



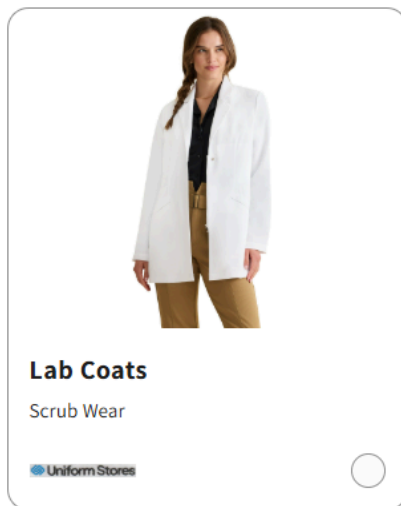
How to Create a Uniform Stores Collection

Uniform Stores site admins have the ability to create uniform collections for their organization's employees. This functionality allows administrators to control which products employees can view and purchase on the microsite, based on their department and location, creating a curated shopping experience. When a collection is created, employees logging into the microsite will only see products specifically associated with their assigned location, department, or both, which they can then select and purchase.

Employees access collections through their organization's microsite where they can purchase Scrub Wear/ Casual Wear/ Merchandise/ etc. That is deemed appropriate to their specific Uniform Program. To build a collection within your Uniform Store, follow the steps below.

 Uniform Stores

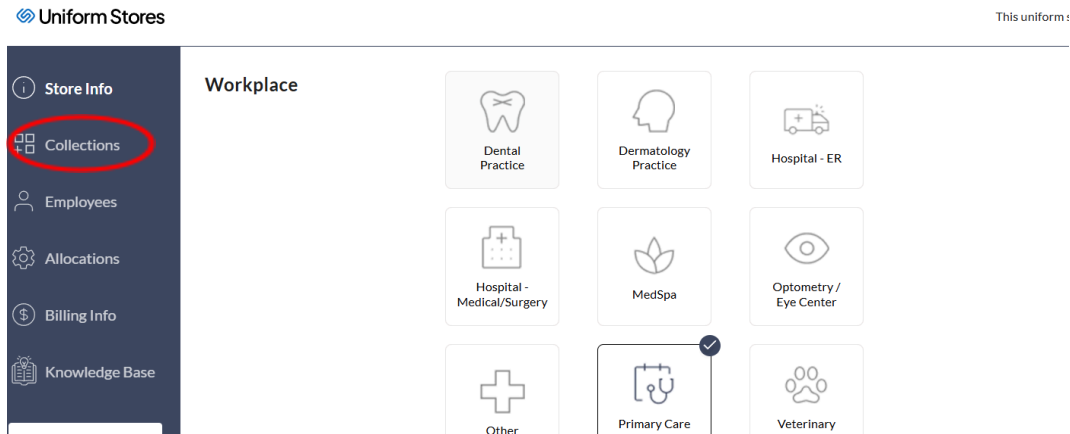
Shop Now



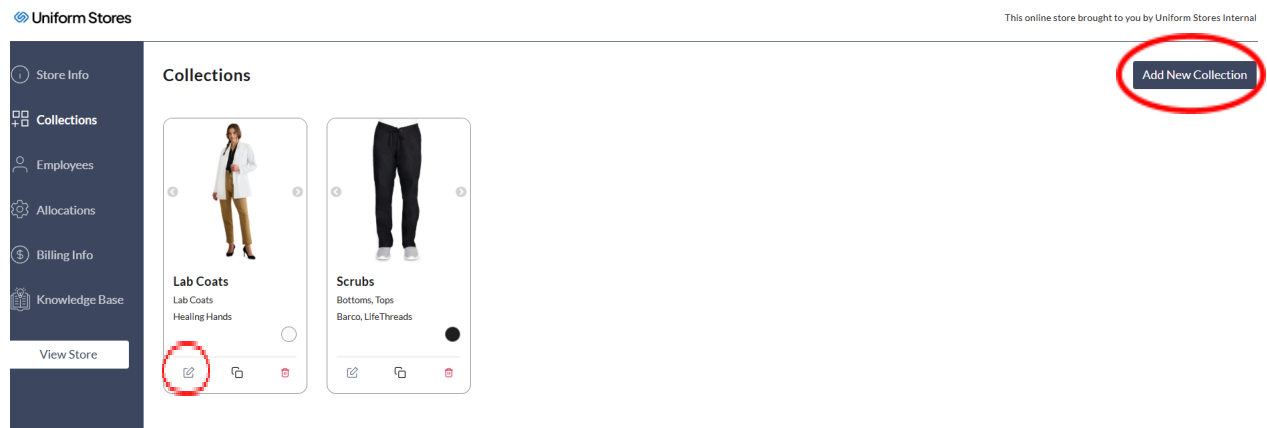
Log into your microsite admin portal by clicking through the in-email link or at <https://admin.uniformstores.com>. You can also go to your custom microsite URL (for example, companyname.uniformstores.com) and select the **Microsite Admin** button at the bottom right.

Uniform Stores

Navigate to the menu located at the left of your screen and select Collections.



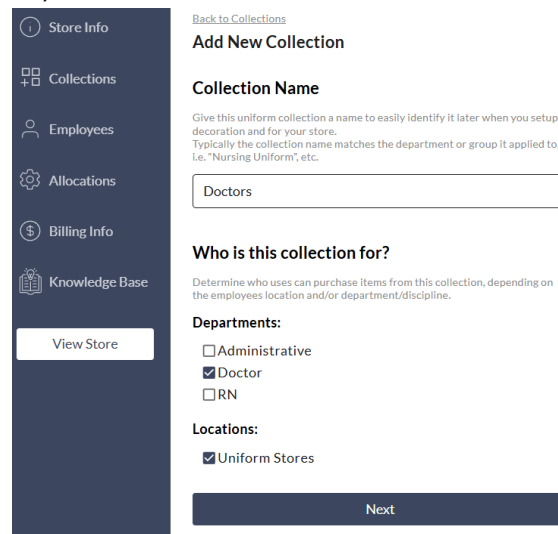
To Create a new collection, select the “**Add New Collection** Button”. If you need to edit an existing collection, click the edit (pencil) icon.



Collection Name & Departments

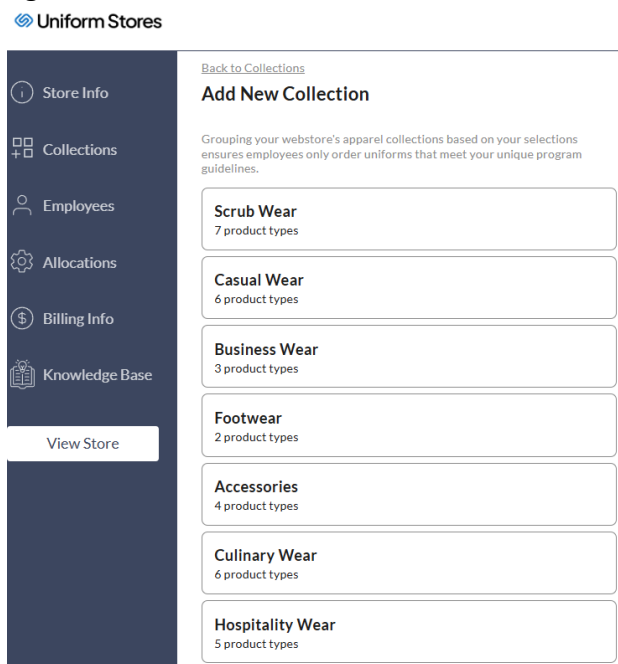
Enter a collection name. This will appear on the employee-facing site, so use a name that's descriptive of what's available to them or who the collection is associated with like the department, location, or logo assigned to this collection.

Next, select which departments and locations should have access to this collection. Anyone matching the department(s) and location(s) selected will have access to this collection. Once you've made your selections, click next.



The screenshot shows the 'Add New Collection' form. On the left is a dark sidebar with navigation links: Store Info, Collections, Employees, Allocations, Billing Info, and Knowledge Base. The 'Collections' link is active. The main content area has a 'Back to Collections' link at the top. Below it is the 'Add New Collection' heading. The 'Collection Name' section has a text input field containing 'Doctors'. The 'Who is this collection for?' section has two sub-sections: 'Departments:' with checkboxes for 'Administrative', 'Doctor' (checked), and 'RN'; and 'Locations:' with a checked checkbox for 'Uniform Stores'. A 'Next' button is at the bottom right.

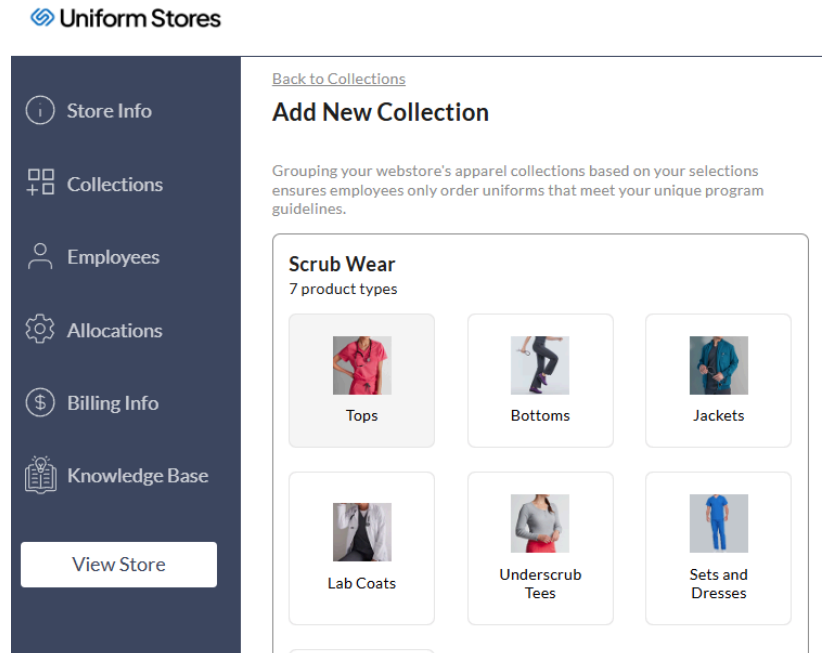
You will then see a view of our available item categories. Click on the category to expand the view to show the nested subcategories.



The screenshot shows the 'Add New Collection' form with a list of available item categories. The sidebar is the same as in the previous screenshot. The main content area has a 'Back to Collections' link. Below it is the 'Add New Collection' heading. A descriptive paragraph states: 'Grouping your webstore's apparel collections based on your selections ensures employees only order uniforms that meet your unique program guidelines.' Below this is a list of categories, each in a box with the category name and the number of product types: 'Scrub Wear' (7 product types), 'Casual Wear' (6 product types), 'Business Wear' (3 product types), 'Footwear' (2 product types), 'Accessories' (4 product types), 'Culinary Wear' (6 product types), and 'Hospitality Wear' (5 product types). A 'View Store' button is at the bottom left of the sidebar.

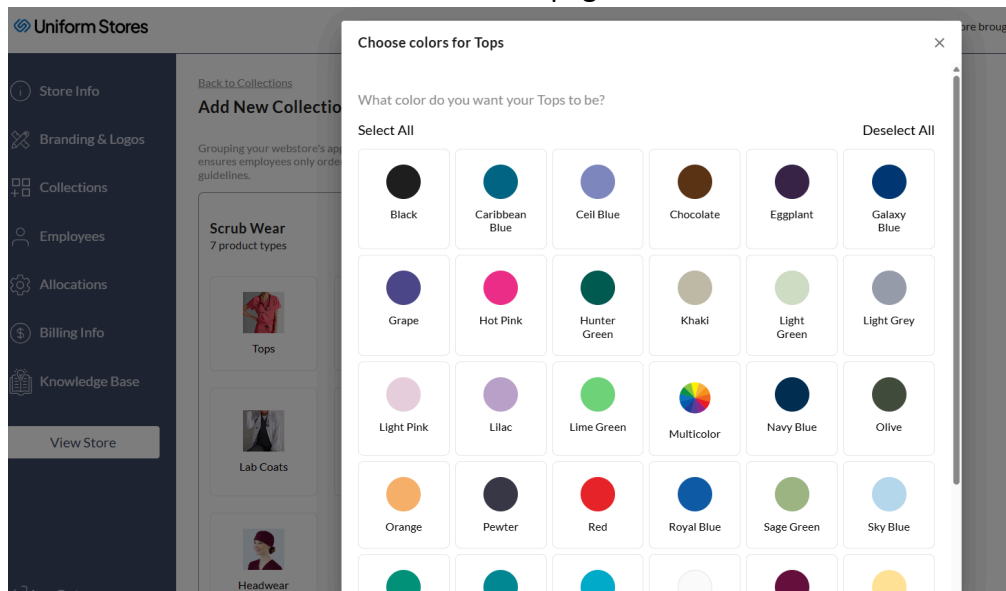
Uniform Stores

Click a subcategory tile that you would like to add to this collection. Clicking the tile will bring up a color selection menu.



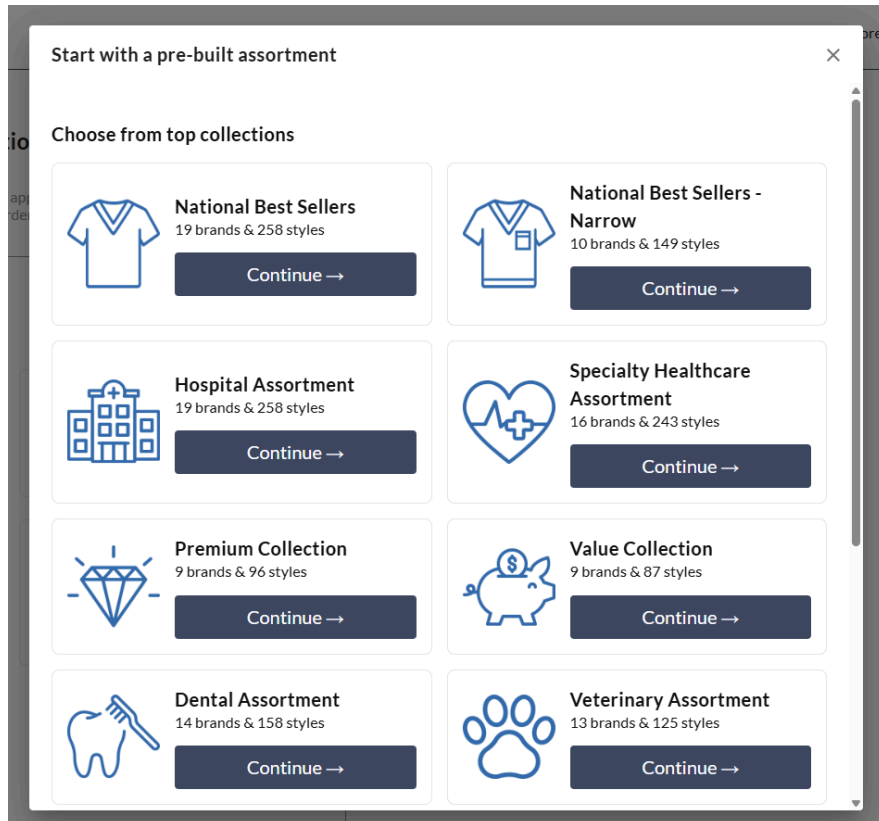
Product Colors

Click on the colors that should be available in this particular collection. This is where you can limit what colors are available for a department and/ or location. After making your selections, click "Next" to review the brand selection page.



Pre-Built Assortments

You will then be given the option to use a pre-built assortment of best selling items. These pre-built assortments will be broken down by budget or item type to provide you with a wide range of choice that fit your organization's needs. We recommend utilizing these pre-built assortments, as they include our best selling and highest reviewed brands and styles.



Uniform Stores

Adding Brands & Items















You can click on the brand icon to add that entire brand to your collection. To add a subsection of a brand's lines, hover over the tile and click the gear icon that appears. This will take you to a window to handpick your apparel lines and styles. Here you can select a whole line by checking the checkbox next to the line name. To view the items within a specific line, click on the dropdown arrow to the right of the line name.

If utilizing a pre-built assortment, you can click next on this screen to move into embroidery and personalization set up.

Choose brands and styles for Tops

What brands of Tops do you want to offer?

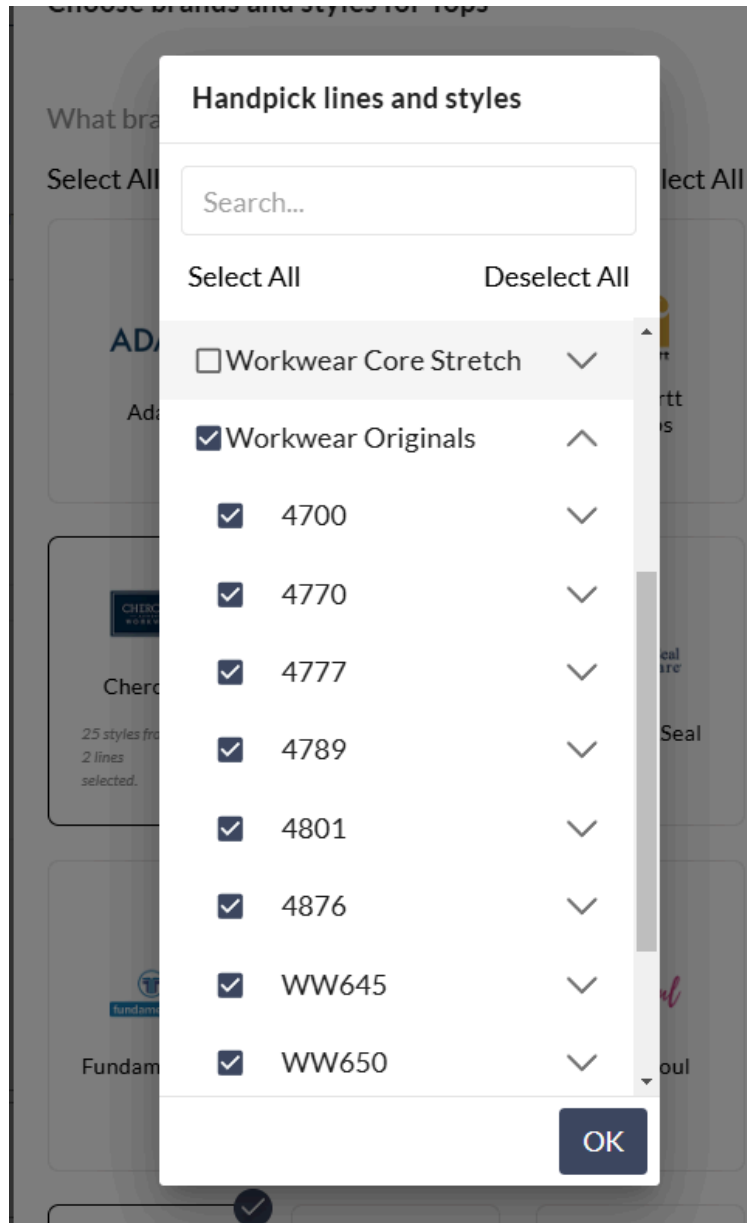
Select AllDeselect All

 Adar	 Barco	 Carhartt Scrubs
 Cherokee	 Dickies Medical	 Fashion Seal
 Fundamentals	 Healing Hands	 HeartSoul
 Infinity	 Inspira	 Jaanuu
 Jockey	 Landau	

Search for Specific Items

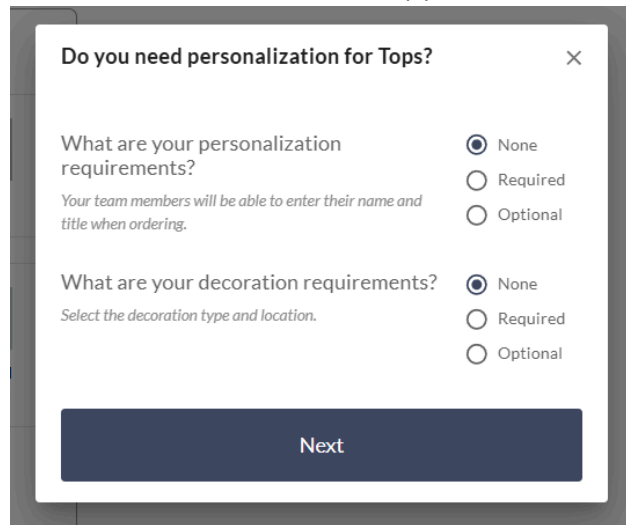
If you're looking for a specific style number that you want to add, you can search for that item or SKU number in the search bar under that brand. If an item doesn't show up upon searching, it may mean that the item is out of stock (out of stock and discontinued items won't show up on our platform) or not in the Uniform Stores available product database.

Once you've made your item selections, click "Next".



Embroidery & Personalization

You will now make embroidery and personalization decisions. If you would like to add custom text lines to the apparel like employee name and credentials, select “required” or “optional”. If required, all employees ordering this item within this collection will be required to have the selected personalization lines along with the corresponding charge. Optional will allow the employee to select if they would like to add on these text line(s).



Do you need personalization for Tops? [X]

What are your personalization requirements?
Your team members will be able to enter their name and title when ordering.

☒ None
☐ Required
☐ Optional

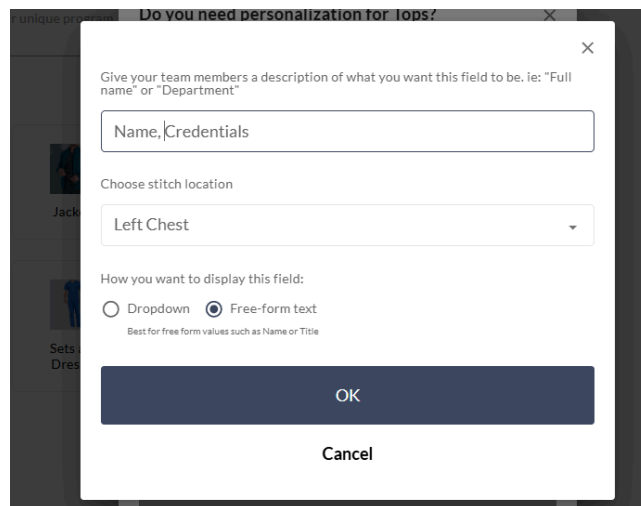
What are your decoration requirements?
Select the decoration type and location.

☒ None
☐ Required
☐ Optional

Next

If adding a personalization line, select required or optional and click “Add Line”.

The most common form of personalization is “free-form text” where the employee can enter what they want embroidered into the text box, typically their name and any credentials. To add this free-form text box, click the “free-form text” button and enter a prompt (i.e “Name, Credentials”) to help guide the employee towards your preferred format. Then select if you would like the personalization sewn on the left or right chest. Right chest opposite an embroidered logo is industry standard.



Do you need personalization for tops? [X]

Give your team members a description of what you want this field to be, i.e: “Full name” or “Department”

Choose stitch location

How you want to display this field:

☐ Dropdown ☒ Free-form text
Best for free form values such as Name or Title

OK

Cancel



Some organizations prefer to limit what employees can personalize their apparel with from a drop down list. In order to create this drop down list select the “dropdown” bubble. Then enter as many options as you would like to be available to employees in the exact format that you would like them to appear when sewn. Click add after typing each option to add it to the dropdown list. Once complete, select “OK”.

A screenshot of a configuration dialog box for Uniform Stores. The dialog has a close button (X) in the top right corner. It contains the following elements: a text input field with the placeholder text 'Department'; a section titled 'Choose stitch location' with a dropdown menu currently showing 'Right Chest'; a section titled 'How you want to display this field:' with two radio buttons: 'Dropdown' (which is selected) and 'Free-form text' (with a subtext 'Best for set values such as Department or Location'); a section titled 'Enter a list of options for your dropdown' containing a list of department names: 'Phlebotomy', 'Radiology', and 'Oncology', each with a trash icon to its right; a text input field with 'Cardiology' and an 'Add' button to its right; and two large buttons at the bottom: 'OK' and 'Cancel'.

In order to add a second line of personalization, click the “Add Line” button and repeat the steps above.




Select a Logo

Now make your embroidery selections. You can choose to make that required, optional or none to have no embroidery. Then select from the approved logos that appear. If you need to add a new logo, please reach out to your customer success representative to add additional embroidery to your site. Once you've made your choice for this item, click "select".

*Please Note: All personalization is in BLOCK font.

What are your decoration requirements? ☐ None
Select the decoration type and location. ☒ Required
☐ Optional

Choose logo

 US-1222	 US-1224	 TOP-1221
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Select

*You must select a logo


Then choose your decoration location from the dropdown list and click "next". Note that the left chest is the industry standard decoration location.

Choose logo

Center
Full Back
Full Chest
Left Chest
Left Chest/Left Chest
Left Chest/Right Chest/Left Shoulder
Left Chest/Right Sleeve
Left Shoulder
Left Sleeve
Left/Right Chest
Right Chest
Right Shoulder
Right Sleeve
Yoke

Finalizing the Collection

Repeat this process for all apparel types to be added to the site. When you've completed this for all items to be added to your collection, click "Save" to finalize and save your collection. Please note that your progress will not be saved until clicking the "save" button.

 Uniform Stores

1 Store Info

Collections

Employees


Allocations

Billing Info

Knowledge Base

View Store

Log Out


Headwear

Casual Wear
6 product types

Business Wear
3 product types

Footwear
2 product types

Accessories
4 product types

Culinary Wear
6 product types

Hospitality Wear
5 product types

Industrial Workwear
7 product types

Medical Supplies
1 product types

Save

Your collection will now be added and will be available to selected employees if your site is live.

[Uniform Stores](#)

Store Info
Collections
Employees
Allocations
Billing Info
Knowledge Base
View Store

Collections

Doctors
Bottoms, Tops
Barco, Cherokee, and 3 more

Lab Coats
Lab Coats
Healing Hands

Scrubs
Bottoms, Tops
Barco, LifeThreads

[Uniform Stores](#)

[Shop Now](#)

Allocation

Your allocation has 2/2 of Scrub Wear Tops, 2/2 of Scrub Wear Bottoms
\$100.00/\$100.00 Reward remaining
Order before January 21, 2026

[Help](#)

Doctors

Sort:

Best Selling

Filter:

Gender

Brand

Line

Style

Category

Subcategory

Product Type

order we

Availability

Price

Men's Perforated Side Panels Vortex Jogger Scrub Pant
BARCO - BARCO ONE - BOP920
\$48.99 USD

Women's High-Low Hem Tuck-In Top
BARCO - SKECHERS - SKT147
\$28.99 USD

Women's V-Neck Pulse Scrub Top
BARCO - BARCO ONE - S106
\$36.99 USD

Women's Drawcord Aubrey Pant
BARCO - GREY'S ANATOMY -
\$42.99 USD

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