

CLO-SET Setup Instructions

How to set up the Structure & Permission of your Group

PART

1

Workflow Overview

CLO-SET Basics

PART

2

Group Structure Setup

Permission Level

PART

3

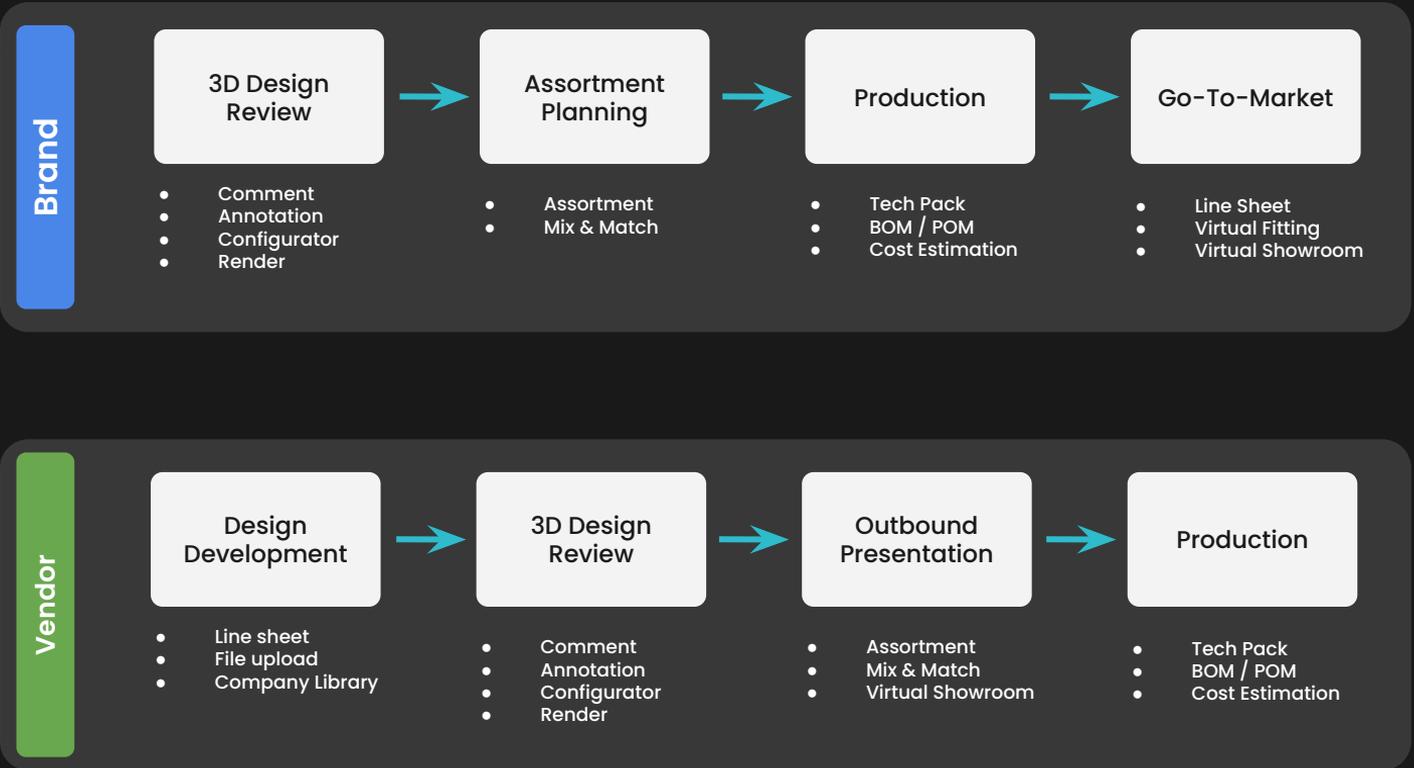
Group Structure Best Practice

CLO-SET Workflow & Basics

CLO-SET



3D Asset Creation



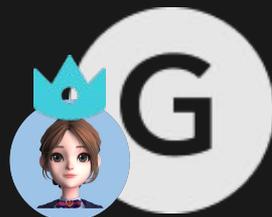
- What is a Group?

- For every new account, a new **CLO-SET Group** is created.
 - Under each **Group**, there are 'Brand - Line - Season - Workroom- Content'.
 - You may first setup the structure, then invite your teammates for collaboration.

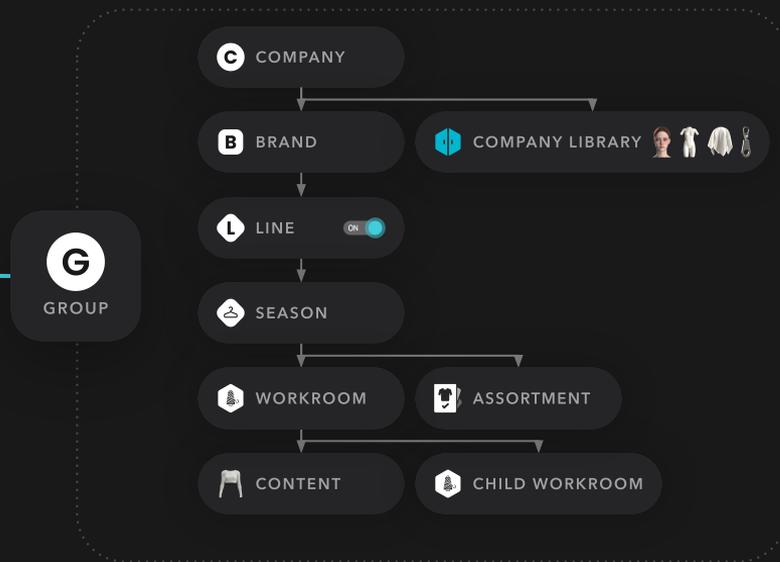


User A Sign Up

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Group A's Admin

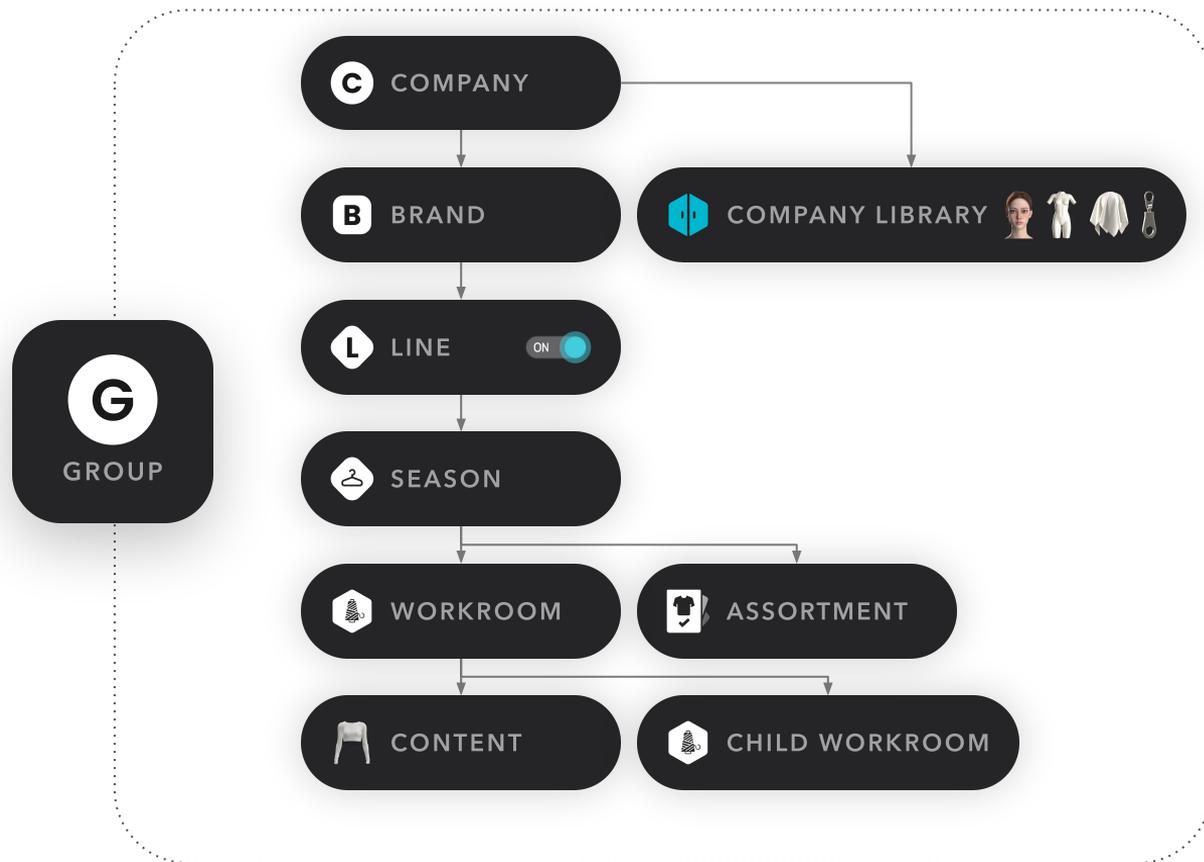


CLO-SET Group Structure Setup

CLO-SET Space Hierarchy

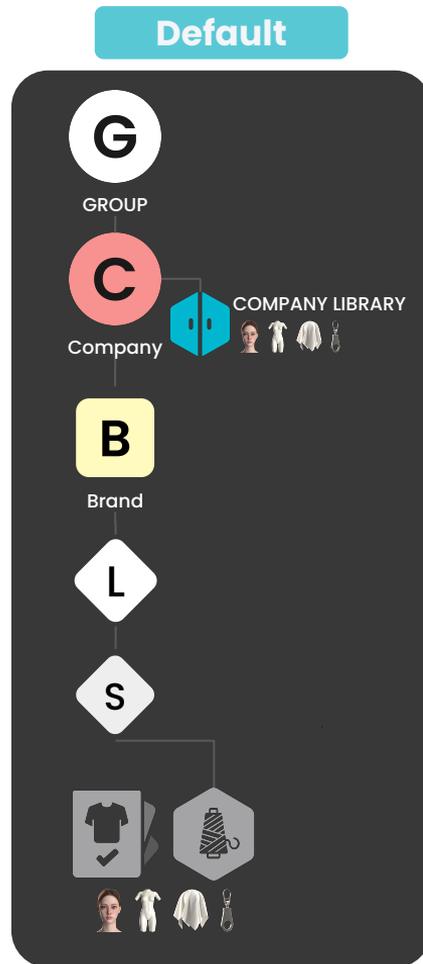
CLO-SET Group consists of different levels of spaces tailored to the Fashion industry, for an effective asset management.

*The graphic depicts a recommended use, but is fully customizable. For example, you may designate each Line on Season level.



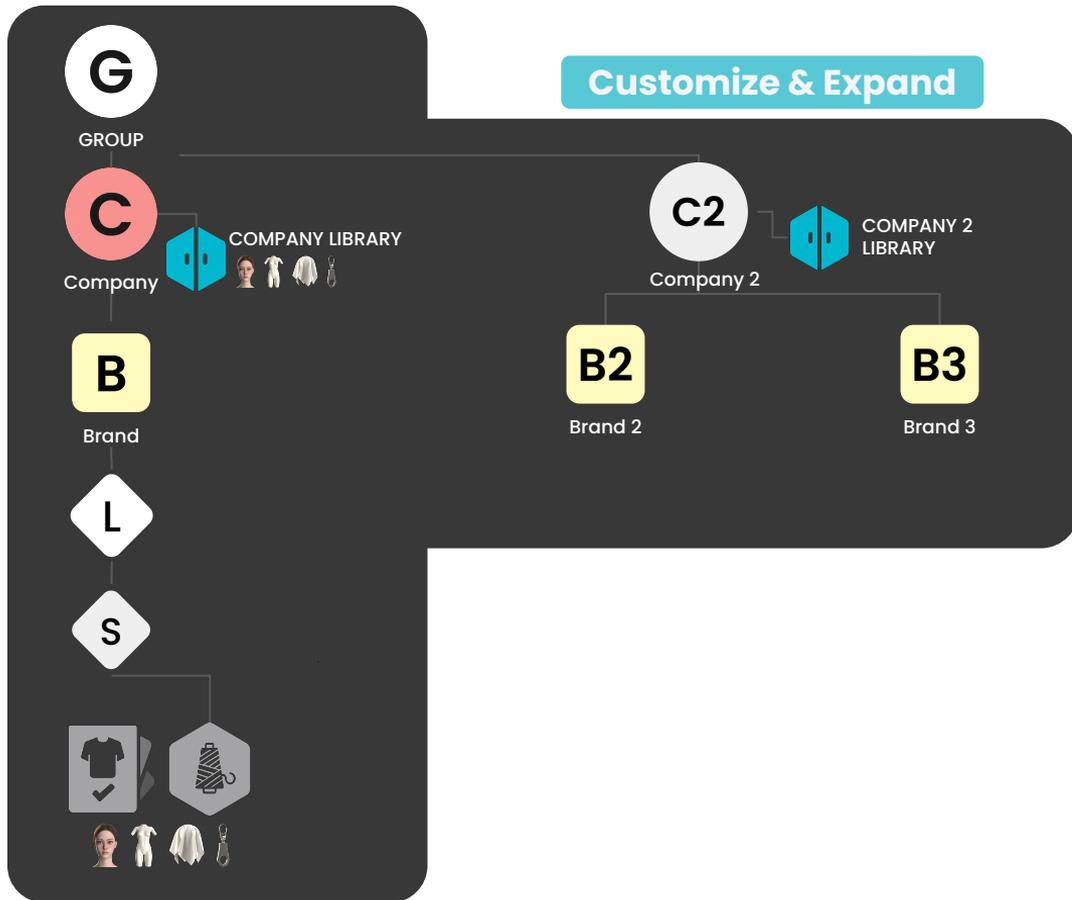
CLO-SET Space Hierarchy

By default, each CLO-SET Group provides 1 of each Spaces from Company to Workroom.



CLO-SET Space Hierarchy

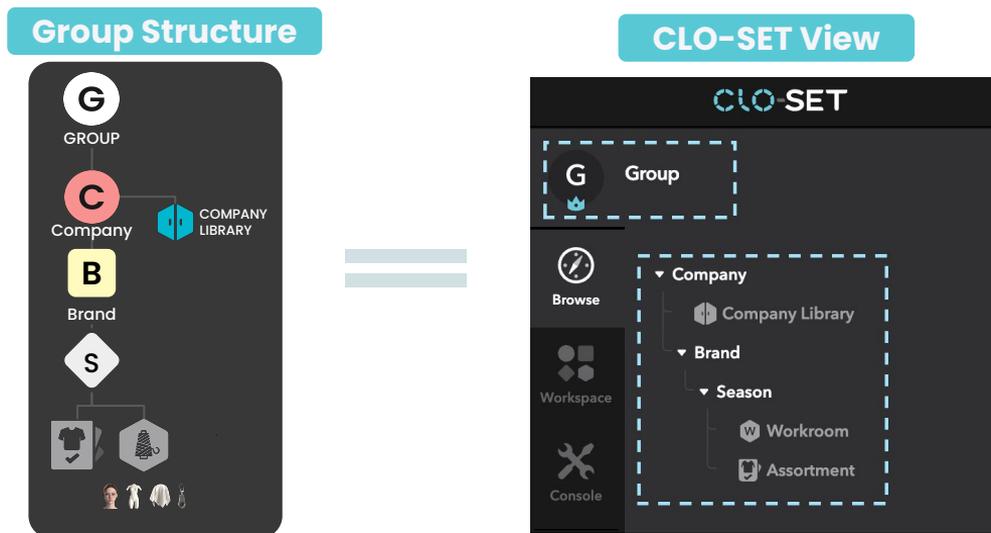
You may create new Spaces within the Group to match your organization's workflow.



1. Understand the Hierarchy

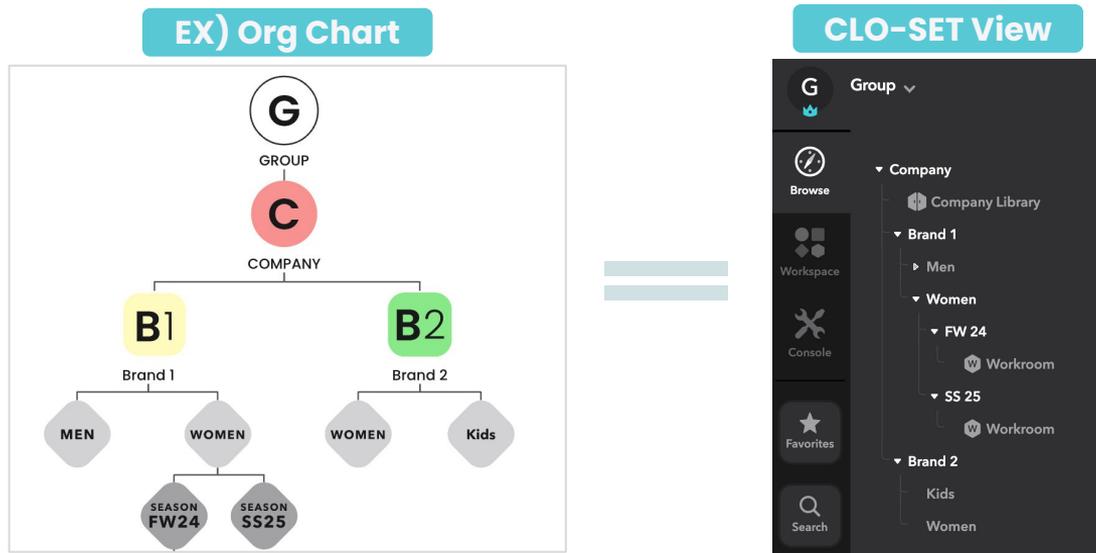
1. Once you log in as a Group Admin, you will see the default hierarchy within your Group.
2. Under the Group, there are 1 of each lower-level Spaces (Company - Brand - Season - Workroom) as a default.
3. You can add more Spaces depending on your workflow. See next slide for instructions.

*Please note that the 'Line' level is optional. You may activate the 'Line' level on Company Settings page.



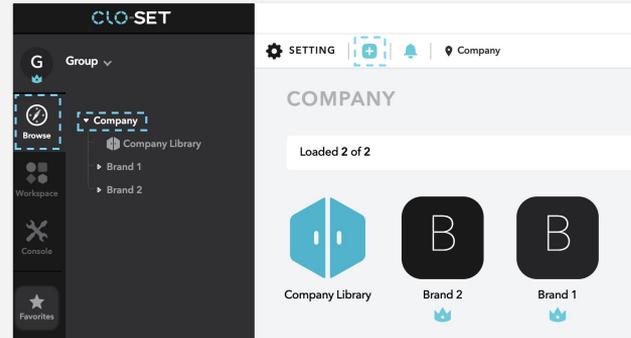
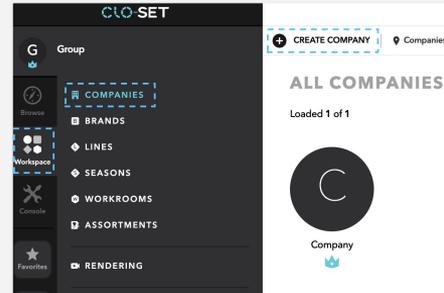
2. Plan your setup

1. Think of your Organization Chart before getting into the action- How many Companies do you have? How many Brands?
 - For each **Company** space in CLO-SET, you can:
 - create Company Library - a shared asset library for your team.
 - manage settings - upload presets and customize fields to be shared throughout the team.
 - For Brands and below, such options are not available.



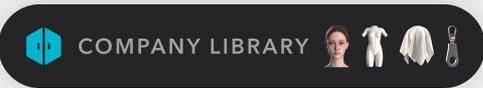
● How to create the Space

1. **C** Create **Company**
 - 'Workspace' > Companies > Create Company
2. **B** Create **Brand**
 - 'Browse' > Company > Create Brand
3. **L** Create **Line** (optional)
 - 'Browse' > Brand > Create Line
4. **S** Create **Season**
 - 'Browse' > Line > Create Season

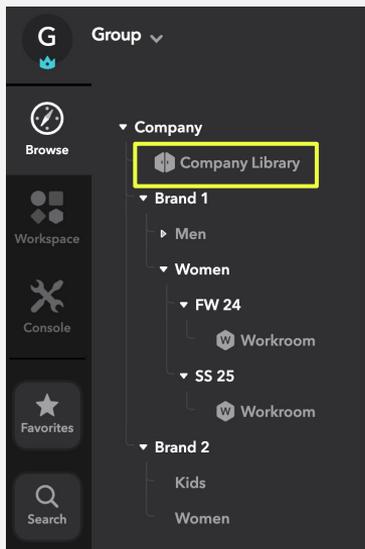


*'Line' is deactivated as default. Visit Company Settings to activate the option.

● What is 'Company Library'?



1. Company Library is a dedicated Library Space to store commonly used assets among all teams within the Company.
1. Build your Asset Library on this level to share with your internal & external teams.
2. Company Library works like a Workroom. You may invite teammates as Editors.
3. Only 1 Company Library is created per each Company. But, you may add Child Workrooms for different assets. (ex. Trims, Avatar, Fabric, etc.)
 - Please refer to [Best Practices](#) for use case.



● How to activate 'Line'

1. 'Line' is an optional Space level. You may turn it on/off per your needs. Default setting is 'Off'.
2. Go to 'Company' > 'Setting' > Turn on 'Line' field.

*The Company Settings field are applied to all Spaces within each Company.

The image displays two screenshots from the CLO-SET application. The left screenshot shows the navigation menu on the left side of the interface. The 'CLO's Company' section is highlighted with a dashed yellow box, and the 'SETTING' option is also highlighted with a dashed yellow box. The right screenshot shows the 'SETTING' page for 'CLO'S COMPANY'. The 'LINE' field is highlighted with a dashed yellow box, and the 'Active' toggle is turned on. The 'COMPANY LIBRARY' and 'ACCESSIBLE PEOPLE' fields are also visible. The 'SPACE' section below shows the 'BRAND' and 'Sample' dropdowns, and the 'BRAND NAME' and 'REGISTERED DATE' fields.

CLO-SET Permission Level

CLO-SET Permission Level

There are 4 permission levels in CLO-SET. Control access and secure your assets by assigning the right permission.

PERMISSION TYPE



ADMIN



COLLABORATOR



EDITOR

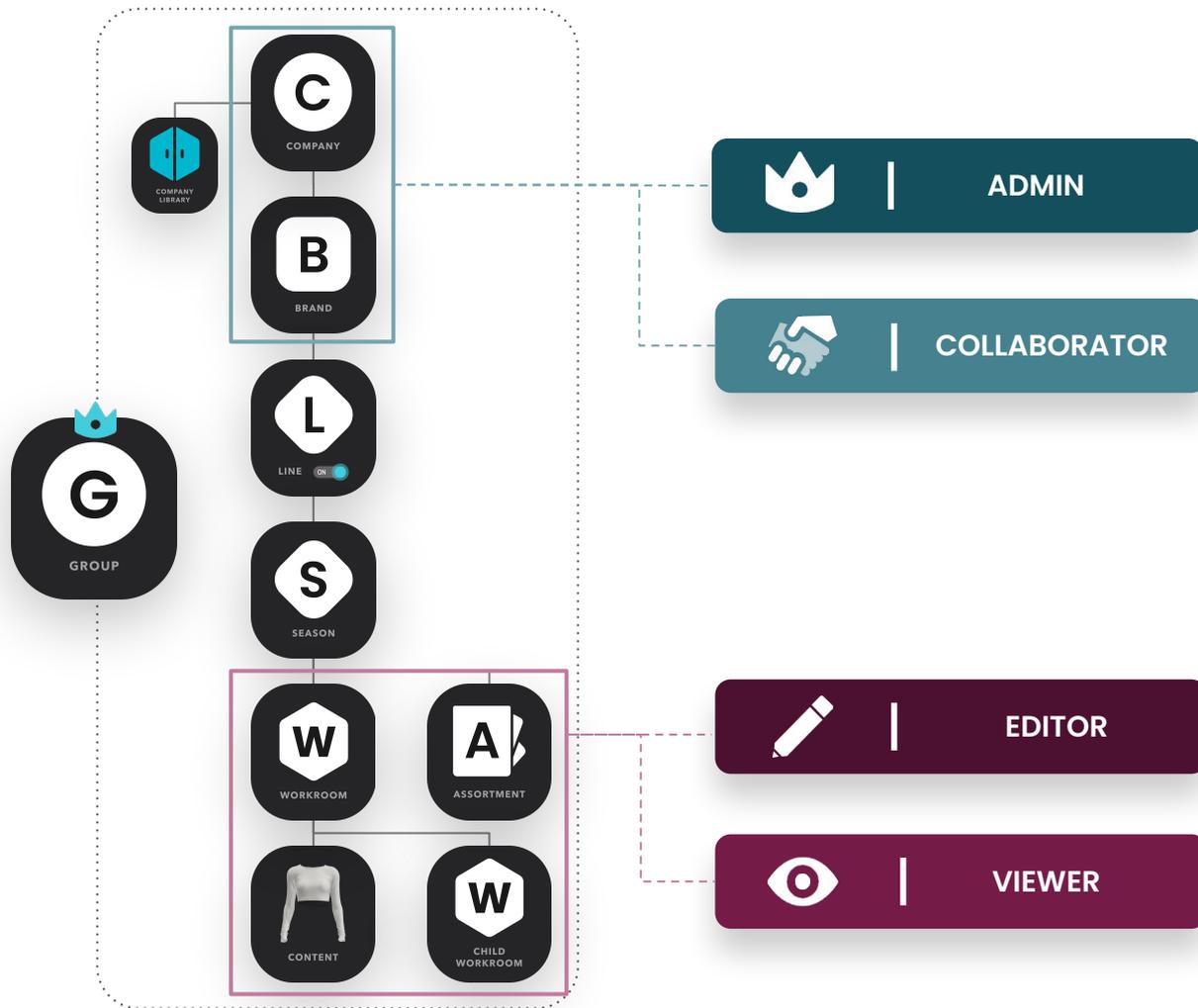


VIEWER

CLO-SET Permission Level

Invite Admin/Collaborators to Company or Brand space for broader access.

Share to Editor/Viewers for limited access on Workroom or below.



Admin & Collaborator



Admin

Admins can create/edit/delete Spaces and invite users.

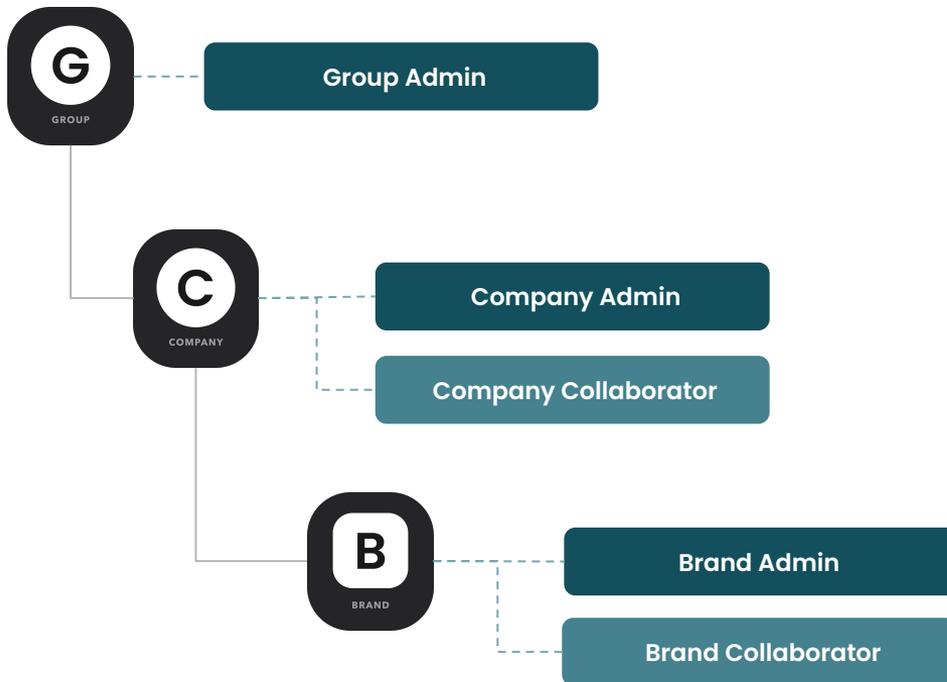
- Group Admin - Account owner of the Group
- Company Admin
- Brand Admin



Collaborator

Collaborators have access to respective Spaces but can create/edit/delete ONLY Season(Line) and below.

- Company Collaborator
- Brand Collaborator



Editor & Viewer



Editor

Editors can edit and share the respective Workroom and Assortment and all Contents within.

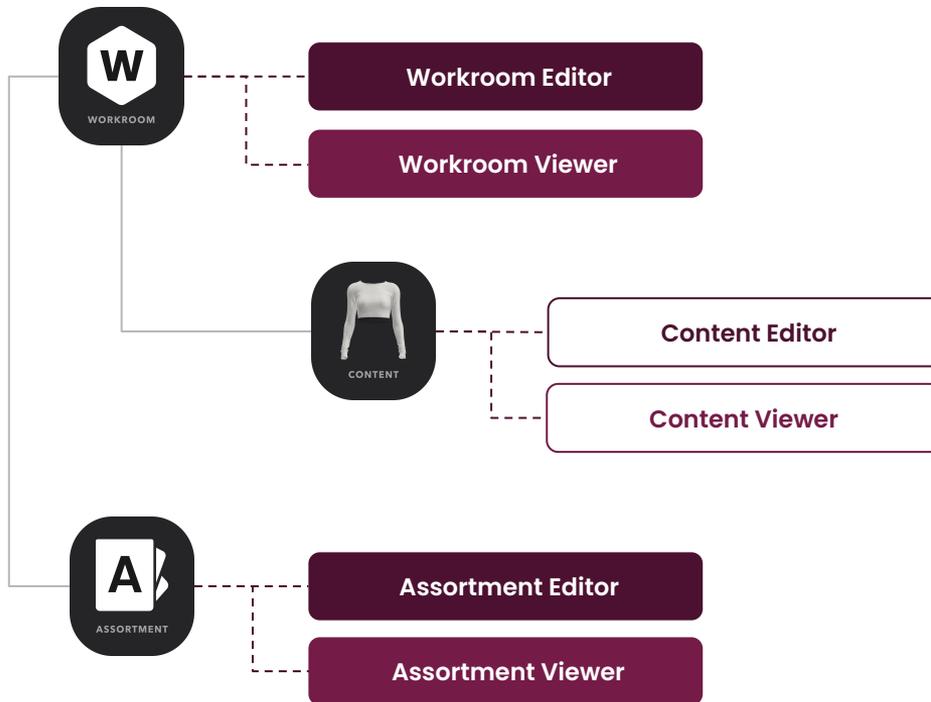
- Workroom Editor
- Assortment Editor
- Content Editor - can only edit/share specific Content



Viewer

Limited view access with optional upload/download permission.

- Workroom Viewer
- Assortment Viewer
- Content Viewer - can only view specific Content

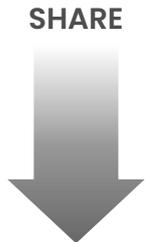


Invite & Share



 | ADMIN

 | COLLABORATOR



 | EDITOR

 | VIEWER

BRAND MEMBERS

USER1@clo3d.com x

as Admin

Admin

Collaborator

INVITE

SHARE TO PEOPLE

USER1@clo3d.com x

as Can Edit

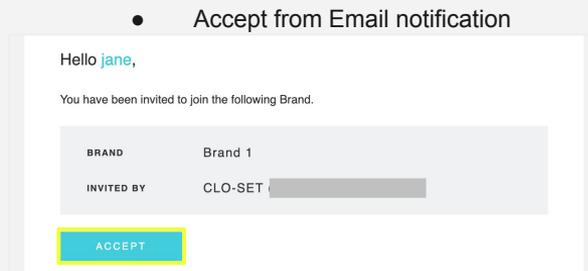
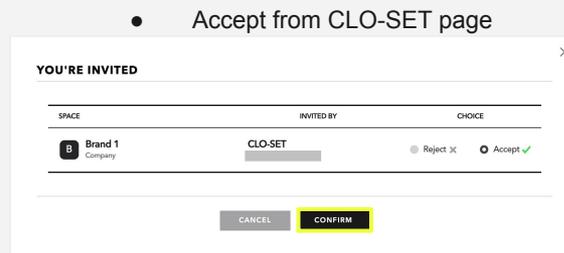
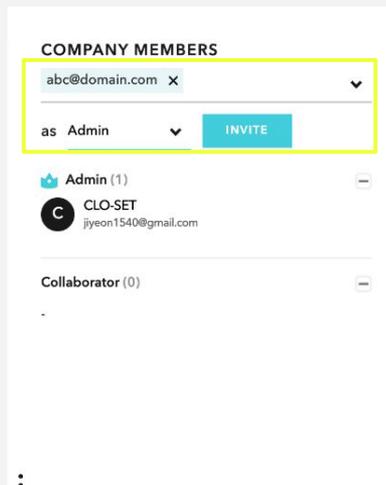
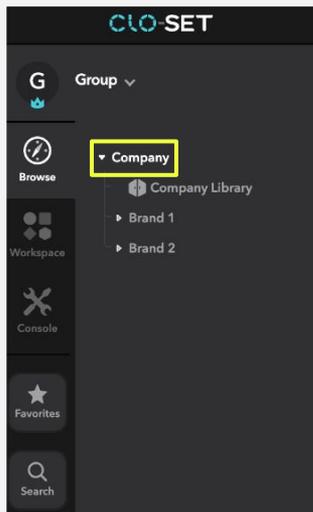
Can Edit

Can View

SHARE

● Invite Users as Admin/Collaborator

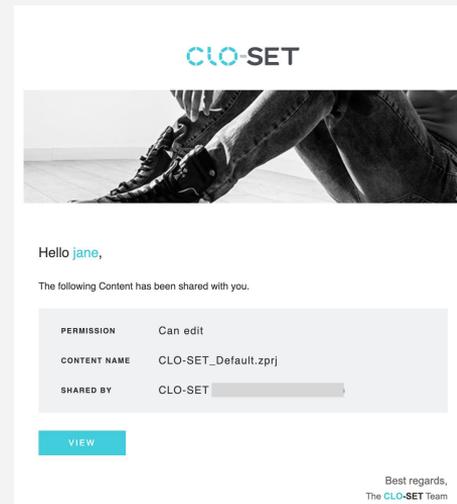
1. Go to the Company/Brand Space you'd like to grant access to. For example, to invite new Company A's Admin, go to 'Company A' Space.
2. On the right panel, type in the email of new Admin/Collaborator.
3. Select the Permission from the dropdown menu and click 'Invite'
4. The invitee should receive a notification email. To access the Space, the invitee **must first accept** the invitation.



*Invitation sent to INVITEE (not inviter)

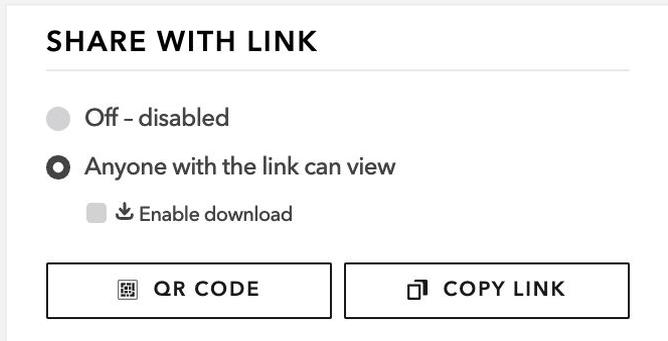
● Share Workroom/Assortment/Contents

1. Go to the Workroom/Assortment/Content you want to grant share.
2. On the right panel, type in the email to share to.
3. Select the Permission from the dropdown menu and click 'Share'.
4. Invitee should receive a notification email as shown below.



- ‘Share with Link’ option

1. This option allows you to open up the Workroom/Assortment/Content to anyone who has access to the URL.
 - Recommended only if you need to share the URL with a broader public audience.
 - The end user would have Viewer access as default.
2. Turning it on would **PUBLISH** the respective space or content as public. Please be cautious of the security risks.



- **‘Accessible People’ tab**

1. At the bottom of the Invite/Share tab is the ‘Accessible People’ tab.
2. Click on the upward arrow (^) to expand the list.
3. This tab lists all users with access to each Space/Content.
 - For example, a Brand Admin would automatically have access to all Workrooms within the Brand. Expanding the ‘Accessible People’ tab would also show the Brand Admin.



● 'Group Operator' Permission

1. 'Group Operator' Permission is a unique level created for IT/Accounting team
 - IT team: setup API Token or Trigger settings
 - Accounting: view and export billing information
2. Group Operators can ONLY use '[Console](#)' tab of the Group
3. To add a Group Operator, go to 'Console' > 'Group Settings' > enter the email address and click 'Add'
4. The Invitee should receive an email notification.

The image shows a sequence of three screenshots illustrating the process of adding a Group Operator in the CLO-SET system.

Left Screenshot: CLO-SET Group Settings
This screenshot shows the CLO-SET interface. On the left is a dark sidebar with navigation options: SUMMARY, BILLING, STATISTICS, ACTIVITY LOG, SETTINGS, and DEVELOPER PAGE. The 'Console' option in the sidebar is highlighted with a yellow box. In the main content area, the 'GROUP SETTINGS' page is displayed. The 'GROUP MEMBERS' section at the bottom is also highlighted with a yellow box, showing a form to add a new member. The form includes an email address field (abc@domain.com x), a dropdown menu set to 'as Group Operator', and a '+ ADD' button.

Middle Screenshot: Arrow
A simple black right-pointing arrow indicates the flow from the settings page to the email notification.

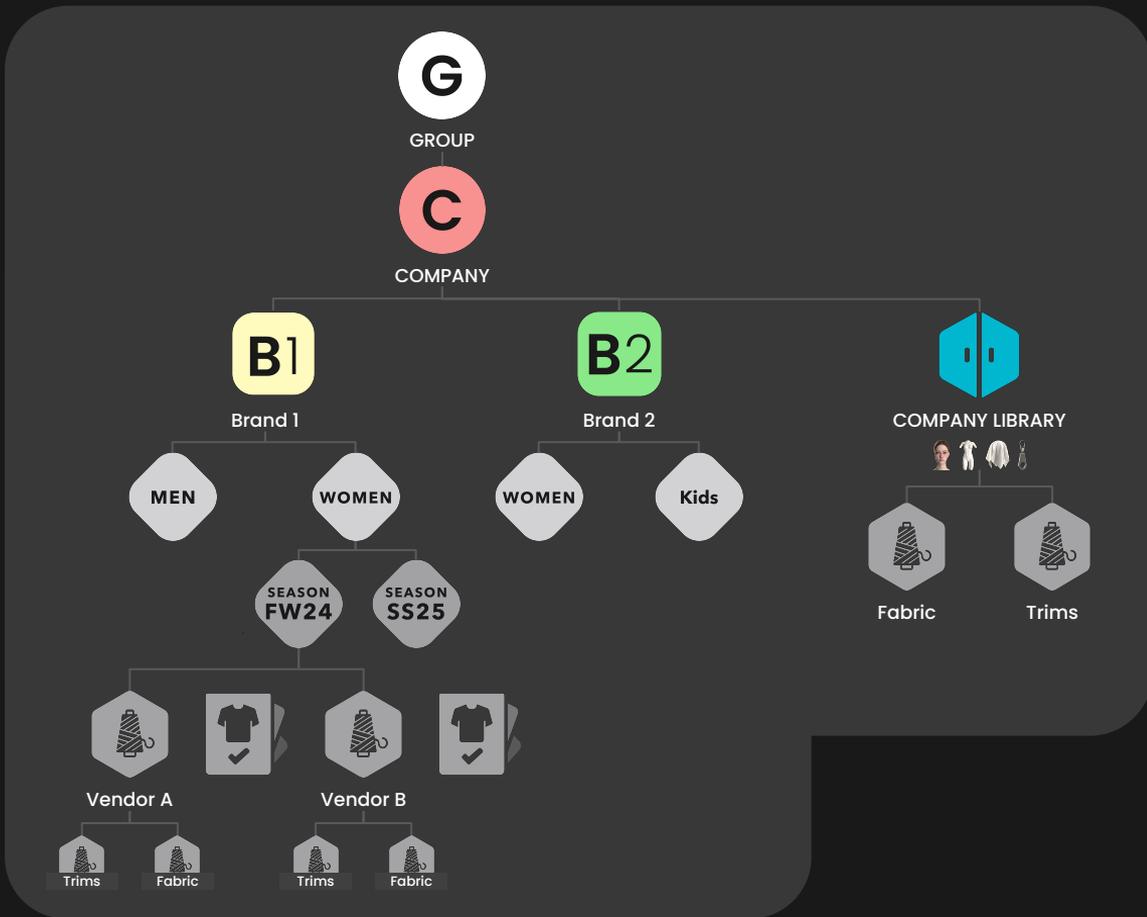
Right Screenshot: Email Notification
This is an email notification from CLO-SET. It starts with a greeting: 'Hello jane.yim,'. Below the greeting, it states: 'You have been added to the following group as an admin operator.' A table lists the details of the group assignment:

PERMISSION	Group Operator
GROUP	Group
SPACE	Admin Console
ADD BY	CLO-SET [Avatar]

At the bottom of the email, there is a blue button labeled 'GO TO ADMIN CONSOLE' and a signature: 'Best regards, The CLO-SET Team'.

Structure & Permission Best Practice

Group Structure & Permission Best Practice – for Brands



GROUP LEVEL

- GROUP ADMIN**: Manager of Group
- GROUP OPERATOR**: Finance & IT Team

COMPANY LEVEL

- COMPANY ADMIN**: Manager of Company
- COMPANY COLLABORATOR**: Brand Managers

BRAND LEVEL

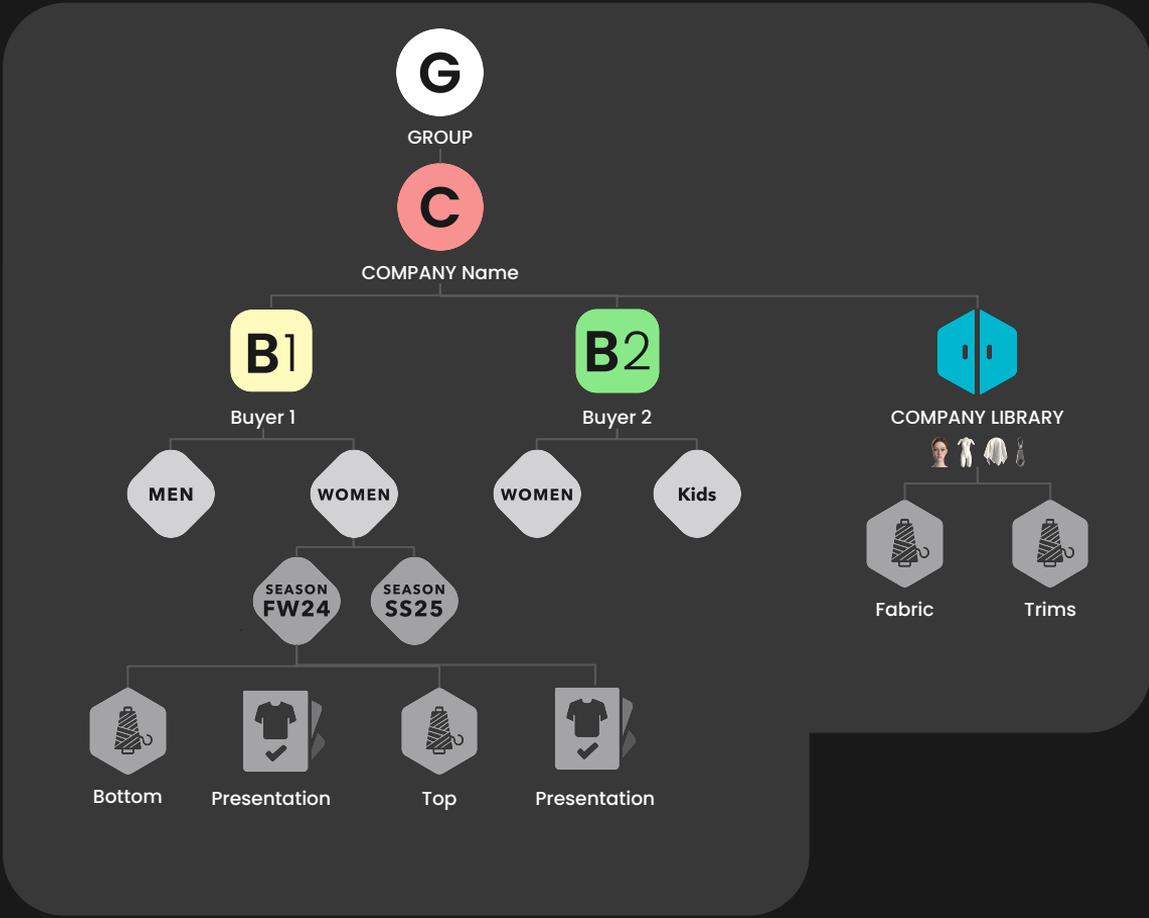
- BRAND ADMIN**: Brand Manager (1 per each Brand)
- BRAND COLLABORATOR**: Bran Team Members

WORKROOM & CONTENT LEVEL

- EDITOR**: Vendor A
- VIEWER**: None

*Company Admin & Collaborator are granted access to Company Library automatically. You may grant Editor access to Company Library to your Vendors.

Group Structure & Permission Best Practice – for Vendors



GROUP LEVEL

- GROUP ADMIN: Manager of Group
- GROUP OPERATOR: Finance & IT Team

COMPANY LEVEL

- COMPANY ADMIN: Department Lead
- COMPANY COLLABORATOR: 3D Designer

BRAND LEVEL

- BRAND ADMIN: 3D Designer
- BRAND COLLABORATOR: Merchandiser

WORKROOM & CONTENT LEVEL

- EDITOR: Buyer
- VIEWER: None

*Company Admin & Collaborator are granted access to Company Library automatically. You may grant Editor access to Company Library to your Vendors.



FAQ



FAQ

- **Can I use my CLO account?**
 - All users within your institution's group should be using the school email. If you are subscribed to an Academic plan for CLO, your institution can use the same school email to sign up for CLO-SET.
- **I invited my Vendor but they are not able to access the Space.**
 - If the invitee holds Admin/Collaborator access ,they must first accept the invitation to access the Space. Please refer to slide 21 for further instructions. If you are having trouble receiving the email notification, please contact hello@clo-set.com.
- **I need to change the Group Admin to a different email address.**
 - Changing account email address is unavailable at the moment. Instead, we recommend utilizing the Company Transfer feature, which helps moving all Companies from your current Group to a new Group. Find more on [this article](#).
- **I have more questions.**
 - To learn more about CLO-SET, visit style.clo-set.com or email us at hello@clo-set.com

CLO-SET

Thank you.

For any CLO-SET inquiry, please contact

hello@clo-set.com

CLO-SET Hierarchical System

GROUP

A highest level of all spaces. You only need 1 Master Group as a Brand, Manufacturer, or Individual. You may start inviting your teammates to your Group.

COMPANY

A lower level that belongs within the Group .If you have multiple companies within your Group, feel free to create multiple Company Spaces.

- **COMPANY LIBRARY**

A cloud repository where for storing **commonly used files** throughout a Company.

BRAND

A lower level within the Company and can be created/deleted by higher level Admins. Create a Brand space for each Brand within respective Company.

Line (Optional) / Season

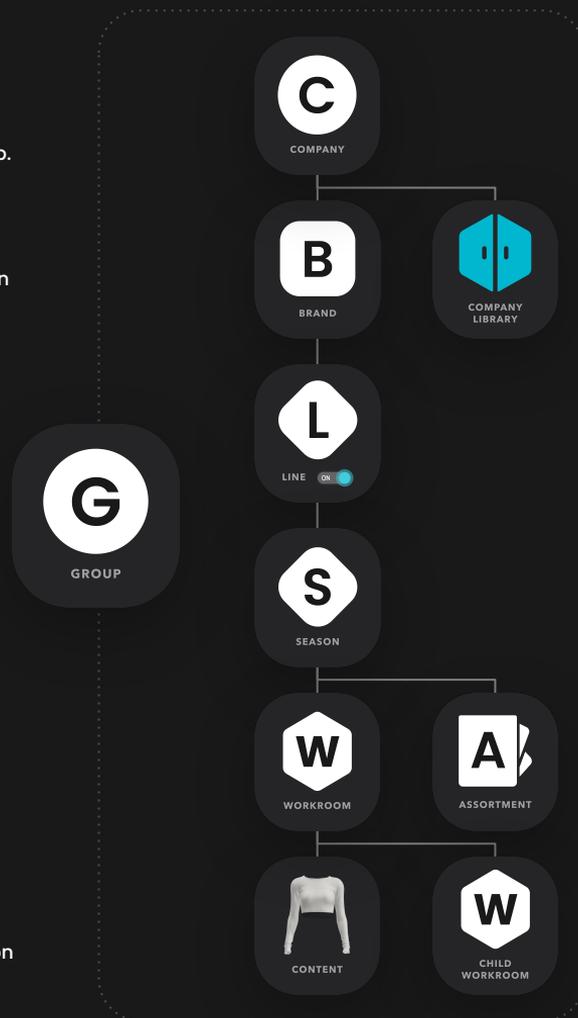
You may choose to separate each Line such as Man, Woman, Kids using this Line Space. Also, create a Season space for each season such as SS24, Fw25, etc.

WORKROOM

Workroom is where **contents are uploaded**. You can create a child workroom within each workroom to manage files or separate projects.

ASSORTMENT

Create Assortment to showcase and present your garment. You can use 3D try-on features including Fitting and Mix&Match within Assortment room.



APPENDIX – Permission Level

ADMIN

Admins have every permission to create, edit, and delete Spaces and Styles, and invite users to the space they belong to.

Group Admin becomes the subject of payment according to the pricing plan for the entire members under the Group.

COLLABORATOR

Collaborators have the same permission as the Company admin or Brand Admin but can ONLY create/edit/delete Season (Line) and below.

Collaborators or above can use the 'Fitting conversion service'.

EDITOR

Editors have the permission to edit, share the Workroom and Assortment with other group members.

When you are shared to Workroom, Assortment, or Style as an Editor, you will become an Editor for the specific Workroom or Style.

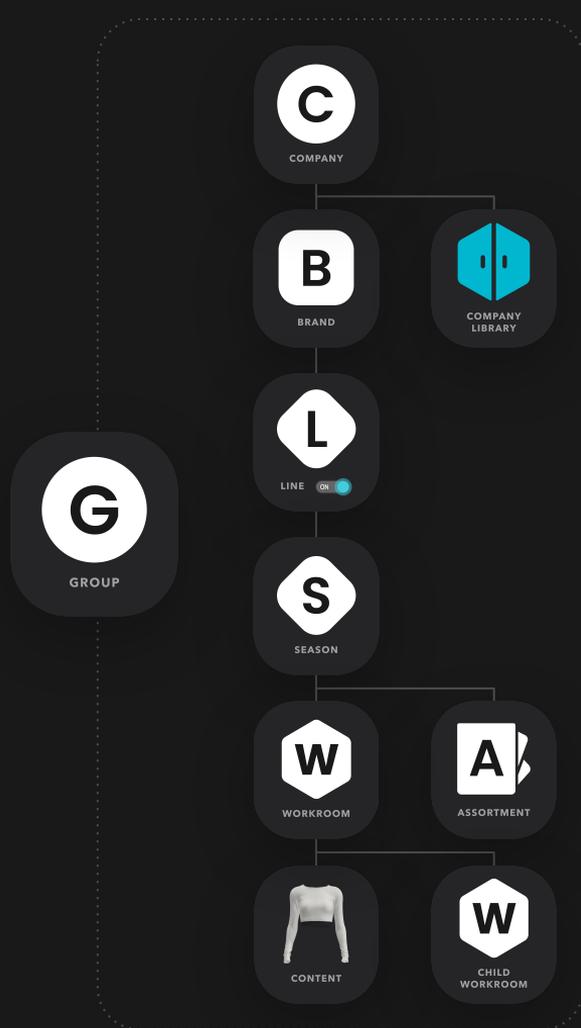
VIEWER

Viewers can only view the Workroom and Style but cannot edit, delete and share the Workroom/Style.

When you are shared to Workroom, Assortment, or Style as a Viewer, or when you are shared with the link through the 'Share with Link' feature as a viewer, you will become a Viewer in a specific Workroom, Assortment, or Style.

GROUP OPERATOR

Group Operators have permission to access the group admin page only.



PERMISSION TYPE



INVITE

ADMIN

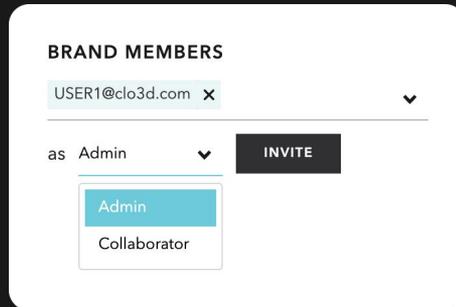
Admins have every authority to create/edit/delete Spaces/Styles and invite users to the space they belong.

Group Admin becomes the subject of payment according to the pricing plan for the entire members under the Group.

COLLABORATOR

Collaborators have the same authority with Company admin or Brand Admin but cannot create, modify or delete Company/Brand.

Collaborators or above can use the 'Fitting conversion service'.



SHARE

CAN EDIT

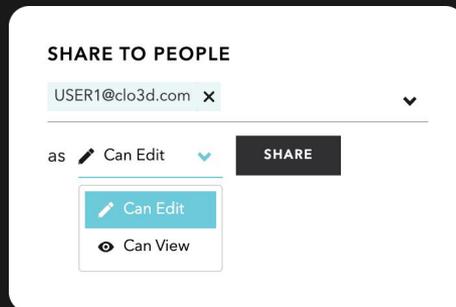
Editors have the authority to edit, share the Workroom and Assortment with other group members.

When you are shared to Workroom, Assortment, or Style as an Editor, you will become an Editor for the specific Workroom or Style.

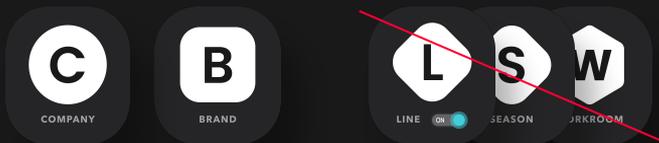
CAN VIEW

Viewers can only view the Workroom and Style but cannot edit, delete and share the Workroom/Style.

When you are shared to Workroom, Assortment, or Style as a Viewer, or when you are shared with the link through the 'Share with Link' feature as a viewer, you will become a Viewer in a specific Workroom, Assortment, or Style.



INVITE

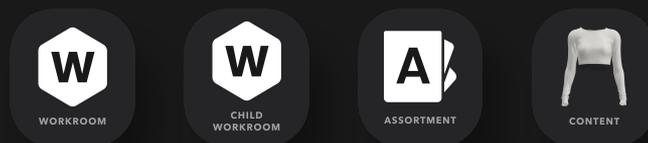


Invite

Invite is the function to invite users as Admin or Collaborator to a company or a brand.

Users need to accept the invitation via email in order to activate the permission.

SHARE



People Share

People share is the function to share a workroom or a style to a certain member, with Edit and View permission.

Link Share

Link share is the function to share a workroom or a style with Edit and View permission by link, without selecting certain member.

LinkShare is accessible to anyone who knows its link address, but it can be a big security issue if leaked externally