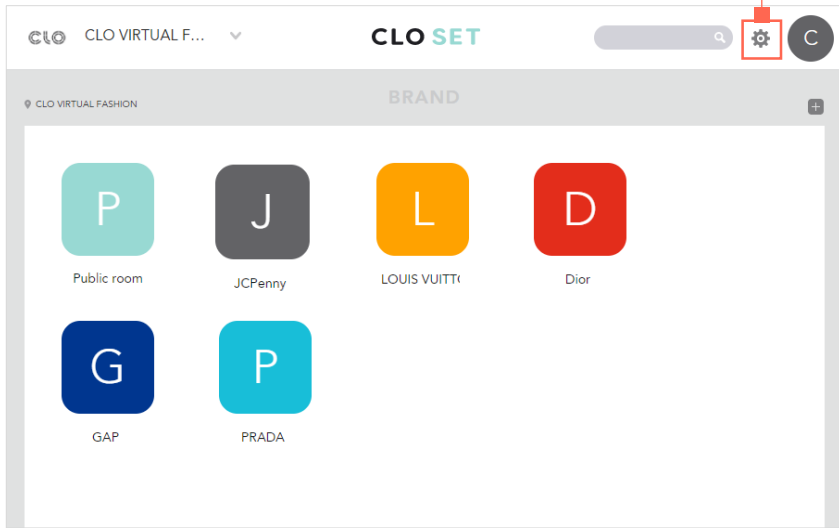
mary@foxxing.com (Pending)

dave@foxxing.com (Pending)
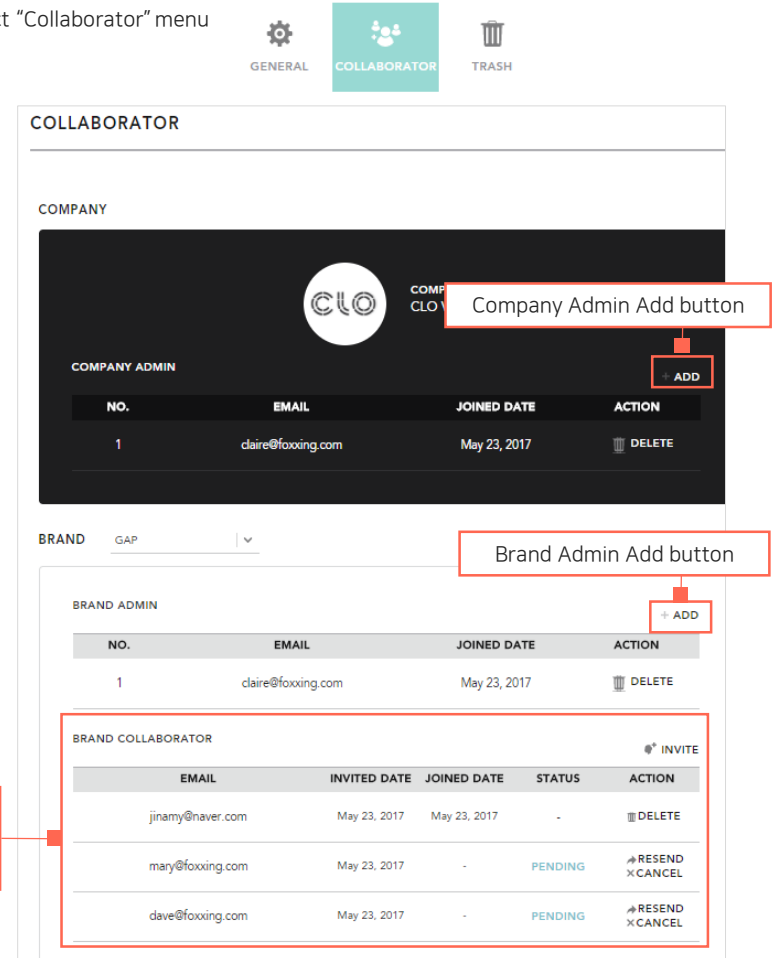
There are 2 collaborators.

CANCEL   INVITE

2 See if they've accepted the invitation

3.Assign Admin

Assign Brand and Company admin

1 Click "Admin Setting" button

2 Select "Collaborator" menu

GENERAL   COLLABORATOR   TRASH

CLO VIRTUAL F...   CLO SET

CLO VIRTUAL FASHION   BRAND

P	J	L	D
Public room	JCPenny	LOUIS VUITTO	Dior

G	P
GAP	PRADA

COLLABORATOR

COMPANY

Company Admin Add button

COMPANY ADMIN   + ADD

NO.	EMAIL	JOINED DATE	ACTION
1	claire@foxxing.com	May 23, 2017	🗑 DELETE

BRAND   GAP

Brand Admin Add button

BRAND ADMIN   + ADD

NO.	EMAIL	JOINED DATE	ACTION
1	claire@foxxing.com	May 23, 2017	🗑 DELETE

Brand Collaborator list
(Here you can resend the invitation email
and delete the member)

BRAND COLLABORATOR   INVITE

EMAIL	INVITED DATE	JOINED DATE	STATUS	ACTION
jinamy@naver.com	May 23, 2017	May 23, 2017	-	🗑 DELETE
mary@foxxing.com	May 23, 2017	-	PENDING	↗RESEND ✕CANCEL
dave@foxxing.com	May 23, 2017	-	PENDING	↗RESEND ✕CANCEL

4.Delete Room

Delete Company

- Only Company Admin can edit and delete Company.

1   Select the Company to delete

CLO SET

Hi, claire

Select the Company you would like to switch to.

This indicates you are the Company Admin

R-Company

CLO

KOHL'S
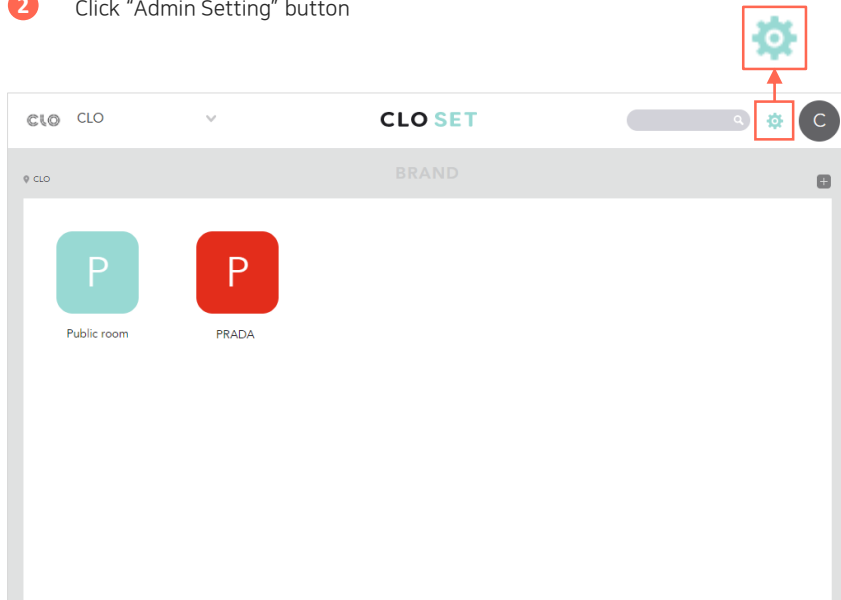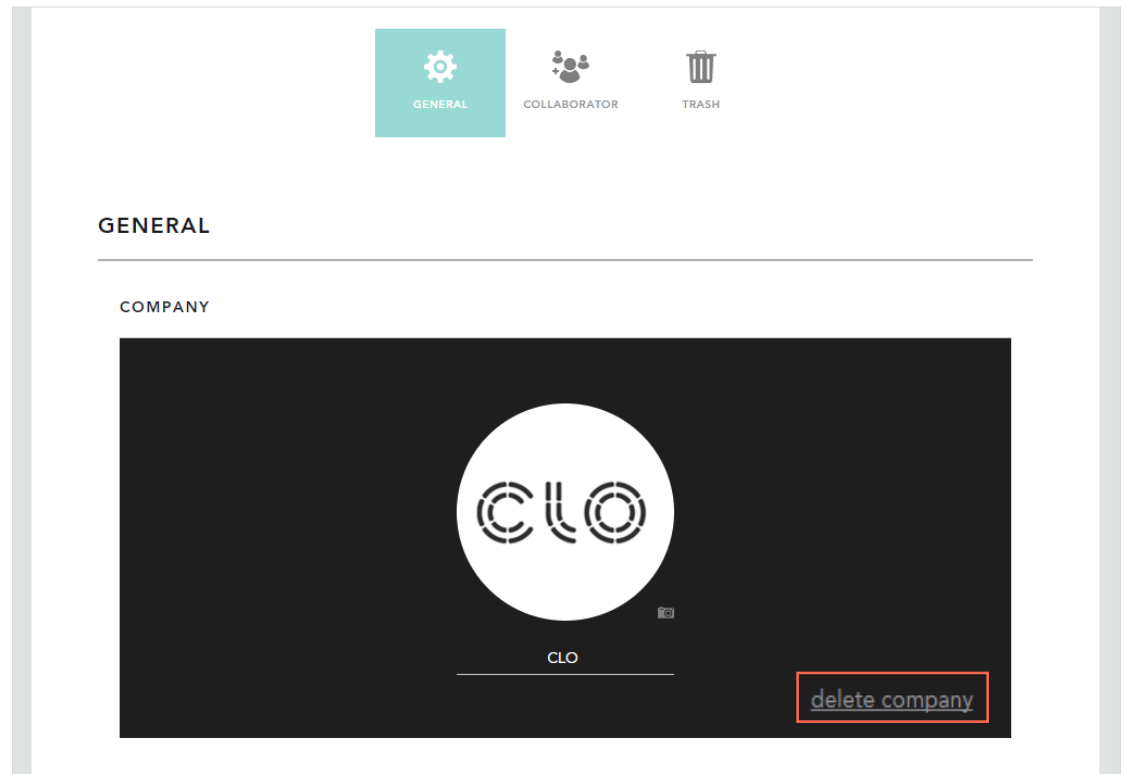
GG

DaveCompany
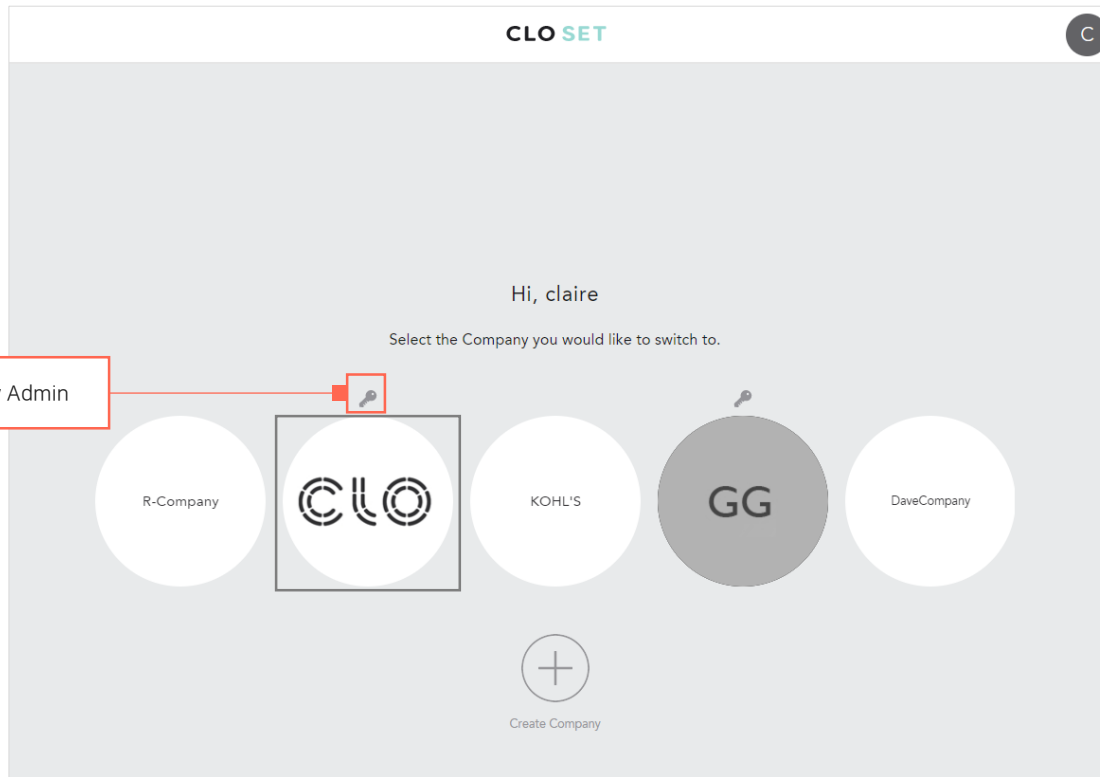
Create Company

4.Delete Room

Delete Company

- If you want to restore the company you deleted, please contact to hello@clo-set.com.

2 Click "Admin Setting" button

3 Click "delete company" link

4.Delete Room

Delete Brand and Season

- Only Company Admin and Brand Admin can edit and delete Brand and Season
- If you want to restore rooms you deleted, go to TRASH menu in Admin Setting.
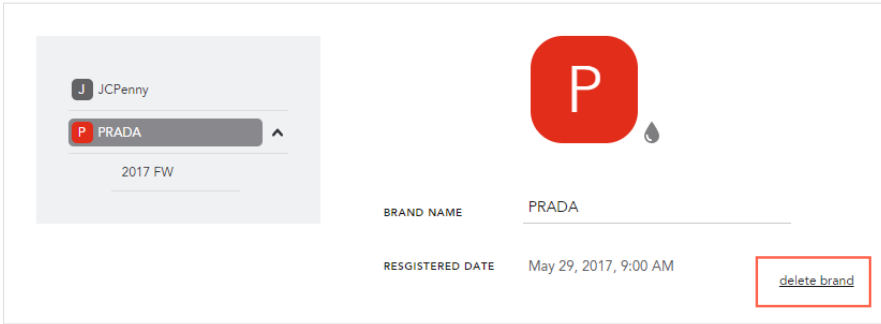- (Workroom creation/delete would be available in a few weeks)

4 You can delete Brand and Season and rename it as well

COMPANY

CLO

delete company

SPACE

J JCPenny

P PRADA

2017 FW

P

BRAND NAME   PRADA

RESGISTERED DATE   May 29, 2017, 9:00 AM   delete brand

Please report bugs to hello@clo-set.com

CLO

CLO SET

Thank you!