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What's New in ESP

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ESP Orders Update

• Admin Control for Discount Entries

ESP Websites and Company Stores Update

<u>Reminders to Upload Artwork During Checkout</u>

Email Marketing Update

• Create Email Marketing List by Company Type

Admin Control for Discount Entries

A new setting is now available in the Company Profile section of the ESP Admin! This setting allows the administrator for a company to choose whether users of ESP Orders will be able to enter discounts on order documents.

To access this new option, click on the user icon in ESP and then click Settings.

| R | ESP User |
|----|-------------------------------|
| 45 | Manage My Account Settings |
| | Preferences |
| | My Dashboard |
| | ESP Orders |

Next, click on <u>Company Profile</u> from the options on the left. Let's see this setting in action:

Admin Setting:

Order Discount

Do not allow users to edit or enter a discount for a quote, order, invoice, or sample request

What Happens in ESP Orders:

| Subtotal: | \$1,275.00 | \$2,125.00 | |
|----------------|----------------------------|--------------------|--|
| Discount: | 0.00% | \$0.00 | |
| Booked Margin: | | \$850.00 40.00% | |
| 😧 Use C | Sales Tax: urrent Rates | \$0.00 | |
| Tot | al Amount: | \$2,125.00 | |

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Reminders to Upload Artwork During Checkout

During the check-out process there are now two reminder messages for customers to upload artwork.

One notification will be located at the top, just above "My Cart".

My Cart / Personal Information / Payment Information / Review Order

Don't forget to scroll to the bottom of this screen and upload your desired artwork.

My Cart

The second notification will be directly below the Order Summary, to the left of the Continue button.

Order Summary

Subtotal

Total (USD)

\$24,942.48 \$24,942.48

IMPORTANT: Exchange rates are set by the provider and are subject to change. Additional fees, such as setup, imprint and shipping charges may not be reflected in your order total. We will contact you to confirm these additional charges.

IMPORTANT: Please scroll down to upload your desired artwork.

Continue

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Create Email Marketing List by Company Type

When creating a <u>dynamic list</u> in Email Marketing, "Company Type" has been added as a rule option.

For example, if you wanted to send an email blast only to your prospects, you are now able to set a rule to create a list based on the company type of "prospect".

| Create Rule Match Type Match all Match any | | | | |
|--|--------|---|------------|---|
| Company Type v +Add New Rule | equals | • | Prospect ~ | × |
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