# 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.
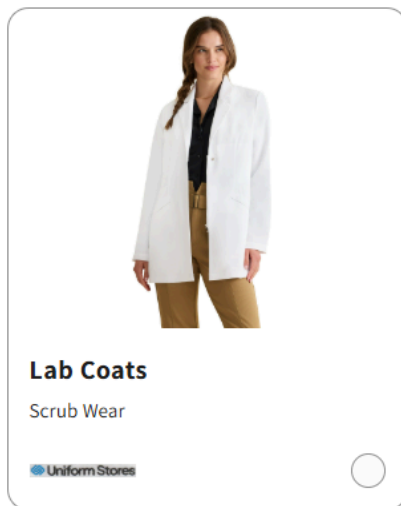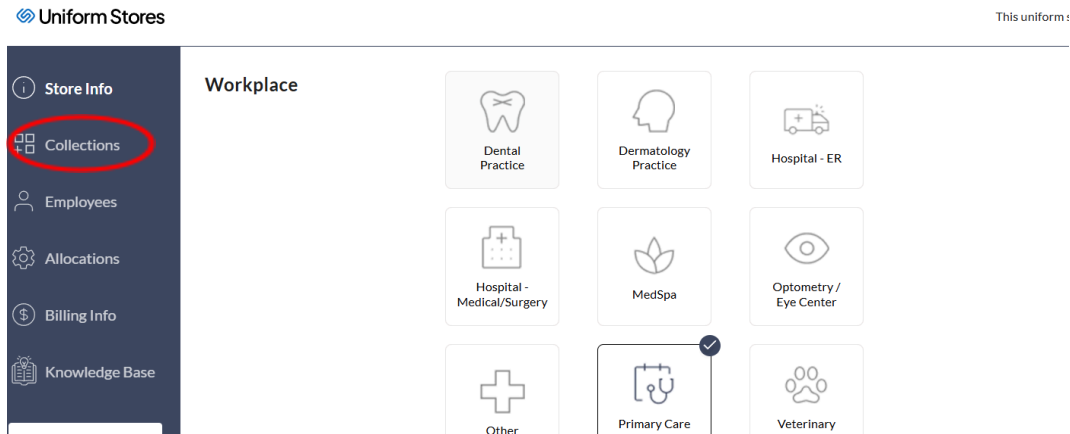

Log into your microsite admin portal by clicking through the in-email link or at https://admin.uniformstores.com. You can also go to your custom microsite URL (for example, companyname.uniformstores.com and select the **Microsite Admin** button at the bottom right.

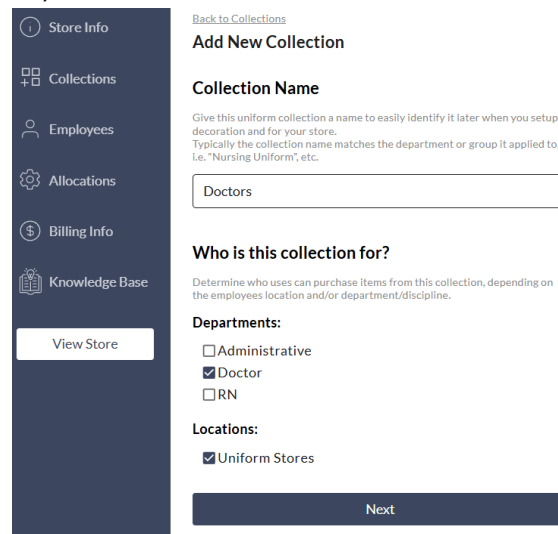Navigate to the menu located at the left of your screen and select Collections.

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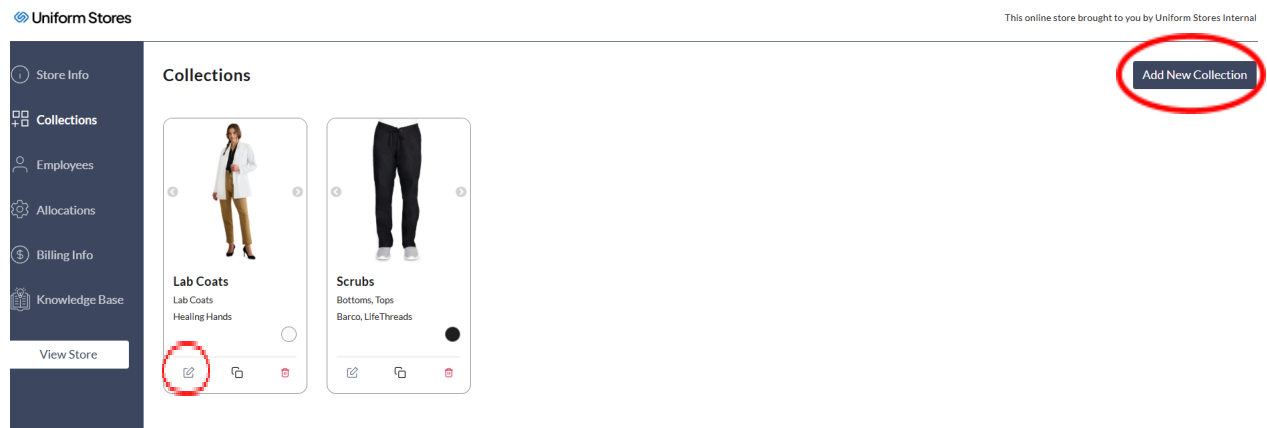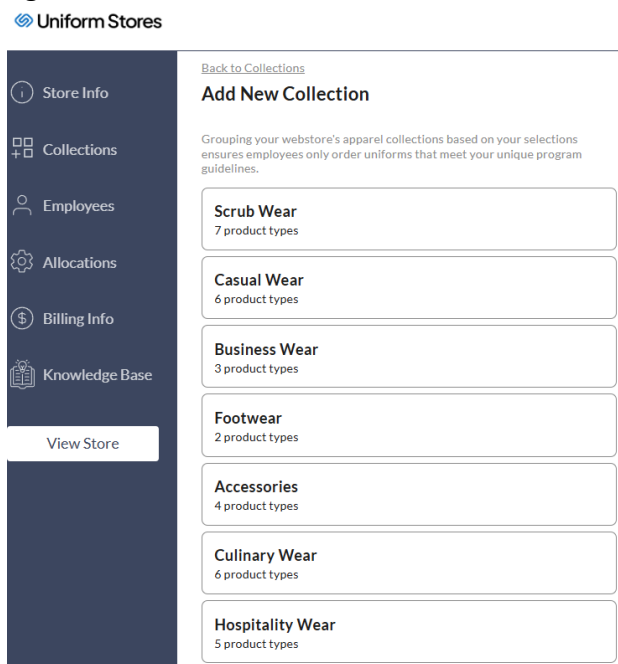
Collection Name & Departments

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.
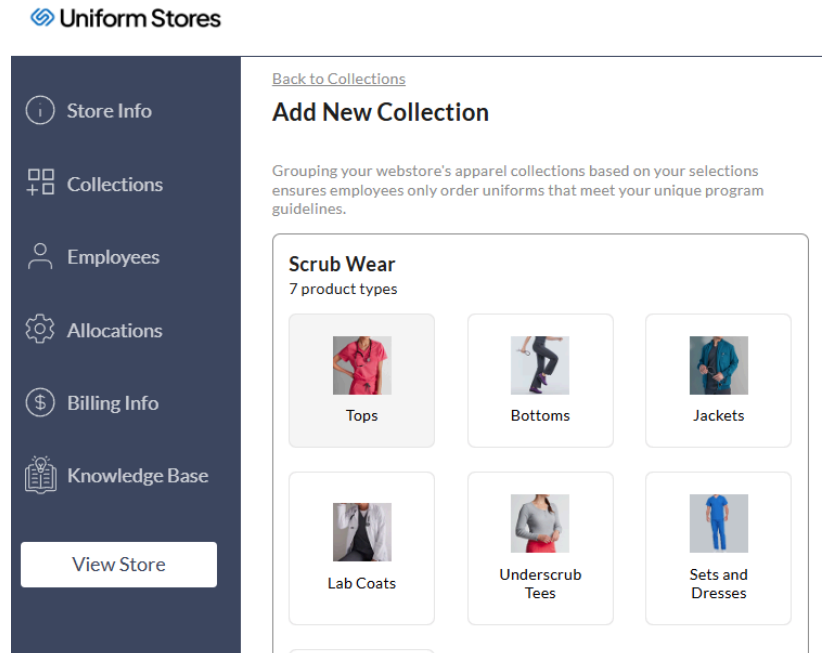

You will then see a view of our available item categories. Click on the category to expand the view to show the nested subcategories.

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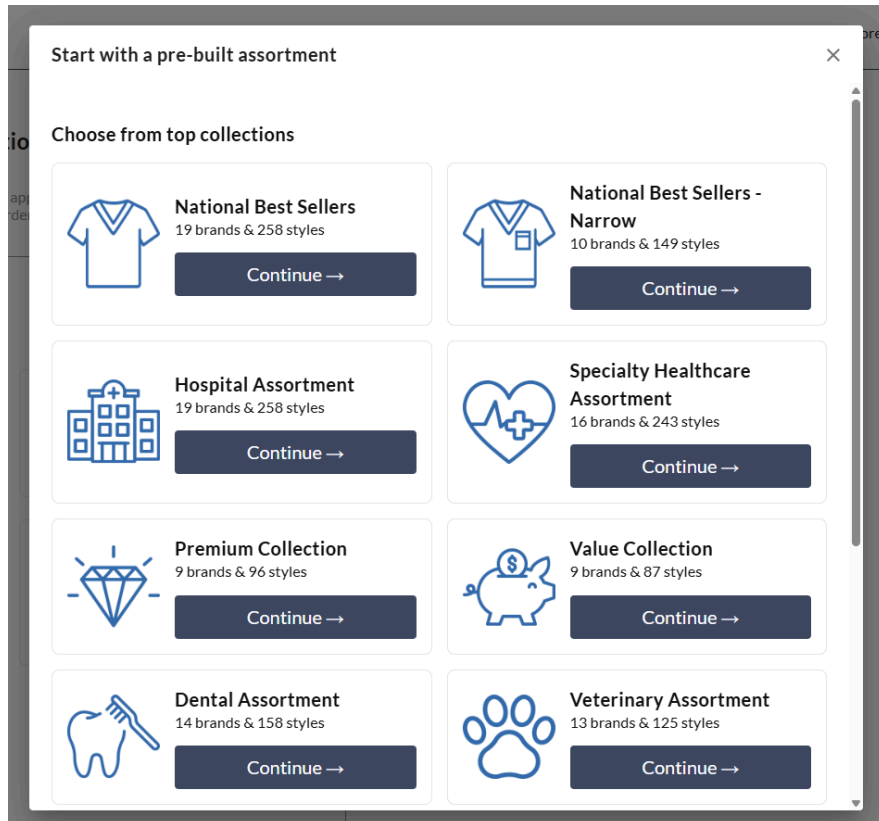

Product Colors

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.
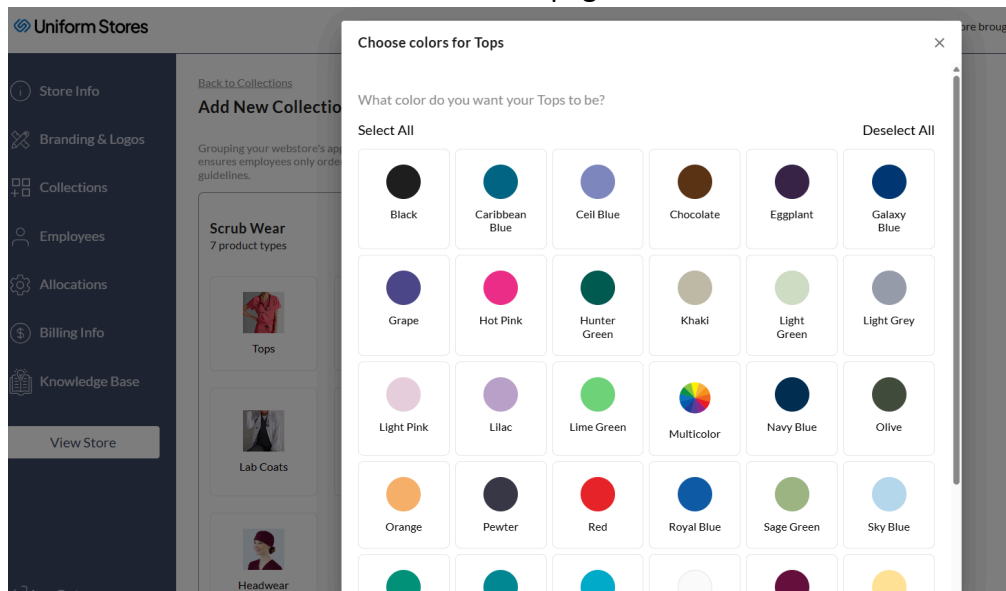
Pre-Built Assortments

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.

Start with a pre-built assortment

Choose from top collections

National Best Sellers
19 brands & 258 styles
Continue →

National Best Sellers - Narrow
10 brands & 149 styles
Continue →

Hospital Assortment
19 brands & 258 styles
Continue →

Specialty Healthcare Assortment
16 brands & 243 styles
Continue →

Premium Collection
9 brands & 96 styles
Continue →

Value Collection
9 brands & 87 styles
Continue →

Dental Assortment
14 brands & 158 styles
Continue →

Veterinary Assortment
13 brands & 125 styles
Continue →

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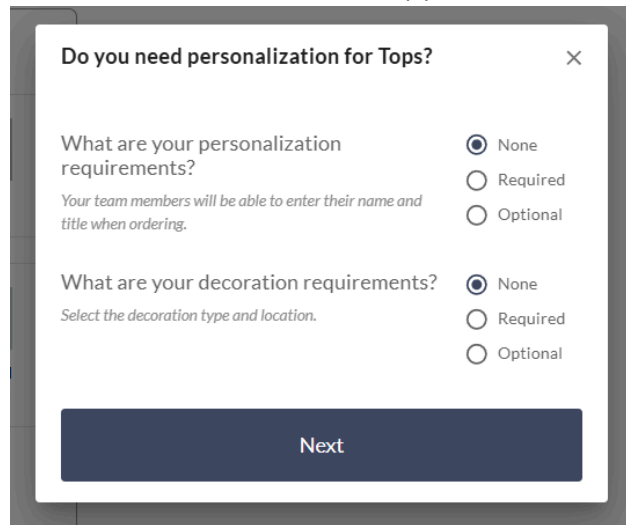
Search for Specific Items
If you're looking for a specific style number that you want to add, you can search for that item or SKU number in the search bar under that brand. If an item doesn't show up upon searching, it may mean that the item is out of stock (out of stock and discontinued items won't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

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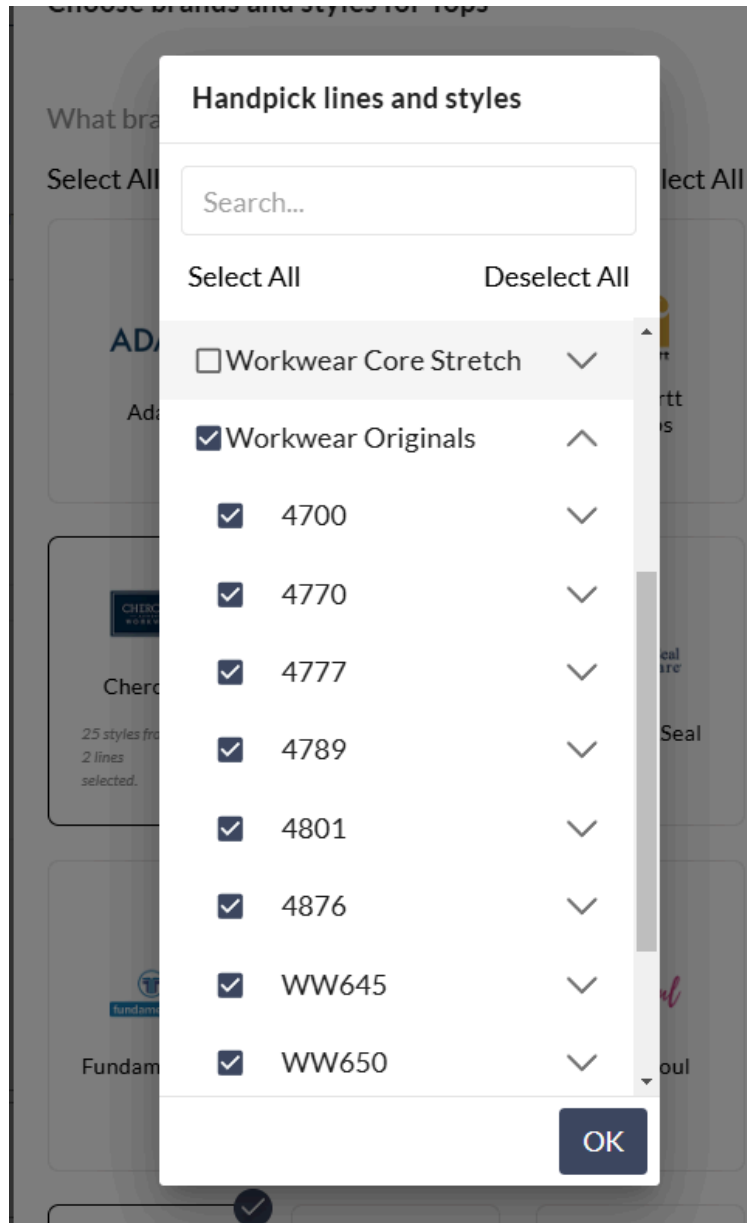
Embroidery & Personalization

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).
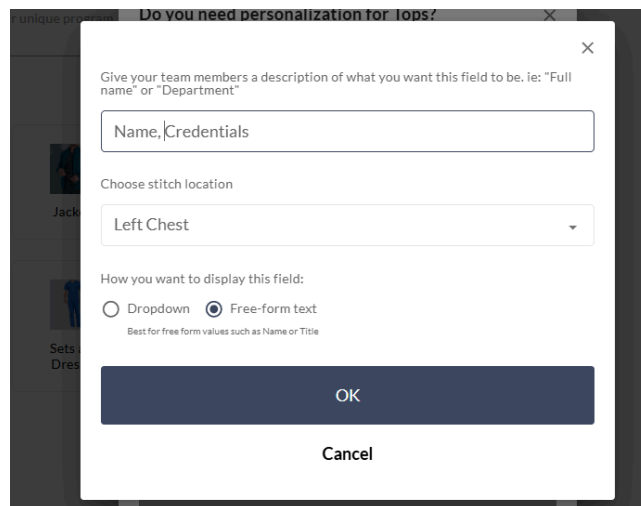
If adding a personalization line, select required or optional and click "Add Line".

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.

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".

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 logo 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".

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

Uniform Stores

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.

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